

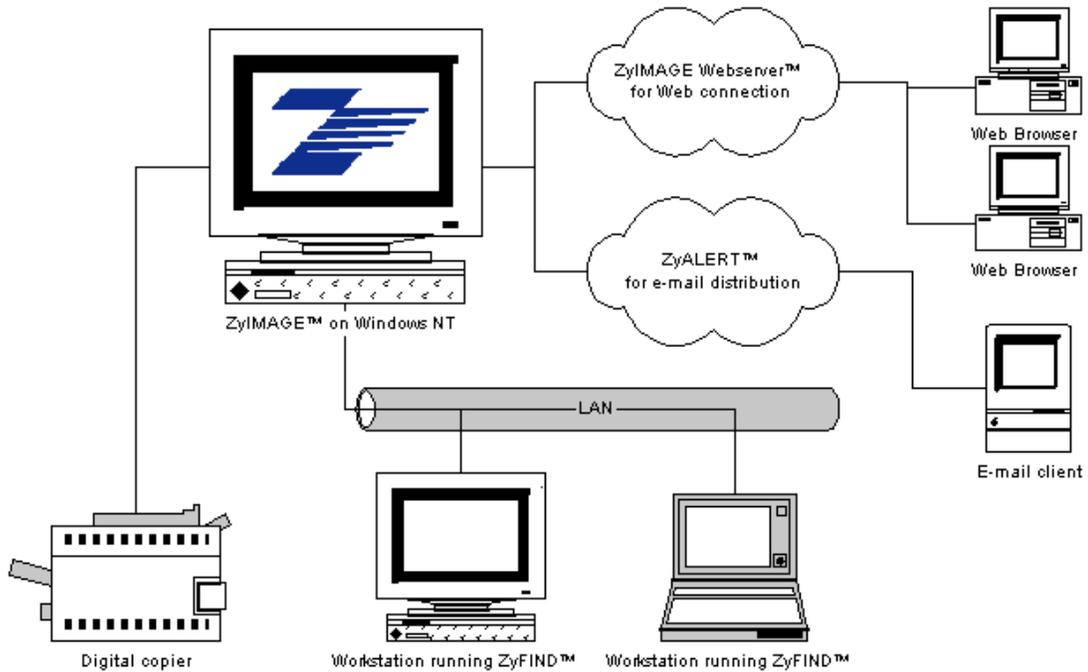
<b>ZyLAB Procedures:</b>	Installation of Canon GP215 GP225 GP335 GP405
<b>Author:</b>	
<b>Date Original:</b>	20000504
<b>Date Modified:</b>	20000504
<b>Last Modified by:</b>	

**General**

This document describes the installation of the Scanning facilities of the CANON GP215 GP225 GP335 GP405 in combination with ZyIMAGE on a Windows NT 4.0 Network.

**CANON GP215 GP225 GP335 GP405**

The CANON GP215 GP225 GP335 GP405 is a machine that is able to copy, print and scan pages. The documents, which are scanned and saved as a Multi page Tiff using an Axis 700 Document server, will be stored in a directory located in the FTP Root on a NT Server attached to the Network. ZyIMAGE will handle all stored Multi Page as a separate document and processes them accordingly.



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- **Creating Indexes**
- **Using ZyTIMER**
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**Installing CANON GP215 GP225 GP335 GP405**

**NT Server system requirements**

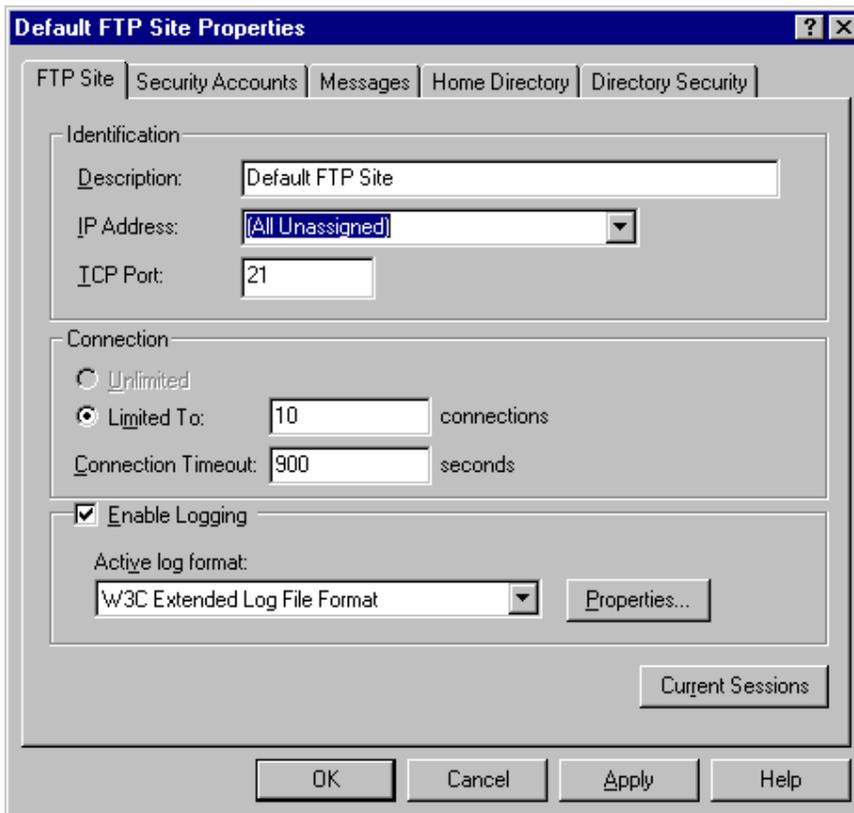
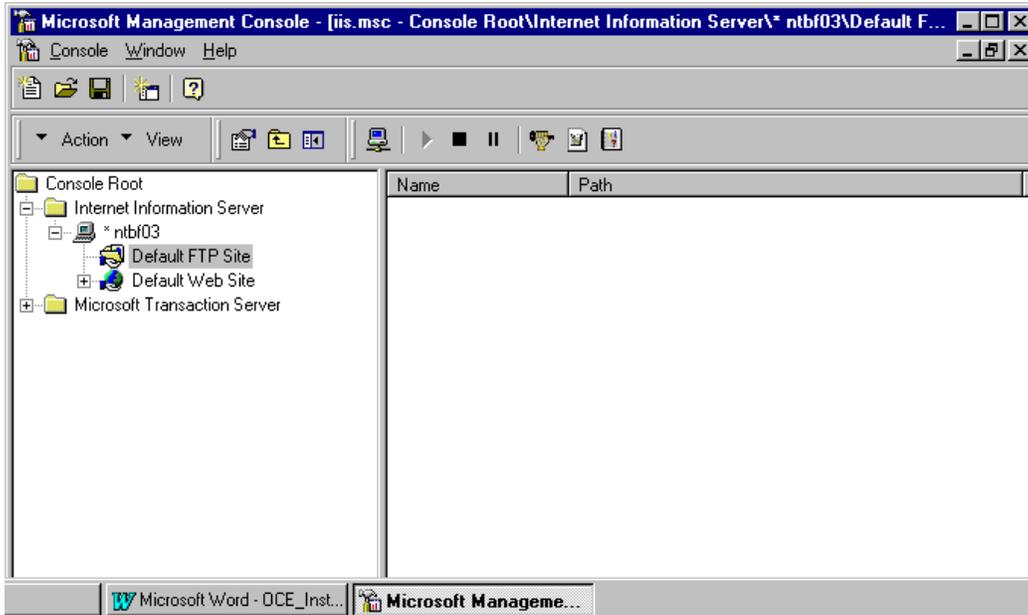
*NT server*

System requirements:

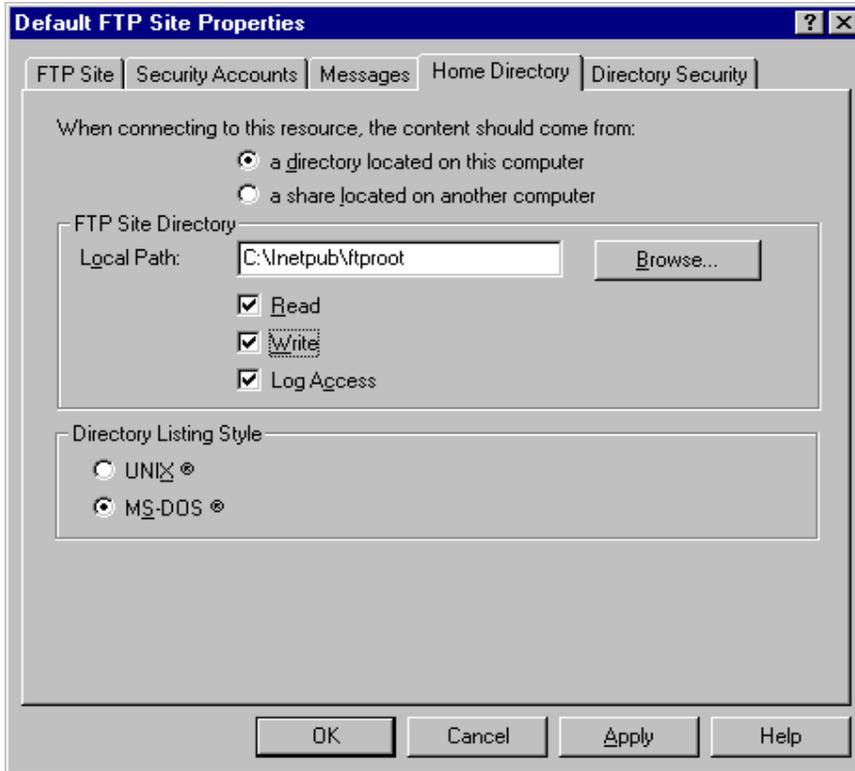
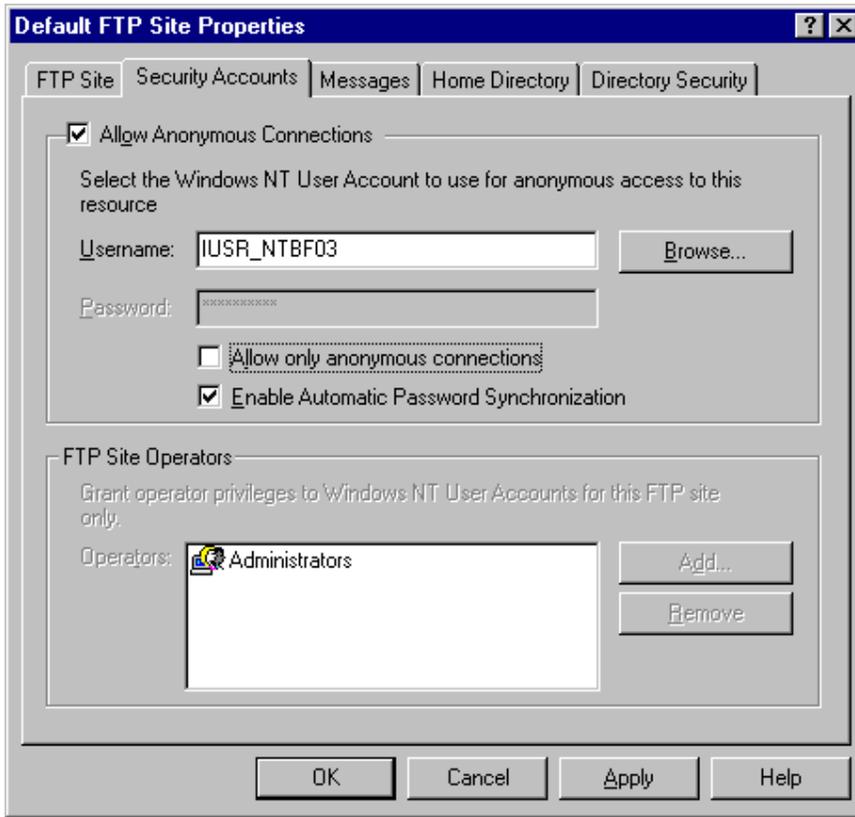
- Window NT 4.0 Server (SP4)
  - Internet Information Server with an FTP server installed (IIS 4.0)
  - CD rom available
  - Enough space to store scanned images
  - Network protocol TC/PIP
1. Install a normal Windows NT Server 4.0 with Service Pack 4 and the Internet Information Manager installed.
  2. Decide the IP Address for the Axis 700 Document Server.

