DeskTopBinder Lite
Version 4

Setup Guide

Read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

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

- 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® 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

- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition

How to Read This Manual

Symbols

In this manual, the following symbols are used :

⚙️Important

This symbol indicates a situation that may result in property damage or malfunction if instructions are not followed. Be sure to read the instructions.

📖 Preparation

This symbol indicates information or preparations required prior to operating.

📝 Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

🔓 Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔍 Reference

This symbol indicates a reference.

[   ]

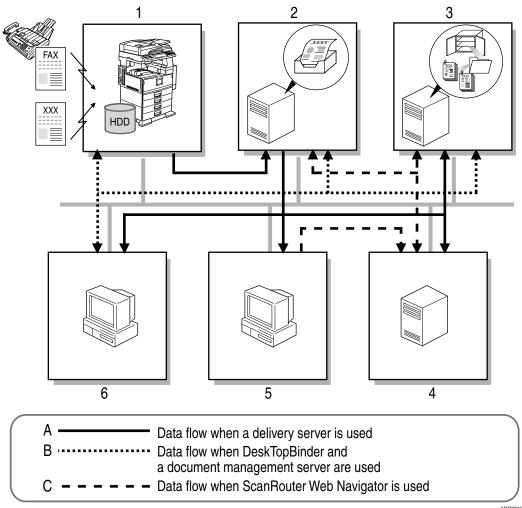Elements on the machine's display panel or the computer's display, such as keys, buttons, and menus.

Overview of ScanRouter System

ScanRouter System is a group of software products that integrates various kinds of data, such as scanned-in/fax-received image data, and files made using different applications, to provide total document management.

In addition to DeskTopBinder Lite/Professional, ScanRouter System includes ScanRouter V2 Lite/Professional, ScanRouter Enterprise, ScanRouter EX Professional/Enterprise, ScanRouter DocumentServer, ScanRouter Web Navigator, and others. ScanRouter System reduces paper usage by storing and managing paper documents that accumulate daily as electronic data.

ScanRouter System documents can be searched, viewed, printed, and edited any time. They can also be sent by e-mail to a person who needs them. Furthermore, access rights can be configured to restrict user access and the operations individual users can perform. By configuring access rights, secure document management becomes possible.

The illustration below shows how ScanRouter System products connect. Depending on product combinations, connection or certain functions may not be possible.

A ———————	Data flow when a delivery server is used	
B ·················	Data flow when DeskTopBinder and a document management server are used	
C — — — — —	Data flow when ScanRouter Web Navigator is used	

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1. Network devices

You can input or output documents using network devices.

Documents scanned from a scanner or received by fax are sent to the delivery server.

If there is a hard disk drive (Document Server) on a network device, the Document Server receives documents read by network device or received by fax. Documents in the Document Server can be used with ScanRouter System software products.

2. ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise (delivery server)

The server works with other devices on the network to deliver documents. Documents received from network devices are delivered according to the delivery method configured for each destination.

Possible delivery methods include: saving in in-tray, sending by e-mail, and adding to a document management server folder.

3. ScanRouter DocumentServer (document management server)

Documents created in different kinds of application can be added from DeskTopBinder and ScanRouter Web Navigator to the document management server. The server arranges, sorts, and manages these documents.

Configuring access rights for each cabinet and folder in the server restricts user/group access and operations they can perform, and prevents unwanted document tampering.

4. ScanRouter Web Navigator (Web server)

ScanRouter Web Navigator is a portal application enabling access from Web client to document management server and delivery server in-trays using a Web browser.

It is not necessary to install ScanRouter Web Navigator on each client computer, since document operations can be performed using the Web browser on client computers.

5. Web Browser (client computer)

Client computers access the Web server through the Web browser to search, display, and download documents in an in-tray or in the document management server.

6. DeskTopBinder Lite/Professional (client computer)

On a client computer, DeskTopBinder Lite/Professional manages various kinds of data as documents.

Documents in the document management server or delivery server can be viewed and managed using DeskTopBinder Lite/Professional.

When Document Server is used with a network device, documents in Document Server can be viewed from or copied to DeskTopBinder Lite/Professional to be edited or managed.

