ScanRouter EX Enterprise
Version 2

ScanRouter EX Professional
Version 3

Management Guide

Read this manual carefully before you use this product and keep it handy for future reference.

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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- The product name of Windows® 98 is Microsoft® Windows® 98.
- 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
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition

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.
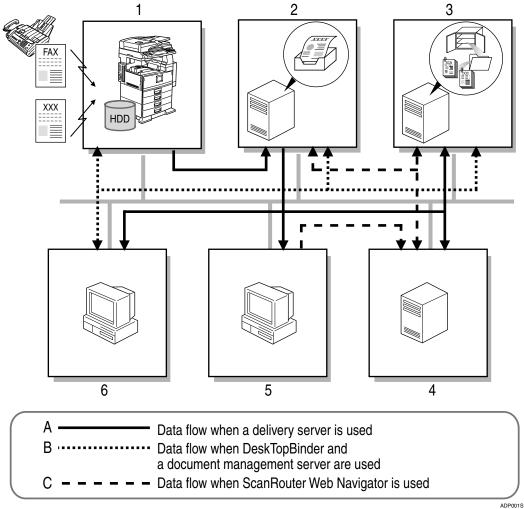
Overview of ScanRouter System

ScanRouter System is a group of software products that integrates various kinds of data, such as scanned-in/fax-received image data, and files made using different applications, to provide total document management.

In addition to DeskTopBinder, ScanRouter System includes ScanRouter V2 Lite/Professional, ScanRouter Enterprise, ScanRouter EX Professional/Enterprise, ScanRouter DocumentServer, ScanRouter Web Navigator, Web Document Viewer, and others. ScanRouter System reduces paper usage by storing and managing paper documents that accumulate daily as electronic data.

ScanRouter System documents can be searched, viewed, printed, and edited any time. They can also be sent by e-mail to a person who needs them. Furthermore, access rights can be configured to restrict user access and the operations individual users can perform. By configuring access rights, secure document management becomes possible.

The illustration below shows how ScanRouter System products connect. Depending on product combinations, connection or certain functions may not be possible.

A ———————— Data flow when a delivery server is used
B ···················· Data flow when DeskTopBinder and a document management server are used
C — — — — — — Data flow when ScanRouter Web Navigator is used

ADP001S

1. Network devices

You can input or output documents using network devices.

Documents scanned from a scanner or received by fax are sent to the delivery server.

If there is a hard disk drive (Document Server) on a network device, the Document Server receives documents read by network device or received by fax. Documents in the Document Server can be used with ScanRouter System software products.

2. ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise (delivery server)

The server works with other devices on the network to deliver documents. Documents received from network devices are delivered according to the delivery method configured for each destination.

Possible delivery methods include: saving in in-tray, sending by e-mail, and adding to a document management server folder.

3. ScanRouter DocumentServer (document management server)

Documents created in different kinds of application can be added from DeskTopBinder, ScanRouter Web Navigator, and Web Document Viewer to the document management server. The server arranges, sorts, and manages these documents.

Configuring access rights for each cabinet and folder in the server restricts user/group access and operations they can perform, and prevents unwanted document tampering.

4. ScanRouter Web Navigator and Web Document Viewer (Web server)

ScanRouter Web Navigator and Web Document Viewer are portal applications enabling access from Web client to document management server and delivery server in-trays using a Web browser.

It is not necessary to install ScanRouter Web Navigator or Web Document Viewer on each client computer, since document operations can be performed using the Web browser on client computers.

5. Web Browser (client computer)

Client computers access the Web server through the Web browser to search, display, and download documents in an intray or in the document management server.

6. DeskTopBinder Lite/Professional (client computer)

On a client computer, DeskTopBinder Lite/Professional manages various kinds of data as documents.

Documents in the document management server or delivery server can be viewed and managed using DeskTopBinder Lite/Professional.

When Document Server is used with a network device, documents in Document Server can be viewed from or copied to DeskTopBinder Lite/Professional to be edited or managed.

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1. Overview of ScanRouter EX

ScanRouter EX Delivery System

ScanRouter EX allows you to deliver document data that is scanned or received by fax to multiple destinations, by sending it by e-mail or to specified folders on client computers. You can also save the data received in an in-tray in the delivery server.

Installing ScanRouter EX also installs Authentication Management Service at the same time. Authentication Management Service is a service that is used to manage the settings related to user authentication of ScanRouter EX and can be operated through Authentication Manager. User authentication for the whole ScanRouter System can be managed from a single point because Authentication Management Service can be used in conjunction with other server products of ScanRouter System.

Delivery System Layout

Overview of the delivery system

ScanRouter EX sorts scanned documents, documents received by fax, and Desk-TopBinder Professional documents in the delivery server. Then the documents are delivered to specified destinations according to the selected delivery method.

AED001S
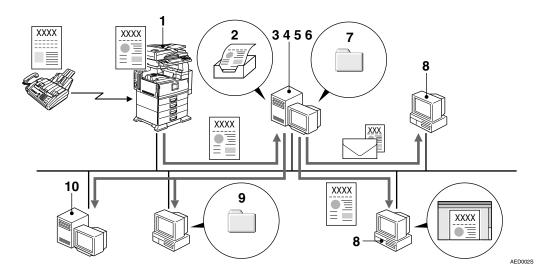
1. **Scanner**

2. **Facsimile**

3. **DeskTopBinder Professional**

4. **Delivery Server**

5. **E-mail**

6. **In-Tray**

7. **Folder in the Client Computer or the Document Management Server**

8. **Linked Server (only with Scan-Router EX Enterprise)**
Domino Server, SharePoint Portal Server

Delivery System Layout

A delivery system using ScanRouter EX should be composed of the following devices.

AED002S

1. Network Device

Document data scanned from a scanner or received by a fax are sent to the delivery server.

2. In-Tray

SR Manager configures an in-tray for each user. When **[In-Tray save]** is selected, documents are saved in the in-tray.

3. Delivery Server

The server works with other devices on the network to ensure document delivery. SR Manager uses the delivery table to configure delivery settings for each destination. Documents will be delivered according to the delivery method set for each destination.

Available delivery methods:

- In-Tray save
- Save as Windows file
- Save in Shared Network Folder
- Send by E-mail (Send by SMTP mail / Send by Notes R5 mail / Send by MAPI mail)
- Add as document (when ScanRouter DocumentServer is used)

- Add to Web Document Management (when ScanRouter Web Navigator is used)
- Deliver to Notes R5 Database (only with ScanRouter EX Enterprise)
- SharePoint Portal Server Plug-in (only with ScanRouter EX Enterprise)
- FTP Delivery

$\mathcal{P}$ Reference

p.5 "Available Delivery Methods"

4. Document Management Server

If ScanRouter DocumentServer is installed, it can be used as a document management server. Documents can be shared by two or more clients by saving them on the document management server.

5. Authentication Management Service

When ScanRouter EX is installed, Authentication Management Service Tool is also installed. In addition, Authentication Manager is automatically installed to manage Authentication Management Service.

ScanRouter System provides users with "Windows Authentication (NT compatible or native)" that uses a Windows domain for user authentication, "Notes Authentication" that uses a Notes domain, and "Basic Authentication" that uses unique user settings independent of domains.

If more than one ScanRouter System product is installed on a computer, they share a single Authentication Management Service. If more than one ScanRouter System product is installed on separate computers, separate Authentication Management Services are used, but they can work in cooperation with other Authentication Management Services.

Note

❐ Authentication Management Service is used in conjunction with the following ScanRouter System server products: ScanRouter EX Professional, and ScanRouter EX Enterprise, ScanRouter Web Navigator, ScanRouter DocumentServer Ver. 2.xxx.

6. **Web Server**

Installing Web Document Viewer on the delivery server makes it also work as a Web server. In conjunction with the delivery server, the Web server allows clients to view documents saved in the delivery server, using a Web browser installed on their computers.

7. **Folder of Document Management Server**

When **[Add as document]** is selected as a delivery type, documents can be stored in the folder of the document management server.

8. **Client Computer**

When Send by E-mail is selected as the delivery type, documents are delivered to client computers by e-mail. If Web Document Viewer is installed on the delivery server, viewing documents in the delivery server is possible by using a Web browser on client computers.

The following operations are available when DeskTopBinder Professional and Auto Document Link are installed on client computers.

- With DeskTopBinder Professional, clients can check, copy, or delete documents in in-trays. They can also forward documents in My Cabinets of DeskTopBinder Professional, in in-trays or documents in the document management sever to specified destinations using the delivery server.

- Auto Document Link can automatically retrieve documents or notify users that new documents have arrived.

9. **Shared Folder on the File Server**

When **[Save as Windows file]** is selected, you can send and save documents to a shared folder of the file server.

10. **Linked Server (only with ScanRouter EX Enterprise)**

When **[Deliver to Notes R5 Database]** or **[SharePoint Portal Server Plug-in]** is selected for the delivery method, documents can be delivered to the database for Notes R5 or SharePoint Portal Server by linking with the Domino server or SharePoint Portal Server.

Note

❐ Scanned documents are delivered to the delivery server over the network.

❐ Documents received by fax will be sent using network to the delivery server. (Methods of sending fax data to the delivery server will differ depending on the network device.)

❐ The scanner can display the pre-set destinations on the operation panel, but this requires the appropriate operation on the scanner. Depending on the scanner type, however, the destination may not be displayed.

❐ Undelivered documents are saved in the undelivered data in-tray.

❐ Set up the environment correctly if SR Manager, DeskTopBinder Profession-al, or Auto Document Link is used in the dial-up connection computer.

⚲ Reference

p.96 "Dial-up Connection"

Features of the Delivery System

ScanRouter EX has the following functions to ensure that the right document reaches the right person efficiently.

Deliverable documents

The following types of document are deliverable:

- Scanned documents
- Documents received by fax
- Documents exported from DeskTopBinder Professional
- Documents which delivered images stored in the network device media

Available Delivery Methods

The following delivery methods are available for each user:

- In-Tray save
- Save as Windows file
- Save in Shared Network Folder
- Send by E-mail (Send by SMTP mail / Send by Notes R5 mail / Send by MAPI mail)
- Add as document (when ScanRouter DocumentSever is used)
- Add to Web Document Management (when ScanRouter Web Navigator is used)
- Deliver to Notes R5 Database (only with ScanRouter EX Enterprise)
- SharePoint Portal Server Plug-in (only with ScanRouter EX Enterprise)
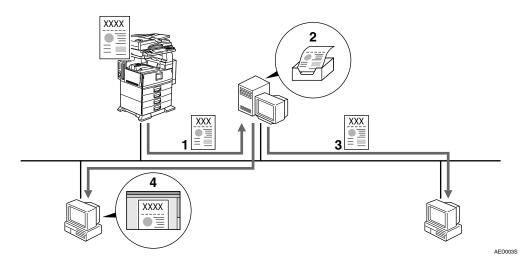
The following delivery type explanations are assumed when delivering scanned documents. However, these also apply to the delivery of documents received by fax and DeskTopBinder Professional documents.

❖ **In-Tray save**

Documents can be saved in an in-tray of the delivery server. An in-tray is cre-ated for only a destination (user) for which saving on an in-tray is set in SR Manager.

- You can read documents saved in the in-tray using DeskTopBinder Profes-sional.
- Auto Document Link can retrieve documents from the in-tray.

• When Web Document Viewer is installed on the delivery server, documents saved in the server can be viewed from client computers using a Web browser.

AED003S

1. **The scanner sends scanned documents to the delivery server.**
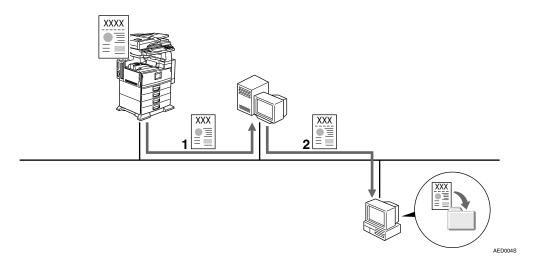
2. **The delivery server saves scanned documents in the in-tray.**

3. **A client computer installed with Auto Document Link can retrieve documents or notify users of document arrival. Retrieved documents are deleted from the in-tray.**

4. **A client computer installed with DeskTopBinder Professional can read documents saved in the in-tray.**

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

> p.48 "Delivery Table Settings"

❖ **Save as Windows file, Save in Shared Network Folder**
You can save documents in a shared folder on the selected client computer or computers on the network.

AED004S

1. **The scanner sends scanned documents to the delivery server.**

2. **The delivery server saves the document in a shared folder on the selected client computer or computers on the network.**

A notification can be sent to a client by e-mail when a document is delivered to a specified folder on the client's computer or computers on the network.

Note
❒ Before setting up ScanRouter EX, create a shared folder on a client computer or computers on the network.
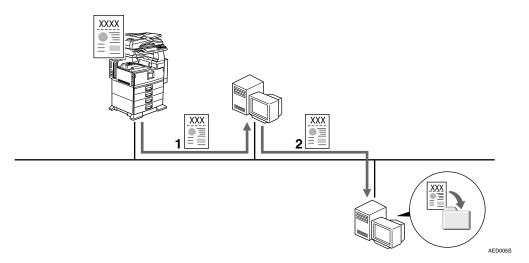
❒ When saving as Windows files, you can also save documents to the delivery server Windows folder in this way.

Reference

❖ **Add as document, Add to Web Document Management**
When ScanRouter DocumentServer or ScanRouter Web Navigator is used, documents can be saved in the specified folder of the document management server or the folder of the personal cabinet on the ScanRouter Web Navigator server.

AED005S

1. **The scanner sends scanned documents to the delivery server.**

2. **The delivery server saves the documents in the specified folder of the document management server or the folder of the personal cabinet on ScanRouter Web Navigator server.**
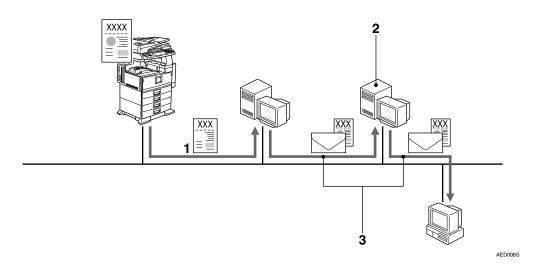
Note

❒ The document management server, ScanRouter Web Navigator server and delivery server can be setup in the same computer.

Reference

p.48 "Delivery Table Settings"

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❖ **Send by E-mail (Send by SMTP mail / Send by Notes R5 mail / Send by MAPI mail)**
The scanned document data is attached to e-mail and sent to specified e-mail addresses.

AED006S

1. **The scanner sends scanned documents to the delivery server.**

2. **Mail server**

3. **The mail server sends the document from the delivery server to specified e-mail addresses.**

📝 Note
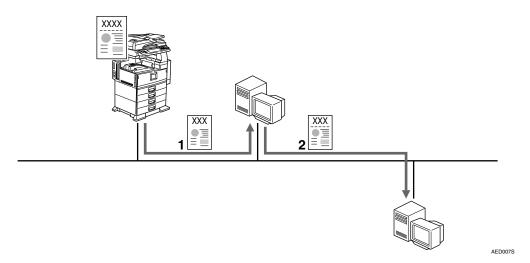
❒ You can make the setting to only receive a notification when a document is received in an in-tray.

❒ A mail server needs to be set up independently.

🔎 Reference

p.48 "Delivery Table Settings"

p.44 "Set Delivery Feature Defaults"

❖ **Delivery to linked server (Notes R5 DB/SharePoint Portal Server) (only with Scan-Router EX Enterprise)**
Documents can be delivered to the database for Notes R5/R6 or SharePoint Portal Server by linking with the Domino server or SharePoint Portal Server.

AED007S

1. **The scanner sends scanned docu-ments to the delivery server.**

2. **The delivery server delivers the documents to the linked servers (Domino server or SharePoint Portal Server).**

℘Reference

See *Setup Guide* of ScanRouter EX Enterprise.

Specifying delivery destinations for the scanner when scanning documents

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Before scanning documents, specify delivery destinations with the operation panel of the scanner. The destinations that are registered in the delivery server will be shown on the operation panel.

⚠Important

❒ When you add or edit a destination setting using SR Manager, you need to update the destination information on the device if the connected device has no automatic updating function.

Specifying delivery destinations for documents received by FAX

There are two methods of specifying delivery destinations for documents received by fax: using a fax delivering ID and using a TSI code. (An available method differs depending on the facsimile used.)

