



# TotalFlow MR

## Operating Instructions Setup Guide

- 
- 1 Before Setting Up
  - 2 Installation
  - 3 Start-up/Shutdown



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# Introduction

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## Important

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To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

Do not remove or insert any disk or license keys (dongles) while operating this application.

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## Cautions Regarding this Guide

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- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.
- The contents of this document are subject to change without notice.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the manufacturer.

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# Guides for this Application

The following guides are available for this application:

## Instruction Manuals

The following two types of instruction manuals are included:

- **Setup Guide (This guide, Printed/HTML/PDF)**

This guide explains the setup and startup procedures, and the settings required before you can use this application.

- **User's Guide (HTML/PDF)**

This guide explains the functions and basic operations of this application.

To help you better understand the basic operations of this application, this guide also includes practice lessons using sample files.

## Help

Help uses explanatory balloons to explain each of the settings, their values, and how to configure them. In this guide, this type of help is referred to as "on-screen balloon help".

### Note

- A Web browser must be installed in order to view the HTML manuals.

Recommended browser:

- Internet Explorer 6 SP3 or later
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.

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# How to Read the Documentation

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## Before Using this Application

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This manual contains detailed instructions and notes on the operation and use of this application. To ensure correct operation, read this manual carefully and completely before using this application. Keep this manual in a handy place for quick reference.

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## How to Use the Manuals and Help

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Use the instruction manuals (Setup Guide and User's Guide) and Help files (balloon help) according to your needs.

**To learn about the functions and basic operations of this application:**

See the instruction manuals.

**To learn about configuring on-screen settings, correct entry, etc.**

See the on-screen balloon help.

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## Symbols

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The following symbols are used in this manual to help you to identify content quickly.

 **Important**

This symbol indicates points to pay attention to when using the application. Be sure to read these explanations.

 **Note**

This symbol indicates supplementary information that you may find helpful, but not essential to completing a task.

 **Reference**

This symbol indicates where you can find further relevant information.

**[ ]**

This symbol indicates the names of screens, menus, settings, and buttons.

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## Displaying the instruction manuals (Setup Guide and User's Guide)

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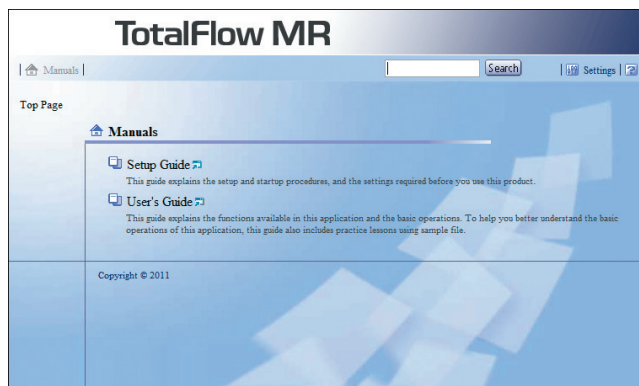
Use the following procedures to display the instruction manuals (HTML/PDF).

The descriptions in the HTML and PDF formats of instruction manuals are the same.

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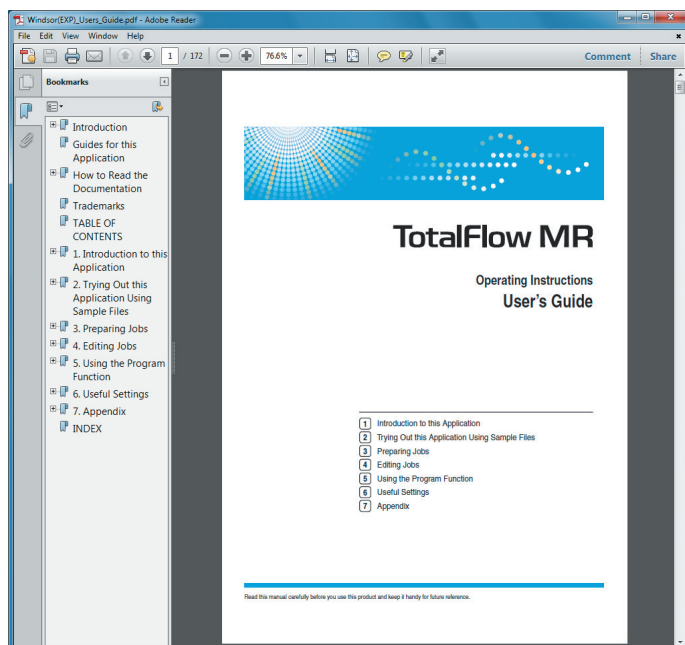
## Displaying the HTML manuals

