ScanRouter V2 Lite

Setup Guide

Preface

ScanRouter V2 Lite is a delivery server which can deliver documents read by a scanner or delivered from DeskTopBinder V2 to a specified delivery destination via a network. You can set how to process documents for each destination or perform settings about a delivery server using attached ScanRouter V2 Administration Utility.

This guide explains how to set up ScanRouter V2 Lite. For information about how to use ScanRouter V2 Lite, see Help for ScanRouter V2 Lite after it is installed.

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- The proper names of Windows NT[®] 4.0 are as follows: Microsoft[®] Windows NT[®] Server 4.0 Microsoft[®] Windows NT[®] Workstation 4.0
- The proper names of Windows[®] 2000 are as follows: Microsoft[®] Windows[®] 2000 Professional Microsoft[®] Windows[®] 2000 Server

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1. System Requirements

To use a computer as ScanRouter V2 Lite, the computer must meet the following system requirements:

Limitation

- ☐ Do not install ScanRouter V2 Lite in a computer used as a mail server, Web server, database, and so on.
- ☐ For Windows NT Server or Windows 2000 Server, install ScanRouter V2 Lite in a stand-alone server. Do not install it in a primary domain controller or backup domain controller.
- ☐ If you install ScanRouter V2 Lite in a computer in which ScanRouter is already installed, ScanRouter will be uninstalled.
- ☐ You cannot install ScanRouter V2 Lite in a computer in which ScanRouter Professional is installed.
- ☐ You cannot connect from DeskTopBinder and ScanRouter Client Software to ScanRouter V2.

Computer

◆ CPU

Pentium 200MHz minimum (Pentium II 350MHz minimum is recommended)

Operating Systems

- Microsoft Windows 95 OSR2 or later
- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows NT Server 4.0 + Service Pack 5 or later
- Microsoft Windows 2000 Server
- Microsoft Windows Me

RAM

64 MB or more (128 MB or more is recommended)

Hard Disk Space

At least 200 MB of disk space is required for installation.

𝚱 Note

☐ In addition, 500 MB or more is required to save documents.

Protocol

TCP/IP

Limitation

- ☐ Do not use ScanRouter V2 Lite in the WAN environment. Timeout may occur during connection depending on the network, and documents cannot be delivered normally.
- ☐ The total of 1000 documents can be managed by ScanRouter V2 Lite. One intray can receive 100 documents. If this limitation is exceeded, the performance may be deteriorated.
- ☐ If documents are sent to ScanRouter V2 Lite when "Grayscale" or "Color" is set as a read condition in the network device, 600 dpi is set as resolution, or large images are read, the processing may be delayed. When you normally use such images, we recommend that you increase the capacity of the CPU, memory, and hard disk of your computer.

2. ScanRouter V2 Lite Setup

Before installing ScanRouter V2 Lite, you need to set up a computer as delivery server. Before setup, configure the TCP/IP settings. For information about the TCP/IP settings, ask the network administrator.

Account Settings-Windows NT/2000 Only

To install and launch ScanRouter V2 Lite, use the same account which was created in Windows and gave the Administrator permission. How to create the account is explained below.

The procedure for creating an account and setting the permissions is different depending on whether the router is a member of a domain.

𝚱 Note

- ☐ Use the same account when Scan-Router V2 Lite is installed.
- ☐ The existing account with equal authority can also be used.

When a Member of a Domain

Preparation

If you want to create a new account, ask the network administrator to register an account to be used only for ScanRouter V2 Lite in the domain server.

For Windows NT

- 1 Log on as a member of the Administrators group.
- Select [Start], point to [Programs], point to the [Administration Utility] folder, and select [User Manager] or [User Manager for Domains].

Select [Administrators] from the group list and select [Properties] from the [User] menu.

The local group properties are displayed.

Select [Add].

A list of users and groups which belong to the domain is displayed on the "Add Users and Groups" dialog box.

With the [Name] box, select a launch account, and then select [Add].

If the account is not displayed, check if the correct domain server is selected from [Domain or Computer] drop-down menu.

- Since the launch name is added to the [Add Names] box, select [OK].
- Make sure that the launch account has been added to the [Members] box, and select [OK].
- **8** Exit User Manager.

For Windows 2000

- 1 Log on as a member of the Administrators group.
- Right-click [My Computer], then select [Manage].

Open [Local Users and Groups] in the console tree, then open the [Groups] folder.

Click on [Administrators], then from the [Action] menu, select [Properties].

4 Click [Add].

A list of the users and groups which belong to the domain is displayed in the [Select Users or Groups] dialog box.

In the upper list box, click the administrator's account name, then click [Add]

If the account is not displayed, check if the correct domain server is selected from the **[Look In]** dropdown menu.

The administrator's name is added to the lower list box.

Click [OK].

