ScanRouter EntryOption

Setup Guide

- 1 System Requirements
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Preface

ScanRouter EntryOption can deliver documents using destination sheets, series/separation sheets, and OCR forms.

This manual explains how to setup ScanRouter EntryOption. To get maximum versatility all operators are requested to read this manual carefully and follow the instructions. For how to use ScanRouter EntryOption, see *ScanRouter EntryOption Operating Instructions* and Help after installing ScanRouter EntryOption.

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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.
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- The product names of Windows[®] XP are as follows: Microsoft[®] Windows[®] XP Professional Microsoft[®] Windows[®] XP Home Edition
- 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 NT® 4.0 are as follows: Microsoft® Windows NT® Server 4.0 Microsoft® Windows NT® Workstation 4.0

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How to Read this Manual

Symbols

The following set of symbols is used in this manual.

∰Important

If this instruction is not followed, the operating system or program may stop responding, or data may be lost. Be sure to read this.

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 computer's display or keyboard, such as keys, buttons, and menus.

1. System Requirements

System Requirements of the EntryOption Server

To use ScanRouter EntryOption, the computer must meet the following system requirements:

₽ Reference

System requirements of the EntryOption server are the same as those of Scan-Router V2 Professional/Enterprise. For details, see *ScanRouter V2 Professional/Enterprise Setup Guide*.

ScanRouter EntryOption must be installed on a delivery server where one of the following is installed:

- ScanRouter V2 Professional (Ver.2.0.4.0 or later)
- ScanRouter Enterprise (Ver.1.0.4.0 or later)

System Requirements of the Client Computer

To install ScanRouter EntryOption Administration Utility or Delivery Check Tool, the client computer must meet the following system requirements.

ScanRouter EntryOption Administration Utility

System requirements for ScanRouter EntryOption Administration Utility are as follows:

CPU

Pentium 200 MHz or faster (A specification equal to or higher than the EntryOption server to be managed is recommended)

Operating Systems

- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows 2000 Server Service Pack 2 or later
- Microsoft Windows 2000 Professional Service Pack 2 or later
- Microsoft Windows NT Server
 4.0 Service Pack 6a or later
- Microsoft Windows NT Workstation 4.0 Service Pack 6a or later

RAM

64 MB or more (128 MB or more recommended)

Hard Disk Space

At least 10 MB of disk space is required for installation.

Delivery Check Tool

System requirements for Delivery Check Tool are as follows:

CPU

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

Operating Systems

- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows 2000 Server Service Pack 2 or later
- Microsoft Windows 2000 Professional Service Pack 2 or later
- Microsoft Windows NT Server
 4.0 Service Pack 6a or later
- Microsoft Windows NT Workstation 4.0 Service Pack 6a or later

RAM

48 MB or more (64 MB or more recommended)

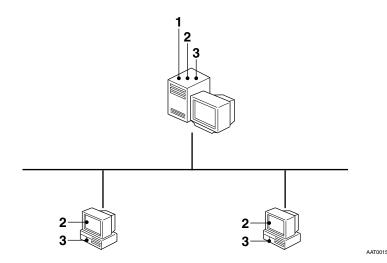
Hard Disk Space

At least 50 MB of disk space is required for installation.

2. ScanRouter EntryOption Setup

ScanRouter EntryOption Layout

The layout for ScanRouter EntryOption is composed of the EntryOption server and client computers. The contents of each computer is as follows.



1. EntryOption Server

A delivery server installed with Scan-Router EntryOption becomes an Entry-Option server.

The EntryOption server works with other devices on the network to ensure document delivery. In addition to normal deliveries, Destination sheet delivery, Series sheet delivery, Separation sheet delivery, and OCR form delivery are available.

ScanRouter EntryOption Administration Utility and Delivery Check Tool are installed at the same time as EntryOption server is installed.

2. ScanRouter EntryOption Administration Utility

This tool enables you to configure, manage, and maintain ScanRouter Entry-Option to deliver documents using its functions. Using ScanRouter Entry-Option Administration Utility, you can create or export destination sheets, series/separation sheets, and OCR forms to use with ScanRouter EntryOption.

ScanRouter EntryOption Administration Utility is installed on the EntryOption server. In addition, it can be installed on a client computer independently for remote access use.

