



ScanRouter EX Enterprise

Version 2

ScanRouter EX Professional

Version 3



Introduction Guide

-
- 1 Overview of ScanRouter EX
 - 2 Delivery using ScanRouter EX

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.

Trademarks

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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 general procedures such as settings to make for using 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 **[Programs]** > **[ScanRouter System]** > **[ScanRouter EX Professional]** or **[ScanRouter EX Enterprise]**.

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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.

[]

Keys built into the machine's display panel.

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.

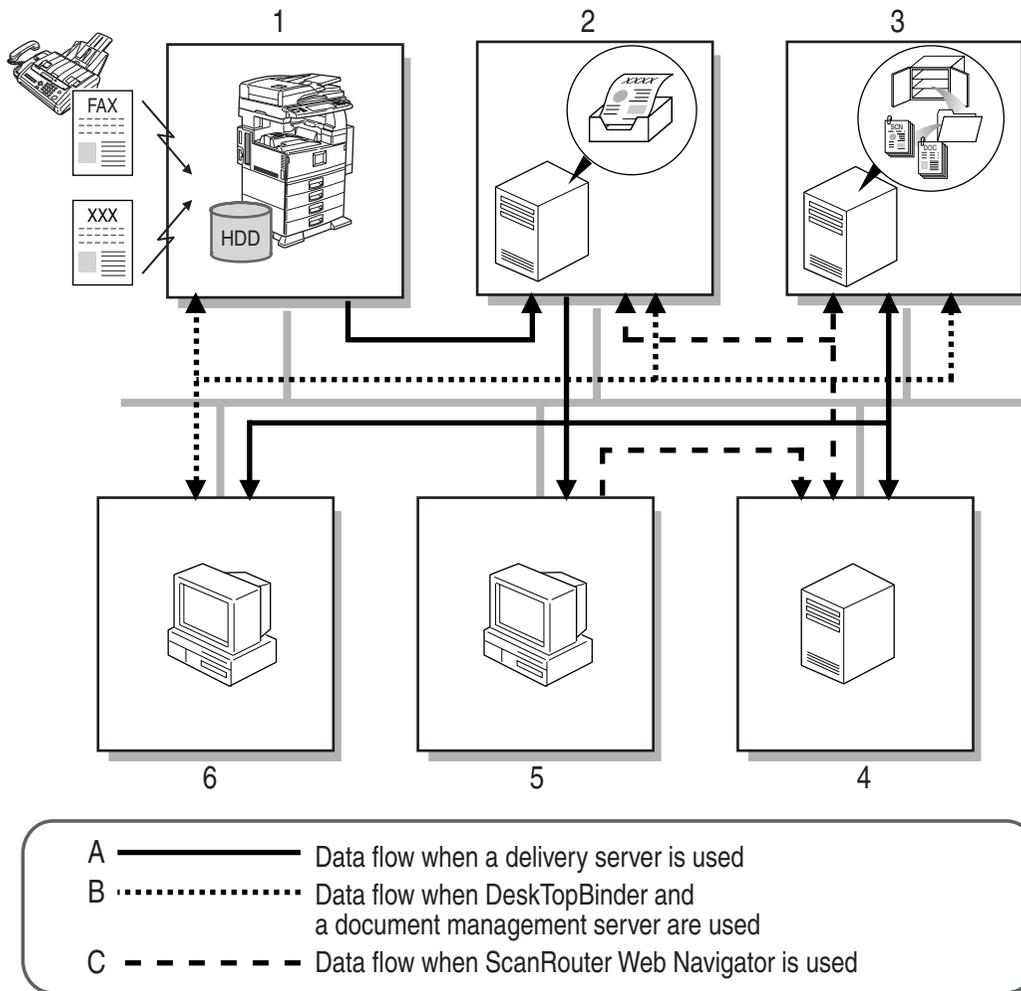
The volume of electronic and paper documents that must be stored increases on a daily basis. ScanRouter System can efficiently manage huge amounts of document data, such as scanned-in/fax-received image data and files made using computer applications-creating a work environment that is optimized for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



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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 Professional, ScanRouter Enterprise, and ScanRouter 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 DeskTopBinder 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 in-tray 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.

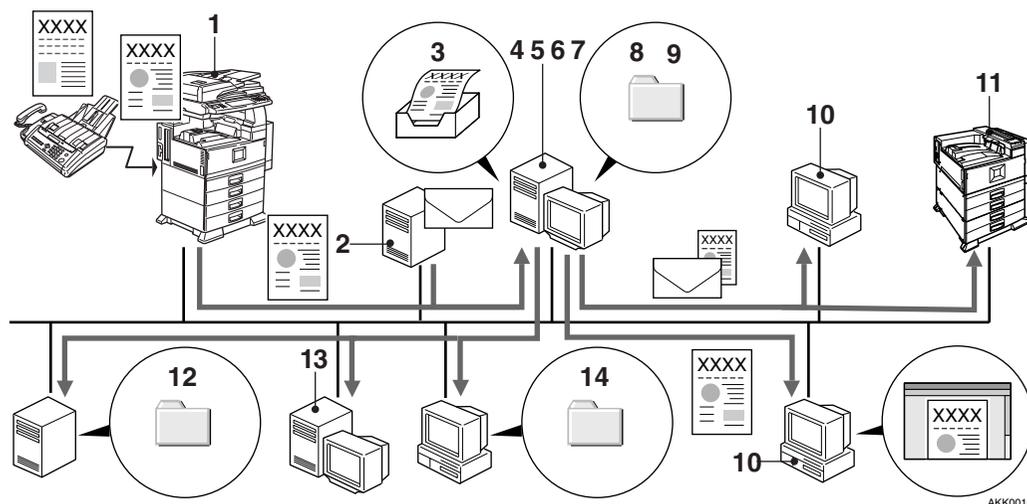
1. Overview of ScanRouter EX

Use ScanRouter EX to deliver scanned documents, faxed documents, and documents sent from DeskTopBinder Professional to a specified destination.

Three delivery methods (types) are available: e-mail, storing in an in-tray, and storing as a file in a specified folder.

Delivery System Layout of ScanRouter EX

A delivery system using ScanRouter EX should be composed of the following devices.



1. Network Device

Scanned or fax-received document data is sent to the delivery server.

2. Mail Server

If you select **[Mail Input]** for the delivery method, e-mail delivered to a specified mail server is sent to the delivery server.

3. In-Tray

SR Manager configures an in-tray for each user. When **[In-Tray save]** is selected, documents are saved in the in-tray.

4. Delivery Server

The server works with other devices on the network to ensure document delivery. SR Manager uses the delivery table to configure delivery settings for each destination. Documents will be delivered according to the delivery method set for each destination.

Available delivery methods:

- Mail Input (Input function)
- In-Tray save
- Save as Windows file
- Save in Shared Network Folder
- Send by SMTP mail / Send by Notes R5 mail / Send by Exchange Mail

- Add as document (when ScanRouter DocumentServer is used)
- Add to Web Document Management (when ScanRouter Web Navigator is used)
- Deliver to Notes R5 Database (ScanRouter EX Enterprise)
- SharePoint Portal Server Plug-in (ScanRouter EX Enterprise)
- FTP Delivery
- Save to Exchange Public Folder
- Print (Delivery)

5. Document Management Server

If ScanRouter DocumentServer is installed, it can be used as a document management server. Documents can be shared by two or more clients by saving them on the document management server.

6. Authentication Management Service

When ScanRouter EX is installed, Authentication Management Service is also installed. In addition, Authentication Manager is automatically installed to manage Authentication Management Service.

ScanRouter System provides the following authentication methods according to the user's environment:

- Windows Authentication (NT compatible), Windows Authentication (native)
Available if a Windows domain is used for user authentication.
- Notes Authentication (ScanRouter EX Enterprise)
Available if a Notes domain is used for user authentication.
- NDS Authentication
Available if a NetWare server is used for user authentication.
- LDAP Authentication
Available if an LDAP server is used for user authentication.
- Basic Authentication
Available if setting up unique users independent of domains or servers.
If more than one ScanRouter System product is installed on a computer, they share a single Authentication Management Service. If more than one ScanRouter System product is installed on other computers, separate Authentication Management Services are used, but they can work in cooperation with other Authentication Management Service.

! Limitation

Authentication Management Service is used in conjunction with the following ScanRouter System server applications:

- ScanRouter Web Navigator (Ver1.xxx)
- ScanRouter DocumentServer (Ver2.xxx)
- ScanRouter EX Professional (Ver3.xxx)
- ScanRouter EX Enterprise (Ver2.xxx)

7. Web Server

Installing ScanRouter Web Navigator on the delivery server allows it to operate as a Web server also. In conjunction with the delivery server, the Web server enables clients to view documents saved in the delivery server, using a Web browser installed on their computers.

8. Folders in the Document Management Server

When **[Add as document]** is selected as a delivery method, documents can be stored in the folder of the document management server.

9. Windows Folders on a Delivery Server

Windows Folder on the Delivery Server
When **[Save as Windows file]** is selected as the delivery method, documents can be saved and delivered in the Windows folder on the delivery server.

10. Client Computer

When **[Send by SMTP mail]**, **[Send by Notes R5 mail]**, **[Send by Exchange Mail]** is selected as the delivery type, documents are delivered to client computers by e-mail. If ScanRouter Web Navigator is installed on the delivery server, viewing documents in the delivery server is possible by using a Web browser on client computers.

The following operations are available when DeskTopBinder Professional and Auto Document Link are installed on client computers.

- With DeskTopBinder Professional, clients can check, copy, or delete documents in in-trays. They can also forward documents in My Cabinets of DeskTopBinder Professional, in in-trays or documents in the document management server to specified destinations using the delivery server.
- By monitoring the delivery server's in-trays, Auto Document Link can automatically retrieve documents or notify users that new documents are received.

11. Printer

If you select **[Print]** for the delivery method, output is via a designated printer using specified conditions.

Reference

For details about adding a printer driver, see *Setup Guide*.

12. FTP Server Folder or Exchange Server Public Folder

If you select **[FTP Delivery]** or **[Save to Exchange Public Folder]** for the delivery method, documents can be delivered and saved to shared FTP or Exchange server folders.

13. Domino Server Database, SharePoint Portal Server (ScanRouter EX Enterprise)

When **[Deliver to Notes R5 Database]** or **[SharePoint Portal Server Plug-in]** is selected for the delivery method, documents can be delivered to the database for Notes R5 or SharePoint Portal Server by linking with the Domino server or SharePoint Portal Server.

14. Shared Folder on a Network Computer

If you select **[Save in Shared Network Folder]** for the delivery method, documents can be delivered and saved to a shared folder on a network computer or folders on the NetWare server.