Start this application, and then select [TotalFlow MR Help] on the [Help] menu.





## Displaying the PDF manuals

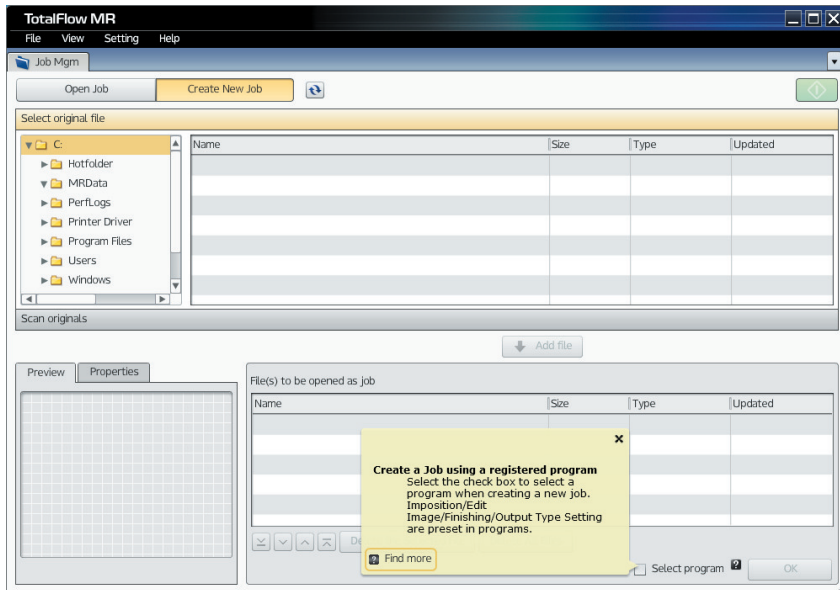
Click [Start], point to [All Programs] > [TotalFlow MR], and then click either [Setup Guide] or [User's Guide].



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## Displaying balloon help

When you click the  button, help for that item will appear inside a balloon. Clicking  [ Find more] within the balloon displays the related page in the HTML manual.



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

- The product names of Windows XP are as follows:
  - Microsoft® Windows® XP Professional
  - Microsoft® Windows® XP Home Edition
- The product names of Windows Vista are as follows:
  - Microsoft® Windows Vista® Ultimate
  - Microsoft® Windows Vista® Business
  - Microsoft® Windows Vista® Home Premium
  - Microsoft® Windows Vista® Home Basic
  - Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:
  - Microsoft® Windows® 7 Ultimate
  - Microsoft® Windows® 7 Professional
  - Microsoft® Windows® 7 Home Premium
  - Microsoft® Windows® 7 Enterprise
- The product names of Windows Server 2003 are as follows:
  - Microsoft® Windows Server® 2003 Standard Edition
  - Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:
  - Microsoft® Windows Server® 2003 R2 Standard Edition
  - Microsoft® Windows Server® 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows:
  - Microsoft® Windows Server® 2008 Standard
  - Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:
  - Microsoft® Windows Server® 2008 R2 Standard
  - Microsoft® Windows Server® 2008 R2 Enterprise



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The proper name of Internet Explorer 6 is Microsoft Internet Explorer 6.

