

# *FlowPort*<sup>TM</sup>

*Paper that knows where it's going.<sup>TM</sup>*

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a

p

2 r e t

C

h

a

p

## ***Xerox Document Centre Setup***

### ***Guide for FlowPort***

This document is intended for use by FlowPort System Administrators when configuring the following Xerox Document Centres to scan to a FlowPort server:

- 

Document Centre 240/255/265/460/470/480/490

- 

Document Centre 220/230/332/340/432/420/425/432/440

There are two basic things you must do on the Document Centre:

- 

Desig

nating a “repository” on the document centre. This is the IP address of

the FlowPort server.

- 

Setting up a default scan template.

The procedures in this guide are provided as examples only. Because of firmware differences, the screens you see may be different, however you may use the

concepts presented here.

*Xerox Document Centre Setup Guide for FlowPort*

1

*Configuring a Document Centre 240/255/265/460/470/480/490 with Centroware Internet Services*  
**Configuring a Document Centre 240/255/265/460/470/480/490**

**with Centroware Internet Services**

Verify that the Scan-to-File feature is installed on the Document Centre. Print a Configuration sheet and check the installed options list for Scan-to-File. If the Scan-to-File is not listed, contact your Xerox service representative to obtain and install the Scan-to-File kit. You can also call 1-800-ASK-XEROX for information about obtaining and installing this feature.

## **FlowPort Repository & Template Setup**

The Xerox Document Centre uses templates and repositories to control the

disposition of scanned documents. Information about these templates and

repositories is stored inside the Document Centre and is accessible through the Web server embedded in the device. The Document Centre provides a default

template, a number of named template (optional), a default public repository, and four other configurable public repositories.

Templates are shown as ch

oices on the Document Centre Touch Screen. The

default template is named “@default.xst” and it is the first template shown in the template list on the screen. The Xerox Document Centre uses *templates* and *repositories* to control the disposition of scanned documents. Information about these templates and repositories is stored inside the Document Centre and is

accessible through the Web server embedded in the device. The Document

Centre provides a default template, a number of named templates (optional), a default public repository, and four other configurable public repositories.

Templates are shown as choices on the Document Centre Touch Screen. The default template is named “@default.xst” and it is the first template shown in the template list on the screen.

Repositories are shown as choices for template setup in the Document Centre Web-based administration tool. Each repository has the following settings:

- Repository List

- Protocols

- File Server IP Address

- Directory Path

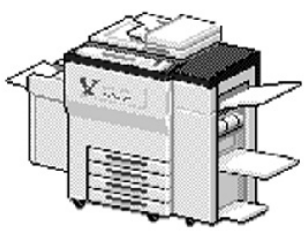
- Log in Name

- Password

2

*Xerox Document Centre Setup Guide for FlowPort*

CentreWare  
Internet Services  
Document Centre 265ST



Document Centre products combine world class printing, copying, scanning & faxing for walk-up, network and web-based users. The products are scalable and modular by design to grow as your business needs grow.

The Document Centre products offer a broad array of digital features including concurrent processing of printing, copying, scanning & faxing, benchmark image quality up to 1800 d.p.i., duplex, and single & dual stapling.

**Name:** LAKES-2  
**Location:** B311 Lab  
**IP Address:** 13.242.128.248  
**Status:** WARNING,  
Needs attention

07-525.05 38-09 Tray 5 (Bypass) does not detect any paper. User intervention is required to add paper to Tray 5. Printing can continue using all trays except from Tray 5.

Refresh Status

**Services**  
submit print ready jobs and program distribution templates

**Jobs**  
view and delete jobs in print queue

**Status**  
current device configuration

**Properties**  
view and set device parameters

**Maintenance**  
font list and test page

**Support**  
local contacts and Xerox contacts

# Properties



## *Configuring a Document Centre 240/255/265/460/470/480/490 with Centreware Internet Services* **FlowPort Repository Setup**

The following settings for the Default Repository and Template Pool Setup are recommended.

**1** In your Web browser's **Address** (or **Location**) box, enter the TCP/IP address of your Document Centre.

**2** Click on **Properties**.

**3** In the Properties column (left side of screen), click on the plus (+) sign for the **Services** folder. The properties for the Document Centre will display as shown below.

*Xerox Document Centre Setup Guide for FlowPort*

Properties

- Description
- Configuration
- Usage Counters
- Job Management
- Connectivity
- Services
  - Printing
  - Distribution Templates
    - General
    - Repository Setup
    - Template Pool Setup
    - Default Template

## Repository Setup

Repository List: Document Repository 0

Protocols:
 

- TCP/IP
- NetWare

File Server IP Address: 13 . 242 . 128 . 201

Directory Path: /inbox

Login Name: venkat

Password: [ ]

Retype password: [ ]

Apply New Settings

Restore Settings

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help

Default Template

Internet



Configuring a Document Centre 240/255/265/460/470/480/490 with Centroware Internet Services 4  
Click on the plus (+) sign for the **Distribution Templates**.

5 Click the **Repository Setup** link.

6 Under **Repository Setup**, perform the following:

**Repository List:** Select **Document Repository 0**. Check with your Xerox Document Centre System Administrator to make sure the Repository is not in use.

**NOTE:** Depending on the printer software model, there may only be 1 repository.

Some models will have Document Repositories of 0-4 or 1-5.

**Protocols:** Select **TCP/IP**.

**File Server IP Address:** Enter the TCP/IP address of your FlowPort server.

Contact your Network Administrator if you do not know the address. In some versions, you may need to enter a port number. In this case, enter 21.

**Directory Path:** Enter /.

**Login Name:** Enter the guest account user name (**NSA** is the default guest account user name).

**Password:** Enter the FTP password twice (**nsa** is the default guest password).

*Note: If you have changed the NSA FTP user name or password in the FlowPort NSA Protocol Service configuration, enter the new user name and password here to enable FTP access.*

4

*Xerox Document Centre Setup Guide for FlowPort*



Configuring a Document Centre 240/255/265/460/470/480/490 with Centroware Internet Services 7  
 Click on **Apply New Settings**.

**8** A **Login** window may display. Enter **admin** for the user name followed by your password. If you do not know your password, contact your printer system administrator.

