DeskTopBinder V2 Professional

Setup Guide

- 1 Getting Started
- 2 Installing DeskTopBinder V2 Professional
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Preface

DeskTopBinder V2 Professional can integrate and manage diverse data such as files created by applications, image data from 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 (Version 3.XXX or later). For information about using DeskTopBinder V2 Professional, see *DeskTopBinder V2 Introduction Guide* and DeskTopBinder V2 Help.

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

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows[®] Me is Microsoft[®] Windows[®] Millennium Edition (Windows Me).
- The product names of Windows NT[®] 4.0 are as follows: Microsoft[®] Windows NT[®] Server 4.0 Microsoft[®] Windows NT[®] Workstation 4.0
- The product names of Windows[®] 2000 are as follows: Microsoft[®] Windows[®] 2000 Advanced Server Microsoft[®] Windows[®] 2000 Server Microsoft[®] Windows[®] 2000 Professional
- The product names of Windows[®] XP are as follows: Microsoft[®] Windows[®] XP Professional Microsoft[®] Windows[®] XP Home Edition

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1. Getting Started

Operating Environment

System Requirements

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

• Computer

PC/AT compatible computer

• One of the following operating systems:

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 Server Service Pack 1 or later

Microsoft Windows 2000 Professional Service Pack 1 or later

Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

• CPU

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

RAM

48 MB or more

(128 MB or more recommended)

• Hard Drive Space Available

50 MB or more (200 MB recommended)

Display

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

Connecting System

ScanRouter V2 Lite V1.0.4.0 or later

ScanRouter V2 Professional V1.0.4.0 or later

ScanRouter Enterprise V1.0.0.0 or later

ScanRouter DocumentServer V1.0.0.0 or later

• Easy Scanning

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

• Easy Printing

For information about easy printing, see the Readme file.

Note

☐ System requirements may differ depending on the connected devices. For more information, see the operating instructions for each device.

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Files Created by Using 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

♣ .txt

Notepad must be installed.

applications must be installed.

❖ .doc (a file created by using Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)

Microsoft[®] Word 97, Microsoft[®] Word 98, Microsoft[®] Word 2000, or Microsoft[®] Word version 2002 must be installed.

.rtf (a file created by using Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)

Microsoft[®] Word 97, Microsoft[®] Word 98, Microsoft[®] Word 2000, or Microsoft[®] Word version 2002 must be installed.

.ppt (a file created by using Microsoft® PowerPoint® 97, Microsoft® PowerPoint® 2000, or Microsoft® PowerPoint® version 2002)

Microsoft[®] PowerPoint[®] 97, Microsoft[®] PowerPoint[®] 2000, or Microsoft[®] PowerPoint[®] version 2002 must be installed.

.xls (a file created by using Microsoft® Excel 97, Microsoft® Excel 2000, or Microsoft® Excel version 2002)

Microsoft[®] Excel 97, Microsoft[®] Excel 2000, or Microsoft[®] Excel version 2002 must be installed.

.pdf (a file created by using Acrobat 3.0/4.0/5.0)

Adobe® Acrobat 4.0 or later must be installed.

Ø 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.
- ☐ For files with a format not supported by DeskTopBinder V2 Professional operations from DeskTopBinder V2 Professional may not be performed properly.

2. Installing DeskTopBinder V2 Professional

Installing

DeskTopBinder V2 Professional is registered as a Windows application program. Before starting installation, make sure that 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 select either of the options below. For more information about installing DeskTopBinder V2 Professional on a computer where DeskTopBinder is installed, see the Readme file.

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 after conversion.

Do Not Overwrite

If you need to do the following, do not overwrite and have both programs coexist.

Connect with ScanRouter/ScanRouter Professional (the previous version of ScanRouter V2)

When installing DeskTopBinder V2 Professional on a computer where Scan-Router-Browser (the previous version of DeskTopBinder V2 Lite) is installed, you can select either of the options below. For more information about installing DeskTopBinder V2 Professional on a computer where ScanRouter-Browser is installed, see the Readme file.

Overwrite

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

Do Not Overwrite

If you need to do the following, do not overwrite and have both programs coexist.

