ZyLAB Procedures:	Installation of Canon GP215 GP225 GP335 GP405
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#### General

This document describes the installation of the Scanning facilities of the CANON GP215 GP225 GP335 GP405 in combination with ZyIMAGE on a Windows NT 4.0 Network.

#### CANON GP215 GP225 GP335 GP405

The CANON GP215 GP225 GP335 GP405 is a machine that is able to copy, print and scan pages. The documents, which are scanned and saved as a Multi page Tiff using an Axis 700 Document server, will be stored in a directory located in the FTP Root on a NT Server attached to the Network. ZyIMAGE will handle all stored Multi Page as a separate document and processes them accordingly.



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#### Installing CANON GP215 GP225 GP335 GP405

#### NT Server system requirements

### NT server

System requirements:

- Window NT 4.0 Server (SP4)
- Internet Information Server with an FTP server installed (IIS 4.0)
- CD rom available
- Enough space to store scanned images
- Network protocol TC/PIP
- 1. Install a normal Windows NT Server 4.0 with Service Pack 4 and the Internet Information Manager installed.
- 2. Decide the IP Address for the Axis 700 Document Server.

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#### Creating FTP Site

3. Create a FTP Site by starting the Internet Information Manager , go to the properties of the default FTP Site.



ОK

Cancel

Current Sessions

Help

Apply

Default FTP Site Properties	? ×
FTP Site Security Accounts Messages Home Directory	Directory Security
Select the Windows NT User Account to use for anony resource	mous access to this
Username: USR_NTBF03	<u>B</u> rowse
Password:	- 1
Allow only anonymous connections	
Enable Automatic Password Synchror	nization
FTP Site Operators	
Grant operator privileges to Windows NT User Account only.	ts for this FTP site
Operators: 🔐 Administrators	Add
	Hemove
UK Cancel	Apply Help
Default FTP Site Properties	? ×
FTP Site Security Accounts Messages Home Directory	Directory Security
When connecting to this resource, the content should cor	me from:
<ul> <li>a directory located on this comput</li> </ul>	ter
O a share located on another comp	uter
Local Path: C:\Inetpub\(toroot	Browse
Local Path: C:\Inetpub\ftproot	Browse

Important: Allow only anonymous should be disabled !

Default FTP Site Properties ?	×
FTP Site Security Accounts Messages Home Directory Directory Security	_1
When connecting to this resource, the content should come from:	
Local Path: C:\Inetpub\ftproot <u>B</u> rowse ☑ Bead ☑ Write ☑ Log Access	
Directory Listing Style	
OK Cancel Apply Help	

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## Creating local user account

4. Create a Local user. (ie. Username: FTPUser Password: FTPUser)

📲 User Manager			_ (B)
<u>U</u> ser <u>Policies</u> <u>Options</u> <u>Help</u>			
Username	Full Name Description		
Administrator     Guest     IUSB_NTBE03	Built-in acco Built-in accor	unt for administering the comp unt for guest access to the con	)puter/domain omputer/domain
S IWAM_NTBF03	Wet User Properties		X
≹ OCEUser	Username: OCEUser FullName: Qescription: Password:		OK Cancel Help
	Confirm Password:		-
	User Must Change Password at Next	Logon	
	User Cannot Change Password		
	Password Never Expires		
	Count Disabled		
	Account Locked Uut	Group Memberships	×
Groups Administrators Backup Operators Guests MTS Trusted Impersone Power Users Replicator Users	Des Mer Wer Usefs granter guest access to the com to Microsoft Transaction Server trusted pr Members can share directories and pri Supports file replication in a domain Ordinary users	Group Memberships User: OCEUser To Co Member of: Users	OK       Cancel       Help       Not member of:       Administrators       Backup Operators       Guests       Power Users       Power Users

5. Change policy to Log On Locally for the user created

📲 User Manager		_ 8 ×
User Policies Options Help	p	
Username	Full Name Description	
Administrator Cuest USR_NTBF03 WAM_NTBF03 CUEUser	Built-in account for administering the computer/domain Built-in account for guest access to the computer/domain User Rights Policy Manager identity	
	Right:     Log on locally       Grant To:     Cancel       IUDR NIBF03 [Internet Guest Account]     Lep       IVAM_NTBF03 [Web Application Manager accound]     Add       Power Users     Emove       Users     Show Advanced User Rights	
C	Description	
Groups Administrators Backup Operators Guests MTS Trusted Impersona Power Users Replicator Users	Description Members can fully administer the computer/domain Members can buppass file security to back up files Users granted guest access to the computer/domain unato Microsoft Transaction Server trusted process identities. Members can share directories and printers Supports file replication in a domain Ordinary users	

