

Device Enhancement Add-on



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1 Preface

This guide provides the details on how to use various workflow applications which are part of Device Enhancement Add-On

About This Guide

This guide is divided into following primary sections:

1. Introduction

This section lays the foundation for understanding the workflow specification

2. Configuring Default Values

This section contains step-by-step instructions on how to configure settings related to workflow applications in User Site

3. Operation of workflow Applications

This section contains step-by-step instructions on how to operate workflow applications on MFP Operation panel

4. Limitations

Product Limitations

5. Appendix

This section contains additional reference materials

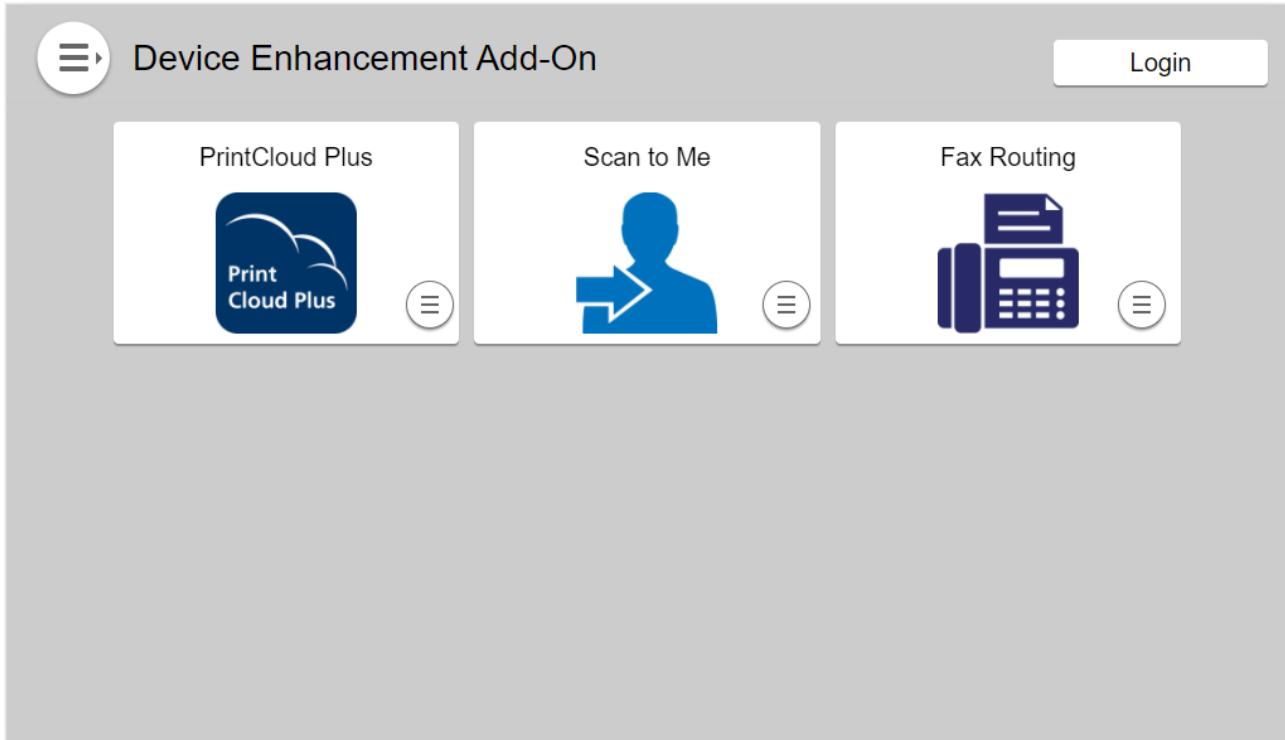
Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

2 Introduction

What is Device Enhancement Add-On?

Device Enhancement Add-On consists of following workflows

1. Print Cloud Plus
2. Scan to Me
3. Fax Routing



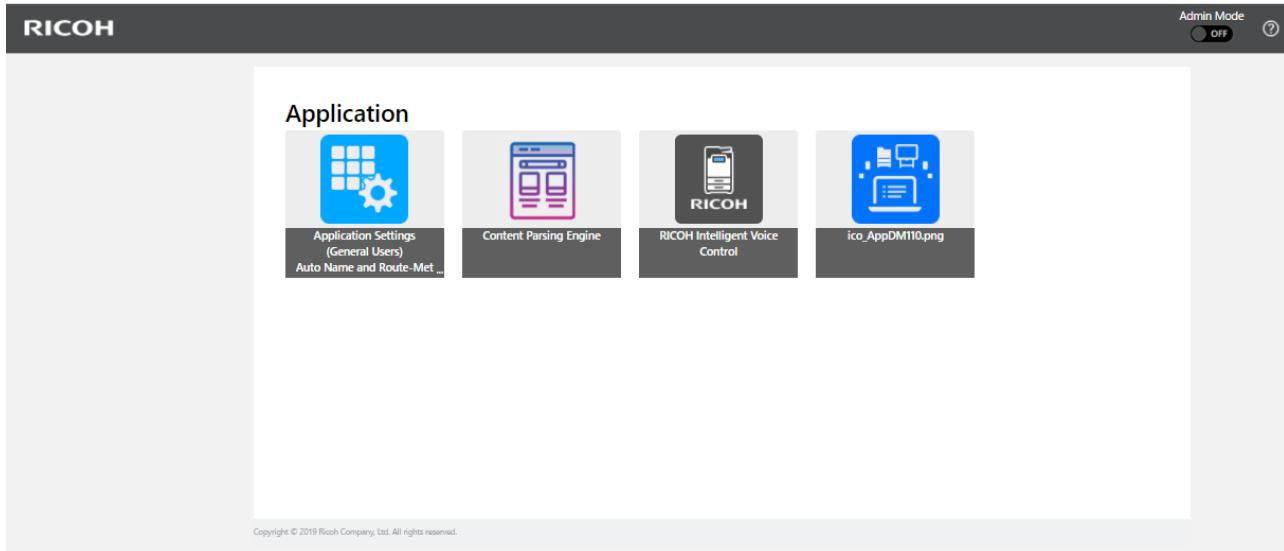
Note: This User Guide describes only 'Scan to Me' and 'Fax Routing' workflow. Refer to PrintCloud Plus User Guide for the details of PrintCloud Plus Workflow.

