

MINOLTA

PageScope Router

Version 1.5

User Guide

Table of Contents

1 Introduction	5
1.1 Welcome to Minolta	5
1.2 Roadmap of this Manual.....	6
2 About PageScope Router.....	7
2.1 Features	7
2.2 Supported Input Sources	8
2.3 Supported MFP / Controllers	8
3 Installation	9
3.1 Hardware Requirements.....	9
3.2 Software Requirements	9
3.3 The Client Installation Program	9
3.4 Installing the PageScope Router Client Software	11
3.5 Installing the Minolta TWAIN Driver	11
4 Getting Started.....	13
4.1 Starting and Closing the Application	13
4.2 User Interface	14
4.3 Document Manager	15
4.4 Document Viewer.....	16
4.5 Page Viewer.....	18
4.6 Thumbnail Viewer	21
4.7 Configuring Client Options	22
4.8 Column Settings.....	22
4.9 Submit Color Profile	23
4.10 TWAIN Source Setup Wizard.....	24
4.11 Change Password	25
4.12 PageScope Router Server Address	26
4.13 Cache Settings.....	27
5 Working with Repositories	29
5.1 Repository Overview	29
5.2 Repository Viewer.....	29
5.3 Repository Selection	31
5.4 Repository Document List.....	32
5.5 Document Control Overview.....	33
5.6 Add a Repository Folder	35
5.7 Open a Folder or Document.....	35
5.8 Copy or Move a Document.....	35
5.9 Delete a Folder or Document	37

5.10 Saving Documents.....	37
5.11 Sending Documents by E-mail.....	40
5.12 Printing Documents	41
5.13 Document Properties	42
6 Working with Documents.....	44
6.1 Document Overview	44
6.2 Viewing Documents	44
6.3 Image Editing Description.....	45
6.3.1 Image Editing Functions	45
6.3.2 Crop	47
6.3.3 Despeckle	47
6.3.4 Deskew	48
6.3.5 Resize.....	48
6.3.6 Brightness and Contrast.....	50
6.3.7 Rotation.....	51
6.4 Color Management	52
6.4.1 Color Matching a Document.....	53
6.4.2 ICC Color Profiles	54
6.5 Annotation Overview	55
6.5.1 Annotation Marks	56
6.5.2 Adding annotations	56
6.5.3 Editing Annotations	56
6.5.4 Deleting Annotations.....	57
6.5.5 Permanent Annotations	58
6.5.6 Annotation Properties	58
6.6 Document Editing Overview	60
6.6.1 Document Editing Functions.....	60
6.6.2 Add Page	61
6.6.3 Remove Page	62
6.6.4 Reorder Page.....	63
6.6.5 Clipboard Support.....	64
7 Capturing Documents.....	66
7.1 Capturing Overview	66
7.2 Connecting a TWAIN Device.....	66
7.3 Scanning with a TWAIN Device.....	67
7.4 Receiving Documents by E-Mail.....	68
7.4.1 E-mail Addressing Rules	68
7.5 Receiving Documents by FTP.....	70
7.6 Importing a File	70
8 Document Routes.....	72
8.1 Creating a Document Route	72

8.2 Remove a Document Route	73
8.3 Rename a Document Route	73
8.4 Using Document Routes	73
8.5 Document Route Processing.....	74
8.6 Document Route Routing	75
8.7 Configuring Document Route Settings	76
8.7.1 Processing Tab.....	77
8.7.2 Conversion Tab.....	79
8.7.3 Repository Tab.....	81
8.7.4 Email Tab	82
8.7.5 Exchange Tab	87
8.7.6 SharePoint Tab	89
8.7.7 Notes Tab.....	90
8.7.8 UNC Tab	92
8.7.9 FTP Tab	93
8.7.10 Addressing Tab.....	95

This document is protected as an unpublished work under the US Copyright Act of 1976.

Copyright ©2003 Minolta Systems Laboratory, Inc. All Rights Reserved

No part of this document may be reproduced in any form without prior express written consent of Minolta Information Systems, Inc.

Revision 2 – 4/21/2003

PageScope Router Client

1 Introduction

1.1 Welcome to Minolta

Thank you for your decision to purchase the Minolta PageScope Router software.

Read this User's Manual carefully before using this software for the first time, and always keep the manual within easy reach.

These documents may not be reproduced, transmitted, transcribed, stored in an archive system or translated without the express prior written consent of Minolta Co. Ltd.

We reserve the right to make changes to the content of this manual.

Trademarks

Microsoft, Windows, Windows NT, Windows 2000, Windows XP, Microsoft Excel, Microsoft Word, Microsoft Internet Explorer and Windows Explorer are either registered trademarks or trademarks of the Microsoft Corporation.

Acrobat and Acrobat Reader are registered trademarks of Adobe Systems Inc.

All other names of products and brand names are trademarks or registered trademarks of their respective proprietors.

1.2 Roadmap of this Manual

Where to Find What in this User's Manual

You don't know exactly where to find the information you need? The following table is designed to help you.

To find information on a specific problem quickly and precisely, please refer to the index at the end of the User's Manual.

No.	Title of chapter	Content of chapter
1	Introduction	Introductory remarks and information on how to use this User's Manual.
2	About PageScope Router	This chapter contains general information on the software.
3	Installation	This chapter contains information on how to install and uninstall the software.
4	Getting Started	This chapter provides information on how to start PageScope Router, what the main window looks like and how to configure basic program settings.
5	Working with Repositories	This chapter provides information on how to manage Repositories, copy and move documents in those Repositories.
6	Working with Documents	This chapter provides information on how to copy, move, and edit documents.
7	Capturing Documents	This chapter provides information on how to import an image into PageScope Router, convert it into various formats and save it.
8	Document Routes	This chapter provides information on how to automatically send documents to other PageScope Router users from an MFP.

2 About PageScope Router

2.1 Features

PageScope Router is a software application that resides on a Windows Server and uses MFP (Multi Function Peripheral) Devices to place scanned documents into the PageScope Router system.

The system manages users' files by arranging and grouping the files in collections of documents called Repository Areas, and provides the ability to manipulate the documents.

Files are also sent to the system by several methods including Email, FTP, and File Copy.

Other features include:

- Distribution of scanned data (ftp, SMB, e-mail, 3rd party solutions)
- Image Editing
- Management of scanned data

New features in Version 1.5.

PageScope Router Version 1.5 includes several enhancements and new features including:

- **LDAP Search** - A powerful new Email Address Search function has been added. This function allows the user to obtain and search a list of email addresses from an email server using the standard LDAP protocol.
- **TWAIN source** - A Minolta TWAIN driver has been included that provides access to images in the PageScope Router System from any image editing application.
- **NT support** - The PageScope Router Client software is now supported on the Microsoft Windows NT 4.0 Workstation operating system.
- **Server Selection** - The user can now select any available PageScope Router Server on the Log In dialog.
- **UNC path browse** - A **Browse** function has been added to the UNC path routing selection dialog.
- **MFP Detection** - On the PageScope Router Server, the Administrator can automatically search the network for available MFP Devices and add them to the system for use by clients.
- **Logging** - Logging functionality has been added to PageScope Router Server. The system will create, and the Administrator can view, log files that contain information about documents that are routed.

2.2 Supported Input Sources

There are several ways in which documents may be placed into a PageScope Router system. They include:

- FTP - (Document Route only)
- Email - (Document Route only)
- Twain scanner directly attached to the client PC
- Import/Copy a file directly from the user's PC into an existing Repository Area.

Supported File Types

These are the only file types supported by PageScope Router Client software.

- TIFF 6.0 (RAW, G3, G4, Pack bits, JPEG)
- Tiff Single and Multi-page
- Tiff Technical Note 2
- TIFF - F Support
- JPEG
- PDF (received from MFPs)

2.3 Supported MFP / Controllers

Supported MFP (Multi Function Peripheral) devices include any devices supporting the following methods of file transfer:

- Scan to FTP
- Scan to Email

3 Installation

3.1 Hardware Requirements

The following are the hardware requirements for the client workstation.

Hardware Requirements

- Processor: Pentium II 233MHz or higher
- RAM: 64 MB or higher
- Hard Drive: 500 MB or higher
- Display: XGA 16bit Color or higher
- Network Protocol: TCP/IP

3.2 Software Requirements

The PageScope Router client software does not require any special supporting software on the client PC.

It is supported on the following Windows operating systems that have been properly installed:

- Windows 98SE
- Windows Me
- Windows NT 4.0 Workstation / Server (SP6a)
- Windows 2000 Professional (SP3)
- Windows XP Professional / Home Edition

3.3 The Client Installation Program

The **PageScope Router Client** and **Minolta TWAIN Driver** programs are installed on a client workstation using an Installation Program. This Program is normally downloaded from the PageScope Router Server using an Internet Browser, but it may also be obtained directly from the PageScope Router product CD-ROM.

Downloading the Installation Program File

Note: Before you can download the software, you must obtain the URL of the PageScope Router Server PC. Contact the system administrator for this information.

1. At the Client workstation, start Internet Explorer.
2. Type the complete URL of the PageScope Router Server in the address field. For example, enter *http://10.15.120.96/PSRServer* or *http://hostmachinename/PSRServer*. Go to this web page.
3. The **Minolta PageScope Router v1.5** web page should be displayed. Click one of the following links:

- **Download PageScope Router Client Application Install**
- **Download 508 Compliant PageScope Router Client Application Install**

Note: The 508 compliant version will install a user interface that is compliant with Section 508 of the Rehabilitation Act of 1973.

4. When prompted, select **Save** to save the file on the client workstation.
5. Select a directory location to save the **PSRClient.exe** (or PSRClient508.exe) file. After the file is downloaded, click **OK** to close the dialog.
6. After the installation program is downloaded, proceed to section **3.4 Installing the PageScope Router Client Software** or **3.5 Installing the Minolta TWAIN Driver** to execute the program and install the selected software.

CDROM Location

The PageScope Router Client Installation program may be found in the following directory on the CD-ROM:

- **{cd}\CLIENT**

This directory contains two Client Installation program files:

- **PSRClient.exe** – Standard client installation
- **PSRClient508.exe** – This is the 508 compliant version that will install a user interface that is compliant with Section 508 of the Rehabilitation Act of 1973.

You may proceed directly to section **3.4 Installing the PageScope Router Client Software** or **3.5 Installing the Minolta TWAIN Driver** to execute the program and install the selected software.

3.4 Installing the PageScope Router Client Software

The **PageScope Router Client** software and optional **Minolta TWAIN Driver** software are installed by an Installation Program. See section **3.3 The Client Installation Program**.

Installing the Client Software

1. Disable all anti-virus software.
 2. Use Windows Explorer to locate the **PSRClient.exe** (or PSRClient508.exe) file that was downloaded and saved, or obtained from the CD-ROM. Select and double-click the filename.
 3. The PageScope Router installation will begin and a **Preparing to Install** dialog will be displayed.
 4. A **Welcome....** dialog will be displayed. Click **Next** to continue.
 5. A **Choose Destination Location** dialog will be displayed. Enter a new directory for the software by selecting **Browse**, or use the recommended default location. Click **Next** to continue.
 6. A **Select Features** dialog will be displayed. There are two selections available:
 - **PageScope Router Client** – Select this checkbox to install the Client software.
 - **TWAIN Driver** – Select this checkbox to install the optional Minolta TWAIN driver.
- Mark the desired checkboxes and click **Next** to continue.
7. The installation will proceed and a **Setup Status** dialog will be displayed as the individual components are installed and configured. A progress bar will be displayed during the installation.
 8. When the installation is complete, a dialog box will be displayed indicating whether or not the installation was successful.
 9. Click **Finish** to complete the installation.

PageScope Router Client Installation is complete.

3.5 Installing the Minolta TWAIN Driver

The Minolta TWAIN Driver allows any 3rd party application to access images stored in a location by a PageScope Router Document Route. The Driver may be installed on any workstation independently of the PageScope Router Client.

The **Driver** software is installed by the same Installation Program that is used to install the Client software. See section **3.3 The Client Installation Program**.

Installing Only the Minolta TWAIN Driver Software

1. Disable all anti-virus software.
 2. Use Windows Explorer to locate the **PSRClient.exe** (or PSRClient508.exe) file that was downloaded and saved, or obtained from the CD-ROM. Select and double-click the filename.
 3. The PageScope Router installation will begin and a **Preparing to Install** dialog will be displayed.
 4. A **Welcome....** dialog will be displayed. Click **Next** to continue.
 5. A **Choose Destination Location** dialog will be displayed. Enter a new directory for the software by selecting **Browse**, or use the recommended default location. Click **Next** to continue.
 6. A **Select Features** dialog will be displayed. There are two selections available:
 - **PageScope Router Client** – Not required for **Driver only** installation.
 - **TWAIN Driver** – **Select this checkbox to install the Minolta TWAIN driver.**
- Click **Next** to continue.
7. The installation will proceed and a **Setup Status** dialog will be displayed as the individual components are installed and configured. A progress bar will be displayed during the installation.
 8. When the installation is complete, a dialog box will be displayed indicating whether or not the installation was successful.
 9. Click **Finish** to complete the installation.

Minolta TWAIN Driver Installation is complete.

4 Getting Started

4.1 Starting and Closing the Application

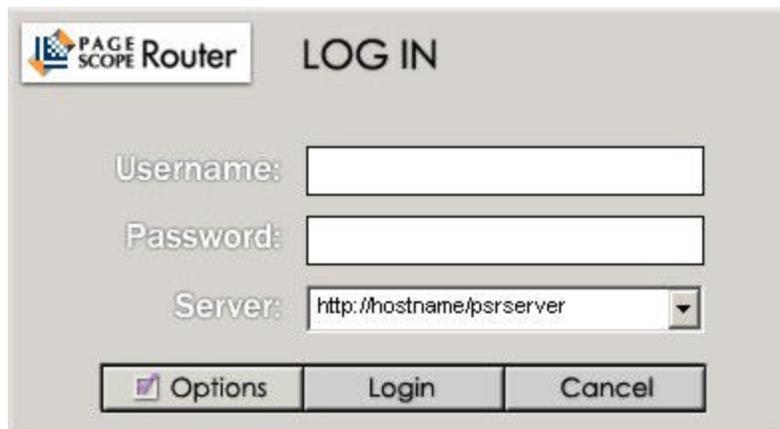
Note: You must have rights to access the server PC where the PageScope Router Server software is installed.

Starting PageScope Router

1. Install the PageScope Router Client software using the procedure in the Installing the PageScope Router Client Software section.
2. Start the PageScope Router Client by selecting the link: Start | Programs | Minolta | PageScope Router Client | PageScope Router Client
3. The first time the Client is started on your PC, the **PageScope Router Server Address** dialog will be displayed.



4. In the "PageScope Router Server URL:" field, type the full URL of the PC where the PageScope Router Server software is installed according to the following examples:
 - HTTP://*HOSTNAME*/PSRSERVER where *HOSTNAME* is the name of the PC.
 - HTTP://*10.15.120.25*PSRSERVER where *10.15.120.25* is the IP address of the PC.
5. If necessary, enter the correct information in the fields in the "Proxy Server:" section. Click **OK** to continue.
6. The **LOG IN** dialog is displayed.



7. Obtain a valid PageScope Router user name and password from the system administrator. Enter these values into the **Username:** and **Password:** fields.
8. The **Server** field is a dropdown list of available PageScope Router servers. The Server that is currently configured to be accessed by default will be displayed in the field. You may select a different listed Server if necessary.
9. If the required Server is not listed, you may enter the Server URL or use the **Options** button to open the **PageScope Router Server Address** dialog. This dialog may be used to specify the URL and Proxy address for another PageScope Router Server.
10. Click **Login** to continue. The main PageScope Router Client User Interface, the **Document Manager**, will open on your desktop.

Closing PageScope Router

The PageScope Router Client application is closed by clicking the  button on the Document Manager window.

4.2 User Interface

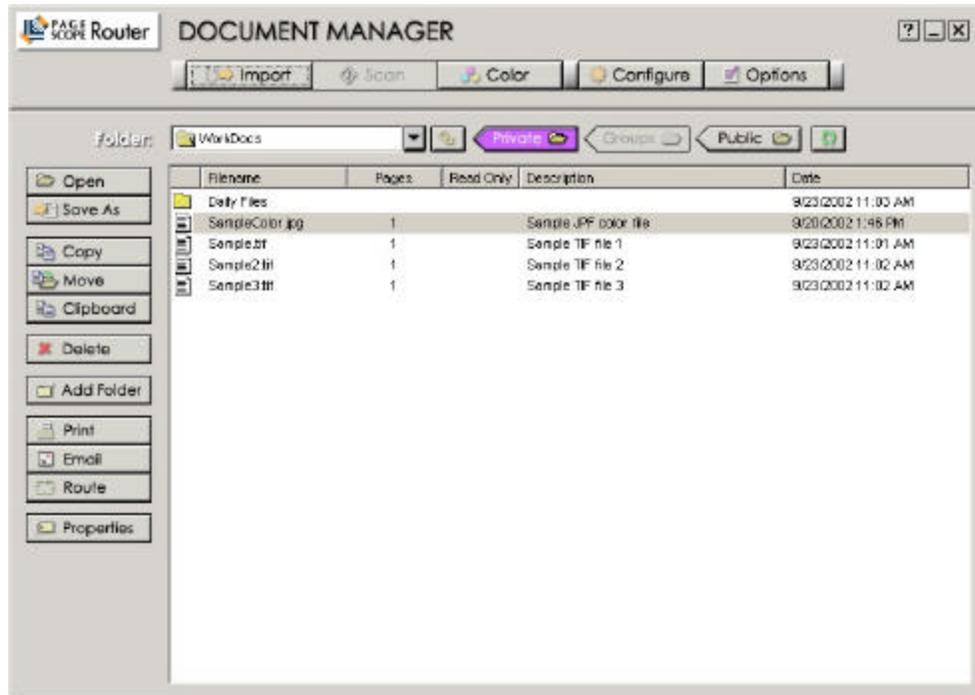
The User Interface for PageScope Router consists of two application windows:

- **Document Manager** window - This window is displayed when the program starts. It is used for PageScope Router operations and repository functions such as repository selection, and repository document operations.
- **Document Viewer** window - This window is used to display thumbnail images of each page of a document, a selected document page, and provides controls for page operations and image editing.