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Microsoft product screen shots reprinted with permission from Microsoft Corporation.

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# 1. Before Setting Up

This chapter explains the setup flow and computer requirements of this application.

Read this chapter thoroughly before setting up this application.

## Setup Flow

Set up this application in the following order:

Step 1	Check the operation environment.	p.10 "Computer Requirements"
Step 2	Install the necessary application. <ol style="list-style-type: none"><li>1. Main application</li><li>2. TotalFlow PDF driver</li><li>3. Adobe AIR®</li></ol> <p> <b>Note</b></p> <ul style="list-style-type: none"><li>• When installing the application for the first time, you can install all the necessary application sequentially in a series of steps.</li><li>• After the application has been installed, you can install these software applications individually as needed.</li></ul>	p.13 "Installing the Main Application and Related Programs"
Step 3	Start the main application and configure the necessary settings. <ol style="list-style-type: none"><li>1. Insert the license key (dongle) (referred to as "dongle" below).</li><li>2. Start the main application.</li><li>3. Register printers.</li></ol>	p.21 "Start-up"

# Computer Requirements

To run this application, your computer must meet the following requirements. Before setup, check that all the requirements are met.

Item	Requirements
Computer	<ul style="list-style-type: none"> <li>• CPU: 3 GHz or higher recommended (minimum 2 GHz)</li> <li>• Main memory: 3 GB or higher recommended (minimum 2 GB)</li> </ul>
Hard Disk	Program area: 500 MB <ul style="list-style-type: none"> <li>• Free space of at least 10 GB is recommended.</li> </ul>
USB Port	Required for connecting the dongle included with this application <ul style="list-style-type: none"> <li>• USB 1.1/2.0</li> </ul>
Display	1280 x 1024 pixels or greater recommended (minimum 1024 x 768 pixels)
Operating System	<ul style="list-style-type: none"> <li>• Windows XP Home Edition / Professional SP3 (32bit) / Windows XP Professional SP2 (64bit)</li> <li>• Windows Vista Home Basic / Home Premium / Business / Enterprise / Ultimate SP2</li> <li>• Windows 7 Home Premium / Professional / Enterprise / Ultimate SP1</li> <li>• Windows Server 2003 Standard Edition / Enterprise Edition SP2</li> <li>• Windows Server 2003 R2 Standard Edition / Enterprise Edition SP2</li> <li>• Windows Server 2008 Standard / Enterprise SP2</li> <li>• Windows Server 2008 R2 Standard / Enterprise SP1</li> </ul> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Under a 64-bit operating system, this application can be used only in 32-bit mode.</li> </ul>
Supported Languages	Dutch, English, French, German, Italian, Spanish
Network	<ul style="list-style-type: none"> <li>• Ethernet LAN adapter (at least 100 Mbps, wired LAN recommended)</li> <li>• TCP/IP protocol (IPv4)</li> </ul>

Item	Requirements
Associated Application	<p>When using the following types of files, install the necessary supplemental application before setting up this application.</p> <p><b>Microsoft Office (Word/Excel/PowerPoint) files</b></p> <ul style="list-style-type: none"> <li>• Acrobat 8 Standard / Professional (Adobe PDF must be installed.)</li> <li>• Acrobat 9 Standard / Pro (Adobe PDF must be installed.)</li> <li>• Acrobat X Standard / Pro (Adobe PDF must be installed.)</li> <li>• Microsoft Office Word<sup>*1</sup> 2003 SP3 / 2007 SP2 / 2007 SP3 / 2010 / 2010 SP1</li> <li>• Microsoft Office Excel<sup>*1</sup> 2003 SP3 / 2007 SP2 / 2007 SP3 / 2010 / 2010 SP1</li> <li>• Microsoft Office PowerPoint<sup>*1</sup> 2003 SP3 / 2007 SP2 / 2007 SP3 / 2010 / 2010 SP1</li> </ul> <p><b>PS/EPS files</b></p> <ul style="list-style-type: none"> <li>• Acrobat 8 Standard / Professional (Acrobat Distiller<sup>®</sup> must be installed.)</li> <li>• Acrobat 9 Standard / Pro (Acrobat Distiller must be installed.)</li> <li>• Acrobat X Standard / Pro (Acrobat Distiller must be installed.)</li> </ul>
Compatible printers and scanners	<p>For details about printers and scanners that are compatible with this application, see Readme.</p> <p>To view the Readme file, click the [Start] button to display the [All Programs] menu. Point to [TotalFlowMR] on the menu, and then click [Readme]. The procedure for viewing the file differs according to the operating system you are using.</p>

