Professional

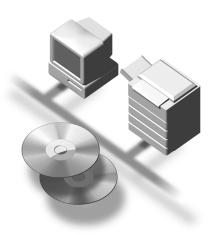# ScanRouter

OPERATING INSTRUCTIONS
SETUP & ADMINISTRATOR REFERENCE

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

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

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

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Note

The proper names of Windows operating system are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows NT® Server network operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

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1.Setup

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Overview

ScanRouter Professional is the paperless document delivery system, which enables you to transmit and integrate messages (scanned or fax documents) through the network. The main features of ScanRouter Professional are as follows:

❖ **Delivering Documents**
Documents scanned with the machine or received by fax can be delivered to the selected destination by mail.

✐ **Note**
❒ The term "machine" as described in this manual refers to the diverse delivery device for which this application was designed.

TNSX031E

A. ScanRouter Professional Station
B. Mail Server
C. Client
D. Delivered by mail

✐ **Note**
❒ Scanned documents are forwarded to ScanRouter Professional Station through the network.
❒ Fax documents are forwarded to ScanRouter Professional Station through the RS232 cable.

❒ With ScanRouter Professional, you can make a delivery to the following mail servers by setting for the receiver's mail environment.
- POP/SMTP Server
- Microsoft Mail Server
- Microsoft Exchange Server
- Lotus Notes Server

❒ Documents are delivered in one of the following file formats as image data.
- TIFF
- TIFF-F
- DCX
- PDF
- JPEG
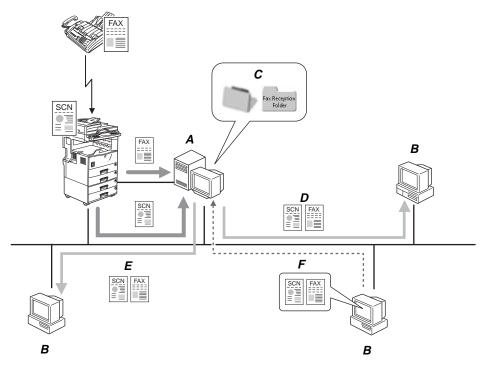
❖ **Receiving/Opening Documents**

Documents scanned with the machine and documents received by fax can be saved in ScanRouter Professional Station, and can be displayed from the client computer.

- Saved documents can be received using ScanRouter Client Software and can be viewed with the appropriate application.

- Saved documents can be viewed using the WWW browser. The documents can be also downloaded.

📎 **Note**

❒ For more information about operations from the client computer, see the "Client Reference".

TNSX041E

A. ScanRouter Professional Station
B. Client
C. Saved in Folders
D. Received using Client Software
E. Downloaded using the WWW browser
F. Viewed using the WWW browser

❖ **WWW Browser Operations (ScanRouter for Admin)**

ScanRouter Professional Station settings can be made using the WWW browser. You can use this function from a computer on the network, without installing an exclusive application in the computer.

Setup Order

To deliver scanned documents from the machine or fax documents with Scan-Router Professional, follow the procedure below.

① ScanRouter Professional Station Setup
Configure the computer to be used as ScanRouter Professional Station; install ScanRouter Professional Station Software, and configure the delivery settings for documents forwarded from the machine.⇒ P.5 *"Setup"*

② Machine Settings
Configure the delivery settings for scanned or fax documents to be delivered to ScanRouter Professional Station. For information about settings, see "Scanner & Fax Reference".

1. Setup

System Requirements

To use a computer as ScanRouter Professional Station, the computer must meet the following system requirements.

Computer

> ❂ **Limitation**
> ❒ You cannot install ScanRouter Professional Station Software in a computer where ScanRouter Station Software is already installed.
> ❒ Do not install this application in a computer used as a mail server, Web server, database, and so on.

❖ **CPU**
Pentium 233MHz minimum

❖ **Operating Systems**

- Microsoft Windows NT Workstation 4.0 operating system Version 4.0

- Microsoft Windows NT Server network operating system Version 4.0
Both of the above operating systems require installation of all the following software.
- Microsoft Windows NT Service Pack 4 or later (Service Pack 5 recommended)
- Microsoft Internet Explorer 4.01
- Microsoft Windows NT Option Pack 4

✏ **Note**
❒ If installing this application in a Windows NT Server, we recommend that you install the application in a member server. Do not install this application in a primary domain controller or a backup domain controller.

❂ **Limitation**
❒ Do not install Microsoft Office 2000, Microsoft Outlook 2000 or Microsoft Internet Explorer 5.0 into the computer where ScanRouter Professional Station Software is installed. If these applications have been previously installed on the computer (even if they have been removed since then), Windows NT must be reinstalled before ScanRouter Professional Station Software is installed.
❒ Under Windows NT, this application does not support RISC based processor (MIPS R Series, Alpha AXP, Power PC).

❖ **RAM**
64MB minimum (128MB or more recommended)

❖ **Hard Disk Space**
At least 32MB of disk space is required for installation.
The computer needs at least 500MB of free disk space (2GB or more recommended) where the application is installed. This space is used for saving documents.
128MB or more disk space is required for virtual memory.

❖ **Protocols**
TCP/IP protocol

Mailing Environment

Mail Server

When you want to deliver documents by mail, one of the following mail servers is required.

- POP/SMTP Server
- Microsoft Mail Server
- Microsoft Exchange Server 5.0 or later
- Lotus Notes Server (Release 4.52 to 4.6)

Mail Software

The appropriate mail software for the destination mail server should be installed for delivery from ScanRouter Professional.

 Note
❒ The mail account for ScanRouter Professional Station is required for each mail software.

❖ **Required mail software**
Windows Messaging

 Note
❒ Windows Messaging can be installed from the Windows NT CD-ROM.

❖ **Required mail software depending on the mail server**
If you want to use one of the following mail servers, the appropriate mail software for that server is required in addition to Windows Messaging.
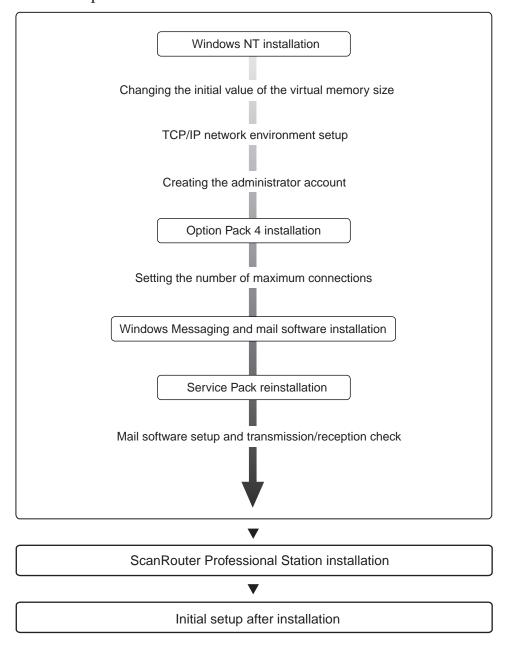
① Microsoft Exchange Server 5.0
One of the following clients is required.

- Microsoft Exchange Client 5.0

- Microsoft Outlook 97
- Microsoft Outlook 98

② Microsoft Exchange Server 5.5
One of the following clients is required.

- Microsoft Outlook 97
- Microsoft Outlook 98

③ Lotus Notes Server

- Lotus Notes Client (Release 4.52 to 4.6)

ScanRouter Professional Station Setup

Before installing ScanRouter Professional, you need to set up a computer as ScanRouter Professional Station.

Follow the steps below after Windows NT installation.

```
                        ┌──────────────────────────────┐
                        │    Windows NT installation     │
                        └──────────────────────────────┘

        Changing the initial value of the virtual memory size

                TCP/IP network environment setup

                  Creating the administrator account

                        ┌──────────────────────────────┐
                        │    Option Pack 4 installation    │
                        └──────────────────────────────┘

            Setting the number of maximum connections

        ┌──────────────────────────────────────────────┐
        │  Windows Messaging and mail software installation  │
        └──────────────────────────────────────────────┘

                        ┌──────────────────────────────┐
                        │     Service Pack reinstallation    │
                        └──────────────────────────────┘

      Mail software setup and transmission/reception check
```

ScanRouter Professional Station installation

Initial setup after installation

Windows NT Environment Settings

A **Install Windows NT 4.0.**

Install Windows NT in a computer which meets the system requirements as described on P.5 *"Computer"*.

Note

❒ If you want to install Windows NT Server as the operating system in a computer, do not install Internet Information Server (IIS) in advance. You will install Internet Information Server later, therefore, be sure not to install it at this time.

B **Log on as the Administrator.**

C **Change the initial value of the Windows NT virtual memory size to 128MB or higher by opening [System] of [Control Panel] and clicking the [Performance] tab.**

For details about the method of changing, see the Help of Windows NT.

D **Restart the computer.**

E **Log on as the Administrator.**

F **Configure the network environment settings.**

The TCP/IP protocol is required to use ScanRouter Professional. Get an IP address and configure the TCP/IP settings in Windows NT.

Reference

For more information about the TCP/IP settings, ask the network administrator.

Administrator Account Settings

Create the ScanRouter administrator account for Windows NT, and give the account Administrator permission. You can use an existing account, however, we recommend to create a new account, "ScanAdmin", to be used only by ScanRouter Professional.

The procedure for creating an account and setting the permissions is different depending on whether the station is a member of a domain.

Note

❒ This account is also used for starting ScanRouter Professional.

When a member of a domain

📖 **Preparation**

If you want to create a new account, ask the network administrator to create an account to be used only by ScanRouter Professional.

A Log on as a member of the Administrators group.

B Click [Start], point to [Programs], point to the [Administrative Tools (Common)] folder and click [User Manager] or [User Manager for Domains].

C Click to select the [Administrators] from the groups list, and then from the [User] menu, click [Properties].

The local group properties are displayed.

D Click [Add].

A list of the users and groups which belong to the domain is displayed in the **[Add Users and Groups]** dialog box.

E Click to select the ScanRouter Professional administrator name from the [Names] list, and then click [Add].

If the account is not displayed, check if the correct domain server is selected from the **[List Names From]** drop-down menu.

F After the ScanRouter Professional administrator name is added to the [Add Names] box, click [OK].

G Make sure that the ScanRouter Professional administrator has been added to the [Members] box, and then click [OK].

H Close User Manager.

When not a member of a domain

A **Log on as a member of the Administrators group.**

B **Click [Start], point to [Programs], point to the [Administrative Tools (Common)] folder and click [User Manager].**

C **From the [User] menu, click [New User].**

The **[New User]** dialog box appears.

