

AXIS 7100 for WORKiO Network Document Server

User's Guide

About This Document

This guide applies to the AXIS 7100 Network Document Server with software release 1.00 and subsequent releases until otherwise notified.

The document provides introductory information as well as instructions on how to set up and manage the AXIS 7100. It is intended for anyone involved in installing and using the AXIS 7100.

For more detailed instructions, refer to the AXIS 7100 for WORKiO User's Manual that is available in pdf format at the Axis Website and on the AXIS Product CD.

Safety Notices

Take some time to read through the safety notices before installing the AXIS 7100. Please observe all safety markings and instructions when using this product.

Caution! - must be observed to avoid loss of data or damage to your equipment.

Important: - must be observed to avoid operational impairment.

Do not proceed beyond any of the above notices, until you have fully understood the implications.

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USA - This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart B of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his/her own expense will be required to take whatever measures may be required to correct the interference. Shielded cables should be used with this unit to ensure compliance with the Class A limits.



Europe - This digital equipment fulfils the requirements for radiated emission according to limit B of EN55022, and the requirements for immunity according to EN55024 residential, commercial, and light industry (Compliance is not valid for

unshielded network cables).

Japan - This is a class B product based on the standard of the Voluntary Control Council for Interference from Information Technology Equipment (VCCI). If this is used near a radio or television receiver in a domestic environment, it may cause radio interference. Install and use the equipment according to the instruction manual

Australia - This electronic device meets the requirements of the Radio communications (Electromagnetic Compatibility) Standard 1998 AS/NZS 3548.

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Maintenance

It is recommended that you use a moist cloth to clean the unit. Do not use petroleum based substances as this may cause damage.

Support Services

Should you require any technical assistance, please contact your local dealer or local Panasonic office. If your questions cannot be answered immediately, your dealer will forward your queries through the appropriate channels to ensure you a rapid response.

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Introduction

This document provides introductory instructions on how to set up and manage the AXIS 7100 for WORKiO Network Document Server within your networking environment. For more information, please refer to the AXIS 7100 User's Manual, which is available in PDF format from the AXIS Product CD or the Axis web site at <http://www.axis.com>

Important!

Online help  is available on every page within the AXIS 7100 web interface. This is of particular relevance when configuring the unit and should be used as a first point of reference for any administration queries. The help system is stored internally in the AXIS 7100.

AXIS Product CD

The AXIS Product CD provides an easy-to-use electronic catalog, that includes all of the latest AXIS Software Utilities, Product Software, White Papers, User Documentation, Technical Notes, etc. It is compatible for use within all of the supported Axis computing environments.

The AXIS 7100 is server independent and requires no additional software for installation purposes. Software provided on the AXIS Product CD is optional for management and installation.

You can view the contents of the AXIS Product CD via the Adobe Reader interface or HTML interface. All documents on the CD are in PDF format.

Note:

If the Adobe Acrobat Reader 3.0 or higher is not installed on your system:

- Windows users: click Get Adobe Reader button from the main user interface.
- Non-Windows users: locate and run the appropriate installer from the tools/Acrobat/ folder.

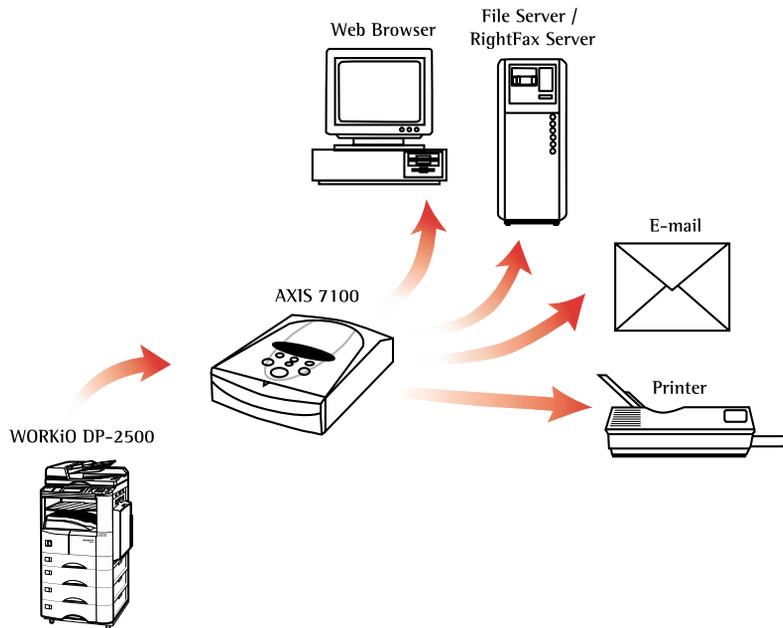
Axis web site

All of the software and information provided on the AXIS Product CD is also available from the AXIS 7100 product page on the Axis web site at <http://www.axis.com>. From this site you can also access corporate information, learn about other Axis products, etc.

