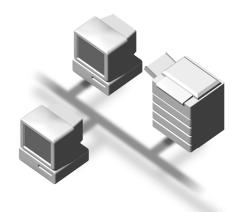
# ScanRouter Professional

# OPERATING INSTRUCTIONS CLIENT REFERENCE



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

For safety, please follow the instructions in this manual.

### Introduction

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Operating Instructions" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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

### Note

The proper names of Windows operating system are as follows:

- Microsoft<sup>®</sup> Windows<sup>®</sup> 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows NT® Server network operating system Version 4.0
- Microsoft<sup>®</sup> Windows NT<sup>®</sup> Workstation operating system Version 4.0

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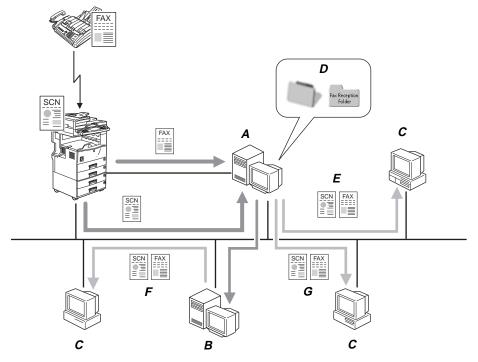
# Introduction

# **Overview**

With ScanRouter Professional, you can deliver scanned documents from the machine and fax documents to selected folders. The delivery method is set by the administrator in advance, so the way clients receive documents depends on these settings.

### **𝚱** Note

☐ The term "machine" as described in this manual refers to the diverse delivery device for which this application was designed.



TNSX011

- A. ScanRouter Professional Station
- B. Mail Server
- C. Client
- D. Saved in Folders
- E. Received using Client Software
- F. Delivered by mail
- G. Viewed/downloaded using the WWW browser

Documents sent from the machine to ScanRouter Professional are delivered and saved to the folders as follows, depending on the ScanRouter Professional settings.

- ① Delivered by mail
- ② Saved in the user folder located on ScanRouter Professional Station.
- 3 Saved in the fax reception folder located on ScanRouter Professional Station.

With the client computer, documents can be received and viewed by using the appropriate applications for that type of file. The following are examples of client computer operations.

### When documents are delivered by mail

If "Mail Delivery" has been set in the folder settings of the user selected as a destination, the documents are mailed to the selected address as attachments. With the client computer, you can check the contents of attached documents by using the appropriate application for that type of file.

# When documents are saved in the user folder or in the fax reception folder

If "Save in Folder" has been set in the folder settings of the user selected as a destination, the documents are saved in the folder located on ScanRouter Professional Station. Fax documents with no delivery destinations are saved in the "fax reception folder".

The two methods for viewing these documents from the client computer are as follows:

• Saved documents can be received using ScanRouter Client Software and can be displayed with the appropriate application.

# 

"Receiving Documents with Client Software"  $\Rightarrow$  P.5

 Saved documents can be viewed using the WWW browser. The documents can be also downloaded.

# Reference

"WWW Browser Operations"  $\Rightarrow$  P.15

# **System Requirements**

To use a computer as a client computer of ScanRouter Professional, the computer must meet the following system requirements.

### Computer

### ◆ CPU

Pentium 133MHz or faster

### Operating Systems

- Microsoft Windows 95
- Microsoft Windows 98
- Microsoft Windows NT Server 4.0 (with Service Pack 4 or later)
- Microsoft Windows NT Workstation 4.0 (with Service Pack 4 or later)

# Limitation

☐ Under Windows NT, this application does not support RISC based processor (MIPS R Series, Alpha AXP, Power PC).

### RAM

24MB minimum (64MB recommended)

### Hard Disk Space

At least 2.6MB of disk space is required for installation. 50MB or more free disk space is required to run Client Software.

### Protocols

TCP/IP protocol



- ☐ The TCP/IP protocol is required to use ScanRouter Client Software or ScanRouter for Client.
- ☐ To receive a document by mail, the protocols appropriate for that mail type are also required.

### Mail Software (receiving mail from ScanRouter Professional Station)

To receive mail delivered from ScanRouter Professional Station, install the necessary mail software which is appropriate for the mail server being used.

# 

For more information, ask the administrator.

# WWW Browser (accessing ScanRouter Professional Station with the WWW browser)

To use ScanRouter for Client, one of the following browsers is required.

- Microsoft Internet Explorer 3.02 or later
- Netscape Navigator 4.05 or later

### Note

 $\square$  We recommend that you display this application at 800 x 600 pixels or more.

# 1. Receiving Documents with Client Software

With ScanRouter Client Software installed in a client computer, you can receive documents saved in a user folder in ScanRouter Professional Station.

# **#Important**

☐ After receiving documents with the client computer, the documents saved in ScanRouter Professional Station will be deleted.

# Setting up the Reception Environment for Client Software

# **Installing Client Software**

Follow the steps below to install ScanRouter Client Software.

### Note

- ☐ Quit all open applications before beginning the installation.
- ☐ When installing in a computer running Windows NT 4.0, log on as a member of the Administrators group.
- 1 Start Windows on the computer where you want to install this application, and then insert the CD-ROM into the computer.

The language selection dialog box appears.

# Note

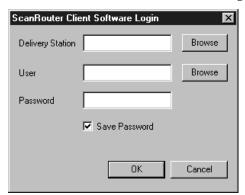
- ☐ If the window doesn't appear, double-click on "Setup.exe" located on the root directory of the CD-ROM, to start the installer.
- 2 Select the language of the application to be installed, and click [OK].
- Click [ScanRouter Software for Client PCs].
- 1 Click [ScanRouter Client Software].
- 5 When the [Welcome] dialog box appears, click [Next].
- **6** Follow the instructions to be displayed.

