



Smart Integration Connectors



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1 Preface

This guide provides the details on how to use various connector workflow applications

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 use OAuth and to do service Coordination with external cloud Services like Box, Dropbox, Google, OneDrive, OneDrive for Business, SharePoint Online, RICOH Cloud Fax, etc.

3. Configuring Dictionary and Default Values

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

4. Operation of Connector Applications

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

5. Limitations

Product Limitations

6. Appendix

This section contains additional reference materials

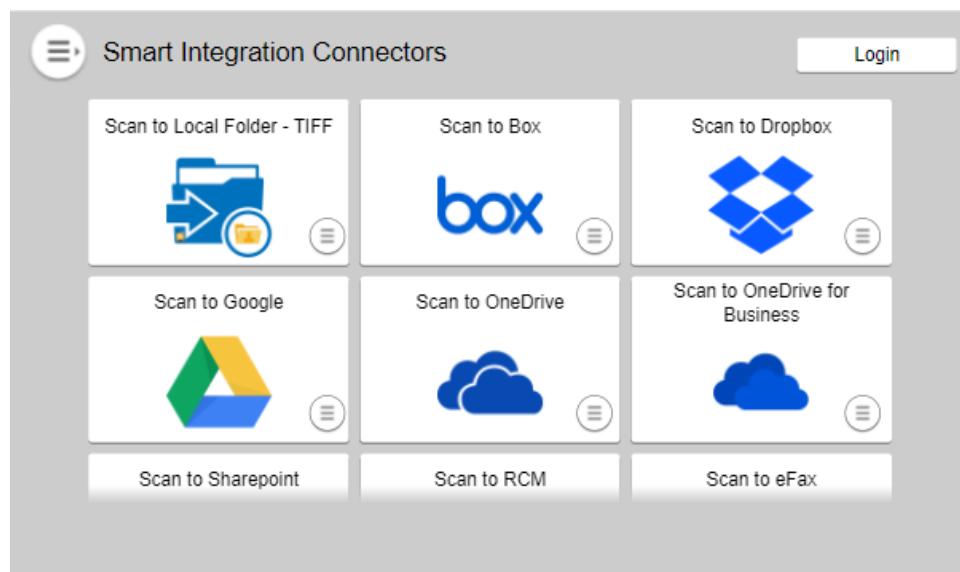
Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

2 Introduction

What are Smart Integration Connectors?

Smart Integration Connectors consists of following workflows

Scan Workflows	Scan Workflows Shared [No User Authentication Needed]	Print Workflows
Scan to Box	Scan to Email	Print from DocuWare
Scan to Dropbox	Scan to Fax	Print from Box
Scan to Google	Scan to Google Shared	Print from Dropbox
Scan to OneDrive	Scan to OneDrive for Biz Shared	Print from OneDrive Biz
Scan to OneDrive for Business	Scan to SharePoint Shared	Print from SharePoint
Scan to SharePoint	Scan to Email Plus	Print from GDrive
Scan to eFax		Print from Egnyte
Scan to eGoldFax		
Scan to Sharefile		
Scan to Docuware		
Scan to Egnyte		
Scan to Rubex		
Scan to Local Folder - TIFF		
Scan to eFax MS 365		
Scan to eGoldFax MS365		
Scan to Email MS365		
Scan to Email Google		
Scan to Email MS365 Plus		
Scan to Email Google Plus		
Scan to CloudFax		



3 Cloud Service Connection

What is Cloud Service Connection?

Before using workflows, user need to establish External Service Connection with services workflow uploads files to.

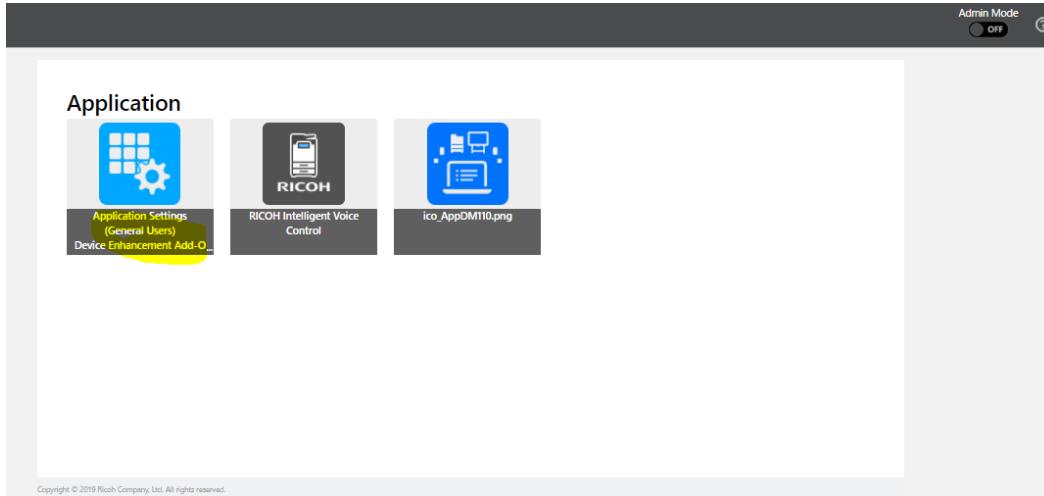
Refer to Smart Integration Cloud Service Connection User Guide for step-by-step instructions.

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'

The screenshot shows the 'Application Settings (General Users)' page. The left sidebar lists various settings: 'External Service Connections', 'User Select Login Settings', 'Workflow Job Transaction', 'Smart Integration Connectors' (highlighted with a yellow box), 'Local Folder', 'DropBox', 'Google Drive', 'OneDriveBiz', 'SharePoint', 'RCM', 'Scan to Auto Data Capture', 'ISS Test Package', and 'Scan to AP for Small Business'. The main content area displays a grid of 16 icons, each representing a different scanning destination or connector. The icons include: Scan to Local Folder - TIFF, Scan to Box, Scan to Dropbox, Scan to Google, Scan to OneDrive, Scan to OneDrive for Business, Scan to SharePoint, Scan to RCM, Scan to eFax, Scan to eGoldFax, Scan to Sharefile, Scan to DocuWare, Scan to Egnyte, Scan to Rubex, and Print from DocuWare.

Click on desired application to configure application settings.

5 Scan to Box

Application List

Scan to Box

* Mandatory field

Service Settings

Service: Box

Folder *: Failed to obtain the folder. The folder may be deleted.
[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())

Sub Folder:
 Hide in application

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary:

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

Document Size: Auto

Default Folder

Scan to Box

* Mandatory field

Service Settings

Service: Box

Folder *: [Select Folder](#)

Failed to obtain the folder. The folder may be deleted.

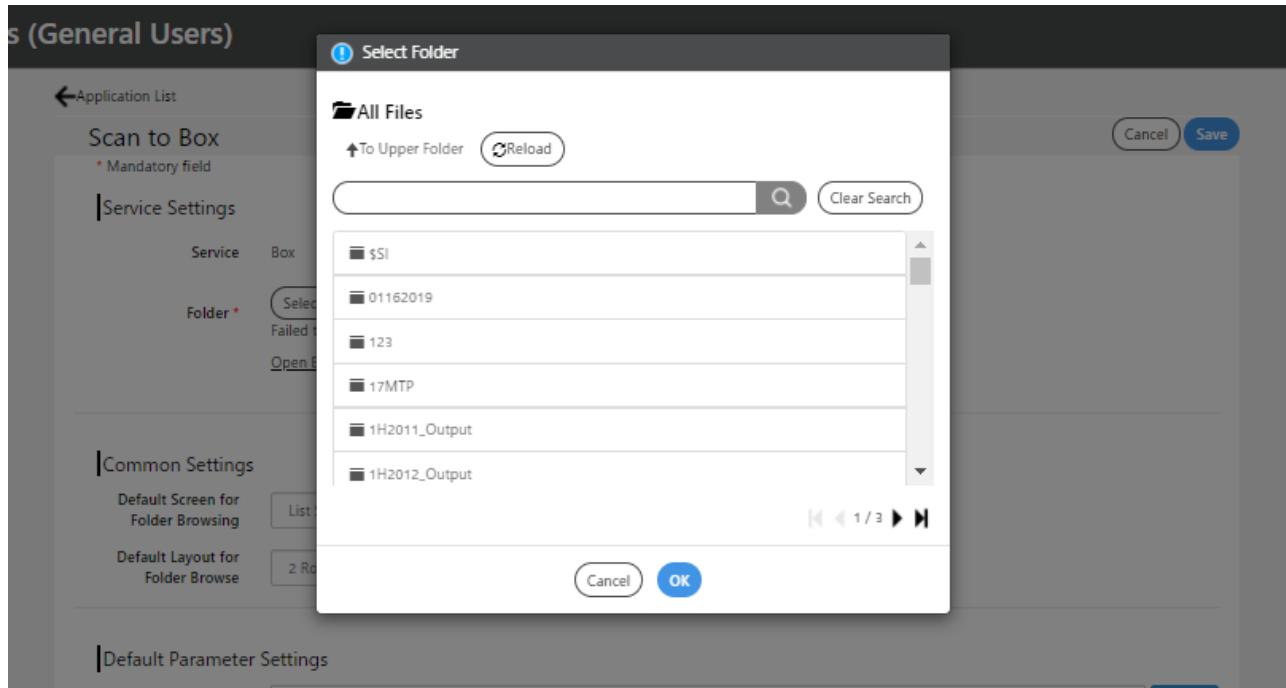
[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Box External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder:

Hide in application

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 Parameter Settings

File Name Formula *

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

Check

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 how to validate formula before saving in User Site.

Use the 'Check' button to verify the File Name Formula Syntax

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OFF



OCR

Default value for OCR can be configured.

OCR

OFF



OCR Language

Default value for OCR Language can be configured.

OCR Language

English



File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary 

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

6 Scan to Dropbox

(users)

Application List

Scan to Dropbox

* Mandatory field

Service Settings

Service: Dropbox

Folder *: / [Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Sub Folder:

Hide in application

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

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary	Value

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

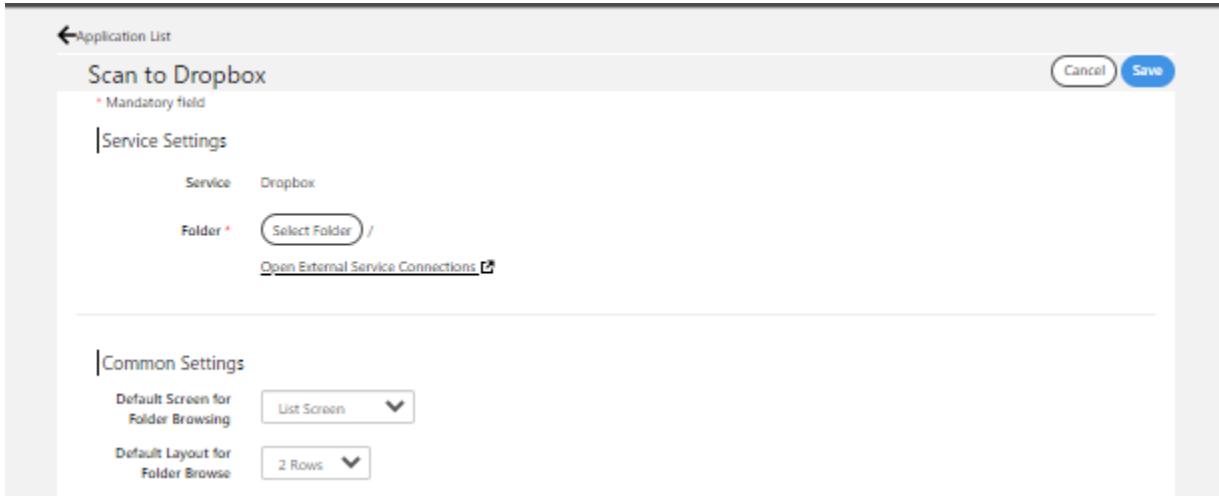
Scan Resolution: 300 dpi

Document Size: Auto

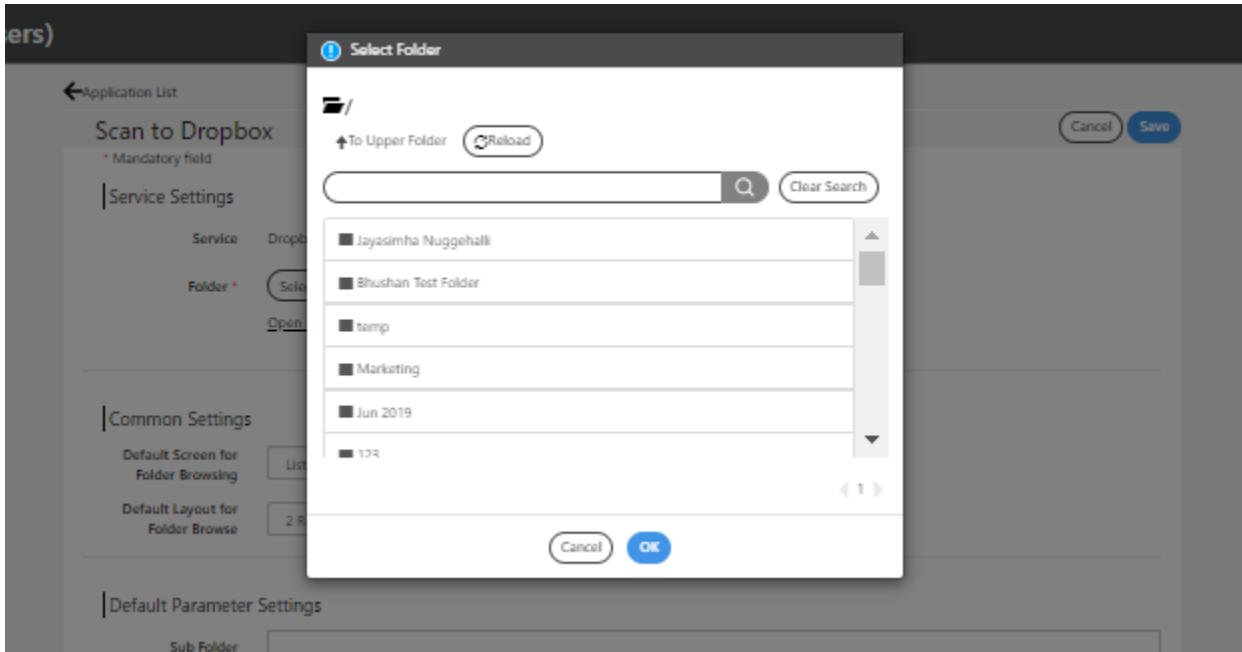
Manual Density: 0

Scan Method: Normal

Default Folder



Dropbox External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Default Parameter Settings	
Sub Folder	<input type="text"/>
<input type="checkbox"/> Hide in application	

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.

File Name Formula *

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

Check

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OFF

OCR

Default value for OCR can be configured.

OCR

OFF

OCR Language

Default value for OCR Language can be configured.

OCR Language

English

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

7 Scan to GoogleDrive

ers) Application List

Scan to Google

* Mandatory field

Service Settings

Service: Google

Folder: [Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder: Hide in application

File Name Formula:

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary:

Dictionary Column Width:

Default Scan Settings

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Default Folder

Scan to Google

* Mandatory field

Service Settings

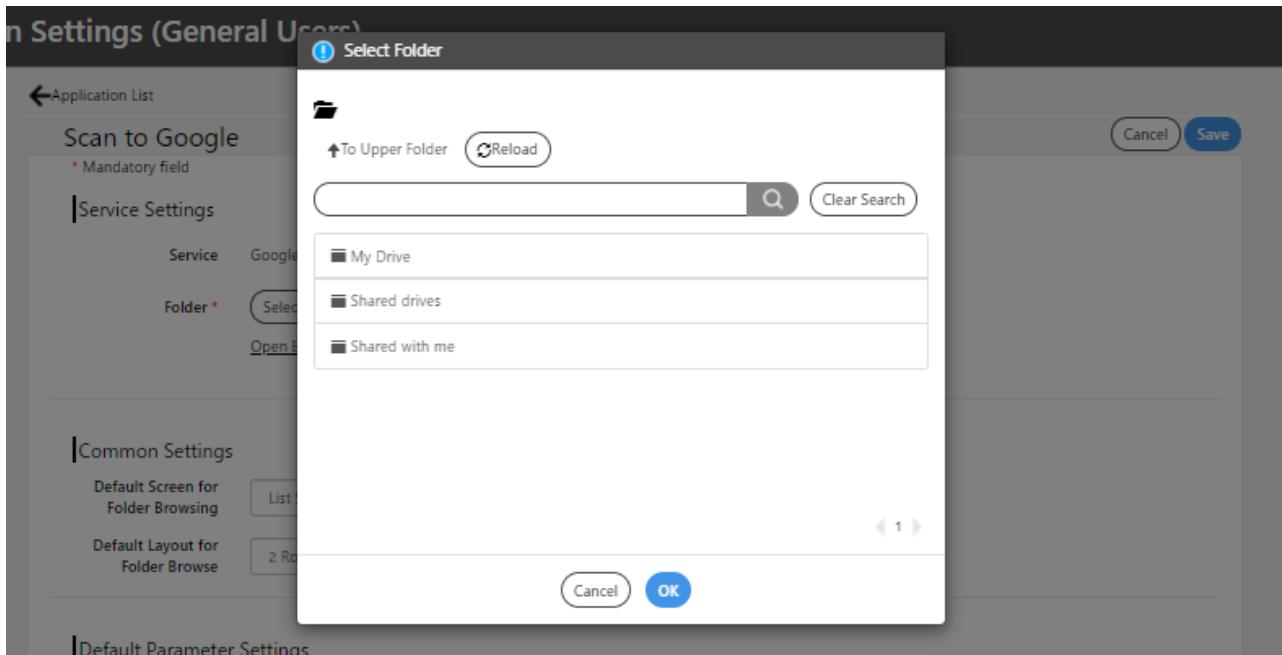
Service Google

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Cancel Save

Google External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

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

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Scan Method:

Preview:

8 Scan to OneDrive

(s) Application List

Scan to OneDrive

* Mandatory field

Service Settings

Service: OneDrive

Folder: (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Sub Folder:

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

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary

Value

Dictionary Column Width: Standard

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

Default Folder

Scan to OneDrive

* Mandatory field

Service Settings

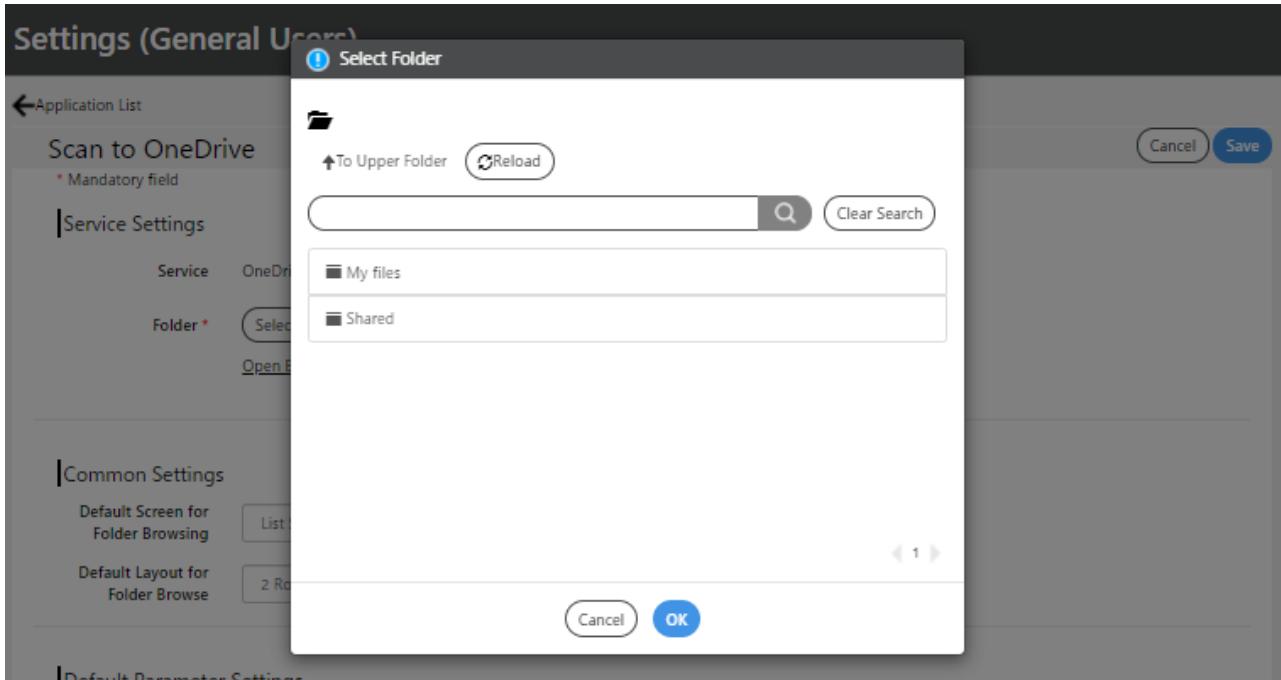
Service OneDrive

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Cancel Save

OneDrive External Service connection need to be complete to set the default folder. Click on ‘Select Folder’, this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

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.

File Name Formula *

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

Check

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OFF

OCR

Default value for OCR can be configured.

OCR

OFF

OCR Language

Default value for OCR Language can be configured.

OCR Language

English

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

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Scan Method:

Preview:

9 Scan to OneDrive for Business

rs) Application List

Scan to OneDrive for Business

* Mandatory field

Service Settings

Service: Office 365

Folder: 220008
[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Sub Folder:
 Hide in application

File Name Formula: MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & " " & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary

Dictionary Column Width: Standard

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

Exe Method:

Default Folder

Scan to OneDrive for Business

* Mandatory field

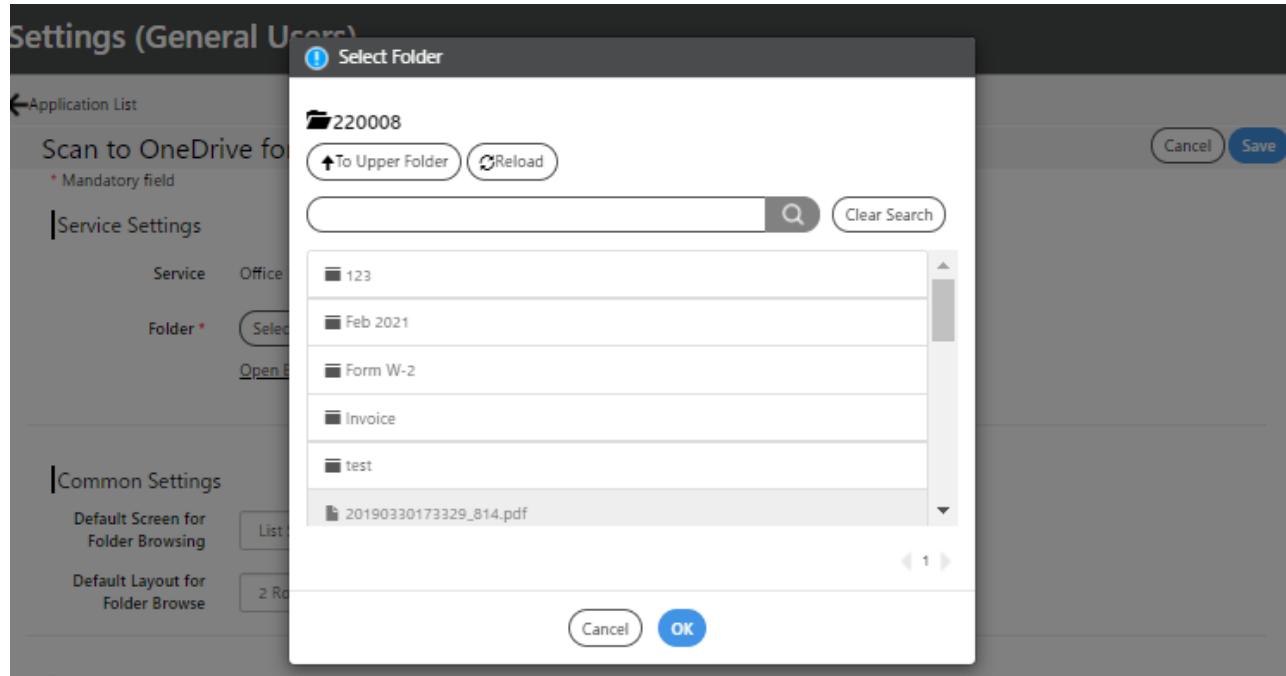
Service Settings

Service Office 365

Folder * 220008

[Open External Service Connections](#)

Office365 External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *

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

Check

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OFF

OCR

Default value for OCR can be configured.

OCR

OFF

OCR Language

Default value for OCR Language can be configured.

OCR Language

English

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

10 Scan to SharePoint

ers) [Application List](#)

Scan to Sharepoint

* Mandatory field

Service Settings

Service: Office 365

Folder: [Select Folder](#) R-ADC
[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Sub Folder:
 Hide in application

File Name Formula: MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & " " & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) [Check](#)

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary: [Dictionary](#)

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

Document Size: Auto

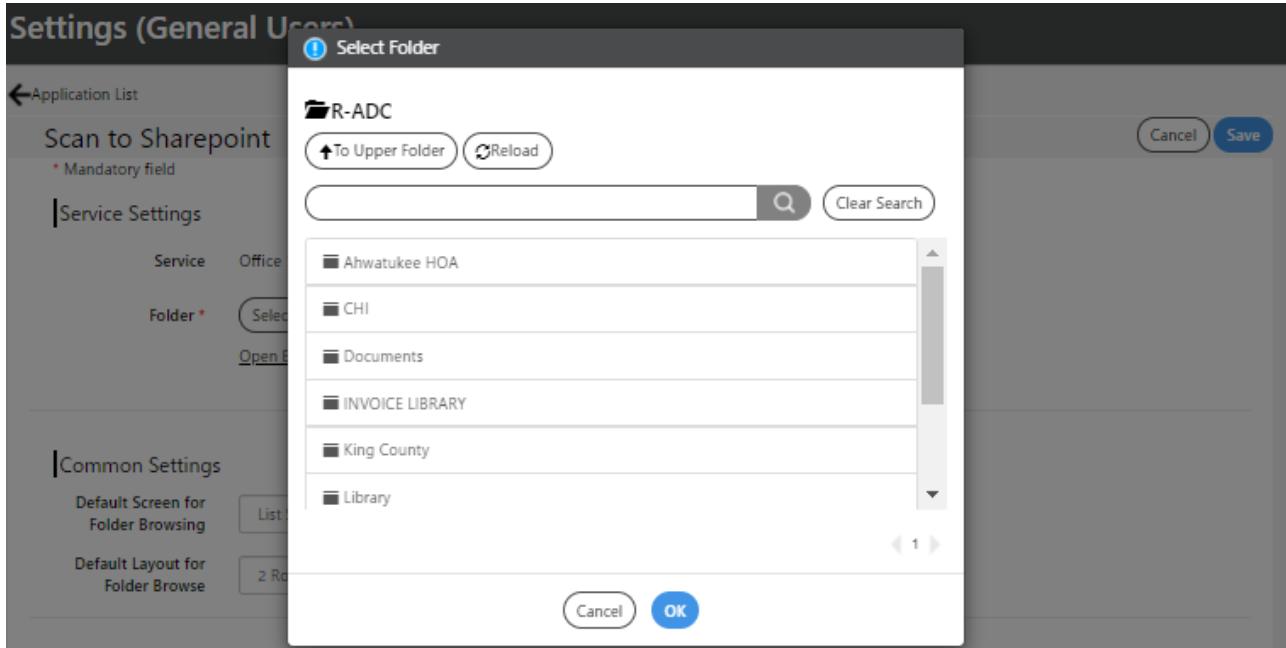
Manual Density: 0

Color Matching:

Default Folder



Office 365 External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.



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.

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

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF
-------------------	-----

OCR

Default value for OCR can be configured.

OCR	OFF
-----	-----

OCR Language

Default value for OCR Language can be configured.

OCR Language	English
--------------	---------

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

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Scan Method:

Preview:

11 Scan to eFax

Note: Scan to eFax uses your Google account with which you have done External Service Connection for Google in RICOH Smart Integration platform to send email. User need to enter same Gmail address under 'Send Email Addresses' in user's eFax account.

The screenshot shows the 'Scan to eFax' configuration page. At the top, there is a note: "Note: Scan to eFax uses your Google account with which you have done External Service Connection for Google in RICOH Smart Integration platform to send email. User need to enter same Gmail address under 'Send Email Addresses' in user's eFax account."

Service Settings

- Service: Google

Fax Number(s)

- Fax Number(s):
- Add button:

Dictionary Label:

Dictionary Delimiter:

Dictionary

Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width:

Default Scan Settings

- Scan Color Mode:
- Original Sides:
- Document Orientation:
- Scan Resolution:
- Document Size:
- Manual Density:
- Scan Method:
- Preview:

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:  [Edit](#)

Receive Email Addresses: jay.nuggehalli@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 [Edit](#)
Default Send Email:

Display Messages: Yes [Edit](#)

Voicemail Options: Audio File Format: GSM
Voice Prompt Language: English
(American)
Voicemail: Disabled [Edit](#)

Example: Enter your Google Account address above, with which you have done External Service Connection in RICOH Smart Integration

Fax Number

Fax Number(s)

Fax Number(s)	<input type="text"/>										
	<input type="button" value="+"/>										
Dictionary Label	<input type="text" value="Fax Numbers"/>										
Dictionary Delimiter	<input type="text"/>										
<table border="1"> <thead> <tr> <th>Dictionary</th> <th></th> </tr> <tr> <th>Label</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>eFax</td> <td>14083519200</td> </tr> <tr> <td>eGoldFax</td> <td>18772411460</td> </tr> <tr> <td>SDCA Office</td> <td>14086103195</td> </tr> </tbody> </table>		Dictionary		Label	Value	eFax	14083519200	eGoldFax	18772411460	SDCA Office	14086103195
Dictionary											
Label	Value										
eFax	14083519200										
eGoldFax	18772411460										
SDCA Office	14086103195										
Dictionary Column Width	<input type="button" value="Wide"/>										

Fax numbers can be configured in the dictionary, which can be used as an address book at the MFP operation panel. Both 'Label' and 'Value' are required fields. MFP Operation Panel displays text entered in 'Label' field.

Supports Multiple Fax Numbers. By pressing '+' additional fax numbers can be added.

Scan Settings

Default Scan Settings

Scan Color Mode	<input type="button" value="Auto Color Select"/>
Original Sides	<input type="button" value="1 Sided"/>
Document Orientation	<input type="button" value="Readable Direction"/>
Scan Resolution	<input type="button" value="300 dpi"/>
Document Size	<input type="button" value="Auto"/>
Manual Density	<input type="button" value="0"/>
Scan Method	<input type="button" value="Normal"/>
Preview	<input type="button" value="On"/>

12 Scan to eGoldFax

Note: Scan to eGoldFax uses your Google account with which you have done External Service Connection for Google in RICOH Smart Integration platform to send email. User need to enter same Gmail address under 'Allowed Email Addresses' in user's eGoldFax account.

The screenshot shows the 'Scan to eGoldFax' configuration page within the 'Users' application. The page is divided into several sections:

- Service Settings:** Shows 'Service' set to 'Google'.
- Fax Number(s):** A section for entering fax numbers. It includes a text input for 'Fax Number(s)' with a '+' button, a 'Dictionary Label' input set to 'Fax Numbers', and a 'Dictionary Delimiter' input. Below these is a 'Dictionary' table:

Label	Value
eFax	14083519200
eGoldFax	18772411460

A dropdown for 'Dictionary Column Width' is set to 'Standard'.

Dictionary

Label	Value
eFax	14083519200
eGoldFax	18772411460

Dictionary Column Width: Standard
- Default Scan Settings:** A group of dropdown menus for scan parameters:
 - 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

The screenshot shows a web-based application window titled "Allowed Email - eGoldFax". The URL is <https://my.egoldfax.com/AllowedEmail/Index?id=50466613-5769-45b8-ade6-88002bef71e>. The page displays a list of allowed email addresses with three entries:

Email Address	Delete	Edit
[REDACTED]	Delete	Edit
[REDACTED].com	Delete	Edit
[REDACTED].sa.com	Delete	Edit

A message box on the right states: "These are the allowed emails that can send faxes". At the bottom left, there is a copyright notice: "© Copyright 2017 eGoldFax. Version: 2.4.1.4". The background of the application window features a black and white photograph of a modern building's glass and steel structure.

