

Document Capture Pro Server

Administrator's Guide

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About this Guide

Using this Guide

Marks and Symbols

**Caution:**

Instructions that must be followed carefully to avoid bodily injury.

**Important:**

Instructions that must be observed to avoid damage to your equipment.

Note:

Provides complementary and reference information.

Related Information

➔ Links to related sections.

Screenshots Used in This Guide

Setting items may vary depending on products and setting conditions.

Operating System References

Windows

In this manual, terms such as "Windows Server 2019", "Windows Server 2016", "Windows Server 2012 R2", and "Windows Server 2012" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions.

- Microsoft® Windows Server® 2019 operating system
- Microsoft® Windows Server® 2016 operating system
- Microsoft® Windows Server® 2012 R2 operating system
- Microsoft® Windows Server® 2012 operating system

Definition of the Terms Used in this Guide

The following terms are used in this guide.

About this Guide

Document Capture Pro Server host computer

Document Capture Pro Server host computer indicates the computer which is installed Document Capture Pro Server .

Web Config (device's web page)

The web server that is built into the device. It is called Web Config. You can check and change the device's status on it using the browser.

Device

Refers to the scanner or multi-function device used by Document Capture Pro Server . It also includes scanners that use a Network Interface Panel or Network Interface unit.

Introducing Document Capture Pro Server

Document Capture Pro Server is software that allows you to control multiple devices (scanners or multi-function devices) over a network through a server. You can scan using a device that is being controlled in Document Capture Pro Server by simply selecting a job.

This provide you the following solutions.

Controlling groups of devices (scanners or multi-function devices)

You can control up to 1000 devices (scanners or multi-function devices) in this system. You can perform the same processing on up to 40 devices of the same model at the same time.

Easily control devices

You can easily control devices from the Web browser on your computer. You do not need any special software to control the devices.

Register and assign a variety of jobs

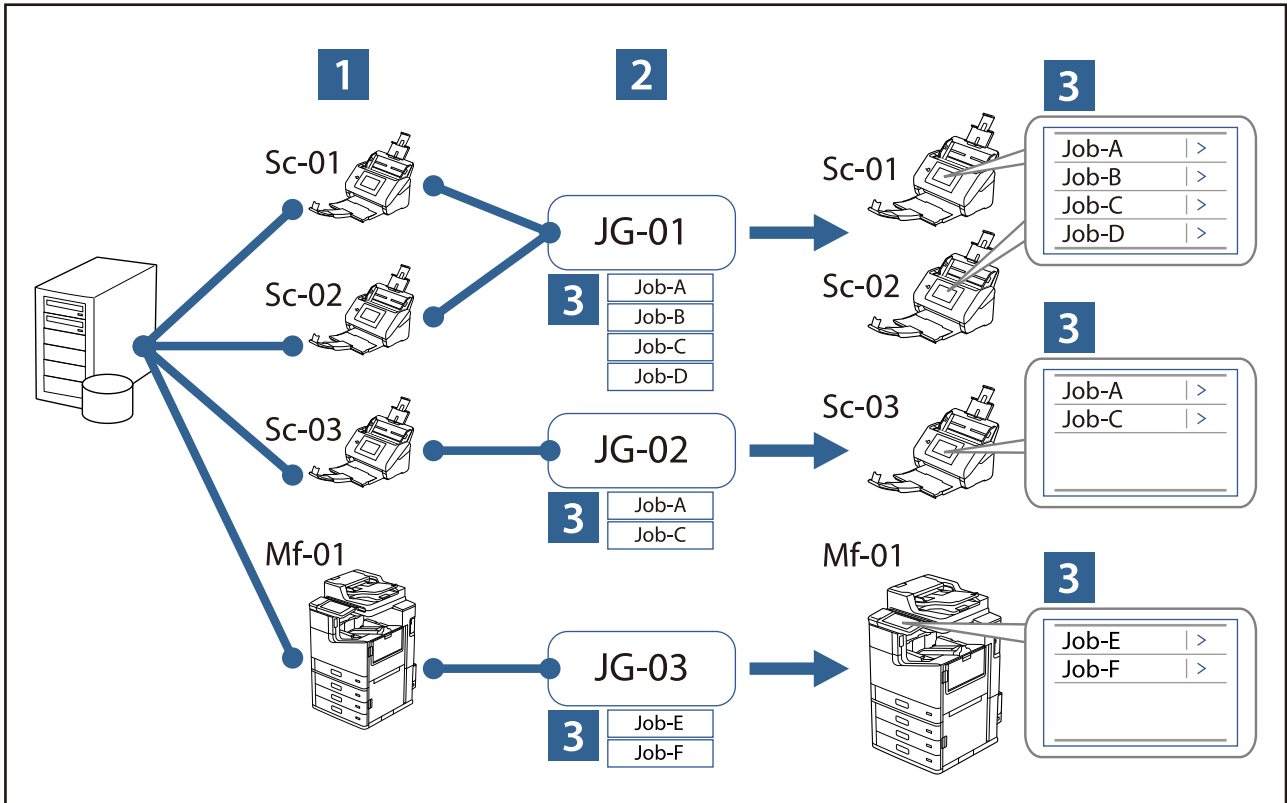
When performed in order, the following operations are known as a job: Scan > Save > Send.

By registering a series of operations in advance as a job to each device, you can perform all of the operations by simply selecting the job.

About this Guide

Device and Job Configuration

The following shows the data structure of Document Capture Pro Server devices and jobs.



1 Registered Device	2 Job Group Associated with the Device	3 Jobs Displayed on the Panel (Jobs Associated with a Job Group)
Sc-01 Document Scanner	JG-01 (Planning Division Job Group)	Job-A (Save as PDF and transfer to folder)
Sc-02 Document Scanner		Job-B (Save as JPEG and attach to email)
		Job-C (Transfer scan results to printer)
		Job-D (Save as PDF and transfer to web folder)
Sc-03 Document Scanner	JG-02 (Sales Division Job Group)	Job-A (Save as PDF and transfer to folder)
		Job-C (Transfer scan results to printer)
Mf-01 MFP	JG-03 (General Affairs Division Job Group)	Job-E (Save as JPEG and attach to email)
		Job-F (Save as PDF and transfer to web folder)

The values in parentheses are setting examples.

Document Capture Pro Server Utilization Flow

This is an example of the utilization flow after installing Document Capture Pro Server .

See each item for more information.

Note:

Before setting up Document Capture Pro Server , device setup must be finished, such as connecting to the same network as the Document Capture Pro Server host computer.

See **Document Capture Pro Server System Installation Guide** for more details.

1. Register the devices in **Device Management**.
2. Make the job group in **Job Management**.
3. Make jobs and add them to job groups in **Job Management > Job List**.
4. Assign the job group in **Device Management**.
5. Try scanning from your device by selecting the job you registered.

Related Information

- ➔ [“Registering Job Groups” on page 18](#)
- ➔ [“Registering Jobs in the Job Group” on page 20](#)
- ➔ [“Registering the Devices” on page 41](#)

System Management Overview

Use the Web page for the system administrator to display information and make settings for Document Capture Pro Server .

Document Capture Pro Server is made up of following four screens.

- Home
- Central Admin
- Job Management
- Device Management

Related Information

- ➔ [“Home” on page 9](#)
- ➔ [“Central Admin” on page 9](#)
- ➔ [“Job Management” on page 15](#)
- ➔ [“Device Management” on page 38](#)

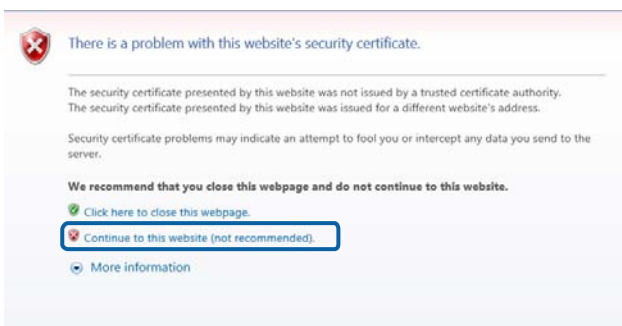
Log in

Allows you to make settings for each item when logged in as the system administrator.

Note:

When you access the administrator login page in SSL communication (https), the message “There is a problem with this website’s security certificate” may be displayed. (The screen capture is an example of Internet Explorer. The actual screen displayed depends on the browser you are using.)

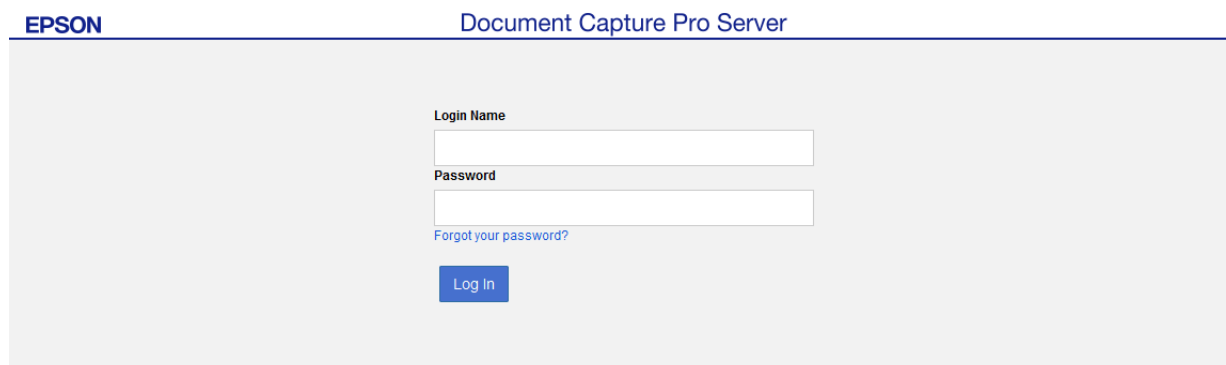
This happens when the browser attempts an SSL encrypted communication when the Web site is using a self-signed certificate. Click “Continue to this website (not recommended)”. To avoid displaying this warning, use a certificate issued by a trusted certification authority.