D **Click to clear the [User Must Change Password at Next Logon] check box, and enter the other items.**

E **Click [Groups].**

F **Click to select [Administrators] from the [Not member of] list, and then click [Add].**

[Administrators] is added to the **[Member of]** list.

G **Click [OK].**

H **Click [OK], and then close the [New User] dialog box.**

I **Close User Manager.**

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Installing Option Pack 4

Before installing Option Pack 4, you need to install Service Pack 3 or later and Internet Explorer 4.01.

✒ Note

❒ You can select to install Service Pack 3 at this time, however, you must install Service Pack 4 or later afterwards.

❒ Service Pack, Internet Explorer 4.01 and Option Pack 4 are not provided with this product.

A **Install Service Pack 3 or later.**

B **Install Internet Explorer 4.01.**

C **Install Option Pack 4.**

✒ Note

❒ If you install Service Pack 4 or later in step **A**, the message informing you that the operation of Service Pack 4 is not guaranteed appears. However, you can continue installation.

❒ Select **[Custom]** as the type of installation, and be sure to install the following components depending on the operating system you are using.

- Windows NT Workstation

Components	Subcomponents	Sub-subcomponents
Personal Web Server (PWS)	Internet Service Manager	
	Personal Web Manager	
	World Wide Web Server	
Microsoft Data Access Components 1.5	Data Sources	Jet and Access(ODBC)
		Oracle
		SQL Server
	MDAC: ADO, ODBC, and OLE DB	MDAC Core Files: ADO, ODBC, and OLE DB
Microsoft Management Console		
NT Option Pack Common Files		
Transaction Server	Transaction Server Core Components	
Windows Scripting Host		

- Windows NT Server

Components	Subcomponents	Sub-subcomponents
Internet Information Server (IIS)	Internet Service Manager	
	World Wide Web Server	
Microsoft Data Access Components 1.5	Data Sources	Jet and Access(ODBC)
		Oracle
		SQL Server
	MDAC: ADO, ODBC, and OLE DB	MDAC Core Files: ADO, ODBC, and OLE DB
Microsoft Management Console		
NT Option Pack Common Files		
Transaction Server	Transaction Server Core Components	
Windows Scripting Host		

❒ You can install additional components not listed in the table above as required.

❒ When the message asking to select **[Upgrade Only]** or **[Upgrade Plus]** as the type of installation appears, select **[Upgrade Plus]**.

Maximum Connections Setting

Set the number of maximum simultaneous connections to the WWW service.

A **Log on as the ScanRouter Professional administrator.**

If logged on with another account, log off the station and then log on as the ScanRouter Professional administrator.

B **Click [Start], point to [Programs], point to [Windows NT 4.0 Option Pack], point to the WWW service folder, and then click [Internet Service Manager].**

C **Double-click the [Internet Information Server] folder and double-click the computer running ScanRouter Professional Station.**

D **Click to select [Default Web Site], and then click [Properties] from the [Action] menu.**

E **Click [Limited To] in the [Connections] group and enter the following number for the connections depending on the operating system you are using.**

- **Windows NT Workstation: 40**
- **Windows NT Server: 60**

If you exceed the limit value, a message will be displayed notifying that the setting is prohibited, however no problems will occur if you set the values cited above.

✎ Note

❒ Since each client unit uses four connections, up to 10 client units can simultaneously connect to ScanRouter Professional Station via the WWW browser when using Windows NT Workstations, and up to 15 client units when using Windows NT Server. Thus, configure the above-cited number of connections.

F **Click [OK].**

G **Close Internet Service Manager.**

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Installing the Mail Software

Install the mail software which is used for mail delivery. Windows Messaging must be installed.

⚠️**Important**

❒ Ask the administrators responsible for each mail system to create an account/ ID for ScanRouter Professional to deliver documents.

❒ The user must log on as the ScanRouter Professional administrator. If logged on with another account, mail delivery cannot be made correctly.

🖉 **Note**

❒ To deliver mail with Lotus Notes, Notes Client should be installed after installing Windows Messaging. If Notes Client has already been installed, uninstall the software before installing Windows Messaging. Be sure to make a backup of User ID file, desktop.dsk, and names.nsf, because these files will be required after the installation.

A Log on as the ScanRouter Professional administrator.

If logged on with another account, log off the station and then log on as the ScanRouter Professional administrator.

B Double-click the [Inbox] icon on the desktop.

C When the confirmation message appears, click [Yes], and then follow the instructions.

Windows Messaging is installed.

D Install the necessary mail software which is appropriate for the mail server being used.

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Reinstalling the Service Pack

After the mail software is installed, at this time install the Service Pack 4 or later.

🖉 Note

❒ After reinstalling the Service Pack, Windows Messaging will be updated.

Mail Software Settings and Transmission/Reception Check

If you want to deliver documents by mail, log on as the ScanRouter Professional administrator to configure the mail settings and to check for transmission/reception status.
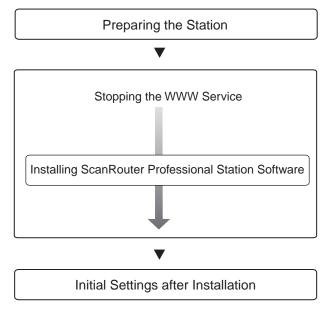
🖉 Note

❒ The user must log on as the ScanRouter Professional administrator.

❒ Select the account/ID for each mail system which is created for ScanRouter Professional.

❒ Settings depend on the mail software being used. For information about the settings, consult with the person responsible for the mail.

ScanRouter Professional Station Software Installation

This section describes ScanRouter Professional Station Software installation.

The installation is made with the following steps. Make sure that all preparations for the station have been completed before beginning the installation.

Preparing the Station

▼

Stopping the WWW Service

Installing ScanRouter Professional Station Software

▼

Initial Settings after Installation

Stopping the WWW Service

Stop the WWW service.

A **Log on as the ScanRouter Professional administrator.**

If logged on with another account, log off the station and then log on as the ScanRouter Professional administrator.

B **Click [Start], point to [Programs], point to [Windows NT 4.0 Option Pack], point to the WWW service folder, and then click [Internet Service Manager].**

C **Double-click the [Internet Information Server] folder and double-click the computer running ScanRouter Professional Station.**

D **Click to select [Default Web Site], and then click [Stop] from the [Action] menu.**

✐ Note

❒ You can also stop the service by clicking the ■ button on the taskbar.

E **Double-click the [Microsoft Transaction Server] folder and double-click the [Computers] folder.**

F **Click to select [My Computer], and then click [Shut Down Server Processes] from the [Action] menu.**

G **Exit Internet Service Manager.**

Installing ScanRouter Professional Station Software

A **Insert the CD-ROM that comes with this application into the computer.**

The language selection dialog box appears.

If the window doesn't appear, double-click on "Setup.exe" located on the root directory of the CD-ROM, to start the Installer.

B **Select the language of the application to be installed, and click [OK].**

C **Click [ScanRouter Software for Station PCs].**

The station installation menu window appears.

D **Click [ScanRouter Professional Station Software].**

E **When the installation confirmation message appears, click [Yes].**

F **After seeing the information about available free disk space, click [Yes] to continue.**

G **When the [Welcome] dialog box appears, click [Next].**

The license contract for this application is displayed.

H **Click [Yes].**

I **Enter the name, the company name and the serial number, and then click [Next].**

Enter the serial number which is listed on the CD-ROM case.

J **When the [Choose Destination Location] dialog box appears, change the destination if required, and then click [Next].**

Note

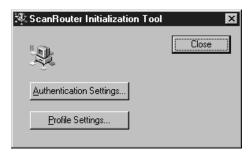❒ With ScanRouter Professional, documents are saved in the drive where this application is installed. 500MB or more free disk space is required for saving documents in addition to the space for the application. Check available free disk space.

The installation starts.

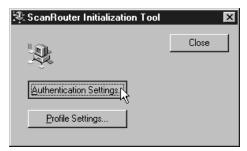After the installation, ScanRouter Initialization Tool starts automatically.

For the following steps, see P.20 *"Initial Settings After Installation"*.

Initial Settings After Installation

After the installation of this application is complete, change the Windows NT settings and create the profiles necessary for mail transmission with Initial Settings Tool.

A Click **[Authentication Settings].**

The password request dialog box appears.

B Enter the password of the user currently logged on to Windows NT in the **[Password]** box and the **[Confirm Password]** box.

Note

❒ The ScanRouter Professional administrator account is currently used to log on to Windows NT.

C Click **[OK].**

The Windows NT settings, which are required to run ScanRouter Professional, are changed automatically. After a few seconds, when the shape of the mouse pointer changes from an hourglass to an arrow, the settings are complete.

D Click **[Profile Settings].**

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

Note

❒ If another profile has been already created, a window of the profile settings appears. In this case, click **[Show Profiles]**.

20

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E **Click [Add].**

The setup wizard window appears.

F **Click to select the mail services to be used with ScanRouter Professional Station.**

Select all the services to be used.

♥ **Limitation**

❒ Make sure that **[Use the following information services]** is selected. Do not select **[Manually configure information services]**.

✒ **Note**

❒ Mail software available for ScanRouter Professional is displayed with the following names:

- POP/SMTP Server…Internet Mail
- Microsoft Mail Server…Microsoft Mail
- Microsoft Exchange Server…Microsoft Exchange Server
- Lotus Notes Server…Lotus Notes Mail

❒ If you will not use a mail service, see P.25 "*Information Service Settings Without a Mail Service*" for setup. After the setup is complete, go to step J.

G **Click [Next].**

✒ **Note**

❒ If another profile has been already created in step D, a message appears requesting a new profile name. In this case, enter "ScanRouter Profile" in the **[Profile Name]** box and click **[Next]**. A capital letter and a lower-case letter are considered to be the same, however, a space is required between "Scan-Router" and "Profile".

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⟨B⟩ Configure the necessary settings in the displayed settings dialog box.

Select the account/ID for each mail system to be created for ScanRouter Professional, and follow the instructions to be displayed.

Settings depend on the mail software to be used. Consult with the person responsible for the mail software for information about the settings.

After the settings are complete, the profile is automatically saved. The default profile name is usually "Windows Messaging Settings", however, sometimes the name is "Microsoft Exchange Settings" depending on the version.

✐ Note

❒ If "ScanRouter Profile" is entered in step **⟨G⟩**, the profile name to be saved will be "ScanRouter Profile". In this case, go to step **⟨K⟩**.

⟨I⟩ Click [Copy].

⟨J⟩ Enter "ScanRouter Profile" in the [New Profile Name] box, and then click [OK].

A capital letter and a lower-case letter are considered to be the same, however, a space is required between "ScanRouter" and "Profile".

The "ScanRouter Profile" has been created.

