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**Introduction**

**About GlobalScan**
GlobalScan enables a multifunctional device (MFD) to quickly scan documents to e-mail, or to a folder, and perform OCR, fax and document management functions via optional plug-ins. This powerful, yet easy-to-use, paper document capture and distribution system integrates seamlessly with your existing mail infrastructure to significantly boost workgroup productivity by combining network scanning functionality within an accessible copier platform. Most importantly, dramatic cost efficiencies are gained by speeding throughput of common business transactions that may otherwise require slower and more costly methods of communication.

**GlobalScan Components**
The GlobalScan system consists of two primary components:

1. **GlobalScan Server software**
2. **GlobalScan Multifunctional Device software**

Once installed, the GlobalScan Server acts as a digital document routing system that accepts scanned documents from multifunctional devices, creating digital files - of even the most complex documents - for electronic transmission over your network as an attached e-mail. Working together, the GlobalScan Server and the multifunctional device make efficient and timely delivery of these electronic files to destinations around the corner or around the globe.

**About this Guide**
This Getting Started Guide is divided into three sections:

- **Multifunctional Device Configuration**: Contains instructions for the System Administrator to access and configure MFD parameters.
- **GlobalScan Admin Server Configuration**: Contains instructions for the System Administrator regarding GlobalScan Server software configuration.
- **Appendix**: Contains additional reference materials such as: software and hardware requirements and specifications, optional plug-ins to further automate document management tasks, frequently asked questions, and a glossary of terms.
Before Getting Started
To enable the multifunctional device to Scan-to-Email, Scan-to-Folder, send a fax (via optional RightFax Plug-in), and perform Optical Character Recognition (via optional OCR Plug-in), the following setup procedures must be completed by an authorized service technician and/or System Administrator:

- Review the “Important:” notes recommendations located in the Pre-installation Requirements section of the Installation Guide.
- The GlobalScan software is downloaded to MFD’s hard drive*
- The MFD is configured*
- The GlobalScan Server software is installed*
- The GlobalScan Admin Module is configured*
- The user has been assigned a valid user name and password**

Note:
* For details on the configuration of the multifunctional device and GlobalScan Admin Server software, refer to the GlobalScan Administrator’s Guide. For details on installation of the server software, refer to the GlobalScan Server Software Installation Guide.
** The System Administrator assigns user names and passwords for authentication purposes.

GlobalScan Feature Highlights

<table>
<thead>
<tr>
<th>GlobalScan Feature Highlights</th>
<th>* Mixed-size scanning, letter-, legal- and ledger-size originals combined in a single scan</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Scan to e-mail via intuitive touchscreen LCD panel</td>
<td>&gt; Select scan settings (resolution, single-/double-sided original and scan size*)</td>
</tr>
<tr>
<td>&gt; Scan to a folder (local or network)</td>
<td>&gt; Scan documents from either the document feeder or platen glass; supports multi-page scanning from platen glass</td>
</tr>
<tr>
<td>&gt; Enter multiple e-mail addresses</td>
<td>&gt; Save document in PDF or TIFF format; color documents are saved in JPEG format</td>
</tr>
<tr>
<td>&gt; Send scanned document as e-mail to Lotus Notes and Microsoft Exchange users</td>
<td>&gt; Scanned document can be converted to PDF Image/Text (searchable) by GlobalScan Server via optional plug-in</td>
</tr>
<tr>
<td>&gt; Runs as NT Services</td>
<td>&gt; HTTP/HTTPS POST method enables communication between device and GlobalScan Server</td>
</tr>
<tr>
<td>&gt; Browse and select e-mail addresses from company’s Global Address Book (via LDAP)</td>
<td>&gt; Optional plug-ins, e.g., RightFax, OCR, FileNet, iManage and many others. (Please see Appendix for details.)</td>
</tr>
<tr>
<td>&gt; Manually enter (ad hoc) e-mail address(es); send document as SMTP e-mail</td>
<td></td>
</tr>
<tr>
<td>&gt; Search Global Address Book by keyword and wild-card; no size limitation on Global Address Book</td>
<td></td>
</tr>
<tr>
<td>&gt; Up to 100 multifunctional devices supported per GlobalScan Server</td>
<td></td>
</tr>
<tr>
<td>&gt; NT, Novell and LDAP authentication</td>
<td></td>
</tr>
<tr>
<td>&gt; Support for Batch Scanning</td>
<td></td>
</tr>
</tbody>
</table>

* Manual paper size selection is available when scanning from the platen glass.

Note: Please refer to the Appendix for definitions of key terms used within this guide.
Multifunctional Device Configuration

When the GlobalScan system is installed, a service technician establishes the configuration settings. It is recommended that only the GlobalScan System Administrator adjust these settings. (Depending upon plug-in activated, the MFP screen will appear different than shown here.)

To access and enter the configuration settings, proceed as follows:

1. Open GlobalScan Main Screen, i.e., press the **Scanner** button once, possibly twice, if necessary. **Note:** If you are currently logged in, press the **Log Out** button. The display will now resemble the illustration below.

![GlobalScan Main Screen](image)

**Note:** The “**Fax Document**” button will only appear if the RightFax plug-in has been installed. For more information, please refer to the Appendix and the **GlobalScan User’s Guide**.

2. Press (and hold for more than 5 seconds and then release) the **Clear/Stop** key on the device’s control panel.

![Clear/Stop Button](image)

Display reads, for example…

**NT Screen (Ver. 1.3)**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GlobalScan Server</td>
<td>63.74.236.242</td>
</tr>
<tr>
<td>Domain</td>
<td>Test</td>
</tr>
<tr>
<td>Machine Name</td>
<td>seg.nsc</td>
</tr>
<tr>
<td>Location</td>
<td>51-tree</td>
</tr>
<tr>
<td>DNS IP</td>
<td></td>
</tr>
<tr>
<td>Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td>Proxy IP</td>
<td></td>
</tr>
<tr>
<td>Proxy Port</td>
<td></td>
</tr>
<tr>
<td>Proxy Username</td>
<td></td>
</tr>
<tr>
<td>Proxy Password</td>
<td></td>
</tr>
<tr>
<td>OK</td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td></td>
</tr>
</tbody>
</table>

**Novell Screen (Ver. 1.3)**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GlobalScan Server</td>
<td>63.74.236.242</td>
</tr>
<tr>
<td>Tree</td>
<td>seg.nsc</td>
</tr>
<tr>
<td>Name Context</td>
<td></td>
</tr>
<tr>
<td>Machine Name</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>DNS IP</td>
<td></td>
</tr>
<tr>
<td>Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td>Proxy IP</td>
<td></td>
</tr>
<tr>
<td>Proxy Port</td>
<td></td>
</tr>
<tr>
<td>Proxy Username</td>
<td></td>
</tr>
<tr>
<td>Proxy Password</td>
<td></td>
</tr>
<tr>
<td>OK</td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The NT Configuration Screen (Ver. 1.4) appears identical to that shown above (left), though without Domain field. Novell Configuration Screen (Ver. 1.4) appears identical to that shown above (right), though without the Name and Context fields.
3. Select the desired **parameter**. For example, press **GlbScan Server**. The software keyboard is displayed.