1. Access the Web site of Document Capture Pro Server from the Document Capture Pro Server host computer or the client computer that can connect to this system.
 - Document Capture Pro Server host computer (Local computer)
`http://localhost/dcps/`


System Management Overview

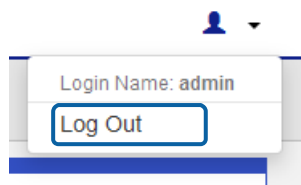
- ❑ Client computer that can connect to Document Capture Pro Server (Remote computer)
http://IP address for Document Capture Pro Server host computer/dcps/



2. Enter the **Login Name** and **Password**.
3. Click **Log in**.
Document Capture Pro Server administrator page is displayed.

Log out

1. Click  ▼ to display the account menu.
2. Select **Log Out**, and then click **Log Out** on the confirmation menu.

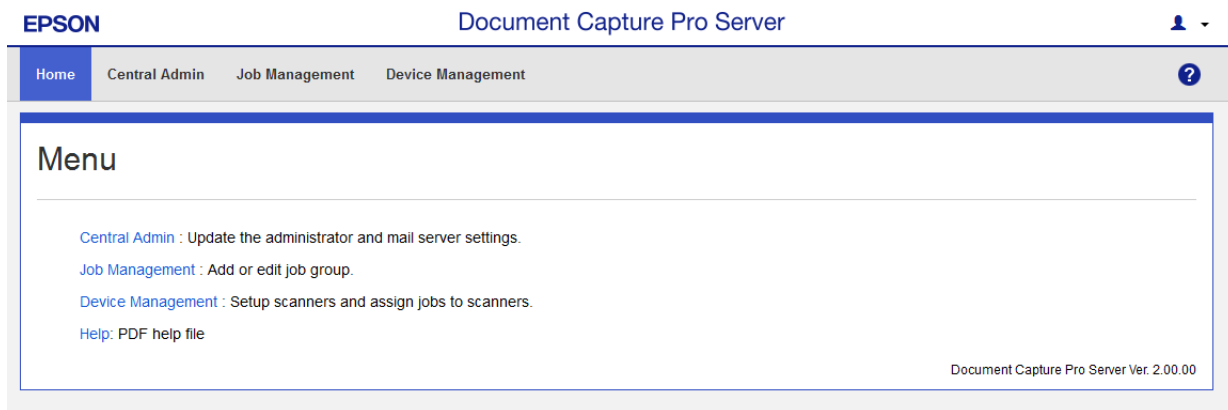




Management Settings

Home

When you access the system, you will be logged in to this screen.

The following items are available on all screens.



Item	Description
	Allows you to check Login Name. And you can log out from this system.
Home	This is the first screen displayed when you login to Document Capture Pro Server .
Central Admin	Allows you to check and edit the administrator settings for Document Capture Pro Server .
Job Management	Allows you to make settings for the job groups and the jobs.
Device Management	Allows you to make settings for devices. You can register devices and assign the job group to them.
Help 	Display the Help (this manual).

Note:

You are logged out automatically if no HTTP requests are made for 15 to 30 minutes after the last operation.

Central Admin

Allows you to check and edit the Login Name, Password used to access Document Capture Pro Server , and Mail Server Settings to send the email from this system to administrator.

Also you can export and import the Document Capture Pro Server settings as a backup data on this screen.

Management Settings

Central Admin List

The following is displayed in the Central Admin list.

Select **Central Admin**.

Central Admin

Login Name

Email Address

[Edit](#)

Button

Items	Description
Edit	You can edit the administrator's Login Name, Password, and Email Address.

Information

Items	Description
Login Name	Displays the current Login Name.
Email Address	Displays the administrator's Email Address.

Editing the Central Admin

You can edit the administrator's Login Name, Password, and Email Address.

1. Select **Central Admin**.
2. Click **Edit**.

Central Admin

Login Name

Email Address

[Edit](#)

Management Settings

3. Select **Change Login Settings** to edit the items.

4. Set each item.

Items	Description	
Login Name	Displays the current login name.	
Change Login Settings	Select to make settings for the following items.	
	New Login Name	Set a new login name. You can enter up to 30 characters.
	Current Password	Enter the current password.
	New Password	Set a new password. You can enter up to 30 characters.
	Confirm New Password	Enter the same content for New Password .
Email Address	Set the administrator's Email Address. The Email Address entered here is used when sending the temporary password for Document Capture Pro Server .	

5. Click **Save**.

Mail Server Settings List

The following are displayed in the Mail Server Settings list.

Management Settings

Select **Central Admin** > **Mail Server Settings**.

Mail Server Settings

SMTP Server	smtp.example.com
SMTP Port	25
Secure Connection	None
<hr/>	
Authentication Method	SMTP Auth
Account	
Password	
<hr/>	
Email sender address	mail@example.com
<hr/>	

Edit

Button

Items	Description
Edit	Make settings for the email server used when sending email from Document Capture Pro Server .

Information

Items	Description
SMTP Server	Displays the SMTP Server address.
SMTP Port	Displays the SMTP Port number for SMTP server.
Secure Connection	Display the encryption method for the SMTP server.
Authentication Method	Display the authentication type for the SMTP server
Email sender address	Display the email address used as the email sent from the system.

Setting Up the Mail Server

Make settings for the email server used when sending email from Document Capture Pro Server .

1. Select **Central Admin** > **Mail Server Settings**.

Management Settings

- Click **Edit**.

Mail Server Settings

SMTP Server	smtp.example.com
SMTP Port	25
Secure Connection	None

Authentication Method	SMTP Auth
Account	
Password	

Email sender address	mail@example.com
----------------------	------------------

Edit

- Set each item.

Mail Server Settings Edit

* All items marked with asterisks (*) must be entered.

SMTP Server *	<input type="text" value="smtp.example.com"/>
SMTP Port *	<input type="text" value="25"/> <small>0-65535</small>
Secure Connection	<input type="text" value="None"/>

Authentication Method

Off
 SMTP Auth
 POP before SMTP

Account *	<input type="text"/>
Password *	<input type="password"/>

Email sender address *	<input type="text" value="mail@example.com"/>
Email recipient address	<input type="text"/>

Send test email

Items	Description
SMTP Server	Enter the IP address or the host name of the SMTP server within 255 characters.
SMTP Port	Enter the port number for the SMTP server with a number between 0 and 65535. The default number is 25.
Secure Connection	Select the encryption method for the SMTP server from None , SSL/TLS , or STARTTLS .

Management Settings

Items	Description		
Authentication Method	Select the authentication type for the SMTP Server. Setting content varies depending on the selected items.		
	SMTP Auth	Account	The login ID for SMTP authentication. Enter within 255 characters.
		Password	The password for SMTP authentication. Select to enter a password. Enter within 255 characters.
	POP before SMTP	Server Address	Enter the IP address or host name for the POP 3 server within 255 characters.
		Port Number	Enter the port number of the incoming email server with a number between 0 and 65535. The default number is 110.
		Account	The login ID for POP before SMTP authentication. Enter within 255 characters.
		Password	The password for POP before SMTP authentication. Select to enter a password. Enter within 255 characters.
Email sender address	Set the email address used as the email sent from the system		
Email recipient address	Enter the recipient email address for test transmissions. The default value is the email address of the administrator account that is currently logged in.		
Send test email	Sends an email to the target address.		
Save	Registers the settings to the system.		

4. Click **Send test email**.

Sends an email to the target address.

5. Click **Save**.

Exporting the Database

Creates a backup file of the current Document Capture Pro Server settings.

You can export the database of mail server settings, registered devices, registered jobs, registered destinations, and registered monitoring functions to a file.

Export Database

You can export the database of mail server settings, registered scanners, registered jobs, registered destinations, and registered monitoring functions to a file.
The process may fail if you use scanners while exporting.

Note:

The process may fail if you use devices while exporting.

Management Settings

1. Select **Central Admin > Export**.
2. Click **Export**.
Save the backup file following the on-screen instruction.

Importing the Database

Restores settings using a file created on the Export screen.

You can restore the current database of email server settings, registered devices, registered jobs, registered destinations, and registered monitoring functions.

Import Database

You can import a database file. The current database of mail server settings, registered scanners, registered jobs, registered destinations, and registered jobs, registered destinations, and registered monitoring functions is overwritten.
The process may fail if you use scanners while importing.
The process may take time. If your browser has timed out before displaying the results, confirm later whether the import was successful.

No file selected.



Important:

- The data entered after creating the backup file and before restoring is overwritten and erased.*
- The process may fail if you use devices while importing.*
- The process may take time. Do not operate the device or Document Capture Pro Server while importing. An error may occur.*
If your browser has timed out before displaying the results, confirm later whether the import was successful.

1. Select **Central Admin > Import**.
2. Click **Browse** and select the backup file. Files exported from Document Capture Pro Server have the extension dcps.
3. Click **Import**.
You are returned to Central Admin screen and **The import is complete.** is displayed.

Job Management

You can register sets of operations as a job, such as scanning, saving, and sending.

By registering a series of operations in advance as a job to each device, you can perform all of the operations by simply selecting the job.

For the relation between a job and a job group, the benefits of using job groups, etc., see the *Document Capture Pro Server Solution Overview*.

Management Settings

Job Management List

A job management list is displayed.

Select **Job Management**.

Filter

Filter using the following conditions. [\(Show\)](#)

Job Management

Job Management

Add Job Group
Duplicate
Delete

	Job Group Name	Driver	Number of Registered Jobs	Job List
<input type="checkbox"/>	Design share	EPSON DS-780N	2	Job List
<input type="checkbox"/>	Document Scanner Group 1	EPSON DS-780N	2	Job List
<input type="checkbox"/>	General	EPSON DS-570W	2	Job List
<input type="checkbox"/>	New Idea	EPSON DS-780N	2	Job List
<input type="checkbox"/>	NW I/F panel jobs	EPSON DS-570W	2	Job List
<input type="checkbox"/>	Planning memo	EPSON DS-780N	2	Job List

Selected count : 0
Filtered : 6
Total count : 6
Rows per Page 10, 20, 50, 100

The following are displayed in the job management list.