⟨K⟩ If [Internet Mail] is selected in step **⟨F⟩, follow the steps below.**

❶ Click to select [ScanRouter Profile], and then click [Properties].

❷ Click to select [Internet Mail] in [The following information services are set up in this profile], and then click [Properties].

❸ Click [Message Format] in the [General] tab.

❹ Click to clear the [Use MIME when sending messages] check box, and then click [OK].

❺ Click [OK] to close the Internet Mail settings window.

⟨L⟩ Click [Delivery] tab.

22

1

13 From the drop-down menu in the [Deliver new mail to the following location] box, select [Personal Folders].

If there is no **[Personal Folders]** in the drop-down menu, add **[Personal Folders]** using the **[Services]** tab.

14 In the [Recipient addresses are processed by these information services in the following order] box, arrange the services you use in the descending order shown below.

✐ **Note**

❒ Only the services selected in Step **6** are displayed.

- Internet Mail
- Microsoft Mail
- Microsoft Exchange
- Lotus Notes

Arrange the services by the following method.

❶ **Click to select a service desired to move.**

❷ **To move the selected service upward, click ⬆ or to move it downward, click ⬇ .**

15 Click [OK].

16 From the drop-down menu in [When starting Windows Messaging, use this profile], select [ScanRouter Profile].

17 Click [Close] to close the [Mail] dialog box.

The settings after the installation are complete. Now you can use ScanRouter Professional.

✐ **Note**

❒ To make sure that the profile has been set correctly, do a transmission test with Windows Messaging to a client of each mail service before using ScanRouter Professional.

18 Click [Close] to close ScanRouter Initialization Tool.

19 When the StartUp registration window appears, click [Yes].

If clicking **[Yes]**, ScanRouter Professional Station starts automatically after logging on to Windows NT.

20 When a message asks if you want to read the ReadMe file, click [Yes].

21 After reading the ReadMe file, quit the application which is used for opening the file.

22 Click to select the option to restart the computer, and then click [Finish].

23

Starting the WWW Service

A **Log on as the ScanRouter Professional administrator.**

B **Double-click [Services] in [Control Panel].**

C **From the [Service] box, click to select "IIS Admin Service", and then click [Stop].**

D **After the dialog box confirming whether you want to stop appears, click [OK].**

E **When IIS Admin Service stops, click [Start] to restart IIS Admin Service.**

F **When IIS Admin Service restarts, close the [Services] dialog box and then close [Control Panel].**

G **Click [Start], point to [Programs], point to [Windows NT 4.0 Option Pack], point to the WWW service folder, and then click [Internet Service Manager].**

H **Double-click the [Internet Information Server] folder and double-click the computer running ScanRouter Professional Station.**

I **Click to select [Default Web Site], and then click [Start] from the [Action] menu.**

J **Exit Internet Service Manager.**

1

☼Information Service Settings Without a Mail Service

If you don't want to use a mail service with ScanRouter Professional, follow the steps below to add "Personal Address Book" and "Personal Folders".

① Click **[Manually configure information services]** in the Windows Messaging setup wizard window, and click **[Next]**.

② Enter "ScanRouter Profile" in the **[Profile Name]** box and click **[Next]**.
A capital letter and a lower-case letter are considered to be the same, however, a space is required between "ScanRouter" and "Profile".

③ Click **[Add]**.

④ Click to select **[Personal Address Book]** in **[Available information services]**, and click **[OK]**.

⑤ After the **[Personal Address Book]** dialog box appears, click **[OK]**.

⑥ Click **[Add]**, and click to select **[Personal Folders]** in **[Available information services]**, and click **[OK]**.

⑦ Select the name and location of the personal folder file, and click **[Open]**.
For example, if the location is the same as displayed, the file name would be "ScanRouter.pst".

⑧ After the **[Personal Folders]** dialog box appears, click **[OK]**.

⑨ Click **[OK]**.

⑩ Click **[Finish]**.

Setup of Modem and Fax Delivery Application

1

If you want to deliver fax documents as well as scanned documents, install the machine as an external modem in ScanRouter Professional Station, and then set-up the fax delivery application.

Modem Installation

✐ Note

❐ Before beginning the installation, connect the computer to be used as Scan-Router Professional Station to the machine with a RS232 cable. For more information about connecting them, see the manual that comes with PC-FAX Expander.

A **Turn on the main power switch of the machine.**

B **Turn on the switch of the computer to be used as ScanRouter Professional Station, and log on to the station as the ScanRouter Professional administrator.**

C **Double-click [Modems] in [Control Panel].**

[Install New Modem] appears.

If the **[Modems Properties]** window appears, click **[Add]**.

D **Click [Next].**

The search for the modems starts.

E **After "Standard Modem" is displayed as being detected, click [Change].**

F **Click "(Standard Modem Types)" in the [Manufacturers] list, and click to select "Standard 14400 bps Modem" in the [Models] list and then click [OK].**

G **Click [Next].**

H **After the message informing you that the setup of the modem has completed appears, click [Finish].**

The **[Modems Properties]** dialog box appears.

I **Click [Dialing Properties].**

J **When the [Location Information] dialog box appears, make the necessary settings.**

If you have set up the location in advance, the **[Dialing Location]** dialog box appears. Change the settings if necessary.

11 **Click [Close].**

12 **Click [Close] to close the [Modem Properties] dialog box.**

The modem installation is now complete.

Fax Delivery Application Setup

A **Stop ScanRouter Professional Station and ScanRouter Client Manager.**

$\mathcal{P}$Reference

"Stopping the Station" ⇒ P.49

B **Stop the WWW service.**

$\mathcal{P}$Reference

"Stopping the WWW Service" ⇒ P.17

C **By the following procedure, stop services related to ScanRouter Professional.**

A **Open [Services] in [Control Panel].**

B **Click to select "IcsMngS" in the [Service] list, and then click [Stop].**

C **Stop "ScanRouterDriver" and "FsxGPro" by the same method described in B.**

When "ScanRouter FaxProxy" also is started, be sure to also stop "Scan-Router FaxProxy".

D **Click [Close] to close the [Services] dialog box.**

D **Install the fax delivery application.**

A **Insert the CD-ROM that comes with this application into the computer.**

The language selection dialog box appears.

If the window doesn't appear, double-click on "Setup.exe" located on the root directory of the CD-ROM, to start the Installer.

B **Select the language of the application to be installed, and click [OK].**

C **Click [ScanRouter Software for Station PCs].**

The station installation menu window appears.

D **Click [Fax Delivery Software].**

E **When the installation confirmation message appears, click [Yes].**

F **When the [Welcome] dialog box appears, click [Next].**

The installation starts.

G **When the completion message appears, click [Finish].**

E **Open [Mail] in [Control Panel].**

F **Click [Show Profiles].**

G **From the profiles list, click to select [ScanRouter Profile], and then click [Properties].**

H **Click [Add].**

I **From the [Available information services] list, click to select [ScanRouter Fax], and then click [OK].**

The **[ScanRouter Fax Properties]** dialog box appears.

⚠️**Important**

❒ Do not click **[Cancel]** or **[No]** during steps 🔟 to 🔢.

J **Configure the required settings in the [User] tab.**

📝 **Note**

❒ **[Your full name]** and **[Fax number]** must be entered.

❒ Enter the machine's fax number in **[Fax number]**.

K **Click the [Modem] tab.**

❶ **Make sure that [Let other people on the network use my modem to send faxes] is not selected with the "✓" mark.**

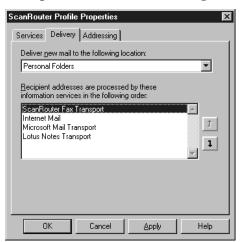If this option is selected, click to clear the "✓" mark.

❷ **Click [Properties].**

❸ **Click to select [Answer after] in [Answer mode].**

You can set ScanRouter Fax to answer after a fixed number of rings (a setting of 3 rings is common).

❹ **Click [Advanced].**

❺ **Click to select [Use Class 2 if available].**

❻ **Click [OK] to close the [Advanced] dialog box.**

❼ **After the message informs you that you need to restart the mail software being used to make the changes effective, click [OK].**

❽ **Click [OK] to close the fax modem properties dialog box.**

❾ **Click [OK] to close the ScanRouter Fax properties dialog box.**

L **Click the [Delivery] tab.**

⓭ Click to select "ScanRouter Fax Transport" in the [Recipient addresses are pro-cessed by these information services in the following order] box. Next, click ⬆ to change the location of this option to the top of the box.

⓮ Click [OK] to close ScanRouter Profile properties dialog box.

⓯ Click [Close] to close the [Mail] dialog box.

⓰ Restart the computer.

⓱ When the computer restarts, start the WWW service.

🔎 **Reference**

"Starting the WWW Service" ⇒ P.24

Uninstalling ScanRouter Professional Station Software

This section describes how to uninstall ScanRouter Professional Station Software.

⚠️**Important**

❒ Before beginning uninstallation, you must back up the system and various information.

🔍**Reference**

"ScanRouter Maintenance Tool" ⇒ P.56

A **Stop ScanRouter Professional Station and ScanRouter Client Manager.**

🔍**Reference**

"Stopping the Station" ⇒ P.49

B **Stop the WWW service.**

🔍**Reference**

"Stopping the WWW Service" ⇒ P.17

C **Open [Services] in [Control Panel], and stop "IcsMngS", "ScanRouterDriver", and "FsxGPro".**

When "ScanRouter FaxProxy" also is started, be sure to also stop "ScanRouter FaxProxy".

D **Remove ScanRouter Professional Station using [Add/Remove Programs] in Control Panel.**

E **Remove the directory in which ScanRouter Professional Station was installed.**

If the default directory was used during installation, the path would be "ProgramFiles\ScanRouter\ScanRouterPro".

ScanRouter for Admin Operations

After ScanRouter Station setup is complete, you need to set up ScanRouter as a delivery system. These settings can be made with ScanRouter for Admin.

Viewing the Menu Page (Top Page)

The menu page (Top Page) of ScanRouter for Admin can be viewed by accessing ScanRouter Professional Station with the WWW browser.

Note

❒ If the appropriate browser is installed in the server, you can use this function directly on the server.

A **Start the WWW browser.**

B **Enter the URL as follows:**

`http://ScanRouter Station name/scanrouter/`

The following can be used for ScanRouter Professional Station name.

- IP address (for example, http://192.168.15.16/scanrouter/)
- Domain name (if the domain name is "server.sc-r.com", the URL is http://server.sc-r.com/scanrouter/)
- Host name (if the host name is "server", the URL is http://server/scanrouter/)

Note

❒ Use the host name set in ScanRouter Professional Station in Windows NT.

❒ For more information about the names which can be used, ask the network administrator.

The ScanRouter Professional title page appears.

