ScanRouter EX Professional Version 3
ScanRouter EX Enterprise Version 2

Operating Instructions

Device Browser Delivery Function

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 name of Windows 95 is Microsoft® Windows® 95.
- The product name of Windows 98 is Microsoft® Windows® 98.
- The product name of Windows Me is Microsoft® Windows® Millennium Edition (Windows Me).

ScanRouter EX Manuals

ScanRouter EX has several manuals. Read the manual that is relevant to your usage or query.

📝 Note
❒ To display PDF format instructions, Adobe Acrobat or Adobe Reader must be installed on your computer.

❖ **Setup Guide**

Explains system environment requirements and how to set up a ScanRouter EX delivery server. This guide also describes the first operation after establishing a delivery server and how to set up SSL communication.

❖ **Introduction Guide**

Explains basic ScanRouter EX document delivery operations, using several examples. This guide also describes how to add destination data collectively.

❖ **Management Guide**

Explains delivery procedure and daily administrator operations for ScanRouter EX. This guide also describes operations that are available by accessing a delivery server and Authentication Management Service using SR Manager and Authentication Manager.

❖ **Operating Instructions Capture Function**

Explains general procedures such as settings to make for using the capture function and ScanRouter EX network device operations.

❖ **Operating Instructions Device Browser Delivery Function**

Explains settings for Device Browser delivery and ScanRouter EX network device operations.

🔎 Reference
After installing ScanRouter EX, you can display the manuals above in a PDF format according to the procedure below.

- On the **[Start]** menu, point to **[All Programs]** > **[ScanRouter System]** > **[ScanRouter EX Professional]** or **[ScanRouter EX Enterprise]**.

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5. Appendix

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.

【   】

Keys built into the machine's control panel.

1. Preface

Device Browser Delivery System

The delivery system using Device Browser of ScanRouter EX allows you to specify a delivery type and deliver documents according to document delivery operations made using the display panel on a network device.

Scanned documents are delivered to specified delivery destinations via ScanRouter EX (the delivery server).

To deliver documents, use the device's display panel to set the destinations, delivery method, and image read condition. Default settings such as the delivery method and read image condition can be set in advance using SR Manager, so you can deliver documents without making settings each time.

The user can use the **[Send to Login User]** function to deliver documents to him/herself.

To deliver documents using Device Browser, preparations, such as adding destinations on SR Manager, are not required.

⚙️Important

❒ For details about devices that support the delivery using Device Browser, see Compatible Device List.

❒ To deliver documents using Device Browser, preparation of a network device is required.

🔍Reference

For details about required preparation on a network device, see the network device or option operating instructions.

For details about preparing for delivery using Device Browser and making default settings such as document delivery method and image read condition, see p.11 "Preparation for Device Browser Delivery".

For details about document delivery using the pre-specified delivery method in advance, see *Management Guide* or SR Manager Help.

Device Browser Delivery System Layout

1

Overview of Delivery System

A delivery system using Device Browser delivers scanned documents by various methods via a delivery server.

AKH001S
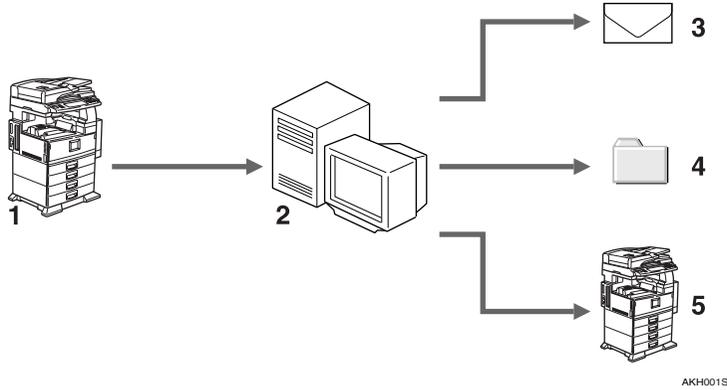
1. **Scanner**

2. **Delivery Server**

3. **Send by e-mail**

4. **Save in specified server folder**

5. **Print from a linked printer**

Delivery System Layout

A delivery system using Device Browser is composed of the following devices:
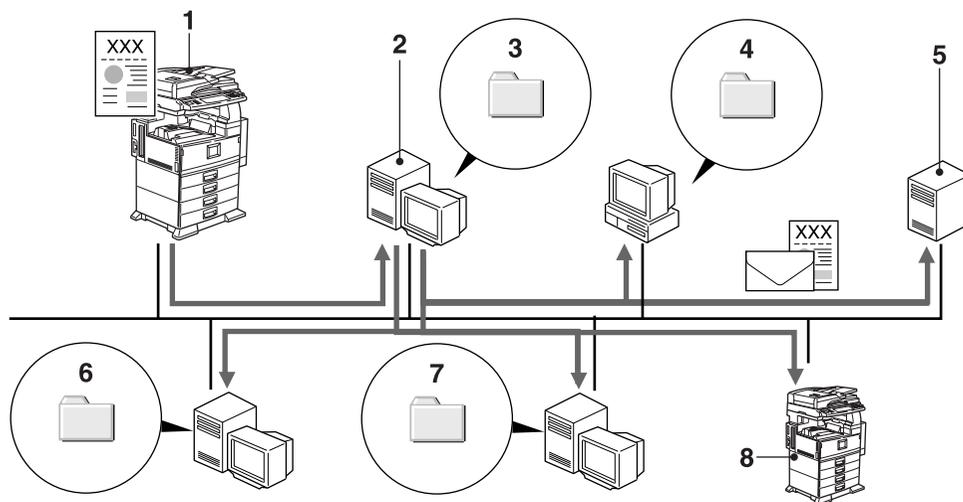
AKH002S

1. **Network Device**

Delivers scanned documents.

You can deliver document data by selecting a delivery method (delivery type) on the display panel first, and then make delivery destination and image reading conditions.

🔎 **Reference**

For available delivery types using Device Browser, see p.6 "Available Delivery Types Using Device Browser".

2. **Delivery Server**

Works with other devices on the network and delivers documents to the delivery destination specified on the display panel.

3. **Windows Folders on a Delivery Server**

If you select **[Save as Windows file]** as the delivery type, documents are delivered to a delivery server Windows folder and saved there.

4. **Shared Folder on a Network Computer**

If you select **[Save in Shared Network Folder]** as the delivery type, documents are saved in a shared folder on a network computer or in a NetWare server folder.

5. **Mail Server**

If you select **[Send to Login User]**, **[Send by SMTP mail]**, **[Send by Notes R5 mail]**, or **[Send by Exchange Mail]** as the delivery type, mail is sent to the specified mail server address.

6. **Document Management Server (ScanRouter DocumentServer) Folder, Web Document Management Server (ScanRouter Web Navigator) Folder**

If you select **[Add as document]** or **[Add to Web Document Management]** as the delivery type, documents are saved in the specified folder of the document management server or in a personal cabinet folder on a Web document management server.

7. **Linked Server**

If you select **[Save to Exchange Public Folder]**, **[Deliver to Notes R5 Database]**, **[SharePoint Portal Server Plug-in]**, or **[FTP Delivery]** as the delivery type, documents are saved in an Exchange server public folder, Domino server database, SharePoint Portal Server folder, or FTP server folder.

8. **Printer**

If you select **[Print]** as the delivery type, documents are printed from a printer connected to the delivery server.

5

Available Delivery Types Using Device Browser

The delivery system using Device Browser delivers scanned documents by various methods via a delivery server.

Available delivery types:

❖ **Types for Sending E-mail**
- Send to Login User
- Send by SMTP mail
- Send by Notes R5 mail
- Send by Exchange Mail

❖ **Types for Saving Documents**
- Save as Windows file
- Save in Shared Network Folder
- Add as document (when using ScanRouter DocumentServer)
- Add to Web Document Management (when using ScanRouter Web Navigator)
- Deliver to Notes R5 Database (ScanRouter EX Enterprise)
- SharePoint Portal Server Plug-in (ScanRouter EX Enterprise)
- FTP Delivery
- Save to Exchange Public Folder

❖ **Types for Printing**
- Print (Delivery)

🖉 **Note**
❏ Use SR Manager to select a delivery type that appears on the device's display panel.

🔎 **Reference**
For details about SR Manager procedures, see p.14 "Preparing Using SR Manager".

Sending E-mail Methods

Send to login user

Documents can be sent to e-mail addresses of users who log on to the delivery server from a network device.

[Send to Login User] is available for sending documents if you use **[Send by SMTP mail]**.

To establish and configure the required environment, see **[Send by SMTP mail]**.

To use **[Send to Login User]**, you must first register the user's address you want to use to the profile on the authentication server which the delivery server browses.

Reference

For details about setting profiles, see Authentication Manager Help.

Send by SMTP mail / Send by Notes R5 mail / Send by Exchange Mail

Documents can be sent to specified e-mail addresses that are registered in the mail server.

Scanned documents can be attached to e-mails and sent via a mail server.

To use **[Send by SMTP mail]**, **[Send by Notes R5 mail]**, or **[Send by Exchange Mail]**, first make environment settings on a computer where the delivery server is not installed, and then specify the mail server already set for SR Manager procedures.

Reference

For details about mail server settings, see *Setup Guide*.

For details about SR Manager, see p.14 "Preparing Using SR Manager" .

Document Saving Methods

Save as Windows file / Save in Shared Network Folder

You can specify a delivery server Windows folder, a network computer's shared folder, or a Netware server folder for saving documents.

To use **[Save in Shared Network Folder]**, create a shared folder on the network computer or NetWare server in advance.

Reference

For details about creating shared folders, see *Management Guide*.

Add as document / Add to Web Document Management

If you are using ScanRouter DocumentServer or ScanRouter Web Navigator, you can add documents to a specified document management server folder, or specify a folder in a ScanRouter Web Navigator personal cabinet and add documents to it.

To use **[Add as document]** or **[Add to Web Document Management]**, make environment settings for ScanRouter DocumentServer and ScanRouter Web Navigator in advance.

$\mathcal{P}$ Reference

For details about environment settings for ScanRouter DocumentServer and ScanRouter Web Navigator, see the respective *Setup Guide*.

Deliver to Notes R5 Database (ScanRouter EX Enterprise) / SharePoint Portal Server Plug-in (ScanRouter EX Enterprise) / FTP Delivery / Save to Exchange Public Folder

You can specify and add documents to a Domino server database, SharePoint Portal Server folder, FTP server folder, or Exchange server public folder.

To use **[Deliver to Notes R5 Database]**, **[SharePoint Portal Server Plug-in]**, **[FTP Delivery]**, or **[Save to Exchange Public Folder]**, first make environment settings on the computer where the delivery server is not installed, and then specify the linked server already set for SR Manager.

♟ Limitation

❒ If you select **[Save to Exchange Public Folder]** and the data size exceeds the Exchange server's limit, delivery is not possible.

❒ For **[FTP Delivery]**, FTP delivery via a proxy server is not possible.

$\mathcal{P}$ Reference

For details about server settings, see *Setup Guide*.

For details about SR Manager procedures, see p.14 "Preparing Using SR Manager".

Print Delivery Methods

Print (Delivery)

To use **[Print]**, you must first add a printer to the delivery server, and then make the required settings.

⚡Important

❒ If you use **[Print]** and output cannot be made because the printer's power is turned off, document data may not remain in the undelivered in-tray.

