



Document Capture Pro Server Authentication Edition

System Installation Guide

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.

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Setting Up

Setup Procedure

Follow the procedures below to set up this system.

Procedure		Operations	Approximate Work Time (mins.)
1	Preparing device and checking information	<input type="checkbox"/> Checking hardware and software requirements for the Document Capture Pro Server AE host computer. <input type="checkbox"/> Checking hardware requirements and the OS environment for the client computer. <input type="checkbox"/> Checking requirements for the device, the card reader and authentication card. <input type="checkbox"/> Acquiring the installer <input type="checkbox"/> Checking and recording server settings and registration information.*	60
2	Operational check of the installation environment	<input type="checkbox"/> Checking the components <input type="checkbox"/> Checking the firewall and port <input type="checkbox"/> Check the device, database, and client computer connections	10
3	Devices preparation	Setting up the devices for operational check.	5
4	System installation	Installing and configuring the system and components using an installer. When installing an SQL server.	30
		Installing and configuring the system and components using an installer. When using an existing SQL Server	15
5	Setting the system and registering information	Setting each server	10
6	Operational check	<input type="checkbox"/> Registering the device <input type="checkbox"/> Registering job groups and job <input type="checkbox"/> Assigning jobs to users <input type="checkbox"/> Checking execution of job	15
7	Check before practical use of the system	<input type="checkbox"/> Registering all devices <input type="checkbox"/> User registration <input type="checkbox"/> Notification email settings	60

* By writing down the collected information on the Setup Information Collection Sheet (Excel file), the required information is covered and the setup will proceed smoothly.

Setting Up

What You Need to Set Up

The setting requires the following.

Items		Description
1	Device	Device compatible with Document Capture Pro Server AE and authentication function.
2	Card reader and the authentication card (optional)	Card reader and card that can connect to the device over a USB connection. This is not necessary if user authentication does not require an card reader.
3	Document Capture Pro Server AE host computer	A computer on which Document Capture Pro Server AE is installed.
4	Database server	Microsoft SQL Server 2014 Express is bundled with the installer, so you can build a new system on the Document Capture Pro Server AE host computer.
5	SMTP server	For sending email notifications.
6	Computer for administrator	A computer for managing Document Capture Pro Server AE. This allows you to access the Web page for the Document Capture Pro Server AE host computer. It is also used as a single user's computer.
7	Document Capture Pro Server AE installer	The installer for Document Capture Pro Server AE.

1. Prepare Device and Checking Information

Check the preparations necessary to build an authentication system for Document Capture Pro Server AE, such as the device, usage conditions, and setting information.

Related Hardware

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

1. Prepare Device and Checking Information

OS	Service packs	Edition
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.

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.

1. Prepare Device and Checking Information

Service name	Microsoft Exchange Online, Outlook.com
--------------	--

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

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

Device (Scanner or Multi-function device)

Device (Scanner or Multi-function device) compatible with Document Capture Pro Server AE and authentication function

You need the device (scanner or multi-function device) that is compatible with the Document Capture Pro Server AE and the authentication function to use the authentication function on this system. You also can use the device (scanner or multi-function device) that is compatible with Document Capture Pro Server for operations such as registering scanners, jobs, and executing jobs from the registered device, but authentication-related functions such as user management, group management, and so on cannot be used.

Complete the network connection settings for the device (scanner or multi-function device) in advance. See the device's manual for details.

Card reader and authentication card

You can check information on card readers and authentication cards for which operations have already been confirmed on this manual.

Related Information

➡ [“Card Reader Compatible List” on page 67](#)

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.

1. Prepare Device and Checking Information

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

Checking Registration Information

Before setting up this system, check the account, connected mail server, etc. By writing down the collected information on the Setup Information Collection Sheet (Excel file), the required information is covered and the setup will proceed smoothly.

System Configuration

Ask your respective server administrators about setting items for the server and the acquisition of email addresses.

A-1 - Document Capture Pro Server AE Log in Account

This is the configuration information of this system server (this system). The account information is used during service execution and registration of this system.

A-2 - SQL Server Setting Information

This is used to access the database. This is unnecessary if you are installing the SQL server during setup.

A-3 - Document Capture Pro Server AE System Account

This is the administrator account information for this system. This is necessary to access the administrator menu during setup.

A-4 - SMTP Server Setting Information

The system use this to send emails.

1. Prepare Device and Checking Information

A-5 - LDAP Server Setting Information

This system uses this to acquire user information from the LDAP server. This is not necessary if you are not connecting to an LDAP server.

Device

B-1 - Device Information

This is device information used with this system.

Card Reader

C-1 - Card Reader Information

This is the card reader information used in the authentication system. The card reader should support the type of card used for the authentication card information.

C-2 - Card Information

This is the authentication card information used in the authentication system.

Groups

D-1 - Group Information

This is the group information for users of the system. Information of users that is managed by linking to an LDAP server is not necessary.

User

E-1 - User Information

This is the user account information for users of the system. Information of users that is managed by linking to an LDAP server is not necessary.

Port number information

Information on the port number used by Document Capture Pro Server AE can be found in the Appendix.

1. Prepare Device and Checking Information

Related Information

➡ [“Ports to be used” on page 70](#)

2. Operational Check of the Installation Environment

Checking Essential Software

Make sure the essential software as follows are installed on the computer.

If they are not installed, an error screen appears during Document Capture Pro Server AE installation.

- ☐ .NET Framework 4.5 or later
- ☐ Microsoft Web Deploy 3.6 or 4.0

Note:

.NET Framework 4.5 is installed as standard on Windows Server 2012 or later.

How to check essential software

1. Navigate to **Control Panel > Programs** and then click **Programs and Features**.
2. Check the list of programs.
Make sure essential software are listed.
3. If they are not installed, download from the following Microsoft Web site.
 - ☐ .NET Framework 4.6
<https://www.microsoft.com/en-US/download/details.aspx?id=48130>
 - ☐ Microsoft Web Deploy 4.0
<https://www.microsoft.com/en-US/download/details.aspx?id=106070>

Installing Essential Software

Run downloaded installer, and then follow the on-screen instructions to install essential software.



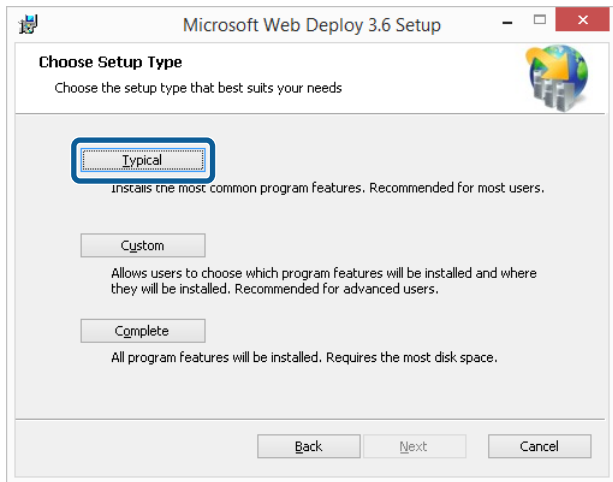
Important:

If you have installed Microsoft Web Deploy 3.6, you need to restart the server on Windows Server 2012 and Windows Server 2012 R2.

2. Operational Check of the Installation Environment

Note:

If the following screen is displayed during installing the Web Deploy, select **Typical**.



Checking Connection for the Device

Check the connection between the Document Capture Pro Server AE host computer and the device. It is confirmed by trying to display the Web Config page for the device.

You need to enable cookies and JavaScript in the browser.

1. Run Internet Explorer on the computer that Document Capture Pro Server AE will be installed.
2. Enter the IP address for the device as shown below, and then press **Enter**.

http://192.0.2.111 (If the IP address is 192.0.2.111)

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.

2. Operational Check of the Installation Environment

3. If the Web Config menu is displayed, confirmation is complete. Close Web Config.

The screenshot shows the EPSON Web Config interface for a DS-7300N device. The top navigation bar includes the EPSON logo, the model name 'DS-7300N', and a 'Log in' link. Below the navigation bar, there are two tabs: 'Status' (selected) and 'Network'. On the left side, under the 'Status' tab, there is a sidebar menu with links to 'Product Status' (highlighted), 'Network Status', 'Usage Status', and 'Hardware Status'. The main content area is titled 'Product Status' and contains several status sections:

- A language dropdown menu set to 'English'.
- A 'Scanner Status' section showing 'Available'.
- A 'Card Reader Status' section showing 'Connected'.
- An 'Epson Connect Status' section showing 'Unregistered'.
- A section for system information including:
 - Firmware : 1.00 (2017/12/1)
 - Root Certificate Version : 1.00 (12/1)
 - Scanner Type : Sheet Feed Scanner
 - Network MAC Address : 08:00:27:08:00:01
 - Wi-Fi Direct MAC Address : 08:00:27:08:00:01
- A 'Date and Time' section showing '2021-09-02 16:08 UTC+00:00'.
- An 'Administrator Name/Contact Information' section.

At the bottom of the main content area, there is a blue 'Refresh' button and a link to 'Software Licenses'.

Note:

If the Web Config menu is not displayed, check the followings.

- ☐ The device is turned on.
- ☐ The cookies and JavaScript are enabled.
- ☐ The IP address is correct.

Settings the Device for Operational Check

- ☐ Server settings for the device
- ☐ Connect card reader (When the card reader is used for user authentication)

1. Connect the device to same network as this system.
See the manual supplied with the device for more details.
2. Open Web Config by entering device's IP address on browser of administrator's client computer.
3. Click **Log in** (or **Administrator Login**) and then enter the password to login to the detailed settings screen.

Note:
If you have not set an administrator password, see the product manual.

3. Devices Preparation

4. Click **Scan** (or **Services**) > **Document Capture Pro**.

The screenshot shows the EPSON DS-7300 Web Config interface. The 'Scan' tab is selected in the top navigation bar. On the left sidebar, 'Document Capture Pro' is highlighted under the 'Scan' section. The main content area displays the 'Basic' settings for Document Capture Pro. The settings are organized into three sections: Scanner Settings, Roller Replacement Alert Setting, and Regular Cleaning Alert Settings.

Scanner Settings	
Ultrasonic Double Feed Detection :	<input type="radio"/> ON <input checked="" type="radio"/> OFF
Double Feed Stop Timing :	Immediate
Paper Protection :	On-Medium
Detect Glass Dirt :	OFF
Automatic Feeding Mode Timeout :	180sec

Roller Replacement Alert Setting	
Count Alert Setting :	200,000

Regular Cleaning Alert Settings	
Warning Alert Setting :	<input checked="" type="radio"/> ON <input type="radio"/> OFF
Count Alert Setting :	5,000

5. Set each items as follows.

- ☐ Mode:

Select **Server Mode**.

