ScanRouter DocumentServer

Setup Guide

Preface

ScanRouter DocumentServer is a document management server that can sort and manage documents scanned and added using DeskTopBinder V2. Documents created with various kinds of applications can be added, viewed, and searched using DeskTopBinder V2 and Web Document Viewer installed on a client computer. You can also save documents delivered from ScanRouter V2 in a ScanRouter DocumentServer folder.

This manual explains how to set up ScanRouter DocumentServer. For information about using Scan-Router DocumentServer, see ScanRouter DocumentServer Management Guide and ScanRouter DocumentServer Help after installing ScanRouter DocumentServer.

Trademarks

Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, Acrobat, and PostScript are registered trademarks of Adobe Systems Incorporated.

Pentium is a registered trademark of Intel Corporation.

Other company names and product names are trademarks or registered trademarks of their respective companies. They are used for explanations in this manual and the rights of their owners. Use of these marks does not infringe on the rights of the owners.

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows[®] Me is Microsoft[®] Windows[®] Millennium Edition (Windows Me).
- The product names of Windows NT® 4.0 are as follows: Microsoft® Windows NT® Server 4.0 Microsoft® Windows NT® Workstation 4.0
- The product names of Windows[®] 2000 are as follows: Microsoft[®] Windows[®] 2000 Advanced Server Microsoft[®] Windows[®] 2000 Server Microsoft[®] Windows[®] 2000 Professional
- The product names of Windows[®] XP are as follows: Microsoft[®] Windows[®] XP Professional Microsoft[®] Windows[®] XP Home Edition

TABLE OF CONTENTS

1. System Requirements

Computers	1
2. Server Setup	
Account Settings (for Windows NT / 2000)	3
3.ScanRouter DocumentServer Setup	
Server Printer Setup	
Installing ScanRouter DocumentServer	8
Installing DocumentServer Administration Utility in a Client Computer System Requirements Installing DocumentServer Administration Utility	10
Uninstalling ScanRouter DocumentServer	12
4. After Installation	
Start Menu	13
5. Appendix	
Related Application Setup	15 16
INDEX	17

1. System Requirements

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

Limitation

☐ Do not install ScanRouter DocumentServer on a computer hosting other mail server or database applications.

Computers

Main unit

PC/AT compatible

◆ CPU

Pentium MMX 233 MHz or faster (Pentium III 450 MHz or faster recommended)

♦ Operating Systems

- Microsoft Windows NT Server 4.0 + Service Pack 6a or later
- Microsoft Windows 2000 Server + Service Pack 2 or later

Ø Note

- ☐ For Windows NT Server and Windows 2000 Server, install ScanRouter DocumentServer in a stand-alone server. Do not install it in the primary domain controller or backup domain controller. Otherwise, ScanRouter DocumentServer may not work normally.
- ☐ ScanRouter DocumentServer can reside with ScanRouter V2 and Web Document Viewer in the same computer.

RAM

64 MB or more (256 MB or more recommended)

♦ Hard Disk Space

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

☐ In addition to disk space for installation, reserve 500 MB or more for a document save location.

Protocols

TCP/IP protocol

2. Server Setup

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

Account Settings (for Windows NT / 2000)

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

The procedure for setting an account differs when a server is a member of a domain and when it is not.

Note

☐ When installing ScanRouter V2 and Web Document Viewer on the same computer as ScanRouter DocumentServer, the account for ScanRouter V2 and Web Document Viewer installation must be the same as that for ScanRouter DocumentServer. Passwords cannot be changed after the installation.

When a Member of a Domain

Preparation

If you want to create a new account, ask the network administrator to add an account in the domain server exclusively for ScanRouter DocumentServer.

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

For Windows NT

- 1 Log on as a member of the Administrators group.
- 2 Click [Start], point to [Programs], and then select [User Manager] or [User Manager for Domains] in the [Administrative Tools(Common)] folder.
- Select [Administrators] from the groups list, and then select [Properties] from the [User] menu.