Product Overview

Connected to your WORKiO copier, the AXIS 7100 for WORKiO Network Document Server (referred to in this document as AXIS 7100) distributes paper-based information across workgroups, organizations and the Internet. It is easily integrated into existing workflows and document management systems, optimizing office investments, reducing organizational overhead and significantly cutting mailing costs.

Connecting to 10 Mbps Ethernet and 100 Mbps Fast Ethernet networks, the AXIS 7100 allows documents to be easily distributed to any e-mail address, file server, RightFax server or printer.



For convenient electronic distribution of scanned documents e.g. to e-mail addresses and RightFax servers, the AXIS 7100 and the WORKiO copier should preferably be located in the mail or printer room - in close proximity to the workgroup.

Physical Description

The Control Panel

The AXIS 7100 Control panel consists of user keys (described below) and a message display that describes the selected menu options and current status of the unit.

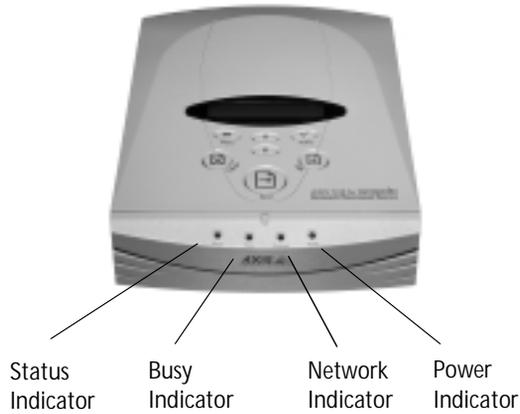


Button	Description
Add	Scans the material in the scanning device. For bound material, use this key to scan each page.
Cancel	Cancels the scanning process at any stage and clears any selections made from the menu. Resets error messages.
Menu	Scrolls through the menu.
Select	Selects multiple destinations.
Send	Sends the scanned material to the selected destination and releases the AXIS 7100 for other users. For a single page/stack of paper, use this key to scan the material and send the image in one step.
Up/Down	Scrolls and selects menu options.

Notes:

- When sending your document, the AXIS 7100 always uses the currently displayed destination and scanning options, whether explicitly selected or not
- You can connect a standard PC-AT Keyboard to the AXIS 7100. This allows you to enter e-mail addresses at the WORKiO copier, to easily search long e-mail listings and to save any non-listed addresses as a temporary or permanent addition to the resident address list. See also *Adding E-mail Destinations*, on page 25
- For more detailed information, please refer to the AXIS 7100 User's Manual at the Axis web site <http://www.axis.com> or on the AXIS Product CD

Indicators



Status Indicator

The Status indicator flashes during startup and remains lit when the AXIS 7100 is ready for use. If the Status indicator turns off, this may indicate an error.

Busy Indicator

The Busy indicator lights up when the AXIS 7100 is allocated for use and remains lit during the scanning and sending process.

Network Indicator

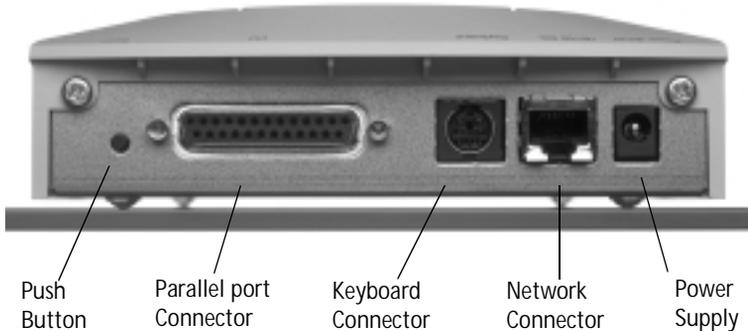
The tri-colored Network indicator flashes:

- yellow - indicating network activity on a 10MB Ethernet network.
- green - indicating network activity on a 100MB Fast Ethernet network.
- red - indicating that the unit is not correctly connected to the network.