🔎Reference

For details about adding printers, see *Setup Guide*.

For details about SR Manager procedures, see p.14 "Preparing Using SR Manager".

1

2. Preparation for Device Browser Delivery

Preparation Flow

To deliver scanned documents using Device Browser, preparation with regarding the procedure below is required.

① Preparing a network device
Add option to the network device and make settings.

🔎 Reference

p.12 "Preparing a Network Device".

② Preparing the Environment according to delivery types
Prepare according to the delivery type you use.

🔎 Reference

p.13 "Preparing the Environment According to the Delivery Type".

③ Preparing from SR Manager
Using SR Manager, register the I/O devices you want to use for Device Browser delivery, and then make settings for using Device Browser.
You can also set delivery types or default items displayed on the Devise Browser delivery setting screen.

🔎 Reference

p.14 "Setting Servers"

p.14 "Adding Network Devices for Device Browser".

p.16 "Device Browser Default Settings".

④ Preparing a network device
Select the delivery server URL used for Device Browser delivery.

🔎 Reference

p.12 "Preparing a Network Device".

Preparing a Network Device

❖ **Setting Options**
To deliver using Device Browser, add options and make settings for the network device.

❖ **Selecting the delivery server to be connected**

✎ **Note**

❒ These settings must be set after adding or setting the network device to use Device Browser using SR Manager.
To configure the delivery server to support Device Browser delivery, specify a delivery server URL using a network device. If I/O device is registered using SR Manager, delivery server URL information is added to the network device. Select the URL you want to specify.

⚜**Important**

❒ If the following occur, check the option settings for the network devices and make the settings again, if necessary:

- The login screen appears on the display panel repeatedly
  Check the Cookie setting is active in the option settings.

- The Device Browser delivery setting screen does not appear on the display panel
  Check Default HTTP Request Method is set in Get in the option settings.

- When the Device Browser delivery setting screen is operated from the display panel, the set information is not applied
  Check in the option settings that temporary files are set to not be used.

*🔎***Reference**
For details about adding and setting options to network devices or selecting a delivery server to connect, see the operating instructions supplied with the option or network device.

Preparing the Environment According to the Delivery Type

To deliver documents using Device Browser, your environment must be prepared as shown below, according to the delivery type you want to use.

Delivery type	Environment to be set
Send to Login User	Make user profile settings using SR Manager and SMTP server
Send by SMTP mail	SMTP server
Send by Notes R5 mail	Lotus Domino server
Deliver to Notes R5 Database (ScanRouter EX Enterprise)	
Send by Exchange Mail	Exchange server
Save to Exchange Public Folder	
Save as Windows file	No particular environment is required
Save in Shared Network Folder	Create shared folders on a network computer or NetWare server
Add as document	Servers of ScanRouter DocumentServer
Add to Web Document Management	Servers of ScanRouter Web Navigator
SharePoint Portal Server Plug-in (ScanRouter EX Enterprise)	SharePoint Portal Server
FTP Delivery	FTP server
Print	Add printer to the delivery server

$\mathcal{P}$Reference

For details about setting profiles, see Authentication Manager Help.

For details about creating folders to save documents for the Save in Shared Network Folder feature, see *Management Guide*.

For details about server settings and adding printers, see *Setup Guide*.

After making the environment settings shown above, make settings to use SR Manager. See p.14 "Preparing Using SR Manager".

Preparing Using SR Manager

After setting the necessary environment according to the delivery type you want to use, make the following settings using SR Manager.

$\mathcal{P}$Reference

For details about SR Manager procedures, see SR Manager Help.

Setting Servers

Make settings for delivery types using Device Browser on a delivery server.

Select servers for Device Browser delivery from **[Set Delivery Types]** on the **[Server]** menu of SR Manager.

If you are using one of the following delivery types, make the necessary environment settings for your computer:

- Send by SMTP mail
- Send by Notes R5 mail
- Send by Exchange Mail
- Deliver to Notes R5 Database (ScanRouter EX Enterprise)
- Save to Exchange Public Folder

Note

❒ If you are using the delivery type that is already set using SR Manager, you do not have to change any environment settings.

Adding Network Devices for Device Browser

Using SR Manager, add network devices you want to use for Device Browser.

On the **[Operations]** menu, click **[Add...]** to make necessary settings. For authentication function support devices, the **[Add I/O Device]** screen appears. Enter the machine administrator's user information on this screen.

To add network devices, select the **[Browser Delivery Settings]** tab on the **[I/O Device Properties]** screen, and then make settings for using Device Browser. See, p.15 "I/O Device Properties - Browser Delivery Settings".

Important

❒ To add an authentication function support devices, enable the simplified encryption setting on the devices.

❒ Be sure to set items in the **[Browser Delivery Settings]** area to use Device Browser.

❒ To use **[Protect communication route with SSL]** when connecting to the delivery server from the device, the followings are required; the device supports SSL communication to the delivery server and **[All SSL Connections]** is selected for the delivery server SSL settings.

Note

❐ For a network device that is already added to the delivery server, to deliver documents using Device Browser, use the **[I/O Device Properties]** to make settings for Device Browser. See p.15 "I/O Device Properties - Browser Delivery Settings".

🔎 Reference

For details about setting devices, see operating instructions supplied with the device.

For details about SSL settings for the delivery server, see *Setup Guide*.

I/O Device Properties - Browser Delivery Settings

Using an added network device, make settings for using Device Browser.
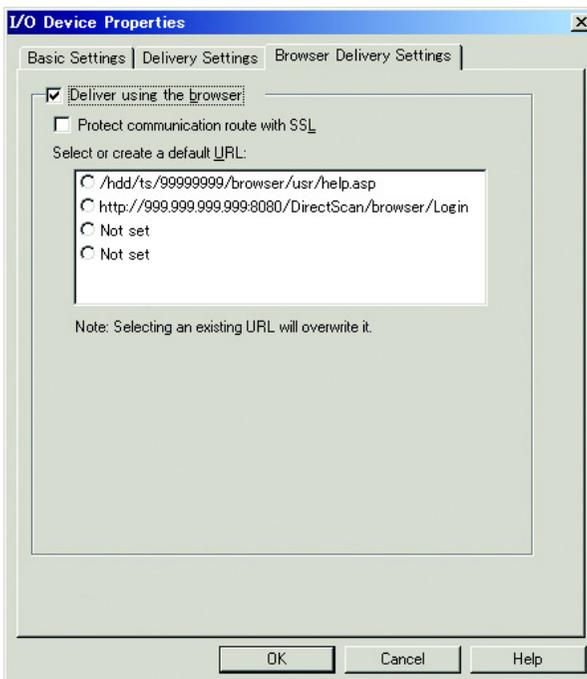
Available settings:

❖ **Deliver using the browser**
Set whether or not to deliver documents using Device Browser.

❖ **Protect communication route with SSL**
Set whether or not to protect SSL communication route when connecting to the delivery server using the device.

❖ **Select or create a default URL**
Set the URL of the delivery server that is logged on to the network device.

Device Browser Default Settings

You can set delivery types and default items displayed on the Device Browser delivery setting screen for each network device.

Use **[Browser Settings...]** on the **[Operations]** menu of SR Manager to make settings for the delivery type you want to use for Device Browser delivery and default settings for reading scanner settings. The display panel is easier to use for making these settings.

Specific Browser Settings - Basic Settings

On the **[Specific Browser Settings]** dialog box, select the **[Basic Settings]** tab, and then the delivery type and the title you want to display on the display panel of a network device.
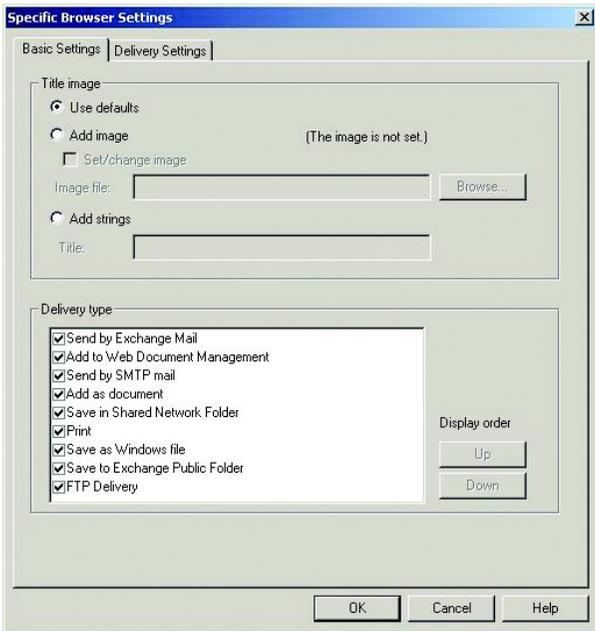
Available settings:

❖ **Title image**
Set the title you want to display on the display panel of the network device. Image files and strings can be set in the title area.

❖ **Delivery type**
Set the delivery type you want to display on the display panel of the network device.
The display order of delivery types can be changed. Save time by setting frequently used delivery types in the top part of the menu screen.

Note

❒ **[Send to Login User]** of the delivery type is displayed at the top of the menu screen when profiles and mail server settings are complete.

❒ If only one delivery type including **[Send to Login User]** is selected , the menu screen for selecting delivery types does not appear, and the delivery settings screen appears immediately.

Reference

For details about profile settings, see Authentication Manager Help.

For details about preparing a mail server, see p.14 "Setting Servers".

Specific Browser Settings - Delivery Settings

On the **[Specific Browser Settings]** dialog box, select the **[Delivery Settings]** tab, and then make original scanning and file format settings, and so on.
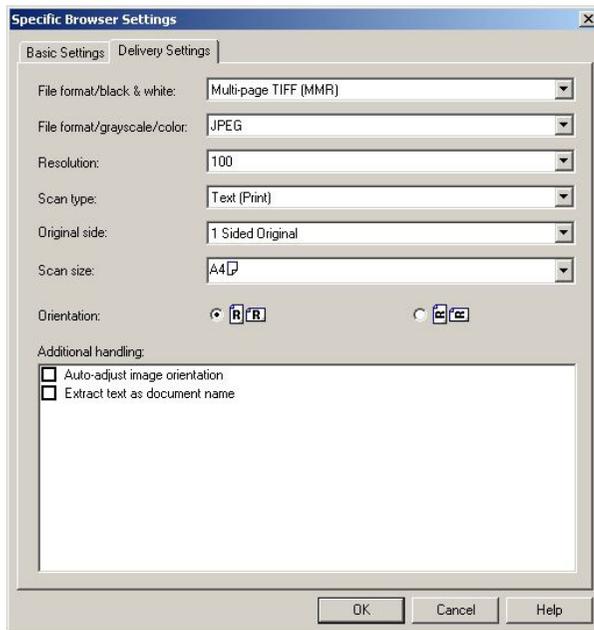
Available settings:

❖ **File format / black & white**

Select the image format for delivering and saving black & white images.

❖ **File format / grayscale / color**

Select the image format for delivering and saving grayscale/color images.

❖ **Resolution (dpi)**

Select a resolution for an image you want to scan.

❖ **Scan type**

Select color information for an image you want to scan.

❖ **Original side**
Specify which side of the document you want to scan.

❖ **Scan size**
Select the size of the image you want to scan.

❖ **Orientation**
Select the orientation of the document you want to scan.

