



# One Touch with SharePoint Link Features

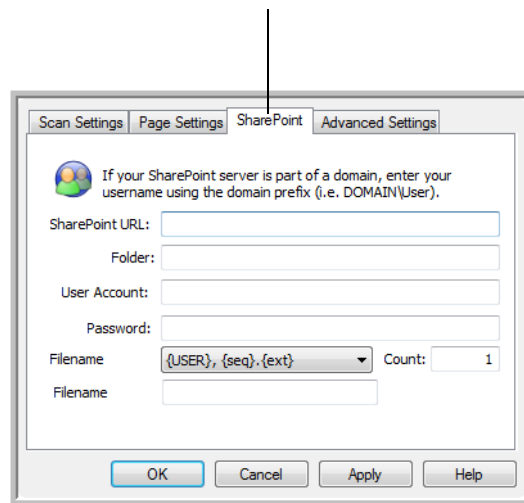
## Mini Guide

The One Touch 4.0 software you received with your Xerox scanner now includes a link to Microsoft's SharePoint application so you can automatically store scanned documents on a server set up to run SharePoint. Typically, you use SharePoint to help organize and keep track of your scanned documents, search for them, and to share scanned documents with groups of people. When documents are scanned to SharePoint, everyone with the appropriate access to the SharePoint server will be able to find the scanned documents and work with them. This is an especially effective means of business-wide collaboration and sharing work using your scanned documents.

This brief Mini Guide explains how to use the SharePoint features when choosing new scan settings for your scanner. These new SharePoint options are in addition to the scan settings currently described in your scanner's *User's Guide*. Please use this Mini Guide as a supplement to your current *User's Guide*.

The SharePoint tab appears on the Scan Configuration Properties window when SharePoint is the selected Destination Application for scanned documents. You choose SharePoint options when creating a new scan configuration that sends scanned documents to a SharePoint server.

Click the SharePoint tab to see the new SharePoint options available with your scanner.

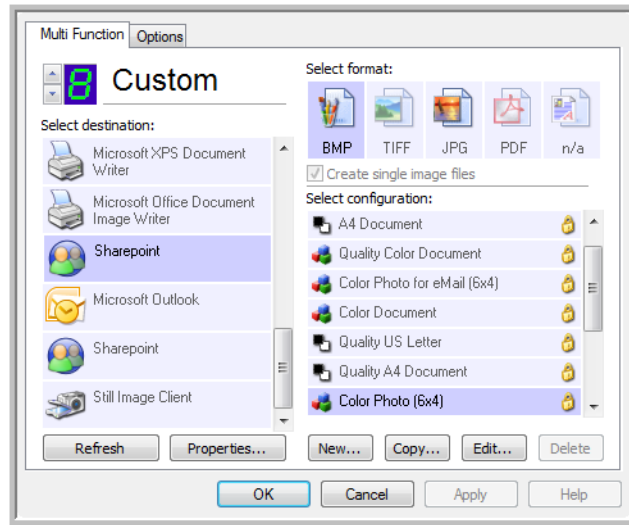


**NOTE:** Some of the illustrations in this Mini Guide may not look exactly as they appear on your computer's screen. The differences are minor and do not affect the steps to use the new features.



# The SharePoint Settings

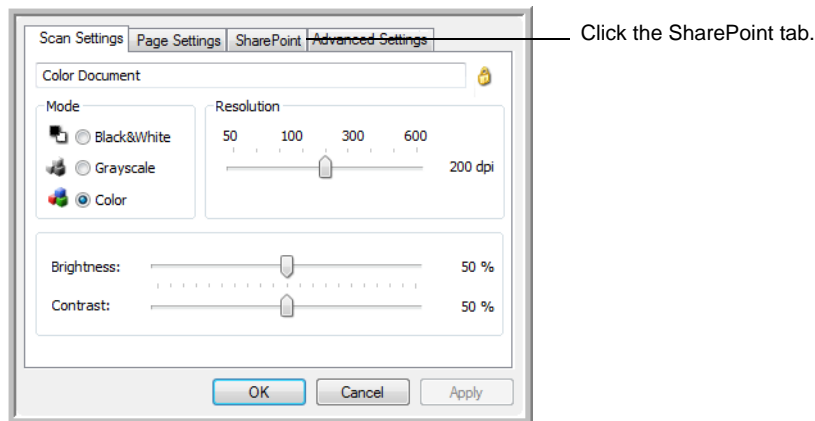
You select the SharePoint settings when creating or editing a scan configuration on the One Touch 4.0 Properties window, and SharePoint is the selected Destination application.



