

RICOH Smart Integration Mobile Application



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1 Preface

This guide provides the details on how to use RICOH Smart Integration mobile application, supported on IOS and Android platforms. It is available to download from 'Apple App Store' and 'Google Play Store', respectively. Also, this guide focuses on capturing documents using mobile phones, for individual workflow details, please refer to corresponding user guides.

About This Guide

This guide is divided into following primary sections:

Introduction

This section lays the foundation for understanding the RICOH Smart Integration Mobile Application

How to Capture Documents Using Mobile Application

This section describes how to capture documents using mobile application and submit to RICOH Smart Integration Workflows.

Limitations

Product Limitations

Note: The screen shot images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on Smart Device Connector.

2 Introduction

What is RICOH Smart Integration Mobile Application?

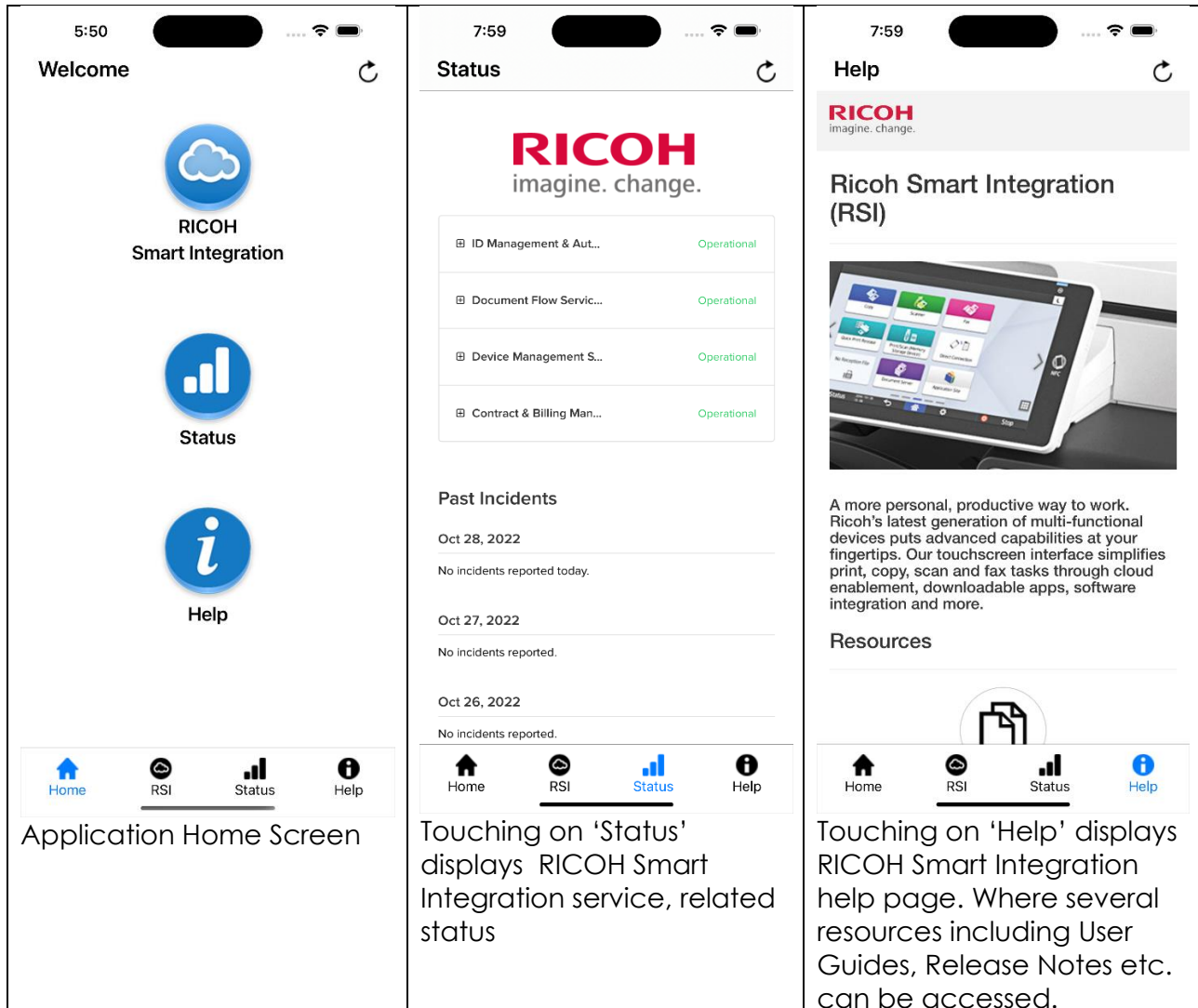
This Mobile application enables end users to capture documents using Mobile Phone Camera or attach documents or images, to submit to available RICOH Smart integration Workflows. Basically, RICOH Smart Integration workflows can be used without the need for a RICOH Multi-Function Device.

