

DeskTopBinder Version 5

Introduction Guide

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Read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

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

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- The product names of Windows XP are as follows: Microsoft[®] Windows[®] XP Professional Microsoft[®] Windows[®] XP Home Edition
- The product names of Windows Vista are as follows: Microsoft[®] Windows Vista[®] Ultimate Microsoft[®] Windows Vista[®] Enterprise Microsoft[®] Windows Vista[®] Business Microsoft[®] Windows Vista[®] Home Premium Microsoft[®] Windows Vista[®] Home Basic
- The product names of Windows Server 2003 are as follows: Microsoft[®] Windows Server[®] 2003 Standard Edition Microsoft[®] Windows Server[®] 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows: Microsoft[®] Windows Server[®] 2003 R2 Standard Edition Microsoft[®] Windows Server[®] 2003 R2 Enterprise Edition

DeskTopBinder Manuals

Read the descriptions in each manual according to your purpose.

🖉 Note

□ To display PDF form manuals, Adobe Acrobat or Adobe Reader must be installed on the client computer.

Setup Guide

This manual explains setup methods and operating environment required to use DeskTopBinder.

It also describes about settings necessary after DeskTopBinder installation and how to deal with problems occurring during DeskTopBinder operation.

Introduction Guide

This manual explains basic setting methods and operating procedures for DeskTopBinder using graphics as dialog box or window examples.

It also describes about Function Palette and other tools installed at the same time as DeskTopBinder.

Auto Document Link Guide

This manual explains how to set delivery server in-trays, Windows folders, Fax Received Files, and a Caplio digital camera as monitored items, and transfer methods for documents or files found in the items.

It also describes about how to deal with problems occurring during Auto Document Link operation.

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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.

🔗 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.

₽ Reference

This symbol indicates a reference.

[]

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

1. Overview of ScanRouter System

Overview of ScanRouter System

ScanRouter System is a group of document management applications that helps users improve their business efficiency and productivity, and speed up management and organizational procedures.

The volume of electronic and paper documents that must be stored increases on a daily basis. ScanRouter System can efficiently manage huge amounts of document data, such as scanned-in/fax-received image data and files made using computer applications-creating a work environment that is optimized for business usage information.

ScanRouter System documents can be easily retrieved, viewed, edited, printed, and sent by e-mail to communicate information to any person at any time.

In addition to supporting a wide variety of user authentication methods, for extra security, ScanRouter System can protect users' documents using easily made access settings.

ScanRouter System includes the following applications:

- DeskTopBinder Lite/Professional
- ScanRouter V2 Lite/Professional
- ScanRouter Enterprise
- ScanRouter EX Professional/Enterprise
- ScanRouter DocumentServer
- ScanRouter Web Navigator



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 and ScanRouter Web Navigator 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 (Web server)

ScanRouter Web Navigator is a portal application 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 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.

Using DeskTopBinder Lite, documents in the delivery server can be viewed and managed. Using DeskTopBinder Professional, documents in the document management server and delivery server can be viewed and managed.

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.

DeskTopBinder

DeskTopBinder

DeskTopBinder can integrate various kinds of data, such as files made with different applications, scanned image data, and existing image files for total document management.

When only DeskTopBinder is used, documents created on a computer can be managed. However, by adding network locations from Extended Features, you can view and manage documents in ScanRouter V2 Lite/Professional, Scan-Router Enterprise, or ScanRouter EX Professional/Enterprise in-trays, or Scan-Router DocumentServer cabinets using DeskTopBinder.

Furthermore, when DeskTopBinder is used with input/output devices, adding scanned-in documents and outputting (Print and Send by Fax) documents from DeskTopBinder are available. Depending on the network devices, saved documents in Document Servers can be copied to DeskTopBinder.

Documents in Document Servers can also be printed and outputted from Desk-TopBinder.

Functional differences between DeskTopBinder Professional and DeskTopBinder Lite

∰Important

There are two types of DeskTopBinder: DeskTopBinder Professional and DeskTopBinder Lite. Both are described as DeskTopBinder in this Introduction Guide. Note that DeskTopBinder Professional has all the functions of DeskTopBinder Lite plus some additional functions.

The following functions are not possible with DeskTopBinder Lite:

- Convert to PDF (displaying/setting PDF security information)
- Convert to Text (extract text from image using OCR)
- Using Viewer and Easy Viewer to display non-image files such as PDF files and files created using an application
- Send by E-mail
- Import HTML
- Export HTML
- Export Document Properties Summary in CSV format
- Entry Assistant
- Print Document Properties Summary by List
- Specific Search
- Content Text Search for DeskTopBinder My Cabinet documents
- Create Content Text Search data

- Connection to ScanRouter DocumentServer
- Creating shared cabinets
- Creating removable cabinets
- Using in a MetaFrame or Terminal Services environment

Limitation

To display application data in the Thumbnails view of DeskTopBinder Lite, the application used to create the data must be installed on the client computer.

ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise

Incorporated with the ScanRouter delivery server, DeskTopBinder enables users to view documents in in-trays and deliver them. The ScanRouter delivery server must be configured using Extended Features in advance. ScanRouter has five types: ScanRouter V2 Professional, ScanRouter V2 Lite, ScanRouter Enterprise, ScanRouter EX Professional, and ScanRouter EX Enterprise.

ScanRouter DocumentServer

Incorporated with ScanRouter DocumentServer, DeskTopBinder enables users to access and control documents in the server from client computers (DeskTop-Binder). ScanRouter DocumentServer must be configured using Extended Features in advance.

Each document can have specific document properties in addition to the file name. These properties can be used to search for necessary documents.

Document Management

Cabinets and Folders

Added documents are stored in a cabinet. In this cabinet, you can create folders and use them to sort documents.

This cabinet has a trash can where deleted files and documents are placed.



1. Document

3. Cabinet

- 2. Folder
- Limitation
- □ When DeskTopBinder is installed, no more than one My Cabinet can be created. However, shared cabinets and removable cabinets can be created as needed.

Documents and Sections

You can add multiple files made with various applications as one document. When saving multiple files as a document, one file becomes one section, and one document is composed of multiple sections.



- **1.** Section
- 2. Document

3. Data made with applications and scanned image data

Document Properties

Document properties are attribute information configured for each document.

With DeskTopBinder, document properties can be configured or checked on the **[Summary]** and **[Contents]** tabs in the properties dialog box.

For properties of document management server or delivery server documents, **[Document Type]** can separate documents according to document type and manage them.

Summary

Document properties summary, including information such as the creator, work status, and expiration date, make document management easier.

Using DeskTopBinder, you can configure properties summary for each document and check them using Properties. Items that can be checked are document name, size, location, date added/modified/created, creator, work status, and expiration date.

The document type determines the displayed items for document properties summary of the document management server or delivery server documents.

Contents

A document is composed of multiple sections. On the **[Contents]** tab, information about sections can be checked.

You can check status of thumbnail and Content Text Search data creation for sections. If necessary, you can create them again.

Document type

For ScanRouter DocumentServer, ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise, **[Document Type]** is available on the **[Summary]** tab in the document properties dialog box.

Each cabinet can be configured to hold documents with certain document types. By separating documents according to document type, document management becomes easier.

In addition to the basic document type, ScanRouter specific document types are available with ScanRouter. Documents added from input devices by way of ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise can be configured as ScanRouter specific documents.

Document type in ScanRouter DocumentServer

Using ScanRouter DocumentServer, you can configure document type. Displayed items on the **[Summary]** tab in the properties dialog box may differ depending on the document type. By configuring document type, efficient management of various kinds of documents becomes possible. Each document can only be configured as one document type. Document types must be created by the administrator in advance.

Document type of in-tray documents

Each document delivered in the in-tray of ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise has a specific document type depending on the capture method.

Displayed items on the **[Summary]** tab in the properties dialog box may differ depending on the document type.

Document Shortcuts

Shortcuts of ScanRouter DocumentServer documents

Using ScanRouter DocumentServer, you can create shortcuts to display frequently used documents easily. For example, you can create a shortcut for a document with a long path and paste it in a folder with a short path, or you can copy a shortcut of a document with a long path and paste it in a DeskTopBinder folder. By double-clicking the shortcut you can immediately display the document. This allows easy access for frequently used documents.

Security for Document

ScanRouter DocumentServer, ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise have the following security functions to restrict access to documents viewed and used by multiple users.

Security and access rights in ScanRouter DocumentServer

Each ScanRouter DocumentServer cabinet and folder has an access control list (ACL) to limit user access and the operations users can perform.

Configuring access rights for each cabinet or folder restricts access and prevents unwanted document tampering. Various kinds of access rights are available, including, viewing only, editing, and deleting.



Trash can **3.** No access rights

1. Document

6. Deleting possible

Note

- □ ScanRouter DocumentServer Ver.1.XXX restricts user access by passwords configured for each cabinet.
- □ Individual ScanRouter DocumentServer Ver.2.XXX documents and shortcuts do not have ACL. However, access to them can be controlled by the same ACL settings configured for the cabinet or folder where they are stored.

Security and access rights in ScanRouter EX Professional/Enterprise

Each ScanRouter EX Professional/Enterprise in-tray has an access control list (ACL) to restrict users and the operations they can perform. Configuring access rights for each in-tray restricts viewers and prevents unwanted document tampering. Only users who have specific access rights can access documents in an in-tray to view and copy them to a client computer.

🖉 Note

□ ScanRouter V2 Lite/Professional and ScanRouter Enterprise restrict user access using passwords configured for each in-tray.

2. Let's Start Using DeskTopBinder

Introduction

Before using DeskTopBinder, read this chapter to understand the basic operation of DeskTopBinder.

The explanations in this chapter are limited to the operations available inside My Cabinet, although DeskTopBinder enables users to share documents in the server by connecting to ScanRouter DocumentServer.

Starting and Quitting DeskTopBinder

Starting

Click [Start], and then point to [All Programs] or [Programs].

2 Point to [DeskTopBinder], and then click [DeskTopBinder].



DeskTopBinder starts.



🖉 Note

- Extended Features Wizard appears when DeskTopBinder is started. Add functions such as input functions, print functions, and network locations as needed.
- In the first dialog box of Extended Features Wizard, if you select the [Do not show this screen when launching DeskTopBinder] check box, Extended Features Wizard will not be shown when you subsequently start DeskTopBinder.

✓ Reference

For details about Extended Features, see p.41 "Extended Features of Desk-TopBinder".

Quitting

On the [File] menu, click [Exit].



DeskTopBinder exits.

🖉 Note

- When the [Display list of expired documents on exit] check box in the [My Cabinet Properties] or [Removable Cabinet Properties] dialog box is selected, the documents are searched for and the Expired Document list appears when you quit DeskTopBinder. In the Expired Document list, you can delete unnecessary documents.
- When the [Delete Job Binding documents 24 hours after they were created] check box in the [Job Binding (RPCS Printer) Properties] dialog box is selected, a confirmation message about deleting the documents appears when you quit DeskTopBinder.

Basic Operations

This section explains the following basic document operations frequently performed using DeskTopBinder.

Follow the procedures below to start operating DeskTopBinder.

- Adding Documents
- Displaying Documents
- Printing Documents
- Searching for Documents
- Editing Documents

Adding Documents

Although various methods are available to add documents to DeskTopBinder, adding files from Windows Explorer using a drag-and-drop operation and add-ing documents using a scanner are described as examples.

When an original is scanned using a scanner, the image data of the scanned original can be added to DeskTopBinder as a document.

When a file is added from Windows Explorer, the file can be added to DeskTop-Binder as a document. The file format remains unchanged from when the file was created with an application. Adding files using a drag-and-drop operation

1 Drag a file from Windows Explorer and drop it in a folder in the tree pane of DeskTopBinder, or drop it in the document list pane.



2 On the menu, click [Copy Here] or [Move Here].

The document is added.



Adding documents using a scanner

∰Important

To add documents using a scanner, a TWAIN driver compliant with the scanner must be installed in a client computer beforehand.

1 In the tree pane, select the folder where you want to add the document.



2 On the [File] menu, point to [Add Document], and then click [Scan...].



RICOH TWAIN Driver Ver.3 : I5330DC(RNP674146) ? × Mode 📄 Document À ABC Document: Platen glass • <u>S</u>can Orientation: Standard Odeg. • Filing OCR Standard Photo • Size: • LT(81/2 x 11 in) Portrait Preview Settings: Mode : Standard ٠ -Document : Platen glass Data Orientation : Standard Odeg. Size : LT(8 1/2 x 11 in) Portrail 🚽 🗖 Deskew 10.7 MB • • C Start from Scanner Detail 🔫 Select. About. Save. Close Help

Viewer starts and the dialog box for scanner settings appears.

