



Document Capture Pro Server Authentication Edition

User's 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.

Definition of the Terms Used in this Guide

The following terms are used in 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.

Contents

About this Guide

Using this Guide.	2
Marks and Symbols.	2
Screenshots Used in This Guide.	2
Definition of the Terms Used in this Guide.	2

Overview

What Is Document Capture Pro Server AE?.	4
User Authentication.	4

Preparing for Use

Setting the Password.	6
Registering an Authentication Card.	7
Checking the ID Number.	9

Using Document Capture Pro Server AE

User Authentication.	10
Logging in to Devices.	10
Scan Operations.	11
Changing Settings (for Devices with Control Panel).	13
Login and logout for Document Capture Pro Server AE User Page.	15
User Information.	17

Solving Problems

I Forgot the Password for the User Page.	18
Changing the Password.	19
Changing the ID Number.	20
Other Problems.	22
No Authentication Sound Is Emitted Even When the Card Is Held Over the Card Reader.	22
Jobs are Not Displayed on the Control Panel.	22

Appendix

Operating Environment.	23
Client Computer.	23
Trademarks.	23
Caution.	23

Overview

What Is Document Capture Pro Server AE?

Document Capture Pro Server AE provides high security and efficient environment for document scanning. It provides mainly following solutions.

❑ Enhanced Security

Since only authenticated users can use the device (scanner or multi-function device), you can reduce misuse of the device.

You can control users centrally since you can register users by using LDAP server information.

You can reduce unintended transfer of the information, since user scans by using the jobs that specified scanning settings and saving destination of result of scanning, and setting transfer method.

Since system records usage history of all users and devices, you can track information disclosure.

❑ Business Efficiency

You can make scanning job that are consistent with business need, and send the scanned document to a preset destination without making any complex operations.

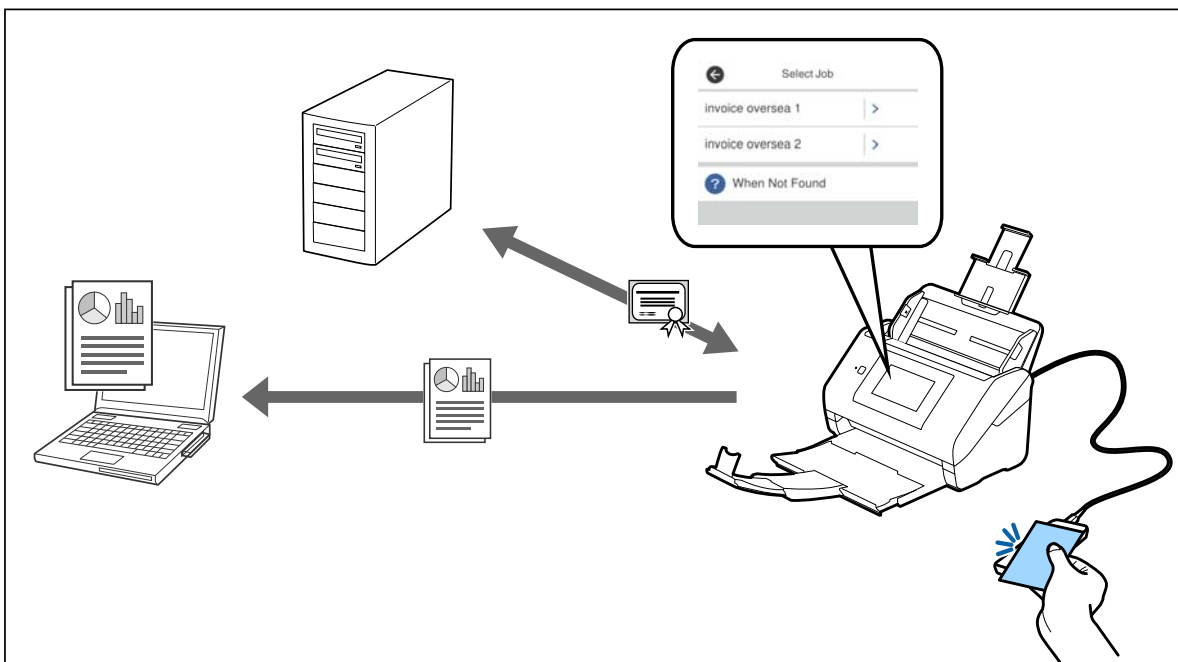
Jobs are managed on the server and can be run on different devices (scanners or multi-function devices) of the same type. You can perform the same processes on multiple devices of the same model at the same time.

❑ Reduce man-made failure

You can reduce a setup mistake of entering manually because a detailed setup such as the way of sorting and the destination is possible for the job.

Also, jobs are related with users, the selection of the necessary job becomes easy, and selection mistake can be reduced.

User Authentication



Overview

You can use scanner function from the control panel by logging in to the device.

- To log in to the device, hold the authentication card over the card reader or enter user information using the control panel.
- You can perform preset scan by selecting and running job that specified scanning settings and saving destination from device's control panel.

Preparing for Use

When preparing to use Document Capture Pro Server AE, the administrator needs to register users. To use the system, set a password to log in to the user page. Also, if you perform authentication using the card reader connected to the device, you need to register the authentication card.