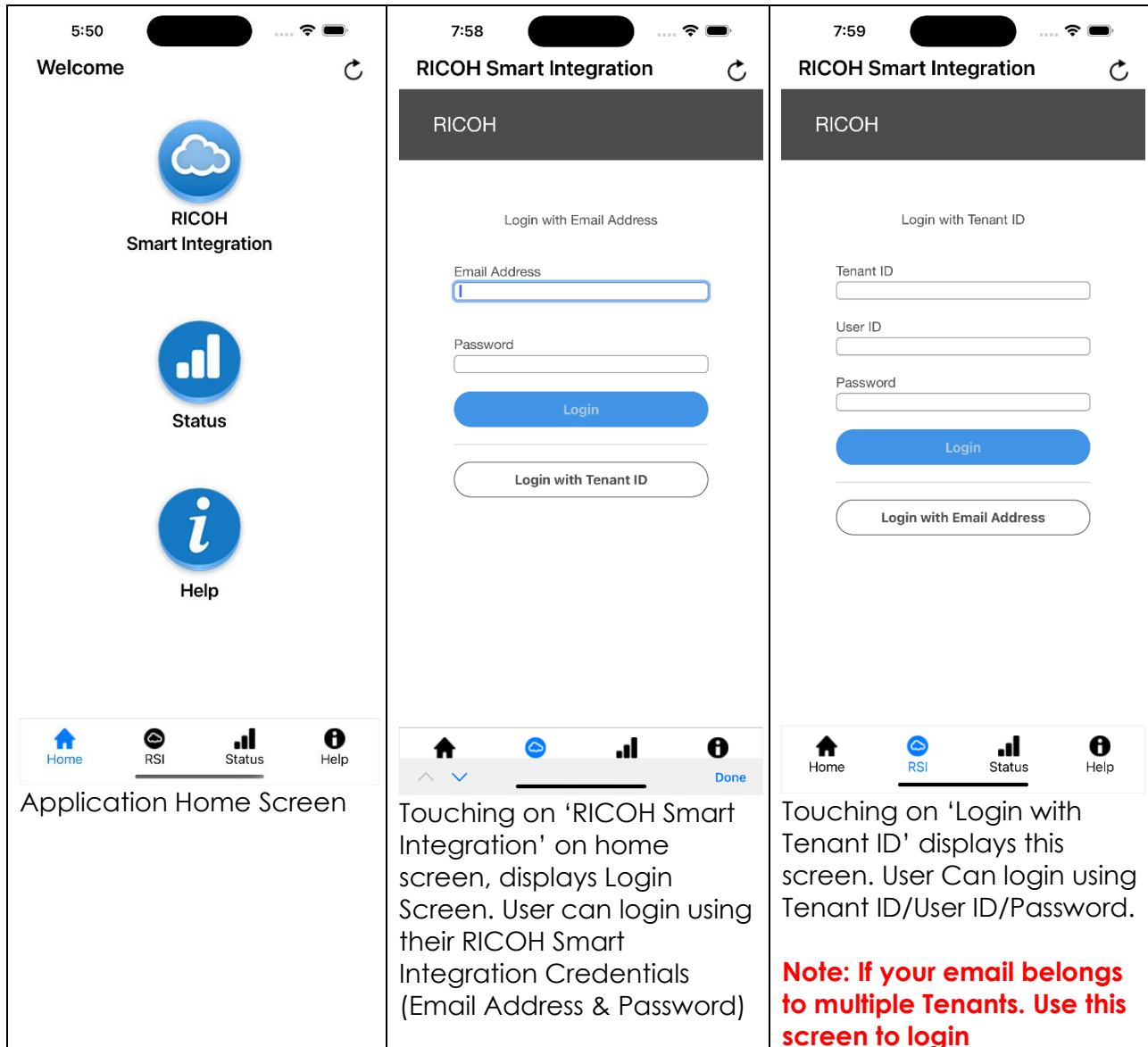
Workflows Supported by Mobile Application

