



# ScanRouter EX Enterprise

Version 2

# ScanRouter EX Professional

Version 3



## Introduction Guide

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## **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

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## Symbols

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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.







# 1. ScanRouter EX Introduction Guide

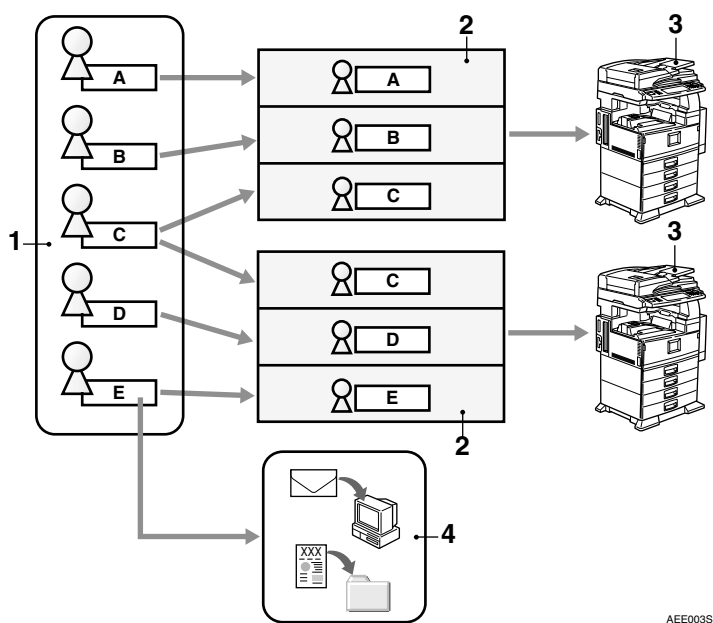
Use ScanRouter EX to deliver scanned documents, faxed documents, and documents sent from DeskTopBinder Professional to a specified destination.

Three delivery methods (types) are available: e-mail, storing in an in-tray, and storing as a file in a specified folder.

ScanRouter EX Introduction Guide explains a series of procedures: from creating of destinations to storing scanned documents in a Windows folder using SR Manager.

## Preparation

Destination, Destination List, and Network Device are described below. The configuration is as follows:



### 1. Destination

This is where documents are sent from network devices. You must allocate destinations to corresponding destination lists.

### 2. Destination List

This is a group where multiple destinations are listed. Destination lists appear on the display panel of network devices.

### 3. Network Device

When a destination is selected from the destination list on the display panel, scanner and facsimile functions are available.

### 4. Delivery Type

Delivery types such as e-mail sending and file saving can be specified for each destination.

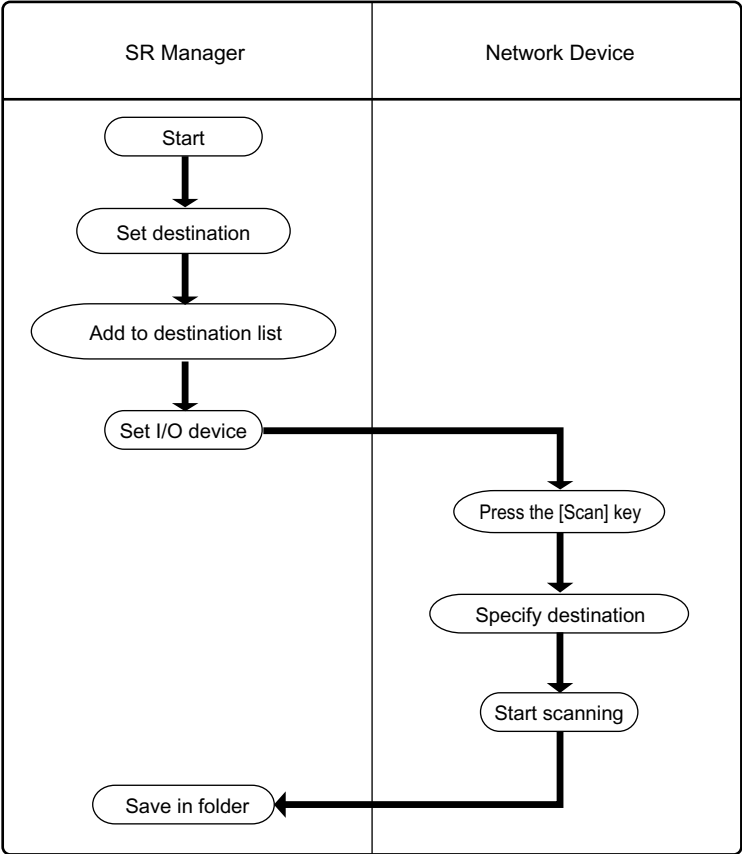
Documents are delivered to destinations according to the previously specified delivery type.



