

Multi Destination Scan



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1 Preface

This guide provides the details on how to use the workflow Multi Destination Scan

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 Connection

This section describes how to do service connection with external cloud Services like Box, Dropbox, Google Drive, OneDrive for Business, SharePoint Online, Local Folder..

3. Configuring Default Values

This section contains step-by-step instructions on how to configure default settings related to Multi Destination Scan application in User Site

4. Operation of Multi Destination Scan Application

This section contains step-by-step instructions on how to operate Multi Destination Scan application 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

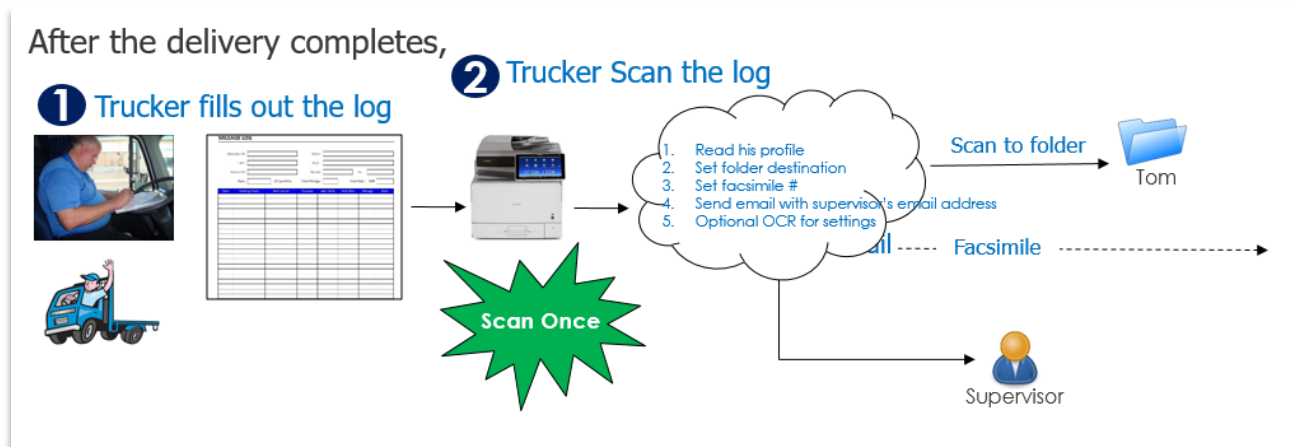
What is Multi Destination Scan workflow?

Multi Destination Scan is a workflow application developed on Ricoh Smart Integration Platform.

This workflow enables users to easily Scan and send scanned document to a Cloud Service (Box or Dropbox or Google Drive or OneDrive for business or SharePoint online or RICOH Content Manager) and as an Email attachment and as a fax through eFax service. Apart from sending the document to these destinations, user can also copy the scanned document by printing the scanned document.

A typical use case for this workflow is displayed here:

This use case is related to trucking industry, where Trucker fills out the log and scans the document once, Document is then stored into a folder on the cloud, emailed to his supervisor and faxed to a governing agency. Trucker can also make a copy of the document by printing it.



Workflow Specification

Folder	Folder Browse and select
Email To	Optional Note: Supports Multiple Email addresses
Subject	Optional Email Subject
Body	Optional Email body
Fax Number	Optional Note: User need to have eFax service, configure Gmail address which is used for Service Coordination in next section in their 'Send Email Addresses' (See Screen Shot below)
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
OCR	Off, PDF, PDFA, WORD, EXCEL Default: Off
OCR Language	English, French, Spanish, Portuguese Brazilian
Remove Blank Page	OFF, ON Default: OFF

Default values can be configured for above settings and Scan settings.

Account Overview

eFax® Number(s): 1-408-351-9200

Preferences | Billing | Usage | Profile

Update your Preferences by clicking the "Edit" links below

Current Plan:	eFax Pro	Add A Number	Learn more about this page.
Enhanced Security:	No	Edit	
Download eFax Messenger:	Windows 7/Vista 64-bit Macintosh U3 Drive		
Language Preference:	English	Edit	
Time/Date Preference:	12 hour clock mm/dd/yyyy	Edit	
Default Home Page:	My eFax Home Page	Edit	
Send Email Addresses:	aintest@gmail.com jay@ricoh-act.com kaoru@ricoh-act.com pnguyen@ricohsv.com teyu@ricoh-act.com	Edit	
Receive Email Addresses:	jay.nuggehall@ricoh-usa.com	Edit	
Receive Fax Options:	File Format: PDF Receive Fax CSID: 14083519200	Edit	
Send Fax Options:	Send Fax CSID: Deliver Fax Receipts: Yes Default Send Email:	Edit	
Display Messages:	Yes	Edit	
Voicemail Options:	Audio File Format: GSM Voice Prompt Language: English (American) Voicemail: Disabled	Edit	

3 Cloud Service Coordination

What is Cloud Service Connection?

Before using Multi Destination Scan workflow, user need to establish connection (authentication) with Cloud service of choice. As of now following Cloud Services are supported.

1. Box
2. Dropbox
3. Google
4. OneDrive for Business
5. SharePoint online
6. Local Folder

For each Cloud Service there is a separate Scan to Multi Destination application available On MFP Operation Panel.

Note:

1. **Service Connection with Google is mandatory for this workflow application. This application uses eFax as fax service. User need to have eFax account and they have to configure the Gmail address (Which is used for service connection above) in their eFax account under 'Send Email addresses'.**
2. **There is an attachment limit of 25MB, if the scan job exceeds 25MB, sending to eFax will fail and making copy of the scanned document will fail.**

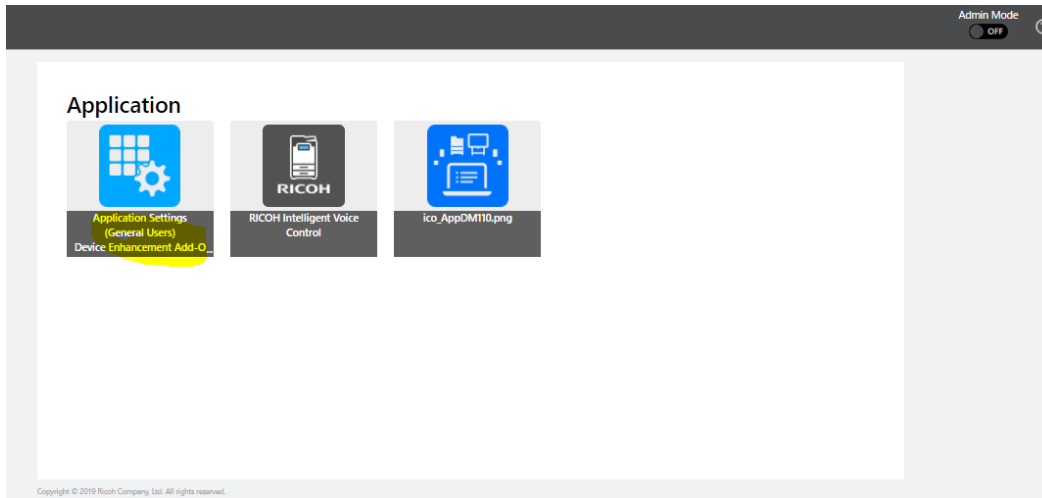
Refer to Smart Integration Cloud Service Coordination User Guide for step by step instructions.

4 Configuring default Values

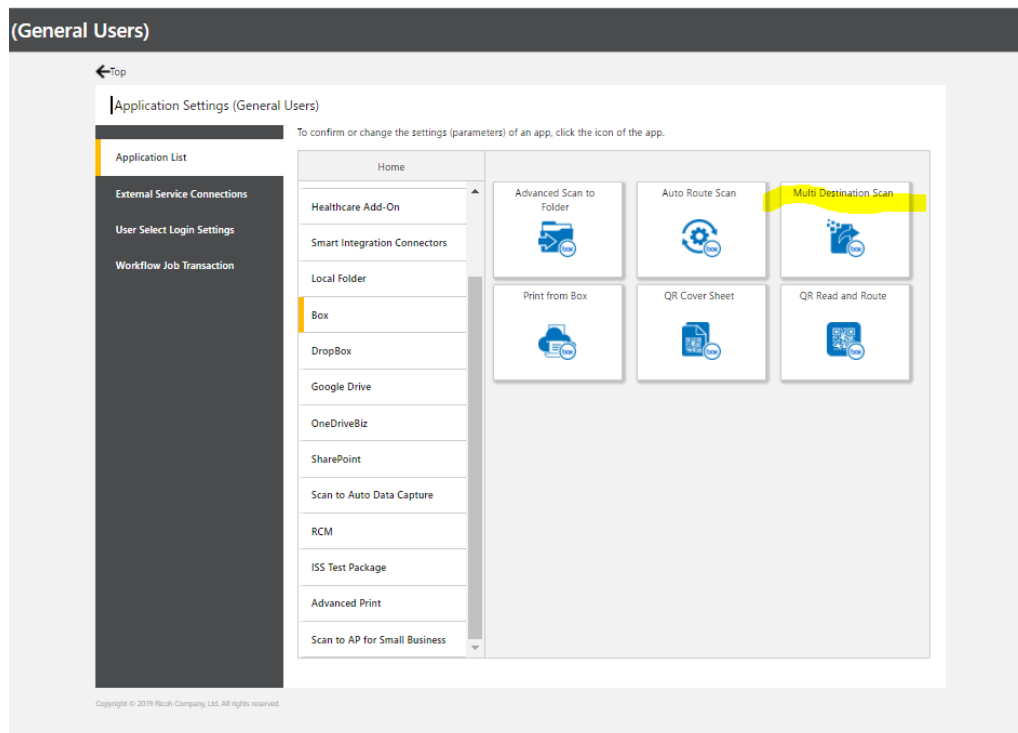
Smart Integration User Configuration Site URL

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

Login to above site using your credentials.



Click on 'Application settings'



Click on 'Multi Destination Scan'. This will display a page where all necessary parameters can be configured.

Application Settings

ral Users)

← Application List

Multi Destination Scan Cancel Save

* Mandatory field

External Service Settings: Box

Folder * Select Folder All Files

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing List Screen ▼

Default Layout for Folder Browse 2 Rows ▼

Default Parameter Settings

OCR OFF ▼

Hide in application

OCR Language English ▼

Cloud Service Upload * ON ▼

File Name Formula * YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) Check

