PaperStream NX Manager 1.6

User's Guide

Contents

Operations   71

Introduction

Thank you for purchasing this product.

This manual explains about the overview, installation, settings, operations, maintenance, windows, and troubleshooting for this product.

The contents of this manual are subject to change as this product is upgraded.

The latest PaparStream NX Manager User's Guide can be downloaded from the following website.

You need to have access to the Internet to download the manual.

https://www.fujitsu.com/global/support/products/computing/peripheral/scanners/fi/manuals/

Manuals

The following manuals are included for this product.

Read them as needed.

Manual	Description
PaperStream NX Manager User's Guide (this manual) (HTML/PDF)	Describes an overview of this product as well as detailed information on how to install, set, operate, and maintain this product, and also describes items displayed in the windows. The latest PaparStream NX Manager User's Guide can be downloaded from the following website. You need to have access to the Internet to download the manual. https://www.fujitsu.com/global/support/products/computing/peripheral/scanners/fi/manuals/
PaperStream NX Manager Web Scan User's Guide (HTML/PDF)	Describes an overview of PaperStream NX Manager Web Scan for this product, how to use the application, and describes items displayed in the windows. The latest PaperStream NX Manager Web Scan User's Guide can be downloaded from the following website. You need to have access to the Internet to download the manual. https://www.fujitsu.com/global/support/products/computing/peripheral/scanners/fi/manuals/
PaperStream NX Manager SDK Reference Guide (PDF)	Describes an overview of SDK for this product and describes its development environment, system design, usage, API reference, and troubleshooting. For details about how to obtain the PaperStream NX Manager SDK Reference Guide, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

Refer to the following manuals according to the functions and the scanning methods.
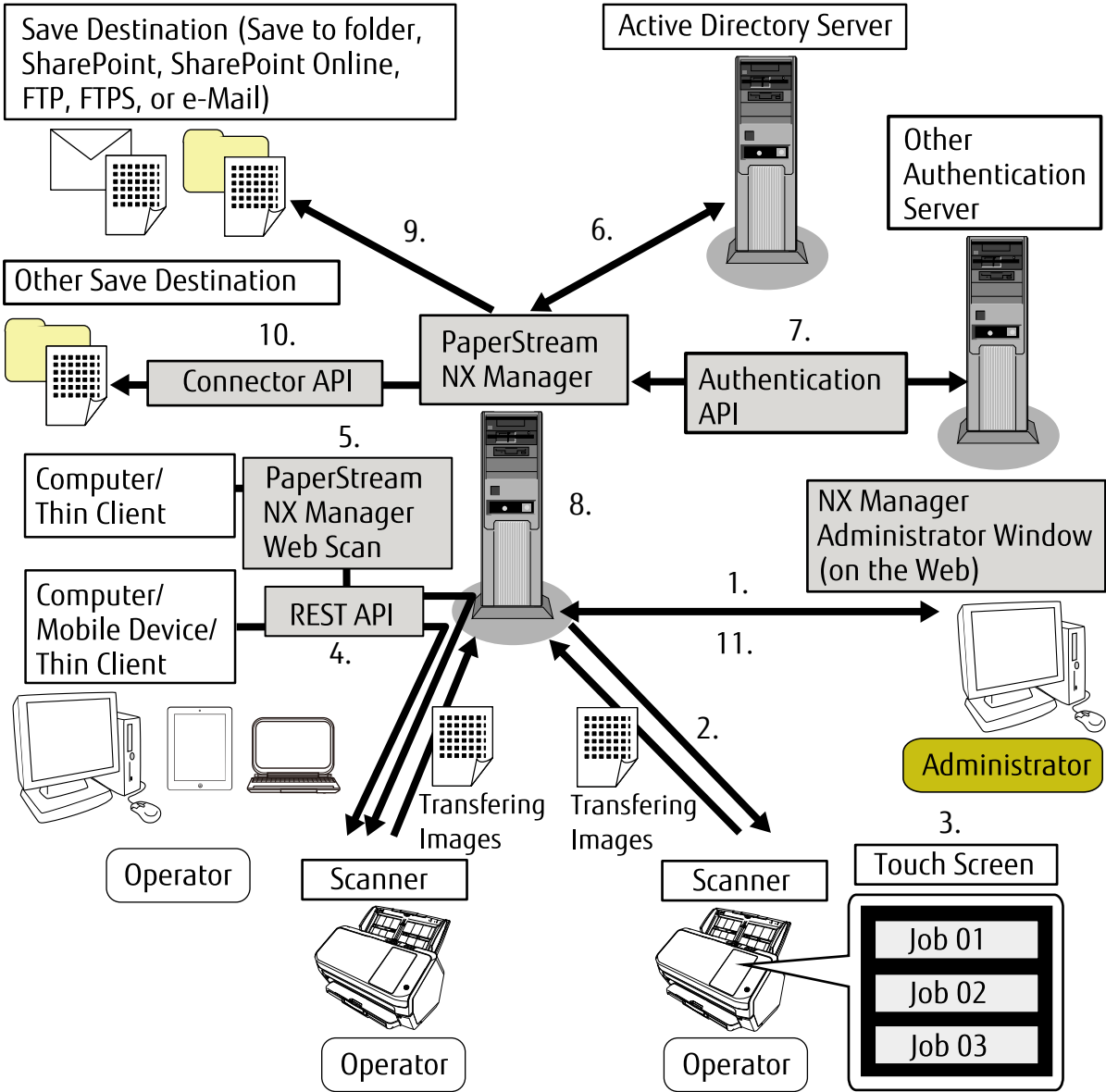
Functions and Scanning Methods	Reference Manual
1. Job function (Setting jobs)	PaperStream NX Manager User's Guide
2. Job function (Distributing jobs)	
3. Scanning documents from the touch screen of the scanner (Scan from the Touch Screen) (No computer required)	
4. Scanning documents from computers, mobile devices or thin clients (Scan from Apps) (via a REST API linkage) (*1)	PaperStream NX Manager SDK Reference Guide
5. Scanning documents from computers or thin clients (Scan from Apps) (via a PaperStream NX Manager Web Scan linkage) (*2)	PaperStream NX Manager Web Scan User's Guide

Functions and Scanning Methods	Reference Manual
	PaperStream NX Manager SDK Reference Guide
6. User authentication function (via an Active Directory linkage)	PaperStream NX Manager User's Guide
7. User authentication function (via an Authentication API linkage)	PaperStream NX Manager SDK Reference Guide
8. Image processing function	PaperStream NX Manager User's Guide
9. Release function (via a standard connector linkage)	
10. Release function (via a Connector API linkage)	PaperStream NX Manager SDK Reference Guide
11. Scanning status monitoring function	PaperStream NX Manager User's Guide

*1:For a REST API linkage, users can scan documents from computers, mobile devices, or thin clients by creating a user application with a REST API.

*2:For a PaperStream NX Manager Web Scan linkage, users can scan documents from computers, mobile devices, or thin clients without the need of creating a user application.

Trademarks

PaperStream is a registered trademark of PFU Limited in Japan.
Other company names and product names are the registered trademarks or trademarks of the respective companies.

Manufacturer

PFU Limited
YOKOHAMA i-MARK PLACE, 4-4-5 Minatomirai, Nishi-ku, Yokohama, Kanagawa, 220-8567, Japan
© PFU Limited 2018-2020

Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU Limited assumes no liability whatsoever for damages

arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Name	Indication
Windows® 7 Professional (32-bit/64-bit) Windows® 7 Enterprise (32-bit/64-bit)	Windows 7 (*1)
Windows Server® 2012 Standard (64-bit)	Windows Server 2012 (*1) (*2)
Windows Server® 2012 R2 Standard (64-bit)	Windows Server 2012 R2 (*1) (*2)
Windows® 8.1 (32-bit/64-bit) Windows® 8.1 Pro (32-bit/64-bit) Windows® 8.1 Enterprise (32-bit/64-bit)	Windows 8.1 (*1)
Windows® 10 Home (32-bit/64-bit) Windows® 10 Pro (32-bit/64-bit) Windows® 10 Enterprise (32-bit/64-bit) Windows® 10 Education (32-bit/64-bit)	Windows 10 (*1)
Windows Server® 2016 Standard (64-bit)	Windows Server 2016 (*1) (*2)
Windows Server® 2019 Standard (64-bit)	Windows Server 2019 (*1) (*2)
PaperStream IP (TWAIN) PaperStream IP (TWAIN x64)	PaperStream IP driver
Microsoft® SharePoint® Server 2010 (Service Pack 2) Microsoft® SharePoint® Server 2013 (Service Pack 1) Microsoft® SharePoint® Server 2016	SharePoint Server (*3)
Microsoft® SharePoint® Online	SharePoint Online (*3)
Microsoft® .NET Framework	.NET Framework
Internet Explorer®	Internet Explorer
Microsoft® Internet Information Services	IIS
Microsoft® SQL Server™ 2014 Express Edition (64-bit)	SQL Server 2014 Express Edition (*4)
Active Directory™	Active Directory
PaperStream NX Manager	NX Manager

Name	Indication
PaperStream NX Manager Web Scan	Web Scan

*1:Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

*2:Where there is no distinction among Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, and Windows Server 2019, the general term "Windows Server" is used.

*3:Where there is no distinction between SharePoint Server and SharePoint Online, the general term "SharePoint" is used.

*4:Where there is no distinction among editions, the general term "SQL Server" is used.

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to separate icons or menu options which should be selected in succession.

Example: Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.
The screen examples in this manual are subject to change without notice in the interest of product development.
If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the user's manual of the scanner application that you are using.
The screenshots used in this manual are of Windows 10. The actual windows and operations may differ depending on the operating system. Also note that the screens and operations may differ from this manual after the scanner application software is updated. In that case, refer to the manual provided upon updating the software.

Notice

- The contents of this manual are subject to change without notice.

- PFU Limited assumes no liability for incidental or consequential damages arising from the use of this product, and any claims by a third party.

- Copying of the contents of this manual, in whole or in part, as well as the scanner applications is prohibited under the copyright law.

Issue date: July 2020
Issued by: PFU Limited

Before Using NX Manager

This section explains about things you need to know before using NX Manager such as the overview, main features, and main functions of NX Manager.

Overview

NX Manager is an application that allows each operator to scan with its own customized scanning menus by registering our scanners on NX Manager.
For the models of our scanners that can be registered to be managed on NX Manager, refer to the NX Manager readme (*1).
The figure below shows an overview on the Active Directory method for authenticating a user with a user name and password as an example.
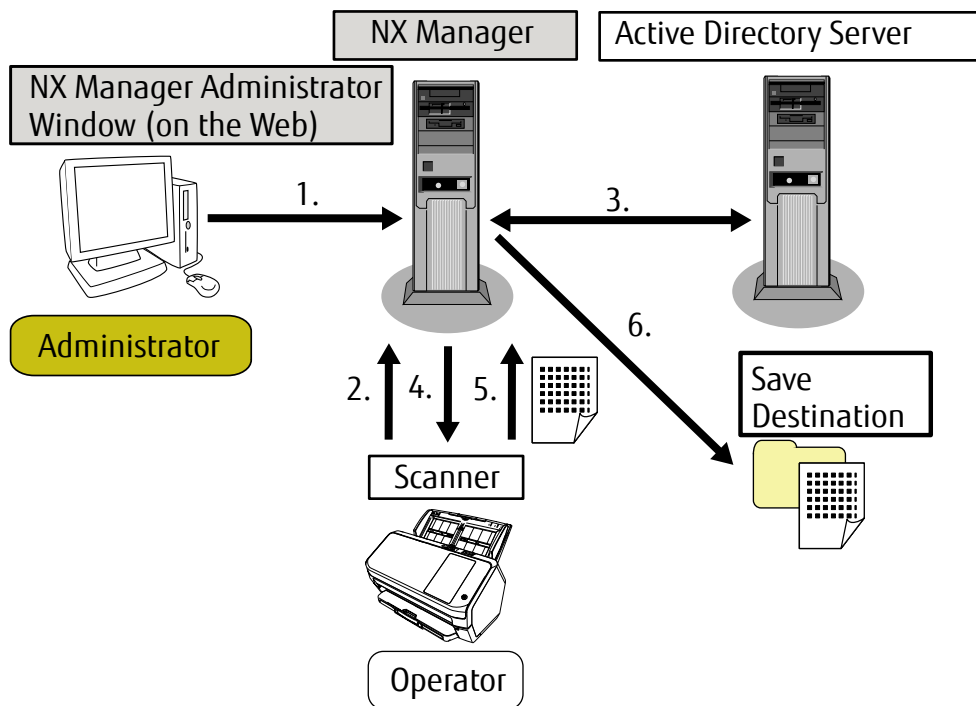
1 The administrator configures customized scan settings for each user in the NX Manager administrator window (on the web).

2 An operator logs in to the scanner (the user information is sent to NX Manager).

3 NX Manager uses the received user information to authenticate the user with the Active Directory server.

4 NX Manager distributes the customized scan settings for the user to the scanner.
The customized scanning menus for the user are displayed on the scanner.

5 The operator performs a scan by following the displayed scanning menu (images are sent to NX Manager).

6 NX Manager saves the images in a save destination.

*1:You can find the NX Manager readme on the website where NX Manager can be downloaded.

Main Features

The following shows the main features of NX Manager.

- **Custom scans for each operator**

  The displayed scanning menus are customized according to the operator. Operators simply follow the displayed scanning menu to perform a regular scan with ease.

- **Choices of save destinations for images in accordance with your environment**

  Images can be saved in a save destination such as a folder or SharePoint.
  You can select a save destination in accordance with your environment.

- **Scanning status monitoring**

  You can monitor the processing status for images on NX Manager.
  In addition, the records of processing results can be managed on NX Manager.

- **NX Manager error notifications via e-mail**

  An administrator can be notified of errors that occur in NX Manager (batch logs and event logs) via e-mail.
  By checking e-mail notifications, an administrator can quickly troubleshoot errors that occur in NX Manager .
  This feature using e-mail notifications is easy to be adopted because it uses an existing e-mail system.

- **Central operation for multiple scanners**

  Multiple scanners can be operated centrally.
  The customized scan settings for the operator can be distributed to scanners that are placed in various locations.
  Images transferred from each scanner can be processed on NX Manager and saved in save destinations in accordance with the environment of the operator.
  You can monitor the processing status for images on NX Manager.

Main Functions

The following shows the main functions of NX Manager.

- **User authentication function**

  This function identifies the user who uses the scanner.
  Some authentication methods require an authentication server.
  A standard feature of NX Manager allows the Active Directory server to be used for Active Directory linkage.
  To use an authentication server that is not used as a standard feature of NX Manager, Authentication API linkage is required.
  The following shows the authentication methods and the required linkages.

Authentication Method	Description	Active Directory Linkage	Authentication API Linkage
None	No authentication required for using the scanner.	–	–
Job group code	This method authenticates a user with a job group code.	–	–
Username/Password	This method authenticates a user with a user name and password.	○	○
NFC	This method authenticates a user with a smart card.	×	○
Username/Password or NFC	This method authenticates a user with one of the following. ● User name and password ● Smart card	×	○
Scanner	This method authenticates a user using a specific scanner.	–	–

○**:**Required

×**:**Not available

–**:**Not required

For details about a linkage using an Authentication API, refer to PaperStream NX Manager SDK Reference Guide.

● **Job function**

This function allows the scan settings to be customized for each operator and be distributed to the scanner. The customized scan settings are called a "job".
Multiple jobs can be grouped into one job group.
When the authentication method is [Job group code], setting a job group to a job group code links the job group with the job group code, and the jobs specific to the job group code are distributed to the scanner.
When the authentication method is [Username/Password], [NFC], or [Username/Password or NFC], adding a user to a job group links the job group with the user, and the jobs specific to the user are distributed to the scanner.
When the authentication method is [Scanner], adding a scanner to a job group links the job group with the scanner, and the jobs specific to the scanner are distributed to the scanner.
The linkage of a job group differs as follows depending on the authentication method.

Authentication Method	Linkage of a Job Group	Operations on the Scanner
None	None	Jobs are displayed when you turn on the scanner.

Authentication Method	Linkage of a Job Group	Operations on the Scanner
Job group code	Job group code	Entering a job group code on the touch screen of the scanner displays jobs corresponding to the job group code.
Username/Password	User (*1)	Entering a user name and a password on the touch screen of the scanner displays jobs corresponding to the user.
NFC	User	Authenticating a user by holding a smart card over the contactless smart card reader displays jobs corresponding to the user who is authenticated with the smart card.
Username/Password or NFC	User	Authenticating a user with one of the following displays jobs corresponding to the authenticated user. ● User name and password ● Smart card
Scanner	Scanner	Turning on the scanner displays jobs corresponding to the scanner.

***1:**When the authentication mode is [Active Directory], a user group registered on the authentication server can also correlate with a job group.

Levels can be created in a job group to sort and organize jobs in the job group.
For details about specifications such as the number of jobs and job groups which can be created, refer to .

The following shows the relationship diagram for jobs, job groups, and users.
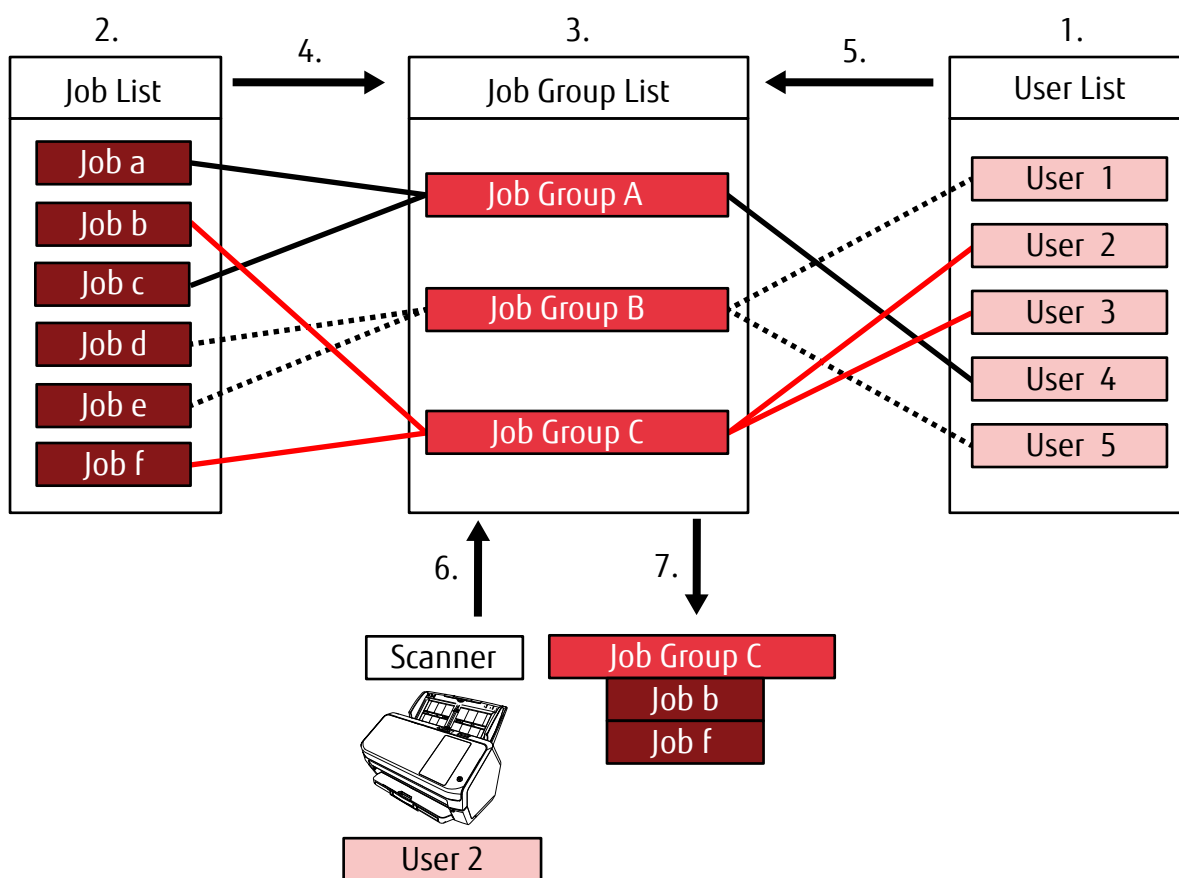
1 Select [Username/Password], [NFC], or [Username/Password or NFC] for the authentication method.

2 Create jobs.

3 Create a job group.

4 Set the jobs in the job group.

5 Add a user to the job group.

6 Log into the scanner (the user information is sent).

7 Jobs corresponding to the user are distributed to the scanner.
Jobs corresponding to the user are displayed on the scanner.

In the above relationship diagram for jobs, job groups, and users, when User 2 logs into the scanner, jobs corresponding to User 2 are distributed. In other words, Job group C, which Job b and Job f are set in, is distributed to the scanner.
On the scanner, jobs corresponding to User 2 are displayed. In other words, Job group C, which Job b and Job f are set in, is displayed.

● **Image processing function**

This function processes images according to the PaperStream IP driver profile.

For details about the operation specifications of a PaperStream IP driver profile, refer to Operation Specifications of a PaperStream IP Driver Profile (page 182).

● **Release function**

This function saves images in save destinations.
As a standard feature of NX Manager, you can save images to the following save destinations: Save to folder, SharePoint, SharePoint Online, FTP, FTPS, or e-Mail. When [e-Mail] is selected for [Save Destination], images can be sent by e-mail as an attachment.
To save images to a location that is not a standard save destination, a linkage via a Connector API is required.
You can save images to save destinations such as ECM (Enterprise Contents Management).
For details about a linkage using a Connector API, refer to PaperStream NX Manager SDK Reference Guide.
Meta information of an image can be generated as an index file to save the image with the information.
For details about the specifications of the index file, refer to Specifications of the Index File (page 179).

● **Scanning status monitoring function**

This function monitors the processing status of images on NX Manager and retries image processing and image saving to the save destination.
You can monitor the scanning status in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).
In addition, the records of processing results can be managed on NX Manager, and an administrator can be notified of errors that occur on NX Manager via e-mail.

System Configuration

This section explains about the system configuration of NX Manager.

The following is the configuration diagram.
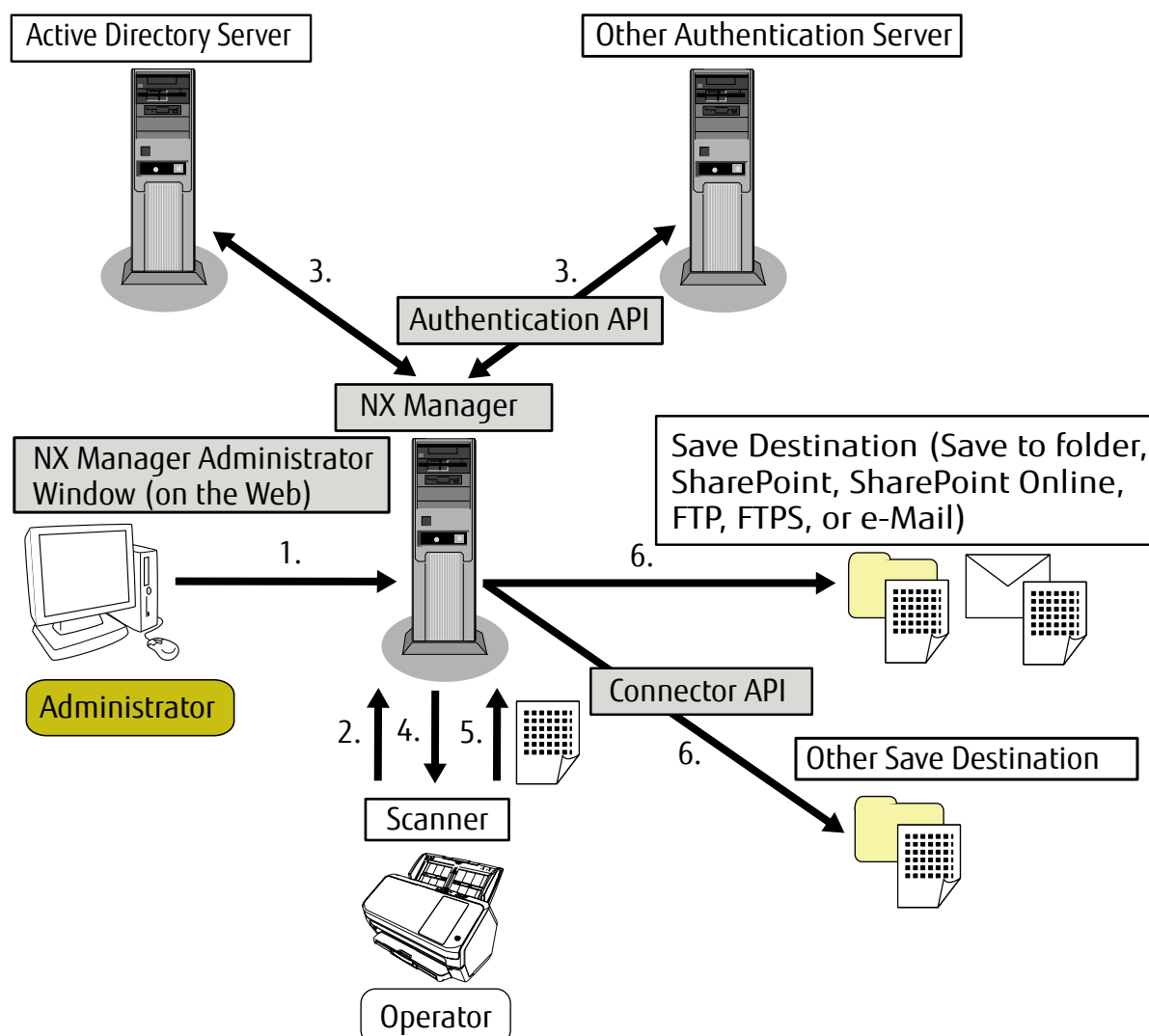
1 Configure the settings for the authentication method and jobs.

2 Log into the scanner (the user information is sent).

3 The user is authenticated to use the scanner.

4 Jobs are distributed.

5 The images are transferred.

6 The images are saved.

The components of the above configuration diagram are described below:

● NX Manager

This is an application that authenticates users to use scanners, performs the configuration/management/ distribution of jobs, and saves images.

● NX Manager Administrator Window (on the Web)

This window is used to configure the preferences setting, authentication method setting, and job setting for NX Manager.

The processing status of the images on NX Manager can also be checked in this window.

- Scanner

  This is our scanner that can be registered to be managed on NX Manager.

  Performs customized scans for each operator and transfers the images to NX Manager.

- Active Directory Server

  The linkage with this authentication server is a standard feature of NX Manager.

  The Active Directory linkage uses the user information that is sent from the scanner to NX Manager to authenticate the user to use the scanner.

- Other Authentication Server

  This is an authentication server that is not used as a standard feature of NX Manager.

  A linkage via an Authentication API is required.

  A linkage via an Authentication API uses the user information that is sent from the scanner to NX Manager to authenticate the user to use the scanner.

- Authentication API

  This is an API (Application Programming Interface) that is used to establish a link with other authentication server.

  For details, refer to PaperStream NX Manager SDK Reference Guide.

- Save Destination (Save to folder, SharePoint, SharePoint Online, FTP, FTPS, or e-Mail)

  Save destination for images that can be used with the standard feature of NX Manager.

  When [e-Mail] is selected for [Save Destination], images can be sent by e-mail as an attachment.

- Other Save Destination

  Save destination that cannot be used with a standard feature of NX Manager.

  Other than the save destination that can be used with the standard feature of NX Manager, images can be saved in a save destination via a Connector API linkage.

  For example, you can save images to save destinations such as ECM (Enterprise Contents Management).

- Connector API

  This is an API (Application Programming Interface) that is used to establish a link with other save destinations.

  For details, refer to PaperStream NX Manager SDK Reference Guide.

- Administrator

  This is a user who uses NX manager through the NX Manager administrator window (on the web).

- Operator

  This is a user who performs a scan by using the scanner.

System Requirements

The following shows the system requirements of NX Manager.

- **Software**

  - Operating system (*1)

- Windows Server 2012

- Windows Server 2012 R2

- Windows Server 2016

- Windows Server 2019

- .NET Framework 4.5.2 or later

- IIS 8.0 or later

- SQL Server 2014 Express Edition (*2)

- Browser

  - Internet Explorer 11

*1:To use NX Manager on Windows, you need to purchase a CAL (Client Access License).
A Client Access License is required for each scanner that is connected to NX Manager, or for each user who uses a scanner that is connected to NX Manager.
For details about Client Access Licenses, contact Microsoft.

*2:If SQL Server 2014 Express Edition is not installed yet, it is installed together with NX Manager when NX Manager is installed.

- **Hardware**

  The recommended values for hardware requirements are as follows:

CPU	3.5 GHz quad-core processor or higher
Memory	16 GB or more
Disk space	120 GB or more of free disk space

ATTENTION

Having a computer only for NX Manager is recommended.
When using NX Manager together with another server function such as the following, design the system paying attention to the load on the computer.

- Database of products other than NX Manager (*1)

- Authentication server such as Active Directory
For details, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

*1: When a product other than SQL Server 2014 Express Edition is used, the FILESTREAM function must be enabled on SQL Server.
For details about how to enable the FILESTREAM function, refer to the section on "Enable and configure FILESTREAM" on the Microsoft website.
Note that the FILESTREAM function cannot be enabled on SQL Server 32-bit versions.

> **HINT**
>
> NX Manager and the Scanner Central Admin Server can be installed on the computer.

● **Network conditions**

HTTP/HTTPS communication from the scanner to NX Manager is possible.

> **ATTENTION**
>
> Configure the settings for the communication protocol settings on the scanner so that they are the same as the settings for the communication protocol configured in NX Manager.

● **A list of port numbers to be used**

Function	From/To	Port Number	Protocol Number
Scanner connection	Scanner → NX Manager	20447 (HTTP/HTTPS) (*1)	6 (TCP)
Browser connection	Browser → NX Manager	10447 (HTTP/HTTPS) (*1)	6 (TCP)
REST API linkage	User application for a REST API → NX Manager	30447 (HTTP/HTTPS) (*1)	6 (TCP)
Web Scan linkage	Web Scan → NX Manager	40447 (HTTP/HTTPS) (*1)	6 (TCP)
Active Directory linkage	NX Manager → Active Directory server	3268 (Active Directory Global Catalog) (*1)	6 (TCP)
		3269 (Active Directory Global Catalog over SSL) (*1)	6 (TCP)
Save to folder	NX Manager → Folder	137, 138, 139, 445 (SMB)	6 (TCP) 17 (UDP)
SharePoint	NX Manager → SharePoint Server	80 (HTTP) (*1)/443 (HTTPS) (*1)	6 (TCP)
SharePoint Online	NX Manager → SharePoint Online	443 (HTTPS) (*1)	6 (TCP)
FTP	NX Manager → FTP server	20, 21 (FTP) (*1)	6 (TCP)
FTPS	NX Manager → FTPS server	989, 990 (FTPS) (*1)	6 (TCP)
e-Mail	NX Manager → SMTP server	25 (SMTP)/465 (SSL)/587 (STARTTLS) (*1)	6 (TCP)

*1:This can be modified.

> **ATTENTION**
>
> ● It is recommended that you install PaperStream NX Manager on a server that restricts access with the use of a firewall or other methods in order to protect personal information.

● It is also recommended that you use encrypted communication when managing personal information.

- **The number of scanners that can be registered**

  The maximum number of scanners that can be registered in NX Manager is 1,000.
  The number of scanners, which is managed by NX Manager, that can perform a scan at the same time is up to 40 scanners.

  ATTENTION

  - The value that is indicated for the number of scanners that can perform a scan at the same time is for the recommended environment. This value varies depending on the actual network bandwidth, hard disk drive performance, and other factors.
    Evaluate the environment before use.

  - No errors will occur if the number of scanners that can perform a scan at the same time is exceeded. However, the speed for transferring images created from documents that are scanned with each scanner to NX Manager will drop.

  HINT

  Scanning at the same time means to transfer the images created from documents that are scanned with each scanner to NX Manager at the same time.

- **Managing personal information**

  When you manage personal information, it is recommended that the following security level is ensured.

  - For the NX Manager login password, use eight characters or more. In addition, the password must be a combination of two or more character types (alphabet, number, and symbol).