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1. Getting Started

Operating Environment

System Requirements

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

- Computer
  PC/AT compatible computer

- One of the following operating systems:
  Microsoft Windows 98 Second Edition (Windows 98 SE)
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Server Service Pack 1 or later
  Microsoft Windows 2000 Professional Service Pack 1 or later
  Microsoft Windows 2000 Advanced Server Service Pack 1 or later
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition
  Microsoft Windows Server 2003 Standard Edition
  Microsoft Windows Server 2003 Enterprise Edition

  ⚙️**Important**
  ❒ DeskTopBinder Lite and the operating system under which it will be installed must use the same language.

- 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
  150 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

- Easy Scanning
  For information about devices that support Easy Scanning, see the Compatible Device List.

- Easy Print
  For information about devices that support Easy Print, see the Compatible Device List.

- Caplio Digital Camera
  For information about Caplio digital cameras, see the Compatible Device List.

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✐ **Note**

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

❒ When there is a firewall between the client computer for DeskTopBinder Lite and the server used as the document management server or the delivery server to be connected with DeskTopBinder Lite, settings must be made from the firewall to allow use of the TCP/IP port. For details about firewall settings, consult the firewall administrator.

❒ To connect a Caplio digital camera to the client computer, you must install the driver that comes with the digital camera.

❒ For information about the operating environment of Adobe Acrobat Elements, see the Adobe Acrobat Elements Readme file.

𝒫 **Reference**

p.19 "Dial-up Related Devices"

File Types

Files Created Using Applications

DeskTopBinder Lite can manage files with the extensions below.

For you to use these files with DeskTopBinder Lite, the respective applications must be installed.

- .txt
- .doc (a file created by using Microsoft® Word)
- .rtf (a file created by using Microsoft® Word)
- .ppt (a file created by using Microsoft® PowerPoint®)
- .xls (a file created by using Microsoft® Excel)
- .pdf (a file created by using Adobe Acrobat)

𝒫 **Reference**

For details about application versions, see DeskTopBinder Help.

✐ **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 Lite, operations from DeskTopBinder Lite may not be performed properly.

Image Files

Scanned documents and the following image files are displayed with DeskTop-Binder Lite.

Only the file types listed below are treated as image files.

Exif information (such as shooting date) of Exif-compliant files is set to document properties when they are added. You can display the Exif information using Properties.

✐ Note

❒ Multi-page TIFF files cannot be edited using DeskTopBinder Lite.

- BMP (Uncompressed)
  Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)
- TIFF compliant to multi-pages (Uncompressed)
  Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)
- TIFF compliant to multi-pages (ITU-T MH, ITU-T MR, ITU-T MMR, Huffman (MH))
  Black & White (1 bit)
- TIFF compliant to multi-pages (JPEG (JFIF) -YCbCr)
  Grayscale (8 bits), Full Colors (24 bits)
- TIFF Class F compliant to multi-pages (ITU-T MH, ITU-T MR, ITU-T MMR)
  Black & White (1 bit)
- JPEG (Normal, Progressive)
  Grayscale (8 bits), Full Colors (24 bits)
- PNG
  Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

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Installation Precautions

In this guide, the terms "previous version" and "previous product" refer to:

- DeskTopBinder/ScanRouter-Browser
- DeskTopBinder V2 Lite/Professional

Before Installation

If the client computer is configured for antivirus software real-time virus search, cancel the search before installing DeskTopBinder Lite.

Users who can install DeskTopBinder Lite (Windows 2000/XP/Server 2003)

To use DeskTopBinder Lite under Windows 2000, Windows XP, or Windows Server 2003, you must be a member of the Administrators or Power Users group. Only members of the Administrators group are allowed to install software.

For Windows Server 2003

Precautions for Adding Shared Cabinets

When DeskTopBinder Lite is installed under Windows Server 2003, folders on Windows 9x network computers cannot be added as shared cabinets.

When Other ScanRouter Products Are Already Installed

Different Versions of DeskTopBinder Lite/Professional

DeskTopBinder Lite cannot coexist with a different version of DeskTopBinder Lite, DeskTopBinder Professional, or Job Binding. Before installing DeskTop-Binder Lite, uninstall these applications. The data used in the previous application can be saved and inherited by DeskTopBinder Lite. However, when the previous application is DeskTopBinder Professional, some functions will no longer be available.

