

Introduction

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Operating Instructions" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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Introduction

To get the best use from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

You should also read the file entitled "Readme" that is installed on your computer with the software, as it contains up-to-date information that may not have been available when this manual was sent to press.

Important

- Be sure to make a copy of all important data. It is possible through software or user error for data to be damaged or lost. Be certain to make a backup copy of all important data before using this software.
- Please do not remove or insert removable media while using this software.
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1. Welcome to ScanRouter-Browser

What is ScanRouter-Browser?

ScanRouter-Browser is software used for handling and viewing images scanned with ScanRouter. It allows you to add, edit, and print images and documents.

With ScanRouter-Browser, you can integrate data management, including scanned documents, image files, and clipboard data. You can easily find what you are looking for by displaying thumbnails of the documents you have added.

You can also create folder hierarchies to easily sort and organize your documents.

Getting Started

System Requirements

Your hardware and software must meet at least the minimum requirements listed below in order to run ScanRouter-Browser.

Computer

Your computer must be running one of the following operating systems:

- Microsoft Windows 95 operating system Service Pack 1 or later
- Microsoft Windows 98 operating system
- Microsoft Windows NT Workstation operating system Version 4.0 Service Pack 3 or later

◆ CPU

Pentium 100 MHz or better recommended

RAM

32 MB or more recommended (48 MB or more recommended when using Windows NT)

Hard disk space

200 MB or more free space recommended

(Required as a work area and for saving document data. The amount may change depending on how many documents you add and how much data you save.)

Display

Monitor capable of 64,000 or more colors at 800x600 pixels is recommended

Related Systems

ScanRouter

Note

☐ The ScanRouter-Browser will only work when the ScanRouter station is running on the network. Furthermore, TCP/IP must be operating properly on the client PCs, and the ScanRouter station must be set up properly using the ScanRouter-Browser's Extended Features.

⇒ P. 11 "Extended Features"

Installation

Installing the ScanRouter-Browser Software

This software is installed as a Windows application.

Note

- ☐ You must have at least 10 MB of free space on your hard disk to install Scan-Router-Browser.
- ☐ Quit all open applications before beginning the installation. When installing in a computer running Windows NT 4.0, log on as a member of the Administrators group.
- 1 Start Windows on the computer that will be used to run ScanRouter-Browser, and then insert the ScanRouter CD-ROM into the computer.

The language selection dialog box appears.

Note

- ☐ If the window doesn't appear, double-click on "setup.exe" located on the root directory of the CD-ROM to start the Installer.
- 2 Select the language of the application to be installed, and click [OK].
- Click [ScanRouter-Browser].
- When the [Welcome] dialog box appears, click [Next]. The license contract for this application is displayed.
- Click [Yes].
- When the [Choose Destination Location] dialog box appears, change the destination if required, then click [Next].
- When the [Select Save Destination for Document Management] dialog box appears, change the destination if required, then click [Next].
- 8 Click [Finish].
- **9** Restart Windows.

#Important

☐ Do not use Windows Explorer or other applications to access the folder where ScanRouter-Browser is installed, or problems could occur.

Uninstalling the Software

Uninstalling ScanRouter-Browser does not delete the folder for saving documents (normally RD). The folder will remain with its section files comprising each document.

- **1** Start Windows.
- 2 Click the [Start] button, and then point to [Settings].
- Click [Control Panel].
- 4 Double-click [Add/Remove Programs].
- Click [ScanRouter-Browser].
- 6 Click [Add/Remove], and then follow the instructions that appear.

2. ScanRouter-Browser Basics

Starting and Quitting

Starting ScanRouter-Browser

- 1 Click the [Start] button, and then point to [Programs].
- Point to [ScanRouter-Browser], and then click [ScanRouter-Browser].

Quitting ScanRouter-Browser

1 Choose [Exit] from the [File] menu.



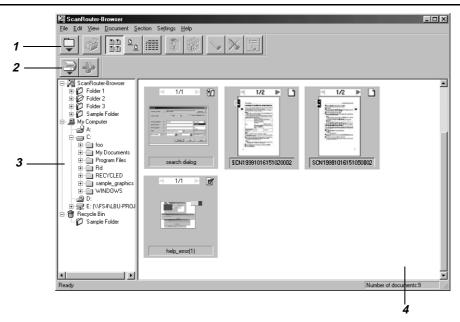
☐ If you are running other applications and ScanRouter-Browser Viewer, make sure to quit them before quitting ScanRouter-Browser.

