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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

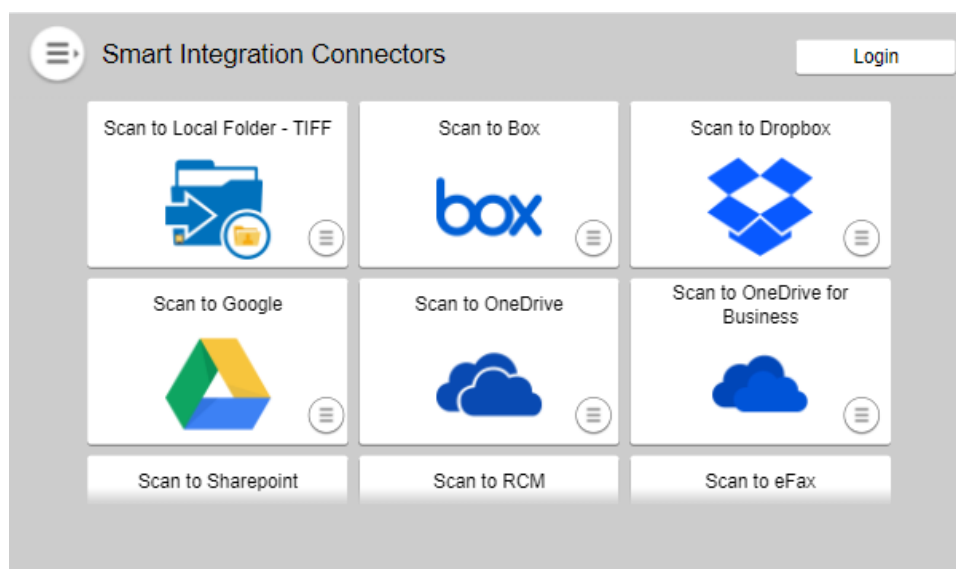
Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

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 Shared	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	Scan to Sharefile Shared	Print from Egnyte
Scan to eGoldFax	Scan to Email MS365 Shared	
Scan to Sharefile	Scan to CloudFax Shared	
Scan to Docuware	Scan to Email MS365 Plus Shared	
Scan to Egnyte	Scan to eFax MS365 Shared	
Scan to Rubex	Scan to Box Shared	
Scan to Local Folder - TIFF	Scan to Dropbox Shared	
Scan to eFax MS 365	Scan to Egnyte Shared	
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		
Scan to Egnyte SemiShared		
Scan to Sharepoint SemiShared		
Scan to Google SemiShared		



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.

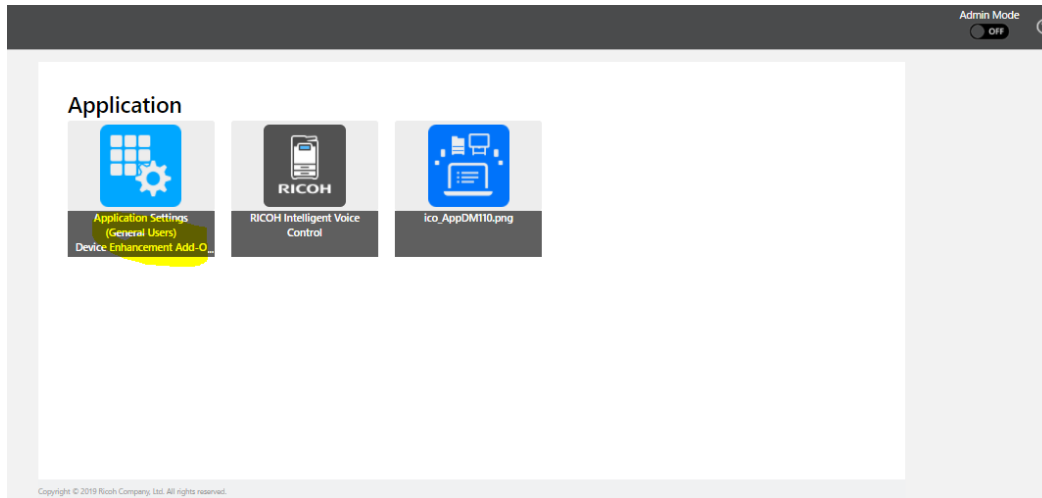
Refer to Smart Integration Cloud Service Connection User Guide for step-by-step instructions.

4 Configuring default Values

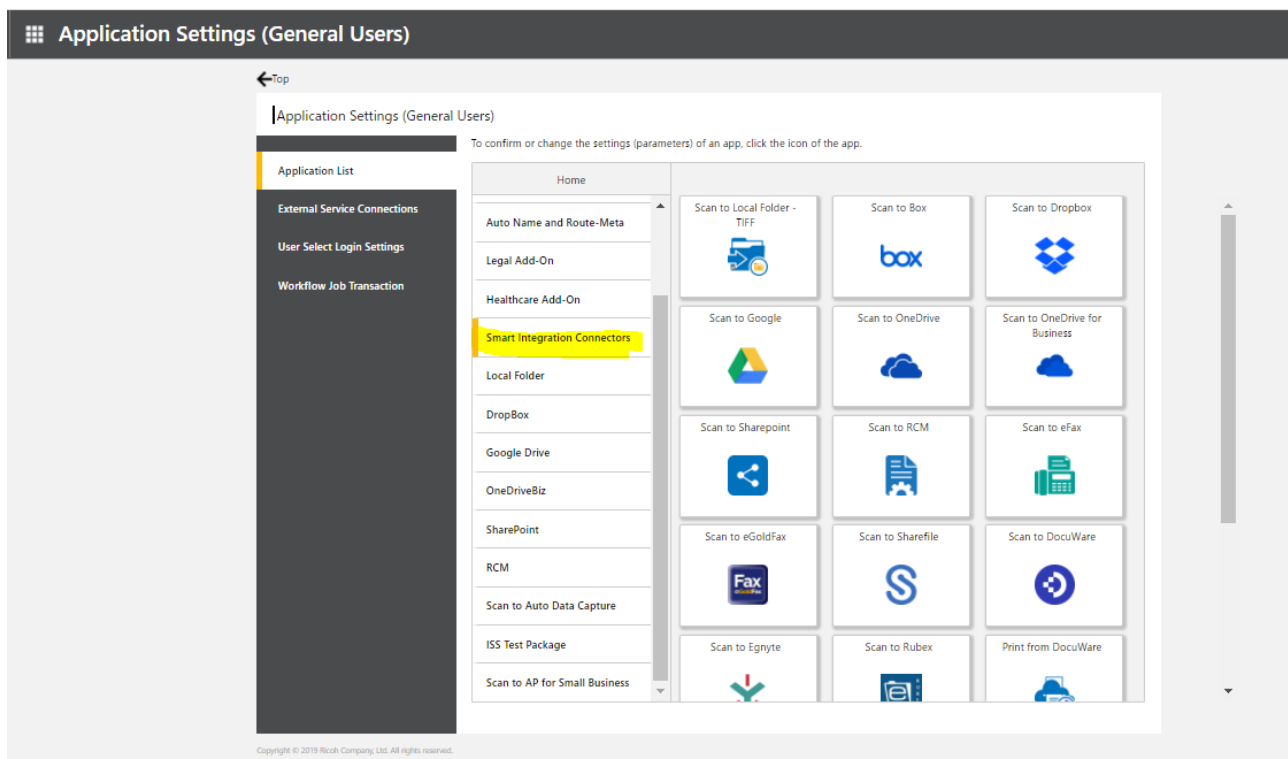
Smart Integration User Configuration Site URL

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

Login to above site using your credentials.



Click on 'Application settings'



Click on desired application to configure application settings.

5 Scan to Box

←Application List

CancelSave

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

Default Parameter Settings

File Name Formula *

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

Check

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

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

Default Folder

Scan to Box Cancel Save

* 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.

Select Folder

All Files

↑ To Upper Folder Reload

Q Clear Search

- \$\$\$
- 01162019
- 123
- 17MTP
- 1H2011_Output
- 1H2012_Output

1 / 3

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.

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

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

6 Scan to Dropbox

Application List

← Application List

Scan to Dropbox Cancel Save

* Mandatory field

Service Settings

Service: Dropbox

Folder * Select 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 * 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

Scan Method: Normal

Default Folder

← Application List

Scan to Dropbox Cancel Save

* Mandatory field

Service Settings

Service: Dropbox

Folder * Select Folder /

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen ▼

Default Layout for Folder Browse: 2 Rows ▼

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.

ers)

← Application List

Scan to Dropbox Cancel Save

* Mandatory field

Service Settings

Service: Dropb

Folder * Sele

[Open](#)

Common Settings

Default Screen for Folder Browsing: List

Default Layout for Folder Browse: 2 R

Default Parameter Settings

Sub Folder

☐ Hide in application

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

☐ 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 Formula:

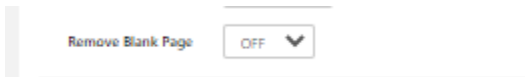
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

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.



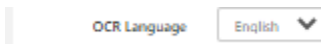
OCR

Default value for OCR can be configured.



OCR Language

Default value for OCR Language can be configured.



File Name

File Name

File Name

Dictionary Label

Dictionary Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

7 Scan to GoogleDrive

ers)

← Application List

Scan to Google

Cancel Save

* Mandatory field

Service Settings

Service: Google

Folder * Select 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()) 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

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.

Select Folder

↑ To Upper Folder Reload

Clear Search

- My Drive
- Shared drives
- Shared with me

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()) & "/>	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

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

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

8 Scan to OneDrive

← Application List

Scan to OneDrive Cancel Save

* Mandatory field

Service Settings

Service: OneDrive

Folder * Select 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()) 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

Default Folder

Scan to OneDrive Cancel Save

* Mandatory field

Service Settings

Service OneDrive

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

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.

Settings (General Users)

← Application List

Scan to OneDrive Cancel Save

* Mandatory field

Service Settings

Service OneDrive

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing List

Default Layout for Folder Browse 2 Rows

Select Folder

↑ To Upper Folder Reload

Q Clear Search

My files

Shared

1

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

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()) & "/>	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

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

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

9 Scan to OneDrive for Business

rs)

← Application List

Scan to OneDrive for Business Cancel Save

* Mandatory field

Service Settings

Service Office 365

Folder * Select 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 * 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 Auto ▼

Default Folder

Scan to OneDrive for Business

* Mandatory field

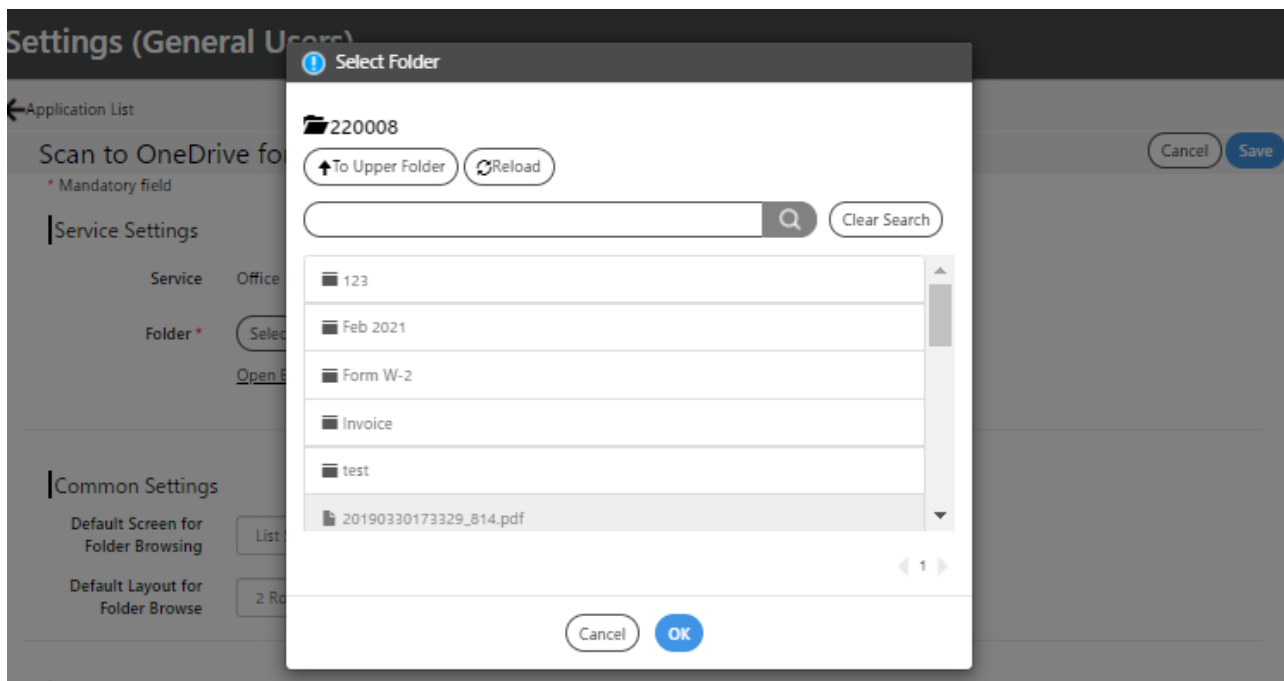
Service Settings

Service Office 365

Folder *

[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 *

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

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

10 Scan to SharePoint

ers)

← Application List

Scan to Sharepoint Cancel Save

* 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 * 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

Scan Method Auto

Default Folder

Scan to Sharepoint Cancel Save

* Mandatory field

Service Settings

Service Office 365

Folder * Select Folder R-ADC

[Open External Service Connections](#)

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.

Select Folder

R-ADC

↑ To Upper Folder ↻ Reload

Q Clear Search

- Ahwatukee HOA
- CHI
- Documents
- INVOICE LIBRARY
- King County
- Library

1

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()) & "/>	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

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

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

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.

General Users)

← Application List

Scan to eFax Cancel Save

* Mandatory field

Service Settings

Service Google

Fax Number(s)

Fax Number(s) +

Dictionary Label Fax Numbers

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width Wide

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

Fax Number

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Fax Numbers

Dictionary Delimiter

Dictionary

Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

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.

Users)

← Application List

Scan to eGoldFax

Cancel Save

* Mandatory field

Service Settings

Service Google

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

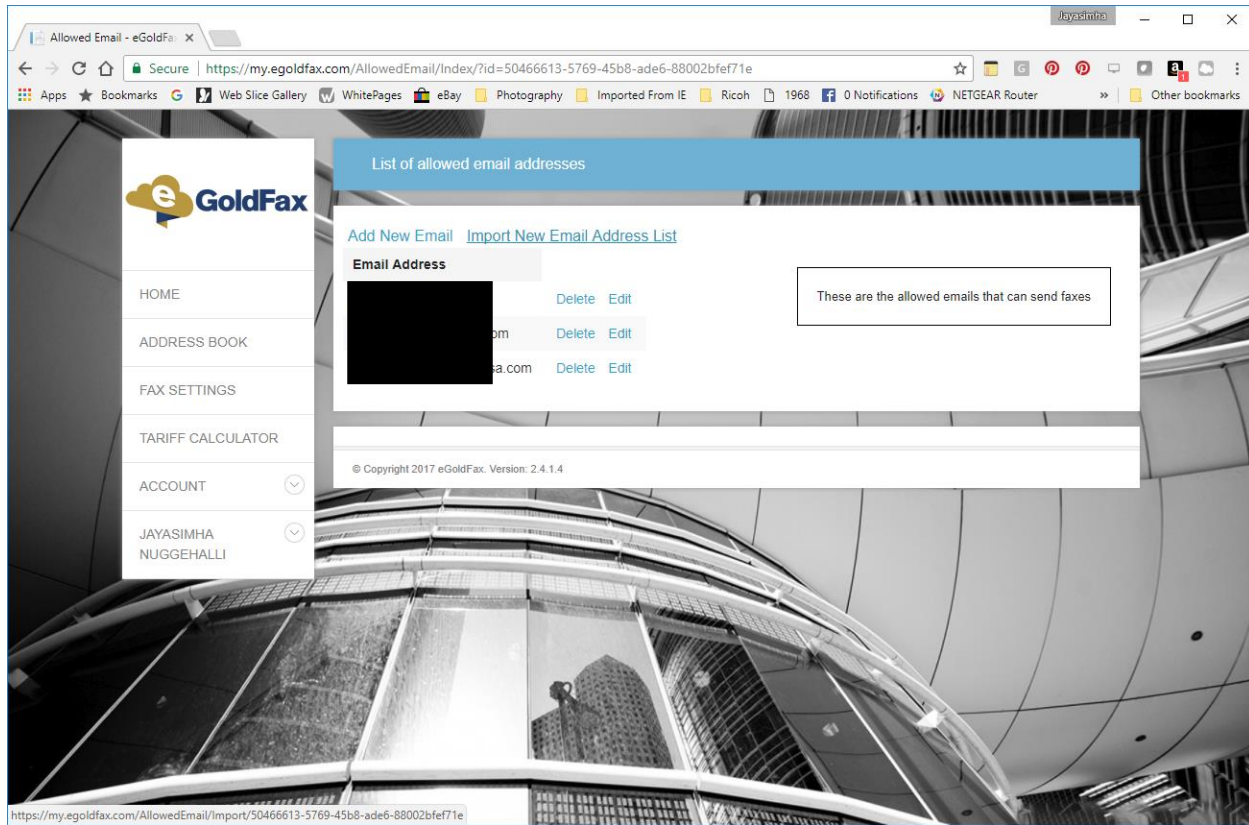
Scan Resolution

Document Size

Manual Density

Scan Method

Preview



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)

+

Dictionary Label

Fax Numbers

Dictionary Delimiter

Dictionary

Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

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. 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

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

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.

Application Settings (Administrators)

Admin Mode ON

Application Management

Scan to Fax

Cancel Save

* Mandatory field

Default Parameter Settings

Fax Service Domain *

egoldfax.com

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Dictionary

Label	Value
SDCA Office	14086103195
eGoldFax	18772411460
eFax	14083519200

Dictionary Column Width

Standard

Default Scan Settings

Scan Color Mode

Auto Color Select

☐ Do not allow scan color mode change

Original Size

A4 Standard

47 | Page

RICOH USA INC

Fax Service Domain

Scan to Fax

Cancel Save

* Mandatory field

Default Parameter Settings

Fax Service Domain *

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

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 ▼

☐ Do not allow scan color mode change

Original Sides 1 Sided ▼

☐ Do not allow original settings change

Document Orientation Readable Direction ▼

☐ Do not allow original orientation change

Scan Resolution 300 dpi ▼

☐ Do not allow scan resolution change

Document Size Auto ▼

☐ Do not allow original size change

Manual Density 0 ▼

☐ Do not allow manual density change

Scan Method Normal ▼

☐ Do not allow scan method change

Preview On ▼

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

?

←Application List

Scan to Fax MS365

* Mandatory field

Cancel Save

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

Dictionary

Label

Value

Dictionary Column Width

Standard

Default Scan Settings

Scan Color Mode

Auto Color Select

Fax Service Domain

Scan to Fax MS365

Cancel

Save

* Mandatory field

Service Settings

Service

Microsoft 365

Default Parameter Settings

Fax Service Domain *

efaxsend.com

Subject

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

← Application List

Scan to Sharefile Cancel Save

* Mandatory field

Service Settings

Service: ShareFile

Folder * Select 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()) 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: Auto ▼

Default Folder

Scan to Sharefile Cancel Save

* Mandatory field

Service Settings

Service ShareFile

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

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.

Select Folder

To Upper Folder Reload

Q Clear Search

- File Box
- Favorites
- Personal Folders
- Shared Folders

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()) & "/>	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 Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

59 | Page

Default Folder

Scan to DocuWare

Cancel

Save

* Mandatory field

Service Settings

Service

DocuWare

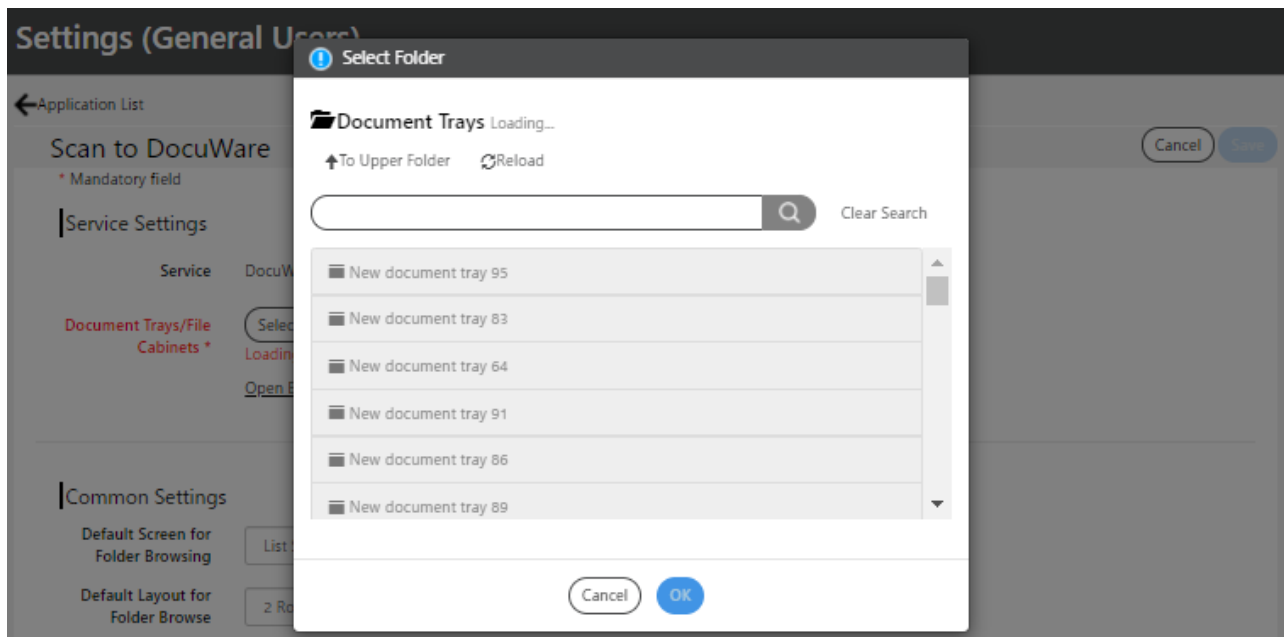
Document Trays/File Cabinets *

Select Folder

Document Trays

[Open External Service Connections](#)

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.