  - Run NX Manager on the environment where data on the disk is encrypted.

  - Encrypt communication (the method for opening the NX Manager administrator window (on the web) and the method for saving the images in a save destination).

    Example: To encrypt the method for saving images in a save destination

    - Change from [FTP] to [FTPS].

    - Change the SharePoint protocol from "http" to "https".

The Flow from the Installation to the Operations

This section explains about the flow from the installation to the operations of NX Manager.
The flow from the installation to operations is as follows:

Installation (page 23)	• Installing NX Manager (page 23) • Importing a Certificate (for HTTPS) (page 25) • Changing the Firewall Settings (page 26) • Setting a User in order for the Authentication Function That Is Used to Establish a REST API Linkage or a Web Scan Linkage, to Authenticate the User (page 26)

⬇

Settings (page 29)	• Logging in to NX Manager (page 29) • Configuring the NX Manager Preferences (page 31) • Setting the Authentication Method (page 32) • Registering a Scanner (page 33) • Understanding the Flow for Setting a Job (page 33) • Setting Jobs (page 35) • Setting Job Groups (page 43)

⬇

Operations (page 71)	• Processing a Job with the Scanner (page 71) • Managing Scanners (page 71) • Managing Users (page 74) • Managing Profiles (page 76) • Checking Statuses (page 80) • Monitoring Scanning Statuses (page 81) • Managing Event Logs (page 86) • Changing the Password for Logging in to NX Manager (page 91)

Installation

This section explains about the installation of NX Manager.

Installing NX Manager

1 **Turn on the computer and log onto Windows Server as a user with administrator privileges.**

2 **Obtain the installer for NX Manager.**
   For details about how to obtain the installer for NX Manager, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

3 **Start the installer for NX Manager.**

4 **Install the software by following the instructions displayed in the window.**

   ATTENTION

   If a previous version of PaperStream NX Manager or PaperStream NX Manager Database has already been installed, an upgrade is performed.
   If PaperStream NX Manager Database is used on a separate server, some of the settings are reset to their default values after the upgrade.
   Before upgrading, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
   Just in case, back up the data related to NX Manager and NX Manager Database beforehand.
   For details, refer to Backing Up and Restoring the Data Related to NX Manager (page 93) and Backing Up and Restoring the Data Related to NX Manager Database (page 94).

   HINT

   ● Select the software to install as needed.
     You can select the following software:

     - PaperStream NX Manager

     - PaperStream NX Manager Database

     - PaperStream IP (TWAIN x64) (*1)

     *1: Use the PaperStream IP driver that is supplied with the installer for NX Manager. If any other version of the PaperStream IP driver is used, NX Manager may not work properly.

     To operate NX Manager with a single server, you can leave the default settings unchanged. Install the three software applications shown above in a single server.

To operate PaperStream NX Manager Database on another server, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

● Change the SQL Server settings if needed.
To operate NX Manager with a single server, you can leave the default settings unchanged.
To operate PaperStream NX Manager Database on another server, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

● Change the settings below if needed.

- The setting for communicating with the scanner
  Communication Port (Default: 20447)
  Communication Protocol (Default: Use HTTP)

- The setting for communicating with the browser
  Communication Port (Default: 10447)
  Communication Protocol (Default: Use HTTP)

- The setting for using the REST API
  Communication Port (Default: 30447)
  Communication Protocol (Default: Use HTTPS)

- The setting for using Web Scan
  Communication Port (Default: 40447)
  Communication Protocol (Default: Use HTTPS)

For details about the port numbers, refer to System Requirements (page 18).

● Change the settings of the authentication function that is used to establish a REST API linkage or a Web Scan linkage if needed.
To enable the authentication function that is used to establish a REST API linkage or a Web Scan linkage, leave the default settings unchanged.
In this case, however, a user must be set in order for the authentication function to authenticate the user.
For details, refer to Setting a User in order for the Authentication Function That Is Used to Establish a REST API Linkage or a Web Scan Linkage, to Authenticate the User (page 26).

5 **After the installation is complete, restart the computer when a window that asks you whether to restart the computer appears.**

ATTENTION

If the message "Installation failed. Error code: 5401" appears during the installation, perform the following procedure.

1 Stop the installation by following the instructions displayed in the window.

> **2** Delete the following files in the folder that includes database files of the instance, which is specified during the installation.
>
> - NxManagerSessionDB.mdf
>
> - NxManagerSessionDB_log.ldf
>
> These files are saved in the following folder by default:
>
> | C:\Program Files\Microsoft SQL Server\MSSQL12.<InstanceName>\MSSQL\<DATA folder> |
> |---|
>
> **3** Install NX Manager again.

Importing a Certificate (for HTTPS)

To use HTTPS for communication, import a certificate.
This section describes an example in which IIS 8.0 is used.

   1 **Open IIS.**

   2 **Click [Server Certificates] on the home screen.**

   3 **Click [Import] under [Actions].**

   4 **Follow the instructions displayed in the window.**

   5 **Right-click each site below and click [Edit Bindings].**

   - NmConsole

   - NmWebAPI

   - NmWebService

   - NmWebScanApp

   6 **Click the port with the type "https" and then click the [Edit] button.**

   7 **Select the imported certificate and click the [OK] button.**

HINT

Set the thumbprint data of the imported certificate to CertHash.xml.

- CertHash.xml is stored in the following location:

<Installation folder for PaperStream NX Manager>\NXManager\Application\Bin\CertHash.xml

- An example of setting the thumbprint data of certificate "cc ce a0 66 e3 9c 9b 2a 65 45 03 a3 c4 f4 e5 e6 ad ec df 9f" is shown below.

```
<?xml version="1.0" encoding="utf-8" ?>
<IISPolicy>
<CertHash>cc ce a0 66 e3 9c 9b 2a 65 45 03 a3 c4 f4 e5 e6 ad ec df 9f</CertHash>
```

25

```
</IISPolicy>
```

Changing the Firewall Settings

Change the firewall settings to allow NX Manager to communicate with the following ports.

Function	From/To	Port Number	Protocol Number
Scanner connection	Scanner → NX Manager	20447 (HTTP/HTTPS) (*1)	6 (TCP)
Browser connection	Browser → NX Manager	10447 (HTTP/HTTPS) (*2)	6 (TCP)
REST API linkage	User application for a REST API → NX Manager	30447 (HTTP/HTTPS) (*3)	6 (TCP)
Web Scan linkage	Web Scan → NX Manager	40447 (HTTP/HTTPS) (*4)	6 (TCP)

*1:The port number that was set when NX Manager was installed or the port number that was set with IIS, in order to communicate with the scanner.

*2:The port number that was set when NX Manager was installed or the port number that was set with IIS, in order to communicate with the browser.

*3:The port number that was set when NX Manager was installed or the port number that was set with IIS, in order to establish a link with a REST API.

*4:The port number that was set when NX Manager was installed or the port number that was set with IIS, in order to establish a link with Web Scan.

For details about how to change the firewall settings, refer to the manual of the firewall software that is used on each server.

Setting a User in order for the Authentication Function That Is Used to Establish a REST API Linkage or a Web Scan Linkage, to Authenticate the User

If you enabled the authentication function that is used to establish a REST API linkage or a Web Scan linkage when you installed NX Manager, set a user in order for the authentication function to authenticate the user.

1 Create a user.

When you create a new user in order for the authentication function to authenticate the user, create the user on the Windows Server which you installed NX Manager on.
When you use an existing user in order for the authentication function to authenticate the user, perform step 2 only.
Only the Windows Server local user who installed NX Manager can be set for the authentication function.
For details, refer to the following.

- When creating a user in the [Local Users and Groups] window
  Refer to Creating a User ([Local Users and Groups] Window) (page 27).

- When creating a user by using the command prompt
  Refer to Creating a User (Command Prompt) (page 27).

> **ATTENTION**
>
> If you cannot create a user in the [Local Users and Groups window, create a user by using the command prompt.

2 Set a group.

Add a user to the PaperStreamNxManagerOperators group in order for the authentication function to authenticate the user.
The PaperStreamNxManagerOperators group is created when NX Manager is installed.
For details, refer to the following.

- When adding a user to the group in the [Local Users and Groups] window
  Refer to Adding a User to the Group ([Local Users and Groups] Window) (page 28).

- When adding a user to the group by using the command prompt
  Refer to Adding a User to the Group (Command Prompt) (page 28).

> **ATTENTION**
>
> If you cannot add a user to the group in the [Local Users and Groups] window, add a user to the group by using the command prompt.

Creating a User ([Local Users and Groups] Window)

1 Press the [Windows] key and the [R] key at the same time to display the [Run] window.

2 Enter "lusrmgr.msc" in the [Open] field and click the [OK] button to display the [Local Users and Groups] window.

3 Click [Users] on the left menu to display the user list on the right.

4 Right-click the user list displayed on the right and click [New User] to display the [New User] window.

5 Specify the following items and then click the [Create] button.

- User name
  Enter a user name in order for the authentication function to authenticate the user.

- Password/Confirm password
  Enter a password for the user in order for the authentication function to authenticate the user.

- [User must change password at next logon] check box
  Clear the check box.

6 Check that the user you created is displayed in the user list.

Creating a User (Command Prompt)

1 Display the command prompt window as a user with Administrator privileges for a computer.

2 Execute the following command to create a user.

```
net user <UserName> <Password> /add
```

3 Execute the following command and check that the user you created is displayed.

```
net user
```

Adding a User to the Group ([Local Users and Groups] Window)

1 Press the [Windows] key and the [R] key at the same time to display the [Run] window.

2 Enter "lusrmgr.msc" in the [Open] field and click the [OK] button to display the [Local Users and Groups] window.

3 Click [Groups] on the left menu to display the group list on the right.

4 In the group list displayed on the right, right-click [PaperStreamNxManagerOperators] and select [Properties] to display the [PaperStreamNxManagerOperators Properties] window.

5 Click the [Add] button to display the window for selecting a user.

6 Click the [Advanced] button and click the [Find Now] button to display [Search results].

7 From [Search results], select a user in order for the authentication function to authenticate the user and click the [OK] button.

8 Check that the user you selected is displayed in [Enter the object names to select] and then click the [OK] button.

9 Check that the user you selected is displayed in [Members] and then click the [OK] button.

Adding a User to the Group (Command Prompt)

1 Display the command prompt window as a user with Administrator privileges for a computer.

2 Execute the following command to add a user to the group.

```
net localgroup PaperStreamNxManagerOperators <UserName> /add
```

3 Execute the following command to check that the user has been added to the group.

```
net localgroup PaperStreamNxManagerOperators
```

Settings

This section explains about settings in the NX Manager administrator window (on the web).

Logging in to NX Manager

Log in to NX Manager with a browser.
The administrator can configure the NX Manager settings, including the preferences setting, authentication method setting, and job setting, in the NX Manager administrator window (on the web).
The processing status of the images on NX Manager can also be checked in the NX Manager administrator window (on the web).
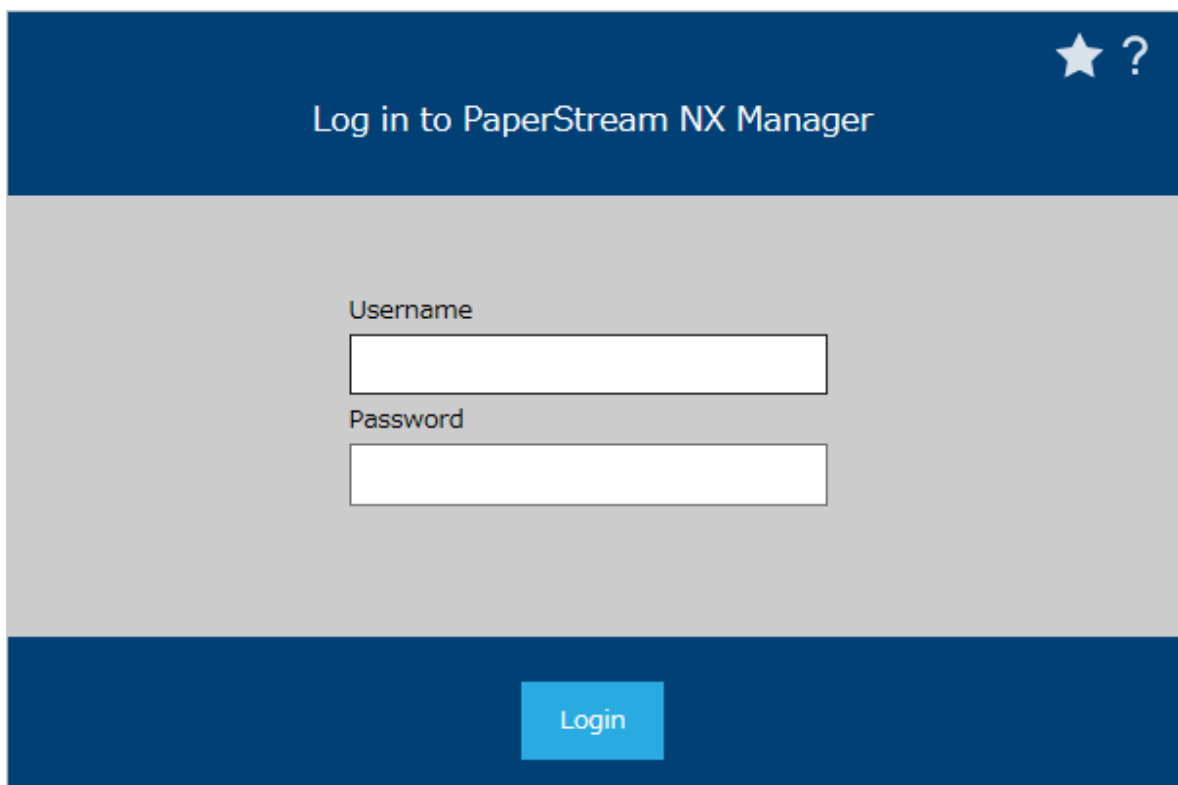
1 Turn on the computer and enter the following URL in the URL input field on the browser to establish a connection.

> http or https://*<the IP address or host name of the computer in which NX Manager is installed>:<the port number to communicate with NX Manager>*/NmConsole/Login/Login

The login window appears.

> **ATTENTION**
>
> - When HTTPS is used, import a certificate if the [There is a problem with this website's security certificate.] window is displayed.
>   For details, refer to Importing a Certificate (for HTTPS) (page 25).

- Some parts in the NX Manager administrator window (on the web) may not be displayed properly.
  If this is the case, click [Tools] → [Internet options] in Internet Explorer, perform the following in the [Internet Options] window that appears, and restart the computer.

  - Under the [Security] tab, select [Trusted sites] and click the [Sites] button. In the [Trusted sites] window that appears, add the IP address, host name, or the FQDN name of the computer where NX Manager has been installed.

  - Under the [General] tab, click the [Delete] button to delete temporary files and history information.
  If the problem still persists even after you perform the above procedure on Windows Server, select [Local Server] in the [Server Manager] window and select [Off] for [IE Enhanced Security Configuration] in [PROPERTIES].

HINT

Clicking at the upper right of the login window adds the login window to your favorites in Internet Explorer.

2 **Enter a value for each item.**
The default values for the user name and the password are as follows:
Username: admin
Password: password
For details about each item, refer to Login Window (page 99).

3 **Click the [Login] button.**

When login is successfully completed, the NX Manager administrator window (on the web) appears.
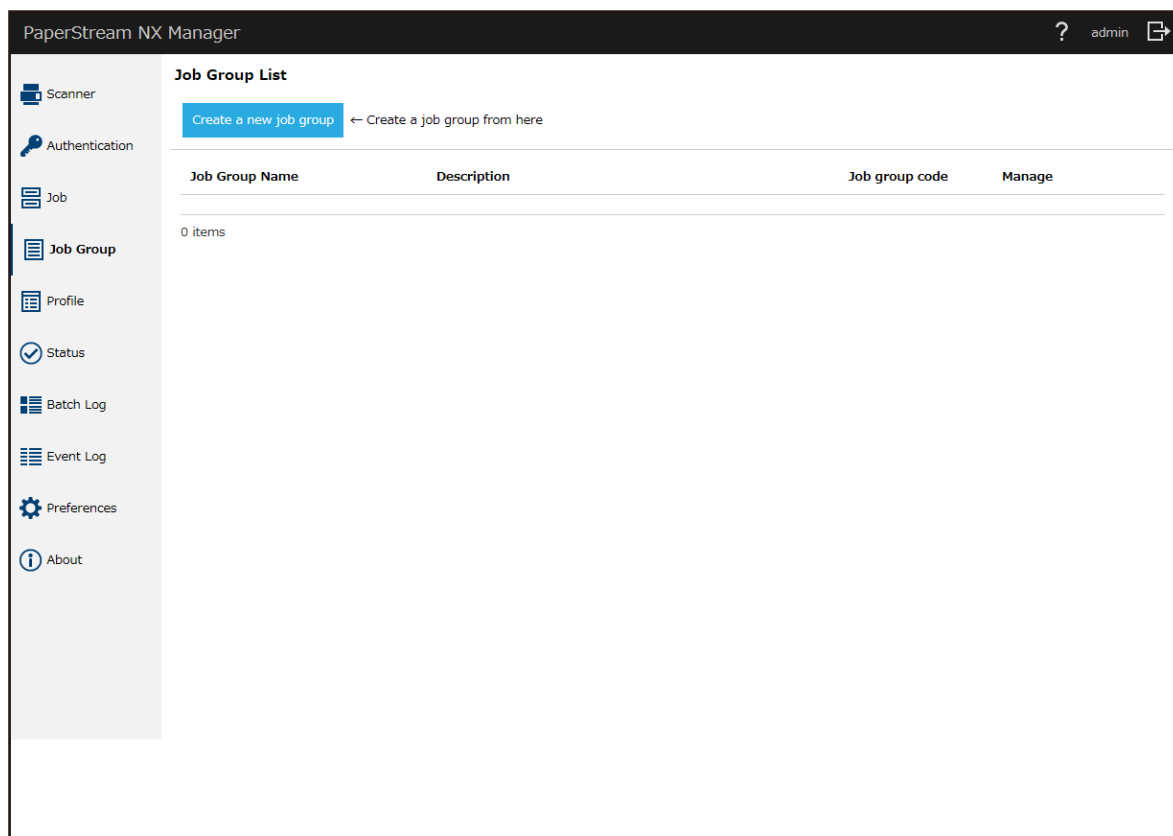
> **ATTENTION**
>
> Even if you enter a user name and password correctly and click the [Login] button, the login window may appear again.
> In this case, add the IP address or host name of the computer where NX Manager was installed to the trusted site in the security settings of your browser.

> **ATTENTION**
>
> When logging in to NX Manager for the first time, change the password.
> In addition, change the password regularly.
> For details, refer to Changing the Password for Logging in to NX Manager (page 91).

Configuring the NX Manager Preferences

In the NX Manager administrator window (on the web), configure the NX Manager preferences, such as the window settings, the SMTP settings, the error notification settings, the batch log notification settings, and the network settings.

1 **In the left menu in the NX Manager administrator window (on the web), click [Preferences].**

The [Settings] window appears.

2 **Specify each item.**

For details about each item, refer to [Settings] Window (page 154).

3 **Click the [Save] button.**
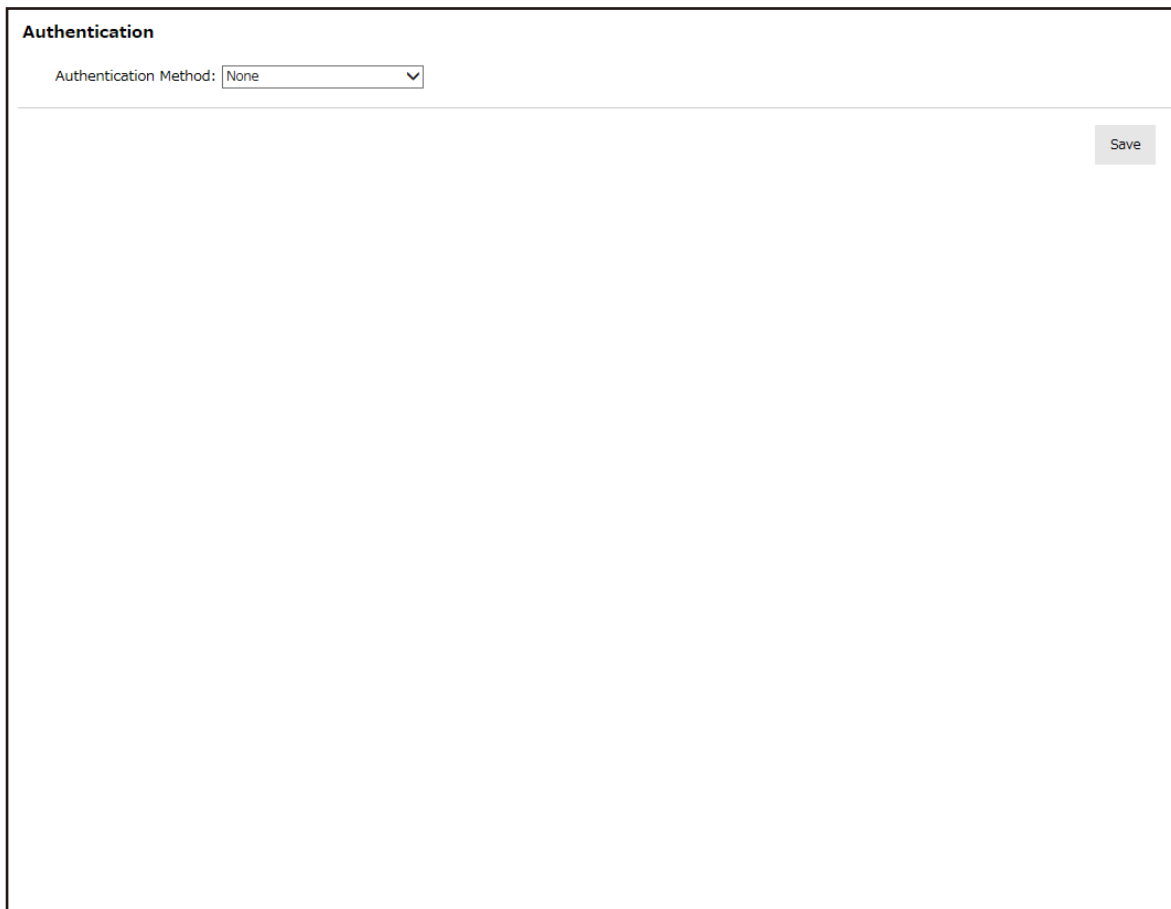
The settings are saved.

Setting the Authentication Method

In the NX Manager administrator window (on the web), set the authentication method.

1 **In the left menu in the NX Manager administrator window (on the web), click [Authentication].**

The [Authentication] window appears.

2 **Specify each item.**
For details about each item, refer to [Authentication] Window (page 101).

3 **Click the [Save] button.**
The settings are saved.

Registering a Scanner

Select [Enable] for [PaperStream NX Manager] on a scanner to register the scanner with NX Manager.
For details, refer to the Operator's Guide of your scanner.

Understanding the Flow for Setting a Job

The job setting flow differs as follows depending on the authentication method.

- **When the authentication method is [None] or [Job group code]**

Create a job	For details, refer to Creating a New Job (page 35).

⬇

Create a job group	For details, refer to Creating a New Job Group (When the Authentication Method is [None] or [Job group code]) (page 43).

⬇

Set the job in the job group	While creating a job group, jobs can be set in the job group. For details, refer to Creating a New Job Group (When the Authentication Method is [None] or [Job group code]) (page 43).

- **When the authentication method is [Username/Password], [NFC], or [Username/Password or NFC]**

Create a job	For details, refer to Creating a New Job (page 35).

⬇

Create a job group	For details, refer to Creating a New Job Group (When the Authentication Method is [Username/Password], [NFC], or [Username/Password or NFC]) (page 50).

⬇

Set the job in the job group	While creating a job group, jobs can be set in the job group. For details, refer to Creating a New Job Group (When the Authentication Method is [Username/Password], [NFC], or [Username/Password or NFC]) (page 50).

⬇

Add a user to the job group	While creating a job group, users can be added to the job group. For details, refer to Creating a New Job Group (When the Authentication Method is [Username/Password], [NFC], or [Username/Password or NFC]) (page 50).

● **When the authentication method is [Scanner]**

Create a job	For details, refer to Creating a New Job (page 35).

⬇

Create a job group	For details, refer to Creating a New Job Group (When the Authentication Method is [Scanner]) (page 58).

⬇

Set the job in the job group	While creating a job group, jobs can be set in the job group. For details, refer to Creating a New Job Group (When the Authentication Method is [Scanner]) (page 58).

⬇

Add a scanner to the job group	While creating a job group, scanners can be added to the job group. For details, refer to Creating a New Job Group (When the Authentication Method is [Scanner]) (page 58).

Setting Jobs

Set a job in the NX Manager administrator window (on the web).

Creating a New Job

This section describes an example in which the authentication method is [None].

1 **In the left menu in the NX Manager administrator window (on the web), click [Job].**

The [Job list] window appears.

2 Click the [Create a new job] button.

The [Create New Job] window appears.

3 **Specify each item.**

For details about each item, refer to [Create New Job] Window/[Edit Job] Window (page 105).

> **HINT**
>
> When the authentication method is [Job group code], [Username/Password], [NFC], or [Username/Password or NFC], the [Log out immediately after the job is complete] check box is available.

4 **Click the [Save] button.**

A job is created.

Cloning a Job

This section describes an example in which the authentication method is [None].

1 **In the left menu in the NX Manager administrator window (on the web), click [Job].**

The [Job list] window appears.

2 Click [Clone] in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.

The [Create New Job] window appears.

3 **Specify each item.**
For details about each item, refer to [Create New Job] Window/[Edit Job] Window (page 105).

> **HINT**
>
> When the authentication method is [Job group code], [Username/Password], [NFC], or [Username/Password or NFC], the [Log out immediately after the job is complete] check box is available.
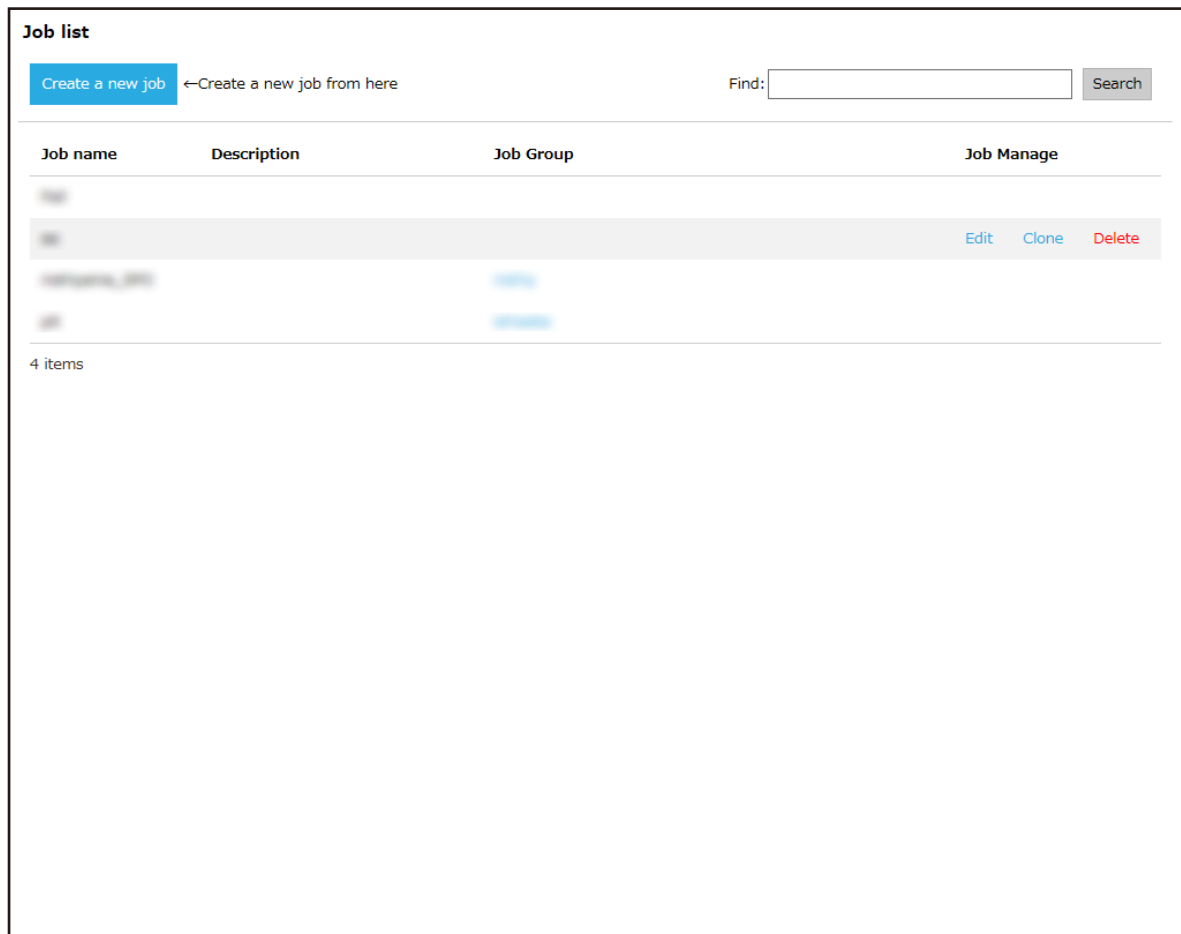
4 **Click the [Save] button.**
A job is created.

Editing a Job

This section describes an example in which the authentication method is [None].

1 **In the left menu in the NX Manager administrator window (on the web), click [Job].**

The [Job list] window appears.

2 **Click [Edit] in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.**

The [Edit Job] window appears.

3　**Specify each item.**

For details about each item, refer to [Create New Job] Window/[Edit Job] Window (page 105).

> **HINT**
>
> When the authentication method is [Job group code], [Username/Password], [NFC], or [Username/ Password or NFC], the [Log out immediately after the job is complete] check box is available.

4　**Click the [Save] button.**

The settings are saved.

Deleting a Job

1　**In the left menu in the NX Manager administrator window (on the web), click [Job].**

The [Job list] window appears.
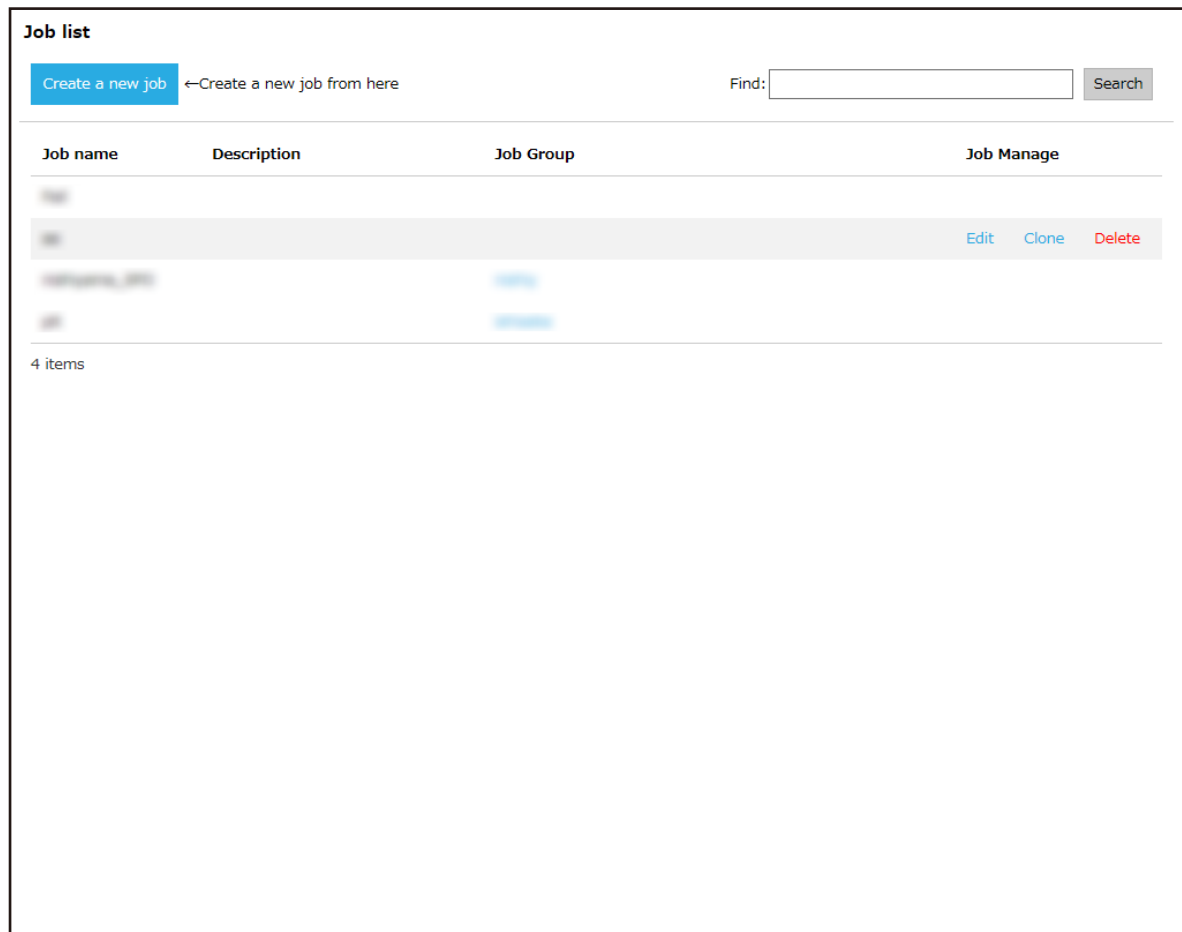
2 **Click [Delete] in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.**
A confirmation window appears.