Methods of connecting the delivery server and facsimile are as follows. Depending on the facsimile used, an applicable connecting method may differ.
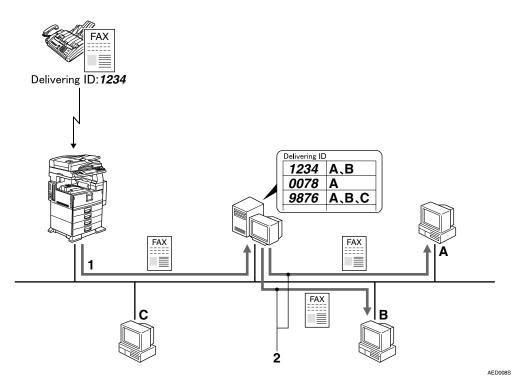
• Transmission via network

📝 Note

❒ Each page of a multi-page document sent by fax is converted to a single-page TIFF image. To convert these documents into a multi-page image during delivery, select a multi-page image format in **[File format]** in the **[[In-Tray Save] Properties]** dialog box in the **[Edit Destination]** window.

❖ Delivery by fax delivering ID

The sender specifies a fax delivering ID for a destination. The fax delivering ID and destination needs to be assigned in SR Manger in advance.

AED008S

1. **Document data received by fax is forwarded to the delivery server. (A fax delivering ID must be specified by the sender.)**

2. **The document data is delivered to a destination with the ID registered.**

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❦ **Limitation**

❒ To deliver with a fax delivering ID, "F-code (SUB)" (G3) can be specified, or Confidential Transmission with Personal ID (ID Override) function must be supported by a facsimile at a sending point. If not, use a TSI instead. When communicating with G4, only Confidential Transmission with Personal ID (ID Override) function is available.

❒ When receiving a document with Confidential Transmission, make sure that a Confidential ID registered with a facsimile is accepted as a fax delivering ID.

📝 **Note**
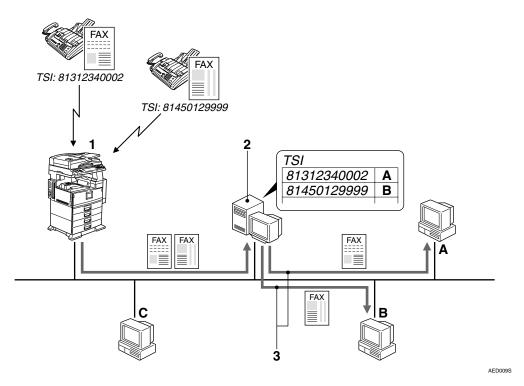
❒ If the fax delivering ID specified by a sender is not registered in the fax delivering ID list or the destination is not set, the document data will be sent to the undelivered data in-tray.

❒ Depending on the types of network device, you can deliver the document by replacing the fax ID with the last four digits for the dial-in numbers.

🔍 **Reference**

p.48 "Delivery Table Settings"

For information about the fax function, see the operating instructions that come with the device.

❖ Delivery with a TSI

This is a method of delivering documents received by fax using the TSI of a facsimile at a sending point. The TSI must be registered and the desired destinations must be assigned in advance. Documents faxed with a TSI will always be delivered to the assigned destinations for the TSI. Once the delivery server receives a faxed document, a fax TSI will be registered to the TSI table in the delivery system.

AED009S

1. **A fax is sent by entering the fax number only.**

2. **The fax data is sent to the delivery server, and a TSI of the facsimile at the sending point is registered to the TSI table in the delivery system. (The registered TSI can be edited.)**

3. **The fax data is delivered to the destination with the TSI registered.**

⌀ Note

❒ TSI (Transmitting Station Identification) is information registered as RTI (Own Name) or CSI (Own Fax Number) with a facsimile.

❒ CSI (Own Fax Number) is information registered with all facsimiles.

❒ RTI (Own Name) is information supported only with some facsimiles. If a facsimile at the sending point supports RTI (Own Name), RTI (Own Name) is used as TSI.

❒ When communicating with G4, TID (Transmitting Identifier) is used instead of TSI. TID is similar to CSI (Own Fax Number) when communicating with G3.

❒ When a fax delivering ID is specified, a document will be delivered to the destination registered with the ID. (This method has priority over the TSI method.)

❒ When a destination is not registered for a TSI in the TSI table, a fax document with the TSI will be sent to the fax in-tray.

🔎Reference
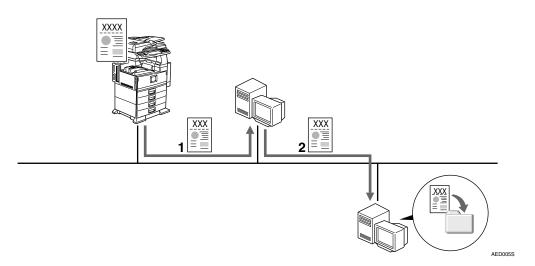
p.48 "Delivery Table Settings"

p.54 "Administering TSI Codes"

For information about a facsimile, see the operating instructions that come with the device.

❖ **Delivery by FTP**

This is a method of delivering documents to folders in the FTP server.

AED005S

1. **The document is sent to the delivery server.**

2. **The delivery server adds the sent document to the specified folder in the FTP server.**

📝 Note

❒ You cannot use a proxy server for FTP transmission.

❒ You must obtain the FTP server separately.

🔎Reference

p.48 "Delivery Table Settings"

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Fax In-Tray

Documents received by fax will be sent to the Fax In-Tray except in the following cases:

- When a fax delivering ID was specified when a fax was sent
- When a destination is registered with the TSI specified by a sender

Depending on the device, the in-tray created as the destination can be set for each fax port as a fax in-tray during I/O device setting.

Note

❒ A delivery method can be specified for the fax in-tray in the same manner as for other destinations.

❒ Each of the received fax documents can be delivered to the specified destination as a backup.

Reference

p.5 "Available Delivery Methods"

p.44 "Set Delivery Feature Defaults"

Fax Backup

All received fax data is delivered to **[Fax Backup]** on the system, and then all fax data is backed up. Fax backup data is delivered according to the designated delivery method.

Reference

p.44 "Set Delivery Feature Defaults"

Capture Function

Using the capture function, scanned documents, copied documents, documents sent from a facsimile or computer fax can be digitized to save in the ScanRouter DocumentServer.

Reference

For details about Capture Function, see *Operating Instructions, Capture Function*.

1
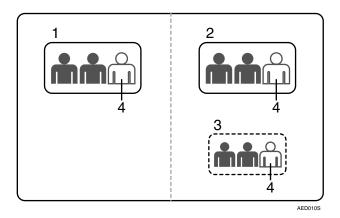
2. Managing and Maintaining Delivery System

Management Style

ScanRouter EX allows you to assign functions to individual administrators, instead of a single administrator managing all functions. This provides flexibility and efficiency.

Before starting ScanRouter EX operations, assign an administrator to each function and define the management style of ScanRouter EX.

Consider the operation and management style of your system based on Administrator Types and Sample Settings of Administrator Right described below.

AED010S

1. ScanRouter EX Administrator

This administrator is responsible for overall administration of ScanRouter EX servers.

This administrator uses SR Manager to set preferences, manage destination or backup.

Reference
p.25 "ScanRouter EX Administrator's Task"

2. Authentication Service Administrator

This administrator uses Authentication Manager to set up and manage Authentication Management Service, which controls general user authentication for the ScanRouter System.

The administrator makes administrator settings and detail settings of authentication method, and creates backups of administrator information and authentication settings information.

Reference
p.31 "Authentication Service Administrator's Task"

3. Users Administrator

A Users Administrator is needed when you use Basic Authentication. The administrator adds and manages Basic Authentication users. The administrator also adds or deletes Users Administrators.

Reference
p.34 "Users Administrator's (Basic Authentication) Task"

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4. Built-in User

This is an administrator account prepared by the system for making default settings. An administrator account is set up when ScanRouter EX is installed.

When you log on as a built-in user, you can perform every ScanRouter EX, SR Manager, and Authentication Manager operation.

After practical operation has started, make sure to change the built-in user password using Authentication Manager or SR Manager.

You can exclude built-in users from Scan-Router EX Administrators, Authentication Service Administrators, or Users Administrators (Basic Authentication).

⚠️Important

❐ When you exclude built-in users from administrator members, if domain controller or Basic Authentication informaion is corrupted, administrator users cannot be identified and ScanRouter EX servers, Authentication Management Services, or Basic Authentication users cannot be managed.

Sample Settings of Administrator Right

The following shows sample settings of administrator rights. Make administrator settings according to your environment.

❖ **ScanRouter EX Administrator**
This administrator is normally assigned to manage the ScanRouter EX delivery server.
You can include built-in users as administrator members.

❖ **Authentication Service Administrator**
This administrator is normally assigned to administrator presiding and managing entire ScanRouter System.
You can include built-in users as administrator members.

❖ **Users Administrator (Basic Authentication)**
In general, this administrator is assigned to register and delete a Basic Authentication user, and manage and maintain backed up user information.
You can include built-in users as administrator members.

Preparing for Operation (Default)
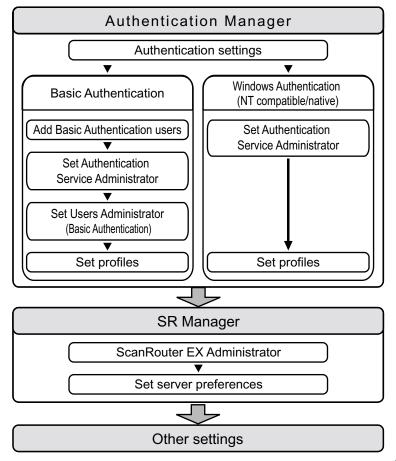
Install ScanRouter EX, specify the management type, and then make default settings to start operation. A built-in user account is usually used for making default settings.

$\mathcal{P}$Reference

For how to make settings, see Help corresponding to Authentication Manager, SR Web Navigator Manager, and ScanRouter EX respectively.

Flow of Default Settings

The procedure flow to make default settings is shown below.

AED011S

Authentication Manager

Use Authentication Manager to make settings for the ScanRouter System's Authentication Management Service.

🔎 Reference

p.67 "About Authentication Manager"

Authentication settings

Set authentication method details. There are four types of authentication method: Windows Authentication (NT compatible), Windows Authentication (native), Notes Authentication, and Basic Authentication.

Basic settings are complete at installation, but make settings about compositions of authentication methods using Authentication Manager in the following cases:

- If you want to directly specify the domain controller to use, when using Windows Authentication (NT compatible / native).

- If you want to obtain a user list of the domains to which the ScanRouter System server belongs and domains which have one-way trust relationship with the aforementioned domain, when using Windows Authentication (native).

- If you want to browse and use Authentication Service of another server (browsing another authentication).

📝 Note

❒ To use Windows Authentication (NT compatible), Windows Authentication (native), or Notes Authentication, create each type of domain and register domain users in advance.

❒ If ScanRouter DocumentServer (Ver.2.xxx) or ScanRouter Web Navigator is installed on the same computer where ScanRouter EX is installed, and authentication settings are already made by Authentication Manager, no settings are required here.

🔎 Reference

p.71 "Managing Authentication Settings"

Add Basic Authentication user

When the authentication method is set to Basic Authentication, register a Basic Authentication user.

📝 Note

❒ Windows Authentication (NT compatible and native) and Notes Authentication do not require registration of Basic Authentication users.

❒ You can register users collectively from a CSV file created in advance using the import function of Basic Authentication users.

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

p.69 "Adding and Removing Users Administrator (Basic Authentication)"

Set Authentication Service Administrator

Make Authentication Service Administrator settings. Only the Authentication Service Administrator specified here can manage authentication settings, Authentication Service Administrators, and profiles.

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

p.69 "Adding and Removing Authentication Service Administrator"

Set Users Administrator (Basic Authentication)

When Basic Authentication is used as the authentication method, specify the administrator who adds or deletes users of Basic Authentication.

📝 **Note**

❒ Windows Authentication (NT compatible), Windows Authentication (native), or Notes Authentication does not require registration of Users Administrator (Basic Authentication).

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

p.75 "Managing Basic Authentication User"

Set profiles

Make profile (e-mail address) settings and register the profile for a user of the selected authentication method.

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

p.74 "Managing Profiles"

SR Manager

You can use SR Manager to make the settings related to whole system operations, such as ScanRouter EX administrator, or delivery server preferences.

❖ **Setting a ScanRouter EX Administrator**

Specify the administrator who execute overall management of ScanRouter EX such as managing and maintaining destination with the SR Manager, and making ScanRouter EX administrator settings.

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

p.41 "Specifying ScanRouter EX Administrator"

❖ **Making the server environment settings**

Make the following server environment settings:

- Default Image Format
  Controls the default save format for delivered scanned images.

- Server disk space
  Monitors remaining disk space.

- Schedule
  Controls scheduling of routine maintenance tasks.
  The scheduling function periodically deletes unnecessary data and performs automatic backup. It is recommended to use this function.

- Web Settings
  Makes the necessary Web server settings.

- Error notification
  Make the necessary settings for the error notification to an administrator.

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

p.42 "Set Preferences"

❖ **Secondary delivery server settings**

Specify the secondary delivery server. If the normally used delivery server (primary delivery server) suspends processing for some reason, the secondary delivery server temporarily takes over.

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

p.46 "Secondary Delivery Server Operation"

❖ **Adding network devices**

Select and add a network device. Not all devices need to be added.

- Basic settings
  Specify a device name.

- Delivery settings
  Specify the destination list to be displayed on the operation panel of the connected device and make reception settings for each fax port.

- Capture function
  Make settings for the capture function.

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

p.47 "Setting I/O Devices"

❖ **Setting delivery features**

Delivery system options:

- Undelivered Data
  Controls how undelivered documents are handled.

- Delivery Settings
  Make settings for the delivery function.

- Additional Handling
  Make additional handling settings for receiving documents.
  The following handling settings are available:

  - Auto-adjust fax/scan orientation

  - Extract words for document names

- User Title
  Make title settings for **[Destination]** and **[Sender]** that are displayed on the operation panel of the network devices configured in **[I/O Device List]**. These settings appear only when the network device is configured.

  ### $^{\mathcal{P}}$Reference
  p.44 "Set Delivery Feature Defaults"

❖ **Directory server settings (only with ScanRouter EX Enterprise)**
Add directory servers and make settings and changes for each directory server.

  ### $^{\mathcal{P}}$Reference
  p.45 "Directory Server Settings (only with ScanRouter EX Enterprise)"

❖ **Selecting delivery type**
Select a delivery type to set or change.

  ### $^{\mathcal{P}}$Reference
  p.45 "Set Delivery Types"

Other Settings

Several settings are required before delivery can begin.

❖ **Adding destinations**
Set destinations for users first. Registered users can be selected into groups. Appropriate delivery settings must be made for each destination.

  ### $^{\mathcal{P}}$Reference
  p.48 "Destinations"

❖ **Registering a TSI**
When delivering documents received by fax, a TSI of a facsimile at the sending point and forwarding destination must be registered in the TSI table. The TSI table makes a facsimile TSI relate to forwarding destinations.

  ### $^{\mathcal{P}}$Reference
  p.54 "Administering TSI Codes"

❖ **Adding e-mail addresses**
If you add e-mail addresses to Mail Address Book, these addresses can be used for adding destinations.

  ### $^{\mathcal{P}}$Reference
  p.55 "Administering Mail Address Book"

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❖ **Limiting the log entry**
Enter a maximum number of days for saving. Delivery log, Capture log, and Error log are available as log types, and a maximum numbers of days can be set for each.

⌕ **Reference**
p.60 "Log Administration"

❖ **Setting the capture function**
Set the network devices and capture table to prepare for capture.

⌕ **Reference**
For details about Capture Function, see *Operating Instructions, Capture Function*.

ScanRouter EX Administrator's Task

2

Once a server is in operation, the ScanRouter EX Administrator is required to perform daily management and operation tasks. In addition, the administrator needs to change the server settings and maintain the server when required.

Constant maintenance of the network is required to ensure that all clients have convenient access to the delivery service.

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

Starting/Quitting the Delivery Server

Starting and quitting

❖ **Starting the delivery server**
Turn on the power to the delivery server and start Windows. Server start-up varies depending on your installation options.