Workflow
Scan to Email
Scan to Box
Scan to Docuware
Scan to Dropbox
Scan to Egnyte
Scan to Email Google
Scan to Email MS 365
Scan to Rubex
Scan to Fax
Scan to Google
Scan to Google Shared
Scan to OneDrive
Scan to OneDrive for Business
Scan to Sharefile
Scan to SharePoint
Scan to eFax
Scan to eFax MS 365
Scan to eGoldFax
Scan to eGoldFax MS 365
Scan to Me
Advanced Scan to Folder
QR Cover Sheet
Advanced Scan to SharePoint
Scan to Auto data Capture
Auto Metadata
Auto Name and Route

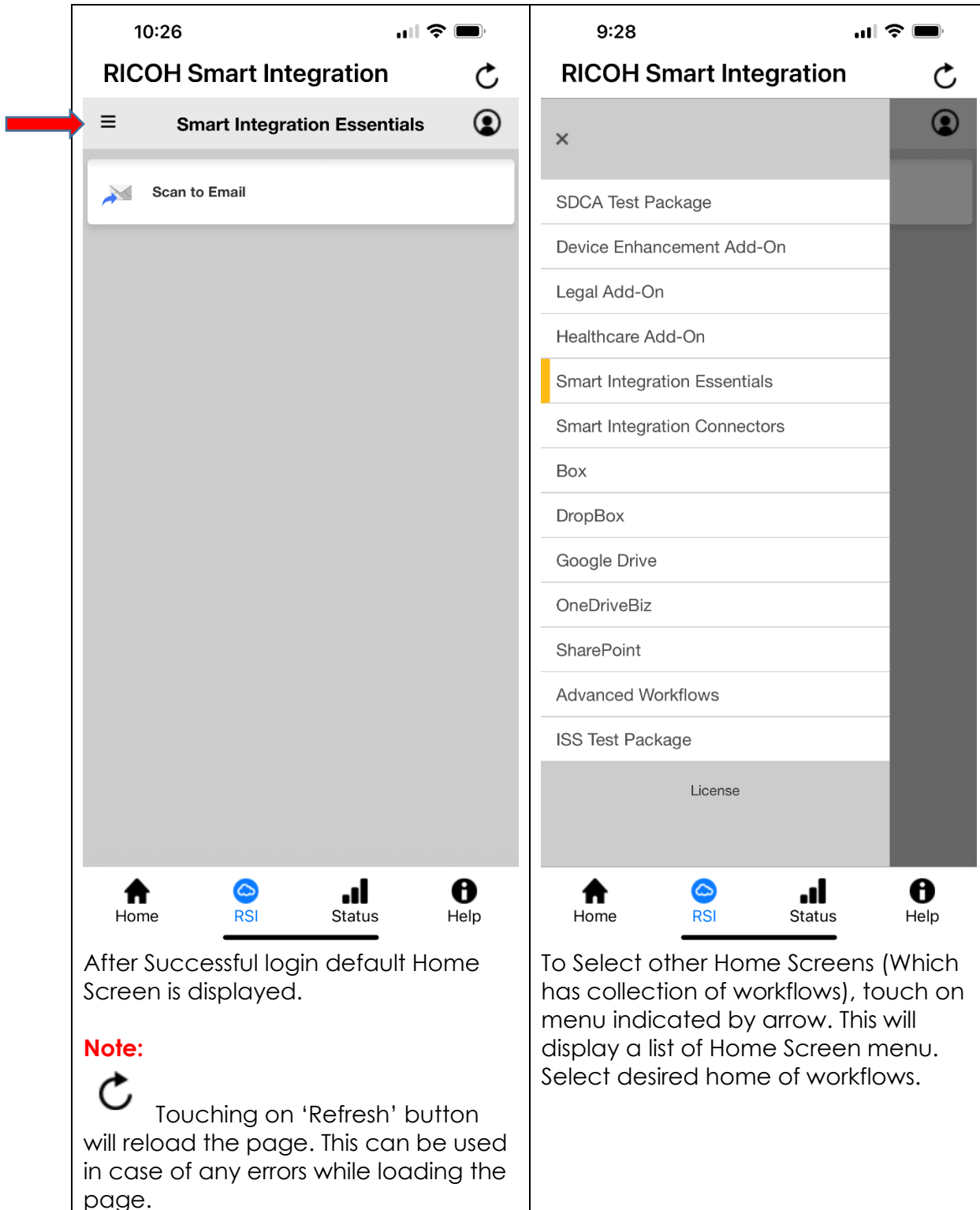
3 How to Capture Documents Using Mobile Application?

