Version 1.3

RICOH

Device Enhancement Add-on





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1 Preface

This guide provides 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.

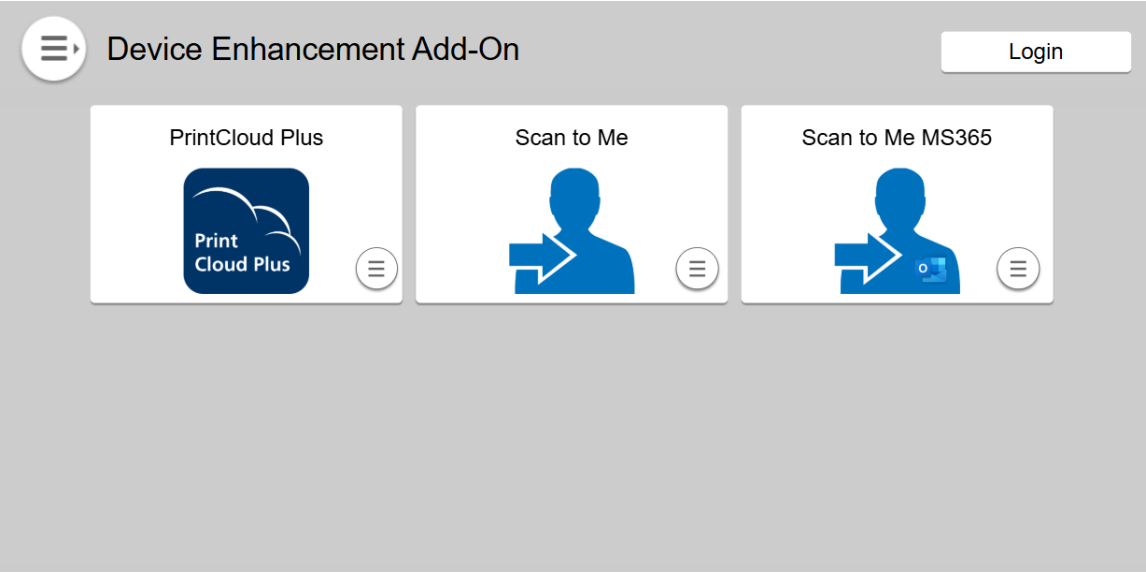
Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

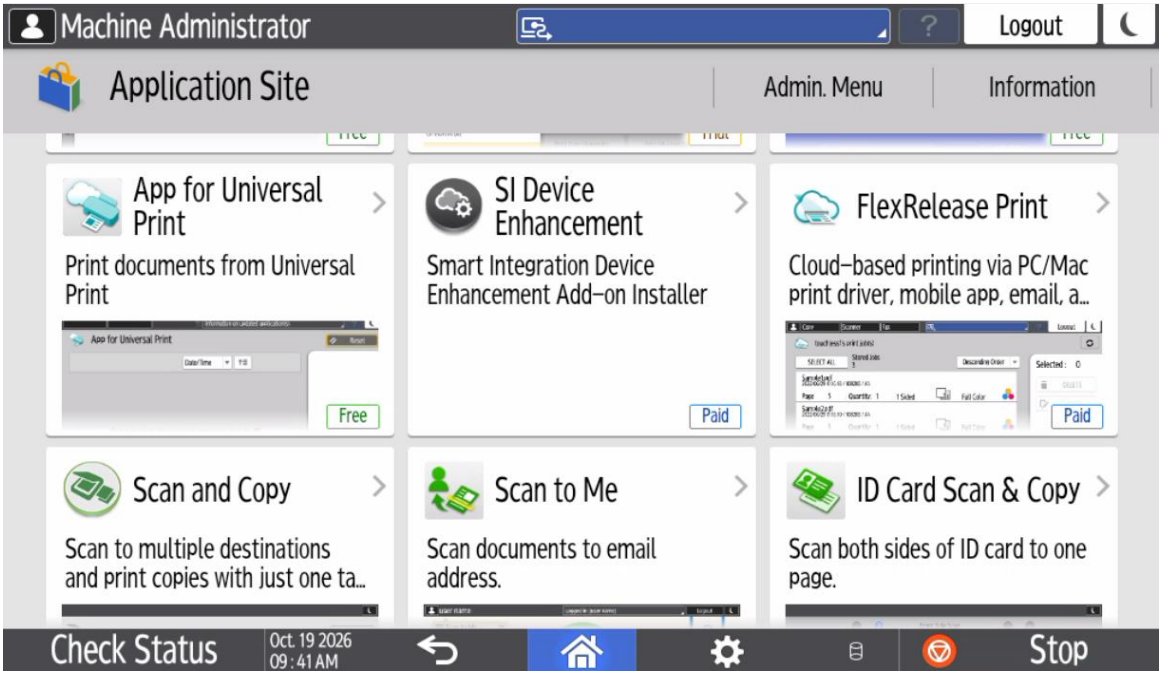
2 Introduction

What is Device Enhancement Add-On?

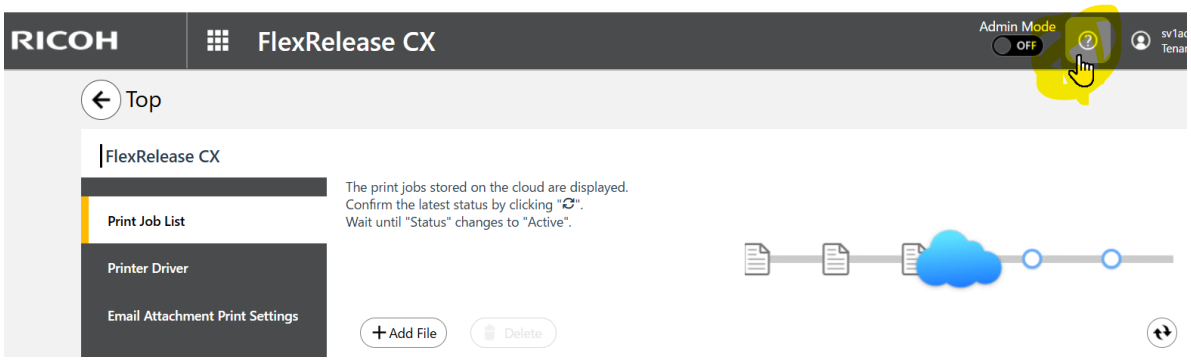
Device Enhancement Add-On consists of following workflows.

1. Print Cloud Plus
2. FlexRelease Print
3. Scan to Me
4. Fax Routing
5. Scan to Me MS365





Note: This User Guide describes only 'Scan to Me', 'Fax Routing' and 'Scan to Me MS365' workflows. Refer to PrintCloud Plus User Guide for the details of PrintCloud Plus Workflow. FlexRelease Print has online FlexRelease CX User guide.