Check that the administrator's name is added to the [Members] box.

Click [OK].

Close [Computer Management].

When Not a Member of a Domain

For Windows NT

- 1 Log on as a member of the Administrators group.
- 2 Select [Start] and point to [Programs] to select [User Manager] from the [Administration Utility] folder.
- Select [New User] in the [User].

 The "New User" dialog box appears.
- Remove the check mark of [User Must Change the Password During the Next Logon.] and enter other item.
- **5** Select [Group].
- Select [Administrators] in the [Not Member of] box, and then select [Add].

[Administrators] is added to [Member of].

- Select [OK].
- Select [OK] to close the "New User" dialog box.
- **9** Exit User Manager.

For Windows 2000

- 1 Log on as a member of the Administrators group.
- Right-click [My Computer], then select [Manage].

Open [Local Users and Groups] in the console tree, then open the [Users] folder.

From the [Action] menu, select [New User].

The [New User] dialog box appears.

- Click to clear the [User must change password at next logon] check box, and enter the other items.
- Click [Create], and then [Close].
- Open [Local Users and Groups] in the console tree, then open the [Groups] folder.
- In the right pane, click [Administrators]. Then from the [Action] menu, select [Properties].
- 8 Click [Add].

A list of the users and groups which belong to the domain is displayed in the [Select Users or Groups] dialog box.

- In the upper list box, click the administrator's account name to highlight it, then click [Add].
- The administrator's name is added to the lower list box.

Click [OK].

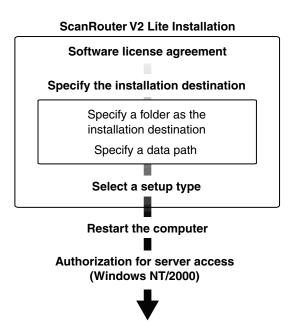
Check that the administrator's name is added to the [Members] box.

Click [OK].

Close [Computer Management].

3. ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the flow below.



ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the procedure below.

Make sure that you have all finished preparing for the server to be installed.

#Important

☐ After installation is complete, be sure to restart the computer. If ScanRouter V2 Lite is launched before relaunching the computer, it may not work normally. In this case, reinstall ScanRouter V2 Lite.

𝚱 Note

□ When you use ScanRouter V2 Lite in Windows NT/2000, log on Windows with a launch account which was set in "Account Settings-Windows NT/2000 Only" ⇒ P.3 during installation.

- Display the "Set up ScanRouter V2 Lite" dialog box of ScanRouter V2 Lite.
- 2 Select [ScanRouter V2 Lite].
- When ScanRouter is installed, select if ScanRouter data is used.

When "Yes" is selected, conversion is performed so that address book data in ScanRouter can be used for ScanRouter V2 Lite.

☐ Save in advance necessary data other than the address book data in ScanRouter in a different location.

A dialog box for confirming installation start appears.

- 4 Select [Yes].
- Select [Next] on the displayed dialog box.
- Confirm the software license agreement and select [Yes].

"Select Installation destination" appears.

- 2 Enter user information and select [Next].
- Confirm the displayed information and select [Yes].

"Select Installation Destination" appears.

Specify the installation destination.

Note

- ☐ If DeskTopBinder V2 or Scan-Router V2 Link is already installed, you cannot specify the installation destination.
- Enter a folder for the installation destination and select [Next].

Note

- ☐ You cannot specify the following locations:
 - Folders in which Windows is installed
 - Root directory
 - Within removal media such as MO disk
- 2 Enter a data path and select [Next].

You can specify a location for saving data.

- ☐ You cannot specify the following locations:
 - Folders in which Windows is installed
 - Root directory
 - Within removal media such as MO disk
 - In Program Files folder

Select a setup type.

You can select the mode of launching the delivery server.

- Launch at Startup
 After you log on Windows with
 the account for launching the
 delivery server, the delivery
 server launches automatically.
- Run in service mode
 The delivery server launches in
 the background regardless of
 the account during log-on. In
 this case, documents cannot be
 delivered to the network drive.

| Setup Type | Launch from Program Folder | Launch at Startup | Run in service mode |
|--|-------------------------------------|----------------------|---------------------------|
| Delivery to the Network Drive | Possible | Possible | Impos- sible |

Confirm the contents of registration.

When **[OK]** is selected, ScanRouter V2 Lite is installed and "ScanRouter V2 Lite installation is complete." appears.

- Uninstalling ScanRouter starts. (Only when ScanRouter V2 Lite is installed) Uninstall ScanRouter by following the display of the dialog box.
- Relaunch the computer by following the display of the dialog box.
 - Note
 - Before the computer relaunches and the settings are complete, ScanRouter V2 Lite does not work normally.
- The installation is complete.

For Windows NT/2000, Authorization for Server Access is performed.