# Operational Flow

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The diagram below shows the procedure of destination creation to scanned document storage.



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## 2. Delivery using ScanRouter EX

Follow the procedure below to store a scanned document in a Windows folder using ScanRouter EX.

### Preparing for Delivery using SR Manager

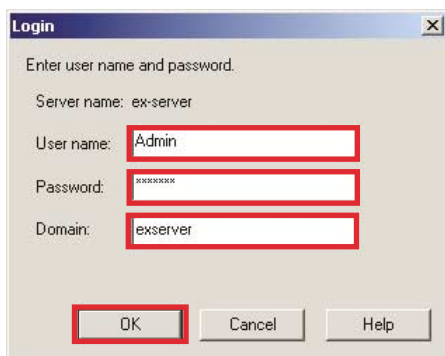
Start SR Manager to prepare for delivery.

- 1 On the [Start] menu, click [Program] > [ScanRouter System] > [ScanRouter EX Professional / Enterprise] > [SR Manager].

The [Login] dialog box appears.

- 2 Enter a user name, password, and login domain, and then click [OK].

- User name  
Enter "Admin".
- Password  
Enter the built-in user password specified during the installation of ScanRouter EX.
- Domain  
Enter the domain. When Basic Authentication is used, the domain cannot be specified.



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SR Manager starts.

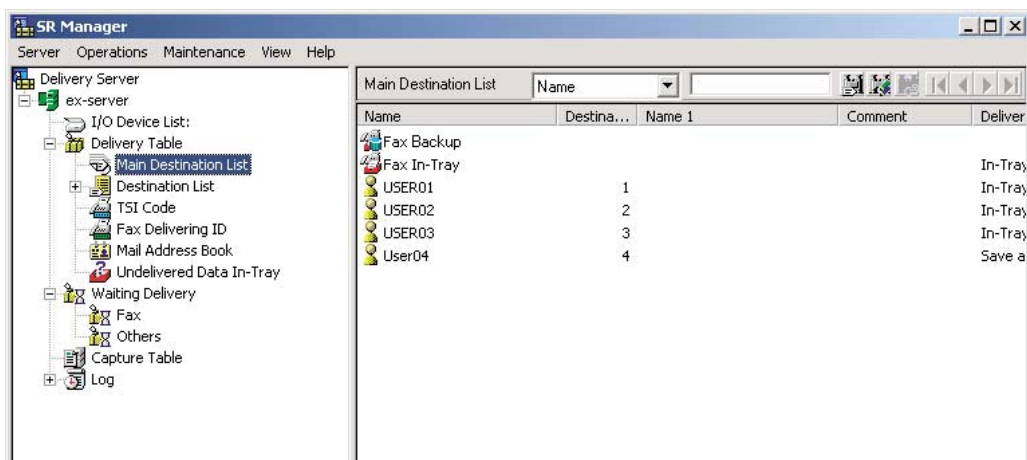
#### Note

- ☐ To login, the user must have administrator rights.



### 3 Specify the destination.

- 1 In the tree pane, click **[+]** at **[Delivery Table]**, and then click **[Main Destination List]**.

