DeskTopBinder V2 Professional Setup Guide

Preface

DeskTopBinder V2 Professional can integrate and manage diverse data such as files created by applications, image data entered by scanners, and existing image files.

There are two types of DeskTopBinder V2: DeskTopBinder V2 Professional and DeskTopBinder V2 Lite. This book explains how to set up DeskTopBinder V2 Professional (Version 2.XXX or later). For information about using DeskTopBinder V2 Professional, see *DeskTopBinder V2 Introduction Guide* and *DeskTopBinder V2 Help*.

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The product names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows[®] Me is Microsoft[®] Windows[®] Millennium Edition (Windows Me).
- The product names of Windows NT[®] 4.0 are as follows: Microsoft[®] Windows NT[®] Server 4.0 Microsoft[®] Windows NT[®] Workstation 4.0
- The product names of Windows[®] 2000 are as follows: Microsoft[®] Windows[®] 2000 Advanced Server Microsoft[®] Windows[®] 2000 Server Microsoft[®] Windows[®] 2000 Professional
- The product names of Windows[®] XP are as follows: Microsoft[®] Windows[®] XP Professional Microsoft[®] Windows[®] XP Home Edition

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1. Getting Started

Operating Environment

System Requirements

Before installing DeskTopBinder V2 Professional, make sure your computer meets the following system requirements:

Computer

PC/AT compatible computer

• One of the following operating systems:

Microsoft Windows 95 Operating System Release 2 or later

Microsoft Windows 98

Microsoft Windows 98 Second Edition

Microsoft Windows Millennium Edition

Microsoft Windows NT Workstation 4.0 Service Pack 5 or later

Microsoft Windows NT Server 4.0 Service Pack 5 or later

Microsoft Windows 2000 Server Service Pack 1 or later

Microsoft Windows 2000 Professional Service Pack 1 or later

Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

• CPU

Pentium 133 MHz or faster (Pentium II 266 MHz or faster recommended)

RAM

48 MB or more

(64 MB or more recommended)

• Hard Drive Space Available

50 MB or more (200 MB recommended)

Display

High Color (64,000 Colors), 800×600 pixel or more

• Connecting System

ScanRouter V2 Lite V1.0.4.0 or later

ScanRouter V2 Professional V1.0.4.0 or later

ScanRouter Enterprise

ScanRouter DocumentServer

Easy Scanning

For information about devices that support easy scanning, see the Compatible Device List.

• Easy Printing

For information about easy printing, see the Readme file.

𝒜 Note

☐ System requirements may differ depending on the connected devices. For more information, see the manual for each device.

 \Rightarrow p.9 "Dial-up Related Devices".

Files Created by Using Document Editing Applications

DeskTopBinder V2 Professional can manage files with the extensions below. For you to use these files with DeskTopBinder V2 Professional, the respective applications must be installed.

.txt

Notepad must be installed.

.doc (a file created by using Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)

Microsoft[®] Word 97, Microsoft[®] Word 98, Microsoft[®] Word 2000, or Microsoft[®] Word version 2002 must be installed.

.rtf (a file created by using Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)

Microsoft[®] Word 97, Microsoft[®] Word 98, Microsoft[®] Word 2000, or Microsoft[®] Word version 2002 must be installed.

❖ .ppt (a file created by using Microsoft® PowerPoint® 97, Microsoft® PowerPoint® 2000, or Microsoft® PowerPoint® version 2002)

Microsoft[®] PowerPoint[®] 97, Microsoft[®] PowerPoint[®] 2000, or Microsoft[®] PowerPoint[®] version 2002 must be installed.

.xls (a file created by using Microsoft[®] Excel 97, Microsoft[®] Excel 2000, or Microsoft[®] Excel version 2002)

Microsoft[®] Excel ⁹⁷, Microsoft[®] Excel ²⁰⁰⁰, or Microsoft[®] Excel version ²⁰⁰² must be installed.

.pdf (a file created by using Acrobat 3.0/4.0/5.0)

Adobe® Acrobat 4.0 or later must be installed.

Ø Note

- ☐ According to the configuration of Windows and the status of an application, the thumbnail created might be different. For example, the thumbnail's background color will change according to the color scheme on the [Appearance] tab of the [Display Properties] dialog box.
- ☐ For files with a format not supported by DeskTopBinder V2 Professional, operations from DeskTopBinder V2 Professional may not be performed properly.

2. Installing DeskTopBinder V2 Professional

Installing

DeskTopBinder V2 Professional is registered as a Windows application program. Before starting installation, make sure all other applications are closed.

Preparation

When installing DeskTopBinder V2 Professional on a computer where DeskTopBinder (the previous version of DeskTopBinder V2 Professional) is installed, you can choose either of the options below. For more information about installing DeskTopBinder V2 Professional on a computer where DeskTopBinder is installed, see the Readme file.

