



DeskTopBinder V2

Auto Document Link Guide



-
- 1 Auto Document Link:Overview
 - 2 Monitor Item Settings
 - 3 Confirmation and Transfer
 - 4 Appendix

Preface

Auto Document Link can monitor the delivery server in-tray (ScanRouter V2 Lite/Professional and ScanRouter Enterprise) in the network, local Windows folders, and network device Fax Received File, and notify of documents or files on client computers. Also, Auto Document Link can automatically transfer these documents or files to DeskTopBinder V2 folders, ScanRouter DocumentServer folders, or Windows folders.

This manual explains how to use Auto Document Link. For information about Fax Received File, see the operating instructions that come with the network device. For information about how to use ScanRouter V2 Lite/Professional and ScanRouter Enterprise, see the ScanRouter V2 Lite/Professional and ScanRouter Enterprise Management Guide, or Help of respective products.

Network devices used in the illustrations of this guide are examples only. As such, they may differ from actual network devices.

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1. Auto Document Link: Overview

Introduction

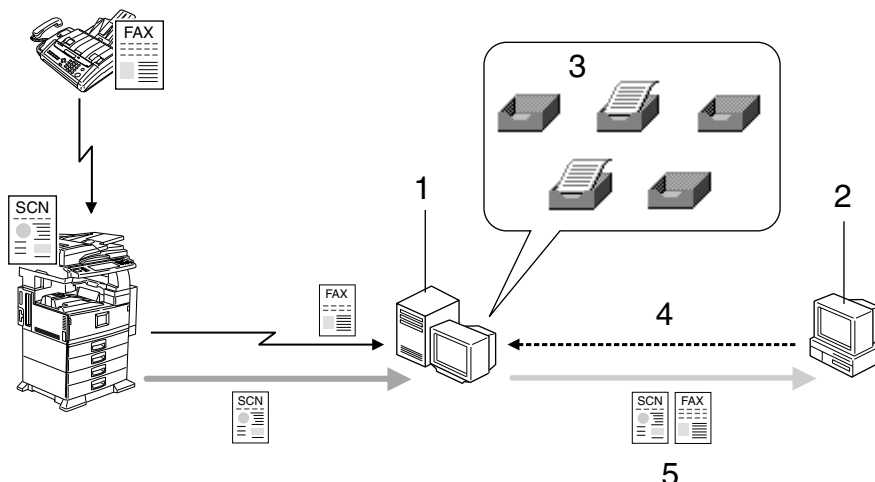
Auto Document Link monitors selected items and notifies you when there are documents or files in the items. Also, Auto Document Link can transfer these documents or files and add them to DeskTopBinder V2 or ScanRouter DocumentServer as documents, or save them in local Windows folders as files. In-trays, local Windows folders, and Fax Received Files can be set as monitored items.

Note

- ❑ ScanRouter V2 Link and Auto-addition Tool functions have been integrated into Auto Document Link. Auto Document Link is installed at the same time as DeskTopBinder V2. Auto Document Link can neither be installed independently nor coexist with ScanRouter V2 Link or Auto-addition Tool.
- ❑ Set up an environment correctly if ScanRouter V2 Administration Utility, DeskTopBinder V2, or Auto Document Link is used in the dial-up connection computer. See p.21 "Dial-up-related Device".
- ❑ Processing is delayed when "Grayscale" or "Color" is set as the read condition in the network device, when 600 dpi is set as the resolution, or when large images are being read. If you are using these types of images frequently, we recommend that you increase your computer's CPU, memory, and hard disk capacity.

Monitoring In-trays

1



GGFMXA0N

1. Delivery server
2. Client computer
3. Received in in-tray
4. Monitoring
5. Transferring/Notification

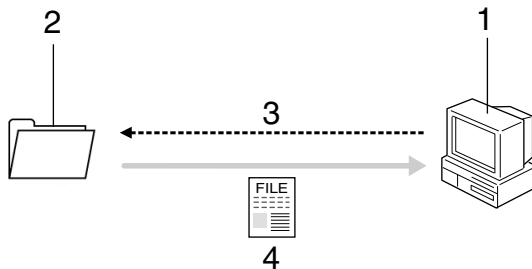
In-trays can be set as monitored items.