❖ **Additional handling**
Make the default settings of additional handlings for delivering documents. You can configure the following settings:
- Auto-adjust image orientation
- Extract text as document name

3. Operation for Device Browser Delivery

ScanRouter EX Login and Logout

🔎 Reference

For details about explanations that appear during operations, see p.29 "Explanation of Screens".

Login

Log on to the delivery server using operation panel.

📎 Note

❒ If the network device supports an authentication, the network device login screen appears prior to the delivery server login screen. On this screen, enter the user information of a machine administrator specified on the network device.

1 Press the key assigned to the Device Browser delivery.

The login screen appears.

```
ScanRouter EX    Login
                  ☀ Login name:    [_____]
                  ☀ Password:      [_____]
                  ☀ Domain name:   [_____]
                              [ Login ]
```
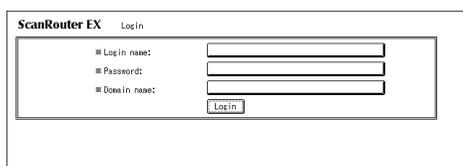
📎 Note

❒ The Device Browser delivery key is assigned when options were installed to the device. For details about the which key is assigned, ask your network device administrator.

2 Enter the delivery server login information, and then press [Login].

The menu screen appears.

```
ScanRouter EX    Top Menu                user1☀   [ Logout ]  ▲
                                                               ▲
Select functions.                                              ▲
  ✎  [ Send to login user ]
      Send login user guidance
  🗁  [ SharePoint Portal Server Plug-in ]
      Delivers scanned data to the SharePoint Portal Server.   ▼
  ✎  [ Send by Notes R5 mail ]
      Delivers scanned data by Lotus Notes mail.               ▼
```
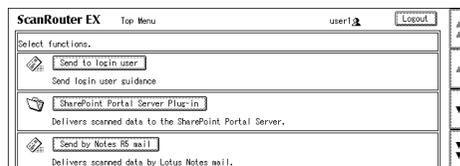
The menu screen is the initial screen for all Device Browser functions.

📎 Note

❒ If only one delivery type is selected, the menu screen does not appear and the delivery settings screen appears immediately.

🔎 Reference

For details about operations after the menu screen, see p.20 "Delivery Using Device Browser".

Logout

To quit Device Browser, log out of the delivery server to cancel the connection.

1 On the menu screen or a setting screen, press [Logout].

Device Browser operations are no longer available.

Delivery Using Device Browser

Important

❒ Documents scanned while the delivery server service is suspended are not delivered. However, they may be delivered when the server resumes the service.

❒ Document that cannot be sent to the destination specified on Device Browser are sent to the undelivered data in-tray as an undelivered document.

Reference

For details about screen settings, see p.29 "Explanation of Screens".

For details about the undelivered in-tray, see the SR Manager Help.

Sending E-Mail

Scanned documents are sent to e-mail addresses registered on the specified server.

You can use sending e-mail using the following delivery types:

- Send to Login User
- Send by SMTP mail
- Send by Notes R5 mail
- Send by Exchange Mail

Reference

For details about methods of displaying the menu screen, see p.19 "Login".

Note

❒ If you selected only one delivery type, the menu screen does not appear. In this case, start from step **B**.

A **On the menu screen, press one of the following:**

- Send to Login User
- Send by SMTP mail
- Send by Notes R5 mail
- Send by Exchange Mail

The screen for making mail destination and scan settings appears.
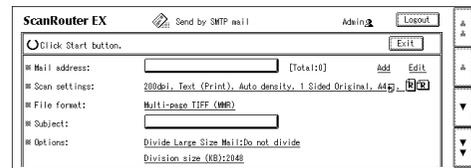
Reference

p.31 "Sending E-mail Setting Screen"

B **Set the original you want to scan, and then specify items on the screen.**

❖ **[Send to Login User]**
The login user's mail address is automatically obtained from the profile information of Authentication Management Service, and then entered in **[Mail address:]**.
If you do not need to change settings for scan settings or other settings, just press **[Start]** to deliver. Follow the procedure below to make changes to settings.

❖ **Types other than [Send to Login User]**
Follow the procedure below:

Adding e-mail address

A **Press [Add] on the right of [Mail address:].**

The screen for selecting an e-mail address book appears.

$\mathcal{P}$ Reference

p.33 "Address Book Selection Screen"

B **Select an address book, and then press [Move Down].**

You can specify e-mail addresses from the following types of address books:

- the address book in a mail server set at the SR Manager default setting

- "Mail Address Book" set at SR Manager

The screen for selecting e-mail addresses appears and a list of e-mails contained in the specified address book is displayed.

$\mathcal{P}$ Reference

p.33 "Mail Address Selection Screen"

$\mathscr{D}$ Note

❒ For **[Send by Notes R5 mail]** and **[Send by Exchange Mail]**, enter part of an e-mail address in **[Search for:]**, and then press **[Search:]** to display the latter part of the list from the relevant e-mail address.

C **Select the e-mail address in the list, and then click [OK].**

The destination setting screen appears, and the selected mail address is set in **[Mail address:]**.

$\mathscr{D}$ Note

❒ For the specified e-mail addresses, the e-mail destination is set to "To". Change to "Cc" or "Bcc" if necessary. Press **[Edit]** to the right of **[Mail address:]** to specify them on the screen that appears.

Editing (adding or deleting) e-mail address

A **Press [Edit] to the right of [Mail address:].**

The screen for changing the e-mail address appears.

$\mathcal{P}$ Reference

p.34 "E-mail Address Edit Screen"

B **Press [Add] to change the e-mail address, or press [Delete] of the relevant e-mail address to delete the added mail address.**

After adding or deleting an e-mail address, the e-mail sending setting screen appears, and then the edited e-mail address information is set.

$\mathscr{D}$ Note

❒ For the specified e-mail addresses, the e-mail destination is set to "To". Change to "Cc" or "Bcc" if necessary. Press **[Edit]** to the right of **[Mail address:]** to specify them on the screen that appears.

3

Changing scan settings

❶ **Press the current setting displayed to the right of [Scan settings:].**

The scan setting screen appears.

Reference
p.35 "Scanner Settings Screen"

❷ **Make the scan settings, and then press [OK].**

The e-mail sending setting screen appears, and changes made to scan settings are applied.

Changing image file format

❶ **Press the current setting value displayed to the right of [File format:].**

The file format setting screen appears.

Reference
p.36 "File Format Setting Screen"

❷ **Set the file format, and then press [OK].**

The e-mail sending setting screen appears, and then the changed image file format is applied.

Changing options

❶ **Press the current setting value displayed to the right of [Options:].**

The option setting screen appears.

Reference
p.37 "E-mail Sending Options Settings Screen"

❷ **Set options, and then press [OK].**

The e-mail sending setting screen appears, and changes made to option settings are applied.

❸ **Press 【Start】.**

After the original is scanned, the document is delivered to the specified mail address.

Saving Documents

Scanned documents are sent to the specified server.

Use one of the following methods to save a document:

- Save as Windows file
- Save in Shared Network Folder
- Add as document (when using ScanRouter DocumentServer)
- Add to Web Document Management (when using ScanRouter Web Navigator)
- Deliver to Notes R5 Database (ScanRouter EX Enterprise)
- SharePoint Portal Server Plug-in (ScanRouter EX Enterprise)
- FTP Delivery
- Save to Exchange Public Folder

Reference
For details about methods of displaying the menu screen, see p.19 "Login".

Note

❒ If you selected only one delivery type, the menu screen does not appear. In this case, start from step **B**.

A **On the menu screen, press one of the following:**

- Save as Windows file
- Save in Shared Network Folder
- Add as document (when using ScanRouter DocumentServer)
- Add to Web Document Management (when using ScanRouter Web Navigator)
- Deliver to Notes R5 Database (Scan-Router EX Enterprise)
- SharePoint Portal Server Plug-in (ScanRouter EX Enterprise)
- FTP Delivery
- Save to Exchange Public Folder

The screen for making destination and scan settings (the setting screen for saving documents) appears.
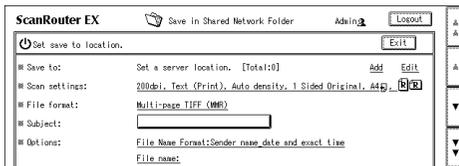
Reference

p.39 "Saving Documents Settings Screen"

B **Set the original you want to scan, and specify each setting displayed on the screen.**

Adding server locations and save to locations

A **Press [Add] on the right of [Added server location:] or [Save to:].**

The screen for selecting server locations appears.

Note

❒ The following delivery type does not require steps ❷ and ❸. Proceed to step ❹.

- Save as Windows file
- Save to Exchange Public Folder

❷ **On the screen for specifying a server, specify a server or a network computer for the destination.**

Enter a server name directly or press **[Browse]** to select a server on the screen that appears. Then press **[OK]**.

Reference

p.41 "Server Specifying Screen"

p.41 "Server Selection Screen"

Limitation

❒ If the delivery type is **[SharePoint Portal Server Plug-in]**, enter the server name directly to specify it. You cannot specify the server name by browsing.

Note

❒ If the delivery type is **[Deliver to Notes R5 Database]**, step ❸ is not required. Proceed to step ❹.

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3

❸ **On the screen for authentication settings, enter authentication information for connecting to a server or a network computer, and then press [OK].**

 🔎 **Reference**

   p.42 "Enter Authentication Information"

 📌 **Limitation**

 ❒ If the connected server is Scan-Router DocumentServer (Ver.2.xx or later) or ScanRouter Web Navigator (Ver.1.xx or later) and the same Authentication Management Service as the delivery server is used, authentication settings here are not required.

❹ **On the screen for selecting destinations, select the server locations or save to locations, and then press [OK].**

 🔎 **Reference**

   p.44 "Destination Selection Screen"

 The setting screen for saving documents appears and the specified server locations or save to locations are set.

Editing (adding or deleting) specified server locations or save to locations

❶ **Press [Edit] on the right of [Added server location:] or [Save to:].**

 The screen for editing delivery destination appears.

 🔎 **Reference**

   p.45 "Delivery Destination Editing Screen"

❷ **To add server locations or save to locations, press [Browse] to select a server on the displayed screen. To delete the registered server locations or save to locations, press [Delete] of the relevant server location or the save to location.**

 📌 **Limitation**

 ❒ If the delivery type is [Share-Point Portal Server Plug-in], enter the server name directly to specify it. You cannot specify the server name by browsing.

 After adding or deleting locations, the settings screen for saving documents appears and the edited server locations or save to locations are set.

Changing scan settings

❶ **Press the current setting displayed to the right of [Scan settings:].**

 The scan settings screen appears.

 🔎 **Reference**

   p.35 "Scanner Settings Screen"

❷ **Make the scan settings, and then press [OK].**

 The screen for saving documents appears and changes made to scan settings are applied.

Changing file format

① Press the current file format displayed to the right of [File format:].

The file format setting screen appears.

⌕ Reference

p.36 "File Format Setting Screen"

② Select the required file format, and then press [OK].

The setting screen for saving documents appears and the changed image file format is applied.

Changing options

① Press the current setting value displayed to the right of [Options:].

The option settings screen appears.

⌕ Reference

p.46 "Saving Documents Options Settings Screen"

② Set the required options, and then press [OK].

The setting screen for saving documents appears and changes made to option settings are applied.

C Press 【Start】.

