# DeskTopBinder V2 ScanRouter V2 Link

Guide

#### **Preface**

ScanRouter V2 Link can monitor in-tray in the delivery server (ScanRouter V2 Professional/ScanRouter V2 Lite) in the network and notify of documents received from a network device in a client computer. Also, ScanRouter V2 Link can automatically receive the received documents by the client computer and delete them from the delivery server.

This manual explains how to use ScanRouter V2 Link. For information about how to use ScanRouter V2, see the ScanRouter V2 Management Guide or Help of ScanRouter V2.

Network devices used in the illustrations of this guide are examples only. As such, they may differ from actual network devices.

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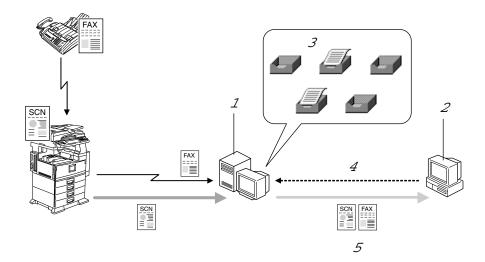
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## Introduction

ScanRouter V2 Link can monitor in-trays in the delivery server (ScanRouter V2 Professional/ScanRouter V2 Lite) in the network and notify of documents received from a network device in a client computer. Also, ScanRouter V2 Link can automatically receive the received documents sent by the client computer and delete them from the delivery server. You can set to save automatically received documents as below.

- The documents are saved in a specified location. The documents can be displayed by launching a specified application.
- If ScanRouter V2 Link and DeskTopBinder V2 are installed in the same machine, the documents are added in the **[My Work Folder]** of DeskTopBinder V2. The documents can be displayed by DeskTopBinder V2.



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- 1. Delivery server
- 2. Client computer
- 3. Received in in-tray
- 4. Monitoring
- **5.** Auto-Receiving/Notification

#### **𝚱** Note

- ☐ In the WAN environment, do not use ScanRouter V2 Link installed in a client computer. Depending on the network, timeout may occur and documents cannot be delivered normally during connection.
- ☐ Set up an environment correctly when the ScanRouter V2 Administration Utility, DeskTopBinder V2, or ScanRouter V2 Link is used in the dial-up connection computer. ⇒ p.6 "Dial-up-related Device"

Fax documents received from a facsimile can be used for ScanRouter V2 Professional only.
Processing is delayed when "Grayscale" or "Color" is set as the read condition in the network device, when 600 dpi is set as the resolution, or when large images are being read. If you are using these types of images frequently, we recommend that you increase your computer's CPU, memory, and hard disk capacity.

# 1. Launch and Exit

## Launch

1 Click [Start] and point to [Programs] and [DeskTopBinder V2] to select [Scan-Router V2 Link].

The "ScanRouter V2 Link Properties" dialog box appears.

2 Select [OK].

"ScanRouter V2 Link Properties" dialog box is closed, and the icon 🔊 for ScanRouter V2 Link is displayed on the task tray.

# **Exit**

1 Right-click the icon 🔊 for ScanRouter V2 Link on the task tray, and click [Exit].

ScanRouter V2 Link exits.

# 2. Various settings

# **Setting in-trays**

After installation, set in-trays to control. You can monitor multiple in-trays.

1 Click [Start] and point to [Programs] and [DeskTopBinder V2] to select [Scan-Router V2 Link].

The "ScanRouter V2 Link Properties" dialog box appears.

- Note
- ☐ To display the "ScanRouter V2 Link Properties" dialog box from an already launched ScanRouter V2 Link, right-click the icon ♠ of ScanRouter V2 Link on the task tray to select [Properties].
- 2 Select [Add] beside the [In-Trays to control:].

The "In-Tray Settings" dialog box appears.

- **3** Specify the in-trays to control.
  - 1 Enter the IP address of the delivery server in [Delivery Server].
    - **𝚱** Note
    - ☐ You can select the delivery server from the displayed "Select Delivery Server" dialog box by clicking [Browse]. When the delivery server name is selected on the "Select Delivery Server" dialog box, an IP address is displayed on the "In-Tray Settings" dialog box.
  - 2 Select [Browse] on the right of [In-Tray].

The "Add In-Tray to Control" dialog box appears.

