ScanRouter Web Navigator Version 1

Management Guide

- 1 Overview of ScanRouter Web Navigator
- 2 Managing and Maintaining ScanRouter Web Navigator
- (3) How to Use SR Web Navigator Manager
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Introduction

This manual describes basic instructions and notes about the use of this product. To get maximum versatility all operators are requested to read this manual carefully and follow the instructions. Please keep this manual handy for future reference.

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How to Read This Manual

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.

𝚱 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.

This symbol indicates a reference.

[]

Elements on the machine's display panel or the computer's display, such as keys, buttons, and menus.

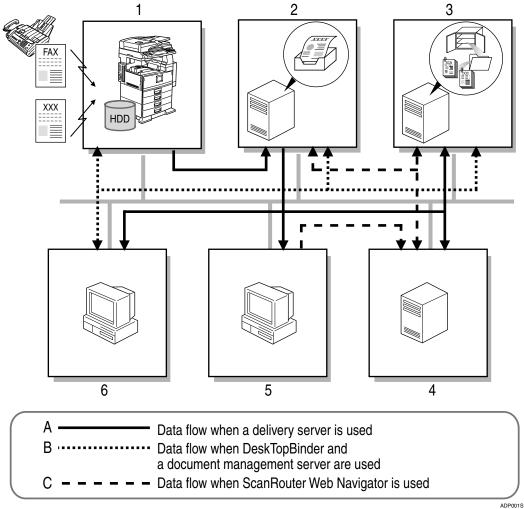
Overview of ScanRouter System

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.



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 Scan-Router 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 DeskTop-Binder, 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 DeskTop-Binder 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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Overview of ScanRouter Web Navigator

ScanRouter Web Navigator

ScanRouter Web Navigator is a Web application that allows access to documents in ScanRouter System products, such as a document management server and a delivery server, and to search, display, and add documents.

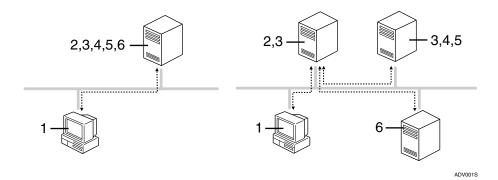
The ScanRouter Web Navigator server can be accessed from a client computer and ScanRouter Web Navigator can be operated using a Web browser. You can also access ScanRouter Web Navigator using PDA (personal digital assistant).

ScanRouter Web Navigator provides not only functions for processing documents in a document management server and a delivery server from a Web browser, but also its personal document management function allows users to add, delete, and arrange documents flexibly.

Installing ScanRouter Web Navigator also installs Authentication Management Service at the same time. Authentication Management Service manages settings related to user authentication of ScanRouter Web Navigator and can be operated through Authentication Manager. User authentication for the whole ScanRouter System can be managed centrally because Authentication Management Service can be used in conjunction with other server products of ScanRouter System.

System Composition

ScanRouter Web Navigator works when a client computer is connected to a server via network.



1. Client Computer

Users operate ScanRouter Web Navigator through a Web browser on a client computer. Multiple Web browsers can connect to a ScanRouter Web Navigator server from more than one client computer, and view, operate, and deliver documents stored in a document management server. After installing SR Web Navigator Manager and Authentication Manager, you can manage and maintain the ScanRouter Web Navigator server and manage Au-

2. ScanRouter Web Navigator Server

thentication Management Service.

ScanRouter Web Navigator is installed on a Web document management server. Client computers directly communicate with this server.

After connecting to a document management server, a delivery server, or a conversion server, you can operate documents using a Web browser on a client computer.

On a ScanRouter Web Navigator server, a personal cabinet can be prepared for each user to add and manage documents.

Once installed, SR Web Navigator Manager can be used to manage and maintain ScanRouter Web Navigator servers, and Authentication Manager can be used to manage and maintain Authentication Management Service, respectively.

3. Authentication Management Service

When ScanRouter Web Navigator is installed, Authentication Management Service is also installed. Authentication Manager is also automatically installed to manage Authentication Management Service.

ScanRouter System provides users with "Windows Authentication (NT compatible)" or "Windows Authentication (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. When installed on separate computers, although they use different Authentication Management Service, they can mutually recognize each other's Authentication Management Services.

Note

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

4. Document Management Server

On a document management server, ScanRouter DocumentServer is installed. Digital documents can be added to a document management server and shared among multiple clients.

Documents added to the document management server can be viewed and processed using a Web browser on a client computer connected via ScanRouter Web Navigator.

5. Delivery Server

ScanRouter is installed on a delivery server. Cooperating with network devices, it provides functions for delivery of documents to registered destinations.

With a Web browser on a client computer connected to a delivery server via Scan-Router Web Navigator, documents delivered to an in-tray can be checked, and added documents and local files can be delivered. Registered destinations can also be edited.

6. Conversion Server

ScanRouter Web Navigator Conversion-Option is installed on a conversion server. Using ScanRouter Web Navigator, a Web browser on a client computer can be used to convert added documents and local files into images, PDF files, text (with OCR), or archives.

Note

☐ ScanRouter Web Navigator ConversionOption is not included in Scan-Router Web Navigator. To use the conversion functions (Convert to Image, Convert to PDF, or Convert to Text (with OCR), and Archive), Scan-Router Web Navigator Conversion-Option must be separately purchased and installed.

Ø Note

- ☐ ScanRouter Web Navigator, a document management server, delivery server, and conversion server can be installed on the same computer, but for improved work load sharing and hard disk economy, install them on separate computers.
- ☐ ScanRouter Web Navigator can communicate with document management server, delivery server, and conversion server beyond routers and firewalls to process documents.

Features of ScanRouter Web Navigator

The following show an overview of what is possible with ScanRouter Web Navigator.

Ø Note

☐ For more information about these procedures, see ScanRouter Web Navigator Help.

Document management with personal cabinet

You can create a personal cabinet that can be managed for each user on a Scan-Router Web Navigator server. With a personal cabinet, documents can be added and printed.

The ScanRouter Web Navigator administrator should check the information of personal cabinet regularly to make sure there is sufficient free hard disk space.

p.57 "User Management Settings"

p.16 "Checking the cabinet information"

Cooperation with document management server

By connecting to a document management server, registered documents can be viewed and operated.

Using the document management settings of ScanRouter Web Navigator, the ScanRouter Web Navigator administrator should specify, in advance, the document management server to be connected.

p.60 "Service Settings"

Cooperation with delivery server

By connecting to a delivery server, registered documents and local client computer files can be delivered and delivered documents in an in-tray can be checked. Documents received at a destination can be added to a folder of a personal cabinet or document management server.

Using the delivery settings of ScanRouter Web Navigator, the ScanRouter Web Navigator administrator should specify, in advance, the delivery server to be connected.

p.60 "Service Settings"

Using print work folder

A print work folder provides the Job Binding function. To reduce time required for printing, documents to be printed (intermediate files generated by the printer driver) can be stored in a print work folder and printed from this folder.

To print several copies of an integrated document created by combining multiple documents from more than one application, it is convenient to store them in the print work folder, and then print it using combinations of printer functions such as Collate, Staple, Punch, Duplex, and Layout.

The ScanRouter Web Navigator administrator should check the size of print work folder of each user regularly to make sure that enough free space is left in the hard disks. In addition, the Printer driver must be installed on the ScanRouter Web Navigator server for storing documents in the print work folder.

p.16 "Checking the cabinet information"

Print / Send by fax

Users can use the printers and network devices set in the ScanRouter Web Navigator server to print or send by fax registered documents and local client computer files.

The ScanRouter Web Navigator administrator should make settings of the server, in advance, for the printer and network devices to be used for printing or sending by fax.

Ø Note

- $\hfill \square$ Only printers that support the RPCS or PCL printer driver can be used.
- ☐ Only network devices that support the LAN-Fax driver can be used for sending by fax.

Conversion of documents

In conjunction with a conversion server, users can convert added documents and local client computer files into images, PDF files, text (with OCR), or archives.

The ScanRouter Web Navigator administrator should install ScanRouter Web Navigator ConversionOption on a conversion server, and specify the conversion server to be used in the conversion service settings of ScanRouter Web Navigator.

₽ Reference

p.60 "Service Settings"

Document operation from PDA

From a PDA (Personal Digital Assistant), users can access the URL of ScanRouter Web Navigator to list, search, print, and send documents by fax.

Before using ScanRouter Web Navigator via PDA, you must log on to ScanRouter Web Navigator from the Web browser of a client computer to make PDA settings for each user.

Managing and Maintaining ScanRouter Web Navigator

Managing and Maintaining Document Management System

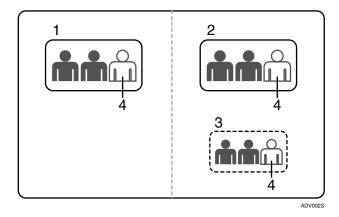
ScanRouter Web Navigator allows you to assign functions to individual administrators, instead of a single administrator managing all functions. This provides flexibility and efficiency.

