

Legal Add-On



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1 Preface

This guide provides the details on how to use the workflows in Legal 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. Cloud Service Coordination

This section describes how to do service Coordination

3. Configuring Default Values

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

4. Operation of Workflow Applications

This section contains step-by-step instructions on how to operate Legal Add-On Workflow applications on MFP Operation panel

5. Limitations

Product Limitations

6. 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 Legal Add-On?

Legal Add-On is a package which contains following workflows.

1. Court eFile Prep
2. Court eFile Prep (Local Folder)
3. Legal Bates Stamp
4. Legal Bates Stamp (Local Folder)
5. Scan to Zola Suite
6. Scan to Clio

Court eFile Prep Specification

This workflow allows users to scan a document and email document to email addresses entered. Also workflow automatically splits the file in to max size specified by 'Divide Size(MB)'. Workflow also supports OCR when enabled.

Email To	Optional Note: Supports Multiple Email addresses
OCR	Off, PDF, PDF/A Default: Off
OCR Language	English, French
Divide Size(MB)	File will be divided in to smaller sizes specified by this number Default: 4
File Name	Optional (If entered, this value is used as filename) If filename is left blank, filename is created using the formula programmed in User Site (Refer to section 'Configuring default Values') Default Formula: YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) Example: 2018-12-21-091654.pdf

Court eFile Prep (Local Folder) Specification

This workflow allows users to scan a document and upload document to a local folder on a file server. Also workflow automatically splits the file in to max size specified by 'Divide Size(MB)'. Workflow also supports OCR when enabled.

Folder	Browse and Select local folder on a file server
OCR	Off, PDF, PDFA Default: Off
OCR Language	English, French
Divide Size(MB)	File will be divided in to smaller sizes specified by this number Default: 4
File Name	Optional (If entered, this value is used as filename) If filename is left blank, filename is created using the formula programed in User Site (Refer to section 'Configuring default Values') Default Formula: YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) Example: 2018-12-21-091654.pdf

Legal Bates Stamp Specification

Email To	Optional Note: Supports Multiple Email addresses
OCR	Off, PDF, PDF/A Default: Off
OCR Language	English, French
Divide Size(MB)	File will be divided in to smaller sizes specified by this number Default: 4
File Name	Optional (If entered, this value is used as filename) If filename is left blank, filename is created using the formula programed in User Site (Refer to section 'Configuring default Values') Default Formula: YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) Example: 2018-12-21-091654.pdf
Bates Stamp Settings	
Basic Settings	
Prefix	0 – 128 Characters Default: Empty
Suffix	0 – 128 Characters Default: Empty
Counter Start	0 – 2147483646 Default: 0
Alignment Settings	
Vertical	Top, Middle, Bottom Default: Top
Horizontal	Left, Center, Right Default: Left
Top/Bottom Margin	0 – 25 (Unit – "inch") Default: 0
Left/Right Margin	0 – 25 (Unit – "inch") Default: 0
Rotation Angle	0-359 Default: 0
Leading Spaces	0-100 Default: 0
Trailing Spaces	0-100 Default: 0
Zero Padding	True, False Default: False
Font Settings	
Font Type	Courier, Helvetica, Times Roman Default: Courier
Font Style	Normal, Bold, Italic, Bold Italic Default: Normal
Font Size	6-500 Default: 10
Font Color	Black, White, Red, Green, Blue, Cyan, Magenta, Yellow, Orange, Pink, Gray, Light Gray, Dark Gray Default: Black
Background Color	Black, White, Red, Green, Blue, Cyan, Magenta, Yellow, Orange, Pink, Gray, Light Gray, Dark Gray, Transparent Default: White
Border Width	0-5 Default: 0
Border Color	White, Black, Red, Green, Blue, Cyan, Magenta, Yellow, Orange, Pink, Gray, Light Gray, Dark Gray Default: White

Legal Bates Stamp (Local Folder) Specification

Folder	Browse and Select local folder on a file server
OCR	Off, PDF, PDF/A Default: Off
OCR Language	English, French
Divide Size(MB)	File will be divided in to smaller sizes specified by this number Default: 4
File Name	Optional (If entered, this value is used as filename) If filename is left blank, filename is created using the formula programmed in User Site (Refer to section 'Configuring default Values') Default Formula: YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) Example: 2018-12-21-091654.pdf
Bates Stamp Settings	
Basic Settings	
Prefix	0 – 128 Characters Default: Empty
Suffix	0 – 128 Characters Default: Empty
Counter Start	0 – 2147483646 Default: 0
Alignment Settings	
Vertical	Top, Middle, Bottom Default: Top
Horizontal	Left, Center, Right Default: Left
Top/Bottom Margin	0 – 25 (Unit – "inch") Default: 0
Left/Right Margin	0 – 25 (Unit – "inch") Default: 0
Rotation Angle	0-359 Default: 0
Leading Spaces	0-100 Default: 0
Trailing Spaces	0-100 Default: 0
Zero Padding	True, False Default: False
Font Settings	
Font Type	Courier, Helvetica, Times Roman Default: Courier
Font Style	Normal, Bold, Italic, Bold Italic Default: Normal
Font Size	6-500 Default: 10
Font Color	Black, White, Red, Green, Blue, Cyan, Magenta, Yellow, Orange, Pink, Gray, Light Gray, Dark Gray Default: Black
Background Color	Black, White, Red, Green, Blue, Cyan, Magenta, Yellow, Orange, Pink, Gray, Light Gray, Dark Gray, Transparent Default: White
Border Width	0-5 Default: 0
Border Color	White, Black, Red, Green, Blue, Cyan, Magenta, Yellow, Orange, Pink, Gray, Light Gray, Dark Gray Default: White

Scan to Zola Suite Specification

This workflow allows users to scan a document to Zola Suite. Workflow also supports OCR when enabled.

Folder	Select desired Folder
OCR	Off, PDF, PDF/A, Word, Excel Default: Off
OCR Language	English, French
File Name	Optional (If entered, this value is used as filename) If filename is left blank, filename is created using the formula programmed in User Site (Refer to section 'Configuring default Values') Default Formula: YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) Example: 2018-12-21-091654.pdf

3 Cloud Service Coordination

What is Cloud Service Coordination?

Before using Legal Add-On workflows, user need to establish External Service Coordination with SMB (for Local Folder Workflows), clio for Scan to Clio and Zola Suite for Scan to Zola Suite.

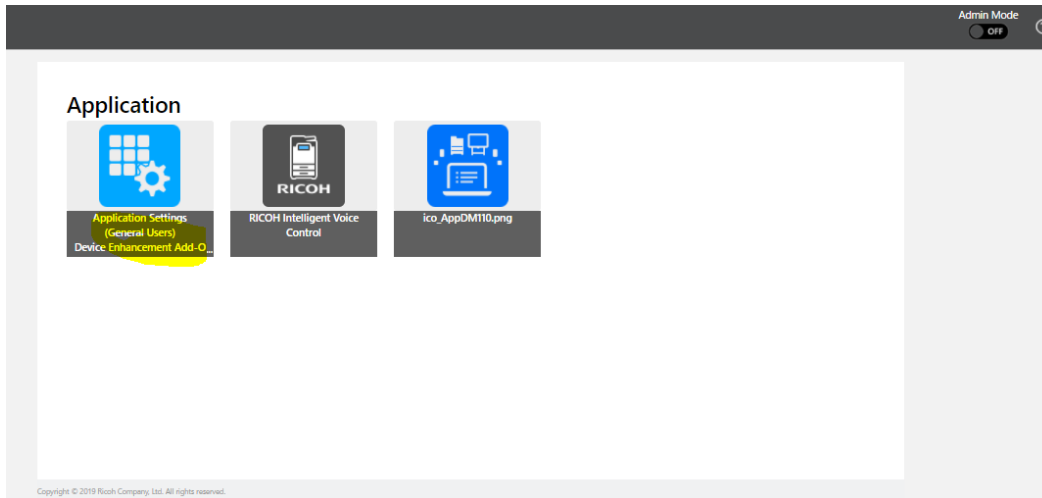
Refer to Smart Integration Cloud Service Coordination User Guide for step by step instructions.