- 3 Click to select the name of the in-tray from the in-tray list which is displayed on the "Add In-Tray to Control," and select [OK].
- 4 Enter the password for the in-tray, which was entered in [In-Tray], in [Password].
  - Note
  - ☐ Ask the delivery server administrator about the password to be entered.
- 4 Set how to process the document on the in-tray.
  - Check [Monitor In-Tray] to monitor the in-tray periodically.

    Check [Auto-receive from In-Tray] to automatically receive the document on the in-tray.
  - 2 To save the automatically received document in the specified location, select [Save as Windows file], and enter the location in [Save in:].
    - By selecting [Add as DeskTopBinder V2 document], you can add the automatically received document in [My Work Folder] of DeskTopBinder V2.

#### **𝚱** Note

- ☐ By clicking **[Browse]**, you can select the save location from the tree display.
- ☐ You can select [Add as DeskTopBinder V2 document] only when DeskTopBinder V2 was already installed in the same computer as for ScanRouter V2 Link.

# **5** Set the format of saving documents.

Select the format from the pull-down menus for [Black & White:] and [Gray-scale/Color:].

#### **₽** Reference

For more information about formats, see p.12 "File Formats".

## 6 Select [OK].

You have finished setting up the in-tray for monitoring.

If multiple in-trays are monitored, repeat Steps 2 to 6 to add extra in-trays.

## **Dial-up-related Device**

### When the dial-up router is connected in an environment in which ScanRouter V2 is used

Take the following precautions when using dial-up devices. If the network environment is changed, perform the settings again.

In order to set up the delivery server, make settings for the following:

- ScanRouter V2 Administration Utility
- ScanRouter V2 Link
- DeskTopBinder V2

Settings for network devices are made through [Set I/O Device] in ScanRouter V2 Administration Utility.

#### Note

☐ Some network devices do not require the setting of I/O devices.

### **#Important**

☐ If the delivery server is connected when a connection to the delivery server via the dial-up router is set, the line may be connected and telephone charges may be accrued.

#### When you use a dial-up connection computer

When the ScanRouter V2 Administration Utility, DeskTopBinder V2, or Scan-Router V2 Link is used in the dial-up connection computer, a dial-up connection may be made due to the connection to the delivery server, depending on the setting.

## ∰Important

□ When you set your computer to automatically connect to the Internet, without displaying the dialog box for confirming the connection, the line is connected and telephone charges accrue. To avoid the unnecessary dial-up connection, be sure to set to display connection confirmation during operation. Also, check if the unnecessary dial-up connection is made when these software products are used.

# Setting Monitoring and Notification method:

Set how to notify of in-tray monitoring intervals and how to notify the result of monitoring.

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- ☐ This setting applies to all in-trays to be monitored.
- Select the [Monitoring] tab on the "ScanRouter V2 Link Properties" dialog box.
- 2 Set [Monitoring interval:] and [Notification method:].

If [Monitor Tray] on the "In-Tray Settings" dialog box is not selected, setting [Monitoring interval:] will be invalid.

#### **𝚱** Note

- ☐ You can select which of the following three notification methods are used.
  - Pop-up message window
  - Sound
  - Flashing icon

## 3 Select [OK].

You have finished setting the monitoring and notification method.

# 3. Confirmation and Receipt of Documents

# Manual Confirmation and Automatic Receiving

# 1 Double-click the icon 🔊 for ScanRouter V2 Link on the task tray.

Or, right-click the icon for ScanRouter V2 Link on the task tray to select **[Receive]**. If there are no documents on the in-tray, the "No corresponding data after %s. (the date when you previously double-clicked the icon for ScanRouter V2 Link)" message appears. When there is a document on the in-tray, the following are displayed depending on the setting on the "ScanRouter V2 Link Properties" dialog box.

#### Save as Windows file

Received documents are saved in the specified location and deleted from the intray. After the documents are saved in the specified location, the "Data Received" dialog box appears. You can display the documents by specifying an application.

## Add as DeskTopBinder V2 document

Received documents are added as ScanRouter V2 documents and deleted from the in-tray. After the documents are added in **[My Work Folder]** for DeskTopBinder V2, the "Data Delivered" dialog box appears. You can launch DeskTopBinder V2 by clicking **[Launch DeskTopBinder V2]**.

