

# **PaperStream NX Manager 1.0**

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## **User's Guide**

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# Introduction

Thank you for purchasing this product.

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

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

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

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

<http://www.fujitsu.com/global/support/computing/peripheral/scanners/manual/>

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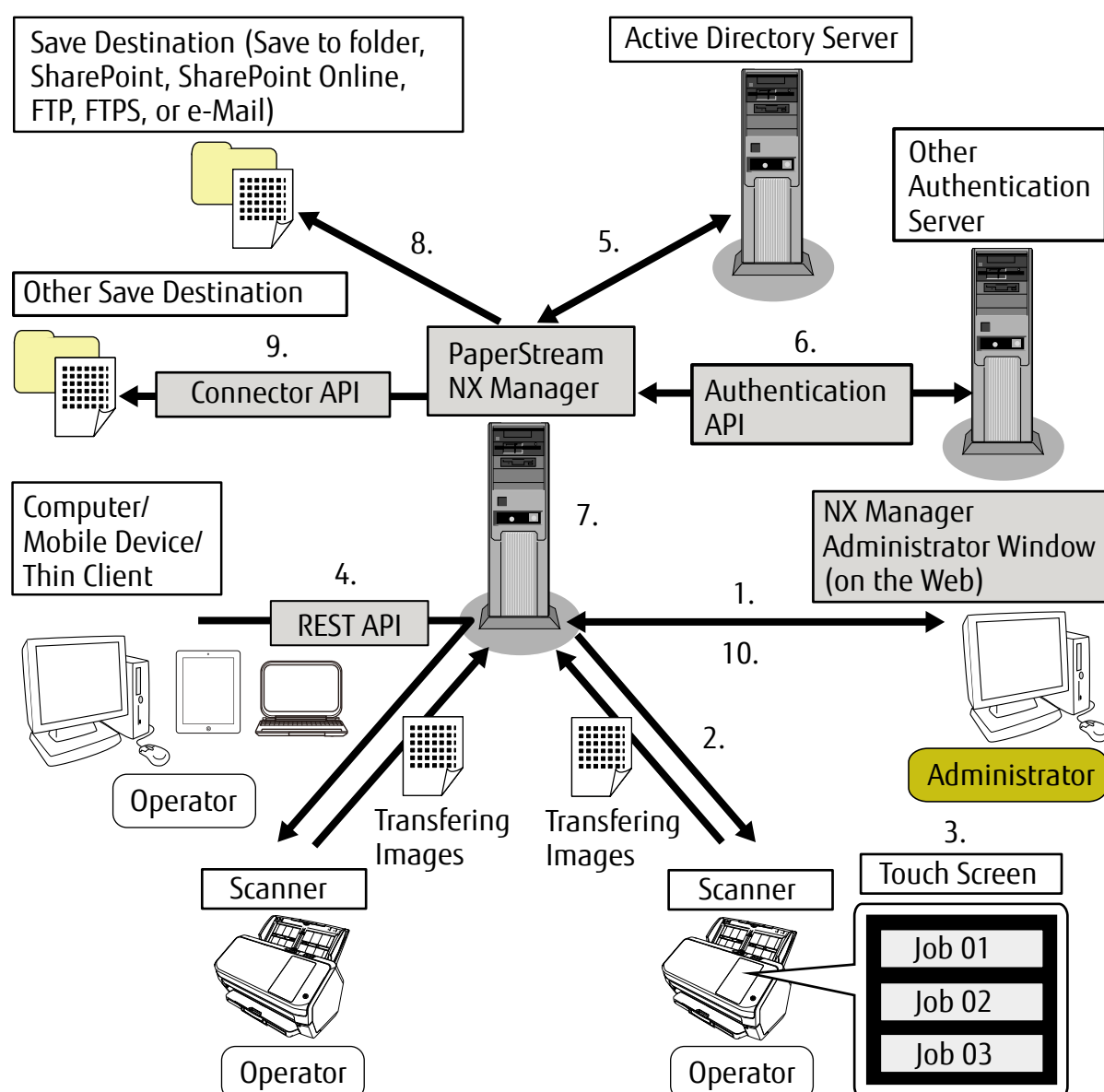
## Manuals

The following manuals are included for this product.

Read them as needed.

Manual	Description
PaperStream NX Manager User's Guide (this manual) (HTML)	Describes an overview of this product as well as detailed information on how to install, set, operate, and maintain this product, and also describes items displayed in the windows. The latest PaperStream NX Manager User's Guide can be downloaded from the following website. You need to have access to the Internet to download the manual. <a href="http://www.fujitsu.com/global/support/computing/peripheral/scanners/manual/">http://www.fujitsu.com/global/support/computing/peripheral/scanners/manual/</a>
PaperStream NX Manager SDK Reference Guide (PDF)	Describes an overview of SDK for this product and describes its development environment, system design, usage, API reference, and troubleshooting. For details about how to obtain the PaperStream NX Manager SDK Reference Guide, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.

Refer to the following manuals according to the functions and the scanning methods.



Functions and Scanning Methods	Reference Manual
1. Job function (Setting jobs)	PaperStream NX Manager User's Guide
2. Job function (Distributing jobs)	
3. Scanning documents from the touch screen of the scanner (No computer required)	
4. Scanning documents from computers, mobile devices or thin clients (via a REST API linkage)	PaperStream NX Manager SDK Reference Guide
5. User authentication function (via an Active Directory linkage)	PaperStream NX Manager User's Guide
6. User authentication function (via an Authentication API linkage)	PaperStream NX Manager SDK Reference Guide

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

## Trademarks

Microsoft, Windows, Windows Server, SharePoint, Internet Explorer, and Active Directory are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

PaperStream is a registered trademark of PFU Limited in Japan.

Other company names and product names are the registered trademarks or trademarks of the respective companies.

## Manufacturer

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## Use in High-Safety Applications

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

## Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Name	Indication
Windows® 7 Home Premium (32-bit/64-bit)	Windows 7 (*1)



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

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

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

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

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

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## Arrow Symbols in This Manual

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

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

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## Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product development.

If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the user's manual of the scanner application that you are using.

The screenshots used in this manual are of Windows 7. The actual windows and operations may differ depending on the operating system. Also note that the screens and operations may differ from this manual after the scanner application software is updated. In that case, refer to the manual provided upon updating the software.

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## Notice

- The contents of this manual are subject to change without notice.
- PFU Limited assumes no liability for incidental or consequential damages arising from the use of this product, and any claims by a third party.
- Copying of the contents of this manual, in whole or in part, as well as the scanner applications is prohibited under the copyright law.

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# Before Using NX Manager

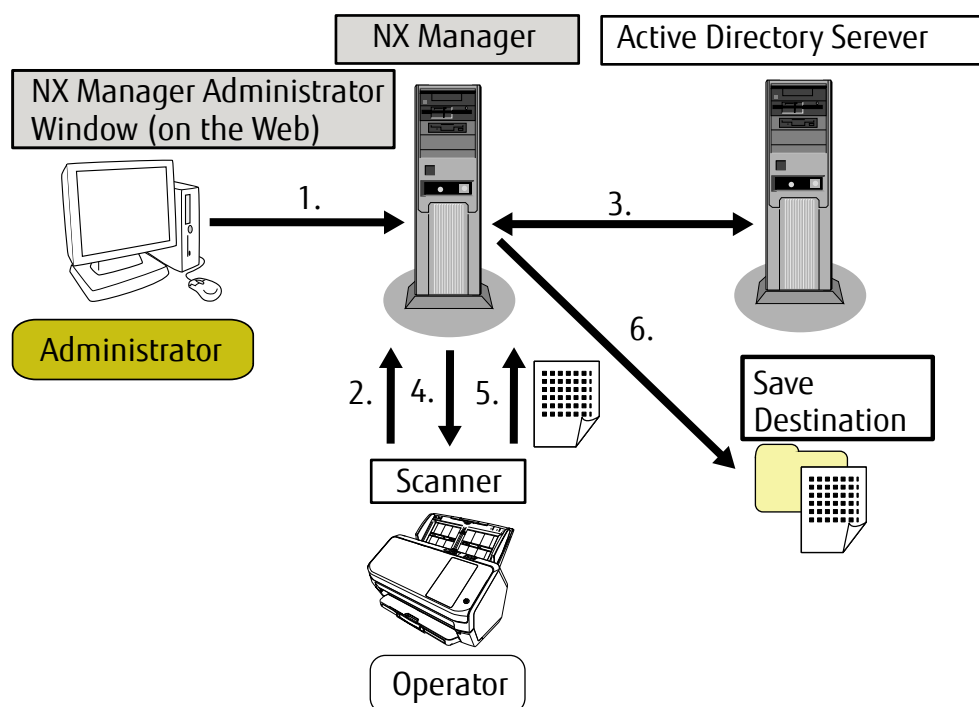
This section explains about things you need to know before using NX Manager such as the overview, main features, and main functions of NX Manager.

## Overview

NX Manager is an application that allows each operator to scan with its own customized scanning menus by registering our scanners on NX Manager.

For the models of our scanners that can be registered to be managed on NX Manager, refer to the NX Manager readme (\*1).

The figure below shows an overview on the Active Directory method for authenticating a user with a user name and password as an example.



- 1 The administrator configures customized scan settings for each user in the NX Manager administrator window (on the web).
- 2 An operator logs in to the scanner (the user information is sent to NX Manager).
- 3 NX Manager uses the received user information to authenticate the user with the Active Directory server.
- 4 NX Manager distributes the customized scan settings for the user to the scanner. The customized scanning menus for the user are displayed on the scanner.
- 5 The operator performs a scan by following the displayed scanning menu (scanned images are sent to NX Manager).
- 6 NX Manager saves the scanned images in a save destination.

**\*1:**For details about the NX Manager readme, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.

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## Main Features

The following shows the main features of NX Manager.

- **Custom scans for each operator**

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

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

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

- **Scanning status monitoring**

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

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

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

- **Central operation for multiple scanners**

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

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## Main Functions

The following shows the main functions of NX Manager.

- **User authentication function**

This function identifies the user who uses the scanner.  
Some authentication methods require an authentication server.  
A standard feature of NX Manager allows the Active Directory server to be used for Active Directory linkage.

To use an authentication server that is not used as a standard feature of NX Manager, Authentication API linkage is required.

The following shows the authentication methods and the required linkages.

Authentication Method	Description	Active Directory Linkage	Authentication API Linkage
None	No authentication required for using the scanner.	—	—
Job group code	This method authenticates a user with a job group code.	—	—
Username/Password	This method authenticates a user with a user name and password.	○	○
NFC	This method authenticates a user with a smart card.	×	○
Username/Password or NFC	This method authenticates a user with one of the following. <ul style="list-style-type: none"> <li>• User name and password</li> <li>• Smart card</li> </ul>	×	○
Scanner	This method authenticates a user using a specific scanner.	—	—

○:Required

×:Not available

—:Not required

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

## ● Job function

This function allows the scan settings to be customized for each operator and be distributed to the scanner. The customized scan settings are called a "job".

Multiple jobs can be grouped into one job group.

When the authentication method is [Job group code], setting a job group to a job group code links the job group with the job group code, and the jobs specific to the job group code are distributed to the scanner.

When the authentication method is [Username/Password], [NFC], or [Username/Password or NFC], adding a user to a job group links the job group with the user, and the jobs specific to the user are distributed to the scanner.

When the authentication method is [Scanner], adding a scanner to a job group links the job group with the scanner, and the jobs specific to the scanner are distributed to the scanner.

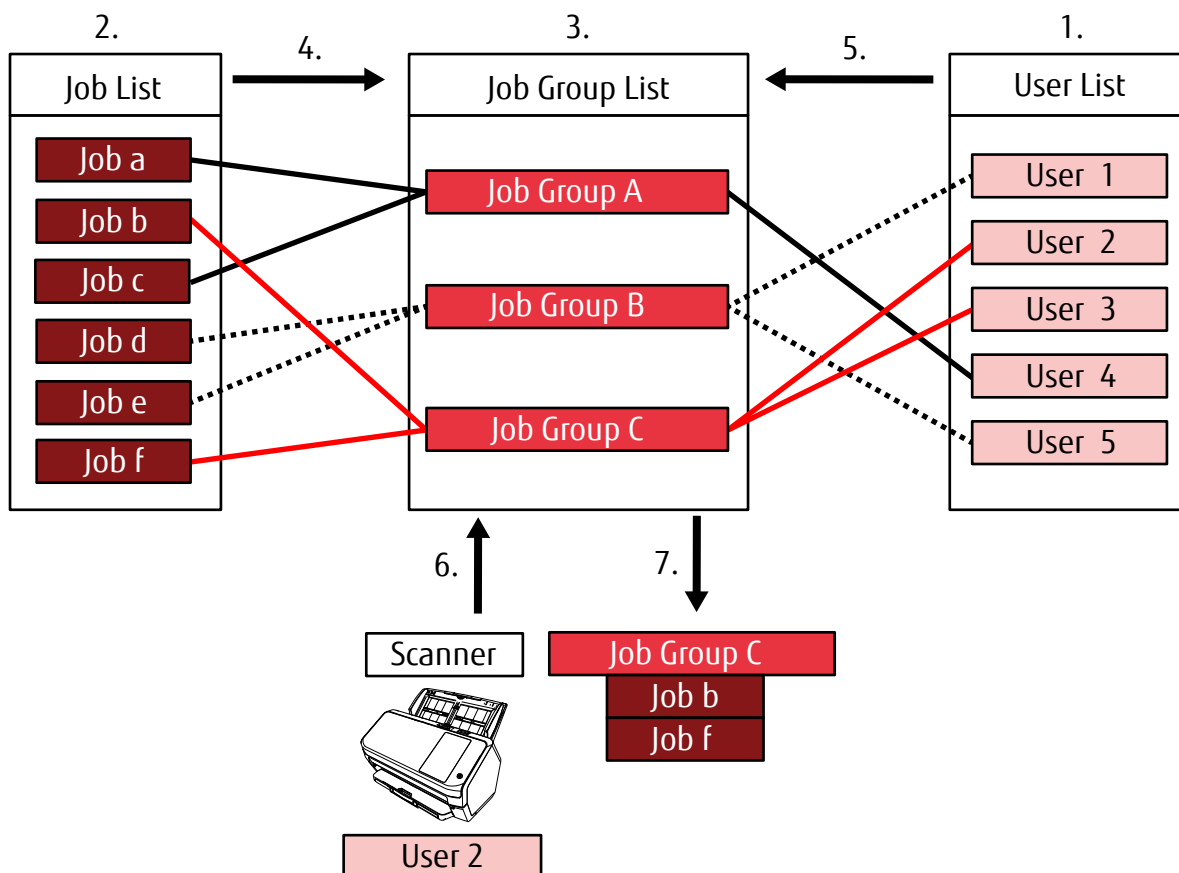
The linkage of a job group differs as follows depending on the authentication method.

Authentication Method	Linkage of a Job Group	Operations on the Scanner
None	None	Jobs are displayed when you turn on the scanner.
Job group code	Job group code	Entering a job group code on the touch screen of the scanner displays jobs corresponding to the job group code.
Username/Password	User	Entering a user name and a password on the touch screen of the scanner displays jobs corresponding to the user.
NFC	User	Authenticating a user by holding a smart card over the contactless smart card reader displays jobs corresponding to the user who is authenticated with the smart card.
Username/Password or NFC	User	Authenticating a user with one of the following displays jobs corresponding to the authenticated user. <ul style="list-style-type: none"> <li>• User name and password</li> <li>• Smart card</li> </ul>
Scanner	Scanner	Turning on the scanner displays jobs corresponding to the scanner.

Levels can be created in a job group to sort and organize jobs in the job group.

For details about specifications such as the number of jobs and job groups which can be created, refer to [Specifications of Jobs/Job Groups \(page 155\)](#).

The following shows the relationship diagram for jobs, job groups, and users.



- 1 Select [Username/Password], [NFC], or [Username/Password or NFC] for the authentication method.
- 2 Create jobs.
- 3 Create a job group.
- 4 Set the jobs in the job group.
- 5 Add a user to the job group.
- 6 Log into the scanner (the user information is sent).
- 7 Jobs corresponding to the user are distributed to the scanner.  
Jobs corresponding to the user are displayed on the scanner.

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

On the scanner, jobs corresponding to User 2 are displayed. In other words, Job group C, which Job b and Job f are set in, is displayed.

#### ● Image processing function

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

For details about the operation specifications of a PaperStream IP driver profile, refer to [Operation Specifications of a PaperStream IP Driver Profile \(page 158\)](#).

- **Release function**

This function saves scanned images in save destinations.

As a standard feature of NX Manager, you can save scanned images to the following save destinations: Save to folder, SharePoint, SharePoint Online, FTP, FTPS, or e-Mail.

To save scanned images to a location that is not a standard save destination, a linkage via a Connector API is required.

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

Meta information of a scanned image can be generated as an index file to save the scanned image with the information.

For details about the specifications of the index file, refer to [Specifications of the Index File \(page 156\)](#).

- **Scanning status monitoring function**

This function monitors the processing status of scanned images on NX Manager and retries image processing and image saving to the save destination.

You can monitor the scanning status in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).

In addition, the records of processing results can be managed on NX Manager, and an administrator can be notified of errors that occur on NX Manager via e-mail.

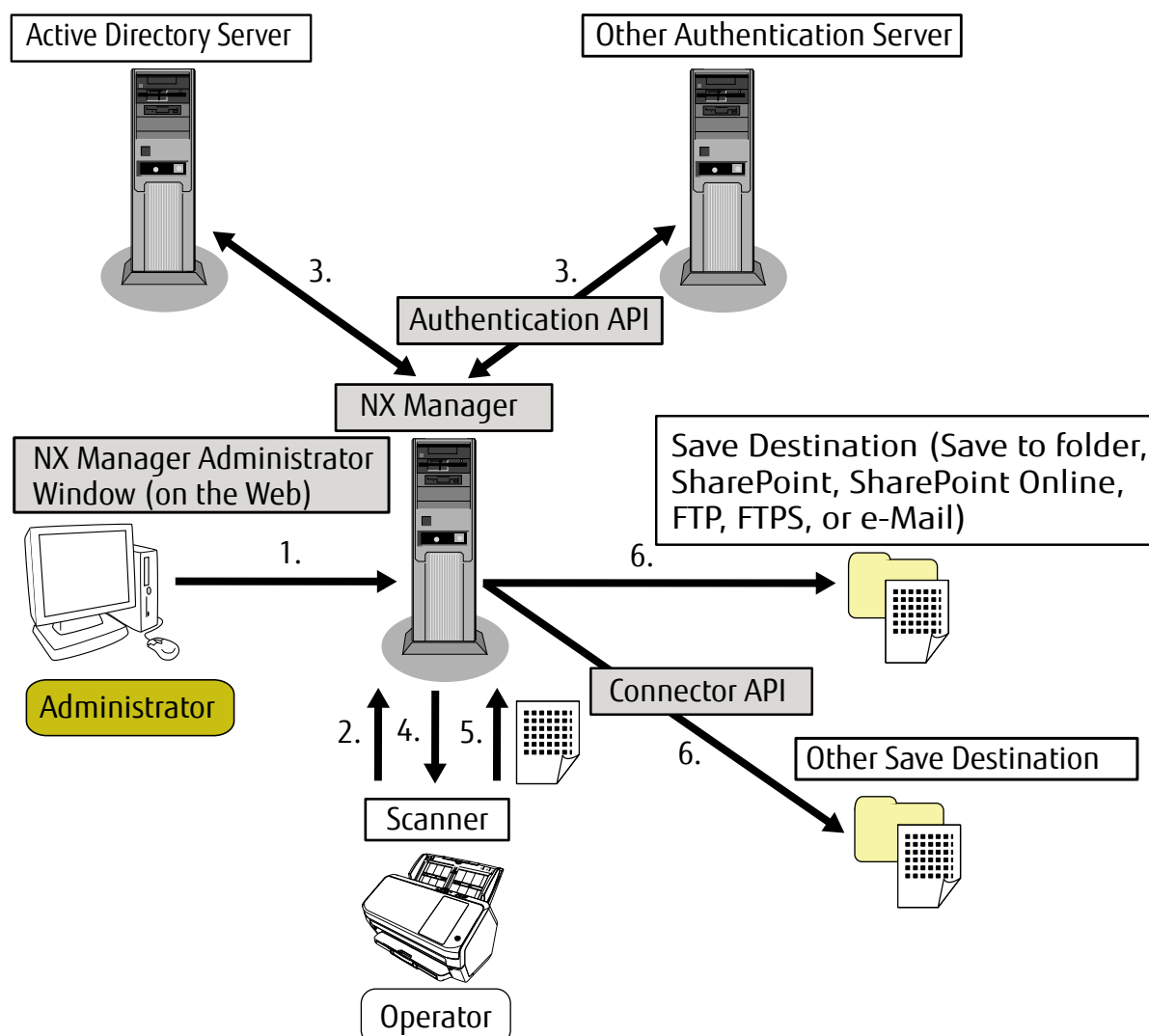
---

## System Configuration

This section explains about the system configuration of NX Manager.



The following is the configuration diagram.



- 1 Configure the settings for the authentication method and jobs.
- 2 Log into the scanner (the user information is sent).
- 3 The user is authenticated to use the scanner.
- 4 Jobs are distributed.
- 5 The scanned images are transferred.
- 6 The scanned images are saved.

The components of the above configuration diagram are described below:

- NX Manager  
This is an application that authenticates users to use scanners, performs the configuration/management/distribution of jobs, and saves scanned images.
- NX Manager Administrator Window (on the Web)

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

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

- **Scanner**

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

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

- **Active Directory Server**

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

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

- **Other Authentication Server**

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

A linkage via an Authentication API is required.

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

- **Authentication API**

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

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

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

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

You can save scanned images to these save destinations (Save to folder, SharePoint, SharePoint Online, FTP, FTPS, or e-Mail).

- **Other Save Destination**

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

A linkage via a Connector API is required.

Scanned images can be saved in a save destination via a Connector API linkage.

You can save scanned images to save destinations such as ECM (Enterprise Contents Management).

- **Connector API**

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

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

- **Administrator**

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

- **Operator**

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

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## System Requirements

The following shows the system requirements of NX Manager.

- **Software**

- Operating system

- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2016
- .NET Framework
  - .NET Framework 4.5.2
  - .NET Framework 4.6
  - .NET Framework 4.6.1
  - .NET Framework 4.6.2
  - .NET Framework 4.7.1
- IIS 8.0 or later
- SQL Server 2014 Express Edition (\*1)
- Browser
  - Internet Explorer 10
  - Internet Explorer 11

**\*1:** If SQL Server 2014 Express Edition is not installed yet, it is installed together with NX Manager when NX Manager is installed.

## ● Hardware

The recommended values for hardware requirements are as follows:

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

### ATTENTION

Having a computer only for NX Manager is recommended.

When using NX Manager together with another server function such as the following, design the system paying attention to the load on the computer.

- Database of Products other than NX Manager
- Authentication server such as Active Directory

For details, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.

### HINT

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

- **Network conditions**

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

**ATTENTION**

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

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

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

\*1: This can be modified.

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

The maximum number of scanners that can be registered in NX Manager is 1,000.

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

**ATTENTION**

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

Evaluate the environment before use.

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

**HINT**

Scanning at the same time means to transfer the images scanned with each scanner to NX Manager at the same time.