3 Configuring default Values

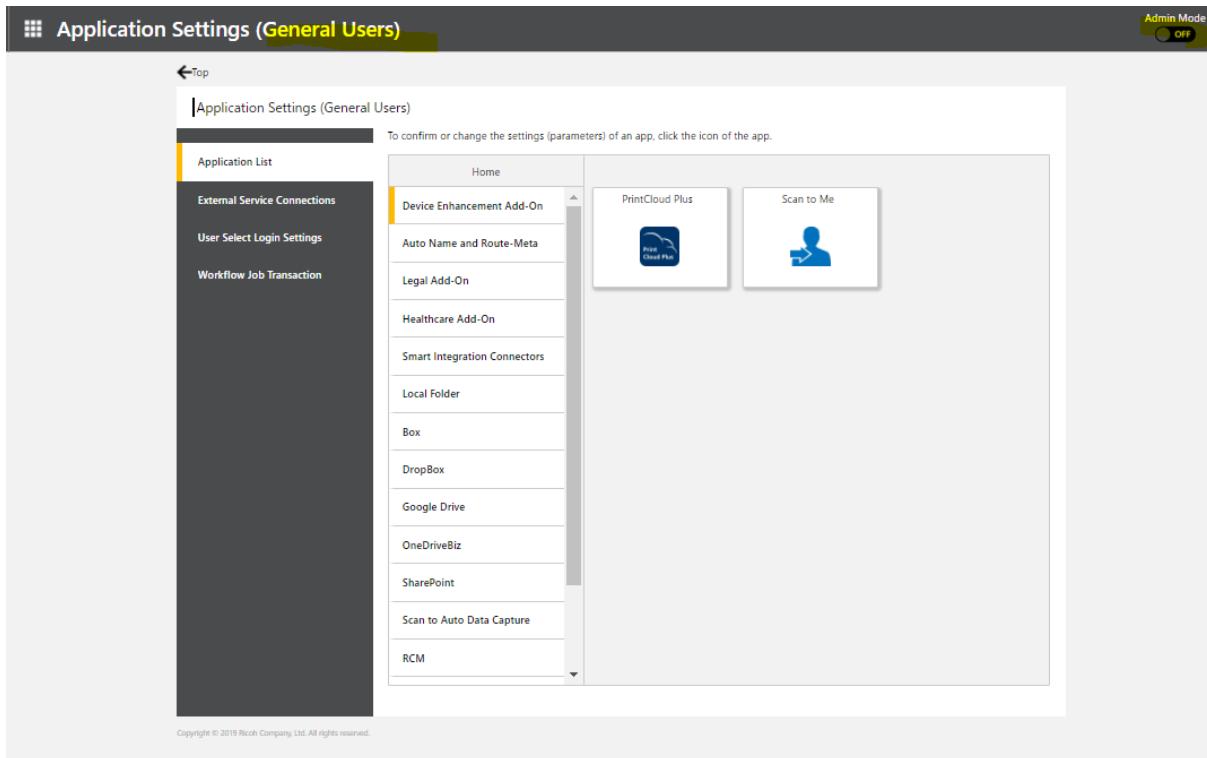
Smart Integration User Configuration Site URL

<https://na.accounts.ricoh.com/portal/login.html>

Login to above site using your credentials.



Click on 'Application settings'



Click on desired application to configure application settings.

4 Scan to Me

The screenshot shows the 'Scan to Me' application settings interface. At the top, there's a header bar with the title 'Application Settings (General Users)' and an 'Admin Mode' switch set to 'OFF'. Below the header, the main form has a section titled 'Scan to Me' with a note: '* Mandatory field'. Under 'Default Parameter Settings', there's a 'File Name Formula' input field containing the formula 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())'. To the right of this input is a 'Check' button. Other settings include 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'Remove Blank Page' (set to 'OFF'). Below these are sections for 'Subject' (with 'Subject' and 'Dictionary Label' fields) and 'Dictionary Delimiter' (with a 'Dictionary' dropdown menu showing 'Dictionary' and 'Value' options). At the bottom, there's a 'Dictionary Column Width' dropdown set to 'Standard'.

Above settings are available to configure.

File Name Formula

Note: If you want to create Filename based on Formula, do not enter 'File Name', also leave 'File Name' field blank on Operation panel. User entered File Name has higher priority than the File Name generated using Formula.

This screenshot shows the 'Default Parameter Settings' section of the application settings. It features a 'File Name Formula' input field containing the formula 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())'. To the right of the input field is a 'Check' button. Above the input field, there's a note: '* Mandatory field'.

Default Formula:

MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and click on 'Check' button to validate formula before saving in User Site.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page OFF ▾

OCR and OCR Language

Default value for OCR and OCR Language can be configured.

OCR OFF ▾

OCR Language English ▾

Setting up Default Email Subject

Subject

Subject

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Enter required default value for Email Subject, most frequently used Email Subject can be entered in the dictionary. This will eliminate typing email subject on the MFP operation panel. Check 'Hide in application' to hide the field in Operation Panel.