The local group properties are displayed.

4 Click [Add].

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

- **5** Select an installing account from the [Names] box, and then click [Add]. If the account is not displayed, check if the correct domain server is selected from the [List Names From] drop-down menu.
- 6 After the name for installation is added to the [Add Names] box, click [OK].
- Make sure that the installing account has been added to the [Members] box, and click [OK].
- 8 Close User Manager.

For Windows 2000

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

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

- From the upper box, select the manager account, and then select [Add].

 If the account is not displayed, check if the correct domain server is selected from the [Look in] drop-down menu.
- 6 After the manager account is added to the lower box, click [OK].
- Make sure that the manager account has been added to [Members], and click [OK].
- 8 Close Computer Management.

When Not a Member of a Domain

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

For Windows NT

- 1 Log on as a member of the Administrators group.
- 2 Click [Start], point to [Programs], and then select [User Manager] from the [Administrative Tools(Common)] folder.
- Select [New User] from the [User] menu.
 The [New User] dialog box is displayed.
- 4 Click to clear the check box for [User Must Change Password at Next Logon], and then enter the other items.
- **5** Select [Groups].
- Select [Administrators] from the [Not member of] box, and then click [Add]. [Administrators] is added to [Member of].
- **7** Click [**0**K].
- 8 Click [Add].
- 2 Click [Close] to close the [New User] dialog box.
- Close User Manager.

For Windows 2000

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

The **[New User]** dialog box is displayed.

- 4 Click to clear the check box for [User Must Change Password at Next Logon], and then enter the other items.
- 5 Select [Create], and then click [Close].
- **6** Select [Groups] of [Local Users and Groups] from the console tree.

- Click [Administrators] from the window area in detailed information, and then select [Properties] from the [Action] menu.
- 8 Click [Add].

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

- Select to highlight the manager account from the upper box, and then click [Add].
- 1 After the manager account is added to the lower box, click [OK].
- Make sure that the manager account has been added to "Members", and then click [OK].
- Close Computer Management.

3. ScanRouter DocumentServer Setup

Follow these procedures to setup ScanRouter DocumentServer.

Server Printer Setup

From a client computer, you can print data stored in the document management server using a printer connected to the server.

Note If the application that the print data was created with is not installed in the document management server, server printing may not be possible. For information about compatible printers supporting RPCS print, see the Readme file. Connect an RPCS-supported printer to the document management server computer. Setup the RPCS-supported printer driver for the printer. Note

☐ For information about printer connection and printer driver setup, see the

operating instructions that come with the printer.

Installing ScanRouter DocumentServer

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

∰Important

☐ After installation is complete, be sure to restart the computer. If ScanRouter DocumentServer is launched before restarting the computer, it does not work normally. In this case, reinstall ScanRouter DocumentServer.

Note

- □ To install ScanRouter DocumentServer, be sure to log on Windows with the installing account which was set in \Rightarrow p.3 "Account Settings (for Windows NT / 2000)".
- ☐ The following item appears on screen when you insert the CD-ROM into the CD-ROM drive. See the Setup Guide of relevant product.
 - Web Document Viewer
 Reference: Web Document Viewer Setup Guide
- Insert the CD-ROM for this product into the CD-ROM drive. Display the [ScanRouter DocumentServer Setup] dialog box.
- 2 Click [ScanRouter DocumentServer].

A confirmation message about starting installation appears.

- Click [Yes].
- 4 Click [Next] on the displayed dialog box.
- Confirm the Software License Agreement, and then click [Yes].

A dialog box for entering customer information is displayed.

- 6 Enter customer information, and then click [Next].
- f 7 Confirm the displayed information, and then click [Yes].

"Select installation destination" is displayed.

f 8 Specify the installation destination.

Note

- ☐ If DeskTopBinder V2 or ScanRouter V2 and so on is already installed, you cannot specify the installation destination. The destination will be a folder common to them.
- Enter a folder as the installation destination, and then click [Next].