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()) & "/>	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

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

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

17 Scan to Egnyte

Application List

Scan to Egnyte

Cancel Save

* Mandatory field

Service Settings

Service Egnyte

Folder * Select 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()) 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

Default Folder

Scan to Egnyte Cancel Save

* Mandatory field

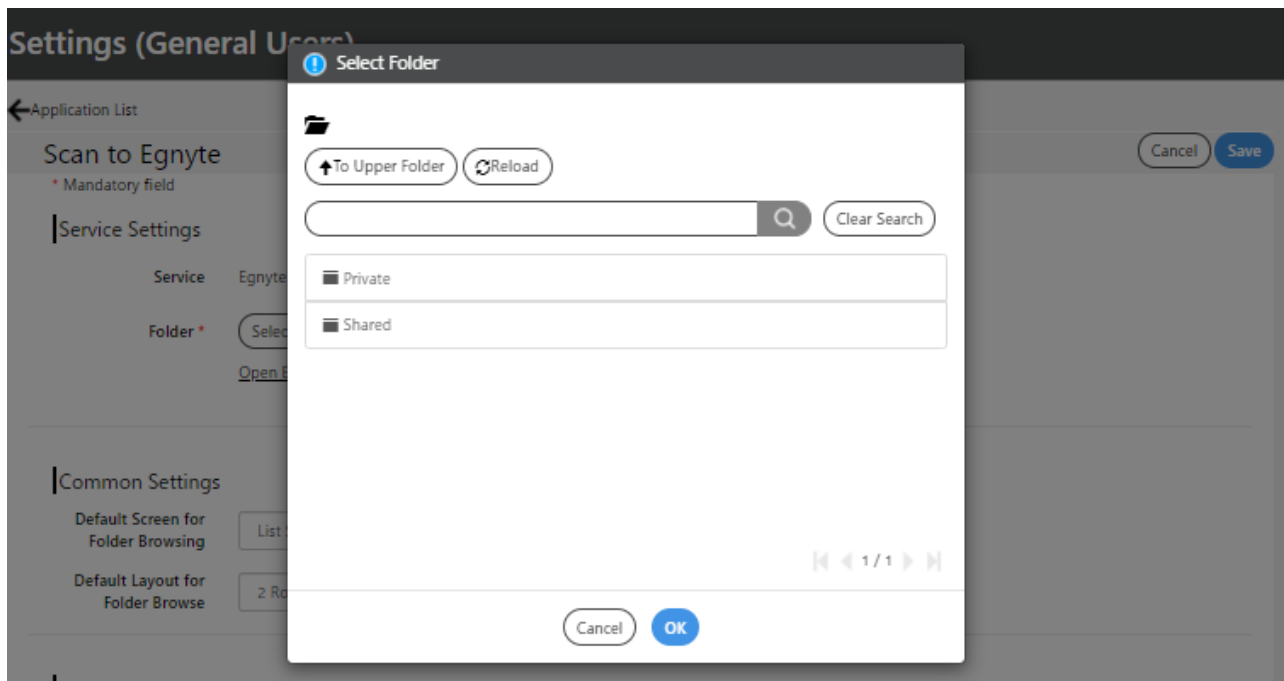
Service Settings

Service Egnyte

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

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.



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

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

67 | Page

Default Folder

Scan to Rubex

* Mandatory field

Service Rubex

Folder * [Select Folder](#)

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

[Open External Service Connections](#)

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.

Select Folder

↑ To Upper Folder [Reload](#)

[Clear Search](#)

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

[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()) & "/>	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 Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

19 Scan to Local Folder- TIFF

(General Users)

← Application List
Cancel Save

Scan to Local Folder - TIFF

* Mandatory field

Service SMB

Default Screen for Folder Browsing List Screen ▼

Default Layout for Folder Browse 2 Rows ▼

Folder

File Name Formula * Check

File Name

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width Standard ▼

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 *

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.

Application Settings (General Users)

Admin Mode
OFF

← Application List

Scan to eFax MS365

CancelSave

Changes have been saved.

* Mandatory field

Service Settings

ServiceMicrosoft 365

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column WidthStandard

Default Scan Settings

Scan Color ModeAuto Color Select

Original Sides1 Sided

Document OrientationReadable Direction

Scan Resolution300 dpi

Document SizeAuto

Manual Density0

Scan MethodNormal

PreviewOn

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.nuggehall@ricoh-usa.com	Edit	
Receive Fax Options:	File Format: PDF Receive Fax CSID: 14083519200	Edit	
Send Fax Options:	Send Fax CSID: Deliver Fax Receipts: Yes Default Send Email:	Edit	
Display Messages:	Yes	Edit	
Voicemail Options:	Audio File Format: GSM Voice Prompt Language: English (American) Voicemail: Disabled	Edit	

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)

+

Dictionary Label

Fax Numbers

Dictionary Delimiter

Dictionary

Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

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

Service Settings

Service Microsoft 365

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	
Label	Value

Dictionary Column Width Standard

Default Scan Settings

Scan Color Mode Auto Color Select

Original Sides 1 Sided

Document Orientation Readable Direction

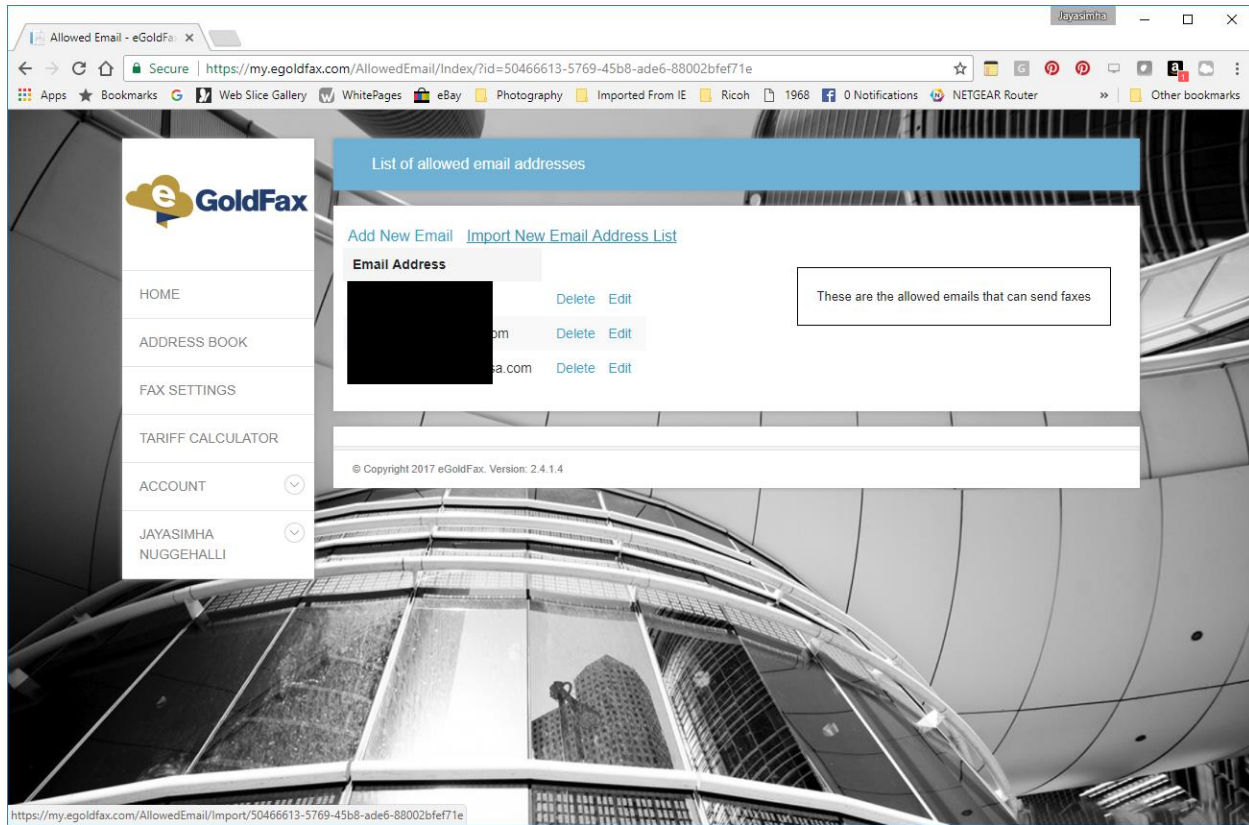
Scan Resolution 300 dpi

Document Size Auto

Manual Density 0

Scan Method Normal

Preview On



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

Fax Numbers

Dictionary Delimiter

Dictionary

Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

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. 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

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

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.

Application Settings (General Users)

Admin Mode
OFF

← Application List

Scan to Email MS 365

CancelSave

ServiceMicrosoft 365

Default Parameter Settings

Email subject

Scan2Email MS365

☐ Hide in application

Email body

Your scanned document is attached

☐ Hide in application

File Name Formula *

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

Check

OCR

PDF

OCR Language

English

Remove Blank Page

ON

Recipients

phuc@ricoh-act.com

+

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

Email subject: ☐ Hide in application

Email body: ☐ Hide in application

Recipients

Recipients

Recipients: +

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary	Value
	jay@ricoh-act.com
	phuc@ricoh-act.com

Dictionary Column Width:

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

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

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.

Application Settings (General Users) Admin Mode OFF ?

← Application List

Scan to Email Google Cancel Save

* Mandatory field

Service Settings

Service Google

Default Parameter Settings

Email subject Scan2Email google

☐ 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

Recipients

Recipients aintest10@gmail.com

+

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

Email subject

☐ Hide in application

Email body

☐ Hide in application

Recipients

Recipients

Recipients

Dictionary Label

Dictionary Delimiter

Dictionary	Value
jay@ricoh-act.com	
phuc@ricoh-act.com	

Dictionary Column Width

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

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

Application Settings (Administrators)

Admin Mode

ON

?

← Application Management

Scan to Email Plus

* Mandatory field

Cancel Save

Default Parameter Settings

Email ToManual Entry

Body

☐ Hide in application

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

OCROFF

OCR LanguageEnglish

Remove Blank PageOFF

Subject

Subject

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary^

Value▲▼

◀▶

Dictionary Column WidthStandard

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

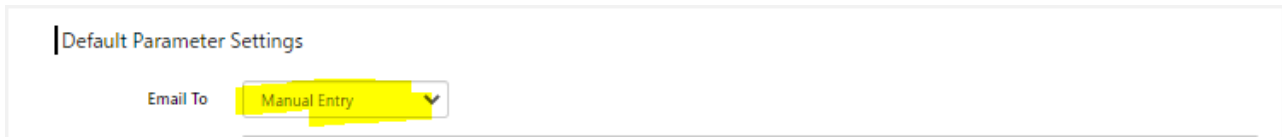
Dictionary^

Value▲

Email To

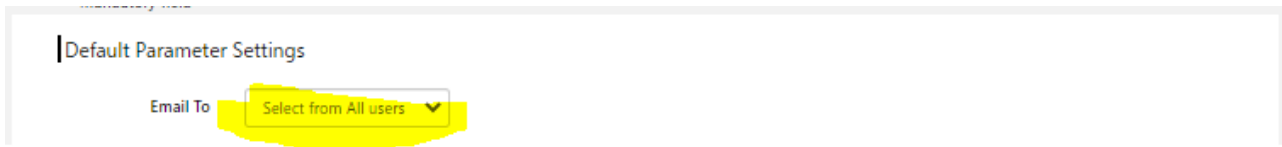
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



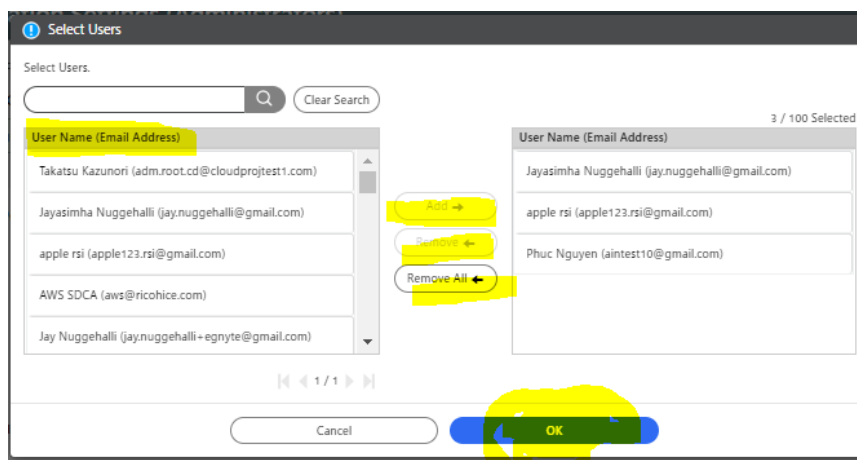
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

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

Email To Select from Groups
Select Groups 0 / 100 Selected

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.

Body
☐ Hide in application

Subject

Subject
☐ Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width 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 *

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 ▼

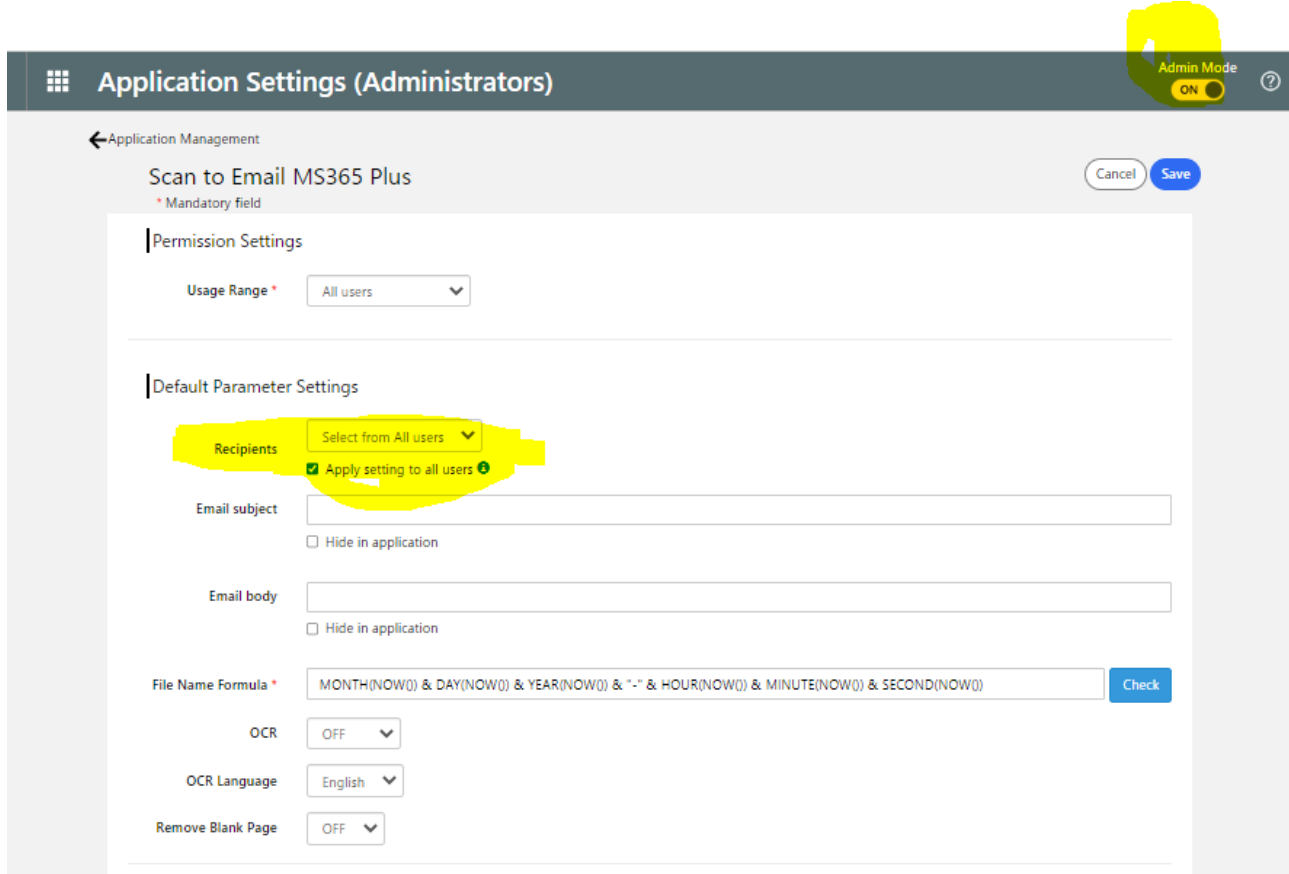
Manual Density 0 ▼

Scan Method Normal ▼

Preview Off ▼

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.



Application Settings (Administrators)

← Application Management

Scan to Email MS365 Plus Cancel Save

* Mandatory field

Permission Settings

Usage Range * All users

Default Parameter Settings

Recipients Select from All users ☒ Apply setting to 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

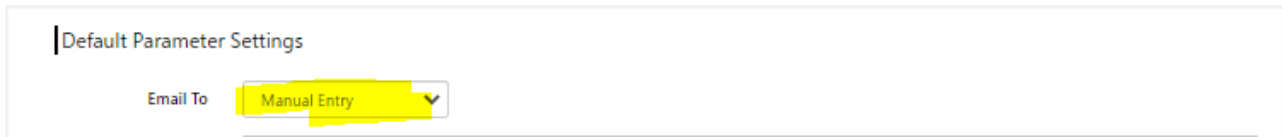
OCR Language English

Remove Blank Page OFF

Email To

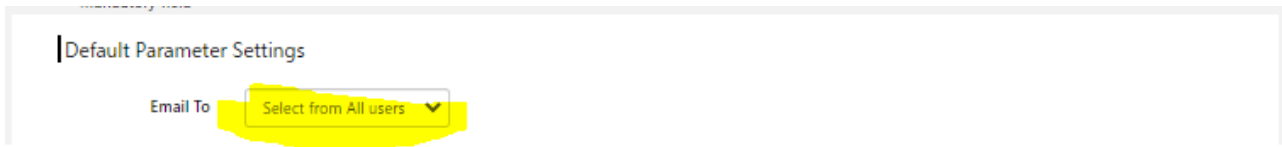
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



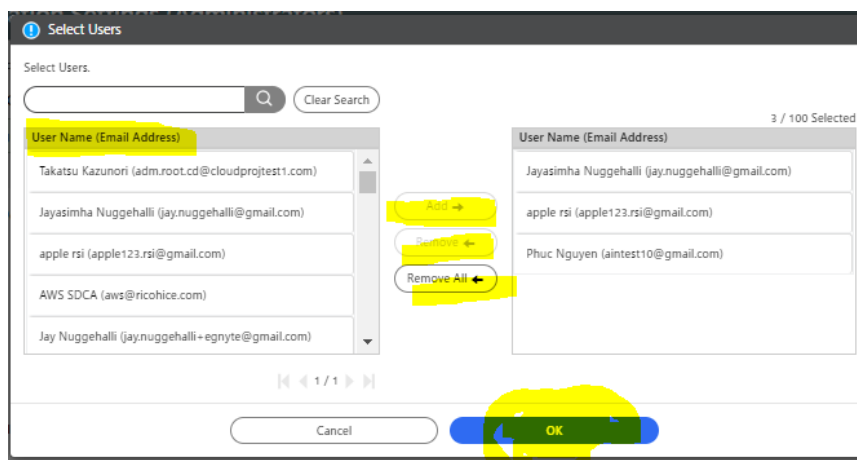
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

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

Email To Select from Groups

Select Groups 0 / 100 Selected

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.

Select Groups

Select Groups.

⬆ To Groups Above

Group Name (Group ID)

Full Access (Full)

Partial Access (Partial)

➡

⬅

Remove All ⬅

Group Name (Group ID)

Partial Access (Partial)

1 / 100 Selected

⏪ ⏩ 1 / 1 ⏪ ⏩

Following settings are available in the User Mode.

Application Settings (General Users)

← Application List

Scan to Email MS365 Plus Cancel Save

* 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 * Check

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary	Value

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 *

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 —		<button>Configure</button> <button>Unconfigure</button>
Download	AP for Small Business	Configured ✓	Yes ✓ ice.ricoh@ricohice Password:2	<button>Configure</button> <button>Unconfigure</button>
User Select Login Settings	Box	Configured ✓	Yes ✓ /Description is not set yet	<button>Configure</button> <button>Unconfigure</button>
Workflow Job Transaction	dirchono	Configured ✓	Yes ✓ eblnva	<button>Configure</button> <button>Unconfigure</button>
	Dropbox	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	<button>Configure</button> <button>Unconfigure</button>
	Egnyte	Configured ✓	Yes ✓ pn-powerPower user	<button>Configure</button> <button>Unconfigure</button>
	Google	Configured ✓	No —	<button>Configure</button> <button>Unconfigure</button>
	OneDrive	Configured ✓	Yes ✓ aintest1@outlook.com aintest1o2	<button>Configure</button> <button>Unconfigure</button>
	Microsoft 365	Configured ✓	Yes ✓ jay@ricoh-act.com	<button>Configure</button> <button>Unconfigure</button>
	Rubex	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	<button>Configure</button> <button>Unconfigure</button>
	ShareFile	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	<button>Configure</button> <button>Unconfigure</button>
	CloudFax	Configured ✓	Yes ✓ /Description is not set yet	<button>Configure</button> <button>Unconfigure</button>

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

User ID

Password

Please enter a Password.

