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OCR SCANNING SOLUTION

Setup Guide

powered by REDMAP

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e-BRIDGE Re-Rite excludes:

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Where liability may not be lawfully excluded, liability is limited to supplying the manual or product again or the cost of so doing.

SECURITY PRECAUTIONS

In order to make correct use of this products security function, first read the following precautions carefully.

To Administrators

- To Avoid physical security issues such as hardware removal or inappropriate disassembly please take appropriate security measures such as checking who enters and leaves the site.
- When connecting this product with an outer network such as the Internet, only operate it in a network environment protected by a firewall, etc. to prevent information from being leaked due to incorrect settings or to avoid illegal access by unauthorized users.
- Encryption is provided by this software for passwords only and does not cover either the processed files or the data stream. It is strongly recommended to use e-BRIDGE Re-Rite in a secure network environment.
- To prevent the configuration settings of your Toshiba MFP from unauthorized changes, please make sure the default administrator password is changed before using this product. Also, for further protection the administrator password should be changed periodically.
- In order to better understand and make correct use of the network functionality and user management features, be sure to read your Toshiba MFP's Network Administration Guide and User Management Guide, set the given function and explain the instructions to general users as well.
- Always check if the network function and user management function are enabled in order to maintain the security. Should you happen to come across any abnormality, contact your service technician immediately. See your Toshiba MFP's Network Administration Guide and User Management Guide for guidance.

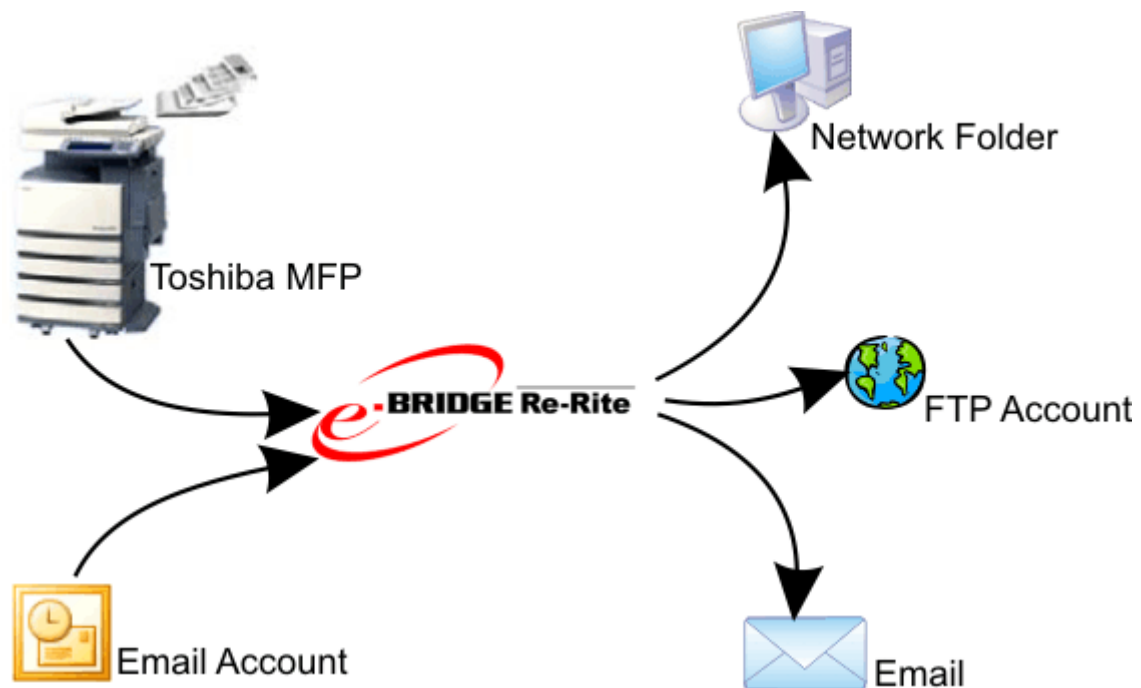
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Introduction to e-BRIDGE Re-Rite

Toshiba e-BRIDGE Re-Rite is an Optical Character Recognition (OCR) application that adds to the benefits offered by your Toshiba MFP. It enables you to simply and easily convert your paper documents into electronic records, in the format of your choice. In addition, you can gather TIF or PDF (image) files from your emails and convert them to conveniently editable formats.

Powered by advanced OCR technology, e-BRIDGE Re-Rite offers a fully automated process that requires no user intervention once a document is scanned. It's accurate, efficient and easy to use.



Documents scanned into your Toshiba MFP are moments later delivered via email, to a selected network drive or a FTP account. Edit files using your favourite application such as Microsoft Word®, WordPerfect®, Excel®, or Adobe Acrobat® PDF, or view converted files with Microsoft Reader® or as HTML web pages.

Installation/Configuration

System Requirements

The following table describes the minimum requirements for installing and running the e-BRIDGE Re-Rite software.



It is important to remember that these are recommendations only and the system requirements for individual environments may vary.

A working SMTP server is required for emailing.

	Recommended	
Processor	Pentium IV 2.4GHz (or better)	
Hard Disk Free Space	1GB (or more)+ additional space for data if stored on the same system	
RAM	256MB (or more)	1GB (or more)
Operating System	Windows 2000 Professional 32-bit (SP 4) Windows 2000 Server 32-bit (SP 4) Windows XP Professional 32-bit (SP 2) Windows 2003 Server Enterprise Edition 32-bit (SP 2)	Windows Vista Ultimate 32-bit (SP 1)
Screen Resolution	15" or 17" display at 1024 x 768 pixels	
Network Card	10/100BaseT/X for MFP access	
CD ROM Drive	For installation	
Toshiba Multifunction Device	e-STUDIO MFP with scan feature utilising e-BRIDGE I/II architecture Check with Toshiba Representative for latest product compatibility	

A dedicated PC that is available on the network at all times is recommended for hosting the software. This may be a server system.

Installing/Configuring e-BRIDGE Re-Rite Software



Installation and configuration of this software should only be conducted by a person who has the required skills and knowledge in the following areas:-

- Microsoft Windows and networking knowledge
- Toshiba TopAccess WEB Administration Utility knowledge



If you are installing e-BRIDGE Re-Rite on a Microsoft Windows 2000, XP Professional, Windows 2003 or Vista PC, you must have a login with Local Administration Rights for the software to install correctly. Configuration of e-BRIDGE Re-Rite on a Microsoft Windows Vista PC also requires that you have Administration rights.

1. Insert the e-BRIDGE Re-Rite CD into your CD ROM drive.
The installation screen should be displayed automatically.
If the software does not start automatically, double-click the Launch.exe file in your CD ROM drive through Windows Explorer.
2. Click **INSTALL e-BRIDGE Re-Rite**.
3. Read the License Agreement and click **Agree**.
Selecting Disagree aborts the installation.
4. Click **Next**.
5. Enter the **serial number** supplied with your e-BRIDGE Re-Rite CD.
If you do not enter a serial number, e-BRIDGE Re-Rite is installed as a 30 day trial. The software will stop working at the end of the trial period, at which point you must register with a valid serial number in order to continue using it.
6. Click **Next**.
7. Specify the destination folder for the e-BRIDGE Re-Rite installation.
Either accept the default destination or click Browse to locate a new destination folder.
8. Click **Next**.
The installation begins.
9. Click **Finish**.

See "**Registering a Software License**" (page 4).

See "**Configuring address of Toshiba MFP**" (page 6)

See "**Global**" (page 23) for configuration of OCR Languages

See "**EmailOut**" (page 28) to configure email settings (if required)

See "**Advanced**" (page 30) to configure Administrators email account for notifications

See "**MFP basic Configuration**" (page 34) to configure your Toshiba MFP

Registering a Software License

Each installation has a 30 day trial period during which you can use the software without registering. Once the 30 day trial period is complete, the e-BRIDGE Re-Rite will stop working and you will no longer be able to convert scanned documents until you complete the registration process.

Automatic Registration



The machine on which your e-BRIDGE Re-Rite software is installed must have internet access to take advantage of automatic registration.

If you entered your serial number and details during the installation, you can use the e-BRIDGE Re-Rite Control Panel to automatically register your software:

1. Open the e-BRIDGE Re-Rite control panel.
2. Click the **License** tab.
3. Click **Register now**.

The information you entered during installation is sent to Redmap and your site key is returned. An email detailing your registration information is also sent to the email address you supplied.

4. When the site key appears, click **OK** to complete the registration process.
5. See "Configure address of Toshiba MFP"

Manual Registration

Use this procedure to register your software if you did not enter a serial number during the installation or if your e-BRIDGE Re-Rite machine does not have internet access.

