

# The Document Company

## XEROX

### DC220/230ST Windows NT® 4.0 (TCP/IP) Scan to File Quick Install

#### Installation Requirements:

- Be sure that the DC220/230 is correctly set up and configured for TCP/IP.
- The DC220/230 Scan To File option kit must be installed before performing this procedure.
- For an NT server, ensure that Microsoft Internet Information Services® (IIS) is installed on the server.
- To install the DC220/230 into a DHCP environment, exclude the addresses assigned to the DC220/230 at the DHCP server.
- For NT workstations, ensure that Microsoft Peer Web Services® is installed on the clients.

**Note:** Installing Microsoft IIS or Peer Web Services requires that the server or workstation be rebooted.

#### Before Installation:

Please review the *DC220/230 Scanning Overview* card before proceeding.

#### At the Repository Server:

- 1.** Create a Repository Directory at the NT server or NT workstation.
  - a)** Record the TCP/IP address of the Repository Server for later use:  
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- 2.** Assign users and rights to the Repository Directory.
- 3.** Create a user account and assign a password for the DC220/230 to use to log in to the Repository Server. For NTFS drivers, *Change* permission to the Repository Directory is required for the DC220/230 account. For the NT4.0 server account, the *Log on Locally* permission is required.
  - a)** Record the name of the user account and the password for later use:  
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- 4.** Ensure that FTP services are running at the Repository Server by running Microsoft Internet Service Manager®:

- a)** Select the FTP service. From the toolbar, select *Properties > Service Properties > Directory* tab.
  - b)** Select *Add*, then browse for the Repository Directory and make this the Home Directory for the FTP service (Example: *c/scandir*).
  - c)** Select both the **Read** and **Write** check boxes under *Access*.
  - d)** Select the **OK** button.
- 5.** Test the FTP connection to the Repository Server by logging in to the server from another workstation, using the User Name and Password created earlier.
  - 6.** Record the path the user account will need to get to the Repository Directory, i.e. **[/]**, if you made this your Home Directory.  
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#### At the DC220/230 Control Panel:

- 1.** Enter System Administrator Setups:
  - a)** Press the **[Access]** button on the Control Panel.

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- b)** Enter the System Administrator password by typing **#22222** (**# key and 22222**) on the keypad and pressing **[Enter]** on the screen.

**Note:** #22222 is the factory default and may be changed by your Xerox service representative to suit your needs.

- 2.** Access the Scan to File Setups screens:

- a)** On the screen display, press **[Scan to File Setups]**.

**Note:** The *Job Template Pool* and *Update All Templates* options on this screen are not used in this environment.

- b)** Press **[Default Repository]**.
- c)** Press **[TCP/IP]**.
- d)** Press **[File Server IP Address]**, then press **[Edit]** and use the keyboard on the screen to enter the Repository Server's IP address.
- e)** Press **[Save]**.
- f)** Press **[Directory Path]**, then press **[Edit]** and use the keyboard on the screen to enter the path for the DC220/230 account to use to get to the Repository Directory at the Server.

- g)** Press **[Save]**.

- h)** Press **[Login Name]**, then press **[Edit]** and use the keyboard on the screen to enter the account name for the DC220/230. Case sensitivity applies.

- i)** Press **[Save]**.

- j)** Press **[Password]**, then press **[Edit]** and use the keyboard on the screen to enter the password for the DC220/230. Case sensitivity applies.

- k)** Press **[Save]**.

- 3.** Press **[Save]** to return to the Scan to File Setups screen.

- a)** If required, press **[Repository 1]** to set up Repositories 1 through 4. Follow the steps above to enter the setup information.

- 4.** Press **[Filing Policy]**.

**Note:** Selecting *Overwrite* will result in a document being lost if it is not moved out of the Repository before another document is scanned. Selecting *Append* will retain documents in the Repository. Delete older documents on a regular basis to free up server space.

- a)** Select either **[Overwrite]** or **[Append]** as the filing policy.

- b)** Press **[Save]**.

- 5.** Press **[Confirmation Sheet]**.

- a)** Press **[Enable]**.

- b)** Press **[Save]**.

- 6.** Press **[Close]** to return to the Scan to File Setups screen.

- 7.** Press **[Exit]**.

- 8.** The DC220/230 will automatically reboot and print a configuration sheet in approximately 3 minutes.

- 9.** Check the settings on the configuration sheet against those that were entered previously.

- 10.** Install Visioneer PaperPort® software at each client workstation.

- 11.** Test the Scan to File feature.

- 12.** Verify the successful scan by checking the Confirmation Report printed by the DC220/230, and by checking the Repository on the server.

Use CentreWare Internet Services®, if available to create templates, or use the default template.

Additional information on this installation can be found in the *DC220/230 System Administration Guide*, or the CenterWare® manual, *Getting Started with Internet Services*.