# **Setting up the Reception Environment**

After installation, you need to set up ScanRouter Professional Station, select the user folder, and configure the reception environment.

Click [Start], point to [Programs], point to the [ScanRouter Client] folder, and click [ScanRouter Client Software].

The [ScanRouter Client Log in] dialog box appears.



- **2** Configure each of the options.
  - **1** Enter the IP address or the host name of ScanRouter Professional Station in the [Delivery Station] box.

Ask ScanRouter Professional administrator for details.



- ☐ If a DNS server or WINS server is not used, Client Software may take a long time to start if an IP address is not entered.
- □ ScanRouter Professional Station can be selected from the network tree which is displayed by clicking [Browse]. However, the list displays only computer names. If the computer name set in ScanRouter Professional Station and the host name are different, directly enter the IP address or the host name.
- 2 Click [Browse] located on the right of the [User] box.

A list of user folders created in ScanRouter Professional Station is displayed.

- 3 Click to select the user folder where documents are to be saved, and then click [OK].
- 4 Enter the password for the folder, which was entered in the [User] box, in the [Password] box.

For information about the password to be entered, ask the ScanRouter Professional administrator.

**6** Click to select the [Save Password] check box if required.

If this check box is selected, you don't have to enter the password every time Client Software starts.

### 6 Click [OK].

The settings for the folder are now complete. The icon for Client Software is displayed on the taskbar.

Next, configure the settings for document reception.

Right-click Client Software icon on the taskbar, and then click [Properties] from the pop-up menu.

The properties of Client Software are displayed.

- **1** Set the time interval to check and receive documents in the [Reception] tab.
  - Select the [Reception Mode] option.

If you select [Automatic Reception], Client Software periodically checks the reception status of the selected folders in ScanRouter Professional Station, and receives new documents automatically. When you select this option, [Automatic Reception Interval] must be configured as well.

If you want to receive documents manually, select [No Automatic Reception].

**2** Configure other settings.

For more information about these items, see P.12 "[Reception] Tab", or see Help.

Configure settings in the [Application] tab and the [Save] tab.

For more information about each of the items, see P.13 "[Application] Tab", P.14 "[Save] Tab", or see Help.

- Note
- ☐ The saving location for received documents can be selected by [File Save Path] in the [Save] tab.
- 6 When all of the settings are complete, click [OK].

Now Client Software is ready to receive documents.

# **Exiting from Client Software**

With the following procedure, you can exit from Client Software.

1 Right-click the Client Software icon on the taskbar, and then click [Exit] from the pop-up menu.

# **Receiving Documents**

With ScanRouter Client Software, you can receive documents saved in the user folder located on ScanRouter Professional Station. The documents can be received automatically or manually.

### Note

- ☐ When receiving documents with Client Software, make sure that the Scan-Router Professional Station setting is configured to save documents in the user folder.
- ☐ After the client computer receives the documents, the documents saved in ScanRouter Professional Station will be deleted.

# **#Important**

☐ The received documents are saved in the hard disk of the client computer. There is a possibility the available free disk space will become full if documents aren't removed from the hard disk regularly.

### Note

☐ The received documents are saved to the location set in the [Save] tab in the [ScanRouter Client Properties] window. $\Rightarrow$  P.14 "[Save] Tab"

# **Receiving Documents Automatically**

Select [Automatic Reception] in [Reception Mode] in the [Reception] tab in the [Scan-Router Client Properties] window in advance. Client Software acquires information from ScanRouter Professional Station at the specified interval, set in [Automatic Reception Interval] in the [Reception] tab, and receives new documents automatically.

# **1** Make sure that Client Software icon is displayed on the taskbar.

If no icon is displayed, follow the steps below to start Client Software.

① Click [Start], point to [Programs], point to the [ScanRouter Client] folder, and click [ScanRouter Client Software].

The icon appears on the taskbar.



Client Software acquires information from ScanRouter Professional Station at the specified interval, set in [Automatic Reception Interval] in the [Reception] tab, and receives new documents automatically. After receiving documents, a reception notification, whose style is defined in the [Reception] tab in the [Scan-Router Client Properties] window, will be delivered.

# **Receiving Documents Manually**

Documents are received manually if [No Automatic Reception] is selected in [Reception Mode] in the [Reception] tab in the [ScanRouter Client Properties] window in advance. Select this if you want to check for and receive documents immediately.

1 Make sure that Client Software icon is displayed on the taskbar.

If not, follow the steps below to start Client Software.

① Click [Start], point to [Programs], point to the [ScanRouter Client] folder, and click [ScanRouter Client Software].

The icon appears on the taskbar.

**≥**§ 6:03

2 Double-click the icon, or right-click the icon and click [Reception] from the pop-up menu.

After a moment a notification will be displayed.

- When receiving new documents
  - You will receive a notification whose style is defined in the **[Reception]** tab in the **[ScanRouter Client Properties]** window.
- ♦ When there are no documents

  The pop-up dialog box notifies you that there are no received documents.
- Ø Note
- ☐ If the document file size is large, station-side processing and document delivery may take a long time.

# Opening a Received Document

When receiving a document from ScanRouter Professional Station, you will receive a notification message whose style is defined in the **[Reception]** tab in the **[ScanRouter Client Properties]** window. Open a new document to check the contents.

