ScanRouter InputOption
Version 2

Operating Instructions

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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How to Read This Manual

Symbols

In this manual, the following symbols are used :

⚛Important

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

📖 Preparation

This symbol indicates information or preparations required prior to operating.

🖊 Note

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

🍒 Limitation

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

🔎Reference

This symbol indicates a reference.

[   ]

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

ScanRouter InputOption

ScanRouter InputOption allows you to deliver documents using destination sheets, series/separation sheets, and OCR forms. Using destination sheets, documents can be delivered at the same time to the destinations marked on the destination sheets. Using series/separation sheets, documents can be divided by the specified number of pages or at the specified positions and delivered. Using OCR forms, text in documents can be read with OCR and the documents can be delivered with the text applied to the document properties.

Creating and exporting destination sheets, series/separation sheets, and OCR forms are available using InputOption Manager.

ScanRouter InputOption Layout

ScanRouter InputOption operates in the following layout.

AES001S

1. **Network Device**

Document data from a scanner or received by fax is sent to the InputOption server.

2. **InputOption Server**

The InputOption 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.

$\mathcal{P}$**Reference**

p.5 "Deliveries Using ScanRouter InputOption"

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3. **InputOption Manager**

An administrator can use this utility to configure, manage, and maintain Scan-Router InputOption for delivering documents. An administrator can also create or export destination sheets, series/separation sheets, and OCR forms to use with ScanRouter InputOption. Only the administrator configured in InputOption Manager beforehand can operate InputOption Manager.

InputOption Manager is installed on the InputOption server. In addition, it can be installed on a client computer independently for remote access use.

$\mathcal{P}$**Reference**

p.25 "Using InputOption Manager"

$\mathcal{P}$**Reference**

p.11 "Using ScanRouter InputOption"

4. **Delivery Check Tool**

This tool enables you to confirm destinations on destination sheets and the contents of documents when documents are delivered using destination sheets. Destinations can also be added or deleted.

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

$\mathcal{P}$**Reference**

p.21 "Confirm Destinations"

5. **SR Manager**

For Destination sheet delivery or OCR form delivery using ScanRouter InputOption, the necessary settings for each delivery type can be made using SR Manager.

$\mathcal{P}$**Reference**

p.19 "Preparation using SR Manager"

Deliveries Using ScanRouter InputOption

The following types of delivery are available using ScanRouter InputOption:

- Destination sheet delivery
- Series sheet delivery
- Separation sheet delivery
- OCR form delivery

Destination Sheet Delivery

Destination sheet delivery is a function that reads destinations marked on a destination sheet and delivers a document to these destinations at one time.
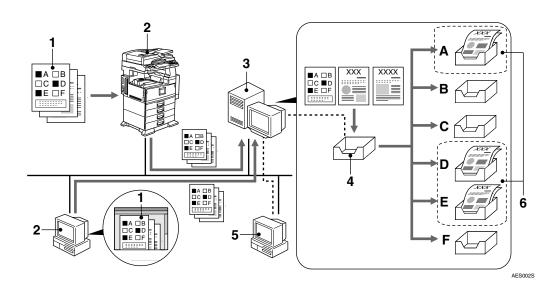
Before using the destination sheet delivery function, configure destinations with which you want to use this function with **[Dest. sheet delivery]** as a delivery type using SR Manager.

By placing a destination sheet at the front of a document and specifying a destination configured with **[Dest. sheet delivery]** when you deliver the document, destination sheet delivery function can be performed.

For example, if you configure the fax in-tray with **[Dest. sheet delivery]** as a delivery type, a document that arrives in the fax in-tray is delivered to the destinations specified on the destination sheet. Also, when you deliver a document from a scanner, if you select a destination configured with **[Dest. sheet delivery]** as a delivery type, the document is first sent to this destination and then delivered to the destinations specified on the destination sheet.

🖉 Note

❒ Operations such as creating and exporting destination sheets are available using InputOption Manager.

AES002S

1. Destination Sheet

Delivery destinations of a document are marked on a printed destination sheet. The destination sheet is placed at the front of the document.

2. Network Device/Client Computer

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the InputOption server, or a document is delivered to the InputOption server using DeskTopBinder Professional installed on a client computer.

3. InputOption Server

A destination for destination sheet delivery on the InputOption server receives the document.

4. Destination for Destination Sheet Delivery

The document arrives at the destination configured for destination sheet delivery on the InputOption server. Destinations marked on the destination sheet are read and the document is delivered to these destinations. A setting can also be made in the **[Dest. sheet delivery]** properties settings to check destinations before delivery. In this case, Delivery Check Tool is used to check destinations and the contents of documents.

Note

❒ If the setting to check destinations before delivery is made, the status of the document remains as "waiting for confirmation of destinations" until the document is processed using Delivery Check Tool.

❒ In the **[Dest. sheet delivery]** properties settings, you can select a method for how the destination sheet will be processed when the document is delivered. Details such as whether the destination sheet is sent with the document or not change according to the settings made here.

5. Delivery Check Client

For a document waiting for confirmation of destinations, this can be used to check if the destinations were correctly read, add or delete destinations if necessary, and then deliver the document. Also, the document can be deleted without being delivered.

6. Specified Destinations

The delivered document arrives at the specified destinations.

Note

❒ If the destination for destination sheet delivery is configured with other delivery types in addition to **[Dest. sheet delivery]**, the delivery processing for those delivery types will be performed at the same time.

Reference

Series Sheet Delivery
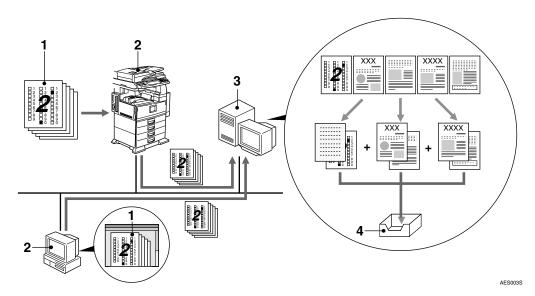
Series sheet delivery is a function that reads a number marked on a series sheet and divides a document into separate documents consisting of that number of pages, and delivers those documents. By placing a series sheet at the front of a document, when you deliver it, the delivery can be recognized as a series sheet delivery and the delivery processing can be performed.

Note

❒ Operations such as printing and exporting series sheets are available using InputOption Manager.

❒ Multiple series sheets can be inserted into a document.

*This is an example of a delivery using a series sheet marked with "2".