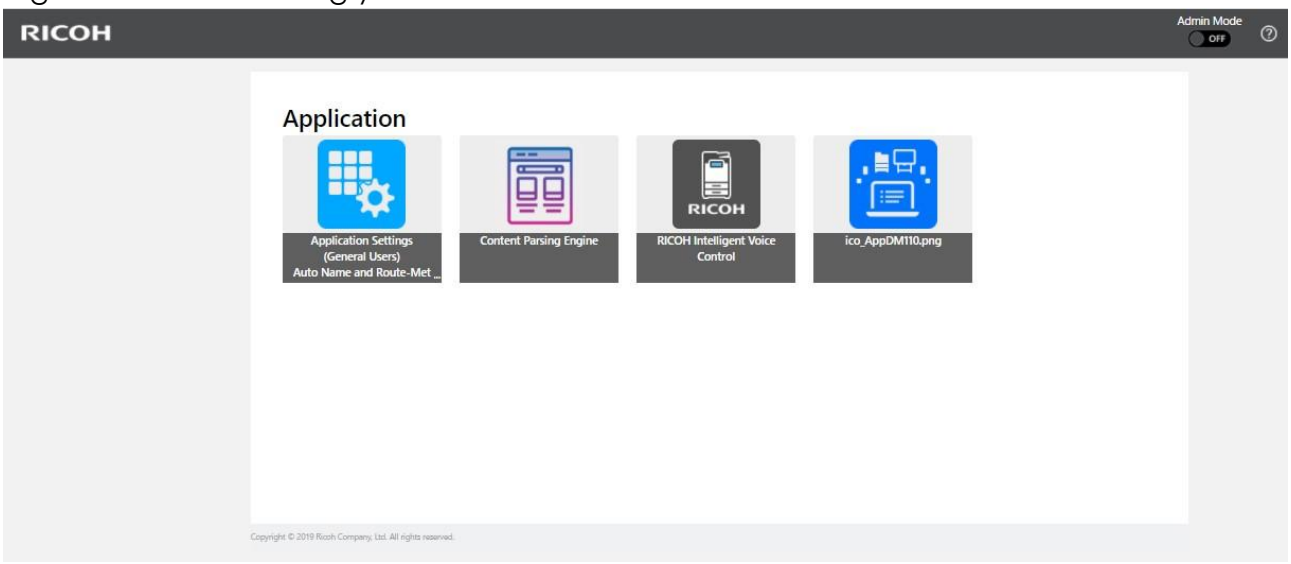


3 Configuring default Values

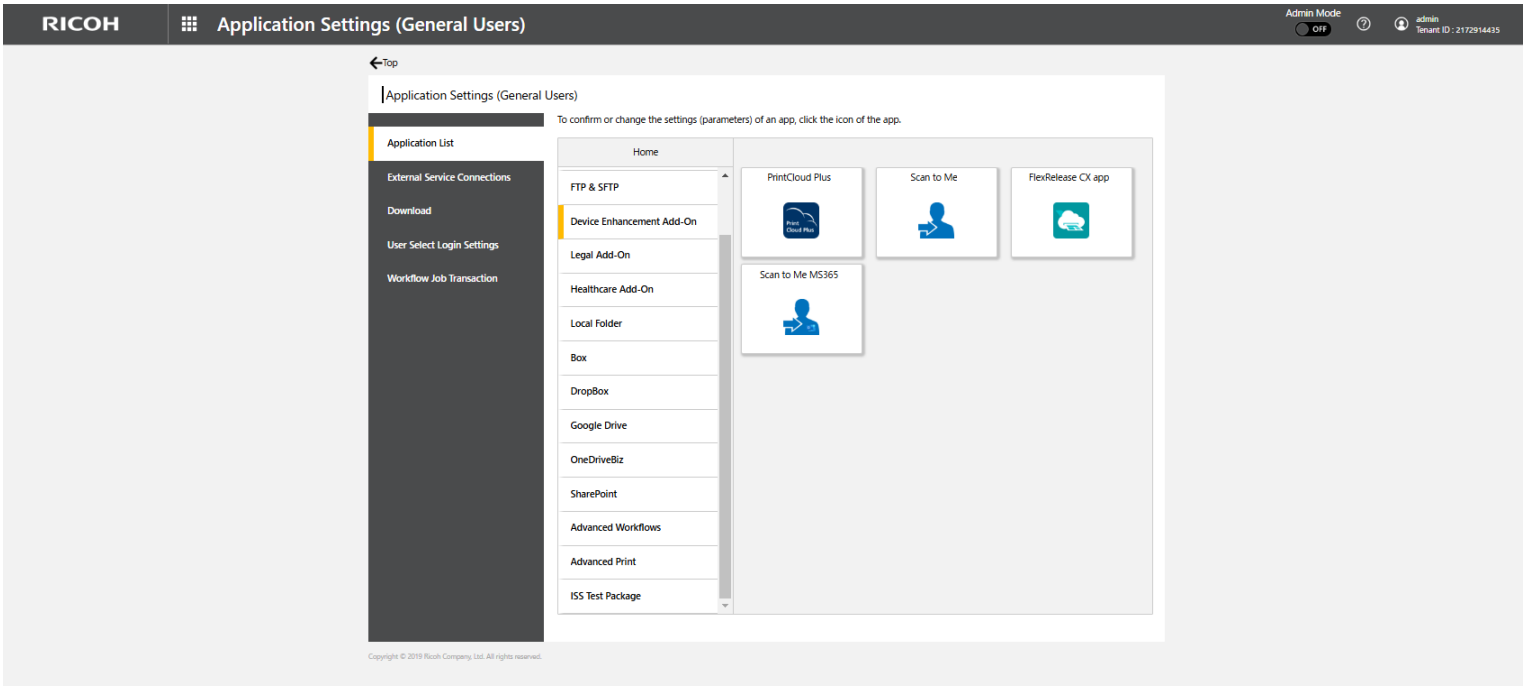
Smart Integration User Configuration Site URL

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

Login to above site using your credentials.

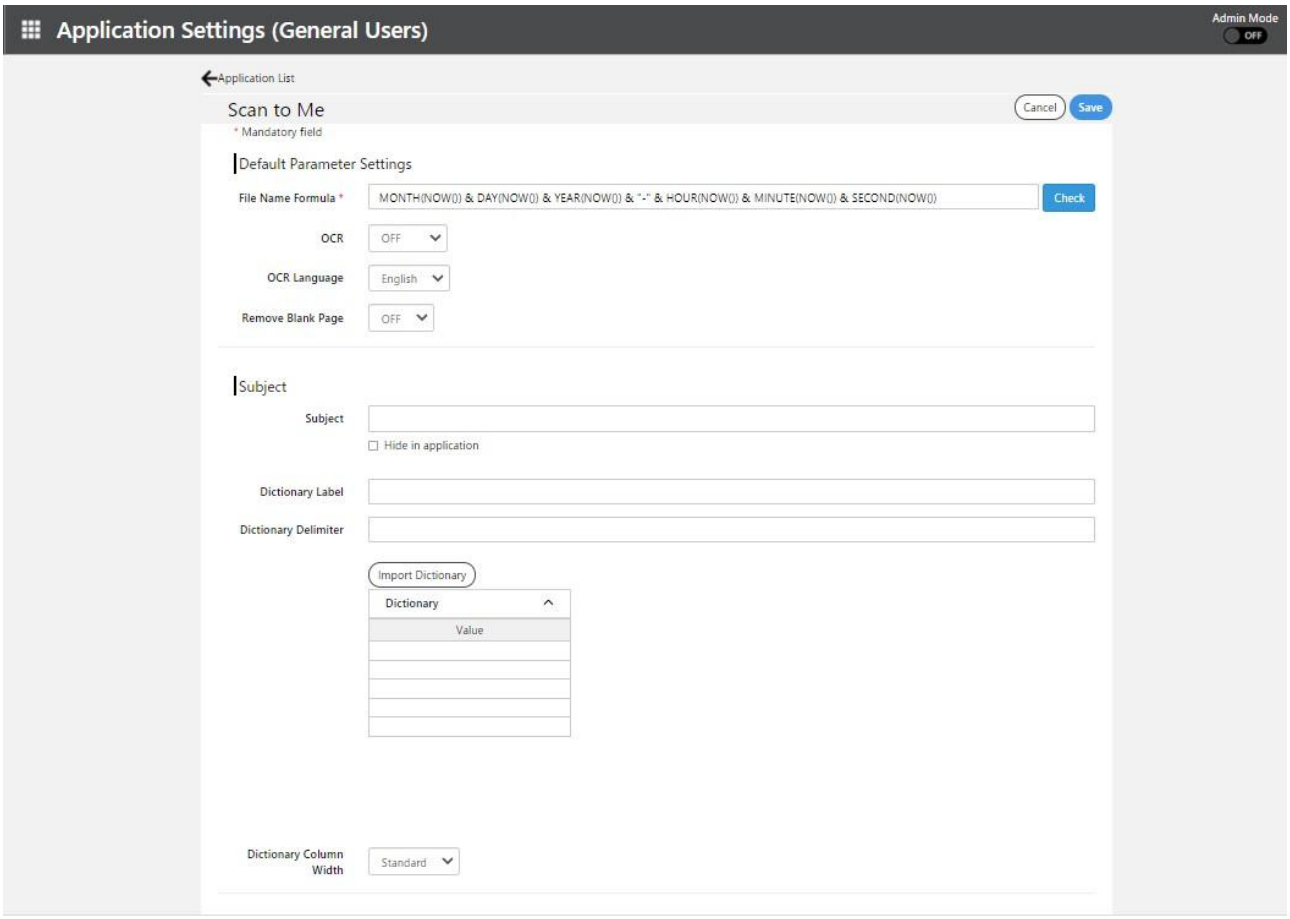


Click on 'Application settings'



Click on desired application to configure application settings.

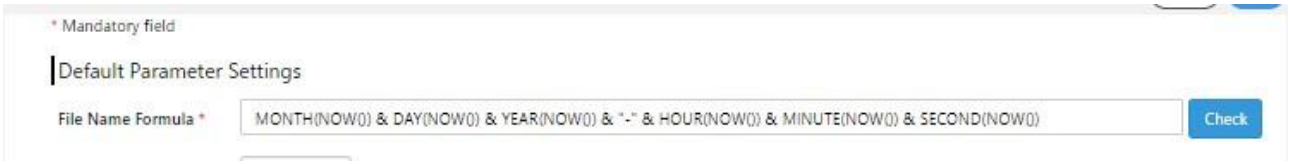
4 Scan to Me



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.



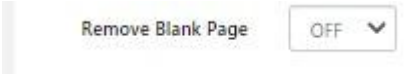
Default Formula:

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.

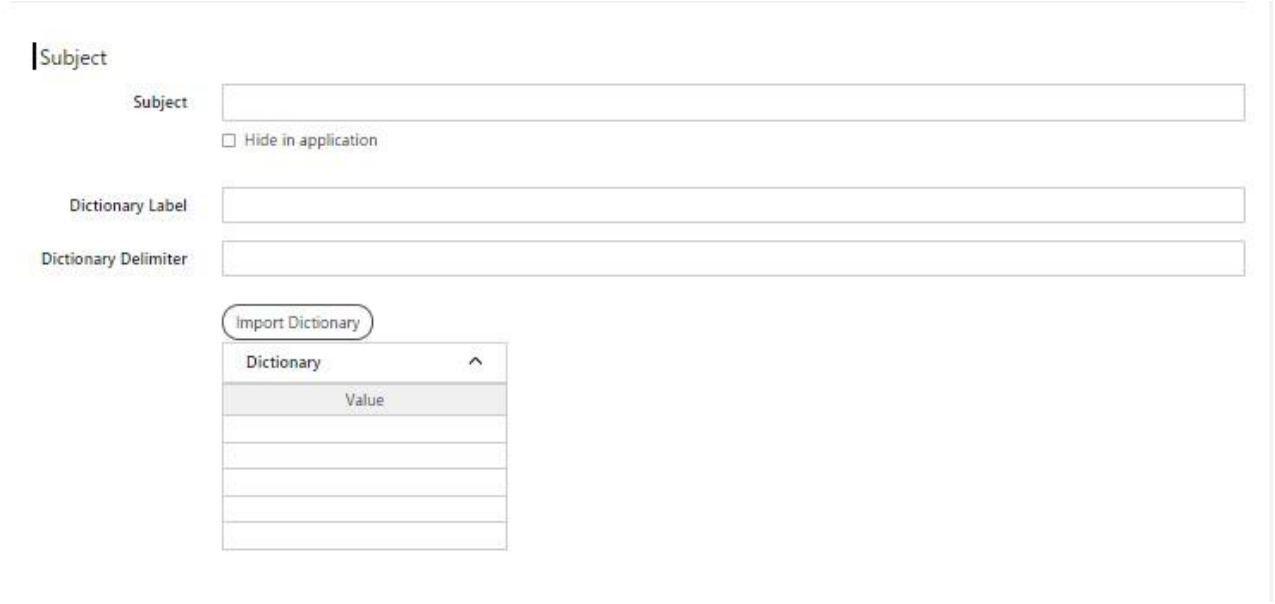


OCR and OCR Language

Default value for OCR and OCR Language can be configured.

