# DeskTopBinder V2 Professional

**Setup Guide** 

#### **Preface**

**DeskTopBinder V2** can integrate and manage diverse data such as files created by applications, image data entered by scanners, and existing image files.

There are two types of **DeskTopBinder V2**, **DeskTopBinder V2 Professional** and **DeskTopBinder V2 Lite**. This book explains how to set up **DeskTopBinder V2 Professional**. For information about using **DeskTopBinder V2 Professional**, refer to **DeskTopBinder V2 Professional** Introduction Guide and **DeskTopBinder V2 Professional** Help.

#### **Trademarks**

Microsoft, Windows, Windows NT and PowerPoint are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, Acrobat and PostScript are registered trademarks of Adobe Systems Incorporated.

Pentium is a registered trademark of Intel Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights involved with those marks.

Outside In Viewer Technology c 1992-2000 Intranet Solutions Chicago, Inc. All rights reserved.

The proper names of the Windows operating systems are as follows:

- The proper name of Windows® 95 is Microsoft® Windows® 95
- The proper name of Windows® 98 is Microsoft® Windows® 98
- The proper name of Windows® Me is Microsoft® Windows® Millennium Edition
- The proper names of Windows NT® 4.0 are as follows: Microsoft® Windows NT® Server 4.0 Microsoft® Windows NT® Workstation 4.0
- The proper names of Windows<sup>®</sup> 2000 are as follows: Microsoft<sup>®</sup> Windows<sup>®</sup> 2000 Professional Microsoft<sup>®</sup> Windows<sup>®</sup> 2000 Server

# **TABLE OF CONTENTS**

# 1. Getting Started

Operating Environment	. 1		
2. Installing DeskTopBinder V2 Professional			
Installing Functions of Job Binding ScanRouter V2 Link Installing RICOH File Writer Uninstalling	5 5 6		
3. Appendix			
Dial-up Related Devices	. 9		

# 1. Getting Started

# **Operating Environment**

### **System Requirements**

Before installing **DeskTopBinder V2 Professional**, make sure your computer meets the following system requirements:

 Computer PC/AT compatible computer

• One of the following operating system:

Microsoft Windows 95 Operating System Release 2 or later

Microsoft Windows 98

Microsoft Windows 98 Second Edition

Microsoft Windows Millennium Edition

Microsoft Windows NT Workstation 4.0 Service Pack 5 or later

Microsoft Windows NT Server 4.0 Service Pack 5 or later

Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server

• CPU

Pentium 133 MHz or faster (Pentium II 266 MHz or faster recommended)

• RAM

48 MB or more

(64 MB or more recommended)

- Hard Drive Space Available 50 MB or more (200 MB recommended)
- Display

  High Color (64,000 Colors)

High Color (64,000 Colors), 800×600 pixel or more

• Easy Scanning

For information about devices that support easy scanning, see the Compatible Device List.

### 

⇒ P.9 "Dial-up Related Devices"

## **Files Created with Document Editing Applications**

**DeskTopBinder V2 Professional** can manage files with the extensions below. For you to use these files with **DeskTopBinder V2 Professional**, the respective applications must be installed.

#### .txt

Notepad must be installed.

 .doc (a file created with Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000)

Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000 must be installed.

 .rtf (a file created with Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000)

Microsoft Word 97, Microsoft Word 98, or Microsoft Word 2000 must be installed.

- .ppt (a file created with Microsoft PowerPoint 97 or Microsoft PowerPoint 2000) Microsoft PowerPoint 97 or Microsoft PowerPoint 2000 must be installed.
- .xls (a file created with Microsoft Excel 97 or Microsoft Excel 2000) Microsoft Excel 97 or Microsoft Excel 2000 must be installed.
- .pdf (a file created with Acrobat 3.0/4.0)
  Adobe Acrobat 4.0 or later must be installed.

#### Note

☐ According to the configuration of Windows and the status of an application, the thumbnail created might be different. For example, the thumbnail's background color will change according to the color scheme on the [Appearance] tab of the Display Properties dialog box.

# 2. Installing DeskTopBinder V2 Professional

# Installing

**DeskTopBinder V2 Professional** is registered as a Windows application program. Before starting installation make sure all other applications are closed.

## Preparation

When installing **DeskTopBinder V2 Professional** on a computer where **DeskTopBinder** (the previous version of **DeskTopBinder V2 Professional**) is installed, you can choose either of the options below:

#### Overwrite

**DeskTopBinder** folders and documents are automatically converted to **DeskTopBinder V2 Professional** folders and documents. The blue green notes attached on **DeskTopBinder** documents change to pink notes during conversion.

#### Not Overwrite

If you need to use the functions of **DeskTopBinder** below, please do not overwrite and have both programs coexist.