Setting up Email body

Body

Body

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width

Enter required default value for Email Body, most frequently used Email Body can be entered in the dictionary. This will eliminate typing email body on the MFP operation panel. Check 'Hide in application' to hide the field in Operation Panel.

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width

Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

Default Scan settings can be configured here

Default Scan Settings

Scan Color Mode	Auto Color Select
Original Sides	1 Sided
Document Orientation	Readable Direction
Scan Resolution	300 dpi
Document Size	Auto
Manual Density	0
Scan Method	Normal
Preview	On

5 Fax Routing

Fax Routing workflow works in conjunction with an Embedded application on the device. Objective of Fax Routing application is to route incoming fax to Cloud Storage destination. Administrator needs to configure desired Cloud destination and folder to which incoming faxes need to be uploaded.

There is no user intervention required on the operation panel for this workflow. However, Fax to cloud application need to be installed on the Multi-Function Device. Here are the steps to install the 'Fax to Cloud' application.

Install the Fax to Cloud app from the Application Site





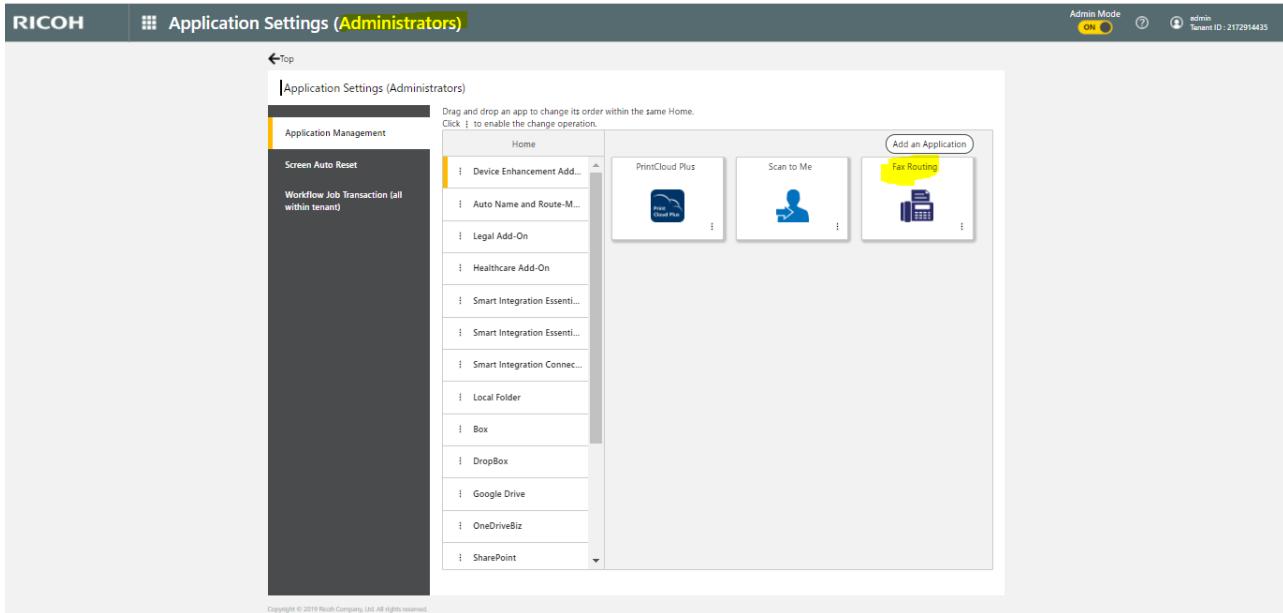
Configuring 'Fax Routing' Workflow

<https://na.accounts.ricoh.com/portal/login.html>

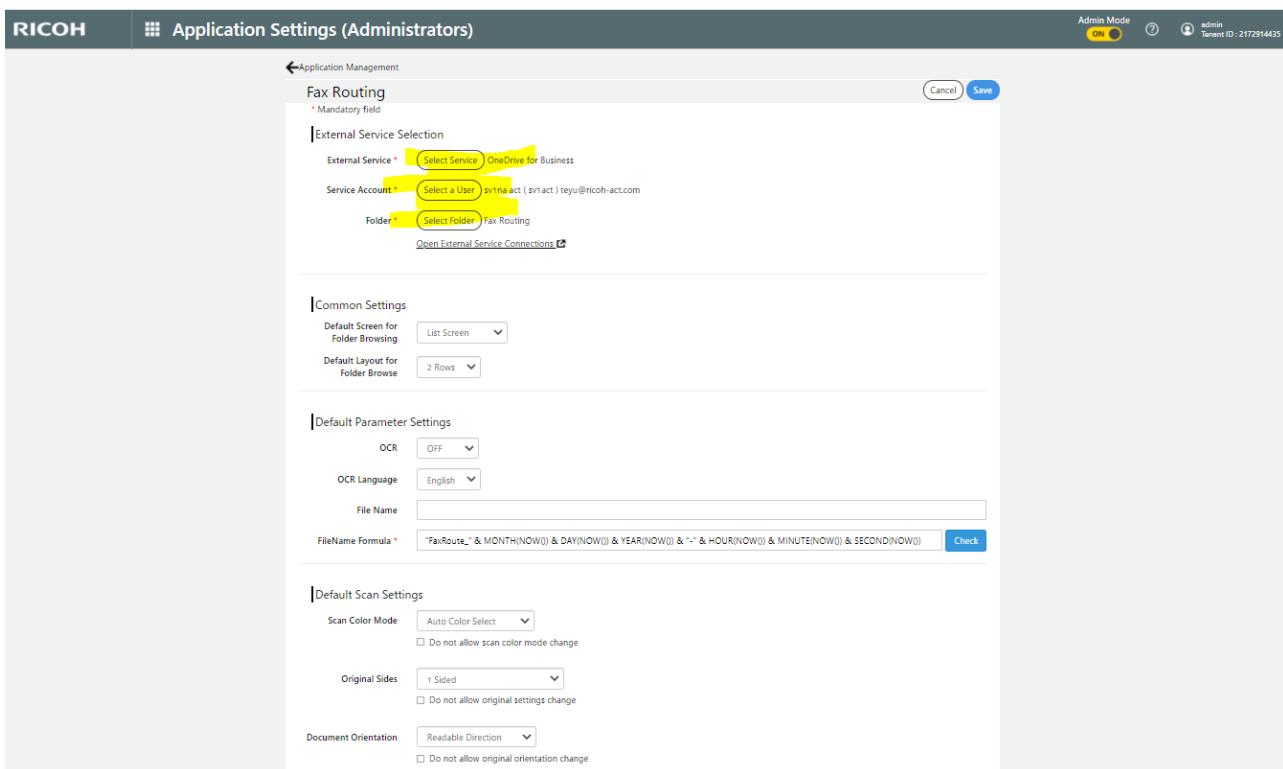
Login to above site using your credentials. Turn on 'Admin Mode'