Note

❒ There is a link to the ScanRouter for Admin notes on the lower left side of this page. Each browser's limitation and required settings are described in these notes, therefore, click here to read them when using this application for the first time.

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C Click **[for Admin].**

The menu page (Top Page) of ScanRouter for Admin appears.

The graphic folder icons, which are the folders you can view with ScanRouter for Admin, are displayed on the menu page.

✏️Important

❒ Do not quit ScanRouter for Admin with the browser's **[X]** button, which is located on the upper-right corner of the page.

Quitting ScanRouter for Admin

A Click **[Quit]** on the upper right of the page.

📝 Note

❒ The **[Quit]** button exists on pages in addition to the user list page. You can click on this button on any page to quit ScanRouter for Admin.

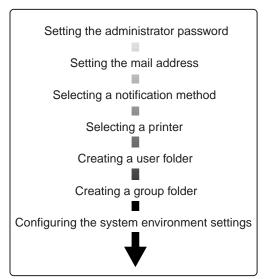B After the confirmation message appears, click **[OK].**

The title page of ScanRouter Professional appears.

C Close the WWW browser.

Initial Settings After Installation

The following steps are required to complete the setup.

```
Setting the administrator password
              ■
    Setting the mail address
              ■
  Selecting a notification method
              ■
      Selecting a printer
              ■
     Creating a user folder
              ■
    Creating a group folder
              ■
Configuring the system environment settings
              ↓
```

Setting the Administrator Password

To edit or configure settings with ScanRouter for Admin, a password is required. To prevent an inadvertent settings change, use the administrator password for ScanRouter for Admin.

A **Start the WWW browser, and display the menu page (Top Page) of Scan-Router for Admin.**

B **Click [Users/Groups].**

A password request dialog box appears.

✐ Note

❐ Once the password is entered, no password is required until you exit from this application.

C **Click [OK] because no password has been set as a default.**

The browser sometimes displays a security warning message. If the message appears, select the option to continue the process.

After the password is confirmed, the user/group list appears.

D **Click [Admin].**

E **Click [Password] on the administrator settings page.**

1

F Enter the new password (up to 8 characters) to both [Password] boxes.

Be sure to enter the same password in the second **[Password]** box as entered in the first **[Password]** box, because the second password is used for confirmation.

G Click [OK].

H Click [OK].

The password has been set.

Setting the Mail Address

The following notification messages, which are required for the system operations, will be sent by mail:

- Auto-delete notification
- Insufficient capacity notification
- Logoff notification

$\mathcal{P}$ Reference

For more information about the notification messages, see P.61 *"Notification Messages"*.

The following steps describe how to set the mail address of the administrator as a destination.

A Click [Users/Groups] on the menu page (Top Page) of ScanRouter for Admin.

B Enter the administrator password and click [OK].

C Click [Admin].

D Click to select the [Set] check box.

E Select an e-mail type from the [Mail Type] menu.

$\mathscr{D}$ Note

❒ If clicking **[Address Book]** here, you can select the address from the address books on the system.

❒ A large address book (about 1000 entries or more) requires more time to be displayed on the screen.

❒ To open the address book quickly, it may be convenient for you to register the necessary addresses into the personal address book of the mail software in advance, and then browse the personal address book.

F Enter the mail address to the [Mail Address] box.

G Click [OK].

1

Selecting a Notification Method

There are two ways to be notified when document delivery fails; by mail or by printed message. Notification messages are of the following types:

- Undelivered notification
- Delivery not possible notification

℘Reference

For more information about the notification messages, see P.61 *"Notification Messages"*.

A **Click [Environment Settings] on the menu page (Top Page) of ScanRouter for Admin.**

B **Enter the administrator password and click [OK].**

C **Click [Error Settings] which is located on the left frame.**

D **Select the notification method.**

- No Notification
  No notification is made.

- Mail to Administrator
  Sends an e-mail to the administrator mail address as set in P.34 *"Setting the Mail Address"*.

- Output to Printer
  A notification message is printed out.

E **Click [Update].**

Selecting a Printer

If you want to use **[Output to Printer]** as the notification method, select the printer to be used.

✐Note

❒ To use the printer, the printer driver must be installed in Windows NT where ScanRouter is installed and should be configured for printing properly in advance.

A **Click [Environment Settings] on the menu page (Top Page) of ScanRouter for Admin.**

B **Enter the password and click [OK].**

C **Click [Printer Settings] which is located on the left frame.**

D Select the printer from the drop-down menu in the [Printer to Use] box.

All printers registered in the **[Printers]** folders in Windows NT are displayed in the menu.

E Click [Update].

Creating a User Folder

The way documents are saved and delivered depends on the user settings. After registering a user in ScanRouter Professional Station, a user folder is created on the station and the folder can be selected as a destination.

✎ Note

❒ It may be convenient for you to create a group if you want to deliver the same document to multiple users. For more information about registering a group, see P.38 *"Creating a Group Folder"*.

❒ We recommend that you set a password on user folders. If no password is set, anyone can receive or view the documents saved in the user folder.

❒ The user information registered in ScanRouter can be imported into Scan-Router Professional. For more information about importing, see P.37 *"Importing the ScanRouter user information"*.

♣ Limitation

❒ The maximum number of users/groups that can be registered is 200.

A Click [Users/Groups] on the menu page (Top Page) of ScanRouter for Admin.

B Enter the administrator password and click [OK].

C Click to select the check box on the left of the Short ID number (001-200), to which you want to register the user.

The Short ID can be used to select the delivery destination from the machine. You can select the delivery destination easily with this number.

D Click [Register/Edit].

E When the [New] page appears, click [User].

F Make the appropriate settings for each item.

For more information about each item, click ⊚ on the left-side area to see Help.

✎ Note

❒ **[Fax Forwarding ID]** is used for delivering fax documents. To set the Fax Forwarding ID, see P.41 *"Fax Delivery Setting"*.

❒ The registered user name and Fax Forwarding ID are listed on the machine panel display as a delivery destination.

G **Enter the password if required.**

A **Click [Password].**

B **Enter the password (up to 8 characters) to both [Password] boxes.**

Be sure to enter the same password in the second **[Password]** box as entered in the first **[Password]** box, because the second password is used for confirmation.

C **Click [OK].**

H **Click [OK].**

The user has been registered. An icon   representing the user is displayed.

I **Repeat steps G-H until all users have been registered.**

- -

☼ Importing the ScanRouter user information

When importing in ScanRouter Professional the user information exported by ScanRouter, you can import the user information by the following procedure.

✐ Note

❒ For the method of exporting user information by ScanRouter, see the "ScanRouter Operating Instructions".

♟ Limitation

❒ Only the Short ID, User Name, and the delivery format settings are imported. Other items are not imported.

❒ Importing and exporting are not available with Internet Explorer 3.02.

① Click **[Users/Groups]** on the menu page (Top Page) of ScanRouter for Admin.

② Enter the administrator password and click **[OK]**.

③ Click **[Import]**.
The file selection dialog box appears.

④ Select the full path for the CSV file to be imported. If clicking **[Browse]** here, you can select the full path in the file selection dialog box.
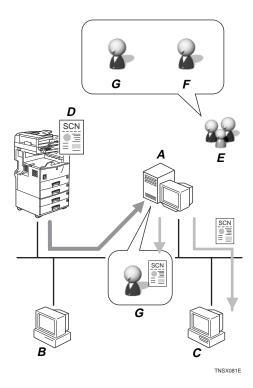
⑤ Click **[OK]**.
The browser sometimes displays a security warning message. If the message appears, select the option to continue the process.
After the importing has been completed successfully, the completion message appears.

- -

Creating a Group Folder

You can register multiple users to a group. It may be convenient for you to create a group when delivering the same document to multiple users.

If you select a group for the delivery destination, documents are delivered to each of the users in the group. The delivery type varies depending on the settings of each user.

TNSX081E

A. ScanRouter Professional Station

B. Client A

C. Client B

D. Destination: Group 1

E. Group 1

F. Client A: Mail

G. Client B: Saved in Folder

If selecting Group 1 as a destination, a document is delivered to Client A by mail and is saved in the user folder of Client B.

Limitation

❒ The maximum number of users/groups that can be registered is 200.

A **Click [Users/Groups] on the menu page (Top Page) of ScanRouter for Admin.**

B **Enter the administrator password, and click [OK].**

C **Click to select the check box on the left of the Short ID number (001-200), to which you want to register the group.**

D **Click [Register/Edit].**

E **When the [New] page appears, click [Group].**

F **Enter the Group Name and Fax Forwarding ID.**

On the panel display of the machine;, a group name and a user name are displayed with no distinction. Make sure that the name of the group can be recognized as a group.

G **Click [Add Member].**

All users registered in ScanRouter Professional Station are displayed.

H **Click to select a check box on the left of the user you want to add to the group.**

Multiple users can be selected here, so select all users you want to add to the group.

I **Click [Add Member].**

J **Click [OK].**

A group has been registered. An icon ⁝⁝⁝ representing the group is displayed.

K **Repeat steps C-J until all groups have been registered.**

Configuring the System Environment

The following steps describe how to configure the system environment.

A **Click [Environment Settings] on the menu page (Top Page) of ScanRouter for Admin.**

B **Enter the administrator password and click [OK].**

C **Click the button on the left frame.**

When the items to be configured appear on the right frame, configure the settings if required.

 🔎 **Reference**

For more information on each item, see Help.

D **Click [Update].**

 ✴ **Important**

❒ If you click the buttons on the left frame before clicking **[Update]**, the settings will not be saved. Be sure to click **[Update]** to save the setting changes before going to another page.

E **Repeat steps C-D until settings of all items have been completed.**

Fax Delivery Setting

If you want to deliver fax documents in addition to scanned documents, the fax delivery setting must be configured. If you don't need a fax document delivery, this setting is not required.

☝ Limitation

❒ When the machine forwards received fax documents to ScanRouter Professional Station via PC-FAX Expander, documents scanned by the sender's fax at Super Fine (400x400dpi) or Fine (200x400dpi) resolution are changed to Detail (200x200dpi) resolution when received.

Fax Delivery Overview
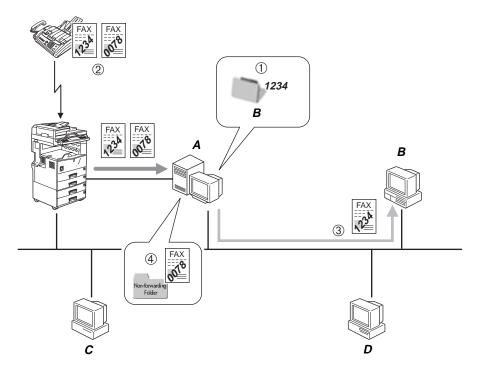
There are two methods of selecting a delivery destination; sending with the Fax Forwarding ID, and sending with the TSI. Select the appropriate method for the receiver's fax machine.