# The Flow from the Installation to the Operations

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

Installation (page 23)	<ul style="list-style-type: none"><li>• <a href="#">Installing NX Manager (page 23)</a></li><li>• <a href="#">Changing the Firewall Settings (page 24)</a></li></ul>
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Settings (page 26)	<ul style="list-style-type: none"><li>• <a href="#">Logging in to NX Manager (page 26)</a></li><li>• <a href="#">Configuring the NX Manager Preferences (page 28)</a></li><li>• <a href="#">Setting the Authentication Method (page 29)</a></li><li>• <a href="#">Registering a Scanner (page 29)</a></li><li>• <a href="#">Understanding the Flow for Setting a Job (page 29)</a></li><li>• <a href="#">Setting Jobs (page 31)</a></li><li>• <a href="#">Setting Job Groups (page 39)</a></li></ul>
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Operations (page 67)	<ul style="list-style-type: none"><li>• <a href="#">Processing a Job with the Scanner (page 67)</a></li><li>• <a href="#">Managing Scanners (page 67)</a></li><li>• <a href="#">Managing Users (page 70)</a></li><li>• <a href="#">Checking Statuses (page 76)</a></li><li>• <a href="#">Monitoring Scanning Statuses (page 77)</a></li><li>• <a href="#">Managing Event Logs (page 82)</a></li></ul>
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# Installation

This section explains about the installation of NX Manager.

## Installing NX Manager

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

### 2 Obtain the installer for NX Manager.

For details about how to obtain the installer for NX Manager, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.

### 3 Start the installer for NX Manager.

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

#### HINT

- Select the software to install as needed.

You can select the following software:

- PaperStream NX Manager
- PaperStream NX Manager Database

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

To operate PaperStream NX Manager Database on another server, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.

- Change the SQL Server settings if needed.

To operate NX Manager with a single server, you can leave the default settings unchanged.

To operate PaperStream NX Manager Database on another server, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.

- Change the settings below if needed.

- The setting for communicating with the scanner  
Communication Port (Default: 20447)  
Communication Protocol (Default: Use HTTP)
- The setting for communicating with the browser  
Communication Port (Default: 10447)  
Communication Protocol (Default: Use HTTP)
- The setting for using the REST API  
Communication Port (Default: 30447)  
Communication Protocol (Default: Use HTTP)

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

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

## Importing a Certificate (for HTTPS)

To use HTTPS for communication, import a certificate.

This section describes an example in which IIS 8.0 is used.

- 1 Open IIS.
- 2 Click [Server Certificates] on the home screen.
- 3 Click [Import] under [Actions].
- 4 Follow the instructions displayed in the window.
- 5 Right-click each site below and click [Edit Bindings].
  - NmConsole
  - NmWebAPI
  - NmWebService
- 6 Click the port with the type "https" and then click the [Edit] button.
- 7 Select the imported certificate and click the [OK] button.

### HINT

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

- CertHash.xml is stored in the following location:

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

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

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

## Changing the Firewall Settings

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

Function	From/To	Port Number	Protocol Number
Scanner connection	Scanner → NX Manager	20447 (HTTP/HTTPS) (*1)	6 (TCP)



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

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

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

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

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

# Settings

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

## Logging in to NX Manager

Log in to NX Manager with a browser.

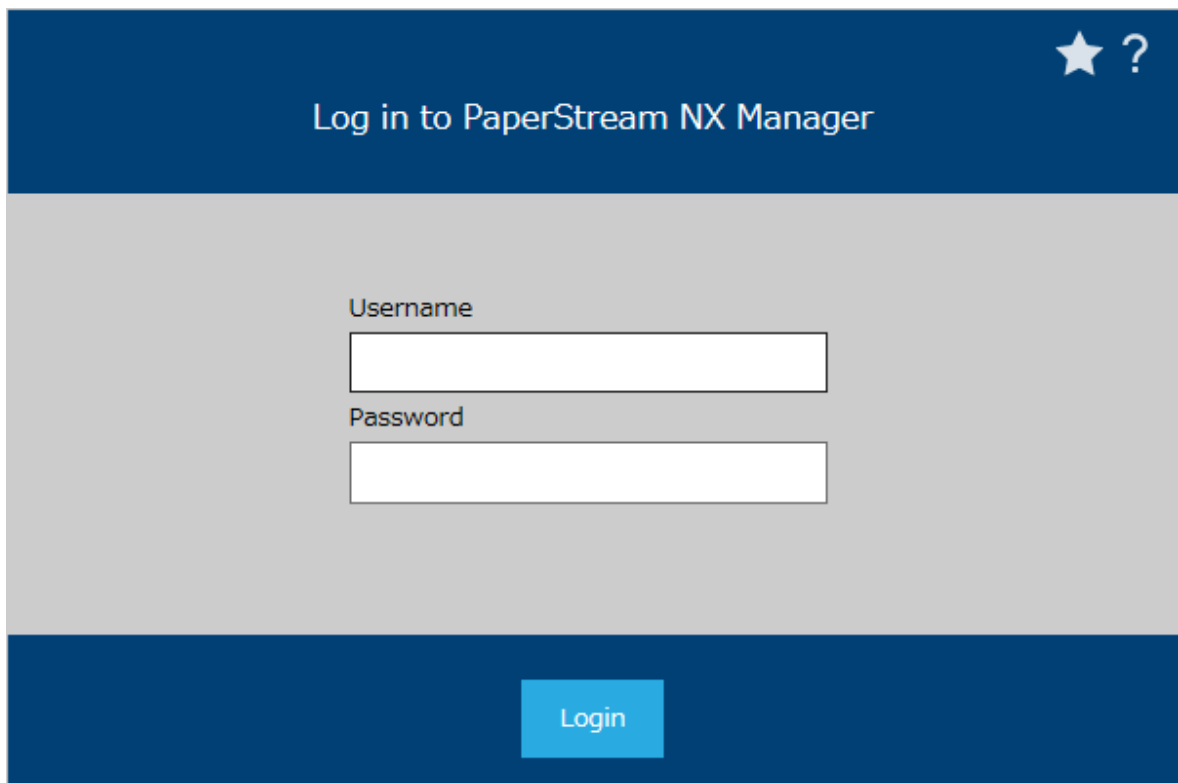
The administrator can configure the NX Manager settings, including the preferences setting, authentication method setting, and job setting, in the NX Manager administrator window (on the web).

The processing status of the scanned images on NX Manager can also be checked in the NX Manager administrator window (on the web).

- 1 Turn on the computer and enter the following URL in the URL input field on the browser to establish a connection.

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

The login window appears.




### ATTENTION

When HTTPS is used, import a certificate if the [There is a problem with this website's security certificate.] window is displayed.

For details, refer to [Importing a Certificate \(for HTTPS\) \(page 24\)](#).

**HINT**

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

**2 Enter a value for each item.**

The default values for the user name and the password are as follows:

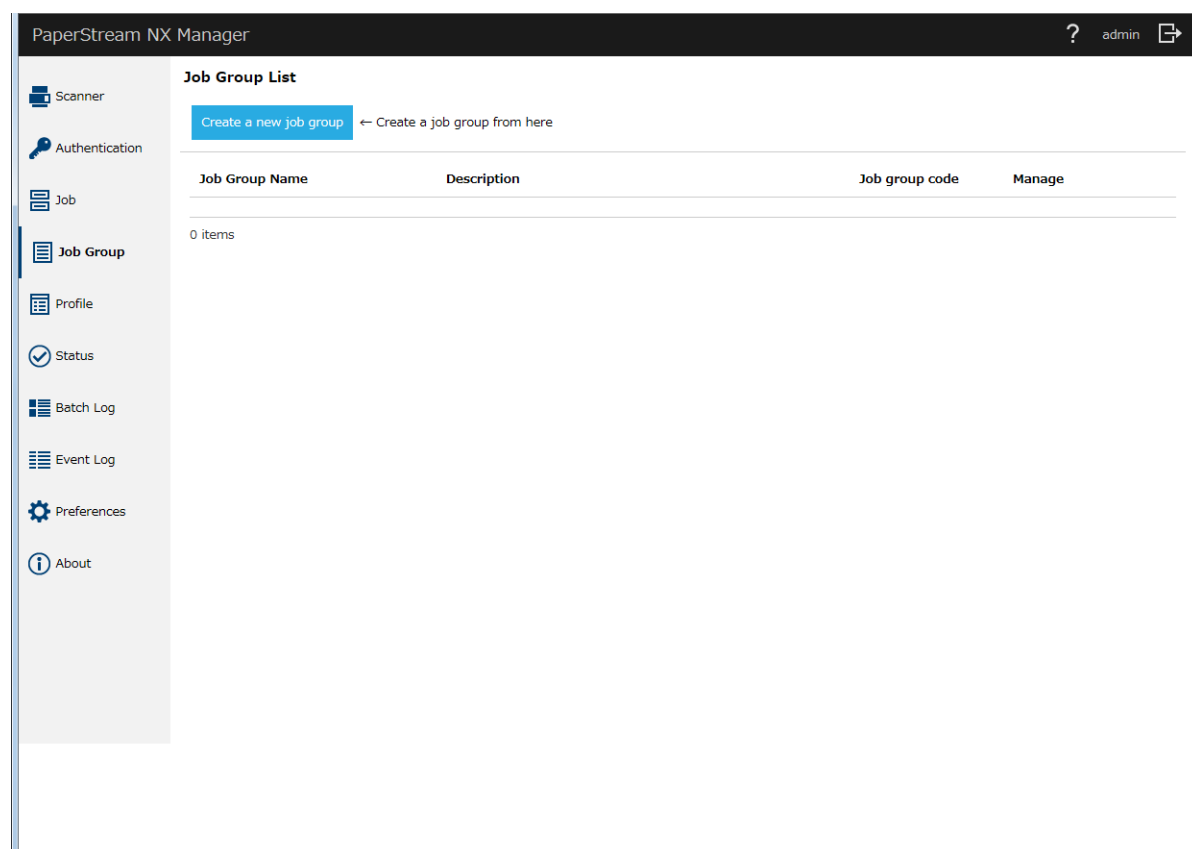
Username: admin

Password: password

For details about each item, refer to [Login Window \(page 93\)](#).

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

When login is successfully completed, the NX Manager administrator window (on the web) appears.

**ATTENTION**

Even if you enter a user name and password correctly and click the [Login] button, the login window may appear again.

In this case, add the IP address or host name of the computer where NX Manager was installed to the trusted site in the security settings of your browser.

**ATTENTION**

Change the password regularly.

For details, refer to [Changing the Password for Logging in to NX Manager \(page 87\)](#).

## Configuring the NX Manager Preferences

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

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

**Settings**

**Window Settings**

Window Refresh Interval: 60 seconds

**SMTP Settings**

SMTP Server: (IP address, host name, or FQDN)

SMTP Server Port Number: 25

☐ Authentication required

Username:

Password:

**Error Notification Settings**

☐ Send error notifications

Recipient e-Mail Address:

Sender e-Mail Address:

Subject: Message from PaperStream NX Manager

Character Encoding: Automatic

Test

**Batch Log Notification Settings**

☐ Send a batch log notification e-Mail

☐ Notify for "Error" batch logs only

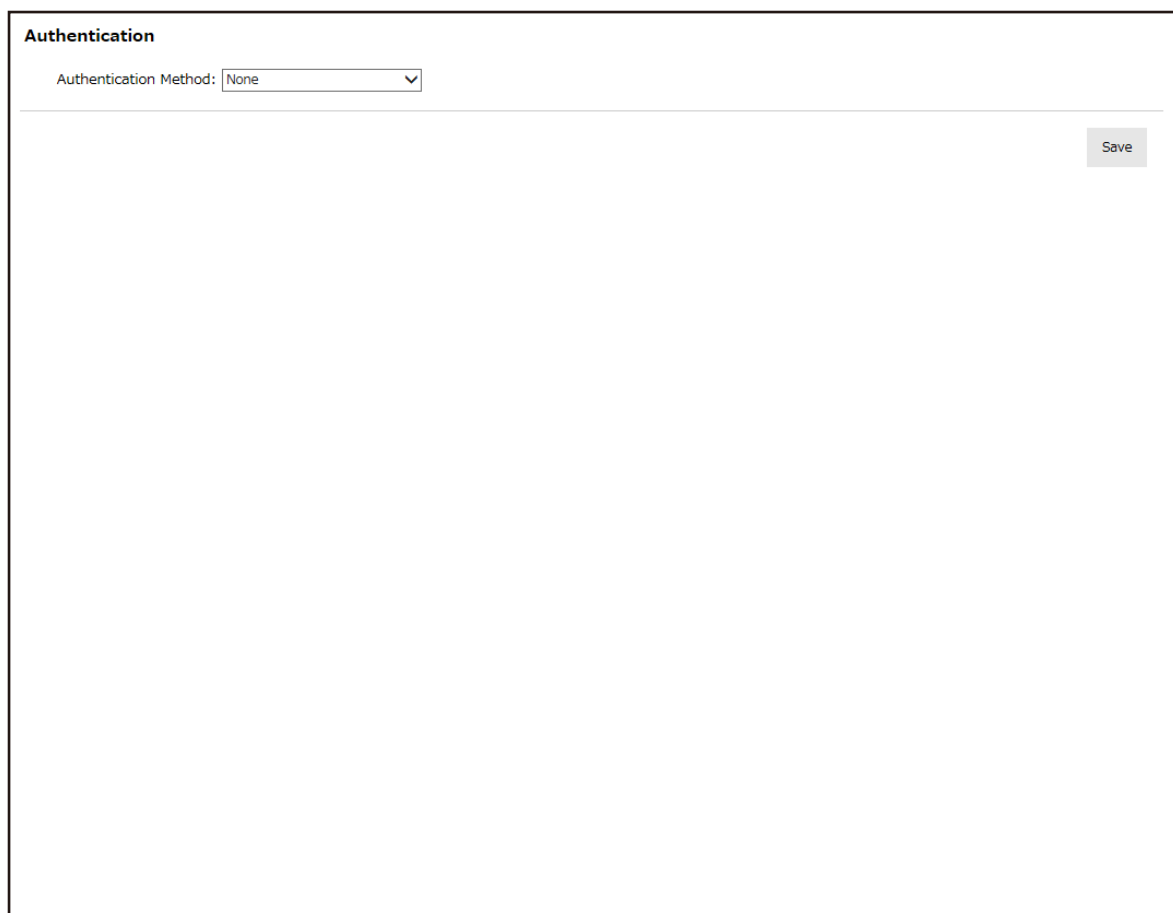
- 2 Specify each item.**  
For details about each item, refer to [\[Settings\] Window \(page 138\)](#).
- 3 Click the [Save] button.**  
The settings are saved.

---

## Setting the Authentication Method

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

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



The screenshot shows the 'Authentication' window. At the top, there is a title bar with the text 'Authentication'. Below the title bar, there is a label 'Authentication Method:' followed by a dropdown menu currently showing 'None'. A large, empty rectangular area occupies the main part of the window. In the bottom right corner of this area, there is a 'Save' button.

- 2 **Specify each item.**  
For details about each item, refer to [\[Authentication\] Window \(page 95\)](#).
- 3 **Click the [Save] button.**  
The settings are saved.

---

## Registering a Scanner

Configure the NX Manager settings on the touch screen of a scanner to register the scanner in NX Manager.  
For details, refer to the Operator's Guide of your scanner.

---

## Understanding the Flow for Setting a Job

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

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

Create a job	For details, refer to <a href="#">Creating a New Job (page 31)</a> .
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Create a job group	For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [None] or [Job group code]) (page 39)</a> .
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Set the job in the job group	While creating a job group, jobs can be set in the job group. For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [None] or [Job group code]) (page 39)</a> .
------------------------------	--

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

Create a job	For details, refer to <a href="#">Creating a New Job (page 31)</a> .
--------------	--



Create a job group	For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [Username/Password], [NFC], or [Username/Password or NFC]) (page 46)</a> .
--------------------	--



Set the job in the job group	While creating a job group, jobs can be set in the job group. For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [Username/Password], [NFC], or [Username/Password or NFC]) (page 46)</a> .
------------------------------	---



Add a user to the job group	While creating a job group, users can be added to the job group. For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [Username/Password], [NFC], or [Username/Password or NFC]) (page 46)</a> .
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- **When the authentication method is [Scanner]**

Create a job	For details, refer to <a href="#">Creating a New Job (page 31)</a> .
--------------	--



Create a job group	For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [Scanner]) (page 54)</a> .
--------------------	--



Set the job in the job group	While creating a job group, jobs can be set in the job group. For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [Scanner]) (page 54)</a> .
------------------------------	---



Add a scanner to the job group	While creating a job group, scanners can be added to the job group. For details, refer to <a href="#">Creating a New Job Group (When the Authentication Method is [Scanner]) (page 54)</a> .
--------------------------------	---

---

## Setting Jobs

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

## Creating a New Job

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

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

The [Job list] window appears.

**Job list**

Create a new job

←Create a new job from here

Find:

Job name	Description	Job Group	Job Manage
0 items			

2 Click the [Create a new job] button.



The [Create New Job] window appears.

**Create New Job**

Job name:

Description:

Job Button Color:

▼ **Common Settings**

**Touch Screen Settings**

☐ Continue scanning

☐ Display thumbnails

Quality:

☐ Display the scan button

☐ Show the message

Message:

☐ Log out immediately after the job is complete

☐ Wait for file saving to complete

☐ Display the completion of the saved file

▼ **Scan Settings**

**Profile Settings**

Scanner Driver Profile to Be Used:

\* You can import or remove a profile in the Profile List window.

**File**

File Format:

Separation:

### 3 Specify each item.

For details about each item, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).

#### HINT

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

### 4 Click the [Save] button.

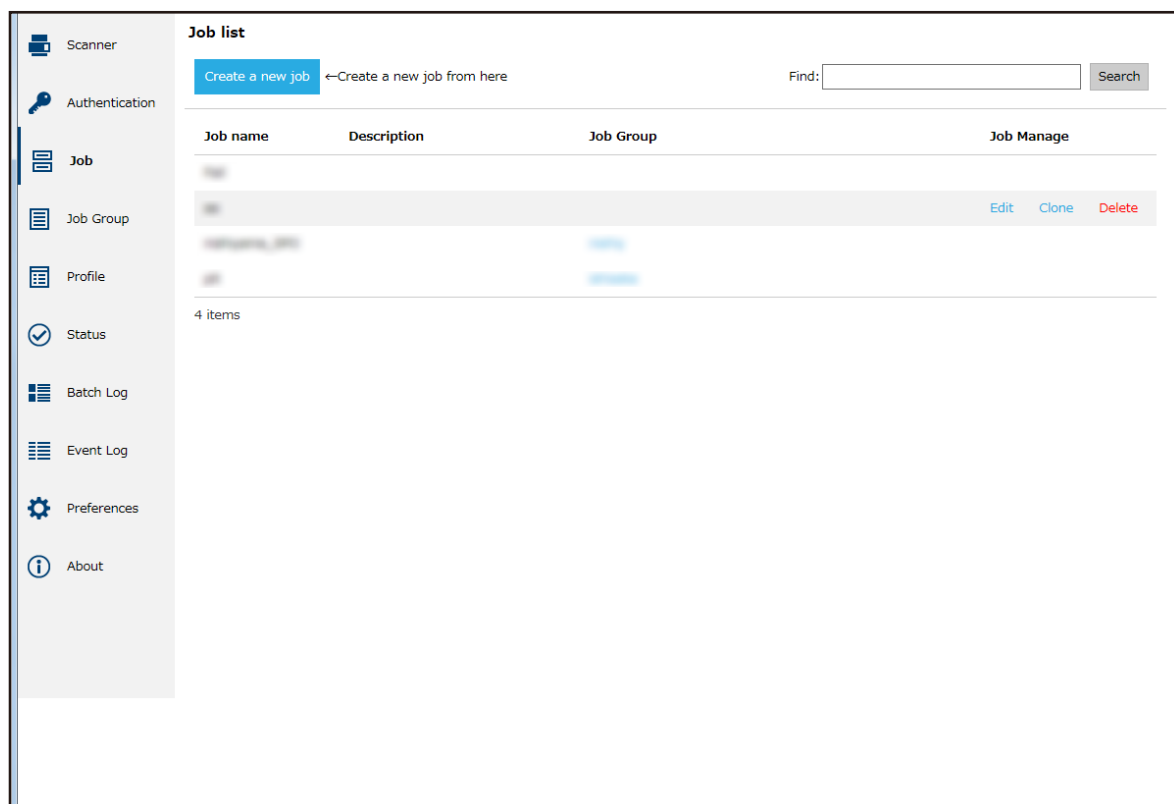
A job is created.

## Cloning a Job

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

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

The [Job list] window appears.



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

The [Create New Job] window appears.

**Create New Job**

Job name:

Description:

Job Button Color:

▼ **Common Settings**

**Touch Screen Settings**

☐ Continue scanning

☐ Display thumbnails

Quality:

☐ Display the scan button

☐ Show the message

Message:

☐ Log out immediately after the job is complete

☐ Wait for file saving to complete

☐ Display the completion of the saved file

▼ **Scan Settings**

**Profile Settings**

Scanner Driver Profile to Be Used:

\* You can import or remove a profile in the Profile List window.

**File**

File Format:

Separation:

### 3 Specify each item.

For details about each item, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).

#### HINT

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

### 4 Click the [Save] button.

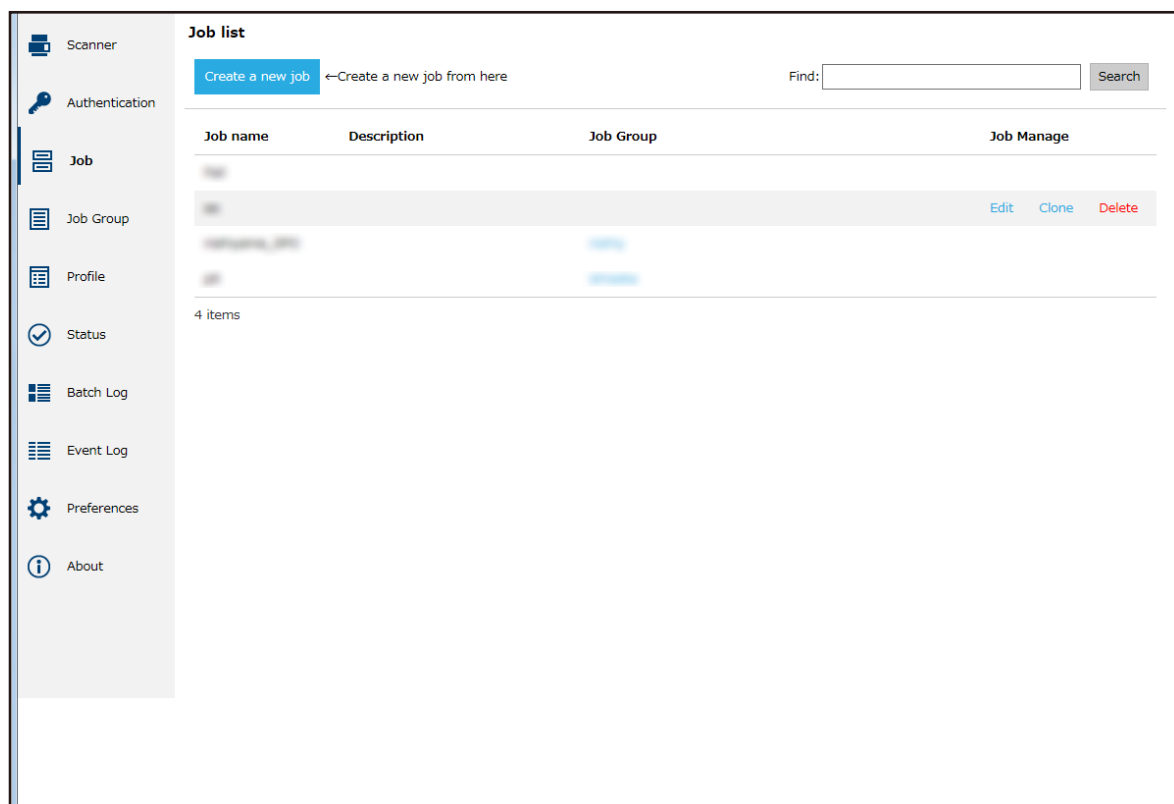
A job is created.

