ScanRouter DocumentServer

Setup Guide

- 1 System Requirements
- 2 Server Setup
- 3 ScanRouter DocumentServer Setup
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Introduction

This manual describes basic instructions and notes about the use of this product. To get maximum versatility all operators are requested to read this manual carefully and follow the instructions. Please keep this manual handy for future reference.

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- 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

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.

𝒯 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.

This symbol indicates a reference.

[]

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

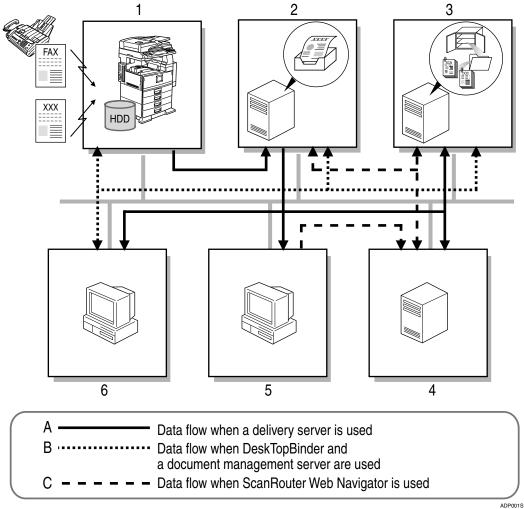
Overview of ScanRouter System

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, ScanRouter System includes ScanRouter V2 Lite/Professional, ScanRouter Enterprise, ScanRouter EX Professional/Enterprise, ScanRouter DocumentServer, ScanRouter Web Navigator, Web Document Viewer, 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.



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 Scan-Router 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 DeskTop-Binder, ScanRouter Web Navigator, and Web Document Viewer 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 and Web Document Viewer (Web server)

ScanRouter Web Navigator and Web Document Viewer are portal applications 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 or Web Document Viewer 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 intray 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 DeskTop-Binder 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. System Requirements

To use ScanRouter DocumentServer, the computer must meet the following system requirements.

Limitation

- ☐ ScanRouter DocumentServer will not operate correctly if installed on the following environments:
 - Computer used as a mail server or database
 - Primary or backup domain controller

Computers

Main Unit

PC/AT compatible

❖ CPU

Pentium III 1 GHz or faster (Pentium 4 2.4 GHz or faster recommended)

Operating Systems

- Microsoft Windows 2000 Advanced Server + Service Pack 4 or later
- Microsoft Windows 2000 Server + Service Pack 4 or later
- Microsoft Windows ServerTM 2003 Standard Edition
- Microsoft Windows ServerTM 2003 Enterprise Edition

𝚱 Note

☐ For Windows 2000 Server and Windows Server 2003, install ScanRouter DocumentServer in a member server.

Web Server

- Microsoft Internet Information Services 5.0 or later
- Apache HTTP Server 2.0 or later

∅ Note

- ☐ Microsoft Internet Information Services 5.0 can be installed from the CD-ROM of Windows 2000 Server/Advanced Server. Microsoft Internet Information Services 6.0 can be installed from the CD-ROM of Windows Server 2003.
- ☐ Apache HTTP Server is automatically installed by selecting [Apache] on the dialog box for selecting a Web server that appears during installation of this system.

RAM

512 MB or more (1 GB or more recommended)

♦ Hard Disk Space

At least 600 MB of disk space is required for installation.

Network Protocols

TCP/IP protocol

Communication Port

To communicate using a Web server, the following TCP/IP ports must be available:

- Port for HTTP
 - Required to set a port number when ScanRouter DocumentServer is installed.
- Port for HTTPS

Required to set a port number when ScanRouter DocumentServer is installed.

• Port for discovery "50109" must be reserved.

#Important

☐ To avoid port conflicts, select a port for ScanRouter DocumentServer that is not used by another Web server.