4. Enter or edit **data**.

**Note:**
- Enter characters by touching the corresponding keyboard characters.
- To erase characters, right to left, press **Backspace**. To erase an entire entry, press **Delete All**.
- To select a single upper case letter or symbol, press the **Shift** button. To select multiple upper case letters or symbols, press the **Shift Lock** button. Both buttons toggle on/off.

5. Press **OK** button.

6. Repeat as required.

7. Confirm the displayed information, then press the **OK** button. The GlobalScan Main Screen appears.

### Default NT Configuration Screen (Ver. 1.3)

<table>
<thead>
<tr>
<th>Configuration Setting</th>
<th>Description</th>
</tr>
</thead>
</table>
| GlbScan Server | The Server (Internet Protocol) address of the GlobalScan Server or the DNS Name*; the series of numbers that identifies the GlobalScan Server on the Internet (required)  
*Entry of DNS Name requires entry of DNS IP. |
| Domain* | NT Domain Name for authentication purposes (required) |
| Machine Name | Name/Model of device |
| Location | Machine location information, i.e. Sales, Training, Billing, etc. |
| DNS IP | Domain Name Service IP address |
| Proxy IP | Proxy server IP address |
| Proxy Port | Proxy server port number |
| Proxy User Name | User Name for access to Proxy Server |
| Proxy Password | Password for access to Proxy Password |

*Note: This field does not appear in the GlobalScan Ver. 1.4 NT Configuration’s Screen.*
Default Novell Configuration Screen (Ver. 1.3)

<table>
<thead>
<tr>
<th>Configuration Setting</th>
<th>Description</th>
</tr>
</thead>
</table>
| GlbScan Server         | The Server (Internet Protocol) address of the GlobalScan Server or the DNS Name*; the series of numbers that identifies the GlobalScan Server on the Internet (required)  
*Entry of DNS Name requires entry of DNS IP. |
| Tree*                  | Novell Tree Name for authentication purposes (required) |
| Name Context*          | Novell Name Context |
| Machine Name           | Name/Model of device |
| Location               | Machine location information, i.e. Sales, Training, Billing, etc. |
| DNS IP                 | Domain Name Service IP address |
| Proxy IP               | Proxy server IP address |
| Proxy Port             | Proxy server port number |
| Proxy User Name        | User Name for access to Proxy Server |
| Proxy Password         | Password for access to Proxy Password |

*Note: This field does not appear in the GlobalScan Ver. 1.4 Novell Configuration’s Screen.
**GlobalScan Admin Server Configuration**

This section provides the System Administrator with the GlobalScan Server configuration instructions needed to recognize the multifunctional devices connected to the network.

**Step 1: Launch GlobalScan Admin Module**

1. Open Web browser.
2. Enter GlobalScan Server **IP address** or **computer name**, for example…
   
   http://IP address/gs

3. Press **Enter** or click **Go**.
4. The **System Parameters** screen appears…

![System Parameters Screen](image)

**GlobalScan Admin Menu**

**Note**: If an Admin Password has been previously established, the illustration at right shows the screen that will be displayed. Enter your password (case sensitive) and click **Login**. Following this login, the System Parameter screen (shown above) will then be displayed.
System Parameters

A. Default Profile – Select Profile from the drop-down menu.

B. Storage Folder (required) – Enter path to GlobalScan Storage Folder.
   Note: Be sure that the directory is local to the GlobalScan Server.

C. Log Folder (required) – Enter path to GlobalScan Log Folder.
   Note: Be sure that the directory is local to the GlobalScan Server.

D. Max Attempt for Job Delivery (required) – Enter the number of times the system should attempt to deliver the e-mail.

E. Scan Interval (required) – Enter the interval at which the system should check for new jobs (1-10 minutes).

F. Admin Password (case-sensitive) – If desired, enter an administrator password. This same password will be required the next time the GlobalScan Admin Module is opened.

G. Re-enter Admin Password – Re-enter to confirm.

H. Exchange Server – Enter the computer name of the Exchange Server.

I. Exchange Mailbox – Enter the mailbox name of the client configured in GlobalScan.

J. Lotus Password – If using Lotus Notes, enter the client password configured in GlobalScan.

K. Re-enter to confirm password

L. MFD Authentication

* denotes required field
K. **Re-enter to confirm password** – Confirm Lotus password.
L. **MFD Authentication (Default: None)** – Select either **NT**, **Novell** or **LDAP*** authentication from the drop-down menu. If selected, the appropriate domain controller grants or denies device users access to GlobalScan functions. **Note:** For Novell, you must install the Novell Client and Novell ActiveX Control component in order for the GlobalScan Server to perform communication functions. **(Refer to the GlobalScan Server Software Installation Guide, Pre-installation Requirements section for details.)**

* LDAP (Light-weight Directory Access Protocol) – If LDAP is selected from the **MFD Authentication** drop-down menu, the System Parameter screen will have the following fields/settings:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LDAP Server</strong> (required) – Enter LDAP Server IP Address or name.</td>
<td><strong>LDAP Port</strong></td>
<td><strong>LDAP Base DN</strong></td>
<td><strong>User Attribute Name for Logon</strong> (required): There are 3 choices.</td>
<td><strong>LDAP Proxy User DN</strong></td>
<td><strong>LDAP Proxy User Password</strong></td>
<td><strong>Re-enter to confirm password</strong></td>
</tr>
<tr>
<td><strong>Active Directory</strong></td>
<td><strong>Netscape Directory Server/Sun iPlanet</strong></td>
<td><strong>Custom</strong> – All other LDAP servers fall into this category, e.g. Lotus Notes.</td>
<td><strong>User Attribute Name for Logon</strong> (required):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LDAP Proxy User DN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LDAP Proxy User Password</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fill in the search attribute in (xxx=^u) format, where xxx can be any attribute that is most unique for the LDAP server. For example, (cn=^u) or (uid=^u).

**E. LDAP Proxy User DN** – Enter Proxy User DN here.
**F. LDAP Proxy User Password** – Enter Proxy User password.
**G. Re-enter to confirm Password** – Re-enter to confirm the password.
### Step 2: Enter/Edit System Parameters

![System Parameters](image.png)

After selecting the desired Profile from the Default Profile drop-down, proceed as follows:

1. Enter/edit **Storage Folder** (required). *Note*: Press Tab key or click on desired field to advance cursor.

2. Enter/edit **Log Folder** (required).

3. If desired, edit **Max Attempt for Job Delivery** (required) and **Scan Interval** (required) numbers.

4. If desired, enter an **Admin Password**. As stated, if a password is entered, it will be required whenever opening the GlobalScan Admin Module. *Note*: If an Administrator Password already exists, another field “Re-enter Admin Password” will appear. If so, please re-enter to confirm.

5. If applicable, enter the **computer name** of the **Exchange Server**.

6. If applicable, enter the **Exchange Mailbox name** of the client configured in GlobalScan.

7. If applicable, enter the **Lotus Password** configured in GlobalScan.

For a description of each of these fields, please refer to the previous section.
8. **Re-enter the Lotus** Password to confirm.

