
AXIS 7000 Integration with PageKeeper Pro 3.0

Introduction

This document describes how the AXIS 7000 can be integrated with PageKeeper Pro 3.0 to automatically file your scanned documents via AXIS 7000 into PageKeeper's smart folders. The instructions are step by step and are intended for System Integrators, Developers and anyone else with an interest in building efficient solutions.

PageKeeper Pro 3.0

PageKeeper Pro 3.0 is document management software which enables you to organize, use, and retrieve virtually all your computer documents, including scanned paper and electronic files like word processing documents, spreadsheets, Web pages and more. PageKeeper Pro 3.0 makes document management software extremely productive for you by automating the time-consuming work of setting up and maintaining a collection of documents.

For more information please refer to: <http://www.scansoft.com/products/pagekeeper/>

AXIS 7000 Network Document Server

The AXIS 7000 offers the convenience of allowing end users to distribute and store documents digitally. The AXIS 7000 offers many options to do business in a more effective and cost-efficient way. With a wide variety of formats (TIFF, JPEG/JFIF, PDF, PCL) and transport methods (SMTP, FTP, LPD, Raw TCP) to choose from, an AXIS 7000 provides increased value to digital copiers and scanners. Included in its architecture are the embedded Web pages. Administrators can use an existing Web browser for configuration and management purposes, thus eliminating the need to load extra software.

Any comments or suggestions regarding this document can be sent to products@axis.com
Axis Communications AB (<http://www.axis.com/>)

Axis Communications AB
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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.
- PageKeeper Pro 3.0 installed.

Defining Send-to-file Destination

Follow these steps to define an FTP (Send-to-File) destination in the AXIS 7000:

1. Start your Web browser.
2. Enter the name or IP address of the AXIS 7000 on the Location/Address line. The AXIS 7000 Home Page is displayed.
3. Click the **Admin** button in the menu on the left side.
4. Enter the user name and password to get access to the **This AXIS 7000** page. The default user name is *root* and the default password is *pass*.
5. Click the **Destinations** button in the Administration menu. The **Destination** page is displayed.
6. Click the **New File Destination** button. The **New File Destination** page is displayed.

7. Complete the **New File Destination** Page:

Destination Name Field

Enter the name of the destination in this field. This name will appear in the list of destinations on the control panel display.

Scanning Profile

Select the required scanning profile for the destination from the Scanning Profile list. If you select <Default-XXX>, where XXX is the name of the current profile, the profile currently set as default will be used. See the Destinations Defaults page. **Example:** <Default-Text> means that the current default profile is Text. This profile will be used by all destinations that have the default profile selected. If the default is changed to Color then the profile Color will be used by all destinations that have the default profile selected.

Include Image Information

From this list you can select the amount of information you want to send with the scanned image. The information is stored in a text file in the same directory as the image. If you leave the list as it is, the default value will be used.

FTP Server Field

Enter the name or IP address of the FTP server.

Note: If you decide to use the name of the FTP server instead of the IP address you need to configure the DNS entries in the **TCP/IP** section of the **Network Settings** page.

If the FTP server does not require a user name and a password, or if you intend to use the default user name and password (configured on the Destination Defaults page), you do not need to enter any information in the **User** and **Password** fields.

User Field

Enter the user id, if required, in this field. If the field is left empty, the default value will be used. See the Destination Defaults page.

Password and Confirmation Fields

If you have entered a user id, a password should be specified for the user id in this field. Enter the password a second time for confirmation in the **Confirm** field. If these fields are left blank it indicates that no password will be used. If no user has been specified, the **Password** and **Confirmation** fields are ignored.

Note: You can click the **Reset** button anytime to clear the fields.

The remaining fields on the **Destinations** page, except for **Store sequence number on FTP server**, will use default values if you decide to leave them empty.

Directory Field

Specify the directory in which the image will be stored.

File Name Field

Specify the name of the file. If left blank, the default (see the Destination Defaults page) will be used. The defaults for the following four fields will also be used.

Append Sequence Number to File Name

If you do not want the file to be over-written every time a new image is stored, you should select this option. This means that a unique number will be appended to the file name each time a new file is created.

Start Sequence With

In this list you can decide the minimum number of digits used for the sequence number appended to the file name.

Store Sequence Number on FTP Server

If you select this option, a text file containing the last used sequence number is stored on the FTP server in the specified directory. This speeds up performance, since the whole directory does not have to be scanned each time a new image is stored. It requires that files may be overwritten/deleted, which is not always permitted by default.

Append File Extension

If you select this option the file extension will be appended to the file name.