After the original is scanned, the document is delivered to the specified delivery destination.

Print

You can print scanned documents using a printer connected to the delivery server.

When printing, you can deliver documents using the following delivery type:

• Print (Delivery)

⌕ Reference

For details about methods of displaying the menu screen, see p.19 "Login".

✐ Note

❒ If only one delivery type is selected, the menu screen does not appear. In this case, start from step **B**.

A On the menu screen, press [Print].

The settings screen for the printer to perform printing or scan settings appears.
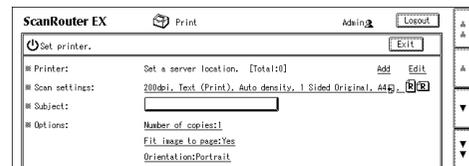
⌕ Reference

p.49 "Print Settings Screens"

B Set the original you want to scan, and specify each setting displayed on the screen.

Adding printers

A **Press [Add] displayed to the right of [Printer:].**

The authentication settings screen appears.

⌕ Reference

p.50 "Enter Authentication Information"

B **According to delivery server's authentication method, enter the information of the user who will perform the printing, and then press [OK].**

✐ Note

❐ You can enter a user of your choice, other than the login user.

The screen for selecting a printer appears.

⌕ Reference

p.50 "Printer Selection Screen"

C **Select a printer, and then press [Move Down].**

The screen for selecting the output paper size appears.

⌕ Reference

p.51 "Original Size Settings Screen"

D **Select the paper size, and then press [OK].**

The settings screen for printing appears and the specified printer is set.

Editing (adding or deleting) a printer

A **Press [Edit] displayed to the right of [Printer:].**

The printer editing screen appears.

⌕ Reference

p.51 "Editing Printer Screen"

B **Press [Browse] to add a printer, and then press [Delete] of the printer to delete a currently added printer.**

After a printer is added or deleted, the settings screen for printing appears and the edited printer is applied.

Changing scan settings

A **Press the current settings displayed to the right of [Scan settings:].**

The scan setting screen appears.

⌕ Reference

p.35 "Scanner Settings Screen"

B **Make the scan settings, and then press [OK].**

The settings screen for printing appears, and changes made to scan settings are applied.

Changing options

A **Press the current setting value displayed to the right of [Options:].**

The option setting screen appears.

℘Reference

p.52 "Print Options Settings Screen"

B **Set options, and then press [OK].**

The printer settings screen appears, and changes made to option settings are applied.

C **Press 【Start】.**

After the original is scanned, the document is printed from the specified printer.

3

4. Explanation of Screens

Login Screen

Login Screen

Enter your user information to log in to the delivery server.

✎ Note
❐ Press an input area to display its entry screen.

❖ Login name
Enter your user name.
For Notes Authentication, enter the user name in the format of "user name/OU name/XXX/domain name". (Login names are case sensitive.)

℘ Reference
For details about user name formats under NDS and LDAP Authentication, see Authentication Manager Help.

❖ Password
Enter your login password.

❖ Domain name
Enter the login domain.

♟ Limitation
❐ Notes Authentication supports ScanRouter EX Enterprise only.
❐ If Notes Authentication is used for the selected delivery server, only users whose Internet Password information is filled can log in.
❐ If the delivery server is using Basic Authentication, NDS Authentication, or LDAP Authentication, **[Domain name:]** is not displayed.

Menu Screen

Select the delivery type you want to use in the list. The menu screen is the initial screen for all functions of Device Browser.

```
ScanRouter EX    Top Menu                        user1      [ Logout ]   ▲
                                                                          ▲
Select functions.
   ◇    [ Send to login user ]
        Send login user guidance                                         ▲
   📁   [ SharePoint Portal Server Plug-in ]
        Delivers scanned data to the SharePoint Portal Server.           ▼
   ◇    [ Send by Notes R5 mail ]                                         ▼
        Delivers scanned data by Lotus Notes mail.                       ▼
```
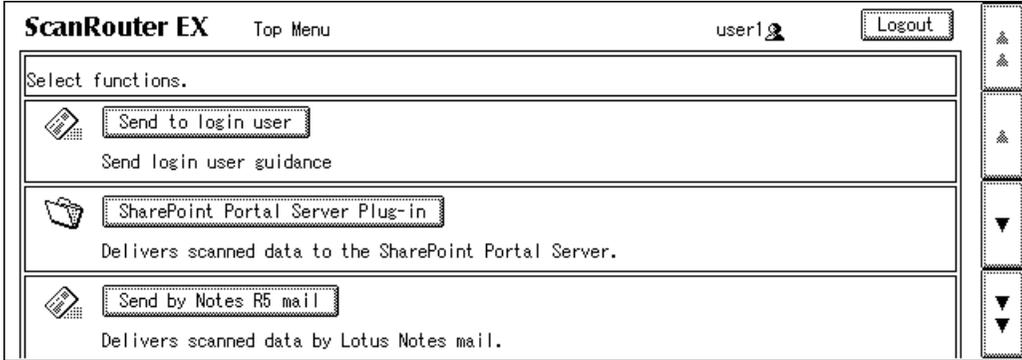
📝 Note

❐ SR Manager determines the kinds and sequence of delivery type that can be specified using Device Browser delivery.

🔍 Reference

p.16 "Device Browser Default Settings"

❖ Login name

Displays names of users who are currently logging in.

❖ Logout

Returns you to the login screen when you finish operating Device Browser delivery.

❖ Menu Item

Starts delivery using Device Browser.
Press an item on the menu to display the setting screen for each delivery type.

Sending E-mail Screen

This section explains screens displayed when a delivery type that is related to sending e-mails is selected on the menu screen.

The following example is based on the user selecting **[Send by SMTP mail]**. Items on the screen may differ according to which delivery type you select.

$\mathcal{P}$ Reference

For details about e-mail sending procedures, see p.20 "Sending E-Mail".

Sending E-mail Setting Screen

Make destination address and scan settings for delivering scanned documents using e-mail.
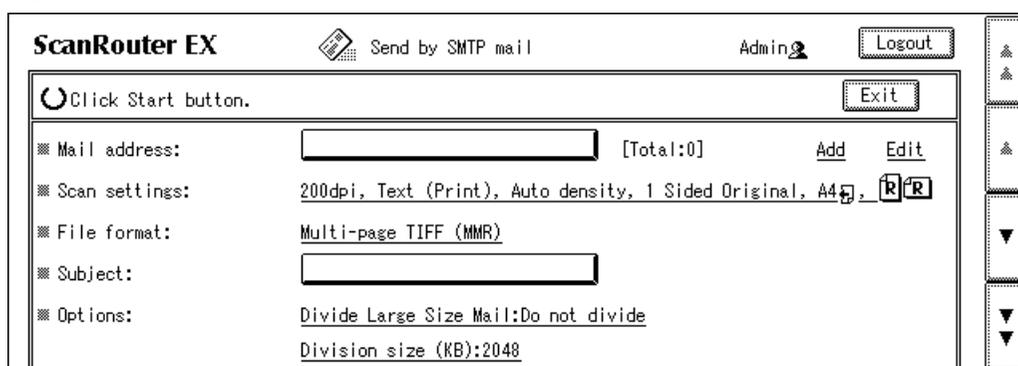
```
ScanRouter EX        Send by SMTP mail          Admin    [Logout]

Click Start button.                                     [Exit]

Mail address:      [                    ] [Total:0]    Add   Edit

Scan settings:     200dpi, Text (Print), Auto density, 1 Sided Original, A4, R R

File format:       Multi-page TIFF (MMR)

Subject:           [                    ]

Options:           Divide Large Size Mail:Do not divide
                   Division size (KB):2048
```

❖ **Mail address**

Specify the e-mail address of the user you want to deliver to.
Press **[Add]** or **[Edit]** to the right of **[Mail address:]** to set the e-mail address. If no e-mail addresses are set, press the text box to enter the address in the screen that appears.

Note

❒ If you select **[Send to Login User]**, the login user's e-mail address is automatically obtained from the profile information of Authentication Management Service and set. If you do not want to change settings such as the scan setting, just press【Start】to deliver.

$\mathcal{P}$ Reference

To add, see p.33 "Address Book Selection Screen".

To edit, see p.34 "E-mail Address Edit Screen".

❖ **Scan settings**

Specify the scan settings for a document you want to scan.
Press the current setting displayed to the right of **[Scan settings:]** to specify the scan settings in the screen that appears.

$\mathcal{P}$ Reference

p.35 "Scanner Settings Screen"

❖ **File format**
Select an image file format for delivering and saving a scanned document.
Press the current settings shown to the right of **[File format:]** to set the image
file format on the screen that appears.

*ℜ***Reference**
p.36 "File Format Setting Screen"

❖ **Subject**
Press the text box to display the screen for entering strings, and then enter the
subject on that screen.
The string entered here is used as the subject (e-mail title) when the e-mail is sent.

❖ **Options**
Set additional handling for saving documents, and make settings to divide
large or multi-page documents for sending by e-mail.
Configure option conditions using the screen displayed by pressing the cur-
rent setting to the right of **[Options:]**.
Additional handling can be configured are as follows:
- Auto-adjust image orientation
- Extract text as document name
- Apply password to PDF

*✐***Note**
❒ Depending on your version of ScanRouter EX, you can set Apply policy to
PDF as an additional handling. The additional handling of Apply policy to
PDF becomes available if all of the following conditions are met:

- The environment for the policy-controlled PDF was created using an
earlier version of ScanRouter EX Professional (Ver.3.2.0.0 up to
Ver.3.2.2.0) or ScanRouter EX Enterprise (Ver.2.2.0.0 up to Ver.2.2.2.0).

- ScanRouter EX Professional (Ver.3.2.3.0 or later) or ScanRouter EX En-
terprise (Ver.2.2.3.0 or later) was installed by overwriting ScanRouter
EX Professional (Ver.3.2.0.0 up to Ver.3.2.2.0) or ScanRouter EX Enter-
prise (Ver.2.2.0.0 up to Ver.2.2.2.0) without deleting the environment for
the policy-controlled PDF.

❒ For details about creating a policy for a PDF and the environment require-
ments, see the operating instructions that come with ScanRouter EX Pro-
fessional (Ver.3.2.0.0 up to Ver.3.2.2.0) or ScanRouter EX Enterprise
(Ver.2.2.0.0 up to Ver.2.2.2.0).

*ℜ***Reference**
p.37 "E-mail Sending Options Settings Screen"

Address Book Selection Screen

To set a destination e-mail address, specify the address book you want to browse , and then press **[Move Down]**.

```
ScanRouter EX   Select Mail Address.              [ Cancel ]    [ OK ]
┌─────────────────────────────────────────────────────────────────────┐
│ ※ Mail address:                                                       │
│                                                                       │
│                    ⦿ Server Local Address Book        Move Down       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```
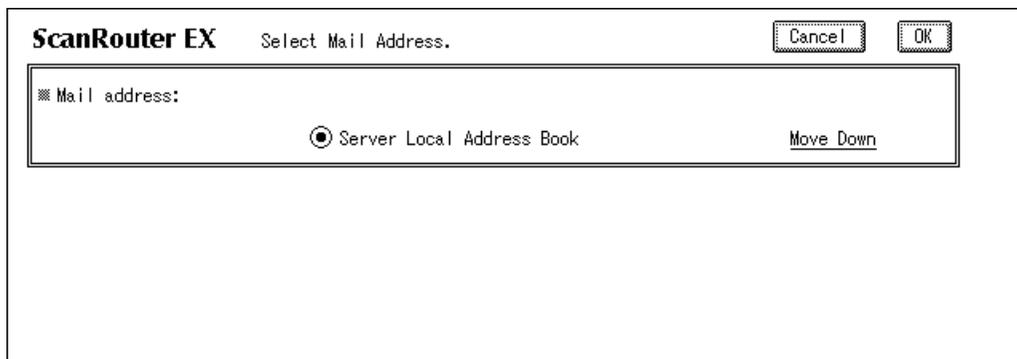
4

❖ **Mail address**
Press **[Move Down]** displayed to the right of the address book. The e-mail address list added to the address book appears.

$\mathcal{P}$ **Reference**
See p.33 "Mail Address Selection Screen".

Mail Address Selection Screen

Select a destination mail address in the list, and then press **[OK]**.