❖ **Sending with the Fax Forwarding ID**
A sender can select a delivery destination when sending a fax. Register the Fax Forwarding ID (4 digits) for each user/group in advance, and request a sender to select the ID number when sending a fax.

☝ Limitation

❒ To deliver faxes with this method, the sender's fax machine must support "F Code (SUB)" or the "Confidential Transmission with Personal ID (ID Override)" function. If the machine doesn't support either function, select the TSI for transmission. If using G4 for transmission, only Confidential Transmission with Personal ID (ID Override) is available for use.

❒ When receiving a document using the Confidential Transmission, Scan-Router Professional regards the Confidential ID registered in the machine as the Fax Forwarding ID.
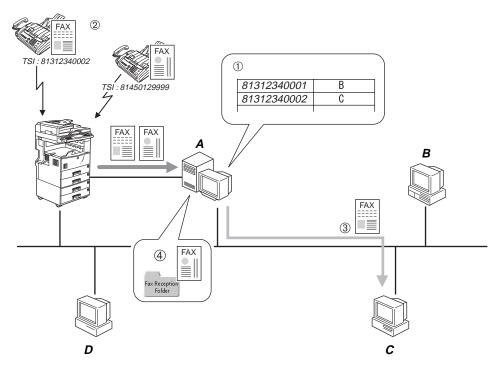
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TNSX051E

A. ScanRouter Professional Station

B. Client A

C. Client B

D. Client C

① Register the Fax Forwarding ID in the user/group folder.

② A sender uses the receiver's Fax Forwarding ID for transmission.

③ A fax is forwarded to the user/group folder, whose Fax Forwarding ID has been selected for transmission. The way of delivering fax documents depends on the folder's delivery type.

④ If the selected Fax Forwarding ID is not registered in any folder, the documents are saved in the non-forwarding folder.

Note

❒ For information about accessing documents saved in the non-forwarding folder, see P.50 *"Checking Undelivered Documents"*.

❒ For information about selecting the Fax Forwarding ID when transmitting a document, see P.47 *"Sender's Fax Operations"*.

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❖ **Sending with the TSI**

With this method, the forwarding destination for the documents sent from the sender's fax machine should be selected in advance. The combination of the sender's TSI and the forwarding destination should be registered in the TSI table.

Note

❒ TSI stands for Transmitting Station Identification, and is the information registered in a fax machine as a RTI or a CSI.

❒ A CSI (Called Station Identification) is registered information which notifies a receiver or sender when you send or receive a fax, by showing on the panel display or by printing out a report.

❒ An RTI is exclusive information supported only in some fax machines. The maximum length of the RTI is 20 characters. If the sender's machine supports this information, the RTI information will be used as a TSI.

❒ For a transmission with G4, use a TID (Terminal IDentifier) instead of a TSI. A TID is similar to the CSI used with G3.

❒ With ScanRouter Professional, the first 18 characters are used as the TSI.

TNSX061E

A. ScanRouter Professional Station
B. Client A
C. Client B
D. Client C

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① Register a sender's TSI and forwarding destination to the TSI table.

② A fax is sent by the sender using a receiver's fax number.
The TSI will be sent automatically to the receiver with no additional operations.

③ If the TSI of the sender's fax machine has been registered to the TSI table, the applicable user folder or group folder becomes a forwarding destination.
The way a document is delivered depends on the delivery type set in the folders.

④ If the combination of the sender's TSI and the forwarding destination are not registered in the TSI table, the documents will be saved in the "fax reception folder".

🖉 Note

❒ If sending with the TSI, documents received from the same fax machine are delivered to the same user folder or group folder. However, if the Fax Forwarding ID is used, the documents are delivered to the selected destination.

❒ For information about accessing documents saved in the fax reception folder, see P.51 *"Checking the Fax Reception Folder"*.

ScanRouter Professional Station Settings for Fax Delivery

Setting the Fax Forwarding ID

If you want to deliver fax documents with the Fax Forwarding ID, register the Fax Forwarding ID to the user/group folder as follows:

A **Click [Users/Groups] on the menu page (Top Page) of ScanRouter for Admin.**

B **Enter the administrator password and click [OK].**

C **Click to select the button on the left of the user you want to select as a destination.**

D **Click [Register/Edit].**

E **Enter the Fax Forwarding ID (4 digits) in the [Fax Forwarding ID] box.**

The fax forwarding ID is a unique number for each user. Please select a number which is not used by other users.

F **Click [OK].**

Creating a TSI Table

When delivering a fax using a TSI, create a TSI table as described below. You can add the TSI directly to the table, or define a forwarding destination after receiving a fax.

Note

❒ If you don't know the sender's TSI, ask the sender to send a fax to you. When receiving a fax from a person for the first time, ScanRouter Professional will add the TSI of the sender to the TSI table automatically.

A Click [Manage Fax Information] on the menu page (Top Page) of ScanRouter for Admin.

B Enter the administrator password and click [OK].

The TSI table list appears.

The TSI appears in the [TSI] column if you have received a fax from that TSI.

When the TSI has been already added to the table

❶ Click to select the button on the left of the TSI you want to use as a sender.

❷ Click [Change].

When the TSI has not been added to the table

❶ Click [New].

❷ Enter the TSI of the sender's fax machine in the [TSI] box.

Enter the TSI correctly for proper delivery.

Note

❒ If both the RTI and the CSI of the sender' fax machine are registered, enter the RTI.

❒ If you add a TSI which has been already registered, the existing contents will be replaced with the new one.

C Enter a name which represents a sender in the [Sender] box.

The name entered here is used as a sender when viewing the document information received by fax with ScanRouter for Admin or ScanRouter for Client.

D Click the button of the destination folder.

E Click [OK].

Sender's Fax Operations

The operations depend on the method of selecting the destination:, using the Fax Forwarding ID, or using the TSI.

When using the Fax Forwarding ID for delivery

You should have the receiver's fax number and the Fax Forwarding ID before sending a fax. Two ways to select the fax forwarding ID are as follows:

⚐ Limitation

❒ To deliver faxes with this method, the sender's fax machine must support "F Code (SUB)" or "Confidential Transmission with Personal ID (ID Override)" function. If the machine doesn't support either function, select the TSI for transmission. If using G4 for transmission, only Confidential Transmission with Personal ID (ID Override) is available for use.

❖ Selecting by Confidential Transmission with Personal ID

A fax can be sent using Confidential Transmission with Personal ID (ID Override) function. With Confidential Transmission with Personal ID (ID Override), you can use a 4-digit number called the Confidential ID. Select the Fax Forwarding ID as the Confidential ID.

⬛ Note

❒ The delivery method with the Confidential ID depends on the type of fax machine. For more information, see the manual of the fax which is being used.

❖ Selecting by the F Code (SUB)

If your fax machine supports the F Code (SUB), enter the Fax Forwarding ID as the F Code (SUB).

⬛ Note

❒ The method of selecting the F Code depends on the type of fax machine. For more information, see the manual of the fax which is being used.

When using the TSI for delivery

The transmission operations are the same as normal transmission. ScanRouter Professional selects a delivery destination based on the RTI or CSI information which is registered in the sender's fax machine.

1

2. Systems Management and Operations

Starting and Stopping ScanRouter Professional Station

Starting the Station

If you placed a shortcut to ScanRouter Professional Station Software in the Windows NT **[Startup]** folder when installing the application, ScanRouter Professional Station starts automatically after you log on using the administrator's account.

If you want to start the station manually, follow the steps below.

1 Click [Start], point to [Programs], then point to the [ScanRouter Professional] folder and click [ScanRouter Professional Station].

2 If ScanRouter Client Software is used with the client computer, follow step **1** and click [ScanRouter Client Manager] from the [ScanRouter Professional] folder.

Stopping the Station

Preparation

Before stopping ScanRouter Professional Station and ScanRouter Client Manager, be sure to close the client software of all clients. Also, start client software only after starting ScanRouter Professional Station and ScanRouter Client Manager.

1 Click [ScanRouter Professional Station] on the taskbar.

2 Click [Exit] in the displayed dialog box.

ScanRouter Professional Station stops.

3 If ScanRouter Client Manager is running, right-click the [ScanRouter Client Manager] icon on the taskbar, and then click [Exit] from the pop-up menu.

Daily Operations

To use ScanRouter Professional Station, the administrator should complete the following tasks on a daily basis.

⚠️Important

❒ The documents in folders are saved in the hard disk where ScanRouter Professional is installed. A shortage of free disk space may cause problems such as stopping the station or preventing delivery of documents to the destination folder. Check the amount of available hard disk space periodically to make sure the required amount of free space is available.

Checking Undelivered Documents

If **[Mail to Administrator]** or **[Output to Printer]** is selected in **[Error Settings]** in the **[Environment Settings]** page, the administrator will receive the following notification messages by mail or by printout when a document delivery fails.

When receiving a notification message, check the undelivered document and take the appropriate action for that document.

❖ **Delivery not possible notification**
  Notifies the administrator that the mail server returned an error message after trying to send a document to the selected destination.

❖ **Undelivered notification**
  Notifies the administrator that the delivery cannot be processed due to an incorrect mail address setting or an internal error.

The location where undelivered documents depends on the setting in **[Folder Settings]** in the **[Environment Settings]** page. If **[Do Not Forward]** is selected in **[Forwarding Settings]**, undelivered documents are saved in the non-forwarding folder. Follow the steps below.

🖉 Note

❒ If **[Forward to Sender's Folder]** is selected in **[Forwarding Settings]**, documents are saved in the sender's folder, and are saved in the receiver's folder if **[Forward to Receiver's Folder]** is selected.

❒ A fax document with a Fax Forwarding ID that hasn't been configured properly is also saved in the non-forwarding folder.

❒ For more information about moving or deleting undelivered documents, see ScanRouter for Admin Help.

A Click **[Non-forwarding Folder]** on the menu page (Top Page) of ScanRouter for Admin.

B Enter the administrator password and click **[OK]**.

The Image list appears and undelivered documents are displayed.

C **Take the appropriate action for that type of document.**

To move documents to the sender's or receiver's folder, click **[Move]**. Click **[Delete]** to remove unnecessary documents from the folder. Click **[Delete All]** to delete all the documents in the folder.

$\mathcal{P}$ Reference

For more information about using the **[Document View]** mode, see "Client Reference" or ScanRouter for Admin Help.

$\mathscr{D}$ Note

❒ A document delivery failure may occur when the mail server is down, or an incorrect mail address has been set in the folder. Correct the mail address if necessary.