## Editing a Job

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

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

The [Job list] window appears.



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

The [Edit Job] window appears.

### 3 Specify each item.

For details about each item, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).

#### HINT

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

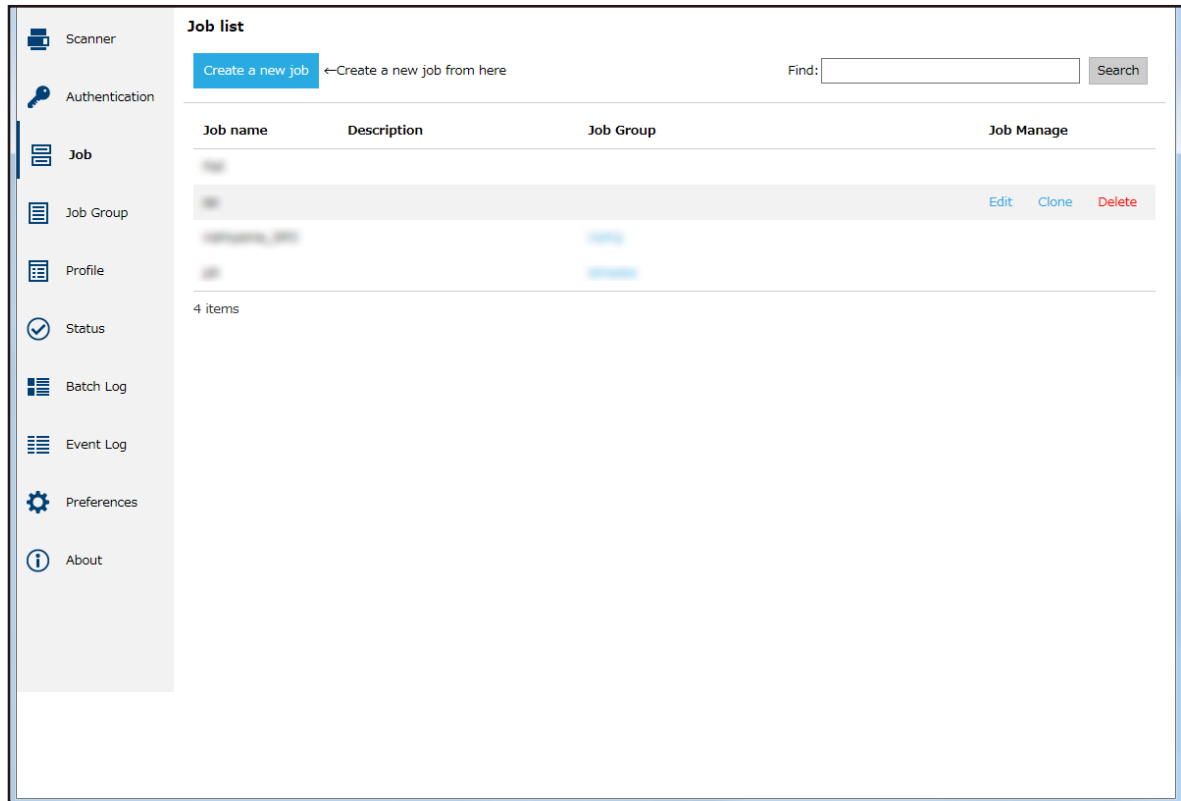
### 4 Click the [Save] button.

The settings are saved.

## Deleting a Job

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

The [Job list] window appears.



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

A confirmation window appears.

- 3 Click the [OK] button.

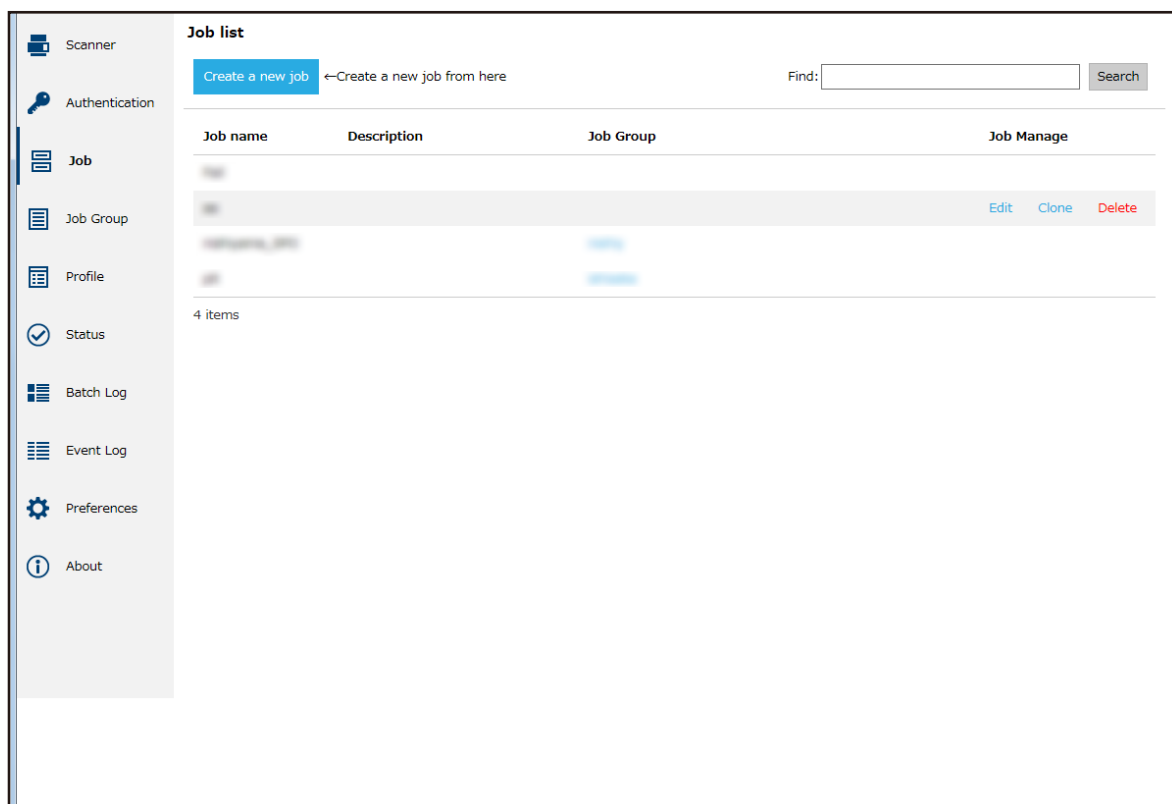
The job is deleted.

## Filtering Jobs

Filter the jobs that are displayed in the job list.

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

The [Job list] window appears.



- 2 Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.

For details about each item, refer to [\[Job list\] Window \(page 98\)](#).

- 3 Click the [Search] button.

The filtered results are displayed.

## Setting Job Groups

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

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

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

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

The [Job Group List] window appears.

**Job Group List**

[Create a new job group](#) ← Create a job group from here

Job Group Name	Description	Job group code	Manage
0 items			

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



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

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

Job Group:

Description:

Cancel Next

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

For details about each item, refer to [\[New Job Group \(1/2\)\] Window/\[New Job Group \(1/3\)\] Window](#) (page 115).

**HINT**

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

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

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

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

**Job list** [Add Job](#) [New Job](#) [New Level](#)

Manage	Job name	Description	Job Manage
--------	----------	-------------	------------

CancelBackComplete

## 5 Set jobs in the job group.

For details about each item, refer to [\[New Job Group \(2/2\)\] Window/\[New Job Group \(2/3\)\] Window](#) (page 116).

- The procedure to add a job to the job group is as follows:
  - a Click [Add Job].

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

Select a job to be added.  
Job Group: jobgroup

Search

<input type="checkbox"/>	Job name	Description	Job Group Name
<input type="checkbox"/>	Job 1	Job 1 Description	Job Group 1
<input type="checkbox"/>	Job 2	Job 2 Description	Job Group 2
<input type="checkbox"/>	Job 3	Job 3 Description	Job Group 3
<input type="checkbox"/>	Job 4	Job 4 Description	Job Group 4
<input type="checkbox"/>	Job 5	Job 5 Description	Job Group 5
<input type="checkbox"/>	Job 6	Job 6 Description	Job Group 6
<input type="checkbox"/>	Job 7	Job 7 Description	Job Group 7

OK Cancel

- b** Select the check box for the job to be added.  
For details about each item, refer to [Window for Adding a Job to a Job Group \(page 125\)](#).
- c** Click the [OK] button.  
The job is added to the job group.
- The procedure to create a job in the job group is as follows:
  - a** Click [New Job].

The [Create New Job] window appears.

**Create New Job**

Job name:

Description:

Job Button Color:

▼ **Common Settings**

**Touch Screen Settings**

☐ Continue scanning

☐ Display thumbnails

Quality:

☐ Display the scan button

☐ Show the message

Message:

☐ Log out immediately after the job is complete

☐ Wait for file saving to complete

☐ Display the completion of the saved file

▼ **Scan Settings**

**Profile Settings**

Scanner Driver Profile to Be Used:

\* You can import or remove a profile in the Profile List window.








**File**

File Format:

Separation:

- b** Specify each item.  
For details about each item, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
- c** Click the [Save] button.  
The job is created in the job group.
- The procedure to create a new level in the job group is as follows:
  - a** Click [New Level].

The [Edit Level] window appears.

- b** Specify each item.  
For details about each item, refer to [\[Edit Level\] Window \(page 123\)](#).
  - c** Click the [OK] button.  
The new level is created in the job group.
- The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.
    -  (Move up)  
Moves the job or level up.
    -  (Move down)  
Moves the job or level down.
    -  (Delete from the list)  
Deletes the job or level from the list.
  - When the level name is displayed in the [Job name] column,  and  are displayed.  
Click  to open the level.  
Click  to close the level.
  - The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.
    - Edit, Clone

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

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.
  - Add Job  
The procedure is the same as the procedure to add a job to a job group.
  - New Job  
The procedure is the same as the procedure to create a job in a job group.
  - New Level, Edit, Clone  
The procedure is the same as the procedure to create a level in a job group.

## 6 Click the [Complete] button.

The new job group is created.

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

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

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

The [Job Group List] window appears.

**Job Group List**

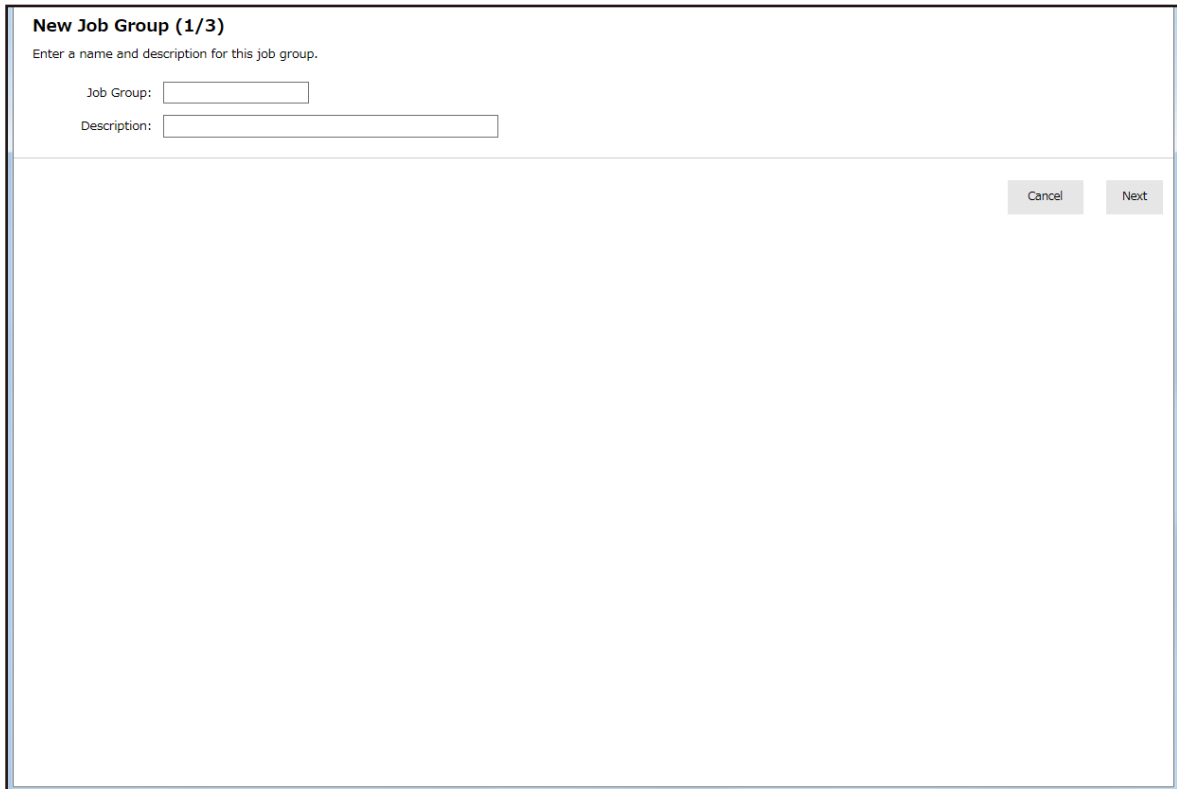
Create a new job group

← Create a job group from here

Job Group Name	Description	Manage
0 items		

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

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



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

Job Group:

Description:

Cancel Next

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

For details about each item, refer to [\[New Job Group \(1/2\)\] Window/\[New Job Group \(1/3\)\] Window \(page 115\)](#).

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

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

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

**Job list** [Add Job](#) [New Job](#) [New Level](#)

Manage	Job name	Description	Job Manage
--------	----------	-------------	------------

CancelBackNext

## 5 Set jobs in the job group.

For details about each item, refer to [\[New Job Group \(2/2\)\] Window/\[New Job Group \(2/3\)\] Window](#) (page 116).

- The procedure to add a job to the job group is as follows:
  - a Click [Add Job].



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

Select a job to be added.  
Job Group: jobgroup

?

Search

<input type="checkbox"/>	Job name	Description	Job Group Name
<input type="checkbox"/>	Job 1	Job 1 Description	Job Group 1
<input type="checkbox"/>	Job 2	Job 2 Description	Job Group 2
<input type="checkbox"/>	Job 3	Job 3 Description	Job Group 3
<input type="checkbox"/>	Job 4	Job 4 Description	Job Group 4
<input type="checkbox"/>	Job 5	Job 5 Description	Job Group 5
<input type="checkbox"/>	Job 6	Job 6 Description	Job Group 6
<input type="checkbox"/>	Job 7	Job 7 Description	Job Group 7

OK Cancel

- b** Select the check box for the job to be added.  
For details about each item, refer to [Window for Adding a Job to a Job Group \(page 125\)](#).
- c** Click the [OK] button.  
The job is added to the job group.
- The procedure to create a job in the job group is as follows:
  - a** Click [New Job].

The [Create New Job] window appears.

**Create New Job**

Job name:

Description:

Job Button Color:

▼ **Common Settings**

**Touch Screen Settings**

☐ Continue scanning

☐ Display thumbnails

Quality:

☐ Display the scan button

☐ Show the message

Message:

☐ Log out immediately after the job is complete

☐ Wait for file saving to complete

☐ Display the completion of the saved file

▼ **Scan Settings**

**Profile Settings**

Scanner Driver Profile to Be Used:

\* You can import or remove a profile in the Profile List window.








**File**

File Format:

Separation:

- b** Specify each item.  
For details about each item, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
- c** Click the [Save] button.  
The job is created in the job group.
- The procedure to create a new level in the job group is as follows:
  - a** Click [New Level].

The [Edit Level] window appears.

- b** Specify each item.  
For details about each item, refer to [\[Edit Level\] Window \(page 123\)](#).
  - c** Click the [OK] button.  
The new level is created in the job group.
- The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.
    -  (Move up)  
Moves the job or level up.
    -  (Move down)  
Moves the job or level down.
    -  (Delete from the list)  
Deletes the job or level from the list.
  - When the level name is displayed in the [Job name] column,  and  are displayed.  
Click  to open the level.  
Click  to close the level.
  - The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.
    - Edit, Clone

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

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

- Add Job

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

- New Job

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

- New Level, Edit, Clone

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

## 6 Click the [Next] button.

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

**New Job Group (3/3)**

Add a user which will use this job group.

Job Group: jobgroup  
Description: jobgroup

**User List** [Add](#)

Manage	Username
--------	----------

Cancel Back Complete

## 7 Set a user in the job group.

For details about each item, refer to [\[New Job Group \(3/3\)\] Window \(page 118\)](#).

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

- a Click [Add].

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

Select a user which is used in this group.  
Job Group:jobgroup

Search

<input type="checkbox"/>	Username	Job Group Name
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

OK Cancel

#### HINT

- When the authentication mode is [Active Directory], the [Active Directory connection] window appears.  
For details about the [Active Directory connection] window, refer to [\[Active Directory Connection Test\] Window/\[Active Directory connection\] Window \(page 97\)](#).
- When the authentication mode is [Active Directory], the user names of user accounts with no user principal names specified are not displayed in the window for adding a user to the job group.

**b** Select the check box for the user to be added.  
For details about each item, refer to [Window for Adding a User to a Job Group \(page 126\)](#).

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

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

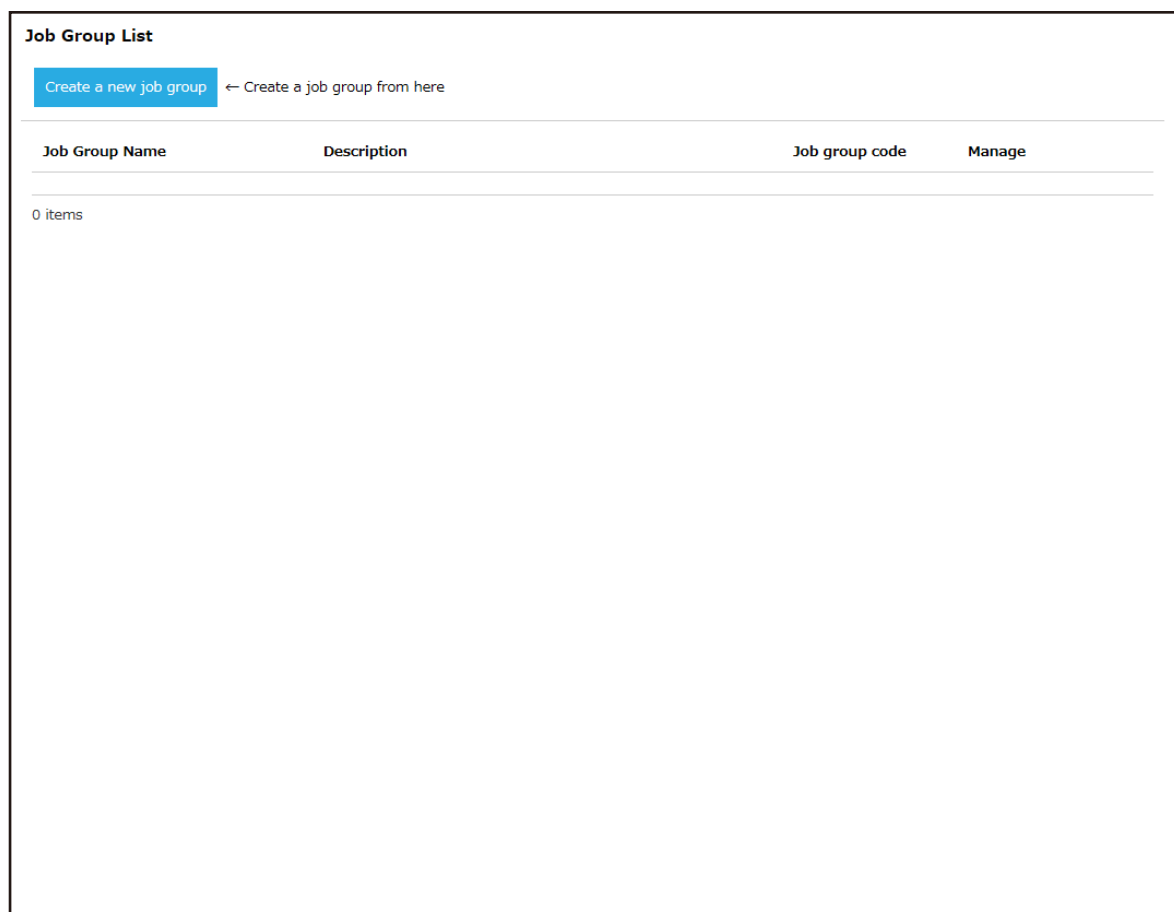
#### 8 Click the [Complete] button.

The new job group is created.

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

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

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



The screenshot shows the 'Job Group List' window. At the top left, there is a blue button labeled 'Create a new job group'. To its right, there is a link with a left-pointing arrow and the text 'Create a job group from here'. Below these elements is a table with four columns: 'Job Group Name', 'Description', 'Job group code', and 'Manage'. The table is currently empty, and below it, the text '0 items' is displayed.

Job Group Name	Description	Job group code	Manage
0 items			

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

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

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

Job Group:

Description:

Cancel Next

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

For details about each item, refer to [\[New Job Group \(1/2\)\] Window/\[New Job Group \(1/3\)\] Window](#) (page 115).

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

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

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

**Job list** [Add Job](#) [New Job](#) [New Level](#)

Manage	Job name	Description	Job Manage
--------	----------	-------------	------------

CancelBackNext

## 5 Set jobs in the job group.

For details about each item, refer to [\[New Job Group \(2/2\)\] Window/\[New Job Group \(2/3\)\] Window](#) (page 116).

- The procedure to add a job to the job group is as follows:
  - a Click [Add Job].



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

Select a job to be added.  
Job Group: jobgroup

Search

<input type="checkbox"/>	Job name	Description	Job Group Name
<input type="checkbox"/>	Job 1	Job 1 Description	Job Group 1
<input type="checkbox"/>	Job 2	Job 2 Description	Job Group 2
<input type="checkbox"/>	Job 3	Job 3 Description	Job Group 3
<input type="checkbox"/>	Job 4	Job 4 Description	Job Group 4
<input type="checkbox"/>	Job 5	Job 5 Description	Job Group 5
<input type="checkbox"/>	Job 6	Job 6 Description	Job Group 6
<input type="checkbox"/>	Job 7	Job 7 Description	Job Group 7

OK Cancel

- b** Select the check box for the job to be added.  
For details about each item, refer to [Window for Adding a Job to a Job Group \(page 125\)](#).
  - c** Click the [OK] button.  
The job is added to the job group.
- The procedure to create a job in the job group is as follows:
    - a** Click [New Job].

The [Create New Job] window appears.

