SERVER ADMINISTRATOR'S GUIDE



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Welcome and thank you for choosing our software. This document will give you guidance on how to install the product. It covers the following areas:

- System Requirements
- Setting up Network Environment
- Interactive Installation
- Setting up PaperPort PSP service with the Administration application
- Customized installation (advanced)
- Installer command-line parameters
- Trouble shooting tips

This Guide shows screen pictures made with Windows® XP. The appearance may vary under other Operating Systems.

System Requirements

To install the software, your system has to meet the following requirements:

- Operating system: Microsoft[®] Windows[®] XP Professional SP3, Microsoft Windows 2003 Server SP2 or Microsoft Windows 2008 Server SP1
- Microsoft Internet Information Services (IIS) 5.0, 5.1, 6.0 or 7.0 only on Windows 2008 Server, installed with "World Wide Web Services" and "FTP services"
- Microsoft Internet Explorer 6.0 or above

The following prerequisites are offered during installation:

- Microsoft .NET Framework version 2.0
- Web Services Enhancements 2.0 SP3 Runtime for Microsoft .NET

Installing Prerequisites

Availability of system prerequisites:

Microsoft Internet Information Services (IIS) 5.0, 5.1, or 6.0 is available from the Windows installation CD

Microsoft Internet Explorer 6.0 or above; Microsoft .NET Framework version 2.0 is available from the Server CD or from Windows Update

Web Services Enhancements 2.0 is available from the product installation CD under the folder [PREREQ\Microsoft WSE 2.0 SP3 Runtime.msi]

Install prerequisites as instructed in the documentation of the individual components.

Notes:

- Windows XP Home Edition is not supported, because Internet Information Services is not a part of this operating system.

Pre-Installation Device Configuration

We recommend that you use a static IP address for the device. Descriptions in this guide are based on such a scenario.

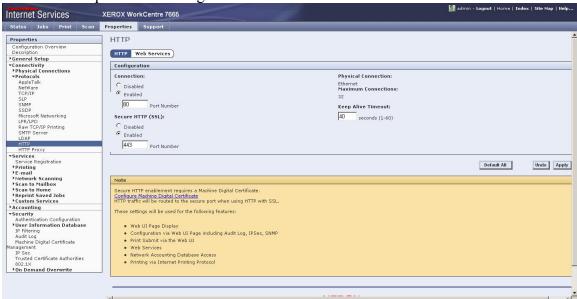
To achieve proper functionality of the application, HTTPS, EIP and Simple Network Management Protocol (SNMP) must be enabled on the device.

The examples below use WorkCentre 7665 specific terms and illustrations. The device you are using may be different from this. For screenshots made with other devices see the Appendix at the end of this guide.

To check HTTPS, EIP and SNMP enablement, open your MFP device's Web Administration Application (enter your device IP address into a browser) then click the "Properties" tab.

HTTPS Support

Check if HTTPS is enabled. To do this, navigate to the proper page of the device's Web Administration Application. (The below screenshot shows 76xx devices. For other devices, see the Appendix at the end of this guide.) If HTTPS is not enabled, create a new certificate or upload an existing one.



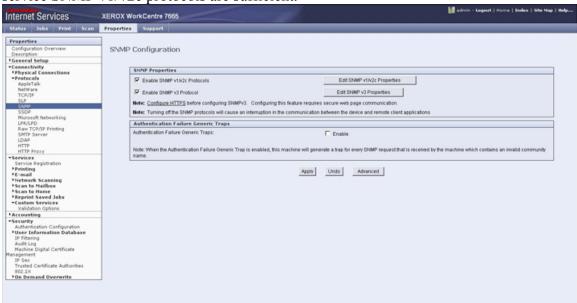
EIP Support

By default, EIP is usually turned off. To turn it on, navigate to the proper page of the device's Web Administration Application. (The below screenshot shows 76xx devices. For other devices, see the Appendix at the end of this guide.)



Simple Network Management Protocol (SNMP) Support

By default, SNMP is usually turned on. To check this, navigate to the proper page of the device's Web Administration Application. (The below screenshot shows 76xx devices. For other devices, see the Appendix at the end of this guide.) For the PaperPort PSP service SNMP v1/v2c protocols are sufficient.



Scan Template Management Support

Usually, Scan Template Management is enabled by default. On 52xx, 72xx, 76xx and 73xx devices, you also have the option to disable it. When you use such devices, go to the proper page of the device's Web Administration Application to check that it is enabled. (The below screenshot shows 76xx devices. For other devices, see the Appendix at the



You need to enable Scan Template Management for the PaperPort PSP service to work properly.

Setting up the Network Environment

To utilize the full functionality of the product, you have to identify a file server in your network that is accessible via SMB or FTP. (This file server can also be used as a PaperPort PSP server.)

We recommend that you install the product to a server with a static IP address. The following description is based on such a scenario.



FTP access is not necessary in all cases: whether you need it or not depends on your Administration Tool settings.

The configuration steps presented here describe only Windows and IIS based SMB and FTP process. If you are using the product on a different system, consult your product distributor.

IP Addresses and Host Names

PaperPort PSP supports IP addresses as well as host names. In general, you are free to use either for identifying the device, server, etc. However, there are cases when host names cannot be properly resolved (e.g. clients, the server, the device(s) are in different workgroups, etc). In such scenarios, only use IP addresses when

- installing the server
- accessing the Administration Tool
- setting the repository parameters in the Administration Tool, or
- specifying the PSP Server in Image Retriever.

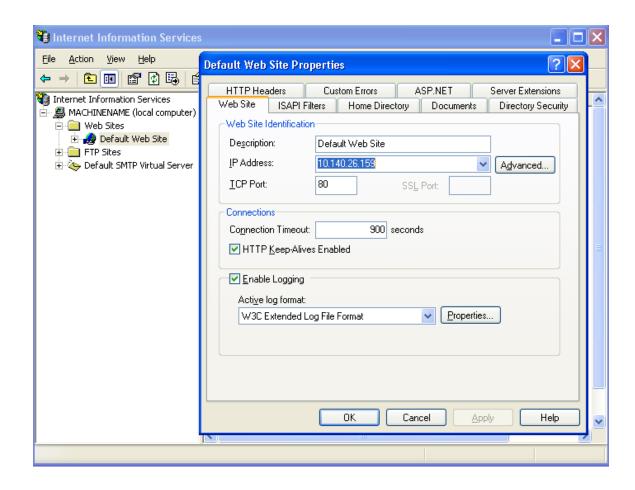
Configuring IIS on Windows 2008 Server

The following steps describe the necessary steps to install and configure IIS on Windows 2008 Server.

- 1. Click Start > Server Manager
- 2. Under the Server Manager root node click Roles
- 3. Under Roles Summary click Add Role
- 4. In the Add Roles Wizard choose the Select Server Roles page
- 5. Click Web Server (IIS) and accept all required features
- 6. Click Next twice
- 7. On the Select Role Services page click ASP.NET under Application Development and accept all required role services
- 8. On the same page select Windows Authentication under Security
- 9. On the same page select IIS 6 Metabase Compatibility under IIS 6 Management Compatibility
- 10. Click Next
- 11. Click Install
- 12. When the installation completes click Close to close the wizard

Checking your IIS settings

- 1. Open the IIS Administrator console: Click the Windows Start menu then choose Control Panel > Administrative Tools > Internet Information Services
- 2. In the IIS administrator console select << computer name>>(local computer)/Web Sites/Default Web Site
- 3. Click the Action menu item and select Properties. The "Default Web Site Properties" dialog window appears.
- 4. Make sure that in the "Web Site" tab the "IP Address" is set to that of the product installation target server. (i.e. It is the same as the one in the Server Information dialog ("Host address" field) of the product installer.)



Creating temporary storage for scanned media files

Scanned media files are stored in a temporary storage until ImageRetriever starts processing them. This temporary storage can be either an SMB share or an FTP folder. The device and the ImageRetriever clients will use a dedicated user account to access the temporary storage.

Note: The folder, share and account names in next sections are illustrations only. You are free to make your own destination and account choices when setting up your system.

The account "PSPUser" is used in these examples as an illustration. You can use any account that you want to grant access to the file share.

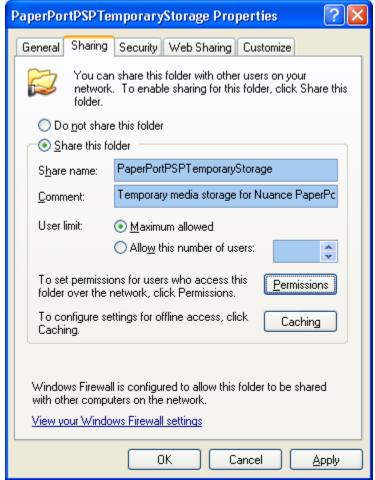
Providing SMB access to Temporary Storage

Make sure you first disable the folder option "Simple file sharing (recommended)" in "Folder settings" on Windows XP. (To learn more about advanced folder settings refer to your operating system manual.) Without enabling advanced file sharing you will not see some dialog boxes referenced in the following section.

