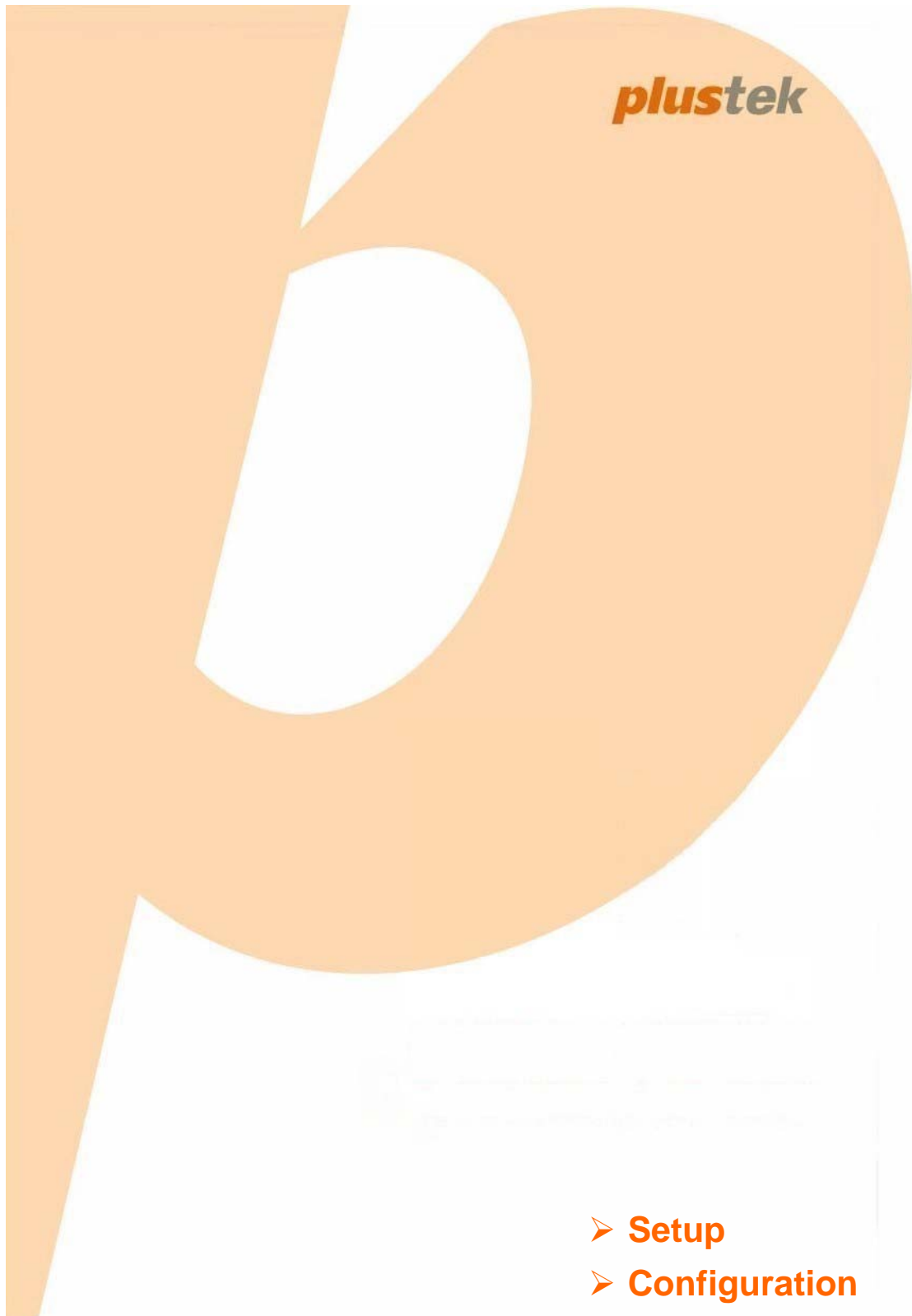


eDoc Manager Quick Guide



Quick Guide

Minimum System Requirements

eDoc DOM--The server is recommended to meet the following minimum requirements:

Hardware Specifications

- GPRs: 64 bit
- CPU: Intel Core i3-6100 (3M Cache, 3.70GHz)
- Chipset: Intel H110 Chipset
- RAM: 8GB or more, 16 GB is recommended, 2133 MHz DDR4 DIMM
- HDD: At least 2TB x 2, SATA / 7200 rpm
- Network: Intel 10/100/1000/Gigabits Mbps

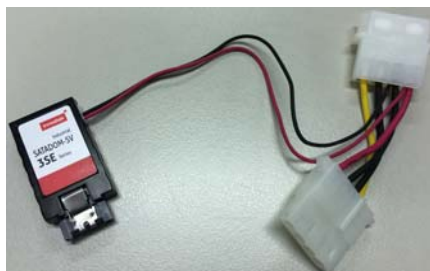
Installing Hard Disk Drive and SATA DOM

If there is no hard disk installed on the server, please install it before you power on the device. The eDoc DOM supports SATA interface, 3.5-inch hard disk, no capacity size limits, and you can choose to install one or two hard disks. For the trial version, you can only install one hard disk.

Before you install the hard disk drive, please backup the data stored in the hard disk drive if there is any. After the installation is completed, the eDoc Manager will automatically format the hard disk drive. It takes time to format the hard disk drive.

Follow the steps below to install:

1. Open the cover of the server.
2. Connect the SATA adaptor and the power source of the hard disk drive. Tighten the screws firmly on the side of the hard disk drive to secure it. **Note: For the trial version, you can only install one hard disk.**
3. Plug the SATA DOM to SATA 1 slot, and connect the power source.

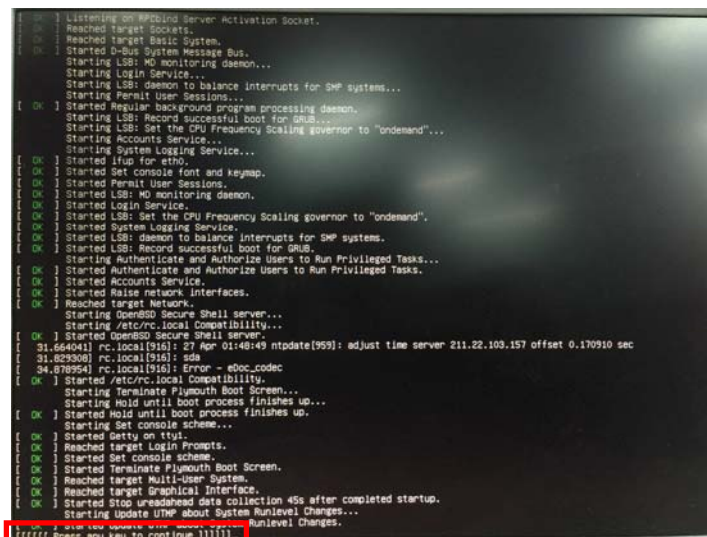


4. Close the cover. Tighten the screws to secure the cover.
5. Connect the server to the local area network. There should be a DHCP server to assign IP address in the network environment.

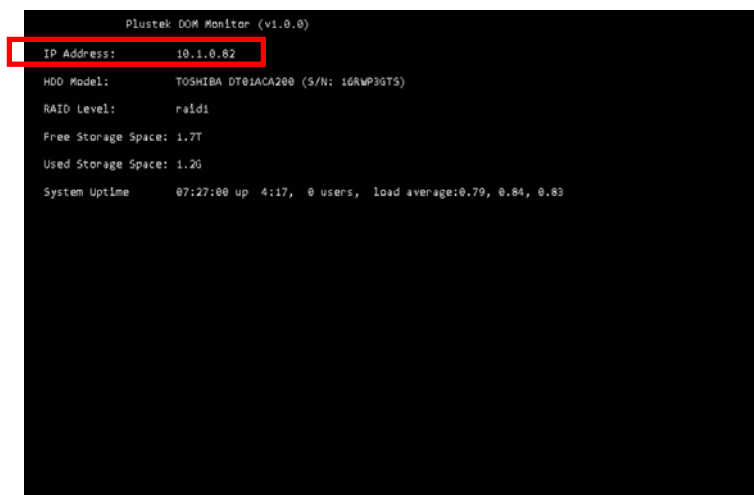
- Set the BIOS to boot from SATA 1. Please refer to the manual of each motherboard for entering the BIOS.



