

AXIS 70U - Using 'Scan-to-File'

Introduction

This document describes the Scan-to-File feature in the AXIS 70U. The step-by-step instructions describe the process of configuring the AXIS 70U and an FTP server.

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If you have any comments or suggestions regarding this document, then please contact the Axis [Online Helpdesk](#).

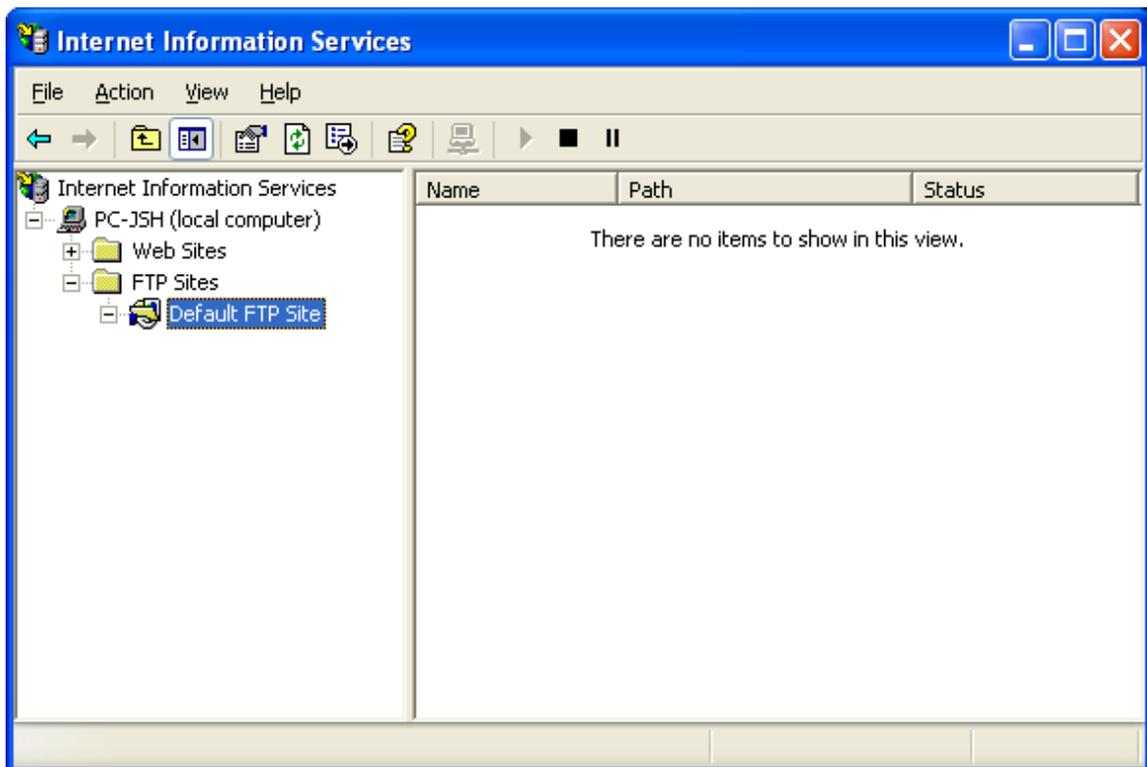
Axis Communications AB (<http://www.axis.com/>)

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Requirements

In order to use **Scan-to-File** in the AXIS 70U, you need an FTP server up & running on the machine where you want to send the scanned documents. There are many FTP servers on the market for different platforms and AXIS 70U works fine with the most of them. In this example the FTP service in the Microsoft Internet Information Services (IIS) is used.

- IIS is available for Windows 2000, XP and Server 2003 and includes the File Transfer Protocol (FTP) service for publishing and managing files.
- To install IIS on your Windows machine, please refer to the documentation available on the Microsoft web site and Windows online help.
- Once you have installed IIS, you can configure and manage your FTP site by using the IIS manager:
- To start the IIS Manager, go to **Start menu > Administrative Tools** and select **Internet Information Services (IIS) Manager**.