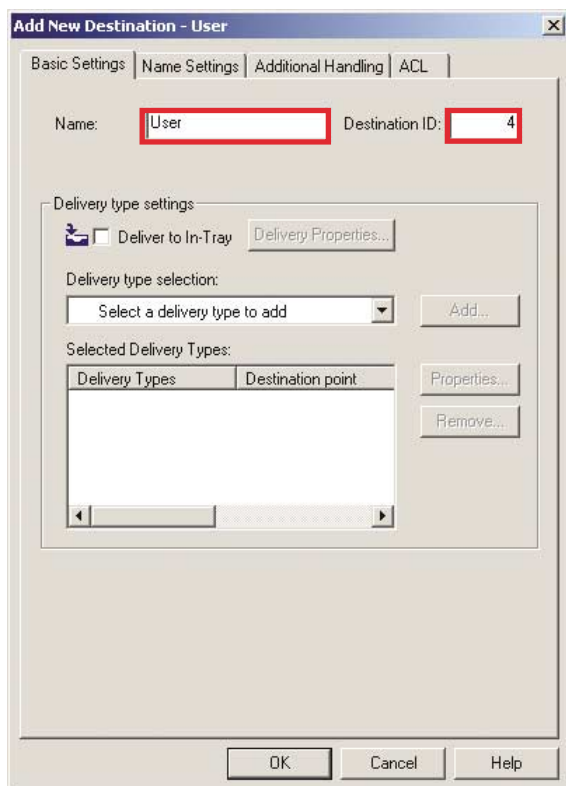


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- 2 On the **[Operations]** menu, point to **[Add New Destination]**, and then click **[User]**.

The **[Add New Destination - User]** dialog box appears.

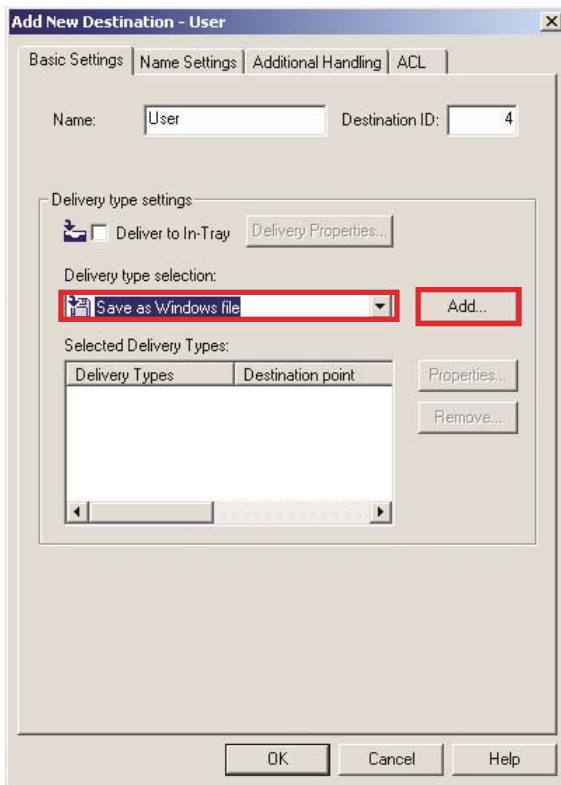
- 3 Enter "User" in **[Name]**, and then enter a destination ID.



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- 4 Click **[Save as Windows file]** in the **[Delivery type selection:]** list, and then click **[Add]**.



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The **[[Save as Windows File] Properties]** dialog box appears.

- 5 On the **[Basic Settings]** tab, specify a folder to save the data in, and then click **[OK]**.

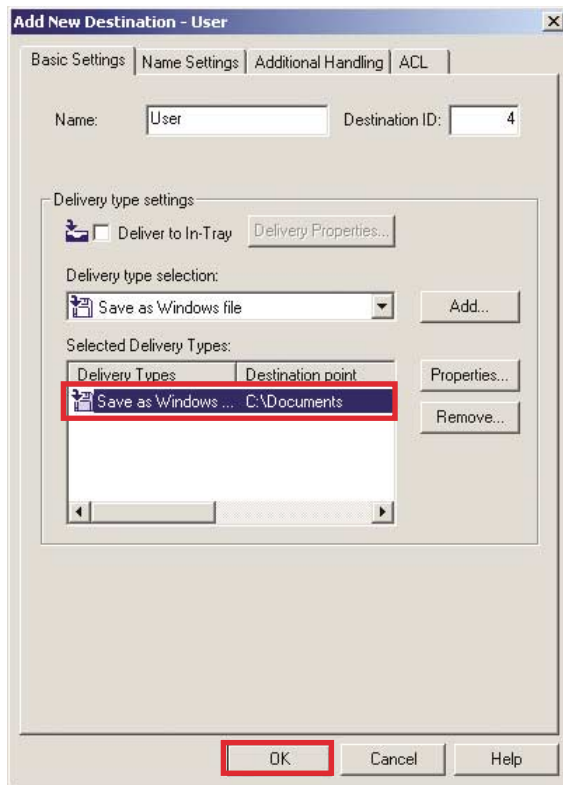


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The **[Add New Destination - User]** dialog box reappears.