The screenshot shows the "Admin Settings" page of the RICOH portal. At the top, it displays "RICOH Admin Settings" and "Admin Mode ON". To the right, there are links for "admin" and "Tenant ID : 2172914435". Below this is a grid of icons under the heading "Utility". The icons include "User Management", "App Usage Permission Management (users)", "App Usage Permission Management (devices)", "Tenant Info", "Application Settings (Administrator)" (which is highlighted with a yellow box), "Contract List", "Device Management", "Reporting", and "ico_AppReport_v110.png". At the bottom left of the grid, there is a small copyright notice: "Copyright © 2019 Ricoh Company, Ltd. All rights reserved."

Click on 'Application Settings'



Click on 'Fax Routing'



Above Settings are available to Configure.

5.1.1 External Service Selection

Fax Routing

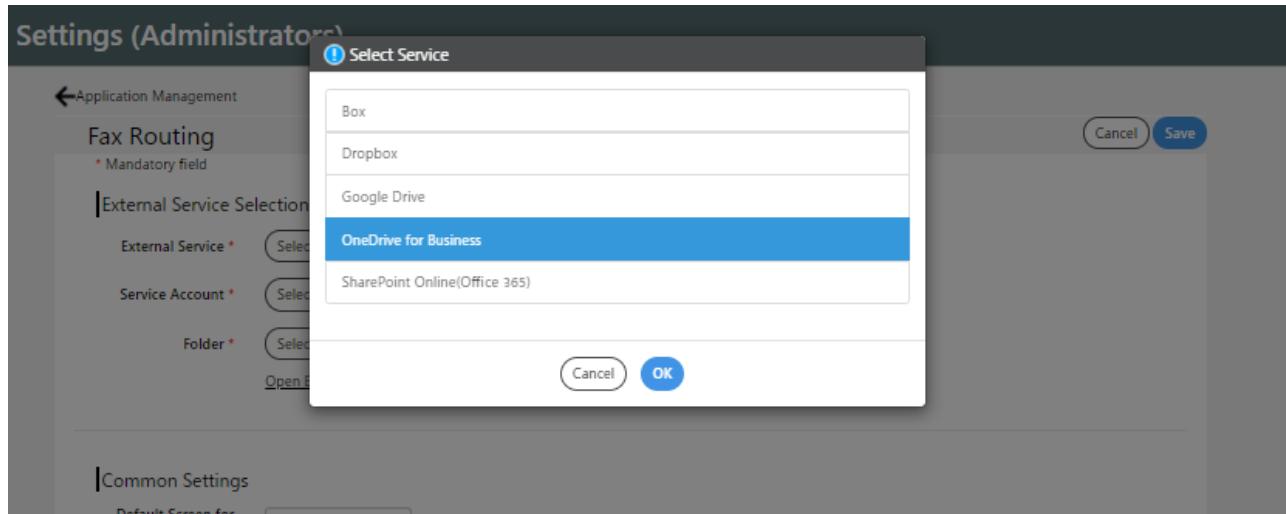
* Mandatory field

External Service Selection

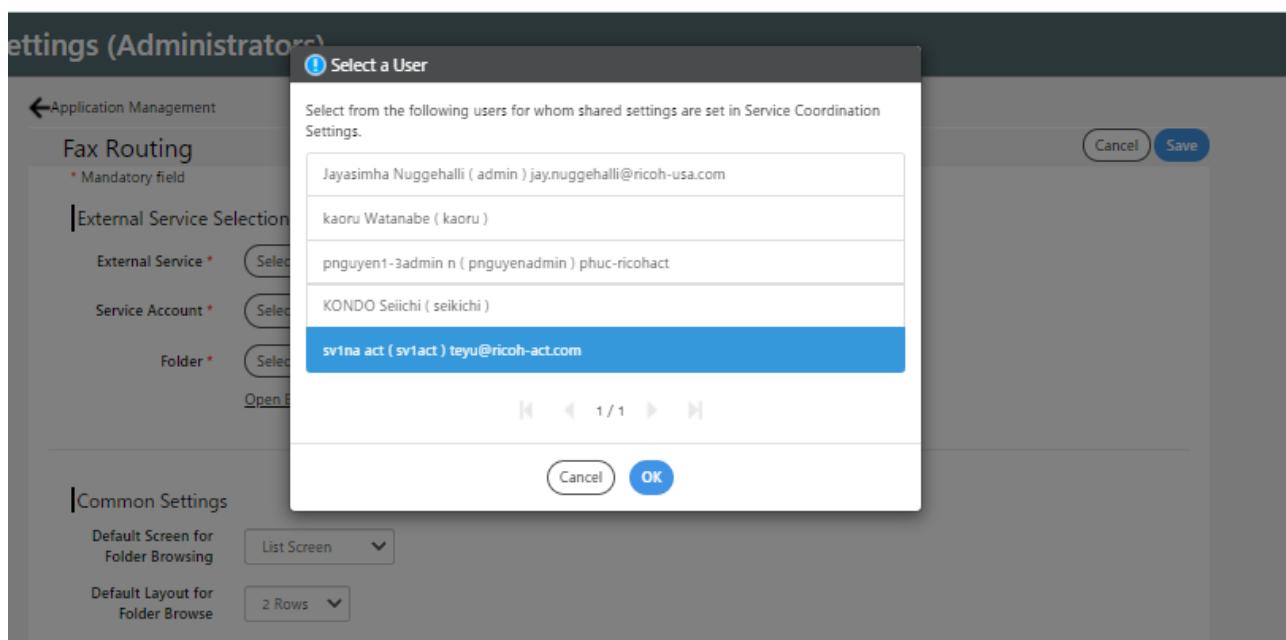
External Service *	Select Service	OneDrive for Business
Service Account *	Select a User	sv1na act (sv1act) teyu@ricoh-act.com
Folder *	Select Folder	Fax Routing

[Open External Service Connections](#)

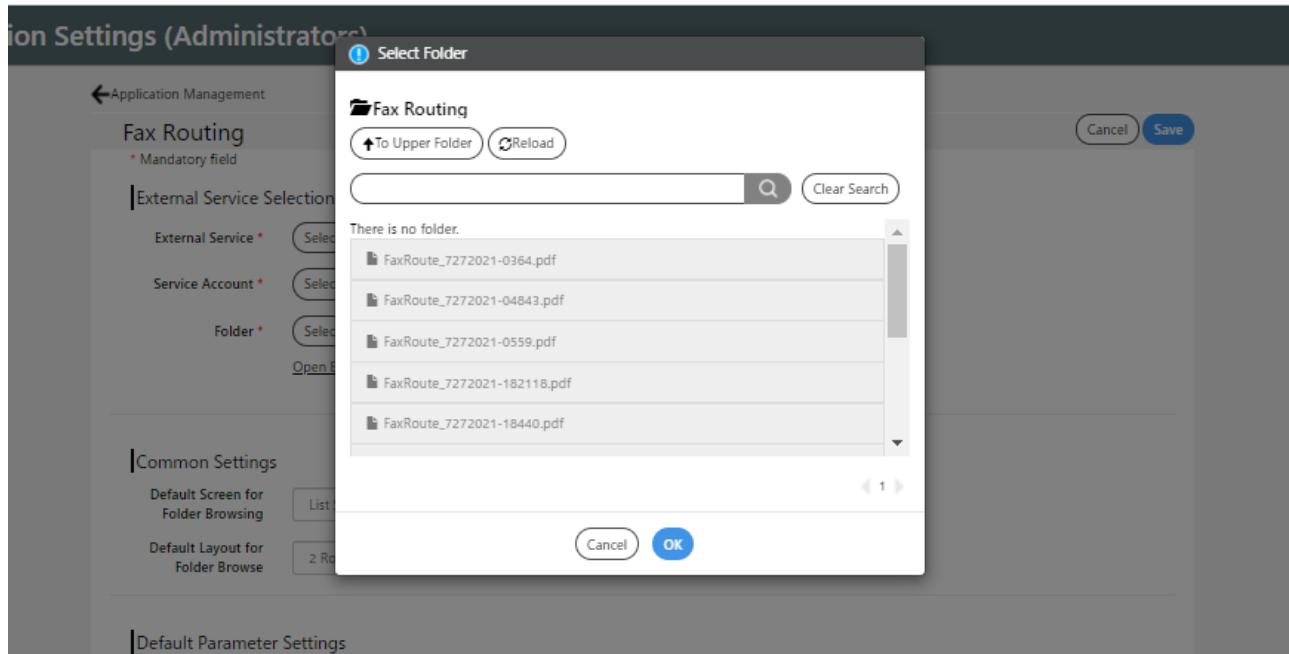
Click on 'Select Service' to select desired Cloud Destination



Click on 'Select User' to select desired administrator or Service account



Click on 'Folder' to select desired folder



5.1.2 OCR & OCR Language

Default value for OCR and OCR Language can be configured.

Default Parameter Settings

Bar Code Type	QR Code
OCR	OFF
File Name Formula *	<input _completed"="" style="width: 400px;" type="text" value="_[workorder_number] & "/> Check
OCR Language	English

5.1.3 File Name Formula

FileName Formula *	<input "-"="" &="" day(now())="" hour(now())="" minute(now())="" month(now())="" second(now())"="" type="text" value="FaxRoute_" year(now())=""/>	Check
--------------------	---	--

Note: Click on 'Check' button to validate the formula.

5.1.4 Scan Settings

Default Scan settings can be configured here

Default Scan Settings

Scan Color Mode	Auto Color Select
Original Sides	1 Sided
Document Orientation	Readable Direction
Scan Resolution	300 dpi
Document Size	Auto
Manual Density	3
Scan Method	Normal
Preview	On

6 Operation of Workflow Application

Smart Integration MFP BrowserNX URL

<https://www.na.smart-integration.ricoh.com/si-apps/pub/index.html>

Ricoh Smart Integration Initial Login

Above URL is available as Bookmark ICON on MFP. Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.