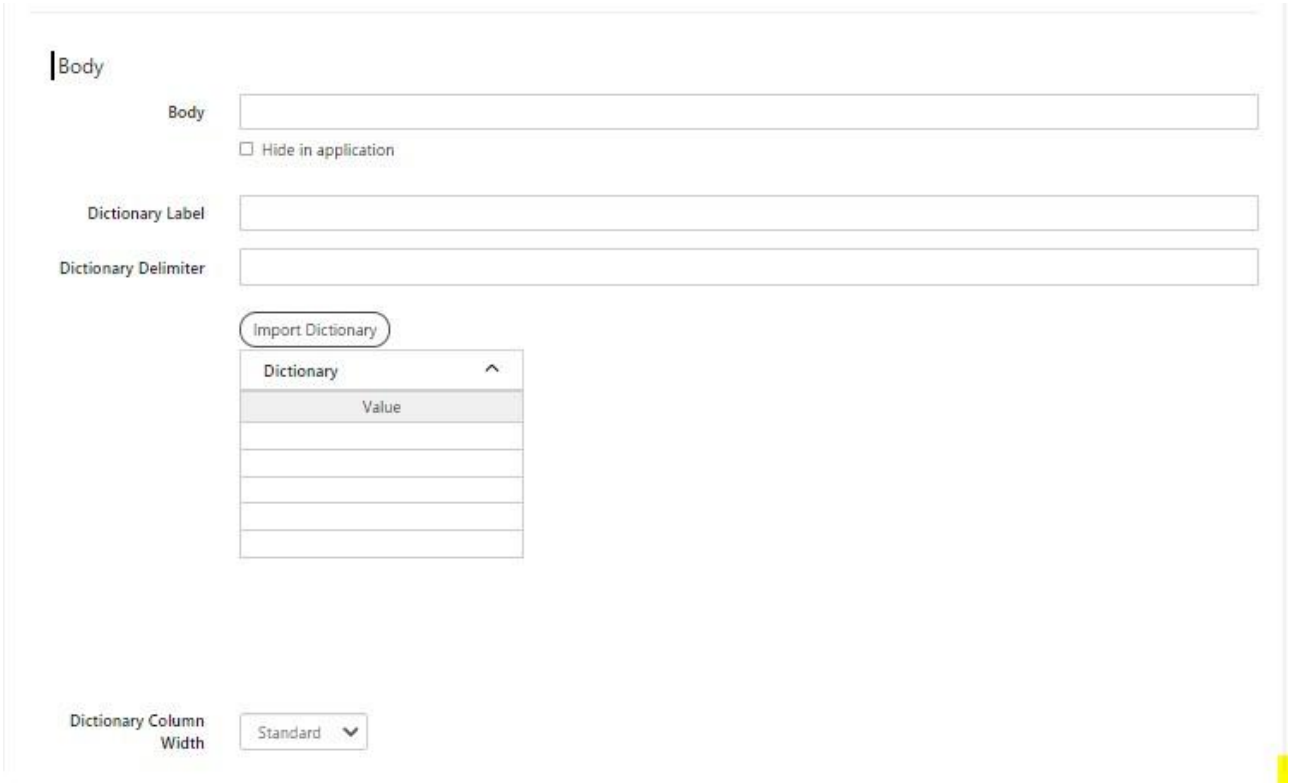


Setting up Default Email Subject



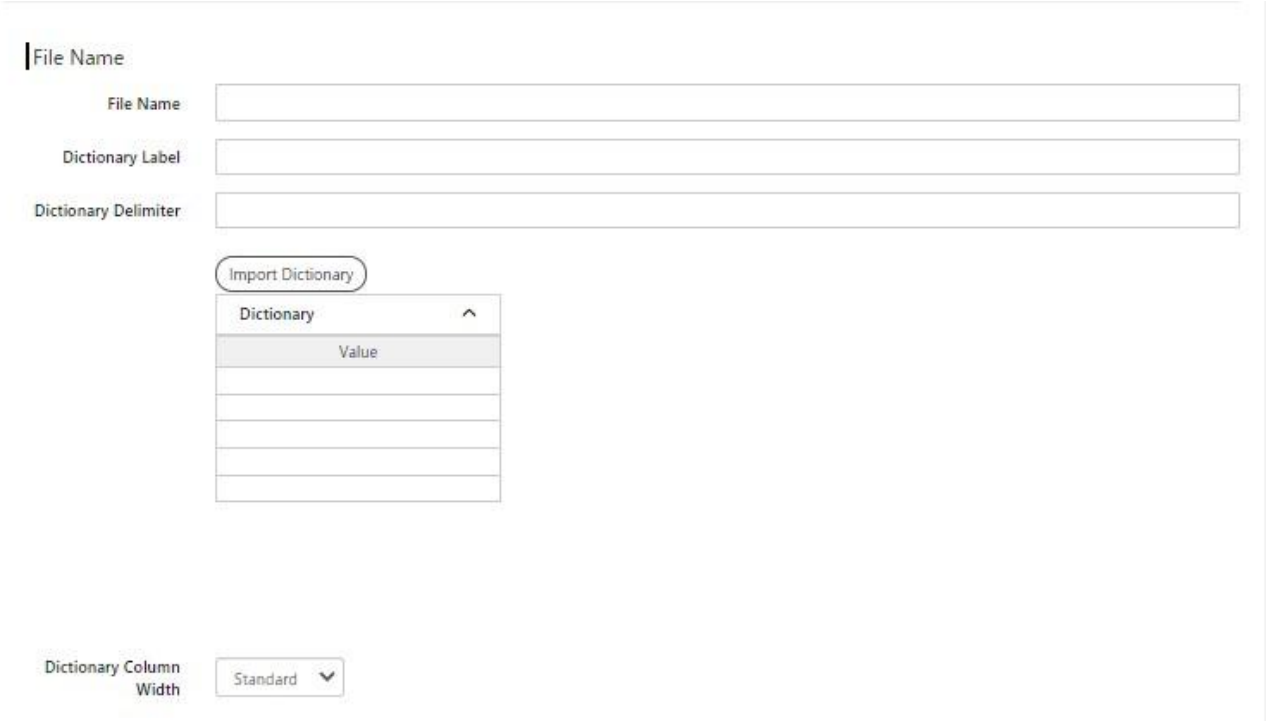
Enter required default value for Email Subject, most frequently used Email Subject can be entered in the dictionary. This will eliminate typing email subject on the MFP operation panel. Check 'Hide in application' to hide the field in Operation Panel.

Setting up Email body



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.