```
ScanRouter EX   Select Mail Address.              [ Cancel ]    [ OK ]   ⏫
                                                                         ⏫
┌─────────────────────────────────────────────────────────────────────┐
│ ※ Search for:          [                    ]  Clear        Search:  │  ⏫
│                                                                       │
│ ※ Mail address:        Move Up                                        │
│                        ⦿ Administrator                                │  ▼
│                        ○ test                                         │
│                        ○ user1                                        │  ▼
│                        ○ user2                                        │  ▼
└─────────────────────────────────────────────────────────────────────┘
```
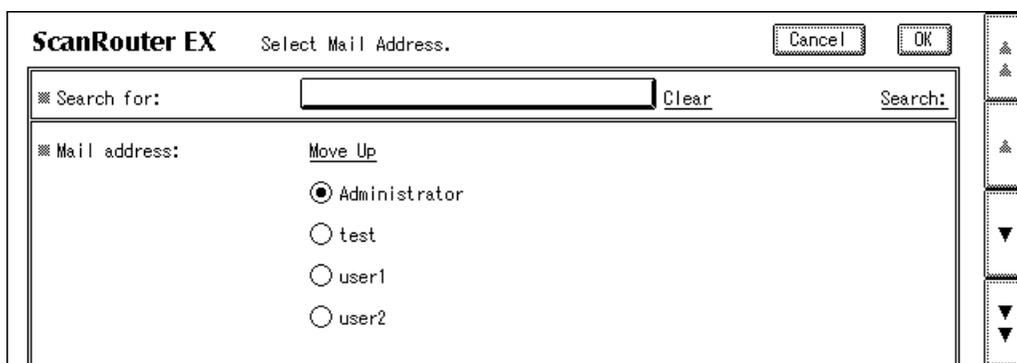
❖ **Search for (Send by Notes R5 mail / Send by Exchange Mail)**
Enter e-mail address search conditions, and then press **[Search:]**.
After the search, a list of mail addresses starting from the one that correspond to the search conditions is displayed.

❖ **Mail address**
The list of e-mail addresses registered in the address book is displayed.

E-mail Address Edit Screen

Add or delete user's e-mail address specified as destinations, and then press **[OK]**.

ScanRouter EX	Edit mail address.		Cancel	OK

※ Add mail address:	bbb@mail.com	Add		Browse

※ Mail address list:

⦿ To ○ Cc ○ Bcc	aaa@mail.com	Delete
⦿ To ○ Cc ○ Bcc	bbb@mail.com	Delete
⦿ To ○ Cc ○ Bcc	ccc@mail.com	Delete
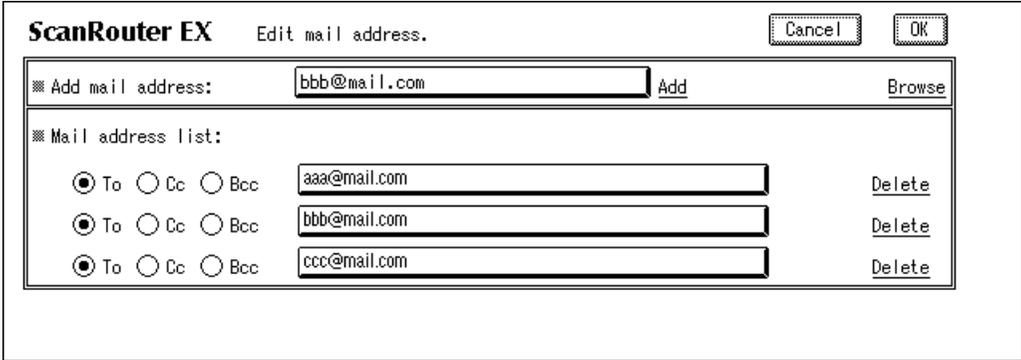
❖ **Add mail address**

Add a user's mail address for.

- Entering a mail address directly
  Press a text box to enter a mail address directly into the screen that appears, and then press **[Add]**.
  Added mail addresses appear in **[Mail address list:]**.

- Specifying from the address book
  Press **[Browse]** to select the e-mail address added to the address book on the screen that appears, and then press **[OK]**.

Reference

p.33 "Address Book Selection Screen"

❖ **Mail address list**

Specified mail addresses appear in the list.
If you add an e-mail address, the e-mail destination is set to "To" initially. To change the destination specification for e-mail sending, set to "To", "Cc", or "Bcc" displayed to the left of each e-mail address.
To delete a e-mail address from the list, press **[Delete]** to the right of the mail address.

Scanner Settings Screen

Make scan settings for the original you want to scan, and then press **[OK]**.

```
ScanRouter EX    Scanner Settings.          [ Cancel ]  [ OK ]

※ Resolution:        200dpi  ▼

※ Scan type:         ⊙ Text (Print)
                     ○ Text (OCR)
                     ○ Text / Photo
                     ○ Photo
                     ○ Grayscale
```
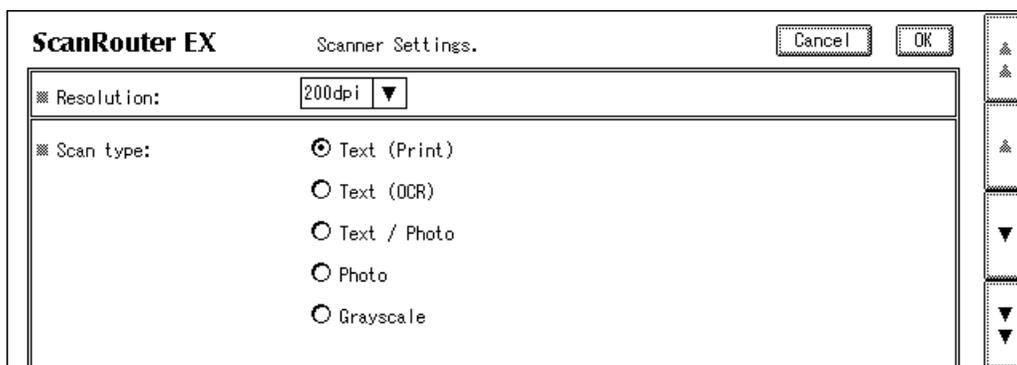
❖ **Resolution**
Select a resolution for the original you want to scan.

❖ **Scan type**
Select color information for the original you want to scan.

❖ **Density**
Select a density for the original you want to scan.

❖ **Original side**
Select a side setting (one-sided/duplex) for the original you want to scan.

❖ **Scan size**
Select a size for the original you want to scan.
Press the current settings shown to the right of **[Scan size:]** for specifying a size
of the original to scan on the screen that appears.

Reference
p.36 "Scan Size Setting Screen"

❖ **Orientation**
Select the orientation for an original to scan.

❖ **Divide document**
Select this to deliver a scanned original as divided separate documents. In **[Divide document and deliver]**, specify the number of documents you want to divide the original into (between 1 and 99).

35

Scan Size Setting Screen

Specify the size of the original you want to scan, and then press **[OK]**.
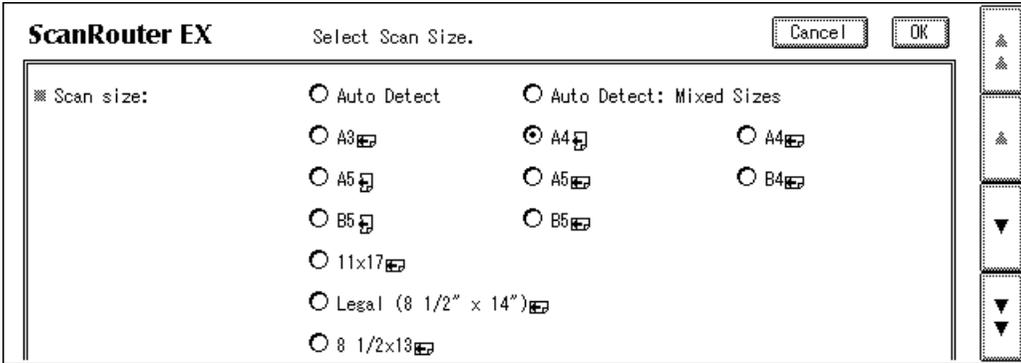
❖ **Scan size**

Select the size of the original you want to scan.

Select **[Auto Detect]** or **[Auto Detect: Mixed Sizes]** to detect the paper size automatically. If a fixed size is selected, the document is scanned at the specified size regardless of its actual size.

File Format Setting Screen

Select an image file format for delivering and saving a scanned document, and then press **[OK]**.
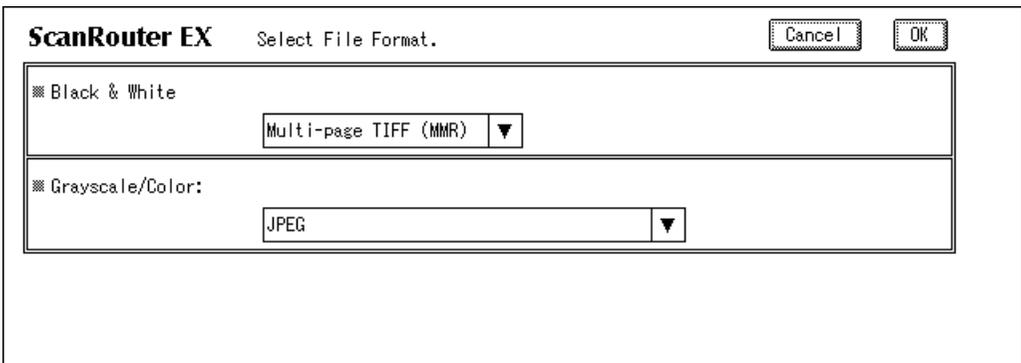
❖ **Black & White**

Select an image file format for delivering and saving black-and-white scanned original.

❖ **Grayscale/Color**

Select a file format for saving grayscale or color scanned originals.

E-mail Sending Options Settings Screen

Set additional handling conditions for sending e-mails, and make settings to divide large or multi-page documents for sending by e-mail. Then press **[OK]**. To specify **[Specify maximum division size]**, the e-mail application receiving that data must have a recombining function.
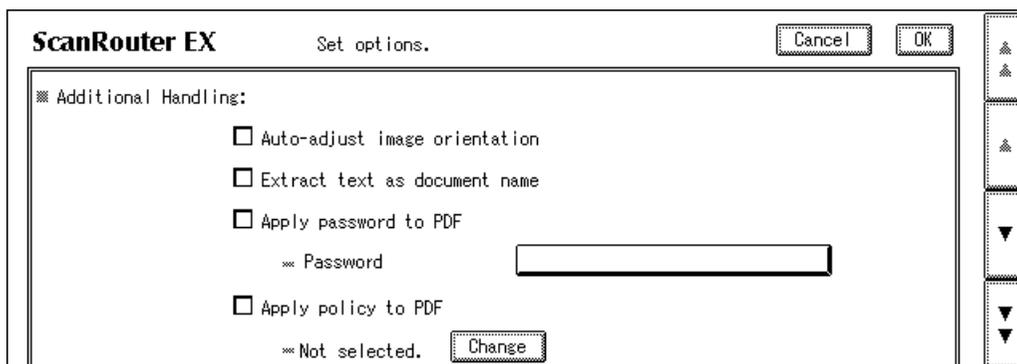
```
ScanRouter EX      Set options.                    [Cancel]  [OK]    ▲
                                                                     ▲
※ Additional Handling:
                    □ Auto-adjust image orientation                  ▲
                    □ Extract text as document name
                    □ Apply password to PDF                          ▼
                       ※ Password      [                    ]
                    □ Apply policy to PDF                            ▼
                       ※ Not selected.  [ Change ]                   ▼
```

4

✐ **Note**

❐ Necessary input information differs according to delivery types. Make settings according to the delivery type being used.

❖ **Additional Handling (Send by login user / Send by SMTP mail / Send by Notes R5 mail / Send by Exchange Mail)**
Select additional handling information for delivering and saving documents.

- Auto-adjust image orientation
  Detect the top and bottom of the document to be delivered and rotate the document automatically.

- Extract text as document name
  Set a name for the document to be delivered. If this setting is not selected, the system automatically creates a name for the document.

- Apply password to PDF
  To protect a PDF file when conversion of originals to PDF at delivery is specified, enter a password in **[Password]**.
  Note that if a password is not set, the PDF is delivered as a normal PDF, without security features.

❖ **Advanced settings**

❖ **Divide Large Size Mail (Send by login user / Send by SMTP mail)**
Make the settings for dividing attached data when sending e-mails.

- Divide Large Size Mail
Specify e-mail division settings such as the data size or number of pages.

  - Do not divide
Select not to divide an e-mail attachment.

  - Divide by file
Select to divide an e-mail attachment by the file.

  - Specify maximum division size
Select to divide a file attached to e-mail by specified data size. Specify the size to divide using **[Division size (KB):]**.

- **[Division size (KB):]**
Set the maximum size for dividing large size mail in the string entry screen that appears when the text box is pressed.
If the file attached to the e-mail exceeds the size entered here, multiple e-mails are sent by dividing the attachment according to the specified size.

🔑 **Limitation**
❒ If you select "Specify maximum division size", the divided files received may not be restored depending on the e-mail application being used.

❒ If the server being used limits e-mail size, use the setting of the SMTP server.

❒ If you select **[Do not divide]** and the e-mail's data size exceeds the setting, the e-mail is not delivered. An error message appears, and the scanned data is lost. When this happens, remake the settings from the first step and then send the e-mail again.

🔍 **Reference**
For details about available input number in **[Division size (KB):]**, see the operating instructions of the e-mail server you use.

❖ **Thumbnail (Send by Notes R5 mail)**
Make settings for document thumbnails.

- Thumbnail
If you want to create thumbnails for documents, set their sizes. If you do not want to create thumbnails, select **[None]**.

Saving Documents Screen

This section explains screens displayed when a delivery type that is related to saving documents is selected on the menu screen.

The following example is based on the user selecting **[Save in Shared Network Folder]**. Items on the screen may differ according to which delivery type you select.

$\mathcal{P}$Reference

For details about document saving procedures, see p.22 "Saving Documents".

Saving Documents Settings Screen

Make save to location and scan settings for delivering scanned documents to the specified server.
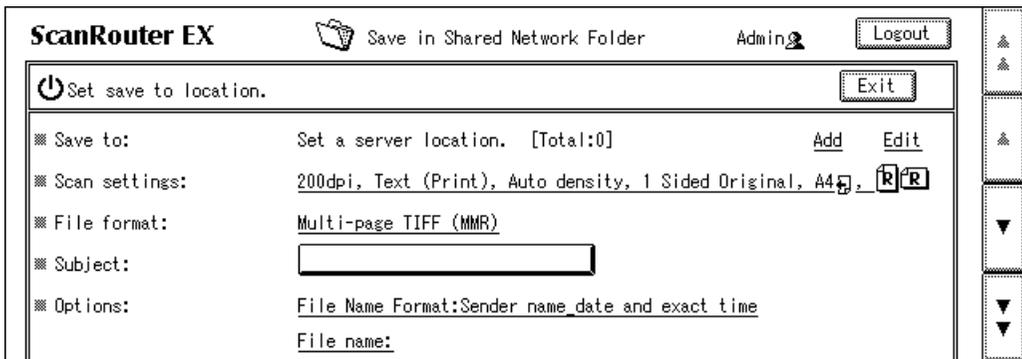
```
ScanRouter EX        📁 Save in Shared Network Folder     Admin👤   [ Logout ]