Power Indicator

The Power indicator is normally on when power is applied. If the indicator remains off or flashes, this indicates a problem with the AXIS 7100 or its power supply.

Connectors



Push Button

Parallel port Connector

Keyboard Connector

Network Connector

Power Supply

Push Button

The Push button can be used for restoring the AXIS 7100 parameters to the factory default settings. For more information, see the AXIS 7100 User's Manual which is available from the AXIS Product CD or from the Axis Web site at <http://www.axis.com>

Parallel Port Connector

A 25-pin parallel port connector (1284 DSUB) for connection to the WORKiO copier.

Keyboard Connector

A mini-DIN connector for connection of a standard PC-Keyboard. Refer to the AXIS 7100 User's Manual or the AXIS 7100 product page on the Axis web site for further details.

Network Connector

The AXIS 7100 is designed for 10 Mbps Ethernet and 100 Mbps Fast Ethernet networks and connects to the network via a twisted pair category 5 cable (10baseT and 100baseTX). The AXIS 7100 automatically switches between 10 Mbps and 100 Mbps.

Power Supply

AXIS PS-E power supply

Basic Installation

Installation Summary

The AXIS 7100 is installed in the following steps:

- Checking the Hardware Inventory
- Connecting the AXIS 7100 to the WORKiO copier
- Connecting the AXIS 7100 to the network
- Assigning an IP address to the AXIS 7100
- Verifying the installation

Checking the Hardware Inventory

Unpack and check all the items using the following list. Contact your dealer if anything is missing or damaged. All packing materials are recyclable.

Hardware		Models	Part Numbers
AXIS 7100 for WORKiO Network Document Server			0147-054-01
Power Supply	AXIS PS-E	Europe	15507
		UK	15509
		Australia	15510
		USA	15508
		Japan	15511
Media		Title	Part Numbers
CD-ROM		AXIS Product CD	rev 2.2 or higher
Printed Materials		AXIS 7100 User's Guide R1.0	18907
		AXIS 7100 Instruction Label	16567
		AXIS 7100 Keyboard Instruction Label	18908
		Axis warranty sheet	18909

Connecting the WORKiO Copier

Caution!

- Check that the power supply included with your AXIS 7100 is marked with the correct voltage.
- Make sure that the external power supply to the AXIS 7100 is disconnected before connecting and disconnecting to other units.

1. Switch off the WORKiO copier and disconnect the AXIS 7100 external power supply.
2. Connect AXIS 7100 to the WORKiO copier using a fully connected parallel cable.

Connecting the AXIS 7100 to the network

1. Connect your AXIS 7100 to the network. The AXIS 7100 is designed for 10 Mbps Ethernet and 100 Mbps Fast Ethernet networks and connects to the network via a twisted pair category 5 cable (10baseT and 100baseTX).
2. Switch on the WORKiO copier.
3. Connect the external power supply to the AXIS 7100. The network indicator will flash during power up and self test. The following message will appear on the display during self test (stating the software version number, e.g. 1.00):

```
AXIS 7100
version: 1.00
```

Note:

The tri-colored Network indicator flashes:

- yellow - indicating network activity on a 10MB Ethernet network.
- green - indicating network activity on a 100MB Fast Ethernet network.
- red - indicating that the unit is not correctly connected to the network.

Assigning an IP Address to the AXIS 7100

Follow the instructions below to set the IP address from the Control Panel.

Important!

- This section can be ignored if you are using DHCP, RARP or BOOTP, as the IP address is set automatically (DHCP is the preferred method for Windows NT networks, as it automatically sets some of the parameters as well).
- A valid and unused IP address must be acquired from your Network Administrator.
- Connecting a PC-AT keyboard directly to the mini-DIN connector on your AXIS 7100 provides a convenient method for managing the unit, and setting the IP address during system start up.