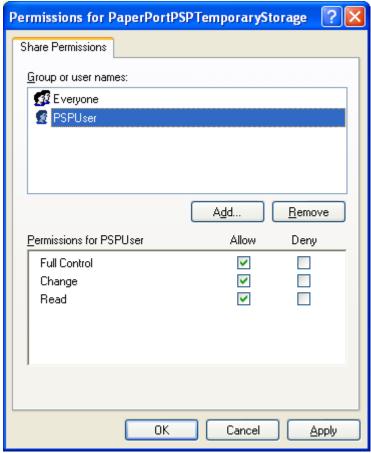
Note: the server file system must be NTFS.

To provide SMB access to Temporary Storage:

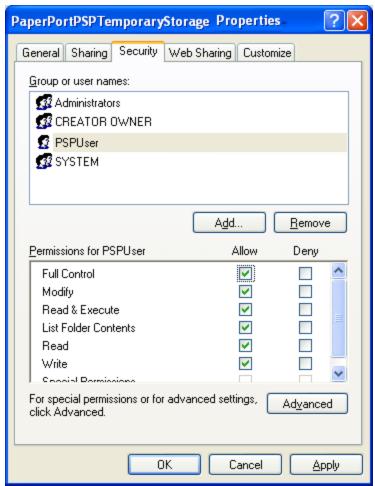
- Open Windows Explorer and browse to the folder you want to use as the temporary storage. We will use the c:\temp\PaperPortPSPTemporaryStorage folder in our example.
- 2. Click: File > "Sharing and Security..."
- 3. Turn on the "Share this folder" option on the Sharing pane
- 4. Enter the following parameters:
- 5. Share name: PaperPortPSPTemporaryStorage Comment: Temporary media storage for Nuance PaperPort PSP Solution



- 6. Click the "Permissions..." button.
- 7. Click the "Add..." button.
- 8. Turn on Full Control for the PSPUser account. In our example PSPUser is a dedicated account that will be used by the device and the ImageRetriever clients to access the PaperPortPSPTemporaryStorage.



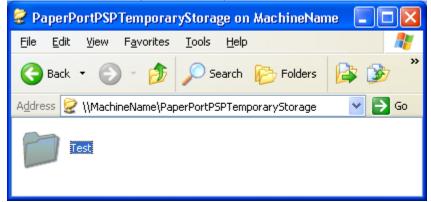
- 9. Click OK to close this dialog.10. Select the "Security" pane.
- 11. Click the "Add..." button.
- 12. Enter PSPUser and click OK to close add wizard.
- 13. Select the PSPUser item in "Group or user names" list box.
- 14. Turn on Full Control for the PSPUser account.



15. Click OK. You have finished setting up SMB access to the folder PaperPortPSPTemporaryStorage.

Checking SMB access

- 1. Open Windows Explorer and navigate to \\<<your computer name>>\PaperPortPSPTemporaryStorage.
- 2. Create a new folder (call it "Test").



3. Copy a file into this directory.

- 4. Make sure you do not get any error messages.
- 5. Delete the "Test" folder.
- 6. Choose another computer in your network and navigate to \\<<your computer name>>\PaperPortPSPTemporaryStorage
- 7. Provide the PSPUser account details user name and password if prompted.
- 8. Create a new folder (call it "Test").
- 9. Copy a file into this directory.
- 10. Make sure you do not get any error messages.
- 11. Delete the "Test" folder.

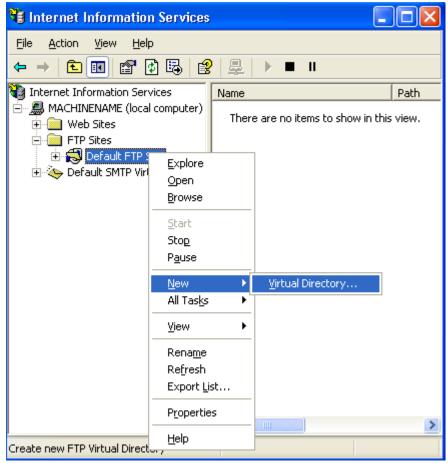
Your SMB configuration is now complete.

To set up FTP access as well, proceed as follows:

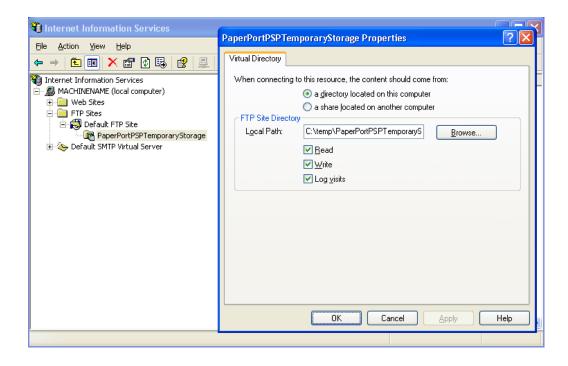
Creating an FTP folder

The following steps describe how to provide FTP access on the Windows XP Operating System. For other operating systems or FTP servers, consult their product documentation.

- 1. Open the IIS Administrator console: Click the Windows Start menu then choose Control Panel > Administrative Tools > Internet Information Services
- 2. In the Administrator console, select < COMPUTER > and choose FTP Sites.
- 3. Select: "Default FTP site". (At this point you may choose to create a new FTP site for Nuance product services or to use an already existing one.)
- 4. Click Action > New > Virtual Directory...

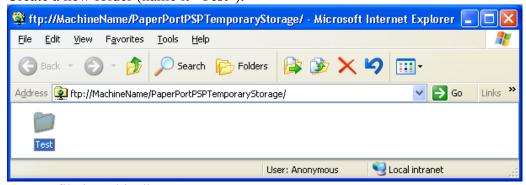


- 5. The Virtual Directory Wizard appears. Set up your virtual directory with the following parameters:
 - alias: PaperPortPSPTemporaryStorage
 - directory: C:\temp\PaperPortPSPTemporaryStorage
 - permissions for this directory: read and write checked.
- 6. Click Finish to complete the wizard.



Checking FTP access

- 1. Open Explorer and type: ftp://<<your site IP>>:<<your site port>>/PaperPortPSPTemporaryStorage/ Your file server is accessed via FTP in your browser.
- 2. Create a new folder (name it "Test").



- 3. Copy a file into this directory.
- 4. Make sure you do not get any error messages.
- 5. Delete the "Test" folder.
- 6. Close your browser.
- 7. Choose another computer in your network and browse to ftp://<<your site IP>>:<<your site port>>\PaperPortPSPTemporaryStorage
- 8. Create a new folder (name it "Test").
- 9. Copy a file into this directory.
- 10. Make sure you do not get any error messages.
- 11. Delete the "Test" folder.

Installation alternatives

There are two alternatives to install the product: interactive and customized. Interactive presents you with a wizard-like interface, whereas customized is recommended for advanced users. You can use *either one* to install the product.

To install the product use:



either Interactive installation...

or Customized Installation.

The installer of the server components is located in the root of the Server CD. After successful installation, two shortcuts will be added to Start Menu > "(All) Programs" > "Nuance" > "PaperPort PSP":

- "Administration Tool"
- "PaperPort PSP Server" linking to a device simulation page.

Interactive Installation

Tips before starting:

- It is recommended to take notes about each installation step to make it easier to restore your system or to roll back installation in case of a failure.
- Interactive product installation will create a virtual directory called "PaperPortPSP" overwriting any existing ones with the same name.

On most PCs, simply insert the installation CD-ROM into the CD-ROM drive to launch the Server installer. However, if the installer does not automatically start on your PC

- 1. Use Windows Explorer to browse the CD-ROM.
- 2. Double-click on the autorun.exe program

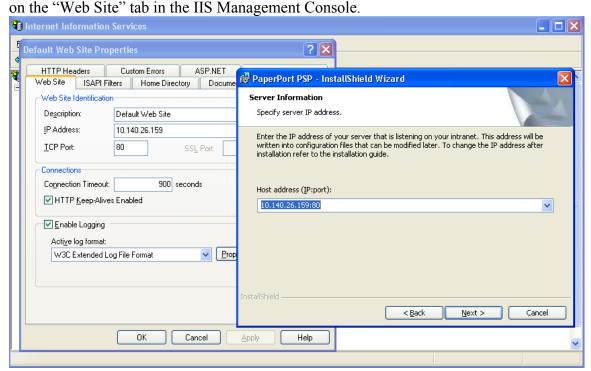


Before starting the installation, you can specify which components you want to install. Click the check boxes ON for each item to be installed. Microsoft .NET Framework version 2.0 and Web Services Enhancements 2.0 SP3 Runtime for Microsoft .NET are required for proper functioning. Turn off the installation of these components only if they are already installed on your machine (e.g. through Windows update)

A separate installer program for each component launches. Follow the installation instructions for each component.