Buttons

Items	Description
Add Job Group	Click to display a menu for adding a new job group. You can register up to 100 job groups.
Duplicate	Registers a new job group based on content that has already been registered. Select the job group you want to duplicate on check box, and then click Duplicate . You cannot start if more than one job group is selected.
Delete	Select the job group you want to remove on check box, and then click Delete .

Management Settings

Information

Items	Description
Check box	Click to select job group you want to set.
Job Group Name	Display the job group name. Click to edit individual settings.
Driver	Displays the device's model name.
Number of Registered Jobs	Display the number of jobs that are registered to the job group.
Job List	<p>Move to the Job List screen.</p> <p>The Job List screen displays the registered job to the job group and part of the settings.</p> <p>And you can make settings such as Add New Job, Destination Management and so on.</p>

Note:

- ❑ Click an item to sort the list using that item, and to switch between ascending and descending order.
- ❑ When you click the number in **Rows per Page**, you can change the number of lines shown on each page.

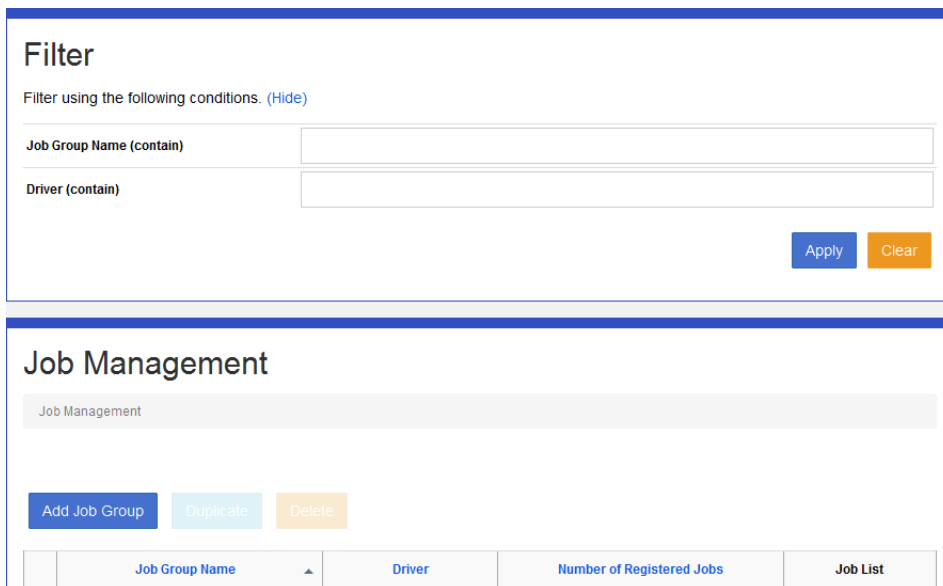
Related Information

➔ [“Registering Job Groups” on page 18](#)

Filtering Job Groups

You can narrow the number of job groups displayed in the list by setting conditions.

1. Click (**Show**) in **Filter**.
2. Set each item.



See the following for information on the narrowing conditions. Narrowing is not performed when no items are set.

Management Settings

Items	Description
Job Group Name (contain)	Set the registered job group name as a narrowing condition. Enter all or part of the job group name in the input field.
Driver (contain)	Set the registered device's model name as a narrowing condition. Enter all or part of the device's model name in the input field.

3. Click **Apply**.

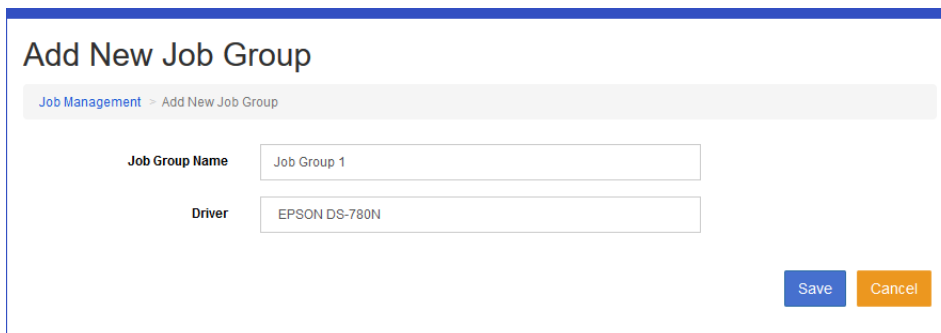
The narrowed search results are displayed.

If the narrowing results have been displayed already, the list is updated using the conditions that were set.

To clear the filter setting, click **Clear**.

Registering Job Groups

1. Select **Job Management** from the menu.
2. Click **Add Job Group** on job management list menu.
3. Set each item.



Items	Description
Job Group Name	Set the job group name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Driver	Select the device's model name. You cannot change the model name when using the edit or duplicate functions.

4. Click the **Save**.

The job group is registered and the Job List screen for the job group is displayed.

Register the jobs to the job group next.

Related Information

- ➔ [“Job List” on page 19](#)
- ➔ [“Registering Jobs in the Job Group” on page 20](#)

Management Settings

Job List

A job list is displayed.

Select **Job Management** > **Job List** for arbitrary job group.

The screenshot shows the 'Job List' interface. At the top, there is a breadcrumb 'Job Management > Job List'. Below it, the 'Job Group Name' is 'Design share'. A row of buttons includes 'Add New Job' (blue), 'Destination Management' (teal), 'Duplicate' (light blue), and 'Delete' (orange). A table lists two jobs:

	#	Job Name	Document Size	Resolution	Image Type	File Type	Destination
<input type="checkbox"/>	1	share 01	Auto Detect	Low (200dpi)	Auto	PDF	user (Folder)
<input type="checkbox"/>	2	share 02	Auto Detect	Low (200dpi)	Auto	PDF	user (Folder)

Below the table, it shows 'Selected count : 0' and 'Total count : 2'. There are buttons for 'Up', 'Down', 'Show on Panel', and 'Hide from Panel'. A 'Back to Job Management' button is in the bottom right.

Buttons

Items	Description
Add New Job	Click to display a setting menu for adding a new job. You can register up to 30 jobs.
Destination Management	Allows you to check the destination list. Also you can edit or add new destination.
Duplicate	Registers a new job based on content that has already been registered. Select the job you want to duplicate on check box, and then click Duplicate . You cannot start if more than one device is selected.
Delete	Select the job you want to remove on check box, and then click Delete .
Show on Panel	Select to use jobs from the device's control panel. The number listed on "#" means the display order on the device's control panel.
Hide from Panel	Select to hide jobs from the device's control panel. "-" is displayed on "#" on that condition.
Up	Raise the display order for jobs displayed on the device's control panel.
Down	Lower the display order for jobs displayed on the device's control panel.
Back to Job Management	You can back to Job Management screen.

Management Settings

Information

Items	Description
Check box	Click to select jobs you want to set.
#	Displays the display order or non-display status of the job on the device's control panel.
Job Name	Display the registered job name. Click to edit individual settings.
Document Size	Display the size of the document loaded in the device.
Resolution	Display the resolution for the scanned data.
Image Type	Display the image type.
File Type	Display the file type when saving images.
Destination	Display the destination for the image according to the transfer method.

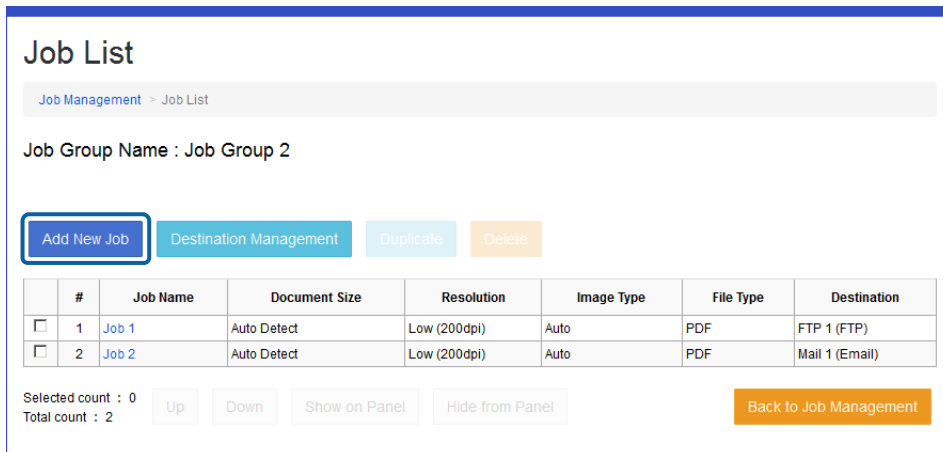
Related Information

- ➔ [“Registering Jobs in the Job Group” on page 20](#)
- ➔ [“Destination Management List” on page 33](#)

Registering Jobs in the Job Group

Registering jobs in the job group.

1. Select **Job Management > Job List**.
2. Click **Add New Job** on the Job List screen.



Management Settings

3. Set common items first.

Items	Description
Job Name	Set the job name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Job Description	Enter a description of the job if necessary. You can enter up to 1000 characters.
Job Enabled on Panel	Select to use jobs from the device's control panel.
Check Scan Settings Before Scanning	If this is not selected, when you select a job on the device, scanning starts immediately without displaying the job settings screen. This setting is displayed on models that support shortcut scanning.
Disable job setting changes on control panel	Select to disable job setting changes on device's control panel. Regardless of this setting, you cannot change the job settings on some multi-function devices.
Button Icon	Select an icon of the job button to be displayed on the device's control panel. You can set this item on models that support the function.
Job Button Color	Select the color of the job button to be displayed on the device's control panel. You can set this item on models that support the function.