### Creating FTP Site

3. Create a FTP Site by starting the Internet Information Manager , go to the properties of the default FTP Site.

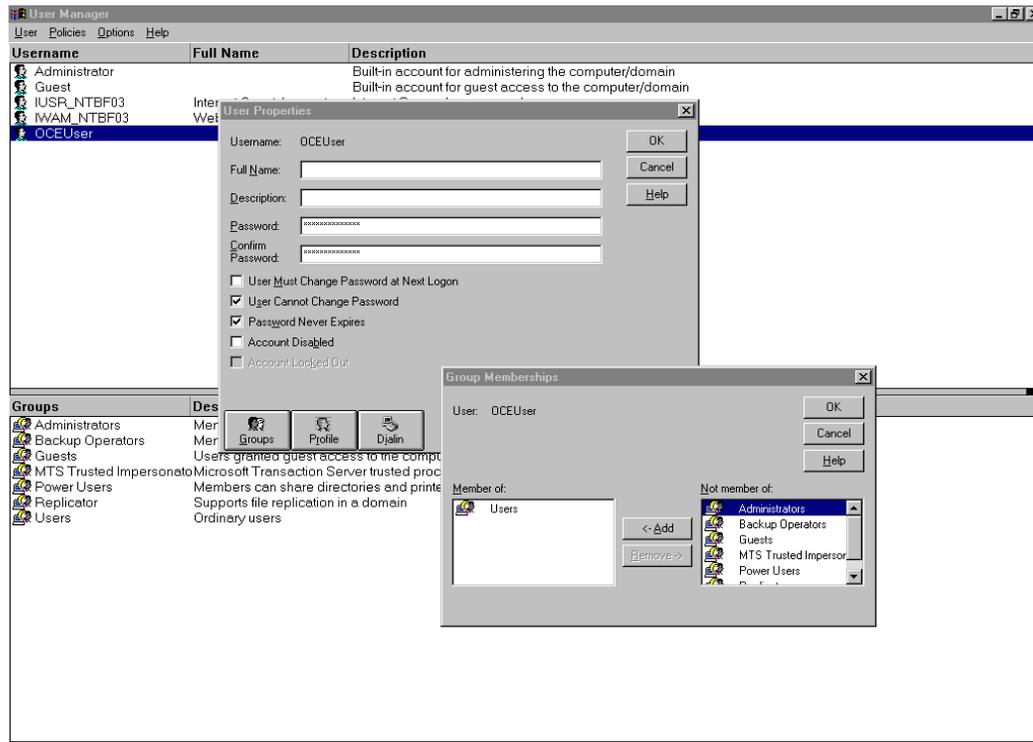


Important: Allow only anonymous should be disabled !

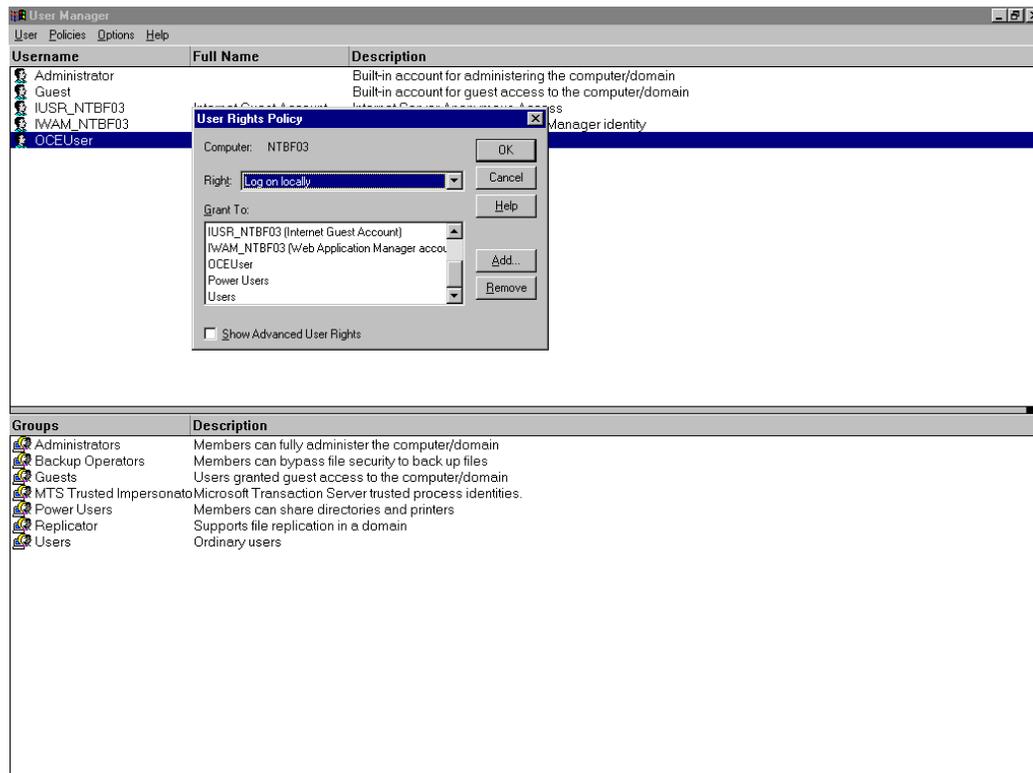


## Creating local user account

4. Create a Local user. (ie. Username: FTPUser Password: FTPUser)



5. Change policy to Log On Locally for the user created



### **Installation of AXIS 700 Document Server.**

- 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!**

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: where x.xx is the software version number.
  - 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.

## Configuration of AXIS 700 Document Server.

### Assigning an Internet Address to the AXIS 700 Important!

1. Power up the AXIS 700. Press Menu when this display appears:
  2. After a few seconds this display will be shown:
  3. Press Enter to edit the Internet address:
  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:
  8. Press Enter to edit the default router address:
  9. To change the value, repeat steps 4 - 6 above.
- 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 Enter 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 submenu.
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:

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

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:

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

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

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.
5. 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 sepecify 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

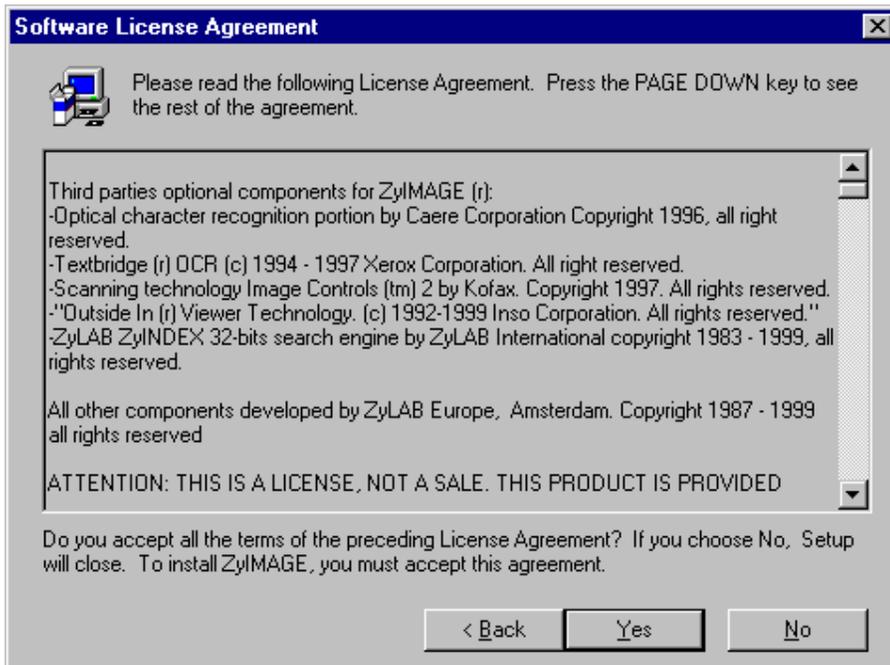
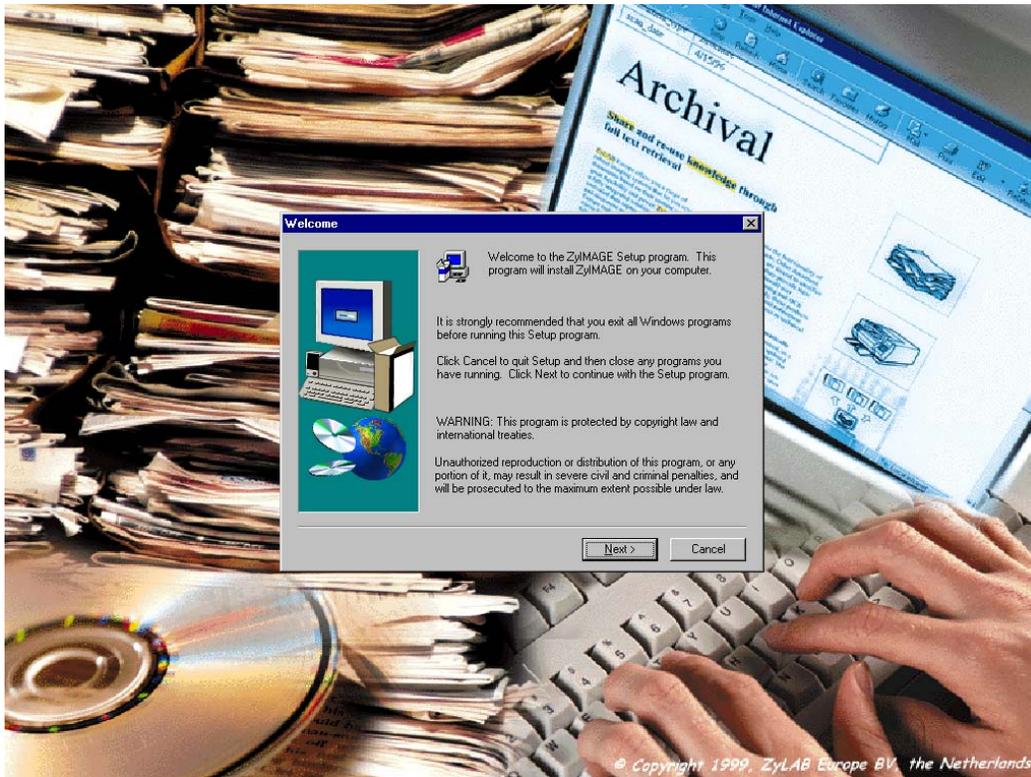
1. Click This AXIS 700. The system settings are displayed.
2. Click Edit to change any of the system parameters. You are recommended to set a Server Password for protecting the Administration pages.