3 **Click the [OK] button.**
The job is deleted.

Filtering Jobs

Filter the jobs that are displayed in the job list.

1 **In the left menu in the NX Manager administrator window (on the web), click [Job].**

The [Job list] window appears.
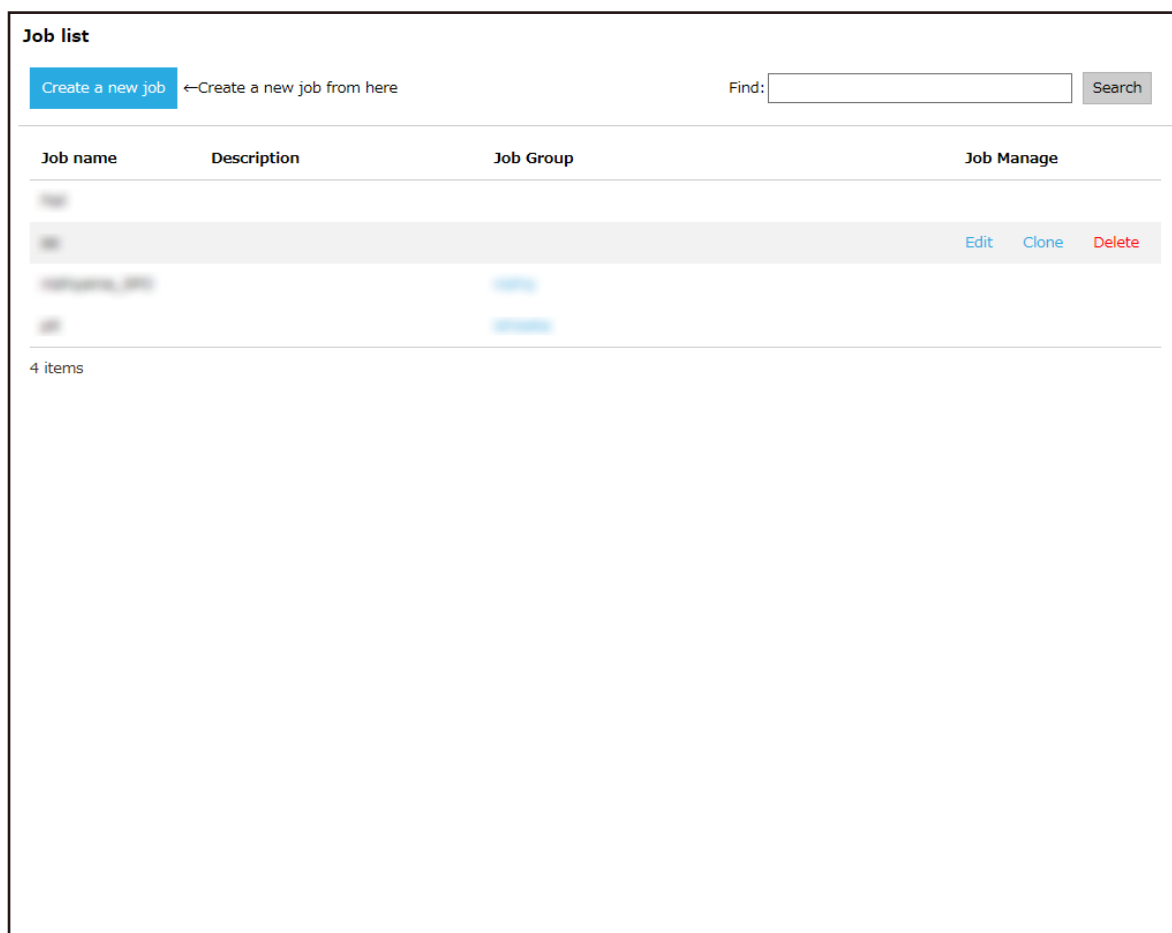
2 **Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.**
For details about each item, refer to [Job list] Window (page 104).

3 **Click the [Search] button.**
The filtered results are displayed.

Setting Job Groups

Set a job group in the NX Manager administrator window (on the web).

Creating a New Job Group (When the Authentication Method is [None] or [Job group code])

When the authentication method is [None] or [Job group code], create a new job group as follows.
This section describes an example in which the authentication method is [None].

1 **In the left menu in the NX Manager administrator window (on the web), click [Job Group].**

The [Job Group List] window appears.

Job Group List

Create a new job group   ← Create a job group from here

Job Group Name	Description	Manage

0 items

2   Click the [Create a new job group] button.

The [New Job Group (1/2)] window appears.

New Job Group (1/2)
Enter a name and description for this job group.

Job Group:
Description:

Cancel   Next

3   **Enter a value in [Job Group] and [Description].**
For details about each item, refer to [New Job Group (1/2)] Window/[New Job Group (1/3)] Window (page 130).

> **HINT**
>
> When the authentication method is [Job group code], enter a value in [Job group code].

4   **Click the [Next] button.**

The [New Job Group (2/2)] window appears.

New Job Group (2/2)
Add a job to be included in this job group.
Job Group: jobgroup
Description: jobgroup

Job list Add Job   New Job   New Level

Manage	Job name	Description	Job Manage

Cancel   Back   Complete

5 Set jobs in the job group.

For details about each item, refer to .

● The procedure to add a job to the job group is as follows:

   a Click [Add Job].

Displays the window for adding a job to the job group.

b Select the check box for the job to be added.
For details about each item, refer to Window for Adding a Job to a Job Group (page 139).

c Click the [OK] button.
The job is added to the job group.

● The procedure to create a job in the job group is as follows:

a Click [New Job].

The [Create New Job] window appears.

b Specify each item.
For details about each item, refer to [Create New Job] Window/[Edit Job] Window (page 105).

c Click the [Save] button.
The job is created in the job group.

● The procedure to create a new level in the job group is as follows:

a Click [New Level].

The [Edit Level] window appears.

b Specify each item.
For details about each item, refer to [Edit Level] Window (page 138).

c Click the [OK] button.
The new level is created in the job group.

- The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.

  - ⊕ (Move up)

    Moves the job or level up.

  - ⊗ (Move down)

    Moves the job or level down.

  - ⊖ (Delete from the list)

    Deletes the job or level from the list.

- When the level name is displayed in the [Job name] column, ▷ and ▽ are displayed.

  Click ▷ to open the level.

  Click ▽ to close the level.

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.

  - Edit, Clone

The procedure is the same as the procedure to create a job in a job group.

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.

  - Add Job
    The procedure is the same as the procedure to add a job to a job group.

  - New Job
    The procedure is the same as the procedure to create a job in a job group.

  - New Level, Edit, Clone
    The procedure is the same as the procedure to create a level in a job group.

6 Click the [Complete] button.
   The new job group is created.

Creating a New Job Group (When the Authentication Method is [Username/Password], [NFC], or [Username/Password or NFC])

When the authentication method is [Username/Password], [NFC], or [Username/Password or NFC], create a new job group as follows.

1 In the left menu in the NX Manager administrator window (on the web), click [Job Group].
   The [Job Group List] window appears.

2 **Click the [Create a new job group] button.**

The [New Job Group (1/3)] window appears.

```
New Job Group (1/3)
Enter a name and description for this job group.

    Job Group:  [              ]
  Description:  [                          ]

                                                    Cancel      Next
```

3 **Enter a value in [Job Group] and [Description].**

For details about each item, refer to [New Job Group (1/2)] Window/[New Job Group (1/3)] Window (page 130).

4 **Click the [Next] button.**

The [New Job Group (2/3)] window appears.

New Job Group (2/3)
Add a job to be included in this job group.
Job Group: jobgroup
Description: jobgroup

Job list   Add Job   New Job   New Level

Manage	Job name	Description	Job Manage

Cancel   Back   Next

5 Set jobs in the job group.
For details about each item, refer to [New Job Group (2/2)] Window/[New Job Group (2/3)] Window (page 130).

● The procedure to add a job to the job group is as follows:

a Click [Add Job].

Displays the window for adding a job to the job group.

b Select the check box for the job to be added.
For details about each item, refer to Window for Adding a Job to a Job Group (page 139).

c Click the [OK] button.
The job is added to the job group.

- The procedure to create a job in the job group is as follows:

a Click [New Job].

The [Create New Job] window appears.

b Specify each item.

For details about each item, refer to [Create New Job] Window/[Edit Job] Window (page 105).

c Click the [Save] button.

The job is created in the job group.

● The procedure to create a new level in the job group is as follows:

a Click [New Level].

The [Edit Level] window appears.

b Specify each item.
For details about each item, refer to [Edit Level] Window (page 138).

c Click the [OK] button.
The new level is created in the job group.

- The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.

   - ⊕ (Move up)

   Moves the job or level up.

   - ⊕ (Move down)

   Moves the job or level down.

   - ⊖ (Delete from the list)

   Deletes the job or level from the list.

- When the level name is displayed in the [Job name] column, ▷ and ▽ are displayed.

   Click ▷ to open the level.

   Click ▽ to close the level.

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.

   - Edit, Clone

The procedure is the same as the procedure to create a job in a job group.

● The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.

- Add Job
  The procedure is the same as the procedure to add a job to a job group.

- New Job
  The procedure is the same as the procedure to create a job in a job group.

- New Level, Edit, Clone
  The procedure is the same as the procedure to create a level in a job group.

6 Click the [Next] button.
The [New Job Group (3/3)] window appears.

7 Set a user in the job group.
For details about each item, refer to [New Job Group (3/3)] Window (page 133).

● The procedure to add a user to the job group is as follows:

    a Click [Add].

Displays the window for adding a user to the job group.

HINT

- When the authentication mode is [Active Directory], the [Active Directory connection] window appears.
  For details about the [Active Directory connection] window, refer to [Active Directory Connection Test] Window/[Active Directory connection] Window (page 104).
- When the authentication mode is [Active Directory], the user names of user accounts with no user principal names specified are not displayed in the window for adding a user to the job group.

b Select the check box for the user to be added.
   For details about each item, refer to Window for Adding a User to a Job Group (page 140).

c Click the [OK] button.
   The user is added to the job group.

- To delete a user from the list, click ⊖ (Delete from the list) in the [Manage] column that appears when you place the mouse pointer over the row of the user.

8 Click the [Complete] button.
   The new job group is created.

Creating a New Job Group (When the Authentication Method is [Scanner])

When the authentication method is [Scanner], create a new job group as follows.

1 In the left menu in the NX Manager administrator window (on the web), click [Job Group].

The [Job Group List] window appears.

2 Click the [Create a new job group] button.

The [New Job Group (1/3)] window appears.

New Job Group (1/3)
Enter a name and description for this job group.

Job Group:

Description:

Cancel   Next

3 **Enter a value in [Job Group] and [Description].**
For details about each item, refer to [New Job Group (1/2)] Window/[New Job Group (1/3)] Window (page 130).

4 **Click the [Next] button.**

The [New Job Group (2/3)] window appears.

New Job Group (2/3)
Add a job to be included in this job group.

Job Group: jobgroup
Description: jobgroup

Job list Add Job   New Job   New Level

Manage	Job name	Description	Job Manage

Cancel   Back   Next

5 **Set jobs in the job group.**

For details about each item, refer to [New Job Group (2/2)] Window/[New Job Group (2/3)] Window (page 130).

● The procedure to add a job to the job group is as follows:

a Click [Add Job].

Displays the window for adding a job to the job group.

b Select the check box for the job to be added.
For details about each item, refer to .

c Click the [OK] button.
The job is added to the job group.

● The procedure to create a job in the job group is as follows:

a Click [New Job].

The [Create New Job] window appears.

b Specify each item.

For details about each item, refer to [Create New Job] Window/[Edit Job] Window (page 105).

c Click the [Save] button.

The job is created in the job group.

● The procedure to create a new level in the job group is as follows:

a Click [New Level].

The [Edit Level] window appears.

| Edit Level | ? |

Level Name: [   ]

Level Description: [   ]

Level Button Color: ▣ ▾

OK   Cancel

b Specify each item.
For details about each item, refer to [Edit Level] Window (page 138).

c Click the [OK] button.
The new level is created in the job group.

● The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.

- ⬆ (Move up)

Moves the job or level up.

- ⬇ (Move down)

Moves the job or level down.

- ⊖ (Delete from the list)

Deletes the job or level from the list.

● When the level name is displayed in the [Job name] column, ▷ and ▽ are displayed.

Click ▷ to open the level.

Click ▽ to close the level.

● The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.

- Edit, Clone

The procedure is the same as the procedure to create a job in a job group.

● The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.

- Add Job
  The procedure is the same as the procedure to add a job to a job group.

- New Job
  The procedure is the same as the procedure to create a job in a job group.

- New Level, Edit, Clone
  The procedure is the same as the procedure to create a level in a job group.

6 Click the [Next] button.

The [New Job Group (3/3)] window appears.

New Job Group (3/3)

Add a scanner which will use this job group.

Job Group: jobgroup
Description: jobgroup

Scanner List Add

Manage	Scanner Name

Cancel   Back   Complete

7 Set a scanner to the job group

For details about each item, refer to [New Job Group (3/3)] Window (page 133).

● The procedure to add a scanner to the job group is as follows:

a Click [Add].

Displays the window for adding a scanner to the job group.

    b Select the check box for the scanner to be added.
For details about each item, refer to Window for Adding a Scanner to a Job Group (page 143).

    c Click the [OK] button.
The scanner is added to the job group.

   • To delete a scanner from the list, click ⊖ (Delete from the list) in the [Manage] column that appears when you place the mouse pointer over the row of the scanner.
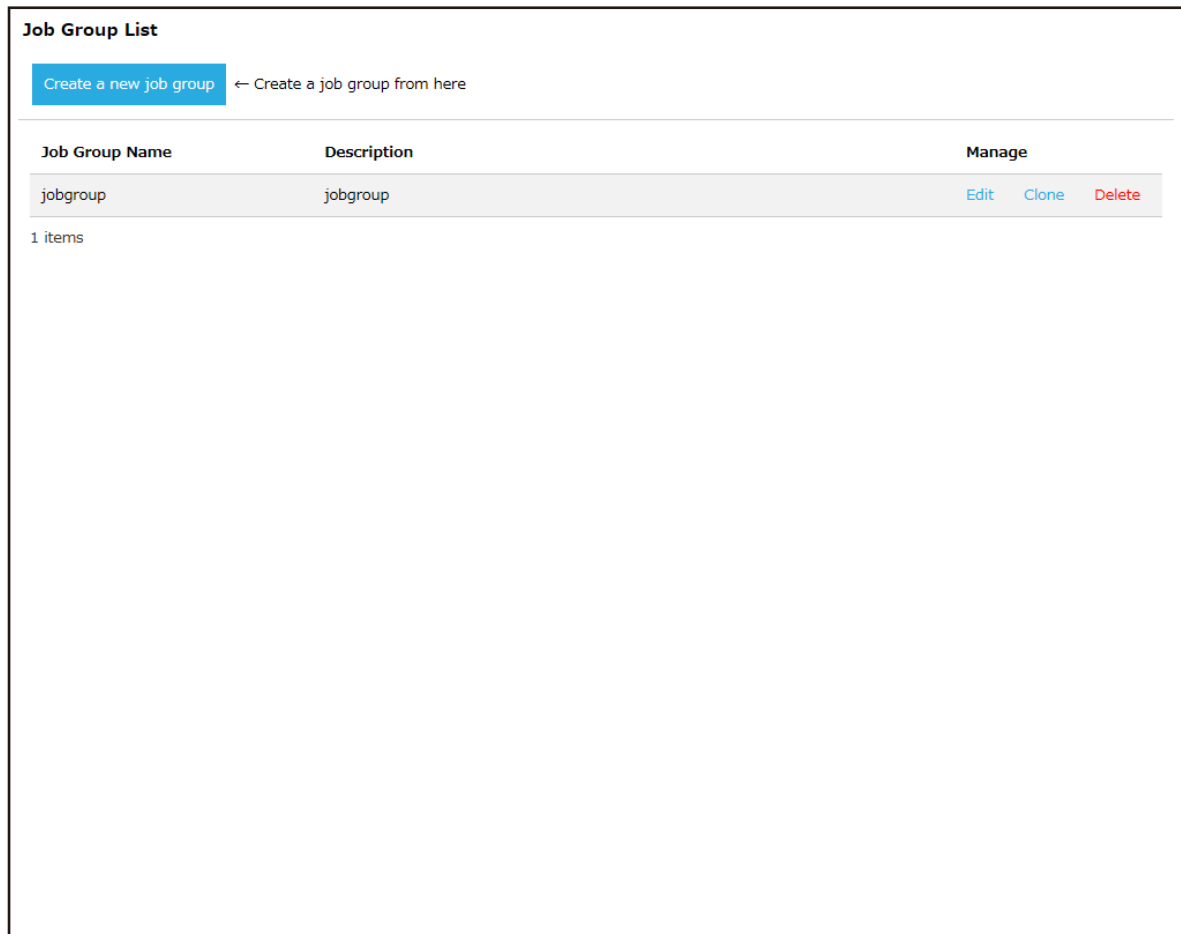
8 **Click the [Complete] button.**
The new job group is created.

Cloning a Job Group

This section describes an example in which the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

1 **In the left menu in the NX Manager administrator window (on the web), click [Job Group].**

The [Job Group List] window appears.

2 Click [Clone] in the [Manage] column that appears when you place the mouse pointer over the row of a job group.

The [Clone Job Group] window appears.

3 **Specify each item.**
For details about each item, refer to [Clone Job Group] Window/[Edit Job Group] Window (page 135).

> **HINT**
>
> ● When the authentication method is [None], no user list is displayed.
>
> ● When the authentication method is [Job group code], no user list is displayed. The input field for [Job group code] appears.
>
> ● When the authentication method is [Scanner], no user list is displayed. A scanner list is displayed.
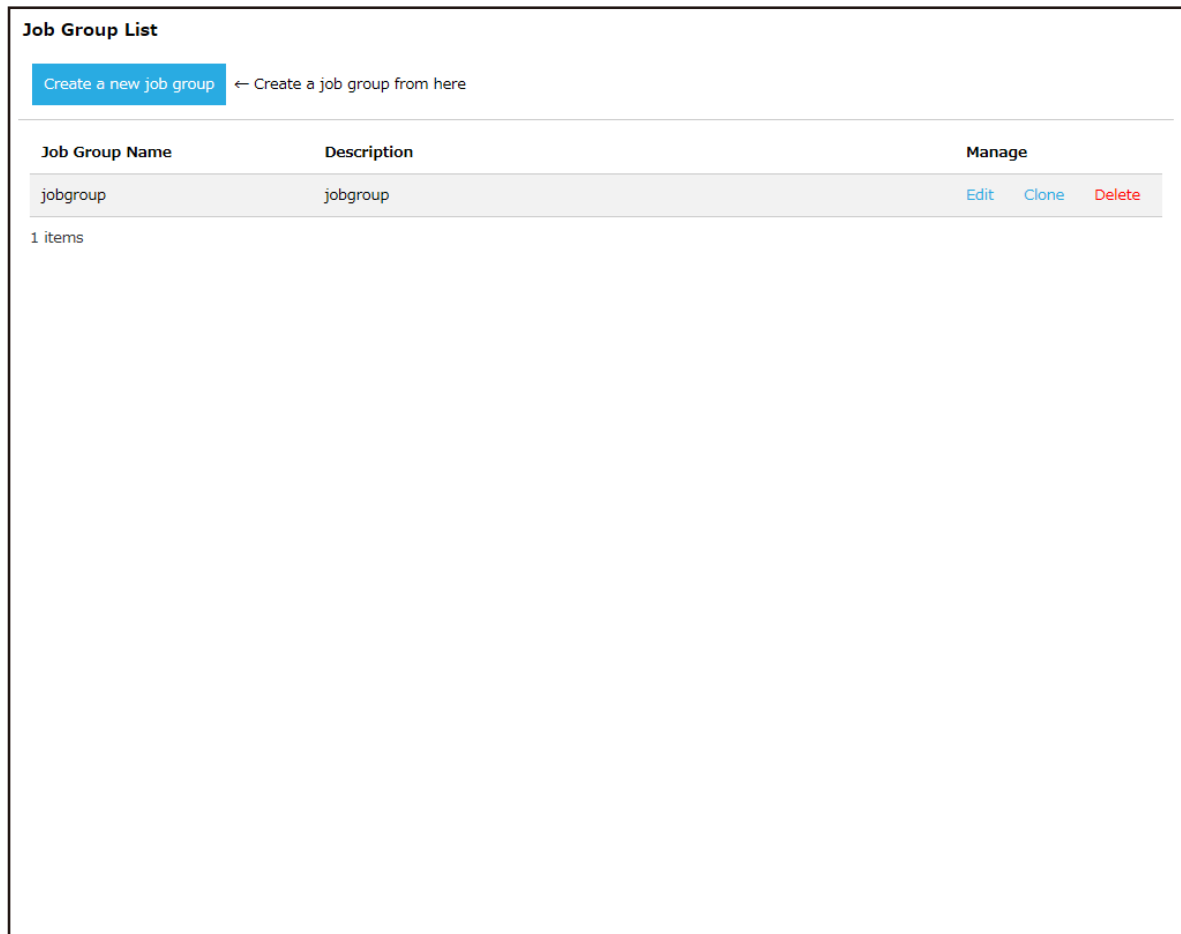
4 **Click the [Complete] button.**
The new job group is created.

Editing a Job Group

This section describes an example in which the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

1 **In the left menu in the NX Manager administrator window (on the web), click [Job Group].**

The [Job Group List] window appears.

Job Group List

Create a new job group   ← Create a job group from here

Job Group Name	Description		Manage		
jobgroup	jobgroup		Edit	Clone	Delete

1 items

2 **Click [Edit] in the [Manage] column that appears when you place the mouse pointer over the row of a job group.**

68

The [Edit Job Group] window appears.

Edit Job Group

Job Group: jobgroup

Description: jobgroup

▼ **Job list**   Add Job   New Job   New Level

Manage	Job name	Description	Job Manage

▼ **User List**   Add

Manage	Username

Cancel   Complete

3 **Specify each item.**
For details about each item, refer to [Clone Job Group] Window/[Edit Job Group] Window (page 135).

> **HINT**
> ● When the authentication method is [None], no user list is displayed.
>
> ● When the authentication method is [Job group code], no user list is displayed. The input field for [Job group code] appears.
>
> ● When the authentication method is [Scanner], no user list is displayed. A scanner list is displayed.

4 **Click the [Complete] button.**
The settings are saved.

Deleting a Job Group

This section describes an example in which the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

1 **In the left menu in the NX Manager administrator window (on the web), click [Job Group].**

The [Job Group List] window appears.
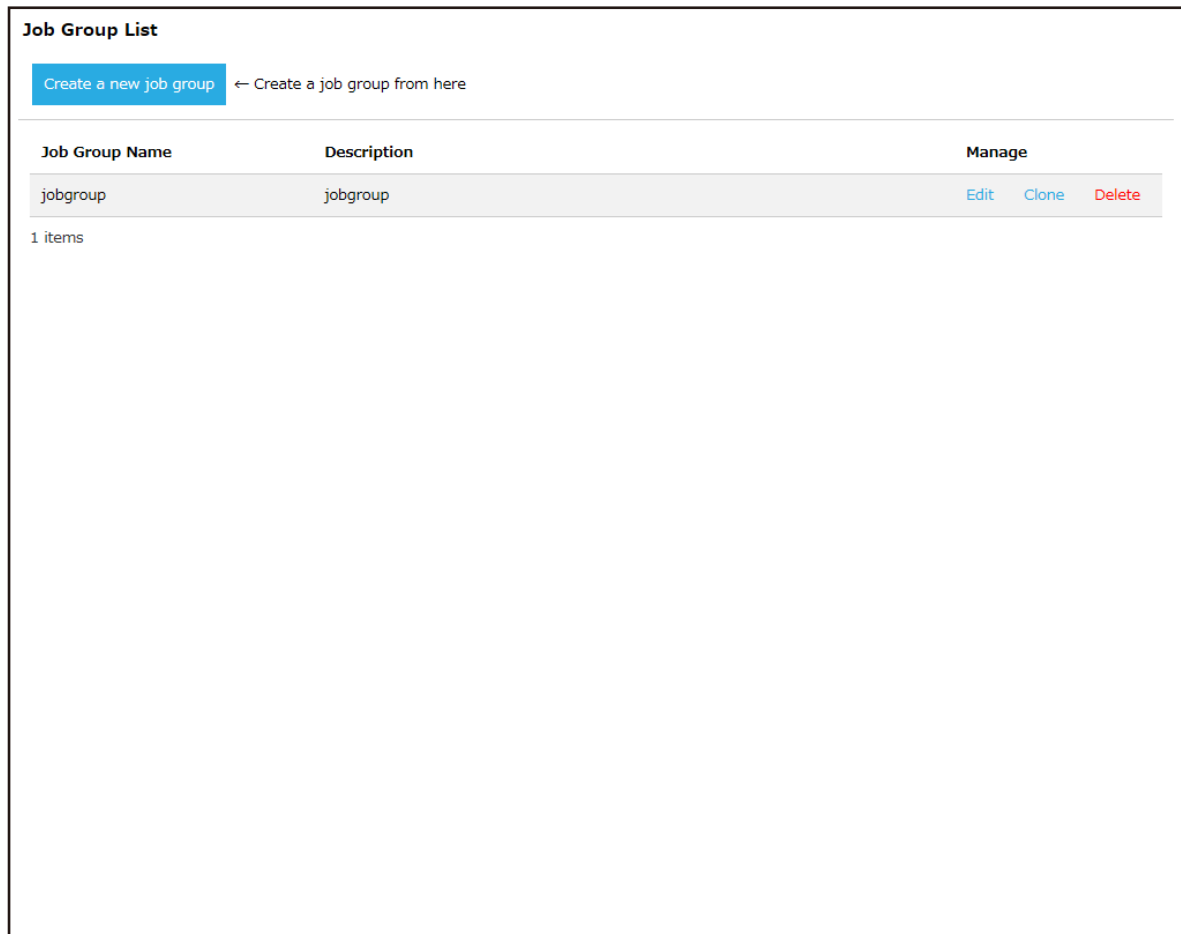
2 **Click [Delete] in the [Manage] column that appears when you place the mouse pointer over the row of a job group.**
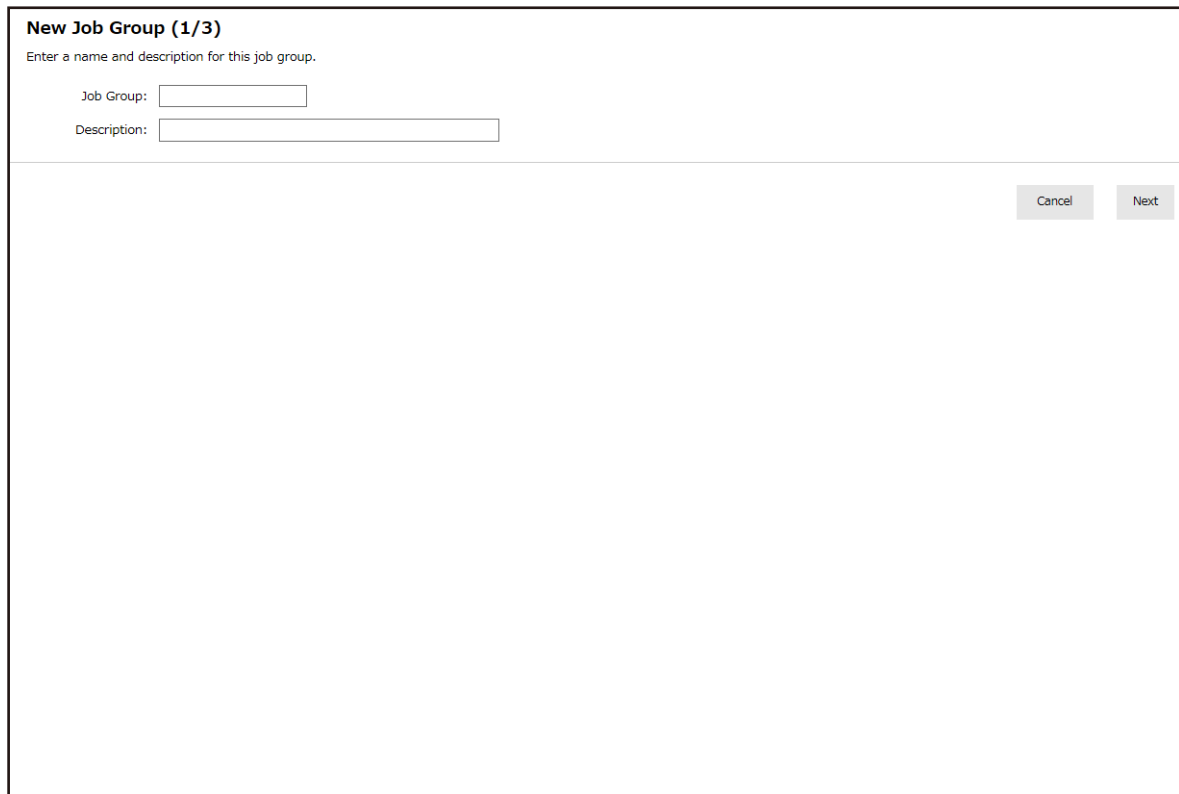A confirmation window appears.

3 **Click the [OK] button.**
The job group is deleted.

Operations

This section explains about the operations using NX Manager.

Processing a Job with the Scanner

1 **Turn on the scanner.**
For details, refer to the Operator's Guide of your scanner.
The contents that are displayed on the touch screen of the scanner differ depending on the authentication method.

Authentication Method	Contents Displayed on the Scanner Touch Screen
None	Jobs are displayed.
Job group code	A screen for entering a job group code appears. Entering a job group code displays jobs corresponding to the job group code.
Username/Password	A screen for entering a user name and password appears. Entering a user name and a password displays jobs corresponding to the user.
NFC	A screen that instructs a user to hold a smart card over the contactless smart card reader to authenticate the user appears. Once the user is authenticated, jobs corresponding to the user who is authenticated with the smart card are displayed.
Username/Password or NFC	The screen that appears first instructs a user to hold a smart card over the contactless smart card reader to authenticate the user. A screen for entering a user name and password appears by changing the tab. For the screen that instructs a user to hold a smart card over the contactless smart card reader to authenticate the user, jobs corresponding to the user who is authenticated with the smart card are displayed. For the screen for entering a user name and password, entering the user name and password displays jobs corresponding to the user.
Scanner	Jobs corresponding to the scanner are displayed.

2 **Load documents in the ScanSnap.**
For details, refer to the Operator's Guide of your scanner.

3 **Select a job and start a scan by following the instructions on the touch screen of the scanner.**

Managing Scanners

Manage scanners in the NX Manager administrator window (on the web).

Checking Scanners

1 **In the left menu in the NX Manager administrator window (on the web), click [Scanner].**
The [Scanner List] window appears.