4 Configuring default Values

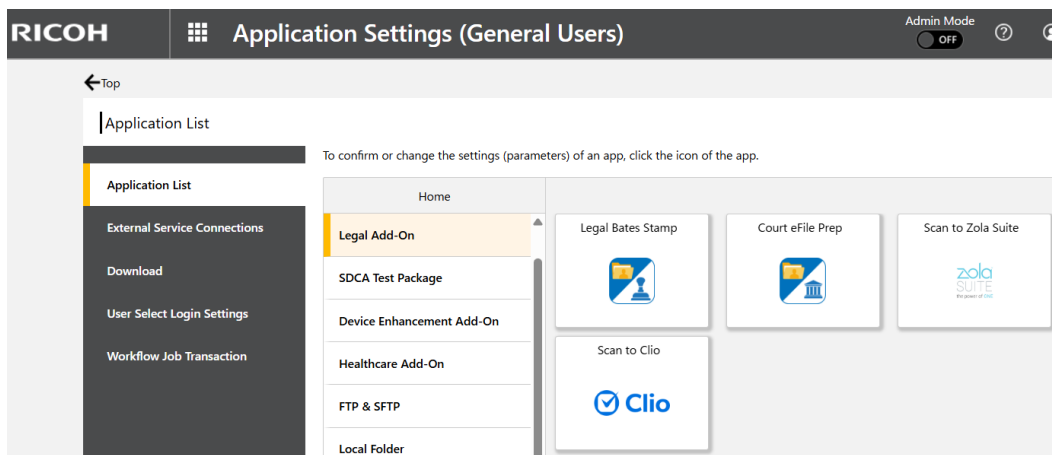
Smart Integration User Configuration Site URL

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

Login to above site using your credentials.



Click on 'Application settings'



Note: Legal Bates Stamp (to Email) & Court eFile Pre (to Email), only admin can set default values.

RICOH Application Settings (Administrators) Admin Mode **ON** ?

← Top

Application Management

Application Management

Screen Auto Reset

Workflow Job Transaction (all within tenant)

Export Connection Status

Drag and drop an app to change its order within the same Home.
Click ⋮ to enable the change operation.

Home +

- Legal Add-On
- Smart Integration Essenti...
- Smart Integration Connec...
- Device Enhancement Add...
- Healthcare Add-On
- Local Folder

☒ Select + Add an Application

Legal Bates Stamp	Legal Bates Stamp	Court eFile Prep
Court eFile Prep	Scan to Zola Suite	Scan to Clio

Legal Bates Stamp (Local Folder)

Application List

Legal Bates Stamp Cancel Save

* Mandatory field

Service Settings

Service SMB

Common Settings

Default Screen for Folder Browsing List Screen

Default Layout for Folder Browse 2 Rows

Default Parameter Settings

Folder

File Name Formula * Check

OCR OFF

OCR Language English

Divide By (MB)

Prefix

Suffix

Counter Start

Vertical Top

Horizontal Left

Top/Bottom Margin

Left/Right Margin

Rotation Angle

Leading Spaces

Trailing Spaces

Zero Padding False

Above settings are available to configure.

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

▼

Court eFile Prep (Local Folder)

Users)

← Application List

Court eFile Prep Cancel Save

* Mandatory field

Service Settings

Service SMB

Common Settings

Default Screen for Folder Browsing List Screen

Default Layout for Folder Browse 2 Rows

Default Parameter Settings

Folder

File Name Formula * Check

OCR OFF

OCR Language English

Divide By (MB)

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width Standard

Default Scan Settings

Scan Color Mode Auto Color Select

Above settings are available to configure.

Scan Settings

Default Scan settings can be configured here

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

←Application List

Scan to Zola Suite

CancelSave

* Mandatory field

Service Settings

Service

ZolaMedia

Folder *

Select Folder

Business Development

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing

List Screen

Default Layout for Folder Browse

2 Rows

Default Parameter Settings

File Name Formula *

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

Check

OCR

OFF

OCR Language

English

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

Standard

Above settings are available to configure.

Scan Settings

Default Scan settings can be configured here

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

Scan to Clio

Application List

Scan to Zola Suite

* Mandatory field

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

File Name Formula *

3272026-13818

OCR: OFF

OCR Language: English

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary	Value

Dictionary Column Width: Standard

Above settings are available to configure.

Scan Settings

Default Scan settings can be configured here

| Default Scan Settings

Scan Color Mode Auto Color Select ▼

Original Sides 1 Sided ▼

Document Orientation Unreadable Direction ▼

Scan Resolution 300 dpi ▼

Document Size Auto ▼

Manual Density 0 ▼

Scan Method Normal ▼

Preview On ▼

Legal Bates Stamp

Note: Legal Bates Stamp (to Email), only admin can set default values.

(Administrators)

← Application Management

Legal Bates Stamp

* Mandatory field

Cancel Save

Default Parameter Settings

File Name Formula: Check

OCR:

OCR Language:

Divide Size(MB):

Prefix:

Suffix:

Counter Start:

Vertical:

Horizontal:

Top/Bottom Margin:

Left/Right Margin:

Rotation Angle:

Leading Spaces:

Trailing Spaces:

Zero Padding:

Font Type:

Font Style:

Font Size:

Font Color:

Background Color:

Border Width:

Border Color:

Above settings are available to configure.

Scan Settings

Default Scan settings can be configured here

Default Scan Settings

Scan Color Mode

Auto Color Select

☐ Do not allow scan color mode change

Original Sides

1 Sided

☐ Do not allow original settings change

Document Orientation

Readable Direction

☐ Do not allow original orientation change

Scan Resolution

300 dpi

☐ Do not allow scan resolution change

Document Size

Auto

☐ Do not allow original size change

Manual Density

0

☐ Do not allow manual density change

Scan Method

Normal

☐ Do not allow scan method change

Preview

On

Court eFile Prep

Note: Court eFile Prep (to Email), only admin can set default values.

(Administrators)

← Application Management

Court eFile Prep Cancel Save

* Mandatory field

Default Parameter Settings

File Name Formula * Check

OCR

OCR Language

Divide Size(MB)

Email To

Email To +

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value
aintest3@gmail.com	
aintest10@gmail.com	

Dictionary Column Width

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Above settings are available to configure.

Scan Settings

Default Scan settings can be configured here

Default Scan Settings

Scan Color Mode

Auto Color Select ▼

☐ Do not allow scan color mode change

Original Sides

1 Sided ▼

☐ Do not allow original settings change

Document Orientation

Readable Direction ▼

☐ Do not allow original orientation change

Scan Resolution

300 dpi ▼

☐ Do not allow scan resolution change

Document Size

8 1/2 x 11 ▼

☐ Do not allow original size change

Manual Density

0 ▼

☐ Do not allow manual density change

Scan Method

Normal ▼

☐ Do not allow scan method change

Preview

On ▼

5 Operation of Legal Add-On

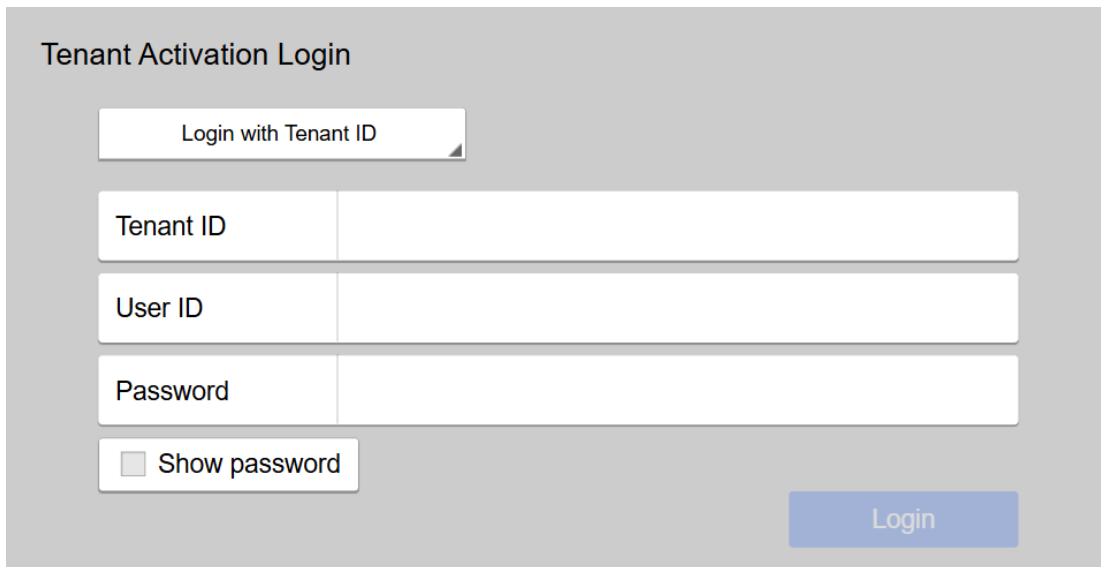
Smart Integration MFP BrowserNX URL

<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 web form titled "Tenant Activation Login". At the top, there is a button labeled "Login with Tenant ID". Below this, there are three input fields: "Tenant ID", "User ID", and "Password". Each field has a label on the left and a text input area on the right. Below the "Password" field, there is a checkbox labeled "Show password". At the bottom right of the form, there is a blue button labeled "Login".