- ☐ If there is a firewall between server and clients, set it to make the TCP/IP port available.
- ☐ If another ScanRouter System server product is already installed before ScanRouter DocumentServer is installed and the settings for Web server and port number are complete, you do not need to reserve another TCP/IP port. Common Web server and TCP/IP port with another ScanRouter System server product installed on the same computer are used.

ScanRouter System products that can be installed on the same server computer as the ScanRouter DocumentServer

- ScanRouter EX Professional
- ScanRouter EX Enterprise
- SR Manager
- ScanRouter Web Navigator ScanRouter Web Navigator Conversion Option
- DeskTopBinder Professional (Ver.4.xxx)

𝚱 Note

☐ ScanRouter Web Navigator Conversion Option is option products of Scan-Router Web Navigator respectively. You cannot connect those options to ScanRouter DocumentServer independently.

2. Server Setup

Before installing ScanRouter DocumentServer, prepare the computer for use as the document management server. Before preparation, set up the TCP/IP environment. For information about setting up TCP/IP, ask the network administrator.

Ø Note

☐ The following procedure is for Windows 2000. The procedure may vary depending on your operating system.

Account Settings

An account for installing ScanRouter DocumentServer must have the Administrators permission. You can use an existing account. However, we recommend you create an account exclusively for ScanRouter DocumentServer.

When ScanRouter DocumentServer is installed, Authentication Management Service is also installed. Authentication Manager is automatically installed to manage Authentication Management Service.

ScanRouter System provides users with "Windows Authentication (NT compatible)" or "Windows Authentication (native)" that uses a Windows domain for user authentication, "Notes Authentication" that uses a Notes domain, and "Basic Authentication" that uses unique user settings independent of domains.

Account settings may vary depending the authentication method applied for ScanRouter DocumentServer.

Windows Authentication (NT compatible/native)

Administrator account on a computer belongs to the Windows domain is necessary.

Basic Authentication

Administrator account is necessary. However, belonging to the domain is unnecessary.

#Important

☐ You cannot Install applications on Windows Server 2003 using an account without a password.

Ø Note

- ☐ When installing ScanRouter EX Professional/Enterprise, or ScanRouter Web Navigator on the same computer, use a common account. The password can be changed after installation using Environment Setting Tool.
- ☐ The Authentication method to use shall be set when installing ScanRouter DocumentServer.
- ☐ To use Windows Authentication as the authentication method, install Scan-Router DocumentServer on a computer belongs to the Windows domain.

For details about Authentication Management Service, see *ScanRouter DocumentServer Management Guide* or Authentication Manager Help after Scan-Router DocumentServer is installed.

Windows Authentication (NT compatible/native)

Preparation

If you want to create a new account, ask the network administrator to add an account in the domain server exclusively for ScanRouter DocumentServer. You must specify a password for the account created at this time.

Add the account added in the domain server to the Administrators group of the computer in which ScanRouter DocumentServer will be installed.

- 1 Log on as a member of the Administrators group belongs to the domain.
- 2 Right-click [My Computer], and then select [Manage].
- Select the [Groups] folder of [Local Users and Groups] in the console tree. Select [Administrators], and then click [Properties] on the [Action] menu.
- 4 Click [Add].

The **[Select Users or Groups]** dialog box appears, and a list of the users and groups which belong to the domain is displayed.

On the upper box, select the ScanRouter DocumentServer Administrator account, and then click [Add].

If the account is not displayed, check that the correct domain server is selected from the **[Look in]** drop-down menu.

- 6 After the administrator account is added to the lower box, click [OK].
- **7** Check that the administrator account has been added to [Members], and click [OK].
- **8** Close Computer Management.

Basic Authentication

Add a new account to the computer where ScanRouter DocumentServer will be installed.

- 1 Log on as a member of the Administrators group.
- 2 Right-click [My Computer], and then select [Manage].
- Select the [Users] folder of [Local Users and Groups] in the console tree, and then click [New User] on the [Action] menu.

The [New User] dialog box appears.