#### Installation of AXIS 700 Document Server.

- Connecting the AXIS 700 to the scanner
- Connecting the AXIS 700 to the network
- Assigning an Internet address to the AXIS 700
- · Verifying the installation

## Connecting the AXIS 700 to the Scanner **Caution!**

1. Switch off the scanner and disconnect the AXIS 700 external power supply.

2. Connect the SCSI cable to the SCSI connector on the AXIS 700.

3. Connect the SCSI cable to the scanner. The AXIS 700 uses a built-in SCSI terminator. Note

that the scanner must also be terminated properly. Refer to the scanner documentation.

#### Connecting the AXIS 700 to the Network

1. Connect your AXIS 700 to the network using the appropriate network connector, i.e. RJ-45 for 10baseT and BNC for 10base2, respectively.

2. Switch on the scanner.

3. Connect the external power supply to the AXIS 700. The AXIS 700 LED indicators will flash during power up and self test. During the self test, this message will appear on the display: where x.xx is the software version number.

Ensure the power supply included in the delivery is marked with the correct mains voltage.
Make sure the scanner and the AXIS 700 are switched off. The SCSI bus may become

dam-aged

if you connect or disconnect units when power is on.

#### Configuration of AXIS 700 Docment Server.

#### Assigning an Internet Address to the AXIS 700 Important!

1. Power up the AXIS 700. Press Menu when this display appears:

2. After a few seconds this display will be shown:

3. Press Enter to edit the Internet address:

4. Press Menu to move through the digits and highlight each digit, one at a time.

5. Use to increase or decrease each highlighted digit, as required.

6. Press Enter to confirm the changes.

7. Press Menu to display the default router address setting:

8. Press Enter to edit the default router address:

9. To change the value, repeat steps 4 - 6 above.

• You must acquire a valid and unused Internet address for your AXIS 700 from the Network Administrator.

• You can set the Internet address from the AXIS 700 control panel or use one of the methods DHCP, ARP, RARP or BOOTP. Refer to the AXIS 700 User's Manual on how to use the latter

methods.

• If you are using DHCP, RARP or BOOTP, the Internet address will be set automatically. On Windows NT networks, DHCP is the preferred method since it allows a number of parameters

to be set automatically, provided the DHCP server has been configured to do so.

1. Power up the AXIS 700. Press Menu when this display appears: AXIS 700 Version : X.XX

2. After a few seconds this display will be shown: IP Address : 000.000.000.000

3. Press Enter to edit the Internet address: Edit IP Address : 000.000.000.000

4. Press Menu to move through the digits and highlight each digit, one at a time.

5. Use to increase or decrease each highlighted digit, as required.

6. Press Enter to confirm the changes.

7. Press Menu to display the default router address setting:

Default Router : 000.000.000

8. Press Enter to edit the default router address: Edit Router : 000.000.000.000

9. To change the value, repeat steps 4 - 6 above.

10. Press Menu to display the subnet mask setting: Net Mask : 000.000.000

11. Press Enter to edit the subnet mask: Edit Net Mask : 000.000.000.000

To change the value, repeat steps 4 - 6 above.
 Press Menu to display the node address. This address is not editable. The node address should equal the AXIS 700 serial number found on the underside label of the unit.

14. Press Menu once more to display the final instructions: **Press Enter If You Are Finished** 

15. Press Enter to exit the Internet settings. The AXIS 700 then completes the startup sequence.

16. Note the name or Internet address of the AXIS 700 on the instruction label and attach it to the top cover.

When the Status indicator stops flashing and remains off, the AXIS 700 is ready for use.

#### Note:

If you make a mistake when editing the parameters, press Cancel to cancel the previous operation.

#### Verifying the Network Settings

To verify the network settings, you can access the

Advanced menu from the AXIS 700 control panel.

- 1. Press Menu a few times, until you reach the Advanced menu.
- 2. Use to find the Network Settings option.
- 3. Press Enter to enter the submenus.
- 4. Use to scroll through the parameter settings.

#### Verifying the Installation

Upon successful installation, the AXIS 700 will identify the attached scanner and display the name of the detected device. If the scanner is not supported, an error message will be displayed.

If no destinations have been specified yet, the AXIS 700 will display:

If one or more destinations have already been specified, the AXIS 700 will display: where "xxxxxx" is the first destination in the destination list.