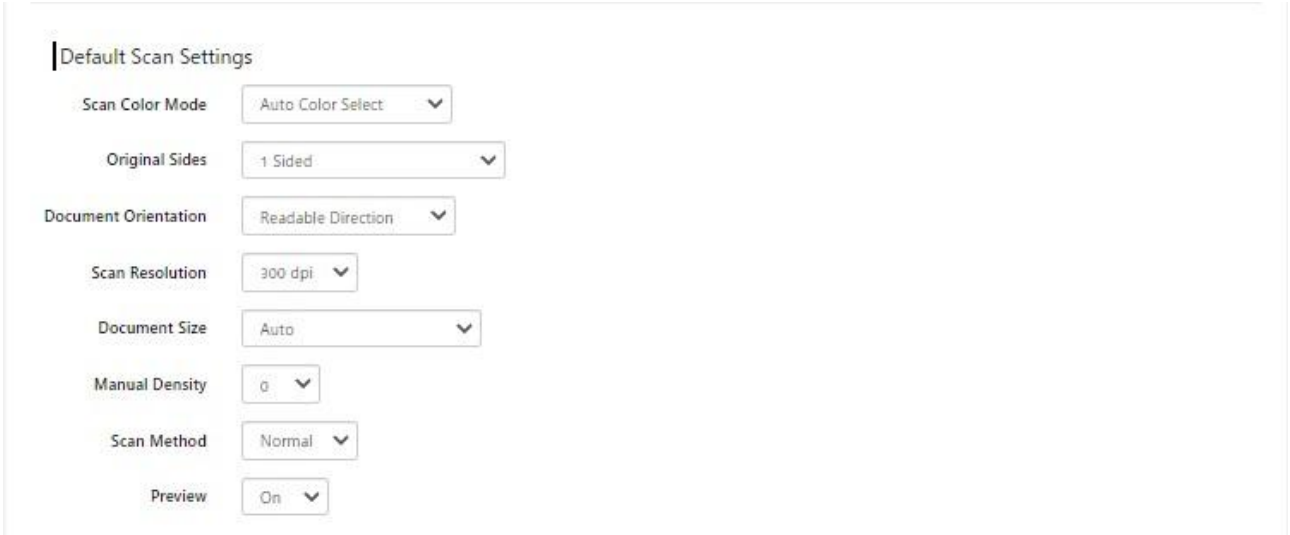
File Name



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



5 Fax Routing

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

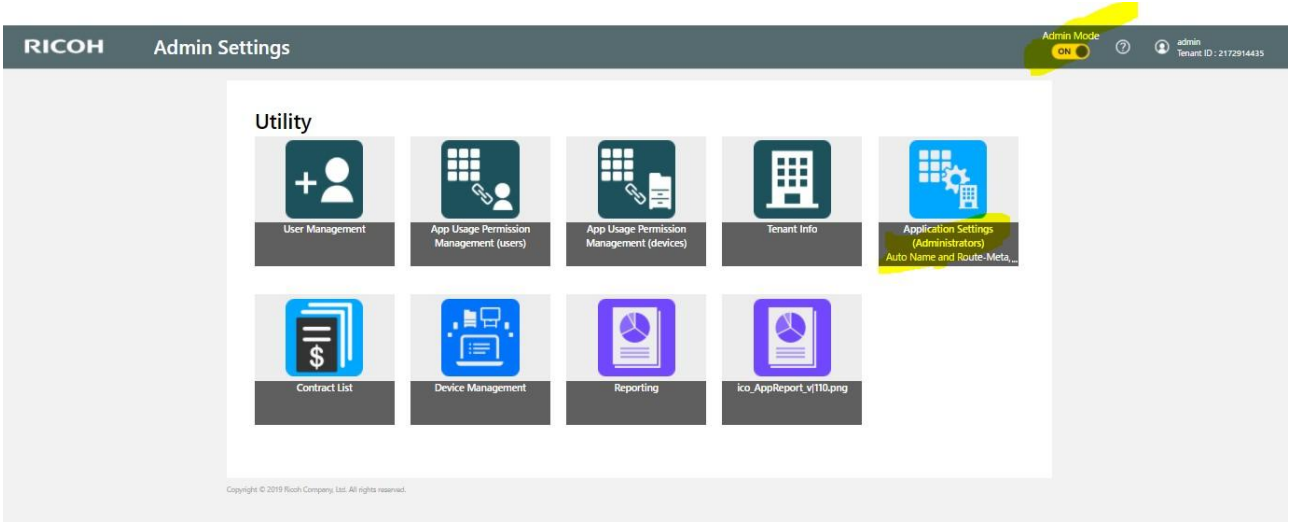




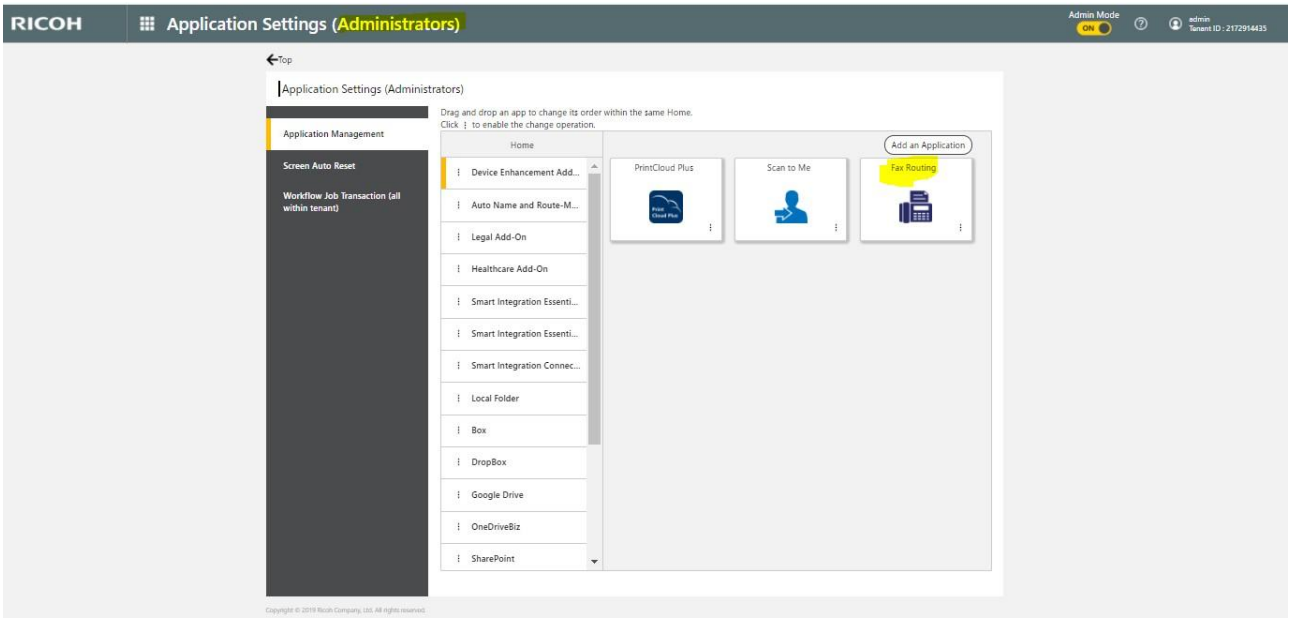
Configuring 'Fax Routing' Workflow

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

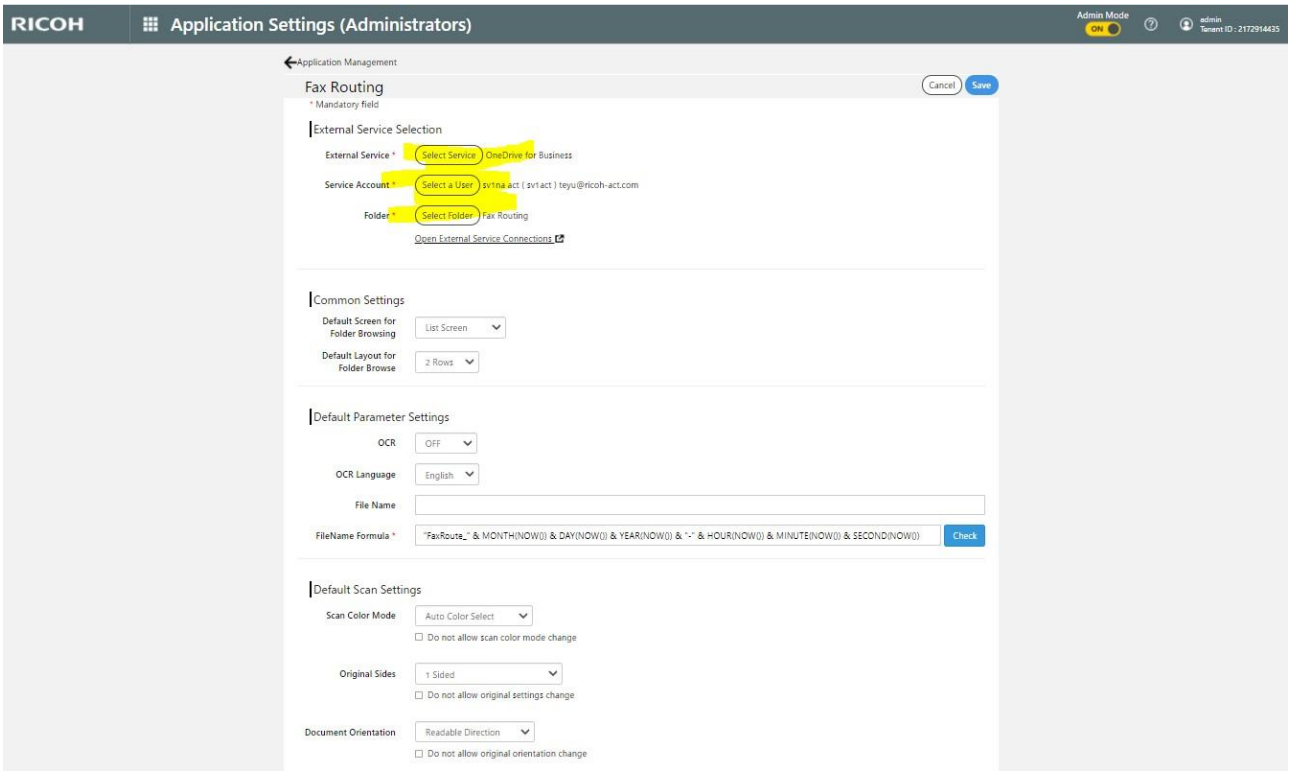
Login to above site using your credentials. Turn on 'Admin Mode'



Click on 'Application Settings'

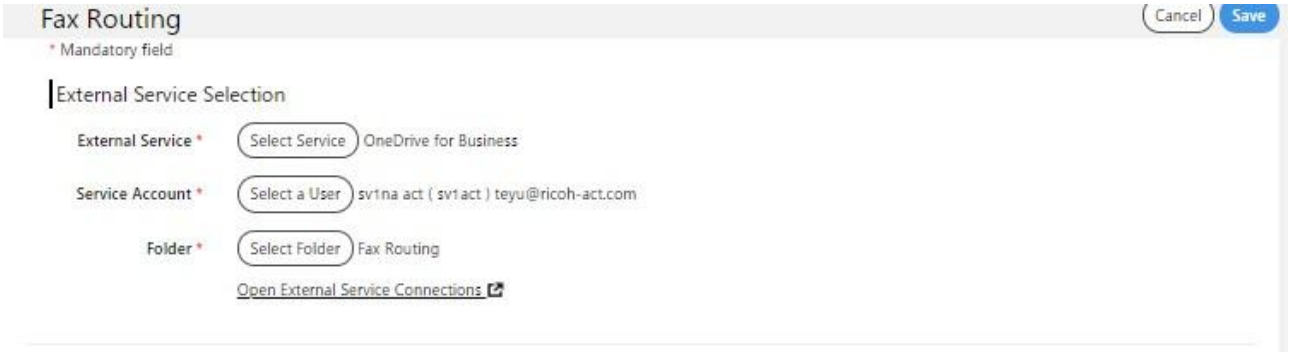


Click on 'Fax Routing'

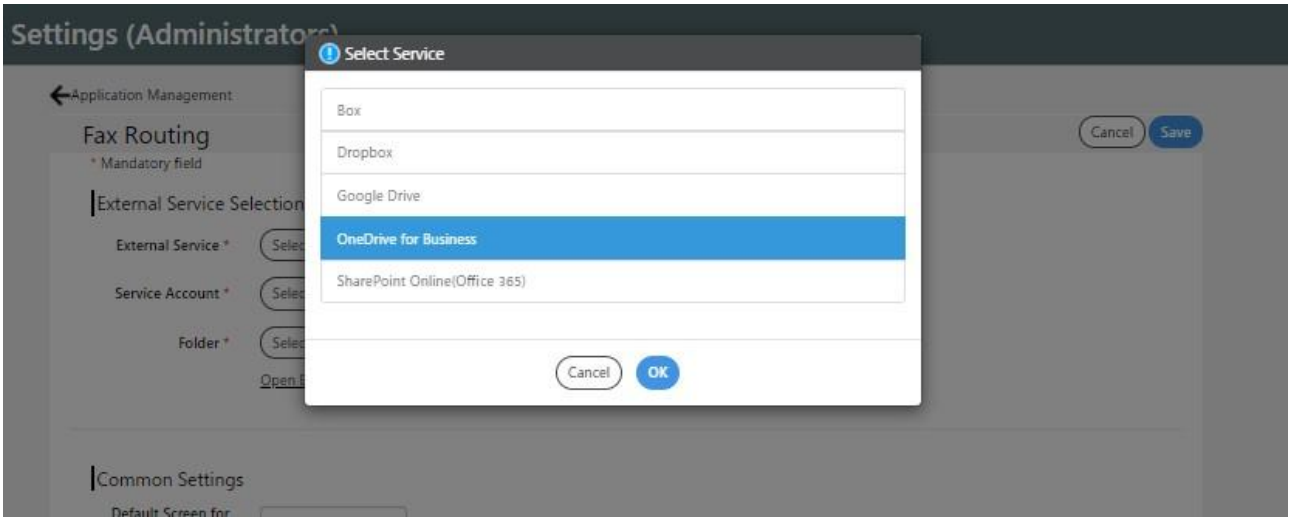


Above Settings are available to Configure.

