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 destination via a network. You can process documents for each destination or perform settings for a delivery server using the 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 or Management Guide for ScanRouter V2 Lite after it is installed.

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- The proper name of Windows® ME is Microsoft® Windows® Millennium Edition.
- The proper names of Windows[®] XP are as follows: Microsoft[®] Windows[®] XP Professional Microsoft[®] Windows[®] XP Home Edition
- The proper names of Windows[®] 2000 are as follows: Microsoft[®] Windows[®] 2000 Advanced Server Microsoft[®] Windows[®] 2000 Server Microsoft[®] Windows[®] 2000 Professional
- The proper names of Windows NT[®] 4.0 are as follows: Microsoft[®] Windows NT[®] Server 4.0 Microsoft[®] Windows NT[®] Workstation 4.0

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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.
- ☐ If you install ScanRouter V2 Lite in a computer in which ScanRouter is already installed, ScanRouter will be uninstalled.
- ☐ 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.
- ☐ 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.
- ☐ If you want to install ScanRouter V2 Lite in a computer in which ScanRouter V2 Administration Utility for ScanRouter V2 Lite is already installed, uninstall ScanRouter V2 Administration Utility for ScanRouter V2 Lite.
- ☐ If you install this software in OS in which a client server, such as Windows NT Workstation and Windows 2000 Professional, cannot be permitted to use in a network, you may violate the license agreement of Microsoft Corporation.

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 NT Workstation 4.0 + Service Pack 5 or later
- Microsoft Windows 2000 Server + Service Pack 1 or later
- Microsoft Windows 2000 Professional + Service Pack 1 or later
- Microsoft Windows Me
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition

◆ 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.

𝒯 Note

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

Protocol

TCP/IP

Limitation

- ☐ A total of 1000 documents can be managed by ScanRouter V2 Lite. One intray can receive 100 documents. If this limitation is exceeded, performance may deteriorate.
- ☐ Processing is delayed when "Grayscale" or "Color" is set as the read condition in the network device, when 600 dpi is set as the resolution or, when large images are being read. If you are using these types of images frequently, we recommend you increase your computer's CPU, memory and hard disk capacity.
- ☐ A client computer, in which ScanRouter V2 Administration Utility for Scan-Router V2 Lite (before V.1.XX) is installed, cannot manage the delivery server for ScanRouter V2 Lite (after V.2.XX).

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/XP 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.

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.
- 2 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.

4 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.

- 6 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.
- 2 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].

8 Close [Computer Management].

For Windows XP

- $\hfill \square$ Set the password for this setting.
- 1 Log on as a member of the Administrators group.
- Select [Start] to select [Control Panel].
- Select [User Accounts].

 The [User Accounts] dialog box appears.

- 4 Select [Add] from the [User] tab.
 The [Add New User] dialog box ap-
- Enter user name and domain name, then click [Next].
- 6 Select [other], select [Administrators] from the drop-down menu, and then click [Finish].

Exit User Account.

7 Click [0K].

pears.

Exit User Account.

8 Exit Control Panel.

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

[Administrators] is added to [Member of].

7 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.
- 2 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.

- 4 Click to clear the [User must change password at next logon] check box, and enter the other items.
- 5 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].

For Windows XP

- 1 Log on as a member of the Administrators group.
- 2 Select [Start] to select [Control Panel].
- Select [User Accounts].

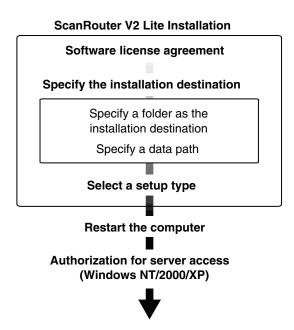
 The [User Accounts] dialog box appears.
- 4 Select [Create a new account].
- Enter the name of a new user account and select [Next].
- Select [Computer an administrator] as the type of account, and select [Create Account].
- Select [Change Account].
- Select account as ScanRouter V2 Lite.
- 9 Select [Change the password].
- Enter a new password and enter it again to the confirming box. Select [Password Create].
 - Note
 - ☐ Setting the password is necessary.
- 1 Select [Close].

Exit The User Account.

12 Exit Control Panel.

3. ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the flow chart below.



ScanRouter V2 Lite Installation

Install ScanRouter V2 Lite according to the procedure below.

Make sure that you have 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 restarting the computer, it may not work normally. In this case, reinstall ScanRouter V2 Lite.

Note

□ When you use ScanRouter V2 Lite in WindowsNT/2000/XP, log on Windows with a launch account which was set in "Account Settings WindowsNT/2000/XP only" "Account Settings-Windows (NT/2000/XP Only)" ⇒ p.3

- ☐ A client computer, in which Scan-Router V2 Administration Utility for ScanRouter V2 Lite is installed, cannot manage the delivery server for ScanRouter V2 Professional.
- 1 Display the "Set up ScanRouter V2 Lite" dialog box of ScanRouter V2 Lite.
- 2 Select [ScanRouter V2 Lite].

Note

☐ If ScanRouter V2 Lite is already installed, the "Change, modify, or delete the program" appears. If you continue installing, select [Modify].

When ScanRouter is installed, select whether 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.

