ScanRouter EntryOption

Operating Instructions

- 1 Overview of ScanRouter EntryOption
- 2 Using ScanRouter EntryOption
- 3 Administrator Duties
- (4) Using ScanRouter EntryOption Administration Utility
- 5 Appendix

Preface

This manual explains about ScanRouter EntryOption. To get maximum versatility all operators are requested to read this manual carefully and follow the instructions. For information about setting up ScanRouter EntryOption, see *ScanRouter EntryOption Setup Guide*. For information about using ScanRouter EntryOption Administration Utility and Delivery Check Tool, see Help of the respective products.

Network devices used in the illustrations of this manual are examples. They may differ from actual network devices.

TABLE OF CONTENTS

How to Read this Manual Symbols	
1. Overview of ScanRouter EntryOption	
ScanRouter EntryOption	3
ScanRouter EntryOption Layout	
Deliveries Using ScanRouter EntryOption	
Destination Sheet Delivery	
Series Sheet DeliverySeparation Sheet Delivery	
OCR Form Delivery	
2. Using ScanRouter EntryOption	
ScanRouter EntryOption Operations	13
Performing a Destination Sheet Delivery	
Performing a Series Sheet Delivery	
Performing a Separation Sheet Delivery	
Performing an OCR Form Delivery	1/
3. Administrator Duties	
About Administrator Duties	19
Before You Start	
Global Settings	
Preparation for Delivery Operations	
Daily Operations	
Checking System Operating Conditions	
Backing Up	
Operations for Destinations with Documents Waiting for Confirmation of Documents Destinations	
Other Operations	25
System Notices	
Troubleshooting	
Changing the Administrator	25

4. Using ScanRouter EntryOption Administration Utility

ScanRouter EntryOption Administration Utility	27
ScanRouter EntryOption Administration Utility Features	
Starting ScanRouter EntryOption Administration Utility	
Using Help	
Display Layout	29
Server Settings	31
Select Server	31
Set Administrator	31
Destination Sheet Operations	32
Adding New Destination Sheets	32
Editing Destination Sheets	32
Deleting Destination Sheets	32
Displaying Destination Sheet Histories	
Setting Destination Sheet Status to Created	
Printing Destination Sheets	
Exporting Destination Sheets into Files	33
Series/Separation Sheet Operations	34
Printing Series/Separation Sheets	
Exporting Series/Separation Sheets into Files	34
OCR Form Operations	35
Creating New OCR Forms	35
Editing OCR Forms	35
Deleting OCR Forms	35
Log Administration	36
Normal Log Administration	36
Error Log Administration	36
Maintenance	38
Backing Up and Restoring	38
Returning to Installation Defaults	
Destinations with Documents Waiting for Confirmation of Destination	39
5. Appendix	
Examples of ScanRouter EntryOption Functions Used Together	
Combination of Destination Sheet Delivery and Series Sheet Delivery	
Combination of Separation Sheet Delivery and OCR Form Delivery	
Combination of Destination Sheet Delivery, Series Sheet Delivery, and OCR Form Deliv	•
Troubleshooting	44
INDEX	15

How to Read this Manual

Symbols

The following set of symbols is used in this manual.

∰Important

If this instruction is not followed, the operating system or program may stop responding, or data may be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

𝚱 Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

This symbol indicates a reference.

[]

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

1. Overview of ScanRouter EntryOption

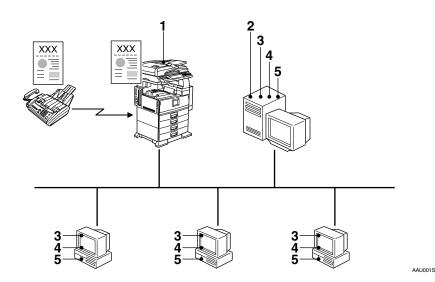
ScanRouter EntryOption

ScanRouter EntryOption allows you to deliver documents using destination sheets, series/separation sheets, and OCR forms. Using destination sheets, documents can be delivered at the same time to the destinations marked on the destination sheets. Using series/separation sheets, documents can be divided by the specified number of pages or at the specified positions and delivered. Using OCR forms, text in documents can be read with OCR and the documents can be delivered with the text applied to the document properties.

Creating and exporting destination sheets, series/separation sheets, and OCR forms are available using ScanRouter EntryOption Administration Utility.

ScanRouter EntryOption Layout

ScanRouter EntryOption operates in the following layout.



1. Network Device

Document data from a scanner or received by fax is sent to the EntryOption server.

2. EntryOption Server

The EntryOption server works with other devices on the network to ensure document delivery. In addition to normal deliveries, Destination sheet delivery, Series sheet delivery, Separation sheet delivery, and OCR form delivery are available.

₽ Reference

p.5 "Deliveries Using ScanRouter EntryOption"

3. ScanRouter EntryOption Administration Utility

An administrator can use this utility to configure, manage, and maintain Scan-Router EntryOption for delivering documents. An administrator can also create or export destination sheets, series/separation sheets, and OCR forms to use with ScanRouter EntryOption. Only the administrator configured in ScanRouter EntryOption Administration Utility beforehand can operate ScanRouter EntryOption Administration Utility.

ScanRouter EntryOption Administration Utility is installed on the EntryOption server. In addition, it can be installed on a client computer independently for remote access use.

p.27 "Using ScanRouter Entry-Option Administration Utility"

p.13 "Using ScanRouter EntryOption"

4. Delivery Check Tool

This tool enables you to confirm destinations on destination sheets and the contents of documents when documents are delivered using destination sheets. Destinations can also be added or deleted.

Delivery Check Tool is installed on the EntryOption server. In addition, it can be installed on a client computer independently for remote access use.

₽ Reference

p.24 "Confirm Destinations"

5. ScanRouter V2 Administration Utility

For Destination sheet delivery or OCR form delivery using ScanRouter Entry-Option, the necessary settings for each delivery type can be made using Scan-Router V2 Administration Utility.

₽ Reference

p.21 "Preparation using ScanRouter V2 Administration Utility"

1

Deliveries Using ScanRouter EntryOption

The following types of delivery are available using ScanRouter EntryOption:

- Destination sheet delivery
- Series sheet delivery
- Separation sheet delivery
- OCR form delivery

Destination Sheet Delivery

Destination sheet delivery is a function that reads destinations marked on a destination sheet and delivers a document to these destinations at one time.

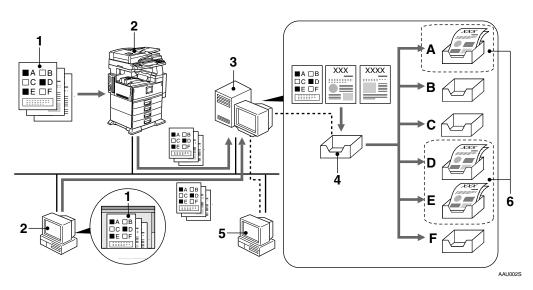
Before using the destination sheet delivery function, configure destinations with which you want to use this function with **[Dest. sheet delivery]** as a delivery type using ScanRouter V2 Administration Utility.