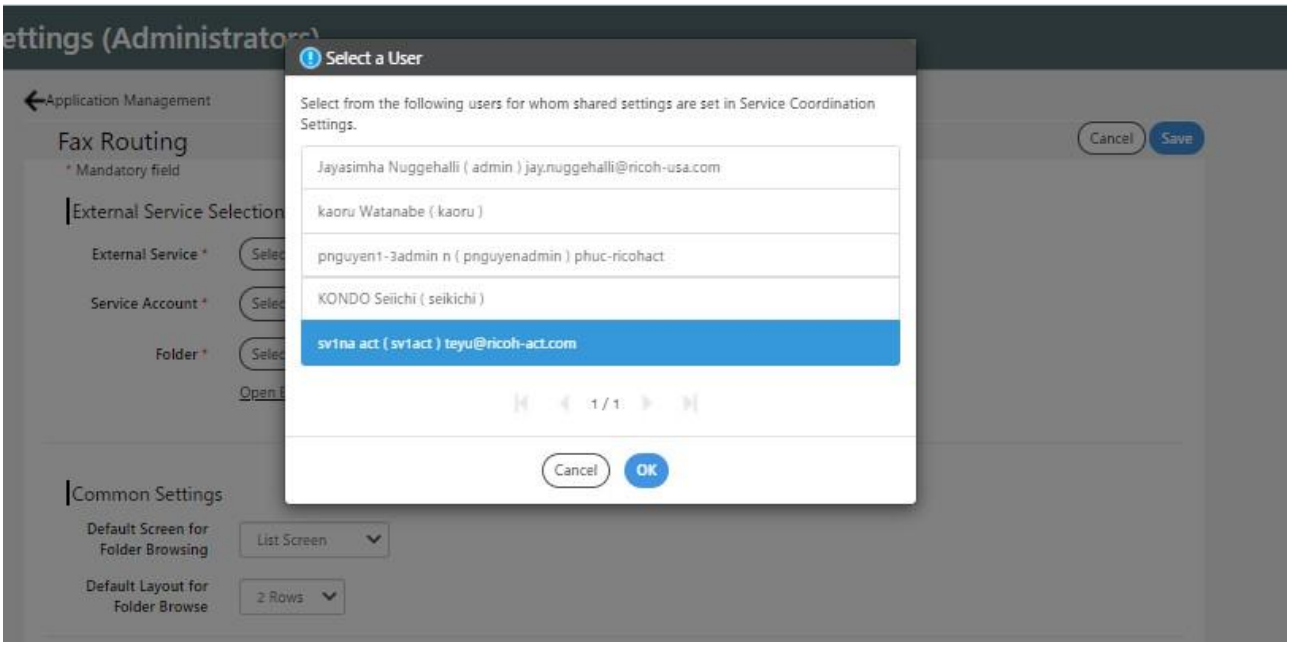
5.1.1 External Service Selection



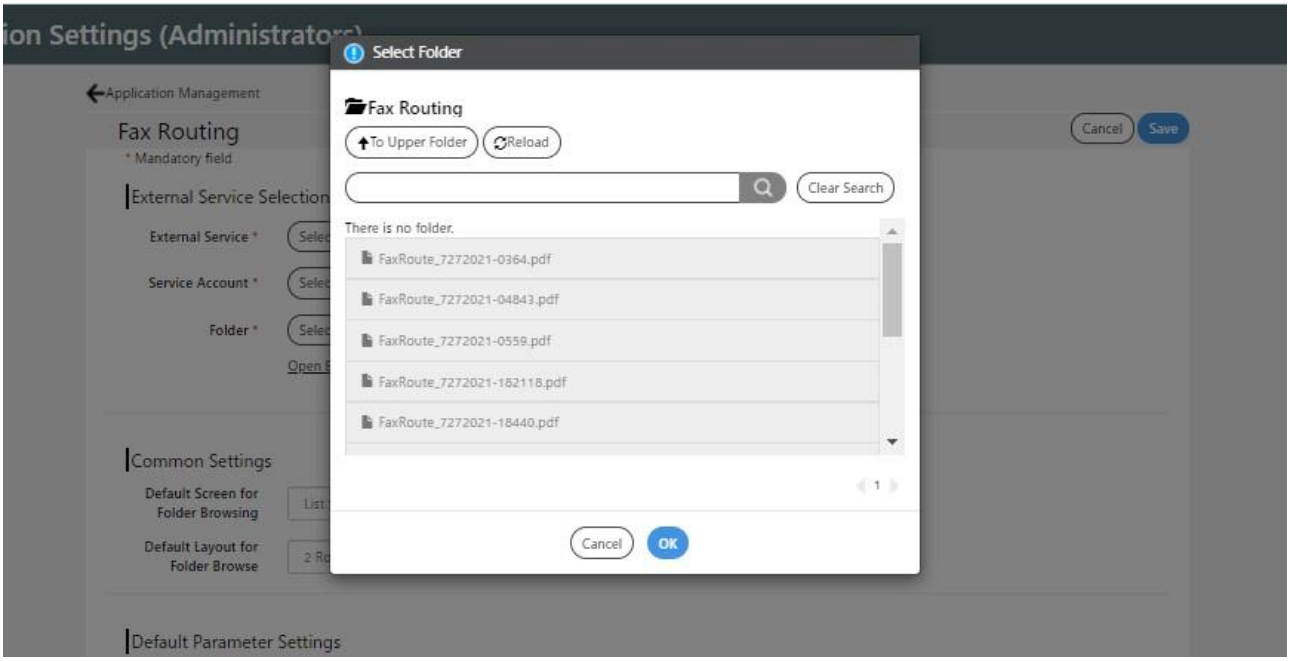
Click on 'Select Service' to select desired Cloud Destination



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.



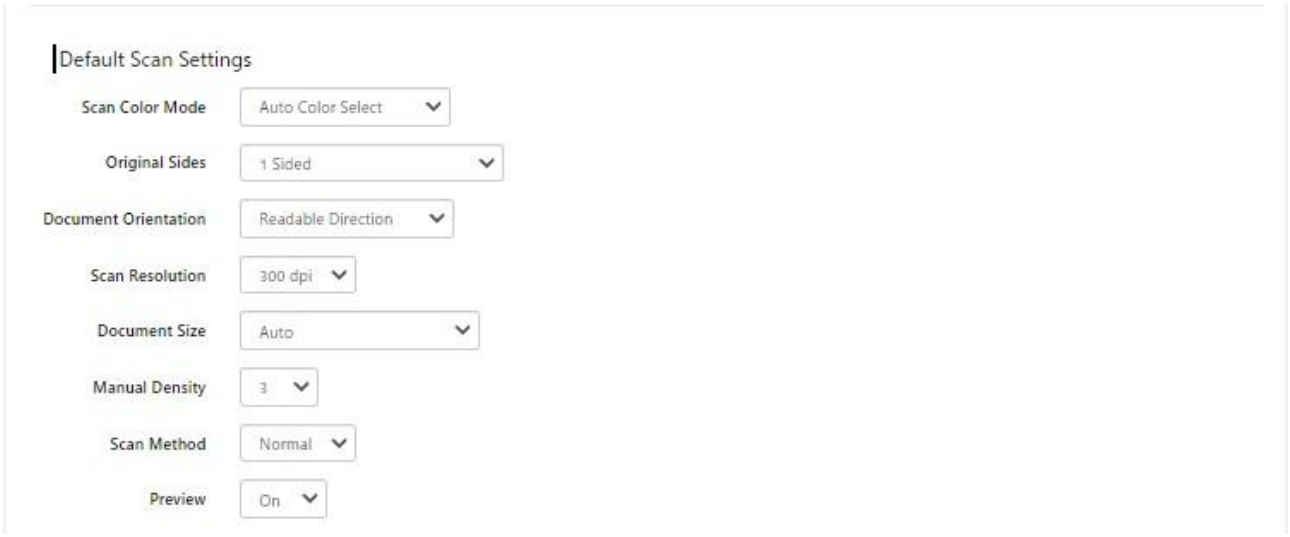
5.1.3 File Name Formula



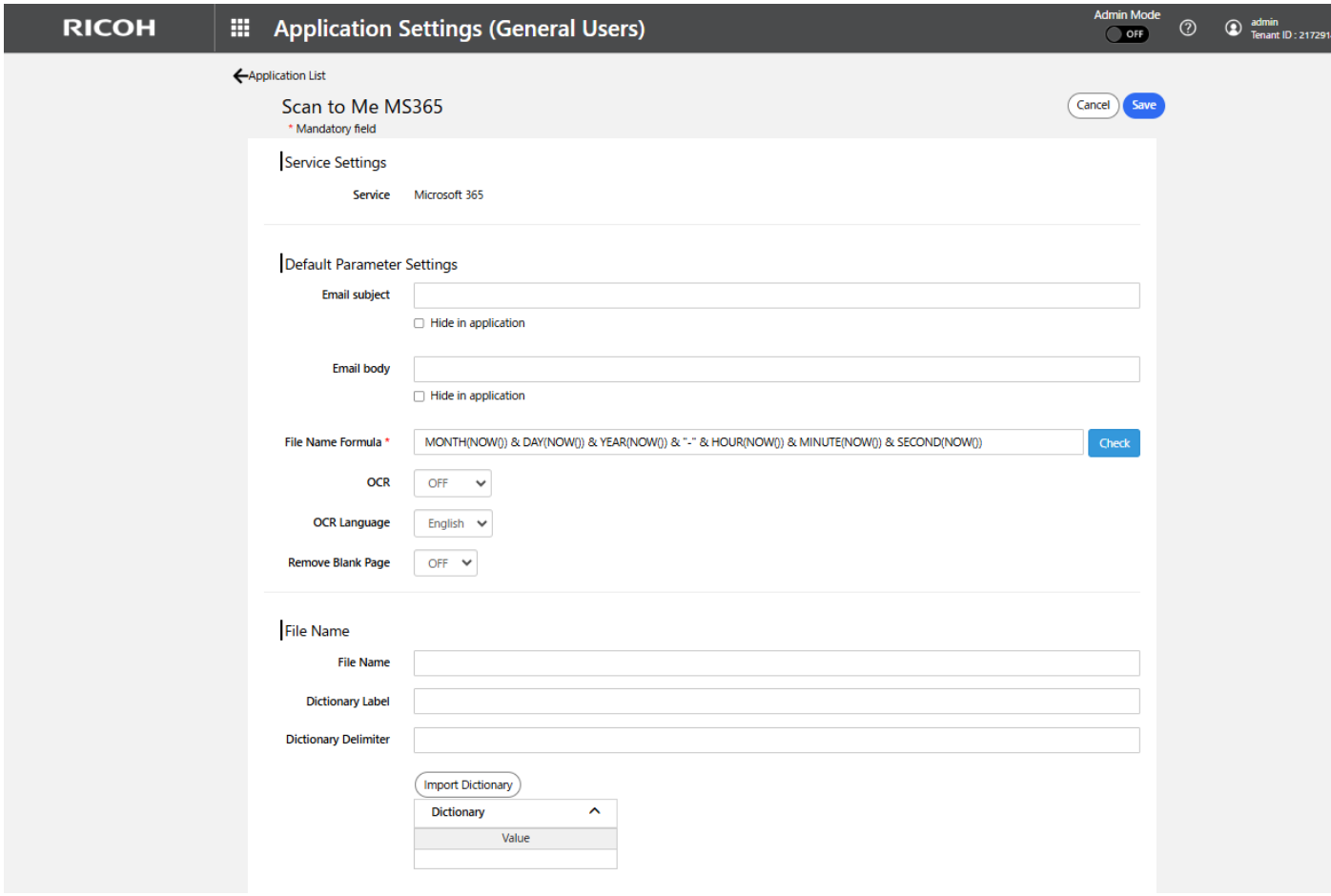
Note: Click on 'Check' button to validate the formula.