Remove Blank Page OFF ▼

Email To

Email To

+

Hide in application

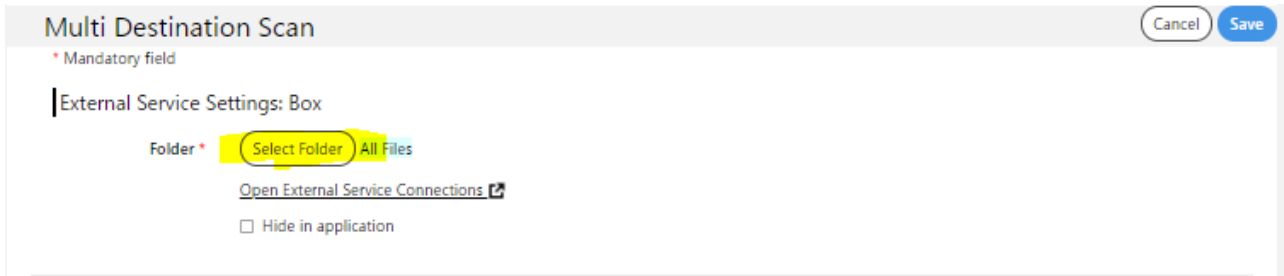
Dictionary Label

Dictionary Delimiter

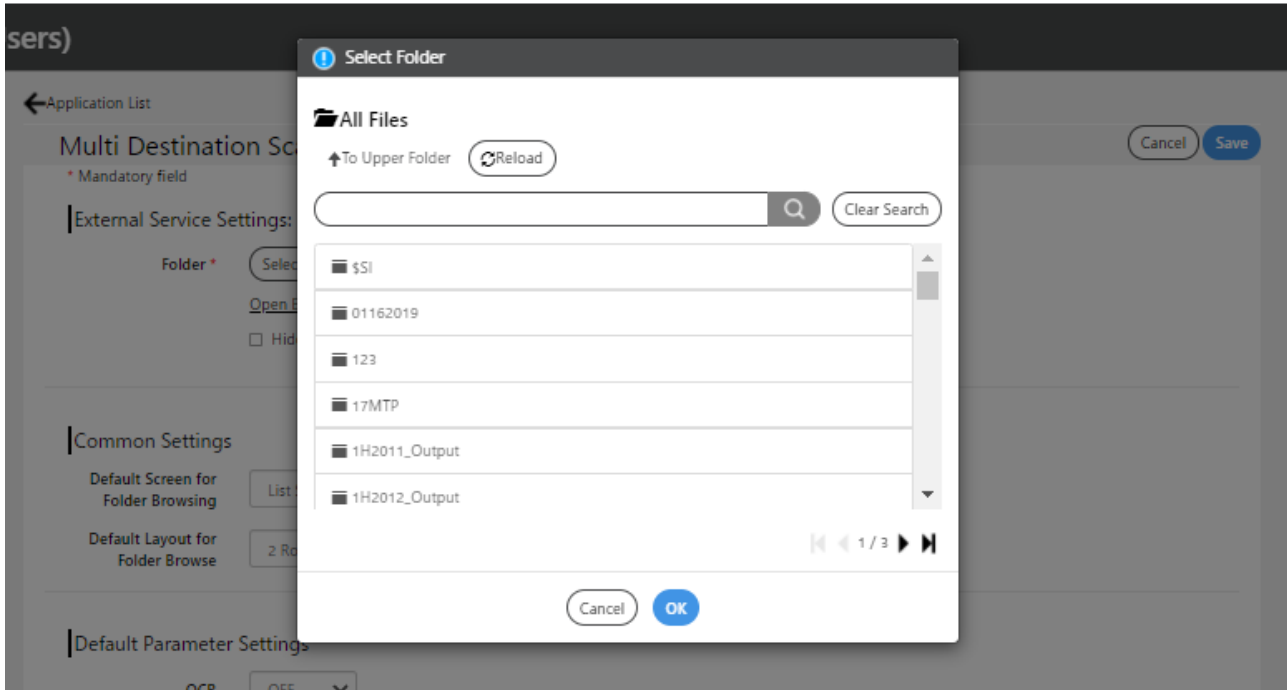
Import Dictionary

Dictionary	Value

Selecting Default folder



Click on 'Select Folder' to select required default folder for this application.



Select required folder and click 'OK'

Disabling Sending to Cloud Service

Default Parameter Settings

OCR ▾

Hide in application

OCR Language ▾

Cloud Service Upload * ▾

By default, this is 'ON', disabling this make this a simple Scan to Email and/or Scan to Fax application. Also check 'Hide in application' below Folder'. This will hide folder browsing User Interface in application.

Note: 'Local Folder' does not have "Disabling Sending to Cloud Service" feature.

* Mandatory field

External Service Settings: Box

Folder * All Files

[Open External Service Connections](#)

Hide in application

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page ▾

Setting up Default File Name & File Name Key Words

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value
Invoice	
PO	
Vacation Request	

Dictionary Column Width

Enter Required Filename Default Value and 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. Check 'Hide in application' to hide the field in Operation Panel.

Setting up File Name Formula

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

File Name Formula *

2021-10-14-131910

Default Formula:

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

Note: Refer to Appendix for Functions related to formula, click on 'Check' button to validate the Syntax of the formula.

Setting up Default Fax Number & Fax Address Book

Fax Number

Fax Number

Dictionary Label

Dictionary Delimiter

Import Dictionary

Label	Value
eFax	18775551212
eGoldFax	18005551212

Dictionary Column Width

Enter required default value for Fax Number and, most frequently used numbers can be entered in the dictionary. Both Label and Value are required fields in dictionary. MFP Operation panel will display 'Label'.

This will eliminate typing numbers on the MFP operation panel.

Setting up Default Email Address & Email Address Book

Email To

Email To

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Value

Dictionary Column Width

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

Note: Application supports multiple 'To' addresses. Use the '+' to add additional addresses.

Setting up Default Email Subject

Subject

Subject

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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 subject on the MFP operation panel. Check 'Hide in application' to hide the field in Operation Panel.

OCR & OCR Language

Default value for OCR an OCR Language can be configured.

Default Parameter Settings

OCR

Hide in application

OCR Language

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

Print Settings

Default Print settings can be configured here

Default Print Settings

Copies

Print Color Mode

Sides

N-Up

5 Operation of Scan to Multi Destination 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.

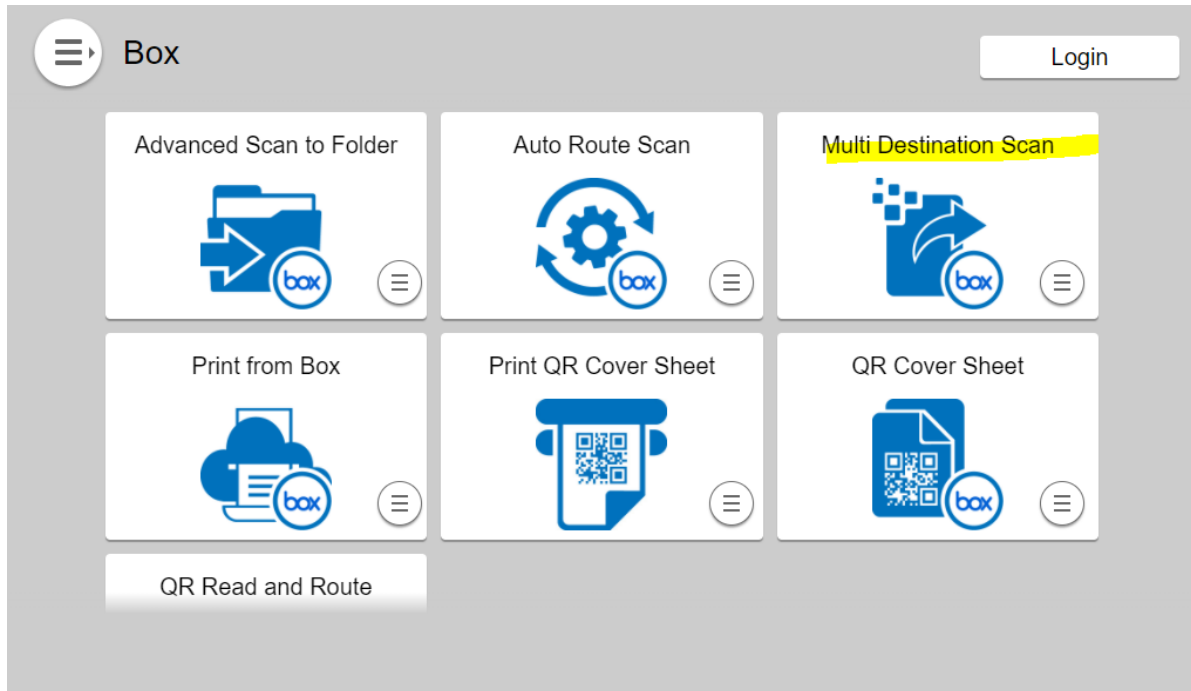
Option 1: Login with Tenant ID

The screenshot shows the login interface for Ricoh Smart Integration. At the top left, there is a back arrow icon and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Tenant ID". The form consists of three input fields: "Tenant ID", "User ID", and "Password". A blue "Login" button is positioned at the bottom of the form.

Option 2: Login with Email Address

The screenshot shows the login interface for Ricoh Smart Integration. At the top left, there is a back arrow icon and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Email Address". The form consists of two input fields: "Email Address" and "Password". The "Email Address" field contains the text "user@gmail.com". A blue "Login" button is positioned at the bottom of the form.

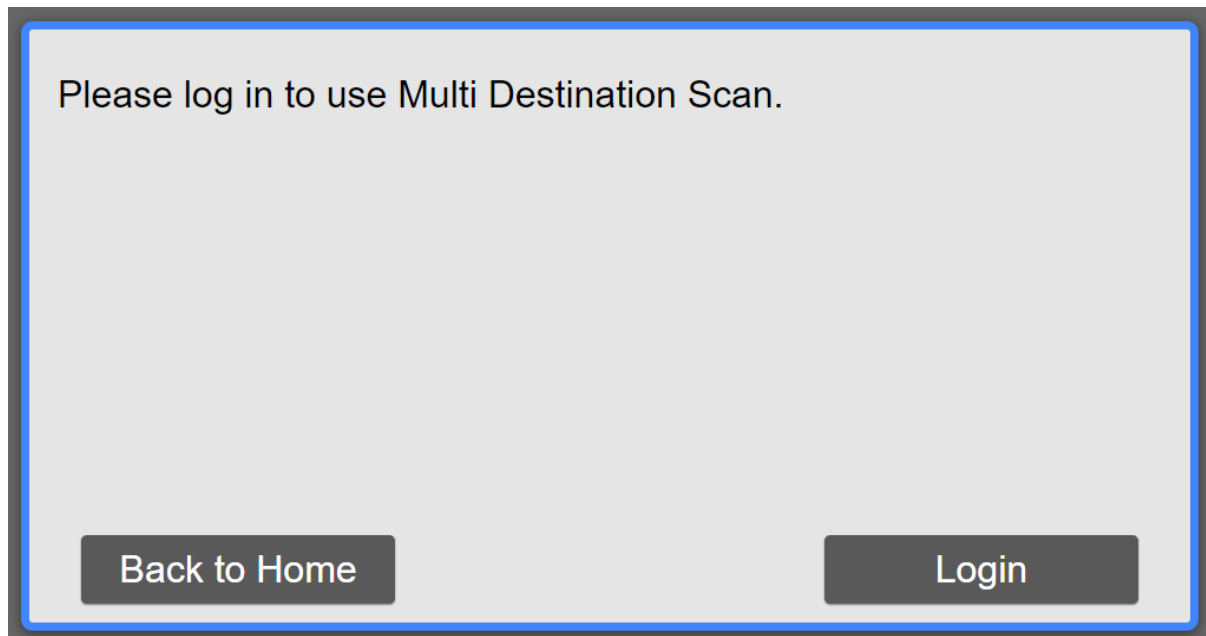
After administrator login subscribed application will be displayed



Above screen shows workflow application related to Box Cloud service.

Select 'Multi Destination Scan' application

End User is requested to Login. Press 'Login' Button to Login.



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

The screenshot shows a login interface titled "Login to RICOH Smart Integration". At the top left is a back arrow icon. Below the title is a dropdown menu currently set to "Login with Tenant ID". The form consists of three stacked input fields: "Tenant ID", "User ID", and "Password". At the bottom of the form is a wide, light blue button labeled "Login".

