Rack2-Filer

Getting Started

PFU
a Fujitsu company

Preface

Thank you for buying Rack2-Filer! Rack2-Filer is a software application that makes the management and viewing of document data on your computer possible.

This Getting Started describes the installation and basic operations of Rack2-Filer. Refer to the "Rack2-Filer User's Guide" and each screen's Help for information about the available functions of Rack2-Filer.

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This product utilizes PFU's "EasyFlip" viewer technology.
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Abbreviations for the operating systems in this manual

Refer to the "Rack2-Filer User's Guide" for details of the abbreviations for the operating systems in this manual.

Installing Rack2-Filer

The installation procedure consists of two steps, the installation of Rack2-Filer, and of Rack2-Viewer. First install Rack2-Filer, and then Rack2-Viewer.

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Wait!
- Close all applications before installation.
- All previous versions of Rack2-Filer must be uninstalled before the new installation. For more information, refer to the "Rack2-Filer User's Guide".
- When upgrading Rack2-Filer, if an old version of "Rack2 Folder Monitor Software" is installed, it must be uninstalled. For details of how to uninstall Rack2 Folder Monitor Software, refer to the "Rack2-Filer User's Guide".

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Operation

1. **Insert the setup CD-ROM into the CD-ROM drive.**
   ⇨ The Rack2-Filer setup main window appears.
2. **Click the [Install Product] button.**
   ⇨ The installation wizard appears.
3. **Click the [Next] button.**
4. **Continue installation by following the screen prompts.**
   After the [Setup completed.] screen appears, click the [Finish] button.
   ⇨ The installation is completed.

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Wait!
No part of a "Rack2 Binder with embedded Viewer (*.exe)" produced by the export function of Rack2-Filer may be reproduced, except for personal use, and may not be distributed via network in any form without permission.

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Troubleshooting

If the "Raku2 ImageWriter could not be installed." message appears when Rack2-Viewer was installed, follow the steps below to install the "Raku2 ImageWriter" (The names of the buttons and options may vary according to operating systems).

Operation

1. **Restart your computer.**
2. **On the [Start] menu, select [Control Panel] - [Printers and Faxes], and click [Add Printer].**
   ⇨ The Add Printer Wizard window appears.
3. **Select the "Local printer" and click the [Next] button.**
4. **In the "Select the Printer Port" window, select "Use the following port" and select "LPT1: (recommended printer port)" or "Raku2Port" from the port list.**
5. **Click the [Next] button.**
6. **Click the [Have Disk] button in the "Add Printer Wizard" window, and select the file in the folder where Rack2-Viewer is installed (C:\Program Files\PFU\Rack2\).**
   • For Windows XP or Windows 2000
     RkImageWriter\ForWin2000Xp\RkImageWriter2k.inf
   • For Windows Vista (32-bit version) or Windows 7 (32-bit version)
     RkImageWriter\ForVista\RkImageWriter2k.inf
   • For Windows Vista (64-bit version) or Windows 7 (64-bit version)
     RkImageWriter\ForVista64\RkImageWriter64.inf
7. **Proceed by following the screen prompts.**
8. **Click the [Continue] button when the hardware installation window appears.**
   ⇨ This adds "Raku2 ImageWriter" to the list of printers.

Basic Operation Workflow

Refer to the "Rack2-Filer User's Guide" and each screen's "Help" for details of advanced functions.

- To view the "Rack2-Filer User's Guide", follow either of the following steps. Select [Start] - [All Programs] - [Rack2-Filer] - [User's Guide] or open the "UsersGuide.pdf" under the \Rack2-Filer\Docs\ENU of the setup CD-ROM.
- You can use ScanSnap with Rack2-Filer to manage scanned documents. When using ScanSnap, documents can be imported to a binder simply by pressing the scanner button.
  To set ScanSnap S1100/S1300/S1500 (including S1500M) for Rack2-Filer, double-click the "ScanSnap Manager" icon in the taskbar and make sure that the "Use Quick Menu" checkbox is cleared. Click the [Detail] button. Select "Rack2-Filer" for "Application" in the [Application] tab, and
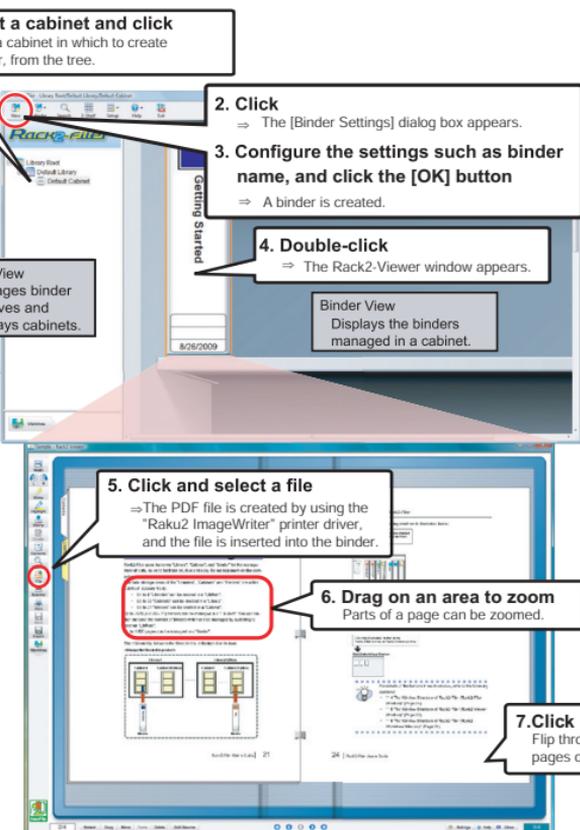
click the [OK] button. This operation is required to be performed only once and is not required from the next time.
In the following cases, refer to the "Rack2-Filer User's Guide" to set ScanSnap for Rack2-Filer.

- When using ScanSnap S300/S510/S500
- When using Windows 7 and the "ScanSnap Manager" icon is not displayed in the taskbar

Double-click the program icon of Rack2-Filer ( ) on the desktop once the installation is completed.
The following is an example of creating a binder and viewing an inserted file.

1. Select a cabinet and click
Select a cabinet in which to create a binder, from the tree.

2. Click
⇒ The [Binder Settings] dialog box appears.

3. Configure the settings such as binder name, and click the [OK] button
⇒ A binder is created.

4. Double-click
⇒ The Rack2-Viewer window appears.

Folder View
Manages binder archives and displays cabinets.

Binder View
Displays the binders managed in a cabinet.

5. Click and select a file
⇒The PDF file is created by using the "Raku2 ImageWriter" printer driver, and the file is inserted into the binder.

6. Drag on an area to zoom
Parts of a page can be zoomed.

7.Click
Flip through pages of the binder.

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