- ⑥ Check [Save as Windows file] is specified as [Selected Delivery Types:], and then click [OK].

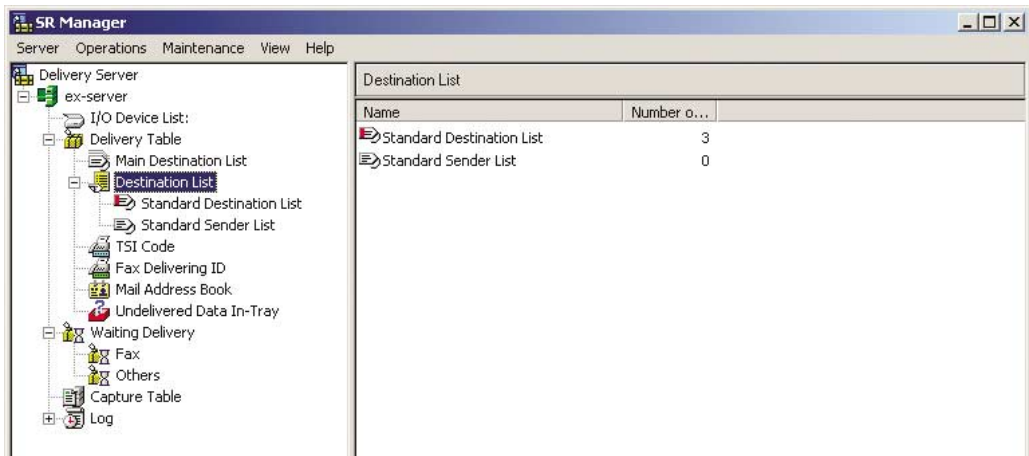


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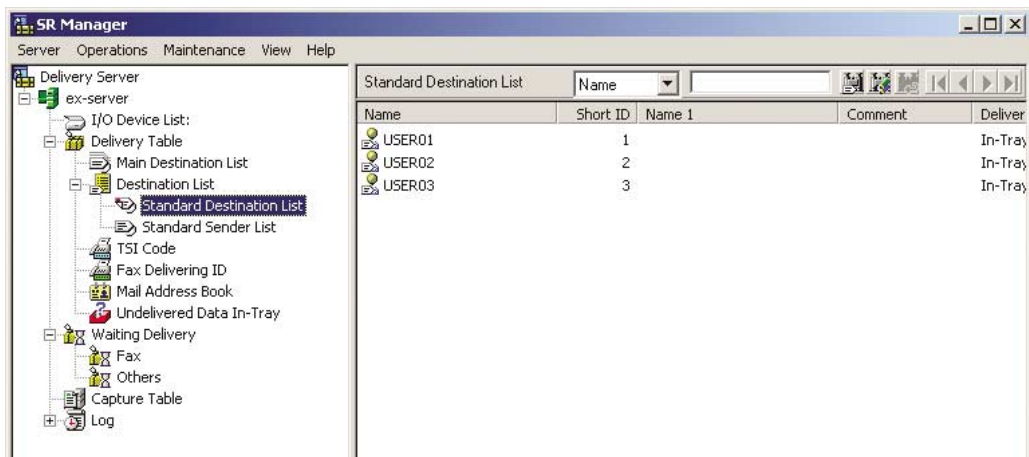
**4** Add "User" or the destination selected in step **3** to the destination list.

**1** In the tree pane, click **[+]** at **[Delivery Table]**, and then click **[Destination List]**.



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**2** Click **[Standard Destination List]** from **Destination List**.