PaperPort PSP Server

During the installation make sure that the "Host address" is the same as the "IP Address" on the "Web Site" tab in the US Management Console



Service setup with the Administration application

Your Application Server and FTP folder/SMB shared folder are now ready to be registered to Xerox EIP-capable Multi Functional devices. First collect some information about your network and your device to proceed:

All examples are illustrations only and have to be replaced with your own environment settings.

Steps to launch the Administration Tool

To launch the Administration tool

- Choose Start Menu > (All) Programs > Nuance > PaperPort PSP > Administration
 Tool or type the Administration Tool URL
 (http://10.140.1.1/PaperPortPSP/admin) into a browser.
 If IIS is not permitted to serve dynamic content, you may get "HTTP Error 404 File or Directory not found" on Windows 2003 Servers. For guidelines on how to
 resolve this problem, see http://support.microsoft.com/kb/315122.
- 2. Depending on your network security settings, an authentication dialog may display. Log in as an administrator (the administration task involves modification of local files).
- 3. Select your interface language from the following: English, French, Italian, German, Portuguese or Spanish.

Using the Administration Tool

In the following section, we present a typical use case of this tool for system administrators.

This is only a working example to walk you through the most commonly used steps.

Your actual administration activity is likely to differ from the one you find here.

Example Scenario

Suppose that your company purchases or rents one or more devices. A single device is usually enough for small and medium size businesses, while larger organizations might need several more devices.

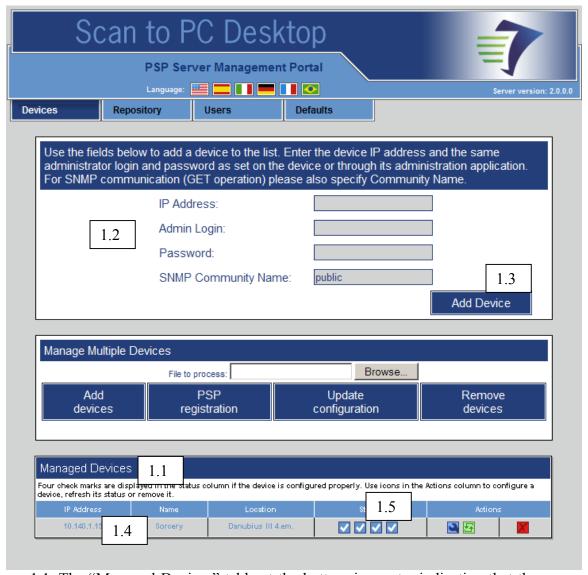
The device(s) are delivered and set up by an external expert with the help of the company's IT expert. This way, the IT professional will know the IP address and administrator login information.

Optional software components – for instance, the current package – are installed and the network infrastructure is created. The PaperPort PSP administrator role is assigned to a person with sufficient knowledge and experience (can be the same IT professional).

Administration Steps

Server side configuration

1. The first task of the administrator is to *configure the server side of the PaperPort PSP system*. To do so, launch the Administration Tool.



- 1.1. The "Managed Devices" table at the bottom is empty, indicating that the server does not manage any devices yet.
- 1.2. Enter the device's IP Address, the device administrator's logon information and the SNMP Community Name. You can find the SNMP Community Name in the device's Web Administration Application on the "Edit SNMP v1/v2c Properties" page.
- 1.3. Click the "Add Device" button
- 1.4. A new row is added to the table containing the device information and the PaperPort PSP service is automatically registered on the device.

1.5. Check the four icons in the "Status" column to see if the device is up and running correctly.

The first status indicator displays a check mark if the device is reachable at the specified IP Address. If the device does not appear to be reachable, check the IP Address and make sure the device is turned on.

The second status indicator displays a check mark if the device is EIP capable. If the device is not EIP capable, PaperPort PSP can not be used on the device.

The third status indicator displays a check mark if EIP is enabled on the device. If EIP is not enabled, consult your device documentation on how to enable it.

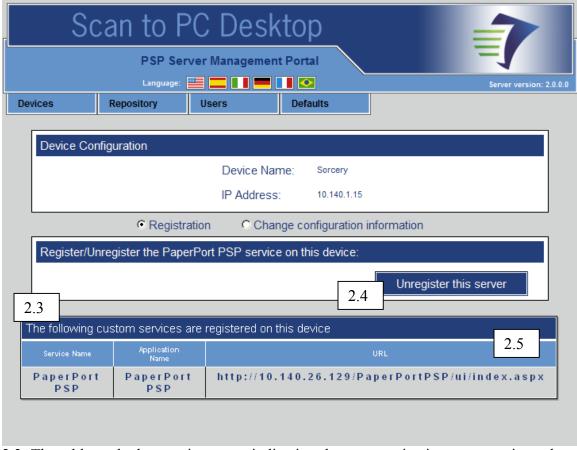
The last status indicator displays a check mark if the PaperPort PSP service has been installed on the device.

Device configuration

Normally, when you add a device, you should see four check mark indicators in the table. If the 3^{rd} and the 4^{th} status indicators signal problems, you have to resolve them first – as described in the "Pre-Installation Device Configuration" section in this guide – and then perform this step.

2. Configuring the device.

- 2.1. Click the blue Configure icon in the "Actions" column
- 2.2. The Device Configuration page is displayed.



- 2.3. The table at the bottom is empty, indicating that our service is not yet registered on the device.
- 2.4. Click the "Register this server" button.
- 2.5. A new row is added to the table and the "Register this Server" button changes to "Unregister this Server".

Registration is now finished.

Note: in some cases (while this page is loading) a Security Warning displays. If you choose "No", individual Service Names might not be available.

This dialog is displayed, because the machines running services to be listed in this table are not in the trusted zone. To avoid this warning, you have two options:

Add the above computers to the trusted zone, or

Change security settings. Using Internet Explorer under Windows XP, it implies the following steps:

- 1. Launch Internet Explorer.
- 2. Choose "Internet Options..." in the "Tools" menu
- 3. Go to the "Security" tab
- 4. Select "Local intranet"
- 5. Click the "Custom Level..." button
- 6. Choose "Miscellaneous" > "Access data sources across domains" and select the radio button "Enable".

Administrators might also want to add or remove a device. In the most common cases a few devices are purchased or rented simultaneously and the necessary administration tasks are performed after installation.

Adding new devices

To set up additional devices manually, the administrator has to go through the following steps again:

- 1. Click the "Devices" tab (at the top).
- 2. Enter the device IP Address, the device administrator's logon information and the SNMP Community Name.
- 3. Click the "Add Device" button.
- 4. A new row is added to the table with the device information and the PaperPort PSP service is automatically registered on the device.
- 5. Check the four icons in the "Status" column to see if the device is up and running correctly.

If automatic registration was not successful, or if you want to unregister the application from the device, proceed as follows:

- 6. Click the Configure icon (the blue wrench in the "Actions" column) associated with the new device.
- 7. The Device Configuration page is displayed with the IP Address and name of the new device.
- 8. Click the "Register this server" button.
- 9. A new row is added to the table and the "Register this Server" button changes to "Unregister this Server".

Removing devices

To remove a device

- 1. Go to the Devices page (choose the "Devices" tab at the top) and click the Delete icon in the "Actions" column.
- 2. The device is removed from the system and the PaperPort PSP service is automatically unregistered from the device.
- 3. The table at the bottom is updated to reflect this change.

Removing this service from a device

To remove this service from a device, do this:

1. Go to the Devices page (choose the "Devices" tab at the top) and click the Configure icon in the "Actions" column.

- 2. The Device configuration page is displayed with this service highlighted in the table at the bottom.
- 3. Click the "Unregister this server" button.
- 4. The service is revoked from the device.

The table at the bottom is updated to reflect this change.

Managing multiple devices

When handling several devices, it is more convenient to utilize comma-separated text files – filled with device parameters – to carry out the following device management tasks:

- Adding several devices
- Removing several devices
- Registering PSP on several devices
- Updating the configuration parameters of several devices

A comma-separated text file for such purposes has to have the following structure:

Field name	IP	Admin	Password	SNMP	Register
Accepted	String, valid IP	String, Admin	String, Admin	String, SNMP Get	1, 0 (representing
value(s)	address of a device	login	password, valid for the	Community Name,	"Register" and
		information,	device on the	valid for the device	"Unregister"
		valid for the	corresponding IP	on the	respectively)
		device on the	address	corresponding IP	
		corresponding IP		address	
		address			
Example	100.255.23.45	Admin	1111	Public	1

Device management task details

Adding devices: all fields are required and used for this task. Devices are added one-by-one and - depending on the value of the Register fields - PSP server registration is also done. Processing continues with the next row in the file in case of errors (e.g. invalid IP address, wrong password...)

