# eDoc Manager User's Guide

plustek

- ➢ **Setup**
- ➢ **Configuration**
- ➢ **Technical Guides**

**Trademarks**

**Liability**

While all efforts have been made to ensure the accuracy of all contents in this manual, we assume no liability for errors or omissions or by statements of any kind in this manual, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. The contents of this manual are subject to change without notice.

**Environmental Information**

The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal. The product packaging can be recycled.

Attention to recycling (For EU countries only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

**Screen Examples in This Manual**

The screen shots in this guide were made with Windows 7. If you are using Windows XP / Vista / 8, your screens will look somewhat different but functions are the same.

# Table of Contents

# Introduction

Thank you for choosing our eDoc Manager. Like all of our products, your new eDoc Manager is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

## How to Use This Guide

This User's Guide provides instructions and illustrations on how to setup and configure your eDoc Manager. This guide assumes the user is familiar with Microsoft Windows. If this is not the case, we suggest you learn more about Microsoft Windows by referring to your Microsoft Windows manual before using your eDoc Manager.

The **Introduction** section of this manual provides an outline of this manual, and describes the minimum system requirements, the main features and box contents.

**Chapter I** describes how to set up the eDoc Manager in your network environment.

**Chapter II** describes how to log in to the eDoc Manager interface.

**Chapter III** provides you with plenty of illustrations and information about advanced configuration of the eDoc Manager. You may get familiar with it and try out all functions provided with the eDoc Manager.

**Chapter IV** describes how to use the eDoc Manager.

**Chapter V** describes how to use the eDoc Cabinet.

**Appendix A** contains the specifications of the device you purchased.

**Appendix B** contains our customer service, limited warranty agreement and FCC statement.

### Conventions of This Guide

"XXX" — Represents commands or contents on your computer screen.

**Bold** — Represents important notes.

## A Note about Icons

This guide uses the following icons to point out information that deserves special attention.

**Warning**: A procedure that must be followed carefully to prevent injury, or accidents.

**Warning**

**Attention**: Instructions that are important to remember and may prevent mistakes.

**Attention**

**Information**: Optional tips for your reference.

**Information**

## Safety Precautions

Before using this product, please read the following important information carefully to eliminate or reduce any possibility of causing damage and personal injury.

1. Do use the AC adapter that comes with this device (if it is available). Use of other AC adapters may lead to malfunction, hard disk damage, overheating, electrical shock, fire or injury.

2. Keep the space around the adapter clear in case you need to quickly unplug the adapter during emergencies.

3. Keep the eDoc Manager protected from liquids.

4. Do not install the device near any heat sources such as radiators or other devices. Install the device only in environments that meet the factory specifications.

5. Ensure that the eDoc Manager is properly secured to a stable surface. Major shocks, jolts and/or excessive vibration may damage the sensitive electronics inside the eDoc Manager.

6. Ensure there is ample room for any cables leading to and coming from the eDoc Manager.

7. Do not touch the device or the AC adapter when they are powered on.

8. Unplug the device if you don't need to use it for a certain period of time to avoid any risks of causing fire.

9. Do not remove the eDoc Manager's hard disk(s) while the device is still turned on and operating. Please make sure the power is disconnected from the eDoc Manager or your hard disk may be damaged.

10. Damaged wire could cause fire or electrical shock. Keep the power cord straight and without twisting, bending or scraping it.

11. Moisture condensation may occur inside this device and cause malfunction under these conditions:

- When this device is moved directly from a cold to a warm location.

- After a cold room is heated.

- When this device is placed in a damp room.

To avoid moisture condensation, you are recommended to follow below procedure:

- Seal this device in a plastic bag for it to adapt to room conditions.

- Wait for 1 ~ 2 hours before removing this device from the bag.

12. Avoid excessive smoke, mechanical, dust, or direct sunlight.

13. Do not incorrectly replace the battery on the Server main board. There is risk of explosion if the battery is replaced with an incorrect type. Dispose of used batteries according to the instructions.

| | |
|---|---|
| **Information** | The mark shown to the left is in compliance with the Waste Electrical and Electronic Equipment Directive 2002/96/EC (WEEE). The mark indicates the requirement NOT to dispose the equipment as unsorted municipal waste, but use the return and collection systems according to local law. If the batteries, accumulators and button cells included with this equipment, display the chemical symbol Hg, Cd, or Pb, then it means that the battery has a heavy metal content of more than 0.0005% Mercury, or more than 0.002% Cadmium, or more than 0.004% Lead. |

# Minimum System Requirements[1]

The eDoc Manager is recommended to work with a networked personal computer that meets the following minimum requirements:

| Operating System | Microsoft Windows XP / 7 / 8 / 8.1 |
|---|---|
| CPU | Intel Core 2 Duo, 2.6GHz or better |
| Web Browser | Microsoft Internet Explorer 10 or above[2], Firefox, Chrome, |
| RAM | 1 GB or more |
| Network | 10/100/1000 Mbps (RJ-45) |

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[1] The system requirements here are only a guideline, as in general the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.
[2] The program is available with Microsoft Windows and therefore is not included in the Setup/Application CD-ROM of this product.
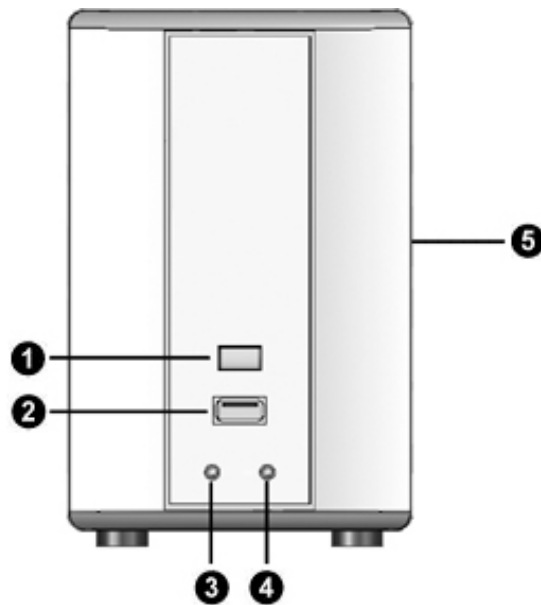
# Box Contents[3]

Before you start installing your eDoc Manager, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your eDoc Manager or our customer service directly.
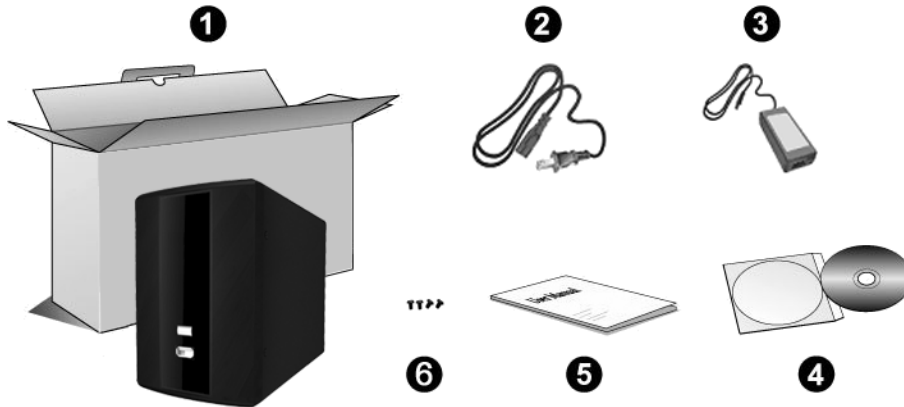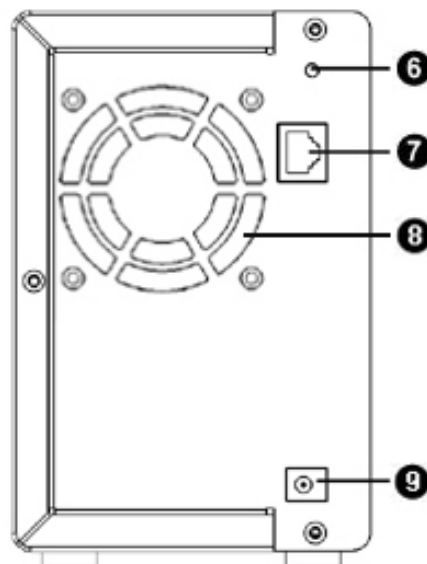


1. eDoc Manager

2. Power Cord

3. AC Adapter

4. Installation CD

5. Quick Guide

6. Hard Disk Screws x4

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[3] Save the box and packing materials in case you need to transport this NVR in the future.
The product packaging can be recycled.

# Overview



1. Function button

2. USB port

3. System LED (green indicates system operating normally)

4. Network LED (green indicates working network connection)

5. SATA HDD enclosure (supports 2.5" & 3.5" drives; RAID 1 configuration)



6. Reset button hole

7. RJ-45 Ethernet port

8. Ventilation openings

9. DC-Jack

# Chapter I. Setup the eDoc Manager

Before you setup the eDoc Manager, please make sure all components are available and ready. A list of the package contents is provided in the Box Contents section of this guide. If any items are damaged or missing, please contact the vendor where you purchased your eDoc Manager or our customer service directly. This chapter will guide you through the physical installation of the eDoc Manager in your network.

| | |
|---|---|
| Attention | Please make sure a hard disk is installed in the eDoc Manager before you use the eDoc Manager. |

## Setting up the eDoc Manager in your network
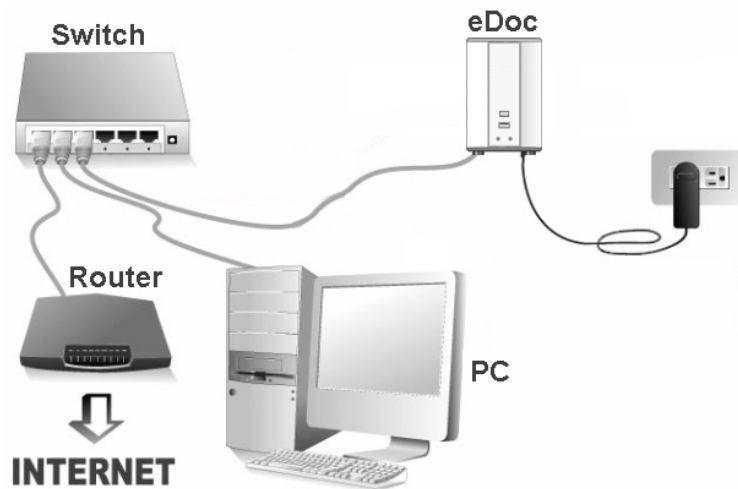


**Follow the steps below to set up the eDoc Manager in your LAN environment:**

1. Plug the RJ-45 connectors into the eDoc Manager's LAN port and the Switch's LAN port.

2. Plug the AC adapter into the DC-Jack of the eDoc Manager. Plug the other end of the power cable into a standard AC power outlet. After the eDoc Manager has booted, it will beep two times and the System and Network LEDs will turn on (green) to indicate that the eDoc Manager has successfully booted and established a network connection.

3. Connect a PC or Laptop to the Switch's LAN port.

# Chapter II. Getting Started with the eDoc Manager

After setting up the eDoc Manager in your network, there are a few settings you need to take care of as administrator. This chapter will guide you through connecting to the eDoc Manager and configuring the most basic settings.

## Connecting to the eDoc Manager using UDID

The eDoc Manager uses Plustek's **U**nique **D**evice **Id**entification (UDID) feature so you can connect to the eDoc Manager without the need for configuration. Since the eDoc Manager's default connection method is DHCP and you may not know its IP address, it is recommended to use the eDoc Manager's UDID to connect to it.

### How to obtain the UDID

**Method I – by using a USB drive**

1. Connect a USB drive to the eDoc Manager. The eDoc Manager will beep once to indicate that the USB drive has been mounted successfully.

2. Press the "Function" button on the front of the device for 5 seconds.

3. The eDoc Manager will copy the files required to establish a connection via UDID to the USB drive and beep once when the process is finished.

**Method II – by using a mobile device**

1. A sticker with the eDoc Manager's MAC ID, the UDID in QR-code and written out is located on the side of the device.

2. Scan the QR-code with your mobile device to obtain the 20-digit UDID. **Note:** An application capable of scanning QR-codes is required.

**Method III – by using a computer**

1. Log in to the eDoc Manager as administrator using the IP address of the eDoc Manager and open the **Network settings** section > **Host identification** tab. The UDID will be listed there.

2. Write down the UDID.

**Method IV – by reading it from the device sticker**

1. A sticker with the eDoc Manager's MAC ID, the UDID in QR-code and written out is located on the side of the device.

2. Write down the UDID.

## Connecting to the eDoc Manager from any computer using UDID

1.  Please use the USB drive method described above to obtain the program required to connect to the eDoc Manager using UDID.

2.  Start the "UDID_Loader.exe" file in the "UDIDLoader" folder on your USB drive. The UDID should already be loaded. If it was not, open the "UDID.txt" text file in the "UDIDLoader" folder on your USB drive and copy the string of numbers and characters to the UDID field in the "UDID_Loader.exe" program.
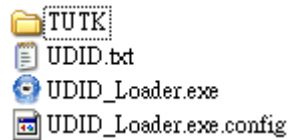


3.  Click on the **Connect** button. If you are prompted to allow the program through the Windows Firewall, please click on the Allow access button to allow it.
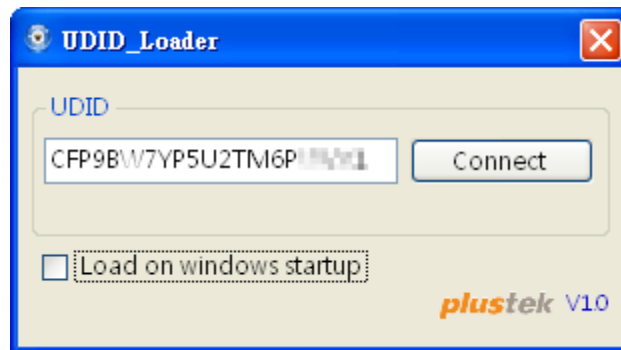


4.  The eDoc Manager's login page will open in your default web browser. Enter your **Account** and **Password** and select your desired user interface **Language**, then click on the **Login** button to log in to the eDoc Manager.
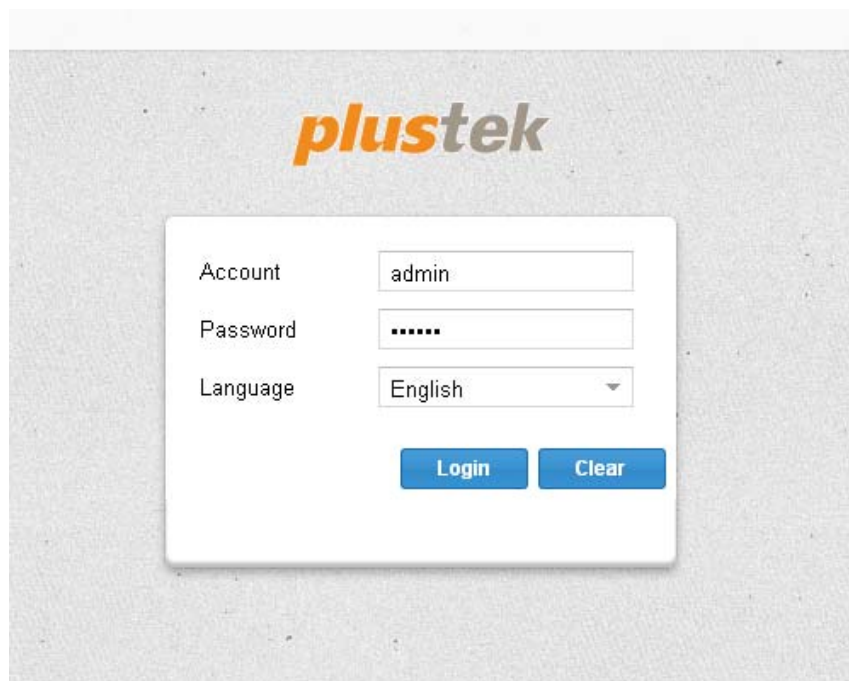
| | |
|---|---|
|  **Attention** | ● The UDID_Loader program has to be kept open when using this method to connect to your eDoc Manager. If you accidently close the UDID_Loader program, just launch it again and click on the **Connect** button to continue using your eDoc Manager.<br><br>● If the eDoc Manager times out due to inactivity, you need to close and re-launch the UDID_Loader program. Then click on the **Connect** button to continue using your eDoc Manager.<br><br>● When you are done using the eDoc Manager, click on the **Log Out** button on the eDoc Manager interface, then click on the **Disconnect** and **Exit** buttons in the UDID_Loader program.<br><br> |
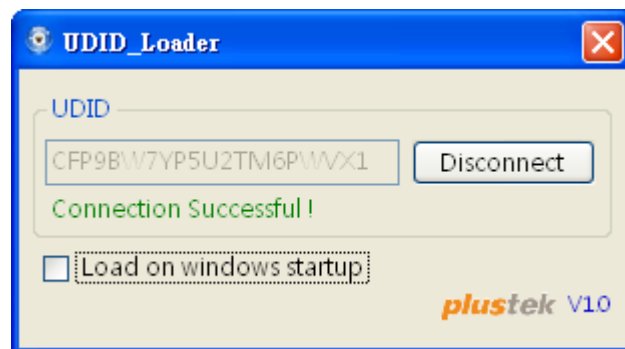
# Changing the eDoc Manager's connection method via USB

Since the eDoc Manager's default connection method is DHCP and you may not know its IP address, there is a way to change its connection method from DHCP to static using the built-in USB port. Furthermore, this feature does not require the eDoc Manager to be connected to your network.