Important Note: A Section 508 compliant version of the User Interface can be specified during installation of the client software.

4.3 Document Manager

The Document Manager is the application window that is displayed when the PageScope Router Client starts. The window is composed of groups of buttons, used for PageScope Router operations and repository functions such as repository selection, and repository document operations.



User Interface Control Group

The following UI control buttons are provided at the top-right corner:

-  - Opens the Help document for PageScope Router.
-  - Minimizes the Document Manager onto the Taskbar.
-  - Closes the PageScope Router Client application.

Main Group

The following document and configuration buttons are provided across the top of the UI:

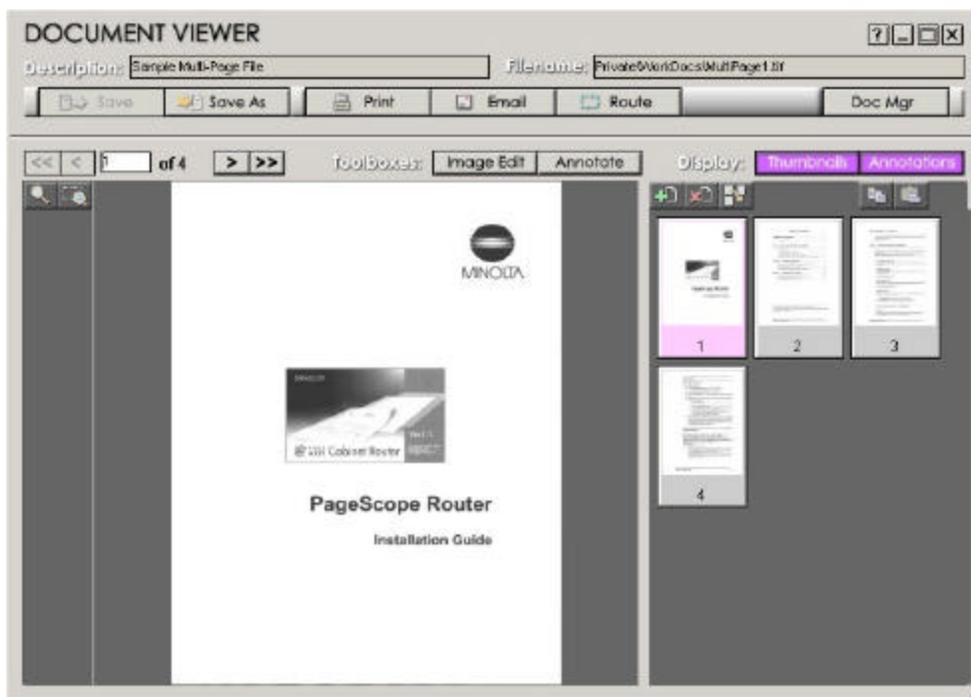
- **Import** - Allows you to import documents from a network location into a Repository. **See 7.6 Importing a File.**
- **Scan** - Allows the selection and launching of an interface dialog for TWAIN Scanners

attached to the user's workstation. **See 7.2 Connecting a TWAIN Device.**

- **Color** - Performs Color Management on the selected document. This allows you to modify the color space of a document by using ICC Color Profiles. **See 6.4 Color Management.**
- **Configure** - Opens the Document Route Configure dialog. This provides you with the ability to create and configure Document Routes, used for routing documents. **See 8.7 Configuring Document Route Settings.**
- **Options** - Displays a dropdown list for functions needed to set up the PageScope Router software. Includes options for Cache Settings, PageScope Router Server Settings, and Document List Column Settings. **See 4.7 Configuring Client Options.**

4.4 Document Viewer

PageScope Router client provides the user with the ability to view documents that are placed in a Repository. The user selects a document using the Document Manager and clicks the Open button. The first page of the document is displayed in a section of the Document Viewer, and all of the document pages are displayed in an optional thumbnail viewer.



The Document Viewer is composed of several functional areas and groups of buttons that provide the following main functions:

- Document Page Viewer area - See **4.5 Page Viewer.**
- Document Thumbnail Viewer area - See **4.6 Thumbnail Viewer.**

- Document Control buttons - See descriptions below.
- Page Control buttons - See descriptions below.
- Page View Control buttons - See **4.5 Page Viewer**.

Document Control Functions

These controls are located across the top of the UI.

- **Description:** field - This field contains a description of the current document.
- **Filename:** field - This field contains the filename of the current document.
- **Save** button - This button is only available on the Document Viewer. It is used to Save any changes that are made to the current document in the viewer window. These changes include Image Editing, Annotation, and document Page changes.
- **Save As** button - This button opens a dialog and allows the user to save the selected document in other locations. It also provides the ability to convert the document into another file format.
- **Print** button - This opens the Print dialog and allows the user to print the selected document.
- **Email** button - This launches the user's Email client dialog and allows the user to send the selected document as an Email attachment to another user.
- **Route** button - This opens the Document Route Routing dialog and uses a Document Route to process and send the selected document to other users and locations. Documents are processed automatically using Document Routes, a method of file transfer designed into the PageScope Router system.
- **Doc Mgr** button - This returns you to the Document Manager, placing the dialog on top of other Windows dialogs.

Page Control Functions

These controls are located across the upper part of the UI.

-  **Page** navigation controls - This group provides the user with information about the number of pages in the current document, the page number of the currently displayed page, and provides buttons to navigate through the document. The buttons will only be available if the document contains multiple pages.
- **Toolboxes: Image Edit** button - This button enables a set of image editing controls and makes them visible on the Viewer frame. **See 6.3 Image Editing Description** for complete information.
- **Toolboxes: Annotation** button - Selecting this button enables a set of annotation

editing controls and makes them visible on the Viewer frame. The button will only be present if the current file supports annotations. **See 6.5 Annotation Overview** for complete information.

- **Display: Thumbnails** button - This button is used to display or hide the Thumbnail Viewer.
- **Display: Annotations** button - This button is used to display or hide annotations that may have been placed on the current image. The button will only be present if the current file supports annotations. Note: Annotations that have been burned into an image cannot be turned off.

Page View Control

This control is located at the left side of the UI.

-  **Change View** - This button allows the user to modify the way the image is displayed. These settings only affect the viewed image, not the original document. See **4.5 Page Viewer** for complete information.

User Interface Control

The Document Viewer also provides the following UI control buttons at the top right corner:

-  - Opens the Help document for PageScope Router.
-  - Minimizes the Document Viewer onto the Taskbar.
-  - Maximizes the Document Viewer window to the full screen size.
-  - Closes the Document Viewer.

4.5 Page Viewer

The Document Viewer contains a Page Viewer area that displays a single full-size page of a document at a time. The size of the area is fixed within the Document Viewer window but expands if the Thumbnail view is disabled. The entire Document Viewer window can be maximized to fill the screen.

Viewer Settings

There are several functions provided to modify the way the pages are viewed in the PageScope Router page view. There are two buttons on the side of the Document Viewer

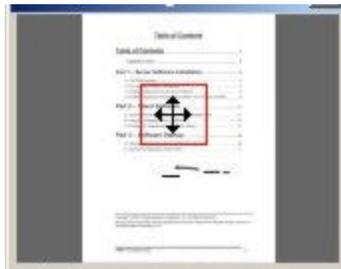
that are used to modify the page view.



Rubberband Zoom - When this button is clicked, you can drag the mouse while holding the left mouse button to mark a section of the currently viewed image. When the button is released, the marked section of the image will expand to fill the viewer window. This function provides a fast way to zoom in on a section of an image.

- **Pan Image**

When an image is zoomed and only a section is displayed, the mouse pointer can be used to move the rectangle placed on the image as shown below. The section of the image that is displayed will change accordingly.



View Settings Dialog - This button opens a new dialog that allows the user to modify the way the image is displayed. These settings only affect the viewed image, not the original document. When this button is clicked, the **Viewer Settings** dialog is displayed.

This dialog provides the ability to modify the scaling or Zoom factor of the image, the rotation angle of the image, and the ability to save these settings. The dialog controls will change their function, depending on the function being performed. Refer to the description in each section below.

Important Note: These operations only affect the user's view of the document, and do not change the underlying document in any way.

Viewer Settings Dialog

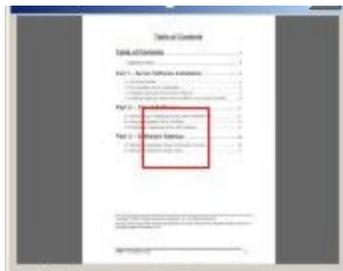
The displayed **Viewer Settings** dialog contains a thumbnail representation of the image, along with image controls that are used to change the image display. A rectangle is placed on the image showing the section of the image that is currently being displayed in the main viewer.

Change View section: Image Zoom Controls

- **Zoom** radio button - This button is selected to enable the zoom controls.
- **Fit** button - This button changes the image scale so that the entire image fits in the viewer window as shown below.



- **100%** button - This button displays the image at 100% so that the image resolution matches the screen resolution. The rectangle on the image, as shown below, outlines the section of the image that is currently being displayed in the main viewer.



- **Zoom Factor** field - The viewer provides the ability to change the size of the viewed image to any value from 1 to 800% of the original. The zoom level may also be increased or decreased by 25% at a time. You may enter a value in this field, or use the arrow controls to change the zoom as required.

Change View section: Image Rotation Controls

- **Rotate** radio button - This button is selected to enable the rotate controls.
- **Rotation Angle** field - The viewer provides the ability to change the angle of the viewed image. The angle may be Clockwise (0 to 180) or Counterclockwise (0 to -180). You may enter a value in this field, or use the arrow controls to change the angle in 90-degree increments as required.
- **White/Black** radio buttons - These buttons are used to set the background color of the new image outside of the rotated original image.

Change View section: Other Controls

- **Close** button - This button closes the dialog.
- **Help** button - This button opens the help file.

- **More >>** button - This button changes the dialog and adds a **View Options** section described below.

View Options section:

When the **More >>** button is clicked on any of the dialogs, a **View Options** section is added to the dialog. The following functions are added.

- **Restore** button - The user may elect to return the viewed image to its original state with regard to zooming and rotate view. Note: image rotations that have been saved, either by this user or by a previous user, will not be undone through the restore command.
- **Save** button - You can save the scale (zoom percentage) and rotate view settings for an individual page of a document by clicking this button. This information will be associated with a page of a document, and will apply to all users. This information will persist across PageScope Router Client application sessions and may be modified by all users.
- **Clear** button - This button clears currently saved persistent view settings for the page.
- **Background Color** button - This button can be used to change the background color of the Page Viewer, the area on the Document Viewer where the image is displayed.

4.6 Thumbnail Viewer

In addition to the full-page view of the document, the Document Viewer includes a section that can be used to display thumbnail images of the selected document. The thumbnail viewer consists of small renderings of each page of the document. The **Thumbnails** button on the Document Viewer frame will display or hide the thumbnails as desired.

The thumbnails will be displayed in a fixed section of the Document Viewer, each page numbered consecutively according to the sequence in the document. If all of the thumbnail images cannot fit in the viewing area, a scroll bar will be provided to enable the user to view all thumbnails.

A document page may be selected and placed into the page viewer by clicking on the thumbnail using the mouse.

The following page management functions may be performed on the document using the thumbnail viewer.

- Add Page
- Remove Page
- Reorder Page

- Copy image to clipboard
- Paste image from clipboard

See **6.6 Document Editing** for complete information.

4.7 Configuring Client Options

There are several configurable options used in PageScope Router.

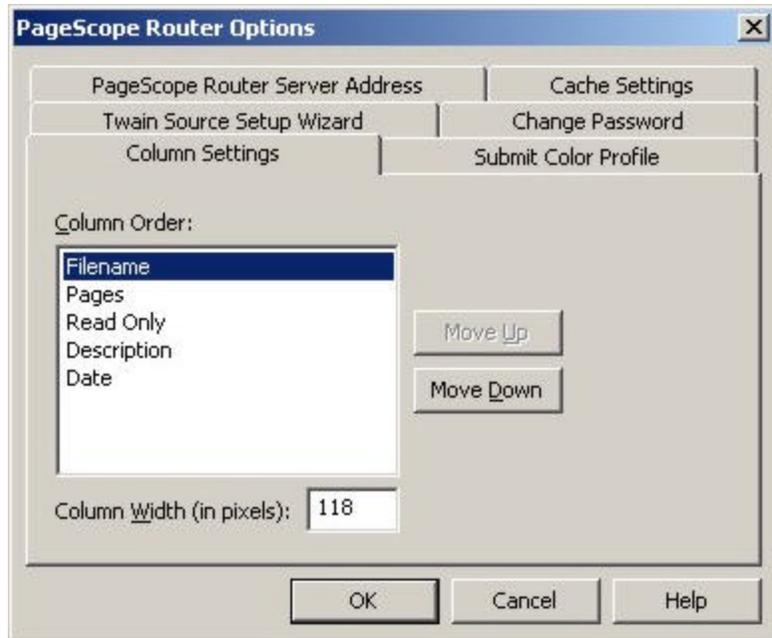
When the **Options** button is clicked on the Document Manager, the **PageScope Router Options** dialog will open.

The dialog contains several dialog tabs, each used to configure a specific parameter. The following sections provide additional information for each tab.

4.8 Column Settings

The **Repository Viewer** displays a list of documents and folders for a selected Repository Area, showing names and basic information.

This tab dialog allows you to change the order and width of the columns of information displayed.



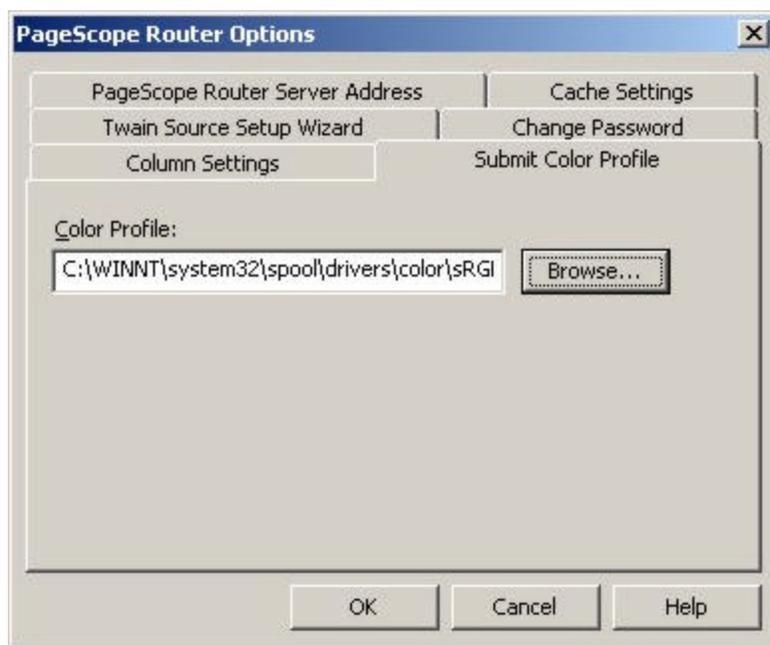
To Change the Column Order and Width

1. In the **Column Order:** list box, use the mouse pointer to select the column.
2. Use the **Move Up** and **Move Down** buttons to change the position of the column.
3. In the **Column Width** (in pixels): field, you may enter a new column width if necessary.
4. Repeat for the other columns if necessary.
5. Click **OK** to accept the changes and close the dialog.

4.9 Submit Color Profile

The Color Management function allows you to change the color space of a document to a different one based on an ICC Color Profile. If the required Profile is not available in the PageScope Router System for the MFP being used, you may select a custom ICC Profile from the local PC or network and upload it to the PageScope Router server. The PageScope Router Administrator then assigns the profile to a particular MFP and scanning condition.

This tab dialog allows you to locate a custom ICC Profile and send it to the PageScope Router Server.

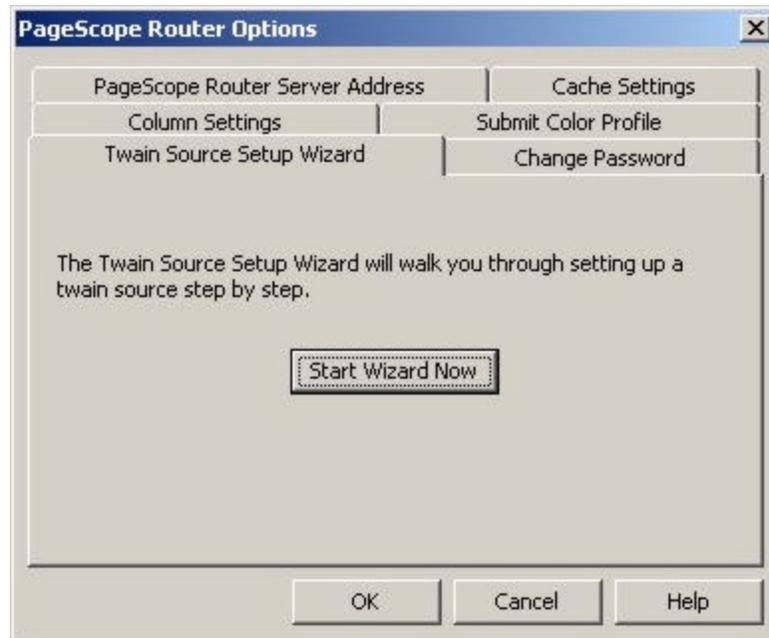


To Submit an ICC file

1. In the **Color Profile:** list box, type the complete directory path and filename of the required ICC file, or click the **Browse** button to locate the file.
2. Click **OK** to submit the file and close the dialog.