Mobile Application Overview




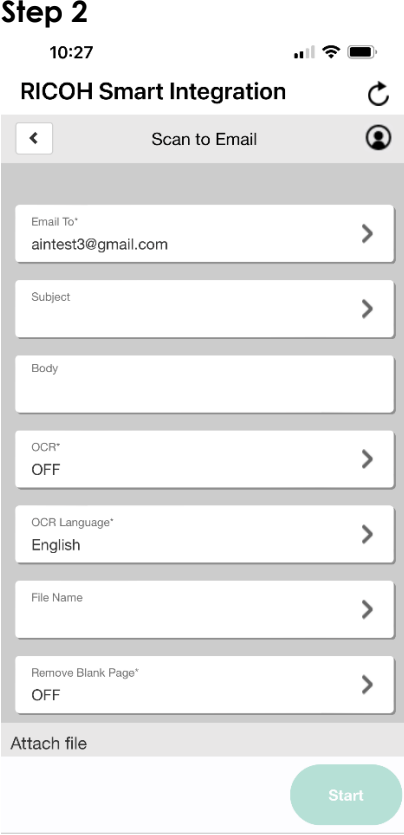
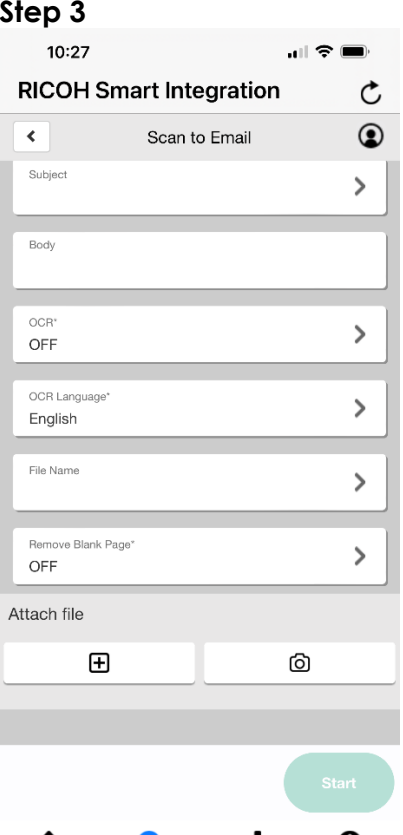