Delivery Methods

Following two delivery methods are available:

1

❖ Using Preset Delivery Method

Settings and operations can be performed using SR Manager through a delivery server or client computers. Before making, create destinations using SR Manager. Set the delivery method, image read condition, and conversion method. By specifying destinations, documents can be delivered easily without specific settings.

Also, access rights can be set for specified destinations. Only users who have those access rights can deliver documents to those destinations or view documents stored there. This manual explains the delivery method using the preset delivery type.

This manual explains the delivery method using the preset delivery type.

❖ Using Specified Delivery Method for Delivery Operation

Settings or operations can be performed using Device Browser Delivery Function from network devices.

Before delivering documents, use the device's control panel to set the destinations, delivery method, image read condition, and conversion method. Default settings such as the delivery method or read image condition can be made using SR Manager in advance so they need not be remade every time you want to deliver a document.

When delivering documents using Device Browser Delivery Function, preparations such as adding destinations on SR Manager are not required.

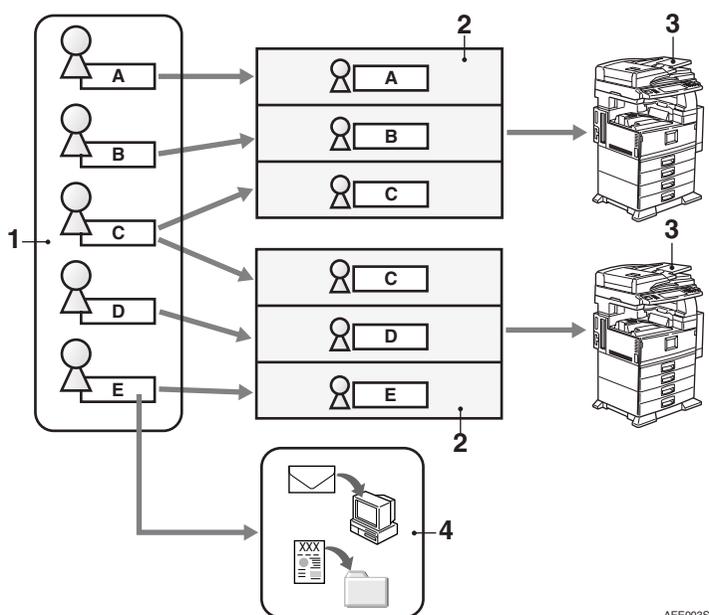
If a user delivers documents to him/herself, the **[Send to login user]** function is available for easy operation.

For details about specifying delivery method for delivery operation, see *Operation Instructions <Device Browser Delivery Function>*.

ScanRouter EX Layout

Use SR Manager to create ScanRouter EX destinations and specify a delivery method and image conversion method for each destination. You can deliver scanned documents according to the previously specified delivery and conversion method simply by specifying its destination.

The "Destination", "Destination List", and "Network Device" of ScanRouter EX are explained below.



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1. Destination

This is where documents are sent from network devices. You must allocate destinations to corresponding destination lists.

2. Destination List

This is a group where multiple destinations are listed. Destination lists appear on the display panel of network devices.

3. Network Device

When a destination is selected from the destination list on the display panel, scanner and facsimile functions are available.

4. Delivery Type

Delivery types such as e-mail sending and file saving can be specified for each destination.

Documents are delivered to destinations according to the previously specified delivery type.

2. Delivery using ScanRouter EX

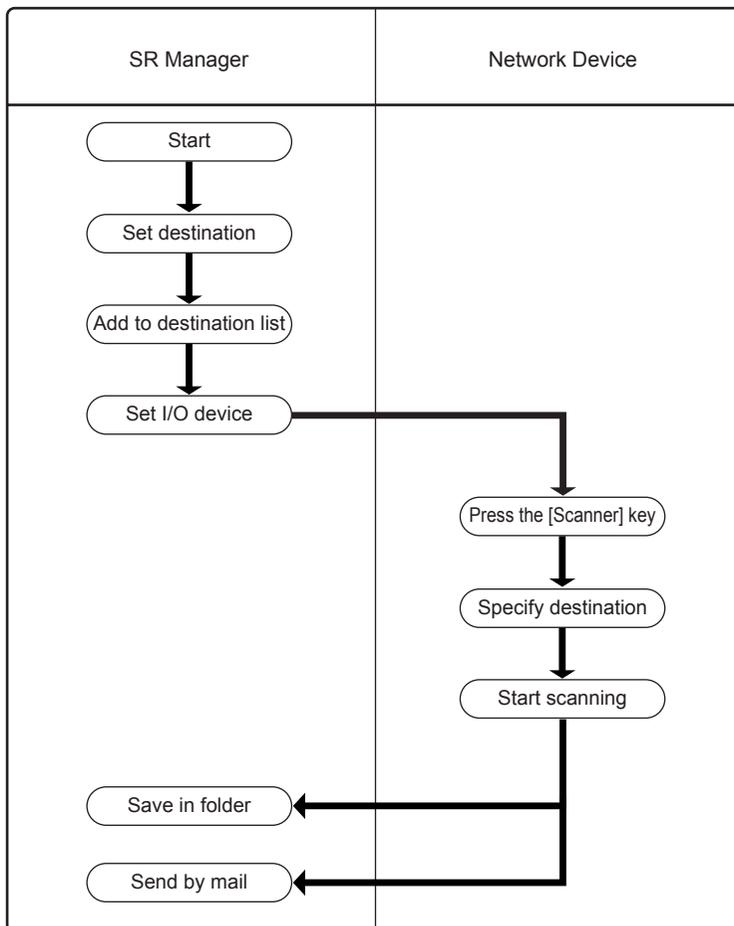
ScanRouter EX Introduction Guide explains how to operate SR Manager, from creating destinations to delivering scanned documents.

This section describes procedures for two delivery method (delivery types).

- ❖ **To deliver and save files to a Windows folder on the delivery server**
p.12 “Delivering to a Specified Folder”
- ❖ **To deliver documents to a specified e-mail address**
p.21 “Delivering to a Specified E-mail Address”

Operational Flow

This flowchart outlines the following procedure: creation of a destination list to saving scanned documents or sending them to a specified e-mail address.



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Delivering to a Specified Folder

Follow the procedure below to store a scanned document in a Windows folder on the delivery server using ScanRouter EX.

2

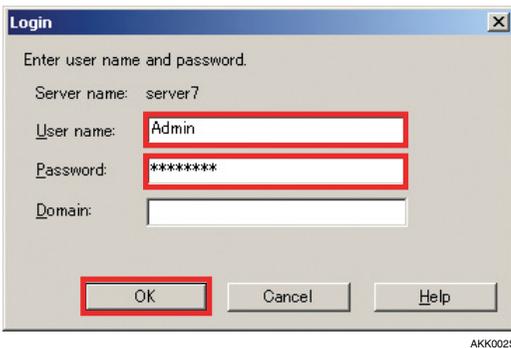
Preparing for Delivery using SR Manager

Start SR Manager to prepare for delivery.

1 On the [Start] menu, point to [Program] > [ScanRouter System] > [ScanRouter EX Professional] or [ScanRouter EX Enterprise], and then click [SR Manager].

The [Login] dialog box appears.

2 Enter built-in user (Admin) login information, and then click [OK].



- Server name
Displays the selected delivery server name.
- User name
Enter "Admin".
- Password
Enter the built-in user password specified during the installation of ScanRouter EX.
- Domain
If you log on as the built-in user (Admin), you do not have to enter the domain name.

Note

- ❑ If the authentication method for the selected delivery server is Basic Authentication, NDS Authentication, or LDAP Authentication, [Domain:] is not displayed.

SR Manager starts.

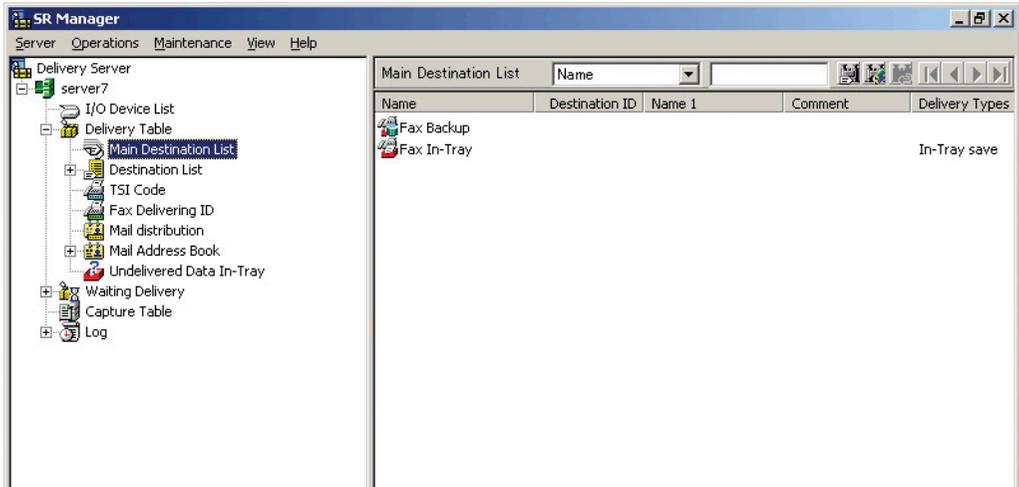
3 Specify the destination.

This section describes procedures for setting and adding destinations individually.

🔍 Reference

For details about procedures for adding multiple destinations at once, see p.30 “Batch Adding Destinations”.

1 In the tree pane, click [+] next to [Delivery Table], and then click [Main Destination List].

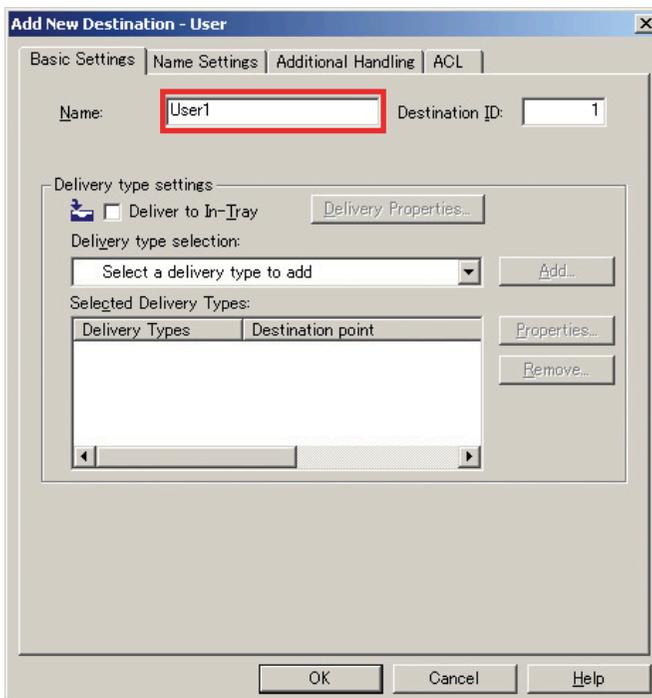


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2 On the [Operations] menu, point to [Add New Destination], and then click [User].