- Click to clear the check box for [User Must Change Password at Next Logon], and then enter the other items.
- **5** Select [Create], and then click [Close].
- **6** Select [Groups] of [Local Users and Groups] on the console tree.
- Click [Administrators] in the window area in detailed information, and then select [Properties] on the [Action] menu.
- 8 Click [Add].

The [Select Users or Groups] dialog box appears, and a list of the users and groups are displayed.

- Select to highlight the administrator account from the upper box, and then click [Add].
- After the administrator account is added to the lower box, click [OK].
- 11 Check that the administrator account has been added to [Members], and then click [OK].
- Close Computer Management.

3. ScanRouter DocumentServer Setup

Follow these procedures to setup ScanRouter DocumentServer.

Installing ScanRouter DocumentServer

Install ScanRouter DocumentServer according to the procedure below. Before the installation, make sure that you have finished preparing the server to be installed.

#Important ☐ After installation is complete, be sure to restart the computer. If ScanRouter DocumentServer is launched before restarting the computer, it does not work normally. In this case, reinstall ScanRouter DocumentServer. Note ☐ To install ScanRouter DocumentServer, be sure to log on Windows with the installing account which was set in p.3 "Account Settings". ☐ The Password setting is required on the account exclusive for ScanRouter DocumentServer. ☐ Uninstall previous versions of ScanRouter DocumentServer (data used in previous versions is inherited). p.10 "Upgrading the Previous Version" ☐ To use the Windows Authentication method, install ScanRouter Document-Server on the computer already logged on as a Windows domain member. 1 Insert the CD-ROM for this product into the CD-ROM drive. Display the [ScanRouter DocumentServer Setup] dialog box. 2 Click [ScanRouter DocumentServer]. A confirmation message about starting installation appears. 3 Click [Yes]. 4 Click [Next] on the displayed dialog box. Confirm the Software License Agreement, and then click [Yes]. A dialog box for entering customer information appears. 6 Enter customer information, and then click [Next].

The window for selecting or confirming the installation destination is dis-

Confirm the displayed information, and then click [Yes].

played.

8 Specify the installation destination.

Note

- ☐ If DeskTopBinder Professional or ScanRouter EX Professional/Enterprise and so on is already installed, you cannot specify the installation destination. The destination will be a folder common to them.
- Enter a folder as the installation destination, and then click [Next].

Note

- ☐ You cannot specify the following locations:
 - Inside the Windows folder
 - Root directory
 - Inside removable media such as MO disks

2 Enter a data path, and then click [Next].

You can specify a default path used when a cabinet is created.

Note

- ☐ You cannot specify the following locations:
 - Inside the Windows folder
 - Root directory
 - Inside a Program Files folder
- **9** Select the desired Web server, and then click [Next].
- 10 Specify the desired Web server port number, and then click [Next].

A confirmation message about the settings appears.

11 Click [Next].

The installation of ScanRouter DocumentServer starts. After the installation, an installation completion message appears.

Note

- ☐ During installation, the **[Digital Signature Not Found]** dialog box which indicates a message about adding a printer for Ricoh File Write V3 appears. Click **[Yes]**.
- ☐ Once the installation is completed, its setting is unable to be changed. When you need to change the settings, uninstall ScanRouter Document-Server, and then install it again.

12 Click [Finish].

The [ScanRouter DocumentServer Setup] dialog box appears.

Click [Exit Setup].

A message prompting you to restart the computer appears.

14 Click [OK].

When the computer restarts, log on Windows using the installation account. The [Authorization for Server Access] dialog box appears.