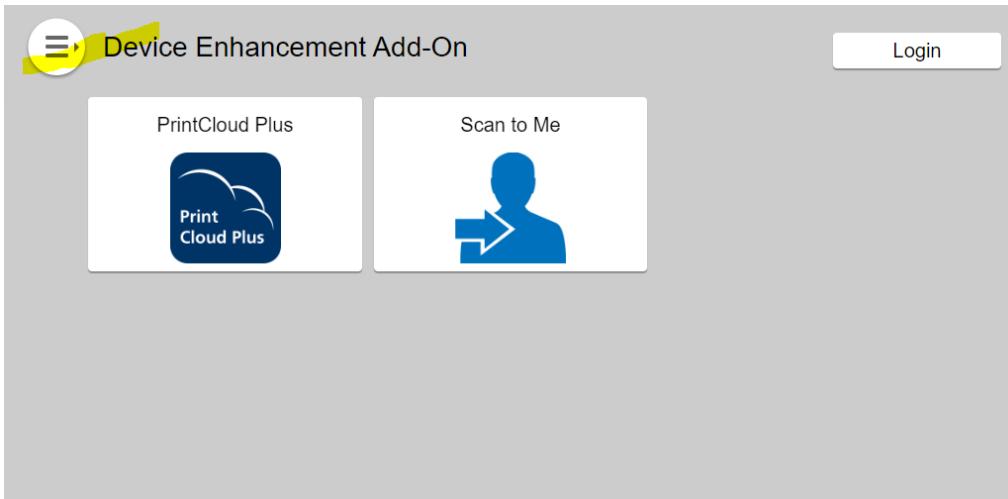
Option 1: Login with Tenant ID

The screenshot shows a login interface for 'RICOH Smart Integration'. At the top left is a back arrow icon. Next to it, the text 'Login to RICOH Smart Integration' is displayed. Below this is a button labeled 'Login with Tenant ID'. The main area contains three input fields: 'Tenant ID', 'User ID', and 'Password', each with a vertical line separator between them. At the bottom is a large blue 'Login' button.

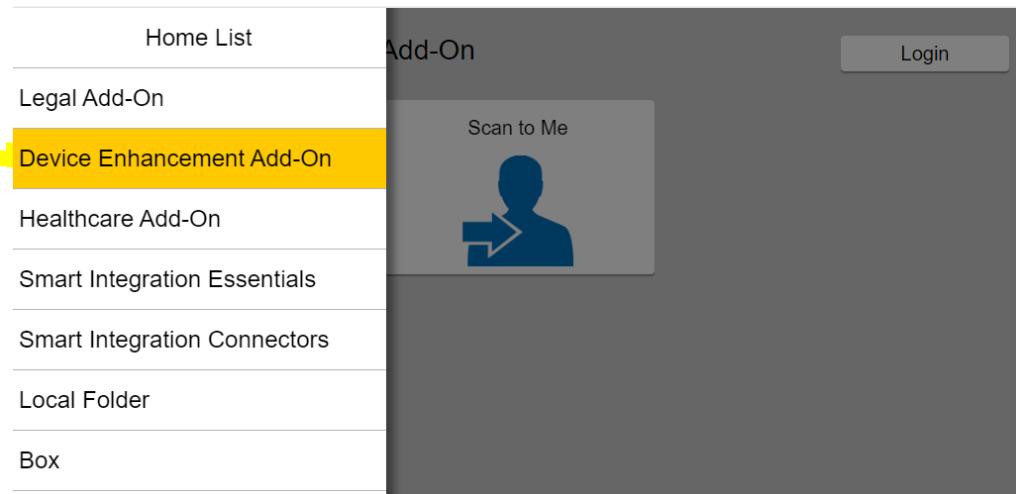
Option 2: Login with Email Address

The screenshot shows a login interface for 'RICOH Smart Integration'. At the top left is a back arrow icon. Next to it, the text 'Login to RICOH Smart Integration' is displayed. Below this is a button labeled 'Login with Email Address'. The main area contains two input fields: 'Email Address' and 'Password'. In the 'Email Address' field, the text 'user @gmail.com' is entered, with the '@gmail.com' part highlighted by an orange border. Below these fields is a large blue 'Login' button.

After administrator login subscribed application will be displayed



Use the Home List button to Select required home screen.



Select 'Device Enhancement Add-On' from the list. This displays applications available in that home screen. Touch on desired application.

7 Scan to Me

Following settings are available:

A. Subject

Email subject, dictionary can be used to preconfigure frequently used keywords to reduce typing

B. Body

Email Body can be entered.

C. OCR

Supports these values: Off, PDF, PDFA, Word, Excel

D. OCR Language

Supports these values: English, French

E. File Name

Workflow supports File Name formula, entering file name here overrides filename generated by formula.

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The image displays two side-by-side screenshots of a 'Scan to Me' application interface. Both screenshots have a header bar with 'Scan to Me', user name 'Jay Nuggehalli', 'Logout', and 'Job log' buttons.

Left Screenshot (Initial Configuration):

- Mandatory field:** A note above the first input field.
- Subject:** An empty input field.
- Body:** An empty input field.
- OCR:** A dropdown menu set to 'OFF'. Below it is a 'Scan Settings' button.
- OCR Language:** A dropdown menu set to 'English'. Below it is a 'Scan Settings' button.
- Start:** A large green circular 'Start' button at the bottom.

Right Screenshot (Advanced Configuration):

- OCR:** A dropdown menu set to 'OFF'. Below it is a 'Scan Settings' button.
- OCR Language:** A dropdown menu set to 'English'. Below it is a 'Scan Settings' button.
- File Name:** An empty input field.
- Remove Blank Page:** A dropdown menu set to 'OFF'. Below it is a 'Scan Settings' button.
- Start:** A large green circular 'Start' button at the bottom.