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

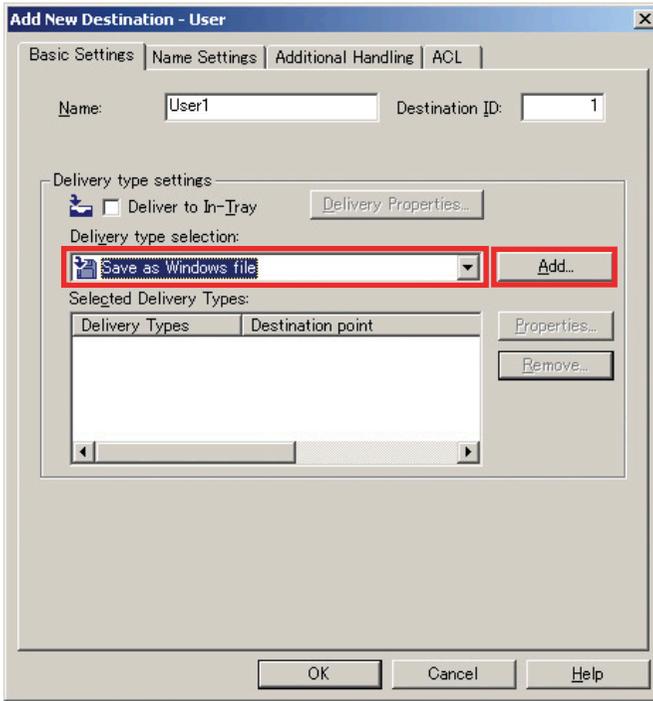
3 Enter "User1" in [Name].



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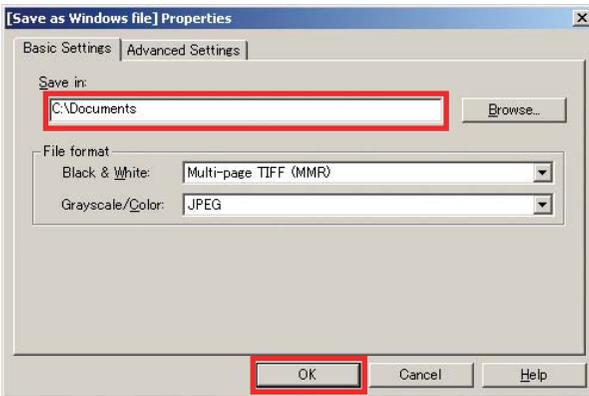
- 4 Click [Save as Windows file] in the [Delivery type selection:] list, and then click [Add...].



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The [[Save as Windows File] Properties] dialog box appears.

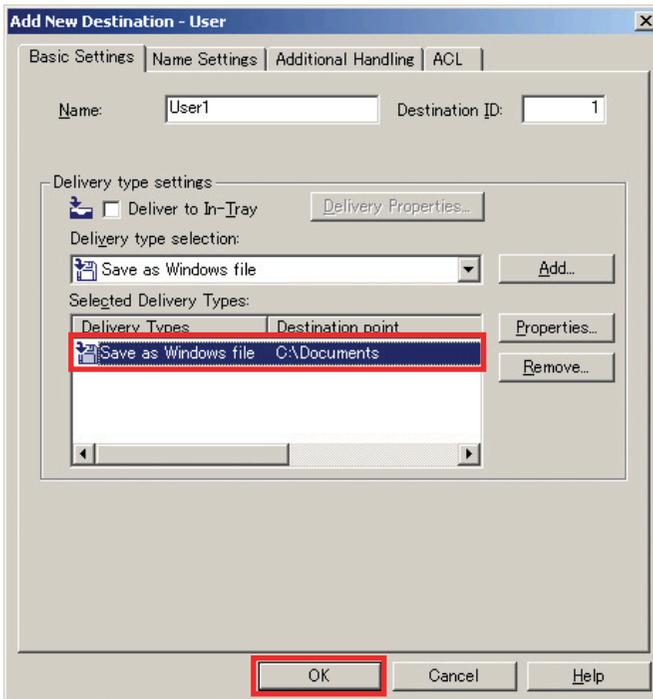
- 5 On the [Basic Settings] tab, specify a folder to save the data in, and then click [OK].



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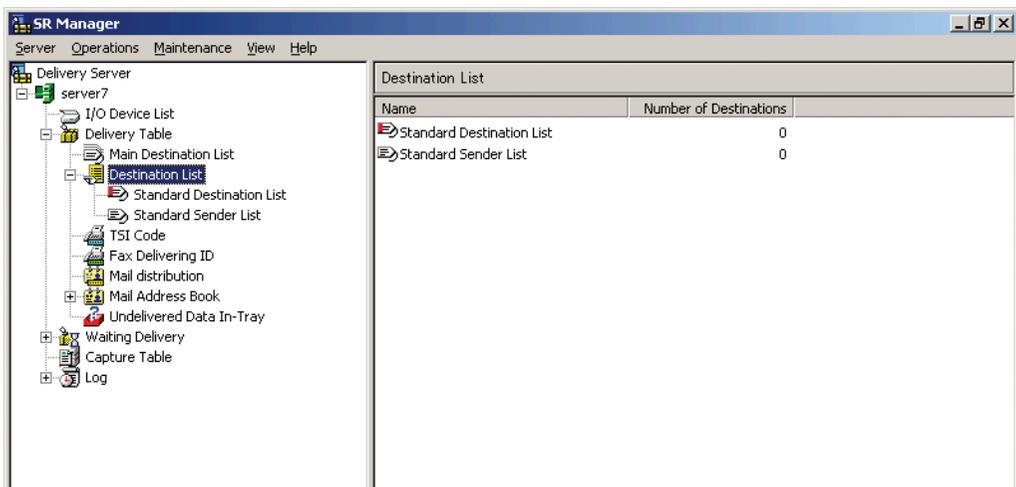
The [Add New Destination - User] dialog box reappears.

- 6 Check [Save as Windows file] is specified as [Selected Delivery Types:], and then click [OK].



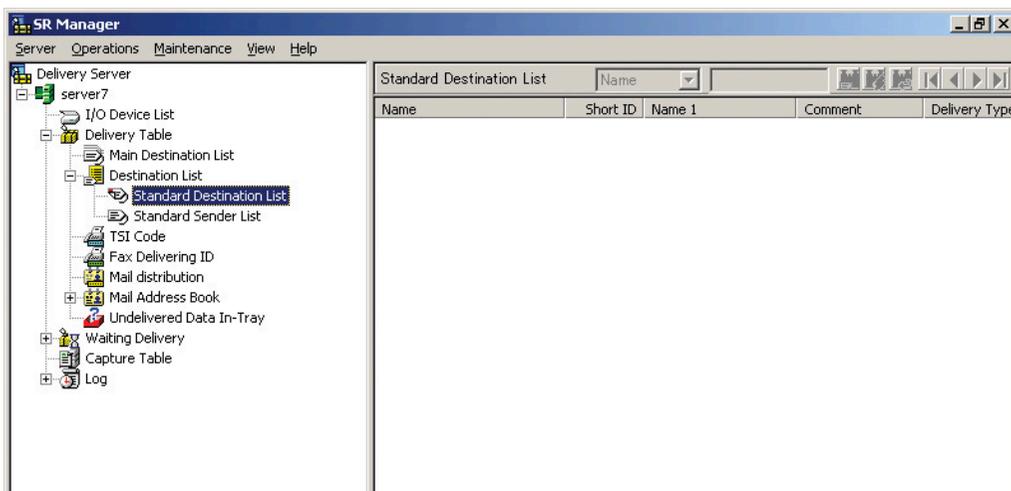
AKK007S

- 4 Add "User1" or the destination selected in step 3 to the destination list.
- 1 In the tree pane, click [+] at [Delivery Table], and then click [Destination List].



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2 Click **[Standard Destination List]** from **Destination List**.

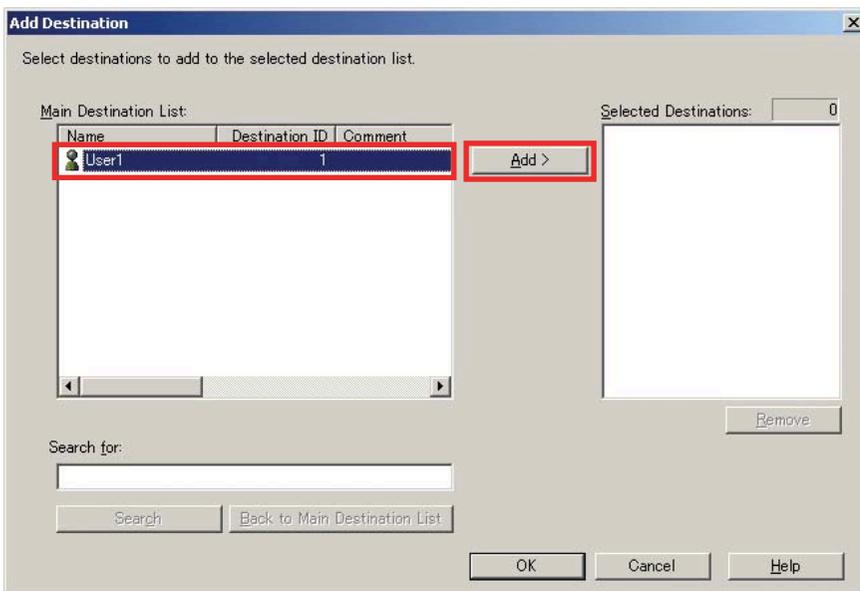


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3 On the **[Operations]** menu, click **[Add Destination]**.

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

4 Select "User1" or the destination added from **[Main Destination List]** in step **3**, and then click **[Add]**.



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"User1", the selected destination is added to **[Selected Destinations]**.