❖ **Quitting the delivery server**
When turning off or restarting the delivery server, suspend delivery service first, then shut down Windows and turn off the computer.

Starting delivery service

Delivery service can be started on the **[Server]** menu of SR Manager or when the delivery server starts up, delivery service is to be started as set during installation.

❖ **Start at Startup**
When you log on to Windows using the SR Manager starting account, delivery service will automatically begin.

❖ **Start from a program folder**
To start delivery service manually, click **[Resume Services]** on the **[Server]** menu.

Note
❒ To suspend delivery service, click **[Suspend Services]** on the **[Server]** menu.

Reference
p.40 "Suspending and Resuming Service"

❖ **Run in service mode**
Delivery service is started in the background. If **[Run in service mode]** is selected as the setup type, this will happen automatically.

Daily Operations

To properly maintain the system, the administrator should perform the following tasks on a regular basis.

Checking undelivered data in-tray

Undelivered documents are saved in the undelivered data in-tray. Check the undelivered data in-tray periodically and delete or forward any documents found there. Also note that there may be a problem when two or more documents for the same destination are saved in this tray. In this case, make sure that the destination and/or communication settings are correct.

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Monitoring server disk space

Because undelivered documents are stored on the server, a lack of disk space may impair system function. To ensure that there is sufficient disk space, check the undelivered data in-tray periodically and delete or export any documents stored there. We recommend you reserve at least 250 MB of free disk space. On the **[Server]** menu, click **[Server Information]** to check free disk space. To receive notification of low free disk space when it is below the value entered in the **[Issue alert at:]** box, or to set free disk space for halting delivery, click **[Set Preferences]** on the **[Server]** menu, and make necessary settings on the **[Server disk space]** tab.

❐ Delivery is suspended when memory space goes below the value specified in **[Suspend at:]**. (Default minimum value: 200MB)

- If delivery service is suspended, delete any unnecessary documents from the in-tray and the undelivered data in-tray to increase free space, and resume the service.

- To help maintain free space, set a save-for period so that documents are automatically deleted after remaining in the tray longer.

❐ The system can be set to warn users when disk space is low and delivery service about to be suspended. On the **[Server]** menu, point to **[Set Preferences]**, and then make necessary settings on the **[Error Notification]** tab.

Reference

Checking system operating conditions

You can monitor the condition of the system with the log. The log contains destination and sender information, as well as file sizes, logged time, page counts and file histories. The log can also tell you when and how often different devices are used and when and how often different errors occur. When an error occurs, check the error log to find the directory, and then delete the unnecessary data.

The following types of logs are kept:

❖ **Delivery log**

- Scan delivery log
- Fax delivery log
- Document delivery log

❖ **Capture log**

- Copy capture log
- Fax capture log
- Printer capture log
- Scan capture log

❖ **Errors log**
Error log

Note

❐ Logs can also be saved as files.

❐ Even if you are not logged on to SR Manager as the system administrator, you may view the logs delivered by the login user. (Administrator functions are still prohibited.)

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

p.60 "Log Administration"

Restarting the server

The server should be restarted regularly to maintain stability.

⚓**Important**

❐ Suspend delivery services before restarting the server.

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

p.40 "Suspending and Resuming Service"

Backing up

Regular backups should be made to ensure system reliability. You can save backup information to any directory on the server. Backup can be performed automatically and periodically.

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

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

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

p.42 "Schedule"

p.65 "Backing Up and Restoring"

Occasional Tasks Required

In the following circumstances, certain necessary tasks have to be performed:

System notices

If there is an error or if disk space is low, the system will send a message to the administrator. You can manage error notification. On the **[Server]** menu, point to **[Set Administrator]**, and then make necessary settings on the **[Error Notification]** tab. If **[Ignore]** is selected, no message arrives.

The following system notices are available:

❖ **Nondelivery message**

When a delivery fails because destination settings were wrong or destination list or title settings were not updated in network devices, the system sends a delivery failure message. The undelivered document will go to the undelivered data in-tray. Documents in the undelivered data in-tray can be delivered again.

❖ **Error notification**

Notification will be sent anytime there is an error. See p.85 "Troubleshooting"for handling a specific error.

❖ **Disk space low warning**

If free disk space falls below the value set in **[Issue alert at:]**, you will receive a low disk space message. Upon receiving this message, you should delete any unnecessary data to maintain enough disk space.

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

p.44 "Undelivered data"

p.85 "Troubleshooting"

When there are user changes

Perform the following tasks when there are user changes in the layout/configuration of the network, or when you change settings of various tables.

❖ **When adding a user**
To add a user to the system, perform the following:

- If the authentication method of a user to be added is Basic Authentication, ask a Users Administrator (Basic Authentication) to register a new user.

- If the authentication method is Window Authentication (NT compatible), Windows Authentication (native), or Notes Authentication, ask the current domain's administrator to add the new user.

- Add users on the SR Manager administrator settings if necessary.

- Install and configure DeskTop-Binder Professional or Auto Document Link on the user's computer.

- After registering a destination, add it to the destination list. Assign the new user to a group if necessary. Add mail addresses to the Mail Address Book when required.p.48 "Destinations", p.52 "Destination List", p.55 "Administering Mail Address Book"

- Update the information on the TSI table to deliver a document received by fax to a new destination using TSI.p.54 "Administering TSI Codes"

❖ **When removing a user**
To remove a user from the system, perform the following:

- Delete users on the SR Manager administrator settings if necessary.

- Remove the user from Basic Authentication users or the domain users, if necessary. Ask a Users Administrator to remove the user if s/he is a Basic Authentication user.

- Delete the user's destination information from the server. If the user was a member of a group, the user will be automatically deleted from the group. See p.48 "Destinations".

- When using E-mail delivery, delete e-mail addresses that are no longer needed on a regular basis.p.55 "Administering Mail Address Book"

❖ **When changing user's information**
If a user's information changes, perform the following:

- Edit the user's information as appropriate.

- Edit an associated destination list as appropriate.

- If the user's group association has changed, change the group information. If necessary, update the destination information. See p.48 "Destinations" and p.52 "Destination List".

- When using a TSI table to deliver documents received by fax, update the TSI table regularly.p.54 "Administering TSI Codes"

- With ScanRouter EX, update both the Mail Address Book and destination settings when there is a change in an e-mail address. Changes made to the mail address book do not change the e-mail destination settings.p.48 "Destinations", p.55 "Administering Mail Address Book"

❖ **Changing a group address**

If the user's group association has changed, perform the following:

- If the users group name has changed, change the group destination information. p.48 "Destinations"

- When using a TSI table to deliver documents received by fax, update the TSI table regularly.p.54 "Administering TSI Codes"

When an administrator changes

When you need to change the management style and the ScanRouter EX Administrator, use SR Manager to add or delete the administrator.

You can also add or delete a built-in user as a ScanRouter EX Administrator.

Reference

p.41 "Specifying ScanRouter EX Administrator"

When the environment changes

If network devices or the system layout is changed, take the following actions. Not all network devices require configuration in I/O device setting.

❖ **Adding a network device**

When adding a network device, perform the following:

- Register the network device.p.47 "Setting I/O Devices"

- Make the delivery settings on the network device. For detail settings, see the operating instructions that come with the device.

❖ **Changing network device settings**

When changing network device settings or exchanging in new network devices, perform the following:

- Change the settings for the network device. p.47 "Setting I/O Devices"

❖ **Changing an IP address**

When the IP address of the delivery server or network device is changed, perform the following:

- When the IP address of a network device is changed, delete the device, and then add the device with its new IP address again. p.47 "Setting I/O Devices"

Note

❒ If the network device is not listed in I/O device setting, confirm that the device has the correct IP address for the delivery server.

❒ If the network environment changes, make the necessary changes on clients and network devices with connected SR Manager, Auto Document Link or DeskTopBinder Professional, to correct server information. Correct information of connecting devices on I/O device setting from SR Manager.

Reference

p.96 "Dial-up Connection"

❖ **Changing a Web server**
When changing a Web server, the Web server settings must be changed. See p.43 "Web settings".

Other occasional tasks

❖ **When changing a schedule**
To change the starting time for maintenance and the setting of the automatic backup, see p.42 "Set Preferences".

❖ **When changing an administrator**
To add or delete an administrator, see p.41 "Specifying ScanRouter EX Administrator".

❖ **Mail server**
When delivering by e-mail, check the mail server settings. Delete unnecessary data in the mail server regularly.

❖ **When changing the authentication method**
You can change the authentication method from Authentication Manager.

⚡Important

❐ Before you change the authentication method, add a built-in user as an administrator to the administrator settings. When you change the authentication method, ScanRouter EX administrator of the currently used authentication method is also changed. If no settings are made for the delivery server administrator when the authentication method is changed and a built-in user is not added as an administrator, you will loose control of the delivery server.

✎ Note

❐ When you change the authentication method, only the authentication method set by Authentication Service Administrator using Authentication Manager can be selected. For details, ask an Authentication Service Administrator.p.71 "Managing Authentication Settings"

Troubleshooting

When errors occur, see p.85 "Troubleshooting", and take the appropriate measures.

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

🔎Reference

p.85 "Troubleshooting"

p.65 "Maintenance"

Authentication Service Administrator's Task

Once a server starts operating Authentication Service Administrator performs general Authentication Management Service procedures, such as authentication settings, changing and adding Authentication Service Administrator, and backing up various Authentication Manager information.

Note

❒ Management of Authentication Management Service is performed by Authentication Manager.

Setting Authentication Service Administrator

Use Authentication Manager to change administrator settings for Authentication Service Administrator.

Reference

p.69 "Setting and Managing Administrator"

Profile Management

Use Authentication Manager to manage user profile information for each authentication method used in Scan-Router System.

Using Authentication Manager, you can assign an e-mail address to a user (add a profile), delete a profile, or change an e-mail address.

Reference

p.74 "Managing Profiles"

Management of Authentication Settings

Use Authentication Manager to reset authentication method when the domain structure, authentication management server to be referenced, or the authentication method is changed.

Reference

p.71 "Managing Authentication Settings"

Backing up Authentication Management Service Information

To restore Authentication Management Service when the server crashes or Authentication Management Service information is corrupted, regularly back up Authentication Management Service information using Authentication Manager. Use the backup schedule function to perform regular automatic backup.

- The Authentication Service Administrator can back up Authentication Management Service information about the following:
  - Administrator rights
  - Profiles
  - Authentication settings

Note

❒ Backup of Basic Authentication information is the responsibility of a Basic Authentication Users Administrator.

<div style="float: left;">2</div>

🔍 **Reference**

> p.77 "Backup and Restore"
>
> p.79 "Backup Schedule Management"

Changing password for built-in user

When ScanRouter EX is installed, a built-in user account is prepared for making the default settings immediately after installation. The built-in user is granted all rights for Scan-Router EX Administrator, Authentication Service Administrator, and Users Administrator (Basic Authentication).

Since the built-in user has all administrator rights, change the password of the built-in user regularly once operation has started, to prevent misuse of the rights and security problems.

🔍 **Reference**

> p.70 "Managing Password of Built-in User"

Backup Schedule Management

Add or change the backup schedule as required to perform routine backup of Authentication Management Service information.

🔍 **Reference**

> p.79 "Backup Schedule Management"

Other Occasional Tasks

In the following circumstances, certain necessary tasks must be performed:

When there are user changes

Perform the following tasks when there are changes to ScanRouter EX users:

❖ **When adding a user**
Perform the following when there is a new user.

- If the authentication method is Basic Authentication, ask a Users Administrator (Basic Authentication) to register the new user.

- If the authentication method is Windows Authentication (NT compatible or native) or Notes Authentication, ask the administrator of the current domain to add the new user.

❖ **When removing a user**
When the number of users decreases, remove the user from the Basic Authentication users or the domain users, if necessary. Ask a Users Administrator to remove the Basic Authentication user.

🔍 **Reference**

> p.75 "Managing Basic Authentication User"

When the environment changes

Perform the following when the server environment is changed:

❖ **When the Authentication Management Service server is changed**
When the authentication method currently in use refers Authentication Management Services to another server, and the server to changes, change the authentication settings using Authentication Manager.

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

p.71 "Managing Authentication Settings"

❖ **When the network environment is changed**

When the network environment currently in use is changed, use Authentication Manager on a client computer to make the correct Authentication Management Service connection settings.

Troubleshooting

When errors or other problems occur, see "Troubleshooting" for the appropriate remedical actions.

If the system is not operating normally such as when information about administrator rights or authentication settings is corrupted, or the system is unstable, restore the system using backup data.

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

p.81 "Appendix"

p.77 "Backup and Restore"

Users Administrator's (Basic Authentication) Task

When Basic Authentication is used as the authentication method, a Users Administrator (Basic Authentication) uses Authentication Manager to add or delete a user and back up user information.

📝 Note
❒ Management of Basic Authentication users is performed using Authentication Manager.

Management of Users Administrator (Basic Authentication)

Use Authentication Manager to change settings when you need to add or delete a Users Administrator (Basic Authentication).

🔎 Reference
p.69 "Adding and Removing Users Administrator (Basic Authentication)"

Management of Basic Authentication User

When the number of Basic Authentication users, user information, or group membership is changed, you must use Authentication Manager to edit the registration information of Basic Authentication users.

You can import and register Basic Authentication users from a CSV format file and export registered Basic Authentication users to a CSV file so other Authentication Management Services on other servers may import them.

🔎 Reference
p.75 "Managing Basic Authentication User"

Backing Up Basic Authentication Information

To restore Basic Authentication information when it is corrupted, use Authentication Manager to perform routine backup of Basic Authentication user information.

Using the backup schedule function, you can perform a regular and automatic backup.

📝 Note
❒ To perform backup the Basic Authentication information using the backup schedule function, the user must have the authentication rights of both Authentication Service Administrator and Users Administrator.

🔎 Reference
p.77 "Backup and Restore"

p.79 "Backup Schedule Management"

Other Occasional Tasks

In the following circumstances, certain tasks must be performed:

When the environment changes

Perform the following when the server environment is changed.

❖ **When the network environment is changed**

When the network environment currently in use is changed, use Authentication Manager of the client computer to make the correct settings of Authentication Management Service to be connected.

Troubleshooting

When errors or other problems occur, see "Troubleshooting" for the appropriate actions.

If the system is not operating normally such as when the Basic Authentication information is corrupted or the system is unstable, restore the system using backup data.

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

p.81 "Appendix"

p.77 "Backup and Restore"

2

3. How to Use SR Manager

SR Manager

About SR Manager

SR Manager enables you to manage settings, delivery tables, and maintenance.

❖ **Administrator and User modes**

SR Manager can be accessed in either administrator or user mode.

- Administrator mode
  Administrator mode allows use of all functions and requires users with the administrator right to login.

- User mode
  In user mode, login users can process the destinations they have editing rights for, and check the log files of documents they delivered. User mode does not require administrator rights.

  🖉 **Note**
  ❒ SR Manager is installed with the delivery server when ScanRouter EX is set up. You can also install SR Manager on a client computer and specify the delivery server to be managed.
  ❒ For how to install SR Manager on a client computer, see Setup Guide.

Starting SR Manager

Starting from the delivery server

This section details how to start SR Manager directly from the delivery server.

🖉 **Note**
❒ After the start, you can select another delivery server.p.41 "Select Server"

A **On the [Start] menu, point to [Programs] > [ScanRouter System] > [ScanRouter EX Professional/Enterprise], and then click [SR Manager].**

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

B **Enter the user name and password for the administrator of ScanRouter EX.**

🖉 **Note**
❒ The password is required only for delivery servers that do not support authentication.

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

SR Manager can be started either in administrator mode or in user mode depending on the right of the user.

Starting from a client computer

This section details how to start SR Manager from a client computer.

Follow the procedure below to start SR Manager for the first time on a client computer. For any starts after the first time, the last selected server is automatically selected.

Note

❒ After the start, you can select another delivery server.p.41 "Select Server"

A Click [Start], point to [Programs] > [ScanRouter System] >[[ScanRouter EX Professional/Enterprise], and then click [SR 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 close SR Manager.

E Enter the user name and password for the administrator of Scan-Router EX.

F Click [OK] to start SR Manager.

Click **[Cancel]** to start in user mode.

Quitting

A Click [Exit] on the [Server] menu.

Using Help

There is a help file provided for SR Manager. Help provides instructions on how to use SR Manager and making settings. Help also gives explanations of each item in the dialog boxes.