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

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

Types of Administrator

ScanRouter Web Navigator utilizes the following types of administrator:



1. ScanRouter Web Navigator Administrator

This administrator is responsible for overall administration of ScanRouter Web Navigator servers.

The administrator uses SR Web Navigator Manager to manage and back up personal cabinets on a ScanRouter Web Navigator server, and also makes administrator settings that enable users to use ScanRouter Web Navigator by logging on from Web browser.

Ø Note

☐ If a user has an administrator right for ScanRouter Web Navigator, but he/she is not added as a user on the user management settings from the administrator settings of ScanRouter Web Navigator (Web browser), Web browser operation other than administrator settings (e.g. Document Management) is unavailable.

p.15 "ScanRouter Web Navigator 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, creates backups of administrator information and authentication settings information, and manages schedule.

p.21 "Authentication Service Administrator's Task"

3. Users Administrator

This administrator is available only when Basic Authentication is used. This right is used to manage Basic Authentication users. An administrator with this right can add or delete Users Administrators.

₽ Reference

p.24 "Users Administrator's (Basic Authentication) Task"

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 Web Navigator is installed.

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

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

You can exclude built-in users from Scan-Router Web Navigator administrators, Authentication Service Administrators, or User Administrators (Basic Authentication).

∰Important

☐ When you exclude built-in users from administrator members, if domain controller or Basic Authentication information is corrupted, administrator users cannot be identified and ScanRouter Web Navigator 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 Web Navigator Administrator

This administrator is normally assigned to manage the ScanRouter Web Navigator 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

This administrator is normally assigned to register and delete Basic Authentication users, and manage and maintain backed up of user information. You can include built-in users as administrator members.

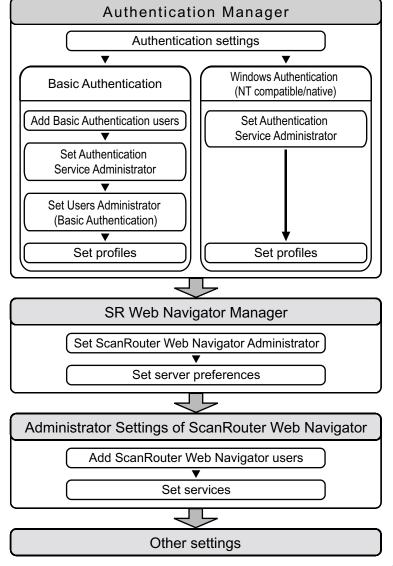
Preparing for Operation (Default)

Install ScanRouter Web Navigator, specify the management type, and then make default settings to start operation. A built-in user account is usually used for making default settings.

For details of how to make settings, see Helps corresponding to Authentication Manager, SR Web Navigator Manager, and ScanRouter Web Navigator, respectively.

Flow of Default Settings

The procedure flow to make default settings is shown below.



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Authentication Manager

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

₽ Reference

p.43 "About Authentication Manager"

Authentication settings

Make detailed authentication method settings. There are four types of authentication method available: 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 EX Professional, ScanRouter EX Enterprise, or ScanRouter DocumentServer Ver.2.xxx is installed on the same computer where ScanRouter Web Navigator is installed, and authentication settings are already made by Authentication Manager, no settings are required here.

p.47 "Managing Authentication Settings"

Add Basic Authentication users

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

- ☐ Windows Authentication (NT compatible), Windows Authentication (native), or Notes Authentication does not require addition of Basic Authentication users.
- ☐ You can add users collectively from a CSV file created in advance using the Basic Authentication user import function.

p.51 "Managing Basic Authentication User"

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.

p.45 "Adding and Deleting Authentication Service Administrator"

Set Users Administrator (Basic Authentication)

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

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

₽ Reference

p.45 "Adding and Deleting Users Administrator (Basic Authentication)"

Set profiles

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

p.50 "Managing Profiles"

SR Web Navigator Manager

Using SR Web Navigator Manager, make administrator settings for ScanRouter Web Navigator, and make environment settings for ScanRouter Web Navigator server.

₽ Reference

p.27 "About SR Web Navigator Manager"

Set ScanRouter Web Navigator Administrator

Specify the administrator responsible for overall management of ScanRouter Web Navigator, such as managing and maintaining personal cabinets using SR Web Navigator Manager, and making administrator settings for ScanRouter Web Navigator from a Web browser.

p.31 "Specifying the ScanRouter Web Navigator Administrator"

Set server preferences

Make settings for the schedule function of SR Web Navigator Manager.

Specify if forced termination of cabinets is enabled or disabled, when you are backing up using the schedule function and find a cabinet user. If forced termination is disabled, backup is retried the number of times specified in the schedule.

p.32 "Setting the Server Environment"

p.41 "Managing Schedule"

Administrator Settings of ScanRouter Web Navigator

Log on to ScanRouter Web Navigator from a Web browser, and then make the administrator settings necessary for the user to use ScanRouter Web Navigator.

p.57 "Administrator Settings of ScanRouter Web Navigator"

Add ScanRouter Web Navigator users

Add a ScanRouter Web Navigator user.

Use the User Registration Tool to register multiple users collectively.

p.57 "User Management Settings"

Set services

Make and confirm settings of services used via ScanRouter Web Navigator.

p.60 "Service Settings"

- Print Service
 - Settings of Print Services are already set for printing and sending by fax. You cannot change these settings.
- Delivery Service
 - Make settings for Delivery Services of the delivery server that connects to the ScanRouter Web Navigator server to deliver documents and check in-trays.
- Conversion Service
 Make settings for Conversion Services of the conversion server that connects
 to ScanRouter Web Navigator server to perform the Convert to Image, Convert to PDF, Convert to Text (with OCR), and Archive functions.

Document Management Service
 Make settings for Document Management Services to connect a document
 management server to a ScanRouter Web Navigator server.

Other Settings

Make necessary other settings, as follows:

❖ Delivery type settings using SR Manager

Note

☐ SR Manager is a tool to manage ScanRouter EX Professional/Enterprise. If you use ScanRouter V2 Professional or ScanRouter Enterprise, make settings reading "SR Manager" as "Administration Utility".

When [Add to Web Document Management] is available as a delivery type on a delivery server (ScanRouter) connected to ScanRouter Web Navigator, set [Add to Web Document Management] as a delivery type, and then you can add the document delivered to the destination in a folder of a personal cabinet in Scan-Router Web Navigator.

The following settings are required for using [Add to Web Document Management] in document delivery. Ask an administrator of ScanRouter to make these settings.

• Selecting delivery type From SR Manager, click [Set Delivery Types] on the [Server] menu, and then click [Add to Web Document Management].

For details about delivery preparation, see *Management Guide* of ScanRouter.

ScanRouter Web Navigator Administrator's Task

Once a server is in operation, the administrator of ScanRouter Web Navigator must perform daily management and operation tasks. In addition, the administrator needs to change server settings and maintain the server as necessary.

𝚱 Note

- ☐ Management and maintenance of ScanRouter Web Navigator server is performed from SR Web Navigator Manager and through the administrator settings of Scan-Router Web Navigator (Web browser).
- ☐ If a user has an administrator right for ScanRouter Web Navigator, but he/she is not added as a user on the user management settings from the administrator settings of ScanRouter Web Navigator (Web browser), Web browser operation other than administrator settings (e.g. Document Management) is unavailable.

Starting Up and Shutting Down the ScanRouter Web Navigator Server

Follow the procedure below to start up and shut down a ScanRouter Web Navigator server and to resume cabinets.

Starting

Turn the ScanRouter Web Navigator server on, and then start Windows. When the server starts, use SR Web Navigator Manager to start cabinets.

Quitting

Before turning the ScanRouter Web Navigator server off or restarting it, make sure no users are connected to it. Then suspend the cabinets, quit from Windows, and then turn the server off.

𝚱 Note

☐ To check if there are any users connected to the server, click [Server Information] on the [Server] menu.

p.33 "Displaying the Server Information"

Suspending or resuming cabinets

When using SR Web Navigator Manager, click [Suspend/Resume] on the [Operations] menu to suspend or resume cabinets. When cabinets are resumed, users can add documents to a personal cabinet or save documents in a print work folder.

Note

☐ You can suspend or resume a selected cabinet or all cabinets at the same time.

p.30 "Suspending or Resuming Cabinets"

Daily Management and Operations

To manage and operate ScanRouter Web Navigator, an administrator is required to do the following tasks:

Checking free disk space in the server

When free usage on the server's hard disk becomes low, system stability and operations, such as adding documents, may be affected.