Caution:

Do not use the navigation buttons on browser such as **Back** or **Forward** because Document Capture Pro Server AE may work incorrectly.

Setting the Password

Users that are managed using an LDAP server do not need to be setup. Also, the system administrator may have set up users in advance. If you do not know the details, contact your system administrator.

If the administrator has set up email notifications, a registration completion email will be sent from the authentication system to the registered user. Set a password to access the URL listed in this email.

If you do not receive an email, contact the system administrator for the URL to log in.

1. You will receive a registration completion email.

Note:

To receive the email again, access the URL provided in the mail, and then click **Forgot your password?** to reset the password.

2. Click the URL in the email to display the password setting menu.

The screenshot shows a web interface for setting a password. At the top left is the EPSON logo, and at the top right is the text 'Document Capture Pro Server'. The main heading is 'Password settings'. Below this heading are two input fields. The first field is labeled 'New password *' and the second is labeled 'New password (confirm) *'. Below the second field is a blue 'OK' button.

3. Enter any password between 1 and 128 characters in ASCII (alphanumeric, !"#\$\$%&'()*+,-./:;<=>?@[\\]^_`{|}~) in **New Password**, and then enter the password again in **New password (confirm)**.
4. Click **OK**.

If an error message is displayed, enter the password again from the login menu on the user page. The URL of the login menu on the user page is provided in the registration completion email.

Preparing for Use

**Caution:**

When you access the login page, a warning about the security certificate may be displayed. This is because SSL communication (encrypted communication) is used for all of the pages to protect the user's personal information. You can ignore this warning and continue browsing the site.

Related Information

➔ [“I Forgot the Password for the User Page” on page 18](#)

Registering an Authentication Card

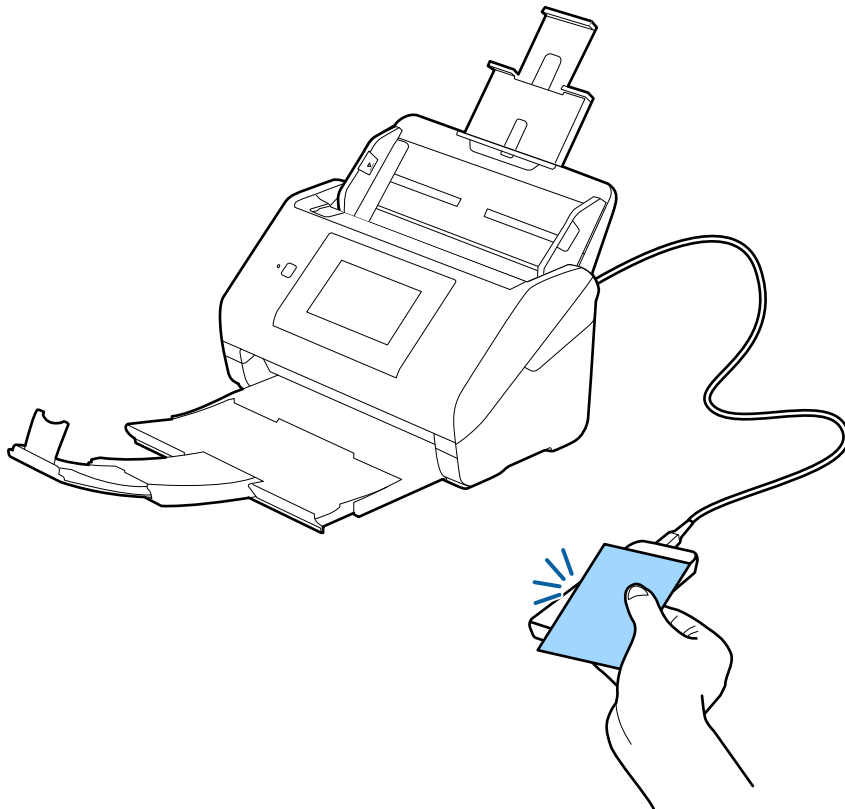
If you are using an authentication card for Document Capture Pro Server AE, you need to register the user authentication card. This section uses a document scanner as an example.

Note:

- The card may already have been registered by your system administrator. Contact your system administrator for details.
- If devices have entered power-saving mode, it may take some time to recognize the authentication card. You may need to hold your card over the device again.

1. Hold the authentication card over the card reader that is connected to the device.

The registration menu is displayed on the device's control panel.



Preparing for Use

2. Tap **Register**.

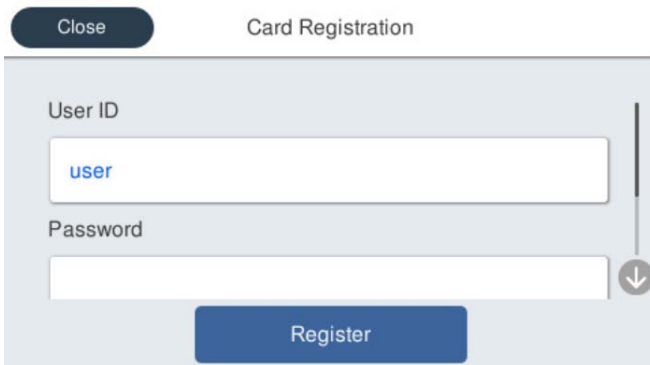


3. Enter the user ID and password on the control panel, and then select the domain.
The user ID is described in the registration completion email.