Sample CSV file content:

10.140.1.15,admin,1111,public,1

10.140.24.34,admin,1111,public,0

10.140.24.32,11111,x-admin,public,1

Explanation:

- 1. The device at 10.140.1.15 is registered using the user name admin, the password 1111, and the SNMP Get community name public. PSP server registration is performed.
- 2. The device at 10.140.24.34 is registered using the user name admin, the password 1111, and the SNMP Get community name public. PSP server registration is *not* performed.

3. The device at 10.140.24.32 is registered using the user name 11111, the password x-admin and the SNMP Get community name public. PSP server registration is performed.

Removing devices: Required and used fields: IP Address, Admin, Password and SNMP (the Register field is ignored). Currently managed devices are enumerated and matched against the IP Addresses in the file. If a match is found, the PSP server is unregistered automatically and the device is removed.

Sample CSV file content:

10.140.1.15,admin,1111,public,

10.140.24.34,admin,1111,public,

10.140.24.32,11111,x-admin,public,

Explanation:

- 1. The device at 10.140.1.15 is removed (using admin as the user name, 1111 as the password and public as the SNMP Get community name.)
- 2. The device at 10.140.24.34 is removed (using admin as the user name, 1111 as the password and public as the SNMP Get community name.)
- 3. The device at 10.140.24.32 is removed (using admin as the user name, 1111 as the password and public as the SNMP Get community name.)

PSP Registration: Required and used fields: IP Address and Register (other fields are ignored). Currently managed devices are enumerated and matched against the IP Addresses in the file. If a match is found, the PSP server is registered or unregistered, depending on the content of the Register field. If the PSP server is already registered and the content of the Register field is 1, no action is taken. Similarly, if the PSP server is not registered and the content of the Register field is 0, no action is taken.

Sample CSV file content: 10.140.1.15,,,,1 10.140.24.34,,,,0

Explanation:

- 1. PSP Server gets registered on the device at 10.140.1.15
- 2. PSP Server gets unregistered on the device at 10.140.24.34

Updating the configuration: Required and used fields: IP Address, Admin, Password and SNMP (the Register field is ignored). Currently managed devices are enumerated and matched against the IP Addresses in the file. If a match is found, the content of the Admin, Password and SNMP fields overwrite the currently stored values.

Sample CSV file content:

10.140.1.15,newadmin,1111,public,

10.140.24.34, admin, 12345, public,

Explanation:

- 1. PSP Server stores newadmin as the new user name, 1111 as the new password and public as the new SNMP Get community name for the device at 10.140.1.15
- 2. PSP Server stores admin as the new user name, 12345 as the new password and public as the new SNMP Get community name for the device at 10.140.24.34

The result of each batch operation is a log file that is accessible from the Administration Tool

Setting the device working folder

- 3. The next step is to *set the working folder* of the device. This is where images will temporarily be stored.
 - 3.1. Click the "Repository" tab (at the top).
 - 3.2. The Repository page is displayed

Scan to PC Deskto	op		
3.1 PSP Server Management Po	Server version: 2.0.0.0		
Devices Repository Users De	efaults		
Use the fields below to view or change file destination fo			
Select the protocol you want the devices to use when transferring scanned images.			
OFTP (• SMB 3.3		
Location			
Server: Mac	hineName		
	erPortPSPTemporary 3.4		
Files will be stored at the location: \\ <server>\<share name="">\<folder path=""> generated automatically, from the information provided by the user on loggi</folder></share></server>			
Specify the account the device should use when transferring scanned images.			
	nistrator		
For example: MyDomain\MyU Password:	Jser1, or MyUser1.		
	3.5 Store Settings		

- 3.3. In most cases, the SMB protocol is used: pick this option.
- 3.4. Enter the information of a shared folder along with an account that the device and the ImageRetriever clients will use to reach this location.
- 3.5. Click the "Store Settings" button.

Initial server administration is done and the system is ready to work.



For full functionality, client side installation is also required.

Repository Changes

Protocol and file transfer location changes are not quite frequent (c.f. email system changes within an organization). However, the Administration Tool gives you the option to do this.

To change the file transfer location and protocol

- 1. Click the "Repository" tab (at the top).
- 2. Change the protocol and other information.

3. Click the "Store Settings" button.

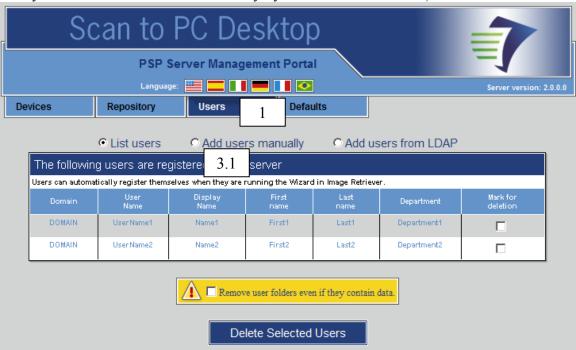
User management

Administrators are usually not required to manage user lists, because clients are able to automatically register themselves and use the system without any administrator interaction.

On the other hand, we provide an administration tool to add/remove users and user groups to/from the system.

Adding users

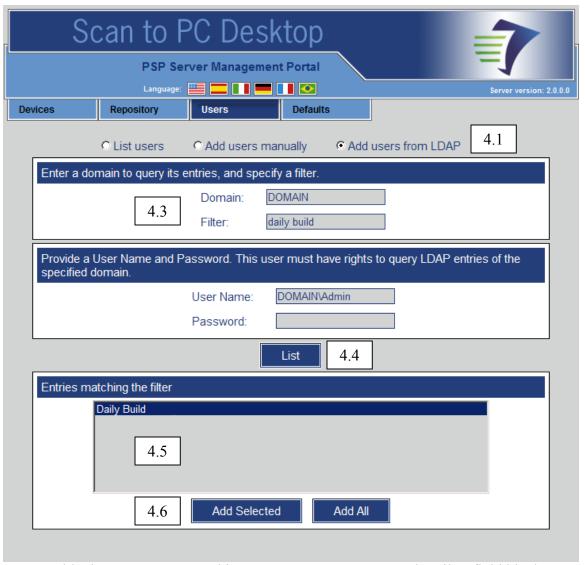
- 1. Click the "Users" tab (at the top)
- 2. The User Management page is displayed with the list of already registered (manually by the administrator or automatically by the clients themselves) users.



- 3. To add a single user manually
 - 3.1. Pick the "Add users manually" option
 - 3.2. The page changes to this



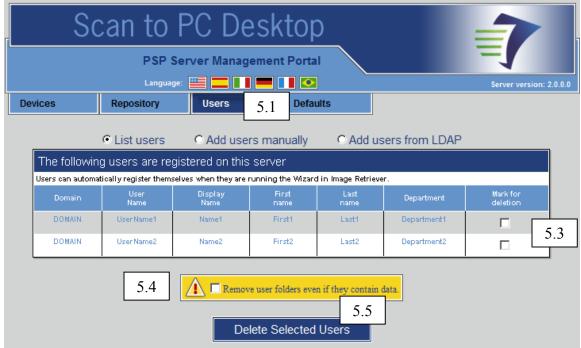
- 3.3. Enter user information.
- 3.4. Click the "Add User" button.
- 3.5. The page reverts to the user list.
- 4. To add several users
 - 4.1. Pick the "Add users from LDAP" option
 - 4.2. The page changes to this



- 4.3. Provide the LDAP server and its access parameters. Leave the Filter field blank to get access to each user and group available within LDAP.
- 4.4. Click the "List" button.
- 4.5. The list at the bottom of the screen is populated with the entries matching the filter. Individual users and user groups are also displayed in the list.
- 4.6. Select several users and click "Add Selected", or
 - Press the "Add All" button
- 4.7. The page reverts back to the user list.

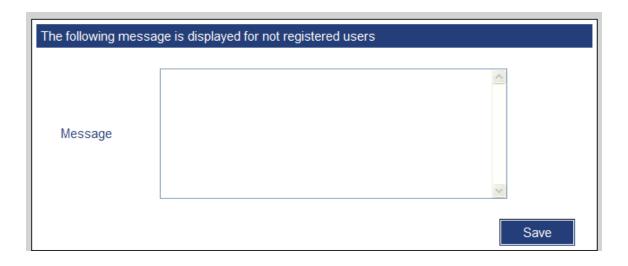
Removing users

- 5.1. Click the "Users" tab (at the top)
- 5.2. The User Management page is displayed with the list of already registered (manually by the administrator or automatically by the clients themselves) users.



- 5.3. Mark the appropriate boxes in the "Mark for deletion" column.
- 5.4. Decide if user data should be deleted (mark the checkbox in the yellow field below the table).
- 5.5. Click the "Delete Selected Users" button.
- 5.6. The table updates to reflect the changes.