ID	Scanner Name	Serial Number	IP Address	MAC Address	Job Group Name	Scanner Manage
1	000107	000107				
2	000109	000109				
3	000069	00069				Delete

3 items

2 **Check the information of scanners.**
For details about each item, refer to [Scanner List] Window (page 100).

Deleting a Scanner

1 **In the left menu in the NX Manager administrator window (on the web), click [Scanner].**

The [Scanner List] window appears.

ID	Scanner Name	Serial Number	IP Address	MAC Address	Job Group Name	Scanner Manage
1	000107	000107				
2	000109	000109				
3	000069	00069				Delete

3 items

2 Click [Delete] in the [Scanner Manage] column that appears when you place the mouse pointer over the row of a scanner.
A confirmation window appears.

3 Click the [OK] button.
The scanner is deleted.

Filtering Scanners

Filter the scanners that are displayed in the scanner list.

1 In the left menu in the NX Manager administrator window (on the web), click [Scanner].

The [Scanner List] window appears.

Scanner List

Find: [   ] Search

ID	Scanner Name	Serial Number	IP Address	MAC Address	Job Group Name	Scanner Manage
1	000107	000107				
2	000109	000109				
3	000069	00069				Delete

3 items

2 Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.
For details about each item, refer to [Scanner List] Window (page 100).

3 Click the [Search] button.
The filtered results are displayed.

Managing Users
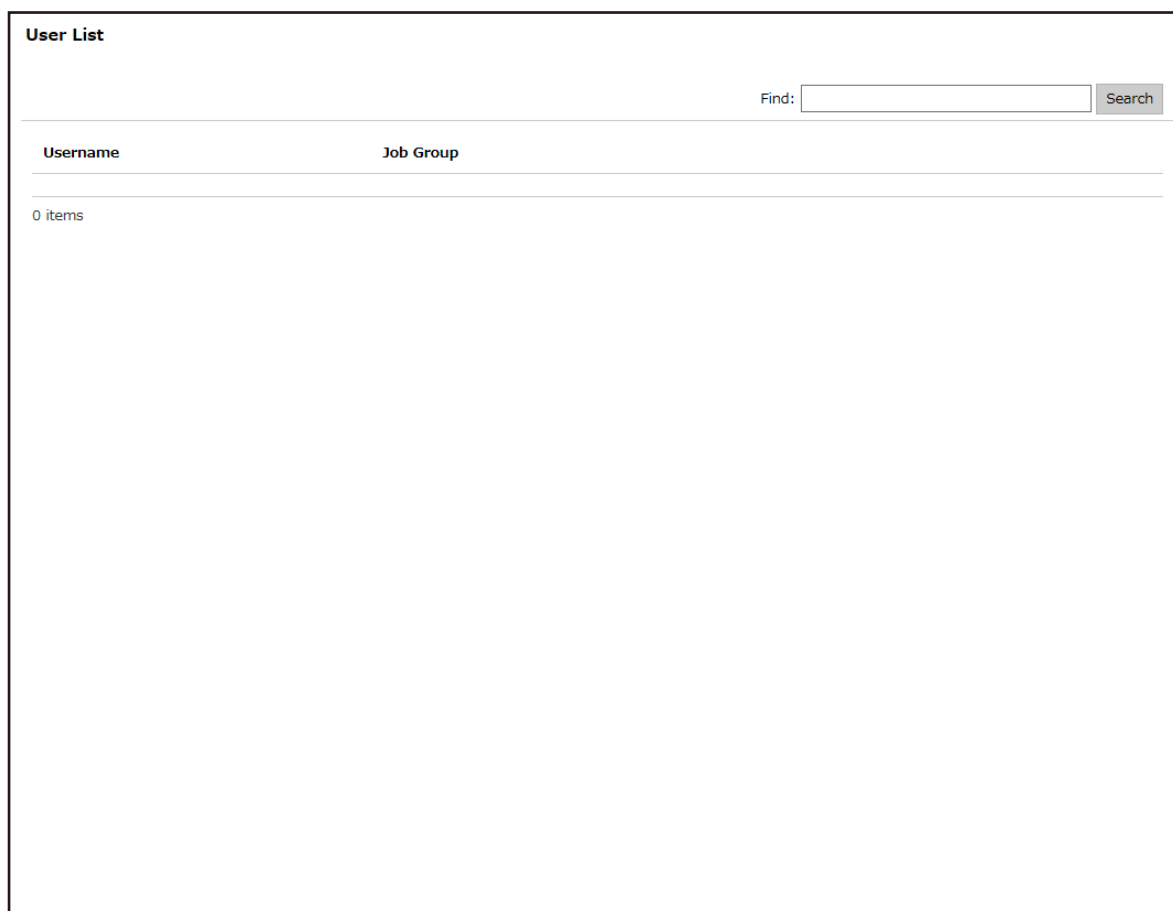
Manage users in the NX Manager administrator window (on the web).

Checking Users

This section describes an example in which the authentication mode is "Authentication server that requires a linkage via an Authentication API".

1 In the left menu in the NX Manager administrator window (on the web), click [User].

The [User List] window appears.

User List			
		Find:	Search
Username	**Job Group**		
0 items			

HINT

[User] in the left menu is displayed when the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

---

2 **Check the information of the users.**

For details about each item, refer to [User List] Window (page 143).

Filtering Users

Filter the users that are displayed in the user list.
This section describes an example in which the authentication mode is "Authentication server that requires a linkage via an Authentication API".

1 **In the left menu in the NX Manager administrator window (on the web), click [User].**

The [User List] window appears.

2 **Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.**
For details about each item, refer to [User List] Window (page 143).

3 **Click the [Search] button.**
The filtered results are displayed.
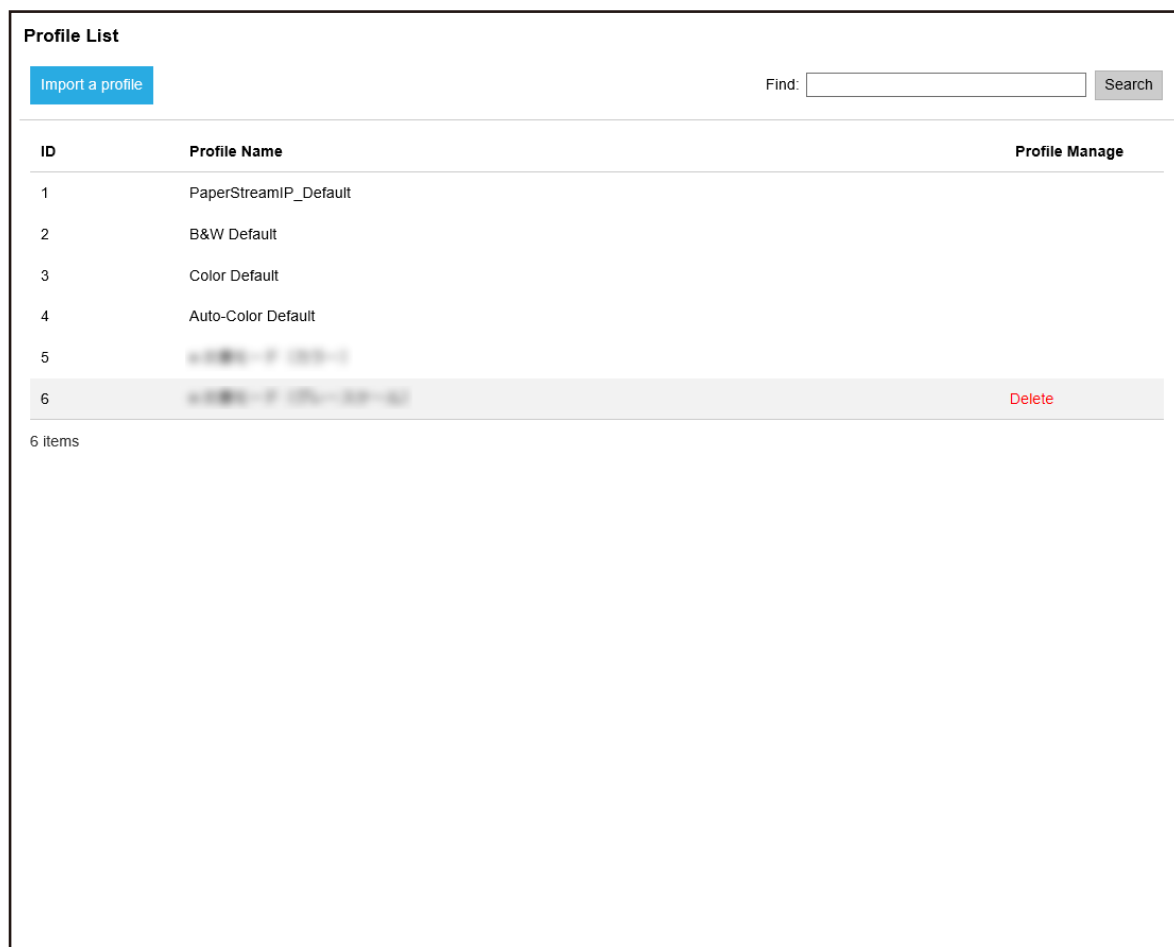
Managing Profiles

Manage profiles in the NX Manager administrator window (on the web).

Checking Profiles

1 **In the left menu in the NX Manager administrator window (on the web), click [Profile].**

The [Profile List] window appears.

2   **Check the information of the profiles.**
    For details about each item, refer to [Profile List] Window (page 144).

Importing Profiles

1   **In the left menu in the NX Manager administrator window (on the web), click [Profile].**

The [Profile List] window appears.
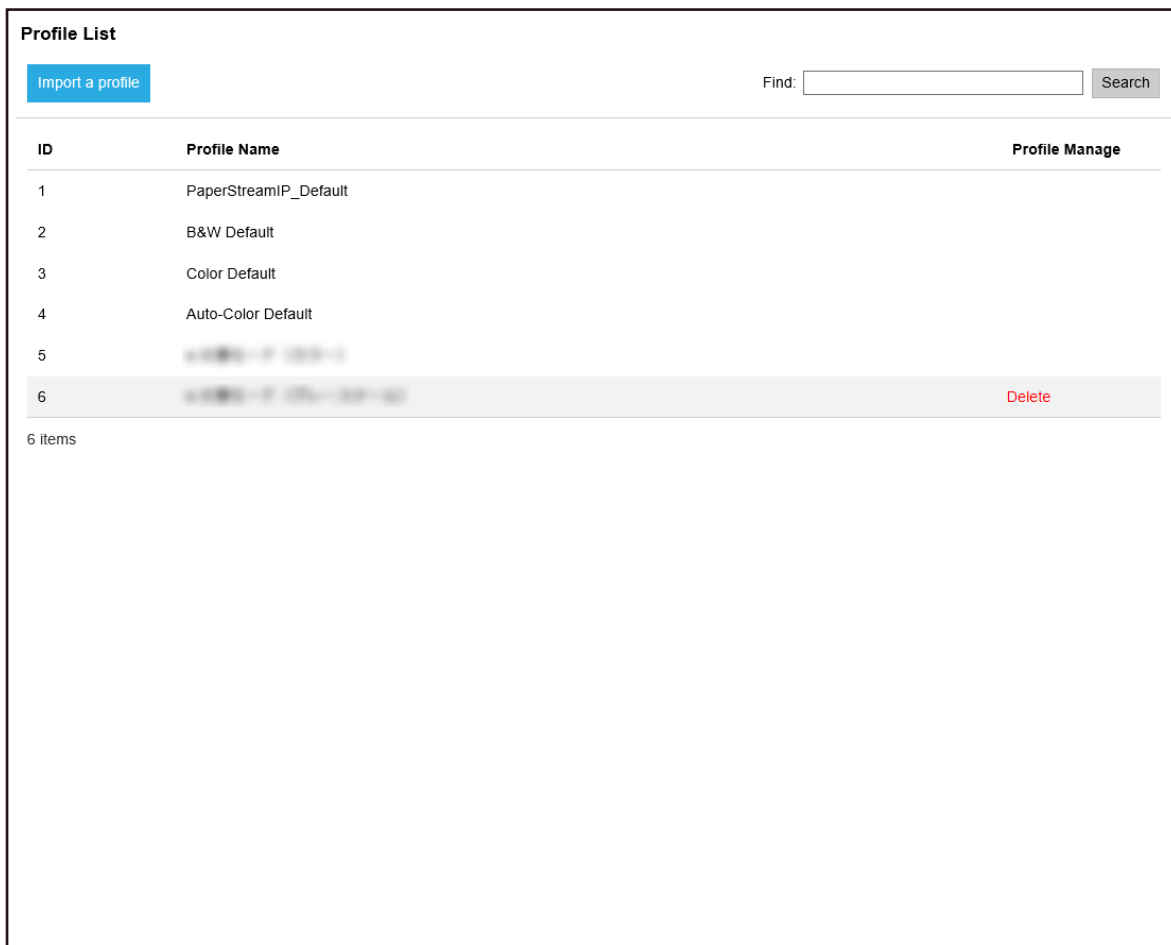
2 Click the [Import a profile] button.
The [Choose File to Upload] window appears.

3 Select a PaperStream IP driver profile to be imported.
Among PaperStream IP driver profiles, you can only import a scanning profile (*.pav) that was backed up from the PaperStream IP driver.

4 Click the [Open] button.
The imported profile is added.

Deleting Profiles

1 In the left menu in the NX Manager administrator window (on the web), click [Profile].

The [Profile List] window appears.

Profile List

| Import a profile | | | Find: | Search |

ID	Profile Name	Profile Manage
1	PaperStreamIP_Default	
2	B&W Default	
3	Color Default	
4	Auto-Color Default	
5		
6		Delete

6 items
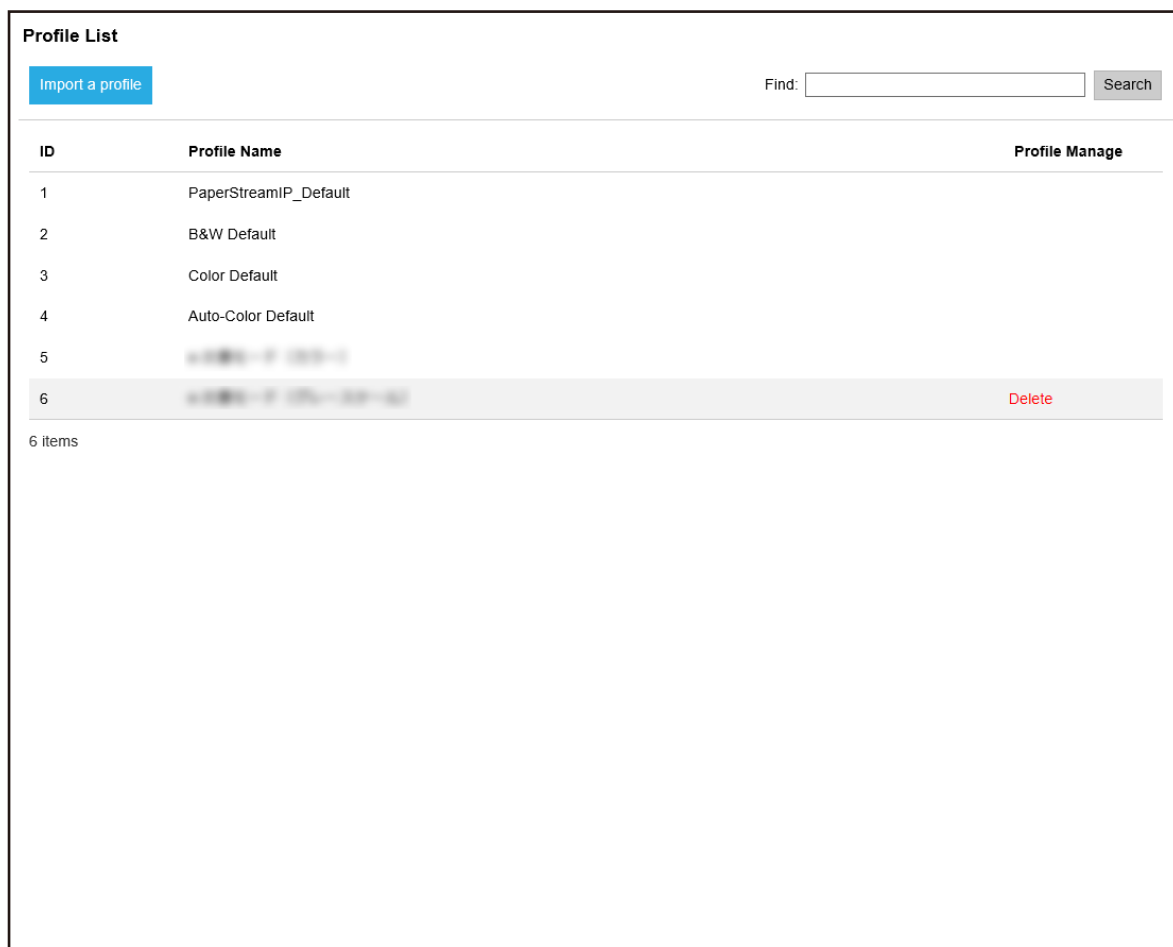
2 Click [Delete] in the [Profile Manage] column that appears when you place the mouse pointer over the row of a profile.
A confirmation window appears.

3 Click the [OK] button.
The profile is deleted.

Filtering Profiles

Filter the profiles that are displayed in the profile list.

1 In the left menu in the NX Manager administrator window (on the web), click [Profile].

The [Profile List] window appears.

Profile List

| Import a profile | | Find: [   ] | Search |

ID	Profile Name	Profile Manage
1	PaperStreamIP_Default	
2	B&W Default	
3	Color Default	
4	Auto-Color Default	
5		
6		Delete
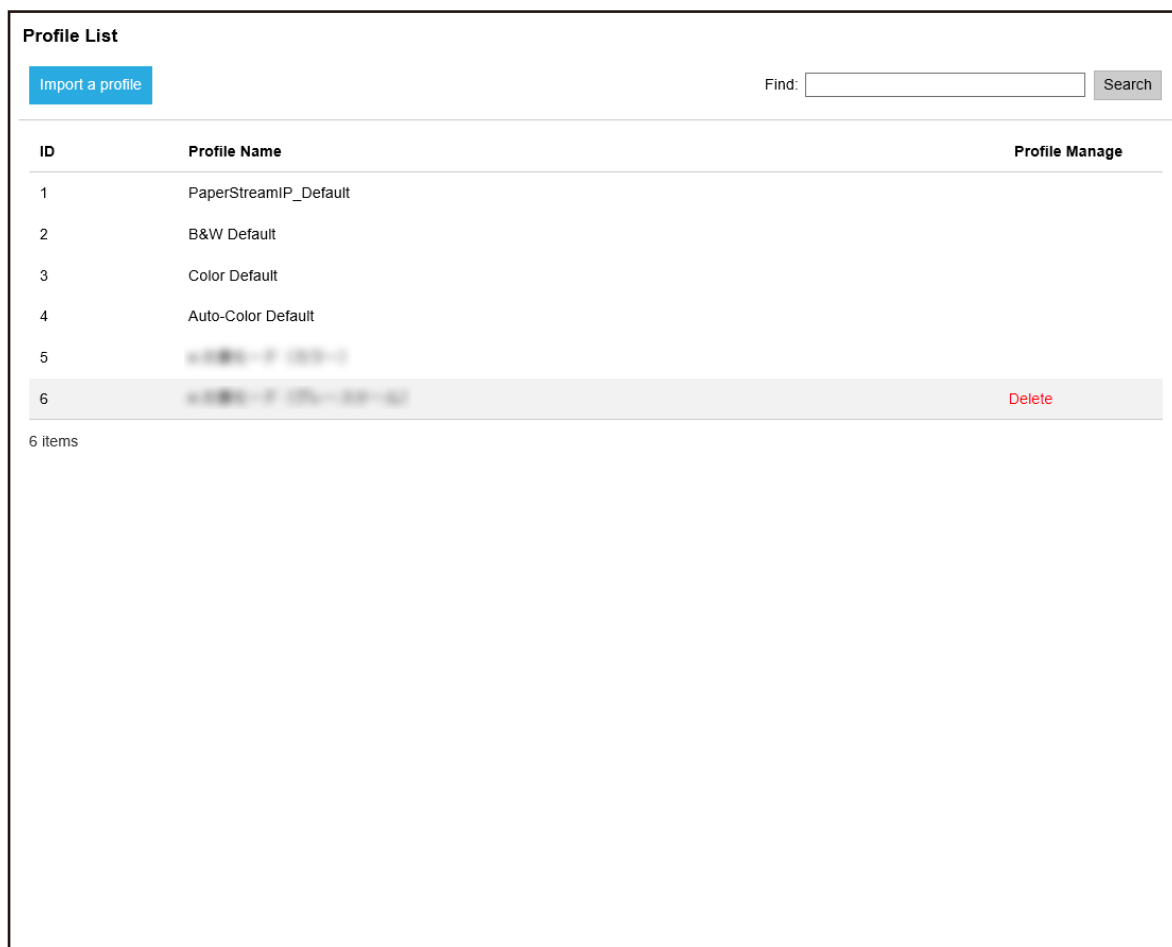
6 items

2 **Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.**
For details about each item, refer to [Profile List] Window (page 144).

3 **Click the [Search] button.**
The filtered results are displayed.

Checking Statuses

Check statuses in the NX Manager administrator window (on the web).

1 **In the left menu in the NX Manager administrator window (on the web), click [Status].**

The [Status] window appears.
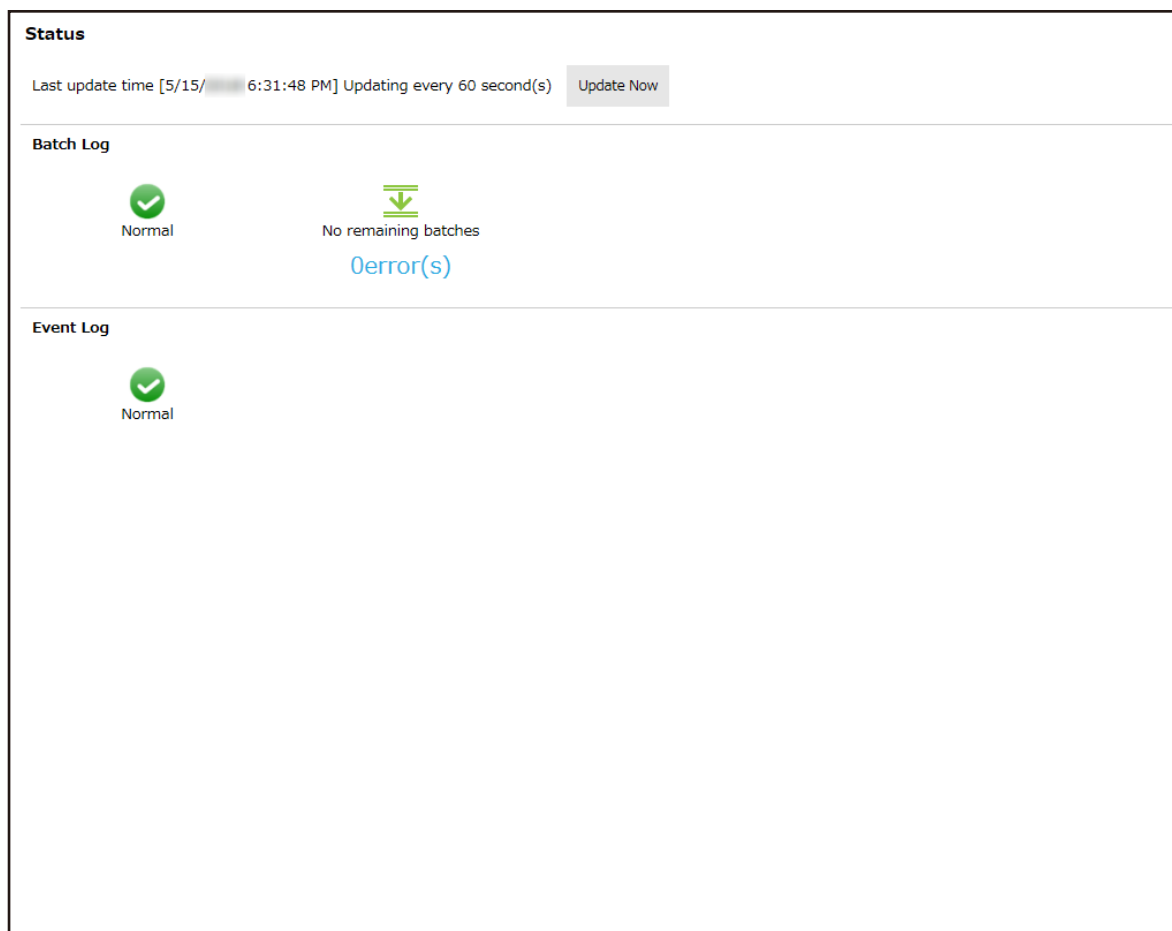
2 **Check the statuses for [Batch Log] and [Event Log].**
   For details about each item, refer to [Status] Window (page 145).

Monitoring Scanning Statuses

Monitor scanning statuses in the NX Manager administrator window (on the web).

Checking Scanning Statuses

1 **In the left menu in the NX Manager administrator window (on the web), click [Batch Log].**

The [Batch Log List] window appears.

2   **Check the scanning status.**

For details about each item, refer to [Batch Log List] Window (page 147).

HINT

The details of a batch log can be checked in the [Batch Log Details] window that appears when you click the batch log in the [Start Date/Time] column.

For details about the [Batch Log Details] window, refer to [Batch Log Details] Window (page 150).

Exporting Scanning Statuses to a File

1   **In the left menu in the NX Manager administrator window (on the web), click [Batch Log].**

The [Batch Log List] window appears.

2 **Click the [Export] button.**

A confirmation window appears.

3 **Click the [OK] button.**

The window appears asking you whether to open or save the file.

4 **Click the [▼] button to the right of the [Save] button and then click [Save as].**

The [Save as] window appears.

5 **Enter a name in [File name] and select a type for [Save as type].**

6 **Click the [Save] button.**

The file with the exported scanning statuses is saved.

Changing the Scanning Status from [Error] to [Error (Checked)]

In order for you to know that batch logs have been checked, you can change the status for batch from [Error] to [Error (Checked)].

1 **In the left menu in the NX Manager administrator window (on the web), click [Batch Log].**

The [Batch Log List] window appears.

2 **Click the [Mark all errors as "Checked"] button.**

A confirmation window appears.

3 **Click the [OK] button.**

All of the [Error] batches become [Error (Checked)] batches.

Filtering Scanning Statuses

Filter the batch logs (scanning status) that are displayed in the batch log list.

1 **In the left menu in the NX Manager administrator window (on the web), click [Batch Log].**

The [Batch Log List] window appears.

2 **Enter values in the [Date/Time] fields, select a status from the [Status] menu, and enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.**
For details about each item, refer to [Batch Log List] Window (page 147).

3 **Click the [Search] button.**
The filtered results are displayed.

Retrying a Batch

When [Retry] is displayed in the [Batch Manage] column in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web), take appropriate actions according to Messages in Batch Logs Displayed in the NX Manager Administrator Window (on the Web) (page 160) and then retry the batch.

1 **In the left menu in the NX Manager administrator window (on the web), click [Batch Log].**

The [Batch Log List] window appears.

2 **Click [Retry] in the [Batch Manage] column.**
A confirmation window appears.

3 **Click the [OK] button.**
The batch is retried.

Managing Event Logs

Manage event logs in the NX Manager administrator window (on the web).
In the event logs, you can check system errors that occur in NX Manager and configuration errors in NX Manager.

Checking Event Logs

1 **In the left menu in the NX Manager administrator window (on the web), click [Event Log].**

The [Event Log List] window appears.
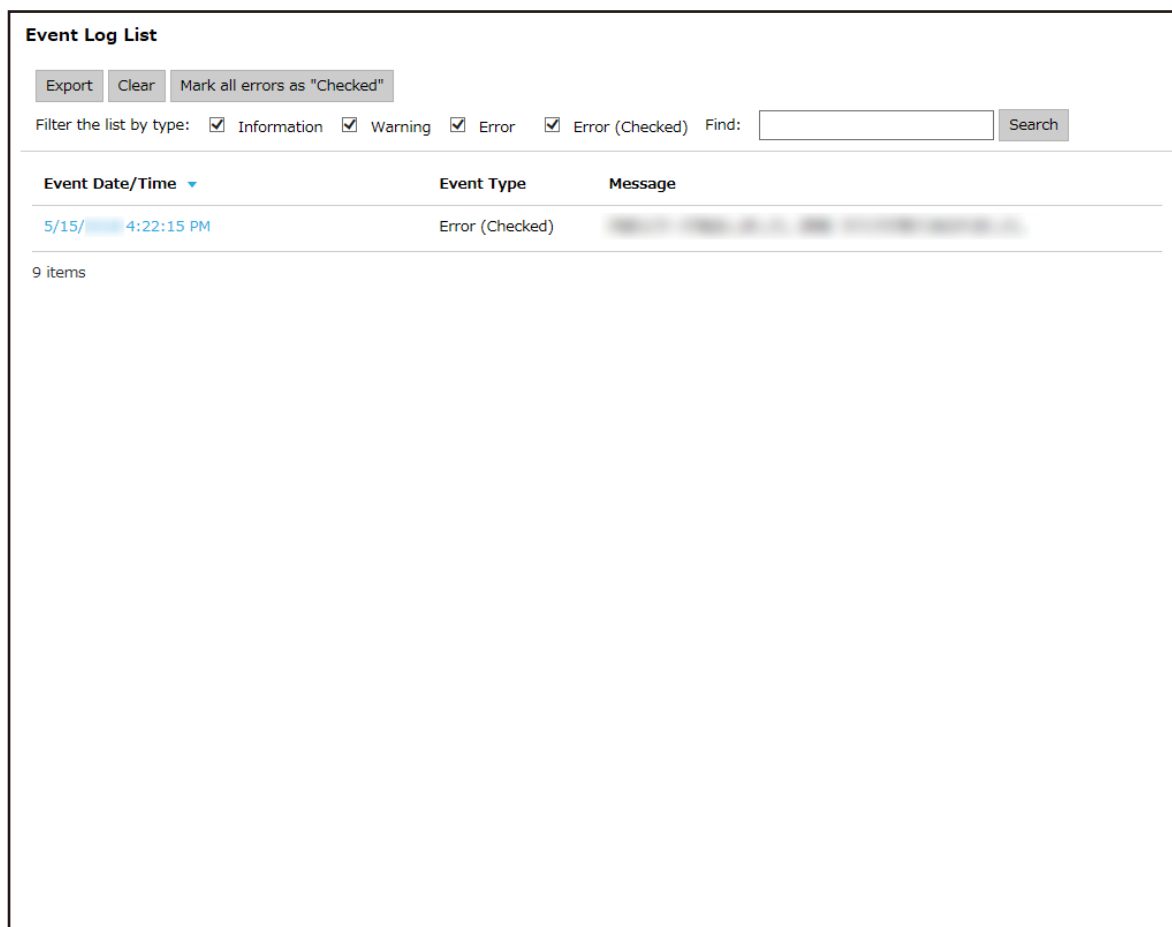
2 **Check event logs.**

For details about each item, refer to [Event Log List] Window (page 152).

> **HINT**
>
> The details of an event log can be checked in the [Event Log Details] window that appears when you click the event log in the [Event Date/Time] column.
>
> For details about the [Event Log Details] window, refer to [Event Log Details] Window (page 153).

Exporting Event Logs to a File

1 **In the left menu in the NX Manager administrator window (on the web), click [Event Log].**

The [Event Log List] window appears.

2 **Click the [Export] button.**
A confirmation window appears.

3 **Click the [OK] button.**
The window appears asking you whether to open or save the file.

4 **Click the [▼] button to the right of the [Save] button and then click [Save as].**
The [Save as] window appears.

