



Document Capture Pro Server Authentication Edition

Administrator's Guide

Contents

About this Guide

Using this Guide.	4
Marks and Symbols.	4
Screenshots Used in This Guide.	4
Operating System References.	4
Definition of the Terms Used in this Guide.	4
Introducing Document Capture Pro Server AE.	5
Device and Job Configuration.	6
Document Capture Pro Server AE Utilization Flow.	7

System Management Overview

Administrator menu.	8
Page configuration.	8
Account Menu.	8
Function Menu.	9
Work Area.	10
Login and logout.	10
Log in.	10
Log out.	11

Management Settings

Checking system administrator information.	12
Dashboard.	12
Users.	13
User list.	13
Registering users.	16
Assigning Job to Users.	22
Editing user settings.	24
Groups.	27
Group List.	27
Registering Groups.	29
Assigning Job to Groups.	30
Edit.	30
Group User List.	31
Job Management.	32
Job Management List.	32
Registering Job Groups.	34
Job List.	35
Registering Jobs in the Job Group.	37
Destination Management List.	50
Device Management.	55
Device Management List.	55
Registering Devices.	58
Assigning Job Groups to Devices.	59

Checking and Editing Device Settings.	61
Device Monitoring List.	64
Registering the Device Monitoring.	65
Reports.	66
Report List.	66
Report output.	67
Scheduled Report.	69
System Settings.	74
Basic Settings.	74
SMTP Server.	77
LDAP server.	79
Notification Email Settings.	82
Maintenance.	85
Download System log.	85
System Backup.	86

Solving Problems

System (services) do not work.	88
Installation of necessary software and components.	88
Activation of Service.	88
Administrator pages and user pages do not appear.	89
Cannot Access Document Capture Pro Server AE.	89
You cannot connect to an email server and authentication server that use encrypted communication.	89
Cannot Find the Device.	89
Power and Interface Cables.	90
Device Acquired an IP Address Using the DHCP Function.	90
Cannot Register a Device.	90
Unable to preview scan in Document Capture Pro Profile Manager.	90
Forgotten the password for the administrator page.	90
Changing the password.	91
Printer is Not Displayed on Destination Management Screen.	93
If the LDAP server goes down.	93
Check a Web Server Log.	93
Imported list data characters are corrupted.	94
Card Authentication is too Slow.	94
For Servers Without an Internet Connection.	94
For Servers with an Internet Connection.	97
Insufficient Disk Space Alert is Displayed on the Dashboard.	97

Contents

"Server is busy" is displayed on the device's panel. . .	98
It takes time for the job to be displayed on the control panel.	98
Specify the server's IP address.	98
Change the network metric values.	99
Jobs are not displayed in the control panel of the device.	100
Restoring the System.	100
Panel Messages.	101

Appendix

Ports to be used.	103
Windows Services and Executable Files.	104
Document Capture Pro Server AE Work Folder. . .	105
Operating Environment.	106
Document Capture Pro Server AE Host Computer.	106
Client Computer.	108
Specifications for the Output Files.	108
Report files.	108
Log file.	112
Trademarks.	113
Caution.	114

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 2025", "Windows Server 2022", "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® 2025 operating system
- ☐ Microsoft® Windows Server® 2022 operating system
- ☐ 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 AE

Document Capture Pro Server AE means Document Capture Pro Server Authentication Edition.

Document Capture Pro Server AE host computer

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

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 AE. It also includes scanners that use a Network Interface Panel or Network Interface unit.

Introducing Document Capture Pro Server AE

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.

Document Capture Pro Server AE is software that the authentication function is added to Document Capture Pro Server. 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.

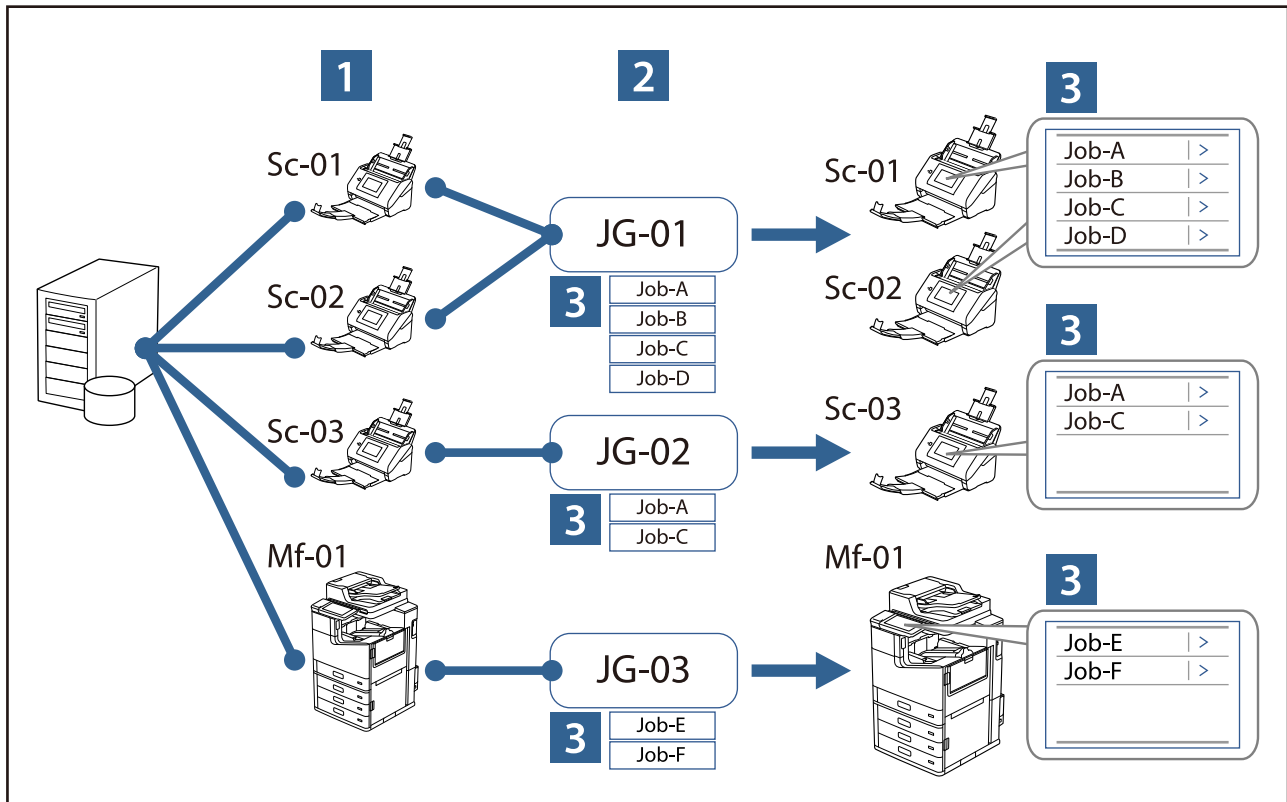
Improving operational efficiency

You can limit the available jobs for each user or group, avoiding mistakes such as selecting the wrong job. You can also keep records on all users, jobs and devices, so you can keep track of information disclosure appropriately.

About this Guide

Device and Job Configuration

The following shows the data structure of Document Capture Pro Server AE 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)
		Job-B (Save as JPEG and attach to email)
Sc-02 Document Scanner		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 AE Utilization Flow

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

See each item for more information.

Note:

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

See **Document Capture Pro Server AE 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. Register the users and groups and assign the jobs to them in **Users and Groups**.
6. Try scanning from your device by selecting the job you registered.

Depending on your situation, set up the other settings such as Device Monitoring, Reports, and so on.

Related Information

- ➡ [“Registering Job Groups” on page 34](#)
- ➡ [“Registering Jobs in the Job Group” on page 37](#)
- ➡ [“Registering the Devices” on page 58](#)
- ➡ [“Registering users” on page 16](#)
- ➡ [“Registering Groups” on page 29](#)
- ➡ [“Registering the Device Monitoring” on page 65](#)
- ➡ [“System Settings” on page 74](#)
- ➡ [“Report Output Setting” on page 67](#)
- ➡ [“Registering Scheduled Report Setting” on page 70](#)

System Management Overview

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

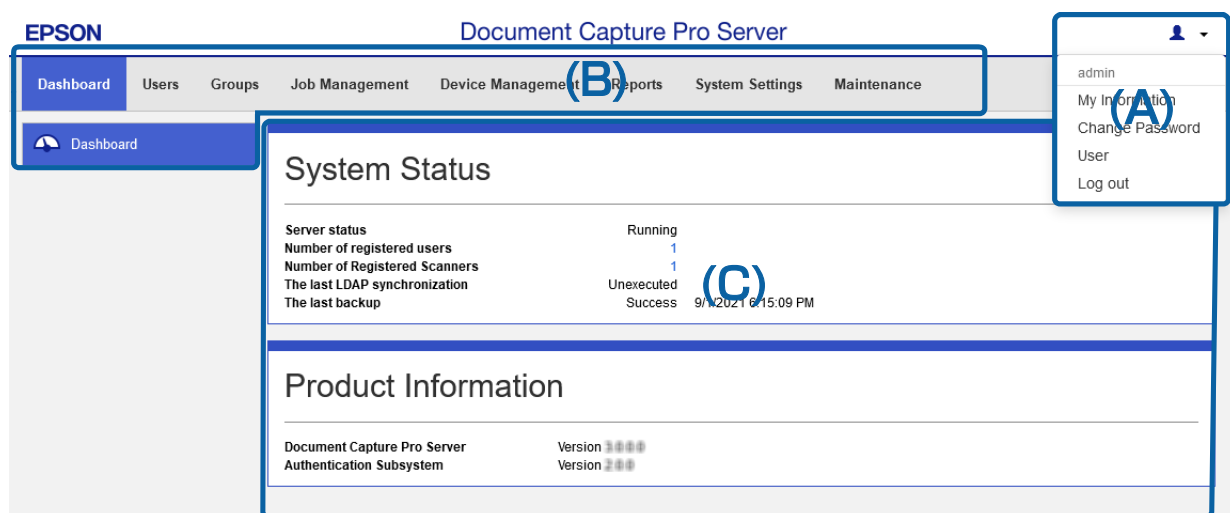
Administrator menu

Page configuration

When you log in with a system administrator account, the administrator page is displayed.

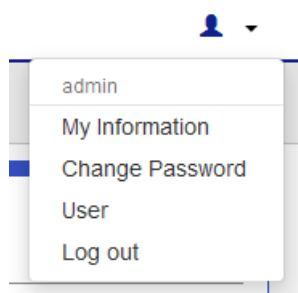
The administrator page is composed of the following sections.

- ☐ A: Account menu
- ☐ B: Function menu
- ☐ C: Work area



Account Menu

Allows you to make operations in the account of the user currently logged in.



System Management Overview

You can set the user information from the following menu.

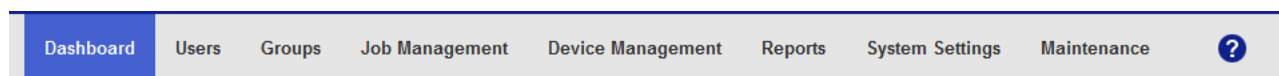
- ☐ **My Information :**
Allows you to check the system administrator's information.
- ☐ **Change Password:**
Allows you to change the password of the system administrator.
- ☐ **User:**
Allows you to switch between the administrator page and the user page. The credentials that can switch are displayed.
- ☐ **Log out:**
Logs you out from the administrator page.

Related Information

- ➔ [“Checking system administrator information” on page 12](#)
- ➔ [“Changing the password” on page 91](#)

Function Menu

Allows you to make general settings for the user, job, device and so on.



See each item for more information.

- ☐ **Dashboard:**
Displays System Status, Product Information, and Error Information in real time.
- ☐ **Users:**
Allows you to make settings for the user. You can list, register, and delete users.
- ☐ **Groups:**
Allows you to set the group. Setting a group allows you to unify the user settings for members of the group.
- ☐ **Job Management:**
Allows you to make settings for the job group and the job.
- ☐ **Device Management:**
Allows you to make settings for devices. You can register devices and assign the job group to them.
- ☐ **Reports:**
Allows you to make settings for reports output for users, jobs, devices or system usage.
- ☐ **System Settings:**
Allows you to make basic settings for the entire system. You can make settings for the server and the authentication card.
- ☐ **Maintenance:**
Allows you to perform operations such as logging, and backing up.

System Management Overview

☐ Help?

Display the Help (this manual).

Related Information

- ➔ [“Dashboard” on page 12](#)
- ➔ [“Users” on page 13](#)
- ➔ [“Groups” on page 27](#)
- ➔ [“Job Management” on page 32](#)
- ➔ [“Device Management” on page 55](#)
- ➔ [“Reports” on page 66](#)
- ➔ [“System Settings” on page 74](#)
- ➔ [“Maintenance” on page 85](#)

Work Area

Displays a dashboard and a screen for work according to the menu selected.

See each function's description for details.

Related Information

- ➔ [“Management Settings” on page 12](#)

Login and logout

Log in

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

Note:

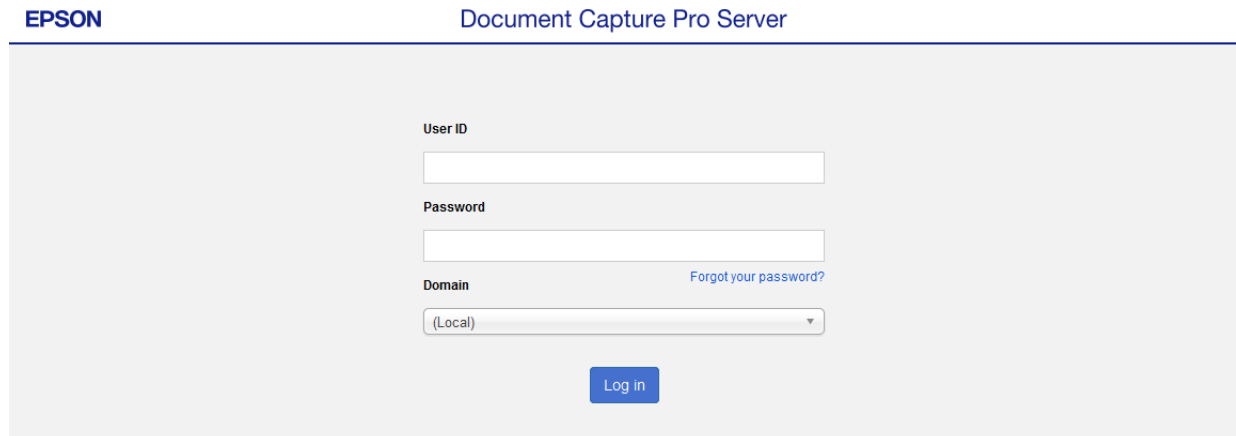
When accessing the administrator login page through SSL communication (https), a privacy and security warning page may be displayed. When you access the login page, a warning about the security certificate may be displayed. (The screen displayed and wording depend on the browser you are using.)

This happens when the browser attempts an SSL encrypted communication when the Web site is using a self-signed certificate. To avoid displaying this warning, use a certificate issued by a trusted certification authority.

1. Enter the **User ID** and **Password** set when installing this system, and then select the **Domain** from the followings.
 - ☐ For users that are managed by an LDAP server : LDAP server domain name

System Management Overview


- ☐ For users that are managed by Document Capture Pro Server AE : **(Local)**

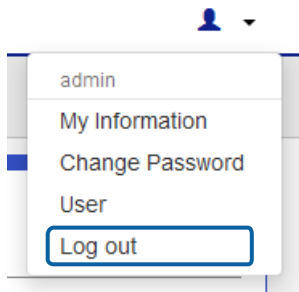


The login screen for Document Capture Pro Server. It features the EPSON logo in the top left and the title 'Document Capture Pro Server' in the top right. The main area contains a login form with the following fields: 'User ID' (text input), 'Password' (password input), and 'Domain' (dropdown menu currently showing '(Local)'). A 'Forgot your password?' link is located to the right of the password field. A blue 'Log in' button is positioned below the domain dropdown.

2. Click **Log in**.

Log out

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



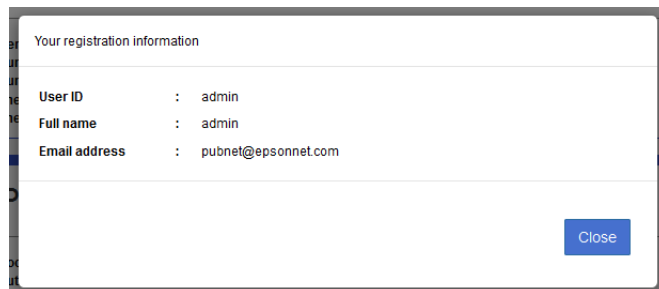
Note:

If no operations are performed for about 30 minutes, the user is automatically logged out and the login screen is displayed the next time an operation is performed.

Management Settings

Checking system administrator information

You can check the system administrator's information in the account menu.



1. Log in to the system as the system administrator.
2. Select **My Information** from the account menu.
Displays information on the user currently logged in.
3. Click **Close** to close the menu.

Dashboard

When you access the system using a system administrator account, you will be logged in to the administrator page and a dashboard is displayed.

The dashboard displays information such as errors and the system's operational status, which helps with day-to-day system management.