To verify the installation, you can access the AXIS 700 using a standard Web browser such as

Netscape Navigator or Internet Explorer:

- 1. Place a document in the scanner.
- 2. Start your Web browser.
- 3. Enter the name or Internet address of your AXIS 700 in the location/address field. Example:

http://172.16.253.80

The AXIS 700 Home Page, the Scan Document page, is displayed.

4. Click Scan. Depending on the image format specified by the scanning profile, the Web browser will display the scanned image in an associated image viewer or ask you to save the file.

Before the AXIS 700 can be used for distributing scanned documents on your network, you must specify these settings:

Network settings

- Parameters for the TCP/IP and SMTP protocols, using a wizard or setting manually
- Destinations
- E-mail addresses and file directories

#### Note:

Optionally, you can also customize these settings. However, when installing the AXIS 700 for the first time, you can simply keep the defaults.

- System settings
- System information, Administrator password, user privileges, language etc.
- Scanning profiles
- Paper sizes

#### Accessing the Administration Tools

You can access the Administration tools for configuring the AXIS 700 from a standard Web browser, such as Netscape Navigator or Internet Explorer.

1. Start your Web browser.

2. Enter the name or Internet address of your AXIS 700 in the location/address field. If you used the AXIS 700 control panel, DCHP or BOOTP for downloading the Internet address, the required network settings will be set automatically. However, you are recommended

to verify the settings from the Web browser interface.

Refer to the User's Manual for information on the settings for scanning profiles and paper sizes.

Example: http://172.16.253.80

The This AXIS 700 page is displayed.

3. Click Administration. You will be prompted to enter the Server password. The default password is *pass*.

#### Specifying Network Settings

1. Click Network Settings.

2. Click Wizard to make the AXIS 700 guide you through the configuration procedures for each of the network protocols. This is a convenient way to set up your AXIS 700 in your network environment.

3. Click Detailed View to verify the settings.

#### **Specifying Destinations**

1. Click Destinations.

2. The table lists the available destinations. If you allow users to add temporary e-mail destinations, these will appear at the top of this table. To make a temporary destination permanent, click Make Permanent .

3. Click New E-mail Destination to specify an e-mail address as destination. E-mail destinations mean that the scanned image is either included as an e-mail attachment or as a hyperlink to a storage location on an FTP server. Click URL for E-mail to specify the storage location. Note that all images will be stored in the same directory when using this option.

4. Click New File Destination to specify a file on an FTP server as destination.

5. The AXIS 700 can also retrieve a list of external e-mail addresses from an LDAP server, or a list of e-mail and file destinations from an FTP server. To sepecify the appropriate settings for external e-mail addresses, click Wizard on the Network Settings page, and follow the setup procedures for External Address Book.

#### Notes:

• The Destination Name is the text that will appear in the destination list on the AXIS 700 message display. The destinations will appear sorted in alphabetical order.

• To specify the default settings, e.g. the default scanning profile, click Destination Defaults.

#### Specifying System Settings

1. Click This AXIS 700. The system settings are displayed.

2. Click Edit to change any of the system parameters. You are recommended to set a Server Password for protecting the Administration pages.

#### Note:

• If you lose the Server password, you will need to restore the factory default settings. Refer to the AXIS User's Manual on how to do that. Note that all your current settings will be lost.

## Installing ZyIMAGE

ZyIMAGE Setup



Software	License Agreement	×
æ	Please read the following License Agreement. Press the PAGE DOWN key to see the rest of the agreement.	
Third p -Optica reserve -Textbr -Scann -"Outsi -ZyLAB rights re	arties optional components for ZyIMAGE (r): I character recognition portion by Caere Corporation Copyright 1996, all right ad. idge (r) DCR (c) 1994 - 1997 Xerox Corporation. All right reserved. ing technology Image Controls (tm) 2 by Kofax. Copyright 1997. All rights reserved. de In (r) Viewer Technology. (c) 1992-1999 Inso Corporation. All rights reserved.'' i ZyINDEX 32-bits search engine by ZyLAB International copyright 1983 - 1999, all eserved.	
All othe all right	er components developed by ZyLAB Europe, Amsterdam. Copyright 1987 - 1999 s reserved	
ATTEN	ITION: THIS IS A LICENSE, NOT A SALE. THIS PRODUCT IS PROVIDED	
Do you will clos	accept all the terms of the preceding License Agreement? If you choose No, Setup e. To install ZyIMAGE, you must accept this agreement.	
	< <u>B</u> ack <u>Y</u> es <u>N</u> o	