Check hard disk space regularly, and reserve a certain amount of free space by deleting unnecessary documents or moving documents onto other storage media. Also, since creating derivative data, such as display data and thumbnails, uses hard disc space, make sure there is free space not only when adding documents but also when creating derivative data.

Checking the server information

Check the number of personal cabinets, folders, and documents in the ScanRouter Web Navigator server regularly. If there are too many folders and documents, have users organize their folders or documents by merging them, or deleting unnecessary folders and documents.

You can view the server information by clicking [Server Information] on the [Server] menu.

Note

☐ To ensure documents are searchable, sort and store them in different folders.

p.33 "Displaying the Server Information"

p.66 "ScanRouter Web Navigator Limitations and Restrictions"

Checking the cabinet information

Check current settings and usage, such as cabinet sizes for personal cabinets in the ScanRouter Web Navigator server. Also, check the size of each user's folder in the print work folder regularly, and if necessary, change settings or have users organize their folders and documents.

You can view cabinet information and the size of print work cabinets by clicking [Display Cabinet Properties] or [Display Print Work Cabinet Size] on the [Operations] menu.

You can also use ScanRouter Web Navigator to set the upper limit of personal cabinet size in the [User Management Settings].

When a limit on a personal cabinet is exceeded, the user of the personal cabinet receives a warning message when she/he logs in to ScanRouter Web Navigator. Check the system logs of SR Web Navigator Manager for histories.

Ø Note

☐ Each cabinet can store up to 5,000 documents.

p.35 "Cabinet Management"p.57 "User Management Settings"

Checking jobs

Check job status regularly to make sure no unprocessed jobs remains. There are two types of ScanRouter Web Navigator job: print jobs and fax jobs.

Print jobs

A list of print jobs in progress or queued is displayed. When print jobs remain unprinted, check for printer or communication error.

❖ Fax jobs

A list of fax jobs in progress or queued is displayed. When fax jobs remain unprocessed, check for network or communication error.

p.38 "Managing Print Jobs" p.39 "Managing Fax Jobs"

Checking the system operating conditions

Check the status of the SR Web Navigator Manager system using the ScanRouter Web Navigator logs. Each log includes access information of ScanRouter Web Navigator such as date, user name, operation type, document name, and operation results. Check logs to view hours of heavy access, and which cabinets and documents are frequently used.

The following types of log are stored on the ScanRouter Web Navigator server:

♦ Access History

Access Log

System Processing History System Log

☐ You can export the contents of logs as a CSV file.

p.40 "Managing Access Logs"p.40 "Managing System Logs"

Restarting the server

To keep the ScanRouter Web Navigator system stable, restart the Scan-Router Web Navigator server regularly.

Backing up

For safe operation of the ScanRouter Web Navigator system, back up the systems and cabinets from SR Web Navigator Manager regularly. Use the Schedule function to schedule automatic backup.

Backing up the system

Back up the system information into the specified directory of the ScanRouter Web Navigator server.

Backing up cabinets

Back up all data in cabinets into the specified directory of the Scan-Router Web Navigator server. You can either back up a selected cabinet only, or all cabinets at once.

Scheduling

If the Schedule function is set to on, cabinets and systems are automatically backed up regularly.

#Important

☐ Before back up, check no users are connected and suspend relevant cabinets.

𝚱 Note

☐ Check the backup status regularly to make sure scheduled backups are successful.

p.33 "Backing Up or Restoring the System"

p.35 "Cabinet Management"

p.41 "Managing Schedule"

Occasional Tasks Required

In the following circumstances, certain tasks must be performed:

When there are user changes

Perform the following tasks when there are any changes to users of ScanRouter Web Navigator.

When adding a user

Perform the following steps when there is a new ScanRouter Web Navigator user.

- Basic Authentication
 - ① When using Basic Authentication, ask a Users Administrator (Basic Authentication) to add users.
 - ② Log on to ScanRouter Web Navigator from a Web browser, and then add the new user on User Management Settings.
- Windows Authentication (NT compatible), Windows Authentication (native), Notes Authentication
 - ① Add users to each belonging domain.
 - ② Log on to ScanRouter Web Navigator from a Web browser, and then add the new user on User Management Settings.

When deleting a user

Perform the following steps when a user does not use ScanRouter Web Navigator anymore.

① Log on to ScanRouter Web Navigator from a Web browser, and then delete the user on the Use Management Settings of ScanRouter Web Navigator.

② Delete the user from Basic Authentication users or domain users, if needed. Ask a Users Administrator to delete the user if the person is a Basic Authentication user.

p.51 "Managing Basic Authentication User"

p.57 "User Management Settings"

When an administrator is changed

To change the management style and the administrator of ScanRouter Web Navigator, use SR Web Navigator Manager to add or delete administrator.

You can also add or delete a built-in user as an administrator of ScanRouter Web Navigator.

p.31 "Specifying the ScanRouter Web Navigator Administrator"

When the server environment is changed

Perform the following tasks when the server environment is changed:

When a document management server, delivery server, or conversion server is changed

When a document management server, delivery server, or conversion server is changed, change the service settings of ScanRouter Web Navigator.

When a document management server, delivery server, or conversion server is changed, log on to ScanRouter Web Navigator from Web browser. On [Administrator Settings], click [Service Settings] to change the service settings.

p.60 "Service Settings"

When the network environment is changed

When the network environment currently in use is changed, use SR Web Navigator Manager to correctly change the settings of Scan-Router Web Navigator server connected.

𝚱 Note

☐ Use the Environment Setting Tool to change the computer name or domain configuration of a Scan-Router Web Navigator server.

Other occasional tasks

When changing a schedule

Use SR Web Navigator Manager to change the start time of backup schedule.

When changing the authentication method

You can change the authentication method from SR Web Navigator Manager.

∰Important

☐ If you change the authentication method, you cannot use the user account currently registered in the user management settings of ScanRouter Web Navigator to log on to Scan-Router Web Navigator. Also you cannot use user information, layout information of Work Links pages, or data in personal cabinets. When you change the authentication method, be sure to inform users to download data from their personal cabinets to a local disk using download function of ScanRouter Web Navigator.

- ☐ When you change the authentication method, save the necessary data in personal cabinets by not backing up of a cabinet but downloading. Data cannot be recovered by restoring the backup data. To restore the data, add the data saved by download into a personal cabinet again.
- ☐ Before changing the authentication method, add a built-in user as an administrator member in [Set Administrator] of SR Web Navigator Manager. After you change the authentication method, you must use a built-in user account to make settings for administrators, user registration of ScanRouter Web Navigator, and so on, since the administrator rights information is lost. Note that you will not be able to control ScanRouter Web Navigator if you do not add a built-in user to administrator members.

𝚱 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. See p.47 "Managing Authentication Settings".

Troubleshooting

If problems occur, see "Troubleshooting" for the appropriate remedial action.

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

p.68 "Troubleshooting"

p.33 "Backing Up or Restoring the System"

p.35 "Cabinet Management"

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 of Authentication Service Administrator, and backing up various Authentication Manager information.

Ø 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.

p.45 "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.

Note

☐ Management of profiles is required only when you are using Scan-Router EX Professional or Scan-Router EX Enterprise.

p.50 "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.47 "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.

- Authentication Management Service information about the following:
 - Administrator rights
 - Profiles
 - Authentication settings

𝚱 Note

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

p.53 "Backup and Restore" p.55 "Backup Schedule Management"

Backup Schedule Management

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

p.55 "Backup Schedule Management"

Changing Password for Builtin User

When ScanRouter Web Navigator 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 ScanRouter Web Navigator administrator, administrator of Authentication Management Service, and administrator of Basic Authentication users.

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 and security problems.

p.46 "Managing Password of Builtin User"

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 users of Scan-Router Web Navigator:

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 add 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 deleting a user

When the number of users decreases, delete the user from the Basic Authentication users or the domain users, if necessary. Ask a user administrator to delete the Basic Authentication user.

p.51 "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.

p.47 "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 remedial 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.

p.68 "Troubleshooting" p.53 "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.

𝚱 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).

p.45 "Adding and Deleting 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.

p.51 "Managing Basic Authentication User"

Backing Up Basic Authentication Information

To restore the 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.

p.53 "Backup and Restore"p.55 "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.

p.68 "Troubleshooting"p.53 "Backup and Restore"

3. How to Use SR Web Navigator Manager

About SR Web Navigator Manager

What is SR Web Navigator Manager?

SR Web Navigator Manager is a tool for managing and operating a Scan-Router Web Navigator server. An administrator of ScanRouter Web Navigator uses SR Web Navigator Manager to manage various settings, cabinets, and logs.

Note

- ☐ SR Web Navigator Manager is installed on the server when Scan-Router Web Navigator is set up. You can also install SR Web Navigator Manager on a client computer and specify the ScanRouter Web Navigator server you want to manage.
- ☐ For how to install SR Web Navigator Manager on a client computer, see "Setup Guide".