ScanRouter-Browser Structure

ScanRouter-Browser consists of the ScanRouter-Browser and ScanRouter-Browser Viewer windows.

ScanRouter-Browser displays a list of documents, and ScanRouter-Browser Viewer displays the contents of each document.

ScanRouter-Browser



ScanRouter-Browser consists of the tree view pane, the document list view pane, and the Standard and Extended Features toolbars.

1. Standard toolbar

Performs standard document operations such as printing and combining documents.

2. Extended Features toolbar

Performs additional operations such as adding documents from scanners. This toolbar only displays the features selected under [Document Input/Output] in [Extended Features].

3. Tree view

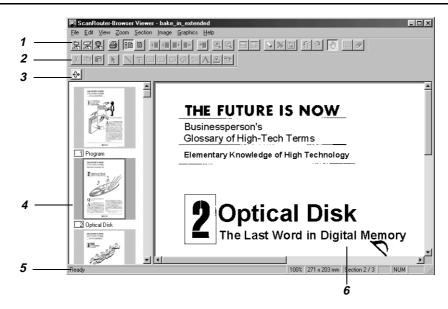
Displays separate trees for ScanRouter-Browser, the ScanRouter-Browser My Computer (hereafter referred to as "My Computer"), the ScanRouter-Browser Recycle Bin (hereafter referred to as "Recycle Bin"), and ScanRouter. ScanRouter only appears if you selected it under [Document Management] in [Extended Features].

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4. Document list view

Displays a list of documents/files in the folder selected in tree view. Thumbnail, icon, and detailed views are available.

ScanRouter-Browser Viewer



ScanRouter-Browser Viewer consists of the thumbnail view pane, the section view pane, the status bar, and the Standard, Draw Picture and Extended Features toolbars.

1. Standard toolbar

Performs standard section operations including adding sections from files, printing, and flipping to the previous or next section.

2. Draw Picture toolbar

Performs a variety of drawing operations on image sections.

3. Extended Features toolbar

Performs additional operations such as adding sections by using easy scanning and converting and outputting documents. This toolbar only displays the features selected in [Document Input/Output] in [Extended Features].

4. Thumbnail view

Displays a list of thumbnails for all sections in a document.

5. Status Bar

Displays information for the currently displayed document, section, and file.

6. Section view

Displays the section selected in thumbnail view.

Managing Documents

ScanRouter-Browser can add and manage files as documents. It can also perform operations on Windows files from "My Computer" and add ScanRouter to its Extended Features so that you can browse and copy ScanRouter documents from ScanRouter-Browser.

ScanRouter-Browser Documents

Sections and Documents

Sections refer to files that are used to make up a document. Each file is a single section.

A document can consist of one or more sections. Multiple-section documents consist of image files that are managed within a single document.

Documents and Thumbnails

Setting thumbnail view in ScanRouter-Browser displays document thumbnails in document list view. If the document consists of multiple sections, you can flip back and forth through the sections by clicking the arrows displayed above the thumbnails. The [Create Thumbnails] command will create thumbnails for all sections.

Sorting into Folders

ScanRouter-Browser can create folders into which you can sort and save your documents.

Document Properties

In ScanRouter-Browser, selecting a document in document list view, and then choosing [Properties] from the [File] menu displays Document Properties.

In ScanRouter-Browser viewer, choosing [Document Properties] from the [File] menu displays Document Properties.

Document Properties displays "Document Name", "Displayed Section Name", "Number of Sections", "Date Added", and "Date Modified".

Sending Documents to the Recycle Bin

ScanRouter-Browser sends deleted objects to the "Recycle Bin". The objects will remain there until you empty the "Recycle Bin" or you delete them. "Recycle Bin" documents cannot be displayed until you move them to another folder outside of the "Recycle Bin".

Handling Windows Files in ScanRouter-Browser

ScanRouter-Browser can display drives in My Computer, allowing you to seamlessly manipulate data including the copying and moving of files and folders. "My Computer" cannot be deleted from Extended Features.

Deleting "My Computer" files sends them to ScanRouter-Browser's "Recycle Bin".



