ScanRouter EX Enterprise

Version 2

Setup Guide

- 1 System Requirements
- 2 Server Setup
- 3 ScanRouter EX Enterprise Setup
- 4 Linked Server Setup
- 5 After Installation
- 6 Appendix

Introduction

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

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- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows[®] 2000 are as follows:

Microsoft® Windows® 2000 Advanced Server

Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Professional

• The product names of Windows® XP are as follows:

Microsoft® Windows® XP Professional

Microsoft® Windows® XP Home Edition

• The product names of Windows Server™ 2003 are as follows:

Microsoft® Windows Server™ 2003 Standard Edition

Microsoft® Windows Server™ 2003 Enterprise Edition

Microsoft® Windows Server™ 2003 Web Edition

How to Read This Manual

Symbols

In this manual, the following symbols are used:

∰Important

This symbol indicates a situation that may result in property damage or malfunction if instructions are not followed. Be sure to read the instructions.

Preparation

This symbol indicates information or preparations required prior to operating.

𝚱 Note

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

Limitation

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

This symbol indicates a reference.

[]

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

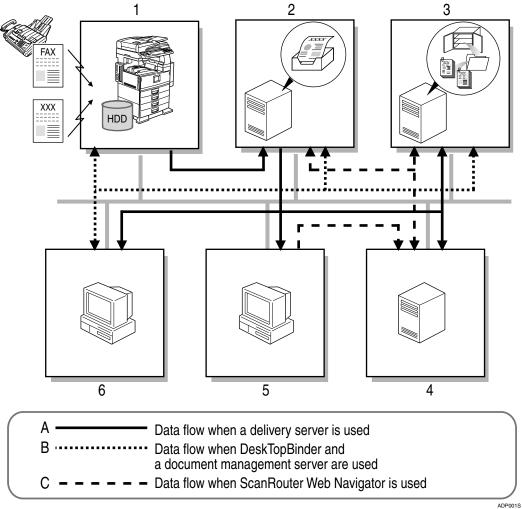
Overview of ScanRouter System

ScanRouter System is a group of software products that integrates various kinds of data, such as scanned-in/fax-received image data, and files made using different applications, to provide total document management.

In addition to DeskTopBinder, ScanRouter System includes ScanRouter V2 Lite/Professional, ScanRouter Enterprise, ScanRouter EX Professional/Enterprise, ScanRouter DocumentServer, ScanRouter Web Navigator, Web Document Viewer, and others. ScanRouter System reduces paper usage by storing and managing paper documents that accumulate daily as electronic data.

ScanRouter System documents can be searched, viewed, printed, and edited any time. They can also be sent by e-mail to a person who needs them. Furthermore, access rights can be configured to restrict user access and the operations individual users can perform. By configuring access rights, secure document management becomes possible.

The illustration below shows how ScanRouter System products connect. Depending on product combinations, connection or certain functions may not be possible.



1. Network devices

You can input or output documents using network devices.

Documents scanned from a scanner or received by fax are sent to the delivery server.

If there is a hard disk drive (Document Server) on a network device, the Document Server receives documents read by network device or received by fax. Documents in the Document Server can be used with ScanRouter System software products.

2. ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and Scan-Router EX Professional/Enterprise (delivery server)

The server works with other devices on the network to deliver documents. Documents received from network devices are delivered according to the delivery method configured for each destination.

Possible delivery methods include: saving in in-tray, sending by e-mail, and adding to a document management server folder.

3. ScanRouter DocumentServer (document management server)

Documents created in different kinds of application can be added from DeskTop-Binder, ScanRouter Web Navigator, and Web Document Viewer to the document management server. The server arranges, sorts, and manages these documents.

Configuring access rights for each cabinet and folder in the server restricts user/group access and operations they can perform, and prevents unwanted document tampering.

4. ScanRouter Web Navigator and Web Document Viewer (Web server)

ScanRouter Web Navigator and Web Document Viewer are portal applications enabling access from Web client to document management server and delivery server in-trays using a Web browser.

It is not necessary to install ScanRouter Web Navigator or Web Document Viewer on each client computer, since document operations can be performed using the Web browser on client computers.

5. Web Browser (client computer)

Client computers access the Web server through the Web browser to search, display, and download documents in an intray or in the document management server.

6. DeskTopBinder Lite/Professional (client computer)

On a client computer, DeskTopBinder Lite/Professional manages various kinds of data as documents.

Documents in the document management server or delivery server can be viewed and managed using DeskTop-Binder Lite/Professional.

When Document Server is used with a network device, documents in Document Server can be viewed from or copied to DeskTopBinder Lite/Professional to be edited or managed.

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1. System Requirements

To use ScanRouter EX Enterprise, the computer must meet the following system requirements:

Limitation

- ☐ ScanRouter EX Enterprise will not operate correctly if installed on the following environments:
 - Computer used as a mail server or database
 - Primary or backup domain controller
- ☐ Do not install ScanRouter EX Enterprise in a computer for the following usage:
 - A computer used as a database other than ScanRouter DocumentServer
 - A computer used as a mail server
- ☐ You cannot connect to ScanRouter EX Enterprise from the following:
 - DeskTopBinder V2 (Ver.2.xxx or earlier)
 - ScanRouter Client Software
 - ScanRouter Browser
- ☐ For the latest restrictions, see the Readme file.

System Requirements of the Delivery Server

Computer

Main unit

PC/AT compatible

CPU

Pentium III 1 GHz or faster (Pentium IV 2 AGHz or faster recommended)

Operating Systems

- Microsoft Windows 2000 Server + Service Pack 4 or later
- Microsoft Windows Server 2003 Standard Edition
- Microsoft Windows Server 2003 Enterprise Edition

Note

☐ Install in the stand-alone server. Do not install it in the primary domain controller or backup domain controller.

Web Server

- Microsoft Internet Information Services 5.0 or later
- Apache HTTP Server 2.0 or later

Note

- ☐ Microsoft Internet Information Services 5.0 can be installed from the CD-ROM of Windows 2000 Server/Advanced Server. Microsoft Internet Information Services 6.0 can be installed from the CD-ROM of Windows Server 2003.
- □ Apache HTTP Server is automatically installed by selecting **[Apache]** in the dialog box for selecting a Web server that appears during installation of this system.

❖ RAM

512 MB or more (1 GB or more recommended)

♦ Hard Disk Space

At least 600 MB of disk space is required for installation.

Note

☐ In addition to the disk space for installation, reserve 1 GB or more to save documents.

❖ Network Protocol

TCP/IP protocol

Communication Port

To communicate using a Web server, the following TCP/IP ports must be available.

- Port for HTTP
 Required to set a port number when ScanRouter EX Enterprise is installed.
- Port for HTTPS Required to set a port number when ScanRouter EX Enterprise is installed.
- Port for discovery "50109" must be reserved.

∰Important

☐ To avoid port conflicts, select a port for ScanRouter EX Enterprise that is not used by another Web server.

𝚱 Note

- ☐ If there is a firewall between server and clients, set it to make the TCP/IP port available.
- ☐ If another ScanRouter System server product is already installed before ScanRouter EX Enterprise is installed and the settings for Web server and port number are complete, you do not need to reserve another TCP/IP port. Common Web server and TCP/IP port with another ScanRouter System server product installed on the same computer are used.

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Products that can be installed on the same server computer as ScanRouter EX Enterprise

- Auto Document Link
- ScanRouter Web Navigator
 ScanRouter Web Navigator Conversion Option
- ScanRouter DocumentServer (Ver.2.xxx)
- DeskTopBinder Professional (Ver.4.xxx)/DeskTopBinder Lite
- SRDS Manager

𝚱 Note

☐ ScanRouter Web Navigator Conversion Option is option products of Scan-Router Web Navigator respectively. You cannot connect those options to ScanRouter EX Enterprise independently.

Connecting to the delivery server and network devices

- TCP/IP (network protocol)
- IP over IEEE 1394



☐ For information about the network devices that can be used with IEEE 1394, see the Readme file.

Limitation

- ☐ Do not install ScanRouter EX Enterprise in a dial-up connection computer.
- ☐ The processing of some images sent to ScanRouter EX Enterprise may take time. These include grayscale images, color images, large images, and images with a resolution of 400 dpi or more. Processing takes a long time if the capture function is used continuously for many documents, or for multiple high-resolution documents. If you normally use such images, we recommend you increase the capacity of the CPU, memory, and hard disk of your computer.
- ☐ ScanRouter EX Enterprise (Ver.2.xxx) delivery servers cannot be managed from ScanRouter V2 Administration Utility(Ver.1.xxx).
- ☐ ScanRouter EX Enterprise cannot be installed on computers where SR Manager and Authentication Manager are separately installed.

Device

Document delivery requires a network device that supports ScanRouter EX Enterprise. For information about network devices, see the Readme file.