8. Save the new destination.

Add to List Button

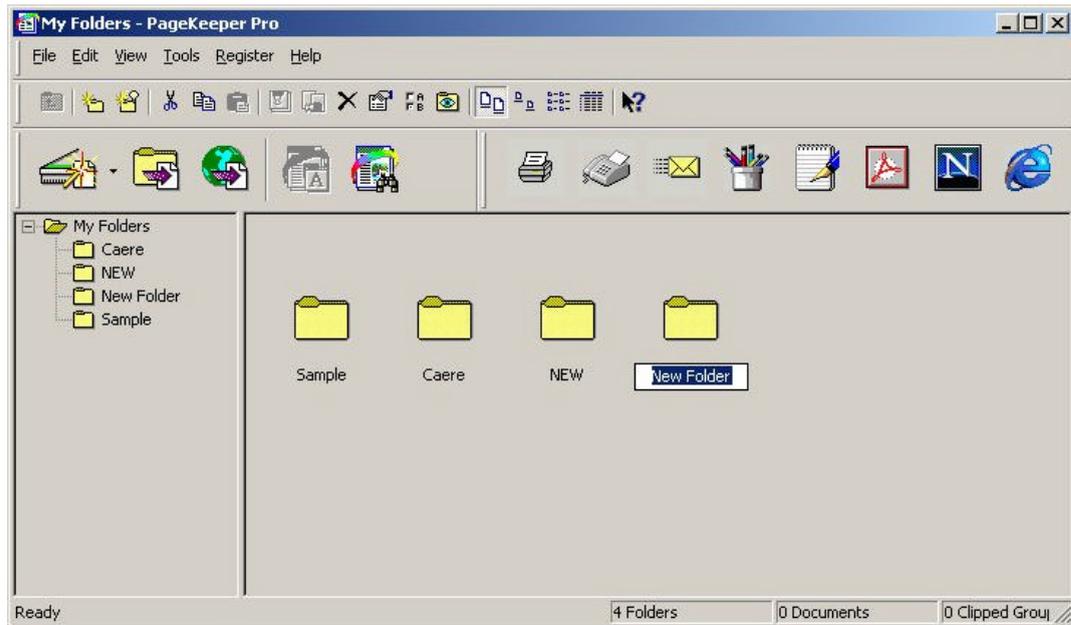
Click this button to save the new destination and to stay on the **New File Destinations** page. To add more destinations just complete the required fields for the next destination and click the **Add to List** button again.

Note: The new destination will not be saved if you just click the **Done** button. You must add the new destination first.

Creating a folder

To create a folder in PageKeeper:

1. Start PageKeeper to display the PageKeeper desktop.
2. Open the folder in which you want to create a new folder.
3. Choose **New Folder** in the File menu. Or, click the New Folder button in the Standard toolbar. The new folder appears with its default name highlighted.
4. Type in a new name for the folder if desired.



Adding Documents Automatically with Folder Watch

PageKeeper's Folder Watch feature allows you to specify folders on your various computer drives that you want PageKeeper to watch for incoming documents. Any documents that are detected will be automatically added to PageKeeper's default folder.

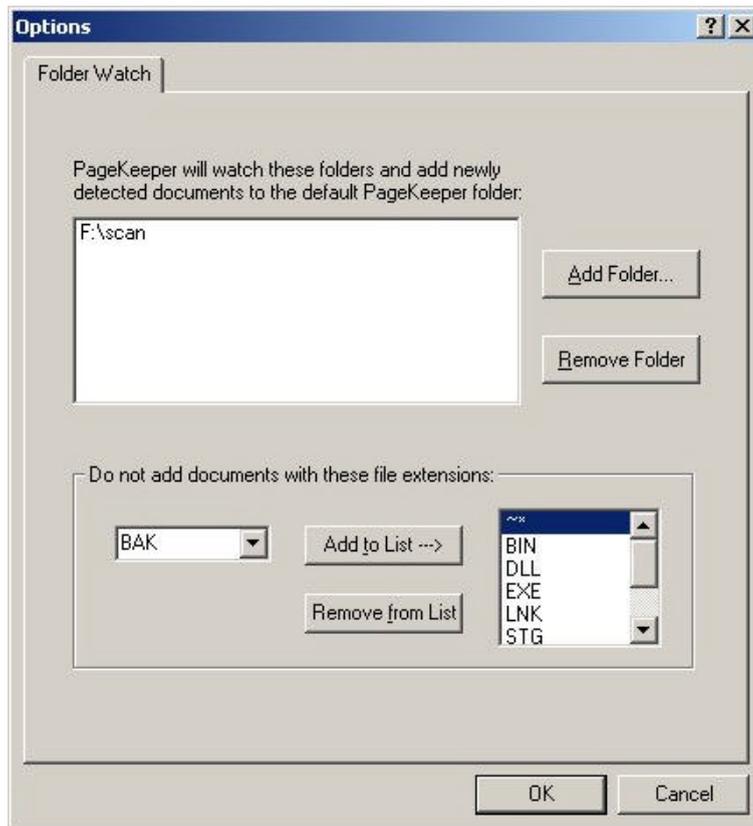
To set up Folder Watch for adding documents:

1. Choose **Options** in the Tools menu and click the **Folder Watch** tab. Or, click the Folder Watch button in the Standard toolbar.
2. Click **Add Folder...** Select the FTP directory you have assigned for Scan-to-File destination above. You can select other folders as well if you want PageKeeper to watch. You can Ctrl-click to select multiple folders.