Starting and Quitting SR Web Navigator Manager

This section explains starting and quitting SR Web Navigator Manager.

Starting

Follow the procedure below to start SR Web Navigator Manager.

1 On the [Start] menu, point to [Programs] > [ScanRouter System] > [ScanRouter Web Navigator], and then click [SR Web Navigator Manager].

The [Select Server] dialog box appears.

Note

- □ When SR Web Navigator Manager is started on a ScanRouter Web Navigator server, the [Select Server] dialog box does not appear. If this is the case, proceed to step **5**.
- ☐ If you have successfully logged in once, and when you try to log on again, the ScanRouter Web Navigator server selected last time is automatically selected, and the [Select Server] dialog box does not appear. If this is the case, proceed to step ■.
- ☐ To manage other ScanRouter Web Navigator servers, select another server in the login dialog box of step **⑤**, or select a ScanRouter Web Navigator server after SR Web Navigator Manager has started. See p.31 "Selecting a Management Server".

2 Click [Browse].

The [Browse Servers] dialog box appears.

You can enter the server name or IP address in [Server:].

Click the ScanRouter Web Navigator server you want to manage, and then click [OK].

The **[Select Server]** dialog box reappears.

4 Click [OK].

In the [Login] dialog box, enter a user name and password for the administrator of ScanRouter Web Navigator. You must also enter a domain name according to the type of authentication method.

- ☐ When you start SR Web Navigator Manager for the first time, or you have not made settings for the administrator using SR Web Navigator Manager yet, enter a user name (Admin) and password of a built-in user to log on.
- ☐ To change the ScanRouter Web Navigator server you want to manage, click [Select Another Server] to select another server.
- 6 Click [OK] to start SR Web Navigator Manager.

Quitting

1 On the [Server] menu, click [Exit].

Using Help

SR Web Navigator Manager gives the user with Help. Help provides instructions on how to use SR Web Navigator Manager and make settings. Help also gives explanations of dialog box items.

Information about operating procedures

On the **[Help]** menu, click **[Contents and Index]**. 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.

Search by a function name or keyword

On the [Help] menu, click [Contents and Index]. In the Help window that opens, you can search for topics by a function name or keyword.

Version information

On the **[Help]** menu, click **[About ...]** to display version information of SR Web Navigator Manager.

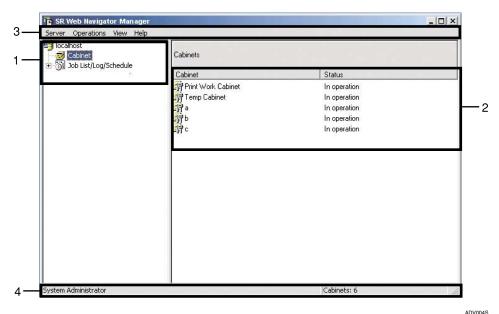
𝚱 Note

☐ To display version information of a document management server, click [Server Information] on the [Server] menu. See p.33 "Displaying the Server Information".

Viewing the Initial Window

The following explains the initial window of SR Web Navigator Manager.

Layout of the initial window



ADV004S

- 1. List of manageable items (tree pane)
- 2. Contents of the item selected in "1" (list pane)
- 3. Available menu of SR Web Navigator Manager
- 4. Current status of the ScanRouter Web Navigator server or information about the currently displayed item

Selecting an item to manage

In the tree pane, select an item you want to manage. Available menus and contents of the list pane vary depending on the selected items, such as a ScanRouter Web Navigator server, cabinet, or log.

Displaying or hiding the status bar

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

Updating the information shown in the list pane

On the [View] menu, click [Refresh] to update the information in the list.

Suspending or Resuming Cabinets

Suspend all relevant cabinets before making the following settings or performing the following operations with SR Web Navigator Manager. Suspended cabinets are not available for other operations.

Operations that require all cabinets to be suspended

- Backing up or restoring the system
- Making settings under [Set Server Preferences] on the [Server] menu

Operations that require only relevant cabinets suspended

- The following operations on the [Operations] menu:
 - Back Up
 - Restore

To suspend cabinets, click [Suspend/Resume] on the [Operations] menu.

Be sure to resume suspended cabinets after finishing operations or making settings for them.

∰Important

- □ Suspending a cabinet while a user is connected to it invalidates all tasks the user has done to the cabinet. Make sure no users are connected to a cabinet before closing it. To check connected users, click [Server Information] on the [Server] menu, or [Display Cabinet Properties] on the [Operations] menu when selecting a cabinet.
- ☐ When "Server Job" is displayed in the **[Connected Users]** dialog box, there is a job being processed in the server. If you suspend its cabinet, the job will be canceled.

p.35 "Cabinet Management"

Server Management

Using SR Web Navigator Manager, make the following settings and perform the following management tasks for the ScanRouter Web Navigator server.

Selecting a Management Server

To manage a ScanRouter Web Navigator server other than the one you are currently managing, select a management server.

To select another server, click [Select Server] on the [Server] menu.

Specifying Another Login User

Specify another user, other than the user currently logged in to SR Web Navigator Manager.

On the [Server] menu, click [Login as another User] to specify another user.

Specifying the ScanRouter Web Navigator Administrator

Add or delete the administrator of ScanRouter Web Navigator.

Select an administrator you want to add from the user group of the authentication method used in Scan-Router Web Navigator.

You can also specify to add a built-in user as a ScanRouter Web Navigator administrator.

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

Changing Authentication Method

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

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

Select an authentication method from the following four types:

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

Important

☐ If you change the authentication method, you cannot use the user account currently registered in the user management settings of Scan-Router Web Navigator to log on to ScanRouter Web Navigator. Also you cannot use user information, layout information of Work Links pages, or data within personal cabinets. When you change the authentication method, be sure to inform users to download data from their personal cabinets to a local disk using download function of ScanRouter Web Navigator.

- ☐ When you change the authentication method, save the necessary data in personal cabinets by not backing up but downloading of a cabinet. Data cannot be recovered by restoring the backup data. To restore the data, add the data saved by download into a personal cabinet again.
- ☐ Before you change the authentication method, add a built-in user as an administrator member in [Set Administrator] of SR Web Navigator Manager. After you have changed the authentication method, you must use a built-in user account to make settings of administrators, user registration of ScanRouter Web Navigator, and so on, since the administrator right information is lost. Note that you will lose control of ScanRouter Web Navigator if you do not add a built-in user to administrator members.

□ When you change the authentication method, only the authentication method set by Authentication Service Administrator using Authentication Manager can be selected. For more details, ask an administrator of Authentication Management Service. See p.47 "Managing Authentication Settings".

Changing the Built-in User Password

Change the password for the built-in user of the ScanRouter Web Navigator 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 builtin 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.

Setting the Server Environment

Make the following environment settings to control ScanRouter Web Navigator. Make environment settings under [Set Server Preferences] on the [Server] menu.

- Closing cabinets regardless of connected users
 Select whether or not to cut off connected users when suspending cabinets for scheduled tasks.
- Relocating previous backup data for performing backup
 Specify a location of previous backup data to be relocated before performing a scheduled backup.
- Location of temporary backup data
 Specify a location for temporary storage of data to be processed when data is communicated between a client computer and a server or among servers, for example when adding or replicating documents, or backing up or restoring personal cabinets from ScanRouter Web Navigator.
- Location of created cabinets
 Specify a location for storing created personal cabinets.

Displaying the Server Information

Information is available about the ScanRouter Web Navigator server, such as number of cabinets and documents. To display this information, click [Server Information] on the [Server] menu

Available information items in the **[Server Information]** dialog box are:

- Server name
- Server type
- Version
- Cabinets
- Folders
- Documents
- Authentication method
- Users connected to personal cabinets (number)
- Connected users (list)

𝚱 Note

□ In [Users connected to Personal Cabinets:], a list of users currently connected to the Personal Cabinet in ScanRouter Web Navigator is displayed.

Backing Up or Restoring the System

You can make a backup file for system information in a specified directory of the ScanRouter Web Navigator server. For safe usage of the ScanRouter Web Navigator server, back up the system and cabinets regularly. Scheduled backup of cabinets or the system overwrites current backup data.

To restore the system using backup data, use the Restore function.

Backup data consists of the following:

- Cabinet list
- Cabinet information Cabinet settings information.
- Schedule information
- Server preferences information
- ScanRouter Web Navigator administrator rights information

Backing up the system

On the [Server] menu, click [Back Up System], and then specify a save location for the backup data.

You can assign a password for backup data.

When backing up the system, be sure to back up all cabinets also.

Note

☐ The folder for saving backup data must be empty. If there is no empty folder, you can create a new folder when you specify a storage location.

