

Getting Started with Internet Services

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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Preface

INTRODUCTION

This guide contains features, overviews, setup and procedural information for Internet Services. The guide is written for general users who will be using Internet Services for scanning, printing and faxing documents and for system administrators who will be setting up Internet Services on the network.

Introduced in the guide are the features available with Internet Services and general information to aid administrators in the necessary procedures for setting up Internet Services.

Getting Started with Internet Services also functions as a procedure guide for general users and system administrators. How to perform many of the tasks available with Internet Services that would normally be performed using other network applications or performed at the Document Centre control panel, is included.

DOCUMENT CONVENTIONS

The following typefaces and style conventions are used in this guide.

BOLD TYPE

The **bold** type style indicates selections and options you can choose from menus and other screen displays.

Example: Select **Print** from the File menu.

Example: Select **1** to add a printer queue and click **OK**.

Bold type may also be used to draw attention to important information in the text.

COURIER TYPEFACE

The Courier typeface indicates commands or other text you should type.

Example: At the prompt, type:

```
a: setup
```

MENU SELECTIONS SEQUENCE

When procedures include a series of menu selections, the series may be represented by a continuous string of selections separated by the > symbol.

Example: Select **File>Print>Options**.

NOTE

A Note contains information that will help you perform a certain task or provide you with additional information related to a task. For example:



NOTE: The release notes provided with the printer driver contain additional printing information.

CAUTION

A Caution is similar to a Note; however, it is a stronger statement. For example:



CAUTION: Deleting the files in the directory *does not* remove the program. It is necessary to use the uninstallation procedure for the program.

TIP

A Tip is a hint that includes information about a task or feature.



TIP: After you rezone a Document Centre, it must be powered off and on before your changes will take effect.

CLICKING

The term *click* is used to carry out an action. You can click an icon or button to start an application or carry out a command.

For example: Click **Next**.

SELECTING

The term *select* typically means to highlight an entry or choose an option from a list. Selecting does not usually start an action.

For example: Select **Print** from the File menu.

CHAPTER SUMMARY

The chapter contents for this guide are summarized below:

Chapter 1, *Introducing Internet Services*, contains features and support information available with Internet Services.

Chapter 2, *Setting Up Internet Services*, contains general overview and setup information for system, network and browser software. Chapter 2 also provides scanning, printing and faxing requirements and general setup for Internet Services.

Chapter 3, *Using Internet Services*, contains procedures for performing many user and system administrator tasks with Internet Services.



CHAPTER ONE

INTRODUCING INTERNET SERVICES

INTRODUCTION

Internet Services is the embedded HTTP server application that is available on a network enabled Document Centre (DC 220/230/332/340). Internet Services enables you to access printing, faxing and scanning features of the Document Centre, as well as view device status, perform queue management and perform device management, over the internet.

Using a browser application, such as Netscape Navigator or Microsoft Internet Explorer, you can access any Document Centre on a network using the TCP/IP protocol. By entering the Document Centre's IP address as the URL in the browser, you have access to the Document Centre 220/230/332/340 for scanning, printing, faxing, performing device management and many other functions you would normally have to execute at the Document Centre control panel.

FEATURES AT A GLANCE

Internet Services gives users access to the Document Centre 220/230/332/340 printing, faxing and scanning control panel features over the internet. Additionally, many system administration tasks can be performed without the use of native network utilities, allowing faster and easier set up of the Document Centre 220/230/332/340.

The features that are described in this section correspond to the tabs that are available within the Internet Services interface.

The following features are available with Internet Services:

- Services
- Queue
- Status
- Properties
- Maintenance
- Assistance

SERVICES FEATURES

There are three primary areas within Services that are available for general users encompassing Job Submission and Stored Templates selections:

- *Scanning* offers the functionality of scanning a paper document into electronic format. Scan options, such as scanning to a specified repository or manipulating templates, allow customisation of scan jobs. Scanning with Internet Services is a component of other scanning capabilities provided with the Document Centre 220/230/332/340 ST.
- *Printing* offers the high-speed, high-quality, laser printer functionality of the Document Centre 220/230/332/340. Print ready files can be submitted for printing from the Internet Services user interface. Print options, such as number of copies, collation and paper specifications, allow flexible choices for print jobs.
- *Faxing* optionally offers the functionality of a fax machine. If faxing is configured and available on the Document Centre, files can be submitted for faxing from a workstation. Fax options, such as delayed fax and recipient phone number list, provide preferences for fax jobs.

QUEUE FEATURES

The Queue feature includes options for both users and system administrators:

- viewing jobs that are processing
- promoting, cancelling and releasing jobs from the held queue.

STATUS FEATURES

The Status feature includes options for both users and system administrators:

- input tray configuration and availability
- output tray configuration and availability
- tray ready or faulted

PROPERTIES FEATURES

Many system options can be set using Internet Services. The Properties feature includes options for system administrators:

- Modify the system default template that defines how to file, fax, or distribute a scanned document.
- Select a Template Pool for scanning use.
- Modify PCL (font information, form length) or PostScript (error sheet) emulation settings.
- Modify connectivity settings that are used by the Document Centre 220/230/332/340.
- Select public and private repositories for scanning.
- Define job defaults for print, fax, or scan jobs that do not require customisation.
- Define attributes, such as filing policy and confirmation sheet, for stored templates.
- Obtain device information, such as device profile, fault history, support contacts and billing meters.

MAINTENANCE FEATURES

The Maintenance feature includes options for both users and system administrators:

- available fonts
- generate configuration and font reports
- generate a test page

ASSISTANCE FEATURES

The Assistance feature includes links to additional web pages for both users and system administrators.

