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GlobalScan NX

Administrator's Quick Reference Guide

This reference is a tutorial on how to configure basic GlobalScan NX (GSNX) AdminTool settings. The AdminTool is a Web-based software utility that enables the Administrator to establish all network, MFP configuration, and system management settings. This easy-to-use application allows creation of Profiles, Groups/Projects, and Flows, as well as the selection of Services/Filters – procedures that are outlined in this reference. Once configuration is complete, the connected MFPs (multifunctional devices) can join in GSNX operations, e.g., Send to Email, Send to Folder/FTP/Printer/WebDAV, etc. Before executing these procedures, be sure that the GSNX-enabled MFPs are turned on, and that the GSNX software has been installed and activated on the computer/server.

⭐ **Important**

This reference is intended to serve as a brief overview of basic procedures. For details on establishing Administrator, Service/Filter, and Authentication settings, and much more, refer to *GlobalScan NX Administrator's Guide*.

Step 1: AdminTool Login

To log in to the AdminTool, you must use either a Built-in Administrator account, set during software installation, or an Administrator account previously set via the AdminTool.

1. Open your Web browser.
2. Access the AdminTool by entering as follows:

   http://IP address:PortNo/Virtual DirectoryName/
   Default: http://IP address:8080/gsnx/

3. Press [**ENTER**] or click [**Go**]. The Login page displays.


⬇ **Note**

- Note that the GlobalScan NX Community site provides a number of templates for various kinds of businesses. Please feel free to download and use them as you wish. GlobalScan NX Community might not be available in some areas. The link to Community site appears only on the AdminTool Login Page for North America.

4. Enter your **Password**.

⬇ **Note**

- Password is case-sensitive.
- To change Built-in Password, refer to *GlobalScan NX Administrator's Guide*.

5. If necessary, select **Language** from drop-down list.
6. Click [**Login**]. The AdminTool Home Page displays.
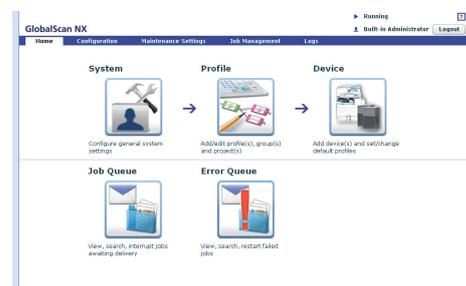
7. Proceed to Step 2…

Step 2: Create Authentication Profile

GSNX supports Active Directory and LDAP(S) authentication methods. To configure the necessary settings for the authentication server(s), you must create an Authentication Profile.

Once an Authentication Profile is created, the user must login (at MFP display panel) with valid credentials. If authentication is not required, proceed to Step 3: Configure Service Settings.

- **Active Directory Authentication Profile Settings**
1. From Home Page, click [**System**] shortcut.
2. Click [**Authentication Profile**]. The Authentication Profile List displays.
3. Click [**Add**]. The Authentication Profile's General Settings screen displays.
4. From [**Authentication Method**] drop-down list, select [**Active Directory Authentication**].
5. Enter [**Profile Name**], [**Server Address**], and [**Domain Name**].

⬇ **Note**

- Settings marked by a red asterisk (*) are required.
6. Click [**OK**] to save the settings. The Authentication Profile is added to the list.
7. Go to **Set Default Authentication Profile**, below.

● **LDAP Authentication Profile Settings**

1. Complete 1-3 above.

2. From [**Authentication Method**] drop-down list, select [**LDAP Authentication**].

3. Enter [**Profile Name**], [**LDAP Server Address**], and [**Base DN**].

   🔽**Note**

   ● Settings marked by a red asterisk (*) are required.

4. Click [**OK**] to save the settings. The Authentication Profile is added to the list.

5. Go to **Set Default Authentication Profile**, to follow.

Set Default Authentication Profile

When creating a new Profile, the selected Default Authentication Profile will automatically appear in the Profile Properties screen.

From Authentication Profile List, select the default Profile as follows:

1. Select desired Authentication Profile check box.

2. Click [**Default Authentication Profile**] drop-down list and select the Authentication Profile.

3. Click [**Set as Default Authentication Profile**].

4. Click [**Back**] to return to System Settings Screen.

5. Proceed to Step 3…

Step 3: Configure Service Settings

In this step, you will configure the Send to Email Service on the **System Level**, so when you add this Service to the Flow, in Step 7, the settings are automatically applied.

1. On System Settings screen, click [**Services/Filters**].

2. Click [**Set**] next to [**Send to Email**].

3. Specify [**SMTP Server Name**] and [**SMTP Port No.**].

4. Click [**Send to Email Option Settings**].

5. Enter [**Default Sender Address**] used in email "From" field if login user's address cannot be obtained.

6. Click [**OK**].

7. Click [**Back**] to return to System Settings Screen.

8. Proceed to Step 4…

Step 4: Add a Profile

Operation of the MFP is controlled by the Profile, which defines the document distribution Flow of an MFP by identifying the specific Groups, Projects, and Services/Filters for the device.