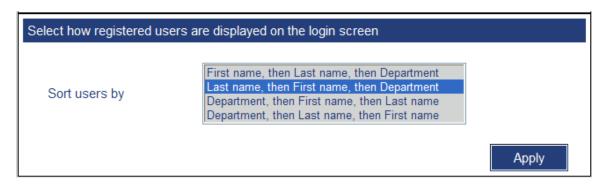
Displaying a customized message to unregistered users



- 1. Click the "Users" tab (at the top)
- 2. Enter your customized text in the Message area. You might want to include details, such as how to get the PSP client, whom users should contact in case they need access to PaperPort PSP, etc.
- 3. Click the Save button.

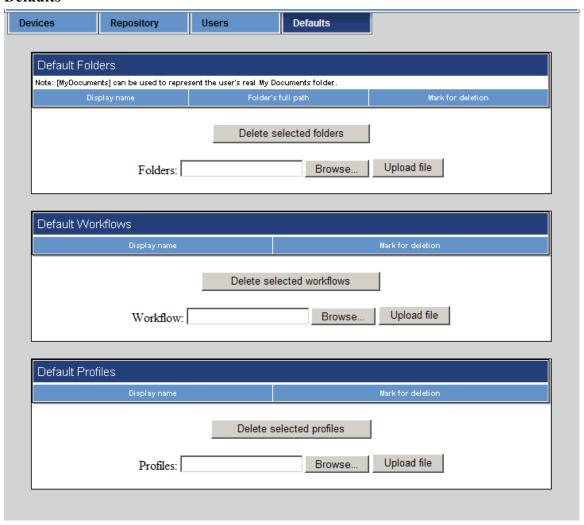
Your customized message is going to be displayed on the device panel for users who are not registered on the PaperPort PSP Server.

Sorting login names on the device panel



- 1. Click the "Users" tab (at the top)
- 2. Set the order for displaying user names on the device panel.
- 3. Click the Apply button.

Defaults



Administrators are usually not required to manage user settings, because users are able to customize the device screen using their own destination folders and scanning preferences through the Personalized MFP Scanning Wizard. On the other hand, we provide an administration tool to add/remove default folders, workflows and profiles.



These defaults will appear on the device screen - below the users' own items – if the user

- Restarts Image Retriever
- Updates his/her own preferences through the Wizard
- Selects the *Refresh defaults* item from the context menu of the Image Retriever system tray icon.

Default folders

Use comma-separated text files – filled with folder information – to specify destination folders for all users. These comma-separated text files have to have the following structure

Field name	Path	Display name
Accepted	String, full path of a folder	String, short display name of the path as it will appear on the
value(s)		device's main screen
Example	Q:\Year2009\Common\Accounting	Accounting

How to create default destination folders (administrator's tasks):

- 1. Create the comma-separated text file, containing the full path and the display name of the destination folders.
- 2. Click the "Defaults" tab (at the top)
- 3. Click the Browse button in the "Default Folders" section, next to "Folders file".
- 4. Select the comma-separated text file in the File Open dialog and click OK.
- 5. Click the "Upload File" button in the "Default Folders" section
- 6. The file is uploaded, processed and the default folders are displayed.

Sample CSV file content:

C:\temp,MyTemp

Q:\Year2009\Common\Accounting,Accounting

[MyDocuments]\ScannedFiles,Scanned files

Explanation

- 1. The user will see the MyTemp item on the device screen. If this item is selected, the scanned document is delivered into the C:\temp folder on the user's machine.
- 2. The user will see the Accounting item on the device screen. If this item is selected, the scanned document is delivered into the Q:\Year2009\Common\Accounting folder on the user's computer.
- 3. The user will see the Scanned files item on the device screen. If this item is selected, the scanned document is delivered into the C:\Documents and Settings\<User>\My Documents\ Scanned files folder on the user's PC. The [MyDocuments] meta tag should be used when the administrator wants to use a path within the user's own My Documents folder. (This meta tag is resolved on the user's machine locally).

Default workflows

Use OmniPage to create workflows available for all users on their machines.

As an administrator, do the following to create default workflows:

1. Create one or more workflows in OmniPage and export them to a location accessible through the Administration tool.

- 2. Click the "Defaults" tab (at the top)
- 3. Click the Browse button in the "Default Workflows" section, next to "Workflow file".
- 4. Select the workflow file in the File Open dialog and click OK.
- 5. Click the "Upload File" button in the "Default Workflows" section
- 6. The file is uploaded, processed and the default workflow is displayed.
- 7. Workflow files can be uploaded one-by-one. If you have more workflows to upload, repeat the above steps.

Sample:

The administrator uses the Workflow Assistant in OmniPage (Tools menu/Workflow Assistant item) to create a workflow, with steps necessary to handle an invoice. The workflow is exported from OmniPage (Tools menu/Workflows item) as Invoice, and then uploaded to the PSP Server through the Administration Tool. The user will see the Invoice item on the device screen. If this item is selected, the scanned document is loaded into OmniPage on the user's machine and processed using the Invoice workflow.

Default profiles

As an administrator, use PaperPort to create profiles available for all users on their own machines.

To create profiles, do the following:

- 1. Create one or more profiles in PaperPort.
- 2. Right click the profile list in PaperPort and export them to a location accessible through the Administration tool.
- 3. Click the "Defaults" tab (at the top)
- 4. Click the Browse button in the "Default Profiles" section, next to "Profiles file".
- 5. Select Profiles.xml in the File Open dialog and click OK.
- 6. Click the "Upload File" button in the "Default Profiles" section
- 7. The file is uploaded, processed and the default profiles are displayed.

Sample:

The administrator uses PaperPort to create profiles (e.g. ColorScan, LowResBW...), containing the scanning parameters, image processing and destination format options. The profiles are uploaded to the PSP Server through the Administration Tool. The user will see the ColorScan, LowResBW... items on the device screen. If an item is selected, the document is scanned and processed, as described in the profile.

Customized installation (advanced)

Customized installation is recommended for advanced administrators. To install the product this way, follow the steps below:

IMPORTANT: It is an imperative that all prerequisites are already installed before you perform the following steps.

Extract product files to a specific folder

Use the following command line to extract application files to a dedicated folder:

msiexec.exe /i "PaperPort PSP.msi" /IIS=0

SERVERIPADDRESS="???.???.???.??" INSTALLDIR="?:\????"

Installer command-line parameters

IIS	Interaction with IIS.	
	IIS=0: Extract into a specific folder and do	
	not interact with IIS.	
	IIS=1: Extract into a specific folder and	
	interact with IIS to register the virtual folders.	
SERVERIPADDRESS	You need to specify the IP address of the	
	computer and a port number.	
INSTALLDIR	C:\Program Files\Nuance\PaperPort PSP	
	(Destination folder for product files)	
PREREQ_IIS_INSTALLEDONPORT80	Interactive installation may fail with the	
	following error "Check if your IIS is	
	configured to listen at port 80. To install the	
	application without this check refer to the	
	Server Administrator's Guide. Installation will	

now abort." Use this command line parameter
to disable the check.

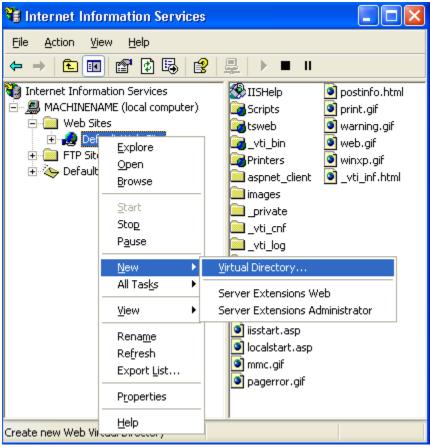
If SERVERIPADDRESS is specified, the appropriate files will be replaced with the ones containing the specified IP address. Otherwise, you have to modify some files manually after installation: these are listed in the next section. If you do not specify a server IP address and port number, the name of your computer will be used by default.

When PREREQ_IIS_INSTALLEDONPORT80="2" is specified, the IIS settings are not examined and the "Check if your IIS is configured to listen at port 80. To install the application without this check refer to the Server Administrator's Guide. Installation will now abort." error message is suppressed.

It is also a good practice to turn on installer logging and to check the log file after installation. We suggest consulting the Windows Installer documentation on the lvx* <log file> command line parameter and its usage.

Set-up Web Services in IIS web site

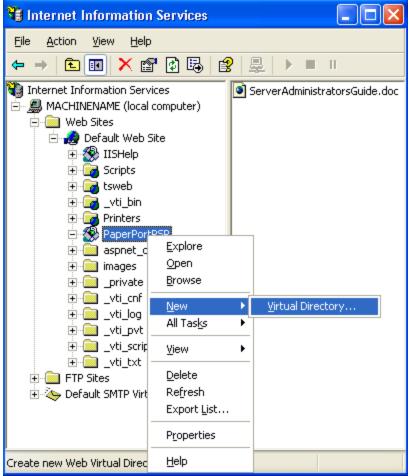
- 1. Create a base virtual directory
 - 1. Click the Windows Start menu then choose Control Panel > Administrative Tools > Internet Information Services
 - 2. Select < COMPUTER > / Web Sites / Default Web Site
 - 3. Click: Action > New > Virtual Directory...