Choose Destination Loc	ation 🔀
	Setup will install ZyIMAGE in the following folder.
	To install to this folder, click Next.
	To install to a different folder, click Browse and select another folder.
	You can choose not to install ZyIMAGE by clicking Cancel to exit Setup.
	Destination Folder C:\Program Files\ZyLAB\ZyIMAGE Browse
	< <u>B</u> ack <u>Next&gt;</u> Cancel

Setup Type		×
	Click the type	of Setup you prefer, then click Next.
	C <u>T</u> ypical	Program will be installed with the most common options. Recommended for most users.
	O <u>C</u> ompact	Program will be installed with minimum required options.
		You may choose the options you want to install. Recommended for advanced users.
		< <u>B</u> ack <u>N</u> ext > Cancel

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Select Components		×
	Select the components you want you do not want to install. Components Shared files ZyINDEX ZyFIND ZySCAN General files Description Common files shared between components.	t to install, clear the components          89640 K       •         6548 K       •         8779 K       •         9470 K       •         62020 K       •         the ZyIMAGE       Change
	Space Required: Space Available:	176458 K 936466 K
	< <u>B</u> ack	Next > Cancel

Question	
?	With a Typical Setup, the Setup program will only install the user-interface and help file based on the language setting of your computer ( =English)
	In a Custom setup you can install ALL available interface languages and help files.
	Would you like to install ALL available interface languages and help files?
	<u>Yes</u> <u>N</u> o

Select Program Folder		×
Select Program Folder	Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing Folders list. Click Next to continue. Program Folders: ZyIMAGE v3.03 20000215 Existing Folders: Adapted Easy CD Creator	
	Administrative Tools (Common) CCS newsWORKS Matrox PowerDesk NT Startup Windows NT 4.0 Option Pack WinZip	
	ZVIMAGE v3.03 20000215 ZVSEABCH v3.03 20000215	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Setup Complete	
	At this moment you will have to enter a license key. This key will contain the product, the version, the serial number, the type of licensing (concurrent, workstation or server) and the number of users.
	Start License manager now and enter a license key.
	Click Finish to complete Setup.
	< Back Finish

	Arti	
	•27yLAB license manager Keys	
	Options         Heserved workstations         Active users         Into           Key file:         C:VPR0GRA*1\ZyLAB\ZyIMAGE\License\zylicense.lic           Product         Version         Use         #Licenses         Lic         End date         OEM         Serial#           Zr/FU         3.00         C         10         P         0/0/0         00000         552406           Zr/FU         3.00         C         1         P         0/0/0         00000         552406	
	New key	
	Users using selected key RUH8DIYHF-MUZ4LQ5Z4-9EJ0TY38TL:	$\times$ /
	Administrator NTUK Administrator BAKPC1 To add new keys, activate the 'Options' tab first.	
0	Then select the gays ment.	
	All and and a second se	ZyLAB Europe BV, the Netherlands

Manager	×
⚠	The key you entered is a workstation license. Do you want to reserve it for a specific machine?
	Yes No

Reserve workstation license 🛛 🗙				
Computer				
Product name: ZYIM	Product version: 3			
ОК	Cancel			

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# Requirements for linking ZyIMAGE and the "CANON GP215 GP225 GP335 GP405 / AXIS 700"

This part describes how to set up an environment in which all material scanned by the CANON GP215 GP225 GP335 GP405 is processed automatically in the background without interference of a single user.

#### Creating AXIS 700 Document Server Templates

Start http://172.16.253.80

#### Adding additional Temporary Scanning Profiles

If you have tried all the available scanning profiles but are still not satisfied with the result of your scanned image, you can add a temporary scanning profile from the Web browser interface.

1. Start the Web browser.

2. Enter the name or Internet address of your AXIS 700 on the location/address line. Example:

3. This brings you to the AXIS 700 Home Page. Click Scanning Profiles.

4. The table lists the available scanning profiles. Click New Profile and specify your settings. If you place a document in the scanner, you can click Scan to monitor the results.