1. On the machine with e-BRIDGE Re-Rite installed, open the e-BRIDGE Re-Rite control panel.
2. Click the **License** tab.
3. In the **Serial number** field enter the serial number that accompanied your Installation CD.
4. Click **Apply**.

The **Site code** field displays the code generated specifically for your installation.

5. Take a note of both the serial number and site code.
6. If required, you can enter the location of a proxy server to use to access the registration web site.

Select Use proxy server, and enter the address and port number of the desired server.

If you are accessing the internet from a different computer, ignore this step.

7. Click **Register now** to access the Redmap online registration web page.

If you are accessing the internet from a different computer, go to

<http://www.redmap.com/re-rite/registrationform.asp>

8. In the displayed form, enter the necessary information, including the serial number and site code.
9. Click **Submit**.

Your site key is automatically generated and displayed in the registration confirmation page. An email detailing your registration information is also sent to the email address you supplied.
10. Enter the supplied key in the **Site key** field on the e-BRIDGE Re-Rite **Licensing** page.
11. To complete the registration process either click **Apply**, to switch focus to the General page, or click **OK**, to close the dialog box.
12. See "Configure address of Toshiba MFP"

Uninstalling the e-BRIDGE Re-Rite Software



Please be certain that you want to completely remove e-BRIDGE Re-Rite from this computer before proceeding. If your version of e-BRIDGE Re-Rite is licensed you should take note of the site key as you will not be able to register your current e-BRIDGE Re-Rite License back onto the same computer.

1. Select "Control Panel" and double click [Add or Remove Programs].
2. Select [e-BRIDGE Re-Rite v6.1] and click [Change/Remove].
3. Refer to the displayed screen to delete the e-BRIDGE Re-Rite.

Configure address of Toshiba MFP

Toshiba MFP name or IP address

e-BRIDGE Re-Rite software has been designed specifically to enhance your Toshiba MFP scan functionality and is therefore only available with an applicable MFP model. For continuous operation of this software it is mandatory to be registered with a Toshiba MFP as failure to do so will cease its functionality.

Configuration



To obtain the Toshiba MFP name or IP address please consult your IT manager. An IP address is only suitable where your MFP has been assigned a static address if this is not the case then the NetBIOS name should be used instead.

1. Open the e-BRIDGE Re-Rite control panel.
2. Click the **General** tab.
3. Enter your MFP's address (NetBIOS name or IP address) in the **Toshiba MFP name or IP address field**.
4. Click on **Apply**.
5. Click on **OK**.

Moving e-BRIDGE Re-Rite to a Different PC

Your e-BRIDGE Re-Rite software is licensed for one PC only and cannot be installed on multiple computers at the same time. However, if necessary, the software can be moved to a different computer.



Please be sure that you want to move your software before proceeding. You will not be able to re-install your current e-BRIDGE Re-Rite License back onto the same computer. Re-Installation on the same computer requires a new license, which will carry an additional charge.

With Internet Access

If the machine has internet access, use this method to notify the e-BRIDGE Re-Rite Registration Server that you are moving the software to a different computer and maintain the licensing requirements:

1. On the e-BRIDGE Re-Rite control panel **Licensing** tab, hold down the **Ctrl** key until the disabled **Register Now** button changes to **Unregister**.
2. Click **Unregister**.
3. You will be prompted that the software is about to be permanently disabled from the PC.

Click Yes to continue.

Click No or Cancel to abort the de-registration process.

4. If you have a proxy server for internet access, complete the details.
5. Click **OK**.

The software is disabled on the computer permanently, and ready to be installed on another machine, when:

- The Site Key field on the Licensing tab displays **Unregistered**.
 - On the General Tab, **Software Expired** is displayed.
 - The system tray e-BRIDGE Re-Rite icon is greyed.
5. Install your e-BRIDGE Re-Rite software on the new computer. See "Installing the e-BRIDGE Re-Rite Software".
 6. Shared folders containing processed files must be moved manually to the new machine.

Without Internet Access

If the machine does not have internet access, use this method to notify the e-BRIDGE Re-Rite Registration Server that you are moving the software to a different computer and maintain the licensing requirements:

1. On the e-BRIDGE Re-Rite control panel **Licensing** tab, hold down the **Shift & Ctrl** keys until the disabled **Register Now** button changes to **Offline Unreg**.
2. Click **Offline Unreg**.
3. You will be prompted that the software is about to be permanently disabled from the PC.

Click Yes to continue.

Click No or Cancel to abort the de-registration process.

4. A e-BRIDGE Re-Rite registration removal file, Unregister.txt, is created in the default e-BRIDGE Re-Rite installation path ...\\Re-Rite6

Click **OK**.

5. Copy the Unregister.txt file to a computer that has internet access.
6. Go to <http://www.redmap.com/Re-Rite/unregform.asp>
7. Browse to the Unregister.txt file.
8. Click **UnRegister e-BRIDGE Re-Rite**.

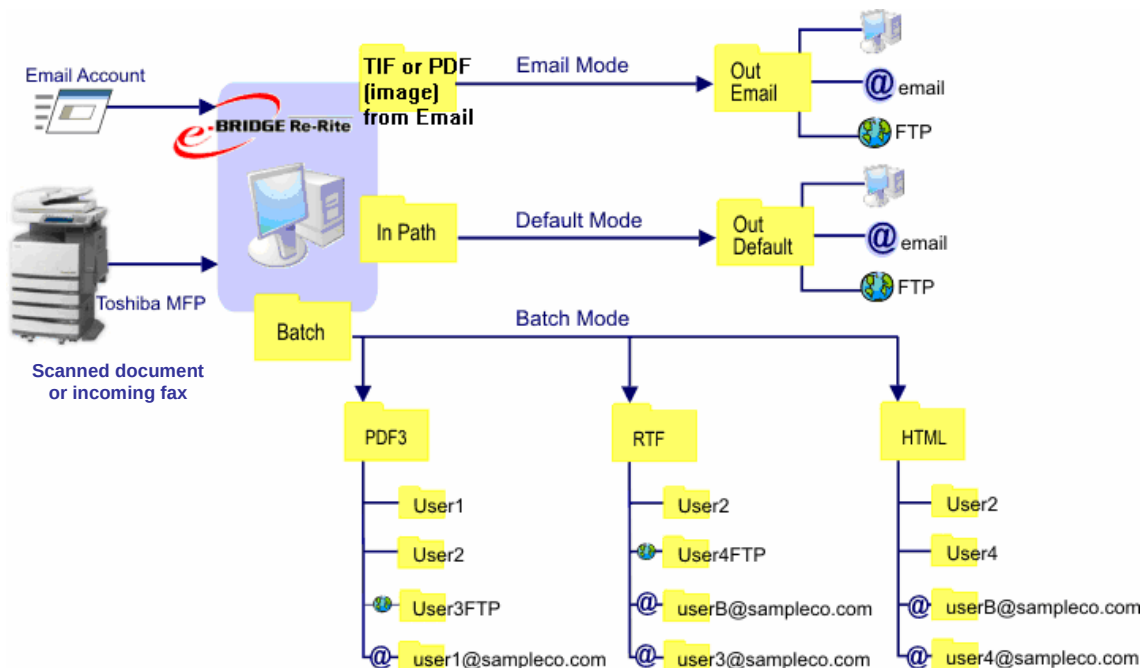
You will be prompted when de-registration is successfully complete.

9. Install your e-BRIDGE Re-Rite software on the new computer. See "Installing the e-BRIDGE Re-Rite Software".
10. Shared folders containing processed files must be moved manually to the new machine.

File Capture Modes

e-BRIDGE Re-Rite offers three modes for capturing and processing files; default file capture, batch file capture and email file capture. All modes run in parallel and specified output locations and file names determine the file conversion required.

The following diagram shows an overview of the e-BRIDGE Re-Rite file capture modes:



Default File Capture Mode

The default mode is a simple method of scanning and converting files using predefined output file formats and locations. Default mode can also deliver converted files via email.



This feature may not be supported by all products. Consult your Toshiba MFP documentation.

Batch File Capture Mode

Batch mode enables captured TIF or PDF (image) files to be processed into a variety of output file formats.

Multiple users can be given access to any one of 17 output file formats, determined by the configuration of the output folder options. Converted files can also be sent to specified email address/s.

Email File Capture Mode

Email mode uses POP3 to access TIF or PDF (image) file attachments in messages sent to the e-BRIDGE Re-Rite server which are then sent back processed.

Default File Capture Mode



This feature may not be supported by all products. Consult your Toshiba MFP documentation.