- Select [Next].
- 2 Enter a password in the [Password] box and [Enter to Confirm Password] box.
- 3 Select [OK].

Windows settings required to operate ScanRouter V2 Lite are changed. When the "delivery server setup is all complete." message appears, the settings have been finished.

Installing ScanRouter V2 Administration Utility in a Client Computer

You can install the ScanRouter V2 Administration Utility in a client computer to manage the delivery server from the client computer.

- ☐ Set up an environment correctly when the ScanRouter V2 Administration Utility is used in a dial-up connection computer.
- ☐ You need not individually install the ScanRouter V2 Administration Utility in the delivery server in which ScanRouter V2 Lite is already installed.

System Requirements

Before installing ScanRouter V2 Administration Utility, make sure your computer meets the following system requirements:

- Computer PC/AT compatible computer
- One of the following operating systems:

Microsoft Windows 95 Operating System Release 2 or later

Microsoft Windows 98

Microsoft Windows 98 Second Edition

Microsoft Windows Millennium Edition

Microsoft Windows NT Workstation 4.0 Service Pack 5 or later Microsoft Windows NT Server 4.0 Service Pack 5 or later

Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server

• CPU

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

- RAM 48 MB or more (64 MB or more recommended)
- Hard Drive Space Available
 50 MB or more (200 MB recommended)
- Display 800×600 pixel 64 K color or better is recommende

ScanRouter V2 Administration Utility Instllation

- Display the "Set up ScanRouter V2 Lite" dialog box of ScanRouter V2 Lite.
- Select [ScanRouter V2 Administration Utility].

A dialog box for confirming installation start appears.

- **3** Select [Yes].
- Select [Next] on the displayed dialog box.
- Confirm the software license agreement and select [Yes].

"Select Installation Destination" appears.

6 Enter a folder for an installation destination and select [Next].

Note

- ☐ If DeskTopBinder V2 or Scan-Router V2 Link is already installed, you cannot specify the installation destination because it will be a common folder. "Select Installation Destination" does not appear.
- ☐ You cannot specify the following locations:
 - Folders in which Windows is installed
 - Root Directory
 - Within removal media such as MO disk

Confirm the contents of registration.

When **[OK]** is selected, the Scan-Router V2 Administration Utility is installed.

Dial-up-related Device

When the dial-up router is connected in an environment in which ScanRouter V2 is used

Appropriately perform the settings below. If the network environment is changed, perform the settings again.

The delivery server must be set up.

- network device
- ScanRouter V2 Administration Utility
- ScanRouter V2 Link
- DeskTopBinder V2

A network device must be set up.

 delivery server (set up in the setting of I/O devices of ScanRouter V2 Administration Utility)

#Important

☐ If the delivery server is connected when a connection to the delivery server via the dial-up router is set, the line may be connected and telephone charges may be collected.

When you use a dial-up connection computer

When the ScanRouter V2 Administration Utility, DeskTopBinder V2, or ScanRouter V2 Link is used in the dial-up connection computer, a dial-up connection may be made due to the connection to the delivery server, depending on the setting.

∰Important

☐ When you set that your computer is automatically connected to the Internet, without displaying the dialog box for confirming the connection, the line is connected and telephone charges occur. To avoid the unnecessary dial-up connection, be sure to set to display connection confirmation during operation. Also, check if the unnecessary dial-up connection is made when these software products are used.

Uninstalling ScanRouter V2 Lite

This section explains how to uninstall ScanRouter V2 Lite.

The contents of the RDCab folder remain after ScanRouter V2 Lite is uninstalled.

∰Important

☐ Before uninstallation, be sure to back up the system and various data. Stop the delivery server from the ScanRouter V2 Administration Utility.

Note

- ☐ ScanRouter V2 Lite cannot be uninstalled when network devices are configured in [Set I/O Device]. To uninstall ScanRouter V2 Lite, delete all the network devices set in [Set I/O Device] first.
- **1** Exit the ScanRouter V2 Administration Utility.
- 2 Select ScanRouter V2 Lite in [Add and Delete Application] on the control panel, and then select [Add and Delete] or [Change/Delete].

The "InstallShield Wizard" dialog box appears.

Select "Delete" and then select [Next].

The Confirmation dialog box appears.

4 Select [OK].

5 Select if setting information such as a destination is deleted.

ScanRouter V2 Lite has been uninstalled and "Exit of Maintenance" appears.

Ø Note

☐ If you are asked to delete a file which may be shared with other programs, select **[No]**.

6 Select [Complete].

Note

☐ If only ScanRouter V2 Lite is installed in a computer, you can delete the RDCab folder (or a folder specified as a data path)⇒ P.7 "ScanRouter V2 Lite *Installation*". If DeskTopBinder V2 or ScanRouter V2 Link is installed in the same computer, however, do not delete the RD-Cab folder (or a folder specified as a data path). If you want to delete the data in ScanRouter V2 Lite, delete the DR folder and the DRTmp folder in the RDCab folder (or a folder specified as a data path)

4. After Installation

Start Menu

Select **[Start]** and point to **[Programs]** and then **[ScanRouter V2]** folder. The menus below appear. These are entries for each function of ScanRouter V2 Lite.