⏻ Set save to location.                                                    [ Exit ]

※ Save to:          Set a server location.  [Total:0]              Add    Edit
※ Scan settings:    200dpi, Text (Print), Auto density, 1 Sided Original, A4📄, Ⓡ⒭
※ File format:      Multi-page TIFF (MMR)
※ Subject:          [                                        ]
※ Options:          File Name Format:Sender name_date and exact time
                    File name:
```

$\mathscr{D}$ Note

❒ Depending on the delivery type, either **[Save to:]** or **[Added server location:]** appears on the settings screen. Make settings for the delivery type you want to use.

❖ Save to location or server location

Set a path for a document destination.
Press **[Add]** or **[Edit]** displayed to the right of **[Save to:]** or **[Added server location:]** to display a screen, and then make settings for the save to location or server location on that screen.

$\mathscr{D}$ Note

❒ Depending on the delivery type, either the server selection or Enter Authentication Information appears when you select **[Save to:]** or **[Added server location:]**.

$\mathcal{P}$Reference

To add, see p.41 "Server Specifying Screen" or p.44 "Destination Selection Screen".

To edit, see p.45 "Delivery Destination Editing Screen".

❖ **Scan settings**

Make the scan settings for a document you want to scan.

Press the current setting displayed to the right of **[Scan settings:]** to make the scan settings in the screen that appears.

🔍**Reference**

p.35 "Scanner Settings Screen"

❖ **File format**

Set a file format used when a document is saved.

Press the current setting displayed to the right of **[File format:]** to set the file format in the screen that appears.

🔍**Reference**

p.36 "File Format Setting Screen"

❖ **Subject**

Press the text box to display the screen for entering strings, and then enter the subject on that screen.

When the delivery type that you use is **[Add as document]** or **[Add to Web Document Management]**, the strings entered here are applied as property information of added documents.

❖ **Options**

Set additional handling, and a file format in which to save documents.

Press the current setting displayed to the right of **[Options:]** to make option settings in the screen that appears.

Additional handling can be configured are as follows:

- Auto-adjust image orientation
- Extract text as document name
- Apply password to PDF

📝 **Note**

❒ Depending on the version of ScanRouter EX, you can set Apply policy to PDF as an additional handling. The additional handling of Apply policy to PDF becomes available if all of the following conditions are met:

  - The environment for the policy-controlled PDF was created using the previous version of ScanRouter EX Professional (Ver.3.2.0.0 up to Ver.3.2.2.0) or ScanRouter EX Enterprise (Ver.2.2.0.0 up to Ver.2.2.2.0).

  - ScanRouter EX Professional (Ver.3.2.3.0 or later) or ScanRouter EX Enterprise (Ver.2.2.3.0 or later) was installed by overwriting ScanRouter EX Professional (Ver.3.2.0.0 up to Ver.3.2.2.0) or ScanRouter EX Enterprise (Ver.2.2.0.0 up to Ver.2.2.2.0) without deleting the environment for the policy-controlled PDF.

❒ For details about creating a policy for a PDF and the environment requirements, see the operating instructions that come with ScanRouter EX Professional (Ver.3.2.0.0 up to Ver.3.2.2.0) or ScanRouter EX Enterprise (Ver.2.2.0.0 up to Ver.2.2.2.0).

🔍**Reference**

p.46 "Saving Documents Options Settings Screen"

Server Specifying Screen

To set a destination, specify the server you want to browse, and then press **[OK]**.

```
ScanRouter EX    Specify Server Name.                    [Cancel]    [ OK ]

※ Server name:          [                              ]        Browse
```

❖ **Server name**
Specify a server name to be the delivery destination or a network computer name.

- Entering a server name directly
  Press the text box to enter directly from the strings entry screen that appears.

- Specifying by searching an accessible server
  Press **[Browse]** to select accessible server.

  � **Limitation**
  ❐ If the delivery type is **[SharePoint Portal Server Plug-in]**, specify a server name by entering it directly.

Server Selection Screen

To set a destination, specify the server you want to browse, and then press **[OK]**.

```
ScanRouter EX    Select Server.                     [Cancel]    [ OK ]

※ Server List:

            ⦿ AAAAA
            ○ BBBBB
            ○ CCCCC
            ○ DDDDD
            ○ EEEEE
            ○ FFFFF
```

❖ **Server list**
Select the server you want to browse, and then press **[OK]** to display a destination on the server.

🔍 **Reference**
p.44 "Destination Selection Screen"

Enter Authentication Information

Enter necessary information to access a document server and shared folders, and then press **[OK]**.

The information you must enter differs according to document servers or shared folders specified as the delivery destination. See items in your delivery type.