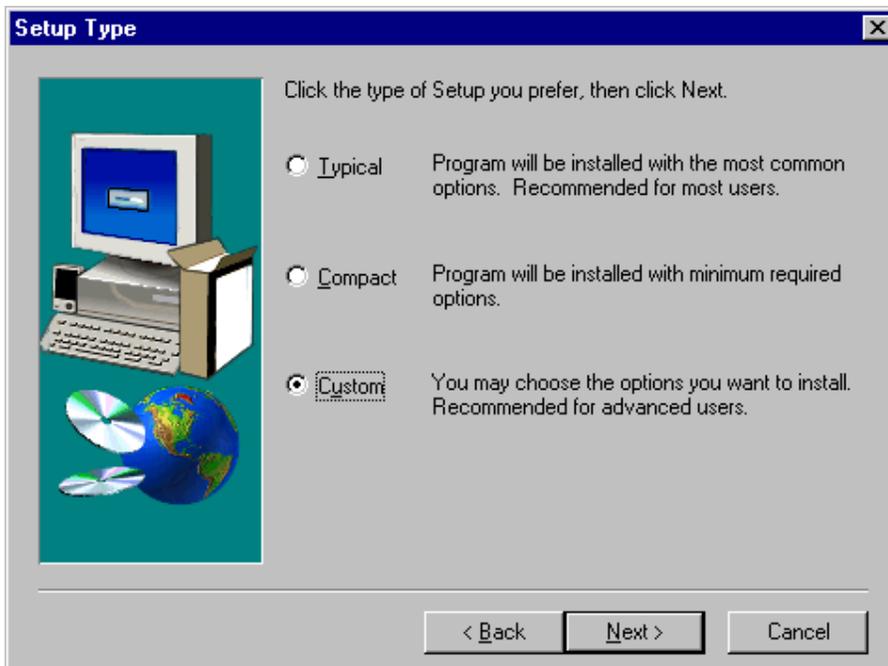
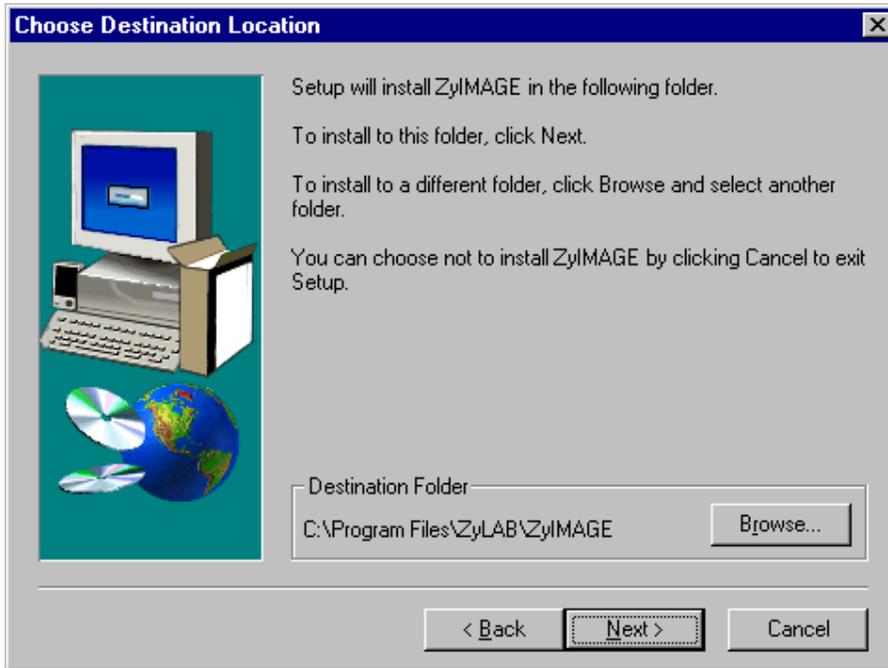
## Note:

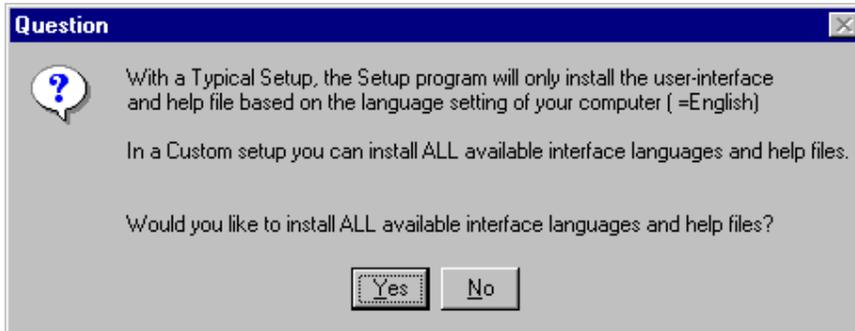
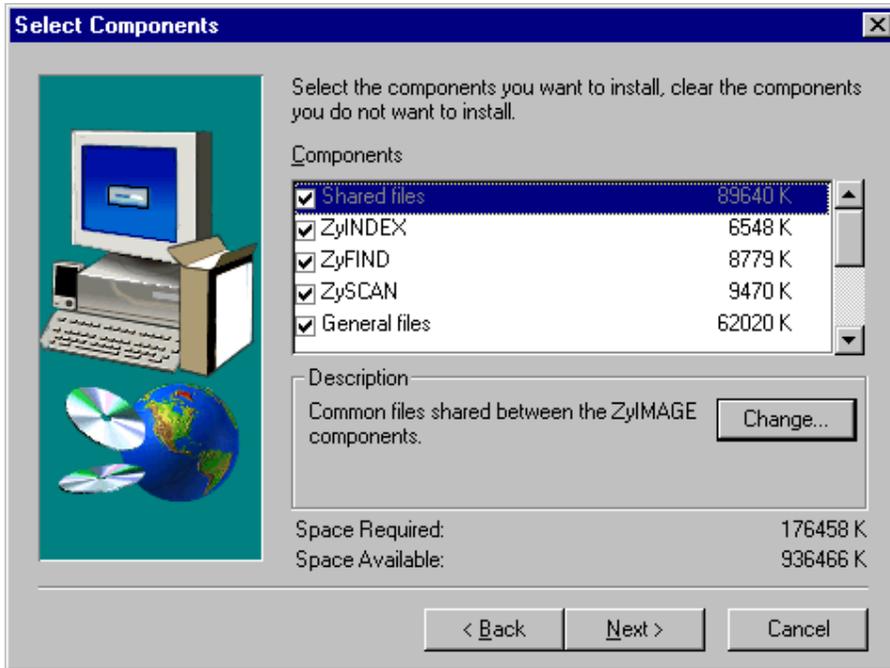
- If you lose the Server password, you will need to restore the factory default settings. Refer to the AXIS User's Manual on how to do that. Note that all your current settings will be lost.