9. Select **MFD Authentication** (None [default], Novell, NT or LDAP).

If LDAP is selected, proceed with items 10 – 16, below. Otherwise go to the next section, **Step 3: Add/Edit/Delete a Profile**.

10. Enter/edit **LDAP Server** (required).

11. Enter/edit **LDAP Port**.

12. Enter/edit **LDAP Base DN**.

13. Change **User Attribute Name For Logon** (required).
   - Active Directory
   - Netscape Directory Server/Sun iPlanet
   - Custom -- All other LDAP servers fall into this category, e.g. Lotus Notes
     Fill in the search attribute in \( (xxx=^u) \) format, where \( xxx \) can be any attribute that is most unique for the LDAP server. For example, \( (cn=^u) \) or \( (uid=^u) \).

14. Enter/Edit **LDAP Proxy Use DN**.

15. Enter/Edit **LDAP Proxy User Password**.

16. **Re-enter Proxy User Password** to confirm.

17. Verify that all settings are entered correctly.

18. Click the **Update** button (located at the bottom of System Parameter screen).
Step 3: Add/Edit/Delete a Profile

A profile is information for the LDAP (Lightweight Directory Access Protocol) gateway to use to access and query your LDAP server. It maps and returns required attributes needed by the multifunctional device, minimizing the complexity of the Global Address Book look up, without sacrificing security and flexibility. Also, the profile provides information for the e-mail server, as well as RightFax server and/or OCR Root Directory, if these optional plug-ins are installed. (See Appendix for details on optional plug-ins.)

In this section, you will accomplish the following tasks...

A. Create/edit a Profile.
B. Enter/edit LDAP settings.
C. Enter/edit EMail server settings.
D. Enter/edit OCR settings, the root directory and default file format (if the optional OCR plug-in is installed).
E. Enter/edit Scan To Folder paths_descriptions.

A. Create/Edit a Profile

GlobalScan System Administrators can create new Profiles (or edit existing Profiles) as outlined below:

1. Click Manage Profiles on GlobalScan Admin Menu. The display reads...
2. Click **Add New Profile** to create a new profile, or click the **Profile Name** to edit an existing Profile. Display reads, for example…

   ![Profile Name Field](image1)

   - **Profile Name**: NBC Netscape
   - **Attachment File Size Limit (MB)**: 3
   - **Machine Reset Time (Seconds)**: 600

   *denotes required field

3. Enter/edit the **Profile Name** field (required). **Note:** Press the “Tab” key or “click” on the desired field to advance cursor.

4. Enter/edit **Attachment File Size Limit** (required), represented in megabytes.

   **Note:** If you scan a multi-page document and the file size exceeds the Attachment File Size Limit (for example, 4MB) the scanned document will be separated into multiple attachments and applied to the e-mail message.

   In the screen below, a document was scanned by the MFD, divided into four separate attachments by the GlobalScan server and received to the inbox.

   ![Document Scanned](image2)

   In the example below, a Lotus Notes display indicates that the attachment exceeded the maximum Attachment File Size Limit and was automatically separated into five e-mail attachments.
5. Enter/edit **Machine Reset Time** (required). **Note**: By default, logout is automatic if the multifunctional device is idle for 60 seconds, i.e., no buttons on the MFD are pressed. (Maximum reset time is 600 seconds.)

**B. Enter/Edit LDAP Settings**

GlobalScan System Administrators can enter/edit LDAP settings as outlined below:

1. Click **LDAP**.

Display reads…

LDAP settings established in **Step 2: Enter/Edit System Parameters** are displayed. In addition, you can select LDAP Security and access/edit advanced LDAP settings.
2. Enter, edit or select the following:

**Note**: Press the “Tab” key or “click” on desired field to advance cursor.

- **Enable LDAP** – Deselect/select this box to disable/enable LDAP. Screen grays-out when disabled.
- **LDAP Server** (Required) – If not already entered, enter here.
- **Port Number** (Required) – If not already entered, enter here (default: 389). Entry must be numeric and cannot exceed 65535.
- **Base DN** – If not already entered, enter here.
- **LDAP Security** – Select Proxy User Login, Normal, Anonymous based on server type.

<table>
<thead>
<tr>
<th>Server Type</th>
<th>Anonymous Login</th>
<th>Proxy User Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Directory</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Exchange 5.5</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lotus Notes**</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Other</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* Default.
** If Lotus Notes is selected, enter User DN and Password.

- **Change Password** - If you wish to change your Proxy User Password, click **Change Password**.

  The display reads …..
  ✓ Enter your OLD password.
  ✓ Enter your NEW password.
  ✓ Re-enter NEW password to confirm.
  ✓ Click Change to store the new password or Close to exit (entries are not saved).

**Note**: If an error is made while entering the new password, the display will read: “**Error, password not changed**.” Repeat steps, if necessary.
• **Sender Email Lookup** (required): Click the down arrow, display reads:

<table>
<thead>
<tr>
<th>Sender Email Lookup *</th>
<th>Please select an item in the list</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Active Directory</td>
</tr>
<tr>
<td></td>
<td>Exchange 5.5/Netscape Directory Server/Sun iPlanet</td>
</tr>
<tr>
<td></td>
<td>Custom</td>
</tr>
</tbody>
</table>

✓ Active Directory  
✓ Exchange 5.5/Netscape Directory Server/Sun iPlanet  
✓ Custom -- All other LDAP servers fall into this category, e.g. Lotus Notes. If this is chosen, display reads:

Fill in the search attribute in \( (xxx={}^u) \) format, where \( xxx \) can be any attribute that is most unique for the LDAP server. For example, \( (cn={}^u) \) or \( (uid={}^u) \).

• **Advanced Information** – Click on this button to view/edit advanced LDAP settings.

• **Recipient Email Lookup** (required) – Format to look up user e-mail address in LDAP. \( (cn={}^s) \) Underscore portion is customizable for your display. For example, \( (givenname={}^s) \) or \( (dept={}^s) \).

• **Address Lookup Display Format** (required) – Enter display format for MFD. For example, “\( <cn> \)” or “\( <sn>, <givenname> \)”.

3. Click **Update** to store LDAP settings or, to undo changes, click **Cancel**.
C. Enter/Edit E-mail Settings

In order to use the MFD as a scan-to-email device, the GlobalScan System Administrator must provide the server settings outlined below.

1. Click **EMail**.

   Display reads, for example…

   ![Email Settings Display](image)

2. Enter, edit or select the following:

   **Note**: Press the “Tab” key or “click” on desired field.

   - **Mail System** – Click this drop-down to select either Lotus Notes, MS Exchange or SMTP as your Mail System.