System Status

Server status	Running
Number of registered users	1
Number of Registered Scanners	1
The last LDAP synchronization	Unexecuted
The last backup	Success 9/1/2021 6:15:09 PM

Product Information

Document Capture Pro Server	Version 3.0.0.0
Authentication Subsystem	Version 2.0.0.0

Management Settings

Items		Description
Error Information		Displays error information when an error occurs for the following items.
	Device Status	Displays a list of devices for which an error has occurred. Click  to update the device status.
	Scheduled report status	Displays scheduled reporting failures.
System Status	Server status	Displays the system status. Running: Displayed when the system is operating normally. Low disk space: Displayed when the free space on the hard disk is less than 200 MB.
	Number of registered users	Displays the number of users that are registered in the system. Click the number to display the user list menu.
	Number of Registered Scanners	Displays the number of devices that are registered in the system. Click the number to display the device list menu.
	The last LDAP synchronization	Displays the latest LDAP server sync results and the date and time.
	The last backup	Displays the latest backup results and the date and time.
Product Information	Document Capture Pro Server	Displays the Document Capture Pro Server system version.
	Authentication Subsystem	Displays the Authentication Subsystem version.

Users

You can manage the user information and settings for the Document Capture Pro Server AE system.

User list

You can set up features such as user's groups, roles, and available features.

Management Settings

Navigate to **Users > User List**.

Filter

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

User List

AddEditDeleteEmail

<12>

<input type="checkbox"/>	User ID ▲	Full name	Group	Roles	Unique permission
<input type="checkbox"/>	0001	sales_user0001	Sales	User	
<input type="checkbox"/>	0002	sales_user0002	Sales	User	
<input type="checkbox"/>	0003	sales_user0003	Sales	User	
<input type="checkbox"/>	0004	sales_user0004	Sales	User	
<input type="checkbox"/>	0005	design_user0001	Design	User	
<input type="checkbox"/>	0006	design_user0002	Design	User	
<input type="checkbox"/>	0007	design_user0003	Design	User	
<input type="checkbox"/>	0008	design_user0004	Design	User	
<input type="checkbox"/>	0009	planning_0001	Design	User	
<input type="checkbox"/>	0010	planning_0002	Design	User	

Selected count : 0
Filtered : 15
Total count : 15

Lines per page : 10, 20, 50, 100

<12>

The following are displayed in the user list.

☐ **Button**

Items	Description
Add	Click to display a menu for adding a new user.
Edit	You can change the settings for the selected user as a batch.
Delete	Select the user you want to delete on check box, and then click Delete .
Email	Click to display the Email sending screen. Selected users are available.

Management Settings

☐ Information

Items	Description
Check box	Select users to be removed or edited. Select the box at the top of the column to select all items.
User ID	Displays registered User IDs. Click to edit individual settings.
Full name	Displays the registered full name.
Group	Displays the registered organization name.
Roles	Displays the user's credentials.
Unique permission	Displays whether or not personal settings are complete. Selected if anything differs from the group settings regarding devices and functions.
Footer	Displays the number information for the list.

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 **Lines per page**, you can change the number of lines shown on each page. You can set the initial value for the number of lines per page after deleting cookie file for the web page. Select **System Settings > Basic Settings > Display Settings > Number of Lines per List**.

Related Information

- ➡ [“Registering users” on page 16](#)
- ➡ [“Assigning Job to Users” on page 22](#)

Filtering users

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

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

Management Settings

- Set each item.

Filter

Filter using the following conditions: [\(Hide\)](#)

Group	(Unspecified) ▼
User ID (contain)	<input type="text"/>
Full Name (contain)	<input type="text"/>
Roles	(Unspecified) ▼
Registration Complete Email	(Unspecified) ▼
Password settings	(Unspecified) ▼

Clear Apply

User List

Add Edit Delete Email

« 1 2 »

<input type="checkbox"/>	User ID ▲	Full name	Group	Roles	Unique permission
--------------------------	-----------	-----------	-------	-------	-------------------

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

Items	Description
Group	Set the user's organization information as a narrowing condition. Select from the list of organizations.
User ID (contain)	Set the User ID as a narrowing condition. Enter all or part of the user ID in the input field.
Full Name (contain)	Set the full name of the user as a narrowing condition. Enter all or part of the name that is associated with the user ID in the input field.
Roles	Set the credentials of the user as a narrowing condition. Select Administrator or User .
Registration Complete Email	Set to send a user registration complete email as a narrowing condition. Select Sent or Unsent .
Password settings	Set the password setting status as a narrowing condition. Select Set or Unset .

- 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 users

You can register users to the system.

Management Settings

You can register users individually or in bulk by writing to a CSV file.

Registering Users Individually

You can register users to the system individually.

You can only register new users who are managed by Document Capture Pro Server AE.

1. Select **Users > User List** from the menu.
2. Click **Add** in the user list menu.
The new registration menu is displayed.
3. Set each item.

Add user

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

User ID : New
Group : Unassigned users

Basic Information

Job Assignment

User ID *

Domain

(Local)

Full name *

Group

Unassigned users

Change group

Card Information

Primary card ID

Temporary card ID

☒ Use email address

Email address *

Roles

User

OK

Cancel

See the following to make settings.

Discovery method	Description
User ID	Enter the user name that you want to register between 1 and 256 characters. You can use ISO-8859-1 characters except for control characters, 0x7f to 0xbf, 0xd7, and 0xf7.
Domain	When registered with this system, this is displayed as “ (Local) ”.
Full name	Enter the user's full name.
Group	Displays the group to which the users belong. When registering for the first time, click Change group and select the organization.

Management Settings

Discovery method	Description
Change group	Displays the Change group menu.
Card Information	<p>This is the authentication card information corresponding to a user ID.</p> <p>If you want to remove a registered authentication card, leave the field blank and click OK.</p> <p>Primary card ID :</p> <p>Enter the information of the authentication card that the user normally uses.</p> <p>Temporary card ID :</p> <p>You can set this if the ID is entered in Primary card ID.</p> <p>Enter the information of the authentication card that the user temporarily uses. You can set the expiration date of the card from System Settings > Basic Settings > Users > Validity period for temporary cards.</p>
ID Number	<p>This item is displayed when ID Number is selected in System Settings > Basic Settings > Users > Authentication on Devices.</p> <p>If User defined is selected in ID Number, the user can edit the ID Number from the account menu on the user page.</p> <p>If Admin defined is selected in ID Number, administrator can edit ID Number.</p> <p>If you click Auto Generate, the system generates ID Number automatically with the specified number of digits.</p>
Use email address	<p>Select whether or not to use a user email address.</p> <p>If you want to use this function, enter the email address of the user to whom the notification email will be sent.</p> <p>If you do not want to use it, enter the login password for the user.</p> <p>If you do not register an email address, you cannot use the Scan and Send to Me function, send email to user function, and so on that require an email address.</p>
Email address	Enter the email address of the user to whom the notification email will be sent.
Password	<p>This is displayed when you do not select Use email address.</p> <p>System administrators can set and change the password for users to log in to the Document Capture Pro Server AE user page or the device. You can change the password for users that are already registered by selecting Edit.</p> <p>You can enter 1 to 128 ASCII characters (alphanumeric and "# \$%&'()* +, - / : ; <=> @ [\] ^ _ ` ! . ? { } ~) for the password.</p> <p>When you register a user without setting a password, the user can set a password themselves from the user registration complete email. When you set the password for the user, make sure you send it to the user.</p>
Roles	Select the user's credentials you want to register from User or Administrator .

Note:

If you change a **Groups**, you can apply the settings of the **Groups**.

4. Click **OK**.

The user registration complete confirmation screen is displayed.

Management Settings

- Click **Send Email** to send the User Registration Complete Email.

If you do not want to send the email, click **OK** to return to the user list screen.

You can send the User Registration Complete Email from the user list screen after registering a user.

- Confirm contents of the sending mail, and then click **Send**.

Items	Description
Email Type	Select the notification email type. When sending notifications after user registration, the email type is displayed according to the user's authentication method. To change the email type, select the type on the email transmission screen displayed when you click Email from the user list.
View Message	You can check the content of the notification email.
Number of Users to Receive Message	Displays the number of users receiving the email.
User List	Displays the list of users receiving the email.
Number of Users with Unset Email Addresses	Displays the number of unset user email addresses.
User List	Displays the list of unset user email addresses.
Send	Sends a registration complete notification email.

Note:

You can edit email contents from **System Settings > Email Settings**.

- Click **OK** on the confirmation message.

The User Registration Complete Email is sent.

- Click **OK** on the confirmation menu.

You are returned to the user list menu.

Management Settings

Related Information

- ➔ [“Assigning Job to Users” on page 22](#)
- ➔ [“Groups” on page 27](#)
- ➔ [“Notification Email Settings” on page 82](#)

Registering in bulk using a setting file

You can register user registration information in bulk using a CSV file.

Creating a CSV file to import

Create a CSV file to import using spreadsheet software or a text editor, in the following format.

Download to use a sample file from **Import > Download an example CSV file**.

Note:

- ☐ You can view details for the import file from **Import file details**.
- ☐ If you set the **Groups**, you can set details other than basic information.
- ☐ You cannot import users who are managed by LDAP.

You can import basic information for the following users.

Items	Max. No. of Characters	Description
User ID	256	This item must be filled in. Describe user IDs to be registered or updated using ISO-8859-1 characters except for control characters, 0x7f to 0xbf, 0xd7, and 0xf7.
Full name	256	Describe the full name to be registered or updated.
Group	256	Describe the organization to be registered or updated.
Primary card ID	4096	Describe the primary authentication card ID to be registered or updated.
Email address	255	Describe the email address of users to be registered or updated.
Use email address	1	This item must be filled in. 1: Describe the user email address you want to add and update. You must enter an email address. In this situation, the administrator cannot set a login password for users. 0: Describe the user password you want to add and update. You must enter a password. In this situation, the administrator can set and change the login password for users.
Password	128	Enter 1 to 128 ASCII characters (alphanumeric and "# \$% & '() * +, - / ; <=> @ [\ ^ _ `! . ? { } ~).
ID Number	8	You can set the value if you have selected Administrator in System Settings > Basic Settings > Authentication on Devices > ID Number .

Management Settings

The following provides the file specifications.

- ☐ File format: CSV
- ☐ Character code: UTF-8
- ☐ File size : Up to 10 MB
- ☐ Delimiter: Comma
- ☐ Text qualifier: Double quotes
- ☐ Line feed code: CRLF
- ☐ Line format: User ID, Full name, Group, Primary card ID, Email address, Password, ID Number

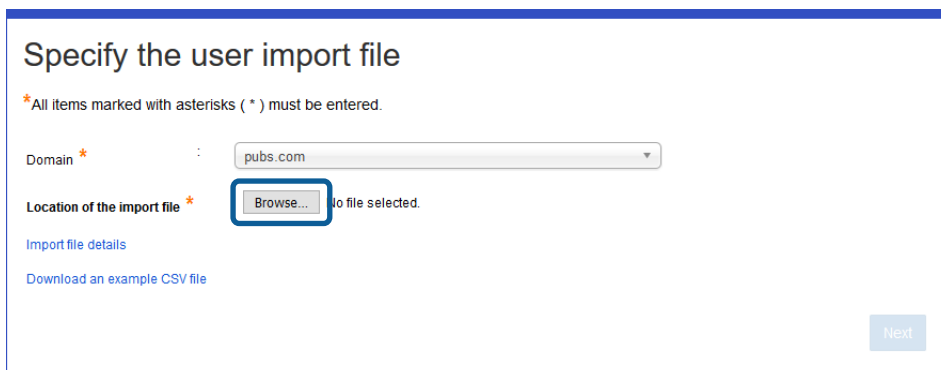
Note:

- ☐ *If the registered user ID is the same as an existing user ID, it will be overwritten. Entering information other than the user ID is optional. The item is not updated when you leave it a blank.*
- ☐ *Lines starting with # are comments.*
- ☐ *For users who are managed by LDAP, the email address field is optional. The value for “Use email address” will be ignored.*

Importing a file

You can import the CSV file that you created.

1. Log in to the system as the system administrator.
2. Select **Users > Import** from the function menu.
The administrator menu is displayed.
3. Click **Browse**, and then select the CSV file that you created.



Specify the user import file

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

Domain * : pubs.com

Location of the import file * No file selected.

[Import file details](#)

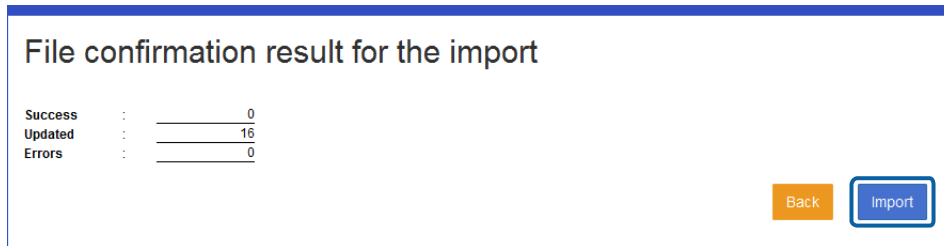
[Download an example CSV file](#)

4. Click **Next**, and then click **OK** on the confirmation menu.
A confirmation menu of the imported content is displayed.

Management Settings

5. Confirm the imported content, and then click **Import**.

The results of the import are displayed.



The screenshot shows a dialog box titled "File confirmation result for the import". It contains a table with the following data:

Success	:	0
Updated	:	16
Errors	:	0

At the bottom right of the dialog box, there are two buttons: "Back" (orange) and "Import" (blue).

6. Click **Return to user list**.

You are returned to the user list menu.

Exporting a file

You can export basic information for registered users in a CSV file.

1. Log in to the system as the system administrator.
2. Select **Users > Export** from the function menu.

The export menu is displayed.

3. Click **Export**.

When you click **Export file details**, specifications for the file to be exported are displayed.



The screenshot shows a dialog box titled "User export". It contains the text "Number of users to be exported : 16" and a link "Export file details" in blue. At the bottom right, there is a blue "Export" button.

The generated CSV file is downloaded.

Assigning Job to Users

Assign jobs to each user to enable only the jobs that are permitted in advance.

Before starting this step, make sure the users, job groups, and jobs are already registered on the system.


1. Log in to the system as the system administrator.
2. Select **Users > User List**.
3. Click the link for the **User ID**.

Management Settings

4. Select the **Job Assignment** tab.

The screenshot shows the 'Edit user' form with the 'Job Assignment' tab selected. The form contains the following fields and controls:

- User ID :** admin
- Group :** Unassigned users
- Basic Information** and **Job Assignment** tabs. The 'Job Assignment' tab is highlighted with a blue box.
- User ID** field: admin
- Domain** field: (Local)
- Full name *** field: admin
- Group** field: Unassigned users, with a **Change group** button.
- Card Information** section:
 - Primary card ID** field
 - Temporary card ID** field
- ID Number** field: ID numbers are managed by the user.
- ☐ **Use email address**
- Password** field with an ☐ **Edit** button and a masked password (*****).
- Roles** dropdown menu: Do not change.
- OK** and **Cancel** buttons at the bottom right.

5. Select the job groups in the pull-down menu.
6. Select the jobs you want to enable and then click .

The screenshot shows the 'Edit user' form with the 'Job Assignment' tab selected. The form contains the following fields and controls:

- User ID :** admin
- Group :** Unassigned users
- Basic Information** and **Job Assignment** tabs. The 'Job Assignment' tab is highlighted with a blue box.
- The group settings are inherited in the user settings. The individual jobs can be assigned to the user.**
- Job group** dropdown menu: Document Scan
- Job** list:
 - Scan and Email(Document Scan)
 - Scan and Print(Document Scan)
 - Scan and save to folder(Document Scan)
- Enabled Jobs** list (empty)
- Right arrow button** (→) and **Left arrow button** (←) between the Job and Enabled Jobs lists.
- Checking Status** button at the bottom right.
- OK** and **Cancel** buttons at the bottom right.

Management Settings

Check the status of the job assignment by clicking **Checking Status** as necessary.

Note:

Enabled Jobs are set according to the default Group the user belonged to. You can add the **Enabled Jobs** as a **Unique permission**. After that, the job name is listed in red.

- Click **OK**

Return to the user list screen.

Related Information

- ➔ [“Registering users” on page 16](#)
- ➔ [“Registering Job Groups” on page 34](#)

Editing user settings

There is a way to edit individually, and another to set in bulk by items.

Editing individually

You can edit registered user information individually.

- Log in to the system as the system administrator.
- Select **Users > User List** from the function menu.
The user list is displayed.

- Click the link for the **User ID** you want to edit.
The user edit menu is displayed.