By placing a destination sheet at the front of a document and specifying a destination configured with **[Dest. sheet delivery]** when you deliver the document, destination sheet delivery function can be performed.

For example, if you configure the fax in-tray with **[Dest. sheet delivery]** as a delivery type, a document that arrives in the fax in-tray is delivered to the destinations specified on the destination sheet. Also, when you deliver a document from a scanner, if you select a destination configured with **[Dest. sheet delivery]** as a delivery type, the document is first sent to this destination and then delivered to the destinations specified on the destination sheet.

Note

☐ Operations such as creating and exporting destination sheets are available using ScanRouter EntryOption Administration Utility.



1. Destination Sheet

Delivery destinations of a document are marked on a printed destination sheet. The destination sheet is placed at the front of the document.

2. Network Device/Client Computer

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the EntryOption server, or a document is delivered to the EntryOption server using DeskTopBinder V2 Professional installed on a client computer.

3. EntryOption Server

A destination for destination sheet delivery on the EntryOption server receives the document.

4. Destination for Destination Sheet Delivery

The document arrives at the destination configured for destination sheet delivery on the EntryOption server. Destinations marked on the destination sheet are read and the document is delivered to these destinations. A setting can also be made in the **[Dest. sheet delivery]** properties settings to check destinations before delivery. In this case, Delivery Check Tool is used to check destinations and the contents of documents.

Note

- ☐ If the setting to check destinations before delivery is made, the status of the document remains as "waiting for confirmation of destinations" until the document is processed using Delivery Check Tool.
- ☐ In the [Dest. sheet delivery] properties settings, you can select a method for how the destination sheet will be processed when the document is delivered. Details such as whether the destination sheet is sent with the document or not change according to the settings made here.

1

5. Delivery Check Client

For a document waiting for confirmation of destinations, this can be used to check if the destinations were correctly read, add or delete destinations if necessary, and then deliver the document. Also, the document can be deleted without being delivered.

6. Specified Destinations

The delivered document arrives at the specified destinations.



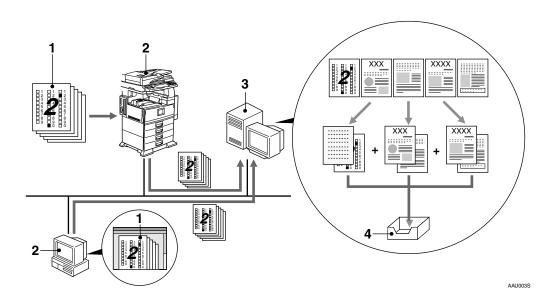
☐ If the destination for destination sheet delivery is configured with other delivery types in addition to [Dest. sheet delivery], the delivery processing for those delivery types will be performed at the same time.

p.13 "Performing a Destination Sheet Delivery"

Series Sheet Delivery

Series sheet delivery is a function that reads a number marked on a series sheet and divides a document into separate documents consisting of that number of pages, and delivers those documents. By placing a series sheet at the front of a document, when you deliver it, the delivery can be recognized as a series sheet delivery and the delivery processing can be performed.

- ☐ Operations such as printing and exporting series sheets are available using ScanRouter EntryOption Administration Utility.
- ☐ Multiple series sheets can be inserted into a document.
- *This is an example of a delivery using a series sheet marked with "2".



7

1. Series Sheet

A number is marked on a printed series sheet to divide a document into documents consisting of that number of pages. The series sheet is placed at the front of the document.

2. Network Device/Client Computer

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the EntryOption server, or a document is delivered to the Entry-Option server using DeskTopBinder V2 Professional installed on a client computer.

3. EntryOption Server

The EntryOption server receives the document.

4. Destination Specified When Document Was Delivered Using Series Sheet

The number marked on the series sheet is read and the document is divided into documents consisting of that number of pages. Then, the documents arrive at the destination on the EntryOption server.

For example, when you deliver a document that has four pages and the number "2" is read from the series sheet, two documents consisting of two pages will be created and delivered.

When multiple series sheets are used, all series sheets are taken out, combined into one document, and delivered with the other documents. At the front of this document, an information file is always added. The file, which is in text file format, has information such as the number of series sheets and the locations where the sheets were inserted.

Ø Note

☐ After division, the resulting documents are delivered according to the settings of all the delivery types configured for the destination.

p.15 "Performing a Series Sheet Delivery"

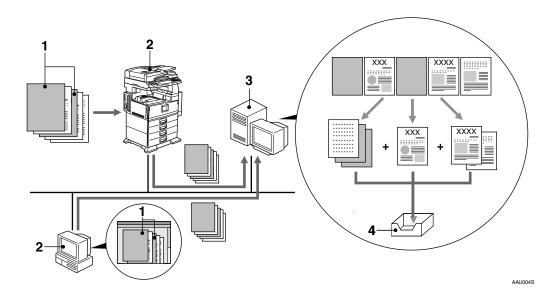
1

Separation Sheet Delivery

Separation sheet delivery is a function that delivers a document separated before and after the separation sheets inserted into the document. By adding separation sheets to a document, when you deliver it, the delivery can be recognized as a separation sheet delivery and the delivery processing can be performed.

Ø Note

- ☐ Operations such as printing and exporting separation sheets are available using ScanRouter EntryOption Administration Utility.
- ☐ Multiple separation sheets can be inserted into a document.



1. Separation Sheet

Printed separation sheets are placed at the front of the document and in locations you want to separate the document.

2. Network Device/Client Computer

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the EntryOption server, or a document is delivered to the EntryOption server using DeskTopBinder V2 Professional installed on a client computer.

3. EntryOption Server

The EntryOption server receives the document.

4. Destination Specified When Document Was Delivered Using Separation Sheet

Separation sheets are recognized and the document is divided before and after the sheets. Then, the resulting documents arrive at the destination on the Entry-Option server.

For example, when you deliver a document that has three pages and a separation sheet is inserted between the first and second pages, two documents, one consisting of one page and the other consisting of two pages, will be created and delivered.

When multiple separation sheets are used, all separation sheets are taken out, combined into one document, and delivered with the other documents. At the front of this document, an information file is always added. The file, which is in text file format, has information such as the number of separation sheets and the locations where the sheets were inserted.



☐ After division, the resulting documents are delivered according to the settings of all the delivery types configured for the destination.



p.16 "Performing a Separation Sheet Delivery"

OCR Form Delivery

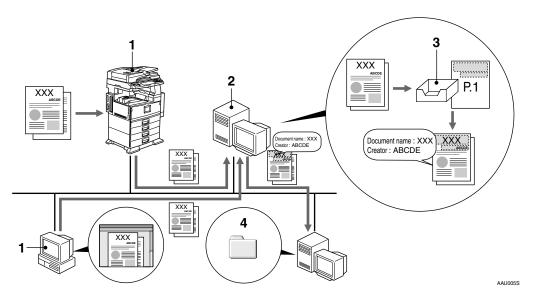
OCR form delivery is a function that reads text in a document and applies it to the document properties when the document is delivered.