Management Settings

4. Set each item for **1. Scan**.

Items	Description	
Source	<p>Select the source where you set your original.</p> <p>ADF means Automatic Document Feeder (only available for specific models).</p> <p>Auto Detect is available for models that allow both scanning in the ADF and scanning on the document glass. When a document is loaded into the ADF, one side of the document is scanned. If there is no document in the ADF, scanning is performed on the document glass.</p> <p>ADF - Single-sided and ADF - Double-sided are available for Epson Scan 2 compatible models that allow single-sided or double-sided scanning in the ADF and scanning on the document glass. Select one of these to choose your scanning method when using the ADF. If there is no document in the ADF, scanning is performed on the document glass.</p>	
Document Size	Selects the size of the document loaded in the device.	
Image Type	Make the image type setting that matches your document.	
	Auto	Scans by automatically adjusting to the color of the document. This is not displayed if the device does not support Auto .
	BW	Scans in binary black and white.
	Gray	Scans in 8 bit (256 gradation) gray.
	Color	Scans in 24 bit color (approx. 16,770,000 colors).
Rotation	<p>Rotates the document.</p> <p>Auto rotates the image automatically to match the direction of the document (only available for specific models).</p>	
Resolution	<p>Sets the resolution.</p> <p>When you select Custom, Custom Resolution (dpi) is displayed. This allows you to set a resolution within a range of 50 to 1200 dpi.</p>	

Management Settings

Items	Description	
Text Enhancement	This allows better text recognition when scanning a document.	
Correct Document Skew	Detects slanted documents and corrects the skew. Some items may not be displayed on models that do not support the function.	
	None	No skew correction is performed.
	Paper Skew	Corrects skew during paper feeding.
	Contents Skew	Detects slanted documents and corrects the skew.
	Paper and Contents Skew	Corrects skew in the original when feeding paper.
Skip Blank Page	Detects blank pages in a document and skips them.	
Detect Double Feed	Provide an alert email when more than one sheet of paper is fed at a time.	
Show the confirmation dialog after scanning	Displays a confirmation message asking if you want to continue scanning after completing a scan.	

Note:

About Document Capture Pro Profile Manager


When you install Document Capture Pro Server, Document Capture Pro Profile Manager is installed with it. By using Document Capture Pro Profile Manager, as well as the items that can be set on the **1. Scan** screen, you can also make scanning settings according to the device.

You can start Document Capture Pro Profile Manager from [Start] > [Epson Software] > Document Capture Pro Profile Manager] on the computer on which Document Capture Pro Server is installed.

Management Settings

5. Click **2. Save** or , and set each item.

File Name Settings

Items	Description	
Example of File Name	Displays examples of file names depending on the naming rule selected.	
File Name Assignment	You can specify the file name by adding items such as the job name or additional text. You can insert up to 10 items for the file name, and you can change the order by dragging. To remove an item, click  .	
File Name Component	Select the item that you want to add to the file name. Click Add to add the item.	
File Name Component Settings	Job Name	Inserts the Job name as a file name component.
	Computer Name	Inserts the computer name as a file name component.
	Scanner Name	Inserts the device name as a file name component.

Management Settings

Items	Description		
File Name Component Settings	Barcode	Inserts the barcord text as a file name component. Select to make barcode settings such as the type, detection area, and so on.	
		Detection Area	Select Auto Detect to automatically detect the position of the barcode. Select User Defined to set your own detection area. You can specify from 0.00 to 1000.00.
		Maximum Length of Detected Text	Sets the maximum number of characters used in the file name. You can enter an integer from 1 to 250.
File Name Component Settings	OCR	Inserts OCR text as a file name component. Select to set the reading font, the detection area, and so on.	
		Maximum Length of Detected Text	Sets the maximum number of characters used in the file name. You can enter an integer from 1 to 250.
File Name Component Settings	Time Stamp	Inserts the time stamp as a file name component.	
		Date Format	Select the date format.
		Time Format	Select the time format.
		Separator Format	Select the delimiter between date and time.
File Name Component Settings	Page Counter	Inserts the page number as a file name component.	
		Digit Number	Select the digit number for the page number.
		Start Number	Sets the start number.
		Follow the Number of Page Counter	Select to count the number of files from previous jobs.
	Text	Inserts text as a file name component. You can enter up to 30 characters.	
Apply job Separation	Select to separate scanned images using predefined rules.		


Separation Settings

If you select **Apply job Separation**, the Separation Settings screen is displayed. The separation function splits large documents after a specified number of pages and saves them as individual files. It can also detect barcodes, text strings, or items such as blank pages that have been inserted into the document, and then split and save them into multiple files accordingly.

Management Settings

Items	Description	
Separator Type	Set how to separate scanned images.	
	Blank Page	Separates by detecting blank pages.
	Blank Page Threshold	Set the threshold ratio for blank pages when separating scanned images. You can select from High, Medium, or Low.
	Patch Code	Separates by detecting Patch Codes.
Separator Type	Barcode Separates images based on barcodes. The type of readable barcodes are as follows. UPC, EAN, JAN, ITF, CODE39, CODABAR, CODE128, QR, PDF417, DataMatrix When selecting All Barcode Type , recognize all barcodes. When two or more barcodes are detected on a sheet, the first barcode detected is applied. If the QR code uses the Structured Append format (where the QR code expresses one symbol divided into multiple parts), all of the QR codes must be on the same page.	
	Detection Area	Select Auto Detect to automatically detect the position of the barcode. Select User Defined to set your own detection area.
	Maximum Length of Detected Text	Sets the maximum number of characters used in the file name. You can enter an integer from 1 to 250.
Separator Type	OCR Separates images based on text read using OCR (Optical Character Recognition), and then saves the files.	
	Recognition Text	Select the OCR font or the OCR language. If you select OCR Language , you cannot select the Character Type separately.
	All Supported Character	Select to recognize all characters. If there are characters that you do not want to be recognized, clear All Supported Character , and then select the character type that you want to recognize.
	Detection Area	Set the detection area. You can specify from 0.00 to 1000.00.
	Maximum Length of Detected Text	Sets the maximum number of characters used in the file name. You can enter an integer from 1 to 250.
Separator Type	Fixed Page(s) Separates by each specified page and splits into files.	
	Number of Pages	Set the number of pages when separating scanned images according to a fixed number of pages.
	Count blank pages in total	Select to count blank pages in total.

Management Settings

Items	Description		
Separator Type	Delete a Page for Separator	This is displayed when the Blank Page, Barcode, OCR is selected on Separator Type. Select to delete pages used as separators when saving or sending the files.	
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.		
Example of Folder Name	Displays examples of folder names depending on the naming rule selected.		
Folder Name Assignment	You can specify the folder name by adding items such as the job name or additional text. You can insert up to 10 items for the folder name, and you can change the order by dragging. To remove an item, click  .		
Folder Name Component	Select the item that you want to add to the folder name. Click Add to add the item.		
Folder Name Component Settings	Job Name	Inserts the Job name as a folder name component.	
	Computer Name	Inserts the computer name as a folder name component.	
	Scanner Name	Inserts the device name as a folder name component.	
	Barcode	Inserts the barcord text as a folder name component. The values set in Separator Type are applied to settings such as the barcode type, detection area, and so on.	
	OCR	Inserts OCR text as a folder name component. The values set in Separator Type are applied to settings such as the reading font, detection area, and so on.	
Folder Name Component Settings	Time Stamp	Inserts the time stamp as a folder name component.	
		Date Format	Select the date format.
		Time Format	Select the time format.
		Separator Format	Select the delimiter between date and time.
Folder Name Component Settings	Page Counter	Inserts the page number as a folder name component.	
		Digit Number	Select the digit number for the page number.
		Start Number	Sets the start number.
		Follow the Number of Page Counter	Select to count the number of folders from previous jobs.
	Text	Inserts text as a folder name component. You can enter up to 30 characters.	


File Settings

Management Settings

Items	Description		
File Type	Select the file format to use when saving scanned images. JPEG, BMP, PNG, PDF, TIFF, Multi-TIFF You can make more detailed settings depending on the file format.		
	JPEG	Compression Level [High Compression (0) - High Quality (99)]	Set the compression level for the image within a range of 0 to 99. The larger the number the higher the resolution, which also creates a large file size.
File Type	PDF	Generate PDF/A File	Creates PDFs that conform to PDF/A-1 standards (data for long-term archiving of electronic documents). You cannot set up this with Compression Level, Set a password to open the file, and Set property protect password.
		Create Searchable PDF	Select this check box to create a searchable PDF file. Set the Resolution (output resolution) between 200 dpi and 400 dpi. This function may increase scanning processing time. From OCR Language, select the language used for recognizing text in searchable PDFs.
		Compression Level	Select the compression level for color or grayscale images.
		Set a password to open the file	Select to set a password used when opening a scanned PDF. Set a password on Password up to 32 characters. Enter the same content for Confirm Password .
		Set property protect password	Select to restrict PDF functions using a password. Set a password on Password up to 32 characters. Enter the same content for Confirm Password . When select the Do Not Allow Editing or Do Not Allow Printing , prevent the PDF from being edited or printed using a password.
File Type	TIFF, Multi-TIFF	Color/ Grayscale Compression	Select the data compression method when the scanned image is color or grayscale. When JPEG(7) is selected as the Color/Grayscale Compression method, you can set the image compression level within a range of 0 to 99. The larger the number the higher the resolution, which also creates a large file size.
		BW Compression	Select the data compression method when the scanned image is monochrome (BW).