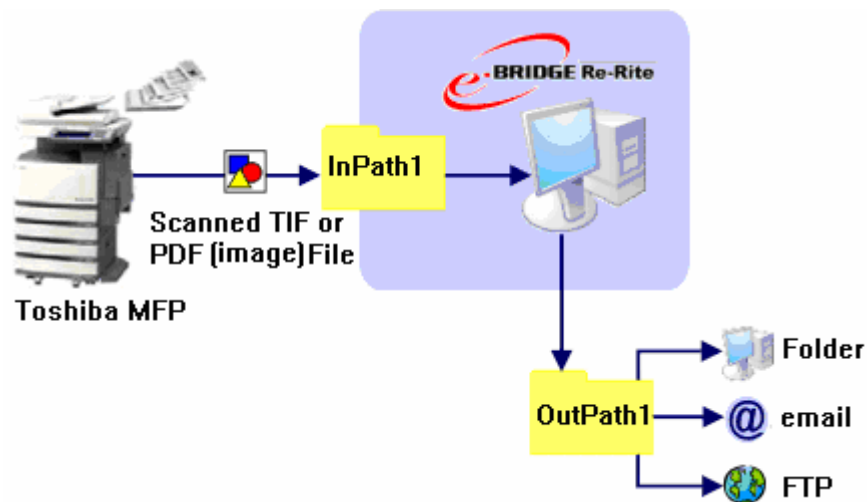
Default file capture mode is a simple method of scanning and converting files, using a standard set of definitions for output file format and delivery route. The converted file can be:

- Delivered to a single network location.
- Emailed to recipients within your email domain.
- Sent to an FTP account.

You can specify multiple in path locations for to be polled by e-BRIDGE Re-Rite, using the InPath tab on the e-BRIDGE Re-Rite control panel.

Default Mode Process

The following image illustrates an overview of the default mode process.



Files are scanned to the in path location. e-BRIDGE Re-Rite polls the in path at regular intervals for TIF or PDF (image) files to process. Depending on the file processing parameters, the file is converted to the specified output file format and delivered to the required location.

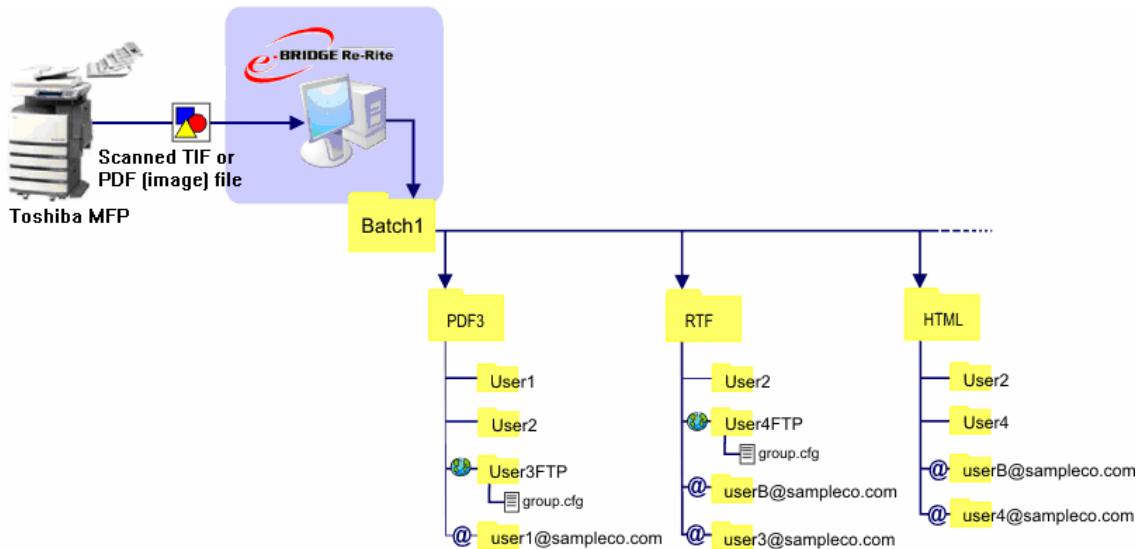
Batch File Capture Mode

Batch mode enables captured TIF or PDF (image) files to be processed into a variety of output file formats for multiple users.

Users can be given access to any of 17 output file formats, determined by the configuration of the output folder options. Converted files can also be sent to specified email address.

Folder Configuration

The folder configuration for batch mode is shown in the following image:



For every batch source location specified, on the Batch tab of the e-BRIDGE Re-Rite control panel, 17 sub-folders are created representing the available output file formats (see Output File Formats for a full description). When a user is added, and their associated output file formats selected, a user folder is created in the appropriate format folder.

Batch Mode Process

Files are scanned to the appropriate folder. e-BRIDGE Re-Rite polls the folders, and converts the TIF or PDF (image) files according to the name of the parent folder. Converted files remain in the user folder unless:

- The folder name is an email address, in which case the converted file is delivered via email.
- The folder contains a group.cfg file, which defines an alternative delivery location. See **File Processing** for further information.



A group.cfg file is required to deliver converted files to a FTP account.

Email File Capture Mode

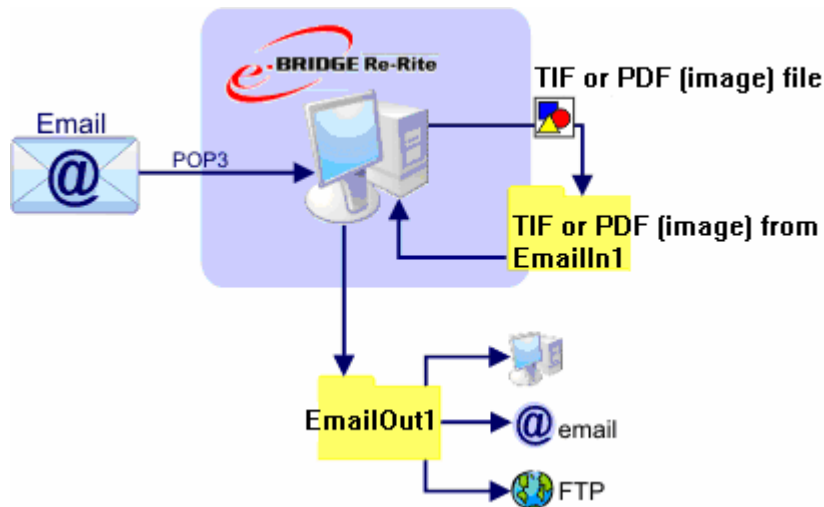
Email file capture mode enables you to retrieve TIF or PDF (image) file attachments from specified email accounts and convert the files into an alternative format. The converted file can be:

- Delivered to a single network location.
- Emailed to recipients within your email domain.
- Sent to an FTP account.

You can define multiple accounts from which e-BRIDGE Re-Rite will pop emails, using the EmailIn tab on the e-BRIDGE Re-Rite control panel. It is recommended you create a dedicated email account to which TIF or PDF (image) file attachments can be sent and then retrieved by e-BRIDGE Re-Rite.

Email Mode Process

The following image illustrates an overview of the email mode process:



e-BRIDGE Re-Rite pops emails from the specified accounts. The retrieved emails are scanned for TIF or PDF (image) file attachments, which are then copied to the EmailIn folder for the account. The EmailIn folder is regularly polled for new files to process.

Depending on the file processing parameters, the file is converted to the specified output file format and delivered to the required location. If no alternative file processing parameters are defined, the converted file is returned to the sender via email. By default, e-BRIDGE Re-Rite changes the file name to include the email address of the sender, that is, *original filename*{2_sender's email address}.tif, to deliver the converted file back to the sender.

File Processing

e-BRIDGE Re-Rite offers three processing configuration levels; global, group and file level. When a file is processed, the file name is first checked for configuration parameters. If the name contains no or incomplete parameters, the source folder is checked for a configuration file defining group level parameters. If there is no group configuration file, the global parameters apply.

Global

The global parameters are defined at the registry level using the Global tab of the e-BRIDGE Re-Rite control panel. This is the default configuration for all file conversions.

Group

The group parameters are defined at folder level. A configuration file, called group.cfg, containing the specified parameters is saved to the required in path.

Use the Group tab of the e-BRIDGE Re-Rite control panel to specify the configuration values and create the group.cfg file.

File

File level parameters are defined by the file name and override both group and global settings.