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

4 Scan to Me MS365



Above Settings are available. This workflow requires user to do External Service Connection with Microsoft 365. Email is sent from User's Outlook 365 account.

Setting up Default Email Subject



Enter required default value for Email Subject. Check 'Hide in application' to hide the field in Operation Panel.

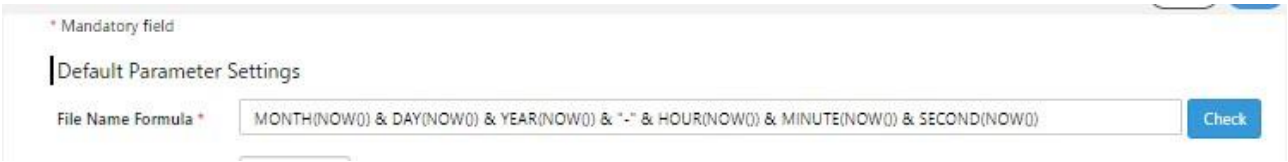
Setting up Email body



Enter required default value for Email Body. Check 'Hide in application' to hide the field in Operation Panel.

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.



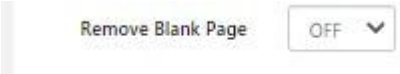
Default Formula:

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.

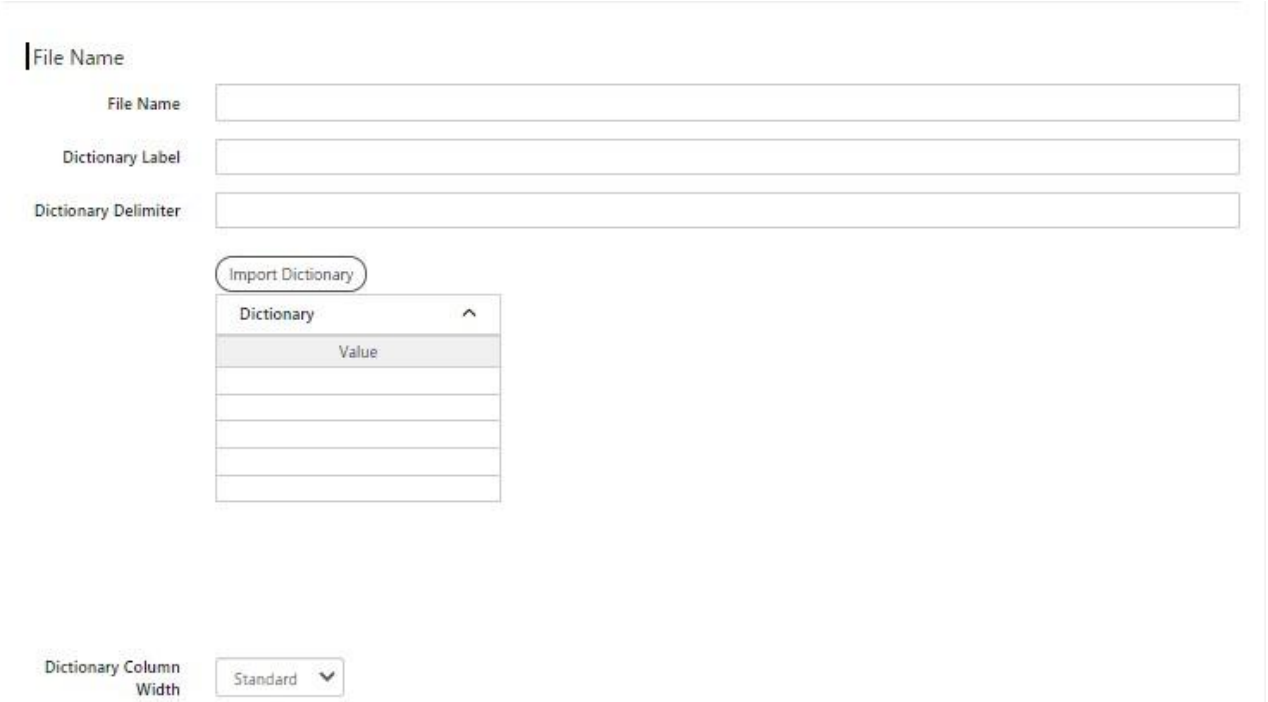


OCR and OCR Language

Default value for OCR and OCR Language can be configured.



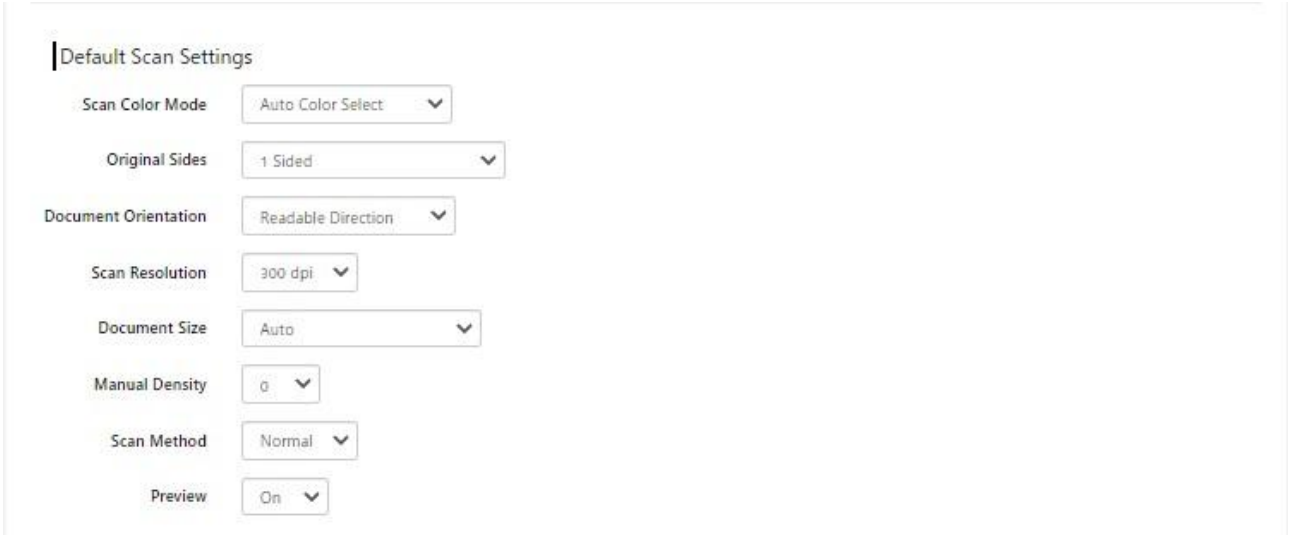
File Name



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



6 Operation of Workflow Application

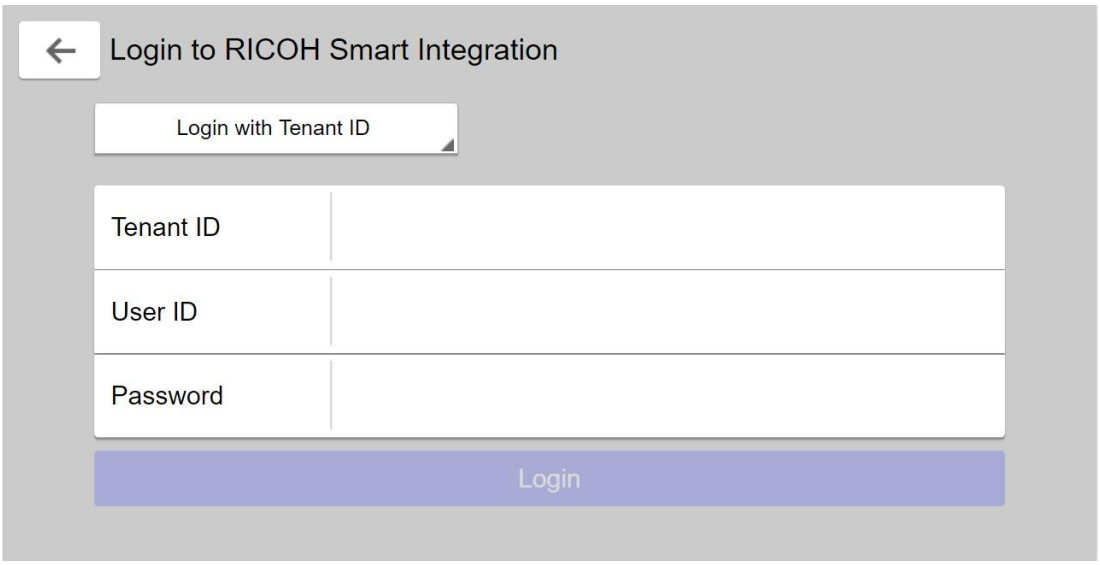
Smart Integration MFP BrowserNX URL

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

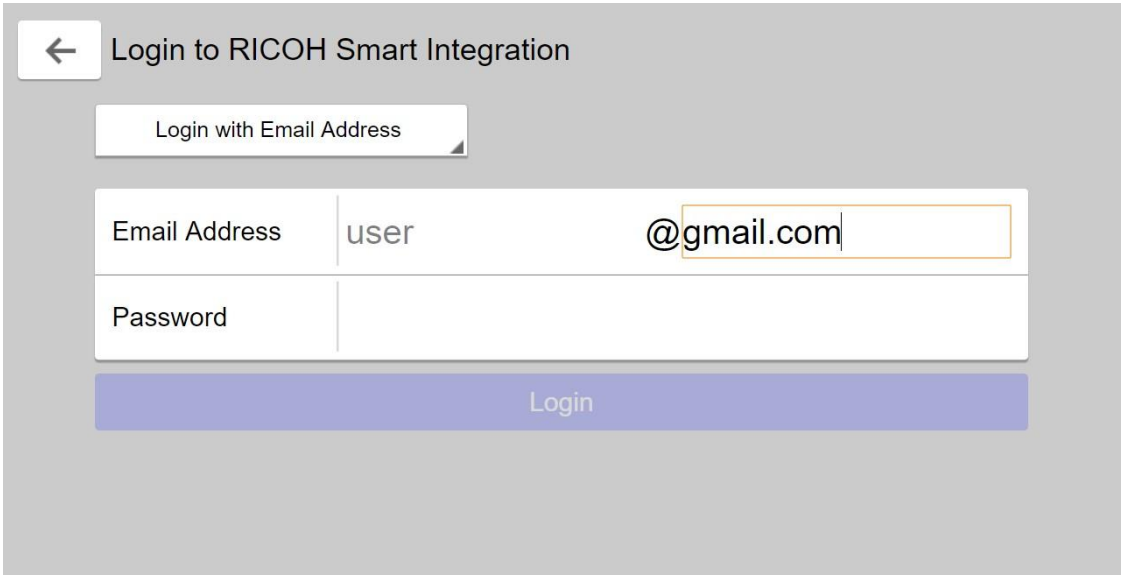
Ricoh Smart Integration Initial Login

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.