CENTREWARE DOCUMENTATION

The user documentation set for Internet Services includes *Getting Started with Internet Services, Release 4.1* and context-sensitive Help.

GETTING STARTED WITH INTERNET SERVICES

Getting Started with Internet Services is provided in both hard-copy and electronic portable document format (PDF) with each Release 4.1 package.

One hard-copy version of this guide is included with each product package.

An electronic PDF of this guide is also available on the CD-ROM and may be copied onto your workstation.

Use an Adobe Acrobat Reader to view and print the PDF file.

CONTEXT-SENSITIVE HELP

Context-sensitive Help is provided with Internet Services. You can access Help by using the *Help* buttons and menus within Internet Services. The Help includes descriptions of all of the features and page options within Internet Services.

HOW TO USE THE DOCUMENTATION

Use *Getting Started with Internet Services* to obtain information on general set up and how to use Internet Services with your Document Centre.

Use the context-sensitive *Help* within Internet Services to obtain detailed descriptions of features available with Internet Services and the fields within the Internet Services interface.

Use the *Xerox Document Centre 220/230/332/340 ST or 230 LP System Administration Guide* for complete Document Centre set up and system information.

INTERNET SERVICES SUPPORT

TECHNICAL SUPPORT

For additional assistance, you may contact the *Xerox Welcome Centre*. Locate your Document Centre serial number and record it in the space below before you make your call

Document Centre serial number.....

The Xerox Welcome Centre telephone number is provided to you when your Document Centre is installed. For your convenience and future reference, please record the telephone number in the space provided below.

Welcome Centre telephone number



CHAPTER TWO

SETTING UP INTERNET SERVICES

INTRODUCTION

Internet Services can be easily set up for use. Once the Document Centre is configured, has an IP address and the embedded HTTP server is enabled, an internet browser can access it.

This chapter is divided into four setup processes. Depending on your Document Centre 220/230/332/340 configuration, you perform the General Setup and then proceed to the other section(s) for which you are configuring your Document Centre: *Setting Up for Scanning*, *Setting Up for Printing* and/or *Setting Up for Faxing*.

GENERAL SETUP

General setup consists of configuring your Document Centre with TCP/IP, configuring your browser to use Internet Services and then accessing a Document Centre over the internet.

STEP 1. CONFIGURE THE DOCUMENT CENTRE



NOTE: For complete information on the installation and setup of Internet Services and Scanning Services with the DC 220/230/332/340 ST, see the *Xerox Document Centre 220/230/332/340 ST or 230 LP System Administration Guide*.

➤ **To setup a Document Centre for internet access:**

1. Configure an IP address for the Document Centre on your network.
2. Setup the embedded HTTP server.

STEP 2. SETTING UP THE INTERNET BROWSER

Internet Services can be used on any system that has an internet browser. Microsoft Internet Explorer 4.x or later, or Netscape Navigator 3.x or later are recommended. Other browsers may work but could produce unexpected results.

Internet Browser Configuration

If any problems are encountered using Internet Services, check the following internet browser settings have been correctly configured.

1. The internet browser should be configured to run Java programs.
2. The internet browser should also be configured with caching disabled.

The procedures to configure these settings vary on different browsers - see the internet browser on-line help or documentation for assistance.

STEP 3. ACCESS INTERNET SERVICES

➤ **To access the Document Centre using Internet Services:**

- Type the Document Centre's IP address in your browser's URL location field.



TIP: Once you have accessed the embedded HTTP server, you can designate it as a bookmark in your browser, then directly access it simply by clicking this bookmark.

SETTING UP FOR SCANNING



NOTE: Refer to the *Xerox Document Centre 220/230/332/340 ST and 230 LP System Administration Guide* for the complete network scanning setup information.

Network Scanning is part of the total scanning solution provided with the Document Centre 220/230/332/340 ST. Paper documents that are scanned at the Document Centre control panel are saved to a file server repository. The electronic document is saved as a TIFF 6.0 (Tagged Image File Format) file. This file is included in a Xerox document storage (.XMS) scanning job folder or directory.

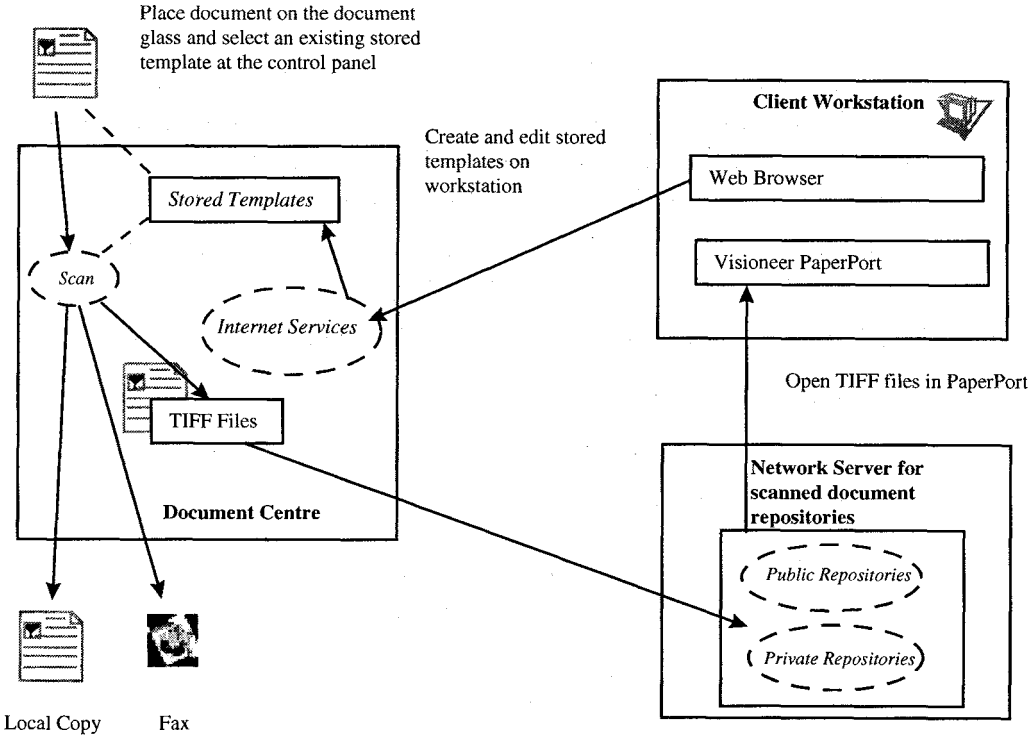
The scanned file can then be retrieved and edited in any application that can edit TIFF graphical files, such as Visioneer PaperPort.