User List

Add

Edit

Delete

Email

«

1

2

»

<input type="checkbox"/>	User ID	Full name	Group	Roles	Unique permission
<input type="checkbox"/>	0000	user	Unassigned users	User	
<input type="checkbox"/>	0001	sales_user0001	Sales	User	
<input type="checkbox"/>	0002	sales_user0002	Sales	User	
<input type="checkbox"/>	0003	sales_user0003	Sales	User	
<input type="checkbox"/>	0004	sales_user0004	Sales	User	
<input type="checkbox"/>	0005	design_user0001	Design	User	
<input type="checkbox"/>	0006	design_user0002	Design	User	
<input type="checkbox"/>	0007	design_user0003	Design	User	
<input type="checkbox"/>	0008	design_user0004	Design	User	
<input type="checkbox"/>	0009	planning_0001	Design	User	

Selected count : 0

Filtered : 16

Total count : 16

Lines per page : 10, 20, 50, 100

«

1

2

»

Management Settings

4. Edit each item.

Edit user

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

User ID : 0001
Group : Sales

Basic Information

Job Assignment

User ID	0001
Domain	(Local)
Full name *	sales_user0001
Group	Sales Change group
Card Information	Primary card ID
	Temporary card ID
<input type="checkbox"/> Use email address	
Password	<input type="checkbox"/> Edit *****
Roles	User

OK
Cancel

5. Click OK.

Related Information

- ➔ [“Registering Users Individually” on page 17](#)
- ➔ [“Assigning Job to Users” on page 22](#)

Editing in bulk

You can edit registered user information in bulk.

You can edit the following items.

☐ Group

Click **Change group** and then select from the group list.

However, users who are managed by linking to an LDAP server cannot be changed.

☐ Roles

You can set administrators or users. However, you cannot make settings if the system administrator currently logged in is included.

1. Log in to the system as the system administrator.
2. Select **Users > User List** from the function menu.

Management Settings

- Select the user you want to edit in the check box.

User List

[Add](#)
[Edit](#)
[Delete](#)
[Email](#)

« 1 2 »

<input type="checkbox"/>	User ID	Full name	Group	Roles	Unique permission
<input checked="" type="checkbox"/>	0000	user	Unassigned users	User	
<input checked="" type="checkbox"/>	0001	sales_user0001	Sales	User	
<input type="checkbox"/>	0002	sales_user0002	Sales	User	
<input checked="" type="checkbox"/>	0003	sales_user0003	Sales	User	
<input checked="" type="checkbox"/>	0004	sales_user0004	Sales	User	
<input checked="" type="checkbox"/>	0005	design_user0001	Design	User	
<input type="checkbox"/>	0006	design_user0002	Design	User	
<input checked="" type="checkbox"/>	0007	design_user0003	Design	User	
<input checked="" type="checkbox"/>	0008	design_user0004	Design	User	
<input checked="" type="checkbox"/>	0009	planning_0001	Design	User	

Selected count : 14
 Filtered : 16
 Total count : 16

Lines per page : 10, 20, 50, 100

« 1 2 »

- Click **Edit**.

The bulk user settings menu is displayed.

- Edit each item.

Collective settings of user

Target users : 14

[Basic Information](#)
[Job Assignment](#)

User ID		
Domain		
Full name		
Group	Do not change. Change group	
Card Information	Primary card ID	
	Temporary card ID	
Email address		
Roles	Do not change. Unable to change the privileges of the currently logged in user or the built-in user.	

[OK](#)
[Cancel](#)

- Click **OK**.

Groups

You can set a group to which a user belongs. When you set job group settings, it is applied to all users who belong to the organization.

Group List

The group list is displayed.

Navigate to **Groups > Group List**.

Filter

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

Group List

AddDelete

<input type="checkbox"/>	Group	Domain	Users	Status
<input type="checkbox"/>	Design	(Local)	8	
<input type="checkbox"/>	General	(Local)	0	
<input type="checkbox"/>	Sales	(Local)	4	
<input type="checkbox"/>	System	(Local)	2	
<input type="checkbox"/>	Unassigned users	(Local)	2	New

Selected count : 0
Filtered : 5
Total count : 5

Lines per page : 10, 20, 50, 100

The following are displayed in the group list.

☐ **Button**

Items	Description
Add	Click to display the registration menu.
Delete	Select the group you want to delete on check box, and then click Delete .

Management Settings

Information

Items	Description
Check box	Click to select groups you want to remove. Select the box at the top of the column to select all items.
Group	Displays the registered group. Click to edit individual settings.
Domain	Displays the registered domain name.
Users	Displays the number of users who belong to the group. Click the number to display a list of the users who belong to the group.
Status	Displays New in the following situations. This is hidden when you open the edit menu. <input type="checkbox"/> When adding by synchronizing with an LDAP server. <input type="checkbox"/> When adding by importing using a CSV file.

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 **Lines per page**, you can change the number of lines shown on each page. You can set the initial value for the number of lines per page after deleting cookie file for the web page. Select **System Settings > Basic Settings > Display Settings > Number of Lines per List**.

Related Information

- ➔ [“Registering Groups” on page 29](#)
- ➔ [“Assigning Job to Groups” on page 30](#)

Filtering groups

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

- Click **(Show)** in **Filter**.
- Set each item.

Filter

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

Group (contain)


Group status

Group List

<input type="checkbox"/>	Group	Domain	Users	Status
--------------------------	-------	--------	-------	--------

Management Settings

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

Items	Description
Group (contain)	Set the organization name as a narrowing condition. Enter all or part of the organization name in the input field.
Group status	Set the organization status as a narrowing condition. Click  , and then select from the list of organizations.

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.

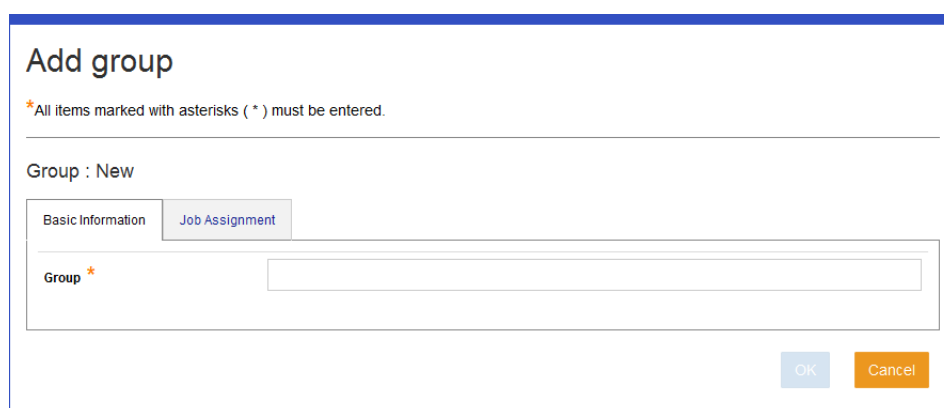
To clear the filter setting, click **Clear**.

Registering Groups

You can register the Groups to the system.

Registering the Groups

1. Select **Groups** from the menu.
2. Click **Add** in the Group List menu.
The new registration menu is displayed.
3. Enter the registered name of the group for **Group**.




4. Click **OK**.
5. Click **OK** on the confirmation menu.
You are returned to the Group List menu.

Assigning Job to Groups

You can assign jobs to groups. The settings apply to the users in those groups.

Before starting this step, make sure the groups, job groups, and jobs are already registered on the system.

1. Log in to the system as the system administrator.
2. Select **Groups > Group List**.
3. Click the link for the **Group**.
4. Select the **Job Assignment** tab.
5. Select the job groups in the pull-down menu.
6. Select the jobs you want to enable and then click .

Check the status of the job assignment by clicking **Checking Status** as necessary.

7. Click **OK**.

Return to the group list screen.

Edit

You can edit registered organization information individually.

1. Log in to the system as the system administrator.
2. Select **Groups > Group List** from the function menu.
The organization list is displayed.
3. Click the link for the **Group** you want to edit.

The organization edit menu is displayed.

Group List				
Add		Delete		
<input type="checkbox"/>	Group	Domain	Users	Status
<input type="checkbox"/>	Design	(Local)	8	
<input type="checkbox"/>	General	(Local)	0	
<input type="checkbox"/>	Sales	(Local)	4	
<input type="checkbox"/>	System	(Local)	2	
<input type="checkbox"/>	Unassigned users	(Local)	2	New

Selected count : 0
 Filtered : 5
 Total count : 5

Lines per page : 10, 20, 50, 100

Management Settings

4. Edit each item.

Edit group

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

Group : Design

Basic InformationJob Assignment

Group *Design

Domain(Local)

OK

Cancel

5. Click OK.

6. Click **OK** on the confirmation menu.
You are returned to the group list menu.

Related Information

➡ [“Assigning Job to Groups” on page 30](#)

Group User List

Click the number in Applied users in the group list to display a list of users who belong to the group.

Group user list

Group : Design

User ID	Full name
0005	design_user0001
0006	design_user0002
0007	design_user0003
0008	design_user0004
0009	planning_0001
0010	planning_0002
0011	planning_0003
0012	planning_0004

Total count : 8

Lines per page : 10, 20, 50, 100

OK

Items	Description
Group	Displays the registered name for the selected organization.
User ID	Displays the user ID for the user that belongs to the organization.

Management Settings

Items	Description
Full name	Displays the full name for the user that belongs to the organization.
OK	Closes the list menu.

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 AE Solution Overview*.

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.

Management Settings

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 .

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	Move to the Job List screen. The Job List screen displays the registered job to the job group and part of the settings. And you can make settings such as Add New Job , Destination Management and so on.

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 34](#)

Filtering Job Groups

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

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

Management Settings

- Set each item.

Filter

Filter using the following conditions: [\(Hide\)](#)

Job Group Name (contain)

Driver (contain)

Apply

Clear

Job Management

Job Management

Add Job Group

Duplicate

Delete

	Job Group Name	Driver	Number of Registered Jobs	Job List

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

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.

- 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

- Select **Job Management** from the menu.
- Click **Add Job Group** on job management list menu.

Management Settings

3. Set each item.

Add New Job Group

Job Management > Add New Job Group

Job Group Name

Job Group 1

Driver

EPSON DS-780N

Save

Cancel

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 35](#)
- ➡ [“Registering Jobs in the Job Group” on page 37](#)

Job List

A job list is displayed.

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

Job List

Job Management > Job List

Job Group Name : Design share

Add New Job

Destination Management

Duplicate

Delete

	#	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)

Selected count : 0

Total count : 2

Up

Down

Show on Panel

Hide from Panel

Back to Job Management

Management Settings

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.

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 37](#)
- ➡ [“Destination Management List” on page 50](#)

Management Settings

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.

Job List

Job Management > Job List

Job Group Name : Job Group 2

[Add New Job](#)
[Destination Management](#)
[Duplicate](#)
[Delete](#)

#	Job Name	Document Size	Resolution	Image Type	File Type	Destination
1	Job 1	Auto Detect	Low (200dpi)	Auto	PDF	FTP 1 (FTP)
2	Job 2	Auto Detect	Low (200dpi)	Auto	PDF	Mail 1 (Email)

Selected count : 0
 Total count : 2

[Up](#)
[Down](#)
[Show on Panel](#)
[Hide from Panel](#)
[Back to Job Management](#)

3. Set common items first.

Add New Job

Job Management > Job Group 2 > Add New Job

Job Name:
 Job Description:

☒ Job Enabled on Panel
☒ Check Scan Settings Before Scanning
☐ Disable job setting changes on control panel

Button Icon:
 Job Button Color:

1. Scan 2. Save 3. Index 4. Send

Items	Description
Job Name	<p>Set the job name. You can enter up to 30 single-byte characters, or 15 double-byte characters.</p> <p>You cannot use a name that has already been registered.</p>
Job Description	<p>Enter a description of the job if necessary. You can enter up to 1000 characters.</p>
Job Enabled on Panel	<p>Select to use jobs from the device's control panel.</p>

Management Settings

Items	Description
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.

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

Items	Description
Source	Select the source according to the model being used. Auto Detect/Auto Detect - Single-sided/Auto Detect - Double-sided: Automatically detects and configures the device for scanning. When originals are loaded into the ADF, scanning is performed from the ADF. Scanner Glass: Scans from the scanner glass. ADF/ADF - Single-sided/ADF - Double-sided: Scanning is performed from the ADF.
Document Size	Selects the size of the document loaded in the device.

Management Settings

Items	Description	
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	Rotates the document. Auto rotates the image automatically to match the direction of the document (only available for specific models).	
Resolution	Sets the resolution. When you select Custom , Custom Resolution (dpi) is displayed. This allows you to set a resolution within a range of 50 to 1200 dpi.	
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.
Text Enhancement	This allows better text recognition when scanning a document.	
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 AE, 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 AE is installed.

Management Settings

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

1. Scan

2. Save

3. Index

4. Send

File Name Settings

Example of File Name

img20210902-151650_0001.pdf

File Name Assignment

'img' X

Time Stamp X

'_' X

Page Counter X

File Name Components

Job Name

Add

File Name Component Settings

Job Name

Computer Name

Scanner Name

User Name

Group Name

Barcode

OCR

Time Stamp

Page Counter

Text


Add [Job Name] from [File Name Components]

Job Name

Job 1

☐ Apply job Separation

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.
	Full name	Inserts the full name as a file name component. This item is displayed when creating scanner jobs for authentication compliant devices.
	Group Name	Inserts the group name as a file name component. This item is displayed when creating scanner jobs for authentication compliant devices.

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.	
	Full name	Inserts the full name as a folder name component. This item is displayed when creating scanner jobs for authentication compliant devices.	
	Group Name	Inserts the group name as a folder name component. This item is displayed when creating scanner jobs for authentication compliant devices.	
	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.

1. Scan2. Save3. Index4. Send

☒ Enable Index Function

Index Separation

Job

Example of File Name

index20210902-151650_0001.csv

File Name Assignment

'index' X

Time Stamp X

'_' X

Page Counter X

File Name Components

[Select File Name Components]

Add

Job Name

Computer Name

Scanner Name

User Name

Group Name

File Name

Time Stamp

Page Counter

Text

Add [Job Name] from [File Name Components]


Job Name

Job 1

File Type

CSV


☐ Overwrite

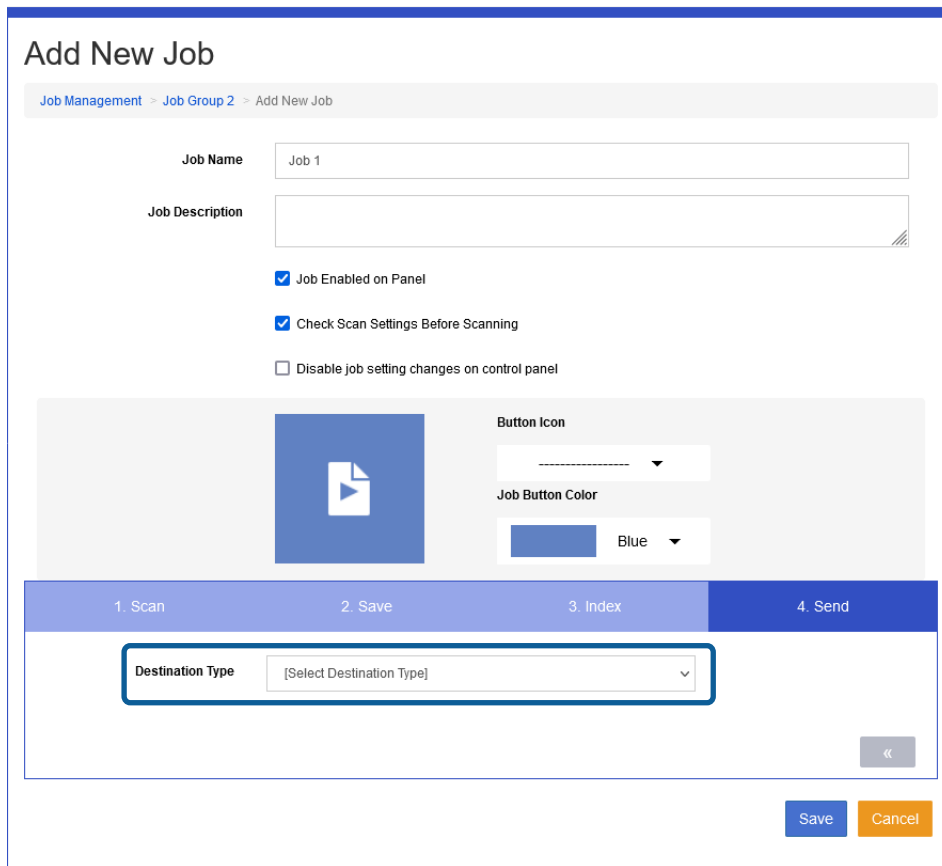
Items	Description
Enable Index Function	Select to enable the index function.
Index Separation	Select the output unit of the index file. You can select Document for the document scanner.
Example of File Name	Displays examples of file names depending on the naming rule selected.
File Name Assignment	You 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.
	Full name	Inserts the full name as a file name component. This item is displayed when creating device jobs for authentication compliant devices.
	Group Name	Inserts the group name as a file name component. This item is displayed when creating device jobs for authentication compliant devices.
	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.
Send to Me	This is displayed only for the device which supports authentication function. Select to send the email to a user who is authenticated by Document Capture Pro Server AE. The Destination address becomes hidden.
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 AE 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.

Management Settings

☐ 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 AE 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.

☐ 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.

Management Settings

9. Click **Save**.

Return to the Job List screen.

Related Information

➔ [“Registering Forwarding Destination” on page 51](#)

Destination Management List

Manage the destination for the scanned images.

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

Destination Management

Job Management > Design share > Destination Management

Job Group Name : Design share

[Add New Destination](#)
[Duplicate](#)
[Delete](#)

	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

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.

Management Settings

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 51](#)

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

Add New Destination
Duplicate
Delete

	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

Management Settings

- 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

☐ 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.
Send to Me	This is displayed only for the device which supports authentication function. Select to send the email to a user who is authenticated by Document Capture Pro Server AE. The Destination address becomes hidden.
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 AE 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.