- File Conversion (text conversion with Image OCR, PDF conversion, etc.)
- Connection with ScanRouter/ScanRouter Professional (the previous version of ScanRouter V2)

When installing **DeskTopBinder V2 Professional** on a computer where **ScanRouter-Browser** (the previous version of **DeskTopBinder V2 Lite**) is installed, you can choose either of the options below:

#### Overwrite

**ScanRouter-Browser** folders and documents are automatically converted to **DeskTopBinder V2 Professional** folders and documents.

#### Not Overwrite

If you need to use the function of **ScanRouter-Browser** below, please do not overwrite and have both programs coexist.

• Connection with **ScanRouter/ScanRouter Professional** (the previous version of **ScanRouter V2**)

## ☐ Depending on your computer environment, updating of RICOH File Writer may start when Windows is restarted. When DeskTopBinder V2 Professional has been installed under Windows NT or Windows 2000, log on Windows with the same account used to install **DeskTopBinder V2 Professional** as instructed in the message that appears when restarting Windows. ☐ DeskTopBinder V2 Professional and DeskTopBinder V2 Lite cannot coexist. When installing DeskTopBinder V2 Professional on a computer where DeskTopBinder V2 Lite is installed, DeskTopBinder V2 Lite will be overwritten. However, the cabinet used in DeskTopBinder V2 Lite can be inherited by **DeskTopBinder V2 Professional**. ☐ If **DeskTopBinder V2 Professional** is installed on a computer where **Scan-**Router V2 Lite/Professional is already installed, the e-mail function of Desk-**TopBinder V2 Professional** will be unavailable. To use the e-mail function, install **DeskTopBinder V2 Professional** on another computer. ☐ To display sharp images for PDF data, installing Acrobat Reader is recommended. ☐ To use **DeskTopBinder V2 Professional** under Windows NT or Windows 2000, you must be a member of the Administrators or Power Users group.

- 1 The DeskTopBinder V2 Professional Setup dialog box appears.
  - **𝚱** Note
  - ☐ If the [DeskTopBinder V2 Professional Setup] dialog box does not appear automatically, click [Start], select [Run], and then open [RDLaunch.exe] manually.

Only members of the Administrators group are allowed to install software.

2 Click [DeskTopBinder V2 Professional Setup].

A confirmation dialog box appears.

- Click [Yes].
- 1 Click [Next] on the dialog box that appears.
- **5** Check the licence agreement, and then click [Yes].
- 6 Enter the user information, and then click [Next].

Enter the user name, company name and serial number.

Tonfirm the entered information, and then click [Yes].

If the client computer is installed with **DeskTopBinder**, the Choose Setup Type dialog box will appear.

- Select the installation method, and then click [Next].
- Select the installation location, and then click [Next].

#### Note

☐ When a **ScanRouter V2** product is already installed, the installation location cannot be changed. **DeskTopBinder V2 Professional** is installed as a common folder with the **ScanRouter V2**.

Specify the locations of the documents that DeskTopBinder V2 Professional will manage, and then click [Next].

You can change the location of documents managed by **DeskTopBinder V2 Professional**, but generally leave them as they are and use the RDCab folder, the stored location folder.

In the RDCab folder, the PL folder is created. The RDCab folder must be created in the built-in hard drive of client computers where **DeskTopBinder V2 Professional** is installed.

#### **𝒜** Note

- □ When **DeskTopBinder V2 Lite** is installed on a client computer, the save location used in **DeskTopBinder V2 Lite** will be displayed as default. If you want to continue using the cabinet used with **DeskTopBinder V2 Lite**, do not change the save location.
- Confirm the setup details of the installation location, and then click [Next].
- Click [Finish].

The installation of **Job Binding** and **ScanRouter V2 Link** follows. After that, follow the directions that appear on the screen.

## **Functions of Job Binding**

**Job Binding** is installed at the same time **DeskTopBinder V2 Professional** is installed. **Job Binding** stores **DeskTopBinder V2 Professional** documents and files created by various applications as print data. **Job Binding** can be instructed to print just one document, staple the saved print data onto another, print in duplex, change the print order and so forth.

#### Note

□ **Job Binding** is enabled only when the RPCS printer driver is installed on the printer.

#### ScanRouter V2 Link

ScanRouter V2 Link is installed at the same time DeskTopBinder V2 Professional is installed. With ScanRouter V2 Link, the in-tray can be monitored and you can be notified when documents are delivered. The DeskTopBinder V2 Professional My Work Folder can automatically take charge of these documents.

# **Installing RICOH File Writer**

RICOH File Writer is a printer driver that is required to convert electronic documents into image data file such as TIFF files.