AES003S

1. **Series Sheet**

A number is marked on a printed series sheet to divide a document into documents consisting of that number of pages. The series sheet is placed at the front of the document.

2. **Network Device/Client Computer**

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the InputOption server, or a document is delivered to the InputOption server using DeskTopBinder Professional installed on a client computer.

3. **InputOption Server**

The InputOption server receives the document.

4. **Destination Specified When Document Was Delivered Using Series Sheet**

The number marked on the series sheet is read and the document is divided into documents consisting of that number of pages. Then, the documents arrive at the destination on the InputOption server.

For example, when you deliver a document that has four pages and the number "2" is read from the series sheet, two documents consisting of two pages will be created and delivered.

When multiple series sheets are used, all series sheets are taken out, combined into one document, and delivered with the other documents. At the front of this document, an information file is always added. The file, which is in text file format, has information such as the number of series sheets and the locations where the sheets were inserted.
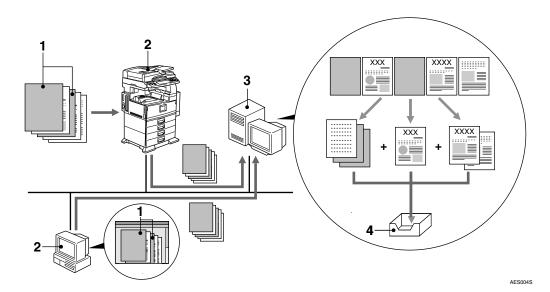
Note

❒ After division, the resulting documents are delivered according to the settings of all the delivery types configured for the destination.

Reference

Separation Sheet Delivery

Separation sheet delivery is a function that delivers a document separated before and after the separation sheets inserted into the document. By adding separation sheets to a document, when you deliver it, the delivery can be recognized as a separation sheet delivery and the delivery processing can be performed.

📝 Note

❒ Operations such as printing and exporting separation sheets are available using InputOption Manager.

❒ Multiple separation sheets can be inserted into a document.

AES004S

1. Separation Sheet

Printed separation sheets are placed at the front of the document and in locations you want to separate the document.

2. Network Device/Client Computer

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the InputOption server, or a document is delivered to the InputOption server using DeskTopBinder Professional installed on a client computer.

3. InputOption Server

The InputOption server receives the document.

4. Destination Specified When Document Was Delivered Using Separation Sheet

Separation sheets are recognized and the document is divided before and after the sheets. Then, the resulting documents arrive at the destination on the InputOption server.

For example, when you deliver a document that has three pages and a separation sheet is inserted between the first and second pages, two documents, one consisting of one page and the other consisting of two pages, will be created and delivered.

When multiple separation sheets are used, all separation sheets are taken out, combined into one document, and delivered with the other documents. At the front of this document, an information file is always added. The file, which is in text file format, has information such as the number of separation sheets and the locations where the sheets were inserted.

🔎 Reference
p.14 "Performing a Separation Sheet Delivery"

📝 Note
❒ After division, the resulting documents are delivered according to the settings of all the delivery types configured for the destination.

OCR Form Delivery

OCR form delivery is a function that reads text in a document and applies it to the document properties when the document is delivered.
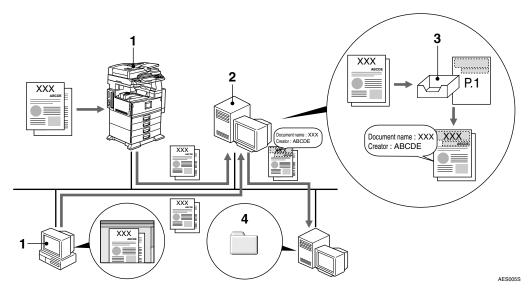
Before using OCR form delivery function, use SR Manager to configure specific destinations with **[OCR form delivery]** as a delivery type and make the necessary settings such as specifying the OCR form to be used and the page number of documents where text is to be read using OCR. At the same time, configure one or more other delivery types for these destinations.

If you send a document to a destination configured with **[OCR form delivery]** as a delivery type, text is read from the OCR positions indicated on an OCR form and applied to the document properties. The document is delivered according to the other delivery types configured for the destination.

If you deliver documents several times that have document information, such as document name and creator name, on fixed positions, delivery using an OCR form is helpful. This kind of delivery makes changing document properties settings for each delivery unnecessary.

📝 Note
❒ Operations such as creating and editing OCR forms are available using InputOption Manager.

AES005S

1. **Network Device/Client Computer**

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the InputOption server, or a document is delivered to the InputOption server using DeskTopBinder Professional installed on a client computer.

2. **InputOption Server**

A destination for OCR form delivery on the InputOption server receives the document.

3. **Destination Specified When OCR Form Delivery Was Performed**

Text is read from positions according to the **[OCR form delivery]** properties settings of the destination. The document is delivered with the text applied to the document properties.

$\mathcal{P}$ **Reference**

p.15 "Performing an OCR Form Delivery"

4. **Document Management Server Folder**

If **[Add as document]** is configured as a delivery type for the destination for OCR form delivery, the document is added to a folder on the document management server.

$\mathscr{D}$ **Note**

❒ Adding a document to a document management server folder is only an example. When you actually perform an OCR form delivery, the document is processed according to the delivery type configured for each destination.

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ScanRouter InputOption Operations

Documents can be delivered using ScanRouter InputOption. The following delivery methods are available:

- Delivering documents using destination sheets

- Dividing documents using series sheets and delivering

- Dividing documents using separation sheets and delivering

- Delivering documents using specified OCR forms

❖ **When you mark destinations on destination sheets or numbers on series sheets, make sure to do the following:**

- Use black or dark pens or pencils.
- Fill the entire area inside the frame.

Good Example	Bad Example

AES006S

📎 Note
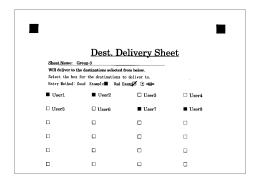
❐ When printing, be sure to select the paper size specified for each sheet.

Performing a Destination Sheet Delivery

Follow the procedure below to deliver a document using a destination sheet. The document is delivered to each destination read from the destination sheet.

1 **Prepare a printed destination sheet or an image file of a destination sheet, and then mark the destinations to which you want to deliver the document.**

📎 Note

❐ The administrator creates destination sheets using InputOption Manager. Printed destination sheets or destination sheet data in image file format must be obtained from the administrator in advance.