☐ You cannot delete the "My Computer" folders.

Extended Features

ScanRouter-Browser's Extended Features allows you to add other systems that the program can work with so that you can view ScanRouter documents.

⇒ P. 11 "Extended Features"

File Formats Handled By ScanRouter-Browser

ScanRouter-Browser handles image files only.

Image Files

Image files that are not included in the following table cannot be handled.

File Type	Version	Compression Format	bits/pixel	Notes
Tiff (Intel, Motorola)	TIFF 5.0 Standard	No compression	1bit/pixel 4bits/pixel 8bits/pixel 24bits/pixel	Multipage capable
		MH ITU-T MR ITU-T G4-MMR	1bit/pixel	Multipage capable
Bitmap (Windows3.0, OS/2)		No compression	1bit/pixel 4bits/pixel 8bits/pixel 24bits/pixel	
		Run Length	8bits/pixel 24bits/pixel	
JPEG		JPEG	8bits/pixel 24bits/pixel	

Note

- ☐ Each page of a multipage TIFF is converted into a section, and then all the sections are added as a single document.
- ☐ One bit/pixel bitmap files can only be handled as black and white images.
- ☐ ScanRouter-Browser can handle all ScanRouter image files.

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Extended Features

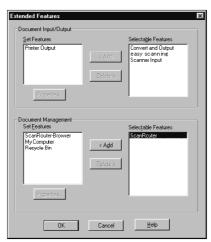
ScanRouter-Browser allows you to add various Extended Features for inputting/outputting documents.

Adding Extended Features for document input/output enables you to add the data read from a scanner as a document, as well as convert and output different file formats.

Adding Extended Features for document management allows you to view Scan-Router documents.

Setting Up Extended Features

In ScanRouter-Browser, choose **[Extended Features]** from the **[Settings]** menu. In the **[Extended Features]** dialog box that appears, you can add/delete features and set properties.



Adding the ScanRouter Document Management Feature

1 Choose [Extended Features] from the [Settings] menu.

You will see the **[Extended Features]** dialog box.

2 Choose [ScanRouter] in the Document Management group and click the [Add] button.

You will see the [ScanRouter Properties] dialog box.



In [Station Name] enter the name of the computer on which the ScanRouter Station is running, and click the [OK] button.

You will see ScanRouter added to [Set Features].

In the [Extended Features] dialog box, click the [OK] button.

3. Adding Documents

Adding Documents

You can add documents in ScanRouter-Browser by any of the following methods:

- Import from ScanRouter
- Import from "My Computer"
- Add from files
- Add from scanners
- Add using easy scanning
- Add from Explorer

A)	Note

- ☐ To use Scanner Input, a TWAIN driver compatible with the scanner to be used must be installed.
- ☐ To add documents from a scanner, you must select [Scanner Input] under [Document Input/Output] in [Extended Features].
- ☐ To add documents using easy scanning, you must select [easy scanning] under [Document Input/Output] in [Extended Features].

Importing from ScanRouter

Drag a ScanRouter document to a ScanRouter-Browser folder, and then specify whether to copy or move it from the menu.

Importing from "My Computer"

Drag a "My Computer" file to a ScanRouter-Browser folder, and then specify whether to copy or move it from the menu.

Adding from Files

Files are added as ScanRouter-Browser documents or "My Computer" files.

- 1 In tree view, select the folder to add a document to.
- Point to [Add Document] on the [File] menu, and then choose [From File], or click on the tool bar.

You will see the [Open] dialog box.

- **3** Select the file to add, and then specify whether to copy or move it.
- 4 Click [Open].

Note

- ☐ You can add files as ScanRouter-Browser documents and "My Computer" files. Documents cannot be added as ScanRouter or "Recycle Bin" documents.
- ☐ When adding files as ScanRouter-Browser documents, each file is added as a section within the document. However, when adding multipage TIFF files as a ScanRouter-Browser document, each page is converted into a section, and then all of the sections are added as a single document.

Adding from Scanners

Images input by a scanner are added as ScanRouter-Browser documents.

- 1 In tree view, select the folder to add a document to.
- **2** Place the document on the scanner.
- Point to [Add Document] on the [File] menu, and then choose [Scanner Input], or click on the toolbar.