By setting an in-tray as a monitored item, Auto Document Link can notify you of documents delivered from network devices and transfer them. Transferred documents are added to DeskTopBinder V2 or ScanRouter DocumentServer as documents, or saved in a Windows folder as files.

Note

- ☐ Delivering fax documents received from the delivery server can be used for ScanRouter V2 Professional and ScanRouter Enterprise only.

Monitoring Local Folders



GGFMXA1N

1. Client computer
2. Local folder
3. Monitoring
4. Transferring/Notification

Specified Local Windows folders can be set as monitored items.

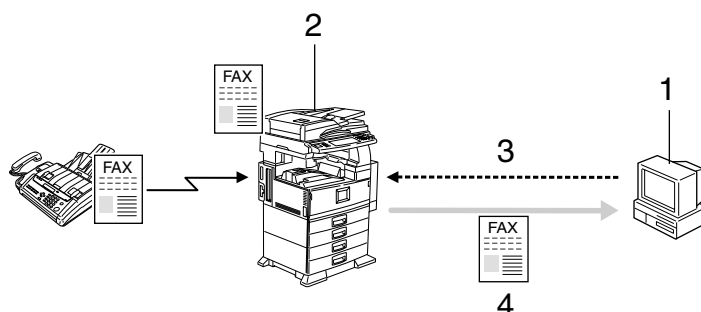
By setting a local folder as a monitored item, Auto Document Link can notify you of files when they appear in those items and transfer them. Transferred files are added to DeskTopBinder V2 or ScanRouter DocumentServer as documents, or moved to another Windows folder as files.

Note

☐ Folders that contain files or the following cannot be set as monitored items:

- Network folders
- Folders where Windows is installed
- Hidden folders
- System folders
- Folders used as DeskTopBinder V2 cabinets
- Desktop folders

Monitoring Fax Received File



GGFMXA2N

1. Client computer
2. Document Server
3. Monitoring
4. Transferring/Notification

Fax Received File in the Document Server can be set as a monitored item.

By setting Fax Received File as a monitored item, Auto Document Link can notify you of documents received by fax and transfer them. Transferred documents are added to DeskTopBinder V2 or ScanRouter DocumentServer as documents, or saved in a Windows folder as files.

Note

- ☐ Fax Received File can be set as a monitored item only when the Document Server is configured to store documents received by fax.
- ☐ Only a device that supports Fax Received File can be set as a monitored item. For details about network devices, see the Readme file.
- ☐ When transferring Fax Received Files, make the settings in the device to store documents.

Start and Quit

Starting

1

From the Start Menu

1 Click the [Start] button, and then point to [Programs].

2 Point to [DeskTopBinder V2], and then click [Auto Document Link].

Auto Document Link starts, and the Auto Document Link icon  appears on the taskbar.

 Note

- ☐ When no settings are made in Properties, the [Auto Document Link Properties] dialog box appears.

From DeskTopBinder V2

1 On the [Tools] menu of DeskTopBinder V2, point to [Auto Document Link], and then click [Launch].

A dialog box appears. Use this to select whether to place the tool as a terminate-and-stay-resident tool on the taskbar, or not.

2 Click [OK].

Auto Document Link starts, and the Auto Document Link icon  appears on the taskbar.

From Startup

If Auto Document Link has been registered for startup when installing DeskTopBinder V2, Auto Document Link starts when you log on to Windows, and the icon appears on the taskbar.

Quitting

1 Right-click the Auto Document Link icon  on the taskbar, and then click [Exit].

Auto Document Link exits.

2. Monitor Item Settings

Adding/Changing/Removing Monitor Item

Make monitor item settings in the **[Auto Document Link Properties]** dialog box.

While the item is being monitored or data in the monitored item is being transferred, properties cannot be set or changed.

- 1** On the menu that appears when you right-click the icon on the taskbar, click **[Properties]**, or on the **[Tools]** menu of DeskTopBinder V2, point to **[Auto Document Link]**, and then click **[Properties]**.