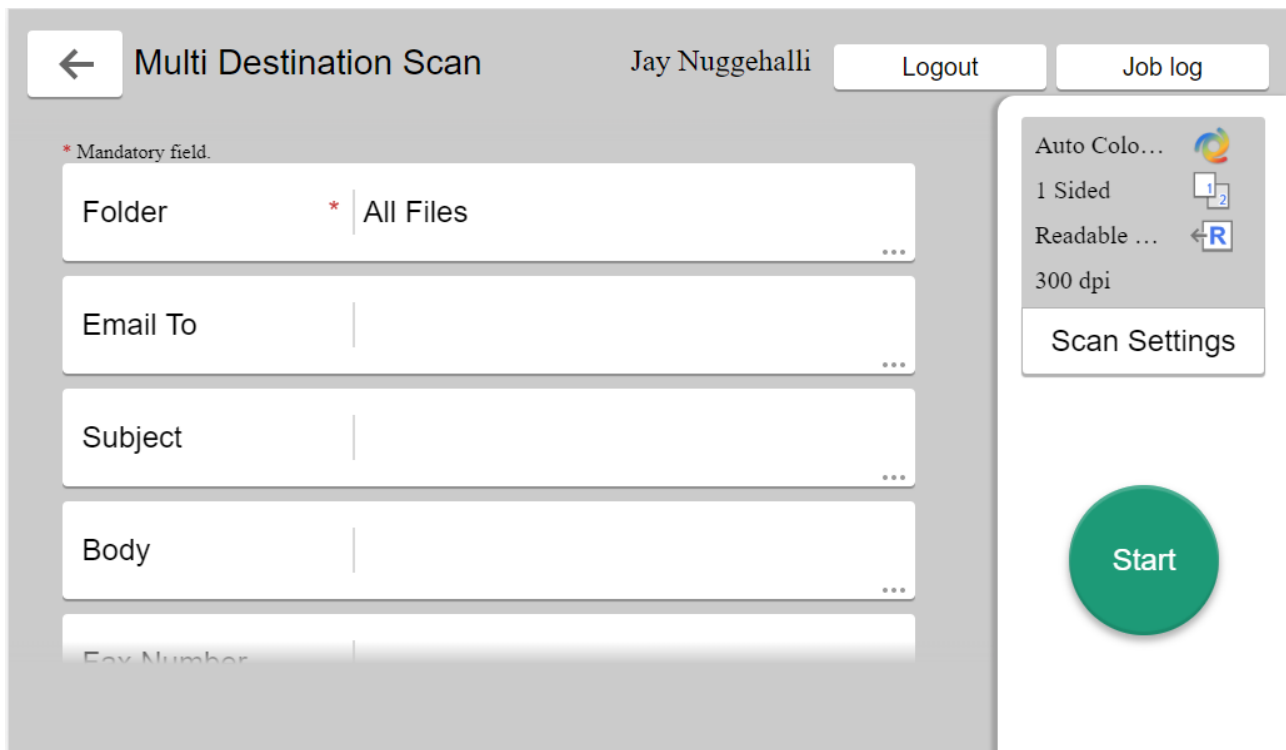
Option 2: Login with Email Address

The screenshot shows a login interface titled "Login to RICOH Smart Integration". At the top left is a back arrow icon. Below the title is a dropdown menu currently set to "Login with Email Address". The form consists of two stacked input fields: "Email Address" and "Password". The "Email Address" field contains the text "user" followed by "@gmail.com" which is highlighted with an orange border. At the bottom of the form is a wide, light blue button labeled "Login".

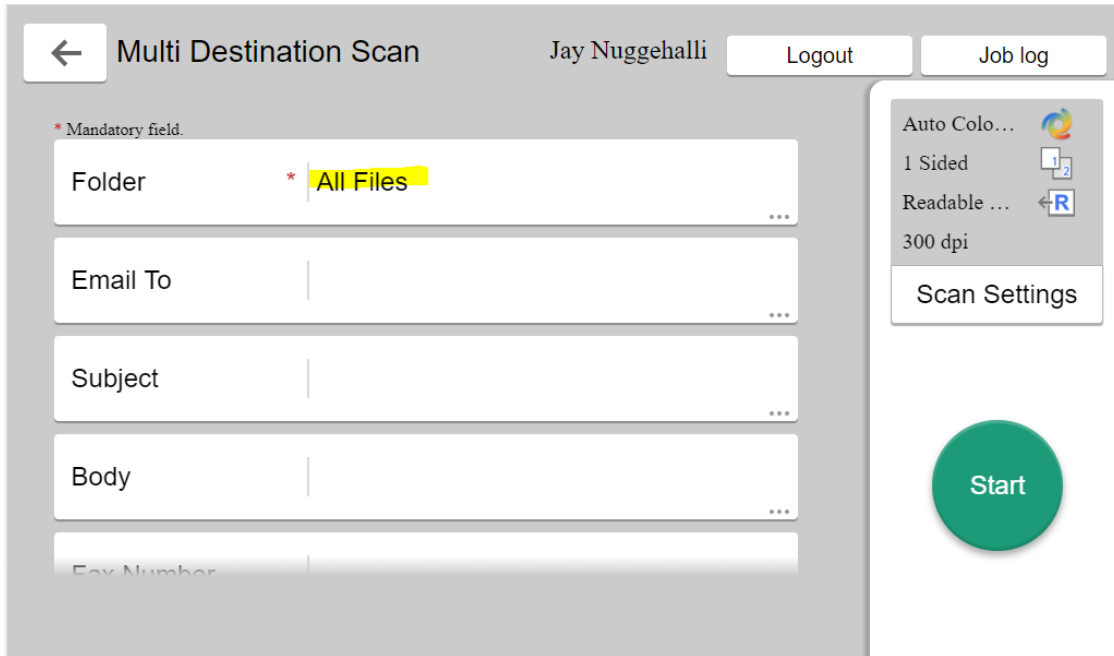
After successful user login 'Multi Destination Scan' Application Screen is displayed

Following Settings are available:

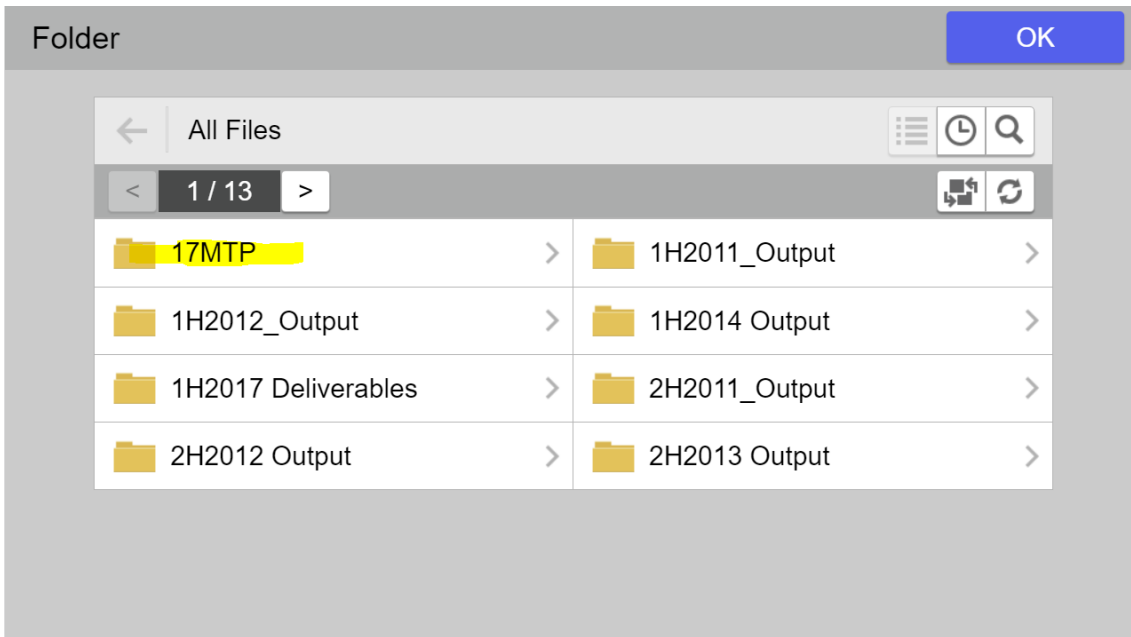
- A. Folder
- B. Email To (Optional)
- C. Subject (Optional)
- D. Body (Optional)
- E. Fax Number (Optional)
- F. File Name (optional)
- G. OCR [Off, PDF, PDFA,WORD,EXCEL]
- H. OCR Language [English, French, Spanish, Brazilian Portuguese]
- I. Remove Blank Page [OFF, ON]



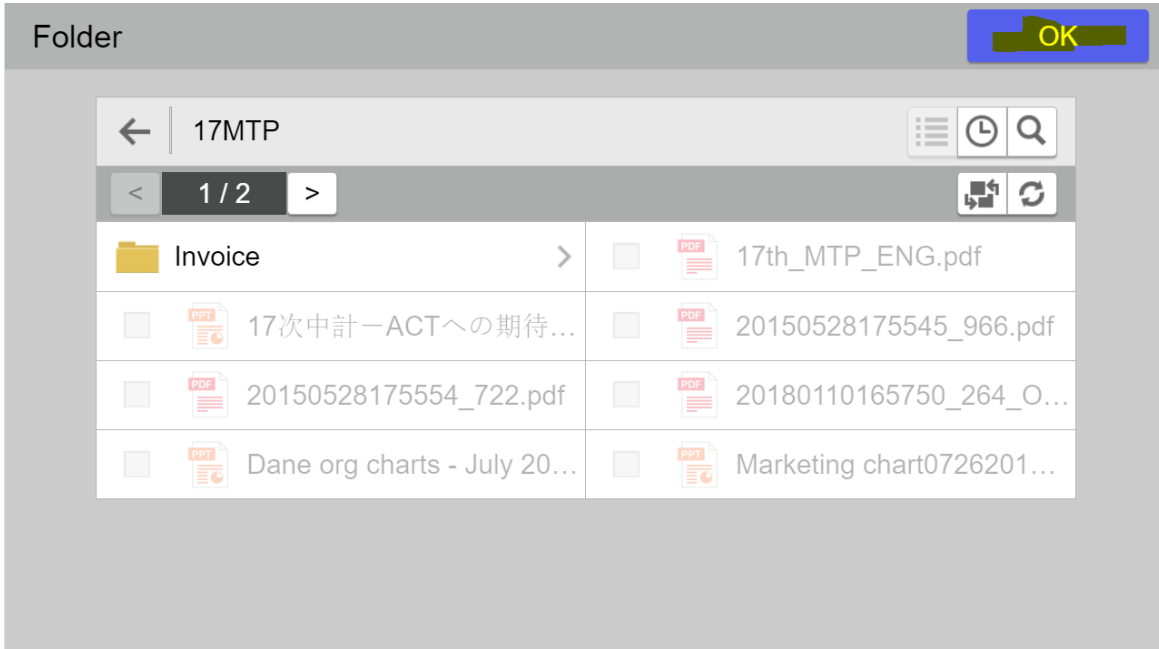
Folder



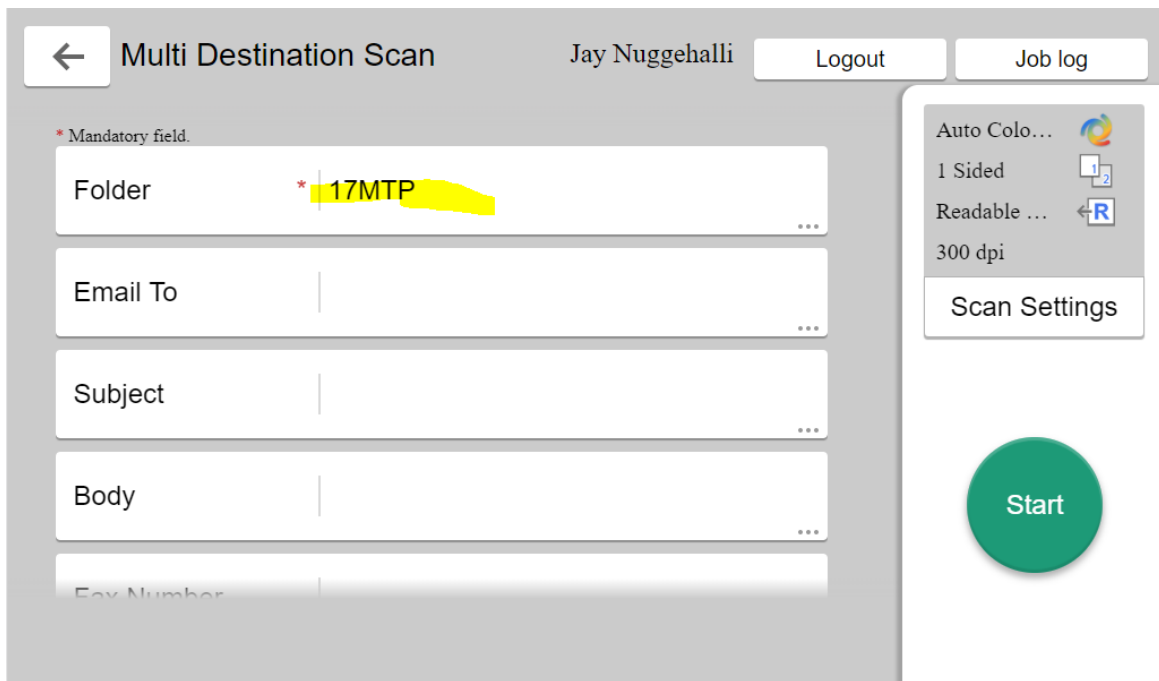
Touch on 'All files' to open folder browsing dialog and then select desired folder



To select '17MTP' Touch on '17MTP'



Touch on 'OK' to select folder



Email To

Multi Destination Scan Jay Nuggehalli Logout Job log

* Mandatory field.