\*1 Only the 32-bit version is supported.



# 2. Installation

This chapter explains how to install and uninstall the main application and the related programs included with this application.

## Installing the Main Application and Related Programs

To use this application, you must install the following application and related programs:

- **Main application**  
Basic application for this application.
- **TotalFlow PDF driver**  
TotalFlow PDF driver is required if you want to use Microsoft Office (Word/Excel/PowerPoint) documents with this application. When Microsoft Office documents are loaded into this application, this driver converts the documents to PDF format.
- **Adobe AIR**  
Adobe AIR is a Flash®-based runtime environment for desktop applications. This program is required for running this application.

**★ Important**

- **If Adobe Acrobat (not included) is required for your workflow, make sure it is installed before you install this application.**
- **To change the display language of this application after it has been installed, you must uninstall this application, and then reinstall it.**

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### Installing the Main Application

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**★ Important**

- **To install this application, you must use an account that has administrator privileges. Make sure you log on with such an account you begin the installation.**

Use the following procedure to install the main application.

**1. Insert this application’s installation media into the computer.**

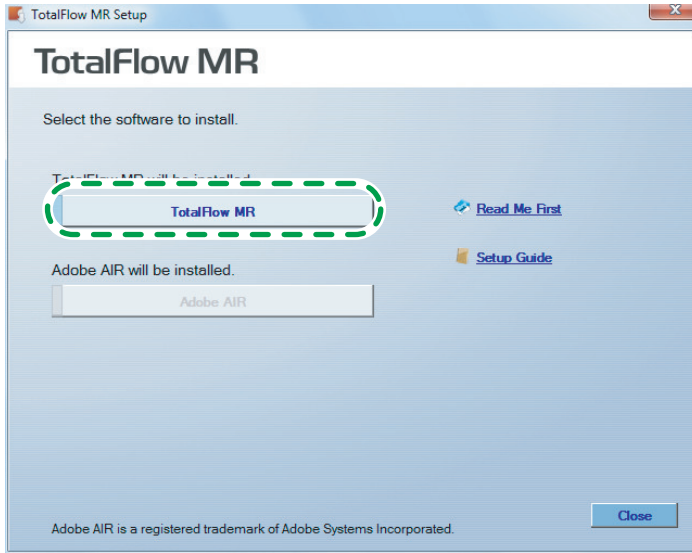
If the Autoplay window opens, select [Install or run program].

If the user account control screen appears, do one of the following according to the level of your account's permissions:

- If your account has administrator permissions, click [Allow].

- If your account has general user permissions only, enter the password for an administrator account, and then click [Yes].

**2. On the setup screen, click [TotalFlow MR].**



**3. Select the language for the interface, and then click [OK].**

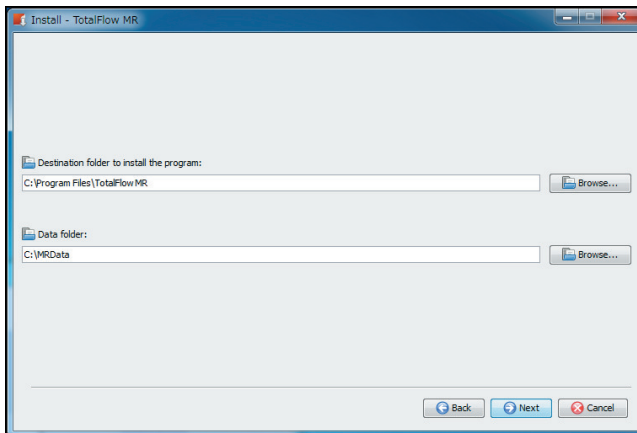
**4. Click [Next].**

**5. Select "I accept the terms of the Software License Agreement.", and then click [Next].**

If you do not accept the license agreement, installation will not continue.