*Note: The user name and password are case sensitive.*

**FlowPort Template Setup**

**1** Click on the **Services** tab. The **Job Submission** page displays as shown below.





Document Centre 265ST - Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address http://13.242.128.248/print/scan\_to\_file/dist\_temp\_main.dhtml?TemplateDir=/tmp/template/pool/web Go Links Yahoo!

CentreWare Internet Services

Document Centre 265ST

Home Index


services jobs status properties maintenance support

+ new X delete copy Job Submission Distribution Templates

Distribution Templates

- gatest-2k6
- gatest-2k5
- FlowPort
- Lakes Duplex
- dae-daily
- nsaiar

## Distribution Templates



Click on a template to view or modify a template and its services. Use the buttons above the template tree to create, remove and copy templates in the tree.

Select the "help" button for detailed information about the Distribution Templates feature.

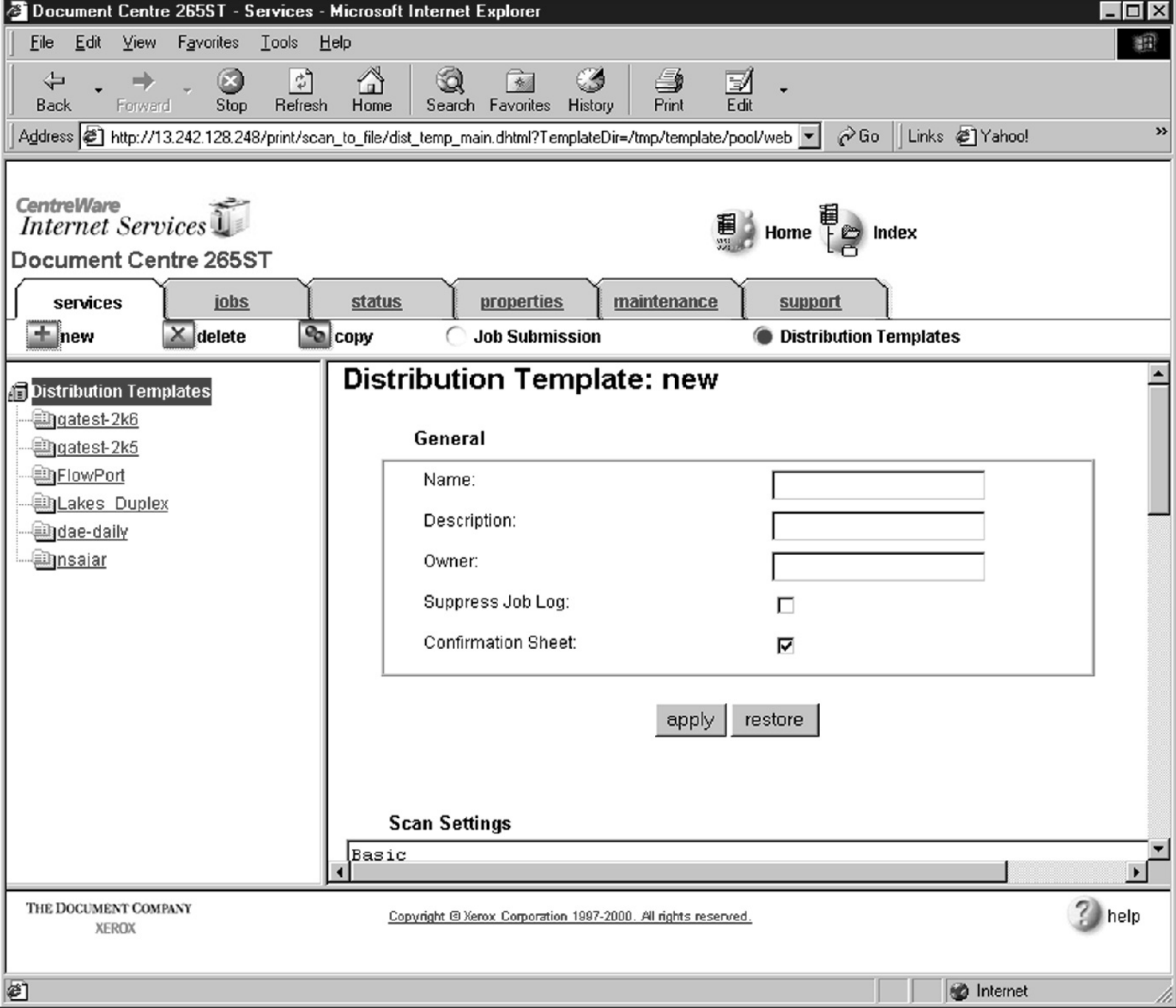
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help

Done Internet

Configuring a Document Centre 240/255/265/460/470/480/490 with Centroware Internet Services 2  
 Click on the **Distribution Templates** button.



Configuring a Document Centre 240/255/265/460/470/480/490 with Centroware Internet Services 3  
Under the Services tab, click on the **[+]** **new** button.

**4** In the **General** settings box, enter the following:

**Name:** Type **FlowPort** (or any name that would let users know that this is the FlowPort template. It can be up to eight characters in length).

**Description:** Type **Scan to FlowPort**.

**Owner:** Type **your name** or the FlowPort administrator's name.

Document Centre 265ST - Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address http://13.242.128.248/print/scan\_to\_file/dist\_temp\_main.dhtml?TemplateDir=/tmp/template/pool/web Go Links Yahoo!

CentreWare Internet Services Home Index

Document Centre 265ST

services jobs status properties maintenance support


+ new X delete copy Job Submission Distribution Templates

Distribution Templates


- gatest-2k6
- gatest-2k5
- FlowPort
- Lakes Duplex
- dae-daily
- nsalar
- test


### Scan Settings


#### Basic


Original Type:  AUTO

Auto Exposure:

Lighten / Darken:  Normal


Sharpness:  Normal

Contrast:  Normal

Sides Imaged:  One Sided

Resolution: 300x300

#### Image Size

Original Size:   Normal

Pre-set  
Portrait 5 1/2 x 8 1/2

Custom  
x (1-12) y (1-18)

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new Internet

Configuring a Document Centre 240/255/265/460/470/480/490 with Centreware Internet Services 5  
 Review the Scan Settings. Click on **Edit** if you need to change the default settings.