To get information about operating procedures

Click **[Contents and Index]** on the **[Help]** menu. Help for operating procedures is shown.

To get information about items in dialog boxes

Click **[Help]** in each dialog box. Help for the dialog box appears.

Searching by a function name or keyword

On the **[Help]** menu, click **[Contents and Index]** to search Help topics by function name or keyword.

❖ **Search by a function name**
Click the **[Find]** tab on Help. Enter a character string or the function name you want to find, and then click **[Find Now]**. Explanations related to the word you entered are displayed.

❖ **Search by a keyword**
Click the **[Index]** tab on Help. Enter a keyword or select an index from the list, and then click **[Display]**. Explanations related to the keyword are displayed.
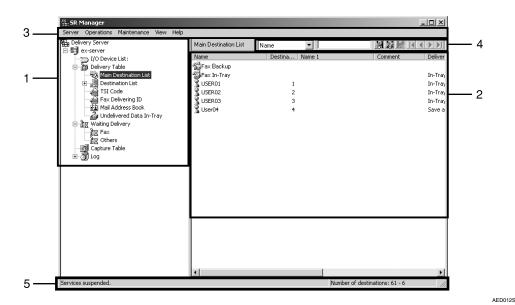
Version information

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

Window Layout

This section explains the layout of the window.

Window components

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1. **The list of manageable items (the tree pane)**

2. **The contents of the item selected in "1" (the list pane)**

3. **Available menus of SR Manager**

4. **When [Main Destination List] is displayed, a destination can be retrieved with its conditions specified. (Destination display selection)**

5. **The current condition of the delivery server or information about the current display item (Status bar)**

Selecting items

In the tree pane, select an item you want to manage. Available menus and contents of the list pane will vary depending on the selected server, table, and log.

Displaying/hiding the Status Bar

On the **[View]** menu, click **[Status Bar]** to display or hide the Status bar.

Updating information

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

Suspending and Resuming Service

Delivery service can be suspended by selecting **[Suspend Services]** from the **[Server]** menu.

Make sure that service is suspended when performing any of the following actions.

- **[Set Delivery Types]** on the **[Server]** menu
- Any functions on the **[Maintenance]** menu
- Turning off or restarting the server

Make sure to resume delivery service once these operations are completed.

✏️Important

❒ When turning off or restarting the delivery server, make sure to suspend delivery.

📝 Note

❒ It is possible that service will not resume immediately after **[Resume Services]** is selected on the **[Server]** menu. Wait until the **[Services temporarily suspended.]** message disappears so that the server can finish maintenance.

❒ When **[Send by MAPI mail]** is selected as the delivery type, the delivery service cannot be resumed with SR Manager from client computers.

❒ When the delivery service is suspended, the destination list on the connected device side cannot be updated.

Server Management

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

Note

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

Select Server

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

Specifying Another Login User

To manage the delivery server as a user other than the user currently logged in, specify another user. On the **[Server]** menu, click **[Login as another User]** to specify another user.

Specifying ScanRouter EX Administrator

Add or delete the ScanRouter EX administrator.

Select the administrator you want to add from the user group of the ScanRouter EX authentication method.

You can also specify to add a built-in user as a delivery server administrator.

Make administrator settings in **[Set Administrator]** on the **[Server]** menu.

Changing Password for Built-in User

Change the password for the built-in user of the delivery server.

To change the password of a built-in user, click **[Change Built-In password]** on the **[Server]** menu.

Note

❒ To change the password of a built-in user, you must have rights of Authentication Service Administrator.

❒ If you change the password of a built-in user at this point, the password of the built-in user managed by Authentication Management Service changes also.

Changing Authentication Method

You can use SR Manager to change the authentication method currently used in ScanRouter EX to another authentication method.

To change the authentication method, click **[Change Authentication Method]** on the **[Server]** menu.

You can select an authentication method from the following four types:

- Windows Authentication (NT compatible)
- Windows Authentication (native)
- Notes Authentication
- Basic Authentication

✱Important

❒ Before you change the authentication method, add a built-in user as an administrator to the administrator settings. When you change the authentication method, Scan-Router EX Administrator of the currently used authentication method is also changed. If no settings are made for the delivery server administrator when the authentication method is changed and a built-in user is not added as an administrator, you will lose control of the delivery server.

📝 Note

❒ When you change the authentication method, only the authentication method set by Authentication Service Administrator using Authentication Manager can be selected. For details, ask an Authentication Service Administrator.p.71 "Managing Authentication Settings"

Set Preferences

The delivery system environment can be modified by **[Set Preferences]** on the **[Server]** menu.

Default image format

This setting controls the default format for saved images.

📝 Note

❒ Choose from the following default image save formats:
  - Save as Windows file
  - Save in Shared Network Folder
  - Send by E-mail
  - In-Tray save
  - Add as document

- Add to Web Document Management
- Deliver to Notes R5 Database (only with ScanRouter EX Enterprise)
- SharePoint Portal Server Plug-in (only with ScanRouter EX Enterprise)
- FTP Delivery

The image format cannot be changed.

Server disk space

This setting allows you to choose the notification method.

❖ **Notification of remaining disk space**
Use **[Issue alert at:]** to set when the server notifies you of low disk space. The default is 250 MB.

❖ **Remaining disk space at which delivery is suspended**
Use **[Suspend at:]** to set when the server notifies you of delivery suspension. The default is 200 MB.

Schedule

This function allows you to schedule maintenance tasks. The following tasks are automatically performed.

❖ **Maintenance**
This allows you to set a regular time for the server to carry out its maintenance routines. The default time is 1:00 am.
Maintenance consists of the following tasks:

- Deletion of Expired documents
- Deletion of old error log entries
- Database optimization
- Synchronize with Directory Server (only with ScanRouter EX Enterprise)

Note

❒ During maintenance, access from a client is not possible.

❖ Automatic backup setting

Specify the day of the week and saving destination for the automatic backup, and then assign a password for backup data.

- Backup location
- Backup day of the week
- Password
- Confirm password

Note

❒ During the automatic backup, the delivery service is suspended temporarily. In addition, SR Manager cannot be connected to the delivery server.

❒ If SR Manager is connected to the delivery server at the time of automatic backup, the automatic backup is not executed.

❒ Backup can be executed optionally.p.65 "Backing Up and Restoring"

Web settings

Make settings for the Web server.

- When using a Web server, Web settings need to be set. When using a computer as a Web server and delivery server, select the **[Use the same computer for the Web server and delivery server.]** check box. When communicating with SSL between a Web server and delivery server, select the **[Use SSL:]** check box.

- When you do not use URL hyperlinks, select the **[Make URL hyperlinks inactive in e-mail text]** check box.

Error Notification

Make the settings for error notification when a delivery system error occurs.

❖ Error Notification

You can select an error notification method: **[Ignore]** (none), **[Mail administrator]**, or **[Output to printer]**. When **[Mail administrator]** is selected, specify the administrator mail address. When **[Output to printer]** is selected, make settings in **[Output printer]**.

❖ Administrator Mail Address

When the administrator mail address is set, notification required for delivery system maintenance and operation such as insufficient disk space and error notification are sent to the administrator.

❖ Output Printer

Select a printer from **[Output printer]**. **[Output printer]** displays the printers that are ready to operate on the delivery server. One printer can be selected.

Note

❒ When **[Mail administrator]** is selected in the **[Error Notification]**, "undelivered report", "error notification", and "insufficient disk space report" will be sent to the e-mail address specified here.

❒ When **[Mail administrator]** is selected, notification on a mail delivery failure is output to the printer.

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Set Delivery Feature Defaults

This controls default delivery options. Make settings in **[Set Delivery Feature Defaults]** under the **[Server]** menu.

Undelivered data

This controls how undelivered documents are handled.

- When a save period is set, the documents whose expiration dates have already passed will be deleted automatically.

- A sender can be notified by mail of a transfer failure.

Note

❒ When the sender is not identified, the notification mail is not sent.

Delivery settings

Make settings for the following delivery operations.

- Deliver all documents received by fax to **[Fax Backup]**.

- Register TSI information automatically when the documents are delivered from the device which is not added to **[TSI Code]**.

- Prohibit delivering documents from network devices by directly entering the mail address.

Additional handling

Make additional handling settings for received documents. Automatic image orientation adjustment and document names extraction are available.

User title

Make the settings for **[Destination]** displayed on the operation panel of the network device configured in **[I/O Device List]**. The indexes that have already been specified in the system include Title 1 and Title 2, each of which can be changed. For ScanRouter EX Enterprise, addition or deletion of titles can be performed.

- Title 1: Freq. + 10 indexes
- Title 2: Freq. + 5 indexes

Note

❒ To apply the setting, operation on the network device is required. For information, see the operating instructions that come with the device.

❒ The **[User Title]** tab appears only when a network device is added in **[I/O Device List]**.

❒ Title 1 and Title 2 cannot be deleted, and the title name cannot be changed.

Capture Settings

Make the capture function settings from **[Capture Settings]** on the **[Server]** menu.

Set capture feature defaults

Set processing methods for documents handled as unforwarded data.

- Documents can be deleted without adding them to the document management server.

- Documents can be added to the save location in the specified document management server.

Additional handling

Make additional handling settings for received documents: automatic image orientation adjustment, content text search data creation, and document name extraction.

Directory Server Settings (only with ScanRouter EX Enterprise)

Add the directory server to be connected. If the directory server is added, account information can be imported as destinations. Set the directory server in **[Directory Server Settings]** in the **[Server]** menu. To add a new server, click **[Add Server]** and specify the name of the server and each item of server information.

Note

❒ The account information for the directory server can be imported as destinations.p.50 "Adding destinations from the directory server (only with ScanRouter EX Enterprise)"

❒ Up to two directory servers can be connected.

❒ Microsoft Exchange 5.5/2000 and Lotus Notes R5/R6 (Domino server) can be selected as server types.

❒ At the time of synchronization with a directory server, the changes made for the directory server are reflected to the destinations.p.66 "Synchronize with Directory Server (Only with ScanRouter EX Enterprise)"

Set Delivery Types

Select a delivery type from **[Set Delivery Types]** on the **[Server]** menu. Available delivery types are the following:

- In-Tray save
- Save as Windows file
- Save in Shared Network Folder
- Send by SMTP mail
- Send by Notes R5 mail
- Send by MAPI mail
- Add as document (when ScanRouter DocumentServer is used)
- Deliver to Notes R5 Database (only with ScanRouter EX Enterprise)
- SharePoint Portal Server Plug-in (only with ScanRouter EX Enterprise)
- FTP Delivery

Note

❒ When **[Send by SMTP mail]** is selected, the settings for SMTP and POP must be made.

❒ When **[Send by Notes R5 mail]** and **[Deliver to Notes R5 Database]** are selected, enter the password used to log on Notes.

❒ The essential delivery type is fixed so that you cannot deselect it.

❒ To use MAPI mail, an appropriate software must be installed. For more information, see Setup Guide.

Setting ACL Defaults

Make the default settings for access rights when adding a new destination. During network device operation, the owner specified here is also designated as the owner of the documents awaiting delivery, who was not user account authenticated. ACL defaults can be set in **[Default ACL]** on the **[Server]** menu.

Secondary Delivery Server Operation

If the currently used (primary) delivery server's processing is suspended for some reason, delivery can be processed using another specified (secondary) delivery server.

⚠️Important

❒ Long-term pooled documents that slow delivery processing may, if sent, also slow the delivery processing of the secondary delivery server. When delivery processing is switched to the secondary delivery server, check the operation of the primary delivery server, and the secondary delivery server also.

Secondary delivery server settings

Make the necessary settings for the server you want to specify as the secondary server. Set the server in **[Secondary Delivery Server Settings]** on the **[Server]** menu. The following settings can be made:

• The server to use as the secondary delivery server

• The interval between primary delivery server suspension and secondary delivery server starting

Synchronizing the secondary delivery server manually

Synchronize information in the secondary delivery server with that of the primary delivery server.

You can synchronize server information using **[Manually Synchronize the Secondary Delivery Server]** on the **[Server]** menu.

Information about the following items can be copied:

• Accounts (all)

• Address books (all)

• TSI

• Capture table user information

• I/O device settings

• Delivery settings

• Capture Settings information

Removing secondary delivery server settings

Remove the secondary delivery server settings and use the secondary delivery server as a normal delivery server.

Removal can be performed using **[Remove Secondary Delivery Server Settings]** on the **[Server]** menu.

📝Note

❒ Normally, you can remove the secondary delivery server settings in the **[Secondary Delivery Server Settings]** dialog box of the primary delivery server.

Setting I/O Devices

Add network devices used for delivery to the delivery server. Click **[I/O Device List]** to see listed I/O devices.

The following operations are available for I/O devices:

- Adding
- Displaying properties
- Deleting

📝 Note

❒ When changing capture settings, do not use copy, fax, or scanner functions on network devices. Network device operations may be reset or settings not applied immediately.

❒ If only communication with SSL is allowed on I/O devices, the setting for communication with SSL is required on the delivery server. For details about the settings, see the Readme file.

Adding New I/O Device

Adds new I/O devices. Make the necessary settings from **[Add...]** on the **[Operations]** menu.

Network devices can be added using the following operations:

- Specify its IP address
- Specify its host name

Displaying I/O Device Properties

Check a device's properties, and change its settings if necessary. On the **[Operations]** menu, click **[Properties...]**.

Deleting I/O Device

Delete the listed I/O devices. In the **[I/O Device List]**, select the device you want to delete, ant then click **[Remove...]** on the **[Operations]** menu.

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Delivery Table Settings

The delivery table consists of the following:

- Main Destination List
- Destination List
- TSI Code
- Fax Delivering ID
- Mail Address Book
- Undelivered Data In-Tray

✎ Note

❐ When changing delivery settings, perform no copy, fax or scanning functions. Network device operations may reset, and delivery table settings may not be applied immediately.

Destination

Before using ScanRouter EX, you must create destinations for network device (scanner, fax, etc.) operations. By specifying a delivery method for documents and a conversion method for images for each destination beforehand, documents are delivered to their destinations according to the specified method.

Destinations

Delivery destination information is managed in **[Main Destination List]** and **[Destination List]**.

When a new destination is added to **[Main Destination List]**, it must also be added to **[Destination List]**.

When **[Main Destination List]** of **[Delivery Table]** is selected, the registered destinations are listed or displayed.

When **[Destination List]** is selected, the registered destination lists are displayed and the destinations included in each destination list can be edited (addition, removal, and check).

The following actions are available:

- Adding new destinations
- Editing destinations
- Deleting destinations
- Change ACL for multiple destinations
- Importing destinations
- Backing up all destination data
- Restoring all destination data
- Setting a title for multiple destinations
- Document addition settings for multiple destinations

✎ Note

❐ The **[Main Destination List]** displays the following information:
  - Name
  - Destination ID
  - Name1:
  - Comment
  - Delivery Type
  - Default Mail Type
  - Default Mail Address

Adding new destinations

On the **[Operations]** menu, point to **[Add New Destination]**, and then click **[User]** or **[Group]** to set a destination for an individual user. The following information is displayed in the **[Destination List]**:

Note

❐ To add destinations, specify users separately or as a group. Before adding the destinations of a group, add the destination of each user to be included in that group.

❐ A destination can be added from the address book (by e-mail) of a connected device. For ScanRouter EX Enterprise, destinations can also be added from the directory server.

❖ **Basic Settings**

- Name
- Destination ID
- Delivery type settings (only when adding users)
- Group Member List: (only when adding groups)
- Default E-mail Settings

❖ **Name Settings**
Name and comment settings

❖ **Additional Handling (only when adding users)**

- Auto-adjust fax/scan orientation
- Extract words for document names

❖ **Title Settings (When added device is registered by I/O device setting)**
FUser title and on/off the frequent use index

❖ **ACL Settings**

- Owner
- ACL Settings

❖ **Delivery Type**
The following delivery types are possible:

- Deliver to In-Tray
Data can be saved in the server's in-tray. In-tray options allow you to set passwords and a document save-for period. You can view the in-tray through Desk-TopBinder Professional or Auto Document Link. In-Tray is created for only the destinations whose properties are set to Deliver to In-Tray.

- Save as Windows file
This option saves data in a folder. Delivery server Windows folders can be specified as delivery destinations. To specify a folder on a client computer as a document saving destination, a shared folder must be created beforehand.