   ![Mail System Selection](image)

   **Important**: If using Microsoft Exchange, the CDO.dll (Collaborative Data Objects) file must be present on the GlobalScan Server. Refer to **Appendix C** in this manual for installation procedures.
If SMTP has been selected as the Mail System, enter/edit the following fields:

- **Email Server Name**
- **Default Sender Email Address**

**Important:** When using Microsoft Exchange as the mail delivery system, the user that configured Outlook 2000 must have local admin rights. Then configure the Exchange Server and Mailbox located on the System Parameter page. Also, run the Job Monitor Services with the user used to configure Outlook. Please refer to **Appendix D** for changing the Job Monitor Properties.

**Important:** When using Lotus Notes as the mail delivery system, the user needs to fill in the Lotus Password located on the System Parameter page; otherwise, Job Monitor will stop processing the job and the GlobalScan server will require a re-boot.

**SMTP Screen**

3. Click **Update** to store EMail settings or, to undo changes, click **Cancel**.
D. Enter/Edit OCR Settings

If the optional OCR (Optical Character Recognition) plug-in is installed, it is possible to convert scanned documents to editable text. The GlobalScan System Administrators can enter/edit OCR settings as outlined below:

1. Click OCR.

   ![OCR Settings Panel]

   Display reads, for example...

   ![OCR Setting Example]

   ✓ **OCR Format Root Directory** – To process the file, enter the Root Directory for the OCR engine (optional plug-in). OCR (Optical Character Recognition) converts scanned documents to editable text.

   ✓ **Default File Format** – When the optional OCR plug-in is installed, click on the radio button of the desired default file format.

2. Click **Update** to store **OCR settings** or, to undo changes, click **Cancel**.
E. Enter/Edit “Scan To Folder” Settings

Scan To Folder is a function of GlobalScan whereby documents can be scanned from the MFD to a specific directory (local or network), provided the user has access rights. Note: Permission to “scan-to-folder” is based on the specific Profile, not on an individual user.

To enable Scan To Folder, the GlobalScan System Administrator must enter a Path and Description, as outlined below:

1. Click **Scan To Folder**.

   ![Scan To Folder Settings]

   Display reads, for example…

2. Enter/edit drive **Path** (required), can be an UNC or local path like E:\TEMP.

3. Enter/edit **Description** (required).

4. Click **Add**. Scan To Folder rights have just been established for this profile.

   **Note:** 1. If editing an existing Path and Description, click **Update**. To undo changes, click **Cancel**.

   2. For scanning to a Novell shared drive, the user needs to create an account on the Novell server using the exact same user name and password as used to logon to the GlobalScan server. Also, the user needs to run the GlobalScan Job Monitor 2 Service with this specific user account. Please refer to **Appendix D** for additional information.

**Delete a Folder Path** – To delete a previously established Scan To Folder path, click the **Delete** button on the desired Path/Description entry. Confirm by clicking **OK**.
Change the Default Profile

When a user searches the Global Address Book for an e-mail address, the multifunctional device captures and displays LDAP server information (e-mail address/es) based on the default Profile settings. To select another Profile as the default, proceed as follows:

1. If necessary, click **System Parameters** button.

2. Click **Default Profile** drop-down.

3. Select another **Default Profile** by clicking on it.

4. **Reboot the MFD** (multifunctional device).
Delete a Profile
To permanently remove a Profile, and all associated settings, proceed as follows:

1. If necessary, click **Manage Profiles** button.

   **Note**: To locate a desired Profile, it is possible to sort list by Default Profile, Profile Name or Profile ID. Simple click on desired column heading to toggle in ascending/descending order.

   ![Manage Profiles](image)

2. Click **Delete** button next to the **Profile Name** you wish to delete.

3. Click **OK** to proceed with deletion (or **Cancel** to exit).

   Display reads…

   ![Machines Belonging To Profile 'NewProfile1'](image)

4. Click drop-down to **select another profile** to associate with the machine (MFD).

5. Click **Update**.
Step 4: Manage MFDs

When adding a machine, the System Administrator identifies the connected MFD (Multifunctional Device) in order to enable the system to share information with the GlobalScan Server, e.g., which Profile to use, how to execute the Global Address Book search (LDAP query), etc. This is done based on the serial number of the multifunctional device. Each serial number is associated with one Profile.

If the multifunctional device has been properly configured with the correct GlobalScan IP Address and Domain Name, then the MFD will automatically be registered after the MFD is rebooted. This Auto Registration process means that you are not required to add the machine unless you have multiple Profiles and wish to add a machine manually.

Add New Machine

1. To add a machine manually, click Manage MFDs on GlobalScan Admin Menu. Display reads, for example…

   Manage MFDs

<table>
<thead>
<tr>
<th>Machine Name</th>
<th>Serial Number</th>
<th>Profile Id</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>900229025061d</td>
<td>NewProfile1</td>
<td>Update</td>
</tr>
<tr>
<td></td>
<td>17116602711</td>
<td>test</td>
<td>Update</td>
</tr>
<tr>
<td></td>
<td>H77777777</td>
<td>test</td>
<td>Update</td>
</tr>
<tr>
<td></td>
<td>J0211201021</td>
<td>test</td>
<td>Update</td>
</tr>
<tr>
<td></td>
<td>J4325600272</td>
<td>test</td>
<td>Update</td>
</tr>
</tbody>
</table>

   Add New Machine  Delete Checked Items

2. Click Add New Machine. Display reads, for example…

   Manage MFDs

<table>
<thead>
<tr>
<th>Machine Name</th>
<th>Serial Number</th>
<th>Profile Id</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>H777777777777</td>
<td>H77777777</td>
<td>default</td>
<td>Update</td>
</tr>
</tbody>
</table>

   Save  Cancel

   Add New Machine  Delete Checked Items
3. Enter **Machine Name**.

4. Enter **Serial Number**.

5. Select **Profile** from drop-down menu.

6. Click **Save** button or **Cancel** to exit without saving.

*Note*: To sort Machines by “Machine Name” or “Serial Number,” ascending/descending order, click on the desired column heading. Up/down arrow indicates selected order.
**Edit a Machine**

To edit an existing **Machine Name** or **Serial Number**

1. Click on **field**.
2. Enter new **data**.

*Note*: No two machine Serial Numbers can be the same.

To select another **Profile** in which to associate with a particular machine...

1. Click the **Profile Id** drop-down.
2. Click on **Profile**.

When finished editing data, click **Update**.

<table>
<thead>
<tr>
<th>Machine Name</th>
<th>Serial Number</th>
<th>Profile Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002320026fd</td>
<td>0002320026fd</td>
<td>NewProfile1</td>
</tr>
<tr>
<td>H7116500711</td>
<td>H7116500711</td>
<td>test</td>
</tr>
<tr>
<td>H777777777</td>
<td>H777777777</td>
<td>test</td>
</tr>
<tr>
<td>J0211201021</td>
<td>J0211201021</td>
<td>test</td>
</tr>
<tr>
<td>J4325500272</td>
<td>J4325500272</td>
<td>test</td>
</tr>
</tbody>
</table>

**Note:**

- If the machine was automatically registered, as described above, the serial number of the MFD appears in both the Machine Name and Serial Number fields (shown here). If you wish, enter the device’s name/model number within the Machine Name field.
- To sort by Machine Name or Serial Number (ascending/descending order), click on desired column heading.