𝚱 Note

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

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

You can specify a default location for saving data used in DeskTopBinder V2 or ScanRouter DocumentServer.

Note

- ☐ You cannot specify the following locations:
 - Inside the Windows folder
 - Root directory
 - Inside a Program Files folder

Onfirm the settings, and then click [Next].

The installation of ScanRouter DocumentServer starts. After the installation, "Installation is complete" is displayed.

- 10 Click [Final].
- 11 Click [Back].
- 12 Click [Exit Setup].

A message that prompts you to restart the computer is displayed.

Click [OK].

The computer restarts. For Windows NT and Windows 2000, log on Windows again with the installing account for ScanRouter DocumentServer. The **[ScanRouter DocumentServer Setup]** dialog box appears.

- **𝚱** Note
- ☐ ScanRouter DocumentServer does not work normally unless you restart the computer to complete the settings.
- 11 For Windows NT and Windows 2000, make settings for authentication.

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

- ① Enter the password you used for installing ScanRouter DocumentServer in the [Password] and [Confirm password] boxes.
- ② Click **[0K]**.

Windows settings necessary to operate ScanRouter DocumentServer are automatically changed. To enable the settings, a message about restarting the computer is displayed. Installation of ScanRouter DocumentServer is complete when you click **[OK]**, and the computer is restarted.

Continue installation of related applications if necessary. \Rightarrow p.15 "Related Application Setup"

Installing DocumentServer Administration Utility in a Client Computer

You can install DocumentServer Administration Utility in a client computer to remotely manage the document management server.

System Requirements

Operating Systems

- Microsoft Windows 95 (OSR2 or later)
- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows NT Server 4.0 + Service Pack 6a or later
- Microsoft Windows NT Workstation 4.0 + Service Pack 6a or later
- Microsoft Windows 2000 Server + Service Pack 2 or later
- Microsoft Windows 2000 Professional + Service Pack 2 or later
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition

Installing DocumentServer Administration Utility

Note

- ☐ Do not install DocumentServer Administration Utility in the dial-up connection computer if possible.
- ☐ Separate installation of DocumentServer Administration Utility is not necessary on a document management server in which ScanRouter DocumentServer is already installed .
- Insert the CD-ROM for this product into the CD-ROM drive. Display the [ScanRouter DocumentServer Setup] dialog box.
- 2 Click [Client DocumentServer Administration Utility].

A confirmation message about starting installation appears.

- 3 Click [Yes].
- 4 Click [Next] in the displayed dialog box.
- Confirm the Software License Agreement, and then click [Yes]. The [Choose Destination Location] dialog box appears.

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

𝒯 Note

- ☐ If DeskTopBinder V2 or ScanRouter V2 and so on is already installed, you cannot specify the installation destination. The destination will be a folder common to them. The [Select Installation Destination] dialog box does not appear.
- ☐ You cannot specify the following destinations:
 - Inside the Windows folder
 - Root directory
 - Inside removable media such as MO disks

7 Confirm the settings.

Click [OK] to start installing Client DocumentServer Administration Utility.

Uninstalling ScanRouter DocumentServer

This section explains how to uninstall ScanRouter DocumentServer.

∰Important

- ☐ Before uninstalling ScanRouter DocumentServer, be sure to back up the system and other information.
- ☐ If ScanRouter V2 is installed in the same computer, be sure to uninstall Scan-Router V2 before uninstallation of ScanRouter DocumentServer.
- ☐ If you select to delete setting information, cabinets will not be available afterward.

𝚱 Note

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

The [InstallShield Wizard] dialog box appears.

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

A confirmation dialog box appears.

- **5** Click [**0**K].
- **6** Select whether the setting information is kept.