**6. Enter [User name] and [Company name], and then click [Next].**

**7. Specify the folder where the main application is to be installed, and the folder where the data created by this application is to be stored, and then click [Next].**





Set the access privileges of the data folder so that all users of this application can access the data folder. For details about setting access privileges, see the Windows Help files.

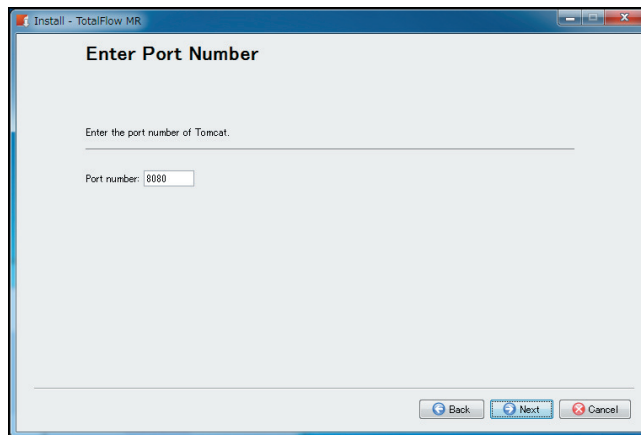
You can specify removable disks and network folders as the data folder.

## 8. Enter the port number of Tomcat, and then click [Next].

Normally, leave the port number as "8080", the default value.

If "8080" is already in use with another application, enter an unused port number.

Contact the system administrator for details about the port number.



## 9. Check the settings, and then click [Next].

Installation starts.

- New installation

When installation of the main application finishes, the setup screen for the TotalFlow PDF driver will appear. Continue installing the driver.

- Overwrite installation/update

When file copying finishes, the setup completion screen will appear. Click [Close]. The installation will end. To install the TotalFlow PDF driver, you must use the Windows [Start] menu.

If a window prompting you to restart the computer appears, click [Yes] to restart the computer.

### Reference

- For details about installing the TotalFlow PDF driver, see p. 16 "Installing the TotalFlow PDF driver".

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## Installing the TotalFlow PDF driver

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### ★ Important

- To install this application, you must use an account that has administrator privileges. Make sure you log on with such an account you begin the installation.
- You can install the TotalFlow PDF driver only if Adobe Acrobat is already installed on the computer.

Use one of the following procedures to install the TotalFlow PDF driver.

To install the TotalFlow PDF driver immediately after the main application (New installation):

1. On the setup screen of the TotalFlow PDF driver, select the [Set up now] check box, and then click [Next].



2. When the installation finishes, click [OK].

The Adobe AIR setup screen appears. Continue with the installation.

### 📖 Reference

- For details about installing Adobe Air, see p.17 "Installing Adobe AIR".

To install the TotalFlow PDF driver separately using the Windows [Start] menu:

1. Click [Start], select [All Programs], and then select [TotalFlow MR].
2. Select [TotalFlow PDF Driver Setup].
3. Select [OK].
4. When the installation finishes, click [OK].

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## Precautions after installing the TotalFlow PDF driver

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- Do not change the name of the TotalFlow PDF driver.