3 Make the necessary scanner settings, and then scan.

The confirmation message about completing the scan appears.

Scan	×
Scanning originals comp To insert more scans into the scanner and press [C	lete. o this document, set originals in Continue].
Continue	Complete

Click [Complete].

On the [File] menu of Viewer, click [Exit].



2

Enter Document	Properties Summary	×
Document name:	New Scan-20050705195913-00001	2
Creator:		
Work status:	In progress C Complete	
Expires:	7/ 5/2005 💌	
Created:	🏹 7/ 5/2005 💌 🛛 7:59:13 PM 📑	
Remarks:		
	UK Cancel Batch Entry Help	

The [Enter Document Properties Summary] dialog box appears.

6 Enter document properties, and then click [OK].

Viewer quits and the scanned original is added as a document.

🖉 Note

When documents cannot be added using a scanner, check that the scanner - compliant TWAIN driver is installed in a client computer, or Scan is configured from Extended Features.

For details about Extended Features, see p.41 "Extended Features of Desk-TopBinder".

Displaying Documents

Three methods are available to display documents: using Easy Viewer, using Viewer, and using an application.

When a document is displayed using Easy Viewer, leafing through documents is possible. This allows searching for necessary documents by checking the contents of documents.

When a document is displayed using Viewer, various operations can be performed for specified files (sections) that make up the document.

When a document is displayed using the application used to create it, editing the contents is possible.

Displaying documents using Easy Viewer

U In the document list pane, select the document you want to display.

2 On the [View] menu, click [Easy Viewer], or click 🔍, the [Easy Viewer] button.

Easy Viewer starts and the document is displayed.



Displaying documents using Viewer

1 In the document list pane, select the document you want to display.

2 On the [Document] menu, click [Open in Viewer].



Viewer starts and the document contents are displayed.



Displaying documents using an application

1 In the document list pane, select the document you want to display using an application.

2 On the [Document] menu, click [Open in Application].



The application starts and the document is displayed.



Limitation

- **D** Up to 8 applications can be started on the Desk at the same time.
- **D** Up to 8 applications can be started from Viewer at the same time.
- □ When multiple Viewers are running, up to 8 applications can be started from each Viewer.

Searching for Documents

Documents can be searched through information set in document properties.

Two methods are available to search for documents: Broad Search and Specific Search.

Broad Search enables searching for documents by words or date, and Specific Search enables searching for documents using more specific conditions.

Also, there are two types of Specific Search: Content Text Search and Keyword Search. Content Text Search enables searching for all sections of documents that have Content Text Search data. Keyword Search enables searching for documents by setting search conditions.

The procedures for Broad Search and Content Text Search are described as examples.

After a search is complete, documents are listed in the **[Search Results List - Desk-TopBinder Professional]** window. Displaying and printing documents is also available from the window.

Searching for documents with Broad Search

1 In the tree pane, select the cabinet or folder you want to search through.

2 On the [File] menu, click [Broad Search], or click **M**, the [Broad Search] button. The [Broad Search] dialog box appears.

B Make the necessary search settings in the [Search string(s)] box or in other items, and then click [Search].

Broad Search	×
Location(s) to search:	My Workroom/My Cabinet/Sample Folder Browse
	✓ Include subfolders
Search string(s):	Image © Document name © Properties summary © Properties & Content Text
	Separate multiple search strings using commas. Documents containing strings as specified will be returned.
Date added	© Anytime
	○ between 🖉 6/28/2005 🔽 and 🗹 6/28/2005 🔽
	O past 1 🚔 months
	O past 1 days
Save Conditions	Recall Conditions
	Search Cancel Help

The confirmation message about completing the search appears.

4 Click [List Results].



The **[Search Results List - DeskTopBinder Professional]** window appears and the documents found are displayed in the list.

🕅 Search Results List - DeskTopBinder Professional	
Eile Edit View Document Section Tools Help	
Colorimage GrayscaleImage	1
	1
	R
	# <mark>>></mark>
	3
	~
	2
	III
Location: My Workroom/My Cabinet(2) Total cabinets: 1 Total docum	ients: 2

5 On the [File] menu, click [Close].

The [Search Results List - DeskTopBinder Professional] window closes.

Searching for documents with Content Text Search

1 In the tree pane, select the cabinet or folder you want to search through.

2 On the [File] menu, click [Specific Search], or click **m**, the [Specific Search] button on the toolbar.

The [Specific Search - My Workroom] dialog box appears.

Specific Search - My	Workroom		×
Keyword Search	h Content Text Search		
Location(s) to search:	My Workroom/My Cabinet		Browse
	✓ Include subfolder(s)		
Criteria:	• All C Any		
Document name:		Including	•
Creator:		Including	•
Size:	ж.В. ж. КВ	Within the range	•
Section name:		Including	•
Comment in note:		Including	•
Note:	Not specified]	
Work status:	Not specified	ls	7
Remarks:		Including	•
Date added	7/ 4/2005 💌 - 🛄 7/ 4/2005 💌	Within the range	•
Save Conditions	Recall Conditions		Clear
	Search	h Cancel	Help

Click [Content Text Search].

A Make the necessary search settings in the [Location(s) to search] and [Search string(s)] boxes, and then click [Search].

Specific Search - My ¥	lorkroom	×
Keyword Search	Content Text Search	
Location(s) to search:	My Workroom/My Cabinet	Browse
Search string(s):	DeskTopBinder	
	Separate multiple search strings using commas.	
	bocument(s) containing sung(s) specified will be returned.	
Save Conditions	. Recall Conditions	Clear
	Search Cancel	Help

The confirmation message about completing the search appears.

5 Click [List Results].

DeskTop	Binder Professio	nal	×
٩	Search complete. 1 document(s) ha	ve been found.	
	List Results	Change Conditions	Quit

The **[Search Results List - DeskTopBinder Professional]** window appears and the documents found are displayed in the list.

🕅 Search Results List - DeskTopBinder Professional	<u> </u>
Elle Edit View Document Section Tools Help	
Colorimage GrayscaleImage	1
	R
	3
	
	2
	1
Location: My Workroom/My Cabinet(2) [Total cabinets: 1 [Total documents: 2	

On the [File] menu, click [Close].

The [Search Results List - DeskTopBinder Professional] window closes.

Printing Documents

In addition to ordinary printing, printing with Easy Print and other print methods are available.

Use the Print function of DeskTopBinder to create previews and make detailed print settings.

When DeskTopBinder is incorporated with SmartDeviceMonitor for Client, the **[Notification]** dialog box can be displayed at print job completion or if an error occurs during printing.

The procedures for displaying a preview to make detailed print settings including Layout and Duplex and printing after you have checked the print conditions, and making notification settings in the **[Extended Features Settings]** dialog box of SmartDeviceMonitor for Client are described as examples.

Printing

∰Important

To display previews before printing documents, an RPCS printer driver that supports the preview display function must be installed on a client computer beforehand.

🔗 Note

□ To display previews, under DeskTopBinder Extended Features, in the [Print Properties] dialog box, the [Perform advanced print settings on the corresponding printer.] check box must be selected beforehand.

U In the document list pane, select the document you want to print.

2 On the [File] menu, click [Print...], or click 📺, the [Print] button on the toolbar.

The [Print] dialog box appears.
1 Make the necessary print settings after previewing with the print settings including Layout and Duplex.

🖉 Note

- Click [Create Preview] to display a preview of the document.
- □ Some functions might not be available, depending on the printer driver you are using. For details about which functions are available with which printer driver versions, see the Compatible Device List.

Print	X
DeskTopBinder Job: 1/1	Name: Properties
2 sided Cational and a second	Aficio CL 5000 RPCS Details Ready Print Settings Header/Footer Edit Job Basic Settings Custom Setting name: Duplex/Book Layout Draw border Layout Data Layout Draw border Data Layout Draw border Data Layout Data Layout Draw border Data Layout Dat
Original size: Letter (8 1/2" x 11") Original size: Portrait Orientation: Portrait Printout paper size: Same as original size Number of copies: 1 Color/Black and White: Color	Collate Punch Staple
Test Print	Print Cancel Help

4 Click [Print].

Printing starts.

✓ Reference

For details about Extended Features, see p.41 "Extended Features of Desk-TopBinder".

Receiving Notifications

Follow the procedure below to display the **[Notification]** dialog box if a print job finishes or an error occurs during printing.

Click [Start], and then point to [Programs].

Point to [DeskTopBinder], point to [SmartDeviceMonitor for Client], and then click [Extended Features Settings].

The [Extended Features Settings] dialog box appears.

Extended Features Settings		? ×
☑ Use Extended Features □ Notification		
🔲 🔲 Notify of printout/data-transmission/cancellation.		
Notify when errors occur while printing.		
When [Notification] settings are available on the printer driver, those settings will take priority.		
Notify of printout/data-transmission when using print server		
🗖 Display [Notification] on top		
Recovery/Parallel Printing		
Conduct Recovery Printing	Detailed Settings	
Conduct Parallel Printing		
Minimum: 20 copies		
Allows you to set groups for Recovery/Parallel Printing.	Group Settings	
Monitor print job		
Display task bar icon while printing		
ОК	Cancel Hel	p

3 Select the [Use Extended Features] check box.

In the [Notification] area, select when you want to display the [Notification] dialog box, and then click [OK].

In the [Notification] area, you can set the following items:

- Notify of printout/data-transmission/cancellation. Sends a notification when transmission of data to a printer is complete, printing finishes, or a print job is canceled.
- Notify when errors occur while printing Sends notification of print results if an error occurs during printing.
- Notify of printout/data-transmission when using print server Sends notification of printing results when a print job is sent from the print server.
- Display [Notification] on top Displays the **[Notification]** dialog box over other windows.

∰Important

When the [Notification] check box is selected, to receive notification, Smart-DeviceMonitor for Client must be used for printing from the print server. Also, the setting for notifying a client computer of the printing result must be made on the print server.

Limitation

□ If the settings for notifying of print completion and errors occur during printing are made using the printer driver, those settings have the priority over the settings made here.

Editing Documents

Documents can be edited by two methods: by starting Viewer, or by starting the application used to create the document.

Using Viewer, operations such as changing order and rotating are possible for files (sections) that make up the document. For image files: inserting text, drawing figures, and other image processing functions are possible.

Using the application the document was created in, specific files in the document can be edited in detail.

The procedures for inserting text into an image, editing the text, and moving an enclosed area on an image using Viewer are described as examples.

Inserting text into an image

U Display an image document using Viewer.

2 Click [Edit Image].



The Edit Image toolbar and the [Graphics] menu appear.

On the Edit Image toolbar, click A, the [Insert Text] button, or on the [Graphics] menu, point to [Draw], and then click [Insert Text].

This changes the pointer to +.

Drag to draw a box for entering text.

A text box is displayed and a cursor appears inside it.



5 Enter text.



Click k, the [Select Image Objects] button, or another button for figure objects to quit inserting text.

To change text properties settings, such as font, size, and text color, click the [Select Image Objects] button, and then click the text.

The text box is selected.



On the [Graphics] menu, click [Properties...].



In the [Text Properties] dialog box, change the font, size, color, alignment, and other text settings.

😋 ColorImage - DeskTopBinder ¥iew					_	
File Edit View Document Section In	mage Graphics Help					
Section 1/1	ef ef 🧳 🕷	2 32				
I I I I I I I I I I I I I I I I I I I	Text Properties Eont: Ø Arial Ø Arial Ø Arial Ø Arial Ø Comic Sans Mill Ø Georgia Ø Higer New Ø Elfects Stiglethrough Underline Color Black Alignment: Elf	Style: Regular Regu	Sige: 10 10 11 12 14 18 18 18 18 18 18 18 18 18 18	2 X I D D	Duk Eding Image	
Location: My Workroom / My Cabinet / Sec	tion: 1/ 1	PEG Image	100%	6.65 × 5.00 inch	96 dpi, 24 bit image	

Click [OK] to quit changing the text properties.

The text properties are changed.

Text Properties			? ×
Font: O Arial O Arial Black O Comic Sans MS O Courier New O Georgia O Impact O Lucida Console	Style: Italic Regular Italic Bold Bold Italic	Size: 16 10 • 11 12 14 16 18 20 •	OK Cancel Help
Effects Strikethrough Underline Color Blue Alignment: Center	Sample Font Type	·	

Click [Quit Editing Image].

The dialog box for selecting a saving method appears.

Belect a saving method, and then click [OK].