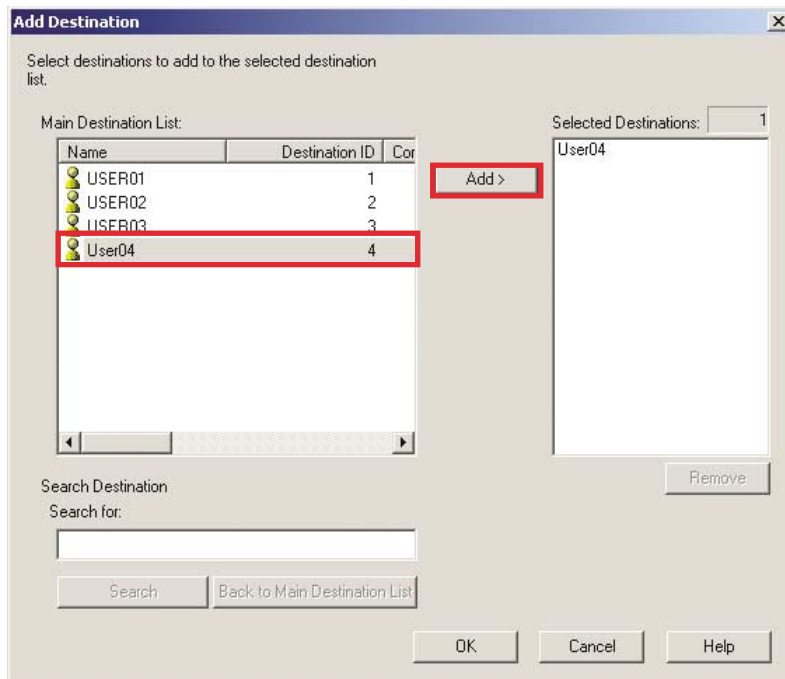
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**3** On the **[Operations]** menu, click **[Add Destination]**.

The **[Add Destination]** dialog box appears.



- 4 Select "User" or the destination added from [Main Destination List] in step 3, and then click [Add].



"User" or the selected destination is added to [Selected Destinations].

- 5 Click [OK].

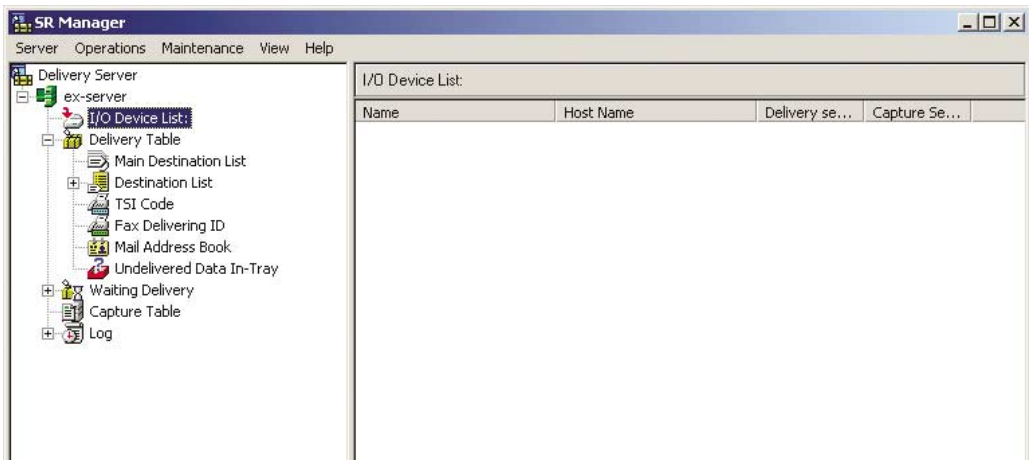


## 5 Specify an I/O device to use for scanning.

### Note

- This setting may not be necessary depending on the network device.

### 1 In the tree pane, click [I/O Device List:].

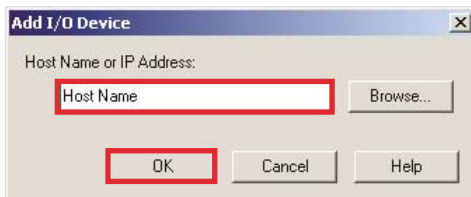


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### 2 On the [Operations] menu, click [Add].

The [Add I/O Device] dialog box appears.

### 3 Enter the host name or IP address of the network device, and then click [OK].



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### Note

- If the network device is managed through user account authentication, the [I/O Device Login] dialog box appears. Enter the user name and password to log on to the I/O device.