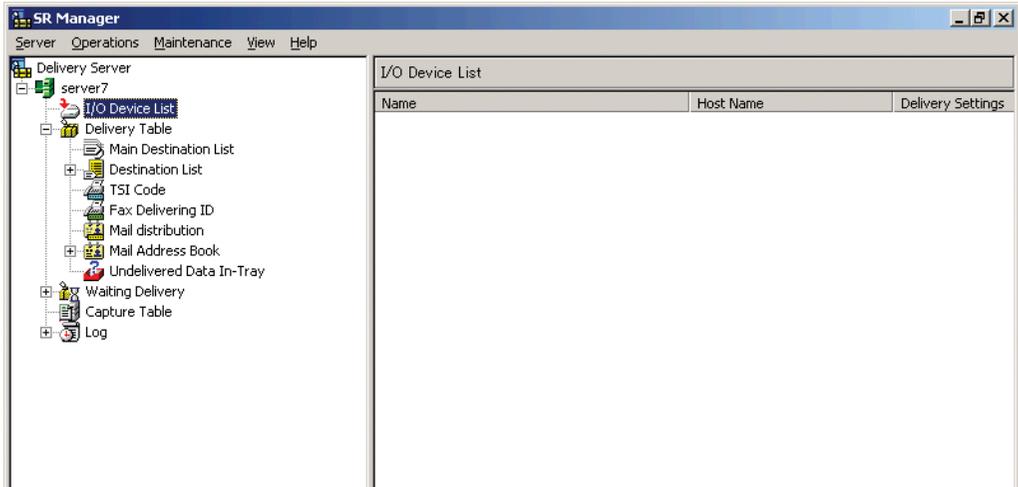
5 Click **[OK]**.

5 Specify an I/O device to use for scanning.

Note

This setting may not be necessary depending on the network device.

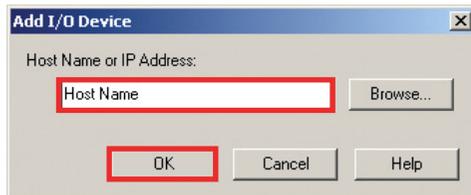
1 In the tree pane, click [I/O Device List].



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

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

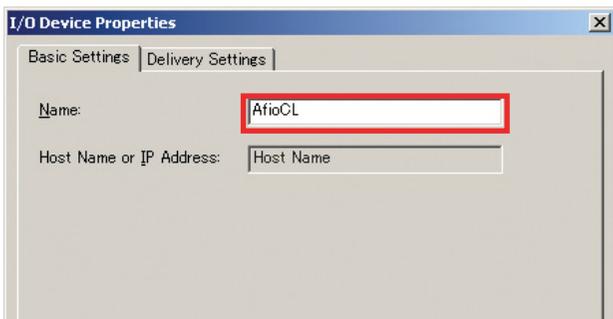
3 Enter the host name or IP address of the network device, and then click [OK].



Note

When a device that supports the authentication function is used, the [I/O Device Login] dialog box appears. In this dialog box, enter the user information for the device administrator to log on to the device.

- 4 On the **[Basic Settings]** tab in the **[I/O Device Properties]** dialog box, enter the device name (optional) in **[Name]**.

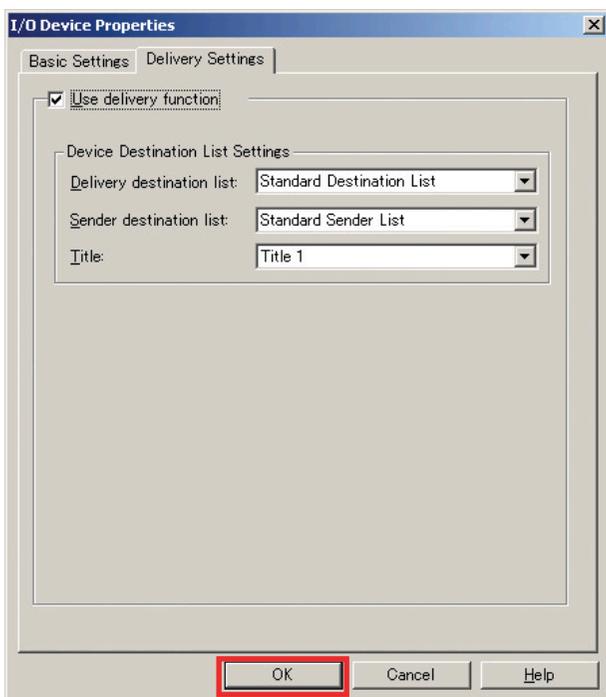


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Note

- The **[Name]** set here is displayed in **[I/O Device List]**. Enter the name you want to use. Actual device information does not have to be entered at this point.

- 5 On the **[Delivery Settings]** tab, make the following settings, and then click **[OK]**.



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- Select the **[Use delivery function]** check box.
- Click **[Standard Destination List]** for **[Delivery destination list:]**.

6 Start SR Manager.

When the delivery server service restarts, **[Services in operation]** appears on the Status Bar. Preparation of SR Manager is now complete.

Note

- When **[Services suspended]** appears on the Status Bar, click **[Resume Services]** on the **[Server]** menu.

2

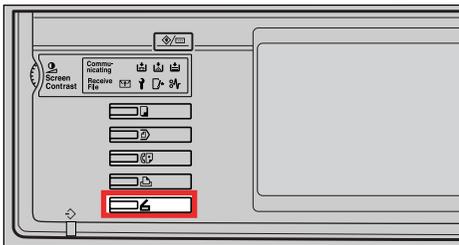
Delivering Documents

Follow the procedure below to deliver scanned documents to a destination created using SR Manager.

Note

- When a device that supports the authentication function device is used, the **[Login]** dialog box appears. In this dialog box, enter the login user information to log on to the device.

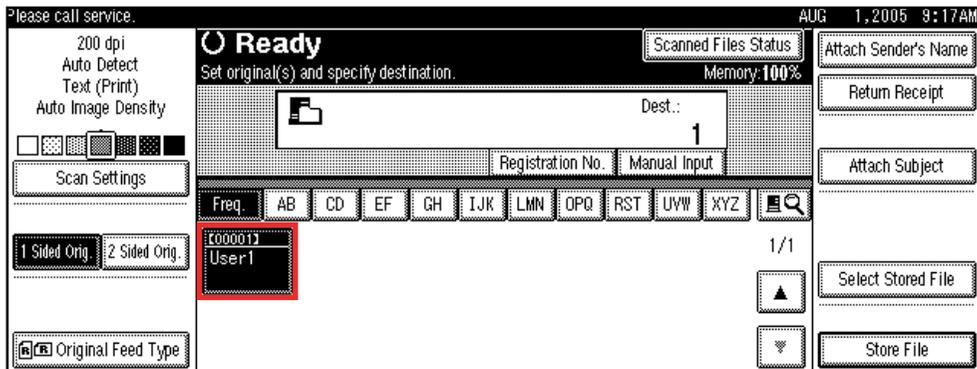
1 Press **[Scanner]** on the network device.



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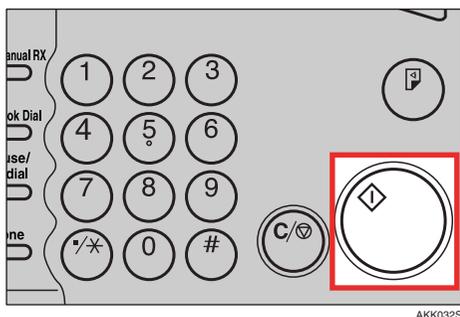
2 Specify a destination.

As a destination for the scanned documents, select the destination **[User1]** set in step 4 described in p.12 "Preparing for Delivery using SR Manager".



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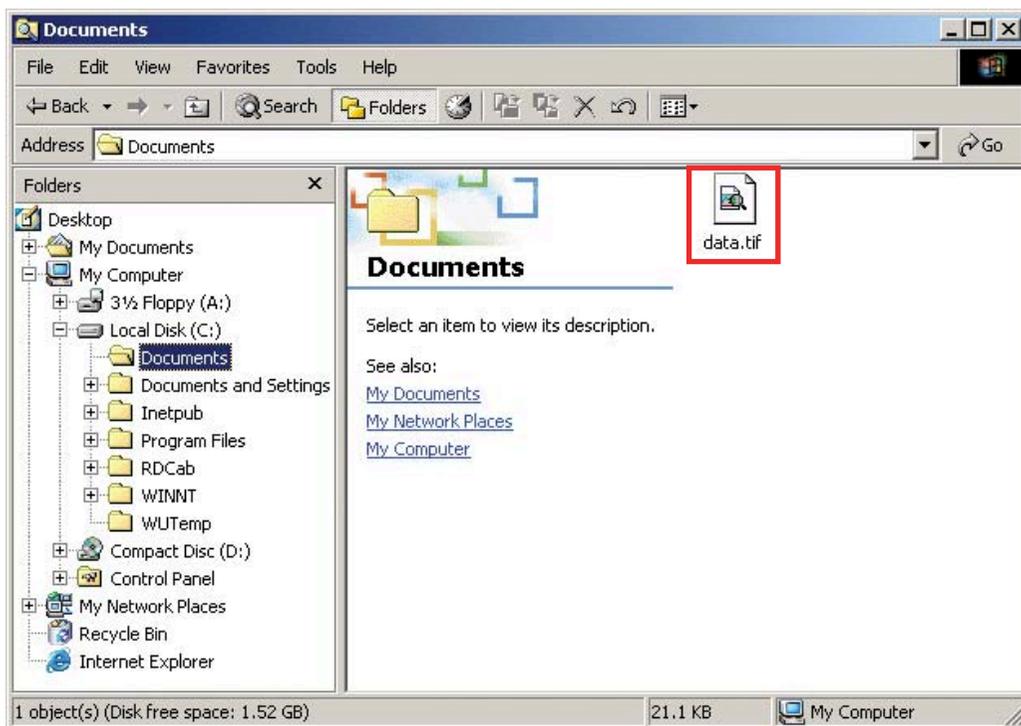
3 Place the originals, and then press [Start].



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4 Check the document has arrived at the folder specified when "User1" or the destination was added.

You can check the scanned original is saved as data.



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Delivering to a Specified E-mail Address

Follow the procedure below to deliver a scanned document to a specified mail address using ScanRouter EX.

Preparing for Delivery using SR Manager

Start SR Manager to prepare for delivery.

! Limitation

- Perform following procedure using SR Manager of ScanRouter EX server. Some procedures are not possible if SR Manager is operating remotely.

1 On the [Start] menu, point to [Program] > [ScanRouter System] > [ScanRouter EX Professional] or [ScanRouter EX Enterprise], and then click [SR Manager].

The [Login] dialog box appears.

2 Enter built-in user login information, and then click [OK].

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- Server name
Displays the selected delivery server name.
- User name
Enter "Admin".
- Password
Enter the built-in user password specified during the installation of ScanRouter EX.
- Domain
If you log on using the built-in user (Admin), entering the domain name is unnecessary.