**Delete a Machine**

1. If necessary, click the **Manage Machines** button on GlobalScan Admin Menu to display the list of machines. Select the machine(s), box in front of the machine name will be checked.

<table>
<thead>
<tr>
<th>Machine Name</th>
<th>Serial Number</th>
<th>Profile Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002320026fd</td>
<td>0002320026fd</td>
<td>NewProfile1</td>
</tr>
<tr>
<td>H7116500711</td>
<td>H7116500711</td>
<td>test</td>
</tr>
<tr>
<td>H777777777</td>
<td>H777777777</td>
<td>test</td>
</tr>
<tr>
<td>J0211201021</td>
<td>J0211201021</td>
<td>test</td>
</tr>
<tr>
<td>J4325500272</td>
<td>J4325500272</td>
<td>test</td>
</tr>
</tbody>
</table>

2. Click **Delete Selected Item** button to the right of the desired Machine Name, etc. Display reads...

![Are You Sure To Delete This Data?](question-icon.png)

3. To confirm deletion, press **OK**. To exit screen without deleting, click **Cancel**.
Step 5: Manage Plugins

If optional plug-ins, for example RightFax or OCR, are installed, it is possible to access/edit specific GlobalScan parameters.

1. Click Manage Plugins button on GlobalScan Admin Menu.
   Display reads, for example...

In the screen above, the optional RightFax and OCR (Optical Character Recognition) plug-ins are inactive (checkboxes are not selected). Therefore, RightFax feature and OCR & File Conversion program will not work. Scan To Folder is active, with the radio button selected. Scan To Folder is a standard capability of GlobalScan.

<table>
<thead>
<tr>
<th>Pre-Render</th>
<th>Name</th>
<th>Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RightFax</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Render</th>
<th>Name</th>
<th>Priority</th>
<th>Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OCR</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-Render</th>
<th>Name</th>
<th>Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ScanToFolder</td>
<td></td>
</tr>
</tbody>
</table>

Pre-Render – Data is delivered to the GlobalScan server in raw format.

Render – Data is converted to a pre-selected file format, such as PDF.

Post-Render – File is sent to a specified folder (local or network folder) within Documentum, or Document Management server.
RightFax Plug-in (Option)
If the optional RightFax Plug-in is installed, scanned document can be faxed directly from the MFD's control panel. To deactivate RightFax, deselect Pre-Rendering Checkbox. To configure RightFax settings, proceed as follows:

1. If necessary, select Pre-Render checkbox (refer to screen on the previous page).

2. Click Configure button.
Display reads, for example…

![RightFax Configuration](image)

In this screen, enter/edit the following:
- **Server** (required) – Enter RightFax Server IP address.
- **Proxy User ID** (required) – Enter RightFax Proxy User ID (Note: Do not integrate this Proxy User with Windows NT Authentication). Also, this Proxy User needs RightFax administration privileges.
- **Proxy User Password** (required) – Enter RightFax Proxy User Password.

To store settings, click Submit.
To clear entries, click Reset.
To exit this screen, without executing changes, click Close.

OCR Plug-in (Option)
If the optional OCR (Optical Character Recognition) plug-in is installed, it is possible to convert scanned documents to editable text. To do so, proceed as follows:

1. On the Manage Plug-ins page, be certain that the OCR Render checkbox is selected. If this is not checked, even though you install the OCR engine, the OCR conversion program will not run.

2. Enter Priority (1 to 9). Priority represents the input/output sequence during file conversion process.
Scan To Folder (Standard)

1. If necessary, click Manage Profiles on the Admin Module Menu. The display will be similar to the one illustrated below.

![Manage Profiles](image)

2. Click ScanToFolder. Display reads, for example...

![ScanToFolder](image)

3. Enter/edit drive Path (required), for example, E:\TEMP.

4. Enter/edit Description (required).

5. Click Add. Scan To Folder rights have just been established for this profile. **Note:** If editing an existing Path and Description, click Update. To undo changes, click Cancel.

Delete a Folder Path – To delete a previously established Scan To Folder path, click the Delete button on the desired Path/Description entry. Confirm by clicking OK.

**Note:** 1. For scanning to a Novell shared drive, the user needs to create an account on the Novell server using the exact same user name and password as the logon user to the GlobalScan server. Also, the user needs to run the GlobalScan Job Monitor 2 Service with this specific user account. Please refer to Appendix D for additional information.

2. If Authentication is required, GlobalScan will create a sub-folder (in the folder specified) named the same as the logon user’s name if a folder does not already exist. If the sub-folder exists, then GlobalScan will deposit the file there. If no Authentication is required, the document is simply sent to the specified folder.
Step 6: Manage Logs

The Log File contains details of each job categorized by date/time.

To access the GlobalScan Log Files, click Manage Logs button on GlobalScan Admin Menu. Display reads, for example…

To display details of a specific job, proceed as follows:

- Click desired date within the calendar.
  
  **Note:** In above example, July 8 – 14 are highlighted. This indicates that log data is present. The 15th is the current date (highlighted and bordered).

Display reads, for example…

View data by clicking left/right and up/down scroll bars.
To delete log(s), proceed as follows:

**Delete one Log:**
1. Click calendar date you wish to delete. In above example, July 11, 2003 has been selected (refer to “A” in the above illustration).
2. Click **Delete** button adjacent to displayed date (again refer to “A” in above illustration). The log for that date is erased and corresponding calendar date in no longer highlighted.

**Delete Logs Up to a Selected Date:**
1. Click calendar date you wish to delete up to. In the above example, July 11, 2003 has been selected.
2. Click **Delete All Up To This Date** button (refer to “B” in above illustration)

**Delete Logs Up to Present Date:**
1. Click **Purge All Log Files** button (refer to “C” in above illustration). All logs up to (but not including) the current date are erased.
**Step 7: Manage Jobs**

Job Files contain specific details regarding each job in progress. These details are categorized by job name and include: date/time created and time/date of last attempt.

To access the GlobalScan Job Files, click **Manage Jobs** on GlobalScan Admin Menu. Display reads, for example…

<table>
<thead>
<tr>
<th>Manage Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Manage Jobs Table" /></td>
</tr>
</tbody>
</table>

To view details of a particular job, proceed as follows:

Click **Job Name**, e.g., rad82FF0. Display reads, for example…

| ![Job Details Table](image) |

*State Info for Job: rad82FF0*  
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Status</th>
<th># Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Email: ActiveKsm.prn cannot create object (Error Code: 1AD)</td>
<td>Completed</td>
<td>1</td>
</tr>
<tr>
<td>Email</td>
<td>Error</td>
<td>Error</td>
<td>1</td>
</tr>
<tr>
<td>General</td>
<td>Completed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Merge</td>
<td>Completed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ScanToFolder</td>
<td>Not Required</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Deleting a Job

The job in progress cannot be deleted. To delete a Job that has reached its Max Attempts, click the **Check Box** next to the desired Job Name (scroll up/down, if necessary). Repeat as needed. Then click **Delete Checked Items**. To delete all pending Jobs, click **Delete All Jobs***. In either case, confirm deletion by clicking **OK**.