Example: Enter your Google Account address above, with which you have done External Service Connection in RICOH Smart Integration

Fax Number

Fax Number(s)

Fax Number(s)	<input type="text"/>										
	<input type="button" value="+"/>										
Dictionary Label	<input type="text" value="Fax Numbers"/>										
Dictionary Delimiter	<input type="text"/>										
<table border="1"> <thead> <tr> <th>Dictionary</th> <th></th> </tr> <tr> <th>Label</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>eFax</td> <td>14083519200</td> </tr> <tr> <td>eGoldFax</td> <td>18772411460</td> </tr> <tr> <td>SDCA Office</td> <td>14086103195</td> </tr> </tbody> </table>		Dictionary		Label	Value	eFax	14083519200	eGoldFax	18772411460	SDCA Office	14086103195
Dictionary											
Label	Value										
eFax	14083519200										
eGoldFax	18772411460										
SDCA Office	14086103195										
Dictionary Column Width	<input type="button" value="Standard"/>										

Fax numbers can be configured in the dictionary, which can be used as an address book at the MFP operation panel. Both 'Label' and 'Value' are required fields. MFP Operation Panel displays text entered in 'Label' field.

Supports Multiple Fax Number Input. By pressing '+' additional fax number can be entered.

Scan Settings

Default Scan Settings

Scan Color Mode	<input type="button" value="Auto Color Select"/>
Original Sides	<input type="button" value="1 Sided"/>
Document Orientation	<input type="button" value="Readable Direction"/>
Scan Resolution	<input type="button" value="300 dpi"/>
Document Size	<input type="button" value="Auto"/>
Manual Density	<input type="button" value="0"/>
Scan Method	<input type="button" value="Normal"/>
Preview	<input type="button" value="On"/>

13 Scan to Fax

Note: Scan to Fax uses RICOH Smart Integration email service to send emails. Email from address will be like no_reply@na.smart-integration.ricoh.com. Please make sure the fax service you are using accepts email from such an address.

The screenshot shows the 'Application Settings (Administrators)' screen with 'Scan to Fax' selected. The 'Fax Service Domain' is set to 'egoldfax.com'. Under 'Default Parameter Settings', there is a 'Fax Number(s)' input field containing '(+)', a 'Dictionary Label' input field, and a 'Dictionary Delimiter' input field. A 'Dictionary' table is displayed with three entries:

Label	Value
SDCA Office	14086103195
eGoldFax	18772411460
eFax	14083519200

The 'Dictionary Column Width' is set to 'Standard'. Under 'Default Scan Settings', the 'Scan Color Mode' is set to 'Auto Color Select' and the 'Do not allow scan color mode change' checkbox is unchecked. The 'Original Sides' dropdown is set to 'Single-sided'.

Fax Service Domain

Scan to Fax

* Mandatory field

Default Parameter Settings

Fax Service Domain *

Cancel Save

Configure your Fax Service domain name here. This domain name is added to fax number entered in the User Interface and used as 'To' email address. Both 'Label' and 'Value' are required fields. MFP Operation Panel displays text entered in 'Label' field.

Example: 14085551212@opentextdemo.com

Fax Number

Fax Number(s)

Fax Number(s) 

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
SDCA Office	14086103195
eGoldFax	18772411460
eFax	14083519200

Dictionary Column Width

Fax numbers can be configured in the dictionary, which can be used as an address book at the MFP operation panel.

Supports multiple fax numbers. Multiple Fax numbers can be input, by pressing '+'.

Scan Settings

Default Scan Settings

Scan Color Mode	Auto Color Select 
<input type="checkbox"/> Do not allow scan color mode change	
Original Sides	1 Sided 
<input type="checkbox"/> Do not allow original settings change	
Document Orientation	Readable Direction 
<input type="checkbox"/> Do not allow original orientation change	
Scan Resolution	300 dpi 
<input type="checkbox"/> Do not allow scan resolution change	
Document Size	Auto 
<input type="checkbox"/> Do not allow original size change	
Manual Density	0 
<input type="checkbox"/> Do not allow manual density change	
Scan Method	Normal 
<input type="checkbox"/> Do not allow scan method change	
Preview	On 

14 Scan to Fax MS365

Note: Scan to Fax MS 365 uses users Outlook 365 account to send emails. Please make sure to configure fax service you are using accepts email from your Outlook 365 address.

Application Settings (General Users)

Admin Mode OFF [?](#) [User](#)

Application List [Scan to Fax MS365](#)

Scan to Fax MS365 [Cancel](#) [Save](#)

* Mandatory field

Service Settings

Service Microsoft 365

Default Parameter Settings

Fax Service Domain * efaxsend.com

Subject

Fax Number(s)

Fax Number(s) [+](#)

Dictionary Label

Dictionary Delimiter

Import Dictionary

Label	Value

Dictionary Column Width [Standard](#)

Default Scan Settings

Scan Color Mode Auto Color Select

Fax Service Domain

Scan to Fax MS365

* Mandatory field

Service Microsoft 365

Fax Service Domain * efaxsend.com

Subject

Cancel Save

Configure your Fax Service domain name here. This domain name is added to fax number entered in the User Interface and used as 'To' email address. Both 'Label' and 'Value' are required fields. MFP Operation Panel displays text entered in 'Label' field.

Example: 14085551212@efaxsend.com

Fax Number

Fax Number(s)

Fax Number(s) +

Dictionary Label

Dictionary Delimiter

Dictionary	Label	Value
SDCA Office	14086103195	
eGoldFax	18772411460	
eFax	14083519200	

Dictionary Column Width Standard

Fax numbers can be configured in the dictionary, which can be used as an address book at the MFP operation panel.

Supports multiple fax numbers. Multiple Fax numbers can be input, by pressing '+'.

Scan Settings

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

15 Scan to Sharefile

(s)

[Application List](#)

Scan to Sharefile

* Mandatory field

Service Settings

Service	ShareFile
Folder *	<input type="button" value="Select Folder"/> (Unnamed folder)
Open External Service Connections	

Common Settings

Default Screen for Folder Browsing	<input type="button" value="List Screen"/>
Default Layout for Folder Browse	<input type="button" value="2 Rows"/>

Default Parameter Settings

Sub Folder	<input type="text"/>
<input type="checkbox"/> Hide in application	
File Name Formula *	<input &="" hour(now())="" minute(now())="" second(now())"="" type="text" value="MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "/>
OCR	<input type="button" value="OFF"/>
OCR Language	<input type="button" value="English"/>
Remove Blank Page	<input type="button" value="OFF"/>

File Name

File Name	<input type="text"/>
Dictionary Label	<input type="text"/>
Dictionary Delimiter	<input type="text"/>
<input type="button" value="Import Dictionary"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Dictionary Value </div>	
Dictionary Column Width	<input type="button" value="Standard"/>

Default Scan Settings

Scan Color Mode	<input type="button" value="Auto Color Select"/>
Original Sides	<input type="button" value="1 Sided"/>
Document Orientation	<input type="button" value="Readable Direction"/>
Scan Resolution	<input type="button" value="300 dpi"/>
Document Size	<input type="button" value="Auto"/>
Manual Density	<input type="button" value="0"/>
Exe Method	<input type="button" value="Normal"/>

Default Folder

Scan to Sharefile

* Mandatory field

Service Settings

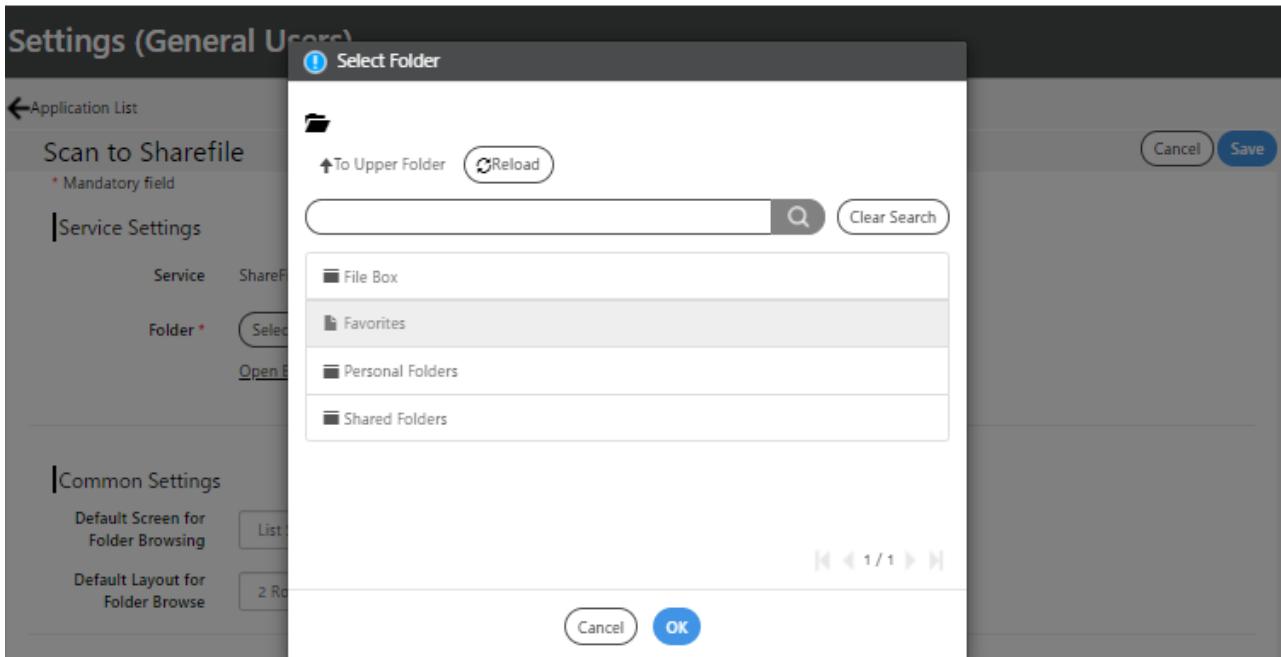
Service ShareFile

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Cancel Save

Sharefile External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

16 Scan to DocuWare

Scan to DocuWare

* Mandatory field

Service Settings

Service: DocuWare

Document Trays/File Cabinets *: Select Folder (Loading...)

[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

Remove Blank Page: OFF

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

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

Document Size: Auto

Manual Density: 0

Scan Method: Normal

Preview: On

Default Folder

Scan to DocuWare

* Mandatory field

Service Settings

Service DocuWare

Document Trays/File Cabinets *

Select Folder Document Trays

[Open External Service Connections](#)

Cancel Save

DocuWare External Service connection need to be complete to set the default folder. Click on ‘Select Folder’, this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.

Settings (General User)

Application List

Scan to DocuWare

* Mandatory field

Service Settings

Service DocuWare

Document Trays/File Cabinets *

Select Folder Loading...

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing

Default Layout for Folder Browse

Select Folder

Document Trays Loading...

To Upper Folder Reload

New document tray 95

New document tray 83

New document tray 64

New document tray 91

New document tray 86

New document tray 89

Cancel OK

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

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

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Scan Method:

Preview:

17 Scan to Egnyte

Application List

Scan to Egnyte

* Mandatory field

Service Settings

Service: Egnyte

Folder: (Unnamed folder)
[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen
 Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Sub Folder:
 Hide in application

File Name Formula: MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & " " & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

OCR: OFF
 OCR Language: English
 Remove Blank Page: OFF

File Name

File Name:
 Dictionary Label:
 Dictionary Delimiter:

Dictionary	Value

 Dictionary Column Width: Standard

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

Default Folder

Scan to Egnyte

* Mandatory field

Service Settings

Service Egnyte

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Cancel Save

Egnyte External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.

Settings (General User)

Select Folder

Application List

Scan to Egnyte * Mandatory field

Service Settings

Service Egnyte

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing

Default Layout for Folder Browse

To Upper Folder Reload

Clear Search

Private

Shared

Cancel OK

Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *	<input &="" -"="" hour(now())="" minute(now())="" second(now())"="" type="text" value="MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "/>	<input type="button" value="Check"/>
---------------------	--	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	<input type="button" value="OFF"/>
-------------------	------------------------------------

OCR

Default value for OCR can be configured.

OCR	<input type="button" value="OFF"/>
-----	------------------------------------

OCR Language

Default value for OCR Language can be configured.

OCR Language	<input type="button" value="English"/>
--------------	--

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

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Scan Method:

Preview:

18 Scan to Rubex

s)

Application List

Scan to Rubex

* Mandatory field

Service Settings

Service: Rubex

Folder *: Failed to obtain the folder. The folder may be deleted.
[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())

Sub Folder:
 Hide in application

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary: Value

Dictionary Column Width: Standard

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

Default Folder

Scan to Rubex

* Mandatory field

Service Settings

Service Rubex

Folder *

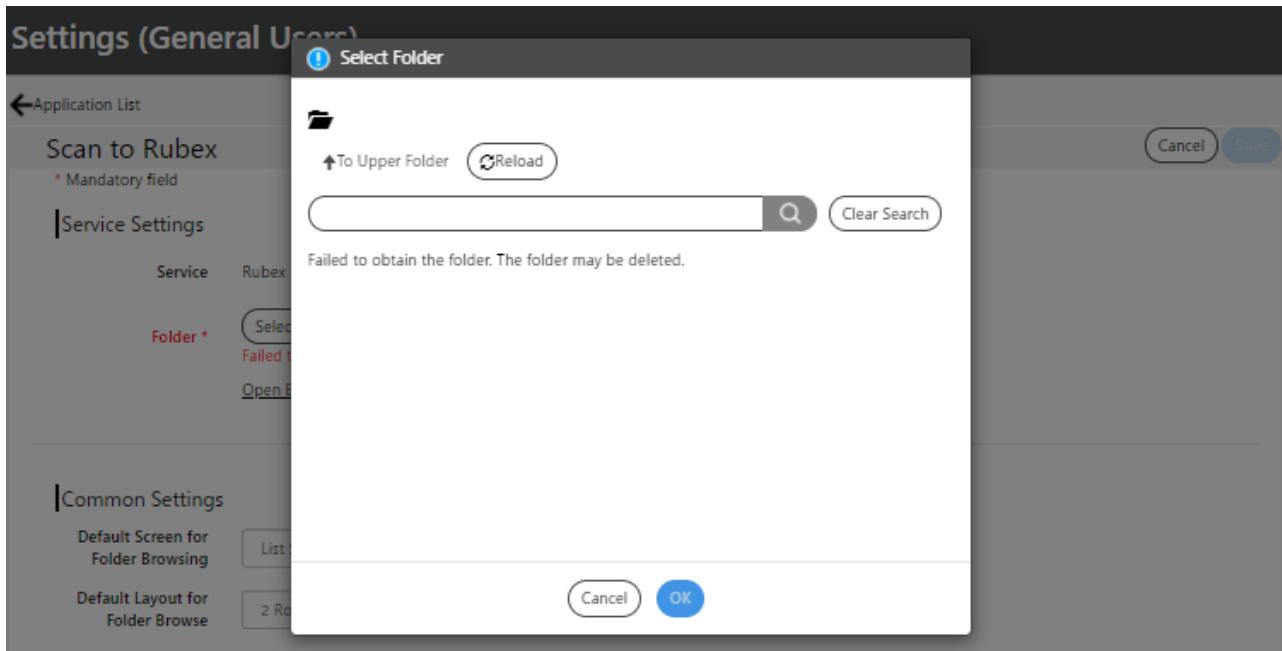
Select Folder

Failed to obtain the folder. The folder may be deleted.

[Open External Service Connections](#)

Cancel Save

Rubex External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

19 Scan to Local Folder- TIFF

(General Users)

Application List

Scan to Local Folder - TIFF

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

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width Standard

Default Scan Settings

Original Sides 1 Sided

Document Orientation Readable Direction

Scan Resolution 300 dpi

Document Size Auto

Manual Density 0

Scan Method Normal

Default Folder

| Default Parameter Settings

Folder

Set the default Folder here. (Note: Enter proper path folder browsing for on-premises server is not available)

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.

File Name Formula *

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

Check

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 how to validate formula before saving in User Site.

Clicking on 'Check' button will do Syntax check of the formula.

File Name

| File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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

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

20 Scan to eFax MS365

Note: Scan to eFax MS 365 uses your Office 365 account with which you have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email. User need to enter same Office 365 Email address under 'Send Email Addresses' in user's eFax account.

The screenshot shows the 'Application Settings (General Users)' interface for the 'Scan to eFax MS365' service. At the top, there is a note in red text: 'Note: Scan to eFax MS 365 uses your Office 365 account with which you have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email. User need to enter same Office 365 Email address under 'Send Email Addresses' in user's eFax account.' Below this, the main configuration area is divided into two sections: 'Service Settings' and 'Default Scan Settings'.

Service Settings:

- Service:** Microsoft 365
- Fax Number(s):** A text input field containing '14083519200'. To its right is a button with a plus sign (+).
- Dictionary Label:** An empty text input field.
- Dictionary Delimiter:** An empty text input field.
- Import Dictionary:** A button that opens a modal window titled 'Dictionary' showing a table of values:

Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195
- Dictionary Column Width:** A dropdown menu set to 'Standard'.

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

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:	[l.com](#) [t.com](#) [act.com](#) [phsv.com](#) [ct.com](#)	[Edit](#)	
Receive Email Addresses:	jay.nuggehalli@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](#)	

Example: Enter your Office 365 Email address above, with which you have done External Service Connection in RICOH Smart Integration

Fax Number

Fax Number(s)

Fax Number(s)	<input type="text"/>										
	<input type="button" value="+"/>										
Dictionary Label	<input type="text" value="Fax Numbers"/>										
Dictionary Delimiter	<input type="text"/>										
<table border="1"> <thead> <tr> <th>Dictionary</th> <th></th> </tr> <tr> <th>Label</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>eFax</td> <td>14083519200</td> </tr> <tr> <td>eGoldFax</td> <td>18772411460</td> </tr> <tr> <td>SDCA Office</td> <td>14086103195</td> </tr> </tbody> </table>		Dictionary		Label	Value	eFax	14083519200	eGoldFax	18772411460	SDCA Office	14086103195
Dictionary											
Label	Value										
eFax	14083519200										
eGoldFax	18772411460										
SDCA Office	14086103195										
Dictionary Column Width	<input type="button" value="Wide"/>										

Fax numbers can be configured in the dictionary, which can be used as an address book at the MFP operation panel. Both 'Label' and 'Value' are required fields. MFP Operation Panel displays text entered in 'Label' field.

Supports Multiple Fax Numbers. By pressing '+' additional fax numbers can be added.

Scan Settings

Default Scan Settings

Scan Color Mode	<input type="button" value="Auto Color Select"/>
Original Sides	<input type="button" value="1 Sided"/>
Document Orientation	<input type="button" value="Readable Direction"/>
Scan Resolution	<input type="button" value="300 dpi"/>
Document Size	<input type="button" value="Auto"/>
Manual Density	<input type="button" value="0"/>
Scan Method	<input type="button" value="Normal"/>
Preview	<input type="button" value="On"/>

21 Scan to eGoldFax MS365

Note: Scan to eGoldFax uses your Office 365 account with which you have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email. User need to enter same Office 365 Email address under 'Allowed Email Addresses' in user's eGoldFax account.

■ Application Settings (General Users)

Admin Mode OFF

[Application List](#)
Scan to eGoldFax MS365
Cancel
Save

* Mandatory field

Service Settings

Service Microsoft 365

Fax Number(s)

Fax Number(s)

Dictionary Label

Dictionary Delimiter

Import Dictionary

Label	Value

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

List of allowed email addresses

Add New Email Import New Email Address List

Email Address	Delete	Edit
[REDACTED]	Delete	Edit
[REDACTED].com	Delete	Edit
[REDACTED].ca.com	Delete	Edit

These are the allowed emails that can send faxes

© Copyright 2017 eGoldFax. Version: 2.4.1.4

Example: Enter your Office 365 Account Email address above, with which you have done External Service Connection in RICOH Smart Integration

Fax Number

Fax Number(s)

Fax Number(s) 

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

Fax numbers can be configured in the dictionary, which can be used as an address book at the MFP operation panel. Both 'Label' and 'Value' are required fields. MFP Operation Panel displays text entered in 'Label' field.

Supports Multiple Fax Number Input. By pressing '+' additional fax number can be entered.

Scan Settings

Default Scan Settings

Scan Color Mode	<input type="button" value="Auto Color Select"/>
Original Sides	<input type="button" value="1 Sided"/>
Document Orientation	<input type="button" value="Readable Direction"/>
Scan Resolution	<input type="button" value="300 dpi"/>
Document Size	<input type="button" value="Auto"/>
Manual Density	<input type="button" value="0"/>
Scan Method	<input type="button" value="Normal"/>
Preview	<input type="button" value="On"/>

22 Scan to Email MS365

Note: Scan to Email MS365 uses your Office 365 account with which you have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email.

The screenshot shows the 'Application Settings (General Users)' interface for 'Scan to Email MS365'. At the top right, there is an 'Admin Mode' switch set to 'OFF' and a help icon. Below the title, there is a back arrow labeled 'Application List' and a 'Save' button with a blue outline. The main area is divided into sections: 'Service Settings' and 'Default Parameter Settings'. In 'Service Settings', the service is set to 'Microsoft 365'. In 'Default Parameter Settings', various parameters are configured: 'Email subject' is 'Scan2Email MS365', 'Email body' is 'Your scanned document is attached', 'File Name Formula' is 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())', 'OCR' is set to 'PDF', 'OCR Language' is 'English', and 'Remove Blank Page' is 'ON'. The 'Recipients' section shows one recipient 'phuc@ricoh-act.com' entered in the 'Recipients' field, with a '+' button for adding more. There are also fields for 'Dictionary Label' and 'Dictionary Delimiter'. A 'Import Dictionary' button is present, showing a dropdown menu with 'Dictionary' selected. The 'Dictionary Column Width' is set to 'Standard'.

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings	
Email subject	Scan2Email MS365
<input type="checkbox"/> Hide in application	
Email body	Your scanned document is attached
<input type="checkbox"/> Hide in application	

Recipients

Recipients	
Recipients	phuc@ricoh-act.com
<input type="button" value="+"/>	
Dictionary Label	
Dictionary Delimiter	
<input type="button" value="Import Dictionary"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Dictionary Value jay@ricoh-act.com phuc@ricoh-act.com </div>	
Dictionary Column Width	Standard

Recipient address book can be configured using dictionary as shown above. There is also option to configure default recipients.

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.

File Name 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 how to validate formula before saving in User Site.

Clicking on 'Check' button will do Syntax check of the formula.

File Name

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

23 Scan to Email Google

Note: Scan to Email Google uses your Google account with which you have done External Service Connection for Google in RICOH Smart Integration platform to send email.

The screenshot shows the 'Application Settings (General Users)' interface for the 'Scan to Email Google' service. At the top right, there is an 'Admin Mode' switch set to 'OFF' and a help icon. Below the header, the service name 'Scan to Email Google' is displayed with a note that it's a 'Mandatory field'. On the left, a navigation menu shows 'Application List' with a back arrow. On the right, there are 'Cancel' and 'Save' buttons. The main configuration area is divided into sections:

- Service Settings:** Shows 'Service' as 'Google'.
- Default Parameter Settings:**
 - Email subject: 'Scan2Email google' with a checkbox for 'Hide in application'.
 - Email body: A large text input field with a checkbox for 'Hide in application'.
 - File Name Formula: 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())' with a 'Check' button.
 - OCR: Set to 'OFF'.
 - OCR Language: Set to 'English'.
 - Remove Blank Page: Set to 'OFF'.
- Recipients:**
 - Recipients: An input field containing 'aintest10@gmail.com' with a '+' button.
 - Dictionary Label: An empty input field.
 - Dictionary Delimiter: An empty input field.
 - Import Dictionary: A dropdown menu showing 'Dictionary' and 'Value'.
 - Dictionary Column Width: Set to 'Standard'.

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

| Default Parameter Settings

Email subject	<input type="text" value="Scan2Email MS365"/>
<input type="checkbox"/> Hide in application	
Email body	<input type="text" value="Your scanned document is attached"/>
<input type="checkbox"/> Hide in application	

Recipients**| Recipients**

Recipients	<input type="text" value="phuc@ricoh-act.com"/> 			
Dictionary Label	<input type="text"/>			
Dictionary Delimiter	<input type="text"/>			
<input type="button" value="Import Dictionary"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Dictionary <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Value</th> </tr> </thead> <tbody> <tr><td>jay@ricoh-act.com</td></tr> <tr><td>phuc@ricoh-act.com</td></tr> </tbody> </table> </div>		Value	jay@ricoh-act.com	phuc@ricoh-act.com
Value				
jay@ricoh-act.com				
phuc@ricoh-act.com				
Dictionary Column Width	<input type="button" value="Standard"/>			

Recipient address book can be configured using dictionary as shown above. There is also option to configure default recipients.

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.

File Name 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 how to validate formula before saving in User Site.

Clicking on 'Check' button will do Syntax check of the formula.

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

24 Scan to Email Plus

In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email Plus Application Settings.

The screenshot displays the 'Application Settings (Administrators)' interface for the 'Scan to Email Plus' application. At the top right, there is an 'Admin Mode' button set to 'ON'. Below the header, the title 'Scan to Email Plus' is shown with a note that it is a 'Mandatory field'. The main area is divided into several sections:

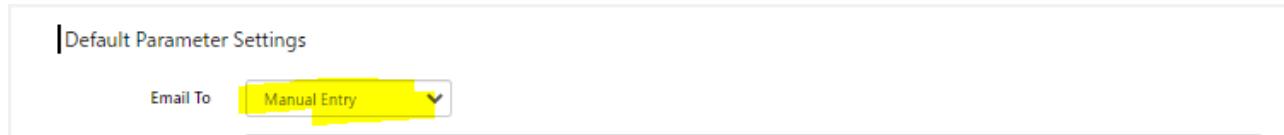
- Default Parameter Settings:** Includes fields for 'Email To' (set to 'Manual Entry'), 'Body' (with a checkbox for 'Hide in application'), 'File Name Formula' (containing the value 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())'), a 'Check' button, and dropdowns for 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'Remove Blank Page' (set to 'OFF').
- Subject:** Contains fields for 'Subject' (with a checkbox for 'Hide in application'), 'Dictionary Label', and 'Dictionary Delimiter'. It also includes an 'Import Dictionary' button and a dropdown for 'Dictionary Column Width' (set to 'Standard').
- File Name:** Contains fields for 'File Name', 'Dictionary Label', and 'Dictionary Delimiter'. It includes an 'Import Dictionary' button and a dropdown for 'Dictionary Column Width' (set to 'Standard').

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

Email To

This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



With this option selected, in workflow application Email address can be entered manually using softkey board on MFP Operation Panel.

Option 2: Select from All Users



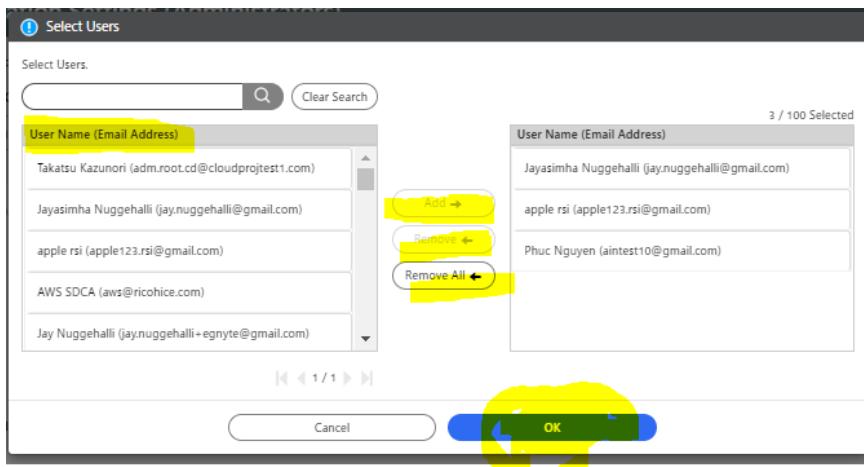
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

Click on 'Select Users' to select users, so that they are added to the address book. Use this dialog to Select desired users.



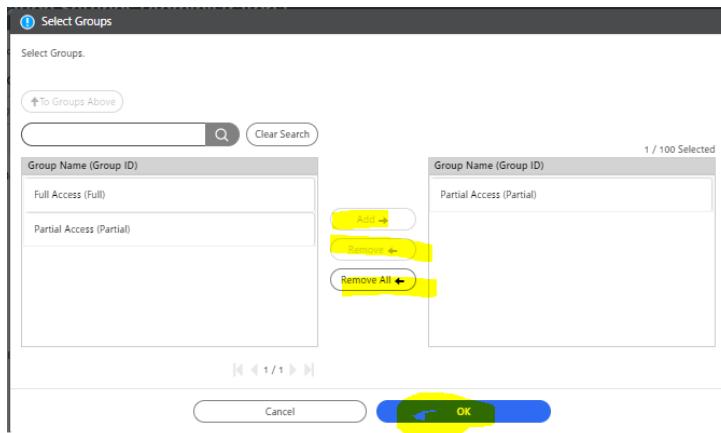
Option 4: Select From Groups

Default Parameter Settings



With this option selected, users who belong to the Groups selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

Click on 'Select Groups to select Groups, so that they are added to the address book. Use this dialog to Select desired Groups.



Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

<p>Body</p> <hr/> <div style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 40px;"></div> <p><input type="checkbox"/> Hide in application</p>

Subject

<p>Subject</p> <hr/> <div style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 40px;"></div> <p><input type="checkbox"/> Hide in application</p>
--

Dictionary Label

<div style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 40px;"></div>
--

Dictionary Delimiter

<div style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 40px;"></div>
--

Import Dictionary

Dictionary	
Value	
<	>
◀	▶

Dictionary Column Width

<input type="button" value="Standard"/>

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.

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

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 how to validate formula before saving in User Site.

Clicking on 'Check' button will do Syntax check of the formula.

File Name

File Name	<input type="text"/>												
File Name	<input type="text"/>												
<input type="checkbox"/> Hide in application													
Dictionary Label	<input type="text"/>												
Dictionary Delimiter	<input type="text"/>												
<input type="button" value="Import Dictionary"/> <table border="1"> <tr> <td>Dictionary</td> <td>Value</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Dictionary	Value										
Dictionary	Value												

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

Scan Color Mode	B&W Text
Original Sides	1 Sided
Document Orientation	Readable Direction
Scan Resolution	300 dpi
Document Size	Auto
Manual Density	0
Scan Method	Normal
Preview	Off

25 Scan to Email MS365 Plus

In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email MS365Plus Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.

The screenshot shows the 'Application Settings (Administrators)' interface for the 'Scan to Email MS365 Plus' application. At the top right, there is a yellow-highlighted 'Admin Mode ON' button. Below it, the 'Recipients' section is also highlighted with a yellow box, showing the 'Select from All users' dropdown menu and the checked 'Apply setting to all users' checkbox. Other settings visible include 'Email subject' (with a 'Hide in application' checkbox), 'Email body' (with a 'Hide in application' checkbox), 'File Name Formula' (set to 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())'), 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'Remove Blank Page' (set to 'OFF'). The 'Save' button is located at the top right of the form.

Email To

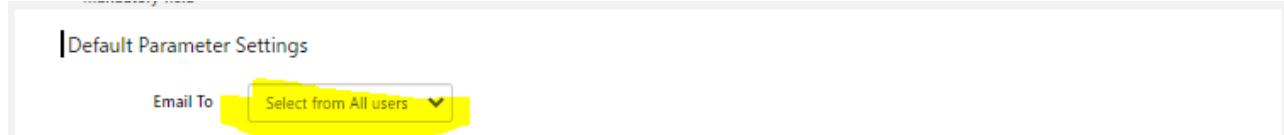
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



With this option selected, in workflow application Email address can be entered manually using softkey board on MFP Operation Panel.

Option 2: Select from All Users



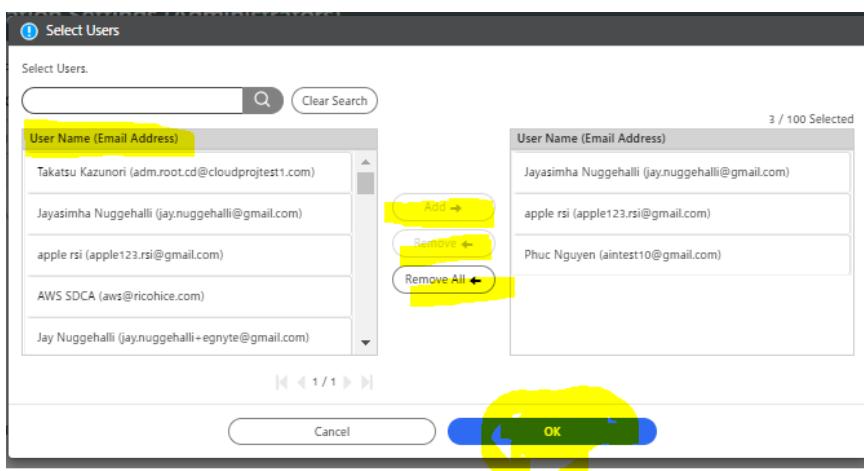
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

Click on 'Select Users' to select users, so that they are added to the address book. Use this dialog to Select desired users.