The **[Auto Document Link Properties]** dialog box appears.

- 2** Add, change, or remove a monitored item.

- When adding an item

- 1** Click **[Add]**, and then select an item to be monitored in the **[Select Server Type]** dialog box.
- 2** Click **[Next]**.
- 3** Make the necessary settings.

Reference

For details about settings for the in-tray, local Windows folders, and Fax Received File, see p.8 “In-tray”, p.10 “Local Folders”, p.12 “Fax Received File”.

- When changing settings of an item

- 1** In the monitored items list, select the item whose settings you want to change, and then click **[Change]**.
- 2** Make the necessary changes.

- When removing an item

- 1** In the monitored items list, select the item you want to remove, and then click **[Remove]**.

The confirmation message about removing the item appears.

- 2** Click **[OK]**.

- 3** Click **[OK]**.

In-tray

Follow the procedure below to make settings for an in-tray to be monitored.

In-trays of multiple delivery servers can be set as monitored items.

Note

- ☐ Up to 20 in-trays of all the delivery servers included can be set as monitored items.

1 In the **[Auto Document Link Properties]** dialog box, click **[Add]**.

The **[Select Server Type]** dialog box appears.

2 Select **[Delivery Server]**, and then click **[Next]**.

The **[Delivery Server - Select Server]** dialog box appears.

3 Click **[Browse]** to select a delivery server, or click **[Specify]** to enter the delivery server name or IP address.

4 Click **[Next]**.

The **[Delivery Server - Monitor Tray Settings]** dialog box appears.

5 Make the necessary in-tray and monitor method settings.

1 Click **[Browse]**, and then select an in-tray to be monitored.

2 Enter the password, if the in-tray requires one.

Note

- ☐ For the in-tray password, ask the delivery server administrator.

3 Select the **[Automatically check new data]** check box to check the monitored in-tray periodically, and then make the necessary settings for **[Checking interval]** and **[Notification method]**.

4 Select the **[Transfer new data after notification]** check box if you want to transfer delivered documents.

Note

- ☐ The original document is deleted after a transfer is completed.

6 Click **[Next]**.

The **[Delivery Server - Transfer Settings]** dialog box appears.

Note

- ☐ When the **[Transfer new data after notification]** check box is not selected in the **[Delivery Server - Monitor Tray Settings]** dialog box, the **[Finish]** button appears instead of the **[Next]** button. Click **[Finish]** to finish the settings.

7 Make the necessary settings for the saving method and file format of image files.

- 1** Click **[Add as DeskTopBinder V2 document]** or **[Save as Windows file]**, and then click **[Browse]** to select a folder where the data is to be added or saved.

 Note

- ☐ When you select **[Add as DeskTopBinder V2 document]** and click **[Browse]**, the adding location can be selected from either **[My Workroom]** or **[Document Management Server]** in the **[Select Save-in Location]** dialog box.

- 2** Select the file formats in the **[Black & White image]** and **[Grayscale/Color image]** lists.

 Reference

For details about file formats, see p.18 “File Formats”.

8 Click **[Finish]**.

9 If you want to add more in-trays for monitoring, repeat step **1** to **8**.

Local Folders

Follow the procedure below to make settings for a local Windows folder to be monitored.

Note

- ☐ Up to 30 local folders can be set as monitored items.

1 In the **[Auto Document Link Properties]** dialog box, click **[Add]**.

The **[Select Server Type]** dialog box appears.

2 Select **[My Computer]**, and then click **[Next]**.

The **[My Computer - Monitor Folder Settings]** dialog box appears.

3 Select a folder to be monitored, and then make the necessary monitor method settings.

① Click **[Browse]**, and then select the folder to be monitored.

② Select the **[Automatically check new data]** check box to check the monitored folder periodically, and then make the necessary settings for **[Checking interval]** and **[Notification method]**.

③ Select the **[Transfer new data after notification]** check box if you want to transfer the files in the monitored folder.

Note

- ☐ The original file is deleted after a transfer is completed.