**Create New Job**

Job name:

Description:

Job Button Color: ■ ▼

▼ **Common Settings**

**Touch Screen Settings**

☐ Continue scanning

☐ Display thumbnails

Quality: Medium ▼

☐ Display the scan button

☐ Show the message

Message:

☐ Log out immediately after the job is complete

☐ Wait for file saving to complete

☐ Display the completion of the saved file

▼ **Scan Settings**

**Profile Settings**

Scanner Driver Profile to Be Used: PaperStream IP Default ▼ Import

\* You can import or remove a profile in the Profile List window.








**File**

File Format: PDF File(\*.pdf) ▼

Separation: None ▼

- b** Specify each item.  
For details about each item, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
- c** Click the [Save] button.  
The job is created in the job group.
- The procedure to create a new level in the job group is as follows:
  - a** Click [New Level].

The [Edit Level] window appears.

- b** Specify each item.  
For details about each item, refer to [\[Edit Level\] Window \(page 123\)](#).
  - c** Click the [OK] button.  
The new level is created in the job group.
- The following operations can be performed in the [Manage] column that appears when you place the mouse pointer over the row of a job or a level.
    -  (Move up)  
Moves the job or level up.
    -  (Move down)  
Moves the job or level down.
    -  (Delete from the list)  
Deletes the job or level from the list.
  - When the level name is displayed in the [Job name] column,  and  are displayed.  
Click  to open the level.  
Click  to close the level.
  - The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.
    - Edit, Clone

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

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

- Add Job

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

- New Job

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

- New Level, Edit, Clone

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

## 6 Click the [Next] button.

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

**New Job Group (3/3)**

Add a scanner which will use this job group.

Job Group: jobgroup  
Description: jobgroup

**Scanner List** [Add](#)

Manage	Scanner Name
--------	--------------

Cancel Back Complete

## 7 Set a scanner to the job group

For details about each item, refer to [\[New Job Group \(3/3\)\] Window \(page 118\)](#).

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

- a Click [Add].

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

Select a scanner which is used in this group.  
Job Group:jobgroup

Search

<input type="checkbox"/>	Scanner Name	Job Group Name
<input type="checkbox"/>	Scanner	


OK Cancel

- b** Select the check box for the scanner to be added.

For details about each item, refer to [Window for Adding a Scanner to a Job Group \(page 127\)](#).

- c** Click the [OK] button.

The scanner is added to the job group.

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

## 8 Click the [Complete] button.

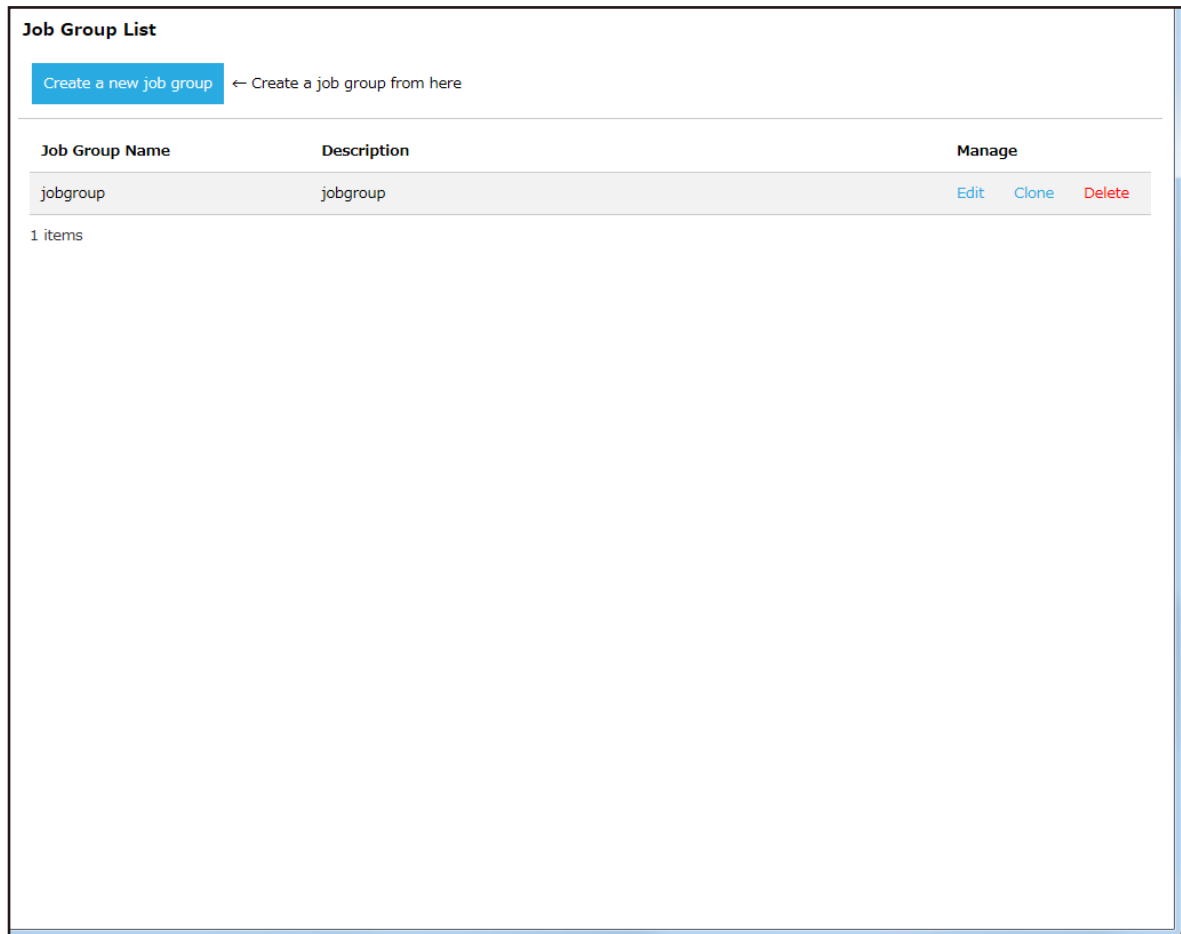
The new job group is created.

## Cloning a Job Group

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

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

The [Job Group List] window appears.



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

The [Clone Job Group] window appears.

**Clone Job Group**

Job Group:

Description:

▼ **Job list** [Add Job](#) [New Job](#) [New Level](#)

Manage	Job name	Description	Job Manage

▼ **User List** [Add](#)

Manage	Username

### 3 Specify each item.

For details about each item, refer to [\[Clone Job Group\] Window/\[Edit Job Group\] Window \(page 120\)](#).

#### HINT

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

### 4 Click the [Complete] button.

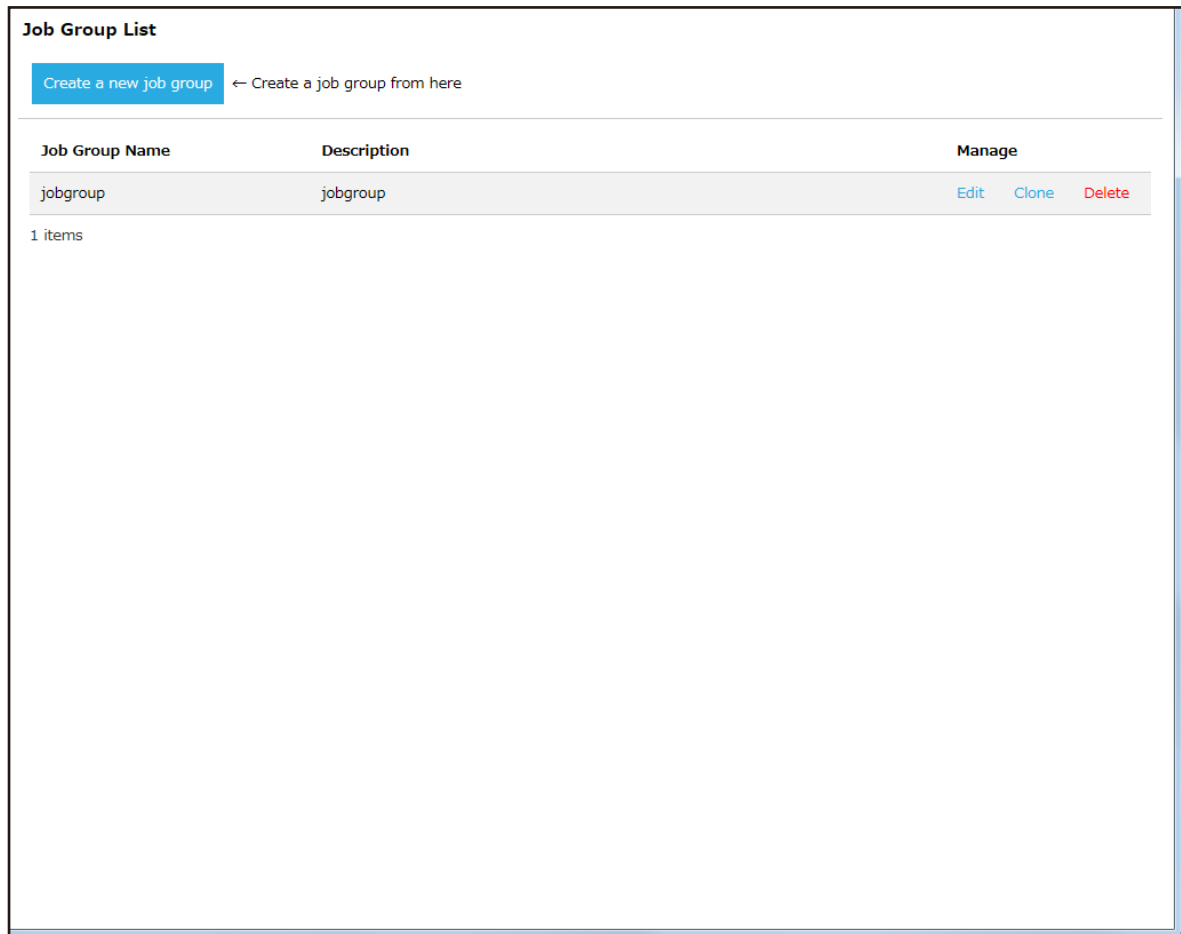
The new job group is created.

## Editing a Job Group

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

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

The [Job Group List] window appears.



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



The [Edit Job Group] window appears.

### 3 Specify each item.

For details about each item, refer to [\[Clone Job Group\] Window/\[Edit Job Group\] Window \(page 120\)](#).

#### HINT

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

### 4 Click the [Complete] button.

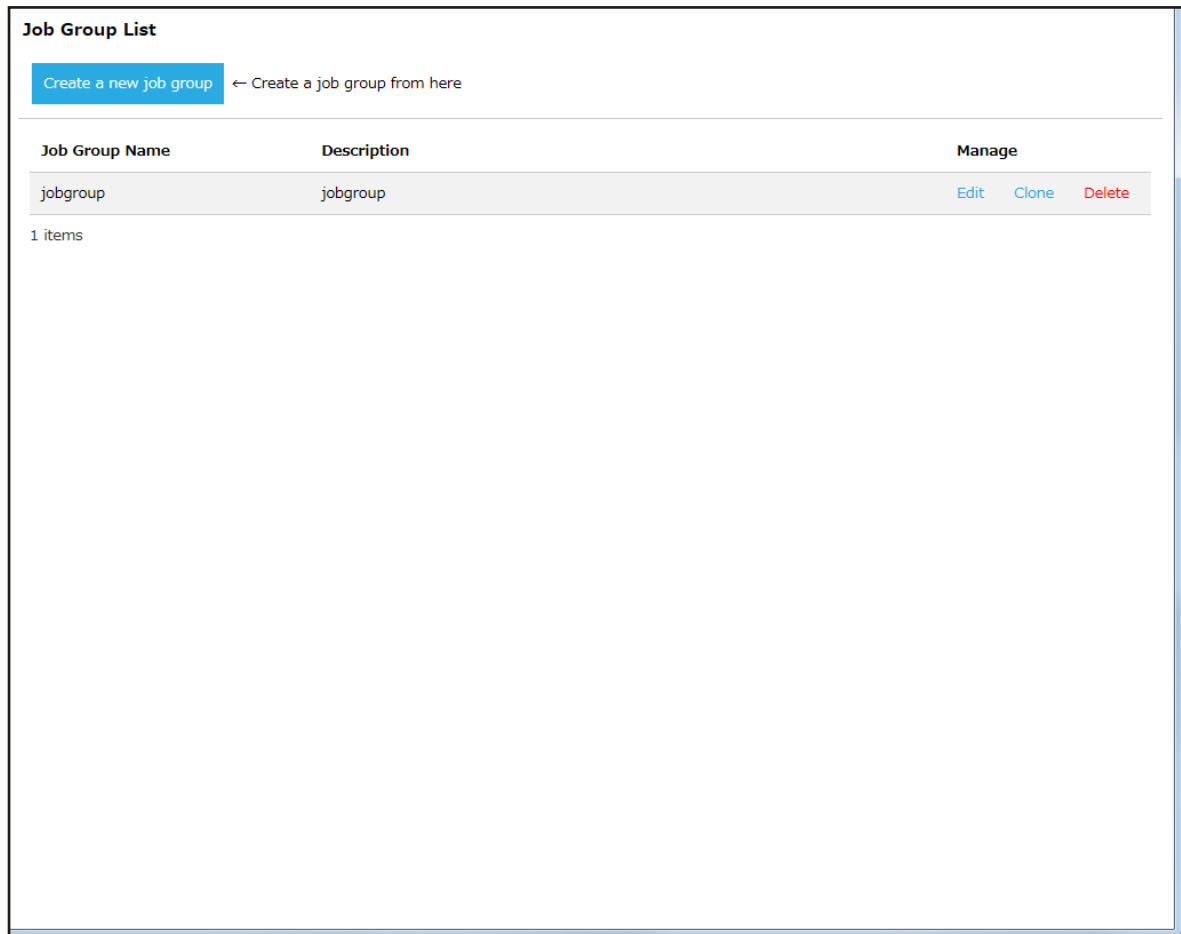
The settings are saved.

## Deleting a Job Group

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

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

The [Job Group List] window appears.



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

A confirmation window appears.

- 3 Click the [OK] button.

The job group is deleted.

# Operations

This section explains about the operations using NX Manager.

---

## Processing a Job with the Scanner

### 1 Turn on the scanner.

For details, refer to the Operator's Guide of your scanner.

The contents that are displayed on the touch screen of the scanner differ depending on the authentication method.

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

### 2 Load documents in the ScanSnap.

For details, refer to the Operator's Guide of your scanner.

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

---

## Managing Scanners

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

# Checking Scanners

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

Scanner List

Find:

Scanner Name	Serial Number	IP Address	MAC Address	Job Group Name	Scanner Manage
Scanner					
	0000000000				
					Delete

14 items (1 - 10 items) ← 1 2 →

- 2 Check the information of scanners.  
For details about each item, refer to [\[Scanner List\] Window \(page 94\)](#).

# Deleting a Scanner

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

The [Scanner List] window appears.

Scanner List

Find:

Scanner Name	Serial Number	IP Address	MAC Address	Job Group Name	Scanner Manage
Scanner					
0000000000					
					Delete

14 items (1 - 10 items) ← 1 2 →

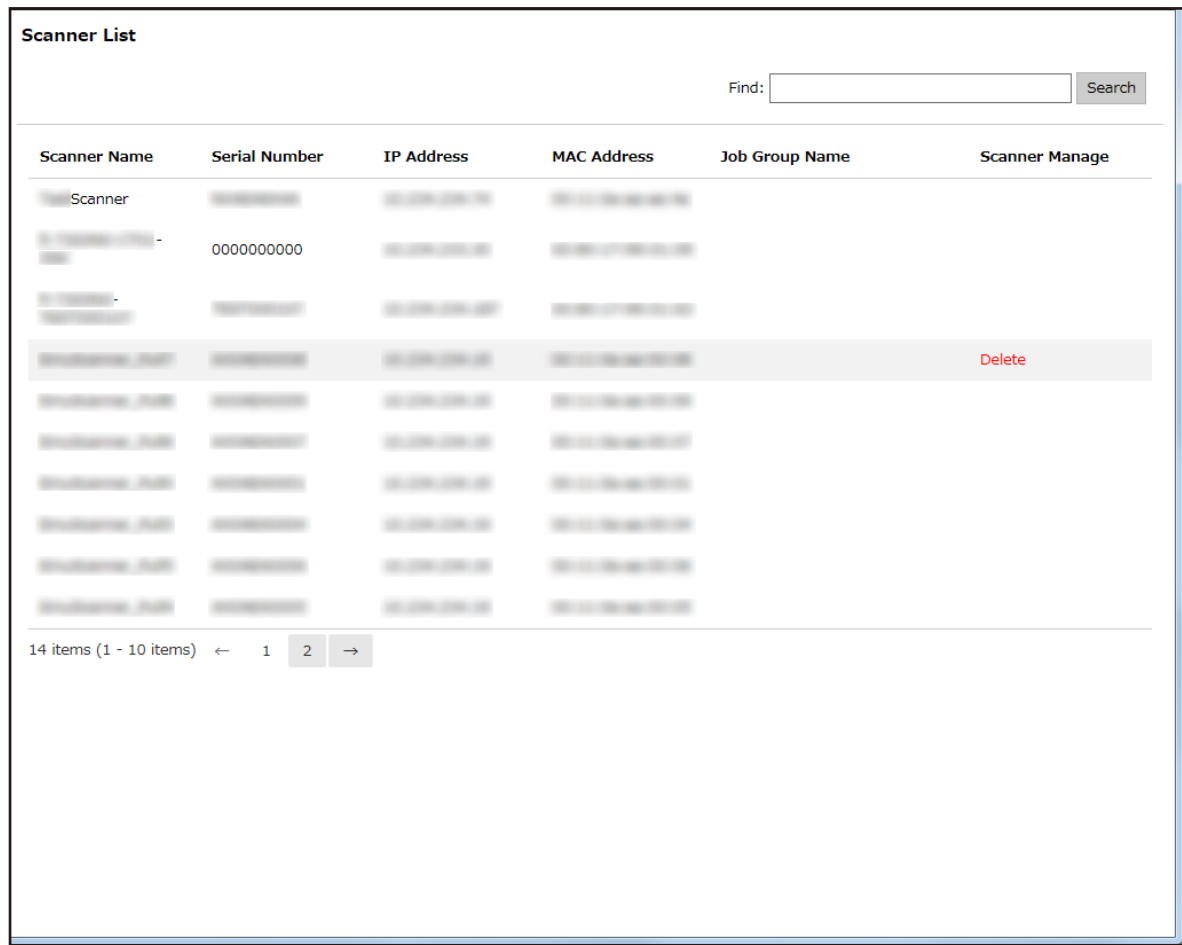
- Click [Delete] in the [Scanner Manage] column that appears when you place the mouse pointer over the row of a scanner.  
A confirmation window appears.
- Click the [OK] button.  
The scanner is deleted.

## Filtering Scanners

Filter the scanners that are displayed in the scanner list.

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

The [Scanner List] window appears.



- 2 Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.  
For details about each item, refer to [\[Scanner List\] Window \(page 94\)](#).
- 3 Click the [Search] button.  
The filtered results are displayed.

## Managing Users

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

## Checking Users

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

The [User List] window appears.

**User List**

Find:

Username	Job Group
0 items	

#### HINT

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

## 2 Check the information of the users.

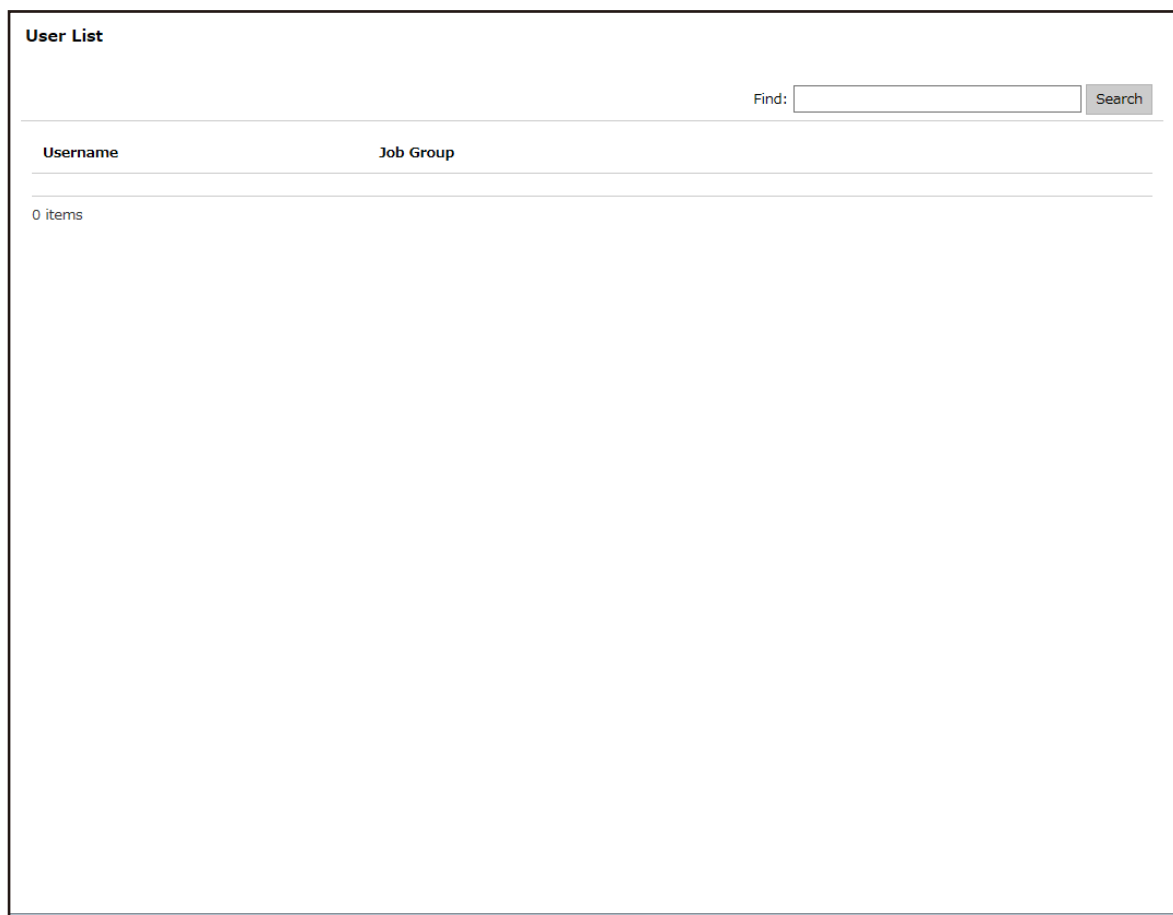
For details about each item, refer to [\[User List\] Window \(page 128\)](#).

## Filtering Users

Filter the users that are displayed in the user list.

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

The [User List] window appears.



**User List**

Find:

Username	Job Group
0 items	

#### HINT

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

- 2 Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.

For details about each item, refer to [\[User List\] Window \(page 128\)](#).

- 3 Click the [Search] button.

The filtered results are displayed.

---

## Managing Profiles

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

### Checking Profiles

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



The [Profile List] window appears.

The screenshot shows the 'Profile List' window. At the top left is a blue button labeled 'Import a profile'. At the top right is a search bar with the text 'Find:' followed by an input field and a 'Search' button. Below this is a table with two columns: 'Profile Name' and 'Profile Manage'. The table contains four rows: 'B&W Default', 'Color Default', 'Auto-Color Default', and 'Color A4'. The 'Color A4' row is highlighted in light gray and has a red 'Delete' link in the 'Profile Manage' column. Below the table, it says '4 items'.