- The system will be executed automatically after powering on. Wait for about 90-100 seconds, you will find the message **Press any key to continue** shows in the bottom of the screen, please press any key on the keyboard to continue.



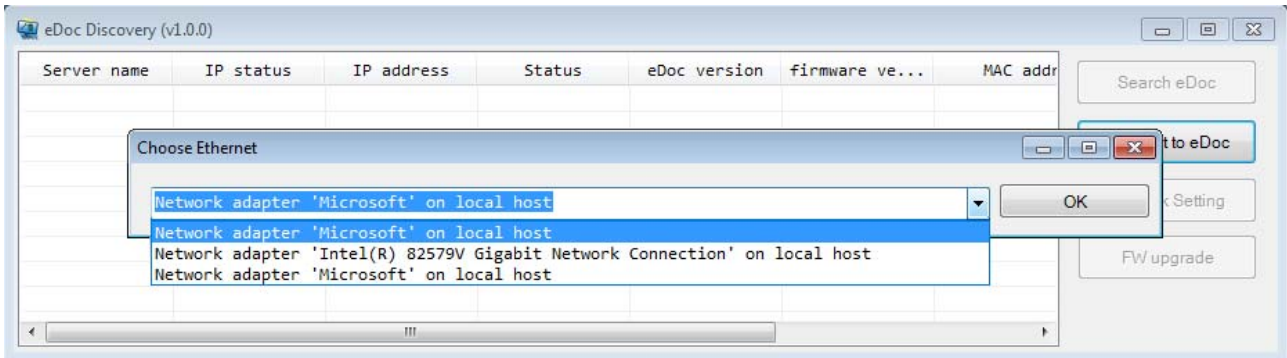
- When the following screen appears, the system is ready. The IP Address here is assigned by the DHCP server.



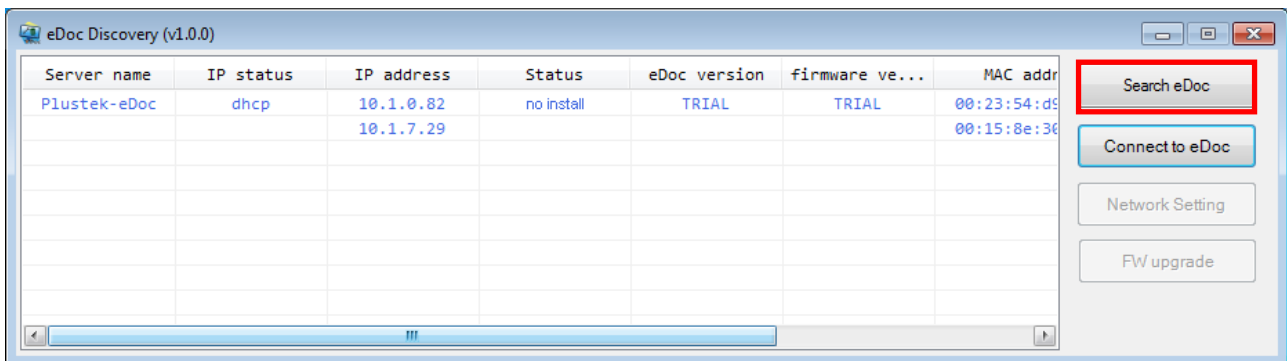
Connecting to the eDoc Manager using eDoc Discovery

Use the other PC in the same network segment to configure the server settings. Insert the installation CD/DVD to install the eDoc Discovery program. Launch the eDoc Discovery program from the shortcut on your desktop.

