Note:
If you do not have a FTP server running contact your local administrator or use other method to retrieve your scanned document(s). (i.e. Scan Driver or Web Browser)
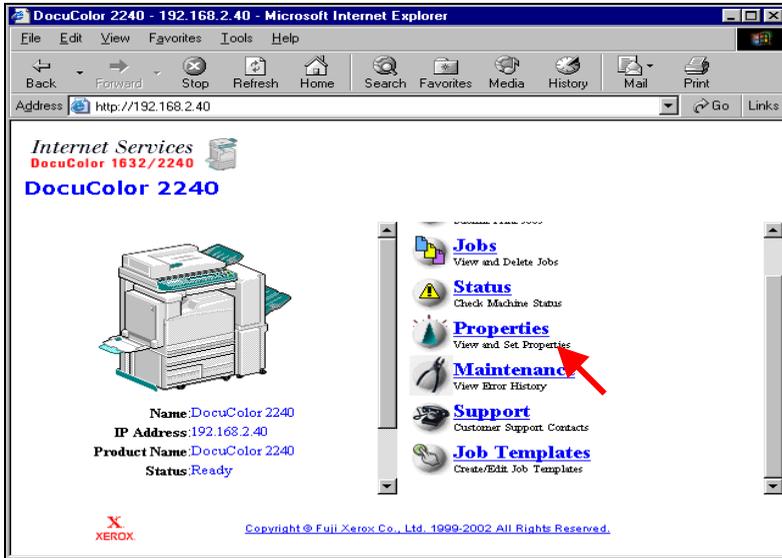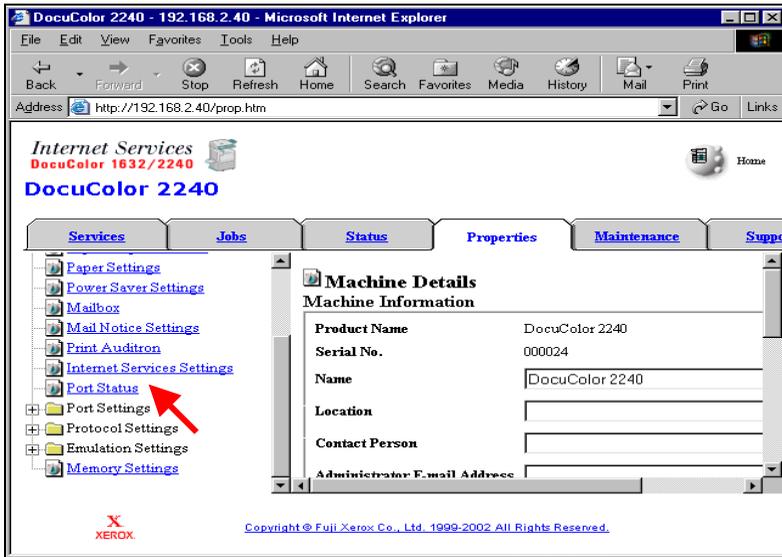
Fig. 1
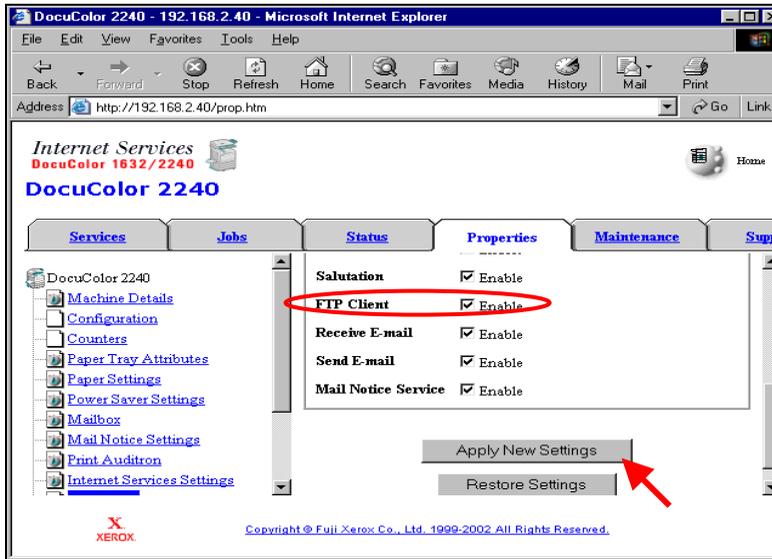Click **Properties**.