5 **Enter a name in [File name] and select a type for [Save as type].**
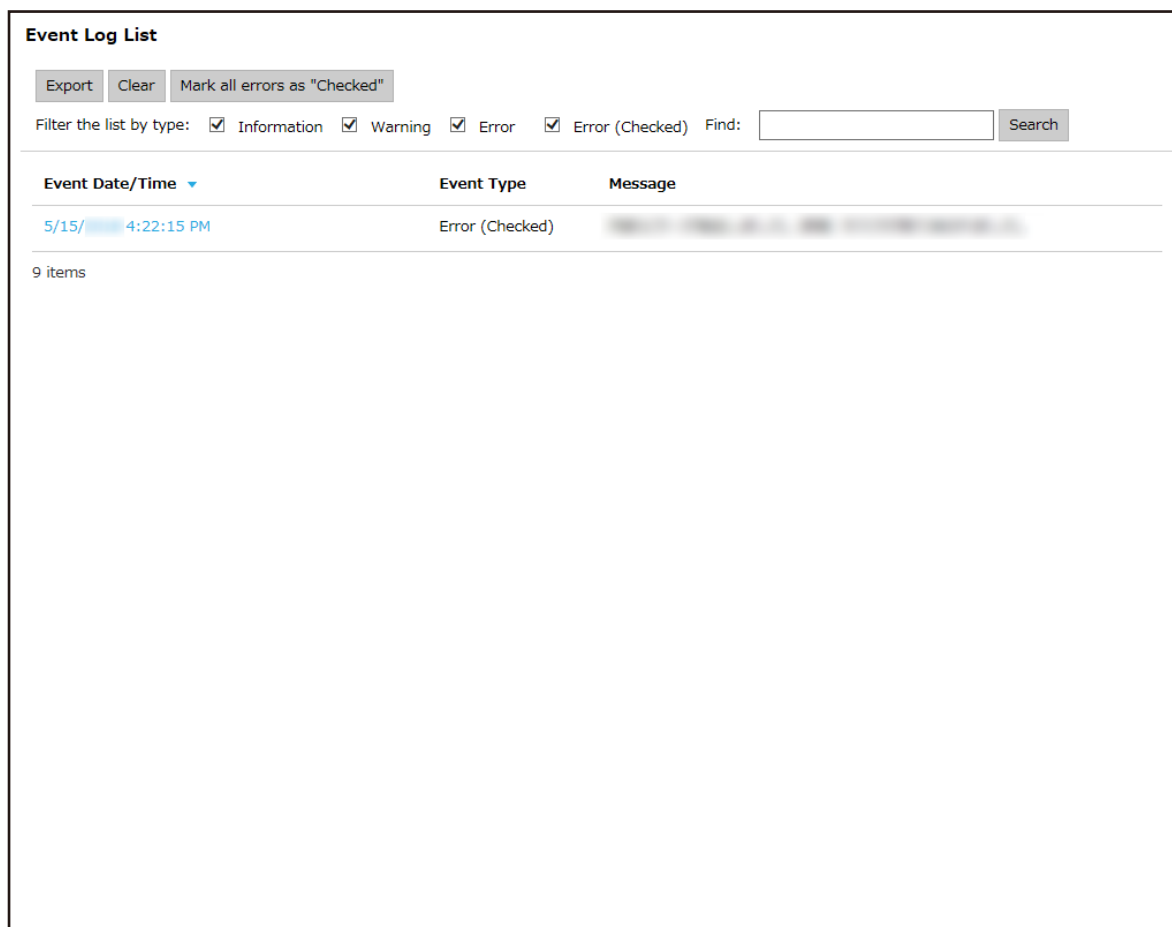
6 **Click the [Save] button.**
The file with the exported event logs is saved.

Clearing Event Logs

When too many event logs are displayed in the event log list or when you want to initialize the list, clear event logs.

1 **In the left menu in the NX Manager administrator window (on the web), click [Event Log].**

The [Event Log List] window appears.

2 **Click the [Clear] button.**
A confirmation window appears.

3 **Click the [OK] button.**
Event logs are cleared.

Changing the Event Log Type from [Error] to [Error (Checked)]

In order for you to know that event logs have been checked, you can change the event log type from [Error] to [Error (Checked)].

1 **In the left menu in the NX Manager administrator window (on the web), click [Event Log].**

The [Event Log List] window appears.
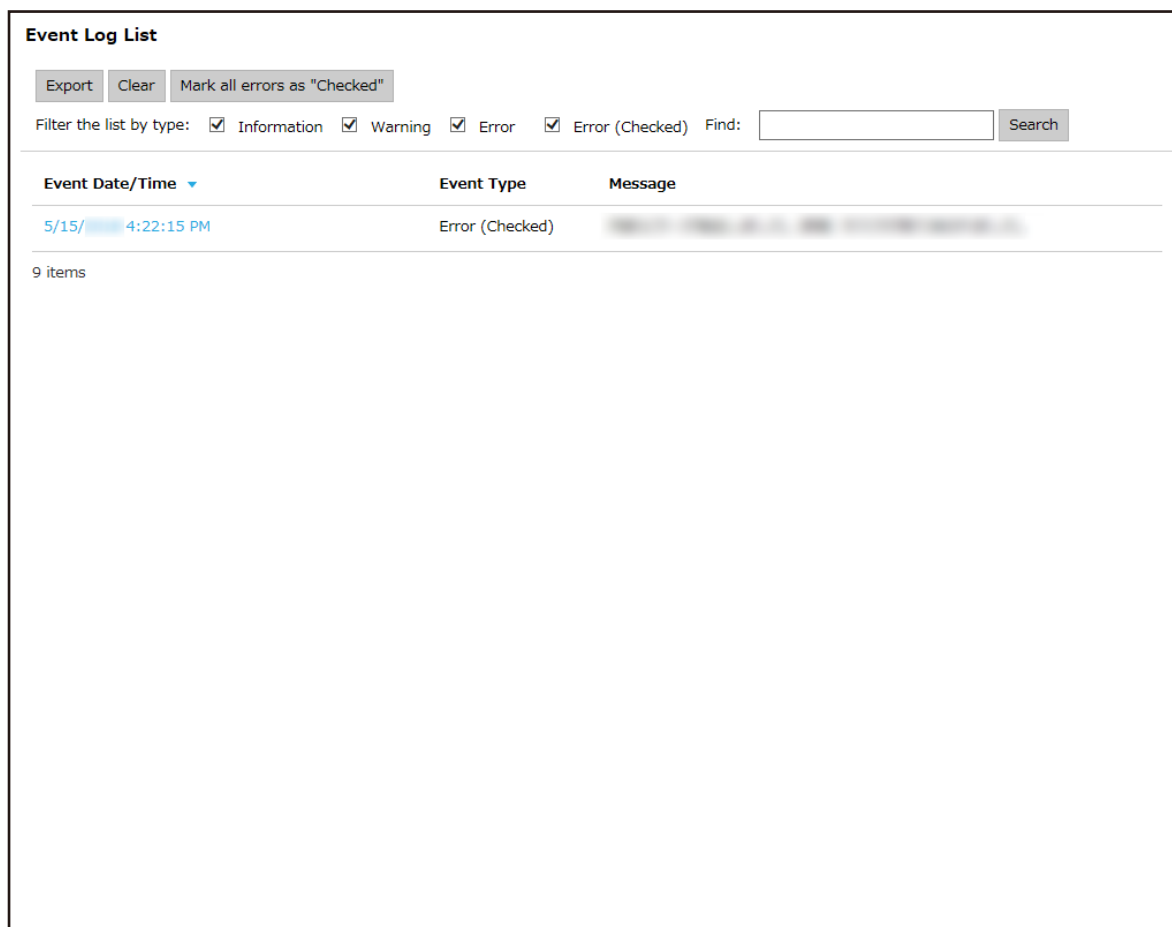
2 **Click the [Mark all errors as "Checked"] button.**
A confirmation window appears.

3 **Click the [OK] button.**
All of the [Error] event logs become the [Error (Checked)] event logs.

Filtering Event Logs

Filter the event logs that are displayed in the event log list.

1 **In the left menu in the NX Manager administrator window (on the web), click [Event Log].**

The [Event Log List] window appears.
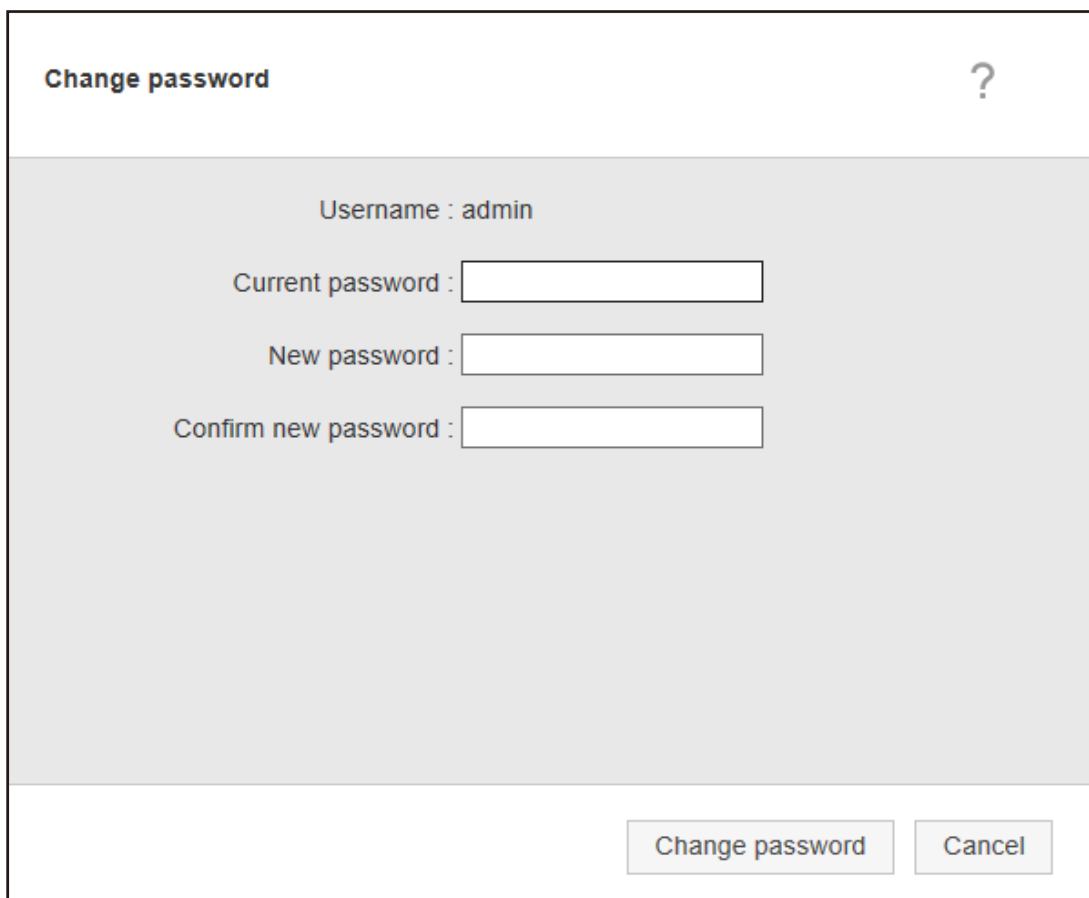
2 **Select the types that you want to display for [Filter the list by type] and enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.**
For details about each item, refer to [Event Log List] Window (page 152).

3 **Click the [Search] button.**
The filtered results are displayed.

Changing the Password for Logging in to NX Manager

Change the password for logging in to NX Manager.

1 **Click [Change password] that appears when you place the mouse pointer over the login user name at the upper right of the NX Manager administrator window (on the web).**

The [Change password] window appears.

2   **Enter a value for each item.**
    For details about each item, refer to [Change password] Window (page 100).

3   **Click the [Change password] button.**
    The password is changed.

ATTENTION

If you lose the password, you can no longer log in to NX Manager.

Be sure not to lose the password.

If you lose the password, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

Maintenance

This section explains about the maintenance of NX Manager.

Backing Up and Restoring the Data Related to NX Manager

NX Manager comes with a tool to back up and restore the data related to NX Manager.

> **ATTENTION**
>
> - A tool to back up and restore the data related to NX Manager must be run by a user with Administrator privileges for a computer.
>
> - When backing up and restoring the data related to NX Manager, you also need to back up and restore the data related to NX Manager Database.
>   When backing up and restoring the data related to NX Manager Database, the imported PaperStream IP driver profile is also backed up and restored.
>   To back up and restore the data related to NX Manager Database from the previous version to the latest version of NX Manager, use the tool described in Backing Up and Restoring the Data Related to NX Manager Database (page 94).
>   To back up and restore the data related to NX Manager Database between the same versions of NX Manager, use the tool described in Backing Up and Restoring the Data Related to NX Manager Database (page 94) or the simple tool described in Backing Up and Restoring the Data Related to NX Manager Database (Simple Tool) (page 95).

Backing Up the Data Related to NX Manager

Back up the data related to NX Manager.
The data related to NX Manager can be restored with the backup files. Perform the backup procedure regularly just in case.
While the data related to NX Manager is being backed up, the NX Manager functions are temporarily suspended. Do not back up the data related to NX Manager when using any of the NX Manager functions.

- Place where the command is stored

  <Installation folder for PaperStream NX Manager>\NXManager\Application\Bin folder

- Command format

  NmBackup.exe *<Backup file name>*

- Return value

  - 0

    Successful completion

  - Other than 0

    Abnormal termination

Restoring the Data Related to NX Manager

Retrieve the backed-up data related to NX Manager and return it to NX Manager in order to restore the data.

● Place where the command is stored

> *<Installation folder for PaperStream NX Manager>*\NXManager\Application\Bin folder

● Command format

> NmRestore.exe *<Backup file name>*

● Return value

- 0

   Successful completion

- Other than 0

   Abnormal termination

Backing Up and Restoring the Data Related to NX Manager Database

NX Manager comes with a tool to back up and restore the data related to NX Manager Database.
This tool also backs up and restores the PaperStream IP driver profile imported to NX Manager.

> **ATTENTION**
>
> ● A tool to back up and restore the data related to NX Manager Database must be run by a user with Administrator privileges for a computer.
>
> ● Backing up and restoring the data related to NX Manager Database also restores the data of batch logs and event logs.
>
> ● Before backing up and restoring the data related to NX Manager Database, make sure that all batch processes in NX Manager have been completed.
> If the data related to NX Manager Database is backed up or restored while any batch is being processed, the batch processing may not be executed correctly.
>
> ● When backing up and restoring the data related to NX Manager Database, you also need to back up and restore the data related to NX Manager.
> For details, refer to Backing Up and Restoring the Data Related to NX Manager (page 93).
>
> ● To back up and restore the data related to NX Manager Database from the previous version to the latest version of NX Manager, use this tool.
> To back up and restore the data related to NX Manager Database between the same versions of NX Manager, use this tool or the simple tool described in Backing Up and Restoring the Data Related to NX Manager Database (Simple Tool) (page 95).

Backing Up the Data Related to NX Manager Database

Back up the data related to NX Manager Database.

The data related to NX Manager Database can be restored with the backup files. Perform the backup procedure regularly just in case.

● Place where the command is stored

> *<Installation folder for PaperStream NX Manager>*\NXManager\Database\Bin folder

● Command format

> NmDatabaseBackup.exe *<Backup file name>*

● Return value

- 0

Successful completion

- Other than 0

Abnormal termination

Restoring the Data Related to NX Manager Database

Retrieve the backed-up data related to NX Manager Database and return it to NX Manager Database in order to restore the data.

● Place where the command is stored

> *<Installation folder for PaperStream NX Manager>*\NXManager\Database\Bin folder

● Command format

> NmDatabaseRestore.exe *<Backup file name>*

● Return value

- 0

Successful completion

- Other than 0

Abnormal termination

Backing Up and Restoring the Data Related to NX Manager Database (Simple Tool)

NX Manager comes with a simple tool to back up and restore the data related to the NX Manager Database using the SQL Server function.
Use this simple tool to back up and restore the data related to NX Manager Database between the same versions of NX Manager.
This tool also backs up and restores the PaperStream IP driver profile imported to NX Manager.

> **ATTENTION**
>
> - A simple tool to back up and restore the data related to NX Manager Database must be run by a user with Administrator privileges for a computer.
>
> - Before backing up and restoring the data related to NX Manager Database, make sure that all batch processes in NX Manager have been completed.
>   If the data related to NX Manager Database is backed up or restored while any batch is being processed, the batch processing may not be executed correctly.
>
> - When backing up and restoring the data related to NX Manager Database, you also need to back up and restore the data related to NX Manager.
>   For details, refer to Backing Up and Restoring the Data Related to NX Manager (page 93).
>
> - To back up and restore the data related to NX Manager Database from the previous version to the latest version of NX Manager, use the tool described in Backing Up and Restoring the Data Related to NX Manager Database (page 94).
>   To back up and restore the data related to NX Manager Database between the same versions of NX Manager, use the tool described in Backing Up and Restoring the Data Related to NX Manager Database (page 94) or this simple tool.

Backing Up the Data Related to NX Manager Database (Simple Tool)

Back up the data related to NX Manager Database by executing the tool to back up and restore the data related to NX Manager Database using the SQL Server function.

- Place where the command is stored

<Installation folder for PaperStream NX Manager Database>\NXManager\Database\Bin folder

- Command format

NmBackupDatabase.bat *<Database instance name> <Backup folder name>*

Example:

NmBackupDatabase.bat .\NXMANAGER C:\Temp\NXManagerDatabaseBackup

Restoring the Data Related to NX Manager Database (Simple Tool)

Restore the data related to NX Manager Database by executing the tool to back up and restore the data related to NX Manager Database using the SQL Server function.

- Place where the command is stored

<Installation folder for PaperStream NX Manager Database>\NXManager\Database\Bin folder

- Command format

NmRestoreDatabase.bat *<Database instance name> <Backup folder name>*

Example:

```
NmRestoreDatabase.bat .\NXMANAGER C:\Temp\NXManagerDatabaseBackup
```

Obtaining the Maintenance Information on NX Manager

If trouble occurs during the installation or operation of NX Manager, obtain the maintenance information on NX Manager in order to investigate the cause.

While the maintenance information is being obtained, the NX Manager functions are temporarily suspended. Do not try to obtain the maintenance information unless you are asked to do so by our support staff or trouble occurs.

- Place where the command is stored
  Describes the place where the command is stored for each case in the following.

  - To operate NX Manager with a single server
    Execute the command stored in either of the following folders.
    Either command is available for you to execute because the same maintenance information is obtained by executing the command stored in either folders.

    ```
    <Installation folder for PaperStream NX Manager>\NXManager\Application\Bin folder
    ```

    Or

    ```
    <Installation folder for PaperStream NX Manager Database>\NXManager\Database\Bin folder
    ```

  - To operate PaperStream NX Manager Database on another server

    - Server where you installed PaperStream NX Manager and PaperStream IP (TWAIN x64)
      Execute the command stored in the following folder.

      ```
      <Installation folder for PaperStream NX Manager>\NXManager\Application\Bin folder
      ```

    - Server where you installed PaperStream NX Manager Database
      Execute the command stored in the following folder.

      ```
      <Installation folder for PaperStream NX Manager Database>\NXManager\Database\Bin folder
      ```

    For details about operating PaperStream NX Manager Database on another server, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- Command format

  ```
  NmInvestigate.exe -d <Destination folder name> [-p <Password for encryption>] [-v]
  ```

  Specify -v when displaying the processing status

- Return value

  - 0
    Successful completion

  - Other than 0
    Abnormal termination

The maintenance information is categorized by an information type and saved in the destination folder.
When the password for encryption is specified, the maintenance information is encrypted.

Windows

This section explains about the NX Manager administrator window (on the web).

> **ATTENTION**
>
> Do not copy a tab on the browser. There is no guarantee that the system operates properly if a tab is copied on the browser.

Login Window

Enter a user name and password for logging in to NX Manager.

Display the window for adding the login window to your favorites in Internet Explorer.

Username

Enter a user name for logging in to NX Manager.

Password

Enter a password for logging in to NX Manager.

[Login] button

Logs in to NX Manager with the user name and password that you entered.

Common Items in the NX Manager Administrator Window (on the Web)

Left menu

Click each item on the left menu to display the corresponding window on the right side.

> **HINT**
>
> [User] in the left menu is displayed when the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].
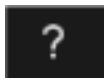
Displays the Help for the window that is currently displayed.

admin

Displays the user name who is logged in to NX Manager.

Click [Change password] which appears when the mouse pointer is placed over the login user name. In the displayed [Change password] window, you can change the password to log in to NX Manager.

For details about the [Change password] window, refer to [Change password] Window (page 100).

Logs out from NX Manager.

[Change password] Window

Change the password for logging in to NX Manager.

Username

Displays the user name who is logged in to NX Manager.

Current password

Enter the current password for logging in to NX Manager.

New password

Enter a new password for logging in to NX Manager.

At least seven characters must be entered.

Up to 128 characters can be entered.

Alphanumeric characters and symbols can be used.

Confirm new password

Enter the new password again for logging in to NX Manager.

[Change password] button

Changes the password for logging in to NX Manager.

[Cancel] button

Cancels the operation.

[Scanner List] Window

Check, delete, and find a scanner.

Find

Enter a part of a character string or a whole character string to narrow down the displayed items.

Up to 32 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

ID

Displays the ID.

Scanner Name

Displays the names of the scanners registered in NX Manager.

Serial Number

Displays the serial numbers of the scanners registered in NX Manager.

IP Address

Displays the IP addresses of the scanners registered in NX Manager.

MAC Address

Displays the MAC addresses of the scanners registered in NX Manager.

Job Group Name

Displays the name of the job group correlating to the registered scanner in NX Manager.
When there is no correlated job group, no job group name is displayed.
Each scanner can correlate with one job group.
Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.
For details about the [Browse job groups] window, refer to [Browse job groups] Window (page 138).

> **HINT**
> [Job Group Name] is displayed when the authentication method is [Scanner].

Scanner Manage

To delete a scanner, click [Delete] in the [Scanner Manage] column that appears when you place the mouse pointer over the row of the scanner.

Authentication

[Authentication] Window

Set an authentication method.

Authentication Method

Select an authentication method.

- None
  The scanner is used without authentication.

- Job group code
  Authenticates a user with a job group code.

- Username/Password
  Authenticates a user with a user name and password.

- NFC
  Authenticates a user with a smart card.

- Username/Password or NFC
  Authenticates a user with one of the following.

  - User name and password

  - Smart card

- Scanner
  Authenticates a user using a specific scanner.

When the authentication method is [Username/Password], [NFC], or [Username/Password or NFC]

Specify the following:

Authentication Mode

Select an authentication mode.

- Active Directory
  The Active Directory server is used as an authentication server.

- Authentication server that requires a linkage via an Authentication API
  Use a server other than the Active Directory server as an authentication server, which requires a linkage via an Authentication API.

> **HINT**
> - [Active Directory] is displayed when the authentication method is [Username/Password].
> - For "Authentication server that requires a linkage via an Authentication API", the displayed name is a name obtained from the Authentication API.

When the authentication mode is [Active Directory]

Specify the following:

Server

Enter the server name of the Active Directory server.
Up to 255 characters can be entered.

Port Number

Enter the port number of the Active Directory server.
Up to 5 characters can be entered.

[SSL] check box

Select this check box to enable SSL.

When the check box is selected, the initial value for the port number is "636".
When the check box is cleared, the initial value for the port number is "389".

Search Base

Enter the search base.
Up to 255 characters can be entered.

Example:cn=Users,dc=example,dc=com

Timeout Time

Select the time for the timeout time.

Authentication Type

Select an authentication type.

● NTLM

● Kerberos(V5)

● Kerberos/NTLM

Domain Name (Realm)

Enter a domain name (realm).
Up to 255 characters can be entered.

> **HINT**
>
> [Domain Name (Realm)] is displayed when the authentication type is [Kerberos(V5)] or [Kerberos/NTLM].

[Connection Test] button

Displays the [Active Directory Connection Test] window to test whether the Active Directory server can be connected.
For details about the [Active Directory Connection Test] window, refer to [Active Directory Connection Test] Window/[Active Directory connection] Window (page 104).

When the authentication mode is "Authentication server that requires a linkage via an Authentication API"

If meta data can be obtained from an Authentication API, set the following items.

[Set a current user name for a job from metadata] check box

Select this check box to use meta data that is obtained from an Authentication API for the name of a user running a job.
When this check box is selected, you can select [Metadata Field Name].

Metadata Field Name

Select a meta data field name that you want to use.
Up to 10 meta data field names obtained from an Authentication API are displayed.

[Save] button

>Saves the settings.

>> **ATTENTION**
>>
>> ● If the authentication method is changed, all of the job groups are deleted. Create job groups again.
>>
>> ● After changing the authentication method, restart the scanner.

[Active Directory Connection Test] Window/[Active Directory connection] Window

Connect to the Active Directory server.

Username

>Enter the user name to connect to the Active Directory server.
>Up to 256 characters can be entered.

Password

>Enter the password to connect to the Active Directory server.
>Up to 127 characters can be entered.
>Alphanumeric characters and symbols can be used.

[Connect] button

>Connects to the Active Directory server with the entered user name and password.

[Cancel] button

>Cancels the operation.

Job

[Job list] Window

Perform operations such as creating a new job, cloning an existing job, and editing a job.

[Create a new job] button

>Displays the [Create New Job] window in which you can create a new job.
>For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).
>Up to 1,000 jobs can be created.

Find

>Enter a part of a character string or a whole character string to narrow down the displayed items.
>Up to 256 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

Job name

Displays the names of the registered jobs.

Description

Displays the descriptions of the registered jobs.

Job Group

Displays the names of the job groups that are correlated to the registered jobs.
When there is no correlated job group, no job group name is displayed.
When multiple job groups are correlated to the job, each job group name is separated with a comma (,).
Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.
For details about the [Browse job groups] window, refer to [Browse job groups] Window (page 138).

Job Manage

The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.

- Edit
  Displays the [Edit Job] window in which you can edit the job.
  For details about the [Edit Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

- Clone
  Displays the [Create New Job] window in which you can clone an existing job.
  For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

- Delete
  Deletes a job.

[Create New Job] Window/[Edit Job] Window

Create a new job, clone an existing job, and edit a job.

This job is added to the following job group

Displays the name of the job group correlating to the registered job.
When no job group is correlated to the job, no job group name is displayed.
When multiple job groups are correlated to the job, each job group name is separated with a comma (,).
Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.
For details about the [Browse job groups] window, refer to [Browse job groups] Window (page 138).

> **HINT**
>
> [This job is added to the following job group] is displayed when you edit a job.

Job name

Enter a job name.

Up to 48 characters can be entered.

The following characters cannot be used:

% \ / * : ? " < > | Control characters from 0x00 to 0x1f

> **ATTENTION**
>
> If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the job name may not be displayed correctly on the touch screen of the scanner. Make sure that the entered job name is displayed correctly on the touch screen of the scanner.

Description

Enter a job description.

Up to 256 characters can be entered.

Job Button Color

Select a color for a job that you want to display on the touch screen of the scanner.

Common Settings

Click [Common Settings] to open or hide the items in the common settings.

Touch Screen Settings

[Continue scanning] check box

Select this check box to continue scanning after a scan.

[Display thumbnails] check box

Select this check box to display the thumbnail of the image on the touch screen of the scanner. When this check box is selected, you can select [Quality].

> **ATTENTION**
>
> Thumbnails of images that are yet to be processed are displayed.
> For example, even if you specify [Black & White] for the image mode, color images of thumbnails will still be displayed since color images were transferred as they are from the scanner.

> **HINT**
>
> The [Display thumbnails] check box becomes unavailable when [Front/Back Merging] is set in the profile for the PaperStream IP driver.

Quality

Select the quality of the thumbnails.

- Low

- Medium

- High

[Display the scan button] check box

Select this check box to display the scan button on the touch screen of the scanner.
When this check box is selected, the [Show the message] check box becomes available.

[Show the message] check box

Select this check box to display the message on the touch screen of the scanner.
When this is selected, enter a message in [Message].

Message

Enter a message that you want to display on the touch screen of the scanner.
Up to 100 characters can be entered.

> **ATTENTION**
>
> - If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the message may not be displayed correctly on the touch screen of the scanner.
>   Make sure that the entered message is displayed correctly on the touch screen of the scanner.
>
> - When a message is displayed on the touch screen of the scanner, spaces at the beginning of a character string that has been brought down are removed.

[Input meta data from a scanner] check box

Select this check box to display an input field on the touch screen of the scanner for entering a character string that is output to the index file.
When this check box is selected, specify [Field Name], and select or clear the [Input numerical characters only] check box and the [Show the message] check box.

Field Name

Enter a name of the input field displayed on the touch screen of the scanner for entering a character string that is output to the index file.
Up to 32 characters can be entered.
The following characters cannot be used:

< >

ATTENTION

- If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the field name may not be displayed correctly on the touch screen of the scanner.
  Make sure that the entered field name is displayed correctly on the touch screen of the scanner.

- Depending on the character type for the entered field name, a part of the field name may not be displayed on the touch screen of the scanner.
  Make sure that the entered field name is displayed correctly on the touch screen of the scanner.

HINT

A value entered in [Field Name] becomes a value for "item name" in the index file.
For details about the specifications of the index file, refer to Specifications of the Index File (page 179).

[Input numerical characters only] check box

Select this check box to only allow numerical characters to be entered on the touch screen of the scanner.

[Show the message] check box

Select this check box to display the message on the touch screen of the scanner.
When this is selected, enter a message in [Message].

Message

Enter a message that you want to display on the touch screen of the scanner.
Up to 100 characters can be entered.

ATTENTION

- If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the message may not be displayed correctly on the touch screen of the scanner.
  Make sure that the entered message is displayed correctly on the touch screen of the scanner.

- When a message is displayed on the touch screen of the scanner, spaces at the beginning of a character string that has been brought down are removed.

[Log out immediately after the job is complete] check box

Select this check box to log out immediately after the job is complete.

> **HINT**
>
> When the authentication method is [Job group code], [Username/Password], [NFC], or [Username/Password or NFC], the [Log out immediately after the job is complete] check box is available.

[Wait for file saving to complete] check box

Select this check box to display a status on the touch screen of the scanner that indicates that the scanner is waiting for the saving of files in the save destination to be complete.
When this check box is selected, the [Display the completion of the saved file] check box becomes available.

[Display the completion of the saved file] check box

Select this check box to display a notification on the touch screen of the scanner that indicates that the saving of files in the save destination is complete.

Scan Settings

Click [Scan Settings] to open or hide the items in the scan settings.

Profile Settings

Click [Profile Settings] to open or hide the items in the profile settings.

Scanner Driver Profile to Be Used

Select a PaperStream IP driver profile to be used.
You can select a PaperStream IP driver profile to be imported in the window that appears when you click the [Import] button.
The imported profile is displayed as one of the selection items for [Scanner Driver Profile to Be Used].
Among PaperStream IP driver profiles, you can only import a scanning profile (*.pav) that was backed up from the PaperStream IP driver.
For details about the procedure to back up a scanning profile (*.pav) from the PaperStream IP driver, refer to the Help for the PaperStream IP driver.

> **ATTENTION**
>
> Some of the functions that are set in a PaperStream IP driver profile do not operate with NX Manager.
> For details about the operation specifications of a PaperStream IP driver profile, refer to .

> **HINT**
>
> - When NX Manager is installed, the preset profiles of the PaperStream IP driver are automatically imported to NX Manager.
>   For details about the preset profiles of the PaperStream IP driver, refer to the Help for the PaperStream IP driver.

- Among the preset profiles of the PaperStream IP driver that are automatically imported to NX Manager, the [PaperStream IP Default] profile corresponds to [Current Setting] of the preset profile of the PaperStream IP driver.

- The preset profiles of the PaperStream IP driver that are automatically imported to NX Manage cannot be deleted.

- Even if a scanner is not connected, a PaperStream IP driver profile can be created by using PaperStream NX Manager Profile Creation Tool.
To start PaperStream NX Manager Profile Creation Tool, run "NmPSIPProfile.exe" stored in the following folder:

%ProgramFiles%\PaperStream IP\NmPSIPProfile folder

Example:

C:\Program Files\PaperStream IP\NmPSIPProfile folder

For details about how to use PaperStream NX Manager Profile Creation Tool, refer to the procedure described in the [PaperStream NX Manager Profile Creation Tool] window that is displayed.

- The selection items for [Scanner Driver Profile to Be Used] show the items managed in the [Profile List] window that is displayed by clicking [Profile] in the left menu in the NX Manager administrator window (on the web).
However, the preset profiles of the PaperStream IP driver that are automatically imported to NX Manager are not displayed in the [Profile List] window.
For details about the [Profile List] window, refer to [Profile List] Window (page 144).