- ☐ Server Address:

Specify the computer that installed this system. You can specify IPv4, FQDN format, and host name.

The screenshot shows the EPSON DS-7300 Web Config interface with the 'Document Capture Pro' settings. The 'Mode' is set to 'Server Mode', 'Group Settings' is set to 'Unspecified', and 'Server Address' is set to '192.0.2.100'. A 'Next' button is visible at the bottom of the settings area.

Mode :	Server Mode
Group Settings :	Unspecified
Server Address :	192.0.2.100

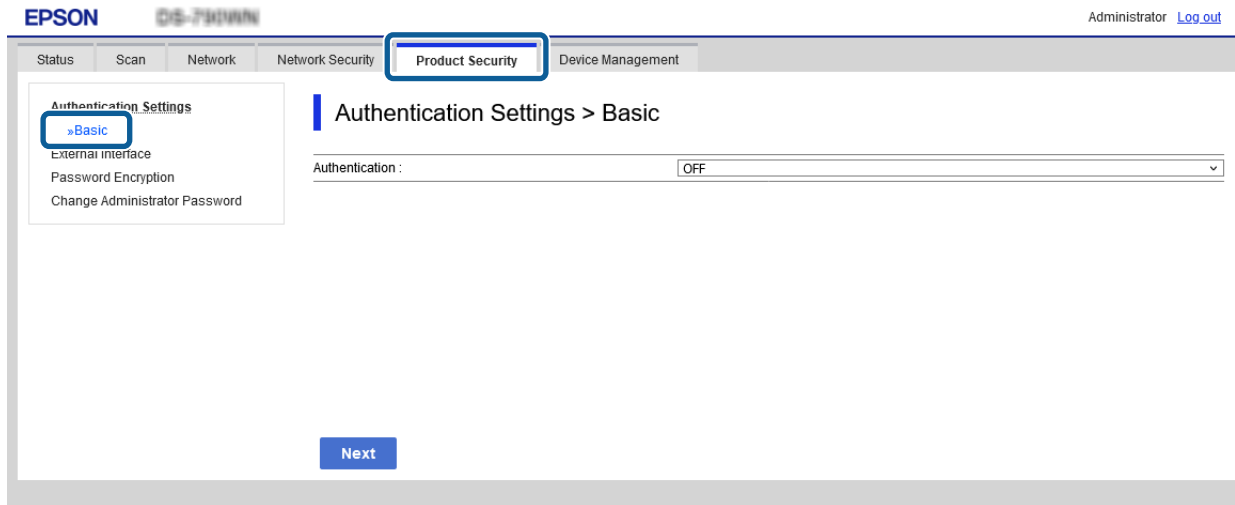
Next

For models displaying Authentication Settings, select **Enable** and proceed to step 11.

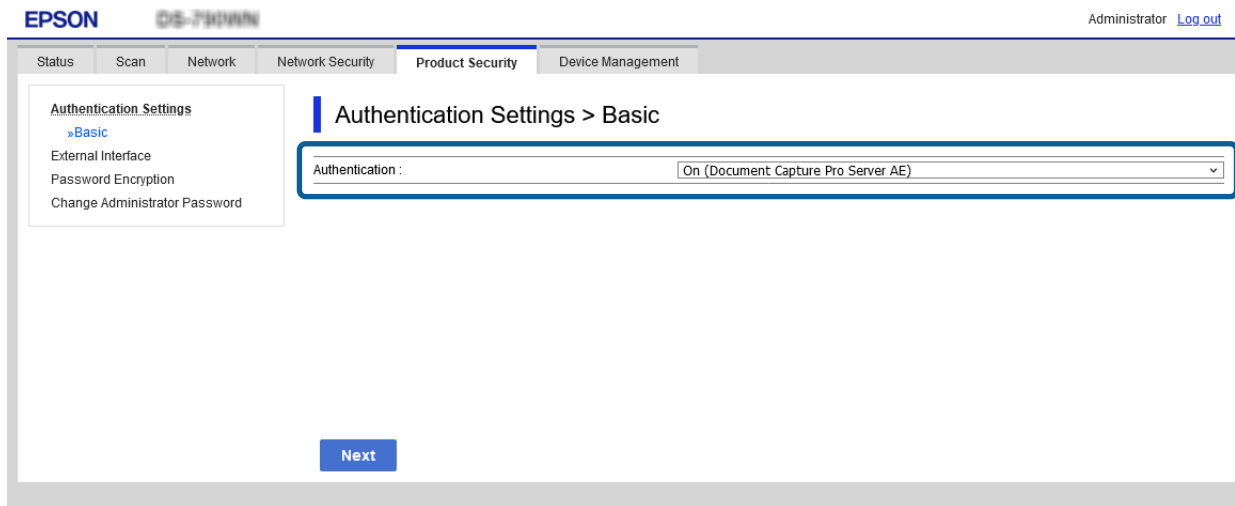
6. Click **Next**.
7. Confirm displayed contents, and then click **OK**.
8. After a moment, press F5 key and reload the Web Config.

3. Devices Preparation

9. Select **Product Security** > **Basic**.



10. Select **On (Document Capture Pro Server AE)** in **Authentication**.



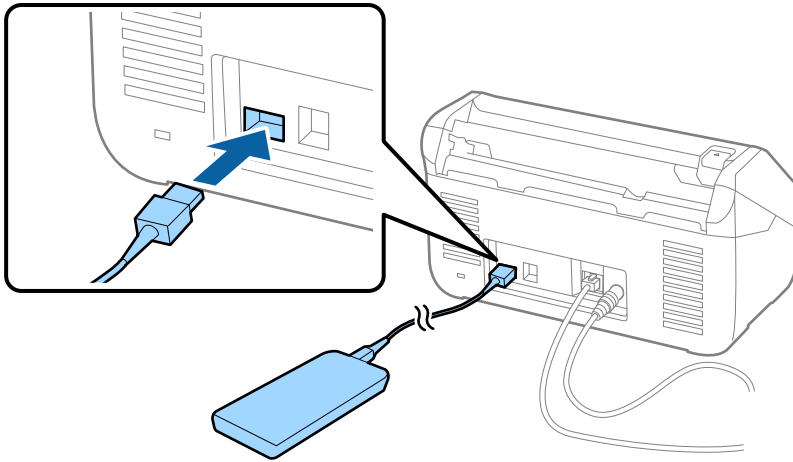
11. Click **Next**.
12. Confirm displayed contents, and then click **OK**.
13. After a moment, press F5 key and reload the Web Config.
The settings complete when the product information screen is displayed.

Connecting the Card Reader

You can connect the card reader by using a USB cable. The following is an example of a document scanner.

3. Devices Preparation

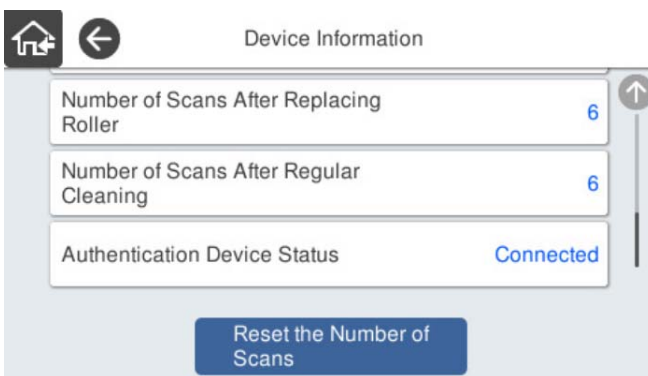
1. Connect the USB cable for the card reader to the USB port.



2. Tap **Settings** > **Device Information** on the device's control panel.



3. Flick the screen, and then check that **Connected** is indicated with **Authentication Device Status**.



Note:

You can also confirm the status from **Status** > **Product Status** > **Card Reader Status** on the Web Config.

4. System Installation

Install components and this system.

Running the Installer

When this system is installed for the first time, the initial setup installs and configures the components.

This step is skipped when repairing the installation.



Caution:

- ☐ Before starting the installation, close all anti-virus programs and running applications. If any applications are running, it may not be correctly installed.
- ☐ If SSL 3.0 IIS support is enabled, it is disabled when the program is installed and the computer needs to be restarted. If you do not want to restart after installation, disable SSL 3.0 IIS support before you start the installation.
- ☐ For Windows Server 2016, Windows 2019 and Windows Server 2022, you must select the Desktop Experience Server option when installing the operating system.

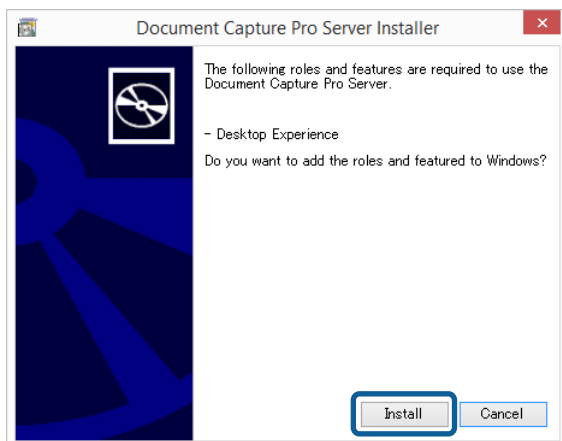
*For Windows Server 2012 and Windows Server 2012 R2, you can install the desktop experience when installing this system. In that case, restart the computer after finishing installation certainly. If you do not want to restart the computer after installing this system, install the Desktop Experience in the computer from **Roles and Features** for Windows and then restart the computer beforehand.*

1. Log in to the computer which you set up using the user name and the password decided by the A-1 -Document Capture Pro Server AE Log in Account.
2. Double-click Setup.exe to run the installer.

Note:

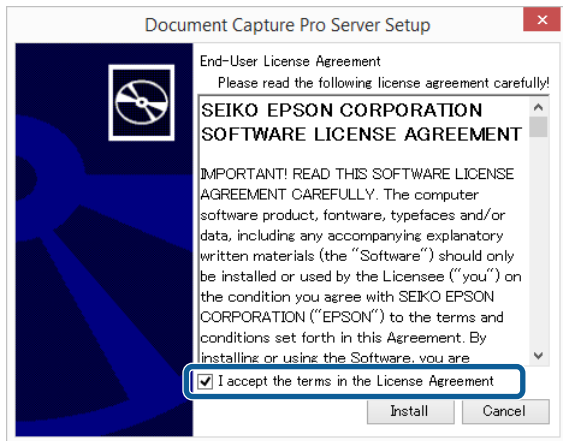
*If the **Roles and Features** are not installed, the screen that is as following is displayed. In this case, click **Install** to add **Roles and Features** to Windows.*

When installing the Desktop Experience, restart the computer after installing.



4. System Installation

3. Check the End-User License Agreement, and then select **I accept the terms in the License Agreement**.



4. Click **Install**.

The Document Capture Pro Server AE installation starts.