Using backup data to restore the system

On the **[Server]** menu, click **[Restore System]**, and then specify the folder containing the backup data.

If a password is assigned to the backup data, you need to enter the password.

When restoring the system, be sure to restart the computer.

#Important

- ☐ When backing up or restoring the system, be sure to check there are no connected users and suspend all cabinets.
- ☐ Use the Restore function only when necessary, ie. in the event of system trouble.

- □ Restore returns the system to its status at last backup by overwriting system data with backup data. Data changed or settings made after the last backup cannot be recovered.
- ☐ When restoring system backup data, restore all cabinets using their backup data also. If they are restored independently, inconsistencies may occur among items, such as those in the cabinet list.
- ☐ After the system is restored, all cabinets are suspended. On the [Operations] menu, click [Suspend/Resume] to resume cabinets.

Cabinet Management

Cabinet Management

ScanRouter Web Navigator manages the following cabinets. Click **[Cabinets]** in the tree pane to list all cabinets registered.

- Personal Cabinet
 For adding and managing each user's documents. Each personal cabinet has the same name as the login name of the user.
- Print Work Cabinet
 Stores print work folders that contain print documents for each user.
 Each folder in a print work cabinet has the same name as the login name of the user.
- Temp Cabinet Stores folders that the system uses for temporary operations, when a user without own personal cabinet uses the functions such as downloading or document conversion.

Available operations for these cabinets are:

- Suspending and resuming cabinets
- Displaying cabinet properties
- Displaying connected users
- Displaying the size of print work cabinets
- Backing up or restoring cabinets

- ☐ The following are cabinet information items available in the **[Cabinets]**:
 - Cabinet name
 - Status

Suspending or resuming cabinets

You can suspend or resume cabinets. Be sure to suspend relevant cabinets before backing up or restoring cabinets. You can suspend or resume a selected cabinet only, or all cabinets at the same time.

∰Important

☐ Closing a cabinet while a user is connected to it invalidates all tasks the user has performed in the cabinet. Make sure no users are connected to a cabinet before closing it

Suspending cabinets

- Select the cabinet you want to suspend in the [Cabinets] list, and then on the [Operations] menu, point to [Suspend/Resume], and click [Suspend Cabinet].
- To suspend all cabinets, point to [Suspend/Resume] on the [Operations] menu, and then click [Suspend All Cabinets].

Note

 If there are connected users, the number of connected users and a list of those users appears in the [Suspend Cabinet] dialog box. Notify users that the cabinets will be suspended.

Resuming cabinets

 Select the cabinet you want to resume in the [Cabinets] list, and then on the [Operations] menu, point to [Suspend/Resume], and click [Resume Cabinet]. To resume all cabinets, point to [Suspend/Resume] on the [Operations] menu, and then click [Resume All Cabinets].

Displaying cabinet properties

You can display cabinet properties. Select a cabinet in the [Cabinets] list, and then click [Display Cabinet Properties] on the [Operations] menu.

Available information items in the **[Cabinet Settings]** dialog box are:

- Cabinet name
- Location of database
- Folders
- Documents
- Connected users
- Cabinet size

Displaying connected users

You can display a list of users currently connected to a selected cabinet. Select a cabinet in the **[Cabinets]** list, and then click **[Display Connected Users]** on the **[Operations]** menu. The number of connected users and a list of those users appears.

𝚱 Note

- ☐ Update the information by clicking [Refresh].
- ☐ Login names of users appear in the **[Connected Users]** list.

Displaying the size of print work cabinet

You can check the size of print work folders stored in each user's print work cabinet. Click [Print Work Cabinet] in the [Cabinets] list, and then click [Display Print Work Cabinet Size] on the [Operations] menu. A list of sizes of print work folders that each user uses appears.

Note

☐ The login name of a user will appear in the **[Folder]** list.

Backing up and restoring cabinets

You can back up all data in a cabinet to a specified save location. Cabinet backup is recommended to be done regularly.

To restore a cabinet using backup data, use the Restore function.

Backing up cabinets

You can back up a selected cabinet only, or all cabinets at the same time.

- To back up only one cabinet, select a cabinet in the [Cabinets] list, and then on the [Operations] menu, point to [Back Up], and click [Selected Cabinet], and then specify the save location.
 - You can assign a password for backup data.
- To back up all cabinets, on the [Operations]menu, point to [Back Up], click [All Cabinets], and then specify the save location.
 You can assign a password for backup data.

- ☐ Before being backed up, the relevant cabinets must be suspended. If the cabinets to be backed up are being processed, backup cannot be performed.
- ☐ Make sure there is enough free disk space for backup.
- ☐ When backing up cabinets, be sure to back up the system also.

For details about backup using the schedule function, see p.41 "Managing Schedule".

Restoring a cabinet

Restore each cabinet using backup data.

On the **[Operations]** menu, click **[Restore]**, select a cabinet and assign its backup data to use for restoring. If a password is set for the backup data, enter it.

When restoration finishes, check the system log for any cabinet whose restoration failed.

∰Important

☐ Be sure to restore personal cabinet backup data to a personal cabinet belonging to the same user. You should restore backup data of a Print Work Cabinet to another Print Work Cabinet, and backup data of a Temp Cabinet to another Temp Cabinet. Restoration cannot be performed to different cabinet types and users.

Note

- ☐ Before being restored, relevant cabinets must be suspended.
- ☐ If inconsistencies occur during restoration, restoration cannot be successfully completed.

Job List/Log/Schedule Management

Use **[Job List/Log/Schedule]**, to manage the following:

- Print Jobs
- Fax Jobs
- Access Logs
- System Logs
- Schedule

Managing Print Jobs

Use **[Print Jobs]** to manage all print jobs sent from the ScanRouter Web Navigator server.

When you select **[Print Jobs]** in the tree pane, a list of print jobs in progress and queued is displayed.

Available operations for print jobs are:

- Deleting Print Jobs
- Suspending and resuming print jobs
- Selecting a printer
- Print Device Settings
- Print Job Expiry

Note

- ☐ To view all print jobs in progress or queued, click [Select Printer] on the [Operations] menu. All print jobs are listed in [Print Jobs List].
- Available information items in [Print Jobs List] are:
 - Requested (time)
 - Requested by
 - Document
- ☐ You cannot move print jobs from one printer to another.

Deleting print jobs

You can delete print jobs. You can delete one print job only, or all at the same time.

- To delete one print job only, select the print job you want to delete in [Print Jobs List], and then click [Delete Print Job] on the [Operations] menu.
- To delete all print jobs at the same time, click [Delete All Print Jobs] on the [Operations] menu.

Suspending or resuming print jobs

You can suspend or resume print jobs.

- To suspend print jobs, click [Suspend Print Jobs] on the [Operations] menu.
- For resuming print jobs, click [Resume Print Jobs] on the [Operations] menu.

Selecting a printer

On the **[Operations]** menu, click **[Select Printer]**, and then click a printer. All print jobs in progress or queued for that printer are displayed in **[Print Jobs List]**.

₽ Reference

To make settings for a ScanRouter Web Navigator server-supported printer, see *Setup Guide*.

Settings printing devices

You can set a PDF Direct Print printer to use when printing from the Scan-Router Web Navigator server.

On the **[Operations]** menu, click **[Set Printer]** to make settings.

Print job save settings

Specify the number of print jobs whose logs are saved in the list.

On the [Operations] menu, click [Print Job Save Settings] to make settings.

Managing Fax Jobs

Use **[Fax Job]** to manage all fax jobs sent from the ScanRouter Web Navigator server.

When you select **[Fax Job]** in the tree pane, a list of fax jobs in progress and queued is displayed.

Available operations for fax jobs are:

- Deleting fax jobs
- Suspending and resuming fax jobs
- Selecting display devices
- Fax job expiry

Ø Note

- □ On the [Operations] menu, click [Select Display], and then click a network device to use for fax transmission. All fax jobs in progress or queued for that network device are displayed in the [Fax Job List].
- ☐ Available fax job information items in the **[Fax Job List]** are:
 - Requested (time)
 - Requested by
 - Document
- ☐ You cannot move fax jobs from one network device to another.

Deleting fax jobs

You can delete fax jobs. You can delete one fax job only, or all at the same time.

- When specifying fax jobs to delete, select the target fax job in [Fax Job List], and then click [Delete Fax Job] on the [Operations] menu.
- To delete all fax jobs at the same time, click [Delete All Fax Jobs] on the [Operations] menu.

Suspending or resuming fax jobs

You can suspend or resume fax jobs.

- To suspend fax jobs, click [Suspend Fax Job(s)] on the [Operations] menu.
- To resume fax jobs, click [Resume Fax Job(s)] on the [Operations] menu.

Selecting display devices

On the **[Operations]** menu, click **[Select Display]**, and then click a network device to use for fax transmission. All fax jobs in progress or queued for that network device are displayed in **[Fax Job List]**.