You can change [Image Mode], [Resolution], [Paper Size], and [Sides] from among the items that have been set in your profile for the PaperStream IP driver.

Image Mode

The image mode can be changed. Select a value that you want to set.
When [Apply the profile settings] is selected, the current value is displayed on the right of the list.
If you do not change the value, select [Apply the profile settings].

ATTENTION

When the following profile is selected for [Scanner Driver Profile to Be Used], this item cannot be changed.

- A profile with [Multi Image Output] set for [Image Mode]

Resolution

The resolution can be changed. Select a value that you want to set.
When [Apply the profile settings] is selected, the current value is displayed on the right of the list.
If you do not change the value, select [Apply the profile settings].

> **ATTENTION**
>
> When the following profile is selected for [Scanner Driver Profile to Be Used], this item cannot be changed.
>
> ● A profile with [Multi Image Output] set for [Image Mode]

Paper Size

The paper size can be changed. Select a value that you want to set.
When [Apply the profile settings] is selected, the current value is displayed on the right of the list.
If you do not change the value, select [Apply the profile settings].
When you select [Custom], specify the following:

Unit

Select a unit for the paper size.
The maximum length and width values available for the selected unit are displayed on the right of the list.

Length

Enter a length for the paper size.

Width

Enter a width for the paper size.

Sides

The scanning side can be changed. Select a value that you want to set.
When [Apply the profile settings] is selected, the current value is displayed on the right of the list.
If you do not change the value, select [Apply the profile settings].

> **ATTENTION**
>
> When a profile with [On] set for [Front/Back Merging] is selected for [Scanner Driver Profile to Be Used], this item cannot be changed.

Separation

Document Separator

Select whether to divide documents, and how documents should be divided if documents are to be divided.
Dividing documents refers to saving documents of multiple sheets in different folders/files as divided with a blank page, a patch code, a barcode, or by a number of pages without interrupting the scanning operation.

> **HINT**
>
> By using [Document Counter] for [File Name] in [File Properties], a file name for each document that is divided can be changed.

- None
  Does not divide documents.
- Blank Page
  Divides documents with a blank page.

  [Remove separator] check box

  Select this check box to remove images of blank page documents that are used as separators.

  [Separate a document when both sides are blank] check box

  Select this check box to divide documents only when a document is blank on both sides.

- Number of images
  Divides documents by a number of pages.
  Enter a number of pages that documents should be divided by.
  Up to 4 characters can be entered.

- Patch Code
  Divides documents by patch code.

  Patch Code Type

  Select the check box of the patch code type that is to be used as a separator.

  [Remove separator] check box

  Select this check box to remove images of documents that have patch codes printed on them which are used as separators.

- Barcode
  Divides documents by barcode.
  For details about specifications of barcodes, refer to "".

  Barcode Type

  Select the check box of the barcode type that is to be used as a separator.

  Detection Area

  Select an area of a document where a barcode is detected (barcode detecting area).

    - Whole
      Sets the whole area of the document as the barcode detecting area.

    - Custom
      Sets the area which you specify as the barcode detecting area.

Unit

Select a unit for specifying the barcode detecting area.

- mm

- inch

Top

Specify a length from the top of a document to the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

Left

Specify a length from the left of a document to the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

Length

Specify the length of the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

Width

Specify the width of the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

ATTENTION

When specifying [Top], [Left], [Length], or [Width], pay attention of the following:

- When [mm] is specified for the unit, the specified value is rounded off to one decimal place and then set.

- When [inch] is specified for the unit, the specified value is rounded off to three decimal places and then set.

- "[Top] + [Length]" must be the length or width of the document (whichever is bigger) or less.

- "[Left] + [Width]" must be the length or width of the document (whichever is bigger) or less.

[Remove separator] check box

Select this check box to remove images of documents that have barcodes printed on them which are used as separators.

Save Destination Settings

Click [Save Destination Settings] to open or hide the items in the save destination settings.

Save Destination

Type

Select a save destination type to save images.

- Save to folder

- SharePoint

- SharePoint Online

- FTP/FTPS

- e-Mail

- Save destination that is linked by using a Connector API

> **HINT**
>
> For "Save destination that is linked by using a Connector API", the displayed name is a name obtained from the Connector API.

When [Save to folder], [SharePoint], [SharePoint Online], [FTP/FTPS], or "Save destination that is linked by using a Connector API" is selected as the type

Specify the following:

[Overwrite if the same file name already exists] check box

Select this check box to overwrite the existing file with the file if the same file name already exists.

> **ATTENTION**
>
> When the [Overwrite if the same file name already exists] check box is not selected, an error occurs if the same file name already exists.

When [SharePoint] or [SharePoint Online] is selected as the type

Specify the following:

Site URL

Enter a site URL for SharePoint Server or SharePoint Online.
Up to 256 characters can be entered.

Library

Enter a library for SharePoint Server or SharePoint Online.
Up to 255 characters can be entered.
Enter the display name that is displayed on SharePoint Server or SharePoint Online.
Library names in an alphanumeric format included in a URL for SharePoint Server or SharePoint Online cannot be entered.

114

Username

Enter the user name to connect to SharePoint Server or SharePoint Online.
Up to 256 characters can be entered.

Password

Enter the password to connect to SharePoint Server or SharePoint Online.
Up to 256 characters can be entered.

[Enable proxy] check box

Select this check box to enable proxy settings.
Configure the proxy server settings in [Network Settings] in the [Settings] window that is
displayed by clicking [Preferences] in the left menu in the NX Manager administrator
window (on the web).
For details about the [Settings] window, refer to [Settings] Window (page 154).

When [FTP/FTPS] is selected as the type

Specify the following:

Server

Enter the server name of the FTP/FTPS server.
Up to 255 characters can be entered.

Protocol

Select a protocol.

● FTP

● FTPS

Encryption

Select an encryption method.

● Explicit

● Implicit

> **HINT**
> [Encryption] can be selected when the protocol is [FTPS].

Port Number

Enter the port number of the FTP/FTPS server.
Up to 5 characters can be entered.
The default value of the port number is "21" when the protocol is [FTP].
The default value of the port number is "21" when the protocol is [FTPS] and the encryption
method is [Explicit].
The default value of the port number is "990" when the protocol is [FTPS] and the encryption
method is [Implicit].

115

[Use passive mode] check box

Select this check box to use the passive mode.

[Enable proxy] check box

Select this check box to enable proxy settings.
Configure the proxy server settings in [Network Settings] in the [Settings] window that is displayed by clicking [Preferences] in the left menu in the NX Manager administrator window (on the web).
For details about the [Settings] window, refer to [Settings] Window (page 154).

When [e-Mail] is selected as the type

Specify the following:

Recipient e-Mail Address

Enter a recipient e-mail address.
Multiple recipient e-mail addresses can be entered by separating each e-mail address with a line break.
Up to 255 characters can be entered for each e-mail address.

Sender e-Mail Address

Enter a sender e-mail address.
Enter an e-mail address that exists on the SMTP server for the sender e-mail address.
Up to 255 characters can be entered.

Subject

Enter an e-mail subject.
Up to 128 characters can be entered.

Character Encoding

Select a character encoding in e-mails.

- Automatic
- Unicode(UTF-8)

> **HINT**
> When [Automatic] is selected for [Character Encoding], character encoding for the message of an e-mail is automatically selected according to the system account language specified in the operating system.
> The following shows languages and corresponding character encodings.
>
> | Language | Character Encoding |
> | --- | --- |
> | Arabic | US-ASCII |
> | Italian | ISO-8859-1 |
> | Spanish | ISO-8859-1 |

Language	Character Encoding
German	ISO-8859-1
Turkish	ISO-8859-9
French	ISO-8859-1
Portuguese	ISO-8859-1
Russian	KOI8-R
English	US-ASCII
Korean	KS_C_5601-1987
Chinese (Simplified)	GB2312
Chinese (Traditional)	Big5
Japanese	ISO-2022-JP (JIS code)
Languages other than the ones listed above	US-ASCII

When "Save destination that is linked by using a Connector API" is selected as the type

ATTENTION

- The user application for Connector API is invoked just once even if [Multi Image Output] is set in the profile for PaperStream IP driver.

- When [Multi Image Output] is set in the profile for PaperStream IP driver, recreate the user application for Connector API so that multiple index files can be obtained.

Specify the following:

Parameters

Enter a parameter to establish a linkage by using the Connector API.
Up to 256 characters can be entered.
When entering the following argument, the corresponding value is passed to an application.

- %d
  Passes the full path, including the folder name in which the images are saved, to the application.
  If this argument is not entered, the value that is automatically added to the end of the file name of the user application for Connector API is passed to the application.

- %i
  Passes a full path including a index file name, to the application.
  For details about the specifications of the index file, refer to Specifications of the Index File (page 179).

117

Examples of the specified parameters and the values that are passed to the application are shown below.
In the examples below, "Application.exe" is used as the file name of the user application for Connector API. The actual file name is the file name of the user application for Connector API created by the user.

Example: When "%d" is specified for the parameter
The following value is passed to the application:

> Application.exe *<Folder name>*

Example: When "%i" is specified for the parameter
The following value is passed to the application:

> Application.exe *<Folder name> <Index file name>*

"%d" is automatically added to the end of the file name of the user application for Connector API.

Example: When "/s %i %d" is specified for the parameter
The following value is passed to the application:

> Application.exe */s <Index file name> <Folder name>*

You can specify more than one argument. You can specify any parameter created by the user, other than "%i" and "%d".
In the above example, "/s" is a parameter created by the user.
Specify "/s" for the parameter to pass the desired character string to the application.

Example: When "%d %i" is specified for the parameter and [Multi Image Output] is set in the profile for the PaperStream IP driver
The following value is passed to the application:

> Application.exe *<Folder name> <Index file name 1> <Index file name 2> <Index file name 3>*

In this example, file names are specified in order of output multiple images such as "Index file name 1" for the 1st, "Index file name 2" for the 2nd, and "Index file name 3" for the 3rd.

File Properties

> **HINT**
> When [Multi Image Output] is set in the profile for the PaperStream IP driver, [1st], [2nd], and [3rd] and their image types are displayed.

When [Save to folder], [SharePoint], [SharePoint Online], [FTP/FTPS], [e-Mail], or "Save destination that is linked by using a Connector API" is selected as the type

Specify the following:

File Format

Select a file format of the image file.

- PDF File(*.pdf)

- SinglePage PDF File(*.pdf)

- Tagged Image File Format(*.tif)

- MultiPage Tagged Image File Format(*.tif)

- JPEG File(*.jpg)

For details about the specifications of the image file, refer to Specifications of the Image File (page 184).

> **HINT**
>
> The selections differ depending on the image mode set in the profile for the PaperStream IP driver.
> When the image mode is [Black & White] or [Automatic Color Detection], [JPEG File(*.jpg)] does not appear.

File Name

Enter a name of the image file.
The following characters cannot be used:
.. % \ / * : ? " < > | Control characters from 0x00 to 0x1f
However, when [Save to folder] or "Save destination that is linked by using a Connector API" is selected as the type, \ can be used.

> **ATTENTION**
>
> - If the selected item with the [Name Rule] button contains a character that cannot be used as a file name, it will be replaced with "=".
>
> - When [SharePoint] or [SharePoint Online] is select as the type, if a file name contains characters (such as a tilde (~) or sharp (#)) that cannot be used in SharePoint, saving the images fails.
>   Characters that cannot be used in SharePoint vary depending on the version of the SharePoint.
>   For details, refer to the Microsoft website.

> **HINT**
>
> When [Save to folder] or "Save destination that is linked by using a Connector API" is selected as the type, \ can be used as a folder separator. If there is no folder, a folder is created.

\ cannot be used as a leading or trailing character.

[Name Rule] button

Select items to be used for the file name.
A selected item is displayed in < > in the input field for [File Name].

- Batch Index
  Adds the database-based ID of the batch used for scanning to the file name.

- Job name
  Adds the job name used for scanning to the file name.

- Scanner Name
  Adds the scanner name used for scanning to the file name.

- Username
  Adds the user name used for scanning to the file name.
  When the authentication method is [None], [Job group code], or [Scanner], "USER" is added to the file name.

- User Principal Name
  Adds the user principal name used for scanning to the file name.
  When the authentication method is [Username/Password] and the authentication mode is [Active Directory], the user principal name obtained from Active Directory is added to the file name.
  Otherwise, it is not added to the file name.

- Job Group Name
  Adds the job group name used for scanning to the file name.

- Job group code
  Adds the job group code used for scanning to the file name.
  When the authentication method is [Job group code], the job group code used for the job group is added to the file name.
  Otherwise, it is not added to the file name.

- Batch ID
  Adds the batch ID used for scanning to the file name.

- Date

  - MMddyyyy
    Adds the receiving date of the scanning finish notification to the file name in the date format "MMddyyyy".

  - ddMMyyyy
    Adds the receiving date of the scanning finish notification to the file name in the date format "ddMMyyyy".

  - yyyyMMdd
    Adds the receiving date of the scanning finish notification to the file name in the date format "yyyyMMdd".

- Time

Adds the receiving time of the scanning finish notification to the file name.

● Document Counter
Adds the document counter to the file name.
When this is selected, specify [Minimum digits] in the [Counter Options] window that is displayed when the [Counter Options] button is clicked.
For details about the [Counter Options] window, refer to

● Page Counter
Adds the page counter to the file name.
When this is selected, specify [Minimum digits] in the [Counter Options] window that is displayed when the [Counter Options] button is clicked.
For details about the [Counter Options] window, refer to

● Document Separator Value
Adds the document separator value to the file name.
When a barcode is used for separating documents, up to 128 characters for the barcode is added to the file name.
When a separator other than a barcode is used, a character string in the format of "SEPARATOR" + separator number (four digit number) is added to the file name.
A separator number (four digits number) starts from "0001" and increments by one for each separation.
A separator number is between "SEPARATOR0001" and "SEPARATOR1000".

● Multi-image Output Number
Adds a multi-image output number to the file name.
This becomes available when [Multi Image Output] is set in the profile for the PaperStream IP driver. The number "1" is added to the file name for the 1st, "2" for the 2nd, and "3" for the 3rd.
The fixed number "1" is added to the file name when [Multi Image Output] is not set in the profile for the PaperStream IP driver.

● Meta Data
Stores additional information as meta data. This information can be output in an index file or used for a file name.

- A character string entered on the touch screen of the scanner
Stores a character string that is entered by an operator on the touch screen of the scanner for a field name that was set in the [Create New Job] window/[Edit Job] window.
When you click the [Name Rule] button and select [Meta Data] → "A character string entered on the touch screen of the scanner", the character string is displayed in the following format in the input field for [File Name].
<Field: [Field name set in the [Create New Job] window/[Edit Job] window]>

Example: If a field name set in the [Create New Job] window/[Edit Job] window is "FAX Number"
<Field: FAX Number>

When an image is saved, this field name (which was set in the [Create New Job] window/[Edit Job] window) is replaced with a character string (which is entered by an operator on the touch screen of the scanner).
If a field name set in the [Create New Job] window/[Edit Job] window is "FAX Number" and "1234567890" is entered for "FAX Number" on the touch screen of the scanner, the file name becomes "1234567890".

> **HINT**
>
> For "A character string entered on the touch screen of the scanner", the displayed name is a field name set in the [Create New Job] window/[Edit Job] window.

- Information (properties) of the user authenticated via an Authentication API
  Stores a value for a meta data field name obtained from an Authentication API.
  A selected item is displayed in the following format in the input field for [File Name].
  <Field: [Meta data field name obtained from an Authentication API]>

  Example: If a meta data field name obtained from an Authentication API is "Employee number"
  <Field: Employee number>

  When an image is saved, the meta data field name is replaced with a value for a meta data field name obtained from an Authentication API.
  If a meta data field name obtained from an Authentication API is "Employee number" and the value is "123456", the file name becomes "123456".

> **HINT**
>
> - For "Information (properties) of the user authenticated via an Authentication API", the displayed name is a meta data field name obtained from an Authentication API.
> - Even if a group name is returned as a user name that was authenticated from an Authentication API and a group registered with an authentication server is correlated to a job group, you can use a user name for a file name by creating a user name in a meta data field.

> **HINT**
>
> [Meta Data] is displayed in the following cases:
> - When the [Input meta data from a scanner] check box is selected
> - When the authentication mode is "Authentication server that requires a linkage via an Authentication API" and when one or more meta data field names can be obtained from an Authentication API

[Counter Options] button

Displays the [Counter Options] window to set [Minimum digits] for [Document Counter] or [Page Counter].
For details about the [Counter Options] window, refer to [Counter Options] Window (page 128).

When [Save to folder] is selected as the type

Specify the following:

Destination folder name

Enter the folder name for the destination.
Up to 247 characters can be entered.

[Authentication required] check box

Select this check box when authentication is required in order to connect to the destination folder.
When this is selected, enter [Username] and [Password].

Username

Enter the user name to connect to the destination folder.
Up to 256 characters can be entered.

Password

Enter the password to connect to the destination folder.
Up to 256 characters can be entered.

[Apply the above to the authentication settings for all destination folders] check box

Select this check box to apply values specified in [Username] and [Password] for [1st] to [2nd] and [3rd].

> **HINT**
> The [Apply the above to the authentication settings for all destination folders] check box is displayed when [Multi Image Output] is set in the profile for the PaperStream IP driver.

When [FTP/FTPS] is selected as the type

Specify the following:

Destination folder path

Enter the folder name for the destination.
Up to 255 characters can be entered.

Username

Enter the user name to connect to the FTP/FTPS server.

Up to 256 characters can be entered.

Password

Enter the password to connect to the FTP/FTPS server.
Up to 256 characters can be entered.

[Apply the above to the authentication settings for all destination folders] check box

Select this check box to apply values specified in [Username] and [Password] for [1st] to
[2nd] and [3rd].

> **HINT**
>
> The [Apply the above to the authentication settings for all destination folders] check box
> is displayed when [Multi Image Output] is set in the profile for the PaperStream IP driver.

Index File

[Output] check box

Select this check box to output an index file.
For details about the specifications of the index file, refer to Specifications of the Index File
(page 179).
When this is selected, specify [File Name], and select or clear the [Overwrite if the same file
name already exists] check box.

File Name

Enter a name of the index file.
The following characters cannot be used:
.. % \ / * : ? " < > | Control characters from 0x00 to 0x1f
However, when [Save to folder] or "Save destination that is linked by using a Connector API"
is selected as the type, \ can be used.

> **ATTENTION**
>
> If the selected item with the [Name Rule] button contains a character that cannot be
> used as a file name, it will be replaced with "=".

> **HINT**
>
> When [Save to folder] or "Save destination that is linked by using a Connector API" is
> selected as the type, \ can be used as a folder separator. If there is no folder, a folder is
> created.
> \ cannot be used as a leading or trailing character.

[Name Rule] button

Select items to be used for the file name.
A selected item is displayed in < > in the input field for [File Name].

- Batch Index

  Adds the database-based ID of the batch used for scanning to the file name.

- Job name

  Adds the job name used for scanning to the file name.

- Scanner Name

  Adds the scanner name used for scanning to the file name.

- Username

  Adds the user name used for scanning to the file name.

  When the authentication method is [None], [Job group code], or [Scanner], "USER" is added to the file name.

- User Principal Name

  Adds the user principal name used for scanning to the file name.

  When the authentication method is [Username/Password] and the authentication mode is [Active Directory], the user principal name obtained from Active Directory is added to the file name.

  Otherwise, it is not added to the file name.

- Job Group Name

  Adds the job group name used for scanning to the file name.

- Job group code

  Adds the job group code used for scanning to the file name.

  When the authentication method is [Job group code], the job group code used for the job group is added to the file name.

  Otherwise, it is not added to the file name.

- Batch ID

  Adds the batch ID used for scanning to the file name.

- Date

  - MMddyyyy

    Adds the receiving date of the scanning finish notification to the file name in the date format "MMddyyyy".

  - ddMMyyyy

    Adds the receiving date of the scanning finish notification to the file name in the date format "ddMMyyyy".

  - yyyyMMdd

    Adds the receiving date of the scanning finish notification to the file name in the date format "yyyyMMdd".

- Time

  Adds the receiving time of the scanning finish notification to the file name.

- Document Separator Value

  Adds the document separator value to the file name.

  When a barcode is used for separating documents, up to 128 characters for the barcode is added to the file name.

When a separator other than a barcode is used, a character string in the format of
"SEPARATOR" + separator number (four digit number) is added to the file name.
A separator number (four digits number) starts from "0001" and increments by one for
each separation.
A separator number is between "SEPARATOR0001" and "SEPARATOR1000".

● Multi-image Output Number
Adds a multi-image output number to the file name.
This becomes available when [Multi Image Output] is set in the profile for the
PaperStream IP driver. The number "1" is added to the file name for the 1st, "2" for the
2nd, and "3" for the 3rd.
The fixed number "1" is added to the file name when [Multi Image Output] is not set in
the profile for the PaperStream IP driver.

● Meta Data
Stores additional information as meta data. This information can be output in an index
file or used for a file name.

- A character string entered on the touch screen of the scanner
Stores a character string that is entered by an operator on the touch screen of the
scanner for a field name that was set in the [Create New Job] window/[Edit Job]
window.
When you click the [Name Rule] button and select [Meta Data] → "A character string
entered on the touch screen of the scanner", the character string is displayed in the
following format in the input field for [File Name].
<Field: [Field name set in the [Create New Job] window/[Edit Job] window]>

Example: If a field name set in the [Create New Job] window/[Edit Job] window is "FAX
Number"
<Field: FAX Number>

When an image is saved, this field name (which was set in the [Create New Job]
window/[Edit Job] window) is replaced with a character string (which is entered by an
operator on the touch screen of the scanner).
If a field name set in the [Create New Job] window/[Edit Job] window is "FAX Number"
and "1234567890" is entered for "FAX Number" on the touch screen of the scanner, the
file name becomes "1234567890".

> **HINT**
>
> For "A character string entered on the touch screen of the scanner", the displayed
> name is a field name set in the [Create New Job] window/[Edit Job] window.

- Information (properties) of the user authenticated via an Authentication API
Stores a value for a meta data field name obtained from an Authentication API.
A selected item is displayed in the following format in the input field for [File Name].
<Field: [Meta data field name obtained from an Authentication API]>

> **Example:** If a meta data field name obtained from an Authentication API is "Employee number"
> <Field: Employee number>

When an image is saved, the meta data field name is replaced with a value for a meta data field name obtained from an Authentication API.
If a meta data field name obtained from an Authentication API is "Employee number" and the value is "123456", the file name becomes "123456".

HINT

- For "Information (properties) of the user authenticated via an Authentication API", the displayed name is a meta data field name obtained from an Authentication API.

- Even if a group name is returned as a user name that was authenticated from an Authentication API and a group registered with an authentication server is correlated to a job group, you can use a user name for a file name by creating a user name in a meta data field.

HINT

[Meta Data] is displayed in the following cases:

- When the [Input meta data from a scanner] check box is selected

- When the authentication mode is "Authentication server that requires a linkage via an Authentication API" and when one or more meta data field names can be obtained from an Authentication API

[Overwrite if the same file name already exists] check box

Select this check box to overwrite the existing file with the file if the same file name already exists.

ATTENTION

When the [Overwrite if the same file name already exists] check box is not selected, the operation is different for each type.
When the type is [Save to folder], the new content is appended if the same file name already exists.
When the type is [SharePoint], [SharePoint Online], or [FTP/FTPS], saving the file fails if the same file name already exists.

HINT

The [Overwrite if the same file name already exists] check box is displayed when the type is [Save to folder], [SharePoint], [SharePoint Online], or [FTP/FTPS].

[Save] button

Creates the job that you configured when you create a new job or clone an existing job.
Saves the settings when you edit a job.

[Cancel] button

Cancels the operation.

[Counter Options] Window

Specify the minimum digits for [Document Counter] or the minimum digits for [Page Counter] for a file name which is used in the name of an image file.

Document Counter

Minimum digits

Select the minimum digits of the document counter.

- 1
- 2
- 3
- 4

When you set [Separation] so that documents do not get divided, the document counter is set to "1" and the number of digits that you selected in [Minimum digits] is applied.

Example: When [Separation] is set so that documents do not get divided and [Minimum digits] is [4]
0001

When you set [Separation] so that documents get divided, the document counter starts with "1" and the number of digits that you selected in [Minimum digits] is applied.

Example: When [Separation] is set so that documents get divided and [Minimum digits] is [4]
0001, 0002, 0003, ...

Page Counter

Minimum digits

Select the minimum digits of the page counter.

- 1
- 2
- 3
- 4

The value starts with "1" in the number of digits selected in [Minimum digits] for each page.

Example: When [Minimum digits] is [4]
0001, 0002, 0003, ...

[OK] button

Saves the settings.

[Cancel] button

Cancels the operation.

Job Group

[Job Group List] Window

Perform operations such as creating a new job group, cloning an existing job group, and editing a job group.

[Create a new job group] button

Displays the [New Job Group (1/2)] window or the [New Job Group (1/3)] window in which you can create a new job group.
For details about the [New Job Group (1/2)] window or the [New Job Group (1/3)] window, refer to [New Job Group (1/2)] Window/[New Job Group (1/3)] Window (page 130).
Up to 100 job groups can be created.

Job Group Name

Displays the names of the registered job groups.

Description

Displays the descriptions of the registered job groups.

Job group code

Displays the job group code of the registered job group.

> **HINT**
> [Job group code] is displayed when the authentication method is [Job group code].

Manage

The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job group.

- Edit
  Displays the [Edit Job Group] window in which you can edit the job group.
  For details about the [Edit Job Group] window, refer to [Clone Job Group] Window/[Edit Job Group] Window (page 135).

- Clone
  Displays the [Clone Job Group] window in which you can clone an existing job group.
  For details about the [Clone Job Group] window, refer to [Clone Job Group] Window/[Edit Job Group] Window (page 135).

- Delete

Deletes a job group.

[New Job Group (1/2)] Window/[New Job Group (1/3)] Window

Enter a name, description, and a job group code for the job group.

Job Group

Enter a job group name.
Up to 32 characters can be entered.

> **ATTENTION**
> If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the job group name may not be displayed correctly on the touch screen of the scanner.
> Make sure that the entered job group name is properly displayed on the touch screen of the scanner.

Description

Enter a job group description.
Up to 256 characters can be entered.

Job group code

Enter a job group code for the job group.
Up to 8 characters can be entered.
Use characters that can be entered on the touch screen of the scanner.

> **HINT**
> [Job group code] is displayed when the authentication method is [Job group code].

[Cancel] button

Cancels the operation.

[Next] button

The [New Job Group (2/2)] window or the [New Job Group (2/3)] window appears.
For details about the [New Job Group (2/2)] window or the [New Job Group (2/3)] window, refer to [New Job Group (2/2)] Window/[New Job Group (2/3)] Window (page 130).

[New Job Group (2/2)] Window/[New Job Group (2/3)] Window

Add a job to the job group.

Job Group

Displays the job group name which was entered in the [New Job Group (1/2)] window or the [New Job Group (1/3)] window.

Description

Displays the description of the job group which was entered in the [New Job Group (1/2)] window or the [New Job Group (1/3)] window.

Job group code

Displays the job group code of the job group which was entered in the [New Job Group (1/2)] window.

> **HINT**
>
> [Job group code] is displayed when the authentication method is [Job group code].

Job list

Displays a list of jobs or levels to be added to the job group.

Add Job

Displays the window for adding a job to the job group.
For details about the window for adding a job to a job group, refer to Window for Adding a Job to a Job Group (page 139).

New Job

Displays the [Create New Job] window in which you can create a new job to be added to the job group.
For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

New Level

Displays the [Edit Level] window in which you can create a level to be added to the job group.
For details about the [Edit Level] window, refer to [Edit Level] Window (page 138).

Manage

The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.

- ⬆ (Move up)

  Moves the job or level up.

- ⬇ (Move down)

  Moves the job or level down.

- ⊖ (Delete from the list)

  Deletes the job or level from the list.

Job name

Displays the names of jobs or levels to be added to the job group.

When the level name is displayed, ▷ and ▽ are displayed.

131

Click ▷ to open the level.

Click ▽ to close the level.

Description

Displays the descriptions of jobs or levels to be added to the job group.

Job Manage

- ● The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.

  - Edit
    Displays the [Edit Job] window in which you can edit a job to be added to the job group.
    For details about the [Edit Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

  - Clone
    Displays the [Create New Job] window in which you can clone an existing job to be added to the job group.
    For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

- ● The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.

  - Add Job
    Displays the window for adding a job to the job group.
    For details about the window for adding a job to a job group, refer to Window for Adding a Job to a Job Group (page 139).

  - New Job
    Displays the [Create New Job] window in which you can create a new job to be added to the job group.
    For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

  - New Level, Edit, Clone
    Displays the [Edit Level] window in which you can create a new level, edit a level, and clone an existing level to be added to the job group.
    For details about the [Edit Level] window, refer to [Edit Level] Window (page 138).

[Cancel] button

Cancels the operation.

[Back] button

The [New Job Group (1/2)] window or the [New Job Group (1/3)] window appears.
For details about the [New Job Group (1/2)] window or the [New Job Group (1/3)] window, refer to [New Job Group (1/2)] Window/[New Job Group (1/3)] Window (page 130).

[Complete] button

The job group is created.

> **HINT**
>
> The [Complete] button is displayed when the authentication method is either [None] or [Job group code].

[Next] button

The [New Job Group (3/3)] window appears.
For details about the [New Job Group (3/3)] window, refer to [New Job Group (3/3)] Window (page 133).

> **HINT**
>
> The [Next] button is displayed when the authentication method is [Username/Password], [NFC], [Username/Password or NFC], or [Scanner].

[New Job Group (3/3)] Window

Add a user or scanner to the job group.

> **HINT**
>
> The [New Job Group (3/3)] window is displayed when the authentication method is [Username/Password], [NFC], [Username/Password or NFC], or [Scanner].

Job Group

Displays the job group name which was entered in the [New Job Group (1/2)] window or the [New Job Group (1/3)] window.

Description

Displays the description of the job group which was entered in the [New Job Group (1/2)] window or the [New Job Group (1/3)] window.

User List

Displays a list of users to be added to the job group.

> **HINT**
>
> [User List] is displayed when the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

Add

Displays the window for adding a user to the job group.
For details about the window for adding a user to a job group, refer to Window for Adding a User to a Job Group (page 140).

> **HINT**
>
> When the authentication mode is [Active Directory], the [Active Directory connection] window appears.
> For details about the [Active Directory connection] window, refer to [Active Directory Connection Test] Window/[Active Directory connection] Window (page 104).

Manage

To delete a user from the list, click ⊖ (Delete from the list) in the [Manage] column that appears when you place the mouse pointer over the row of the user.

Username

Displays the names of users to be added to the job group.

Scanner List

Displays a list of scanners to be added to the job group.

> **HINT**
>
> [Scanner List] is displayed when the authentication method is [Scanner].

Add

Displays the window for adding a scanner to the job group.
For details about the window for adding a scanner to a job group, refer to Window for Adding a Scanner to a Job Group (page 143).

Manage

To delete a scanner from the list, click ⊖ (Delete from the list) in the [Manage] column that appears when you place the mouse pointer over the row of the scanner.

Scanner Name

Displays the names of scanners to be added to the job group.

[Cancel] button

Cancels the operation.

[Back] button

The [New Job Group (2/2)] window or the [New Job Group (2/3)] window appears.
For details about the [New Job Group (2/2)] window or the [New Job Group (2/3)] window, refer to [New Job Group (2/2)] Window/[New Job Group (2/3)] Window (page 130).

[Complete] button

The job group is created.

[Clone Job Group] Window/[Edit Job Group] Window

Clone an existing job group, and edit a job group.

Job Group

Enter a job group name.
Up to 32 characters can be entered.

Description

Enter a job group description.
Up to 256 characters can be entered.

Job group code

Enter a job group code for the job group.
Up to 8 characters can be entered.
Use characters that can be entered on the touch screen of the scanner.

> **HINT**
>
> [Job group code] is displayed when the authentication method is [Job group code].

Job list

Displays a list of jobs or levels to be added to the job group.
Click [Job list] to open or hide the items in the job list.

Add Job

Displays the window for adding a job to the job group.
For details about the window for adding a job to a job group, refer to Window for Adding a Job to a Job Group (page 139).