* When all Jobs are deleted, display reads…

<table>
<thead>
<tr>
<th>Job Name</th>
<th>Time Created</th>
<th>Last Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No jobs available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix
## Appendix A: System Requirements and Specifications

### GlobalScan Server Requirements:
- Intel Pentium III 1GHz CPU (processor) or faster
- 1GB RAM or more
- 40GB hard drive or larger
- CD-ROM drive
- Video card
- Mouse/keyboard
- 10/100 Mbps network card
- IIS 5.0 with ADSI 2.5 and MSXML 3.0 ActiveX Controls (with all necessary security updates and patches installed)
- TCP/IP network access
- Access to Global Address Book via LDAP
- E-mail capability through one or more of the following mail systems:
  - Lotus Notes
  - Microsoft Exchange
  - Any SMTP server
- Internet Explorer 6.0
- Windows 2000 (SP3 or higher) Operating System

### GlobalScan MFD Requirements:
- Monochrome or color multifunctional devices*: 22-ppm, 27-ppm, 35-ppm, 45-ppm, 60-ppm, 75-ppm; printer product (with scanner option): 38-ppm; and future product
- 96MB Memory for 22-ppm, 27-ppm 35-ppm and 45-ppm; 256 MB for 60-ppm, 75-ppm and color 38-ppm
- NIB (Network Interface Board) option
- Local hard disk drive
- TCP/IP network access

*Note: Up to 100 multifunctional devices can be supported by one GlobalScan Server.

### Authentication Methods Supported:
- LDAP (Lightweight Directory Access Protocol)
- Windows NT/2000
- Novell

### Protocols Supported:
- GlobalScan Server: TCP/IP; HTTP/HTTPS; LDAP; SMTP
- Multifunctional Device: TCP/IP; HTTP/HTTPS

### Image Formats Supported:
- Standard: TIFF (Multi-page); PDF Image; JPEG (Color MFD)
- Optional: XLS (Excel); RTF (Winword); PDF Image Plus Text
Appendix B: GlobalScan Optional Plug-ins

Below is a brief description of the optional plug-ins available for GlobalScan and integration with the multifunctional device. Whether you are in need of document routing, storage or management of scanned documents, there is a solution to fit your needs and requirements – without changing your current workflow process.

Should you need additional information about these GlobalScan options, please contact your sales representative.

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captaris RightFax</td>
<td>The Captaris RightFax line of products provides easy-to-use, easy-to-manage, reliable fax and e-document delivery solutions that seamlessly integrate with virtually all business applications across an enterprise. RightFax provides companies a cost-effective, speedy, and reliable means to deliver documents. By delivering via fax, e-mail or the Internet companies are able to reduce the use of paper, fax machines, postage and time spent manually sending documents.</td>
</tr>
<tr>
<td></td>
<td>• RightFax network faxing products reduce costs, save time and improve productivity by enabling users to send and receive faxes directly from their desktop or e-mail application. Employees no longer walk to the fax machines and manually send a fax or wait for delivery to a fax machine. Using RightFax, a document can be sent in less than 10 seconds.</td>
</tr>
<tr>
<td></td>
<td>• The RightFax production systems take another step by integrating with the most popular back-office applications to provide automated, real-time delivery and receipt of high-volume, business-critical documents. Typically these documents are manually prepared, printed, and mailed for more than $1.00 each. In contrast, RightFax delivers those same documents for only 10 cents per document.</td>
</tr>
<tr>
<td></td>
<td>RightFax helps companies reduce costs, improve user productivity and enhance internal and external communications every day. That’s why RightFax is the leading developer in enterprise fax, with over 35,000 installations across the globe and the largest share of the market at 24% (source: IDC). Today, RightFax is installed in more than 80% of the Fortune 500 companies and has won more awards than all our competitors combined.</td>
</tr>
</tbody>
</table>
GlobalScan Optional Plug-ins *Cont’d*

<table>
<thead>
<tr>
<th><strong>Ricoh OCR File Conversion</strong> is available for archive scanning, OCR and PDF file conversion…all for must-keep paper documents. Ricoh’s file conversion software is designed for use with select digital copiers, providing the perfect ‘front end’ for the GlobalScan system.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ricoh OCR File Conversion</strong> provides several additional functions for users:</td>
</tr>
<tr>
<td>- <strong>PDF Image/Text Option</strong> – Allows scanned documents to be delivered as PDF text/image files from the GlobalScan Server, which are searchable.</td>
</tr>
<tr>
<td>- <strong>Automatic Page Orientation</strong> – Allows placement of original documents to be scanned in the ADF in any orientation and when viewed, images are displayed in the proper orientation.</td>
</tr>
<tr>
<td>- <strong>Scan to XLS</strong> <em>(Excel)</em></td>
</tr>
<tr>
<td>- <strong>Scan to RTF</strong> <em>(Word)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The GlobalScan Server supports Ricochet Coversheets and Servers.</strong> Ricochet Coversheets are generated using a Web application that allows your users/operators to create document coversheets at remote sites and take the information scanned available to your central site. Select multifunctional devices can be easily integrated into over 150 of the top management software packages with no additional integration required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An administrator defines the document package types, its index fields and to which workflow area the documents are designated. Coversheet communicates with GlobalScan Servers via XML and barcode recognition. The users select the document package type and manually enter index data from their workstation onto a coversheet and sends it to the GlobalScan Server as an XML file. The application saves the XML file to the server and generates a barcode that identifies the file. This barcode and the remainder of the coversheet are returned to the user’s screen. The user then prints the coversheet and scans both the coversheet and related document at the scanner MFD. These images are written to the network directory.</td>
</tr>
<tr>
<td>Behind the scenes, this technology recognizes the type and automatically creates additional indexing information, and releases the document to the proper workflow area. In minutes, any authorized person may access or modify the document. No hassles! No mailings! No waiting! It’s that simple! GlobalScan</td>
</tr>
</tbody>
</table>
allows the user to scan documents and the rest is handled for them.

| The **iManage Scan Front End Module** allows direct integration with iManage document management systems. The iManage WorkSite suite is a comprehensive, integrated solution that delivers document management, collaboration, portal and business process automation on an Internet platform. iManage Inc. is the leading provider of e-business content and collaboration software. Additionally, iManage is the leading software utilized in legal application environments, where reliability, flexibility and accuracy are crucial for every users and client. |

| **Printer Cost and Security Manager** (PCSM) and **System 4** are advanced network print tracking solution that enables users to monitor, measure and manage all network printing, copying and scanning activity.  

These solutions simplify the management of MFDs and offers flexible methods to charge printing costs incurred by users. PCSM and System 4 offer a complete solution for hardcopy Total Cost of Ownership (TCO) management, by tracking usage patterns, collecting copier data, and helping to identify the costs associated with printer, copier and scanner management.  