4.10 TWAIN Source Setup Wizard

This dialog is used to setup a Document Route for use as a TWAIN source. This Document Route will place documents that are sent from an MFP, or manually routed, into a common UNC path or Network Share. This common location may then be used as a source location for the **Minolta TWAIN Driver**. This TWAIN driver may be used by other 3rd party applications to “Acquire” documents from this location.



To Use the Setup Wizard

1. Click the **Start Wizard Now** button.
2. The **Specify Name** dialog is displayed. Enter a name for the TWAIN Source Document Route to be created. Click **Next >** to continue.
3. The **Specify Source Location** dialog is displayed. Enter the UNC path that will be used as the destination location for the routed document. This will be the location from which the TWAIN driver obtains the document. You may also use the **Browse** button to open the dialog and specify the location. Click **Next >** to continue.

Note: The location must be a UNC path or Network Share such as “**\\servername\documents**”. You cannot specify a mapped drive letter folder.

4. The **Specify Source Location Credentials** dialog is displayed. You must enter credentials for a user authorized to place documents into the specified location.
 - **Username:** field – Enter the authorized user name. This field must contain an

entry.

- **Password:** field – Enter the password for the user.
- **Password Again:** field: - Enter a confirmation password.
- **Domain:** field - Enter the Windows Domain of the server or workstation where the Source Location resides. This field must contain an entry.

Click **Next >** to continue.

5. The **TWAIN Source Setup Complete** dialog is displayed. Click the **Test Connection** button to ensure access of the specified location using the specified credentials.
 - **If successful**, the “The TWAIN source tested successfully.” message will be displayed. Click **OK** to close the message.
 - **If not successful**, the “The TWAIN source test failed.” message will be displayed. Click **OK** to close the message. You must click the **< Back** button and return to the previous 2 steps and re-enter the correct Location and/or Credentials into the dialogs.
6. After the TWAIN source has been tested successfully, click **Finish** to continue. The **TWAIN Source Setup** is now completed.
7. If desired, you may use the **Document Route Configuration** dialogs to modify the TWAIN Source Document Route that was created with additional image processing or routing functionality.

4.11 Change Password

You may change your PageScope Router user Password. This tab dialog provides the fields necessary to make this change.



To Change the Password

1. Select the **Change Password** checkbox. This will enable the other fields.
2. Enter the new password in the **New Password:** and **Confirm New Password:** fields.
3. Click **OK** to accept the change and close the dialog.

4.12 PageScope Router Server Address

This tab dialog allows you to add the URL for a new PageScope Router Server that you wish to access, or change the URL of an existing Server.



To Add the Server URL

1. In the **PageScope Router Server URL:** field, enter the complete URL address of the PageScope Router Server.
2. In the **Proxy Server:** section, enter the correct Address: and Port:, if necessary.
3. Click **OK** to accept the change and close the dialog.

To Change the Server URL

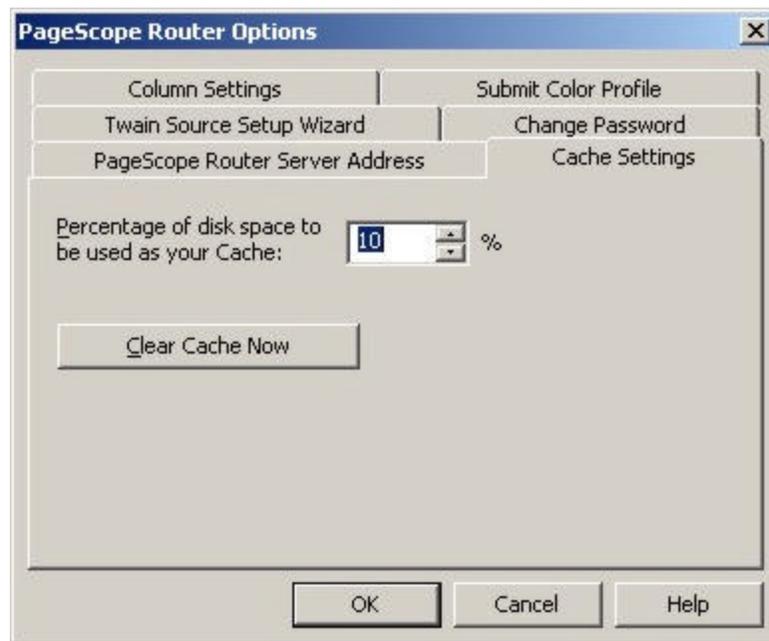
1. In the **PageScope Router Server URL:** field, use the dropdown control to find the URL of the PageScope Router Server to be changed.
2. Make the necessary changes to the URL.
3. Make the necessary changes in the **Proxy Server:** section.
4. Click **OK** to accept the change and close the dialog.

4.13 Cache Settings

PageScope Router uses a portion of your disk space to hold copies of the files that are requested for viewing. This allows quick retrieval and display of frequently requested documents.

This tab dialog allows you to specify how much of the disk space can be used by

PageScope Router for your cache, and also allows you to clear the cache.



To Change the Cache Size

1. In the **Percentage...** field, enter a number or use the arrow controls to specify a new cache size. Note that this value is the percent of the disk drive where PageScope Router is installed.
2. Click the **Clear Cache Now** checkbox to remove all files from the cache directory.
3. Click **OK** to accept the change and close the dialog.

5 Working with Repositories

5.1 Repository Overview

PageScope Router manages users' files by arranging and grouping the files in collections of documents called Repository Areas.

The PageScope Router Repository Areas use folders and subfolders to contain all files placed into the System by the PageScope Router users. The files are sent to the system by several methods including:

- Scanning from an MFP device
- Email
- File copy

Repository Areas

There are three types of Repository Areas:

- **Private Repository Area** - This Area contains Private Folders that are managed by individual PageScope Router users. Users may view only their individual Repository Folder, add folders or documents to it, and manipulate the documents in it. The top-most level of a Private Folder is its owner's INBOX.
- **Group Repository Area** – This Area contains Group Folders that are managed by the PageScope Router Administrator. These Folders are created for users who are members of a Network Group that has been created on the main network. The designated Network Group is associated with the Group Folder, and only those members can add folders or documents to it, and manipulate the documents in it.
- **Public Repository Area** - This Area contains Public Folders and is managed by the PageScope Router administrator. All users of the PageScope Router system may view the Public Folders, add subfolders or documents to it, and manipulate the documents in it.

The Repository Viewer section of the Document Manager window provides the ability to display a list of folders and documents in the Repositories, and buttons to manage the folders and documents.

5.2 Repository Viewer

The Document Manager provides a **Repository Viewer** section that allows you to specify a Repository Area to view, Private, Public, or Group. The viewer displays a document list for that Repository Area, showing the documents and folders in the Repository, and provides document control buttons to allow you to manage repository documents.

Repository Management

In general, you can Create, Rename, and Delete folders within PageScope Router Repositories. However, the functions allowed vary with the type of Repository. Refer to the sections and links below for specific information:

Private Repository Area

A user's Private Folder is automatically created by the PageScope Router server in the Private Repository Area when the user is added to the PageScope Router system. The user cannot add or delete Private Folders.

- **Create folders** - The user can create folders and subfolders in their own Private Folder. These folders are only accessible by the authorized user.
- **Rename folders** - The user can rename any folder or subfolder in their own Private Folder.
- **Copy/Move folders** - The user can copy or move any folder or subfolder in their own Private Folder.
- **Delete folders** - The user can delete any folder or subfolder in their own Private Folder.

Group Repository Area

The PageScope Router administrator creates Group Folders and associates them with User Groups that were created in the Network Domain environment. The user cannot add or delete Group Folders.

Only PageScope Router users that are members of the designated Domain Group can access or manage the associated Group Folder and perform the following functions.

- **Create folders** - The group member user can create folders and subfolders in the Group Folder. These folders are only accessible by all authorized group members.
- **Rename folders** - The group member user can rename any folder or subfolder in the Group Folder.
- **Copy/Move folders** - The group member user can copy or move any folder or subfolder in the Group Folder.
- **Delete folders** - The group member user can delete any folder or subfolder in the Group Folder.

Note: The PageScope Router administrator can designate folders within a Group Folder as

"Read Only." Users may add and view documents stored in folders designated as "Read Only," but cannot Rename, Move, or Delete them.

Note: The PageScope Router Administrator may designate folders within a Group Folder as "Inaccessible." "Inaccessible" folders may not be viewed by any PageScope Router user.

Public Repository Area

The Public Repository Area is automatically created by the PageScope Router server at installation time. The user cannot add or delete the Public Repository Area.

The Public Repository Area contains Public Folders that can be manipulated by users in the following ways.

- **Create folders** - The user can create Public Folders and subfolders in the Public Repository area. These folders are accessible by all users.
- **Rename folders** - The user can rename any folder or subfolder in the Public Repository area.
- **Copy/Move folders** - The user can copy or move any folder or subfolder in the Public Repository area.
- **Delete folders** - The user can delete any folder or subfolder in the Public Repository area.

Note: The PageScope Router administrator can designate folders within the Public Repository Area as "Read Only." Users may add and view documents stored in folders designated as "Read Only," but cannot Rename, Move, or Delete them.

Note: The PageScope Router Administrator may designate folders within the Public Repository Area as "Inaccessible." "Inaccessible" folders may not be viewed by any PageScope Router user.

For a description of the document manipulation functions that are available in Repository areas, see **5.5 Repository Document Control**.

5.3 Repository Selection

The **Repository Viewer** area of the Document Manager provides a section with controls that allow the user to specify a Private, Public, or Group Repository Area. The viewer will then display a document list for the selected Repository Area.

The Repository Selection controls are located above the document list area.



To Select a Repository

1. Open the Document Manager.
2. Click one of the following buttons to select a Repository Area.
 - **Private** - This button selects the Private Repository Area and lists the user's Private Folder, subfolder, and document contents in the Document List View.
 - **Groups** - This button selects the Group Repository Area and lists the Group Folders, subfolders, and document contents in the Document List View. The Group Folders are displayed based on the Network Group membership of the user.
 - **Public** - This button selects the Public Repository Area and lists the Public Folders, subfolders, and document contents in the Document List View.
3. You can select a folder in the Document List by double-clicking the folder name, or highlighting the folder and clicking the **Open** button.
4. The **Folder:** field displays the name of the currently selected Repository folder.
5. The  (**Up**) button changes the Document List View up to the parent folder level of the selected folder.
6. The  (**Refresh**) button refreshes the content of the current repository or folder information and updates the Document List View.

Refer to **5.6 Add a Repository Folder** for instructions to add a folder.

5.4 Repository Document List

The **Repository Viewer** area of the Document Manager provides a list of folders and documents for the selected Repository Area.

This Document List section is the main window located at the bottom of the UI.

Description	Pages	Read...	Filename	Date
Sample Folder 1			Folder1	8/21/2002 11:09 AM
Sample File 1	1		Sample.tif	8/21/2002 11:07 AM
Sample File 2	1		Sample2.tif	8/21/2002 11:08 AM
Sample File 3	1		Sample3.tif	8/21/2002 11:08 AM
Sample File 4	1		Sample4.tif	8/21/2002 11:08 AM
Sample File 5	1		Sample5.tif	8/21/2002 11:08 AM
Sample File 6	1		Sample6.tif	8/21/2002 11:08 AM
Sample Multi-Page TIFF file	5		SampleMultiPag...	8/21/2002 11:11 AM
Sample MultiPage TIFF file 2	6		SampleMultiPag...	8/21/2002 2:15 PM

Document List fields

The document list for the selected Repository Area contains the following information about each folder or document. The information is organized as columns in the display.

- **Description** - This is a description of the folder or document that was entered when the item was created.
- **Date** - This is the Date & Time the document or folder was created.
- **Pages** - This is the number of pages in the document.
- **Filename** - This is the document filename or folder name.
- **Read Only** - This indicates if the folder or document has been marked as Read-Only by the PageScope Router Administrator.

Changing the Document List Display

You may change the following display settings:

- **Column Order** and **Column width** - See **4.8 Column Settings** for more information.
- **Sort Order** - You may change the sort order of any column. You may choose between ascending and descending order on any selected column by clicking the column name.

5.5 Document Control Overview

PageScope Router gives you the ability to manipulate complete documents that are selected

in the Document List display.

The operations include copying/moving between Repository Folders, saving locally, emailing, and printing.

The Document Control buttons are located at the left side of the UI.

Document Control Functions:

The following buttons allow the user to manipulate documents in the Repository.

- **Add Folder** - This button opens a dialog used to add a folder to the Repository that is currently selected. See **5.6 Add a Repository Folder**.

Note: The following functions will be unavailable until a document is highlighted with the mouse pointer.

- **Open** - This button opens the selected document and displays it in the Document Viewer window. See **5.7 Open a Document**.
- **Save As** - This button opens a dialog and allows you to save the selected document in a Network location. It also provides the ability to convert the document into another file format. See **5.10 Saving Documents**.
- **Copy** - This button opens a dialog and allows you to copy the selected folder or document in a different Repository location. See **5.8 Copy/Move a Document**.
- **Move** - This button opens a dialog and allows you to move the selected folder or document to a different Repository location. See **5.8 Copy/Move a Document**.
- **Clipboard** - This button places a copy of the selected document on the Windows Clipboard. See **5.8 Copy/Move a Document**.
- **Delete** - This button removes the selected folder or document from the selected Repository. See **5.9 Delete a Document**.
- **Print** - This opens the Print dialog and allows you to print the selected document. See **5.12 Printing Documents**.
- **Email** - This launches the user's Email client dialog and allows you to send the selected document as an Email attachment to another user. See **5.11 E-mailing Documents**.
- **Route** - This opens the Document Route Routing dialog and uses a Document Route to process and send the selected document to other users and locations. Documents are processed automatically using Document Routes, a method of file transfer designed into the PageScope Router system. See **8.4 Using Document Routes** for more information.
- **Properties** - This button displays a dialog containing information about the selected folder or document. See **5.13 Document Properties**.

5.6 Add a Repository Folder

To Add a Folder

1. Open the Document Manager.
2. Click the button. The **Add a Folder** dialog will be displayed.
3. In the **Name:** field, enter the name of the new folder.
4. In the **Description:** field, enter an optional description for the new folder.
5. Click **OK** to proceed and add the folder or **Cancel** to stop the operation.

5.7 Open a Folder or Document

To Open a folder or a document

1. Open the Document Manager.
2. Select a Repository. Refer to section **5.3 Repository Selection**.
3. Use the mouse and highlight the desired folder or document. Click the **Open** button.
4. If a folder was selected, the folder contents will be displayed in the Document List.
5. If a document was selected, the Document Viewer will open, displaying the selected document.

5.8 Copy or Move a Document

PageScope Router gives you the ability to **Copy** or **Move** one document, multiple documents, or an entire folder from the current Repository location to another folder in your own Private Folder, in a Group Folder to which you have access, or to any Public Folder.

- **Copy** - This button opens a dialog and allows you to copy the selected item(s) in a different Repository location. The selected item(s) will remain in their current location, and copies will be placed in the target location.
- **Move** - This button opens a dialog and allows you to move the selected item(s) to a different Repository location. The selected item(s) will be removed from their current location, and moved to a new location.
- **Clipboard** - This button places a copy of the selected document on the Windows Clipboard. Note that you can only place a single page document on the clipboard. You cannot copy a folder to the clipboard.

To Copy a folder or document

1. Open the Document Manager.
2. Select a Repository Area. Refer to section **5.3 Repository Selection**.
3. Use the mouse and highlight the desired folders or documents. You may select multiple items.
4. Click the **Copy** button. The **Copy Selected Items** dialog will be displayed. This dialog is used to specify the Destination or Target folder where the selected items will be copied.
5. Use the Repository selection buttons on the dialog to locate the desired target folder.
6. When the target folder is selected, the **OK** button will be enabled. Click this button to proceed and copy the items or **Cancel** to stop the operation.

To Move a folder or document

1. Open the Document Manager.
2. Select a Repository Area. Refer to section **5.3 Repository Selection**.
3. Use the mouse and highlight the desired folder or document. You may select multiple items.
4. Click the **Move** button. The **Move (Multiple Items) To:** dialog will be displayed. This dialog is used to specify the **Destination** or **Target** folder where the selected items will be moved. **Note:** For a single item, the dialog title will contain the name of the folder or document being moved.
5. Use the Repository selection buttons on the dialog to locate the desired target folder.
6. When the target folder is selected, the **OK** button will be enabled. Click this button to proceed and move the items or **Cancel** to stop the operation.

To Copy a document to the Windows Clipboard

1. Open the Document Manager.
2. Select a Repository Area. Refer to section **5.3 Repository Selection**.
3. Use the mouse and highlight the desired document.
4. Click the **Clipboard** button. The document will be placed on the Windows clipboard.

5.9 Delete a Folder or Document

PageScope Router gives you the ability to delete one or more folders or documents from an accessible Repository Area. You may delete any item in a Repository Folder to which you have access, as long as the administrator has not marked the folder in which the document resides as "read only." The delete operation is not permitted on documents that are currently being modified by other users of the PageScope Router system.