❒ For destination sheet delivery of a document from a scanner or fax reading both sides of the document, prepare a destination sheet printed as a two-sided destination sheet or exported into an image file as a two-sided destination sheet by selecting **[2 Sided]**. If you use a destination sheet for one-sided printing, blank pages on the back sides are added as pages of the document.

B **Place the destination sheet at the front of the document.**

✎ Note

❒ When using multiple destination sheets, place all the sheets at the front of the document.

C **Select the destination configured for destination sheet delivery, and then send the document normally.**

Destinations marked on the destination sheet are read.

✎ Note

❒ The destination for destination sheet delivery must be configured with **[Dest. sheet delivery]** as a delivery type. If other delivery types are set for the destination, normal delivery processing is performed at the same time as the destination sheet delivery processing.

❒ Documents delivered using the authentication function via a network device can be delivered only to destinations whose authenticated users have property viewing rights. Undelivered documents are saved in the Undelivered Data In-Tray.

❒ Documents delivered without using the authentication function via a network device can be delivered only to destinations whose users all have property viewing rights. Undelivered documents are saved in the Undelivered Data In-Tray.

❒ If the InputOption server is installed in a delivery server where ScanRouter EX Professional or ScanRouter EX Enterprise (or earlier) is installed, documents are delivered to all the destinations specified.

🔎 Reference

p.19 "Preparation using SR Manager"

D **Start Delivery Check Tool, check whether the destinations read in step C are correct or not, and then deliver the document.**

Documents are delivered according to the settings for each delivery destination.

✎ Note

❒ In SR Manager, if **[Do not confirm dest. on del. check tool.]** is selected in the properties dialog box for the delivery type **[Dest. sheet delivery]**, the document is delivered at once. In this case, step **D** is unnecessary.

❒ In SR Manager, if **[Confirm dest. on delivery check tool]** is selected in the properties dialog box for the delivery type **[Dest. sheet delivery]**, the document cannot be delivered until **[Deliver Now]** is clicked in Delivery Check Tool. Be sure to confirm destinations and deliver the document using Delivery Check Tool.

❒ For multi-page TIFF and application files, one file is recognized as one page.
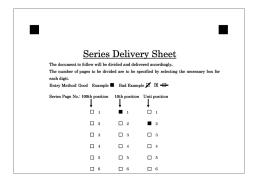
Reference

p.21 "Confirm Destinations"

Note

❐ If the fax in-tray is configured with **[Dest. sheet delivery]** as a delivery type, documents saved in the fax in-tray will also be processed with destination sheet delivery.

❐ If destination sheets cannot be recognized properly, the specified destination does not exist, or only destination sheets are delivered, the document cannot be delivered properly. The document is saved in the Undelivered Data In-Tray. When multiple destinations do not exist, one document is saved for each destination.

❐ If a destination that has documents waiting for confirmation is deleted, documents for the deleted destination cannot be confirmed using Delivery Check Tool. If this is the case, replace the deleted destination with another one. See p.21 "Operations for Destinations with Documents Waiting for Confirmation of Destination".

Performing a Series Sheet Delivery

Follow the procedure to deliver a document using a series sheet. The number marked on the sheet is read, the document is divided into documents consisting of that number of pages, and those documents are delivered.

A **Prepare a printed series sheet or an image file of the series sheet, and then mark the number which you want to use to divide the document.**

Note

❐ The administrator outputs series sheets using InputOption Manager. Printed series sheets or series sheet data in image file format must be obtained from the administrator in advance.

❐ For series sheet delivery of a document from a scanner or fax reading both sides of the document, prepare a series sheet printed as a two-sided series sheet or exported into an image file as a two-sided series sheet by selecting **[2 Sided]**. If you use a series sheet for one-sided printing, blank pages on the back sides are added as pages of the document.

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❒ If **[Delete the last page]** is specified in the separation sheet settings, the last page of each separated document is deleted.

B **Place the series sheet at the front of the document.**

✍ **Note**

❒ If you want to change the number which is used to divide the document within a document, mark a number on another series sheet and insert it into the document. The number used will be changed. Multiple series sheets can be inserted into one document.

❒ If no series sheet is placed at the front of a document, the document is handled with normal delivery processing.

❒ When using series sheet delivery with destination sheet delivery, place a series sheet right after the destination sheet.

C **Select a destination, and then deliver the document normally.**

The number marked on the series sheet is read. The document is divided using this number and delivered.

✍ **Note**

❒ For multi-page TIFF and application files, one file is recognized as one page. If a series sheet is inserted within a file, the sheet is invalid.

✍ **Note**

❒ If only series sheets are delivered, an information file and the series sheets are combined and delivered as one document.

Performing a Separation Sheet Delivery

Follow the procedure below to deliver a document using separation sheets. The document is divided before and after the sheets and delivered.

A **Prepare printed separation sheets or image files of the separation sheet.**

✍ **Note**

❒ The administrator outputs separation sheets using InputOption Manager. Printed separation sheets or separation sheet data in image file format must be obtained from the administrator in advance.

❒ For separation sheet delivery of a document from a scanner or fax reading both sides of the document, prepare separation sheets printed as two-sided separation sheets or exported into image files as two-sided separation sheets by selecting **[2 Sided]**. If you use separation sheets for one-sided printing, blank pages on the back sides are added as pages of the document.

❒ If **[Delete the last page]** is specified in the delivery sheet settings, the last page of each separated document is deleted.

B **Place a separation sheet at the front of the document. Insert other separation sheets in each location you want to divide the document.**

✎ Note

❒ If no separation sheet is placed at the front of a document, the document is handled with normal delivery processing.

❒ When using separation sheet delivery with destination sheet delivery, place a separation sheet right after the destination sheet.

C **Select a destination, and then deliver the document normally.**

The document is divided before and after the separation sheets and delivered.

✎ Note

❒ For multi-page TIFF and application files, one file is recognized as one page. If a separation sheet is inserted within a file, the sheet is invalid.
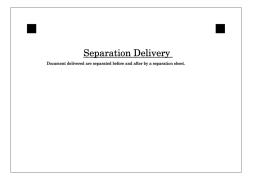
✎ Note

❒ If only separation sheets are delivered, an information file and the separation sheets are combined and delivered as one document.

Performing an OCR Form Delivery

Follow the procedure below to deliver a document using an OCR form. From the OCR positions specified on the form, text of the document is read and applied to the document properties.