🖉 Note

□ Changes made in the **[Text Properties]** dialog box are applied to all characters in the text box.

Moving an enclosed area in an image

1 Display an image document using Viewer.

2 Click [Edit Image].



The Edit Image toolbar appears.

3 On the Edit Image toolbar, click , the [Select Range] button.



This changes the pointer to +.

Drag to draw a rectangle to enclose the desired area. The specified area is enclosed by a dotted rectangle.



5 Place the pointer on the enclosed image.

This changes the pointer to $\$.

6 While pressing the left mouse button, drag the enclosed image to the desired position.

2 Click [Quit Editing Image].

The dialog box for selecting a saving method appears.

Select a saving method, and then click [OK].

3. Extended Features of DeskTopBinder

Extended Features

Extended Features settings are required for various DeskTopBinder functions.

To perform document operations in cooperation with ScanRouter V2 Lite/Professional, ScanRouter Enterprise, ScanRouter EX Professional/Enterprise, Scan-Router DocumentServer, or Document Server (MFP), they must be added as network locations from DeskTopBinder Extended Features.

After they are configured as network locations, the icons for network locations appear under the DeskTopBinder tree.

Using Extended Features, you can also configure input/output functions, conversion functions, and tools to use them with DeskTopBinder.

You can also change properties of functions and delete unnecessary functions.

Before using DeskTopBinder, be sure to add and configure functions from Extended Features.

Operations in Extended Features

Settings for Network Locations

The related devices or programs are displayed under the DeskTopBinder tree and can be used in cooperation with DeskTopBinder.

Using these devices or programs, the following are possible:

- Control Windows Document with DeskTopBinder
- Control documents in ScanRouter DocumentServer *
- Create shared cabinets to make DeskTopBinder documents available for multiple users *
- Create removable cabinets that can be used in other client computers *
- In cooperation with ScanRouter, control documents in in-trays
- Control documents in Document Server (MFP)
- Control documents in Job Binding (RPCS Printer)

Limitation

If you are using DeskTopBinder Lite, you cannot make settings for functions marked "*".

✓ Reference

For more information about possible functions incorporated with network locations, see DeskTopBinder Help.

Procedure for adding network locations

Start DeskTopBinder, and then click [Extended Features...] on the [Tools] menu.

The procedure for adding a network device Document Server (MFP) is given here as an example.

When Document Server (MFP) is added, documents in Document Server (MFP) can be viewed and managed using DeskTopBinder.

For setting procedures for other functions, see DeskTopBinder Help.

On the [Tools] menu, click [Extended Features...].



In the **[Extended Features...]** dialog box that appears, a list of selectable functions appears in the **[Selectable function(s)]** list.

2 Click the Network icon, and then select [Document Server (MFP)] in the [Select-able function(s)] list.

×
ОК
Cancel
<u>H</u> elp

Click [Add...].

The [Document Server (MFP) Properties] dialog box appears.

Click [Browse...] to select a network device, or click [Specify...] to enter the IP address of the network device, and then click [OK]. Enter a user name, user code, and other information as required.

 $\ensuremath{\left[\text{Document Server (MFP)}\right]}\xspace$ is displayed in the $\ensuremath{\left[\text{Available function(s) to use}\right]}\xspace$ list.

Click [OK].

Input Functions

In Input of DeskTopBinder Extended Features, Scan and Easy Scanning settings are available.

These settings enable you to add scanned images as documents.

∰Important

To make scanner settings, a TWAIN driver compliant with the scanner must be installed in the client computer.

Output Functions

In Output of DeskTopBinder Extended Features, you can make settings for the following functions:

- Easy Print*1
- Print*1
- Send by E-mail
- Send by Fax*2
- Deliver
- Save in Job Binding*1
- PDF Direct Print

∰Important

- You can make settings for functions marked "*1" only if the printer driver installed on the client computer supports those functions.
- □ You can make settings for the function marked "*2" only if the printer driver installed on the client computer supports that function.

Conversion Functions

In Convert of DeskTopBinder Extended Features, you can make settings for Convert to Image, Convert to PDF, and Convert to Text (with OCR).

Tool Functions

Advanced DeskTopBinder operations are possible using the tool functions in Tools from DeskTopBinder Extended Features.

You can make settings for the following functions:

- Export Document Properties Summary in CSV format
- Entry Assistant
- Import HTML
- Export HTML
- Print Document Properties Summary by List
- Print Document Image List

Settings in Extended Features Wizard

Start Extended Features Wizard for settings.

New functions can be added by selecting **[Extended Features...]** on the **[Tools]** menu or using Extended Features Wizard.

With Extended Features Wizard, select **[Easy settings]** or **[All function settings]** as the method for adding functions.

Easy settings

[Easy settings] enables the settings for functions with a simple operation by following the instructions on the display.

However, functions that can be configured are the following:

- Print functions
- Scanner functions
- Document Server (MFP)
- · Connection to document management servers
- Connection to delivery servers

Limitation

If you are using DeskTopBinder Lite, you cannot make settings for the document management server.

All function settings

[All function settings] enables the addition and setting of all functions. The operation for **[All function settings]** is the same as that performed from the Extended Features menu (**[Extended Features...]** on the **[Tools]** menu).

Starting Extended Features Wizard

Click [Start], and then point to [All Programs] or [Programs].

2 Point to [DeskTopBinder], and then click [Extended Features Wizard].



The [Extended Features Wizard] dialog box appears.

🖉 Note

- □ Right-clicking the Function Palette icon on the task bar is another way to start Extended Features.
- □ In the first dialog box of Extended Features Wizard, if you did not select the **[Do not show this screen when launching DeskTopBinder]** check box, Extended Features Wizard will thereafter always appear when you start DeskTopBinder.

Procedures for settings in Extended Features Wizard

Follow the procedure below described as an example of making function settings using **[Easy settings]**.

1 Start Extended Features Wizard.

2 Click [Easy settings], and then click [Start].

Extended Features Wizard	×
This wizard allows you to make the advanced for DeskTopBinder. Select [Easy settings] or [All function settings],	unctions available in and then click [Start].
 Easy settings Follow instructions in each dialog box to set f Selectable functions: printer, scanner, Docur document management server, delivery server 	unctions. nent Server (MFP), er.
C All <u>function settings</u> You can set all functions. These settings are also available in [Extende [Tools] menu in DeskTopBinder.	d Features] under the
\underline{Start}	E <u>x</u> it

The [Printing Function1] dialog box appears.

Limitation

□ If you are using DeskTopBinder Lite, you cannot make settings for the document management server. **3** Make the necessary settings for print functions, and then click [Next>].

Extended Features Wizard		×
Print: Normal printing function. Easy Print: You can use print settings previously saved.	Printing Function1> Select the check box of desired functions. To use Easy Print, click [Add] and then select printer. Properties Properties Easy Print:]
	Add Dejete <u>P</u> roperties	
	< Back <u>N</u> ext > C	ancel

The [Printing Function2] dialog box appears.

A Make the necessary PDF Direct Print settings, and then click [Next>].

Limitation

□ Only printers that support PDF Direct Print can be used.

Extended Features Wizard				×
PDF Direct Print: High speed printing of PDF files using device PDF emulation.	<printing func<br="">To use PDF Direct Print</printing>	tion2> , click [Add] and then sel	ect the printer.	
	Agd	Dejete	Properties	
		< <u>B</u> ack	<u>N</u> ext > C	ancel

The [Scanner Function] dialog box appears.

5 Make the necessary settings for scanner functions, and then click [Next>].

∰Important

□ To make scanner function settings, a TWAIN driver compliant with the scanner must be installed in a client computer beforehand.

Extended Features Wizard		×
	Scanner Function> Select the check box of desired functions. To use Easy Scanning, click [Add] and then select scanner.	
Scan:	🔽 😽 Scan	perties
Normal scanning function. Basy Scanning: You can use scan settings previously saved.	Easy Scanning:	
	Add Dejete <u>P</u> rope	rties
	< <u>B</u> ack <u>N</u> ext>	Cancel

The [Document Server (MFP)] dialog box appears.

6 Make the necessary settings for Document Server (MFP), and then click [Next>].

Extended Features Wizard		×
	Compare Server (MFP) Select the check box(es) of desired device(s). To connect to Document Server (MFP), click [Add] and then specify device.	
Document Server (MFP): Authentication/Encryption:	Document Server (MFP): Authentication/Encryption Properties	┛╽
You can access stored files in authentication compliant MFPs.	Document Server (MFP):	
Document Server (MFP): You can access stored files in MFP, such as Aficio.		
	Add Delete Properties	
	< <u>B</u> ack Next> Cancel	

Limitation

□ You may be asked for a password depending on the network device you are connecting. For more information about the password, consult the administrator of the network device.

The [Document Management Server Connection] dialog box appears.

2 Make the necessary settings for document management servers to be connected, and then click [Next>].

Extended Features Wizard		×
<pre><<selectable servers="">> ScanRouter DocumentServer V1 ScanRouter DocumentServer V2</selectable></pre>	Connection: Add Dejete	
	< <u>B</u> ack <u>N</u> ext > Can	cel

Limitation

- □ The **[Document Management Server Connection]** dialog box does not appear in DeskTopBinder Lite.
- □ You may be asked for a user name, password, and domain name depending on the document management server you are connecting. For more information about the user name, password, and domain name, consult the administrator of the server.

The [Delivery Server Connection] dialog box appears.

And the necessary settings for delivery servers to be connected, and then click [Next>].

Extended Features Wizard		×
<pre><selectable servers="">></selectable></pre>	Connection: Connection:	
 <i>t</i>[™] ScanRouter V2 <i>t</i>[™] ScanRouter EX 	Add Dejete <u>P</u> roperties	
	< <u>B</u> ack <u>N</u> ext> Cancel	

Limitation

□ You may be asked for a user name, password, and domain name depending on the delivery server you are connecting. For more information about the user name, password, and domain name, consult the administrator of the server.

The [Completion of Extended Features Settings] dialog box appears.

Check the Extended Features settings, and then click [Finish].

Limitation

□ If there is no Document Server (MFP), document management server, and delivery server on the network, Extended Features settings cannot be made.

4. Structure of DeskTopBinder

Structure of DeskTopBinder

DeskTopBinder consists of DeskTopBinder itself and the following: Function Palette, Auto Document Link, and SmartDeviceMonitor for Client.

DeskTopBinder

DeskTopBinder can integrate various kinds of data, such as files made with different applications, scanned image data, and existing image files for total document management.

If network locations are added from Extended Features, you can view and manage documents in ScanRouter V2 Lite/Professional, ScanRouter Enterprise, or ScanRouter EX Professional/Enterprise in-trays, or ScanRouter DocumentServer cabinets using DeskTopBinder.

Furthermore, when DeskTopBinder is used with input/output devices, adding scanned-in documents and outputting (Print and Send by Fax) documents from DeskTopBinder are available. Depending on the network devices, saved documents in Document Servers can be copied to DeskTopBinder. Documents in Document Servers can also be printed and outputted from DeskTopBinder.

Function Palette

DeskTopBinder functions are displayed on Function Palette if these functions are configured using DeskTopBinder Extended Features in advance. Without starting DeskTopBinder, functions, such as printing and Convert to Image can be used for Windows files, and scanned originals can be added as documents. You can also use these functions by moving a file to the button on Function Palette using a drag-and-drop operation or by right-clicking a file.

For details about Function Palette, see p.79 "Using Function Palette".

Auto Document Link

If delivery server in-trays, specific folders, Fax Received Files, and a Caplio digital camera are configured as monitored items, Auto Document Link transfer documents or files in the items and add them to DeskTopBinder or ScanRouter DocumentServer, or save them in other Windows folders.

For details about Auto Document Link, see p.93 "Using Auto Document Link" or "Auto Document Link Guide".

SmartDeviceMonitor for Client

SmartDeviceMonitor for Client automatically searches for printers on the network and sends print data directly from client computers to the printers without using a print server. Furthermore, SmartDeviceMonitor for Client can monitor printers configured for monitoring, send notification of printout completion and errors occurring during printing, and perform Recovery Printing and Parallel Printing.

₽ Reference

For details about SmartDeviceMonitor for Client, see p.111 "Using SmartDeviceMonitor for Client".

5. Using Desk

Desk Display Layout



1. Menu bar

Use this to perform operations on the display.

2. Standard toolbar

Use this to perform standard function operations such as searching, displaying properties, and switching views.

3. Input toolbar

Use this to add existing files and scanned documents.

4. My workroom

Displays My Cabinet, shared cabinets, and removable cabinets.