Management Settings


6. Click **3. Index** or , and set each item.

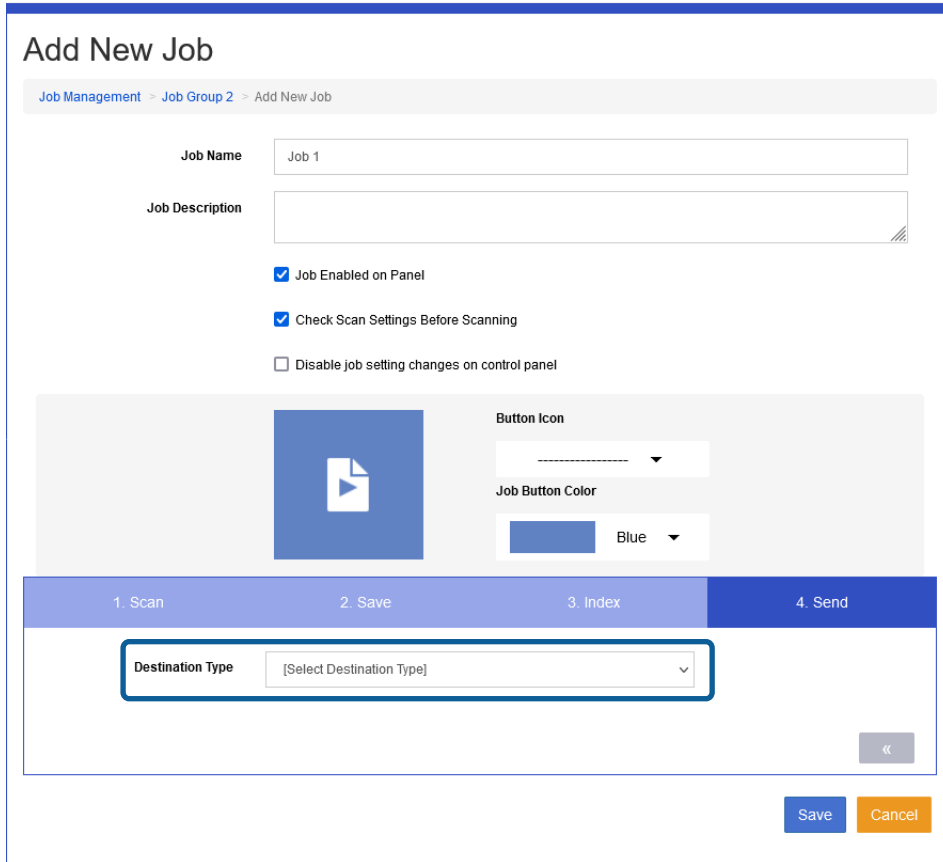
Items	Description
Enable Index Function	Select to enable the index function.
Index Separation	Select the output unit of the index file. You can select Document for the document scanner.
Example of File Name	Displays examples of file names depending on the naming rule selected.
File Name Assignment	You can specify the file name by adding items such as the job name or additional text. You can insert up to 10 items for the file name, and you can change the order by dragging. To remove an item, click  .
File Name Component	Select the item that you want to add to the file name. Click Add to add the item.

Management Settings

Items	Description		
File Name Component Settings	Job Name	Inserts the Job name as a file name component.	
	Computer Name	Inserts the computer name as a file name component.	
	Scanner Name	Inserts the device name as a file name component.	
	File Name	Inserts the image file name excluding the extension.	
	Time Stamp	Inserts the time stamp as a file name component.	
		Date Format	Select the date format.
		Time Format	Select the time format.
	Separator Format	Select the delimiter between date and time.	
File Name Component Settings	Page Counter	Inserts the page number as a file name component.	
		Digit Number	Select the digit number for the page number.
		Start Number	Sets the start number.
		Follow the Number of Page Counter	Select to count the number of files from previous jobs.
	Text	Inserts text as a file name component. You can enter up to 30 characters.	
File Type	Select the file format to use when saving the index file.		
Overwrite	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.		
Index Items	Specify the index items to be output in the file.		
	Index Name	Displays the index name.	
	Output	Select to output the index file.	
	Column name	You can view and edit the column names in the file.	

Management Settings

7. Click **4. Send** or , and select **Destination Type**.



8. Select **[New Destination]** from **Destination**, and then set each item.

If you registered the same type destination as selected **Destination Type**, you can select destination from listed destination in **Destination**.

You can register destination from job group of **Job List > Destination Management**.

- FTP

Uploads the image to a specified FTP server.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Address	Set the address for the destination.
User Name	Enter the FTP user name. If you do not specify this, leave it blank.
Password	Enter the FTP password. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.
Use PASV transfer	Select to send images using PASV mode.
Use SSL connection	Select to send images using SSL/TLS communication.

Management Settings

E-mail

Attaches the image and sends the email.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Recipients	Enter the email destination. When entering multiple recipients, separate the email addresses with semi colons (;).
Subject	Enter the email subject. If you do not specify this, leave it blank.
Body	Enter the email body text. If you do not specify this, leave it blank.
Allow attaching file(s) at up to	Select to limit the size of the attached file.
Size(KB)	Set the maximum size for email attachments within a range of 50 to 100000 KB.

Folder

Save in a folder on the server in which Document Capture Pro Server is installed, or in a Windows shared folder.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Folder	Set the folder for the destination.
User Name	Enter the login name to connect to the destination folder. If you do not specify this, leave it blank.
Password	Enter the password to connect to the destination folder. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.

Printer

Prints the image using the specified Epson printers. Available printer functions differ depending on the printer being used.

Epson Printer driver need to be installed on Document Capture Pro Server host computer.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Copies	Set the number of copies you want to print.
Printer Name	Select a printer.

Management Settings

Microsoft(R) SharePoint(R) Server

Uploads the image to a specified Microsoft(R) SharePoint(R) Server.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Address	Set the address for the destination.
User Name	Enter the SharePoint user name. If you do not specify this, leave it blank.
Password	Enter the SharePoint password. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.

Web Folder (Web DAV)

Uploads the image to a specified Web server.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Address	Set the address for the destination.
User Name	Enter the user name to connect to the Web folder. If you do not specify this, leave it blank.
Password	Enter the password to connect to the Web folder. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.

When you select FTP, Folder, Microsoft(R) SharePoint(R) Server or Web Folder (Web DAV), check the connection by clicking **Check Connection** as necessary.

9. Click **Save**.

Return to the Job List screen.

Related Information

➔ [“Registering Forwarding Destination” on page 35](#)

Destination Management List

Manage the destination for the scanned images.

Management Settings

Select **Job Management** > **Job List** on the job group you want to edit, and then click **Destination Management**.

The following are displayed in the Destination Management list.

Button

Items	Description
Add New Destination	Click to display a menu for adding a new Destination.
Duplicate	Registers a new destination based on content that has already been registered. Select the destination you want to duplicate on check box, and then click Duplicate . You cannot start if more than one destination is selected.
Delete	Select the destination you want to remove on check box, and then click Delete . You cannot start if more than one destination is selected.

Information

Items	Description
Check box	Click to select destination you want to set.
Destination Name	Displays the destination name. Click to edit individual settings.
Destination	Display the destination.

Note:

- Click an item to sort the list using that item, and to switch between ascending and descending order.
- When you click the number in **Rows per Page**, you can change the number of lines shown on each page.

Related Information

➔ [“Registering Forwarding Destination” on page 35](#)

Management Settings

Registering Forwarding Destination

1. Select **Job Management > Job List > Destination Management**.
2. Click **Add New Destination**.

Destination Management

Job Management > Design share > Destination Management

Job Group Name : Design share

	Destination Name	Destination
<input type="checkbox"/>	FTP 1	FTP
<input type="checkbox"/>	Mail 1	Email
<input type="checkbox"/>	Mail 2	Email
<input type="checkbox"/>	Multi-function Printer	Printer
<input type="checkbox"/>	Single Function Printer	Printer
<input type="checkbox"/>	Web Folder	Web Folder(WebDAV)

Selected count : 0
Total count : 6

Rows per Page 10, 20, 50, 100

3. Set each item.

Add New Destination

Destination:

Add New FTP Destination

Name:

Address:

User Name:

Password:

Overwrite file(s) with the same name
 Use PASV transfer
 Use SSL connection

Management Settings

FTP

Uploads the image to a specified FTP server.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Address	Set the address for the destination.
User Name	Enter the FTP user name. If you do not specify this, leave it blank.
Password	Enter the FTP password. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.
Use PASV transfer	Select to send images using PASV mode.
Use SSL connection	Select to send images using SSL/TLS communication.

E-mail

Attaches the image and sends the email.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Recipients	Enter the email destination. When entering multiple recipients, separate the email addresses with semi colons (;).
Subject	Enter the email subject. If you do not specify this, leave it blank.
Body	Enter the email body text. If you do not specify this, leave it blank.
Allow attaching file(s) at up to	Select to limit the size of the attached file.
Size (KB)	Set the maximum size for email attachments within a range of 50 to 100000 KB.

Management Settings

Folder

Save in a folder on the server in which Document Capture Pro Server is installed, or in a Windows shared folder.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Folder	Set the folder for the destination.
User Name	Enter the login name to connect to the destination folder. If you do not specify this, leave it blank.
Password	Enter the password to connect to the destination folder. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.

Printer

Prints the image using the specified Epson printers. Available printer functions differ depending on the printer being used.

Epson Printer driver need to be installed on Document Capture Pro Server host computer.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Copies	Set the number of copies you want to print.
Printer Name	Select a printer.

Microsoft(R) SharePoint(R) Server

Uploads the image to a specified Microsoft(R) SharePoint(R) Server.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Address	Set the address for the destination.
User Name	Enter the SharePoint user name. If you do not specify this, leave it blank.
Password	Enter the SharePoint password. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.

Management Settings

Web Folder (Web DAV)

Uploads the image to a specified Web server.

Items	Description
Name	Set the destination settings name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Address	Set the address for the destination.
User Name	Enter the user name to connect to the Web folder. If you do not specify this, leave it blank.
Password	Enter the password to connect to the Web folder. If you do not specify this, leave it blank.
Overwrite file(s) with the same name	When selected, if there is a file with the same name at the destination, the old file is overwritten and saved.

When you select FTP, Folder, Microsoft(R) SharePoint(R) Server or Web Folder (Web DAV), check the connection by clicking Test connection as necessary.

4. Click **Save** .

You are returned to the Job List screen.

If you cannot register the destination you want, check that the filled items are correct.

Device Management

You can manage the registration information of the device used in the Document Capture Pro Server .

Device Management List

Select **Device Management** to display the list.

Management Settings

Note:

You can register up to 1000 devices in Document Capture Pro Server . If 1000 devices have already been registered, **Add New Scanner** and **Duplicate** are grayed out and you cannot add any more devices.

Filter

Filter using the following conditions. (Show)

Device Management

Add New Scanner
Duplicate
Delete
Device Setting
Update

<input type="checkbox"/>	Scanner Name	Location	Driver	Job Group	Status
<input type="checkbox"/>	Document Scanner (NW I/F)		EPSON DS-570W	(Not Assigned)	Unknown
<input type="checkbox"/>	Document Scanner 1		EPSON DS-780N	(Not Assigned)	Unknown

Selected count : 0 Rows per Page 10, 20, 50, 100
 Filtered : 2
 Total count : 2

The following are displayed in the Device Management.