⚠ Important

❒ Documents written by hand cannot be recognized correctly.

A **Prepare a document you want to deliver using an OCR form.**

✎ Note

❒ The administrator creates OCR forms using InputOption Manager.

❒ The page number where text is to be read using OCR is set for each destination. Prepare documents so that the page for OCR matches the page number set for the destination.

B **Select a destination configured for OCR form delivery, and then deliver the document normally.**

Text is read from the positions specified on the OCR form and applied to the document properties.

✎ Note

❒ A destination for OCR form delivery is configured with one or more delivery types in addition to **[OCR form delivery]**. The text that was read according to the **[OCR form delivery]** setting is applied to the document properties. The document is delivered according to the settings of other delivery types.

❒ Document properties that will be set in each OCR form delivery vary depending on the conditions below:

❖ **When [Add as document] is configured with [OCR form delivery]**

When item names of the document type set for each document are the same as OCR position item names of the OCR form, text of the OCR results is applied to the document properties items that have the same names.

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❖ **When [Send by SMTP mail], [Send by MAPI mail], [Deliver to Notes R5 Database], or [Send by Notes R5 mail] is configured with [OCR form delivery]**

The OCR result from the document name OCR position specified on the OCR form is applied to the document as the document name.

❖ **When redelivering a document from DeskTopBinder Professional**

When item names of the document type set for each document are the same as OCR position item names of the OCR form, text of the OCR results is applied to the document properties items that have the same names.

❒ When multiple OCR forms are set for a destination, if there are some OCR results read from the positions that have the same item name, results of the first OCR form have priority over all other results. OCR results with different item names from different forms are all applied to the document properties and delivered as part of one document. For example, when two OCR forms are used, if the OCR results of the first OCR form are "Document name : A" and "Creator : B", and the results of the second one are "Document name : C" and "Memo : D", the document properties that will be attached will read "Document name : A", "Creator : B", and "Memo : D".

*✐ **Reference***

p.19 "Preparation using SR Manager"

*✐ **Note***

❒ If you configure the fax in-tray with **[OCR form delivery]** as a delivery type, OCR form delivery is performed for all documents saved in the fax in-tray.

About Administrator Duties

There are several things that the administrator must do before starting operation of the InputOption server. Daily maintenance is required after operation of the server is started. The administrator must also be ready to deal with any problems that arise.

Appropriate management and configurations are required to enable all clients to use the ScanRouter InputOption functions.

Note

❒ Use SR Manager and InputOption Manager to manage the network and maintain optimal performance settings.

Before You Start

Before the system is usable, the destination and other settings must be configured.

$^{\mathcal{P}}$Reference

For information about the configuration procedure, see Help.

Global Settings

Global settings, such as for error notification and sending e-mail to the administrator, must be made before operating ScanRouter InputOption.

❖ **Setting error notification and administrator e-mail address**

Set the error notification method and administrator e-mail address.

- Error notification method:
  Select the method for notification of errors.

- Administrator e-mail address:
  When this is set, the administrator receives ScanRouter InputOption maintenance and error notification.
  Enter the e-mail address directly, or select the user added in the authentication server profile.

$^{\mathcal{P}}$Reference

p.29 "Set Administrator"

Preparation for Delivery Operations

Preparation using InputOption Manager

Preparation is required before document delivery can begin using ScanRouter InputOption. This includes creating and outputting destination sheets, outputting series/separation sheets, and creating OCR forms.

❖ **Creating and outputting destination sheets**

Create destination sheets for destination sheet delivery. Destination sheets must be printed or exported into image files in advance to use with destination sheet delivery.

$^{\mathcal{P}}$Reference

p.30 "Destination Sheet Operations"

❖ **Outputting series/ separation sheets**

Series sheets or separation sheets must be printed or exported into image files in advance to use with series sheet delivery or separation sheet delivery.

$^{\mathcal{P}}$Reference

p.32 "Series/Separation Sheet Operations"

❖ **Creating OCR forms**

OCR forms must be created in advance to use with OCR form delivery.

$^{\mathcal{P}}$Reference

p.33 "OCR Form Operations"

❖ **Setting the maximum days for saving log entries**

Set the maximum days for saving. Make the settings for normal log and error log, respectively.

Reference

p.35 "Log Administration"

Preparation using SR Manager

Before destination sheet delivery and OCR form delivery are used, the destinations for destination sheet delivery and OCR form delivery must be prepared and configured with the delivery types to be used using SR Manager.

On the **[Operations]** menu, click **[Add New Destination]**, and then click **[User]**. On the **[Basic Settings]** tab, add the delivery types you want to use for each destination.

Note

❒ Multiple **[Dest. sheet delivery]** delivery types cannot be set for one destination. Delivery processing for only one type will be performed even if **[Dest. sheet delivery]** is set multiple times.

❒ Multiple **[OCR form delivery]** delivery types can be set for one destination.

In the properties dialog box of each delivery type, the following settings can be made:

❖ **Destination sheet delivery**
• Advanced Settings
    • Dest. sheet delivery
    Set whether the destination sheet is delivered with the document, and if it is, whether to deliver the destination sheet and document as one document or not.

• Check destination
Set whether to confirm destinations from the client computer or not. Use Delivery Check Tool to confirm destinations.

❖ **OCR form delivery**
• Basic Settings

    • Save in
    Click **[Browse]**, and then select a location in the dialog box that appears for saving the CSV file of the OCR results, the image file, and the information file.
    Select **[Do not save form]** in the dialog box for specifying the save location not to save information files.
    Select **[Save as unadded form.]** in the dialog box for specifying the save location as a location for saving unadded forms. If you save documents in the location for saving unadded forms, OCR forms can be created later using the images saved in this location.

    Reference

    p.33 "Creating New OCR Forms"

    • File format
    Select an image file format for delivering and saving black and white images or images other than black and white.

• Advanced Settings

    • Select Form:
    Select an OCR form you want to use. OCR forms created in InputOption Manager are displayed in the list.

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- Page No.:
  Enter a page number for reading text using OCR between 1 and 10000.

- Export Method
  Select whether to export only the CSV file that contains the OCR results or export the image file of the document being sent and the information file that contains the image file name, in addition to the CSV file.

- Auto-adjust image orientation for OCR
  Select whether to automatically adjust image orientation or not when OCR is performed.

- Saving file method
  As the saving method for files set to be exported in **[Export Method]**, select whether to create a sub-folder for saving or save directly in the folder.