ScanRouter-Browser viewer starts, and you will see the settings dialog box for the scanner.

- **4** Make the necessary settings for the scanner, and then scan the document.
- In ScanRouter-Browser viewer, choose [Exit] from the [File] menu. You will see the [Document Properties] dialog box.
- **6** Set the document's properties.
- Click [OK].

ScanRouter-Browser Viewer will quit. The document input by the scanner will appear in document list view.

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Note

- ☐ You cannot add scanned documents to folders other than ScanRouter-Browser. Scanned documents cannot be added as "My Computer" files, ScanRouter documents, or "Recycle Bin" documents.
- ☐ Individual images input by a scanner are each added as sections. All the resulting image sections are added to a single document.
- ☐ To add documents from a scanner, you must select [Scanner Input] under [Document Input/Output] in [Extended Features].

Adding Using Easy Scanning

Images input using easy scanning are added as ScanRouter-Browser documents.

- 1 In tree view, select the folder to add a document to.
- **2** Place the document on the scanner.
- Point to [Add Document] on the [File] menu, and then choose the desired scanner setting from the displayed submenu, or click on the toolbar.

The document added by easy scanning will appear in document list view.

- **1** In document list view, select the document that was added.
- Choose [Properties] from the [File] menu.

You will see the [Document Properties] dialog box.

- **6** Set the document's properties.
- Click [OK].

Note

- ☐ You cannot add scanned documents to folders other than ScanRouter-Browser. Scanned documents cannot be added as "My Computer" files, ScanRouter documents, or "Recycle Bin" documents.
- ☐ Individual images input by a scanner are each added as sections. All the resulting image sections are added to a single document.
- ☐ To add documents using easy scanning, you must select [easy scanning] under [Document Input/Output] in [Extended Features].

Adding from Explorer

You can drag files from Windows Explorer to add them as ScanRouter-Browser documents or My Computer files.

- 1 From Explorer, drag the file to add, and then drop it on ScanRouter-Browser's tree view or document list view.
- **2** Specify whether to copy or move the file from the menu.

Note

- ☐ You can only add files as ScanRouter-Browser documents and "My Computer" files. You cannot add them as ScanRouter documents or "Recycle Bin" documents.
- ☐ Dragging multiple files adds each one as a document, resulting in the addition of multiple documents.
- ☐ You can add image files only.

⇒ P. 10 "File Formats Handled By ScanRouter- Browser"

3

Thumbnails

If [Create Thumbnails When Adding Documents] in [ScanRouter-Brower Properties] is set, document thumbnails will be created automatically whenever you add documents. If it is not set, you can still create document thumbnails manually from the menu.

Creating or updating thumbnails will create or update all section thumbnails within the document in thumbnail view.

- 1 Choose [Thumbnails] from the [View] menu, or click on the toolbar.

 The document in document list view will be displayed using thumbnails.
- **2** In document list view, select the document for which to create thumbnails.
- Choose [Create Thumbnails] from the [Document] menu.



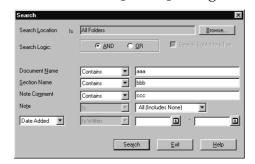
☐ You can only create and update thumbnails for ScanRouter-Browser documents.

4. Searching, Viewing, and Editing Documents

Searching for Documents

You can search for ScanRouter-Browser documents by setting a variety of search conditions.

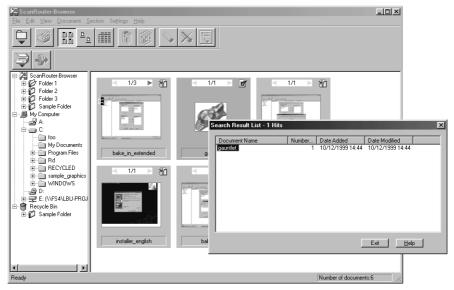
- 1 In tree view, select [ScanRouter-Browser] or a ScanRouter-Browser folder to search.
- **2** Choose [Search] from the [File] menu. You will see the [Search] dialog box.



3 Set some search conditions.

Refer to Help for more information on setting search conditions.

You will see the **[Search Results List]** dialog box. Clicking a document name in this list selects that document in the ScanRouter-Browser's document list view.



Click [Exit].

- Note
- $\hfill\square$ You can only search for ScanRouter-Browser documents.
- ☐ Search conditions that you do not set will be ignored.