𝚱 Note

- ☐ Before restarting the computer, the setting is not completed and ScanRouter DocumentServer does not operate correctly.
- **1** Make the necessary authentication settings.
 - In the [Password] and [Confirm Password] boxes, enter the user password used when ScanRouter DocumentServer was installed.
 - 2 Click [OK].
- In the [Authentication Method Settings] dialog box, select a method for Scan-Router DocumentServer user authentication from the following, and then click [OK].
 - Basic Authentication
 With Basic Authentication, you can add and manage unique authentication users. You can establish a user authentication environment without an environment of Windows domain.
 - Windows Authentication (NT compatible)
 Using the user account such as the Windows NT domain and Windows
 2000 Active Directory domain (mixed mode/NT compatible access authorization mode) established on the network, establish a user authentication environment.
 - Windows Authentication (native)
 Using the user account of the Windows 2000 Active Directory domain (native mode/access authorization mode only for Windows 2000) and Windows Server 2003 Active Directory domain established on the network, establish a user authentication environment.

In [Domain name:], [Domain user name:], and [Password:], enter the domain name and the information of accessible users.

Note

- ☐ When Basic Authentication is selected, the user account registered in Authentication Manager is used for authentication. For other authentication methods, the user account registered in each domain is used for authentication.
- ☐ For the selected authentication method, make detailed settings using Authentication Manager after setup.
- ☐ After the setup is completed, the authentication method can be changed using SRDS Manager.

In the password settings dialog box of the built-in user, enter the password of the built-in user, and then click [OK].

Windows settings necessary to operate ScanRouter DocumentServer are automatically changed. To enable the settings, restart the computer.

Continue installation of related applications if necessary.

p.11 "SSL Settings"

p.19 "Adding Printer"

p.23 "Related Application Setup"

Upgrading the Previous Version

When upgrading the previous version of ScanRouter DocumentServer to Scan-Router DocumentServer Ver 2.xxx, the following precautions must be observed:

Before Installation

Uninstall the previous version of ScanRouter DocumentServer.

- If you want to continue using the current cabinet data by converting them
 to the one available for ScanRouter DocumentServer Ver 2.xxx, click [Remove Cabinet from System], and then uninstall the previous version of ScanRouter DocumentServer.
- Before uninstalling the software, back up all the data for the system and cabinets.

Uninstall any conflicting ScanRouter System applications installed in the same computer.

After Installation

You can use the previous version's cabinet data removed from the system by converting them to the one available for Ver.2.xxx using SRDS Cabinet Converter.

SSL Settings

To make a Web server SSL compatible and use SSL for communication among servers such as ScanRouter DocumentServer, ScanRouter Web Navigator, and ScanRouter EX, or between ScanRouter Web Navigator and clients (Web browser), you can use the SSL setting tool to make the following settings:

𝚱 Note

- ☐ The SSL setting tool is installed only when one of the following software systems is installed:
 - ScanRouter DocumentServer
 - ScanRouter EX Professional
 - ScanRouter EX Enterprise
 - ScanRouter Web Navigator
 - Document Management Connection Program (Packaged with ScanRouter Web Navigator)
 - Delivery Connection Program (Packaged with ScanRouter Web Navigator)
 - ScanRouter Web Navigator Conversion Option
- ☐ When importing certificate or changing SSL settings, be sure to restart the computer after all settings are complete.
- ☐ When the communication with SSL is used between a client computer and a server, SSL settings on the server are required as described below. Also, SSL settings on the client computer connected to that server are required. For details about SSL settings on the client computer, see the Readme file.
- ☐ When you use "Internet Information Services" as the Web server and communicate with SSL, there are some necessary settings after importing the certificate by performing the operation below. For details about the settings, see the Readme file.

Setting CA Server

A CA server is a server used to issue an electronic certificate that permits to perform SSL communication. Any computer where the SSL setting tool is installed can be used as a CA server.

Before making SSL settings, you need to configure a server as a CA server. SSL communication among servers can be enabled provided that the other servers have imported the certificate.

Issuing Certificate

A CA server is used to issue a certificate. A certificate specific to each server that attends SSL communication is issued.

Certificates for a CA server and another server (for one unit) are issued at first issue. If you want more than one unit of other servers to utilize SSL communication, separately issue another certificate following the procedure described in p.13 "Issuing certificates (at second issue or later)".

After a certificate specific to each server is issued, it can be imported to an appropriate server.