Button

Items	Description
Add New Scanner	Click to display a menu for adding a new device.
Duplicate	Registers a new device based on content that has already been registered. Select the device you want to duplicate on check box, and then click Duplicate . You cannot start if more than one device is selected.
Delete	Select the device you want to remove on check box, and then click Delete .
Device Setting	You can start the built-in Web server (called "Web Config") for the device selected in the check box. You cannot start if more than one device is selected. For more details on Web Config, see your product manual. You can find the product manual below. After entering the product name and go to Support . http://epson.sn
Update	Update the Status .

Management Settings

Information

Items	Description	
Check box	Click to select devices you want to set. Select the box at the top of the column to select all items.	
Scanner Name	Displays the registered device name. Click to edit individual settings.	
Location	Displays the location of the device.	
Driver	Displays the device's model name.	
Job Group	Displays the job group name assigned to the device.	
Status	Displays the status of the device. Click Update to display the latest status.	
	OK	No error has occurred.
	Info	It is nearly time to replace consumables. We recommend that you replace the consumables.
	Warning	Consumables need to be replaced. Replace the consumables.
	Error	Cannot communicate with the device. Or the status cannot be checked because the device is performing a job.
	Unknown	100 days or more have passed since you last checked the status of the device.

Note:

- Click an item to sort the list using that item, and to switch between ascending and descending order.
- When you click the number in **Rows per Page**, you can change the number of lines shown on each page.

Related Information

- ➔ [“Registering Devices” on page 41](#)
- ➔ [“Assigning Job Groups to Devices” on page 43](#)

Filtering Devices

You can narrow the number of devices displayed in the list by setting conditions.

1. Click **(Show)** in **Filter**.

Management Settings

- Set each item.

The screenshot shows two main sections. The top section, titled 'Filter', contains the text 'Filter using the following conditions: (Hide)'. Below this are two input fields: 'Scanner Name (contain)' and 'Location (contain)'. At the bottom right of this section are two buttons: 'Apply' (blue) and 'Clear' (orange). The bottom section, titled 'Device Management', contains five buttons: 'Add New Scanner' (blue), 'Duplicate' (light blue), 'Delete' (orange), 'Device Setting' (light blue), and 'Update' (light blue). Below the buttons is a table with a checkbox in the first column and five columns: 'Scanner Name', 'Location', 'Driver', 'Job Group', and 'Status'.

See the following for information on the narrowing conditions. Narrowing is not performed when no items are set.

Items	Description
Scanner Name (contain)	Set the registered device name as a narrowing condition. Enter all or part of the device name in the input field.
Location (contain)	Set the location of the device as a narrowing condition. Enter all or part of the location that is associated with the device in the input field.

- Click **Apply**.

The narrowed search results are displayed.

If the narrowing results have been displayed already, the list is updated to the conditions that were set.

To clear filter setting, click **Clear**.

Registering Devices

You can register devices to the system by searching on the network.

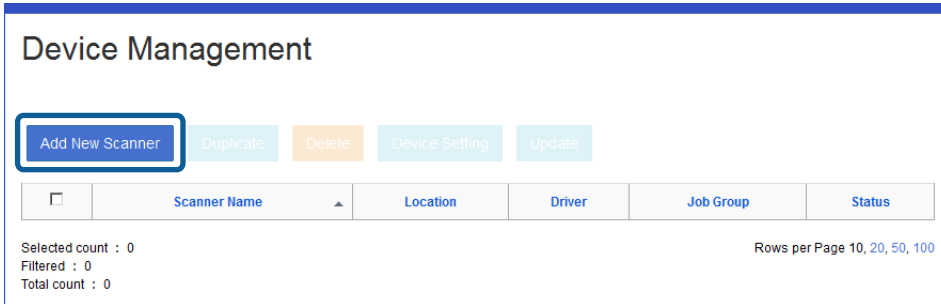
Registering the Devices

You can register devices to the system by searching on the network.

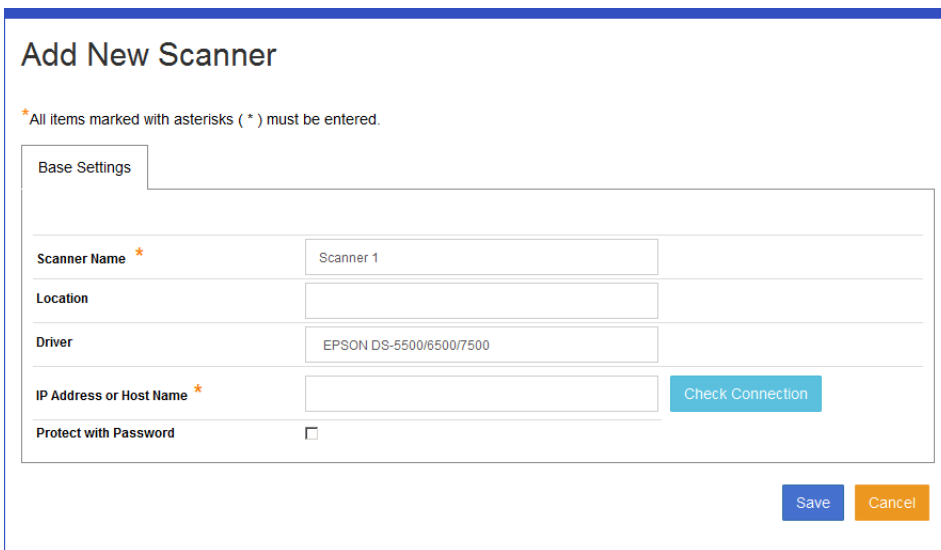
- Select **Device Management** from the menu.

Management Settings

- Click **Add New Scanner**.



- Set each item.



Items	Description
Scanner Name	Set the device name. You can enter up to 30 characters. You cannot use a name that has already been registered.
Location	Enter the location of the device if necessary.
Driver	Select the device's model name. You cannot change the model name when using the edit or duplicate functions.
IP Address or Host Name	Set the device's IP address or host name.
Check Connection	Performs a connection test to the device.
Protect with Password	When this is selected, you must enter a password when entering the job selection screen from the device's control panel.
Password	Set a password. You can enter 1 to 8 characters. You can use alphanumeric characters and the following symbols. !, @, #, \$, %, ^, &, *, (,), +, =, -, _ /, \ (backslash), (space) If you do not specify this, leave it blank.

Management Settings

4. Click **Check Connection**.

Check that the **Check Connection** is displayed next to the **Success**.



Check the following if the **Failure** is displayed.

- The computer was restarted when Desktop Experience was installed.
- The mode settings (the server settings) on the device are complete.
- The correct IP address for the device has been entered.
- The port number used by this system allows communication between the device and the server.

5. Click **Save**.

You are returned to the **Device Management** screen.

If you cannot register the device you want, check that the filled items are correct.

Assigning Job Groups to Devices

Assigning a registered job group to each device.

This explanation assumes that the devices, job groups and jobs are already registered.

1. Select **Device Management**.
2. Click the link for the Scanner Name.

A screenshot of the 'Device Management' interface. At the top, there are five buttons: 'Add New Scanner' (blue), 'Duplicate' (light blue), 'Delete' (orange), 'Device Setting' (light blue), and 'Update' (light blue). Below the buttons is a table with the following columns: 'Scanner Name', 'Location', 'Driver', 'Job Group', and 'Status'. The table contains one row with the following data: 'Document Scanner 1' (highlighted with a blue box), an empty 'Location' cell, 'EPSON DS-780N' in the 'Driver' column, '(Not Assigned)' in the 'Job Group' column, and 'Unknown' in the 'Status' column. Below the table, there is a summary section: 'Selected count : 0', 'Filtered : 1', and 'Total count : 1'. On the right side of the summary, it says 'Rows per Page 10, 20, 50, 100'.

Management Settings

3. Select the **Job Group** tab.

The screenshot shows the 'Edit Scanner' interface. At the top, it says 'Edit Scanner' and a note: '*All items marked with asterisks (*) must be entered.' Below this, the 'Scanner Name' is set to 'Document Scanner 1'. There are two tabs: 'Base Settings' and 'Job Group', with 'Job Group' being the active tab and highlighted by a blue box. Under the 'Job Group' tab, there is a 'Job Group Name' field with a dropdown menu currently showing '(Not Assigned)'. At the bottom right, there are 'Save' and 'Cancel' buttons.

4. Select the job group in the pull down menu.
 5. Click **Save**.
- Return to the Device Management screen.

Checking and Editing Device Settings

You can check and edit registered device information individually.

1. Select **Device Management**.
2. Click the link for the Scanner Name you want to edit.

The screenshot shows the 'Device Management' screen. At the top, there are buttons for 'Add New Scanner', 'Duplicate', 'Delete', 'Device Setting', and 'Update'. Below these is a table with the following columns: Scanner Name, Location, Driver, Job Group, and Status. The 'Scanner Name' column is highlighted with a blue box. The table contains three rows of scanner information.

<input type="checkbox"/>	Scanner Name	Location	Driver	Job Group	Status
<input type="checkbox"/>	Document Scanner (NW I/F)		EPSON DS-570W	(Not Assigned)	Unknown
<input type="checkbox"/>	Document Scanner 1		EPSON DS-780N	(Not Assigned)	Unknown
<input type="checkbox"/>	Document Scanner 2		EPSON DS-780N	(Not Assigned)	Unknown

Selected count : 0
 Filtered : 3
 Total count : 3

Rows per Page 10, 20, 50, 100

3. Check and edit each item.
- See the following for information on the settings of each tab.

Management Settings

Basic Settings

Edit Scanner

*All items marked with asterisks (*) must be entered.