☒ 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

Cancel Save

Service Settings

Service CloudFax

Default Parameter Settings

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

Check

Fax Number

Fax Number

+

Dictionary Label
Fax Numbers

Dictionary Delimiter

Dictionary Column Width
Standard

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 *

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

Subject

☐ Hide in application

Dictionary Label

Dictionary Delimiter

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

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

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

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

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

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

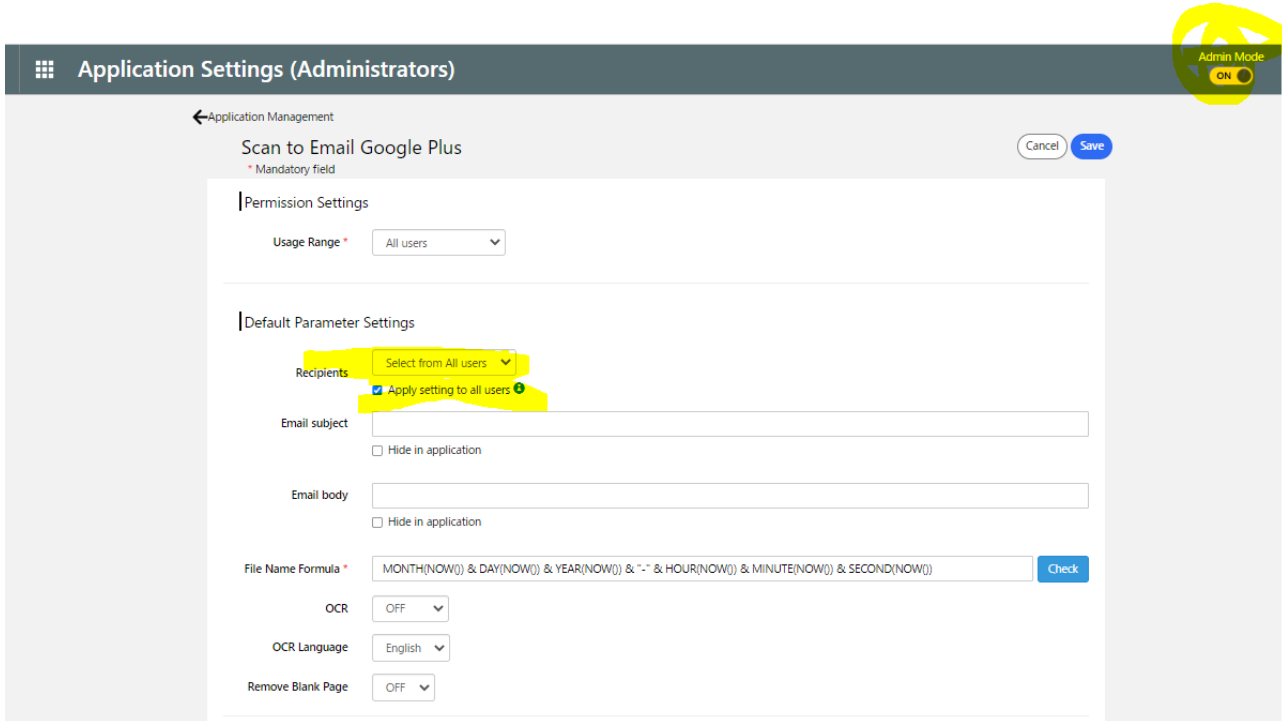
Normal

Preview

Off

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.



Application Settings (Administrators)

← Application Management

Scan to Email Google Plus Cancel Save

* Mandatory field

Permission Settings

Usage Range * All users

Default Parameter Settings

Recipients Select from All users

☒ Apply setting to 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

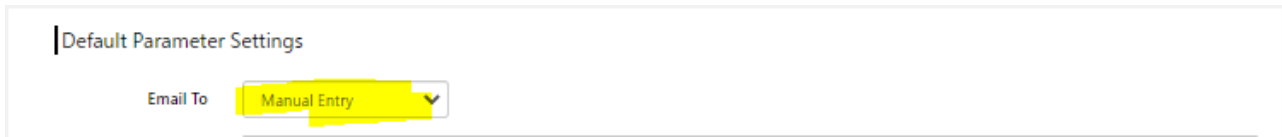
OCR Language English

Remove Blank Page OFF

Email To

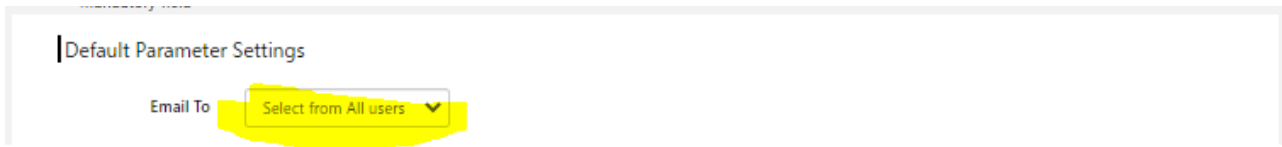
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



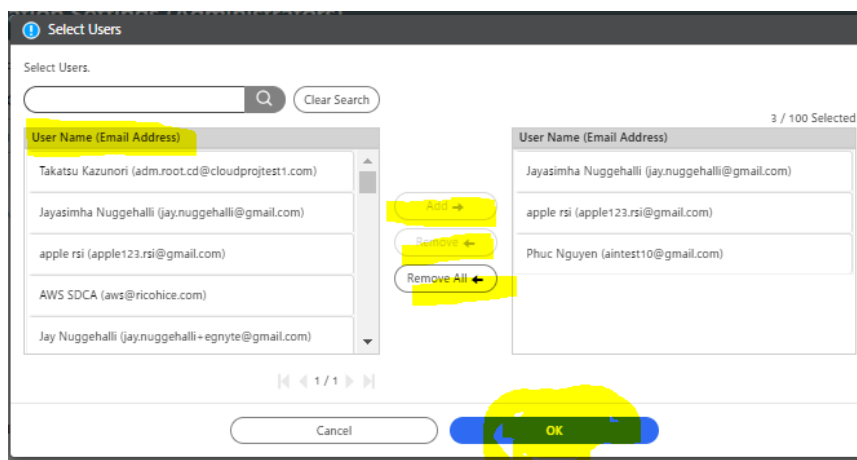
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

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

Email To Select from Groups

Select Groups 0 / 100 Selected

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.

Select Groups

Select Groups.

↑ To Groups Above

Clear Search

Group Name (Group ID)		Group Name (Group ID)
Full Access (Full)	Add Remove Remove All	Partial Access (Partial)
Partial Access (Partial)		

1 / 100 Selected

Cancel OK

Following settings are available in the User Mode.

Application Settings (General Users)

← Application List

Scan to Email Google Plus

* Mandatory field

Cancel Save

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 *

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 ▼

Application Settings (Administrators)

Admin Mode
ON

← Application Management

Scan to Google Shared

CancelSave

Service Settings

ServiceGoogle

Service Account *

Select a Userpnguyen1-3admin n (pnguyenadmin) PNtest3

Folder *

Select FolderTest TD subfolder.1

[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 *

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

Check

OCR

PDF

OCR Language

English

Remove Blank Page

ON

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

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

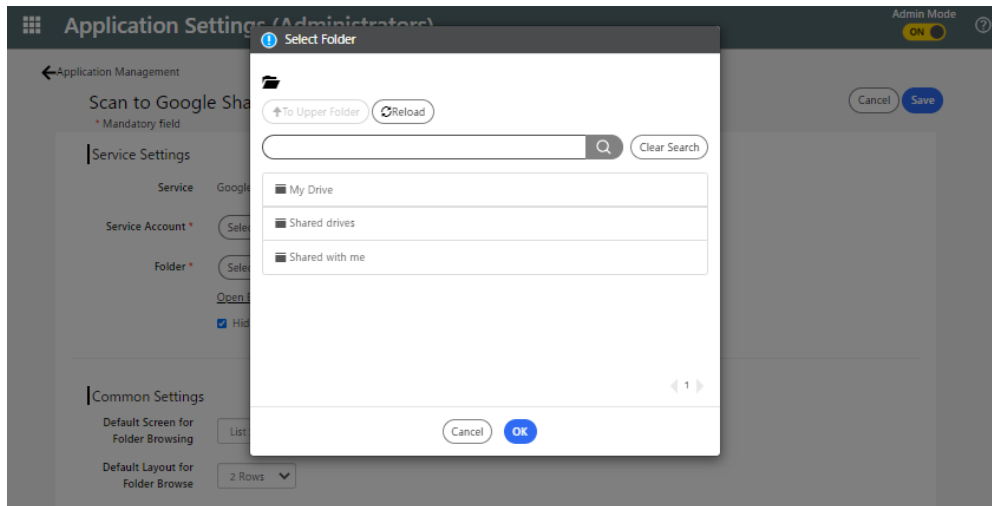
Service Account * Select a User pnguyen1-3admin n (pnguyenadmin) PNtest3

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())

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 Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

29 Scan to OneDrive for Business Shared

Following settings are available in the Admin mode.

Application Settings (Administrators)

Admin ModeON?

← Application Management

Scan to OneDrive for Biz Shared

CancelSave

Service Settings

ServiceMicrosoft 365

Service Account *Select a UserJayasimha Nugehalli (admin) jay@ricoh-act.com

Folder *Select Folder(Unnamed folder)
[Open External Service Connections](#) ⓘ
☐ Hide in application

Common Settings

Default Screen for Folder BrowsingList Screen ▼

Default Layout for Folder Browse2 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

OCROFF ▼

OCR LanguageEnglish ▼

Remove Blank PageOFF ▼

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary^

Value▲▼

Service Account

Service Settings

Service Microsoft 365

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

Folder * Select Folder (Unnamed 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 Microsoft 365

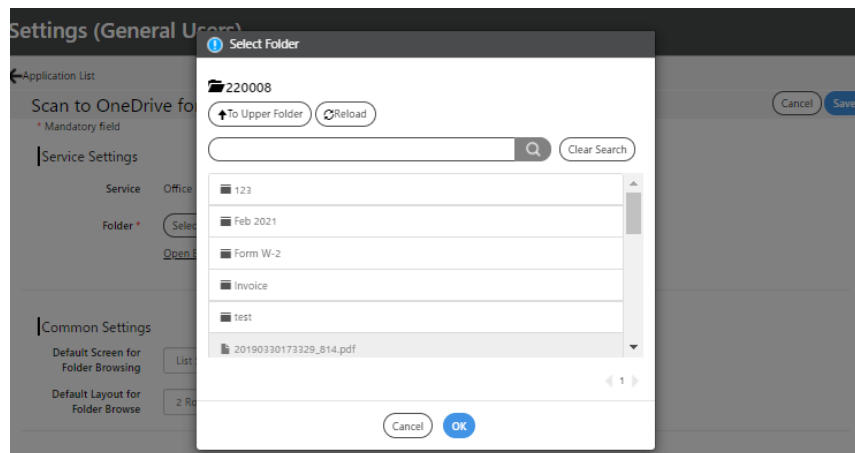
Service Account * Select a User Jayasimha Nuggehalli (admin) jay@ricoh-act.com

Folder * Select Folder (Unnamed 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())

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 Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

Application Settings (Administrators)

Admin Mode
ON

← Application Management

Scan to SharePoint Shared

CancelSave

* Mandatory field

Service Settings

Service

Microsoft 365

Service Account *

Select a UserJayasimha Nuggehalli (admin) jay@ricoh-act.com

Site URL List

+

Folder *

Select FolderTest 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 *

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

Check

OCR

OFF

OCR Language

English

Remove Blank Page

OFF

Change Display Name:
Remove Blank Page

File Name

File Name

Dictionary Label

Dictionary Delimiter

Service Account

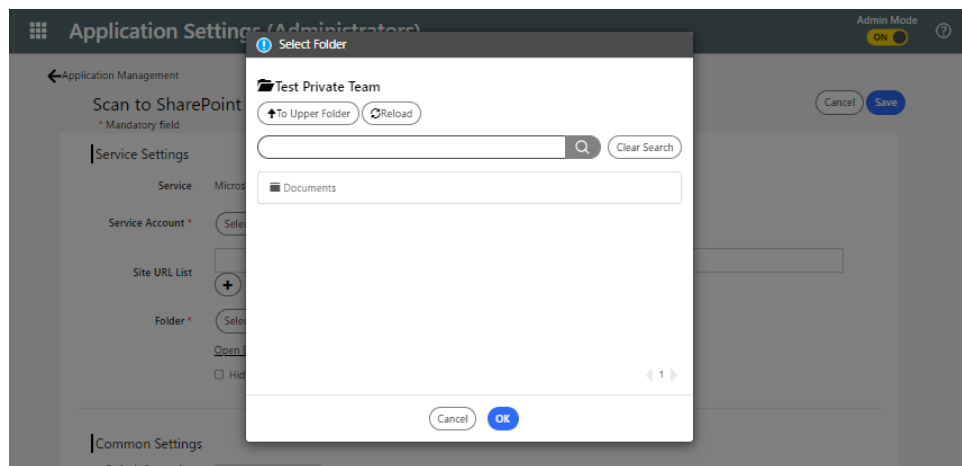
The screenshot shows the 'Service Settings' form. The 'Service' is set to 'Microsoft 365'. The 'Service Account' field is highlighted with a yellow box and contains the text 'Select a User' and 'Jayasimha Nuggehalli (admin) jay@ricoh-act.com'. Below this is a 'Site URL List' field with a '+' icon. The 'Folder' field is also highlighted with a yellow box and contains 'Select Folder' and 'Test Private Team'. There is a link 'Open External Service Connections' and a checkbox 'Hide in application'.

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

Default Folder

This screenshot is identical to the one above, showing the 'Service Settings' form. The 'Folder' field is highlighted with a yellow box, showing 'Select Folder' and 'Test Private Team'.

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.

The screenshot shows the 'Sub Folder' field, which is a text input box. Below it is a checkbox labeled '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

File Name

Dictionary Label

Dictionary Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

31 Scan to Dropbox Shared

Following settings are available in the Admin mode.

Application Settings (Administrators)

Admin Mode
ON

?

← Application Management

Scan to Dropbox Shared

Cancel Save

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

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

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 Dropbox.

Default Folder

Service Settings

Service: Dropbox

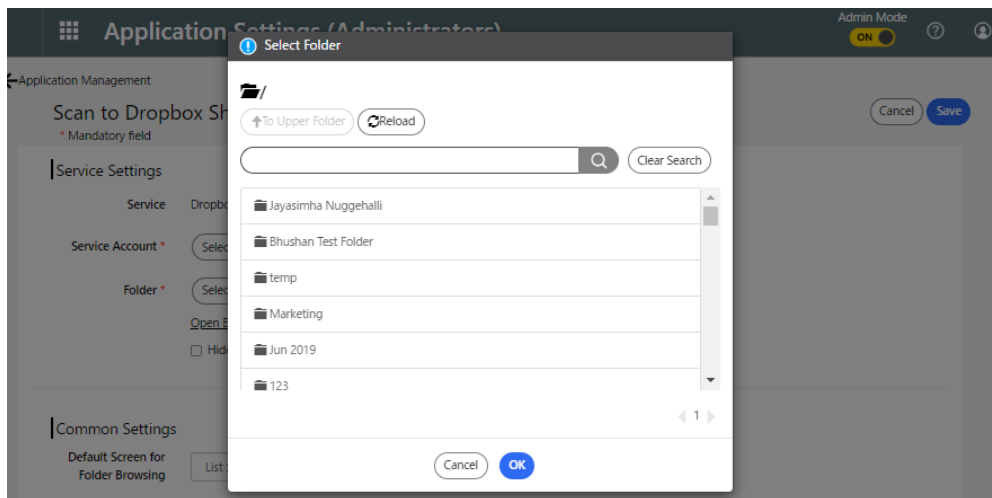
Service Account * **Select a User** Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

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())

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 Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

Auto Color Select

Do not allow scan color mode change

Original Sides

1 Sided

Do not allow original settings change

Document Orientation

Readable Direction

Do not allow original orientation change

Scan Resolution

300 dpi

Do not allow scan resolution change

Document Size

Auto

Do not allow original size change

Manual Density

0

Do not allow manual density change

Scan Method

Normal

Do not allow scan method change

Preview

On

32 Scan to Box Shared

Following settings are available in the Admin mode.

Application Settings (Administrators)

Admin Mode
ON

?

← Application Management

Scan to Box Shared

Cancel Save

Service Settings

Service

Box

Service Account *

Select a User
Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

Folder *

Select Folder
All Files

[Open External Service Connections](#)

☐ Hide in application

Common Settings

Default Screen for Folder Browsing
List Screen

Default Layout for Folder Browse
2 Rows

Default Parameter Settings

File Name Formula *

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

Check

Sub Folder

☐ Hide in application

OCR

OFF

OCR Language

English

Remove Blank Page

OFF

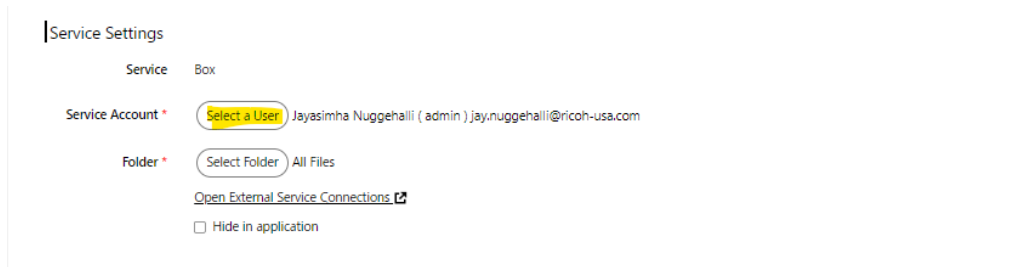
File Name

File Name

Dictionary Label

Dictionary Delimiter

Service Account



Service Settings

Service Box

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

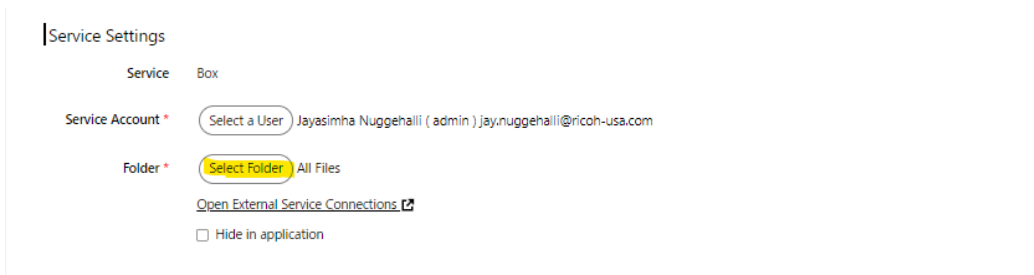
Folder * **Select Folder** All Files

[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

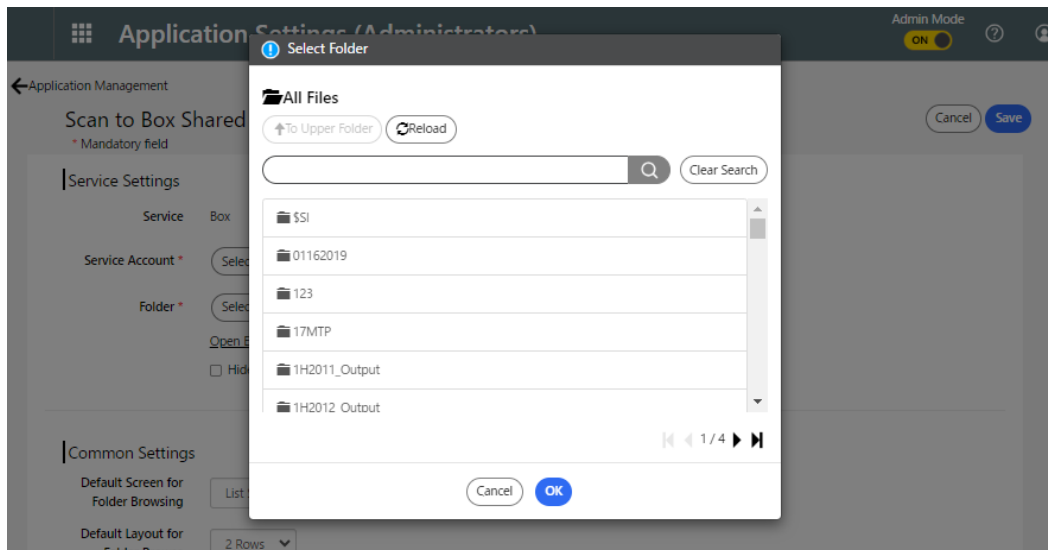
Service Account * **Select a User** Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

Folder * **Select 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())

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 Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

Auto Color Select

Do not allow scan color mode change

Original Sides

1 Sided

Do not allow original settings change

Document Orientation

Readable Direction

Do not allow original orientation change

Scan Resolution

300 dpi

Do not allow scan resolution change

Document Size

Auto

Do not allow original size change

Manual Density

0

Do not allow manual density change

Scan Method

Normal

Do not allow scan method change

Preview

On

33 Scan to Email MS365 Plus Shared

In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email MS365Plus Shared

Application Settings (Administrators)

Admin Mode ON

admin Tenant ID : 2172914435

← Application Management

Scan to Email MS365 Shared Cancel Save

* Mandatory field

Service Settings

Service Microsoft 365

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

Default Parameter Settings

Recipients Select from All users ☒ Apply setting to all users

Email subject

☐ Hide in application

Email body

☐ Hide in application

File Name Formula * Check

OCR

OCR Language

Remove Blank Page

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Service Account

Scan to Email MS365 Shared Cancel Save

* Mandatory field

Service Settings

Service Microsoft 365

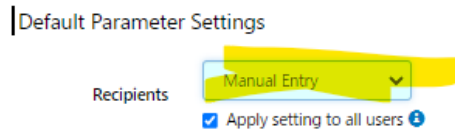
Service Account * Select a User Jayasimha Nuggehalli (admin) jay@ricoh-act.com

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

Recipients

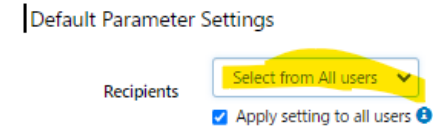
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



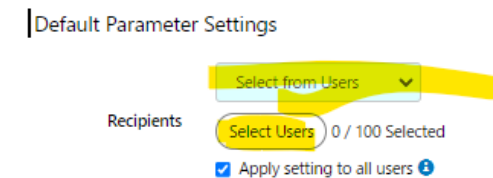
With this option selected, in workflow application Email address can be entered manually using softkey board on MFP Operation Panel.