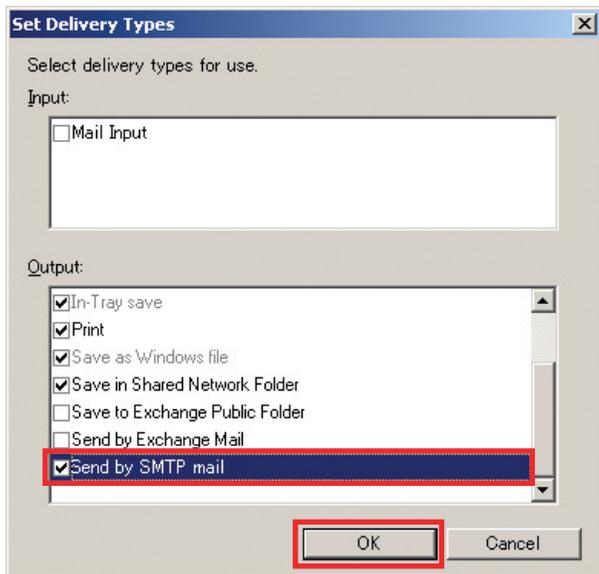
📝 Note

- If the authentication method for the selected delivery server is Basic Authentication, NDS Authentication, or LDAP Authentication, [Domain:] is not displayed.

SR Manager starts.

3 Make the default settings to connect SMTP mail server.

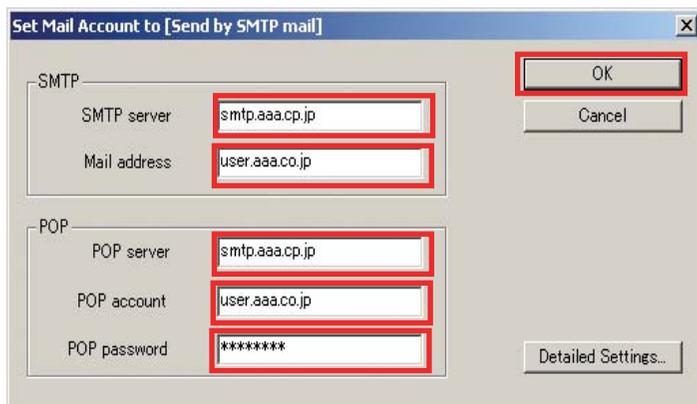
- 1** Select [Set Delivery Types] on the [Server] menu. The [Set Delivery Types] dialog box appears.
- 2** Select the [Send by SMTP mail] check box, and then click [OK].



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The [Set Mail Account to [Send by SMTP mail]] dialog box appears.

- 3** Make settings for SMTP and POP, and then click [OK].



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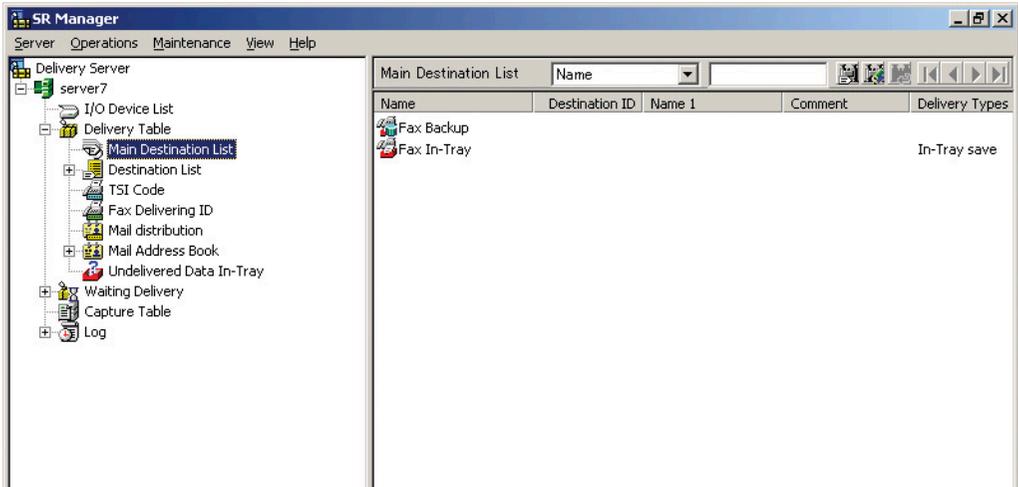
4 Specify the destination.

This section describes procedures for setting and adding destinations individually.

🔍 Reference

For details about procedures for adding multiple destinations at once, see p.30 “Batch Adding Destinations”.

1 In the tree pane, click [+] at [Delivery Table], and then click [Main Destination List].

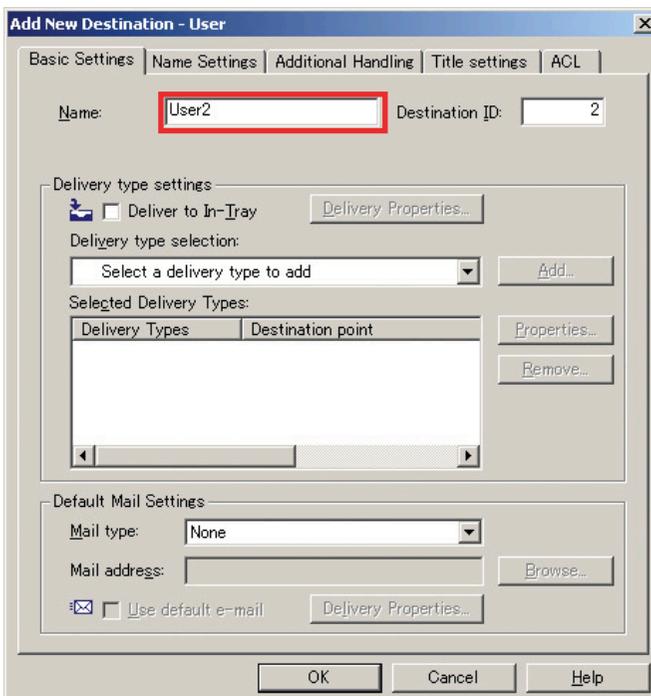


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2 On the [Operations] menu, point to [Add New Destination], and then click [User].

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

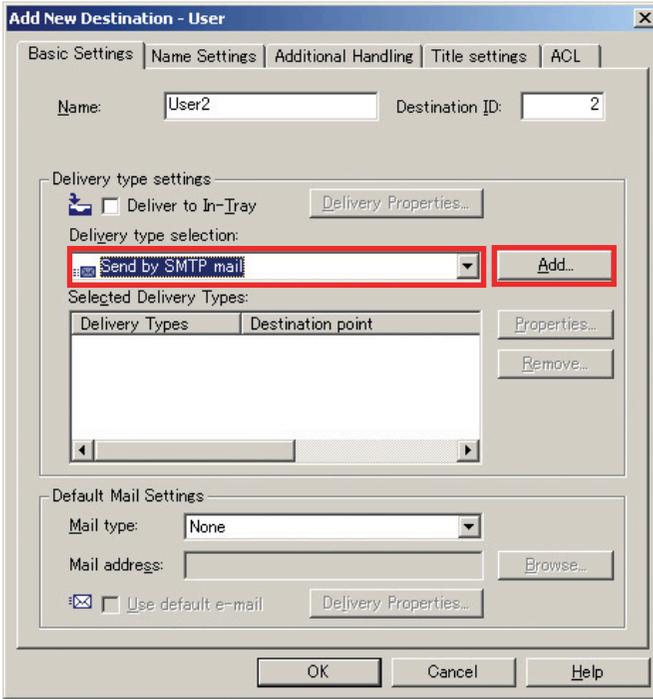
3 Enter "User2" in [Name].



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2

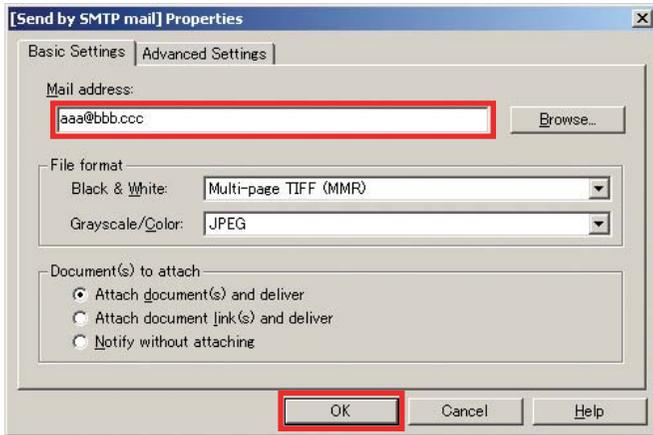
- 4 Click [Send by SMTP mail] in the [Delivery type selection:] list, and then click [Add].



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The [[Send by SMTP mail] Properties] dialog box appears.

- 5 Click the [Basic Settings] tab, specify "aaa@bbb.ccc" as the e-mail address, and then click [OK].



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

- 6 Check [Send by SMTP mail] is specified as [Selected Delivery Types:], and then click [OK].

Add New Destination - User

Basic Settings | Name Settings | Additional Handling | Title settings | ACL

Name: Destination ID:

Delivery type settings:

Deliver to In-Tray

Delivery type selection:

Selected Delivery Types:

Delivery Types	Destination point
<input type="checkbox"/> Send by SMTP mail	aaa@bbb.ccc

Default Mail Settings:

Mail type:

Mail address:

Use default e-mail

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- 5 Add "User2" selected in step 4 to the destination list.

- 1 In the tree pane, click [+] at [Delivery Table], and then click [Destination List].