Before Installation

If you upgrade to ScanRouter EX Enterprise, follow the appropriate procedure below to install ScanRouter EX Enterprise.

Upgrade from ScanRouter V2 Professional (Ver.2.xxx)/ScanRouter EX Professional to ScanRouter EX Enterprise

Destination information, sender information, and document data saved in the in-tray can be inherited. Be sure to back these up using ScanRouter V2 Professional/ScanRouter EX Professional before starting work. See the *ScanRouter V2 Professional Setup Guide/ScanRouter EX Professional Setup Guide* for information about uninstallation.

- ① Uninstall ScanRouter V2 Professional/ScanRouter EX Professional. To use document data or destination settings of ScanRouter V2 Professional/ScanRouter EX Professional with ScanRouter EX Enterprise, do not delete setting information during uninstallation.
- ② Install ScanRouter EX Enterprise. Make the necessary settings to use data from ScanRouter V2 Professional/ScanRouter EX Professional.

𝚱 Note

- ☐ If you do not want to inherit destination information, sender information, and document data saved in the in-tray, delete the settings data/content data during uninstallation of ScanRouter V2 Professional/ScanRouter EX Professional, delete the following folders, and then install ScanRouter EX Enterprise.
 - For ScanRouter V2 Professional (Ver.1.xxx):
 "DR" and "DRTmp" folders in the "RDCab" folder
 - For ScanRouter V2 Professional (Ver.2.xxx or later)/ScanRouter EX Professional:
 - "DR", "DRDB" and "DRTmp" folders in the "RDCab" folder

Upgrade from ScanRouter V2 Lite to ScanRouter EX Enterprise

Document data and destinations can be inherited. Be sure to back them up using ScanRouter V2 Lite before starting work.

See Setup Guide of ScanRouter V2 Lite for information about uninstallation.

- ① Uninstall ScanRouter V2 Lite. If you want ScanRouter EX Enterprise to inherit the ScanRouter V2 Lite document data and destinations, do not delete the settings data/content data during uninstallation.
- ② Install ScanRouter EX Enterprise. Make settings to inherit the data from ScanRouter V2 Lite.

Upgrade from ScanRouter to ScanRouter EX Enterprise

Only the Address Book can be inherited. Document data cannot be inherited and used.

- ① Download all ScanRouter documents in advance using client software.
- ② Back up the documents with ScanRouter.
- ③ Install ScanRouter EX Enterprise.
 At this time, set a new data path for use in ScanRouter EX Enterprise.
- Convert the Address Book, and then uninstall ScanRouter automatically.
- ⑤ Delete the data for ScanRouter if necessary. See the manual for ScanRouter for how to delete the data.

♦ Upgrade from ScanRouter Professional to ScanRouter EX Enterprise

The Address Book and document data can be inherited.

- ① Copy the ScanRouter conversion check tool to a write-enabled hard disk and start it.
 - See the Readme file for details on operating the ScanRouter conversion check tool.
- ② Back up the data with ScanRouter Professional.
- ③ Install ScanRouter EX Enterprise. At this time, set a new data path for use in ScanRouter EX Enterprise.
- ④ Convert the Address Book and document data, and then uninstall Scan-Router automatically.
- ⑤ Delete the data for ScanRouter Professional if necessary. See the manual for ScanRouter Professional for how to delete the data.

Mailing Environment

In ScanRouter EX Enterprise, the following can be done by using mail:

- Deliver with documents attached.
- Notify by mail that documents were delivered.
- Notify the administrator of an error or a shortage of disk capacity.
- Notify the sender that documents were saved in the undelivered data tray.

In ScanRouter EX Enterprise, the following three types of mail can be used:

- SMTP mail
- Notes R5 mail
- MAPI mail

To use mail, a mail server is required on the computer that differs from the delivery server.

Set up the mail server in advance. To use mail, mail environment setup and mail client software are required even on the delivery server. The environment required for the delivery server differs with the type of mail used.

Note

- ☐ Setup an e-mail account for ScanRouter EX Enterprise in each mail server.
- ☐ Use SMTP mail for Internet mail.

Using SMTP Mail

Mail Server

- POP/SMTP Server
- Mail client software required for the delivery server

No software is particularly required.

Using Notes R5 Mail

Mail Server

- Lotus Domino R5
- Lotus Domino 6 (Release 6.03 or later)

Mail client software required for the delivery server

- Lotus Notes R5 (Release 5.03 or later)
- Lotus Notes 6 (Release 6.03 or later)

Note

- ☐ To use Notes R4 mail, use MAPI mail.
- ☐ Mail delivery to Notes (R5, or later) and to Notes R4 cannot be used at the same time.

Using MAPI Mail

The mail server type used in the delivery server and the combination of software required for a delivery server operating system are as shown in the table below.

Type of mail server	Software required for the delivery server	
	MAPI mail environment	Mail client
Microsoft Exchange Server 5.0/5.5/2000	Microsoft Outlook 2000	Microsoft Outlook 2000
Lotus Domino R4	Microsoft Outlook 2000	Lotus Notes Release 5.03 or later
Microsoft Mail Server	Microsoft Outlook 2000	-

❖ Microsoft Outlook



☐ Since Microsoft Outlook 2000 is not included in this product, obtain it separately.

Lotus Notes/Domino

- Lotus Domino R4 (Release 4.5x or later except for R4.56 and R4.57)
- Lotus Notes R5 (Release 5.03 or later. However, this software may not operate correctly, depending on its version.)
- Lotus Notes 6 (Release 6.03 or later. However, this software may not operate correctly, depending on its version.))

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Linked Server Environment

ScanRouter EX Enterprise can deliver documents to Notes R5/6 DB (database) of the Domino server and to SharePoint Portal Server.

These linked servers must be set up first before documents can be sent to them.

Database settings and software installation are also required for the delivery server. The environment required for the delivery server depends on the linked server to be used.

Domino Server

When you want to deliver documents to Notes R5 DB, the following software must be installed:

Linked Server

- Lotus Domino R5.x or later
- Lotus Domino 6 (Release 6.03 or later)

Client software required for the delivery server

- Lotus Notes R5 (Release 5.03 or later)
- Lotus Notes 6 (Release 6.03 or later)

☐ To install the Notes client, use the Notes ID prepared for the computer where the delivery server is to be installed.

SharePoint Portal Server

To create full-text search data for documents to be added to the SharePoint Portal Server, IFilter is required for the SharePoint Portal Server. IFilter is the software that creates full-text search data for documents to be added to the SharePoint Portal Server. IFilter is available from various companies. Prepare the necessary version of IFilter according to the file format of the documents to be added.

Linked Server

 SharePoint Portal Server 2001 Service Pack 1

Client software required for the delivery server

SharePoint Portal Server client component

Limitation

☐ The number of documents that can be stored in each folder is limited. For details about the number of documents that can be stored, see the Help and so on for the Share-Point Portal Server.

Note

☐ See the Readme file for details on IFilter.

Directory Server

To import information on the directory server, the following software is required:

♦ Linked Server

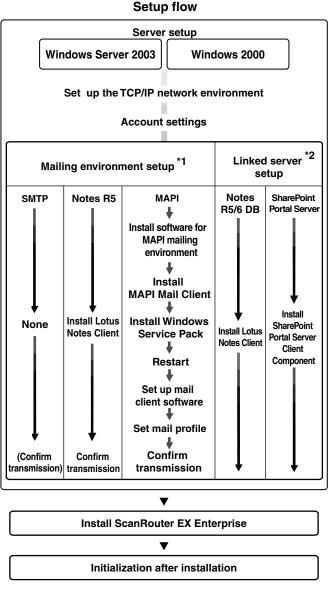
- Microsoft Exchange Server 5.5/2000
- Lotus Domino R5.x or later
- Lotus Domino 6 (Release 6.03 or later)

2. Server Setup

The following provides information on preparing a delivery server.

First, set up the TCP/IP environment. For information about setting up TCP/IP, ask the network administrator.

Next, set up the computer as the delivery server, and then install ScanRouter EX Enterprise.



- *1 To use e-mail delivery or e-mail notification
- *2 To deliver documents to a linked server

AEC001S

Note

☐ Use Windows 2000 for the procedure described below. If another operating system is used, the procedure may be different.

Account Settings

Create an account for launching Scan-Router EX Enterprise in Windows and give the Administrator permission. You can use the existing account; however, we recommend that you create an account for ScanRouter EX Enterprise.

The procedure for setting an account differs when a server is a member of a domain and when it is not.

∰Important

- ☐ When ScanRouter EX Enterprise is installed on the same computer as ScanRouter DocumentServer, the account for ScanRouter DocumentServer installation must be the same as that for ScanRouter EX Enterprise launching.
- ☐ A password must be set for the launching account.
- ☐ Do not use double-byte characters in the launching account name.