1. Connect a USB drive to the eDoc Manager. The eDoc Manager will beep once to indicate that the USB drive has been mounted successfully.



2. Press the "Function" button on the front of the device for 5 seconds. The eDoc Manager will copy the required files to your USB drive and beep once when the process is finished.

3. Remove the USB drive and connect it to your computer.



4. Open the "network" file on the USB drive with any text file editor program.

5   Look for the following section within the "network" file:

```
config interface loopback
    option ifname    lo
    option proto     static
    option ipaddr    127.0.0.1
    option netmask   255.0.0.0

config  interface eth0
    option ifname    eth0
    option proto     dhcp
```

6. Change the line [option 'proto' 'dhcp'] to [option 'proto' 'static'].

7. Add the following lines under the [option 'proto' 'static'] line. Alter the IP address and netmask lines according to your network environment (the IP address used here is an example).

```
config interface loopback
    option ifname   lo
    option proto    static
    option ipaddr   127.0.0.1
    option netmask  255.0.0.0


config  interface eth0
    option ifname   eth0
    option proto    static
    option ipaddr   10.2.0.xxx
    option netmask  255.255.0.0
    option dns      8.8.8.8
```

| | |
|---|---|
|  **Attention** | If you do not know the correct connection information, please consult your network administrator. Entering the wrong information can cause the eDoc Manager to not be able to connect to your network. |
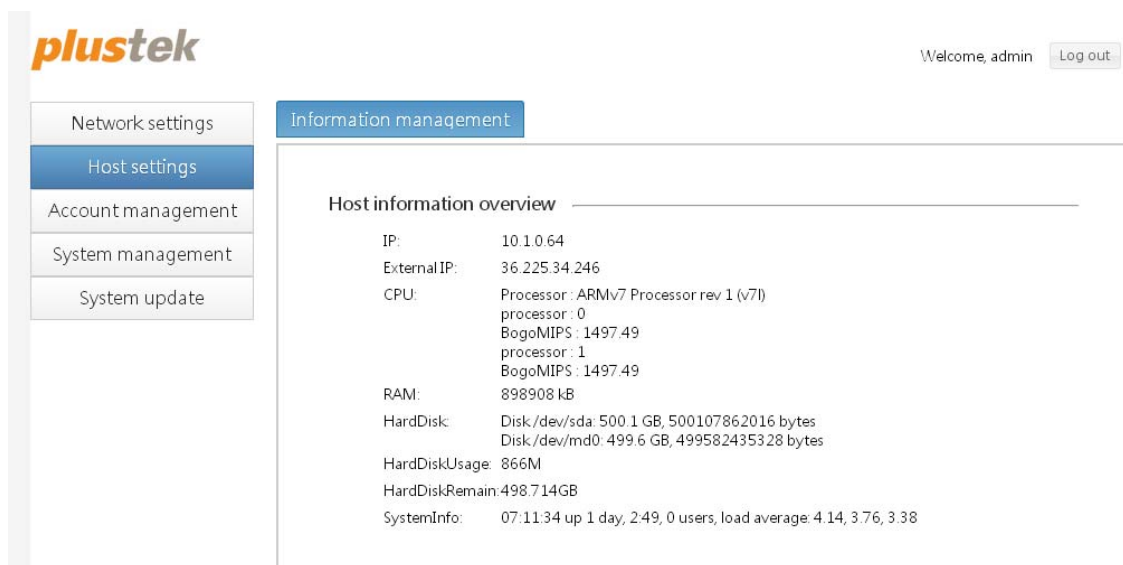
8. Save the file. Please make sure the following files are not on your USB drive: "edoc_image.tar.gz", "edoc_version". If they are, please delete them.

9. Remove the USB drive from your computer and connect it to the eDoc Manager. Wait for the eDoc Manager to beep to indicate that the USB drive has been mounted successfully.

10. Press the "Function" button on the front of the device for 5 seconds. The eDoc Manager will copy the modified file from your USB drive and beep once when the process is finished. You have successfully changed the connection method of the eDoc Manager from DHCP to a static IP address of your choice and should be able to connect to the eDoc Manager using that IP address.

# Configuring the eDoc Manager for the first time

Before the eDoc Manager can be used in your network environment, there are some settings on the administrator side of things to take care of in addition to creating the necessary user accounts and groups. The following section describes the minimum actions you should perform as administrator to get the eDoc Manager up and running and ready for your users.

## Viewing the Host settings

Use the suggested UDID method to log in to the eDoc Manager as administrator (enter **admin** as **Account** and **123456** as **Password**). You will want to check out the **Host settings** page first to find out the IP address of the eDoc Manager. Open the **Host settings** page by clicking on **Host settings** on the left panel.



## Changing the connection method (IP address)

Depending on your network environment, you may not wish to use the eDoc Manager's default connection method of obtaining an IP address from a **DHCP** server. If you do wish to use **DHCP** as connection method, skip this part.

1. Open the **IP settings** page by clicking on **Network settings** on the left panel, then clicking on the **IP settings** tab.

2a. If you select **static** from the **Connection method** drop-down list, enter the **IP address**, **Subnet mask**, **Default gateway** and **Preferred DNS server** for the eDoc Manager to use.



2b. If you select **PPPoE** from the **Connection method** drop-down list, enter the **PPPoE account** and **PPPoE password** for the eDoc Manager to use.
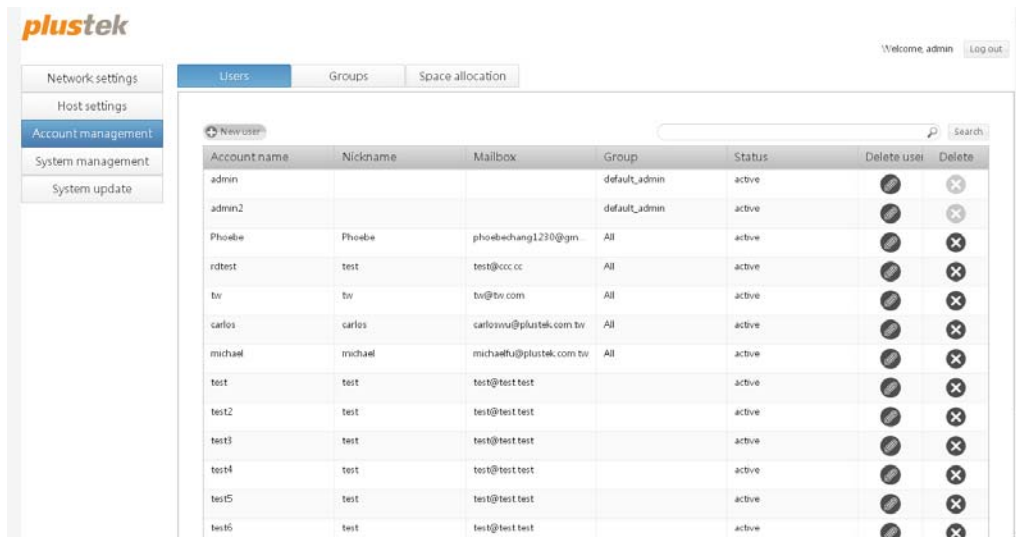


3. Click on the **Apply** button to save the changes.

## Creating user accounts

Before the eDoc Manager can be accessed by your users, you need to create user accounts for them. The eDoc Manager provides some pre-defined settings so you only need to fill in the most basic information when creating user accounts. The users can then modify the pre-defined settings by themselves after they log in to their accounts.

1.  Open the **Users** page by clicking on **Account management** on the left panel, then clicking on the **Users** tab.



2.  Click on the **New user** button to open the **New user account** dialog.

3. You only need to enter the **User account name**, **Nickname** and **E-mail** of the new user account. You can leave the **Password** and **Quota** fields empty to use the default values. The default password is **123456** and you should advise your users to change it after they log in. The preset **Quota** is 10000 MB (10 GB) and can be adjusted at any time by opening the **Space allocation** page. You can assign the user to a **Group** once you have created one.

4. Click on the **Create** button to create the new user account.

## Logging in to the eDoc Manager as user

Now that you know your eDoc Manager's IP address and have created a couple of user accounts, the core functions are ready to be used by your users. The following steps describe how to log on to the eDoc Manager as a user and change the password.

1. Open the web browser of your choice and enter the eDoc Manager's IP address in the address bar.
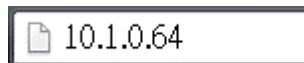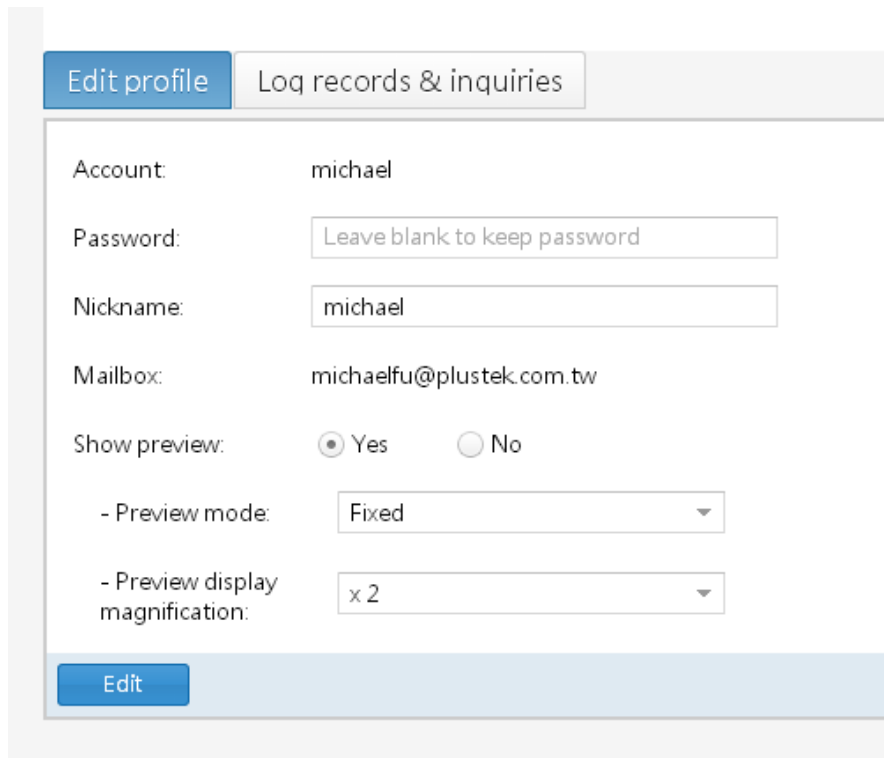


2. The eDoc Manager's login page will open. Enter your **Account** and **Password** and select your desired user interface **Language**.
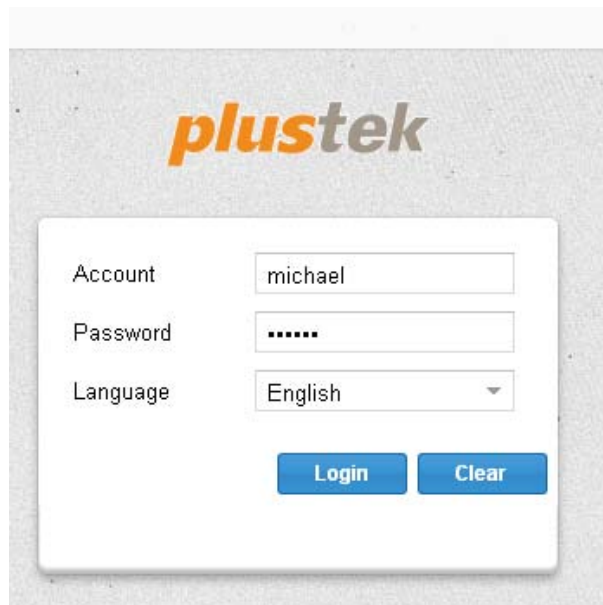


3. Click on the **Login** button to log in to the eDoc Manager.

4. After logging in, click on the ⚙ cogwheel button in the upper right corner of the eDoc Manager interface to open the **Edit profile** tab.

5. Enter a new password into the **Password** field to change it. You can also change your **Nickname** and your file preview options.



6. Click on the **Edit** button to save the changes.

7. Click on the 🏠 home button in the upper right corner of the eDoc Manager interface to return to the main interface.

## Logging out of the eDoc Manager

To log out of the eDoc Manager, click on the **Log out** button at the top right corner of the eDoc Manager interface.

| | Please do NOT click on the ❌ **Close** button of your browser to exit the eDoc Manager. Clicking on the ❌ **Close** button will not log you out. |
|---|---|
| **Attention** | |

# Chapter III. Advanced eDoc Manager Configuration

To take advantage of all the powerful and innovative features your eDoc Manager provides, you need to log in to the eDoc Manager as administrator and configure the features according to your requirements. The eDoc Manager has 2 predefined administrator accounts, one with full access to all features (**admin**), and one with only access to the **Account management** features (**admin2**). This chapter will guide you through all available settings as administrator with full access.

# Logging in to the eDoc Manager as administrator

You need to log in as administrator in order to configure all of eDoc Manager's features.

1. Open the web browser of your choice and enter the eDoc Manager's IP address in the address bar.
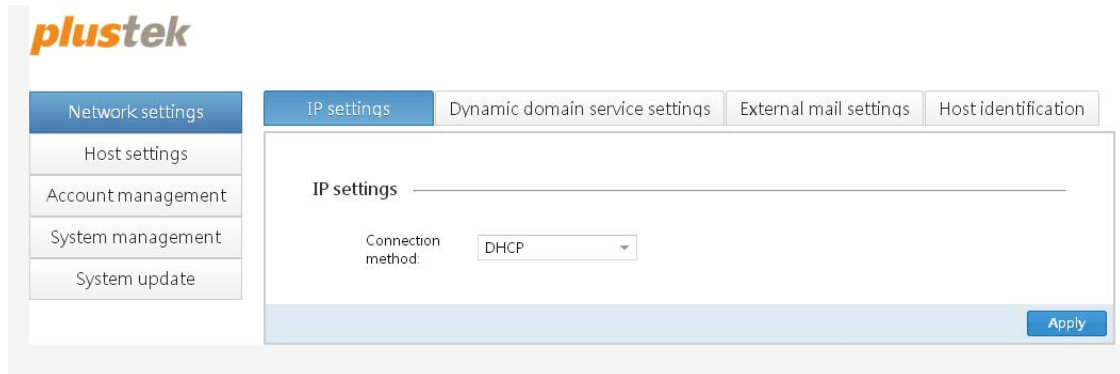


2. The eDoc Manager's login page will open. Enter **admin** as **Account** and **123456** as **Password** and select your desired user interface **Language**.
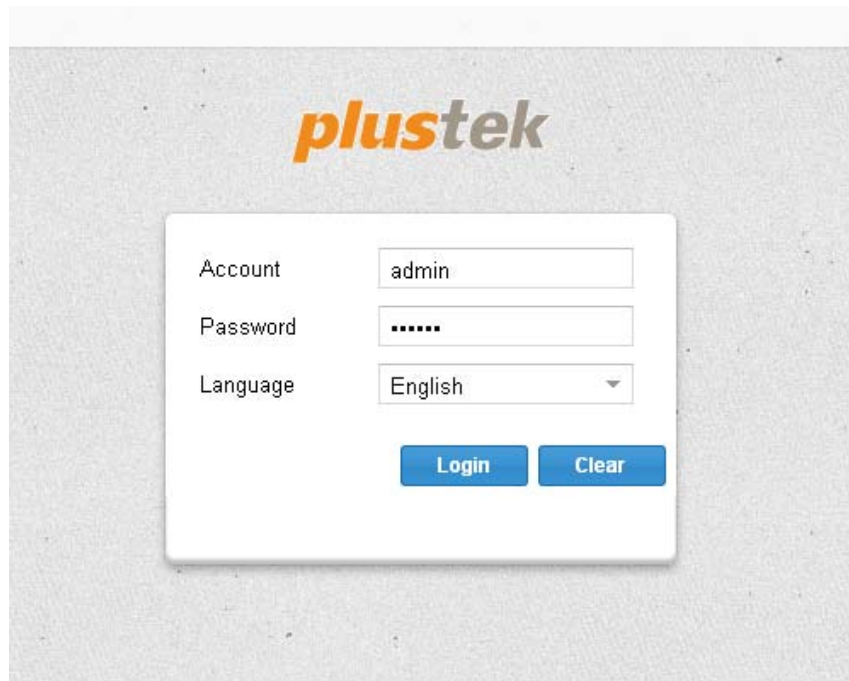


3. Click on the **Log in** button to log in to the eDoc Manager.

4. After logging in, the **Network** section > **IP settings** tab will be shown. You can now click on any other tab or section to navigate and configure the eDoc Manager.