Profile Name	Profile Manage
B&W Default	
Color Default	
Auto-Color Default	
Color A4	Delete

4 items

## 2 Check the information of the profiles.

For details about each item, refer to [\[Profile List\] Window \(page 128\)](#).

## Importing Profiles

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

The [Profile List] window appears.

Profile Name	Profile Manage
B&W Default	
Color Default	
Auto-Color Default	
Color A4	Delete

4 items

**2 Click the [Import a profile] button.**

The [Choose File to Upload] window appears.

**3 Select a PaperStream IP driver profile to be imported.**

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

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

The imported profile is added.

## Deleting Profiles

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

The [Profile List] window appears.

Profile Name	Profile Manage
B&W Default	
Color Default	
Auto-Color Default	
Color A4	Delete

4 items

- 2 Click [Delete] in the [Profile Manage] column that appears when you place the mouse pointer over the row of a profile.

A confirmation window appears.

- 3 Click the [OK] button.

The profile is deleted.

## Filtering Profiles

Filter the profiles that are displayed in the profile list.

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

The [Profile List] window appears.

The screenshot shows the 'Profile List' window. At the top left is a blue button labeled 'Import a profile'. At the top right is a search bar with the placeholder text 'Find:' and a 'Search' button. Below these is a table with two columns: 'Profile Name' and 'Profile Manage'. The table contains four rows: 'B&W Default', 'Color Default', 'Auto-Color Default', and 'Color A4'. The 'Color A4' row is highlighted in light gray and has a red 'Delete' link in the 'Profile Manage' column. Below the table, it says '4 items'.

Profile Name	Profile Manage
B&W Default	
Color Default	
Auto-Color Default	
Color A4	Delete

4 items

- 2 Enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.

For details about each item, refer to [\[Profile List\] Window \(page 128\)](#).

- 3 Click the [Search] button.

The filtered results are displayed.

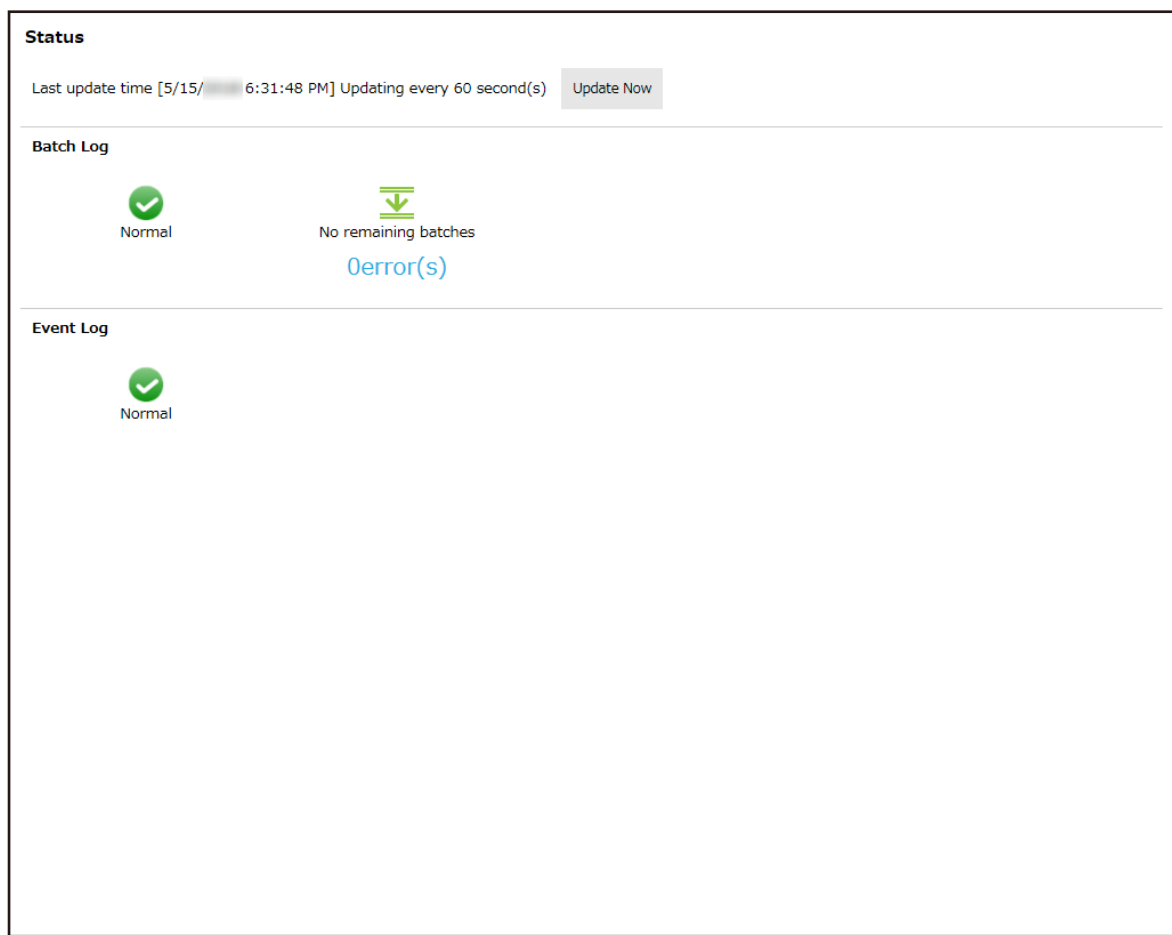
---

## Checking Statuses

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

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

The [Status] window appears.



## 2 Check the statuses for [Batch Log] and [Event Log].

For details about each item, refer to [\[Status\] Window \(page 129\)](#).

---

## Monitoring Scanning Statuses

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

### Checking Scanning Statuses

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

The [Batch Log List] window appears.

Batch Log List

The number of batches that remain: 0 Last update time [6/12/ 10:28:10 AM]

Export

Mark all errors as "Checked"

Date/Time: 5/12/ 10:28:10 AM - 6/12/ 10:28:10 AM

Status: All

Search

Start Date/Time	Scanner Name	Job name	Status	Description	Batch Manage
6/11/ 6:36:49 PM	Scanner 00001		Completed		
6/11/ 6:31:20 PM	Scanner 00001		Cancel		
6/11/ 6:30:59 PM	Scanner 00001		Completed		
6/11/ 6:18:43 PM	Scanner 00001		Completed		
6/11/ 6:17:10 PM	Scanner 00001		Cancel		
6/11/ 6:14:09 PM	Scanner 00001		Cancel		
6/11/ 6:14:00 PM	Scanner 00001		Completed		
6/11/ 3:34:04 PM	Scanner		Error		Retry
6/11/ 3:34:03 PM	Scanner		Error		Retry
6/11/ 3:34:02 PM	Scanner		Accepting		

71 items (1 - 10 items)

1

2

3

4

5

...

8

2 Check the scanning status.

For details about each item, refer to [Batch Log List] Window (page 131).

HINT

The details of a batch log can be checked in the [Batch Log Details] window that appears when you click the batch log in the [Start Date/Time] column.  
For details about the [Batch Log Details] window, refer to [Batch Log Details] Window (page 134).

Exporting Scanning Statuses to a File

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

The [Batch Log List] window appears.

**Batch Log List**

✓ The number of batches that remain: 0 Last update time [6/12/ 10:28:10 AM]

Export Mark all errors as "Checked"

Date/Time: [5/12/ 10:28:10 AM] - [6/12/ 10:28:10 AM] Status: All Search

Start Date/Time	Scanner Name	Job name	Status	Description	Batch Manage
6/11/ 6:36:49 PM	Scanner	00001	Completed		
6/11/ 6:31:20 PM	Scanner	00001	Cancel		
6/11/ 6:30:59 PM	Scanner	00001	Completed		
6/11/ 6:18:43 PM	Scanner	00001	Completed		
6/11/ 6:17:10 PM	Scanner	00001	Cancel		
6/11/ 6:14:09 PM	Scanner	00001	Cancel		
6/11/ 6:14:00 PM	Scanner	00001	Completed		
6/11/ 3:34:04 PM	Scanner	00001	Error		Retry
6/11/ 3:34:03 PM	Scanner	00001	Error		Retry
6/11/ 3:34:02 PM	Scanner	00001	Accepting		

71 items (1 - 10 items) 1 2 3 4 5 ... 8 →

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

A confirmation window appears.

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

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

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

The [Save as] window appears.

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

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

The file with the exported scanning statuses is saved.

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

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

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

The [Batch Log List] window appears.

Batch Log List

The number of batches that remain: 0 Last update time [6/12/ 10:28:10 AM]

Export

Mark all errors as "Checked"

Date/Time: 5/12/ 10:28:10 AM - 6/12/ 10:28:10 AM

Status: All

Search

Start Date/Time	Scanner Name	Job name	Status	Description	Batch Manage
6/11/ 6:36:49 PM	Scanner 00001		Completed		
6/11/ 6:31:20 PM	Scanner 00001		Cancel		
6/11/ 6:30:59 PM	Scanner 00001		Completed		
6/11/ 6:18:43 PM	Scanner 00001		Completed		
6/11/ 6:17:10 PM	Scanner 00001		Cancel		
6/11/ 6:14:09 PM	Scanner 00001		Cancel		
6/11/ 6:14:00 PM	Scanner 00001		Completed		
6/11/ 3:34:04 PM	Scanner		Error		Retry
6/11/ 3:34:03 PM	Scanner		Error		Retry
6/11/ 3:34:02 PM	Scanner		Accepting		

71 items (1 - 10 items)

1

2

3

4

5

...

8

- 2

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

A confirmation window appears.
- 3

Click the [OK] button.

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

Filtering Scanning Statuses

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

- 1

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



The [Batch Log List] window appears.

**Batch Log List**

✓ The number of batches that remain: 0 Last update time [6/12/ 10:28:10 AM]

Export Mark all errors as "Checked"

Date/Time: [5/12/ 10:28:10 AM] - [6/12/ 10:28:10 AM] Status: All Search

Start Date/Time	Scanner Name	Job name	Status	Description	Batch Manage
6/11/ 6:36:49 PM	Scanner	00001	Completed		
6/11/ 6:31:20 PM	Scanner	00001	Cancel		
6/11/ 6:30:59 PM	Scanner	00001	Completed		
6/11/ 6:18:43 PM	Scanner	00001	Completed		
6/11/ 6:17:10 PM	Scanner	00001	Cancel		
6/11/ 6:14:09 PM	Scanner	00001	Cancel		
6/11/ 6:14:00 PM	Scanner	00001	Completed		
6/11/ 3:34:04 PM	Scanner	00001	Error	Batch Log List, 00001-1-1-1	Retry
6/11/ 3:34:03 PM	Scanner	00001	Error	Batch Log List, 00001-1-1-1	Retry
6/11/ 3:34:02 PM	Scanner	00001	Accepting		

71 items (1 - 10 items) 1 2 3 4 5 ... 8

## 2 Enter a value in [Date/Time] and select a value for [Status].

For details about each item, refer to [\[Batch Log List\] Window \(page 131\)](#).

## 3 Click the [Search] button.

The filtered results are displayed.

## Retrying a Batch

When [Retry] is displayed in the [Batch Manage] column in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web), take appropriate actions according to [Messages in Batch Logs Displayed in the NX Manager Administrator Window \(on the Web\) \(page 142\)](#) and then retry the batch.

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

The [Batch Log List] window appears.

Batch Log List

The number of batches that remain: 0
Last update time [6/12/ 10:28:10 AM]

Export

Mark all errors as "Checked"

Date/Time:

5/12/ 10:28:10 AM

-

6/12/ 10:28:10 AM

Status:

All

Search

Start Date/Time	Scanner Name	Job name	Status	Description	Batch Manage
6/11/ 6:36:49 PM	Scanner	Job	Completed		
6/11/ 6:31:20 PM	Scanner	Job	Cancel		
6/11/ 6:30:59 PM	Scanner	Job	Completed		
6/11/ 6:18:43 PM	Scanner	Job	Completed		
6/11/ 6:17:10 PM	Scanner	Job	Cancel		
6/11/ 6:14:09 PM	Scanner	Job	Cancel		
6/11/ 6:14:00 PM	Scanner	Job	Completed		
6/11/ 3:34:04 PM	Scanner	Job	Error		Retry
6/11/ 3:34:03 PM	Scanner	Job	Error		Retry
6/11/ 3:34:02 PM	Scanner	Job	Accepting		

71 items (1 - 10 items)

1
2
3
4
5
...
8

2 Click [Retry] in the [Batch Manage] column.

A confirmation window appears.

3 Click the [OK] button.

The batch is retried.

## Managing Event Logs

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

### Checking Event Logs

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

The [Event Log List] window appears.

**Event Log List**

Export Clear Mark all errors as "Checked"

Filter the list by type: ☒ Information ☒ Warning ☒ Error ☒ Error (Checked) Find:  Search

Event Date/Time	Event Type	Message
5/15/ 4:22:15 PM	Error (Checked)	[Blurred Message]

9 items

## 2 Check event logs.

For details about each item, refer to [\[Event Log List\] Window \(page 135\)](#).

### HINT

The details of an event log can be checked in the [Event Log Details] window that appears when you click the event log in the [Event Date/Time] column.

For details about the [Event Log Details] window, refer to [\[Event Log Details\] Window \(page 137\)](#).

## Exporting Event Logs to a File

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

The [Event Log List] window appears.

**Event Log List**

Export Clear Mark all errors as "Checked"

Filter the list by type: ☒ Information ☒ Warning ☒ Error ☒ Error (Checked) Find:  Search

Event Date/Time ▼	Event Type	Message
5/15/ 4:22:15 PM	Error (Checked)	[Blurred Message]

9 items

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

A confirmation window appears.

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

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

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

The [Save as] window appears.

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

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

The file with the exported event logs is saved.

## Clearing Event Logs

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

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

The [Event Log List] window appears.

**Event Log List**

Export Clear Mark all errors as "Checked"

Filter the list by type: ☒ Information ☒ Warning ☒ Error ☒ Error (Checked) Find:  Search

Event Date/Time	Event Type	Message
5/15/ 4:22:15 PM	Error (Checked)	[Blurred Message]

9 items

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

A confirmation window appears.

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

Event logs are cleared.

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

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

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

The [Event Log List] window appears.

**Event Log List**

Export Clear Mark all errors as "Checked"

Filter the list by type: ☒ Information ☒ Warning ☒ Error ☒ Error (Checked) Find:  Search

Event Date/Time	Event Type	Message
5/15/ 4:22:15 PM	Error (Checked)	[Blurred Message]

9 items

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

A confirmation window appears.

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

All of the [Error] event logs become the [Error (Checked)] event logs.

## Filtering Event Logs

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

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

The [Event Log List] window appears.

The screenshot shows the 'Event Log List' window. At the top, there are buttons for 'Export', 'Clear', and 'Mark all errors as "Checked"'. Below these is a filter section: 'Filter the list by type:' followed by checkboxes for 'Information', 'Warning', 'Error', and 'Error (Checked)', all of which are checked. To the right of the checkboxes is a 'Find:' text box and a 'Search' button. The main area contains a table with three columns: 'Event Date/Time', 'Event Type', and 'Message'. The first row shows the date '5/15/' and time '4:22:15 PM' in blue, an 'Error (Checked)' type, and a blurred message. Below the table, it says '9 items'.

Event Date/Time	Event Type	Message
5/15/ 4:22:15 PM	Error (Checked)	[Blurred Message]

9 items

- 2 Select the types that you want to display for [Filter the list by type] and enter a part of a character string or a whole character string in [Find] to narrow down the displayed items.  
For details about each item, refer to [\[Event Log List\] Window \(page 135\)](#).
- 3 Click the [Search] button.  
The filtered results are displayed.

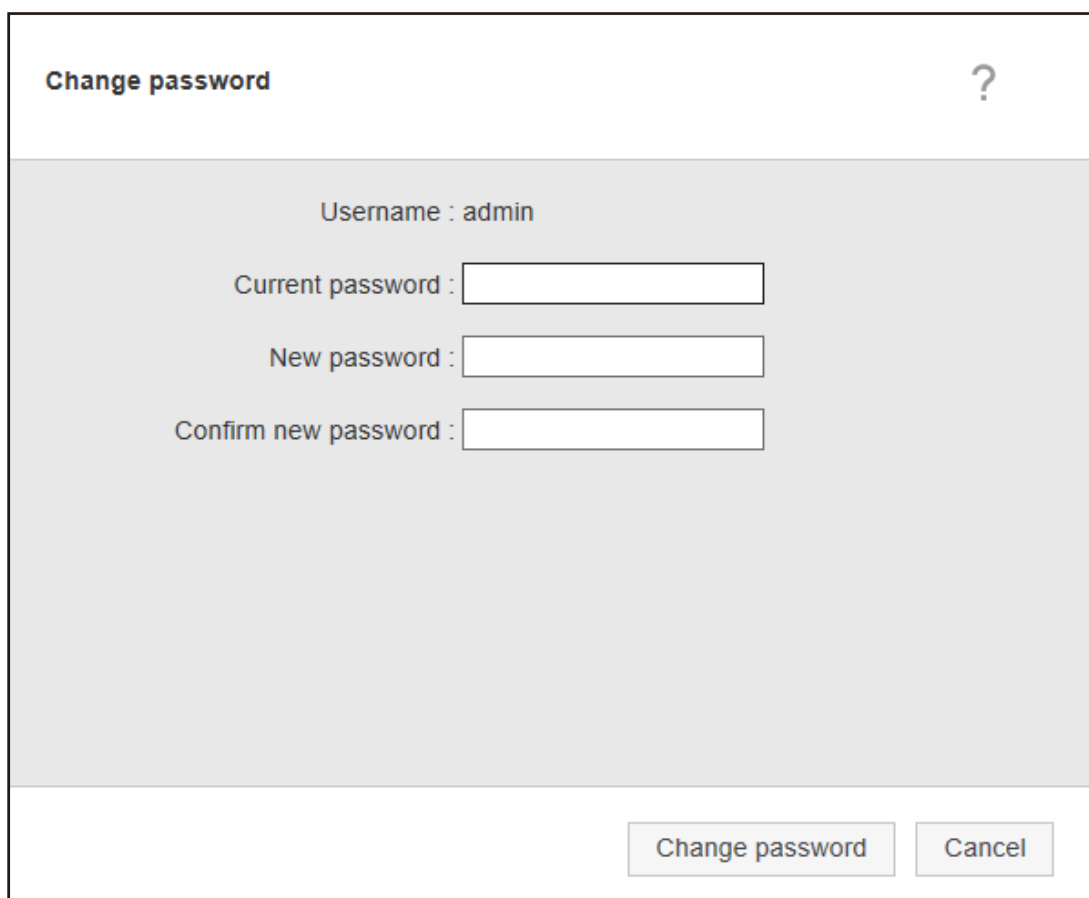
---

## Changing the Password for Logging in to NX Manager

Change the password for logging in to NX Manager.

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

The [Change password] window appears.



Change password ?

Username : admin

Current password :

New password :

Confirm new password :

Change password Cancel

**2 Enter a value for each item.**

For details about each item, refer to [\[Change password\] Window \(page 94\)](#).

**3 Click the [Change password] button.**

The password is changed.

**ATTENTION**

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

Be sure not to lose the password.

If you lose the password, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.



# Maintenance

This section explains about the maintenance of NX Manager.

## Backing Up and Restoring the Data Related to NX Manager

This section explains about backing up and restoring the data related to NX Manager.

### ATTENTION

When backing up and restoring the data related to NX Manager, you also need to back up and restore the data related to NX Manager Database.

When backing up and restoring the data related to NX Manager Database, the imported PaperStream IP driver profile is also backed up and restored.

For details, refer to [Backing Up and Restoring the Data Related to NX Manager Database \(page 90\)](#).

## Backing Up the Data Related to NX Manager

Back up the data related to NX Manager.

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

While the data related to NX Manager is being backed up, the NX Manager functions are temporarily suspended. Do not back up the data related to NX Manager when using any of the NX Manager functions.

- Place where the command is stored

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

- Command format

```
NmBackup.exe <Backup file name>
```

- Return value

- 0  
Successful completion
- Other than 0  
Abnormal termination

## Restoring the Data Related to NX Manager

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

- Place where the command is stored

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

- Command format

```
NmRestore.exe <Backup file name>
```

- Return value
  - 0  
Successful completion
  - Other than 0  
Abnormal termination

---

## Backing Up and Restoring the Data Related to NX Manager Database

To back up and restore the data related to NX Manager Database, use the backup/restoration function in SQL Server. For details about the backup/restoration function in SQL Server, refer to the SQL Server manual and the Microsoft website.

NX Manager comes with a tool to back up and restore data related to the NX Manager Database using the SQL Server function. Use this tool for simple backup/restoration.

This tool also backs up and restores the PaperStream IP driver profile imported to NX Manager.

### ATTENTION

Before backing up and restoring the data related to NX Manager Database, make sure that all batch processes in NX Manager have been completed.

If the data related to NX Manager Database is backed up or restored while any batch is being processed, the batch processing may not be executed correctly.

## Backing Up the Data Related to NX Manager Database

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

- Place where the command is stored

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

- Command format

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

Example:

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

## Restoring the Data Related to NX Manager Database

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

- Place where the command is stored

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

- Command format

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

Example:

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

## Obtaining the Maintenance Information on NX Manager

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

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

- Place where the command is stored

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

- To operate NX Manager with a single server

Execute the command stored in either of the following folders.

Either command is available for you to execute because the same maintenance information is obtained by executing the command stored in either folders.

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

Or

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

- To operate PaperStream NX Manager Database on another server

- Server where you installed PaperStream NX Manager and PaperStream IP (TWAIN x64)

Execute the command stored in the following folder.

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

- Server where you installed PaperStream NX Manager Database

Execute the command stored in the following folder.

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

For details about operating PaperStream NX Manager Database on another server, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.

- Command format

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

Specify -v when displaying the processing status

- Return value

- 0

Successful completion

- Other than 0

Abnormal termination

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

# Windows

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

## ATTENTION

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

## Login Window

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



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

### Username

Enter a user name for logging in to NX Manager.

### Password

Enter a password for logging in to NX Manager.

### [Login] button

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

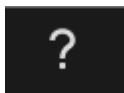
## Common Items in the NX Manager Administrator Window (on the Web)

### Left menu

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

### HINT

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



Displays the Help for the window that is currently displayed.

A dark rectangular button with the word "admin" in a light blue, monospace-style font.

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

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

For details about the [Change password] window, refer to [\[Change password\] Window \(page 94\)](#).



Logs out from NX Manager.

---

## [Change password] Window

Change the password for logging in to NX Manager.

### **Username**

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

### **Current password**

Enter the current password for logging in to NX Manager.

### **New password**

Enter a new password for logging in to NX Manager.

At least seven characters must be entered.

Up to 128 characters can be entered.

Alphanumeric characters and symbols can be used.

### **Confirm new password**

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

### **[Change password] button**

Changes the password for logging in to NX Manager.

### **[Cancel] button**

Cancels the operation.

---

## [Scanner List] Window

Check, delete, and find a scanner.

### **Find**

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

Up to 32 characters can be entered.

### **[Search] button**

Displays the result of narrowing down the list.

### **Scanner Name**

Displays the names of the scanners registered in NX Manager.

### **Serial Number**

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

### **IP Address**

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

### **MAC Address**

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

### **Job Group Name**

Displays the name of the job group correlating to the registered scanner in NX Manager.

When there is no correlated job group, no job group name is displayed.

Each scanner can correlate with one job group.

Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.

For details about the [Browse job groups] window, refer to [\[Browse job groups\] Window \(page 124\)](#).

#### **HINT**

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

### **Scanner Manage**

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

---

## **Authentication**

### **[Authentication] Window**

Set an authentication method.

#### **Authentication Method**

Select an authentication method.

- None  
The scanner is used without authentication.
- Job group code

Authenticates a user with a job group code.

- Username/Password  
Authenticates a user with a user name and password.
- NFC  
Authenticates a user with a smart card.
- Username/Password or NFC  
Authenticates a user with one of the following.
  - User name and password
  - Smart card
- Scanner  
Authenticates a user using a specific scanner.

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

Specify the following:

#### **Authentication Mode**

Select an authentication mode.

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

#### **HINT**

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

**When the authentication mode is [Active Directory]**

Specify the following:

#### **Server**

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

#### **Port Number**

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

#### **[SSL] check box**

Select this check box to enable SSL.  
When the check box is selected, the initial value for the port number is "636".



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

### Search Base

Enter the search base.

Up to 255 characters can be entered.

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

### Timeout Time

Select the time for the timeout time.

### Authentication Type

Select an authentication type.

- NTLM
- Kerberos(V5)
- Kerberos/NTLM

### Domain Name (Realm)

Enter a domain name (realm).

Up to 255 characters can be entered.

#### HINT

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

### [Connection Test] button

Displays the [Active Directory Connection Test] window to test whether the Active Directory server can be connected.

For details about the [Active Directory Connection Test] window, refer to

[\[Active Directory Connection Test\] Window/\[Active Directory connection\] Window \(page 97\)](#).

### [Save] button

Saves the settings.

#### ATTENTION

If the authentication method is changed, all of the job groups are deleted. Create job groups again.

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

Connect to the Active Directory server.

**Username**

Enter the user name to connect to the Active Directory server.  
Up to 64 characters can be entered.

**Password**

Enter the password to connect to the Active Directory server.  
Up to 256 characters can be entered.  
Alphanumeric characters and symbols can be used.

**[Connect] button**

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

**[Cancel] button**

Cancels the operation.

---

## Job

### [Job list] Window

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

**[Create a new job] button**

Displays the [Create New Job] window in which you can create a new job.  
For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).  
Up to 1,000 jobs can be created.

**Find**

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

**[Search] button**

Displays the result of narrowing down the list.

**Job name**

Displays the names of the registered jobs.

**Description**

Displays the descriptions of the registered jobs.

**Job Group**

Displays the names of the job groups that are correlated to the registered jobs.  
When there is no correlated job group, no job group name is displayed.  
When multiple job groups are correlated to the job, each job group name is separated with a comma (,).

Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.

For details about the [Browse job groups] window, refer to [\[Browse job groups\] Window \(page 124\)](#).

## Job Manage

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

- Edit  
Displays the [Edit Job] window in which you can edit the job.  
For details about the [Edit Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
- Clone  
Displays the [Create New Job] window in which you can clone an existing job.  
For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
- Delete  
Deletes a job.

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

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

### This job is added to the following job group

Displays the name of the job group correlating to the registered job.

When no job group is correlated to the job, no job group name is displayed.

When multiple job groups are correlated to the job, each job group name is separated with a comma (,).

Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.

For details about the [Browse job groups] window, refer to [\[Browse job groups\] Window \(page 124\)](#).

### HINT

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

### Job name

Enter a job name.

Up to 48 characters can be entered.

### ATTENTION

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

**Description**

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

**Job Button Color**

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

**Common Settings**

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

**Touch Screen Settings****[Continue scanning] check box**

Select this check box to continue scanning after a scan.

**[Display thumbnails] check box**

Select this check box to display the thumbnail of the scanned image on the touch screen of the scanner.

When this check box is selected, you can select [Quality].

**Quality**

Select the quality of the thumbnails.

- Low
- Medium
- High

**[Display the scan button] check box**

Select this check box to display the scan button on the touch screen of the scanner.

When this check box is selected, the [Show the message] check box becomes available.

**[Show the message] check box**

Select this check box to display the message on the touch screen of the scanner.

When this is selected, enter a message in [Message].

**Message**

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

**ATTENTION**

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

Make sure that the entered message is displayed correctly on the touch screen of the scanner.

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

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

**HINT**

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

**[Wait for file saving to complete] check box**

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

**[Display the completion of the saved file] check box**

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

**Scan Settings**

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

**Profile Settings****Scanner Driver Profile to Be Used**

Select a PaperStream IP driver profile to be used.

You can select a PaperStream IP driver profile to be imported in the window that appears when you click the [Import] button.

The imported profile is displayed as one of the selection items for [Scanner Driver Profile to Be Used].

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

For details about the procedure to back up a scanning profile (\*.pav) from the PaperStream IP driver, refer to the Help for the PaperStream IP driver.

**ATTENTION**

Some of the functions that are set in a PaperStream IP driver profile do not operate with NX Manager.

For details about the operation specifications of a PaperStream IP driver profile, refer to [Operation Specifications of a PaperStream IP Driver Profile \(page 158\)](#).

**HINT**

- When NX Manager is installed, the preset profiles of the PaperStream IP driver are automatically imported to NX Manager.

For details about the preset profiles of the PaperStream IP driver, refer to the Help for the PaperStream IP driver.

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

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

- Even if a scanner is not connected, a PaperStream IP driver profile can be created by using PaperStream NX Manager Profile Creation Tool.

To start PaperStream NX Manager Profile Creation Tool, run "NmPSIPProfile.exe" stored in the following folder:

%ProgramFiles%\PaperStream IP\NmPSIPProfile folder

Example:

C:\Program Files\PaperStream IP\NmPSIPProfile folder

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

- The selection items for [Scanner Driver Profile to Be Used] show the items managed in the [Profile List] window that is displayed by clicking [Profile] in the left menu in the NX Manager administrator window (on the web).  
However, the preset profiles of the PaperStream IP driver that are automatically imported to NX Manager are not displayed in the [Profile List] window.  
For details about the [Profile List] window, refer to [\[Profile List\] Window \(page 128\)](#).

## File

### File Format

Select a file format of the file to save the scanned image.

- PDF File(\*.pdf)
- SinglePage PDF File(\*.pdf)
- Tagged Image File Format(\*.tif)
- MultiPage Tagged Image File Format(\*.tif)
- JPEG File(\*.jpg)

For details about the specifications of the file to save the scanned image, refer to [Specifications of the File to Save Scanned Image \(page 160\)](#).

### HINT

The selections differ depending on the image mode specified in the PaperStream IP driver profile that you selected in [Scanner Driver Profile to Be Used].

When the image mode is [Black & White] or [Automatic Color Detection], [JPEG File(\*.jpg)] does not appear.

## Separation

Select whether to divide documents, and how documents should be divided if documents are to be divided.

Dividing documents refers to saving documents of multiple sheets in different folders/files as divided with a blank page or by a number of pages without interrupting the scanning operation.

- None  
Does not divide documents.
- Blank Page  
Divides documents with a blank page.  
Select the [Remove separator] check box to remove blank pages that are used as separators.  
Select the [Separate a document when both sides are blank] check box to divide a document stack only when a document is blank on both sides.
- Number of images  
Divides documents by a number of pages.  
Enter a number of pages that documents should be divided by.  
Up to 4 characters can be entered.

### ATTENTION

[Document Counter] is added to [File Name] when [Separation] is changed to [Blank Page] or [Number of images].

## Save Destination Settings

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

### Save Destination

#### Type

Select a save destination type to save scanned images.

- Save to folder
- SharePoint
- SharePoint Online
- FTP/FTPS
- e-Mail
- Save destination that is linked by using a Connector API

### ATTENTION

Changing [Type] resets [File Name] to the default.

**HINT**

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

**File Name**

Displays the file name to be given to the file to save the scanned image.

Click the [Set] button to display the [File Name Settings] window (for the file to save the scanned image), and specify the file name to be given to the file to save the scanned image.

The setting in the [File Name Settings] window (for the file to save the scanned image) is displayed as the file name.

For details about the [File Name Settings] window (for the file to save the scanned image), refer to [\[File Name Settings\] Window \(for File to Save Scanned Image\) \(page 109\)](#).

**When [Save to folder] is selected as the type**

Specify the following:

**Destination folder name**

Enter a folder name in which scanned images are saved.

Up to 64 characters can be entered.

**[Authentication required] check box**

Select this check box when connecting to the folder in which scanned images are saved requires an authentication.

When this is selected, enter [Username] and [Password].

**Username**

Enter the user name to connect to the folder in which scanned images are saved.

Up to 32 characters can be entered.

**Password**

Enter the password to connect to the folder in which scanned images are saved.

Up to 16 characters can be entered.

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

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

**ATTENTION**

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

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

Specify the following:



**Site URL**

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

**Library**

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

**Username**

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

**Password**

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

**[Enable proxy] check box**

Select this check box to enable proxy settings.  
Configure the proxy server settings in [Network Settings] in the [Settings] window that is displayed by clicking [Preferences] in the left menu in the NX Manager administrator window (on the web).  
For details about the [Settings] window, refer to [\[Settings\] Window \(page 138\)](#).

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

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

**ATTENTION**

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

**When [FTP/FTPS] is selected as the type**

Specify the following:

**Server**

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

**Destination folder path**

Enter a folder name in which scanned images are saved.  
Up to 255 characters can be entered.

**Protocol**

Select a protocol.

- FTP
- FTPS

**Encryption**

Select an encryption method.

- Explicit
- Implicit

**HINT**

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

**Port Number**

Enter the port number of the FTP/FTPS server.

Up to 5 characters can be entered.

The default value of the port number is "21" when the protocol is [FTP].

The default value of the port number is "21" when the protocol is [FTPS] and the encryption method is [Explicit].

The default value of the port number is "990" when the protocol is [FTPS] and the encryption method is [Implicit].

**Username**

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

Up to 256 characters can be entered.

**Password**

Enter the password to connect to the FTP/FTPS server.

Up to 256 characters can be entered.

**[Use passive mode] check box**

Select this check box to use the passive mode.

**[Enable proxy] check box**

Select this check box to enable proxy settings.

Configure the proxy server settings in [Network Settings] in the [Settings] window that is displayed by clicking [Preferences] in the left menu in the NX Manager administrator window (on the web).

For details about the [Settings] window, refer to [\[Settings\] Window \(page 138\)](#).

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

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

**ATTENTION**

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

**When [e-Mail] is selected as the type**

Specify the following:

**Recipient e-Mail Address**

Enter a recipient e-mail address.

Multiple recipient e-mail addresses can be entered by separating each e-mail address with a line break.

Up to 255 characters can be entered for each e-mail address.

**Sender e-Mail Address**

Enter a sender e-mail address.

Up to 255 characters can be entered.

**Subject**

Enter an e-mail subject.

Up to 128 characters can be entered.

**Character Encoding**

Select a character encoding in e-mails.

- Automatic
- Unicode(UTF-8)

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

Specify the following:

**Parameters**

Enter a parameter to establish a linkage by using the Connector API.

Up to 256 characters can be entered.

When entering the following argument, the corresponding value is passed to an application.

- %d  
Passes the full path, including the folder name in which the scanned images are saved, to the application.  
If this argument is not entered, the value that is automatically added to the end of the file name of the user application for Connector API is passed to the application.
- %i  
Passes a full path including a index file name, to the application.  
For details about the specifications of the index file, refer to [Specifications of the Index File \(page 156\)](#).

Examples of the specified parameters and the values that are passed to the application are shown below.

In the examples below, "Application.exe" is used as the file name of the user application for Connector API. The actual file name is the file name of the user application for Connector API created by the user.

#### **Example: When "%d" is specified for the parameter**

The following value is passed to the application:

```
Application.exe <Folder name>
```

#### **Example: When "%i" is specified for the parameter**

The following value is passed to the application:

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

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

#### **Example: When "/s %i %d" is specified for the parameter**

The following value is passed to the application:

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

You can specify more than one argument. You can specify any parameter created by the user, other than "%i" and "%d".

In the above example, "/s" is a parameter created by the user.

Specify "/s" for the parameter to pass the desired character string to the application.

## **Index File**

### **[Output] check box**

Select this check box to output an index file.

For details about the specifications of the index file, refer to [Specifications of the Index File \(page 156\)](#).

When this is selected, specify [File Name], and select or clear the [Overwrite if the same file name already exists] check box.

### **File Name**

Displays the file name to be given to the index file.

Click the [Set] button to display the [File Name Settings] window (for an index file), and specify settings for the file name to be given to the index file.

The displayed file name is in the result of the settings in the [File Name Settings] window (for an index file).

For details about the [File Name Settings] window (for an index file), refer to [\[File Name Settings\] Window \(for an Index File\) \(page 113\)](#).

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

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

**ATTENTION**

When the [Overwrite if the same file name already exists] check box is not selected, the operation is different for each type.

When the type is [Save to folder], the new content is appended if the same file name already exists.

When the type is [SharePoint], [SharePoint Online], or [FTP/FTPS], saving the file fails if the same file name already exists.

**HINT**

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

**[Save] button**

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

**[Cancel] button**

Cancels the operation.

**[File Name Settings] Window (for File to Save Scanned Image)**

Specify a file name to be given to the file to save a scanned image.

**Display field for the file name**

Displays the file name that is specified in the settings.

**Folder naming rule**

Specify a folder name in which scanned images are saved.

Select each check box for the items to be included in the folder name.

The selected items are displayed in the display field for the file name.

**HINT**

[Folder naming rule] is displayed when the type is [Save to folder].

**[Job name] check box**

Select this check box to set the job name used for scanning as the folder name.

**[Scanner Name] check box**

Select this check box to set the scanner name used for scanning as the folder name.

**[Username] check box**

Select this check box to set the user name used for scanning as the folder name.

When the authentication method is [None], [Job group code], or [Scanner], "USER" is set as the folder name.

**[Batch ID] check box**

Select this check box to set the batch ID used for scanning as the folder name.

**[Date] check box**

Select this check box to set the date of receipt of the scanning finish notification as the folder name.

**[Time] check box**

Select this check box to set the time of receipt of the scanning finish notification as the folder name.

**[Document Counter] check box**

Select this check box to set the document counter as the folder name.

When this check box is selected, you can select [Minimum digits].

**Minimum digits**

Select the minimum digits of the document counter.

- 1
- 2
- 3
- 4

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

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

0001

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

**Example: When [Separation] is set so that documents get divided and [Minimum digits] is [4]**

0001, 0002, 0003, ...

**File Name Format**

Specify a file name to be given to the file to save a scanned image.

Select each check box for the items to be included in the file name.

The selected items are displayed in the display field for the file name.

**[Batch Index] check box**

Select this check box to set the database-based ID of the batch used for scanning as the file name.

**[Job name] check box**

Select this check box to set the job name used for scanning as the file name.

**[Scanner Name] check box**

Select this check box to set the scanner name used for scanning as the file name.

**[Username] check box**

Select this check box to set the user name used for scanning as the file name.

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

**[Batch ID] check box**

Select this check box to set the batch ID used for scanning as the file name.

**[Date] check box**

Select this check box to set the date of receipt of the scanning finish notification as the file name.

**[Time] check box**

Select this check box to set the time of receipt of the scanning finish notification as the file name.

**[Character String] check box**

Select this check box to set the specified character string as the file name.

When this is selected, enter a character string.

Up to 64 characters can be entered.

The following characters cannot be used:

[ ] \_ - .. % \ / \* : ? " < > { } # ^ | Control characters from 0x00 to 0x1f

**[Document Counter] check box**

Select this check box to set the document counter as the file name.

When this check box is selected, you can select [Minimum digits].

**Minimum digits**

Select the minimum digits of the document counter.

- 1
- 2
- 3
- 4

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

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

0001

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

**Example: When [Separation] is set so that documents get divided and [Minimum digits] is [4]**

0001, 0002, 0003, ...

### **[Page Counter] check box**

Select this check box to set the page counter as the file name.

When this check box is selected, you can select [Minimum digits].

### **Minimum digits**

Select the minimum digits of the page counter.

- 1
- 2
- 3
- 4

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

**Example: When [Minimum digits] is [4]**

0001, 0002, 0003, ...

### **ATTENTION**

When scanned images are saved in SharePoint, if a file name contains characters (such as a tilde (~) or sharp (#)) that cannot be used in SharePoint, saving the scanned images fails.

Characters that cannot be used in SharePoint vary depending on the version of the SharePoint.

For details, refer to the Microsoft website.

## **Common Formatting**

Specify a common formatting.

### **Date Format**

Select a date format to be specified for the folder name and file name.

- MMddyyyy
- ddMMyyyy
- yyyyMMdd

### **Delimiter**

Select a delimiter to be specified for the folder name and file name.

- None
- " \_ " (Underscore)
- "- " (Hyphen)



**[OK] button**

Saves the settings.

**[Cancel] button**

Cancels the operation.

## **[File Name Settings] Window (for an Index File)**

Specify settings for a file name to be given to an index file.

**Display field for the file name**

Displays the file name that is specified in the settings.

**File Name Format**

Specify settings for a file name to be given to an index file.

Select each check box for the items to be included in the file name.

The selected items are displayed in the display field for the file name.

**[Batch Index] check box**

Select this check box to set the database-based ID of the batch used for scanning as the file name.

**[Job name] check box**

Select this check box to set the job name used for scanning as the file name.

**[Scanner Name] check box**

Select this check box to set the scanner name used for scanning as the file name.

**[Username] check box**

Select this check box to set the user name used for scanning as the file name.

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

**[Batch ID] check box**

Select this check box to set the batch ID used for scanning as the file name.

**[Date] check box**

Select this check box to set the date of receipt of the scanning finish notification as the file name.

**[Time] check box**

Select this check box to set the time of receipt of the scanning finish notification as the file name.

**[Character String] check box**

Select this check box to set the specified character string as the file name.

When this is selected, enter a character string.

Up to 64 characters can be entered.

The following characters cannot be used:

[ ] \_ - . % \ / \* : ? " < > { } # ^ | Control characters from 0x00 to 0x1f

### ATTENTION

When scanned images are saved in SharePoint, if a file name contains characters (such as a tilde (~) or sharp (#)) that cannot be used in SharePoint, saving the scanned images fails.

Characters that cannot be used in SharePoint vary depending on the version of the SharePoint. For details, refer to the Microsoft website.

## Common Formatting

Specify a common formatting.

### Date Format

Select a date format to be specified for file name.

- MMddyyyy
- ddMMyyyy
- yyyyMMdd

### Delimiter

Select a delimiter to be specified for the file name.

- None
- "\_" (Underscore)
- "-" (Hyphen)

### [OK] button

Saves the settings.

### [Cancel] button

Cancels the operation.

## Job Group

### [Job Group List] Window

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

#### [Create a new job group] button

Displays the [New Job Group (1/2)] window or the [New Job Group (1/3)] window in which you can create a new job group.

For details about the [New Job Group (1/2)] window or the [New Job Group (1/3)] window, refer to [\[New Job Group \(1/2\)\] Window/\[New Job Group \(1/3\)\] Window \(page 115\)](#).

Up to 100 job groups can be created.

**Job Group Name**

Displays the names of the registered job groups.

**Description**

Displays the descriptions of the registered job groups.

**Job group code**

Displays the job group code of the registered job group.

**HINT**

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

**Manage**

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

- Edit  
Displays the [Edit Job Group] window in which you can edit the job group.  
For details about the [Edit Job Group] window, refer to [\[Clone Job Group\] Window/\[Edit Job Group\] Window \(page 120\)](#).
- Clone  
Displays the [Clone Job Group] window in which you can clone an existing job group.  
For details about the [Clone Job Group] window, refer to [\[Clone Job Group\] Window/\[Edit Job Group\] Window \(page 120\)](#).
- Delete  
Deletes a job group.

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

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

**Job Group**

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

**ATTENTION**

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

**Description**

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

**Job group code**

Enter a job group code for the job group.

Up to 8 characters can be entered.

Use characters that can be entered on the touch screen of the scanner.

**HINT**

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

**[Cancel] button**

Cancels the operation.

**[Next] button**

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

For details about the [New Job Group (2/2)] window or the [New Job Group (2/3)] window, refer to [\[New Job Group \(2/2\)\] Window/\[New Job Group \(2/3\)\] Window \(page 116\)](#).

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

Add a job to the job group.

**Job Group**

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

**Description**

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

**Job group code**

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

**HINT**

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

**Job list**

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

**Add Job**

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

For details about the window for adding a job to a job group, refer to [Window for Adding a Job to a Job Group \(page 125\)](#).

### New Job

Displays the [Create New Job] window in which you can create a new job to be added to the job group.

For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).




### New Level

Displays the [Edit Level] window in which you can create a level to be added to the job group.

For details about the [Edit Level] window, refer to [\[Edit Level\] Window \(page 123\)](#).

### Manage

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

-  (Move up)  
Moves the job or level up.
-  (Move down)  
Moves the job or level down.
-  (Delete from the list)  
Deletes the job or level from the list.

### Job name

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

When the level name is displayed,  and  are displayed.

Click  to open the level.

Click  to close the level.

### Description

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

### Job Manage

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a job.
  - Edit  
Displays the [Edit Job] window in which you can edit a job to be added to the job group.  
For details about the [Edit Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
  - Clone  
Displays the [Create New Job] window in which you can clone an existing job to be added to the job group.  
For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).

- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.
  - Add Job  
Displays the window for adding a job to the job group.  
For details about the window for adding a job to a job group, refer to [Window for Adding a Job to a Job Group \(page 125\)](#).
  - New Job  
Displays the [Create New Job] window in which you can create a new job to be added to the job group.  
For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
  - New Level, Edit, Clone  
Displays the [Edit Level] window in which you can create a new level, edit a level, and clone an existing level to be added to the job group.  
For details about the [Edit Level] window, refer to [\[Edit Level\] Window \(page 123\)](#).

#### **[Cancel] button**

Cancels the operation.

#### **[Back] button**

The [New Job Group (1/2)] window or the [New Job Group (1/3)] window appears.

For details about the [New Job Group (1/2)] window or the [New Job Group (1/3)] window, refer to [\[New Job Group \(1/2\)\] Window/\[New Job Group \(1/3\)\] Window \(page 115\)](#).

#### **[Complete] button**

The job group is created.

##### **HINT**

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

#### **[Next] button**

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

For details about the [New Job Group (3/3)] window, refer to [\[New Job Group \(3/3\)\] Window \(page 118\)](#).

##### **HINT**

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

## **[New Job Group (3/3)] Window**

Add a user or scanner to the job group.

**HINT**

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

**Job Group**

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

**Description**

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

**User List**

Displays a list of users to be added to the job group.

**HINT**

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

**Add**

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


For details about the window for adding a user to a job group, refer to [Window for Adding a User to a Job Group \(page 126\)](#).

**HINT**

When the authentication mode is [Active Directory], the [Active Directory connection] window appears.

For details about the [Active Directory connection] window, refer to [\[Active Directory Connection Test\] Window/\[Active Directory connection\] Window \(page 97\)](#).

**Manage**

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

**Username**

Displays the names of users to be added to the job group.

**Scanner List**

Displays a list of scanners to be added to the job group.

**HINT**


[Scanner List] is displayed when the authentication method is [Scanner].

**Add**

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

For details about the window for adding a scanner to a job group, refer to [Window for Adding a Scanner to a Job Group \(page 127\)](#).

**Manage**

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

**Scanner Name**

Displays the names of scanners to be added to the job group.

**[Cancel] button**

Cancels the operation.