To make settings for network devices supporting fax transmission and used in a ScanRouter Web Navigator server, see the procedure for adding a printer as given in *Setup Guide*.

Fax job expiry

Specify the number of fax jobs whose logs are saved in the list.

On the **[Operations]** menu, click **[Fax Job Save Settings]** to make settings.

Managing Access Logs

Use [Access Log] to manage access logs. In an access log, information about users' access of the ScanRouter Web Navigator server is stored.

When you select **[Access Log]** in the tree pane, a list of access logs is displayed.

Available operations for access logs are:

- Exporting Access Logs
- Making settings for saving access logs

Note

- ☐ Available [Access Log] information items are :
 - Access time
 - User name
 - Computer name
 - Operations
 - Cabinet name
 - Object
 - Additional information
- ☐ When ScanRouter DocumentServer is installed on the same computer as ScanRouter Web Navigator, the access logs of ScanRouter DocumentServer appear in the same dialog box.

Exporting access logs

You can export access logs into a file for saving. On the **[Operations]** menu, click **[Export Access Log]**, and then specify a save location.

Settings for saving access logs

You can make settings for saving access logs. On the [Operations] menu, click [Access Log Save Settings], and then specify the size and number of log files to be saved.

Note

- ☐ Specify a log file size between 1000 and 5,000 KB.
- ☐ Specify a number of files between 2 and 99.

Managing System Logs

Use **[System Log]** to manage system logs. In a system log, information about errors is stored.

Available operations for system logs are:

- Exporting system logs
- Making settings of saving system logs

𝚱 Note

- ☐ Available [System Log] information items are:
 - Logged (time)
 - User name
 - Computer name
 - Cause
 - · Actions Taken
 - Additional Information
- ☐ When ScanRouter DocumentServer is installed on the same computer as ScanRouter Web Navigator, the system logs of ScanRouter DocumentServer appear in the same dialog box.

Exporting system logs

You can export system logs into a file for saving. On the **[Operations]** menu, click **[Export System Log]**, and then specify a save location.

Settings for saving system logs

You can make settings for saving system logs. On the **[Operations]** menu, click **[System Log Save Settings]** to specify the size and number of log files.

Note

- ☐ Specify a log file size between 1000 and 5,000 KB.
- ☐ Specify a number of files between 2 and 99.

Managing Schedule

Use **[Schedule]** to manage the Schedule function. When **[Schedule]** is selected, set schedules are listed.

Available operations for schedule are:

- Setting a new scheduled task
- Deleting a scheduled task
- Suspending and resuming a scheduled task
- Editing a scheduled task

Ø Note

- ☐ The Schedule function automatically performs the following operations regularly:
 - Cabinet backup
 - System Backup
- ☐ When you back up cabinets or the system using the Schedule function, current backup data is overwritten.
- ☐ Create a dedicated folder for saving backup data.

- ☐ Available **[Schedule]** information items are:
 - Next Scheduled
 - Task
 - Object
 - Status
 - Last Result
 - Server Type (only when the same computer is used for both Scan-Router Web Navigator and ScanRouter DocumentServer Ver.2.xxx)
- ☐ When ScanRouter DocumentServer Ver.2.xxx is installed on the same computer as ScanRouter Web Navigator, the schedule of ScanRouter DocumentServer Ver.2.xxx appears in the same dialog box.

New scheduled task

Set the schedule of a new task. On the **[Operations]** menu, click **[New Scheduled Task]**, and then make the necessary settings.

- Backing up a selected cabinet Specify a day of the week and time to back up each cabinet.
- Backing up all cabinets
 Specify a day of the week and time to back up all cabinets.
- System Backup Specify a day of the week and time to back up the system.

Note

☐ Before backing up, make sure there is sufficient free hard disk space.

- ☐ You can also specify the number of attempts to complete a task when the relevant cabinets are being used. However, if settings in the [Set Server Preferences] dialog box are made to suspend the relevant cabinets at a scheduled time, a number of attempts cannot be specified.
- ☐ Schedule times for multiple tasks must not overlap. If they do, the tasks will be attempted the specified number of times. If a task cannot be started within the specified number of attempts, it is not performed.
- ☐ If the ScanRouter Web Navigator server is off at the scheduled time, the task is not performed.

p.32 "Setting the Server Environment"

Deleting a scheduled task

You can delete scheduled tasks one by one. Select the scheduled task you want to delete in the [Schedule] list, and click [Delete Scheduled Task] on the [Operations] menu.

𝚱 Note

☐ Before deleting a scheduled task, be sure to suspend it.

Suspending or resuming a scheduled task

You can suspend or resume a scheduled task.

- To suspend a scheduled task, select the scheduled task you want to suspend in the [Schedule] list, and then click [Suspend Scheduled Task] on the [Operations] menu.
- To resume a scheduled task, select the scheduled task you want to resume in the [Schedule] list, and then click [Resume Scheduled Task] on the [Operations] menu.

Editing a scheduled task

You can edit a scheduled task settings. Select the scheduled task you want to edit in the [Schedule] list, and click [Edit Scheduled Task] on the [Operations] menu.

Ø Note

☐ Before editing a scheduled task, be sure to suspend it.

4. How to Use Authentication Manager

About Authentication Manager

What is Authentication Manager?

Authentication Manager is a tool for connecting to Authentication Management Service and 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. In 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 Manager 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 for logging on to Authentication Manager under another user name.

Starting

Start Authentication Manager.

1 Click [Start], and then click [Programs], [ScanRouter System], [Authentication Manager].

The [Select Authentication Management Service] dialog box appears.

- **𝚱** Note
- □ When Authentication Manager starts on a server where Authentication Management Service is installed, the [Select Authentication Management Service] dialog box does not appear. If this is the case, proceed to step **5**.
- ☐ If you have successfully logged on once and try to log on in a second time or more, the authentication management service 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 5.
- ☐ If the [Select Authentication Management Service] dialog box does not appear, and you want to manage Authentication Management Services of other servers, select another service in the login dialog box of step **5**, or select Authentication Management Service after Authentication Manager has started. See p.44 "Reconnection to other server".

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

You can also enter the server name or IP address in [Authentication Management Service:] to specify Authentication Management Service.

- Click [OK].
- In the [Login] dialog box, select [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.

𝚱 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 name (Admin) and password of a built-in user to log on.
- ☐ To log on as a built-in user, enter user name (Admin) and password of the built-in user.
- ☐ To change the Authentication Management Service to be managed, click [Another Service], and then select another service.
- Click [OK] to start Authentication Manager.

Quitting

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

Reconnection to other server

To manage Authentication Management Service on another 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] on 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 make settings. Help also gives explanations of every dialog box 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 displayed by clicking **[HELP]** in the main window, you can search for Help topics by 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 Deleting Authentication Service Administrator

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

To add or delete 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 Deleting Users Administrator (Basic Authentication)

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

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

𝒯 Note

- ☐ This operation is available only for the user who has the Users Administrator right.
- ☐ Only Basic Authentication users can be added as the administrator.
- □ 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].

Users added as a user 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 builtin user, click [Set/Change Password] in the main window.

We recommend you 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 method used in ScanRouter System.

Note

☐ The authentication method used in each server product of ScanRouter System is selected when that product is installed. To change the selected authentication method, use the administration tool of that product.

Setting Contents of Authentication Method

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

𝚱 Note

- ☐ This operation is available only for the Authentication Service Administrator.
- ☐ 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.
- 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

Separate instances of Authentication Management Service are installed on servers.

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 Service 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 a Notes domain.

- Set own authentication
 Set Basic Authentication for the
 currently managing Authentica tion Management Service.
 In this case, you need to add Basic
 - Authentication users to the currently managing Authentication Management Service.
 - Click [Servers Utilizing Auth. Service] to see the list of servers referring to 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.

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 controller and the domain used for Windows Authentication (NT compatible).

Click [Servers Utilizing Auth. Service] to see the list of servers referring to this Windows Authentication (NT compatible) settings.

 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 name:], [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 "Accessing the domain to which the login user belongs" 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 see the list of servers referring to this Windows Authentication (native) settings.

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

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

Set own authentication
 Set Notes Authentication for the
 currently managing Authentica tion Management Service.
 Enter the information of Notes
 server to be accessed and the ac count information of access users
 into [Domain name:], [Domain name:],
 [Domain user name:], and [Password:].

- Click [Servers Utilizing Auth. Service] to see the list of servers that are browsing the settings of this authentication method.
- 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.

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 an e-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 the [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 [Add...], and then specify the user and e-mail address whose profile is registered in the [Profile Properties] dialog box.

- Only a user with the authentication method selected when log on to Authentication Manager is allowed to add profile.
- ☐ To use Windows Authentication (Native) or Notes Authentication, you can automatically get an email 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]**.