Checking the Fax Reception Folder

If the forwarding destination is not registered in the TSI table, fax documents with no Fax Forwarding ID will be saved in the fax reception folder. Check the documents saved in the fax reception folder periodically to take the appropriate action for the documents.

$\mathscr{D}$ Note

❒ Documents saved in the fax reception folder can be accessed with ScanRouter for Client in the client computer.

❒ For more information about moving or deleting undelivered documents, see ScanRouter for Admin Help.

A **Click [Fax Reception Folder] on the menu page (Top Page) of ScanRouter for Admin.**

The Image list appears and undelivered documents are displayed.

B **Take the appropriate action for that type of document.**

To move documents to the sender's or receiver's folder, click [Move]. Click [Delete] to remove unnecessary documents from the folder. Click **[Delete All]** to delete all the documents in the folder.

System Maintenance with ScanRouter Maintenance Tool

With ScanRouter Maintenance Tool which comes with ScanRouter Professional, you can make a backup or optimize the database. For maximum efficiency, do the following system maintenance procedures regularly.

⚡Important

❒ To use Maintenance Tool, you must restart Windows NT first, then stop Scan-Router Professional Station, ScanRouter Client Manager, and the WWW service.

⌕Reference

For information about the functions of ScanRouter Maintenance Tool other than backup and optimization, see P.56 "*ScanRouter Maintenance Tool*".

System Backup

Backs up all the registered information and the saved documents. All backup information can be restored later.

⌕Reference

For information about restoring the backup data, see P.56 "*ScanRouter Maintenance Tool*".

A **Shut down Windows NT 4.0 and restart the system.**

B **Stop ScanRouter Professional Station first and then stop the WWW service.**

The above steps must be done in the correct order.

⌕Reference

"Stopping the Station" ⇒ P.49

"Stopping the WWW Service" ⇒ P.17

C **Click [Start], point to [Programs], then point to the [ScanRouter Professional] folder and click [ScanRouter Maintenance Tool].**

The password request dialog box appears.

D **Enter the administrator password and click [OK].**

E **Select the directory to be used for backup in the [Directory] tab.**

✐Note

❒ Select a directory which contains no files. If there is a file in the selected directory, the backup cannot be completed successfully.

F **Click the [Backup] tab, and click [Start Backup].**

The backup starts.

7 **After the backup is complete, resume the WWW service and start Scan-Router Professional Station.**

◯ᑭ **Reference**

"Starting the WWW Service" ⇒ P.24

"Starting the Station" ⇒ P.49

Optimizing the Database

Repeatedly saving and deleting documents causes the database to become fragmented, and access speeds to slow down. You can optimize the database to reduce the fragmentation.

1 **Shut down Windows NT 4.0 and restart the system.**

2 **Stop ScanRouter Professional Station first and then stop the WWW service.**

The above steps must be done in the correct order.

◯ᑭ **Reference**

"Stopping the Station" ⇒ P.49

"Stopping the WWW Service" ⇒ P.17

3 **Click [Start], point to [Programs], then point to the [ScanRouter Professional] folder and click [ScanRouter Maintenance tool].**

The password request dialog box appears.

4 **Enter the administrator password and click [OK].**

5 **Click [Start Optimization] in the [Optimization] tab.**

The optimization starts.

6 **After the optimization is complete, resume the WWW service and start ScanRouter Professional Station.**

Partial Backup

Besides a complete backup for ScanRouter Professional using Maintenance Tool, you can back up only the following information. For example, if the registered information has been changed by mistake, you can restore only the needed information.

- User/Group folder information
- TSI Table information

The information above can be backed up with the export function of ScanRouter for Admin. For more information about exporting, see ScanRouter for Admin Help.

Checking the Free Disk Space

The documents in folders are saved in the hard disk where ScanRouter Professional is installed. A shortage of free disk space may cause problems such as stopping the station or preventing delivery of documents to the destination folder. Check the amount of available hard disk space periodically to make sure the required amount of free space is available.

The amount of free disk space is displayed on the status bar of ScanRouter for Admin.

🖉 Note

❒ If multiple drives are created in a computer, the amount of free space in the drive where ScanRouter is installed can be used to save documents.

❒ If the free disk space becomes less than 200MB, the "insufficient capacity notification" is sent to the administrator. When receiving this notification message, delete the unnecessary documents to make the required amount of free space immediately. If the free disk space has not become available within 20 minutes after the message was sent, the "logoff notification" is sent to the administrator. The station will be stopped if the amount of free disk space is still the same after 10 minutes have passed.

❒ In case ScanRouter Professional Station is stopped, delete unnecessary documents to make more than 200MB of free space available, and then restart the system.

❒ To avoid keeping unneeded documents in the station, set the number of days for saved documents to remain in the station when **[Save in Folder]** is selected in **[Delivery Type]**. When **[Automatically Delete]** is selected, the document will be deleted automatically.

Address Book Management

If creating an address book for ScanRouter Professional users only, you can use the address book when selecting a delivery destination. When the information in the address book is changed, or a user is added or deleted, update the address book.

The address book settings can be made in **[Address Book]** in the **[Environment Settings]** page of ScanRouter for Admin.

For more information about address book settings, see ScanRouter for Admin Help.

TSI Table Management

Update the TSI table information for delivering fax documents if necessary. For correct delivery, the TSI table should be changed in the following cases:

- When the sender's TSI is changed
- When you want to change the name of the sender
- When you want to add or change the delivery destination of fax documents
- When you want to deliver a fax document from a new sender

The TSI table settings can be made in the **[Manage Fax Information]** page of ScanRouter for Admin.

For more information about TSI table settings, see ScanRouter for Admin Help.

Adding a New User

Follow the steps below to make settings for a new user of ScanRouter Professional.

① Install the appropriate applications in the client computer which a new user will use.
   For more information about client computer setup, see "Client Reference".

② If the mail delivery is required, get a mail account from the network administrator.

③ Add the user's address to the ScanRouter Professional address book.

④ Register the user and adjust the folder settings. ⇒ P.36 *"Creating a User Folder"*
   If you want to add the user to a group, the group settings are also required.
   ⇒ P.38 *"Creating a Group Folder"*

⑤ If the delivery of fax documents with the TSI table is required, update the TSI table information.
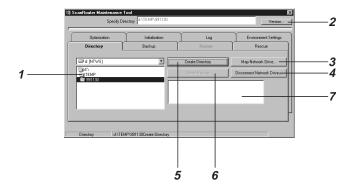
ScanRouter Maintenance Tool

With ScanRouter Maintenance Tool which comes with ScanRouter Professional, you can make a backup or optimize the database. In this section, functions in each tab of Maintenance Tool are described.

⚠️**Important**

❐ To use Maintenance Tool, you must restart Windows NT first, then stop Scan-Router Professional Station, ScanRouter Client Manager, and the WWW service. For information about stopping ScanRouter Professional Station and ScanRouter Client Manager, see P.49 *"Stopping the Station"*, and for information about stopping the WWW service, P.17 *"Stopping the WWW Service"*.

❐ Before stopping ScanRouter Professional Station and ScanRouter Client Manager, be sure to close the Client Software of all clients. Also, start Client Software only after starting ScanRouter Professional Station and ScanRouter Client Manager.

[Directory] tab

Select a directory for system backup, or for restoring the data to be backed up.

1. Directory

If you want to make a backup, select a destination directory. Select a directory which contains no files. If there is a file in the selected directory, the backup cannot be completed successfully.

When restoring, select the directory where the backup data to be restored is saved.

2. [Version]

Displays version and copyright information of ScanRouter Maintenance Tool.

3. [Map Network Drive]

Maps a network drive to a folder on the network.

4. [Disconnect Network Drive]

Releases a network drive.

5. [Make New Directory]

Creates a new directory.

6. [Clear Backup]

Click this button after selecting the directory used for backup to clear the backup data.

7. File list

All files saved in the selected directory are displayed.

[Backup] tab

You can start the backup procedure using the button in this tab.

If an empty directory is not selected in the **[Directory]** tab, this tab appears dimmed.

Reference

For more information about the backup procedure, see P.52 *"System Backup"*.

1. **[Start Backup]**

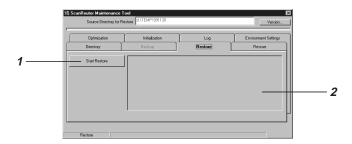Click to start backup to the directory selected in the **[Directory]** tab.

2. **Log display area**

The backup log is displayed.

[Restore] tab

Restores all information of the system that was backed up.

If a directory where the backup data was stored is not selected in the **[Directory]** tab, this tab appears dimmed.

1. **[Start Restore]**

Click to restore the backup data from the directory selected in the **[Directory]** tab.

2. **Log display area**

The restore log is displayed.

[Rescue] tab

Some accidents, such as a power failure or a network error, may cause problems such as the forwarding data is lost or the system will not start. In such a case, use the functions in this tab to solve the problem.

🛑 Limitation

❒ Depending on the status of the system, system or data rescue may not be possible.

1. **[Start Rescue]**

Click to start **[Rescue Data]** or **[Rescue System]**, depending on the selection.

2. **[Rescue Data][Rescue System]**

If you want to restore the internal data of the system, click **[Rescue Data]**. Click **[Rescue System]** if you want to restore data which cannot be forwarded successfully.

3. **File list**

All files saved in the selected directory are displayed.

4. **[Make New Directory]**

Creates a new directory under the currently selected directory.

5. **[Map Network Drive]**

Maps a network drive to a folder on the network.

6. **[Disconnect Network Drive]**

Releases a network drive.

7. **Directory**

Select the directory to save the document restored with the **[Rescue System]** option. Select a directory which does not contain any sub-directories or files. When you select a directory available for saving documents, the path is displayed in green.

[Optimization] tab

Repeatedly saving and deleting documents causes the database to become fragmented, and access speeds to slow down. You can optimize the database to reduce the fragmentation.

1. [Start Optimization]
Click to start optimization.
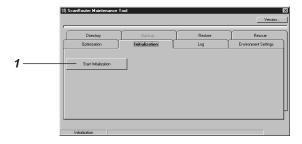
2. Log display area
The optimization log is displayed.

[Initialization] tab

You can return the system settings to their default values, the way they were immediately after installation.

⚠️**Important**

❒ All information about registered users, and all saved documents are deleted.

1. [Start Initialization]
Click to start initialization.

[Log] tab

The saved error log can be exported to CSV file format.

1. **[Start Writing Log Information]**

Writes the selected log information in CSV file format.

2. **Log selection**

Click to select the type of log to be exported.

3. **Directory**

Select the directory to save the exported log file.

4. **[Make New Directory]**

Creates a new directory in the currently selected directory.