If selecting **[Popup]** in **[Notify on Reception]**, the notification message will appear. Follow the instructions below depending on the settings in the **[Application]** tab.

- If Launch application has been selected After clicking [OK], the application starts to open the document. When receiving multiple documents at once, all of the documents are opened.
- If no application has been selected Only a notification is delivered. To open the document, use an application which is suitable for the file format of the document.

# Document File Name

Received documents are saved in the folder selected in **[File Save Path]** in the **[Save]** tab. A document file name reflects the setting in **[Format]** in the **[Save]** tab as follows:

### A document scanned with the machine

SCNyyyymmddhhmmssttt\_n.xxx

### A document received by fax

### FAXyyyymmddhhmmss\_n.xxx

yyyymmddhhmmss

The date (yyyy/mm/dd) and the time (hh/mm/ss) when the document was saved in ScanRouter Professional Station.

ttt
 A unit of 1/1000 second.

• n

If received as a single page file format, this represents a page number. If received as a multi-page file format, this represents a page total. The file format for delivery is defined in the user folder settings.

xxx
 The file format (tif, dcx, pcx, bmp, pdf, jpg).

For example, if a 2-page scanned document in single page TIFF format was received on August 1 1999, at 12:34:56:123, the document is saved in two files as below:

- SCN19990801123456123\_1.TIF
- SCN19990801123456123 2.TIF

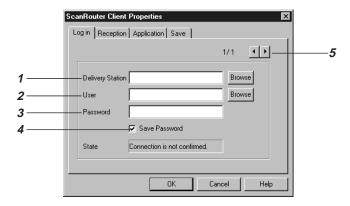
If the same document was received in Multipage DCX format, the document is saved in the following file.

• SCN19990801123456123\_2.DCX

### 1

# **Client Software Properties**

# [Log in] Tab



### 1. Delivery Station

Enter the IP address or the host name of ScanRouter Professional Station. If a station and a client computer exist in the same network segment, you can select the station from the displayed network tree by clicking [Browse].

# Limitation

- ☐ Some network environments may not support the **[Browse]** function. In this case, enter the IP address or the host name of ScanRouter Professional Station.
- ☐ If a computer name and the host name are different, enter the IP address or the host name of Scan-Router Professional Station.

### 2. User

Enter the name of the user folder where received documents are saved. By clicking **[Browse]**, you can select the folder from the list of user folders located on ScanRouter Professional Station.

### 3. Password

Enter the password which is set for the user folder.

### 4. Save Password

Select this check box to save the password. If not selected, the password request dialog box appears every time Client Software starts.

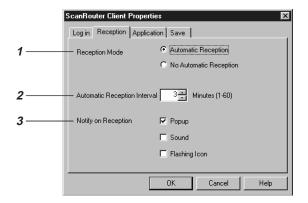
# *5.* 🕨

If receiving documents from two or more ScanRouter Professional Stations or from two or more user folders, click this button to add another station or user folder.

### Note

 Up to ten stations and user folders can be selected.

# [Reception] Tab



### 1. Reception Mode

Configures the way that documents are received by Client Software.

- Automatic Reception
   Client Software periodically acquires
   information about the reception status
   of the selected folder in ScanRouter
   Professional Station, and receives new
   documents automatically. When you
   select this option, [Automatic Reception
   Interval] must be configured as well.
- No Automatic Reception If you want to receive documents manually, select this option.

# 2. Automatic Reception Interval

Configures the interval setting (1-60 minutes) for acquiring information from ScanRouter Professional Station when **[Automatic Reception]** is selected.

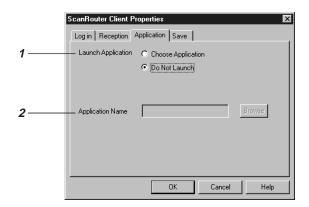
### 3. Notify on Reception

open the document.

Select the type of document reception notification. Multiple options can be selected.

- Popup
   Displays the pop-up dialog box. If the
   Launch application has been selected
   in the [Application] tab, you can start
   the application from this dialog box to
- Sound Causes the computer to beep when a document is received.
- Flashing Icon
   Causes the icon on the taskbar to flash
   when a document is received. To stop
   flashing, click the icon.

# [Application] Tab



### 1. Launch Application

Sets the application to open received documents.

- Choose Application
   When selecting [Launch Application]
   from the pop-up menu of the icon on
   the taskbar, the application selected in
   [Application Name] starts. If [Popup] is
   selected in [Notify on Reception] in the
   [Reception] tab, you can start the application from the notification dialog box
   to open the received document.
- Do Not Launch
   No application is configured to open received documents. [Launch Application] in the pop-up menu appears dimmed.

# 2. Application Name

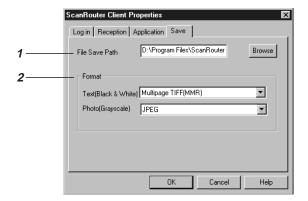
Enter the path of the application you want to start. Or after clicking [Browse], you can select the path from the list in the [Launch Application Selection] dialog box.

If the application is not displayed, click [Browse] in the [Launch Application Selection] dialog box to find the application.

# Limitation

☐ Some applications, such as Paint, may not support this function.

# [Save] Tab



### 1. File Save Path

Enter the full path for saving received documents. Or after clicking [Browse], you can select the path from the list in the [Browse Folder] dialog box.

### 2. Format

Select the image data format for saving received documents.