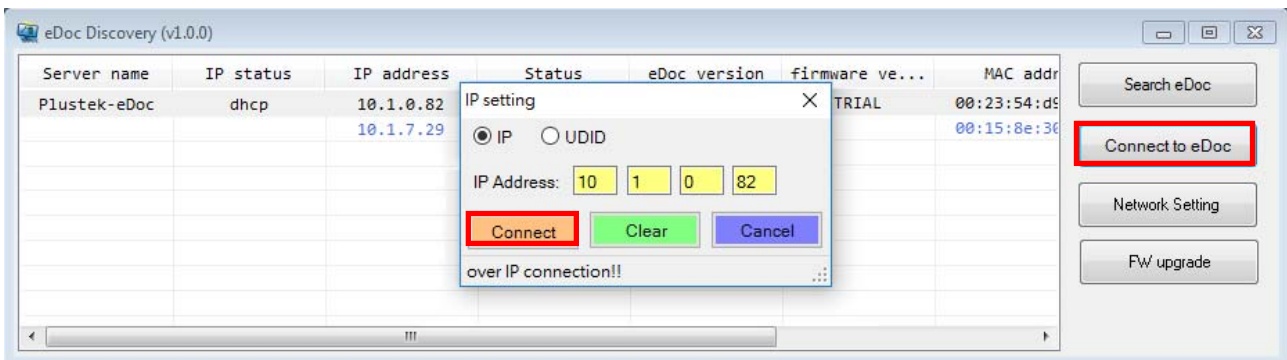
1. Select the suitable network adapter from the dropdown list. It is recommended to use a wired network for installation.



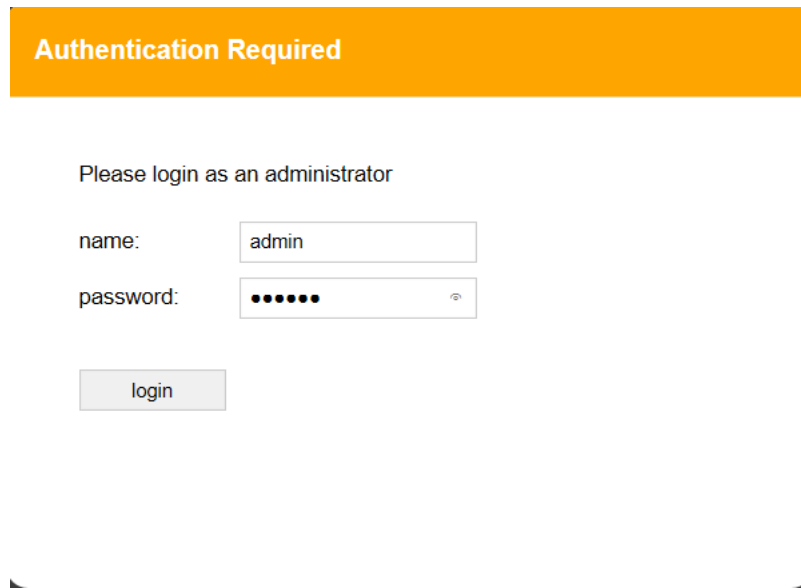
2. Click on the **Search eDoc** button to search the connected eDoc Manager in the same network segment. The display information includes Server name, IP status, IP address, Status, eDoc version, firmware version, Mac address and UDID. The Status column indicates the status of the eDoc Manager: no install means it is the first time installation; Ready means the eDoc Manager is installed completely and is ready to be connected; Maintenance mode means you can install, upgrade, backup and restore the eDoc Manager.



3. The Status column will show no install when you install the eDoc Manager for the first time. Click on the **Connect to eDoc** button to install the eDoc Manager. Select to connect by IP or by UDID, then click on the **Connect** button.