Before using OCR form delivery function, use ScanRouter V2 Administration Utility to configure specific destinations with **[OCR form delivery]** as a delivery type and make the necessary settings such as specifying the OCR form to be used and the page number of documents where text is to be read using OCR. At the same time, configure one or more other delivery types for these destinations.

If you send a document to a destination configured with **[OCR form delivery]** as a delivery type, text is read from the OCR positions indicated on an OCR form and applied to the document properties. The document is delivered according to the other delivery types configured for the destination.

If you deliver documents several times that have document information, such as document name and creator name, on fixed positions, delivery using an OCR form is helpful. This kind of delivery makes changing document properties settings for each delivery unnecessary.

 Operations such as creating and editing OCR forms are available using Scan-Router EntryOption Administration Utility.



1. Network Device/Client Computer

A network device or client computer performs a normal delivery.

A document from a scanner or received by fax is sent to the EntryOption server, or a document is delivered to the EntryOption server using DeskTopBinder V2 Professional installed on a client computer.

2. EntryOption Server

A destination for OCR form delivery on the EntryOption server receives the document.

3. Destination Specified When OCR Form Delivery Was Performed

Text is read from positions according to the **[OCR form delivery]** properties settings of the destination. The document is delivered with the text applied to the document properties.

₽ Reference

p.17 "Performing an OCR Form Delivery"

4. Document Management Server Folder

If **[Add as document]** is configured as a delivery type for the destination for OCR form delivery, the document is added to a folder on the document management server.

Note

☐ Adding a document to a document management server folder is only an example. When you actually perform an OCR form delivery, the document is processed according to the delivery type configured for each destination.

Z

2. Using ScanRouter EntryOption

ScanRouter EntryOption Operations

Documents can be delivered using ScanRouter EntryOption. The following delivery methods are available:

- Delivering documents using destination sheets
- Dividing documents using series sheets and delivering
- Dividing documents using separation sheets and delivering
- Delivering documents using specified OCR forms
- When you mark destinations on destination sheets or numbers on series sheets, make sure to do the following:
 - Use black or dark pens or pencils.
 - Fill the entire area inside the frame.

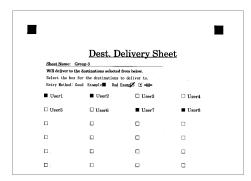
Good Example	Bad Example
□1 ■ 1 □ 1 ■2 □ 2 □ 2 □3 □ 3 □ 3 □4 □ 4 ■ 4	□1 1 □ 1 1 2 □ 2 □ 2 □ 2 □ 3 □ 3 □ 3 □ 3 □ 4 □ 4 □ 4

AAU006S

Performing a Destination Sheet Delivery

Follow the procedure below to deliver a document using a destination sheet. The document is delivered to each destination read from the destination sheet.

1 Prepare a printed destination sheet or an image file of a destination sheet, and then mark the destinations to which you want to deliver the document.



☐ The administrator creates destination sheets using ScanRouter EntryOption Administration Utility. Printed destination sheets or destination sheet data in image file format must be obtained from the administrator in advance.

- □ For destination sheet delivery of a document from a scanner or fax reading both sides of the document, prepare a destination sheet printed as a two-sided destination sheet or exported into an image file as a two-sided destination sheet by selecting [2 Sided]. If you use a destination sheet for one-sided printing, blank pages on the back sides are added as pages of the document.
- 2 Place the destination sheet at the front of the document.

Note

- ☐ When using multiple destination sheets, place all the sheets at the front of the document.
- Select the destination configured for destination sheet delivery, and then send the document normally.

Destinations marked on the destination sheet are read.

Note

☐ The destination for destination sheet delivery must be configured with [Dest. sheet delivery] as a delivery type. If other delivery types are set for the destination, normal delivery processing is performed at the same time as the destination sheet delivery processing.

p.21 "Preparation using Scan-Router V2 Administration Utility" 4 Start Delivery Check Tool, check whether the destinations read in step 3 are correct or not, and then deliver the document.

Documents are delivered according to the settings for each delivery destination.

Note

- ☐ In ScanRouter V2 Administration Utility, if [Do not confirm dest. on del. check tool.] is selected in the properties dialog box for the delivery type [Dest. sheet delivery], the document is delivered at once. In this case, step ☐ is unnecessary.
- ☐ In ScanRouter V2 Administration Utility, if [Confirm dest. on delivery check tool] is selected in the properties dialog box for the delivery type [Dest. sheet delivery], the document cannot be delivered until [Deliver Now] is clicked in Delivery Check Tool. Be sure to confirm destinations and deliver the document using Delivery Check Tool.
- ☐ For multi-page TIFF and application files, one file is recognized as one page.

p.24 "Confirm Destinations"

Note

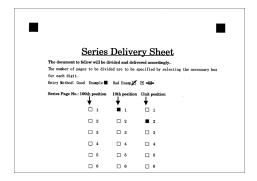
☐ If the fax in-tray is configured with **[Dest. sheet delivery]** as a delivery type, documents saved in the fax in-tray will also be processed with destination sheet delivery.

- ☐ If destination sheets cannot be recognized properly, the specified destination does not exist, or only destination sheets are delivered, the document cannot be delivered properly. The document is saved in the Undelivered Data In-Tray. When multiple destinations do not exist, one document is saved for each destination.
- ☐ If a destination that has documents waiting for confirmation is deleted, documents for the deleted destination cannot be confirmed using Delivery Check Tool. If this is the case, replace the deleted destination with another one. See p.23 "Operations for Destinations with Documents Waiting for Confirmation of Destination".

Performing a Series Sheet Delivery

Follow the procedure to deliver a document using a series sheet. The number marked on the sheet is read, the document is divided into documents consisting of that number of pages, and those documents are delivered.

1 Prepare a printed series sheet or an image file of the series sheet, and then mark the number which you want to use to divide the document.



Note

- ☐ The administrator outputs series sheets using ScanRouter EntryOption Administration Utility. Printed series sheets or series sheet data in image file format must be obtained from the administrator in advance.
- ☐ For series sheet delivery of a document from a scanner or fax reading both sides of the document, prepare a series sheet printed as a two-sided series sheet or exported into an image file as a two-sided series sheet by selecting [2 Sided]. If you use a series sheet for one-sided printing, blank pages on the back sides are added as pages of the document.

2 Place the series sheet at the front of the document.

Ø Note

- ☐ If you want to change the number which is used to divide the document within a document, mark a number on another series sheet and insert it into the document. The number used will be changed. Multiple series sheets can be inserted into one document.
- ☐ If no series sheet is placed at the front of a document, the document is handled with normal delivery processing.
- ☐ When using series sheet delivery with destination sheet delivery, place a series sheet right after the destination sheet.

3 Select a destination, and then deliver the document normally.

The number marked on the series sheet is read. The document is divided using this number and delivered.

Note

☐ For multi-page TIFF and application files, one file is recognized as one page. If a series sheet is inserted within a file, the sheet is invalid.

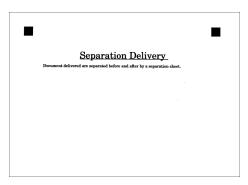
𝚱 Note

☐ If only series sheets are delivered, an information file and the series sheets are combined and delivered as one document.