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❖ **ScanRouter V2 Link and Auto-addition Tool**

Functions of ScanRouter V2 Link and Auto-addition Tool have been integrated into Auto Document Link. If you try to install DeskTopBinder Lite 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.

$\mathcal{P}$Reference

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

❖ **Job Binding Functions**

Functions of Job Binding have been integrated into DeskTopBinder V2 Lite (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.

$\mathscr{D}$Note

❐ Job Binding is enabled only when the RPCS printer driver is installed.

❐ Thumbnail creation may take time when inheriting pre-integration DeskTopBinder 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.

ScanRouter V2 Lite/Professional, ScanRouter Enterprise, or ScanRouter EX Professional/Enterprise

If DeskTopBinder Lite is installed on a computer where ScanRouter V2 Lite/Professional, ScanRouter Enterprise, or ScanRouter EX Professional/Enterprise is already installed, the e-mail function of DeskTopBinder Lite will be unavailable. To use the e-mail function, install DeskTopBinder Lite on another computer.

DeskTopBinder

When installing DeskTopBinder Lite on a computer where DeskTopBinder (the previous product of DeskTopBinder V2 Professional) is installed, you can select either of the options below.

$\mathcal{P}$Reference

For details about installing DeskTopBinder Lite on a computer where DeskTopBinder is installed, see the Readme file.

❖ **Overwrite**

DeskTopBinder folders and documents are automatically converted to DeskTopBinder Lite 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 co-exist.

- Use the file conversion function (text conversion with Image OCR, PDF conversion, etc.) of DeskTopBinder
- Connect with ScanRouter/ScanRouter Professional (the previous product of ScanRouter V2)

ScanRouter-Browser

When installing DeskTopBinder Lite on a computer where ScanRouter-Browser (the previous product of DeskTopBinder V2 Lite) is installed, you can select either of the options below.

⌕Reference

For details about installing DeskTopBinder Lite on a computer where Scan-Router-Browser is installed, see the Readme file.

❖ **Overwrite**

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

❖ **Do Not Overwrite**

If you need to do the following, do not overwrite and have both programs co-exist.

- Connect with ScanRouter/ScanRouter Professional (the previous product of ScanRouter V2)

SSL Communication

If the document management server, delivery server, or MFP device is configured for SSL communication, you must install a certificate to connect to the document management server, delivery server, or MFP device using DeskTopBinder Lite.

Installing

DeskTopBinder Lite is registered as a Windows application program. Before starting installation, make sure that all other applications are closed.

DeskTopBinder Lite and some tools necessary for the convenient use of Desk-TopBinder Lite are installed.

A The [DeskTopBinder Lite Setup] dialog box appears.

✎ Note

❒ If the **[DeskTopBinder Lite Setup]** dialog box doesn't appear, click **[Start]**, click **[Run]**, and then start "RDLaunch.exe" manually.

B Click [DeskTopBinder Lite].

A confirmation dialog box appears.

C Click [Yes].

D Click [Next] in the dialog box that appears.

E Check the license agreement, and then click [Yes].

F Enter the user name and company name, and then click [Next].

G Confirm the entered information, and then click [Yes].

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

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

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

✎ Note

❒ When a ScanRouter System product is already installed, the installation location cannot be changed. DeskTopBinder Lite is installed in a common folder with ScanRouter System.

J Specify the location of the documents that DeskTopBinder Lite will manage, and then click [Next].

You can change the location of documents managed by DeskTopBinder Lite, 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 Lite is installed.

Note

❒ If DeskTopBinder Lite or DeskTopBinder Professional was installed on a client computer, and you want to continue using the cabinet data used before this installation, specify the save location used with the previously installed DeskTopBinder Lite or DeskTopBinder Professional. However, if you have moved the save location or changed its name, DeskTopBinder Lite will not work properly.

❒ 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 Lite or DeskTopBinder Professional.

⓫ Confirm the setup details of the installation location, and then click [Next].