Note

☐ The account for launching Scan-Router EX Enterprise is also used when ScanRouter EX Enterprise is installed.

Windows Authentication (NT compatible/native)

Preparation

If you want to create a new account, ask the network administrator to add an account in the domain server exclusively for ScanRouter EX Enterprise. You must specify a password for the account created at this time.

Add the account added in the domain server to the Administrators group of the computer in which ScanRouter EX Enterprise will be installed.

- 1 Log on as a member of the Administrators group.
- **2** Right-click [My Computer], and then click [Manage].
- Click the [Groups] folder of [Local Users and Groups] in the console tree. Click [Administrators], and then click [Properties] on the [Action] menu.
- 4 Click [Add].

The [Select Users or Groups] dialog box appears, and a list of the users and groups which belong to the domain appears.

From the upper box, select the launching account, and then click [Add].

If the account is not displayed, check if the correct domain server is selected from the [Look in] dropdown menu.

- 6 After the launching account is added to the lower box, click [OK].
- Make sure that the launching account has been added to [Members], and then click [OK].
- **8** Close Computer Management.

Basic Authentication

Add a new account to the computer in which ScanRouter EX Enterprise will be installed.

- 1 Log on as a member of the Administrators group.
- 2 Right-click [My Computer], and then click [Manage].
- Click the [Users] folder of [Local Users and Groups] from the console tree, and then click [New User] on the [Action] menu.

The [New User] dialog box appears.

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

You must specify a password.

- 5 Click [Create], and then click [Close].
- 6 Click [Groups] of [Local Users and Groups] from the console tree.
- Click [Administrators] from the window area in detailed information, and then click [Properties] on the [Action] menu.
- 8 Click [Add].

The [Select Users or Groups] dialog box appears, and a list of the users and groups appears.

- Select to highlight the launching account from the upper box, and then click [Add].
- After the launching account is added to the lower box, click [OK].
- Make sure that the launching account has been added to [Members], and then click [OK].
- Close Computer Management.

Mailing Environment Setup

To deliver documents by mail and to send notification, three types of mail are used: SMTP, Notes R5, and MAPI.

∰Important

- ☐ For delivery by e-mail, obtain the e-mail account in each mail server exclusively for ScanRouter EX Enterprise from the network administrator.
- ☐ Be sure to log on with a launching account for ScanRouter EX Enterprise. Documents cannot be delivered properly by e-mail with other accounts.

SMTP Mail

Separate software need not be installed. Create an e-mail account for SMTP/POP in advance.

Notes R5 Mail

When you want to deliver documents by Notes R5 mail, the following mail client must be installed:

- Lotus Notes R5 (Release 5.03 or later)
- Lotus Notes 6 (Release 6.03 or later)

Note

☐ To install the Notes client, use the Notes ID prepared for the computer where the delivery server is to be installed.

MAPI Mail

When you want to deliver documents by MAPI mail, the following software must be installed:

- Software for the MAPI Mailing Environment
- MAPI Mail Client

Installing software for the MAPI mailing environment

- ① Log on with a launching account. If you log on with another account, log off and then log on again with the launching account.
- ② Install Microsoft Outlook 2000.

Note

☐ To deliver documents using Notes R4, you must install Notes Client after Microsoft Outlook is installed. If Notes Client is already installed, uninstall it temporarily. In this case, since the user ID file, desktop.dsk, desktop5.dsk, and names.nsf are used after reinstallation, back them up.

Installing MAPI Mail Client software

Install a necessary MAPI mail client, according to the mail server to be used.

- ① Microsoft Exchange Server 5.0/5.5/2000
 - Microsoft Outlook 2000 (See p.14 "Installing software for the MAPI mailing environment")
- ② Lotus Domino Server
 - Lotus Notes R5 (Release 5.03 or later)
 - Lotus Notes 6 (Release 6.03 or later)

Installing Service Pack and Restarting Windows

Install Windows 2000 Service Pack 4 or later, and then restart Windows.

Setting Up Mail Client Software and Confirming Transmission

Use the account for launching set in account settings to log on to Windows, and then set up the mail client and confirm transmission. See p.12 "Account Settings".

#Important

- ☐ When Microsoft Outlook 2000 is used, click [Corporate or Workgroup] in [E-mail Service Options].
- ☐ If the dialog box to check if Outlook is set up as a default manager is displayed, click [Yes].

Ø Note

- ☐ Be sure to log on with a launching account.
- ☐ When using e-mail for delivery, specify each e-mail account that was obtained for ScanRouter EX Enterprise.

- ☐ The settings depend on the e-mail program to be used. Ask the mail administrator before making settings.
- When Internet Explorer and Outlook 2000 are used
 - ① Click the **[Programs]** tab in **[Internet Options]** in Control Panel.
 - ② Click [Microsoft Outlook] in the [E-mail] list.

When Notes is used in the MAPI mailing environment

Install Notes Client to deliver documents by mail using Notes, and then set up using the following procedure:

- ① Launch Notes Client.
- ② On the **[File]** menu, point to **[Tool]**, and then click **[User ID]**.
- 3 Click [Menu].
- 4 Enter the password.
- ⑤ Click to select [Don't prompt for a password from other Notes-based programs].

Check the transmission of e-mail for each client computer.

Delete the received mail after confirmation.

Preparing a Linked Server

Deliver to Notes R5 Database

To deliver documents to the Notes database, the following client software must be installed:

- Lotus Notes R5 (Release 5.03 or later)
- Lotus Notes 6 (Release 6.03 or later)

Note

☐ To install the Notes client, use the Notes ID prepared for the computer where the delivery server is to be installed.

SharePoint Portal Server Plug-in

To deliver documents to SharePoint Portal Server, the following client software must be installed:

SharePoint Portal Server client component

Profile Setting in the MAPI Mailing Environment

To use MAPI mail, set the mail profile in advance.

Microsoft Outlook 2000 Setup

1 Double-click [Mail] in Control Panel. The [Mail] dialog box appears.

Ø Note

- ☐ When one or more profiles have already been prepared, the property dialog box of the profile to be used during startup is displayed. Display the [Mail] dialog box by clicking [Show Profiles].
- 2 Click [Add].

The setup wizard is displayed.

Select the e-mail to be used with ScanRouter EX Enterprise.

Select all services to be used.

∰Important

☐ Be sure to select the [Use the following information services] Be sure to select the [Manually configure information services] check box.

𝚱 Note

- ☐ For mail delivery or notification, select a service according to the mail server to be used. Email servers usable in Scan-Router EX Enterprise are displayed as follows:
 - Microsoft Exchange Server...Microsoft Exchange Server
 - Lotus Domino...Lotus Notes Mail

- ☐ [Microsoft Mail] is not displayed. It will be set in Step ②.
- 4 Click [Next].

∅ Note

- ☐ If another profile has already been created, instructions for entering a new profile name appear. When this happens, enter "ScanRouterEX Profile" in the [Profile Name] box, and then click [Next]. You can use uppercase and lowercase letters to enter "ScanRouterEX Profile", but a space is necessary between "ScanRouterV2" and "Profile".
- The setting dialog box is displayed. Make the necessary settings.

Specify the account obtained for ScanRouter EX Enterprise for email accounts. Follow the displayed instructions to set up the mail server and password.

The settings depend on the mailing environment. Ask the mail administrator before making settings.

After setup, a profile is saved automatically. The profile name is usually [MS Exchange Settings].

Note

- ☐ If "ScanRouterEX Profile" is entered in Step 4, a profile named "ScanRouterEX Profile" is saved. In this case, proceed to Step 8.
- 6 Click [Copy].
- Tenter "ScanRouterEX Profile" in the [New Profile Name] box, and then click [OK].

You can use uppercase and lower-case letters to enter "ScanRouterEX Profile", but a space is necessary between "ScanRouterV2" and "Profile".

[ScanRouterEX Profile] is newly created.

- Add "Personal Address Book" service to [ScanRouterEX Profile].
 - Click to highlight [ScanRouter-EX Profile], and then click [Properties].
 - 2 Click [Add].
 - Click to highlight [Personal Address Book] in [Available information services], and then click [OK].
 - After the [Personal Address Book] dialog box is displayed, click [OK].
 - 3 Confirm that [Personal Address Book] has been added to [The following information services are set up in this profile] on the [Services] tab.
- If documents are delivered by "Microsoft Mail", add "Microsoft Mail" service.
 - Note
 - ☐ If "Microsoft Mail" is not used, proceed to Step ①.
 - Click [Add] on the [Services] tab.
 - Click to highlight [Microsoft Mail] in [Available information services], and then click [OK].
 - 3 Follow the displayed instructions.

After the "Microsoft Mail" setup dialog box is displayed, make the necessary settings.