Folder * | 17MTP

Email To | [Yellow Highlight]

Subject |

Body |

Fax Number |

Auto Colo... [Color Wheel Icon]

1 Sided [1/2 Icon]

Readable ... [R Icon]

300 dpi

Scan Settings

Start

Touch on field next to 'Email To', this will display following screen.

Email To Cancel OK

[Text Input Field]

[+]

'+' button will allow users to add additional email addresses. Touch on the email address field to enter email address or select from previously configured dictionary.

Email To Cancel OK


[Redacted]


Email Address Book

steve.martin@ricoh-usa.com steve.martin@gmail.com

Sample screen with multiple email addresses

Email To Cancel OK

steve.martin@ricoh-usa.com ... 

steve.martin@gmail.com ... 

+

Subject

Multi Destination Scan Jay Nuggehalli Logout Job log

* Mandatory field.

Folder * | 17MTP

Email To

Subject

Body

Fax Number

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

Scan Settings

Start

Touch on field next to 'Subject, this will display following screen.

Subject Cancel OK

Dictionary

This is a test message Invoice Attached

User can select subject, preconfigured in dictionary or enter desired subject.

Body

Multi Destination Scan Jay Nuggehalli Logout Job log

* Mandatory field.

Folder * All Files

Email To

Subject

Body

Fax Number

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

Scan Settings

Start

Touch on field next to Body, this will display following screen.

Subject Cancel OK

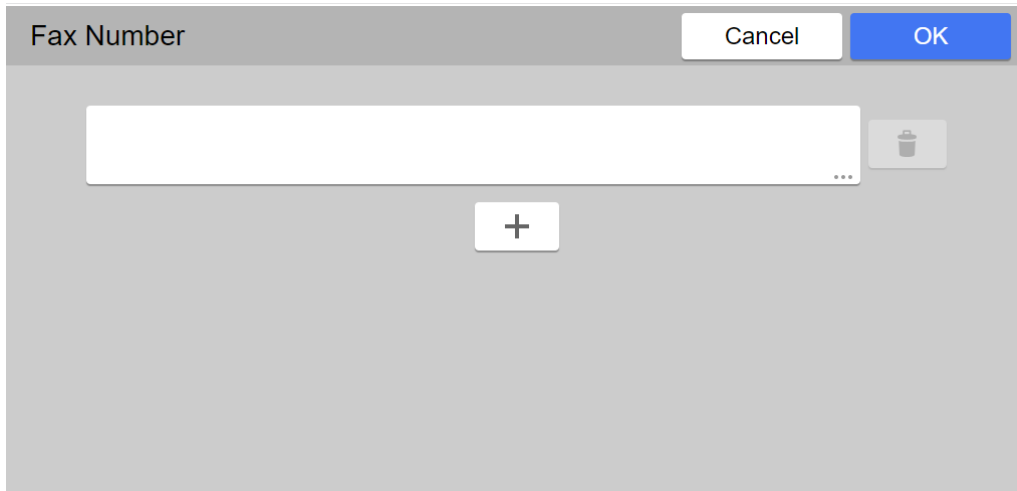
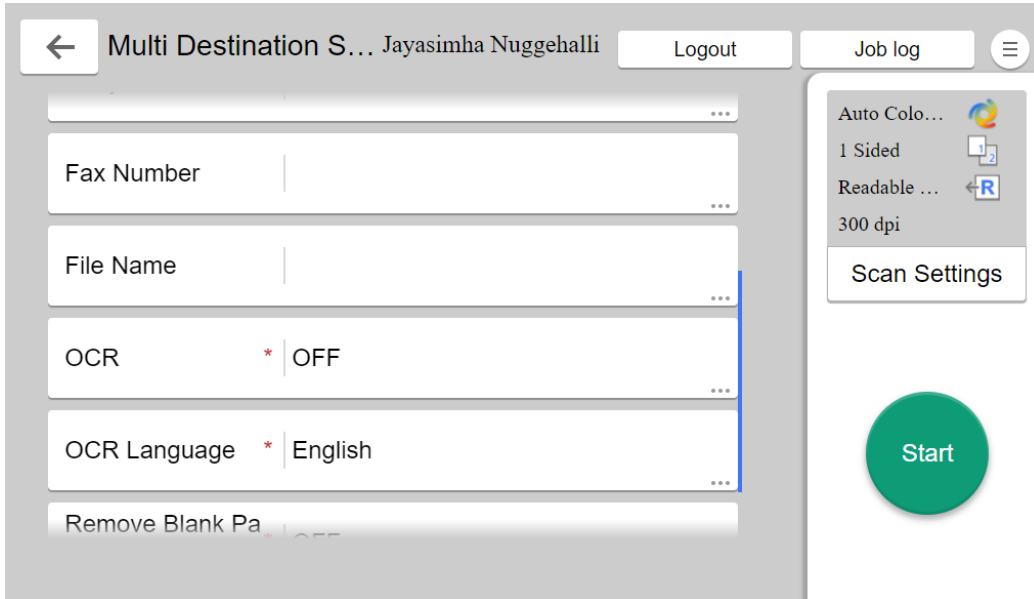
Dictionary

This is a test message Invoice Attached

User can select email body text, preconfigured in dictionary or enter desired email body text.

Fax Number

Touch on field next to 'Fax Number', this will display following screen.



User Can enter multiple fax numbers. Touching the input field will show below screen.

Fax Number

Cancel OK

14086103195

Dictionary

eFax eGoldFax

SDCA Office

Note: Email to & Fax Number fields are optional, if left blank Email and/or Fax will not be sent Fax number limits minimum 7 numbers. Country code is required in Fax number. Refer to eFax documentation on how to enter fax numbers.

File Name

← Multi Destination Scan Jay Nuggehalli Logout Job log

Subject

Body

Fax Number

File Name

OCR * OFF

Auto Colo... 1 2

1 Sided

Readable ... R

300 dpi

Scan Settings

Start

Note:

1. Maximum File Name length is 64 characters
2. If File Name is not entered, File Name is generated based on Formula entered in User Site.

Touch on field next to filename, this will display following screen.

File Name Cancel OK

File Name Key Words

Invoice	PO
Sales	Marketing
Engineering	

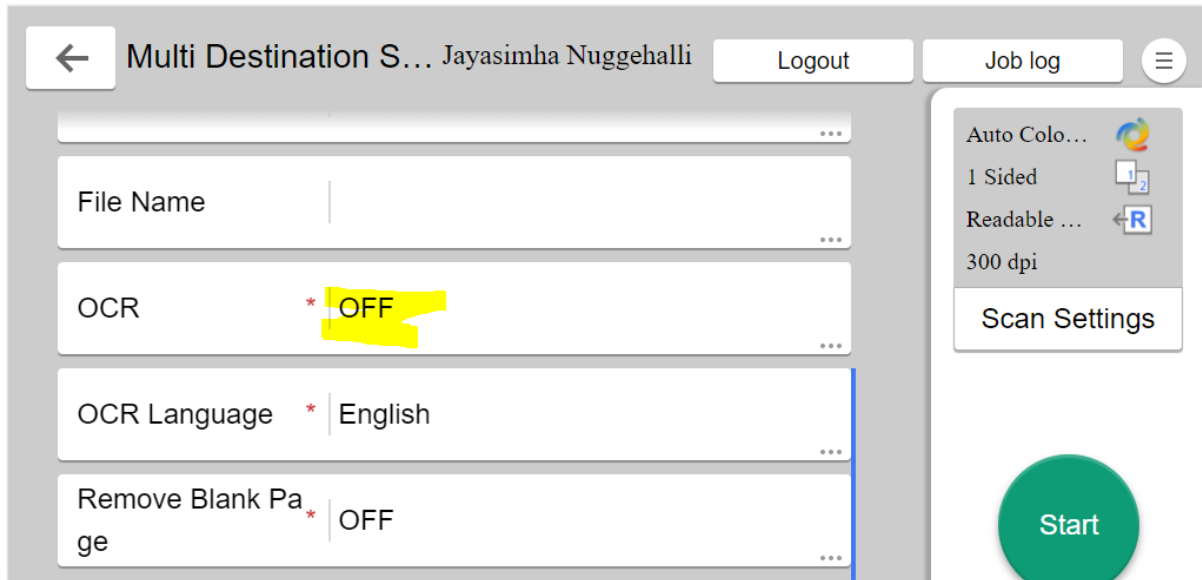
User can enter the filename or use the predefined keywords to create a filename.

