

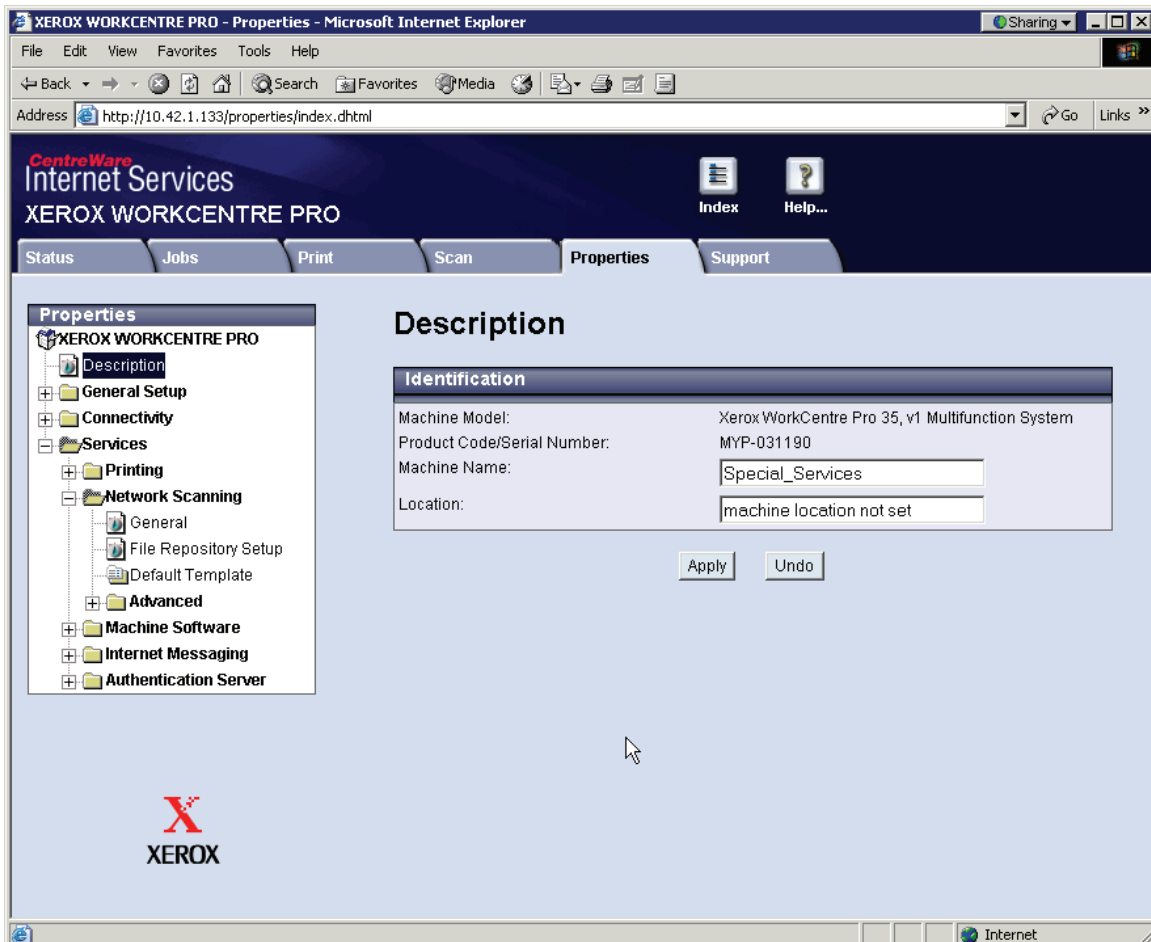


Network Scanning Templates on Xerox Devices

In order to use Network Scanning templates with Stream Center, follow these steps.

Setting up the Repository

From the main screen on the web interface, click on the Properties tab. On the left side of the screen, navigate to Services → Network Scanning → File Repository Setup.



On the File Repository setup page, click the “Add” button in the Alternate File Destinations box.

Fill in the page following the example below.

Field Name	Description	Value
Friendly Name	Name of the repository	Fax
Protocol	Protocol used for transferring files	TCPIP
Name or IP address	You can use either the host name or the IP address for the destination. IP address is recommended	Select “IP Address”
IP Address and Port	This is the Name or IP address of the Stream Center Server. The last value is the port and it must be set to 21	IP address of the Stream Center server
Document Path	This is the name of the FTP virtual directory that is located on the Stream Center server	/Xerox/in
Login Credentials to access Destination	This section does not appear on all models of Xerox WCP.	Check System
Login Name	The login name for the FTP site on the Stream Center server	Xeroxftp
Password	The password for xeroxftp	ftpXerox
Retype password		

The “Select to save new password” box is automatically checked when you enter a new password. When you click “Apply” the admin login box will pop up for the Xerox device. By default the username is admin and password is 1111. (Some models of Workcentre Pro use 11111 as the username and x-admin for a password)

Settings

Friendly Name:

Example: Purchasing Department

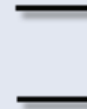
Protocol:

Name or IP Address:
 IP Address
 Host Name

IP Address and Port:

Document Path:

Login Credentials to Access the Destination:
 Authenticated User
 Prompt at User Interface
 System



This section does not appear on all models

Login Name:

Password:

Retype password:

Select to save new password.