Option 4: Select From Groups

Default Parameter Settings

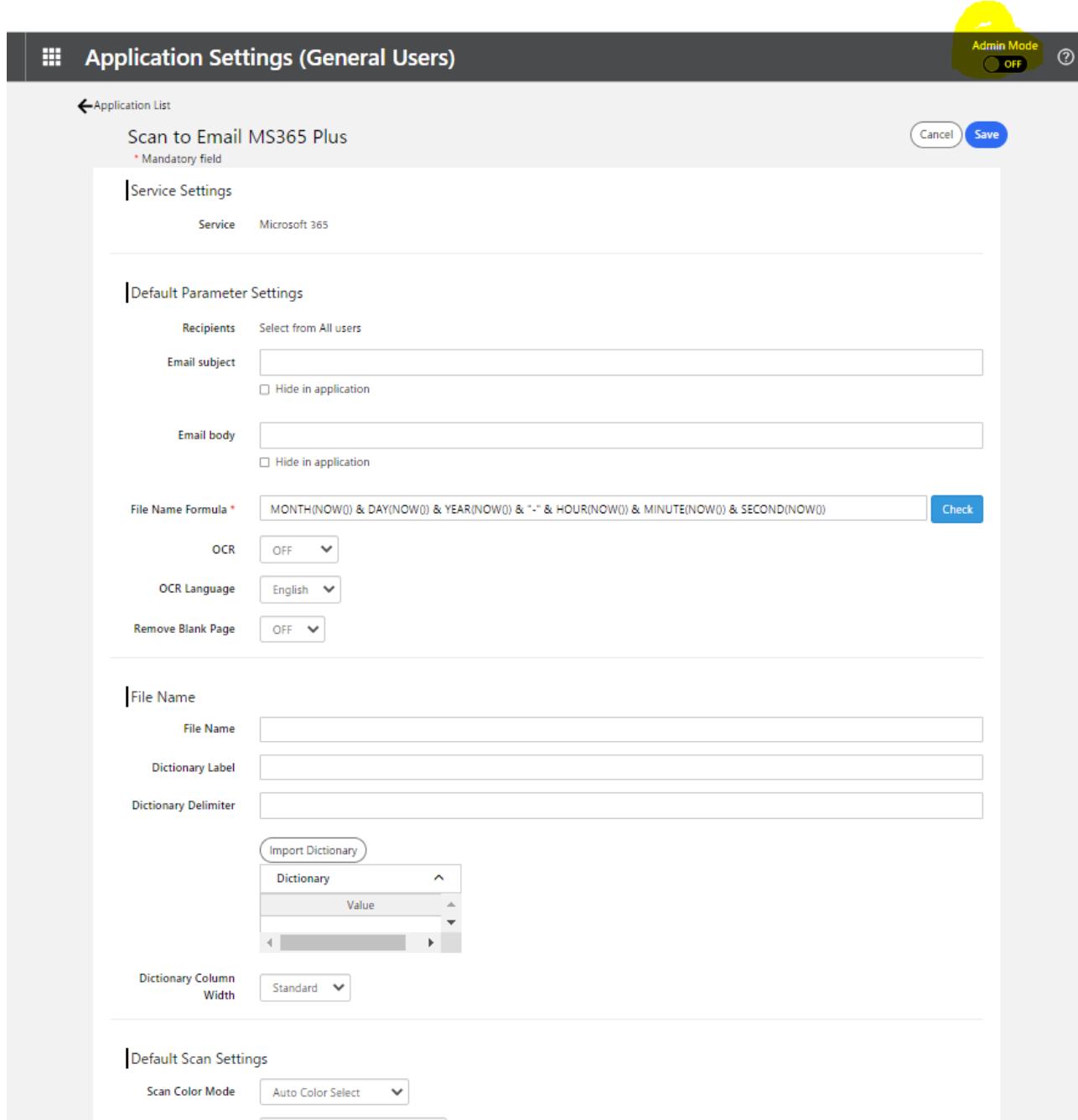


With this option selected, users who belong to the Groups selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

Click on 'Select Groups to select Groups, so that they are added to the address book. Use this dialog to Select desired Groups.



Following settings are available in the User Mode.



Application Settings (General Users)

Scan to Email MS365 Plus

* Mandatory field

Service Settings

Service Microsoft 365

Default Parameter Settings

Recipients Select from All users

Email subject Hide in application

Email body Hide in application

File Name Formula *

OCR

OCR Language

Remove Blank Page

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings

Recipients Select from All users

Email subject Hide in application

Email body Hide in application

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.

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

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 how to validate formula before saving in User Site.

Clicking on 'Check' button will do Syntax check of the formula.

File Name

File Name

File Name:

Hide in application

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary	Value

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

Scan Color Mode	B&W Text
Original Sides	1 Sided
Document Orientation	Readable Direction
Scan Resolution	300 dpi
Document Size	Auto
Manual Density	0
Scan Method	Normal
Preview	Off

26 Scan to CloudFax

This workflow supports sending faxes using RICOH Cloud Fax Service. User need to have an account on RICOH Cloud Fax Service and need to complete External Service Connection with 'CloudFax'

Note: Cloud Fax URL for External Service Connection: <https://api.fax.ricoh-usa.com/>

Application List			
	Service Name	Coordination	Shared
External Service Connections	accounts_ricoh_com	Unconfigured —	Configure Unconfigure
Download	AP for Small Businesses	Configured ✓	Yes ✓ ice.ricoh@ricohice.PASSWORD_2 Edit
User Select Login Settings	Box	Configured ✓	Yes ✓ (Description is not set yet) Edit
Workflow Job Transaction	drchrono	Configured ✓	Yes ✓ ebinya Edit
	Dropbox	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com Edit
	Egnyte	Configured ✓	Yes ✓ pn-power(Power user) Edit
	Google	Configured ✓	No —
	OneDrive	Configured ✓	Yes ✓ aintest1@outlook.com.maintainsms102 Edit
	Microsoft 365	Configured ✓	Yes ✓ jay@ricoh-act.com Edit
	Rubex	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com Edit
	ShareFile	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com Edit
	CloudFax	Configured ✓	Yes ✓ (Description is not set yet) Edit

External Service Connection to CloudFax

Click on 'Configure' button to do External Service Connection. Enter CloudFax URL and Credentials.

Please enter the user information for CloudFax

CloudFax URL	<input type="text" value="https://api.fax.ricoh-usa.com/"/>
User ID	<input type="text" value="jay.nuggehalli@ricoh-usa.com"/>
Password	<input type="password"/> <small>Please enter a Password.</small>

Allow the service to be shared within the tenant.

Description

[Cancel](#) [Confirm](#)

Here are the Application Settings available.

Application Settings (General Users)

Admin Mode off [?](#)

← Application List

Scan to CloudFax * Mandatory field

Service Settings

Service CloudFax

Default Parameter Settings

File Name Formula * [Check](#)

Fax Number

Fax Number [+](#)

Dictionary Label

Dictionary Delimiter

Dictionary Column Width

Subject

Subject

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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.

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

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 how to validate formula before saving in User Site.

Clicking on 'Check' button will do Syntax check of the formula.

Subject

Subject	<input type="text"/>												
Subject	<input type="text"/>												
<input type="checkbox"/> Hide in application													
Dictionary Label	<input type="text"/>												
Dictionary Delimiter	<input type="text"/>												
<input type="button" value="Import Dictionary"/> <table border="1"> <tr> <td>Dictionary</td> <td>^</td> </tr> <tr> <td>Value</td> <td></td> </tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> </table>		Dictionary	^	Value									
Dictionary	^												
Value													

Enter Required Subject Default Value and also can setup dictionary of Keywords which can be used in the Subject. A delimiter/separator can also be configured, if multiple keywords are used for creating a subject.

Header

Header

Header	<input type="text"/>														
<input type="checkbox"/> Hide in application															
Dictionary Label	<input type="text"/>														
Dictionary Delimiter	<input type="text"/>														
<input type="button" value="Import Dictionary"/> <table border="1"> <thead> <tr> <th>Dictionary</th> <th>Value</th> </tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>		Dictionary	Value												
Dictionary	Value														

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

Billing Code

Billing Code

Billing Code	<input type="text"/>														
<input type="checkbox"/> Hide in application															
Dictionary Label	<input type="text"/>														
Dictionary Delimiter	<input type="text"/>														
<input type="button" value="Import Dictionary"/> <table border="1"> <thead> <tr> <th>Dictionary</th> <th>Value</th> </tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>		Dictionary	Value												
Dictionary	Value														

Enter Required Billing Code Default Value and also can setup dictionary of Keywords which can be used in the Billing Code. A delimiter/separator can also be configured, if multiple keywords are used for creating a Billing Code.

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

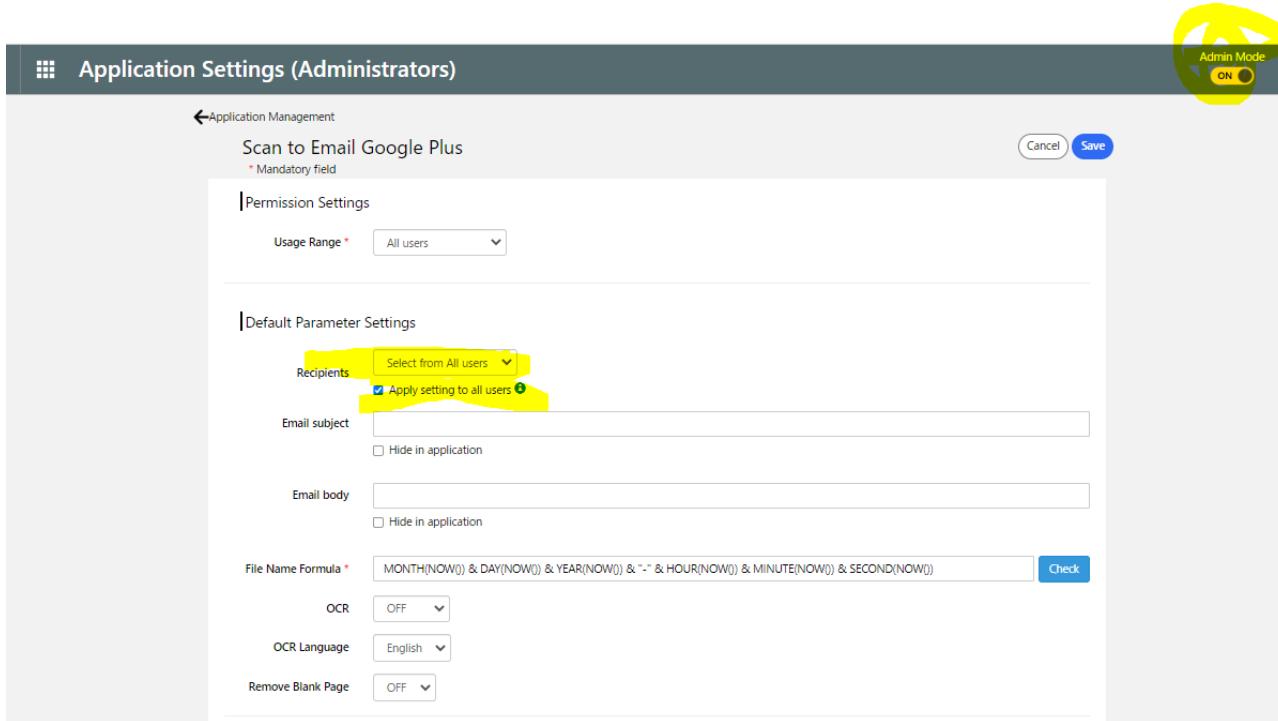
Manual Density

Scan Method

Preview

27 Scan to Email Google Plus

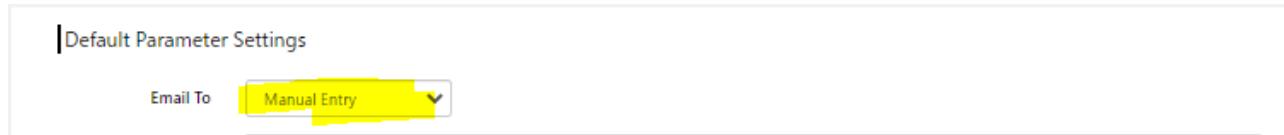
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email Google Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.



Email To

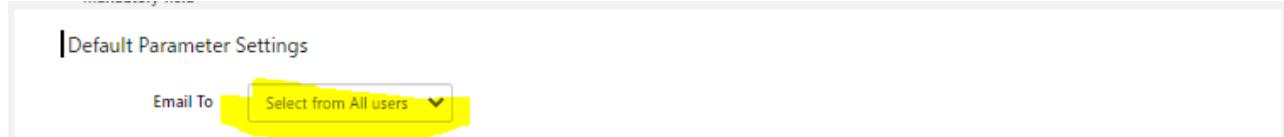
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



With this option selected, in workflow application Email address can be entered manually using softkey board on MFP Operation Panel.

Option 2: Select from All Users



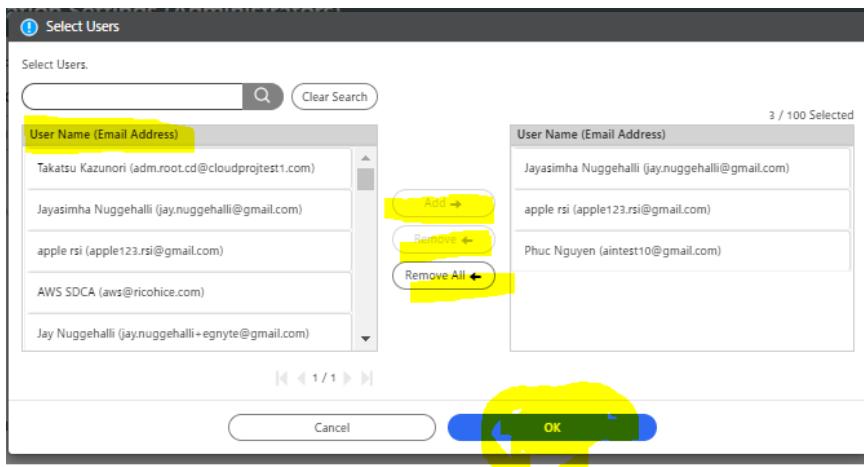
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

Click on 'Select Users' to select users, so that they are added to the address book. Use this dialog to Select desired users.



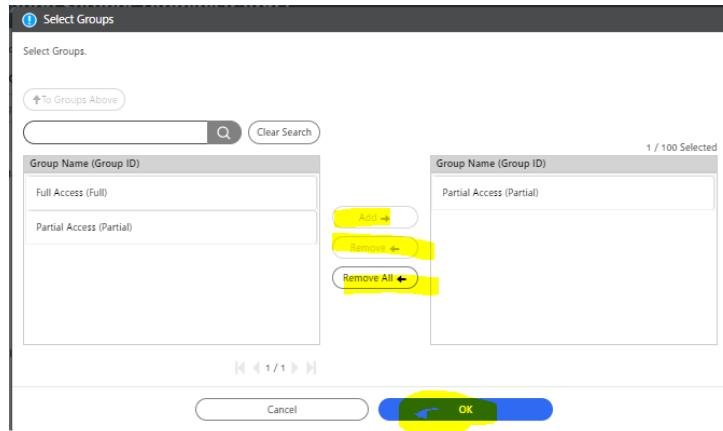
Option 4: Select From Groups

Default Parameter Settings

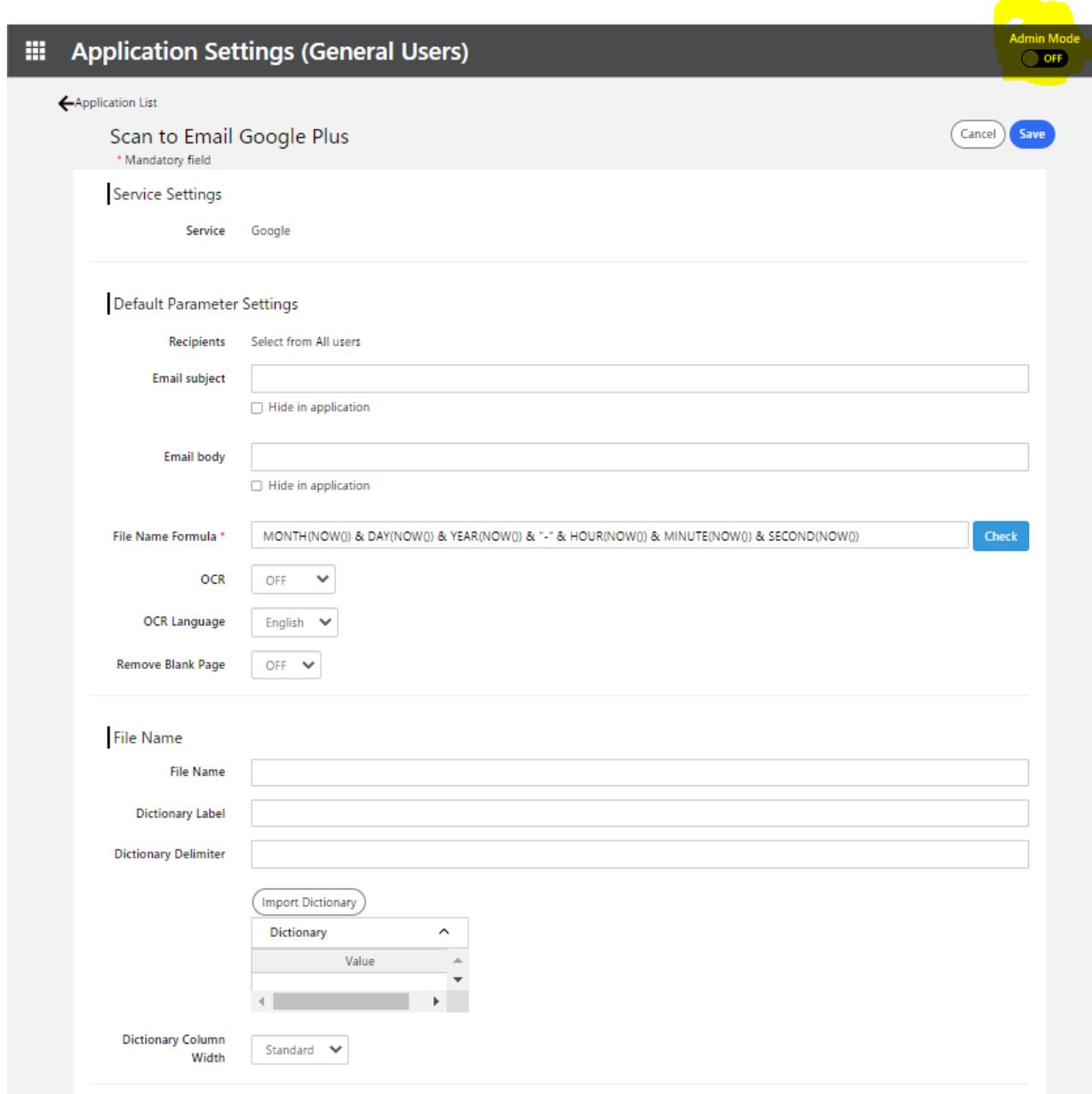


With this option selected, users who belong to the Groups selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

Click on 'Select Groups to select Groups, so that they are added to the address book. Use this dialog to Select desired Groups.



Following settings are available in the User Mode.



Application Settings (General Users)

Scan to Email Google Plus * Mandatory field

Service Settings

Service: Google

Default Parameter Settings

Recipients: Select from All users

Email subject:

- Hide in application

Email body:

- Hide in application

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

Check

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary	Value

Dictionary Column Width: Standard

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings

Recipients: Select from All users

Email subject:

- Hide in application

Email body:

- Hide in application

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.

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

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 how to validate formula before saving in User Site.

Clicking on 'Check' button will do Syntax check of the formula.

File Name

File Name	<input type="text"/>												
File Name	<input type="text"/>												
<input type="checkbox"/> Hide in application													
Dictionary Label	<input type="text"/>												
Dictionary Delimiter	<input type="text"/>												
<input type="button" value="Import Dictionary"/> <table border="1"> <tr> <td>Dictionary</td> <td>Value</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Dictionary	Value										
Dictionary	Value												

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

Scan Color Mode	B&W Text
Original Sides	1 Sided
Document Orientation	Readable Direction
Scan Resolution	300 dpi
Document Size	Auto
Manual Density	0
Scan Method	Normal
Preview	Off

28 Scan to Google Shared

Following settings are available in the Admin mode.

Application Settings (Administrators)
Admin Mode
ON

[Application Management](#)

Scan to Google Shared

* Mandatory field

Service Settings

Service: Google

Service Account *: pnguyen1-3admin n (pnguyenadmin) PNtest3

Folder *: Test TD subfolder.1

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *:

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary	Value
Value	Value

Service Account

Service Settings

Service Google

Service Account * Select a User pnguyen1-3admin n (pnguyenadmin) PNtest3

Select an Admin user who has done External Service Connection with Google.

Default Folder

Service Settings

Service Google

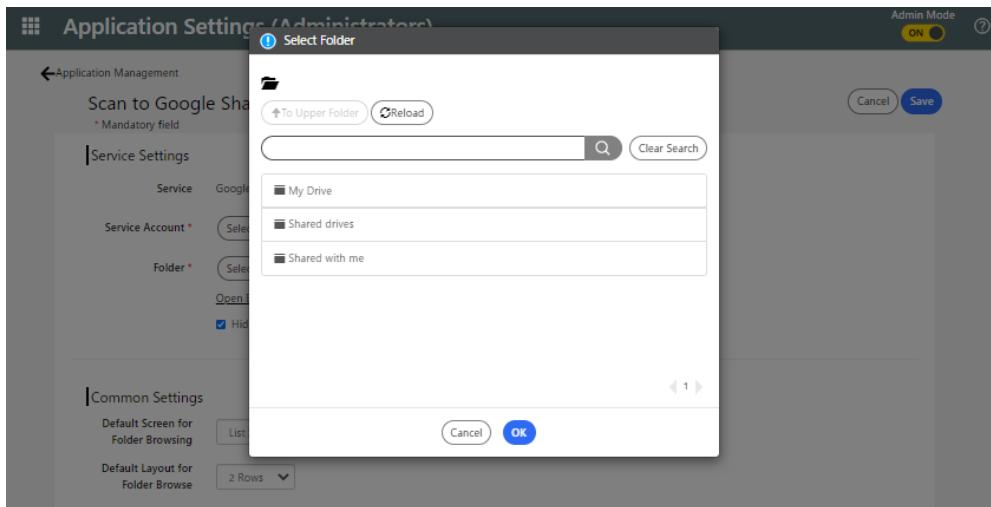
Service Account * Select a User pnguyen1-3admin n (pnguyenadmin) PNtest3

Folder * Select Folder Test TD subfolder.1

[Open External Service Connections](#)

Hide in application

Service Account Selection is necessary to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

29 Scan to OneDrive for Business Shared

Following settings are available in the Admin mode.

Application Settings (Administrators)
Admin Mode
ON [?](#)

[Application Management](#)

Scan to OneDrive for Biz Shared [Cancel](#) [Save](#)

* Mandatory field

Service Settings

Service Microsoft 365

Service Account * Jayasimha Nuggehalli (admin) jay@ricoh-act.com

Folder * (Unnamed folder)

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing

Default Layout for Folder Browse

Default Parameter Settings

Sub Folder

Hide in application

File Name Formula *

OCR

OCR Language

Remove Blank Page

File Name

File Name

Dictionary Label

Dictionary Delimiter

Value

Service Account

Service Settings

Service	Microsoft 365
Service Account *	<input type="button" value="Select a User"/> Jayasimha Nuggehalli (admin) jay@ricoh-act.com
Folder *	<input type="button" value="Select Folder"/> (Unnamed folder)
Open External Service Connections	
<input type="checkbox"/> Hide in application	

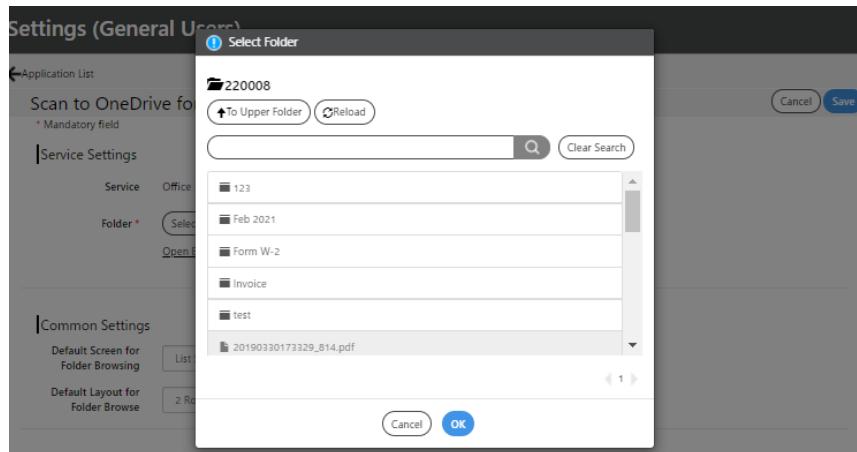
Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder

Service Settings

Service	Microsoft 365
Service Account *	<input type="button" value="Select a User"/> Jayasimha Nuggehalli (admin) jay@ricoh-act.com
Folder *	<input type="button" value="Select Folder"/> (Unnamed folder)
Open External Service Connections	
<input type="checkbox"/> Hide in application	

Service Account Selection is necessary to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder	<input type="text"/>
<input type="checkbox"/> Hide in application	

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary 

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

30 Scan to SharePoint Shared

Following settings are available in the Admin mode.

■ Application Settings (Administrators)

Admin Mode ON ?

← Application Management

Scan to SharePoint Shared
* Mandatory field
Cancel
Save

Service Settings

Service Microsoft 365

Service Account * Select a User Jayasimha Nuggehalli (admin) jay@ricoh-act.com

Site URL List +

Folder * Select Folder Test Private Team

[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

Sub Folder

Hide in application

File Name Formula * Check

OCR OFF

OCR Language English

Remove Blank Page OFF

Change Display Name:

File Name

File Name

Dictionary Label

Dictionary Delimiter

Service Account

Service Settings

Service Microsoft 365

Service Account * Jayasimha Nuggehalli (admin) jay@ricoh-act.com

Site URL List

Folder * Test Private Team

[Open External Service Connections](#)

Hide in application

Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder

Service Settings

Service Microsoft 365

Service Account * Jayasimha Nuggehalli (admin) jay@ricoh-act.com

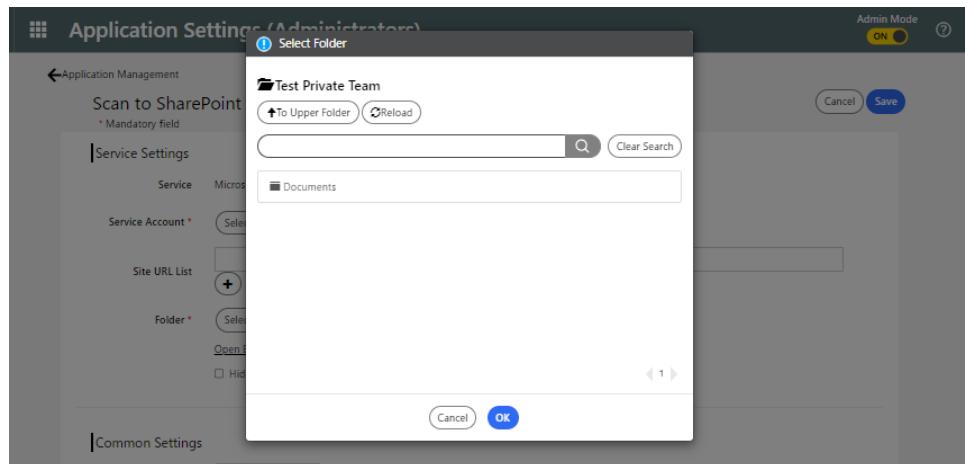
Site URL List

Folder * Test Private Team

[Open External Service Connections](#)

Hide in application

Service Account Selection is necessary to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary 

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

31 Scan to Dropbox Shared

Following settings are available in the Admin mode.

The screenshot shows the 'Application Settings (Administrators)' page with the 'Scan to Dropbox Shared' application selected. The 'Admin Mode' switch is turned 'ON'. The page includes sections for Service Settings, Common Settings, Default Parameter Settings, and File Name settings.

Service Settings:

- Service: Dropbox
- Service Account *: Select a User (Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com)
- Folder *: Select Folder /
- Open External Service Connections: [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:

- Sub Folder: (empty input field)
- Hide in application
- File Name Formula *: MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) [Check](#)
- OCR: OFF
- OCR Language: English
- Remove Blank Page: OFF

File Name:

- File Name: (empty input field)
- Dictionary Label: (empty input field)
- Dictionary Delimiter: (empty input field)

Service Account

Service Settings

Service: Dropbox

Service Account *: [Select a User](#) Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

Folder *: [Select Folder](#) /

[Open External Service Connections](#)

Hide in application

Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder

Service Settings

Service: Dropbox

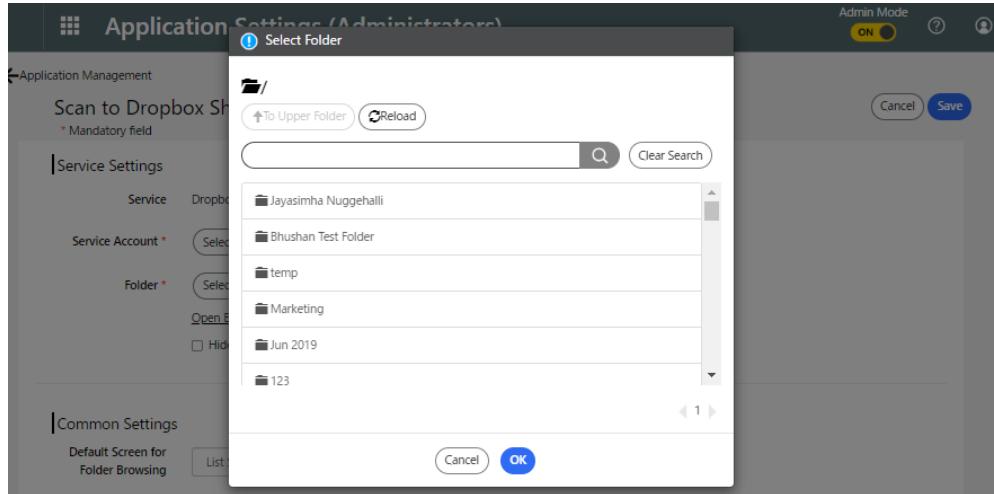
Service Account *: [Select a User](#) Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

Folder *: [Select Folder](#) /

[Open External Service Connections](#)

Hide in application

Service Account Selection is necessary to set the default folder. Click on ‘Select Folder’, this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder:

Hide in application

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

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

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

32 Scan to Box Shared

Following settings are available in the Admin mode.

The screenshot shows the 'Application Settings (Administrators)' page for the 'Scan to Box Shared' application. The page has a dark header with the title and a 'Admin Mode ON' toggle switch. Below the header, there's a back arrow labeled 'Application Management' and a 'Scan to Box Shared' section with a 'Mandatory field' note. The main content is organized into several sections:

- Service Settings**: Contains fields for 'Service' (set to 'Box'), 'Service Account' (selected user: Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com), 'Folder' (selected folder: All Files), a link to 'Open External Service Connections', and a checkbox for 'Hide in application'.
- Common Settings**: Includes dropdowns for 'Default Screen for Folder Browsing' (List Screen) and 'Default Layout for Folder Browse' (2 Rows).
- Default Parameter Settings**: Features a 'File Name Formula' input field containing the formula 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())', a 'Check' button, and several dropdowns for 'Sub Folder', 'OCR' (set to OFF), 'OCR Language' (English), and 'Remove Blank Page'.
- File Name**: Contains three input fields for 'File Name', 'Dictionary Label', and 'Dictionary Delimiter'.

Service Account

Service Settings

Service Box

Service Account * Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

Folder * All Files

[Open External Service Connections](#)

Hide in application

Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder

Service Settings

Service Box

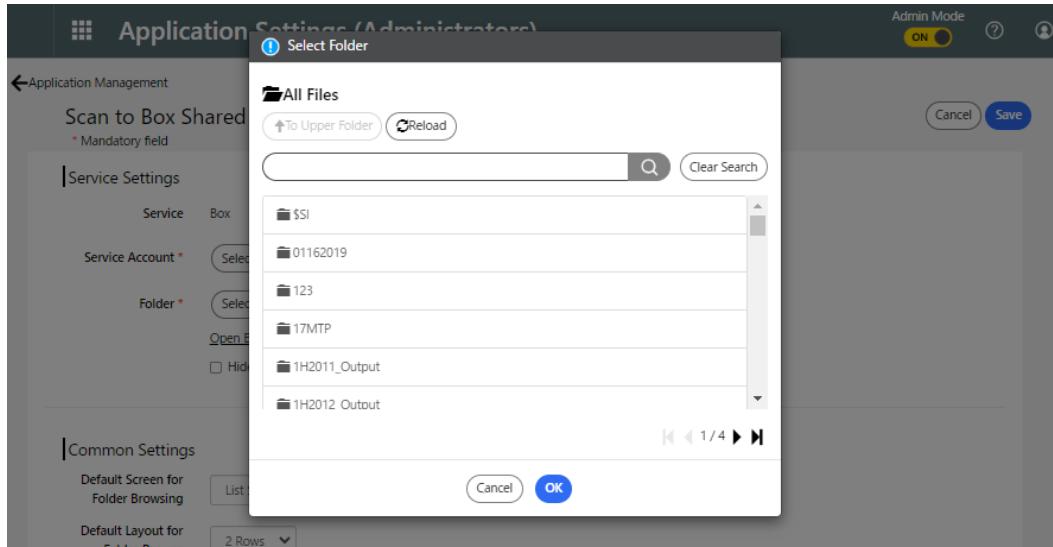
Service Account * Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

Folder * All Files

[Open External Service Connections](#)

Hide in application

Service Account Selection is necessary to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

This field can be used to enter sub folder under above selected folder. If the folder does not exist it will be created before Scan file is uploaded.