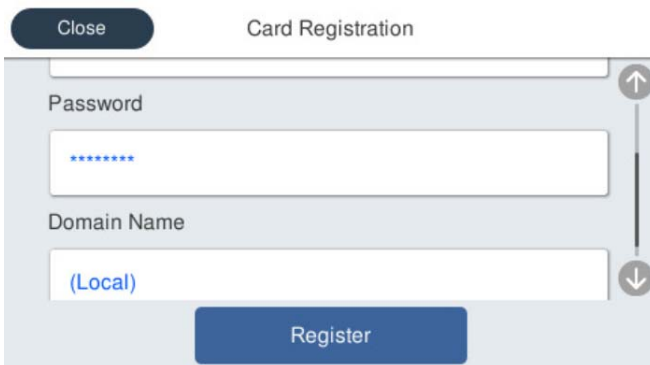
Select the **Domain** from the following.

- For users that are managed by an LDAP server : LDAP server domain name
- For users that are managed by Document Capture Pro Server AE : (**Local**)

Contact your system administrator for more information on each item.



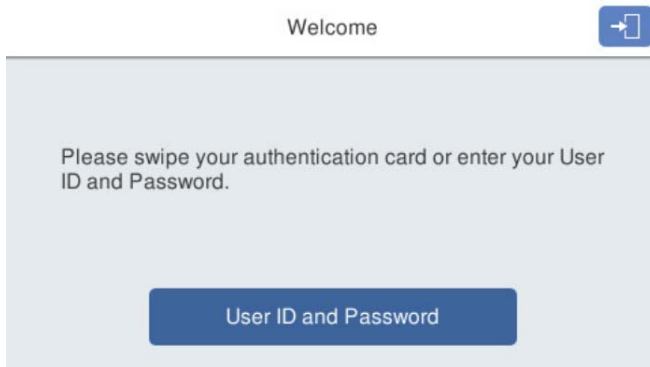
4. Tap **Register**.



The registration completion message is displayed.

Preparing for Use

5. Hold the authentication card over the card reader again to confirm the login.



6. Press  to log out.

Note:


- If you have lost the authentication card that was registered in the authentication system, you may be able to register one temporary card. The registration method is the same as for the authentication card. A temporary card is valid only during the period set by the system administrator. Contact your system administrator for more information.
- You can check if the temporary card is registered in the **User Information**.

Checking the ID Number

If ID Number authentication is allowed, a unique ID Number is issued by the system. You can log in to the device by entering the ID Number on the device's control panel.

You can check the ID Number using the following methods.

- Registration completion email sent by the system
- User information on the user page

If you are allowed to change the ID Number, you can change it from **Change ID Number** on the account menu that is displayed when you click the  on the user page.

Related Information

- ➔ [“User Information” on page 17](#)

Using Document Capture Pro Server AE

User Authentication

The system can scan by authenticating the user. You need a registered authentication card, ID and password, or ID Number.

Logging in to Devices

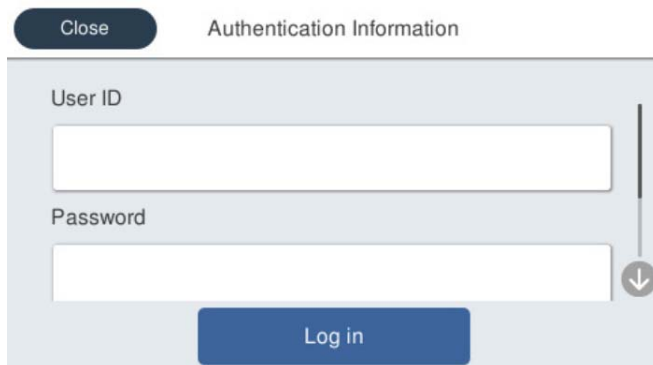
You can login to the device from its control panel.

If the Card Reader Is Not Connected

You can log in by entering a user ID and password or entering an ID Number.

The ID Number is issued automatically by Document Capture Pro Server AE.

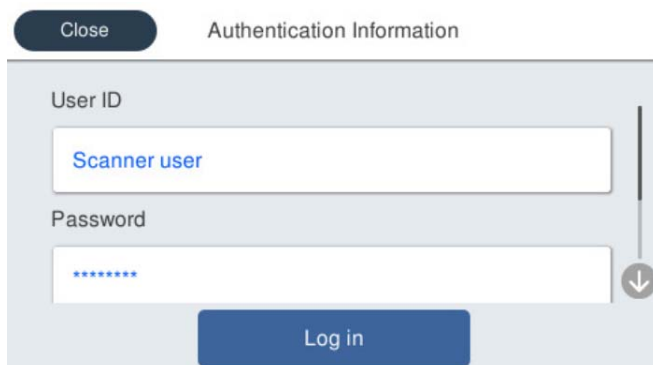
1. Tap **User ID and Password** or **ID Number** on the control panel of the device.