- File name format
  Select a file name format for files set to be exported in **[Export Method]**.

$\mathcal{P}$ Reference

For details about SR Manager, see *ScanRouter EX Professional/Enterprise Management Guide* and SR Manager Help.

Daily Operations

To properly manage and operate ScanRouter InputOption, the administrator must perform the following tasks on a regular basis.

Checking System Operating Conditions

The log can tell you when and how often different devices are used. The log contains destination and sender information, as well as the date and time the document was sent to the InputOption server, and the redelivery date and time. The log can also tell you when and how often different errors occur.

The InputOption server keeps two types of logs: normal log and error log. "Normal Log" entries are recorded for each normal delivery. "Error Log" entries are recorded when an error occurs.

📝 Note

❒ Logs can also be exported as files.

❒ If you log in InputOption Manager as the administrator, you can view all logs. If you log in as a general user, you can view only the logs you delivered.

🔎 Reference

p.35 "Log Administration"

Backing Up

Regular backups should be made to ensure ScanRouter InputOption reliability.

You can save backup information to any directory on the server.

📝 Note

❒ Make sure there is enough free space on the server before backing up.

🔎 Reference

p.37 "Backing Up and Restoring"

Operations for Destinations with Documents Waiting for Confirmation of Destination

Check destinations with documents waiting for confirmation of destinations using InputOption Manager. Destinations can also be changed.

🔎 Reference

p.37 "Destinations with Documents Waiting for Confirmation of Destination"

Confirm Destinations

If the setting is made to confirm destinations for documents delivered using destination sheets, confirm destinations using Delivery Check Tool. After the confirmation is complete, destinations can be added or deleted, if necessary, and then the document can be delivered.

The following operations are available using Delivery Check Tool:

• Confirming Destinations
Follow the procedure below to confirm, add, or delete destinations. After operations for destinations are complete, deliver the document.

① Click **[Start]**, point to **[Programs]**, point to **[ScanRouter InputOption]**, and then click **[Delivery Check Tool]**.
The icon for Delivery Check Tool appears on the taskbar.

② Right-click the icon on the taskbar, and then click **[Confirm Destination]** on the menu that appears.

③ Select a destination you want to confirm, and then click **[OK]**.
A dialog box to confirm destinations appears.

✎ Note
❒ If the **[Display message]** check box is selected in the **[Notification method:]** area in the **[Set Delivery Check Tool]** dialog box, notification of document arrival is sent to computers installed with Delivery Check Tool. A dialog box to confirm destinations can also be displayed by clicking **[Start Delivery Check Tool]** in the **[Notify Reception]** dialog box.

④ Check whether destinations are correctly read or not for each document.

✎ Note
❒ If necessary, add or delete destinations.

⑤ Click **[Deliver Now]**.
The confirmation message about delivering the document appears.

✎ Note
❒ Click **[Delete Doc.]** to delete the document.

⑥ Click **[OK]**.
The document is delivered to the specified destinations.

• Setting destinations for confirmation
Follow the procedure below to add, change, or delete destinations to be monitored by Delivery Check Tool.

① Right-click the icon on the taskbar, and then click **[Confirm Destination Settings]** on the menu that appears.

② To add a destination, click **[Add...]**. To change a destination, select a destination in the list, and then click **[Change...]**.
The **[Add Monitored Dest.]** or **[Change Monitored Dest.]** dialog box appears.

✎ Note
❒ To delete a destination, select a destination you want to delete in the list, and then click **[Delete]**.

③ Select a destination you want to add or change, and then select the **[Monitor]** check box in the **[Confirm set.:]** area.

④ Click **[OK]**.
The **[Set Delivery Check Tool]** dialog box reappears. The addition or change you made is applied to **[Monitored Dest. List:]**.

⑤ Click **[OK]**.

Other Operations

The following settings are for dealing with specific problems.

System Notices

If there is an error, the ScanRouter InputOption will send a message to the administrator. You can manage error notification. On the **[Server]** menu, click **[Set Administrator]**, and then make the necessary settings in the **[Notification:]** area. If **[Ignore]** is selected, no message arrives.

For handling a specific error, see p.42 "Troubleshooting".

Troubleshooting

If a problem arises, see p.42 "Troubleshooting", and take the appropriate measures.

If data is corrupted, or the system is unstable or does not operate correctly for some reason, restore the backup data. If this does not work properly, click **[Return to Installation Defaults]** on the **[Maintenance]** menu, and then restore the backup data.

$\mathcal{P}$Reference

p.42 "Troubleshooting"

p.37 "Maintenance"

Changing the Administrator

Change the administrator e-mail address. See p.29 "Set Administrator".

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4. Using InputOption Manager

InputOption Manager

InputOption Manager Features

InputOption Manager enables you to configure, manage, and maintain ScanRouter InputOption to deliver documents using its functions.

The administrator creates destination sheets, series/separation sheets, and OCR forms, and maintains ScanRouter InputOption using InputOption Manager.

❖ **Administrator and user modes**

InputOption Manager can be used in either administrator or user mode.

- Administrator mode
  Administrator mode allows you to use all functions. To use this mode, log in as an administrator.

- User mode
  User mode allows the user to view only the log files he/she delivered. To use this mode, log on as a user (without administrator rights).

    Note
    ❒ InputOption Manager is installed when ScanRouter InputOption is installed. You can also install InputOption Manager on a client computer and use it to access the InputOption server.

    Reference
    For information about installing on a client computer, see *Setup Guide*.

Starting InputOption Manager

Starting from the InputOption server

This describes how to start InputOption Manager directly from the InputOption server.

Note
❒ After starting, you can select another InputOption server. See p.29 "Select Server".
❒ After starting, the current login user can be changed.p.29 "Change User"

A **Click [Start], point to [Programs], point to [ScanRouter InputOption], and then click [InputOption Manager].**

The **[Login]** dialog box appears.

B **Enter the user name, password, and domain name to log on.**

C **Click [OK] to start InputOption Manager.**

InputOption Manager starts either in administrator or user mode, depending on the user.

Starting from a client computer

This describes how to start InputOption Manager from a client computer.

Follow the procedure below to start InputOption Manager for the first time on a client computer. After the first time, the last selected server is automatically selected.

✎ Note

❒ After starting, you can select another InputOption server. See p.29 "Select Server".

❒ After starting, the current login user can be changed.p.29 "Change User"

A **Click [Start], point to [Programs], point to [ScanRouter InputOption], and then click [InputOption Manager].**

The **[Select Server]** dialog box appears.