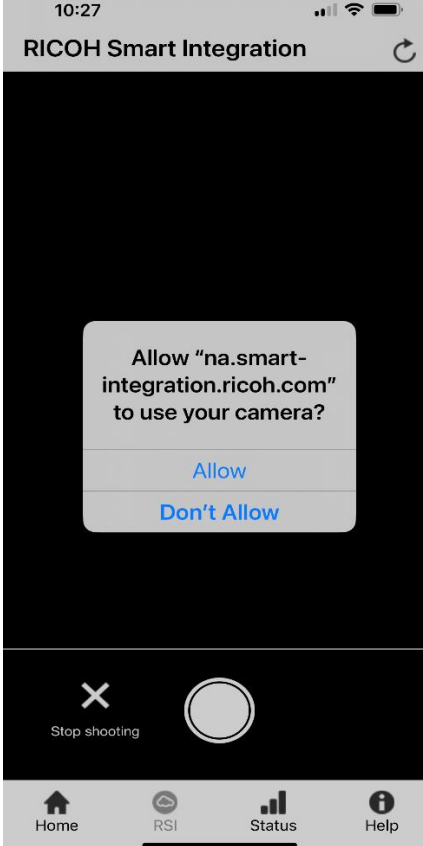
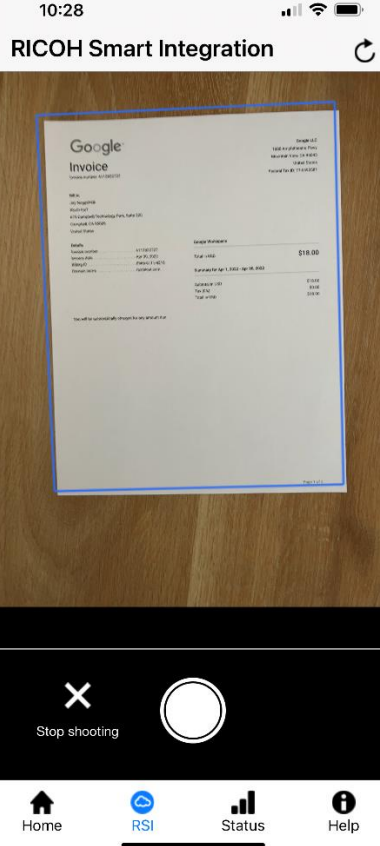
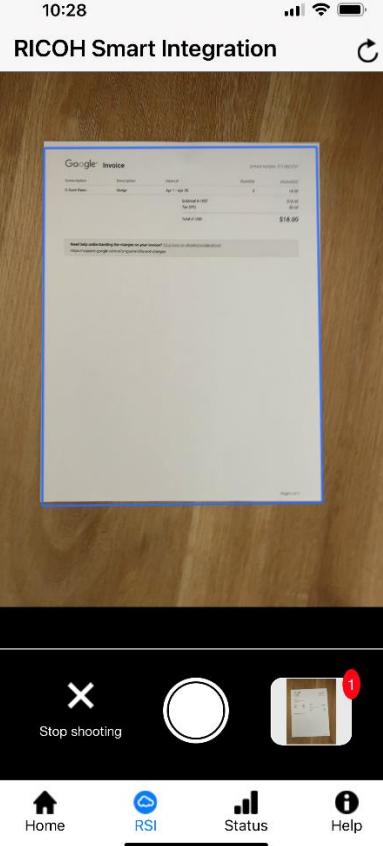
Note: on successful login credentials are auto filled in on the form during next login.



Scan to Email Workflow

This section describes step by step instructions on how to capture documents within a Workflow Application. Only 'Scan to Email' Workflow screen shot is shown here. Other workflows also require the same steps.

Step 1	Step 2	Step 3
 <p>Screen displaying Workflow Home screen with 'Scan to Email'. Touching on 'Scan to Email' displays next screen.</p>	 <p>Scroll down (Swipe Up!) to view 'Attach File' Option.</p>	 <p>Touch on 'Camera' ICON button under 'Attach File' Capturing images through this button supports Automatic Edge Detection and Perspective Correction.</p> <p>Note: On Some Android devices, Android version 12 or lower, this feature may not work very well. Please use '+' button under 'Attach File' to capture documents. This is described in the later section of this document.</p>

Step 4	Step 5	Step 6
		
<p>Touching on Camera ICON button in Step 3, displays this message, Touch on 'Allow' button.</p>	<p>Point Camera towards the document. You will see a blue line indicating automatic edge detection.</p> <div data-bbox="613 1360 711 1449" data-label="Image"> </div> <p>(Capture Image Button) Touch this button to Capture image.</p> <div data-bbox="613 1591 750 1675" data-label="Image"> </div> <p>Stop shooting Touch on Stop Shooting to end document capture.</p>	<p>Additional pages can be captured by pointing the camera to the next page and touching the Capture image button.</p> <div data-bbox="1026 1360 1156 1474" data-label="Image"> </div> <p>Touching on image Thumbnail, displays image editing screen.</p>

Step 7: Editing (Optional)



This is a review and edit feature of Document Capture Screen.