The screenshot shows a dialog box titled "Authentication Information" with a "Close" button in the top left. It contains two input fields: "User ID" and "Password". Both fields are currently empty. A "Log in" button is located at the bottom center of the dialog. A vertical scrollbar is visible on the right side of the input fields.

User ID and Password and **ID Number** display additional authentication methods, as well as authenticating by using a card.

2. Enter the **User ID and Password** or **ID Number**.



The screenshot shows the same "Authentication Information" dialog box. The "User ID" field now contains the text "Scanner user" in blue. The "Password" field contains seven asterisks. The "Log in" button remains at the bottom center. The vertical scrollbar is still present on the right.

Using Document Capture Pro Server AE

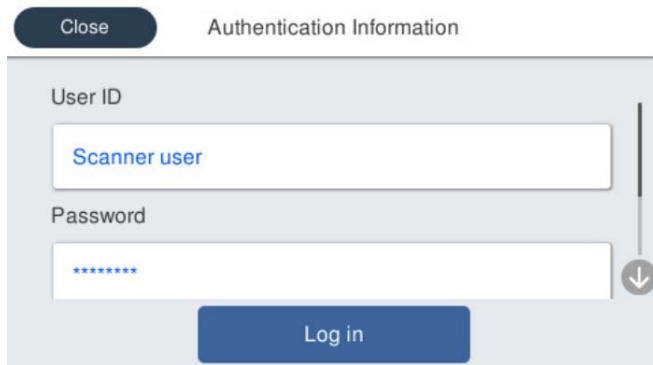
When entering **User ID and Password**, select the domain from the followings.

- For users that are managed by the LDAP server: LDAP server domain name
- For users that are managed by Document Capture Pro Server AE : (Local)

Note:

User ID and Password are the same as the **User ID and Password** to log in to the Document Capture Pro Server AE user page.

3. Tap **Log In** or **OK**.



Related Information

- ➔ [“Checking the ID Number” on page 9](#)
- ➔ [“Setting the Password” on page 6](#)

If the Card Reader Is Connected

If the card reader is connected to the device and the authentication card is registered in Document Capture Pro Server AE, you can log in by holding the authentication card over the card reader.

Related Information

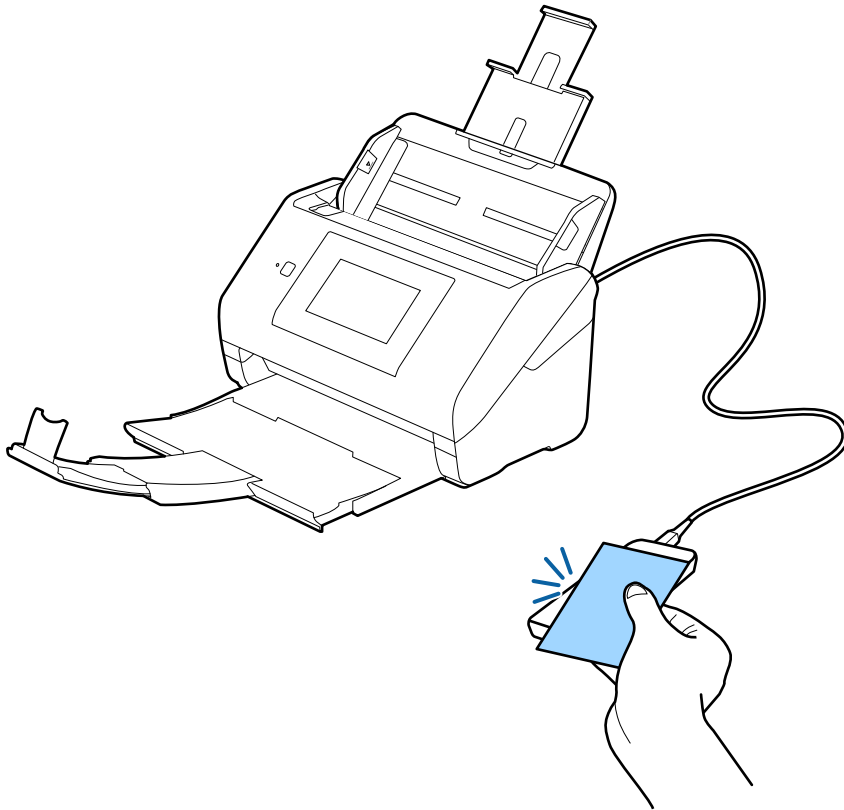
- ➔ [“Registering an Authentication Card” on page 7](#)

Scan Operations

This section describes basic device operations for Document Capture Pro Server AE.

Using Document Capture Pro Server AE

1. Log in to the device by either holding the authentication card over the card reader, entering a user ID and password, or entering an ID number.



When you login, the job list is displayed on the control panel.