A. Scan Settings

Scan Settings

Scan to Me

Jay Nuggehalli Logout Job log

* Mandatory field.

Subject

Body

OCR OFF

OCR Language English

Scan Settings

Start

Touch on 'Scan Settings' to display Scan Settings Screen

Scan Settings

Scan Color Mode

Auto Color Select

Original Sides

1 Sided

Document Orientation

Readable Direction

Scan Resolution

300 dpi

Document Size

Auto

Manual Density

0

Scan Method

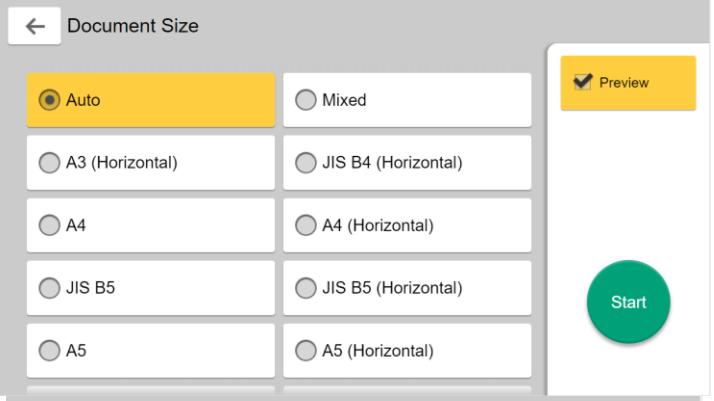
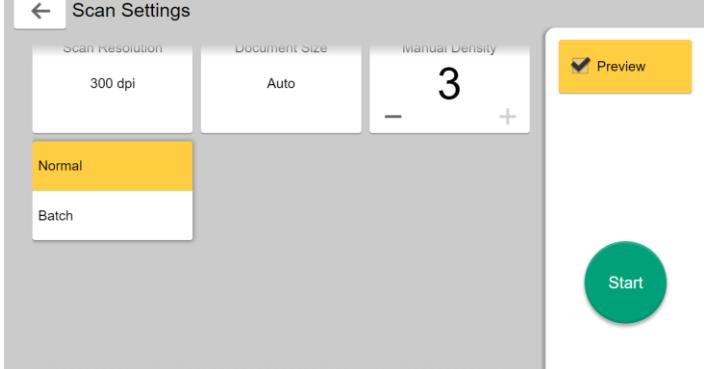
Normal

Preview

Start

Checking 'Preview' will enable Scan document Preview on MFP Operation Panel.

Scan Settings	Available Options												
Scan Color mode	<p>← Scan Color Mode</p> <table border="1"> <tr> <td><input checked="" type="radio"/> Auto Color Select</td> <td><input type="radio"/> B&W (Binary) Text</td> </tr> <tr> <td><input type="radio"/> B&W (Binary) Text/Photo</td> <td><input type="radio"/> B&W (Binary) Text/Line Art</td> </tr> <tr> <td><input type="radio"/> B&W (Binary) Photo</td> <td><input type="radio"/> Gray Scale</td> </tr> <tr> <td><input type="radio"/> Full Color Text/Photo</td> <td><input type="radio"/> Full Color Photo</td> </tr> </table> <p><input checked="" type="checkbox"/> Preview</p> <p></p>	<input checked="" type="radio"/> Auto Color Select	<input type="radio"/> B&W (Binary) Text	<input type="radio"/> B&W (Binary) Text/Photo	<input type="radio"/> B&W (Binary) Text/Line Art	<input type="radio"/> B&W (Binary) Photo	<input type="radio"/> Gray Scale	<input type="radio"/> Full Color Text/Photo	<input type="radio"/> Full Color Photo				
<input checked="" type="radio"/> Auto Color Select	<input type="radio"/> B&W (Binary) Text												
<input type="radio"/> B&W (Binary) Text/Photo	<input type="radio"/> B&W (Binary) Text/Line Art												
<input type="radio"/> B&W (Binary) Photo	<input type="radio"/> Gray Scale												
<input type="radio"/> Full Color Text/Photo	<input type="radio"/> Full Color Photo												
Original Sides	<p>← Scan Settings</p> <table border="1"> <tr> <td>Scan Color Mode </td> <td><input checked="" type="radio"/> 1 Sided </td> <td>Document Orientation </td> </tr> <tr> <td>Scan Resolution 300 dpi</td> <td><input type="radio"/> 2 Sided (Open to Right/Left) </td> <td>Readable Direction </td> </tr> <tr> <td>Scan Method Normal</td> <td><input type="radio"/> 2 Sided (Open to Top) </td> <td>Manual Density 0</td> </tr> <tr> <td>Spread</td> <td><input type="radio"/> Spread </td> <td>— +</td> </tr> </table> <p><input checked="" type="checkbox"/> Preview</p> <p></p>	Scan Color Mode 	<input checked="" type="radio"/> 1 Sided 	Document Orientation 	Scan Resolution 300 dpi	<input type="radio"/> 2 Sided (Open to Right/Left) 	Readable Direction 	Scan Method Normal	<input type="radio"/> 2 Sided (Open to Top) 	Manual Density 0	Spread	<input type="radio"/> Spread 	— +
Scan Color Mode 	<input checked="" type="radio"/> 1 Sided 	Document Orientation 											
Scan Resolution 300 dpi	<input type="radio"/> 2 Sided (Open to Right/Left) 	Readable Direction 											
Scan Method Normal	<input type="radio"/> 2 Sided (Open to Top) 	Manual Density 0											
Spread	<input type="radio"/> Spread 	— +											
Document Orientation	<p>← Document Orientation</p> <table border="1"> <tr> <td></td> <td><input checked="" type="radio"/> Readable Direction </td> </tr> <tr> <td></td> <td><input type="radio"/> Unreadable Direction </td> </tr> </table> <p><input checked="" type="checkbox"/> Preview</p> <p></p>		<input checked="" type="radio"/> Readable Direction 		<input type="radio"/> Unreadable Direction 								
	<input checked="" type="radio"/> Readable Direction 												
	<input type="radio"/> Unreadable Direction 												
Scan Resolution	<p>← Scan Resolution</p> <table border="1"> <tr> <td><input type="radio"/> 100 dpi</td> <td><input type="radio"/> 200 dpi</td> </tr> <tr> <td><input checked="" type="radio"/> 300 dpi</td> <td><input type="radio"/> 400 dpi</td> </tr> <tr> <td><input type="radio"/> 600 dpi</td> <td></td> </tr> </table> <p><input checked="" type="checkbox"/> Preview</p> <p></p>	<input type="radio"/> 100 dpi	<input type="radio"/> 200 dpi	<input checked="" type="radio"/> 300 dpi	<input type="radio"/> 400 dpi	<input type="radio"/> 600 dpi							
<input type="radio"/> 100 dpi	<input type="radio"/> 200 dpi												
<input checked="" type="radio"/> 300 dpi	<input type="radio"/> 400 dpi												
<input type="radio"/> 600 dpi													