- 4. The Virtual Directory Wizard appears. Set up your virtual directory with the following parameters:
 - o alias: PaperPortPSP
 - o directory: C:\Program Files\Nuance\PaperPortPSP (or the directory you have specified in the INSTALLDIR property)
 - o permissions for this directory:
 read, run scripts (such as ASP) and browse checked
 write, execute (such as ISAPI applications or CGI) unchecked
- 5. Click Finish to complete the wizard.

On Windows XP perform the following additional steps

- 6. Select the new virtual directory.
- 7. Click Actions > Properties. The Virtual directory properties dialog appears.
- 8. Select the "Low (IIS Process)" Application protection option.
- 9. Click OK
- 2. Create a virtual directory for product administration
 - 1. Select the "PaperPortPSP" virtual directory.
 - 2. Click Action > New > Virtual Directory...

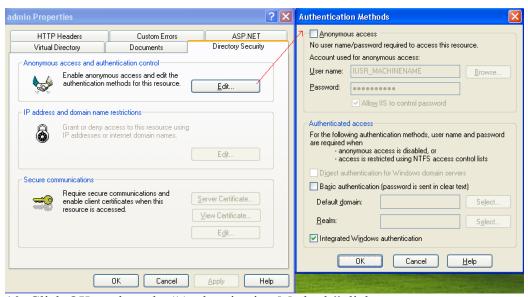


The Virtual Directory Wizard appears. Set up your virtual directory with the following parameters:

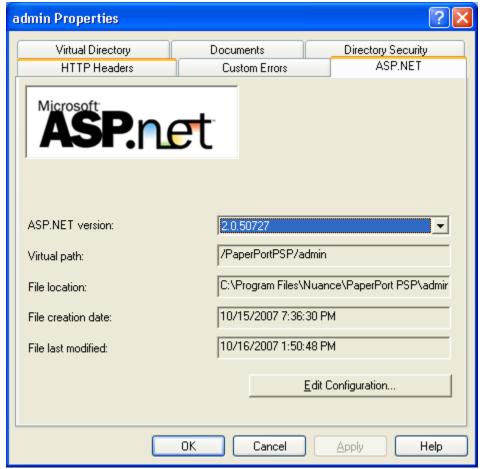
- o alias: admin
- o directory: C:\Program Files\Nuance\PaperPortPSP\admin (or the directory you have specified in the INSTALLDIR property)
- o permissions for this directory:

read, run scripts (such as ASP), execute (such as ISAPI applications or CGI) and write checked browse unchecked

- 3. Click Finish to complete the wizard.
- 4. Select this new "PaperPortPSP\admin" virtual directory.
- 5. Click Actions > Properties. The Virtual directory properties dialog appears.
- 6. Select the Directory Security pane.
- 7. Click the Edit button under the "Anonymous access and authentication control" section. The "Authentication Methods" dialog displays.
- 8. Uncheck the "Anonymous access" checkbox.
- 9. Check the "Integrated Windows authentication" checkbox.



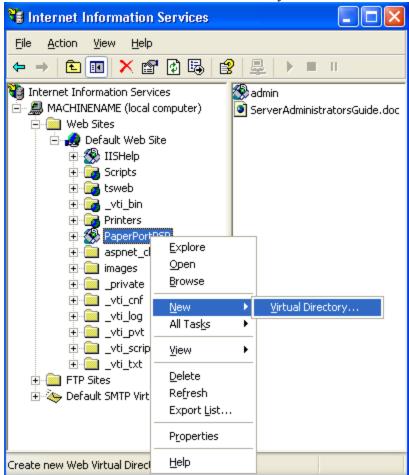
- 10. Click OK to close the "Authentication Methods" dialog.
- 11. Select the ASP.NET pane.
- 12. Choose "2.0.50727" in the ASP.NET version combo box.



13. Click OK to finish setup.

On Windows XP perform the following additional steps

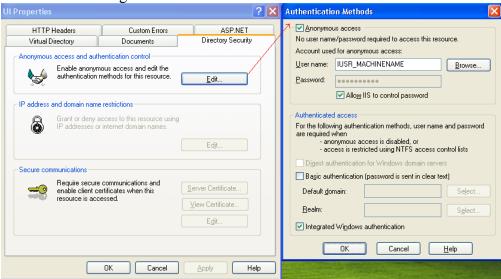
- 14. Select the new virtual directory.
- 15. Click Actions > Properties. The Virtual directory properties dialog appears.
- 16. Select the "Low (IIS Process)" Application protection option.
- 17. Click OK
- 4. Create the Product EIP service virtual directory
 - 1. Select the "PaperPortPSP" virtual directory.
 - 2. Click Action > New > Virtual Directory...



The Virtual directory wizard displays. Set up your virtual directory with the following parameters:

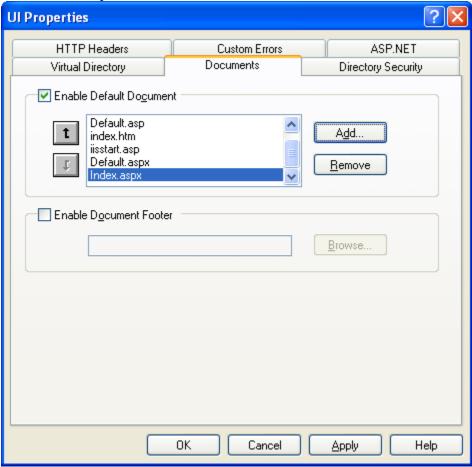
- o alias: UI
- o directory: C:\Program Files\Nuance\PaperPortPSP\UI (or the directory you have specified in the INSTALLDIR property)
- permissions for this directory: read, run scripts (such as ASP) execute (such as ISAPI applications or CGI) and write checked browse unchecked
- 3. Click Finish to complete the wizard.
- 4. Select the "PaperPortPSP\UI" virtual directory.

- 5. Click Action > Properties. The "UI Properties" dialog appears.
- 6. Select the Directory Security pane.
- 7. Click the Edit button under the "Anonymous access and authentication control" section. The "Authentication Methods" dialog displays.
- 8. Mark the "Anonymous access" checkbox.
- 9. Mark the "Integrated Windows authentication" checkbox.

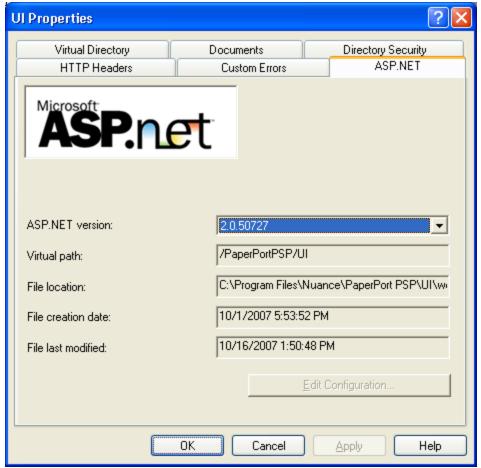


- 10. Click OK to close the "Authentication Methods" dialog
- 11. Select the Documents pane
- 12. Click the Add button

13. Enter "Index.aspx" and click OK



- 14. Select the ASP.NET pane.15. Choose "2.0.50727" in the "ASP.NET version" combo box.



16. Click OK to complete setup.

On Windows XP perform the following additional steps

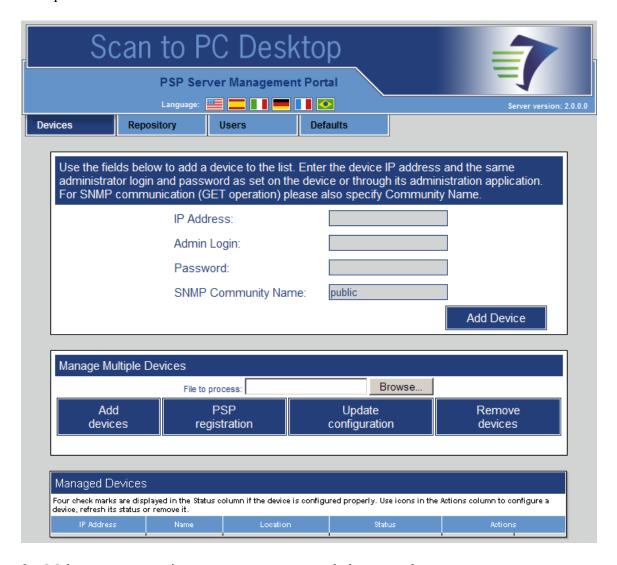
- 17. Select the new virtual directory.
- 18. Click Actions > Properties. The Virtual directory properties dialog appears.
- 19. Select the "Low (IIS Process)" Application protection option.
- 20. Click OK

The product will create run-time application data files in the "C:\Documents and Settings\All Users\Application Data\Nuance\PaperPortPSP" folder. Make sure that the application has access to this folder and can create directories and files in it run-time.