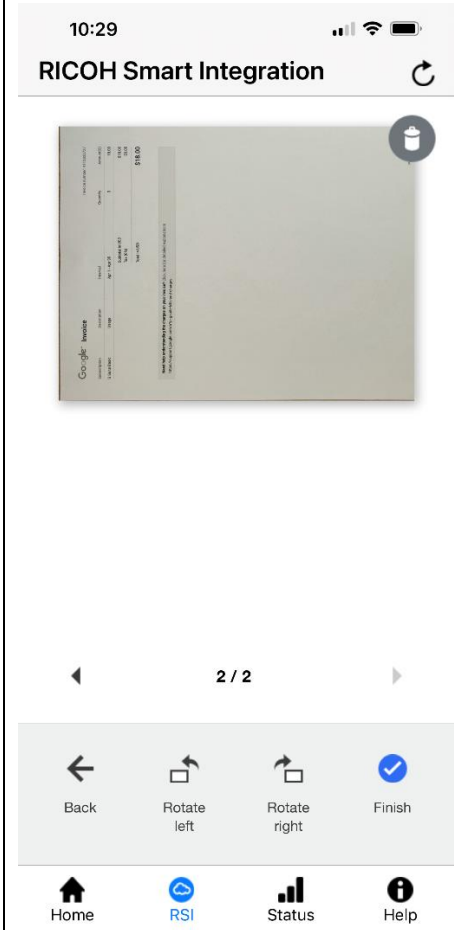
Features Available:

1. Delete an Image (use Trash ICON, top right of the image)
2. Rotate Left
3. Rotate Right

Back: Takes you back to image capture Screen.

Finish: This will exit Image Capture more.

Left/Right Arrow Buttons:
Navigation between images.



Sample Screenshot after rotating an image.

Step 8:

10:29

RICOH Smart Integration

< Scan to Email >

Subject

Body

OCR*
OFF

OCR Language*
English

File Name

Remove Blank Page*
OFF

Attach file

document.pdf

Start

Home RSI Status Help

Touch on 'Start' button to upload the captured document to workflow.

Step 9:

10:29

RICOH Smart Integration

The application has been executed. The process is being performed on the back end.

OK

OCR*
OFF

OCR Language*
English

File Name

Remove Blank Page*
OFF

Attach file

document.pdf

Start

Home RSI Status Help

After successful execution of the workflow above message is shown.

Step 10:

10:30

RICOH Smart Integration

< Scan to Email >

User ID : admin
Tenant ID : 2172914435

Jayasimha Nuggehalli
jay.nuggehalli@gmail.com

Job log

Logout

OCR*
OFF

OCR Language*
English

File Name

Remove Blank Page*
OFF

Attach file

Start

Home RSI Status Help



Touching on this ICON, displays 'Job Log' and 'Log Out' Buttons.

Job Log: Touching 'Job Log' displays history of documents submitted as in Step 11.

Logout: Touching on 'Logout' will log you out. User has to re-login to use the workflow.

Step 11:

10:31

RICOH Smart Integration

< Scan to Email >

Job log

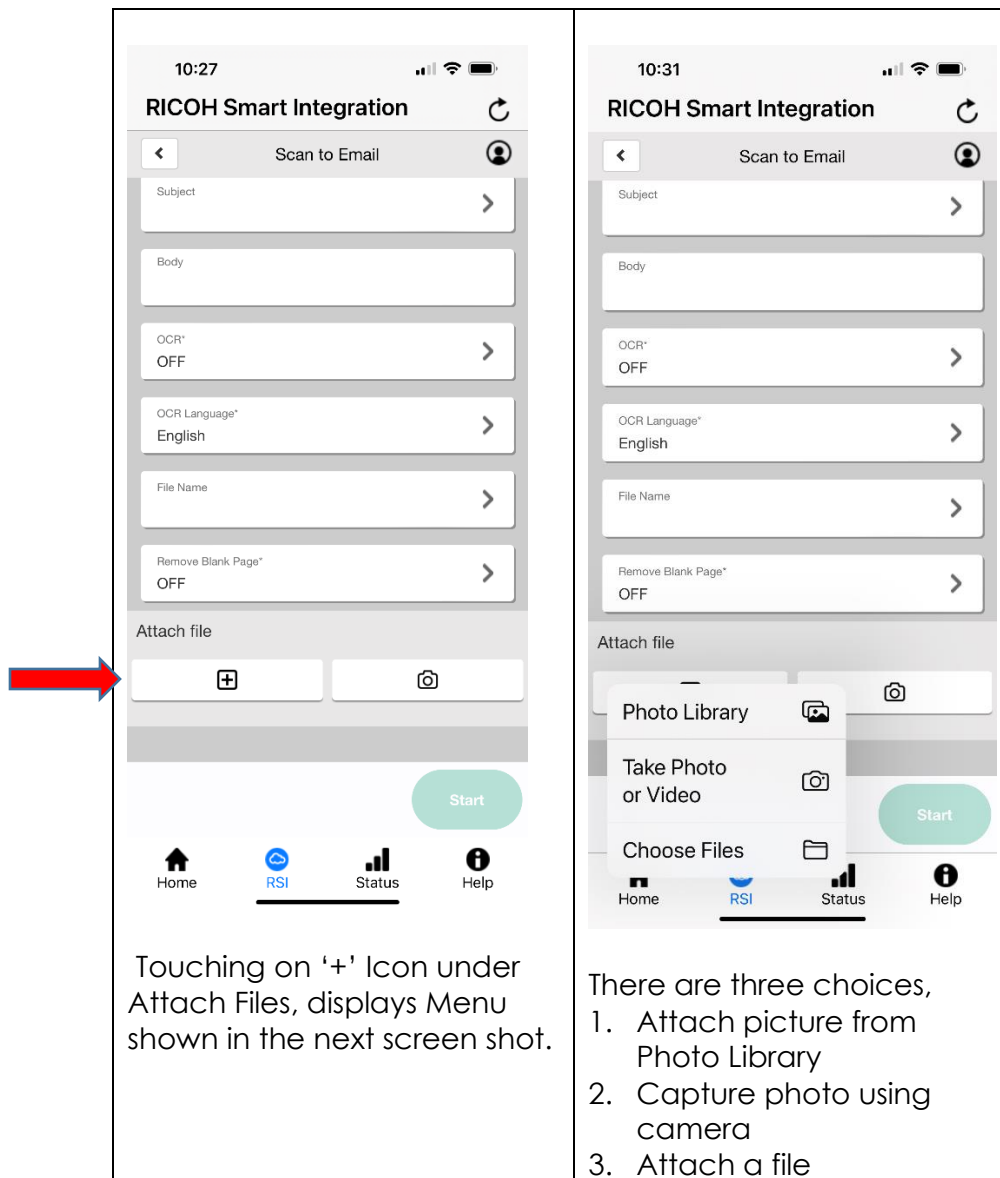
Start date and time	End date and time	Status
Dec 16, 2022 10:29:50 AM	Dec 16, 2022 10:30:03 AM	Completed
Dec 1, 2022 3:31:37 PM	Dec 1, 2022 3:31:51 PM	Completed
Dec 1, 2022 3:31:20 PM	Dec 1, 2022 3:31:39 PM	Completed
Dec 1, 2022 3:30:33 PM	Dec 1, 2022 3:30:37 PM	Completed
Dec 1, 2022 3:30:20 PM	Dec 1, 2022 3:30:29 PM	Completed
Dec 1, 2022 2:40:53 PM	Dec 1, 2022 2:41:03 PM	Completed
Dec 1, 2022 2:39:55 PM	Dec 1, 2022 2:39:57 PM	Completed
Dec 1, 2022 2:31:38 PM	Dec 1, 2022 2:31:58 PM	Completed
Nov 15, 2022 9:09:11 PM	Nov 15, 2022 9:09:24 PM	Completed
Nov 4, 2022 11:09:22 AM	Nov 4, 2022 11:09:27 AM	Completed