Note

❒ If the **[Digital Signature Not Found]** dialog box appears, click **[Yes]**.

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

⓬ 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 Function Palette startup menu.

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

⓮ Click [Finish].

The **[DeskTopBinder Lite Setup]** dialog box appears.

⓯ Click [Exit Setup].

⓰ Restart the computer.

Note

❒ 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.

Installing a Certificate (Document Management Server or Delivery Server)

A **Start the Web browser, access http://xxxxx/RdsCA/ca.cnt (PEM format), and then save the file on the local disk.**

- "xxxx" is the name of the sever acting as Certificate Authority.
- If access fails when "ca.crt" is used, enter "ca.cer"(DER format).

B **Open the location where the file is saved, and then double-click the file.**

C **A certificate dialog box appears. Check the certificate. If it is acceptable, on the [General] tab, click [Install Certificate].**

D **Select [Place all certificates in the following store], and then click [Browse].**

E **In the list that appears, select [Trusted Root Certification Authorities], and then make the necessary settings following the wizard.**

F **If a confirmation message appears during the settings, click [YES] or [OK].**

Installing a Certificate (MFP Device)

A **Start the Web browser, and then specify the IP address of the MFP device you want to access.**

B **In the warning message that appears, click [View Certificate].**

C **A certificate dialog box appears. Check the certificate. If it is acceptable, on the [General] tab, click [Install Certificate].**

D **Select [Place all certificates in the following store], and then click [Browse].**

E **In the list that appears, select [Trusted Root Certification Authorities], and then make the necessary settings following the wizard.**

F **If a confirmation message appears during the settings, click [YES] or [OK].**

Uninstalling

Even if you uninstall DeskTopBinder Lite, 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.

Precautions

If a client computer has only DeskTopBinder Lite installed, there will not be any problems if the RDCab folder is deleted after the uninstallation of DeskTopBinder Lite. However, if other software such as ScanRouter V2 is installed (in the same computer) and the same save location as DeskTopBinder Lite was used, do not delete the RDCab folder. If you want only the DeskTopBinder Lite 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 Lite. In this case, delete the menu item manually.

Uninstalling

A **Start Windows.**

B **Click [Start], and then point to [Settings].**

C **Click [Control Panel].**

D **Double-click [Add/Remove Programs].**

E **Click [DeskTopBinder Lite].**

F **Select [Add/Remove] or [Change/Remove].**

G **Click [Delete] in the dialog box that appears, and then click [Next].**

A confirmation dialog box appears.

H **Click [OK].**

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3. After Installation

Settings Necessary after Installation

After DeskTopBinder Lite installation is completed, make the necessary settings in Extended Features to use various DeskTopBinder Lite functions. Extended Features settings can be made using Extended Features Wizard or the Extended Features menu.

✎ Note

❒ The following functions are available:

- Input functions (Scan, etc.)
- Output functions (Print, Send by Fax, Deliver, etc.)
- Conversion functions (Convert to Image)
- Network devices (ScanRouter V2 Lite/Professional, ScanRouter Enterprise, ScanRouter EX Professional/Enterprise, Document Server, Job Binding, etc.)

Extended Features Wizard

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

🔎 Reference

For details about Extended Features Wizard, see *DeskTopBinder Introduction Guide*.

✎ Note

❒ Extended Features Wizard can be started by selecting **[Program]** > **[DeskTop-Binder]** on the **[Start]** menu, or from the right-click menu of the Function Palette icon on the taskbar. However, when DeskTopBinder Lite is already started, Extended Features Wizard cannot be started.

❒ Selecting **[Extended Features]** on the **[Tools]** menu in DeskTopBinder Lite is another way to add functions.

❒ On the first page of Extended Features Wizard, if you select the **[Do not show this screen when launching DeskTopBinder]** check box, Extended Features Wizard will not be shown when you subsequently start DeskTopBinder Lite.

Extended Features Menu

Start DeskTopBinder Lite, and then click **[Extended Features]** on the **[Tools]** menu to display the **[Extended Features]** dialog box. Settings for all functions are available in the **[Extended Features]** dialog box.