After making settings, the Properties of ScanRouterEX Profile will return.

- 4 Confirm that [Microsoft Mail] has been added to [The following information services are set up in this profile] on the [Services] tab.
- 10 Click the [Delivery] tab.
- Click [Personal Folders] in the [Deliver new mail to the following location] box.

If there is no [Personal Folders] in the list, add [Personal Folders] on the [Services] tab.

- Set the order for the names in the address list on the [Addressing] tab.
- Click [OK] to close the Properties of ScanRouterEX Profile.
- Click [ScanRouterEX Profile] in the [When starting Microsoft Outlook, use this profile] box.
- Click [Close] to close the [Mail] dialog box.
 - Note
 - ☐ To confirm that the profile has been set properly, before operating ScanRouter EX Enterprise, use Microsoft Outlook 2000 to send test mail to each mail client.

Microsoft Outlook 2002 Setup

1 Double-click [Mail] in Control Panel.

The [Mail] dialog box appears.

When one or more profiles have been prepared, display the [Mail] dialog box by clicking [Show Profiles] in the [Mail Setup] dialog box.

2 Click [Add].

The [New Profile] dialog box appears.

Enter "ScanRouterEX Profile" in the [Profile Name] box, and click [OK].

You can use uppercase and lower-case letters to enter "ScanRouterEX Profile", but a space is necessary between "ScanRouterV2" and "Profile".

"ScanRouterEX Profile" is newly created, and the **[E-mail Accounts]** dialog box appears.

Click to select [Add a new e-mail account], and then click [Next].

- **𝚱** Note
- ☐ If MAPI mail is not used, proceed to Step ③ ③.
- When the server type selection dialog box is displayed, click the type of mail server to be used, and then click [Next].
- The setting dialog box is displayed. Make the necessary settings.

Specify the account obtained for ScanRouter EX Enterprise for email accounts.

Follow the displayed instructions to set up the mail server and password. The settings depend on the mailing environment. Ask the mail administrator before making settings.

When you finished setting the mail account, click [Finish] in the [congratulations! E-mail Accounts] dialog box.

The [Mail] dialog box appears.

- Add "Personal Address Book" service to [ScanRouterEX Profile].
 - Click to highlight [ScanRouter-EX Profile] in the [Mail] dialog box, and then click [Properties]. The [Mail Setup - ScanRouterEX Profile] dialog box appears.
 - **2** Click [E-mail Accounts].

 The [E-mail Accounts] dialog box appears.
 - 3 Click [Add a new directory or address book], and then click [Next].

The **[E-mail Accounts, Directory or Address Book Type]** dialog box appears.

- 4 Click [Additional Address Books], and then click [Next].
 - The [E-mail Accounts, Other Address Book Types] dialog box appears.
- 6 Click to highlight [Personal Address Book], and then click [Next].

The **[Personal Address Book]** dialog box appears.

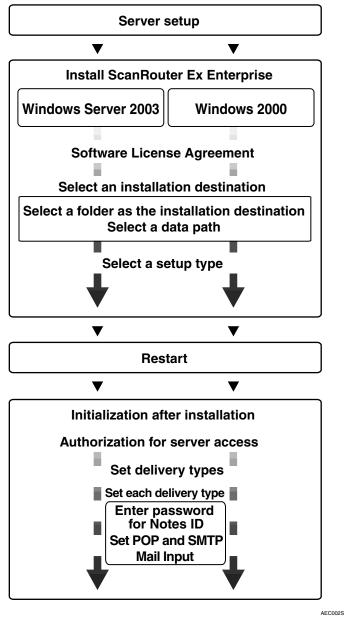
6 Setup the address book, and then click [OK].

After the [Mail Setup - ScanRouter-EX Profile] dialog box is displayed, click [Close].

- 9 Set "Mailbox" as the delivery place for newly arrived e-mail of "Scan-RouterEX Profile".
 - Click [E-mail Accounts] in the [Mail Setup - ScanRouterEX Profile] dialog box.
 - The **[E-mail Accounts]** dialog box appears.
 - Click [View or change existing email accounts], and then click [Next].
 - 3 Set [Deliver new e-mail to the following location] to "Mailbox".
 - If there is no "Mailbox", add it on the [Service] tab.
- In the [Mail Setup ScanRouterEX Profile] dialog box, click [Close].
- In the [Mail] dialog box, click [OK].

3. ScanRouter EX Enterprise Setup

Use the flowchart below to set up ScanRouter EX Enterprise.



Installing ScanRouter EX Enterprise

Install ScanRouter EX Enterprise according to the procedure below.

Make sure that you have finished preparing the server where ScanRouter EX Enterprise is to be installed.

∰Important

- ☐ After installation is complete, be sure to restart the computer. If ScanRouter EX Enterprise is launched before restarting the computer, it does not work normally. In this case, reinstall Scan-Router EX Enterprise.
- ☐ If you need the document data or Address Book when ScanRouter V2 Lite/Professional, ScanRouter or ScanRouter Professional is installed, back them up.

𝚱 Note

- ☐ To install ScanRouter EX Enterprise, be sure to log on to Windows with the launching account which was set in account settings (Windows 2000). See p.12 "Account Settings".
- ☐ You cannot install ScanRouter EX Enterprise in a computer in which SR Manager and Authentication Manager are installed.
- **1** Insert the CD-ROM for this product into the CD-ROM drive.

The [ScanRouter EX Enterprise Setup] dialog box is displayed.

- 2 Click [ScanRouter EX Enterprise].
- If ScanRouter/Professional or Scan-Router V2 Lite/Professional is installed, select whether the data is used.

Note

☐ For how to upgrade from other products, see p.4 "Before Installation".

The installation start confirmation dialog box is displayed.

- 4 Click [Yes].
- Click [Next] in the displayed dialog box.
- 6 Confirm the Software License Agreement, and then click [Yes].
- Enter customer information, and then click [Next].

The [Select Install Location] dialog box appears.

Specify the installation destination.

Note

- ☐ If DeskTopBinder or ScanRouter DocumentServer, etc. is already installed, you cannot specify the installation destination. The destination will be a folder common to them.
- Enter a folder as the installation destination, and then click [Next].

Note

- ☐ You cannot specify the following locations:
 - destinations within system folders
 - destinations in the Root directory
 - destinations in removable media (such as MO disks)
- 2 Enter a data path, and then click [Next].

You can specify a location for saving data used in the Desk-TopBinder or Auto Document Link.

Note

- ☐ You cannot specify the following locations:
 - destinations within system folders
 - destinations in the Root directory
 - destinations in removable media (such as MO disks)
 - destinations within Program Files folders

Select a setup type, and then click [Next].

You can select the method of starting the delivery server.

- Start from Program Folder
 After you log on to Windows
 with the account for launching
 the delivery server, click [Start].
 In the [Programs] folder, point to
 [ScanRouter System], point to
 [ScanRouter EX Enterprise] (depending on the settings during
 installation), and then click [SR
 Manager] to start the delivery
 server.
- Start at Startup
 After you log on to Windows
 with the account for launching
 the delivery server, the delivery
 server starts automatically.
- Run in service mode
 The delivery server starts in the
 background regardless of the
 account used to log on.

𝒯 Note

☐ The delivery type that can be used differs according to the launching method. The MAPI mail delivery cannot be used in service mode:

- ☐ If another ScanRouter System server product is already installed before ScanRouter EX Enterprise is installed and the settings for Web server and port number are complete, you do not need to perform steps ② and ③. Proceed to step ②. Common Web server and port number with another ScanRouter System server product installed on the same computer are used.
- Select a display language for SR Manager and Authentication Manager, and a language for manuals. Click [Next].
- Select the desired Web server, and then click [Next].

Note

- ☐ To specify "Internet Information Services" as the Web server, Internet Information Services must have been installed in the computer where ScanRouter EX Enterprise to be installed.
- ☐ When [Apache] is selected as the Web server, Apache HTTP Server is also installed with ScanRouter EX Enterprise.

Specify the desired Web server port number, and then click [Next].

Specify the HTTP and HTTPS port numbers.

∰Important

- ☐ The HTTP and HTTPS port numbers cannot be changed once it is set.
- ☐ If another Web server has been installed, do not specify the port number being used for that server.

Confirm the settings, and then click [OK].

ScanRouter EX Enterprise is installed. Click [Finish] in the [Install Shield Wizard Complete] dialog box.

𝚱 Note

☐ If ScanRouter is installed, a message to uninstall it appears before completing the installation.

Click [Exit Setup] in the [ScanRouter EX Enterprise Setup] dialog box.

The message that prompts you to restart the computer is displayed.

Click [OK].

The computer restarts. When you log on to Windows using the account for launching, the dialog box to complete ScanRouter EX Enterprise settings appears.

