

AXIS 7000 and MailRoom for Windows

Introduction

This document applies to the AXIS 7000 Network Document Server with software release 2.10 and subsequent releases until otherwise notified.

This document describes how to use your AXIS 7000 together with MailRoom for Windows 4.0 by Simplify Development Corporation (<http://www.simplifyinc.com/>). The document contains the following information:

- Setting up the AXIS 7000 Network Document Server for use with MailRoom for Windows
- Setting up MailRoom for Windows for use with AXIS 7000 Network Document Server
- Using MailRoom for Windows with AXIS 7000 Network Document Server

Any comments or suggestions regarding this document can be sent to products@axis.com.

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Required Environment

- An FTP server for Send-to-file which directories can be reached as a local or shared drive. The directories used as targets must exist and be available for reading and writing.
- MailRoom for Windows 4.0 installed.

Setting up your AXIS 7000 for Send-to-File

The method used is Send-to-file.

1. Specify a **Destination Name**. It is recommended to create a separate destination for each network user to enable a personal MailRoom "Scan Inbox".
2. Specify a **Scanning Profile** with an image TIFF format. JPG/PDF file formats are not supported by the MailRoom for Windows. The **Text** profile (300 dpi black-n-white) should work with most documents. You may select the **Text/Photo** profile if you intend to scan pictures.
3. Set **Include Image Information** to **None**.
4. Specify the name/IP number of the FTP Server used in the **FTP Server** field.
5. Specify the **Directory** to be used on the FTP Server. This directory must exist.
6. The default settings can be used for the remaining fields.

New File Destination

Destination Name: MailRoom A. Smith

Scanning Profile: Text (Can be changed at the moment of scanning.)

Include Image Information: None

FTP Server: 172.19.2.175

User: >

Password: >

Confirm: >

Directory: /ftproot/mailroom/a_smith

File Name: >

> Append sequence number to file name

> Start sequence with: >

Store sequence number on FTP server

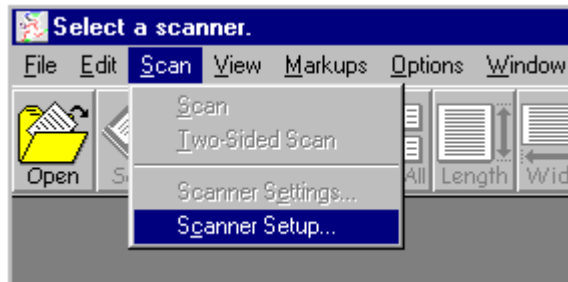
> Append file extension to file name

Add To List Done Reset

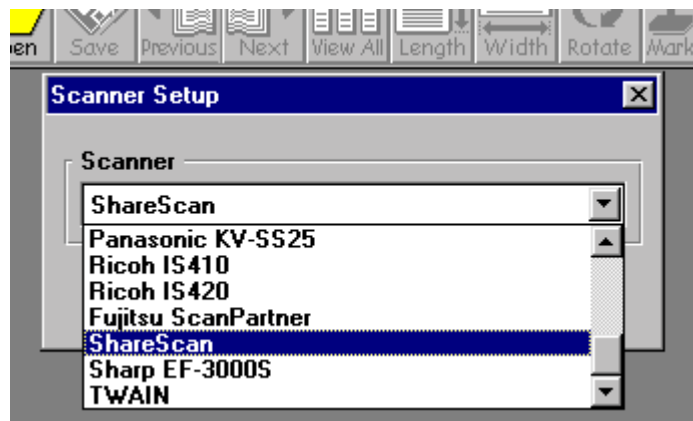
> If left blank, the value specified on the Destination Defaults page will be used.