To Delete a folder or document

1. Open the Document Manager.
2. Select a Repository Area. Refer to section **5.3 Repository Selection**.
3. Use the mouse and highlight the desired folders or documents. You may select multiple items.
4. Click the **Delete** button. A confirmation dialog will be displayed.
5. Click **Yes** to proceed and delete the item or **No** to stop the operation.

5.10 Saving Documents

Repository documents that have been selected in the Document Manager or opened for viewing in the Document Viewer may be saved to another Repository location or saved to a local PC hard drive or network location.

To Save a Repository document from the Document Manager

1. Open the Document Manager.
2. Refer to section **5.2 Repository Viewer** and select the Repository document(s) that you want to save in another location. You may select multiple documents.
3. Click the **Save As** button on the left side of the Document Manager window.
4. Proceed to the **Save As Dialog** section below.

To Save a Repository document from the Document Viewer

1. Open the Document Manager.
2. Refer to section **5.2 Repository Viewer** and select a Repository document. Double-click the selection or click the **Open** button on the left side of the Document Manager

window.

3. The document will be displayed in the Document Viewer. Perform all desired Image Editing, Annotation, or Page operations. Click **Save** if the changes must be made to the original image.
4. Click the **Save As** button on the top of the Document Viewer window.
5. Proceed to the **Save As Dialog** section below.

Save As Dialog

1. When the **Save As** button is clicked in the Document Manager or Viewer, the **Save {filename} As:** dialog will be displayed. The dialog name will contain the selected filename.
2. The **Save As** dialog allows you to specify the name, target location, and file format of the document to be saved. This dialog is similar to the Document List Viewer of the Document Manager window.

NOTE: To Save the document to a local PC hard drive, click the **Local Save** button and proceed to the **Saving Locally** section.

3. To Save the document to a different Repository location, use the buttons on the dialog and the following steps to specify the target Repository Folder.
 - Select a Private, Group, or Public Repository Area
 - Highlight a folder and click the **Open** button. You may also double-click the highlighted folder. Repeat until the desired target folder is located.
4. Enter the following information about the file in the specified fields.
 - **Name:** field - The name of the document is automatically entered into this field. Use the default name or enter a new name if desired. Note: This field will not be enabled if multiple documents are being saved from the Document Manager.
 - **Description:** field - Enter an optional description for the file in this field.
 - **Save Options:** radio buttons - If the document is a multi-page document, you may save all of the pages or a range of pages from the document. Select one of the following:
 - **All** - Saves all pages in the document.
 - **Pages from...** - Saves a range of pages. You must enter the page numbers of the pages to be saved.
 - **Selection** - Saves only the document page currently selected in the viewer. Note: This field will not be enabled if multiple documents are being saved from the Document Manager.
5. File type Conversion - If the document will be converted and saved in another file

format, click the **More>>** button. The following additional fields will be displayed on the dialog.

6. Enter the desired information.
 - **File Type:** list - This dropdown list contains the file types to which the document may be converted. The available selections are TIF, JPG, or PDF.
 - **Format:** list - This dropdown list contains additional format parameters that change according to the selected file type. For a TIF or PDF file type, a file compression may be specified.
 - **Colors:** list - This dropdown list contains the color resolution that is available for the selected file type. For a TIF or PDF file type, monochrome (1-bit) or color (8&24-bit) conversions are available. For a JPG file type, only the color conversion is available.
 - **Quality:** field - This is only enabled when a JPG file type is selected. This number specifies the quality of the image. A value of 1 is the lowest compression (highest quality, large file) and 255 is the highest compression (lowest quality, small file). Type a value or use the arrow controls to specify a number from 1 to 255.
7. When all of the document information has been entered, click the **Save** button. The specified document will be saved in the target location, modified as directed. The Save As dialog will be closed, and you will be returned to the Document Manager or Viewer window.

Saving Locally

1. When the **Local Save** button is clicked in the **Save As** dialog, a standard Windows dialog will be displayed. Use the standard Windows controls on the dialog to select the target location for the document to be saved. This may be any network location to which you have access.
2. **File Name:** field - Use the original default file name or enter a new file name in this field. Note: This field will not be enabled if multiple documents are being saved from the Document Manager.
3. **Save Range:** radio buttons - If the document is a multi-page document, you may save all of the pages or a range of pages from the document. Select one of the following:
 - All - Saves all pages in the document.
 - Pages - Saves a range of pages. You must enter the page numbers of the pages to be saved. Note: This field will not be enabled if multiple documents are being saved from the Document Manager.
 - Selection - Saves only the document page currently selected in the viewer. Note: This field will not be enabled if multiple documents are being saved from the Document Manager.
4. **More >>** button (File type Conversion) - Click this button if the document will be converted and saved in another file format. The following additional fields will be displayed on the dialog.

Enter the required information.

- **Save as Type:** list - This dropdown list contains the file types to which the document may be converted. The available selections are TIF, JPG, or PDF.
 - **Colors:** list - This dropdown list contains the color resolution that is available for the selected file type. For a TIF or PDF file type, monochrome (1-bit) or color (8&24-bit) conversions are available. For a JPG file type, only the color conversion is available.
 - **Subfile Type:** list - This dropdown list contains additional format parameters that change according to the selected file type. For a TIF or PDF file type, a file compression may be specified.
 - **Quality:** field - This is only enabled when a JPG file type is selected. This number specifies the quality of the image. A value of 1 is the lowest compression (highest quality, large file) and 255 is the highest compression (lowest quality, small file). Type a value or use the arrow controls to specify a number from 1 to 255.
5. When all of the document information has been entered, click the **Save** button. The specified document will be saved in the target location, modified as directed. The Save As dialog will be closed, and you will be returned to the Document Manager or Viewer window.

5.11 Sending Documents by E-mail

PageScope Router allows you to send documents via email. You may send the image that is currently open in the Document Viewer, or you may send one or more documents directly from the Document List in the Document Manager.

TIFF file annotations are included with the image.

Important: You must insure that standard email client software, such as Microsoft Outlook, has been correctly installed and configured on your PC. The PageScope Router Client will interface to the user's email client using the MAPI interface defined by Microsoft and the email system used shall support POP3 and IMAP4.

To Send an Email from the Document Manager

1. Open the Document Manager.
2. Refer to section **5.2 Repository Viewer** and select the Repository document(s) that you want to send. You may select multiple documents.
3. Click the **Email** button on the left side of the Document Manager window. The standard Email client dialog will be displayed.
4. All of the selected document(s) will be attached to the email to be generated. Refer to the Email software documentation for complete information on addressing and sending the Email.

5. When the Email has been sent, close the dialog.

To Send an Email from the Document Viewer

1. Open the Document Manager.
2. Refer to section **5.2 Repository Viewer**, select and open the Repository document that you want to send.
3. Click the **Email** button on the top of the Document Viewer window. The standard Email client dialog will be displayed.
4. The selected document will be attached to the email to be generated. Refer to the Email software documentation for complete information on addressing and sending the Email.
5. When the Email has been sent, close the dialog.

5.12 Printing Documents

You can print documents directly from the PageScope Router client. You can print the document that is currently in the viewer, or you can select and print multiple documents from a document list.

To Print from the Document Manager

1. Open the Document Manager.
2. Refer to **5.2 Repository Viewer** and select the Repository document(s) that you want to print. You may select multiple documents.
3. Click the **Print** button on the left side of the Document Manager window. The **Print** dialog will be displayed.
4. This dialog uses standard Windows Print functionality, and may be different for each printer type. Select the following items:
 - **Printer** list - Select the desired printer from the list. Use Properties to configure as necessary.
 - **Print Range** section - This is used for MultiPage documents only. Select **All** pages, the current page that is in the viewer (**Selection**), or a range of pages (**Pages**).
 - **Copies** - Select the number of copies, and check **Collate** if desired and enabled.
 - **PageScope Router Options** section - In this section, you may select **Print annotations** if present to print any annotations that may be present on the TIFF

document.

Note: Annotations that are burned into the TIFF file cannot be omitted.

5. Click **OK** to print and close the dialog.

To Print from the Document Viewer

1. Open the Document Manager.
2. Refer to section **5.2 Repository Viewer**, select and open the Repository document that you want to view and print.
3. Click the **Print** button on the top of the Document Viewer window. The **Print** dialog will be displayed.
4. This dialog uses standard Windows Print functionality, and may be different for each printer type. Select the following items:
 - **Printer** list - Select the desired printer from the list. Use Properties to configure as necessary.
 - **Print Range** section - This is used for MultiPage documents only. Select **All** pages, the current page that is in the viewer (**Selection**), or a range of pages (**Pages**).
 - **Copies** - Select the number of copies, and check **Collate** if desired and enabled.
 - **PageScope Router Options** section - In this section, you may select **Print annotations** if present to print any annotations that may be present on the TIFF document.

Note: Annotations that are burned into the TIFF file cannot be omitted.

5. Click **OK** to print and close the dialog.

5.13 Document Properties

PageScope Router gives you the ability to view the Name and Description of each folder and document. You may also rename a document in an accessible Repository Area as long as the administrator has not marked the folder in which the document resides as "read only." The rename operation is not permitted on documents that are currently being modified by other users of the PageScope Router system.

To display the Properties of a folder or document

1. Open the Document Manager.

2. Select a Repository Area. Refer to section **5.3 Repository Selection**.
3. Use the mouse and highlight the desired folder or document.
4. Click the **Properties** button. A dialog will be displayed. The title of the dialog will be **Folder Properties** or **Document Properties** depending on the type of item that was selected.
5. The **Name:** field will contain the name of the item.
6. The **Description:** field will contain an optional description for the item.

To Rename the folder or document

1. You may also change the Name and Description of the selected item. If necessary, you may enter the new Name and Descriptions in the displayed fields.
2. Click **OK** to proceed and add the folder or **Cancel** to stop the operation.

6 Working with Documents

6.1 Document Overview

PageScope Router provides you with the ability to perform a number of operations on the document files stored in the following Repository locations:

1. Private Repository Area – This Area contains your own Private Folder.
2. Group Repository Area – This Area contains Group Folders to which you have access.
3. Public Repository Area – This Area contains all Public Folders.

These operations are grouped into several functional categories.

- Repository Functions - These include operations that affect the entire document, such as copying or moving the whole document from one Repository location to another.
- Document Editing - These include operations on the individual pages within a multi-page document, such as adding, copying, deleting, or reordering the sequence of pages in a document.
- Image Editing - These include image-editing operations on each page, such as scaling, rotation, and annotations (TIF images only).

See **6.2 Viewing Documents**.

6.2 Viewing Documents

The PageScope Router Client user interface provides a document viewer that is used to display the pages and content of each document.

The selected documents are displayed in the following manners:

- **Page View** - The Document Viewer contains a Page Viewer area that displays a single full-size page of a document at a time.
- **Thumbnail View** - The Document Viewer includes a Thumbnail Viewer area that displays thumbnail images of the selected document pages.

Important: Only the following file types are supported by PageScope Router.

1. Tiff 6.0 (Raw, G3, G4, Pack bits, JPEG)
2. Tiff Single and Multi-page
3. JPEG
4. PDF (multi-page, Rasterized)

6.3 Image Editing Description

The PageScope Router Client gives you the ability to modify the image pages in each document using the page viewer, and save these changes in the original document.

The modifications are performed using an image editor that provides the ability to change the size, orientation, and brightness of the image, correct skewed images, and to "clean" images by removing background noise.

The image color may also be modified to match the output from the MFP devices to the system displays and printers. See **6.4 Color Management**.

Important: The following are important points when editing images.

- Image files that are located in folders that the administrator has marked as "read only" cannot be edited.
- Only one user may edit a particular image file at any one time. If the document is already in use by another user, a warning message will be displayed.
- Image editing may be performed on an image being viewed in the Document Viewer. It cannot be performed in the thumbnail view.
- These operations will modify the original document.

6.3.1 Image Editing Functions

The PageScope Router Client includes an image editor that provides several functions. When the **Image Edit** button is clicked, the following group of editing buttons is displayed on the user interface.



To use the image editor

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the button corresponding to the desired editing function.
4. Perform the operation.
5. Repeat for all necessary functions.
6. Click **Save** to save the changes to the document.

Edit Functions

The following is a list of the available image editing functions.

-  **Crop** - The crop operation allows you to select and save a region of the image.
-  **Despeckle** - The despeckle operation removes specks from scanned images.
-  **Deskew** - The deskew operation corrects image skew introduced by improper positioning of the original on the scan device at scan time.
-  **Resize** - The resize operation adjusts the size of an image.
-  **Brightness** - This operation adjusts the brightness of an image.
-  **Contrast** - This operation adjusts the contrast of an image.
-  **Rotate** image - This operation enables you to rotate images in whole degree increments.
-  **Rotate in increments** - This operation enables you to rotate images in 90-degree increments.

-  **Color Management** - This operation modifies the image color to match the output from the MFP devices to the system displays and printers.

Notes: For each of the functions listed above;

- By default, the function is applied to the current page (page currently in the viewer) only. However, the user may elect to perform the operation on all pages within the document.
- The changes are permanently applied to the document once the user has elected to Save the document. They cannot be undone.

6.3.2 Crop

The crop operation allows the user to select and retain a region of the image. The non-selected portion of the image is discarded.

To Crop an image

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button.
4. While holding the left mouse button, drag the mouse to mark a section of the currently viewed image. When the button is released, the **Crop** dialog is displayed.
5. Click **Crop Now** to proceed and crop the image or **Cancel** to stop the operation.

Note: If the image is a page from a multipage document, select the **Apply to all pages in the document** checkbox to crop all pages.

6.3.3 Despeckle

The despeckle operation removes specks from scanned images. The despeckle functionality is limited to black-and-white images.

To Despeckle an image

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button. The **Despeckle** dialog is displayed.
4. Select the correct radio button. Note: If the image is a page from a multipage document, you may select Despeckle all pages to apply the operation to all pages.
5. Click **OK** to proceed and Despeckle the image or **Cancel** to stop the operation.

6.3.4 Deskew

The deskew operation corrects image skew that may be introduced by improper positioning of the original on the scan device at scan time.

To Deskew an image

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button. The **Deskew** dialog is displayed.
4. Select the correct radio buttons in the dialog.
 - **Deskew Mode Options:** - The operation can be configured to give the processing priority to Speed or Quality. Choose **Speed** for large documents or when processing time is critical, or choose **Quality** for small documents or when processing accuracy is most important.
 - **Page Options:** - If the image is a page from a multipage document, you may select **Deskew all pages** to apply the operation to all pages. Otherwise select **Deskew this page only**.
5. Click **OK** to proceed and Deskew the image or **Cancel** to stop the operation.

6.3.5 Resize

The resize operation adjusts the size of an image.

To Resize an image

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button. The **Image Resize** dialog is displayed.
4. Enter the new information in the dialog as described below.
 - **Current Image:** section - This section displays information about the image being displayed. The information includes:
 - Image Width and Height in pixels.
 - Image Size in bytes
 - Image Horizontal and Vertical Resolution in DPI
 - **Method:** list - Use this dropdown list to select the resize method.
 - **Maintain Aspect Ratio** checkbox - Select this checkbox if the height to width size relationship must be maintained during the operation.
 - **New Image:** section - This section provides fields for new size information.
 - **Width** fields - Enter the new image width in the desired field. Values may be entered directly as pixels or as a percent of the original width. You may use the arrow controls to change the values.
 - **Height** fields - Enter the new image height in the desired field. Values may be entered directly as pixels or as a percent of the original height. You may use the arrow controls to change the values.
 - **Resolution** fields - Enter the new image horizontal and vertical resolution in Dots Per Inch (DPI). You may use the arrow controls to change the values.
 - **Identical Values** checkbox - If the **Maintain Aspect Ratio** checkbox is not checked, the **Identical Values** checkbox is enabled.
 - If the **Identical Values** is checked, a value entered in either the horizontal or vertical resolution fields is automatically entered in the other field.
 - If the **Identical Values** is NOT checked, different horizontal and vertical resolutions may be assigned in the image.
 - **Document Options:** checkbox - If the image is a page from a multipage document, you may select Apply to all pages in the document to apply the operation to all pages.
5. After the modifications have been made, click **OK** to proceed and Resize the image or **Cancel** to stop the operation.

6.3.6 Brightness and Contrast

These operations adjust the brightness and contrast of an image. The user indicates the desired level of brightness/contrast, either by entering a number or making use of an on-screen slider control. The image is adjusted on the screen.

To adjust the image brightness

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button. The **Change Brightness** dialog is displayed.
4. The dialog contains several controls:
 - **Thumbnails** section - This section displays 2 thumbnail images showing the Original (**Before**) and Modified (**After**) versions of the image. These allow you to see the effect of the brightness change before it is accepted.
 - **Percentage** section - This section is used to specify the new brightness value. You may enter the value in the field provided, or use the slider control to specify the value. The acceptable range is -100 to +100 with 0 being the center value for the image being displayed.
5. Click **OK** to proceed and change the image or **Cancel** to stop the operation.

To adjust the image contrast

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button. The **Change Contrast** dialog is displayed.
4. The dialog contains several controls:
 - **Thumbnails** section - This section displays 2 thumbnail images showing the Original (**Before**) and Modified (**After**) versions of the image. These allow you to see the effect of the contrast change before it is accepted.
 - **Percentage** section - This section is used to specify the new contrast value. You may enter the value in the field provided, or use the slider control to specify the value. The acceptable range is -100 to +100 with 0 being the center value for the image being

displayed.

5. Click **OK** to proceed and modify the image or **Cancel** to stop the operation.

6.3.7 Rotation

You may rotate images either in 90-degree increments, or in whole degree increments. You may specify the direction of rotation (either clockwise or counter-clockwise) and return the viewed image to its original, non-rotated state.