Two image data formats are used; Black & White and Grayscale. If you select "Text", "Text/Photo", or "Photo" when scanning a document from the machine;, the document will be saved in Black & White image data format. If you select "Gray Scale" when scanning a document from the machine;, the document will be saved in Grayscale image data format.

# Note

□ If "Do Not Change Received Data Format" is selected, the document will be received as a TIFF or JPEG file, depending on the machine's setting.

# 

For more information about image data formats, see P.40 "File Formats".

# 2. WWW Browser Operations

With the WWW browser, you can view or download documents saved in folders. You can also change the settings of the folders located on ScanRouter Professional Station, or check the delivery results by viewing log information.

### 

In this section, basic operations of the client computer are described. For a description of other features or for more information, see ScanRouter for Client Help.

# **ScanRouter for Client Operations**

# Viewing the User List Page (Top Page)

The user list page (Top Page) can be viewed by accessing ScanRouter Professional Station with the WWW browser.

- **1** Start the WWW browser.
- **2** Enter the URL as follows:

http://ScanRouter Professional Station name/scanrouter/

The following can be used as ScanRouter Professional Station name.

- IP address (for example, http://192.168.15.16/scanrouter/)
- Domain name (if the domain name is "server.sc-r.com", the URL is http://server.sc-r.com/scanrouter/)
- Host name (if the host name is "server", the URL is http://server/scanrouter/)
- Note
- ☐ Use the host name set in ScanRouter Professional Station in Windows NT.
- ☐ For more information about names which can be used, ask the network administrator.

The ScanRouter Professional title page appears.



### Note

- ☐ There is a link to the ScanRouter for Client notes on the lower left side of this page. Each browser's limitation and required settings are described in these notes, therefore, click here to read them when using this application for the first time.
- ☐ This page can be registered into the browser's bookmark folder. Even if you register other pages while using ScanRouter for Client, those pages cannot be viewed.

# Click [for Client].

The user list page (Top Page) of ScanRouter for Client appears.



On the user list page, all user folders located on ScanRouter Professional Station which can be accessed from client computers are displayed.

# **∅** Note

☐ For information about the browser operations, see the manual of the browser which is being used.

# **#Important**

- ☐ Do not use the browser's menu or buttons while operating ScanRouter for Client. This may cause errors to occur.
- ☐ Do not bookmark this page. Also, do not bookmark the pages concerning ScanRouter for Client operation following this page. They will not be directly accessed even if you bookmark them.

# **Quitting ScanRouter for Client**

# **#Important**

- □ Do not quit ScanRouter for Client with the browser's [X] button, which is located on the upper-right corner of the page.
- 1 Click [Quit] on the upper right side of the page.
  - Note
  - ☐ The **[Quit]** button exists on other pages in addition to the user list page. You can click on this button on any page to quit ScanRouter for Client
- **2** After the confirmation message appears, click [OK]. The title page of ScanRouter Professional appears.
- Close the WWW browser.

# Viewing Documents Saved in the Folder

When viewing documents saved in the folder, you can select from three viewing types; Calendar (monthly/weekly/daily), Image List, and Icon List.

# Opening a Folder to View

1 Display the user list page (Top Page) of ScanRouter for Client.

# 

"ScanRouter for Client Operations"  $\Rightarrow$  P.15.

2 Click the icon linked to the user folder you want to open, or click [Fax Reception Folder].

If you click on the icon of a user folder, a password request dialog box appears.

Enter the password required for the folder, and then click [OK].

For the password to enter, ask the ScanRouter Professional administrator.

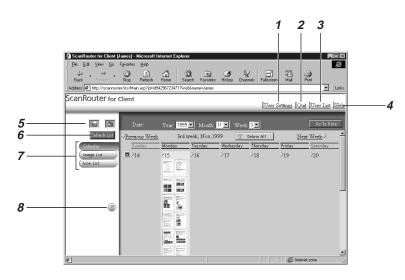
If the browser displays a security warning dialog box, select the option to continue the process.

After the password has been confirmed, the documents saved in the folder are displayed in the weekly calendar.

# **Weekly Calendar**

The documents saved in the folder are sorted chronologically by the week.

### Title Area, Left Frame



### 1. [User Settings]

Click to configure the user folder settings.

# 2. [Quit]

Click to quit ScanRouter for Client. We recommend that you quit this application before closing the browser.

# 3. [User List]

Returns to the user list page (Top Page).

# 4. [Help]

 $Displays\ Help\ for\ ScanRouter\ for\ Client.$ 

### 5. Document Button

Click to select a mode to display or not display documents. is for fax documents, and is for scanned documents from the machine. Documents are displayed when the button is blue, and if the button is white, documents are not displayed.

### 6. [Refresh List]

Updates the page to the latest information.

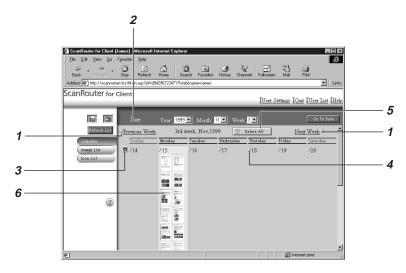
# 7. Display Mode Button

Click to change the display mode.

# *8.* ③

Click to display Help for this page.

### **Right Frame**



### 1. [Previous Week] [Next Week]

Click to display the previous/next week.

### 2. Date

The currently displayed week. To change the week, select the date of the week from the [Year], [Month], and [Week] menus, and then click [Go To Date].

### 3. Monthly Calendar Button

Click to display a monthly calendar.