𝚱 Note

☐ Be sure to log on to Windows with an account for launching. If you log on using another account, you cannot complete the final settings correctly.

Initialization After Restarting

1 Enter the password for launching in the [Password] and [Confirm Password] boxes, and then click [OK].

The Windows settings required to operate ScanRouter EX Enterprise change automatically.

- In the [Authentication Method Settings] dialog box, select a method used for user authentication of ScanRouter EX Enterprise from the followings, and then click [OK].
 - Basic Authentication
 With Basic Authentication, you
 can add and manage unique au thentication users. You can es tablish a user authentication
 environment without an envi ronment of Windows domain
 or Notes domain.
 - Windows Authentication (NT compatible)
 Using the user account such as the Windows NT domain and Windows 2000 Active Directory domain (mixed mode / NT compatible access authorization mode) established on the network, establish a user authentication environment.
 - Windows Authentication (native)
 Using the user account of the Windows 2000 Active Directory domain (native mode / access authorization mode only for Windows 2000) and Windows Server 2003 Active Directory domain established on the network, establish a user authentication environment.

- In [Domain name:], [Domain user name:], and [Password:], enter the domain name and the information of accessible users.
- Notes Authentication
 Using the user account of the
 Notes domain established on
 the network, establish a user au thentication environment.
 In [Server Name:], [Domain name:],
 [Domain user name:], and [Password:], enter the Notes domino
 server name, the domain name,
 and the information of accessible users.

𝚱 Note

- ☐ For the Basic Authentication, the user account recorded in Authentication Manager is used. For other authentication methods, the user account recorded in each domain is used for the authentication.
- In the [Set Password] dialog box, enter the password of the built-in user, and then click [OK].

The **[Set Delivery Types]** dialog box appears.

- A Select the delivery type to be used, and then click [OK].
- When Notes R5 mail or Deliver to Notes R5 Database is selected, enter the password of the Notes ID used to install Notes.

∰Important

☐ Do not change the Notes ID to another.

6 When SMTP mail is selected, set up mail delivery. Follow the instructions in the dialog box and set POP and SMTP.

Set the following:

- Host name of the SMTP and POP servers
- Prepared mail account and password for ScanRouter EX Enterprise

Note

- ☐ POP and SMTP authentication can be set in advance.
- When Mail Input is selected, make settings for related mail accounts. Follows the instruction in the dialog box to select POP. Enter the mail account and password specified for ScanRouter EX Enterprise.
- When the completion message is displayed, click [Finish].
- 9 Restart the computer.

𝚱 Note

- ☐ Until the server is restarted, you cannot connect it from a cilent computer or from SR Manager on a remote computer.
- ☐ Make any other necessary settings required for ScanRouter EX Enterprise.

p.37 "Basic Settings" p.40 "Adding Printer" p.42 "Setting up MAPI Mail/Fax Delivery Later" p.43 "SSL Settings"

Installing Managers in a Client Computer

You can install SR Manager and Authentication Manager in a client computer to remotely manage the delivery server and Authentication Management Service.

Limitation

- ☐ If the MAPI mailing environment is set up, you cannot suspend and resume service remotely using SR Manager. Suspend and resume service using SR Manager installed in the delivery server.
- ☐ If SR Manager and Authentication Manager are already installed, the [Modify, Repair, or Remove program] dialog box will appear. To proceed with installation, click [Repair].

System Requirements

Operating Systems

- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows XP Professional + Service Pack 1 or later
- Microsoft Windows XP Home Edition + Service Pack 1 or later
- Microsoft Windows 2000 Server
 + Service Pack 4 or later
- Microsoft Windows 2000 Professional + Service Pack 4 or later
- Microsoft Windows Server 2003 Standard Edition
- Microsoft Windows Server 2003 Enterprise Edition

Installing SR Manager

∰Important

☐ Do not install SR Manager in a dialup connection computer if possible.

Note

- ☐ You cannot install SR Manager separately in a delivery server where ScanRouter EX Enterprise is already installed.
- ☐ The delivery server of ScanRouter EX Enterprise cannot be managed using SR Manager in ScanRouter EX Professional.
- ☐ ScanRouter EX Enterprise (Ver.2.xxx) cannot be managed using ScanRouter V2 Administration Utility in ScanRouter V2 Enterprise (Ver.1.xxx).
- Insert the CD-ROM for this product into the CD-ROM drive. Display the [ScanRouter EX Enterprise Setup] dialog box.
- 2 Click [SR Manager] of ScanRouter EX Enterprise.

A confirmation message about starting installation appears.

- Click [Yes].
- 4 Click [Next] in the displayed dialog box.
- Confirm the Software License Agreement, and then click [Yes].
- 6 Enter user information, and then click [Next].
- Tenter a folder as the installation destination, and then click [Next].

 Installation will start.

Note

- ☐ If any products of ScanRouter System have already been installed, you cannot specify the installation destination. The destination will be a folder common to them. The [Select Installation Destination] dialog box does not appear.
- ☐ You cannot specify the following destinations:
 - Within a system folder
 - Root directory
 - Within removal media such as the MO disk
- 8 Confirm the settings, and then click [Next].

Installation of SR Manager starts.

- 9 Click [Finish].
- **10** Restart the computer.

Installing Authentication Manager

- 1 Insert the CD-ROM for this product into the CD-ROM drive. Display the [ScanRouter EX Enterprise Setup] dialog box.
- 2 Click [Authentication Manager].

A confirmation message about starting the installation appears.

- Click [Yes].
- 4 Click [Next] in the displayed dialog box.
- Confirm the Software License Agreement, and then click [Yes].

The installation destination selection dialog box appears.

- 6 Enter user information, and then click [OK].
- Tenter a folder as the installation destination, and then click [Next].

 Starts to install Authentication Manager.

Ø Note

- ☐ If any product of ScanRouter System have already been installed, the destination will be a folder common to them. Therefore, the installation destination cannot be specified. The installation destination selection dialog box does not appear.
- ☐ The following destinations cannot be specified:
 - Within a system folder
 - Root directory
 - Within removal media
- Confirm the settings, and then click [Next].

Installation of SR Manager starts.

- 9 Click [Finish].
- Restart the computer.

Uninstalling ScanRouter EX Enterprise

This section explains how to uninstall ScanRouter EX Enterprise.

∰Important

☐ Before uninstallation, be sure to back up the system and other information.

Note

- ☐ Before uninstallation, delete all network devices in the I/O device settings.
- 1 Suspend the delivery server using SR Manager.
- 2 Close SR Manager.
- Click ScanRouter EX Enterprise in [Add/Remove Programs] in Control Panel, and then click [Add/Remove] or [Change/Remove].

The [ScanRouter EX Enterprise Setup] dialog box appears.

4 Click [Remove], and then click [Next].

A confirmation dialog box appears.

- Click [OK].
- 6 Select whether the setting information is kept.

ScanRouter EX Enterprise is uninstalled.

𝚱 Note

- ☐ If you are asked to delete a file that may be shared with other programs, click [No].
- ☐ If a locked file is displayed, click [Remove after Restart].
- Click [Finish].

#Important

☐ If the setting information is not kept, document data and destination setting are all deleted and cannot be used with the next installation.

Note

☐ If only ScanRouter EX Enterprise is installed in the computer, you can delete the "RDCab" folder (or the folder specified as the data path). See p.22 "Installing ScanRouter EX Enterprise". If the data path is shared with DeskTopBinder or ScanRouter DocumentServer and so on, do not delete the "RDCab" folder(or the folder specified as the data path). If you want to delete the ScanRouter EX Enterprise data, delete only the "DR", "DRDB" and "DRTmp" folders in the "RDCab" folder(or the folder specified as the data path).

Uninstalling Managers

This section explains how to uninstall SR Manager or Authentication Manager when it is installed in the client computer.

#Important

☐ Before uninstallation, be sure to back up the system and other information.

Note

- ☐ If SR Manager or Authentication Manager has been installed together with ScanRouter EX Enterprise, each Manager cannot be uninstalled separately.
- 1 Suspend the delivery server using SR Manager.
- 2 If Authentication Manager is uninstalled, this step is unnecessary.
- Close SR Manager or Authentication Manager.
- Click SR Manager or Authentication Manager in [Add/Remove Programs] in Control Panel, and then click [Add/Remove] or [Change/Remove].

The [SR Manager Setup] or [Authentication Manager Setup] dialog box appears.

- Click [Remove], and then click [Next].

 The confirmation dialog box appears.
- 6 Click [OK].

SR Manager or Authentication Manager is uninstalled and the [Maintenance Complete] dialog box appears.

- ☐ If you are asked to delete a file that may be shared with other programs, click **[No]**.
- ☐ If a locked file is displayed, click [Remove after Restart].
- 7 Click [Finish].