Text



CentreWare Internet Services  Home  Index

## Document Centre 265ST


Job Submission
  Distribution Templates

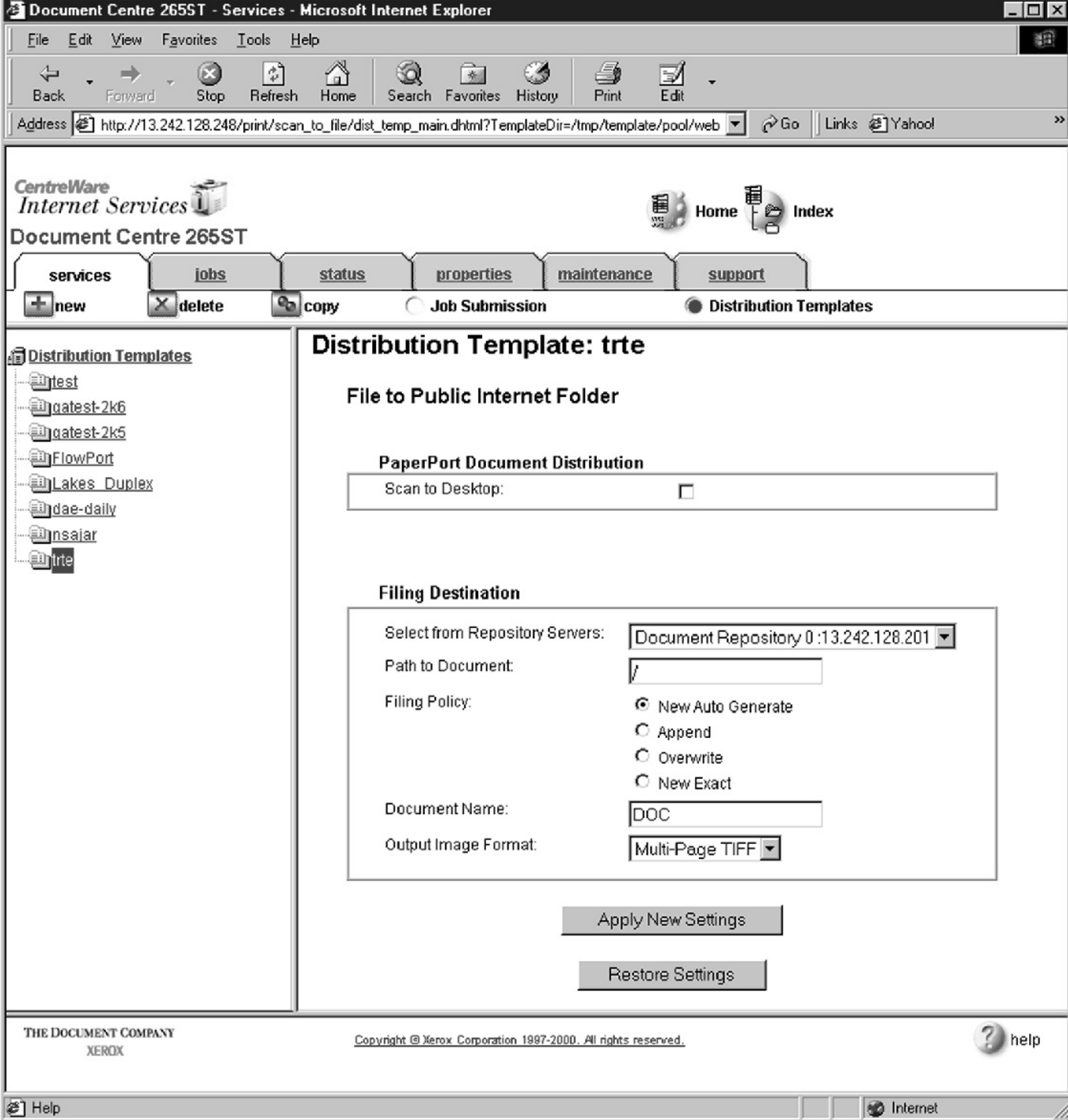
- Distribution Templates**
- gatest-2k6
  - gatest-2k5
  - FlowPort
  - Lakes Duplex
  - dae-daily
  - nsajar
  - test

### Distribution

**Destinations**

**New Destination**

 Public Internet Folder



Configuring a Document Centre 240/255/265/460/470/480/490 with Centware Internet Services 6 In the Distribution area, specify a **Destination**. Select **Public Internet Folder** from the New Destination list, and click **add**.

Xerox Document Centre Setup Guide for FlowPort



Configuring a Document Centre 240/255/265/460/470/480/490 with Centware Internet Services 7 In the list of **Select from Repository Servers**, select repository that points to the FlowPort server.

**8** Type the Path to Document /

**9** Check the Filing Policy **New Auto Generate**.

**10** Document name is DOC.

**11** Select the Output Image Format **Multi-Page TIFF**.

**12** Click on **Apply New Settings**. The Document Centre is ready to use FlowPort.

*Note: This setup provides users Guest access (Trusted/Shared) to*

*FlowPort. If a higher authentication level is required, users should use*

*their FlowPort Login sheet.*

### **Testing the FlowPort Template**

To check that the Docu

ment Centre is ready for FlowPort use, perform the

following test:

**1** At the Document Centre, place a document in the scanner.

**2** Select the FlowPort template and select Scan.

*Note: If the Document Centre is properly configured, a DC confirmation*

*sheet will be printed confirming that the scan to FlowPort was*

*successful, otherwise an error report with some specific failure notice*

*will be printed. If the scan to FlowPort was successful a FlowPort*

*confirmation sheet will also print.*



Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centware Internet Services **Configuring a Document Centre 220/230/332/340/432/420/425/**

**432/440 with Centware Internet Services**

Verify that the Scan-to-File feature is installed on the Document Centre. Print a Configuration sheet and check the installed options list for Scan-to-File. If the Scan-to-File is not listed, contact your Xerox service representative to obtain and install the Scan-to-File kit. You can also call 1-800-ASK-XEROX for

information about obtaining and installing this feature.

**FlowPort Repository and Template Setup**

The Xerox Document Centre uses templates and repositories to control the

disposition of scanned documents. Information about these templates and

repositories is stored inside the Document Centre and is accessible through the Web server embedded in the device. The Document Centre provides a default

template, a number of named template (optional), a default public repository, and four other configurable public repositories.