Management Settings

☐ 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 AE 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.

☐ 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.

Management Settings

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 AE.

Device Management List

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

Note:

You can register up to 1000 devices in Document Capture Pro Server AE. 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

Send

Update

<input type="checkbox"/>	Authenticated	Scanner Name	Location	Driver	Job Group	Status
<input type="checkbox"/>	✓	Document Scanner	Front desk	EPSON DS-780N	Document Scan	OK
<input type="checkbox"/>	✓	Document Scanner 2	1F office	EPSON DS-780N	(Not Assigned)	OK
<input type="checkbox"/>		Document Scanner (NW I/F)	2F sales office	EPSON DS-570W	(Not Assigned)	OK

Selected count : 0
Filtered : 3
Total count : 3

Rows per Page 10, 20, 50, 100

The following are displayed in the Device Management.

Management Settings

❑ 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
Send	Send the authentication information to the device. If you change the Basic Settings on System Settings , you need to send the changed information to the device.
Update	Update the Status .

❑ 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.	
Authenticated	Display the information whether the authentication function is enabled or not for the device.	
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.

Management Settings

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 58](#)
- ➔ [“Assigning Job Groups to Devices” on page 59](#)

Filtering Devices

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

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

The screenshot shows two parts of the application interface. The top part is a 'Filter' dialog box with the title 'Filter'. Below the title, it says 'Filter using the following conditions. (Hide)'. There are two input fields: 'Scanner Name (contain)' and 'Location (contain)'. At the bottom right of the filter box are two buttons: 'Apply' (blue) and 'Clear' (orange). The bottom part of the screenshot shows the 'Device Management' section. It has a title 'Device Management' and a row of buttons: 'Add New Scanner' (blue), 'Duplicate' (light blue), 'Delete' (orange), 'Device Setting' (light blue), 'Send' (light blue), and 'Update' (light blue). Below these buttons is a table with the following columns: a checkbox, 'Authenticated', 'Scanner Name' (with a sort arrow), '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.

3. 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**.

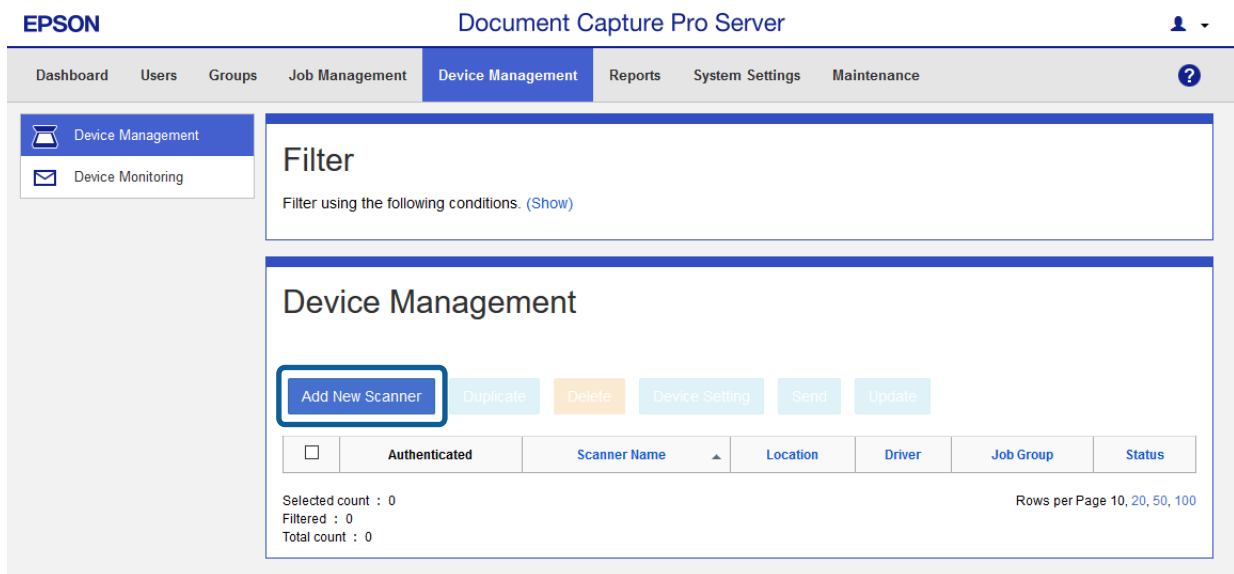
Management Settings

Registering Devices

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

Registering the Devices

1. Select **Device Management** from the menu.
2. Click **Add New Scanner**.



EPSON Document Capture Pro Server

Dashboard Users Groups Job Management **Device Management** Reports System Settings Maintenance

Device Management

Device Monitoring

Filter

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

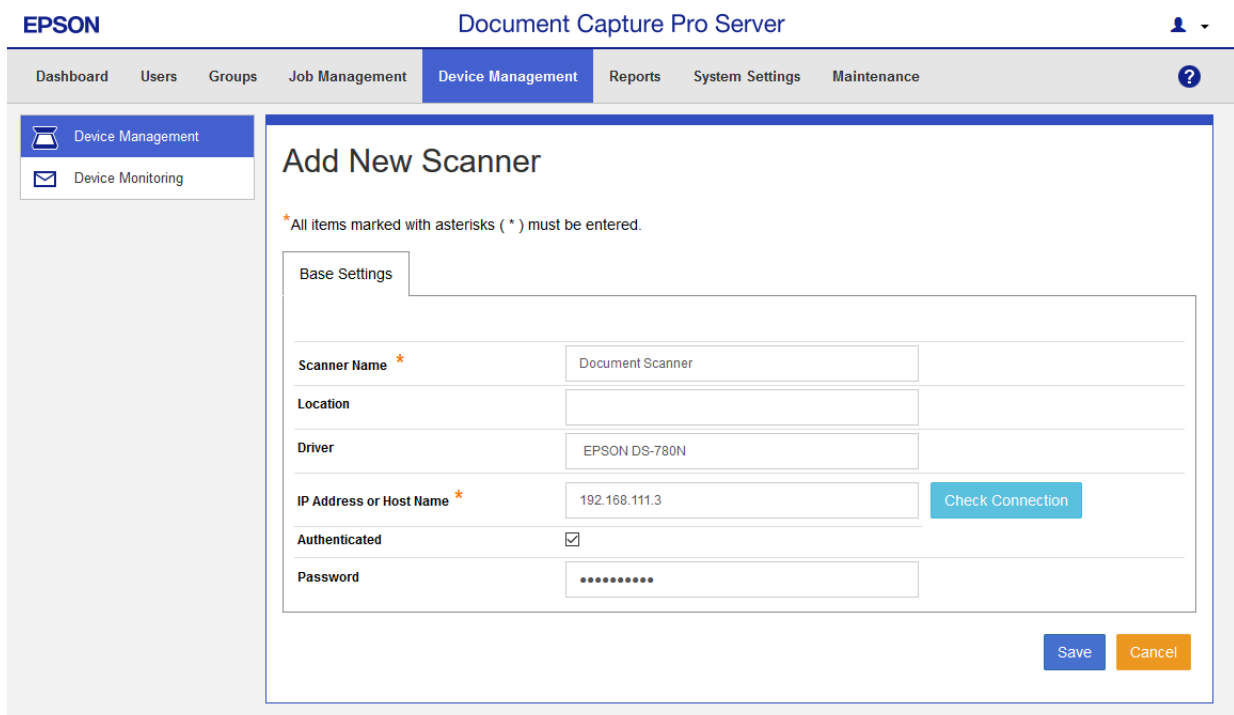
Device Management

Add New Scanner Duplicate Delete Device Setting Send Update

<input type="checkbox"/>	Authenticated	Scanner Name	Location	Driver	Job Group	Status
Selected count : 0 Filtered : 0 Total count : 0						

Rows per Page 10, 20, 50, 100

3. Set each item.



EPSON Document Capture Pro Server

Dashboard Users Groups Job Management **Device Management** Reports System Settings Maintenance

Device Management

Device Monitoring

Add New Scanner

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

Base Settings

Scanner Name * Document Scanner

Location

Driver EPSON DS-780N

IP Address or Host Name * 192.168.111.3 [Check Connection](#)

Authenticated ☒

Password

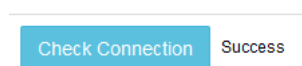
[Save](#) [Cancel](#)

Management Settings

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.
Authenticated	Displayed when the device which supports the authentication function is selected in Driver . Select when using the authentication function that is required to log in to the device. Entering the password that is set to the device on Password . If you do not set the administrator password to the device, leave here blank.
Protect with Password	This is displayed when Authenticated is disabled. 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.

4. Click **Check Connection**.

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



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.

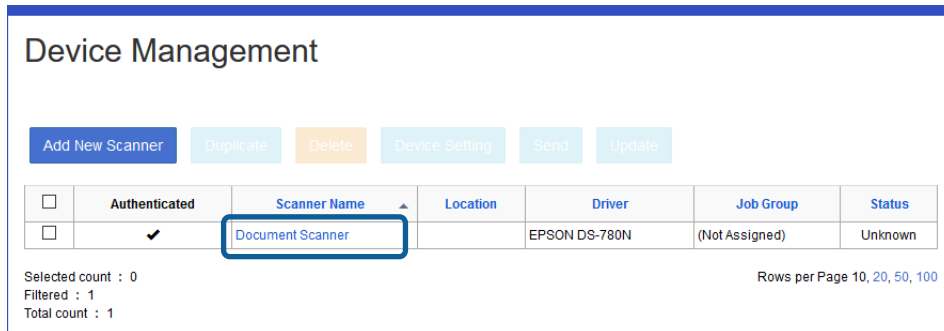
Assigning Job Groups to Devices

Assigning a registered job group to each device.

Management Settings

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.



Device Management

[Add New Scanner](#)
[Duplicate](#)
[Delete](#)
[Device Setting](#)
[Send](#)
[Update](#)

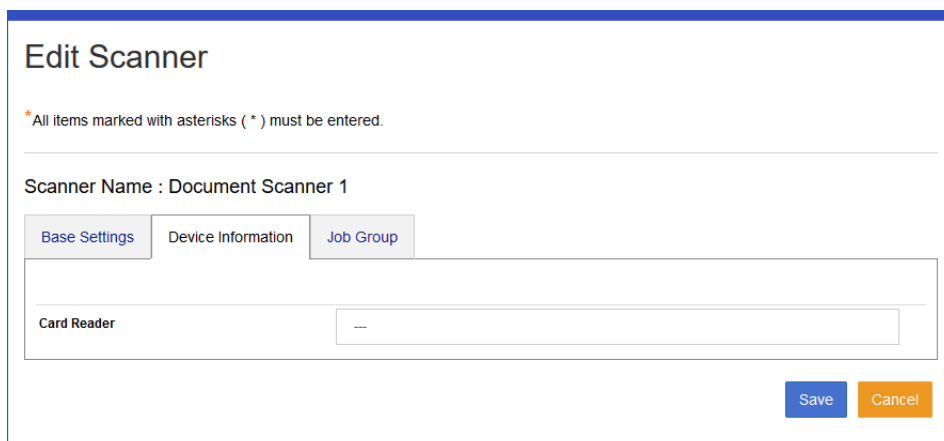
<input type="checkbox"/>	Authenticated	Scanner Name	Location	Driver	Job Group	Status
<input type="checkbox"/>	✓	Document Scanner		EPSON DS-780N	(Not Assigned)	Unknown

Selected count : 0
 Filtered : 1
 Total count : 1

Rows per Page 10, 20, 50, 100

3. Select the **Device Information** tab.

Select the card reader name or card ID format that is connected to the device.



Edit Scanner

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

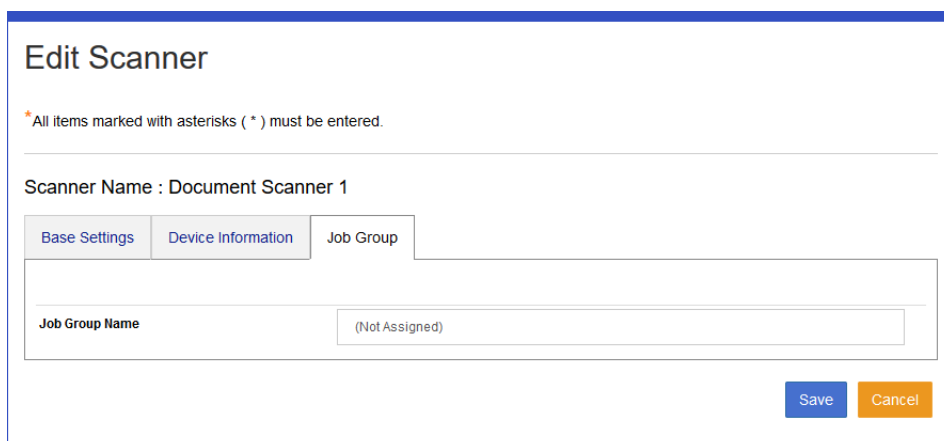
Scanner Name : Document Scanner 1

[Base Settings](#)
[Device Information](#)
[Job Group](#)

Card Reader

[Save](#)
[Cancel](#)

4. Select the **Job Group** tab.



Edit Scanner

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

Scanner Name : Document Scanner 1

[Base Settings](#)
[Device Information](#)
[Job Group](#)

Job Group Name

(Not Assigned)

[Save](#)
[Cancel](#)

5. Select the job group in the pull down menu.

Management Settings

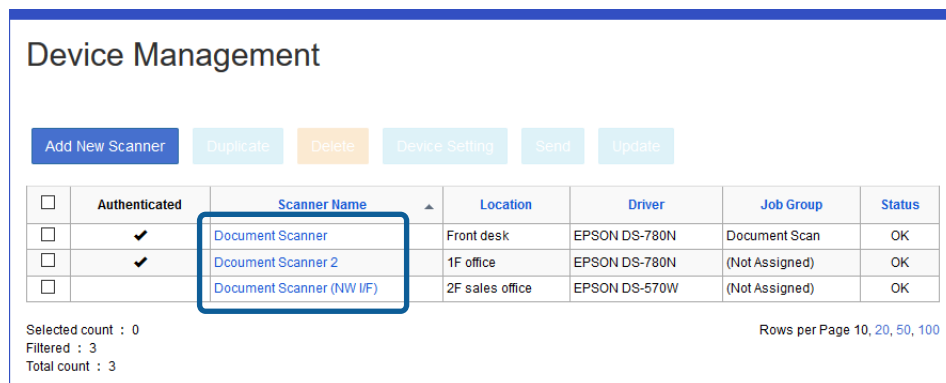
6. Click **Save**

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.



Device Management

[Add New Scanner](#)
[Duplicate](#)
[Delete](#)
[Device Setting](#)
[Send](#)
[Update](#)

<input type="checkbox"/>	Authenticated	Scanner Name	Location	Driver	Job Group	Status
<input type="checkbox"/>	✓	Document Scanner	Front desk	EPSON DS-780N	Document Scan	OK
<input type="checkbox"/>	✓	Document Scanner 2	1F office	EPSON DS-780N	(Not Assigned)	OK
<input type="checkbox"/>		Document Scanner (NW I/F)	2F sales office	EPSON DS-570W	(Not Assigned)	OK

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 01

Base Settings

Device Information

Job Group

Scanner Name *	Document scanner 01
Location	
Driver	EPSON DS-780N
Total Number of Scans (ADF)	164
Total Number of Scans (ADF - Single-sided)	141
Total Number of Scans (ADF - Double-sided)	23
Roller Assembly Kit (Number of Scans / Life Cycle)	12 / 200000
Last Updated	1/19/2017 3:25:13 PM

Update

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.
Authenticated	This is displayed only for the device which supports the authentication function. Displays the authentication function status of the device. You cannot change it when editing the device settings or duplicating the new device.

Management Settings

Items	Description
Protect with Password	This is displayed when the Authenticated is disabled. When this is selected, you need to enter a password when entering a job selection screen from the device's control panel.
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)
Send	Send the authentication information to the device.

❑ Device Information

Edit Scanner

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

Scanner Name : Document Scanner 1

Base Settings

Device Information

Job Group

Card Reader

Save

Cancel

Items	Description
Card Reader	Select the card reader name or card ID format that is connected to the device.

❑ Job Group

Edit Scanner

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

Scanner Name : Document Scanner 1

Base Settings

Device Information

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.

Management Settings

- 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

<input type="checkbox"/>	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.

☐ 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 65](#)

Registering the Device Monitoring

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

Device Monitoring

Add New Monitoring Function

Duplicate

Delete

<input type="checkbox"/>	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

- 3. Set each item.

Add New Monitoring Function

Notification Name

Monitoring 1

Email Recipients

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

0:00

☐ Weekly

Every:

Monday

0:00

☒ Monthly


Date:

1

0:00

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

Management Settings

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.

- Click **Save**

Reports

Reports are generated for users, organizations, devices, and system usage. You can also set details to deliver regular reports.

Report List

Navigate to **Reports > Report Output**. You can find the **Report Name** on the **Report List** screen.

Report List	
Report Name	
Job Report / User	
Job Report / Group	
Job Report / Scanner	
Job Report / ALL	
History Report	

Report Type

You can generate the following reports.