# Network settings

This section contains the **IP settings**, **Dynamic domain service settings**, **External mail settings** and **Host identification** pages, where you can make crucial changes to your eDoc Manager's connectivity settings. It is the first section you should visit to ensure that the eDoc Manager can be accessed by your users.
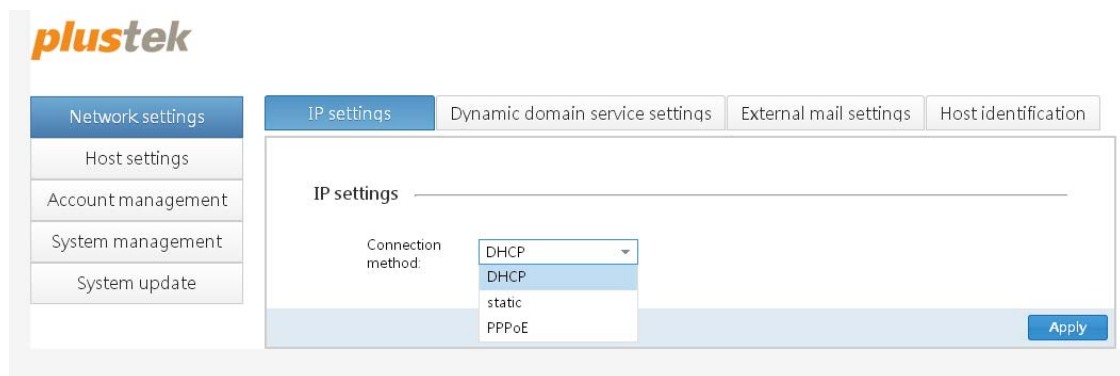


## IP settings

On this tab you can configure how the eDoc Manager connects to your network environment and in turn how it can be accessed by your users. Click on the **Apply** button in the bottom right part of the tab to save any changes.
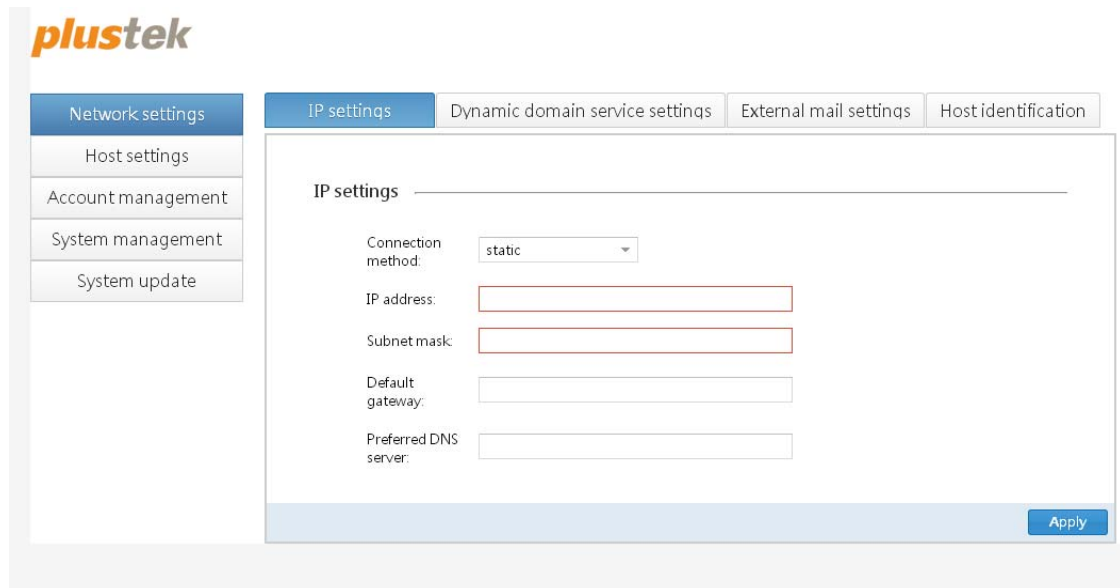
| | |
|---|---|
| **Attention** | If you do not know the correct connection information, please consult your network administrator. Entering the wrong information can cause the eDoc Manager to not be able to connect to your network. |

## Connection method

Select **DHCP**, **static** or **PPPoE** from the drop-down list. You will need to enter additional information depending on the selected connection method.



## IP address

Enter the IP address the eDoc Manager should use. You can then use this IP address to connect to the eDoc Manager when inside the same network environment.

## Subnet mask

Enter the subnet mask the eDoc Manager should use.

## Default gateway

Enter the default gateway the eDoc Manager should use to access the Internet.

## Preferred DNS server

Enter the preferred DNS server the eDoc Manager should use.

**PPPoE account**

Enter the PPPoE account the eDoc Manager should use.

**PPPoE password**

Enter the PPPoE password the eDoc Manager should use.

## Dynamic domain service settings

On this tab you can configure the eDoc Manager to use our **PlusNet** dynamic domain service or a **F**ully **Q**ualified **D**omain **N**ame (**FQDN**) If you use **DHCP** or **PPPoE** as **Connection method**, your eDoc Manager may be assigned a different IP address every time it connects to the network. This may cause the eDoc Manager to become inaccessible if you do not know the new IP address. Plustek therefore provides a free dynamic DNS service you can use to overcome this issue. You can also use this service so that your users can use an easy to remember address instead of a nondescript IP address to connect to the eDoc Manager. Click on the **Apply** button in the bottom right part of the tab to save any changes.

| | |
|---|---|
| **Attention** | Before you can use our free PlusNet dynamic DNS service, you need to visit our website http://pn99.com/register.php and create an account to register your desired host name. |
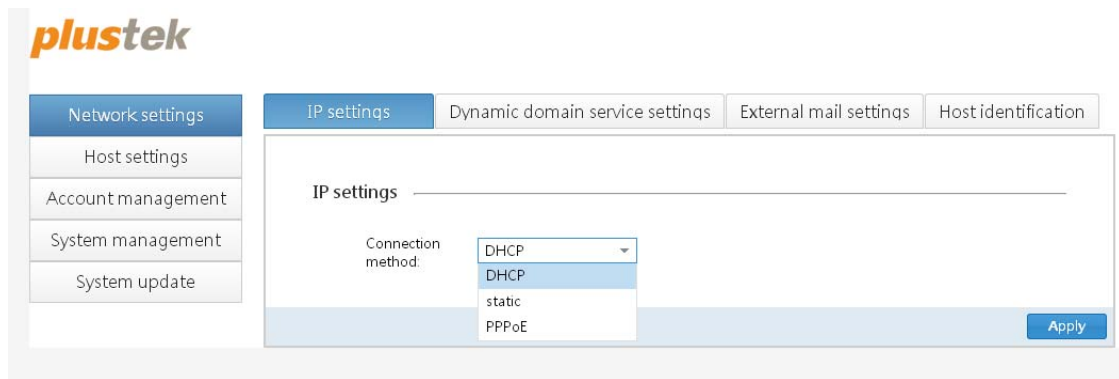
**Domain type**

Select **PlusNet**, **FQDN** or **none** from the drop-down list. You will need to enter additional information depending on the selected domain type.
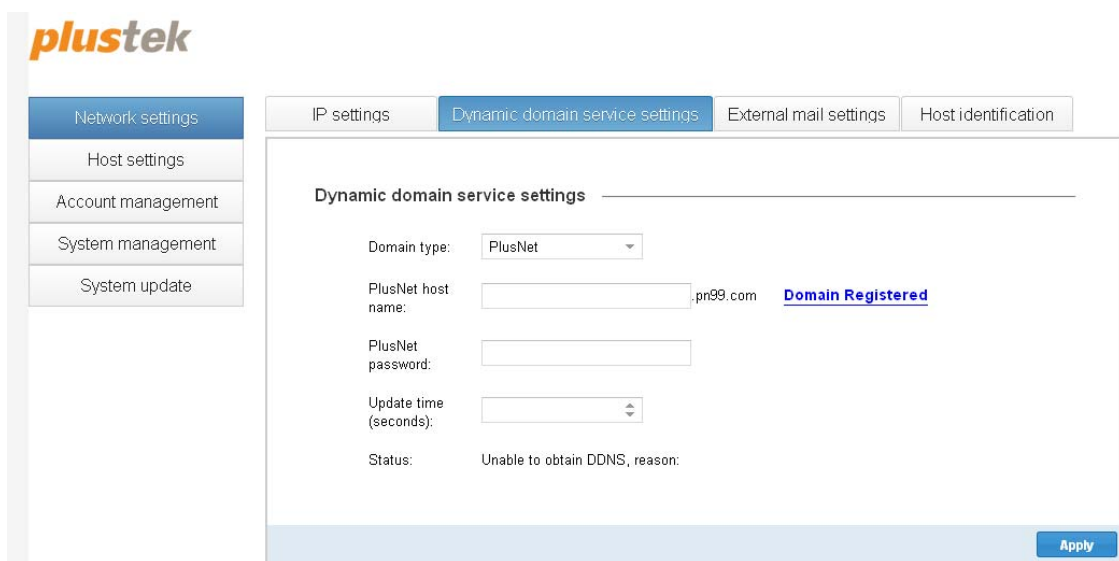


**PlusNet host name**

Enter the PlusNet host name you registered on our website.

**PlusNet password**

Enter the PlusNet password you used to register your host name with.

**Update time (seconds)**

Enter the desired interval (between 30 and 1200) to update the host information to the DNS name server.

**Status**

The status of the dynamic DNS (DDNS) service will be shown here. It will be updated when you click on the **Apply** button.
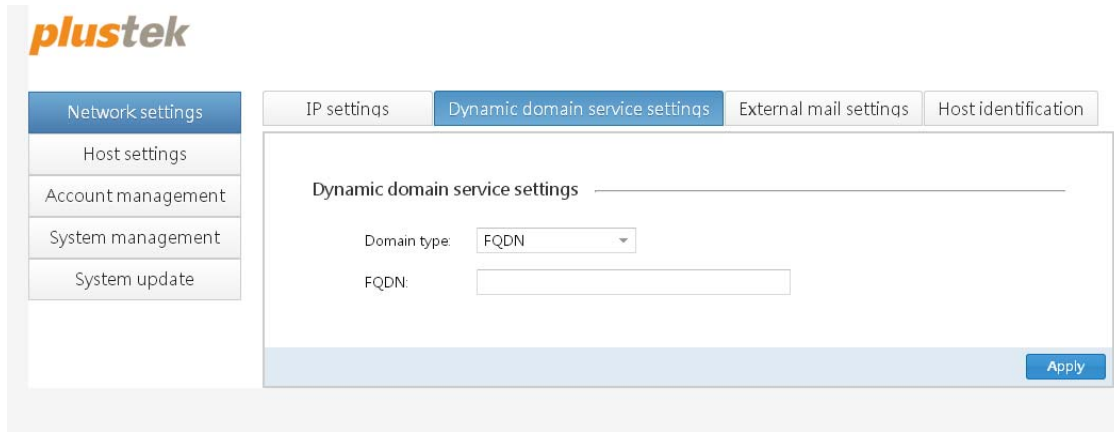
**FQDN**

Enter the fully qualified domain name the eDoc Manager should use, e.g. **edoc.mycompany.com**. Your users can then use this domain name to connect to the eDoc Manager. The **Share by link** function will also use the FQDN to generate links. The domain name should be simple but sufficiently unique so that it is easy to remember but not in conflict with any existing domain. You may have to configure port forwarding on your router/firewall first before the eDoc Manager can be accessed from outside.

## External mail settings

On this tab you can configure an e-mail account that will be used by eDoc Manager to send notification e-mails about shares. This function needs to be configured before the **Share by e-mail** feature can be used. Click on the **Apply** button in the bottom right part of the tab to save any changes.



**SMTP address**

Enter the address of the SMTP server the eDoc Manager should use.

**SMTP port**

Enter the port of the SMTP server the eDoc Manager should use.

**SMTP security and verification**

Select **none**, **ssl** or **tls** from the drop-down list.

**SMTP account**

Enter the account of the SMTP server the eDoc Manager should use.

**SMTP password**
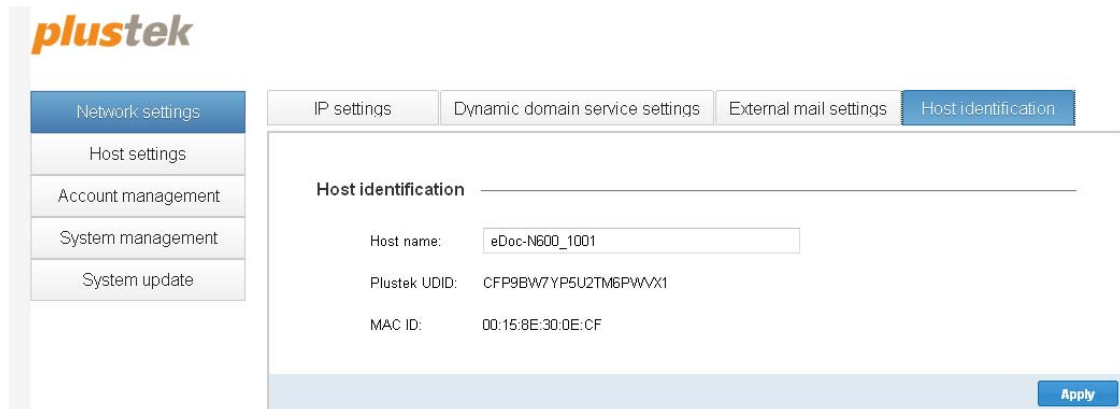
Enter the password of the SMTP server the eDoc Manager should use.

**Test SMTP connection status**

Click on this button to test the SMTP connection status once you have entered the above information. A prompt will inform you of the result.

## Host identification

On this tab you can configure the eDoc Manager's host identification and view its Plustek UDID (**U**nique **D**evice **ID**entification). Click on the **Apply** button in the bottom right part of the tab to save any changes.



### Host name

Enter the desired name you wish to assign to the eDoc Manager.

### Plustek UDID

The eDoc Manager's Plustek UDID can be found here. This Plustek UDID is unique to your device and can be used to connect to your eDoc Manager when you don't know its connection information. For other methods to obtain the Plustek UDID, please refer to the **How to obtain the UDID** section of this user's guide.

### MAC ID

In a local area network (LAN) or other network, the MAC (Media Access Control) address is your computer's unique hardware number.

# Host settings

This section contains the **Information management** page and gives you an overview of the eDoc Manager's status. If you are using DHCP as connection method and logged in to the eDoc Manager using the Plustek UDID method, it is a good idea to visit this page to find out the eDoc Manager's local and external IP addresses.



## Information management

On this tab you can view the eDoc Manager's status. Along with the currently used IP addresses, the CPU, RAM, hard disk and system information are also shown.

**IP**

The eDoc Manager's IP address within its local network environment. If you are in the same local network environment, you can use this IP address to access the eDoc Manager.

**External IP**

The eDoc Manager's IP address as seen by your router. If you are not in the same local network environment, you can use this IP address to access the eDoc Manager. If the eDoc Manager is behind a router and/or firewall, you may have to configure port forwarding on your router/firewall first before the eDoc Manager can be accessed from outside.

**CPU**

The processor type used by the eDoc Manager. If the processor has multiple cores, the computation speed in BogoMIPS will also be shown for each core.

**RAM**

The total amount of physical system memory available to the eDoc Manager.

**HardDisk**

The mount path and total size of the hard disks installed in the eDoc Manager.

**HardDiskUsage**

The total amount of data currently used across all installed hard disks.

**HardDiskRemain**

The total amount of free space across all installed hard disks.

**SystemInfo**
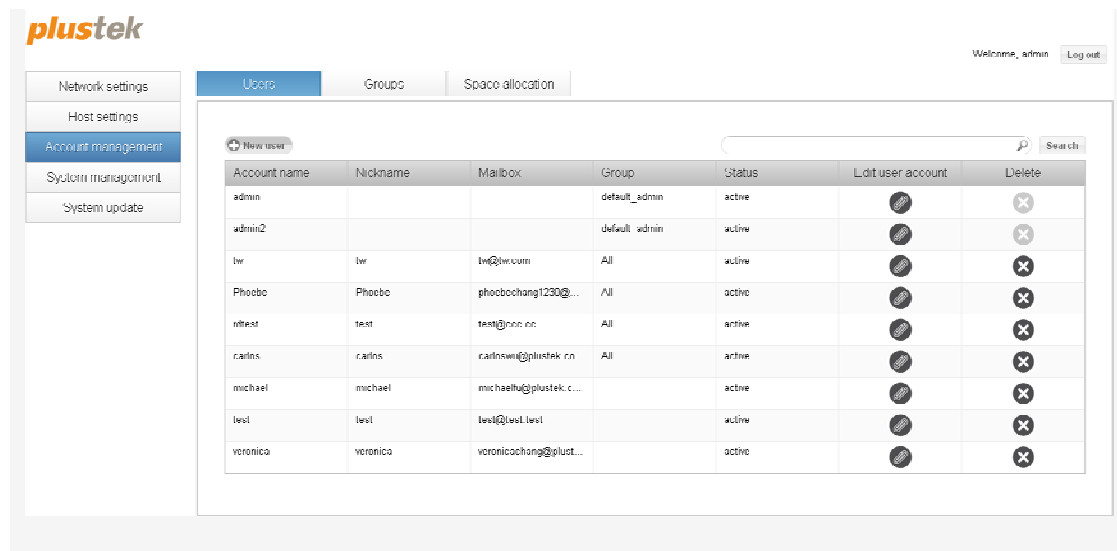
The eDoc Server's system time, time since powering on (uptime), current number of users online, and the system's average workload.

