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DC220/230ST NDS® Scan to File Quick Install

Installation Requirements:

- Be sure that the DC220/230 is connected, configured, and operational as a Network Printer with NetWare enabled, and the correct Frame Type selected before performing this procedure.
- The DC220/230 Scan To File option kit must be installed before performing this procedure.
- Create a user account for the DC220/230. Use NWADMIN for NetWare 4.x/IntraNetWare, to create an account on the file server for the DC220/230 with all access rights to the document Repository except supervisor

Before Installation:

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

Record the following information for use during setup at the DC220/230:

Scan User Name: _____

Scan User Password: _____

NDS Tree: _____

NDS Context: _____

File Repository Server: _____

Repository Directory: _____

Note: Scan to File requires the *typfull* (or fully distinguished) NDS syntax.

Example: `cn=xxx . ou=xxx . o=xxx . c=xxx`

1. Enter System Administrator Setups:

a) Press the **[Access]** button on the Control Panel.

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 and assign the Default Repository Server:

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 **[Netware]**.

d) Press **[Server]**.

e) Press **[Edit]** and use the keyboard on the screen to enter the name of the file server.

f) Press **[Save]**.

3. Assign the Default Repository Path:

a) Press **[Directory Path]**.

b) Press **[Edit]** and use the keyboard on the screen to enter the path.

Be sure to enter the full path, including the volume name, to the DC220/230 account directory.
Example: `vol1:\users\scan`

c) Press **[Save]**.

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4. Validate/edit the NDS settings:
 - a) Press **[NDS Tree]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the name of the NDS Tree.
 - c) Press **[Save]**.
 - d) Press **[NDS Context]**.
 - e) Press **[Edit]** and use the keyboard on the screen to enter the NDS Context name.
 - f) Press **[Save]**.
 5. Enter the Login Name:
 - a) Press **[Login Name]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the name of the DC220/230 user account.

Be sure to enter the name exactly as it was entered on the server.
 - c) Press **[Save]**.
 6. Enter the User Password:
 - a) Press **[Password]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the password exactly the same as entered on the server. If no password was assigned, use the left arrow key to delete the default password.
 - c) Press **[Save]**.
 7. 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 preceding steps to enter the information.
 8. 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. You may want to delete older documents on a regular basis to free up server space.

 - a) Select either **[Overwrite]** or **[Append]** as the filing policy.
 9. Press **[Save]**.
 10. Press **[Confirmation Sheet]**.
 - a) Press **[Enable]**.
 - b) Press **[Save]**.
 11. Press **[Close]** to return to the Scan to File Setups screen.
 12. Press **[Exit]**.
 13. The DC220/230 will automatically reboot and print a configuration sheet in approximately 3 minutes.
 14. Check the settings on the configuration sheet against those that were entered previously.
 15. Install Visioneer PaperPort® software at each client workstation.
 16. Test the Scan to File feature.
 17. 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*.