1. From Home Page, click [**Profile**]. The Profile List displays.

2. Click [**Create**]. The Profile Properties screen displays.

3. Enter the **Profile Name** (up to 128 characters).

4. Enter a **Screen Title** (up to 50 characters).

   🔽**Note**

   ● The Screen Title appears on MFP's display panel.

   ● If set in Step 2, the Default Authentication Profile will display on the Profile Properties screen.

   ● To view Send to Email Service settings (see Step 3) on the **Profile Level**, click [**Default Service Settings**] (bottom of screen). Click Send to Email [**Set**]. If you wish to adjust any settings, do so here. Click [**OK**].

5. Click [**OK**]. The Profile List displays, along with new Profile Name.

6. Proceed to Step 5…

Step 5: Add a Group

A Group is a way to organize Projects within a Profile. Groups appear as user-selectable tabs on the MFP display panel when using the Standard Operation Panel, and in a list when using the Smart Operation Panel.

1. On the Profile List, double-click **Profile Name**. The Group/Project screen displays.

   🔽**Note**

   ● The blue portion of the Group/Project screen emulates the MFP display panel.

2. Click [🗔] (top left). The Group Properties screen displays.

3. Enter **Group Name** (up to 128 characters).

4. **Display** status should be [**On**].

5. Click [**OK**] to save the settings. The Group appears on Group/Project screen.

6. Proceed to Step 6…

Step 6: Add a Project

A Project refers to a document distribution task and is configured by the Administrator to address application needs of a specific user group. Projects display on the MFP display panel, enabling the user to select the desired Service, e.g., Send to Email.

1. Drag and drop [ ] button (below [ ] button) to Group/Project screen. The Project Properties screen displays.

   ↓Note
   - You can add up to 500 Projects for the Server Edition and 100 for the Serverless Edition to a Profile.
   - MFPs that have a 4-line display panel only support Profiles that contain 100 or fewer Projects. Do not assign any Profiles that contain more than 100 Projects to a 4-line display panel MFP.

2. Enter **Project Name**, e.g., Send to Email.

   ↓Note
   - If set in Step 2, the Default Authentication Profile will display on the Project Properties screen.

3. Click [**OK**]. A new Project button displays.
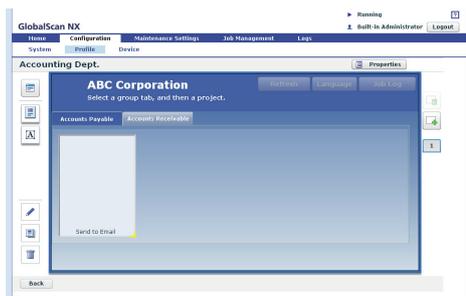
4. Click [**Back**] to save the settings, and return to Profile List.

5. Proceed to Step 7…

Step 7: Add a Service/Create a Flow

A Flow represents a document distribution process for a Project. Each Project must have a Flow containing the required Services for that Project.

1. On Profile List, double-click **Profile Name**.

2. Double-click **Project** button, e.g., Send to Email. The Project Configuration screen displays.

3. Under **New Service(s)**, drag and drop **Send to Email** to the Flow Editor screen.
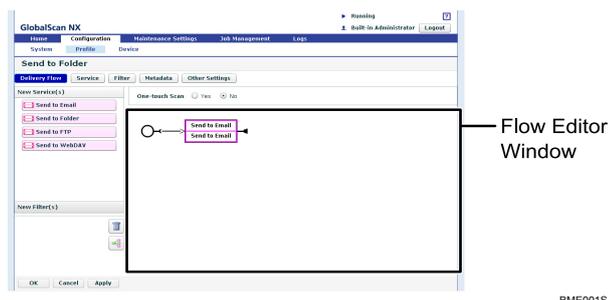
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↓Note
- To automatically align Service(s), click [ ] button (below [ ] button).
- To view Send to Email Service settings (see Step 3) on the **Project Level**, double-click [**Send to Email**] Service (in Flow Editor window). If you wish to adjust any settings, do so here. Click [**OK**].

4. Click [**Apply**], and then [**OK**] to return to Group/Project screen.

5. Proceed to Step 8…

Step 8: Configure the MFP(s)

Lastly, identify the MFP(s) that will join in GSNX operations by adding the device manually or searching the network. In this step, you will also assign a Profile to the device.

1. From Home Page, click [**Device**] shortcut. The Device List displays.

2. Select one of the following methods:

   ### Manually Add MFP(s)
   a. Click [**Add**]. The Add Device screen displays.
   b. With [**Specify Manually**] selected, enter IP address or host name of MFP to add, and then click [**Next**].
   c. Go to 3.

   ### Search for Connected MFPs
   a. Click [**Add**]. The Add Device screen displays.
   b. Select [**Select from list**].
   c. Click [**Search**]. GSNX-enabled MFPs display.
   d. Select check boxes of MFP(s) to add, and then click [**Next**].
   e. Go to 3.

3. Specify Device Properties, i.e., [**Device Name**], [**Profile Name**], [**Use Scanner > Yes**], and then click [**OK**].

4. Click [**Logout**].

You have successfully completed the GlobalScan NX Quick Start procedures. Refer to the GlobalScan NX User's Guide or User's Quick Reference for step-by-step "Send to" instructions.

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