Sub Folder

Hide in application

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.

File Name Formula *	MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	<input type="button" value="Check"/>
---------------------	---	--------------------------------------

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 how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF	▼
-------------------	-----	---

OCR

Default value for OCR can be configured.

OCR	OFF	▼
-----	-----	---

OCR Language

Default value for OCR Language can be configured.

OCR Language	English	▼
--------------	---------	---

File Name

File Name

File Name	<input type="text"/>			
Dictionary Label	<input type="text"/>			
Dictionary Delimiter	<input type="text"/>			
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Import Dictionary </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; background-color: #f0f0f0; margin-bottom: 5px;"> Dictionary ^ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">Value</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">◀</td> </tr> <tr> <td style="text-align: center; padding: 2px;">▶</td> </tr> </tbody> </table>		Value	◀	▶
Value				
◀				
▶				
Dictionary Column Width	<input type="button" value="Standard"/>			

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

Scan Color Mode	<input type="button" value="Auto Color Select"/>	<input type="checkbox"/> Do not allow scan color mode change
Original Sides	<input type="button" value="1 Sided"/>	<input type="checkbox"/> Do not allow original settings change
Document Orientation	<input type="button" value="Readable Direction"/>	<input type="checkbox"/> Do not allow original orientation change
Scan Resolution	<input type="button" value="300 dpi"/>	<input type="checkbox"/> Do not allow scan resolution change
Document Size	<input type="button" value="Auto"/>	<input type="checkbox"/> Do not allow original size change
Manual Density	<input type="button" value="0"/>	<input type="checkbox"/> Do not allow manual density change
Scan Method	<input type="button" value="Normal"/>	<input type="checkbox"/> Do not allow scan method change
Preview	<input type="button" value="On"/>	

33 Print from Box

The screenshot shows the 'Application Settings (General Users)' screen for the 'Print from Box' application. At the top right, there is an 'Admin Mode' switch set to 'off'. Below the title, the application name 'Print from Box' is displayed with a note 'Mandatory field'. The interface is divided into several sections:

- Service Settings:** Shows the service is set to 'Box'. A 'Folder' dropdown is set to 'Select Folder' with 'All Files' selected. There is also a link to 'Open External Service Connections'.
- Common Settings:** Includes 'Default Screen for Folder Browsing' (set to 'List Screen') and 'Default Layout for Folder Browse' (set to '2 Rows').
- Default Print Settings:** Includes fields for 'Copies' (set to '1'), 'Print Color Mode' (set to 'Black & White'), 'Sides' (set to '1 Sided'), and 'N-Up' (set to 'Off').

At the bottom left, a small note reads 'Copyright © 2019 Ricoh Company, Ltd. All rights reserved.'

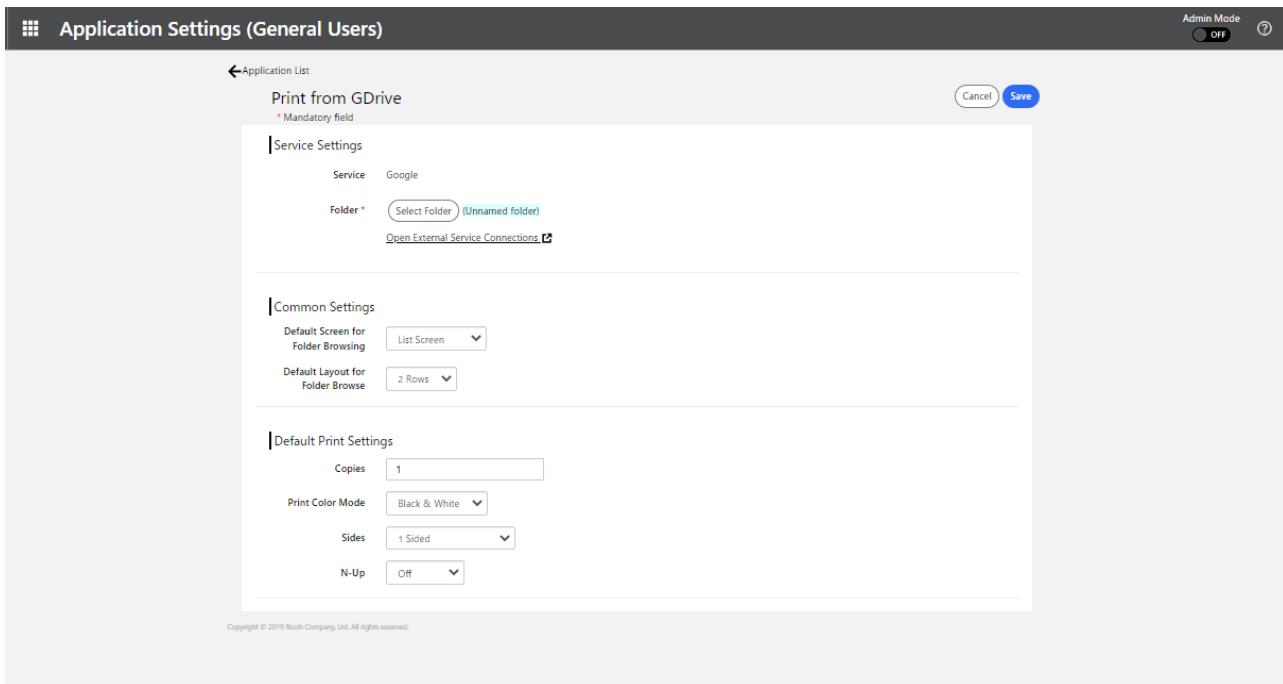
Default Print Settings and Default Folder can be configured.

34 Print from Dropbox

The screenshot shows the 'Application Settings (General Users)' interface. At the top right, there are 'Admin Mode' (set to OFF) and help icons. Below the header, the title 'Print from Dropbox' is displayed, with a note '(*) Mandatory field'. The main area is divided into sections: 'Service Settings' (Service: Dropbox, Folder: Select Folder, Loading...), 'Common Settings' (Default Screen for Folder Browsing: List Screen, Default Layout for Folder Browse: 2 Rows), and 'Default Print Settings' (Copies: 1, Print Color Mode: Black & White, Sides: 1 Sided, N-Up: Off). A 'Cancel' and 'Save' button are at the top right of the configuration panel. At the bottom left, a copyright notice reads 'Copyright © 2019 Ricoh Company, Ltd. All rights reserved.'

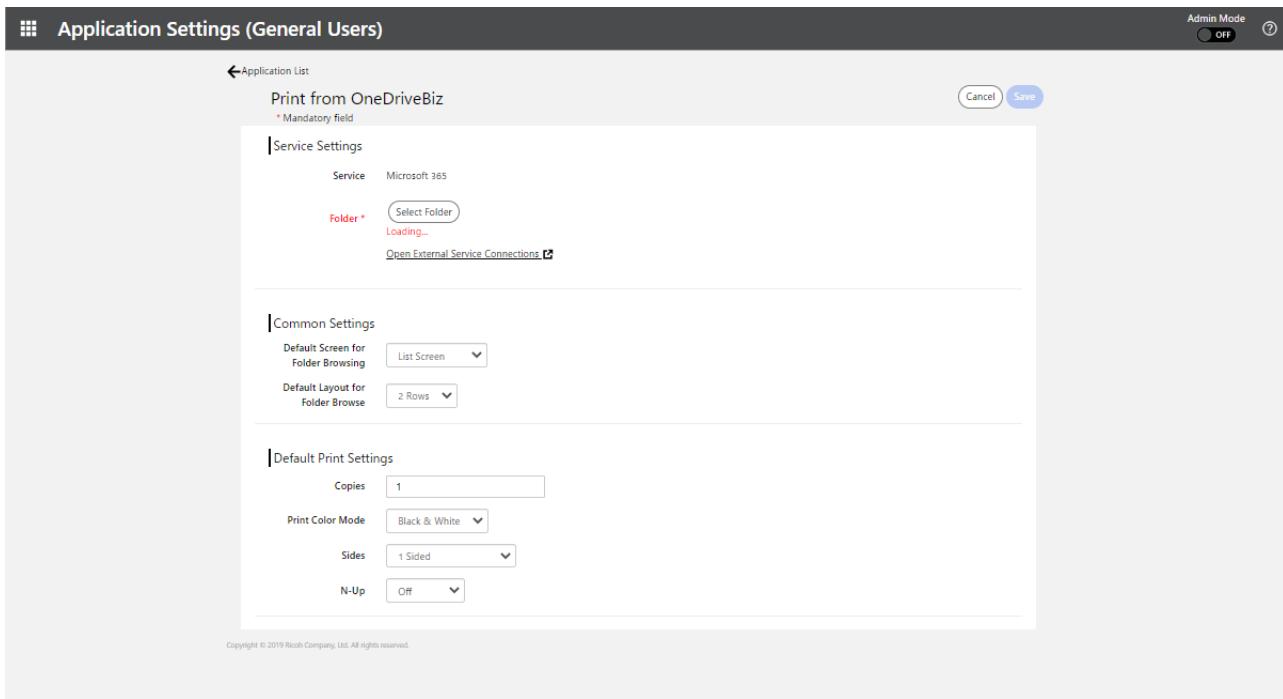
Default Print Settings and Default Folder can be configured.

35 Print from GDrive



Default Print Settings and Default Folder can be configured.

36 Print from OneDrive for Business



Default Print Settings and Default Folder can be configured.

37 Print from SharePoint

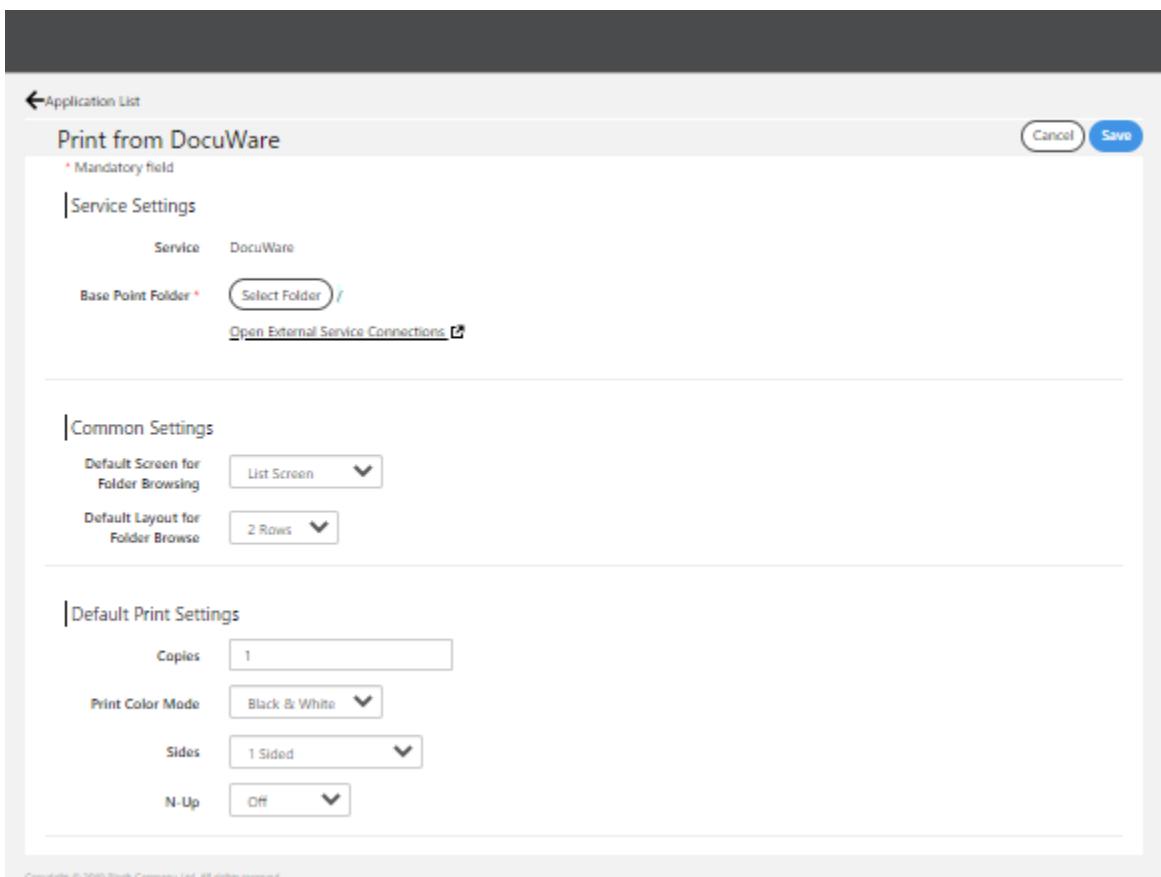
The screenshot shows the 'Application Settings (General Users)' interface for the 'Print from Sharepoint' application. At the top right, there is an 'Admin Mode' toggle switch set to 'OFF'. Below the header, the application title 'Print from Sharepoint' is displayed, along with a note that 'Folder' is a mandatory field. The interface is divided into several sections:

- Service Settings:** Shows the service as 'Microsoft 365' and a dropdown for 'Folder' currently set to 'Select Folder (Unnamed folder)'. There is also a link to 'Open External Service Connections'.
- Common Settings:** Includes dropdowns for 'Default Screen for Folder Browsing' (set to 'List Screen') and 'Default Layout for Folder Browse' (set to '2 Rows').
- Default Print Settings:** Includes dropdowns for 'Copies' (set to '1'), 'Print Color Mode' (set to 'Black & White'), 'Sides' (set to '1 Sided'), and 'N-Up' (set to 'Off').

At the bottom left, there is a copyright notice: 'Copyright © 2019 Ricoh Company, Ltd. All rights reserved.'

Default Print Settings and Default Folder can be configured.

38 Print from DocuWare



Default Print Settings and Base Folder (Document tray or Cabinet) can be configured.

39 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

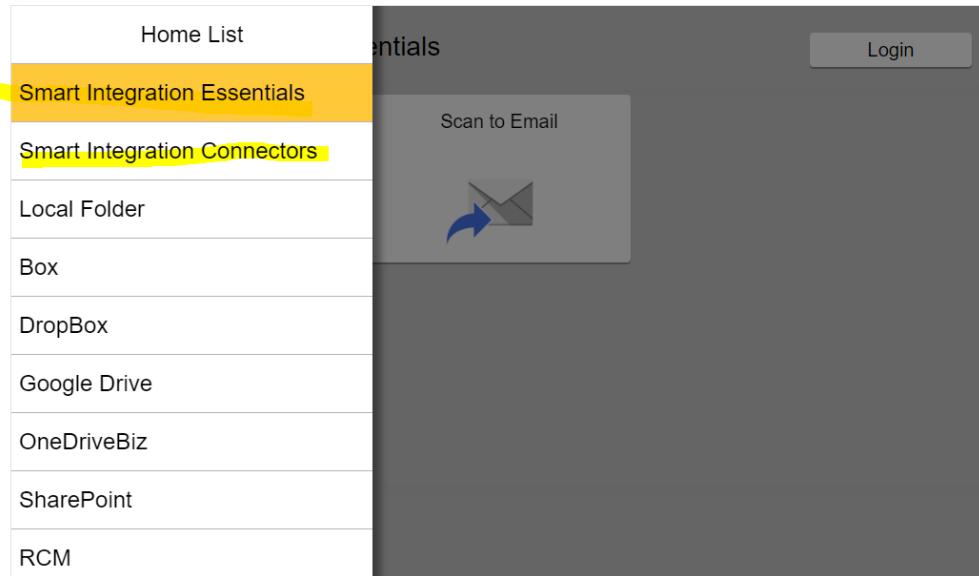
The screenshot shows a mobile login interface for 'RICOH Smart Integration'. At the top left is a back arrow icon. The main title is 'Login to RICOH Smart Integration'. Below it is a button labeled 'Login with Tenant ID'. The form consists of three input fields: 'Tenant ID' (empty), 'User ID' (empty), and 'Password' (empty). A large blue 'Login' button is at the bottom.

Option 2: Login with Email Address

The screenshot shows a mobile login interface for 'RICOH Smart Integration'. At the top left is a back arrow icon. The main title is 'Login to RICOH Smart Integration'. Below it is a button labeled 'Login with Email Address'. The form has two input fields: 'Email Address' containing 'user' and '@gmail.com' (with the '@gmail.com' part highlighted in orange), and 'Password' (empty). A large blue 'Login' button is at the bottom.

After administrator login subscribed application will be displayed

Use the Home List button to Select required home screen.



Select 'Smart Integration Connectors' from the list. This displays applications available in that home screen. Touch on desired application.

40 Scan to Box

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

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 screenshot shows the 'Scan to Box' configuration interface. At the top, there are navigation links: 'Scan to Box' (with a back arrow), 'Dealer Package', 'Logout', and 'Job log'. Below these are several input fields with validation messages: 'Folder * All Files', 'Sub Folder', 'OCR * OFF', 'OCR Language * English', and 'File Name'. To the right of these fields is a 'Scan Settings' panel containing four items: 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green circular 'Start' button is located at the bottom right of the main form area.

41 Scan to Dropbox

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

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 screenshot shows the 'Scan to Dropbox' configuration screen. At the top, there are navigation links: 'Dealer Package', 'Logout', and 'Job log'. Below these are several input fields and dropdown menus:

- Folder:** A mandatory field indicated by a red asterisk, containing the path '/'. There is a '...' button next to it.
- Sub Folder:** An optional field containing a blank input field.
- OCR:** Set to 'OFF'.
- OCR Language:** Set to 'English'.
- File Name:** An optional field containing a blank input field.

To the right of the main form is a sidebar titled 'Scan Settings' with the following options:

- Auto Colo... (with a color icon)
- 1 Sided (with a document icon)
- Readable ... (with a document icon)
- 300 dpi (with a resolution icon)

A large green circular button labeled 'Start' is prominently displayed at the bottom right of the sidebar.

42 Scan to GoogleDrive

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

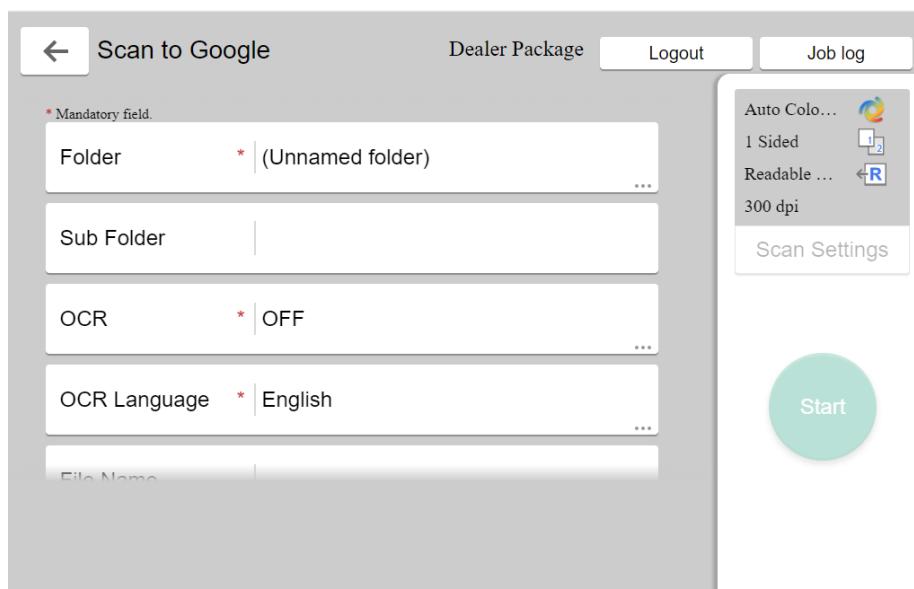
Supports these values: English, French, Spanish, Portuguese Brazilian

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



43 Scan to OneDrive

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

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 screenshot shows the 'Scan to OneDrive' configuration interface. At the top, there's a navigation bar with a back arrow, the title 'Scan to OneDrive', and links for 'Dealer Package', 'Logout', and 'Job log'. Below the title, there are several input fields with validation messages: 'Folder * Files' (with a note '* Mandatory field.'), 'Sub Folder' (empty), 'OCR * OFF' (with a note '* Mandatory field.'), 'OCR Language * English' (with a note '* Mandatory field.'), and 'File Name' (empty). To the right of these fields is a sidebar titled 'Scan Settings' containing options: 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green circular button labeled 'Start' is located at the bottom right of the main panel.

44 Scan to OneDrive for Business

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

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 screenshot shows the 'Scan to OneDrive for Business' configuration interface. The main panel contains the following fields:

- Folder:** Files (marked as mandatory)
- Sub Folder:** (empty)
- OCR:** OFF (marked as mandatory)
- OCR Language:** English (marked as mandatory)
- File Name:** (empty)

To the right, a sidebar titled 'Scan Settings' includes the following options:

- Auto Colo... (color icon)
- 1 Sided (one-sided icon)
- Readable ... (readable icon)
- 300 dpi (300 dpi icon)

A large green 'Start' button is located at the bottom right of the sidebar.

45 Scan to SharePoint

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

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 screenshot shows the 'Scan to SharePoint' configuration interface. The main panel contains the following fields:

- Folder:** (Unnamed folder) - marked as a mandatory field.
- Sub Folder:** (empty)
- OCR:** OFF
- OCR Language:** English
- File Name:** (empty)

To the right, a sidebar titled 'Scan Settings' displays the following options, all of which are selected (indicated by a blue checkmark):

- Auto Colo... (selected)
- 1 Sided (selected)
- Readable ... (selected)
- 300 dpi

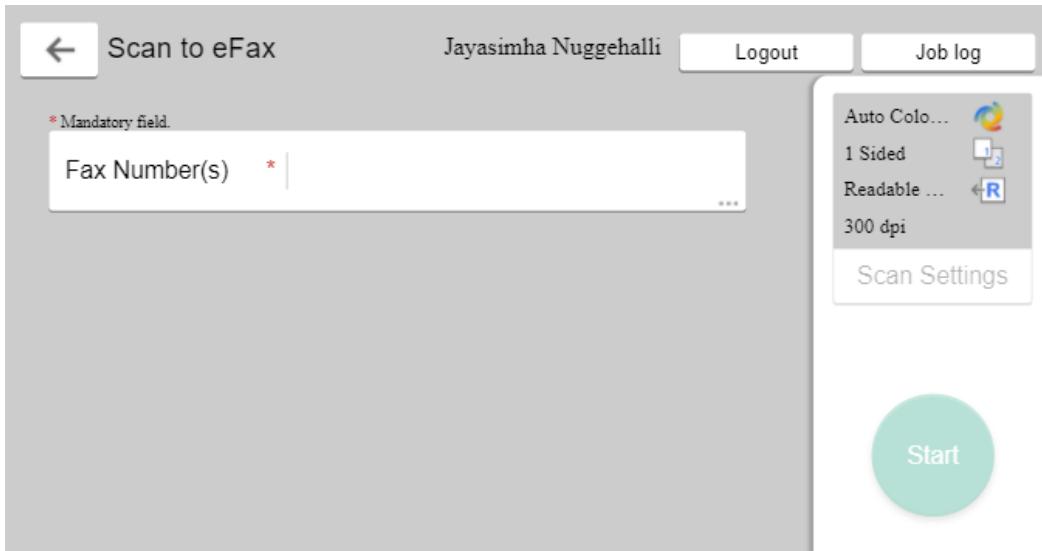
A large green circular button labeled 'Start' is located at the bottom right of the main panel.

46 Scan to eFax

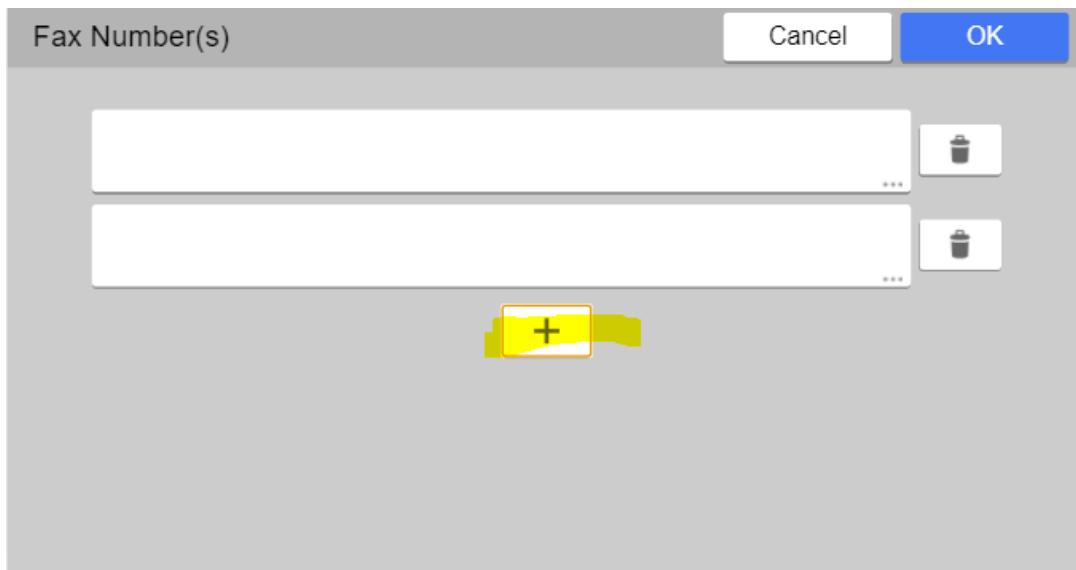
Following settings are available:

A. Fax Number

Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



Touching 'Fax Number(s)' displays following screen.



Pressing '+' displays additional 'Fax Number' input fields. Touching the Fax Number field displays Fax Number dictionary.

Fax Number(s)

Cancel

OK

14086103195



Fax Numbers

eFax

eGoldFax

SDCA Office

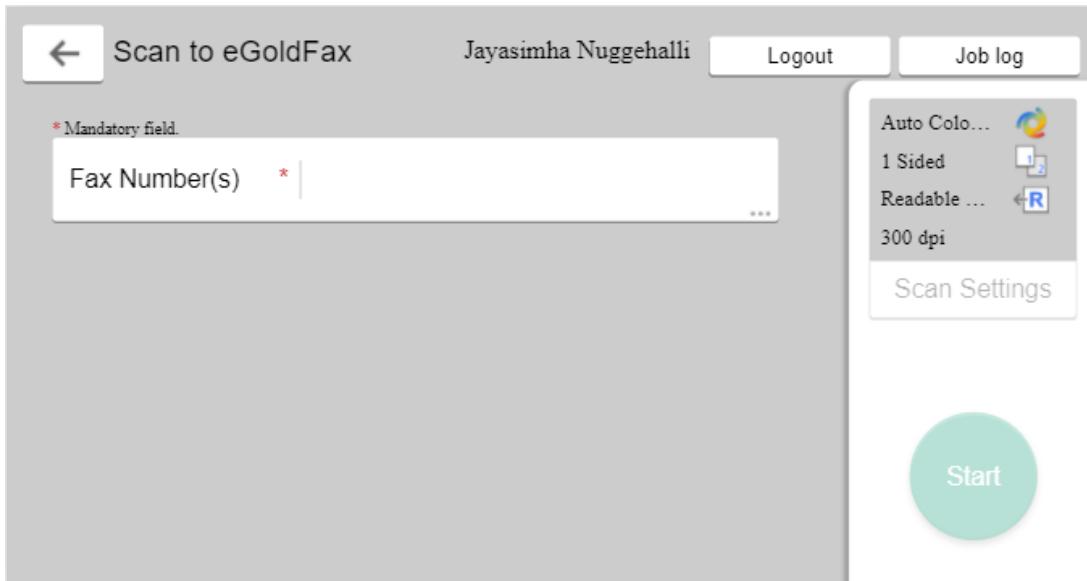
User Can select a Label from dictionary or enter number.

47 Scan to eGoldFax

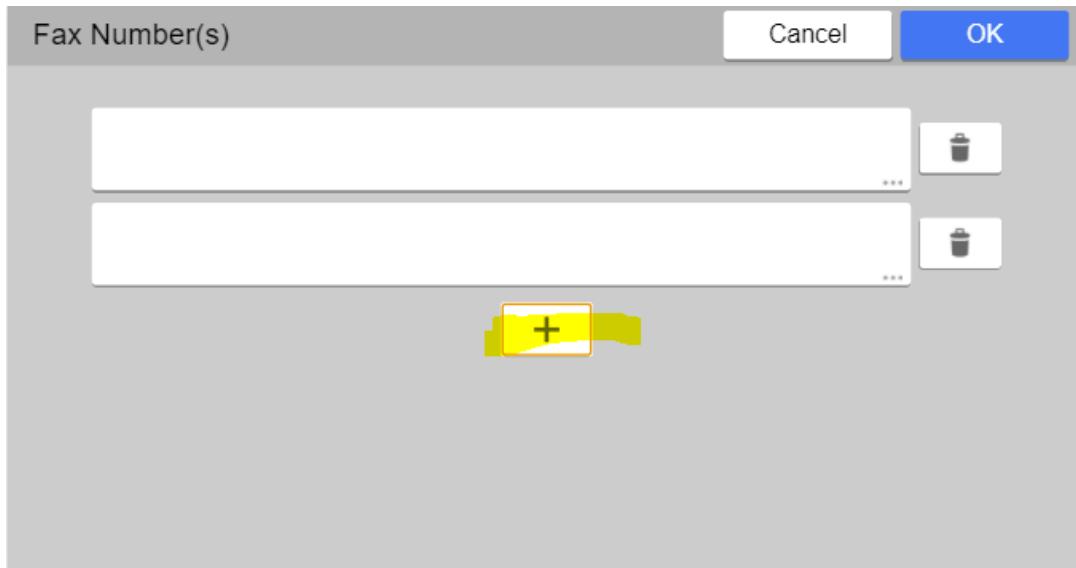
Following settings are available:

A. Fax Number

Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



Touching 'Fax Number(s)' displays following screen.



Pressing '+' displays additional 'Fax Number' input fields. Touching the Fax Number field displays Fax Number dictionary.

Fax Number(s)

Cancel

OK

14086103195



Fax Numbers

eFax

eGoldFax

SDCA Office

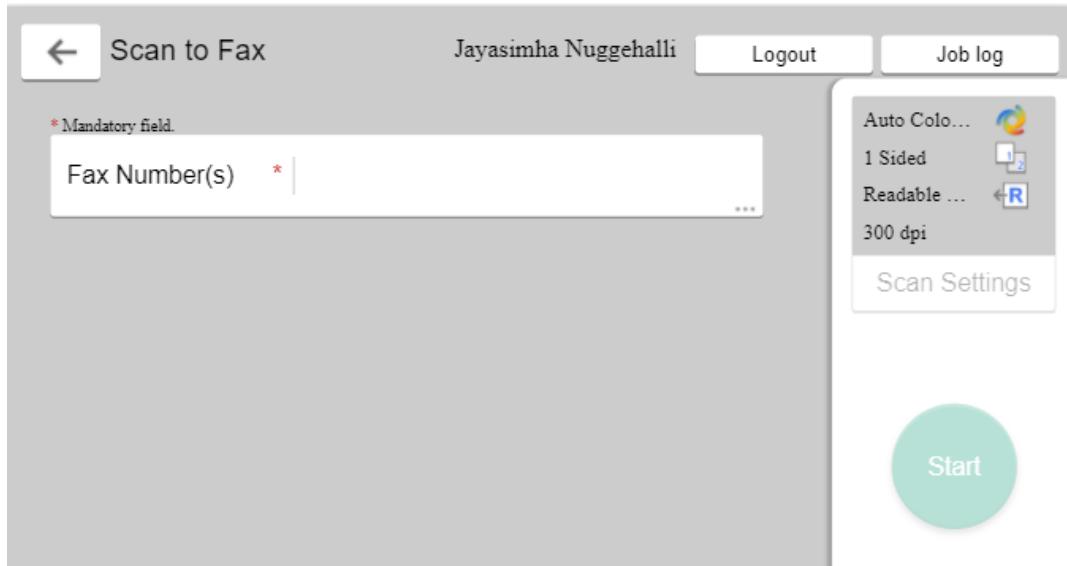
User Can select a label from dictionary or enter number.