Let us look at an example, using the virtual directories on IIS in combination with **Scan-to-File** in AXIS 70U. We assume that you have three categories of documents that you want to scan to different directories on your file server:

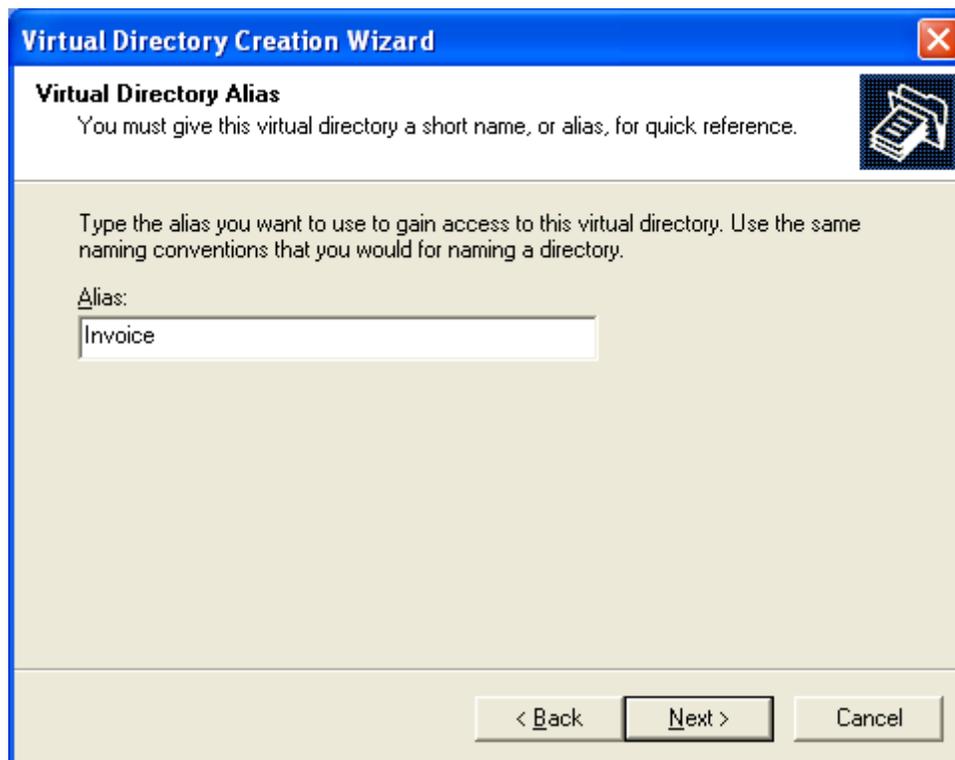
1. Create 3 directories under any folder on your file server
2. Define 3 virtual directories on your FTP server associated with these directories
3. Define 3 File destinations on your AXIS 70U configured for these virtual directories.

Defining Virtual Directories

A virtual directory is a friendly name, or alias for a physical directory on your server hard disk that does not usually reside under the FTP site's home directory.

Follow these instructions to create a virtual directory by using IIS Manager:

1. In **IIS Manager**, expand the local computer, expand the **FTP Sites** folder, right-click the site or folder where you want to create the virtual directory (Default FTP Site), click **New > Virtual Directory**.
2. The **Virtual Directory Creation Wizard** appears. Click **Next**.
3. In the **Alias** box, enter a name for the virtual directory.
(Choose a short name that is easy to type because the user enters this name.)