Pre-installation menu is displayed when installing for the first time. Go to the next section.

If you are repairing an installation, go to the installation section for Document Capture Pro Server AE.

Related Information

➡ [“Installing Document Capture Pro Server AE” on page 24](#)

Pre-Installation

Note:

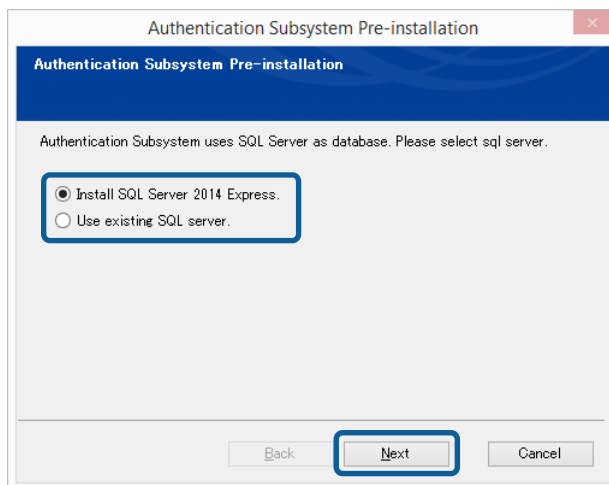
If you close the installer and restart the computer, double-click Setup.exe to run the installer after the computer has restarted.

1. Specify the database you want to use, and then click **Next**.
 - ☐ Install SQL Server 2014 Express:
Select this if you want to build a database by installing SQL Server 2014 Express.
 - ☐ Use existing SQL server:
Select this if you want to use an existing SQL server.

4. System Installation

Note:

SQL Server 2014 Express is a new installation and database construction takes about 15 to 20 minutes.



- Go to the steps indicated below according to the database that you selected in step 1.

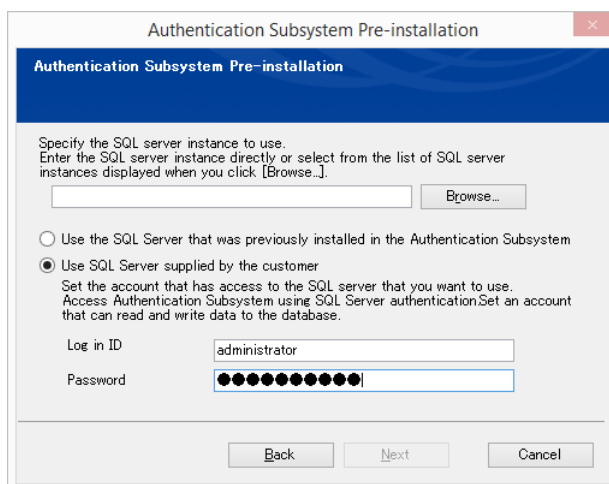
- ☐ Install SQL Server 2014 Express:

Go to step 3.

- ☐ Use existing SQL server:

Configure the following, and then click **Next**. Perform an access test to the database server.

Specify the SQL server instance to use.	Specify the database by either entering it directly or by selecting using Browse .
Use the SQL Server that was previously installed in the Authentication Subsystem	Select this if you want to use an SQL server that was previously installed in the Document Capture Pro Server AE. Previously used login ID and the password are used.
Use SQL Server supplied by the customer	Select this if you want to use an existing SQL server. You need the login ID and password for the server.

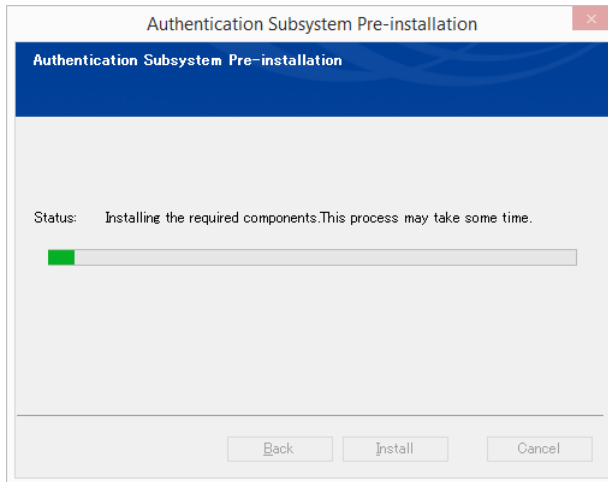


When the results are displayed, click **OK** to select the SQL Server you want to use.

4. System Installation

3. Click **Next**.

Installation and component setup starts. You cannot cancel this operation.



Note:

The following setup is performed here.

- ☐ Installation of SQL Server 2014 Express (when Install SQL Server 2014 Express is selected)
- ☐ Enable message queue (MSMQ) (Windows function)
- ☐ Enable Microsoft Internet Information Services (IIS) (Windows function)
- ☐ Create and bind self-signing certificate

Related Information

- ➔ [“Document Capture Pro Server AE Host Computer” on page 8](#)
- ➔ [“Installing Document Capture Pro Server AE” on page 24](#)

Installing Document Capture Pro Server AE

When repairing, the installer starts from this procedure.

4. System Installation

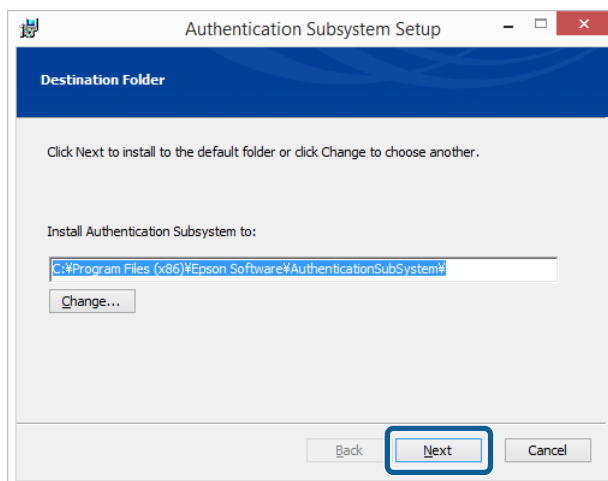
Note:

The following settings and installation are performed here.

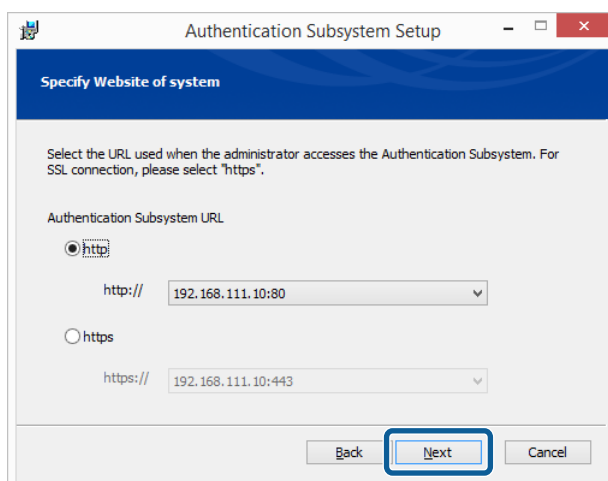
- ☐ Copying system files
- ☐ Access right setting of files and folders
- ☐ Setting of config files according to the installation environment
- ☐ Registration to registry
- ☐ Registration of Web application
- ☐ Registration of Windows services
- ☐ Registration of short cut
- ☐ Registration of MSMQ
- ☐ Creating a database
- ☐ Setting a firewall
- ☐ Disabling SSL3.0 of IIS

1. Click **Next**.

You can change the installation destination by clicking **Change**.



2. Specify the URL for the Web site for the Administrator page and the User page, and then click **Next**.



4. System Installation

3. Enter the Administrator ID, Password, and Email Address decided in A-3 - *Document Capture Pro Server AE System account*, and then click **Next**.

☐ System ID (Administrator ID):

Enter the user ID between 1 and 256 characters.

You can use alphanumeric, symbol, space and additional Latin characters. See the following table for details.

☐ Password:

Enter the password between 1 and 128 characters.

You can use alphanumeric, symbol, space and additional Latin characters. See the following table for details.

☐ Email address

Enter the recipient email address which receive the email from this system.

Available characters

SP*	!	"	#	\$	%	&	'	()	*	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
P	Q	R	S	T	U	V	W	X	Y	Z	[\]	^	_
`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
p	q	r	s	t	u	v	w	x	y	z	{		}	~	
À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
Ð	Ñ	Ò	Ó	Ô	Õ	Ö	Ç	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
ð	ñ	ò	ó	ô	õ	ö		ø	ù	ú	û	ü	ý	þ	ÿ

* Space character

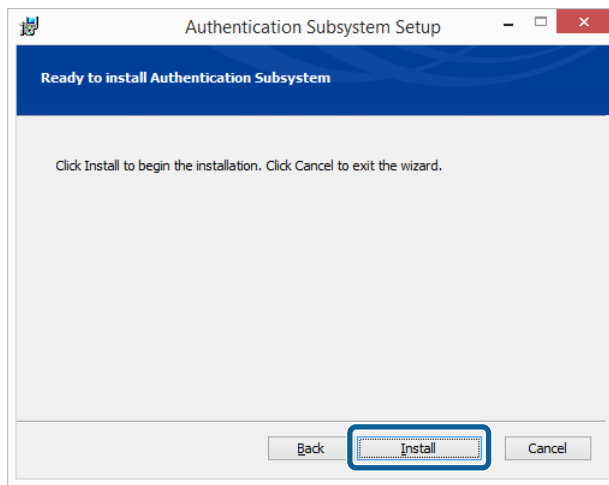
The administrator account created here is registered as the built-in user.

You can change the administrator password and email address after setting up the system.

4. System Installation

4. Click **Install**.

Installation starts, and then the progress meter is displayed.



5. When the restart is required, restart the computer.
When installation is complete, the complete message screen is displayed.
6. Click **OK**.

5. Setting the System and Registering Information

Make the initial settings for the server and systems that communicate with this system from the administrator's client computer.

Login

Login as the system administrator of the system, and make settings for each item.

1. Access the Web site you set while installing the Document Capture Pro Server AE from a browser on the administrator's client computer.

http://<Web site address that is set to IIS>/AuthSubSystemWeb/

or

https://<Web site address that is set to IIS>/AuthSubSystemWeb/

Example (In case that the IP address is 192.0.2.123) :

http://192.0.2.123/AuthSubSystemWeb/

https://192.0.2.123/AuthSubSystemWeb/

Note:

- ☐ When using the Document Capture Pro Server AE host computer, you can also access from Start menu > **Epson Software** > **Document Capture Pro Server AE** > **Document Capture Pro Server AE**.

- ☐ Enable JavaScript.

2. Enter the ID and password for A-3 - Document Capture Pro Server AE System account set when installing this system, and then select **(Local)** as the domain.