File name format:

original file name{language}{output file format}{output file name}{delivery rule_delivery route}.tif

The parameters must be entered in the correct order including empty brackets (an empty bracket means the default value for that parameter will be used)

Parameter	Description			
language	The language character set of the file. A list of supported languages:			
	Albanian	French	Maltese	Slovenian
	Bulgarian	German	Norwegian	Spanish
	Czech	Greek	Polish	Swedish
	Danish	Hungarian	Portuguese	Turkish
	Dutch	Italian	Romanian	Ukrainian
	English	Latvian	Russian	
	Estonian	Lithuanian	Serbian	
	Finnish	Macedonian	Slovak	

Parameter	Description																		
output file format	The format into which the file is to be processed. <table><tr><td>CSV1</td><td>HTML</td><td>TAB1</td></tr><tr><td>CSV2</td><td>PDF1</td><td>TAB2</td></tr><tr><td>DOC</td><td>PDF2</td><td>TXT1</td></tr><tr><td>EBK</td><td>PDF3</td><td>TXT2</td></tr><tr><td>FTXT1</td><td>RTF</td><td>WPD</td></tr><tr><td>FTXT2</td><td></td><td>XLS</td></tr></table> See Output File Formats for a full description.	CSV1	HTML	TAB1	CSV2	PDF1	TAB2	DOC	PDF2	TXT1	EBK	PDF3	TXT2	FTXT1	RTF	WPD	FTXT2		XLS
CSV1	HTML	TAB1																	
CSV2	PDF1	TAB2																	
DOC	PDF2	TXT1																	
EBK	PDF3	TXT2																	
FTXT1	RTF	WPD																	
FTXT2		XLS																	
output file name	%f%w%d%t Original file name + day + full date + time %f%d%t Original file name + full date + time %f%s Original file name + short date and time (mmddh) %f%d%t%w Original file name + full date + time + day %f%t%d%w Original file name + time + full date + day See Global for examples.																		
delivery rule_delivery route	1 Files are delivered to the network location, as defined on the DiskOut tab of the e-BRIDGE Re-Rite control panel. No additional parameters are required. 2_EmailAddress@Mycompany.com Files are delivered to the email address. 3_FtpServer%%Username%%Password Files are delivered to the FTP account.  Only the delivery rule number needs to be included if you want to use the default email or FTP details specified on the Global or Group tabs.																		

If the original file name is in the form of an email address, and an alternative delivery route is not specified, the converted file is delivered to that address.

Examples:

- expenses{English}{PDF3}{%f%d%t}{2_fred@sampleco.com}.tif

This English file will be converted to a PDF file with a name of *expenses Oct 10 2006 16-43-31.556.pdf* and will be sent to the email address fred@sampleco.com.
- expenses{English}{}{2_fred@sampleco.com}.tif

The global (or group) format and name will be used for the output file.
- sarah@sampleco.com.tif

The global (or group) values are used for all parameters except the delivery route. The converted file is delivered to sarah@sampleco.com.
- sarah@sampleco.com{English}{}{2_fred@sampleco.com}.tif

The delivery route parameter overrides the original file name and the converted file is delivered to fred@sampleco.com.

C Control Panel e-BRIDGE Re-Rite

Control Panel

The e-BRIDGE Re-Rite Control Panel enables you to monitor your e-BRIDGE Re-Rite service, and to configure your file capture and conversion options.

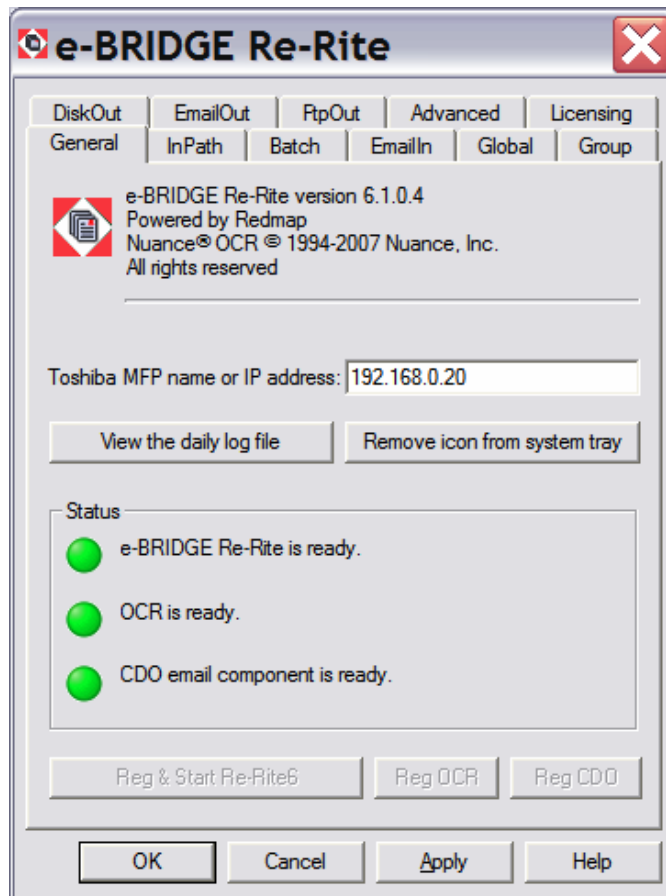
The control panel can be accessed by:

- Double-clicking the e-BRIDGE Re-Rite icon in the system tray.
- Right-clicking the e-BRIDGE Re-Rite icon in the system tray and select **Open e-BRIDGE Re-Rite control panel**.
- Click the e-BRIDGE Re-Rite icon in your Windows control panel.

The e-BRIDGE Re-Rite control panel contains the following tabbed pages:

- General
- InPath
- Batch
- EmailIn
- Global
- Group
- DiskOut
- EmailOut
- FtpOut
- Advanced
- Licensing

General



Toshiba MFP name or IP address

Specifies the NetBIOS name or the IP address of the Toshiba MFP required for registration to your Toshiba MFP (mandatory for continued operation of e-BRIDGE Re-Rite)



The Toshiba MFP must be available on the client network or the software will cease to operate.

View the daily log file

Click this button to view the log file of the day's e-BRIDGE Re-Rite activities. A new log file is created each day.

You can also view the log file by right-clicking the e-BRIDGE Re-Rite icon in the system tray and selecting **View daily log file**.

Remove icon from system tray

Use this button to add or remove the e-BRIDGE Re-Rite icon from the system tray of your Windows task bar. If you remove the icon, you can access e-BRIDGE Re-Rite from your Windows Control Panel; Start, Control Panel.

Status

This group displays the status of the e-BRIDGE Re-Rite service, the OCR (Optical Character Recognition) and the CDO (Collaborative Data Objects) email components.

CDO enables the email error notification function. The CDO status is only displayed if you are using the email notification function available on the Advanced page.



When a component is running, its indicator is green.



If a component is paused, its indicator is amber.



If a component is stopped, its indicator is red.

Stop/Reg & Start e-BRIDGE Re-Rite

This button is only used when there is a problem with the e-BRIDGE Re-Rite service, and should not be used unless directed by support.

It is only enabled if **Enable Reg buttons** is selected on the Advanced page.

First a check is made to see if the service is registered. If it is registered, the service is started. If not, the service is registered and then started.

Reg OCR

This button is only used when there is a problem with the OCR component, and should not be used unless directed by support.

It is only enabled if **Enable Reg buttons** is selected on the Advanced page.

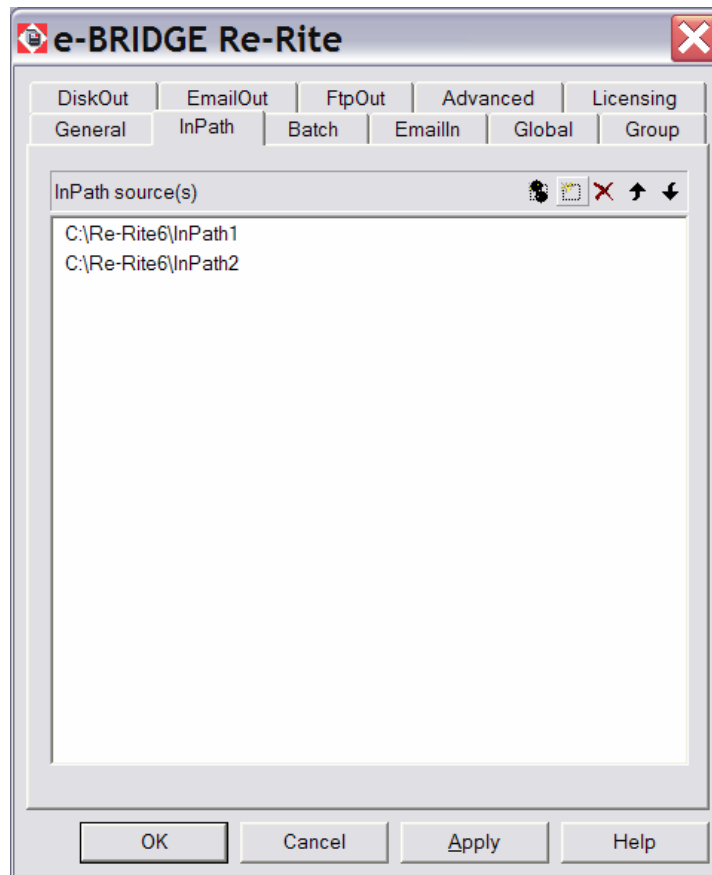
Reg CDO

This button is only used when there is a problem with the CDO component, and should not be used unless directed by support.