# Account management

This section contains the **Users**, **Groups**, and **Space allocation** pages, where you can create user accounts and groups and allocate disk space to those users.

## Users

On this tab you can view, search, create, edit and delete user accounts. Before the eDoc Manager can be accessed by your users, you need to create user accounts for them.



### Searching user accounts

You can search for user accounts by entering a keyword in the **Search** field and clicking on the 🔍 **Magnifying glass** or **Search** button. A prompt will inform you if the search came up empty. To return showing all user accounts, do a search without any keywords.

**Creating user accounts**

1. Click on the **New user** button to open the **New user account** dialog.

2. You only need to enter the **User account name**, **Nickname** and **E-mail** of the new user account. You can leave the **Password** and **Quota** fields empty to use the default values. The default password is **123456** and you should advise your users to change it after they log in. The preset **Quota** is 10000 MB (10 GB) and can be adjusted at any time by opening the **Space allocation** page. You can assign the user to a **Group** once you have created one.



3. Click on the **Create** button to create the new user account.

**Editing user accounts**

1.  Click on the ✏ **Edit** button in the **Edit user account** column of the respective user account to open the **Edit user account** dialog.

2.  Modify the desired details. You can leave the **Password** field empty to keep the current password.

Edit user account

| | |
|---|---|
| Account name: | test |
| Password: | Leave blank to keep cu |
| *Nickname: | test |
| *E-mail: | test@test.test |
| Status: | active ▼ |
| Group: | Select group ▼ |

Edit    Cnacel
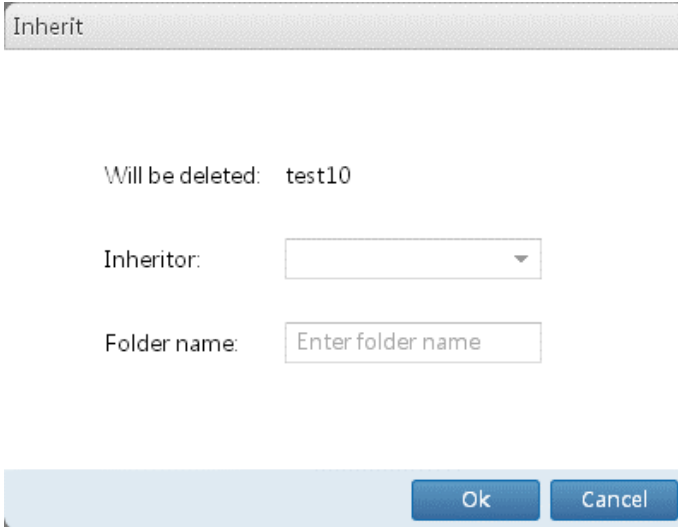
3.  Click on the **Edit** button to save the changes.

**Deleting user accounts**

1. Click on the ❌ **Delete** button in the **Delete** column of the respective user account.

2. You will be prompted if you wish to select a user account to inherit the data of the user account that will be deleted.

3a. If you click on the **Yes** button, the **Inherit** dialog will open. Select the **Inheritor** from the drop-down list and enter a **Folder name** under which to store the data. Click on the **OK** button to continue. A prompt will inform you of the status of the action.



3b. If you click on the **No** button, you will be prompted to confirm deleting the user account. Click on the **Yes** button to confirm and delete the user account.

## Groups

On this tab you can view, search, create, edit and delete groups. When choosing to collaborate on a folder or file, your users can choose to collaborate with other users or groups. Users can be assigned to groups to make collaboration easier.
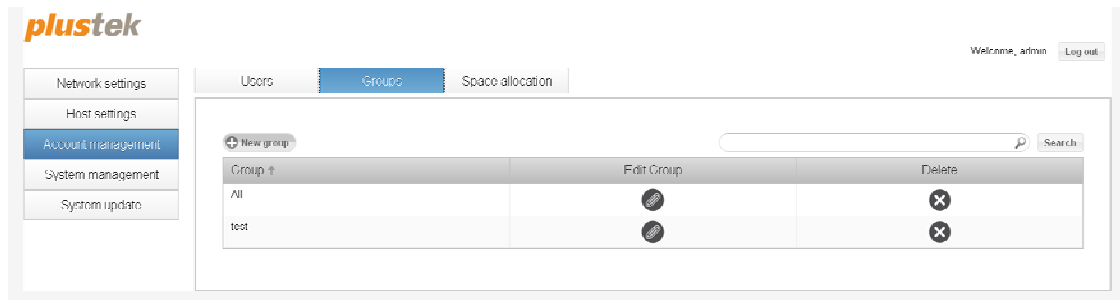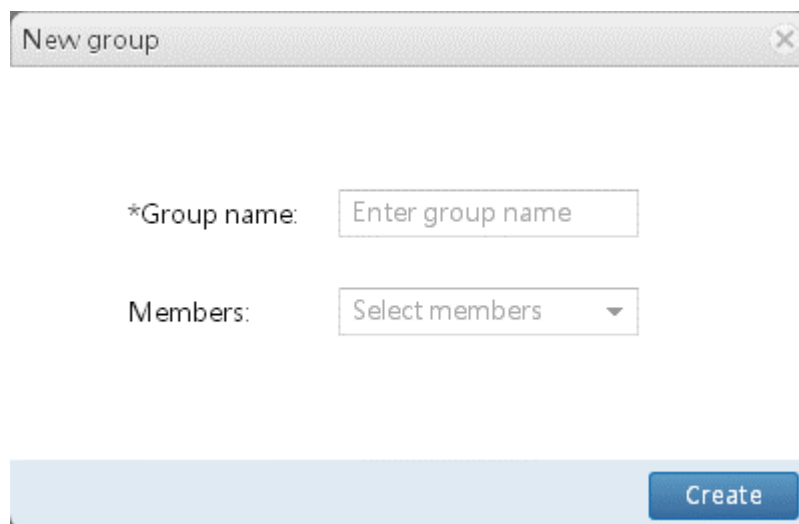


### Searching groups

You can search for groups by entering a keyword in the **Search** field and clicking on the magnifying glass or **Search** button. A prompt will inform you if the search came up empty. To return showing all groups, do a search without any keywords.

### Creating groups
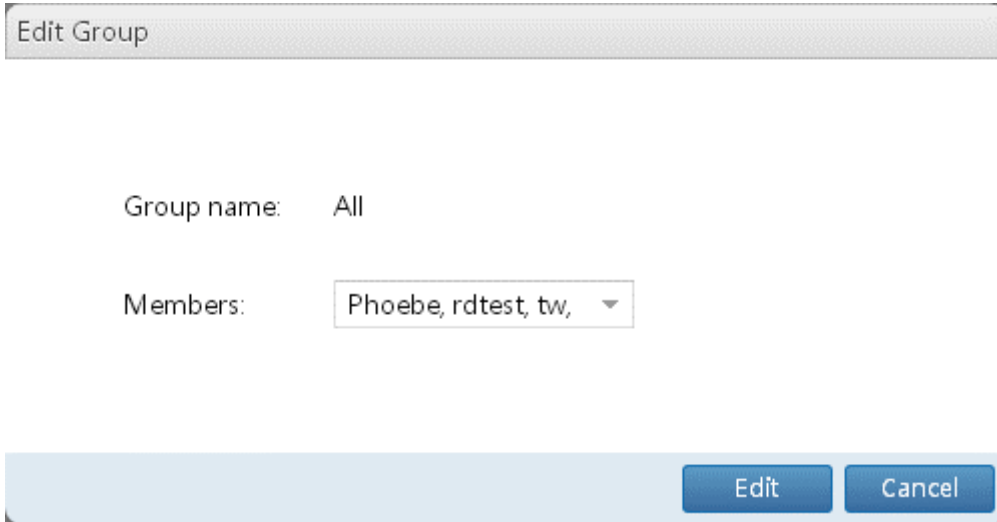
1. Click on the **New group** button to open the **New group** dialog.

2. Enter the **Group name** and select the **Members** of this group using the drop-down list.



3. Click on the **Create** button to create the new group.

**Editing groups**

1.  Click on the [image] **Edit** button in the **Edit Group** column of the respective group to open the **Edit group** dialog.

2.  You can only modify the **Members** of the group. The **Group name** cannot be modified once the group has been created.

Edit Group

Group name:    All

Members:        Phoebe, rdtest, tw,    ▼

                                                    Edit        Cancel
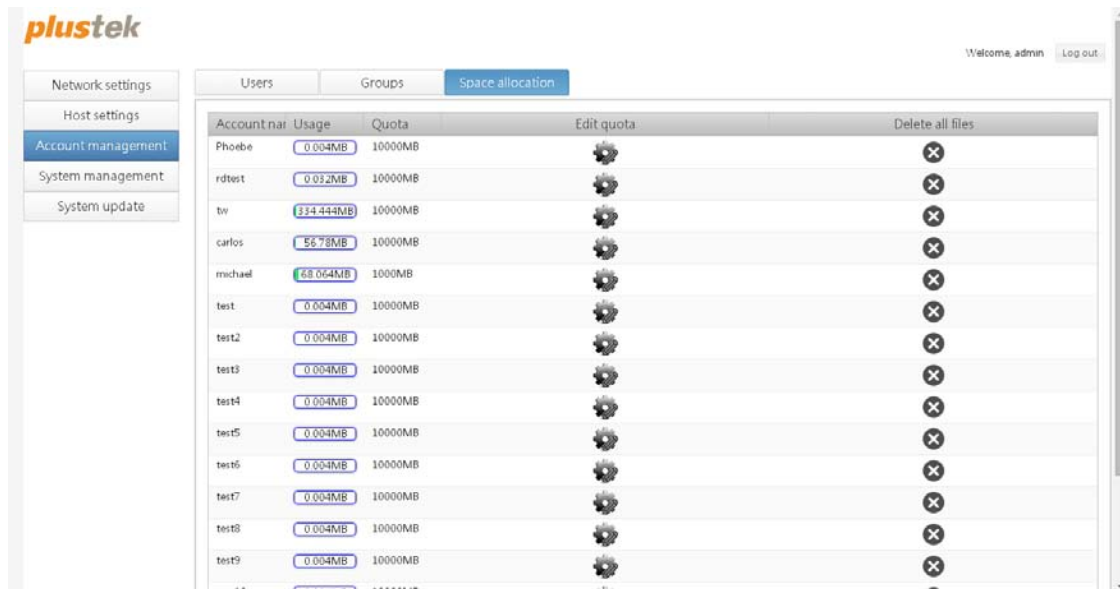
3.  Click on the **Edit** button to save the changes.

**Deleting groups**

1.  Click on the [image] **Delete** button in the **Delete** column of the respective group.

2.  You will be prompted to confirm deleting the group. Click on the **Yes** button to confirm and delete the group.

## Space allocation

On this tab you can view each user account's data usage and quota, edit the quota and delete all of a user account's files. You can change the sorting order by clicking on the column headers. User accounts whose data usage has reached the quota will have their data usage bars displayed in red. You should inform the user of the situation or increase their quota.



### Editing quotas

1. Click on the 🛠 **Edit quota** button in the **Edit quota** column of the respective user account to open the **Edit quota** dialog.

2. Modify the **Quota** of the user account.

3. Click on the **Edit** button to save the changes.

### Deleting all files

1. Click on the ❌ **Delete** button in the **Delete all files** column of the respective user account.

2. You will be prompted to confirm deleting all of the user account's files. Click on the **Yes** button to confirm and delete all of the user account's files.

# System management

This section contains the **System management**, **Log management**, **Data backup management** and **RAID** pages, where you can configure some basic system settings, manage the activity log, perform system backup and restoration, and arrange your hard disks in a RAID (**R**edundant **A**rray of **I**ndependent **D**isks).

## System management

On this tab you can modify some optional settings that are not crucial to the usage of the eDoc Manager. You can click on the **Restore system defaults** button to restore these settings to their system default values. Click on the **Apply** button to save any changes.

### Log entries per page

Enter the number of log entries you wish to display per page.

### Documents per page

Enter the number of documents you wish to display per page.

### Maximum number of users online

Enter the maximum number of users that are allowed on the eDoc Manager at the same time.

### Default password

Enter the default password your user accounts will be assigned when creating user accounts and leaving the **Password** field empty.

### Preset quota (MB)
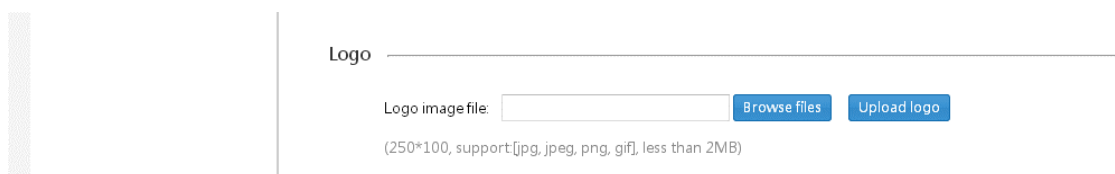
Enter the preset quota your user accounts will be allocated when creating user accounts and leaving the **Quota** field empty.

### Default validity period

Enter the default validity period for link, QR-code and e-mail shares.

### User login mode

Select if you want to **Permit multi-login** or **Prohibit multi-login** the feature to log in to the eDoc Manager multiple times with the same user account. If you select **Permit multi-login**, your users can log in to eDoc Manager on multiple different devices at the same time. If you select **Prohibit multi-login**, your users would be logged out of their first device when logging in to the eDoc Manager on their second device.



### Logo image file

You can choose a custom image (e.g. your company's logo) to appear in the upper left corner on the eDoc Manager's user interface. Click on the **Browse files** button use the dialog to select a supported image file, then click on the **Upload logo** button to upload the image file. Your image file should appear the next time you reload the eDoc Manager's user interface. A JPG, PNG or GIF file with a resolution of 250x100 pixels that is smaller than 2 MB is recommended.
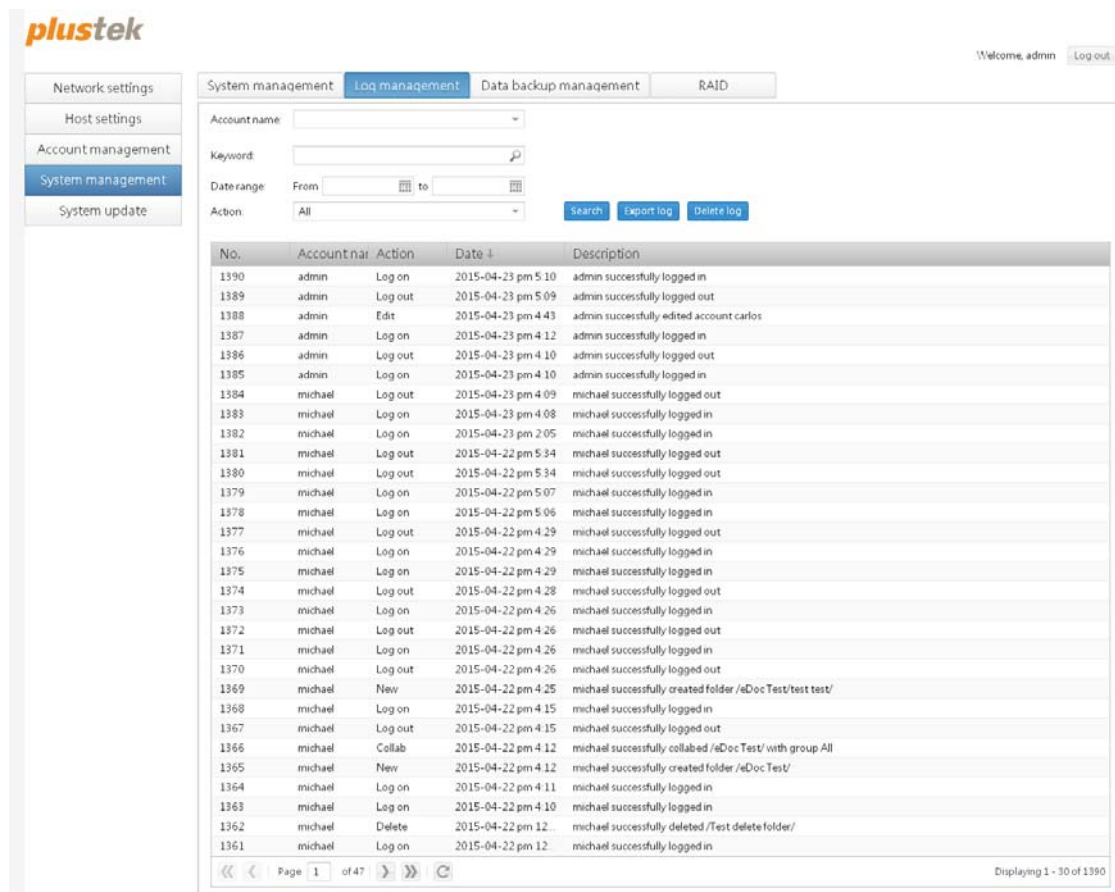
**Time zone**

Select your time zone from the drop-down list. This ensures that the date and time displayed on the activity log and the file browser are correct.