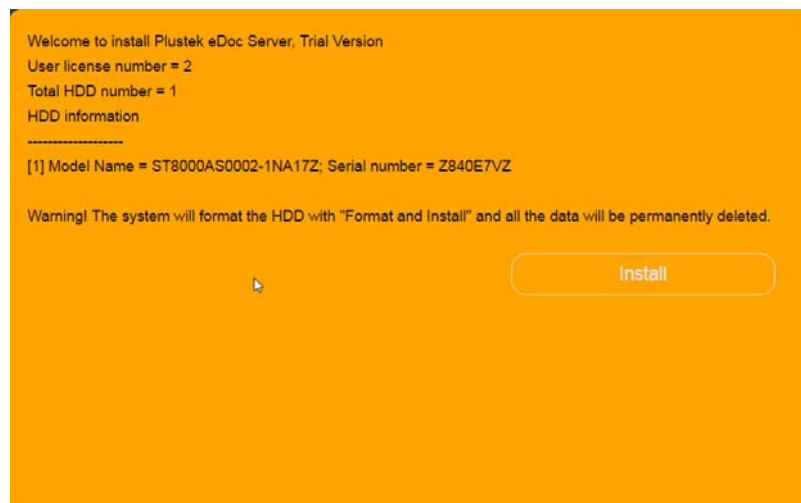


4. Enter **admin** as your user name, **123456** as your password and click **Login**.



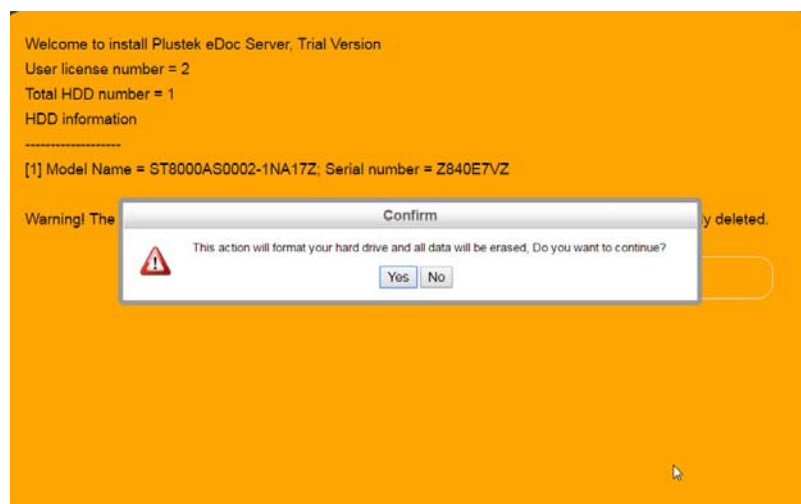
The screenshot shows a login interface with an orange header that reads "Authentication Required". Below the header, the text "Please login as an administrator" is displayed. There are two input fields: "name:" with the value "admin" and "password:" with a masked password of six dots. A "login" button is positioned below the password field.

5. Click on the **Install** button to start the installation process.



The screenshot shows a yellow installation screen. The text reads: "Welcome to install Plustek eDoc Server, Trial Version", "User license number = 2", "Total HDD number = 1", and "HDD information". Below this, it lists "[1] Model Name = ST8000AS0002-1NA17Z; Serial number = Z840E7VZ". A warning message states: "Warning! The system will format the HDD with 'Format and Install' and all the data will be permanently deleted." An "Install" button is located in the bottom right corner.

6. Click on the **Yes** button to confirm formatting the hard disk. The formatting time depends on the capacity size of the hard disk, it takes about 120 seconds to format a 8TB HDD.



The screenshot shows the same installation screen as in step 5, but with a "Confirm" dialog box overlaid. The dialog box has a warning icon and the text: "This action will format your hard drive and all data will be erased, Do you want to continue?". It contains "Yes" and "No" buttons. The "Warning! The" text from the background screen is partially visible behind the dialog box.