It is only enabled if **Enable Reg buttons** is selected on the Advanced page.

InPath

This tab applies only when using the default file capture mode.



Specify the locations that e-BRIDGE Re-Rite polls for TIF or PDF (image) files. Two default file paths are listed; C:\Re-Rite6\InPath1 & C:\Re-Rite6\InPath2.

Use the buttons to add, configure, etc, your polling locations:



Configure

Opens the Configure Data dialog box, where you can define the idle time, that is, the amount of time, in seconds, that e-BRIDGE Re-Rite waits before polling the selected location.



New

Opens an edit fields to enable you to add a new file path for e-BRIDGE Re-Rite to poll for files. Either type a file path or browse for a location.



Delete

Deletes the selected path.



Move Up/Down

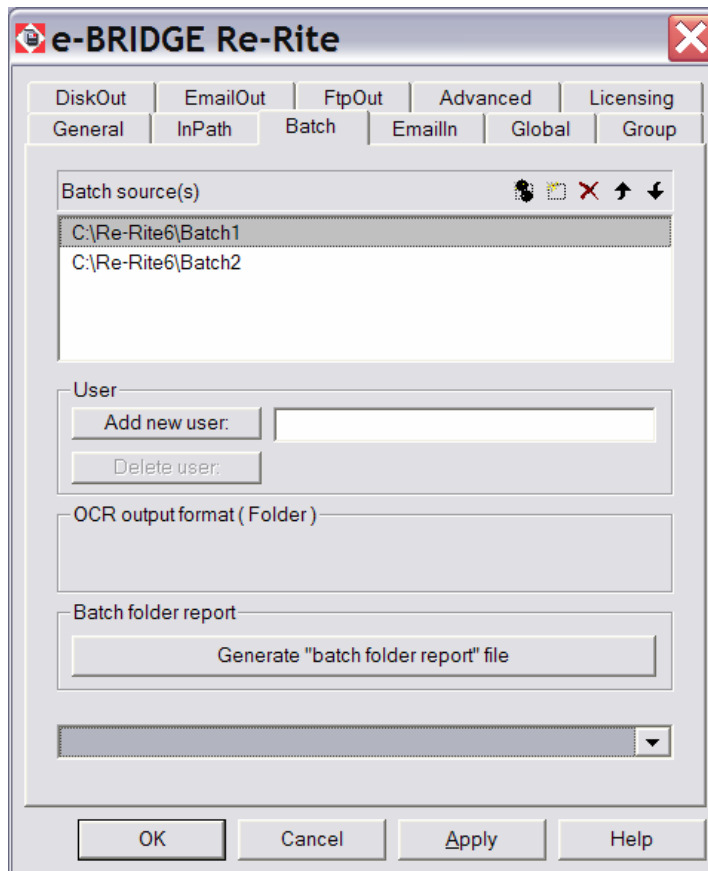
Moves the selected path up or down the list.

To edit a path, double-click the file path in the list.



Maximum InPath sources = 50

Batch



Batch Sources

Specify the locations that e-BRIDGE Re-Rite polls for TIF or PDF (image) files. Two default file paths are listed;

C:\Re-Rite6\Batch1
C:\Re-Rite6\Batch2.

To edit a path, double-click the file path in the list.

Use the buttons to configure, add, etc, your polling locations:



Configure

Opens the Configure Data dialog box, where you can define the idle time, that is, the amount of time, in seconds, that e-BRIDGE Re-Rite waits before polling the selected location.



New

Opens an edit fields to enable you to add a new file path for e-BRIDGE Re-Rite to poll for files. Either type a file path or browse for a location.



Delete

Deletes the selected path.



Move Up/Down

Moves the selected path up or down the list.

User

Add new user

Select the required Batch Source path, enter either the user's name or email address and click **Add new user**.

The user name format specifies how the TIF or PDF (image) files will be processed:

- To output the file to a directory, enter the user name.
- To email the output, enter the user's full email address.

A user folder is added to the PDF3 output folder, in the selected polling path by default, and can be added to other file format folders when selected in the Current selected user list.

Delete user

Select a user from the Current selected user list and click **Delete user**.



To prevent accidental loss of data, if the folders of the selected user are not empty you cannot delete the user. Files and folders must be deleted manually.

OCR output format

This information field tells you if and how a selected folder is shared.



Sharing folders is managed through Windows Explorer. Refer to your Windows online help for further details.

Batch folder report

Click **Generate "batch folder report" file** to generate the batch folder report. See **Batch Folder Report** for further details .

The batch folder report assists you to create your MFP Scan Template. Refer to your Toshiba MFP user guide for further information about the creation of Scan Templates.

Current selected user

This list displays the users created for the selected Batch Source location and the output file formats assigned for each user. By default PDF3 is assigned to every new user.

To assign or remove output formats:

1. Click the arrow to open the user list.
2. Click the required user name to expand the output formats list.
3. Select the required formats.

A user folder is added to each output format selected, in the appropriate Batch Source location.

Batch Folder Report

The Batch Folder Report contains a list of user names and their file processing parameters, as defined on the Batch tab of the e-BRIDGE Re-Rite control panel.

The following information is included for each user:

- User name.
- Assigned output file format and corresponding file output path (in parenthesis).

- Actual network file output path, which can be copied and pasted into the network path of the "Scan to File" template. Refer to your Toshiba MFP user guide for further information about the creation of Scan Templates.

Batch Share Statistics

The Batch Folder Report also contains the Batch Share Statistics, which shows the number of shared folders categorised by their security level.

Please note that the level of security applied to shared network folders requires consultation with your Network Administrator.

The information below summarises how these permissions have been set.

- **Low Security** - e-BRIDGE Re-Rite uses the Windows default share C\$. (C: drive is shared by default as C\$)

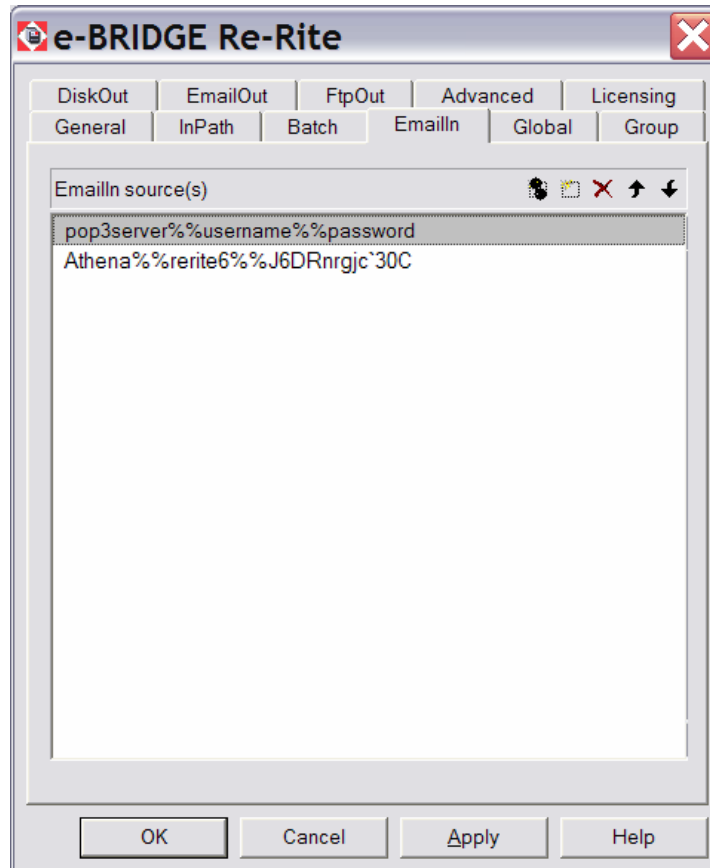


These users need to log on as an administrator, or have administrative rights, when using e-BRIDGE Re-Rite, therefore we do not recommend this method. Please use the methods below for higher security.

- **Medium Security** - The e-BRIDGE Re-Rite "Batch" folder (e.g. C:\Re-Rite6\Batch1) is shared.
- **High Security** - The output format folder and one or more user folders are shared (e.g. C:\Re-Rite6\Batch1\PDF3\Frank).

EmailIn

This tab applies to the Email file capture mode. Use it to define email accounts that e-BRIDGE Re-Rite will poll for TIF or PDF (image) file attachments.



Configure

Opens the Configure Data dialog box, where you can define the idle time, that is, the amount of time, in seconds, that e-BRIDGE Re-Rite waits before polling the selected location.