Performing a Separation Sheet Delivery

Follow the procedure below to deliver a document using separation sheets. The document is divided before and after the sheets and delivered.

1 Prepare printed separation sheets or image files of the separation sheet.



Note

☐ The administrator outputs separation sheets using ScanRouter EntryOption Administration Utility. Printed separation sheets or separation sheet data in image file format must be obtained from the administrator in advance.

- ☐ For separation sheet delivery of a document from a scanner or fax reading both sides of the document, prepare separation sheets printed as two-sided separation sheets or exported into image files as two-sided separation sheets by selecting [2 Sided]. If you use separation sheets for one-sided printing, blank pages on the back sides are added as pages of the document.
- Place a separation sheet at the front of the document. Insert other separation sheets in each location you want to divide the document.

Note

- ☐ If no separation sheet is placed at the front of a document, the document is handled with normal delivery processing.
- ☐ When using separation sheet delivery with destination sheet delivery, place a separation sheet right after the destination sheet.
- Select a destination, and then deliver the document normally.

The document is divided before and after the separation sheets and delivered.

Note

☐ For multi-page TIFF and application files, one file is recognized as one page. If a separation sheet is inserted within a file, the sheet is invalid.

Note

☐ If only separation sheets are delivered, an information file and the separation sheets are combined and delivered as one document.

Performing an OCR Form Delivery

Follow the procedure below to deliver a document using an OCR form. From the OCR positions specified on the form, text of the document is read and applied to the document properties.

∰Important

- ☐ Documents written by hand cannot be recognized correctly.
- 1 Prepare a document you want to deliver using an OCR form.

Note

- ☐ The administrator creates OCR forms using ScanRouter Entry-Option Administration Utility.
- ☐ The page number where text is to be read using OCR is set for each destination. Prepare documents so that the page for OCR matches the page number set for the destination.
- 2 Select a destination configured for OCR form delivery, and then deliver the document normally.

Text is read from the positions specified on the OCR form and applied to the document properties.

Note

□ A destination for OCR form delivery is configured with one or more delivery types in addition to [OCR form delivery]. The text that was read according to the [OCR form delivery] setting is applied to the document properties. The document is delivered according to the settings of other delivery types.

☐ Document properties that will be set in each OCR form delivery vary depending on the conditions below:

When [Add as document] is configured with [OCR form delivery]

When item names of the document type set for each document are the same as OCR position item names of the OCR form, text of the OCR results is applied to the document properties items that have the same names.

When [Send by SMTP mail], [Send by MAPI mail], [Deliver to Notes R5 Database], or [Send by Notes R5 mail] is configured with [OCR form delivery]

The OCR result from the document name OCR position specified on the OCR form is applied to the document as the document name.

When redelivering a document from DeskTopBinder V2 Professional

When item names of the document type set for each document are the same as OCR position item names of the OCR form, text of the OCR results is applied to the document properties items that have the same names.

☐ When multiple OCR forms are set for a destination, if there are some OCR results read from the positions that have the same item name, results of the first OCR form have priority over all other results. OCR results with different item names from different forms are all applied to the document properties and delivered as part of one document. For example, when two OCR forms are used, if the OCR results of the first OCR form are "Document name: A" and "Creator: B", and the results of the second one are "Document name: C" and "Memo: D", the document properties that will be attached will read "Document name: A", "Creator: B", and "Memo: D".

₽ Reference

p.21 "Preparation using Scan-Router V2 Administration Utility"

☐ If you configure the fax in-tray with **[OCR form delivery]** as a delivery type, OCR form delivery is performed for all documents saved in the fax in-tray.

3. Administrator Duties

About Administrator Duties

There are several things that the administrator must do before starting operation of the EntryOption server. Daily maintenance is required after operation of the server is started. The administrator must also be ready to deal with any problems that arise.

Appropriate management and configurations are required to enable all clients to use the ScanRouter Entry-Option functions.

𝚱 Note

☐ Use ScanRouter V2 Administration Utility and ScanRouter Entry-Option Administration Utility to manage the network and maintain optimal performance settings.

Before You Start

Before the system is usable, the destination and other settings must be configured.

For information about the configuration procedure, see Help.

Global Settings

Before starting operation of Scan-Router EntryOption, global settings, such as those for the administrator password and sending e-mails, must be made.

Setting administrator password and error notification

Set the administrator password and error notification.

Administrator password
 The administrator password is
 used to control access to Scan Router EntryOption Administration Utility. To access
 ScanRouter EntryOption Administration Utility to make settings and for management, the
 administrator password is required.

A default administrator password is not set.

The administrator password is requested only when ScanRouter EntryOption Administration Utility is started. If the password is entered at startup, it is not requested until shutdown. An administrator password is set for each EntryOption sever. If you have a system with more than one EntryOption server, you will need to set passwords individually for each EntryOption server.

- Error notification Select the method of notification when an error occurs.
 - E-mail address
 When the administrator e-mail address is set, notification required for ScanRouter Entry-Option maintenance and operation such as error notification is sent to the administrator.

Settings for sending e-mail

Make the settings for sending email to the administrator when an error occurs.

- SMTP Set an IP address of an SMTP server.
- POP Set a POP account and POP password.

₽ Reference

p.31 "Set Administrator"

Preparation for Delivery Operations

Preparation using ScanRouter EntryOption Administration Utility

Preparation is required before document delivery can begin using Scan-Router EntryOption. This includes creating and outputting destination sheets, outputting series/separation sheets, and creating OCR forms.

Creating and outputting destination sheets

Create destination sheets for destination sheet delivery. Destination sheets must be printed or exported into image files in advance to use with destination sheet delivery.

p.32 "Destination Sheet Operations"

❖ Outputting series/ separation sheets

Series sheets or separation sheets must be printed or exported into image files in advance to use with series sheet delivery or separation sheet delivery.

p.34 "Series/Separation Sheet Operations"

Creating OCR forms

OCR forms must be created in advance to use with OCR form delivery.

p.35 "OCR Form Operations"

Limiting log entries

Set the size limit of a log file and the maximum number of log files to save. Make the settings for normal log and error log, respectively.

₽ Reference

p.36 "Log Administration"

Preparation using ScanRouter V2 Administration Utility

Before destination sheet delivery and OCR form delivery are used, the destinations for destination sheet delivery and OCR form delivery must be prepared and configured with the delivery types to be used using Scan-Router V2 Administration Utility.

On the [Operations] menu, click [Add New Destination], and then click [User]. On the [Basic Settings] tab, add the delivery types you want to use for each destination.

- ☐ Multiple [Dest. sheet delivery] delivery types cannot be set for one destination. Delivery processing for only one type will be performed even if [Dest. sheet delivery] is set multiple times.
- ☐ Multiple [OCR form delivery] delivery types can be set for one destination.