Scanning with Internet Services provides the following options:

- printing your electronic document using Print Service options
- faxing your electronic document using Fax Service options
- specifying a scanning template
- scan to public or private repository

The following illustration shows the network scanning process.

SETTING UP INTERNET SERVICES
Setting Up for Scanning



Network scanning with Internet Services Process

SCANNING REQUIREMENTS

To set up your Document Centre for network scanning, certain server and connectivity requirements are necessary. Make sure you check the following server requirements and protocols/transport information before proceeding with the Scanning Setup.

SERVER REQUIREMENTS

The requirements for the scan server will vary depending on the number of users. Some basic requirements include:

- Available disk space for repositories or template pools, plus sufficient space for scanned document images.
- NetWare Bindery or NDS network operating system, or workstations/servers with an FTP server running.

PROTOCOLS AND TRANSPORTS

The Document Centre filing service makes a connection to the file servers in one of two ways:

- **NCP over IPX/SPX.** NCP (NetWare Core Protocol) is used for all filing connections to NetWare servers and runs over the IPX/SPX transport.
- **FTP over TCP/IP.** FTP server software exists for a variety of operating systems; therefore, FTP running over the TCP/IP transport is used for all filing connections to non-NetWare servers.

SCANNING SETUP

The following setup outlines the basic setup procedure for scanning. Refer to the *Xerox Document Centre 220/230/332/340 ST or 230 LP System Administration Guide* for complete scanning setup details. This setup is part of a four step process, which is discussed in this section.

There are two other ways to perform scanning setup. These procedures may be performed using native network tools or CentreWare Scanning Services (when available).

➤ **To set up the Scan Service the following general steps must be performed:**

1. Designate the scanning account on a file server using native network tools.
2. Create scanning repositories on a file server using native network tools.
3. Create template pools on a file server using native network tools.
4. Create or modify templates using Internet Services.
5. Optionally, install Visioneer PaperPort on the workstation.

STEP 1 DESIGNATE SCANNING ACCOUNT

Using your native network application, create a scanning account for scanning use. Also, create repositories for scanned documents. A template pool can additionally be created.

STEP 2 CREATING SCANNING REPOSITORIES

This step may be performed using native network tools or CentreWare Scanning Services (when available). The scanning repositories are where scanned documents will be saved as .XSM (Xerox document storage) format files. Five (1 default and 4 additional) repositories can be selected from Internet Services.



NOTE: Refer to Chapter 3 of this guide for more information on creating repositories.

- **To create a repository and select it within Internet Services, perform the following:**
1. Create a repository on a file server using native network tools.
 2. Access Internet Services.
 3. On the **Properties > Services > Stored Templates > Repository Setup** page, select a repository (Default or Repository 1-4) from the Repository List.
 4. Enter the directory path, login name and password for the repository. This information must match the account and directory information defined with your native network tools on the file server.
 5. Click **Apply New Settings**.
 6. When prompted, validate the login, password and path. If the path is valid on the file server, the repository is defined for scanning use with Internet Services.

STEP 3 CREATING TEMPLATES AND TEMPLATE POOLS

Scanning templates contain options that control how a document is scanned. The template also designates the path to the file server repository where the scanned document will be stored.

Template pools are file server repositories where scanning templates reside. Scanning templates are created with .XST extensions.



NOTE: Refer to Chapter 3 of this guide for more information on template pools.

- **To create a template pool, perform the following:**
 1. Define a template pool on a file server using native network tools.
 2. Access Internet Services.
 3. On the **Properties > Services > Stored Templates > Template Pool Setup** page, enter the directory path, login name and password for the pool. This information must match the account and directory information defined with your native network tools on the file server.
 4. Click **Apply New Settings**.
 5. When prompted, validate the login, password and path. If the path is valid on the file server, the Template Pool is defined for scanning use with Internet Services.

STEP 4 INSTALL VISIONEER PAPERPORT

If you want to edit your scanned documents which are stored in TIFF 6.0 format, optionally install Visioneer PaperPort software. PaperPort is available on the CentreWare CD-ROM.

After you scan a document at the Document Centre 220/230/332/340 ST, you can access PaperPort and retrieve the scanned file within the PaperPort application.

SETTING UP FOR PRINTING

Print Service provides options for controlling the output of printed paper documents. Specifications for print jobs are selected via the internet, which would normally have to be selected at the Document Centre control panel touch screen. Select printing options, specify a print ready file and submit for printing on the Document Centre 220/230/332/340 from within Internet Services.

On the Services, Job Submission page, printing with Internet Services provides the following output options:

- number of copies to print
- collation
- duplexing (2-sided)
- stapling (if Document Centre has a Finisher configured)
- input paper tray
- output destination
- paper size, type, color
- file format

PRINTING REQUIREMENTS AND SETUP

There are minimal requirements for printing. Basic setups are located on the general setup page.