Option 2: Login with Email Address

Tenant Activation Login

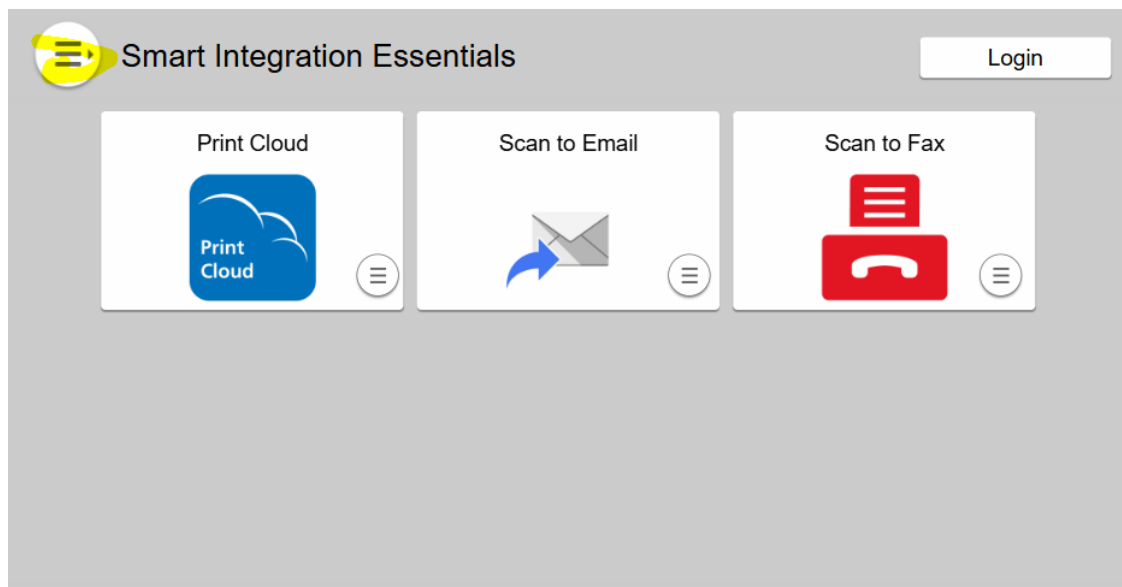
Login with Email Address

Email Address	user@example.com
Password	

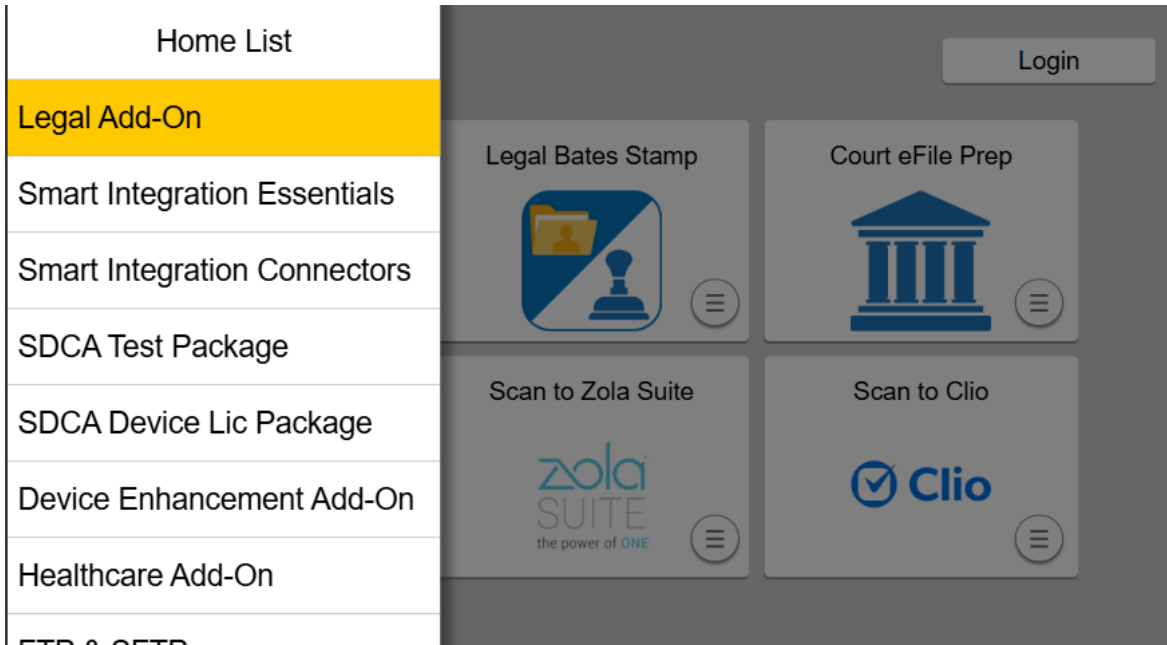
☐ Show password

Login

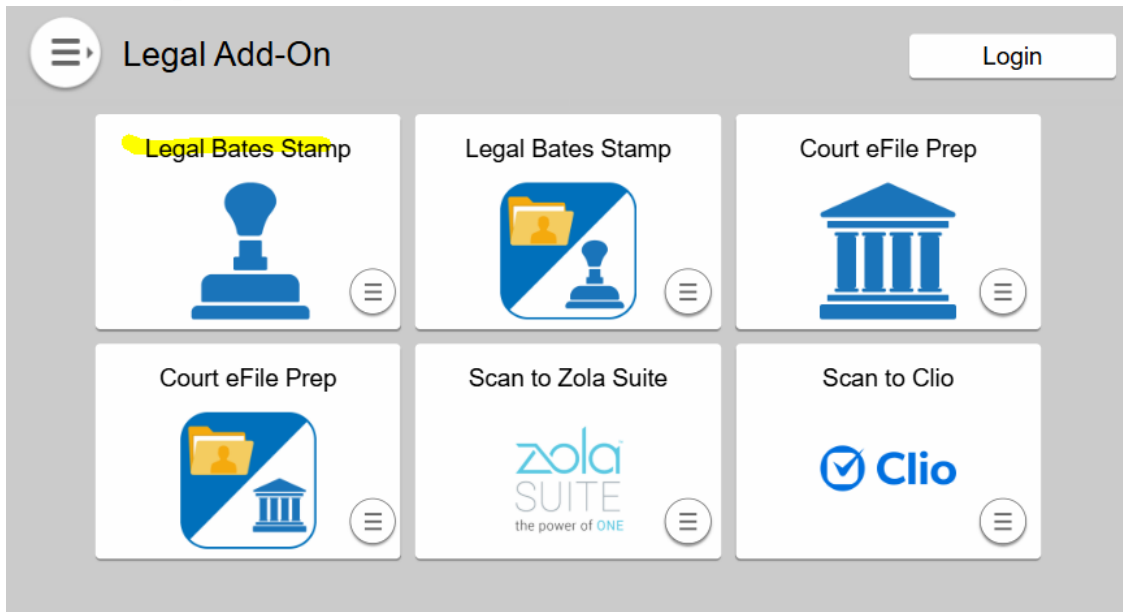
After administrator login subscribed application will be displayed



Use the Home List button to Select Scan to Legal Add-On.



Legal Bates Stamp



Touch on the Legal Bates Stamp icon

Following Settings are available

A screenshot of the 'Legal Bates Stamp' settings screen. At the top left is a back arrow and the title 'Legal Bates Stamp'. At the top right is a 'Job log' button. Below the title is a list of settings: 'Email To' (with a red asterisk and a dropdown arrow), 'OCR*' (with a dropdown arrow), 'Divide Size(MB)' (with a red asterisk, the value '4', and a close button), 'Basic Settings*' (with a dropdown arrow), and 'Alignment Settings*' (with a dropdown arrow). On the right side, there is a 'Scan Settings' section with a 'Start' button. The 'Scan Settings' section includes 'Auto Colo...' (with a color calibration icon), '1 Sided' (with a document icon), 'Readable ...' (with a document icon and a red 'R'), and '300 dpi'.

The screenshot shows the 'Legal Bates Stamp' configuration window. At the top left is a back arrow and the title 'Legal Bates Stamp'. Below it is a 'Divide Size(MB)' field with a red asterisk, a value of '4', and a close button (X). A 'Basic Settings*' section is expanded, showing three input fields: 'Prefix', 'Suffix', and 'Counter Start' (with a red asterisk and a value of '0' and a close button). Below this is an 'Alignment Settings*' section with a collapse arrow. On the right side, there is a 'Job log' button, a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi', and a large green circular 'Start' button.

Bates Stamp: Basic Settings

This screenshot shows the same 'Legal Bates Stamp' configuration window, but with the 'Alignment Settings*' section expanded. It displays four settings: 'Vertical' (with a red asterisk and value 'Top'), 'Horizontal' (with a red asterisk and value 'Left'), 'Top/Bottom Margin' (with a red asterisk and value '0'), and 'Left/Right Margin' (with a red asterisk and value '0'). Each setting has a collapse/expand arrow or a close button. The right sidebar remains the same, featuring the 'Job log' button, 'Scan Settings' panel, and the green 'Start' button.