48 Scan to Fax

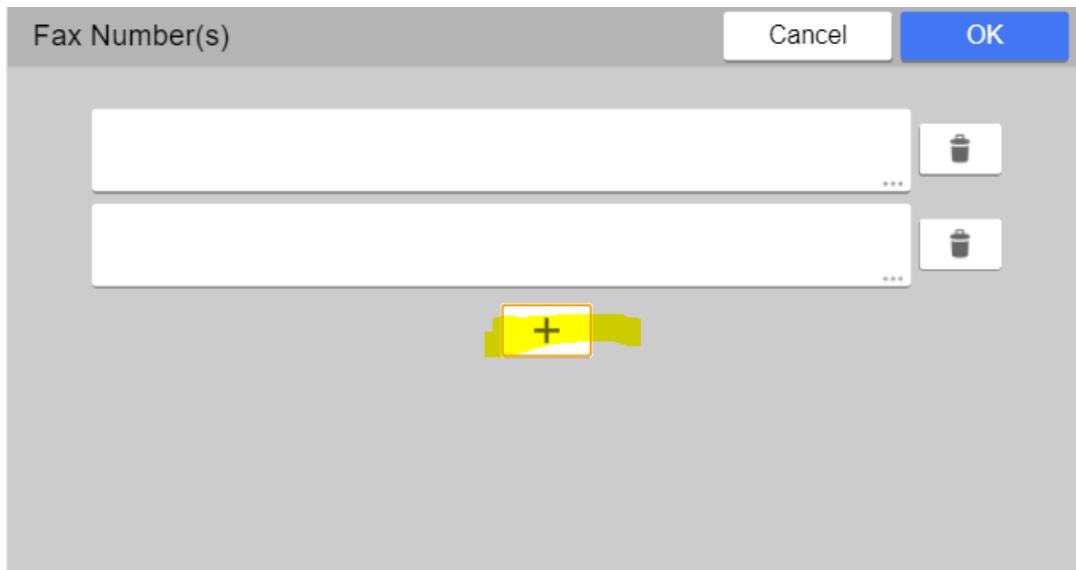
Following settings are available:

1. Fax Number

Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



Touching 'Fax Number(s)' displays following screen.



Pressing '+' displays additional 'Fax Number' input fields. Touching the Fax Number field displays Fax Number dictionary.

Fax Number(s)

Cancel

OK

14086103195



Dictionary

SDCA Office

eGoldFax

eFax

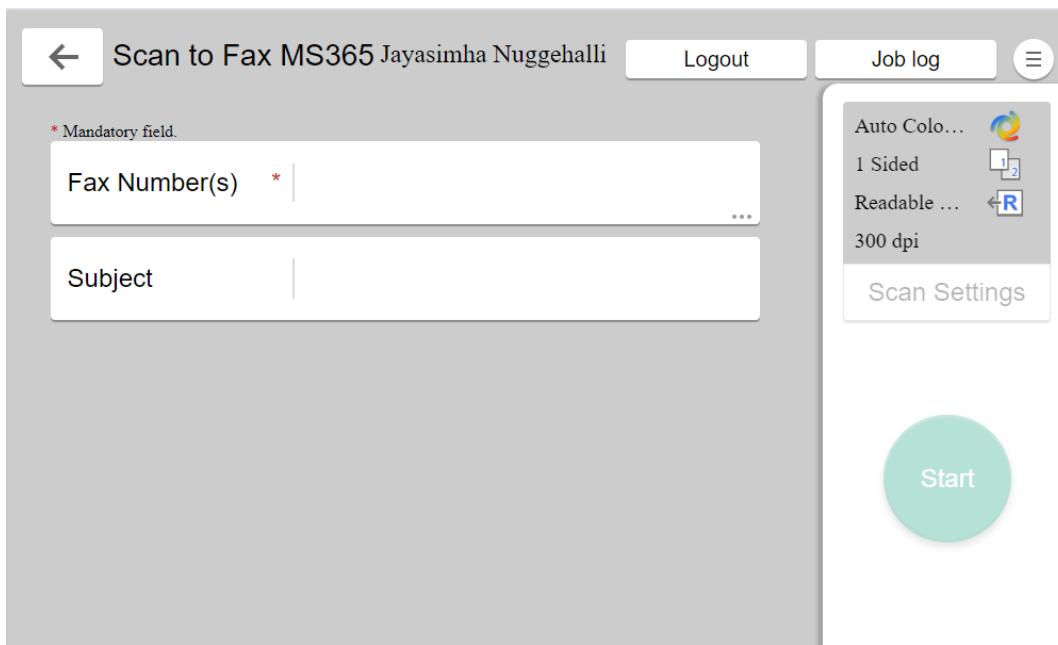
User Can select a Label from dictionary or enter number.

49 Scan to Fax MS365

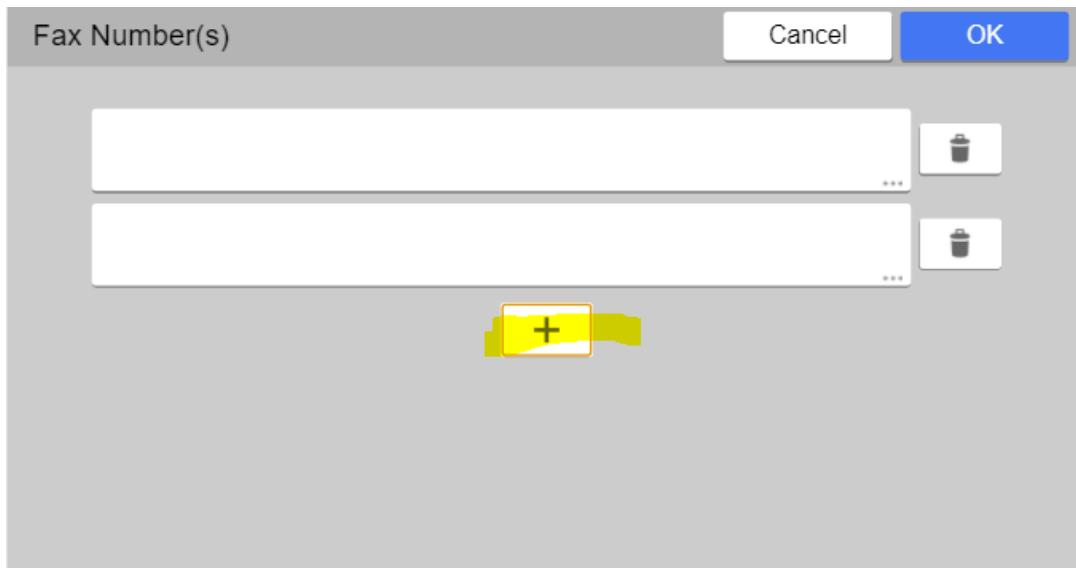
Following settings are available:

1. Fax Number

Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



Touching 'Fax Number(s)' displays following screen.



Pressing '+' displays additional 'Fax Number' input fields. Touching the Fax Number field displays Fax Number dictionary.

Fax Number(s)

Cancel

OK

14086103195



Dictionary

SDCA Office

eGoldFax

eFax

User Can select a Label from dictionary or enter number.

50 Scan to Sharefile

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

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 screenshot shows the 'Scan to Sharefile' configuration interface. The main panel has several input fields:

- Folder:** Mandatory field. (Input field with a red asterisk)
- Sub Folder:** Input field
- OCR:** Set to OFF. (Input field with a red asterisk)
- OCR Language:** Set to English. (Input field with a red asterisk)
- File Name:** Input field

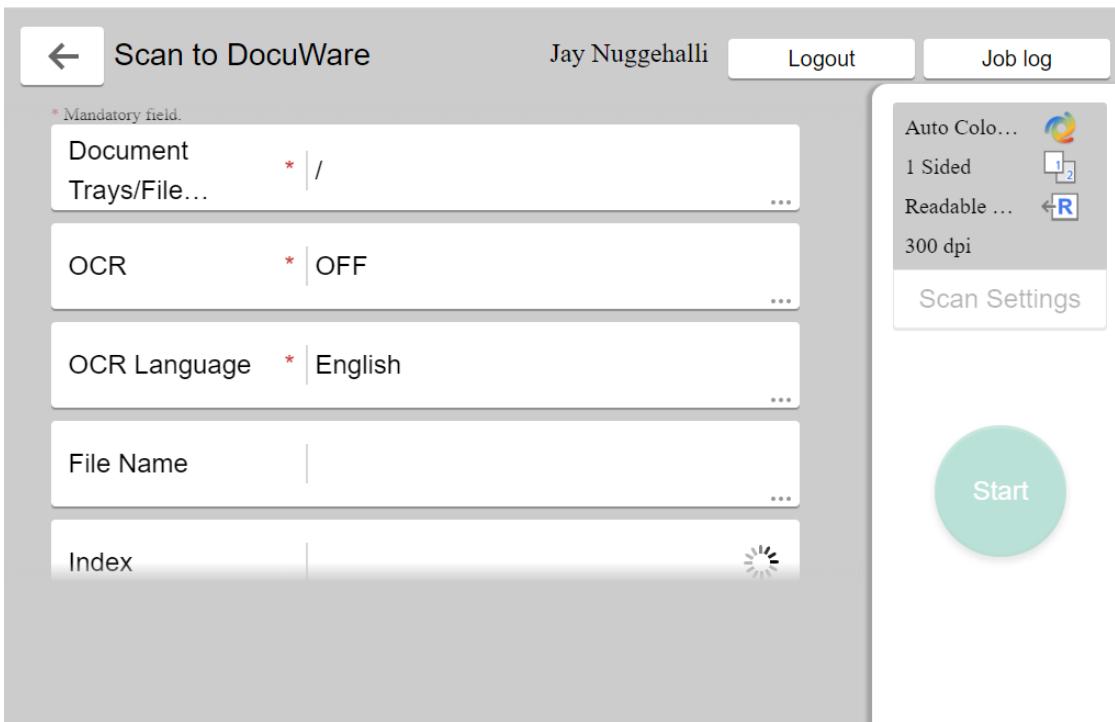
To the right, there is a sidebar titled "Scan Settings" with the following options:

- Auto Colo... (selected)
- 1 Sided
- Readable ...
- 300 dpi

A large green "Start" button is located at the bottom right of the sidebar.

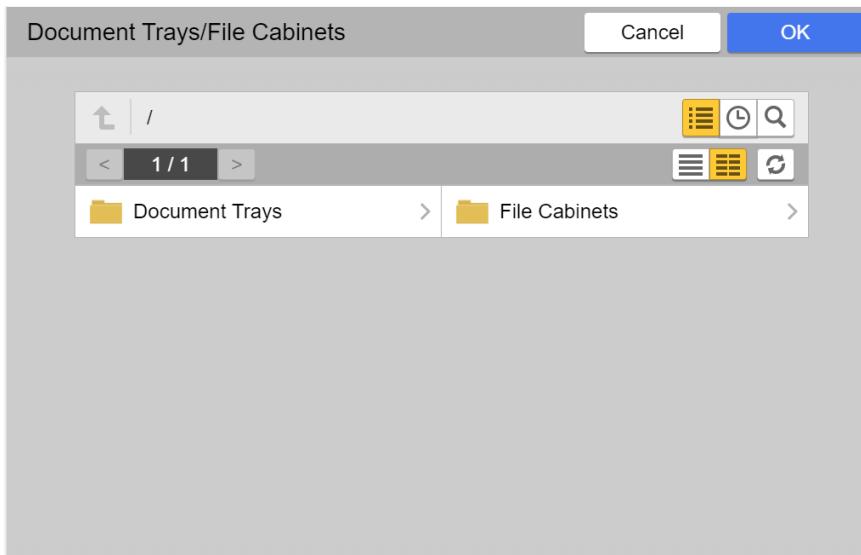
51 Scan to DocuWare

Following settings are available:

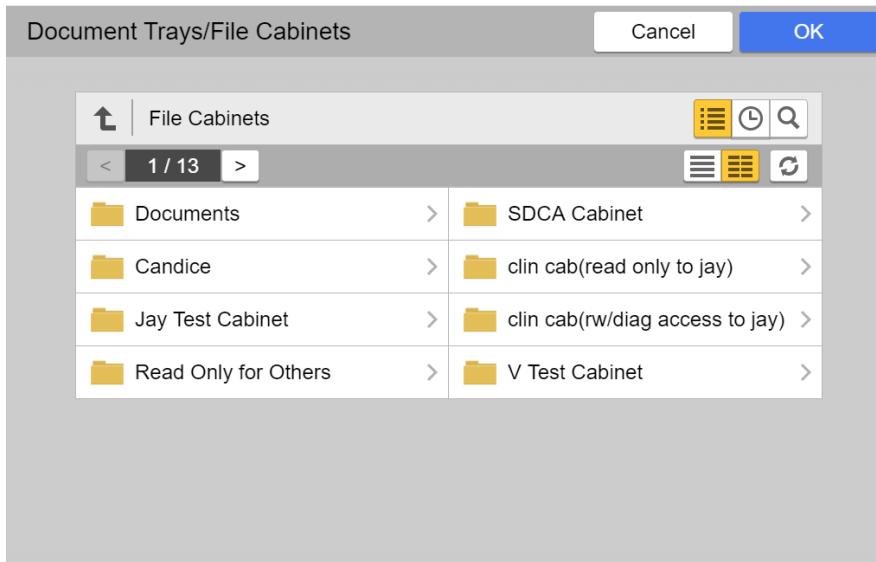
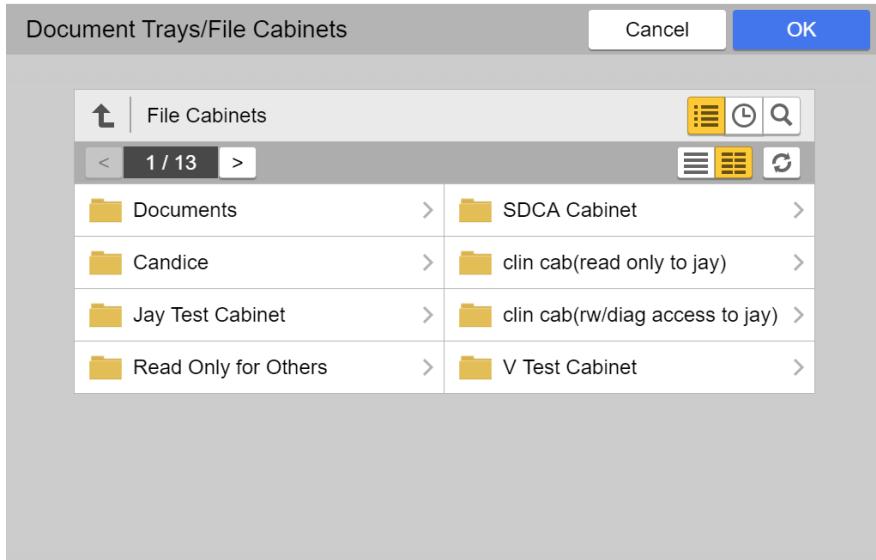


A. Document Tray/File Cabinet

Select desired Document Tray or Cabinet to which Scanned document needs to be uploaded.



At root level 'Document Trays' and 'File Cabinets' are displayed. These are virtual folders and not selectable. Touch on 'Document Tray' or 'File Cabinets' to list Tray or Cabinets respectively.



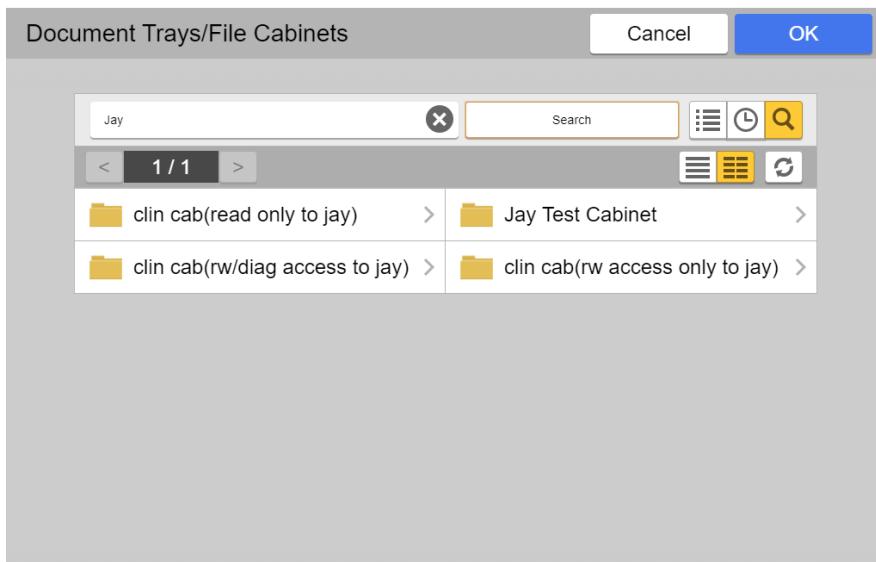
Here is the Hierarchy of Document Tray/File Cabinets

/



Selecting different Store dialog under Document Trays let user to Scan to that Cabinet with index values setup in the selected Store Dialog.

Search is Supported after selection of 'Document Tray' or 'File Cabinets'. As shown below



B. OCR

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

C. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

D. File Name

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

E. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

F. Index

Based on the selected Document Tray or Cabinet, index fields are displayed. User can set the index values after touching the area next to index.

Index

OK

* Mandatory field.

Document Type	*	Contract
Company		...
Contact		...
Subject		...
Date		2019-10-24
Amount		...

Sample Index Fields. Index fields depends on the Document Tray or Cabinet selected.

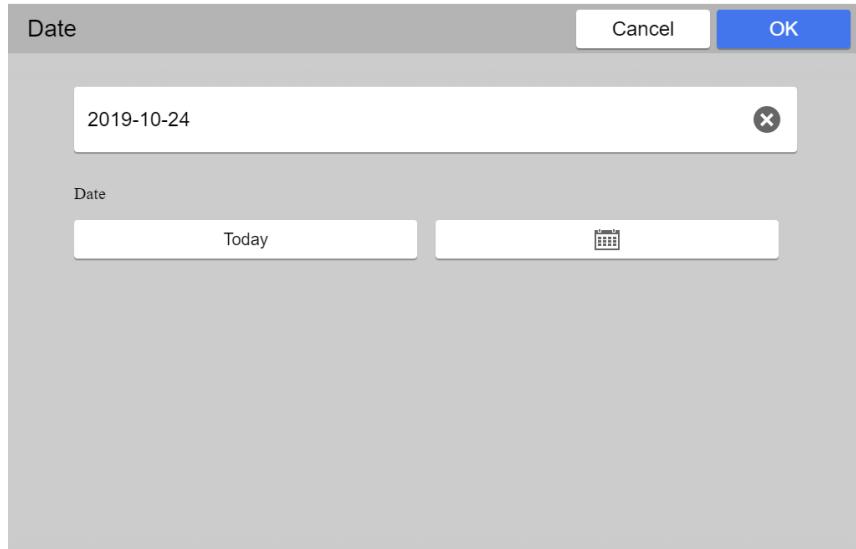
Document Type

Cancel OK

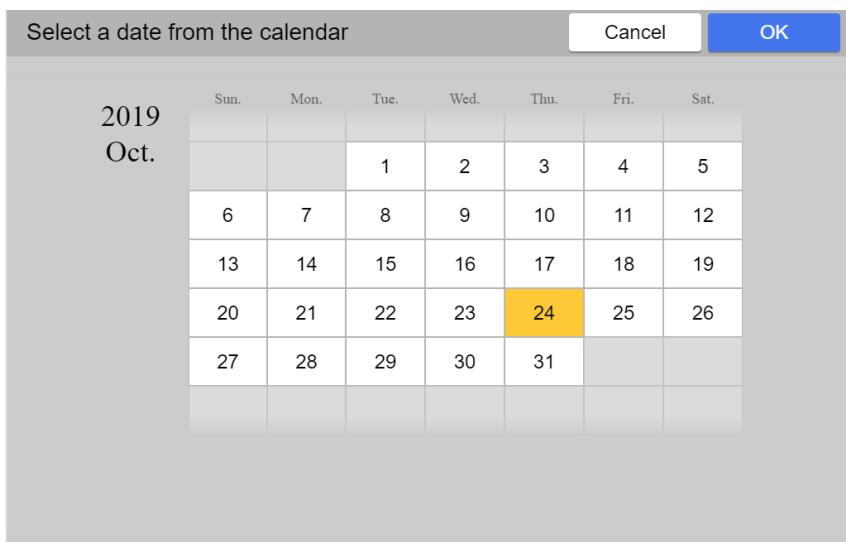
Index Values

Contract	Delivery Note In
IndexTestManualByAccountant	Invoice In
Letter In	Test
TestDoc	TimeSheet
TT	

Sample List Index Field, Dictionary type interface is supported. User can select from already listed items or enter a new value.



Touch on Calendar button to select date



Sample Date Field

52 Scan to Egnyte

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

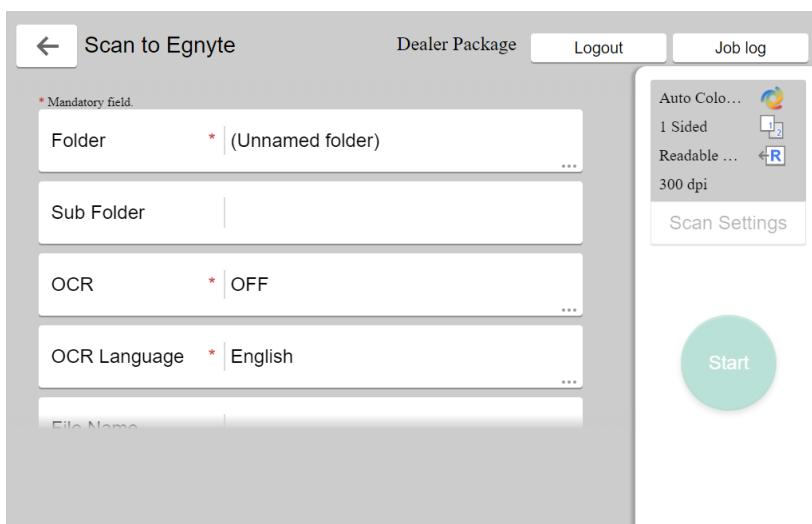
Supports these values: English, French, Spanish, Portuguese Brazilian

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



53 Scan to Rubex

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

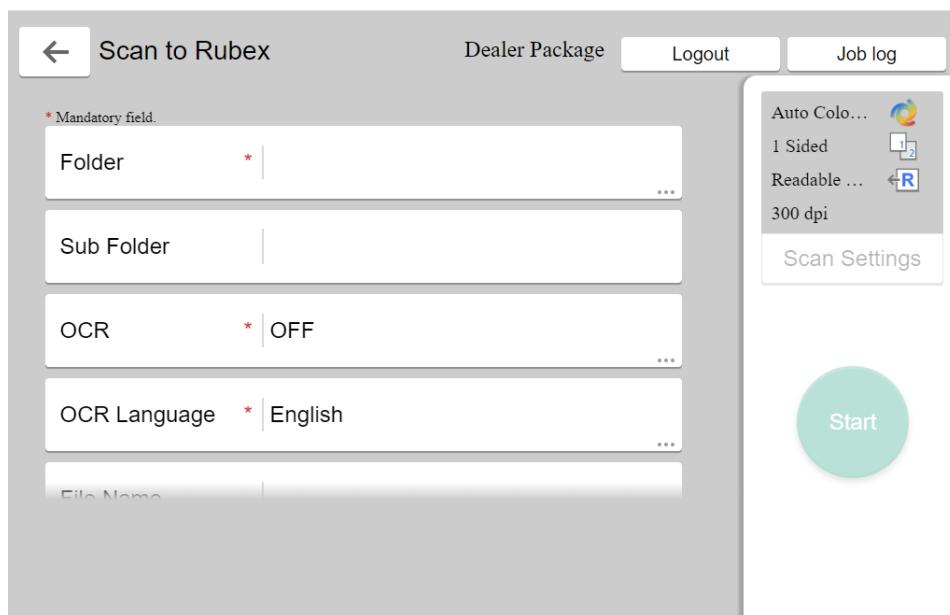
Supports these values: English, French, Spanish, Portuguese Brazilian

E. File Name

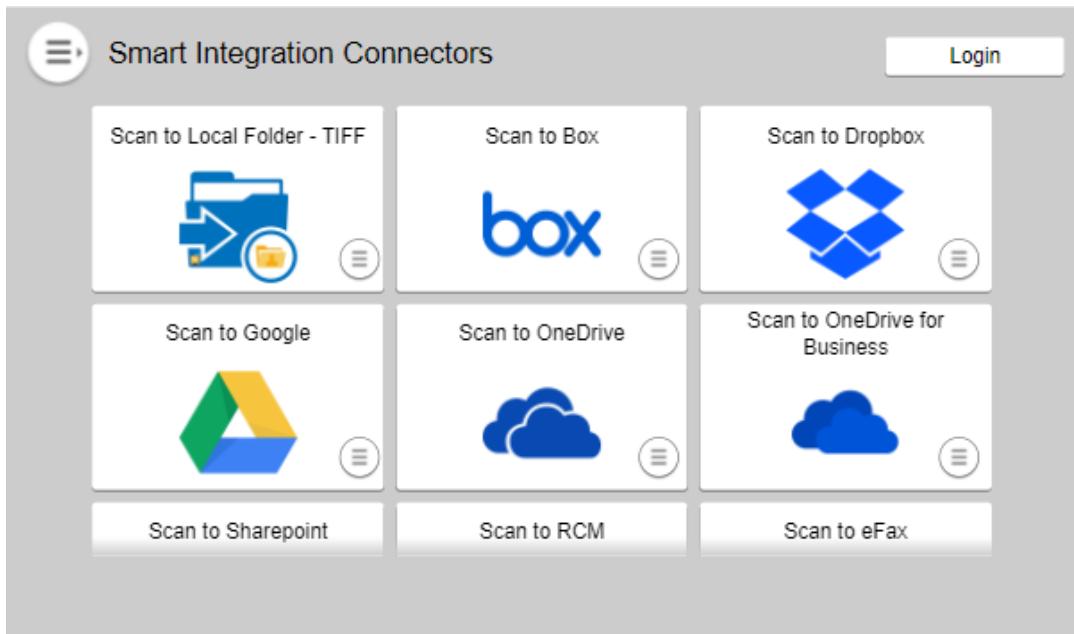
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

F. Remove Blank Page

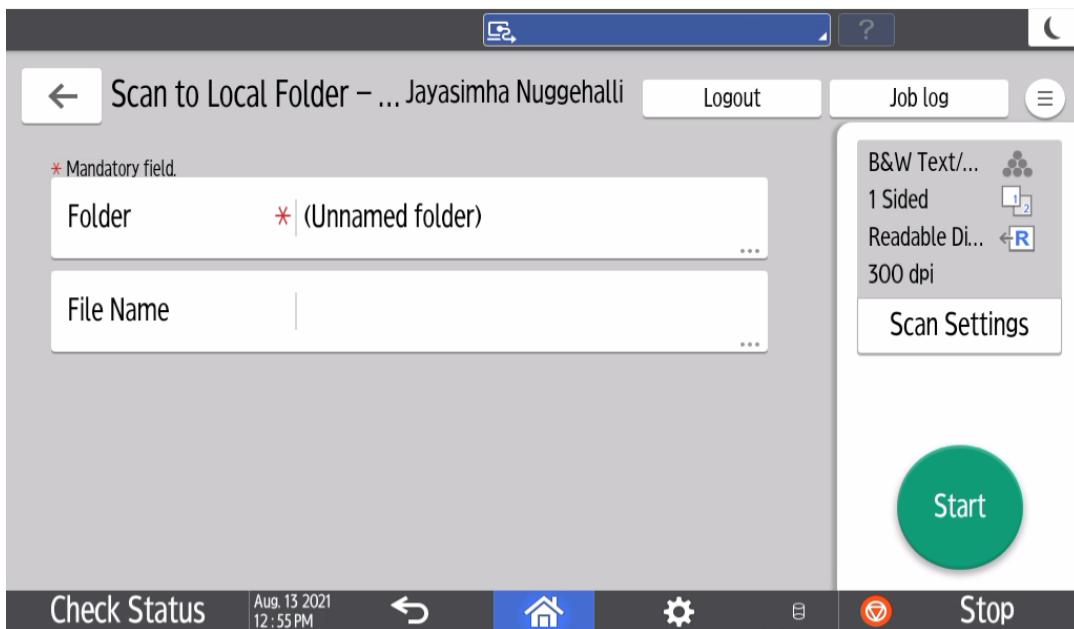
Workflow supports Blank Page Removal. Values: OFF, ON



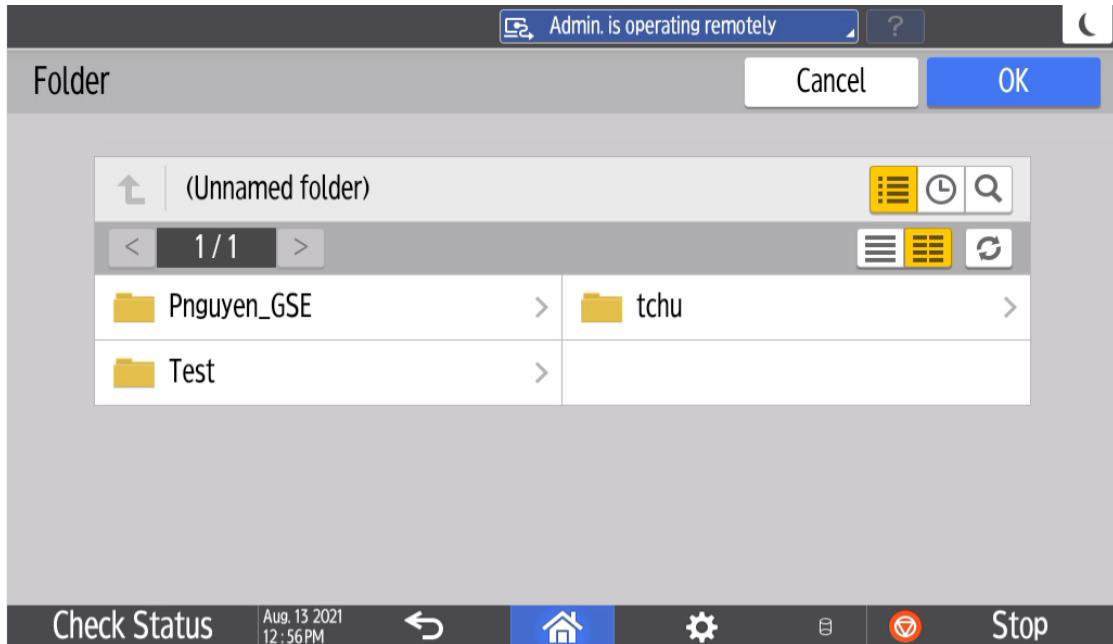
55 Scan to Local Folder - TIFF



Touch on 'Scan to Local Folder – TIFF' after login following screen is displayed.