ScanRouter EntryOption Administration Utility can access and manage all Entry-Option servers on the network.

3. Delivery Check Tool

When documents are delivered using destination sheets, recognized destinations and document contents can be confirmed before delivery. Delivery destinations can also be added or deleted. Delivery Check Tool can access multiple EntryOption servers on the network to confirm destinations.

Delivery Check Tool is installed on the EntryOption server. In addition, it can be installed on a client computer independently for remote access use.

Installing ScanRouter EntryOption

Follow the procedure below to install ScanRouter EntryOption on the same server computer where ScanRouter V2 Professional/Enterprise has already been installed.

After installation, the server can be used as an EntryOption server.

#Important

☐ After installation is complete, be sure to restart the computer. If Scan-Router EntryOption is started before restarting the computer, it does not work normally. In this case, be sure to restart the computer.

𝚱 Note

☐ To install ScanRouter EntryOption, be sure to log on to Windows using the account for starting ScanRouter V2 Professional/Enterprise.

p.3 "System Requirements of the EntryOption Server"

- 1 Using ScanRouter V2 Administration Utility, suspend the service of the delivery server in which you want to install Scan-Router EntryOption.
- 2 Insert the CD-ROM for this product into the CD-ROM drive.
- **3** Select a language you want to install, and then click [OK].

The [ScanRouter EntryOption Setup] dialog box appears.

4 Click [EntryOption].

The confirmation message about starting installation appears.

5 Click [Next].

- 6 Check the software license agreement, and then click [Yes].
- **T** Enter customer information, and then click [Next].
- Check the displayed information, and then click [Yes].
- 2 Click [Yes] to add Delivery Check Tool to startup. Click [No] not to add it to startup.

ScanRouter EntryOption is installed. In the [Install Shield Wizard Complete] dialog box, click [Finish].

Note

☐ ScanRouter EntryOption is installed in the same folder as ScanRouter V2 Professional/Enterprise.

In the [ScanRouter EntryOption Setup] dialog box, click [Exit Setup].

The message that prompts you to restart the computer appears.

Click [OK].

After the computer restarts, log on to Windows again using the account for starting ScanRouter V2 Professional/Enterprise. The [ScanRouter EntryOption Setup] dialog box appears.

𝒯 Note

☐ Unless the computer is restarted and settings are completed, ScanRouter EntryOption will not work normally.

Make the necessary authorization settings.

Make the authorization settings in the [Authorization for Server Access] dialog box.

- Enter the user password used to install ScanRouter Entry-Option in the [Password] and [Confirm password:] boxes.
- 2 Click [OK].

The Windows setup required to operate ScanRouter Entry-Option is changed automatically. To enable the settings, click **[OK]** on the message for restarting the computer. The settings are complete when the computer restarts.

Uninstalling ScanRouter EntryOption

This section explains how to uninstall ScanRouter EntryOption.

∰Important

☐ If you want to use EntryOption server data at a later time, be sure to back up the data before uninstalling ScanRouter EntryOption. Backing up is available using ScanRouter EntryOption Administration Utility.

Ø Note

- ☐ If you uninstall ScanRouter Entry-Option, ScanRouter EntryOption Administration Utility and Delivery Check Tool installed in the same computer will also be uninstalled at the same time.
- 1 Using ScanRouter V2 Administration Utility, suspend the service of the EntryOption server from which you want to uninstall ScanRouter EntryOption.
- **2** Exit ScanRouter V2 Administration Utility.
- Click [EntryOption] in [Add/Remove Programs] in [Control Panel], and then click [Add/Remove] or [Change/Remove].

The [ScanRouter EntryOption Setup] dialog box appears.

4 Click [Remove], and then click [Next].

A confirmation message appears.

Click [OK].

ScanRouter EntryOption is uninstalled and the "Maintenance Complete" message appears.

Ø Note

- ☐ If you are asked to delete a file that may be shared with other applications, click [No].
- ☐ If a locked file is displayed, click [Remove after Restart].
- 6 Click [Finish].

Client Computer Setup

You can install ScanRouter Entry-Option Administration Utility or Delivery Check Tool in a client computer to remotely manage or configure ScanRouter EntryOption.