# 4. Daily Calendar Button

Click to display a daily calendar.

# 5. [Delete All]

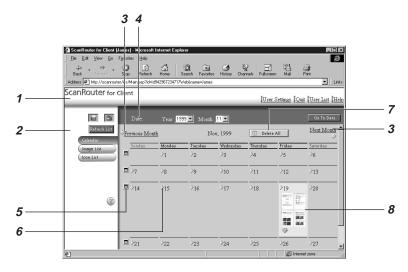
Deletes all of the documents saved in the folder.

### 6. Thumbnail

The first page image of the document is displayed as a thumbnail on the date that the document was saved.

The documents are sorted chronologically by their save dates, and the newest document is displayed on the top. You can click the thumbnail to switch the display mode to the **[Document View]** mode.⇒ P.26 "Document View"

# **Monthly Calendar**



### 1. Title Area

The links in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

### 2. Left Frame

The links in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

### 3. [Previous Month] [Next Month]

Click to display the previous/next month.

### 4. Date

The currently displayed month. To change the month, select the month from the [Year] and [Month] menus, and then click [Go To Date].

### 5. Weekly Calendar Button

Click to display a weekly calendar.

### 6. Daily Calendar Button

Click to display a daily calendar.

### 7. [Delete All]

Deletes all of the documents saved in the folder.

### 8. Thumbnail

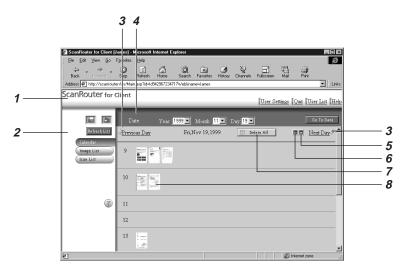
The first page image of the document is displayed as a thumbnail on the date that the document was saved.

The documents are sorted chronologically by their save dates, and the newest document is displayed on the top. You can click the thumbnail to switch the display mode to the **[Document View]** mode.⇒ P.26 "Document View"

# Note

☐ Up to four thumbnails can be displayed on the page per day. If five or more documents are saved, the button is displayed. Click on this button to display a weekly calendar.

# **Daily Calendar**



### 1. Title Area

The links in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

### 2. Left Frame

The links in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

# 3. [Previous Day] [Next Day]

Click to display the previous/next date.

### 4. Date

The currently displayed date. To change the date, select the date from the [Year], [Month], and [Day] menus, and then click [Go To Date].

# 5. Weekly Calendar Button

Click to display a weekly calendar.

# 6. Monthly Calendar Button

Click to display a monthly calendar.

### 7. [Delete All]

Deletes all of the documents saved in the folder.

### 8. Thumbnail

The first page image of the document is displayed as a thumbnail on the hour that the document was saved.

Documents are sorted chronologically by their save time, and the oldest document is displayed on the left. You can click the thumbnail to switch the display mode to the **[Document View]** mode.⇒ P.26 "Document View"

# Note

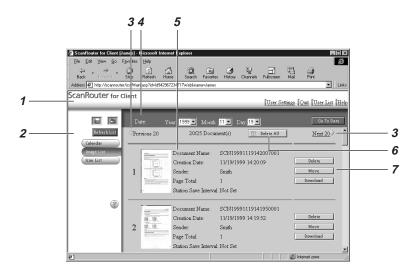
☐ By default, the displayed time range is from 9:00AM to 6:00PM. If there is a document which was saved outside of this time range, the displayed time range will be extended.

# **Image List**

All of the documents saved in the folder can be viewed in groups of 20 documents, from the newest to the oldest.

### **∅** Note

☐ You can view documents which were saved on and prior to the selected date. For example, a document saved on the 10th is not displayed if you set the date to the 9th, however, if the 10th is selected, you can view a document saved on the 9th.



### 1. Title Area

The functions in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

### 2. Left Frame

The functions in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

### 3. [Previous 20] [Next 20]

If you have more than 20 documents, click to view the other documents.

### 4. Date

The date set as the default. All documents saved on and prior to that date can be viewed. To change the date, select the date from the [Year], [Month], and [Day] menus, and then click [Go To Date].

# 5. Document Properties

The information about the document is displayed as follows:

- Thumbnail displaying the first page image of the document
- Document Name
- Creation Date
- Sender
- Page Total
- Save Interval

The thumbnails on this page are document images reduced proportionally to a maximum size of 128 x 128 pixels. Click the thumbnail to switch the display mode to the **[Document View]** mode.⇒ P.26 "Document View"

### 6. [Delete All]

Deletes all of the documents saved in the folder.

# 7. [Delete] [Move] [Download]

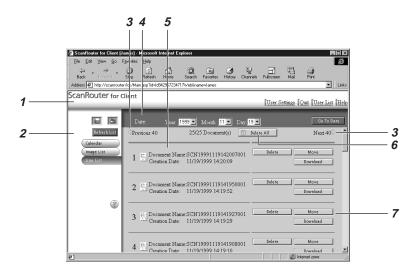
Deletes a document saved in the folder; moves a document to another user folder; downloads a document to the client computer. For more information about the download, see P.28 "Downloading a Document Saved in the Folder".

### **Icon List**

All of the documents saved in the folder can be viewed in groups of 40 icons, from the newest to the oldest.

### 

☐ You can view the documents which were saved on and prior to the selected date, from the newest to the oldest. For example, a document saved on the 10th is not displayed if you set the date to the 9th, however, if the 10th is selected, you can view a document saved on the 9th.