Check the correct setup of Web Services in IIS

 Open a browser and enter the following address: http://<<your site IP>>:<<your site port>>/PaperPortPSP/admin/ If IIS is not permitted to serve dynamic content, you may get "HTTP Error

- 404 File or Directory not found" on Windows 2003 Servers. For guidelines on how to resolve this problem, see http://support.microsoft.com/kb/315122.
- 2. An authentication window displays. Authenticate yourself and the "PaperPort PSP Server Management Portal" application will launch. UI language can be changed to the following: English, French, Italian, German, Portuguese or Spanish.



- 3. Make sure you receive no error messages and close your browser.
- 4. Open a browser and enter the following address: http://<<your site IP>>:<<your site port>>/PaperPortPSP/UI/
- 5. The Xerox EIP platform simulation displays.



6. Make sure you see the above screen and close your browser.

4. Setting up PaperPort PSP service with Administration Application Proceed as described in the **Setting up PaperPort PSP service with the Administration Application** section under Interactive Installation.

Changing server IP address or port after setup

If you did not specify the server IP address and/or port during installation you have to make additional modifications to regain the services of PaperPort PSP.

The following list of files reference a URL. The obsolete URL has to be replaced with the correct one in each of them.

The files to be modified are:

```
<installdir>/admin/Web.Config
<installdir>/UI/App_Data/ServerProperties.xml
```

Note: Although it is possible to change server IP addresses and/or ports this way, it is not recommended. Consider reinstalling PaperPort PSP service instead.

Troubleshooting tips

The following section presents typical error scenarios with suggestions on how to solve them.

Error: Installation Order Conflict (.NET Framework 2.0 and IIS)

Server Error in '/PaperPortPSP' Application.

The current identity (REC-L233\ASPNET) does not have write access to

 $\label{lem:condition} $$ 'C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\Temporary\ ASP.NET\ Files' $$$

or

Failed to access IIS metabase.

Description:

If IIS is installed after the .NET 2.0 Framework installation, the framework registration into IIS is not performed correctly. In this case an additional manual registration step is needed to avoid the error message.

Solution:

C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727>aspnet regiis -i -enable

Error: Web Services prerequisite is not installed

Description:

Server Error in '/PaperPortPSP' Application.

Administrator has not installed the Web Service prerequisite.

Solution:

Install the prerequisite: <CD-DRIVE>\PREREQ\Microsoft WSE 2.0 SP3 Runtime.msi

Error: installer error message

Description:

The installer displays error messages if one of the installation prerequisites is missing, or if a virtual folder named PaperPortPSP already exists in Microsoft Internet Information Service setup. List of errors:

Condition	Error message	Solution
AdminUser	Product installation requires administrator privileges.	Log in as an administrator to install the application.
Not Version9X	The application does not support Windows 9.x and Windows 2000 OS versions.	Install the application on a Windows XP or 2003 Server operating system with the latest service pack (see below).
PREREQ_DOTNET20_INSTALLED = 1	Microsoft .NET Framework Version 2.0 Redistributable Package is not installed.	Install this prerequisite.
PREREQ_IIS_INSTALLEDONPORT80 = 1 or PREREQ_IIS_INSTALLEDONPORT80 = 2	Installation checks if IIS is configured to listen at port 80.	To disable the check, use this command-line parameter: PREREQ_IIS_INSTALLEDONPORT80
PREREQ_WSE_INSTALLED = 1	Web Services Enhancements (WSE) 2.0 SP3 is not installed for the Microsoft .NET Redistributable Runtime MSI prerequisite	Install WSE 2.0 SP3.
VersionNT <> 500 or ServicePackLevel>=4	Service Pack 4 is not installed on Windows 2000.	Install Service Pack 4 for Windows 2000.
VersionNT <> 501 or ServicePackLevel>=2	Service Pack 2 is not installed on Windows XP.	Install Service Pack 2 for Windows XP.
VersionNT <> 502 or ServicePackLevel>=2	Service Pack 2 is not installed on Windows 2003 Server.	Install Service Pack 2 for Windows 2003 Server.
PREREQ_IIS_INSTALLED=1	Microsoft Internet Information Service is not installed.	Install IIS.
PREREQ_IIS_PATH_OCCUPIED=0	A virtual folder named PaperPortPSP exists in Microsoft Internet Information Service setup.	Remove this folder.

Error: The Administration Tool does not display on Windows 2003 Server Description:

On launch, the following error message is displayed: "HTTP Error 404 - File or Directory not found".

Solution:

You need to permit IIS to serve dynamic content. For guidelines on how to resolve this problem, see http://support.microsoft.com/kb/315122.

In addition to Active Server Pages, you also need to set ASP.NET to "Allow".

Error: Administration Tool action buttons do not work Description:

Such a situation may occur if Active Scripting is disabled in your internet settings. On Windows 2003 Server, the default setting is "Disable".

Solution:

Add the Administration Tool to the trusted zone or

Enable Active Scripting.

Using Internet Explorer under Windows 2003 Server, it implies the following steps:

- 1. Launch Internet Explorer.
- 2. Choose "Internet Options..." in the "Tools" menu
- 3. Go to the "Security" tab
- 4. Select "Zones" > "Internet"
- 5. Click the "Custom Level..." button
- 6. Choose "Scripting" > "Active scripting" and select the radio button "Enable".

Error: Status warnings in the Managed Devices table (Devices panel of the Administration Tool)

If the application is unable to communicate with the device properly, the Status column displays question marks and/or error signals.

Solutions in possible scenarios:

The second, third and fourth icons are question marks: check and correct the device administration logon information.

The second and third icons are question marks, and the fourth one is in yes/no status: check and correct SNMP Community Name.

Error: Unregistration problem on a 73xx device

Description:

When trying to unregister the service from a 73xx device (via Administration Tool / Configure device) you may get the following error message:

Unable to un-register the service.

Error: Server was unable to process request. --> Invalid State The device cannot complete your request at the current time.

This means that a process is probably in use.

Solution:

- 1. Use the device screen to launch the registered service you see at the "All Services" page.
- 2. Close the service.
- 3. Open the Device Configuration tab in the Administration Tool at your machine.
- 4. Click the "Unregister this Server" button.

Error: The server is configured to use FTP protocol, the device scans properly, but documents are not delivered.

Solution:

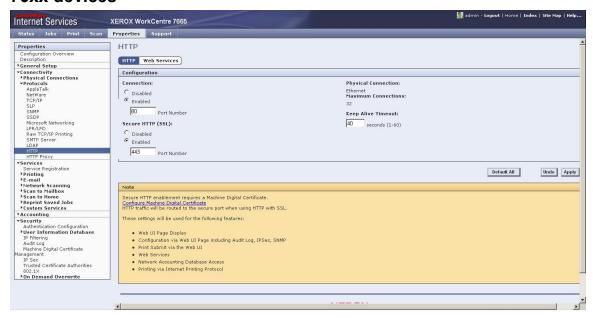
Check if FTP protocol is enabled on the device.