Overwrite

DeskTopBinder folders and documents are automatically converted to DeskTopBinder V2 Professional folders and documents. The blue green notes attached on DeskTopBinder documents change to pink notes after conversion.

Not Overwrite

If you need to use the function of DeskTopBinder below, do not overwrite and have both programs coexist.

• Connection with ScanRouter/ScanRouter Professional (the previous version of ScanRouter V2)

When installing DeskTopBinder V2 Professional on a computer where Scan-Router-Browser (the previous version of DeskTopBinder V2 Lite) is installed, you can choose either of the options below. For more information about installing DeskTopBinder V2 Professional on a computer where ScanRouter-Browser is installed, see the Readme file.

Overwrite

ScanRouter-Browser folders and documents are automatically converted to DeskTopBinder V2 Professional folders and documents.

Not Overwrite

If you need to use the function of ScanRouter-Browser below, do not overwrite and have both programs coexist.

Connection with ScanRouter/ScanRouter Professional (the previous version of ScanRouter V2)

𝚱 Note

- ☐ DeskTopBinder V2 Professional cannot coexist with a different version of DeskTopBinder V2 Lite, DeskTopBinder V2 Professional, or Job Binding. Before installing DeskTopBinder V2 Professional, uninstall these applications. The data used in the previous application can be saved and inherited by DeskTopBinder V2 Professional.
- ☐ Depending on your computer environment, updating of RICOH File Writer may start when Windows is restarted. When DeskTopBinder V2 Professional has been installed under Windows NT, Windows 2000, or Windows XP, log on Windows with the same account used to install DeskTopBinder V2 Professional as instructed in the message that appears when restarting Windows.
- ☐ If DeskTopBinder V2 Professional is installed on a computer where Scan-Router V2 Lite/Professional is already installed, the E-mail function of Desk-TopBinder V2 Professional will be unavailable. To use the E-mail function, install DeskTopBinder V2 Professional on another computer.
- ☐ To convert data to the PDF format and output it, installing Adobe®PhotoDe-luxe®Home Edition that comes with DeskTopBinder V2 Professional is recommended. This installation will add PDF Writer.
- ☐ To use DeskTopBinder V2 Professional under Windows NT, Windows 2000, or Windows XP, you must be a member of the Administrators or Power Users group. Only members of the Administrators group are allowed to install software.
- 1 The [DeskTopBinder V2 Professional Setup] dialog box appears.
- 2 Click [DeskTopBinder V2 Professional].

A confirmation dialog box appears.

- 3 Click [Yes].
- 4 Click [Next] on the dialog box that appears.
- **5** Check the license agreement, and then click [Yes].
- 6 Enter the user information, and then click [Next].

Enter the user name and company name.

7 Confirm the entered information, and then click [Yes].

If DeskTopBinder is installed in the client computer, the **[Choose Setup Type]** dialog box will appear.

- Select the installation method, and then click [Next].
- **9** Select the installation location, and then click [Next].

Note

☐ When a ScanRouter V2 product is already installed, the installation location cannot be changed. DeskTopBinder V2 Professional is installed as a common folder with the ScanRouter V2.

Specify the location of the documents that DeskTopBinder V2 Professional will manage, and then click [Next].

You can change the location of documents managed by DeskTopBinder V2 Professional, but generally leave them as they are and use the RDCab folder, the stored location folder.

In the RDCab folder, the PL folder is created. The RDCab folder must be created in the built-in hard drive of client computers where DeskTopBinder V2 Professional is installed.

Note

- ☐ If DeskTopBinder V2 Lite or DeskTopBinder V2 Professional was installed on a client computer, the save location used in DeskTopBinder V2 Lite or DeskTopBinder V2 Professional will be displayed as the default. If you want to continue using the cabinet used with DeskTopBinder V2 Lite or DeskTopBinder V2 Professional, do not change the save location.
- Confirm the setup details of the installation location, and then click [Next].

 A registration confirmation dialog box for Auto-addition Tool startup appears.
- Click [Yes] to use the tool as a terminate-and-stay-resident tool or click [No] to start it from the application.
- Click [Finish].
- 11 The installation of ScanRouter V2 Link continues.
- 15 Restart the computer.

If Auto-addition Tool is registered for startup, a confirmation dialog box for starting Auto-addition Tool appears when you restart the computer.

Click [OK].

The [Auto-addition Tool Properties] dialog box appears.

Make the necessary settings, and then click [OK].

Functions of Job Binding

Functions of Job Binding have been integrated into DeskTopBinder V2 Professional (Ver 2.XXX or later). Previous Job Binding data can also be inherited. To use Job Binding, add this function using Network in **[Extended Features]** from the **[Tools]** menu. Printing time can be shortened by adding print files created with the printer driver as Job Binding documents. Documents printed frequently without editing are better suited for Job Binding documents.