Bates Stamp: Alignment Settings

← Legal Bates Stamp

Font Settings*

Font Type * Courier

Font Style * Normal

Font Size * 10

Font Color * Black

Background * White

Job log

Auto Colo...

1 Sided

Readable ...

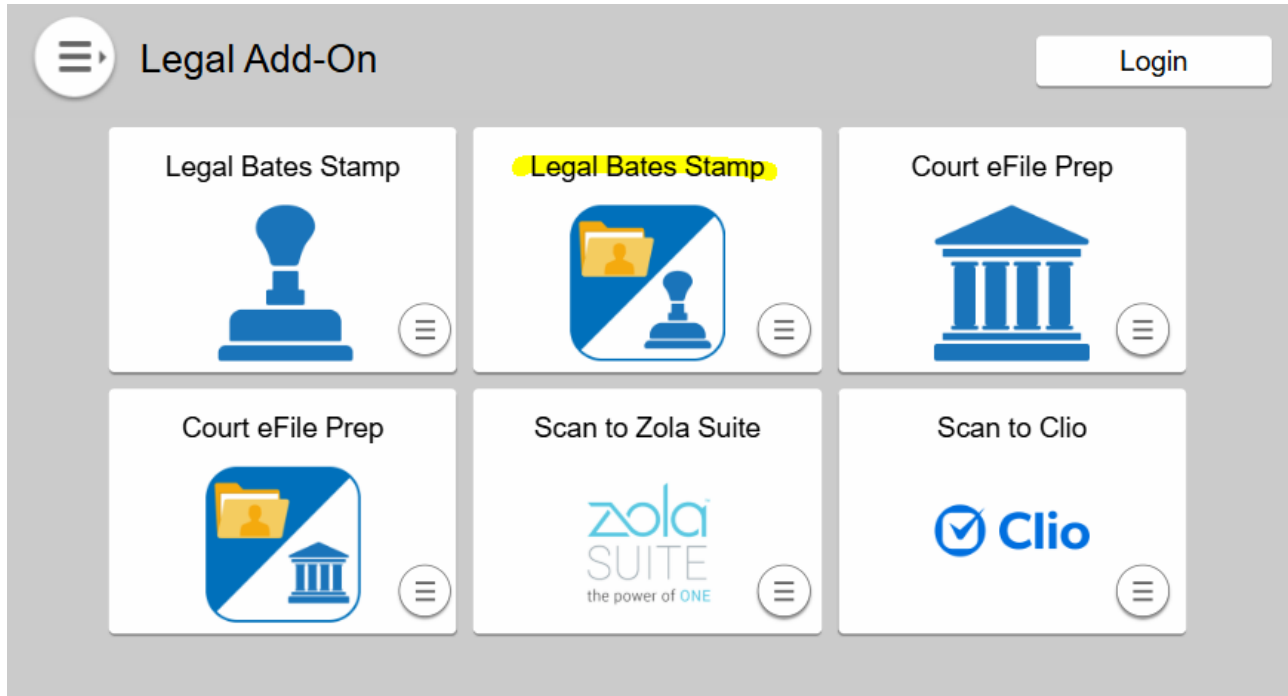
300 dpi

Scan Settings

Start

Bates Stamp: Font Settings

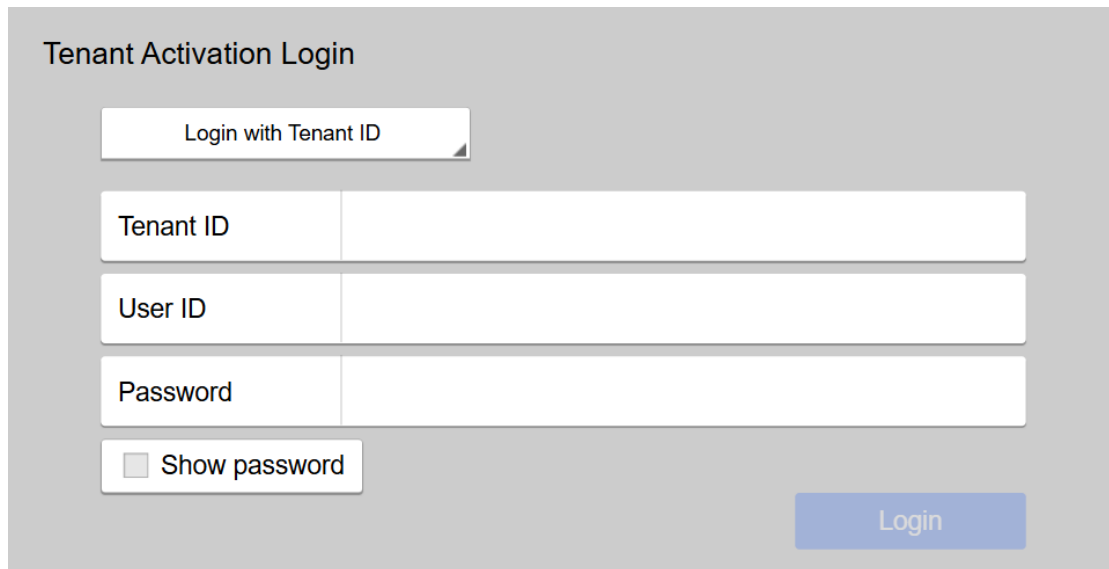
Legal Bates Stamp (Local Folder)



Touch on the Legal Bates Stamp icon

User 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



Tenant Activation Login

Login with Tenant ID

Tenant ID

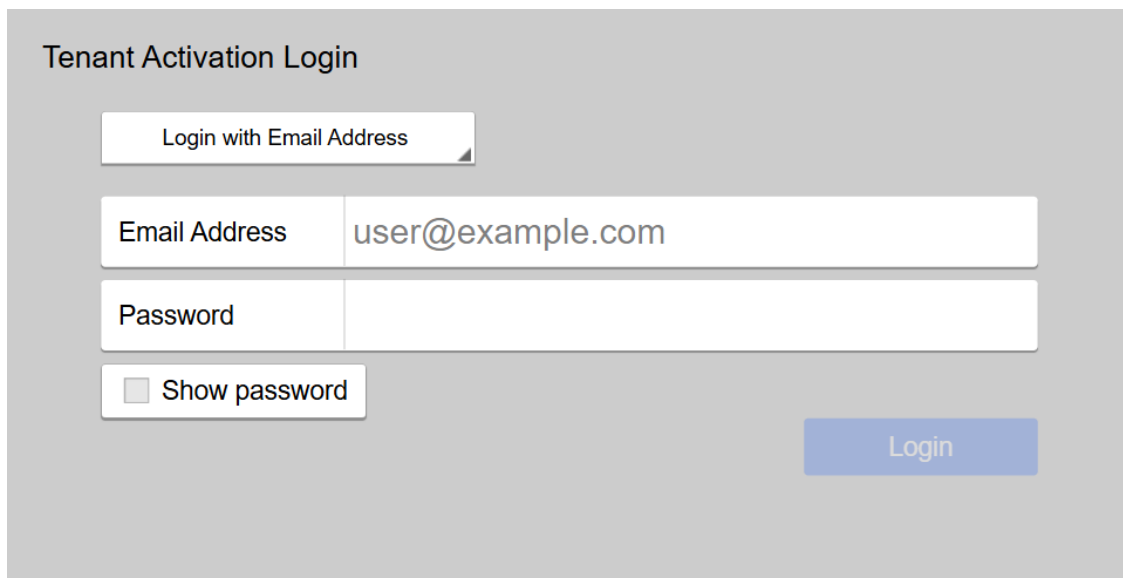
User ID

Password

☐ Show password

Login

Option 2: Login with Email Address



Tenant Activation Login

Login with Email Address

Email Address user@example.com

Password

☐ Show password

Login

After successful user login 'Legal Bates stamp Application Screen is displayed

Following Settings are available

Legal Bates Stamp Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Folder *

OCR*

Divide By (MB) | 4

Basic Settings*

Alignment Settings*

Auto Color ...