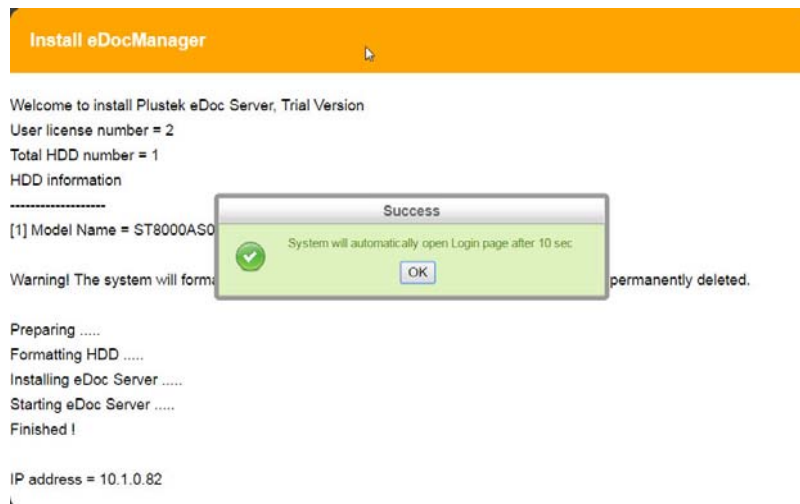
7. The system is preparing for formatting the hard disk.



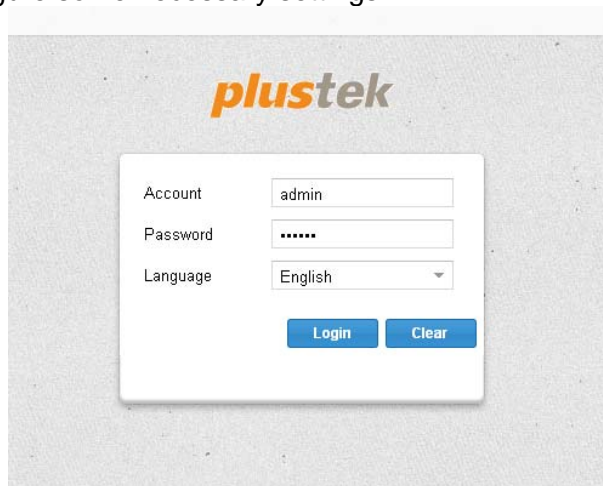
8. The system is formatting the hard disk.



9. Click on the **OK** button to complete the installation. Upon the first installation is completed, the system will automatically open your browser to enter the login page. (Google Chrome or Mozilla Firefox is recommended.)



10. Enter **admin** as **Account** and **123456** as **Password** to log on to the eDoc Manager as an administrator to configure some necessary settings.

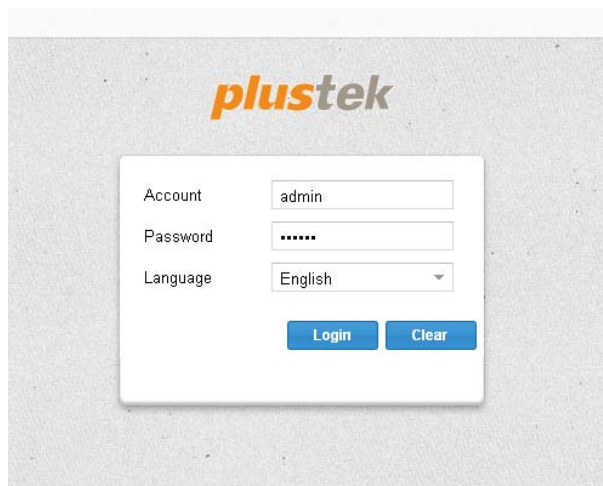


Configuring the eDoc Manager for the first time

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. To take advantage of all the powerful and innovative features your eDoc Manager provides, please refer to the complete user's manual.

Logging on to the eDoc Manager as administrator

Enter **admin** as **Account** and **123456** as **Password** to log on to the eDoc Manager as an administrator to configure some necessary settings.