- ☐ Job Binding is enabled only when the RPCS printer driver is installed.
- ☐ When Job Binding (RPCS printer) data is inherited, thumbnail creation may take time.

Auto-addition Tool

Auto-addition Tool is installed at the same time DeskTopBinder V2 Professional is installed. Auto-addition Tool automatically adds files saved in a specific Windows folder into a DeskTopBinder V2 Professional folder as documents. Auto-addition Tool can also be started from the Windows **[Start]** menu.

ScanRouter V2 Link

ScanRouter V2 Link is installed at the same time DeskTopBinder V2 Professional is installed. ScanRouter V2 Link monitors the in-trays of the delivery server and notifies you when documents are delivered. The DeskTopBinder V2 Professional My Work Folder can automatically take charge of these documents.

Installing RICOH File Writer

RICOH File Writer is a printer driver that is required to convert electronic documents into image data files such as TIFF files.

Normally, RICOH File Writer is automatically installed with DeskTopBinder V2 Professional, however, automatic installation may fail depending on your Windows configuration. If this happens, a message appears at the completion of the DeskTopBinder V2 Professional installation. Follow the instructions in the message and use the procedure below to install RICOH File Writer from the RICOH File Writer folder on the CD-ROM with Add Printer.

This installation procedure applies to the printer driver that is supported by Windows 95, Windows 98, or Windows Me. For Windows NT, Windows 2000, and Windows XP, RICOH File Writer is installed automatically.

- 1 Click [Start], and then point to [Settings].
- 2 Click [Printers].

The [Printers] window appears.

3 Double-click [Add Printer].

Add Printer Wizard starts.

- 4 Click [Next].
- **5** Select [Local Printer], and then click [Next].
- 6 Click [Have Disk].
- Select "Oemsetup.inf" in the RFWriter folder on the CD-ROM, and then click [OK].
- Select [RICOH File Writer], and then click [Next].

A dialog box for port settings appears.

9 Select [RICOH File Writer].

Follow the Add Printer Wizard instructions for operation.

Settings after Installation

To add Extended Features of DeskTopBinder V2 Professional after the installation of DeskTopBinder V2 Professional, select [Extended Features] from the [Tools] menu of DeskTopBinder V2 Professional. Inputting/outputting/converting documents and addition of Job Binding and ScanRouter V2 as network devices are possible.

Uninstalling

Even if you uninstall DeskTopBinder V2 Professional, the document location folder (usually the PL folder within the RDCab folder) will not be deleted. The document section files will not be deleted and remain in the document location folder.

Note

- ☐ Even if you uninstall DeskTopBinder V2 Professional, ScanRouter V2 Link will not be uninstalled. To uninstall, select in step **5**.
- ☐ If a client computer has only DeskTopBinder V2 Professional installed, there will not be any problems even if the RDCab folder is deleted after the uninstallation of DeskTopBinder V2 Professional. However, if other software such as ScanRouter V2 is installed (in the same computer) and the same save location as DeskTopBinder V2 Professional was used, do not delete the RDCab folder. If you want only the DeskTopBinder V2 Professional data deleted, delete the PL folder in the RDCab folder.
- ☐ An empty menu item may remain in the **[Start]** menu depending on the installation and uninstallation order of DeskTopBinder V2 Professional and Scan-Router V2 Link. In this case, delete the menu item manually.
- 1 Start Windows.
- 2 Click [Start], and then point to [Configuration].
- Click [Control Panel].
- 4 Double-click [Add/Delete Application].
- **5** Select [DeskTopBinder V2 Professional].
- 6 Click [Add/Delete] or [Change/Delete].
- Click [Delete] on the display that appears, and then click [Next]. A confirmation dialog box appears.
- 8 Click [OK].

3. Appendix

Dial-up Related Devices

When a Dial-up Router Is Connected in the Network Environment Where ScanRouter V2 Is Used

Properly configure the network delivery server or other network devices with DeskTopBinder V2 Professional.

In addition, also configure with ScanRouter V2 Link.

If the network environment is changed, reconfigure the network delivery server and other network devices with DeskTopBinder V2 Professional and ScanRouter V2 Link.

∰Important

☐ When the delivery server or other network devices are connected via a dialup router, there are communication fees when you connect to the network lines.

When Using a Dial-up Network Computer

When you use DeskTopBinder V2 Professional or ScanRouter V2 Link on a dialup network computer, depending on the configuration, the computer will connect to the dial-up network when scanning using a TWAIN scanner or connecting to a delivery server or Document Server.

#Important

☐ If a computer is configured to automatically connect to the Internet, the computer will connect without a confirmation dialog box appearing, and communication fees will be charged. To prevent wasteful dial-up network use, configure the network confirmation box to appear. In addition, when using the previously mentioned software, make sure that wasteful connecting is not occurring.

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Some illustrations or explanations in this guide may differ from your product due to improvements or changes in the product.

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