Fig. 2
Click **Port Status**.

Fig. 3
Place a check mark in the "Enable" box next to **FTP Client**. Select **Apply New Settings**.
*If a check mark already appears in the "Enable" box next to **FTP Client** skip the remaining steps in this pamphlet and continue to Scan Using FTP Server Part 2 of 3.

Fig. 4
Enter the User Name and Password. Click **OK**. (See Machine Administration User Guide for default password)
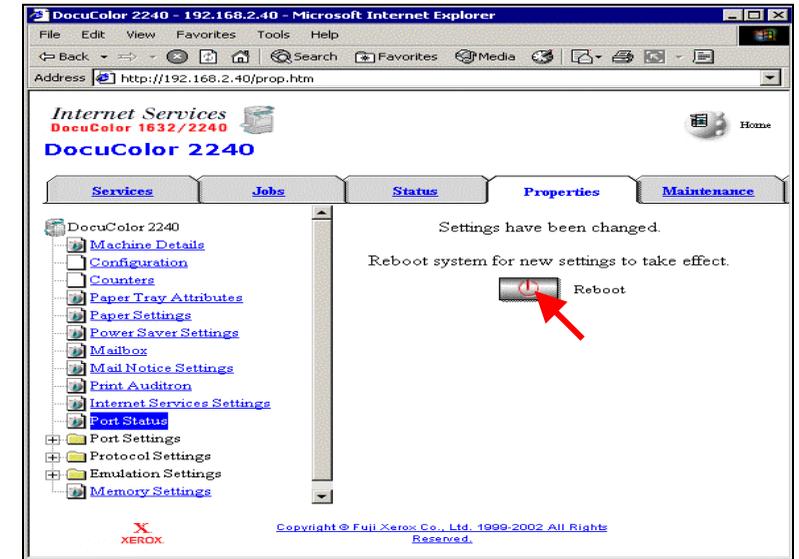*This screen might not appear if the username and password have already been entered.

Fig. 5
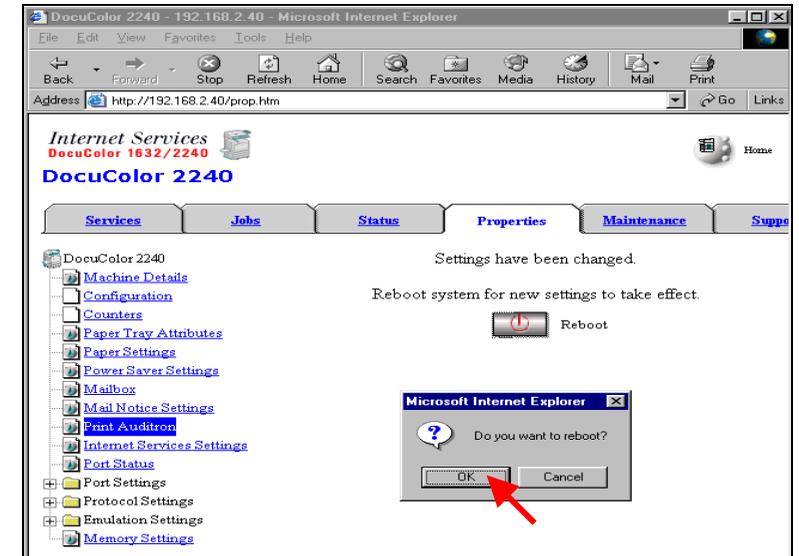The "Settings have been changed" confirmation screen appears. Click **Reboot**.

Fig. 6
Click **OK**. (The DC 1632/2240 will take approximately 2 minutes to reboot.)
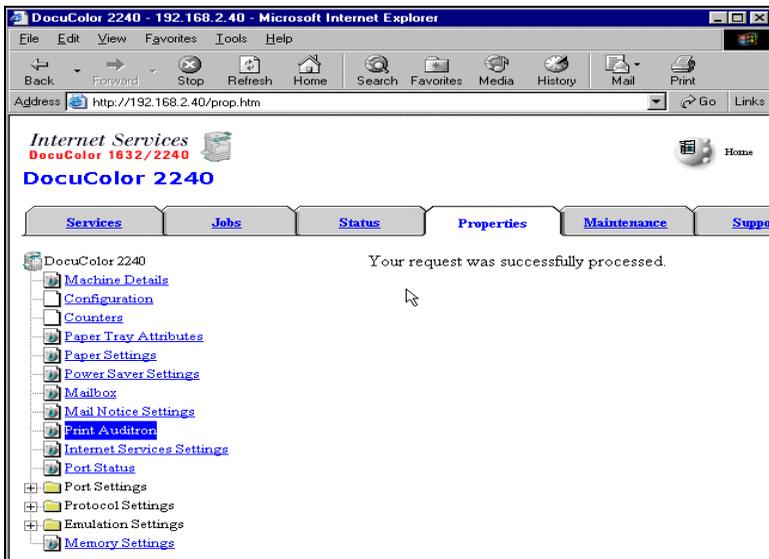
Fig. 7