Option 2: Select from All Users



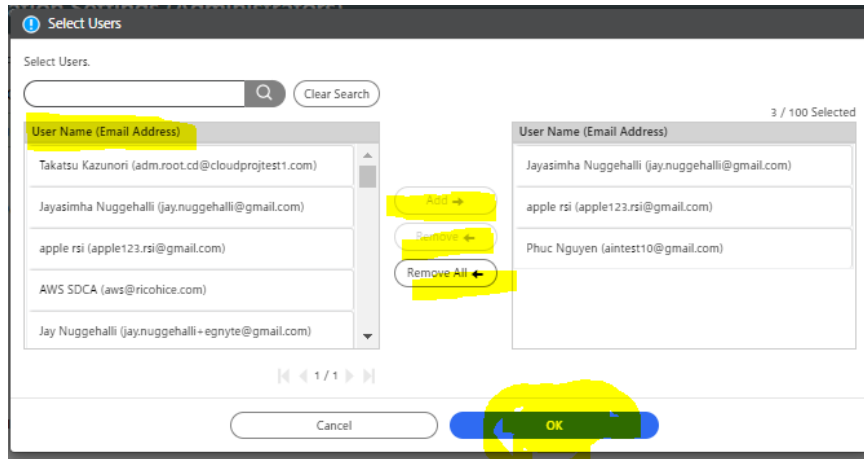
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



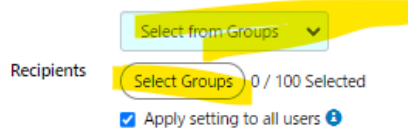
With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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.

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 *

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

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 Auto Color Select ▼

☐ Do not allow scan color mode change

Original Sides 1 Sided ▼

☐ Do not allow original settings change

Document Orientation Unreadable Direction ▼

☐ Do not allow original orientation change

Scan Resolution 300 dpi ▼

☐ Do not allow scan resolution change

Document Size Auto ▼

☐ Do not allow original size change

Manual Density 0 ▼

☐ Do not allow manual density change

Scan Method Normal ▼

☐ Do not allow scan method change

Preview On ▼

34 Scan to CloudFax Shared

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/>

Since this is a Shared Workflow, RSI admin needs to do Service Connection to RICOH Cloud Fax.

Application List	Service Name	Coordination	Shared	
External Service Connections	accounts_ricoh_com	Unconfigured	—	<button>Configure</button> <button>Unconfigure</button>
Download	AP for Small Business	Configured ✓	Yes ✓ ice.ricoh@ricohice Password2	<button>Configure</button> <button>Unconfigure</button>
User Select Login Settings	Box	Configured ✓	Yes ✓ (Description is not set yet)	<button>Configure</button> <button>Unconfigure</button>
Workflow Job Transaction	dirchono	Configured ✓	Yes ✓ ebinya	<button>Configure</button> <button>Unconfigure</button>
	Dropbox	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	<button>Configure</button> <button>Unconfigure</button>
	Egnyte	Configured ✓	Yes ✓ pn-power(Power use n)	<button>Configure</button> <button>Unconfigure</button>
	Google	Configured ✓	No —	<button>Configure</button> <button>Unconfigure</button>
	OneDrive	Configured ✓	Yes ✓ aintest1@outlook.com aint1sm1o2	<button>Configure</button> <button>Unconfigure</button>
	Microsoft 365	Configured ✓	Yes ✓ jay@ricoh-act.com	<button>Configure</button> <button>Unconfigure</button>
	Rubex	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	<button>Configure</button> <button>Unconfigure</button>
	ShareFile	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	<button>Configure</button> <button>Unconfigure</button>
	CloudFax	Configured ✓	Yes ✓ (Description is not set yet)	<button>Configure</button> <button>Unconfigure</button>

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

User ID

Password

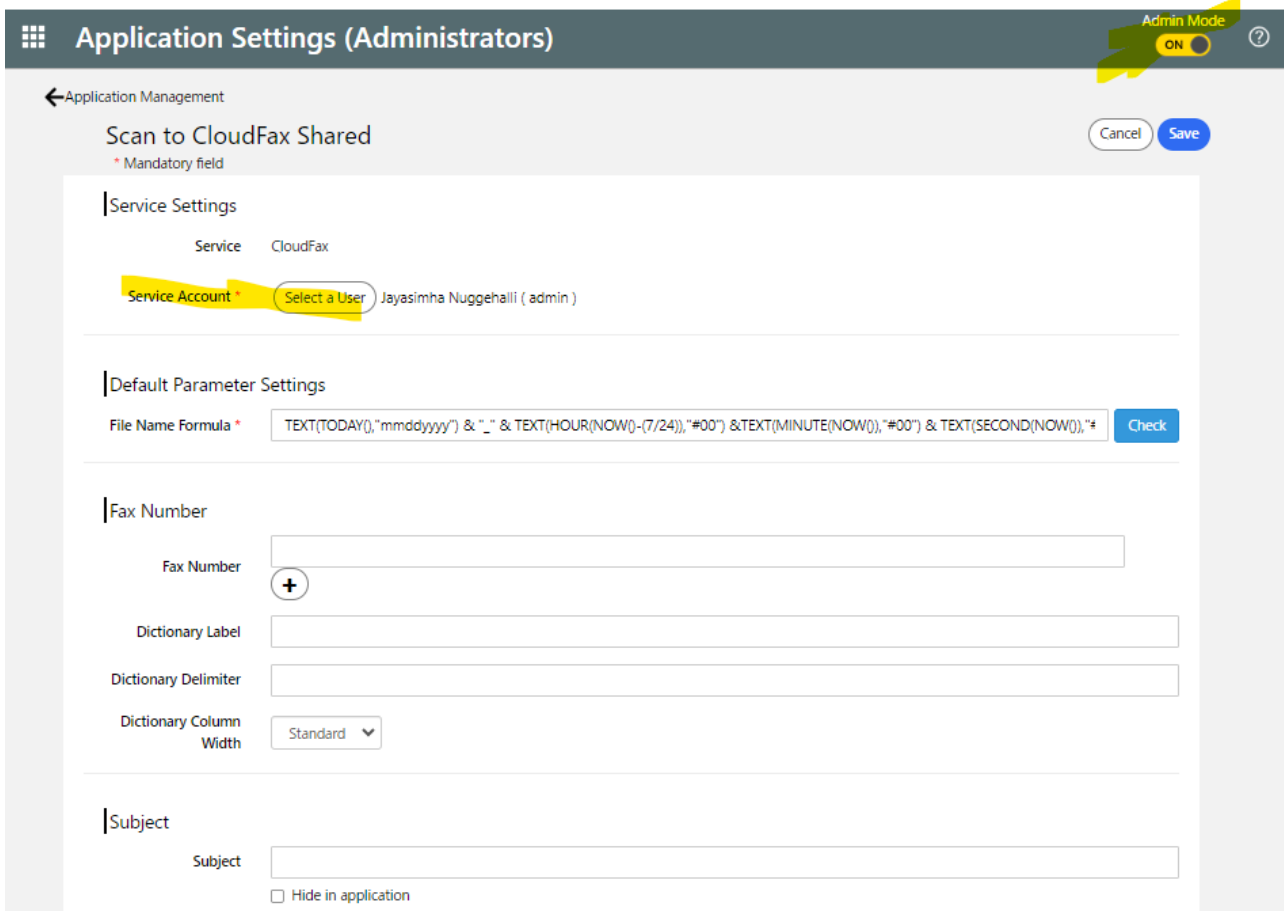
Please enter a Password.

☒ Allow the service to be shared within the tenant.

Description

Cancel Confirm

Switch to Administrator Mode, to Setup Service Account and other settings available.



Application Settings (Administrators) Admin Mode ☒

← Application Management

Scan to CloudFax Shared

* Mandatory field

Cancel Save

Service Settings

Service CloudFax

Service Account * Select a User Jayasimha Nuggehalli (admin)

Default Parameter Settings

File Name Formula * Check

Fax Number

Fax Number +

Dictionary Label

Dictionary Delimiter

Dictionary Column Width Standard ▼

Subject

Subject

☐ 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 *

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

Subject

☐ Hide in application

Dictionary Label

Dictionary Delimiter

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

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

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

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

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

Auto Color Select

☐ Do not allow scan color mode change

Original Sides

1 Sided

☐ Do not allow original settings change

Document Orientation

Unreadable Direction

☐ Do not allow original orientation change

Scan Resolution

300 dpi

☐ Do not allow scan resolution change

Document Size

Auto

☐ Do not allow original size change

Manual Density

0

☐ Do not allow manual density change

Scan Method

Normal

☐ Do not allow scan method change

Preview

On

35 Scan to SharePoint SemiShared

Following settings are available in the Admin mode. Workflow Usage Permission Settings and Service Account Need to be configured in the Administrator mode.

Application Settings (Administrators)

Admin Mode
ON

?

admin
Tenant ID : 2172914435

← Application Management

Scan to SharePoint SemiShared

* Mandatory field

Cancel Save

Permission Settings

Usage Range *

All users

External Service Settings: SharePointOnlineGraph

Service Account *

Select a User sv1na act (sv1nact) rcoh-act

Folder *

Select Folder Test Site

[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 *

_ [TenantId] & "-" & _ [UserId] & "-" & MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) ;

Check

OCR

OFF

OCR Language

English

Remove Blank Page

OFF

Change Display Name:
Remove Blank Page

Service Account

The screenshot shows the 'Service Settings' form. The 'Service' is set to 'Microsoft 365'. The 'Service Account' field is highlighted with a yellow box and contains a dropdown menu with 'Select a User' and the text 'Jayasimha Nuggehalli (admin) jay@ricoh-act.com'. Below this is a 'Site URL List' field with a '+' icon. The 'Folder' field is also highlighted with a yellow box and contains a dropdown menu with 'Select Folder' and the text 'Test Private Team'. Below the folder field is a link 'Open External Service Connections' and a checkbox 'Hide in application'.

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

Default Folder

This screenshot is identical to the one above, showing the 'Service Settings' form. The 'Folder' field is highlighted with a yellow box, showing the 'Select Folder' dropdown menu.

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.

The screenshot shows a 'Select Folder' dialog box overlaid on the 'Application Settings' page. The dialog box has a title bar 'Select Folder' and a subtitle 'Test Private Team'. It contains a search bar with a magnifying glass icon and a 'Clear Search' button. Below the search bar is a list of folders, with 'Documents' selected. At the bottom of the dialog box are 'Cancel' and 'OK' buttons.

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.

The screenshot shows the 'Sub Folder' field, which is a text input box. Below it is a checkbox labeled '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()) & "/>	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: 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

Scan to SharePoint SemiShared

* Mandatory field

Cancel Save

Default Scan Settings

Scan Color Mode: 1. Initial Value: Auto Color Select

☐ Apply setting to all users

Original Sides: 1. Initial Value: 1 Sided

☐ Apply setting to all users

Document Orientation: 1. Initial Value: Readable Direction

☐ Apply setting to all users

Scan Resolution: 1. Initial Value: 300 dpi

☐ Apply setting to all users

Document Size: 1. Initial Value: Auto

☐ Apply setting to all users

Manual Density: 1. Initial Value: 0

☐ Apply setting to all users

Scan Method: 1. Initial Value: Normal

☐ Apply setting to all users

Preview: 1. Initial Value: On

☐ Apply setting to all users

36 Scan to Egnyte SemiShared

Following settings are available in the Admin mode. Workflow Usage Permission Settings and Service Account Need to be configured in the Administrator mode.

Application Settings (Administrators) Admin Mode ON ? admin Tenant ID : 2172914435

← Application Management

Scan to Egnyte SemiShared

* Mandatory field

[Cancel](#) [Save](#)

Permission Settings

Usage Range * All users

External Service Settings: Egnyte

Service Account * Select a User Jayasimha Nuggehalli (admin) pn-power(Power user)

Folder * Select Folder Custom Group Test

[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 POWERPOINT

OCR Language English

Remove Blank Page OFF

File Name

Permission Settings

Workflow Permission settings can be configured.

Usage Range Options: All Users, Allow Users Only, Allow Groups Only

Permission Settings

Usage Range * All users

Service Account

External Service Settings: Egnyte

Service Account * Select a User Jayasimha Nuggehalli (admin) pn-power(Power user)

Folder * Select Folder Custom Group Test

[Open External Service Connections](#)

☐ Hide in application

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

Default Folder

External Service Settings: Egnyte

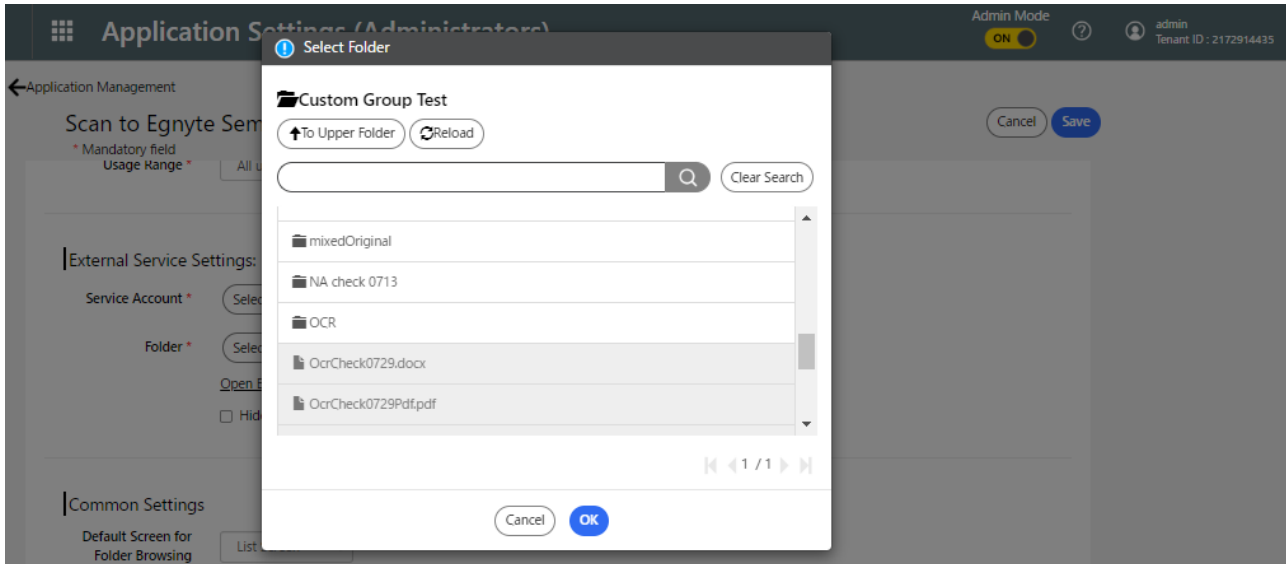
Service Account * Select a User Jayasimha Nuggehalli (admin) pn-power(Power user)

Folder * Select Folder Custom Group Test

[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())

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 ▼

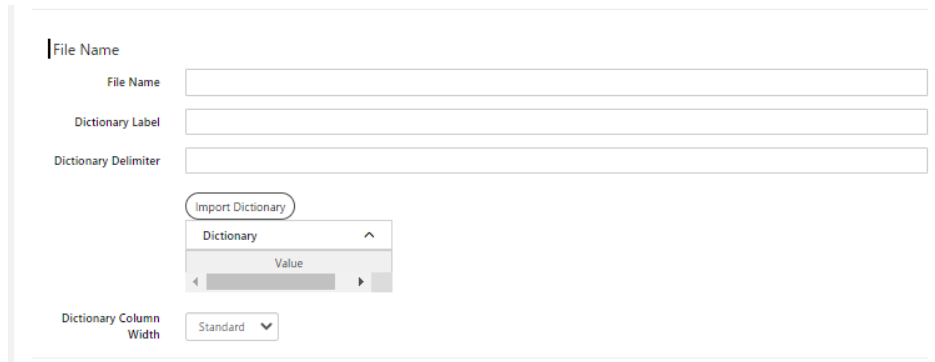
OCR Language

Default value for OCR Language can be configured.

OCR Language

English ▼

File Name



The screenshot shows a configuration window titled "File Name". It contains the following elements:

- A text input field labeled "File Name".
- A text input field labeled "Dictionary Label".
- A text input field labeled "Dictionary Delimiter".
- An "Import Dictionary" button.
- A small table with the following structure:

Dictionary
Value
- A "Dictionary Column Width" dropdown menu currently set to "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

Scan to Egnyte SemiShared

* Mandatory field

Cancel

Save

Default Scan Settings

Scan Color Mode	1. Initial Value Auto Color Select ▼ ☐ Apply setting to all users ⓘ
Original Sides	1. Initial Value 1 Sided ▼ ☐ Apply setting to all users ⓘ
Document Orientation	1. Initial Value Unreadable Direction ▼ ☐ Apply setting to all users ⓘ
Scan Resolution	1. Initial Value 300 dpi ▼ ☐ Apply setting to all users ⓘ
Document Size	1. Initial Value Auto ▼ ☐ Apply setting to all users ⓘ
Manual Density	1. Initial Value 3 ▼ ☐ Apply setting to all users ⓘ
Scan Method	1. Initial Value Normal ▼ ☐ Apply setting to all users ⓘ
Preview	1. Initial Value On ▼ ☐ Apply setting to all users ⓘ

37 Scan to Google SemiShared

Following settings are available in the Admin mode. Workflow Usage Permission Settings and Service Account Need to be configured in the Administrator mode.

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

← Application Management

Scan to Google SemiShared Cancel Save

* Mandatory field

Permission Settings

Usage Range * All users

External Service Settings: GoogleDrive

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

Folder * Select Folder Shared drives

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

6272025-181329

OCR OFF

OCR Language English

Remove Blank Page OFF

File Name

Permission Settings

Workflow Permission settings can be configured.

Usage Range Options: All Users, Allow Users Only, Allow Groups Only

Permission Settings

Usage Range * All users

Service Account

External Service Settings: GoogleDrive

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

Folder * Select Folder Shared drives

[Open External Service Connections](#)

☐ Hide in application

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

Default Folder

External Service Settings: GoogleDrive

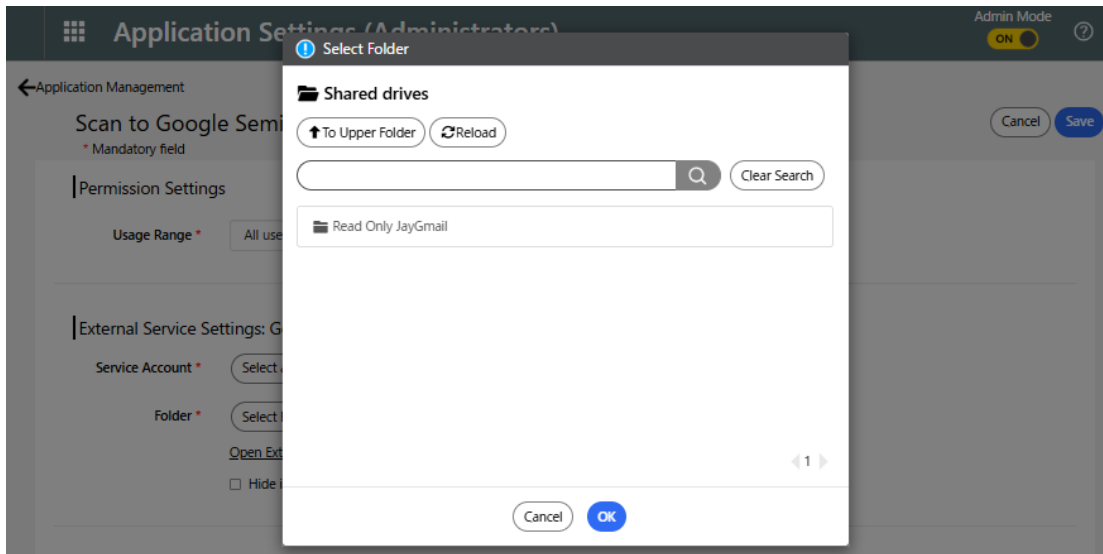
Service Account * Select a User Jayasimha Nuggehalli (admin) jay.nuggehalli.ricoh@gmail.com

Folder * Select Folder Shared drives

[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())

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

The 'File Name' configuration form includes the following fields and controls:

- File Name:** A text input field for the default filename.
- Dictionary Label:** A text input field for the dictionary label.
- Dictionary Delimiter:** A text input field for the delimiter used between keywords.
- Import Dictionary:** A button to import a dictionary.
- Dictionary:** A dropdown menu showing the selected dictionary.
- Value:** A text input field for the value associated with the selected dictionary.
- Dictionary Column Width:** A dropdown menu with 'Standard' selected.

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

The 'Scan Settings' configuration form is titled 'Scan to Google SemiShared' and includes a 'Cancel' button and a 'Save' button. It contains the following settings:

- Default Scan Settings:**
 - Scan Color Mode:** Initial Value: Auto Color Select. ☐ Apply setting to all users.
 - Original Sides:** Initial Value: 1 Sided. ☐ Apply setting to all users.
 - Document Orientation:** Initial Value: Readable Direction. ☐ Apply setting to all users.
 - Scan Resolution:** Initial Value: 300 dpi. ☐ Apply setting to all users.
 - Document Size:** Initial Value: Auto. ☐ Apply setting to all users.
 - Manual Density:** Initial Value: 3. ☐ Apply setting to all users.
 - Scan Method:** Initial Value: Normal. ☐ Apply setting to all users.
 - Preview:** Initial Value: On. ☐ Apply setting to all users.

38 Scan to Sharefile Shared

Following settings are available in the Admin mode.

Application Settings (Administrators)

Admin Mode
ON

?