The screenshot shows the login interface for the Document Capture Pro Server. At the top left is the EPSON logo, and at the top right is the text 'Document Capture Pro Server'. The main area contains three input fields: 'User ID', 'Password', and 'Domain'. The 'Domain' field is a dropdown menu currently showing '(Local)'. To the right of the password field is a link that says 'Forgot your password?'. Below these fields is a blue button labeled 'Log in'.

3. Click **Log in**.

When you login, the initial configuration menu is displayed automatically.

5. Setting the System and Registering Information

**Caution:**

Do not use your browser's navigation buttons, such as **Back** or **Forward**, otherwise Document Capture Pro Server AE may not operate correctly.

Initial Configuration Screen

Set the system and users related to the system. If you have not completed the setup, you cannot proceed to the operational check.

Note:

Depending on the item, you can skip the settings by pressing the skip button.

You can set the following items.

- ☐ SMTP server settings
- ☐ LDAP server settings

Initial settings

» SMTP Server Set the SMTP server used for Document Capture Pro Server.

LDAP server settings Setup the LDAP Server.
When ON is selected, make the LDAP server settings.

Finish

Setting Each Item

SMTP Server Settings

You need to make settings for the email sending server to send email to administrators and users from the system.

1. Click **SMTP Server** on the initial configuration menu.

5. Setting the System and Registering Information

- Set each item.

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

See the following to make settings.

Items	Description
Server Address	Enter the IP address or the host name of the SMTP server within 255 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 .

5. Setting the System and Registering Information

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 to enter a password. Enter within 255 characters.</p> <p>POP before SMTP</p> <p><input type="checkbox"/> Server Address: Enter the IP address or host name for the email receiving 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: 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 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.
Email recipient address	Enter the recipient email address for test transmissions.
Send test email	Sends an email to the target address.
OK	Registers the settings to the system.

- Click **Send test email**.

Sends an email to the target address.

- Click **OK**.

You are returned to the system configuration menu.

LDAP Server Settings

Set when using an LDAP server.

You can register users that are managed by an LDAP server as Document Capture Pro Server AE users.

5. Setting the System and Registering Information

1. Click **LDAP server settings** on the initial configuration menu.

The 'Initial settings' screen has a blue header. It contains two main sections. The first section, 'SMTP Server', has a blue checkmark icon, a description 'Set the SMTP server used for Document Capture Pro Server.', and a 'Finish' button. The second section, 'LDAP server settings', has a blue double arrow icon, a description 'Setup the LDAP Server. When ON is selected, make the LDAP server settings.', a 'Skip' button, and a 'Finish' button.

2. Set each item.

The 'LDAP Server' configuration screen has a blue header. Below the title is a note: '*All items marked with asterisks (*) must be entered.' There are two tabs: 'Sync.' and 'Settings'. The 'Settings' tab is active. The settings are as follows:

- LDAP connection:** Radio buttons for 'Enable' (selected) and 'Disable'.
- LDAP server type:** A dropdown menu showing 'Active Directory'.
- Server address *:** A text input field.
- Port Number *:** A text input field with '389'.
- Secure Connection:** A dropdown menu showing 'None'.
- Authentication protocol:** A dropdown menu showing 'PLAIN'.
- Base DN *:** A text input field.
- Anonymous access:** Radio buttons for 'Yes' and 'No' (selected).
- Administrator DN *:** A text input field.
- Administrator password *:** A checkbox for 'Edit' and a password input field.
- Search filter:** A text input field.
- User Attribute:** A section header.
- User ID *:** A text input field with 'sAMAccountName'.

See the following to make settings.

Note:

If you want to use the organizational unit (OU) and attributes managed by the LDAP server, set **Group Settings**.

Items	Description
LDAP connection	Set whether or not to link to an LDAP server.
LDAP server type	Select the type of LDAP server from Active Directory and OpenLDAP .
Server Address	Enter the host name or IP address 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 .

5. Setting the System and Registering Information

Items	Description
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. Example: DC = ldap, DC = xxx, DC = com
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	Enter the administrator password used during the search. Select this to enter a password.
Search filter	Specify the search criteria when acquiring user information. Example: cn=Epson Tarou employeeNumber>=1000 (&(cn=Tarou)(sn=Epson))
User Attribute	Associate the attributes for registration information (User ID , Full name , Email address , Card ID) with the attributes for the system's LDAP server. Select the attributes from the Select user attributes menu. The default value varies depending on the type of LDAP server.
Select user attributes	Open the Select user attributes menu.
Group Settings	Select the creation unit for the system's user attributes. When using an organization unit (OU) for LDAP, enter the acquired hierarchy. If you want to use the LDAP attributes enter the attribute name. All levels are used if you specify "0" as the hierarchy.
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	Check the connection test to the LDAP server.
OK	Registers the settings to the system.

- Click **Test connection** to perform a connection test to the LDAP server and then a search test.
The results are displayed on the LDAP Connection Test menu. Some users retrieved by the **Search filter** setting are displayed.
- After checking the content, click **OK** to close the LDAP Connection Test menu.
- Click **OK**.

5. Setting the System and Registering Information

- 6. Click **Finish** on the initial configuration menu.

Initial settings

✓

SMTP Server

Set the SMTP server used for Document Capture Pro Server.

✓

LDAP server settings

Setup the LDAP Server.
When ON is selected, make the LDAP server settings.

Finish

The administrator’s dashboard is displayed.

EPSON

Document Capture Pro Server

DashboardUsersGroupsJob ManagementDevice ManagementReportsSystem SettingsMaintenance

Dashboard

System Status

Server statusRunning

Number of registered users1

Number of Registered Scanners1

The last LDAP synchronizationUnexecuted

The last backupSuccess9/1/2021 6:15:09 PM

Product Information

Document Capture Pro ServerVersion 3.0.0.0

Authentication SubsystemVersion 2.0.0.0

6. Operational Check

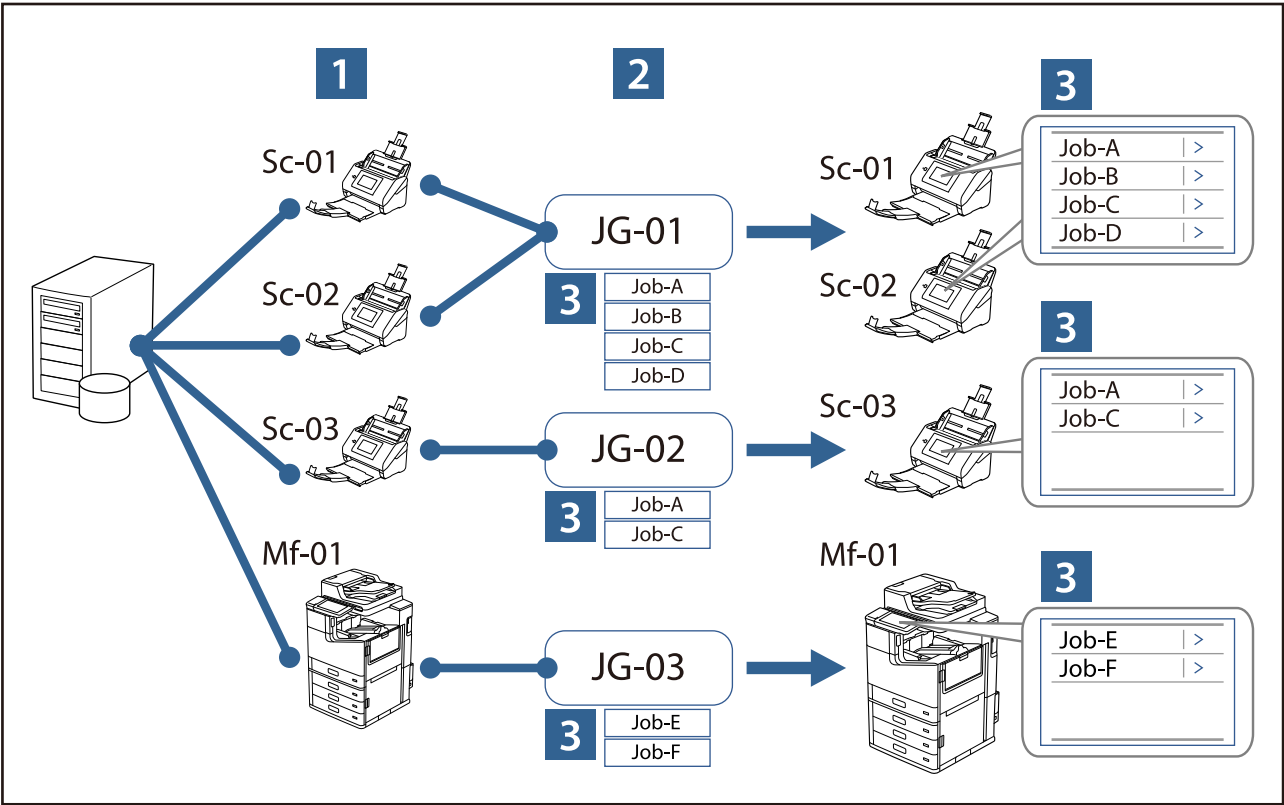
6. Operational Check

Check that the user can log in with an authentication card, and scan on this system.

Note:
You can also check operations for the Document Capture Pro Server AE host computer. In that case, “administrator’s client computer” should read “Document Capture Pro Server AE host computer.”

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)

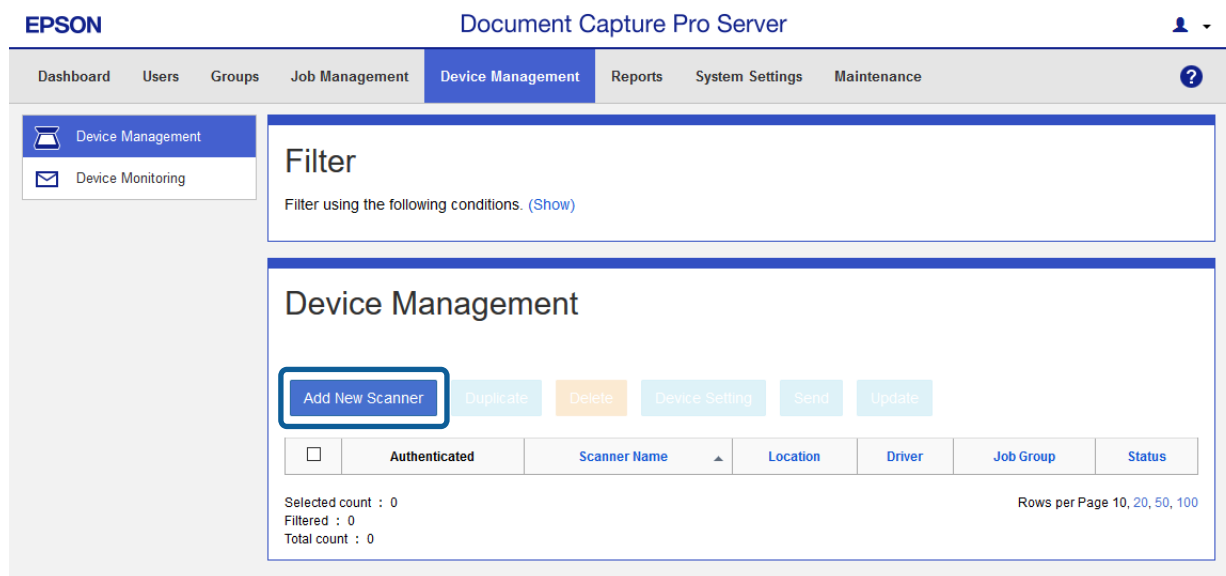
6. Operational Check

1 Registered Device	2 Job Group Associated with the Device	3 Jobs Displayed on the Panel (Jobs Associated with a Job Group)
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.