If the message "Your request was successfully processed" is not displayed, repeat the steps in this pamphlet.

Continue with Scan Using FTP Server Part 2 of 3.

Quick Start Guide

Scan Using FTP Server
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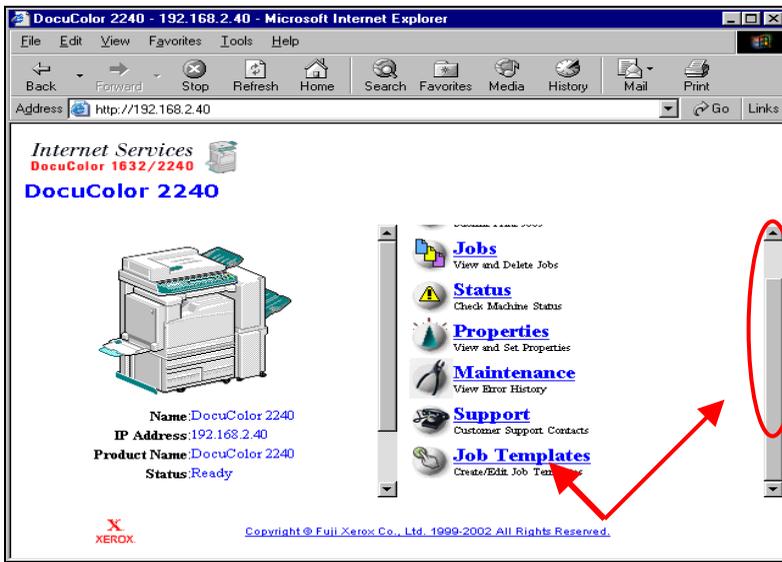
XEROX

DocuColor 2240/1632

Fig. 1
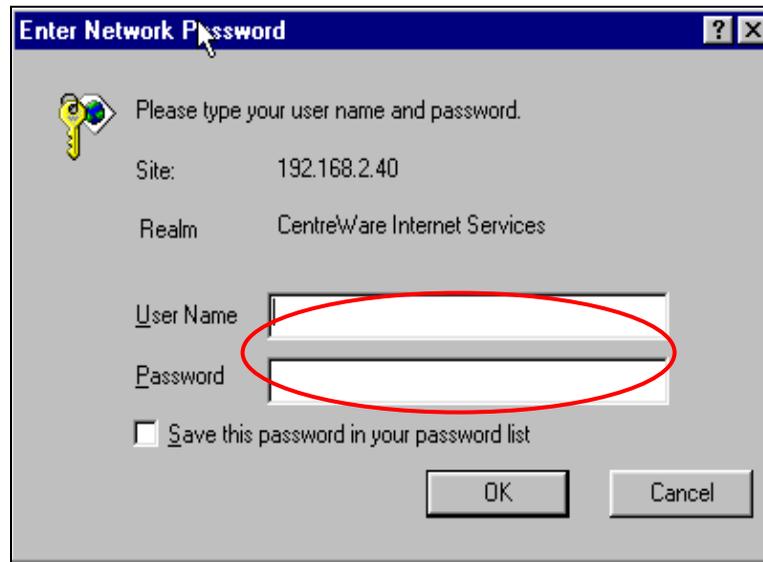Select **Job Template**.

Fig. 2
Click **New**.