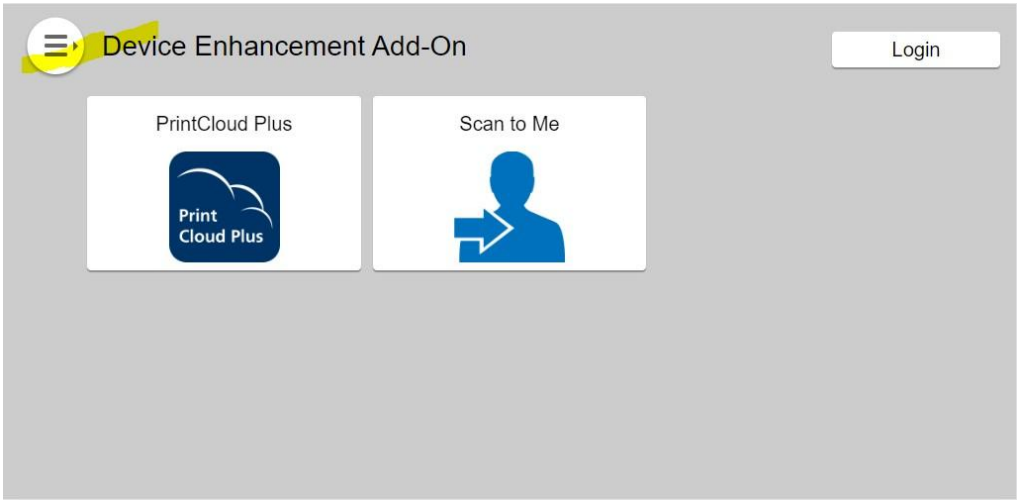
Option 1: Login with Tenant ID



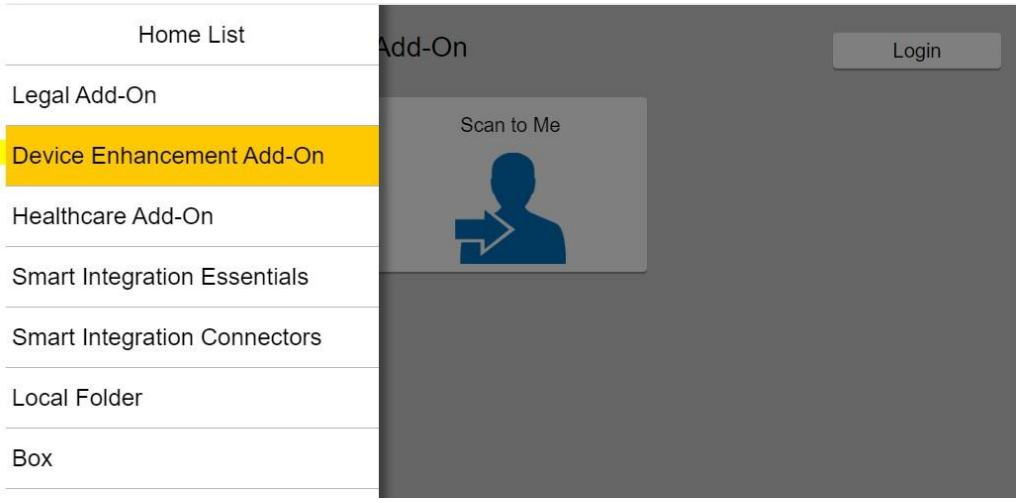
Option 2: Login with Email Address



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

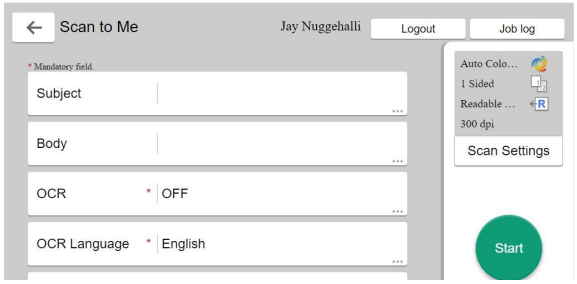
D. OCR Language

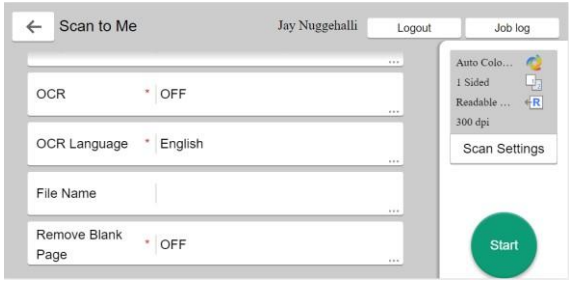
Supports these values: English, French

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





8 Scan to Me MS365

Following settings are available:

A. Email Subject

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

B. Email Body
Email Body can be entered.

C. OCR

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

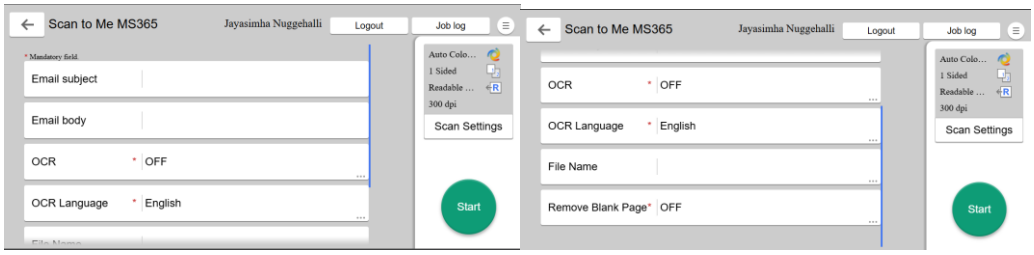
D. OCR Language

Supports these values: English, French

E. File Name

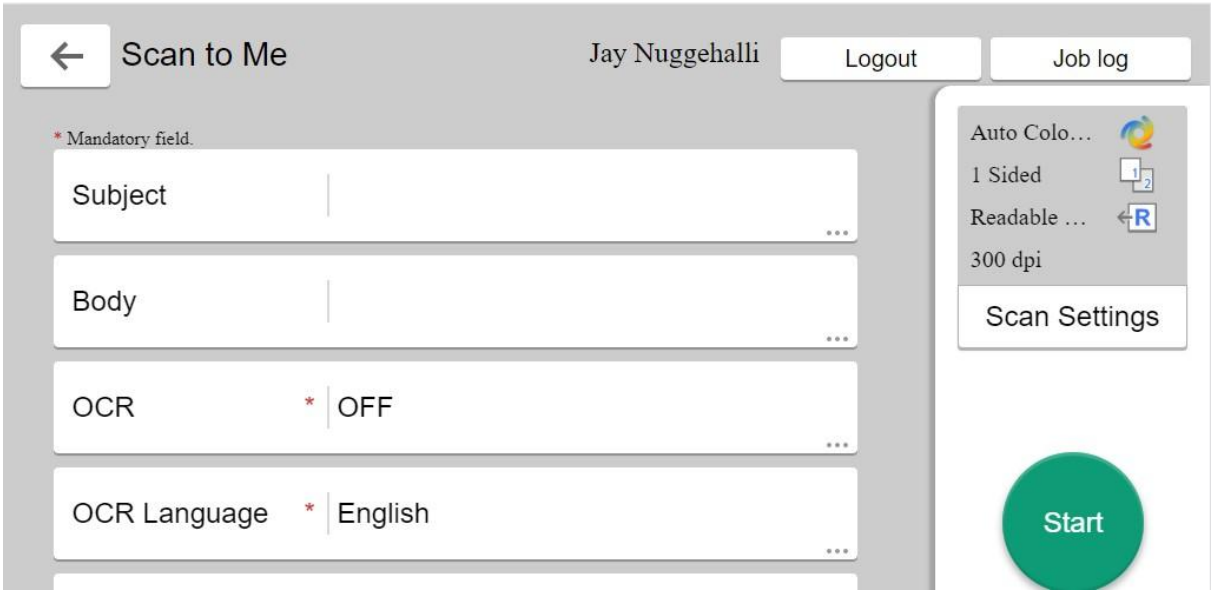
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