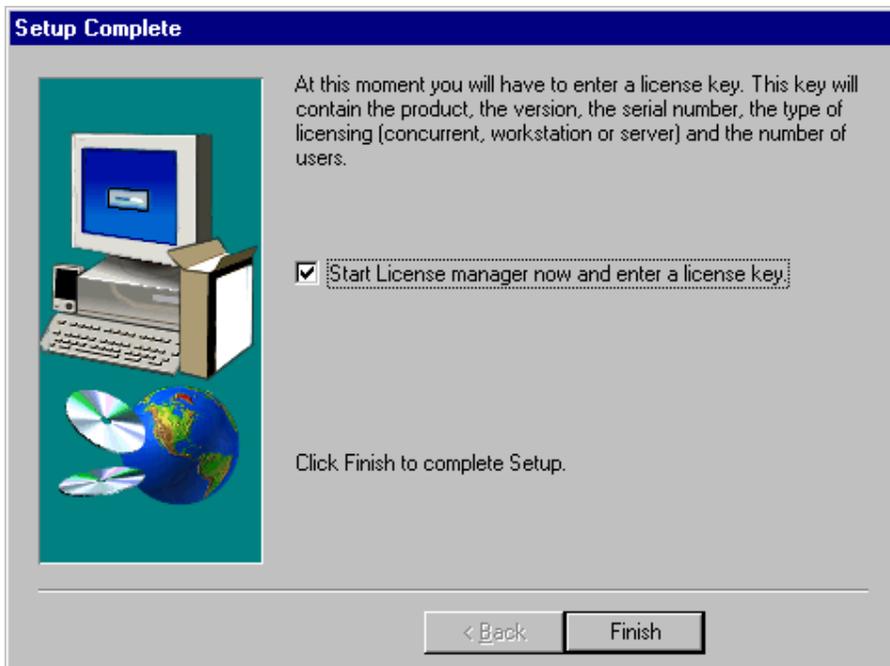
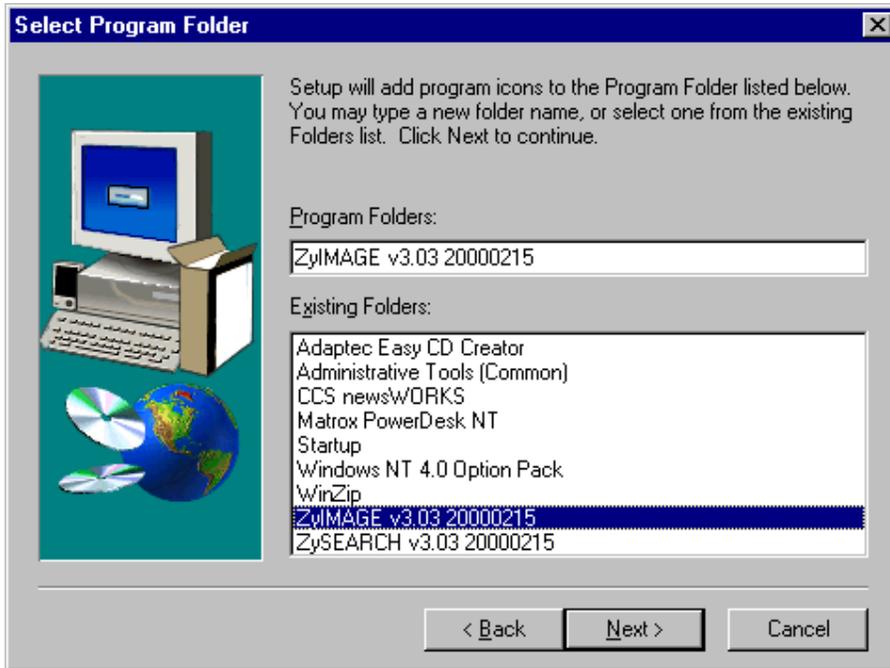
## Installing ZylIMAGE

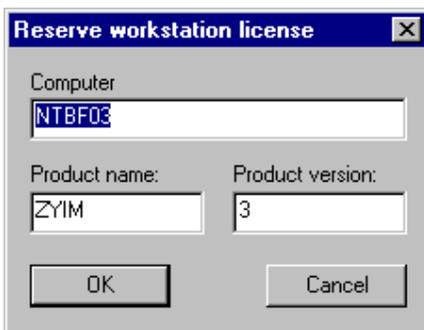
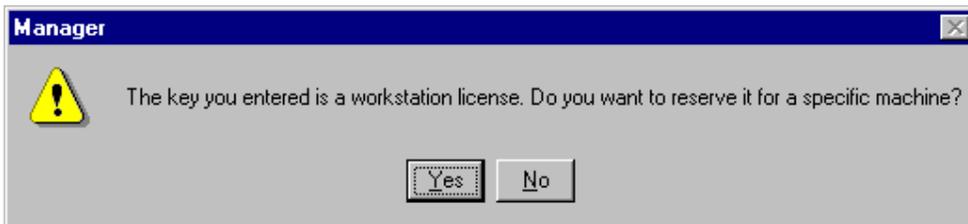
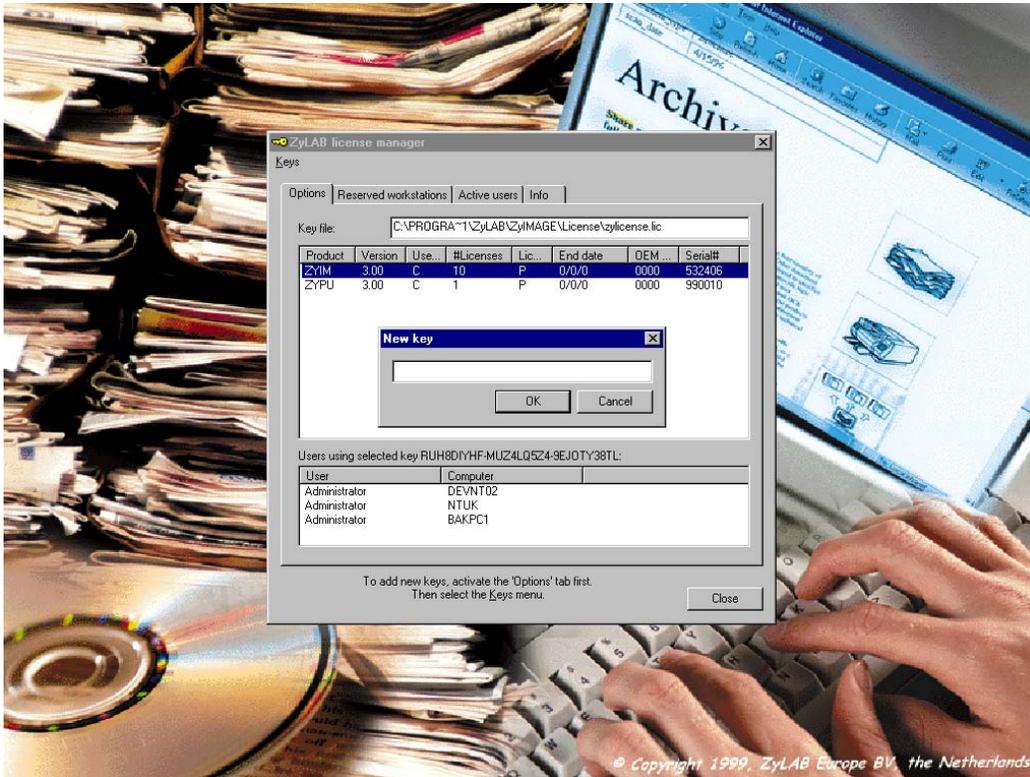
### ZylIMAGE Setup











**Requirements for linking ZylIMAGE and the “CANON GP215 GP225 GP335 GP405 / AXIS 700”**

This part describes how to set up an environment in which all material scanned by the CANON GP215 GP225 GP335 GP405 is processed automatically in the background without interference of a single user.

**Creating AXIS 700 Document Server Templates**

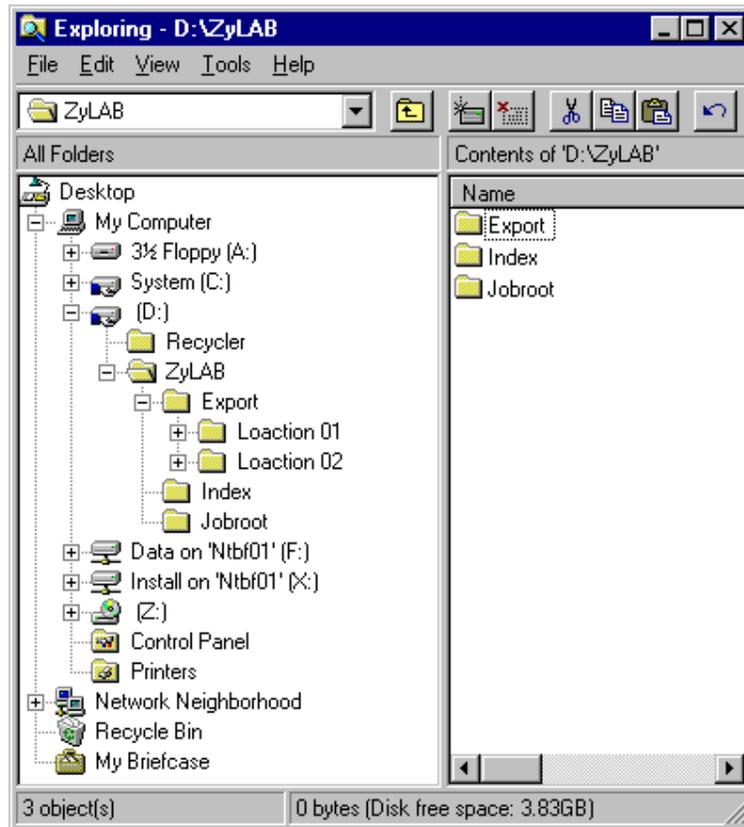
Start <http://172.16.253.80>

**Adding additional 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:
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.

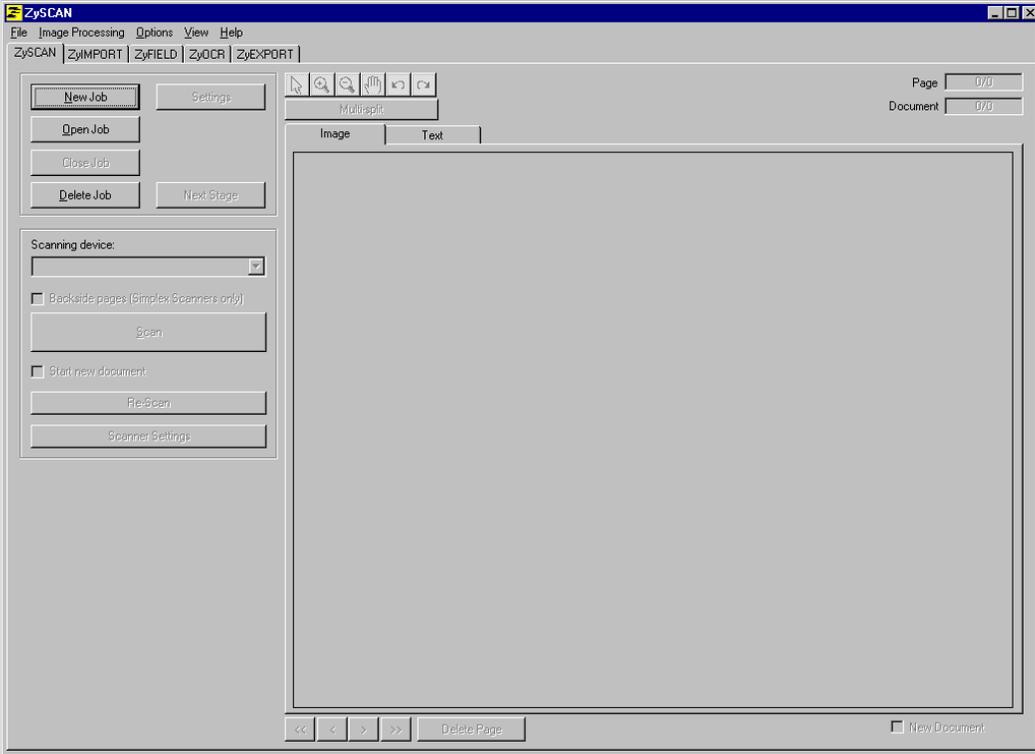
The Directory Structure



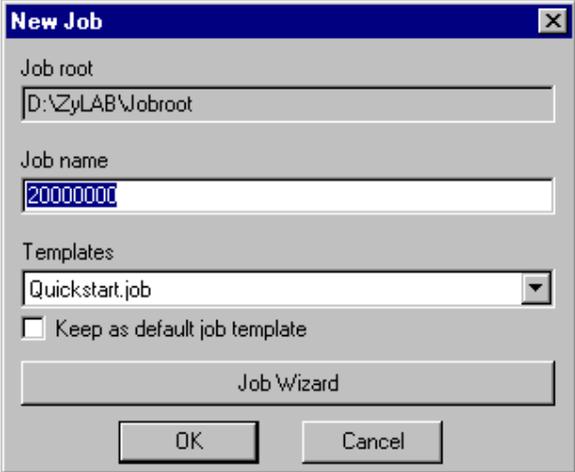
**Creating ZySCAN Job Templates**

Jobwizzard ZySCAN:

Start ZySCAN



Press New Job



Press Job Wizard

**New Job - General**

Enter a new job name or accept the generated job name:

This job will be stored in  
D:\ZyLAB\Jobroot

Choose a job template to edit from the templates list box or define a completely new job:

Define new job template

Define new job template based on existing job template

**New Job - Workflow**

Select the phases you want to include in your job:

- ZySCAN    Scan images from paper
- ZyIMPORT    Import existing image and/or text files using a specific filter
- ZyFIELD    Add fields to documents within a job
  - Process ZyFIELD in separate session (job will be closed after previous stage is done)
- ZyOCR    OCR image files
  - Process ZyOCR in separate session (job will be closed after previous stage is done)
- ZyEXPORT    Export image and/or text files
  - Process ZyEXPORT in separate session (job will be closed after previous stage is done)

Check this if you want your job to have image processing features:

- Image processing

Link job to index...

---

< Back    Next >    Cancel

**New Job - ZylIMPORT Settings**

Select the settings for the ZylIMPORT phase in your job

Enter the directory to import from:

Choose an import filter:

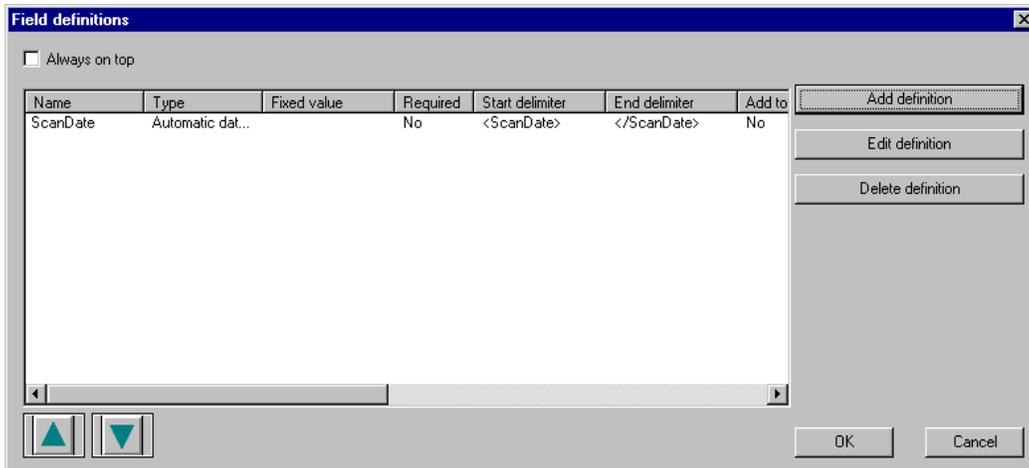
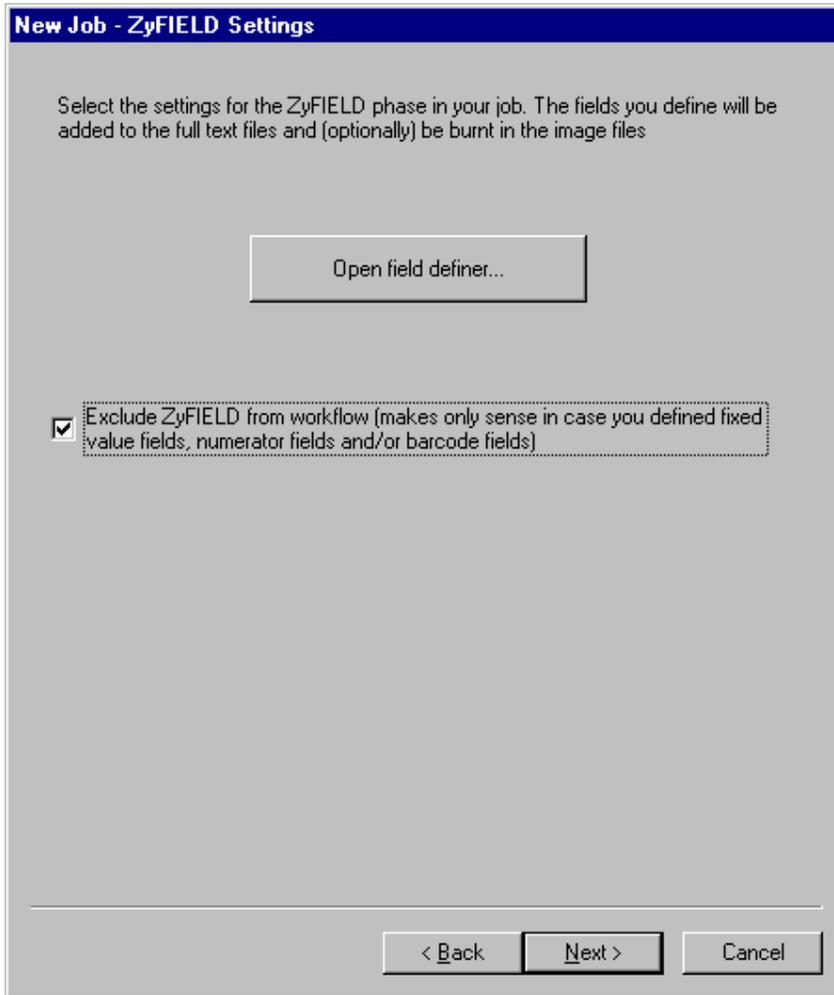
▼

Delete original files after import

Create new document every  page(s)

Auto rotate

---



**Field definition** [X]

Name:

Fixed value:

Type:  [v]

Start delimiter:

End delimiter:

Value file:

Show in ZySCAN  Input required

Add to index (required for searching)

Add to index comment (required to show result list)

Show in result list

Show in file display in ZyFIND and in ZyIMAGE Webserver

Obtain as document property from electronic file (such as Word). Will overwrite manual input.

**New Job - ZyOCR Settings**

Select the settings for the ZyOCR phase in your job

Fixed language
 English (American)

Auto language detection
 
 Per job  
 Per document  
 Per page

Number of pages to test 1

Available languages	>>	<<	Languages to use
Finnish			Dutch
Italian			English (British)
Norwegian			German

Language analyst
  Auto-orientation

Dot-matrix letters
  Deskew

Small letters
  Use WYHIWYG

Prevent punctuation
  OCR color images

Check TIFF integrity
  Produce XML output as well

White Page Recognition...

---

**New Job - ZyEXPORT Settings**

Select the settings for the ZyEXPORT phase in your job

Export method

Delete job when finished successfully

Output a maximum of 256 files per directory

Check exported files

Check disk free space before exporting

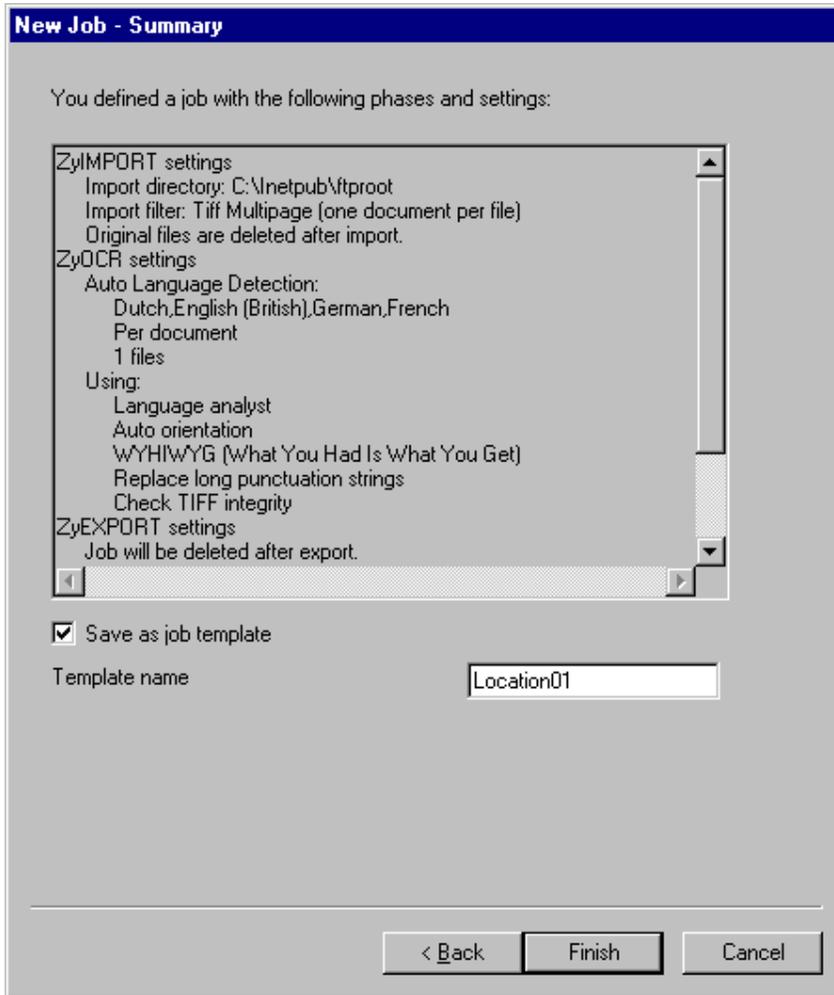
Minimum free space (in Mb)