Fig. 3
Enter the User Name and Password. Click **OK**. (See Machine
Administration User Guide for default password)
*This screen might not appear if the username and password have
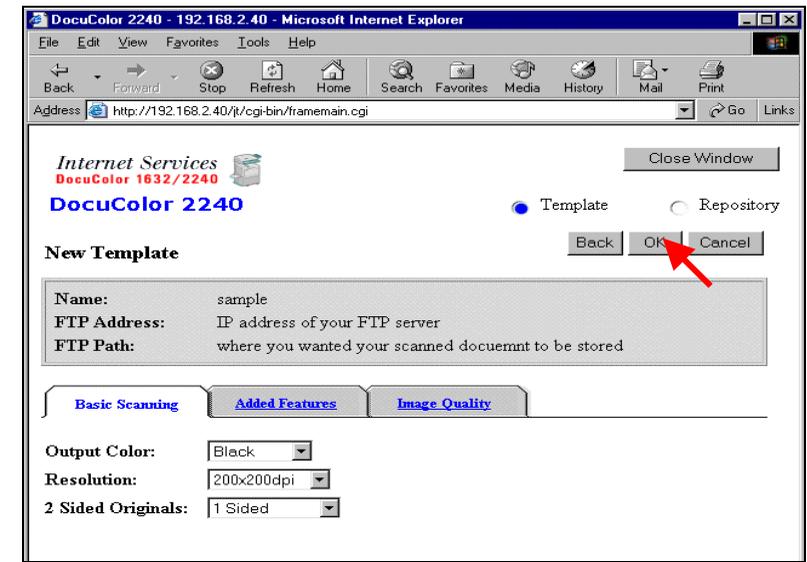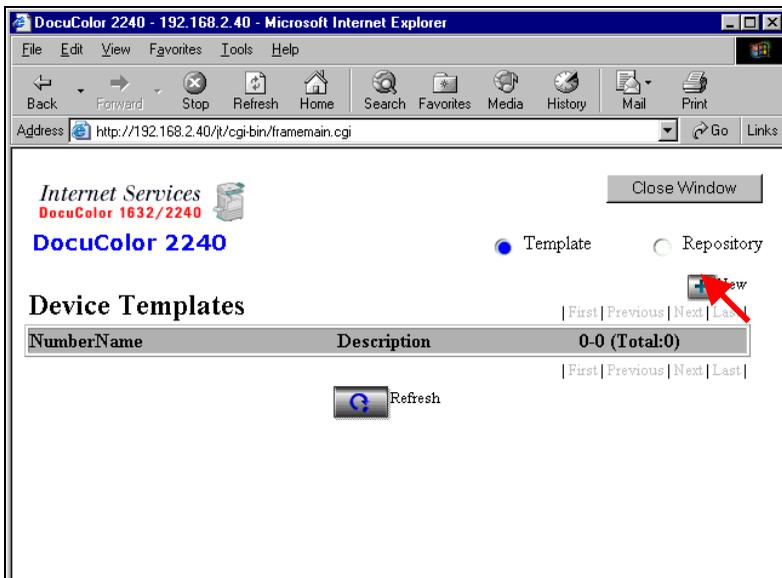already been entered.
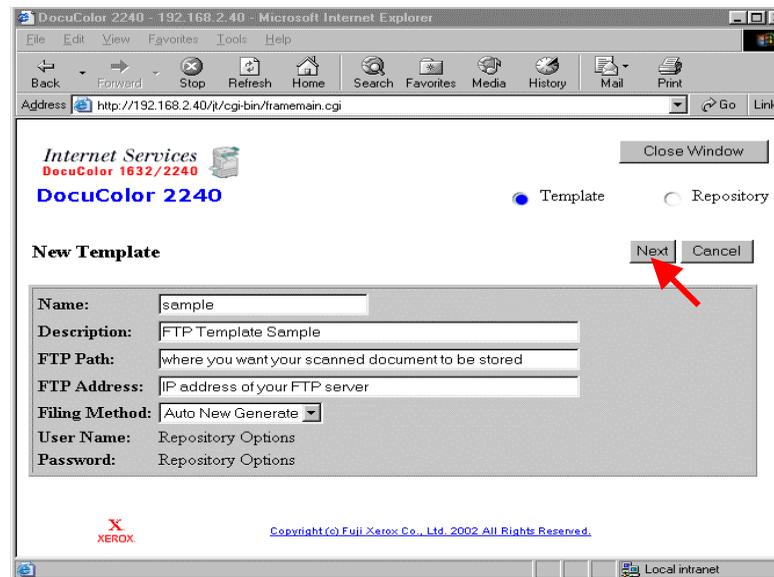
Fig. 4
Enter Name, FTP Path and FTP address then click **Next**.