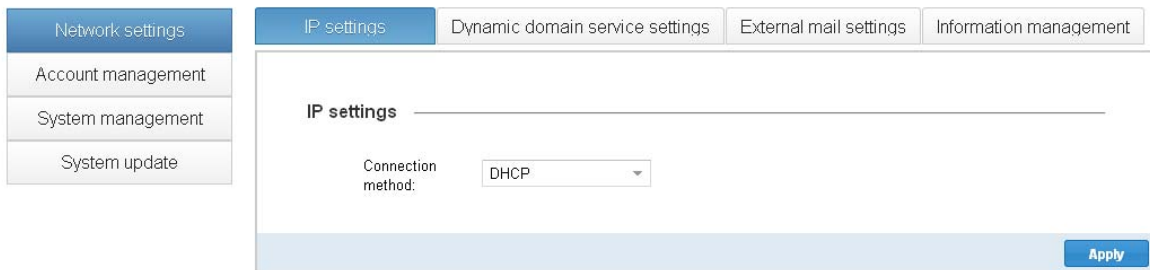


Changing the connection method (IP address)

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.

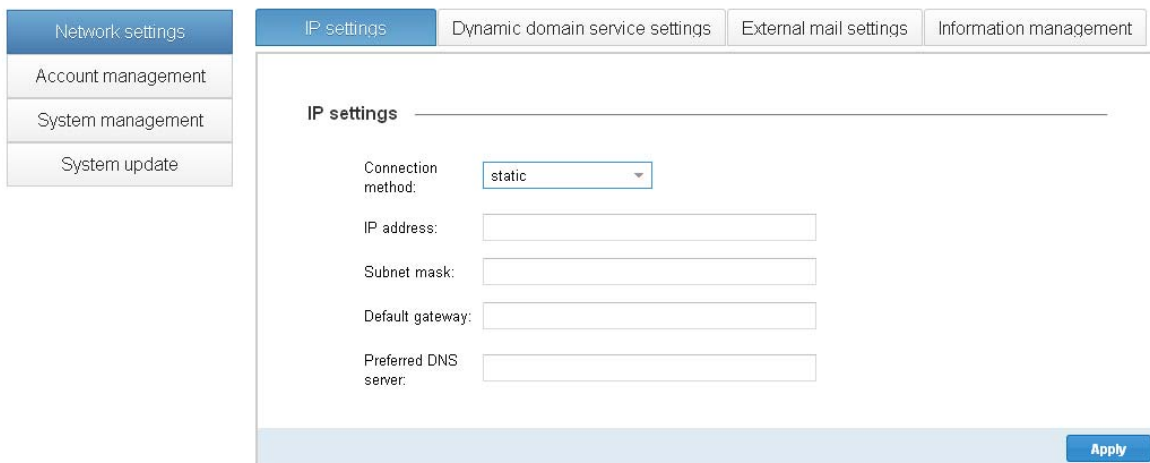
plustek



The screenshot shows the eDoc Manager interface. On the left is a navigation menu with 'Network settings' selected. The main content area has tabs for 'IP settings', 'Dynamic domain service settings', 'External mail settings', and 'Information management'. The 'IP settings' tab is active, showing a 'Connection method:' dropdown menu set to 'DHCP'. An 'Apply' button is at the bottom right.

- 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.

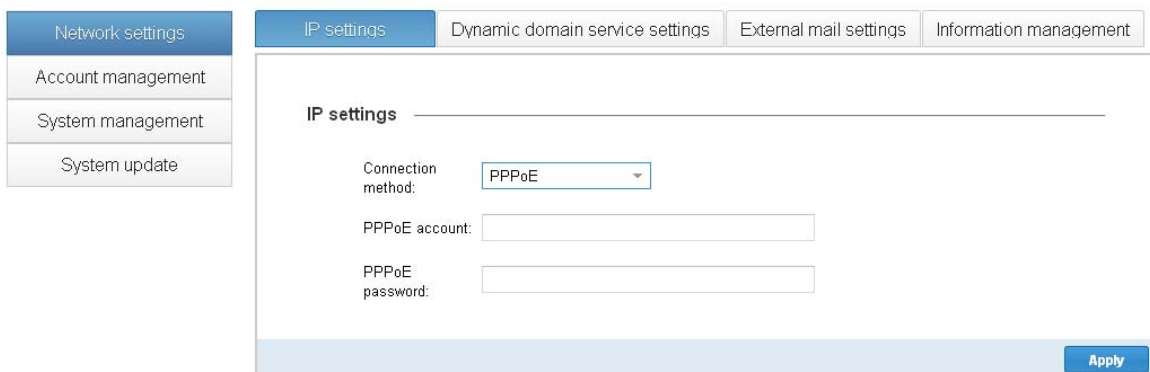
plustek



The screenshot shows the eDoc Manager interface with the 'Connection method:' dropdown menu set to 'static'. Below this, there are four input fields: 'IP address:', 'Subnet mask:', 'Default gateway:', and 'Preferred DNS server:'. An 'Apply' button is at the bottom right.

