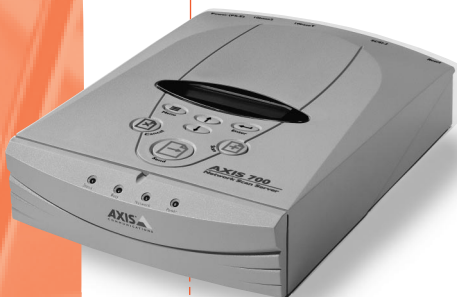
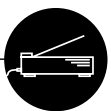


# **AXIS 700 Network Scan Server**

**The Plug-and-Play Solution for  
Distributing Scanned Information  
Across Networks**



**User's Guide**

## About This Document

This guide applies to the AXIS 700 Network Scan Server with software release 1.10 and subsequent releases until otherwise notified.

The document provides introductory information as well as instructions on how to set up and manage the AXIS 700. It is intended for anyone involved in installing and using the AXIS 700.

For more detailed instructions, refer to the AXIS 700 User's Manual that is available in online format at the Axis web site and on the AXIS Online CD.

## Safety Notices

Do not proceed any of these notices until you have fully understood the implications:

**Caution!** Potential hazard that can damage the product.

**Important!** Potential hazard that can seriously impair operation.

## Copyright Information

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## Electromagnetic Compatibility (EMC)

**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 EN55022/1994, and

the requirements for immunity according to EN50082-1/1992 residential, commercial, and light industry (Compliance is not valid for unshielded network cables).

## Liability

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## Year 2000 Compliance

Axis Communications warrants that the AXIS 700 is Year 2000 compliant.

## Trademark Acknowledgments

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## Support Services

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

If you are connected to Internet, you can find online manuals, technical support, software updates, application software, information about Axis etc. on any of the locations listed below.

WWW:	<a href="http://www.axis.com">http://www.axis.com</a>
FTP server:	<a href="ftp://ftp.axis.com/pub/axis">ftp://ftp.axis.com/pub/axis</a>

AXIS 700 User's Guide

Revision 1.0

Part No: 15886

Dated: June 1998

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## Table of Contents

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<b>Product Overview</b> .....	4
Hardware Inventory .....	4
AXIS Online CD .....	5
Control Panel .....	5
Front Panel Indicators .....	6
<b>Basic Installation</b> .....	7
Connecting the AXIS 700 to the Scanner .....	7
Connecting the AXIS 700 to the Network .....	7
Assigning an Internet Address to the AXIS 700 .....	8
Verifying the Installation .....	10
<b>Configuring the AXIS 700</b> .....	11
Accessing the Administration Tools .....	11
Specifying System Settings .....	12
Specifying Network Settings .....	12
Specifying Destinations .....	13
<b>Using the AXIS 700</b> .....	13
Scanning to Destinations .....	13
Adding Temporary E-mail Destinations .....	15
Adding Temporary Scanning Profiles .....	16
Viewing the Scanned Images .....	16

## Product Overview

The AXIS 700 connects document scanners to Ethernet networks. It enables easy distribution of paper-based information across workgroups and organizations. By sending the scanned documents to the destination via the Internet/intranet, you will save time and faxing/mailing costs, and thus improve your organization efficiency. The AXIS 700 can also be integrated with workflow and document management systems.

The AXIS 700 is a standalone unit, located beside the scanner. One AXIS 700 is required for each scanner. We suggest that you place the scanner and the AXIS 700 in the workgroup area, e.g. next to your printers and facsimile machines. This makes it convenient to distribute paper-based information electronically to e-mail addresses and application servers.