Templates are shown as ch

oices on the Document Centre Touch Screen. The

default template is named “@default.xst” and it is the first template shown in the template list on the screen. The Xerox Document Centre uses *templates* and *repositories* to control the disposition of scanned documents. Information about these templates and repositories is stored inside the Document Centre and is

accessible through the Web server embedded in the device. The Document

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default public repository, and four other configurable public repositories.

Templates are shown as choices on the Document Centre Touch Screen. The

default template is named “@default.xst” and it is the first template shown in the template list on the screen.

Repositories are shown as choices for template setup in the Document Centre

Web-based administration tool. Each repository has the following settings:

- 

Repository List

- 

Protocols

- 

File Server IP Address

- 

Directory Path

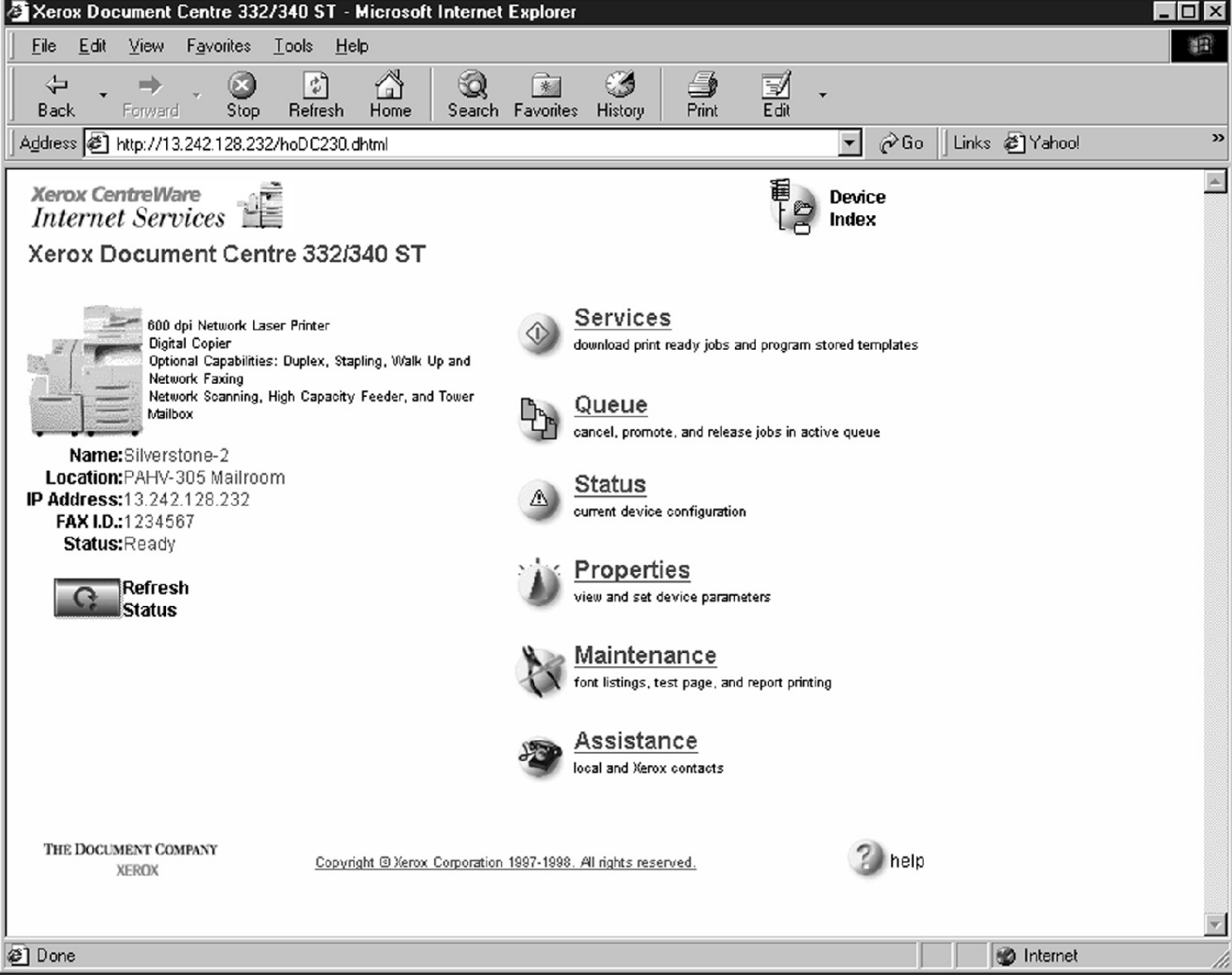
- 

Log in Name

- 

Password

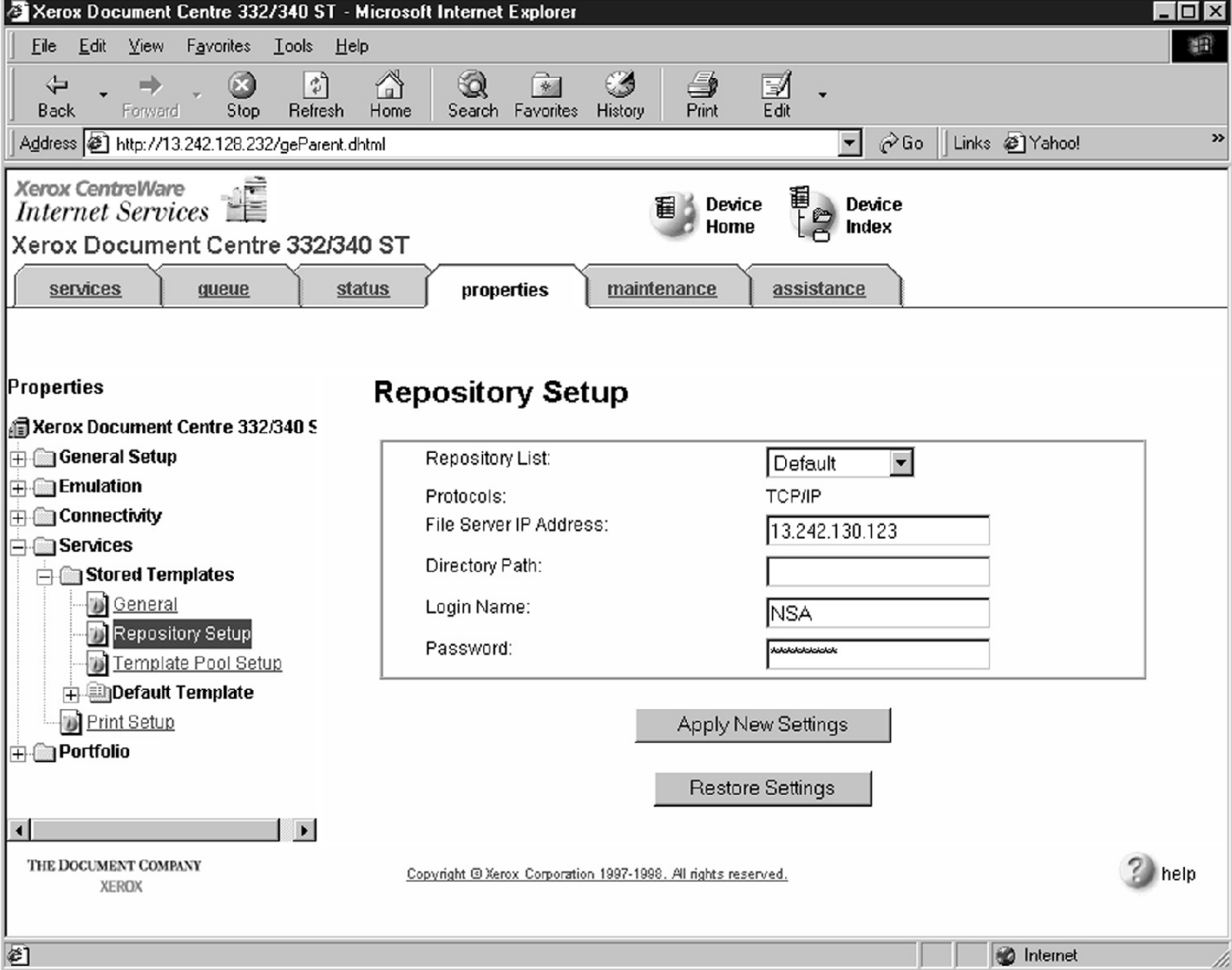
*Xerox Document Centre Setup Guide for FlowPort*



## Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services FlowPort Repository Setup

The following settings for the FlowPort Repository setup are recommended.

- 1 In your Web browser's **Address** (or **Location**) box, enter the TCP/IP address of your Document Centre.
- 2 Click on **Properties**.
- 3 Click on **[+] Services**.
- 4 Click on **[+] Stored Templates**



Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services 5 Click on **Repository Setup**.

/

6 Select an unused repository from the **Repository List** (Default is recommended).

7 Verify that the protocol is **TCP/IP**.

8 Type the **File Server IP address** (the IP address of your FlowPort server).

9 Type the Directory Path /

10 Type the login name **NSA**, and the password **nsa**.

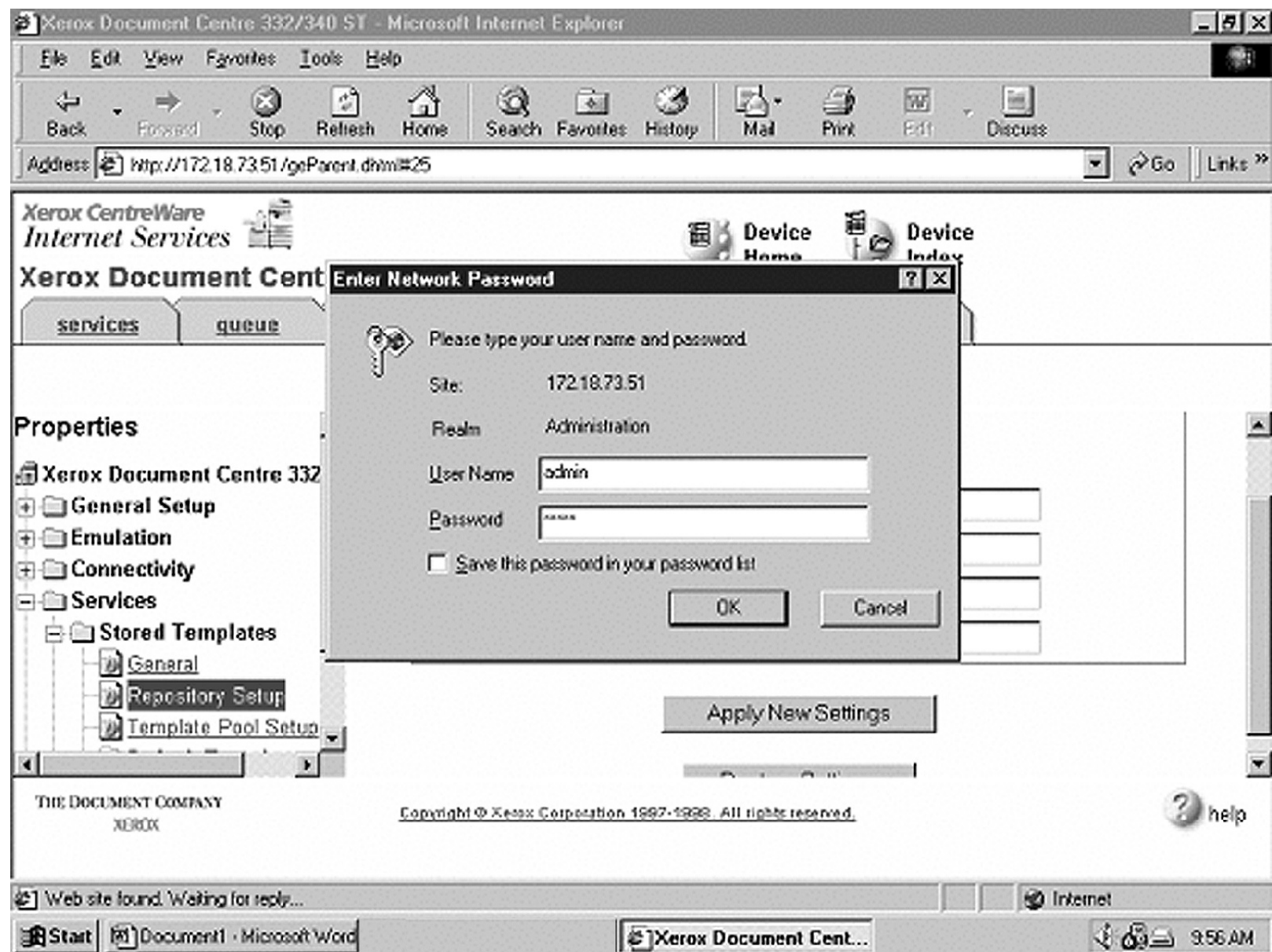
11 Click on **Apply New Settings**.