5. Tree pane

Displays My Cabinet of DeskTopBinder and network locations added using Extended Features. Just after installation, only My Workroom is displayed.

6. Document list pane

Displays folders and documents in a cabinet or a folder selected from the tree.

7. Output toolbar

Use this for printing, sending by E-mail, and fax transmission. Functions configured using Extended Features are displayed.

8. Conversion toolbar

Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features are displayed.

Display Method of the Document List

The document list can be viewed in four formats:

Thumbnails, Icons, Details, and Calendar. The following describes each view.

Limitation

The document list of Windows Document cannot be displayed in the Thumbnails view and Calendar view.

Thumbnails view



1. Folder icon

2. Folder or document name

3. Clip

When a document is composed of multiple sections, a clip is displayed.

4. Section thumbnail

The section thumbnail is displayed. Thumbnails may not be created for some sections.

5. Section icon

Displays an icon of the application which the section was created with.

6. [Previous Section] [Next Section] buttons

These buttons appear when a document is composed of multiple sections. Use them to move through the sections of a document.

🖉 Note

□ For details about displaying thumbnails of PDF documents for which security settings are made, see DeskTopBinder Help.

7. Note

Click this to view the marked section. Double-click to display the **[Note Contents]** dialog box.

8. Note Leaf

When six or more notes are attached to one document, only five notes are displayed, and the Note Leaf buttons appear. Use these buttons to move through the marked sections of a document.

9. Current section number/total section number

Displays the current section number and the total number of sections.

Icons view



5

1. Folder icon

2. Document icon

The document icon is displayed. When a document is composed of multiple sections, the icon is displayed with a clip attached.

3. Folder or document name

4. Total section number

Displays the total number of sections in the document.

Details view

Edit View Document Section Tools	room/My Cabinet/Sa Help	mple Folder				
] 🔍 🔄 🖞					
🖃 회 My Workroom	👏 My Workroom	🤤 Sample Fold	er			-
My Cabinet Trach	Name	Number of secti	Size	Work status	Added	
My Work Folder	🥯 image				7/3/2005 3:4	-
Sample Folder	ColorImage	1	89.8KB	In progress	1/26/2001 5:	
🗈 🍓 Job Binding (RPCS Printer)	💾 animal	1	910.7KB	In progress	7/3/2005 2:3	
😟 📲 Windows Document	1 DeskTopBinder	4	66.0KB	In progress	1/26/2001 5:	-
	GrayscaleImage	1	315.3KB	In progress	1/26/2001 5:	1
						-
						TIOTER
						-
						-
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1. Displayed items

Click each item to sort documents. In addition, the documents stored in the document management server or an in-tray of the delivery server can be displayed by document type. 5

Calendar view

• Monthly view



• Weekly view



1. [Monthly][Weekly] buttons

Click this to switch between the weekly and monthly calendar.

2. [Specify Date] button

Displays the month or week including the specified date.

3. [Today] button

Displays the current month or week.

4. [Calendar Settings] button

Select Monday or Sunday as the first day of the week on the calendar.

5. [Added] [Modified] [Created] date

Select to display by the added date or modified date of the document.

🖉 Note

- You can directly change a folder or document name in My Cabinet, shared cabinets, or removable cabinets by clicking its name.
- □ To show the unread status of a document, the unread mark <u>1</u> is displayed in the Thumbnails view and is shown in red in the Details view.

Operations for Documents

Displaying Contents of a Document

The following methods are available to display the contents of a document:

- Using Easy Viewer
 In the document list pane, select a document to display, and then click [Easy Viewer] on the [View] menu, or click (1), the [Easy Viewer] button on the toolbar. You can start Easy Viewer from the document properties dialog box also.
- Using Viewer In the document list pane, select a document to display, and then click **[Open in Viewer]** on the **[Document]** menu.

🖉 Note

□ You can double-click an exported document link file (.RDL) in a client computer to start Viewer.

- Using an application Three methods are available:
 - In the Thumbnails view of the document list, select the section to display using an application, and then click **[Open in Application]** on the **[Document]** menu.
 - In the Icon view, Details view, or Calendar view, click [Open in Application] on the [Document] menu.
 - Double-click a file created with an application.

🖉 Note

□ When a document consists of multiple sections, the application used to create the first section starts - except when a section can be selected in the Thumbnails view. To display a second or later section, display the document using Viewer, select the section to display using an application, and then click **[Open in Application]** on the **[Document]** menu or double-click the section.

Structure of Easy Viewer

Using Easy Viewer, you can easily display the contents of a document section by section.

The size of the [Easy Viewer] window is changeable.



1. [Previous Section][Next Section] buttons

Click these buttons to move through the sections of a document.

2. [Open Viewer] button

Click this to start Viewer. Easy Viewer is closed.

3. Current section number/total section number

Displays the current section number and the total number of sections.

4. [Fit to Width] button

Fits the current section to the width of the window.

5. [Fit in Window] button

Fits the current section to the overall size of the window.

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6. [Launch] button

Launches an application. Easy Viewer is closed.

7. [Previous Document][Next Document] buttons

Use these buttons to move from document to document.

8. [90°Left][90°Right][180°] buttons

Click these buttons to rotate a displayed section image. The rotated image cannot be saved.

9. Section name

Adding Documents

To add a document, start from the [File] menu or Input toolbar.

The following methods are available:

Reference

For details, see DeskTopBinder Help.

- Create a new file using an application A new file created with an application is added as a document.
- Add a file as a document An existing file is added as a document. You can use the drag-and-drop operation.
- Add a document using a scanner A scanned image is added as a document.
- Add a document using Easy Scanning Configure the scan-input conditions in advance. The image scanned with an Easy Scanning compliant scanner is added as a document.

∰Important

□ Scan or Easy Scanning settings must be configured using Extended Features.

Displaying Document Properties

To display a document's properties, select a document, and then click **[Properties...]** on the **[File]** menu, or click **[]**, the **[Properties]** button on the toolbar. You can then view and change information about the document and/or its sections.

From the document properties dialog box, you can start Easy Viewer to view a document's content and create thumbnails and Content Text Search data. For details about document properties, see p.9 "Document Properties", or DeskTop-Binder Help.

🖉 Note

- The properties dialog box of ScanRouter DocumentServer Ver.2.XXX documents contains the functions available in the properties dialog box of Desk-TopBinder documents (in My Workroom) plus the following:
 - Buttons that enable the properties dialog box to change its content automatically without having to close, which allows you to check the properties of other documents displayed in the document list pane.
 - A function that enables Easy Viewer to change its display automatically, reflecting the content of the dialog box (when Easy Viewer is displayed from the document properties dialog box).

Searching for Documents

To search for documents, start from the **[File]** menu or Standard toolbar.

The following methods are available:

- Specific Search Searches using keywords or Content Text Search data
- Broad Search Searches only using words or date

🖉 Note

- With ScanRouter DocumentServer (Ver.2.XXX), Advanced Search is available to refine the search.
- With ScanRouter DocumentServer (Ver.2.XXX), the folder search function is also available.

Arranging Documents

The following methods are available to arrange documents from DeskTopBinder:

- Display properties You can check the document properties and document type.
- Create thumbnails When section thumbnails are created, you can find and view documents in the Thumbnails view.
- Combine/separate documents Use to combine multiple documents or to separate multiple DeskTopBinder documents into one-section documents.
- Add/delete a note and change note contents Adding or deleting a note on a section makes document arrangement easier. You can change the color of a note and enter a comment.
- Create Content Text Search data Use to create Content Text Search data.

Limitation

□ Content Text Search data cannot be created using DeskTopBinder Lite.

Printing/Outputting/Converting Documents

To print, output, or convert documents, start from the **[File]** menu, the Output toolbar, or the Conversion toolbar.

Print/Output

The following methods are available to print or output documents:

- Export as files*1
- Print using Easy Print*1, *2
- Send by E-mail
- Fax transmission (Send by Fax)
- Deliver by ScanRouter delivery server*1
- Save in Job Binding*2
- PDF Direct Print*1
- Print*2

∰Important

- □ Functions marked "*1" must be configured using Extended Features.
- □ You can make settings for the functions marked "*2" only if the printer driver installed on the client computer supports those functions.
- **D** To use Send by Fax, a LAN-Fax driver is required.
- To use Send by E-mail, a supported mailer must be set as the default mail application in Windows.
- The default printer changes temporarily in order to send faxes, print, perform easyprint, convert images or PDF files, or save in Job Binder. While these jobs are being processed, print jobs sent from other applications that have not specified a printer might be faxed, output by easyprint, converted, or saved, instead of printed. Before printing jobs from other applications, check the default printer is not faxing, printing, performing easyprint, converting images or PDF files, or saving to Job Binder.

For information about supported fax drivers, see the DeskTopBinder Readme file.

Conversion

To convert documents, the following methods are available:

- Convert to Image
- Convert to PDF
- Convert to Text (with OCR)
∰Important

Convert to Image, Convert to PDF, and Convert to Text (with OCR) must be configured using Extended Features.

🖉 Note

- The Convert to PDF function allows you to do the following to converted documents:
 - Convert images to PDF files that have text data attachments.
 - Convert full-color images to highly compressed PDF files.
 - Configure PDF security settings.

Document Management (available when ScanRouter DocumentServer is connected)

∰Important

□ For the following operations, ScanRouter DocumentServer must be added from Extended Features beforehand.

Adding/Deleting Document Management Server cabinets

You can add ScanRouter DocumentServer cabinets to be used with DeskTop-Binder as needed. You can also delete unnecessary cabinets.

To add a cabinet, select ScanRouter DocumentServer in the tree pane. On the **[File]** menu, point to **[Cabinet]**, and then click **[Add to Tree...]**.

To delete a cabinet, select the cabinet you want to delete from the tree. On the **[File]** menu, point to **[Cabinet]**, and then click **[Remove from Tree]**.

Document management with document management server

The following document operations are available only with ScanRouter DocumentServer:

- Perform Auto-adjust Image Orientation*1,*2 To automatically recognize image orientation and adjust orientation.
- Extract text as document name*1,*2 To replace the current document name with text extracted from the first section.
- Create Web Viewer Display data*2 To create Web Viewer Display data. When Web Viewer Display data is created, documents can be viewed using ScanRouter Web Navigator through a Web browser.

- Create PDF display data*2 Use to create PDF data. With PDF data, documents can be displayed clearly using Acrobat Reader even if the application used to create the document is not installed in a client computer.
- Manage versions*2 You can manage document update history. It is also possible to check the background of the update and the user who updated the document by configuring notes for each version. Managing versions is also possible from Viewer.
- Change access rights*2 To change access rights to configure operations each user can perform for folders or documents.
- *1 Functions available with ScanRouter DocumentServer (Ver.1.XXX)
- *2 Functions available with ScanRouter DocumentServer (Ver.2.XXX)

Limitation

- Some functions may not be available depending on the type and version of the connected document management server.

Checking and Transferring Newly Arrived Documents

Using Auto Document Link, files from the following monitored items can be transferred and added to DeskTopBinder and ScanRouter DocumentServer as documents, or saved to Windows folders as files: delivery server in-trays, specified Windows folders, Fax Received Files of network devices, and a Caplio digital camera.

There are two methods for transfer: transferring automatically and transferring manually.

✓ Reference

For details about Auto Document Link, see "Auto Document Link Guide".

Settings for transfer

On the **[Tools]** menu, point to **[Auto Document Link]**, and then click **[Properties]**. In the [Auto Document Link Properties] dialog box, select the item to be monitored, and then make the necessary settings.

Automatic transfer

Documents or files in the monitored items are transferred automatically to the specified locations with the settings in the [Auto Document Link Properties] dialog box.

To transfer documents or files automatically, Auto Document Link must be started.

• Manual transfer

On the **[Tools]** menu, point to **[Auto Document Link]**, and then click **[Check New Data]**.

Documents or files in the monitored items are transferred to the specified locations with the settings in the **[Auto Document Link Properties]** dialog box.

🖉 Note

- □ Auto Document Link can also be started from the **[Start]** menu of Windows.
- The icon of Auto Document Link appears on the taskbar when you start Desk-TopBinder. Right-click the icon. You can also make settings and check new data from the menu.

6. Using Viewer

Structure of the Viewer Display

The structure of Viewer display changes according to the type of section being displayed and the network location.

This section explains the display structure of Viewer using the example of displaying a document in My Workroom.

Note that if you use Viewer to display a document that is stored in the document management server, the buttons that are specific to the document management server are also available, along with the Viewer display structure for My Workroom documents. For details, see p.73 "Document Management Server Document Viewer Display".