**[Back] button**

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

For details about the [New Job Group (2/2)] window or the [New Job Group (2/3)] window, refer to [\[New Job Group \(2/2\)\] Window/\[New Job Group \(2/3\)\] Window \(page 116\)](#).

**[Complete] button**

The job group is created.

**[Clone Job Group] Window/[Edit Job Group] Window**

Clone an existing job group, and edit a job group.

**Job Group**

Enter a job group name.

Up to 32 characters can be entered.

**Description**

Enter a job group description.

Up to 256 characters can be entered.

**Job group code**

Enter a job group code for the job group.

Up to 8 characters can be entered.

Use characters that can be entered on the touch screen of the scanner.



**HINT**

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

**Job list**

Displays a list of jobs or levels to be added to the job group.  
Click [Job list] to open or hide the items in the job list.

**Add Job**

Displays the window for adding a job to the job group.  
For details about the window for adding a job to a job group, refer to [Window for Adding a Job to a Job Group \(page 125\)](#).

**New Job**




Displays the [Create New Job] window in which you can create a new job to be added to the job group.  
For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).

**New Level**





Displays the [Edit Level] window in which you can create a level to be added to the job group.  
For details about the [Edit Level] window, refer to [\[Edit Level\] Window \(page 123\)](#).

**Manage**

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

-  (Move up)  
Moves the job or level up.
-  (Move down)  
Moves the job or level down.
-  (Delete from the list)  
Deletes the job or level from the list.

**Job name**

Displays the names of jobs or levels to be added to the job group.  
When the level name is displayed,  and  are displayed.  
Click  to open the level.  
Click  to close the level.

**Description**

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

## Job Manage

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

Displays the [Edit Job] window in which you can edit a job to be added to the job group.  
For details about the [Edit Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
  - Clone
 

Displays the [Create New Job] window in which you can clone an existing job to be added to the job group.  
For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
- The following operations can be performed in the [Job Manage] column that appears when you place the mouse pointer over the row of a level.
  - Add Job
 

Displays the window for adding a job to the job group.  
For details about the window for adding a job to a job group, refer to [Window for Adding a Job to a Job Group \(page 125\)](#).
  - New Job
 

Displays the [Create New Job] window in which you can create a new job to be added to the job group.  
For details about the [Create New Job] window, refer to [\[Create New Job\] Window/\[Edit Job\] Window \(page 99\)](#).
  - New Level, Edit, Clone
 

Displays the [Edit Level] window in which you can create a new level, edit a level, and clone an existing level to be added to the job group.  
For details about the [Edit Level] window, refer to [\[Edit Level\] Window \(page 123\)](#).

## User List

Displays a list of users to be added to the job group.  
Click [User List] to open or hide the items in the user list.

### HINT

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

## Add


Displays the window for adding a user to the job group.  
For details about the window for adding a user to a job group, refer to [Window for Adding a User to a Job Group \(page 126\)](#).

**HINT**

When the authentication mode is [Active Directory], the [Active Directory connection] window appears.

For details about the [Active Directory connection] window, refer to [\[Active Directory Connection Test\] Window/\[Active Directory connection\] Window \(page 97\)](#).

**Manage**

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

**Username**

Displays the names of users to be added to the job group.

**Scanner List**

Displays a list of scanners to be added to the job group.

Click [Scanner List] to open or hide the items in the scanner list.

**HINT**


[Scanner List] is displayed when the authentication method is [Scanner].

**Add**

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

For details about the window for adding a scanner to a job group, refer to [Window for Adding a Scanner to a Job Group \(page 127\)](#).

**Manage**

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

**Scanner Name**

Displays the names of scanners to be added to the job group.

**[Cancel] button**

Cancels the operation.

**[Complete] button**

Creates the job group when a job group is cloned.

Saves the settings when a job group is edited.

**[Edit Level] Window**

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

**Level Name**

Enter a level name.  
Up to 48 characters can be entered.

**Level Description**

Enter a level description.  
Up to 256 characters can be entered.

**Level Button Color**

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

**[OK] button**

Creates the level when a level is created or cloned.  
Saves the settings when a level is edited.

**[Cancel] button**

Cancels the operation.

## **[Browse job groups] Window**

Check the settings of a job group.

**Job Group Name**

Displays the name of the registered job group.

**Description**

Displays the description of the registered job group.

**Job group code**

Displays the job group code of the registered job group.

**HINT**

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

**Job list**

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

**Job name**

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

**Description**

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

**User List**

Displays a list of users added to the job group.

**HINT**

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

**Username**

Displays the names of users added to the job group.

**Scanner List**

Displays a list of scanners added to the job group.

**HINT**

[Scanner List] is displayed when the authentication method is [Scanner].

**Scanner Name**

Displays the names of scanners added to the job group.

**[OK] button**

Closes the window.

## Window for Adding a Job to a Job Group

Add a job to a job group.

**Job Group**

Displays the name of the job group to which a job is to be added.

**Filtering characters**

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

**[Search] button**

Displays the result of narrowing down the list.

**Job name**

Displays the names of the registered jobs.

Selecting the check box to the left of [Job name] changes the check boxes for all jobs selected.

Clearing the check box to the left of [Job name] changes the check boxes for all jobs cleared.

The jobs with their check boxes on the left selected are added to the job group.

**Description**

Displays the descriptions of the registered jobs.

**Job Group Name**

Displays the name of the job group correlating to the registered job.

When no job group is correlated to the job, no job group name is displayed.

When multiple job groups are correlated to the job, each job group name is separated with a comma (,).

**[OK] button**

Adds the job to the job group.

**[Cancel] button**

Cancels the operation.

## Window for Adding a User to a Job Group

Add a user to a job group.

**Job Group**

Displays the name of the job group to which a user is to be added.

**[User Principal Name] check box**

Select this check box to filter the list by user principal names.

**HINT**

This is displayed when the authentication mode is [Active Directory].

**[Last Name] check box**

Select this check box to filter the list by last names.

**HINT**

This is displayed when the authentication mode is [Active Directory].

**[First Name] check box**

Select this check box to filter the list by first names.

**HINT**

This is displayed when the authentication mode is [Active Directory].

**[Common Name] check box**

Select this check box to filter the list by common names.

**HINT**

This is displayed when the authentication mode is [Active Directory].

**[Display Name] check box**

Select this check box to filter the list by display names.

**HINT**

This is displayed when the authentication mode is [Active Directory].

**Filtering characters**

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

**[Search] button**

Displays the result of narrowing down the list.

**Username**

Displays the names of the users registered in the authentication server.  
Selecting the check box to the left of [Username] changes the check boxes for all users selected.  
Clearing the check box to the left of [Username] changes the check boxes for all users cleared.  
The users with their check boxes on the left selected are added to the job group.

**HINT**

When the authentication mode is [Active Directory], the user names of user accounts with no user principal names specified are not displayed.

**Job Group Name**

Displays the name of the job group correlating to the user registered in the authentication server.  
When there is no correlated job group, no job group name is displayed.  
Each user can correlate with one job group.

**[OK] button**

Adds the user to the job group.

**[Cancel] button**

Cancels the operation.

## Window for Adding a Scanner to a Job Group

Add a scanner to a job group.

**Job Group**

Displays the name of the job group to which a scanner is to be added.

**Filtering characters**

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

**[Search] button**

Displays the result of narrowing down the list.

**Scanner Name**

Displays the names of the scanners registered in NX Manager.

Selecting the check box to the left of [Scanner Name] changes the check boxes for all scanners selected.

Clearing the check box to the left of [Scanner Name] changes the check boxes for all scanners cleared.

The scanners with their check boxes on the left selected are added to the job group.

**Job Group Name**

Displays the name of the job group correlating to the registered scanner in NX Manager.

When there is no correlated job group, no job group name is displayed.

Each scanner can correlate with one job group.

**[OK] button**

Add a scanner to a job group.

**[Cancel] button**

Cancels the operation.

---

**[User List] Window**

Check and find a user.

**Find**

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

Up to 32 characters can be entered.

**[Search] button**

Displays the result of narrowing down the list.

**Username**

Displays the names of the users registered in the authentication server.

**Job Group**

Displays the name of the job group correlating to the user registered in the authentication server.

When there is no correlated job group, no job group name is displayed.

Each user can correlate with one job group.

Click the displayed job group name to display the [Browse job groups] window, and check the settings of the job group.

For details about the [Browse job groups] window, refer to [\[Browse job groups\] Window \(page 124\)](#).

---

**[Profile List] Window**

Perform operations such as checking, importing, or deleting a PaperStream IP driver profile.

**[Import a profile] button.**

Imports a PaperStream IP driver profile.



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

For details about the procedure to back up a scanning profile (\*.pav) from the PaperStream IP driver, refer to the Help for the PaperStream IP driver.

#### ATTENTION

Some of the functions that are set in a PaperStream IP driver profile do not operate with NX Manager. For details about the operation specifications of a PaperStream IP driver profile, refer to [Operation Specifications of a PaperStream IP Driver Profile \(page 158\)](#).

#### HINT

Even if a scanner is not connected, a PaperStream IP driver profile can be created by using PaperStream NX Manager Profile Creation Tool.

To start PaperStream NX Manager Profile Creation Tool, run "NmPSIPProfile.exe" stored in the following folder:

```
%ProgramFiles%\PaperStream IP\NmPSIPProfile folder
```

Example:

```
C:\Program Files\PaperStream IP\NmPSIPProfile folder
```

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

#### Find

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

#### [Search] button

Displays the result of narrowing down the list.

#### Profile Name

Displays the name of the imported PaperStream IP scanner driver profile.

#### Profile Manage

Delete a PaperStream IP driver profile by clicking [Delete] in the [Profile Manage] column that appears when you place the mouse pointer over the row of the PaperStream IP driver profile.

---

## [Status] Window

Check the statuses.

### Last update time

Displays the last date and time when the [Status] window was updated.

### Updating every X second(s)

Displays that the statuses are updated every X second(s).

The value applied to X is the value selected in [Window Refresh Interval] in [Window Settings] in the [Settings] window that is displayed by clicking [Preferences] in the left menu in the NX Manager administrator window (on the web).

For details about the [Settings] window, refer to [\[Settings\] Window \(page 138\)](#).

### [Update Now] button

Updates the [Status] window.

### Batch Log

Displays the number of the following batches.



- The number of batches with the [Error] status

Displays the number of batches with the [Error] status.

Click the number to display the [Batch Log List] window.

For details about the [Batch Log List] window, refer to [\[Batch Log List\] Window \(page 131\)](#).

The following shows the descriptions of the displayed icons.

Icon	Description
 Normal	Displayed when there are no batches with the [Error] status.
 Error	Displayed when there are batches with the [Error] status.

- The number of remaining batches


Displays the number of remaining batches.


A remaining batch refers to a batch that is waiting to be processed on NX Manager.

Click the number to display the [Batch Log List] window.

For details about the [Batch Log List] window, refer to [\[Batch Log List\] Window \(page 131\)](#).

The following shows the descriptions of the displayed icons.

Icon	Description
 The number of batches that remain	Displayed when there are 0 to 30 batches waiting to be processed on NX Manager.

Icon	Description
 The number of batches that remain	Displayed when there are 31 batches or more waiting to be processed on NX Manager.



## Event Log

Displays the number of event logs with [Error] for the event type.

Click the number to display the [Event Log List] window.

For details about the [Event Log List] window, refer to [\[Event Log List\] Window \(page 135\)](#).

The following shows the descriptions of the displayed icons.

Icon	Description
 Normal	Displayed when there are no event logs with [Error] as the event type.
 Error	Displayed when there are event logs with [Error] as the event type.

## Batch Log

### [Batch Log List] Window



Check the batch logs (scanning status).

#### Status showing how many batches are remaining

Displays the icon in accordance with the number of remaining batches.

A remaining batch refers to a batch that is waiting to be processed on NX Manager.

The following shows the descriptions of the displayed icons.

Icon	Description
	Displayed when there are 0 to 30 batches waiting to be processed on NX Manager.
	Displayed when there are 31 batches or more waiting to be processed on NX Manager.

#### The number of batches that remain

Displays the number of remaining batches.

**Last update time**

Displays the last update date and time of the [Status] window that is displayed by clicking [Status] in the left menu in the NX Manager administrator window (on the web).

**[Export] button**

Exports batch logs to a file.

**[Mark all errors as "Checked"] button**

Changes all batches with the [Error] status to [Error (Checked)] status.

**Date/Time**

Enter the period that is used to select batch logs to be displayed.

**Start date of the period**

Enter the start date of the period that is used to select batch logs to be displayed.  
Up to 100 characters can be entered.

**Start time for the period**

Enter the start time of the period that is used to select batch logs to be displayed.  
Up to 100 characters can be entered.

**End date of the period**

Enter the end date of the period that is used to select batch logs to be displayed.  
Up to 100 characters can be entered.

**End time of the period**

Enter the end time of the period that is used to select batch logs to be displayed.  
Up to 100 characters can be entered.

**Status**

Select the status of the batch to be displayed.

- Error  
Failed to process or save the image transferred from the scanner.
- Accepting  
Accepting the image being transferred from the scanner.
- Processing images  
Processing the image transferred from the scanner.
- Waiting to save a file  
The image transferred from the scanner has been processed and is waiting for file saving.
- Files are being saved  
The image transferred from the scanner and the index file are being saved to the save destination.
- Completed

The image transferred from the scanner and the index file have been saved and batch processing is completed.

- Cancel  
Scanning has been stopped/canceled.
- Error (Checked)  
Checked the batch with the [Error] status in the [Batch Log Details] window.

### **[Search] button**

Displays the result of narrowing down the list.

### **Start Date/Time**

Displays the date and time when the scan was started.

Click the displayed start date/time to display the [Batch Log Details] window, and check the details of the batch log.

For details about the [Batch Log Details] window, refer to [\[Batch Log Details\] Window \(page 134\)](#).

#### **HINT**

When the status of a batch is [Error], checking the details of the batch log in the [Batch Log Details] window and then closing the window changes the status to [Error (Checked)].

### **Scanner Name**

Displays the name of the scanner which performed the scan.

### **Job name**

Displays the job name of the scan.

### **Status**


Displays one of the following as the status of the batch.

- Error  
Failed to process or save the image transferred from the scanner.
- Accepting  
Accepting the image being transferred from the scanner.
- Processing images  
Processing the image transferred from the scanner.
- Waiting to save a file  
The image transferred from the scanner has been processed and is waiting for file saving.
- Files are being saved  
The image transferred from the scanner and the index file are being saved to the save destination.
- Completed  
The image transferred from the scanner and the index file have been saved and batch processing is completed.
- Cancel

Scanning has been stopped/canceled.

- **Error (Checked)**  
Checked the batch with the [Error] status in the [Batch Log Details] window.

**HINT**

The  **Error** icon is displayed when the status of a batch is [Error].

**Description**

Displays the description of the batch.

**Batch Manage**

When [Retry] is displayed, take appropriate actions according to [Messages in Batch Logs Displayed in the NX Manager Administrator Window \(on the Web\) \(page 142\)](#) and then click [Retry] to retry the batch.

**HINT**

[Retry] is displayed when the status of a batch is [Error].

## [Batch Log Details] Window

Check details of the batch log.

**Start Date/Time**

Displays the date and time when the scan was started.

**Last Modified**

Displays the date and time when the batch was modified most recently.

**Serial Number**

Displays the serial number of the scanner which performed the scan.

**Scanner Name**

Displays the name of the scanner which performed the scan.

**IP Address**

Displays the IP address of the scanner which performed the scan.

**Username**

Displays the user name who performed the scan.

**Job name**

Displays the job name of the scan.

**Retry**

Displays whether the batch can be retried.

**Batch ID**

Displays the batch ID.

**Status**

Displays one of the following as the status of the batch.

- Error  
Failed to process or save the image transferred from the scanner.
- Accepting  
Accepting the image being transferred from the scanner.
- Processing images  
Processing the image transferred from the scanner.
- Waiting to save a file  
The image transferred from the scanner has been processed and is waiting for file saving.
- Files are being saved  
The image transferred from the scanner and the index file are being saved to the save destination.
- Completed  
The image transferred from the scanner and the index file have been saved and batch processing is completed.
- Cancel  
Scanning has been stopped/canceled.
- Error (Checked)  
Checked the batch with the [Error] status in the [Batch Log Details] window.

**Description**

Displays the description of the batch.

**[OK] button**

Closes the window.

---

## Event Log

### [Event Log List] Window

Check event logs.

**[Export] button**

Outputs event logs to a file.

**[Clear] button**

Clears event logs.

**[Mark all errors as "Checked"] button**

All of the [Error] event logs become the [Error (Checked)] event logs.

**Filter the list by type**

Select each check box for event types that you want to filter logs by.

**[Information] check box**

Select this check box to filter by [Information] for the event type.

**[Warning] check box**

Select this check box to filter by [Warning] for the event type.

**[Error] check box**

Select this check box to filter by [Error] for the event type.

**[Error (Checked)] check box**

Select this check box to filter by [Error (Checked)] for the event type.

**Find**

Enter a part of a character string or a whole character string to narrow down the displayed items.  
Up to 1,024 characters can be entered.

**[Search] button**

Displays the result of narrowing down the list.

**Event Date/Time**

Displays the date/time when the event occurred.

Click the displayed event date/time to display the [Event Log Details] window, and check the details of the event log.

For details about the [Event Log Details] window, refer to [\[Event Log Details\] Window \(page 137\)](#).

**Event Type**

Displays the following event types.

- Information
- Warning
- Error
- Error (Checked)

**Message**

Displays the message of the event log.



## [Event Log Details] Window

Check details of an event log.

### Event Date/Time

Displays the date/time when the event occurred.

### Source of the Event

Displays the source of the event.

### IP Address

Displays the IP address of the scanner which performed the scan.

### Scanner Model

Displays the name of the scanner model which performed the scan.

### Serial Number

Displays the serial number of the scanner which performed the scan.

### Username

Displays the user name who performed the scan.

### Job name

Displays the job name of the scan.

### Event Type

Displays the following event types.

- Information
- Warning
- Error
- Error (Checked)

### [Error Details] button

Check details of the error.

#### HINT

The [Error Details] button is displayed when the event type is [Error].

### Event Code

Displays the event code of the event log.

### Message

Displays the message of the event log.

**[OK] button**

Closes the window.

---

## **[Settings] Window**

Configure settings in NX Manager.

### **Window Settings**

#### **Window Refresh Interval**

Select an interval to update the [Status] window that is displayed by clicking [Status] in the left menu in the NX Manager administrator window (on the web).

### **SMTP Settings**

Set SMTP for sending e-mails in the following cases:

- When sending an error notification by e-mail
- When sending batch status by e-mail
- When using e-mail as a save destination for a job

#### **SMTP Server**

Enter the server name of the SMTP server.

Up to 255 characters can be entered.

#### **SMTP Server Port Number**

Enter the port number of the SMTP server.

An integer between 1 to 65535 can be entered.

#### **[Authentication required] check box**

Select this check box when connecting to the SMTP server requires an authentication.

When this is selected, enter [Username] and [Password].

#### **Username**

Enter the user name to connect to the SMTP server.

Up to 256 characters can be entered.

Alphanumeric characters and symbols can be used.

#### **Password**

Enter the password to connect to the SMTP server.

Up to 256 characters can be entered.

## Error Notification Settings

### **[Send error notifications] check box**

Select this check box to send e-mail when an error occurs in the [Event Log List] window that is displayed by clicking [Event Log] in the left menu in the NX Manager administrator window (on the web).

### **Recipient e-Mail Address**

Enter a recipient e-mail address.

Multiple recipient e-mail addresses can be entered by separating each e-mail address with a line break.

Up to 255 characters can be entered for each e-mail address.

### **Sender e-Mail Address**

Enter a sender e-mail address.

Up to 255 characters can be entered.

### **Subject**

Enter an e-mail subject.

Up to 128 characters can be entered.

### **Character Encoding**

Select a character encoding in e-mails.

- Automatic
- Unicode(UTF-8)

### **[Test] button**

Tests if an e-mail can be sent.

## Batch Log Notification Settings

### **[Send a batch log notification e-Mail] check box**

Select this check box to send batch status by e-mail.

### **[Notify for "Error" batch logs only] check box**

Select this check box to send a notification by e-mail when the batch status is displayed as [Error] or [Error (Checked)] in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).

When this check box is cleared, a notification is sent by e-mail when the batch status is displayed as [Error], [Completed], or [Error (Checked)] in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).

### **Recipient e-Mail Address**

Enter a recipient e-mail address.

Multiple recipient e-mail addresses can be entered by separating each e-mail address with a line break.

Up to 255 characters can be entered for each e-mail address.

**Sender e-Mail Address**

Enter a sender e-mail address.

Up to 255 characters can be entered.

**Subject**

Enter an e-mail subject.

Up to 128 characters can be entered.

**Character Encoding**

Select a character encoding in e-mails.

- Automatic
- Unicode(UTF-8)

**[Test] button**

Tests if an e-mail can be sent.

**Network Settings****[Use proxy server] check box**

Select this check box when you use SharePoint/SharePoint Online/FTP/FTPS as a save destination for a job via a proxy server.

**Proxy Server**

Enter the server name of the proxy server.

Up to 255 characters can be entered.

**Proxy Server Port Number**

Enter the port number of the proxy server.

An integer between 1 to 65535 can be entered.

**Exceptions**

Enter addresses that are exceptions which do not use the proxy server.

Multiple addresses can be entered by separating each address with a semi-colon (;).

Up to 255 characters can be entered for each address. Up to 2,064 characters in total can be entered.

Alphanumeric characters and symbols (-, \_, \*, / , :) can be used.

**[Authentication required] check box**

Select this check box when connecting to the proxy server requires an authentication.

When this is selected, enter [Username] and [Password].

**Username**

Enter the user name to connect to the proxy server.

Up to 256 characters can be entered.

Alphanumeric characters and symbols can be used.

**Password**

Enter the password to connect to the proxy server.

Up to 256 characters can be entered.

**[Save] button**

Saves the settings.

---

**[Information] Window**

Check the version information.

Displays the following.

- Version of NX Manager
- Version of Connector API
- Version of Authentication API
- Copyright

# Appendix

The appendix provides additional information.

## Message List

This section shows lists of messages that appear while NX Manager is in use.

### Messages in Batch Logs Displayed in the NX Manager Administrator Window (on the Web)

Messages are displayed in [Description] in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the NX Manager administrator window (on the web).