- ☐ Job Report / User

Generates an aggregating report for the number of jobs and pages by user.

Management Settings

- ☐ Job Report / Group
Generates an aggregating report for the number of jobs and pages by group.
- ☐ Job Report / Scanner
Generates an aggregating report for the number of jobs and pages by device.
- ☐ Job Report / ALL
Generates an aggregating report for the number of jobs and pages by all jobs.
- ☐ History report
Generates a report on the usage history logged by the system.

Report output

Report Output Setting

Select the reports and specify the period to generate the reports.

1. Select **Reports > Report Output** from the function menu.
A list of reports is displayed.
2. Click the link in **Report Name** for the Group classification you want to generate.
The report output menu is displayed.
3. Set **Date range**.

The screenshot shows a web form titled "Job Report / User". At the top, there is a note: "*All items marked with asterisks (*) must be entered." The form contains several sections:

- Date range ***: This section includes a "Date range" label, a "From" field with a value of "1", a "Month" dropdown menu, and the word "ago". Below this is a "To" field with a radio button selected for "Day before report date" and an empty text box. To the right of the text box is a calendar icon.
- Period**: This field displays the date range "12/19/2016 - 1/18/2017".
- Group**: This section has a "Group" label and a dropdown menu currently showing "Design".
- Format**: This section has a "Format" label and a dropdown menu currently showing "HTML".

At the bottom right of the form, there are two buttons: "Report Output" (blue) and "Cancel" (orange).

See the following to make settings.

Management Settings

Items		Description
Date range		The report range is from 00:00:00 of the retroactive date to 23:59:59 of the reference date.
	From	Set the starting point for the date range as the retroactive date from the reference date.
	To	Set the reference date for the report. Day before report date: Set the day before the reference date as the report creation date. To set another date as the reference date, select the radio button on the right, click the column, and then select a date.
Period		The set report range is displayed as a date.

4. Set the **Group**.

Available items differ depending on the group classification of the selected report.

See the following to make settings.

☐ Job Report / User

Select an job group from **Group**.

Group

Group

Design

☐ Job Report / Group

Select the job groups from **Group List** and click . Use  and  to move it between lists.

Group *

Group List

Unassigned users

→

←

Group

Design
General
Sales
System

☐ Job Report / Scanner

Select the devices from **Scanner List**. Use  and  to move it between lists.

Group *

Scanner List

Multi-function Printer

→



←

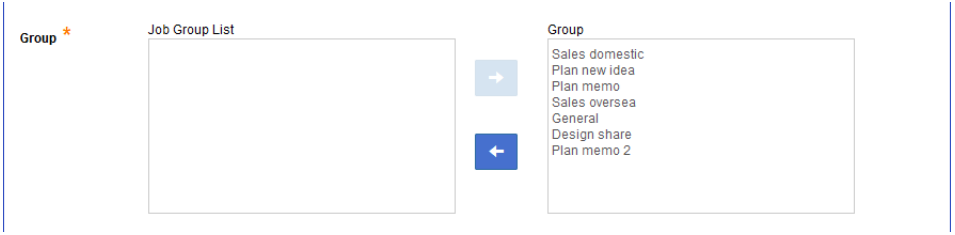
Group

Document scanner 01
Network I/F
Document scanner 02

Management Settings

☐ Job Report / ALL

Select the job groups from **Job Group List**. Use  and  to move it between lists.



5. Select a file format from **Format**.
You can select HTML or CSV.
6. Click **Report Output**.
7. Confirm the dialog and then click **OK**.

Related Information

➔ [“Report files” on page 108](#)

Scheduled Report

Set to deliver the reports by email and file transfer on a regular basis.

Scheduled Report Setting List

Displays the scheduled report setting list.

Select **Reports** > **Scheduled Reports** from the function menu.

Settings List of Scheduled Report		
<div>AddDelete</div>		
Selected	Name	Schedule
<input type="checkbox"/>	History	Next 1/23/2017 12:00 AM , None, Weekly
<input type="checkbox"/>	Job - all	Next 1/23/2017 12:00 AM , None, Weekly
<input type="checkbox"/>	Job - Device	Next 1/23/2017 12:00 AM , None, Weekly
<input type="checkbox"/>	Job - Group	Next 1/23/2017 12:00 AM , None, Weekly
<input type="checkbox"/>	Job - User	Next 1/23/2017 12:00 AM , None, Weekly
Total count 5 Lines per page : 10, 20, 50, 100		

The following are displayed in the scheduled report list.

Management Settings

❑ Button

Items	Description
Add	Click to display the registration menu.
Delete	Click a scheduled report in the Selected column to enter a check mark, and then click Delete .

❑ Information

Items	Description
Selected	Click to select the settings you want to remove.
Name	Registered scheduled report setting. Click to edit individual settings.
Schedule	Displays the delivery schedule.

Registering Scheduled Report Setting

Set a regular delivery for reports.

1. Select **Reports > Scheduled Reports**.
2. Click **Add**.
The new registration menu is displayed.
3. Enter the **Name**.
The name is displayed in the scheduled report setting list.
4. Select the name of the report to deliver regularly from the **Report**.

Scheduled report settings

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

Name : New

Report settings

Schedule

Destination

Name *

Report

Job Report / User

Date range *

Date range

From

1

Month

ago

To

Day before report date

Next report period

Group

Group

Design

Format *

☒ CSV
 ☒ HTML

OK

Cancel

Management Settings

5. Set **Date range**.

Scheduled report settings

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

Name : New

Report settings

Schedule

Destination

Name *

Report

Job Report / User

Date range *

From

1

Month

ago

To

Day before

Day

Week

Month

Year

Next report period

Group

Group

Design

Format *

☒ CSV

☒ HTML

OK

Cancel

See the following to make settings.

Items		Description
Date range		The scope is between 00:00:00 of the retroactive date from the specified range and 23:59:59 from the starting date.
	From	You cannot change the starting date from Day before report date .
Next report period		Displays the date of the report range.

6. Set the **Group**.

7. Select a file format.

You can select HTML or CSV.

Management Settings

8. Select each tab and set each item.

☐ Schedule

Scheduled report settings

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

Name : New

Report settings

Schedule

Destination

Start date and time *

End date

☒ None

☐ End at

Report cycle

Weekly




Monday

Next delivery date and time

OK

Cancel

See the following to make settings.

Items	Description
Start date and time	Set the date and time to start the delivery. Click   to select the date and time.
End date	Set the end date of the delivery. None: Select when there is no specific date. End at: Enter the end date. Click  to select the date.
Report cycle	Select the delivery period of the report that you created.
Next delivery date and time	Displays the next delivery date and time.

Management Settings

☐ Destination

Set the destination of the output report.

Scheduled report settings

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

Name : New

Report settings

Schedule

Destination

*Please select "Email delivery" or "Upload the file (SMB)" or both.

☐ Email delivery

Destination address

Separate multiple addresses with semicolons

- up to 200 destinations
- Addresses 0/200

Recipients search

Search

Search results

Add

☐ Upload the file (SMB)

Location

Account

See the following to make settings.

Items	Description
Email delivery	Select when you want to send reports by email on a regular basis.
Destination address	<p>Enter the email destination.</p> <p>You can specify up to 200 destinations separating emails using a semicolon (;).</p> <p>The current number will be displayed in the input field next to it.</p>
Recipients search	Enter the keyword to search for the address. When some or all of the user IDs and full names of the registered users is a match, the address is displayed in the search results.
Search	Search for addresses.
Search results	Displays the results of the address search.
Add	Select a destination in the search results and click Add to add it to Destination address .
Upload the file (SMB)	Select when you want to upload reports to a network folder on a regular basis.
Location	<p>Specify the path of the scheduled report.</p> <p>Enter within 255 characters (UTF-8).</p>

Management Settings

Items	Description
Account	Enter the account name to access the scheduled report folder. Enter within 255 characters (UTF-8).
Password	Enter the password to access the scheduled report folder. Enter within 20 characters (UTF-8).
Domain	Enter the domain name to access the scheduled report folder. Enter within 255 characters (UTF-8).

9. Click **OK**.
10. Click **OK** on the confirmation menu.
You are returned to the scheduled report setting list menu.

Related Information

- ➔ [“Report List” on page 66](#)
- ➔ [“Report Output Setting” on page 67](#)

System Settings

You can configure the basic settings for the system and the related server.



Caution:

*If you change the Basic Settings after registering the device, you need to send the changed information to the device on **Device Management**. Select the devices and then click **Send**.*

Basic Settings

You can configure the basic settings for the system.

Management Settings

This is displayed when you select the function menu > **System Settings** > **Basic Settings**.

Basic Settings

Make basic configurations for Document Capture Pro Server.

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

Users

Card authentication

☒ Allow users to register authentication cards

Validity period for temporary cards

Card ID format

If you change the card ID format, please make sure that you can still be authenticated using the card.

☐ Set card ID range

Text Start Position

Number of Characters

If the format of the authentication card ID or the specified range is changed, check that the authentication card can be authorized.

Authentication on Devices

☒ User ID and Password

☐ ID Number

☒ User defined

Items			Description
Users	Card Authentication	Allow users to register authentication cards	Select to allow users to register the authentication card to the system.
		Validity period for temporary cards	Set the validity period of the temporary card.
		Card ID format	Select the format for the authentication card ID. When registering Card ID in bulk or reading from an LDAP server, you need to select a format for the authentication card ID. Check the format of the registered authentication card ID with the LDAP server administrator.
		Set card ID range	Select to specify the range of authentication numbers read from the ID card. Specify the text start position and the number of characters.

Management Settings

Items			Description
Users	Authentication on Devices	User ID and Password	Select to log in by performing authentication from the device's control panel by entering a User ID and Password without having to use an authentication card.
		ID Number	<p>Select to log in by performing authentication from the device's control panel by entering an ID Number without having to use an authentication card.</p> <p>User defined: Select to allow the user to change the ID number. You can change this when Change ID Number is displayed in the account menu on the user page.</p> <p>Admin defined: Select to allow the administrator to change the ID number. You can change this in Users > Edit user > ID Number.</p> <p>Minimum number of digits: Sets the number of digits in ID numbers automatically generated by the system.</p> <p>ID numbers are issued automatically in the following situations.</p> <ul style="list-style-type: none"><input type="checkbox"/> When User ID and Password or ID Number are changed in Authentication on Devices.<input type="checkbox"/> Information is updated when Reissue is selected in Edit user > ID Number.<input type="checkbox"/> Auto Generate is clicked in Users >Edit user > ID Number.<input type="checkbox"/> Auto Generate is clicked in Change ID Number in the User Account menu.
Scanner	Panel	Operation time out	<p>Sets the time to log out if you do not operate the device for a certain period of time. You can register from 10 seconds to 240 minutes.</p> <p>This is applied when the device is registered. If you want to change it, access the built-in Web server (Web Config) from the function menu Device Management > Device Setting.</p>
Display Settings	Number of Lines per List		<p>Select the number of lines displayed in lists such as the User list, Group list. For reflecting the settings, you have to clear the cookie files for the web page.</p> <p>Job Management and Device Management screen are not covered.</p>
	Delimiter of CSV Data		Select the delimiter for the CSV file that is used to import and export.
Server Address	URL for Scanner Communication		Enter the URL of the panel that the device will access.
	URL for Users		<p>Enter the URL of the user page.</p> <p>You can select http and https.</p>
Apply			Registers the settings to the system.

Note:

When you change the URL, select all of the devices in **Device Management** and then click **Send**.

Management Settings

Related Information

➔ [“Card ID Format” on page 77](#)

Card ID Format

Format	Description
Format1 (Default)	Outputs the binary value as a hexadecimal.
Format2	Outputs the value obtained by rearranging the Upper Lower byte binary value as a hexadecimal number.
Format3	Outputs the value obtained by rearranging the Upper Lower bit by bit conversion as a hexadecimal number.
Format4	Outputs a binary value as a decimal number.
Format5	Outputs the value obtained by rearranging the Upper Lower byte binary value as a decimal number.
Format6	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a decimal number.
Format7	Outputs the binary value as a hexadecimal ASCII string.
Format8	Outputs the value obtained by rearranging the Upper Lower byte of the binary value as a hexadecimal ASCII string.
Format9	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a hexadecimal ASCII string.
Format10	Outputs the binary value as a decimal ASCII string.
Format11	Outputs the value obtained by rearranging the Upper Lower byte of the binary value as a decimal ASCII string.
Format12	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a decimal ASCII string.
Format13	Outputs a binary value as an ASCII string.

Note:

Follow the steps below to check the card ID format.

1. Check the format type of the registered IDm and UID with the authentication card provider or the authentication card management representative.
2. Check the table of authentication card format types, and then select the same format for the authentication card.
3. Make sure that you can login by holding the card to the card reader.

If you cannot login, make sure you have selected the correct card reader for the printer or scanner. Even if you cannot find the format of the authentication card by asking the administrator or the card provider, make sure you try to login by switching the format of the authentication card ID in order.

SMTP Server

You can configure the SMTP server to send emails from the system and the device to the user.

Management Settings

Note:

- ❑ You can also set the device settings from Web Config of the device.
- ❑ See the manual supplied with the product for details on making network settings.
You can find the product manual below. After entering the product name and go to **Support**.
<https://epson.sn>

This is displayed when you select the function menu > **System Settings** > **SMTP Server**.

SMTP Server

Set the SMTP server used for Document Capture Pro Server.

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

Server Address *

Port Number *

Secure Connection

STARTTLS ▼

Authentication Method

☐ Off
 ☐ SMTP Auth
 ☐ POP before SMTP
 ☒ SMTP Auth (OAuth 2.0)

Email Services

Microsoft Exchange Online / Microsoft Outlook.com ▼

☐ Reauthenticate email services

Email sender address *

Email recipient address

Send test email

Apply

Items	Description
Server Address	Enter the IP address and the host name within 253 characters.
Port Number	Enter the port number for the SMTP server (outgoing email 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	<p>Select the authentication type for the SMTP Server. Setting content varies depending on the selected items.</p> <p>SMTP Auth</p> <p><input type="checkbox"/> Account The login ID for SMTP authentication. Enter within 255 characters.</p> <p><input type="checkbox"/> Password The password for SMTP authentication. Select Edit to enter a password. Enter within 255 characters.</p> <p>POP before SMTP</p> <p><input type="checkbox"/> Server Address Enter the IP address of the incoming email server (POP 3 server) within 255 characters.</p> <p><input type="checkbox"/> Port Number Enter the port number of the incoming email server with a number between 0 and 65535. The default number is 110.</p> <p><input type="checkbox"/> Account Enter the login ID for POP before SMTP authentication. Enter within 255 characters.</p> <p><input type="checkbox"/> Password The password for POP before SMTP authentication. Select this to enter a password. Enter within 255 characters.</p> <p>SMTP Auth (OAuth 2.0)</p> <p><input type="checkbox"/> Email services Select the Email service you want to use.</p> <p><input type="checkbox"/> Reauthentication Select this if re-authentication is required, such as when authentication on the SMTP authentication server becomes invalid or communication fails.</p>
Email sender address	Set the email address used as the email sent from the system within 255 characters.
Email recipient address	<p>Enter the recipient email address for test transmissions.</p> <p>The default value is the email address of the administrator account that is currently logged in.</p>
Send test email	Sends an email to the target address.
Apply	Registers the settings to the system.

LDAP server

Set to manage users in an LDAP server.

This is displayed when you select the function menu > **System Settings** > **LDAP Server**.

Settings Tab for LDAP Server

LDAP Server

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

Sync.

Settings

LDAP connection

☒ Enable
 ☐ Disable

LDAP server type

Active Directory

Server address *

Port Number *

389

Secure Connection

None

Authentication protocol

PLAIN

Base DN *

Anonymous access

☐ Yes
 ☒ No

Administrator DN *

Administrator password *

☐ Edit

Search filter

User Attribute

User ID *

sAMAccountName

Items	Description
LDAP connection	Set whether or not to connect to an LDAP server.
LDAP server type	Select the type of LDAP server from Active Directory or OpenLDAP .
Server Address	Enter the IP address and the host name of the LDAP server within 255 characters.
Port Number	Enter the port number of the LDAP server with a number between 0 and 65535.
Secure Connection	Select the encryption method for the LDAP server from None , SSL/TLS , or STARTTLS .
Authentication protocol	Select the authentication protocol from PLAIN , DIGEST-MD5 , or GSSAPI (Kerberos V5) .
Base DN	Enter the identifier of the search base of the directory service.
Anonymous access	Select whether or not to search using anonymous authentication.
Administrator DN	Enter the identifier of the LDAP server administrator. Example: CN = myldap, OU = myService, DC = ldap, DC = xxx, DC = com
Administrator password	Select Edit to enter a password. Enter the administrator password used during the search.