F. Remove Blank Page
Workflow supports Blank Page Removal. Values: OFF, ON

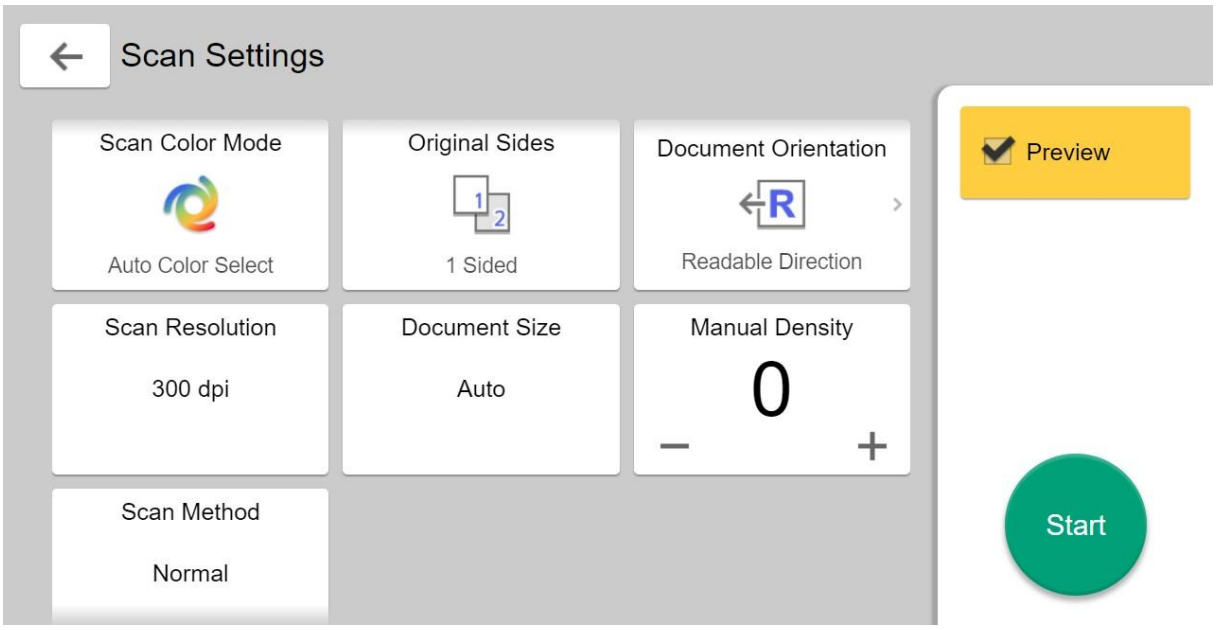


A. Scan Settings

Scan Settings

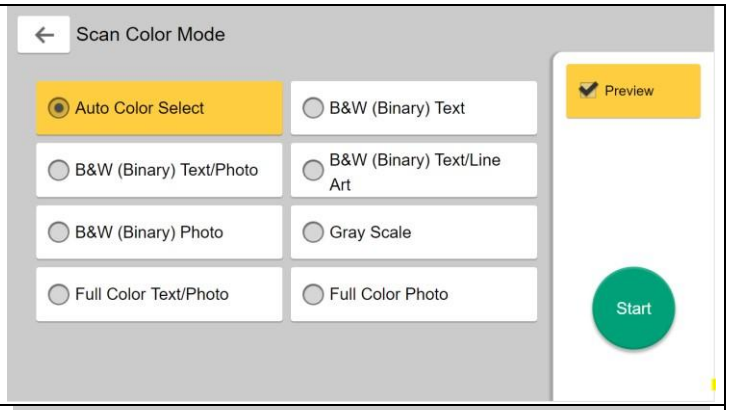
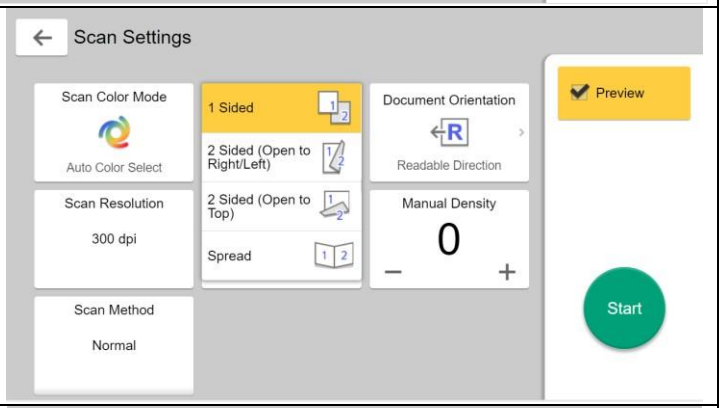
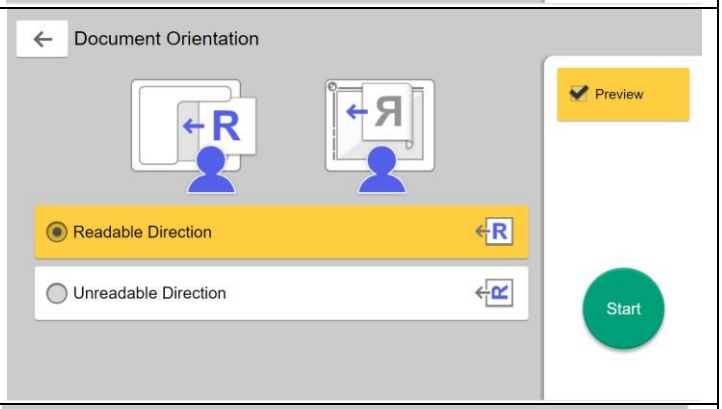
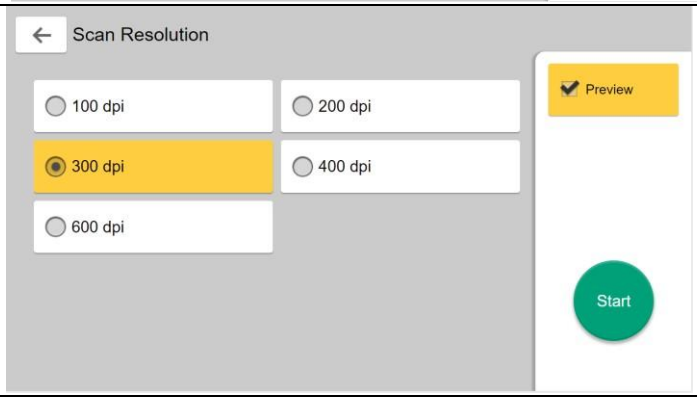


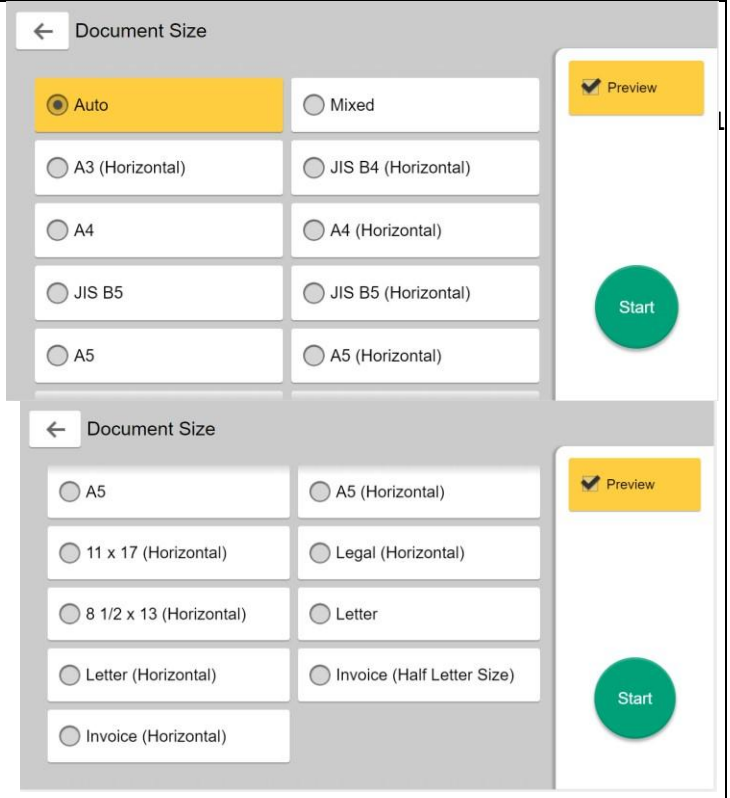
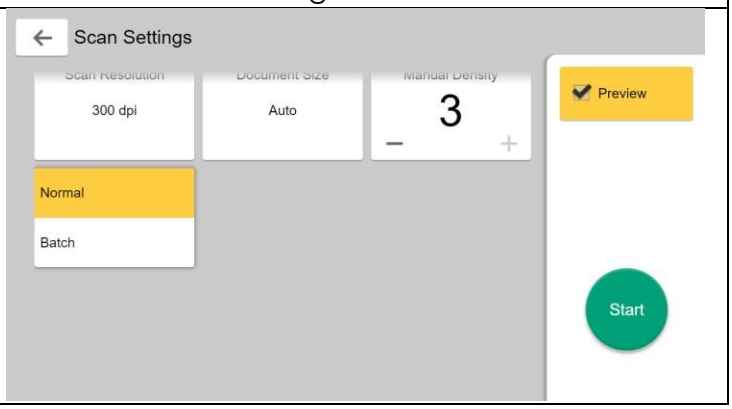
Touch on 'Scan Settings' to display Scan Settings Screen



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

Scan Settings	Available Options

Scan Color mode	
Original Sides	
Document Orientation	
Scan Resolution	

Document size	
Manual Density	Range -3 to +3
Scan Method	

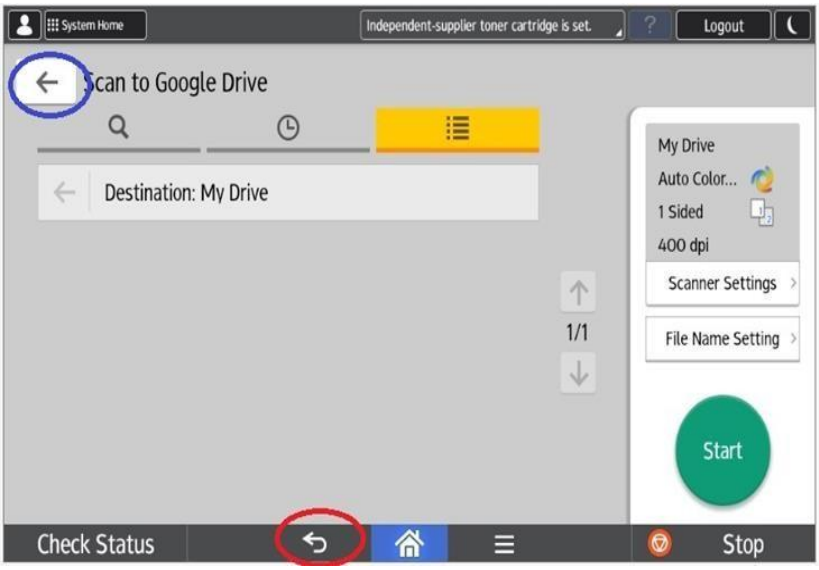
B. Limitations

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