Installing ScanRouter EntryOption Administration Utility

Follow the procedure below to install ScanRouter EntryOption Administration Utility in a client computer.

Managing an EntryOption server is possible from a client computer if it is installed with ScanRouter Entry-Option Administration Utility.

p.4 "ScanRouter EntryOption Administration Utility"

- **1** Insert the CD-ROM for this product into the CD-ROM drive.
- 2 Select a language you want to install, and then click [OK].

The [ScanRouter EntryOption Setup] dialog box appears.

Click [EntryOption Administration Utility].

The confirmation message about starting installation appears.

- 4 Click [Yes].
- Click [Next] in the dialog box that appears.
- **6** Check the software license agreement, and then click [Yes].

The [Choose Destination Location] dialog box appears.

7 Specify the installation location, and then click [Next].

Installation starts.

Note

- ☐ If DeskTopBinder V2 Professional/Lite or ScanRouter DocumentServer is already installed, you cannot specify the installation location. The location will be a folder common to them. The [Choose Destination Location] dialog box does not appear.
- ☐ You cannot specify the following locations:
 - Within a system folder
 - Root directories
 - Within removal media, such as MO disks

Check the settings, and then click [OK].

ScanRouter EntryOption Administration Utility is installed. In the **[Install Shield Wizard Complete]** dialog box, click **[Finish]**.

Installing Delivery Check Tool

Follow the procedure below to install Delivery Check Tool in a client computer.

If a client computer is installed with Delivery Check Tool, it is possible to confirm documents waiting for confirmation of destinations and process these documents using operations such as delivery or deletion from the client computer.

p.4 "Delivery Check Tool"

- **1** Insert the CD-ROM for this product into the CD-ROM drive.
- **2** Select a language you want to install, and then click [OK].

The [ScanRouter EntryOption Setup] dialog box appears.

3 Click [Delivery Check Tool].

The confirmation message about starting installation appears.

- 4 Click [Yes].
- Click [Next] in the dialog box that appears.
- 6 Check the software license agreement, and then click [Yes].

The [Choose Destination Location] dialog box appears.

Specify the installation location, and then click [Next].

Installation starts.

Note

- ☐ If DeskTopBinder V2 Professional/Lite or ScanRouter DocumentServer is already installed, you cannot specify the installation location. The location will be a folder common to them. The [Choose Destination Location] dialog box does not appear.
- ☐ You cannot specify the following locations:
 - Within a system folder
 - Root directories
 - Within a removal media such as MO disks
- Check the settings, and then click [OK].
- Click [Yes] to add Delivery Check Tool to startup. Click [No] not to add it to startup.

Delivery Check Tool is installed. In the **[Install Shield Wizard Complete]** dialog box, click **[Finish]**.

Uninstalling Each Tool

This section explains how to uninstall ScanRouter EntryOption Administration Utility or Delivery Check Tool when it was installed independently in a client computer.

5 Click [Finish].

𝚱 Note

- ☐ If ScanRouter EntryOption Administration Utility and Delivery Check Tool were installed at the same time when ScanRouter EntryOption was installed, you cannot uninstall each tool independently.
- 1 Exit ScanRouter EntryOption Administration Utility or Delivery Check Tool.
- Click [EntryOption Administration Utility] or [Delivery Check Tool] in [Add/Remove Programs] in [Control Panel], and then click [Add/Remove] or [Change/Remove].

The [EntryOption Administration Utility Setup] or [Delivery Check Tool Setup] dialog box appears.

Click [Remove], and then click [Next].

A confirmation message appears.

4 Click [OK].

ScanRouter EntryOption Administration Utility or Delivery Check Tool is uninstalled and the "Maintenance Complete" message appears.

𝒯 Note

- ☐ If you are asked to delete a file that may be shared with other applications, click **[No]**.
- ☐ If a locked file is displayed, click [Remove after Restart].

3. Appendix

Troubleshooting

Problem	Causes and solutions
When selecting a server, the following message appears: "The specified name or IP address is not valid. Please specify another name or address."	Check if the power of the server is turned on, the network cable is connected properly, and the IP address is specified correctly.

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Part of illustrations or e	explanations in	this guide m	nay differ f	from your	product du	e to ir	nprovement o	r
change in the product.								

Notes:

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