1 Sided

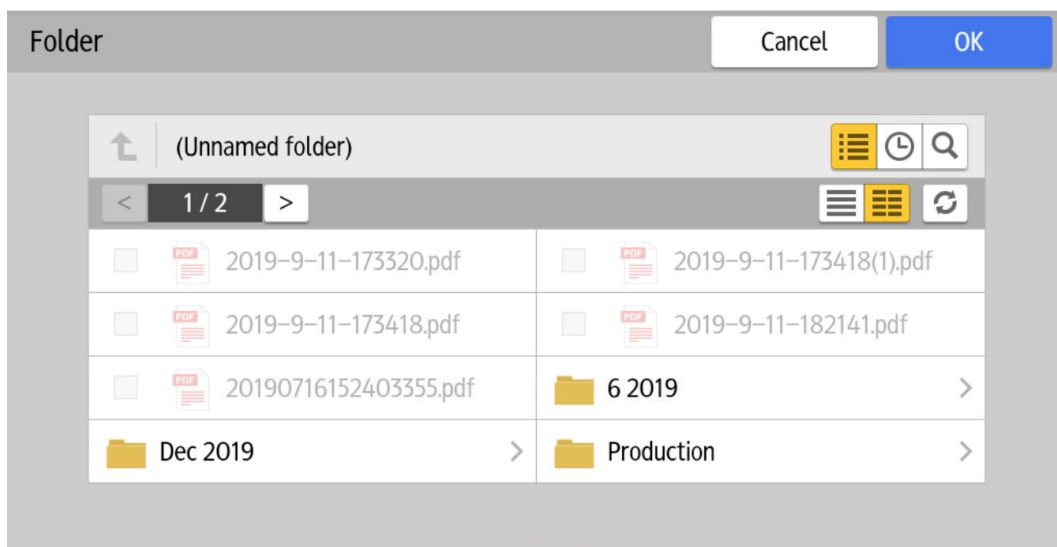
Readable Di...

300 dpi

Scan Settings

Start

Touch on space next to 'Folder' to browse local folder and select



Select Folder and Touch on 'OK'

← Legal Bates Stamp

Divide Size(MB) * 4

Basic Settings*

Prefix

Suffix

Counter Start * 0

Alignment Settings*

Job log

Auto Colo...
1 Sided
Readable ...
300 dpi

Scan Settings

Start

Bates Stamp: Basic Settings

← Legal Bates Stamp

Alignment Settings*

Vertical * Top

Horizontal * Left

Top/Bottom Margin * 0

Left/Right Margin * 0

Job log

Auto Colo...
1 Sided
Readable ...
300 dpi

Scan Settings

Start

Bates Stamp: Alignment Settings

← Legal Bates Stamp

Font Settings*

Font Type * Courier

Font Style * Normal

Font Size * 10

Font Color * Black

Background * White

Job log

Auto Colo...

1 Sided

Readable ...

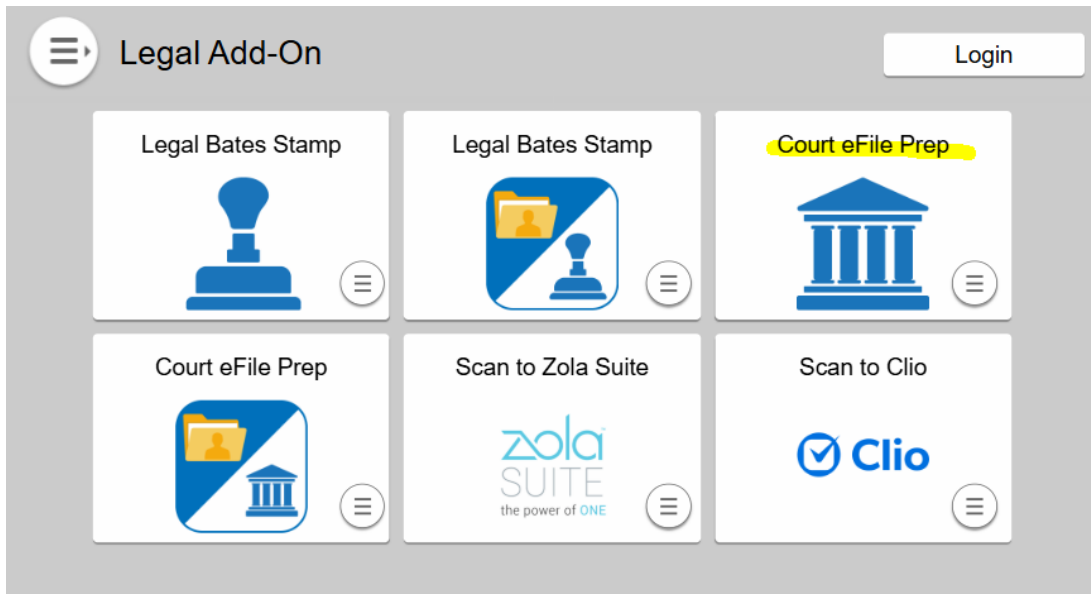
300 dpi

Scan Settings

Start

Bates Stamp: Font Settings

Court eFile Prep



Touch on the Court eFile Prep icon

Following Settings are available

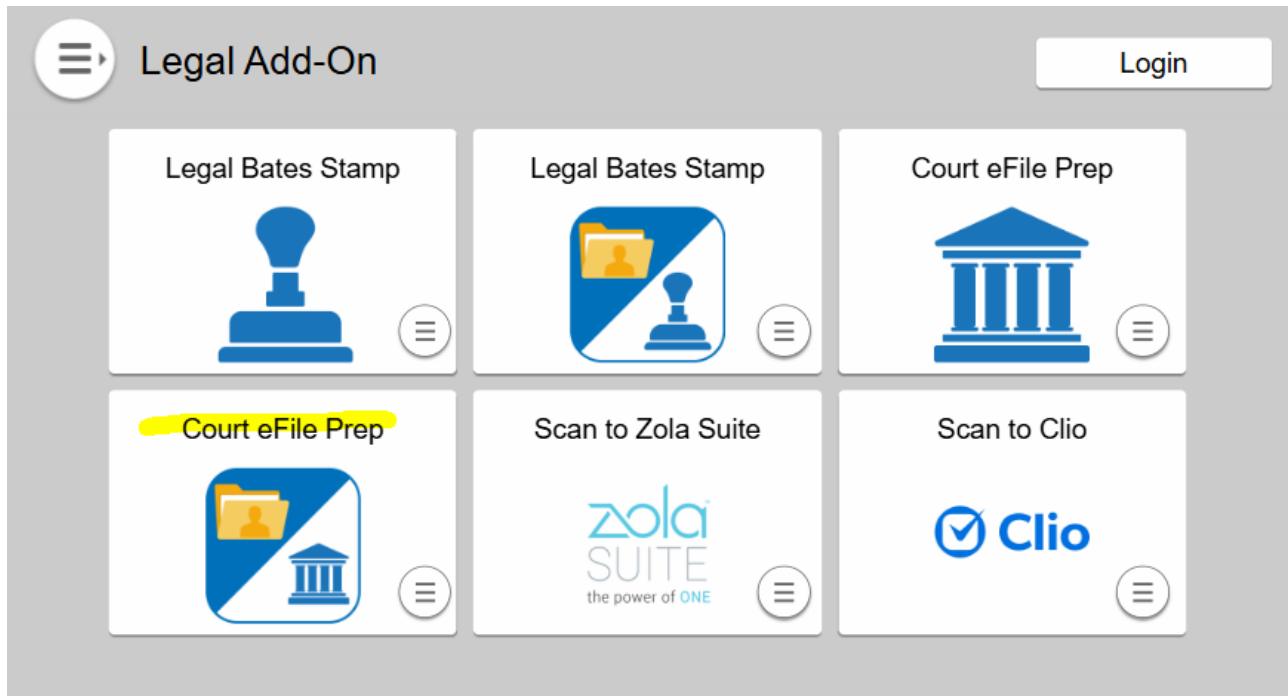
The screenshot shows the 'Court eFile Prep' settings screen. At the top, there is a back arrow, the title 'Court eFile Prep', the user name 'Jay Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the title, there is a note: '* Mandatory field.' The settings are organized into four rows, each with a text input field and a dropdown or button:

- Row 1: 'Email To' with a red asterisk and a dropdown arrow.
- Row 2: 'OCR*' with a dropdown arrow.
- Row 3: 'Divide Size(MB)' with a red asterisk, the value '4', and a close button (X).
- Row 4: 'File Name' with a text input field.

On the right side, there is a 'Scan Settings' panel with the following options:

- 'Auto Colo...' with a color calibration icon.
- '1 Sided' with a document icon.
- 'Readable ...' with a document icon and a red 'R'.
- '300 dpi'.
- A 'Start' button at the bottom.