B **Click [Browse].**

The **[Browse for Server]** dialog box appears.

C **Select the desired server, and then click [OK].**

The **[Select Server]** dialog box reappears.

D **Click [OK].**

The **[Login]** dialog box appears.

✎ Note

❒ Click **[Cancel]** to exit InputOption Manager.

E **Enter the user name, password, and domain name to log on.**

F **Click [OK] to start InputOption Manager.**

InputOption Manager starts either in administrator or user mode, depending on the user.

Exiting

A **On the [Server] menu, click [Exit].**

Using Help

There is a help file provided for InputOption Manager. The help file provides information about settings, operations, and dialog boxes.

Help with operation

On the **[Help]** menu, click **[Contents and Index]**. Help topic areas will be displayed.

Help with dialog boxes

Click **[Help]** in the dialog box you want to know more about.

Searching Help by a function name or keyword

On the **[Help]** menu, click **[Contents and Index]**. You can search Help using a function name or keyword.
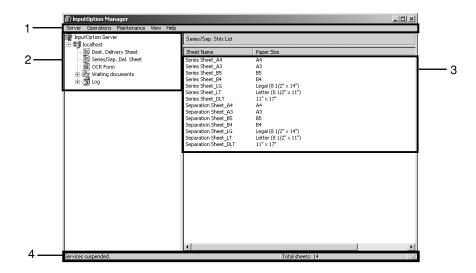
Seeing version information

Click **[About ...]** on the **[Help]** menu to display version information for InputOption Manager.

Display Layout

This describes the layout of the display.

InputOption Manager display components

AES007S

1. **InputOption Manager menu bar**

2. **List of items under administration displayed as a tree**

3. **Contents of the item selected in 2**

4. **Displays the status of InputOption Manager and information about the item selected in 2 (status bar)**

❖ **Selecting items**

Select an item to manage from the tree. The contents of the display pane and the make-up of the menus will change according to what is selected on the tree.
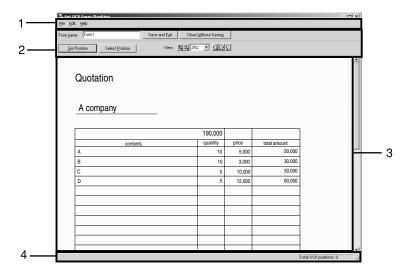
❖ **Displaying/hiding the status bar**

On the **[View]** menu, click **[Status Bar]**, and then select whether to hide or display the status bar.

❖ **Updating information**

To update information on your display, click **[Refresh]** on the **[View]** menu.

Set OCR Form/Position display components

AES008S

1. **Set OCR Form/Position display menu bar**

2. **Set OCR Form/Position display buttons**

3. **Displays the image for specifying OCR positions and saving as an OCR form**

4. **Displays the status of Set OCR Form/Position display and information about the item displayed (status bar)**

Server Settings

The following options and settings are available with administrator mode on the InputOption server.

Note

❒ Information such as available disk space and server status can be checked in **[Server Information]** on the **[Server]** menu.

Select Server

When you start InputOption Manager without having a particular InputOption server specified, or when you want to switch to another InputOption server, you can select a server from **[Select Server]** on the **[Server]** menu.

Set Administrator

To change the method of sending error notification to the administrator, change the administrator settings. To make the administrator settings, click **[Set Administrator]** on the **[Server]** menu.

❖ **Administrator password**
Make settings for the administrator password.

❖ **Error notification**
As a method of error notification, select **[Ignore]** or **[E-mail administrator (send by SMTP)]**.
When **[E-mail administrator (send by SMTP)]** is selected, specify the administrator e-mail address.

❖ **Administrator e-mail address**
When the administrator e-mail address is set, notification required for delivery system maintenance and operation is sent to the administrator.
Enter the e-mail address directly, or select the user added in the profile for the authentication server.

Note

❒ When **[E-mail administrator (send by SMTP)]** is selected in **[Error notification]**, error notification will be sent to the e-mail address specified here.

Change User

To change the current user, on the **[Server]** menu, click **[Login as another User]**, and then specify another user.

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Destination Sheet Operations

A destination sheet is a sheet where delivery destinations of documents are added. By marking the destinations to which you want to deliver a document and placing the sheet at the front of the document, the document can be automatically delivered to the marked destinations when sent from a scanner, fax, or DeskTopBinder Professional.

The following operations are available for destination sheets:

- Adding new destination sheets
- Editing destination sheets
- Deleting destination sheets
- Displaying destination sheet histories
- Setting the destination sheet status to "Created"
- Printing destination sheets
- Exporting destination sheets into files

Adding New Destination Sheets

On the **[Operations]** menu, click **[Add New Dest. Sheet]**, and then make the necessary setting for each item.

Note

❒ Destination sheet paper size remains the same as that when added and cannot be changed at a later time.

Editing Destination Sheets

You can change the destination sheet name, add or delete destinations, or change the display order of added destinations. In the destination sheet list, select a destination sheet you want to edit. On the **[Operations]** menu, click **[Edit Dest. Sheet]**, and then edit the desired items.

Note

❒ If a destination that was added with SR Manager has been deleted, the confirmation message about whether or not to apply the change to the destination sheet and edit appears.

Deleting Destination Sheets

In the destination sheet list, select a destination sheet you want to delete. On the **[Operations]** menu, click **[Delete Dest. Sheet]**.

Displaying Destination Sheet Histories

The version history of a destination sheet can be displayed. Printing and exporting the previous versions of the sheet are also available. On the **[Operations]** menu, click **[Dest. Sheet History]**.

Setting Destination Sheet Status to Created

You can set the status of a "Creating" destination sheet to the "Created" status. At that time, the sheet is recorded in the history. Even if the destination sheet is edited at a later time, the previous version of the sheet can be printed or exported from **[Sheet history list:]**. On the **[Operations]** menu, click **[Created Dest. Sheet]**.

Printing Destination Sheets

On the **[Operations]** menu, point to **[Print Dest. Sheet]**, and then click **[Selected sheet]** or **[All sheets]**.

Note

❒ If a destination that was added with SR Manager has been deleted, the confirmation message about whether or not to apply the change to the destination sheet and print appears.

Exporting Destination Sheets into Files

Destination sheet information can be exported into a file for one-sided printing (single-page TIFF) or two-sided printing (multi-page TIFF). On the **[Operations]** menu, point to **[Export Dest. Sheet File]**, and then click **[Selected sheet]** or **[All sheets]**.