Registering the Devices

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



6. Operational Check

- 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

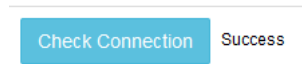
[Save](#) [Cancel](#)

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.

6. Operational Check

- 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.

- 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.

Related Information

➔ [“Server Settings for the Device” on page 17](#)

Registering a Job

Register a job to the system for an operational check. Save the job that is the scanning result to the folder for checking system operation.

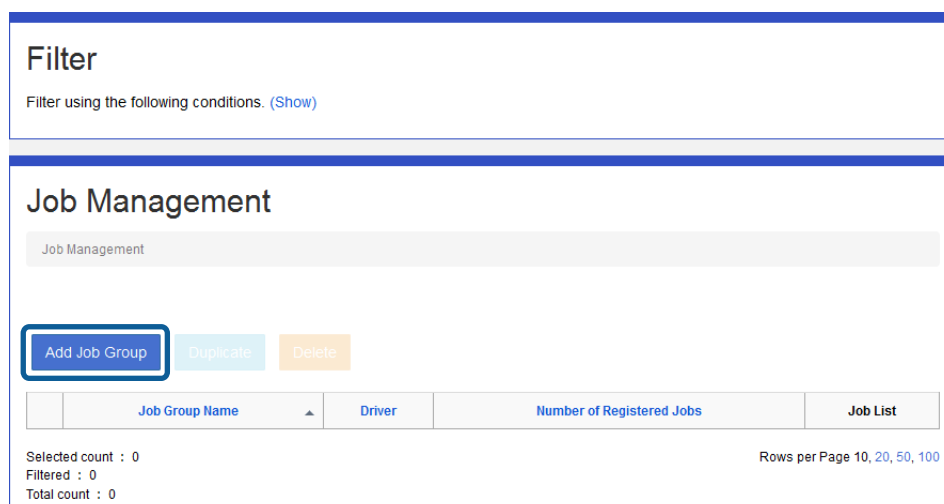
See *Document Capture Pro Server AEAdministrator's Guide* for more details. You can read it by clicking [?](#).

- Click **Job Management** from the menu.

Job Management screen is displayed.

- Click **Add Job Group**.

Add Job Group screen is displayed.



6. Operational Check

3. Enter any name in **Job Group Name**.

Add New Job Group

Job Management > Add New Job Group

Job Group Name Document Scan

Driver EPSON DS-780N

Save Cancel

4. Select the device name that is registered on this system in **Driver**.

Add New Job Group

Job Management > Add New Job Group

Job Group Name Document Scan

Driver EPSON DS-780N

Save Cancel

5. Click **Save**.
6. Click **Add New Job**.

Job List

Job Management > Job List

Job Group Name : Document Scan

Add New Job Destination Management Duplicate Delete

<input type="checkbox"/>	#	Job Name	Document Size	Resolution	Image Type	File Type	Destination
--------------------------	---	----------	---------------	------------	------------	-----------	-------------

Selected count : 0
Total count : 0

Up Down Show on Panel Hide from Panel Back to Job Management

Add New Job screen is displayed.

6. Operational Check

7. Enter any job name in **Job Name**.

The screenshot shows the 'Add New Job' form. At the top, there is a breadcrumb trail: 'Job Management > Job Group 2 > Add New Job'. The form includes the following fields and options:

- Job Name:** A text input field containing 'Job 1'.
- Job Description:** A larger text input field, currently empty.
- Job Enabled on Panel:** A checked checkbox.
- Check Scan Settings Before Scanning:** A checked checkbox.
- Disable job setting changes on control panel:** An unchecked checkbox.
- Button Icon:** A preview of a blue button with a white play icon.
- Job Button Color:** A dropdown menu showing 'Blue'.

At the bottom of the form, there is a horizontal bar with four tabs: '1. Scan' (selected), '2. Save', '3. Index', and '4. Send'.

It is displayed on the device's control panel which is set on **Job Name**.


8. Specify each items in **1. Scan**.

It is okay to keep the current values since this is for an operational check.

The screenshot shows the '1. Scan' configuration panel. It contains the following settings:

- Source:** A dropdown menu set to 'ADF - Single-sided'.
- Document Size:** A dropdown menu set to 'Auto Detect'.
- Image Type:** A dropdown menu set to 'Auto'.
- Rotation:** A dropdown menu set to 'None'.
- Resolution:** A dropdown menu set to 'Low (200dpi)'.
- Correct Document Skew:** A dropdown menu set to 'None'.
- Text Enhancement:** An unchecked checkbox.
- Skip Blank Page:** An unchecked checkbox.
- Detect Double Feed:** A checked checkbox.
- Show the confirmation dialog after scanning:** An unchecked checkbox.

At the bottom right of the panel, there is a grey button with a right-pointing arrow. Below the panel, there are two buttons: 'Save' (blue) and 'Cancel' (orange).

9. Click **2. Save** or .

6. Operational Check

10. Specify each items in 2. **Save**.

1. Scan2. Save3. Index4. 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

11. Click 3. **Index** or .

41

6. Operational Check

12. Specify each items in 3. Index.

1. Scan2. Save3. Index4. Send

☒ Enable Index Function

Index Separation

Job

Example of File Name

index20210902-151650_0001.csv

File Name Assignment

'index' ×

Time Stamp ×

'_' ×

Page Counter ×

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

13. Click 4. Send or .

14. Select **Folder** from **Destination Type**.

1. Scan2. Save3. Index4. Send

Destination Type

[Select Destination Type]

[Select Destination Type]

FTP

Email

Folder

Printer

Microsoft(R) SharePoint Server

Web Folder(WebDAV)

Save

Cancel

15. Select **[New Destination]** from **Destination Type**.

1. Scan2. Save3. Index4. Send

Destination Type

Folder

Destination

[Select Destination]

[Select Destination]

[New Destination]

Save

Cancel

6. Operational Check

16. Enter each items.

You can check that scanning result is sent to specified folder by clicking **Check Connection**.

Note:

Enter the full path for the User Name.

- ☐ When joining a domain: {domain}/{User Name}
 - ☐ When operating in a workgroup: {host name}/{User Name}
- You can replace the host name with an IP address.

If the connection fails, check that folder path or access rights are set correctly.

17. Click **Save**.

Job List screen is displayed. Check that created job is registered in the list.

#	Job Name	Document Size	Resolution	Image Type	File Type	Destination
1	Job 1	Auto Detect	Low (200dpi)	Auto	PDF	Folder 1 (Folder)

6. Operational Check

18. Click **Back to Job Management**.

Job Management screen is displayed. Check that created job group is registered, and then number of created job is displayed in **Number of Registered Jobs**.

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"/>	Document Scan	EPSON DS-780N	1	Job List

Selected count : 0
Filtered : 1
Total count : 1

Rows per Page 10, 20, 50, 100

If you are creating several jobs in the same job group, click **Job List** and then make these jobs.

Assigning Job Groups to Devices

Assigning a registered job group to each device.

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

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

Device Management

Add New Scanner
Duplicate
Delete
Device Setting
Send
Update

	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

6. Operational Check

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

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

The screenshot shows the 'Edit Scanner' form with the 'Device Information' tab selected. The 'Scanner Name' is 'Document Scanner 1'. The 'Card Reader' field is empty. There are 'Save' and 'Cancel' buttons at the bottom right.

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.

The screenshot shows the 'Edit Scanner' form with the 'Job Group' tab selected. The 'Scanner Name' is 'Document Scanner 1'. The 'Job Group Name' field is empty and shows '(Not Assigned)'. There are 'Save' and 'Cancel' buttons at the bottom right.

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.
 6. Click **Save**
- Return to the Device Management screen.

Assigning a Job to User

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

Assigned jobs are listed on the device's control panel.

Use the administrator's account here for operational check.

1. Select **Users > User List** from the menu.

6. Operational Check

- Click the link for the **User ID**.

Select the **User ID** that is set on *A-3 - Document Capture Pro Server AE System account*.

Filter

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

User List

Add
Edit
Delete
Email

<input type="checkbox"/>	User ID	Full name	Group	Roles	Unique permission
<input type="checkbox"/>	admin	admin	Unassigned users	Administrator	

Selected count : 0
 Filtered : 1
 Total count : 1

Lines per page : 10, 20, 50, 100

- Select the **Job Assignment** tab.

Edit user

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

User ID : admin
Group : Unassigned users

Basic Information
Job Assignment

User ID

admin

Domain

(Local)

Full name *

admin

Group

Unassigned users

Change group

Card Information

Primary card ID

Temporary card ID

ID Number

ID numbers are managed by the user.

☐ Use email address

Password


☐ Edit

Roles

Do not change.

OK

Cancel

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

Note:

You can check the status of the job assignment by clicking **Checking Status** as necessary.

- Click **OK**

6. Operational Check

- Click **OK** on the confirmation screen.
Return to the user list screen.

Register to an Authentication Card

This is required only when using user authentication with the card reader.

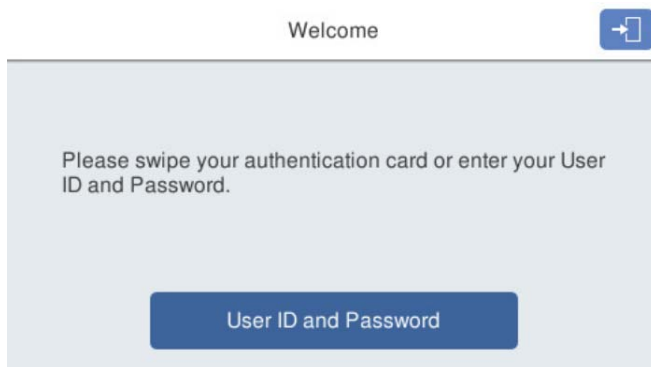
Register the authentication card, and check the operations for the card reader.

**Caution:**

For the card reader connected to the device, use the product with the same model number as the card reader that was used to authenticate the card. If the card reader is different, you may not be able to log in.