12 In the dialog box that appears, type the admin User Name and Password of the Document Centre,

and click **OK**.

*Xerox Document Centre Setup Guide for FlowPort*

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*Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services 14*

*Xerox Document Centre Setup Guide for FlowPort*

Xerox Document Centre 332/340 ST - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit


Address http://13.242.128.232/deParent.dhtml Go Links Yahoo!

Xerox CentreWare Internet Services Xerox Document Centre 332/340 ST Device Home

index content



**Name:**Silverstone-2  
**Location:**PAHV-305 Mailroom  
**IP Address:**13.242.128.232  
**FAX I.D.:**1234567  
**Status:**Ready

 Refresh Status

## Device Index

<a href="#">AppleTalk</a> <a href="#">Assistance</a> <a href="#">Banyan Vines</a> <a href="#">Billing Meters</a> <a href="#">Browser Software</a> <a href="#">Cancel job</a> <a href="#">Connectivity</a> <a href="#">Contention Mgmt</a> <a href="#">Copy Template</a> <a href="#">Create Template</a> <a href="#">Delete Template</a> <a href="#">Device Profile</a> <a href="#">Device Templates</a> <a href="#">Emulation</a> <a href="#">Ethernet</a> <a href="#">Fault History</a> <a href="#">Font Listing</a> <a href="#">General Setup</a>	<a href="#">Input Trays</a> <a href="#">Interfaces</a> <a href="#">Job Submission</a> <a href="#">Maintenance</a> <a href="#">NetBIOS/IP</a> <a href="#">NetBIOS/NetBEUI</a> <a href="#">NetWare</a> <a href="#">Network Scanning Setup</a> <a href="#">Output Trays</a> <a href="#">PCL Font</a> <a href="#">PCL Setup</a> <a href="#">Parallel</a> <a href="#">Portfolio</a> <a href="#">PostScript Font</a> <a href="#">PostScript Setup</a> <a href="#">Power Saver</a> <a href="#">Print Setup</a> <a href="#">Print Test Page</a>	<a href="#">Printer Setup</a> <a href="#">Promote job</a> <a href="#">Properties</a> <a href="#">Protocols</a> <a href="#">Queue</a> <a href="#">Release job</a> <a href="#">Reports</a> <a href="#">Repository Setup</a> <a href="#">Services</a> <a href="#">Software Upgrades</a> <a href="#">Status</a> <a href="#">Stored Templates</a> <a href="#">System Contact</a> <a href="#">System Setup</a> <a href="#">TCP/IP</a> <a href="#">Template Pool Setup</a> <a href="#">Token Ring</a> <a href="#">Xerox Contacts</a>
--	--	--

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Done Internet

*Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services* **FlowPort Template Setup**

**1** Next, you need to set up the scan template that you will use when scanning to FlowPort server. Select **Device Index**.

*Xerox Document Centre Setup Guide for FlowPort*

Xerox Document Centre 332/340 ST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address http://13.242.128.232/seS2FParent.dhtml Go Links Yahoo!

Xerox CentreWare Internet Services

Xerox Document Centre 332/340 ST

Device Home Device Index


services queue status properties maintenance assistance

+ new X delete copy Job Submission Stored Templates

### Stored Templates

Device Templates

- + SUSHI
- + dae-daily
- + daeqatestpc
- + icraig-nt
- + icraig-w2k
- + josefp-21sp1
- + nmohideen
- + rich
- + ti
- + tony-dae26
- + yzhu
- + zhu



Click on a template to view or modify a template and its services. Use the buttons above the template tree to create, remove and copy templates in the tree.

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? help

Done Internet

Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services 2 Select **Stored Templates**.



Xerox Document Centre 332/340 ST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address http://13.242.128.232/seS2FParent.dhtml Go Links Yahoo!

Xerox CentreWare Internet Services

Xerox Document Centre 332/340 ST

Device Home Device Index

services queue status properties maintenance assistance

+ new delete copy Job Submission Stored Templates

### Adding New Template

Device Templates

- SUSHI
- dae-daily
- daequatestpc
- icraig-nt
- icraig-w2k
- josefp-21sp1
- nmohideen
- rich
- tl
- tony-dae26
- yzhu
- zhu

Template

Name:

Description:

Owner:

Services

- File
- Fax
- Local Copy

apply cancel

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help

Done Internet

Xerox Document Centre 332/340 ST

queue status properties maintenance assistance

+ new delete copy Job Submission Stored Templates

### Adding New Template

Device Templates

- SUSHI
- dae-daily
- daequatestpc
- icraig-nt
- icraig-w2k
- josefp-21sp1
- nmohideen
- rich
- tl
- tony-dae26
- yzhu
- zhu

Template

Name:

Description:

Owner:

Services

- File
- Fax
- Local Copy

apply cancel


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help

Done Internet

Microsoft Internet Explorer

 A script on this page is causing Internet Explorer to run slowly. If it continues to run, your computer may become unresponsive.

Do you want to abort the script?

Yes No

Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services 3 Select [+]  
new.