4. Linked Server Setup

Setting up of Notes R5 Database at a Delivery Destination

To deliver documents to the Notes R5 database, the Notes R5 database must be set up.

Copying the Delivery Setting Database

If ScanRouter EX Enterprise is installed, the NotesDB setting file (delivery setting database) is installed in the "Samples"-"NotesDB" folder directly under the directory in which ScanRouter EX Enterprise is installed. The name of this file is "template.nsf". The view and form contents of this setting file must first be copied to a database to be used as a delivery destination for documents.

Note

- ☐ Use Lotus Notes and Lotus Domino Designer to perform this operation.
- ☐ Your Access Right for the database to which view and form are to be copied must be equal to or higher than the Designer to perform this operation.
- 1 Open "Delivery Setting DB" from Domino Designer.
- 2 Click [Forms] under "Delivery Setting DB" in the Navigation pane.
- Right-click [ScanRouter/Environment Document] in the view list, and then click [Copy] on the displayed menu.
- Open the database to be used as a delivery destination for documents in Domino Designer.
- Click [Forms] under the delivery destination database in the Navigation pane.
- 6 Click [Paste] on the [Edit] menu.

Copy the view contents using a similar procedure. The view to be selected is **[ScanRouter/Environment Document]**.

Creating Environment Document

After the form and view have been copied, create an environment document in the database. The environment document is used to specify the fields in which the data of document from a delivery server is stored.

1 Double-click the database that is the delivery destination in the Notes Workspace.

The database opens.

- 2 On the [View] menu, point to [ScanRouter], and then click [Environment Document].
- On the [Create] menu, point to [ScanRouter], and then click [Environment Document].

The "Environment Document" form opens.

4 Enter the name that corresponds to each item.

The items that can be specified with a form name or field names (and the corresponding field types these names can already have) are as follows.

Items	Types of field	Names
Form	-	Enter the name of the form in which the data of delivered documents is to be displayed.
Rich text for saving document contents	Richtext	Enter the name of the rich text field in which the icon of the delivered document file is displayed.
Delivery date	Date/Time	Enter the name of the field in which the icon of the delivered document file is displayed.
Document name	Text	Enter the name of the field in which the document name is displayed.
Sender	Text	Enter the name of the field in which the sender name is displayed.
Number of sections	Number	Enter the name of the field in which the number of sections is displayed.
Application	Text	Enter the name of the field in which the origin of the document such as Scanner, Received fax data, Send by fax, Copy, Printer, and Docu- ment delivery is displayed.
Keyword 1	Text	Enter the name of the field in which
Keyword 2	Text	the keyword selected by the keyword selection setting is displayed.

Items	Types of field	Names	
Custom 1	Text	Enter the name of the field in which	
Custom 2	Text	a custom item is displayed. Custom items can be set when Deliver to Note R5 Database is added as a delivery type for each destination.	

Note

- ☐ Be sure to specify [Form] and [Rich text for saving document contents].
- ☐ If the following names are set in "Form," an error may occur:
 - Names of response forms
 - Name of forms with a calculation expression

5 Click [Save].

Note

- ☐ All fields that are created in the database at the delivery destination must be able to be edited.
- ☐ If fields that cannot be edited are specified, the value set in each field is input to create documents.

5. After Installation

Device Setup

Make the delivery server settings on the operation panel of a device. For more information, see the operating instructions for the device to be used.

Start Menu

On the **[Start]** menu, point to **[Programs]**, and then point to the **[Scan-Router System]** folder. The items below appear:

ScanRouter EX Enterprise

When this is selected, the following menu items appear:

- Compatible Device List
- Introduction Guide
 Displays the Introduction
 Guide. This explains the basics
 about delivery.
- Setup Guide Displays the Setup Guide. This explains delivery server setup.
- Operating Instructions <Capture Function>
 Displays the Operating Instructions <Capture Function>. This explains the capture function of delivery server.
- SR Manager Starts SR Manager.
- Management Guide
 Displays the Management
 Guide. This explains delivery
 server procedures.
- Readme Displays product information.
- Starts Delivery Services (servers only)

• Suspends Delivery Services (servers only)

Authentication Manager

Starts Authentication Manager.

Environment Setting Tool

Use this when you change computer name of delivery server, domain environment, or log-in account.

𝚱 Note

☐ For details about Environment Setting Tool, see the Readme file.

Readme (Environment Setting Tool)

Displays information about how to use the Environment Setting Tool.

SSL Settings

Starts the setting tool for operating ScanRouter System using SSL communication.

Note

☐ To close the delivery server, click [Suspend Delivery Services] on the [Server] menu of SR Manager.

5

Setting Authentication Management Service

Make these settings using Authentication Manager. These settings include configuring an Authentication Management Service administrator, authentication method details, etc. For more information, see *Management Guide* or Help on the **[Start]** menu.

Basic Settings

To operate the delivery server, the administrator, destination, and device must be set. First, turn on the device's power. Some devices do not require settings. For more information, see *Management Guide*, the Readme file, or Help. To display [Help], click Help in the operation dialog box.

1 Start SR Manager.

Click [Start], point to [Program] > [ScanRouter System] > [Scan-Router EX Enterprise], and then click [SR Manager].

SR Manager starts and a dialog box for entering log in data appears.

2 Enter "Admin" as the user name, and then enter the password of the built-in user specified during installation.

The **[SR Manager]** dialog box appears.

2 Set the delivery server administrator.

Set the administrator in SR Manager so that the settings are not changed by mistake.

• Click [Set Administrator] on the [Server] menu.

The **[Set Administrator]** dialog box appears.

2 Add a user/group to be specified as an administrator.

When the [Include builtin user in members] check box is selected, a built-in user can be set as an administrator.

3 Click [OK].

The administrator has been set.

3 Add a user as a destination.

Documents are delivered and saved for each destination. When users are registered and added to the standard destination list in SR Manager, they can be specified as document destinations.

𝚱 Note

☐ If the same document is delivered to multiple users, you should create a group.

Limitation

- ☐ The combined number of users and groups is limited to 90000.
- Open the [Delivery Server] tree on the left side of the window, and then click [Main Destination List] in [Delivery Table].

The **[Operations]** menu appears on the menu bar.

② On the [Operations] menu, point to [Add New Destination], and then click [User].

The [Add New Destination - User] dialog box appears.

- 3 Enter a destination name in the [Name] box.
- 4 Enter a destination ID.

Enter a destination ID. Any ID already set cannot be entered.

- **6** Set a delivery type.
 - To deliver documents to the in-tray, click [Deliver to In-Tray].

The client computer can automatically receive them using Auto Document Link.

② Select the delivery type in the [Delivery type selection:], and then click [Add]. Save as Windows file Delivered documents are saved in a specified location as a file. Multiple locations can be specified.

𝚱 Note

- ☐ Only a folder that can be confirmed by the delivery server can be specified as the save destination.
- Save in Shared Network Folder
 Documents are saved as files in a specified folder on the network.
- Send by SMTP mail
 Documents are delivered by
 SMTP mail. You can attach
 documents and document
 links to e-mail for delivery
 and notify clients of documents sent to the in-tray.
- Send by MAPI mail
 Documents are delivered by MAPI mail. You can attach documents and document links to e-mail for delivery and notify clients of documents sent to the in-tray.
- Send by Notes R5 mail
 Documents are delivered by
 Notes R5 mail. You can attach documents and document links to e-mail for
 delivery and notify clients of
 documents sent to the intray.
- Add as document
 Documents are delivered for adding to the document management server of Scan-Router DocumentServer.

- Add to Web Document Management
 Documents are delivered for adding to the document management server of a Personal Cabinet folder on Scan-Router Web Navigator.
- Deliver to Notes R5 Database Documents are delivered to Notes R5 database.
- SharePoint Portal Server Plugin
 Documents are delivered to SharePoint Portal Server.
- FTP Delivery
 Documents are delivered to
 folders on the FTP server,
 and then registered.
- 6 Select a mail type in the [Default Mail Type] box, and then enter the default mail address.

This box is not displayed if the mail transmission is not selected in [Set Delivery Types].

- Click [OK].
- **8** The user is added to [Main Destination List].
- Repeat the operation from Step to add another user.

4 Add the registered destination to the destination list.

A document can be delivered and saved to the registered destination by adding that destination to the destination list. Add the destination to [Standard Destination List] or [Standard Sender List] of the destination list. The destination list can be added.

● Open the [Delivery Server] tree on the left of the screen, and then click [Standard Destination List] or [Standard Sender List] in [Destination List] in [Delivery Table].

The **[Operations]** menu is displayed on the menu bar.

② On the [Operations] menu, click [Add Destination].

The [Add Destination] appears.

- 3 Select all destinations to be added in [Main Destination List].
- 4 Click [OK].

These destinations are added to the destination list.