New

Opens an edit field to enable you to add a new email account for e-BRIDGE Re-Rite to poll.

Enter the account information in the form; *pop3server address%%username%%password*



Once a new email account has been added you will notice that the password has been encrypted for added security (e.g. diagram above)



Delete

Deletes the selected account.



Move Up/Down

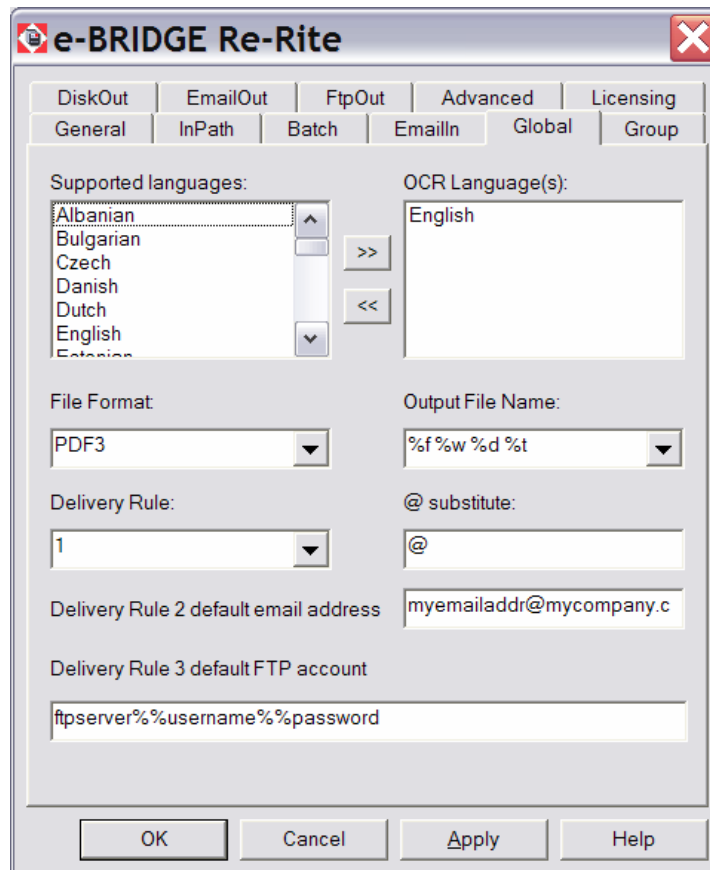
Moves the selected account up or down the list.

To edit an email source, double-click the detail in the list.

Global

The Global tab defines default file processing parameters. These default settings can be overridden by the parameters defined on the Group tab or in the file name.

See **File Processing** for further details.



Supported Languages

Lists the languages supported by e-BRIDGE Re-Rite.

Select required languages and click the >> button to add them to the **OCR Languages** list.

OCR Languages

The language character sets for which e-BRIDGE Re-Rite will scan a file and perform optical character recognition.

File Format

Defines the default output file format into which files will be converted.

Output File Name

Defines the default file name format of the output file.

%f%w%d%t Original file name + day + full date + time, e.g.
prospectus Mon Oct 10 2006 4-43-3.556.pdf

%f%d%t Original file name + full date + time (24hr), e.g.
prospectus Oct 10 2006 16-43-31.556.pdf

%f%s	Original file name + short date and time (mmddh) where h is a single digit representation of the hour. Numbers from 10 onwards are represented by a letter, i.e. 10=A, 11=B,...22=M, 23=N, etc), e.g., <i>prospectus 1010G.pdf</i> was created on 10th October between 4pm and 5pm.
%f%d%t%w	Original file name + full date + time + day, e.g. <i>prospectus Oct 10 2006 16-43-31.556 Mon.pdf</i>
%f%t%d%w	Original file name + time + full date + day, e.g. <i>prospectus 16-43-31.556 Oct 10 2006 Mon.pdf</i>

Delivery Rule

Defines where the processes file will be delivered.

- Rule 1** Files are delivered to a network folder location, as defined on the DiskOut tab. No additional parameters are required.
- Rule 2** Files are delivered to the email address specified in the **Delivery Rule 2 default email address** field.
- Rule 3** Files are delivered to the FTP account specified in the **Delivery Rule 3 default FTP account** field.

@ substitute

This applies to MFPs that do not have an @ symbol available. Define an alternative, available, character (or set of characters) that will be interpreted by e-BRIDGE Re-Rite as the @ symbol.

Delivery Rule 2 default email address

Defines the email address to which all files are delivered when delivery rule **2** is selected from the **Delivery Rule** list or is specified in the file name.

Delivery Rule 3 default FTP account

Defines the FTP account to which all files are delivered when delivery rule **3** is selected from the **Delivery Rule** list or is specified in the file name.

This field reflects the details entered in the FTPOut tab. The value is displayed in the format, *servername%%username%%password*. If changes are made to the account details, the corresponding information is changed on the FTPOut tab.

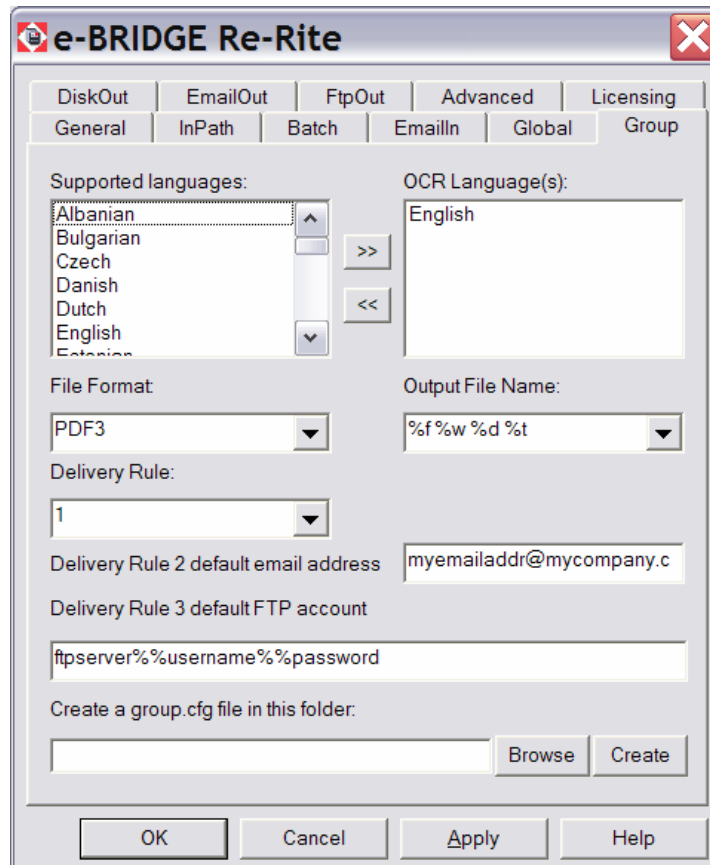


The password will become encrypted for added security
(see example page 29)

Group

The values on the Group tab default to those specified in the Global tab. Any changes made and saved to a group.cfg file, override the Global settings.

Group settings can be overridden at the file level.
See **File Processing** for further details.



Supported Languages

Lists the languages supported by e-BRIDGE Re-Rite.

Select required languages and click the >> button to add them to the **OCR Languages** list.

OCR Languages

The language character sets for which e-BRIDGE Re-Rite will scan a file and perform optical character recognition.

File Format

Defines the default output file format into which files will be converted.

Output File Name

Defines the default file name format of the output file.

%f%w%d%t Original file name + day + full date + time, e.g.
prospectus Mon Oct 10 2006 4-43-3.556.pdf

%f%d%t Original file name + full date + time (24hr), e.g.
prospectus Oct 10 2006 16-43-31.556.pdf

%f%s	Original file name + short date and time (mmddh) where h is a single digit representation of the hour. Numbers from 10 onwards are represented by a letter, ie. 10=A, 11=B,...22=M, 23=N, etc), e.g. <i>prospectus 1010G.pdf</i> was created on 10th October between 4pm and 5pm.
%f%d%t%w	Original file name + full date + time + day, e.g. <i>prospectus Oct 10 2006 16-43-31.556 Mon.pdf</i>
%f%t%d%w	Original file name + time + full date + day, e.g. <i>prospectus 16-43-31.556 Oct 10 2006 Mon.pdf</i>

Delivery Rule

Defines where the processes file will be delivered.

- Rule 1** Files are delivered to a network folder location.
- Rule 2** Files are delivered to the email address specified in the **Delivery Rule 2 default email address** field.
- Rule 3** Files are delivered to the FTP account specified in the **Delivery Rule 3 default FTP account** field.

Delivery Rule 2 default email address

Defines the email address to which all files are delivered when delivery rule **2** is selected from the **Delivery Rule** list or is specified in the file name.