Click on folder to browse and select Folder



Click on 'Scan Settings' to change Scan Settings

Note: Only B&W Text/Photo Mode is available for Scan Mode

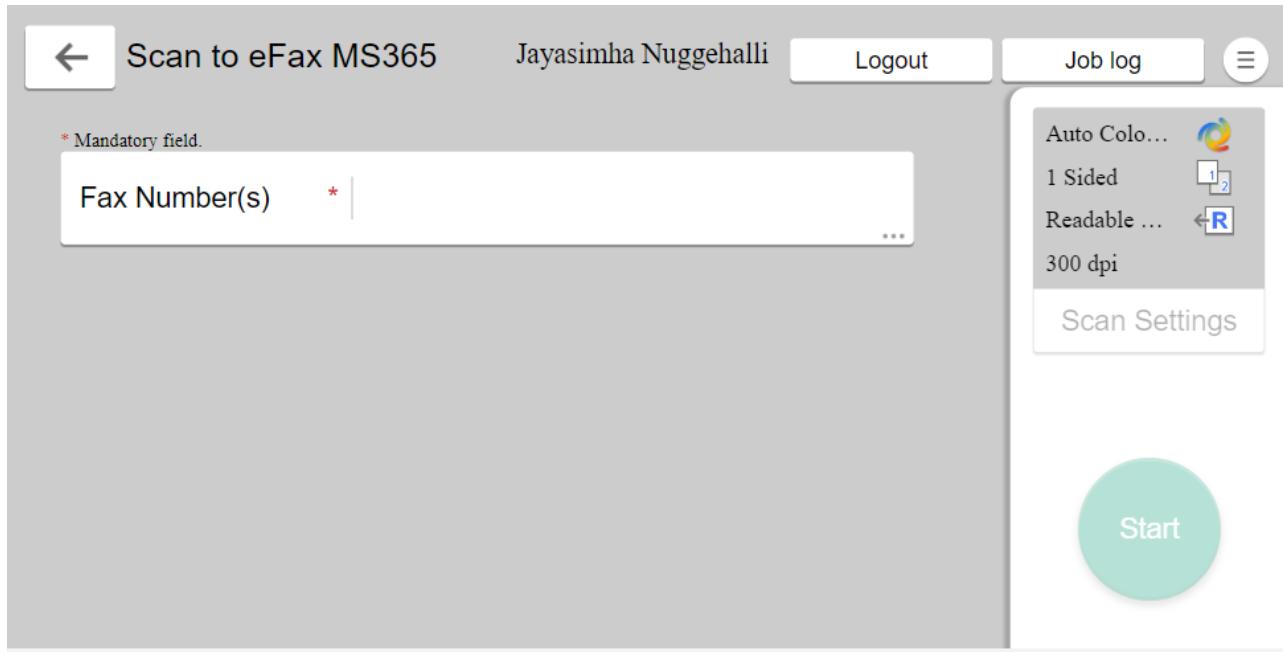


56 Scan to eFax MS365

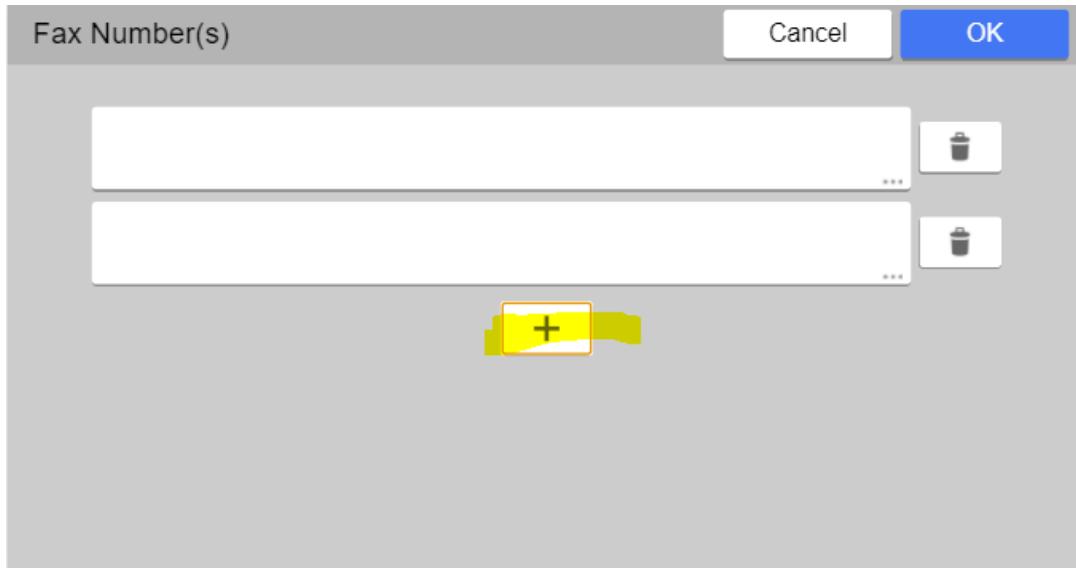
Following settings are available:

A. Fax Number

Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



Touching 'Fax Number(s)' displays following screen.



Pressing '+' displays additional 'Fax Number' input fields. Touching the Fax Number field displays Fax Number dictionary.

Fax Number(s)

Cancel

OK

14086103195



Fax Numbers

eFax

eGoldFax

SDCA Office

User Can select a Label from dictionary or enter number.

57 Scan to eGoldFax MS365

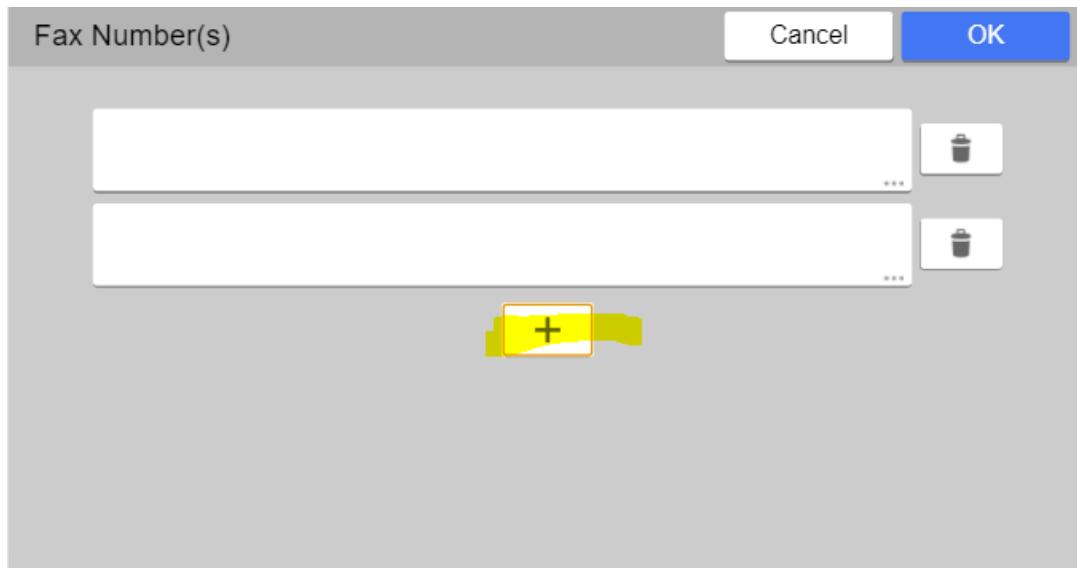
Following settings are available:

A. Fax Number

Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



Touching 'Fax Number(s)' displays following screen.



Pressing '+' displays additional 'Fax Number' input fields. Touching the Fax Number field displays Fax Number dictionary.

Fax Number(s)

Cancel

OK

14086103195



Fax Numbers

eFax

eGoldFax

SDCA Office

User Can select a label from dictionary or enter number.

58 Scan to Email MS365

Following settings are available:

A. Recipients

Touch on this field to enter Recipients email addresses, if the address book dictionary is configured in workplace, user can select configured email addresses from address book.

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows the 'Scan to Email MS365' configuration interface. On the left, there is a list of settings with input fields:

- Recipients:** phuc@ricoh-act.com
- Email subject:** Scan2Email MS365
- Email body:** Your scanned document is attached
- OCR:** PDF
- OCR Language:** English

On the right, there is a sidebar titled 'Scan Settings' containing the following options:

- B&W Text
- 1 Sided
- Readable ...
- 300 dpi

A large green button labeled 'Start' is located at the bottom right of the interface.

59 Scan to Email Google

Following settings are available:

A. Recipients

Touch on this field to enter Recipients email addresses, if the address book dictionary is configured in workplace, user can select configured email addresses from address book.

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

* Mandatory field.

Recipients	* aintest10@gmail.com
Email subject	Scan2Email google
Email body	
OCR	* OFF
OCR Language	* English

Auto Colo...

 1 Sided

 Readable ...

 300 dpi

Start

60 Scan to Email Plus

Following settings are available:

A. Recipients

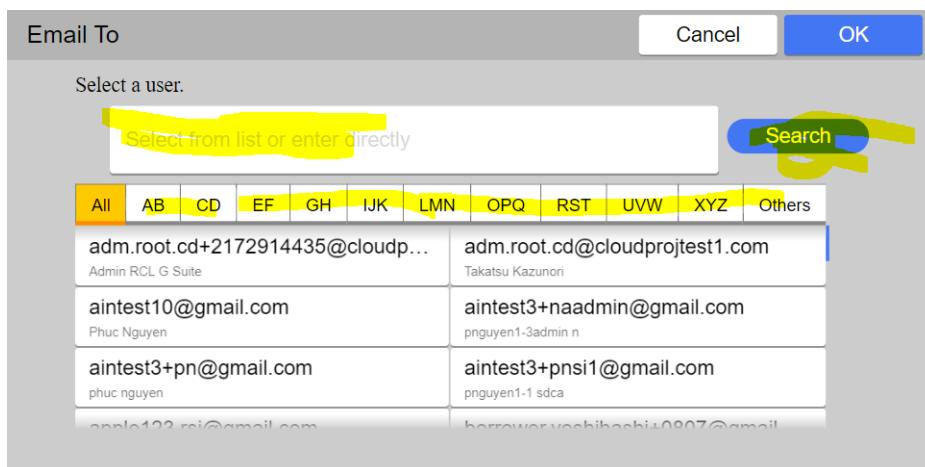
Touch on this field to enter Recipients email addresses. Address Book contents depends on the administrator Configuration in the workplace. Following settings are available in Workplace.

1. Manual Entry



Only Manual Entry of Recipient Email address is available.

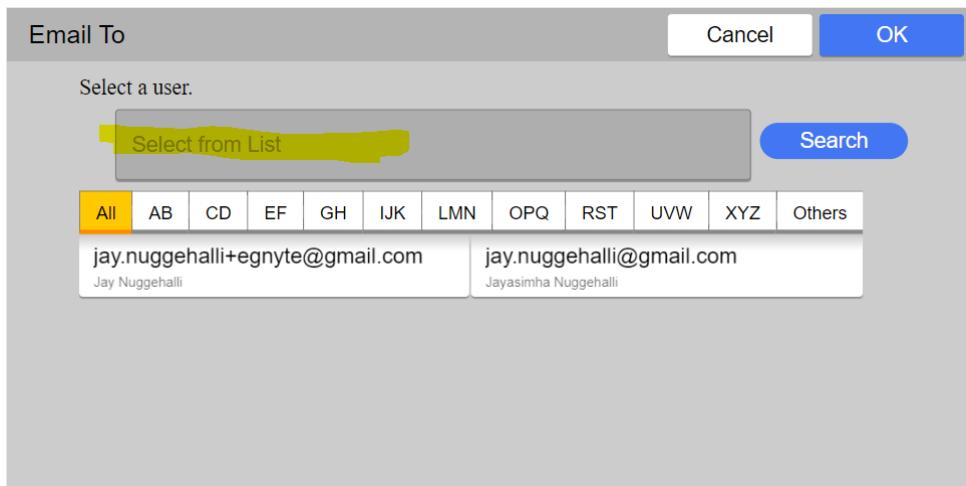
2. Select from All Users



All users of Tenants are available in the address book. Also Manual entry of email address is available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of users in the tenant exceed 500, it may be necessary to use search function to find users.

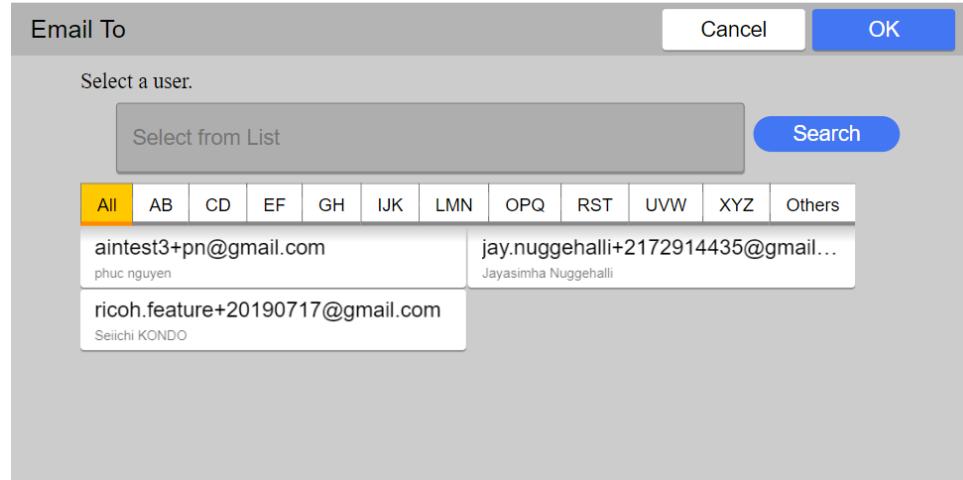
3. Select from Users



Selected users (this depends on configuration in the workplace) of Tenants are available in the address book. Manual entry of email address is not available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of selected users in the workplace exceed 500, it may be necessary to use search function to find users.

4. Select from Groups



Users in selected groups (this depends on configuration in the workplace) of Tenants are available in the address book. Manual entry of email address is not available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of users in selected groups exceed 500, it may be necessary to use search function to find users.

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows the 'Scan to Email Plus' application interface. At the top, there's a header with a back arrow, the title 'Scan to Email Plus', the user name 'Jayasimha Nuggehalli', a 'Logout' button, and a menu icon. Below the header, there are five input fields: 'Email To' (mandatory field), 'Subject', 'Body', 'OCR' (set to OFF), and 'OCR Language' (set to English). To the right of these fields is a sidebar titled 'Scan Settings' containing 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 main form area.

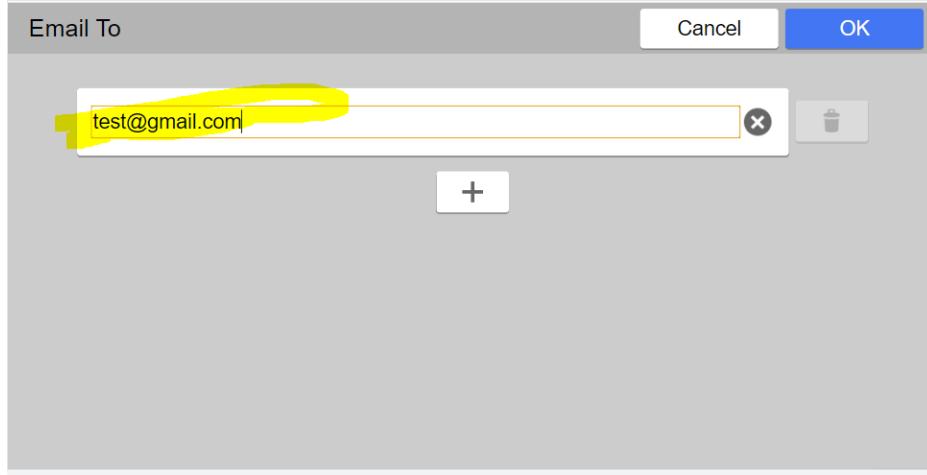
61 Scan to Email MS365 Plus

Following settings are available:

A. Recipients

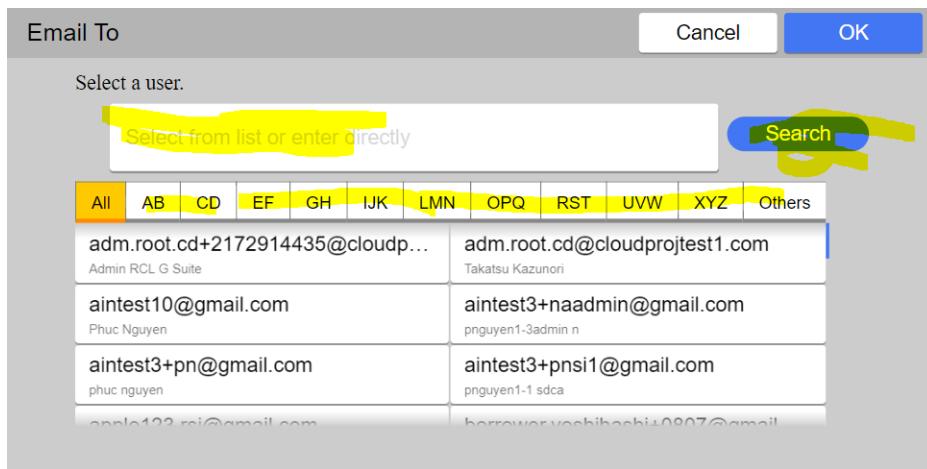
Touch on this field to enter Recipients email addresses. Address Book contents depends on the administrator Configuration in the workplace. Following settings are available in Workplace.

1. Manual Entry



Only Manual Entry of Recipient Email address is available.

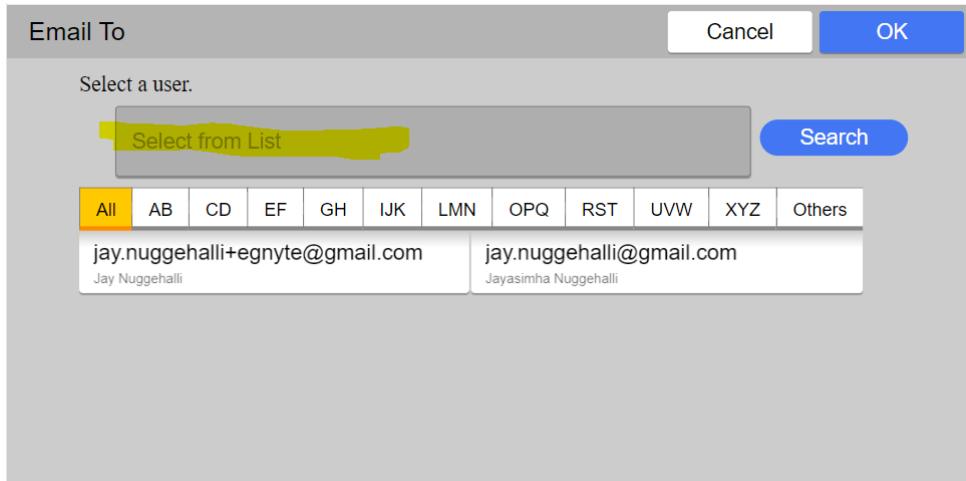
2. Select from All Users



All users of Tenants are available in the address book. Also Manual entry of email address is available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of users in the tenant exceed 500, it may be necessary to use search function to find users.

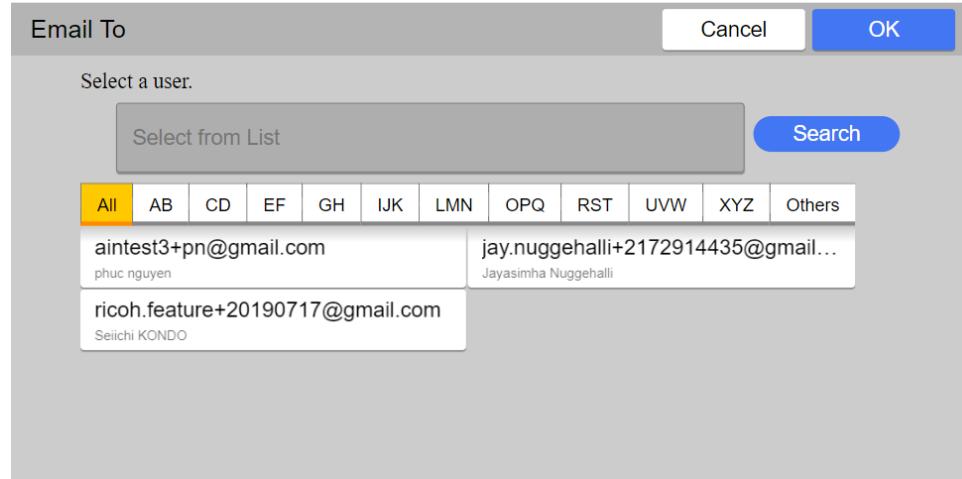
3. Select from Users



Selected users (this depends on configuration in the workplace) of Tenants are available in the address book. Manual entry of email address is not available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of selected users in the workplace exceed 500, it may be necessary to use search function to find users.

4. Select from Groups



Users in selected groups (this depends on configuration in the workplace) of Tenants are available in the address book. Manual entry of email address is not available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of users in selected groups exceed 500, it may be necessary to use search function to find users.

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

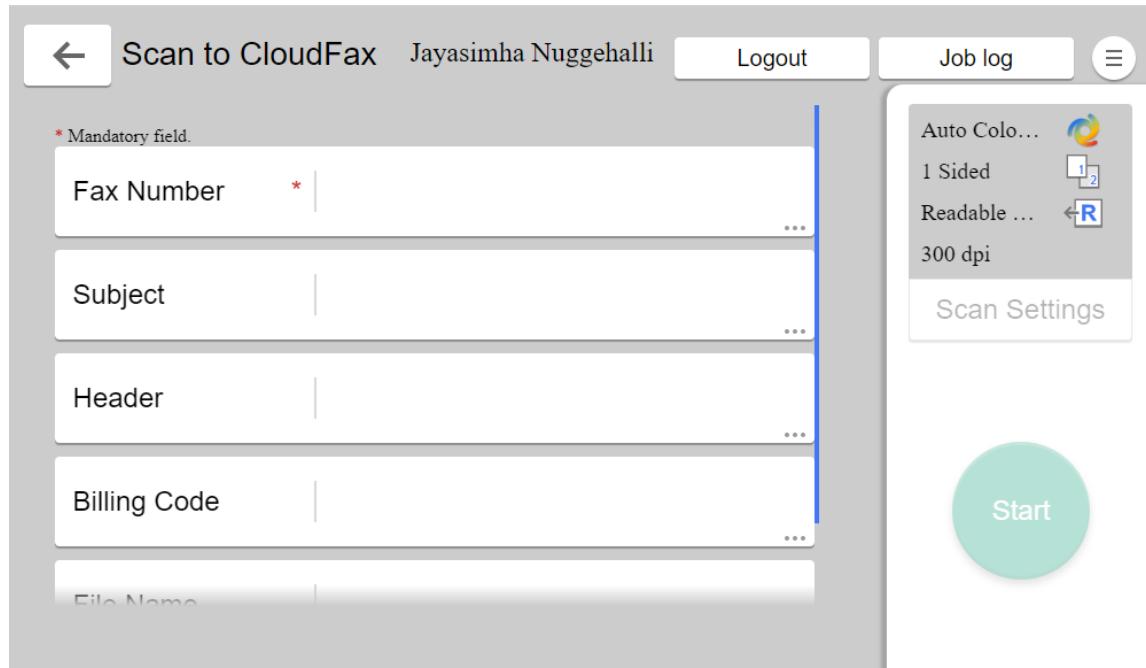
Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows the 'Scan to Email MS365' configuration screen. It includes fields for 'Recipients' (mandatory), 'Email subject', 'Email body', 'OCR' (set to 'OFF'), and 'OCR Language' (set to 'English'). To the right, a sidebar displays 'Scan Settings' with options like 'Auto Color', '1 Sided', 'Readable ...', and '300 dpi'. A large green 'Start' button is at the bottom right.

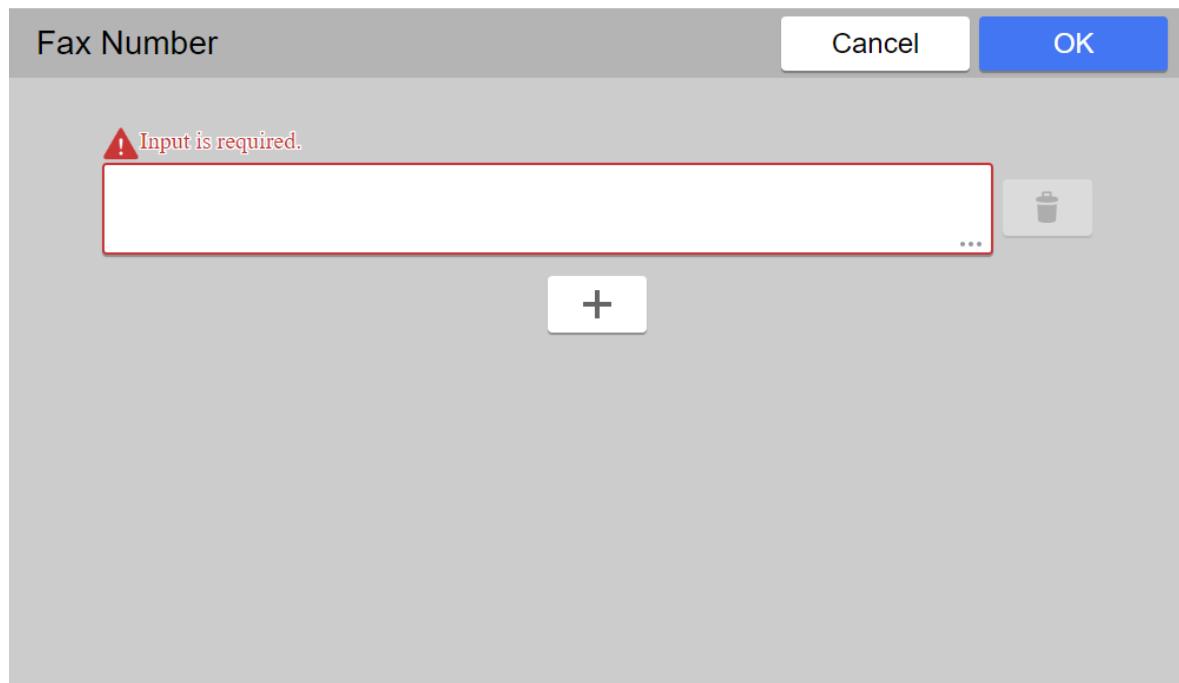
62 Scan to CloudFax

Following settings are available:

A. Fax Number

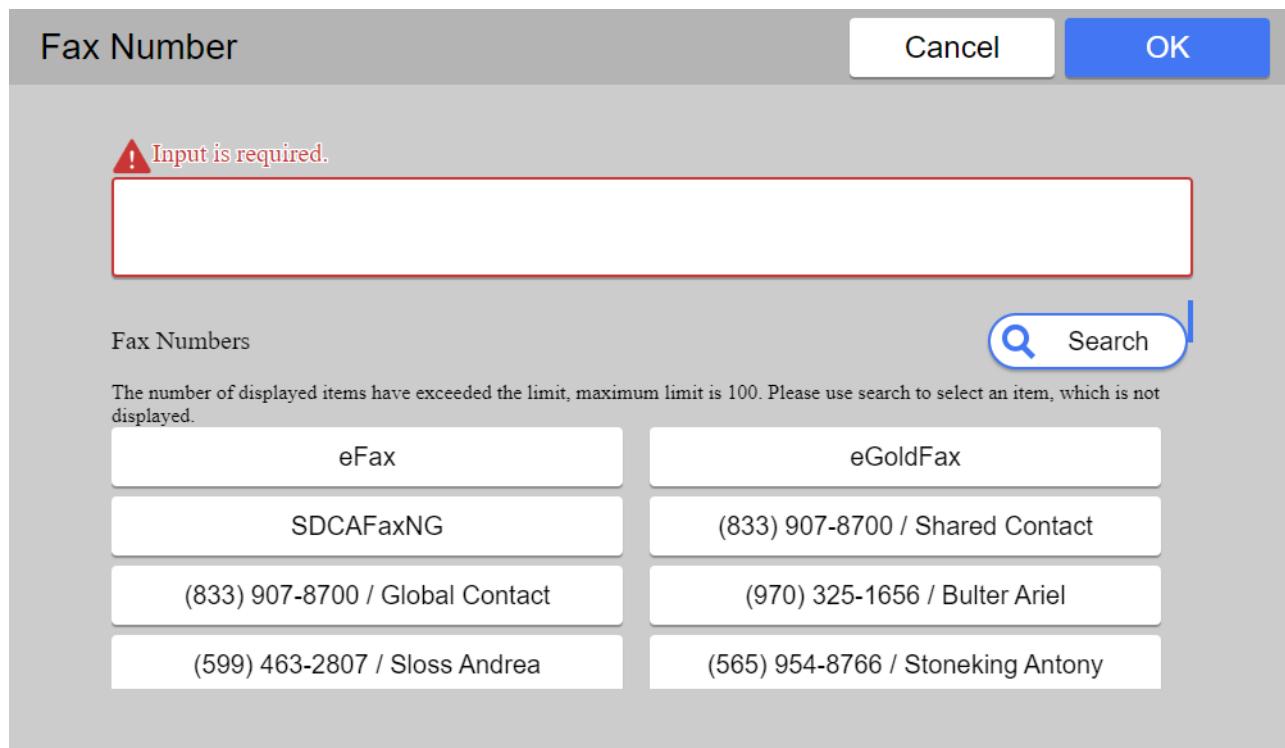


Touch on box next to Fax Number following Screen will be displayed

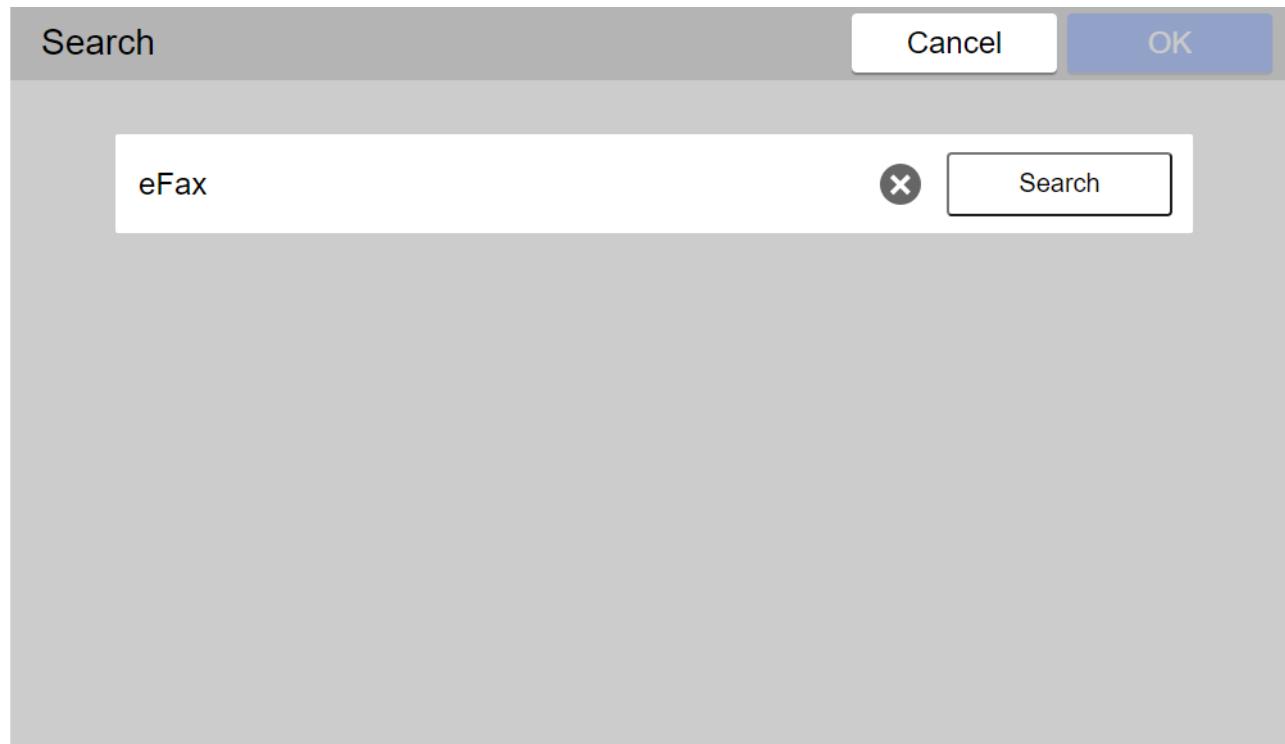


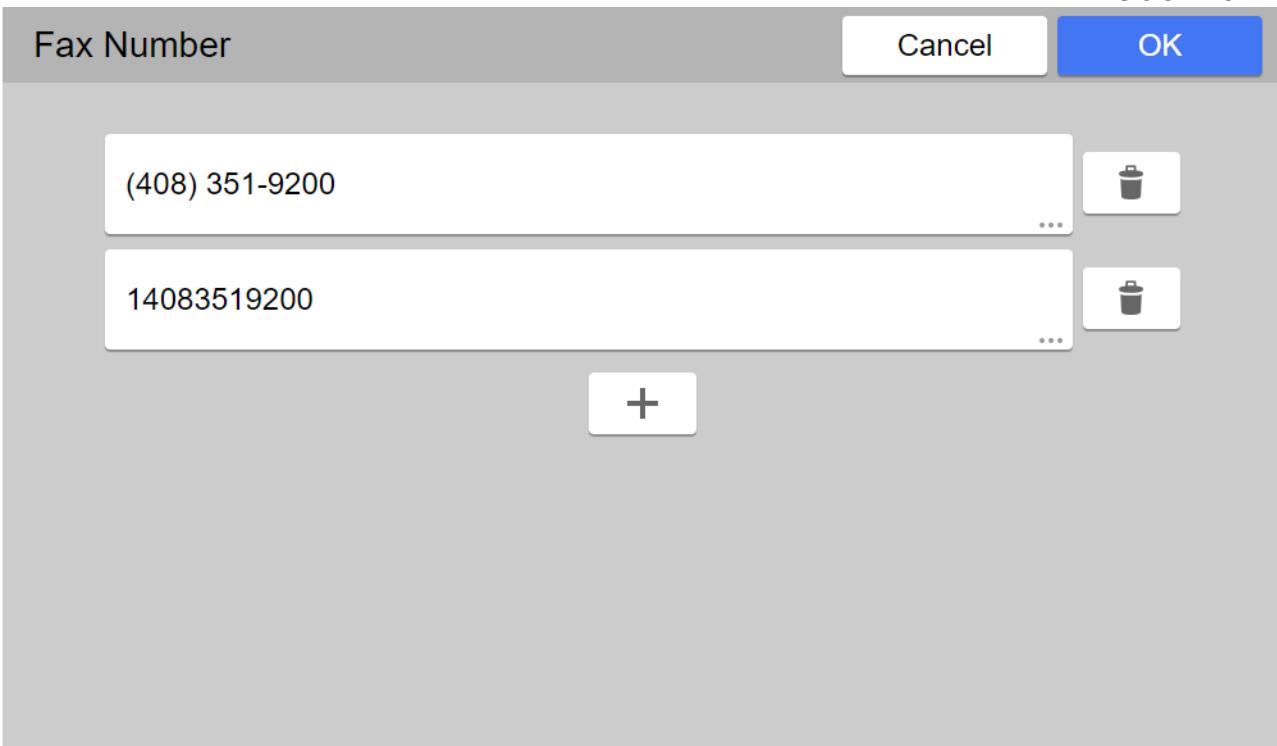
'+' will add one more Fax Number box, this will help sending fax to two different numbers at the same time.