Management Settings

Items	Description
Search filter	Specify the search criteria when acquiring user information. Example: cn=Epson Tarou employeeNumber>=1000 (&(cn=Tarou)(sn=Epson))
User Attribute	Associates the attributes of the registration information of this system and the attributes of the LDAP server. Select an attribute from Select user attributes screen. The default value varies depending on the type of LDAP server. If you read Card ID from the LDAP server, you must have set the model number of the card reader and the format of the authentication card ID. Make the following settings after synchronization with the LDAP server. <input type="checkbox"/> Model number of the card reader: 1. Navigate to Device Management > Scanner Name , open the device editing menu of the device that is connected to the card reader. 2. Select the model number of the connected card reader from the Card Reader on the Device Information tab. <input type="checkbox"/> Format of authentication card ID: Navigate to System Settings > Basic Settings > User > Card ID format , and then select the format.
Select user attributes	Opens the Select user attributes menu.
Group Settings	Select the organization unit (OU) for the user. When using an OU for LDAP, you need to enter the acquired hierarchy at the same time. To use LDAP attributes, enter the attribute names.
LDAP Synchronization	Set the interval to synchronize user information on the LDAP server with this system. You cannot change settings that do not synchronize automatically from the configuration menu by default. To change these settings, you need to set them again after setting all the configuration items on the configuration menu.
Test connection	Checks the connection test to the LDAP server.
Apply	Registers the settings to the system.

Selecting User Attributes for LDAP Server

Set the attributes to be referred to when synchronizing with the LDAP server and the synchronisation interval.

1. Select **System Settings > LDAP Server** from the function menu, and then select the **Settings** tab.
2. Click **Select user attributes**.
The attribute selection menu is displayed.
3. Enter the name that you want to display for the attributes in **DN target**, and then click **Acquisition**.
(Example: CN = myldap, OU = mySercice, DC = ldap, DC = xxx, DC = com)
Attribute information is displayed as a list.

Management Settings

4. Select the item you want to associate with the LDAP server attribute from the pull-down menu in the **Document Capture Pro Server Field** column.

Select **User ID**, **Full name**, **Email address**, **Card ID**, **ID Number**, and **OU component ID**.

5. Click **OK**.

You are returned to the **Settings** tab.

6. Make sure that the selected attribute of each item for **Document Capture Pro Server Field** is displayed.

7. Specify the attributes for managing users in this system from **Group Settings**.

- ☐ Use the LDAP for the OU (organizational unit) :

Select to use the LDAP of the OU directory. Also enter the hierarchy to acquire the user information.

- ☐ Specify the attributes:

Select to use attributes other than the LDAP of the OU directory. Enter the attribute names you want to use.

8. Specify the interval at which to update the user information synchronized with LDAP servers and this system in **LDAP Synchronization**.

- ☐ No synchronization.:

Select if you do not want to synchronize automatically. Click **Execute** on the **Sync.** tab to synchronize.

- ☐ Every day:

Select to perform a synchronization at a certain time of day. Select the time to start the synchronization from the pull-down menu.

9. Click **Apply**.

Synchronization tab

You can check a scheduled synchronization log and synchronize manually.

Items	Description
LDAP domain name	Displays the domain name of the LDAP server.
Sync. log	Displays the sync logs.
Sync. manually	Click Execute to start a manual synchronization.

Notification Email Settings

You can send notifications to users.

This is displayed when you select the function menu > **System Settings** > **Email Settings**.

Management Settings

For User registration complete emails, you can set notifications for users who are managed by LDAP servers and for users who are not.

Email Settings

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

Email Type

User registration complete email

Users with Passwords
Subject *

User registration complete email

Body *

User registration of [productname] complete.

User ID: [userid]
Domain: [domain]

Follow the steps below to make the settings.

1. Log In to User's Web Page

Restore default values

Email recipient address

pubnet@epsonnet.com

Send test email

Local Users without Passwords
Subject *

User registration complete email

Items	Description
Email Type	Select the type of notification email.
User Registration Complete Email,User Registration Complete Email (ID Number)	

Management Settings

Items		Description
	Users with Passwords	A notification email for users who has password.
	Subject	The subject line of the notification email.
	Body	The body of the message.
	Restore default values	Resets the contents of the notification email to the default manufacturer values.
	Input method for alternative string (Users with Passwords)	Displays the entry method of alternative strings that can be used in the notification email to users who are registering a password. See the topic described about alternative string for more information.
	Email recipient address	Enter the destination email address for the test email.
	Send test email	Sends the test mail.
	Local Users without Passwords	A notification email for users who are able to manage passwords by this system, and who are not registering a password.
	Subject	The subject line of the notification email.
	Body	The body of the message.
	Restore default values	Resets the contents of the notification email to the default manufacturer values.
	Input method for alternative string (Local Users without Passwords)	Displays the entry method of alternative strings that can be used in the notification email to users who are able to manage passwords by this system, and who are not registering a password. See the topic describing alternative strings for more information.
	Email recipient address	Enter the destination email address of the test sending mail.
	Send test email	Sends the test mail.
Maintenance Communication Email		
	Subject	The subject line of the notification email.
	Body	The body of the message.
	Restore default values	Resets the contents of the notification email to the default manufacturer values.
	Input method for alternative string	Displays the entry method of alternative strings that can be used in the notification email. See the topic described about alternative string for more information.
	Email recipient address	Enter the destination email address of the test sending mail.
	Send test email	Sends the test mail.
Apply		Click to apply the settings.

Note:

If an IP address is included in the URL, you may not be able to receive email. In this case, use the host name instead of the IP address.

Management Settings

Alternative String Table

Output	Entry method	Description
Product Name	[productname]	Enter "Document Capture Pro Server".
User ID	[userid]	Enter the User ID. Items that you enter are used for user registration in Basic Information > User ID .
Domain	[domain]	Insert the domain name. (Local) is displayed for local users.
Full name	[username]	Enter the user's full name. Items that you enter are used for user registration in Basic Information > User ID .
ID Number	[idnumber]	Displays the ID Number issued by the system when sending notifications to users that have ID Number authentications.
Registration URL	[registrationurl]	You can send a notification email to users who are managed by the system. Enter the URL for setting a password to log in to the user page.
Log in URL	[loginurl]	Enter the login screen URL of the user page. Use the URL that was set in Administrator page System Settings > Basic Settings > URL for Users .
Password setting expiration time	[expiration]	Enter the time allowed to create a password from the moment the email is sent.


Maintenance



You can collect the logs and back up the system.

Download System log

You can download the logs to the system.

This is displayed when you select the function menu **Maintenance > System log**.

Click  to download evt format files as one ZIP file.

System Logs		
Type	Contents	
Administrator log	Authentication log/Configuration log	
System log	Information log/Error log	

The following shows the content of the logs.

Management Settings

Items		Description
Administrator log	Authentication.log	Records the results of authentication from the administrator page, user page, or the panel by administrators or users.
	Configuration.log	Logs the values of adding, deleting, updating and the person who performed the operation.
System log	Information.log	Logs the start, the end, and the results of the regular process.
	Error log	Log errors that occurred.

The log file has the following saving rules.

- ☐ Folder Path: \Document Capture Pro Server Authentication Edition install folder\logs
- ☐ When log data exceeds the specified file size, a new log file is created.
- ☐ Log files are managed in generations. A period and serial number are added at the end of the file name.

Related Information

➔ [“Log file” on page 112](#)

System Backup

You can back up the database and configuration files for the system.

This is displayed when you select **Maintenance > System Backup** from the function menu.

Note:

If the database is set up on a computer other than the Document Capture Pro Server AE host computer, you cannot use the backup function for this system to back up the database. To back up the database, use the SQL client tool supplied by Microsoft SQL Server Management Studio or Microsoft SQL Server.

System Backup

Backup destination folder: C:\Program Files (x86)\Epson Software\AuthenticationSubSystem\Backup\

Automatic backup: ☒ Disable ☐ Enable Every day ▼ 02:00 ▼

Keep backups for: Day

Backup now Apply

Items	Description
Backup destination folder	Displays the folder path to save the backup file.
Backup now	Click to start the backup.

Management Settings

Items		Description
Automatic backup	Disable	Disables automatic backup.
	Enable	Enables automatic backup. The backup starts on the specified time and day. Backup files that have expired are deleted.
Keep backups for		Specify how long you want to keep backups. You can specify 10 to 100 days.
Apply		Saves the backup settings.

Related Information

➡ [“Restoring the System” on page 100](#)

Solving Problems

System (services) do not work

Check the following.

Installation of necessary software and components

If the required software and components are not installed, or if they are not working properly, this system may not work. Check the system failure in the system log.

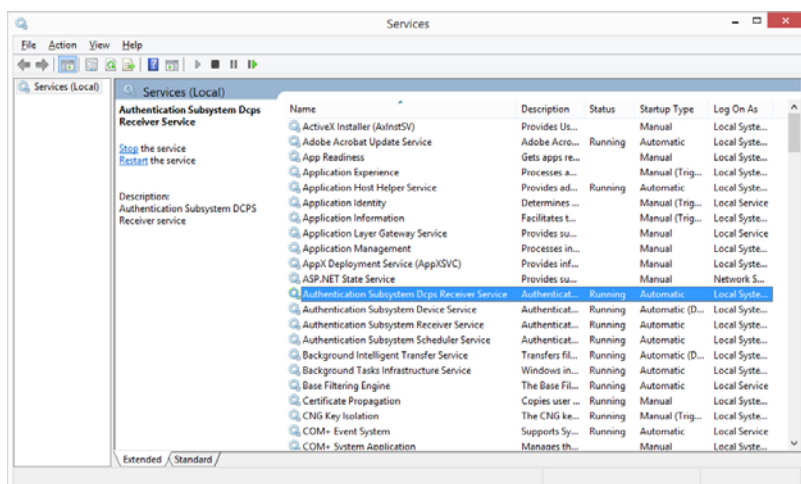
Related Information

➔ [“Download System log” on page 85](#)

Activation of Service

Follow the steps below to check whether the service is running normally, and then restart.

1. Navigate to **Start menu > All Programs > Administrative Tools**, and then select **Services** on Document Capture Pro Server AE host computer.
2. Make sure that the following services are set to start from the service list under **Status**.
 - ☐ Authentication Subsystem Dcps Receiver Service
 - ☐ Authentication Subsystem Device Service
 - ☐ Authentication Subsystem Receiver Service
 - ☐ Authentication Subsystem Scheduler Service
 - ☐ DCPSNWSERVICE
 - ☐ Document Capture Pro Application Service



Solving Problems

3. If there is a service that is not started, right-click the name of the service, and then select **Stop** from the menu.
Stop all services.
4. Right-click the name of the service again, and then select **Start** from the menu.
Start all services.

If the service does not start, restart the server OS.

If you are using a virtual environment, and you cannot start when you restart the virtual server OS, restart the server of the host OS.

Administrator pages and user pages do not appear

Check the following.

- ☐ Cookies are enabled in your browser.
- ☐ JavaScript is enabled in your browser.
- ☐ If “A system error has occurred.” is displayed, make sure the service is running normally.

Related Information

➔ [“Activation of Service” on page 88](#)

Cannot Access Document Capture Pro Server AE

Check the following.

- ☐ Document Capture Pro Server AE 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 AE host computer is not changed.

You cannot connect to an email server and authentication server that use encrypted communication

When building your own CA stations, and using a self-signed certificate for the email server or authentication server, register the trusted root certification authority to the root certificate used in this server system.

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.

<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.

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.

Forgotten the password for the administrator page

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

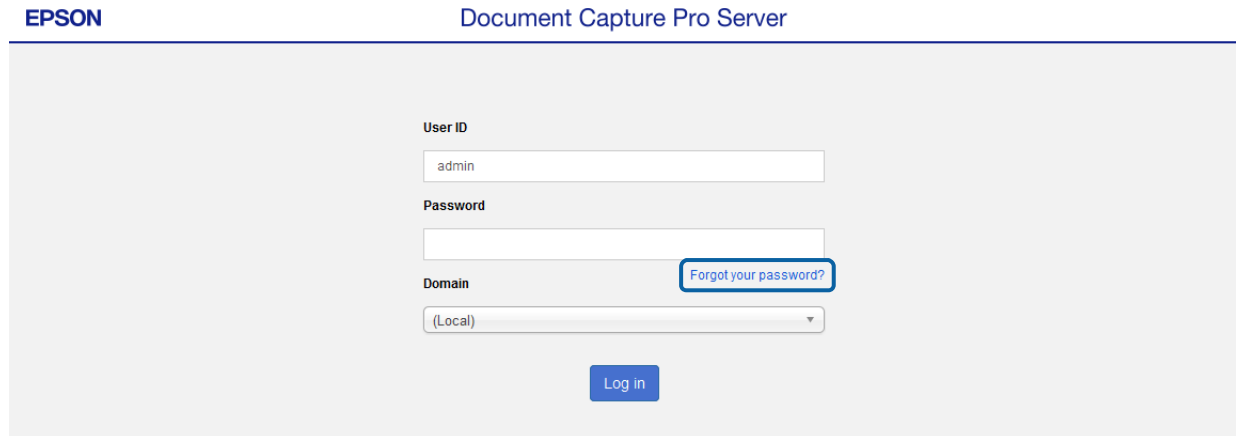
Go to the LDAP server to change the password for an account that is synchronized with the LDAP server.

Solving Problems

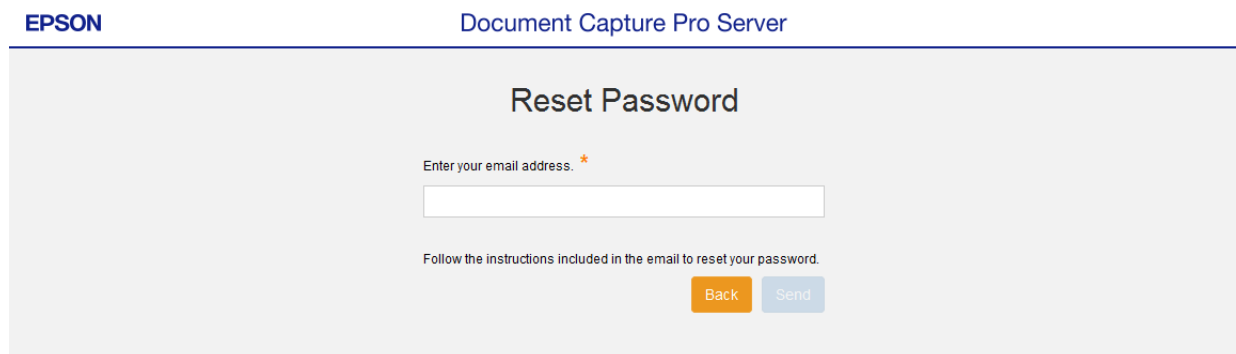
1. Access the administrator page.

The URL of the login screen for the administrator page is provided in the registration completion notification email.

2. Click **Forgot your password?**.



3. Enter the registered email address.



4. Click **Send**.

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

5. Click the URL in the email to open the password setting menu.

6. Enter a new password in **New password**. Enter the password again in **New password (confirm)** to confirm the password.

7. Click **OK**.

Changing the password

You can change the password for the administrator page.

Go to the LDAP server to change the password for an account that is synchronized with the LDAP server.


Solving Problems

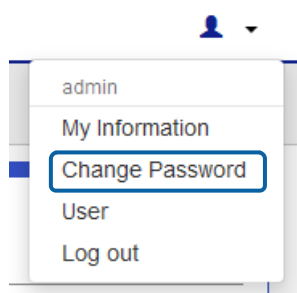
1. Access the administrator page.

The URL of the login screen for the administrator page is provided in the registration completion notification email.

2. Enter the user ID and password, and then select the domain. Click **Log in**.

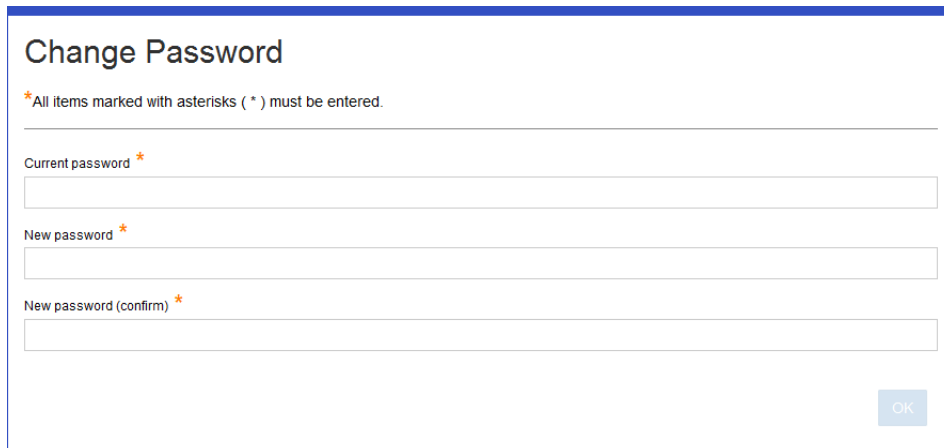
3. The dashboard and the menu are displayed.

4. Click  ▼ to display the account menu.
5. Select **Change Password**.



Solving Problems

6. Enter the password set for the administrator page in **Current password**.



The image shows a 'Change Password' web form. At the top, it says 'Change Password' followed by a note: '*All items marked with asterisks (*) must be entered.' Below this are three input fields: 'Current password *', 'New password *', and 'New password (confirm) *'. Each field has a small asterisk icon to its left. At the bottom right of the form is a blue 'OK' button.

7. Enter the new password in **New password**, and then enter it again in **New password (confirm)**.
8. Click **OK**.
The registration completion message is displayed.
9. Close the browser.

Printer is Not Displayed on Destination Management Screen

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

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

If the LDAP server goes down

If the LDAP server is down, users with a user ID and password cannot log in. Login to the system using an authentication card.