To Rotate an image in 90-degree increments

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button to rotate the image CounterClockwise in 90 degree increments.
4. Click the  button to rotate the image Clockwise in 90 degree increments.

To Rotate an image by degree

1. Select the image that you want to modify.
2. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
3. Click the  button. The **Rotate** dialog is displayed.
4. The dialog contains several controls:
 - **Thumbnails** section - This section displays 2 thumbnail images showing the Original (**Before**) and Modified (**After**) versions of the image. These allow you to see the effect of the applied rotation before it is accepted.
 - **Clockwise Angle (degrees)** section - This section is used to specify the angle of rotation. You may enter the Clockwise angle in the field provided, use the arrow controls to change the value in +/- 90 degree increments, or use the slider control to specify the value.
 - **Background Color** section – This section contains controls that are used to set the background color of the new image space that is created outside of the rotated original image. The controls will change for different image types as follows:

- **Bitonal (Black and White)** images – **White** and **Black** radio buttons are used to set the background color.
 - **Grayscale** images – A slider is used to adjust the background color over a grayscale range from Black to White.
 - **Color** images – The **Select Background Color** button opens a **Color** dialog used to select the background color.
 - **Resize** checkbox – When this is NOT CHECKED, the image will be cropped during rotation to maintain the original horizontal and vertical dimensions. When CHECKED, the original image dimensions will be resized as needed during rotation to maintain a complete image.
 - **Document Options** section - If the image is a page from a multipage document, you may select **Apply to all pages in the document** checkbox to apply the operation to all pages.
5. Click **OK** to proceed and Rotate the image, or **Cancel** to stop the operation.

6.4 Color Management

The PageScope Router Client software allows the user to perform Color Matching on images. This process matches the color space of the MFP device to the output devices and displays used by the PageScope Router system.

The following notes provide useful information about Color Matching.

The purpose of color matching

When an image is scanned, the brightness and tone (color saturation/hue) of the resulting scanned image may appear to be different from the original document. This may occur with older MFP devices, for example CF2001/CF9001 "Scan to HDD", in which color matching is not performed. PageScope Router allows you to correct these images during Document Route processing, or from a Repository folder location.

Color Space

The color space of the image can be changed according to your purpose.

- sRGB: - The standard color space for the Windows PC or the internet
- Apple RGB: - The standard color space for the Macintosh
- EFIRGB: - The standard color space for the Fiery Controller used with MFP devices

Printing the Scanned Image

When you print the scanned image, you must insure that the RGB source profile in the printer driver is the same as the color space in PageScope Router. If your printer doesn't have the RGB profile setting or you don't know which color space should be chosen, please

choose sRGB color space in PageScope Router.

Settings for color matching

When you perform color matching, please choose the proper ICC profile according to your MFP model. ICC profile is the color characteristic data of the scanner of MFP.

If you use older models, you may need to choose the proper setting of "the background remove" and/or "the acquisition course".

6.4.1 Color Matching a Document

There are two ways to send documents to Color Management: from the Repository Document List in the Document Manager, or from the Image Editing toolkit.

To Color Match a Document from the Document Manager

1. Open the Document Manager.
2. Refer to section **5.2 Repository Viewer** and select the Repository document(s) that you want to process. You may select multiple documents.
3. Click the **Color** button on the left side of the Document Manager window.
4. The **Color Management** dialog will be displayed.
5. Proceed to **Color Management Dialog** below.

To Color Match a Document from the Document Viewer

1. Open the Document Manager.
2. Refer to **5.2 Repository Viewer**, select, and open the Repository document that you want to process.
3. Click the **Image Edit** button to enable the image editor functions. The buttons will become visible on the user interface.
4. Click the  button. The **Color Management** dialog will be displayed.
5. Proceed to **Color Management Dialog** below.

Color Management Dialog

1. **Files** section - This section contains a list of the Repository documents that were selected in the Document List view, as well as any local documents that were added. The Repository Files are noted with (*) before the filename. The following controls are also included in this section:
 - **Import Local Files** checkbox - Select this checkbox to import the selected files.
 - **Add Local...** button - Use this button to open a dialog and select a file(s) from your local file system. The selected file(s) will be added to the File list.
 - **Remove** button - Select a file in the list and click this button to remove the file from the list.
2. **Color Profile** section - This section is used to specify an ICC Color Profile to be used for the Color Matching process.
 - **Custom Profile** radio button - This selection allows you to specify and use a custom color profile with the MFP.
 - **Minolta Profile** radio button - This selection allows you to use the default color profile with the MFP.
 - **Color Profile:** field - This field contains the ICC Color Profile to be used during the color matching process. You can use the **Browse** button to search for a new ICC Profile to be used.
3. **Options** section - This section provides the ability to set the following options:
 - **Color Space:** list - Use this dropdown list to select the color space to be used for the selected documents.
 - **Save Original** checkbox - Select this checkbox to save an unmodified copy of the original document.
4. When all of the options have been selected, click **OK** to proceed or **Cancel** to stop the operation.

6.4.2 ICC Color Profiles

The PageScope Router Client allows the user to upload custom ICC Color Profiles to the PageScope Router Server. There are two ways to upload the files: automatic and manual.

Automatic Upload

A custom ICC Profile will be automatically uploaded to the PageScope Router server when the user selects a custom "override" profile as part of a Document Route. An ICC Profile uploaded in this manner is only accessible through the Document Route to which it has been assigned. See **8.4 Using Document Routes**.

Manual Upload

The user may select a custom ICC Color Profile from the local PC or network and upload it to the PageScope Router server by selecting ICC Profile Upload from the user interface. An ICC Profile uploaded in this manner is accessible only to the administrator, who may assign that profile to a particular MFP and scanning condition. See **4.9 Submit Color Profile**.

6.5 Annotation Overview

Annotations are a way to attach additional information to a file.

Annotations, known collectively as "annotation marks", may be text messages, graphical symbols, or graphical markings. They are placed directly on the image using a special annotation editor feature available on the PageScope Router user interface. This editor is used to add, delete, or edit annotations.

Important: The following are important points for using annotations:

- Annotation operations may only be performed on TIFF files. They are stored in the TIFF file itself as annotation "tags", but are not burned directly into the page image.
- Annotations cannot be added to files in folders the administrator has marked as "read only".
- Only one user may perform an annotation operation on a particular document at any one time. If the document is already in use by another user, a warning message will be displayed.
- Annotation may be performed on a document being viewed in the Document Viewer. It cannot be performed in the thumbnail view.
- When a document is printed, the user can choose whether or not to print annotations.

When the **Annotate** button is clicked, the annotation editor will open and the editing controls will be displayed on the Document Viewer as shown below.



6.5.1 Annotation Marks

The following Annotations are supported.

-  **Typed Text** mark - Add descriptive text to the image in various fonts, sizes, and colors.
-  **Highlight** mark - Highlights an important area of an image.
-  **Line** mark - Adds a single line on a document.
-  **Redaction** mark - Creates a black-filled rectangle, useful for covering areas of an image.
-  **Sticky Note** mark - Add notes to the image.
-  **Rectangle** mark - Adds a rectangle on a document.
-  **Ellipse** mark - Adds an ellipse on a document.
-  **Image reference stamp** mark - Adds a predefined stamp on the document.

6.5.2 Adding annotations

To add a new annotation:

1. Click the **Annotate** button to open the annotation editor.
2. Click the button corresponding to the desired annotation mark.
3. Place or draw the annotation.
4. Repeat for all annotations.
5. Click the **Save** button to add the annotations to the document.

Note: These annotations may be burned into the image using the "burn annotation" function.

6.5.3 Editing Annotations

There are several editing functions available.

To edit an annotation

1. Click the **Annotate** button to open the annotation editor.
2. Click the  button and select the annotation mark to be edited.
3. Click the right mouse button on the selected annotation. A dialog is displayed containing the following selections:
 - **Undo** - Undo the last edit action.
 - **Cut** - Remove the annotation from the image and place it on the clipboard.
 - **Copy** - Place a copy of the annotation on the clipboard.
 - **Paste** - Place the annotation from the clipboard to the image.
 - **Delete** - Delete the annotation.
 - **Select All** - Select all of the annotations. This can be used to remove all of the annotations in one action.
 - **Bring to Front** - Annotations are placed in layers on the image. This action places the annotation on the front visible layer.
 - **Send to Back** - This action sends the annotation to the back layer.
 - **Properties...** - This opens the annotation properties dialog.
4. Perform the desired edit operation.
5. Repeat for all annotations.
6. Click the **Save** button to save the document.

Note: Annotations that have been "burned" into the image file cannot be deleted.

6.5.4 Deleting Annotations

To delete an annotation

1. Click the **Annotate** button to open the annotation editor.
2. Click the  button and select the annotation mark to be deleted.
3. Click the keyboard Delete key to remove the annotation.

4. Repeat for all annotations.
5. Click the **Save** button to save the document.

Note: Annotations that have been "burned" into the image file cannot be deleted.

6.5.5 Permanent Annotations

Standard annotations are stored in the TIFF file itself as information contained in annotation "tags" in the file. They can be added, deleted, or edited as needed and are not part of the file image itself.

However, it is possible to "burn" annotations into the page image itself using a separate operation. This operation modifies the underlying image data for the page and removes the annotation tags from the page. These changes are applied to the underlying document once the user has elected to "save" the document, and cannot be undone once saved. Note that once annotations are "burned" into the TIFF file, they are considered to be part of the image, and are not subject to the operations that can be performed on annotations.

This operation is performed when adding or editing annotations.

1. Click the **Annotate** button to open the annotation editor.
2. Click the  button and select the annotation mark to be burned-in.
3. Click the  **Burn Annotation** button.
4. Repeat for all desired annotations.
5. Click the **Save** button to save the document.

6.5.6 Annotation Properties

The default properties of the annotations may be changed.

To view or change annotation properties

1. Click the **Annotate** button to open the annotation editor.
2. Click the  button. The **Default Annotation Properties** dialog is displayed.
3. There are 5 tab dialogs with configuration information for different types of annotations. Select the desired tab and refer to the information below. Modify as necessary.

4. When complete, click **Close** to accept the changes.

Line tab

- **Width (points):** field - This is used to change the width of the lines used in annotations.
- **Update** button - This button is used to make the change.
- **Style:** list - Use this dropdown list to select different line styles.

Fill tab

- **Mode:** list - Use this dropdown list to select different fill opacities.
- **Patterns:** list - Use this dropdown list to select different fill patterns.

Color tab

These buttons are used to set the color of several annotation types. Each button opens a **Color** dialog for selection.

- **Foreground** button - This is used to set the primary line color of the annotation.
- **Background** button - This is used to set the background color of the annotation.
- **Redact** button - This is used to set the color of the Redaction annotation.
- **Hilite** button - This is used to set the color of the Hilite annotation.
- **Note** button - This is used to set the background color of the Note annotation.

Text and Font tab

- **Update Text** button - This button is used to make the change.
- **Select Font** button - This is used to select the font to be used in Text and Note annotations.
- **Strike-through** checkbox - This is used to add a strikethrough (slanted line) to the displayed text
- **Underline** checkbox - This is used to add an underline to the displayed text.

Advanced tab

- **Raster Operations:** list - Select a Boolean operator from the list. This controls the way the annotations are displayed on the image.

6.6 Document Editing Overview

PageScope Router gives you the ability to edit and modify the page content of documents. This type of editing allows the document pages to be added, deleted, or reordered.

Important: The following are important points when editing documents:

- Documents that are located in folders that the administrator has marked as "read only" cannot be edited.
- Only one user may edit a particular document at any one time. If the document is already in use by another user, a warning message will be displayed.
- You will be able to edit documents that are in multi-page TIFF file format, and multi-page Raster PDF format.
- These changes are applied to the underlying document once you have elected to "save" the document. Deleted pages cannot be retrieved once you have saved the document.

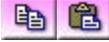
See **6.6.1 Document Editing Functions**.

6.6.1 Document Editing Functions

The following are the functions that are available to you. These functions are selected using the buttons found on the Thumbnail Viewer.



-  **Add pages** - This feature enables you to add pages to a document.
-  **Remove pages** - This operation removes the current page (page currently in the viewer).

-  **Reorder pages** - This feature enables you to change the order of pages within a document.
-  **Clipboard support** - The PageScope Router Client provides the ability to use the Windows clipboard. You can copy a single page to the clipboard, and paste a page from the clipboard into a document.

6.6.2 Add Page

 **Add pages** - This feature enables you to add pages to a document by copying or moving pages from one document into another document. Using the mouse and a drag and drop interface, select the page(s) to be copied or moved from one document, and indicate where in the other document to place those pages. The additional pages become part of the target document once you have elected to "save" that document.

To Add a page

1. Select the document that you want to modify.
2. Enable the Thumbnail Viewer by clicking the **Thumbnails** button. The document page thumbnail images will be displayed.
3. Click the  button. The **Add Pages From Another Document** dialog is displayed. This dialog allows you to open a different document, display the document pages, and copy or move specific pages to your current document. There are 2 sections in the dialog, the **Source Document** and **Target Document** sections. Each section displays thumbnail images of the pages in each document.
4. In the **Source Document** section, click the **Open Source** button. The **Select A Document** dialog is displayed.
5. This dialog allows you to locate a document to add to the current document. This dialog is similar to the Document List Viewer of the Document Manager window. Use the buttons on the dialog and the following steps to obtain a document.
 - Select a Private, Group, or Public Repository Area
 - Highlight a folder and click the **Open** button. You may also double-click the highlighted folder. Repeat until the folder is located.
 - Highlight the desired document(s) and click the **OK** button.
 - The dialog will close and you will return to the **Add Pages From Another Document** dialog. The new document pages will be displayed in the **Source Document** section.
6. In the **Source Document** section, use the left mouse button to select the specific pages that will be copied or moved.

7. In the **Target Document** section, use the left mouse button to select the specific page where the new pages will be inserted.
8. Click the **Copy Pages>** button to insert a copy of the selected pages in the **Target Document** window at the position specified.
9. Click the **Move Pages** button to insert a copy of the selected pages in the **Target Document** window at the position specified, and remove them from the **Source Document**.
10. When you have completed the changes, click the **Finish** button to accept the changes and close the dialog, or click **Cancel** to cancel the operation and close the dialog.
11. You will return to the Document Viewer and the new pages will be displayed in the Thumbnail Viewer.
12. When all document editing is completed, be sure to click the **Save** button to save the changes to the document.

6.6.3 Remove Page



Remove pages - This operation removes the current page (page currently in the viewer). After removal, the viewer will display the next page without any gaps in the document. If the page deleted was the final page in the document, the previous page is displayed. This change is applied to the underlying document once you have elected to "save" the document, and the page cannot be retrieved once the document has been saved.

To Remove a page

1. Select the document that you want to modify.
2. Enable the Thumbnail Viewer by clicking the **Thumbnails** button. The document page thumbnail images will be displayed.
3. In the Thumbnail Viewer, use the left mouse button to select the specific page(s) that will be removed. You may select multiple pages.
4. Click the  button. A **Remove Pages** dialog is displayed that contains a list of document pages.
5. The selected pages will be highlighted. Change the selections if desired.
6. Click **OK** to proceed and remove the pages or **Cancel** to stop the operation.
7. When all document editing is completed, be sure to click the **Save** button to save the changes to the document.

To Remove a page (alternate method)

1. Select the document that you want to modify.
2. Enable the Thumbnail Viewer by clicking the **Thumbnails** button. The document page thumbnail images will be displayed.
3. In the Thumbnail Viewer, use the left mouse button to select the specific page(s) that will be removed. You may select multiple pages.
4. Press the Delete key on the keyboard.
5. A dialog will be displayed to confirm the deletion.
6. Click **Yes** to proceed and remove the pages or **No** to stop the operation.
7. When all document editing is completed, be sure to click the **Save** button to save the changes to the document.

6.6.4 Reorder Page



Reorder pages - This feature enables you to change the order of pages within a document. The feature will be available on the thumbnail view, and uses a drag and drop interface to move one or more pages from their current location within the file to another location. You may also use this interface to delete a selected page or pages. The change is applied to the underlying document once you have elected to "save" the document.

To Reorder pages

1. Select the document that you want to modify.
2. Enable the Thumbnail Viewer by clicking the **Thumbnails** button. The document page thumbnail images will be displayed.
3. In the **Thumbnail Viewer**, use the left mouse button to select the specific page(s) that will be moved. You may select multiple pages.
4. Click the  button. The **Reorder Pages** dialog is displayed.
5. The selected pages to be moved will be highlighted. Change the selections if desired.
6. Enter the destination page position in the **Move to before Page:** field. This is the location where the moved pages will be inserted.
7. Click **OK** to proceed and move the pages or **Cancel** to stop the operation.
8. When all document editing is completed, be sure to click the **Save** button to save the changes to the document.

To Reorder pages (alternate method)

1. Select the document that you want to modify.
2. Enable the Thumbnail Viewer by clicking the **Thumbnails** button. The document page thumbnail images will be displayed.
3. In the **Thumbnail Viewer**, use the left mouse button to select the specific page that will be moved. You may only move single pages.
4. While holding the left mouse button, drag the pointer from the selected page to the desired new target page position. **Note: The selected page will be inserted BEFORE the target page.**
5. Release the left mouse button. The selected page will be inserted in the correct position.
6. When all document editing is completed, be sure to click the **Save** button to save the changes to the document.

6.6.5 Clipboard Support



Clipboard support - The PageScope Router Client provides the ability to use the Windows clipboard. You can copy a single page to the clipboard, and paste a page from the clipboard into a document.