- Check if the settings on the [Adobe PDF settings] tab in the [TotalFlow PDF Document Properties] window are specified as below. If the settings are as follows, do not change the settings. You can use the application with the current settings. If the settings are other than the following, change them to the below settings. Otherwise, Microsoft Office files cannot be imported into this application.
  - [Adobe PDF Security]: None
  - [Adobe PDF Output Folder]: My Documents\\*.pdf
  - [View Adobe PDF results]: Not selected
  - [Delete log files for successful jobs]: Selected
- If you have to upgrade or downgrade your version of Adobe Acrobat, you must also reinstall the TotalFlow PDF driver. To do this, first delete the TotalFlow PDF driver manually, then upgrade (or downgrade) Adobe Acrobat, and then reinstall the TotalFlow PDF driver from the Windows [Start] menu.
- If you uninstall Adobe Acrobat, the TotalFlow PDF driver will not function and you will have to delete it manually.

#### Reference

- For details about deleting the TotalFlow PDF driver, see p.20 "Uninstalling the TotalFlow PDF Driver Manually".

## Installing Adobe AIR

### Important

- **To install this application, you must use an account that has administrator privileges. Make sure log on with such an account before you begin the installation.**

Use the following procedure to install Adobe AIR.

**To install Adobe AIR immediately after the main application (New installation):**

1. On the setup screen of Adobe AIR, click [Next].
2. Click [I Agree].
3. When the installation finishes, click [Finish].

The application's setup completion screen appears. Click [Close].

If a window prompting you to restart the computer appears, click [Yes] to restart the computer.

**To install Adobe Air separately using the installation media:**

1. Insert this application's installation media into the computer.

If the Autoplay window opens, select [Install or run program].

If the user account control screen appears, do one of the following according to the level of your account's permissions:

- If your account has administrator permissions, click [Allow].
- If your account has general user permissions only, enter the password for an administrator account, and then click [Yes].

**2. On the setup screen, click [Adobe AIR].**

**3. Click [I Agree].**

**4. When the installation finishes, click [Finish].**

# Uninstallation

This section explains the procedures for uninstalling the main application and Adobe AIR.

## Note

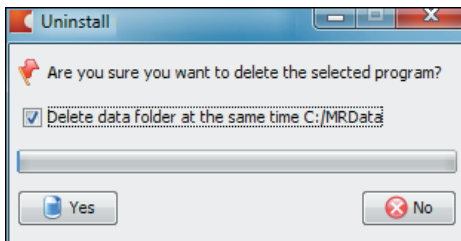
- The TotalFlow PDF driver is uninstalled together with the main application.
- If you want to delete the TotalFlow PDF driver only, see p.20 "Uninstalling the TotalFlow PDF Driver Manually".

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## Uninstalling the Main Application

The following uninstallation procedure is explained using Windows 7 as an example. The procedure will vary slightly on other operating systems, but the basic procedure will be the same for all.

1. Click [Start], and then select [Uninstall a program] in [Control Panel].
2. Right-click [TotalFlow MR], and then click [Uninstall/Change].
3. On the [Uninstall] screen, continue as follows:
  - To uninstall this application completely:  
Select the [Delete data folder at the same time] check box.
  - If you plan to reinstall this application and reuse the data (job file) after uninstallation:  
Clear the [Delete data folder at the same time] check box.



4. Click [Yes].
5. Click [Close].

## Uninstalling Adobe AIR

### Important

- Do not uninstall Adobe AIR if it is in use with any other applications. If you do, those applications will not function properly.

The following uninstallation procedure is explained using Windows 7 as an example. The procedure will vary slightly on other operating systems, but the basic procedure will be the same for all.

1. Click [Start], and then select [Uninstall a program] in [Control Panel].
2. Select [Adobe AIR], and then click [Uninstall].
3. In the confirmation dialog box, click [Uninstall].

Uninstallation starts.

## 2

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### Uninstalling the TotalFlow PDF Driver Manually

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The following uninstallation procedure is explained using Windows 7 as an example. The procedure will vary slightly on other operating systems, but the basic procedure will be the same for all.

1. Click [Start], and then select [Display devices and printers].
2. Select [TotalFlow PDF], and then click [Delete the device].
3. In the confirmation dialog box, click [Yes].