1. Power up the AXIS 7100 and press **Menu**  when this message appears:

```
AXIS 7100  
version: 1.00
```

2. After a few seconds this display will be shown

```
IP Address:  
000.000.000.000
```

3. Press **Select**  to edit the IP address:

```
Edit IP Address:  
000.000.000.000
```

4. Press **Menu**  to move through and highlight each digit, one at a time.
5. Use   to increase or decrease each highlighted digit, as required.
6. Press **Select**  to confirm the changes.
7. Press **Menu**  to display the default router address setting:

```
Default router:  
000.000.000.000
```

8. Press **Select**  to edit the default router address:

```
Edit router:  
000.000.000.000
```

9. To change the value, repeat steps 4 - 6 above.
10. Press **Menu**  to display the subnet mask setting:

```
Net mask :
000.000.000.000
```

11. Press **Select**  to edit the subnet mask:

```
Edit net mask :
000.000.000.000
```

12. To change the value, repeat steps 4 - 6 above.
13. Press **Menu**  to display the node address. This address is not editable. The node address should equal the AXIS 7100 serial number found on the underside label of the unit.
14. Press **Menu**  once more to display the final instructions

```
Press ✓ if you
are finished
```

15. Press **Select**  to exit when you are finished. The AXIS 7100 will complete the startup sequence.
 16. Write the name or IP address of the AXIS 7100 on the supplied instructions label and attach it to the top cover.
- The unit is ready for use when the Status indicator stops flashing and remains lit.

Note:

If you make a mistake when editing the parameters, press the **Cancel** button to cancel the operation.

Verifying the network settings

Access the **Advanced** menu from the AXIS 7100 control panel to verify that your chosen network settings are correct, as described below:

1. To access the **Advanced menu**, press and hold down **Menu**  and **Select**  simultaneously.
2. Use   to find the **Network Settings** option.
3. Press **Select**  to enter the submenu.
4. Use   to scroll through and check the parameter settings.

Verifying the installation

When installed, the AXIS 7100 will identify the connected WORKiO copier and display its name. If the connected model is not supported, an error message will be displayed. A list of supported WORKiO copier is available on the Axis web site at www.axis.com

If no destinations have previously been specified, the AXIS 7100 will display:

```
Connect using
Web browser
```

If one or more destinations have already been specified, the AXIS 7100 will display:

```
Send to:
XXXXXX
```

(~~xxxxxx~~ is the first destination name in the list)

Notes:

- The Destination Name is the text that appears in the destination list on the message display.
- Destinations are sorted in alphabetical order.

To verify the installation, access the AXIS 7100 using a standard web browser such as Netscape Navigator or Microsoft Internet Explorer, as described below:

1. Place a document in the WORKiO copier.
2. Start your web browser.
3. Enter the name or IP address of your AXIS 7100 in the location/address field of your web browser.

Example:

```
http://172.16.253.80
```

The AXIS 7100 Home Page, **Scan Document** page, is displayed.

4. Click **Scan**. Depending on the image format specified by the profile, the Web browser will display the image in an associated image viewer, or ask you to save the file.

Configuring the AXIS 7100

This section is targeted specifically to users responsible for the administration of the AXIS 7100. The *Administrator* has high-level privileges that are denied to the ordinary *user*.

The following settings must be specified by the administrator before the AXIS 7100 can be used for electronically distributing documents over your network:

- **Network settings:** define the parameters for TCP/IP, SMTP, printing protocols, etc.
- **Destinations:** specify e-mail addresses, file servers and the RightFax server destination.

Notes:

- If you have an active DHCP or BOOTP server on your network, most network settings will be set automatically. However, it is strongly recommended that you verify the settings from the web browser interface.
- When installing the AXIS 7100 for the first time, it is recommended that the Administrator retains default system settings, profiles and paper sizes. The settings can be optionally customized at a later date once you are familiar with the operation and functionality of this product.
- Refer to the AXIS 7100 User's Manual for information on the settings for profiles and paper sizes.
- It is possible to enable user authentication to restrict use of the AXIS 7100 to validated users only. For more information, please refer to the AXIS 7100 User's Manual at the Axis web site <http://www.axis.com> or on the AXIS Product CD.

