Setting Up Dell Scanners

Follow these steps to set up a Dell scanner for use with Performance Matters Scan Engine.

Prerequisites

- Existing operational network utilizing TCP/IP
- Networked (internet connected) scanner that supports scan to FTP functionality
  - FTP Client Port is enabled on the device
- Color quality: gray scale or color
- Scanner Resolution: 200 dpi or greater
- File type: TIF or PDF
- Additional details: see *Scanner Requirements*

Create Address Book Entry using Web Configuration Tool

In order to scan to FTP, you will need to enter the FTP server credentials via the address book. Using the address book eliminates the need to enter your credentials every time you want to scan.

To create an address entry on your Dell machine using the web-based printer configuration tool, you must use a computer with a web browser and follow these steps.

1. Log on to the printer via a web browser using either the IP address (e.g. 168.24.45.32) or the host name (e.g. printer.example.com). If the security login box appears, the default user name for Dell devices is admin; default password is left blank.
2. Once logged on, select Address Book from the left menu.

3. Select the Server Address tab. For any server address in the list that is not in use, click the Create button.

4. On the Server Address screen, then enter the following information.

- Name = enter a name that identifies the address as Performance Matters
- Server Type = FTP
- Server Address = scansb01.performancematters.com
- Share Name = {leave this field blank}
- Server Path = {leave this field blank}
  - If connection on the device fails, you may need to enter / (this varies with each model)
- Server Port Number = 21
- Login Name = enter the user name provided by your Performance Matters support team

- Login Password = enter the password provided by your Performance Matters support team, then retype the password to confirm it

5. Save your settings by clicking the OK button.

At this point the setup is now complete and you can proceed with testing your setup. Please print out a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the profile you just created. For more details, see *Scanning with Dell Scanners*.

Create Address Book Entry using Local Configuration Tool

In order to scan to FTP, you will need to enter the FTP server credentials via the address book. Using the address book eliminates the need to enter your credentials every time you want to scan.

To create an address entry on your Dell machine using the printer configuration tool on your computer, follow these steps.

1. From your computer desktop, select Start > All Programs > Dell Printer > Dell Printer Hub -or- Dell Printer Management Tool.
   1. For Dell Printer Hub, select the scanner from My Printers on the home screen.
   2. For Dell Printer Management Tool, select the scanner displayed by default, or find the correct scanner form the down-down list in the upper-right corner of the home screen.
2. Click the shortcut to the Address Book Editor on the left of the screen.
3. From the Address Book Editor menu, select Tool > New (Device Address Book) > Server.

4. In the Server Address window, then enter the following information.

- Name = enter a name that identifies the address as Performance Matters
- Server Type = Server
- Server Name/IP Address = scansb01.performancematters.com
- Share Name = {leave this field blank}
- Path = {leave this field blank}
  - If connection on the device fails, you may need to enter / (this varies with each model)
- Login Name = enter the user name provided by your Performance Matters support team
- Login Password = enter the password provided by your Performance Matters support team, then retype the password to confirm it
- Server Port Number = 21

5. Save your settings by clicking the OK button.

At this point the setup is now complete and you can proceed with testing your setup. Please print out a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the profile you just created. For more details, see *Scanning with Dell Scanners*.