_ 🗆 × 1 2 8 CODK (■ ■ ■ |4 4 Page 1/1 / Tロロ〇〇のAA2塁 🧬 🗈 💩 🧠 💡 9 3 4 24 5 DeskTopBinder 24 10 E **Demonstration Review** 6 Solution Products Marketing Section 11 Marketing & Strategic Departme International Marketing Group rtment 7 AUM001S

Image section display

PDF section display



- 🗆 × 1 2 8 3 Budget [ABC Company] ISe Personne Office 4 5 5 Store 31 E 6 6 Salespeople 7 Others Operating 8 (\$) 7 10 9 Advertising Bad debts 10 11 Cash discount 12 Delivery costs 13 Depreciation 13 14 Dues and subscriptic 15 Employee benefits 16 Insurance 17 Interest Legal and auditing 18 Ŀ AUM003S

✤ Application file section display

1. Menu bar

Use this to perform operations on the display.

2. Standard toolbar

Use this to perform standard function operations such as switching sections and adding notes.

3. Input toolbar

Use this to add new images, existing files, and scanned documents.

4. Image Viewing toolbar

Use this to zoom in, zoom out, or rotate an image.

Click **[Edit Image]** to display the drawing toolbar.

5. Note

Use this to attach or delete a note, or to change the note contents.

6. Section name

Use this to change the section name.

7. Section list pane

The section thumbnail list in a document is displayed.

8. Output toolbar

Use this for printing, sending by E-mail and fax transmission. Functions configured using Extended Features are displayed.

9. Drawing toolbar

Use this to draw lines, polygons, and circles and perform masking on an image.

10. Conversion toolbar

Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features are displayed.

11. Section pane

The contents of the currently selected section are displayed.

12. PDF toolbar

Use this to perform PDF operations such as displaying bookmarks, notes, and a page list, and rotating and moving pages. When a text PDF file is displayed, you can search, select, and copy its text.

If you start Viewer from a Content Text Search results list, words matching the search conditions appear highlighted in the displayed PDF file.

13. Section View pane

If you use Viewer to display an application file, you can display the file in simplified form. The simplified display is less detailed than when the file is displayed using an application, and you cannot edit or use other functions on the file when it is displayed in simplified form.

🖉 Note

- □ To disable the simplified application file display, in the **[Viewer Preferences]** dialog box, on the **[View]** tab, select the **[Do not show simplified file display]** check box. (This check box is unavailable in DeskTopBinder Lite.)
- □ To edit application files, select an application file section, and then, on the **[Section]** menu, click **[Open in Application]**. The selected section opens using the appropriate application.

Document Management Server Document Viewer Display

The buttons below are available on the Viewer display when a document management server document is displayed using Viewer. Other items are the same as the Viewer display for documents in My Workroom. For details, see p.71 "Structure of the Viewer Display".



1. [To Update Mode]/[Exit Update Mode] button

Click **[To Update Mode]** to enter the mode that enables you to edit documents. You can perform updating operations, such as inserting, replacing, moving, and editing sections.

Click **[Exit Update Mode]** to quit Update mode.

2. [Original Data] button

Click this to edit the original data of an image section.

If you display a PDF file section, you can perform text searches and change the display method using the PDF toolbar. If you display an application file section, it will be displayed in simplified form.

3. [PDF Data] button

If a section has PDF display data, click this button to display the section in PDF. You can perform text searches and

change the display method using the PDF toolbar.

Limitation

□ [Original Data] and [PDF Data] appear only when a document in ScanRouter DocumentServer Ver.2.XXX is displayed.

Managing Sections

₽ Reference

For more information, see DeskTopBinder Help.

Changing the Section Order

To change the section order, use the **[Section]** menu, or move a section thumbnail in the thumbnail pane using a drag-and-drop operation.

Inserting/Replacing a Section

To insert or replace a section, start from the [File] menu.

The following types of data can be inserted or replaced:

- New images (blank image file)
- Data imported from a file
- Image data scanned with a scanner
- Clipboard images
- Data captured from added documents
- Image data scanned using Easy Scanning

∰Important

- To insert or replace a section in a ScanRouter DocumentServer document, you must first switch to the Update Mode.
- □ To use a Scan or Easy Scanning to insert or replace a section, you must first configure them using Extended Features.

Limitation

New images can only be inserted. Replacing an existing section with a new image is not possible.

Printing/Outputting/Converting a Section

To print, output, or convert a section, start from the **[File]** menu, the Output toolbar, or the Conversion toolbar.

Print/Output

The following methods are available to print or output sections:

- Export as files*
- Send by E-mail
- Deliver by ScanRouter delivery server*
- Print using Easy Print*
- Fax transmission (Send by Fax)
- Save in Job Binding
- PDF Direct Print*
- Print

∰Important

- □ Functions marked "*" must be configured using Extended Features.
- The default printer changes temporarily in order to send faxes, print, perform easyprint, convert images or PDF files, or save in Job Binder. While these jobs are being processed, print jobs sent from other applications that have not specified a printer might be faxed, output by easyprint, converted, or saved, instead of printed. Before printing jobs from other applications, check the default printer is not faxing, printing, performing easyprint, converting images or PDF files, or saving to Job Binder.

Conversion

The following methods are available to convert sections:

- Convert to Image
- Convert to PDF
- Convert to Text (with OCR)

∰Important

□ To use Convert to Image, Convert to PDF, and Convert to Text (with OCR), you must first configure them using Extended Features.

🖉 Note

The Convert to PDF function allows you to do the following to converted sections:

- Convert images to PDF files that have text data attachments.
- Convert full-color images to highly compressed PDF files.
- Configure PDF security settings.

Editing an Image Section

To edit an image, click **[Edit Image]** on the **[Section]** menu or Image Viewing toolbar.

To draw a figure, start from the [Graphics] menu or Drawing toolbar.

The following are available for editing an image:

- Insert Text
- Comment
- Stamp
- Date Stamp
- Insert Illustration
- Straight Lines
- Horizontal/Vertical Lines
- Squares/Rectangles
- Rounded Rectangles
- Ovals
- Polygons
- Freehand
- Masking

∰Important

□ To use Masking, you must first make settings for Masking using Viewer Preferences.

Image Processing

You can use the following functions on image sections.

∰Important

Before using these functions on image sections, set the mode to Edit Image mode.

Image processing

The following functions are available on the [Image] menu:

- Enclosed area functions Fill, Move, Copy, Cut, Zoom In/Out, Invert Image Color, Trimming
- Erasing an image (eraser)
- Rotating an image
- Reduce Noise
- Enhance Image
- Show-Through Correction
- Correct Skew (corrects angles)
- Image Correction (corrects brightness and contrast)
- Resize

Camera Image Processing

The following functions for camera-captured digital images are available from **[Camera Image Processing]** on the **[Section]** menu:

- Distortion Correction (corrects peripheral distortion)
- Peripheral Light Intensity Correction (corrects peripheral brightness)
- View Shot Information
- Browse/Edit Camera Memo
- Playing voice recorded in a camera memo

6

7. Using Function Palette

Function Palette Features

Function Palette is available on computers with DeskTopBinder installed. Input, output, and convert functions of DeskTopBinder are displayed as buttons on Function Palette if these are configured in advance using DeskTopBinder Extended Features. By clicking a button on Function Palette, operations such as scanning and adding a document can be performed without starting DeskTopBinder. Some of these operations such as Print and Convert to Image can also be performed by dropping a Windows file on a button using the drag-and-drop operation.

∰Important

□ To use the functions described above with Function Palette, you must first configure them using Extended Features Wizard or from DeskTopBinder Extended Features.

Starting and Quitting

Starting

Click [Start], and then point to [All Programs] or [Programs].

2 Point to [DeskTopBinder], and then click [Function Palette].



Function Palette starts, and the icon appears on the taskbar. The palette appears on desktop.

 දුරුණු 🐌 6:0	17 PM

🖉 Note

If Function Palette is selected to be added to the startup menu when installing DeskTopBinder, Function Palette automatically starts when you log on to Windows.

Quitting

1 Right-click the icon on the taskbar, and then click [Exit] on the menu.



Function Palette exits.

Structure of Function Palette

There are two types of Function Palette: Function Palette and taskbar icon.

Function Palette



Buttons for input, output, and convert functions specified in Properties are displayed on the desktop.

When you click a button on Function Palette or drop a file on a button using the drag-and-drop operation, the following operations are available:

Input:

Scan, Easy Scanning

Output:

Print, Send by E-mail, Deliver, Send by Fax, Save in Job Binding, PDF Direct Print, Easy Print.

Convert:

Convert to Image, Convert to PDF, Convert to Text (with OCR)

🖉 Note

- Settings for the display style of the buttons on Function Palette can be made using Properties. On the taskbar icon menu, click [Properties].
- □ When you make changes to Extended Features settings, restart Function Palette, or display Properties, and then click **[OK]**.

Taskbar Icon

Tool Palette	
Input	+
Output	+
Convert	
Properties	
Extended Features Wizard	
Help	
About	
Exit	

From the menu that appears when you right-click the taskbar icon, Function Palette properties settings and the following operations are available.

- Switch between display and non-display of Function Palette
- Perform input functions
- Perform output functions
- Perform convert functions
- Make Function Palette properties settings
- Start Extended Features Wizard
- Display Help
- Display version
- Quit Function Palette

Setting Function Palette

Function Palette settings can be made using Function Palette properties. In the **[Properties]** dialog box, the following operations are available:

[Display] tab

Makes settings regarding the display style of Function Palette and the buttons.

[Operation] tab

Makes settings regarding operation of Function Palette when printing and outputting.

[Contents] tab

Makes settings regarding the buttons displayed on Function Palette.

Follow the procedure below to make properties settings.

1 On the menu that appears when you right-click the taskbar icon, click [Properties].

Properties	×
Display Operation Contents	
Display Tool Palette O Horizontal Vertical	
 ✓ Always on top Display Icon ✓ Large ✓ Small ✓ Display icon titles 	
OK Cancel Help	

The [Properties] dialog box appears.

2 Make the necessary Function Palette settings on each tab.3 Click [OK].

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Performing Document Management Using Function Palette

Adding Documents

Using Function Palette, scanning originals with a scanner and saving the data in the specified location is possible.

Follow the procedure below to scan originals.

1 Click the Function Palette [Scan] button, or on the taskbar icon menu, point to [Input], and then click [Scan].



A dialog box for scanner settings appears.

2 Make the necessary scanner settings, and then scan.

The confirmation message about completing the scan appears.

Click [Complete].

The [Save As /Add As] dialog box appears.

Specify a saving location, and then click [OK].

Scanned data is saved to the specified location.

🖉 Note

- □ The name of a document created by scanning automatically becomes "New Scan", followed by the date and time and a serial number.
- □ If you want to make a series of scans, place the next original in step **3**.

Outputting Documents

Printing and outputting Windows files is possible using Function Palette. Follow the procedure described as an example of printing a file.

Printing from the menu or button

Click the Function Palette [Print] button, or on the taskbar icon menu, point to [Output], and then click [Print].



A dialog box for selecting a file appears.

2 Select the file you want to print, and then click [OK]. The [Output File List] dialog box appears.

3 Make file order settings for printing, and then click [OK].

A dialog box for printing appears.

- **4** Make the necessary print settings.
- **5** Click [**0**K].

Printing starts.

Dragging files to the button

1 Drag a file you want to print, and then drop it on the Function Palette [Print] button.



The [Output File List] dialog box appears.

2 Make file order settings for printing, and then click [OK].

A dialog box for printing appears.

E Make the necessary print settings.

Click [OK].

Printing starts.

🖉 Note

- □ The [Output File List] dialog box appears only when the [Display dialog to change the file order] check box is selected in Properties.
- Printing and outputting of DeskTopBinder documents is possible using the drag-and-drop operation. This operation is available only for documents that can be exported.

Right-clicking files in Windows Explorer

Right-click a file you want to print, point to [Function Palette], point to [Output], and then click [Print].

C:\Documents and Settings\Administrato	r\My Documents	
File Edit View Favorites Tools Help		-
] ← Back → → → 🖻 🛛 🐼 Search 🖓 Folder	rs 🎯 History 🖺 🖳 🗙 🖄 🏢 -	
Grays	Open Print	
GrayscaleImage.bmp	Open With Function Palette Convert	
Bitmap Image Modified: 1/17/2001 11:15 AM	Send To Output	
Size: 301 KB Attributes: (normal)	Copy	
	Create Shortcut 🛛 🚽 Easy Print Delete 🗠 🗠 Send by E-mail Rename	
	Properties	

The [Output File List] dialog box appears.