File Name Cancel OK

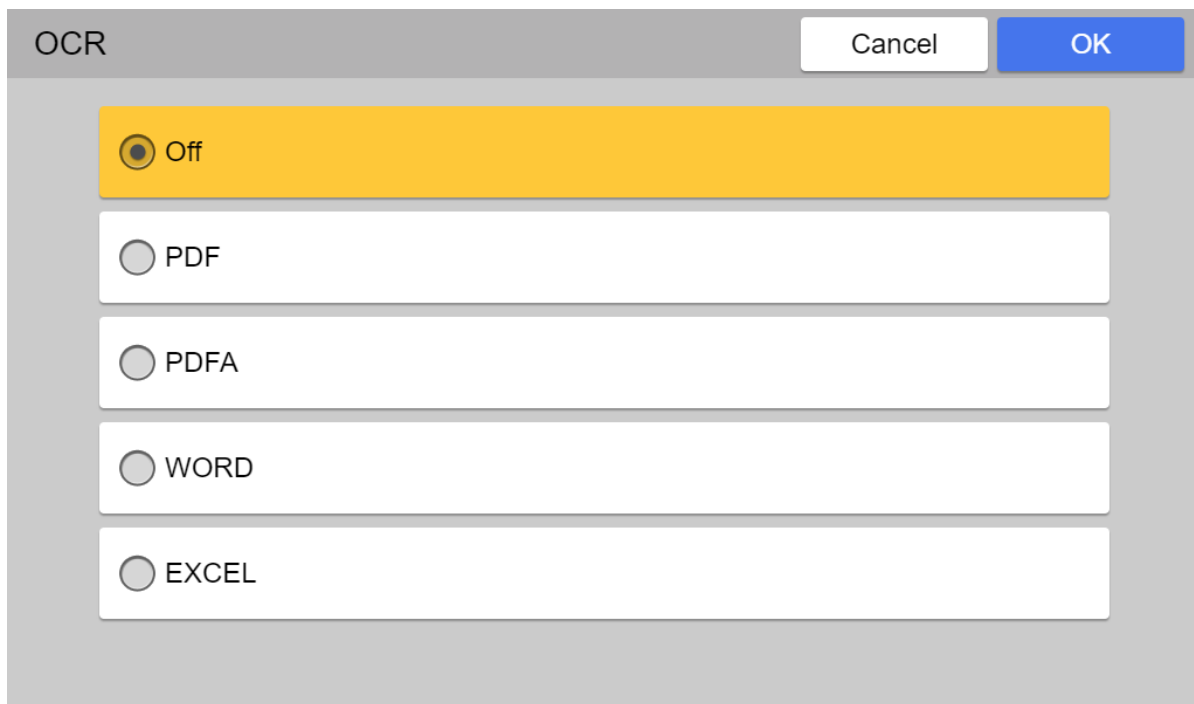
File Name Key Words

Invoice	PO
Sales	Marketing
Engineering	

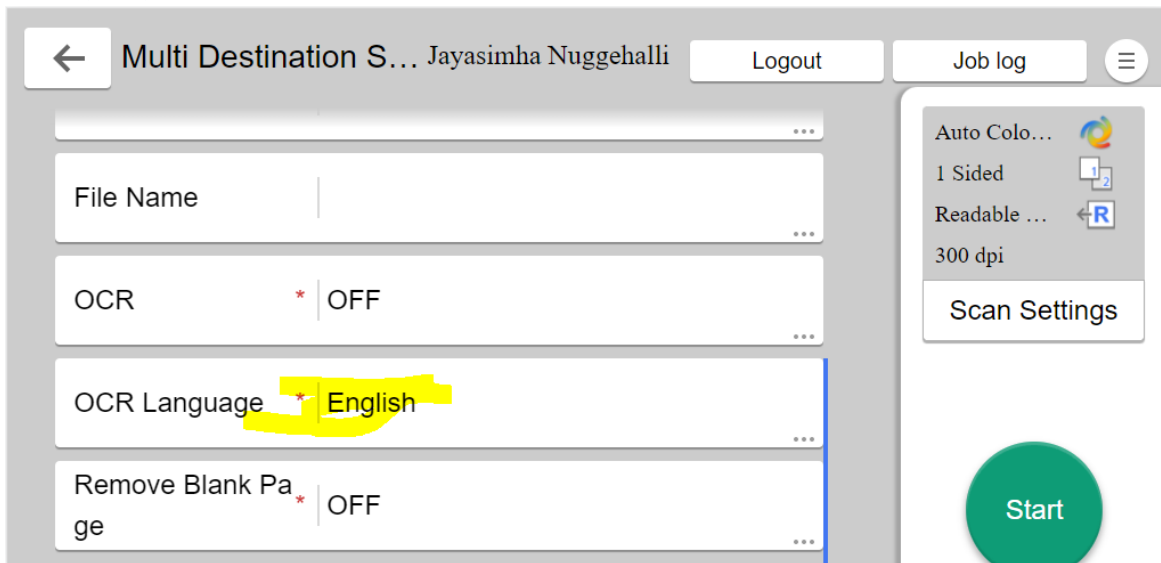
OCR



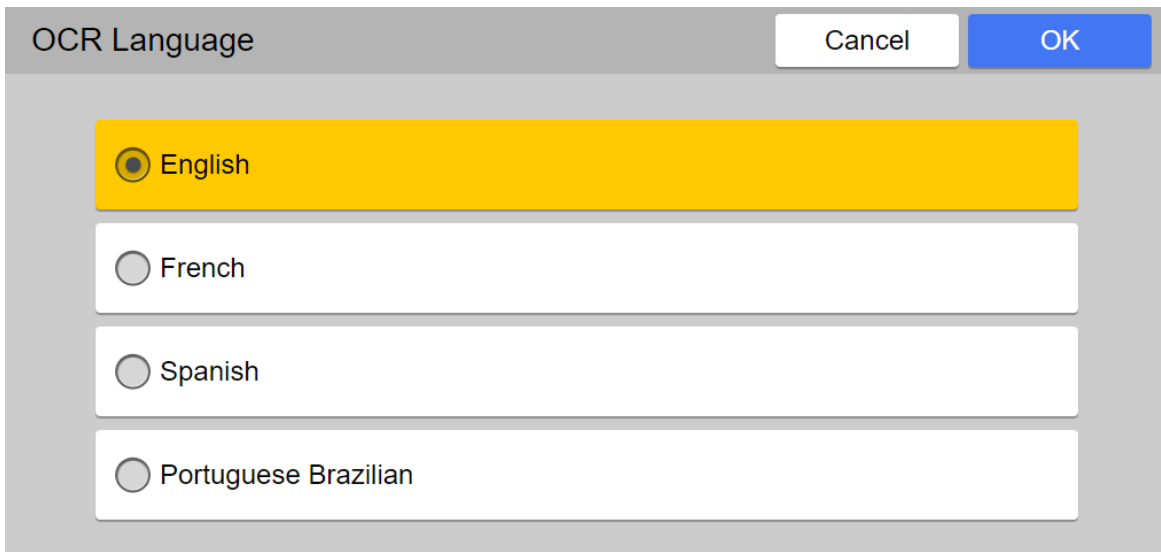
Touch on OCR to select available options