5. **[Map Network Drive]**

Maps a network drive to a folder on the network.

6. **[Disconnect Network Drive]**

Releases a network drive.

7. **File list**

All files saved in the selected directory are displayed.

[Environment Settings] tab

You can change the administrator password for the ScanRouter for Admin.

1. **Password**

Enter a new password. First, enter the password in the text box and press the **Enter** key. After the second text box appears, enter the password again.

2. **[Password]**

Click to set the administrator password which was entered in the **[Change Password]** box.

3. **[Clear]**

Click to clear the text entered in the password text box.

Notification Messages

ScanRouter notifies the administrator when an error occurs which requires the administrator's attention. The two types of notification are as follows:

- Notification by mail or by printout, depending on the selection in **[Error Settings]** in the **[Environment Settings]** page.
- Notification by mail to the administrator

Notification Messages Defined in [Error Settings]

If **[Mail to Administrator]** is selected in **[Error Settings]**, the administrator will receive the following notification messages by mail. If **[Output to Printer]** is selected, the notification messages will be printed out. When receiving a notification message, check the undelivered document and take the appropriate action for that document.

The notification messages are as follows:

❖ **Delivery not possible notification**
Notifies the administrator that the mail server returned an error message after trying to send a document to the selected destination.

📎 **Note**
❒ If the notification message is sent by mail, the document to be delivered is attached to the mail.
❒ If the notification message is a printout, the document to be delivered is also printed after the notification.

🔎**Reference**
For information about responding to a notification message, see P.50 *"Checking Undelivered Documents"*.

❖ **Undelivered notification**
Notifies the administrator that the delivery cannot be processed due to an incorrect mail address setting or an internal error.

📎 **Note**
❒ If the notification message is sent by mail, the document to be delivered is attached with the mail.
❒ If the notification message is a printout, the document to be delivered is also printed after the notification.

🔎**Reference**
For information about responding to a notification message, see P.50 *"Checking Undelivered Documents"*.

Notification Messages Sent by Mail to the Administrator

The following notification messages are sent to the administrator.

❖ **Auto-delete notification**
ScanRouter deletes log entries exceeding the maximum number to be saved, everyday at midnight. The results are sent to the administrator.

❖ **Insufficient capacity notification, Logoff notification**
If the free disk space becomes less than 200MB, the "insufficient capacity notification" is sent to the administrator. When receiving this notification message, delete the unnecessary documents to make the required amount of free space immediately. If the free disk space has not become available within 20 minutes after the message was sent, the "logoff notification" is sent to the administrator. The station will be stopped if the amount of free disk space is still the same after 10 minutes have passed.
In case ScanRouter Professional Station is stopped, delete the unnecessary documents to make more than 200MB of free space, and then restart the system.

Note
❐ You can use ScanRouter for Admin and ScanRouter for Client while ScanRouter Professional Station is stopped. Delete unnecessary user folders and documents to increase the available free disk space.

3. Using ScanRouter Professional with Other Systems

ScanRouter Professional supports document delivery to other systems as described below.

❖ **NuOffice (Salutation supported)**
By using ScanRouter Professional Station as a Salutation supporting machine, you can add documents saved in ScanRouter Professional Station to a Lotus Notes database which is used in IBM NuOffice.

❖ **Save to File**
Documents saved in the ScanRouter Professional Station can be delivered to a shared folder located on other machines such as a file server.
To view these documents from the client computer, connect to the folder where the documents are delivered through the network, and then use the applications appropriate for those file types.

📎 **Note**
❒ If you want to use these functions, follow the instructions in this chapter to install ScanRouter Plug-in.
❒ The setup instructions after installing ScanRouter Plug-in are provided as the HTML file. To open this file, click **[Start]**, point to **[Programs]**, point to the **[ScanRouter Professional]** folder and then click **[ScanRouter Plug-in Help]**.
❒ At this printing (Dec. 1999), IBM NuOffice is only available in the United States and Canada.

Using ScanRouter Plug-in for NuOffice (Salutation Supported)

By using ScanRouter Professional Station as a Salutation supporting machine, you can add documents saved in ScanRouter Professional Station to a Lotus Notes database which is used in IBM NuOffice.

System Requirements

To use this function, the following hardware and software is required in addition to ScanRouter.

- IBM NuOffice (Version 1.2 or later)
- Lotus Notes Server (Release 4.52 to 4.6)
- A computer where ScanRouter Plug-in is installed

    ### 🔍 Reference
    "ScanRouter Plug-in" ⇒ P.75

🖉 Note
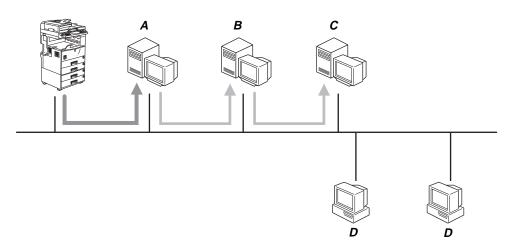
❒ Windows NT Workstation must be used as the operating system for the computer where IBM NuOffice is installed.

❒ Lotus Notes Client must be installed in the computer where IBM NuOffice is installed.

❒ For more information about the setup for IBM NuOffice or Lotus Notes Server, see the operating instructions for each product. Those products are not included in the CD-ROM which comes with this product.

❒ ScanRouter Plug-in is the application used to deliver the saved documents located on ScanRouter Professional Station to NuOffice. This application can be installed with the CD-ROM which comes with this product.

Basic Configuration Example

We recommend that ScanRouter Professional Station, NuOffice, and Lotus Notes Server be installed in different computers, and ScanRouter Plug-in be installed in the computer where NuOffice has been installed.

🖉 Note
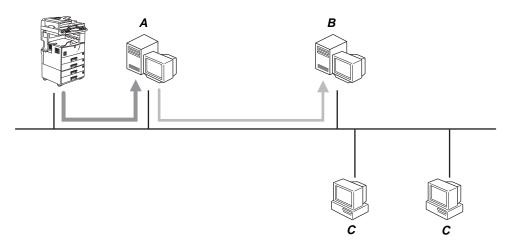❒ Install ScanRouter Plug-in after the NuOffice installation has been completed.

TNSX091E

A. ScanRouter Professional Station

B. ScanRouter Plug-in + NuOffice

C. Notes Server

D. Notes Client

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Another Configuration Example

Install NuOffice and ScanRouter Professional Station in the same computer.

✐ Note

❒ The installation order is as follows:

① ScanRouter Professional Station

② NuOffice

③ ScanRouter Plug-in

❒ If you want to use this setup, ScanRouter Professional Station Software must be installed in a computer which satisfies the following system requirements.

- CPU: PentiumII 300MHz equivalent or faster
- Memory: 128MB or more

❒ If utilizing the system by this configuration, use Windows NT Workstation as the OS of ScanRouter Professional Station.

TNSX101E

A. ScanRouter Professional Station + ScanRouter Plug-in + NuOffice

B. Notes Server

C. Notes Client

Settings for Delivering Documents to NuOffice

To deliver documents to NuOffice, select the destination database and the mail address using ScanRouter Plug-in.

Note

❒ This section describes a summary of operations with ScanRouter Plug-in. For more information about the operations, see ScanRouter Plug-in Help.

A **Open the ScanRouter Plug-in properties dialog box and select ScanRouter Professional Station from the drop-down menu in the [Delivery Station] box.**

A user folders list in ScanRouter Professional Station appears.

B **Click to select the name of the user folder where documents will be delivered.**

C **Enter the password, and select "Salutation" from the drop-down menu in the [Plug-in] box.**

D **Click [Browse] in the [Forwarding Output] box.**

E **Select the database or the address where documents will be delivered.**

Note
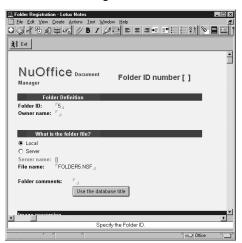
❒ If a database is selected, the setup is complete. The delivered documents will be registered automatically in the database.

❒ If sending documents to the address by mail, Notes settings must be configured in advance. See P.68 *"Settings for Sending Mail to Notes Users"*.

Settings for Sending Mail to Notes Users

When sending documents by mail from ScanRouter Professional through NuOffice, create a personal address book and register the users with Notes Client on the NuOffice Server.

Creating a Personal Address Book

A **Start Notes on the computer where NuOffice is installed.**

B **Double-click the [Doc Manager Folder's ID V1.2] icon to open the database.**

C **From the [Create] menu, click [New folder].**

D **Follow the steps below for the [Folder Definition] group settings.**

A **An ID number which is not being used appears in the [Folder ID] field. Change the ID number if required.**

B **Enter the appropriate name in the [Owner name] field.**

E **Follow the steps below to configure the settings for the [What is the folder file?] section.**

A **Select [Local].**

B **Enter "names.nsf" in the [File name] field.**

C **Enter distinguishing information about the folder in the [Folder comments] field.**

⚠️**Important**

❐ The word "address" must be included in the name using capital or lower-case letters as in the examples below. (For example, ScanRouter Address Book)

- "ADDRESS"
- "Address"
- "address"

F **Follow the steps below to enter the correct information in the [Notes fields setting] in the [Customization information] section.**

  ❶ **Enter "FullName" in the [Owner name] field.**

  ❷ **Enter "Department" in the [Comment] field.**

  ❸ **Enter "Person" in the [Form name] field.**

G **Click [Exit].**

H **After a message appears asking if you want to save the document, click [Yes].**

A new icon representing the personal address book is added to the workspace.

Adding Users to the Personal Address Book

Add users who will receive documents to the personal address book.

A **Open the Notes public address book.**

B **Click the name of the user you want to add to the personal address book, and then click [Copy to Personal Address Book] button.**

The user is copied to the personal address book. If you want to add multiple users, copy all the users to be added.

C **Open the personal address book.**

D **Double-click the user who was copied from the public address book.**

The user information is displayed.

E **Check the [Full user name] field in [Mail]. If several names are registered in the field, select one name which includes an organization name and delete the rest of them.**

  🖉 **Note**
  ❒ Be sure to delete the abbreviated names to use a name which includes an organization name. For example, if both "John Smith/COMPANY" and "John Smith" are registered, delete "John Smith".

User ID Settings

Configure the user ID settings. If these settings have not been made, a password request dialog box appears when sending mail.

A **From the [File] menu, point to [Tools], and click [User ID].**

B **When the [Enter Password] dialog box appears, enter the password.**

C **Click to select [Share password with Notes add-ins].**

D **Click [Done].**

Delivering a Document to the Shared Folder

Documents saved in the ScanRouter Professional Station can be delivered to a shared folder located on other machines such as a file server.