- **5** Set up a device if necessary.
 - Open the [Delivery Server] tree on the left side of the window, and then click [I/O Device List:]. The menu appears on the menu bar.
 - 2 Click [Add] on the [Operations] menu.

The [Add I/O Device] dialog box appears.

3 Enter the host name or IP address of the device to be used for delivery, and then click [OK].

Note

- ☐ You can click [Browse] to select a device.
- ☐ If network device usage requires user account authentication, the dialog box for setting login information appears. Enter the user name and password, and then click [OK].

The **[I/O Device Properties]** dialog box appears.

- 4 Make necessary settings for device properties, and then click [OK].
- 6 Start the delivery server.

Perform the operation below only if you start the delivery server manually when the type of starting the delivery service is set to such as when **[Program Folder]** is set as the type of starting during installation.

• On the [Server] menu, click [Resume Services].

The delivery server starts.

Adding Printer

For document printing, RTIFF direct printing, and PDF direct printing using the printing function of delivery server, add a dedicated printer port to delivery server, and then make the necessary printer settings.

∰Important

☐ Before adding a printer, you must prepare the printer driver in advance.

Note

☐ If an application which was used to create the target data is not installed on the document management server, the printing function may not be available.

The following procedure to add a printer is for Windows 2000. The procedure may differ depending on the operating systems.

1 Click [Start], point to [Settings], and then click [Printer].

The [Printer] dialog box appears.

- **2** Double-click the [Add Printer] icon. The Add Printer wizard starts.
- 3 Click [Next].

The [Local/Network Printer] dialog box appears.

Select [Local Printer] to clear the [Auto-search/Install Plug-and-play Printer] check box.

The [Select Printer Port] dialog box appears.

- Select [Add New Port], specify [Port Type].
 - RPCS printer
 If the printer to be added is RPCS, specify [DS Print Service Port] from the list.

- Other printers
 For other printers, specify port types other than [DS Print Service Port].
- 6 Click [Next].

The [Add Port] dialog box appears.

Click [Obtain List] button. Select a displayed printer in the [Addable Printers] list or specify a printer directly with the IP address, and then click [OK].

Note

- ☐ Only the printers in the same segment on the network are displayed in the list. When adding a printer other than those in the list, specify it directly with the IP address.
- Select a printer driver to be added, and then click [Next].
- Enter the name of the printer to be added, and then click [Next].
- Select whether you share the printer or not, and then click [Next].
- Select whether you print a test page or not, and then click [Next].

 The dialog box about completing the Add Printer wizard appears.

12 Click [Finish].

The Installation of the printer driver starts.

According to the instructions on the displayed dialog box, install the printer driver.

The printer is added to the **[Printer]** dialog box.

Precautions when RPCS Printer is added

When the RPCS printer is added after creating the port (DS Print Service Port), observe the following precautions.

- The printer name cannot be changed after the printer was added.
- Adding one printer under several different names is unavailable.
 One port must always be assigned to one printer (1:1).
- When adding printer is canceled after creating the port (DS Print Service Port), only the port still remains. When adding a printer again, delete the port in [Print Server Properties].

When deleting a printer and port

When deleting a printer, select and delete it in the [Printer] dialog box. In addition, you must delete the printer port (DS Print Service Port).

- ① Right-click and open the menu, and then click [Server Properties].
- ② On the [Port] tab in the [Print Server Properties], delete [DS Print Service Port].

Note

☐ When you delete printers other than RPCS, you do not need to delete the port.

Setting up MAPI Mail/Fax Delivery Later

Follow the procedure below to set up MAPI mail delivery after ScanRouter EX Enterprise is set up.

1 Set up MAPI mail.

p.14 "Mailing Environment Setup" (Windows 2000)

2 Start SR Manager, and then click [Set Delivery Types] on the [Server] menu to reset the delivery type.

p.25 "Initialization After Restarting"

SSL Settings

To make a Web server SSL compatible and use SSL for communication among servers such as ScanRouter EX, ScanRouter Web Navigator, and ScanRouter DocumentServer, or between ScanRouter Web Navigator and clients (Web browser), you can use the SSL setting tool to make the following settings:

Note

- ☐ The SSL setting tool is installed only when one of the following software systems is installed:
 - ScanRouter EX Professional
 - ScanRouter EX Enterprise
 - ScanRouter Web Navigator
 - Document Management Connection Program (Packaged with ScanRouter Web Navigator)
 - Delivery Connection Program (Packaged with ScanRouter Web Navigator)
 - ScanRouter Web Navigator Conversion Option
 - ScanRouter DocumentServer (Ver.2.xxx or later)
- ☐ When the communication with SSL is used between a client computer and a server, SSL settings on the server are required as described below. Also, SSL settings on the client computer connected to that server are required. For details about SSL settings on the client computer, see the Readme file.
- ☐ When importing certificate or changing SSL settings, be sure to restart the computer after all settings are complete.

☐ When you use "Internet Information Services" as the Web serverand communicate with SSL, there are some necessary settings after importing the certificate by performing the operation below.For details about the settings, see the Readme file.

Setting CA Server

A CA server is a server used to issue an electronic certificate that permits to perform SSL communication. Any computer where the SSL setting tool is installed can be used as a CA server.

Before making SSL settings, you need to configure a server as a CA server. SSL communication among servers can be enabled provided that the other servers have imported the certificate.

Issuing Certificate

A CA server is used to issue a certificate. A certificate specific to each server that attends SSL communication is issued.

Certificates for a CA server and another server (for one unit) are issued at first issue. If you want more than one unit of other servers to utilize SSL communication, separately issue another certificate following the procedure described in p.45 "Issuing Certificates (at second issue or later)".

After a certificate specific to each server is issued, it can be imported to an appropriate server.

Issuing Certificates (at first issue)

At first issue of certificates from the SSL setting tool, certificates for a CA server and another server (for one unit) are issued.

Note

- ☐ At second issue or later, only the certificate for SSL communication server is issued.
- 1 On the [Start] menu, point to [Programs], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

2 Click [Issue Certificate], and then click [Next].

The [Create CA Server Certificate 1/3] dialog box appears.

Enter area information. Enter the country, area, and city, and then click [Next].

𝚱 Note

- ☐ [Country:] should be filled in with single-byte 2 character strings.
- 4 Enter company information. Enter the company name and organization name, and then click [Next].
- Enter network information. Enter the server name and e-mail address, and then click [Next].
 - Server Name: Enter a server name at random.
 - Email Address:
 Enter an e-mail address. It appears when the certificate is displayed in a Web browser.

 The [Create Server Certificate 1/3] dialog box appears.

6 Enter area information. Enter the country, area, and city, and then click [Next].

- ☐ **[Country:]** should be filled in with single-byte 2 character strings.
- Tenter company information. Enter a company name and an organization name, and then click [Next].
- Enter network information. Enter the server name and e-mail address, and then click [Next].
 - Server Name: Enter a server name that will import the server name certificate in the format of a host name with a domain name. (e.g., www.rds.co.jp)
 - Email Address:
 Enter an e-mail address. It appears when the certificate is displayed in a Web browser.
- Enter a folder name to which the certificate for another server is placed, and then click [Next].
- In the confirmation dialog box, click [OK].

The certificate is placed in the specified folder.

☐ The file name "server.p12" is given to all certificates for other servers.

Issuing Certificates (at second issue or later)

Certificates for other SSL communication servers are issued when certificates are issued from the SSL setting tool for the second time or later.

1 On the [Start] menu, point to [Program], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

2 Click [Issue Certificate], and then click [Next].

The [Create Server Certificate 1/3] dialog box appears.

Enter area information. Enter the country, area, and city, and then click [Next].

𝚱 Note

- ☐ [Country:] should be filled in with single-byte 2 character strings.
- Enter company information. Enter the company name and organization name, and then click [Next].
- Enter network information. Enter the server name and e-mail address, and then click [Next].
 - Server Name: Enter a server name that will import the server name certificate in the format of a host name with a domain name. (e.g.,
 - Email Address: Enter an e-mail address. It appears when the certificate is displayed in a Web browser.

www.rds.co.jp)

Specify the folder to which the certificate is placed, and then click [Next].

In the confirmation dialog box, click [OK].

The certificate is placed in the specified folder.

Note

☐ The file name "server.p12" is given to all certificates for other servers.

Importing Certificate

A certificate issued from the CA server is imported to each server. Every server, including the CA server, which performs SSL communication should import its own certificate.

1 On the [Start] menu, point to [Program], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

Click [Import Certificate], and then click[Next].

The dialog box to select an appropriate certificate appears.

- Specify the folder in which a certificate for another server (server.p12) is placed, and then click [OK].
- In the confirmation dialog box, click [OK].

Changing SSL Settings

You can make settings for SSL communication. This procedure is needed when a practical operation of SSL communication is started or changed.