SETTING UP FOR FAXING

Fax Service provides options for sending faxes from the Document Centre 220/230/332/340. Fax features are selected via the internet, which would normally have to be specified at the Document Centre control panel touch screen.

Faxing with Internet Services provides the following fax options:

- creation of a fax template
- immediate or delayed faxing
- stored listing of fax numbers
- addition or deletion of fax numbers from listing

FAXING REQUIREMENTS

Your Document Centre 220/230/332/340 must have the faxing option configured.

FAXING SETUP

- **To set up Fax Service the following general steps must be performed:**
1. Perform the general setup.
 2. Optionally, create a default template for faxing. See Chapter 3 for information on template creation.

SETTING UP INTERNET SERVICES
Setting Up for Faxing



CHAPTER THREE

USING INTERNET SERVICES

INTRODUCTION

This chapter explains how to perform tasks with Internet Services. The first section explains the interface layout and common buttons. The second section presents the different user and system administrator tasks that can be performed over the internet.

INTERFACE FEATURES

This section explains how the Internet Services user interface appears and how it operates. The interface features are:

- Pages and Frames
- Services Tab Radio Buttons
- Page Buttons

PAGES AND FRAMES

When you access the Document Centre embedded HTTP server, the Document Centre's home page displays. The home page lists the features that are available for viewing or modifying. Clicking a feature displays the feature's page.

Feature pages are divided into a left and right frame. The left frame contains Document Centre status information. On some pages, information in the left frame is shown in tree or directory/folder format. Clicking an icon or name will expand the tree and/or display further information in the right frame.

SERVICES TAB RADIO BUTTONS

The radio buttons on the Services tab access the Job Submission or Job Template service area pages. Click a button that corresponds to the page you want to view. The table below lists the buttons that are available.

Button	Action
Job Submission	Accesses the Job Submission pages.
Stored Templates	Accesses the Stored Template pages.

Services Tab Radio Buttons

PAGE BUTTONS

The table below lists the common buttons that are available on many of the pages and frames. Some of them match the look of the actual button on the Document Centre control panel.

Button	Action
Apply (new settings, settings)	Apply changes.
Cancel	Exit the page without updating.
Device Index	Access Internet Services index for the Document Centre.
Help	Access Internet Services help system.
Print/Fax Submission	Submits a job for printing or faxing.
Refresh (status, now, latest values, jobs)	Update the page with the new information.
Restore Settings	Return the settings to their last saved values.
Restore Default Values	Return the settings to their default values.
Browse	Access network or local directory paths. Note that the Browse buttons do not appear if you are using Internet Explorer version 3.0 or less.
Device Home	Access the Document Centre home page.
Queue	Refresh job listing.

Internet Services Buttons

WHAT YOU CAN DO WITH INTERNET SERVICES

This section discusses the different tasks that users and system administrators can perform using Internet Services.

SUBMITTING A JOB

Print-ready (PCL, PostScript, or ASCII) files can be submitted for printing or faxing directly from Internet Services to the Document Centre.



NOTE: Existing preformatted jobs do not take priority over options that are set on the Job Submission page.



To submit files for processing to the Document Centre:

1. Access the Document Centre embedded HTTP server.
2. Click **Services**.
3. Click the **Job Submission** radio button to display the Job Attributes. Perform the following if these options are not already set according to your job requirements:
 - Type in the number of copies needed.
 - Select other options, such as finishing options, for your job from the drop-down lists.
4. Type the path and file name or click **Browse** (if available) to locate the file to process.
5. When finished with your selections, click the submission button to process your job.



NOTE: It is recommended that print files should not be larger than 6 MB.

DOCUMENT CENTRE PRINT QUEUE STATUS

You can list, promote, delete, or release a job in your Document Centre 220/230/332/340 print queue.

VIEWING THE PRINT JOBS LIST

- **To view the Document Centre print queue:**
 1. Access the Document Centre embedded HTTP server.
 2. Click **Queue**. The Document Centre queue information displays.
 3. Click **Refresh Jobs** to update the job list.

PROMOTE A QUEUED PRINT JOB



NOTE: Only jobs that are *pending* can be promoted.

- **To promote a job to the top of the Document Centre queue:**
 1. Access the Document Centre embedded HTTP server.
 2. Click **Queue**. The Document Centre queue information displays.
 3. Select the desired job.
 4. Click **Promote** to process the selected job before processing your other jobs that reside in the queue.

DELETE A QUEUED PRINT JOB

- **To delete a job from the Document Centre print queue:**
 1. Access the Document Centre embedded HTTP server.
 2. Click **Queue**. The Document Centre print queue information displays.

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What You Can Do with Internet Services

3. Select the desired job.
4. Click **Cancel** to remove the job from the print queue.



NOTE: If you click **Refresh Jobs** after you delete or promote a queued print job, there is a time delay in refreshing the true status of the deleted and promoted job.

RELEASE A QUEUED PRINT JOB

- **To release a held job from the Document Centre print queue:**
 1. Access the Document Centre embedded HTTP server.
 2. Click **Queue**. The Document Centre print queue information displays.
 3. Select the desired job, which is being held in the print queue.
 4. Click **Release** to allow the job to process.

CHECKING THE DOCUMENT CENTRE STATUS

- **To check whether the Document Centre is ready to process your job or to check the status of the input and output trays:**
 1. Access the Document Centre embedded HTTP server.
 2. Click **Status**. The status of the Document Centre displays in the left frame. The input and output tray status, including the size, color and type of media, tray availability and output destination, displays in the right frame. Use the scroll bars to view more information.
 3. Click **Refresh Status** to update the status information.