New Job

Displays the [Create New Job] window in which you can create a new job to be added to the job group.
For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

New Level

Displays the [Edit Level] window in which you can create a level to be added to the job group.
For details about the [Edit Level] window, refer to [Edit Level] Window (page 138).

Manage

The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.

- ⬆ (Move up)

  Moves the job or level up.

135

- ⊕ (Move down)

    Moves the job or level down.

- ⊖ (Delete from the list)

    Deletes the job or level from the list.

Job name

Displays the names of jobs or levels to be added to the job group.

When the level name is displayed, ▷ and ▽ are displayed.

Click ▷ to open the level.

Click ▽ to close the level.

Description

Displays the descriptions of jobs or levels to be added to the job group.

Job Manage

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.

    - Edit
      Displays the [Edit Job] window in which you can edit a job to be added to the job group.
      For details about the [Edit Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

    - Clone
      Displays the [Create New Job] window in which you can clone an existing job to be added to the job group.
      For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.

    - Add Job
      Displays the window for adding a job to the job group.
      For details about the window for adding a job to a job group, refer to Window for Adding a Job to a Job Group (page 139).

    - New Job
      Displays the [Create New Job] window in which you can create a new job to be added to the job group.
      For details about the [Create New Job] window, refer to [Create New Job] Window/[Edit Job] Window (page 105).

    - New Level, Edit, Clone
      Displays the [Edit Level] window in which you can create a new level, edit a level, and clone an existing level to be added to the job group.
      For details about the [Edit Level] window, refer to [Edit Level] Window (page 138).

User List

Displays a list of users to be added to the job group.
Click [User List] to open or hide the items in the user list.

> **HINT**
>
> [User List] is displayed when the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

Add

Displays the window for adding a user to the job group.
For details about the window for adding a user to a job group, refer to Window for Adding a User to a Job Group (page 140).

> **HINT**
>
> When the authentication mode is [Active Directory], the [Active Directory connection] window appears.
> For details about the [Active Directory connection] window, refer to [Active Directory Connection Test] Window/[Active Directory connection] Window (page 104).

Manage

To delete a user from the list, click ⊖ (Delete from the list) in the [Manage] column that appears when you place the mouse pointer over the row of the user.

Username

Displays the names of users to be added to the job group.

Scanner List

Displays a list of scanners to be added to the job group.
Click [Scanner List] to open or hide the items in the scanner list.

> **HINT**
>
> [Scanner List] is displayed when the authentication method is [Scanner].

Add

Displays the window for adding a scanner to the job group.
For details about the window for adding a scanner to a job group, refer to Window for Adding a Scanner to a Job Group (page 143).

Manage

To delete a scanner from the list, click ⊖ (Delete from the list) in the [Manage] column that appears when you place the mouse pointer over the row of the scanner.

Scanner Name

Displays the names of scanners to be added to the job group.

[Cancel] button

Cancels the operation.

[Complete] button

Creates the job group when a job group is cloned.
Saves the settings when a job group is edited.

[Edit Level] Window

Create a new level, edit a level, and clone an existing level.

Level Name

Enter a level name.
Up to 48 characters can be entered.

Level Description

Enter a level description.
Up to 256 characters can be entered.

Level Button Color

Select a color for a level that you want to display on the touch screen of the scanner.

[OK] button

Creates the level when a level is created or cloned.
Saves the settings when a level is edited.

[Cancel] button

Cancels the operation.

[Browse job groups] Window

Check the settings of a job group.

Job Group Name

Displays the name of the registered job group.

Description

Displays the description of the registered job group.

Job group code

Displays the job group code of the registered job group.

> **HINT**
>
> [Job group code] is displayed when the authentication method is [Job group code].

Job list

Displays a list of jobs or levels added to the job group.

Job name

Displays the names of jobs or levels added to the job group.

Description

Displays the descriptions of jobs or levels added to the job group.

User List

Displays a list of users added to the job group.

> **HINT**
>
> [User List] is displayed when the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

Username

Displays the names of users added to the job group.

Scanner List

Displays a list of scanners added to the job group.

> **HINT**
>
> [Scanner List] is displayed when the authentication method is [Scanner].

Scanner Name

Displays the names of scanners added to the job group.

[OK] button

Closes the window.

Window for Adding a Job to a Job Group

Add a job to a job group.

Job Group

Displays the name of the job group to which a job is to be added.

Filtering characters

Enter a part of a character string or a whole character string to narrow down the displayed items.

Up to 256 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

Job name

Displays the names of the registered jobs.
Selecting the check box to the left of [Job name] changes the check boxes for all jobs selected.
Clearing the check box to the left of [Job name] changes the check boxes for all jobs cleared.
The jobs with their check boxes on the left selected are added to the job group.

Description

Displays the descriptions of the registered jobs.

Job Group Name

Displays the name of the job group correlating to the registered job.
When no job group is correlated to the job, no job group name is displayed.
When multiple job groups are correlated to the job, each job group name is separated with a comma (,).

[OK] button

Adds the job to the job group.

[Cancel] button

Cancels the operation.

Window for Adding a User to a Job Group

Add a user to a job group.

Job Group

Displays the name of the job group to which a user is to be added.

Search Base

Enter the search base.
Up to 255 characters can be entered.

Example:cn=Users,dc=example,dc=com

> **HINT**
> [Search Base] is displayed when the authentication mode is [Active Directory].

Find

Enter a part of a character string or a whole character string to narrow down the displayed items.
Up to 256 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

[Username] check box

Select this check box to filter the list by user names.

> **HINT**
>
> The [Username] check box is displayed when the authentication mode is [Active Directory].

[Group Name] check box

Select this check box to filter the list by group names.

> **HINT**
>
> The [Group Name] check box is displayed when the authentication mode is [Active Directory].

[User Principal Name] check box

Select this check box to filter the list by user principal names.

> **HINT**
>
> The [User Principal Name] check box is displayed when the authentication mode is [Active Directory] and the [Username] check box is selected.

[Last Name] check box

Select this check box to filter the list by last names.

> **HINT**
>
> The [Last Name] check box is displayed when the authentication mode is [Active Directory] and the [Username] check box is selected.

[First Name] check box

Select this check box to filter the list by first names.

> **HINT**
>
> The [First Name] check box is displayed when the authentication mode is [Active Directory] and the [Username] check box is selected.

[Common Name] check box

Select this check box to filter the list by common names.

> **HINT**
>
> The [Common Name] check box is displayed when the authentication mode is [Active Directory] and the [Username] check box is selected.

[Display Name] check box

Select this check box to filter the list by display names.

> **HINT**
>
> The [Display Name] check box is displayed when the authentication mode is [Active Directory] and the [Username] check box is selected.

Identifier Name

Displays the user names or group names registered on the authentication server.
A user principal name is displayed for a user name and a common name is displayed for a group name.
Selecting the check box to the left of [Identifier Name] changes the check boxes for all identifiers selected.
Clearing the check box to the left of [Identifier Name] changes the check boxes for all identifiers cleared.
The users with the check boxes to the left of identifiers selected are added to the job group.

> **HINT**
>
> - [Identifier Name] is displayed when the authentication mode is [Active Directory].
>
> - User accounts with no user principal names specified are not displayed.

Type

Displays the types of accounts registered on the authentication server.

> **HINT**
>
> [Type] is displayed when the authentication mode is [Active Directory].

Username

Displays the names of the users registered on the authentication server.
Selecting the check box to the left of [Username] changes the check boxes for all users selected.
Clearing the check box to the left of [Username] changes the check boxes for all users cleared.
The users with their check boxes on the left selected are added to the job group.

> **HINT**
>
> [Username] is displayed when the authentication mode is "Authentication server that requires a linkage via an Authentication API".

Job Group Name

Displays the name of the job group correlating to the user registered on the authentication server.

When there is no correlated job group, no job group name is displayed.
Each user can correlate with one job group.

[OK] button

Adds the user to the job group.

[Cancel] button

Cancels the operation.

Window for Adding a Scanner to a Job Group

Add a scanner to a job group.

Job Group

Displays the name of the job group to which a scanner is to be added.

Filtering characters

Enter a part of a character string or a whole character string to narrow down the displayed items.
Up to 256 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

Scanner Name

Displays the names of the scanners registered in NX Manager.
Selecting the check box to the left of [Scanner Name] changes the check boxes for all scanners selected.
Clearing the check box to the left of [Scanner Name] changes the check boxes for all scanners cleared.
The scanners with their check boxes on the left selected are added to the job group.

Job Group Name

Displays the name of the job group correlating to the registered scanner in NX Manager.
When there is no correlated job group, no job group name is displayed.
Each scanner can correlate with one job group.

[OK] button

Add a scanner to a job group.

[Cancel] button

Cancels the operation.

[User List] Window

Check and find a user.

Find

Enter a part of a character string or a whole character string to narrow down the displayed items.

Up to 256 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

Identifier Name

Displays the user names or group names registered on the authentication server.
A user principal name is displayed for a user name and a common name is displayed for a group name.

> **HINT**
>
> - [Identifier Name] is displayed when the authentication mode is [Active Directory].
> - User accounts with no user principal names specified are not displayed.

Type

Displays the types of accounts registered on the authentication server.

> **HINT**
>
> [Type] is displayed when the authentication mode is [Active Directory].

Username

Displays the names of the users registered on the authentication server.

> **HINT**
>
> [Username] is displayed when the authentication mode is "Authentication server that requires a linkage via an Authentication API".

Job Group

Displays the name of the job group correlating to the user registered on the authentication server.
When there is no correlated job group, no job group name is displayed.
Each user can correlate with one job group.
Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.
For details about the [Browse job groups] window, refer to [Browse job groups] Window (page 138).

[Profile List] Window

Perform operations such as checking, importing, or deleting a PaperStream IP driver profile.

[Import a profile] button

Imports a PaperStream IP driver profile.
Among PaperStream IP driver profiles, you can only import a scanning profile (*.pav) that was backed up from the PaperStream IP driver.

For details about the procedure to back up a scanning profile (*.pav) from the PaperStream IP driver, refer to the Help for the PaperStream IP driver.

> **ATTENTION**
>
> Some of the functions that are set in a PaperStream IP driver profile do not operate with NX Manager. For details about the operation specifications of a PaperStream IP driver profile, refer to Operation Specifications of a PaperStream IP Driver Profile (page 182).

> **HINT**
>
> Even if a scanner is not connected, a PaperStream IP driver profile can be created by using PaperStream NX Manager Profile Creation Tool.
> To start PaperStream NX Manager Profile Creation Tool, run "NmPSIPProfile.exe" stored in the following folder:
>
> | %ProgramFiles%\PaperStream IP\NmPSIPProfile folder |
>
> Example:
>
> | C:\Program Files\PaperStream IP\NmPSIPProfile folder |
>
> For details about how to use PaperStream NX Manager Profile Creation Tool, refer to the procedure described in the [PaperStream NX Manager Profile Creation Tool] window that is displayed.

Find

Enter a part of a character string or a whole character string to narrow down the displayed items.
Up to 256 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

ID

Displays the ID.

Profile Name

Displays the name of the imported PaperStream IP scanner driver profile.

Profile Manage

Delete a PaperStream IP driver profile by clicking [Delete] in the [Profile Manage] column that appears when you place the mouse pointer over the row of the PaperStream IP driver profile.

[Status] Window

Check the statuses.

Last update time

Displays the last date and time when the [Status] window was updated.

Updating every X second(s)

Displays that the statuses are updated every X second(s).
The value applied to X is the value selected in [Window Refresh Interval] in [Window Settings] in the [Settings] window that is displayed by clicking [Preferences] in the left menu in the NX Manager administrator window (on the web).
For details about the [Settings] window, refer to [Settings] Window (page 154).

[Update Now] button

Updates the [Status] window.

Batch Log

Displays the number of the following batches.

- The number of batches with the [Error] status
  Displays the number of batches with the [Error] status.
  Click the number to display the [Batch Log List] window.
  For details about the [Batch Log List] window, refer to [Batch Log List] Window (page 147).
  The following shows the descriptions of the displayed icons.

Icon	Description
✅ Normal	Displayed when there are no batches with the [Error] status.
⚠️ Error	Displayed when there are batches with the [Error] status.

- The number of remaining batches
  Displays the number of remaining batches.
  A remaining batch refers to a batch that is waiting to be processed on NX Manager.
  Click the number to display the [Batch Log List] window.
  For details about the [Batch Log List] window, refer to [Batch Log List] Window (page 147).
  The following shows the descriptions of the displayed icons.

Icon	Description
⤓ The number of batches that remain	Displayed when there are 0 to 30 batches waiting to be processed on NX Manager.

Icon	Description
↓ The number of batches that remain	Displayed when there are 31 batches or more waiting to be processed on NX Manager.

Event Log

Displays the number of event logs with [Error] for the event type.
Click the number to display the [Event Log List] window.
For details about the [Event Log List] window, refer to [Event Log List] Window (page 152).
The following shows the descriptions of the displayed icons.

Icon	Description
Normal	Displayed when there are no event logs with [Error] as the event type.
Error	Displayed when there are event logs with [Error] as the event type.

Batch Log

[Batch Log List] Window

Check the batch logs (scanning status).

Status showing how many batches are remaining

Displays the icon in accordance with the number of remaining batches.
A remaining batch refers to a batch that is waiting to be processed on NX Manager.
The following shows the descriptions of the displayed icons.

Icon	Description
✓	Displayed when there are 0 to 30 batches waiting to be processed on NX Manager.
⚠	Displayed when there are 31 batches or more waiting to be processed on NX Manager.

The number of batches that remain

Displays the number of remaining batches.

Last update time

Displays the last update date and time of the [Status] window that is displayed by clicking [Status] in the left menu in the NX Manager administrator window (on the web).

[Export] button

Exports batch logs to a file.

[Mark all errors as "Checked"] button

Changes all batches with the [Error] status to [Error (Checked)] status.

Date/Time

Enter the period that is used to select batch logs to be displayed.

Start date of the period

Enter the start date of the period that is used to select batch logs to be displayed.
Up to 100 characters can be entered.

Start time for the period

Enter the start time of the period that is used to select batch logs to be displayed.
Up to 100 characters can be entered.

End date of the period

Enter the end date of the period that is used to select batch logs to be displayed.
Up to 100 characters can be entered.

End time of the period

Enter the end time of the period that is used to select batch logs to be displayed.
Up to 100 characters can be entered.

Status

Select the status of the batch to be displayed.

Find

Enter a part of a character string or a whole character string to narrow down the displayed items.
Up to 1,024 characters can be entered.
Only [Scanner Name], [Username], [Job name], and [Description] are available for narrowing down the displayed items.

[Search] button

Displays the result of narrowing down the list.

Start Date/Time

Displays the date and time when the scan was started.
Click the displayed start date/time to display the [Batch Log Details] window, and check the details of the batch log.

For details about the [Batch Log Details] window, refer to [Batch Log Details] Window (page 150).

> **HINT**
> When the status of a batch is [Error], checking the details of the batch log in the [Batch Log Details] window and then closing the window changes the status to [Error (Checked)].

Scanner Name

Displays the name of the scanner which performed the scan.

Username

Displays the user name who performed the scan.

> **HINT**
> [Username] is displayed when the authentication method is [Username/Password], [NFC], or [Username/Password or NFC].

Job name

Displays the job name of the scan.

Status

Displays one of the following as the status of the batch.

- Error
  Failed to process or save the image transferred from the scanner.

- Accepting
  Accepting the image being transferred from the scanner.

- Waiting to process images
  Waiting to process the image that has been transferred from the scanner.

- Processing images
  Processing the image transferred from the scanner.

- Performing a QC
  Configuring the scan settings in Web Scan.

- Waiting to edit images
  Waiting to edit the image created from a document that is scanned with Web Scan.

- Editing images
  Editing the image created from a document that is scanned with Web Scan.

- Waiting to save a file
  The image transferred from the scanner has been processed and is waiting for file saving.

- Files are being saved
  The image transferred from the scanner and the index file are being saved to the save destination.

- Completed

The image transferred from the scanner and the index file have been saved and batch processing is completed.

- Cancel
  Scanning has been stopped/canceled.

- Error (Checked)
  Checked the batch with the [Error] status in the [Batch Log Details] window.

> **HINT**
>
> The ⚠Error icon is displayed when the status of a batch is [Error].

Description

Displays the description of the batch.

Batch Manage

When [Retry] is displayed, take appropriate actions according to Messages in Batch Logs Displayed in the NX Manager Administrator Window (on the Web) (page 160) and then click [Retry] to retry the batch.

> **HINT**
>
> [Retry] is displayed when the status of a batch is [Error].

[Batch Log Details] Window

Check details of the batch log.

Start Date/Time

Displays the date and time when the scan was started.

Last Modified

Displays the date and time when the batch was modified most recently.

Serial Number

Displays the serial number of the scanner which performed the scan.

Scanner Name

Displays the name of the scanner which performed the scan.

IP Address

Displays the IP address of the scanner which performed the scan.

Username

Displays the user name who performed the scan.

Job name

Displays the job name of the scan.

Retry

Displays whether the batch can be retried.

Batch ID

Displays the batch ID.

Status

Displays one of the following as the status of the batch.

- Error
  Failed to process or save the image transferred from the scanner.

- Accepting
  Accepting the image being transferred from the scanner.

- Waiting to process images
  Waiting to process the image that has been transferred from the scanner.

- Processing images
  Processing the image transferred from the scanner.

- Performing a QC
  Configuring the scan settings in Web Scan.

- Waiting to edit images
  Waiting to edit the image created from a document that is scanned with Web Scan.

- Editing images
  Editing the image created from a document that is scanned with Web Scan.

- Waiting to save a file
  The image transferred from the scanner has been processed and is waiting for file saving.

- Files are being saved
  The image transferred from the scanner and the index file are being saved to the save destination.

- Completed
  The image transferred from the scanner and the index file have been saved and batch processing is completed.

- Cancel
  Scanning has been stopped/canceled.

- Error (Checked)
  Checked the batch with the [Error] status in the [Batch Log Details] window.

Description

Displays the description of the batch.

[OK] button

Closes the window.

Event Log

[Event Log List] Window

Check event logs.

[Export] button

Outputs event logs to a file.

[Clear] button

Clears event logs.

[Mark all errors as "Checked"] button

All of the [Error] event logs become the [Error (Checked)] event logs.

Filter the list by type

Select each check box for event types that you want to filter logs by.

[Information] check box

Select this check box to filter by [Information] for the event type.

[Warning] check box

Select this check box to filter by [Warning] for the event type.

[Error] check box

Select this check box to filter by [Error] for the event type.

[Error (Checked)] check box

Select this check box to filter by [Error (Checked)] for the event type.

Find

Enter a part of a character string or a whole character string to narrow down the displayed items.
Up to 1,024 characters can be entered.
Only [Message] is available for narrowing down the displayed items.

[Search] button

Displays the result of narrowing down the list.

Event Date/Time

Displays the date/time when the event occurred.
Click the displayed event date/time to display the [Event Log Details] window, and check the details of the event log.
For details about the [Event Log Details] window, refer to [Event Log Details] Window (page 153).

Event Type

Displays the following event types.

- Information

- Warning

- Error

- Error (Checked)

Message

Displays the message of the event log.
For details about the message of the event log, refer to Messages in Event Logs Displayed in the NX
Manager Administrator Window (on the Web) (page 163).

[Event Log Details] Window

Check details of an event log.

Event Date/Time

Displays the date/time when the event occurred.

Source of the Event

Displays the source of the event.

IP Address

Displays the IP address of the scanner which performed the scan.

Scanner Model

Displays the name of the scanner model which performed the scan.

Serial Number

Displays the serial number of the scanner which performed the scan.

Username

Displays the user name who performed the scan.

Job name

Displays the job name of the scan.

Event Type

Displays the following event types.

- Information

- Warning

- Error

- Error (Checked)

[Error Details] button

Check details of the error.

> **HINT**
>
> The [Error Details] button is displayed when the event type is [Error].

Event Code

Displays the event code of the event log.

Message

Displays the message of the event log.
For details about the message of the event log, refer to Messages in Event Logs Displayed in the NX Manager Administrator Window (on the Web) (page 163).

[OK] button

Closes the window.

[Settings] Window

Configure settings in NX Manager.

Window Settings

Window Refresh Interval

Select an interval to update the [Status] window that is displayed by clicking [Status] in the left menu in the NX Manager administrator window (on the web).

SMTP Settings

Set SMTP for sending e-mails in the following cases:

● When sending an error notification by e-mail

● When sending batch status by e-mail

● When selecting [e-Mail] for [Save Destination] in the job settings

SMTP Server

Enter the server name of the SMTP server.
Up to 255 characters can be entered.

SMTP Server Port Number

Enter the port number of the SMTP server.
An integer between 1 to 65535 can be entered.

SSL

Select whether or not to use SSL for the communication with the SMTP server and select the SSL method.

● Off

● SSL on

● STARTTLS on

[Authentication required] check box

Select this check box when connecting to the SMTP server requires an authentication.
When this is selected, enter [Username] and [Password].

Username

Enter the user name to connect to the SMTP server.
Up to 256 characters can be entered.
Alphanumeric characters and symbols can be used.

Password

Enter the password to connect to the SMTP server.
Up to 256 characters can be entered.

e-Mail Saving Settings

Set this when selecting [e-Mail] for [Save Destination] in the job settings.

Attached File Size

Enter the total size of the image files that can be sent by e-mail.
An integer from 1 to 2147483647 can be entered.
One integer is equivalent to one MB.

Error Notification Settings

[Send error notifications] check box

Select this check box to send e-mail when an error occurs in the [Event Log List] window that is displayed by clicking [Event Log] in the left menu in the NX Manager administrator window (on the web).
For detailed information regarding e-mails, refer to "Specifications of an Error Notification e-Mail (page 187)".

Recipient e-Mail Address

Enter a recipient e-mail address.
Multiple recipient e-mail addresses can be entered by separating each e-mail address with a line break.
Up to 255 characters can be entered for each e-mail address.

Sender e-Mail Address

Enter a sender e-mail address.

Enter an e-mail address that exists on the SMTP server for the sender e-mail address.
Up to 255 characters can be entered.

Subject

Enter an e-mail subject.
Up to 128 characters can be entered.

Character Encoding

Select a character encoding in e-mails.

● Automatic

● Unicode(UTF-8)

> **HINT**
>
> When [Automatic] is selected for [Character Encoding], character encoding for the message of an e-mail is automatically selected according to the system account language specified in the operating system.
> Note that when performing an e-mailing test, character encoding for the message of an e-mail is automatically selected according to the language specified in the browser.
> The following shows languages and corresponding character encodings.
>
> | Language | Character Encoding |
> |---|---|
> | Arabic | US-ASCII |
> | Italian | ISO-8859-1 |
> | Spanish | ISO-8859-1 |
> | German | ISO-8859-1 |
> | Turkish | ISO-8859-9 |
> | French | ISO-8859-1 |
> | Portuguese | ISO-8859-1 |
> | Russian | KOI8-R |
> | English | US-ASCII |
> | Korean | KS_C_5601-1987 |
> | Chinese (Simplified) | GB2312 |
> | Chinese (Traditional) | Big5 |
> | Japanese | ISO-2022-JP (JIS code) |
> | Languages other than the ones listed above | US-ASCII |

[Test] button

> Tests if an e-mail can be sent.

Batch Log Notification Settings

[Send a batch log notification e-Mail] check box

Select this check box to send batch status by e-mail.
For detailed information regarding e-mails, refer to "Specifications of a Batch Log Notification e-Mail (page 188)".

[Notify for "Error" batch logs only] check box

> Select this check box to send a notification by e-mail when the batch status is displayed as [Error] or [Error (Checked)] in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).
> When this check box is cleared, a notification is sent by e-mail when the batch status is displayed as [Error], [Completed], or [Error (Checked)] in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).

Recipient e-Mail Address

> Enter a recipient e-mail address.
> Multiple recipient e-mail addresses can be entered by separating each e-mail address with a line break.
> Up to 255 characters can be entered for each e-mail address.

Sender e-Mail Address

> Enter a sender e-mail address.
> Enter an e-mail address that exists on the SMTP server for the sender e-mail address.
> Up to 255 characters can be entered.

Subject

> Enter an e-mail subject.
> Up to 128 characters can be entered.

Character Encoding

> Select a character encoding in e-mails.
>
> - Automatic
> - Unicode(UTF-8)

> **HINT**
> When [Automatic] is selected for [Character Encoding], character encoding for the message of an e-mail is automatically selected according to the system account language specified in the operating system.

Note that when performing an e-mailing test, character encoding for the message of an e-mail is automatically selected according to the language specified in the browser.
The following shows languages and corresponding character encodings.

Language	Character Encoding
Arabic	US-ASCII
Italian	ISO-8859-1
Spanish	ISO-8859-1
German	ISO-8859-1
Turkish	ISO-8859-9
French	ISO-8859-1
Portuguese	ISO-8859-1
Russian	KOI8-R
English	US-ASCII
Korean	KS_C_5601-1987
Chinese (Simplified)	GB2312
Chinese (Traditional)	Big5
Japanese	ISO-2022-JP (JIS code)
Languages other than the ones listed above	US-ASCII

[Test] button

Tests if an e-mail can be sent.

Network Settings

[Use proxy server] check box

Select this check box when you select [SharePoint], [SharePoint Online], or [FTP/FTPS] for [Save Destination] in the job settings and when these save destinations are necessary to be accessed via a proxy server.

Proxy Server

Enter the server name of the proxy server.
Up to 255 characters can be entered.

Proxy Server Port Number

Enter the port number of the proxy server.
An integer between 1 to 65535 can be entered.

Exceptions

Enter addresses that are exceptions which do not use the proxy server.

Multiple addresses can be entered by separating each address with a semi-colon (;).

Up to 255 characters can be entered for each address. Up to 2,064 characters in total can be entered.

Alphanumeric characters and symbols (- , _ , * , / , :) can be used.

[Authentication required] check box

Select this check box when connecting to the proxy server requires an authentication.

When this is selected, enter [Username] and [Password].

Username

Enter the user name to connect to the proxy server.

Up to 256 characters can be entered.

Alphanumeric characters and symbols can be used.

Password

Enter the password to connect to the proxy server.

Up to 256 characters can be entered.

[Save] button

Saves the settings.

[Information] Window

Check the version information.
Displays the following.

- Version of NX Manager

- Version of Connector API

- Version of Authentication API

- Copyright

Appendix

The appendix provides additional information.

Message List

This section shows lists of messages that appear while NX Manager is in use.

Messages in Batch Logs Displayed in the NX Manager Administrator Window (on the Web)

Messages are displayed in [Description] in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).

Message	Solution
Failed to authenticate the specified folder. Detail code: *<Details>* Folder path: *<FolderPath>*	Review the authentication settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to connect to the specified folder. The computer may not be connected to the network.	Check the network connection and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window.

Image processing failed. Detail code: *<Server error code>* (*<Image processing error code>*)
 	
Failed to edit the images. Detail code: *<Server error code>* (*<Image processing error code>*)
	• *<Server error code>*
	  - 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18
	    Check *<Image processing error code>* and take appropriate actions.
	  - 2, 9
	    Click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
	  If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
	• *<Image processing error code>*
	  - 101
	    Not enough memory available to complete this operation. Click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
	  - 102
	    Failed to write to the disk. Check the disk space and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.

Message	Solution
	- 103 Click [Retry] in the [Batch Manage] column in the [Batch Log List] window. - 111 Check that PaperStream IP (TWAIN x64) is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
Failed to save the image.	Review the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to SharePoint.	
Failed to save to SharePoint Online.	
Failed to save the image to the folder specified by the connector API.	
Failed to connect to the FTP/FTPS server.	
Failed to save to the FTP/FTPS server.	
Failed to save the image. Details: *<Details>*	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save the image. Details: The access permission has not been set for the specified user.	Review the image save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to add information to the index file. File name: *<FileName>* Details: *<Details>*	Review the index file in the save destination by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save the index file. Details: *<Details>*	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to SharePoint. Details: *<Details>*	
Failed to save to SharePoint. Details: The access permission has not been set for the specified user.	Review the image save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to SharePoint Online. Details: *<Details>*	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.

Message	Solution
Failed to save to SharePoint Online. Details: The access permission has not been set for the specified user.	Review the save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to connect to the FTP/FTPS server. Details: *<Details>*	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to the FTP/FTPS server. Details: *<Details>*	
Failed to save to the FTP/FTPS server. Details: The access permission has not been set for the specified user.	Review the save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to the FTP/FTPS server. Details: There is insufficient disk space in the FTP/FTPS server.	
Failed to send the e-Mail. Details: *<Details>*	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to send the e-Mail. Details: The file size (*<Attached File Size>* MB) has exceeded the limit (*<Maximum Size>* MB).	The size of a file attached to an e-mail has exceeded the value that is specified for [Attached File Size] in [e-Mail Saving Settings] in the [Settings] window. ● Scan documents again and delete unnecessary images to reduce the total file size. ● Review the job settings, reduce the file size, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
The connector API cannot be used because its version is not supported. Supported connector API version: *<Version>* or less	Modify the Connector API by referring to the message and use the [Edit Job] window to set it again.
Failed to load the connector configuration file.	
The destination folder setting for the Connector API is incorrect.	
Failed to authenticate the destination folder of the connector API.	
Failed to start the connector API.	
Failed to process images. Details: *<Details>*	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to edit the images. Details: *<Details>*	Review the Web Scan settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.

Message	Solution
Scanning was not completed. Details: The scanner may be turned off or the network connection may be disconnected during scanning.	Check the connection status of the scanner and perform a scan again.

Messages in Event Logs Displayed in the NX Manager Administrator Window (on the Web)

Messages are displayed in [Message] in the [Event Log List] window that is displayed by clicking [Event Log] in the left menu in the NX Manager administrator window (on the web).

Event Code	Message	Solution
6B022018	Could not proceed with the user authentication because connecting to Active Directory failed. Details: The search base in the Active Directory settings is wrong.	Refer to the details and check if the settings for Active Directory is correct.
6B022019	Could not proceed with the user authentication because connecting to Active Directory failed. Details: Search has timed out.	
6B022020	Could not proceed with the user authentication because connecting to Active Directory failed. Details: Cannot connect to the Active Directory server. The address of the Active Directory is wrong, or the Active Directory server is not accessible.	
6B022021	Could not proceed with the user authentication because connecting to Active Directory failed. Details: The user name or password is wrong, or the search base in the Active Directory settings is wrong.	
6B022022	Could not proceed with the user authentication because connecting to Active Directory failed. Details: The Active Directory server access failed. Check the Active Directory settings and the environment, and fix them.	
6B032025	Failed to authenticate the specified folder. Detail code: *<Details>* Folder path: *<Details>*	Review the authentication settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.