Accessing the Administration Tools

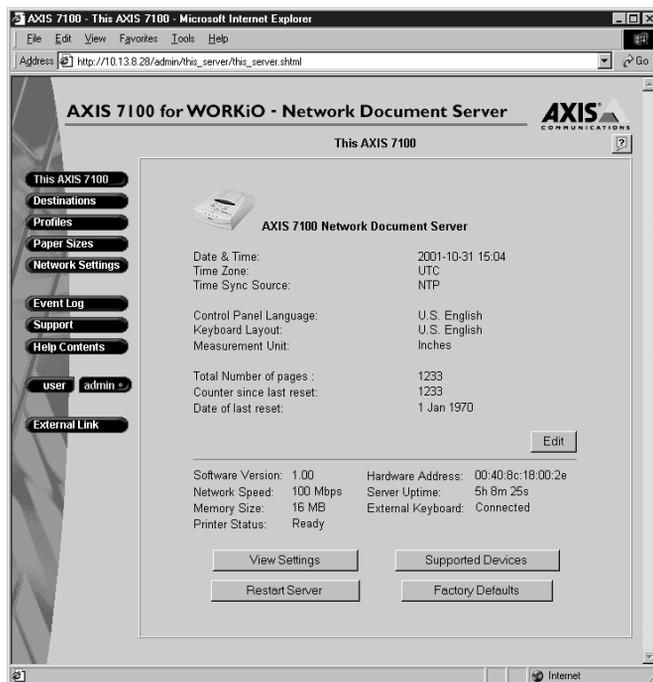
The web-based administration tools provide a convenient method for managing destinations, profiles, defining the network protocol settings, establishing user privileges, authentication etc. The AXIS 7100 Administration pages are password protected and available to the *Administrator(s)* only. Follow the instructions below to access the Administration tools using a standard web browser, such as Netscape Navigator or Microsoft Internet Explorer.

1. Start your web browser.
2. Enter the name or IP address of your AXIS 7100 in the location/address field.

Example:

http://172.16.253.80

3. Click the **Admin** button to display the **This AXIS 7100** web page. Enter username and password, by default set to `root` and `pass` respectively.



Specifying the Network Settings

Referring to the information services table below, use the Wizard to configure the network settings. For future reference, use the AXIS 7100 Parameter Checklist on page 31 where you can enter the protocol settings for your AXIS 7100. *Optionally*, configure the External Address Book to automatically retrieve and upload e-mail addresses and/or web (HTTP) definitions:

1. Click **Network Settings**.
2. Click **Wizard** for the AXIS 7100 to guide you through the configuration procedures for each of the supported network protocols. This is a convenient way to set up the AXIS 7100 in your network environment.
3. Click **Detailed View** to verify the settings.

The table below provides an overview of the supported protocol settings describing both purpose and function:

Protocol setting	Purpose and function
TCP/IP	Defines the IP address, default router and subnet mask, automatic download method (BOOTP, RARP or DHCP), domain name and DNS server.
E-mail SMTP	Defines the IP addresses or DNS names for primary and secondary e-mail servers, connection timeout and e-mail reply address.
Web (HTTP)	An external URL reference with URL to page or image options.
External Address Book	Defines a list of e-mail addresses resident on an LDAP server, or a list of e-mail, printer and/or file destinations on an FTP server. These can be automatically retrieved and added to the AXIS 7100 destination list.
Printing	Defines the printing parameters by enabling/disabling Printing Support, LPD Support and Raw TCP/IP Support

Note:

The AXIS 7100 Parameter Checklist on page 31 is provided to help you in the configuration process.

Specifying Destinations

A destination is defined as an e-mail address, file server or printer and can be created either automatically or manually. For instructions how to configure the AXIS 7100 for use with a RightFax server please refer to the AXIS 7100 User's Manual.

Specifying a Destination Automatically

AXIS 7100 can be configured to retrieve a list of e-mail destinations from an LDAP server or a list of e-mail, printer and/or file destinations from an FTP server. These destinations will appear in the list of destinations on the control panel display.

Notes:

- All E-mail addresses are displayed on the AXIS 7100 message display, regardless of whether they are loaded automatically or manually. However, only manually-loaded e-mail destinations are shown in the AXIS 7100 Destinations page.
- For more information, please refer to the AXIS 7100 User's Manual at the Axis web site <http://www.axis.com> or on the AXIS Product CD.

Specifying a Destination Manually

1. Click **Destinations**. The table lists the currently available destinations. If you allow users to add temporary e-mail destinations, these will appear at the top of this list.
2. Click **Make Permanent** only if you want to make a temporary e-mail destination permanent. The **Make Permanent** button will only appear if there are temporary destinations available.

Notes:

- Click Destination Defaults to specify the destination default settings, e.g. the default profile.
- Click E-mail Subjects to specify default e-mail subjects i.e. the text that will be used in the subject field in the e-mail.