4 Click **[Next]**.

The **[My Computer - Transfer Settings]** dialog box appears.

Note

- ☐ When the **[Transfer new data after notification]** check box is not selected in the **[My Computer - Monitor Folder Settings]** dialog box, the **[Finish]** button appears instead of the **[Next]** button. Click **[Finish]** to finish the settings.

5 Make the necessary settings for the saving method and file format of image files.

① Click **[Add as DeskTopBinder V2 document]** or **[Save as Windows file]**, and then click **[Browse]** to select a folder where the data is to be added or saved.

Note

- ☐ When you select **[Add as DeskTopBinder V2 document]** and click **[Browse]**, the adding location can be selected from either **[My Workroom]** or **[Document Management Server]** in the **[Select Save-in Location]** dialog box.
- ☐ When adding to DeskTopBinder V2 or ScanRouter DocumentServer as documents, one file is added as one document.

- 2 Select the file formats in the [Black & White image] and [Grayscale/Color image] lists.

**Reference**

For details about file formats, see p.18 “File Formats”.

- 6 Click [Finish].
- 7 If you want to add more folders for monitoring, repeat step 1 to 6.

Fax Received File

Follow the procedure below to make settings for Fax Received File to be monitored.

Fax Received Files of multiple network devices can be set as monitored items.

Note

- ☐ Up to 20 Fax Received Files can be set as monitored items.

1 In the **[Auto Document Link Properties]** dialog box, click **[Add]**.

The **[Select Server Type]** dialog box appears.

2 Select **[Fax Received File]**, and then click **[Next]**.

The **[Fax Received File - Select Server]** dialog box appears.

3 Click **[Browse]** to select a network device, or click **[Specify]** to enter the host name or IP address.

4 Click **[Next]**.

The **[Fax Received File - Monitor Item Settings]** dialog box appears.

5 Make the necessary monitor method settings.

1 Enter the user code in the **[User Code]** and the time in the **[Disconnect after no response continues for]** boxes.

Note

- ☐ Ask the administrator for the user code when Fax Received File has user limitations.

2 Select the **[Automatically check new data]** check box to check Fax Received File periodically, and then make the necessary settings for **[Checking interval]** and **[Notification method]**.

3 Select the **[Transfer new data after notification]** check box if you want to transfer documents.

6 Click **[Next]**.

The **[Fax Received File - Transfer Settings]** dialog box appears.

Note

- ☐ An error message appears when the network device does not support Fax Received File.
- ☐ When the **[Transfer new data after notification]** check box is not selected in the **[Fax Received File - Monitor Item Settings]** dialog box, the **[Finish]** button appears instead of the **[Next]** button. Click **[Finish]** to finish the settings.

7 Make the necessary settings for the saving method and file format of image files.

- 1 Click **[Add as DeskTopBinder V2 document]** or **[Save as Windows file]**, and then click **[Browse]** to select a folder where the data is to be added or saved.

 Note

- ☐ When you select **[Add as DeskTopBinder V2 document]** and click **[Browse]**, the adding location can be selected from either **[My Workroom]** or **[Document Management Server]** in the **[Select Save-in Location]** dialog box.

- 2 Select the file format on the pull-down menu.

 Reference

For details about file formats, see p.18 “File Formats”.

- 3 Select the **[Delete new data from device after transferring]** check box to delete the original document after a transfer is completed.

 Important

- ☐ When the original document is deleted after a transfer is completed, Fax Received File cannot be checked by other users.

8 Click **[Finish]**.

9 If you want to add more Fax Received Files for monitoring, repeat step **1** to **8**.

3. Confirmation and Transfer

Manual Confirmation and Transfer

1 Double-click the icon  for Auto Document Link on the taskbar.

Or, right-click the icon  for Auto Document Link on the taskbar to select **[Check New Data]**. If there are no documents or files in the monitored item, the "XXX (the data when you double-clicked the icon for Auto Document Link) No new data in all monitored items." message appears. When there are documents or files in the monitored item, the following are displayed depending on the transfer settings made for each item.