Note

❐ To deliver documents to the file server, a network drive must be mapped to the selected folder in the file server.

Reference

p.81 "Shared Folder Settings as a Delivery Destination"

- Save in Shared Network Folder
This option saves data in a folder. Shared Windows folders on network client computers can be specified as delivery destinations. To specify a folder on a network client computer as a document saving destination, a shared folder must be created beforehand.

Reference

p.81 "Shared Folder Settings as a Delivery Destination"

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- Add as document
  When ScanRouter Document-Server is used, data can be stored in any folder of the document management server.

- Add to Web Document Management
  When ScanRouter Web Navigator is used, data can be stored in any Personal a Cabinet folder on ScanRouter Web Navigator.

- Send by E-mail
  Attaches a document and sends e-mail to a specified e-mail address. Depending on the mail environment, select from MAPI mail, Notes R5 mail, or SMTP mail. In the e-mail property settings, make the necessary saving format and attachment method settings for the document. E-mail addresses in the Mail Address Book can be browsed to select the one desired.p.55 "Administering Mail Address Book"

- Deliver to Notes R5 Database (only with ScanRouter EX Enterprise)
  Documents can be delivered to Notes R5/R6 DB for the Domino server.

- SharePoint Portal Server Plug-in (only with ScanRouter EX Enterprise)
  Documents can be delivered to SharePoint Portal Server.

- FTP Delivery
  Select the folder on the FTP delivering server to save a data.

Note

❒ A maximum of 100 delivery types can be specified for one destination. The same delivery type can be set two or more times.

❒ Click **[Properties]** to display the dialog box that corresponds to the selected delivery type, which allows detailed setting of that delivery type.

❒ A group cannot be included in another.

❒ **[Group Member List:]** displays the destination of each registered user. To edit members, click **[Add]** or **[Remove]**.

❒ An unused number is automatically assigned to **[Destination ID]**. The number can be changed to another one not used.

❒ A user name or a fax delivering ID that is already assigned to a destination cannot be assigned to another.

❒ Under the MAPI mail environment with Windows 2000 and Windows Server 2003, software programs, such as Microsoft Outlook 2000, that supports Extended MAPI is required.

Adding destinations from the directory server (only with ScanRouter EX Enterprise)

To import the account information from the directory server and add it to the destinations, select the server name in **[Add New Destination]** on the **[Operations]** menu -**[Import from Directory Server]** and search for the destinations to add to.

Note

❒ The directory server needs to be added in advance. p.45 "Directory Server Settings (only with ScanRouter EX Enterprise)"

❒ At the time of synchronization with the directory server, changes made for the directory server are reflected to the destinations for SR Manager. p.66 "Synchronize with Directory Server (Only with Scan-Router EX Enterprise)"

❒ Destination information such as name settings can be changed even after destinations are added. At the time of synchronization with the directory server, however, the information of the directory server is given priority.

Add destination using Authentication Service

When importing the user information managed by the authentication method specified by the delivery server from Authentication Management Service and registering it, point to **[Add New Destination]** on the **[Operations]** menu, click **[Import from Authentication Server]**, and then select the user/group you want to add.

Editing destinations

Select the destination you wish to edit in **[Main Destination List]**, and then edit the desired items in **[Edit Destination]** from the **[Operations]** menu.

Deleting destinations

Select the destination you wish to delete in **[Main Destination List]**, and then click **[Delete Destination]** from the **[Operations]** menu.

Change owners of multiple current destinations

Change owners of multiple destination addresses collectively. In **[Main Destination List]**, select the destination whose owner settings you want to change collectively, and then select **[Change Current Owner]** on the **[Operations]** menu.

Edit ACL Settings for Multiple Destinations

Change ACLs of multiple destination addresses collectively. In **[Main Destination List]**, select the destination whose ACL settings you want to change collectively, and then click **[Edit ACL]** on the **[Operations]** menu.

Delete user/group collectively

Delete the user/group ACL settings of multiple destination addresses collectively. In **[Main Destination List]**, select the destination whose ACL settings for user/group you want to change collectively, and then click **[Delete Users/Groups]** on the **[Operations]** menu.

Importing destinations

A file saved in the CSV format can be copied to the delivery system and a destination can be added to it.

Select **[Import Destinations]** from the **[Operations]** menu, and then select a file to import.

Reference

p.92 "CSV File for Importing Destinations"

Backup and restoration of information of all destinations

The information on all destinations can be backed up and the backup information can be restored to the destination list.

- To backup the information on all destinations, click **[Back up All Destination Data]** on the **[Operations]** menu, and then specify a saving location.

- To restore the backup information to the destination list, click **[Restore All Destination Data]** on the **[Operations]** menu, and then specify the backup file to be restored.

Setting titles for multiple destinations

This function collectively sets titles for two or more destinations. Select the destinations to be collectively set, click **[Set Title for Multiple Destinations]** on the **[Operations]** menu, and then specify the titles and tab names.

Document addition settings for multiple destinations (only with ScanRouter EX Enterprise)

Delivery settings for the document management server are made for multiple destinations. Click **[Document Addition Settings for Multiple Destinations]** on the **[Operations]** menu, and then specify the document management server name to add and the folder for that name.

Note
❒ A location directly under a cabinet cannot be specified as the additional location.

❒ The user who entered necessary information during authentication may have the right to write to the folder at the addition location.

❒ When **[Create subfolders for indexes in the location to add to]** is selected, a folder is created with an index (example: A) on the document management server. This folder inherits the access right of the upper folder.

Destination List

Add destinations to one or more destination lists. These destination lists include **[Standard Destination List]** and **[Standard Sender List]**. For ScanRouter EX Enterprise, addition or deletion of destination lists is possible. If a destination is added to the destination list, it can be displayed as **[Destination]** or **[Sender]** for the network devices.

If **[Destination List]** in **[Delivery Table]** is selected, **[Destination List]** is displayed. If a destination list is selected, the added destinations are displayed in **[Destination List Name]**.

For ScanRouter EX Enterprise, the following actions are available:

- Adding new destination lists
- Editing destination lists
- Deleting destination lists

The following actions are available:

- Adding new destinations
- Editing destinations
- Changing short IDs
- Removing destinations from the destination list
- Changing the display order
- Document addition settings for multiple destinations (only with ScanRouter EX Enterprise)

Note
❒ The following information is displayed in **[Destination List]**:
  - Name
  - Number of Destinations

❐ The following information is displayed in **[Standard Destination List-Destination List]** or **[Standard Sender List-Destination List]**:

- Name
- Short ID
- Name 1
- Comment
- Delivery Type
- Default Mail Type
- Default Mail Address

Adding a new destination list (only with ScanRouter EX Enterprise)

Destination lists can be added. Click **[Add New Destination List]** on the **[Operations]** menu and specify a destination list name and format.

In the **[Basic Settings]** tab, make the necessary settings for destination list name and type. Select the destination list type from **[Expanded (Max.: No limit)]** or **[Backward Compatible (Max.: 200 destinations)]**.

In the **[ACL]** tab, set the ACL for the destination list.

✎ Note

❐ **[Expanded (Max.: No limit)]** can add up to the number of destinations added in **[Main Destination List]** with short IDs of five digits. **[Backward Compatible (Max.: 200 destinations)]** can add a maximum of 200 destinations with short IDs of three digits (001 to 200).

❐ The destination list format that can be used differs with the network devices.

Editing a destination list (only with ScanRouter EX Enterprise)

The contents stored for destination lists can be edited. Select the destination list you wish to edit in **[Destination List]**, and then change the destination list name in **[Edit Destination List]** on the **[Operations]** menu. However, **[Standard Destination List]** and **[Standard Sender List]** that have been prepared cannot be edited.

Deleting a destination list (only with ScanRouter EX Enterprise)

Destination lists can be deleted. Select the destination list you wish to delete in **[Destination List]**, and then click **[Delete Destination List]** on the **[Operations]** menu. However, **[Standard Destination List]** and **[Standard Sender List]** that have been prepared cannot be deleted.

Adding a new destination

Destinations can be added. Select the destination list you wish to add in **[Destination List]**, and then click **[Add Destination]** on the **[Operations]** menu.

Editing a destination

Select the destination you wish to edit in **[Destination List]**, and then edit the desired items in **[Edit Destination]** on the **[Operations]** menu.

Changing a short ID

Select the destination you wish to edit in **[Destination List]**, and then click **[Change Short ID]** on the **[Operations]** menu.

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Removing from the destination list

Select the destination you wish to remove in **[Destination List]**, and then click **[Remove Destination]** on the **[Operations]** menu.

Changing the display order

You can change the order in which destinations are viewed in **[Destination List]**.

- Select the destination you wish to move in **[Destination List]**, and then click **[Move Up]** or **[Move Down]** on the **[Operations]** menu.
  - Click **[Move Up]** to move the destination one step up on the list.
  - Click **[Move Down]** to move the destination one place down on the list.
- Select the destination you wish to move in **[Destination List]**, and then click **[Move to Top]** or **[Move to Bottom]** on the **[Operations]** menu.
  - Click **[Move to Top]** to move the destination to the top of the list.
  - Click **[Move to Bottom]** to move the destination to the bottom of the list.
- Select the destination you wish to move and drag it to the location you wish to move it to.

Destination Search

When the destinations are listed or displayed, if the items and conditions subject to the destination display selection above are specified, only the pertinent destinations can be displayed.

Administering Fax Delivering ID

When delivering documents with a fax delivering ID, click **[Fax Delivering ID]** to manage the fax delivering ID. Click **[Fax Delivering ID]** on **[Delivery Table]** to see the list.

The following operations are available for fax delivering ID:

- Adding new IDs
- Editing
- Deleting
- Exporting/importing IDs

Administering TSI Codes

For the delivery of documents received by fax using a TSI, the TSIs can be administered under TSI. Click **[TSI Code]** under **[Delivery Table]** to list all TSIs registered.

The following actions can be taken with TSIs:

- Adding new TSI codes
- Editing TSI codes
- Deleting TSI codes
- Exporting/importing TSI codes

Note

❒ The **[TSI Code List]** displays the following information:
  - TSI Code
  - Sender Name
  - Short ID
  - Destination

Adding new TSI codes

The following methods are available for registering a new TSI:

- Have a fax sent from a facsimile at the sending point. Once a document received by fax is sent to the delivery server, the TSI information from the facsimile will be registered to the TSI table of the delivery system automatically.

- Register a TSI with **[Add New TSI Code]** on the **[Operations]** menu. The following settings must be made:

  - TSI Code
  - Sender Name
  - Short ID
  - Destination

Note

❐ The TSI table makes a facsimile TSI relate to forwarding destinations.

❐ A sender name can be composed of up to 80 characters.

❐ With auto TSI registration, destination information will not be specified. On the **[Operations]** menu, click **[Edit TSI Code]** to add the information.

Editing TSI codes

To edit TSI information, select a TSI to be edited in **[TSI Code List]**, and then click **[Edit TSI Code]** on the **[Operations]** menu.

Deleting TSI codes

To delete a TSI, select a TSI to be deleted in **[TSI Code List]**, and then click **[Delete TSI Code]** on the **[Operations]** menu.

Note

❐ Even if a TSI is deleted, the TSI will be registered again when a fax is sent to the delivery server from the facsimile having the TSI.

Exporting/importing TSI codes

Export information of all TSIs registered to a file and keep it as a backup.

- To export TSI information into a file, click **[Export TSI Codes]** on the **[Operations]** menu, and then specify the saving location for the file.

- To import the TSI information in a file to the delivery system, click **[Import TSI Codes]** on the **[Operations]** menu, and then specify the file to be imported.

Administering Mail Address Book

For delivering a document by e-mail, mail addresses can be administered with the Mail Address Book. Click **[Mail Address Book]** under the **[Delivery Table]** to see a list of all mail addresses registered.

The following actions can be taken with mail addresses:

- Adding new mail addresses
- Editing mail addresses
- Deleting mail addresses

Note

❐ Depending on the mail type to be used, **[SMTP Mail]**, **[Send by Notes R5 mail]** and **[MAPI Mail]** are available under **[Mail Address Book]**.

❐ The following items are listed in the Mail Address List:

  - Name
  - Mail type
  - Mail Address

Adding new mail addresses

To add a new mail address, click **[Add New Mail Address]** on the **[Operations]** menu. Make settings for the following items:

- Name
- Mail address

📝 Note

❒ A name can be composed of up to 255 characters.

❒ Mail addresses added can be used for adding destinations.

Editing mail addresses

To edit an e-mail address added, select the e-mail address to be edited in the Mail Address List, and then click **[Edit Mail Address]** on the **[Operations]** menu.

Deleting mail addresses

To delete an e-mail address, select the e-mail address to be deleted in the Mail Address List, and then click **[Delete Mail Address]** on the **[Operations]** menu.

Undelivered Data In-Tray

Undelivered documents are stored in the undelivered data in-tray. To view a list of undelivered documents, click **[Undelivered Data In-Tray]** from the **[Delivery Table]**. See the error log to determine why the document was not delivered and take the necessary action.

There are several operations for undelivered documents:

- Deleting undelivered data
- Forwarding undelivered data
- Viewing undelivered data

📝 Note

❒ The **[Undelivered Data List]** displays the following information:
  - Item Name
  - Creator
  - Added
  - Expires
  - Number of sections
  - Owner
  - Extension information
  - Delivery Device Name
  - Forwarded

❒ Documents unsuccessfully delivered by e-mail will also be sent to the undelivered data in-tray.

❒ With the capture function operation, documents that could not be saved in the adding location set by the user are also displayed in Undelivered Data In-Tray. To distinguish delivery documents from unsaved documents, display the document properties from DeskTopBinder Professional and check "capture" is shown in "Keyword 1".

🔎 Reference

p.63 "Error Log Administration"

Deleting undelivered data

Documents in the undelivered data in-tray can be deleted either individually or all at once.

- To delete a single document, select it in **[Undelivered Data List]**, and then click **[Delete Selected Undelivered Data]** on the **[Operations]** menu.

- To delete all documents in the tray at once, click **[Delete All Undelivered Data]** on the **[Operations]** menu.

Note

❒ To prevent documents from accumulating in the undelivered data in-tray, set a save-for period to delete undelivered document automatically.

Reference

p.44 "Undelivered data"

Forwarding undelivered data

To forward an undelivered document, select the document you wish to forward in **[Undelivered Data List]**, and then click **[Forward Undelivered Data]** on the **[Operations]** menu.

Viewing undelivered data

To view an undelivered document, select the document you wish to display in **[Undelivered Data List]**, and then click **[View Undelivered Data]** on the **[Operations]** menu. The first page of the document will be shown by the appropriate application if available.

Managing the Documents Waiting for Delivery

Using the delivery server, you can check lists of documents awaiting and in the process of delivery. The following two types of documents can be checked: **[Fax]** and **[Others]**.

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Canceling Delivery

You can cancel the delivery process of a document awaiting delivery. Click **[Cancel]** on the **[Operations]** menu.

Click **[Delete completely]** to delete a document awaiting delivery. Click **[Move to delivery/forwarding error data folder]** to move to the folder directly under "..DR¥Spool¥Error" (installed with ScanRouter EX).

Managing Capture Table

Make necessary capture settings in the Capture Table.

⌕Reference

For details about Capture Function, see *Operating Instructions, Capture Function*.

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Log Administration

The delivery server keeps the following logs:

- Delivery log
  - Scanner delivery log
  - Fax delivery log
  - Document delivery log
  - Mail input log
- Capture log
  - Copy capture log
  - Fax capture log
  - Printer capture log
  - Scanner capture log
- Error log

Scan Delivery Log Administration

Use **[Scan]** to save information about delivery of scanned data.

Click **[Scan]** to view the logged data.

The following operations can be performed from the scan delivery log:

- Deleting all log entries
- Exporting log entries
- Setting maximum days for saving

✐ Note

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

❒ The **[Scan Delivery Log]** displays the following information:
  - Logged
  - Device
  - Delivered
  - Delivery Type
  - Sender
  - Destination

- Subject
- Item Name
- Data Size
- Pages
- Original Size
- Resolution
- Status

Deleting All Log Entries

The entire scan delivery log can be deleted by clicking **[Delete All Log Entries]** on the **[Operations]** menu.

✐ Note

❒ Log entries cannot be deleted individually.