Event Code	Message	Solution
6B032036	The network connection has not been established.	Check the connection status with the SMTP server.
6B032037	A mail template has not been set.	Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
6B032057	Failed to wait for file saving to complete. Scanner name: *<ScannerName>*	Check that the scanner is connected to the network.
6B032060	Failed to delete the folder. Folder name:*<FolderName>*	Delete *<FolderName>* manually.
6B032134	A barcode has not been detected because the selected barcode is unsupported. Save the Job again. Job name: *<JobName>*	Edit *<JobName>* to select the type of barcode that is supported and save the job.
7B023025	Could not proceed with the user authentication because loading the authentication API failed. File name: *<FileName>*	Modify the Authentication API and use the [Authentication] window to set it again.
7B023026	Could not proceed with the user authentication because obtaining the user information from the authentication API failed. File name: *<FileName>* Details: *<Error message that is set with the Authentication API>*	
7B023027	Could not proceed with the user authentication because obtaining the user information from the authentication API failed. File name: *<FileName>* Details: Set the user name within 256 characters.	
7B023028	Could not proceed with the user authentication because obtaining the authentication API version failed. File name: *<FileName>* Details: *<Details>*	

Event Code	Message	Solution
7B023029	Could not proceed with the user authentication because the authentication API version is not supported. Supported authentication API version: *<NXManager Authentication API version>* or less File name: *<FileName>* Version: *<Authentication API version>*	
7B023030	Could not notify the scanner about the parameter of the smart card reader because the authentication API version is not supported. File name: *<FileName>*	
7B023031	Could not notify the scanner about the parameter used for scanning the smart card because obtaining the parameter for scanning with the authentication API failed. File name: *<FileName>* Details: *<Error message that is set with the Authentication API>*	
7B023032	Could not notify the scanner about the parameter used for scanning the smart card because obtaining the parameter for scanning with the authentication API failed. File name: *<FileName>* Details: The parameter used for scanning the smart card exceeds the maximum allowed.	
7B023033	Could not notify the scanner about the parameter used for scanning the smart card because obtaining the authentication API version failed. File name: *<FileName>* Details: *<Details>*	
7B023034	Could not notify the scanner about the parameter of the smart card reader because the authentication API version is not supported. Supported authentication API version: *<NXManager Authentication API version>* or less File name: *<FileName>* Version: *<Authentication API version>*	

Event Code	Message	Solution
7B023035	Could not proceed with the user authentication because connecting to Active Directory failed. Details: Could not proceed with the user authentication because an error occurred during Active Directory authentication.	Refer to the details and check if the settings for Active Directory is correct.
7B033001 7B053001	The service stopped. Service name: *<ServiceName>* Details: *<Details>*	Restart the service "*<ServiceName>*".
7B033008	Failed to load the configuration file. The file does not exist. File name: *<FileName>* Details: *<Details>*	Check the setting value for *<FileName>*.
7B033009	Failed to load the configuration file. The file format is incorrect. File name: *<FileName>* Details: *<Details>*	
7B033010	Failed to obtain the version of the authentication API. Details: *<Details>*	Modify the Authentication API and use the [Authentication] window to set it again.
7B023011	Unsupported authentication API. File name: *<FileName>*	
7B023012	Failed to obtain parameters for scanning in the authentication API. Details: *<Details>*	
7B023013	Could not proceed with the user authentication because connecting to Active Directory failed. Details: *<Details>*	Check if the settings for Active Directory is correct.
7B023014	Failed to connect to the authentication API. Details: *<Details>*	Modify the Authentication API and use the [Authentication] window to set it again.
7B023015	Failed to load the configuration file. The file does not exist. File name: *<FileName>* Details: *<Details>*	Check the setting value for *<FileName>*.
7B023016	Failed to load the configuration file. The file format is incorrect. File name: *<FileName>* Details: *<Details>*	
7B053017	Event notification could not be sent. Details: *<Details>*	Check if the URL for an event notification that is set in the REST API is correct.
7B023018	Failed to import the authentication API. File name: *<FileName>* Details: *<Details>*	Check the following: • The Authentication API exists. • The Authentication API is not damaged.

Event Code	Message	Solution
7B033019	The network connection has not been established.	Check the connection status with the SMTP server.
7B033021	Failed to send an error notification e-Mail. *<Details>*	Check the communication status with the SMTP server and the settings for sending e-mails, and then restart the service "NxManagerImageSchedule".
7B033022	Failed to send a batch log notification e-Mail. *<Details>*	If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B033023	Failed to set preset profile.	Perform the following: ● Restart the service "NxManagerImageSchedule". ● Check that PaperStream IP (TWAIN x64) is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B033100	An internal error occurred. Details: *<Details>*	Restart the service "NxManagerImageProcess". If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B033101		Restart the service "NxManagerImageRelease". If the problem persists, contact the distributor/dealer where you purchased this

Event Code	Message	Solution
		product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B033102		Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B023103 7B023104 7B023105 7B023106 7B023107 7B023108 7B023109 7B023110 7B023111		Restart the computer in which NX Manager is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B043112		Check that PaperStream IP (TWAIN x64) is installed.
7B043113 7B043114 7B043115 7B043116 7B043117 7B043118 7B043119 7B043120		Restart the computer in which NX Manager is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

Event Code	Message	Solution
7B043121		
7B043122		
7B043123		
7B043124		
7B043125		
7B043126		
7B043127		
7B043128		
7B043129		
7B043130		
7B043131		
7B043132		
7B043133		
7B053134		Restart the service "NxManagerWebhooks".

Messages from Commands for Backing up and Restoring the Data Related to NX Manager

Messages are displayed in the command prompt on the computer where a command to back up or restore the data related to NX Manager is executed.
There are two types of messages shown below:

● Information

● Error

● **Information**

Code	Message	Solution
0B062001	Start backup.	No action required.
0B062002	Exit backup.	
0B063001	Start restoration.	
0B063002	Exit restoration.	

● **Error**

Code	Message	Solution
7B062001	PaperStream NX Manager is not installed.	PaperStream NX Manager is not installed.

Code	Message	Solution
		Try again using a computer on which PaperStream NX Manager has been correctly installed.
7B062002	The specified backup file is incorrect.	The backup file name is not specified in the parameter for the backup command. Specify the backup file name and try again.
7B062003	The backup file already exists.	A backup file with the same name already exists. Delete the backup file that already exists or change the backup file name, and try again.
7B062004	The specified backup file is incorrect.	This error message is displayed in the following cases. After checking the error, run the command again. ● You have no write permissions for the backup file specified in the parameter for the backup command. ● The specified backup file already exists as a file. ● The backup file full path is longer than 128 bytes.
7B062005	Backup failed.	If this message appears with an auxiliary code "7B069012", free disk space may be insufficient. Ensure that there is enough free disk space available, and try again. If this message appears without an auxiliary code, the contents of the problem are shown in the following format. . . . *Problem details* . . . When the .NET Framework language pack is not installed, the details of the problem are displayed in English. If this message appears frequently with an auxiliary code other than those mentioned above, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the

Code	Message	Solution
		contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B062006	Backup or restoration is already running.	Try again, after finishing the backup or restoration.
7B062007	The specified option is invalid.	The same option is specified more than once. Avoid specifying the same option more than once and try again.
7B062008	The version of the backup file is not supported for restoration.	The specified backup file is not supported by the current version of NX Manager. Specify the backup file of the correct version and try again.
7B062009	Log on as a user with Administrator privileges.	You do not have Administrator privileges. Try again as a user with Administrator privileges for a computer.
7B063001	PaperStream NX Manager is not installed.	PaperStream NX Manager is not installed. Try again using a computer on which PaperStream NX Manager has been correctly installed.
7B063002	The specified backup file is incorrect.	The backup file name is not specified in the parameter for the restore command. Specify the backup file name and try again.
7B063003	The backup file does not exist.	Specify the backup file name that you specified in the backup command and try again. Or, check the read permission for the specified backup file.
7B063004	Restoration failed.	If this message appears with an auxiliary code "7B069013", free disk space may be insufficient. Ensure that there is enough free disk space available, and try again. If this message appears with an auxiliary code "7B069010", a file in the restoration folder may be in use. Check that the file is not in use, and try again. If this message appears without an auxiliary code, the contents of the problem are shown in the following format. . . .

Code	Message	Solution
		Problem details . . . When the .NET Framework language pack is not installed, the details of the problem are displayed in English. If this message appears frequently with an auxiliary code other than those mentioned above, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B063005	Backup or restoration is already running.	Try again, after finishing the backup or restoration.
7B063006	Port number (XXXX) is already in use.	Port number (XXXX) is already in use by another application. Change the settings of the application using XXXX, and try restoring again.
7B063007	The specified option is invalid.	The same option is specified more than once. Avoid specifying the same option more than once and try again.
7B063008	The specified backup file is incorrect.	This error message is displayed in the following cases. After checking the error, run the command again. ● You have no write permissions for the backup file specified in the parameter for the backup command. ● The specified backup file already exists as a file. ● The backup file full path is longer than 128 bytes.
7B063009	Log on as a user with Administrator privileges.	You do not have Administrator privileges. Try again as a user with Administrator privileges for a computer.

Messages from Commands for Backing up and Restoring the Data Related to NX Manager Database

Messages are displayed in the command prompt on the computer where a command to back up or restore the data related to NX Manager Database is executed.
There are two types of messages shown below:

● Information

● Error

● **Information**

Code	Message	Solution
0B062001	Start backup.	No action required.
0B062002	Exit backup.	
0B063001	Start restoration.	
0B063002	Exit restoration.	

● **Error**

Code	Message	Solution
7B060001	PaperStream NX Manager Database is not installed.	PaperStream NX Manager Database is not installed. Try again using a computer on which PaperStream NX Manager Database has been correctly installed.
7B060002	The specified option is invalid.	The backup file name is not specified in the parameter for the backup command. Specify the backup file name and try again.
7B060003	The backup file already exists.	A backup file with the same name already exists. Delete the backup file that already exists or change the backup file name, and try again.
7B060004	The specified backup file is incorrect.	This error message is displayed in the following cases. After checking the error, run the command again. ● You have no write permissions for the backup file specified in the parameter for the backup command.

173

Code	Message	Solution
		● The backup file full path is longer than 128 bytes.
7B060005	Backup failed.	If this message appears with an auxiliary code "7B069012", free disk space may be insufficient. Ensure that there is enough free disk space available, and try again. If this message appears without an auxiliary code, the contents of the problem are shown in the following format. . . . *Problem details* . . . When the .NET Framework language pack is not installed, the details of the problem are displayed in English. If this message appears frequently with an auxiliary code other than those mentioned above, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B060006	Backup or restoration is already running.	Try again, after finishing the backup or restoration.
7B060007	The specified option is invalid.	Refer to Backing Up the Data Related to NX Manager Database (page 94) to check the option that you specified and try again.
7B060009	Log on as a user with Administrator privileges.	You do not have Administrator privileges. Try again as a user with Administrator privileges for a computer.
7B061001	PaperStream NX Manager Database is not installed.	PaperStream NX Manager Database is not installed. Try again using a computer on which PaperStream NX Manager Database has been correctly installed.
7B061002	The specified option is invalid.	The backup file name is not specified in the parameter for the restore command.

Code	Message	Solution
		Specify the backup file name and try again.
7B061003	The backup file does not exist.	Specify the backup file name that you specified in the backup command and try again. Or, check the read permission for the specified backup file.
7B061004	The specified backup file is incorrect.	The backup file full path is longer than 128 bytes. Check the length of the path and try again.
7B061005	Restoration failed.	If this message appears with an auxiliary code "7B069013", free disk space may be insufficient. Ensure that there is enough free disk space available, and try again. If this message appears without an auxiliary code, the contents of the problem are shown in the following format. . . . *Problem details* . . . When the .NET Framework language pack is not installed, the details of the problem are displayed in English. If this message appears frequently with an auxiliary code other than those mentioned above, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
7B061006	Backup or restoration is already running.	Try again, after finishing the backup or restoration.
7B061007	The specified option is invalid.	Refer to Restoring the Data Related to NX Manager Database (page 95) to check the option that you specified and try again.
7B061008	The version of the backup file is not supported for restoration.	The backup file cannot be restored because the version that you specified is later than the PaperStream NX Manager Database version that is installed.

Code	Message	Solution
		Check the version of PaperStream NX Manager Database that is installed, and try again.
7B061009	Log on as a user with Administrator privileges.	You do not have Administrator privileges. Try again as a user with Administrator privileges for a computer.

Messages in Event Logs for Windows Server

Messages are displayed in the event log list for Windows Server.

● Log type: Application

● Event source: PaperStream NX Manager

Event code	Message	Solution
11001	The service started normally. Service name: *<ServiceName>*	No action required.
11002	The service stopped normally. Service name: *<ServiceName>*	
12037	A mail template has not been set.	Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
13003	Failed to access the database. Details: *<Details>*	Check the operational status of the database.
13007	The service stopped. Service name: *<ServiceName>* Details: *<Details>*	Restart the service "*<ServiceName>*".
13008	Failed to load the configuration file. The file does not exist. File name: *<FileName>* Details: *<Details>*	Check the setting value for *<FileName>*.
13009	Failed to load the configuration file. The file format is incorrect. File name: *<FileName>* Details: *<Details>*	
13017	Event notification could not be sent. Details: *<Details>*	Check if the URL for an event notification that is set in the REST API is correct.

Event code	Message	Solution
13100	An internal error occurred. Details: *<Details>*	Restart the service "NxManagerImageProcess". If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
13101		Restart the service "NxManagerImageRelease". If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
13102		Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
13103		Restart the computer in which NX Manager is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
13104		
13105		
13106		
13107		
13108		
13109		
13110		
13111		

Event code	Message	Solution
13112		Check that PaperStream IP (TWAIN x64) is installed.
13113		Restart the computer in which NX Manager is installed.
13114		If the problem persists, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
13115		
13116		
13117		
13118		
13119		
13120		
13121		
13122		
13123		
13124		
13125		
13126		
13127		
13128		
13129		
13130		
13131		
13132		
13133		
13134	An internal error occurred. Details: *<Details>*	Restart the service "NxManagerWebhooks".

Specifications of Jobs/Job Groups

Item	Specification
The number of levels that can be created in one job group	1 to 4
The number of jobs that can be set in one level in a job group	Up to 20
The total number of jobs that can be set in one job group	1 to 1,000
The number of users that can be added to one job group	1 to 3,000 (for all job groups in total)

Item	Specification
The number of scanners that can be added to one job group	Up to 1,000 (for all job groups in total)
The number of job groups that can be added to one user	1 (Each user can correlate with one job group)
The number of job groups that can be added to one scanner	1 (Each scanner can correlate with one job group)
The number of job groups that can be created	Up to 100
The number of jobs that can be created	Up to 1,000

Specifications of the Index File

- **File format**

  XML

- **Character code**

  UTF-8

- **Output unit for files**

  Per batch

> **HINT**
>
> - When [Multi Image Output] is set in the profile for the PaperStream IP driver, index files are separately output for the 1st, 2nd, and 3rd images.
>   If the same name is specified for the 1st, 2nd, and 3rd index files, the index files are merged in this order and output as one file.
> - If a version earlier than 1.4.0 is obtained by the user application for Connector API, the 1st, 2nd, and 3rd index files are merged in this order and output as one file.

- **Output Items**

Item	Description	XML Item Name
Separator No.	Document stack number	Separator No.
Total number of pages in the document	Total number of pages in the document stack	Total pages in current document
Page number in the document	Page number in the document stack	Page Number in Document
Page number	Page number that is counted from the first page	Page number

Item	Description	XML Item Name
Actual page number	Page number that includes the pages skipped due to the blank page skip or removal of the job separators	Actual page number
Date and time	Date and time when the scan was started	Date&Time
Username	Name of the user who performed the scan (*1)	User name
User principal name	User principal name when the scan was performed (*2)	User Principal Name(Active Directory)
File name (full path)	File name (full path) of the image file (*3)	Full Path
File name	File name of the image file	File name
Folder name	Name of the destination folder where the image file is saved (*3)	Folder name
Scanner model name	Model name of the scanner that is used for scanning	Scanner name
Resolution	Resolution of the image (Unit: DPI)	Resolution
Width	Width of the image (Unit: pixels)	Width
Height	Height of the image (Unit: pixels)	Height
Bit depth	Bit depth of the image	Bit depth
Scanning side	Scanning side of the image (front/back)	Output side
Job group name	Name of a job group that a job (that is used for scanning) is correlated to	Job group name
Job group code	Job group code that a job (that is used for scanning) is correlated to	Job group code
Job name	Name of the job that is used for scanning	Job name
Scanner name (device name)	Name of the scanner that is used for scanning	Scanner device name
Barcode	Value for a barcode when documents are separated by barcodes	Barcode(Separator)
	Type of barcode when documents are separated by barcodes	Barcode Type(Separator)
Meta data	Character string that is entered by an operator on the touch screen of the scanner for a field name that was set in the [Create New Job] window/[Edit Job] window (*5)	Character string that is entered in [Field Name] in the [Create New Job] window/[Edit Job] window (Scanner Entry)

Item	Description	XML Item Name
	Value for a meta data field name obtained from an Authentication API (*6)	Meta data field name obtained from an Authentication API (Authentication API)

*1:Output only when one of the following authentication methods is used.

- Username/Password

- NFC

- Username/Password or NFC

*2:Output only when the authentication method is [Username/Password] and the authentication mode is [Active Directory].

*3:Output only when one of the following save destinations is used.

- Save to folder

- Save destination that uses the Connector API

*4:Output only when the authentication method is [Job group code].

*5:Output only when the [Input meta data from a scanner] check box is selected in the [Create New Job] window/[Edit Job] window.

*6:Output only when the authentication mode is "Authentication server that requires a linkage via an Authentication API" and when one or more meta data field names can be obtained from an Authentication API.
If multiple meta data fields are obtained from an Authentication API, all the fields are output.
For details, refer to .

- **Output example**

```xml
<?xml version="1.0" encoding="UTF-8"?>
<root>
<page>
<item name="Separator No." value="Separator No." />
<item name="Total pages in current document" value="Total number of pages in the document stack" />
<item name="Page Number in Document" value="Page number in the document stack" />
<item name="Page number" value="Page number" />
<item name="Actual page number" value="Actual page number" />
<item name="Date&Time" value="Date and time" />
<item name="User name" value="User name" />
<item name="User Principal Name(Active Directory)" value="User principal name" />
<item name="Full Path" value="File name (full path)" />
<item name="File name" value="File name" />
<item name="Folder name" value="Folder name" />
<item name="Scanner name" value="Scanner model name" />
<item name="Resolution" value="Resolution" />
<item name="Width" value="Width" />
```

```
<item name="Height" value="Height" />
<item name="Bit depth" value="Bit depth" />
<item name="Output side" value="Scanning side" />
<item name="Job group name" value="Job group name" />
<item name="Job group code" value="Job group code" />
<item name="Job name" value="Job name" />
<item name="Scanner device name" value="Scanner name (device name)" />
<item name="Barcode(Separator)" value="Value for a barcode when documents are separated by barcodes" />
<item name="Barcode Type(Separator)" value="Type of barcode when documents are separated by
barcodes" />
<item name="Character string that is entered in [Field Name] in the [Create New Job] window/[Edit Job]
window (Scanner Entry)" value="Character string that is entered by an operator on the touch screen of the
scanner for a field name that was set in the [Create New Job] window/[Edit Job] window" />(*1)
<item name="Meta data field name obtained from an Authentication API (Authentication API)" value="Value
for a meta data field name obtained from an Authentication API" />(*2)
</page>
.
.
</root>
```

*1: If a field name set in the [Create New Job] window/[Edit Job] window is "FAX Number" and "1234567890" is
entered for "FAX Number" on the touch screen of the scanner, the output is as follows:
<item name="FAX Number (Scanner Entry)" value="1234567890" />

*2: If a meta data field name obtained from an Authentication API is "Employee number" and the value is
"123456", the output is as follows:
<item name="Employee number (Authentication API)" value="123456" />
If multiple meta data fields are obtained from an Authentication API, the output is as follows:
<item name="Employee number (Authentication API)" value="123456" />
<item name="Department code (Authentication API)" value="7890" />
<item name="E-mail address (Authentication API)" value="abc@def.com" />

- Page-based information is delimited by the "page" element. Each item information in the page is delimited by the "item" element. The "name" attribute of the "item" element contains the XML item name of the corresponding item. The "value" attribute is the value of the corresponding item.

- The following characters are output as entity references: "<", ">", "&", """.

Operation Specifications of a PaperStream IP Driver Profile

This section explains about the operation specifications of functions which have been set in a profile of PaperStream IP driver.
Out of the functions that are set in a PaperStream IP driver profile, some of them are not supported by NX Manager. The functions that are not supported are shown in the table. Except for the functions shown in the table, all other functions are supported.
In the following table, hyphens (-) are used to connect items to be set in the PaperStream IP driver windows and indicate the level of the items.

Example: Switch by Code Sheet

Basic - Image Mode - Switch by Code Sheet

Unsupported items on the PaperStream IP driver window	Operations for these unsupported items (if set)
Basic - Image Mode - Switch by Code Sheet	The driver operates with [Black & White].
Basic - Resolution (When 401 dpi or more is specified)	The driver operates with 400 dpi.
Basic - Paper Size (*1) • When [Feeder (Front Side)], [Feeder (Back Side)], or [Feeder (Both Sides)] is set "301 dpi" or more, and "355.6 mm (14 in.)" or more for [Length] • When [Feeder (Front Side)] or [Feeder (Back Side)] is set "300 dpi" or less, and "1,828.8 mm (72 in.)" or more for [Length] • When [Feeder (Both Sides)] is set "300 dpi" or less, and "863.6 mm (34 in.)" or more for [Length] • When a REST API linkage or Web Scan linkage is established "355.6 mm (14 in.)" or more for [Length]	The driver operates as follows: • When [Feeder (Front Side)], [Feeder (Back Side)], or [Feeder (Both Sides)] is set If "301 dpi" or more is specified, [Length] changes to "355.6 mm (14 in.)". • When [Feeder (Front Side)] or [Feeder (Back Side)] is set If "300 dpi" or less is specified, [Length] changes to "1,828.8 mm (72 in.)". • When [Feeder (Both Sides)] is set If "300 dpi" or less is specified, [Length] changes to "863.6 mm (34 in.)". • When a REST API linkage or Web Scan linkage is established [Length] changes to "355.6 (14 in.)".
Basic - Carrier Sheet	The driver operates with [Off]. When [Double-page Spread] or [Clipping (Both Sides)] is set for [Basic - Carrier Sheet], the driver operates with [Feeder (Both Sides)] for [Basic - Paper Source]. When [Clipping (Front Side)] is set for [Basic - Carrier Sheet], the driver operates with [Feeder (Front Side)] for [Basic - Paper Source]. The driver operates with [End of Page Detection & Overscan] for [Page - Cropping].
Image - Black & White Method - Halftone - Halftone Pattern - Download Pattern	The driver operates with [Static Threshold].
Image - Black & White Method - SEE - Halftone Pattern - Download Pattern	The driver operates with [Static Threshold].
Image - Tone Adjustment - Download Pattern	The driver operates with [Normal].
Image - Dropout Color - Hardware Setting	The driver operates with [Green].
Page - Cropping - Priority - Accuracy	The driver operates with [Speed].

Unsupported items on the PaperStream IP driver window	Operations for these unsupported items (if set)
Page - Split Image	The driver operates with [Off].
Paper Feeding - Multifeed Detection - Action - Stop and Show Image	If a multifeed is detected, you will be notified of an error after a scan is performed. In the error window, you can select whether to save an image or not. Note that no image is displayed in the error window.
Batch - Assisted Scan	The driver operates with [Off].
Batch - Continuous Scan	The driver operates with [Off].
Batch - Job Control	The driver operates with [Off].
Batch - Patch Code Detection	The driver operates with [Off].
Batch - Barcode Detection	The driver operates with [Off].
Batch - Automatic Profile Selection	The driver operates with [Off]. The driver operates with [Automatic] for [Page - Rotation].
Output - Statistic Information - Display	The driver operates with [Do not display].
Output - Statistic Information - Save	The driver operates with [Off].
Toolbar - Option - Use separate settings for front and back side	The driver operates with [Use same setting for front and back side].
Toolbar - Option - Set separate scanning areas for each side	The driver operates with [Set same scanning area for each side].
Toolbar - Configuration - Event - Error/Warning Event - Message Display (When driver dialog is shown)	The driver operates with [Do not display].
Toolbar - Configuration - Event - Error/Warning Event - Message Display (When driver dialog is not shown)	The driver operates with [Do not display].

*1:If there is a length specified for any items in the PaperStream IP driver profile, the value for the length changes in accordance with the paper size.

Specifications of the Image File

● **Black & white image**

File format	Compression format
PDF File (*.pdf) (*1)	CCITT G4
SinglePage PDF File (*.pdf) (*1)	

File format	Compression format
Tagged Image File Format (*.tif)	
MultiPage Tagged Image File Format (*.tif)	

*1:Searchable PDF and PDF/A are not supported.

- **Grayscale/color image**

File format	Compression format
PDF File (*.pdf) (*1)	JPEG
SinglePage PDF File (*.pdf) (*1)	
Tagged Image File Format (*.tif)	
MultiPage Tagged Image File Format (*.tif)	
JPEG File (*.jpg)	

*1:Searchable PDF and PDF/A are not supported.

Specifications of Barcodes

This section explains about the specifications of barcodes that can be used as separators.
The types of detectable barcodes and barcode detection conditions are as follows.

- **One-dimensional barcode**

Example: Code 3 of 9

Code	Character Set	Digit
UPC-A	Numbers	12 (includes check digit)
EAN 8 (JAN 8) EAN 8 (JAN 8)	Numbers	8 or 13 (includes check digit)
Code 3 of 9	Full ASCII	1 to 32 (excludes start and stop codes)
Code 128 (EAN 128)	Full ASCII	1 to 32 (excludes check characters)
Codabar (NW-7)	4 types of start and stop characters, numbers, 6 types of symbol	1 to 32 (excludes start and stop codes)
ITF	Numbers	2 to 32 (always an even number)

● **Detection Conditions for One-dimensional Barcodes**

Item	Condition
Barcode height	10 to 30 mm/0.39 to 1.18 in.
Barcode width	300 mm/11.81 in. or shorter
Barcode margin	5 mm/0.20 in. or more around a barcode (For ITF, 5 mm/0.20 in. or more, or at least 6 times the width of the narrow element (whichever is wider) on both the right and left sides of ITF)
Barcode color	Black
Barcode background color	White
Resolution	200 dpi or higher
Barcode angle	Horizontal and vertical
Narrow element width/Module width	● UPC-A/EAN 8 (JAN 8)/EAN13 (JAN 13) 　300 dpi or higher: 0.264 mm/0.010 in. or more 　Less than 300 dpi: 0.30 mm/0.012 in. or more ● Code 3 of 9/Code 128 (EAN 128)/Codabar (NW-7) 　300 dpi or higher: 0.20 mm/0.008 in. or more 　Less than 300 dpi: 0.30 mm/0.012 in. or more ● ITF 　300 dpi or higher: 0.254 mm/0.010 in. or more 　Less than 300 dpi: 0.30 mm/0.012 in. or more
Wide element width	14.0 mm/0.55 in. or less (For UPC-A, EAN 8 (JAN 8), EAN13 (JAN 13), and Code 128 (EAN 128), width of the widest element (4 modules wide))
Intercharacter gap	● UPC-A/EAN 8 (JAN 8)/EAN13 (JAN 13)/Code 128 (EAN 128)/ITF 　There are no gaps between the characters. ● Code 3 of 9/Codabar (NW-7) 　Equal to or greater than the narrow element width, and equal to or less than 1.52 mm/0.06 in. or 3 times the narrow element width (whichever is bigger)

HINT

● Skewed barcodes may not be recognized correctly.

● Using the same sheet repeatedly may decrease the recognition accuracy due to accumulated dirt on the sheets. If the sheet is not recognized correctly or gets smudged, replace it with a new sheet.

● If the character string recognized from a one-dimensional barcode includes the control code [NUL], this control code is replaced with " " (space).

● If control character recognition fails, the following results may be delivered:

- The control characters are recognized as numerical characters.

- Not only the character codes but also other characters on the barcode are skipped without being recognized.

- The barcode may not be recognized correctly depending on the document (if skewed), the settings configured in the profile for the PaperStream IP driver, and/or the condition of printed barcodes. Make sure that the barcode is correctly recognized before starting operations.

- If barcode scanning performance deteriorates, limit the barcode types to be detected or narrow the barcode area to improve the scanning performance.

- If more than one barcode exists in the barcode recognition area, which barcode (or data area) will become valid is unknown. Therefore, if more than one barcode or data area exists, make sure to specify the recognition area so that only a single barcode or data area is included.

- If more than one barcode exists in the barcode recognition area, the order in which barcodes are detected is undetermined.

- Barcodes may be recognized even when the barcode is not black or its background color is not white. Before using this function, adjust the settings so the results will match your intended use.

- Barcode recognition results may include errors if a barcode is smaller than the minimum size required.

Specifications of an Error Notification e-Mail

This section explains about the specifications of an error notification e-mail.

Item	Description
Event Date/Time	Displays the date/time when the event occurred.
Source of the Event	Displays the source of the event.
IP Address	Displays the IP address of the scanner which performed the scan.
Scanner Model	Displays the name of the scanner model which performed the scan.
Serial Number	Displays the serial number of the scanner which performed the scan.
Username	Displays the user name who performed the scan.
Job name	Displays the job name of the scan.
Event Type	Displays the following event types. • Information • Warning • Error • Error (Checked)
Event Code	Displays the event code of the event log.
Message	Displays the message of the event log.

Specifications of a Batch Log Notification e-Mail

This section explains about the specifications of a batch log notification e-mail.

Item	Description
Start Date/Time	Displays the date and time when the scan was started.
Last Modified	Displays the date and time when the batch was modified most recently.
Serial Number	Displays the serial number of the scanner which performed the scan.
Scanner Name	Displays the name of the scanner which performed the scan.
IP Address	Displays the IP address of the scanner which performed the scan.
Username	Displays the user name who performed the scan.
Job name	Displays the job name of the scan.
Image Status	Displays one of the following statuses of an image transferred from the scanner. ● Delete Images are transferred from a scanner to a destination in which they are saved and then deleted from NX Manager. ● Undeleted Batch processing is not complete and images transferred from a scanner still remain in NX Manager. Refer to [Status] and [Description] for the cause of an incomplete batch process. If an error is displayed for [Status], it may be possible to retry a batch from the administrator window (on the web). For details, refer to Messages in Batch Logs Displayed in the NX Manager Administrator Window (on the Web) (page 160).
Batch ID	Displays the batch ID.
Status	Displays one of the following as the status of the batch. ● Error ● Accepting ● Waiting to process images ● Processing images ● Performing a QC ● Waiting to edit images ● Editing images ● Waiting to save a file ● Files are being saved ● Completed ● Cancel

Item	Description
	● Error (Checked)
Description	Displays the description of the batch.

Migrating NX Manager

1 **Disconnect the computers, which NX Manager is installed on and which you migrate NX Manager from and to, from the network.**

2 **Back up the data related to NX Manager and NX Manager Database from the computer in which NX Manager is installed and from which you migrate NX Manager.**
For details, refer to Backing Up the Data Related to NX Manager (page 93) and Backing Up the Data Related to NX Manager Database (page 94).

3 **Restore the data related to NX Manager and NX Manager Database to the computer in which NX Manager is installed and to which you migrate NX Manager.**
For details, refer to Restoring the Data Related to NX Manager (page 94) and Restoring the Data Related to NX Manager Database (page 95).

4 **Connect the computers with NX Manager, from and to which you migrated NX Manager, to the network.**

Upgrading NX Manager

1 **Turn on the computer and log onto Windows Server as a user with administrator privileges.**

2 **Obtain the installer for upgrading NX Manager.**
For details about how to obtain the installer for upgrading NX Manager, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

3 **Disconnect the computer in which NX Manager is installed from the network.**

4 **Back up the data related to NX Manager and NX Manager Database from the computer in which NX Manager is installed.**
For details, refer to Backing Up the Data Related to NX Manager (page 93) and Backing Up the Data Related to NX Manager Database (page 94).

> **HINT**
> Be sure to use the data related to NX Manager and NX Manager Database that is backed up only if an error occurs while NX Manager is being upgraded.
> If an error occurs while NX Manager is being upgraded, restore the data related to NX Manager and NX Manager Database.

> For details, refer to Restoring the Data Related to NX Manager (page 94) and Restoring the Data Related to NX Manager Database (page 95).

5 Start up the installer for upgrading NX Manager, which you obtained in step 2, and upgrade NX Manager.

6 Connect the computer in which NX Manager is installed to the network.

ATTENTION

The existing profile for the PaperStream IP driver operates in the same way as before, even after you upgrade NX Manager.
To use the new functions added in NX Manager, import the profile for the PaperStream IP driver again.

Uninstalling NX Manager

1 Turn on the computer and log onto Windows Server as a user with administrator privileges.

2 Exit all running software.

3 Display the [Control Panel] window.

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].

- Windows Server 2012 R2
  Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].
  To display [↓], move the mouse cursor.

- Windows Server 2016/Windows Server 2019
  Click the [Start] menu → [Windows System] → [Control Panel].

4 Select [Uninstall a program].
The [Programs and Features] window appears with a list of the currently installed software.

5 Select a software to uninstall.

- When Uninstalling PaperStream NX Manager
  Select [PaperStream NX Manager].

- When Uninstalling PaperStream NX Manager Database
  Select [PaperStream NX Manager Database].

- When Uninstalling PaperStream IP (TWAIN x64)
  Select [PaperStream IP (TWAIN x64)].

6 Click the [Uninstall] button or the [Uninstall/Change] button.

7 If a confirmation message appears, click the [OK] button or the [Yes] button.
The software is uninstalled.