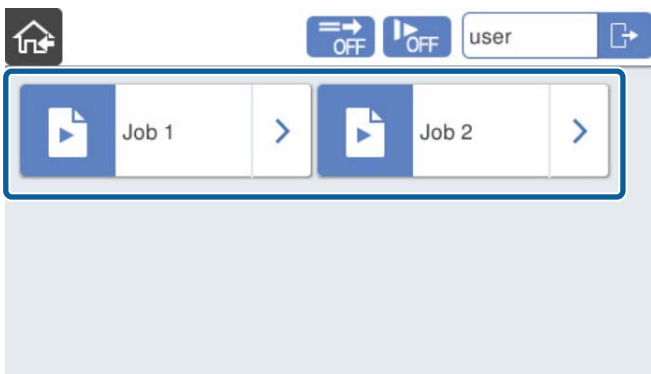
If you are assigned only one job, job selection screen is skipped. Go to step 3.

Note:

- If the device is able to run the jobs that related user, user can scan from anywhere.
- When the device is in power-saving mode, it may take some time to recognize the authentication card. Hold your card over the card reader again.

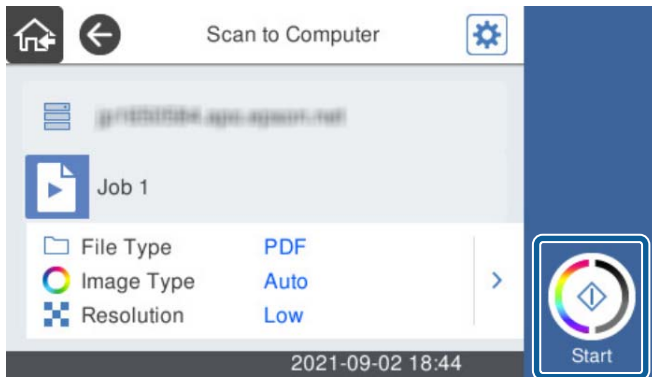
2. Tap job name that you want to run in job list.

You can confirm job contents by tapping > on right of job name.




Using Document Capture Pro Server AE

3. Tap **Start**.



Scanning starts, and then file saving and forwarding are ran according to the job.

4. If you finish the job, tap  to log out.

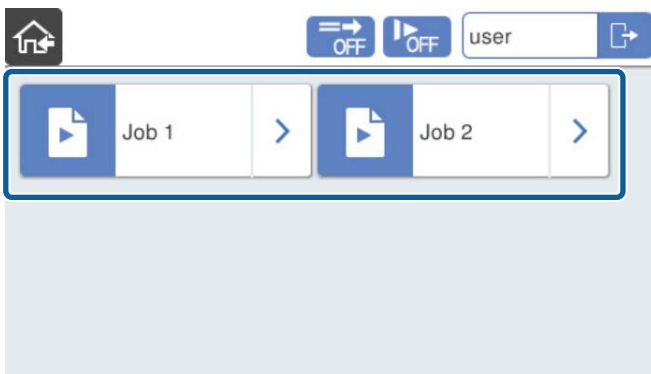
Related Information

➔ [“Logging in to Devices” on page 10](#)

Changing Settings (for Devices with Control Panel)

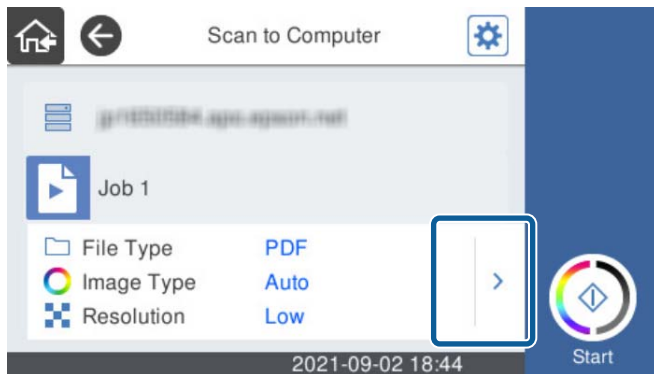
If the administrator has allowed changing settings, you can run job which make temporary changes.

1. Select job name in the job list.



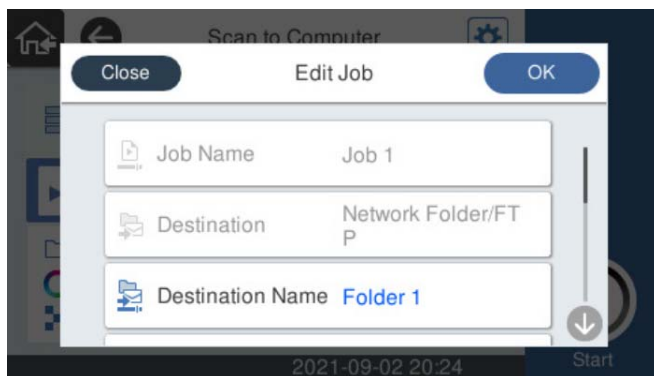
Using Document Capture Pro Server AE

2. Tap .



Edit Job screen is displayed.