SETTING THE DOCUMENT CENTRE PROPERTIES

Properties are the parameters or settings that control the Document Centre and how it operates. The settings contained within the Properties tab can only be modified by system administrators. An administrator's username and password is required the first time settings are applied in the Properties tab. See the *Xerox Document Centre 220/230/332/340 ST or 230 LP System Administration Guide* for more information on access username and password for the Document Centre.

The first task is a general overview of how to access the properties. The sections that follow provide further details on individual property settings and how to modify them.



NOTE: You must possess supervisor rights and have knowledge of your Document Centre's configuration to perform these tasks.

➤ **To access Properties:**

1. Access the Document Centre embedded HTTP server.
2. Click **Properties**. The properties display in the left frame.
3. Click the desired property to view. The settings appear in the right frame for the property you chose.
4. Make modifications and click **Apply New Settings** to change the settings.
5. Return the settings to their default values by clicking **Restore Settings**.

GENERAL SETUP PROPERTIES

General Setup properties are included under the General Setup folder. These properties are System, Contention Management and Power Saver for the Document Centre.

System

System Properties are the job option defaults and physical location of the Document Centre.

➤ **To setup system properties:**

1. Click **General Setup**.
2. Click **System** to access the System Setup properties.
3. The System Setup properties include the default settings, such as the default copy count, whether a start up page is printed when the Document Centre is powered on, whether jobs are collated, the maximum time-out for a held job and the location of the Document Centre. Modify any of these settings.
4. Click **Apply New Settings** to accept the changes.

Contention Management

This property is only available if faxing is available on your Document Centre 220/230/332/340. These settings control the scan, print and fax job priorities.

➤ **To select contention settings:**

1. Click **Contention Management**. The default settings display. Three (3) is the highest priority.
2. Modify the settings for Print or Fax by changing the values to either 4 or 5. Print and Fax cannot have the same priority. *Copy* cannot be changed and is always set to 3.
3. Click **Apply New Settings** to accept the changes.

Power Saver

This property sets the power saver feature on your Document Centre.

➤ **To set power saver values:**

1. Click **Power Saver**.
2. Set the desired power options.
3. Click **Apply New Settings** to accept the changes.

EMULATION PROPERTIES

Emulation controls the PostScript or PCL settings for the Document Centre.

➤ **To modify PostScript settings:**

1. Click **Emulation**.
2. If PostScript is available, click **PostScript Setup**.
3. Enable or disable the Error Sheet.
4. Click **Apply New Settings** to accept the changes.

To modify PCL settings:

1. Click **Emulation**.
2. Click **PCL Setup**.
3. Modify the Pitch & Point size, Font Name, Symbol Set and Form Length settings.
4. Click **Apply New Settings** to accept the changes.

CONNECTIVITY PROPERTIES

Connectivity is the network configuration of the Document Centre, which includes Interfaces and Protocols. Internet Services provides added options to indicate if the selected protocol (NetWare or TCP/IP) is either active or idle and the ability to change the NetWare SAP rate; options that are not available at the Document Centre control panel.



NOTE: See the *Xerox Document Centre 220/230/332/340 ST or 230 LP System Administration Guide* for more information on setting up the Document Centre.

Interfaces

- **To modify the Port Configurations for your Document Centre interface:**
1. Click **Connectivity**.
 2. Click **Interfaces**.
 3. Click **Ethernet, Parallel, or Token Ring** and modify the settings, such as TimeOut.
 4. Click **Apply New Settings**, then power off/on the Document Centre to affect the changes.

Protocols

➤ **To modify the network protocol physical configuration:**

1. Click **Connectivity**.
2. Click **Protocols**.
3. Click the desired network protocol and modify the settings, such as protocol active or inactive status, which is not available at the Document Centre 220/230/332/340 control panel.



NOTES: For NetWare, valid SAP rates are 15 to 864,000 seconds. You can also turn SAPPing off.

A maximum of 4 protocol stacks can be concurrently enabled.

4. Click **Apply New Settings**, then power off/on the Document Centre to affect the changes.

SERVICES PROPERTIES

These properties allow system administrators to view or set parameters for stored templates, set up repositories or template pools, modify the default template and modify printer settings. Services contains General, Repository Setup, Template Pool Setup, Default Template and Print Setup property options.



NOTE: Using Services Properties, the first time you attempt to change a parameter on the Document Centre 220/230/332/340 from Internet Services, you are prompted to enter the login and admin password. This is the same login and password that you would normally enter at the Document Centre control panel.

General

The General folder of **Properties > Services > Stored Templates** is where the defaults for scan to file are selected. From here, you can select the default filing policy for scanning or whether to print a confirmation sheet each time a document is scanned.

➤ **To modify the Network Scanning Setup:**

1. Click **Properties > Services**.
2. Click **Stored Templates** and then click **General**.
3. Modify the Default Document Filing Policy. Valid choices are:
 - Append - when a document is scanned, it is added to the previously scanned files under the specified document folder. The specified document will be created if it does not exist.
 - Overwrite - when a document is scanned, it overwrites the previously scanned files under the specified document folder. The specified document will be created if it does not exist.
 - New Exact - when a document is scanned, the newly scanned files are created under a new document folder that matches the document name specified in the template's File service. A network scanning error will be generated if the specified document exists.

- New Auto Generate - when a document is scanned, the new document is given a generated name that is derived from the date and time stamp of the file server.
4. Enable or disable a Confirmation Sheet.
 5. Click **Apply New Settings** to accept the changes.