```
ScanRouter EX    Enter Authentication Information.          [ Cancel ]    [ OK ]

            AAAAAA

        ※ User name:       [                                              ]

        ※ Password:        [                                              ]

        ※ Domain name:     [                                              ]
```
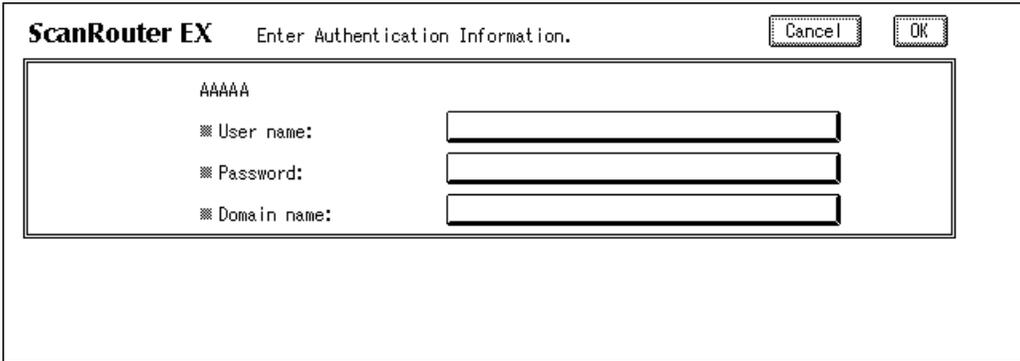
Add as document *ScanRouter DocumentServer (Ver.1.xx)

❖ **Password**
Enter the password that is specified for the ScanRouter DocumentServer cabinet. If a password is not set in the cabinet, the **[Password:]** dialog box does not appear.

Add as document * ScanRouter DocumentServer (Ver.2.xx or later)

❖ **User name**
Enter the name of a user who has access rights for the cabinet folder on the ScanRouter DocumentServer.

❖ **Password**
Enter the user's login password.

❖ **Domain name**
Enter the domain being used.

Note

❒ Enter **[User name:]**, **[Password:]**, and **[Domain name:]** according to the selected ScanRouter DocumentServer delivery method.

❒ If ScanRouter DocumentServer (Ver.2.xx or later) and the delivery server use the same Authentication Management Service, you do not need to enter **[User name:]**, **[Password:]**, and **[Domain name:]**.

Add to Web Document Management

❖ **User name**
Enter the name of a user who has access rights for the personal cabinet on ScanRouter Web Navigator server.

❖ **Password**
Enter the user's login password.

❖ **Domain name**
Enter the domain being used.

📝 Note

❑ Depending on the selected ScanRouter Web Navigator authentication method, **[Domain name:]** may not appear.

❑ If ScanRouter Web Navigator (Ver.1.xx) and the delivery server use the same Authentication Management Service, you do not need to enter **[User name:]**, [**Password:]**, and **[Domain name:]**.

Save in Shared Network Folder

❖ **User name**
Enter the name of a user who has access rights to the shared folder in the network computer.

❖ **Password**
Enter the password that is specified for the shared folder.

❖ **Domain name**
Enter the domain being used.

📝 Note

❑ When you operate a shared folder on the network, if the computer where the shared folder is located is running Windows 95/98/Me, a write access-enabled password must be entered after the user name. The user name entered here does not affect system functions. If you are using an operating system that requires account information, each item must be set using the same information set on the delivery server.

❑ If a shared folder on the network is in use and the following conditions are satisfied, you can select to either specify a computer name in the **[Domain name:]** text box, or to leave the **[Domain name:]** text box blank and enter a string in the **[User name:]** text box in the format of "computer name\user name".

- the computer that created the shared folder is not a domain member

- the computer that created the shared folder is a domain member but the shared folder Windows-controlled access rights

SharePoint Portal Server Plug-in

♟ Limitation
❒ **[SharePoint Portal Server Plug-in]** is supported by ScanRouter EX Enterprise only.

❖ **User name**
Enter the name of a user who can connect to the Microsoft SharePoint Portal server.

❖ **Password**
Enter the user's login password.

❖ **Domain name**
Enter the domain being used for the Microsoft SharePoint Portal server.

FTP Delivery

❖ **User name**
Enter the name of a user who can connect to a shared folder on the FTP server.

❖ **Password**
Enter the password that is specified for the shared folder.

❖ **Domain name**
Enter the domain being used.

Destination Selection Screen

Select the delivery destination from the list, and then press **[Move Down]** or **[OK]**.
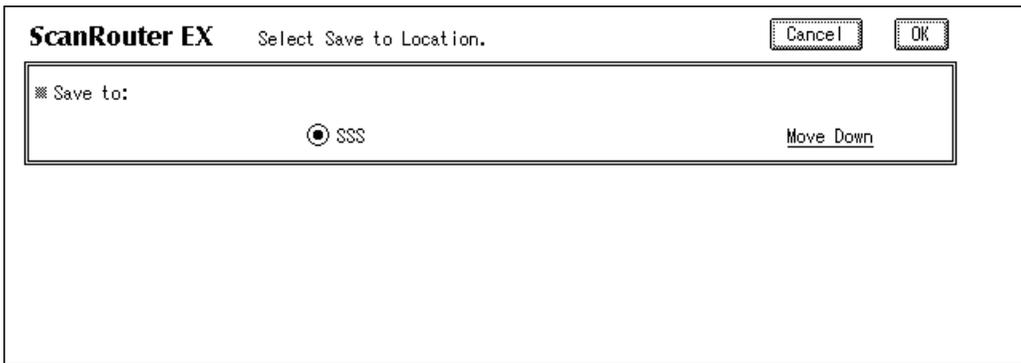
❖ **Save to location or server location**
The delivery destination is displayed in the list.

Delivery Destination Editing Screen

Add/delete a destination folder, and then press **[OK]**.

❖ **Added save to location or added server location**
Adds delivery destinations. Press **[Browse]** to specify the delivery destinations on the screen that appears.
Added delivery destinations are displayed in **[Save to location list:]** or **[Added server list:]**.

Note
❒ Depending on the delivery type, when **[Add save to location:]** or **[Add server location:]** is specified, either the screen for specifying a server or the Enter Authentication Information screen appears.

❒ Depending on the delivery type, press the text box to enter the folder path directly in the string entry screen that appears, and then add locations.

❖ **Save to location list or added server list**
Specified destinations appear in the list.
To delete a destination from the list, press **[Delete]** to the right of the destination.

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Saving Documents Options Settings Screen

Set additional handling processes, specify the file format for saving documents or others, and then press **[OK]**.

```
ScanRouter EX        Set options.                    [Cancel]   [OK]    ⌃
                                                                        ⌃

※ Additional Handling:

              □ Auto-adjust image orientation                           ⌃

              □ Extract text as document name

              □ Apply password to PDF                                   ▼

                  ※ Password       [                          ]

              □ Apply policy to PDF                                     ▼
                                                                        ▼
                  ※ Not selected.  [ Change ]
```
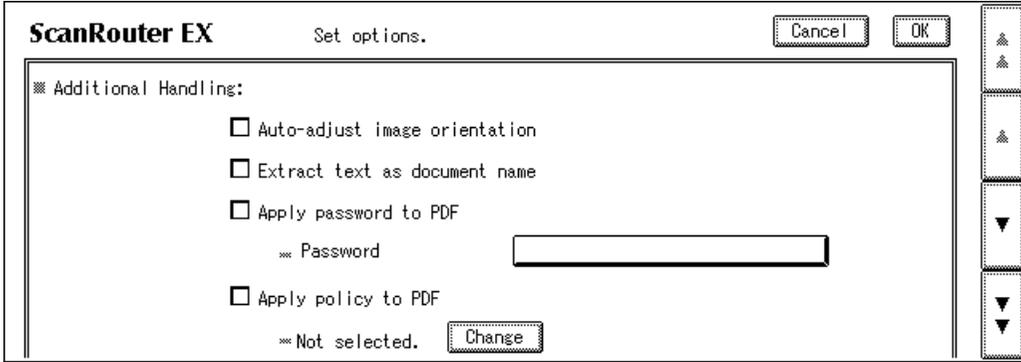
Limitation

❒ **[SharePoint Portal Server Plug-in]** and **[Deliver to Notes R5 Database]** are supported by ScanRouter EX Enterprise only.

Note

❒ Necessary input information differs according to delivery types. Make settings according to the delivery type you use.

❖ **Additional Handling (Save as Windows file / Save in Shared Network Folder / Add as document / Add to Web Document Management / Deliver to Notes R5 Database / SharePoint Portal Server Plug-in / FTP Delivery / Save to Exchange Public Folder)**
Select additional handling information for delivering and saving documents.

- Auto-adjust image orientation
  Detect the top and bottom of the document to be delivered and rotate the document automatically.

- Extract text as document name
  Set a name for the document to be delivered. If this setting is not selected, the system automatically creates a name for the document.

- Apply password to PDF
  Select this to set a password to the PDF file when converting an original to PDF at delivery. Enter the password you want in **[Password]**.
  Note that if a password is not set, the PDF is delivered as a normal PDF, without security features.

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❖ **Advanced settings**

❖ **File Name Format (Save as Windows file / Save in Shared Network Folder)**
Set a file name format used when a document is saved.

- Destination name_date and exact time
- Sender name_date and exact time
- Document Name
- Customized name (ScanRouter EX Enterprise)
Set by combining the optional strings with the symbols to add properties to the documents. The following properties are available:
  - $N:Document Name
  - $DY:Document Registration Year
  - $DM:Document Registration Month
  - $DD:Document Registration Date
  - $TT:Document Registration Hour
  - $TM:Document Registration Minute
  - $TS:Document Registration Second
  - $R:Destination
  - $S:Sender
  - $K1:Keyword 1
  - $K2:Keyword 2
  - $P:Number of Page
  - $M:Device Name
  - $Y: The following symbols are added according to the document type used: SCN: Scanner, FXR: Fax Reception, FXS: Fax Sending, CPY: Copy, PRN: Print, DOC: Document Delivery
  - $B: The contents entered in **[Subject:]** on Saving Documents Setting Screen.
  - $$: The string "$" is added.

❖ **Custom 1 (Deliver to Notes R5 Database)**
The settings made here will be shown in the specified field of the documents. The field can be specified using Notes Database.

❖ **Custom 2 (Deliver to Notes R5 Database)**
The settings made here will be shown in the specified field of the documents. The field can be specified using Notes Database.

❖ **Thumbnail (Deliver to Notes R5 Database)**
Make the settings for whether to create thumbnails for documents. If you select to create thumbnails, select the size.

❖ **Create a folder for each document (FTP Delivery / Save to Exchange Public Folder)**
Select to create a folder for each document directly under the folder specified on the basic settings tab.

Other Screens

Setting screens for scanner and scan size are common to the following screens (explained in "Sending E-mail"):

$\mathcal{P}$ Reference

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Printing Screen

This section explains screens displayed if you select a delivery type for **[Print]** on the menu screen.

$\mathcal{P}$ Reference

For details about print procedures, see p.25 "Print".

Print Settings Screens

Make output destination and scan settings for printing scanned documents using a printer connected to a delivery server.
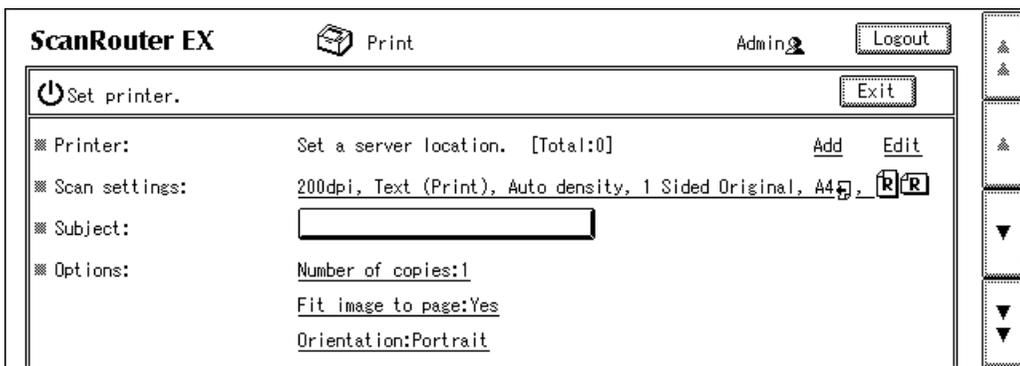
❖ **Printer**

Set a printer for output.
Press **[Add]** or **[Edit]** displayed to the right of **[Printer:]** to set a printer in the screen that appears.

$\mathcal{P}$ Reference

p.51 "Editing Printer Screen"

❖ **Scan settings**

Make the scan settings for a document you want to scan.
Press the current setting displayed to the right of **[Scan settings:]** to make the scan settings in the screen that appears .

$\mathcal{P}$ Reference

p.35 "Scanner Settings Screen"

❖ **Subject**

Press the text box to enter a subject on the string entry screen that appears.
The contents set here are not used.

❖ **Options**

Make print settings and set authentication user information for printing documents.
Press the current setting displayed to the right of **[Options:]** to make option settings in the screen that appears.

$\mathcal{P}$ Reference

p.52 "Print Options Settings Screen"

Enter Authentication Information

Enter information of the user who is performing the print operation, and then press **[OK]**.