4

Document List View

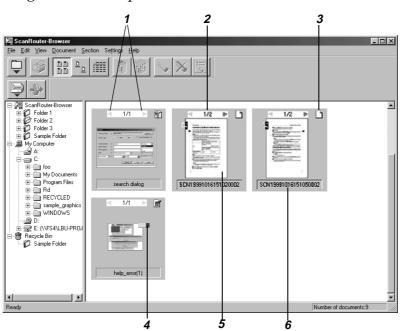
Document list view consists of thumbnail view, icon view, and detailed view.

These three views can be chosen from the **[View]** menu or selected from the toolbar.

Thumbnail View

Displays the document list using thumbnails. A clip will be displayed on multiple section documents, and you will be able to move back and forth through the sections by clicking the arrows that appear. You can set one note per section, and you can also use notes to move back and forth through the sections.

Double-clicking a document opens it.



- 1. Moves to previous/next section
- 2. Number of sections
- 3. Section's file format
- 4. Note
- 5. Thumbnail
- 6. Document name

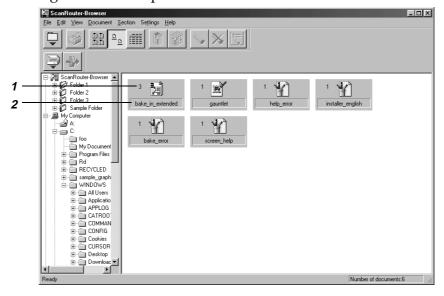
Note

- ☐ Sections for which no thumbnail has been created will be displayed using the default thumbnail.
- ☐ Double-clicking a document name displays Document Properties.
- ☐ Double-clicking a note displays Note Settings.
- ☐ Document list view displays documents in the order they were added.

Icon View

Icon view displays the document list using icons.

Double-clicking a document opens it.



- 1. Number of sections
- 2. Document name

Note

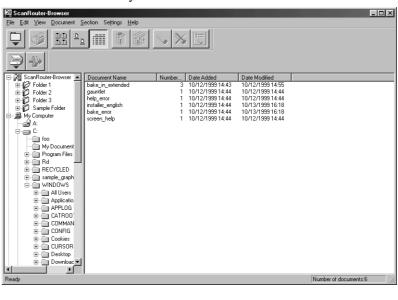
☐ Double-clicking a document name displays [Document Properties].

Detailed View

Detailed view displays detailed information for the document list.

Double-clicking a document opens it.

You can also sort documents by the various fields.



Opening Documents

Documents are opened in different ways depending on their type.

- Documents viewed in ScanRouter-Browser Viewer ScanRouter-Browser documents and ScanRouter documents
- Documents which have associated applications

"My computer" files

(ScanRouter-Browser documents can also be opened using other applications, but the default application for these documents is ScanRouter-Browser.)



☐ When you open a document in ScanRouter-Browser Viewer or another application, you can continue to work in ScanRouter-Browser. However, you cannot perform any operations on the open document.

Viewing Documents in ScanRouter-Browser Viewer

You can view ScanRouter-Browser documents and ScanRouter documents in ScanRouter-Browser viewer.

- In document list view, select the document to edit in ScanRouter-Browser Viewer.
- **2** Choose [Open] from the [Document] menu, or double-click the document. This will start ScanRouter-Browser viewer and display the document.
- **3** Edit the document.
- **4** Save changes and exit ScanRouter-Browser Viewer.

4

Starting Another Application to View a Document

Opening from Other Applications

You normally view ScanRouter-Browser documents in ScanRouter-Browser Viewer, but you can also use another application to open sections displayed in thumbnail view.

- **1** In document list view, select the section to edit in the other application.
- **2** Choose [Open from App] from the [Section] menu. This will start the application and display the document.
- **3** Edit the section.
- **4** Save changes, and then quit the application.

Note

- ☐ You can choose **[Open from App]** for ScanRouter-Browser documents only when the document list view is set to thumbnail view.
- ☐ When a file is named and saved in another application, the changes will not be applied to the ScanRouter-Browser document.
- ☐ You can also start applications from ScanRouter-Browser Viewer.

Editing Documents from the Viewer

In ScanRouter-Browser Viewer, you can add and replace sections, edit images and perform other operations.