SR Manager

Server Operations Maintenance View Help

Delivery Server

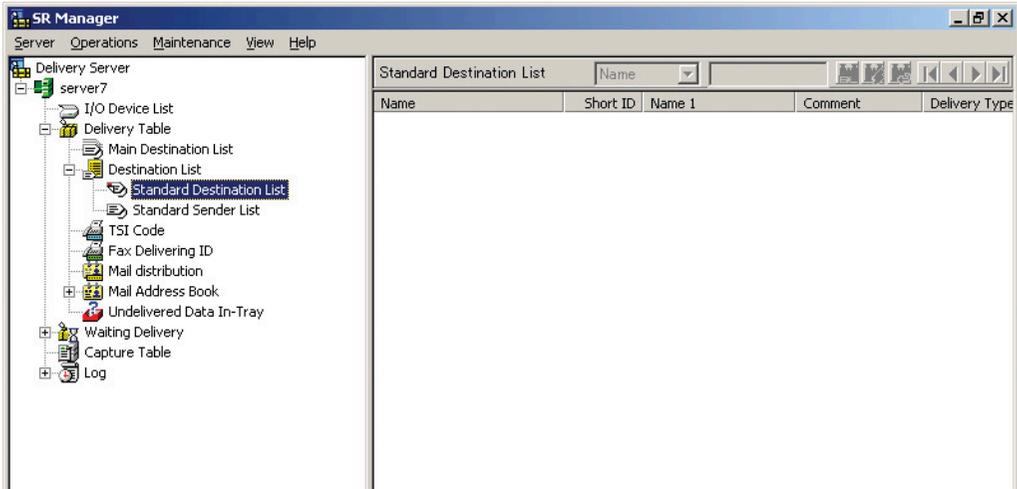
- server7
 - I/O Device List
 - Delivery Table
 - Main Destination List
 - Destination List
 - Standard Destination List
 - Standard Sender List
 - TSI Code
 - Fax Delivering ID
 - Mail distribution
 - Mail Address Book
 - Undelivered Data In-Tray
 - Waiting Delivery
 - Capture Table
 - Log

Destination List

Name	Number of Destinations
Standard Destination List	0
Standard Sender List	0

AKK008S

2 Click [Standard Destination List] from Destination List.

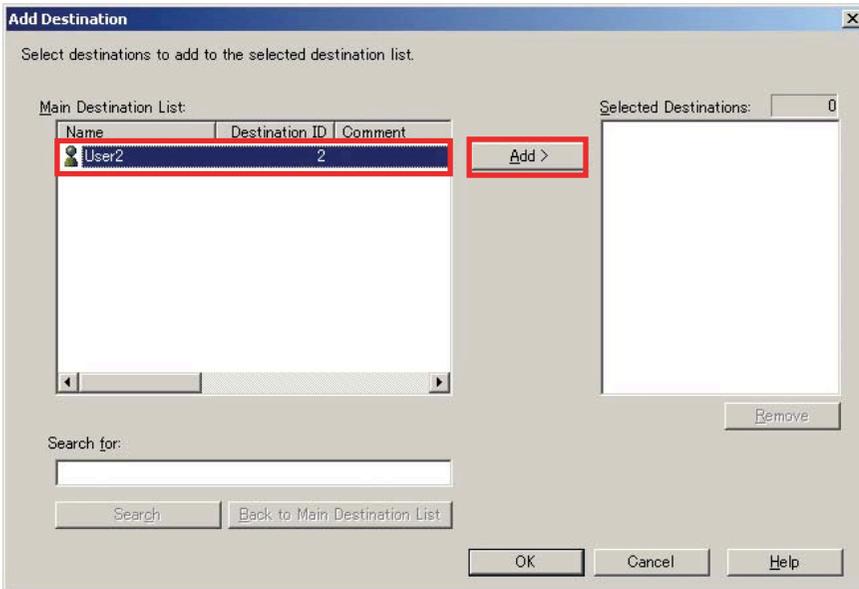


AKK009S

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

The [Add Destination] dialog box appears.

4 Select "User2" selected in step 4 from [Main Destination List], and then click [Add...].



AKK020S

"User2", the selected destination is added to [Selected Destinations].

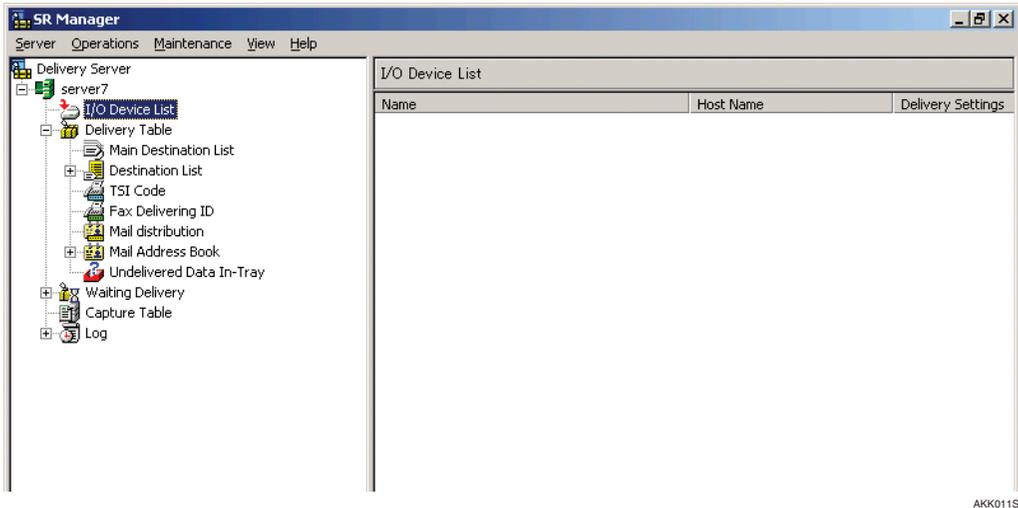
5 Click [OK].

6 Specify an I/O device to use for scanning.

Note

This setting may not be necessary depending on the network device.

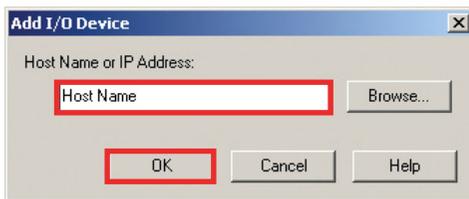
1 In the tree pane, click [I/O Device List].



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

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

3 Enter the host name or IP address of the network device, and then click [OK].

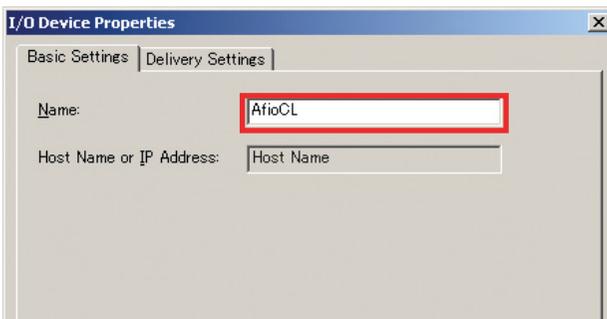


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Note

- When a device that supports the authentication function is used, the [I/O Device Login] dialog box appears. In this dialog box, enter the user information for the device administrator to log on to the device.

4 On the [Basic Settings] tab in the [I/O Device Properties] dialog box, enter the device name (optional) in [Name].

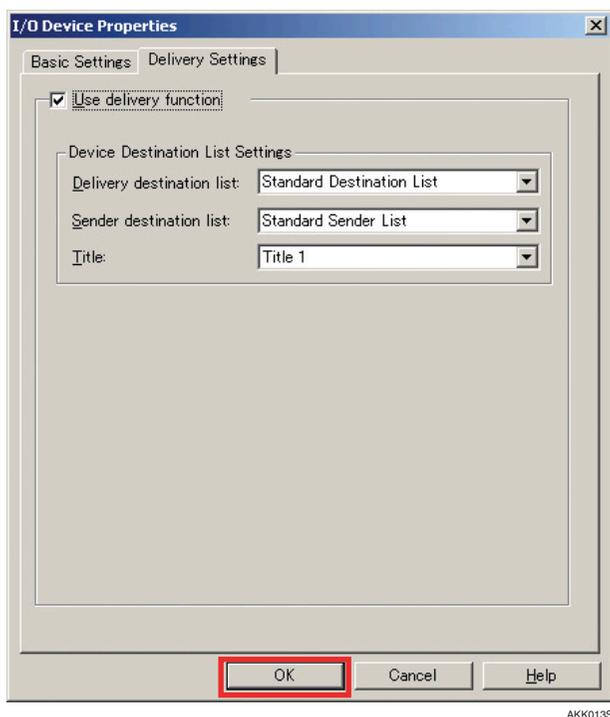


AKK012S

Note

- The [Name] set here is displayed in [I/O Device List]. Enter the name you want to use; entering the actual device information is not required.

- 5 On the [Delivery Settings] tab, make the following settings, and then click [OK].



- Select the [Use delivery function] check box.
- Click [Standard Destination List] for [Delivery destination list:].

7 Start SR Manager.

When the delivery server service restarts, [Services in operation] appears on the Status Bar.

Preparation of SR Manager is now complete.

Note

- When [Services suspended] appears on the Status Bar, click [Resume Services] on the [Server] menu.

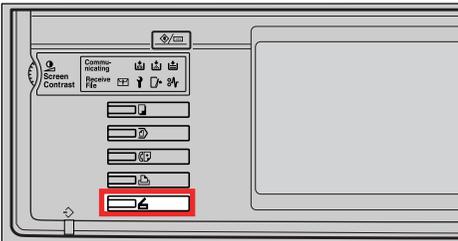
Delivering Documents

Follow the procedure below to deliver the scanned documents to the destination created using SR Manager.

Note

- When a device that supports the authentication function device is used, the **[Login]** dialog box appears. In this dialog box, enter the login user information to log on to the device.

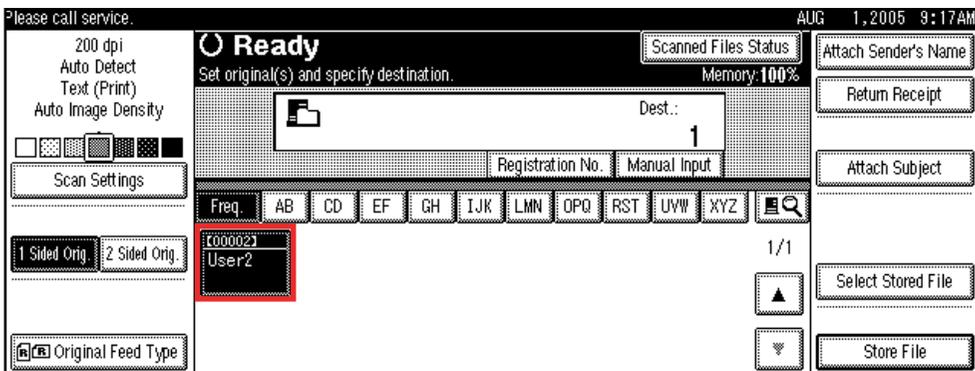
1 Press **[Scanner]** on the network device.



AKK030S

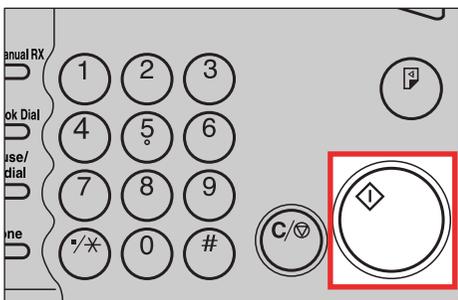
2 Specify a destination.

As a destination for the scanned documents, select the destination **[User2]** configured in the procedures **4** described in p.21 "Preparing for Delivery using SR Manager".



AKK033S

3 Place the originals, and then press **[Start]**.



AKK032S

4 Check that the document has arrived at "aaa@bbb.ccc", the e-mail address specified when the destination "User2" was added.