Repository Setup

➤ **To select a file server repository:**

1. Click **Properties > Services > Stored Templates > Repository Setup**.
2. Select a repository (Default or Repository 1-4) from the Repository List.
3. Enter the server path, login name and password for the repository.
4. Click **Apply New Settings**.
5. When prompted, validate the login, password and path. If the path is valid on the file server, the repository is defined for scanning use with Internet Services.

The repositories that are defined will appear as selections (repository pull-down list) for user templates within the **Services > Stored Templates** pages.

Template Pool Setup

1. Click **Properties > Services > Stored Templates > Template Pool Setup**.
2. Enter the server path, login name and password for the pool.
3. Click **Apply New Settings**.
4. When prompted, validate the login, password and path. If the path is valid on the file server, the Template Pool is defined for scanning use with Internet Services.

Default Template

Default templates provide a basic format and options for scanned, printed, or faxed documents. System administrators can modify the defaults for File, Fax, Scan and Print to Local Copy Services of the default templates. The settings defined here are the defaults for the user templates that are selected from **Services > Stored Templates**, which is explained in the *Scanning with Internet Services* section of this chapter.

When a default template is clicked, its services display in the left frame and General Template attributes display in the right frame. Click on a service in the left frame to display that service's template attributes in the right frame.

➤ **To modify a default template:**

1. Click **Properties > Services**.
2. Click **Stored Templates** and then click **Default Template**.
3. Select a default template for editing.
4. Select the service that you want to edit.
5. Modify the service. See the *Scanning with Internet Services* section of this chapter for more information on File and Scan services modification.
6. Click **Apply New Settings** to accept the changes.



NOTE: See the *Template Services* section of this chapter for more information about setting template parameters.

Print Setup

Print Setup specifies the printing defaults for the Document Centre, such as enabling a banner sheet, selecting default paper sizes and specifying output trays.

➤ **To modify the printing defaults:**

1. Click **Services**.
2. Click **Print Setup**.
3. Modify the Default Sides Printed, Default Output Tray, Banner Sheet and Default Paper Size options.
4. Click **Apply New Settings** to accept the changes.



NOTE: The settings are not verified until the template is actually used.

Accessories

Accessories will only be available if the Tower Mailbox is fitted to the Document Centre. This option can only be accessed by the System Administrator.

PORTFOLIO

Portfolio contains service information for the Document Centre. Xerox and system contact information, Document Centre profile, fault history and billing meters are included in the Portfolio folders.

1. Click **Portfolio**.
2. Click **Fault History** to view a listing of faults for the Document Centre.
3. Click **Xerox Contacts** to view a listing of support phone numbers and internet links.
4. Click **Device Profile** to view configuration information for the Document Centre, such as ESS Software Version, fax, duplex and tray configurations, PCL and PostScript information.
5. Click **System Contact** to view administrator, key operator and company contact information.

6. Click **Billing Meters** to view copy, fax, print, scan and machine counters.

MAINTENANCE

Maintenance provides a way to view and test printer functions on your Document Centre. A PCL and PostScript font listing, various reports, as well as a test page can be generated from these pages.

Font Listing

- **To print a listing of fonts that are available on your Document Centre:**
 1. Click **Maintenance**.
 2. Click **Font Listing** to view a listing of PCL and PostScript fonts.

Test Page Generation

- **To generate a test page:**
 1. Click **Maintenance**.
 2. Click **Print Test Page**.
 3. Click the print button.

Report Generation

- **To generate a report:**
 1. Click **Maintenance**.
 2. Click **Reports**.
 3. Check the desired report, either Configuration Report, PCL Font Listing, or PostScript Font Listing.
 4. Click the print button to print the selected report.

ASSISTANCE

Assistance provides internet links for software, browser and Xerox support.

➤ **To access Assistance:**

1. Click **Assistance**.
2. Click the desired link to go directly to the selected home page.

SCANNING WITH INTERNET SERVICES

This section explains the components, functions and procedures for Network Scanning or Scan to File. Refer to Chapter 2 of this guide and the *Xerox Document Centre 220/230/332/340 ST and 230 LP System Administration Guide* for more information.

PUBLIC AND PRIVATE REPOSITORIES

Repositories are directories or filing destinations where documents are scanned and held. Documents can be scanned to either a public or private repository.

Public repositories are validated by Internet Services when defined by the system administrator as a scanning destination. These repositories are set up on the **Properties > Services > Stored Templates > Repository Setup** page. The application checks for the existence of the scanning username, password and path. Up to five public repositories (1 default and 4 additional) can be defined. After these repositories are setup, they become available to users as choices when modifying templates.

Private repositories are not validated by Internet Services and therefore, when defining private repositories, be sure that the directory you specify exists on the file server or local drive. Private repository (see *Repository Type* in the Template Services section of this chapter) is selected in the File Service of a scanning template. The repository path is then entered into the template. Private repositories are specific to a particular template and can be defined by administrators on the **Properties > Services > Stored Templates > Default Template** page or by users on the **Services > Stored Templates** page.

TEMPLATE POOLS

Template pools are directories where scanning templates reside. With Internet Services, an existing directory on a file server can be designated as a pool for Document Centre 220/230/332/340 templates. The application validates the existence of the scanning username, password and path of the template pool.

TEMPLATE MANAGEMENT

Templates are used for scanning, faxing, or printing jobs at the Document Centre 220/230/332/340 ST control panel. You can select a template to use “as is,” create a brand new one, or modify an existing one.

New, Delete, Copy (Template) Buttons

At the top of the **Services > Stored** Templates page, there are three buttons that are used when managing templates. The following table describes each button’s operation:

Button	Operation
New	Press New to create a new template with the default template attributes.
Delete	Press Delete to delete the selected template.
Copy	Press Copy to copy the selected template to a new renamed template.