Delivery Rule 3 default FTP account

Defines the FTP account to which all files are delivered when delivery rule **3** is selected from the **Delivery Rule** list or is specified in the file name.

Create a group.cfg file in this folder

Creates a group.cfg file in the required location.

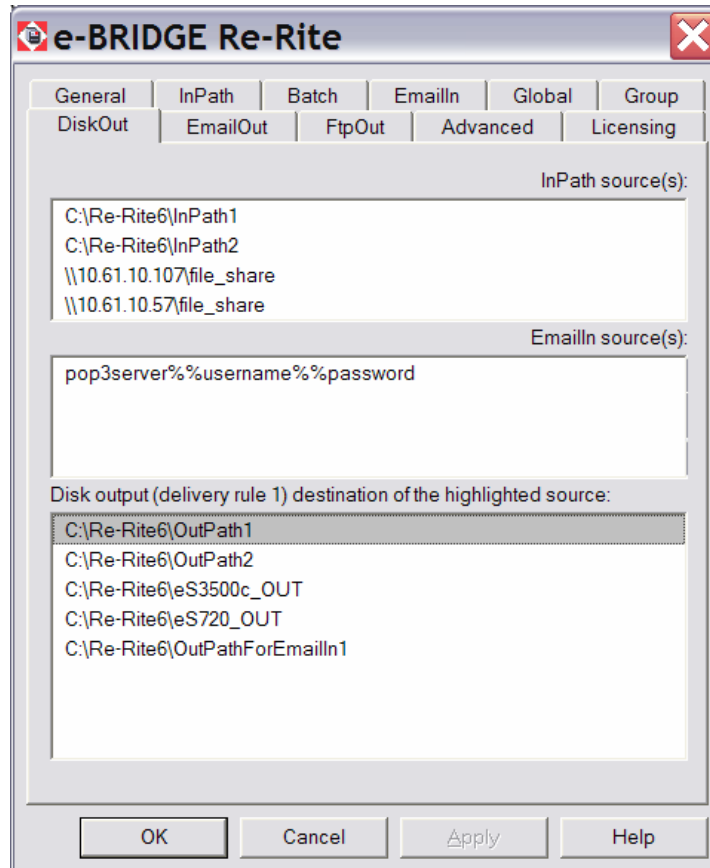
Global settings are overridden if a group.cfg file, containing the Group tab settings, is found in an output folder.



All password used in a group.cfg file are encrypted for added security

DiskOut

This tab defines the In/Out file path associations defined for the default and email file capture modes when the delivery rule is set to 1.



InPath source

Displays the file path locations to be polled by e-BRIDGE Re-Rite, as defined on the InPath tab.

EmailIn source

Displays the email accounts to be polled by e-BRIDGE Re-Rite, as defined on the EmailIn tab.

DiskOut path

Displays the output locations associated with the **InPath** and **EmailIn** sources.

To edit an output location, double-click the path in the list and either type or browse for a new location.



By default, a separate Disk output path is automatically created for every **InPath** source however the folder is not created on your drive please make sure you edit as per instructions above.

EmailIn - By default, the output location is defined as ...\\OutPathForEmailInx, where x is the number of the **EmailIn** source.

EmailOut

This tab applies when using emailing output or using delivery rule 2. Complete the fields on the **EmailOut** tab if you want to email image files processed by e-BRIDGE Re-Rite. If you do not want to use the email function, leave the fields blank. You may need to consult your system administrator for relevant details.

The screenshot shows the 'e-BRIDGE Re-Rite' application window with the 'EmailOut' tab selected. The window has a title bar with a close button (X) and a menu bar with options: General, InPath, Batch, EmailIn, Global, Group, DiskOut, EmailOut, FtpOut, Advanced, and Licensing. The 'EmailOut' tab is active, showing the following fields:

- SMTP server name or IP address:** A text input field.
- Email domain name:** A text input field.
- Email subject:** A text input field containing the text 'e-BRIDGE Re-Rite paper-to-file conversion'.
- Email body:** A large text area containing the text 'Please find converted file attached.' with scrollbars.

At the bottom of the window are four buttons: OK, Cancel, Apply, and Help.

SMTP server name or IP address

Specify the name or address of your SMTP server for out going emails.

Email domain name

Emails can only be sent to users in the same domain as the specified SMTP server.

Batch file capture mode enables emails to be sent to domains outside the default.

Email subject

Specify the text to appear in the Subject field of all out going emails.

Email body

Specify the text to appear in the body of all out going emails.

FtpOut

Use this tab to specify the default FTP account to which to deliver processed files, when using delivery rule 3.

Changes made on this tab are reflected in the **Delivery Rule 3 default FTP account** field on the **Global** tab, and vice versa.

FTP server name

Define the address of the FTP server.

User name & Password

Define the username and password with which to access the FTP server.



After clicking Apply or OK the password will become encrypted for added security (see example above)

Advanced

Auto Rotation

Specify if e-BRIDGE Re-Rite should automatically correct the orientation of a scanned page or incoming fax. The default is on (recommended for fax)

Email

To ensure you are aware of any errors occurring in your e-BRIDGE Re-Rite system, it is helpful to setup notification parameters.



For the email feature to function you must first configure the fields in the **EmailOut** tab.

Administrator's email address for error notifications

Enter an email address to receive notification by email whenever an error occurs with the system or during document processing.

Send daily log & windows application event log

Click this button to send the relevant log files to the specified administrator email address.

Polling interval

Specify how often e-BRIDGE Re-Rite polls the IN folders for new files. The default interval is 5.0 seconds.

File count

This field displays the number of files that have been processed since e-BRIDGE Re-Rite was installed.

Page count

This field displays the number of pages that have been processed since e-BRIDGE Re-Rite was installed

Event log

Click this button to display the Windows Event viewer. e-BRIDGE Re-Rite events and errors are listed in the Application log.

Services

Click this button to display the Windows Services snap-in. Displayed as **e-BRIDGE Re-Rite** Service in the services list.

Enable Reg buttons

This button should be used only when directed by support.

Click this button to enable the Register & Start e-BRIDGE Re-Rite, Register OCR and Register CDO buttons on the **General** tab. Enabling these buttons may be necessary when there is an error with your system.

Licensing

The Licensing tab offers a quick and easy way to register and unlock your e-BRIDGE Re-Rite software. If you have not yet registered, this page is displayed by default when you open the e-BRIDGE Re-Rite control panel. Once you have registered, the fields on this page are disabled and display the registration values for your installation.

Each installation has a 30 day trial period during which you can use the software without registering. Once the 30 trial period is complete, e-BRIDGE Re-Rite will stop working and you will no longer be able to process files until you complete the registration process.

To register your software:

1. In the **Serial number** field, enter the serial number you used when installing the software.
2. Click **Apply**.
The **Site code** field displays the code generated specifically for your installation.
3. If required, you can enter the location of a proxy server to use to access the registration web site.
Select **Use proxy server**, and enter the address and port number of the desired server.
4. Click **Register now** to access the Redmap online registration web page (<http://www.redmap.com/register>).
5. In the displayed form, enter the necessary information, including the serial number and site code.
6. Click **Submit**.

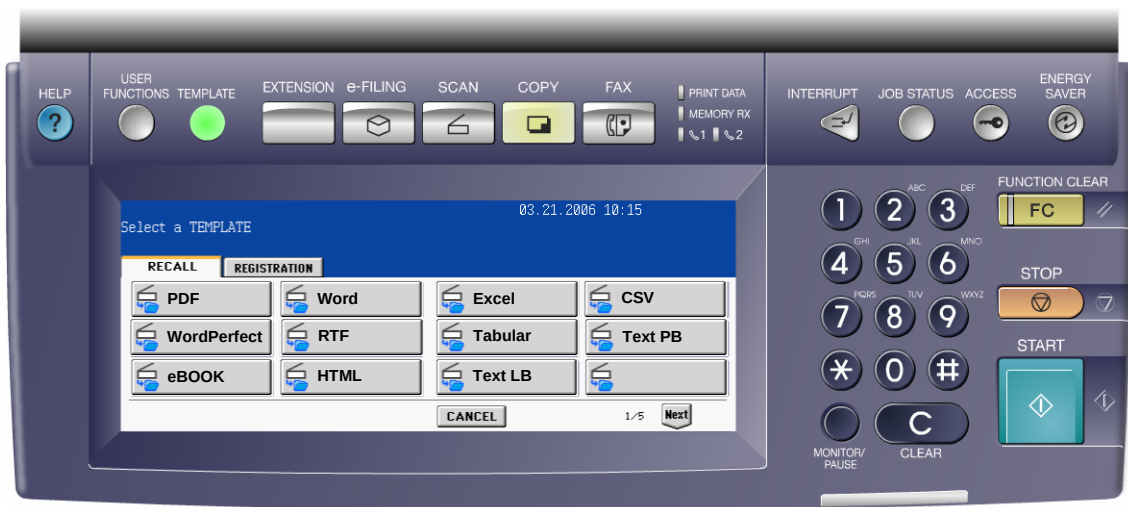
Your site key is automatically generated and displayed in the registration confirmation page. An email detailing your registration information is also sent to the email address you supplied.