You can make settings for every server, including the CA server, which performs SSL communication.

1 On the [Start] menu, point to [Program], point to [ScanRouter System], and then click [SSL Settings].

The dialog box to select options of SSL settings appears.

- 2 Click [Change SSL method], and then click [Next].
 - All SSL Connections SSL is used for all communications including those between ScanRouter Web Navigator and a Web browser, and between the currently used server and other ScanRouter Document-Servers.
 - Use SSL between Web Browser and Server Connections SSL is used only for the communication between ScanRouter Web Navigator and a Web browser.
 - Do not use SSL
 You can quit operations of SSL
 on the server currently in use.

Note

- ☐ If you quit operations of SSL at this point, you will not be able to communicate with a server that uses SSL. Make changes to the SSL settings of related servers, as needed.
- In the confirmation dialog box, click [OK].

6. Appendix

Related Application Setup

Install and set up the application used for server printing.

∰Important

- ☐ When installing the applications below under Windows 2003 or Windows 2000, be sure to log on to Windows with an account for launching ScanRouter EX Enterprise.
- ☐ Before using ScanRouter EX Enterprise, be sure to start each installed application to confirm that the print function works normally.

☐ If the application that the print data was created with is not installed in the delivery server, server printing may not be possible.

Microsoft Office 2000

Insert the CD-ROM of Microsoft Office 2000. The setup dialog box automatically appears. According to the instructions on the dialog box, install each application.

The hard disk must have sufficient free space. Make the necessary settings not to install unused applications as much as possible.

Note

☐ Among the Office2000 functions, all of the [Office Tool] and [Converter and Filter] functions are recommended to be installed including the subcomponents.

Setting Word 2000

- 1 Start Word 2000.
- 2 After the "Welcome to Microsoft Word!" message appears, click [Use Microsoft Word Now].

Note

- ☐ If the [Office2000 Registration Wizard] dialog box appears, click [No]. For the user registration, perform it later as required.
- Quit Word 2000.

Setting Excel 2000

- 1 Start Excel 2000.
- 2 After the "Welcome to Microsoft Excel!" message appears, click [Use Microsoft Excel Now].

𝚱 Note

- ☐ If the [Office2000 Registration Wizard] dialog box appears, click [No]. For the user registration, perform it later as required.
- **3** Quit Excel 2000.

Setting PowerPoint 2000

- 1 Start PowerPoint 2000.
- 2 After the "Welcome to Microsoft PowerPoint!" message appears, click [Use Microsoft PowerPoint Now].
 - Note
 - ☐ If the [Office2000 Registration Wizard] dialog box appears, click [No].For the user registration, perform it later as required.
- On the [Create New Presentation] dialog box, click [Cancel].
- 4 On the [Tools] menu, click [Options].
- In [View Settings] on the [View] tab, clear the check box of [Startup Dialog] and [[New Slide] Dialog], and then click [OK].
- **6** Quit PowerPoint 2000.

Restart PowerPoint 2000, and then confirm that the [Create New Presentation] and [New Slide] dialog boxes do not appear.

Microsoft Office XP

Insert the CD-ROM of Microsoft Office XP. The setup dialog box automatically appears. According to the instructions on the dialog box, install each application.

The hard disk must have sufficient free space. Make the necessary settings not to install unused applications as much as possible.

When installing Office XP, make the necessary settings as follows:

 Dialog box to select the installation type
 Click [Custom] in Installation Type

- Dialog box to select applications to be installed Click [Install by Selecting Options for Each Application].
- Dialog box to select the options to be installed
 On [Office Common Functions], point to [Extend Input System], and then set [IME] not to be installed.

☐ If IME included in Office XP is installed, creating PDF of the Office applications may fail.

Setting Word/Excel/PowerPoint 2002

When using Microsoft Office XP, be sure to undergo authentication.

Unless you undergo the authentication, note that the functions such as printing and creating PDF do not operate correctly.

- 1 Start Word/Excel/PowerPoint 2002.
- Through the Microsoft Office XP license authentication wizard, undergo the authentication according to the displayed messages.

𝚱 Note

- ☐ If the license authentication wizard does not appear, the authentication is already completed.
- **3** Quit Word/Excel/PowerPoint 2002.

Selection.

6

Microsoft Office 2003

When the setup dialog box appears, install an application with following the instructions on the dialog box.

The hard disk must have sufficient free space. Uninstall any unnecessary applications.

Word / Excel / PowerPoint 2003

- 1 Start Word / Excel / PowerPoint 2003.
- In [Macro] on the [Tool] menu, click [Security].
- Check that the security level is [High], and then click [OK].
- Quit Word / Excel / PowerPoint 2003.

Troubleshooting

Problems	Causes and solutions
The following message appears: "The specified name or IP address is not valid. Please specify another name or address".	Check the server's power server is turned on, the network cable is connected properly, and the IP address is specified correctly.
When the password is entered in the [Authorization for Server Access] dialog box, "The password may be wrong. If the password is correct, press [Cancel] in the [Enter Password] dialog box and close." appears.	The password for the Windows logon account for launching the delivery server may be wrong or the account's rights may have changed. Make sure that the password and account rights are correct, and then re-enter the password. After the password is entered, restart the computer.
MAPI mail is unavailable when making a destination setting using SR Manager.	The MAPI mailing environment may not be set up properly. If [Run in service mode] is set as the setup type, documents cannot be delivered by MAPI mail.
The "Profile is invalid." message appears when launching.	The profile name created for sending by MAPI mail may not be [ScanRouterEX Profile] . Follow the procedure below to create a profile.
	1. Open [Control Panel], and then click [Mail].
	2. Click [Show Profiles], and then create a profile with the name [ScanRouterEX Profile].
When the delivery service is started, the message that the mail client is not set properly appears.	The reason is as follows: if IE (Ver.5.0 or later) is installed after ScanRouter EX Enterprise is set up, Outlook Express is set as the default client.
	If the "E-mail" setting in the "Program" tab of IE "Internet Options" is "Outlook Express", set it to "None" (blank) or "Microsoft Outlook".
	The MAPI module (Messaging/Outlook) setting may be omitted.
	Set the MAPI module and create the profile.
When the delivery service is started, the message that prompts quitting all applications provided with	Notes service may have been added at the end of the profile during the profile setting.
the messaging function and retry appears.	Delete non-Notes services (for example, ScanRouter FAX) from the profile and add them again.
When the delivery service is started, a message prompting you for entering the Notes password appears.	The Notes settings must be made to stop other Notes-based programs from prompting for a password. In Notes, in the [File] menu, point to [Tools], and then click [User ID]. Enter the password in the dialog box that appears. In the [User ID - Func Mix] dialog box, click [Basics], and then select the [Don't prompt for a password from other Notes-based programs.] check box.

Problems	Causes and solutions		
When an attempt is made to add the "Lotus Notes Mail" service to "ScanRouter Profile", the message "- Notes MAPI Service Provider - Can't Read ID File" appears.	Notes may not be set up. If this is the case, set it up.		
Though the environment uses Lotus Domino R4.x, "Send by Notes R5 mail" and "Deliver to Notes R5 Database" are displayed as alternatives for selecting type of delivery.	When the client introduced into the delivery server is Notes R5.x/6.x, these alternatives are displayed. When the connected server is Lotus Domino R4.x, malfunction occurs. Do not select the alternatives.		
Notes mail is not sent even after selecting "Send by Notes R5 mail" as the delivery type.	Check the version of Lotus Domino. Regardless of the version of the client introduced into the delivery server, you need to perform delivery by MAPI mail, when the server is Lotus Domino R4.x.		
A Document is not delivered to Notes R5 Database.	 Make sure that an environment document form of ScanRouter is correctly copied to a database destination and a field value is set. Make sure that the access right for a database destination is correctly set. 		
[Standard Destination List] and [Standard Sender List] do not appear in the destination list.	ScanRouter EX Enterprise may not have been installed properly. If this is the case, suspend the delivery service. On the [Maintenance] menu of SR Manager, click [Return to Installation Defaults] to initialize the delivery server.		
Settings cannot be made because the items in the [Directory Server Settings] dialog box are unavailable.	The installed Internet Explorer may be an earlier version than 5.5 Service Pack 1. Upgrade Internet Explorer to 5.5 Service Pack 1 or a later version.		
The delivery server does not operate normally.	When logging on to make the last settings after installation, the account for ScanRouter EX Enterprise was not used, so these settings were not correctly applied. Uninstall the application, and then re-install it. Then, make the last settings using the correct account.		

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∰Important

Notes:

- ☐ 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. Important documents and data should always be copied or backed up. Documents and data can be lost because of malfunction or human error. Furthermore, the customer is responsible for protection measures against computer viruses, worms, and other harmful software.
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