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.

- To install the DC220/230 into a DHCP environment, exclude the addresses assigned to the DC220/230 at the DHCP server.

- Ensure that a FTP server is operating on the network.

Before Installation:

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

At the Repository Server:

1. Create a Repository Directory at the UNIX or FTP server.

   a) Record the TCP/IP address of the Repository Server for later use:

   _____

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.

   a) Record the name of the user account and the password for later use:

   _____

   _____

   Read and *Write* permissions to the Repository Directory are required for the DC220/230 account.

4. Ensure that FTP services are running at the Repository Server.

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.

   _____

At the DC220/230 Control Panel:

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:

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

   b) Press **[Default Repository]**.

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

   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]**.

For assistance, contact your local Xerox Customer Support Center:
USA: 1-800-821-2797   Canada: 1-800-939-3769

→ Over →

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 FTP Server.

Example 1:

Server Repository Directory:	/scandir
FTP root directory:	/scandir
Directory Path (root) is:	/

Example 2:

Server Repository Directory:	/ftp/scandir
FTP root directory:	/ftp
Directory Path (root) is:	/scandir

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 procedure can be found in the *DC220/230 System Administration Guide* or the Center-Ware® manual, *Getting Started with Internet Services.*