Virtual Directory Creation Wizard

Virtual Directory Alias

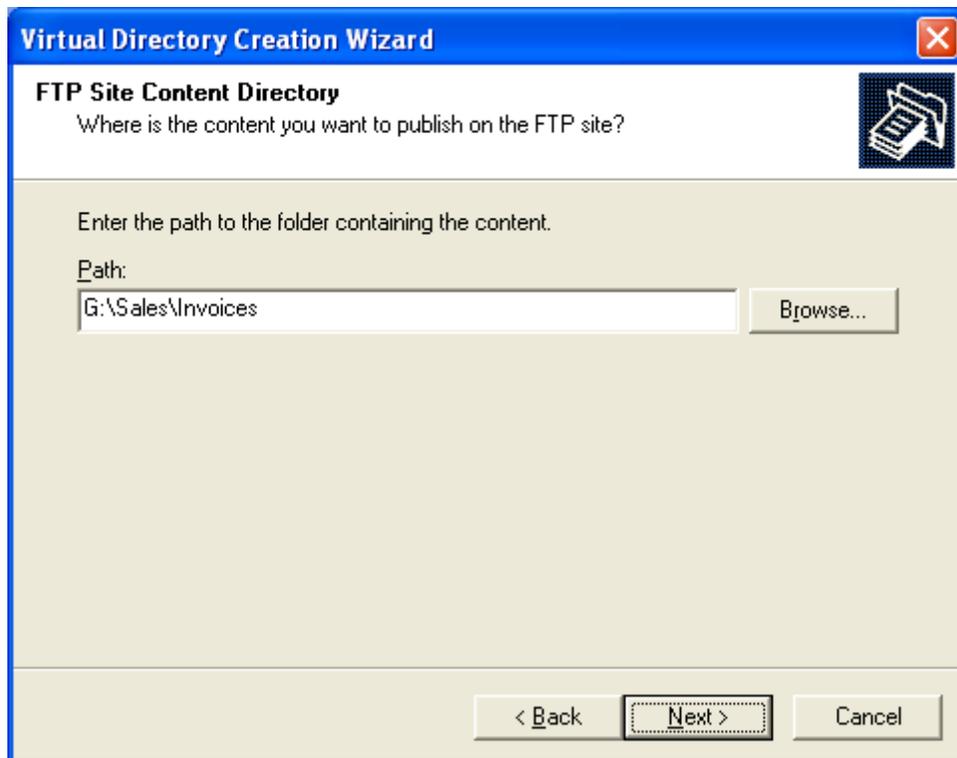
You must give this virtual directory a short name, or alias, for quick reference.

Type the alias you want to use to gain access to this virtual directory. Use the same naming conventions that you would for naming a directory.

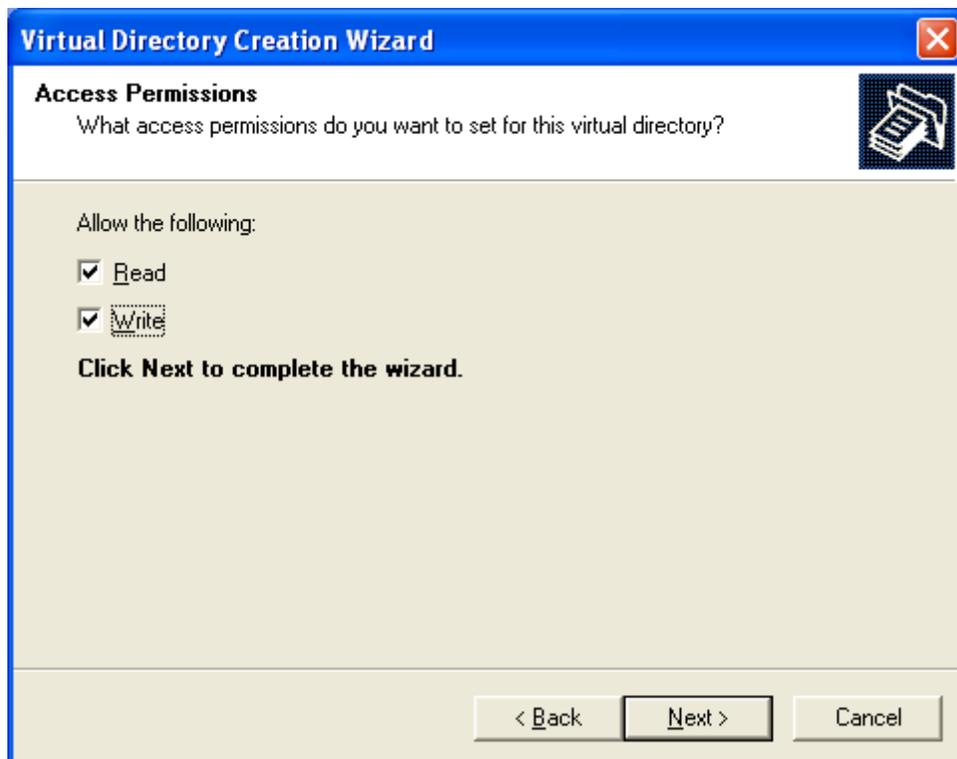
Alias:

< Back Next > Cancel

4. Click **Next**.
5. In the **Path** field, enter the path or browse to the physical directory in which the virtual directory resides, click **Next**.