← Application Management

Scan to Sharefile Shared

Cancel Save

* Mandatory field

Service Settings

Service

ShareFile

Service Account *

Select a User

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

Folder *

Select Folder

Employees

[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 *

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

Check

OCR

OFF

OCR Language

English

Remove Blank Page

OFF

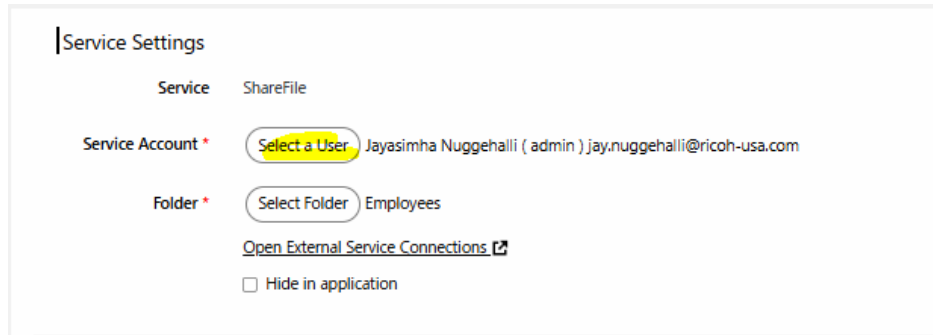
File Name

File Name

Dictionary Label

Dictionary Delimiter

Service Account



Service Settings

Service: ShareFile

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

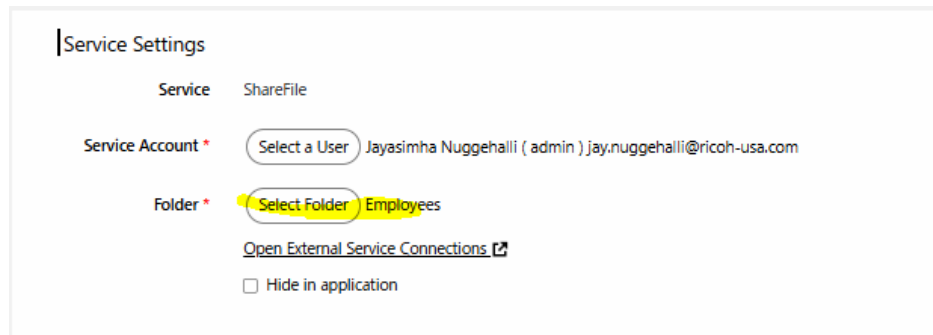
Folder * **Select Folder** Employees

[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: ShareFile

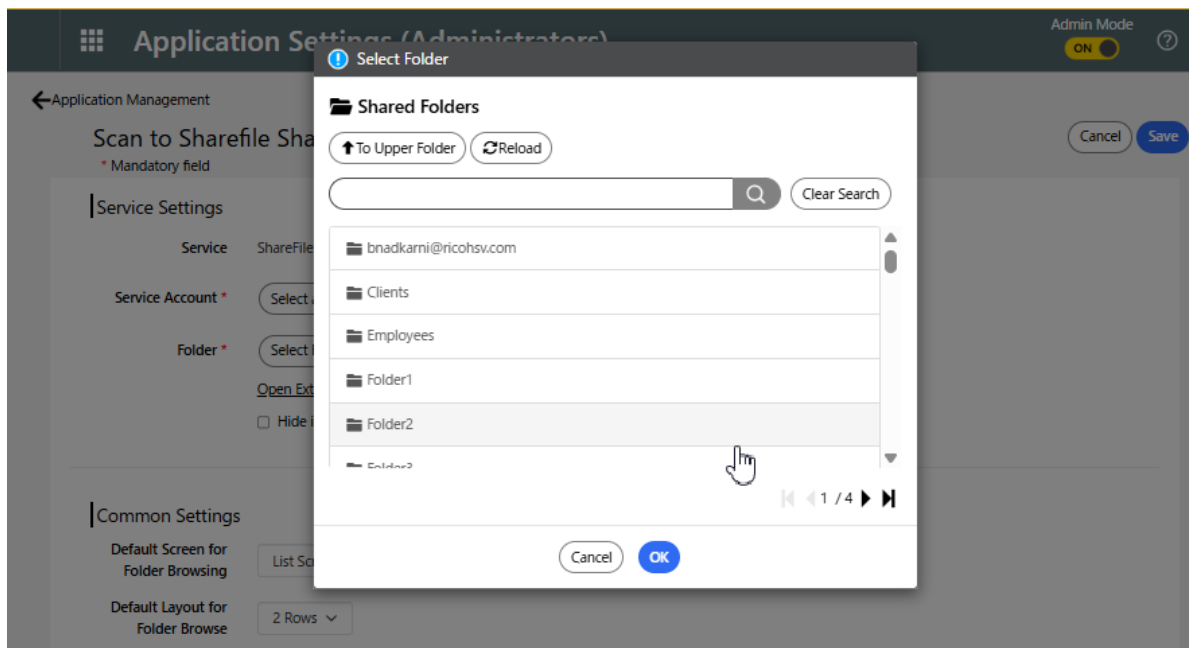
Service Account * **Select a User** Jayasimha Nuggehalli (admin) jay.nuggehalli@ricoh-usa.com

Folder * **Select Folder** Employees

[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.

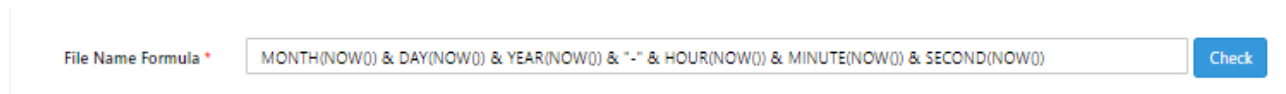


Sub Folder

☐ 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 *

Default Formula:

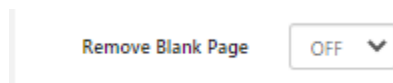
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

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

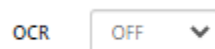
Default value for Remove Blank Page can be configured.



Remove Blank Page

OCR

Default value for OCR can be configured.



OCR

OCR Language

Default value for OCR Language can be configured.



OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

Auto Color Select

Do not allow scan color mode change

Original Sides

1 Sided

Do not allow original settings change

Document Orientation

Readable Direction

Do not allow original orientation change

Scan Resolution

300 dpi

Do not allow scan resolution change

Document Size

Auto

Do not allow original size change

Manual Density

0

Do not allow manual density change

Scan Method

Normal

Do not allow scan method change

Preview

On

39 Scan to eFax MS365 Shared

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

Application Settings (Administrators) Admin Mode ON

← Application Management

Scan to eFax MS365 Shared Cancel Save

* Mandatory field

Service Settings

Service: Microsoft 365

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

Fax Number(s)

Fax Number(s) +

Dictionary Label

Dictionary Delimiter

Import Dictionary

Label	Value
eFax	14083519200

Dictionary Column Width: Standard

eFax Easy faxing anywhere.™ English | Change

MY ACCOUNT HOME | VIEW FAXES | SEND FAXES | UPDATE ACCOUNT | HELP | LOGOUT

Account Overview eFax® Number(s): 1-408-351-9200

Preferences | Billing | Usage | Profile

Update your Preferences by clicking the "Edit" links below

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

Service Account

Service Settings

Service Microsoft 365

Service Account *

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

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

Fax Number

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Fax Numbers

Dictionary Delimiter

Dictionary

Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

40 Scan to Email MS365 Shared

Note: Scan to Email MS365 Shared uses administrator(s) Office 365 account with which administrator(s) have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email.

Application Settings (Administrators) Admin Mode ON

← Application Management

Scan To Email MS365 Shared Cancel Save

* Mandatory field

Service Settings

Service: Microsoft 365

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

Default Parameter Settings

Email subject:

☐ Hide in application

Email body:

☐ Hide in application

File Name Formula *: Check

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

Recipients

Recipients:

+

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary	Value
Dictionary	Value

Service Account

Service Settings

Service: Microsoft 365

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

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

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings

Email subject:
☐ Hide in application

Email body:
☐ Hide in application

Recipients

Recipients

Recipients:

Dictionary Label:

Dictionary Delimiter:

Dictionary	Value
jay@ricoh-act.com	
phuc@ricoh-act.com	

Dictionary Column Width:

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

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

41 Scan to Egnyte Shared

Following settings are available in the Admin mode.

The screenshot shows the 'Application Settings (Administrators)' window for 'Scan To Egnyte Shared'. The interface is divided into three main sections: Service Settings, Common Settings, and Default Parameter Settings. The 'Service Settings' section includes fields for 'Service' (Egnyte), 'Service Account' (a dropdown menu with 'Jayasimha Nuggehalli (admin) pn-power(Power user)' selected), 'Folder' (a dropdown menu with 'SharedSubFolder' selected), a link to 'Open External Service Connections', and a checkbox for 'Hide in application'. The 'Common Settings' section includes 'Default Screen for Folder Browsing' (a dropdown menu with 'List Screen' selected) and 'Default Layout for Folder Browse' (a dropdown menu with '2 Rows' selected). The 'Default Parameter Settings' section includes a 'Sub Folder' text field, a checkbox for 'Hide in application', a 'File Name Formula' text field with the formula 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())', a 'Check' button, and three dropdown menus for 'OCR' (OFF), 'OCR Language' (English), and 'Remove Blank Page' (OFF). The 'File Name' section is partially visible at the bottom.

Service Account

Service Settings

Service: Egnyte

Service Account * Select a User Jayasimha Nuggehalli (admin) pn-power(Power user)

Folder * Select Folder SharedSubFolder

[Open External Service Connections](#)

☐ Hide in application

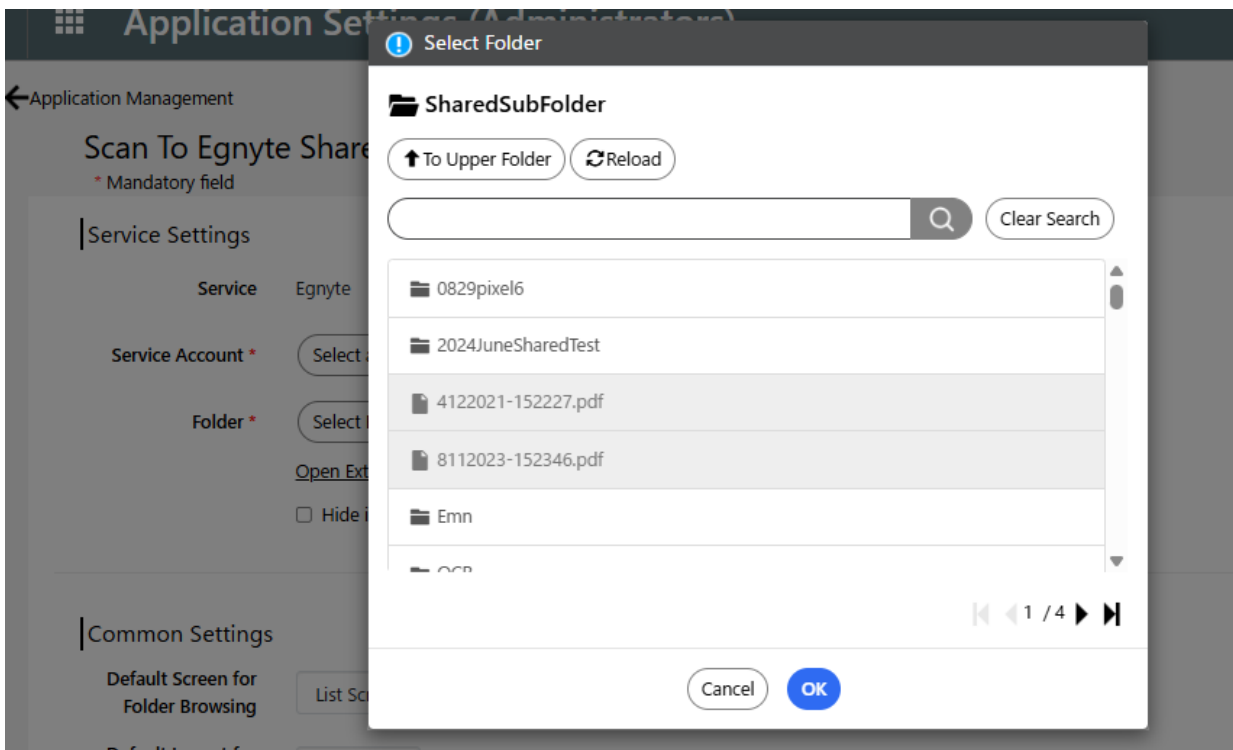
Select an Admin user who has done External Service Connection with Egnyte.

Default Folder

| Service Settings

Service	Egnyte
Service Account *	Select a User Jayasimha Nuggehalli (admin) pn-power(Power user)
Folder *	Select Folder SharedSubFolder
	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 the 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

File Name

Dictionary Label

Dictionary Label

Dictionary Delimiter

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

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

42 Print from Box

Application Settings (General Users) Admin Mode OFF

← Application List

Print from Box

* Mandatory field

Cancel Save

Service Settings

Service: Box

Folder * Select Folder [All Files](#)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Print Settings

Copies: 1

Print Color Mode: Black & White

Sides: 1 Sided

N-Up: Off

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Default Print Settings and Default Folder can be configured.

43 Print from Dropbox

Application Settings (General Users) Admin Mode ☐ OFF

← Application List

Print from Dropbox

* Mandatory field

Service Settings

Service: Dropbox

Folder * Select Folder
Loading...

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Print Settings

Copies: 1

Print Color Mode: Black & White

Sides: 1 Sided

N-Up: Off

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Default Print Settings and Default Folder can be configured.

44 Print from GDrive

Application Settings (General Users) Admin Mode OFF

← Application List

Print from GDrive

* Mandatory field

Cancel Save

Service Settings

Service: Google

Folder * [Select Folder](#) (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Print Settings

Copies: 1

Print Color Mode: Black & White

Sides: 1 Sided

N-Up: Off

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Default Print Settings and Default Folder can be configured.

45 Print from OneDrive for Business

Application Settings (General Users) Admin Mode ☒ on ?

← Application List

Print from OneDriveBiz Cancel Save

* Mandatory field

Service Settings

Service: Microsoft 365

Folder * Select Folder
Loading...

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Print Settings

Copies: 1

Print Color Mode: Black & White

Sides: 1 Sided

N-Up: Off

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Default Print Settings and Default Folder can be configured.

46 Print from SharePoint

Application Settings (General Users) Admin Mode ☐ off

← Application List

Print from Sharepoint

* Mandatory field

Service Settings

Service: Microsoft 365

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Print Settings

Copies: 1

Print Color Mode: Black & White

Sides: 1 Sided

N-Up: Off

Cancel Save

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Default Print Settings and Default Folder can be configured.

47 Print from DocuWare

← Application List

Print from DocuWare Cancel Save

* Mandatory field

Service Settings

Service: DocuWare

Base Point Folder * Select Folder /

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Print Settings

Copies: 1

Print Color Mode: Black & White

Sides: 1 Sided

N-Up: Off

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

48 Operation of Workflow Application

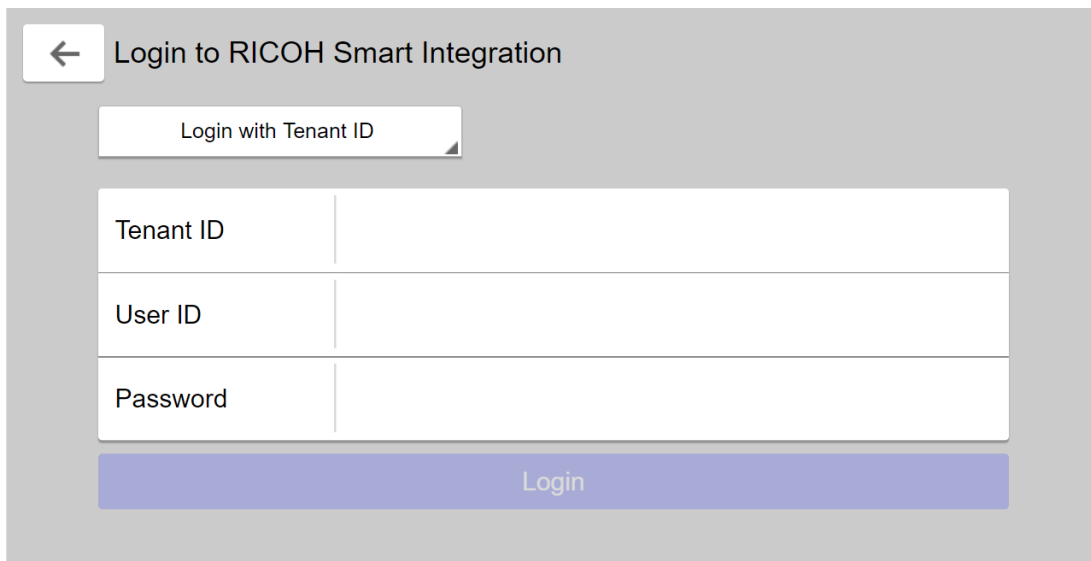
Smart Integration MFP BrowserNX URL

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

Ricoh Smart Integration Initial Login

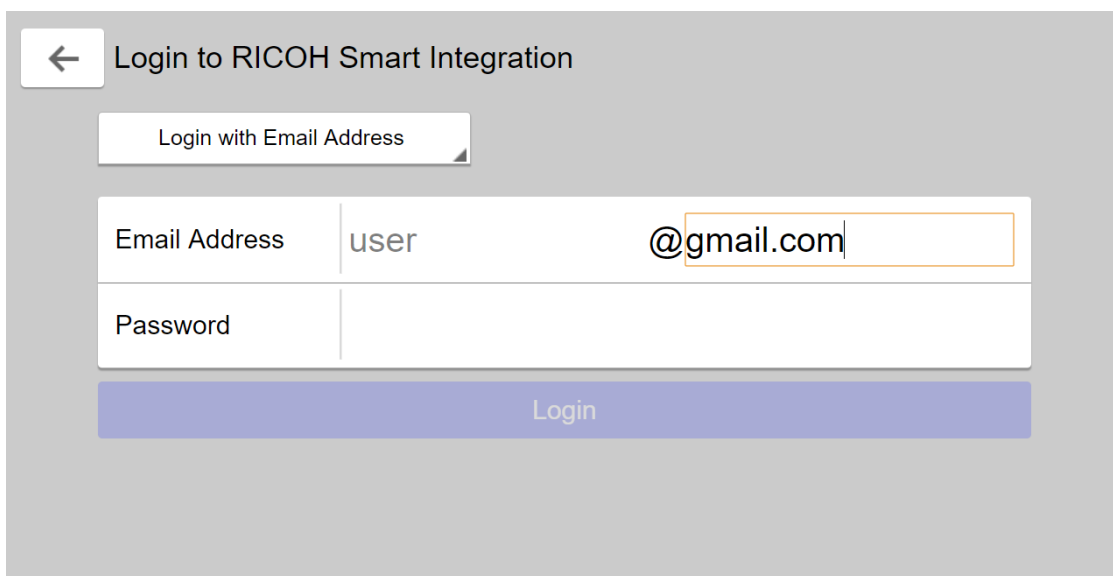
Above URL is available as Bookmark ICON on MFP. Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.

Option 1: Login with Tenant ID



The screenshot shows the 'Login to RICOH Smart Integration' page. At the top left is a back arrow icon. Below it is a dropdown menu labeled 'Login with Tenant ID'. The form contains three input fields: 'Tenant ID', 'User ID', and 'Password'. At the bottom is a blue 'Login' button.

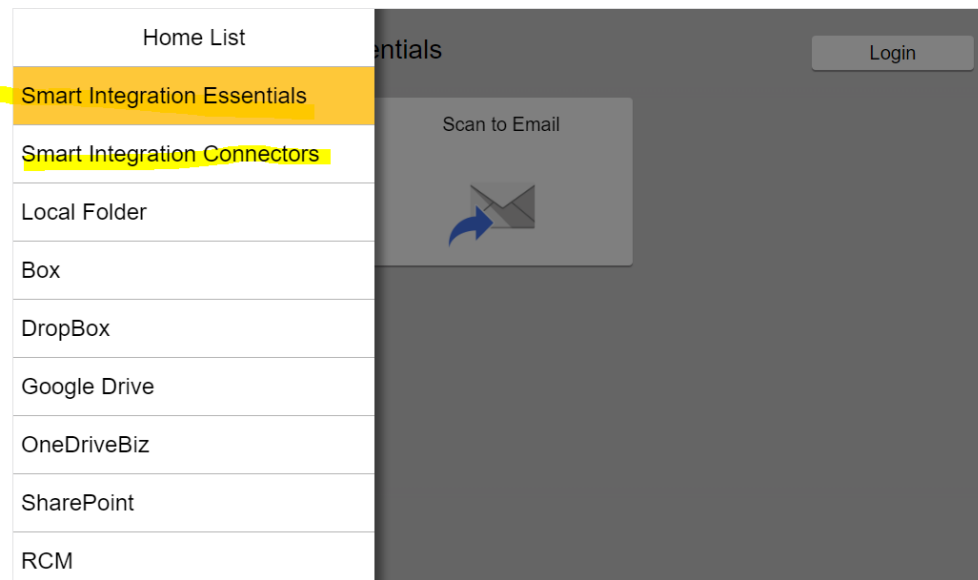
Option 2: Login with Email Address



The screenshot shows the 'Login to RICOH Smart Integration' page. At the top left is a back arrow icon. Below it is a dropdown menu labeled 'Login with Email Address'. The form contains two input fields: 'Email Address' (with the text 'user@gmail.com' entered) and 'Password'. At the bottom is a blue 'Login' button.

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.

49 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, PDF/A, 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 displays the 'Scan to Box' configuration window. At the top, there is a navigation bar with a back arrow, the title 'Scan to Box', and links for 'Dealer Package', 'Logout', and 'Job log'. Below this, a list of settings is shown, each with a label, a value, and a dropdown arrow. The settings are: 'Folder' (value: All Files), 'Sub Folder' (empty), 'OCR' (value: OFF), 'OCR Language' (value: English), and 'File Name' (empty). A red asterisk indicates mandatory fields. To the right of the settings is a 'Scan Settings' panel with options for 'Auto Color' (with a color wheel icon), '1 Sided' (with a double-sided icon), 'Readable' (with a magnifying glass icon), and '300 dpi'. A large green circular 'Start' button is positioned at the bottom right of the interface.