Enter the directory to which the text files should be exported

Enter the directory to which the image files should be exported

Start indexing after ZyEXPORT phase has finished (Requires Additional Workstation or Concurrent Licenses)

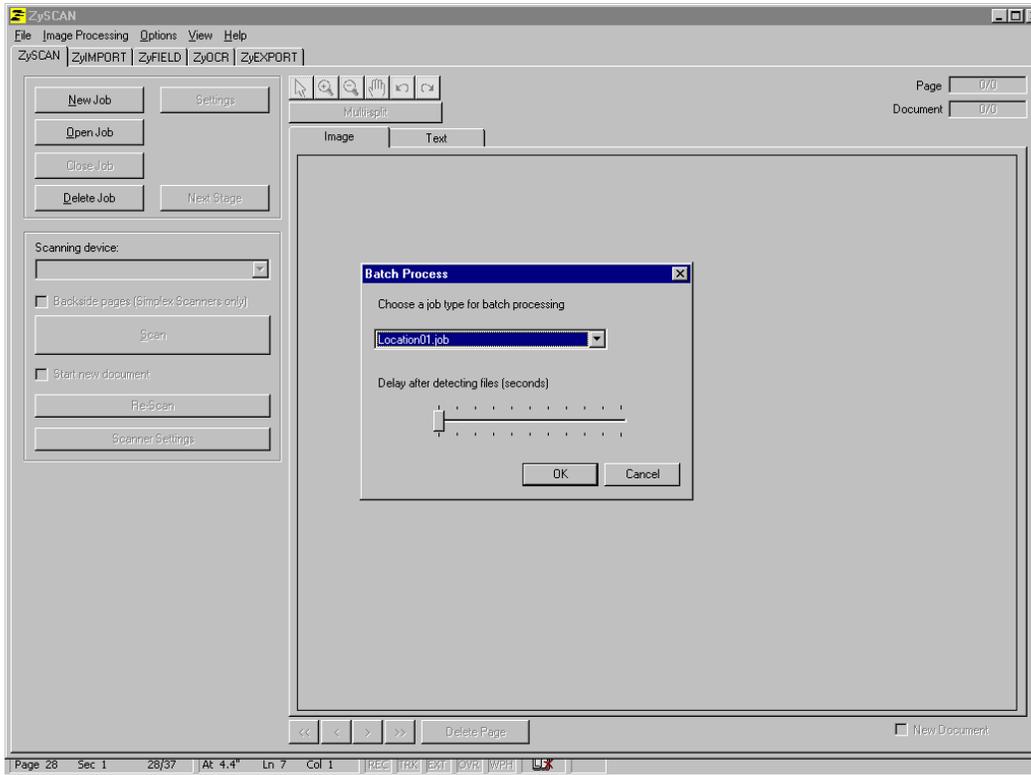
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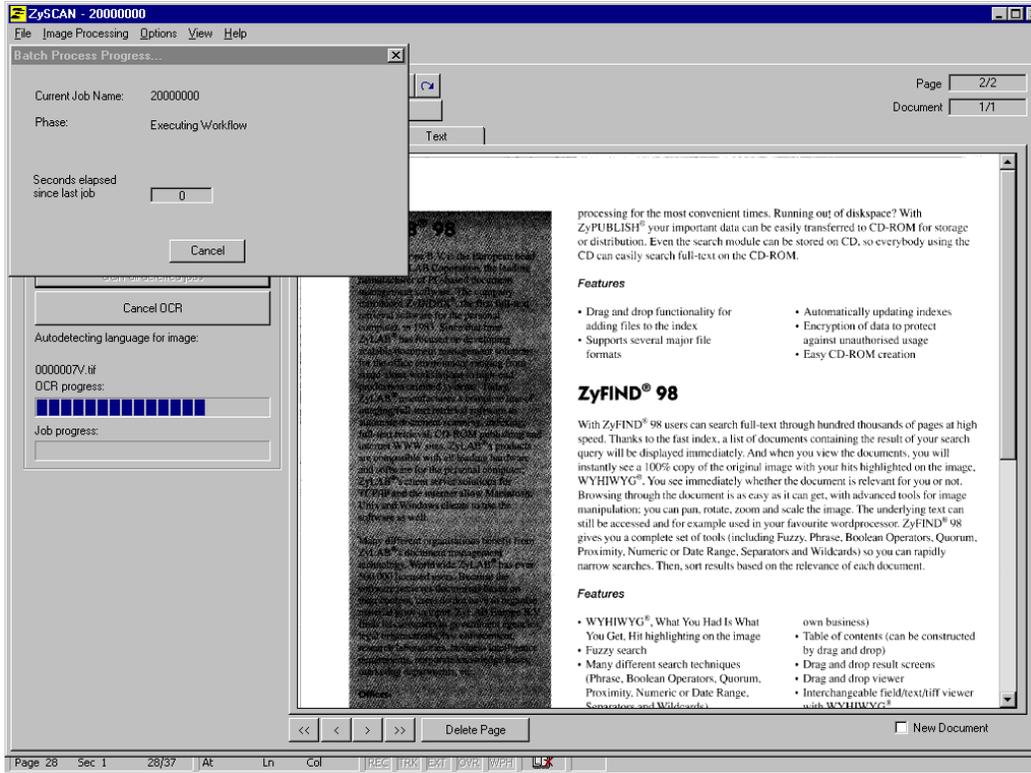


## Running the operation

### Process the scanned images in ZySCAN

Start ZySCAN: File Run Unattended Entire Job “Location01.Job”

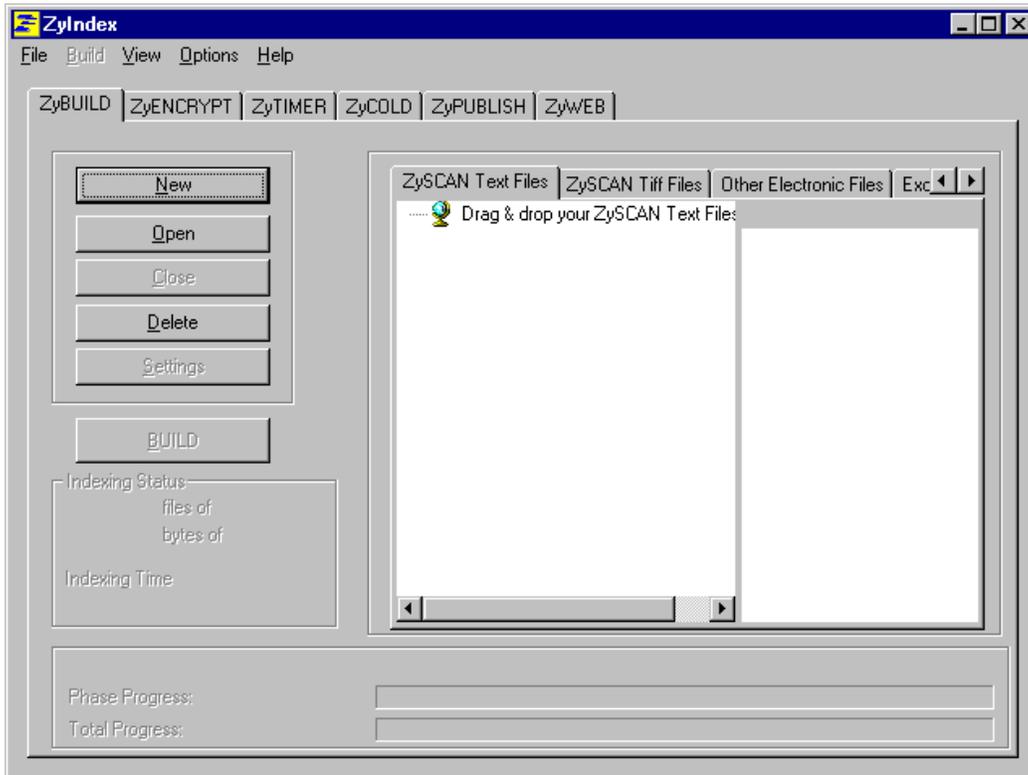




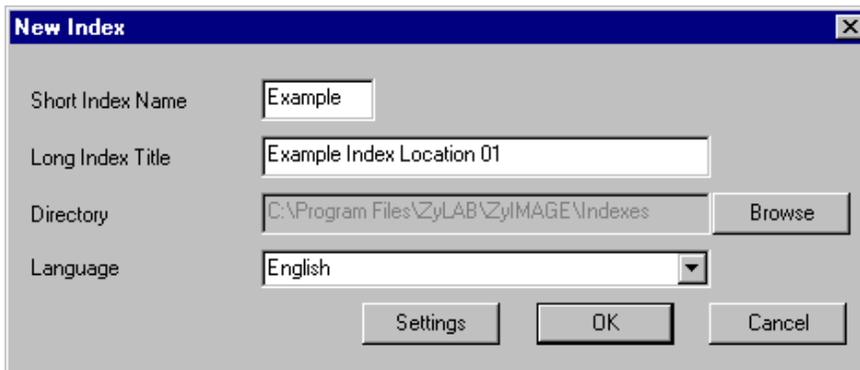
After ZySCAN has exported the scanned images, the indexes could be build. The next session will describe how to create these indexes.