In the properties dialog box of each delivery type, the following settings can be made:

Destination sheet delivery

- Advanced Settings
 - Dest. sheet delivery
 Set whether the destination
 sheet is delivered with the
 document, and if it is, whether to deliver the destination
 sheet and document as one
 document or not.
 - Check destination
 Set whether to confirm destinations from the client computer or not. Use Delivery
 Check Tool to confirm destinations.

OCR form delivery

- Basic Settings
 - Save in

Click [Browse], and then select a location in the dialog box that appears for saving the CSV file of the OCR results, the image file, and the information file.

Select **[Do not save form]** in the dialog box for specifying the save location not to save information files.

Select [Save as unadded form.] in the dialog box for specifying the save location as a location for saving unadded forms. If you save documents in the location for saving unadded forms, OCR forms can be created later using the images saved in this location.

p.35 "Creating New OCR Forms"

File format
 Select an image file format
 for delivering and saving
 black and white images or
 images other than black and
 white.

Advanced Settings

Select Form:
 Select an OCR form you
 want to use. OCR forms cre ated in ScanRouter Entry Option Administration
 Utility are displayed in the
 list.

Page No.:
 Enter a page number for reading text using OCR between 1 and 10000.

Export Method
 Select whether to export only
 the CSV file that contains the
 OCR results or export the image file of the delivery document and the information file
 that contains the image file
 name, in addition to the CSV
 file.

- Auto-adjust image orientation for OCR
 Select whether to automatically adjust image orientation or not when OCR is performed.
- Saving file method
 As the saving method for files set to be exported in [Export Method], select whether to create a sub-folder for saving or save directly in the folder.
- File name format
 Select a file name format for
 files set to be exported in [Export Method].

For details about ScanRouter V2 Administration Utility, see Scan-Router V2 Professional/Enterprise Management Guide and Administration Utility Help.

Daily Operations

To properly manage and operate ScanRouter EntryOption, the administrator must perform the following tasks on a regular basis.

Checking System Operating Conditions

The log can tell you when and how often different devices are used. The log contains destination and sender information, as well as the date and time the document was sent to the EntryOption server, and the redelivery date and time. The log can also tell you when and how often different errors occur.

The EntryOption server keeps two types of logs: normal log and error log. "Normal Log" entries are recorded for each normal delivery. "Error Log" entries are recorded when an error occurrs.

Note

- ☐ Logs can also be exported as files.
- ☐ Even if you are not logged on to ScanRouter EntryOption Administration Utility as the administrator, you can view the logs. (Administrator functions are still prohibited.)

₽ Reference

p.36 "Log Administration"

Backing Up

Regular backups should be made to ensure ScanRouter EntryOption reliability.

You can save backup information to any directory on the server.

Note

- ☐ Make sure there is enough free space on the server before backing up.
- PReference p.38 "Backing Up and Restoring"

Operations for Destinations with Documents Waiting for Confirmation of Destination

Check destinations with documents waiting for confirmation of destinations using ScanRouter EntryOption Administration Utility. Destinations can also be changed.

p.39 "Destinations with Documents Waiting for Confirmation of Destination"

Confirm Destinations

If the setting is made to confirm destinations for documents delivered using destination sheets, confirm destinations using Delivery Check Tool. After the confirmation is complete, destinations can be added or deleted, if necessary, and then the document can be delivered.

The following operations are available using Delivery Check Tool:

- Confirming Destinations
 Follow the procedure below to confirm, add, or delete destinations.
 After operations for destinations are complete, deliver the document.
 - ① Click [Start], point to [Programs], point to [ScanRouter EntryOption], and then click [Delivery Check Tool].
 - The icon for Delivery Check Tool appears on the taskbar.
 - ② Right-click the icon on the taskbar, and then click [Confirm Destination] on the menu that appears.
 - ③ Select a destination you want to confirm, and then click [OK]. A dialog box to confirm destinations appears.

Note

☐ If the [Display message] check box is selected in the [Notification method:] area in the [Set Delivery Check Tool] dialog box, notification of document arrival is sent to computers installed with Delivery Check Tool. A dialog box to confirm destinations can also be displayed by clicking [Start Delivery Check Tool] in the [Notify Reception] dialog box.

4 Check whether destinations are correctly read or not for each document.

Note

- ☐ If necessary, add or delete destinations.
- ⑤ Click [Deliver Now]. The confirmation message about delivering the document appears.

Ø Note

- ☐ Click **[Delete Doc.]** to delete the document.
- 6 Click [OK]. The document is delivered to the specified destinations.
- Setting destinations for confirmation Follow the procedure below to add, change, or delete destinations to be monitored by Delivery Check Tool.
 - ① Right-click the icon on the taskbar, and then click [Confirm Destination Settings] on the menu that appears.
 - ② To add a destination, click [Add...]. To change a destination, select a destination in the list, and then click [Change...]. The [Add Monitored Dest.] or [Change Monitored Dest.] dialog box appears.

𝚱 Note

- ☐ To delete a destination, select a destination you want to delete in the list, and then click [Delete].
- ③ Select a destination you want to add or change, and then select the [Monitor] check box in the [Confirm set.:] area.
- ④ Click [OK]. The [Set Delivery Check Tool] dialog box reappears. The addition or change you made is applied to [Monitored Dest. List:].
- ⑤ Click [OK].

Other Operations

The following settings are for dealing with specific problems.

System Notices

If there is an error, the ScanRouter EntryOption will send a message to the administrator. You can manage error notification. On the [Server] menu, click [Set Administrator], and then make the necessary settings in the [Error notification] area. If [Ignore] is selected, no message arrives.

For handling a specific error, see "Troubleshooting".

Troubleshooting

If a problem arises, see "Trouble-shooting", and take the appropriate measures.

If data is corrupted, or the system is unstable or does not operate correctly for some reason, restore the backup data. If this does not work properly, click [Return to Installation Defaults] on the [Maintenance] menu, and then restore the backup data.

₽ Reference

p.44 "Troubleshooting" p.38 "Maintenance"

Changing the Administrator

Change the administrator password and e-mail address. See p.31 "Set Administrator".

4. Using ScanRouter EntryOption Administration Utility

ScanRouter EntryOption Administration Utility

ScanRouter EntryOption Administration Utility Features

ScanRouter EntryOption Administration Utility enables you to configure, manage, and maintain ScanRouter EntryOption to deliver documents using its functions.

The administrator creates destination sheets, series/separation sheets, and OCR forms, and maintains ScanRouter EntryOption using ScanRouter EntryOption Administration Utility.

♦ Administrator and user modes

ScanRouter EntryOption Administration Utility can be used in either administrator or user mode.

- Administrator mode
 Administrator mode allows use
 of all functions and requires the
 administrator password.
- User mode
 User mode is restricted to viewing the log files but does not require a password.

𝒯 Note

☐ ScanRouter EntryOption Administration Utility is installed when ScanRouter EntryOption is installed. You can also install ScanRouter EntryOption Administration Utility on a client computer and use it to access the EntryOption server.

For information about installing on a client computer, see *Setup Guide*.

Starting ScanRouter EntryOption Administration Utility

Starting from the EntryOption server

This describes how to start ScanRouter EntryOption Administration Utility directly from the EntryOption server.