50 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, PDF/A, 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 displays the 'Scan to Dropbox' configuration window. At the top, there is a back arrow, the title 'Scan to Dropbox', and links for 'Dealer Package', 'Logout', and 'Job log'. A note indicates that fields with an asterisk are mandatory. The settings include:

- Folder**: A text field containing a forward slash (/).
- Sub Folder**: An empty text field.
- OCR**: A dropdown menu set to 'OFF'.
- OCR Language**: A dropdown menu set to 'English'.
- File Name**: A partially visible text field.

On the right side, there is a 'Scan Settings' panel with options for 'Auto Color', '1 Sided', 'Readable ...', and '300 dpi'. A large green circular 'Start' button is positioned below these settings.

51 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

The screenshot shows the 'Scan to Google' interface. At the top, there is a back arrow, the title 'Scan to Google', and links for 'Dealer Package', 'Logout', and 'Job log'. Below the title, a red asterisk indicates a mandatory field. The settings are organized into several rows, each with a label, a value, and a dropdown menu (indicated by three dots):

- Folder:** The value is '(Unnamed folder)'.
- Sub Folder:** The field is currently empty.
- OCR:** The value is 'OFF'.
- OCR Language:** The value is 'English'.
- File Name:** The field is currently empty.

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

- Auto Colo...:** Represented by a color calibration icon.
- 1 Sided:** Represented by a document icon with a single side highlighted.
- Readable ...:** Represented by a document icon with a blue 'R' in a circle.
- 300 dpi:** Represented by a magnifying glass icon.

Below the 'Scan Settings' panel is a large green circular button labeled 'Start'.

52 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, PDF/A, 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 displays the 'Scan to OneDrive' configuration window. At the top, there is a navigation bar with a back arrow, the title 'Scan to OneDrive', and links for 'Dealer Package', 'Logout', and 'Job log'. Below this, a list of settings is shown, each with a label, a value, and a dropdown arrow. A red asterisk indicates mandatory fields. The settings are: 'Folder' (value: Files), 'Sub Folder' (empty), 'OCR' (value: OFF), 'OCR Language' (value: English), and 'File Name' (empty). To the right of the settings is a 'Scan Settings' panel with options for 'Auto Color' (with a color wheel icon), '1 Sided' (with a document icon), 'Readable' (with a magnifying glass icon), and '300 dpi'. At the bottom right of the main panel is a large green circular 'Start' button.

53 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, PDF/A, 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

← Scan to OneDrive for Business Dealer Package Logout Job log

* Mandatory field.

Folder * Files

Sub Folder

OCR * OFF

OCR Language * English

File Name

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

Scan Settings

Start

54 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, PDF/A, 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 displays the 'Scan to Sharepoint' configuration window. At the top, there is a navigation bar with a back arrow, the title 'Scan to Sharepoint', and links for 'Dealer Package', 'Logout', and 'Job log'. The main area contains several input fields, each with a red asterisk indicating it is a mandatory field. The fields are: 'Folder' (containing '(Unnamed folder)'), 'Sub Folder' (empty), 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'File Name' (empty). To the right of these fields is a 'Scan Settings' panel with options for 'Auto Color' (with a color wheel icon), '1 Sided' (with a document icon), 'Readable' (with a document icon and a red 'R' in a box), and '300 dpi'. Below the 'Scan Settings' panel is a large green circular 'Start' button.

55 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.

56 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

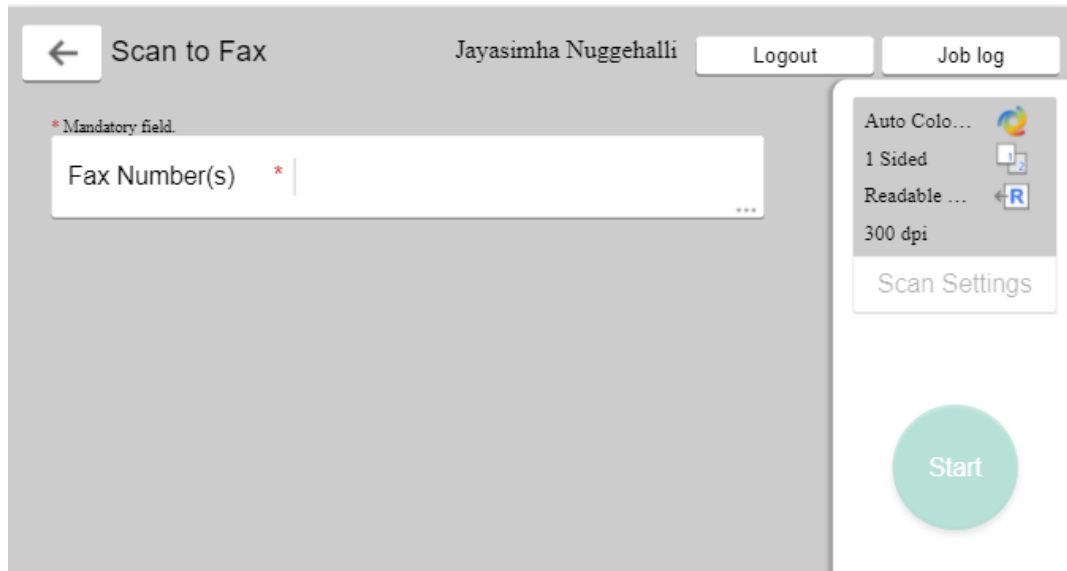
User Can select a label from dictionary or enter number.

57 Scan to Fax

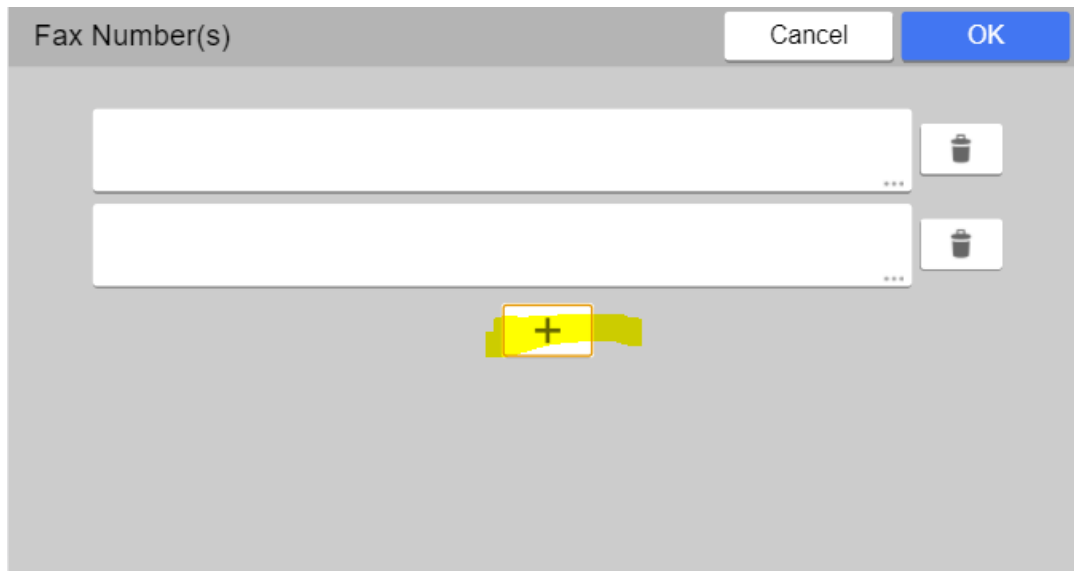
Following settings are available:

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.

58 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.

59 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, PDF/A, 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

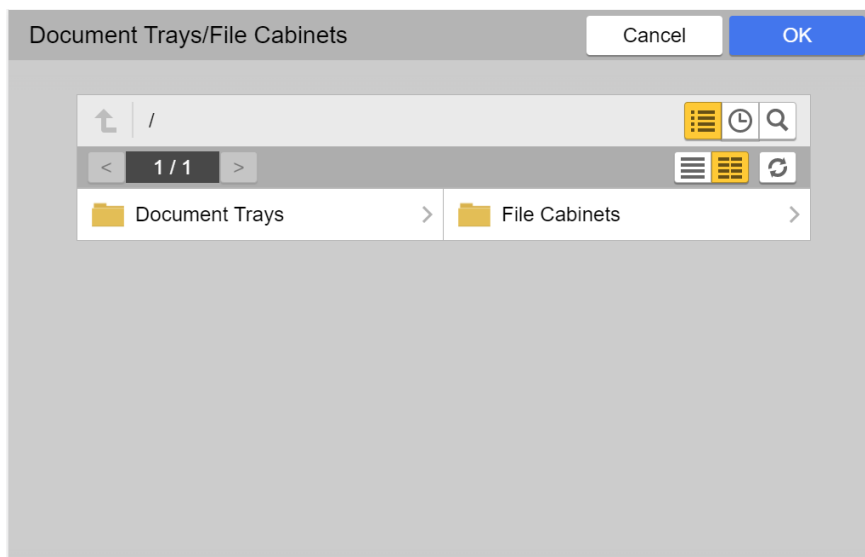
The screenshot displays the 'Scan to Sharefile' configuration window. At the top, there is a back arrow, the title 'Scan to Sharefile', and two buttons: 'Dealer Package' and 'Logout'. Below the title, a 'Job log' button is visible. The main area contains several input fields with labels and asterisks indicating mandatory fields: 'Folder' (with a dropdown icon), 'Sub Folder' (with a dropdown icon), 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'File Name' (partially visible). A 'Scan Settings' panel on the right shows 'Auto Color' (with a color wheel icon), '1 Sided' (with a document icon), 'Readable' (with a magnifying glass icon), and '300 dpi'. A large green circular 'Start' button is positioned at the bottom right of the interface.

60 Scan to DocuWare

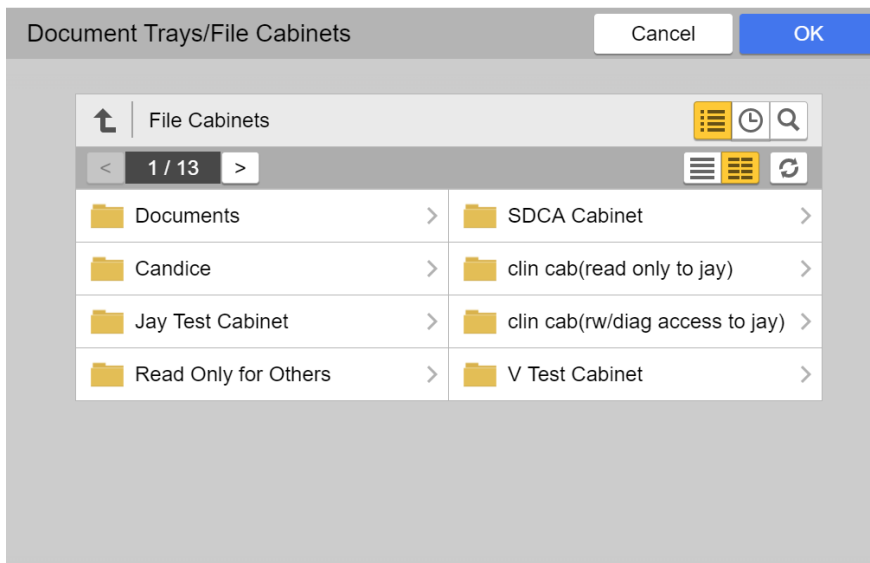
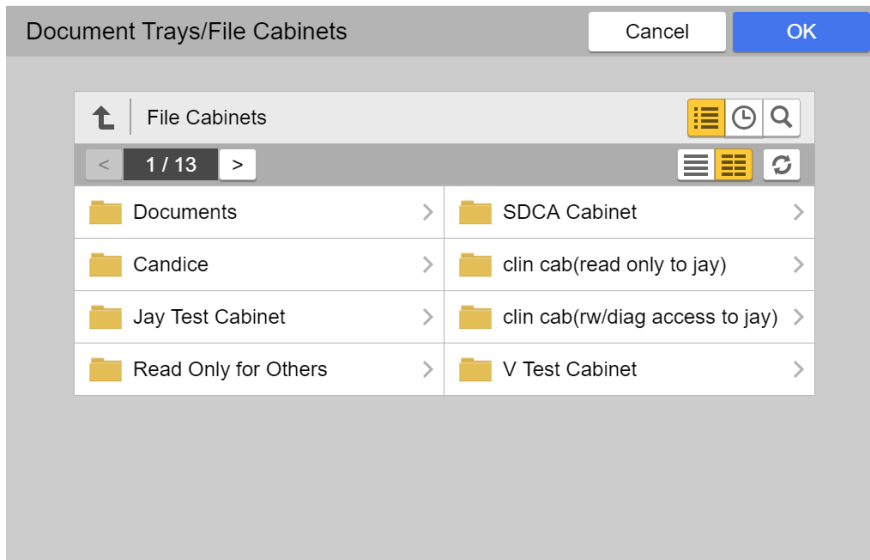
Following settings are available:

A. Document Tray/File Cabinet

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

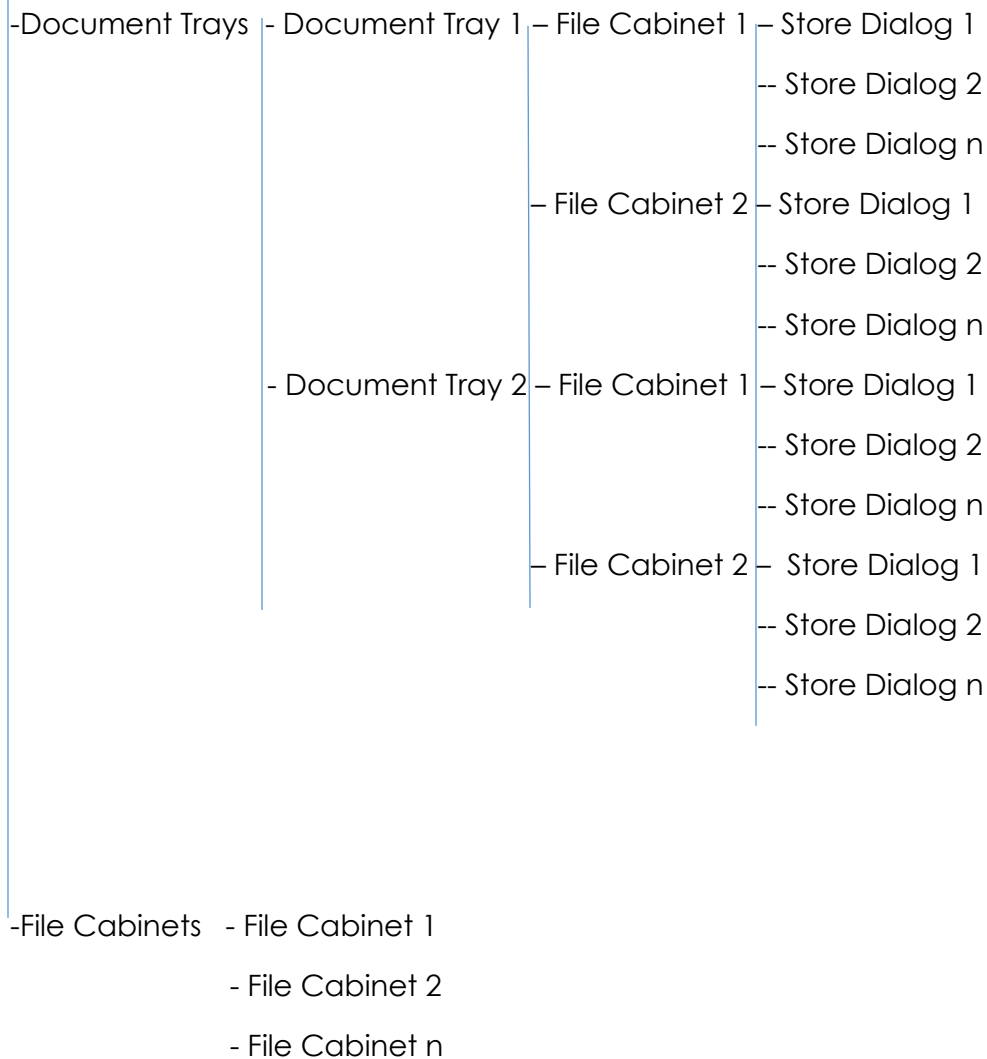


At root level 'Document Trays' and 'File Cabinets' are displayed. These are virtual folders and not selectable. Touch on 'Document Tray' or 'File Cabinets' to list Tray or Cabinets respectively.



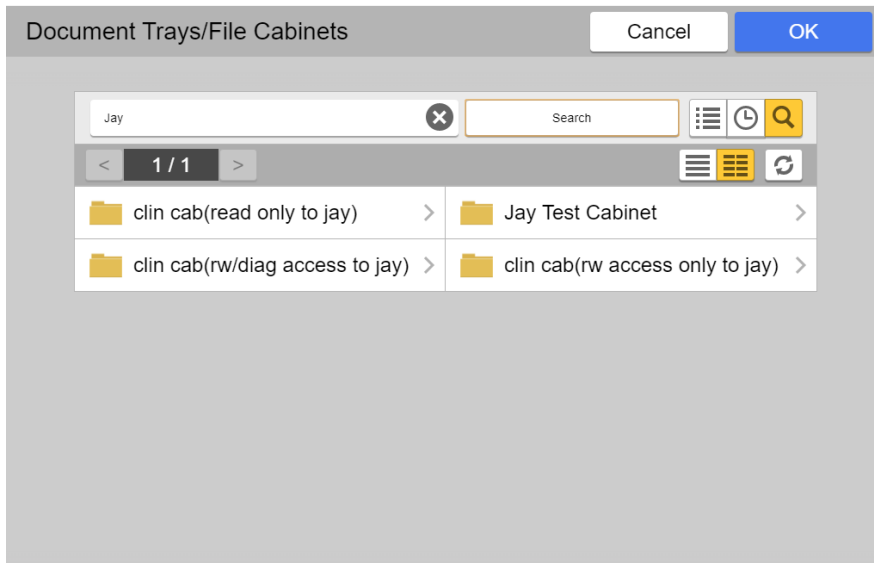
Here is the Hierarchy of Document Tray/File Cabinets

/



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, PDF/A, 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

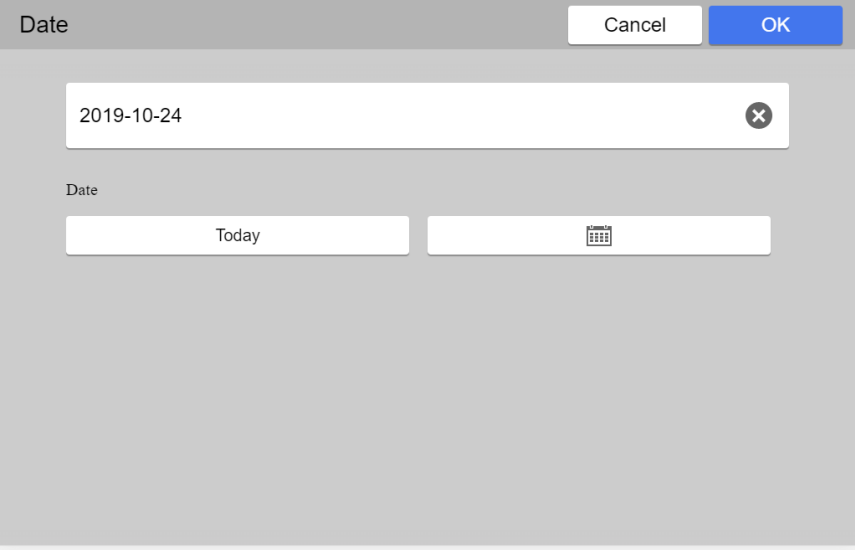
IndexTestManualByAccountant Invoice In

Letter In Test

TestDoc TimeSheet

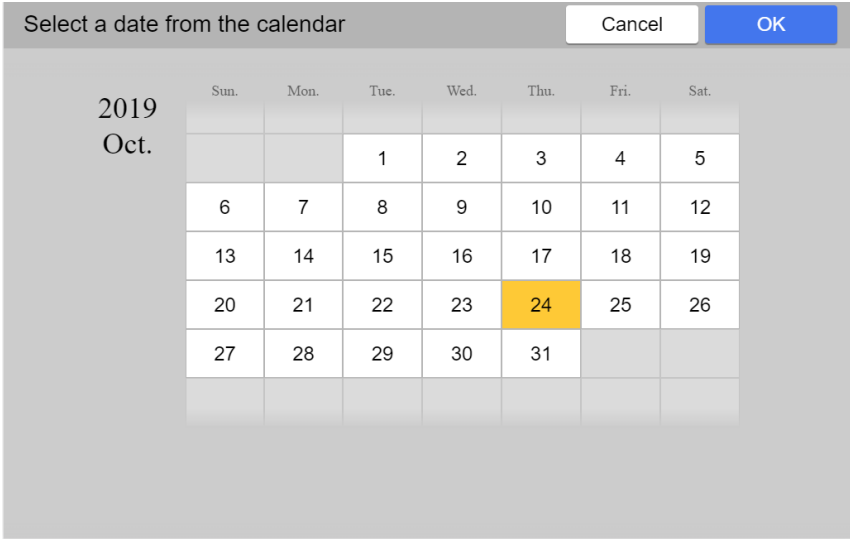
TT

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



A date selection dialog box titled "Date". At the top right are "Cancel" and "OK" buttons. Below the title is a text input field containing "2019-10-24" with a close icon (X) on the right. Underneath is a "Date" label followed by two buttons: "Today" and a calendar icon.

Touch on Calendar button to select date



A calendar view titled "Select a date from the calendar" with "Cancel" and "OK" buttons. The calendar shows the month of October 2019. The days of the week are listed at the top: Sun., Mon., Tue., Wed., Thu., Fri., Sat. The dates are arranged in a grid. The date 24 is highlighted in orange.