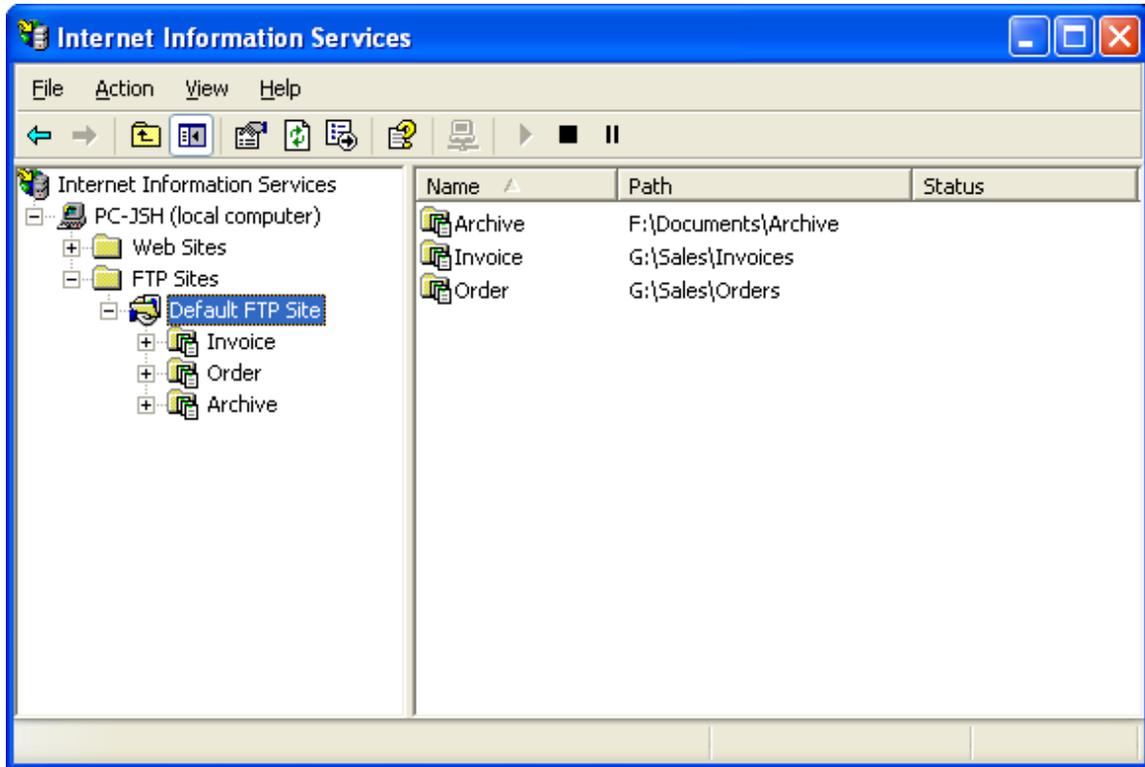


6. Under **Allow the following permissions**, select the check boxes for both Read and Write, and then click **Next**.



- Click **Finish**. The virtual directory is created below the currently selected folder level.