Issuing certificates (at first issue)

At first issue of certificates from the SSL setting tool, certificates for a CA server and another server (for one unit) are issued.

- ☐ At second issue or later, only the certificate for SSL communication server is issued.
- 1 On the [Start] menu, point to [Programs], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

2 Click [Issue Certificate], and then click [Next].

The [Create CA Server Certificate 1/3] dialog box appears.

- Enter area information. Enter the country, area, and city, and then click [Next].
 - Note
 - □ **[Country:]** should be filled in with single-byte 2 character strings.
- 4 Enter company information. Enter the company name and organization name, and then click [Next].
- Enter network information. Enter the server name and e-mail address, and then click [Next].
 - Server Name:
 Enter a server name at random.
 - Email Address: Enter an e-mail address. It appears when the certificate is displayed in a Web browser.

The [Create Server Certificate 1/3] dialog box appears.

- 6 Enter area information. Enter the country, area, and city, and then click [Next].
 - Note
 - ☐ **[Country:]** should be filled in with single-byte 2 character strings.
- 2 Enter company information. Enter the company name and organization name, and then click [Next].
- Enter network information. Enter the server name and e-mail address, and then click [Next].
 - Server Name:
 - Enter a server name that will import the server name certificate in the format of a host name with a domain name. (e.g., www.rds.co.jp)
 - Email Address:
 Enter an e-mail address. It appears when the certificate is displayed in a Web browser.
- Enter a folder name to which the certificate for another server is placed, and then click [Next].
- In the confirmation dialog box, click [OK].

The certificate is placed in the specified folder.

Note

 \square The file name "server.p.12" is given to all certificates for other servers.

Issuing certificates (at second issue or later)

Certificates for other SSL communication servers are issued when certificates are issued from the SSL setting tool for the second time or later.

1 On the [Start] menu, point to [Program], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

- 2 Click [Issue Certificate], and then click [Next].
 - The [Create Server Certificate 1/3] dialog box appears.
- Enter area information. Enter the country, area, and city, and then click [Next].

 - ☐ **[Country:]** should be filled in with single-byte 2 character strings.
- Enter company information. Enter the company name and organization name, and then click [Next].

- Enter network information. Enter the server name and e-mail address, and then click [Next].
 - Server Name: Enter a server name that will import the server name certificate in the format of a host name with a domain name. (e.g., www.rds.co.jp)
 - Email Address:
 Enter an e-mail address. It appears when the certificate is displayed in a Web browser.
- 6 Specify the folder to which the certificate is placed, and then click [Next].
- **7** In the confirmation dialog box, click [OK].

The certificate is placed in the specified folder.



☐ The file name "server.p.12" is given to all certificates for other servers.

Importing Certificate

A certificate issued from the CA server is imported to each server. Every server, including the CA server, which performs SSL communication should import its own certificate.

1 On the [Start] menu, point to [Program], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

- 2 Click [Import Certificate], and then click[Next].
 - The dialog box to select an appropriate certificate appears.
- Specify the folder in which a certificate for another server (server.p12) is placed, and then click [OK].
- 4 In the confirmation dialog box, click [OK].

Changing SSL Settings

You can make settings for SSL communication. This procedure is needed when a practical operation of SSL communication is started or changed.

You can make settings for every server, including the CA server, which performs SSL communication.

1 On the [Start] menu, point to [Program], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

- 2 Click [Change SSL method], and then click [Next].
 - All SSL Connections
 SSL is used for all communications including those between ScanRouter
 Web Navigator and a Web browser, and between the currently used server
 and other ScanRouter DocumentServers.
 - Use SSL between Web Browser and Server Connections SSL is used only for the communication between ScanRouter Web Navigator and a Web browser.
 - Do not use SSL You can quit operations of SSL on the server currently in use.
 - Note
 - ☐ If you quit operations of SSL at this point, you will not be able to communicate with a server that uses SSL. Make changes to the SSL settings of related servers, as needed.
- In the confirmation dialog box, click [OK].