### 1. Title Area

The functions in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

### 2. Left Frame

The functions in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

# 3. [Previous 40] [Next 40]

If you have more than 40 documents, click to view the other documents.

### 4. Date

The date set as the default. All documents saved on and prior to that date can be viewed. To change the date, select the date from the [Year], [Month], and [Day] menus, and then click [Go To Date].

# 5. Document Properties

The information about the document is displayed as follows:

- Document Icon
- Document Name
- Creation Date

Click the icon to switch the display mode to the **[Document View]** mode.

⇒ P.26 "Document View"

# 6. [Delete All]

Deletes all of the documents saved in the folder.

# 7. [Delete] [Move] [Download]

Deletes a document saved in the folder; moves a document to another user folder; downloads a document to the client computer. For more information about the download, see P.28 "Downloading a Document Saved in the Folder".

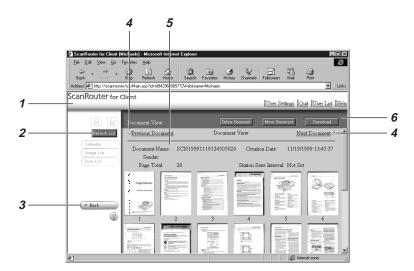
### **Document View**

On this page, a thumbnail for each page of the document is displayed. Click the thumbnail to switch the display mode to the **[Page View]** mode.

# **∅** Note

☐ If **[Do Not Create]** has been selected in the **[Thumbnail]** setting for the user folder when saving the document, the thumbnail will be displayed as an image.





### 1. Title Area

The functions in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

### 2. [Refresh List]

Returns to the document list page and updates the page.

### 3. [Return to List]

Returns to the previously displayed page.

# 4. [Previous Document] [Next Document]

Click to sort the documents by their save time.

# 5. Document Properties

Information about the document is displayed as follows:

- Thumbnail of each page
- Document Name
- Creation Date
- Sender
- Page Total
- Save Interval

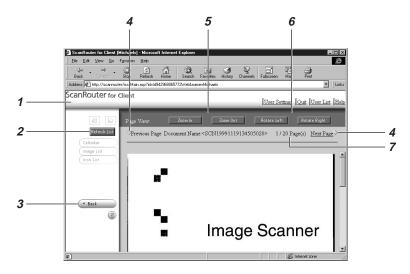
Click the thumbnail to switch the display mode to the **[Page View]** mode.

# 6. [Delete Document] [Move Document] [Download]

Deletes a document saved in the folder; moves a document to another user folder; downloads a document to the client computer. For more information about the download, see P.28 "Downloading a Document Saved in the Folder".

# **Page View**

The image of the page is displayed.



### 1. Title Area

The functions in this area are the same in each type of list. For more information, see P.19 "Title Area, Left Frame".

# 2. [Refresh List]

Returns to the document list page and updates the page.

# 3. [Back]

Switches to the [Document View] mode.

### 4. [Previous Page] [Next Page]

Use these buttons to view a multiplepage document.

### 5. [Zoom In] [Zoom Out]

Click to change the reduce/enlarge ratios to view the image; 50%, 75%, 100%, 150%, and 200% are available.

# 6. [Rotate Left] [Rotate Right]

Click to rotate the image in 90-degree increments to the left or to the right.

### 7. Page

(current page number) / (total number of pages) is displayed.

# Downloading a Document Saved in the Folder

You can download a document from a folder located on ScanRouter Professional Station. The document is downloaded in a self-extracting file format.

# **#Important**

☐ The downloaded document will not be deleted from the folder located on ScanRouter Professional Station. There is a possibility that available free disk space will become full if documents aren't removed from the hard disk regularly.

# **Downloading a Document**

- 1 Display the user list page (Top Page) of ScanRouter for Client.
- **2** Click the folder containing the document to be downloaded.

### Note

- ☐ With ScanRouter for Client, you can download a document from the user folder or from the fax reception folder.
- After clicking on the user folder, enter the password and then click [OK].
- A Follow the steps below, depending on the display type.

When displaying the Calendar

- Click the thumbnail of the document to be downloaded. The display mode switches to the [Document View] mode.
- 2 Click [Download].
- After the confirmation message appears, click [OK].

When displaying the Image List or the Icon List

• Click [Download], which is located next to the document to be downloaded.



- ☐ If you want to view the document, click the thumbnail or the icon to switch the display mode to the [Document View] mode, and then click [Download].
- 2 After the confirmation message appears, click [OK].

- The following steps vary depending on the browser being used. In this section, instructions for Internet Explorer 4.0 are used as examples.
- Click [Save this program to disk], and then click [OK].
- When a message asks you to select the location to save the document, select the folder to save the document and then click [Save].

The download starts.

### Note

- ☐ The name given to the downloaded file is different for each browser. With Internet Explorer 3.02, the file name is "doc\*.exe" (\* represents additional characters), and with other browsers, the file name is saved as "document.exe". If you want to continue downloading another document, change the file name or select another folder.
- ☐ Do not change the extension of the file (.EXE) because the file is downloaded in a self-extracting file format.

# **Viewing the Downloaded Document**

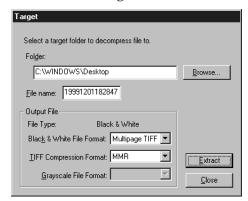
The document is downloaded in a self-extracting file format. You can extract this file and view the image using the appropriate application.

1 Double-click the downloaded file.

The [Target] dialog box appears.