𝚱 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 e-mail address in the [Administer Profile] dialog box.

- ☐ 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 email address from each domain.

Managing Basic Authentication User

When the 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 resume the [Add/Delete User] dialog box.

Note

☐ A user 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. See p.52 "Importing Basic Authentication Users".

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.

Ø Note

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

Delete Users

Delete a Basic Authentication user or group.

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

☐ The minimum number of characters for user passwords specified here applies only to the user and password specified after the preference settings.

Exporting Basic Authentication Users

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 location to which the exported file will be stored and the name and format of CSV file you want to export.

CSV files exported in Authentication Manager format (Basic Auth. User Data File) can be corrected and reimported, or imported to Authentication Management Service of another server. CSV files exported in a format allowing operation with SmartDeviceMonitor for Admin (Device Account Data File) can be used as user information for connected devices.

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

Importing Basic Authentication Users

You can import Basic Authentication users from CSV files. You can also import a CSV file 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.

For details of 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 Authentication Management Service information is corrupted, you can use backup data to recover Authentication Management Service.

∰Important

☐ When performing a backup or restore operation, be sure to check that no user is connected to Authentication Manager.

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.

p.55 "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

User Administrator

Basic Authentication information

𝚱 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 or native)
 - Installation folders or files of Authentication Manager
 - Installation folders and files of Web servers (IIS or Apache)
 - Registry information

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] dialog box. If a password is assigned to the backup data, enter the password.

#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 backup
 - 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 builtin 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 back-up.
- 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.

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].

Ø Note

Before deleting a scheduled task, be 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 be suspended, and then click [Suspend/Resume].

Resume

In the [Backup Schedules] dialog box, select the schedule to be resumed, 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.

Ø Note

☐ Before editing a scheduled task, be sure to suspend the scheduled task to be edited.

5. Administrator Settings of ScanRouter Web Navigator

System Settings

A ScanRouter Web Navigator administrator can make basic settings for using ScanRouter Web Navigator through a Web browser.

The administrator can make settings from a server as well as a client computer.

The following system settings are available:

- User Management Settings
- Logo Settings
- Search Engine Settings
- Administrator Work Links Layout Settings
- MIME Type Settings
- After-Delivery Document Settings
- 1 Log on to ScanRouter Web Navigator from Web browser as a user who has ScanRouter Web Navigator administrator rights.

The main page of ScanRouter Web Navigator appears.

- **𝚱** Note
- ☐ If a user has an administrator right for ScanRouter Web Navigator, but he/she is not added as a user on the user management settings from the administrator settings of ScanRouter Web Navigator, the [Administrator Settings] page appears instead of the main page. In this case, proceed to step ②.
- 2 Click , the settings button in the header is displayed.

The **[Settings]** page is displayed.

- Click [Administrator Settings].

 The [Administrator Settings] page appears.
- 4 Click [System Settings] to make appropriate settings on the [System Settings] page.

User Management Settings

To use ScanRouter Web Navigator, the user must be registered by the ScanRouter Web Navigator administrator. Only users managed by Authentication Management Service can be registered.

To perform user management operations such as adding a new user, deleting a user, or changing user information, click [User Management Settings] in [System Settings].

The following information items can be set for registered users:

- Displaying or hiding functions
 Make settings for availability of
 functions by displaying or hiding
 them.
- Personal cabinet
 Select whether personal cabinets
 are created and managed for each
 user. When you create personal
 cabinets, specify the upper limit of
 cabinet size, language, and default
 settings of subdata used when
 adding documents to personal
 cabinets.

☐ If you add a user who is allowed to create a personal cabinet, you cannot delete his/her personal cabinet only. To delete a personal cabinet, first delete the user who is the owner of the cabinet.

Logo Settings

You can change the logo in the upper left corner of ScanRouter Web Navigator to a different logo, if you wish.

Click [Logo Settings] in [System Settings] to assign an image file to the logo.

After changing the logo, you can restore to the installation default of ScanRouter Web Navigator.

Ø Note

- ☐ You can use only GIF or JPEG files for the image file.
- ☐ Recommended size of image file: 295 x 27 dots.

Search Engine Settings

With ScanRouter Web Navigator, you can search not only personal cabinets and connected document server cabinets, but also Internet sites retrievable by various search engines.

Click [Search Engine Settings] in [System Settings] to specify the search engines displayed in the search location list.

Administrator Work Links Layout Settings

Use ScanRouter Web Navigator to register shortcuts or bookmarks on the Work Links page so you can swiftly locate cabinets, folders, documents in in-trays, Website bookmarks, and network devices. Also, register functions such as searching and local file operations on the Work Links page so users can use those functions from there.

The Work Links page provides icon and group areas where you can arrange shortcuts, bookmarks, and functions such as searching and local file operations in an ordered layout.

A ScanRouter Web Navigator administrator can specify the administrator icon area and administrator group area to appear on the Work Links page that is common to all.

In [Administrator Work Links Layout Settings] under [System Settings], click [Administrator Icon Area Setting] or [Administrator Group Area Settings], and set a specific layout for each area.

MIME Type Settings

You can make settings for correspondence between the file extension of section data and MIME type. When a user displays section data using a Web browser, the data type is recognized using MIME type information corresponding to the file extension specified here.

Click [MIME Type Settings] in [System Settings] to specify the MIME type corresponding to a specific file extension.

Document Settings After Delivery

Specify the default settings for the original document processing after it is delivered from an in-tray.

In [Document Settings after Delivery] of [System Settings], select the default settings of original documents from [Save original], [Delete original], and [Select after each delivery].

Service Settings

To use ScanRouter Web Navigator in conjunction with various other services, make connection settings for each service

If a service is managed under more than one server, you can make more than one setting for it.

You can make settings for the following services:

Delivery Service

Make delivery server settings to allow users to specify delivery destinations (register in-trays), edit destinations, and deliver documents using ScanRouter Web Navigator connected to the Delivery Service.

To use more than one destination for delivery registered on several delivery servers and edit destinations on more than one server make settings for multiple Delivery Services. If you have set more than one Delivery Service, a user can select a Delivery Service from multiple services when setting services and delivery destinations. You can also register in-trays from multiple servers when setting connection destination.

• Conversion Service

Make conversion service settings to convert documents into image, PDF, or text (by OCR) files, and to archive documents from a client computer.

To use document conversion function, make settings for the conversion service and connect to a computer where ScanRouter Web Navigator ConversionOption is installed.

Make multiple service settings if you select and use a conversion server for multiple servers on which different applications are installed. User are then able to select a conversion service from multiple options when making service settings.

Document Management Service
 Make document management service settings to connect ScanRouter
 Web Navigator to a document
 management server and process
 documents stored on it.

Make multiple document management service settings if you connect to more than one document management server to process documents. If you make settings for more than one document management service, users are then able to select and register cabinets from multiple servers when setting connection destinations.

Note

☐ The Print Service is set by default when ScanRouter Web Navigator is installed. You cannot make changes to this setting.

- ☐ To set the Document Management Service and Delivery Service, properly set up ScanRouter DocumentServer (document management server) and ScanRouter (delivery server). Some versions of each product may require installing Document Management Connection Program on the document management server and Delivery Connection Program on the delivery server. For details about versions which require installing Document Management Connection Program and Delivery Connection Program, see Setup Guide of ScanRouter Web Navigator.
- ☐ To set the Conversion Service, you must purchase and install Scan-Router Web Navigator ConversionOption on the conversion server.
- 1 Log on to ScanRouter Web Navigator from Web browser as a user who has ScanRouter Web Navigator administrator rights.

The main page of ScanRouter Web Navigator appears.

Note

- ☐ If a user has an administrator right for ScanRouter Web Navigator, but he/she is not added as a user on the user management settings from the administrator settings of ScanRouter Web Navigator, the [Administrator Settings] page appears instead of the main page. In this case, proceed to step ②.
- 2 Click , the setting button in the header area.

The [Settings] page is displayed.

- Click [Administrator Settings].

 The [Administrator Settings] page is displayed.
- 4 Click [Service Settings] to make service settings on the [Service Settings] page.

New User Default Settings

You can make default settings for each page that appears when a new user logs in to ScanRouter Web Navigator.

You can make default settings for the following pages:

- Work Studio Page
- Work Folio Page
- Search Results List Page
- Calendar Display
- Viewer Display
- 1 Log on to ScanRouter Web Navigator from Web browser as a user who has ScanRouter Web Navigator administrator rights.

The main page of ScanRouter Web Navigator appears.

Note

- ☐ If a user has an administrator right for ScanRouter Web Navigator, but he/she is not added as a user on the user management settings from the administrator settings of ScanRouter Web Navigator, the [Administrator Settings] page appears instead of the main page. In this case, proceed to step ②.
- 2 Click , the setting button in the header area.