Home RSI Status Help

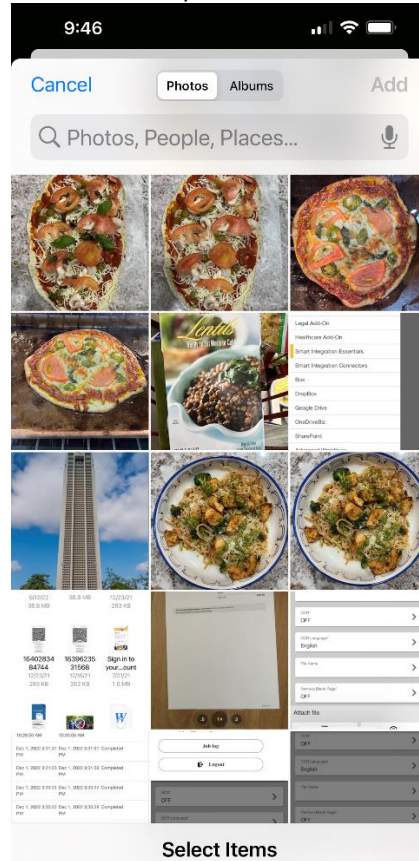
Sample Screen shot of Job Log.

Here is an alternate way to capture documents. This supports following Options:

1. Photo Library: Attach already existing image in photo library
2. Take Photo or Video [Only one image can be captured, no edge detection or perspective correction is supported]
3. Choose Files: Attach files available on the mobile phone. Only PDF and image files are supported.

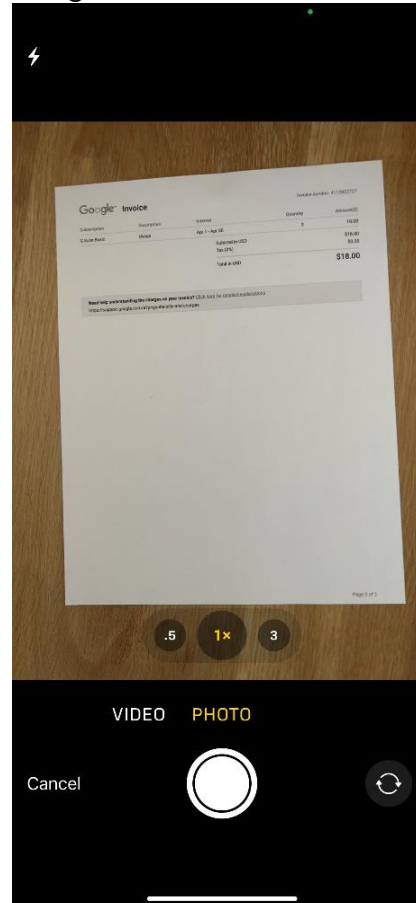


Option 1: Attach from Photo Library



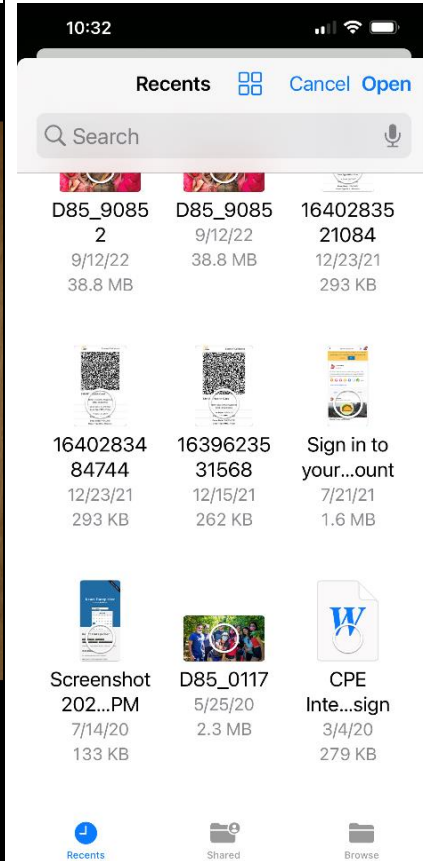
Screen shot of photo library

Option 2: Capture picture using Camera



Screen shot of Capturing using Camera

Option 3: Attach a file



Screen shot of Choose Files Option

4 Limitations

1. Some workflows have 'Blank Page Removal' feature, this is not supported with Mobile capture. Keep 'Blank Page Removal' OFF in workflow settings.
2. As indicated in Step 3, On Some Android devices, Android version 12 or lower, Edge Detection and Perspective Correction may not work very well. Please use '+' button under 'Attach File' to capture documents.