Output File List - Print			X
The output order is from top to bottom	1.		
💾 GrayscaleImage.bmp		Up	
		Down	1
			_
		Add	4
		Delete	
			_
ОК	Cancel	Help	1
	Cancel	нер	

2 Select the file you want to print, and then click [OK].

A dialog box for printing appears.

3 Make the necessary print settings.

Click [OK].

Printing starts.

🖉 Note

□ The [Output File List] dialog box appears only when the [Display dialog to change the file order] check box is selected in Properties.

Converting Documents

Converting files to image, PDF, and text format is possible using Function Palette.

Follow one of the procedures below to convert a file to an image file.

Converting from the menu or button

Click the Function Palette [Convert to Image] button, or on the taskbar icon menu, point to [Convert], and then select [Convert to Image].

	Tool Palette
	Input For A state of A
Convert to PDF	Convert 🕨
Convert to Text (with OCR)	Properties
	Extended Features Wizard Help About
	Exit

A dialog box for selecting a file appears.

2 Select the file you want to convert, and then click [OK]. The [Conversion File List] dialog box appears.

E Make file order settings for conversion, and then click [OK]. The [Convert to Image] dialog box appears.

4 Make the necessary convert settings, and then click [OK]. The [Save As /Add As] dialog box appears.

Specify a saving method, and then click [OK]. The file is converted to an image file.

Dragging files to the button

1 Drag a file you want to convert, and then drop it on the Function Palette [Convert to Image] button.



The [Conversion File List] dialog box appears.

- **2** Make file order settings for conversion, and then click [OK]. The [Convert to Image] dialog box appears.
- **U** Make the necessary convert settings, and then click [OK]. The [Save As /Add As] dialog box appears.

4 Specify a saving method, and then click [OK].

The file is converted to an image file.

🖉 Note

- □ The **[Conversion File List]** dialog box appears when it is configured to be displayed in Properties.
- Converting of DeskTopBinder documents is possible using the drag-anddrop operation. This operation is available only for documents that can be exported.

Right-clicking files in Windows Explorer

Right-click a file you want to convert, point to [Function Palette], point to [Convert], and then click [Convert to Image].



The [Conversion File List] dialog box appears.

Conversion File List - Convert to Image	×
The conversion order is from top to bottom.	
	N
🝟 Grayscalelmage.bmp	Up K
	Down
	Add
	Delete
OK Cancel	Help

2 Select the file you want to convert, and then click [OK].

A dialog box for conversion appears.

3 Make the necessary conversion settings, and then click [OK]. The [Save As /Add As] dialog box appears.

Specify a saving method, and then click [OK].

The file is converted to an image file.

🖉 Note

□ The **[Conversion File List]** dialog box appears only when it is configured to be displayed in Properties.

8. Using Auto Document Link

Auto Document Link Features

Auto Document Link is available on computers with DeskTopBinder installed.

Auto Document Link can monitor delivery server in-trays (ScanRouter V2 Lite/Professional, ScanRouter Enterprise, and ScanRouter EX Professional/Enterprise) on the network, local Windows folders or shared network folders, Fax Received Files of network devices, and a Caplio digital camera, and give notification of documents or files on client computers.

Also Auto Document Link can automatically transfer these documents or files to DeskTopBinder folders, ScanRouter DocumentServer folders, or Windows folders.

For details about Auto Document Link, see "Auto Document Link Guide".

Starting and Quitting

Starting

Click [Start], and then point to [All Programs] or [Programs].

2 Point to [DeskTopBinder], and then click [Auto Document Link].



Auto Document Link starts, and the Auto Document Link icon 🐏 appears on the taskbar.

🖉 Note

- □ When no settings are made in Properties, the [Auto Document Link Properties] dialog box appears.
- If Auto Document Link is selected to be added to the startup menu when installing DeskTopBinder, Auto Document Link automatically starts when you log on to Windows.

Quitting

1 Right-click the Auto Document Link icon 🐏 on the taskbar, and then click [Exit].



Auto Document Link exits.

Monitor Item Settings

Make monitor item settings in the [Auto Document Link Properties] dialog box.

While the item is being monitored or data in the monitored item is being transferred, properties cannot be set or changed.

1 On the menu that appears when you right-click the icon on the taskbar, click [Properties...], or on the [Tools] menu of DeskTopBinder, point to [Auto Document Link], and then click [Properties].

Auto Document Link Properties			×
Monitor Settings			
Monitored Item:			
Network	Item	Check	Transfer
	Add	Change	I Remove I
	Add		
	ΟΚ	Cancel	Help

The [Auto Document Link Properties] dialog box appears.

2 Make the necessary monitor item settings.

In-Tray

Follow the procedure below to make settings for an in-tray to be monitored. In-trays of multiple delivery servers can be set as monitored items.

Limitation

Up to 20 in-trays of all the delivery servers included can be set as monitored items.

In the [Auto Document Link Properties] dialog box, click [Add...]. The [Select Server Type] dialog box appears.

Select Server Type	×
Select the type of item to be monitored.	
💿 🦽 Delivery Server	
🔿 🍰 Fax Received File	
🔿 📑 Windows	
🔿 🖼 Caplio Digital Camera	
< Back Next > Cancel Help	

2 Click [Delivery Server], and then click [Next>]. The [Delivery Server - Select Server] dialog box appears.

Delivery Server - Se	elect Server			×
Click [Browse], ar [Specify], and e	nd select a server. If t inter the IP address o	he desired server i r server name.	is not shown, clic	k
Server name:			Br	owse
	< Back	Next >	Cancel	Help

Click [Browse...] to select a delivery server, or click [Specify...] to enter the delivery server name or IP address.

🖉 Note

□ When ScanRouter EX Professional/Enterprise is specified, you may be asked for a user name, password, and other information.

Click [Next>].

The [Delivery Server - Monitor Tray Settings] dialog box appears.

Delivery Server - Monitor Tray Settings	×
Make the necessary settings for the tray to be monitored.	
Monitor tray: Browse	
✓ Automatically check new data	
Checking interval: 3 🚔 Minute(s) (1-60)	
Notification method: 🔽 Display message	
Notification sound	
🗖 Flash Taskbar	
Transfer new data after notification	
(The new data will be deleted from the server after transferring.)	
C Pack Ginish Concel Liste	
K Back Finish Cancel Help	

5 Make the necessary in-tray and monitor method settings.

Click [Next>].

The [Delivery Server - Transfer Settings] dialog box appears.

Delivery Server - Transfer Se	ettings	×
Make the necessary settings	to save data after transferring	
make the necessary settings	to barro data altor transforming.	
- Saving Method		
Add as document		
Location:		Browse
C Save as Windows file		
Location:		Browse
Image File Format		
Black & White image:	Leave as is	
Conversion Color Integer		
Grayscale/Color Image:		
	Back Finish Canc	el Help

🖉 Note

□ When the **[Transfer new data after notification]** check box is not selected in the **[Delivery Server - Monitor Tray Settings]** dialog box, the **[Finish]** button appears instead of the **[Next>]** button. Click **[Finish]** to finish the settings.

2 Make the necessary settings for the saving method and file format of image files.

Click [Finish].

Windows Folder

Follow the procedure below to make settings for a local Windows folder or shared network folder to be monitored.

Limitation

□ Up to 30 Windows folders, including local folders and shared network folders, can be set as monitored items.

In the [Auto Document Link Properties] dialog box, click [Add...].

The [Select Server Type] dialog box appears.

2 Click [Windows], and then click [Next>].

The [Windows - Monitor Folder Settings] dialog box appears.

Windows - Monitor Folder Settings			
Make the necessary setting	gs for the folder to be monitored.		
Monitor folder:	Browse		
Automatically check new data			
Checking interval:	3 🚔 Minutes (1-60)		
Notification method:	Display message		
	Notification sound		
	🗖 Flash Taskbar	М	
Transfer new data after notification			
(The new data will be deleted from the folder after transferring.)			
	K Back Finish Lancel Help		

Select a folder to be monitored, and then make the necessary monitor method settings.

Click [Next>].

The [Windows - Transfer Settings] dialog box appears.

Windows - Transfer Setting	Windows - Transfer Settings		
Make the necessary setting	s to save data after transferring		
make the necessary texting	o to barto data altor transioning.		
Saving Method			
Add as document			
Location:		Browse	
C Save as Windows file			
Location:		Browse	
└ ┌─ Image File Format ────			
Black & White image:	Leave as is		
Grauscale/Color Image:			
anaysealer color miage.			
	< Back Finish Cano	el Help	

8

Solution Note

- □ When the **[Transfer new data after notification]** check box is not selected in the **[Windows Monitor Folder Settings]** dialog box, the **[Finish]** button appears instead of the **[Next>]** button. Click **[Finish]** to finish the settings.
- Make the necessary settings for the saving method and file format of image files.

Click [Finish].
Fax Received File

Follow the procedure below to make settings for Fax Received File to be monitored.

Fax Received Files of multiple network devices can be set as monitored items.

Limitation

□ Up to 20 Fax Received Files can be set as monitored items.

In the [Auto Document Link Properties] dialog box, click [Add...]. The [Select Server Type] dialog box appears.

2 Click [Fax Received File], and then click [Next>].

The [Fax Received File - Select Device] dialog box appears.

Fax Received File	e - Select Device			×
Click [Browse not shown, clicl], and select a device (F. k [Specify], and enter th	ax Reception Device). I he IP address or host na	If the desired device is ame.	
Device:	J		B <u>r</u> owse <u>S</u> pecify	
	< <u>B</u> ack	Next >	Cancel Help	

Click [Browse...] to select a network device, or click [Specify...] to enter the host name or IP address.

4 Click [Next>].

The [Fax Received File - Monitor Item Settings] dialog box appears.

Fax Received File - Monitor Item Settings	×
Make the necessary settings for the item to be monitored.	
Monitor item: Fax Received File	
User Code:	
Disconnect after no response continues for:	
60 📻 Second(s) (1-999)	
Automatically check new data	
Checking interval: 3 😁 Minute(s) (1-60)	
Notification method: 🔽 Display message	
Notification sound	
🗖 Flash Taskbar	
Transfer new data after notification	
· · · · · · · · · · · · · · · · · · ·	_
< Back Finish Cancel Help	

🖉 Note

- Depending on the security settings of the selected network device, you might be required to enter authentication information. Enter the required information, and then click **[OK]**. For details about the authentication information, consult the administrator of the network device.
- Displayed items can differ, according to the security settings of the selected network device. For details, see Help.

5 Make the necessary monitor method settings.

Click [Next>].

The [Fax Received File - Transfer Settings] dialog box appears.

🖉 Note

- □ An error message appears when the network device does not support Fax Received File.
- When the [Transfer new data after notification] check box is not selected in the [Fax Received File - Monitor Item Settings] dialog box, the [Finish] button appears instead of the [Next>] button. Click [Finish] to finish the settings.

1 Make the necessary settings for the saving method and file format of image files.

∰Important

□ When the original document is deleted after a transfer is completed, Fax Received File cannot be checked by other users.

Click [Finish].

Caplio Digital Camera

Follow the procedure below to make settings for a Caplio digital camera to be monitored.

∰Important

To set a Caplio digital camera as a monitored item, you must first switch the camera on and select either [ORIGINAL] or [MASS STR] for the USB connection setting. Note the following conditions before making selecting the USB setting:

• [ORIGINAL]

To monitor a Caplio, the driver supplied with the camera must be installed on your computer.

• [MASS STR]

First refer to the Readme file and check whether your Caplio supports mass storage connection with Auto Document Link.

Also, check that your computer's operating system is Windows 2000/XP/Vista or Windows Server 2003.

If the camera or operating system does not support mass storage connection, select **[ORIGINAL]**.

If you select [MASS STR], the driver does not have to be installed.

In the [Auto Document Link Properties] dialog box, click [Add...].

The **[Select Server Type]** dialog box appears.

2 Click [Caplio Digital Camera], and then click [Next>]. The [Caplio - Monitor Settings] dialog box appears.

Caplio - Monitor Settine	gs	×
Make the necessary se	attings for monitoring.	
Automatically check	< new data	
Notification method:	Display message	
	Notification sound	
	🔲 Flash Taskbar	
🔽 Transfer new data -	after notification	
	< Back Next > Cancel Help	

B Make the necessary monitor method settings.

Click [Next>].

The **[Caplio - Transfer Settings]** dialog box appears.