Template Management Buttons

Template Summary

The summary displays in a template on the **Services > Stored Templates** pages or the **Properties > Services > Default Template** pages and contains information about the current template's scan, print, or fax settings. This summary contains the selected services for the template and the template name, along with the parameters specified for each defined service. The information is useful when creating new templates or copying existing templates.

Template Services

Services provide the file, fax, print and scan parameters for template operation. These are defined by the system administrator on the default template, but users can change the parameters of a template on the **Services > Stored Templates** page by creating a new template or modifying an existing template. For example, a private repository can be defined in a File Service for a specific scanning template. The minimum requirement is that either File or Fax Service needs to be specified for a template.

The following table shows the available File, Fax, Print Local Copy and Scan Services that can be defined in a template and the available parameters or options for each service. The table also provides a brief description of the parameter. These services appear in the Services checkbox in a template.

Services	Parameters	Description
File	Scan to PaperPort Desktop	Indicates that the template is used for scanning with the Visioneer PaperPort application.
	<i>Filing Destination</i>	Defines settings for the network location for scanned documents.
	Protocols	Protocol in use on your network, either TCP/IP or NetWare.
	Repository Type	Public or private repository for scanned documents.

Services Parameters

USING INTERNET SERVICES
What You Can Do with Internet Services

Services	Parameters	Description
	Server Name (NetWare)	Name of the server.
	Server Volume (NetWare) File Server IP Address (TCP/IP)	Path specification for the server.
	NDS Context (NetWare)	Path specification for the server.
	NDS Tree (NetWare)	Path specification for the server.
	Login Name	Login name of the scanning account.
	Path to Document (NetWare) Directory Path (TCP/IP)	Directory path specification for the server.
	Document Name	Name of the scanned document.
	Filing Policy	Defines how to store scanned output files. Valid choices are Overwrite, Append, New Exact, New Auto Generate.
	Output Image Format (Document Centre 332/340 ST)	Offers a choice from 3 formats - PDF, TIFF or TIFF (Multi-page).
Fax		
	Immediate or Delayed	Send fax now or at a specific time.
	Fax Recipients	Where fax is sent to.
	Phone Number	Fax number of the recipient.
	Phone List	Add or delete fax numbers from the Document Centre phone list.

Services Parameters

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Services	Parameters	Description
Print Local Copy	Number of Copies	Defines how many copies to print.
	Staple (if Finisher option is available)	Staples the printed output.
Scan		
	<i>Basic</i>	Selects scanned input and output document settings.
	Original Type	Type of document that is being scanned. Selections are: <i>Auto</i> - Document Centre automatically determines the type of input document. <i>Text</i> - input documents that are primarily composed of text, line art, or solid areas. <i>Photo</i> - input documents primarily composed of photos.
	Auto Exposure	Compensates for the low-density quality of an original document and produces an output image with a background that is mostly white.
	Lighten/Darken	Adjusts the brightness of the scanned images in relation to lightness or darkness of the original paper document.
	Sides Imaged	Selects the number of sides (single/duplex) to scan and how the pages are scanned (flip long sides of the page or flip short sides of the page).

Services Parameters

USING INTERNET SERVICES
What You Can Do with Internet Services

Services	Parameters	Description
	Resolution	Selects the sharpness and clarity of the images on the document being scanned.
	Image Size	Sets the page dimensions for the input and scanned file.
	Original Size	Select the dimensions of the input document. The original size can be detected automatically, as standard or custom size.
	Stored Size	<p>Set the dimensions of the output document.</p> <p><i>Same as Original</i> (default) - automatically creates an output image which matches the dimensions of the scanned document.</p> <p><i>Pre-Set</i> - specifies a standard supported size for the output document.</p> <p><i>Custom</i> - specify a unique size for the output document.</p>

Services Parameters

USING INTERNET SERVICES
 What You Can Do with Internet Services

Services	Parameters	Description
	Reduce/Enlarge	<p>Reduction or enlargement you would like to perform. Selections are:</p> <p><i>None</i> (default) - images on the output document will be reproduced at the same size they were represented on the input document.</p> <p><i>Auto</i> - automatically computes the proper size of the scaled image so that it can fit within the output document dimensions without cropping.</p> <p><i>Normal</i> - enables the Scale Preserving Aspect Ratio field which enables you to reduce or enlarge an image proportionately. Type the percent (50 - 200) you wish to reduce or enlarge the image.</p> <p><i>Custom</i> - enables the Scale Without Preserving Aspect Ratio field which enables you to reduce or enlarge an image disproportionately. Type the percent (50 - 200) you wish to reduce or enlarge the image.</p>

Services Parameters

USING INTERNET SERVICES
What You Can Do with Internet Services

Services	Parameters	Description
	Edge/Border Erase	<p>Choose this setting to erase the spots, punch holes, staple marks, folds, or any other dark lines which may appear around the edge of your original document. You can erase marks which appear in the outer 0 to 15 mm of the page.</p> <p>Selections are:</p> <p><i>None</i> - no marks will be erased.</p> <p><i>Border Erase</i> - enables you to erase equal amounts of area on each side of a page.</p> <p><i>Edge Erase</i> - enables you to erase disproportionate areas on each side of a page.</p>

Services Parameters

Template Operations

Once a system administrator has defined repositories and default templates, the templates are available for use. General users can access and modify templates using the **Services > Stored Templates** page. The following procedures explain how to create, modify and delete templates. The default template cannot be deleted.

➤ **To create a new template:**

1. Access the Document Centre embedded HTTP server.
2. Under **Services**, click the **Stored Template** radio button.
3. Click **New**. The Adding New Template page displays. The Default Template's settings are used to create the new template.
4. Rename the template.
5. Select a service for the template. Click **Apply**.



