

## Stream Alert Quick Start Guide

### Adding Xerox Devices

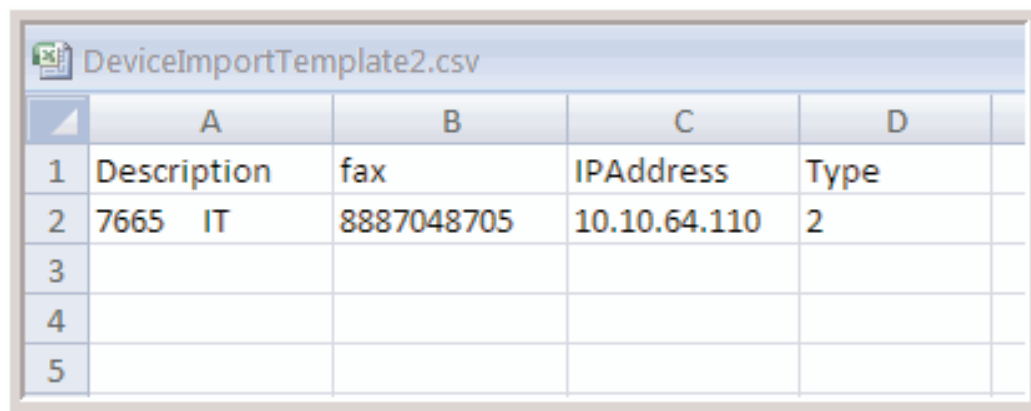
#### Assigning Fax Numbers to Xerox Devices

Assigning fax numbers to devices can be done two ways; Importing a list of devices or manually entering the information into the Stream web interface.

*Importing Device Information to Stream:* For large numbers of devices, importing a .csv file is the most efficient way to enter device information into Stream. This is done in the following steps:

Using the Device template provided to you by Cleo, fill in the columns with this information. The file in the example shows the minimum amount of information needed for each Device integrating with Stream. 'Type 2' indicates that it is a device and not a user.

Once this list is complete, save with an appropriate title as a .csv formatted file.



	A	B	C	D
1	Description	fax	IPAddress	Type
2	7665 IT	8887048705	10.10.64.110	2
3				
4				
5				

Additional information can be added by using a more detailed template.

*Additional fields include:*

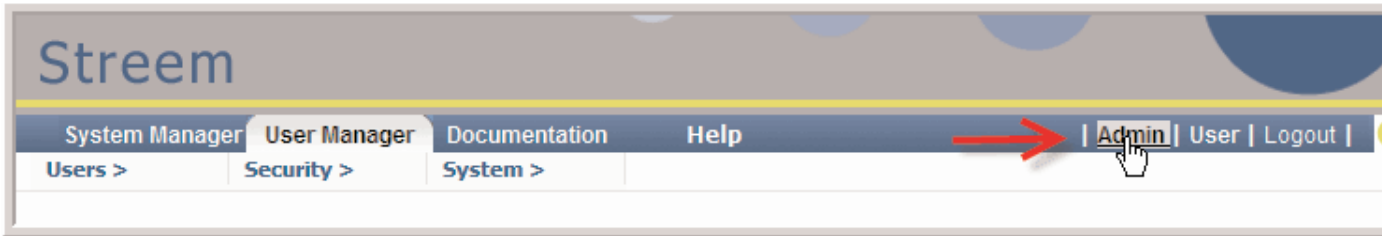
**Confirmations** - Controls whether or not a confirmation is generated  
0 = None; 1 = All; 2 = On Failure Only; 3 = On Success Only

**Page Length (FaxInLength)** - Controls image size when printing to specific devices  
0 = print full size (no image adjustment); <2200 = shrinks image to specified length  
*Note:* for Xerox 73xx series devices, be sure to set page length to 2100