7. On the Licensing page, enter the supplied key in the **Site key** field.
8. To complete the registration process either click **Apply**, to switch focus to the General page, or click **OK**, to close the dialog box.

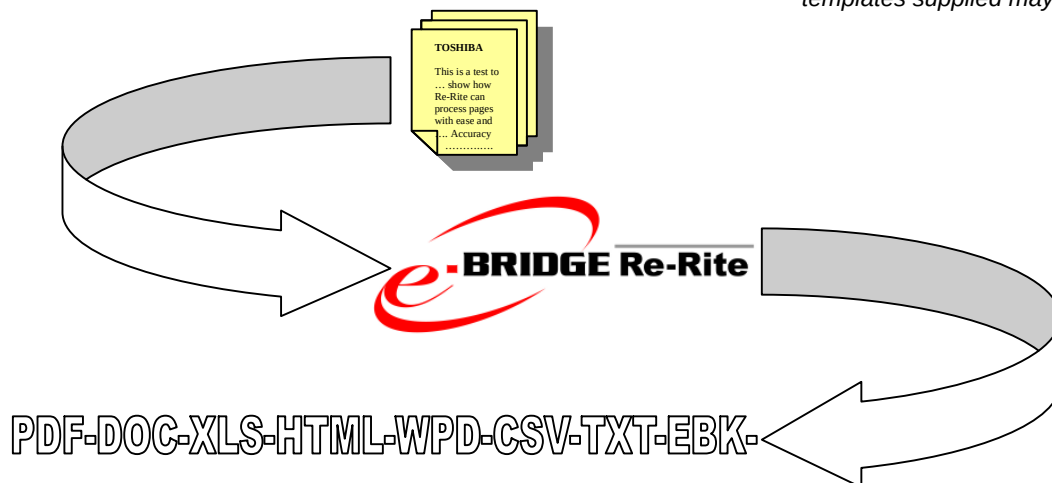
MFP Basic Configuration

Configuring your Toshiba MFP

e-BRIDGE Re-Rite can be configured in many ways and is extremely flexible. For the purpose of this exercise we will demonstrate a simple but effective method of getting started quickly with your Toshiba MFP.



* templates supplied may vary



Security Notice

- You should not use this method of installation where your documents require higher levels of security, in such cases please use a secure network InPath.

Pre-requisites

- e-BRIDGE Re-Rite Installed and Registered
- Toshiba MFP installed on your network
- Access to the Toshiba MFP Template Backup File (provided by your Authorised Toshiba Support Personnel)
- Access to Toshiba MFP Network Administrators Guide for reference

Installation method

1. Upload the Toshiba MFP Template Backup File to your MFP using the TopAccess WEB Administration Utility (*you must have Administration rights*)



It is important to note that uploading backup template files to you MFP will overwrite any existing templates.

2. Configure the e-BRIDGE Re-Rite **InPath** (page 18) so that you add your Toshiba MFP's shared drive path e.g. [\\Toshiba-eS2500c\\FILE_SHARE](#) where you have configured the MFP with a static IP address you can use the following e.g. [\\192.168.0.21\\FILE_SHARE](#)
3. Configure the e-BRIDGE Re-Rite **DiskOut** (page 27) path for the **InPath** set in the previous step.
4. Do a test scan using your templates on the MFP and access the path set in **DiskOut** for the processed file format/s.

Output File Formats

CSV1 - Comma Separated Values (ANSI).

Files are converted to CSV format. Data contained in these files is text only ANSI (128 character types) and separated by a comma.

This format is supported by applications such as Microsoft Excel.

CSV2 - Comma Separated Values (Unicode).

Files are converted to CSV format. Data contained in these files is text only UNICODE (extended ASCII character set) and separated by a comma.

This format is supported by applications such as Microsoft Excel.

DOC - Microsoft Word Document.

Files are converted to Microsoft Word format. These documents are text and image based with text formatting, for example, colour, bold, italic, font.

This format is supported by applications such as Microsoft Word.

EBK - eBook MS Reader Format.

Files are converted to the open eBook standard.

Applications such as Microsoft Reader can view this format.

FTXT1 - Text with Line Break per Paragraph (ANSI).

Files are converted to ANSI text (128 character types). Documents are solely text based formatted with line breaks used to separate paragraphs.

Select this option if you will be publishing your text files on web sites.

FTXT2 - Text with Line Break per Paragraph (UNICODE)

Files are converted to UNICODE text (extended ASCII character set). Documents are text based formatted with line breaks used to separate paragraphs.

HTML - HTML 4.0 Format.

Files are converted to HTML.

Suitable for viewing and searching content using a standard Web browser, such as Microsoft Internet Explorer.

PDF1 - Text in PDF Format.

Files are converted to Text in PDF documents. Only areas recognised as text are converted.

This format can be viewed with applications such as Adobe Acrobat Reader.

PDF2 - Text on image PDF Format.

Files are converted to Text on image PDF documents. This option saves the entire page as a picture image then overlays recognised text on top.

This format can be viewed with applications such as Adobe Acrobat Reader.

PDF3 - Image on Text PDF Format.

Files are converted to image on Text PDF documents. This option saves the entire page as a picture image and places recognised text underneath.

Best suited to documents that will be archived or where a replica of the original document is required, such as an incoming fax.

This format can be viewed with applications such as Adobe Acrobat Reader.

RTF - Rich Text Format Document.

Files are converted to rich text format. Documents are text and image based with text formatting, for example, colour, bold, italic, font.

This format is supported by applications such as Microsoft Word.

TAB1 - Tab Delimited Data (ANSI).

Files are converted to Tabular Data in ANSI text (128 character types). Documents are text based and formatted with tabs to separate data.

TAB2 - Tab Delimited Data (UNICODE)

Files are converted to Tabular Data in UNICODE text (extended ASCII character set). Documents are text based and formatted with tabs to separate data.

TXT1 - Text with Line Break per Line (ANSI).

Files are converted to ANSI text (128 character types). Documents are text based formatted only with a line break per line.

TXT2 - Text with Line Break per Line (UNICODE)

Files are converted to UNICODE text (extended ASCII character set). Documents are text based formatted only with a line break per line.

WPD - WordPerfect Format

Files are converted to WordPerfect format.

This format is supported by applications such as Corel WordPerfect.

XLS - Microsoft Excel Format (spreadsheet)

Files are converted to Microsoft Excel format.

This format is supported by applications such as Microsoft Excel.

Log Files and Errors

e-BRIDGE Re-Rite Log Files

e-BRIDGE Re-Rite uses two logs files to track all captured files and to assist in troubleshooting any configuration issues that may arise; the Daily Log and the Event Log.(stored in the Log folder created in your installation folder, e.g. C:\Re-Rite6\Log).

Daily Log

The daily log stores an audit trail of files captured by e-BRIDGE Re-Rite. A new file is created each day, named with the format yyyy-mm-dd.log.txt, for example 2006-10-13.log.txt

To view the daily log file:

- On the e-BRIDGE Re-Rite control panel, select the General tab and click **View the daily Log file**.
- In the system tray, right-click the e-BRIDGE Re-Rite icon and select **View the daily log file**.

A copy of the daily log file, as well as the application log, can be sent to an administrator's email address from the Advanced page of the e-BRIDGE Re-Rite control panel.

Event Log

The event log stores information relevant to the software operation of e-BRIDGE Re-Rite and may be required for product support. The event log is created in the Log folder when you click the **Event Log** button on the Advanced tab of the e-BRIDGE Re-Rite control panel and is named AppEvtLog.txt,

A copy of the event log file, as well as the daily log, can be sent to an administrator's email address from the Advanced page of the e-BRIDGE Re-Rite control panel.

Errored Files

If e-BRIDGE Re-Rite cannot process a file, it is moved to the Error folder created in the installation folder. A folder, is named the date the error occurred (with the format yyyy-mm-dd) is created in the Error folder. Within the date folder the input source folder structure from which the errored file originates, is recreated.

For example, if an error is encountered with a file being processed in C:\Re-Rite6\InPath1 on 13th October 2006, the file is moved to C:\Re-Rite6\Error\2006-10-13\InPath1.

If configured on the Advanced tab of the e-BRIDGE Re-Rite control panel, the administrator is also notified by email when an error is encountered.