- ScanRouter V2 Administration Utility Launches the ScanRouter V2 Administration Utility.
- delivery server (only for server computer)
 Only if you select "Program Folder" in Start mode during installation, the delivery server appears on the Start menu. Unless you launch the ScanRouter V2 Administration Utility, you can start the service of the delivery server.
- Readme Displays product information.
- Management Guide
 Displays the Management Guide. This guide explains the operation of the delivery server.

𝚱 Note

☐ To exit the delivery server, select [Suspend Services] from the [Server] menu of the ScanRouter V2 Administration Utility.

Basic Settings

You can set an "administrator password," a "Destination," and "network device" at least required to operate the delivery server. Turn on the power of the network device in advance. Some devices do not require its settings. For more information, see the [Management Guide] or [Readme] on the Start menu, or Help. To display Help, select [Help] on the operation dialog box.

- 1 Launch the ScanRouter V2 Administration Utility.
 - Select [Start] and point to [Programs] to select [ScanRouter V2 Administration Utility] from the [ScanRouter V2] folder.

The ScanRouter V2 Administration Utility launches and a dialog box for entering a password appears.

Since the password is not set immediately after installation, select [OK] without entering anything.

The "ScanRouter V2 Administration Utility" dialog box appears.

2 Set an administrator's password.

Set an administrator's password in the ScanRouter V2 Administration Utility so that the settings cannot be changed.

Click [Set Administrator] from the [Server] menu.

The **[Set Administrator]** dialog box appears.

2 Enter a new password (within eight alphanumeric characters) in two [Password] boxes.

Since the lower **[Password]** box is used for confirmation, enter the same password as the upper password.

3 Click [OK].

The password has been set.

- Set up a network device if required.
 - Select [Set I/O Device] from the [Server] menu.

The "Set I/O Device" dialog box appears.

2 Select [Add].

The "Add I/O Device" dialog box appears.

3 Enter the host name or IP address of the network device to be used for delivery, and select [OK].

𝚱 Note

☐ You can select [**Browse**] to select the network device.

The selected network device is displayed on the "Set I/O Device" dialog box.

- 4 Select [OK].
- A Register a user as a destination.

Documents are delivered and saved for each in-tray. When the user is registered in the ScanRouter V2 Administration Utility, an intray for the user is used, and you can use it to specify the destination of documents.

- **𝚱** Note
- ☐ If the same document is delivered to multiple users, you should create a group.
- Limitation
- ☐ Up to 100 users can be registered together with groups.

• Open the tree of [Delivery Server] on the left side of the dialog box to select [Destination] in [Delivery Table].

The **[Operations]** menu appears on the menu bar.

2 Select [Add New Destination-User] on the [Operations] menu.

The "Add New Destination-User" dialog box appears.

- **3** Enter an in-tray name in the [Name] box.
- 4 Set a delivery type.
 - Select the delivery type from the [Delivery type selection:] box, and then select [Add].
 - In-Tray save
 Received documents are saved in the in-tray. The client computer can receive them by ScanRouter V2 Link and DeskTop-Binder V2.
 - Save as Windows file
 Delivered documents are
 saved in the specified lo cation as a file. Multiple
 locations can be specified.

𝚱 Note

Only the folders that is identified the delivery server can be specified as a save location.

- **6** Set a password if required.
 - ① Select [Set/Change Password].
 - ② Enter a password (within eight alphanumeric characters) in two [Password:] boxes. Since the lower [Password:] box is used for confirmation, enter the same password as the upper password.
 - ③ Select **[0K]**.

6 Select [OK].

The user is added to [Destination List].

- Repeat the operation from Stepto register all users.
- **5** Launch the delivery server.

Perform the operation below only if the delivery server is launched manually when the type of starting the delivery service is set to [Program Folder] during installation.

• Select [Resume Services] from the [Server] menu.

The delivery server starts.

5. Appendix

Troubleshooting

| Problem | Cause/Action |
|--|--|
| When the management server is selected, "The specified computer name or IP address is not valid. Please specify another name or address." appears. | Check if the power of the server computer is turned on, the network cable is connected correctly, or the IP address is specified correctly. |
| When a password is entered on the Authorization for Server Access dialog box, the "The password may be wrong. If the password is correct, press [Cancel] on the "Password Entry" dialog box and close." message appears. | A password for the Windows logon account for launching the delivery server may be wrong or account rights may be changed. Make sure that the password and account rights are correct, and then reenter the password. After the password is entered, relaunch the computer. |

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