2 In the [Folder] box, enter the folder name with the full path where the extracted file will be saved.

The folder where the downloaded document was saved appears as the default, thus change the folder name if required.



Enter the name of the extracted file (without the extension) in the [File Name] box.

The date and time this dialog box was opened appears in the **[File Name]** box as the default, thus change the name if required. The file name consists of the name entered in the **[File Name]** box, the page information, and the extension.

# Select a file format for the extracted file from the [Output File] group.

If the document is a Black-and-White image, the file format can be selected from the Black & White File Format list or the TIFF Compression Format list. If the document is a Grayscale image, the file format can be selected from the Grayscale File Format list.

# 

For more information about output file formats, see P.40 "File Formats".

# Click [Extract].

The file is extracted.

# 

For more information about the file name for the created file, see P.31 "[Target] Dialog Box".

# **1** Double-click the created file.

The image of the file is displayed after the application starts.

If the application does not start, an application which supports that file format has not been installed. Extract the file with a different file format, or install an application which supports the extracted file format.

# $\overset{lack}{igwedge}$ Reasons for downloading files that are in a self-extracting file format

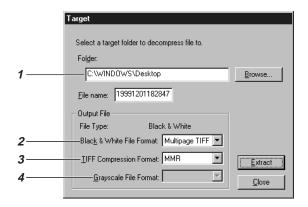
By compressing multiple pages into a single file, you can download the file in a single step. Also, some browsers may only display a file that is in a non-compressed file format without saving it.

# [Target] Dialog Box

In this dialog box, you can configure settings for the downloaded files such as the folder where the extracted file will be saved, the file name, and the file format to be used.

After being extracted, the downloaded file is saved with the following names, depending on the file format set here:

- When single-page format is selected for the extracted file format: The name entered in the **[File Name]** box followed by "\_page number.extension". One file will be created for each page.
- When multi-page format is selected for the extracted file format:
   The name entered in the [File Name] box followed by "\_1-total number of pages.extension". One file will be created for all of the pages.



### 1. Folder

Enter the folder name where the extracted file will be saved. If the folder name is not entered, the extracted file will be saved in the same folder where the downloaded document was saved.

### 2. Black & White File Format

Enabled when the downloaded document is a Black & White image. Select the file format for the extracted file.

# 

For more information about the file formats, see P.40 "File Formats".

# 3. TIFF Compression Format

Enabled when "TIFF" or "TIFF-F" is selected in the [Black & White File Format] list.



☐ If you select "TIFF-F" in the [Black & White File Format] list, the file will actually be saved in MH format irrespective of selecting any format.

# 4. Grayscale File Format

Enabled when the downloaded document is a Grayscale image. Select the file format for the extracted file.

# 

For more information about file formats, see P.40 "File Formats".

# **Changing the User Folder Settings**

The user folder settings are configured when ScanRouter Professional administrator created the folder, however, you can change the document delivery settings of the folder with ScanRouter for Client.

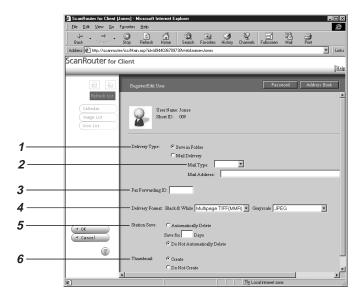
- 1 Display the user list page (Top page) of ScanRouter for Client.
- 2 Click the user folder of which you want to change the settings.
- Enter the password for the folder, and then click [OK]. The calendar page appears.
- 4 Click [User Settings].
- **5** Adjust the settings appropriately.

For more information about the items on this page, see P.33 "[Register/Edit User] Page".

**6** When the settings are complete, click [OK].

The settings have been changed.

# [Register/Edit User] Page



## 1. Delivery Type

Select a document delivery type used when the user is selected as a destination. If you want to save the document in the folder without delivering it, select [Save In Folder].

Select [Mail Delivery] when delivering mail with an attachment, and [Mail Type] and [Mail Address] settings are also required. The delivered document will not be saved in the user folder.

# 2. Mail Type, Mail Address

Select the mail type and the mail address if [Mail Delivery] is selected in the [Delivery Type] list. Click [Address Book] to select the mail address.

ScanRouter Professional supports the following mail types:

- Internet Mail (SMTP)
- Microsoft Mail
- Microsoft Exchange
- Lotus Notes

# 3. FAX Forwarding ID

Enter the Fax Forwarding ID (4 digits). If a sender selects the receiver's ID number when sending a fax, the fax is forwarded to the receiver automatically.

# 

For more information about document delivery by fax, see "Setup & Administrator Reference".

# 4. Delivery Format

Select a file format of the document from the drop-down menu when sending an email with a document as an attachment.

# **₽** Reference

For more information about file formats, see P.40 "File Formats".

#### 5. Station Save

Set the number of days for saved documents to remain in the folder. If [Automatically Delete] is selected, the document will be deleted automatically at midnight after the number of days set here have passed.

#### 6. Thumbnail

Select whether or not to create a thumbnail when the document is saved. If **[Do Not Create]** is selected, the time required to save the document is reduced. 

# 3. Opening a Document Delivered by Mail

# Opening a Document Delivered by Mail

If **[Mail Delivery]** is selected in the user folder settings, a document received with the ScanRouter Professional is attached to an e-mail and is delivered to the destination address.

From the client computer, you can open the attached document using the appropriate application.