- Hold the authentication card over the card reader.

The unregistered card settings menu is displayed on the device's control panel.

**Note:**

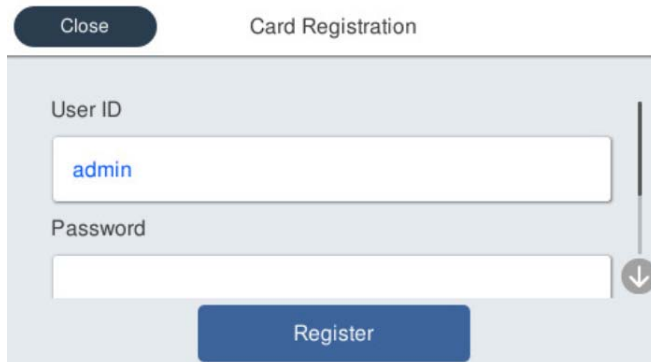
When the device is in power-saving mode, it may take some time to recognize the authentication card. Please your authentication card again.

- Tap **Register**.



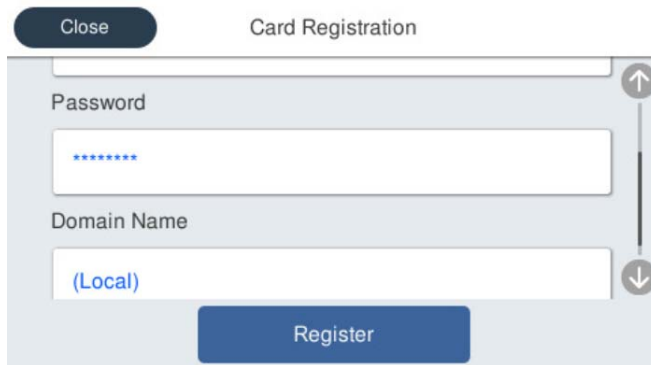
6. Operational Check

3. Enter the ID and password of *A-3 - Document Capture Pro Server AE System account* in the control panel of the device, and then select **(Local)** from the domain.



The screenshot shows the 'Card Registration' window. At the top left is a 'Close' button. The title is 'Card Registration'. Below the title, there are two input fields: 'User ID' with the text 'admin' and 'Password' which is empty. To the right of the password field is a downward arrow icon. At the bottom center is a blue 'Register' button.

4. Press **Register**.



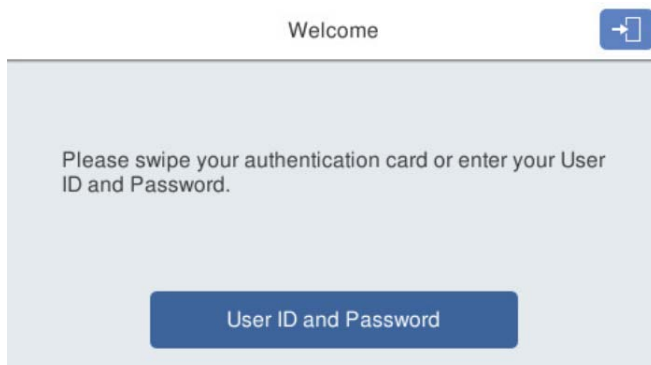
The screenshot shows the 'Card Registration' window after the 'Register' button was pressed. The 'User ID' field is now hidden. The 'Password' field is filled with asterisks. Below it is the 'Domain Name' field with '(Local)' selected. To the right of the password and domain name fields are upward and downward arrow icons. At the bottom center is a blue 'Register' button.

Authentication is performed, and the registration completion menu is displayed.

Checking Job Execution

Check that specified job is executed.

1. Set scanned original on the device.

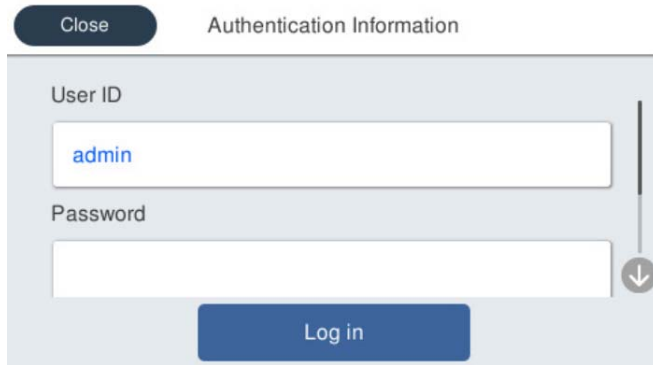


The screenshot shows the 'Welcome' screen. At the top left is the word 'Welcome' and at the top right is a blue icon with a plus sign and a document. The main text says 'Please swipe your authentication card or enter your User ID and Password.' At the bottom center is a blue button labeled 'User ID and Password'.

2. Log in to the device by one of the following ways.
 - ☐ Holding the authentication card over the card reader.

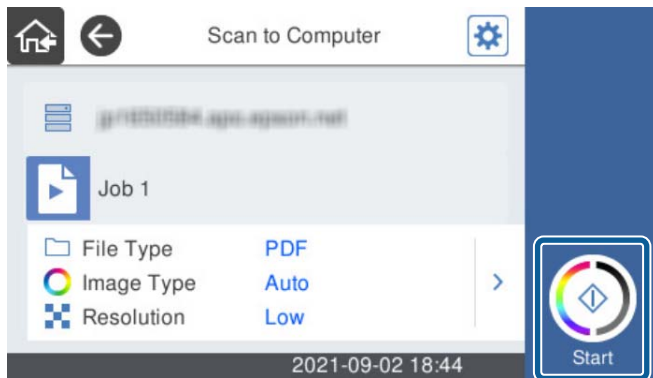
6. Operational Check

- ❑ Entering the **User ID** and **Password**, select **(Local)** from the domain, and then tap **Log in**.



The screenshot shows the 'Authentication Information' screen. At the top left is a 'Close' button. Below the title bar, there are two input fields: 'User ID' with the text 'admin' and 'Password' which is empty. To the right of the password field is a dropdown arrow. At the bottom center is a blue 'Log in' button.

3. Tap Job Name which you registered.
If you are assigned only one job, job selection screen is skipped. Go to next step.
4. Tap **Start**.



The device starts scanning.

Check that the scanning result is saved in the specified location.

7. Check Before Practical Use of the System

Make the settings necessary for practical use. Make these settings from the administrator's client computer.

Note:

You can also make settings on the Document Capture Pro Server AE host computer. In that case, "administrator's client computer" should read "Document Capture Pro Server AE host computer".

Registering All Devices

Register all devices you want to install.

1. Connect the device you want to register to the network.
2. Open a device's Web Config from administrator's client computer.
3. Make the server settings for connecting to this system from **Services > Document Capture Pro**.
4. Connect card reader to the device if necessary.
5. Log in to the administrator's page, and then edit registering and information for the device from the **Device Management**.
6. Register by repeating the steps above.

Related Information

- ➔ ["Settings the Device for Operational Check" on page 17](#)
- ➔ ["Registering the Devices" on page 36](#)
- ➔ ["Assigning Job Groups to Devices" on page 44](#)

Registering Jobs for Production Environment

Create job groups and jobs necessary for the operation. See *Document Capture Pro Server AE Administrator's Guide* for detail of job settings.

Setting the Groups for Production Environment

By default, **Unassigned users** are registered to a group. When you set **Unassigned users**, the settings are copied and applied to the group.

When you make settings before synchronizing, they are also applied to groups that are managed by linking to an LDAP server.

7. Check Before Practical Use of the System

1. Select **Group** on the menu.


If you are not logged in to the administrator page, log in with an account from A-3 - *Document Capture Pro Server AE System account*.

2. Click **Unassigned users** from **Group** in the Group list.

The screenshot shows the EPSON Document Capture Pro Server interface. The top navigation bar includes 'Dashboard', 'Users', 'Groups', 'Job Management', 'Device Management', 'Reports', 'System Settings', and 'Maintenance'. The 'Groups' menu is active. On the left, there is a 'Group List' sidebar. The main content area has a 'Filter' section and a 'Group List' table. The table has columns for 'Group', 'Domain', 'Users', and 'Status'. One row is visible with 'Unassigned users' in the 'Group' column, '(Local)' in the 'Domain' column, and '2' in the 'Users' column. The 'Unassigned users' text is highlighted with a blue box. Below the table, it shows 'Selected count : 0', 'Filtered : 1', and 'Total count : 1'. On the right, it says 'Lines per page : 10, 20, 50, 100'.

3. Click **Job Assignment**.

The screenshot shows the 'Edit group' dialog box for the 'Unassigned users' group. The dialog has two tabs: 'Basic Information' and 'Job Assignment'. The 'Job Assignment' tab is selected and highlighted with a blue box. Below the tabs, there is a 'Job group' dropdown menu set to '(Unspecified)'. Under the 'Job' section, there is a list box containing 'Job 1(Job Group 1)'. To the right of this list is an 'Enabled Jobs' list box, which is currently empty. Between the two list boxes are two arrows: a blue arrow pointing right and a light blue arrow pointing left. At the bottom right of the dialog, there is a 'Checking Status' button. At the very bottom, there are 'OK' and 'Cancel' buttons.

4. Select job group from the **Job Group**.
5. Select the job that you want to activate, and then click .

Note:

You can confirm device name that related job in [Enabled Jobs] by clicking **Checking Status**.

7. Check Before Practical Use of the System

6. Click **OK**.
7. Click **OK** on the completion menu.

User Registration

Register users to the system before starting operations.

You can register users directly by using this system, or register accounts managed by an LDAP server.

User Account Registration

Register users directly to this system.

If you have a lot of users, you can register in bulk by using a CSV file. See *Document Capture Pro Server AE Administrator's Guide* for details.

1. Select **Users** on the menu.
Login using the account in A-3 - *Document Capture Pro Server AE System account* Information if you are not already logged in.
2. Click **Add**.
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 *Document Capture Pro Server AE Administrator's Guide* for details on each item.

4. Click **OK**.

7. Check Before Practical Use of the System

Synchronizing with an LDAP Server

If you want to register a user account managed by an LDAP server, synchronize the LDAP server with this system's server.

1. Select **System Settings** > **LDAP Server** from the menu.

Login using the account in *A-3 - Document Capture Pro Server AE System account* if you are not already logged in.

2. Select the **Sync.** tab, and then click **Execute**.

Synchronization starts, and the synchronization results are displayed.

3. Click **OK**.

Uninstalling and Updating

Uninstalling

Check the user account

You need to log on to Windows Server as an administrator or as a member of the Administrators group.

Uninstalling the back-end service application

Make sure you backup your data and settings before uninstalling.

See the *Document Capture Pro Server AEAdministrator's Guide* for details.

If you want to uninstall the system, you must uninstall the following two programs.