Exporting Log Entries

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

Maximum Days for Saving

To specify the maximum number of days for saving the scan delivery log, click **[Max Log Entries]** on the **[Operations]** menu, and then enter the desired maximum number.

✐ Note

❒ The maximum number of days for saving must be set between 1 and 30.

Fax Delivery Log Administration

Use **[Fax]** to save information about delivery of fax-received data. (Only data received by fax, which is delivered to a specified destination, is logged.)

Click **[Fax]** to view the log entries.

The following operations can be performed with fax delivery log:

- Deleting all log entries
- Exporting fax log entries
- Setting maximum days for saving

Note
❒ An entry in the fax delivery log is created for each delivery made. If a document received by fax is delivered with several delivery types, a number of logs will be kept for the number of delivery types used. (If three delivery types are used for a document to be delivered, three logs will be kept for the delivery.)

❒ The **[Fax Delivery Log]** displays the following information:
  - Logged
  - Device
  - Delivered
  - Delivery Type
  - Sender
  - Destination
  - Fax delivering ID:
  - Item Name
  - Data Size
  - Pages
  - Paper Width
  - Image Quality
  - Reception Port
  - Status

Deleting All Log Entries

The entire fax delivery log can be deleted by clicking **[Delete All Log Entries]** on the **[Operations]** menu.

Note
❒ Log entries cannot be deleted individually.

Exporting Log Entries

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

Maximum Days for Saving

To specifying the maximum number of days for saving the fax delivery log, click **[Max Log Entries]** on the **[Operations]** menu, and then enter the desired number.

Note
❒ The maximum number of days for saving the log entries must be set between 1 and 30.

Document Delivery Log Administration

The **[Document]** saves information about DeskTopBinder Professional document delivery. (Only the DeskTopBinder Professional document delivered to a specified destination is logged.)

Click **[Document]** to view the log entries.

The following operations can be performed with the document delivery log.

- Deleting all log entries
- Exporting log entries
- Setting maximum days for saving

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Note

❒ The **[Document Delivery Log]** displays the following information:

- Logged
- Delivered
- Delivery Type
- Sender (Specify a sender from DeskTopBinder Professional)
- Reply-to Address (Specify a reply address from DeskTopBinder Professional)
- Destination
- Item Name
- Data Size
- Number of sections
- Status

Deleting All Log Entries

The entire document delivery log can be deleted by clicking **[Delete All Log Entries]** on the **[Operations]** menu.

Note

❒ Log entries cannot be deleted individually.

Exporting Log Entries

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

Maximum Days for Saving

To specify the maximum number of days for saving the document delivery log, click **[Max Log Entries]** on the **[Operations]** menu, and then enter the desired number of document entries.

Note

❒ The maximum log entries must be set between 1 and 30.

Mail Input Log Administration

Use **[Mail Input]** to save information about delivery of mail input log data.

Click **[Mail Input]** to view the log entries.

The following operations can be performed for the mail input log:

- Deleting all mail input log entries
- Exporting mail input log entries
- Setting maximum days for saving

Note

❒ An entry in the mail input log is created for each delivery.

❒ The **[Mail Input Log]** displays the following information:

- Logged
- Delivered
- Delivery Type
- Sender
- Destination
- Subject
- Item Name
- Data Size
- Number of sections
- Status

Deleting All Log Entries

The entire mail input logs can be deleted by selecting **[Delete All Log Entries]** on the **[Operations]** menu.

Note

❒ Log entries cannot be deleted individually.

Exporting Log Entries

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

Maximum Days for Saving

To specify the maximum number of days for saving the mail input log, click **[Max Log Entries]** on the **[Operations]** menu, and then enter the desired number.

📝 Note

❒ The maximum number of days for saving must be set between 1 and 30.

Capture Log Administration

Use **[Capture Log]** to manage capture function logs.

🔎 Reference

For details about the capture function, see Instruction Guide For details about the capture function, see *Operating Instructions, Capture Function*.

Error Log Administration

The error log records errors on the system.

The following operations are available for the error log:

- Deleting all error log entries
- Viewing delivery/forwarding error data
- Forwarding delivery/forwarding error data
- Exporting error log entries
- Setting maximum days for saving

📝 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.

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

- Logged
- I/O Device
- Delivery Type
- Error Details
- Handling
- Sender
- Destination
- Application
- Item Name

Deleting All Error Log Entries

The error log can be deleted by clicking **[Delete All Error Log Entries]** on the **[Operations]** menu.

📝 Note

❒ Log entries cannot be deleted individually.

Viewing Error Data

To display an undelivered document in error log, select an entry from the **[Error Log]**, and then click **[View Delivery/Forwarding Error Data]** on the **[Operations]** menu.

🔎 Reference

p.90 "Error Log"

Forwarding Error Data

To forward an undelivered document in error log, select an entry from the **[Error Log]**, and then click **[Forward Delivery/Forwarding Error Data]** on the **[Operations]** menu, and then select a destination to forward to.

Exporting Error Log

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

Maximum Days for Saving

To specify the maximum number of days for saving the error log, click **[Max Error Log Entries]** on the **[Operations]** menu, and then enter the desired maximum number.

✐ **Note**

❒ The maximum number of days for the log entries must be set between 1 and 30.

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Maintenance

SR Manager has the following maintenance functions. Make sure that delivery service is suspended before beginning maintenance.

- Back Up
- Restore
- Recover
- Return to Installation Defaults
- Synchronize with Directory Server (only with ScanRouter EX Enterprise)

Backing Up and Restoring

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

To restore backup data, use the Restore function. Unnecessary backup data may be deleted with the Delete Backup Data function.

Note
❒ To make backups, use SR Manager configured on the delivery server.

❒ In **[Set Preferences]** on the **[Server]** menu, the day of the week and the saving location can be specified for the automatic backup.p.42 "Schedule"

❖ Backing Up
Click **[Back Up]** on the **[Maintenance]** menu to save to the backup directory. 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
Click **[Restore]** on the **[Maintenance]** menu, 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 since the backup will be lost.

❖ Deleting Backup Data
Click **[Delete Backup Data]** on the **[Maintenance]** menu, and then select the data to delete.

Note
❒ When backing up or restoring the system, do not perform any other operations.

System Recovery

If the delivery server loses power for any reason other than a regular shutdown, data may be corrupted. If this happens, the system may become unstable and cause frequent errors. To resolve the situation, click **[Recover]** on the **[Maintenance]** menu.

Important
❒ Do not use the Recover function unless absolutely necessary.

Returning to Installation Defaults

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

✦Important

❒ Do not use this function unless absolutely necessary.

Synchronize with Directory Server (Only with ScanRouter EX Enterprise)

If the destination information is imported from the directory server, update the destinations with the latest information of the directory server. When the information is updated, the following is done:

- Changing of mail addresses
- Deleting destinations that correspond to deleted mail accounts

Synchronization is automatically executed as part of maintenance processing. To manually execute synchronization, click **[Synchronize with Directory Server]** on the **[Maintenance]** menu. Automatic synchronization is periodically carried out at the maintenance start time specified by the scheduler.p.42 "Schedule"

📝 Note

❒ Before a destination is deleted, a confirmation message is displayed. During the automatic synchronization, the destination is not deleted but displayed in a log.

4. How to Use Authentication Manager

About Authentication Manager

What is Authentication Manager?

Authentication Manager is a tool to manage settings centrally, providing user authentication consistency.

You can use Authentication Management Service to perform user authentication with ScanRouter System using various domains (Windows or Notes) in the current network environment. Within an environment with no Windows or Notes domain, you can also use Basic Authentication for user authentication independent of specific domains.

Use Authentication Manager to set the ScanRouter System authentication method, manage administrator rights, and back up Authentication Management Service information. Types of setting that can be made by Authentication Manger vary depending on administrator rights.

Starting and Quitting Authentication Manager

The following describes starting and quitting Authentication Manager, connecting to another Authentication Management Service, and the procedure to for logging on to Authentication Manager under another user name.

Starting

Start Authentication Manager.

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

The **[Select Authentication Management Service]** dialog box appears.

Note
❒ When Authentication Manager is started on a computer where Authentication Management Service is installed, the **[Select Authentication Management Service]** dialog box does not appear. If this is the case, proceed to step E.

❒ If you have successfully logged in once and try to log in a second time or more, the authentication management server selected last time is automatically selected, and the **[Select Authentication Management Service]** dialog box does not appear. If this is the case, proceed to step E.

❒ If the **[Select Authentication Management Service]** dialog box does not appear, and you want to manage Authentication Management Services on other servers, select another server in the login window of step E, or select a user authentication management server after Authentication Manager has started.p.68 "Reconnection to other service"

B **In the [Select Authentication Management Service] dialog box, click [Browse], and then select the Authentication Management Service to manage from [Authentication Management Service List:].**

You can also enter a server name or an IP address on **[Authentication Management Service:]** to specify Authentication Management Service.

C **Click the [OK] button.**

D **In the [Login] dialog box, click [Authentication:], enter a user and password of the Authentication Service Administrator. You must also enter a domain name depending on the type of authentication method.**

✐ Note

❒ When you start Authentication Manager for the first time, or have not made settings for the administrator using Authentication Manager yet, enter a user ("Admin") and password of a built-in user to log on.

❒ To log on as a built-in user, enter a user ("Admin") and password of a built-in user.

❒ To change the Authentication Management Service to be managed, click the **[Another Service]** button, and then select another service.

E **Click [OK] to start Authentication Manager.**

Quitting

A **In the main window of Authentication Manager, click [Exit].**

Reconnection to other service

To start Authentication Management Service of other authentication management server after you have started Authentication Manager, click **[Reconnect]** in the main window of Authentication Manager to select an Authentication Management Service.

Login again as another user

To log on again as another user after you have started Authentication Manager, click **[Login Again]** in the main window of Authentication Manager to log on under another user account.

Using Help

Authentication Manager provides the user with Help. Help explains how to use Authentication Manager and making settings. Help also gives explanations of every dialog boxe item.

To get information about operating procedures

In the main window of Authentication Manager, click **[HELP]**. Help for operating procedures is displayed.

To get information about items in dialog boxes

Click **[HELP]** in each dialog box. Help for the dialog box appears.

Search by a function name or keyword

On the Help page displayed by clicking **[HELP]** in the main window, you can search for Help topics by a function name or keyword.

Setting and Managing Administrator

You can set and manage the Authentication Service Administrator who manages Authentication Management Service with Authentication Manager, and a Users Administrator. You can also change the password for the built-in user.

Adding and Removing Authentication Service Administrator

You can add or remove the Authentication Service Administrator of Authentication Manager. You can also add a built-in user as an Authentication Service Administrator.

To add or remove an Authentication Service Administrator, click **[Select Administrator]** in the main window of Authentication Manager. In the **[Set Administrator]** dialog box, add or delete an Authentication Service Administrator.

Note

❒ This operation is available only for the user who has the Authentication Service Administrator right.

❒ When Basic Authentication is selected as the authentication method and the user has the authentication rights of both Authentication Service Administrator and Users Administrator, the **[Select Administrator Type]** dialog box appears. Click **[Authentication Service Administrator]**.

❒ Only users with the authentication method selected when log on to Authentication Manager is added as an administrator.

Users added as Authentication Service Administrators are allowed to perform the following operations:

- Setting Authentication Service Administrator
- Profile management
- Management of authentication settings
- Changing password for built-in user
- Back up and restore (administrator rights, profiles, or system information)
- Management of backup schedule

Adding and Removing Users Administrator (Basic Authentication)

When Basic Authentication is used as the authentication method, you can assign an administrator of Basic Authentication users.

To add or remove an administrator, click **[Select Administrator]** in the main window of Authentication Manager. In the **[Set Administrator]** dialog box, add or delete an administrator.

Note

❒ This operation is available only for the user who has the Users Administrator right.

❒ Only users with the same authentication method as the login administrator are allowed to be added as administrators.

❒ When the user has the authentication rights of both Users Administrator and Authentication Service Administrator, the **[Select Administrator Type]** dialog box appears. Click **[Users Administrator]**.

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Uses added as a Users Administrator are allowed to perform the following operations:

- Setting Users Administrator
- Adding or deleting Basic Authentication users
- Backup and restore (Basic Authentication information)
- Importing and exporting Basic Authentication users

Managing Password of Built-in User

To change the password of the built-in user, click **[Change Password]** in the main window.

We recommend you to change the password of the built-in user regularly to avoid misuse.

📝 Note

❒ When several ScanRouter System and server products share the Authentication Management Service, the password for the built-in user is the same for all.

❒ The built-in user password can be changed using the management tool of each server product. The password does not change for each server product, but for the built-in user managed by the Authentication Management Service.

Managing Authentication Settings

You can specify, change, and display contents of authentication methods used in ScanRouter System.

Note

❒ The authentication methods used in each server product of Scan-Router System is selected when that product is installed. To change the selected authentication method, use the administration tool of that product.

❒ When Windows Authentication (NT compatible) or Windows Authentication (native) is used, available domains are as follows: domains to which the ScanRouter System server belongs and domains which have trust relationship with the aforementioned domain.

Setting Contents of Authentication Method

To set the contents of the authentication method, click **[Authentication Settings]** in the main window to open the**[Authentication System]** dialog box. Actual settings vary depending on authentication method.

Note

❒ This operation is available only for the Authentication Service Administrator.

❖ **When several ScanRouter Document-Server products are installed on one server computer**
Authentication Management Service is used by both. You must configure the authentication method on this server (Set own authentication).

❖ **When several ScanRouter Document-Server products are installed on different server computers**
Authentication Management Services are installed separately on different server computers.
If this is the case, configure the authentication method using Authentication Management Service on one of the servers (Set own authentication).
Authentication Management Services on other servers can be set so that the Authentication Management Server set as own authentication can be referred to (Browse another authentication).

Basic authentication

Use Basic Authentication to add and manage individual authentication users. You can construct a user authentication environment without a Windows domain or Notes domain.

• Set own authentication
Set Basic Authentication for the currently managing Authentication Management Service. In this case, you need to register Basic Authentication users to the currently managing Authentication Management Service.
Using the **[Servers Utilizing Auth. Service]** button, you can check a list of servers utilizing this Basic Authentication settings.

• Browse another authentication
Browse Authentication Management Service (Basic Authentication) of another server.
In this case, click **[Browse]** to select the Authentication Management Service of another server utilizing Basic Authentication. You can directly enter the server name of Authentication Management Service.

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Windows Authentication (NT compatible)

Under Windows Authentication (NT compatible), use a user account configured on the Windows NT domain, the Windows 2000 Active Directory domain (mixed or NT compatible access permission mode), or the Windows Server 2003 Active Directory domain (mixed mode).

✎ Note

❒ If there is one or more native mode in trust relationship domains, select Windows Authentication (native).

- Set own authentication
  Set Windows Authentication (NT compatible) for the currently managing Authentication Management Service.
  To select a Domain Controller directly, click **[Set Domain Controller]** to set the correspondence between the domain used for Windows Authentication (NT compatible) and the domain controller.
  Click **[Servers Utilizing Auth. Service]** to view a list of servers using this authentication method.

- Browse another authentication
  Browse Authentication Management Service (Windows Authentication (NT compatible)) of another server.
  In this case, click **[Browse]** to select the Authentication Management Service of another server utilizing Windows Authentication (NT compatible). You can directly enter the server name of Authentication Management Service.

Windows Authentication (native)

Under Windows Authentication (native), use a user account configured on the Windows 2000 Active Directory domain (native access permission mode of Windows 2000), or the Windows Server 2003 Active Directory domain (native mode).

- Set own authentication
  Set Windows Authentication (native) for the currently managing Authentication Management Service.

  - Accessing the domain to which the login user belongs
    In **[Domain:]**, **[Domain user name:]**, and **[Password:]**, enter the domain name and information of a user allowed to access.

  - Directly specifying the domain controller of the domain to be used
    Click **[Set Domain Controller]** to make settings of correspondence between the domain of trust relationship and the domain controller.

  - Accessing the domain with which to configure a one-way trust relationship
    Click **[Set Domain Account]** to enter the qualified user information for the domain registered in the **[Set Domain Controller]** dialog box.

⌘ **Note**

❒ To access the following domains, use user information which is used "when accessing a domain to which the login user belongs domains in the common forest with the domain to which the login user belongs", domains with both-way trust relationship, and domains with trust relationship among forests in Windows 2003. If settings are made for those domains in[**[Set Domain Account]**, a priority is given to user information set in this step.