## 

- ☐ For information about receiving an e-mail with a file attachment, see the manual of the mail software which is being used.
- □ The destination address and the image file format are set by the ScanRouter Professional administrator when the user file is created, however, you can change the settings using a browser on the client computer.⇒ P.32 "Changing the User Folder Settings"

# Mail Header Information

An E-mail is delivered with the following header information.

# Subject

The subject is defined for that type of document.

• A document scanned with the machine

## Message From [Sender]

A user name or a group name can be selected as the sender when scanning a document with the machine. If no sender is selected, **[Sender]** remains blank.

• A document received by fax

# Fax From [TSI]

**[TSI]** represents the TSI received from the sender's fax. If the Fax Forwarding ID is selected for transmission, "++ Fax Forwarding ID" is added to the TSI.

# Note

☐ If the combination of TSI and a sender's name is registered to the TSI table in ScanRouter Professional, the registered name will be used for the subject in "Fax From [Sender (TSI)]".

#### From

The client name registered in ScanRouter Professional.

# File Name of the Attached Document

Documents are attached to an e-mail with the following file names.

**A** document scanned with the machine.

SCNyyyymmddhhmmssttt\_n.xxx

A document received by fax

FAXyyyymmddhhmmss\_n.xxx

• yyyymmddhhmmss

The date (yyyy/mm/dd) and the time (hh/mm/ss) when the document was saved in ScanRouter Professional Station.

†††

A unit of 1/1000 second.

• n

If received as a single page file format, this represents a page number. If received as a multi-page file format, this represents a page total. The file format for delivery is defined in the user folder settings.

xxx
 The file format (tif, dcx, pdf, jpg).

For example, if a 2-page scanned document in single page TIFF format was received on August 1 1999, at 12:34:56:123, the document is saved in two files as below:

- SCN19990801123456123 1.TIF
- SCN19990801123456123\_2.TIF

If the same document was received in Multipage DCX format, the document is saved in the following file.

SCN19990801123456123\_2.DCX

# 4. Appendix

# **Troubleshooting**

Problem	Cause / Action
A connection to ScanRouter Professional Station cannot be made when starting ScanRouter Client Software.	Make sure that ScanRouter Professional Station and ScanRouter Client Manager are running.
Client Software takes a long time to start.	If a DNS server or WINS server is not used, Client Software may take a long time to start. Enter the IP address of ScanRouter Professional Station in [Delivery Station] in the [Log in] tab in the [ScanRouter Client Properties] window.
Cannot receive documents even though ScanRouter Client Software is running.	ScanRouter Client Software is not working properly due to some causes. Exit from ScanRouter Client Software and then restart this application.

#### **Problem**

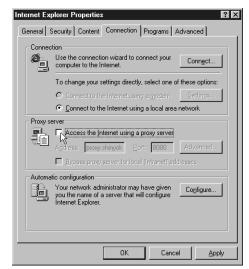
# The top page of ScanRouter Professional is not displayed after entering the URL with the WWW browser.

#### Cause / Action

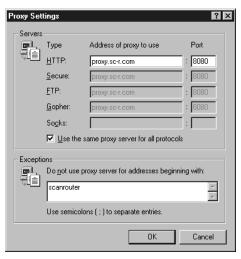
Check if the WWW browser is set to use a proxy server. If not required, cancel the setting. If you need to use a proxy server, be sure to configure the browser so that it doesn't use the proxy server to access the ScanRouter Professional Station.

The following is an example of a setting used with Internet Explorer 4.0:

If not using a proxy server, click to clear the [Access the Internet using a proxy server] check box.



If using a proxy server, click to select the [By-pass proxy server for local (Intranet) address] check box. Or, click [Advanced] and enter the address of ScanRouter Professional Station in the [Exceptions] box.



Problem	Cause / Action
When using the WWW browser to open a page of ScanRouter for Client, or when operating Scan-Router for Client, a message is displayed stating that you cannot make a connection due to exceeding the maximum allowed number of connections.	The maximum allowed number of simultaneous connections to ScanRouter Professional Station is exceeded.  Wait for a brief period, and then reperform the operation.

# File Formats

The following file format types are available for ScanRouter Professional Station Software and ScanRouter Client Software:

	ScanRouter Professional Station Software	ScanRouter Client Software
Available File Format	TIFF, TIFF-F, DCX, PDF, JPEG	TIFF, TIFF-F, PCX, BMP, DCX, PDF, JPEG

## **∅** Note

- ☐ In ScanRouter Professional Station Software, if "Text", "Text/Photo", or "Photo" is selected when scanning a document from the machine, the document will be saved in Black & White image data format, and if "Gray Scale" is selected, the document will be saved in Grayscale image data format.
- ☐ In case of multiple-page documents, one file will be created for each page because Multipage option is not available for Grayscale image.

## **♦** 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 single-page images in TIFF, and one file for multiple-page image in Multipage 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 high to low compression ratios (depending on the image). The TIFF-compressed image can be restored to the original image.

TIFF-F stands for "Tiff Class F Specification" and is one of the fax image data formats. The TIFF-F format created by ScanRouter Professional Station Software is 200dpi and the Compression Format is MH only.

## ❖ PCX, BMP

File formats used to save bitmap images. These formats are not available for the Multipage option.

#### ◆ DCX

A file format to save bitmap images. This format is available for the Multipage option.

#### ◆ PDF

This file format can be opened with the Adobe Acrobat application. Multipage images can be saved in one file with this file format.

#### ❖ JPEG

This method can compress image data from 1/10 to 1/100 of the original size. The compressed image cannot be restored. This method is suitable for land-scape images or photo data because the compression effect tends to be less obvious with these kinds of images.

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