2

Batch Adding Destinations

Using SR Manager, multiple destinations can be added at once.

Destinations can be batch added from CSV or XML files. CSV and XML files differ as follows.

- CSV files: simple descriptions, detailed destination information cannot be set
- XML files: complex descriptions, detailed destination information can be set

Follow the procedure below to batch add using the advantages of both file formats.

- ① Create the destination information as a CSV file, and then import the destinations.
- ② Export the destination information as an XML file, and then modify it using Divide Large Size Mail in advanced settings.
- ③ Import the XML file, and then refresh the destination information. Follow the procedure below to batch add the destinations.

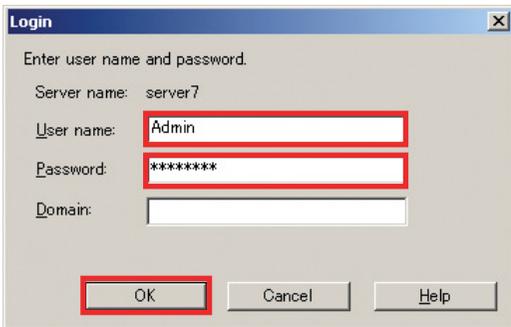
Batch Adding Destinations

Import CSV or XML file to create multiple destinations at once.

- 1** On the [Start] menu, point to [Program] > [ScanRouter System] > [ScanRouter EX Professional] or [ScanRouter EX Enterprise], and then click [SR Manager].

The [Login] dialog box appears.

- 2** Enter built-in user login information, and then click [OK].



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- Server name
Displays the selected delivery server name.
- User name
Enter "Admin".
- Password
Enter the built-in user password specified during the installation of ScanRouter EX.

- Domain
To log on using the built-in user (Admin), entering the domain name is not required.

 **Note**

- If the authentication method for the selected delivery server is Basic Authentication, NDS Authentication, or LDAP Authentication, **[Domain:]** is not displayed.

SR Manager starts.

3 On the **[Server]** menu, select **[Suspend Services]**

The delivery server service is suspended.

4 Follow the procedure below to create destinations by importing a CSV file.

 **Reference**

For details about the format of CSV files, see *Management Guide*.

1 Type the following information into a text editor, and then save it as a file with a "*.csv" extension.

```
#RouterUserCSV,
```

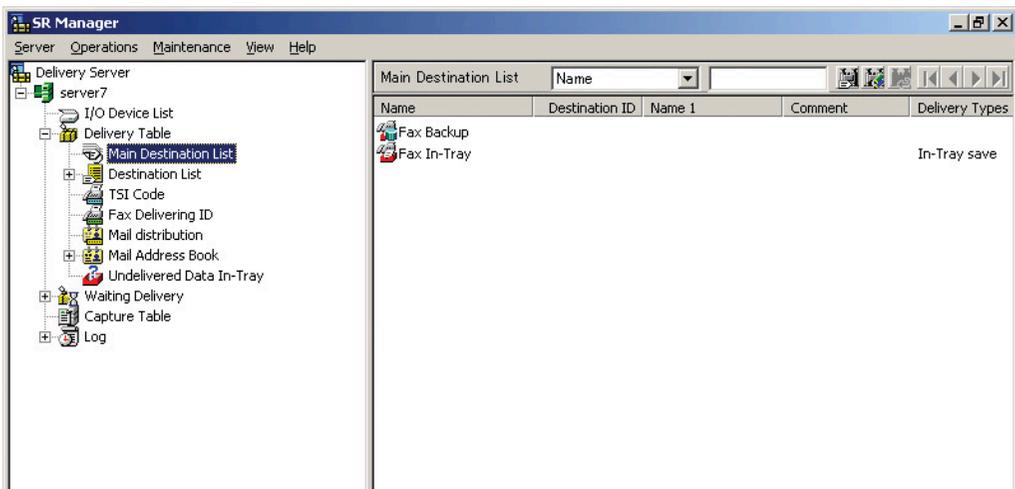
```
#Format Version:3.0.0.0,
```

```
user1,1,comment1,,,,,,,,user1,a,bbb,1,1,2,1,SMTP,user1@nnn.mmm,M-TIFF(MMR),JPEG
```

```
user2,2,comment2,,,,,,,,user2,x,yyy,1,1,2,1,SMTP,user2@nnn.mmm,M-TIFF(MMR),JPEG
```

```
user3,3,comment3,,,,,,,,user3,m,nnn,1,1,2,1,SMTP,user3@nnn.mmm,M-TIFF(MMR),JPEG
```

2 In the tree pane, click **[+]** at **[Delivery Table]**, and then click **[Main Destination List]**.



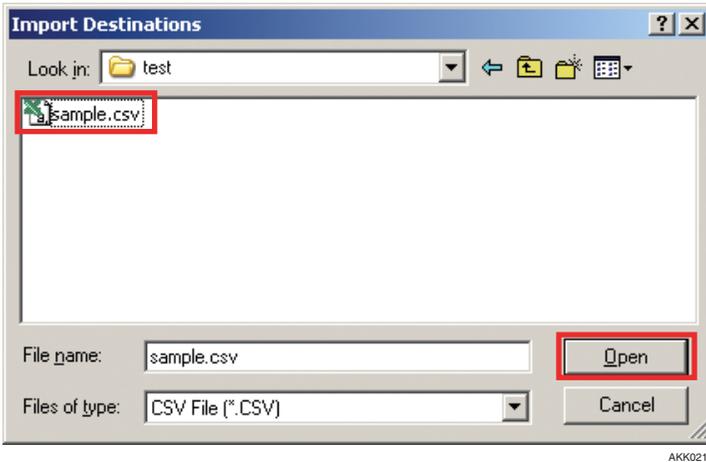
AKK003S

3 On the **[Operations]** menu, click **[Import Destinations]**.

A dialog box for selecting a file appears.

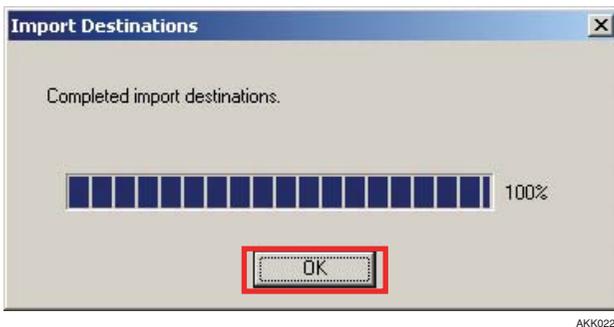
2

4 Specify the CSV file created in step 1, and then click [Open].



A confirmation message about completing the destination import appears.

5 Click [OK].



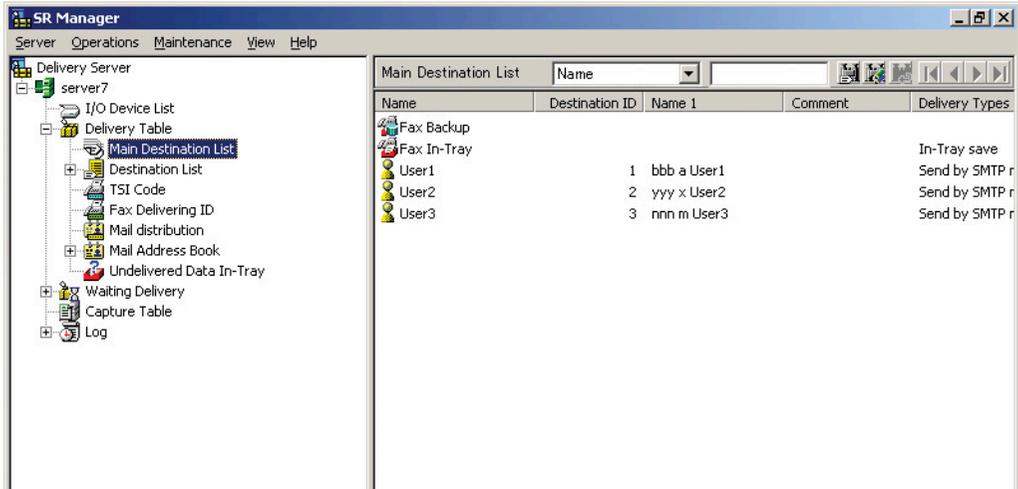
The contents in the destination list saved in the CSV file are added.

5 Export the destination information added in step 4 to the XML file.

Note

- The following information cannot be exported:
 - Group Type
 - Information in the undelivered data tray
 - Fax backup Destination ID
 - Fax In-Tray Destination ID
 - Delivery/Non delivery to In-Tray setting

- 1 In the tree pane, click [+] at [Delivery Table], and then click [Main Destination List].

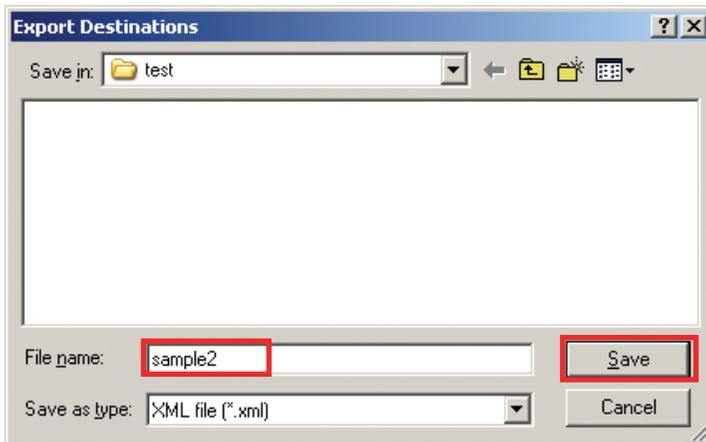


2

- 2 On the [Operations] menu, click [Export Destinations].

The [Export Destinations] dialog box appears.

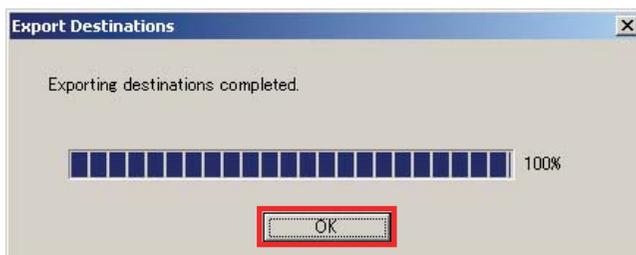
- 3 Specify the location exported to, and then enter [File name]. Then click [Save].



AKK024S

A confirmation message about completing the destination export appears.

- 4 Click [OK].



AKK025S

6 Using a text editor, open and edit the XML file exported in step 5.

In "Send by SMTP mail" advanced settings, change the mail division setting from "Do not divide" to "Specify maximum division size", and then set the size for division to "1024".