- ☐ Authentication Subsystem
- ☐ Document Capture Pro Server

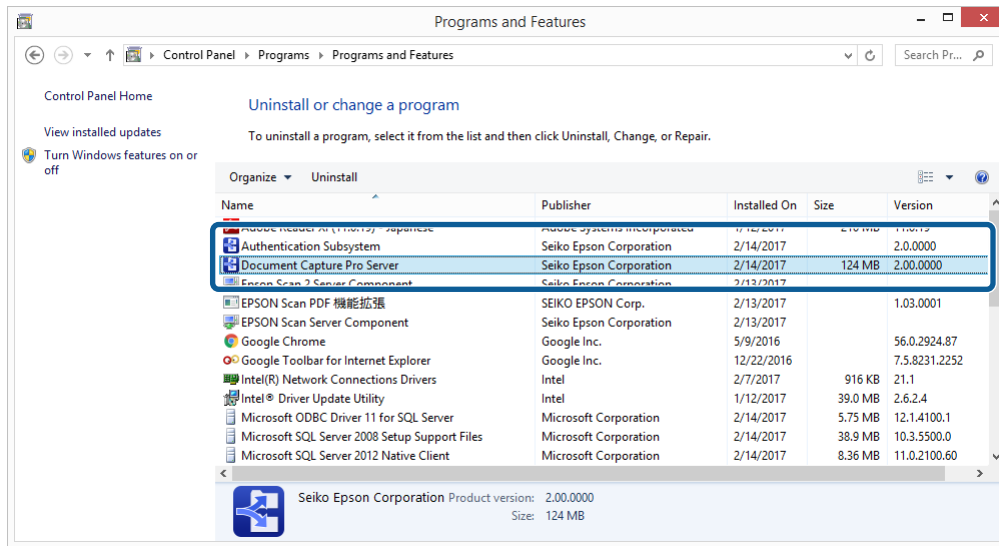
Note:

- ☐ *The following software and components are not uninstalled.*
 - ☐ .NET Framework
 - ☐ SQL Server
 - ☐ Microsoft Web Deploy
 - ☐ Desktop Experience
- ☐ *For the following software and components, only the files and data used by this system are deleted.*
 - ☐ Message queue (MSMQ)
 - ☐ Microsoft Internet Information Services (IIS)

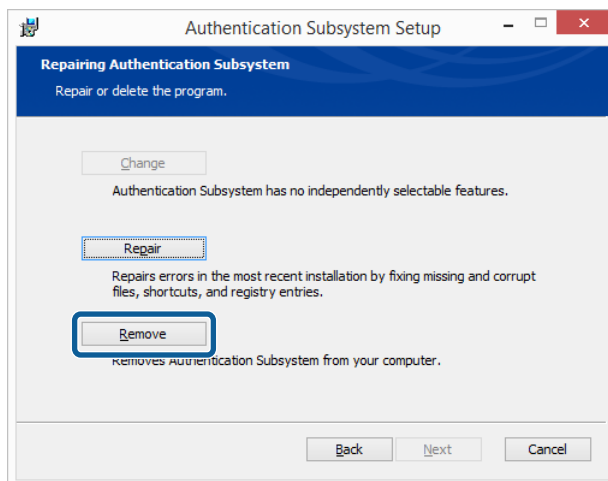
1. Log in to the Document Capture Pro Server AE host computer as an administrator.
2. Click **Control Panel > Uninstall a program**, and then open **Programs and Features**.

Uninstalling and Updating

3. Select **Document Capture Pro Server**, and then click **Uninstall**.

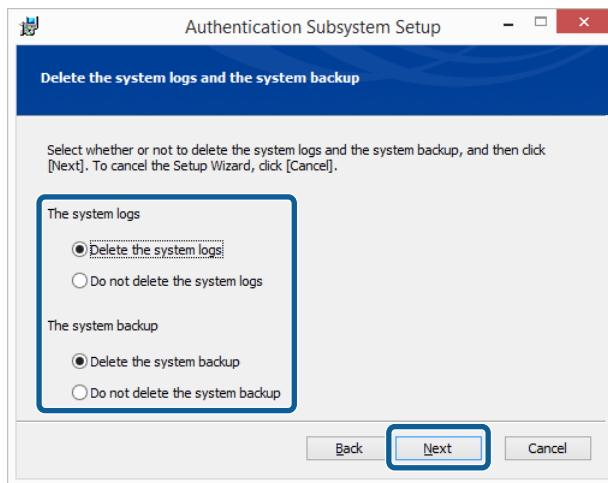


4. Follow the on-screen instructions.
5. Select **Authentication Subsystem**, and then click **Uninstall**.
6. Follow the on-screen instructions.
7. Click **Remove**.

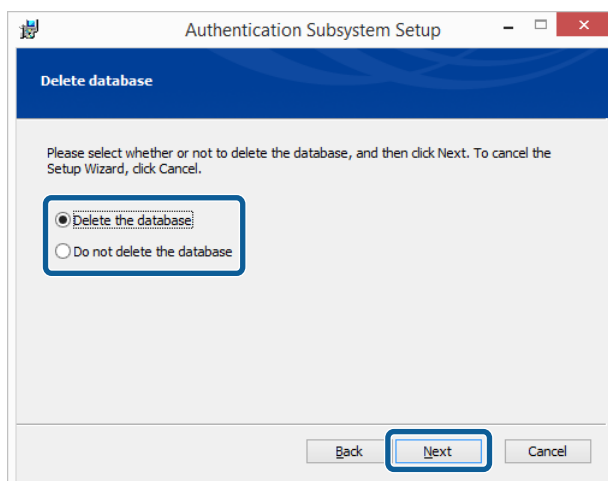


Uninstalling and Updating

8. Select whether or not to delete the system logs and system backup, and then click **Next**.

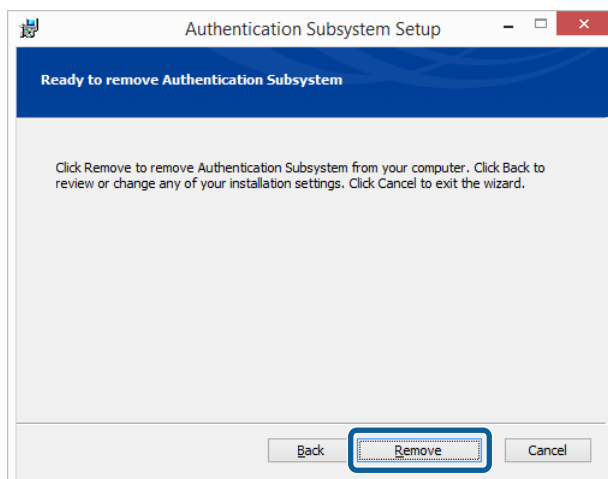


9. Select whether or not to delete the database, and then click **Next**.



10. Click **Remove**.

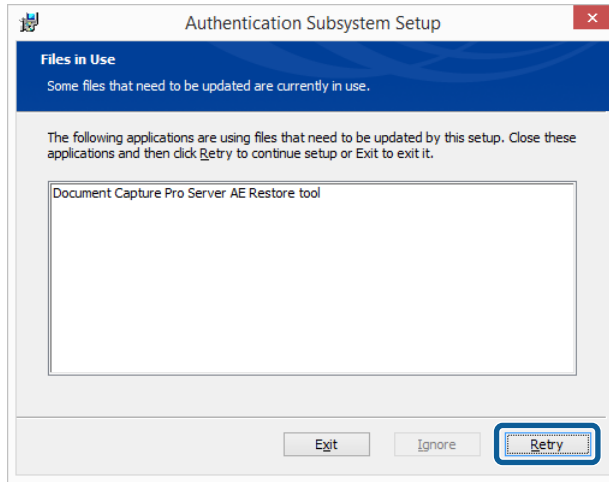
Uninstallation starts.



Uninstalling and Updating

**Caution:**

*If files to be deleted are being used during uninstallation, the following menu is displayed. Close the software, and then click **Retry**.*



11. Click **Close**.

Delete Document Capture Pro Server setting data

Follow the path below and delete the DCPS folder.

%SystemDrive%\ProgramData\Epson\DCPS

Log out from the front-end Web application

After uninstalling Document Capture Pro Server, if you want to redeploy it on the same computer, make sure that the user is logged out.

If you have not checked that the user is logged out, stop the Web site, and then wait for more than 30 minutes until entering the command to redeploy the software.

Stop the Web site for Document Capture Pro Server

1. Click **Administrative Tools, Internet Information Services (IIS) Manager** from the Start menu to run IIS Manager.
2. Click your computer name from the pane on the left.
3. Expand the **Sites** directory, right-click your Web site name, select **Manage Web Site**, and then click **Stop**. The default name is **Default Web Site**.

Delete front-end Web application from IIS

1. Run IIS Manager.

Uninstalling and Updating

2. Click your computer name from the pane on the left.
3. Expand the **Web Sites** directory, expand your Web site name, right-click the Document Capture Pro Server folder, and then click **Remove**.
4. If a confirmation dialog is displayed, click **Yes**.

Delete front-end Web application files

1. Run IIS Manager.
2. Click your computer name from the pane on the left.
3. Expand the **Web Sites** directory, right-click your Web site name, and then click **Explore**. The default name is **Default Web Site**.
4. In the window that opens, delete the Document Capture Pro Server folder.

Uninstalling scanner drivers

1. Open **Programs and Features** from Control Panel.
2. Select **EPSON Scan Server Component**, and then click **Change/Remove**.
3. Follow the on-screen instructions.
4. Select **Epson Scan 2 Server Component**, and then click **Change/Remove**.
5. Follow the on-screen instructions.

Uninstalling the EPSON Scan PDF extensions module

1. Open Programs and Features from Control Panel.
2. Select **EPSON Scan PDF Extensions**, and then click **Remove**.
3. Follow the on-screen instructions.

Restart the Web site for Document Capture Pro Server

1. Click **Administrative Tools, Internet Information Services (IIS) Manager** from the Start menu to run IIS Manager.
2. Click your computer name from the pane on the left.
3. Expand the **Sites** directory, right-click your Web site name, select **Manage Web Site**, and then click **Start**. The default name is **Default Web Site**.

Updating the System

The product is updated to improve functions, increase quality, and so on. To update, follow the instructions provided by the updated version.

Solving Problems

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.