## 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
Scan Server		AXIS 700	0075-1
Power Supply	AXIS PS-C	Europe	14235
		UK	14236
		Australia	14258
		USA	14256
		Japan	14257
	AXIS PS-E	Europe	15507
		UK	15509
		Australia	15510
		USA	15508
		Japan	15511
Media		Title	Part Numbers
CD-ROM		AXIS Online CD	15926
Printed Materials		AXIS 700 User's Guide	15886
		AXIS 700 Instruction Label	16088
		AXIS User Group Registration Leaflet	15119
		Product Brochure	14412
Optional Accessories		Description	Part Numbers
SCSI Connectors		50-pin high-density shielded SCSI connector (micro-D)	14260
		50-pin high-density shielded SCSI connector (Centronics)	14259

## AXIS Online CD

The AXIS Online CD provides an easy-to-use electronic catalogue, that includes all of the AXIS product software, utilities software, white papers, user documents, technical references etc. It can be used within all of the supported Axis computing environments.

**Startup Procedures for Windows** - The AXIS Online CD will autostart from a local CD-ROM drive on Windows 95 and NT platforms. Windows 3.1 users are required to navigate to the CD root directory and click on the `setup31.exe` file from within the Windows File Manager.

**Startup Procedures for Macintosh, UNIX and OS/2** - Navigate to the CD root directory and click on the `start.pdf` file from within your preferred file manager application.

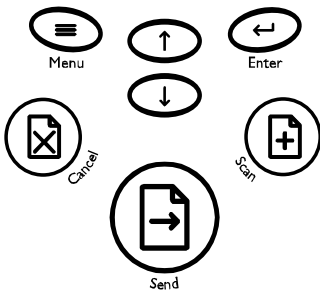
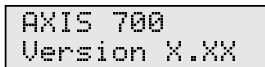
**Note:**

If the Adobe Acrobat Reader 3.0 is not installed on to your system, locate and run the appropriate installer from the `tools/Acrobat/` folder. Refer to the `readme.txt` file for full path name details.

**HTML Interface** - By clicking the HTML button from within the main installation dialog, you access a Web browser interface to the CD contents. This interface allows Network Administrators to distribute the CD contents over intranet networks by simply broadcasting a URL reference.

## Control Panel

The AXIS 700 message display indicates status and menu options. Note that the AXIS 700 will always use the destination and scanning options most recently displayed, whether explicitly selected or not.



Key	Description
<b>Scan</b>	Scans the material in the scanner. For bound material, use this key to scan each page.
<b>Send</b>	Sends the scanned material to the selected destination and releases the AXIS 700 for other users. For a single page/stack of paper, use this key to scan the material and send the image in one step.
<b>Menu</b>	Scrolls the menu.
<b>Enter</b>	Selects multiple destinations.
<b>Up/Down</b>	Scrolls and selects menu options.
<b>Cancel</b>	Cancels the scanning process at any stage and clears any selections made from the menu. Resets error messages.

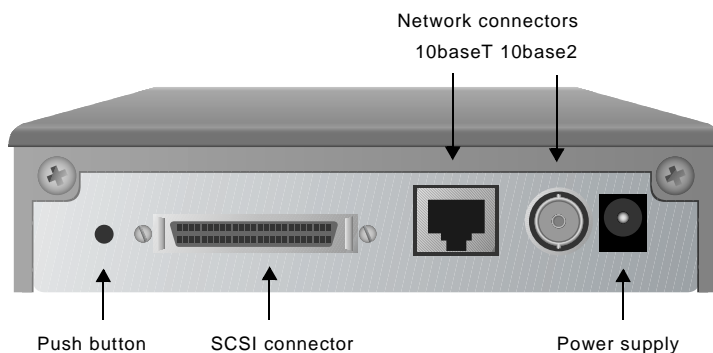
## Front Panel Indicators

**Status Indicator** - The Status indicator flashes during startup and turns off when the AXIS 700 is ready for use. If the Status indicator remains on, this may indicate an error.

**Busy Indicator** - The Busy indicator turns on when the AXIS 700 is allocated for use and remains on during the scanning process.

**Network Indicator** - The Network indicator flashes to indicate network activity.

**Power Indicator** - The Power indicator is normally on while power is applied. If the indicator remains off or flashes, this indicates a problem with the AXIS 700 or its power supply.