## Creating Indexes

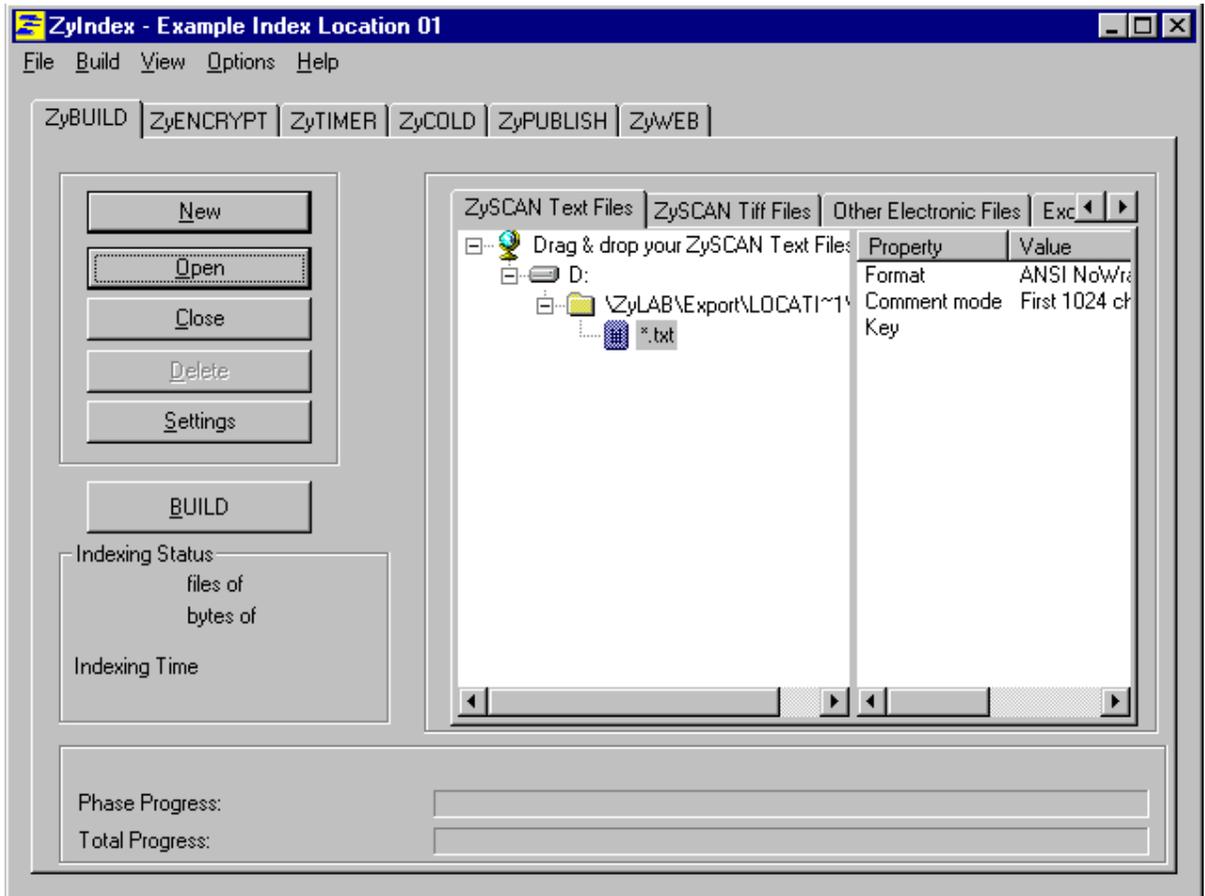
Start ZyINDEX



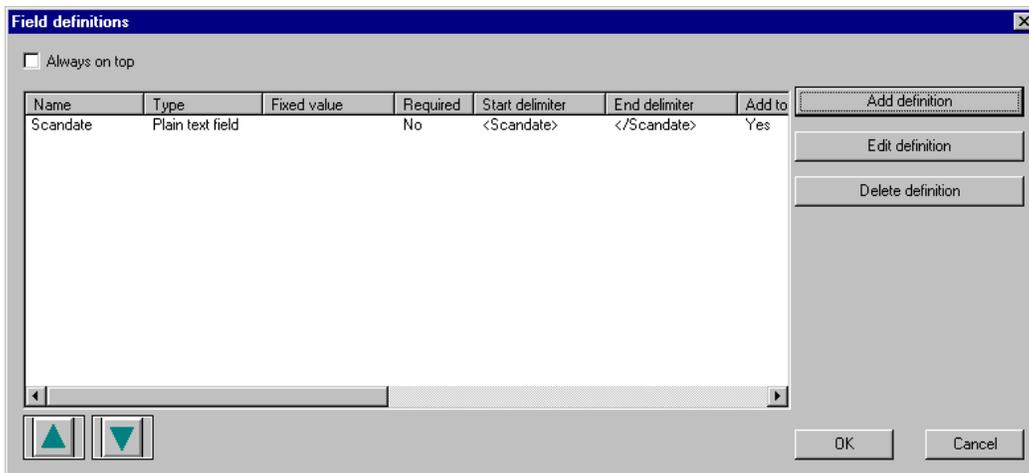
Create New Index by pressing New:



Drag the Text and Tiff Directories from the export location of the Location 01 in ZyINDEX



Add Field definitions by pressing the settings button



**Field definition** [X]

Name: Scandate

Fixed value: [ ]

Type: Plain text field [v]

Start delimiter: <Scandate>

End delimiter: </Scandate>

Value file: [ ] [Browse...]

Show in ZySCAN  Input required

Add to index (required for searching)

Add to index comment (required to show result list)

Show in result list

Show in file display in ZyFIND and in ZylIMAGE Webserver

Obtain as document property from electronic file (such as Word). Will overwrite manual input.

[OK] [Cancel]

Build the index by pressing Build and GO

**Build** [X]

Add new documents from file system to index

Update: Check presence of files in index on file system

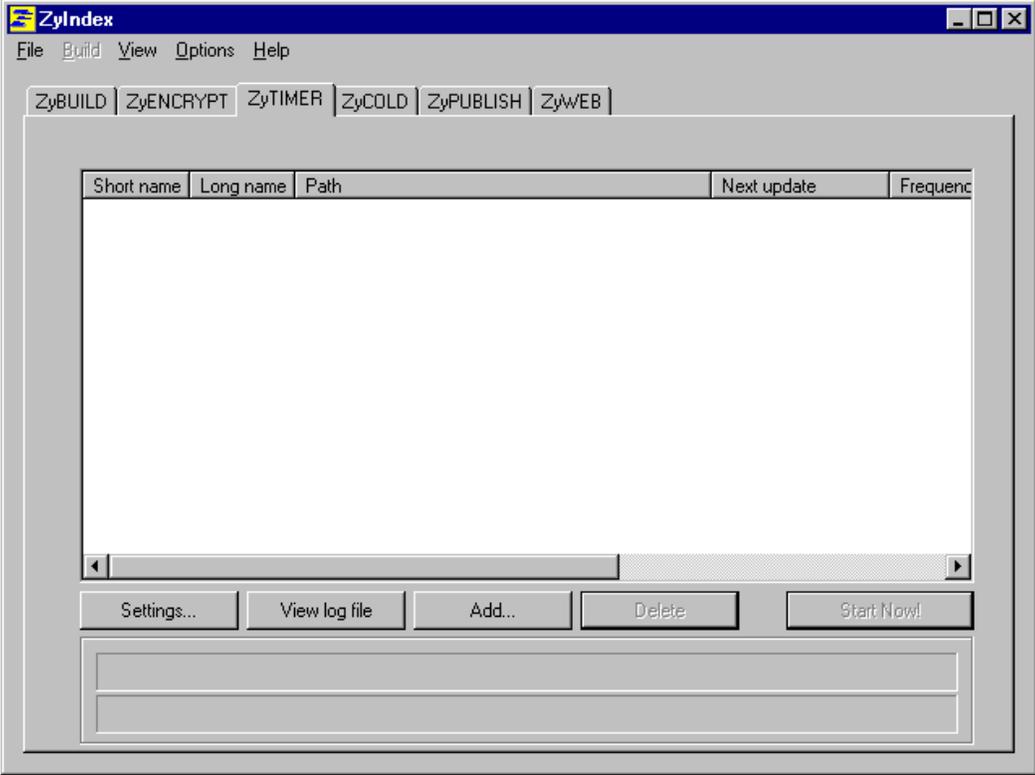
Optimize index

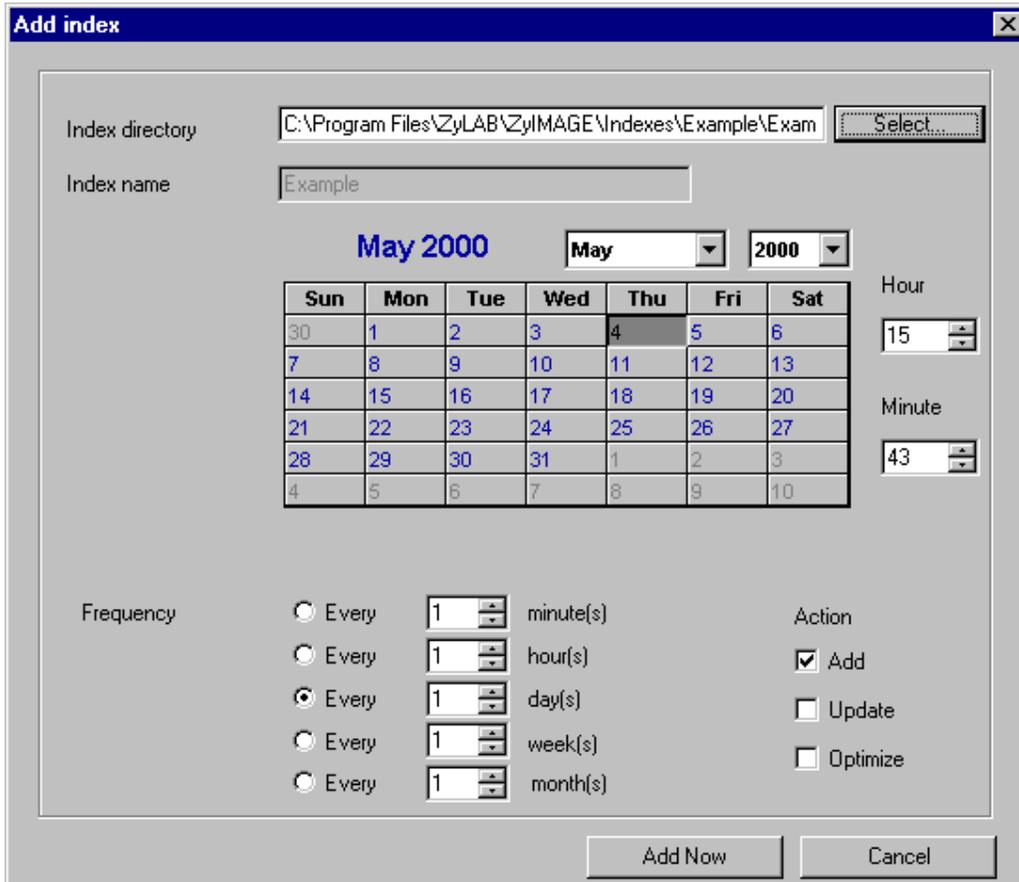
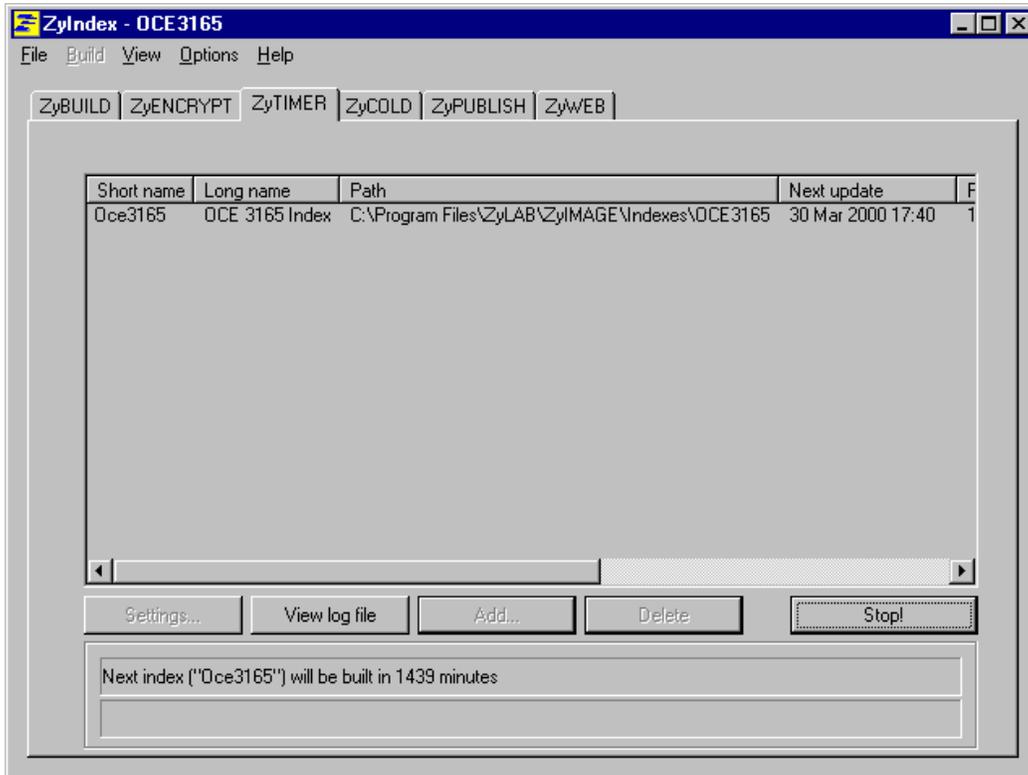
[GO]