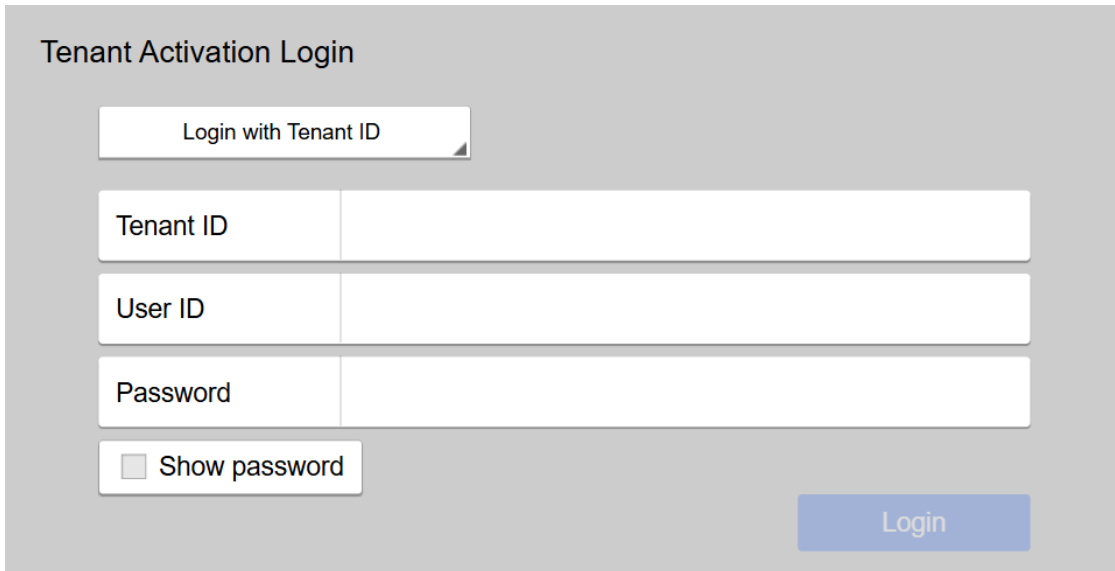
Court eFile Prep (Local Folder)



Touch on the Court eFile Prep icon

User 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



Tenant Activation Login

Login with Tenant ID

Tenant ID

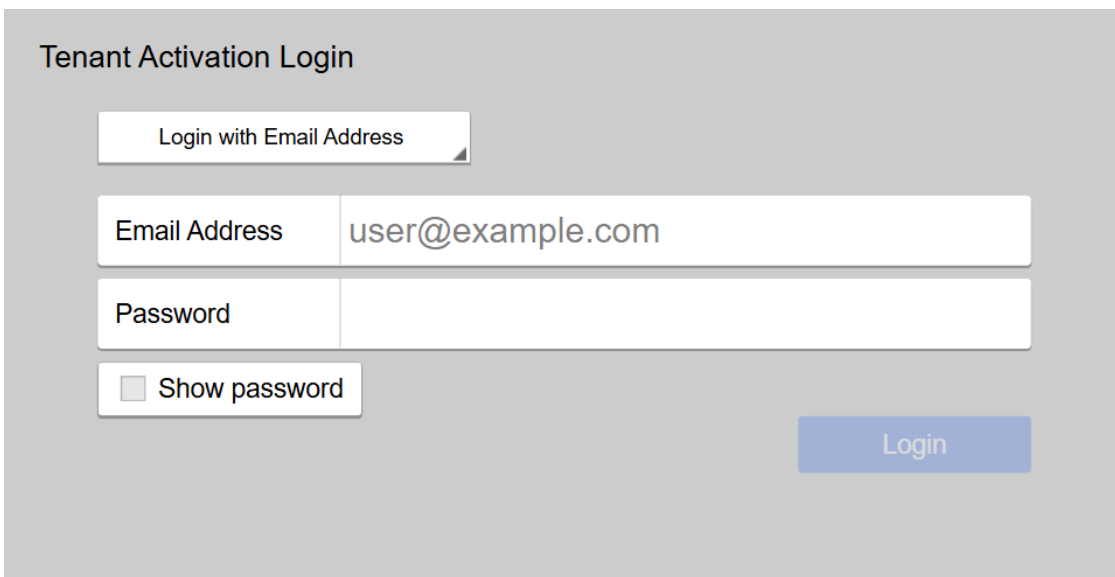
User ID

Password

☐ Show password

Login

Option 2: Login with Email Address



Tenant Activation Login

Login with Email Address

Email Address user@example.com

Password

☐ Show password

Login

After successful login 'Court eFile Prep' screen is displayed.

Following Settings are available

← Court eFile Prep Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Folder * (Unnamed folder) ...

OCR* ...

Divide By (MB) 4 ...

File Name ...

Auto Color ...

1 Sided

Readable Di... ← R

300 dpi

Scan Settings

Start

Touch on space next to 'Folder' to browse local folder and select

Folder Cancel OK

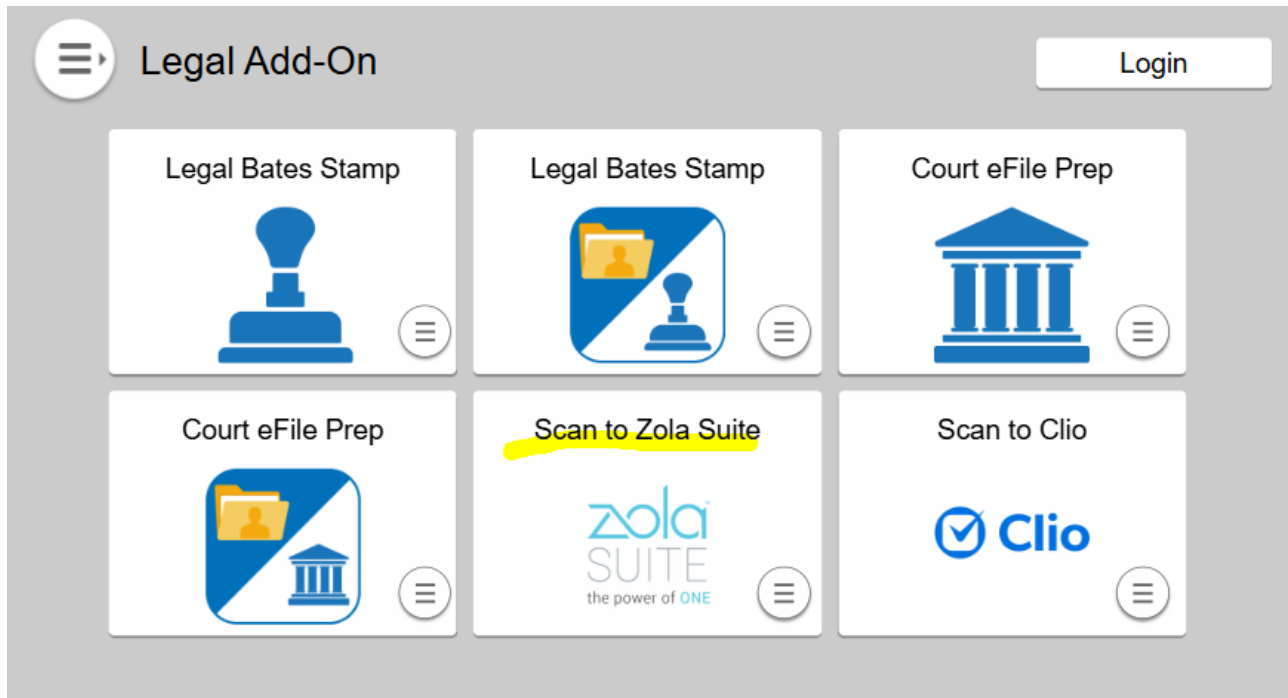
↑ (Unnamed folder)

< 1 / 2 >

☐ PDF 2019-9-11-173320.pdf	☐ PDF 2019-9-11-173418(1).pdf
☐ PDF 2019-9-11-173418.pdf	☐ PDF 2019-9-11-182141.pdf
☐ PDF 20190716152403355.pdf	6 2019 >
Dec 2019 >	Production >

Select 'Folder' and Touch on 'OK'