Setting up MailRoom for Windows

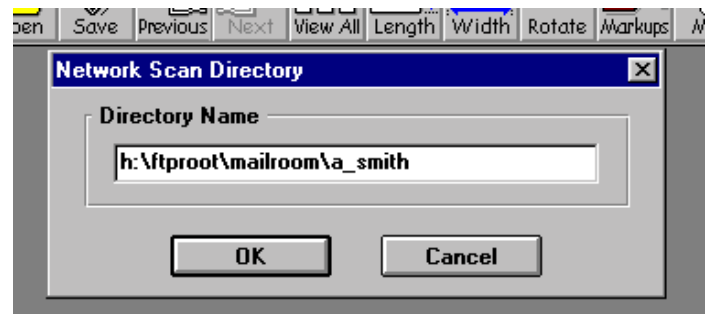
1. Start MailRoom and select **Scan/Scanner Setup...**



2. For **Scanner Setup** select **ScanShare** and Press OK.

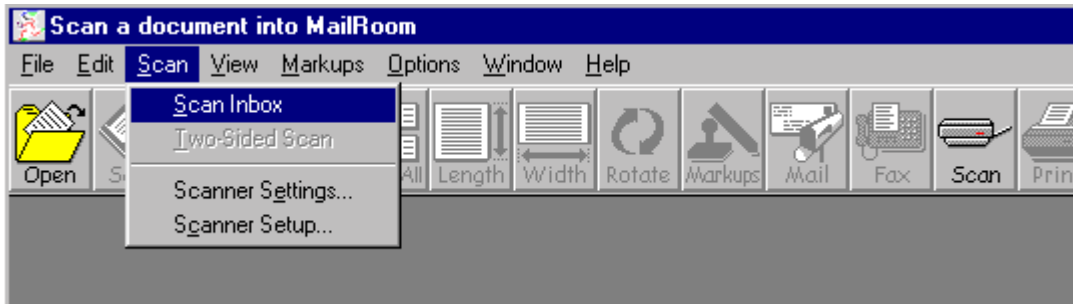


3. Select **Scan/Scanner Settings...** and insert the path to the FTP Directory where AXIS 7000 stores send-to-file images and Press OK. If you don't know the network path to the used directory ask your Network Administrator.

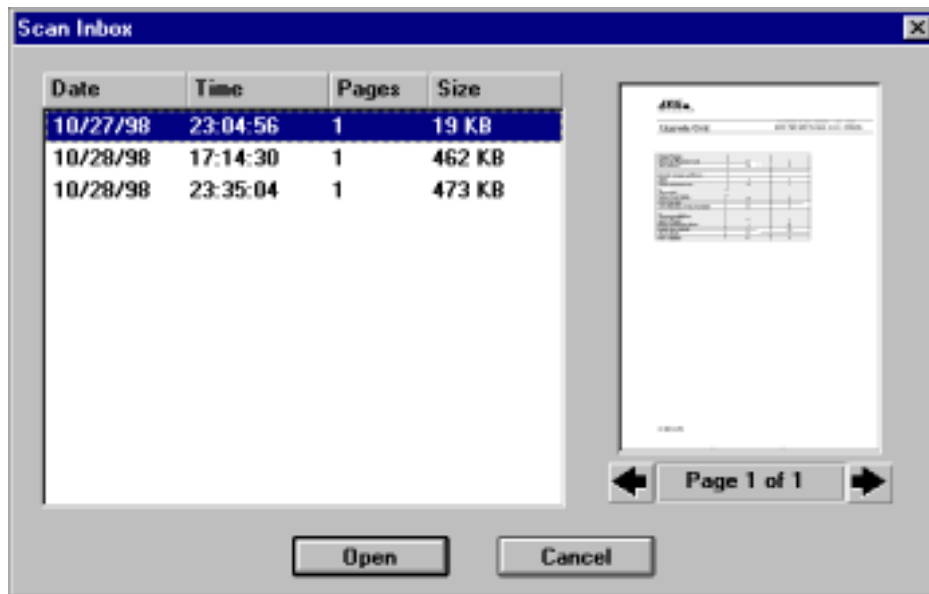


Using MailRoom for Windows with AXIS 7000

1. From the AXIS 7000's control panel select the **MailRoom** destination and scan a document.
2. From MailRoom for Windows select **Scan/Scan Inbox** or press the **Scan** button on the Toolbar to check for new images.



3. Any image files found will be shown in the **Scan Inbox** with a preview to the right.



4. Select the scanned image and Press **Open** to transfer the image to the MailRoom desktop for further processing. MailRoom will automatically delete the scanned image from the "Scan Inbox", so if you want to save a copy, you should save it in MailRoom.