NOTE: A File or Fax Service must be defined for a template.

6. The new template appears in the left frame. The new template is created with the specified name. When you click on the template, its services display in the left frame and General Template attributes display in the right frame. Click on a template's service in the left frame to display that service's parameters in the right frame.
7. Make any additional changes to the template, which pertain to the selected service and click **Apply New Changes**.

➤ **To modify an existing template:**

1. Access the Document Centre embedded HTTP server.
2. Under **Services**, click the **Stored Template** radio button. In the left frame of the Stored Templates page, a listing of available templates displays.
3. Click on a template in the left frame that you want to modify.
4. Select the service area to modify and make changes.
5. Click **Apply New Settings**.
6. If you want to return the template to its last saved values, click **Restore Settings**.

➤ **To copy a template:**

1. Access the Document Centre embedded HTTP server.
2. Under **Services**, click the **Stored Template** radio button. In the left frame of the Stored Templates page, a listing of available templates displays.
3. Click on a template in the left frame that you want to modify.
4. Click **Copy**. The Cloning Template page appears.
5. Enter a new name for the template, an optional template description and optionally the owner of the template.
6. Click **Apply**. An exact copy of the original template (all service parameters remain) with the new name appears in the left frame.
7. Select this template and make any required changes.

USING INTERNET SERVICES
What You Can Do with Internet Services

➤ **To delete a template:**

1. Access the Document Centre embedded HTTP server.
2. Under **Services**, click the **Stored Template** radio button. In the left frame of the Stored Templates page, a listing of available templates displays.
3. Click on a template.
4. Click **Delete**. The template is deleted from the left frame and you are returned to the Stored Template banner page.

SCAN TO FILE

Scanning is performed by setting up parameters on a template with Internet Services, then physically scanning a hard copy document at the Document Centre 220/230/332/340 ST. The scanned files are saved to either a public or private repository.

➤ **To scan to a public repository:**

1. Access the Document Centre embedded HTTP server.
2. Create a scan template for Scan and File Services using the **Stored Templates** page within the **Services** tab. See the procedure under the *Template Operations* section of this chapter for information on how to create a template.
3. Select a template. In the template's File service, select **Public** as the Repository and choose a path from one of the pre-defined repository servers.
4. Select the template at the Document Centre control panel.
5. Scan the document at the Document Centre. The document is scanned to the public repository.

➤ **To scan to a private repository:**

1. Access the Document Centre embedded HTTP server.
2. Create a scan template for Scan and File Services using the **Stored Templates** page within the **Services** tab. See the procedure under the *Template Operations* section for information on how to create a template.
3. Select a template and change the path to a private repository by selecting **Private** as the Repository Type in the template's File Service and entering a new path.
4. Select the template at the Document Centre control panel. Enter the private repository password under **Added Features > Filing Setups > Login Name/Password**.
5. Scan the document at the Document Centre.

RETRIEVE SCANNED DOCUMENT WITH PAPERPORT

To edit an electronic file, first scan the document, then retrieve it in a TIFF editing application, such as PaperPort.

➤ **To scan a document and use PaperPort to edit the electronic file:**

1. Access the Document Centre embedded HTTP server.
2. Create a scan template for Scan and File Services using the **Stored Templates** page within the **Services** tab. See the procedure under the *Template Operations* section for information on how to create a template.

Optionally, select the Scan to PaperPort option in the template.



TIP: In the template, specify *Text* for the Original Type parameter setting for best results. See the Template Services section of this chapter for more information.

3. Select the template at the Document Centre control panel.
4. Scan the document at the Document Centre. The document is scanned to the repository.
5. Access PaperPort.
6. Retrieve the scanned document file within PaperPort.

SCAN TO FAX

You can set up a faxing template using Internet Services, select the template at the Document Centre control panel, scan a document which will automatically be faxed.

➤ **To scan to fax:**

1. Access the Document Centre embedded HTTP server.
2. Create a template for Fax Services using the **Stored Templates** page within the **Services** tab. See the procedure under the *Template Operations* section for information on how to create a template.

3. In the template, enter the fax number for the fax recipient. Click **Add** to add the number to the phone list. Highlight a number in the list and click **Delete** to remove the number from the list.



NOTE: Internet Services allows a maximum of 100 characters for the fax number.

4. Select the fax template at the Document Centre control panel.
5. Scan the document at the Document Centre. The document is faxed.

SCAN WITH LOCAL COPY

You can scan a document into electronic format and then print it.

➤ **To print a local copy:**

1. Access the Document Centre embedded HTTP server.
2. Create a template for File and Print with Local Copy Services using the **Stored Templates** page within the **Services** tab. See the procedure under the *Template Operations* section for information on how to create a template.

In the template, select the number of copies to print and whether to staple (if your Document Centre has a Finisher configured) the output.

3. Select the template at the Document Centre control panel.
4. Scan the document at the Document Centre.
5. The document is printed according to the Local Copy parameters specified in the template.



TIP: You could specify a template that will Fax and Print Local Copy. With this template, you could scan a document, print as many copies as desired and fax the document with one operation.

PROBLEM SOLVING

This section poses some simple solutions to common Internet Services problems. If you are having trouble running Internet Services, the following questions may help you resolve the problem. If not, contact your system administrator.

- Are you using the correct browser version?
- Did you enter the correct IP address for the Document Centre in your browser?
- Is the Document Centre filtered or blocked by network routers or concentrators?
- Is the Document Centre inside a firewall?
- Is the Document Centre configured for HTTP?



NOTE: If you are experiencing connection performance problems, do not use the proxy server.

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