The solution architecture consists of a central accounting server and one or more print servers with low-overhead authenticated connections between them. While retaining centralized management and administration, this structure provides great scalability in network environments with thousands of users, hundreds of networks and multiple sites. |

| **Ricoh’s Network Authentication** option allows for network authentication when making copies or sending faxes. GlobalScan comes standard with network authentication for scanning. |

Products and specifications subject to change without notice.
Appendix C:  CDO.dll Installation Procedure

When selecting Microsoft Exchange as the mail system to send profile data*, CDO.dll (Collaborative Data Object file) must be present on the GlobalScan Server. Following the procedure outlined below will automatically place the required files on the GlobalScan server.

* If necessary, see GlobalScan Admin Server Configuration chapter, Step 3, Section C, Enter/Edit E-mail Settings.

To install the CDO.dll file, proceed as follows…

1. Run Setup using Microsoft Outlook 2000 install CD.

2. Select Customize.

Display reads…

3. Select Microsoft office folder. If necessary browse to folder.

4. Click Next >>.

Display reads…

5. Click Collaboration Data Objects.
The display reads…

6. Select **Run all from My Computer**.

7. Click **Install Now**.

Display reads…

8. Click **OK**.
9. Appendix D: Change Job Monitor Property

For scanning to a Novell shared drive and to use Microsoft Exchange as the mail delivery system, the user specified in GlobalScan Job Monitor 2’s Service properties **MUST** be the same as the user who logs onto the GlobalScan server. Also, when using Exchange as the mail system, it is necessary to configure the **Exchange Server and Mailbox** settings inside the System Parameters page.

To change the Job Monitor Property, proceed as follows…

1. Click **Start->Programs->Administrative Tools->Services.**
2. Highlight **GlobalScan Job Monitor Service 2.**
3. Right click on it
   
   Display reads,

4. Select **Properties**
   
   The display will be similar to the Illustration shown to the right.

5. Click **Log On.** The display now reads:

6. Click **This Account** and then **Browse.**

   The display reads:
7. Click the down arrow in the **Look in** field. The display now reads:

8. Choose the domain. The display will then appear similar to the illustration at right.

9. Fill in the **Connect as** and **Password** fields with an account that allows you to connect to the Domain. 
   **Notes:** If possible, please use the domain administrative account.

10. Select the appropriated user, as shown in this illustration.

11. Click **OK**. Then fill in the **Password** and **Confirm password**, as shown here.

12. Click **OK**. As shown in this illustration.

13. Click **OK**. Confirm setting.
Appendix E: Frequently Asked Questions

Q. What does the GlobalScan Server do?
A. The Server acts as a digital document routing system that accepts scanned documents (from properly equipped multifunctional devices) and creates digital files for electronic transmission over your network as an attached e-mail.

Q. What is required to connect a multifunctional device to a GlobalScan Server?
A. You need to purchase a NIB (network Interface Board), 64MB additional memory and the GlobalScan Option.

Q. How many multifunctional devices can a single GlobalScan Server service/support?
A. GlobalScan will support up to 100 multifunctional devices with a single GlobalScan Server installed within your organization.

Q. Which e-mail systems will GlobalScan support?
A. GlobalScan supports Lotus Notes, Microsoft Exchange, or any SMTP/POP3-compliant e-mail system, and LDAP (Lightweight Directory Access Protocol) servers.

Q. How does GlobalScan communicate with our mail server?
A. GlobalScan uses Light weight Directory Access Protocol (LDAP), which enables it to access all the Global Address books that reside on your mail server.

Q. What is the advantage of LDAP?
A. Since the GlobalScan Server is installed on the same LAN as the Global Address Book, GlobalScan is able to access stored directory information on your server, using LDAP. This means that the GlobalScan Server does not maintain its own address book resulting in less administrative burden on the system and the user.

Q. What data exchange format is used?
A. XML is the sole data exchange format for all data transfer between the multifunctional device and GlobalScan Server.

Q. Can GlobalScan reduce my overnight delivery costs?
A. Yes! GlobalScan can significantly reduce your overnight package delivery expenses by scanning your documents and sending them in a PDF format (optional) at a fraction of the cost. What's more, the document is delivered to its destination within seconds, not one or more days.

Q. Are the documents that I send secure?
A. Yes. Not only is there a network log-in authentication process that takes place, each scanned documents is encrypted using SSL (Secure Sockets Layer) designed to protect passwords and content from prying eyes.
Q. Does GlobalScan Support Windows XP?
A. At the present time we have not tested GlobalScan with Windows XP, but plan to in the near future.

Q. Can I name the document I am scanning?
A. Yes. Each time you scan a document you have the ability to name the scanned image.

Q. Can I attach a subject to the e-mail?
A. Yes. You can type a subject for every e-mail you send.

Q. Can I perform text searching on a scanned image?
A. Yes. You can search by keyword within any document if you purchase the PDF Image/Text Option. (See Appendix B for a description of this option, as well as others.)

Q. Can I e-mail a document to someone who is not in my Global or Personal e-mail address book?
A. Yes. This is also called “ad hoc e-mail address entry,” a feature that allows you to manually-enter any valid e-mail address from the multifunctional device’s control panel.

Q. Can I send a document to several people on a single scan?
A. Yes. You can select any number of e-mail users from the touch-screen display of the multifunctional device and it will be distributed to all the recipients (users/groups) you have entered/selected.

Q. The LCD panel has returned to copy mode. How do I return to scan mode?
A. If no action is performed within 60 seconds, the system screen defaults to copy mode. If this should occur, simply press the Scanner button again and the display will be restored.

Q. Can I scan a group of originals that are of different sizes, e.g., letter- and legal-sizes?
A. Yes, from the document feeder. Scanning of different sizes from the platen glass is not supported.

Q. Can I search through the Global Address Book for an e-mail address?
A. Yes. You can search using at least two characters of the user’s name. Lotus Notes users, enter the first two characters of the recipient’s last name. Microsoft Exchange users, enter the first two characters of the recipient’s first name. Note: Actual search criteria will depend on LDAP settings.

Q. Does GlobalScan support color scanning?
A. Yes. Using the a color network printer (with scanner option), documents can be scanned in color and attached as a JPEG or color PDF file to any e-mail.
Q. Can I choose the scan resolution for my document?
A. Yes. When you are at the device’s control panel, you can choose the desired resolution. 200-dpi is the default setting, with 300- and 400-dpi being user-selectable.

Q. How do I retrieve a document from the GlobalScan Server?
A. The scanned document automatically appears as an attachment within your e-mail inbox. Double-click the file name to open.

Q. Are there different ways to view a scanned document?
A. Yes. Using DeskTopBinder or any application that can view the document formats TIFF, JPEG or PDF.

Q. Can I look at the scanned image on the GlobalScan Server?
A. No.

Q. Does GlobalScan integrate with RightFax?
A. Yes, GlobalScan will support RightFax V8.0; the client must be installed on the GlobalScan Server. Then GlobalScan can communicate directly to the RightFax server making calls to the API. Allows the user to access their personal DID directories, put billing codes in, notes and fax numbers right from the device’s touch-screen.

Q. Does GlobalScan integrate with KOFAX?
A. Yes, GlobalScan will support scanning from remote sites with the KOFAX Ricochet Coversheet or Server option directly through the control panel of the multifunctional device. The user has the ability to do some document pre-indexing at the device if they want or, with the coversheet, they can predefine all the fields from their desktop.