## Log management

On this tab you can view, search, export and delete the eDoc Manager's activity log. The eDoc Manager keeps a record of all actions performed by all users, from logging in and out, to sharing files and folders. You can change the sorting order by clicking on the column headers. Use the ⟪ ⟨ ⟩ ⟫ C navigation buttons at the bottom to move to another log page.

## Searching the log

You can search for specific log entries by entering a keyword in the **Keyword** field and clicking on the **Search** button. You can narrow down your search results by selecting a specific **Account name** or **Action** from the drop-down lists and by specifying a **Date range** using the ▦ calendar context menu. To return showing the entire log, do a search with the **Keyword** and **Date range** fields empty and **All** selected in the **Account name** and **Action** drop-down lists.

## Exporting the log

1. Click on the **Export log** button to export the log file.

2. The saving folder of the exported file differs depending on the browser you use.

## Deleting the log

Click on the **Delete log** button and you will be prompted to confirm deleting the log. Click on the **Yes** button to confirm and delete the log.

| ![Attention icon] | This action cannot be undone! You can keep a local copy of the log by exporting the log first, then deleting the log from the eDoc Manager. |
|---|---|
| **Attention** | |

## Data backup management

On this tab you can configure the eDoc Manager to perform backups of all the user accounts, data and settings, and restore those backups back to the eDoc Manager in case of data loss.
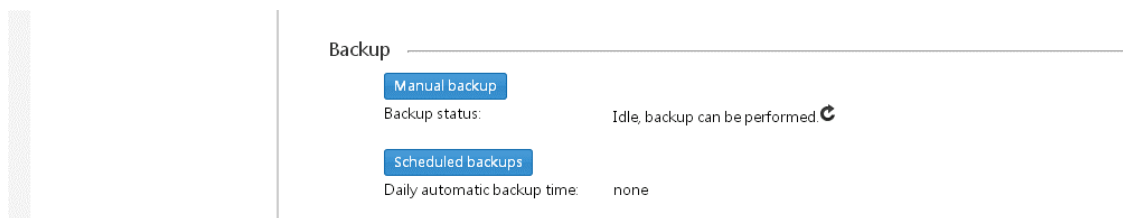
**Edit FTP backup settings**

1. Click on the **Edit** button to open the **Edit FTP backup settings** dialog.

2. Enter the **FTP address**, **FTP account** and **FTP password**.

3. Click on the **Edit** button to save the changes.

The eDoc Manager will now backup your files to the specified FTP server.
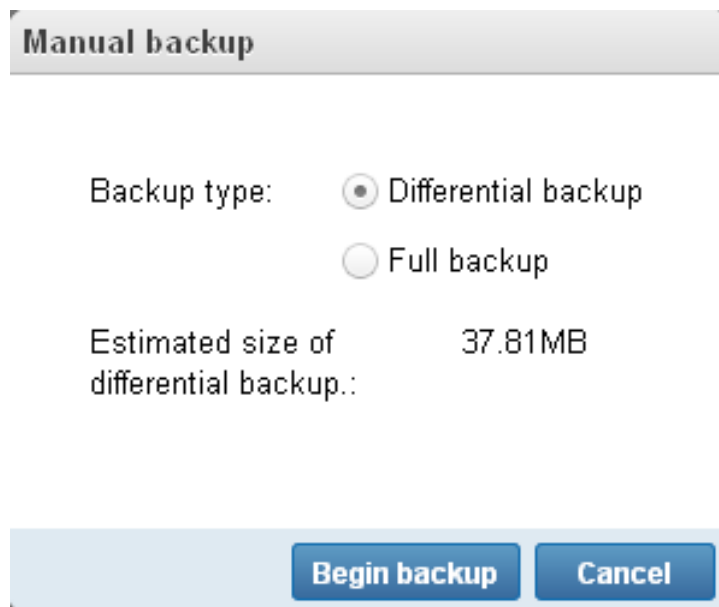
| | |
|---|---|
| **i**<br>**Information** | If you want the eDoc Manager to upload all of the backup files to the FTP server, please configure the FTP server before making any backups. Backups that are made before a FTP server has been configured will not retroactively be uploaded to the FTP server. |

Backup
Manual backup
Backup status:     Idle, backup can be performed. ↻
Scheduled backups
Daily automatic backup time:     none
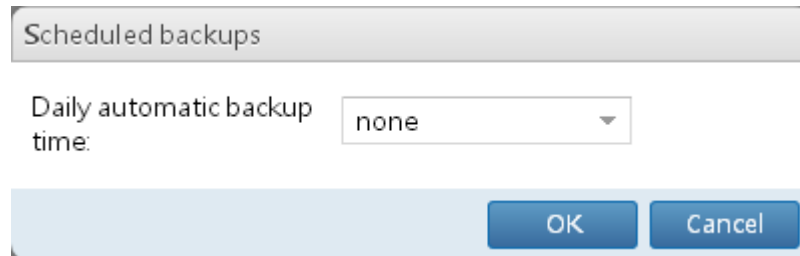
**Manual backup**

1. Please verify that the **Backup status** is **Idle** and that the system is ready to perform backups.

2. Click on the **Manual backup** button to open the **Manual backup** dialog.

Manual backup

Backup type:     ● Differential backup
                 ○ Full backup

Estimated size of          37.81MB
differential backup.:

Begin backup     Cancel

3. Select the **Backup type** you wish to perform. A **Full backup** must be made before you can choose the faster, more space efficient **Differential backup**. The estimated size of the differential backup will be shown.

4. Click on the **Begin backup** button to perform the backup. A prompt will inform you if the backup cannot be made for any reason. You will also be prompted when the backup has been completed.

## Scheduled backups

Click on the **Scheduled backups** button to open the **Scheduled backups** dialog. Select the desired time you want the eDoc Manager to perform an automatic daily backup.



## Retrieve backup file from FTP

1. Click on the **Retrieve backup file from FTP** to open the **Retrieve back up file from FTP** dialog.



2. Select the backup file you wish to retrieve to restore the eDoc Manager.

3. Click on the **Retrieve** button to begin downloading the file from the FTP. After the file has been downloaded, it will automatically be used to restore the eDoc Manager. A prompt will inform you when the restoration has been completed.

## Select restoration file

1. Click on the **Select restoration file** to open the **Restoration file** dialog.



2. Select the restoration file you wish to use to restore the eDoc Manager.

3. Click on the **Restore** button to begin the restoration process. Please wait while the eDoc Manager is being restored. A prompt will inform you when the restoration has been completed.

## RAID

On this tab you can view, mount, unmount and arrange the hard disks installed in your eDoc Manager in a RAID 1 configuration (**R**edundant **A**rray of **I**ndependent **D**isks) for increased data redundancy. You can change the sorting order by clicking on the column headers.
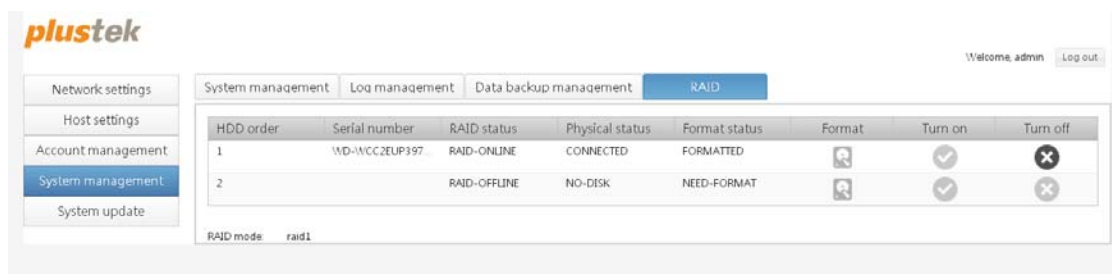


### Formatting hard disks

Your hard disks have to be formatted before they can be arranged in a RAID configuration. Click on the **Format** button in the **Format** column of the respective hard disk to format it for use in a RAID configuration. You will be prompted to confirm formatting the hard disk.

### Turning on hard disks

Click on the **Turn on** button in the **Turn On** column of the respective hard disk to mount the hard disk.

### Turning off hard disks

Click on the **Turn off** button in the **Turn Off** column of the respective hard disk to unmount the hard disk. You can now remove the hard drive from the eDoc Manager.

# System update

This section contains the **Update management** and **Factory settings** pages, where you can update the eDoc Manager's system and return it to its factory condition.

## Update management

On this tab you can view the eDoc Manager system's current version and choose an update file to update the system.
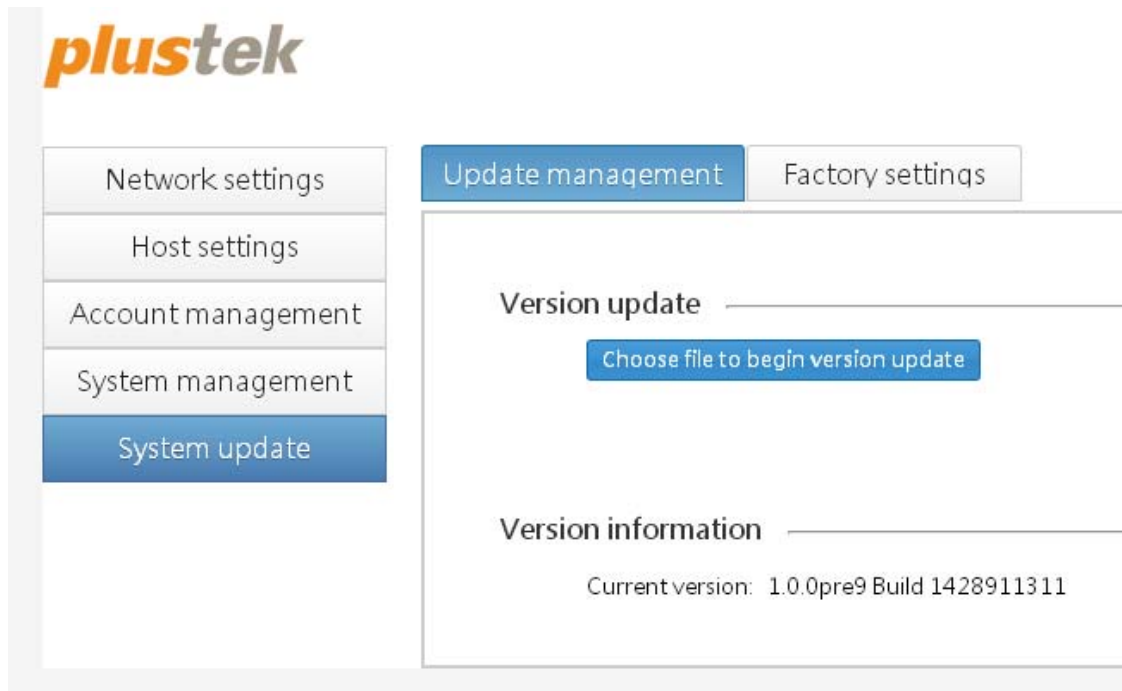


### Updating the eDoc Manager

Click on the **Choose file to begin version update** button and use the **Open** dialog to locate the eDoc Manager update file. You will be prompted to confirm uploading the file to update the eDoc Manager. Click on the **Yes** button to confirm and upload the file to update the eDoc Manager.

### Current version

The eDoc Manager system's current version. When contacting technical support, be sure to give staff your eDoc Manager's exact version information.

**Factory settings**

On this tab you can reset the eDoc Manager to return it to its factory condition. Click on the **Reset to factory settings** button. You will be prompted to confirm erasing all data on the device and returning it to its factory settings. Click on the **Yes** button to confirm and reset the device to its factory settings. The eDoc Manager will automatically restart once it has been reset to factory settings.
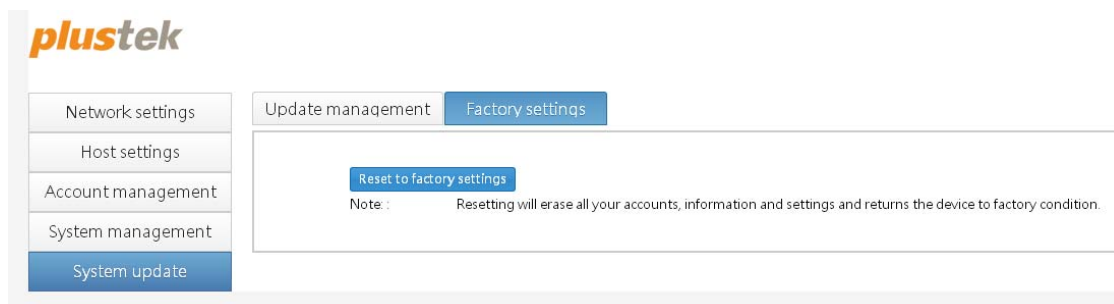


| | This action cannot be undone! Once the eDoc Manager restarts, you may not be able to access it anymore since its IP address may have changed. Please refer to the **Connecting to the eDoc Manager using UDID** section of this user's guide on how to connect to the eDoc Manager without knowing its IP address. |
|---|---|
| **Attention** | |

# Resetting the eDoc Manager

You can use the hardware RESET function of the eDoc Manager to reset the eDoc Manager. You can only reset the **Connection method** to **DHCP**, and the **Password** of Administrator to **123456**.

To reset the eDoc Manager, follow the steps:

1. Insert the reset pin into the RESET hole of the eDoc Manager.

2. Push the RESET button with the pin for at least 5 seconds. The eDoc Manager will beep long once to indicate the reset.

3. The eDoc Manager will automatically restart once it has been reset.

| | This action cannot be undone! Once the eDoc Manager restarts, you may not be able to access it anymore since its IP address may have changed. Please refer to the **Connecting to the eDoc Manager using UDID** section of this user's guide on how to connect to the eDoc Manager without knowing its IP address. |
|---|---|
| **Attention** | |

# Chapter IV. Using the eDoc Manager

Now that your eDoc Manager is all set up and ready to go, it's time to let your users access it. The eDoc Manager features various functions to help you organize all your documents, share them with others or collaborate on files and folders.

## Logging in to the eDoc Manager as user

The following steps describe how to log in to the eDoc Manager as a user.

1. Open the web browser of your choice and enter the eDoc Manager's IP address in the address bar.
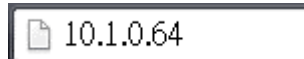


2. The eDoc Manager's login page will open. Enter your **Account** and **Password** and select your desired user interface **Language**.
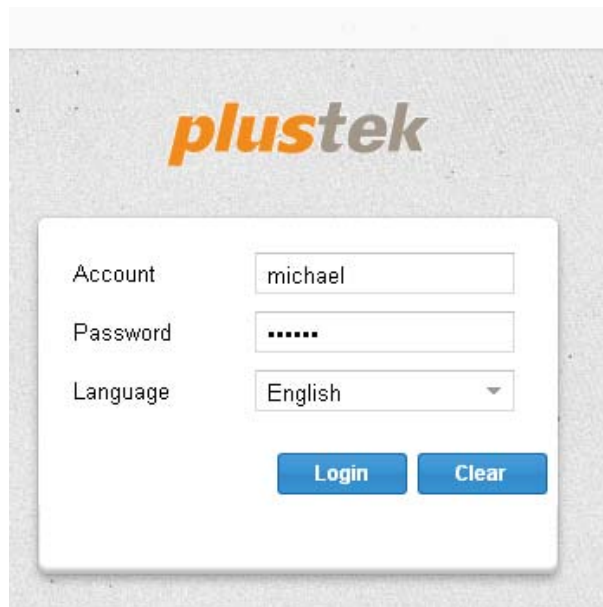


3. Click on the **Login** button to log in to the eDoc Manager.

# User interface overview

This section will introduce you to the eDoc Manager's user interface and its many features. Be sure to visit each user interface element's dedicated section to master the eDoc Manager.



## Search box

Located at the top middle of the interface, the eDoc Manager's most powerful feature is the full text searching of all files that are stored on it. Common search operators can be used and you can narrow down your search to just files that are in the currently viewed folder.



## Settings and Log out

Located at the top right of the interface, you can access your personal user account's settings and activity log by clicking on the ⚙ cogwheel button. When you are finished using the eDoc Manager, make sure to log out by clicking on the **Log out** button.
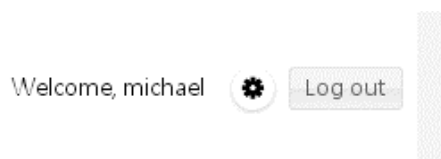


## Toolbar

Located in the middle below the **Search box** and above the **File browser**, the toolbar houses all of the eDoc Managers tools to interact with the files and folders stored on it.

## Side panel

Located on the left side of the interface, you can create new folders and upload files from here. Files and folders other users have invited you to collaborate on are accessed from here, as well as special views for your own files and folders.
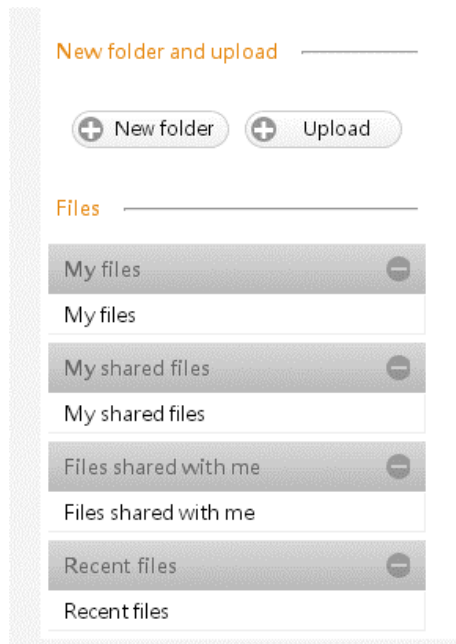


## File browser

Located in the middle of the screen below the **Search box** and **Toolbar** and to the right of the **Side panel**, the File browser is your main means of viewing and navigating through the files and folders you have stored on the eDoc Manager.