**Network Connectors** - The AXIS 700 is equipped with 10baseT and 10base2 connectors for connection to the Ethernet network.

**SCSI Connector** - The AXIS 700 has a SCSI connector for connection to a scanner.

**Power Supply** - The AXIS 700 can use either the AXIS PS-C or AXIS PS-E power supply.

**Push Button** - The Push button can be used for restoring the AXIS 700 parameters to the factory default settings.

## Basic Installation

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You install the AXIS 700 in these stages:

- Connecting the AXIS 700 to the scanner
- Connecting the AXIS 700 to the network
- Assigning an Internet address to the AXIS 700
- Verifying the installation

### Connecting the AXIS 700 to the Scanner

**Caution!**

- Ensure the power supply included in the delivery is marked with the correct mains voltage.
- Make sure the scanner and the AXIS 700 are switched off. The SCSI bus may become damaged if you connect or disconnect units when power is on.

1. Switch off the scanner and disconnect the AXIS 700 external power supply.
2. Connect the SCSI cable to the SCSI connector on the AXIS 700.
3. Connect the SCSI cable to the scanner. The AXIS 700 uses a built-in SCSI terminator. Note that the scanner must also be terminated properly. Refer to the scanner documentation.

### Connecting the AXIS 700 to the Network

1. Connect your AXIS 700 to the network using the appropriate network connector, i.e. RJ-45 for 10baseT and BNC for 10base2, respectively.
2. Switch on the scanner.
3. Connect the external power supply to the AXIS 700. The AXIS 700 LED indicators will flash during power up and self test. During the self test, this message will appear on the display:

```

AXIS 700
Version: x.xx
    
```

where x.xx is the software version number.

## Assigning an Internet Address to the AXIS 700

### Important!


- You must acquire a valid and unused Internet address for your AXIS 700 from the Network Administrator.
- You can set the Internet address from the AXIS 700 control panel or use one of the methods DHCP, ARP, RARP or BOOTP. Refer to the AXIS 700 User's Manual on how to use the latter methods.
- If you are using DHCP, RARP or BOOTP, the Internet address will be set automatically. On Windows NT networks, DHCP is the preferred method since it allows a number of parameters to be set automatically, provided the DHCP server has been configured to do so.

1. Power up the AXIS 700. Press Menu  when this display appears:






```
AXIS 700
Version: x.xx
```

2. After a few seconds this display will be shown:


```
IP address:
000.000.000.000
```

3. Press Enter  to edit the Internet address:

```
Edit IP address:
000.000.000.000
```

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

```
Default router:
000.000.000.000
```

8. Press Enter  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 Enter  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 700 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 Enter  to exit the Internet settings. The AXIS 700 then completes the startup sequence.







16. Note the name or Internet address of the AXIS 700 on the instruction label and attach it to the top cover.

When the Status indicator stops flashing and remains off, the AXIS 700 is ready for use.

**Note:**

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

**Verifying the Network Settings** - To verify the network settings, you can access the Advanced menu from the AXIS 700 control panel.

1. Press Menu  a few times, until you reach the Advanced menu.
2. Use   to find the Network Settings option.
3. Press Enter  to enter the submenus.
4. Use   to scroll through the parameter settings.

## Verifying the Installation

Upon successful installation, the AXIS 700 will identify the attached scanner and display the name of the detected device. If the scanner is not supported, an error message will be displayed.

If no destinations have been specified yet, the AXIS 700 will display:

```
Connect using
Web browser
```

If one or more destinations have already been specified, the AXIS 700 will display:

```
Send to:
xxxxxxx
```

where “xxxxxxx” is the first destination in the destination list.

To verify the installation, you can access the AXIS 700 using a standard Web browser such as Netscape Navigator or Internet Explorer:

1. Place a document in the scanner.
2. Start your Web browser.
3. Enter the name or Internet address of your AXIS 700 in the location/address field.