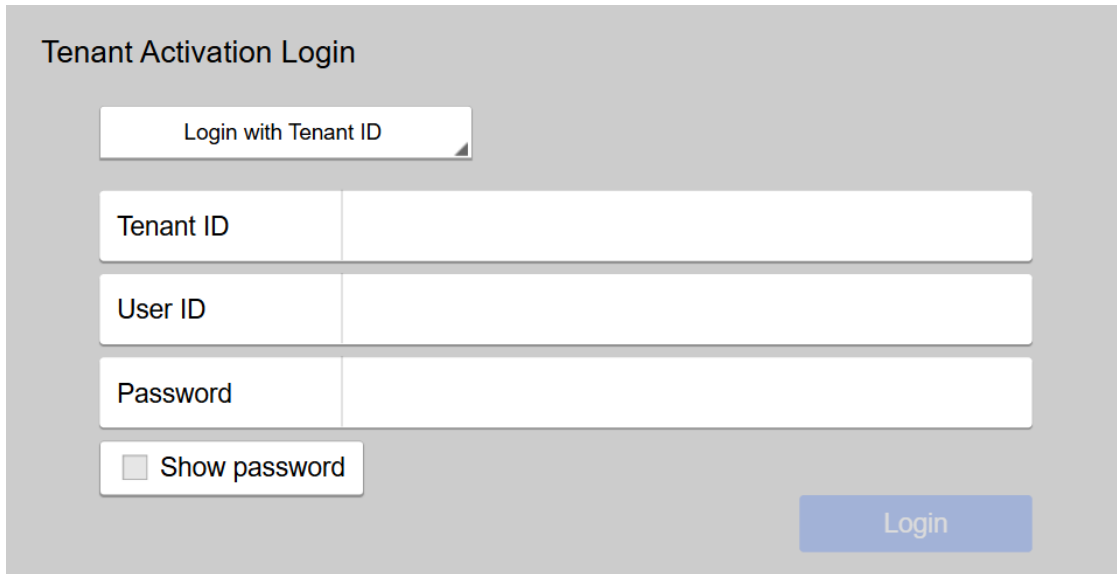
Scan to Zola Suite



Touch on the Scan to Zola Suite icon

User 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



Tenant Activation Login

Login with Tenant ID

Tenant ID

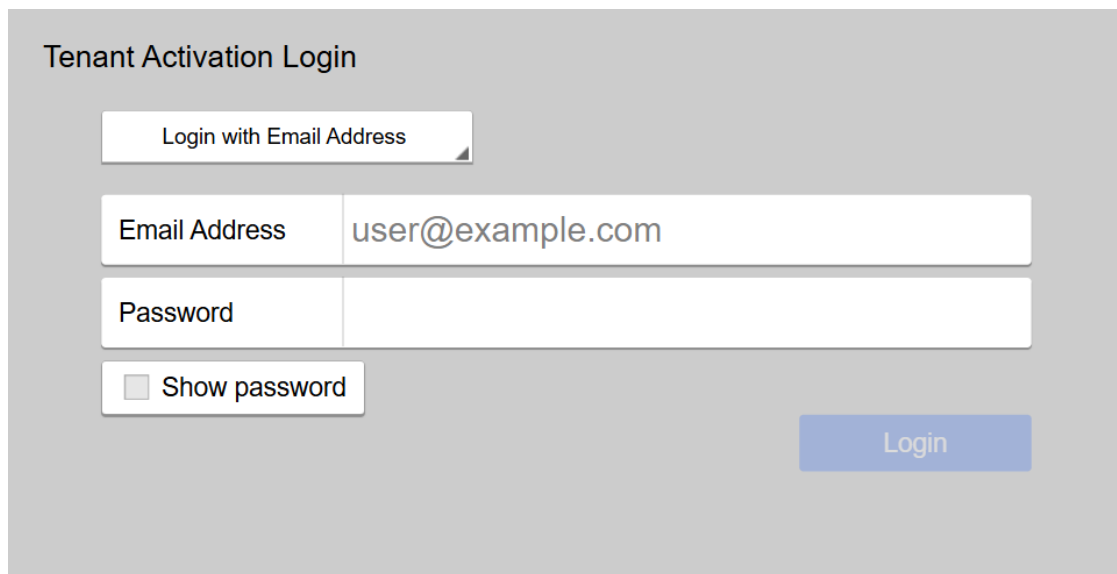
User ID

Password

☐ Show password

Login

Option 2: Login with Email Address



Tenant Activation Login

Login with Email Address

Email Address user@example.com

Password

☐ Show password

Login

After successful login 'Scan to Zola Suite' screen is displayed.

Following Settings are available

← Scan to Zola Suite Jayasimha Nuggehalli Logout Job log

* Mandatory field.
 ⚠ This folder cannot be selected.

Folder * (Unnamed folder) ...

OCR * OFF ...

OCR Language * English ...

File Name ...

Auto Colo...
 1 Sided
 Readable ...
 300 dpi

Scan Settings

Start

Touch on space next to 'Folder' to browse folder and select

Folder Cancel OK

⚠ This folder cannot be selected.

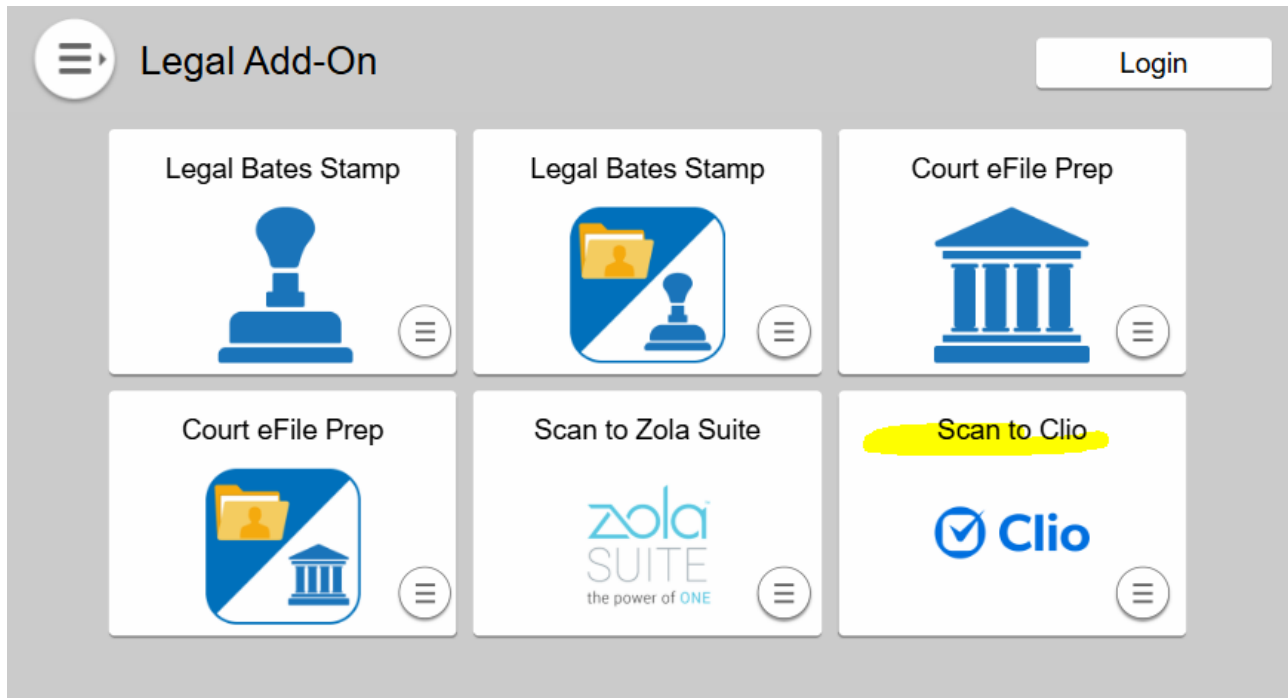
↑ (Unnamed folder)

< 1 / 1 >

Business Development >

Select 'Folder' and Touch on 'OK'