3. Tap item you want to change by using examples from following, and then select value to change item.



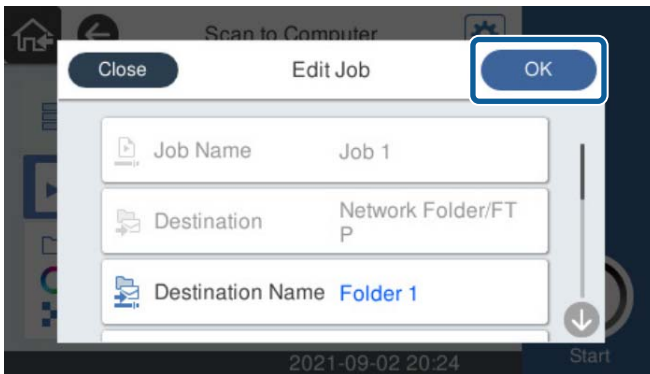
- File Type: Specify file format for saving
- Image Type: Specify color mode for scanning
- Resolution: Specify resolution for scanning images
- Original Size: Specify size of original
- Source: Specify reading side for original

Note:

- You cannot edit **Job Name**, **Destination**, and **Destination Name**.
- To clear the settings, tap **Clear All Settings**.
- Alterable items are varied with the device.

Using Document Capture Pro Server AE

4. Tap **OK**.

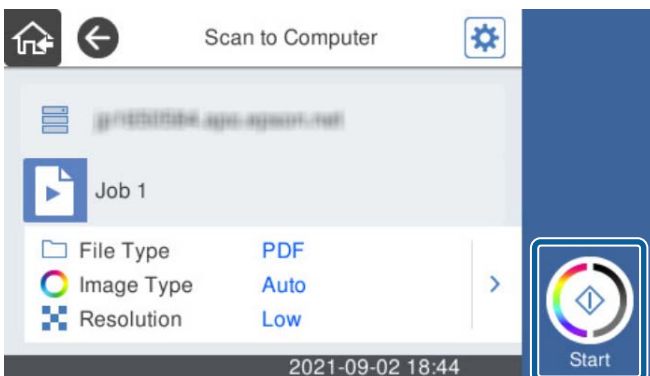


You can set following items to protect inducing error and paper jam according to paper type of original.

DFDS Function: If this function is turned on when the Double Feed Detection function is enabled, it skips double feed detection and scans envelopes and documents with stickers without error.

Slow: Device slows down feeding speed. It makes paper jam unlikely when scanning very thin original papers.

5. Tap **Start** to run job.



Login and logout for Document Capture Pro Server AE User Page

Logging in to Document Capture Pro Server AE User Page

1. Access the user page on your computer.

The URL of the login menu on the user page is provided in the registration completion mail.

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

If you are linked with an LDAP server, select the LDAP server domain. Enter the password for the LDAP server.

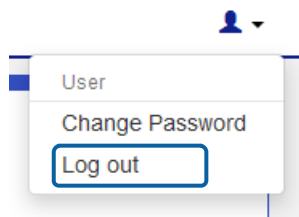
Using Document Capture Pro Server AE

If you are not linked with an LDAP server, select **(Local)** as the domain, and then enter the password for the user page.

3. The User Information screen is displayed.

Logging out from Document Capture Pro Server AE User Page

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

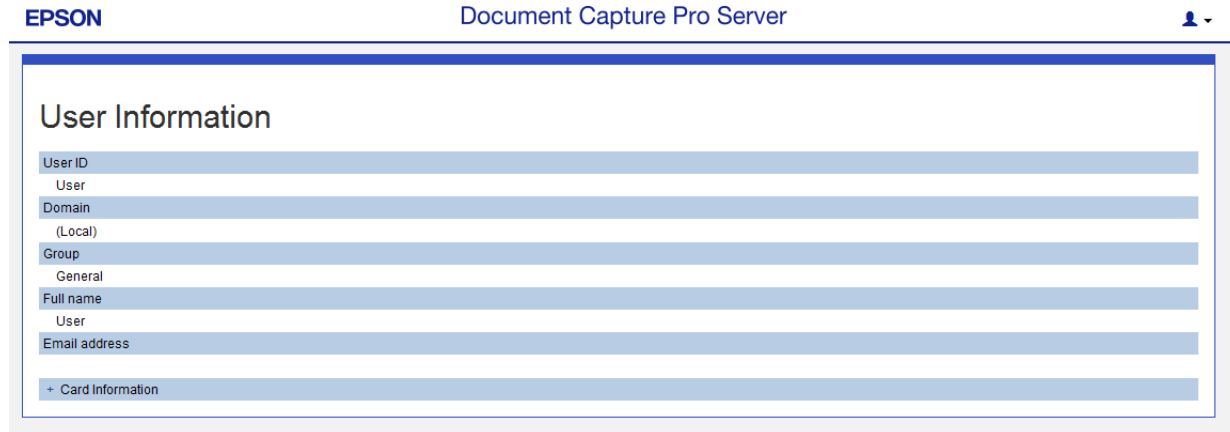


Note:

Users are automatically logged out if no operations are performed for about 30 minutes. The login menu is displayed the next time an operation is performed.

User Information

You can check the user registration information.



Items	Description
User ID	Displays the user ID.
Domain	Displays the domain name for users managed by an LDAP server. Displays (Local) for users not managed by an LDAP server.
ID Number	Allows you to log in by entering an ID Number on the device panel instead of a user ID and password. This item is displayed when authentication by ID Number is allowed.
Groups	Displays the registered organization information.
Full name	Displays the registered full name. Administrator is added and displayed for the users with system administrator privilege.
Email address	Displays the email address for the registered user.
Card Information	Displays registration information for the primary and the temporary authentication cards.