Q. Does GlobalScan support OCR (Optical Character Recognition)?
A. Yes, GlobalScan, with the optional OCR File Conversion Plug-in installed, will convert hard copy document into a variety of popular file formats…

<table>
<thead>
<tr>
<th>MFD Type</th>
<th>File Format Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monochrome</td>
<td>TIFF, PDF, Excel, PDFImageText, PDFText, RTF</td>
</tr>
<tr>
<td>Color</td>
<td>JPEG, PDF, Excel, PDFImageText, PDFText, RTF, TIFF</td>
</tr>
</tbody>
</table>

Q. Will the MFD scan double-sided documents to GlobalScan?
A. Yes, GlobalScan’s Scan Settings screen enables the user to not only select resolution (200-, 300- or 400-dpi) and file format, but also original type, i.e., single-sided or double-sided. When scanning double-sided documents the user can also select the text orientation (top-to-top or top-to-bottom) and identify page orientation (standard or 90-degree).
Appendix F: Glossary

Address Book, Global – In a mail system, a list of users with whom you communicate.

Adobe PDF - Adobe® Portable Document Format (PDF) is the open de facto standard for electronic document distribution worldwide. PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it.

API – Application Program Interface.

Authentication – The process whereby the server matches the database of user names to passwords.

Check Box – A form field that can be chosen by clicking on a box.

Client – A client is a program running on a networked computer that requests services from a server program, which is usually running on another networked computer. The client communicates with the server using a protocol. Also see Protocol.

Contents Frame – Within the GlobalScan Server software, the right portion of the screen that displays the files/contents of the selected folder. Also see Folder Frame.

Domain Name – A single word or abbreviation that makes up part of a computer’s unique name and is used to identify individual Internet computers. Domain can mean the major subdivision of which your network is a part, e.g., .com, .org, .gov, .info, etc., or it can refer to part of your network.

Domain Name Server – A host that keeps a table of host names and IP addresses and provides the lookup service for client programs. A domain name server is used by client programs to look up the IP address of a host. A domain name server provides host name to IP address mapping for the local network and provides access to the Domain Name System to look up hosts of other domains.

Domain Name System - A program that runs on an Internet-connected computer system (called a DNS server) and provides an automatic translation between domain names (such as anycompany-usa.com) and IP addresses (123.456.7.890). The purpose of this translation process, called resolution, is to enable Internet users to continue using a familiar name, e.g., www.google.com, even though the service’s IP address may change. Also see IP Address.

E-mail (Electronic Mail) – A service for sending messages over a computer network.

FAQ (Frequently Asked Questions) – A document that contains a list of questions and answers on a common theme.
Folders Frame – In the GlobalScan Server software, the left portion of the screen containing folders, e.g., System Parameters, Add Profile, etc. Also see Contents Frame.

HTML (Hypertext Markup Language) – The language used to compose pages that can be displayed via the World Wide Web.

HTTP (Hypertext Transfer Protocol) – The protocol used by the World Wide Web for sending HTML pages from a server computer to a client computer.

Internet – The worldwide system of linked computer networks that facilitate the sharing of information.

IP (Internet Protocol) – The Internet software that divides data into packets for transmission over the Internet. Computers must run IP to communicate across the Internet. Also see TCP.

IP Address – A computer that is directly connected to the Internet must have an IP address, a unique 32-bit binary number that precisely identifies the location of that computer on the Internet.

Internet Explorer – Microsoft’s Web Browser software for Windows and Macintosh.

LDAP (Lightweight Directory Access Protocol) – A method of accessing directory information stored on a server. It permits an LDAP-enabled client to search for and view user information stored in an LDAP directory.

Log In – The process of identifying oneself to the network (or a specific network server) and gaining access to the network resources.

Log Out – The process of leaving the network. When you log out, the server you were connected to is no longer available.

Lotus Notes – A product of Lotus Development Corporation, Lotus Notes enables management of many types of information including Dominos, Internet-based e-mail, calendar of appointments, personal contacts and to-dos, as well as Web pages, News Groups and intranet applications.

MFD (Multifunctional Device) – A device that integrates two or more functions - copy, scan, print, fax, etc.

MIME and S/MIME (Multipurpose Internet Mail Extensions and Secure/MIME) – A protocol for transferring message attachments, formatting, and digital signatures across the Internet.
**MS Exchange** – A client/server mail system offering integrated management of networking and messaging infrastructures.

**Novell** – Founded in 1983, Novell is a network software company whose flagship product, Netware, is a corporate standard for building LANs (Local-area Networks).

**OCR** – Stands for Optical Character Recognition and enables hard copy documents to be converted to electronic image files that can be edited and searched.

**Password** – A unique alphanumeric entry that protects your files or system from being accessed by unauthorized individuals.

**POP3** (Post Office Protocol version 3) – The most common protocol for communicating with a mail server (otherwise known as a post office) to retrieve messages for a user. Since POP3 servers are always available to receive incoming mail, individual users do not have to have their PCs turned on at all times. POP3 servers hold mail for users until they connect to download their messages.

**Protocol** – A set of rules that define how computers will exchange information.

**Server** – A program running on a network computer that processes requests for services from a client program, which is usually running on another networked computer. Also see Client.

**Sub Tree** – A Sub Tree is a folder within the Global Address Book containing additional e-mail addresses, similar to the sub folder structure used in Windows Explorer.

**SMTP** (Simple Mail Transfer Protocol) – Designed to efficiently and reliably transfer mail across TCP/IP networks, including the Internet. SMTP defines the interaction between mail systems to facilitate the transfer of electronic mail even when the mail systems are on different types of computers or running different operating systems. SMTP is required to send or receive mail over the Internet.

**SSL** (Secure Socket Layer) – Software used for communication between a Web browser and the server. SSL encrypts mail communications so they can be read only by the intended recipients. SSL is a protocol that uses “certificates” to authenticate the client and server and uses a public/private key “pair” to encrypt and decrypt communications. All of the major browsers are SSL enabled.

**System Administrator** – Also called the network administrator or manager, the individual responsible for all running and maintaining a computer system.

**TCP** (Transmission Control Protocol) – Internet networking software that controls how data is assembled and disassembled in packets. Among its tasks, TCP checks for lost packets, puts the data into the correct order, and requests that missing or damaged packets to be resent. Computers must run TCP to communicate with Web servers. Also see IP.
UNC – Universal Naming Convention. Used in PC networking to completely specify a directory on a file server. The basic format is:\servername\sharename where "servername" is the hostname of a network file server, and "sharename" is the name of a networked or shared directory.

Web Browser – A program that runs on an Internet-connected computer and provides access to the World Wide Web. Popular Web Browsers include Microsoft Internet Explorer and Netscape Navigator.

Windows – A popular PC operating system developed by Microsoft Corporation.


World Wide Web – A graphical method of accessing information on the Internet.

XML – The sole data exchange format for all data transferred between the multifunctional device and the GlobalScan Server.