Adding New Destinations

From the **admin - Destinations** web page, follow these instructions to add new e-mail or file destinations. For instructions on how to add Rightfax and printer destinations, please refer to the AXIS 7100 User's Manual on the AXIS Product CD or the Axis web site at www.axis.com:

Destination	Options / Description	Instruction
E-mail	With the image included as an E-mail attachment	<ul style="list-style-type: none"> Click <i>E-mail Destination New>></i> Specify the new E-mail address, Destination name, Profile and the required Image information. Click <i>Scanned image as attachment.</i> To save the new destination, click <i>Add To List</i> After adding all required destinations, click <i>Done.</i>
	Containing a URL hyperlink that references a storage location on an FTP server	<ul style="list-style-type: none"> Click <i>E-mail Destination New>></i> Specify the new E-mail address, Destination name, Profile and the required Image information. Click <i>URL that points to scanned image</i> Click <i>Add To List</i> After adding all required destinations click <i>Done.</i> <p><i>Note: If you have not previously specified the storage location for the scanned image, do this now using the URL for E-mail>></i></p>
File	File on an FTP server	<ul style="list-style-type: none"> Click <i>File Destination New>></i> Specify the Destination Name, Profile and the required Image information. Enter the name or IP address of the FTP Server and appropriate User and Password information. Specify the target Directory and File Name. Optionally, define any file extension or sequence number preferences. Click <i>Add to List.</i> After adding all required FTP Servers, click <i>Done.</i>

Notes:

- All destination types appear in the same list, sorted in alphabetical order.
- To specify the default settings, e.g. the default profile, click Destination Defaults.

Specifying System Settings

Follow the instructions below to set the server password and the parameters for **Date & Time**, **User Options**, **International** and **Meta Data**.

1. Click **This AXIS 7100**. The system settings are displayed.
2. Click **Edit** to change any of the parameters. It is recommended that you set a Server Password under the **General** tab to protect the **Administration** pages.

The table below provides an overview of the information and services provided by each button on the **This AXIS 7100** page:

Button	Description
Edit	<p>General: enter Server Password and confirm, Date & Time: enable date and time information from a time synchronization source or set manually. User Options: allow/disallow privileges allowed to <i>users</i>, namely:</p> <ul style="list-style-type: none"> • Add temporary e-mail destinations • Add temporary profiles • View documents in web browser • Specify the sender of scanned documents • Configure network settings from the control panel • specify file name for e-mail and file destinations • specify subject for e-mail destination <p>International: select the supported language displayed on the AXIS 7100 message display (English, French, German, Italian, Spanish or Swedish), select the keyboard layout compatible with the external keyboard and the measurement units used for displaying defined paper sizes (centimetres or inches) Meta Data: enable/disable Meta Data and specify the location of the XML DD file. Optionally disallow scanning if XML DD file retrieval fails and optionally alert administrator if XML DD file retrieval fails.</p>
View Settings	Lists the current parameter settings in the configuration file.
Restart Server	Restarts the AXIS 7100. All previously loaded temporary destinations and profiles are erased from memory.
Factory Default	Restores the factory default settings and restarts the AXIS 7100 automatically. All previously loaded destinations and profiles are erased from memory.
Supported Devices	Displays a list of the supported WORKIO digital imaging systems

Note:

If you lose the Server password, you will need to restore the factory default settings. Refer to the AXIS 7100 User's Manual on how to do that. Note that all your current settings will be lost.

Using the AXIS 7100

The services provided to *users* are determined by the *administrator* when configuring the product. This section describes all services that are available to a *user*, namely:

- Sending to destinations
- Adding temporary e-mail destinations
- Adding temporary profiles
- Viewing the images
- Specifying a sender

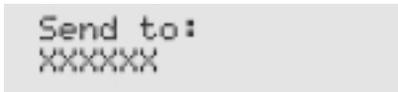
Note:

Administration instructions for setting user privileges are provided in *Specifying System Settings*, on page 21.

Sending to Destinations

Follow the instructions below to send information to e-mail, printer, file server or RightFax destinations - directly from the AXIS 7100 control panel:

1. The AXIS 7100 is ready for use when the following message is displayed:
(*xxxxxx* is the name of the destination)



Send to:
XXXXXX

Note:

If the following message is displayed, your administrator has enabled authentication and you must enter your user name and password. For further information, please refer the AXIS 7100 User's Manual at the Axis web site <http://www.axis.com> or on the AXIS Product CD.