### Example:

```
http://172.16.253.80
```

The AXIS 700 Home Page, the Scan Document page, is displayed.



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

## Configuring the AXIS 700

---

Before the AXIS 700 can be used for distributing scanned documents on your network, you must specify these settings:

- **Network settings**  
Parameters for the TCP/IP and SMTP protocols, using a wizard or setting manually
- **Destinations**  
E-mail addresses and file directories

**Note:**

If you used the AXIS 700 control panel, DHCP or BOOTP for downloading the Internet address, the required network settings will be set automatically. However, you are recommended to verify the settings from the Web browser interface.

Optionally, you can also customize these settings. However, when installing the AXIS 700 for the first time, you can simply keep the defaults.

- **System settings**  
System information, Administrator password, user privileges, language etc.
- **Scanning profiles**
- **Paper sizes**

**Note:**

Refer to the User's Manual for information on the settings for scanning profiles and paper sizes.

## Accessing the Administration Tools

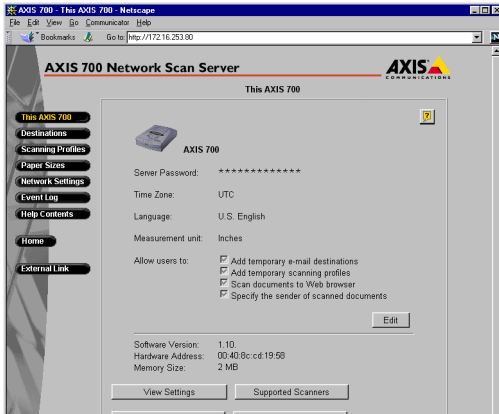
You can access the Administration tools for configuring the AXIS 700 from a standard Web browser, such as Netscape Navigator or Internet Explorer.

1. Start your Web browser.
2. Enter the name or Internet address of your AXIS 700 in the location/address field.

**Example:**


```
http://172.16.253.80
```

The This AXIS 700 page is displayed.





3. Click **Administration**. You will be prompted to enter the Server password. The default password is `pass`.

## Specifying Network Settings

1. Click **Network Settings**.
2. Click **Wizard**  to make the AXIS 700 guide you through the configuration procedures for each of the network protocols. This is a convenient way to set up your AXIS 700 in your network environment.
3. Click **Detailed View** to verify the settings.

## Specifying Destinations

1. Click **Destinations**.
2. The table lists the available destinations. If you allow users to add temporary e-mail destinations, these will appear at the top of this table. To make a temporary destination permanent, click **Make Permanent** .
3. Click **New E-mail Destination** to specify an e-mail address as destination. E-mail destinations mean that the scanned image is either included as an e-mail attachment or as a hyperlink to a storage location on an FTP server. Click **URL for E-mail** to specify the storage location. Note that all images will be stored in the same directory when using this option.
4. Click **New File Destination** to specify a file on an FTP server as destination.

- The AXIS 700 can also retrieve a list of external e-mail addresses from an LDAP server, or a list of e-mail and file destinations from an FTP server. To specify the appropriate settings for external e-mail addresses, click **Wizard**  on the Network Settings page, and follow the setup procedures for **External Address Book**.

**Notes:**

- The Destination Name is the text that will appear in the destination list on the AXIS 700 message display. The destinations will appear sorted in alphabetical order.
- To specify the default settings, e.g. the default scanning profile, click **Destination Defaults**.

### Specifying System Settings

- Click **This AXIS 700**. The system settings are displayed.
- Click **Edit** to change any of the system parameters. You are recommended to set a Server Password for protecting the Administration pages.