Solving Problems

I Forgot the Password for the User Page

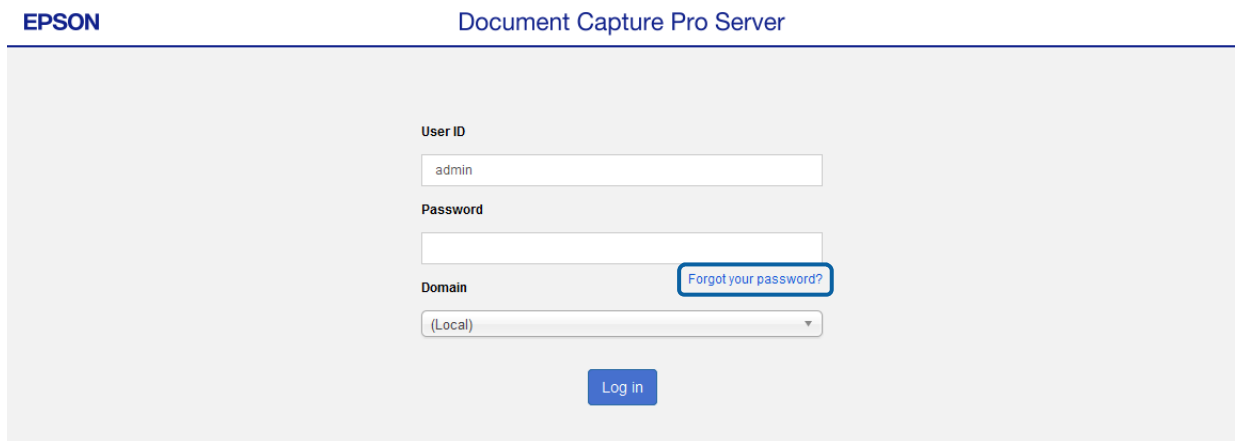
Re-set the password when you forget the password for the user page.

If your account is linked to an LDAP server, or your email address is not registered in the system, contact your system administrator.

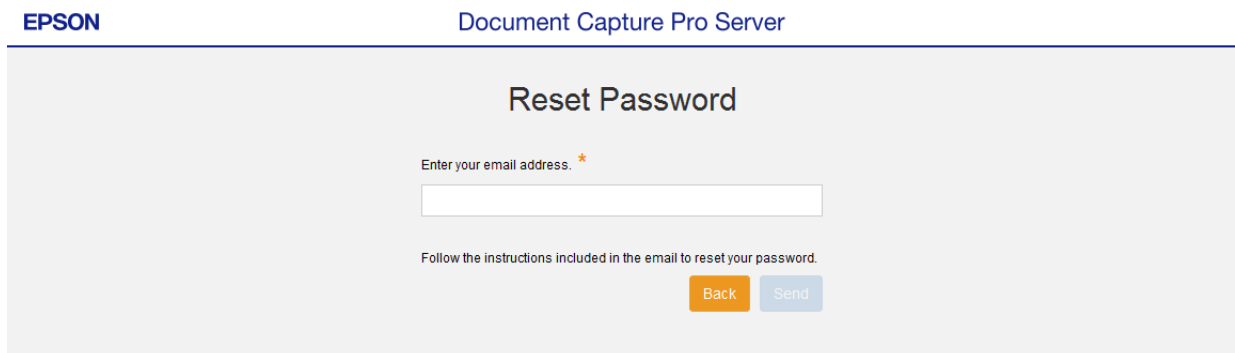
1. Access the user page.

The URL of the login menu on the user 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.

Solving Problems

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

The screenshot shows the 'Reset Password' page of the EPSON 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 heading is 'Reset Password'. Below the heading are two text input fields. The first is labeled 'New password *' and the second is labeled 'New password (confirm) *'. Below these fields is a blue button labeled 'OK'.

- Click **OK**.
A confirmation menu is displayed.
- Click **OK**.


Changing the Password

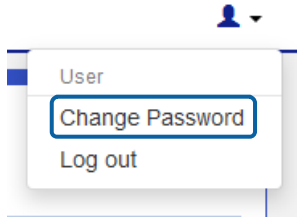
If your account is managed by Document Capture Pro Server AE, you can change the password for the user page.
If your account is managed by LDAP server, contact your system administrator.

- Access the user page.
The URL of the login menu on the user page is provided in the registration completion email.
- Enter the user ID and password, and then select the domain. Click **Log In**.
If you are linked with an LDAP server, select the LDAP server domain. Enter the password for the LDAP server.
If you are not linked with an LDAP server, select **(Local)** as the domain, and then enter the password for the user page.