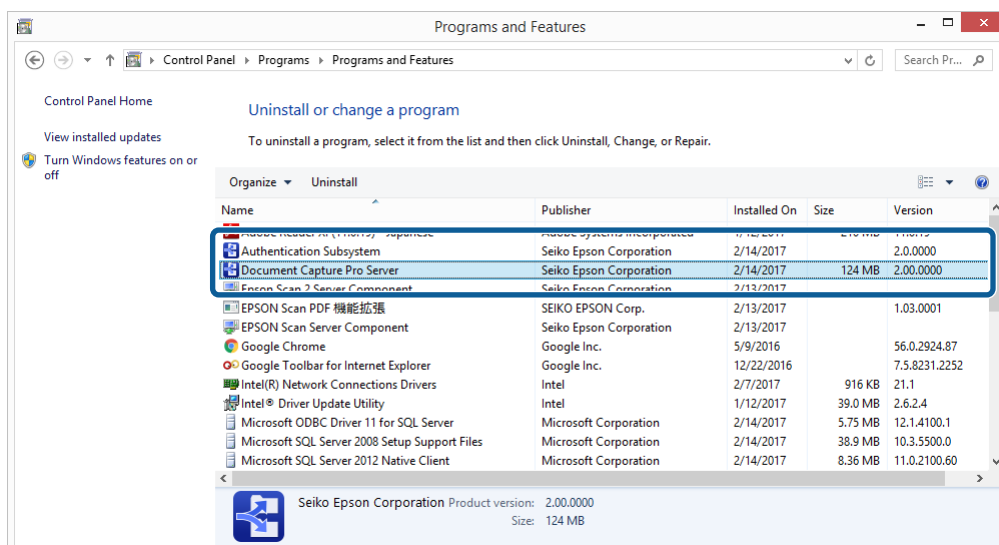
Cannot Authenticate a Card or Authentication Is Slow.

Check that the proxy settings for the Document Capture Pro Server AE host computer are correct.

Repair Installation

If the system does not start-up, or operations become unstable, and so on, you may be able to fix the problem by performing a repair installation. The repair installation overwrites system files while leaving settings and registration information untouched.

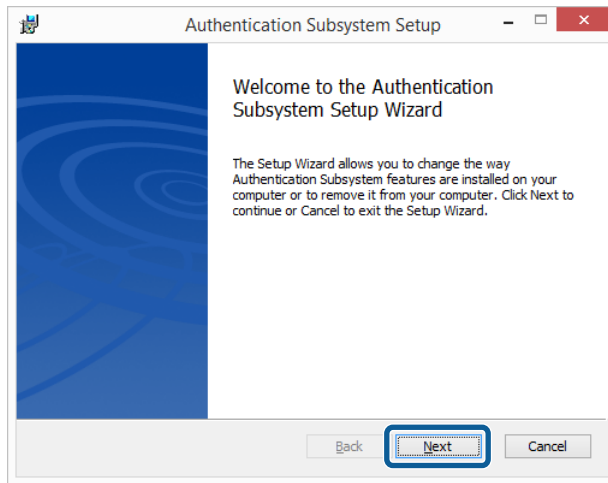
1. Log in to the Document Capture Pro Server AE host computer as an administrator.
2. Click **Control Panel > Uninstall a program**, and then open **Programs and Features**.
3. Select **Authentication Subsystem**, and then click **Uninstall**.



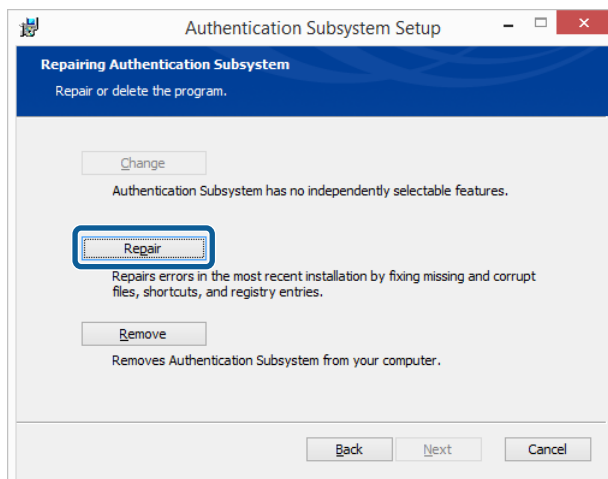
4. Follow the on-screen instructions.

Solving Problems

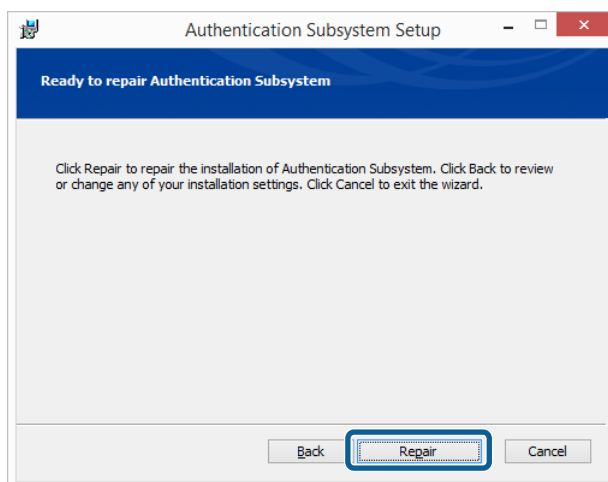
- Click **Next** on the following menu.



- Click **Repair**.



- Click **Repair**.



- Click **Close**.

9. Reboot the computer if necessary.

User / Groups Relation Information Is Cleared When a Scanner Job Is Restored

Did you restore only the scanner job?

You need to restore setting files and the database to relate a job and user/group. If you restore only the scanner job, user/group relation information is not restored.

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.

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 **DCPSNWService**, right-click, and then select **Stop**.

The DCPSNWService 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
-----
```

- ☐ 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**.

Solving Problems

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**.
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.

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.

Solving Problems

Message	Cause	Solution
Cannot add a temporary ID card to registration. (Error Code: XX)	Temporary ID card is not expired.	<ul style="list-style-type: none"> <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.	<p>Connection error between the device and the server may occur.</p> <p>It is also displayed when the token does not match.</p>	<ul style="list-style-type: none"> <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.
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.

Solving Problems

Message	Cause	Solution
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">❑ 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">❑ On device's control panel, access to Settings > Document Capture Pro.❑ On device's Web Config, access to Services > Document Capture Pro.❑ Register the device to this system from the Device Management on the administrator's page.❑ 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

Card Reader Compatible List

This list does not guarantee operations for the card readers in the list.

Yes: Supported (The ID information can be read with standard card reader settings.)

No: Not Compatible

Maker	Model	Model Number	Authentication card							Mode
			HID Global	DMZ	MIFARE		FeliCa™		IEC/ISO14443 (Type B) Compliance	
			iClass	EM4002	Classic	Ultra-light	Standard	Lite/Lite-S		
RF IDEAS	pcProx Plus	RDR-80081AKU	Yes	Yes*1	Yes*1	Yes*1	No	No	No	Keyboard
RF IDEAS	pcProx	RDR-7081BKU	Yes*1	No	Yes	Yes	No	No	No	Keyboard
RF IDEAS	pcProx	RDR-7581AKU	Yes	No	Yes*1	Yes*1	No	No	No	Keyboard
ELATEC	TWN3 MIFARE	T3DT-MB2BEL T3DT-MB2WEL	No	No	Yes	Yes	No	No	No	Keyboard
ELATEC	TWN3 MIFARE NFC	T3DT-FB2BEL T3DT-FB2WEL	Yes	No	Yes	Yes	Yes	Yes	Yes	Keyboard
ELATEC	TWN4 MULTI-TECH	T4DT-FB2BEL-PI T4DT-FB2WEL-PI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Keyboard
ELATEC	TWN4 Multi-Tech 2 BLE-PI	T4LK-FB4BLZ-PI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Keyboard

Appendix

Maker	Model	Model Number	Authentication card							Mode
			HID Global	DMZ	MIFARE		FeliCa™		IEC/ISO14443 (Type B) Compliance	
			iClass	EM4002	Classic	Ultra-light	Standard	Lite/Lite-S		
ELATEC	TWN4 Slim	T4QC-FC3B7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Key-board
HID Global	OMNI-KEY 5427	OMNI-KEY5427CK OMNI-KEY5427CK gen2	Yes	Yes	Yes	Yes	Yes	No	Yes	Key-board*1
ACS	ACR122 U	ACR122 U	No	No	Yes*2	Yes*2	Yes	No	Yes*2	PC/SC
ACS	ACR125 2	ACR125 2	No	No	Yes*2	Yes*2	Yes	Yes	Yes*2	PC/SC
Sony	PaSoRi	RC-S330/S	No	No	Yes*2	Yes*2	Yes*2	Yes*2	Yes*2	PaSoRi
Sony	PaSoRi	RC-S380/P RC-S380/S	No	No	Yes*2	Yes*2	Yes*2	Yes*2	Yes*2	PaSoRi
DMZ	Leitor RFID Universal	DMZ008	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Key-board
DMZ	Leitor RFID Multi-125	DMZ087	No	Yes	No	No	No	No	No	Key-board
DMZ	Leitor RFID Mifare	DMZ088	No	No	Yes	Yes	No	No	No	Key-board
DMZ	Bio-metric & RFID Reader	DMZ073	No	Yes	No	No	No	No	No	Key-board
inepro	SCR708	SCR708	Yes*1	Yes*1	Yes*1	Yes*1	Yes*1	Yes*1	Yes*1	Key-board
Y Soft	YU0308 8 001	MU0388	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Key-board

Appendix

Maker	Model	Model Number	Authentication card							Mode
			HID Global	DMZ	MIFARE		FeliCa™		IEC/ISO14443 (Type B) Compliance	
			iClass	EM4002	Classic	Ultra-light	Standard	Lite/Lite-S		
Carta-dis	TCM3 Carta-dis MiFare Card Reader	ZTCM3-MIFARE	No	No	Yes	Yes	No	No	Yes	Key-board
MICI Network Co., Ltd.	EM & Mifare Card Reader	mCR-600	No	No	Yes	Yes	No	No	Yes	Key-board
NT-ware	MiCard Multi-Tech4-PI	T4DT-FB4WU F-PI	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Key-board
NT-ware	MiCard Plus-2-V2	RDR-80081AG U-NT2-20	Yes*1	Yes*1	Yes*1	Yes*1	No	No	No	Key-board
NT-ware	MiCard V3 Multi	MiCard V3 Multi	Yes	Yes	Yes	Yes	Yes	Yes	No	Key-board

*1 You need to change the settings of the card reader by using the proprietary software provided by the card reader maker.

*2 If you need to use data in a particular area in the card other than the standard ID of the card as an authentication ID by configuring product settings, please contact your Epson partner or local representative for more information about a way to set up the product.

Roles and Features to be Installed

The system installs the following **Roles** and **Features** on Windows.

☐ Roles: Web Server (IIS)

☐ Features: Desktop Experience



Caution:

When installing Desktop Experience, restart the computer.

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
Document Capture Pro Server AE host computer	Device	Epson unique (UDP)	2968	Computer's information acquiring response

Appendix

Sender (Client)	Target (Server)	Protocol	Port	Usage
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)

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