Touching on the Fax Number Box will display Address book, which is located on Cloud Fax Server.

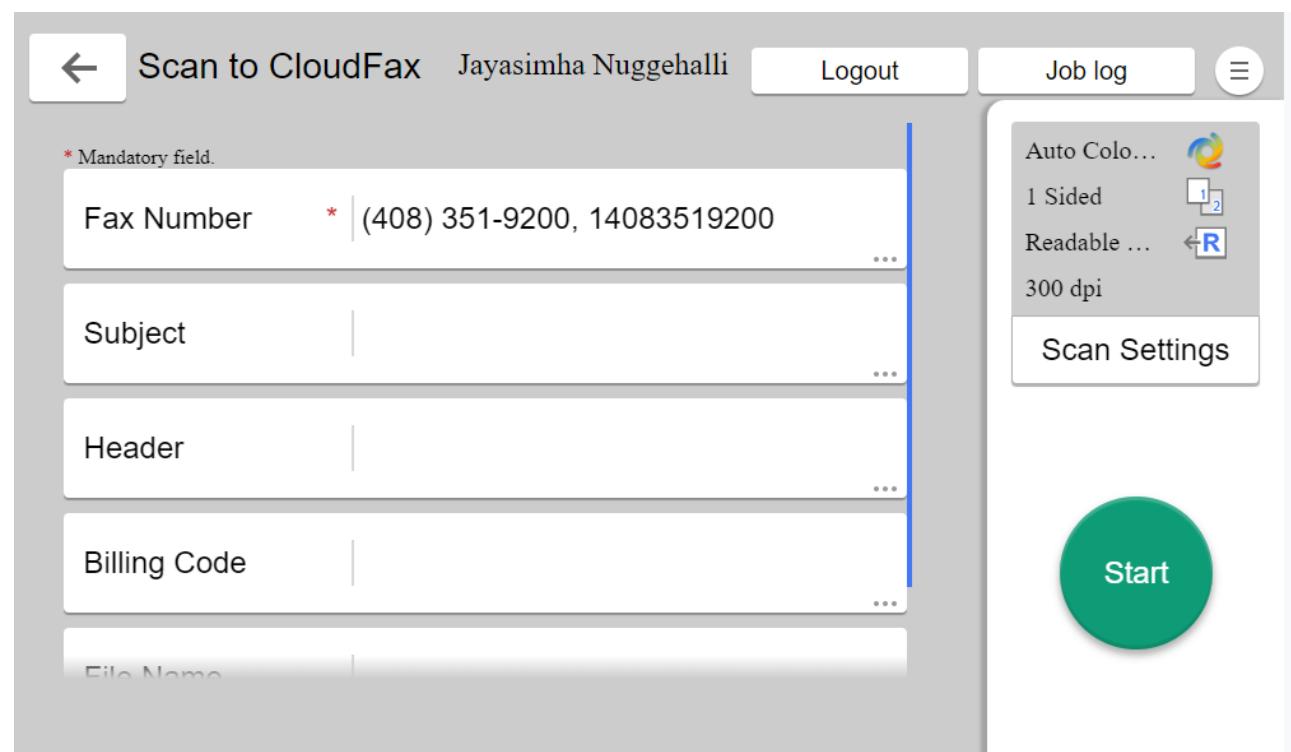


User can also manually input fax number or select a fax number from address book. Address book shows up to 100 numbers, if the Address Book on the Server contains more than 100 numbers, use 'Search' option to find a number.





Screen showing two fax number entries.



B. Subject

Subject for Fax

Scan to CloudFax Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Fax Number	*	(408) 351-9200, 14083519200	...
Subject		This is a test Subject	...
Header			...
Billing Code			...
File Name			...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

C. Header

Fax Header

Scan to CloudFax Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Fax Number	*	(408) 351-9200, 14083519200	...
Subject		This is a test Subject	...
Header		Test Header	...
Billing Code			...
File Name			...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

D. Billing Code

Billing Code

The screenshot shows the 'Scan to CloudFax' application interface. At the top, it displays the user's name 'Jayasimha Nuggehalli'. Below the header, there are four input fields: 'Subject' (value: 'This is a test Subject'), 'Header' (value: 'Test Header'), 'Billing Code' (value: '112233'), and 'File Name' (empty). To the right of these fields is a 'Scan Settings' panel with options like 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green 'Start' button is positioned at the bottom right.

E. File Name

File Name can be entered here

This screenshot is identical to the one above, showing the 'Scan to CloudFax' interface. The 'File Name' field now contains the value 'test'. The rest of the interface, including the 'Scan Settings' panel and the large green 'Start' button, remains the same.

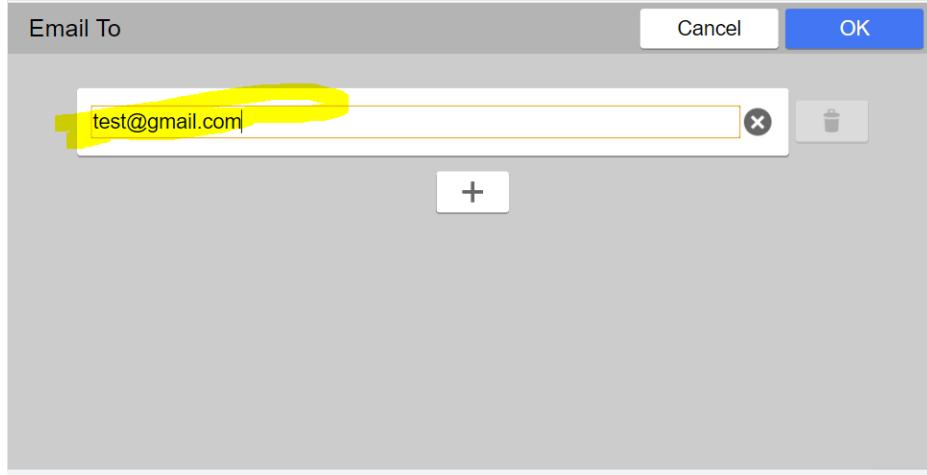
63 Scan to Email Google Plus

Following settings are available:

A. Recipients

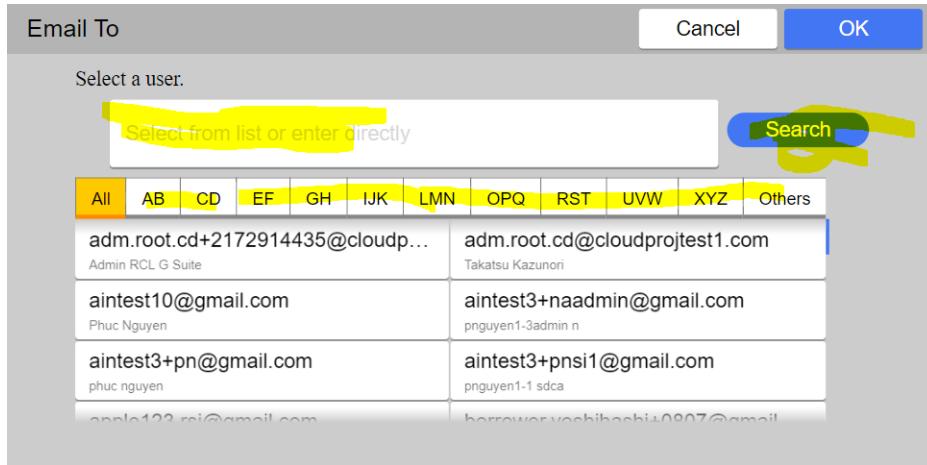
Touch on this field to enter Recipients email addresses. Address Book contents depends on the administrator Configuration in the workplace. Following settings are available in Workplace.

1. Manual Entry



Only Manual Entry of Recipient Email address is available.

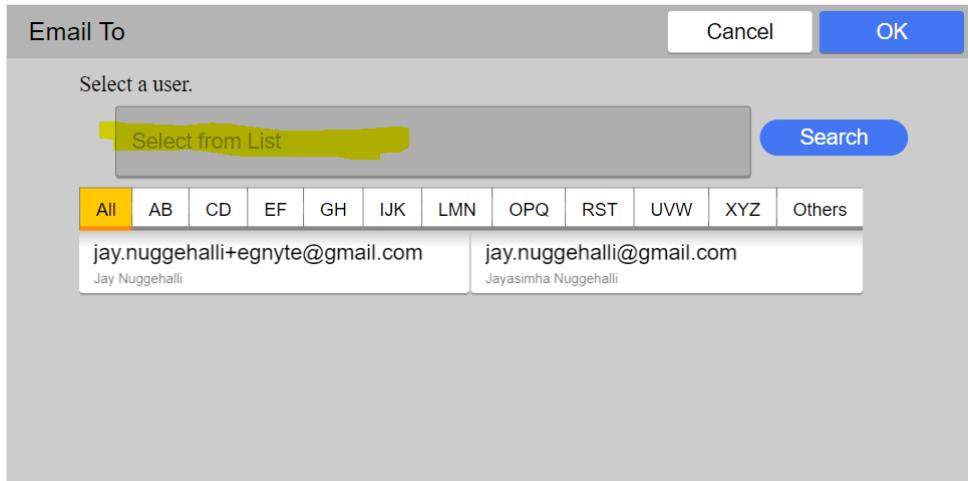
2. Select from All Users



All users of Tenants are available in the address book. Also Manual entry of email address is available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of users in the tenant exceed 500, it may be necessary to use search function to find users.

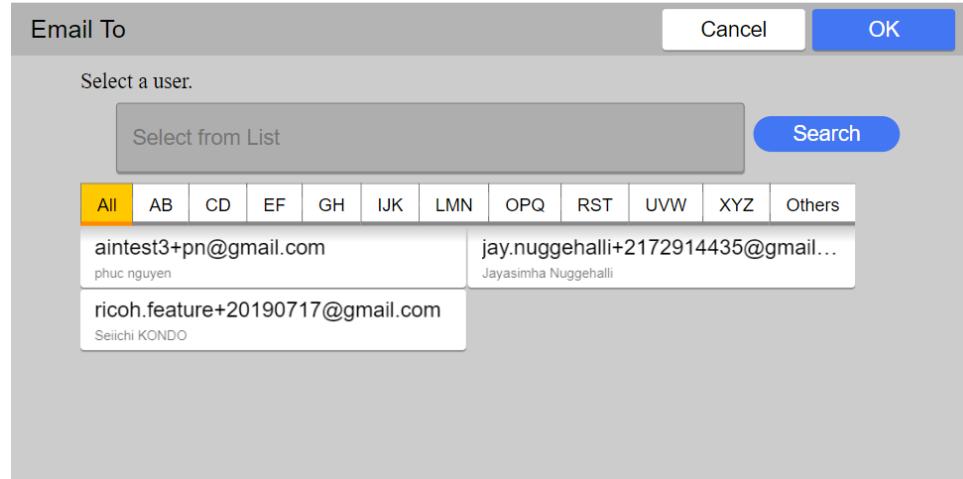
3. Select from Users



Selected users (this depends on configuration in the workplace) of Tenants are available in the address book. Manual entry of email address is not available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of selected users in the workplace exceed 500, it may be necessary to use search function to find users.

4. Select from Groups



Users in selected groups (this depends on configuration in the workplace) of Tenants are available in the address book. Manual entry of email address is not available. 'Search' can be used to search a specific user. Also Starting alphabet filters are available to display users starting from selected alphabet filters.

Note: Maximum of 500 users are loaded at a time. If the number of users in selected groups exceed 500, it may be necessary to use search function to find users.

5. Email Subject

Value entered here is used as Email Subject line

6. Email body

Value entered here is used as Email body

7. OCR

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

8. OCR Language

Supports these values: English, French, Spanish, Portuguese Brazilian

9. File Name

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

10. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows a web-based application for scanning documents to email. At the top, there's a header with a back arrow, the title "Scan to Email Google P... Jayasimha Nuggehalli", a "Logout" button, and a "Job log" button. Below the header are several input fields:

- "Recipients" (mandatory field) - An empty text input.
- "Email subject" - An empty text input.
- "Email body" - An empty text input.
- "OCR" (mandatory field) - A dropdown menu set to "OFF".
- "OCR Language" (mandatory field) - A dropdown menu set to "English".

To the right of these fields is a "Scan Settings" sidebar with the following options:

- Auto Color
- 1 Sided
- Readable ...
- 300 dpi

A "Scan Settings" button is also present in the sidebar.

At the bottom right is a large green circular "Start" button.

64 Scan to GoogleDrive Shared

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected in above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

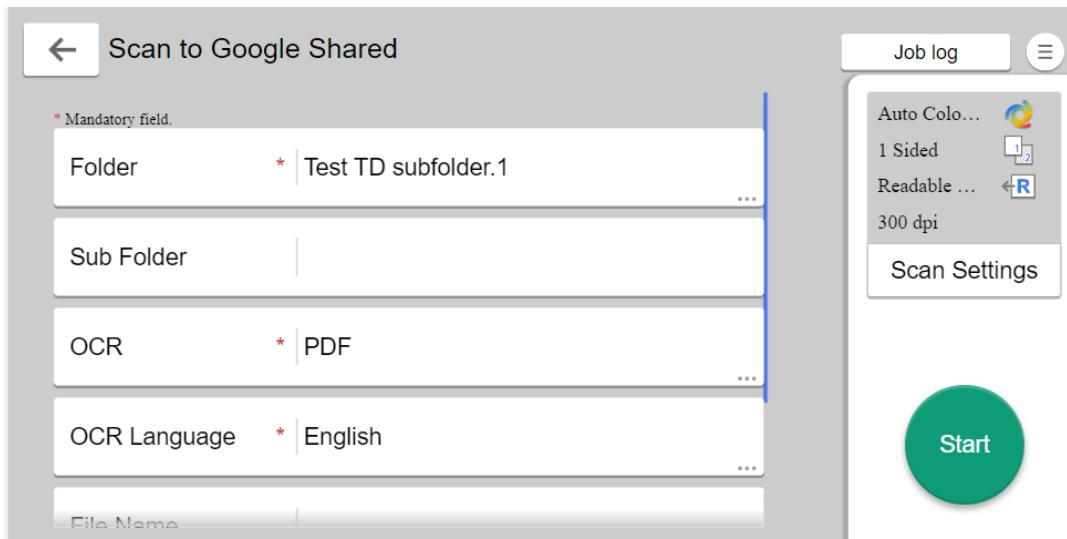
Supports these values: English, French, Spanish, Portuguese Brazilian

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



65 Scan to OneDrive for Biz Shared

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected in above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

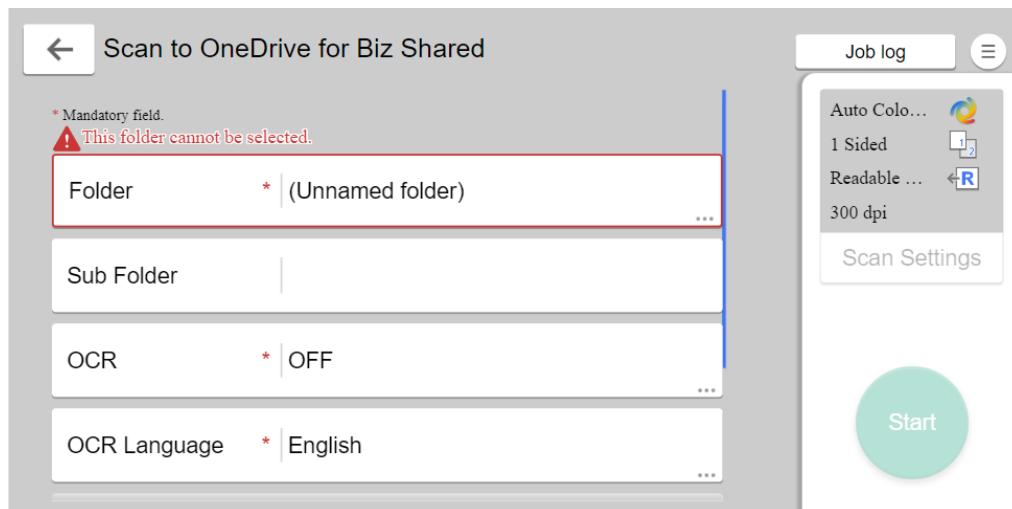
Supports these values: English, French, Spanish, Portuguese Brazilian

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



66 Scan to SharePoint Shared

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

G. Sub Folder

Entering a value here creates Folder under Folder Selected in above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

B. OCR

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

C. OCR Language

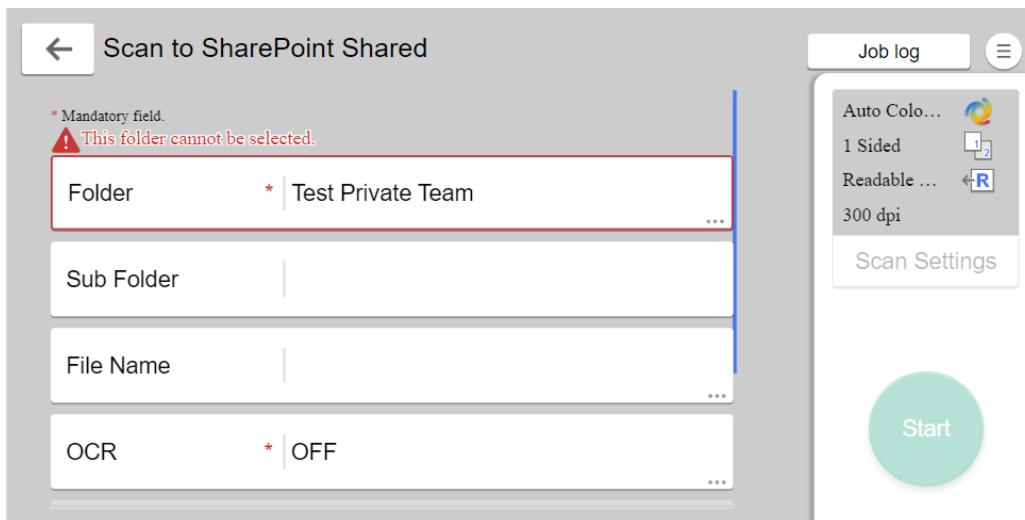
Supports these values: English, French, Spanish, Portuguese Brazilian

D. File Name

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

E. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



67 Scan to Dropbox Shared

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected in above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

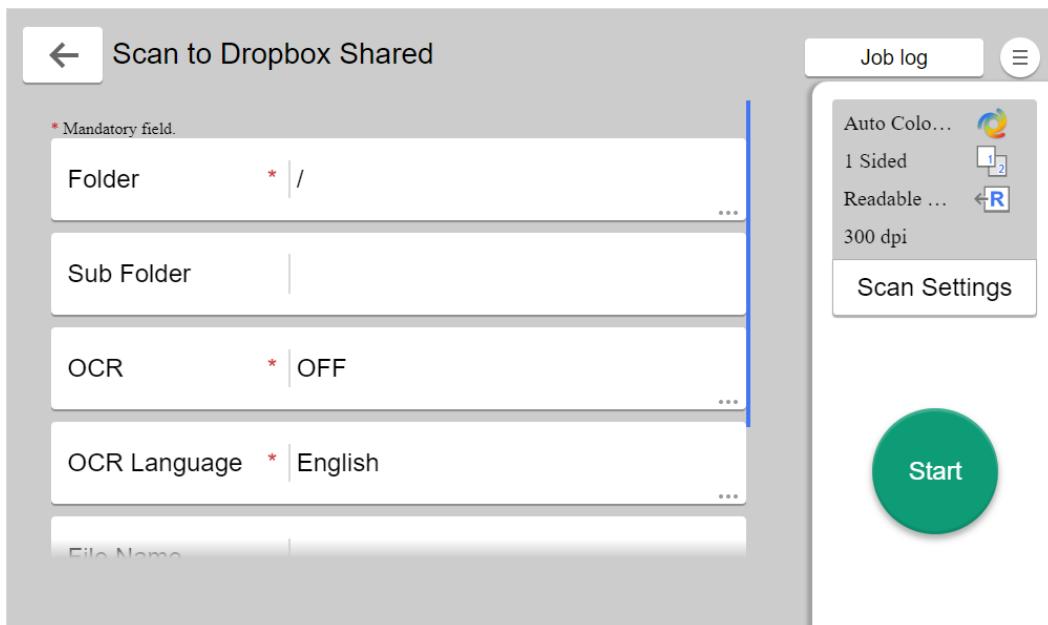
Supports these values: English, French, Spanish, Portuguese Brazilian

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



68 Scan to Box Shared

Following settings are available:

A. Folder

Select desired folder to which Scanned document needs to be uploaded.

B. Sub Folder

Entering a value here creates Folder under Folder Selected in above, if the sub folder does not exist. Scan file is uploaded to subfolder. This is an optional field.

C. OCR

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

D. OCR Language

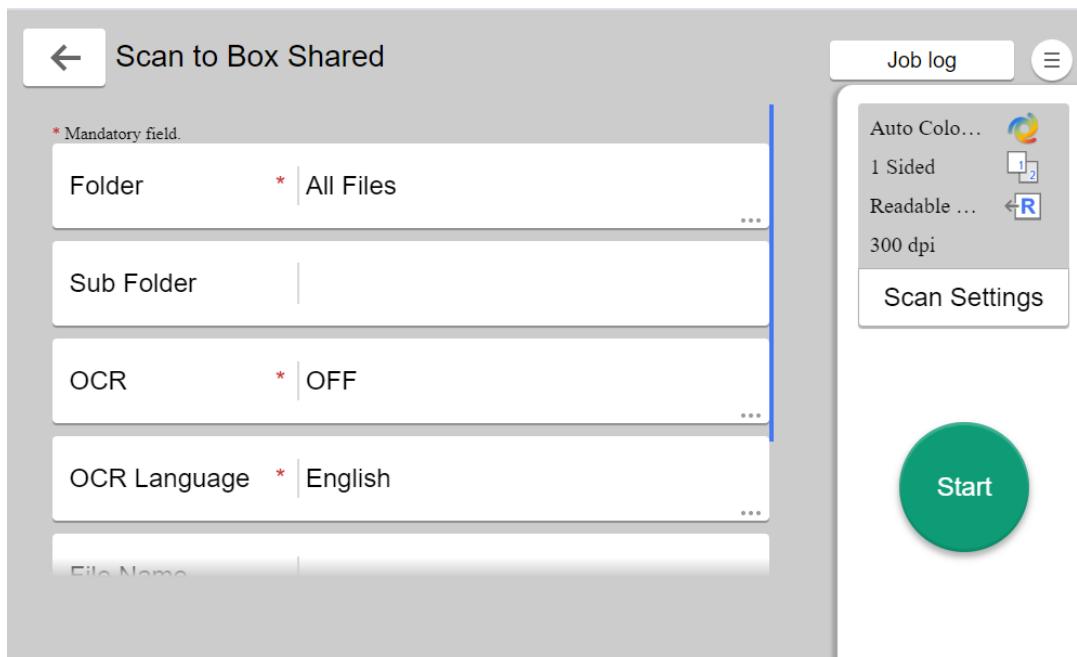
Supports these values: English, French, Spanish, Portuguese Brazilian

E. File Name

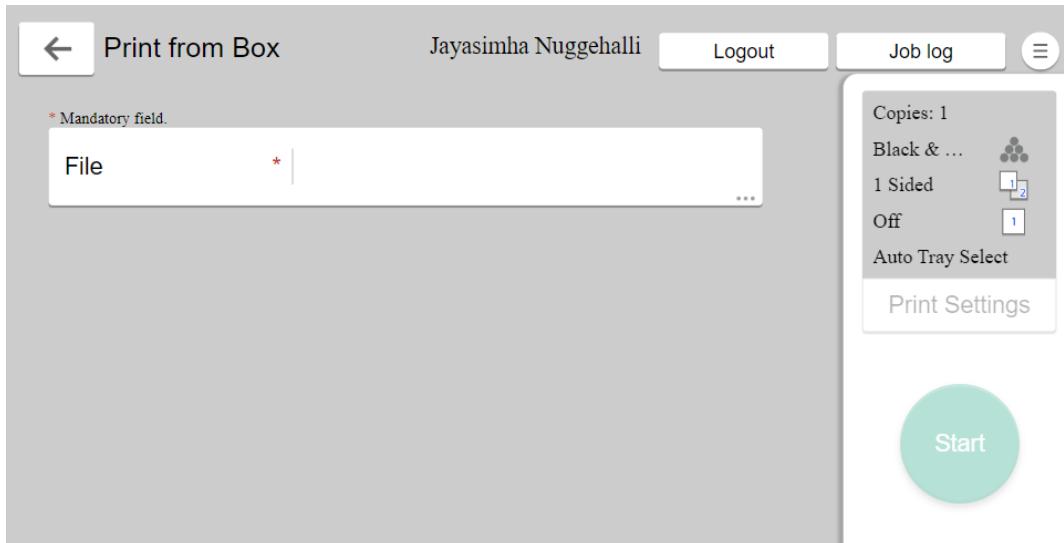
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

F. Remove Blank Page

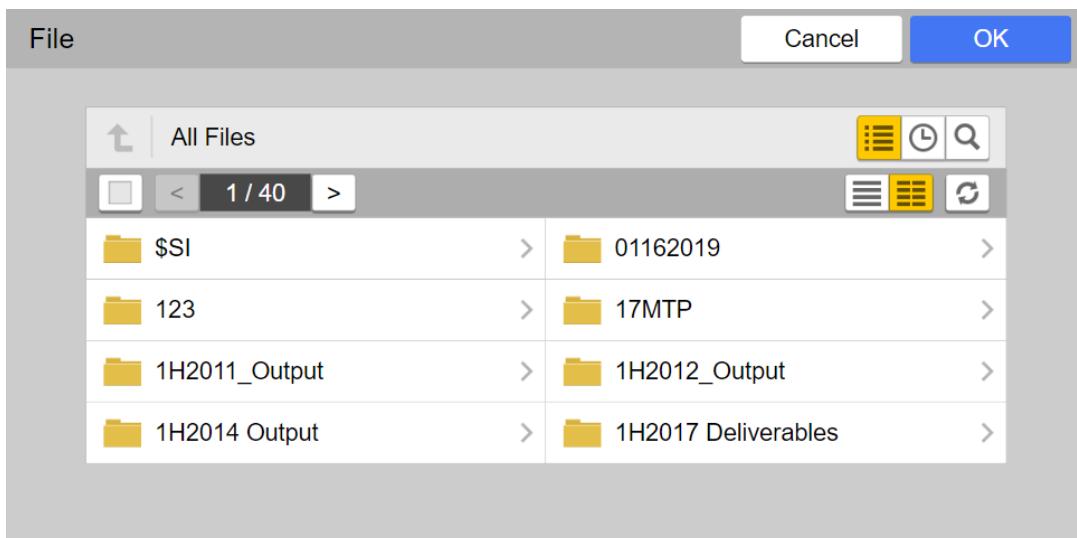
Workflow supports Blank Page Removal. Values: OFF, ON



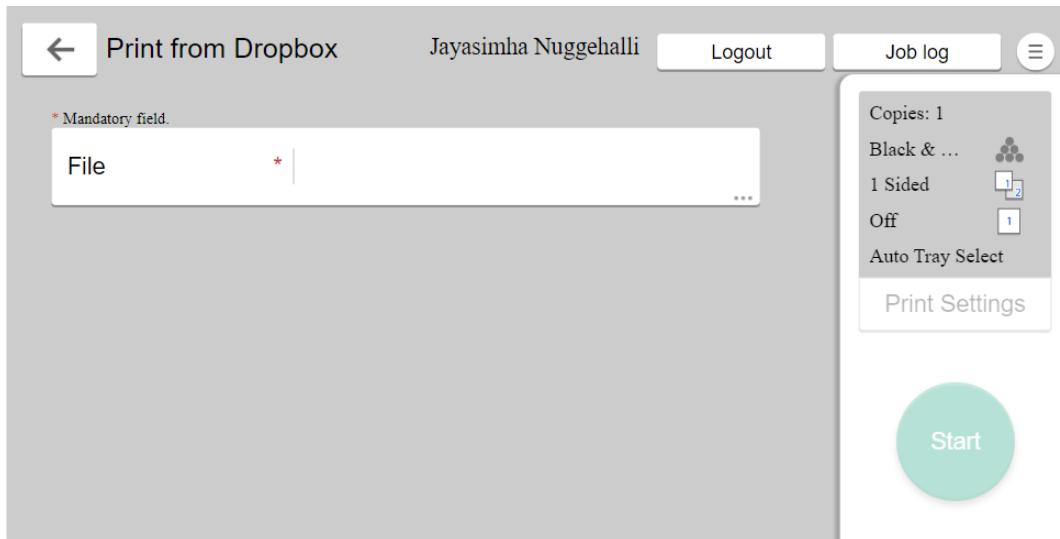
69 Print from Box



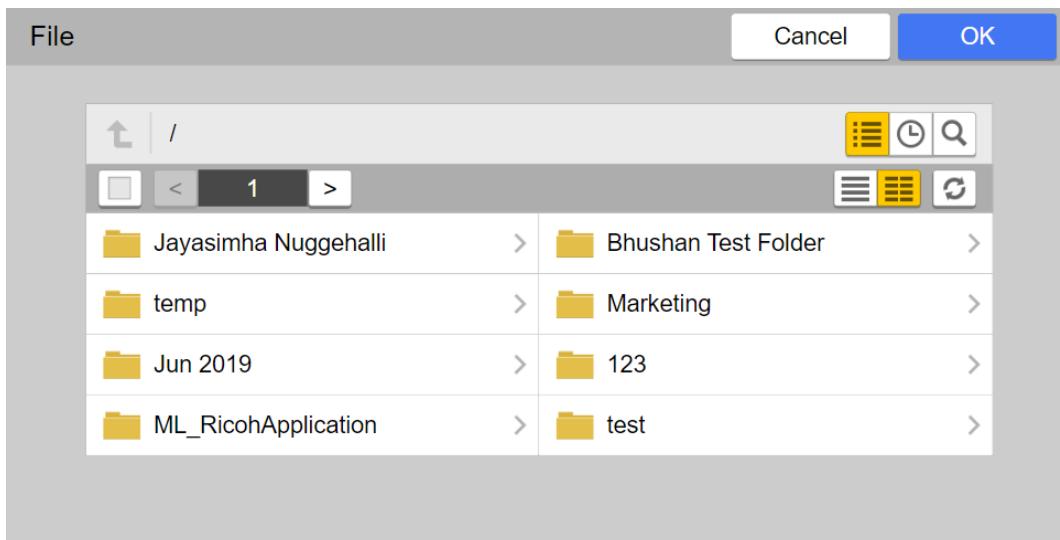
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



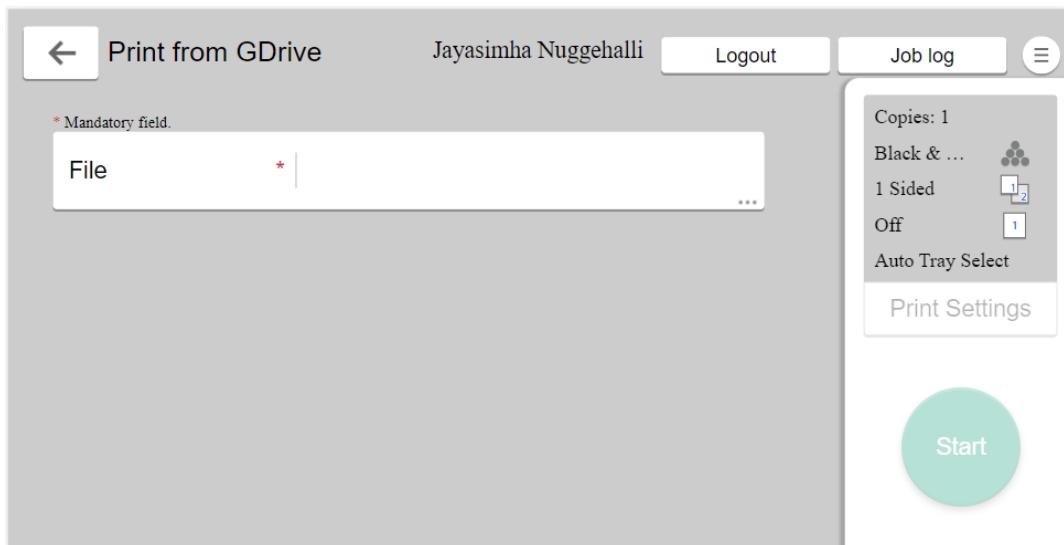
70 Print from Dropbox



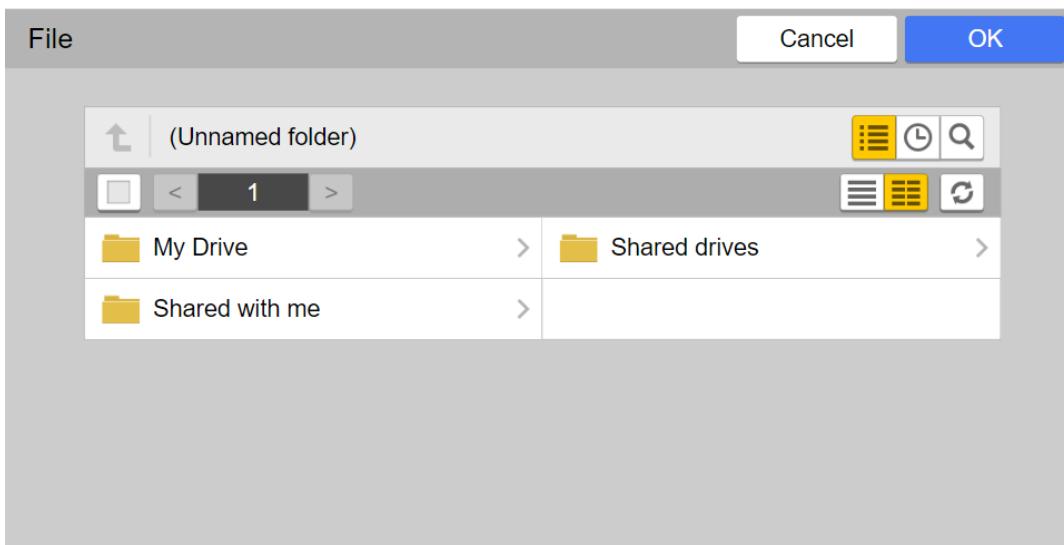
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