Note

❒ If a destination that was added with SR Manager has been deleted, the confirmation message about whether or not to apply the change to the destination sheet and export appears.

❒ Exported destination sheet files cannot be edited and used as images.

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Series/Separation Sheet Operations

A series sheet is used to deliver a document from a scanner, fax, or Desk-TopBinder Professional divided into documents of the specified number of pages. By marking the number on a series sheet, and placing the sheet at the front of the document when delivering, the document can automatically be divided into documents of the specified number of pages.

A separation sheet is used to deliver a document from a scanner, fax, or DeskTopBinder Professional separated at the specified positions. By placing separation sheets at the front of the document and the positions you want to divide the document, the document can automatically be divided.

The following operations are available for series/separation sheets:

- Printing series/separation sheets
- Exporting series/separation sheets into files

Note

❒ Series sheets and separation sheets are available from InputOption Manager. Before delivering a document using these sheets, print them or export them into files. New series/separation sheets cannot be created.

Printing Series/Separation Sheets

On the **[Operations]** menu, click **[Print Series/Sep. Shts]**.

Exporting Series/Separation Sheets into Files

Series sheet or separation sheet information can be exported into a file for one-sided printing (single-page TIFF) or two-sided printing (multi-page TIFF). On the **[Operations]** menu, click **[Exp. Ser./Sep. Sheets File]**.

Note

❒ Exported series /separation sheet files cannot be edited and used as images.

OCR Form Operations

An OCR form is a form that specifies positions for reading text using OCR.

If you deliver documents several times that have document information, such as document name and creator name, on fixed positions, delivery using an OCR form is helpful. This kind of delivery makes changing document properties settings for each delivery unnecessary.

Before delivering a document, create the OCR form that specifies positions for reading document information, and then specify OCR form delivery as a delivery type for the destination. When you send a document to this destination, text is read from the positions specified in the OCR form and applied to the document properties. Then, the document is delivered to the destination according to the other delivery types set when OCR form delivery type was set.

The following operations are available for OCR forms:

- Creating new OCR forms
- Editing OCR forms
- Deleting OCR forms

Creating New OCR Forms

On an OCR form, specify positions to read text using OCR, and specify which items the text is applied to and the character type for the text. The following two methods are available to create OCR forms:

❖ **Adding from a file**
An OCR form can be created by specifying an image file. On the **[Operations]** menu, point to **[New OCR Form]**, and then click **[From File...]**.

❖ **Adding from an unadded form**
An OCR form can be created by specifying an image saved in the location for saving unadded forms on the InputOption server. On the **[Operations]** menu, point to **[New OCR Form]**, and then click **[From Unadded Form...]**.

Editing OCR Forms

Select an OCR form you want to edit in **[OCR Form List]**. On the **[Operations]** menu, click **[Edit OCR Form]**, and then edit the desired items.

Deleting OCR Forms

Select an OCR form you want to delete in **[OCR Form List]**. On the **[Operations]** menu, click **[Delete OCR Form]**.

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Waiting Documents

Waiting documents can be confirmed on the InputOption server.

Click **[Waiting documents]**to view the list for each of the following document types:

- Destination sheet delivery
- Series/separation sheet delivery
- OCR form delivery

Note

❒ The following information appears in the list for each waiting document:

  - Status
  - Logged (time)
  - Device
  - Destination
  - Sender
  - Document name

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Log Administration

The InputOption server keeps the following logs:

- Normal log
- Error log

✎ Note

❒ Depending on the login mode, the available log contents differ.

- User Mode
  User mode allows the user to view only the log files he/she delivered.

- Administrator Mode
  This mode allows you to view all logs, including those not user account-authenticated at time of delivery via network device.

Normal Log Administration

Normal log saves information about the deliveries made using ScanRouter InputOption.

Select **[Normal Log]** to view the logged data.

The following operations are available for the normal log:

- Deleting all log entries
- Exporting log entries
- Limiting log entries

Deleting all normal log entries

The entire normal log can be deleted. On the **[Operations]** menu, click **[Delete All Log Entries]**.

✎ Note

❒ Log entries cannot be deleted individually.

Exporting normal log entries

To export normal log entries to a CSV file, click **[Export Log Entries]** on the **[Operations]** menu, and then select a location to save.

Limiting normal log entries

To set the maximum days for saving normal log entries, click **[Max Log Entries]** on the **[Operations]** menu, and then make the settings.

Error Log Administration

Error log saves information about errors that occur when using ScanRouter InputOption.

The following operations are available for the error log:

- Deleting all error log entries
- Exporting error log entries
- Limiting error log entries

✎ Note

❒ An entry in the error log is created for each delivery. When there are multiple delivery types, an entry will be made for each type that has an error.

❒ **[Error Log List]** displays the following information:

- Logged
- Device
- Redelivery
- Destination
- Sender
- Doc. Name
- Error Details
- Contents

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Deleting all error log entries

The entire error log can be deleted. On the **[Operations]** menu, click **[Delete All Log Entries]**.

✎ **Note**

❒ Log entries cannot be deleted individually.

Exporting error log entries

To export error log entries to a CSV file, click **[Export Log Entries]** on the **[Operations]** menu, and then select a location to save.

Limiting error log entries

To set the maximum number of days for saving error log entries, on the **[Operations]** menu, click **[Max Log Entries]**, and then make the setting.

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Maintenance

InputOption Manager has the following maintenance functions. Before beginning maintenance, make sure that delivery service is suspended using SR Manager.

- Back Up
- Restore
- Return to Installation Defaults
- Destinations with Documents Waiting for Confirmation of Destination

Backing Up and Restoring

All system information can be backed up in any directory on the InputOption server. It is recommended that backups be made regularly.

To restore backup data, use the Restore function.

Important

❒ The available locations for saving backup data are the folders that can be accessed from the InputOption server. If you are using InputOption Manager on a client computer, make sure that the location is not a folder on the client computer.

❖ **Backing up**
Click **[Back Up]** on the **[Maintenance]** menu to save to the backup location. If there is an error caused by insufficient disk space during backup, change the backup location or delete unnecessary files, and then back up again.

❖ **Restoring backup data**
On the **[Maintenance]** menu, click **[Restore]**, and then select the backup data to use.

Important

❒ The Restore function should only be used when there is no alternative.