Fig. 5
Select **OK**.
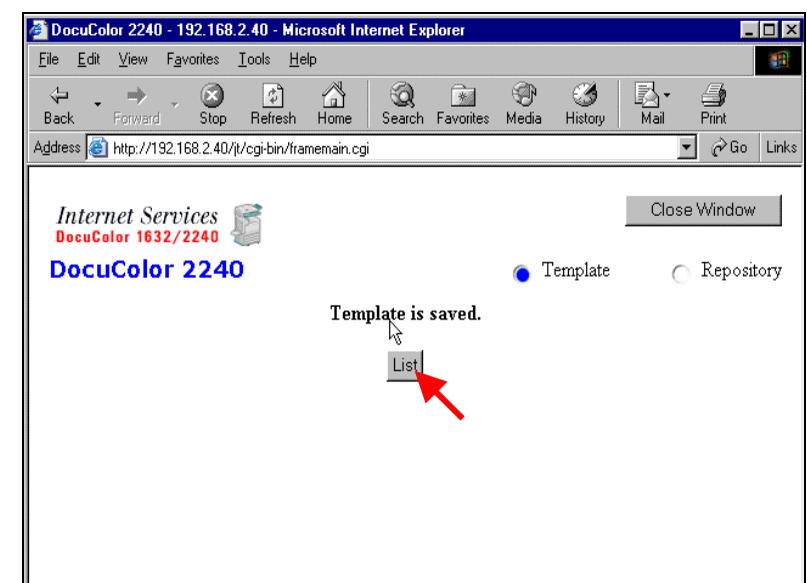
Fig. 6
Click **List**.
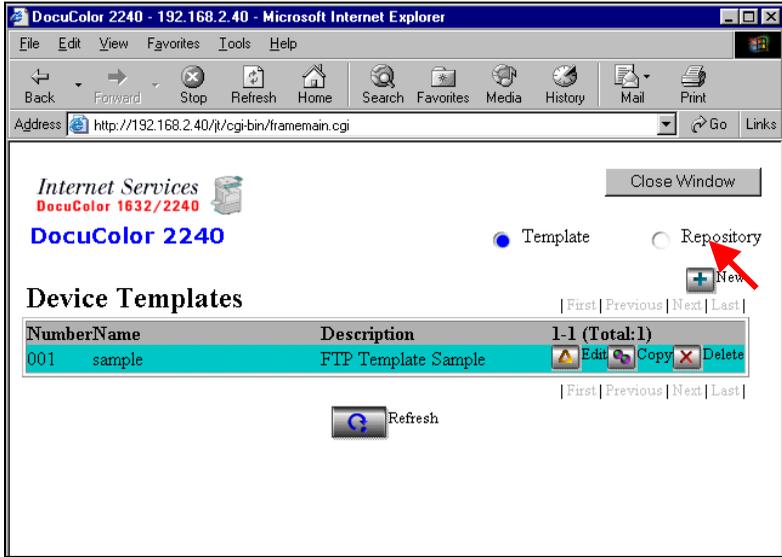
Fig. 7
Click **Repository**.

Fig. 8
Enter FTP Server User Name and Password then click **Apply New Settings**.

Fig. 9
You are ready to scan. Click **Close Window**

Note:
If you click on "Back" you will return to the previous window seeing in Fig. 8 and the values will be blank. This is normal.

Continue with Scan Using FTP Server Part 3 of 3.

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Scan Using FTP Server
Part 2 of 3

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Fig. 1
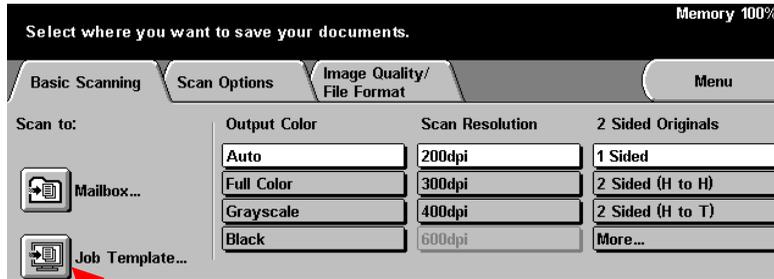Place document(s) on the Document Feeder or Document Glass.

Fig. 2
Select **Menu**.

Fig. 3
Select **Scan**.