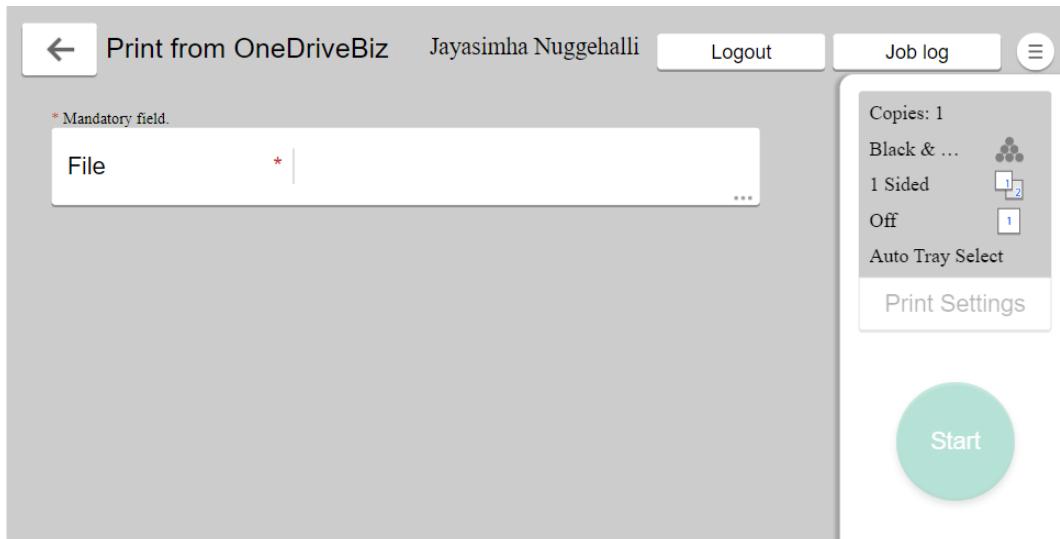
71 Print from GDrive



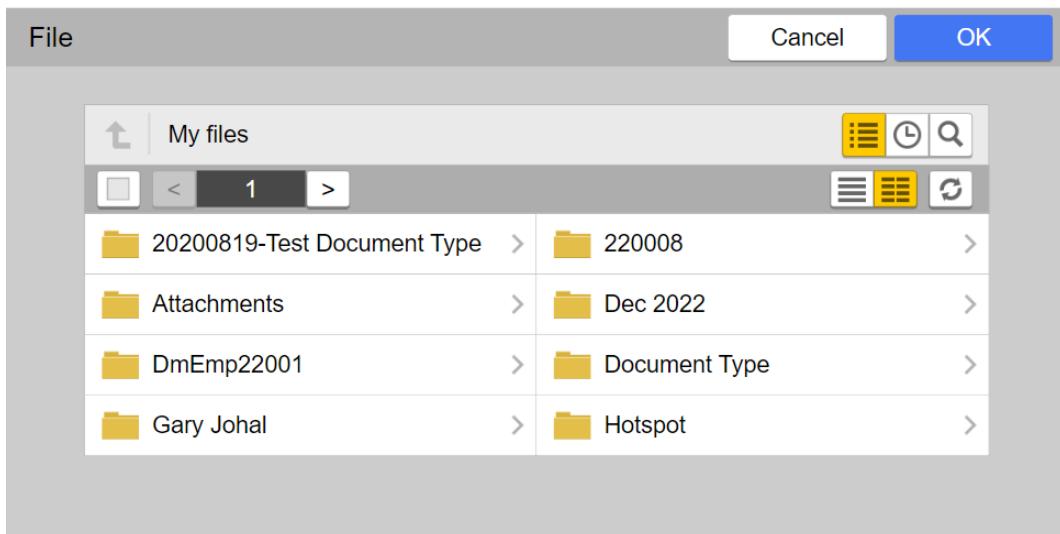
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



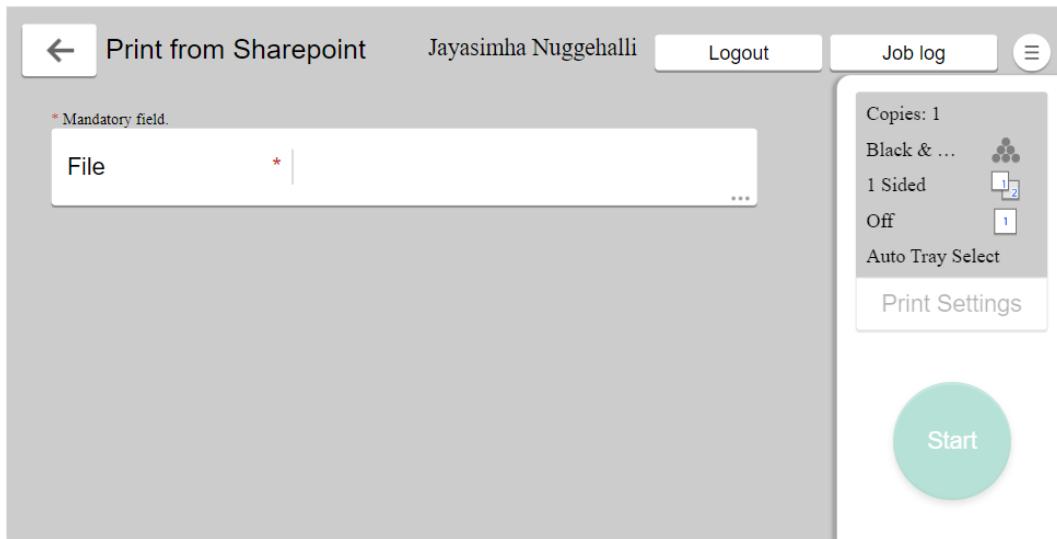
72 Print from OneDrive for Business



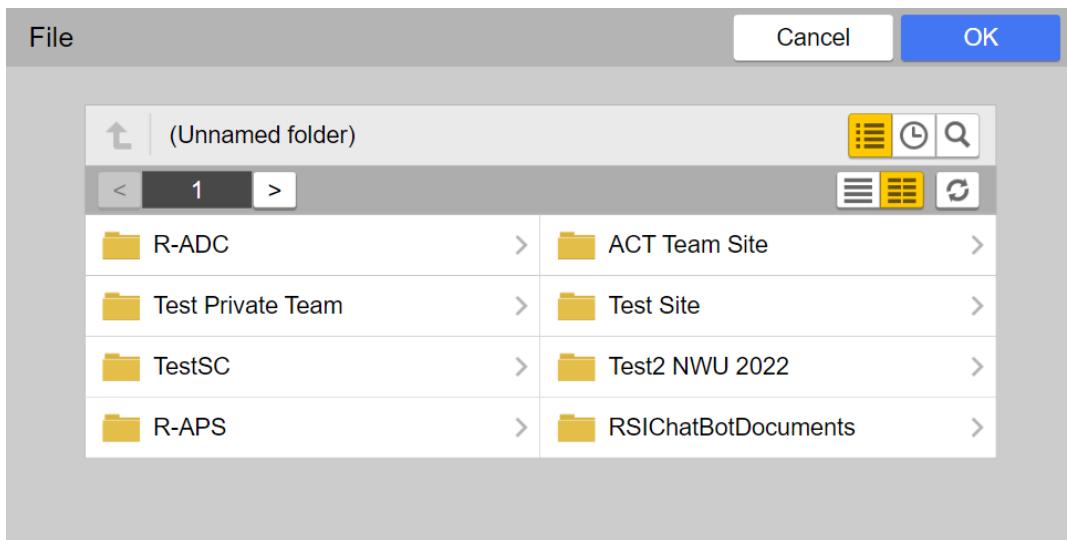
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



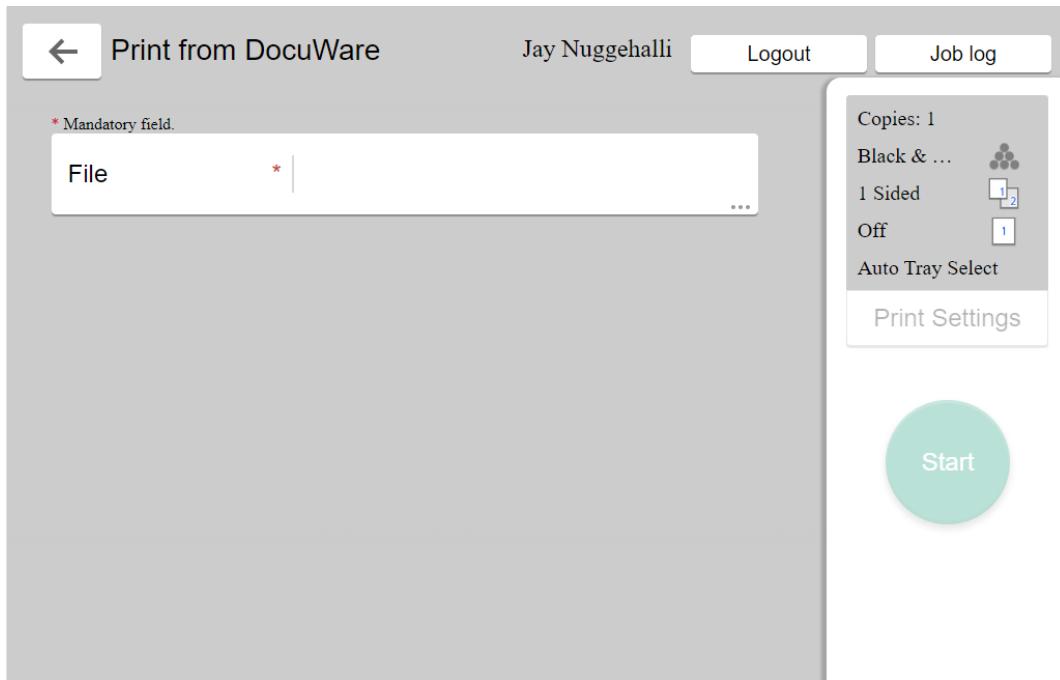
73 Print from SharePoint



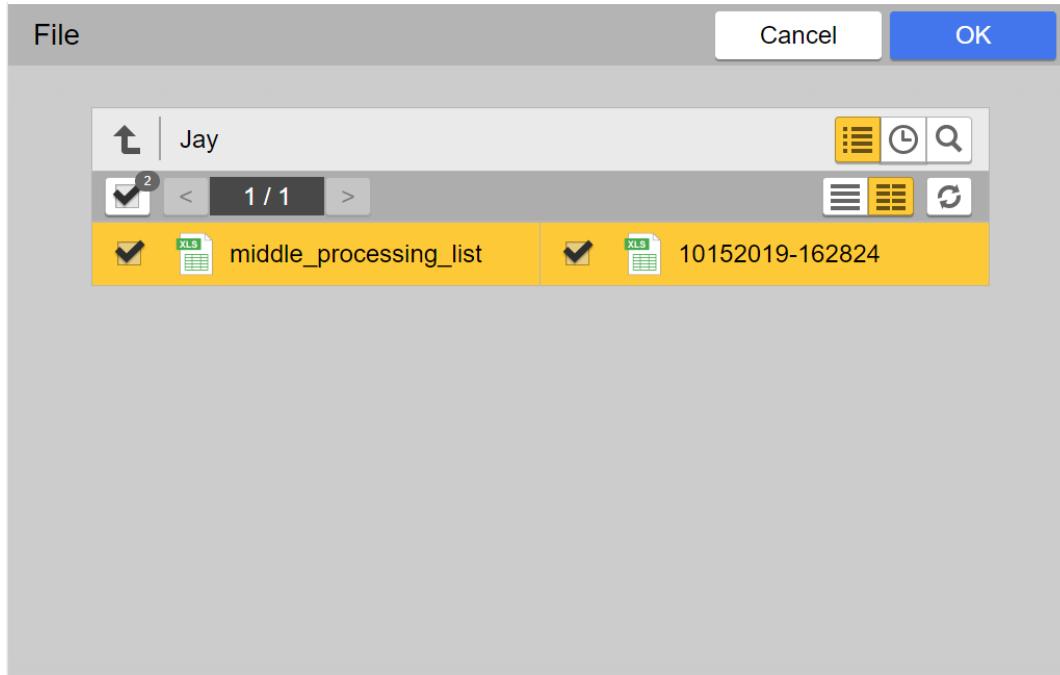
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



74 Print from DocuWare



Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



75 Scan and Print Settings

Scan Settings

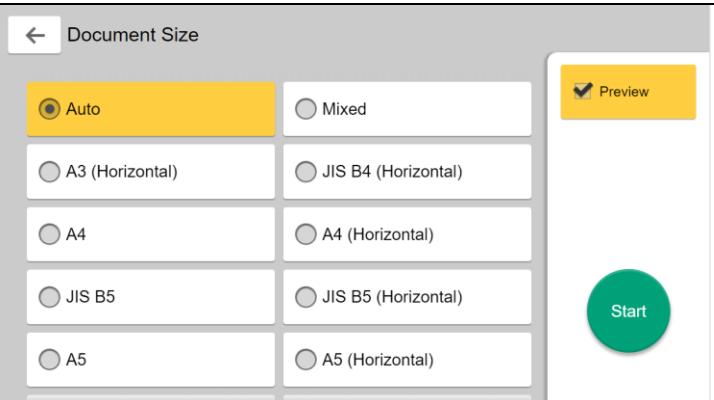
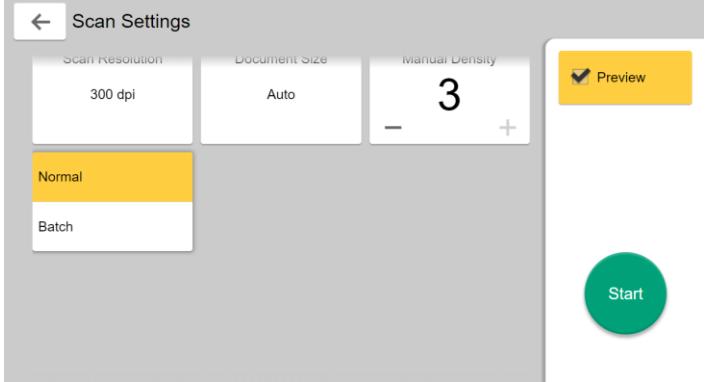
The screenshot shows the 'Scan to Box' interface. At the top, there's a back arrow, the title 'Scan to Box', the user name 'Jay Nuggehalli', a 'Logout' button, and a 'Job log' button. Below this, there are four input fields with validation stars: 'Folder' set to 'All Files', 'OCR' set to 'OFF', 'OCR Language' set to 'English', and 'File Name' empty. To the right, a vertical column of icons includes 'Auto Color' (color swirl), '1 Sided' (two squares labeled 1 and 2), 'Readable ...' (blue arrow pointing left), '300 dpi' (magnifying glass), and a 'Scan Settings' button. A large green 'Start' button is at the bottom right.

Touch on 'Scan Settings' to display Scan Settings Screen

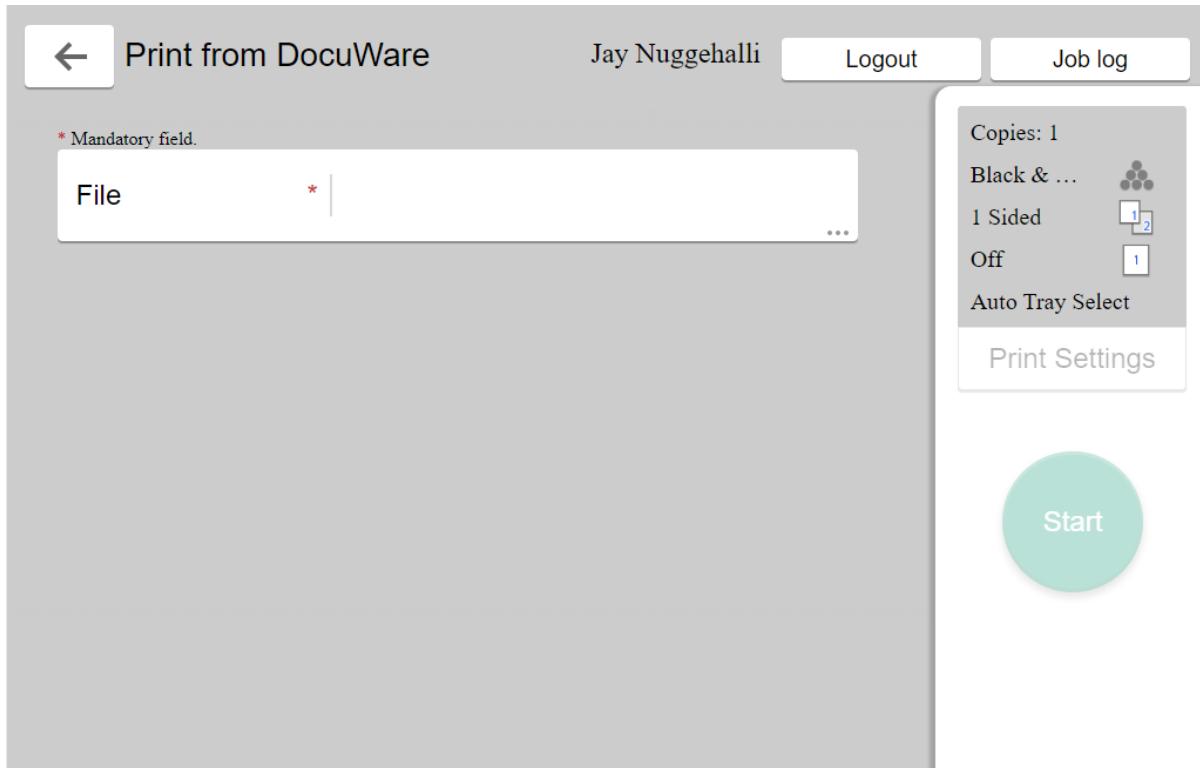
The screenshot shows the 'Scan Settings' screen. It features a grid of six settings: 'Scan Color Mode' (Auto Color Select, color swirl icon), 'Original Sides' (1 Sided, two squares labeled 1 and 2), 'Document Orientation' (Readable Direction, blue arrow pointing left), 'Scan Resolution' (300 dpi), 'Document Size' (Auto), and 'Manual Density' (0, with minus and plus buttons). To the right, there's a yellow 'Preview' button with a checked checkbox and a green 'Start' button.

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

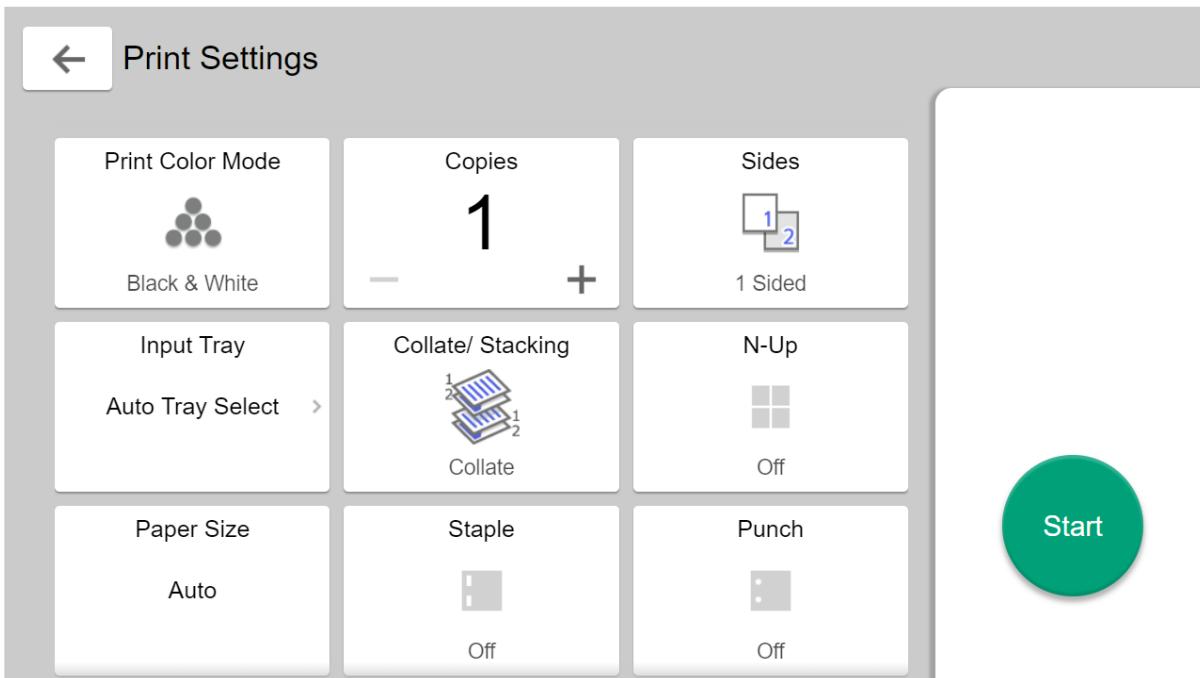
Scan Settings	Available Options												
Scan Color mode	<p>← Scan Color Mode</p> <table border="1"> <tr> <td><input checked="" type="radio"/> Auto Color Select</td> <td><input type="radio"/> B&W (Binary) Text</td> </tr> <tr> <td><input type="radio"/> B&W (Binary) Text/Photo</td> <td><input type="radio"/> 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> </tr> <tr> <td><input checked="" type="radio"/> Readable Direction</td> </tr> <tr> <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												
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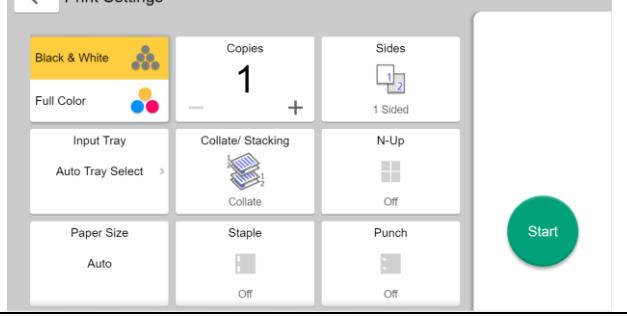
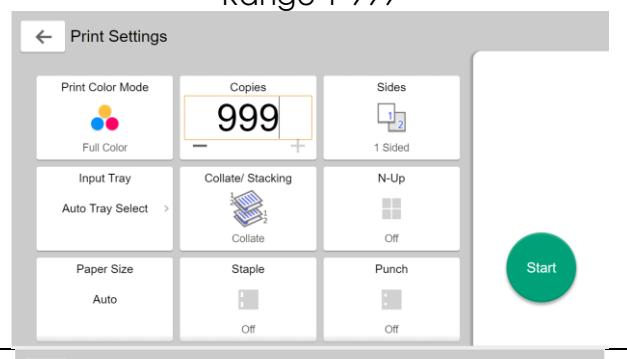
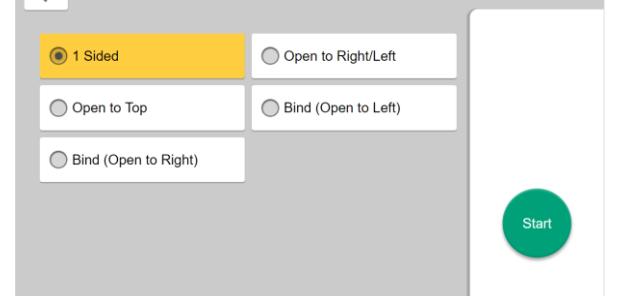
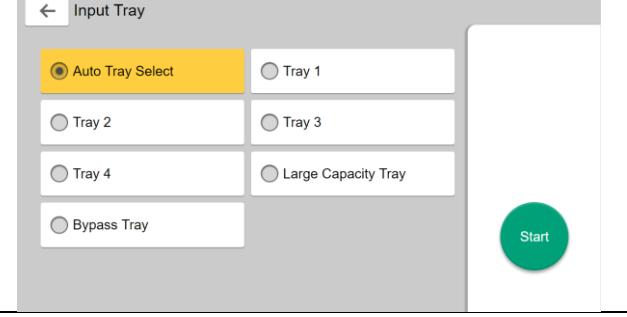
Document size	 <p>Document Size</p> <table border="1"> <tbody> <tr> <td><input checked="" type="radio"/> Auto</td> <td><input type="radio"/> Mixed</td> </tr> <tr> <td><input type="radio"/> A3 (Horizontal)</td> <td><input type="radio"/> JIS B4 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> A4</td> <td><input type="radio"/> A4 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> JIS B5</td> <td><input type="radio"/> JIS B5 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> A5</td> <td><input type="radio"/> A5 (Horizontal)</td> </tr> </tbody> </table> <p>Start</p>	<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)
<input checked="" type="radio"/> Auto	<input type="radio"/> Mixed										
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<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)										
Manual Density	Range -3 to +3										
Scan Method	 <p>Scan Settings</p> <table border="1"> <tbody> <tr> <td>Scan Resolution 300 dpi</td> <td>Document Size Auto</td> <td>Manual Density 3</td> </tr> <tr> <td><input checked="" type="radio"/> Normal</td> <td></td> <td>- +</td> </tr> <tr> <td><input type="radio"/> Batch</td> <td></td> <td></td> </tr> </tbody> </table> <p>Start</p>	Scan Resolution 300 dpi	Document Size Auto	Manual Density 3	<input checked="" type="radio"/> Normal		- +	<input type="radio"/> Batch			
Scan Resolution 300 dpi	Document Size Auto	Manual Density 3									
<input checked="" type="radio"/> Normal		- +									
<input type="radio"/> Batch											

Print Settings

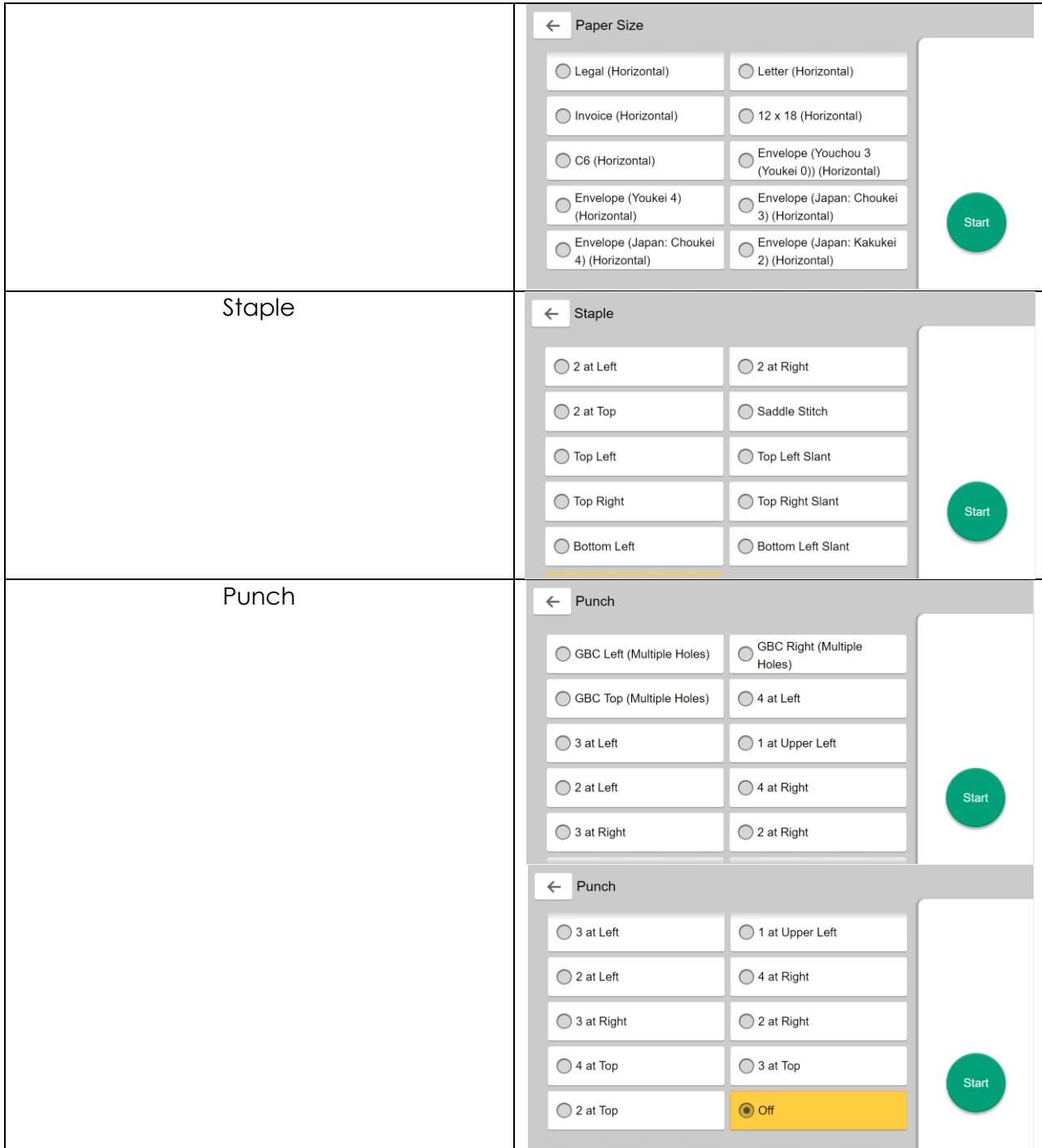


Touch on 'Print Settings' to display Print Settings Screen



Print Settings	Available Options
Print Color Mode	
Copies	
Sides	
Input Tray	
Collate/Stacking	

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



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

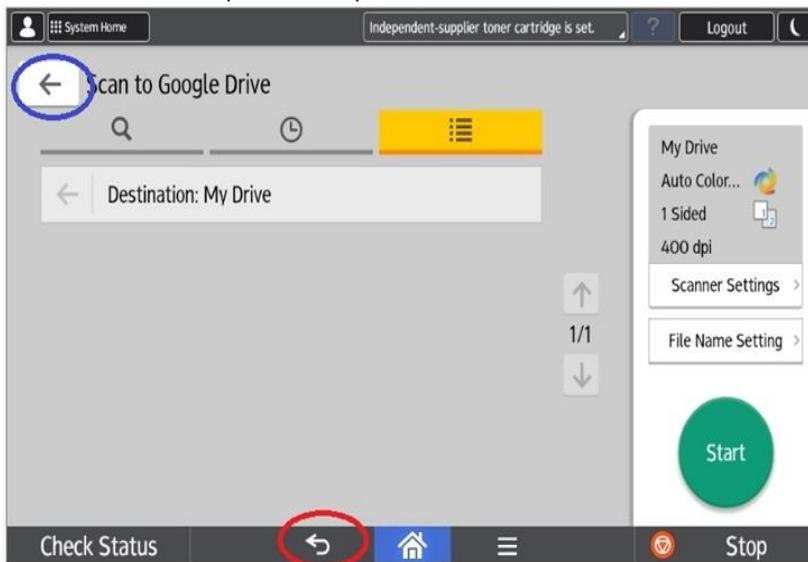
76 Limitations

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.

DocuWare Workflow Limitations

- Keyword Search is supported after selecting either 'Document Trays' or 'File Cabinets' at the root level in file browsing dialog
- Table type index fields are not supported.

Scan to Local Folder - TIFF Limitations

Maximum Scan file size is limited to 50MB

General Print Workflow Limitations

Printer shows this Message: "The print job has been aborted due to a data format error." this is because of document size of the file is not supported by printer.

This may occur when users try to re-print scanned document. To avoid this error, Scan document with specific size (like Letter or A4 etc. instead of Auto)

Blank Page Removal Workflow Limitations

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

77 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

How to Validate the Formula

Use the 'Check' button next File Name Formula to Validate the Syntax

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>