Document size	 <p>Document Size</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Auto <input type="radio"/> Mixed <input type="radio"/> A3 (Horizontal) <input type="radio"/> JIS B4 (Horizontal) <input type="radio"/> A4 <input type="radio"/> A4 (Horizontal) <input type="radio"/> JIS B5 <input type="radio"/> JIS B5 (Horizontal) <input type="radio"/> A5 <input type="radio"/> A5 (Horizontal) <p><input checked="" type="checkbox"/> Preview</p> <p>Start</p>
Manual Density	Range -3 to +3
Scan Method	 <p>Scan Settings</p> <ul style="list-style-type: none"> Scan Resolution: 300 dpi Document Size: Auto Manual Density: 3 <p><input checked="" type="checkbox"/> Preview</p> <p>Start</p>

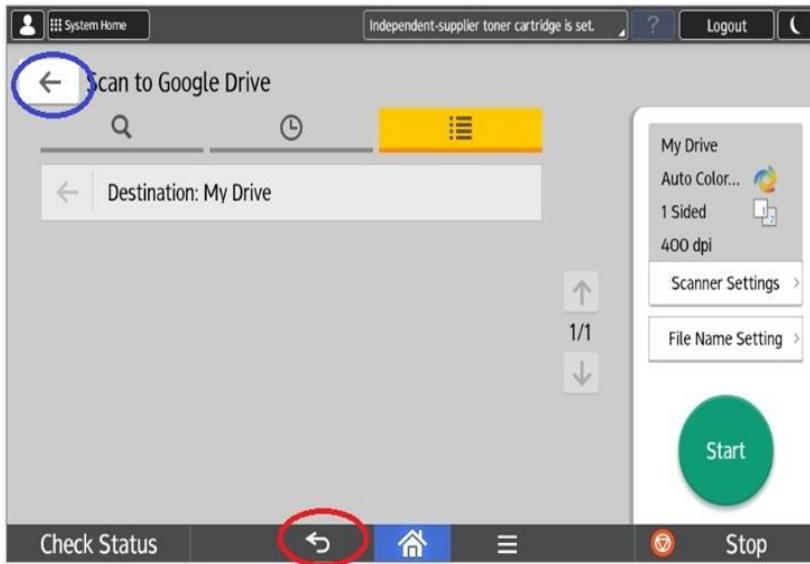
B. Limitations

User Site Limitations

- Supported Browsers for User Site are:
 - Internet Explorer: 11 or later
 - Edge: Latest Version
 - Chrome: Latest Version
 - Firefox: Latest Version
- Limitations for Home Screen/Applications
 - Home: Maximum 20 for each profile, Max 32 characters for the name.
 - Applications: Maximum 18 for each home screen, Max 32 characters for the name
- User Management
 - Email address is unique in the system; same Email address cannot be used even if user belongs to different Tenants
 - Users belong to same tenant cannot set different time zones
 - User cannot change their login Email address, need admins assistance to change email address

General Limitations

- Once Administrator has logged in to a Tenant on MFP, administrator from another tenant cannot login to same MFP. Refer to guide on 'How to remove registered device'
- Back button inside application display screen must be used, instead for 'Back' button on the operation panel.



- Folder and File Search results varies from Cloud Service to Cloud Service, this depends on the Search API for each service.

Blank Page Removal Workflow Limitations

When Blank Page is enabled, Maximum Scan file size is limited to 50MB

C. Appendix

File Name Formula

Formula functions are similar to Microsoft Excel Formulas. Not all Excel functions are relevant and supported.

Following two variables from the workflow application are available to use in the formula

1. TenantId [Smart Integration Tenant ID]
2. UserId [Smart Integration User ID]

Sample Formulas

Formula	Result
YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	2018-12-21-102657
YEAR(NOW()) & "-INVOICE"	2018-INVOICE
_UserId & "-" & YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW())	TOM-2018-12-21

Formula Functions

Formula Evaluation is based on Open Source, Apache POI

Note: Please see link below. All formulas listed may not be relevant to workflow application. Here is list of formulas.

<http://poi.apache.org/components/spreadsheet/eval-devguide.html>