To Copy a page to the clipboard

1. Select the document that you want to modify.
2. Enable the Thumbnail Viewer by clicking the **Thumbnails** button. The document page thumbnail images will be displayed.
3. In the **Thumbnail Viewer**, use the left mouse button to select the specific page that will be copied. You may only select a single page.
4. Click the  button. The page will be copied onto the Windows clipboard.
5. When all document editing is completed, be sure to click the **Save** button to save the changes to the document.

To Paste a page from the clipboard

1. Select the document that you want to modify.

2. Enable the Thumbnail Viewer by clicking the **Thumbnails** button. The document page thumbnail images will be displayed.
3. Click the  button. The page will be pasted from the Windows clipboard into the thumbnail viewer.
4. When all document editing is completed, be sure to click the **Save** button to save the changes to the document.

7 Capturing Documents

7.1 Capturing Overview

There are several ways in which documents may enter Repository Area folders in a PageScope Router system. They include:

- FTP - (Document Route only)
- Email - (Document Route only)
- Twain scanner attached to the client PC
- Copy a file from the user's PC directly into an existing Repository Area folder.

The system also tracks the following information about each file entered into a Repository Area folder:

1. Color Management Completed (yes or no.)
2. Destination Color Space (sRGB, EFI RGB, or Apple RGB)

When the file first enters PageScope Router, Color Management Completed is always "no," and the Destination Color Space is always blank. The values are updated after Color Management is performed. Color Management may only be performed on a file once.

7.2 Connecting a TWAIN Device

The PageScope Router system is capable of receiving images from a TWAIN device (scanner, digital camera, etc.) directly connected to the PageScope Router Client PC.

To use this ability, you must connect your TWAIN device correctly, and an appropriate device driver corresponding to the TWAIN device must be installed on your computer.

Refer to the instructions provided with your TWAIN device for information about device drivers and installation.

Once the TWAIN is correctly connected and installed, you may Scan with the TWAIN Device.

7.3 Scanning with a TWAIN Device

PageScope Router will use the software provided with your TWAIN scanner to perform the scan operation. You must first select a Repository Folder in which to store the scanned image.

To Scan with a TWAIN Device

1. Insure that the scanner is connecting properly. See **7.2 Connecting a TWAIN Device**.
2. Open the Document Manager.
3. Select a Repository Area. Refer to section **5.3 Repository Selection**.
4. Use the mouse and select the destination folder where the image will be stored.
5. Click the **Scan** button. The **Scan** dialog will be displayed.
 - **Name:** field - Enter the desired name of the new image file into this field.
 - **Description:** field - Enter an optional description for the file in this field.
 - **Type:** list - This dropdown list contains the file formats in which the image may be saved. Select the desired format.
 - **More >>** button - Click this button to display the following additional format configuration fields on the dialog. The available selections are TIF, JPG, or PDF.
 - **Colors:** list - This dropdown list contains the color resolution that is available for the selected file type. For a TIF or PDF file type, monochrome (1-bit) or color (8&24-bit) conversions are available. For a JPG file type, only the color conversion is available.
 - **Subfile Type:** list - This dropdown list contains additional format parameters that change according to the selected file type. For a TIF or PDF file type, a file compression may be specified.
 - **Quality:** field - This is only enabled when a JPG file type is selected. This number specifies the quality of the image. A value of 1 is the lowest compression (highest quality, large file) and 255 is the highest compression (lowest quality, small file). Type a value or use the arrow controls to specify a number from 1 to 255.
7. When all of the image file information has been entered, click the **Scan** button. The **Select Source** dialog will be displayed.
8. This dialog will list all of the TWAIN Devices that are currently recognized by the PC. Select the TWAIN device you want to use in the **Sources:** list.
9. Click the **Select** button. The User Interface for the selected TWAIN scanner will be displayed. Refer to the manufacturer's documentation for information on completing the scan and performing any image editing. When scanning is complete and the image is accepted, the TWAIN scanner User Interface will close and the image will be placed in

the selected Repository folder.

7.4 Receiving Documents by E-Mail

Documents can be entered into the PageScope Router system as E-mail attachments.

The PageScope Router Server monitors a mail queue that is configured by the PageScope Router Administrator. E-mails properly addressed can be sent to a user's Inbox or sent to a Private or Public Document Route to be processed according to the rules of the Route.

Below are the rules for addressing E-mails in a PageScope Router system for typical destinations. You may send E-mails directly to a PageScope Router User's Inbox, a User's Private Document Route, or a Public Document Route.

7.4.1 E-mail Addressing Rules

The format to be used when addressing E-mails:

[{Username}].[{Document Route Name}]@{PSR Server mail domain}

- **Username** - Indicates the name of the user for whom Document Route Name represents a Private Document Route. This may indicate an OS or a Non-OS user and to avoid naming collisions, Non-OS users must prefix their usernames with "PSR" followed by a period. For example, **User1** (OS User), or **PSR.User1** (Non-OS User).
- **Document Route Name** - Indicates the name of the Document Route.
- **PSR Server mail domain** - Indicates the complete mail domain that identifies the PageScope Router Server and domain. For example, **PSRPC1.Sales1.Com** specifies PageScope Router Server software residing on a server PC named "PSRPC1" located in the "Sales1" domain.

Notes:

- The system will prevent Public Document Routes from having the same name as user accounts. For example, if there is a user named "UserX", the system will not allow the PSR Administrator to create a Public Document Route named "UserX".
- The only characters available at the MFP console, other than the alphanumeric set (A-Z, a-z, 0-9), are:
 - @ ("At" Symbol)
 - . (Period)
 - _ (Underscore)
 - - (Hyphen)

E-mail Addressing Rules Examples

In the examples below, documents are routed using a PageScope Router Server residing on a server PC named “**PSRPC1**” located in the “**Sales1**” domain. The complete domain name for this server is **PSRPC1.Sales1.Com**.

1. Route to a PageScope Router OS Users Inbox

- ***UserName@PSRServerName.DomainName.com***
 - ***Example:*** *User1@PSRPC1.Sales1.Com*
 - ***Action:*** PageScope Router processes the attached document with **User1**'s default DOCUMENT ROUTE, sending it to User1's Inbox. User1 is an OS User.

2. Route to a PageScope Router Non-OS Users Inbox

- ***PSR.UserName@PSRServerName.DomainName.com***
 - ***Example:*** *PSR.User2@PSRPC1.Sales1.Com*
 - ***Action:*** PageScope Router processes the attached document with **User2**'s default DOCUMENT ROUTE, sending it to User2's Inbox. User2 is a Non-OS User.

3. Route to a PageScope Router OS Users Private Document Route

- ***UserName.DocumentRouteName@PSRServerName.DomainName.com***
 - ***Example:*** *User1.DocRoute1@PSRPC1.Sales1.Com*
 - ***Action:*** PageScope Router processes the attached document with **User1**'s Private DOCUMENT ROUTE named “DocRoute1”.

4. Route to a PageScope Router Non-OS Users Private Document Route

- ***PSR.UserName.DocumentRouteName@PSRServerName.DomainName.com***
 - ***Example:*** *PSR.User2.DocRoute2@PSRPC1.Sales1.Com*
 - ***Action:*** PageScope Router processes the attached document with **User2**'s Private DOCUMENT ROUTE named “DocRoute2”.

5. Route to a Public Document Route

- **DocumentRouteName@PSRServerName.DomainName.com**
 - **Example:** *PubDocRoute1@PSRPC1.Sales1.Com*
 - **Action:** PageScope Router processes the attached documents with the Public DOCUMENT ROUTE named “PubDocRoute1”.

See **8.6 Document Route Routing**.

7.5 Receiving Documents by FTP

Documents can be entered into a PageScope Router Repository folder by sending them to an FTP site.

The PageScope Router Server monitors one or more FTP directories that are configured by the PageScope Router Administrator. Files arriving in these directories are then processed according to the appropriate Document Route. After processing, the file is removed from the FTP directory.

See **8.6 Document Route Routing**.

7.6 Importing a File

PageScope Router allows you to Import or copy a file directly from your PC into a Repository folder.

To Copy a file from a PC

1. Open the Document Manager.
2. Select a Repository Area. Refer to **5.3 Repository Selection**.
3. Use the mouse and select the destination folder where the file will be saved.
4. Click the **Import** button.
5. The standard Windows File Open browse dialog will be displayed. Select the desired file. Note: Only supported file types (TIF, JPG, PDF) may be selected.
6. The **Import a Document** dialog will be displayed.
7. Enter the following information about the file in the specified fields.
 - **Name:** field - Enter the desired name of the new image file into this field.
 - **Description:** field - Enter an optional description for the file in this field.

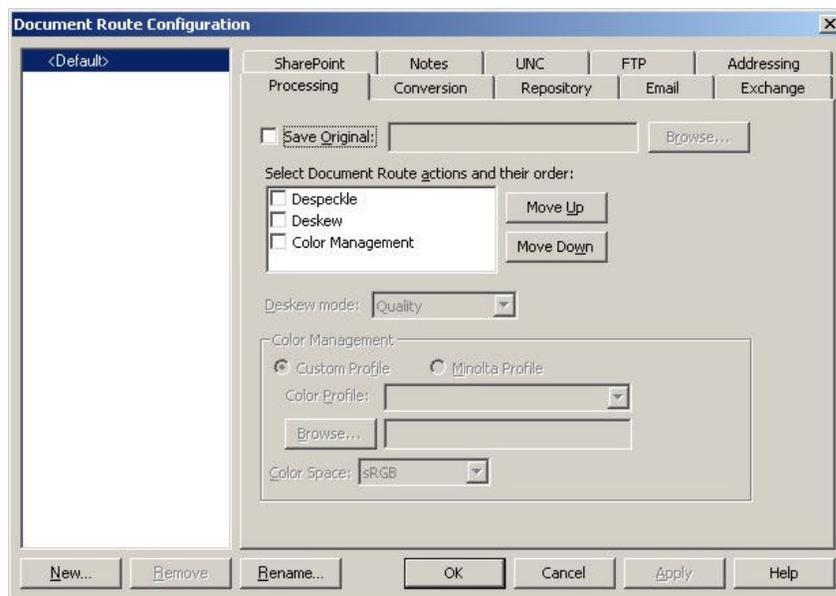
8. Click **OK** to finish the operation and copy the file into specified location.

8 Document Routes

8.1 Creating a Document Route

A new Document Route is created using the following steps.

1. Start the PageScope Router client and Login.
2. Click the **Configure** button on the Document Manager window.
3. The **Document Route Configuration** dialog will open.



4. The dialog contains various "tab" dialogs used to configure the processing and routing functions of the Document Route, and the default tab is the **Processing** tab.
5. Click the **New** button. The **Name Document Route** dialog is displayed.
6. Type a name for the new Document Route. Click **OK** to accept the name or **Cancel** to return to the previous dialog.
7. Click the **Apply** button on the **Document Route Configuration** window.
8. The new Document Route has been created, and will now appear on the dropdown list in all of the Configuration dialog tabs. Before using it, you must first configure the Document Route. See **8.7 Configuring Document Route Settings** for information to setup the Document Route.

8.2 Remove a Document Route

To Remove a Document Route

1. Start the PageScope Router client and Login.
2. Click the **Configure** button on the Document Manager window.
3. The **Document Route Configuration** dialog will open.
4. Select a Document Route from the list. Click the **Remove** button at the bottom of the dialog.
5. The Document Route name status indicator will change to a .
 - Note: The **Remove** button will change to a **Restore** button. Click this **Restore** button to restore a Document Route that was selected accidentally. The Document Route name status indicator will return to a .
6. Click **Apply** to remove the Document Route. **Note:** You cannot restore a Document Route once you click **Apply**.

8.3 Rename a Document Route

To Rename a Document Route

1. Start the PageScope Router client and Login.
2. Click the **Configure** button on the Document Manager window.
3. The **Document Route Configuration** dialog will open.
4. Select a Document Route from the list. Click the **Rename** button at the bottom of the dialog.
5. The **Name Document Route** dialog will open.
6. Enter a new Document Route name, and click **OK** to apply the change.

8.4 Using Document Routes

To Route a Document

1. Open the Document Manager.

2. Refer to **5.2 Repository Viewer** and select the Repository document(s) that you want to route. You may select multiple documents.
3. Click the **Route** button on the left side of the Document Manager window.
4. The **Route Document(s)** dialog will be displayed. This dialog will list all of the Document Routes that are available. This will include all of the Public Document Routes, and any Private Document Routes that you have created. **Note:** You cannot access Private Document Routes that belong to another user.
5. **Choose Document Route:** section - Select the desired Document Route from those listed in the Private: or Public: lists.
6. **Configure** section - If necessary, the buttons in this section allow you to view Document Route information, create a new route, or remove a route.
 - **Show...** button - This will display the current configuration of the selected Document Route. It will open the Document Route Configuration dialog. You may select all of the tab dialogs to view the information, but you cannot change any settings.
 - **New...** button - This may be used to create a new Document Route. It will open the Document Route Configuration dialog. See **8.1 Creating a Document Route**.
 - **Remove** button - This may be used to remove a Document Route. It will open the Document Route Configuration dialog. See **8.2 Remove a Document Route**.
7. Once the Document Route has been selected, click the **Route Now** button. An acknowledgement message will be displayed stating that the document has been successfully submitted for processing. The selected document(s) will be processed and routed according to the Document Route configuration.

Important! Once the document has been submitted for processing, the specified action may not take place immediately. The Routing action is placed in a queue on the PageScope Router Server, and the delay will depend on the volume of Routing actions to accomplish, other server loading factors, and whether the PageScope Router Routing Service is running. This method prevents the loss of important document routing.

8.5 Document Route Processing

PageScope Router allows you to automatically perform image processing on documents that are routed by a Document Route. The processing functions are selected for each Document Route using the Document Route Configuration dialog, and the functions are performed on the selected documents, in the selected order, before the documents are routed.

The functions available are:

- Despeckle
- Deskew
- Color Management or Color Matching using ICC Color Profiles

Despeckle

Documents sometimes contain black specks due to faulty printing or copying. The Despeckle function removes those specks from scanned black and white images.

Deskew

The deskew operation corrects image skew introduced by improper positioning of the original on the scan device at scan time.

Color Management

The Color Matching process matches the color space of the MFP device used to obtain the document to the output devices and displays used by the PageScope Router system. See **6.4 Color Management** for more information.

8.6 Document Route Routing

The PageScope Router system routes the modified documents after all image-processing operations have been completed. You may specify a set of destinations to which the documents should be distributed, and at least one destination must be specified. **Note:** The order in which a document is distributed to these destinations cannot be specified.

The destinations are configured by using the appropriate "Tab Dialog" on the Document Route Configuration dialog. The following is a list of destination types that can be specified.

Routing Destinations

- **PageScope Router Repository Folder Routing** - The modified documents can be placed into a Repository Folder to which you have access. The user specifies the PageScope Router folder into which a copy of the modified document(s) shall be placed. If you are using a Private Document Route, you may specify a folder or subfolder within your own Private Folder, a Public Folder within the Public Repository Area, or a Group Folder within the Group Repository Area of any Group of which you are a member.
- **Email Server Routing** - The modified documents can be sent as an attachment via the PageScope Router Server's SMTP service. You only need to provide a valid list of email addresses.
- **Microsoft Exchange Server Routing** - The modified documents can be placed in a Microsoft Exchange folder. You must provide an authorized User name and Password to access the Exchange folder.

- **Microsoft SharePoint Portal Server Routing** - The modified documents can be placed in a Microsoft SharePoint Portal folder. You must provide an authorized User name and Password to access the SharePoint folder.
- **Lotus Notes Routing** - The modified documents can be placed into a Lotus Notes database folder. You must provide an authorized User name and Password to access the FTP folder. Lotus Domino Versions 5.0 and 6.0 will be supported.
- **UNC Path Routing** - The modified documents can be placed in a UNC Path location. A UNC path location is the Universal Naming Convention identifier for a folder residing at a network location. To access this location you must have a Username and Password for an account with the correct read and write security rights.
- **FTP Server Routing** - The modified documents can be placed in an FTP folder. You must provide an authorized User name and Password to access the FTP folder.

8.7 Configuring Document Route Settings

The Document Routes used in PageScope Router are configured by modifying information displayed on a Document Route Configuration dialog.

To access the configuration dialog

1. Start the PageScope Router client and Login.
2. Click the **Configure** button on the Document Manager window.
3. The **Document Route Configuration** dialog will open. This dialog contains several Tab dialogs used to configure the processing and routing functions of the Document Route.
4. Select a Document Route from the list displayed on the left.
5. Select the Tab Dialog for each required operation and enter the appropriate information using the fields and controls provided on each Tab. **Note:** The Document Route name status indicator will change to a , indicating that the selected Document Route is the route being edited.
6. When the configuration has been completed, click the **OK** button to accept the entered information and close the dialog or the **Cancel** button to cancel the operation.

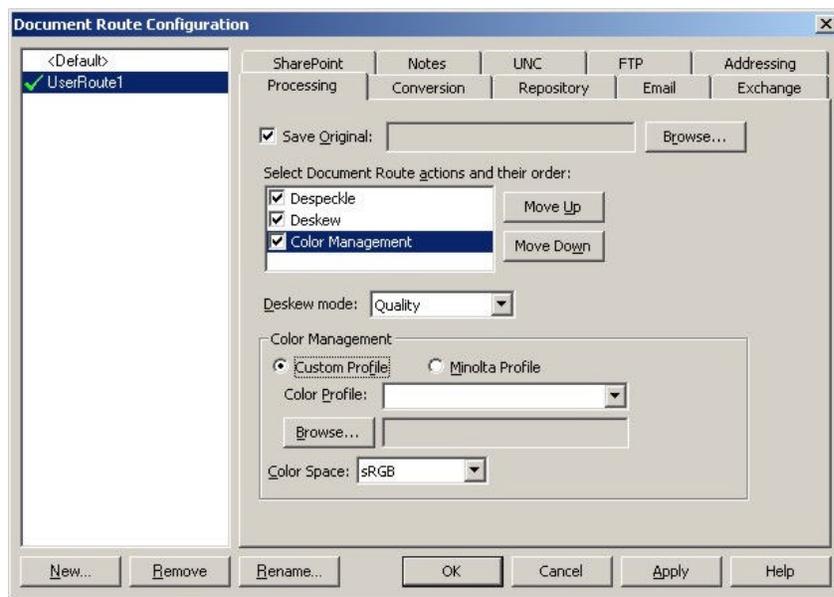
Refer to the following sections for information to configure each function.