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

Note

- ☐ DeskTopBinder V2 Professional cannot coexist with a different version of DeskTopBinder V2 Professional, DeskTopBinder V2 Lite, or Job Binding. Before installing DeskTopBinder V2 Professional, uninstall these applications. The data used in the previous application can be saved and inherited by DeskTopBinder V2 Professional.
- □ 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, Windows 2000, or Windows XP, log on Windows with the same account used when DeskTopBinder V2 Professional was installed as instructed in the message that appears when restarting Windows.
- ☐ If DeskTopBinder V2 Professional is installed on a computer where Scan-Router V2 Lite/Professional or ScanRouter Enterprise is already installed, the e-mail function of DeskTopBinder V2 Professional will be unavailable. To use the e-mail function, install DeskTopBinder V2 Professional on another computer.
- ☐ To use DeskTopBinder V2 Professional under Windows NT, Windows 2000, or Windows XP, you must be a member of the Administrators or Power Users group. Only members of the Administrators group are allowed to install software.
- ☐ ScanRouter V2 Link functions have been integrated into DeskTopBinder V2 Professional. If you try to install DeskTopBinder V2 Professional on a client computer where ScanRouter V2 Link is installed, a message about uninstalling ScanRouter V2 Link appears. Settings made with ScanRouter V2 Link are inherited by Auto Document Link, even if ScanRouter V2 Link is uninstalled.
- 1 The [DeskTopBinder V2 Professional Setup] dialog box appears.

Note

- ☐ If the [DeskTopBinder V2 Professional Setup] dialog box doesn't appear, click [Start], click [Run], and then start "RDLaunch.exe" manually.
- 2 Click [DeskTopBinder V2 Professional].

A confirmation dialog box appears.

- Click [Yes].
- 4 Click [Next] in the dialog box that appears.
- **5** Check the license agreement, and then click [Yes].
- 6 Enter the user name, company name, and serial number, and then click [Next].
- **7** Confirm the entered information, and then click [Yes].

If DeskTopBinder is installed in the client computer, 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 in a common folder with ScanRouter V2.
- Specify the location 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.

Note

- □ When DeskTopBinder V2 Lite or DeskTopBinder V2 Professional was installed on a client computer, and if you want to continue using the cabinet data used before this installation, specify the save location used with the previously installed DeskTopBinder V2 Lite or DeskTopBinder V2 Professional.
- ☐ If you want Extended Features and Auto-addition Tool settings to be the same as those made under the previous version, specify the save location used with the previous version of DeskTopBinder V2 Lite or DeskTopBinder V2 Professional.
- 1 Confirm the setup details of the installation location, and then click [Next]. A confirmation message appears about registering to the Function Palette startup menu.
- Click [Yes] to use the tool as a terminate-and-stay-resident tool or click [No] to start it from the application.

A confirmation message appears about registering to the Auto Document Link startup menu.

- Click [Yes] to use the tool as a terminate-and-stay-resident tool or click [No] to start it from the application.
- 14 Click [Finish].

The [Setup] dialog box appears.

- Click [Complete].
- **16** Restart the computer.



☐ When ScanRouter V2 Link and Auto- addition Tool settings are not inherited, and if Auto Document Link is registered for startup, the [Auto Document Link Properties] dialog box appears when you restart the computer.

Functions of Job Binding

Functions of Job Binding have been integrated into DeskTopBinder V2 Professional (Ver 2.XXX or later). Previous Job Binding data can also be inherited. To use Job Binding, add this function by selecting the Network icon in [Extended Features] on the [Tools] menu. Printing time can be shortened by adding print files created with the printer driver as Job Binding documents. Documents printed frequently without editing are better suited for Job Binding documents.

Note

- ☐ Job Binding is enabled only when the RPCS printer driver is installed.
- ☐ Thumbnail creation may take time when inheriting pre-integration DeskTop-Binder V2 Lite and DeskTopBinder V2 Professional Job Binding (RPCS printer) data. When DeskTopBinder V2 version 2.XXX is upgraded, Job Binding data can be inherited, since thumbnails have already been created.

Auto Document Link

Functions of ScanRouter V2 Link and Auto-addition Tool have been integrated into Auto Document Link. Auto Document Link is installed at the same time as DeskTopBinder V2 Professional. Auto Document Link monitors the in-trays of the delivery server on the network, local Windows folders, and Fax Received Files of network devices, and notifies you when documents or files arrive. DeskTopBinder V2 Professional folders, ScanRouter DocumentServer folders, or Windows folders can automatically take charge of these documents or files.

For details about Auto Document Link, see Auto Document Link Guide.