Note

- ☐ After starting, you can select another EntryOption server. See p.31 "Select Server".
- 1 Click [Start], point to [Programs], point to [ScanRouter EntryOption], and then click [EntryOption Administration Utility].

The **[EntryOption Password]** dialog box of the started EntryOption server appears.

- 2 Enter the password in the [Password:] box.
- Click [OK] to start ScanRouter EntryOption Administration Utility in administrator mode.

Click [Cancel] to start in user mode.

Starting from a client computer

This describes how to start ScanRouter EntryOption Administration Utility from a client computer.

Follow the procedure below to start ScanRouter EntryOption Administration Utility for the first time on a client computer. After the first time, the last selected server is automatically selected.

- ☐ After starting, you can select another EntryOption server. See p.31 "Select Server".
- 1 Click [Start], point to [Programs], point to [ScanRouter EntryOption], and then click [EntryOption Administration Utility].

The [Select Server] dialog box appears.

2 Click [Browse].

The [Browse for Server] dialog box appears.

Select the desired server, and then click [OK].

The [Select Server] dialog box reappears.

4 Click [OK].

The **[EntryOption Password]** dialog box appears.



- Click [Cancel] to exit ScanRouter EntryOption Administration Utility.
- Enter the password in the [Password:] box.
- 6 Click [OK] to start ScanRouter EntryOption Administration Utility in administrator mode.

Click [Cancel] to start in user mode.

Exiting

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

Using Help

There is a help file provided for Scan-Router EntryOption Administration Utility. The help file provides information about settings, operations, and dialog boxes.

Help with operation

On the [Help] menu, click [Contents and Index]. Help topic areas will be displayed.

Help with dialog boxes

Click **[Help]** in the dialog box you want to know more about.

Searching Help by a function name or keyword

On the [Help] menu, click [Contents and Index]. You can search Help using a function name or keyword.

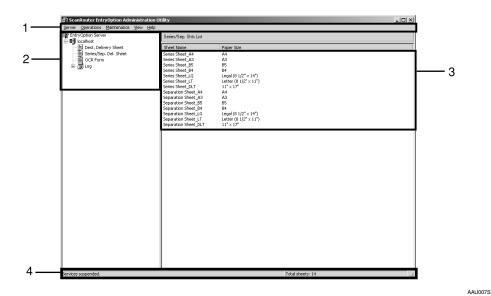
Seeing version information

Click [About ...] on the [Help] menu to display version information for Scan-Router EntryOption Administration Utility.

Display Layout

This describes the layout of the display.

ScanRouter EntryOption Administration Utility display components



- 1. ScanRouter EntryOption Administration Utility menu bar
- 2. List of items under administration displayed as a tree
- 3. Contents of the item selected in 2
- 4. Displays the status of ScanRouter EntryOption Administration Utility and information about the item selected in 2 (status bar)

Selecting items

Select an item to manage from the tree. The contents of the display pane and the make-up of the menus will change according to what is selected on the tree.

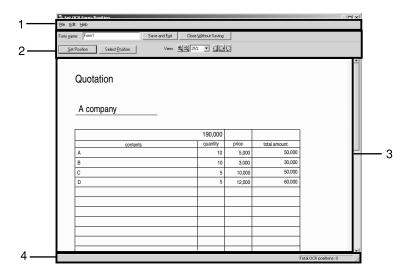
Displaying/hiding the status bar

On the **[View]** menu, click **[Status Bar]**, and then select whether to hide or display the status bar.

Updating information

To update information on your display, click [Refresh] on the [View] menu.

Set OCR Form/Position display components



AAU008S

- 1. Set OCR Form/Position display menu bar
- 2. Set OCR Form/Position display buttons
- 3. Displays the image for specifying OCR positions and saving as an OCR form
- 4. Displays the status of Set OCR Form/Position display and information about the item displayed (status bar)

Server Settings

The following options and settings are available with administrator mode on the EntryOption server.

𝚱 Note

☐ Information such as available disk space and server status can be checked in [Server Information] on the [Server] menu.

Select Server

When you start ScanRouter Entry-Option Administration Utility without having a particular EntryOption server specified, or when you want to switch to another EntryOption server, you can select a server from [Select Server] on the [Server] menu.

Set Administrator

To change the administrator password or the method of error notification, change the settings for the administrator. To make the administrator settings, click [Set Administrator] on the [Server] menu.

Administrator password

Make settings for the administrator password.

Error notification

As a method of error notification, select [Ignore] or [E-mail administrator (send by SMTP)].

When **[E-mail administrator (send by SMTP)]** is selected, specify the administrator e-mail address.

Administrator e-mail address

When the administrator e-mail address is set, notification required for delivery system maintenance and operation is sent to the administrator.

Note

☐ When [E-mail administrator (send by SMTP)] is selected in [Error notification], error notification will be sent to the e-mail address specified here.

Destination Sheet Operations

A destination sheet is a sheet where delivery destinations of documents are added. By marking the destinations to which you want to deliver a document and placing the sheet at the front of the document, the document can be automatically delivered to the marked destinations when sent from a scanner, fax, or DeskTopBinder V2 Professional.

The following operations are available for destination sheets:

- Adding new destination sheets
- Editing destination sheets
- Deleting destination sheets
- Displaying destination sheet histories
- Setting the destination sheet status to "Created"
- Printing destination sheets
- Exporting destination sheets into files

Adding New Destination Sheets

On the [Operations] menu, click [Add New Dest. Sheet], and then make the necessary setting for each item.



Destination sheet paper size remains the same as that when added and cannot be changed at a later time.

Editing Destination Sheets

You can change the destination sheet name, add or delete destinations, or change the display order of added destinations. In the destination sheet list, select a destination sheet you want to edit. On the [Operations] menu, click [Edit Dest. Sheet], and then edit the desired items.

Note

☐ If a destination that was added with ScanRouter V2 Administration Utility has been deleted, the confirmation message about whether or not to apply the change to the destination sheet and edit appears.

Deleting Destination Sheets

In the destination sheet list, select a destination sheet you want to delete. On the [Operations] menu, click [Delete Dest. Sheet].

Displaying Destination Sheet Histories

The version history of a destination sheet can be displayed. Printing and exporting the previous versions of the sheet are also available. On the [Operations] menu, click [Dest. Sheet History].

Setting Destination Sheet Status to Created

You can set the status of a "Creating" destination sheet to the "Created" status. At that time, the sheet is recorded in the history. Even if the destination sheet is edited at a later time, the previous version of the sheet can be printed or exported from [Sheet history list:]. On the [Operations] menu, click [Created Dest. Sheet].

Printing Destination Sheets

On the [Operations] menu, point to [Print Dest. Sheet], and then click [Selected sheet] or [All sheets].

Note

☐ If a destination that was added with ScanRouter V2 Administration Utility has been deleted, the confirmation message about whether or not to apply the change to the destination sheet and print appears.

Exporting Destination Sheets into Files

Destination sheet information can be exported into a file for one-sided printing (single-page TIFF) or two-sided printing (multi-page TIFF). On the [Operations] menu, point to [Export Dest. Sheet File], and then click [Selected sheet] or [All sheets].