- **8.7.1 Image Processing**
- **8.7.2 Image Conversion**
- **8.7.3 Repository Routing**

- **8.7.4 Client Email Routing**
- **8.7.5 Microsoft Exchange Routing**
- **8.7.6 Microsoft SharePoint Portal Routing**
- **8.7.7 Lotus Notes Routing**
- **8.7.8 UNC Routing**
- **8.7.9 FTP Routing**

8.7.1 Processing Tab

The Processing tab dialog contains the following data fields and buttons to configure Color Management and image processing during Document Routing.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **Save Original:** checkbox - When checked, an unmodified copy of the original document will be saved in the Repository folder specified.
- **Repository Folder** field - This field contains the name of the Repository location where the original document will be saved. Enter the location or use the **Browse** button to specify a location. See the section **Save "Original" to PageScope Router Folder Option** below for additional information.
- **Select Document Route actions and their order:** section - This area contains the image processing functions that can be applied to the document during routing. Each function is controlled by a checkbox, and the order in which the functions are applied can be changed. You can select any or none of the functions.
 - **Despeckle** checkbox - When checked, the despeckle operation is performed on all pages of the document during routing. This function removes specks from scanned black and white images only.
 - **Deskew** checkbox - When checked, the deskew operation is performed on all pages of the document during routing. The deskew operation corrects image skew introduced by improper positioning of the original on the scan device at scan time.
 - **Color Management** checkbox - When checked, the color management operation is performed on all pages of the document during routing. The Color Management section controls listed below are also enabled. This process matches the color space of the MFP device used to obtain the document to the output devices and displays used by the PageScope Router system.
 - **Move Up/Down** buttons - These buttons are used to change the order of the functions. A function is highlighted and the buttons used to move the placement.
 - **Deskew mode:** list - The operation can be configured to give the processing priority to Speed or Quality. Choose Speed for large documents or when processing time is critical, or choose Quality for small documents or when processing accuracy is most important.
- **Color Management** section - This section contains controls for specifying the ICC color profile for the routed document, as well as the Color Space for the document. They are enabled when the Color Management checkbox is checked.
 1. **Custom Profile** radio button selected - This selection allows you to specify and use a custom color profile with the MFP.
 - **Color Profile:** list - This dropdown list contains the ICC Color Profiles available in the PageScope Router system.
 - **Browse** button - You can use the **Browse** button to search for a new ICC Profile to be used. The selected file will be used and also uploaded into the PageScope Router system. **Note:** You must select a color profile in this mode.
 - **Color Space:** field - This dropdown list is used to select the Color Space for the modified document. It can be sRGB, EFI RGB, or Apple RGB.

2. **Minolta Profile** radio button selected - This is the default selection, and the color profile that will be used for the selected MFP Device is specified by the PageScope Router Administrator.
 - **Device:** field - This dropdown list is used to select the MFP device that is used to obtain the document.
 - **Background Remove** checkbox - When checked, this indicates to the system the setting that should be used when selecting the appropriate ICC profile for color management.
 - **Color Space:** field - This dropdown list is used to select the Color Space for the modified document. It can be sRGB, EFI RGB, or Apple RGB.

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

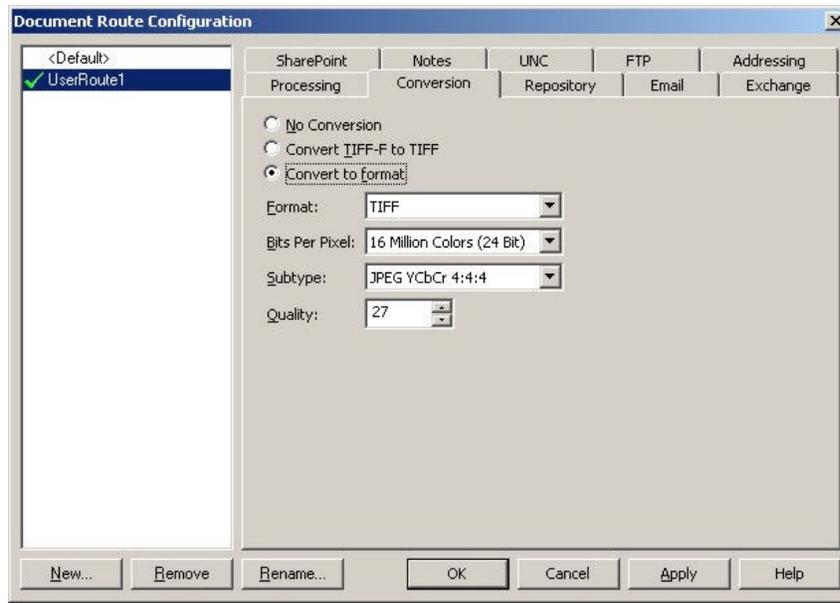
Save "Original" to PageScope Router Folder Option

You may specify a PageScope Router Folder into which the "original" document shall be saved by enabling the checkbox on the Processing Tab dialog. The following rules are used for selecting the destination folder when Save Original is selected.

- **Private Document Route** - Valid destinations are limited to the user's Private Folder, Group Folders in the Group Repository Area of Groups of which the user is a member, or Public Folders.
- **Private Document Route** - If no destination is entered, the "original" document will go to your inbox.
- **Public Document Route** - Valid destinations are limited to all Group Folders and all Public Folders.
- **Public Document Route** - A destination must be specified.

8.7.2 Conversion Tab

The Conversion tab dialog contains the following data fields and buttons to configure File Format conversion during Document Routing.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **No Conversion** radio button – When this button is selected, no file format conversion is performed by the Route, and the format controls are disabled.
- **Convert TIFF-F to TIFF** radio button – When this button is selected, the only file format conversion that is performed by the Route is TIFF-F to TIFF.
- **Convert to Format** radio button – When this button is selected, file format conversion is enabled and the following controls are enabled.
- **Format:** list - This dropdown list contains the file types to which the document may be converted. The available selections are TIF, JPG, or PDF.
- **Bits Per Pixel:** list - This dropdown list contains the color resolution that is available for the selected file type. For a TIF or PDF file type, monochrome (1-bit) or color (8&24-bit) conversions are available. For a JPG file type, only the color conversion is available.
- **Subtype:** list - This dropdown list contains additional format parameters that change

according to the selected file type. For a TIF or PDF file type, a file compression may be specified.

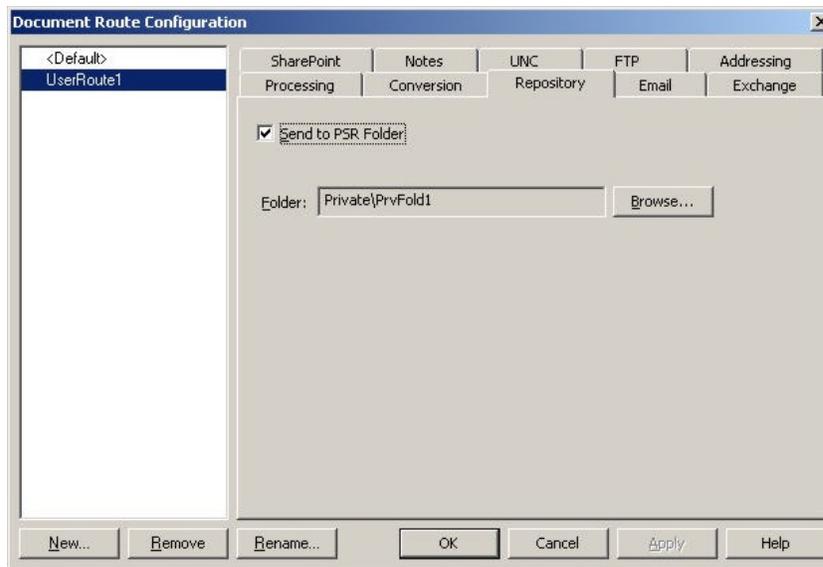
- **Quality:** field - This is only enabled when a JPG file type is selected. This number specifies the quality of the image. A value of 1 is the lowest compression (highest quality, large file) and 255 is the highest compression (lowest quality, small file). Type a value or use the arrow controls to specify a number from 1 to 255.

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.3 Repository Tab

The Repository tab dialog contains the following data fields and buttons to configure Document Routing to a Repository Folder.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.

- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **Send to PageScope Router Folder** checkbox - When this is checked, the modified documents are routed to the Repository folder specified in the Folder field.
- **Folder:** field - This field contains the Repository folder to which the documents are routed. You can either type the folder name or use the Browse button to search for a folder.
- **Browse** button - This button opens the Repository folder for routing dialog used to locate a specific Repository folder.

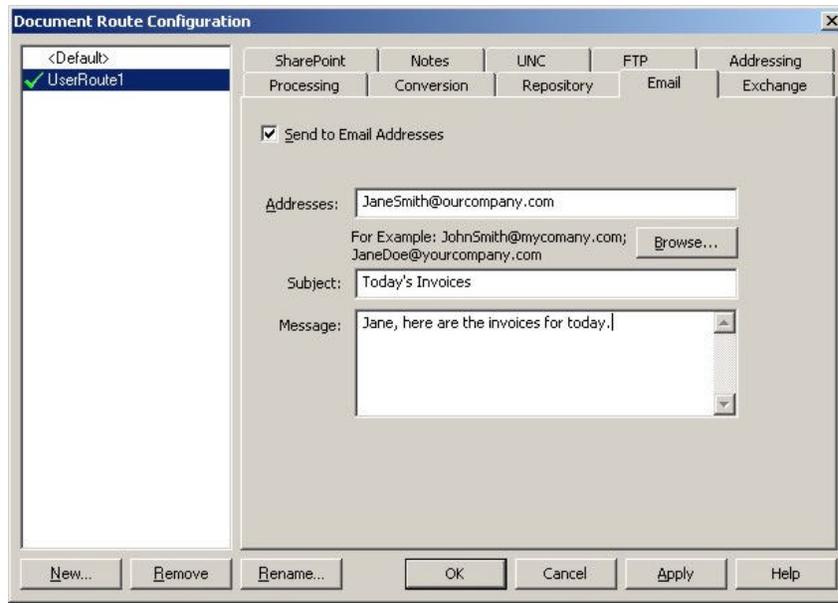
Note: You may specify a folder or subfolder within your own Private Folder, a Public Folder, or a Group Folder of any Group of which you are a member.

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.4 Email Tab

The Email tab dialog contains the following data fields and buttons to configure Document Routing to Email Addresses.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **Send to Email Addresses** checkbox - When this is checked, routing to Email addresses is enabled, and the modified documents are routed to the Email addresses specified in the **Addresses** field.
- **Addresses:** field - This field contains the list of Email Addresses to which the documents are routed. Addresses may be entered directly into the field, or the Browse button may be used to obtain a list. Multiple addresses may be entered, each separated by a semicolon.

For example: JohnSmith@mycompany.com;JaneDoe@yourcompany.com

- **Browse** button - This button opens the **Add Email Addresses** dialog. This dialog is used to search an email server and create a list of addresses. Addresses selected from this list are then added to the list of Document Route recipients. See the next section for more information.
- **Subject:** field - This field contains the subject of the email to be sent.

- **Message:** field - This field contains a message for the email to be sent.

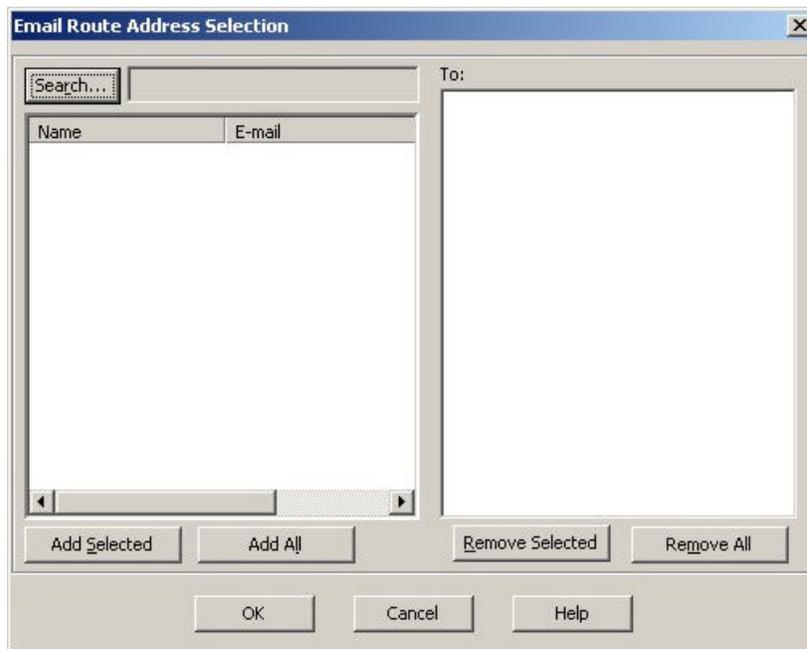
Note: The PageScope Router system will verify each email address listed for proper format (e.g. user@domain), but will NOT verify that the email addresses exist or are otherwise valid.

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.4.1 Add Email Addresses dialog

This dialog is opened when the **Browse** button on the Email tab is clicked, and is used to create a list of addresses to be used as Document Route email recipients.



The **Common Name** list on the left side of the dialog contains a list of available email addresses obtained from an Email server. This list will be empty until a search is performed. The **To:** list on the right side contains the list of selected email addresses to be used in the Document Route.

- **Search...** button – This button opens the **People Search** dialog. This dialog provides the ability to search an email server and obtain a list of email addresses. See the next section for more information.

- **List Search** field - This field is enabled only when the **Common Name** list contains email addresses obtained from a search. It is used to quickly locate an address in the list by using a "type-ahead" feature that advances the list to matching addresses as characters are entered in the field.
- **Common Name** list – This is a list of available Email addresses obtained as a result of performing an email address search.
- **To:** list – This is a list of Email addresses that will receive the documents routed by the Document Route. The list is modified by using the **Add.../Remove...** buttons.
- **Add Selected** button – This button is used to copy only the addresses selected in the **Common Name** list to the **To:** list box.
- **Add All** button – This button is used to copy all of the addresses in the **Common Name** list to the **To:** list box.
- **Remove Selected** button – This button is used to remove only the selected addresses from the **To:** list box.
- **Remove All** button – This button is used to remove all of the addresses from the **To:** list box.
- **Ok** - Use this button to accept the address selections and close the dialog.
- **Cancel** - Use this button to cancel the operation.

8.7.4.2 People Search dialog

This dialog is opened when the **Search** button on the **Add Email Addresses** dialog is clicked, and is used to create a list of addresses to be used as Document Route email recipients.

Email addresses may be obtained from an email server by performing an Email Address Search using a Simple or Advanced method. PageScope Router can be configured to access only a single LDAP email server.

The **People Search** dialog contains the search criteria fields that store the information necessary to perform the search, as well as operators to refine the search criteria.

Operators

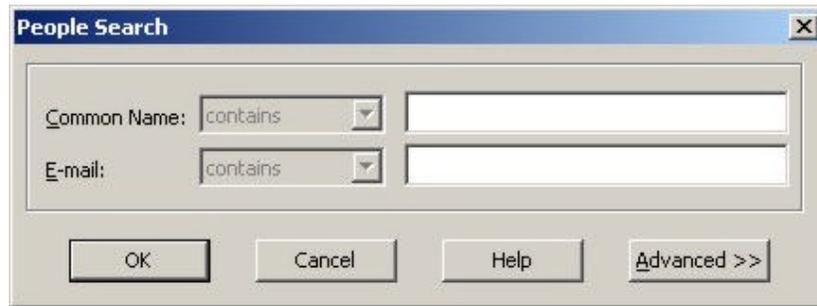
Several operators are provided to refine or narrow the search. They are selected from a drop-down list, and the following four operators are provided:

- **contains** - An address is returned only if the entered data string is contained anywhere within the address. Use this if only part of an address is known.
- **matches** - An address is returned only if it matches the entered data string exactly. Use this if the exact address is known.

- **starts with** - An address is returned only if the entered data string matches the beginning of the address. Use this if only the first part of an address is known.
- **ends with** - An address is returned only if the entered data string matches the end of the address. Use this if only the last part of an address is known.

Simple Search method

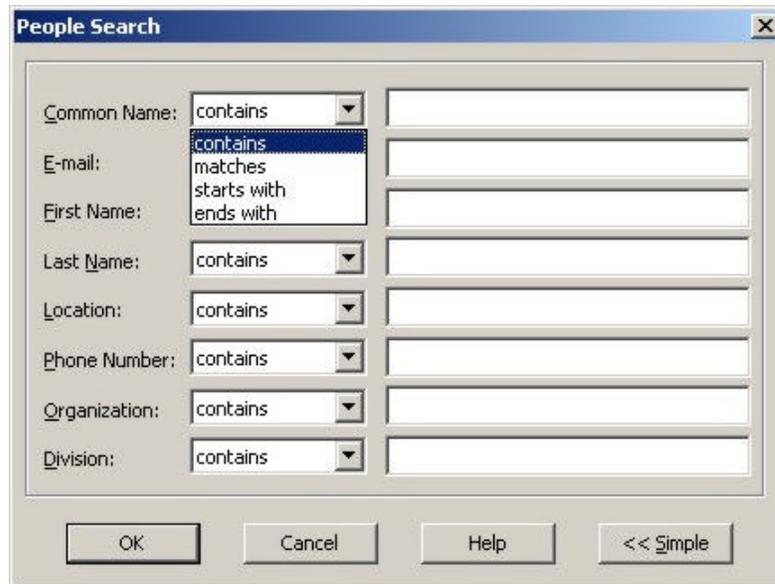
In this method, the dialog contains only the following search criteria. For each criterion, the operator is defaulted to "contains" and data is entered in the associated data field.