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sample Date Field

61 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

The screenshot displays the 'Scan to Egnyte' configuration window. At the top, there is a back arrow, the title 'Scan to Egnyte', and links for 'Dealer Package', 'Logout', and 'Job log'. Below the title, a note indicates that fields with an asterisk are mandatory. The settings are organized into two columns. The left column contains five input fields: 'Folder' (with a dropdown menu showing '(Unnamed folder)'), 'Sub Folder' (empty), 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'File Name' (empty). The right column contains a 'Scan Settings' section with options for 'Auto Color' (a color calibration icon), '1 Sided' (a document icon), 'Readable ...' (a document icon with a red 'R'), and '300 dpi'. Below these settings is a large green circular button labeled 'Start'.

62 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

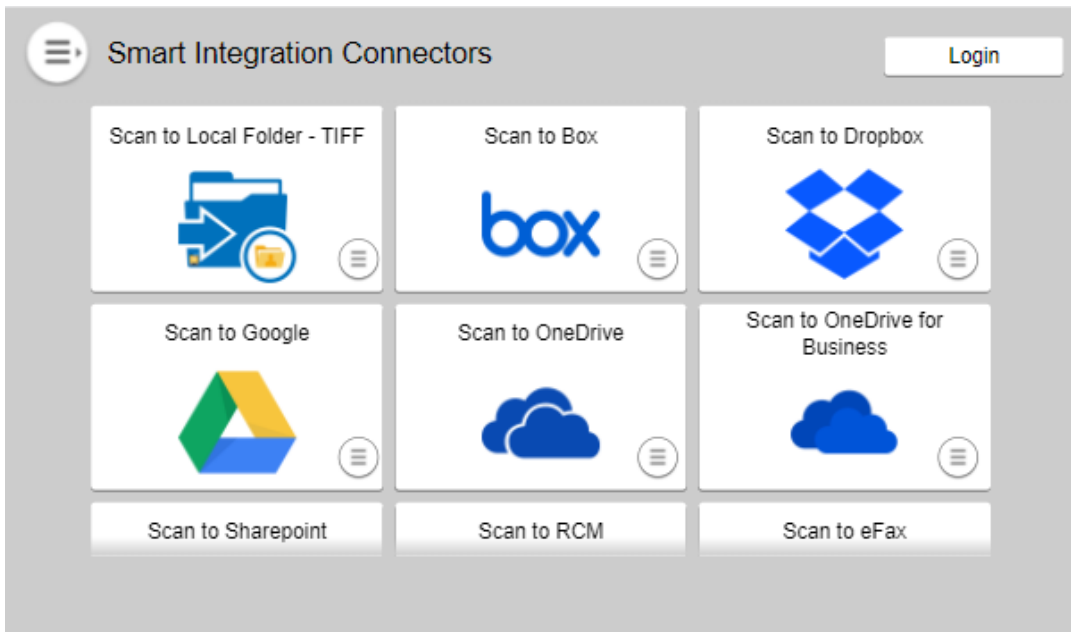
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

F. Remove Blank Page

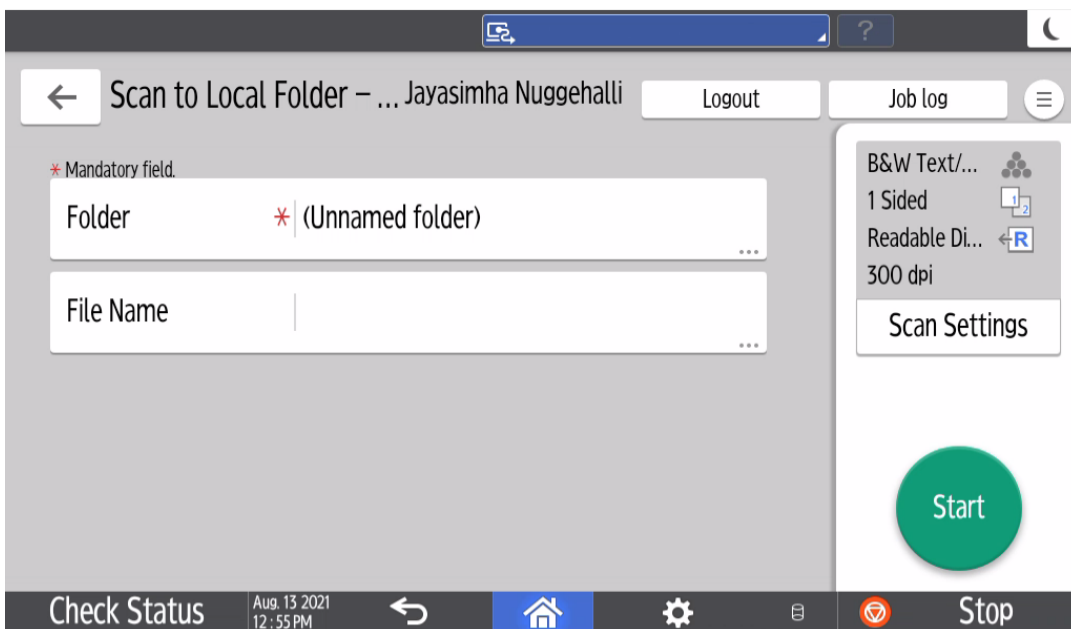
Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to Rubex' interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to Rubex', and links for 'Dealer Package', 'Logout', and 'Job log'. Below the navigation bar, a list of settings is shown, each with a text input field and a dropdown menu (indicated by three dots). The settings are: 'Folder' (with a red asterisk indicating it is mandatory), 'Sub Folder', 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'File Name'. To the right of the settings list, there is a 'Scan Settings' panel containing 'Auto Color' (with a color wheel icon), '1 Sided' (with a document icon), 'Readable' (with a magnifying glass icon), and '300 dpi'. Below the 'Scan Settings' panel is a large green circular button labeled 'Start'.

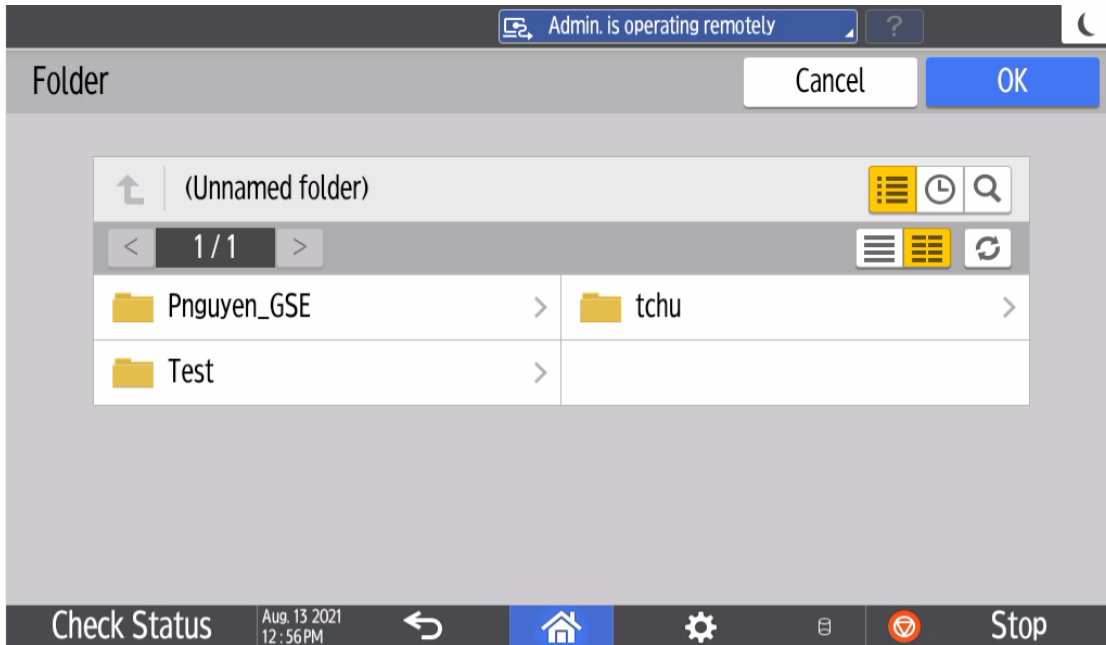
64 Scan to Local Folder - TIFF



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

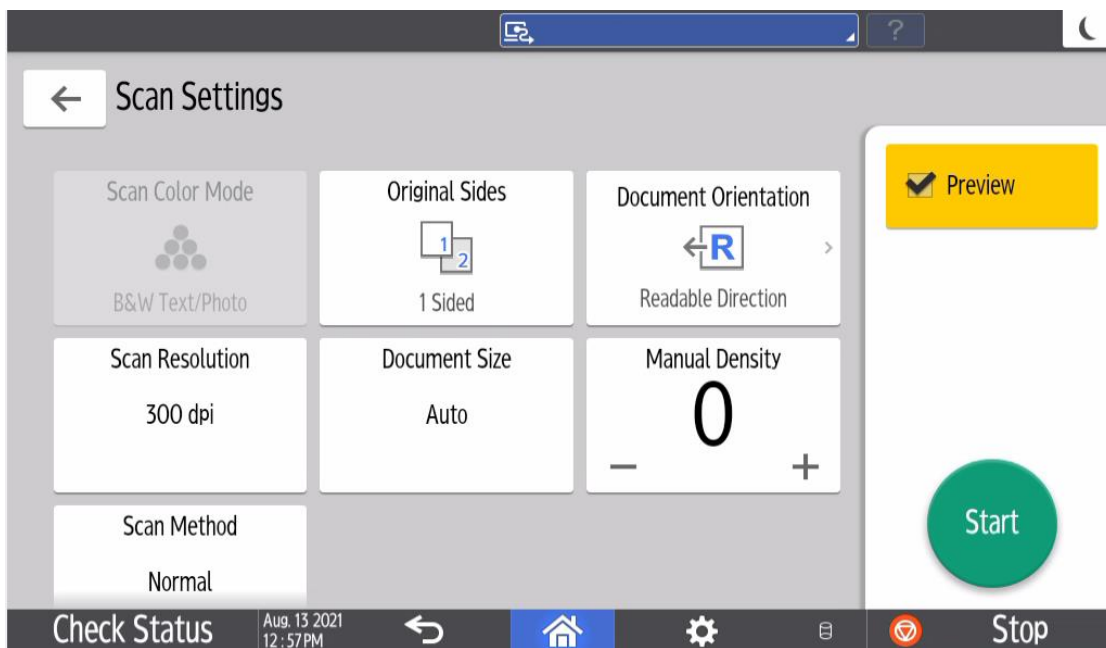


Click on folder to browse and select Folder



Click on 'Scan Settings' to change Scan Settings

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



65 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.

66 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.

67 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, PDF/A, 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 displays the 'Scan to Email MS 365' interface. At the top, there is a header bar with a back arrow, the title 'Scan to Email MS 365', the user name 'Jayasimha Nukkehalli', and buttons for 'Logout' and 'Job log'. Below the header, a 'Mandatory field.' label is visible. The main form consists of five input fields: 'Recipients' (with a red asterisk and the value 'phuc@ricoh-act.com'), 'Email subject' (with the value 'Scan2Email MS365'), 'Email body' (with the value 'Your scanned document is attached'), 'OCR' (with a red asterisk and the value 'PDF'), and 'OCR Language' (with a red asterisk and the value 'English'). To the right of the form is a 'Scan Settings' panel containing options for 'B&W Text', '1 Sided', 'Readable ...', and '300 dpi'. At the bottom right of the panel is a large green circular button labeled 'Start'.

68 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, PDF/A, 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 displays the 'Scan to Email Google' interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to Email Google', the user name 'Jayasimha Nugehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, the main settings area contains several input fields: 'Recipients' (with a red asterisk indicating it's mandatory and the value 'aintest10@gmail.com'), 'Email subject' (with the value 'Scan2Email google'), 'Email body' (empty), 'OCR' (with a red asterisk and the value 'OFF'), and 'OCR Language' (with a red asterisk and the value 'English'). To the right of these fields is a 'Scan Settings' panel with options for 'Auto Color' (with a color wheel icon), '1 Sided' (with a page icon), 'Readable ...' (with a magnifying glass icon), and '300 dpi'. At the bottom right of the interface is a large green circular button labeled 'Start'.

69 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

The screenshot shows a dialog box titled "Email To" with "Cancel" and "OK" buttons. A text input field contains "test@gmail.com", which is highlighted with a yellow circle. To the right of the input field are a close button (X) and a trash icon. Below the input field is a "+" button.

Only Manual Entry of Recipient Email address is available.

2. Select from All Users

The screenshot shows a dialog box titled "Email To" with "Cancel" and "OK" buttons. Below the title bar, it says "Select a user." and "Select from list or enter directly". A yellow circle highlights the "Search" button. Below this is a list of users with alphabet filters (All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, Others). The "All" filter is selected. The list contains several users, including "adm.root.cd+2172914435@cloudp...", "adm.root.cd@cloudprotest1.com", "aintest10@gmail.com", "aintest3+naadmin@gmail.com", "aintest3+pn@gmail.com", and "aintest3+pnsi1@gmail.com".

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

The 'Email To' dialog box has a 'Cancel' button and an 'OK' button. Below the title bar, it says 'Select a user.' There is a text input field with 'Select from List' and a 'Search' button. Below this is a row of filter buttons: All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, and Others. The 'All' button is highlighted. Below the filters is a list of users:

jay.nuggehalli+egnaye@gmail.com Jay Nuggehalli	jay.nuggehalli@gmail.com Jayasimha Nuggehalli
---	--

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

The 'Email To' dialog box has a 'Cancel' button and an 'OK' button. Below the title bar, it says 'Select a user.' There is a text input field with 'Select from List' and a 'Search' button. Below this is a row of filter buttons: All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, and Others. The 'All' button is highlighted. Below the filters is a list of groups:

aintest3+pn@gmail.com phuc nguyen	jay.nuggehalli+2172914435@gmail.com Jayasimha Nuggehalli
ricoh.feature+20190717@gmail.com Seiichi KONDO	

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

← Scan to Email Plus Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Email To * ...

Subject ...

Body ...

OCR * OFF ...

OCR Language * English ...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

70 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

The screenshot shows the 'Email To' dialog box with a text input field containing 'test@gmail.com'. The field is highlighted with a yellow circle. To the right of the input field are 'Cancel' and 'OK' buttons. Below the input field is a '+' button. A trash icon is also visible to the right of the input field.

Only Manual Entry of Recipient Email address is available.

2. Select from All Users

The screenshot shows the 'Email To' dialog box with the 'Select a user' screen. A search bar at the top contains the text 'Select from list or enter directly'. To the right of the search bar is a 'Search' button, which is highlighted with a yellow circle. Below the search bar is a list of users, organized into columns labeled with letters (All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, Others). The 'CD' column is highlighted with a yellow circle. The list of users includes email addresses and names, such as 'adm.root.cd+2172914435@cloudp...', 'adm.root.cd@cloudprotest1.com', 'aintest10@gmail.com', 'aintest3+naadmin@gmail.com', 'aintest3+pn@gmail.com', and 'aintest3+pnsi1@gmail.com'.

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 displays a web-based interface for scanning documents to email. The main area contains several input fields: 'Recipients' (marked as mandatory with a red asterisk), 'Email subject', 'Email body', 'OCR' (set to 'OFF'), and 'OCR Language' (set to 'English'). A 'Scan Settings' panel on the right shows options like 'Auto Color', '1 Sided', 'Readable ...', and '300 dpi'. A large green 'Start' button is positioned at the bottom right. The top navigation bar includes a back arrow, the title 'Scan to Email MS365 P... Jayasimha Nuggehalli', and links for 'Logout' and 'Job log'.

71 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.

Fax Number

Cancel

OK

Input is required.

Fax Numbers

Search

The number of displayed items have exceeded the limit, maximum limit is 100. Please use search to select an item, which is not displayed.

eFax	eGoldFax
SDCAFaxNG	(833) 907-8700 / Shared Contact
(833) 907-8700 / Global Contact	(970) 325-1656 / Bulter Ariel
(599) 463-2807 / Sloss Andrea	(565) 954-8766 / Stoneking Antony

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.

Search

Cancel

OK

eFax

×

Search

Version 2.8

Fax Number

Cancel

OK

(408) 351-9200

...

14083519200

...

+

Screen showing two fax number entries.

←

Scan to CloudFax

Jayasimha Nuggehalli

Logout

Job log

☰

* Mandatory field.

Fax Number * (408) 351-9200, 14083519200

...

Subject

...

Header

...

Billing Code

...

File Name

...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

B. Subject

Subject for Fax

The screenshot shows the 'Scan to CloudFax' application interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to CloudFax', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. A menu icon is also present. Below the navigation bar, there is a form with several input fields. The 'Fax Number' field is marked as mandatory and contains the value '(408) 351-9200, 14083519200'. The 'Subject' field is filled with 'This is a test Subject'. Other fields include 'Header', 'Billing Code', and 'File Name', all of which are currently empty. To the right of the form, there is a 'Scan Settings' panel with options for 'Auto Color', '1 Sided', 'Readable' (with a magnifying glass icon), and '300 dpi'. A large green circular 'Start' button is located below the settings panel.

C. Header

Fax Header

This screenshot shows the same 'Scan to CloudFax' interface as the previous one, but with the 'Header' field filled with the text 'Test Header'. All other elements, including the navigation bar, the 'Fax Number' field, the 'Subject' field, the 'Scan Settings' panel, and the 'Start' button, remain unchanged.

D. Billing Code

Billing Code

The screenshot shows the 'Scan to CloudFax' application interface. At the top, there is a header bar with a back arrow, the title 'Scan to CloudFax', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the header, there is a form with four input fields: 'Subject' (containing 'This is a test Subject'), 'Header' (containing 'Test Header'), 'Billing Code' (containing '112233'), and 'File Name' (empty). To the right of the form is a sidebar with scan settings: 'Auto Colo...' (with a color calibration icon), '1 Sided' (with a '1' icon), 'Readable ...' (with a '2' icon and a blue 'R' icon), and '300 dpi'. Below these settings is a 'Scan Settings' button and a large green circular 'Start' button.

E. File Name

File Name can be entered here

This screenshot is similar to the previous one, showing the 'Scan to CloudFax' interface. The 'File Name' field is now filled with the text 'test'. All other elements, including the header, other form fields, and the sidebar settings, remain the same.

72 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

The screenshot shows the 'Email To' dialog box with a 'Cancel' button and an 'OK' button. A text input field contains 'test@gmail.com', which is highlighted with a yellow circle. To the right of the input field are a close button (X) and a trash icon. Below the input field is a plus sign (+) button.

Only Manual Entry of Recipient Email address is available.

2. Select from All Users

The screenshot shows the 'Email To' dialog box with a 'Cancel' button and an 'OK' button. Below the title bar, it says 'Select a user.' and 'Select from list or enter directly'. A search bar with a 'Search' button is highlighted with a yellow circle. Below the search bar is a list of users with alphabet filters (All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, Others). The 'CD' filter is selected. The list shows several email addresses and names, including 'adm.root.cd+2172914435@cloudp...', 'adm.root.cd@cloudprotest1.com', 'aintest10@gmail.com', 'aintest3+naadmin@gmail.com', 'aintest3+pn@gmail.com', and 'aintest3+pnsi1@gmail.com'.

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, PDF/A, 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 interface for scanning documents to email. The header includes a back arrow, the title 'Scan to Email Google P... Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. A sidebar on the right contains 'Auto Colo...', '1 Sided', 'Readable ...', '300 dpi', 'Scan Settings', and a large green 'Start' button. The main form has five input fields: 'Recipients' (marked as mandatory with a red asterisk), 'Email subject', 'Email body', 'OCR' (set to 'OFF'), and 'OCR Language' (set to 'English').

73 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, PDF/A, 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 displays the 'Scan to Google Shared' configuration window. On the left, there are input fields for 'Folder' (containing 'Test TD subfolder.1'), 'Sub Folder', 'OCR' (set to 'PDF'), 'OCR Language' (set to 'English'), and 'File Name'. A red asterisk indicates mandatory fields. On the right, there is a 'Job log' button, a 'Scan Settings' button, and a large green 'Start' button. The 'Scan Settings' button is partially obscured by the 'Start' button.

74 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, PDF/A, 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

← Scan to OneDrive for Biz Shared

* Mandatory field.
 ⚠ This folder cannot be selected.

Folder * (Unnamed folder) ...

Sub Folder

OCR * OFF ...

OCR Language * English ...

Job log

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

Scan Settings

Start

75 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, PDF/A, 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

The screenshot displays the 'Scan to SharePoint Shared' configuration window. It features a back arrow and a title bar. Below the title, there is a red warning message: '* Mandatory field. This folder cannot be selected.' The main settings area includes four input fields: 'Folder' (containing 'Test Private Team' and marked with a red asterisk), 'Sub Folder' (empty), 'File Name' (empty), and 'OCR' (set to 'OFF' and marked with a red asterisk). Each field has a three-dot menu icon to its right. On the right side of the window, there is a 'Job log' button and a 'Scan Settings' panel. The 'Scan Settings' panel shows 'Auto Colo...' with a color calibration icon, '1 Sided' with a document icon, 'Readable ...' with a magnifying glass icon, and '300 dpi'. At the bottom right, there is a large green circular 'Start' button.

76 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, PDF/A, 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

← Scan to Dropbox Shared

* Mandatory field.

Folder * /

Sub Folder

OCR * OFF

OCR Language * English

File Name

Job log

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

77 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, PDF/A, 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 displays the 'Scan to Box Shared' configuration screen. On the left, a list of settings is shown with their current values: 'Folder' is set to 'All Files', 'Sub Folder' is empty, 'OCR' is set to 'OFF', 'OCR Language' is set to 'English', and 'File Name' is empty. A red asterisk indicates mandatory fields. On the right, a summary panel shows 'Auto Color' with a color wheel icon, '1 Sided' with a document icon, 'Readable' with a document icon and a red 'R', and '300 dpi'. Below this is a 'Scan Settings' button and a large green 'Start' button. A 'Job log' button is also visible at the top right of the summary panel.