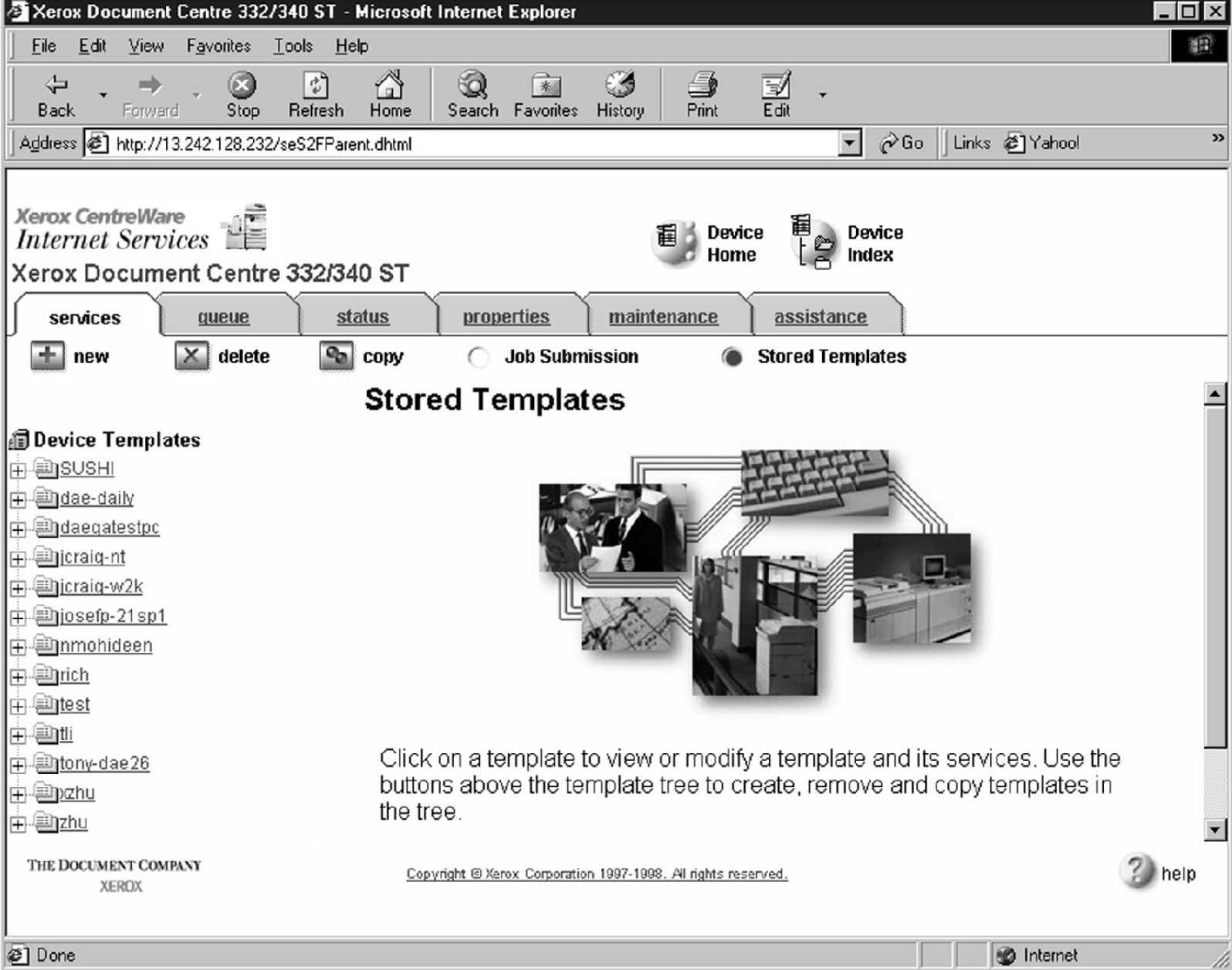
**4** In the Template fields, enter a name for the template in the **Name** field. Leave the Description and Owner fields blank.

**5** Under **Services**, select **File**.

**6** Click **apply**.

**7** If you see the following dialog box, click **Yes**.

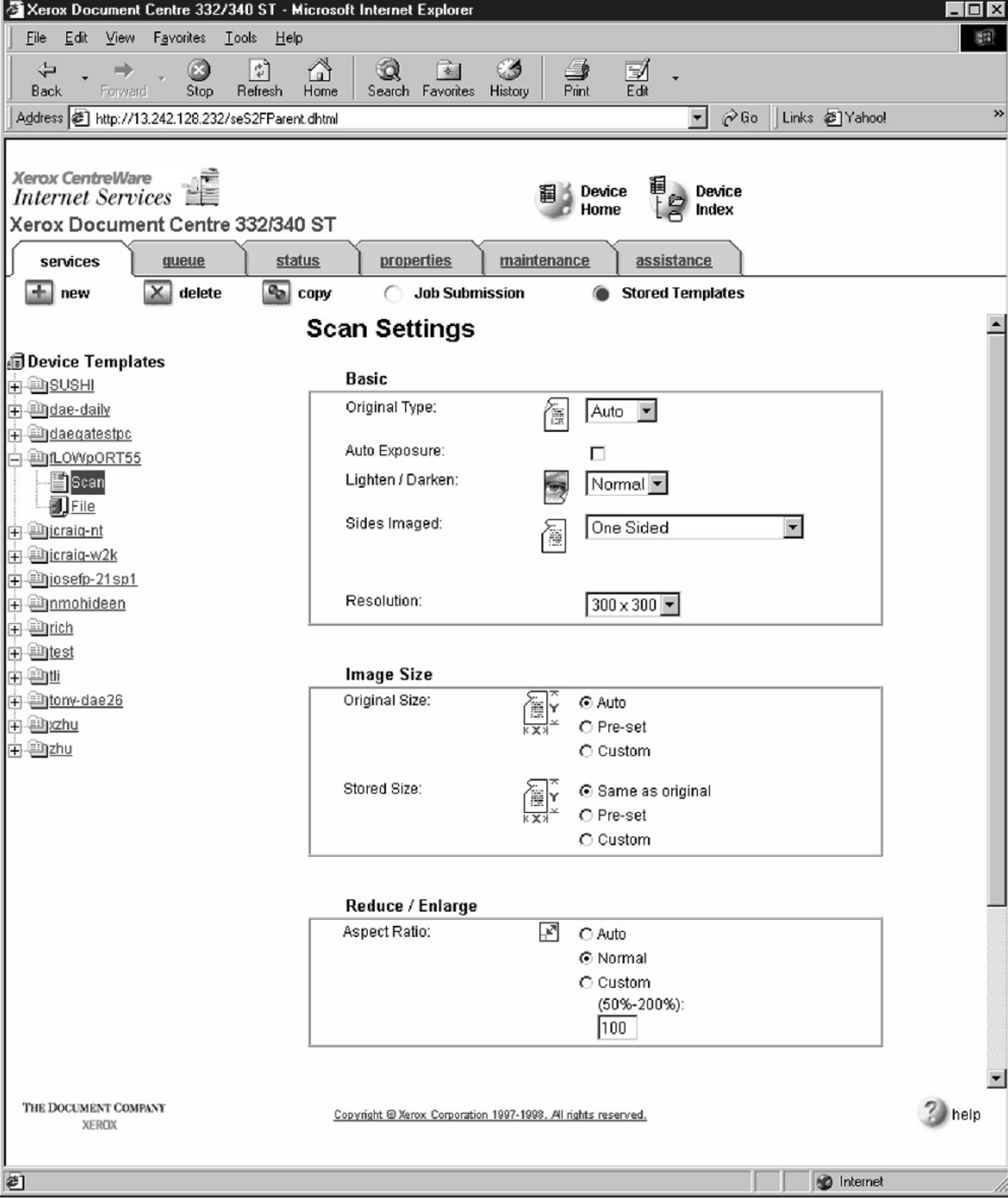
*Xerox Document Centre Setup Guide for FlowPort*



Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services 8 Click the browser's **Refresh** button. You should see the name of the new template in the list of Device Templates.

List of  
Device  
Templates

9 Click on [+ ] next to the name of the new template in the list of Device Templates.

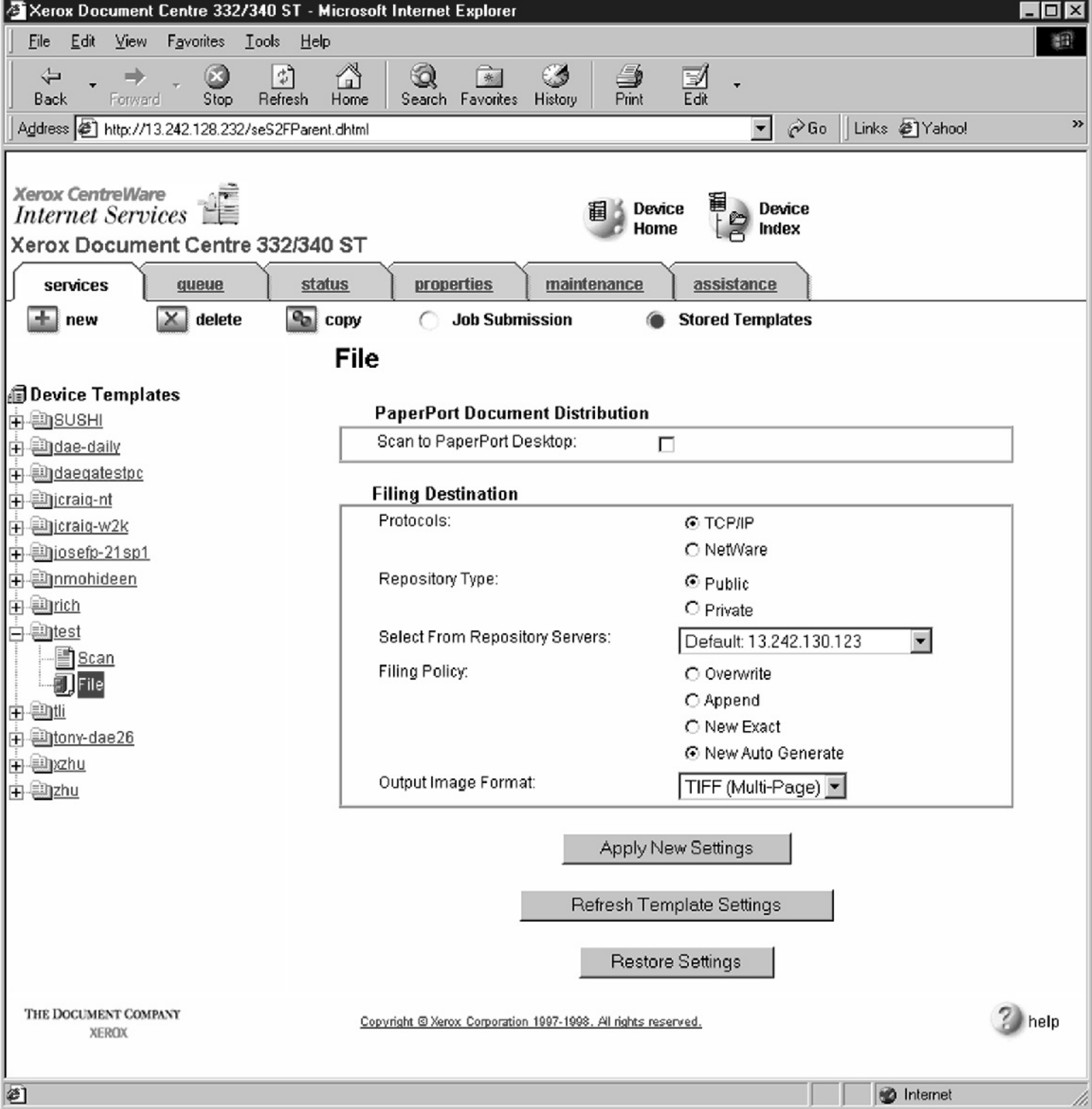


Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centreware Internet Services 10 Click **Scan** and verify the scan settings. Typically, the default settings are used, however click **Edit** if you want to change them.

Text

*Xerox Document Centre Setup Guide for FlowPort*

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- Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services
- 11 Click **File**.
  - 12 Under Stored templates, select the following: **TCP/IP**, **Public**, **Default** (or the repository designated for FlowPort), **New Auto Generate**, and **TIFF (Multi-Page)** . Then, click **Apply New Settings**.
  - 13 The Document Center is now configured to scan to the FlowPort server.



*Configuring a Document Centre 220/230/332/340/432/420/425/432/440 with Centroware Internet Services* **Testing the FlowPort Template**

To check that the Document Centre is ready for FlowPort use, perform the following test:

- 1 At the Document Centre, place a document in the scanner.
- 2 Select the FlowPort template and select **Scan**.

***Note: If the Document Centre is properly configured, a DC confirmation sheet will be printed confirming that the scan to FlowPort was successful, otherwise an error report with some specific failure notice will be printed. If the scan to FlowPort was successful a FlowPort confirmation sheet will also print.***

# Document Outline

- [Configuring a Document Centre 240/255/265/460/470/480/490 with Centware Internet Services](#)
- [Configuring a Document Centre 220/230/332/340/432/420/425/ 432/440 with Centware Internet Services](#)