The **[Settings]** page is displayed.

- Click [Administrator Settings].
 The [Administrator Settings] page is displayed.
- 4 Click [New User Default Settings], and then make the default settings for each page on the [New User Default Settings] page.

6. Appendix

File Formats Used with ScanRouter Web Navigator

ScanRouter Web Navigator uses to handle the following file types:

Files Created by Applications

ScanRouter Web Navigator can handle files that have the extensions listed below. To use ScanRouter Web Navigator for the following operations, corresponding applications must also be installed on the ScanRouter Web Navigator server.

Type of Operation

- Print
- Send by Fax
- Create Thumbnail
- Create Display Data
- Create Content Text Search Data
- Convert to Image
- Convert to PDF
- Convert to Text (with OCR)

Note

- ☐ If the ScanRouter Web Navigator server is installed on a computer other than the one where the Conversion server is installed, applications required for Convert to Image, Convert to PDF, and Convert to Text (with OCR) must also be installed on the conversion server.
- ☐ To print or send by fax application data within a document management server or a delivery server from ScanRouter Web Navigator, the application used to create the data should be installed on the ScanRouter Web Navigator server. To create thumbnail, display, or content text search data, the application used to create the data must also be installed on the document management server and delivery server.

.txt

Microsoft[®] Word 2000, Microsoft[®] Word version 2002,or Microsoft[®] Word 2003 must be installed.

.doc (created using Microsoft[®] Word 97/Microsoft[®] Word 98/Microsoft[®] Word 2000/Microsoft[®] Word version 2002/Microsoft[®] Word 2003)

Microsoft® Word 2000, Microsoft® Word version 2002, or Microsoft® Word 2003 must be installed.

.rtf (created using Microsoft® Word 97/Microsoft® Word 98/Microsoft® Word 2000/Microsoft® Word version 2002/Microsoft® Word 2003)

Microsoft® Word 2000, Microsoft® Word version 2002, or Microsoft® Word 2003 must be installed.

.ppt (created using Microsoft® PowerPoint® 97/Microsoft® PowerPoint® 2000/Microsoft® PowerPoint® version 2002/Microsoft® PowerPoint® 2003)

Microsoft[®] PowerPoint[®] 2000, Microsoft[®] PowerPoint[®] version 2002, or Microsoft[®] PowerPoint[®] 2003 must be installed.

.xls (created using Microsoft[®] Excel 97/Microsoft[®] Excel 2000/Microsoft[®] Excel version 2002/Microsoft[®] Excel 2003)

Microsoft[®] Excel 2000, Microsoft[®] Excel version 2002, or Microsoft[®] Excel 2003 must be installed.

.pdf (created using Acrobat 4.0/5.0/6.0)

Adobe[®] Acrobat 4.0 or later must be installed (not for conversion to PDF). For conversion to PDF, Adobe Acrobat Distiller Server 5.0/6.0 must be installed on the conversion server.

𝚱 Note

□ Depending on the configuration of Windows and the status of an application, created thumbnail might be different to file images. For example, thumbnail background color will change according to the color scheme set on the [Appearance] tab in the [Display Properties] dialog box.

Image Files

For the following image files, thumbnails appear in the list pane ScanRouter Web Navigator personal cabinets. Only the file types listed below are treated as image files.

♦ BMP (Uncompressed)

Black & White (1 bit), 256 colors (8 bit), Grayscale (8 bit), Full Color (24 bit)

TIFF compliant to multi-pages (Uncompressed)

Black & White (1 bit), 256 colors (8 bit), Grayscale (8 bit), Full Color (24 bit)

◆ TIFF compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR, Huffman (MH))

Black & White (1 bit)

❖ TIFF compliant to multi-pages (JPEG (JFIF) -YCbCr) Grayscale (8 bit), Full Color (24 bit)

◆ TIFF Class F compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR)

Black & White (1 bit)

♦ JPEG (Normal, Progressive) Grayscale (8 bit), Full Color (24 bit)

◆ PNG

Black & White (1 bit), 256 colors (8 bit), Grayscale (8 bit), Full Color (24 bit)

ScanRouter Web Navigator Limitations and Restrictions

The following describes ScanRouter Web Navigator limitations and restrictions.

Numbers and sizes of registered items

Recommended numbers and sizes of personal cabinets, documents, and sections

- Number of personal cabinets Up to 500 per system
- Number of folders Up to 500 per cabinet
- Documents
 Up to 5000 per cabinet
- Number of sections Up to 300 per document
- Data size 100 MB per section
- Size of Content Text Search data Up to 10 MB per document

❖ Folder Restrictions

Restrictions on ScanRouter Web Navigator folders:

Folder name
 Up to 32 characters
 Names must be unique within a folder.

❖ Document Restrictions

Restrictions on document information set in ScanRouter Web Navigator

- Document name Up to 120 characters
- Creator Up to 37 characters

Section Restrictions

Restrictions on sections used in ScanRouter Web Navigator

• Section Name Up to 255 characters

Ø Note

- ☐ Restrictions on folder names, documents, and sections are as follows:
 - A name is required.
 - A blank character alone cannot be recognized as a name.
 - Blank characters before or after a name are automatically removed.

- A period character alone cannot be recognized as a name. A period cannot be added before or after a name.
- The following characters cannot be used in a name: \, /,:,*,?,",<,>, |

Troubleshooting

Problem	Causes and solutions
Login page does not	→Check that you entered a valid URL.
appear.	The URL of this service is normally as follows:
	To log on from a Web browser on a client computer http(s)://Web server DNS name:Port number/Virtual directory name/pc/Login?
	To log on from PDA http(s)://Web server DNS name:Port number/Virtual directory name/pda/Login?
	"pc", "pda", and "Login?" are case sensitive.
	→Check the settings of your Web browser are correctly made.
	For example, when you try to access a Web server on a LAN, you cannot gain access if your Web browser is set to use a proxy server.
	→Check the client computer is correctly set up for the network.
	If TCP/IP or DNS are not made correctly, you cannot gain access to a Web server.
	→Check the Web server is operating normally.
	The login page appears only when the ScanRouter Web Navigator server is properly installed on a computer and the Web server is in operation.
Document manage-	→Check the connection settings are made correctly.
ment server cabinet or in-tray does not appear in the tree pane.	On the setting page of ScanRouter Web Navigator, add a document management server cabinet and an in-tray in [Connection Settings].
Service settings can- not be made on the	→Check the document management server, delivery server, or conversion server is operating normally.
Administrator Set-	Check if each server is running normally.
tings page of Scan- Router Web Navigator.	→Check Document Management Connection Program, Delivery Connection Program, and ScanRouter Web Navigator ConversionOption are properly installed.
	Depending on your version of the document management server or delivery server, you cannot make service settings unless you have installed Document Management Connection Program on the document management server and Delivery Connection Program on the delivery server.
	₽ Reference
	For versions of ScanRouter DocumentServer and ScanRouter required for installing Document Management Connection Program and Delivery Connection Program, see <i>Setup Guide</i> .
	To install Conversion Service, you must purchase separately and install ScanRouter Web Navigator ConversionOption.

Problem	Causes and solutions
Characters become garbled when Netscape is used to view a text file.	→Check the character code of text is set to "SHIFT_JIS". Netscape is set by default to display UTF-8 character code; other character codes (such as SHIFT_JIS) do not display properly.
	If this is the case, click [Character Code] on the [View] menu, and then click [Universal] in [Auto-sense] to display the file correctly.
Do not know how to change the computer name, domain prefer- ences, or login ac- count of a ScanRouter Web Navigator serv- er.	Use the Environment Setting Tool to change name settings. To start the Environment Setting Tool, click [Start], and then click [Programs], [Scan-Router System], [Environment Setting Tool].

Dial-up Connection

When using dial-up-related devices, note the following:

When a Dial-Up Router is Connected to the ScanRouter Web Navigator Environment

∰Important

☐ If the ScanRouter Web Navigator server is connected when connection to the ScanRouter Web Navigator server via dial-up is set, the line may be connected and line charges accrue.

When using SR Web Navigator Manager on a client computer, make the proper settings for the document management server you are connecting to.

When you change the network environment settings, change the settings of the ScanRouter Web Navigator server also, using SR Web Navigator Manager on a client computer.

When Using Dial-Up Connection

If SR Web Navigator Manager or ScanRouter Web Navigator is used on the dialup connection computer, dial-up may be made through the ScanRouter Web Navigator server, depending on the setting.

#Important

☐ If a computer is configured to automatically connect to the Internet, the computer will connect to the Internet without displaying a confirmation message, and line charges may accrue. To avoid unnecessary dial-up connections, be sure to set display connection confirmation during operation. Also, check if any unnecessary dial-up connection is made when these software products are used.

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