# Settings and Log out

This section contains the **Edit profile** and **Log records & inquires** pages, where you can change some of your user account's settings and view the activity log. After logging in to the eDoc Manager, the first thing you should do is visit your settings page. If you logged in using the password your administrator provided, you should change the password as soon as possible.

## Edit profile

On this tab you can configure some settings that will only affect your own user account. Click the **Edit** button in the bottom left part of the tab to save any changes.



### Account

Your account name as set by the administrator. You cannot change it.

### Password

You can enter a new password here if you want to change it. The password must be at least 6 characters long. Leave the field blank to keep your current password.

### Nickname

You can enter a new nickname here if you want to change it.

### Mailbox

Your mailbox as set by the administrator. You cannot change it.

## Show preview

You can select whether to use eDoc Manager's quick preview feature.

## Preview mode

You can select the quick preview mode to utilize. **Floating** will cause the quick preview to move along to the right of your mouse curser, while **Fixed** will cause the quick preview to be fixed along the right edge of the browser window.
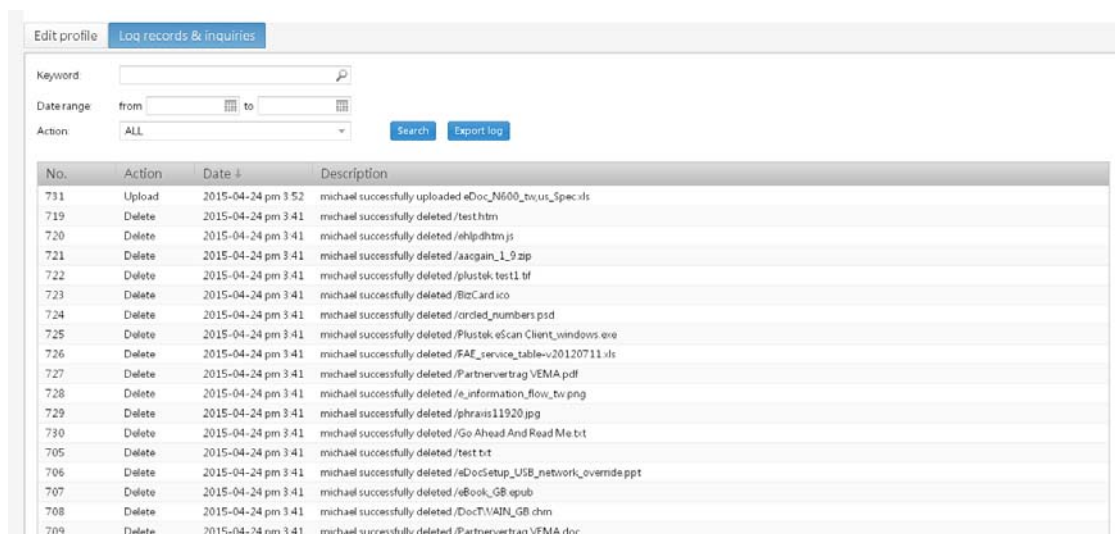
## Preview display magnification

You can select the magnification ratio - and in turn the size of the quick preview window – to show the previewed content with.

## Log records & inquiries

On this tab you can view, search and export your personal activity log. The eDoc Manager keeps a record of all actions performed, from logging in and out, to sharing files and folders. You can change the sorting order by clicking on the column headers. Use the ⟪ ⟨ ⟩ ⟫ ↻ navigation buttons at the bottom to move to another log page.



## Searching the log

You can search for specific log entries by entering a keyword in the **Keyword** field ⌕ and clicking on the **Search** button. You can narrow down your search results by selecting a specific **Action** from the drop-down list and by specifying a **Date range** using the ▦ calendar context menu. To return showing the entire log, do a search with the **Keyword** and **Date range** fields empty and **All** selected in the **Action** drop-down list.

## Logging out of the eDoc Manager

To log out of the eDoc Manager, click on the **Log out** button at the top right corner of the eDoc Manager interface.

| | |
|---|---|
| ![Attention] **Attention** | Please do NOT click on the ![X] **Close** button of your browser to exit the eDoc Manager. Clicking on the ![X] **Close** button will not log you out. |

# Side panel

When you first log in to the eDoc Manager, it will most likely be empty. The **Side panel** is where you can start by creating new folders and uploading a few files. Once you have some files and folders on your eDoc Manager, you can use the **Side panel** to quickly jump between your folders and also view only those files and folders that you have shared with others or others have shared with you. Another view is available to help you find the files you most recently interacted with.
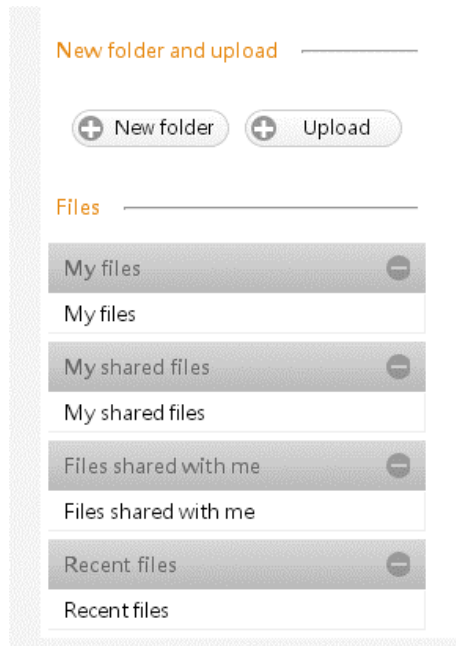


## Creating new folders

You can use folders to help you organize your files. When you need to share many files or folders, it is also easier to move or copy them into a single folder and directly share that folder. All files and folders within that folder will inherit the access rights of the main folder.

1. Click on the **New folder** button to open the **Create new folder** dialog.



2. Enter the **Folder name** you wish to use.

3. Click on the **New** button to create the folder.

## Uploading new files

1. Click on the **Upload** button to open the **Open** dialog.

2. Use the dialog to select one or more files you wish to upload. You cannot select folders to upload directly.

3. Click on the **Open** button to begin uploading the selected files.

4. An **Upload** dialog showing you the status of your file uploads will be shown.

Upload

| | | Filename | Size | Type | Status | % |
|---|---|---|---|---|---|---|
| ☐ | 1 | circled_1.png | 632 bytes | image/png | ✓ | 100% |
| ☐ | 2 | circled_2.png | 731 bytes | image/png | ⟳ | 0% |
| ☐ | 3 | circled_3.png | 776 bytes | image/png | | 0% |
| ☐ | 4 | circled_4.png | 727 bytes | image/png | | 0% |
| ☐ | 5 | circled_5.png | 732 bytes | image/png | | 0% |
| ☐ | 6 | circled_6.png | 830 bytes | image/png | | 0% |
| ☐ | 7 | circled_7.png | 738 bytes | image/png | | 0% |
| ☐ | 8 | circled_8.png | 786 bytes | image/png | | 0% |
| ☐ | 9 | circled_9.png | 851 bytes | image/png | | 0% |
| ☐ | 10 | circled_10.png | 781 bytes | image/png | | 0% |
| ☐ | 11 | circled_11.png | 586 bytes | image/png | | 0% |

Selected 19 file(s), 14.7 KB

**Leave**

5. While the uploads are in progress, you can delete files from the upload list by clicking on the checkboxes and then clicking on the **Delete** button.

6. Click on the **Leave** button to close the dialog and return to the main interface once the uploads are finished. If you click on the **Leave** button while files are still being uploaded, you will be prompted to confirm cancelling the uploads. Click on the **Yes** button to confirm and cancel the uploads and leave or click on the **Cancel** button to return to the dialog and wait for the uploads to finish.

## My files

Any folders you have created will be listed here, including folders you have shared with others. You can click on the folders to quickly open that folder's contents in the **File browser**. You can hide and unhide this panel by clicking on the panel header.
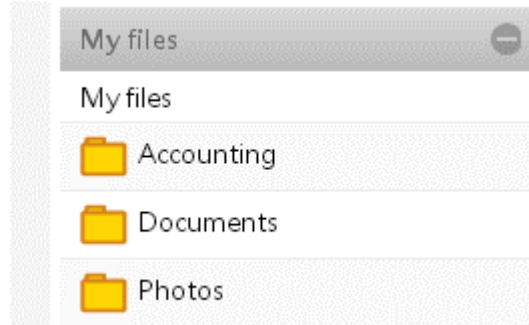


| | |
|---|---|
| **Attention** | If you perform any actions on files and folders you have shared with others, it will be reflected in the accounts of those users. |

## My shared files

Only folders you have shared with others will be listed here. You can click on the folders to quickly open that folder's contents in the **File browser**. You can hide and unhide this panel by clicking on the panel header.
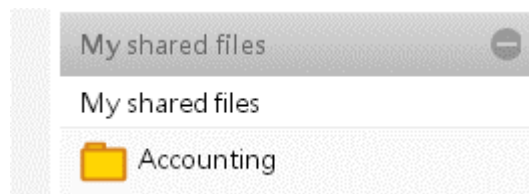


| | |
|---|---|
| **Attention** | Any actions performed on the files and folders here will be reflected in the accounts of the users whom you have shared the files and folders with. |

## Files shared with me

Only folders that others have shared with you will be listed here. You can click on the folders to quickly open that folder's contents in the **File browser**. You can hide and unhide this panel by clicking on the panel header.
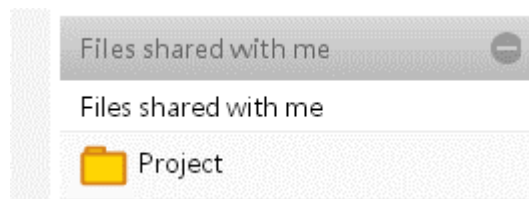


| | |
|---|---|
| **Attention** | Any actions performed on the files and folders here will be reflected in the accounts of the users whom have shared the files and folders with you, if you have sufficient access privileges. |

## Recent files

This special view will only show the most recent 30 files or folders you have copied, moved, downloaded, tagged or renamed. You can hide and unhide this panel by clicking on the panel header.
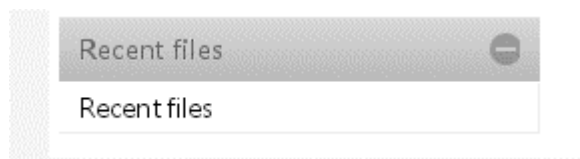


# File browser

The eDoc Manager's File browser behaves similar to the file browser of other operating systems while adding some unique features. It is your main means of viewing and navigating through the files and folders you have stored on the eDoc Manager.



| | Attention | Your eDoc Manage will automatically generate preview files for supported file types so you can quickly preview or open them online to fully preview. |

## Viewing files

You can change the sorting order by clicking on the column headers. Use the  navigation buttons at the bottom to move to another page.

## Navigating folders

To open a folder, simply click on it. To return to a previous folder level, click on the folder level in the **Path** line. You can also use the **Side panel** to navigate your folders.



## Smart file icons

The eDoc Manager has unique file icons for all supported file types so you can quickly identify each file's type.

## Previewing files

The **File browser** has a quick preview mode that will display the first page of any supported file type in a floating window as soon you as you move your mouse curser over the file name. Files that are supported and can be previewed will have their file names displayed in blue. You can use this quick preview to quickly identify your files. The magnification of the quick preview can be adjusted and the feature can also be turned off entirely if desired.
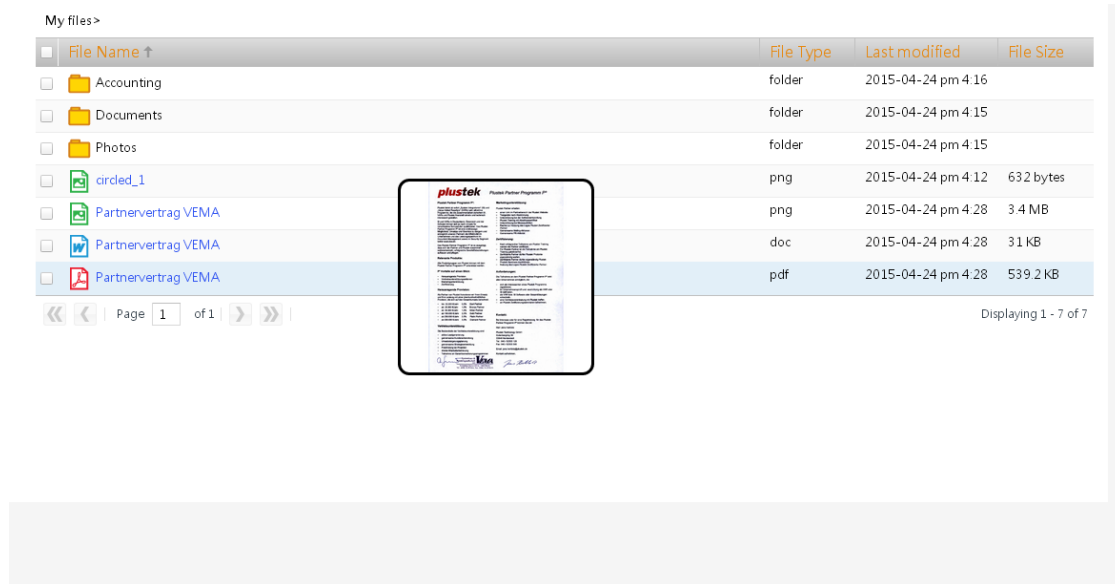


## Selecting files

Files are selected by clicking on the small box at the very front of each file. Clicking on the file name will instead open the file in the eDoc Manager's document viewer.
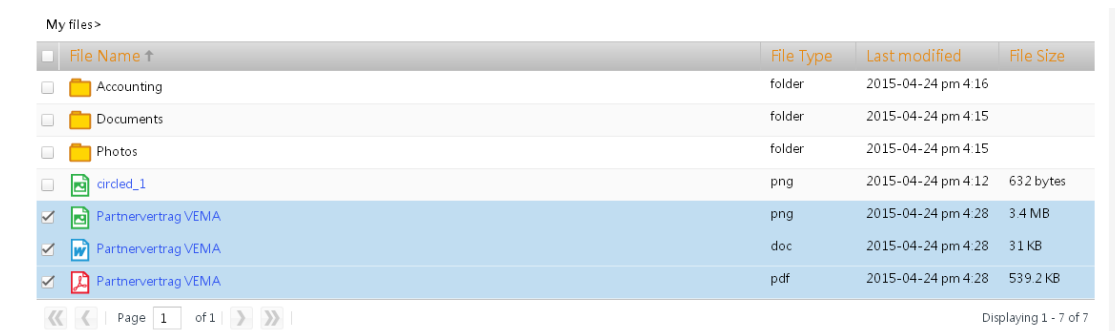
## Online previewing files

Clicking on the file name of supported file types will open the file using eDoc Manager's document viewer. Use this to fully preview the entire content of the file, not just the first page.



# Toolbar

Once you have learnt how to create new files and folders and how to view and navigate them, it's time to learn about using the eDoc Manager's organizational features. Apart from the expected delete, copy, move and rename commands, the eDoc Manager offers additional commands to download, share and collaborate, since it is a network based system.



## Deleting files and folders

1. Select at least one file or folder and click on the **Delete** button.

2. You will be prompted to confirm deleting the selected data. Click on the **Yes** button to confirm and delete the selected data.

## Copying files and folders

This action requires that you have created at least one folder.

1.  Select at least one file or folder and click on the **Copy** button.

2.  Use the **Copy to** dialog to select the target folder where you wish to copy the selected data. Select the target folder by clicking on the small box at the front of the folder.



3.  Click on the **Copy** button to copy the selected data to the target folder.

## Moving files and folders

This action requires that you have created at least one folder.

1.  Select at least one file or folder and click on the **Move** button.

2.  Use the **Move to** dialog to select the target folder where you wish to move the selected data. Select the target folder by clicking on the small box at the front of the folder.
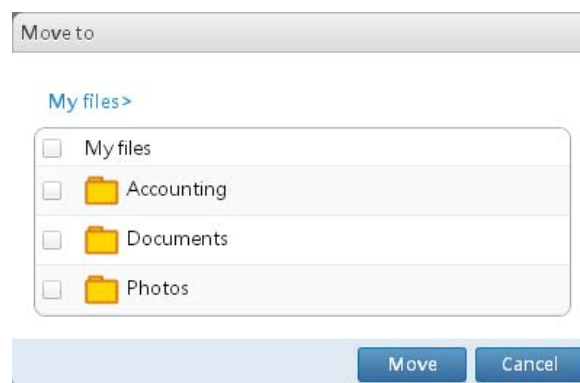


3.  Click on the **Move** button to move the selected data to the target folder.

## Downloading files and folders

If you select only one file, the file will be downloaded as is. If you select multiple files and folders, the eDoc Manager will put them in a ZIP file first and then let you download the ZIP file.