Check a Web Server Log

1. Open **Internet Information Services (IIS) Manager** on Document Capture Pro Server AE host computer.
2. Select **AuthSubSystemWeb** from the Web site.
3. Double-click **Logging** in IIS.
4. A log is created in the folder specified in **Log File**.

Imported list data characters are corrupted

Create the CSV file using the UTF-8 character code. This is unaffected by the presence or absence of BOM.

To create a UTF-8 CSV file from a Microsoft Excel file, open the CSV file in a text editor that is compatible with UTF-8, and then save it as UTF-8 character text.

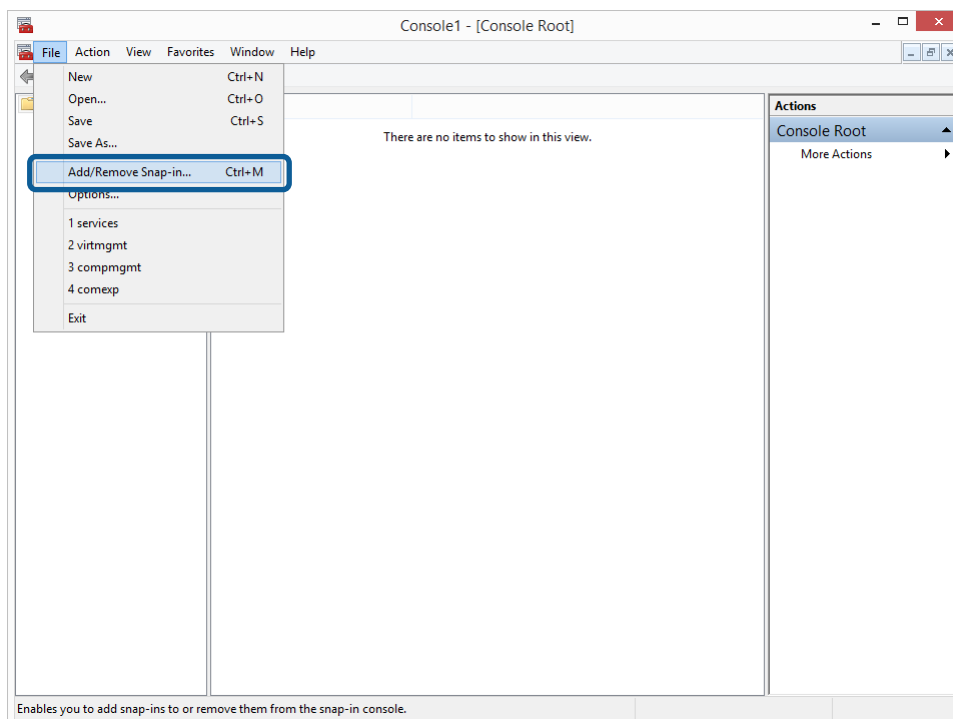
Card Authentication is too Slow

If the card authentication is too slow, configure following settings according to the internet connection environment of the Document Capture Pro Server AE host computer.

For Servers Without an Internet Connection

If your Document Capture Pro Server AE host computer is not connected to the Internet, make settings so that the certificate is not obtained.

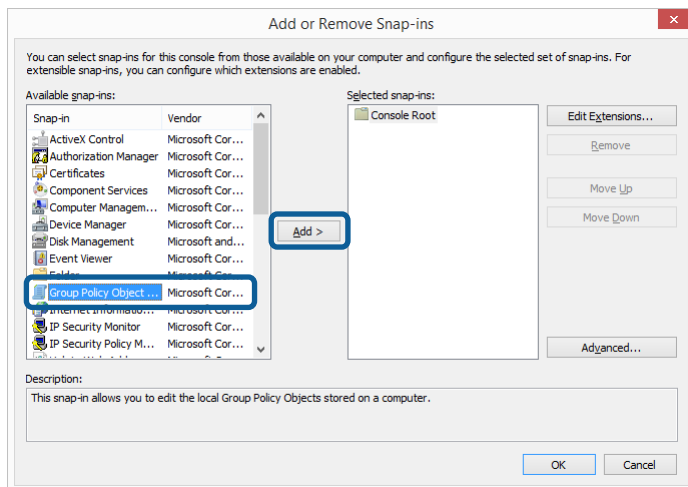
1. Enter **mmc** into the Start menu > **Search programs and files** to run the Microsoft Management Console.
2. Select **File > Add/Remove Snap-in**.



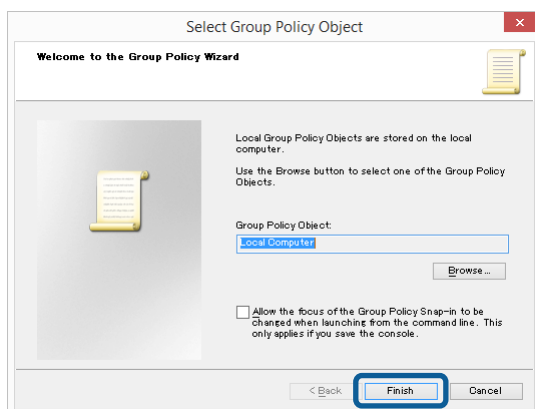
Solving Problems

3. Select **Group Policy Object Editor**, and then click **Add**.

The **Select Group Policy Object** screen is displayed.

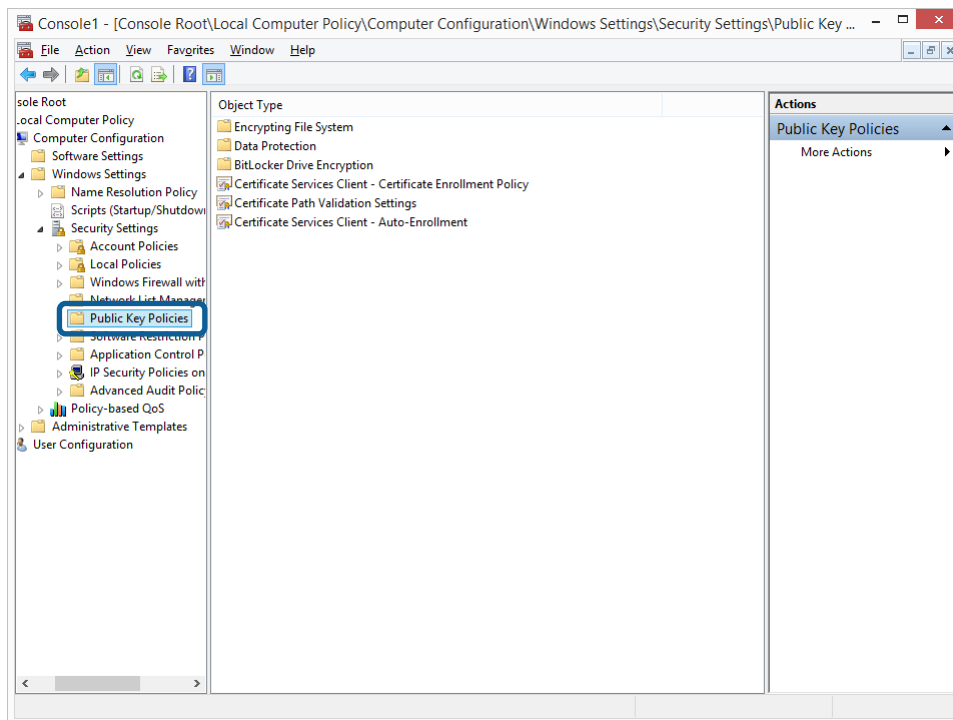


4. Click **Finish**.

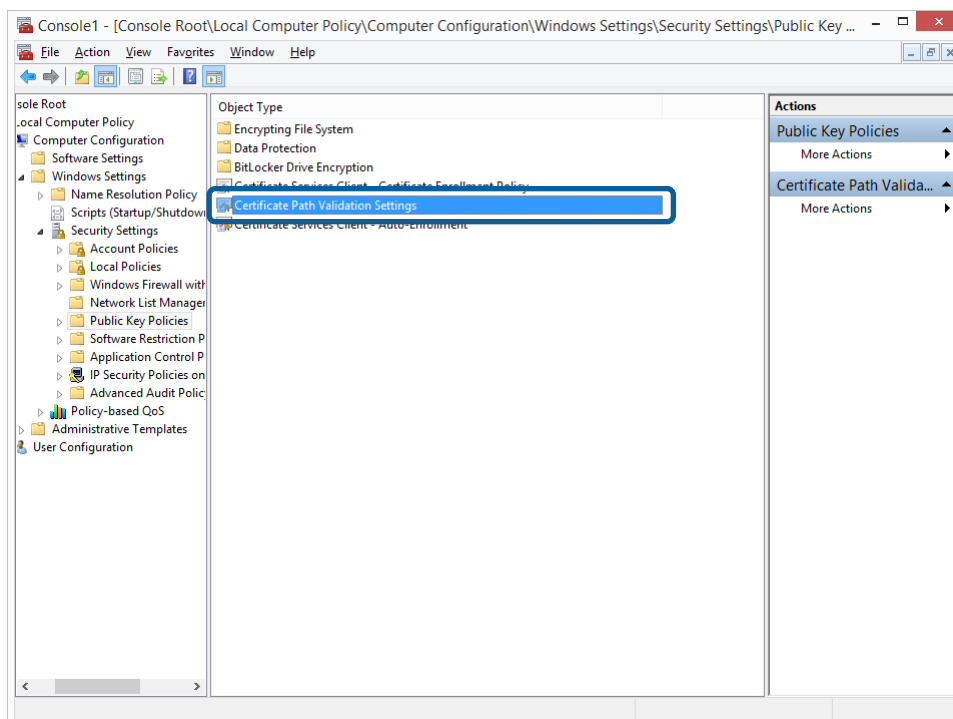


5. Click **OK**.

Solving Problems

6. Select **Public Key Policies**.7. Double-click **Certificate Path Validation Settings** in Object Type.

The **Certificate Path Validation Settings Properties** screen is displayed.

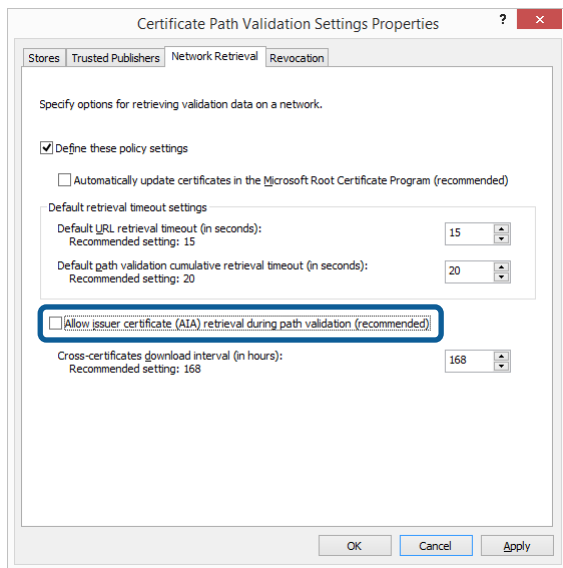
8. Select the **Network Retrieval** tab, and then make the following settings.

Select **Define these policy settings**

Clear **Automatically update certificates in the Microsoft Root Certificate Program**

Solving Problems

Clear **Allow issuer certificate (AIA) retrieval during path validation**



9. Click **OK**.

For Servers with an Internet Connection

If your Document Capture Pro Server AE host computer can connect to the Internet, make proxy settings for the Local System authority user.

1. Right-click **Start > All Programs > Accessories > Command Prompt**, and then select **Run as administrator**.
2. Enter the following command to stop using a proxy.
bitsadmin /util /setieproxy localsystem NO_PROXY
3. Enter the following command according to the proxy settings.
Using the automatic configuration script:
bitsadmin /util /setieproxy localsystem AUTOSCRIPT [URL of the automatic configuration script]
Using the list for an explicit proxy:
bitsadmin /util /setieproxy localsystem MANUAL_PROXY [proxy configuration]

Insufficient Disk Space Alert is Displayed on the Dashboard

An alert **Low disk space** is displayed on the dashboard if the disk capacity is approaching the maximum limit due to an increase in the system logs.

In this case, backup the logs if necessary, and then delete logs from the following path.

Folder Path : \Document Capture Pro Server Authentication Edition install folder\logs

"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.

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

If the server running Document Capture Pro Server AE has multiple network interfaces, the server will not respond until communication with the network interface that is not communicating has timed out. Use the following method to prioritize the network interface used to communicate with the device.

- ☐ Specify the server's IP address
- ☐ Change the network metric values

Specify the server's IP address

This section explains how to specify the server's IP address in the configuration file so that communication is prioritized between Document Capture Pro Server AE and the device.

This method is available for Document Capture Pro Server AE version 3.0.12 and later.

1. Select Start menu > **Windows Administrative Tools** > **Services**, or **Control Panel** > **System and Securities** > **Administrative Tools** > **Services**.

Services on Windows services starts.

2. Select **DCPSNWSservice**, right-click, and then select **Stop**.

The DCPSNWSservice on Windows service stops.

3. See the following example and use a text editor to create a file that specifies the server's IP address on which Document Capture Pro Server AE is running.

- ☐ Example when the IP address is "192.0.2.0" (IPv4):

```
-----  
[Server]  
IPAddress=192.0.2.0  
-----
```

Solving Problems

- ❑ Example when the IP address is "2001:0db8:1234:5678:90ab:cdef:0000:0000" (IPv6):

```
-----
[Server]
IPAddress=2001:0db8:1234:5678:90ab:cdef:0000:0000
-----
```

4. Name the file EPNSMs.ini, and then save the file.
5. Copy EPNSMs.ini to \Program Files(x86)\Epson Software\Document Capture Server\.
6. Select **DCPSNWService** in **Services** on Windows services, right-click, and then select **Start**.
DCPSNWService on Windows services starts.

Change the network metric values

Change the metric value of the network interface so that communication is prioritized between Document Capture Pro Server AE and the device.

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**.
2. Right-click the adapter icon for which you want to change the network metric and select **Properties**.

Solving Problems

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.

Jobs are not displayed in the control panel of the device

Check the following.

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

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

☐ **Is a firewall blocking communication for job information?**

If you are using a different firewall than the server on which Document Capture Pro Server AE 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 AE 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.

Restoring the System

You can restore the system by restoring the files that were backed up using the restore tool.

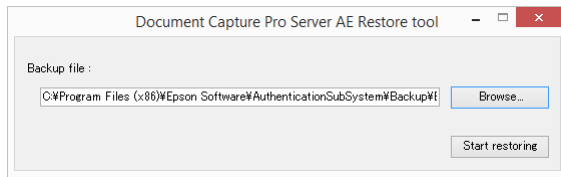
Note:

If you are restoring data to a different server and backup server, server information such as the URL for users at the restoration destination and the URL for the device panel is not overwritten.

1. Select **Start menu > Epson Software > Document Capture Pro Server AE Restore tool** and open the restore tool on the server you want to restore.

Solving Problems

- Set each item, and then click **Start restoring**.



Items	Description
Browse	Specify the backup file (zip).
Start restoring	Starts the restoration.

- Follow the on-screen instructions.

Panel Messages

As well as errors displayed on the Web page, you may receive the following messages.

Message	Cause	Solution
Unregistered ID Card. Ask your administrator to register an ID card. (Error Code: XX)	ID card is not registered. (In case that Allow users to register authentication cards is not enabled on System Settings > Basic Settings)	<input type="checkbox"/> Permit the card registration for users. <input type="checkbox"/> Register the ID card from Users > User List > Basic Information .
Invalid authentication. Try it again. (Error Code: XX)	Authentication information does not match the registered user.	Check that the User ID, Password, or ID Number is correct.
Cannot add a temporary ID card to registration. (Error Code: XX)	Temporary ID card is not expired.	<input type="checkbox"/> Delete the current temporary card ID. <input type="checkbox"/> Wait until the current temporary card has expired.
A system Error has occurred on the server. Ask your administrator. (Error Code: XX)	Failure to connect or read/write to the database server.	If the error has not resolved, restore the database. If it still hasn't resolved, contact your dealer.
Failed to connect to server. Please check the network connection.	Connection error between the device and the server may occur. It is also displayed when the token does not match.	<input type="checkbox"/> Check that the device is connected to the network. <input type="checkbox"/> Make sure the Document Capture Pro Server AE host computer is turned on, and it works correctly. <input type="checkbox"/> If the error is displayed on Dashboard, follow the on-screen instruction.

Solving Problems

Message	Cause	Solution
Cannot scan because of a client mode. Change to a server mode.	Mode settings for the device is set to Client Mode .	<ul style="list-style-type: none"> <input type="checkbox"/> Switch to Server Mode in one of the following ways. <ul style="list-style-type: none"> <input type="checkbox"/> On device's control panel, access to Settings > Document Capture Pro. <input type="checkbox"/> On device's Web Config, access to Services > Document Capture Pro. <input type="checkbox"/> On the administrator's page for this system, select the device on the Device Management and then click Send to send the settings information to device.
Authentication Settings on a server is not completed. Ask your administrator.	device registration does not complete on Document Capture Pro Server AE	On the administrator's page for this system, access to Device Management and complete the settings.
The address of Document Capture Pro Server is incorrect. Enter a correct one.	The address of Document Capture Pro Server AE has been changed. Or registered device is deleted on this system.	<ul style="list-style-type: none"> <input type="checkbox"/> Set up the address for the Document Capture Pro Server AE host computer in one of the following ways. <ul style="list-style-type: none"> <input type="checkbox"/> On device's control panel, access to Settings > Document Capture Pro. <input type="checkbox"/> On device's Web Config, access to Services > Document Capture Pro. <input type="checkbox"/> Register the device to this system from the Device Management on the administrator's page. <input type="checkbox"/> On the administrator's page for this system, select the device on the Device Management and then click Send to send the settings information to device.