$\mathcal{P}$ Reference

For details about the Extended Features menu, see *DeskTopBinder Introduction Guide* and DeskTopBinder Help.

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Tools Installed with DeskTopBinder Lite

When DeskTopBinder Lite is installed, the following tools are also installed. To start these tools, on the **[Start]** menu, point to **[Program]**, point to **[DeskTopBinder]**, and then click the tool name you want to use.

Function Palette

Function Palette is available on computers with DeskTopBinder Lite installed. Input, output, and convert functions of DeskTopBinder Lite are displayed as buttons on Function Palette, if they are configured in advance using DeskTop-Binder Lite Extended Features. Operations such as Print, Preview and Print, and Convert to Image can be performed by clicking a button to add scanned originals or dropping a file on a button using a drag-and-drop operation without starting DeskTopBinder Lite.

Auto Document Link

When delivery server in-trays, Windows folders, Fax Received Files of network devices, and a Caplio digital camera are set as monitored items, Auto Document Link notifies you when they receive documents or files. Transferred documents or files are added to DeskTopBinder Lite or saved in other Windows folders. If you periodically add or save documents or files from specific locations to Desk-TopBinder Lite folders or Windows folders, Auto Document Link is helpful as it obviates the time and trouble needed to add or save those documents or files.

✎ Reference

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

Extended Features Wizard

You can add functions of DeskTopBinder Lite easily using Extended Features Wizard. For details about Extended Features Wizard, see p.13 "Extended Features Wizard".

Import & Convert Tool

Import & Convert Tool enables you to add files in Windows folders to DeskTop-Binder Lite collectively. It is also possible to automatically convert image files to different image file formats before they are added.

✎ Reference

For details about using Import & Convert Tool, see DeskTopBinder Help.

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Troubleshooting

Document Operations

Problem	Causes and solutions
An error occurs when printing is started.	Install the latest version of the printer driver or Smart Device Monitor for Client. Delete any printer drivers remaining in the folder.
Cannot display a preview or cannot print document using the Preview and Print function.	The Preview and Print function is unavailable if you are using an old printer driver. Upgrade the printer driver to the latest version.
Image edges are not printed.	In the dialog box for print settings, select the **[Fit image to page]** check box, and then start printing.
An image is printed using large size paper.	In the dialog box for print settings, select the **[Auto paper size select]** check box, specify the trimming allowance, and then start printing.
Images distort when files are convert to text PDF.	Images converted to text PDF may be distorted if they include less text.
When an image is displayed using DeskTop-Binder Viewer, lines on the image disappear.	Viewer has two display modes: Normal and High Quality. To display the image clearly, set the mode to High Quality.
I want to display the stamp properties when pasting a stamp.	If in the stamp properties dialog box, the **[Do not display stamp properties when using the stamp function.]** check box is selected, properties do not appear. To display properties, double-click the pasted stamp. In the properties dialog box that appears, clear the **[Do not display stamp properties when using the stamp function.]** check box.

Network Devices

Problem	Causes and solutions
Cannot log on to the network device for Document Server (Authentication/Encryption).	One of the following situations may be the cause of the problem (follow the instructions for operation): • **[Permit Simple Encryption]** of the network device is not set properly. If this is the case, set **[Permit Simple Encryption]** to **[on]**. • The SSL/TLS setting is valid. • No certificate is installed in the client computer. If this is the case, install the required certificate. For more information, see the operating instructions of the network.
Cannot connect to the delivery server.	If the client computer enters standby while DeskTopBinder Lite is running, it cannot be connected to the delivery server after leaving standby. In this case, restart DeskTopBinder Lite.
Cannot connect to the delivery server or document management server. (only for Windows XP)	Windows XP SP2 has stronger security functions. If a Windows firewall message appears when you connect to a server, select **[Unblock]**. If no message appears, in the settings for Windows firewall exception, set DeskTopBinder Lite as an exceptional program.

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Dial-up Related Devices

If a Dial-up Router Is Connected in the DeskTopBinder Lite Network Environment

⚠️**Important**

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

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

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

If the Computer Is on a Dial-up Network

When you use DeskTopBinder Lite 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**

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

Important

DeskTopBinder **Lite** Version 4 **Setup Guide**