5. Click OK to save the profile temporarily. Contact your Network Administrator to make a scanning profile permanent.

The Directory Structure



## Creating ZySCAN Job Templates

Jobwizzard ZySCAN:

## Start ZySCAN

🔁 ZySCAN		
File Image Processing Options View Help	ודסח	
		Page 0/0
New Job Settings	Multi-split	Document 0/0
<u>O</u> pen Job	Image Text	
Close Job		
Delete Job Next Stage		
Scanning device:		
Backside pages (Simplex Scanners only)		
Scan		
E Start new document		
Re-Scan		
Scenner Settings		
		Nam Dopument
	<< < > >> Delete Fage	New Dosument

#### Press New Job

New Job 🗙
Job root
D:\ZyLAB\Jobroot
Job name
2000000
Templates
Quickstart.job
Keep as default job template
Job Wizard
OK Cancel

Press Job Wizard

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New Job - General			
Enter a new job name or accept the g	jenerated job na	me:	
20000000 This job will be stored in D:\ZyLAB\Jobroot			
Choose a job template to edit from the new job:	e templates list b	ox or define a cor	npletely
O Define new job template			
<ul> <li>Define new job template based on existing job template</li> </ul>			•
	< <u>B</u> ack	<u>N</u> ext >	Cancel

New Job - Workflow						
Select the phase	Select the phases you want to include in your job:					
🗖 ZySCAN	Scan images from paper					
🔽 ZyIMPORT	Import existing image and/or text files using a specific filter					
🔽 ZyFIELD	Add fields to documents within a job					
Process 2 previous :	ZyFIELD in separate session (job will be closed after stage is done)					
🔽 ZyOCR	OCR image files					
Process 2 previous :	Process ZyOCR in separate session (job will be closed after previous stage is done)					
ZyEXPORT	Export image and/or text files					
Process 2 after prev	Process ZyEXPORT in separate session (job will be closed after previous stage is done)					
Check this if you	Check this if you want your job to have image processing features:					
Image processing						
	Link job to index					
	< <u>B</u> ack <u>N</u> ext > Cancel					

New Job - ZyIMPORT Settings					
Select the settings for the ZyIMPORT phase in your job					
Enter the directory to import from:					
C:\Inetpub\ftproot Browse					
Choose an import filter:					
Tiff Multipage (one document per file)					
Delete original files after import					
Create new document every					
< <u>B</u> ack <u>N</u> ext > Cancel					

New Job - ZyFIELD Settings				
Select the settings for the ZyFIELD phase in your job. The fields you define will be added to the full text files and (optionally) be burnt in the image files				
Open field definer				
Exclude ZyFIELD from workflow (makes only sense in case you defined fixed value fields, numerator fields and/or barcode fields)				
< <u>B</u> ack <u>N</u> ext > Cancel				

Fi	eld definitions							×
I	Always on top							
	Name	Туре	Fixed value	Required	Start delimiter	End delimiter	Add to	Add definition
	ScanDate	Automatic dat		No	<scandate></scandate>		No	
								Edit definition
								Burness 1
	4							
							<u> </u>	
								OK Cancel

Field definition	×
Name	ScanDate
Fixed value	
Туре	Automatic date field
Start delimiter	<scandate></scandate>
End delimiter	
Value file	Browse
Show in ZySCAN	Input required
Add to index (required for a	earching)
Add to index comment (red	juired to show result list)
Show in result list	
Show in file display in 2	ZyFIND and in ZyIMAGE Webserver
Obtain as document prope manual input.	rty from electronic file (such as Word). Will overwrite
	OK Cancel

w Job - ZyOCR Settings	
Select the settings for the ZyUCR pl	hase in your job
O Fixed language	English (American)
Auto language detection	🔿 Per job
	Per document
	C Per page
Number of pages to test	1
Available languages	Languages to use
Finnish Italian	>> Dutch English (British)
Norwegian 🗾	German
🔽 Language analyst	Auto-orientation
Dot-matrix letters	Deskew
Small letters	🔽 Use WYHIWYG
Prevent punctuation	CCR color images
🔽 Check TIFF integrity	Produce XML output as well
White Page Recognition	
	< <u>B</u> ack <u>N</u> ext > Cancel

New Job - ZyEXPORT Settings	
Select the settings for the ZyEXPORT	phase in your job
Export method	Zylmage Standard 💌
🔽 Delete job when finished successfu	ally
🔽 Output a maximum of 256 files per (	directory
Check exported files	
🗌 Check disk free space before expo	rting
Minir	num free space (in Mb)
Enter the directory to which the text file	s should be exported
Enter the directory to which the image t	iles should be evported
D:\ZyLAB\Export\Loaction 01\Tiff	Browse
Burn in fields	
Start indexing after ZyEXPORT ph Workstation or Concurrent License	ase has finished (Requires Additional s)
	7
	< <u>B</u> ack <u>N</u> ext> Cancel

lew Job - Summary			
You defined a job with the following p	phases and settir	igs:	
ZyIMPORT settings Import directory: C:\Inetpub\ftpro Import filter: Tiff Multipage (one de Original files are deleted after imp ZyOCR settings Auto Language Detection: Dutch,English (British),Germar Per document 1 files Using: Language analyst Auto orientation WYHIWYG (What You Had Is Replace long punctuation strir Check TIFF integrity ZyEXPORT settings Job will be deleted after export.	ot ocument per file) n,French s What You Get) ngs		
I veri as job template Template name	Local	ion01	
	< <u>B</u> ack	Finish	Cancel