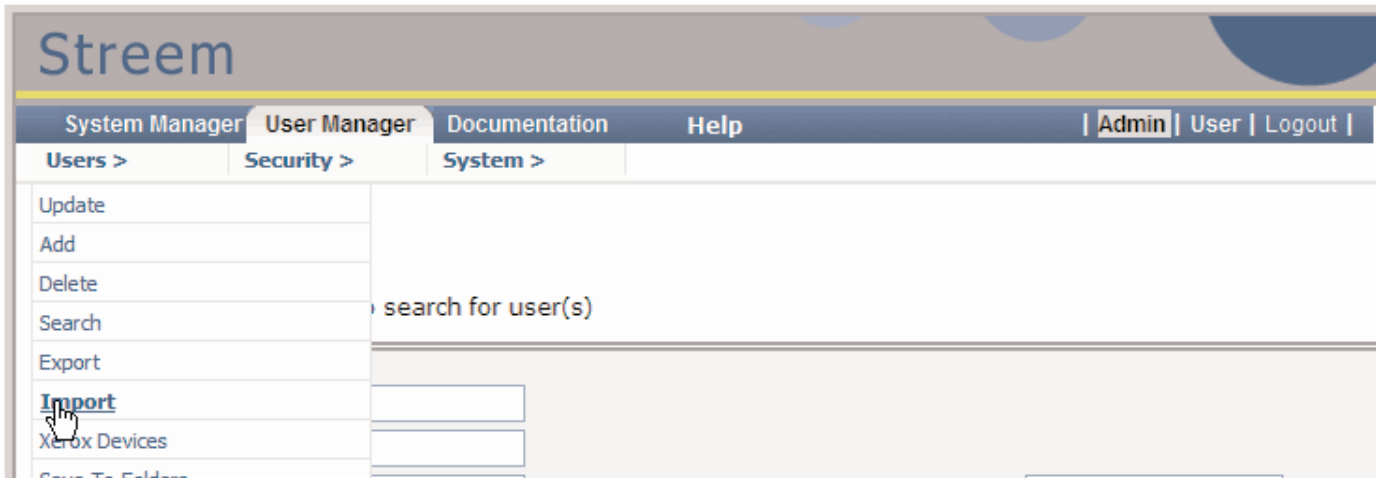
**Paper Color (FaxFormat)** - set to color preferred (white is standard)

**Billing Code** - this number can be used for accounting purposes to keep record of faxes.

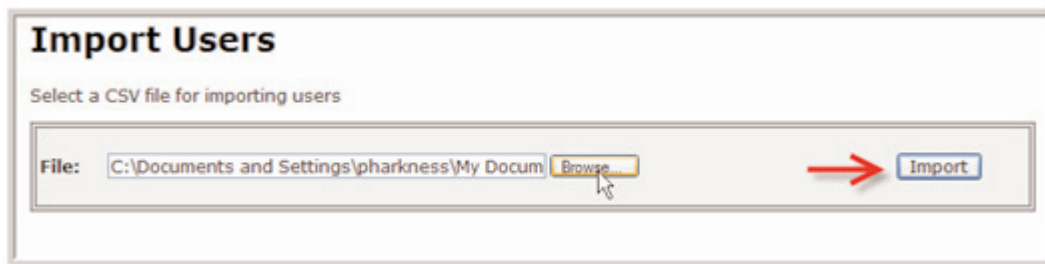
Log on to the Stream System web interface. Select the Admin function on the main Stream Center page.



Under the 'Users' drop down menu select 'Import'.



Browse to the saved csv file and select 'Import'.



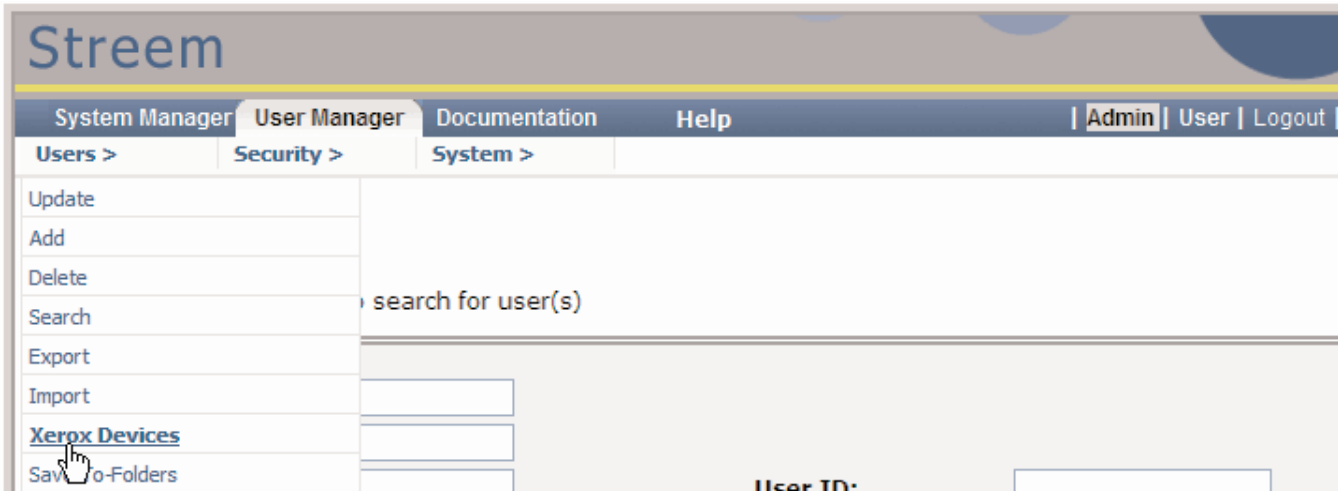
A message will be received showing that the file imported successfully.