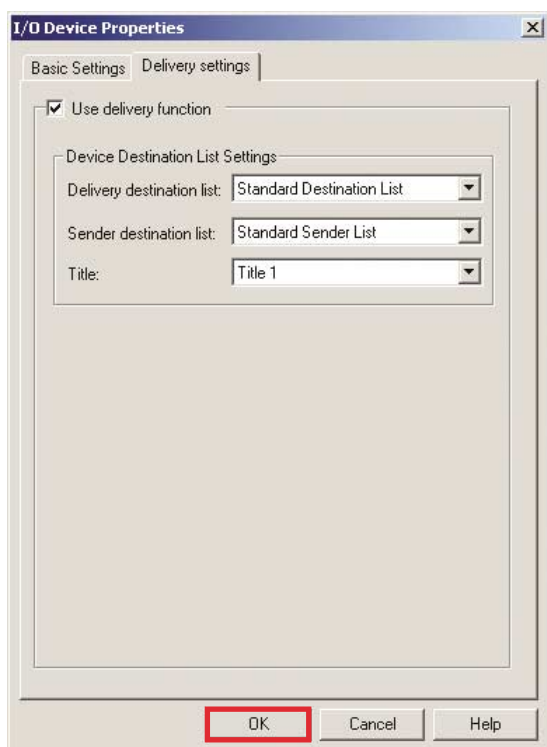


- 4 On the **[Basic Settings]** tab in the **[I/O Device Properties]** dialog box, enter the device name in **[Name]**.



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- 5 On the **[Delivery settings]** tab, make the following settings, and then click **[OK]**.



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- Select the **[Use delivery function]** check box.
- Click **[Standard Destination List]** for **[Delivery destination list:]**.

- 6 Start SR Manager, and check the delivery service is operating.  
SR Manager preparation is now complete.



# Delivering Documents

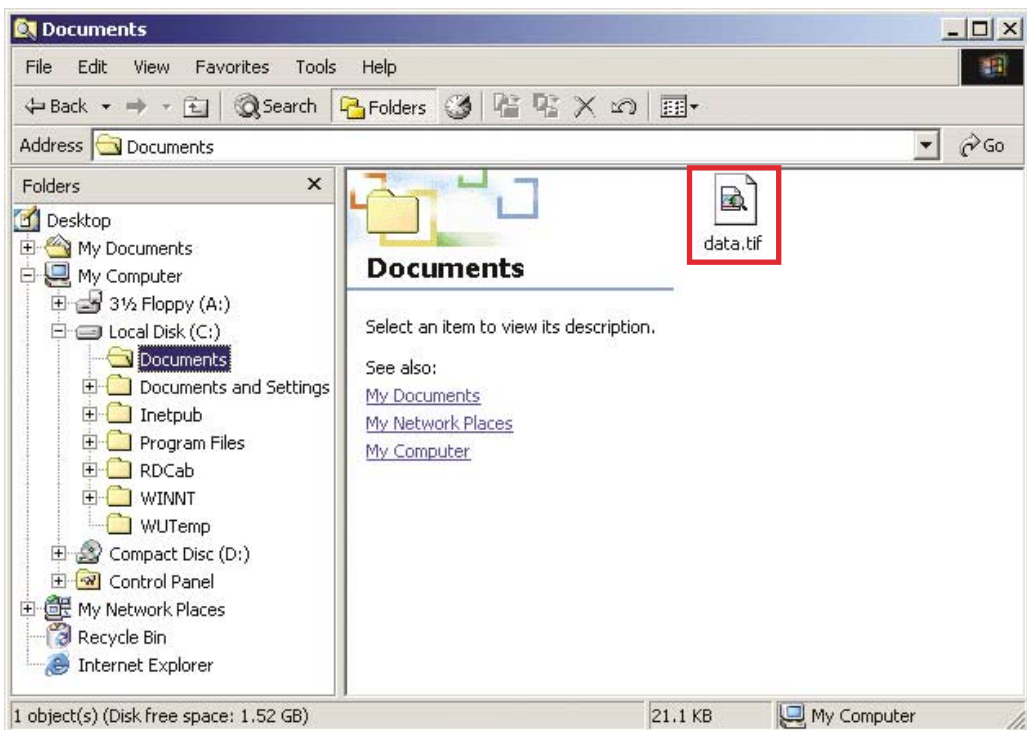
Follow the procedure below to deliver scanned documents to the destination created using SR Manager.

## Note

- ❑ If the network device is managed through personal authentication of the user account, enter the user name and password on the network device dialog box.

- 1** Press **[Scan]** on the panel display of the network device.
- 2** Select "User", which was specified in step **4** of "Preparing for Delivery using SR Manager", as the destination for the scanned document.
- 3** Place an original, and then scan it.
- 4** Check the document has arrived at the folder specified when "User" or the destination was added.

You can check the scanned original is saved as data.



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

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- ☐ 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. Important documents and data should always be copied or backed up. Documents and data can be lost because of malfunction or human error. Furthermore, the customer is responsible for protection measures against computer viruses, worms, and other harmful software.
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