## **Notification Only**

After receipt is confirmed, notification is given via the selected method.  $\Rightarrow$  p.8 "Setting Monitoring and Notification method:"

No received documents are deleted from the In-Tray. You can launch DeskTop-Binder V2 to display the documents by clicking **[Launch DeskTopBinder V2]** on the "Data Delivered" screen.

### Note

☐ To confirm the contents of the in-tray, you must add the delivery server for ScanRouter V2 to the connection destination in advance when the functionality of DeskTopBinder V2 is extended.

# Automatic Confirmation and Automatic Receiving

When you set to monitor the in-tray, ScanRouter V2 Link automatically monitors the in-tray at each set time. When there is a document on the in-tray, the following are displayed depending on the setting on the "ScanRouter V2 Link Properties" dialog box.

#### Save as Windows file

Received documents are saved in the specified location and deleted from the intray. When a notification with pop-up is set, the "Data Received" dialog box appears. You can display the documents by specifying an application.

## Add as DeskTopBinder V2 document

Received documents are added in **[My Work Folder]** for DeskTopBinder V2 and deleted from the in-tray. When a notification with pop-up is set, the "Data Delivered" dialog box appears. You can launch DeskTopBinder V2 by clicking **[Launch DeskTopBinder V2]**.

## **Notification Only**

After receipt is confirmed, notification is given via the selected method.  $\Rightarrow$  p.8 "Setting Monitoring and Notification method:"

No received documents are deleted from the In-Tray. You can launch DeskTop-Binder V2 to display the documents by clicking **[Launch DeskTopBinder V2]** on the "Data Delivered" screen.

### Note

☐ To confirm the contents of the in-tray, you must add the delivery server for ScanRouter V2 to the connection destination in advance when the functionality of DeskTopBinder V2 is extended.

# 4. Appendix

# **Troubleshooting**

Problem	Cause/Action
Cannot receive documents.	Check if the service of the delivery server stops using the ScanRouter V2 Administration Utility. Also, check if the same in-tray is monitored by multiple client computers.
It takes time to receive data with a network device.	Check the value of "Monitoring interval:" in the monitoring tab on the Properties dialog box in ScanRouter V2 Link. Do not make the size of data large by reducing the resolution of documents for scanning.
	Ø Note
	☐ It may take time to receive data depending on the processing capability of the computer (e.g., the memory of computer is small).
If you connect from ScanRouter V2 Link to delivery server, the message "Unable to connect to the delivery server." appears.	The names of the delivery server and client PC may not be correctly resolved.
	Check that the DNS settings and the contents of the host file correspond.
	If the names are not correctly resolved, add the name of the delivery server to the Hosts file.

## File Formats

Documents are received by either of the file formats below depending on the setting.

#### Note

- ☐ When originals are read by the network device, ScanRouter V2 Link handles documents in which "Text," "Text/Photo," or "Photo" is specified as the type of originals and documents received by fax as a Black & White image.
- ☐ When documents handled as a Grayscale/Color image are read by the network device, "Grayscale" is specified as the type of manuscripts.
- ☐ In the case of multiple-page documents, one file is created for each page because Multi-page option is not available for Grayscale/Color images.

#### ♦ TIFF/TIFF-F

File formats used to save bitmap images. These formats are used for Black & White, Grayscale, and Color images.

One file is created for a single-page image in TIFF, and one file for multiple-page images in Multi-page TIFF and TIFF-F.

You can select the TIFF Compression Format as MH, MR, or MMR. In general, the order is MH, MR, MMR from low to high compression ratios (depending on the image).

#### ❖ PDF

This file format can be opened with Adobe Acrobat Reader. Multi-page images can be saved in one file with this file format.

#### ❖ JPEG

This method can compress image data with consistent quality.

## File Name of Documents

When you select "Save as Windows file" in "Save as/Add as:" on the "In-Tray Settings" dialog box, the following name is used for the received documents:

#### Document name nnn.xxx

- nnn
  - Page number for documents when they are received as a file in the single-page format. The page number is fixed to 001 when documents are received as a file in the multiple-page format.
- xxx
   Extension of each file format

#### Note

- ☐ If the same documents are received in the multiple-page format, the first name in the page group is used.
- ☐ Using Scan Router V2, documents delivered from client computer, which Scan Router V2 Lite or Web Document Viewer is installed, the file name of document is section\_nnn.xxx (nnn is the section number)

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