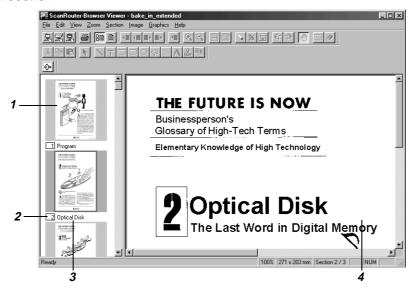
Viewing Sections

ScanRouter-Browser Viewer allows you to view thumbnails and sections or just sections.

Select the view you want from the [View] menu, or click on the toolbar.

Thumbnails and Sections

The **[Thumbnail Section]** command displays thumbnail view and the content of the selected section.



- 1. Thumbnail
- 2. Section number
- 3. Section name
- **4.** Section content

Note

- ☐ Dragging a section thumbnail to ScanRouter-Browser's document list view copies the section, adding it as a new document.
- ☐ Dragging a section thumbnail to a ScanRouter-Browser document copies the section, adding it to the document as a new section.
- ☐ You can rename a section by choosing **[Properties]** from the **[Section]** menu.

Section Only

The **[Section Only]** command displays a single section. You can move between sections by clicking the previous and next arrows.



Organizing Sections

Moving Sections

You can change the order of document sections. Move sections by choosing [Move Section] from the [Section] menu. While in Thumbnail Section mode, you can also move sections by dragging a thumbnail in thumbnail view to a new location. Dragging it to a position before the source section moves the section backwards, while dragging it to a position after the source section moves it forwards.

Copying Sections

You can copy sections and add them to the same document by choosing **[Copy Section]** from the **[Section]** menu.

Deleting Sections

You can delete sections by choosing [Delete Section] from the [Section] menu.

Adding Sections

You can add sections after the displayed or selected section. Sections can be added from scanners, files, the Clipboard, or easy scanning. Choose the command you want from [Add Section] on the [Section] menu.

You can replace the displayed or selected section with imported data. Sections can be replaced by data from files, the Clipboard, or scanners. Choose the command you want from [Replace Section] on the [Section] menu.

Exporting Sections

You can output document data in individual sections for use outside ScanRouter-Browser. Output the specified section by pointing to **[Output]** on the **[File]** menu, and then choosing **[Export]**.

Converting Sections

You can convert the file format of individual sections. Convert and output the specified section by pointing to **[Output]** on the **[File]** menu, and then choosing **[Convert and Output]**.

Attaching Notes

You can attach a note to the displayed or selected section by choosing **[Attach Note]** from the **[Section]** menu or clicking on the toolbar.

Deleting Notes

You can delete the note on the displayed or selected section by choosing [Delete Note] from the [Section] menu or clicking | on the toolbar.

Note Settings

You can set comments and colors for notes you attach. Choose **[Note Settings]** from the **[Section]** menu or click on the toolbar.

Separating Documents

You can separate multiple-section documents into two documents by choosing **[Separate Document]** from the **[File]** menu. This will separate the document at the displayed section.

4

Editing Sections

ScanRouter-Browser allows you to edit sections.

Rotating Sections

You can rotate sections by choosing [Rotate] from the [Section] menu. Specify how to rotate the section, and then click [OK].

Drawing Pictures

You can draw pictures on the displayed image section. Graphics, text, stamps, and external illustrations are just some of the objects available. You can select these options from the **[Graphics]** menu.

Editing Images

You can edit images in ScanRouter-Browser. Deleting or filling a specified area or using the Eraser tool are just a few of the edit operations you can perform.



☐ Some edit operations cannot be undone. Please keep this in mind while editing documents.

Organizing Documents

Combining Documents

You can select and then combine multiple ScanRouter-Browser documents into a single document. Choose **[Combine]** from the **[Document]** menu, or click on the toolbar.

Separating Documents

You can separate the selected multiple-section document into individual sections, each containing a single section. Choose [Separate] from the [Document] menu, or click on the toolbar.

Deleting Documents

You can delete the selected document by choosing [Delete] from the [File] menu.

Moving Documents

You can move documents into a different folder by drag and drop operations.

Copying Documents

You can select and then copy documents. To copy documents within the same folder, choose [Copy Document] from the [Document] menu. To copy documents to a different folder, drag them to their destination while holding down the CTRL key.