Make the necessary settings to save data after transferring. Saving Method Add as document Location: Save as Windows file Location: Browse Browse						
Make the necessary settings to save data after transferring. Saving Method Image: Add as document Location: Browse Save as Windows file Location: Browse						
Saving Method • Add as document Location: Browse • Save as Windows file Location: Browse	Make the necessary se	ettings to save da	ata after transferrir	ng.		
Saving Method Add as document Location: Save as Windows file Location: Browse Browse Browse Browse Browse Browse Browse Browse Browse Br						
Add as document Location: Save as Windows file Location: Browse	Saving Method					
Location: Browse © Save as Windows file Browse Location: Browse	Add as documer	it				
C Save as Windows file Location: Browse	Location:				Browse	
Location: Browse	C Save as Window	vs file		_		
,	Location:				Browse	
		,				
			-			

🖉 Note

□ When the **[Transfer new data after notification]** check box is not selected in the **[Caplio - Monitor Settings]** dialog box, the **[Finish]** button appears instead of the **[Next>]** button. Click **[Finish]** to finish the settings.

5 Make the necessary settings for the saving method.

Click [Finish].

Confirmation and Transfer

Automatic Confirmation and Transfer

When you set to monitor in-trays, Windows folders, and Fax Received File, Auto Document Link automatically monitors the items at each set time. When you set to monitor a Caplio digital camera, Auto Document Link automatically checks the file stored inside the camera when the USB cable is connected to the client computer. When there are documents or files in the monitored items, the following are displayed depending on the transfer settings made for each item.

Limitation

- □ For digital camera, files that were transferred before cannot be transferred again.
- If your Caplio digital camera does not support mass storage connection with Auto Document Link, select [ORIGINAL] as the Caplio's USB connection setting. If you select [MASS STR], files cannot be transferred. For details about whether your Caplio digital camera supports mass storage connection with Auto Document Link, see the Readme file.

🖉 Note

□ If Auto Document Link is installed under Windows XP, a dialog box for selecting a program appears when you connect the digital camera to the client computer for the first time. Select [Auto Document Link], select the [Always use this program for this action] check box, and then click [OK].

Save as Windows File

For in-tray documents and files in Windows folders, the original documents or files are deleted and saved in the specified Widows folder as files. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File. Files stored in the digital camera are not deleted.

When the arrival of documents or files is set to be notified using a pop-up window, the **[New Data Notification]** dialog box appears after the documents or files are saved in the specified location.

Add as Document

For in-tray documents and files in Windows folders, the original documents or files are deleted and saved in the specified DeskTopBinder or ScanRouter DocumentServer folder as documents. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File. Files stored in the digital camera are not deleted.

When the arrival of documents or files is set to be notified using a pop-up window, the **[New Data Notification]** dialog box appears after the documents or files are added to the specified location.

Notification Only

After the arrival of documents or files is confirmed, notification is given via the selected method. No documents or files are deleted from monitored items.

DeskTopBinder can be started by clicking **[Launch DeskTopBinder]** in the **[New Data Notification]** dialog box. You can use DeskTopBinder to check documents or files arrived in monitored items.

∰Important

To check documents or files in monitored items using DeskTopBinder, those items must be configured as network locations using DeskTopBinder Extended Features.

Manual Confirmation and Transfer

Double-click the icon 🏪 for Auto Document Link on the taskbar.

If there are no documents or files in the monitored item, the "XXX (the date when you double-clicked the icon for Auto Document Link) No new data in all monitored items." message appears.

When there are documents or files in the monitored item, the following are displayed depending on the transfer settings made for each item.

Limitation

□ If your Caplio digital camera does not support mass storage connection with Auto Document Link, select **[ORIGINAL]** as the Caplio's USB connection setting. If you select **[MASS STR]**, files cannot be transferred. For details about whether your Caplio digital camera supports mass storage connection with Auto Document Link, see the Readme file.

🖉 Note

- New data can also be checked from the menu of DeskTopBinder. On the [Tools] menu of DeskTopBinder, point to [Auto Document Link], and then click [Check New Data].
- When new data in the digital camera is checked, if the new data contains files that are the same as those already transferred, a confirmation message about whether or not to transfer them appears.
- □ If Auto Document Link is installed under Windows XP, a dialog box for selecting a program appears when you connect the digital camera to the client computer for the first time. Select **[Auto Document Link]**, select the **[Always use this program for this action]** check box, and then click **[OK]**.

Save as Windows File

For in-tray documents and files in Windows folders, the original documents or files are deleted and saved in the specified Widows folder as files. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File. Files stored in the digital camera are not deleted.

After the documents or files are saved in the specified location, the **[New Data No-tification]** dialog box appears.

Add as Document

For in-tray documents and files in Windows folders, original documents or files are deleted and saved in the specified DeskTopBinder or ScanRouter Document-Server folder as documents. For Fax Received File, deletion of original documents varies depending on the transfer settings of Fax Received File. Files stored in the digital camera are not deleted.

After the documents or files are saved in the specified location, the **[New Data No-tification]** dialog box appears.

Notification Only

After the arrival of documents or files is confirmed, notification is given via the selected method. No documents or files are deleted from monitored items.

DeskTopBinder can be started by clicking **[Launch DeskTopBinder]** in the **[New Data Notification]** dialog box. You can use DeskTopBinder to check documents or files arrived in monitored items.

∰Important

To check documents or files in monitored items using DeskTopBinder, those items must be configured as network locations using DeskTopBinder Extended Features.

9. Using SmartDeviceMonitor for Client

SmartDeviceMonitor for Client Features

SmartDeviceMonitor for Client is available on computers with DeskTopBinder installed.

SmartDeviceMonitor for Client can monitor printers configured for monitoring, send notification of printout completion and errors occurring during printing, and perform Recovery Printing and Parallel Printing.

Also, you can display the **[My Job List]** window to check the print status of documents sent from the client computer using the list. Deleting the print job history and canceling print jobs are possible in the **[My Job List]** window.

🖉 Note

For details about SmartDeviceMonitor for Client, see SmartDeviceMonitor for Client Help.

Starting and Quitting

Starting

Click [Start], and then point to [All Programs] or [Programs].

2 Point to [DeskTopBinder], point to [SmartDeviceMonitor for Client], and then click [SmartDeviceMonitor for Client].



SmartDeviceMonitor for Client starts, and the icon appears on the taskbar.

Quitting

1 Right-click the icon on the taskbar, and then click [Exit] on the menu.



SmartDeviceMonitor for Client exits.

Setting the SmartDeviceMonitor for Client Port

To use Notification and other functions using SmartDeviceMonitor for Client, set the printer ports to the SmartDeviceMonitor for Client ports.

The SmartDeviceMonitor for Client port supports the following protocols: TCP/IP, NetBEUI, and IPP.

∰Important

- □ To make port settings, a printer driver must be installed in the client computer beforehand.
- □ If SmartDeviceMonitor for Client is installed under Windows 2000/XP/Vista or Windows Server 2003, port settings must be made using an Administrators group user account.

Limitation

□ You can use NetBEUI to make port settings for SmartDeviceMonitor for Client only if the client is running Windows 2000.

✓ Reference

For details about settings, see SmartDeviceMonitor for Client Help.

When Selecting TCP/IP or NetBEUI

The following example procedure explains setting SmartDeviceMonitor for Client port under Windows 2000. Item names may differ depending on the operating system.

1 Install the printer driver for the printer you want to use.

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

3 Click [Printers].

The [Printers] window appears.

😺 Printers					
File Edit View Favorites To	ools Help				1
] ← Back → → → 🔁 @ Search	h 🔁 Folders	History	i te X e) 📰 -	
Printers	Add Printer	Aficio CL5000	LAN-Fax F2		
Finiceis		14 02			
This folder contains information about printers that are currently installed, and a wizard to help you install new printers.					
To get information about a printer that is currently installed, right-click the printer's icon.					
To install a new printer, click the Add Printer icon.					
Select an item to view its description.	-				
7 object(s)					

In the [Printers] window, click the icon for the installed printer driver, and then click [Properties] on the menu that appears when you right-click the icon.

The printer properties dialog box appears.

RICOH Afici	o CL5000 RPCS	Properties		?
Secur General	ity Sharing COH Aficio CL500 Dellowing port(s). Do	Change Accessories Ports D RPCS cuments will print to the firs	Advanced	Mailbox Tray Names Color Management
Port	Description Printer Port Printer Port Printer Port Serial Port Serial Port Serial Port Serial Port	Printer Aficio CL5000 RPC LAN-Fax F2	5	
Add Pr Enable bi	directional support	Delete Port Co	nfigure Port	
			F a a 1 F	1

5 Click the [Ports] tab, and then click [Add Port...].

The [Printer Ports] dialog box appears.

Printer Ports	? ×
Available port types:	
Local Port RICOHFileWriterV3 SmartDeviceMonitor Standard TCP/IP Port	
New Port Type	New Port Cancel

In the [Available port types:] box, click [SmartDeviceMonitor], and then click [New Port...].

The **[Add Port]** dialog box appears.

dd Port				<u>? ×</u>
Select Protocol	P 炎	© TCP/IP © NetBEUI © IPP	Search	
Model Name	Printer Name	Comment	Address	
		Properties	Specify Address	
Port Name				
			About	_
		OK	Cancel Hel	P

In the [Select Protocol] area of the [Add Port] dialog box, click [TCP/IP] or [Net-BEUI] for the protocol, and then click [Search].

When [TCP/IP] is selected, click the model of the printer to be used for printing, and then click [OK]. When [NetBEUI] is selected, click the name of the printer to be used, and then click [OK]. Click [Specify Address] when printing using a printer that cannot be displayed on the list, or when entering the port name directly.

In the [Printer Ports] dialog box, click [Close].

In the printer properties dialog box, check the created port name is displayed in the [Print to the following port(s)] box and the check box for the port name is selected, and then click [Close].

When Selecting IPP

The following example procedure explains setting SmartDeviceMonitor for Client port under Windows 2000. Item names may differ depending on the operating system.

1 Install the printer driver for the printer you want to use.

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

Click [Printers].

The [Printers] window appears.

4 In the [Printers] window, click the icon for the installed printer driver, and then click [Properties] on the menu that appears when you right-click the icon.

The printer properties dialog box appears.

Click the [Ports] tab, and then click [Add Port...].

The [Printer Ports] dialog box appears.

In the [Available port types:] box, click [SmartDeviceMonitor], and then click [New Port...].

The **[Add Port]** dialog box appears.

In the [Select Protocol] area of the [Add Port] dialog box, click [IPP].

dd Port		<u>?</u> ×
Select Protocol		
	С ТСР/ІР	
	© IPP	
Select Printer		
Please type the printer nam	ne to be used with the IPP protocol.	
The URL form is "http or ip name for the IPP port. If yo created after you click [OK To enhance security, enter	p://IPP Address[:port number]/PATH''. Enter a u leave this field empty, a default name will be]. r "https" instead of "http" or "ipp" on the URL.	
Printer URL		
IPP Port Name		
Detailed	Settings Click the button when Proxy or IPP User Name settings are required.	
	About	
	OK Cancel	Help

In the [Printer URL] box in the [Select Printer] area, enter the URL of the required printer in the following format:

• http://Printer's IPP server address [: port number]/printer

If the communication is encrypted by SSL, enter the URL in the following format:

• https://Printer's IPP server address [: port number]/printer

Limitation

□ SSL communication is available only when using a device that supports SSL and has the security certificate installed. Also, Internet Explorer 5.01 or later must be installed in the client computer.

🖉 Note

□ The IP address, host name, or domain name can be used as the printer's IPP server address.

PReference

For details about installing certificates on a client computer, see "Setup Guide" or SmartDeviceMonitor for Client Help.

For details about network device settings necessary for SSL, see the operating instructions of the device.

2 If the IPP user name and IPP password are required for printing, or a proxy server is being used, click [Detailed Settings], and then make the necessary settings.

To specify the name of the port you are adding, enter it in the [IPP Port Name] box. If you do not enter a port name, the printer's URL is set as the port name.

Click [OK].

In the [Printer Ports] dialog box, click [Close].

E Check the port name you created appears in the [Print to the following port(s)] box and its check box is selected, and then click [Close].

Setting Devices to Be Monitored

Set frequently used printers and network devices as monitored items so you can easily check on their statuses.

Setting Monitored Printers

To monitor printer statuses, select the printers you want to monitor in the Windows printer folder, and then specify the address of those printers.

Monitored printers are displayed in the [SmartDeviceMonitor for Client - Status List] window with their status icons.