❒ The Restore function returns the system to the state it was in when the backup was made. All data or changes saved after the backup will be lost.

Returning to Installation Defaults

This function deletes all data and settings and returns the system to its initial state. To start initialization, on the **[Maintenance]** menu, click **[Return to Installation Defaults]**.

Important

❒ Do not use this function unless absolutely necessary.

Destinations with Documents Waiting for Confirmation of Destination

To check destinations with documents waiting for confirmation of destinations, on the **[Maintenance]** menu, click **[Confirm Destination List]**. The **[Confirm Destination List]** dialog box appears. If you have deleted a destination that has documents waiting for confirmation of destinations, the remaining documents for the deleted destination cannot be confirmed. However, confirmation is possible if you replace the deleted destination with another one in the **[Confirm Destination List]** dialog box.

📌 **Note**

❒ For destinations that have documents waiting for confirmation of destinations, check the document destination using InputOption Manager, and then process the documents using operations such as deliver or delete.
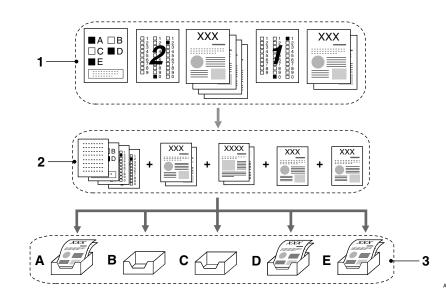
5. Appendix

Examples of ScanRouter InputOption Functions Used Together

ScanRouter InputOption functions can be used at the same time. When they are combined, documents are delivered as in the following examples:
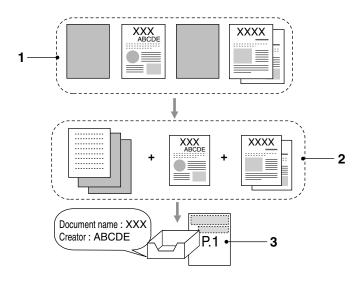
✎ Note
❒ Be sure to set the destination sheet as the first page of documents being sent, even when both separation and series sheets are used.
❒ You cannot change the destination by placing the destination sheet between pages of the document being sent.

Combination of Destination Sheet Delivery and Series Sheet Delivery

AES009S

1. **Destination "A", "D", and "E" are marked on a destination sheet placed at the front of the document. A series sheet marked with the number "2" is placed right after the destination sheet. Another series sheet marked with the number "1" is inserted into the document.**

2. **The document arrives at the destination configured for destination sheet delivery. The document is divided as illustrated.**

3. **The resulting documents are delivered to destination "A", "D", and "E".**
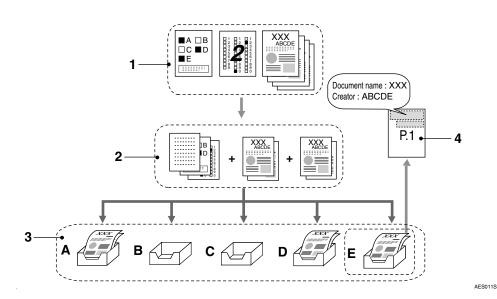
Combination of Separation Sheet Delivery and OCR Form Delivery

AES010S

1. **A separation sheet is at the front of the document. Another separation sheet is inserted in the location you want to divide the document.**

2. **The document is divided as illustrated.**

3. **The resulting documents arrive at a destination configured for OCR form delivery. Text is read from the OCR positions according to the properties settings of the delivery type [OCR form delivery] and applied to the document properties. OCR is performed for the documents individually.**

Combination of Destination Sheet Delivery, Series Sheet Delivery, and OCR Form Delivery

AES011S

1. **Destination "A", "D", and "E" are marked on a destination sheet placed at the front of the document. A series sheet marked with the number "2" is placed right after the destination sheet.**

2. **The document is divided as illustrated.**

3. **The resulting documents are delivered to destination "A", "D", and "E".**

4. **When the documents arrive at destination "E" which is prepared for OCR form delivery, text is read from the OCR positions according to the properties settings of the delivery type [OCR form delivery] and applied to the document properties. OCR is performed for the documents individually.**

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Troubleshooting

Problem	Causes and solutions
A destination sheet or series/separation sheet cannot be printed.	• Make sure that the power of the printer is on. • Make sure that the printer driver is installed on the InputOption server.
When both sides of a document are read and the document is delivered, unnecessary blank pages are included in the document.	Destination sheets or series/separation sheets for one-sided printing were used. Deliver the document again using sheets for two-sided printing.
An error regarding the InputOption server environment (such as insufficient memory or hard disk capacity) occurs.	Take an appropriate measure such as increasing hard disk capacity of the InputOption server.
When delivering a document using ScanRouter InputOption functions, the destination sheet or other sheets cannot be recognized and an error occurs.	ScanRouter InputOption failed to recognize the sheets. Perform the delivery operation again or deliver the document from the undelivered data tray.

When performing an OCR form delivery, text cannot be read correctly.	• The document must be read under the same conditions, including color and resolution, as when the OCR form was created.
	• When performing an OCR form delivery from DeskTopBinder Professional, create the image of the document using the same network device as that used when the image for the OCR form was created, and then deliver the document again.
	• If the document being sent is not created under the following conditions, recreate the document and then deliver again:
	 • Character size
	  6-60 points (400 dpi characters : 2-20 mm square)
	 • Recognizable characters
	  Alphanumeric characters and symbols
	 • Resolution
	  200-600 dpi

Destination sheet, separation sheet, or series sheet can not be recognized correctly.	Use a sheet printed or exported using InputOption Manager. Sheets may not be recognized if they are: • printed using InputOption Manager and then copied by a copier

Problem	Causes and solutions
You want to change an account for starting the InputOption server and password	Using the environment change tool, change the starting account and password for ScanRouter EX. Follow the procedure below to change the account and password for starting the InputOption server. 1. Log on to Windows using the new account and password, and then suspend the delivery service using SR Manager. 2. Start MS-DOS command prompt. 3. Enter "cd \Program Files\rds\ScanRouter\RTFE", and then press the **[Enter]** key. 📎 **Note** ❒ Folder paths differ depending on installation destination. 4. Enter "RdsInitial -auth", and then press the **[Enter]** key. 5. Enter the password, and then click **[OK]**.

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Parts of illustrations or explanations in this manual may differ from your product due to improvements or changes in the product.

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ScanRouter InputOption Version 2

Operating Instructions