- **Common Name:** field - The Common or User name data in the email server list is searched.
- **E-mail:** field - The Email address data in the email server list is searched.
- **Ok** button - Accepts the entered data and begins the search.
- **Advanced >>** button - Expands the dialog and provides additional search functionality.

Advanced Search method

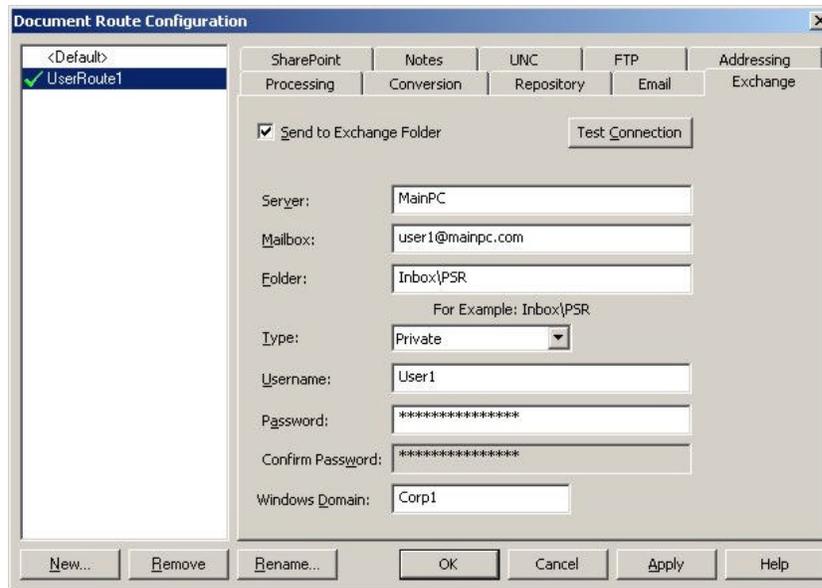
When the **Advanced>>** button is clicked, the operator fields are enabled and the following additional search criteria are displayed in the expanded dialog.



- **First Name:** field - The First name data in the email server list is searched.
- **Last Name:** field - The Last name data in the email server list is searched.
- **Location:** field - The Location data in the email server list is searched.
- **Phone Number:** field - The telephone number data in the email server list is searched.
- **Organization:** field - The Organization name data in the email server list is searched.
- **Division:** field - The Division name data in the email server list is searched.
- **Ok** button - Accepts the entered data and begins the search.
- **<< Simple** button - Contracts the dialog and provides simple search functionality.

8.7.5 Exchange Tab

The Exchange tab dialog contains the following data fields and buttons to configure Document Routing to a Microsoft Exchange server.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **Send to Exchange Folder** checkbox - When this is checked, the modified documents are routed to the Microsoft Exchange Folder specified by the data in the following fields.
- **Test Connection** button - This button is used to verify the network access and security credentials for the connection that is specified by the data field information to insure that PageScope Router will be able to perform the routing.
- **Server:** field - This field contains the name of the Microsoft Exchange Server.
- **Mailbox:** field - This field contains the Mailbox name in the Microsoft Exchange Server.
- **Folder:** field - This field contains the name of the Microsoft Exchange Folder to which the documents are routed.
- **Type:** list - Select the Exchange folder type from the list.
- **Username:** field - This field contains the Username that PageScope Router should

use to authenticate to the Microsoft Exchange Server.

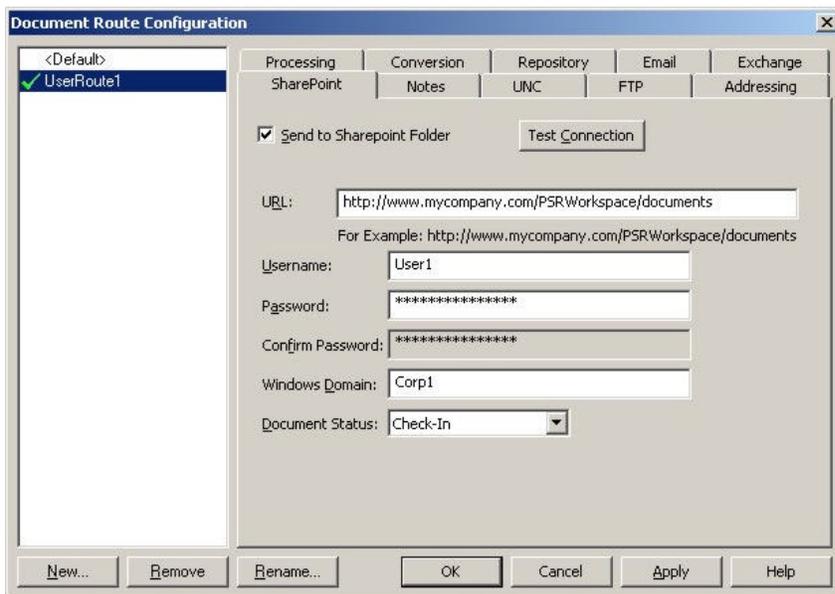
- **Password:** field - This field contains the Password that PageScope Router should use with the Username to authenticate to the Microsoft Exchange Server.
- **Confirm Password:** field - This field contains the confirmation Password.
- **Windows Domain:** field - This field contains the name of the Network Domain in which the Microsoft Exchange Server is located.

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.6 SharePoint Tab

The SharePoint tab dialog contains the following data fields and buttons to configure Document Routing to a Microsoft SharePoint Portal server.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.

- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

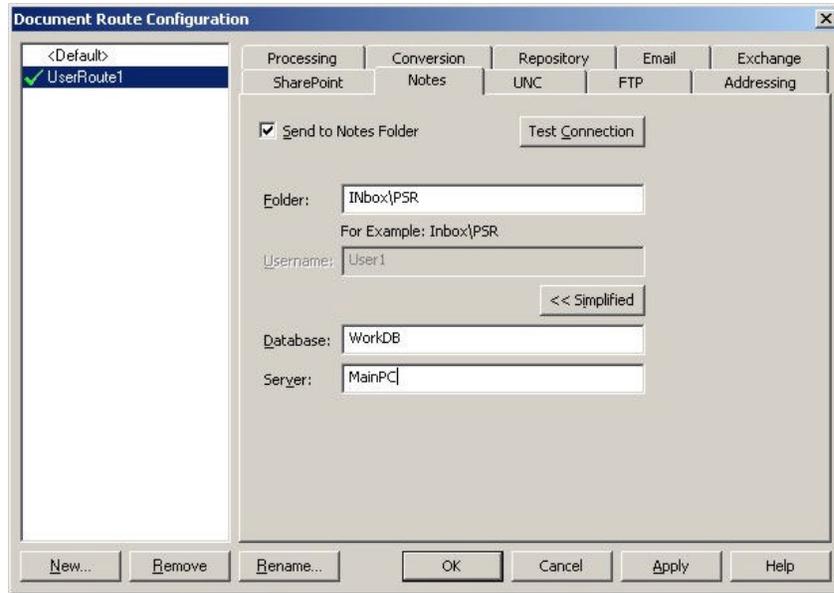
- **Send to SharePoint Folder** checkbox - When this is checked, the modified documents are routed to the SharePoint Portal Folder specified by the data in the following fields.
- **Test Connection** button - This button is used to verify the network access and security credentials for the connection that is specified by the data field information to insure that PageScope Router will be able to perform the routing.
- **URL:** field - This field contains the URL address of the SharePoint Portal Folder to which the documents are routed.
- **Username:** field - This field contains the Username that PageScope Router should use to authenticate to the Microsoft SharePoint Portal Server.
- **Password:** field - This field contains the Password that PageScope Router should use with the Username to authenticate to the Microsoft SharePoint Portal Server.
- **Confirm Password:** field - This field contains the confirmation Password.
- **Windows Domain:** field - This field contains the name of the Network Domain in which the Microsoft SharePoint Portal Server is located.
- **Document Status:** list - This dropdown list contains the status to be assigned to the routed document and then set in SharePoint. The entries that can be selected from the list are: **Published**, **Check-In**, and **Check-Out**.

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.7 Notes Tab

The Notes tab dialog contains the following data fields and buttons to configure Document Routing to a Lotus Notes Folder.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **Send to Notes Folder** checkbox - When this is checked, the modified documents are routed to the Lotus Notes Folder specified by the data in the following fields.
- **Test Connection** button - This button is used to verify the network access and security credentials for the connection that is specified by the data field information to insure that PageScope Router will be able to perform the routing.
- **Folder:** field - This field contains the name of the Lotus Notes Folder to which the documents are routed.
- **Username:** field - This field contains the Username that PageScope Router should use to authenticate to the Lotus Notes Server.
- **Advanced >>** button – When clicked, additional fields will be displayed as listed below.
 - **Database** field – This field contains the name of the Lotus Notes database to be used.

- **Server** field - This field contains the name of the Lotus Notes Server.
- **<< Simplified** button – When clicked, the database and server selection fields will not be displayed on the dialog.

Note: -Lotus Domino Versions 5.0 and 6.0 will be supported.

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.8 UNC Tab

The UNC tab dialog contains the following data fields and buttons to configure Document Routing to a UNC Path.

Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.

- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **Save to UNC Path** checkbox - When this is checked, the modified documents are routed to the UNC path specified by the data in the following fields.
- **Test Connection** button - This button is used to verify the network access and security credentials for the connection that is specified by the data field information to insure that PageScope Router will be able to perform the routing.
- **Path:** field - This field contains the UNC path to which the documents are routed.

For example: \\servername\PSRFolder
- **Browse** button - This button opens the **Browse for Folder** dialog. This dialog displays a list of valid network Shares, found in your network, from which you may select the route destination. You may also create a new folder if you have the necessary rights.
- **Username:** field - This field contains the Username of an account that has read-and-write access to the UNC path specified. The PageScope Router Server will use these credentials to access the UNC path or the location used.
- **Password:** field - This field contains the Password that PageScope Router should use with the Username.
- **Confirm Password:** field - This field contains the confirmation Password.
- **Windows Domain:** field - This field contains the name of the Network Domain in which the UNC Path is located.

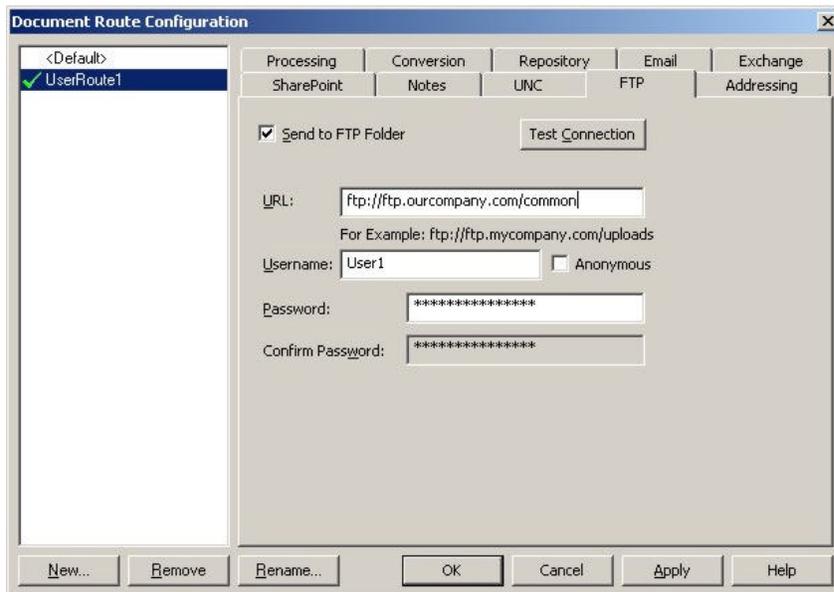
Note: If the destination location contains a file with the same name as the file being written, the PageScope Router Server follows the Windows convention for multiple similar filenames in a directory (e.g. "filename.ext", "filename (2).ext", "filename (3).ext")

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.9 FTP Tab

The FTP tab dialog contains the following data fields and buttons to configure Document Routing to an FTP Folder.



Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A ✓ next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Dialog Functions

- **Send to FTP Folder** checkbox - When this is checked, the modified documents are routed to the FTP Folder specified by the data in the following fields.
- **Test Connection** button - This button is used to verify the network access and security credentials for the connection that is specified by the data field information to insure that PageScope Router will be able to perform the routing.
- **URL:** field - This field contains the FTP Folder to which the documents are routed.
- **Username:** field - This field contains the authorized Username for the location used. This field will be disabled if the **Anonymous** checkbox is checked.
- **Anonymous** checkbox – When this is checked, the dialog will change as follows, and the document will be routed to the specified FTP Folder as an anonymous user.

- The **Username:** field will be disabled and automatically filled in with “anonymous”.
- The **Password:** field will be filled with a default password with the structure of **xxx@yyy** where **xxx** is the name of the PSR user that is currently logged in, and **yyy** is the name of the PSR server. For example: "JDoe@Servername". However, any valid password may be entered into the field.
- **Password:** field - This field contains the Password that PageScope Router should use with the Username.
- **Confirm Password:** field - This field contains the confirmation Password.

Note: If the destination location contains a file with the same name as the file being written, the PageScope Router Server follows the Windows convention for multiple similar filenames in a directory (e.g. "filename.ext", "filename (2).ext", "filename (3).ext")

Dialog Controls

- **OK** button - This button is used to accept the entered information and close the dialog.
- **Cancel** button - This button is used to cancel the operation.
- **Apply** button - This button is used to accept the entered information.

8.7.10 Addressing Tab

The Addressing tab dialog contains the following information fields.

Document Route Selection

- **Document Route** list box – This is a list of available Document Routes, used to select the Document Route that will be modified. A  next to a Document Route name indicates that the selected Document Route is being edited.
- **New** button - This button is used to create a new Document Route.
- **Remove** button - This button is used to remove the selected Document Route.
- **Rename** button - This button is used to rename the selected Document Route.

Information Fields

- **Email:** field - This is the email address of this Document Route.

- **FTP:** field - This is the FTP folder that is configured with this Document Route.

Dialog Controls

- **OK** button - This button is used to close the dialog.
- **Cancel** button - This button is used to cancel the operation.

Index

1

100% button 18

A

Add a Repository Folder..... 35

Add Email Addresses 84

Add Page..... 61

Adding annotations 56

Addressing Tab 95

Advanced Search method 86

Annotation Marks..... 56

Annotation Overview..... 55

Annotation Properties..... 58

B

Brightness..... 50

Burning Annotations 58

C

Cache Settings 27

Capturing Overview 66

Change Password 25

Clipboard Support 64

Closing..... 13

Color Management 52

Color Matching 53

Color Matching a Document 53

Column Settings 22

Configuring Client Options 22

Configuring Document Route Settings 76

Contrast 50

Controllers..... 8

Conversion Tab 79

Copy a File 70

Copy/Move 35

Crop 47

D

Delete a Document 37

Deleting Annotations	57
Deskew	48
Despeckle	47
Document	53
Document Control Overview.....	33
Document Editing Functions	60
Document Editing Overview	60
Document Manager	15
Document Overview.....	44
Document Properties	42
Document Route.....	72, 73
Creating	72
Processing.....	74
Remove	73
Rename	73
Routing.....	75
Document Viewer	16
Documents.....	40
Delete.....	37
E-mailing	40
Downloading the Installation Program	9

E

Editing Annotations	57
E-Mail – Receiving Documents	68
E-Mail – Sending Documents	40
Email Address Search.....	85
E-Mail Addressing Rules	68
Email Tab.....	82
Exchange Tab	87

F

Features	7
Fit button.....	18
Folder/Document	35
Open	35
FTP – Receiving Documents	70
FTP Tab.....	94

H

Hardware Requirements	9
-----------------------------	---

I	
ICC Profiles	54
Image Editing Description.....	45
Image Editing Functions	45
Import a file	70
Installation Program	9
Installing PageScope Router Client Software	11
Installing the Minolta TWAIN driver only	11
N	
New Features in Version 1.5.....	7
Notes Tab	90
O	
Open	35
Open a Folder/Document	35
Operators	85
P	
Page Viewer.....	18
People Search.....	85
Permanent Annotations	58
Printing Documents.....	41
PSR Server Address.....	26
R	
Remove Page	62
Reorder Page	63
Repository Document List	32
Repository Folder	35
Repository Overview.....	29
Repository Selection	31
Repository Tab	81
Repository Viewer.....	30
Resize	48
Rotation	51
S	
Saving Documents.....	37
Scanning.....	67
Search Operators	85
Section 508	14
SharePoint Tab	89

Simple Search method	86
Software Requirements	9
Starting	13
Submit Color Profile	23
Supported Input Sources	8
Supported MFP	8

T

Thumbnail Viewer	21
TWAIN Device	66, 67
Connecting	66
Scanning	66
TWAIN Source Setup Wizard	24

U

UNC Tab	92
User Interface	14
Using Document Routes	73

V

Viewing Documents	44
-------------------------	----

Z

Zoom Factor field	18
Zoom radio button	18