Note

☐ 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.

9 Specify the installation destination.

𝚱 Note

- ☐ If DeskTopBinder V2 or Auto Document Link/ScanRouter V2 Link is already installed, you cannot specify the installation destination.
- ☐ You cannot specify the folder of which name uses 2-byte characters.

• Enter a folder for the installation destination and select [Next].

Note

- ☐ You cannot specify the following locations:
 - Folders in which Windows is installed
 - Root directories
 - Within removable 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:
 - System Folder
 - Root directories
 - Within removable media such as MO disk
 - In the Program Files fold-

10 Select a setup type.

You can select the mode of launching the delivery server.

Launch from Program Folder
 After you log on to Windows
 with the account for launching
 the delivery server, select [Start]
 and then select [ScanRouter V2
 Administration Utility] in [Scan Router V2 Lite] (depending on the
 settings during installation)
 from the [Programs] folder to
 launch the delivery server.

- Launch at Startup After you log on to 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 entered during logon. In this case, documents cannot be delivered to the network
 drive.

Setup Type	Launch from Pro- gram Folder	Launch at Start- up	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.

- If ScanRouter is installed, uninstall ScanRouter by following the instructions displayed on screen.
- Relaunch the computer by following the display of the dialog box.

Note

☐ Before the computer relaunches and the settings are complete, ScanRouter V2 Lite will not work normally.

14 The installation is complete.

For WindowsNT/2000/XP, 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.
- ☐ A client computer, in which Scan-Router V2 Administration Utility for ScanRouter V2 Lite (after V.2.XX) is installed, cannot manage the delivery server for Scan-Router V2 Professional (before V.2.XX).

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 pixels (64 K color or better recommended)

ScanRouter V2 Administration Utility Instllation

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

A dialog box for confirming installation start appears.

- Select [Yes].
- A 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 Auto Document Link/ScanRouter 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 folder of which name uses 2-byte characters.
- ☐ You cannot specify the following locations:
 - System Folder
 - Root directories
 - Within removable 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

Take the following precautions when using dial-up devices. If the network environment is changed, make the settings again.

In order to set up the delivery server, make settings for the following:

- ScanRouter V2 Administration Utility
- Auto Document Link/ScanRouter V2 Link
- DeskTopBinder V2

Settings for network devices are made through [Set I/O Device] in Scan-Router 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 accrued.

When you use a dial-up connection computer

When the ScanRouter V2 Administration Utility, DeskTopBinder V2, or Auto Document Link/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 your computer to automatically connect to the Internet, without displaying a dialog box for confirming the connection, the line is connected and telephone charges accrue. 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 through 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 whether information such as destinations are to be deleted.

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

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, you can delete the RD-Cab folder (or a folder specified as a data path)⇒ p.7 "ScanRouter V2 Lite Installation". If Desk-TopBinder V2 or Auto Document Link/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 only the DR folder in the RDCab folder (or any 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 selected "Program Folder" in Start mode during installation will
 the delivery server appear on the Start menu. Even if you don't launch the
 ScanRouter V2 Administration Utility, you can start the service of the delivery server.
- Read This First.
 Displays product information.
- Management Guide
 Displays the Management Guide. This guide explains the operation of the
 delivery server.

Ø Note

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

Basic Settings

To operate the delivery server, you are required to set an "administrator password," a "Destination," and "network device." Turn on the power of the network device in advance. Some devices do not require settings. For more information, see the [Management Guide] or [Read This First] 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].

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].

4 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.

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.
 - ① 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 re ceive them by Auto Docu ment Link/ScanRouter V2
 Link and DeskTopBinder
 V2.
 - Save as Windows file
 Delivered documents are
 saved in the specified lo cation as a file. Multiple
 locations can be specified.

Note

☐ Only the folders that are identified by the delivery server can be specified as a save location.

- **5** 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 **[OK]**.
- 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 starting delivery service is set to [Program Folder] during installation.

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

The delivery server starts.

Ø Note

- ☐ You can use ScanRouter V2 Administration Utility to select either of the following formats for the file name to be saved by [Save as Windows file].
- sender name_date_file number
- destination name_date_file number

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 entesring the password on the [Authorization for Server Access] dialog box, the following message is displayed "Your password may be invalid. If you are sure about the password you entered, press [Cancel] and close the [Set Authorization for Server Access] dialog box."	The password for the starting Windows account may be incorrect, or account authorization may have changed. Make sure that the password and the authorizations are correct and re-enter the password, then, restart the computer.
The message "Detecting locked file" appears during installation.	If this message appears, be sure to select "Restart." If you do not select "Restart," the software may not operate normally.
The message "Detecting read-only file" appears during installation.	If this message appears, be sure to select "OK." If you do not select "OK," the software does not operate normally due to a faulty installation.
When starting the de- livery service, the message "Unable to the delivery server because the delivery scheduler has not been started." ap- pears.	When opening the properties of the shortcut icon on the delivery server, "-retry 30" is appended to the link destination. Set this number (unit: seconds) above 30 and restart.

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∰Important

- ☐ It is possible that any document or data stored in the PC will be damaged or lost by user error during operation or software error. Be sure to back up of all important data beforehand.
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