To view these documents from the client computer, connect to the folder where the documents are delivered through the network, and then use the applications appropriate for those file types.

System Requirements

To use this function, the following hardware and software is required in addition to ScanRouter Professional.

- A computer where ScanRouter Plug-in is installed.
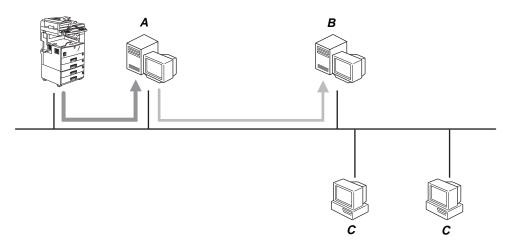
   🔍**Reference**
   "ScanRouter Plug-in" ⇒ P.75

🖉 **Note**
❒ ScanRouter Plug-in is the application used to deliver documents located on ScanRouter Professional Station to a shared folder located on other machines such as a file server. This application can be installed with the CD-ROM which comes with this product.
❒ ScanRouter Plug-in can be installed either in ScanRouter Professional Station or other computers.
❒ For information about the system requirements for ScanRouter Plug-in, see P.75 *"ScanRouter Plug-in"*.
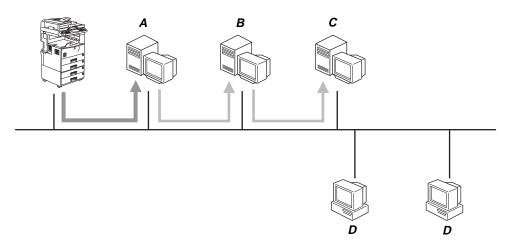
❖ **Example of installing ScanRouter Plug-in in ScanRouter Professional Station**

TNSX160E

A. ScanRouter Professional Station + ScanRouter Plug-in
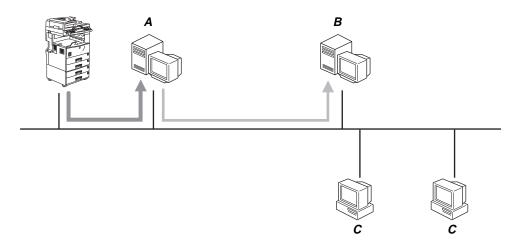*B.* File Server
C. Client

❖ **Example of Installing ScanRouter Plug-in in a Computer not used as a ScanRouter Professional Station or File Server**

TNSX170E

A. ScanRouter Professional Station

B. ScanRouter Plug-in

C. File Server

D. Client

❖ **Example of Installing ScanRouter Plug-in in the File Server**

TNSX180E

A. ScanRouter Professional Station

B. File Server + ScanRouter Plug-in

C. Client

Settings for Delivering Documents to a Shared Folder

Creating a Shared Folder as a Destination Folder

To deliver documents to a selected folder, you must first create a folder in the destination computer and set it as a shared folder.

A destination folder can be selected from two kinds of folder.

- A shared folder in the computer where ScanRouter Plug-in is installed.
- A shared folder in another computer on the network.

Note
- ❒ The user who starts ScanRouter Plug-in must have the following access permission depending on the operating system in use where the shared folder is located.
    - Windows 95/98: **[Full]** access permission
    - Windows NT 4.0: **[Full]** or **[Change]** access permission

Note
- ❒ To deliver documents to the file server, a network drive must be mapped to the selected folder which is located on the file server.

Settings for Delivering Documents to a Shared Folder

Select a shared folder as the destination for using ScanRouter Plug-in.

Note
- ❒ This section describes a summary of operations with ScanRouter Plug-in. For more information about the operations, see ScanRouter Plug-in Help.

A **Open the ScanRouter Plug-in properties dialog box and select ScanRouter Professional Station from the drop-down menu in the [Delivery Station] box.**

A user folders list in ScanRouter Professional Station appears.

B **Click to select the name of the user folder where documents are to be received and saved.**

C **Enter the password, and select "Folder" from the drop-down menu in the [Plug-in] box.**

D **Click [Browse] in the [Forwarding Output] box.**

E **Select the folder where documents will be delivered.**

ScanRouter Plug-in

System Requirements for Installation (when not shared with the Server)

If you want to install ScanRouter Plug-in in a computer where ScanRouter Professional Station is not installed, the computer must meet the following system requirements.

Note

❒ If installing this application in a computer where ScanRouter Professional Station is installed, the computer must meet the system requirements for each station's installation in addition to the following system requirements.

❖ CPU
Pentium 166MHz or faster

❖ Operating Systems

- Microsoft Windows 95 operating system (with Service Pack 1, or OSR2 or later)
- Microsoft Windows 98 operating system
- Microsoft Windows NT Workstation operating system Version4.0 (with Service Pack 4 or later)
- Microsoft Windows NT Server network operating system Version4.0 (with Service Pack 4 or later)

Limitation

❒ Under Windows NT, this application does not support RISC based processor (MIPS R Series, Alpha AXP, Power PC).

❖ RAM
64MB or more

Note

❒ If using ScanRouter Station with ScanRouter Plug-in (Salutation supported), 96MB or more RAM is required.

❖ Hard Disk Space
About 4MB of disk space is required for installation. When using this application, be sure to keep 100MB or more of free disk space available as a workspace.

Installing ScanRouter Plug-in

✐ Note

❒ If using Windows NT, you must logon as a member of the Administrators to install ScanRouter Plug-in.

A **Insert the CD-ROM which comes with this software into the computer.**

The language selection dialog box appears.

If the window doesn't appear, double-click on "Setup.exe" located on a root directory of the CD-ROM, to start the installer.

B **Select the language of the application to be installed, and click [OK].**

C **Click [ScanRouter Plug-in Software].**

When the installation confirmation message appears, click **[Yes]**.

D **When the [Welcome] dialog box appears, click [Next].**

The license contract for this application is displayed.

E **Click [Yes].**

F **Enter the user name, the company name and the serial number, and then click [Next].**

The serial number is listed on the CD-ROM case.

G **When the confirmation message appears, click [Yes].**

H **When the [Choose Destination Locatin] dialog box appears, change the destination if required, and then click [Next].**

I **When the [Select Components] dialog box appears, enter a "✓" mark for the component to be installed, and then click [Next].**

The installation starts.

♥ Limitation

❒ If Salutation Manager is not installed in the computer, the components supported by this application are not displayed.

J **When the completion message appears, click [Finish].**

The installation is complete. Start ScanRouter Plug-in to configure the settings.

🔍 Reference

The setup instructions after installing the ScanRouter Plug-in are provided as a HTML file. To open this file, click **[Start]**, point to **[Programs]**, point to the **[ScanRouter Professional]** folder and then click **[ScanRouter Plug-in Help]**.

Troubleshooting

Problem	Cause / Action
When starting ScanRouter Professional Station, the message "The profile name is not valid. Enter a valid profile name." appears.	This message appears when the name of the mail profile is not "ScanRouter Profile". Click **[OK]**, and follow the steps below to create a new profile. ① Click **[Start]**, point to **[Programs]**, point to the **[ScanRouter Professional]** folder, then click **[ScanRouter Initialization Tool]**. ② See P.20 *"Initial Settings After Installation"*, to create a profile.
When starting ScanRouter Professional Station, the message "There is nowhere to receive messages." appears.	Follow the steps below. ① Log on as the ScanRouter Professional administrator. ② Click **[Start]**, point to **[Programs]**, point to the **[ScanRouter Professional]** folder, then click **[ScanRouter Initialization Tool]**. ③ Click **[Profile Settings]**. The profile settings dialog box appears. ④ Make sure that **[Personal Folders]** is displayed as the information service set in this profile. ⑤ If **[Personal Folders]** is not displayed in the box, click **[Add]** and click to select **[Personal Folders]** in **[Available information services]**, and then click **[OK]**. ⑥ Select the location and the name of the personal folder file, and click **[Open]**. For example, the location is the same as displayed, and the file name is "ScanRouter.pst". ⑦ After the **[Personal Folders]** dialog box appears, click **[OK]**. ⑧ Click **[OK]**.

Problem	Cause / Action
When starting ScanRouter Professional Station just after the installation, NsUserMgr Create Dispatch Error appears.	Follow the steps below. ① Open the **[Command Prompt]** window and move to the directory where ScanRouter Professional Station is installed, and then enter the following command: **C:> NSUserMgr.exe /RegServer** ② Click **[Start]**, point to **[Programs]**, point to the **[ScanRouter Professional]** folder, then click **[ScanRouter Initialization Tool]**. ③ Click **[Authentication Settings]**. ④ Enter the password of the user currently logged on to Windows NT in the **[Password]** box and the **[Enter your password once again]** box. ✎ **Note** ❒ The ScanRouter Professional administrator account is currently used to log on to Windows NT. ⑤ Click **[OK]**.
When starting ScanRouter Professional Station just after the installation, Make icsregistry DB Create Error appears.	Follow the steps below. ① Click **[Start]**, point to **[Programs]**, and then click **[Command Prompt]**. ② Move to the Icsmng directory in the directory where ScanRouter Professional Station is installed. If the destination directory was not changed, this directory should be "Program Files\ScanRouter\ScanRouterPro\Icsmng". ③ Enter these commands in the following order. **C:> regsvr32 IcsMngC.dll** **C:> regsvr32 IcsMngSps.dll** **C:> regsvr32 NsIcsMng.dll** After the each command is executed successfully, "succeed" is displayed on the screen.

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Problem	Cause / Action
Cannot receive or deliver correctly fax documents forwarded from the machine, even though the fax delivery settings have been configured.	Follow the steps below. ① Log on as the ScanRouter Professional administrator. ② Click **[Start]**, point to **[Programs]**, point to the **[ScanRouter Professional]** folder, then click **[ScanRouter Initialization Tool]**. ③ Click **[Profile Settings]**. The profile settings dialog box appears. ④ Make sure that **[Personal Address Book]** and **[Personal Folders]** are displayed as the information service set up in this profile. ⑤ If **[Personal Address Book]** is not displayed in the box, click **[Add]** and click to select **[Personal Address Book]** in **[Available information services]**, and then click **[OK]**. ⑥ When the **[Personal Address Book]** dialog box appears, click **[OK]**. ⑦ Click **[OK]**. ⑧ If **[Personal Folders]** is not displayed in the box, click **[Add]** and click to select **[Personal Folders]** in **[Available information services]**, and then click **[OK]**. ⑨ Select the location and the name of the personal folder file, and click **[Open]**. For example, the location is the same as displayed, and the file name is "ScanRouter.pst". ⑩ When the **[Personal Folders]** dialog box appears, click **[OK]**. ⑪ Click **[OK]**.

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ScanRouter Professional OPERATING INSTRUCTIONS