Message	Solution
Failed to authenticate the specified folder. Detail code: <Details> Folder path: <FolderPath>	Review the authentication settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to connect to the specified folder. The computer may not be connected to the network.	Check the network connection and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Image processing failed. Detail code: <Server error code>(<PSIP error code>)	<ul style="list-style-type: none"><li>• &lt;Server error code&gt;<ul style="list-style-type: none"><li>- 3, 4, 5, 6, 7, 10, 11, 12, 13 Check &lt;PSIP error code&gt; and take appropriate actions.</li><li>- 2, 9 Click [Retry] in the [Batch Manage] column in the [Batch Log List] window. If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.</li></ul></li><li>• &lt;PSIP error code&gt;<ul style="list-style-type: none"><li>- 101 Not enough memory available to complete this operation. Click [Retry] in the [Batch Manage] column in the [Batch Log List] window.</li><li>- 102 Failed to write to the disk. Check the disk space and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.</li><li>- 103 Click [Retry] in the [Batch Manage] column in the [Batch Log List] window.</li></ul></li></ul>

Message	Solution
	<p>- 111</p> <p>Check that PaperStream IP (TWAIN x64) is installed.</p> <p>If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.</p>
Failed to save the image.	Review the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to SharePoint.	
Failed to save to SharePoint Online.	
Failed to save the image to the folder specified by the connector API.	
Failed to connect to the FTP/FTPS server.	
Failed to save to the FTP/FTPS server.	
Failed to save the image. Details: <Details>	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save the image. Details: The access permission has not been set for the specified user.	Review the image save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to add information to the index file. File name: <FileName> Details: <Details>	Review the index file in the save destination by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save the index file. Details: <Details>	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to SharePoint. Details: <Details>	
Failed to save to SharePoint. Details: The access permission has not been set for the specified user.	Review the image save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to SharePoint Online. Details: <Details>	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to SharePoint Online. Details: The access permission has not been set for the specified user.	Review the save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to connect to the FTP/FTPS server. Details: <Details>	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to the FTP/FTPS server. Details: <Details>	

Message	Solution
Failed to save to the FTP/FTPS server. Details: The access permission has not been set for the specified user.	Review the save destination settings and the job settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save to the FTP/FTPS server. Details: There is insufficient disk space in the FTP/FTPS server.	
Failed to send the e-Mail. Details: <Details>	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to send the e-Mail. Details: The file size has exceeded the limit.	<p>The size of files attached to an e-mail has exceeded the limit (10 MB). Perform the following:</p> <ul style="list-style-type: none"> <li>• Scan documents again and delete unnecessary images to reduce the total file size.</li> <li>• Review the job settings, reduce the file size, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.</li> </ul>
The connector API cannot be used because its version is not supported. Supported connector API version: <Version> or less	Modify the Connector API by referring to the message and use the [Edit Job] window to set it again.
Failed to load the connector configuration file.	
The destination folder setting for the Connector API is incorrect.	
Failed to authenticate the destination folder of the connector API.	
Failed to start the Connector API.	
Failed to process images. Details: <Details>	Review the job settings by referring to the details, and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.

## Messages in Event Logs Displayed in the NX Manager Administrator Window (on the Web)

Messages are displayed in [Message] in the [Event Log List] window that is displayed by clicking [Event Log] in the left menu in the NX Manager administrator window (on the web).

Event Code	Message	Solution
6B022018	Could not proceed with the user authentication because connecting to Active Directory failed. Details: The search base in the Active Directory settings is wrong.	Refer to the details and check if the settings for Active Directory is correct.



Event Code	Message	Solution
6B022019	Could not proceed with the user authentication because connecting to Active Directory failed. Details: Search has timed out.	
6B022020	Could not proceed with the user authentication because connecting to Active Directory failed. Details: Cannot connect to the Active Directory server. The address of the Active Directory is wrong, or the Active Directory server is not accessible.	
6B022021	Could not proceed with the user authentication because connecting to Active Directory failed. Details: The user name or password is wrong, or the search base in the Active Directory settings is wrong.	
6B022022	Could not proceed with the user authentication because connecting to Active Directory failed. Details: The Active Directory server access failed. Check the Active Directory settings and the environment, and fix them.	
6B032025	Failed to authenticate the specified folder. Detail code: <Details> Folder path: <Details>	Review the authentication settings and click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
6B032036	The network connection has not been established.	Check the connection status with the SMTP server.
6B032037	A mail template has not been set.	Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
6B032058	Failed to wait for file saving to complete. Scanner name: <ScannerName>	Check that the scanner is connected to the network.
6B032060	Failed to delete the folder. Folder name:<FolderName>	Delete <FolderName> manually.
7B023025	Could not proceed with the user authentication because loading the	Modify the Authentication API and use the [Authentication] window to set it again.

Event Code	Message	Solution
	authentication API failed. File name: <i>&lt;FileName&gt;</i>	
7B023026	Could not proceed with the user authentication because obtaining the user information from the authentication API failed. File name: <i>&lt;FileName&gt;</i> Details: <i>&lt;Error message that is set with the Authentication API&gt;</i>	
7B023027	Could not proceed with the user authentication because obtaining the user information from the authentication API failed. File name: <i>&lt;FileName&gt;</i> Details: Set the user name within 256 characters.	
7B023028	Could not proceed with the user authentication because obtaining the authentication API version failed. File name: <i>&lt;FileName&gt;</i> Details: <i>&lt;Details&gt;</i>	
7B023029	Could not proceed with the user authentication because the authentication API version is not supported. Supported authentication API version: <i>&lt;NXManager Authentication API version&gt;</i> or less File name: <i>&lt;FileName&gt;</i> Version: <i>&lt;Authentication API version&gt;</i>	
7B023030	Could not notify the scanner about the parameter of the smart card reader because the authentication API version is not supported. File name: <i>&lt;FileName&gt;</i>	
7B023031	Could not notify the scanner about the parameter used for scanning the smart card because obtaining the parameter for scanning with the authentication API failed. File name: <i>&lt;FileName&gt;</i> Details: <i>&lt;Error message that is set with the Authentication API&gt;</i>	
7B023032	Could not notify the scanner about the parameter used for scanning the smart card because obtaining the parameter for scanning with the authentication API failed. File name: <i>&lt;FileName&gt;</i> Details: The	

Event Code	Message	Solution
	parameter used for scanning the smart card exceeds the maximum allowed.	
7B023033	Could not notify the scanner about the parameter used for scanning the smart card because obtaining the authentication API version failed. File name: <FileName> Details: <Details>	
7B023034	Could not notify the scanner about the parameter of the smart card reader because the authentication API version is not supported. Supported authentication API version: <NXManager Authentication API version> or less File name: <FileName> Version: <Authentication API version>	
7B023035	Could not proceed with the user authentication because connecting to Active Directory failed. Details: Could not proceed with the user authentication because an error occurred during Active Directory authentication.	Refer to the details and check if the settings for Active Directory is correct.
7B033001	The service stopped. Service name: <ServiceName> Details: <Details>	Restart the service "<ServiceName>".
7B053001		
7B033008	Failed to load the configuration file. The file does not exist. File name: <FileName> Details: <Details>	Check the setting value for <FileName>.
7B033009	Failed to load the configuration file. The file format is incorrect. File name: <FileName> Details: <Details>	
7B033010	Failed to obtain the version of the authentication API. Details: <Details>	Modify the Authentication API and use the [Authentication] window to set it again.
7B023011	Unsupported authentication API. File name: <FileName>	
7B023012	Failed to obtain parameters for scanning in the authentication API. Details: <Details>	
7B023013	Could not proceed with the user authentication because connecting to Active Directory failed. Details: <Details>	Check if the settings for Active Directory is correct.

Event Code	Message	Solution
7B023014	Failed to connect to the authentication API. Details: <Details>	Modify the Authentication API and use the [Authentication] window to set it again.
7B023015	Failed to load the configuration file. The file does not exist. File name: <FileName> Details: <Details>	Check the setting value for <FileName>.
7B023016	Failed to load the configuration file. The file format is incorrect. File name: <FileName> Details: <Details>	
7B053017	Event notification could not be sent. Details: <Details>	Check if the URL for an event notification that is set in the REST API is correct.
7B023018	Failed to import the authentication API. File name: <FileName> Details: <Details>	Check the following: <ul style="list-style-type: none"> <li>• The Authentication API exists.</li> <li>• The Authentication API is not damaged.</li> </ul>
7B033019	The network connection has not been established.	Check the connection status with the SMTP server.
7B033021	Failed to send a error notification e-Mail. <Details>	Check the communication status with the SMTP server and the settings for sending e-mails, and then restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B033022	Failed to send a batch log notification e-Mail. <Details>	
7B033023	Failed to set preset profile.	Perform the following: <ul style="list-style-type: none"> <li>• Restart the service "NxManagerImageSchedule".</li> <li>• Check that PaperStream IP (TWAIN x64) is installed.</li> </ul> If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B033100	An internal error occurred. Details: <Details>	Restart the service "NxManagerImageProcess".

Event Code	Message	Solution
		If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B033101		Restart the service "NxManagerImageRelease". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B033102		Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B023103		Restart the computer in which NX Manager is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B023104		
7B023105		
7B023106		
7B023107		
7B023108		
7B023109		
7B023110		
7B023111		
7B043112		Check that PaperStream IP (TWAIN x64) is installed.
7B043113		Restart the computer in which NX Manager is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to
7B043114		
7B043115		
7B043116		

Event Code	Message	Solution
7B043117		the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B043118		
7B043119		
7B043120		
7B043121		
7B043122		
7B043123		
7B043124		
7B043125		
7B043126		
7B043127		
7B043128		
7B043129		
7B043130		
7B043131		
7B043132		
7B043133		
7B053134		Restart the service "NxManagerWebhooks".

## Messages from Commands for Backing up and Restoring the Data Related to NX Manager

Messages are displayed in the command prompt on the computer where a command to back up or restore the data related to NX Manager is executed.

There are two types of messages shown below:

- Information
- Error
- **Information**

Code	Message	Solution
0B062001	Start backup.	No action required.
0B062002	Exit backup.	
0B063001	Start restoration.	

Code	Message	Solution
0B063002	Exit restoration.	

● Error

Code	Message	Solution
7B062001	PaperStream NX Manager is not installed.	PaperStream NX Manager is not installed. Try again using a computer on which PaperStream NX Manager has been correctly installed.
7B062002	The specified backup file is incorrect.	The backup file name is not specified in the parameter for the backup command. Specify the backup file name and try again.
7B062003	The backup file already exists.	A backup file with the same name already exists. Delete the backup file that already exists or change the backup file name, and try again.
7B062004	The specified backup file is incorrect.	This error message is displayed in the following cases. After checking the error, run the command again. <ul style="list-style-type: none"> <li>• You have no write permissions for the backup file specified in the parameter for the backup command.</li> <li>• The specified backup file already exists as a file.</li> <li>• The backup file full path is longer than 128 bytes.</li> </ul>
7B062005	Backup failed.	If this message appears with auxiliary code "7B069012", free disk space may be insufficient. Ensure that there is enough free disk space available, and try again. If this message appears without auxiliary code, the contents of the problem are shown in the following format. ... <i>Problem details</i> ... When the .NET Framework language pack is not installed, the details of the problem is displayed in English.

Code	Message	Solution
		If this message appears frequently with an auxiliary code other than those mentioned above, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B062006	Backup or restoration is already running.	Try again, after finishing the backup or restoration.
7B063001	PaperStream NX Manager is not installed.	PaperStream NX Manager is not installed. Try again using a computer on which PaperStream NX Manager has been correctly installed.
7B063002	The specified backup file is incorrect.	The backup file name is not specified in the parameter for the restore command. Specify the backup file name and try again.
7B063003	The backup file does not exist.	Specify the backup file name that you specified in the backup command and try again. Or, check the read permission for the specified backup file.
7B063004	Restoration failed.	<p>If this message appears with auxiliary code "7B069013", free disk space may be insufficient. Ensure that there is enough free disk space available, and try again.</p> <p>If this message appears with auxiliary code "7B069010", a file in the restoration folder may be in use. Check that the file is not in use, and try again.</p> <p>If this message appears without auxiliary code, the contents of the problem are shown in the following format.</p> <p>...</p> <p><i>Problem details</i></p> <p>...</p> <p>When the .NET Framework language pack is not installed, the details of the problem is displayed in English.</p> <p>If this message appears frequently with an auxiliary code other than those mentioned above, contact the distributor/dealer</p>



Code	Message	Solution
		where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
7B063005	Backup or restoration is already running.	Try again, after finishing the backup or restoration.
7B063006	Port number (XXXX) is already in use.	Port number (XXXX) is already in use by another application. Change the settings of the application using XXXX, and try restoring again.

## Messages in Event Logs for Windows Server

Messages are displayed in the event log list for Windows Server.

- Log type: Application
- Event source: PaperStream NX Manager

Event code	Message	Solution
11001	The service started normally. Service name: <i>&lt;ServiceName&gt;</i>	No action required.
11002	The service stopped normally. Service name: <i>&lt;ServiceName&gt;</i>	
12037	A mail template has not been set.	Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
13003	Failed to access the database. Details: <i>&lt;Details&gt;</i>	Check the operational status of the database.
13007	The service stopped. Service name: <i>&lt;ServiceName&gt;</i> Details: <i>&lt;Details&gt;</i>	Restart the service " <i>&lt;ServiceName&gt;</i> ".
13008	Failed to load the configuration file. The file does not exist. File name: <i>&lt;FileName&gt;</i> Details: <i>&lt;Details&gt;</i>	Check the setting value for <i>&lt;FileName&gt;</i> .

Event code	Message	Solution
13009	Failed to load the configuration file. The file format is incorrect. File name: <FileName> Details: <Details>	
13100	An internal error occurred. Details: <Details>	Restart the service "NxManagerImageProcess". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
13101		Restart the service "NxManagerImageRelease". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
13102		Restart the service "NxManagerImageSchedule". If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
13103		Restart the computer in which NX Manager is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
13104		
13105		
13106		
13107		
13108		
13109		
13110		
13111		
13112		Check that PaperStream IP (TWAIN x64) is installed.

Event code	Message	Solution
13113		Restart the computer in which NX Manager is installed. If the problem persists, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
13114		
13115		
13116		
13117		
13118		
13119		
13120		
13121		
13122		
13123		
13124		
13125		
13126		
13127		
13128		
13129		
13130		
13131		
13132		
13133		
13017	Event notification could not be sent. Details: <i>&lt;Details&gt;</i>	Check if the URL for an event notification that is set in the REST API is correct.
13134	An internal error occurred. Details: <i>&lt;Details&gt;</i>	Restart the service "NxManagerWebhooks".

## Specifications of Jobs/Job Groups

Item	Specification
The number of levels that can be created in one job group	1 to 4
The number of jobs that can be set in one level in a job group	Up to 20
The total number of jobs that can be set in one job group	1 to 1,000
The number of users that can be added to one job group	1 to 3,000 (for all job groups in total)

Item	Specification
The number of scanners that can be added to one job group	Up to 1,000 (for all job groups in total)
The number of job groups that can be added to one user	1 (Each user can correlate with one job group)
The number of job groups that can be added to one scanner	1 (Each scanner can correlate with one job group)
The number of job groups that can be created	Up to 100
The number of jobs that can be created	Up to 1,000

## Specifications of the Index File

- **File format**

XML

- **Character code**

UTF-8

- **Output unit for files**

Per batch

- **Output Items**

Item	Description	XML Item Name
Separator No.	Document stack number	Separator No.
Total number of pages in the document	Total number of pages in the document stack	Total pages in current document
Page number in the document	Page number in the document stack	Page Number in Document
Page number	Page number that is counted from the first page	Page number
Actual page number	Page number that includes the pages skipped due to the blank page skip or removal of the job separators	Actual page number
Date and time	The date and time when the scan was started	Date&Time
Username	Name of the user who performed the scan (*1)	User name
File name (full path)	File name (full path) of the file to save the scanned image (*2)	Full Path
File name	File name of the file to save the scanned image	File name
Folder name	Name of the destination folder where the scanned image is saved as a file (*2)	Folder name

Item	Description	XML Item Name
Scanner model name	Model name of the scanner that is used for scanning	Scanner name
Resolution	Resolution of the image (Unit: DPI)	Resolution
Width	Width of the image (Unit: pixels)	Width
Height	Height of the image (Unit: pixels)	Height
Bit depth	Bit depth of the image	Bit depth
Scanning side	Scanning side of the image (front/back)	Output side
Job name	Name of the job that is used for scanning	Job name
Scanner name (device name)	Name of the scanner that is used for scanning	Scanner device name

**\*1:**Output only when one of the following authentication methods is used.

- Username/Password
- NFC
- Username/Password or NFC

**\*2:**Output only when one of the following save destinations is used.

- Save to folder
- Save destination that uses the Connector API

## ● Output example

```
<?xml version="1.0" encoding="UTF-8"?>
<root>
<page>
<item name="Separator No." value="Separator No." />
<item name="Total pages in current document" value="Total number of pages in the document stack" />
<item name="Page Number in Document" value="Page number in the document stack" />
<item name="Page number" value="Page number" />
<item name="Actual page number" value="Actual page number" />
<item name="Date&Time" value="Date and time" />
<item name="User name" value="User name" />
<item name="Full Path" value="File name (full path)" />
<item name="File name" value="File name" />
<item name="Folder name" value="Folder name" />
<item name="Scanner name" value="Scanner model name" />
<item name="Resolution" value="Resolution" />
<item name="Width" value="Width" />
<item name="Height" value="Height" />
<item name="Bit depth" value="Bit depth" />
<item name="Output side" value="Scanning side" />
```

```

<item name="Job name" value="Job name" />
<item name="Scanner device name" value="Scanner name (device name)" />
</page>
.
.
</root>

```

- Page-based information is delimited by the "page" element. Each item information in the page is delimited by the "item" element. The "name" attribute of the "item" element contains the XML item name of the corresponding item. The "value" attribute is the value of the corresponding item.
- The following characters are output as entity references: "<", ">", "&", "\"".

## Operation Specifications of a PaperStream IP Driver Profile

This section explains about the operation specifications of functions which have been set in a profile of PaperStream IP driver.

Other functions which are not explained in the following table are supported.

In the following table, hyphens (-) are used to connect items to be set in the PaperStream IP driver windows and indicate the level of the items.

### Example: For [Multi Image]

Basic - Image Mode - Multi Image Output

Item		Scanning method	
		Scanning documents from the touch screen of the scanner	Scanning documents from computers, mobile devices or thin clients (via a REST API linkage)
Changes to the scan settings		—	○
Items on the PaperStream IP driver window	Basic - Image Mode - Multi Image Output	—	—
	Basic - Image Mode - Switch by Code Sheet	—	—
	Basic - Resolution	○ (*1)(*2)	○ (*1)(*2)
	Basic - Paper Size (*3)	— (*2)	— (*2)
	Basic - Carrier Sheet	—	—
	Basic - Front/Back Merging	—	—
	Image - Black & White Method - Halftone - Halftone Pattern - Download Pattern	—	—

Item		Scanning method	
		Scanning documents from the touch screen of the scanner	Scanning documents from computers, mobile devices or thin clients (via a REST API linkage)
	Image - Tone Adjustment - Download Pattern	—	—
	Image - Dropout Color - Hardware Setting	—	—
	Page - Cropping - Priority - Accuracy	—	—
	Page - Cropping - Deskew - Deskew Method	○ (*4)	○ (*4)
	Page - Split Image	—	—
	Page - Blank Page Detection - Black Dots Ratio/White Dots Ratio	— (*4)	— (*4)
	Page - Blank Page Detection - Target Pages	○ (*4)	○ (*4)
	Batch - Assisted Scan	—	—
	Batch - Continuous Scan	—	—
	Batch - Job Control	—	—
	Batch - Patch Code Detection	—	—
	Batch - Barcode Detection	—	—
	Output - Statistic Information - Display	—	—
	Output - Statistic Information - Save	—	—
	Toolbar - Option - Use separate settings for front and back side	—	—
	Toolbar - Option - Set separate scanning areas for each side	—	—
	Toolbar - Configuration - Event - Error/Warning	—	—

Item		Scanning method	
		Scanning documents from the touch screen of the scanner	Scanning documents from computers, mobile devices or thin clients (via a REST API linkage)
	Event - Message Display (When driver dialog is shown)		
	Toolbar - Configuration - Event - Error/Warning Event - Message Display (When driver dialog is not shown)	—	—

○:Support

—:Not Supported

**\*1:**A resolution of 50 to 400 dpi is supported, but a resolution of 401 dpi or more is not supported.

**\*2:**As an exception, documents are scanned with a resolution of 400 dpi, with a paper width of 215.9 mm (8.5 in.), or paper length of 355.6 mm (14 in.) in the following cases:

- When 401 dpi or more is specified for the resolution
- When 215.9 mm (8.5 in.) or longer is specified for the width or 355.6 mm (14 in.) or longer is specified for the length

**\*3:**When scanning documents with a paper width of 215.9 mm (8.5 in.) or longer or a paper length of 355.6 mm (14 in.) or longer

**\*4:**If you change the preferences of the PaperStream IP driver on the computer where you installed NX Manager, the operation may change.

For details, refer to the Help for the PaperStream IP driver.

## Specifications of the File to Save Scanned Image

### ● Black & white image

File format	Compression format
PDF File (*.pdf) (*1)	CCITT G4
SinglePage PDF File (*.pdf) (*1)	
Tagged Image File Format (*.tif)	
MultiPage Tagged Image File Format (*.tif)	

**\*1:**Searchable PDF and PDF/A are not supported.



- **Grayscale/color image**

File format	Compression format
PDF File (*.pdf) (*1)	JPEG
SinglePage PDF File (*.pdf) (*1)	
Tagged Image File Format (*.tif)	
MultiPage Tagged Image File Format (*.tif)	
JPEG File (*.jpg)	

\*1:Searchable PDF and PDF/A are not supported.

## Migrating NX Manager

- 1 **Disconnect the computers, which NX Manager is installed on and which you migrate NX Manager from and to, from the network.**
- 2 **Back up the data related to NX Manager from the computer in which NX Manager is installed and from which you migrate NX Manager.**  
For details, refer to [Backing Up the Data Related to NX Manager \(page 89\)](#).
- 3 **Restore the data related to NX Manager to the computer in which NX Manager is installed and to which you migrate NX Manager.**  
For details, refer to [Restoring the Data Related to NX Manager \(page 89\)](#).
- 4 **Connect the computers with NX Manager, from and to which you migrated NX Manager, to the network.**

## Updating NX Manager

- 1 **Turn on the computer and log onto Windows Server as a user with administrator privileges.**
- 2 **Obtain the installer for updating NX Manager.**  
For details about how to obtain the installer for updating NX Manager, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with your scanner.
- 3 **Disconnect the computer in which NX Manager is installed from the network.**
- 4 **Back up the data related to NX Manager from the computer in which NX Manager is installed.**  
For details, refer to [Backing Up the Data Related to NX Manager \(page 89\)](#).

### HINT

Be sure to use the data related to NX Manager that is backed up only if an error occurs while NX Manager is being updated.

If an error occurs while NX Manager is being updated, restore the data related to NX Manager.

For details, refer to [Restoring the Data Related to NX Manager \(page 89\)](#).

- 5 Start up the installer for updating NX Manager, which you obtained in step 2, and update NX Manager.**
- 6 Connect the computer in which NX Manager is installed to the network.**

---

## Uninstalling NX Manager

- 1 Turn on the computer and log onto Windows Server as a user with administrator privileges.**
- 2 Exit all running software.**
- 3 Display the [Control Panel] window.**
  - Windows Server 2012  
Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].
  - Windows Server 2012 R2  
Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].  
To display [↓], move the mouse cursor.
  - Windows Server 2016  
Click the [Start] menu → [Windows System] → [Control Panel].
- 4 Select [Uninstall a program].**  
The [Programs and Features] window appears with a list of the currently installed software.
- 5 Select a software to uninstall.**
  - When Uninstalling PaperStream NX Manager  
Select [PaperStream NX Manager].
  - When Uninstalling PaperStream NX Manager Database  
Select [PaperStream NX Manager Database].
  - When Uninstalling PaperStream IP (TWAIN x64)  
Select [PaperStream IP (TWAIN x64)].  
PaperStream IP (TWAIN x64) is installed together with PaperStream NX Manager.
- 6 Click the [Uninstall] button or the [Uninstall/Change] button.**
- 7 If a confirmation message appears, click the [OK] button or the [Yes] button.**  
The software is uninstalled.