- 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.

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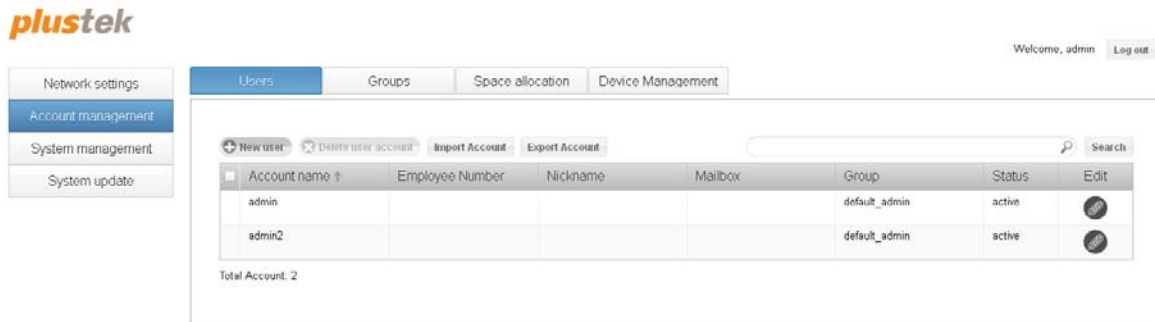
The screenshot shows the eDoc Manager interface with the 'Connection method:' dropdown menu set to 'PPPoE'. Below this, there are two input fields: 'PPPoE account:' and 'PPPoE password:'. An 'Apply' button is at the bottom right.

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 on 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**, **Employee Number** 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 on. 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.

The screenshot shows the 'New user account' dialog box. It contains the following fields and options:

- *User account name:
- Password:
- Employee Number:
- *Nickname:
- *E-mail:
- Group:
- Quota: MB

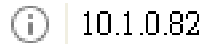
At the bottom right of the dialog, there is a blue **Create** button.

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

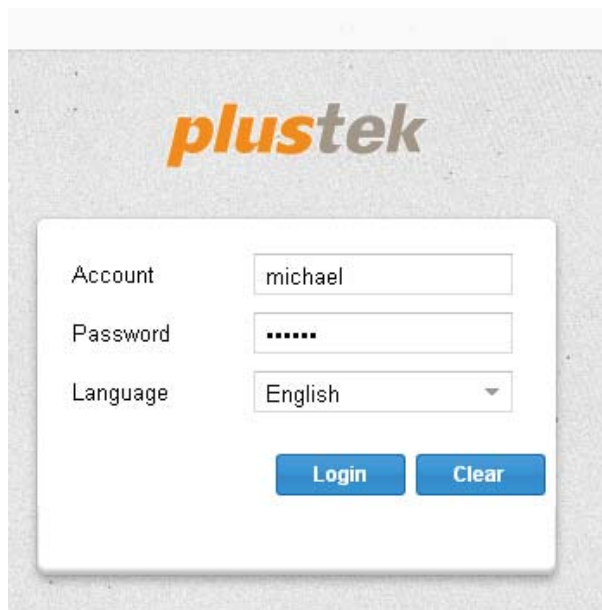
Logging on to the eDoc Manager as user


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 logon 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 on, click on the  cogwheel button in the upper right corner of the eDoc Manager interface to open the **Edit profile** page.

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

Account: michael

Password:

Nickname:


Mailbox: michaelfu@plustek.com.tw

Show preview: Yes No

- Preview mode:

- Preview display magnification:

OK

6. Click on the **OK** 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.