Note

- ☐ If a destination that was added with ScanRouter V2 Administration Utility has been deleted, the confirmation message about whether or not to apply the change to the destination sheet and export appears.
- ☐ Exported destination sheet files cannot be edited and used as images

Series/Separation Sheet Operations

A series sheet is used to deliver a document from a scanner, fax, or Desk-TopBinder V2 Professional divided into documents of the specified number of pages. By marking the number on a series sheet, and placing the sheet at the front of the document when delivering, the document can automatically be divided into documents of the specified number of pages.

A separation sheet is used to deliver a document from a scanner, fax, or DeskTopBinder V2 Professional separated at the specified positions. By placing separation sheets at the front of the document and the positions you want to divide the document, the document can automatically be divided.

The following operations are available for series/separation sheets:

- Printing series/separation sheets
- Exporting series/separation sheets into files

𝚱 Note

☐ Series sheets and separation sheets are available from ScanRouter EntryOption Administration Utility. Before delivering a document using these sheets, print them or export them into files. New series/separation sheets cannot be created.

Printing Series/Separation Sheets

On the [Operations] menu, click [Print Series/Sep. Shts].

Exporting Series/Separation Sheets into Files

Series sheet or separation sheet information can be exported into a file for one-sided printing (single-page TIFF) or two-sided printing (multi-page TIFF). On the [Operations] menu, click [Exp. Ser./Sep. Sheets File].



☐ Exported series /separation sheet files cannot be edited and used as images.

OCR Form Operations

An OCR form is a form that specifies positions for reading text using OCR.

If you deliver documents several times that have document information, such as document name and creator name, on fixed positions, delivery using an OCR form is helpful. This kind of delivery makes changing document properties settings for each delivery unnecessary.

Before delivering a document, create the OCR form that specifies positions for reading document information, and then specify OCR form delivery as a delivery type for the destination. When you send a document to this destination, text is read from the positions specified in the OCR form and applied to the document properties. Then, the document is delivered to the destination according to the other delivery types set when OCR form delivery type was set.

The following operations are available for OCR forms:

- Creating new OCR forms
- Editing OCR forms
- Deleting OCR forms

Creating New OCR Forms

On an OCR form, specify positions to read text using OCR, and specify which items the text is applied to and the character type for the text. The following two methods are available to create OCR forms:

Adding from a file

An OCR form can be created by specifying an image file. On the [Operations] menu, point to [New OCR Form], and then click [From File...].

Adding from an unadded form

An OCR form can be created by specifying an image saved in the location for saving unadded forms on the EntryOption server. On the [Operations] menu, point to [New OCR Form], and then click [From Unadded Form...].

Editing OCR Forms

Select an OCR form you want to edit in [OCR Form List]. On the [Operations] menu, click [Edit OCR Form], and then edit the desired items.

Deleting OCR Forms

Select an OCR form you want to delete in [OCR Form List]. On the [Operations] menu, click [Delete OCR Form].

Log Administration

The EntryOption server keeps the following logs:

- Normal log
- Error log

Normal Log Administration

Normal log saves information about the deliveries made using ScanRouter EntryOption.

Select **[Normal Log]** to view the logged data.

The following operations are available for the normal log:

- Deleting all log entries
- Exporting log entries
- Limiting log entries

Deleting all normal log entries

The entire normal log can be deleted. On the [Operations] menu, click [Delete All Log Entries].



☐ Log entries cannot be deleted individually.

Exporting normal log entries

To export normal log entries to a CSV file, click **[Export Log Entries]** on the **[Operations]** menu, and then select a location to save.

Limiting normal log entries

To set the size limit of a log file and the maximum number of log files to save, click [Max Log Entries] on the [Operations] menu, and then make the settings.

Error Log Administration

Error log saves information about errors that occur when using ScanRouter EntryOption.

The following operations are available for the error log:

- Deleting all error log entries
- Exporting error log entries
- Limiting error log entries



- ☐ An entry in the error log is created for each delivery. When there are multiple delivery types, an entry will be made for each type that has an error.
- ☐ **[Error Log List]** displays the following information:
 - Logged
 - Device
 - Redelivery
 - Destination
 - Sender
 - Doc. Name
 - Error Details
 - Contents

Deleting all error log entries

The entire error log can be deleted. On the [Operations] menu, click [Delete All Log Entries].



☐ Log entries cannot be deleted individually.

Exporting error log entries

To export error log entries to a CSV file, click **[Export Log Entries]** on the **[Operations]** menu, and then select a location to save.

Limiting error log entries

To set the size limit of a log file and the maximum number of log files to save, click [Max Log Entries] on the [Operations] menu, and then make the settings.

Maintenance

ScanRouter EntryOption Administration Utility has the following maintenance functions. Before beginning maintenance, make sure that delivery service is suspended using ScanRouter V2 Administration Utility.

- Back Up
- Restore
- Return to Installation Defaults
- Destinations with Documents Waiting for Confirmation of Destination

Backing Up and Restoring

All system information can be backed up in any directory on the Entry-Option server. It is recommended that backups be made regularly.

To restore backup data, use the Restore function.

∰Important

☐ The available locations for saving backup data are the folders that can be accessed from the Entry-Option server. If you are using ScanRouter EntryOption Administration Utility on a client computer, make sure that the location is not a folder on the client computer.

Backing up

Click [Back Up] on the [Maintenance] menu to save to the backup location. If there is an error caused by insufficient disk space during backup, change the backup location or delete unnecessary files, and then back up again.

Restoring backup data

On the [Maintenance] menu, click [Restore], and then select the back-up data to use.

∰Important

- ☐ The Restore function should only be used when there is no alternative.
- ☐ The Restore function returns the system to the state it was in when the backup was made. All data or changes saved after the backup will be lost.

Returning to Installation Defaults

This function deletes all data and settings and returns the system to its initial state. To start initialization, on the [Maintenance] menu, click [Return to Installation Defaults].

#Important

☐ Do not use this function unless absolutely necessary.

Destinations with Documents Waiting for Confirmation of Destination

To check destinations with documents waiting for confirmation of destinations, on the [Maintenance] menu, click [Confirm Destination List]. The [Confirm Destination List] dialog box appears. If you have deleted a destination that has documents waiting for confirmation of destinations, the remaining documents for the deleted destination cannot be confirmed. However, confirmation is possible if you replace the deleted destination with another one in the [Confirm Destination List] dialog box.

Note

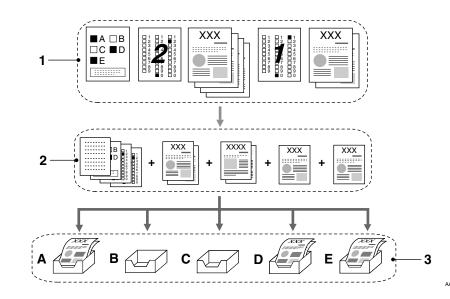
☐ For destinations that have documents waiting for confirmation of destinations, check the document destination using ScanRouter EntryOption Administration Utility, and then process the documents using operations such as deliver or delete.