Installing RICOH File Writer

RICOH File Writer is a printer driver that is required to convert electronic documents into image data files 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 installation procedure applies to the printer driver that is supported by Windows 95, Windows 98, or Windows Me. For Windows NT, Windows 2000, and Windows XP, RICOH File Writer is installed automatically.

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

The [Printers] window appears.

3 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].
- 8 Select [RICOH File Writer], and then click [Next].

A dialog box for port settings appears.

9 Select [RICOH File Writer].

Follow the Add Printer Wizard instructions.

PDF Conversion

To convert documents to PDF and export them, install Adobe Acrobat Elements that comes with DeskTopBinder V2 Professional. After installation is complete, click [PDF Conversion Setup] that appears in the [DeskTopBinder V2 Professional Setup] dialog box. This operation adds "Desk PDF" in the printer folder.

Ø Note

- ☐ For more information about PDF Conversion Setup, see the Readme file.
- ☐ Do not change the Desk PDF name, or delete Desk PDF.
- ☐ If documents cannot be converted to PDF properly, make sure that the [View Result In Acrobat] and [Prompt for the PDF Filename] check boxes are cleared in the Adobe Acrobat Elements properties dialog box. When documents cannot be converted to PDF properly even though the check boxes are cleared, delete Desk PDF, and then click [PDF Conversion Setup] again.
- ☐ Documents are converted to PDF using Desk PDF. Using Adobe Acrobat PDF Writer is also possible with PDF conversion. However, when both Desk PDF and Adobe Acrobat PDF Writer are installed on a computer, Desk PDF is used.
- ☐ Adobe Acrobat Elements cannot be installed on a computer where Adobe Acrobat 4.0 is installed. When Adobe Acrobat 4.0 is installed, use Adobe Acrobat PDF Writer for Adobe Acrobat 4.0 to convert documents to PDF.
- ☐ Before installing Adobe Acrobat 5.0 on a computer where Adobe Acrobat Elements is installed, uninstall Adobe Acrobat Elements. After the installation of Adobe Acrobat 5.0 is complete, install Adobe Acrobat Elements again.

Settings after Installation

After the installation of DeskTopBinder V2 Professional is completed, Extended Features Wizard appears when you start DeskTopBinder V2 Professional. Using Extended Features Wizard, inputting, outputting, and converting documents, and the addition of Job Binding and ScanRouter V2 as network devices are possible. Follow the instructions on the Extended Features Wizard display to make settings.

- ☐ On the first page of Extended Features Wizard, if you select the **[Do not show this screen when launching DeskTopBinder V2]** check box, Extended Features Wizard will not be shown when you subsequently start DeskTopBinder V2 Professional.
- □ Extended Features Wizard can be started by selecting [Program] > [DeskTop-Binder V2] on the [Start] menu, or from the right-click menu of the Function Palette icon on the taskbar. However, when DeskTopBinder V2 Professional is already started, Extended Features Wizard cannot be started.
- ☐ Selecting **[Extended Features]** on the **[Tools]** menu in DeskTopBinder V2 Professional is another way to add functions.

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 deleted and will remain in the document location folder.

- ☐ If a client computer has only DeskTopBinder V2 Professional installed, there will not be any problems if the RDCab folder is deleted after the uninstallation of DeskTopBinder V2 Professional. However, if other software such as ScanRouter V2 is installed (in the same computer) and the same save location as DeskTopBinder V2 Professional was used, do not delete the RDCab folder. If you want only the DeskTopBinder V2 Professional data deleted, delete the PL folder in the RDCab folder.
- ☐ In some cases, an empty menu item may remain on the **[Start]** menu, even if you uninstall DeskTopBinder V2 Professional. In this case, delete the menu item manually.
- 1 Start Windows.
- 2 Click [Start], and then point to [Settings].
- Click [Control Panel].
- 4 Double-click [Add/Remove Programs].
- Click [DeskTopBinder V2 Professional].
- **6** Select [Add/Remove] or [Change/Remove].
- Click [Delete] in the dialog box that appears, and then click [Next]. A confirmation dialog box appears.
- 8 Click [OK].

3. Appendix

Dial-up Related Devices

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

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

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

∰Important

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

When Using a Dial-up Network Computer

When you use DeskTopBinder V2 Professional or Auto Document 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 may be charged.

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Some illustrations or explanations in this guide may differ from your product due to improvements or changes in the product.

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