Scanner Name : Document Scanner 1

Base Settings
Job Group

Scanner Name *	<input type="text" value="Document Scanner 1"/>	
Location	<input type="text"/>	
Driver	<input type="text" value="EPSON DS-780N"/>	
Total Number of Scans (ADF)	Unknown	
Total Number of Scans (ADF - Single-sided)	Unknown	
Total Number of Scans (ADF - Double-sided)	Unknown	
Roller Assembly Kit (Number of Scans / Life Cycle)	Unknown	
Last Updated	Unknown	<input type="button" value="Update"/>
IP Address or Host Name *	<input type="text" value="192.168.111.3"/>	<input type="button" value="Check Connection"/>
Protect with Password	<input type="checkbox"/>	

Items	Description
Scanner Name	Enter the device name to update.
Location	Enter the location information of the device.
Driver	Displays the device's model name. You cannot change it when editing the device settings or duplicating the new device.
Total Number of Scans (Glass)	Displays the number of scans using the document glass.
Total Number of Scans (ADF)	Displays the number of scans using the ADF.
Total Number of Scans (ADF - Single-sided)	Displays the number of scans using the ADF (Single-sided).
Total Number of Scans (ADF - Double-sided)	Displays the number of scans using the ADF (Double-sided).
Roller Assembly Kit (Number of Scans / Life Cycle)	Displays the number of scans and the expected life cycle for the current Roller Assembly Kit.
Last Updated	Displays the date the device status was last checked.
IP Address or Host Name	Enter the device's IP address or host name to update.
Check Connection	Performs a connection test to the device.
Protect with Password	When this is selected, you must enter a password when entering the job selection screen from the device's control panel.

Management Settings

Items	Description
Password	Enter the administrator password that is set to the device. You can enter 1 to 8 characters. You can use alphanumeric characters and the following symbols. !, @, #, \$, %, ^, &, *, (,), +, =, -, _ , /, \ (backslash), (space)

Job Group

Edit Scanner

*All items marked with asterisks (*) must be entered.

Scanner Name : Document Scanner 1

Base Settings

Job Group

Job Group Name (Not Assigned)

Save
Cancel

Items	Description
Job Group Name	Select the job group you want to assign to the device.

4. Click **Save**.

Device Monitoring List

Allows you to monitor the status of the device and send reports on completed jobs, consumables, and so on to a specified email address.

Select **Device Management > Device Monitoring**.

Device Monitoring

Add New Monitoring Function
Duplicate
Delete

	Notification Name	Number of Recipients	Number of Monitored Devices
<input type="checkbox"/>	Monitoring Doc1	1	1
<input type="checkbox"/>	Monitoring Doc2	1	1
<input type="checkbox"/>	Monitoring NW I/F	1	1

Selected count : 0
Total count : 3

Rows per Page 10, 20, 50, 100

The following are displayed in the list.

Management Settings

❑ Button

Items	Description
Add New Monitoring Function	Click to display a menu for adding a new device monitoring settings.
Duplicate	Registers a new device monitoring based on content that has already been registered. Select the device monitoring setting you want to duplicate on check box, and then click Duplicate . You cannot start if more than one device monitoring setting is selected.
Delete	Click the device monitoring settings you want to delete on check box, and then click Delete .

❑ Information

Items	Description
Check box	Select device monitoring settings to be removed or you want to duplicate. Select the box at the top of the column to select all items.
Notification Name	Display the registered Notification Name. Click to edit individual settings.
Number of Recipients	Display the number of email address that is registered as recipients for the monitoring report.
Number of Monitored Devices	Display the number of device that is registered as monitored device.

Note:

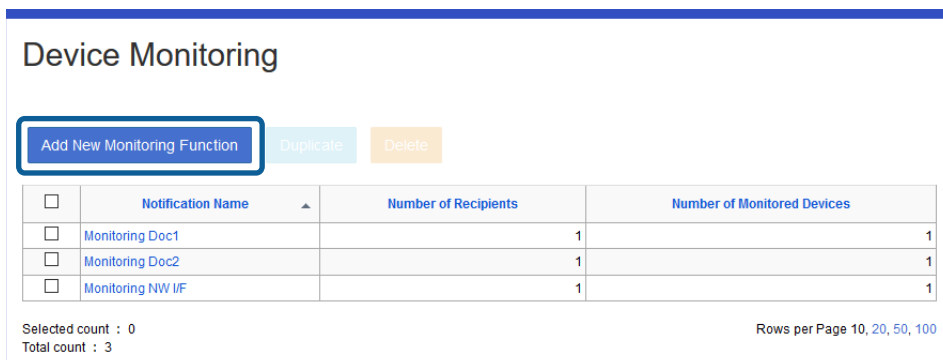
- ❑ Click an item to sort the list using that item, and to switch between ascending and descending order.
- ❑ When you click the number in **Rows per Page**, you can change the number of lines shown on each page.

Related Information

➔ [“Registering the Device Monitoring” on page 47](#)

Registering the Device Monitoring

1. Select **Device Management > Device Monitoring**.
2. Click **Add New Monitoring Function**



Management Settings

3. Set each item.

Add New Monitoring Function

Notification Name

Email Recipients

Place a semicolon (;) between email addresses.

Monitored Scanners

Document Scanner (N)
 Document Scanner 1
 Document Scanner 2

Send Immediately

System Error

Assembly Kit Warning

Job Success

Job Error

Send Periodically

Scan Pages, Total Scan Pages

Assembly Kit Status (Roller and Pad)

Job Result Report


Frequency

Daily

Weekly **Every:**

Monthly **Date:**

Note: If you choose 29th, 30th or 31st as monthly notification submission date, in the case of

Items	Description
Notification Name	Set the notification name. You can enter up to 30 single-byte characters, or 15 double-byte characters. You cannot use a name that has already been registered.
Email Recipients	Set email recipients for the monitoring report. When entering multiple destinations, separate the email addresses with semi colons (;).
Monitored Scanners	Select the devices you want to monitor and then click  .
Send Immediately	A report is immediately sent to the set email address if an error occurs (or when a job is successful) for the items set here.
Send Periodically	A report is periodically sent to the set email address for the items set here.
Frequency	Set the schedule for sending the periodic report.

4. Click **Save**

Solving Problems

Cannot Access Document Capture Pro Server

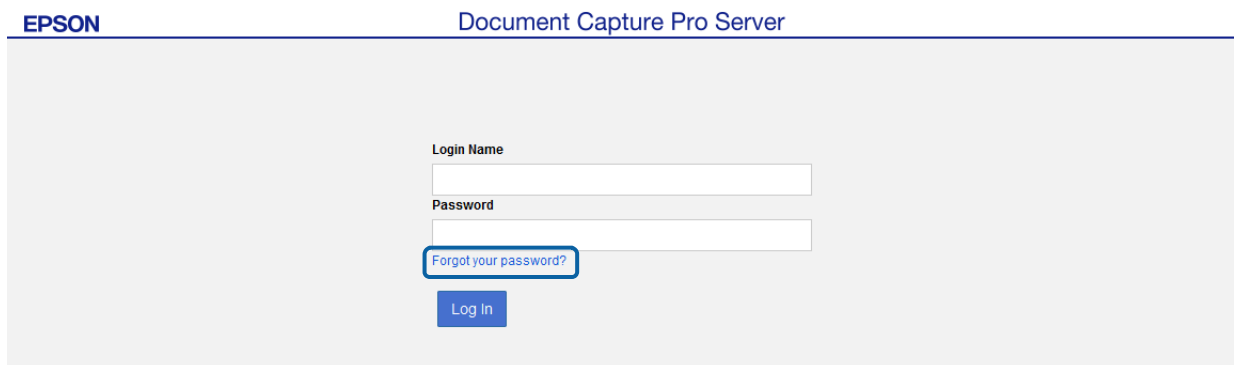
Check the following.

- Document Capture Pro Server host computer works correctly.
- The accessing address is correct.
- IIS service operates correctly.
- Site settings such as site address or port number for Document Capture Pro Server host computer is not changed.

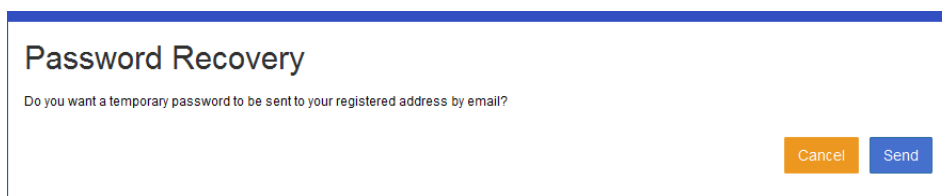
Forgotten the Password

Re-set the password when you forget the password for the administrator page.

1. Access the administrator page.
2. Click **Forgot your password?**.



3. Click **Send**.

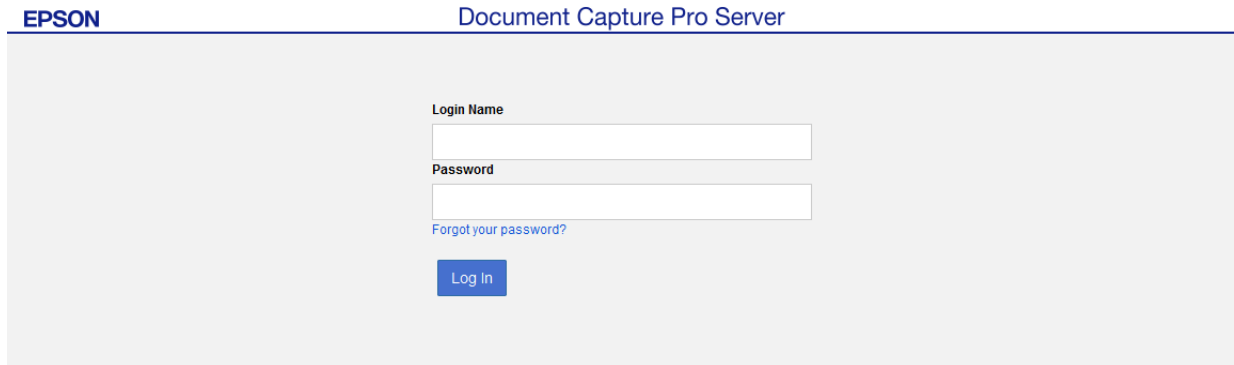


The notification email for re-setting the password is sent to the email address you registered.