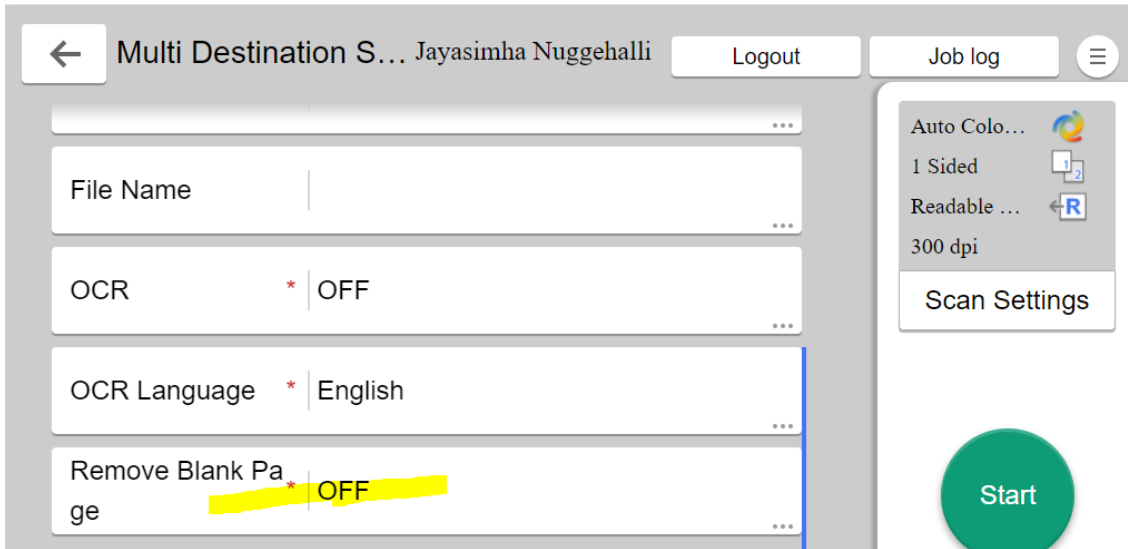
OCR Language



Touch on OCR Language to select available options

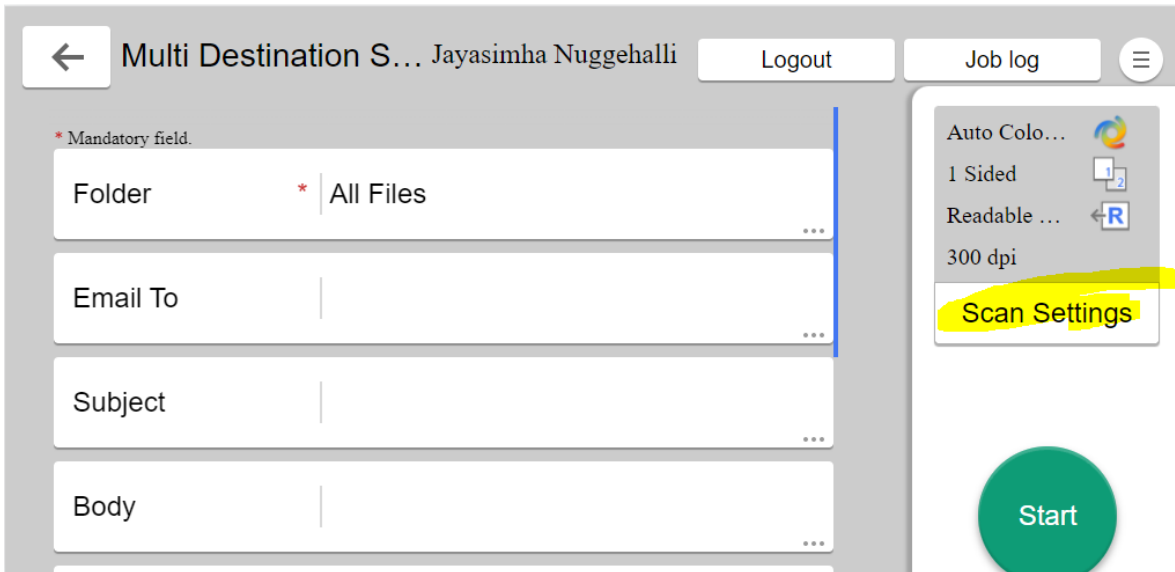


Remove Blank Page

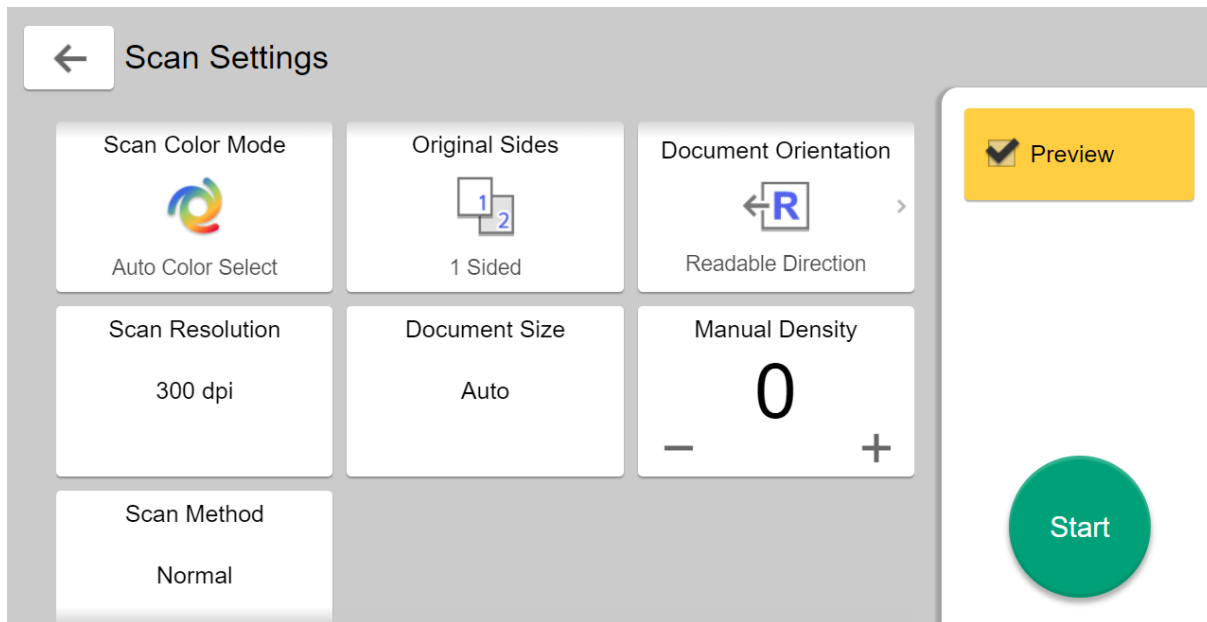


Touch on 'Remove Blank Page' to select available options OFF & ON

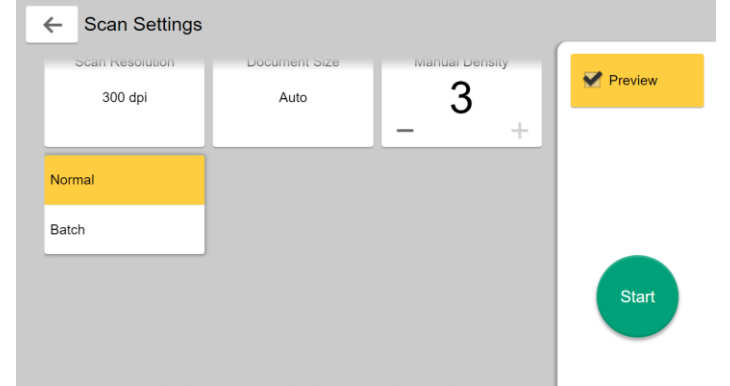
Scan Settings



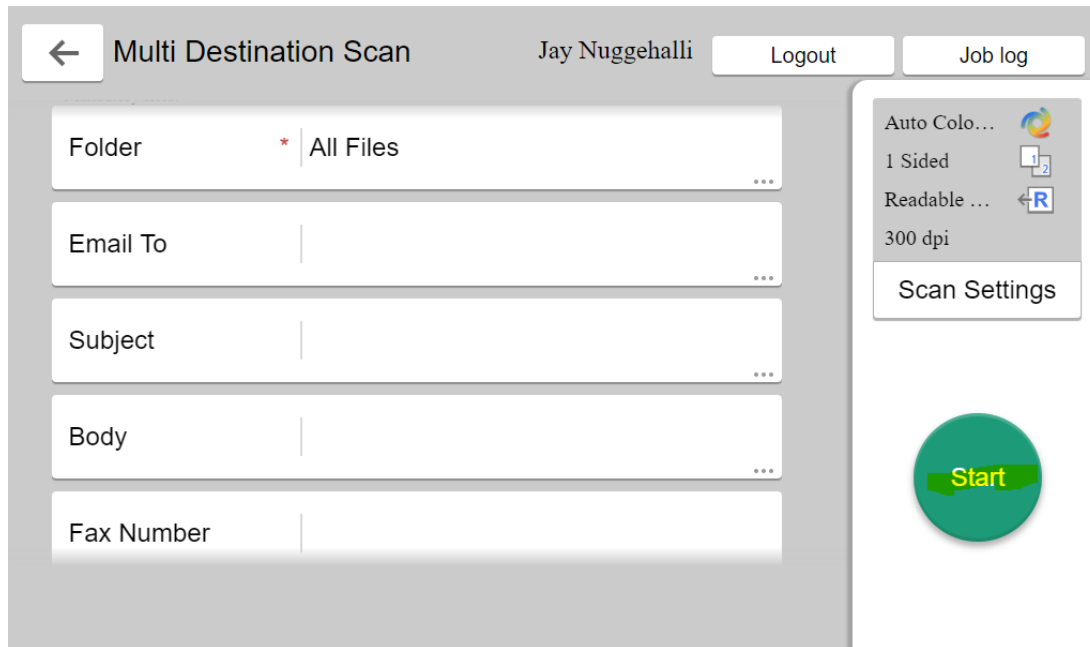
Touch on 'Scan Settings' to display Scan Settings Screen



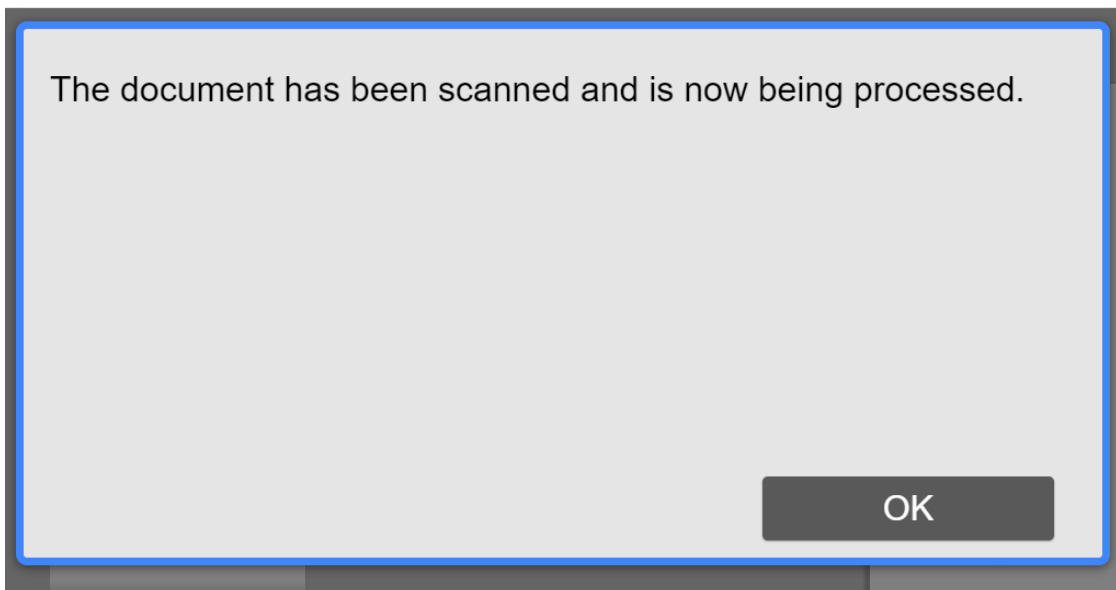
Scan Settings	Available Options
<p>Scan Color mode</p>	
<p>Original Sides</p>	
<p>Document Orientation</p>	
<p>Scan Resolution</p>	

Document size	 <p>The screenshot shows two instances of the 'Document Size' settings screen. The top instance has 'Auto' selected, with other options including Mixed, A3 (Horizontal), JIS B4 (Horizontal), A4, A4 (Horizontal), JIS B5, JIS B5 (Horizontal), and A5 (Horizontal). The bottom instance has 'A5' selected, with other options including A5 (Horizontal), 11 x 17 (Horizontal), Legal (Horizontal), 8 1/2 x 13 (Horizontal), Letter, Letter (Horizontal), Invoice (Half Letter Size), and Invoice (Horizontal). Both screens feature a 'Preview' button with a checkmark and a 'Start' button.</p>
Manual Density	Range -3 to +3
Scan Method	 <p>The screenshot shows the 'Scan Settings' interface. It includes three input fields: 'Scan Resolution' set to 300 dpi, 'Document Size' set to Auto, and 'Manual Density' set to 3. Below these fields is a dropdown menu with 'Normal' selected and 'Batch' as an alternative. A 'Preview' button with a checkmark and a 'Start' button are also visible.</p>

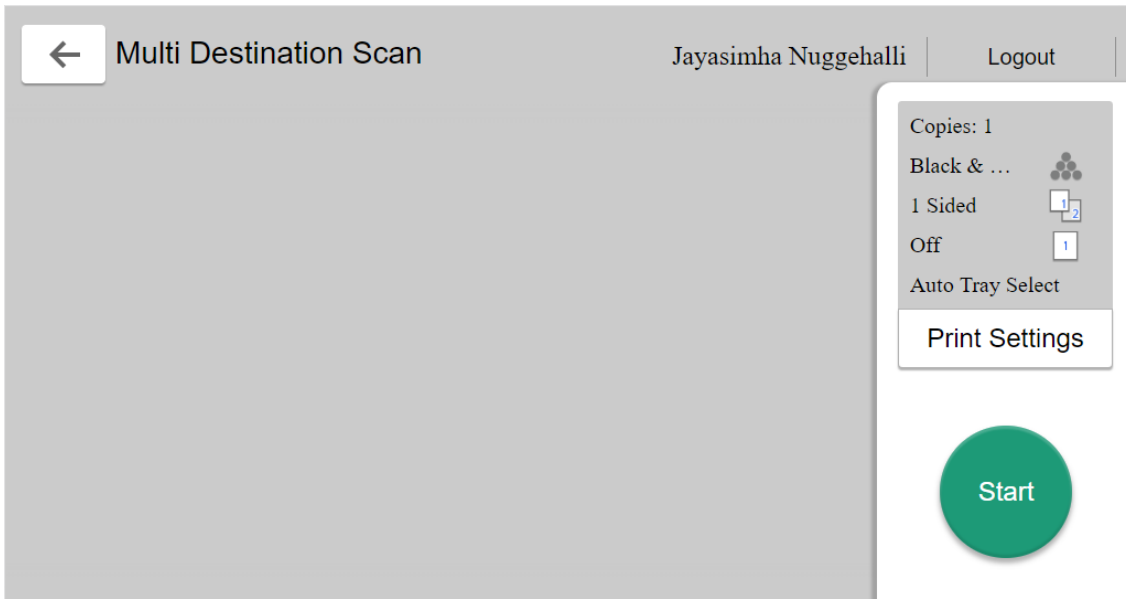
Copying (Printing) Scanned Document



To Start Scanning, insert paper and touch on 'Start' button. Following screen is displayed.



Press 'OK' to Continue

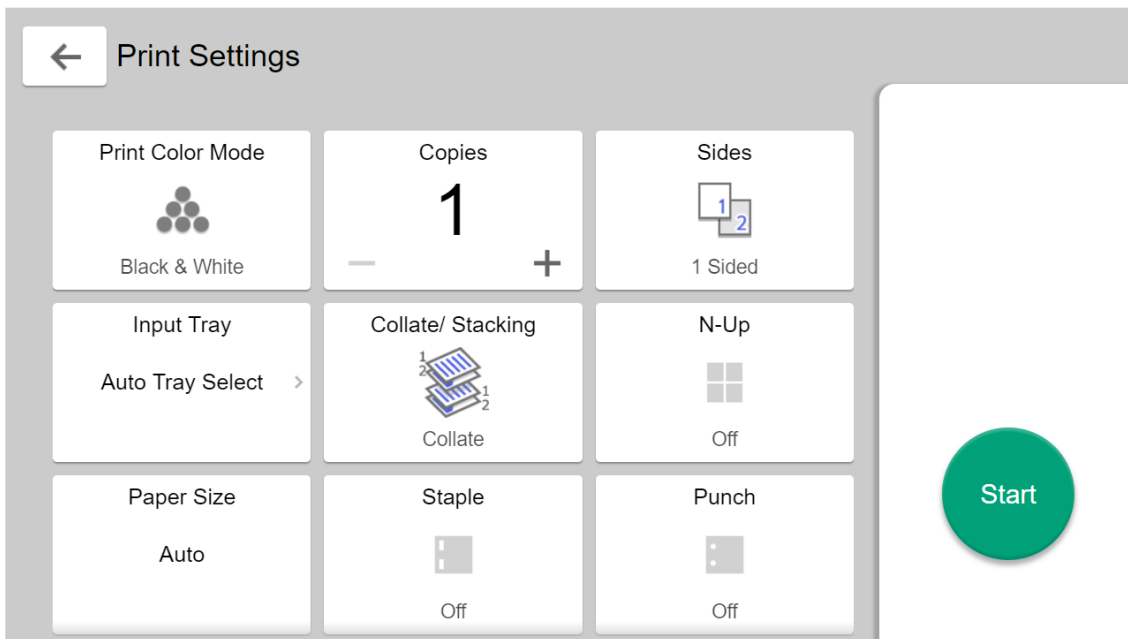


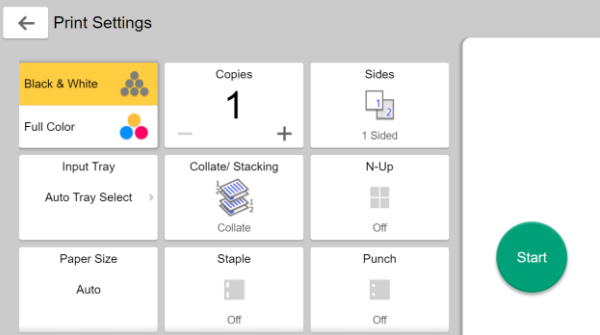
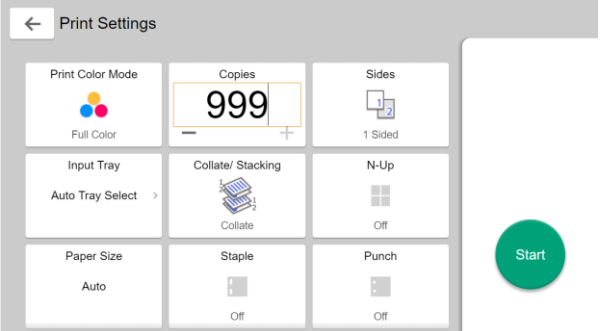
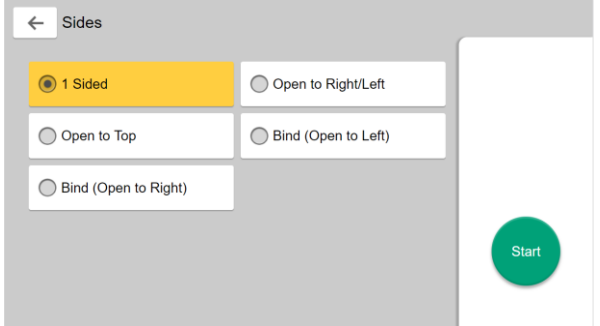
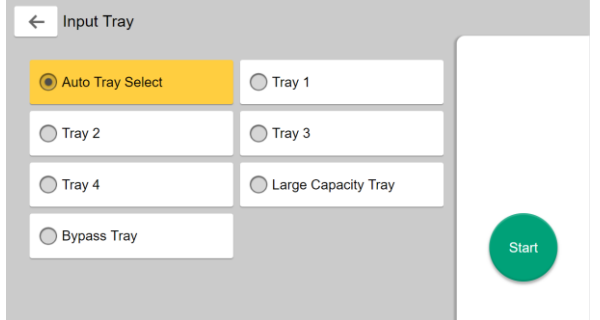
In this screen touching on 'Start' button will print the scanned document.