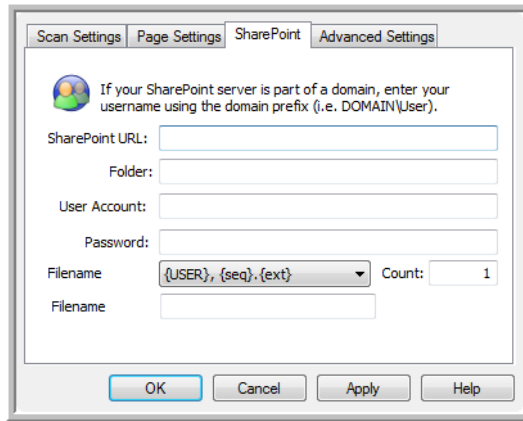
### To select the SharePoint settings:

1. Open the One Touch 4.0 Properties window.
2. Select SharePoint as the Destination Application.
3. Click the **New** button to create a new configuration, or select one of your custom configurations you created earlier and click the **Edit** button.

The Scan Configuration Properties window opens.



4. Click the SharePoint tab to see the new SharePoint settings.



5. Choose the SharePoint settings you want for the scan configuration.

**The settings are:**

- **SharePoint URL, Folder, User Account, Password**—These items are the settings needed to identify and access the SharePoint server. Please see your System Administrator for these settings.
- **Filename Format**—Click the drop-down arrow to choose the file name format of the scanned documents when they're stored on the SharePoint server.

The file name formats are:

**{USER}, {seq}.{ext}**—File names begin with your user name (that you use to sign on to the SharePoint server), followed by the sequential number of the scanned document, and then the extension for the type of file. Examples: JohnDoe0001.pdf, JohnDoe0002.pdf, JohnDoe0003.pdf... and so on.

**{USER}, {Y.M.D H.M.S}.{ext}**—File names begin with your user name, followed by the date and time (Year Month Day Hour Minute Second) when the document was scanned, and then the extension for the type of file. Examples: JohnDoe 08.22.07 09.35.16.pdf, JohnDoe 08.22.07 09.35.45.pdf, JohnDoe 08.22.07 09.36.10.pdf... and so on.

**{Y.M.D H.M.S}.{ext}**—File names start with the date and time (Year Month Day Hour Minute Second) when the document was scanned, followed by the extension for the type of file. Examples: 08.22.07 09.35.16.pdf, 08.22.07 09.35.45.pdf, 08.22.07 09.36.10.pdf... and so on.

**{prefix}, {seq}.{ext}**—File names begin with a prefix you specify, followed by the sequential number of the scanned document, and then the extension for the type of file. Examples: Invoice0001.pdf, Invoice0002.pdf, Invoice0003.pdf... and so on. In these examples the prefix is the word "Invoice".

**Filename Prefix**—Click in this box and type the prefix to use if you're using the {prefix}, {seq}.{ext} format. In the previous examples, the word typed in this box would be "Invoice". Using a prefix is a good way to identify scanned documents that apply to the same subject. For example, the prefix might be: the docket number of a legal case, the code name of a research and development project, or the name of a site where a set of scanned pictures were taken.

- **Count**—The number of files the SharePoint link has transferred to the SharePoint server. Each time a new document is sent to the server the count increases by one. The Count is also the sequence number ({seq}) used in the file name formats described above. To reset the count, click in the count box and type a 1. You can also start the count at a different number. For example, to start the count at 100, click in the box and type 100.

6. Click **OK** or **Apply**.

**NOTE:** The sequence numbers include zeros at their beginning—such as 0001, 0002, 0003—to improve the appearance and alignment of the filenames when they appear in columns. The initial zeros also help you find a filename quickly when the names are sorted.

**NOTE:** If you will be scanning different types of documents to a server—for example, black and white pages and color photos—you can set up separate scan configurations for each type of document to send them to a server. Similarly, if you scan to multiple SharePoint servers, you can set up separate scan configurations for each server.

*Thank you for choosing Xerox!*

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