## Running the operation

## Process the scanned images in ZySCAN

Start ZySCAN: File Run Unattended Entire Job "Location01.Job"

ZySCAN		
<u>File</u> Image Processing <u>O</u> ptions ⊻iew <u>H</u> elp		
ZySCAN ZyIMPORT ZyFIELD ZyOCR ZyEXPORT		
New Jak	() () () () () () () () () ()	Page 0/0
Multi	split	Document 0/0
<u>Open Job</u> Image	Text	
Close Job		
Delete Job Nevt Stars		
Scanning device:		
	lateb Propose	
Backside pages (omplex ocenners only)	Choose a job type for batch processing	
<u>S</u> can	Location01.jdb	
Start new document		
_ over now obtainen.	Delay after detecting files (seconds)	
Heiscan		
Scanner Settings	7	
	OK Cancel	
	>> Delete Page	New Document

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After ZySCAN has exported the scanned images, the indexes could be build. The next session will describe how to create these indexes.

## **Creating Indexes**

## Start ZyINDEX

ZyIndex	
ile <u>B</u> uild <u>V</u> iew <u>O</u> ptions <u>H</u> elp	
ZyBUILD ZyENCRYPT ZyTIMER	ZyCOLD   ZyPUBLISH   ZyWEB
New	ZySCAN Text Files ZySCAN Tiff Files Other Electronic Files Exc
Open	🔮 Drag & drop your ZySCAN Text File:
Llose	
<u>D</u> elete	
<u>S</u> ettings	
BUILD	
Indexing Status	
files of butes of	
Lytes of	
Indexing Time	
Phase Progress:	
Fotal Progress:	

Create New Index by pressing New:

New Index		×
Short Index Name	Example	
Long Index Title	Example Index Location 01	
Directory	C:\Program Files\ZyLAB\ZyIMAGE\Indexes	Browse
Language	English	
	Settings OK	Cancel

ZyIndex - Example Index Location 01	
<u>B</u> uild <u>V</u> iew <u>O</u> ptions <u>H</u> elp	
WBUILD JZGENOBYPT JZGTIMEB JZGO	
New	ZySCAN Text Files ZySCAN Tiff Files Other Electronic Files Exc.
	Drag & drop your ZySCAN Text File: Property Value
<u>upen</u>	E- E D: Format ANSI NoWra
	English Key
<u>D</u> elete	
<u>S</u> ettings	
BUILD	
Indexing Status	
files of	
bytes of	
Indexina Time	
Phase Progress:	
Total Progress:	

Drag the Text and Tiff Directories from the export location of the Location 01 in ZyINDEX

Add Field definitions by pressing the settings button

F	eld definitions							×
	Always on top							
	Name	Туре	Fixed value	Required	Start delimiter	End delimiter	Add to	Add definition
	Scandate	Plain text field		No	<scandate></scandate>		Yes	Edit definition
								OK Cancel

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Field definition	×
Name	Scandate
Fixed value	
Туре	Plain text field
Start delimiter	<scandate></scandate>
End delimiter	
Value file	Browse
🔽 Show in ZySCAN	Input required
Add to index (required for a	searching)
Add to index comment (red	uired to show result list)
☑ Show in result list	
🔽 Show in file display in 2	ZyFIND and in ZyIMAGE Webserver
Dbtain as document prope manual input.	rty from electronic file (such as Word). Will overwrite
	OK Cancel

Build the index by pressing Build and GO

Build	×
Add new documents from file system to index	GO
Update: Check presence of files in index on file system	<u></u>
Optimize index	Cancel

## Using ZyTIMER

Add Index to ZyTIMER

🔁 Zylndex	_ 🗆 ×
<u>File Build View Options H</u> elp	
F	
Short name Long name Path	Next update Frequenc
Settings View log file Add Delete	Start Now!

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ZyIndex - Example							
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## Searching for information

Start ZyFIND

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