Touch on 'Print Settings' to change the print Settings.

Print Settings

Touch on 'Print Settings' to display Print Settings Screen



Print Settings	Available Options
<p>Print Color Mode</p>	
<p>Copies</p>	<p>Range 1-999</p> 
<p>Sides</p>	
<p>Input Tray</p>	
<p>Collate/Stacking</p>	

	<p>Print Settings</p> <ul style="list-style-type: none"> Full Color 1 Sided Collate N-Up <p>Start</p>
<p>N-Up</p>	<p>N-Up</p> <ul style="list-style-type: none"> Off 2 Pages 4 Pages 6 Pages 8 Pages 9 Pages 16 Pages <p>Start</p>
<p>Paper Size</p>	<p>Paper Size</p> <ul style="list-style-type: none"> Auto A4 A5 JIS B5 Double postcard (Japan) SRA4 Letter C6 Envelope (Youchou 3 (Youkei 0)) Envelope (Youkei 4) A3 (Horizontal) A4 (Horizontal) A5 (Horizontal) A6 (Horizontal) JIS B4 (Horizontal) JIS B5 (Horizontal) JIS B6 (Horizontal) Double postcard (Japan) (Horizontal) Postcard (Japan) (Horizontal) SRA3 (Horizontal) SRA4 (Horizontal) 11 x 17 (Horizontal) Legal (Horizontal) Letter (Horizontal) Invoice (Horizontal) 12 x 18 (Horizontal) C6 (Horizontal) Envelope (Youchou 3 (Youkei 0)) (Horizontal) <p>Start</p>

	<div data-bbox="808 142 938 172">← Paper Size</div> <table border="1"> <tbody> <tr> <td><input type="radio"/> Legal (Horizontal)</td> <td><input type="radio"/> Letter (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Invoice (Horizontal)</td> <td><input type="radio"/> 12 x 18 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> C6 (Horizontal)</td> <td><input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Youkei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Kakukei 2) (Horizontal)</td> </tr> </tbody> </table> <div data-bbox="1312 365 1380 436">Start</div>	<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)	<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)	<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)	<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakukei 2) (Horizontal)										
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<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakukei 2) (Horizontal)																				
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Punch	<div data-bbox="808 852 906 882">← Punch</div> <table border="1"> <tbody> <tr> <td><input type="radio"/> GBC Left (Multiple Holes)</td> <td><input type="radio"/> GBC Right (Multiple Holes)</td> </tr> <tr> <td><input type="radio"/> GBC Top (Multiple Holes)</td> <td><input type="radio"/> 4 at Left</td> </tr> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> </tbody> </table> <div data-bbox="1312 1066 1380 1138">Start</div> <div data-bbox="808 1197 906 1226">← Punch</div> <table border="1"> <tbody> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 4 at Top</td> <td><input type="radio"/> 3 at Top</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input checked="" type="radio"/> Off</td> </tr> </tbody> </table> <div data-bbox="1312 1415 1380 1486">Start</div>	<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)	<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top	<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off
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<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top																				
<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off																				

Note: Some finishing options like Staple and Punch are available only when appropriate finishing unit is installed with Multifunction Device

6 SharePoint Multi Destination Scan

Note: Box, Dropbox, Google Drive, OneDrive for Business services, have a root folder. So, if user does not select folder, document gets scanned to root folder or default folder set in User Site. In the case of SharePoint, it is necessary to Select a Site and Library/Folder under the site, by browsing.

Multi Destination Scan Jay Nukkehalli Logout Job log

* Mandatory field.

Folder * (Unnamed folder) ...

Email To | ...

Subject | ...

Body | ...

Fax Number | ...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

Touch on '(unnamed Folder)

Folder Cancel OK

↑ (Unnamed folder)

< 1 / 1 >

ACT Team Site >	Saguaro >
PointPublishing Hub Site >	Test >
Team Site >	Community >
TestSC >	

The first level listed here are sites. Document cannot be uploaded to Site; users need to select a Library/folder under a site. If users select a site, following message is displayed.

← Multi Destination Scan Jay Nuggehalli Logout Job log

*Mandatory field.
⚠ This folder cannot be selected.

Folder * ACT Team Site ...

Email To | ...

Subject | ...

Body | ...

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

Start

Please select a Folder listed under a site.

Touch on one of the folders, then Touch on 'OK'

Folder Cancel OK

2018 Scan

< 1 / 3 >

Scan2GoogleDrive-SI >	test >
<input type="checkbox"/> PDF 2018-06-14-001422-450.pdf	<input type="checkbox"/> PDF 2018-06-14-004451-189.pdf
<input type="checkbox"/> PDF 20180703003158_254.pdf	<input type="checkbox"/> PDF 20180703151952_507.pdf
<input type="checkbox"/> PDF 2018-07-17-172641-159.pdf	<input type="checkbox"/> PDF 2018-07-17-172738-287.pdf

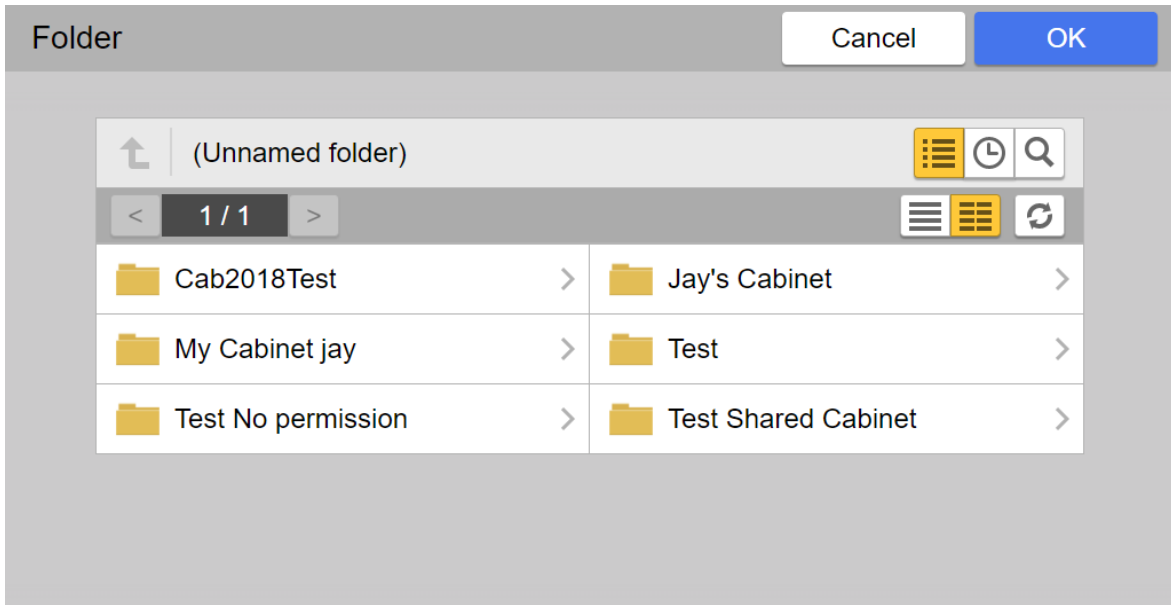
7 RICOH Content Manager Multi Destination Scan

Note:

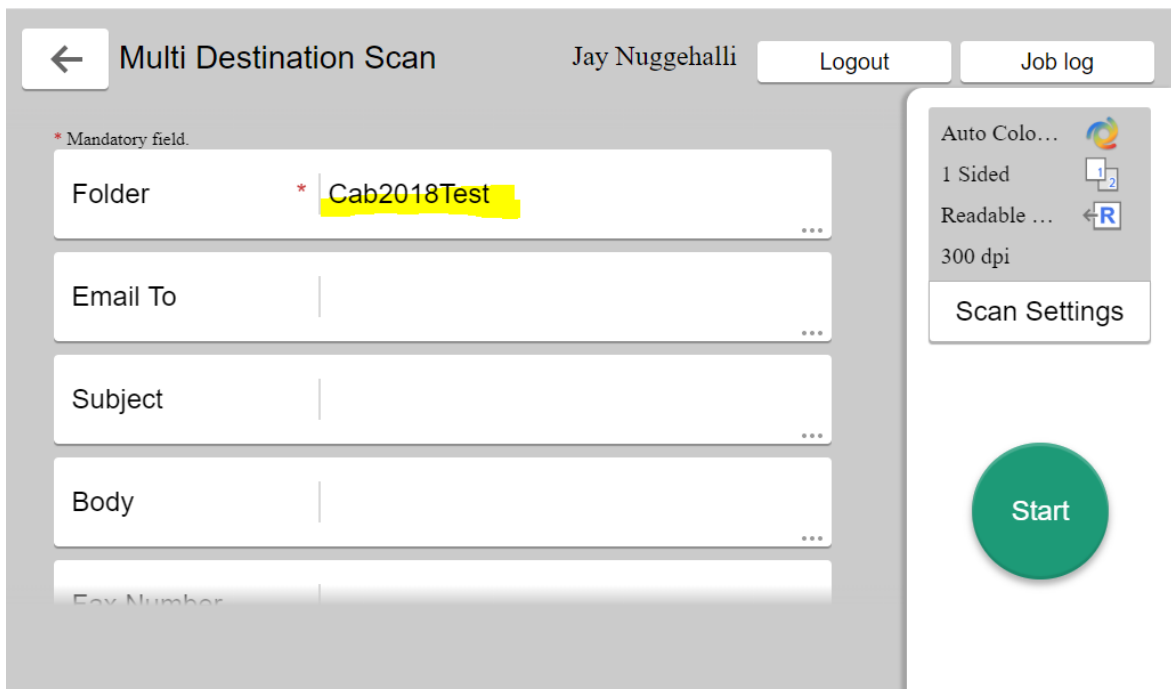
1. Box, Dropbox, Google Drive, OneDrive for Business services, have a root folder. So, if user does not select folder, document gets scanned to root folder or default folder set in User Site. In the case of Ricoh Content Manager, it is necessary to Select a Cabinet first by browsing.
2. RICOH Content Manager Supports Indexing feature, User can select a Document Type and set index values, based on what is configured in RICOH Content Manager

The screenshot displays the 'Multi Destination Scan' interface. At the top, there is a navigation bar with a back arrow, the title 'Multi Destination Scan', the user name 'Jay Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there is a form with several input fields. The 'Folder' field is highlighted in yellow and contains the text '(Unnamed folder)'. Above the 'Folder' field, there is a red asterisk and the text '*Mandatory field.'. Below the 'Folder' field, there are fields for 'Email To', 'Subject', 'Body', and 'Fax Number'. To the right of the form, there is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green circular button labeled 'Start' is positioned at the bottom right of the form.

Touch on '(unnamed Folder)



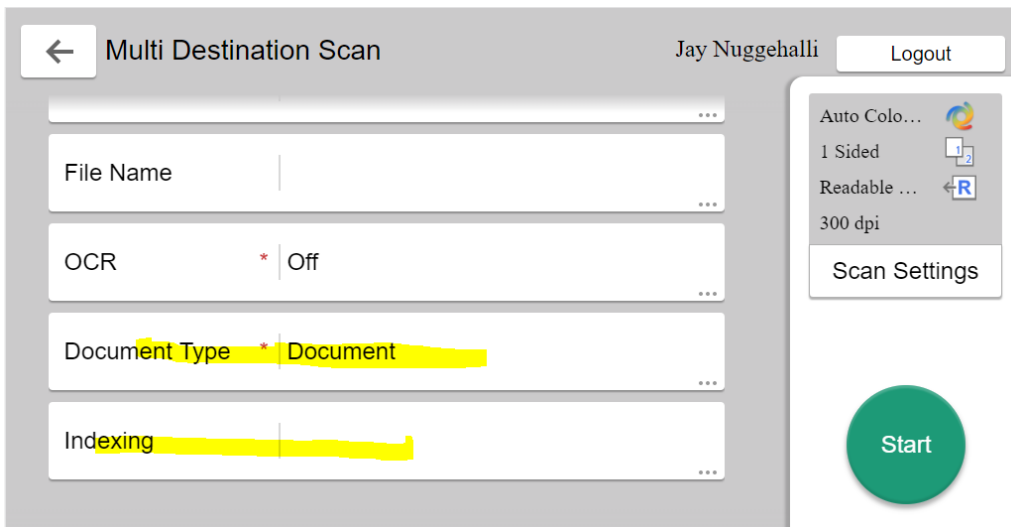
The first level listed here are Cabinets. Users need to select Cabinet or a folder under Cabinet. Please touch on 'Cabinet' then touch on 'OK'.



