

Rack2-File

Getting Started

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.



- 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".



- 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.



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.



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).



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 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]

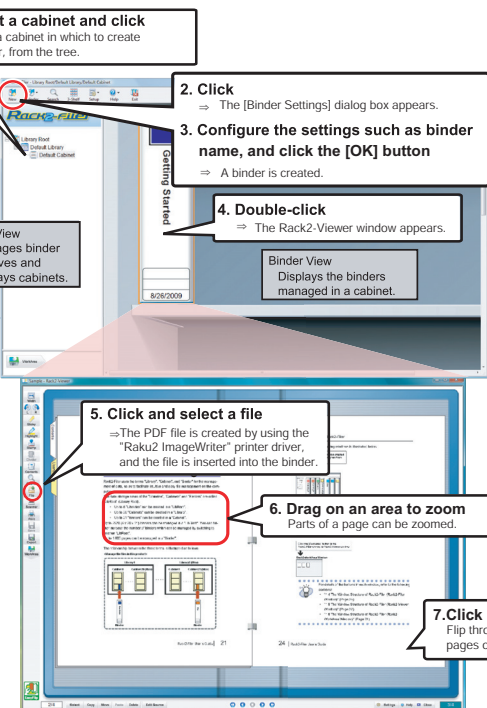
button. This operation is required to be performed only once and is not required from the next time.

In the following cases, refer to the "Rack2-File User's Guide" to set ScanSnap for Rack2-File.

- When using ScanSnap other than S1100/S1300/S1500
- When using Windows 7 and the "ScanSnap Manager" icon is not displayed in the taskbar

Double-click the program icon of Rack2-File () 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.

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.

Folder View
Manages binder archives and displays cabinets.

Binder View
Displays the binders managed in a cabinet.

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