Note

- ☐ New data can also be checked from the menu of DeskTopBinder V2. On the **[Tools]** menu of DeskTopBinder V2, point to **[Auto Document Link]**, and then click **[Check New Data]**.

Save as Windows File

For in-tray documents and files in local Windows folders, the original documents or files are deleted and saved in the specified Windows folder as files. For Fax Received File, deletion of original documents varies depending on the transfer settings for Fax Received File.

After the documents or files are saved in the specified location, the **[New Data Notification]** dialog box appears.

Add as DeskTopBinder V2 Document

For in-tray and files in local Windows folders, original documents or files are deleted and saved in the specified DeskTopBinder V2 or ScanRouter Document-Server folder as documents. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File.

After the documents or files are saved in the specified location, the **[New Data Notification]** dialog box appears.

Notification Only

After the arrival of documents or files is confirmed, notification is given via the selected method. No documents or files are deleted from monitored items.

DeskTopBinder V2 can be started by clicking **[Launch DeskTopBinder V2]** in the **[New Data Notification]** dialog box.

Note

- ☐ To check the arrival of documents or files in the monitored items, these items must be configured using DeskTopBinder V2 Extended Features.

Automatic Confirmation and Transfer

When you set to monitor in-tray, local Windows folders, and Fax Received File, Auto Document Link automatically monitors the items at each set time. When there are documents or files in the monitored items, the following are displayed depending on the transfer settings made for each item.

Save as Windows File

3

For in-tray documents and files in local Windows folders, the original documents or files are deleted and saved in the specified Windows folder as files. For Fax Received File, deletion of original documents varies depending on the transfer settings for Fax Received File.

When the arrival of documents or files is set to be notified using a pop-up window, the **[New Data Notification]** dialog box appears after the documents or files are saved in the specified location.

Add as DeskTopBinder V2 Document

For in-tray documents and files in local Windows folders, original documents or files are deleted and saved in the specified DeskTopBinder V2 or ScanRouter DocumentServer folder as documents. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File.

When the arrival of documents or files is set to be notified using a pop-up window, the **[New Data Notification]** dialog box appears after the documents or files are added to the specified location.

Notification Only

After the arrival of documents or files is confirmed, notification is given via the selected method. No documents or files are deleted from monitored items.

DeskTopBinder V2 can be started by clicking **[Launch DeskTopBinder V2]** in the **[New Data Notification]** dialog box.

Note

- ☐ To check the arrival of documents or files in the monitored items, these items must be configured using DeskTopBinder V2 Extended Features.

4. Appendix

Troubleshooting

Problem	Causes and solutions
Cannot receive documents in the in-tray.	Check if the service of the delivery server stops using ScanRouter V2 Administration Utility. Also, check if the same in-tray is monitored by multiple Auto Document Links.
It takes time to receive data from a network device.	Check the value of "Checking interval" in the setting dialog box of each monitored item in Auto Document Link. Do not make the size of data large by reducing the resolution of documents for scanning.  Note ☐ It may take time to receive data depending on the processing capability of the computer (e.g., the memory of computer is small).
If you connect from Auto Document Link to the delivery server, the "Unable to connect to the delivery server." message appears.	The names of the delivery server and client computer may not be correctly resolved. • Check that the DNS settings and the contents of the host file correspond. • If the names are not correctly resolved, add the name of the delivery server to the Hosts file.
Cannot monitor Fax Received File.	Check the same Fax Received File is monitored by multiple Auto Document Links. Also, check the network device is turned on.
Adding or saving location of the documents or files does not exist.	Documents or files are added to or saved in the following locations: • When adding to DeskTopBinder V2, documents or files are added to My Server Folder under My Workroom. • When saving in a Windows folder, the documents or files are saved in the folder for extraction under the program directory. • When adding to ScanRouter DocumentServer, documents or files cannot be transferred if the adding location does not exist.
Image conversion has failed when adding or saving documents or files.	An error message appears. Documents or files are saved in the folder for extraction.

File Formats

Documents are received by either of the file formats below depending on the setting.