Click **[Servers Utilizing Auth. Service]** to view a list of servers using this authentication method.

- Browse another authentication Browse Authentication Management Service (Windows Authentication (native)) of another server. In this case, click **[Browse]** to select the Authentication Management Service of another server utilizing Windows Authentication (native). You can directly enter the server name of Authentication Management Service.

Notes Authentication

Notes Authentication uses user accounts of Notes domain established on the network.

- Set own authentication Set Notes Authentication for the currently managing Authentication Management Service. Enter the information of Notes server to be accessed and the account information of access users into **[Server Name:]**, **[Domain:]**, **[Domain user name:]**, and **[Password:]**. Click **[Servers Utilizing Auth. Service]** to see the list of servers referring to this authentication method settings.

- Browse another authentication Browse Authentication Management Service (Notes Authentication) of another server. In this case, click **[Browse]** to select the Authentication Management Service of another server utilizing Notes Authentication. You can directly enter the server name of Authentication Management Service.

Displaying Authentication Information

Displays the settings of authentication methods.

Click **[View Authentication Information]** in the main window to display the authentication settings information. Only information about used settings is displayed.

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Managing Profiles

You can set and manage profiles for the user accounts of the authentication method currently in use. With Authentication Manager, you can assign a mail address to each user as profile information.

The profile information registered here is used in each server product of ScanRouter System. It will be used in different ways depending on the functions of each product.

To manage profiles, click **[Add/Delete Profile]** in the main window to use **[Administer Profile]** dialog box.

Note
❒ This operation is available only to an Authentication Service Administrator.

Adding Profile

Make settings of a profile (e-mail address) and register the profile for the user of selected authentication method.

In the **[Administer Profile]** dialog box, click **[Add...]**, and then specify the user and mail address whose profile is registered in the **[Profile Properties]** dialog box.

Note
❒ Only a user with the authentication method selected when log on to Authentication Manager is allowed to add his profile.

❒ To use Windows Authentication (Native) or Notes Authentication, you can automatically get an e-mail address from each domain.

Deleting Profile

You can delete a registered profile.

In the **[Administer Profile]** dialog box, select the user whose profile you want to delete, and then click **[Delete]**.

Note
❒ Only users with the authentication method selected when log on to Authentication Manager appear in the **[Administer Profile]** dialog box.

Changing Profile

Change the contents of registered profiles.

In the **[Administer Profile]** dialog box, select the user whose profile you want to change, and then click **[Properties...]** to change the mail address in the **[Administer Profile]** dialog box.

Note
❒ Only users with the authentication method selected when log on to Authentication Manager appear in the **[Administer Profile]** dialog box.

❒ To use Windows Authentication (Native) or Notes Authentication, you can automatically get an e-mail address from each domain.

Managing Basic Authentication User

When Basic Authentication is used as the authentication method, you can add or delete Basic Authentication user accounts and change their properties.

To manage Basic Authentication users, click **[Add/Delete Basic Auth. User]** in the main window to open the **[Add/Delete User]** dialog box.

Note
❒ A Users Administrator is responsible for this operation.

Add Users

Add a new Basic Authentication user or group.

Note
❒ You can use a CSV file of user information to collectively add users.p.15 "Using the capture function, scanned documents, copied documents, documents sent from a facsimile or computer fax can be digitized to save in the ScanRouter DocumentServer."

❖ **Add User**
In the **[Add/Delete User]** dialog box, click **[Add User...]** to set a user name and password.

❖ **Add Group**
In the **[Add/Delete User]** dialog box, click **[Add group...]** to set the name and members of a new group.

Note
❒ As a member of the group, you can select only Basic Authentication users already registered.

Delete Users

Delete a Basic Authentication user or gourp.

In the **[Add/Delete User]** dialog box, select the user or group to delete, and then click **[Delete]**.

Change User Property

Change the settings of registered users or groups.

In the **[Add/Delete User]** dialog box, select the user or group whose settings you want to change, and then click **[Properties...]**.

Preferences

You can set the minimum number of characters required to identify a user password.

In the **[Add/Delete User]** dialog box, click **[Set Preferences]**.

Note
❒ This minimum number of characters for user passwords specified here applies only to the user and password specified after the preference settings.

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Exporting Basic Authentication User

You can export information of currently registered Basic Authentication users to a CSV file.

To export Basic Authentication users, click **[Basic Auth. User Export]** in the main window, and then specify the name and format of CSV file you want to export.

CSV files exported in Authentication Manager format can be corrected and reimported, or imported to Authentication Management Service of another server. A CSV file exported in a format allowing operation with SmartDeviceMonitor for Admin can be used as user information for connected devices.

Reference

For details about CSV file format, see Authentication Manager Help.

Importing Basic Authentication User

You can import Basic Authentication users from CSV files. You can also import CSV files of Basic Authentication users, which is exported from Authentication Manager or from network devices.

To import Basic Authentication users, click **[Basic Auth. User Import]** in the main window, and then specify the name and format of CSV file you want to import.

Reference

For details about CSV file format, see Authentication Manager Help.

Backup and Restore

You can back up Authentication Management Service information in a specified directory on a server that is using Authentication Management Service. For safe operation of the system, make backups regularly.

When Authentication Management Service crashes or the Authentication Management Service information is corrupted, use backup data to recover Authentication Management Service.

The following procedures explain how to back up and restore Authentication Management Service information. Use the Schedule function to schedule automatic backup. Scheduled backup overwrites current backup data.

⚠️Important

❒ When performing a backup or restore operation, make sure to see no user is connected to Authentication Manager.

The following shows the procedures to back up and restore the Authentication Management Service information. By using the Schedule function, you can schedule automatic backup. A scheduled backup overwrites current backup data.

🔍Reference

p.79 "Backup Schedule Management"

Back Up

You can back up data managed in Authentication Management Service. You can set a password for backup data.

To perform backup, in the main window, click **[Backup]**, select data to back up in the **[Select Backup Object]** dialog box, and then specify a folder to save the backup data in.

📝Note

❒ The folder for saving backup data must be empty.

Types of data which can be backed up vary depending on the types of administrator right.

❖ Authentication Service Administrator

- Administrator information
- Profile information
- System information
  Includes authentication settings, schedules, and passwords of built-in users.

❖ Users Administrator

- Basic Authentication information

📝Note

❒ You cannot use Authentication Manager to back up the following system information (use other tools):
  - Domain user information used in Windows Authentication (NT compatible), ActiveDirectory Authentication, or Notes Authentication.
  - Installation folders or files of Authentication Manager
  - Installation folders and files of Web servers (IIS or Apache)
  - Registry information

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Restore

You can use backup data to restore Authentication Management Service information to the status it was when backed up.

To restore the system, click **[Restore]** in the main window, and then select a backup folder in the **[Restore]** window. If a password is assigned to the backup data, enter it.

⚛️Important

❒ Use the Restore function in emergency only.

❒ Restore returns the system to the condition at last backup by overwriting system data with backup data. Data changed or settings made after last backup cannot be recovered.

Backup Schedule Management

You can add or delete backup schedules, and change schedule contents.

🖉 Note

❒ This operation is available only for the Authentication Service Administrator.

To manage backup schedules, click **[Backup Schedule]** in the main window to open **[Backup Schedules]** list.

Available operations for schedule are:

- Adding a new schedule
- Deleting a scheduled task
- Suspending and resuming a scheduled task
- Editing a scheduled task

🖉 Note

❒ Scheduled backup overwrites current backup data.

❒ Prepare a backup folder to save backup data in.

❒ Available information items in Schedule are:
  - Job name
  - Date and time of next execution
  - Status
  - Last backup result

You can set backup schedule for the following data items:

- Administrator type information
- Profile information
- System information
  Includes authentication settings, schedules, and passwords of built-in users.
- Basic Authentication information

🖉 Note

❒ To set schedule for Basic Authentication information backup, the authentication rights of both Authentication Service Administrator and Users Administrator are required.

Adding a New Schedule

You can set a schedule for a new task. Click **[Add...]**, and then enter required items in the **[Set Backup Schedule]** dialog box.

🖉 Note

❒ Before backing up, make sure there is enough free disk space for backup.

❒ You can also specify the number of attempts to complete a task when Authentication Manager is being used.

❒ When you set more than one schedule, make sure to avoid overlaps in schedule time periods for each task. If schedule times overlap, the tasks will be attempted for the specified number of times. If a task cannot be started within the specified number of retry attempts, it cannot be performed.

❒ If the server where Authentication Management Service is installed is off at the scheduled time, the task cannot be performed.

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Deleting a Scheduled Task

You can delete scheduled tasks one by one. In the **[Backup Schedules]** dialog box, select the schedule to delete, and then click **[Delete]**.

📝 Note

❒ Before deleting a scheduled task, make sure to suspend the scheduled task to be deleted.

Suspending and Resuming a Scheduled Task

You can suspend or resume a scheduled task.

❖ **Suspend**

In the **[Backup Schedules]** dialog box, select the schedule to suspend, and then click **[Suspend/Resume]**.

❖ **Resume**

In the **[Backup Schedules]** list, select the schedule to resume, and then click **[Suspend/Resume]**.

Editing a Scheduled Task

You can edit scheduled task settings. In the **[Backup Schedules]** dialog box, select a schedule to edit, and then click **[Edit]**.Edit required items in the **[Set Backup Schedule]** dialog box.

📝 Note

❒ Before editing a scheduled task, make sure to suspend the schedule task to be edited.

5. Appendix

Shared Folder Settings as a Delivery Destination

Before you deliver documents to a specified Windows folder, create a Windows folder on the delivery destination's computer, and set it to share. Then, specify the shared folder as a delivery destination using SR Manager.

❖ **Creating Shared Folders**
Operations for creating shared folders are as follows:
- The following two types of folders can be specified as delivery destinations:
  - Windows folders on computers where ScanRouter EX is installed
  - Windows folders on other network computers
- If Windows operates on NTFS, security settings are required to create a shared folder.

❖ **Setting Shared Folders Using SR Manager**
Operations for setting a shared folder using the account authentication dialog box are as follows:
- If the operating system of the computer where a shared folder is located is Windows 95/98/Me, a write access-enabled password must be entered. The user name entered here does not affect system functions.
- For operating systems that require account information, each item must be set using the same information as in the delivery server.
- If the operating system of the computer where a shared folder is located is Windows XP, a firewall-passing user account must be set.

File Formats Used with ScanRouter EX

ScanRouter EX can save documents that were delivered from client computers with DeskTopBinder Professional and Web Document Viewer installed in in-trays, in addition to the documents scanned and received by fax.

In addition, files with the following extensions, among the documents delivered from a client computer with DeskTopBinder Professional or Web Document Viewer and saved in the in-tray, can be printed from the server. To print documents from the server, each application must be installed in the delivery server and the application must correspond with the extension.

❖ **.txt**
Microsoft® Word 2000, Microsoft® Word 2002, or Microsoft 2003 must be installed.

❖ **.doc (a file created using Microsoft® Word 97/ Microsoft® Word 98/ Microsoft® Word 2000/ Microsoft® Word 2002/ Microsoft® Word 2003)**
Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, Microsoft® Word 2002, Microsoft® Word 2003 must be installed.

❖ **.rtf (a file created using Microsoft® Word 97/ Microsoft® Word 98/ Microsoft® Word 2000/ Microsoft® Word 2002/ Microsoft® Word 2003)**
Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, Microsoft® Word 2002, Microsoft® Word 2003 must be installed.

❖ **.ppt (a file created using Microsoft® PowerPoint® 97/ Microsoft® PowerPoint® 2000/ Microsoft® PowerPoint® 2002/ Microsoft® PowerPoint® 2003)**
Microsoft® PowerPoint® 97, Microsoft® PowerPoint® 2000, Microsoft® PowerPoint® 2002, Microsoft® PowerPoint® 2003 must be installed.

❖ **.xls (a file created using Microsoft® Excel 97/ Microsoft® Excel 2000/ Microsoft® Excel 2002/ Microsoft® Excel 2003)**
Microsoft® Excel 97, Microsoft® Excel 2000, Microsoft® Excel 2002, Microsoft® Excel 2003 must be installed.

❖ **.pdf (a file created using Acrobat 4.0/5.0/6.0)**
Adobe® Acrobat Reader 4.0 or Adobe® Acrobat 4.0 or later must be installed.

Security in ScanRouter EX

To control or limit users who are granted access permission, ScanRouter EX allows to set up an access control list (ACL) for each destination or destination list. An ACL is used to define the types of rights that are granted to a user or a group for a specific destination or a list of destinations.

- Users or groups managed by the Authentication Management Service can be added to the ACL of a specific destination or a destination list.

- Each destination and destination list will be assigned an owner. By default, the owner is allowed to perform all operations on a destination, including editing a destination, browsing for a destination, and logging on to an In-Tray. Only a user with the right to edit destinations is allowed to change the ACL of the owner.

- An ACL is not allowed to be set in **[Standard Destination List]** and **[Standard Sender List]**. Only an administrator is allowed to edit these destination lists.

- If you specify an ACL for a user and another ACL for a group that contains the user, they are assumed to be combined and recognized according to the OR condition. For example, if you do not grant the right to browse for a destination to User A and do grant the right to browse for a destination to Group B that contains User A, User A is granted the right to browse for a destination.

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Access Level of Destination

- **Types of Access Level**

Type		Descriptions / Contents
Browse destination	Allow	Allowed to be set as a delivery destination when being delivered from devices that are managed through personal authentications of DeskTopBinder Professional, ScanRouter Web Navigator, or a user account.
	Disallow	Not allowed to be set as a delivery destination when being delivered from devices that are managed through personal authentications of DeskTopBinder Professional, ScanRouter Web Navigator, or a user account.
Access In-Tray	Read-only	The following operations are allowed for documents in an In-Tray: • delivering documents again • browsing documents • copying documents
	Full access	All access rights are granted.
	Deny access	No access right is granted
Edit destination	Allow	Allowed to edit destinations.
	Disallow	Not allowed to edit destinations

Access Level of Destination List

- **Types of Access Level**

Type		Descriptions / Contents
Edit destination list	Allow	Allowed to edit destination lists.
	Disallow	Not allowed to edit destination lists.

Troubleshooting

Problem	Possible causes and solutions
When launching SR Manager from the delivery server, the following message appears: "Delivery server authorization settings may be incorrect. The [Authorization for Server Access] dialog box will be displayed. Set authorization properly."	The ScanRouter EX starting account password may have been changed. Take the following steps, and then restart the delivery server. Click **[OK]** in the dialog box. When the **[Authorization for Server Access]** dialog box appears, enter the new password, and click **[OK]**. Restart the delivery server.
When starting SR Manager from a client computer, the following message appears: "Delivery server authorization settings may be incorrect. Restart management tools on the delivery server and set authorization properly."	The ScanRouter EX starting account password may have been changed. Take the following steps, and then restart the server. On the **[Start]** menu on the server, point to **[ScanRouter EX]**, and then click **[SR Manager]**. The following message will appear: "Delivery server authorization settings may be incorrect. The [Authorization for Server Access] dialog box will be displayed. Set authorization properly." Click **[OK]** in the message box. When the **[Authorization for Server Access]** dialog box appears, enter the new password, and click **[OK]**. Restart the server. ### ✐ Note ❒ If the starting mode for the delivery server is set to **[Run in service mode]**, you must log on Windows.
The operation panel of a network device displays "Cannot communicate with server."	• Make sure that the server is operating properly. • Make sure that the network device has the correct IP addresses for itself and for the server or other network settings.
The operation panel of an network device displays "Address update failed. Try again?"	Delivery service may not have started. Restart delivery service from the **[Server]** menu of SR Manager.
The operation panel of a network device displays "Destination and sender list update has been failed. Try again?"	Make sure that the network device settings are **[I/O Device List]** on SR Manager.
When selecting a server, the following message appears: "The specified name or IP address is not valid. Please specify another name or address."	• Make sure that the server setting is correct and the IP address and name are correct in network settings. • You may be logged onto Windows under an account that does not have administrator access. Log in under an account that has the access right.