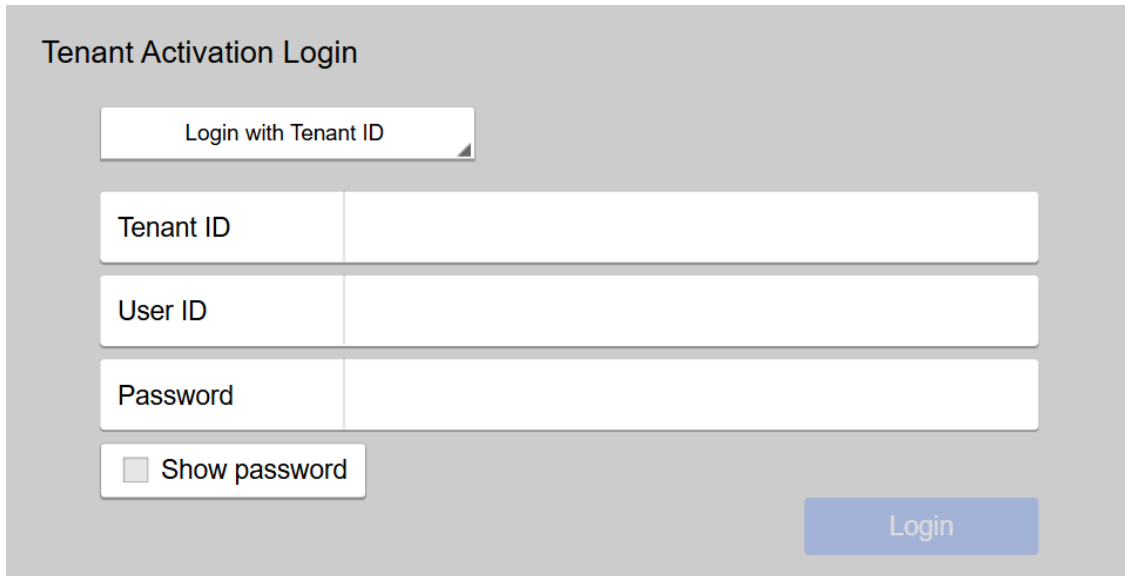
Scan to Clio



Touch on the Scan to Zola Suite icon

User 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



Tenant Activation Login

Login with Tenant ID

Tenant ID

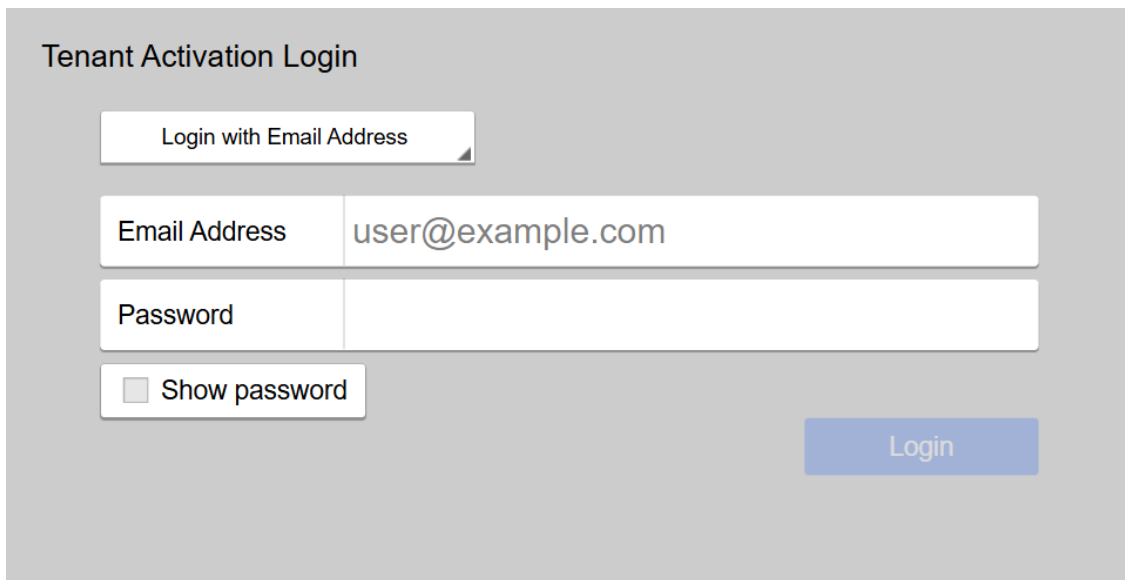
User ID

Password

☐ Show password

Login

Option 2: Login with Email Address



Tenant Activation Login

Login with Email Address

Email Address user@example.com

Password

☐ Show password

Login

After successful login 'Scan to Zola Suite' screen is displayed.

Following Settings are available

← Scan to Clio sv1na act Logout Job log

* Mandatory field.
! This folder cannot be selected.

Folder * (Unnamed folder) ...

OCR * OFF ...

OCR Language * English ...

File Name ...

Auto Colo...
1 Sided
Unreadabl...
300 dpi

Scan Settings

Start

Touch on space next to 'Folder' to browse folder and select

Folder Cancel OK

! This folder cannot be selected.

↑ (Unnamed folder) ...

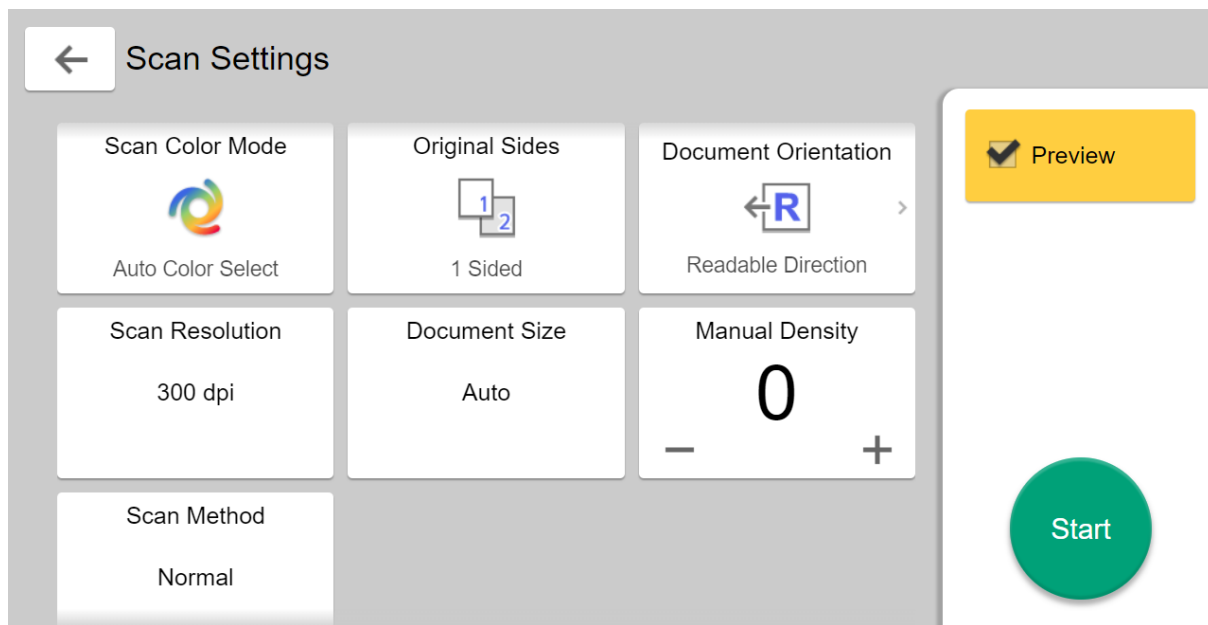
< 1 / 17 >

00001-aaaa	>	00002-aaaa	>
00003-aaaa	>	00004-RSI devu	>
00005-ABC Company	>	00006-RSI devu	>
00007-ABC Company	>	00008-aaaa	>

Select 'Folder' and Touch on 'OK'

6 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	← Scan Color Mode ☒ Auto Color Select ☐ B&W (Binary) Text ☐ B&W (Binary) Text/Photo ☐ B&W (Binary) Text/Line Art ☐ B&W (Binary) Photo ☐ Gray Scale ☐ Full Color Text/Photo ☐ Full Color Photo ☒ Preview Start
Original Sides	← Scan Settings Scan Color Mode Auto Color Select 1 Sided Document Orientation Readable Direction Scan Resolution 300 dpi 2 Sided (Open to Right/Left) 2 Sided (Open to Top) Manual Density 0 — + Scan Method Normal ☒ Preview Start
Document Orientation	← Document Orientation ☒ Readable Direction ☐ Unreadable Direction ☒ Preview Start
Scan Resolution	← Scan Resolution ☐ 100 dpi ☐ 200 dpi ☒ 300 dpi ☐ 400 dpi ☐ 600 dpi ☒ Preview Start

Document size	← Document Size ☒ Auto ☐ Mixed ☐ A3 (Horizontal) ☐ JIS B4 (Horizontal) ☐ A4 ☐ A4 (Horizontal) ☐ JIS B5 ☐ JIS B5 (Horizontal) ☐ A5 ☐ A5 (Horizontal) ✓ Preview Start ← Document Size ☐ A5 ☐ A5 (Horizontal) ☐ 11 x 17 (Horizontal) ☐ Legal (Horizontal) ☐ 8 1/2 x 13 (Horizontal) ☐ Letter ☐ Letter (Horizontal) ☐ Invoice (Half Letter Size) ☐ Invoice (Horizontal) ✓ Preview Start
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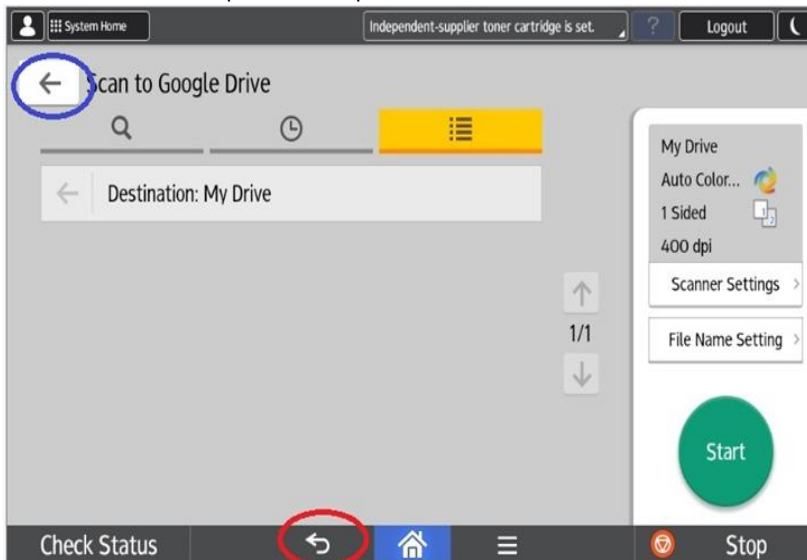
7 Limitations

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.

Bates Stamp Limitations

Workflows which Support Bates Stamp have a Maximum Scan File Size limitation of **200MB** or **500 Pages**, whichever is lower.