## Manually Adding Device Information to Stroom

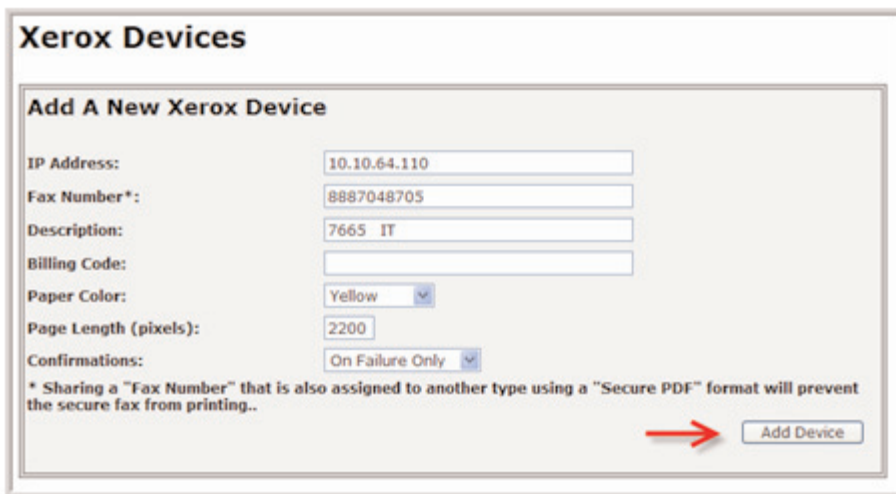
If only a small number of devices are to be integrated with Stroom, they can be added manually by completing the following steps:

Select 'Xerox Devices' from the User drop down menu.



The Xerox Device Page will appear. Enter the appropriate information for each Xerox device.

**Note:** that when sharing a fax number that is also assigned to another type using a "Secure PDF" format will prevent the secure fax from printing.)

This screenshot shows the 'Add A New Xerox Device' form. The fields are filled with: IP Address: 10.10.64.110, Fax Number\*: 8887048705, Description: 7665 IT, Billing Code: (empty), Paper Color: Yellow, Page Length (pixels): 2200, and Confirmations: On Failure Only. A red arrow points to the 'Add Device' button at the bottom right. A note at the bottom left states: '\* Sharing a "Fax Number" that is also assigned to another type using a "Secure PDF" format will prevent the secure fax from printing..'

Set confirmations appropriately. Choose from 'None', 'All', 'On Failure Only', or 'On Success Only' in the Confirmations drop down menu. Select 'Add Device' once complete.

This screenshot shows the same 'Add A New Xerox Device' form, but with the 'Confirmations' dropdown menu open. The options visible are 'None', 'All', 'On Failure Only' (which is highlighted by a red arrow), and 'On Success Only'. The 'Add Device' button is still visible at the bottom right.

## Assigning Paper Color for Faxing

To select a particular color paper for faxes, set the paper color on the Xerox Device Page on the Stream web interface for the appropriate device IP address. Select "Add Device" when complete.

**Xerox Devices**

**Add A New Xerox Device**

IP Address:

Fax Number\*:

Description:

Billing Code:

Paper Color:

Page Length (pixels):

Confirmations:

\* Sharing a "Fax Number" that is also used by another type using a "Secure PDF" format will prevent.

IP Address	Fax Number	Billing Code	Description	Paper Color	Page Length	Confirmation	Delete
10.10.5.105	888394298		7665	White	2000	All	X
10.10.5.106	8887396280		232	Yellow	2200	All	X
10.10.5.107	8009480060		New Xerox device 73xx s4	Yellow	2100	All	X

Device settings must match the settings on the Stream web interface. It is not recommended to set up a colored or custom paper in trays 1 and 2 on the Xerox device. Load the appropriate color paper in the corresponding tray.

**Note:** See the Xerox documentation for more information on setting up paper trays

## Updating Xerox Machines

Existing device information can be updated on the bottom half of the page. Confirmations can be set for 'None', 'All', 'On Success Only', or 'On Failure Only', a different page length or paper color can be chosen. Select 'Update' once complete.

**Update Xerox Devices**

IP Address	Fax Number	Billing Code	Description	Paper Color	Page Length	Confirmation	Delete
10.10.5.105	8886857915		7665 accounting	white	2200	All	X
10.10.5.106	6087		6087	White	2200	None	X
10.10.64.110	8887048705		7665 IT	Yellow	2200	On Failure Only	X
10.69.158.200	0314		5632	White	2200	None	X
10.69.2.176	0315		5632	White	2200	On Failure Only	X
10.69.8.170	0317		5030	White	2200	On Success Only	X
10.69.8.171	0318		5632	White	2200	All	X
10.69.8.72	555		test	White	2200	None	X



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