Reference

For details about the format of XML files, see *Management Guide*.

1 Open the exported XML file using a text editor.

2 Edit the file.

```

- <delivery checksum="a16Rm/KPd8ub65aFa3R0l6skZUc=">
  <guid>19bf7d0:1043af09c0e:-7ff3:858ba922</guid>
  <type>SMTP</type>
  <address>user1@nnn.mmm</address>
  <mono>M-TIFF(MMR)</mono>
  <color>JPEG</color>
  <addedType>2</addedType>
  - <extension>
    <PARTIAL>SIZE</PARTIAL>
    <PARTIALSIZE>1024</PARTIALSIZE>
  </extension>
</delivery>
</destination>
- <destination checksum="baeYgtuldM8rHX0WKmwaSvaI/pM=">
  <guid>U:DH:19bf7d0:1043af09c0e:-7ff5:858ba922</guid>

```

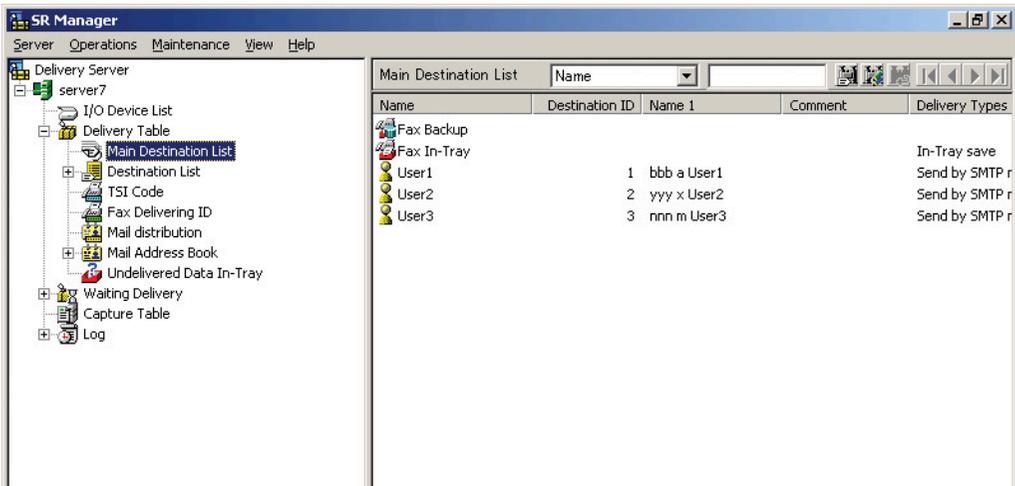
AKK029S

- Add the "extension" tag between the "delivery" tags, and then insert the "PARTIAL" and "PARTIALSIZE" tags between those "extension" tags.
- Between the "PARTIAL" tags, enter "SIZE".
- Between the "PARTIALSIZE" tags, enter "1024".

3 Save the modified XML file.

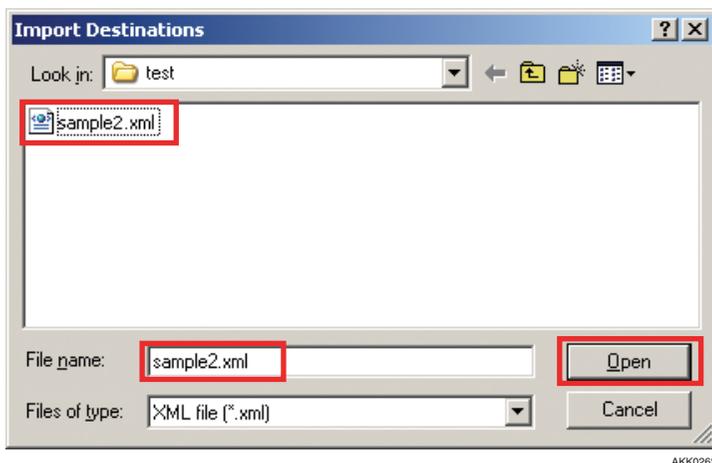
7 Import the XML file modified in step 6, and then create the destinations again.

1 In the tree pane, click [+] next to [Delivery Table], and then click [Main Destination List].



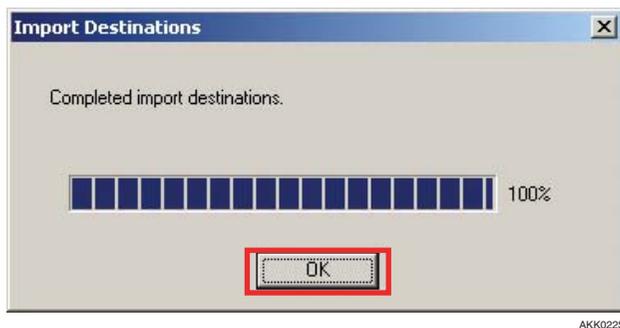
AKK023S

- On the [Operations] menu, click [Import Destinations].
- Set the "File Type" as XML file, and then select the XML file you want to import. Click [Open].



A confirmation message about completing the destination import appears.

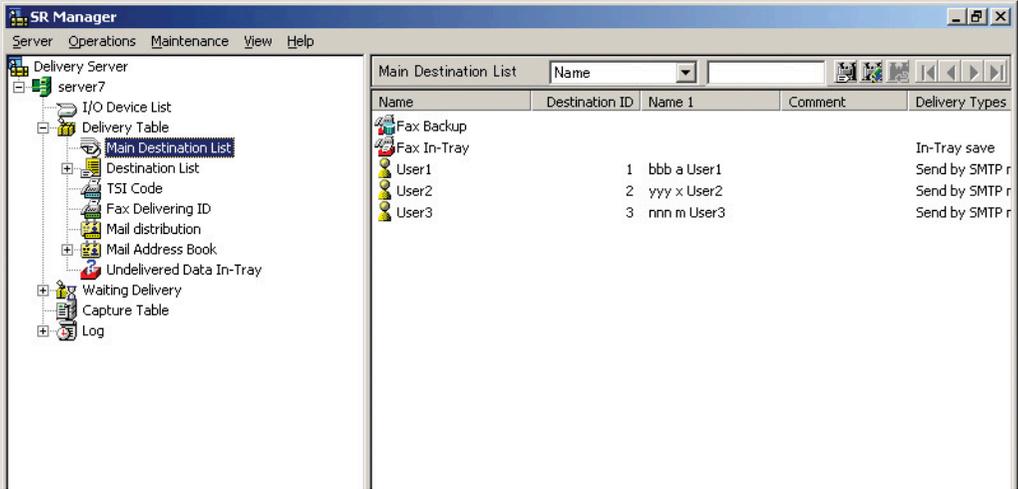
- click [OK].



The destination information is refreshed.

8 Check the batch-added destinations are set.

1 In the tree pane, click **[+]** at **[Delivery Table]**, and then click **[Main Destination List]**.



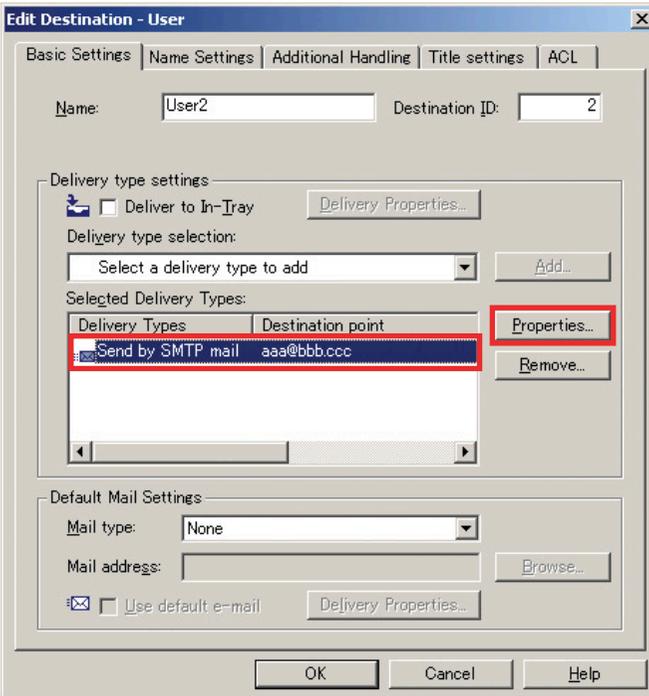
2

The batch-add destinations appear.

2 Select the destination edited in the XML file, and then on the **[Operations]** menu, select **[Edit Destination]**.

The **[Edit Destination - User]** dialog box appears.

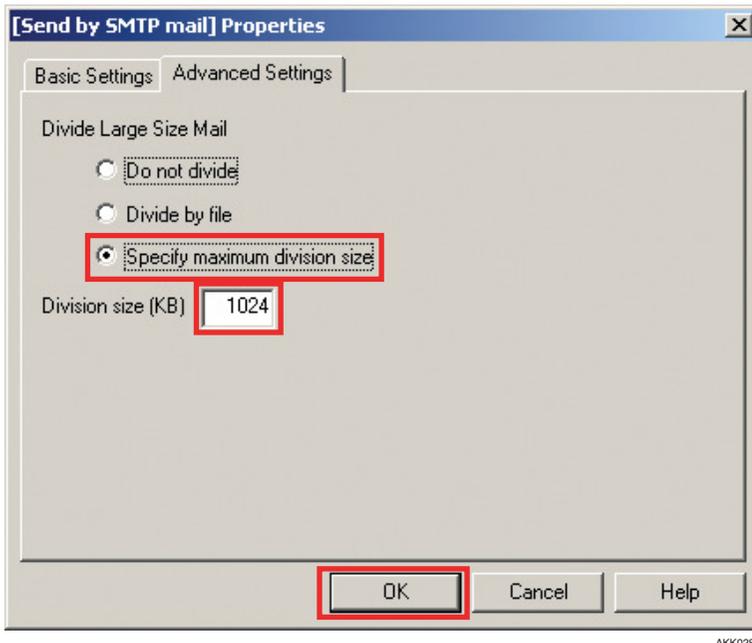
3 In the **[Selected Delivery Types:]** list, select **[Send by SMTP mail]**, and then click **[Properties...]**.



AKK027S

The **[[Send by SMTP Mail] Properties]** dialog box appears.

- 4 Select the **[Advanced Settings]** tab, and then check the following changes to information are applied:



- **[Specify maximum division size]** is selected in **[Divide Large Size Mail]**.
- **[Division size (KB):]** is set to "1024".

- 9 On the **[Server]** menu, click **[Resume Services]**.

The delivery server's service is resumed.

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ScanRouter EX Enterprise Version 2 ScanRouter EX Professional Version 3

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