Installing in a Client Computer

You can install SRDS Manager and Authentication Manager in a client computer to remotely manage the document management server and Authentication Management Service.

Note

☐ Separate installation of SRDS Manager is not necessary on a document management server in which ScanRouter DocumentServer is already installed.

System Requirements

Operating Systems

- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows 2000 Professional + Service Pack 4 or later
- Microsoft Windows 2000 Server + Service Pack 4 or later
- Microsoft Windows 2000 Advanced Server + Service Pack 4 or later
- Microsoft Windows XP Professional + Service Pack 1 or later
- Microsoft Windows XP Home Edition + Service Pack 1 or later
- Microsoft Windows Server[™] 2003 Standard Edition
- Microsoft Windows ServerTM 2003 Enterprise Edition

Installing SRDS Manager

∅ Note

- $\hfill \square$ Do not install SRDS Manager in the dial-up connection computer if possible.
- Insert the CD-ROM for this product into the CD-ROM drive. Display the [ScanRouter DocumentServer Setup] dialog box.
- 2 Click [SRDS Manager].

A confirmation message about starting installation appears.

- Click [Yes].
- 4 Click [Next] in the displayed dialog box.
- **5** Confirm the Software License Agreement, and then click [Yes].
- **6** Enter the user information, and then click [Next].

7 Enter a folder as the installation destination, and then click [Next].

Note

- ☐ If any product of ScanRouter System has already been installed, you cannot specify the installation destination. The destination will be a folder common to them.
- ☐ You cannot specify the following destinations:
 - Inside the Windows folder
 - Root directory
 - Inside removable media such as MO disks
- Confirm the settings, and then click [Next].

Installation of SRDS Manager starts.

9 Click [Finish] in the installation completion dialog box.

Installing Authentication Manager

- 1 Insert the CD-ROM for this product into the CD-ROM drive. The [ScanRouter DocumentServer Setup] dialog box appears.
- 2 Click [Authentication Manager].

A confirmation message about starting installation appears.

- 3 Click [Yes].
- 4 Click [Next] in the displayed dialog box.
- **5** Confirm the Software License Agreement, and then click [Yes].
- 6 Enter the user information, and then click [Next].
- Tenter a folder name as the installation destination, and then click [Next].

Note

- ☐ If any product of ScanRouter System has already been installed, you cannot specify the installation destination. The destination will be a folder common to them.
- ☐ You cannot specify the following destinations:
 - Inside the Windows folder
 - Root directory
 - Inside removable media such as MO disks
- 8 Confirm the settings, and then click [Next].

Installation of Authentication Manager starts.

Olick [Finish] in the installation completion dialog box.

Uninstalling ScanRouter DocumentServer

This section explains how to uninstall ScanRouter DocumentServer.

∰Important

- ☐ Before uninstalling ScanRouter DocumentServer, be sure to back up the system and other information.
- ☐ If you select to delete setting information, cabinets will not be available afterward.

Ø Note

- ☐ To uninstall ScanRouter DocumentServer, be sure to log on Windows with the installing account password for ScanRouter DocumentServer.
- ☐ To uninstall SRDS Manager and Authentication Manager, follow the same steps below.
- 1 Suspend all the cabinets for ScanRouter DocumentServer using SRDS Manager.
- 2 Close SRDS Manager.
- Select ScanRouter DocumentServer in [Add/Remove Programs] on the control panel, and then click [Add/Remove] or [Change/Remove].

A confirmation dialog box appears.

- 4 Click [OK].
- **5** Select whether the setting information is kept.

ScanRouter DocumentServer is uninstalled, and then "Maintenance is complete." is displayed.

𝚱 Note

- ☐ If you are asked to delete a file that may be shared with other programs, click **[No]**.
- 6 Click [Finish].