1 Right-click the icon on the taskbar, point to [Properties], and then click [Monitor Device Settings...].

	SmartDeviceMonitor for Client - Status List Printers Folder	
	My Job List	
	Help Topics	
Monitor Device Settings 🔪	Properties 🕨	
Extended Features Settings $^{ m M}$	About	
	Exit	
	E 🗮 🥨 🛄 🔛 😫	5:14 PM

SmartDeviceMonitor for Client - Options	<u>?</u> ×
Printers Folder Network Devices General Settings	
Printer Settings	
Name Monit Task Bar Icon Address	
Acrobat Distiller Color 8000 Aficio CL5000 RICOH File WriterV3	
[Monitoring Information Settings] Address: 165.96.121.229 Import Action: ▼ To be Monitored	
Display on the task bar menu	
✓ <u>D</u> isplayed on Task Bar	
[Printer Driver Settings]	
Open properties Port Settings	
OK Cancel He	elp

The [SmartDeviceMonitor for Client - Options] dialog box appears.

2 In [Printer List] on the [Printers Folder] tab, click the name of the printer you want to monitor.

🖉 Note

□ In the **[Monitoring]** column of **[Printer List]**, currently monitored printers are indicated by "Yes".

In [Action:] under [Monitoring Information Settings], select the [To be Monitored] check box.

Select the **[Display on the task bar menu]** check box to display the selected printer on the taskbar menu with an icon.

Select the **[Displayed on Task Bar]** check box to display its status on the taskbar icon continuously.

When using a print server for printing, in the [Address:] box, enter the IP address, host name, or IPX address of the printer you want to monitor.

🖉 Note

- □ If the IP address has been set in the printer port, the address is automatically imported.
- □ You can read the addresses from the Hosts file by clicking **[Import...]**. The IPX addresses for devices on the network can be saved as a Hosts file using SmartDeviceMonitor for Admin.

Click [OK].

Adding Network Devices to Be Monitored

Add network devices other than printers, such as copiers, scanners, and fax MFPs (multifunction peripherals), as monitored items.

Added devices appear in the **[SmartDeviceMonitor for Client - Status List]** window with status icons.

The following example procedure explains adding a network device as a monitored item by specifying its address directly.

${}^{\mathcal{P}}$ Reference

For details about how to add a network device as a monitored item by browsing the network, see SmartDeviceMonitor for Client Help.

Adding a device by specifying its address

Right-click the icon on the taskbar, point to [Properties], and then click [Monitor Device Settings...].

The [SmartDeviceMonitor for Client - Options] dialog box appears.

2 Click the [Network Devices] tab, and then click [Add...].

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

Add	? ×
Name:	
Address:	Preview
Comment:	
	OK Cancel

Enter the name, address, and comments of the device you want to add, and then click [OK]. You can enter the IP address, host name, or IPX address as the address.

Check the device name appears in the [Devices to be Monitored] list.

• To display the device on the taskbar menu, click the device in the list, and then select the [Display on the task bar menu] check box.

Click [OK].

Displaying the Device Status

The [SmartDeviceMonitor for Client - Status List] Window

Follow the procedure below to display a list of statuses of the monitored printers and network devices, and the numbers of print jobs of each printer.

1 Right-click the icon on the taskbar, and then click [SmartDeviceMonitor for Client - Status List].

The [SmartDeviceMonitor for Client - Status List] window appears.

🗑 SmartDeviceMonitor for Client - Status List				
<u>D</u> evice ⊻iew <u>T</u> ools <u>H</u> elp				
Name	Status	Job	Туре	
Color 8000	Ready	0	Printers Folder	
Color 8100	Energy Saver Mode	0	Printers Folder	
•				

🖉 Note

□ The printer status icon on the taskbar cannot be displayed while the **[Smart-DeviceMonitor for Client - Status List]** window is displayed. The icon reappears when the **[SmartDeviceMonitor for Client - Status List]** window closes.

Items displayed in the [SmartDeviceMonitor for Client - Status List] window

Limitation

- No status information is displayed when the printer is connected directly to the client computer, or if an invalid IP or IPX address has been set for the printer even though it is connected to the network.
- Name Name of device and icon that indicates a current status.
- Status

Current status of device.

- Job The number of print jobs each printer has.
- Type Type of device.

Displaying Detailed Device Information

Follow the procedure below to display the **[Device Properties]** dialog box and the current status and network settings of a monitored printer or network device.

Right-click the icon on the taskbar, and then click [SmartDeviceMonitor for Client - Status List].

The [SmartDeviceMonitor for Client - Status List] window appears.

2 Select the device whose information you want to display, and then doubleclick it, or on the [Device] menu, click [Open].

Information about the selected device appears in the **[Device Properties]** dialog box.

🖉 Note

□ If a printer or network device is selected for display on the taskbar menu, you can display its **[Device Properties]** dialog box simply by clicking the printer or network device on the taskbar menu.

Making Notification and Recovery/Parallel Printing Settings

SmartDeviceMonitor for Client Extended Features Settings

Extended Features settings are required for various SmartDeviceMonitor for Client functions. You can configure the following functions in the **[Extended Features Settings]** dialog box:

- **[Notification]** dialog box display, to receive notification of print completion and an error occurs during printing
- Recovery Printing, for printing documents using other printers in the printer group when the specified printer is busy
- Parallel Printing, for equally dividing the number of copies to be printed among selected printers in the printer group

If the taskbar icon for monitoring print jobs is set for display, you can cancel printing when this icon is displayed.

Limitation

□ Recovery Printing and Parallel Printing are available only when printing from SmartDeviceMonitor for Client port using TCP/IP.

Displaying the [Extended Features Settings] Dialog Box

Right-click the icon on the taskbar, point to [Properties], and then click [Extended Features Settings].

The [Extended Features Settings] dialog box appears.

2 Select the [Use Extended Features] check box, and then make the required settings for the functions you want to use.

Click [OK] to close the [Extended Features Settings] dialog box.

The [Extended Features Settings] Dialog Box

Notify of printout/data-transmission/cancellation	
Notify when errors occur while printing.	
When [Notification] settings are available on the printer driv those settings will take priority.	/er,
Notify of printout/data-transmission when using print server	
Display [Notification] on top	
Recovery/Parallel Printing	
Set Recovery/Parallel Printing for each port	
Conduct Recovery Printing	Detailed Setting
Conduct Parallel Printing	·
Minimum: 20 - copies	
Allows you to set groups for Recovery/Parallel Printing.	Group Settings
Monitor print job	
Display task bar icon while printing	

1. Use Extended Features

To use Extended Features, select its check box.

2. Notification

You can make settings for receiving notification of print job completion or if an error occurs during printing.

3. Recovery/Parallel Printing

Recovery Printing and Parallel Printing settings are available.

ANL019S

4. Monitor print job

You can set to display the taskbar icon for monitoring print jobs.

10. Backing Up Data

Backing Up Data in Cabinets and Folders

Back up data in DeskTopBinder My Cabinet or removable cabinets to avoid loss of data due to hardware or software failure.

For backups, start from the **[File]** menu.

You can make settings to receive notification of periodic data backup. Backed up data can also be retrieved.

- Manual backup Select the folder you want to back up. On the [File] menu, click [Back up...]. In the [Back Up] window, select the objects you want to back up. In the [Save As] window, specify the name for the backup file and the location where you want to save the file.
- Periodic backup To back up data periodically, on the [Backup] tab in the [My Cabinet Properties] or [Removable Cabinet Properties] dialog box, make the necessary backup settings.
 - Extract backup data
 Use Windows Explorer and uncompress the file.
 In the [Extract To] dialog box, click [Browse DeskTopBinder Tree]. Specify the location for the file and uncompress.

₽ Reference

For more information about backups, see DeskTopBinder Help.

11. Appendix

Other Function and Tool Available from Client Computers

Printer Driver Preview and Print Function

The Preview and Print function is available on client computers that have Desk-TopBinder installed. When printing a document using a printer driver, you can use this function to display a preview of the document without having to start DeskTopBinder.

Limitation

□ This function might be unavailable, depending on the printer model and printer driver version.

For more information about network devices that support the Preview and Print function, see the Compatible Device List.

Import & Convert Tool

Import & Convert Tool is also available on client computers that have DeskTop-Binder installed.

Import & Convert Tool enables you to collectively add files in Windows folders to DeskTopBinder My Cabinet.

These files can then be converted to image or PDF files.

🖉 Note

□ If files cannot be converted to PDF, check if Convert to PDF is configured from Extended Features.

For details about Import & Convert Tool operations, see DeskTopBinder Help.

Registrable Numbers in DeskTopBinder

The recommended numbers of folders, documents, sections, shared cabinets, and removable cabinets that DeskTopBinder can manage are as follows:

- Folders: 200 or less recommended per cabinet 50 or less recommended per folder
- Documents 1000 or less recommended per cabinet 100 or less recommended per folder
- Sections

 1000 or less recommended per cabinet
 100 or less recommended per folder
 100 or less recommended per document
- Shared cabinets and removable cabinets Up to total of 49

File Types

Files Created Using Applications

DeskTopBinder can manage files with the extensions below.

When these files are used with DeskTopBinder, the respective applications must be installed.

- .txt WordPad or another text editor must be installed.
- .doc (a file created using Microsoft[®] Word 97/98/2000, Microsoft[®] Word version 2002, Microsoft[®] Office Word 2003/2007)
 Microsoft[®] Word 98/2000, Microsoft[®] Word version 2002, or Microsoft[®] Office Word 2003/2007 must be installed.
- .rtf (a file created using Microsoft[®] Word 97/98/2000, Microsoft[®] Word version 2002, or Microsoft[®] Office Word 2003/2007)
 Microsoft[®] Word 98/2000, Microsoft[®] Word version 2002, or Microsoft[®] Office Word 2003/2007 must be installed.
- .docx, .docm (a file created using Microsoft[®] Office Word 2007) Microsoft[®] Office Word 2007 must be installed.
- .ppt (a file created using Microsoft[®] PowerPoint[®] 97/2000, Microsoft[®] PowerPoint[®] version 2002, or Microsoft[®] Office PowerPoint[®] 2003/2007)
 Microsoft[®] PowerPoint[®] 2000, Microsoft[®] PowerPoint[®] version 2002, or Microsoft[®] Office PowerPoint[®] 2003/2007 must be installed.
- .pptx, .pptm (a file created using Microsoft[®] Office PowerPoint[®] 2007) Microsoft[®] Office PowerPoint[®] 2007 must be installed.
- .xls (a file created using Microsoft[®] Excel[®] 97/2000, Microsoft[®] Excel[®] version 2002, or Microsoft[®] Excel[®] 2003/2007)
 Microsoft[®] Excel[®] 2000, Microsoft[®] Excel[®] version 2002, or Microsoft[®] Office Excel[®] 2003/2007 must be installed.
- .xlsx, .xlsm (a file created using Microsoft[®] Office Excel[®] 2007) Microsoft[®] Office Excel[®] 2007 must be installed.
- .pdf (a PDF version 1.2/1.3/1.4/1.5/1.6 file created using Adobe[®] Acrobat[®] 3.0/4.0/5.0/6.0/7.0/8.0)
 Adobe[®] Acrobat[®] 5.0 or later must be installed.

Limitation

- □ For files with a format not supported by DeskTopBinder, operations from DeskTopBinder may not be performed properly.
- □ The following functions cannot be used for Microsoft[®] Office 2007 files that were added as document management server or delivery server documents and have a ".docx", ".docm", ".pptx", ".pptm", ".xlsx", or ".xlsm" extension:
 - Printing from servers
 - Faxing from servers
 - Creating Content Text Search data
 - Creating PDF data
 - Creating Web Viewer Display data

Image Files

Scanned documents and the following image files are displayed as thumbnails in the document list pane and the section list pane of Viewer. Exif information (such as shooting date) of Exif-compliant files is set to document properties when they are added. You can display Exif information using Properties. All digital cameras have a shoot date recording function; however, camera memo recording is unique to the Caplio digital camera.

Only files listed below are treated as image files.

- BMP (Uncompressed) Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)
- TIFF compliant to multi-pages (Uncompressed, Packbits) Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)
- TIFF compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR, TIFF-MH (Huffman RLE)) Black & White (1 bit)
- TIFF compliant to multi-pages (JPEG (JFIF) -YCbCr) Grayscale (8 bits), Full Colors (24 bits)
- TIFF Class F compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR) Black & White (1 bit)
- JPEG (Normal, Progressive) Grayscale (8 bits), Full Colors (24 bits)
- PNG Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

🖉 Note

□ To use functions that require devices, those devices must support the file types mentioned above.

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

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∰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. 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.
- Do not remove or insert any disk while operating this software.
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