5. Appendix

Examples of ScanRouter EntryOption Functions Used Together

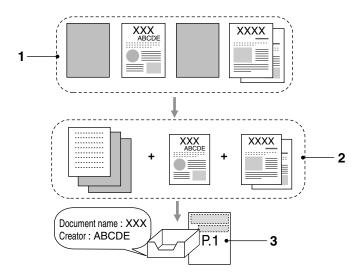
ScanRouter EntryOption functions can be used at the same time. When they are combined, documents are delivered as in the following examples:

Combination of Destination Sheet Delivery and Series Sheet Delivery



- 1. Destination "A", "D", and "E" are marked on a destination sheet placed at the front of the document. A series sheet marked with the number "2" is placed right after the destination sheet. Another series sheet marked with the number "1" is inserted into the document.
- 2. The document arrives at the destination configured for destination sheet delivery. The document is divided as illustrated.
- 3. The resulting documents are delivered to destination "A", "D", and "E".

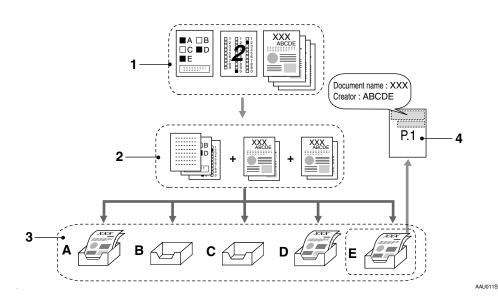
Combination of Separation Sheet Delivery and OCR Form Delivery



AAU010S

- 1. A separation sheet is at the front of the document. Another separation sheet is inserted in the location you want to divide the document.
- 2. The document is divided as illustrated.
- 3. The resulting documents arrive at a destination configured for OCR form delivery. Text is read from the OCR positions according to the properties settings of the delivery type [OCR form delivery] and applied to the document properties. OCR is performed for the documents individually.

Combination of Destination Sheet Delivery, Series Sheet Delivery, and OCR Form Delivery



- 1. Destination "A", "D", and "E" are marked on a destination sheet placed at the front of the document. A series sheet marked with the number "2" is placed right after the destination sheet.
- 2. The document is divided as illustrated.
- 3. The resulting documents are delivered to destination "A", "D", and "E".
- 4. When the documents arrive at destination "E" which is prepared for OCR form delivery, text is read from the OCR positions according to the properties settings of the delivery type [OCR form delivery] and applied to the document properties. OCR is performed for the documents individually.

Troubleshooting

Problem	Causes and solutions
A destination sheet or series/separation sheet cannot be printed.	 Make sure that the power of the printer is on. Make sure that the printer driver is installed on the EntryOption server.
When both sides of a document are read and the document is delivered, unnecessary blank pages are included in the document.	Destination sheets or series/separation sheets for one-sided printing were used. Deliver the document again using sheets for two-sided printing.
An error regarding the Entry- Option server environment (such as insufficient memory or hard disk capacity) occurs.	Take an appropriate measure such as increasing hard disk capacity of the EntryOption server.
When delivering a document using ScanRouter EntryOption functions, the destination sheet or other sheets cannot be recognized and an error occurs.	ScanRouter EntryOption failed to recognize the sheets. Perform the delivery operation again or deliver the document from the undelivered data tray.
When performing an OCR form delivery, text cannot be read correctly.	 The document must be read under the same conditions, including color and resolution, as when the OCR form was created. When performing an OCR form delivery from Desk-TopBinder V2 Professional, create the image of the document using the same network device as that used when the image for the OCR form was created, and then deliver the document again. If the delivery document is not created under the following conditions, recreate the document and then deliver again: Character size 6-60 points (400 dpi characters : 2-20 mm square) Recognizable characters Alphanumeric characters and symbols Resolution 200-600 dpi

INDEX

Α	M
Administrator Mode, 27	Maintenance, 38 Marking, 13
<u>B</u>	N
Back Up, 38	Normal Log, 36
<u>c</u>	Delete All Normal Log Entries, 36 Export Normal Log Entries, 36 Max Normal Log Entries, 36
Combination of Functions, 41 Confirm Destination, 24	
D	0
Daily Operations, 23 Destination Sheet, 32 Add New Destination Sheet, 32 Created Destination Sheet, 33 Delete Destination Sheet, 32 Display Destination Sheet History, 32 Edit Destination Sheet, 32 Export Destination Sheet into File, 33 Print Destination Sheet, 33 Destination Sheet Delivery, 5 Destinations with Documents Waiting for	OCR Form, 35 Create New OCR Form, 35 Delete OCR Form, 35 Edit OCR Form, 35 OCR Form Delivery, 10 Operation Destination Sheet Delivery, 13 OCR Form Delivery, 17 Separation Sheet Delivery, 16 Series Sheet Delivery, 15
Confirmation of Destination, 39	Password, 31 Preparation, 20
E-mail Address, 31 Error, 25 Error Log, 36 Delete All Error Log Entries, 36 Export Error Log Entries, 37 Max Error Log Entries, 37	Preparation for Delivery Operations, 22 Preparation Using ScanRouter V2 Administration Utility, 21 Prepatation Global Settings, 20 R
Error Notification, 31	Restore, 38
<u>H</u>	Return to Installation Defaults, 38
Help, 28	
L	
Log. 23, 36	

```
ScanRouter EntryOption, 3
 ScanRouter EntryOption Administration
  Utility, 27
      Exit, 28
      OCR Form Management Display, 30
      ScanRouter EntryOption
       Administration Utility Display, 29
      Start, 27
 Select Server, 31
 Separation Sheet Delivery, 9
 Series/Separation Sheet, 34
      Export Series/Separation Sheet into Files, 34
      Print Series/Separation Sheet, 34
 Series Sheet Delivery, 7
 [Server] menu, 31
 Set Administrator, 31
 Status Bar, 29
 Symbols, 1
 Troubleshooting, 44
U
 Updating Information, 29
```

User Mode, 27

(USA)

Parts of illustrations or explanations in this manual r	may differ from your product due to improvements
or changes in the product.	

Notes:

- 1. The contents of this manual are subject to change without notice.
- 2. No part of this manual may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the supplier.
- 3. THE SUPPLIER SHALL NOT BE LIABLE FOR THE RESULT OF THE OPERATION OF THIS SOFTWARE OR THE USE OF THIS MANUAL.

∰Important

- ☐ It is possible that any document or data stored in the PC will be damaged or lost by user error during operation or software error. Be sure to back up of all important data beforehand.
- ☐ Do not remove or insert any disk while operating this software.
- ☐ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR DAMAGES OR LOSS OF ANY DOCUMENT OR DATA PRODUCED BY USING THIS SOFTWARE.
- □ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, AND THE LIKE) CAUSED BY FAILURE OF THIS SOFTWARE OR LOSS OF DOCUMENTS OR DATA, NOR FOR ANY OTHER DAMAGES ARISING OUT OF THE USE OF THIS SOFTWARE, IF THE SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.