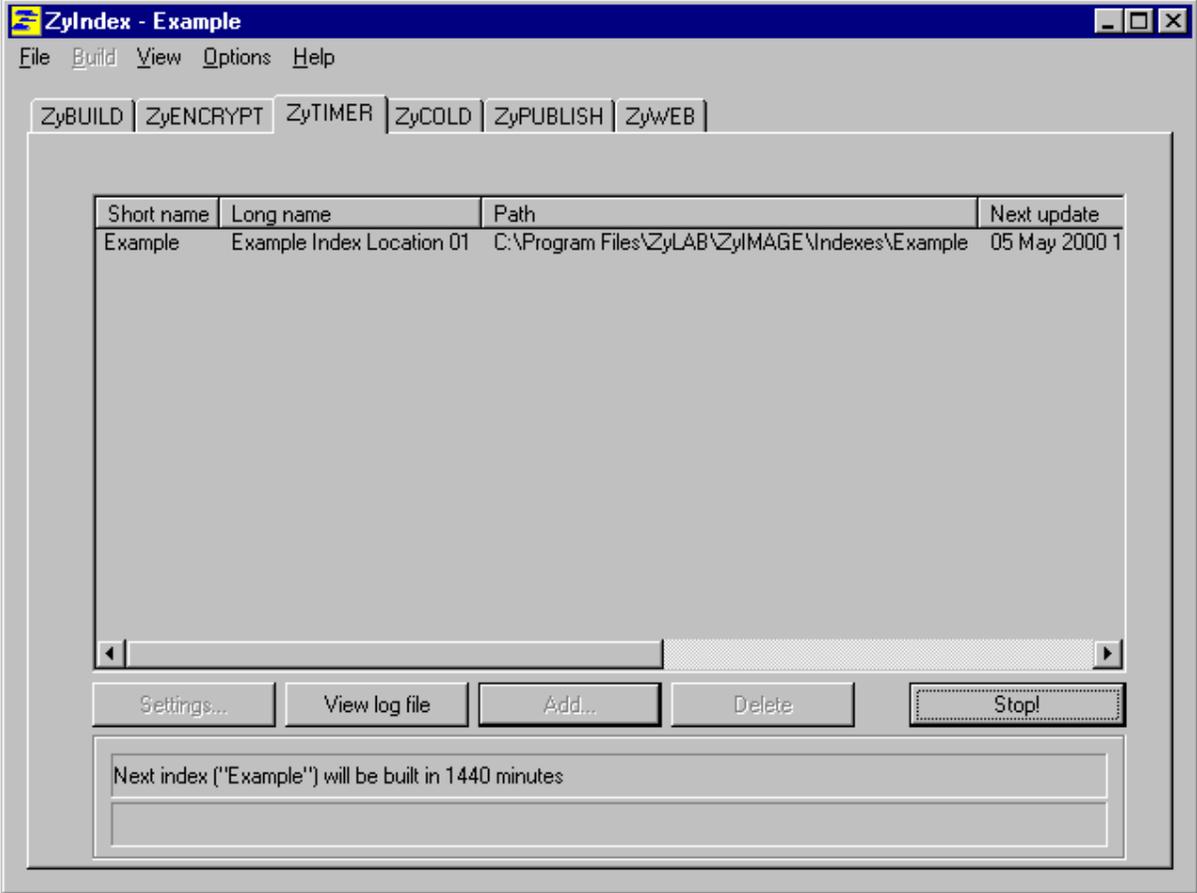
[Cancel]

**Using ZyTIMER**

Add Index to ZyTIMER

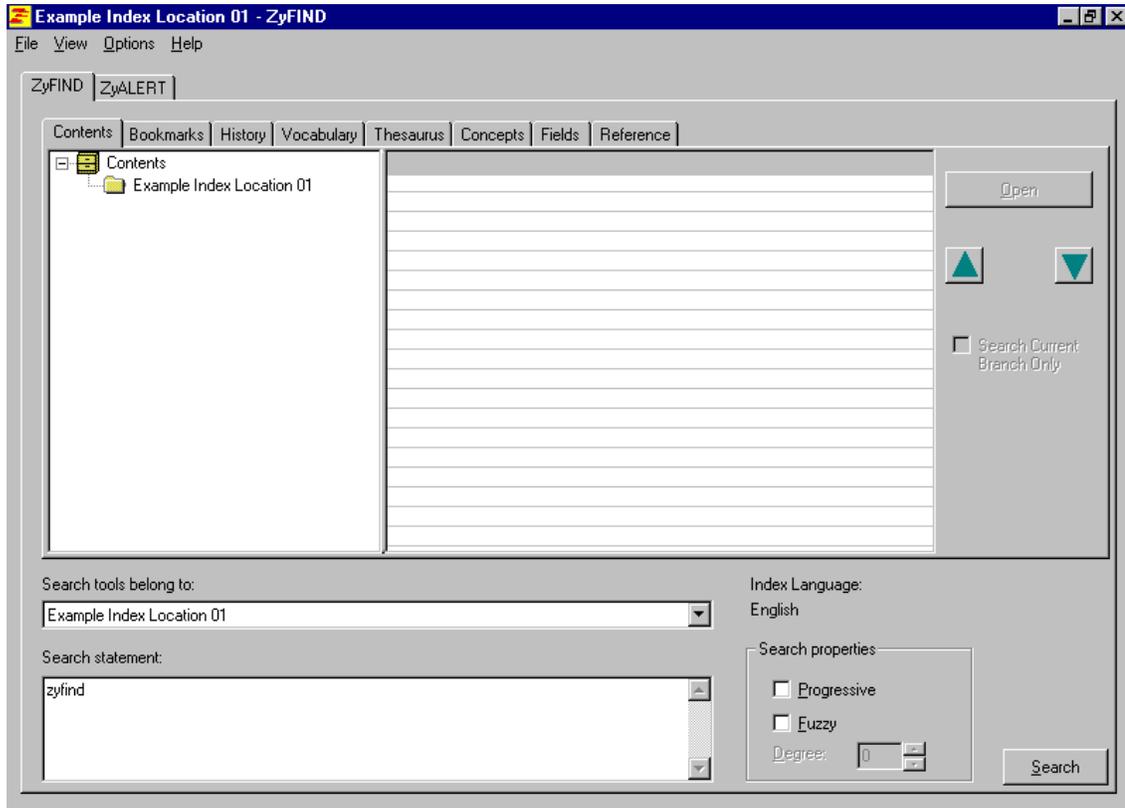






## Searching for information

Start ZyFIND



ZyView - [ D:\ZYLAB\EXPORT\OACTI\1\TEXT\0000001\000007V.TXT ]

File Edit View Navigate Image Annotation Help

Scandate: 20000329



## Publishing Solutions

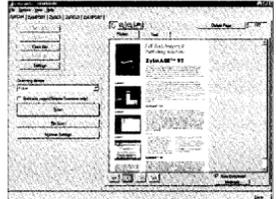
# ZyIMAGE™ 98

ZyIMAGE™ 98 is a robust imaging system that lets you retrieve documents based on their content with great flexibility and power. It is a fully integrated solution, which provides unrivalled data capture, full-text retrieval and document management. ZyIMAGE™ 98 makes it easy to transform paper and several major formats of existing electronic files into fully searchable indexes which can be mailed, faxed, distributed over the internet and printed as well as published on standard CD-R media for use in workgroups or mass distribution.

ZyIMAGE™ 98 is a 32-bits application, combining the latest technology with the experience of our users into a complete document imaging and retrieval application. ZyIMAGE™ 98 features WYHIWYG®: What You Had Is What You Get. With ZyLAB®'s new image centric approach, it is possible to skip the OCR text and display the search results directly on the image. The underlying ASCII text can still be accessed as a second option for word processor usage.

In combination with ZyLAB®'s fuzzy search, which allows one to retrieve misrecognized OCR words, ZyLAB® has a unique archiving solution that eases the cost-effective disclosure of old archives considerably.

ZyIMAGE™ 98 consists out of three components: ZySCAN® 98, ZyBUILD™ 98 and ZyFIND® 98.



### ZySCAN® 98

Documents can be scanned with ZySCAN® 98, but also existing images can be imported as well as images from faxservers or other front-end applications. The scanned documents or images will be OCRed and after the OCR-process keyfields can

For Help, press F1 | Page 1 of 2 | Hit 1 of 2 | Doc 1 of 1 | Query: ZyFIND | Index: OCE 3165 Index