Fig. 4
Select **Job Template**.
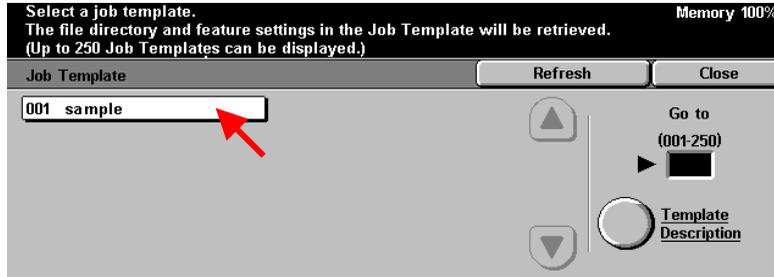

Fig. 5
Select template.
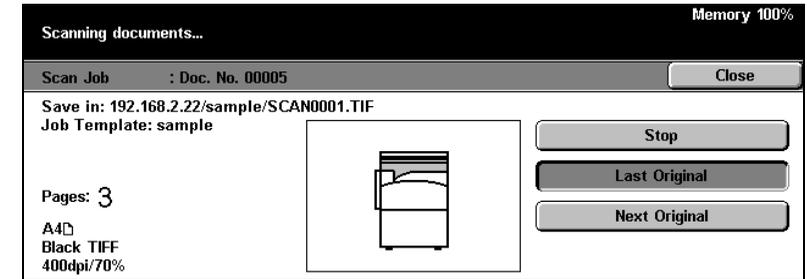
Fig. 6
Press **Start**.

Fig. 7
The document is being scanned.
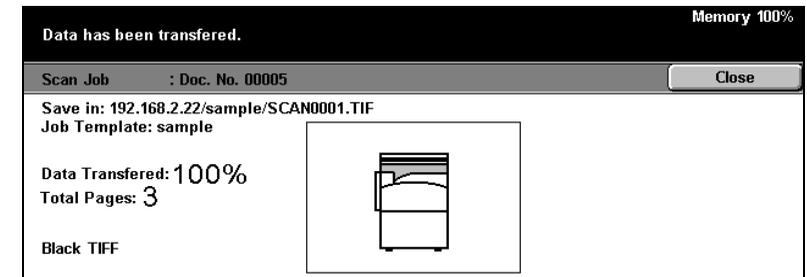
Fig. 8
The document is being transferred.
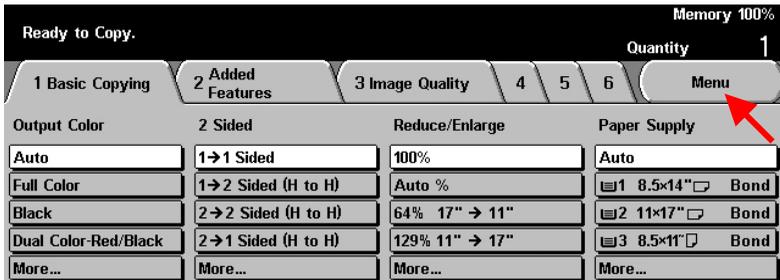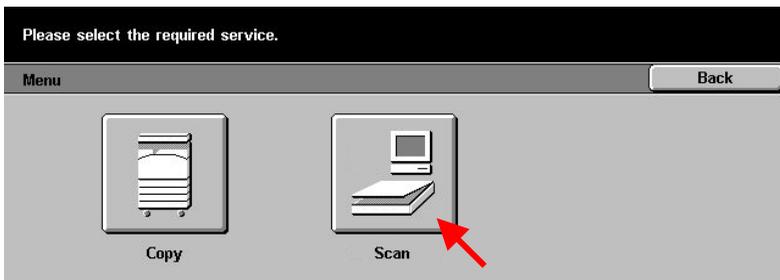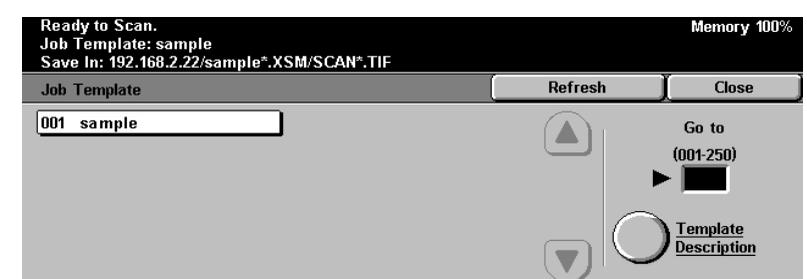

Fig. 9
The scanned document is completed.

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**Scan Using FTP Server
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