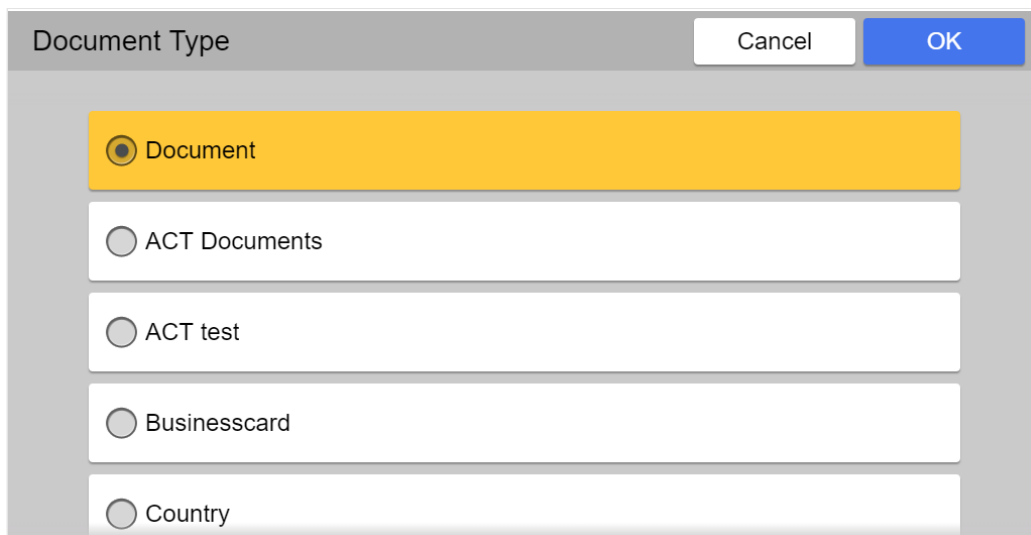
RICOH Content Manager Indexing

Document Type and Indexing settings are available in RICOH Content Manager. Administrator of RCM will configure Document Types and associated indexing values.

Multi Destination scan displays available Document Type and associated indexing values. Users can select Document Type and indexing values before scanning.



Touch on 'Document Type' this will display available Document Types



Select desired 'Document Type'

Multi Destination Scan Jay Nuggehalli Logout

File Name

OCR * Off

Document Type * engineering documents

Indexing

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

Scan Settings

Start

Touch on 'indexing' this will display indexing values related to selected 'Document Type'

Indexing OK

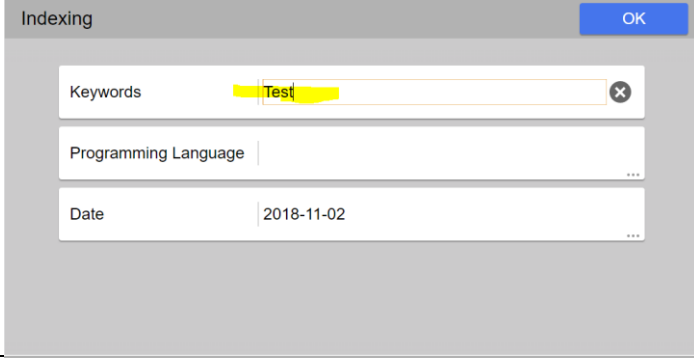
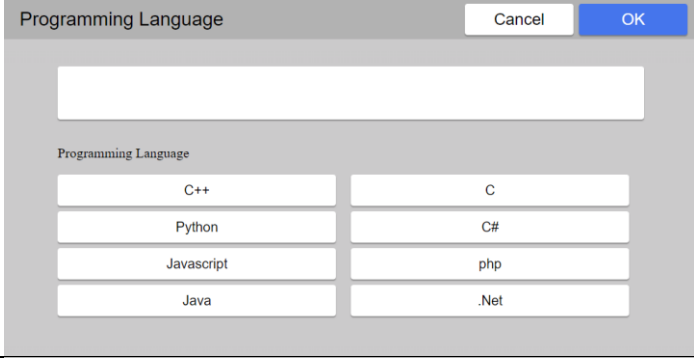
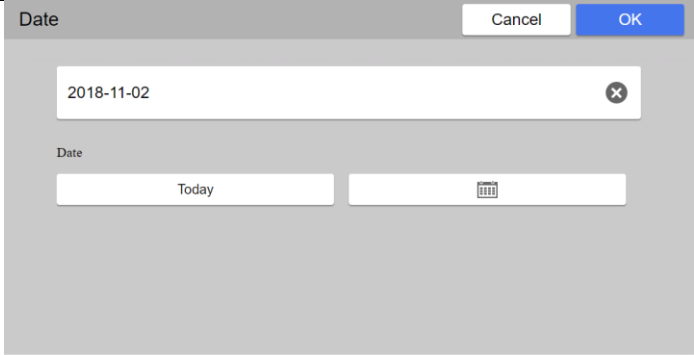
Keywords

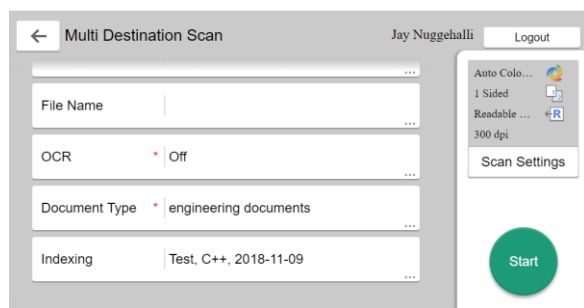
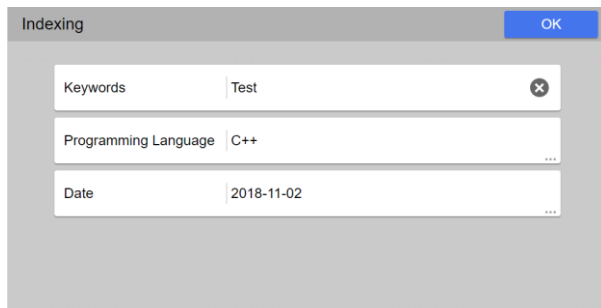
Programming Language

Date 2018-11-02

Depending on the type of values, different user input interface will be displayed.

Details of indexing values are shown below.

<p>Keywords Type: Textbox</p>		
<p>Programming Language Type: List</p>		
<p>Date Type: Date</p>		



8 Limitations

Multi Destination Scan Limitations

- Following characters are not supported for folder or filename creation. Using these characters in filename field is prohibited.

~"#%&*:;<>?/\{|}

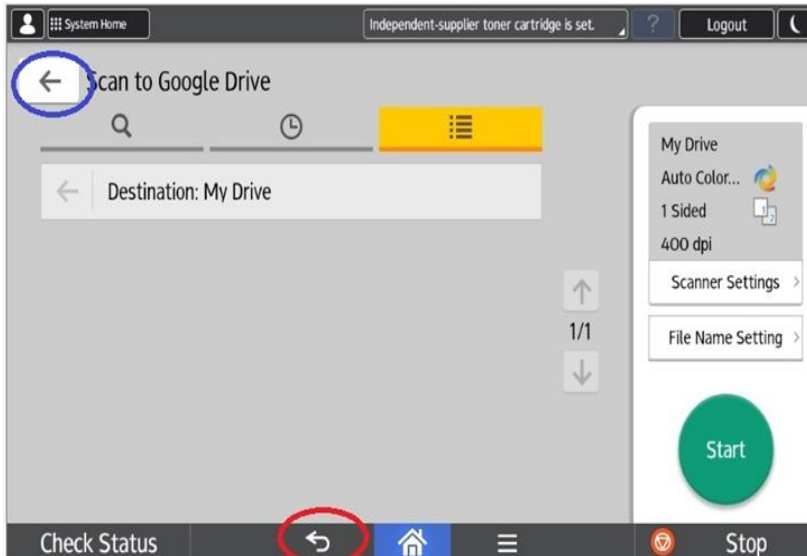
- Fax number limits minimum of 7 numbers.
- File name supports up to 64 characters
- OCR Language Supported English, French, Spanish, Portuguese Brazilian
- There is a Scan File Size limit of 25MB, due to limitations in Gmail APIs, which is used to send email to eFax Service.
- When Blank Page Removal is enabled, Maximum Scan file size is limited to 50MB

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.

OCR Limitations

Category	Phenomenon	Description
Upside-down image rotation	Sometimes misrecognized	We identify the top and bottom from the image as pre-processing of OCR. We use information such as the direction of arrangement of letters, letter / picture / chart layout, ruled line position, etc. to infer which is upper. In the case of the following manuscripts, the OCR may also fail because the top / bottom discrimination fails. <ul style="list-style-type: none"> · Manuscript with only few letters · Manuscript with characters written diagonally · Documents with a dark background / background such as photos
OCR	Unusual fonts cannot be recognized	In OCR, it is based on standardly used fonts such as Arial / Verdana / Times New Roman for foreign languages, MS Ming Dynasty / MS Gothic / MS UI Gothic for Japanese. Therefore, recognition may fail in the following cases. <ul style="list-style-type: none"> · Using a special font · Using extremely large / small font size
	Input image is not clear	Although 200 dpi to 600 dpi is recommended for engine specifications, if the recognition rate is bad at 200 dpi, please raise the resolution and scan again. Also, if the input images are blurred or are not enough contrast, the recognition rate will not improve. Please use clear images.
PDF output	Output size is different	Due to the limitation of the current engine, the size of the output PDF page may

		increase by about 0.3 to 1.7 mm.
	Sometimes impossible to print with EXP machine	When you print PDF with Japanese OCR by EXP machine, if alternative font is not installed in MFP, it may not be printed correctly.
Word output	Layout collapse	The OCR engine writes the character string of the recognition result as Word text and uses the font size / font type / line spacing / text width etc. to try to make it as close to the original as possible, but it is difficult to match with the original perfectly. Therefore, the following phenomena may occur. <ul style="list-style-type: none"> · Although the manuscript was 2 pages, it became 3 pages / 1 page · Margins increase or decrease
	The number of blank pages increases	If you input multiple pages and try to output them in Word, blank pages sometimes increase.
	Sometimes the footer's page number is incorrect	When outputting a document with a page number in the footer section as an input, Word automatically counts the page count and may be out of alignment with the page number of the document. Example: Manuscript: 2 pages of 3/8, 4/8 Word output result: 2 pages of 1/2, 2/2 (Since there are only 2 pages, Word automatically judges 2 pages, 8 replaces 2 and redoes the page)
	Doc format, that is created by OCR, cannot be displayed in iOS UIWebView	It is said that iOS does not officially support doc / xls etc., it may not be displayed normally on iOS machines. This is because the OCR function creates data in RTF format and then outputs it to

		doc format. Please use docx / xlsx.
	Sometimes blank page is removed	In decision of the current OCR engine, blank page is sometimes removed. So, for example, 4 pages sometimes become 3 pages.
	Cell color/ Frame border are lost	For Word output, the color of the cell or the frame border of the table are lost during the transfer.
Excel output	Color / figure / photo are lost	For Excel output, the color of characters is not reflected. Also, figures and photographs are not reflected. With regard to the part recognized as table, OCR engine uses the cell ruled line / cell combination to create table.

9 Appendix

File Name Formula

Formula functions are like 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>