**Note:**

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

## Using the AXIS 700

---



This section describes how to:


- Scan to destinations
- Add temporary e-mail destinations
- Add temporary scanning profiles
- View the scanned images

### Scanning to Destinations

- When the AXIS 700 is ready for use, the message display shows "Send to: xxxxxx". For example:

```
Send to:
Accounting Dept
```

- Use   to scroll through the destination list, until you find the desired destination. Press and hold the key to autorepeat the scrolling. If needed, you can add e-mail destinations temporarily. See "Adding Temporary E-mail Destinations" on page 15.




3. If you want to send the image to more than one destination, press Enter  to select each destination:

```
Send to:    ✓+1
Accounting Dept
```

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

**Note:**

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

5. Optionally, press Menu  to change the default scanning parameters. You can select temporary settings for scanning profile, paper size and double-sided. Use   to select the desired value.

**Note:**




Press Cancel  to reset all temporary settings to the default values.

6. Insert a single page on the flatbed or a stack of paper into the sheet feeder of the attached scanner.

*One single page or a stack of paper in the sheet feeder:*


- a. Press Send  to scan and send the image to the selected destination in one step.

*Several separate pages:*

- a. Press Scan  to scan each page.
- b. Insert the next page and press Scan  again. Repeat the procedure until all your pages are scanned.
- c. Press Send  to transmit the image to the selected destination.

7. During the scanning this message is displayed:

```
Scanning #1
Please wait
```


When you have pressed Send  and the transfer of the scanned image is completed, the AXIS 700 is released for other users.

**Note:**

The AXIS 700 keeps all temporary settings in memory for one minute after the last scanning job, and then returns to its default settings.

**Multipage Image Files** - When scanning multiple pages, you can accumulate all the pages in one image file. This applies to the TIFF and PDF formats only. To utilize this feature, you must use a scanning profile with the Multipage Documents parameter set to All pages in one file. This is the default setting.

**Notes:**

- The JPEG format always sends each page as one separate image file.
- Not all TIFF viewers support multipage image files. In this case, you must use a scanning profile with the Multipage Documents parameter set to Separate file for each page, or scan each page using Send .

**Job Separation Sheets** - The AXIS 700 supports the job separation sheets that can be used with the Canon DR-3020 scanner. A job separation sheet inserted in a stack of paper will divide the scanning job into separate image files. Other separation pages will be ignored.

**Adding Temporary E-mail Destinations**

If you want to send a scanned document to an e-mail destination that does not appear in the destination list on the AXIS 700 display, you can add a temporary e-mail destination using the Web browser interface.

1. Start the Web browser.
2. Enter the name or Internet address of your AXIS 700 on the location/address line. This brings you to the AXIS 700 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 that 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 Temporary Scanning Profiles

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

1. Start the Web browser.
2. Enter the name or Internet address of your AXIS 700 on the location/address line.

### Example:

`http://172.16.253.80`

3. This brings you to the AXIS 700 Home Page. Click **Scanning Profiles**.
4. The table lists the available scanning profiles. Click **New Profile** and specify your settings. If you place a document in the scanner, you can click **Scan** to monitor the results.
5. Click **OK** to save the profile temporarily. Contact your Network Administrator to make a scanning profile permanent.

## Viewing the Scanned Images

The AXIS 700 creates images in standard TIFF, JPEG and PDF formats. Note that these files are merely images that do not include searchable text.

For further processing, you will need appropriate image applications that support the generated file formats. You will find a list of such image viewers on the AXIS 700 web site at [http://www.axis.com/products/axis\\_700/](http://www.axis.com/products/axis_700/)

**Associating Image Formats with Applications** - Applications are typically associated with a file format automatically during the installation procedure. If not, you are recommended to manually associate your image applications with the supported image file formats, so that double-clicking on an image icon launches the appropriate application.

In Windows 95 and NT, follow these steps to associate an application with a specific file type:

1. In Windows Explorer, open the **View** menu and select **Options**. Click the **File Types** tab.
2. 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**.
3. Specify a description for the file type and the file name extension associated with this type of file.
4. Click **New** to define an action for this file type.
5. 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.