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Problem	Possible causes and solutions
There is no response when **[Browse]** is selected in I/O device setting.	• Make sure that network devices are plugged in and switched on. • Make sure that connection can be made by selecting a device by host name and/or IP address. • Some I/O devices do not require any configuration. If the devices are of this type, clicking **[Browse]** may not display anything. If this is the case, make sure that the device has the correct IP address for the delivery server.
After entering an IP address in I/O device setting, the following message appears: "The selected I/O device is not switched on, or is not available on this network."	• Make sure that the device is plugged in and switched on. • Some I/O devices do not require any configuration. If this is the case, make sure that the device has the correct IP address for the delivery server.
When adding or deleting a destination and updating the title, those on the network device are not updated.	Some I/O devices do not automatically update destination lists. Press **[Update Address]** on the device to update the delivery list. For more information, see the operating instructions that come with the network device.
When entering the password in the **[Authorization for Server Access]** dialog box, the following message is displayed "Your password may be invalid. If you are sure about 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.
When a shared folder is specified as the save location, a message appears saying you do not have write or delete access rights. Unnecessary files remain in the folder.	Add write or delete access rights for the specified saving destination folder, and then make the settings for saving in the shared folder again.
Unable to click **[OK]** when MAPI mail or SMTP settings are made under Destination.	When **[Attach document link(s) and deliver]** is selected in **[Document(s) to attach]**, the delivery type must be set as **[In-Tray save]** or **[Add as document]**. When **[Notify without attaching]** is selected, the delivery type must be set as **[Save as Windows file]**, **[In-Tray save]** or **[Add as document]**.
When ScanRouter EX is reinstalled, the message that prompts specifying another folder appears.	When ScanRouter EX is uninstalled, whether to leave the setting information can be specified. When the uninstallation is performed without deleting the setting information, if an attempt is made to reinstall ScanRouter EX, a message is displayed. Because the DR, DRDB, and DRTmp folders in the RDCab folder are not deleted during the uninstallation, delete them manually before the reinstallation. ✍ **Note** ❒ If you are not sure whether you can delete the DR and DRDB folders, move them to another folder.

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Problem	Possible causes and solutions
When ScanRouter EX is uninstalled, the message that the I/O device settings are registered appears.	Start SR Manager, delete the devices in the I/O device setting, and reexecute the uninstallation.
When the delivery service is started, the following message appears: "Unable to start the delivery server since the delivery scheduler has not been started."	If the properties of the shortcut icon of the delivery server are opened, the argument "- retry 30" is attached to the link destination. Set the attached number (unit: second) to a value larger than 30 and restart the delivery server.
If an attempt is made to open the undelivered data in-tray from a client, the password entry dialog box is displayed.	For the undelivered data in-tray, use the same password as that of the administrator. Enter the administrator password.
If an attempt is made to connect from the client computer (DeskTopBinder Professional, Auto Document Link) to ScanRouter EX, the following message appears: "Connection to the server has failed." or "Connection to delivery server has failed."	It is possible that the name of the delivery server and that of the client computer may be determined incorrectly. • If the DNS setting and registration to the Hosts file are made, check whether the setting and registration contents are correct. • If the name determination is not set, store the names in the Hosts file.
When the delivery service is started, the message that prompts quitting all applications provided with the messaging function and retry appears.	It is possible that the Notes service may have been added at the end of the profile during the profile setting. Delete non-Notes services (for example, ScanRouter FAX) from the profile and add them again.
When an attempt is made to add the "Lotus Notes Mail" service to "ScanRouter EX Profile," the following message appears: "- Notes MAPI Service Provider - Can't Read ID File."	Notes may not have been set up. In this case, set it up.
When an attempt is made to open a document link sent by mail, the message that the connection to the document at the link destination fails appears.	It is possible that the server at the connection destination may not be set during DeskTopBinder Professional function expansion. Start and set DeskTopBinder Professional.
When setting the destination list to the network device, the destination list is not displayed correctly.	Make sure that the destination list format specified during preparation is the Expanded format or Backward Compatible format. Available destination list formats may vary depending on the network device.
When an attempt is made to add SharePoint Portal Server Plug-in to the delivery type, a message that the specified address is not found appears.	Make sure that the document folder of SharePoint Portal Server specified as the destination of delivery has more accessing rights than the producer.

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Problem	Possible causes and solutions
A color image delivered from Desk-TopBinder Professional or a network device is not converted into the pre-set file format.	Make sure that the delivered color image is a JPEG file of the EXIF format. When the image is a JPEG file of the EXIF format, the image is not converted into another format, and is delivered in the original file format. 📎 **Note** ❒ JPEG file of the EXIF format is used mainly as a file format for digital camera images.
Addition of destinations and synchronization from the directory server do not work.	Make sure that anonymous access is regulated at the directory server side. When you need to log on for accessing, enter your account and password in the **[Directory Server Settings]**.
[Standard Destination List] and **[Standard Sender List]** do not appear in the destination list.	ScanRouter EX may not have installed properly. If this is the case, suspend the delivery service. On the **[Maintenance]** menu of SR Manager, click **[Return to Installation Defaults]** to initialize the delivery server.
Settings cannot be made because the items in the **[Directory Server Settings]** dialog box are unavailable.	The installed version of Internet Explorer may be an earlier version than 5.5 Service Pack 1. Upgrade Internet Explorer to 5.5 Service Pack 1 or a later.
Processing takes more time when network devices handle large images, such as A3 full color at 600 dpi resolution.	Processing large size images requires a high-specification CPU and large memory capacity. Processing images with additional handling when you have insufficient memory and hard disk capacity is particularly time consuming. To reduce processing time, we recommend you lower image resolution, or increase memory and hard disk capacity.
Delivery does not work.	• If the start mode (setup type) is set to Program Folders or Startup, check your computer is logged on to Windows correctly. • Check the service of the delivery server starts using SR Manager.
Documents take a long time to be delivered.	Delivery takes longer with many documents. Use the SR Manager's **[Waiting delivery]** function to check that documents awaiting delivery are not piling up.
During reception of fax documents via network device, the delivery server did not start or was in the process of restarting.	If the computer does not start or is in the process of restarting, the received fax documents are stored in the network device. When the delivery server computer has started and the delivery service has started, the delivery begins.
I want to change computer name, domain settings, or logon account for the delivery server.	Change the relevant settings using the environment change tool. To start this tool, click **[Start]** on the server, point to **[Programs]**, point to **[ScanRouter System]**, and then click **[Environment Setting Tool]**. 🔍 **Reference** For details about the tool, see the Readme file.

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Problem	Possible causes and solutions
A network drive cannot be assigned as a shared network folder or backup destination using SR Manager.	When Windows XP or Windows Server 2003 is installed on the delivery server, the delivery server cannot be assigned to a network drive.
I want to organize the multiple documents delivered by fax into one TIFF file (multi-page TIFF).	In the destination settings specified for scanning operations, specify the desired image format. In the **[Edit Destination]** dialog box for SR Manager, select multi-page TIFF as the image format in **[File format]** on the delivery type properties.
I want to set a limit size for delivery mail.	You cannot set a limit size for delivery mail using ScanRouter EX. Limit size settings must be configured using the mail server.
Delivery documents are stored as single-page TIFF files, even though "multi-page TIFF" is already selected in **[Set Preferences]** as the file format.	Since the settings configured in **[Set Preferences]** are for default destination creation only, these are not used as the present destination settings. Select the settings for delivery type again in the **[Edit Destination]** dialog box.

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Error Log

The following table explains the meanings of common error log entries.

Entry	Possible causes and solutions
Drive is not ready.	• Windows is not started on the destination computer. • The specified drive does not exist. • No network drive has been mapped to the network folder which is selected as a destination folder. Map the network drive to the network folder again. ✐ **Note** ❒ Use the setting for re-connection at login if you want document delivery to the destination folders in the computers on the network.
No access rights to the specified folder.	The sender does not have export access privileges to the specified folder. Make sure the user is logged in under the correct name. If the user name is correct, change the access privileges of the folder.
No destination user has been registered.	The destination group does not have the specified destination as a member and therefore the document could not be delivered. The document is saved in the undelivered data in-tray.
Destination file versions do not match.	The delivery to the specified destination has failed because the delivery server and network device have different versions of address book. This error occurs when the network device does not automatically update its address book. If the delivery server has updated its address book, restart the network device so that it updates its address book.
Disk space insufficient.	Free disk space has fallen below the **[Issue alert at:]** value set in **[Server disk space]** on the **[Set Preferences]** tab. Create more disk space.
Delivery processing interrupted due to insufficient disk space.	Free disk space has fallen below the **[Suspend at:]** value set in **[Server disk space]** on the **[Set Preferences]** tab. Create more disk space.
Unable to process as disk is full.	This message is displayed when attempting to send to an unverifiable disk or when attempting to save a document larger than the available disk space.
Mail other than delivery notice received to the server address.	Mail other than an unsuccessful delivery notice is sent to the delivery server. Check the mail saved in the error directory.
Insufficient memory. Unable to convert to image.	A delivery made contains a large amount of data which exceeded the capacity of the delivery server. Add more virtual memory. If this happens often, adding more memory to the delivery server is recommended.
Unable to process due to insufficient disk space.	Data attempted to be delivered exceeded the free disk space of the drive to where the delivery was made. Make enough disk space on the drive for the data.

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Entry	Possible causes and solutions
No response from server.	Unable to deliver because of no response from a mail server. Check that the mail server is turned on and the cable is connected.
The specified cabinet does not exist.	It is possible that the cabinet specified on the document management server may be deleted. Check the settings of the document management server.
The specified folder does not exist.	It is possible that the folder specified on the document management server may be deleted. Check the settings of the document management server.
The cabinet has been suspended.	The specified cabinet of the document management server is suspended. When the cabinet is resumed, perform retransmission.
SMTP server did not allow mail delivery.	A delivery failed due to a large amount of data attached to e-mail or any other reasons. Contact your mail server administrator for appropriate mail settings.
The scanner driver has paused due to a driver-initiated request.	This message is displayed when Windows is shut down with the delivery service left "In operation". Stop the delivery service before shutting down Windows.
The secondary delivery server is processing the delivery.	Check the cause of suspension by referring to the primary delivery server's log entries. When the problem is solved, restart the primary delivery server.

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CSV File for Importing Destinations

The destination information created in the CSV file of the following format can be imported and the destination (user) can be added.

Click **[Import Destinations]** in the **[Operations]** menu in **[Main Destination List]** of the delivery table.

CSV File Format

The items to be specified in the CSV file are as follows.

❖ **Destination Name**
Enter a destination using up to 16 characters.
If another destination with the same name already exists, it is overwritten with the information after the comment.

❖ **Destination ID**
Enter a destination ID using a number from 1 to 99,999.
If the same destination ID already exists, a free number is automatically assigned.

❖ **Comment**
Enter a comment using up to 64 characters.
Comments are set as those of the destination.

❖ **Mail type (when mail delivering is used)**
Enter the mail type used as a delivery type. For details on the entering, see the following table.
The delivery type is automatically set according to the mail type specified here.

❖ **Mail address (when mail delivering is used)**
Enter the mail address to be the mail destination.
For the type of mail address to be entered, see the following table.
For details on entering the mail address for MAPI mail delivering, see the "Destination point" column displayed in "Delivery type settings" in the Edit Destination dialog box.

❖ **Mail type and Mail address table**

Mail type	Delivery types to be set	Mail address
MS	Send by MAPI mail	Mail address for Microsoft Mail
NOTES	Send by MAPI mail	Mail address for Lotus Domino R4.5x
EX	Send by MAPI mail	Mail address for Microsoft Exchange Server
NOTES5	Send by Notes mail	Mail address for Lotus Domino R5/R6
SMTP	Send by SMTP mail	Mail address for SMTP Server

Making Entries in a CSV File

Delimit each item with a comma "," and enclose a destination name, comment, and mail address with quotations " ".

Enter one destination per line.

❖ **Entry method**
"Name", Destination ID, "Comment", Mail type, "Mail address"

❖ **Entry sample**
"Smith",10200,"Marketing",MS,"Windows/Marketing/Smith"
"Williams",10201,"Marketing",NOTES,"Brian Williams/Marketing@XX"
"Johnson",10202,"Marketing",EX,″/o=XX/ou=Marketing/cn=Johnson"
"Jones",10203,"Marketing",NOTES5,"Megan Jones/PM/Marketing@XX"
"Brown",10204,"Marketing",SMTP,"Brown@mktg.xx.co.jp"

Cooperation with Existing Products

When this software is used with Scan-Router System products of the previous version and with existing products, the following restrictions are imposed.

Importing of Destination Data

Destinations and senders exported from the following products can be used by importing them with Scan-Router EX.

- ScanRouter V2 Lite (Ver. 2.xx)
- ScanRouter V2 Professional (Ver.2.xxx or earlier)
- ScanRouter
- ScanRouter Professional

The imported destinations and senders are added to the main destination list.

This information is also added to "Standard Destination List" or "Standard Sender List" of the destination list, depending on the type of information.

Import the information using the following procedure.

A **In [Main Destination List] of the delivery table, click [Restore All Destination Data] on the [Operations] menu.**

B **Set the file type to "CSV File from Previous Version(*.CSV)|*.CSV||" and then select a file to be imported.**

C **Click [Open].**

✎ Note

❒ If another destination with the same name already exists, the file is not imported.

❒ If another destination specified by the same fax delivering ID already exists, it is extracted without the fax delivering ID being specified.

Use from DeskTopBinder Professional

To connect from DeskTopBinder Professional (Ver. 3.xx) to ScanRouter EX, note the following items.

❖ Destination editing

Destinations cannot be edited from DeskTopBinder Professional (Ver. 2.xx). Upgrade DeskTopBinder Professional (Ver. 3.xx).

❖ Document delivery

When documents are delivered from DeskTopBinder Professional (Ver. 3.xx), the destinations that can be used are added to **[Standard Destination List]**.

Uninstalling ScanRouter EX

This section explains how to uninstall ScanRouter EX.

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

⚠️Important
❒ Before uninstallation, make sure to back up the system and other information.

📝 Note
❒ Before uninstallation, delete all connected devices in I/O device setting.

🅰 **Suspend the delivery server using SR Manager.**

🅱 **Close SR Manager.**

🅲 **Select ScanRouter EX Professional or ScanRouter EX Enterprise in [Add/Remove Programs] on the control panel, and then click [Add/Remove] or [Change/Remove].**

The **[ScanRouter EX Professional Setup]** or **[ScanRouter EX Enterprise Setup]** dialog box appears.

🅳 **Click [Remove], and then click [Next].**

A confirmation dialog box appears.

🅴 **Click [OK].**

🅵 **Select whether the setting information is kept.**

ScanRouter EX is uninstalled.

📝 Note
❒ If you are asked to delete a file that may be shared with other programs, click **[No]**.
❒ If a locked file is displayed, click **[Remove after Restart]**.

🅶 **Click [Finish].**

⚠️Important
❒ If the setting information is not kept, document data and destination setting are all deleted and cannot be used with the next installation.

📝 Note
❒ If only ScanRouter EX is installed in the computer, you can delete the "RDCab" folder (or the folder specified as the data path). If the data path is shared with DeskTopBinder Professional or ScanRouter DocumentServer and so on, do not delete the "RDCab" folder(or the folder specified as the data path). If you want to delete the ScanRouter EX data, delete only the "DR", "DRDB" and "DRTmp" folders in the "RDCab" folder(or the folder specified as the data path).

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Dial-up Connection

Take the following precautions when using a dial-up connection capable devices:

Using Dial-up Router with ScanRouter EX

Set the delivery server to the correct settings with connected SR Manager, Auto Document Link, or DeskTopBinder Professional. Set network devices to appropriate settings from I/O device setting in SR Manager.

If the network environment changes, make the necessary changes on clients and/or network devices to correct server information with connected SR Manager, Auto Document Link, or DeskTopBinder Professional, and set correct information of connecting devices on I/O device setting from SR Manager.

⚠️**Important**

❒ If set for connection to the server via dialup-Router, a connection may be charged.

Using a Dial-up Network Computer

If you are using SR Manager, DeskTopBinder Professional, and/or Auto Document Link on a computer with dial-up feature, a connection to the server may be charged with a certain settings.

⚠️**Important**

❒ If a computer is set as automatic internet connection with the dial-up feature, a connection to internet is charged without notifying display. Set the computer to confirm connection in display before dialing up. Sometimes check if automatic dial-up is not taking place during using these applications.

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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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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. 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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ScanRouter EX Enterprise Version 2 **ScanRouter EX Professional** Version 3 **Management Guide**