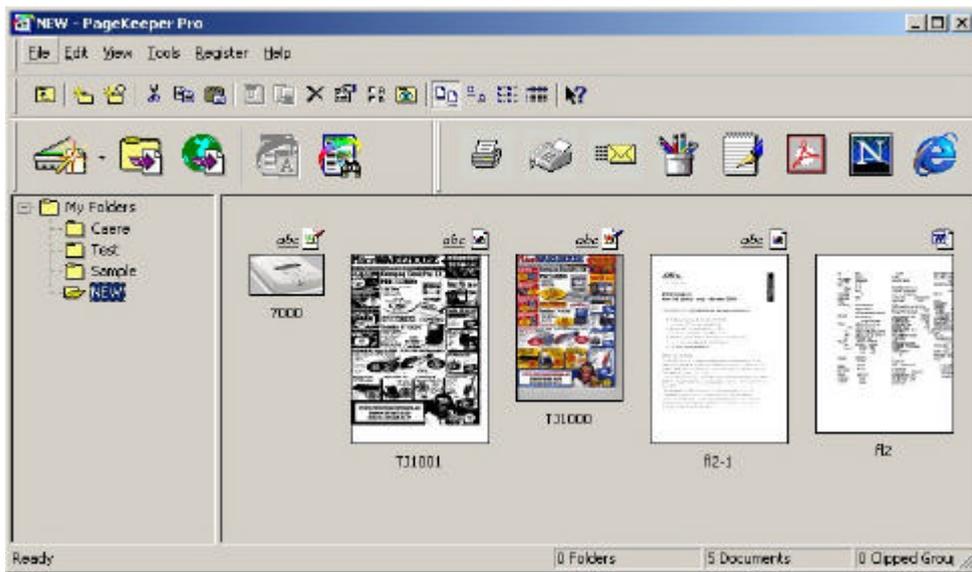
Note: PageKeeper only watches the top-level of the selected folder. Subfolders will not be watched unless you separately specify those folders.

3. Click OK after you have selected the folders you want PageKeeper to watch. The folders that PageKeeper will watch are added to the list in the Folder Watch tab.

4. Select (or type in) the file extensions of any document types you do not want PageKeeper to add and click Add to List. For example, if you do not want PageKeeper to add application files or temporary files, you would add exe and tmp to the exclusion list.
5. Click OK to close the Options dialog box.



Documents in the selected folders are added to PageKeeper's default folder immediately. PageKeeper will continue to watch the selected folders and add documents as they are detected.



Folder Watch Settings

Click the **Folder Watch** tab in the Options dialog box to select settings for automatically adding documents to PageKeeper.

Adding folders

Click the **Add Folder** button to open a dialog box for selecting folders you want PageKeeper to watch. When PageKeeper detects documents in watched folders, it automatically adds them to the default PageKeeper folder.

Removing folders

Select a folder and click the **Remove Folder** button if you no longer want that folder to be watched.

Specifying document types to exclude

You can specify document types that you do not want PageKeeper to add. Select or type in the extension of the document type you want to exclude and then click **Add to List**.

If you decide that you do not want to exclude a document type, select it in the list and click **Remove from List**.

Creating Smart Folders to Automatically File Documents

PageKeeper Smart Folders automatically file documents based on criteria you specify. You can set up Smart Folders that automatically file documents based on their names, contents, document type, and other document properties. Smart Folders use the same advanced search technology that **PageKeeper Find** uses.

To create a Smart folder in PageKeeper:

1. Start PageKeeper to display the PageKeeper desktop.
2. Open the folder in which you want to create a Smart Folder.
3. Choose New Smart Folder in the File menu. Or, click the New Smart Folder button in the Standard toolbar.

4. The New Smart Folder dialog box appears.
Specify the desired criteria for the Smart Folder in the Content tab, Properties tab, and Image tab.
The options in these tabs are identical to the ones in PageKeeper Find.
5. Click the Smart Folder tab and select the desired options for the Smart Folder.
6. Click Test Criteria if you want to test the criteria you have specified for the Smart Folder.
The documents that the Smart Folder will file are displayed in a results list.
7. Make any desired adjustments to the criteria.
8. Click Save Smart Folder when you are satisfied with the criteria you have specified.
A Smart Folder icon appears on the PageKeeper desktop with its default name highlighted.
9. Type in a new name for the folder, if desired, and then press the Enter key.

For more information about the Smart Folders please refer to the PageKeeper's documentation.

Axis Communications

Axis is a world leader in the rapidly growing network-attached peripherals industry. Headquartered in Sweden, Axis designs and manufactures network-attached print servers, network document servers, CD/DVD servers, camera servers and storage devices based on its ThinServer™ Technology.

All Axis products leverage Axis' own ThinServer Technology, which allows any peripheral device to be directly attached to the network without a file server or PC. These devices are displayed on any desktop without changing client software and can be accessed and used by multiple clients using virtually any desktop and network operating system. At the core of the ThinServer Technology is embedded software consisting of self-contained, "thin" versions of popular operating systems, a Web server for consistent, network-wide management, and an optimized 32-bit RISC chip complete with device I/O and network controllers for high-speed data transport.

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