Note

☐ If only ScanRouter DocumentServer is installed in the computer, you can delete the "RDCab" folder (or the folder specified as the data path)p.7 "Installing ScanRouter DocumentServer". If the data path is shared with DeskTopBinder Professional or ScanRouter EX Professional/Enterprise and so on, do not delete the "RDCab" folder (or the folder specified as the data path). If you want to delete the ScanRouter DocumentServer data, delete only folders for each cabinet.

4. After Installation

Adding Printer

For document printing, PDF direct printing with the printing function of Scan-Router DocumentServer through the client computer, add a dedicated printer port to document management server, and then make the necessary printer settings.

∰Important

- ☐ Before adding a printer, you must prepare the printer driver in advance.
- ☐ To operate PDF direct print, a printer and RPCS printer driver supporting PDF direct print are necessary.

Ø Note

☐ If an application which was used to create the target data is not installed on the document management server, the printing function may not be available.

The following procedure to add a printer is for Windows 2000. The procedure may differ depending on the operating systems.

- 1 Click [Start], point to [Settings], and then click [Printer].
 - The [Printer] dialog box appears.
- 2 Double-click the [Add Printer] icon.

The Add Printer wizard starts.

3 Click [Next].

The [Local/Network Printer] dialog box appears.

4 Click [Local Printer] to clear the [Automatically detect and install my Plug and Play printer] check box.

The [Select the Printer Port] dialog box appears.

- Click [Create a New Port], specify [Type].
 - RPCS printer
 If the printer to be added is RPCS, specify [DS Print Service Port] from the list.
 - Printers other than RPCS
 If the printer to be added is not RPCS, specify port types other than [DS Print Service Port].
- 6 Click [Next].

The [Add Port] dialog box appears.

- Click [Get all printers] button. Select a displayed printer in the [Selectable printer] list or specify a printer directly with the IP address, and then click [OK].
 - Note
 - ☐ Only printers in the same segment on the network are displayed in the list. When adding a printer other than those in the list, specify it directly by its IP address.
- Select a printer driver to be added, and then click [Next].
- Enter the name of the printer to be added, and then click [Next].
- f 10 Select whether to share the printer, and then click [Next].
- Select whether to print a test page, and then click [Next].

 The dialog box about completing the Add Printer wizard appears.
- 12 Click [Finish].

Printer driver installation starts.

Follow the instructions in the dialog box to install the printer driver.

The printer is added to the [Printer] dialog box.

Precautions when RPCS Printer is added

When the RPCS printer is added after creating the port (DS Print Service Port), observe the following precautions.

- The printer name cannot be changed after the printer is added.
- It is not possible to add a printer under several different names. One port must always be assigned to one printer (1:1).
- When adding printer is canceled after creating the port (DS Print Service Port), only the port still remains. When adding a printer again, delete the port in [Print Server Properties].

When deleting a printer and port

When deleting a printer, select and delete it in the **[Printer]** dialog box. In addition, you must delete the printer port (DS Print Service Port).

- ① In the [Printer] dialog box, right-click and open the menu, and then click [Server Properties].
- ② On the [Port] tab in the [Print Server Properties], delete the port.
- Note
- ☐ When you delete printers other than RPCS, you do not need to delete the port.

Start Menu

On the **[Start]** menu, point to **[Programs]**, and then point to the **[ScanRouter System]** folder. The items below appear:

ScanRouter DocumentServer

When this is selected, the following menu items appear:

- SRDS Manager Launches SRDS Manager.
- Readme Displays product information.
- Introduction Guide Displays the Introduction Guide. This guide explains the basic operating instructions for adding documents in the document management server.
- Management Guide
 Displays the Management Guide. This manual explains the operation of
 the document management server.
- Setup Guide Displays the Setup Guide. This explains delivery server setup.

Authentication Manager

Starts Authentication Manager.

♦ SSL Settings

Starts the setting tool for operating ScanRouter System using SSL communication.

Readme (Environment Setting Tool)

Displays information about how to use the Environment Setting Tool.

Environment Setting Tool

Use this when you change computer name of delivery server, domain environment, or log-in account.

For details about Environment Setting Tool, see the Readme file.