Note

- ☐ An image that contains only two values, white (0) and black (1), is called a "Black & White image". An image that contains gradation and requires many values to represent that gradation is called a "Grayscale/Color image".
- ☐ In the case of multiple-page documents, one file is created for each page because Multi-page option is not available for Grayscale/Color images.

❖ **TIFF/TIFF-F**

File formats used to save bitmap images. These formats are used for Black & White, Grayscale, and Color images.

One file is created for a single-page image in TIFF, and one file for multiple-page images in Multi-page TIFF and TIFF-F.

You can select the TIFF Compression Format as MH, MR, or MMR. In general, the order is MH, MR, MMR from low to high compression ratios (depending on the image).

❖ **PDF**

This file format can be opened with Adobe Acrobat Reader. Multi-page images can be saved in one file with this file format.

❖ **JPEG**

This method can compress image data with consistent quality.

File Names

Save as Windows File

When you select **[Save as Windows file]** as the saving method for documents or files in the monitored items, the following file names are used when saving documents or files:

❖ In-tray document

Document name_nnn.xxx

- nnn
Page number for documents when they are received as a file in single-page format. The page number is fixed to 001 when documents are received as multiple-page format file.
- xxx
Extension of each file format

Note

- ☐ If the same documents are received in multiple-page format, the first name in the page group is used.
- ☐ When ScanRouter V2 Professional or ScanRouter Enterprise is used, the file name of documents delivered from a client computer (on which Desk-TopBinder V2 or Web Document Viewer is installed) is section_nnn.xxx (nnn is the section number).

❖ Local folder file

File name_nnn.xxx

- nnn
Page number for files
- xxx
Extension of each file format

❖ Fax Received File

RcvFaxYYYYMMDDhhmmss-pppp_nnn.xxx

- RcvFaxYYYYMMDDhhmmss
The date and time when the documents are delivered by fax is displayed in the form of "YYYYMMDDhhmmss". "RcvFax" is fixed at the beginning of each name.
For example, "RcvFax20020912224530" is displayed when a document is received on September 12, 2002 at 22:45 30 seconds.
- pppp
Page name for documents. The format varies depending on the devices.

- nnn
Page number for documents
- xxx
Extension of each file format

Add as DeskTopBinder V2 Document

When you select **[Add as DeskTopBinder V2 document]** as the saving method for documents or files in the monitored items, the following document names are used when saving documents or files:

❖ In-tray document

Document name

Note

- ☐ Section name of the document is Section name_nnn (nnn is the section number).

❖ Local folder file

File name

❖ Fax Received File

RcvFaxYYYYMMDDhhmmss

- RcvFaxYYYYMMDDhhmmss

The date and time when the documents are delivered by fax is displayed in the form of "YYYYMMDDhhmmss". "RcvFax" is fixed at the beginning of each name.

For example, "RcvFax20020912224530" is displayed when a document is received on September 12, 2002 at 22:45 30 seconds.

Note

- ☐ Section name of the document is RcvFaxYYYYMMDDhhmmss-pppp_nnn (pppp is the page name, nnn is the section number).

Dial-up-related Device

When a Dial-up Router Is Connected in the Network Environment Where DeskTopBinder V2 Is Used

Properly configure the network delivery server or other network devices with DeskTopBinder V2 or Auto Document Link.

If the network environment is changed, reconfigure the network delivery server and other network devices with DeskTopBinder V2 and Auto Document Link.

Important

- ☐ If the delivery server is connected when a connection to the delivery server via the dial-up router is set, the line may be connected and telephone charges may be accrued.

4

When Using a Dial-up Network Computer

If ScanRouter V2 Administration Utility, DeskTopBinder V2, or Auto Document Link is used in the dial-up connection computer, dial-up may be made through the delivery server or the Document Server, depending on the setting.

Important

- ☐ When you set your computer to automatically connect to the Internet, without displaying the dialog box for confirming the connection, the line is connected and telephone charges accrue. To avoid the unnecessary dial-up connection, be sure to set to display connection confirmation during operation. Also, check if the unnecessary dial-up connection is made when these software products are used.

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