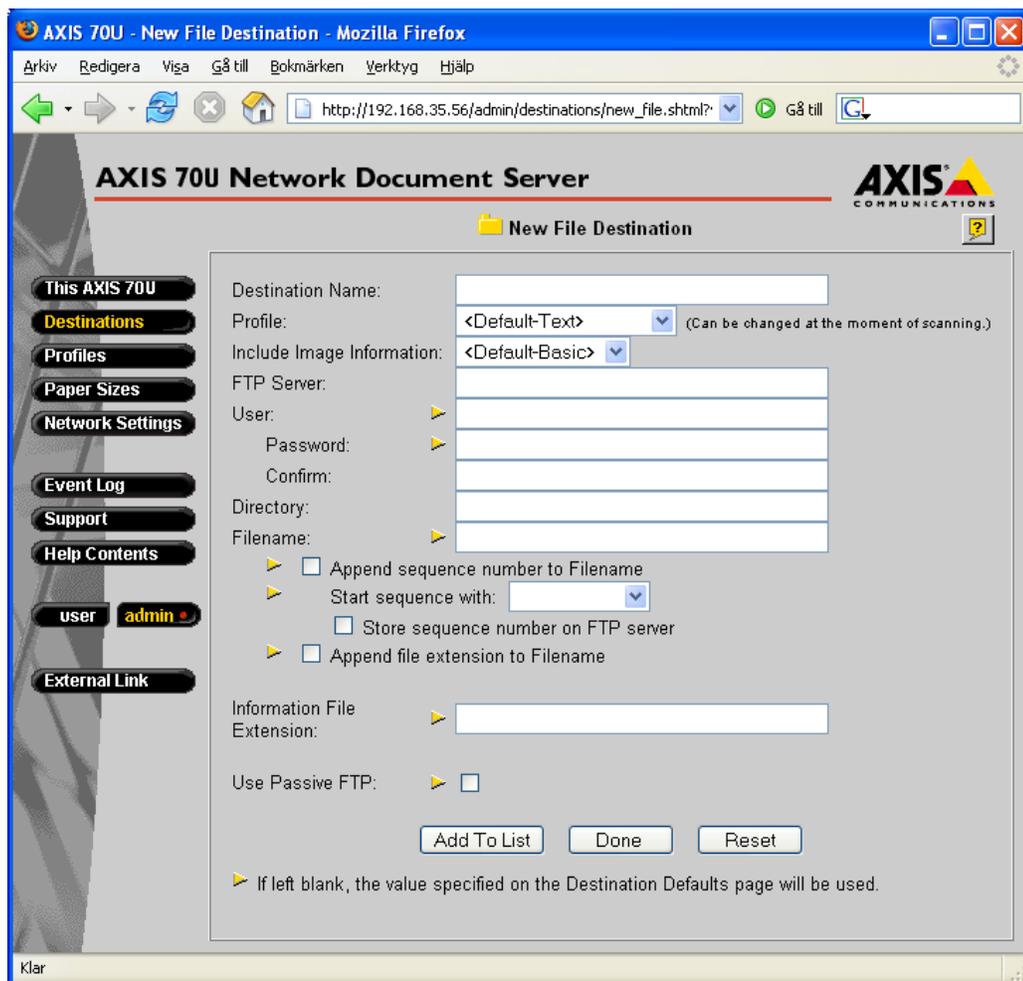
Repeat the steps 1-7 for the other two directories and you will have the following result:



URL	Physical Location	Alias
ftp://DefaultFTPSite	C:\Inetpub\Ftproot	home directory
ftp://DefaultFTPSite/Invoice	G:\Sales\Invoices	Invoice
ftp://DefaultFTPSite/Order	G:\Sales\Orders	Order
ftp://DefaultFTPSite/Archive	F:\Documents\Archive	Archive

Defining File Destinations on AXIS 70U

1. Access the web interface of your AXIS 70U.
2. Click **Admin** (User: *root*, Password: *pass*) to enter the administration pages.
3. Click the **Destinations** button in the Administration menu.
4. On the **Destinations** page, click the **New File Destination** button. The **New File Destination** page is displayed.



The screenshot shows the 'New File Destination' configuration page in a Mozilla Firefox browser. The page title is 'AXIS 70U Network Document Server' and the URL is 'http://192.168.35.56/admin/destinations/new_file.shtml?'. The page features a navigation menu on the left with buttons for 'This AXIS 70U', 'Destinations', 'Profiles', 'Paper Sizes', 'Network Settings', 'Event Log', 'Support', 'Help Contents', 'user', 'admin', and 'External Link'. The main content area contains the following fields and options:

- Destination Name:
- Profile: (Can be changed at the moment of scanning.)
- Include Image Information:
- FTP Server:
- User:
- Password:
- Confirm:
- Directory:
- Filename:
- Append sequence number to Filename
- Start sequence with:
- Store sequence number on FTP server
- Append file extension to Filename
- Information File Extension:
- Use Passive FTP:

Buttons: Add To List, Done, Reset

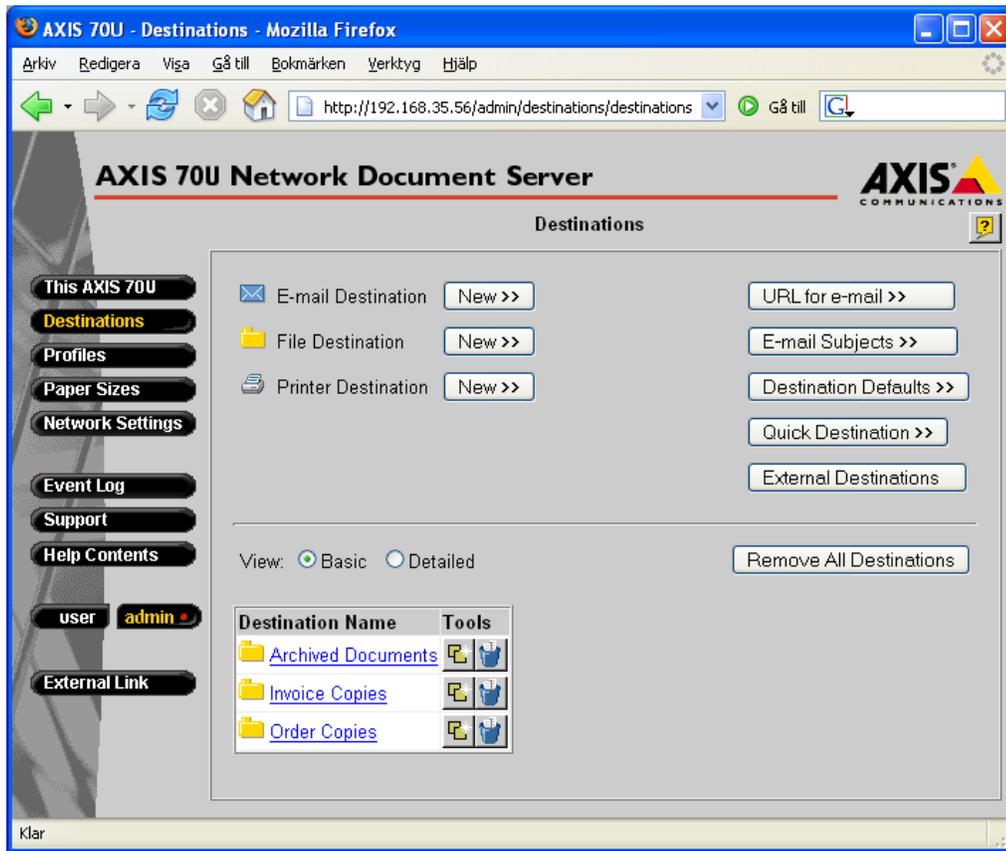
▶ If left blank, the value specified on the Destination Defaults page will be used.

5. Specify a descriptive name for the file destination in the **Destination Name** field, e.g. Invoice Copies.
6. From the **Profile** drop-down list, select the default profile for this destination.
7. From the **Include Image Information** drop-down list, select the amount of information to be included with the image.

8. In the **FTP Server** field, specify the name or IP address of the FTP server where the scanned image will be stored.
9. In the **User** field, specify the user name for logging on to the FTP server.
10. If required, specify the **Password** for logging on to the FTP server. Repeat the password in the **Confirm** field to check the spelling.
11. Specify the **Directory** on the FTP server where the image will be stored.
12. Define the **Filename** of the scanned image.
13. Select the options **Append sequence number to Filename**, **Start sequence with** and **Append file extension to filename** as required.
14. Specify the **Information File Extension**. If you do not specify an extension the default value will be used. The extension of the information file **should not** be the same as the scanned image, or the image will be overwritten by the information file.
15. To save the new File Destination, click **Add to list**.

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

Repeat the steps 1-15 to create additional File destinations



The configuration of Scan-to-file is now complete.