Setting Authentication Management Service

Make these settings using Authentication Manager. These settings include configuring an Authentication Management Service administrator, authentication method details, etc. For more information, see *Management Guide* or Help on the **[Start]** menu.

5. Appendix

Related Application Setup

Install and set up the application used for thumbnail creation or server printing.

∰Important

- ☐ When installing the applications below under Windows 2000/Windows Server 2003, be sure to log on Windows with an account for installing Scan-Router DocumentServer.
- ☐ Before using ScanRouter DocumentServer, be sure to launch each installed application to confirm that the print function works normally.

Note

☐ If the application used to create the print data is not installed in the delivery server, thumbnail creation or server printing may not be possible.

Microsoft Office 2000

Insert the Microsoft Office 2000 CD-ROM. The setup dialog box appears. Install each application according to the instructions in the dialog box.

To minimize hard disk usage, install only required applications.

☐ We recommend you install Office 2000's [Office Tool] and [Converter and Filter], and their subcomponents.

Word 2000

- 1 Start Word 2000.
- 2 After the "Welcome to Microsoft Word!" message appears, click [Use Microsoft Word Now].



- ☐ If the [Office2000 Registration Wizard] dialog box appears, click [No]. Perform user registration later, as required.
- **3** Quit Word 2000.

Excel 2000

- 1 Start Excel 2000.
- 2 After the "Welcome to Microsoft Excel!" message appears, click [Use Microsoft Excel Now].
 - Note
 - ☐ If the [Office2000 Registration Wizard] dialog box appears, click [No]. Perform user registration later, as required.
- 3 Quit Excel 2000.

PowerPoint 2000

- 1 Start PowerPoint 2000.
- 2 After the "Welcome to Microsoft PowerPoint!" message appears, click [Use Microsoft PowerPoint Now].
 - Note
 - ☐ If the [Office2000 Registration Wizard] dialog box appears, click [No]. Perform user registration later, as required.
- After restart, log on using an account that has ScanRouter DocumentServer install rights.
- In the [Create New Presentation] dialog box, click [Cancel].
 On the [Tools] menu, click [Options].
- In [View Settings] on the [View] tab, clear the [Startup Dialog] and [New Slide Dialog] check boxes, and then click [OK].
- **6** Quit PowerPoint 2000.

Restart PowerPoint 2000, and then check the **[Create New Presentation]** and **[New Slide]** dialog boxes do not appear.

Microsoft Office XP

Insert the Microsoft Office 2000 CD-ROM. The setup dialog box appears. Install each application according to the instructions in the dialog box.

To minimize hard disk usage, install only required applications.

When installing Office XP, make the following settings:

- In the dialog box for selecting installation type, click [Custom].
- In the dialog box for selecting applications to install, click [Install by Selecting Options for Each Application].

Dialog box to select the options to be installed
 In the dialog box for selecting options to install, under [Office Common Functions], point to [Extend Input System], and then set [IME] not to be installed.

Ø Note

☐ If IME in Office XP is installed, creating PDF in Office applications may not be possible.

Word/Excel/PowerPoint 2002

When using Microsoft Office XP, make sure you perform authentication.

Functions such as PDF creation and printing are not possible without authentication.

- **1** Start Word/Excel/PowerPoint 2002.
- **2** Perform authentication according to messages displayed in the Office XP license authentication wizard.
 - Note
 - ☐ If the license authentication wizard does not appear, authentication has already been performed.
- **3** Quit Word/Excel/PowerPoint 2002.

Microsoft Office 2003

When the setup dialog box appears, install an appreciation with following the instructions on the dialog box.

The hard disk must have sufficient free space. Uninstall any unnecessary applications.

Word/Excel/PowerPoint 2003

- 1 Start Word/Excel/PowerPoint 2003.
- 2 In [Macro] on the [Tool] menu, click [Security].
- 3 Check that the security level is [High], and then click [OK].
- 4 Quit Word/Excel/PowerPoint 2003.

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