User name:

2. Use the   scroll keys to find your required destination in the list. Press and hold the key to autorepeat scrolling. If you want to add a temporary e-mail destination, refer to *Adding E-mail Destinations*, on page 25.

- If you want to send the image to more than one destination, press **Select**  to choose each destination:



Send to: +13
Accounting Dept

Notes:

- When sending to a printer, note that the image can only be sent to one printer at a time.
- The image can not be sent to another destination type if a printer destination was previously selected.

- Repeat steps 2 and 3, until all desired destinations are selected.

Note:

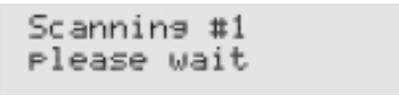
Be careful not to transmit images to an unwanted destination! The image will always be sent to the destination currently shown in the display, whether explicitly selected or not.

- Optionally, press **Menu**  to change the default scanning parameters. You can select temporary settings for **Scan profile** and **Paper size**. Use   to select the desired value.

Note:

Press the **Cancel** button to reset all temporary settings to the default values. All selected destinations will be cleared.

- Insert a single page on the flatbed or a stack of paper into the sheet feeder of the attached scanning device.
 - For one single page or a stack of paper in the sheet feeder:*
 - Press **Send**  to scan and send the image to the selected destination in one step.
 - For several separate pages or stacks of paper:*
 - Press **Add**  to scan each page.
 - Insert the next page and press **Add**  again. Repeat the procedure until all your pages are scanned.
 - Press **Send**  to transmit the image to the selected destination.
- During the scanning this message is displayed:



Scanning #1
Please wait

8. When you have pressed Send  and the transfer of the scanned image is completed, the AXIS 7100 is released for other users.

Note:

The AXIS 7100 keeps all temporary settings in its memory for one minute after the last scanning job or until user has logged out, it then returns to its default settings.

Multipage Image Files - Multipage documents are by default collated and output into a single image file if PDF or TIFF is chosen. From a web browser, deselect the **All pages in one file** parameter only if you want each page to appear separately in several PDF or TIFF files.

Notes:

- TIFF viewers not supporting multipage image files require that the Multipage Documents parameter is set to Separate file for each page using a profile. Alternatively, scan each page using the **Send** button on the AXIS 7100.
- The PCL format always merges Multipage documents into one file and cannot be collated into several separate PCL files.

Paper Orientation on WORKiO Copiers

To receive an upright image, the setting should be "Portrait" and the paper should be placed with the short-edge in the feeding direction in the ADF (Automatic Document Feeder) or in the A4-R position on the flatbed inside the WORKiO copier. The PDF rotation option can be used to enable the same feeder orientation as when copying i.e long-edge first. For more information on PDF rotation please refer to the AXIS 7100 User's Manual which is available from the Axis web site at www.axis.com or from the AXIS Product CD.

Using a standard PC Keyboard

Connecting a standard keyboard to your AXIS 7100 will allow you to quickly search for any destination names within the resident list. You can do this by simply typing in the first couple of characters of the destination name you wish to search. The AXIS 7100 message display will automatically show the destination that best matches the keyboard input.

Adding E-mail Destinations

The e-mail list resident within the AXIS 7100 is initially created by your administrator. If you want to send a document to an e-mail destination that is not featured in the list, you can add a temporary e-mail destination using either:

- a standard **PC keyboard**
- a standard **Web browser**

See below for details.

Note:

The RightFax destination cannot be added as a temporary destination, it must be set up by the administrator. Refer to the AXIS 7100 User's Manual for more information.

Adding a new e-mail address to the list using a keyboard

Follow the instructions below to add temporary e-mail addresses to the address list:

1. If the keyboard is not already connected, make sure that the power supply to the AXIS 7100 is disconnected and connect the keyboard to the keyboard connector located on the rear panel. Reconnect the power supply.
2. Press the **Insert** key on your keyboard. The following prompt will appear on the message display:



Add address:

3. Type the new e-mail address you want to add, and press **Enter**.

Note:

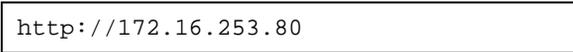
Only the five most-recently added temporary destinations will appear in the destination list. Contact your Network Administrator if you want to add a destination permanently.