Appendix

Ports to be used

Sender (Client)	Target (Server)	Protocol	Port	Usage
Client Computer (Browser)	Document Capture Pro Server AE host computer	HTTP (TCP)	80 ^{*1}	User, Administrator menu
		HTTPS (TCP)	443 ^{*1*3}	
Document Capture Pro Server AE host computer	Device	HTTPS (TCP)	443	Authentication, usage history acquisition, use restriction setting
Document Capture Pro Server AE host computer	Device	SNMP (UDP)	161	Device discovery, Device information acquisition
Device	Document Capture Pro Server AE host computer	HTTPS (TCP)	443 ^{*2}	Device panel display
Document Capture Pro Server AE host computer	SQL Server	SQL (TCP)	1433	SQL server connection
		SQL (UDP)	1434	
Document Capture Pro Server AE host computer	LDAP Server	LDAP (TCP)	389 ^{*4}	User information acquisition
			636 ^{*3*4}	
Document Capture Pro Server AE host computer	SMTP Server	SMTP (TCP)	25 ^{*5}	Email transmission
			465 ^{*3*5}	
			587 ^{*6}	
Document Capture Pro Server AE host computer	Cloud services	HTTPS (TCP)	443	SMTP authentication
Document Capture Pro Server AE host computer	POP Server	POP (TCP)	110 ^{*5}	POP before SMTP connection
			995 ^{*3*5}	
Document Capture Pro Server AE host computer	Device	Epson unique (TCP)	1865	Scan data and Job information

Appendix

Sender (Client)	Target (Server)	Protocol	Port	Usage
Document Capture Pro Server AE host computer	Device	Epson unique (UDP)	2968	Computer's information acquiring response
Device	Document Capture Pro Server AE host computer	Epson unique (UDP)	2968	Computer's information acquiring request
Document Capture Pro Server AE host computer	Device	Epson unique (TCP)	2968	Job information
Device	Document Capture Pro Server AE host computer	Epson unique (TCP)	2968	Job information
Document Capture Pro Server AE host computer	FTP/FTPS Server	FTP/FTPS (TCP)	20 21	Send files to Network folder
Document Capture Pro Server AE host computer	File Server	SMB (TCP)	445	Send files to Network folder
		NetBIOS (UDP)	137 138	
		NetBIOS (TCP)	139	
Document Capture Pro Server AE host computer	Web DAV Server	HTTP (TCP)	80	Send files to Network folder
		HTTPS (TCP)	443	

- *1 The default port number. The actual port number is set to the user for the URL of the authentication system.
- *2 The default port number. The actual port number is set to the control panel for the URL configuration of the authentication system.
- *3 The port number when using encryption.
- *4 The default port number. If you want to change the port number, set the number that is used by the LDAP server configuration of the authentication system.
- *5 The default port number. If you want to change the port number, set the number that is used by the SMTP server configuration of the authentication system.
- *6 Used when you are using the Exchange Online service.

Windows Services and Executable Files

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

Appendix

Windows services

Classification	Name	Startup Type	Log On As
DCPS service	Document Capture Pro Application Service	Automatic startup	Network Service
	DCPSNWService	Automatic startup	Network Service
Authentication system service	Authentication Sub System Device Service	Automatic startup	Local System
	Authentication Sub System Notification Receiver Service	Automatic startup	Local System
	Authentication Sub System Scheduler Service	Automatic startup	Local System
	Authentication Sub System Dcps Receiver Service	Automatic startup	Local System

Executable files

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

Document Capture Pro Server AE Work Folder

The following is the work folder for Document Capture Pro Server AE. 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.

Document Capture Pro Server AE 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, number of users, 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
Windows Server 2022	-	Essentials / Standard / Datacenter
Windows Server 2025	-	Essentials / Standard / Datacenter

Note:

For Windows Server 2016, Windows 2019, Windows 2022, and Windows Server 2025, 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.

Appendix

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, 7.0

Required components, software

- ☐ .NET Framework 4.5 or later
Installed by default on Windows Server 2012 or later.
- ☐ Microsoft Web Deploy v3.6 or v4.0

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, Windows Server 2022, Windows Server 2025	10.0

Database server

The following database servers are supported.

Microsoft SQL Server 2014 Express *
Microsoft SQL Server 2012
Microsoft SQL Server 2014
Microsoft SQL Server 2016
Microsoft SQL Server 2019
Microsoft SQL Server 2022

* : Included in the package in this system.

SMTP server

The following email services support OAuth 2.0 authentication.

Service name	Microsoft Exchange Online, Outlook.com
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For other email services, the following authentication and encryption methods must be supported.

Security	Settings
Authentication method	No authentication, SMTP authentication, POP before SMTP
Encryption	No encryption, StartTLS, SMTP over TLS

Appendix

Directory services

This system can be synchronized with the LDAP server that manages the user account. The following services are supported.

Service name	Version
Active Directory	Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows Server 2022, Windows Server 2025
OpenLDAP	Ver.2.3, Ver.2.4

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

Specifications for the Output Files

Report files

File format

HTML

- ☐ File format: HTML1.1
- ☐ Extension: .html
- ☐ Header, Footer: Describes Report name, Scope and period of aggregation, Aggregate target, Reporting date and time

Appendix

CSV

- ☐ File format: CSV
- ☐ The column (field) separator is the CSV delimiter you have set in the system settings.
- ☐ The row (records) delimiters is a newline (CRLF)
- ☐ The value of each field is enclosed in double quotes ("")
- ☐ The first line title line
- ☐ Character code: UTF-8 (with BOM)
- ☐ Content-Type: application/octet-stream
- ☐ File name: YYYYMMDD.csv (generated date)

Report format

Job Report / User

- ☐ Items that are output in HTML:

Report Name / Date range / Date / Group / Full name / Job Name / Job Result (Success and Error) / Number of Pages / Subtotal / Total

- ☐ Item that are output in CSV:

Report Name / Date range / Group / Date / Domain / User ID /User Name /Job ID / Job Name / Job Group Name / Job Result (Success and Error) / Number of Pages

Job Report / User					Date range: 1/15/2017 - 2/14/2017
Group: Design					
Full name	Job Name	Job Result		Number of Pages	
		Success	Error		
0000001(Design member 1)	Design share FTP(Design share)	2	0		5
	Design share PDF(Design share)	2	0		14
	Subtotal	4	0		19
0000002(Design member 2)	Design share PDF(Design share)	1	0		4
	Subtotal	1	0		4
0000008(Design member 3)	Design share FTP(Design share)	1	0		4
	Design share PDF(Design share)	2	0		8
	Print out(New Idea)	5	0		24
	Subtotal	8	0		36
	Total	13	0		59

Date: 2/14/2017 6:17 PM

Job Report / Group

- ☐ Items that are output in HTML:

Report Name / Date range / Date / Domain / Job Name / Job Result (Success and Error) / Number of Pages / Subtotal / Total

Appendix

☐ Item that are output in CSV:

Report Name / Date range / Group / Date / Domain / Group / Job ID / Job Name / Job Group Name / Job Result (Success and Error) / Number of Pages

Job Report / Group			Date range: 1/15/2017 - 2/14/2017		
Domain	Group	Job Name	Job Result		Number of Pages
			Success	Error	
(Local)	Design	Design share FTP(Design share)	3	0	9
		Design share PDF(Design share)	5	0	26
		Print out(New Idea)	5	0	24
		Subtotal	13	0	59
(Local)	General	Design share PDF(Design share)	1	0	6
		Print out(New Idea)	3	0	22
		Send PDF(New Idea)	1	0	4
		Subtotal	5	0	32
(Local)	Planning	Send PDF(New Idea)	1	0	5
		Subtotal	1	0	5
(Local)	Sales	Design share PDF(Design share)	2	0	10
		Subtotal	2	0	10
		Total	21	0	106

Date: 2/14/2017 6:19 PM

Job Report / Scanner

☐ Items that are output in HTML:

Report Name / Date range / Date / Scanner Name / Job Name / Job Result (Success and Error) / Number of Pages / Subtotal / Total

☐ Item that are output in CSV:

Report Name / Date range / Group /Date / Scanner ID /Scanner Name / Job ID / Job Name / Job Group Name /Job Result (Success and Error) / Number of Pages

Job Report / Scanner

Date range: 1/15/2017 - 2/14/2017

Scanner Name	Job Name	Job Result		Number of Pages
		Success	Error	
Document Scanner (NW I/F)	Circulars(General)	3	2	13
	send email(General)	2	0	7
	Subtotal	5	2	20
Document Scanner 1	Design share FTP(Design share)	3	0	9
	Design share PDF(Design share)	8	0	42
	Subtotal	11	0	51
Document Scanner 2	Print out(New Idea)	9	0	51
	Send PDF(New Idea)	2	0	9
	Subtotal	11	0	60
Scanner 1	Design share PDF(Design share)	3	0	10
	Subtotal	3	0	10
Scanner 2	Print out(New Idea)	3	0	12
	Send PDF(New Idea)	2	0	4
	Subtotal	5	0	16
	Total	35	2	157

Date: 2/14/2017 6:19 PM

Job Report / ALL

☐ Items that are output in HTML:

Report Name / Date range / Date / Job Group Name / Job Name / Job Result (Success and Error) / Number of Pages / Total

Appendix

- ❑ Item that are output in CSV:

Report Name / Date range / Date / Job Group ID / Job Group Name / Job ID / Job Name / Job Result (Success and Error) / Number of Pages

Job Report / ALL		Date range: 1/15/2017 - 2/14/2017		
Job Group Name	Job Name	Job Result		Number of Pages
		Success	Error	
Design share	Design share FTP	3	0	9
	Design share PDF	11	0	52
Document Scanner Group 1	PDF to email	0	0	0
	PDF to folder	0	0	0
General	Circulars	3	2	13
	send email	2	0	7
New Idea	Print out	12	0	63
	Send PDF	4	0	13
Planning memo	Memo to email	0	0	0
	Memo to FTP	0	0	0
	Total	35	2	157

Date: 2/14/2017 6:20 PM

History report

- ❑ Items that are output in HTML:

Report Name / Date range / Date / Job Result (Success and Error) / Full name / Scanner Name / Location / IP Address / Job Name / Start Time / End Time / Duration / Number of Pages / Destination Name / File Name

- ❑ Item that are output in CSV:

Report Name / Date range / Date / Job Result (Success and Error) / Domain / User ID / Full name / Group / Scanner Name / Location / IP Address / Job Name / Start Time / End Time / Duration / Number of Pages / Destination Name / File Name / File Name / Job Ticket No

History Report											Date range: 1/15/2017 - 2/14/2018	
JOB #	Pull name	Scanner			ID Address	Job Name	Block Time	End Time	Duration	Number of Pages	Description Name	File Name
B-106		Document Scanner (NW LP)		FEB-30-BH-C-FUDO-LP3	Circulus		2/14/2017 9:11:21 PM	2/16/2017 9:55:48 AM	00:04:24	8	Folder 1	
SAC0000	Scanner 1	Document Scanner	192.168.111.104	Sent PDF			2/14/2017 9:55:38 AM	2/14/2017 9:55:09 PM	00:00:07	2	Folder 1	Scanner 1_20170214-165205_0001.pdf
SAC0000	Scanner 2	Print out	192.168.111.104				2/14/2017 9:52:39 AM	2/14/2017 9:52:48 PM	00:00:08	2	Folder 1	Scanner 2_20170214-165242_0001.pdf
SAC0000	Scanner 1	Design share	192.168.111.3	PDF			2/14/2017 9:54:25 PM	2/14/2017 9:54:31 PM	00:00:09	3	Folder 1	Scanner 1_20170214-165434_0001.pdf
SAC0000	Scanner 2	Sent PDF	192.168.111.104				2/14/2017 9:54:39 AM	2/14/2017 9:54:50 PM	00:00:10	3	Folder 1	Scanner 2_20170214-165454_0001.pdf
SAC0000	Document Scanner (NW LP)	Document Scanner	FEB-30-BH-C-FUDO-LP3	Circulus			2/14/2017 9:55:48 AM	2/14/2017 9:55:09 PM	00:00:13	3	Folder 1	Document Scanner (NW LP)_20170214-165509_0001.pdf
SAC0000	Scanner 1	Design share	192.168.111.3				2/14/2017 9:56:19 PM	2/14/2017 9:56:19 PM	00:00:00	3	Folder 1	Scanner 1_20170214-165619_0001.pdf
SAC0000	Scanner 2	Print out	192.168.111.104				2/14/2017 9:56:19 PM	2/14/2017 9:56:19 PM	00:00:00	4	Folder 1	Scanner 2_20170214-165619_0001.pdf
SAC0000	Scanner 2	Print out	192.168.111.104				2/14/2017 9:56:19 PM	2/14/2017 9:56:19 PM	00:00:10	6	Folder 1	Scanner 2_20170214-165619_0001.pdf
SAC0000	Document Scanner (NW LP)	Document Scanner	FEB-30-BH-C-FUDO-LP3	sent email			2/14/2017 9:56:19 PM	2/14/2017 9:56:19 PM	00:00:15	4	Folder 2	Document Scanner (NW LP)_20170214-165619_0001.pdf
SAC0000	Scanner 1	Design share	192.168.111.3	PDF			2/14/2017 9:59:42 AM	2/14/2017 9:59:51 AM	00:00:09	4	Folder 1	Scanner 1_20170214-165951_0001.pdf
SAC0000(General member 1)	Document Scanner 1	Document Scanner	192.168.111.104				2/14/2017 9:40:49 PM	2/14/2017 9:41:01 PM	00:00:12	4	Folder 1	Document Scanner 1_20170214-164101_0001.pdf
SAC0000(General member 1)	Document Scanner 2	Document Scanner	192.168.111.104				2/14/2017 9:41:33 PM	2/14/2017 9:41:49 PM	00:00:11	8	Folder 1	Document Scanner 2_20170214-164149_0001.pdf
SAC0000(General member 1)	Document Scanner 2	Document Scanner	192.168.111.104				2/14/2017 9:42:07 PM	2/14/2017 9:42:19 PM	00:00:11	8	Folder 1	Document Scanner 2_20170214-164219_0001.pdf
SAC0000(Design member 2)	Document Scanner 1	Document Scanner	192.168.111.3	Design share PDF			2/14/2017 9:43:19 PM	2/14/2017 9:43:49 PM	00:00:30	4	Folder 1	Document Scanner 1_20170214-164349_0001.pdf
SAC0000(General member 1)	Document Scanner 2	Document Scanner	192.168.111.104				2/14/2017 9:43:59 PM	2/14/2017 9:44:09 PM	00:00:10	6	Folder 1	Document Scanner 2_20170214-164409_0001.pdf
SAC0000	Document Scanner 1	Design share PDF	192.168.111.3				2/14/2017 9:46:29 AM	2/14/2017 9:46:39 PM	00:00:10	4	Folder 1	Document Scanner 1_20170214-164639_0001.pdf
SAC0000(Design member 2)	Document Scanner 2	Document Scanner	192.168.111.104				2/14/2017 9:46:39 PM	2/14/2017 9:46:49 PM	00:00:10	4	Folder 1	Document Scanner 2_20170214-164649_0001.pdf

Appendix

Log file

Administrator log

Authentication log

Output destination		File
File name		Authentication.log
Maximum file size		20 MB
File generation specified		18
Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Login destination	Administrator page, user page, the operation panel
	Login type	User ID + password, Authentication card
	Authenticated user	User ID, authentication card
	Authentication result	Authentication success, Authentication failure (wrong password), Authentication failure (unregistered)

Modification logs

Output destination		File
File name		Configuration.log
Maximum file size		20 MB
File generation specified		18
Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Function name	Function name that you have defined for each operation
	User ID	Administrator who performed an operation, the user's user ID
	Operation	Add, delete, before the update, after the update
	Settings	Settings for each function item with the set value

System logs

info logs

Output destination	OS event log
--------------------	--------------

Appendix

Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Function name	Function name that you have defined for each operation: LDAP synchronization, backup, report on a regular notification
	Setting name	When performing multiple periodic processing with one function, and recording the name of each periodic process
	Start / End	Periodic processing start, Periodic processing end
	Execution result	Periodic processing at the end only, and recording the execution results defined in the periodic process

Error logs

Output destination		File
File name		Error.log
Maximum file size		20 MB
File generation specified		18
Output items	Date and time	Date and time of log (YYYY / MM / DD mm.hh.ss.fff)
	Message	The error content that occurred (the value of the Exception.Message property)
	Object name	Object name where the error occurred (the value of the Exception.Source property)
	Method name	Method name where the error occurred (the value of the Exception.TargetSite property)
	Stack trace	Stack trace when the error occurred (the value of the Exception.StackTrace property)
	Additional Information	Additional error information (the value of the Exception.Data property)

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