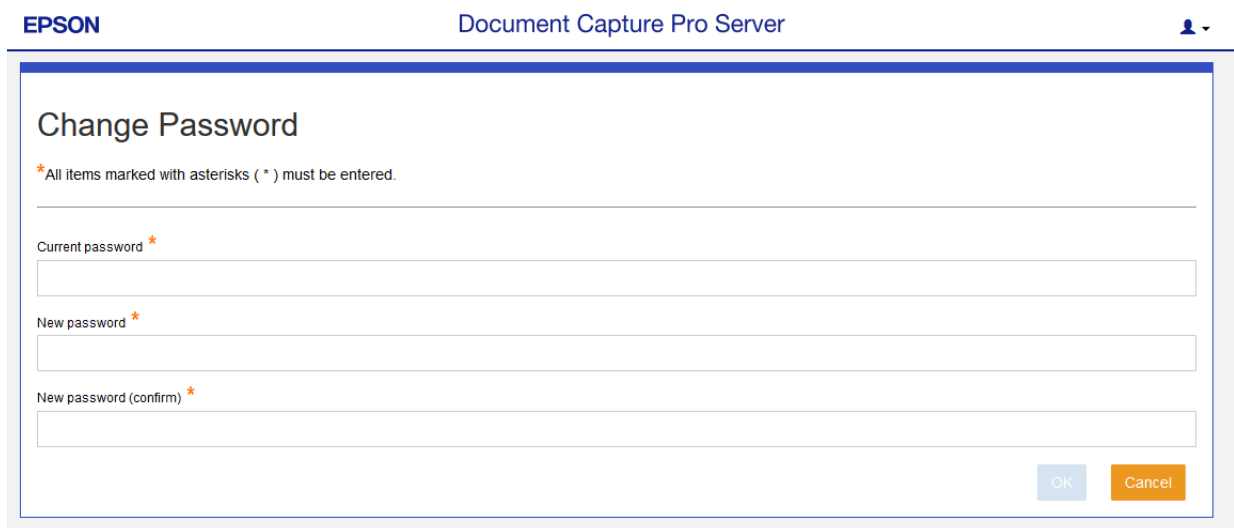
The screenshot shows the login page of the EPSON Document Capture Pro Server. At the top left is the EPSON logo, and at the top right is the text 'Document Capture Pro Server'. The form contains three input fields: 'User ID' with the text 'admin' entered, 'Password', and 'Domain' with '(Local)' selected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

Solving Problems

- Click  to display the account menu.
- Select **Change Password**



- Enter the password set for the user page in **Current Password**.


 A screenshot of the 'Change Password' form within the EPSON Document Capture Pro Server interface. The page header includes 'EPSON' on the left, 'Document Capture Pro Server' in the center, and a user icon on the right. The form title is 'Change Password'. Below the title is a note: '*All items marked with asterisks (*) must be entered.' There are three input fields: 'Current password *', 'New password *', and 'New password (confirm) *'. At the bottom right of the form are two buttons: 'OK' (light blue) and 'Cancel' (orange).

- Enter the new password in **New Password**, and then enter it again in **New password (confirm)**.
- Click **OK**.
The registration completion message is displayed.
- Click **OK**.

Changing the ID Number

If the system administrator allows “authentication by ID number” and “changing the ID number”, the user can change the ID number to log in from the control panel.

- Access the user page.
The URL of the login menu on the user page is provided in the registration completion email.
- Enter the user ID and password, and then select the domain. Click **Log In**.
If you are linked with an LDAP server, select the LDAP server domain. Enter the password for the LDAP server.

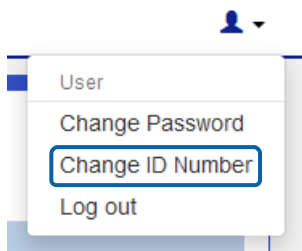
Solving Problems

If you are not linked with an LDAP server, select **(Local)** as the domain, and then enter the password for the user page.

3. Click  to display the account menu.

4. Select **Change ID Number**.

If authentication by ID number is not allowed, it will not be displayed.



5. Enter the new ID number you want to use from 4 to 8 digits.

When you click **Auto Generate**, the system generates a random number automatically.

6. Click **OK**.

Information message is displayed.

7. Click OK.

Other Problems

No Authentication Sound Is Emitted Even When the Card Is Held Over the Card Reader

If the device does not show the panel display in power-saving mode, the authentication sound may not be emitted.

Jobs are Not Displayed on the Control Panel

If the device does not communicate with the Document Capture Pro Server AE host computer, jobs are not registered, etc., this problem may occur.

If it is not displayed even though the device is connected to the network, there may be other causes. Contact your Document Capture Pro Server AE administrator for more information.

Appendix

Operating Environment

Document Capture Pro Server AE operates under the following client environment.

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

Trademarks

- EPSON and EXCEED YOUR VISION are registered trademarks of the Seiko Epson Corporation.
- Safari is trademarks of Apple Inc., registered in the U.S. and other countries.
- Other product names may be trademarks or registered trademarks of their respective owners.

© 2021 Seiko Epson Corporation.

Caution

- Unauthorized reproduction of a part or all of this guide is strictly prohibited.
- The contents of this guide are subject to change without prior notice.
- Contact our company if you have any questions, find a mistake, encounter a missing description, and so on in the contents of this guide.

Appendix

- Regardless of the previous point, we will under no conditions be liable for any damages or losses resulting from the operation of this product.
- We will under no conditions be liable for any damages or losses resulting from operation of this product in any way other than described in this manual, inappropriate use of this product, or modifications performed by a third party other than our company or our suppliers.