Adding a new e-mail address to the list from a web browser

Follow the instructions below to add temporary e-mail addresses to the address list:

1. Start the web browser.
2. Enter the name or IP address of your AXIS 7100 in the location/address field. This brings you to the AXIS 7100 Home Page.

Example:



http://172.16.253.80

3. Click **Destinations**. The table lists the available destinations.
4. Click **New Destination** and specify the settings for the new destination.
5. Click **OK** to save the destination temporarily.

Note:

Only the five most-recently added temporary destinations will appear in the destination list. Contact your Administrator if you want to add a destination permanently.

Adding Temporary Profiles

If you have tried all the available profiles but are still not satisfied with the result of your image, you can add a temporary profile from the web browser interface.

1. Start the web browser.
2. Enter the name or IP address of your AXIS 7100 in the location/address field.

Example:

`http://172.16.253.80`

3. This brings you to the AXIS 7100 Home Page. Click **Profiles**.
4. The table lists the available profiles. Click **New Profile** and specify your settings. If you place a document in the scanning device, you can click **Scan** to monitor the results.
5. Click **Add** to save the profile temporarily. Contact your Network Administrator to make a profile permanent.

Viewing the Scanned Images

The AXIS 7100 creates images in standard TIFF, PCL and PDF formats. Note that these files are merely images that do not include searchable text. Please contact your system administrator if you are unsure about which format to use.

Notes:

- Use a standard Optical Character Recognition (OCR) application to convert documents to an editable and searchable format. Most OCR tools support TIFF.
- Use Adobe Acrobat to capture text in PDF documents and convert it to bitmap text that can be corrected, indexed, searched, or copied to other files.
- PCL file format is primarily used for Send-to-print functionality.

For further processing, you will need appropriate image applications that support the generated file formats. A list of such tools is maintained on the AXIS 7100 product page at <http://www.axis.com>

Associating Image Formats with Applications

Applications are typically associated with a file format automatically during the installation procedure. If not, it is recommended that you manually associate your image applications with the supported image file formats, so that double-clicking on an image icon launches the appropriate application. Follow these steps to associate an application with a specific file type.

Microsoft Windows:

1. In Windows Explorer, open the **View** menu and select **Options**.
2. Click the **File Types** tab.
3. To create a new file type, click **New Type**. To modify the settings for an existing file type, click the type, and then click **Edit**.
4. Specify a description for the file type and the file name extension associated with this type of file.
5. Click **New** to define an action for this file type.
6. In the Action field, type **Open**. In the Application used to perform action field, specify the path to the application you want to use for opening files that have this extension.

Specifying a Sender

If the Administrator has enabled the parameter ***specify the sender of scanned documents**, you can identify yourself, your department or organization as the sender of distributed information directly from the AXIS 7100 Control Panel, as follows:

1. Press **Menu**  repeatedly until the **Sent by:** prompt is shown on the message display.
2. Use   to select any destination name as the registered sender.

Notes:

- This does not apply when user authentication is enabled, as the sender is automatically set to the logged in user and therefore cannot be changed.
- Administrators are referred to *Specifying System Settings*, on page 21 for information on how to configure normal user privileges.

*The parameter **specify the sender of scanned documents** is set on the **admin | This AXIS 7100 | Edit | User Options** page.

AXIS 7100 Parameter Checklist

This table is a summary of the AXIS 7100 network settings. For future reference, you can enter the unique configuration values of your document server in the "My AXIS 7100" column. This will also be of help in the configuration process.

Enter the values that are relevant to your network environment in the table below:

Settings	Parameters	My AXIS 7100
Node address	AXIS 7100 serial number	
TCP/IP	IP address	
	*Default Router	
	Subnet mask	
	*Domain Name	
	*Primary DNS Server	
	*Secondary DNS Server	
	*Primary WINS Server	
E-mail (SMTP)	Primary Mail Server	IP address/DNS name:
	*Secondary Mail Server	IP address/DNS name:
External Address Book (LDAP)	*LDAP Server	IP address/DNS name:
External Address Book (from a file)	*FTP Server	IP address/DNS name:
RightFax	*SMTP (e-mail destination)	dedicated e-mail address:
	*LPD (printer destination)	RightFax server name: Queue name:

- The parameters marked * are optional and need to be set only if they are relevant to your network environment.
- IP address/DNS name - enter either the IP address or the DNS name of the server.