1. Select at least one file or folder and click on the **Download** button.

2. The saving folder of the downloaded files differs depending on the browser you use.

## Sharing files and folders

Being a network based system, you can use the eDoc Manager to share your files and folders with other people. There are 3 methods to share files and folders: **by link**, **by QR code** and **by e-mail**. Sharing differs from collaborating in that sharing will let other people download a copy of the file or folder. Collaborating means that you invite other people to work on your files and folders, and any changes made by you or the others will be reflected across all collaborators.
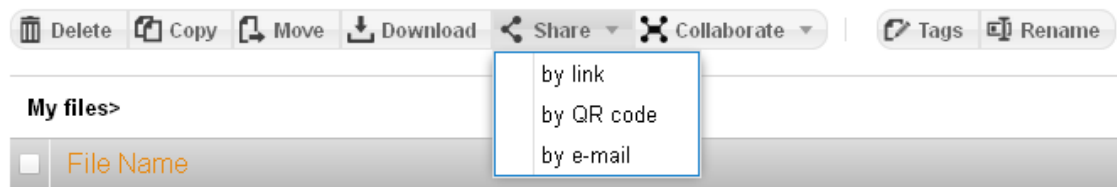


| | |
|---|---|
| ![Information icon]<br>**Information** | ● Since you can only share 1 file or folder per action, we recommend putting all files and folders you wish to share into a single folder first and directly sharing that folder.<br>● The **Validity period (days)** determines how long the file or folder can be downloaded by others. Setting it to **0** will cause the link to never expire!<br>● To change the **Validity period (days)** of a file or folder you have already shared, please share that file or folder again. The **Validity period (days)** you set this time will overwrite the old one. |

**Sharing by link**

1. Select one file or folder and click on the **Share** button.

2. Select **by link** from the context menu to open the **Share by link** dialog.
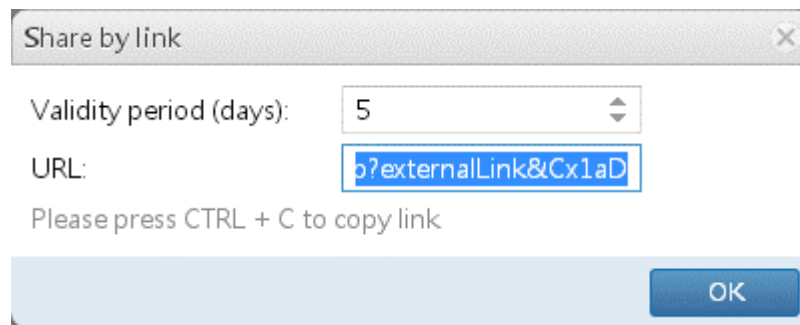


3. If desired, adjust the **Validity period (days)** of the link by entering a value or using the arrows.

4. Press Ctrl+C on your keyboard to copy the link to your system's clipboard. If you adjusted the validity period, please click on the link first and press Ctrl+A to highlight it.

5. Click on the **OK** button to close the dialog. Open a program of your choice and press Ctrl+V to paste the link from your system's clipboard to your program.

**Sharing by QR code**

1. Select one file or folder and click on the **Share** button.

2. Select **by QR code** from the context menu to open the **Share by QR code** dialog.
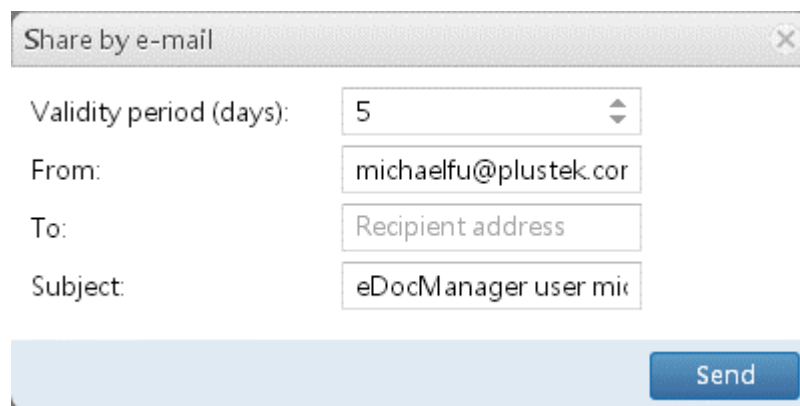


3. If desired, adjust the **Validity period (days)** of the link by entering a value or using the arrows.

4. Use your mobile device to scan the QR code. You can then share the QR code / link from your mobile device. You can also save the QR code image to your computer and insert it into your documents and presentations. The QR code can then be scanned by anyone with the document (i.e. flyer, poster, etc) or viewing the presentation (i.e. meetings, speeches).

5. Click on the **OK** button to close the dialog.

## Sharing by e-mail

1. Select one file or folder and click on the **Share** button.

2. Select **by e-mail** from the context menu to open the **Share by e-mail** dialog.



3. If desired, adjust the **Validity period (days)** of the link by entering a value or using the arrows.

4. Enter the recipient address. You can enter multiple recipient addresses by separating them with a ";". You can alter the **From:** and **Subject:** lines if you wish.

5. Click on the **Send** button to send an e-mail with the link and close the dialog. A prompt will inform you of the result.

## Collaborating on files and folders

You can use the eDoc Manager to collaborate on your files and folders with other people. There are 2 methods to collaborate: **with groups** and **with user**. Collaborating means that you invite other people to work on your files and folders, and any changes made by you or the others will be reflected across all collaborators. Everyone will be working on the same copy of a file or folder.
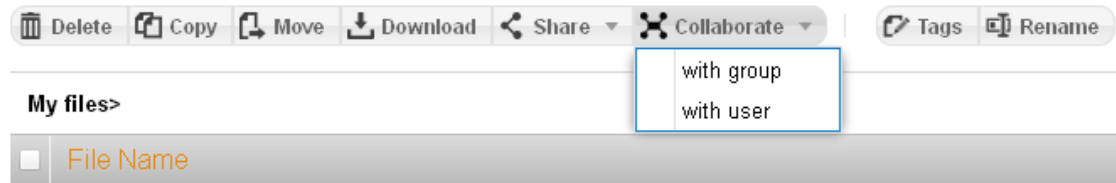


| | Since you can only collaborate on 1 file or folder per action, we recommend putting all files and folders you wish to share into a single folder first and directly sharing that folder. |
|---|---|
| **Information** | |

### Collaborating with groups

1. Select one file or folder and click on the **Collaborate** button.

2. Select **with group** from the context menu to open the **Collaborate with group** dialog.
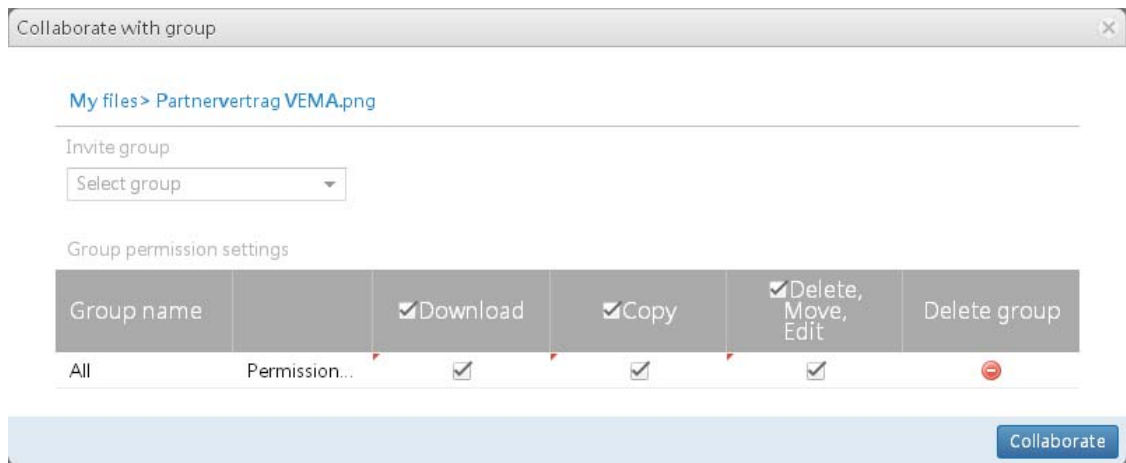


3. Select a group you wish to invite from the drop-down list.

4. Select which permissions to give the group by clicking on the respective options. If you added multiple groups, you can click on the option in the column header to give all groups the respective permission. To remove a group, click on the **Delete** button.

5. Click on the **Collaborate** button to save the changes and close the dialog.

The file or folder you shared with the group will appear under your **My shared files** panel and under the group's users' **Files shared with me** panels.

## Collaborating with users

1. Select one file or folder and click on the **Collaborate** button.

2. Select **with user** from the context menu to open the **Collaborate with user** dialog.
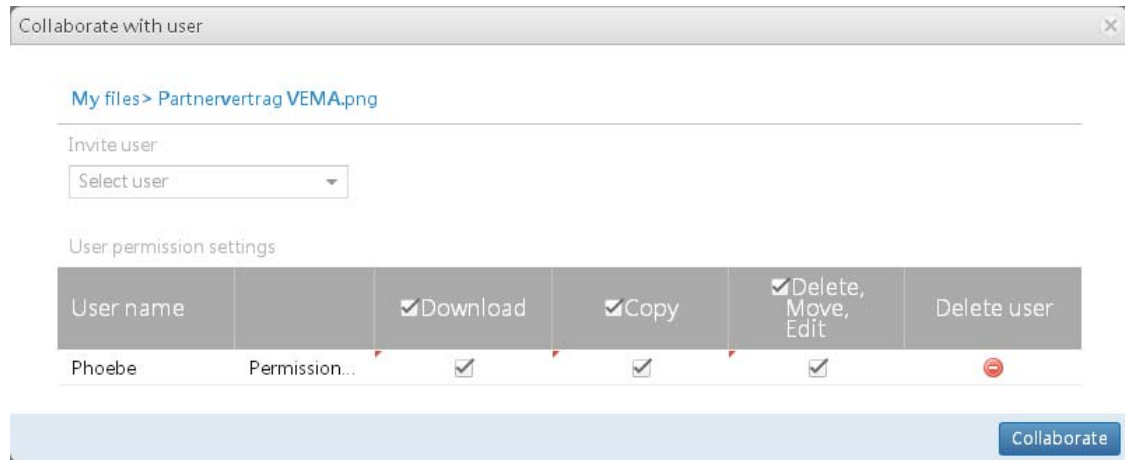


3. Select a user you wish to invite from the drop-down list.

4. Select which permissions to give the user by clicking on the respective options. If you added multiple users, you can click on the option in the column header to give all users the respective permission. To remove a user, click on the **Delete** button.

5. Click on the **Collaborate** button to save the changes and close the dialog.

The file or folder you shared with the user will appear under your **My shared files** panel and under the user's **Files shared with me** panel.

## Tagging files

When uploading files in a supported file type, the eDoc Manager will identify all words in the document and add those words to the file as meta tags. This won't alter your files in any way but allows the eDoc Manager to quickly search through them. You can edit those tags and manually add additional ones. This action cannot be performed on folders.
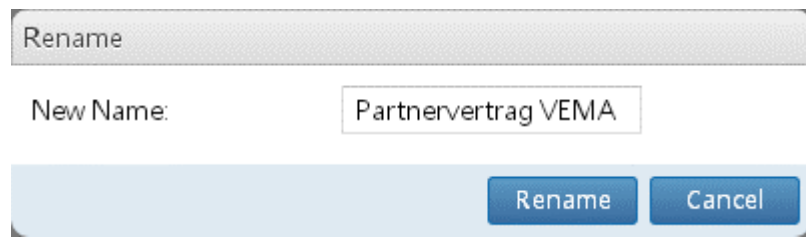
1. Select one file or more files and click on the **Tag / Batch tagging** button to open the **Tags** dialog.
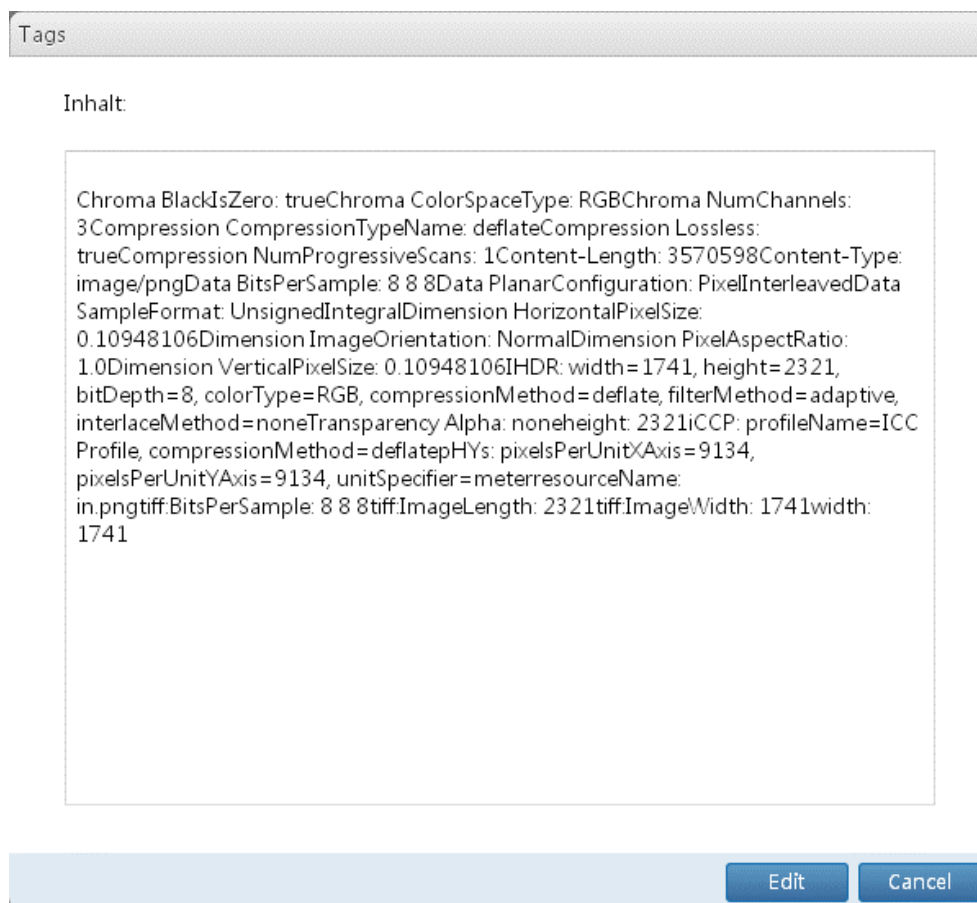


2. When selecting multiple files, only the tags that all selected files have in common will be shown in the **Tags** dialog. Each file will retain their individual tags. Enter any number of tag you wish to add to the file or files. Separate tags with a space.

3. Click on the **Edit** button to save the changes and close the dialog. You can now search for the file or files using the original tags and the ones you added.

## Renaming files and folders

1. Select one file or folder and click on the **Rename** button to open the **Rename** dialog.



2. Enter a new name for the file or folder.

3. Click on the **Rename** button to save the changes and close the dialog.

# Search box

The eDoc Manager's most powerful feature is the full text searching of all files that are stored on it. When uploading files in a supported file type, the eDoc Manager will identify all words in the document and add those words to the file as tags. This won't alter your files in any way but allows the eDoc Manager to quickly search through them. You can also add your own tags to files by using the Tag / Batch tagging function.

## Searching for files

You can search for specific files by entering a keyword in the **Search** field and clicking on the magnifying glass or **Search** button. The common search operators "or" and "and" can be used as well. You can further narrow down your search to just files that are in the currently viewed folder.

### Searching with operators

Searching for multiple keywords separated by a 'blank' or '**or**' will return results that match *any* of the words. Searching for multiple keywords separated by a '**and**' or '**+**' will only return results that match *all* of the words.

### Searching within all files

Searching through all files that are stored on the eDoc Manager is the default behavior. If you switched to searching within your current folder before, you can return to searching within all files by clicking on the small triangle button next to the **Search** button and selecting **All files**.
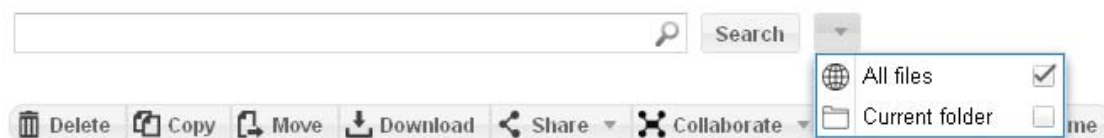
### Searching within current folder

You can limit your search to just files that are in the currently viewed folder by clicking on the small triangle button next to the **Search** button and selecting **Current folder**.
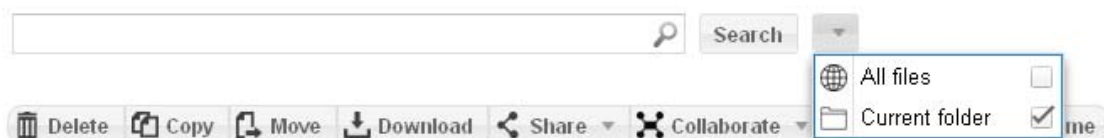
# Chapter V. Using the eDoc Cabinet

The eDoc Cabinet is a companion program to the eDoc Manager that you install on your personal computer. Once installed, you can use it to configure folders on your computer that automatically sync to and from folders on the eDoc Manager. This way you don't need to log in to the eDoc Manager interface every time you want to upload something for example. Combine automatically syncing folders with eDoc Manager's function to collaborate with other users on folders and you got yourself a serious productivity tool.