Appendix

Enabling SSL

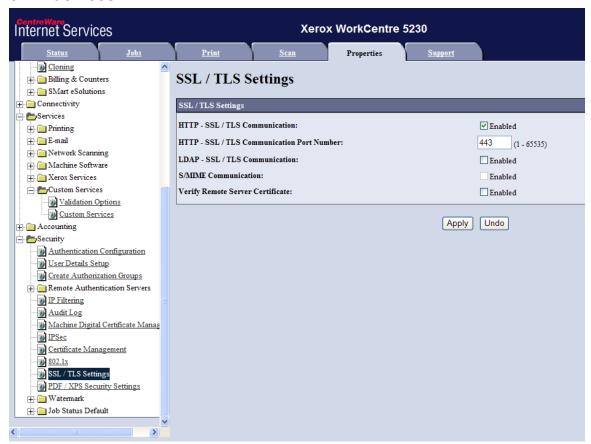
2xx devices









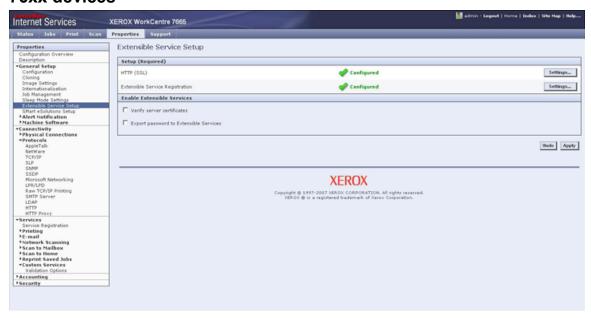


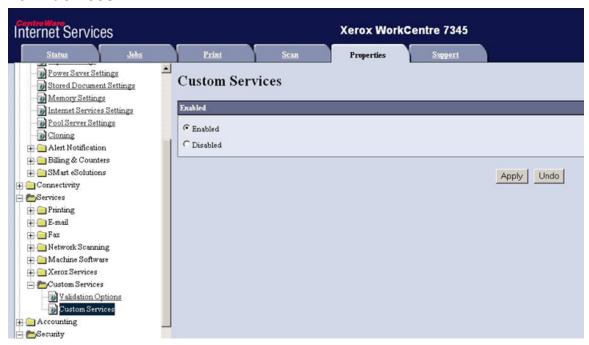


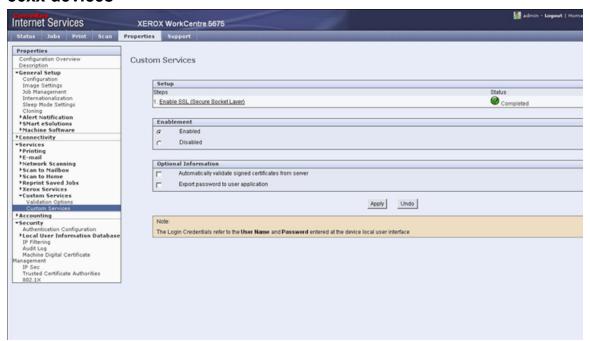
Enabling EIP

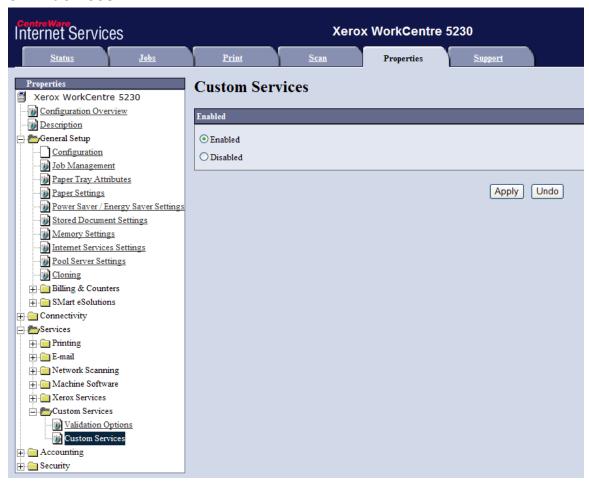
2xx devices

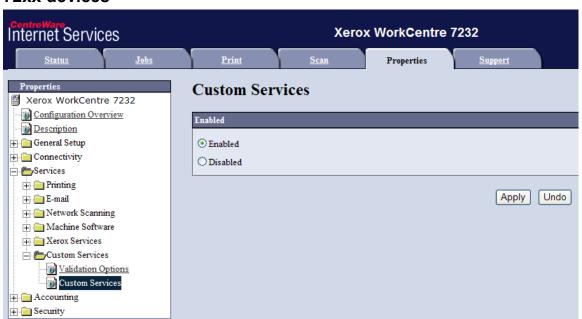






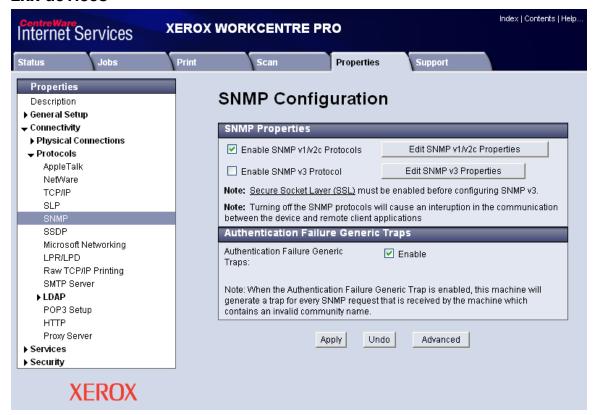


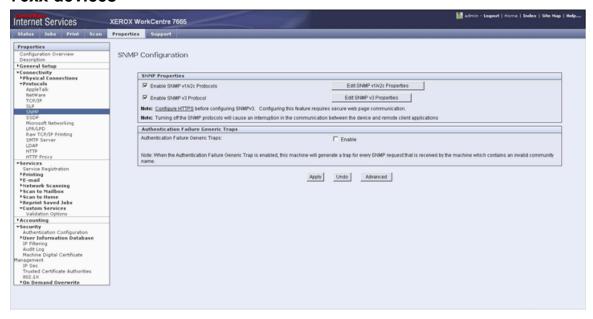




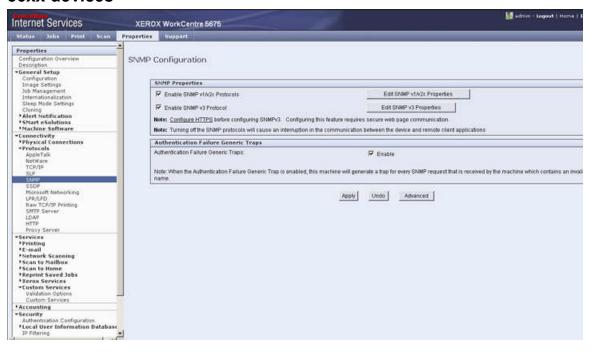
Enabling SNMP v1/v2c protocols

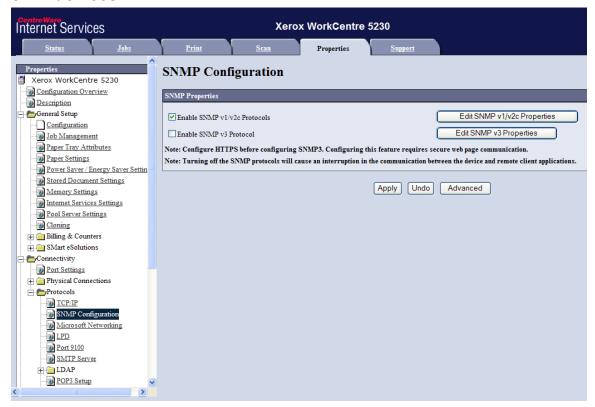
2xx devices

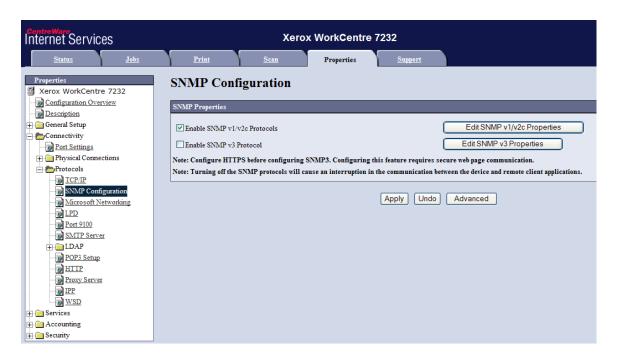








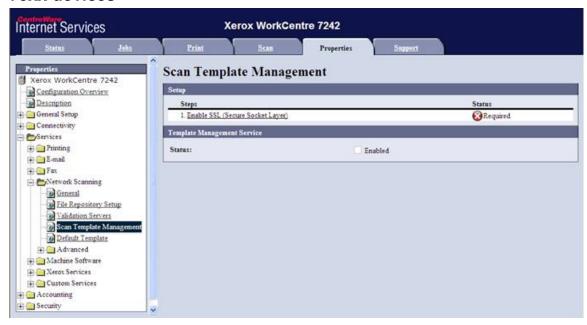


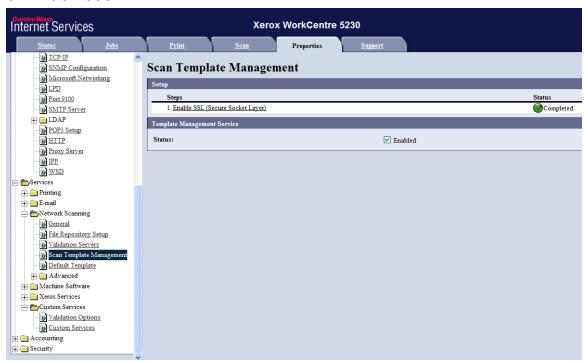


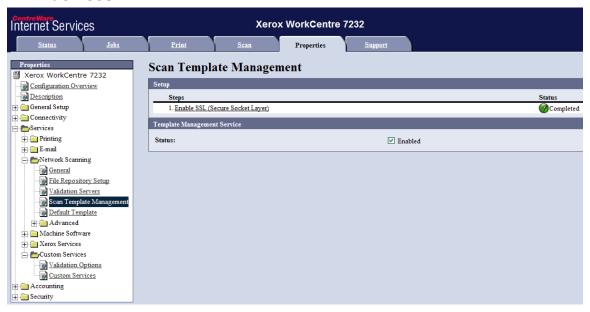
Enabling Scan Template Management

76xx devices









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