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

Ø Note

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

Note

□ If only ScanRouter DocumentServer is installed in the computer, you can delete the "RDCab" folder (or the folder specified as the data path)⇒ p.8 "Installing ScanRouter DocumentServer". If the data path is shared with DeskTopBinder V2 or ScanRouter V2 and so on, do not delete the "RDCab" folder(or the folder specified as the data path). If you want to delete the ScanRouter DocumentServer data, delete only the "DS" folder in the "RDCab" folder(or the folder specified as the data path).

4. After Installation

Start Menu

Click [Start], point to [Programs], and then point to the [ScanRouter DocumentServer] folder. The items below appear.

- DocumentServer Administration Utility Launches DocumentServer Administration Utility.
- Readme
 Displays product information.
- ScanRouter DocumentServer Management Guide Displays the Management Guide. This manual explains the operation of the document management server.

Note

☐ For information about the items displayed when you point to the **[DeskTop-Binder V2]** folder, see the relevant guides for DeskTopBinder V2.

5. Appendix

Related Application Setup

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

#Important

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

Ø Note

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

Microsoft Office 2000/Office 97/Word 98

1 Install the application from the CD-ROMs for Microsoft Office 2000/Office 97/Word 98.

For these applications, make the settings as below in each dialog box.

- Select [Microsoft Internet Explorer 5.0 Standard] in the [Microsoft Internet Explorer 5.0 Upgrade] dialog box.
- Select [Execute All from My Computer] from [Microsoft Office] in the [Select Function] dialog box.
- Select [Standard] in the [Change Option] dialog box.
- 2 After a dialog box prompting to restart appears, click [Yes].

The computer restarts.

- 3 After restart, log on with an account for installing ScanRouter Document-Server.
- 4 Launch the installed application.

Set as below for PowerPoint 2000.

- 1 Launch PowerPoint 2000.
- **2** Click [Option] from the [Tools] menu.
- 3 Click to clear the [dialog box at Launching] check box and [New Slide] dialog box check box in [Set View] of the [View] tag, and click [OK].

∰Important

☐ Be sure to launch the installed application(Excel/PowerPoint/Word) once before using ScanRouter DocumentServer.

Microsoft Office XP

When you are using Microsoft Office XP, be sure to undergo authentication. Unless you undergo the authentication, printing from the server and so on will fail.

Adobe Acrobat 4.0 / 5.0

1 Install from the Adobe Acrobat 4.0 / 5.0 CD-ROM.

For this application, make the settings below in each dialog box.

- Select [Standard] for [Setup].
- Select **[No]** when you are asked whether or not to overwrite msvcrt.dll and mfc42.dll.
- 2 After restart, log on with an account for installing ScanRouter Document-Server.
- **3** Launch Adobe Acrobat 4.0 / 5.0.

For Adobe Acrobat 5.0, select the [Do not display this dialog again] check box on the [Adobe Registration-Registration Coice] dialog box that appears when you first launch this application, and then click [Continue].

INDEX

D

Data Path, 9 Domain, 3

ı

Installation, 8 Installation Destination, 8, 11

S

Setup, 8 Start Menu, 13 System Requirements, 1

U

Uninstallation, 12

Part of illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

Notes:

- 1. The contents of this documents are subject to change without notice.
- 2. No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the supplier.
- 3. THE SUPPLIER SHALL NOT BE LIABLE FOR THE RESULT OF THE OPERATION OF THIS SOFTWARE OR THE USE OF THIS DOCUMENT.

∰Important

- ☐ It is possible that any document or data stored in the personal computer will be damaged or lost by user error during operation or software error. Be sure to back up all important data beforehand.
- ☐ Do not remove or insert any disk while operating this software.
- The supplier disclaims all responsibility for the documents or data created using this product.
- ☐ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR DAMAGES OR LOSS OF ANY DOCUMENT OR DATA PRODUCED BY USING THIS SOFTWARE.
- ☐ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, AND THE LIKE) CAUSED BY FAILURE OF THIS SOFTWARE OR LOSS OF DOCUMENTS OR DATA, NOR FOR ANY OTHER DAMAGES ARISING OUT OF THE USE OF THIS SOFTWARE, IF THE SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.