This deletes TotalFlow PDF Driver.

# 3. Start-up/Shutdown

This chapter explains how to start up and shut down this application.

## Start-up

This section explains the necessary preparations and the procedure for start-up.

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### Preparation

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Make the following preparations before starting this application:

- Before starting this application for the first time, you must register a printer. Check that both the computer and printer you want to use are properly connected to the network. For details about printers that are compatible with this application, see *Readme*. For details about how to connect the printer to a network, see the printer's documentation.
- To output jobs via TotalFlow PM, you must first set up TotalFlow PM. For details, see the TotalFlow PM documentation.
- If the Windows firewall is enabled, the following programs will be blocked and this application might not function correctly. In this case, register them as a firewall exception. For details about registering exceptions, see the Windows Help.
  - {Installation path of this application}\svc\jre\bin\java.exe
  - {Installation path of this application}\svc\bin\TwainAccessor.exe

If you selected the default installation path when you installed this application, {Installation path of this application} refers to the following folder:

C:\Program Files\TotalFlow MR\

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### Start-up Procedure

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Use the following procedure to start this application.

1. **Insert the license key (dongle) included with this application into a USB port on the computer.**

**★ Important**

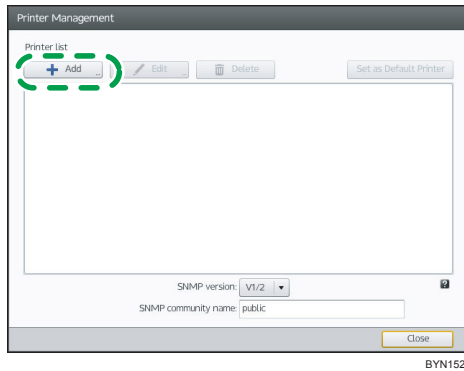
- **The dongle is required to confirm the license for this application. If you try to start this application without inserting the dongle, an error message will appear and the program will not start.**
- **Leave the dongle inserted as long as this application is running. If you remove the dongle while this application is running, the application will become unusable.**

2. Click the [Start] button, select [All programs], and then select [TotalFlow MR].
3. Select [TotalFlow MR].

If a printer was not registered the first time this application was started, the [Printer Management] screen will appear. Proceed to step 4.

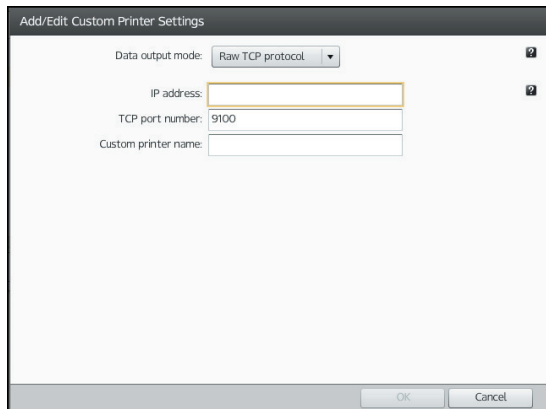
This application starts only if a printer has already been registered.

4. On the [Printer Management] screen, click [Add].



5. On the [Add/Edit Custom Printer Settings] screen, select [Data output mode:], and then specify each setting.

For details about a specific setting, see the on-screen balloon help.



6. Click [OK].
7. On the [Printer Management] screen, click [Close].

The application starts.

#### ↓ Note

- When this application has started, you can add other printers. For details about registering printers, see User's Guide.



- To scan documents, you must first register a scanner. For details about registering scanners, see User's Guide.

## Shut Down

Use the following procedure to shut down this application.

1. On the [File] menu, select [Exit].

The screen closes.

### Note

- While using the Hot folder function, do not remove the dongle. To remove the dongle, quit this application first. You can remove the dongle by disconnecting it from the USB port.

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# TotalFlow MR

Operating Instructions Setup Guide