Creating Folders

You can create a new folder to help you organize your files. In tree view, select the location to create a new folder, and choose [Create New Folder] from the [File] menu. ScanRouter-Browser and "My Computer" folders can be created.

Moving Folders

You can move folders to another location by drag and drop operations.



Note

 $\hfill\square$ You can only move ScanRouter-Browser folders.

Copying Folders

You can copy folders by dragging them to their destination while holding down the CTRL key.

Renaming Folders

You can rename a folder by selecting it, and then choosing [Properties] from the [File] menu. Rename the folder in the dialog box that opens.

Printing Documents

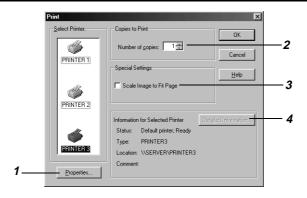
When printing ScanRouter-Browser documents, normally each section will be an individual print job. This means that post-processing such as stapling and sorting will be performed on each section.

On the other hand, consecutive image sections will be handled as a single print job.

Printing

- **1** In document list view, select the document to print.
- **2** Choose [Print] from the [File] menu, or click on the toolbar. You will see the [Print] dialog box.
- **3** Make the appropriate print settings.
- 4 Click [OK].

Page Setup



1. Properties

You can set printer properties

2. Number of Copies

Specifies the number of copies to print.

3. Scale Image to Fit Page

Reduces the size of sections so that they are printed within the boundaries of the specified paper.

4. Detailed Information

If you have installed the Printer Manager (available separately) and it is active, detailed information for monitored printers can be displayed by clicking here.

External Output

Exporting Documents

You can export documents to a specified location outside of ScanRouter-Browser without converting the file format.

- **1** In document list view, select the document to output.
- Point to [Output] on the [File] menu, and then choose [Export]. You will see the [Browse for Folder] dialog box.
- **3** Specify the location to export the document.
- 4 Click [OK].



 \square Each section is exported as a separate file.

Converting File Format and Outputting

You can convert and output section data in ScanRouter-Browser documents. Data can be added as ScanRouter-Browser documents or saved as Windows files. You can also choose to copy and output data without converting the file format.

- 1 In document list view, select the documents to convert and output.
- Point to [Output] on the [File] menu, and then select [Convert and Output], or click on the toolbar.

You will see the [Conversion Settings] dialog box.

Make the desired settings for converting and outputting the files, and then click [OK].

Available File Formats

Image Files

Converts files into the specified format. The available formats are BMP, TIFF (single page), TIFF (multipage), and JPEG.

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Save Methods

♦ Add as ScanRouter-Browser Document

Copies the selected section, and then adds it as a new document in the currently displayed folder.

Save as Windows File

Saves the selected section as a Windows file. Selecting [Combine into a Multipage File] allows you to save a multiple-section document into a single multipage file. Selecting [Save as a Self-Extracting File] allows you to save the data into a self-extracting file.

Specify a save location when saving documents as Windows files. And when saving documents as multipage or self-extracting files, make sure to specify an appropriate name for the file type.

Files will be saved using the file name of the section when you do not save them into a self-extracting file.

Appendix

Maximum Number of Registered Items

The recommended maximum numbers of folders, documents, and sections that you can register using ScanRouter-Browser are described below.

Maximum No. of Folders : 100
Maximum No. of Documents : 1000
Maximum No. of Sections : 1000

What If...?

Situation	Solution
I want to convert a file's format and export it.	Select the document you want to convert and select [Convert and Output] from the [File] menu. In order to convert and export a file, you must install the Document Input/Output extension.
I want to speed up how long it takes to add a document.	Uncheck [Create Thumbnails When Adding Documents] in the [ScanRouter-Browser Properties].
I want to change my easy scanning settings.	You can adjust your easy scanning settings from the easy scanning Properties, found in the [Extended Features] dialog box.
I want to change the scanner used fo Scanner Input.	To change the scanner, select the Scanner Input Properties from Extended Features.
I want to change the Scan-Router station.	To change the ScanRouter station, select the ScanRouter Properties from Extended Features.
I cannot connect to the Scan- Router Station when starting the ScanRouter Browser Sof- tware.	Make sure that the ScanRouter Station is running.