Setting up the Template

From the main screen on the web interface, click on the Scan tab. Under General information enter a name and description for the template. When finished, click the Add button

New Distribution Template

General Information	
Template Name:	<input type="text" value="Fax"/>
Description (Optional):	<input type="text" value="Stream Center Faxing Template"/>
Owner (Optional):	<input type="text"/>

We need to set the Fax repository that was created in the last step as the file destination.

In the File Section, click ADD.

File
File Destinations
<input type="text" value="File (Default): /Bay_48 on //13.244.241:30/Repository/Bay_48/"/>
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

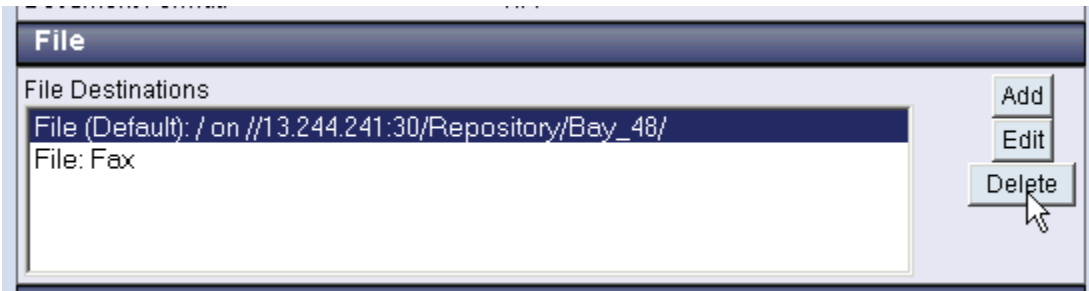
In the file destination dropdown box, select the FAX file repository that was created in the previous section. Verify that the filing policy is set to "Rename new file"

Click Apply.

Distribution: Fax

Filing Destination	
Filing Policy:	<input type="text" value="Rename New File"/>
File Destination:	<input type="text" value="Fax"/>
Protocol:	TCP/IP
IP Address and Port:	10.42.0.43.21
Document Path:	/
Add (Optional):	<input type="text"/>
Login Name:	xeroxftp

Select the Default file repository and click Delete.

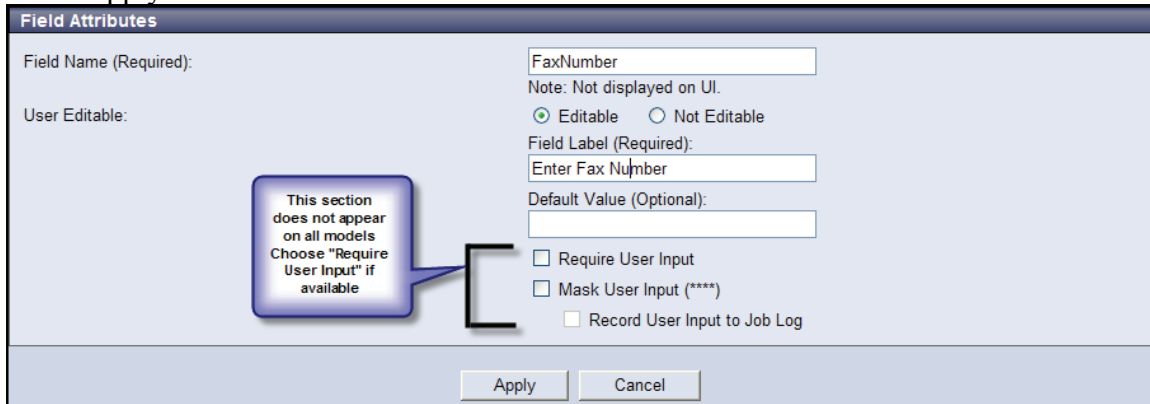


On the Document Management Fields section, click the Add Button. In the Field Name box, enter FaxNumber (Note this must be spelled exactly)

Check the Yes radio button to make it User editable and enter “Fax Number” as the field label. (The field label is the text that is displayed at the Xerox console. This can be spelled any way that you like.)

Note: Some models have a checkbox named “Require User Input” check this if it is available.

Click Apply



Below is a reference of the possible fields that can be created. FaxNumber is required, all others are optional

- **FaxNumber** - The destination fax number(s). Multiple fax numbers must be separated by a * or # . The characters "(,)", "-", as well as spaces are allowed but not required. The **FaxNumber** field is **Required**.
- **FaxTo** - The destination To Name(s). Multiple names must be separated by a comma. Multiple names will be assigned to fax numbers in the sequential order in which the fax number was entered. Names will appear on both the fax header and on the fax cover page if entered. The **FaxTo** field is **Optional**.
- **FaxSubject** - The subject that will appear on the system fax cover page. The **FaxSubject** field is **Optional**. (Cover page must be enabled)
- **FaxFromName** - The sender's name which will appear on the system fax cover page. The **FaxFromName** field is **Optional**. (Cover page must be enabled)
- **FaxFromNumber** - The sender's fax number which will appear on both the fax header and the fax cover page. The **FaxFromNumber** field is **Optional**.
- **BillingCode** - An accounting code that will be stored in the Stream Center database for accounting purposes. The **BillingCode** field is **Optional**.
- **Notes** - Text that will appear in the Notes section of the system fax cover page. The **Notes** field is **Optional**. (Cover page must be enabled)
- **ConfirmationEmail** - By default, Stream will deliver a hardcopy confirmation report to the originating device. Using this field, this report can be re-directed to an email address. Multiple addresses may be entered and must be separated by a comma. Another method of delivering confirmations to multiple recipients is to enter a group/distribution address. The **ConfirmationEmail** field is **Optional**.