4. Click the URL in the email to open the login screen.

Solving Problems

5. Enter **Temporary Login Name** and **Temporary Login Password** described on the email.



6. Click **Log in**.

We recommend to change the Login Name and Password after logging in from **Central Admin** screen.

Cannot Find the Device

Check the following.

Power and Interface Cables

Insert the power cable for the device securely.

Check that the interface cable is securely connected to the connectors for the computer and the device.

Also, make sure that the cables are not bent or broken.

Device Acquired an IP Address Using the DHCP Function

Set a fixed IP address for the device.

Cannot Register a Device

Common

- Check that the device you want to register is in the connectable segment.
- Check that the IP address for the device connected to the server is correct. Ask your network administrator for the IP address.
- Connect to another device and check that the network cable is working correctly.
- If you registered the device using a host name, check that DNS server is set correctly. If you are not registered the device after checking it, change the host name to the IP address.

The device using Network Interface Panel or Network Interface unit

See the manual supplied with Network Interface Panel or Network Interface unit in detail.

Solving Problems

<http://support.epson.net/netscan>

- When using the Network Interface Panel or Network Interface unit, check that it is set correctly on the device. Also, check that the network cable is connected securely.
- Turn off the device, and then check that Network Interface Panel or Network Interface unit is installed to the device correctly and that it is connected to the network.
- Connect to another device and check that the network cable is working correctly.
- Check that the Network Interface Panel or Network Interface unit settings for the device are correct.

Printer is Not Displayed on Destination Management Screen

Check that an Epson printer driver is installed on Document Capture Pro Server host computer.

If no Epson printer driver has been installed, install a driver. See the printer's *User's Guide* for more information.

Unable to preview scan in Document Capture Pro Profile Manager

Document Capture Pro Profile Manager cannot perform preview scans on devices with a device authentication function. Be sure to exit authentication mode before using Document Capture Pro Profile Manager.

"Server is busy" is displayed on the device's panel

Check the following.

- Does the number of devices being used at the same time exceed the limit?
Although you can register up to 1000 devices, you can only connect and use up to 40 devices at the same time.
- Is the server overloaded?
Even if the number of devices that are connected at the same time has not been exceeded, processing may not be able to keep up depending on the specifications of the server. Try again later.

Jobs are not displayed in the control panel of the device

Check the following.

- Is the port used by Document Capture Pro Server open?**

Jobs are displayed on the operation panel by communicating job information between the device and the server on which Document Capture Pro Server is installed. Make sure that port 2968, which is used for job information communication, is open.

Solving Problems

❑ Is a firewall blocking communication for job information?

If you are using a different firewall than the server on which Document Capture Pro Server is installed, dynamic ports may be used for responses from the server. Allow the firewall to pass through dynamic ports, or use only port 2968 configured on the server.

❑ Is a router that supports the NAT (Network Address Translation) function used?

This system does not support routers with the NAT function. Make sure that you can communicate using a route that does not go through a router.

The IP address of the server on which Document Capture Pro Server is installed is used to respond to job information. If communication between the device and the server goes through a router that supports the NAT function, job information cannot be acquired because the IP address of the server cannot be tracked.

It takes time for the job to be displayed on the control panel

❑ The server on which Document Capture Pro Server is installed has multiple network interfaces.

If the server has multiple network interfaces, the server will not respond until communication with a network interface that cannot communicate is timed out. Change the value of the network metric so that the side used to communicate with the device has priority.

Checking network interface metric values

This section shows you how to use PowerShell to view metric values for network interfaces. This section uses Windows Server 2019 as an example.

If multiple network interfaces are enabled on the same computer, the network interface with the lower metric value is given priority for communication.

1. Right-click on the Start menu and select **Windows PowerShell**.

2. Type **Get-NetIPAddress** on the command line and press Return.

Information about the address of the network interface is displayed.

You can identify the network interface from the **IPAddress** and check the adapter name for that network interface from **InterfaceAlias**.

3. On the command line, type **Get-NetIPInterface** and press Return.

Information about the network interface is displayed.

Find the adapter from **InterfaceAlias**. The value in **InterfaceMetric** in that row is the metric value for the network interface.

Changing the network metric value (Windows)

Change the value of the network metric to change the priority of the network interface. This section uses Windows Server 2019 as an example.

1. From Control Panel > **Network and Internet** > **Network and Sharing Center**, click **Change Adapter Settings**.

Solving Problems

2. Right-click the adapter icon for which you want to change the network metric and select **Properties**.
3. Select **Internet Protocol Version 4 (TCP / IPv4)** (or **Internet Protocol Version 6 (TCP / IPv6)** for IPv6) and click **Properties**.
4. Click **Advanced Settings**.
The **TCP/IP advanced settings** screen is displayed.
5. Uncheck the **Automatic metric** on the **IP Settings** tab (**General** tab for IPv6).
6. Set the metric value for the **Interface metric** in single-byte numbers, click **OK**, and then click **Close**.
7. Set other network adapters in the same way.
Set the high-priority network interface to a value smaller than the low-priority network interface.

Appendix

Ports to be Used

Sender (Client)	Target (Server)	Protocol	Port	Usage
Client Computer (Browser)	Document Capture Pro Server host computer	HTTP (TCP) HTTPS (TCP)	80 ^{*1} 443 ^{*1*2}	Administrator menu
Document Capture Pro Server host computer	SMTP Server	SMTP (TCP) SMTP (TCP)	25 ^{*3} 465 ^{*2*3}	Email transmission
Document Capture Pro Server host computer	POP Server	POP (TCP) POP (TCP)	110 ^{*3} 995 ^{*2*3}	POP before SMTP connection
Document Capture Pro Server host computer	Device	Epson unique (TCP)	1865	Scan data and Job information
Document Capture Pro Server host computer	Device	Epson unique (UDP)	2968	Computer's information acquiring response
Device	Document Capture Pro Server host computer	Epson unique (UDP)	2968	Computer's information acquiring request
Document Capture Pro Server host computer	Device	Epson unique (TCP)	2968	Job information
Device	Document Capture Pro Server host computer	Epson unique (TCP)	2968	Job information

*1 The default port number. The actual port number is set to the user for the URL of the authentication system.

*2 The port number when using encryption.

*3 The default port number. If you want to change the port number, set the number that is used by the SMTP server configuration.

Windows Services and Executable Files

Document Capture Pro Server starts the following Windows services and executable files.

Windows services

Classification	Name	Startup Type	Log On As
DCPS service	Document Capture Pro Application Service	Automatic startup	Network Service
	DCPSNWSservice	Automatic startup	Network Service

Executable file

Classification	Name
Executed during scan operations	JobRunner.exe
	ProjectRunner.exe

Document Capture Pro Server Work Folder

The following is the work folder for Document Capture Pro Server . If operations slows down due to anti-virus software scans, you may be able to improve the situation by excluding the following folders.

Folders	Description
C:\ProgramData\EPSON\DCPS\	Data storage destination, temporary work area, log storage area
C:\Windows\ServiceProfiles\NetworkService\AppData\Roaming\Epson\Document Capture\	Temporary work area
C:\Windows\ServiceProfiles\NetworkService\AppData\Roaming\Epson\Epson Scan 2\	Data storage area for scanner driver (Epson Scan 2)
C:\Windows\ServiceProfiles\NetworkService\AppData\Local\Temp\ES2WorkTemp\	Temporary work area for scanner driver (Epson Scan 2)
C:\Windows\ServiceProfiles\NetworkService\AppData\Roaming\Epson\ESCNDV\	Data storage area for scanner driver (Epson Scan)
C:\Windows\ServiceProfiles\NetworkService\AppData\Local\Temp\EPSONWorkTemp\	Temporary work area for scanner driver (Epson Scan)

Operating Environment

The administrator page for this system operates under the following client environment.

Appendix

Document Capture Pro Server Host Computer

The following shows the system requirements for the computer being installed as the main system and the necessary components.

Hardware

Minimum system requirements

- CPU: 2.1 GHz or faster processor
- RAM: 4 GB or more
- Hard disk free space: 50 GB or more (Except for database capacity)
- Display: 1280 x 1024 or higher

Caution:

- You cannot install this system on a computer being used for domain control.
- This system does not support a Multihomed computer environment. In this situation, address resolution may not be completed for the system.

Note:

Make sure the system configuration matches the current environment, such as the network communication speed, number of devices, and so on.

Operating system

The computer must be running any of the following Windows Server Operating System.

OS	Service packs	Edition
Windows Server 2012	-	Essentials / Standard / Datacenter
Windows Server 2012 R2	-	Essentials / Standard / Datacenter
Windows Server 2016	-	Essentials / Standard / Datacenter
Windows Server 2019	-	Essentials / Standard / Datacenter

Note:

For Windows Server 2016 and Windows Server 2019, you must select the **Desktop Experience Server** option when installing the operating system. For Windows Server 2012 and Windows Server 2012 R2, you can install the desktop experience when installing this system.

Operation in a virtual environment

This is also available under the following virtual environments, but performance may be degraded.

- Hyper-V: Versions in conjunction with a running OS
- VMWare: vSphere Ver.4.1, 5.5, 6.0

Required components, software

- .NET Framework 4.5 or later
Installed by default on Windows Server 2012 or later.

Appendix

- ❑ Microsoft Web Deploy v3.6

Web server

The followings IIS (Microsoft Internet Information Services) versions are operated within this system.

OS	Version
Windows Server 2012	8.0
Windows Server 2012 R2	8.5
Windows Server 2016, Windows Server 2019	10.0

SMTP server

The following shows the security methods compatible with the SMTP server. The SMTP server is used to send emails from the system such as monitoring reports and periodic reports.

Security	Settings
Authentication method	No authentication, SMTP authentication, and POP before SMTP
Encryption	No encryption, StartTLS, and SSL/TLS

Client Computer

This computer accesses the system's administrator page and user page.

Supported operating systems

Display size is 1280 x 1024 or higher and one of the following compatible browsers must be available.

Compatible browsers

Note:

You need to enable cookies and JavaScript in the browser.

Browser	Version
Internet Explorer	9 or later
Microsoft Edge	Ver.20 or later
Google Chrome	Ver.49 or later
Mozilla Firefox	45 or later
Safari	6.x or later

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