Normally, RICOH File Writer is automatically installed with **DeskTopBinder V2 Professional**; however, automatic installation may fail depending on your Windows configuration. If this happens, a message appears at the completion of the **DeskTopBinder V2 Professional** installation. Follow the instructions in the message and use the procedure below to install RICOH File Writer from the RICOH File Writer folder on the CD-ROM with Add Printer.

This printer driver is supported by Windows 95/98/Me, but not supported by Windows NT and Windows 2000.

- 1 Click [Start] and point to [Settings].
- 2 Click [Printers].

The Printers dialog box appears.

Double-click [Add Printer].

Add Printer Wizard starts.

- 4 Click [Next].
- **5** Select [Local Printer], and then click [Next].
- 6 Click [Have Disk].
- Select "Oemsetup.inf" in the RFWriter folder on the CD-ROM, and then click [OK].
- Select [RICOH File Writer], and then click [Next].

A dialog box for port settings appears.

- Select [RICOH File Writer], and then follow the Add Printer Wizard instructions. The installation is completed. Continue this procedure to make settings for RICOH File Writer.
- Select [RICOH File Writer] in the [Printer] dialog box, and then select [Properties] from the [File] menu.

A properties dialog box appears.

Click on the [Details] tab, and then click [Spool Settings].

The **[Spool Settings]** dialog box appears.

f f 2 Select [Print directly to the printer], and then click [OK].

The properties dialog box reappears.

Click [OK].

RICOH File Writer setup is completed.

# Uninstalling

Even if you uninstall **DeskTopBinder V2 Professional**, the document location folder (usually the PL folder within the RDCab folder) will not be deleted. The document section files will not be erased and the document location folder will remain.

#### Note

- ☐ Even if you uninstall **DeskTopBinder V2 Professional**, **Job Binding** and **ScanRouter V2 Link** will not be uninstalled. To uninstall, select in step **5**.
- ☐ In client computers where only **DeskTopBinder V2 Professional** is installed, after uninstallation RDCab can be deleted without a problem. However, if in the same computer, **ScanRouter V2** for example is installed, do not delete RDCab. If you want to delete the **DeskTopBinder V2 Professional** data, delete the PL folder in the RDCab folder.
- 1 Start Windows.
- 2 Click [Start], and then point to [Configuration].
- Click [Control Panel].
- 4 Double-click [Add/Delete Application].
- Select [DeskTopBinder V2 Professional].
- 6 Click [Add/Delete] or [Change/Delete].
- Click [Delete] on the screen that appears, and then click [Next]. A confirmation dialog box appears.
- 8 Click [OK].

# 3. Appendix

## **Dial-up Related Devices**

## Using a Dial-up Router with ScanRouter V2 Professional

Properly configure the network delivery server or other network devices with **DeskTopBinder V2 Professional**.

In addition, also configure with **ScanRouter V2 Link**.

If the network environment is changed, reconfigure the network delivery server and other network devices with **DeskTopBinder V2 Professional** and **Scan-Router V2 Link**.

## **∰**Important

☐ When the delivery server or other network devices are connected via a dialup router, there are communication fees when you connect to the network lines.

## **Using a Dial-up Network Computer**

When you use **DeskTopBinder V2 Professional** or **ScanRouter V2 Link** on a dial-up network computer, depending on the configuration, the computer will connect to the dial-up network when scanning using a TWAIN scanner or connecting to a delivery server or Document Server.

#### **#Important**

☐ If a computer is configured to automatically connect to the Internet, the computer will connect without a confirmation dialog box appearing, and communication fees will be charged. To prevent wasteful dial-up network use, configure the network confirmation box to appear. In addition, when using the previously mentioned software, check to make sure wasteful connecting is not occurring.

2

Some illustrations or explanations in this gu	de may differ from you	ir product due to improvements or
changes in the product.		

#### Notes:

- 1. The contents of this documents are subject to change without notice.
- 2. No part of this document may be duplicated, reproduced in any form, modified or quoted without prior consent of the supplier.
- 3. THE SUPPLIER SHALL NOT BE LIABLE FOR THE RESULT OF THE OPERATION OF THIS SOFTWARE OR THE USE OF THIS DOCUMENT.

#### ∰Important

- ☐ It is possible that any document or data stored in the PC will be damaged or lost by user error during operation or software error. Be sure to back up of all important data beforehand.
- ☐ Do not remove or insert any disk while operating this software.
- ☐ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR DAMAGES OR LOSS OF ANY DOCUMENT OR DATA PRODUCED BY USING THIS SOFTWARE.
- □ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, BUSINESSS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, AND THE LIKE) CAUSED BY FAILURE OF THIS SOFTWARE OR LOSS OF DOCUMENTS OR DATA, NOR FOR ANY OTHER DAMAGES ARISING OUT OF THE USE OF THIS SOFTWARE, IF THE SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.