## eDoc Cabinet installation requirements

Before installing the eDoc Cabinet program, you may need to install the following support files.

If your operating system is Windows 7 32-bit:

http://www.microsoft.com/en-US/download/details.aspx?id=17718

http://www.microsoft.com/en-US/download/details.aspx?id=5555

If your operating system is Windows 7 64-bit:

http://www.microsoft.com/en-US/download/details.aspx?id=17718

http://www.microsoft.com/en-us/download/confirmation.aspx?id=21254

If you have Microsoft Office 2007 installed, you need to additionally install the following file:

http://www.microsoft.com/en-US/download/details.aspx?id=9943

If you have Microsoft Office 2003 installed, you need to additionally install the following file:

http://www.microsoft.com/en-US/download/details.aspx?id=8

http://www.bullzip.com/

# Installing the eDoc Cabinet

The eDoc Cabinet program needs to be installed on your computer before you can configure folders to sync with the eDoc Manager.

| | |
|---|---|
| **Attention** | If you are updating the eDoc Cabinet program, please uninstall any previous versions and restart your computer before installing a new version. |

1. Insert the installation disc that came with the eDoc Manager.

2. Open the eDoc Cabinet installation file.

3. Follow the on-screen instructions to install the eDoc Cabinet program.

4. After the eDoc Cabinet program is installed, you can open it using the shortcut from the **Start Menu** > **All Programs** > **Plustek** > **eDoc Cabinet** folder.
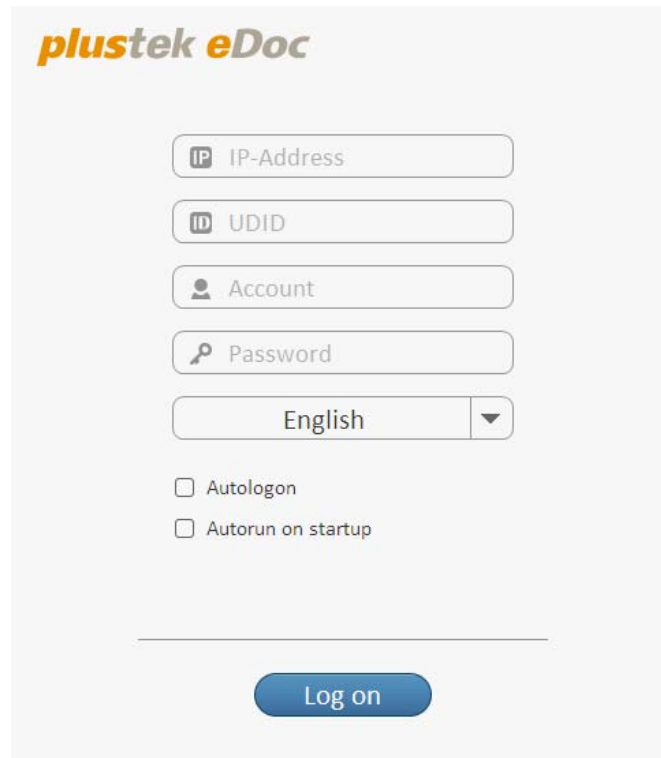
# Logging in to the eDoc Manager with eDoc Cabinet

You need to log in to the eDoc Manager with the eDoc Cabinet program before you can configure folders to sync. The same credentials are used as if you were directly logging in to the eDoc Manager. You can set the program to automatically run on Windows startup and log you on.

1. Open the eDoc Cabinet program using the shortcut from the **Start Menu** > **All Programs** > **Plustek** > **eDoc Cabinet** folder.

2. The eDoc Cabinet program's user interface won't open directly; it will start minimized in your notification area. Click on the eDoc Cabinet icon in your notification area and select **Main program** to open the program interface.
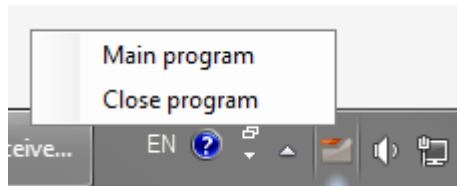
3. Enter the **IP address** or **UDID** of your eDoc Manager, your **Account** and **Password** and select your desired user interface language, then click on the **Log on** button to log on to the eDoc Manager.



| | If you are using the UDID to connect to the eDoc Manager, you may be prompted to allow the program through the Windows Firewall. Please click on the **Allow access** button to allow it. |
|---|---|
| **Information** | |
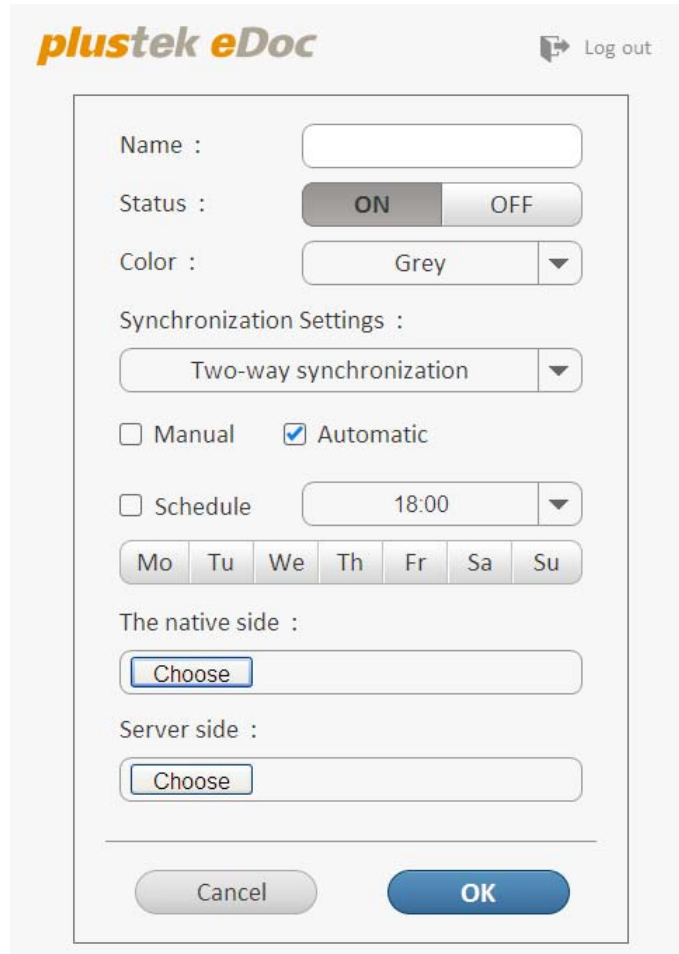
# Viewing folder links

When you first log in with the eDoc Cabinet, it will most likely be empty. You start by creating different folder links depending on your desired results by clicking on the big **+** tile. When right-clicking on a folder link tile, you have the option to **Edit** or **Delete** the folder link. To quickly open the folder link's local folder on your hard disk, double click on its tile. You can log out of the program by clicking on the **Log out** button.
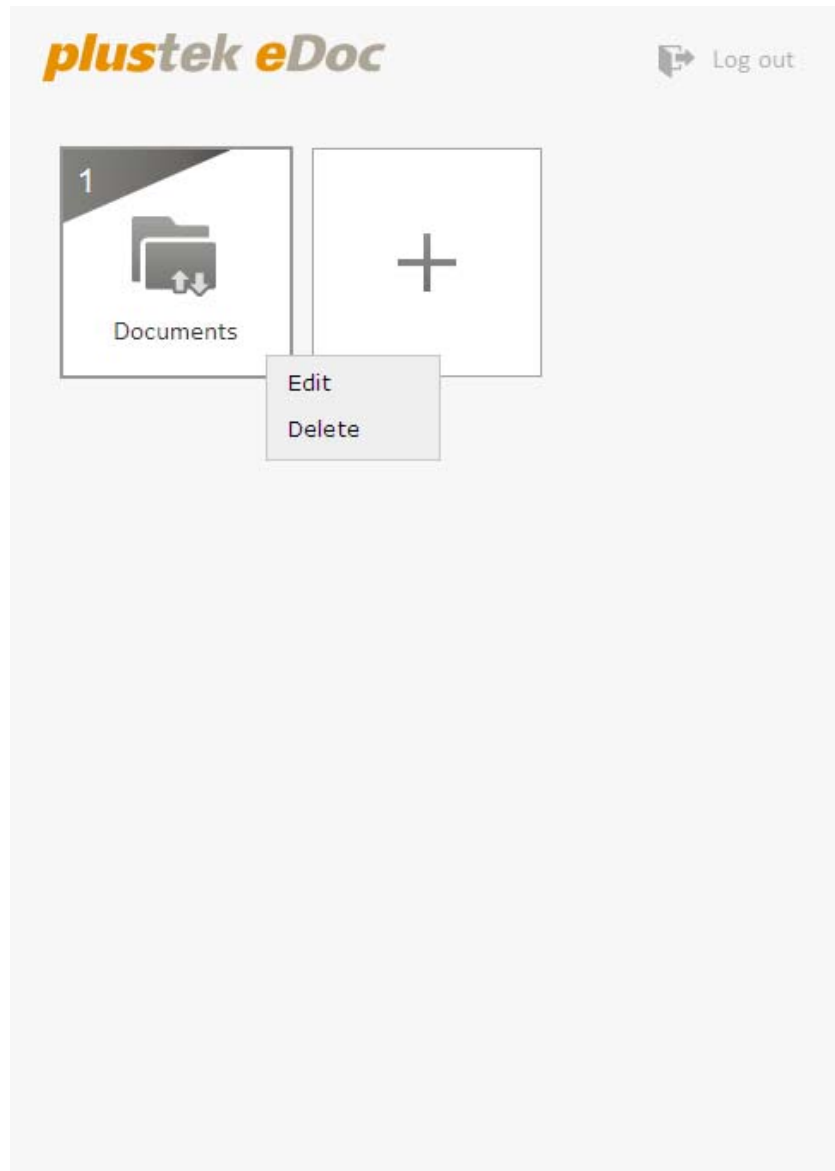
# Creating and editing folder links

This section will introduce you to the various settings that are available when creating and editing folder links. The interface for creating and editing folder links is the same.



### Name

Enter the desired name you wish to assign this folder link. This is only to identify this particular link within the eDoc Cabinet program.

### Status

You can use this to toggle the folder link **ON** and **OFF**. This way you can keep a particular link setting around without having to delete it.

### Color

Select a desired color from the drop-down list. This color is only for cosmetic purposes and can help you with more quickly distinguishing your folder links.

### Synchronization Settings

Arguably the most important setting when creating or editing folder links, this setting determines how your local and server-side folders behave. Below is a breakdown of the available options.

**Two-way synchronization**

Files and folders are copied to and from the eDoc Manager whenever changes are made. The files and folders on your local computer and on the eDoc Manager will be identical.

**One-way upload**

Files and folders are copied to the eDoc Manager whenever changes are made on your local computer If changes are made using the web interface of the eDoc Manager, they will not be copied to your local computer.

**One-way download**

Files and folders are copied to your local computer from the eDoc Manager whenever changes are made on the eDoc Manager. If changes are made on your local computer, they will not be copied to the eDoc Manager.

**Automatic file conversion (PDF)**

Files will be uploaded to the eDoc Manager and converted to PDF files. This will create a second file on the eDoc Manager in addition to your original file. You can select to perform **OCR** (**O**ptical **C**haracter **R**ecognition) when using this mode.

| | |
|---|---|
|  **Attention** | You must install the OCR software ABBYY FineReader bundled with Plustek scanner on your computer before you can use the OCR function. |

**Automatic file conversion (ePub)**

Files will be uploaded to the eDoc Manager and converted to ePub files. This will create a second file on the eDoc Manager in addition to your original file. You can select to perform **OCR** (**O**ptical **C**haracter **R**ecognition) when using this mode.

| | |
|---|---|
|  **Attention** | You must install the OCR software ABBYY FineReader bundled with Plustek scanner on your computer before you can use the OCR function. |

## Manual or Automatic

Select to manually or automatically synchronize the folder. If you select to manually synchronize the folder, the folder can be synchronized by selecting **Synchronize with eDoc** from the right-click context menu in your Windows Explorer. If you select to automatically synchronize the folder, the folder will synchronize its contents with those on the eDoc Manager without your interaction.

## Schedule

Select if you wish to synchronize the folder using a schedule. Select the time and the weekdays to perform the synchronization.

### The native side

Select the folder on your local computer to use for this folder link. You can also use the dialog to directly create a new folder. You cannot select the same folder for more than 1 link.

### Server side

Select the folder on your eDoc Manager to use for this folder link. You can also use the dialog to directly create a new folder. You cannot select the same folder for more than 1 link.

# Using your local folders

After creating a folder link, you can open the local folder on your computer by double-clicking the folder link's tile in the eDoc Cabinet. Depending on the synchronization mode and the local and server folders you selected, you may see different things happening with your folder. Small icons attached to your files and folders indicate the synchronization status of the respective file or folder.

### Uploading and downloading files and folders

Using folder links is the fastest way to upload and download files and folders to your eDoc Manager. Set a folder link with the **Synchronization Settings** to **Two-way Synchronization** and you can upload simply by putting files into the local folder on your computer. Any file you put into the eDoc Manager folder will automatically be downloaded to your computer. After a file is uploaded or downloaded, you can move it to another folder. The original file will automatically be deleted from your local folder (when uploading) or your eDoc Manager folder (when downloading).

### Viewing the synchronization status

Small icons attached to your files and folders indicate the synchronization status of the respective file or folder. Here we'll go over the different icons and the status they indicate.

 **Green**

The file or folder has been synced with eDoc Manager.

 **Black**

The file or folder has not been synced with eDoc Manager yet.

 **Blue**

The file or folder is newer than the copy on the eDoc Manager and has not been synced yet.

**Orange**

The file or folder is older than the copy on the eDoc Manager and has not been synched yet.

# Appendix A: Specifications[4]

| Plustek eDoc N600 | |
|---|---|
| CPU | ARM Cortex A9 Dual Cores |
| Storage Type | Support RAID 1 (SATA only) |
| Network Interface | Gigabit Ethernet ( x 1, RJ-45) |
| Storage | 3.5" or 2.5" SATA II HDD * 2 (optional) |
| LED Indicators | Power LED (x 1), System LED (x 1) |
| Connectors | 1 x 10/100/1000 Mbps RJ-45 Ethernet port<br>1 x USB port<br>1 x DC Jack (power connector) |
| Buttons | 1 x Multi-function button (front)<br>1 x Reset button (rear) |
| Thermal Solution | Fan |
| Energy-saving Design | Low power consumption (max. 35 watts) |
| Power | 12 Vdc/ 5 A |
| Operating Environments | Temperature: - 10°C ~ + 50°C (-14°F ~ +122°F)<br>Humidity: 20% ~ 80% R.H. |
| Easy System Reset | One-touch reset button (reset to manufacture setting) |
| Automatic System Recovery | Supports automatic system startup after power outage |
| Dimensions | 100 (W) x 216 (D) x 151 (H) mm |
| Weight | 1.9 kgs (4.19 lbs; net weight excluding HDD) |
| Certification | CE, FCC, RoHs |
| Network Protocol | TCP/IP, UDP/IP, HTTP, DHCP Client, Fixed IP, DDNS Client, SMTP, DNS, UPnP |
| Security | Password Protection, User Access Privilege |
| Language Support | English, German, French, Japanese, Traditional Chinese, Simplified Chinese, Turkish, Russian, Italian, Spanish, Portuguese, Korean |
| Remote Client System (Minimum Requirement) | Operating System: Microsoft Windows XP (32-bit) / Windows 7 (32-bit)<br>RAM: 1 GB or above<br>CPU: Intel Core 2 Duo, 2.6GHz or above<br>Network: 10/100/1000 Mbps (RJ-45) |
| Browser Support | Microsoft IE 10 or higher, Firefox, Chrome |
| Software AP | Plustek eDoc Cabinet Windows/MAC Clinet, eDocLink Tool, and eDoc mobile |
| Mobile App Support | Android, iOS |

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[4] Hardware specifications may change at any time without prior notice.

# Appendix B: Customer Service and Warranty

If you encounter problems with your eDoc Manager, please review the installation instructions and operation suggestions contained in this guide.

Visit our website http://www.plustek.com/ for more customer service information. For further assistance call our customer support phone number listed on the website. One of our representatives will be happy to assist you from Monday through Friday during office working hours.

To avoid delays, please have the following information available before calling:

- eDoc Manager model number
- eDoc Manager serial number
- A detailed description of the problem
- Your computer manufacturer and its model number
- The speed of your CPU (Pentium 4, etc.)
- Your current operating system and BIOS (optional)
- Your browser name and its version (Ex. IE7, 7.0.5730.11)
- Name of software package(s), version or release number and manufacturer of the software
- Other USB devices installed

## Statement of Limited Warranty

This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.

The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programs, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, program modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABLITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.

2. Loss of, or damage to, your records or data; or

3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

# FCC Radio Frequency Statement

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment to an outlet on a circuit different from that which the receiver is connected.

- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.

- Changes or modifications not expressly approved by the manufacturer or authorized service center could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.