```
ScanRouter EX    Enter Authentication Information.        [ Cancel ]   [ OK ]

        ※ User name:     [                              ]

        ※ Password:      [                              ]

        ※ Domain name:   [                              ]
```
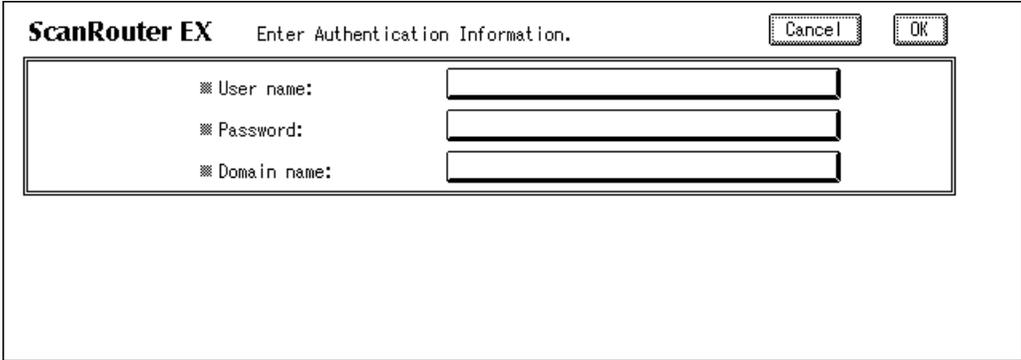
❖ **User name**
  Enter the name of a user who can perform printings.

❖ **Password**
  Enter the user's login password.

❖ **Domain name**
  Enter the user domain.

📝 Note

❒ Enter items according to the authentication method used by the delivery server.

❒ You can enter a user of your choice, other than the login user.

Printer Selection Screen

Select a printer from the list, and then press **[Move Down]** to the right of the printer name. In the screen displayed for the original size setting, set the original size, and then press **[OK]**.

```
ScanRouter EX    Select Printer.                         [ Cancel ]   [ OK ]

  ※ Printer:

              ⦿ Aficio XXXX                      Move Down

              ◯ Aficio XXXX PS                   Move Down
```
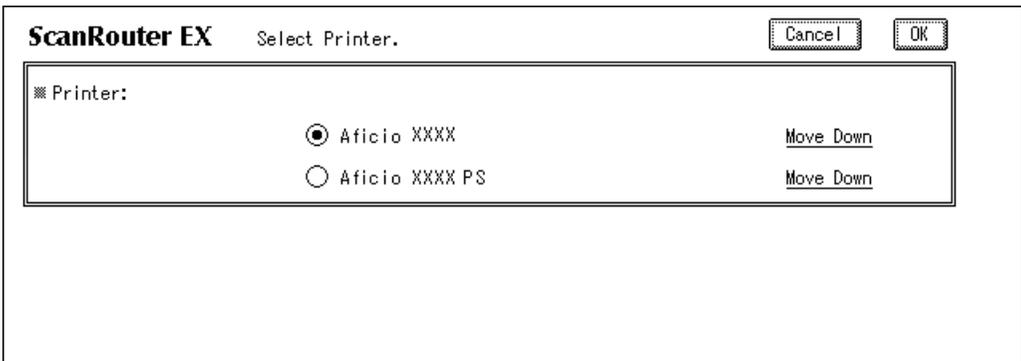
❖ **Printer**
  Printers added to the delivery server are displayed in a list.

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Original Size Settings Screen

Specify the original size for printing, and then press **[OK]**.

```
ScanRouter EX    Select Printer.              [Cancel]   [ OK ]

※ Printer:              Move Up
                        ◉ 11" × 17"
                        ○ 5 1/2" × 8 1/2"
                        ○ A3 (297 × 420 mm)
                        ○ A4 (210 × 297 mm)
                        ○ A5 (148 × 210 mm)
                        ○ A6 (105 × 148 mm)
```
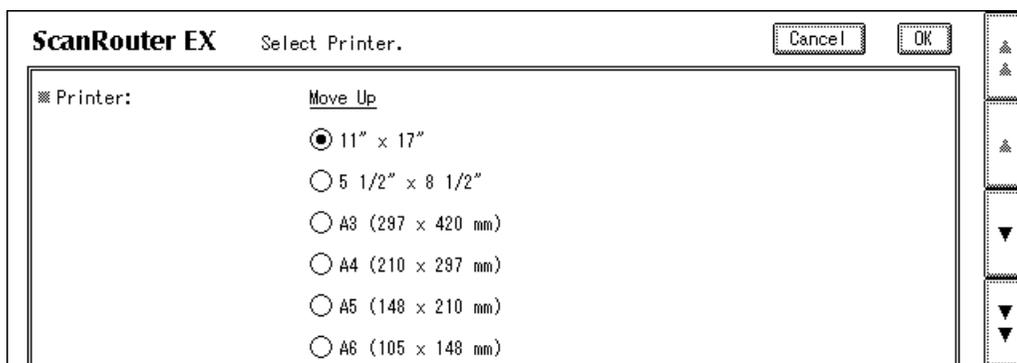
❖ **Printer**
  Select the original size for printing.

Editing Printer Screen

Add/delete printer information, and then press **[OK]**.

```
ScanRouter EX    Edit printer.                [Cancel]   [ OK ]

※ Add printer:                                           Browse

※ Printer list:

                     Aficio XXXX                          Delete

                     Aficio XXXX PS                        Delete
```
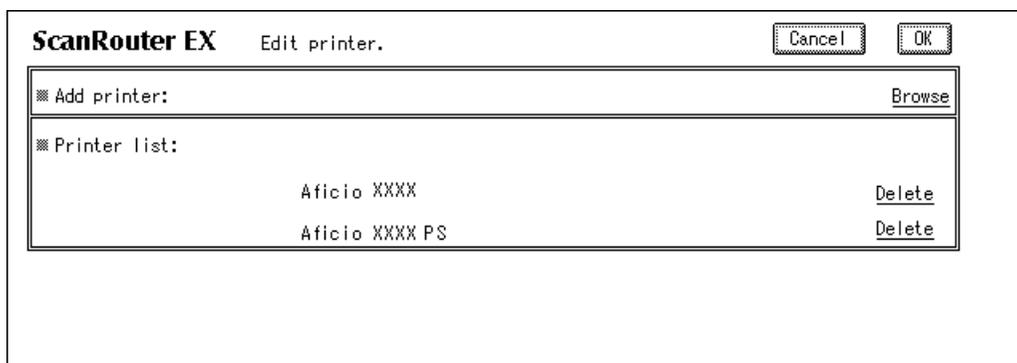
❖ **Add printer**
  Press **[Browse]** to set a printer on the screen that appears, and then press **[OK]**.

  ### $\mathcal{P}$Reference
  p.50 "Enter Authentication Information"

  p.50 "Printer Selection Screen"

❖ **Printer list**
  Specified printers appear in the list.
  To delete a printer from the list, press **[Delete]** to the right of the printer.

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Print Options Settings Screen

Make print settings and authentication user's information to print documents, and then press **[OK]**.
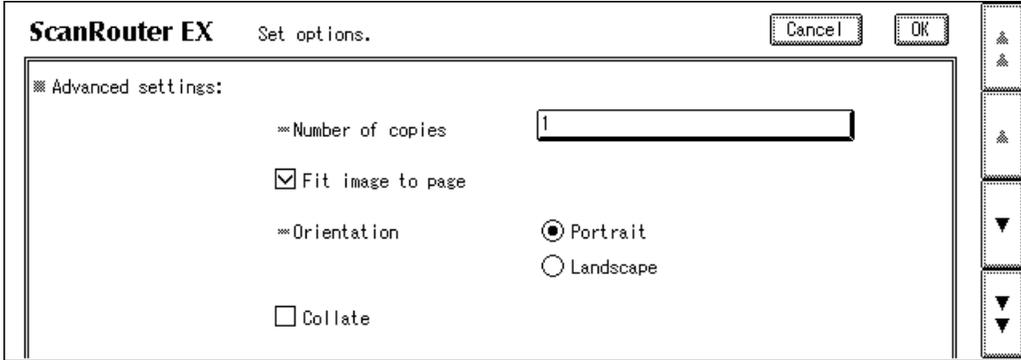
❖ **Advanced settings**

- Number of copies
  Specify the number of prints.

- Fit image to page
  To reduce an image to fit the paper, select the check box and specify an output paper.

- Orientation
  Select **[Portrait]** or **[Landscape]**.

- Collate
  Collate printed sheets.

- 2 pages per sheet - From left to right
  To print two pages per sheet, select the check box, and then specify whether or not to operate duplex printing.

- Duplex
  Select whether or not to operate duplex prints.

- User ID
  Enter the authentication information of the printing user.

- User Code
  If user codes are set in the device, enter a user code that allows users to perform printing.

- Authentication settings
  To connect network devices managed through user accounts authentication, select the check box and set available user information managed through the device in **[User name:]** and **[Password:]**.

  - User name
    If the device has an authentication setting, enter a login user name.

  - Password
    If the device has an authentication setting, enter the user's login password.

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❇ Limitation

❒ The information you must enter differs according to the device settings.

❒ When printing application files, if the paper orientation setting made on the **[Orientation:]** dialog box does not match the actual orientation of the paper, print results may not be correct.

❒ The setting items shown above are available for RPCS printers. If RPDL or other printers are used, **[Number of copies:]** can be set. If items other than **[Number of copies:]** are set, they are invalidated when printing.

Other Screens

Setting screens for scanner, scan size, and file format are common to the following screens (explained in "Sending E-mail"):

$\mathcal{P}$**Reference**

p.35 "Scanner Settings Screen"

p.36 "Scan Size Setting Screen"

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Troubleshooting

Problem	Possible causes and solutions
The login screen appears repeatedly.	Check the Cookie setting is active in the network device default settings. 🔎**Reference** For details, see the operating instructions for the network device.
The Device Browser delivery settings screen does not appear on the display panel.	Check Default HTTP Request Method is set in Get in the network device settings. 🔎**Reference** For details, see the operating instructions for the network device.
When Device Browser delivery settings screen is operated from the display screen, changes made to settings are not applied.	Check in the option settings that temporary files are set to not be used. 🔎**Reference** For details, see the operating instructions for the network device.

Problems Displayed in Error Logs

The following problems are likely to appear frequently in error logs.

Problems	Possible causes and solutions
Available delivery types are not set.	Available delivery types are not set in Device Browser delivery. Set available delivery types in the Specific Browser Settings of SR Manager. 🔎**Reference** 　p.16 "Device Browser Default Settings".
An error occurred.	Check the environment of Device Browser or the delivery server. 🔎**Reference** 　p.11 "Preparation for Device Browser Delivery".
There is wrong login information.	Authentication failed. Check the settings of **[Login name:]**, **[Password:]**, and **[Domain name:]**. If you are not sure, contact Authentication Service Administrator.

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

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ScanRouter EX Professional Version 3 ScanRouter EX Enterprise Version 2 **Operating Instructions Device Browser Delivery Function**

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