78 Scan to Email MS365 Plus Shared

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

The screenshot shows the 'Email To' dialog box with a text input field containing 'test@gmail.com'. The field is highlighted with a yellow circle. To the right of the input field are 'Cancel' and 'OK' buttons. Below the input field is a '+' button. A trash icon is also visible to the right of the input field.

Only Manual Entry of Recipient Email address is available.

2. Select from All Users

The screenshot shows the 'Email To' dialog box with a search bar and a list of users. The search bar contains the text 'Select from list or enter directly' and is highlighted with a yellow circle. To the right of the search bar is a 'Search' button, also highlighted with a yellow circle. Below the search bar is a table of users with columns for 'All', 'AB', 'CD', 'EF', 'GH', 'IJK', 'LMN', 'OPQ', 'RST', 'UVW', 'XYZ', and 'Others'. The 'CD' column is selected. The table lists several email addresses and names, including 'adm.root.cd+2172914435@cloudp...', 'adm.root.cd@cloudprotest1.com', 'aintest10@gmail.com', 'aintest3+naadmin@gmail.com', 'aintest3+pn@gmail.com', and 'aintest3+pnsi1@gmail.com'.

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 displays a web-based interface for scanning documents to email. The main form has the following fields:

- Recipients**: A text input field with a red asterisk indicating it is a mandatory field.
- Email subject**: A text input field.
- Email body**: A text input field.
- OCR**: A dropdown menu currently set to "OFF", with a red asterisk indicating it is mandatory.
- OCR Language**: A dropdown menu currently set to "English", with a red asterisk indicating it is mandatory.

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

- Auto Color**: A color calibration icon.
- 1 Sided**: A checkbox with a document icon.
- Readable**: A checkbox with a document icon and a red 'R'.
- 300 dpi**: A resolution setting.

At the bottom right, there is a large green circular button labeled **Start**. The top of the interface includes a navigation bar with a back arrow, the title "Scan to Email MS365 P... Jayasimha Nuggehalli", and buttons for "Logout" and "Job log".

79 Scan to CloudFax Shared

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.

Fax Number

Cancel

OK

Input is required.

Fax Numbers

Search

The number of displayed items have exceeded the limit, maximum limit is 100. Please use search to select an item, which is not displayed.

eFax	eGoldFax
SDCAFaxNG	(833) 907-8700 / Shared Contact
(833) 907-8700 / Global Contact	(970) 325-1656 / Bulter Ariel
(599) 463-2807 / Sloss Andrea	(565) 954-8766 / Stoneking Antony

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.

Search

Cancel

OK

eFax

×

Search

Version 2.8

Fax Number

Cancel

OK

(408) 351-9200

14083519200

+

Screen showing two fax number entries.

← Scan to CloudFax Shared

Job log

* Mandatory field.

Fax Number * (833) 907-8700, (833) 907-8700

Subject

Header

Billing Code

File Name

Auto Colo...

1 Sided

Unreadabl...

300 dpi

Scan Settings

Start

B. Subject

Subject for Fax

← Scan to CloudFax Shared

Job log

* Mandatory field.

Fax Number * (833) 907-8700, (833) 907-8700

Subject This is a Test Subject

Header Test Header

Billing Code 112233

Auto Colo...

1 Sided

Unreadabl...

300 dpi

Scan Settings

Start

C. Header

Fax Header

← Scan to CloudFax Shared

Job log

* Mandatory field.

Fax Number * (833) 907-8700, (833) 907-8700

Subject This is a Test Subject

Header Test Header

Billing Code 112233

Auto Colo...

1 Sided

Unreadabl...

300 dpi

Scan Settings

Start

D. Billing Code

Billing Code

The screenshot shows the 'Scan to CloudFax Shared' interface. On the left, there is a form with the following fields: 'Fax Number' with a red asterisk and the value '(833) 907-8700, (833) 907-8700'; 'Subject' with the value 'This is a Test Subject'; 'Header' with the value 'Test Header'; and 'Billing Code' with the value '112233', which is highlighted in yellow. A red asterisk next to the Fax Number field is labeled '* Mandatory field.' On the right, there is a 'Job log' button and a 'Scan Settings' panel with options: 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a '1' icon), 'Unreadabl...' (with a document icon), and '300 dpi'. Below the settings is a large green circular 'Start' button.

E. File Name

File Name can be entered here

The screenshot shows the 'Scan to CloudFax Shared' interface. On the left, there is a form with the following fields: an empty field at the top; 'Subject' with the value 'This is a Test Subject'; 'Header' with the value 'Test Header'; 'Billing Code' with the value '112233'; and 'File Name' with the value 'test', which is highlighted in yellow. On the right, there is a 'Job log' button and a 'Scan Settings' panel with options: 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a '1' icon), 'Unreadabl...' (with a document icon), and '300 dpi'. Below the settings is a large green circular 'Start' button.

80 Scan to SharePoint SemiShared

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, PDF/A, 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 displays the 'Scan to SharePoint SemiShared' interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to SharePoint Sem... Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, a red warning message states: '* Mandatory field. This folder cannot be selected.' The main settings area contains four input fields: 'Folder' (with a red asterisk and the value 'Test Site'), 'Sub Folder' (empty), 'File Name' (empty), and 'OCR' (with a red asterisk and the value 'OFF'). To the right of the settings, there is a 'Scan Settings' panel with options for 'Auto Colo...' (with a color calibration icon), '1 Sided' (with a document icon), 'Readable ...' (with a document icon), and '300 dpi'. A large green circular 'Start' button is located at the bottom right of the interface.

81 Scan to Egnyte SemiShared

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

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 displays the 'Scan to Egnyte SemiShared' interface. At the top, there is a header bar with a back arrow, the title 'Scan to Egnyte SemiShared... Jayasimha Nuggehalli', and buttons for 'Logout', 'Job log', and a menu icon. Below the header, a list of settings is shown, each with a label, a mandatory field indicator (*), and a value field with a dropdown arrow (***). The settings are: 'Folder' with value 'Custom Group Test', 'Sub Folder' (empty), 'OCR' with value 'POWERPOINT', 'OCR Language' with value 'English', and 'File Name' (empty). To the right of the settings, there is a 'Scan Settings' panel with options: 'Auto Colo...' (with a color calibration icon), '1 Sided' (with a page icon), 'Unreadabl...' (with a document icon), and '300 dpi'. Below this panel is a large green circular button labeled 'Start'.

82 Scan to Google SemiShared

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, PDF/A, Word, Excel

D. OCR Language

Supports these values: English, French

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

* Mandatory field.

Folder * RSIDocuments

Sub Folder

OCR * OFF

OCR Language * English

File Name

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

Scan Settings

Start

83 Scan to Sharefile 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, PDF/A, Word, Excel

D. OCR Language

Supports these values: English, French.

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to Sharefile Shared' interface. At the top left is a back arrow and the title 'Scan to Sharefile Shared'. On the top right, there is a 'Job log' button and a menu icon. The main settings area on the left contains several input fields, each with a red asterisk indicating it is a mandatory field. The fields are: 'Folder' (containing 'Employees'), 'Sub Folder' (empty), 'OCR' (containing 'OFF'), 'OCR Language' (containing 'English'), and 'File Name' (empty). To the right of these fields is a 'Scan Settings' panel with options: 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a document icon showing one side), 'Readable ...' (with a document icon showing a red 'R' and a left arrow), and '300 dpi'. Below the 'Scan Settings' panel is a large green circular button labeled 'Start'.

84 Scan to eFax MS365 Shared

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.

85 Scan to Email MS365 Shared

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, PDF/A, Word, Excel

E. OCR Language

Supports these values: English, French

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 displays the 'Scan To Email MS365 Shared' interface. On the left, there is a list of settings fields: 'Recipients' (with a red asterisk and the value 'jay@ricoh-act.com'), 'Email subject' (with the value 'Scan2Email MS365 Shared'), 'Email body' (with the value 'Your scanned document is attached'), 'OCR' (with a red asterisk and the value 'PDF/A'), and 'OCR Language' (with a red asterisk and the value 'English'). A red asterisk indicates a mandatory field. On the right, there is a 'Job log' button and a 'Scan Settings' panel. The 'Scan Settings' panel includes 'Auto Colo...' (with a color calibration icon), '1 Sided' (with a page icon), 'Readable ...' (with a magnifying glass icon), and '300 dpi'. Below the 'Scan Settings' panel is a large green circular button labeled 'Start'.

86 Scan to Egnyte 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 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, PDF/A, Word, Excel

D. OCR Language

Supports these values: English, French

E. File Name

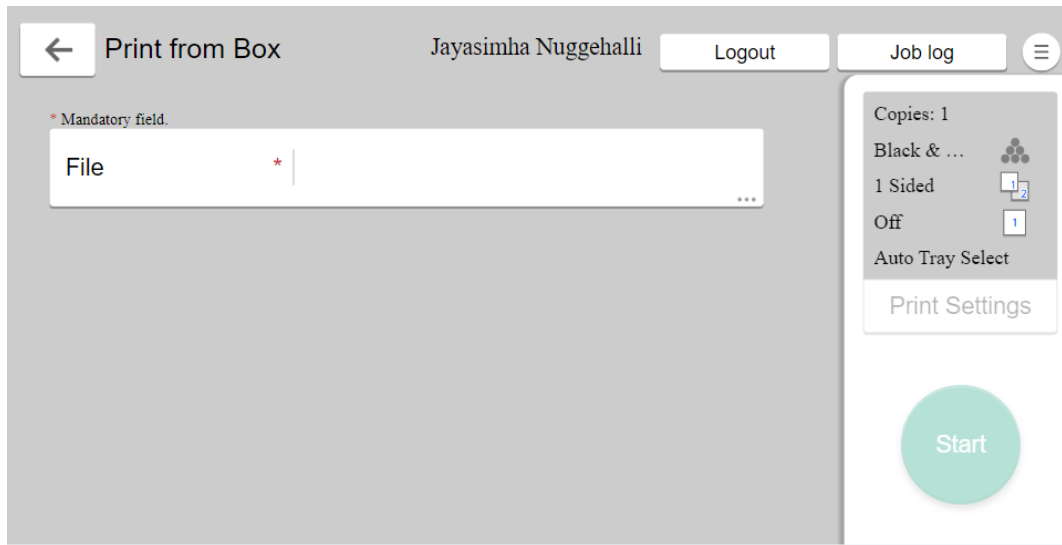
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

F. Remove Blank Page

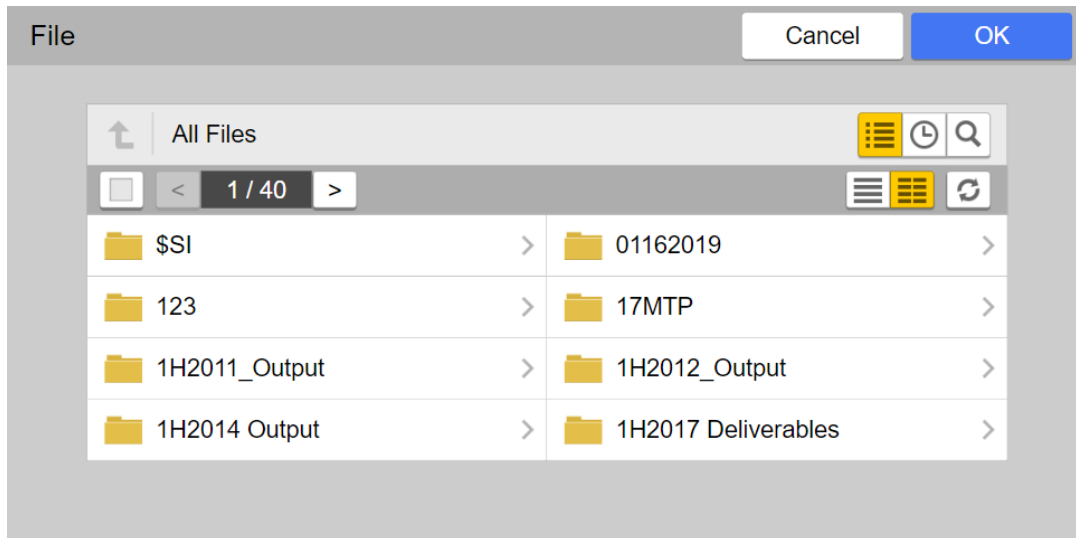
Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan To Egnyte Shared' configuration window. It features a left sidebar with a back arrow and the title. The main area contains several input fields with red asterisks indicating mandatory fields: 'Folder' (set to 'SharedSubFolder'), 'Sub Folder' (empty), 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'File Name' (empty). A 'Job log' button with a menu icon is in the top right. Below it, a 'Scan Settings' panel shows 'Auto Color' (with a color wheel icon), '1 Sided' (with a document icon), 'Unreadable' (with a magnifying glass icon), and '300 dpi'. A large green circular 'Start' button is positioned at the bottom right of the settings area.

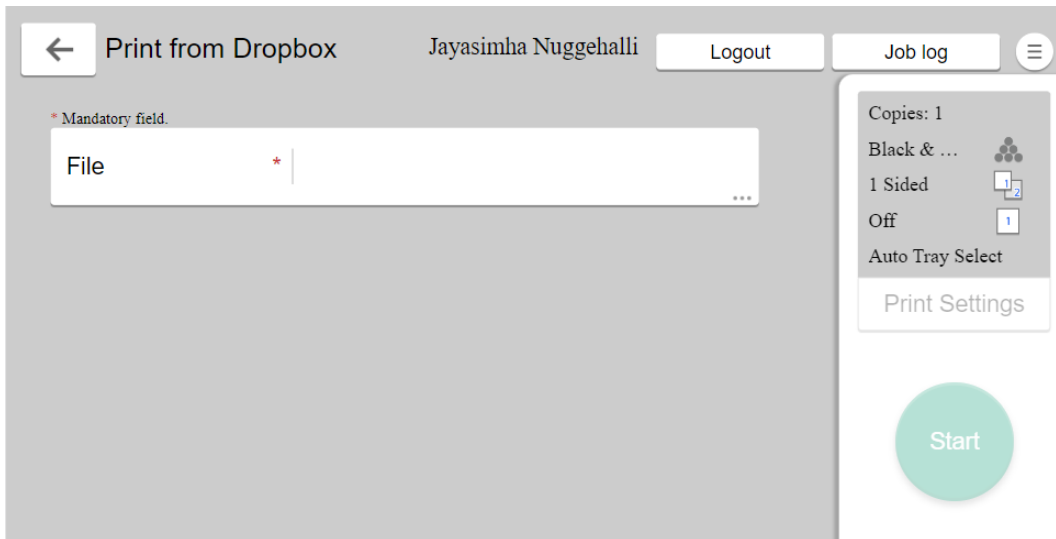
87 Print from Box



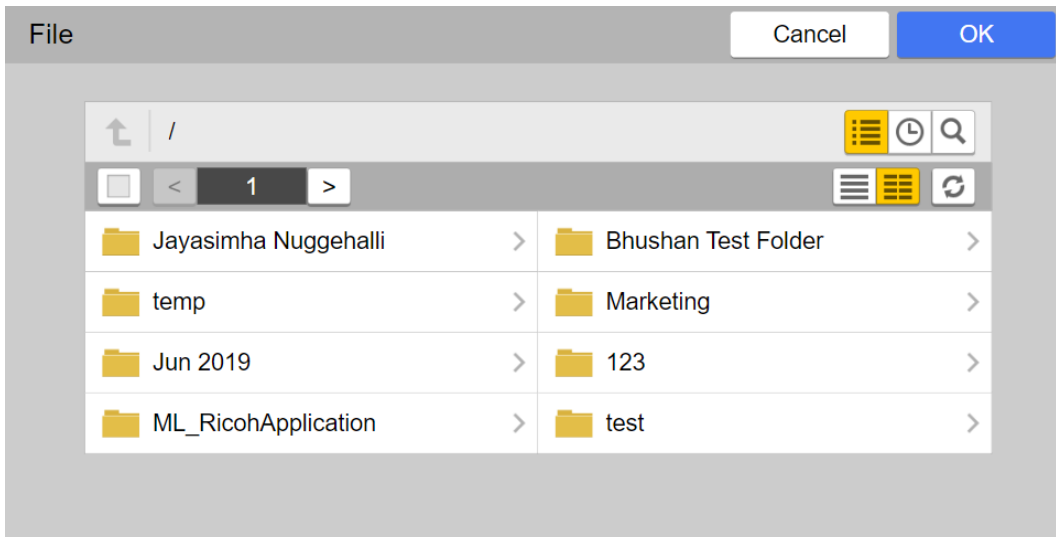
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



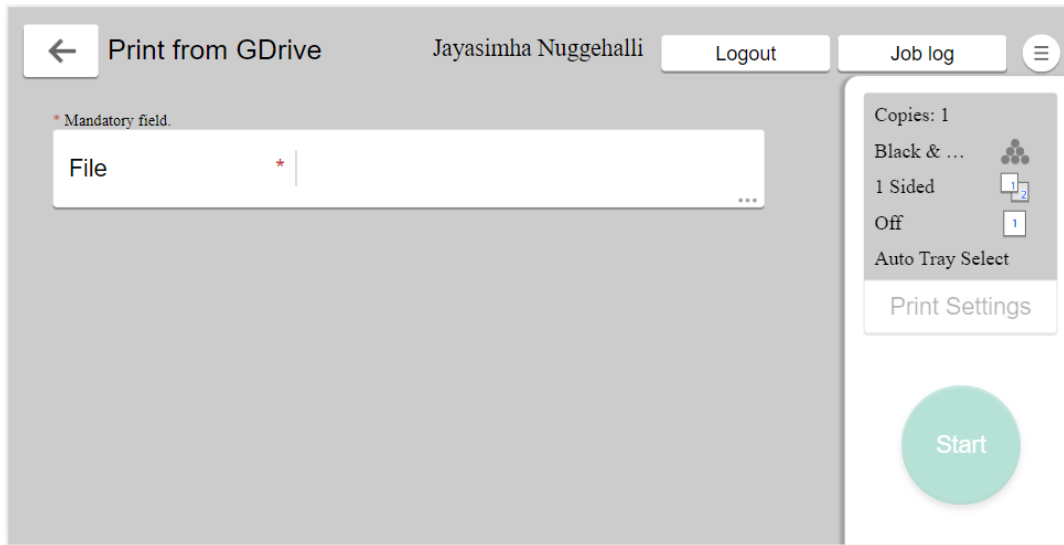
88 Print from Dropbox



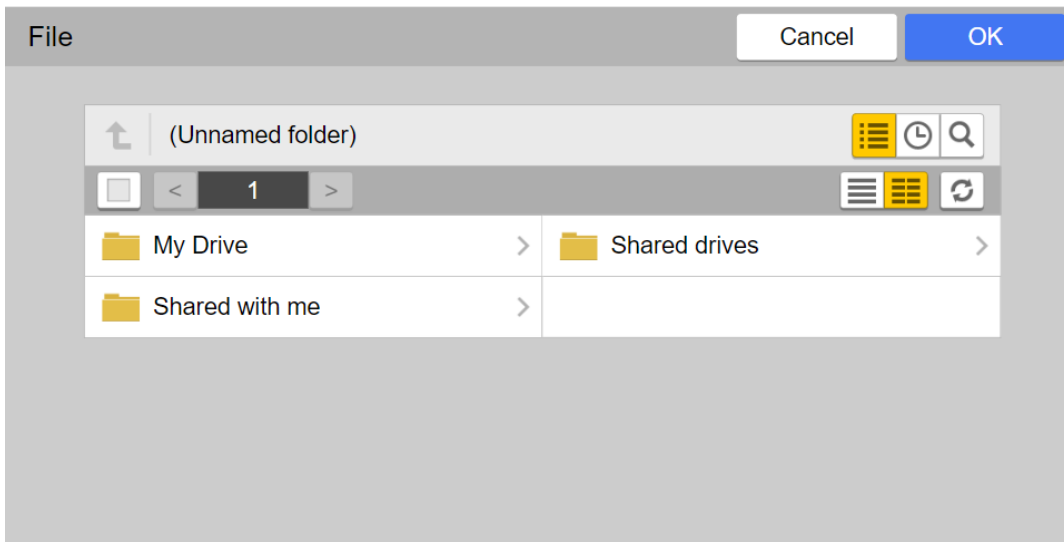
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



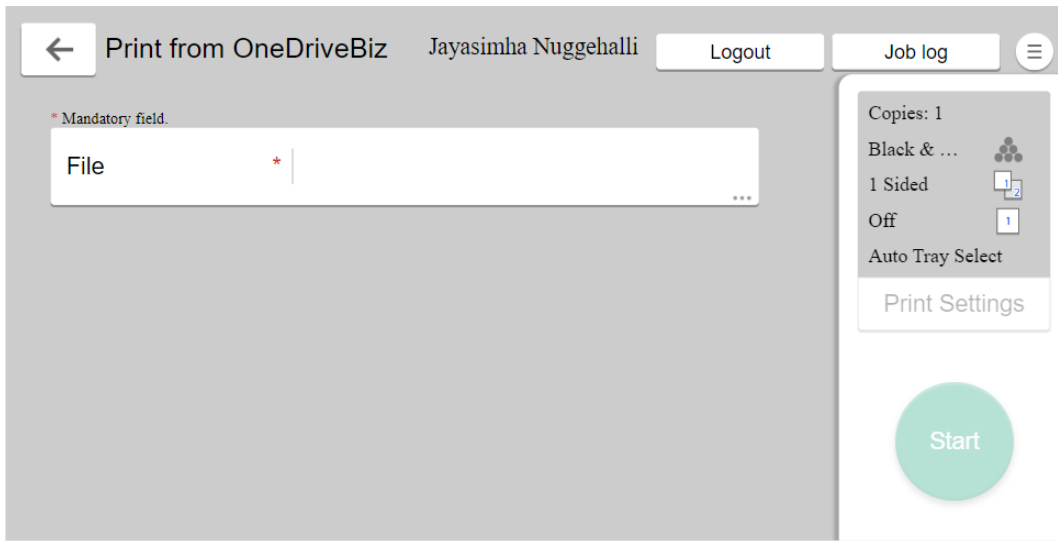
89 Print from GDrive



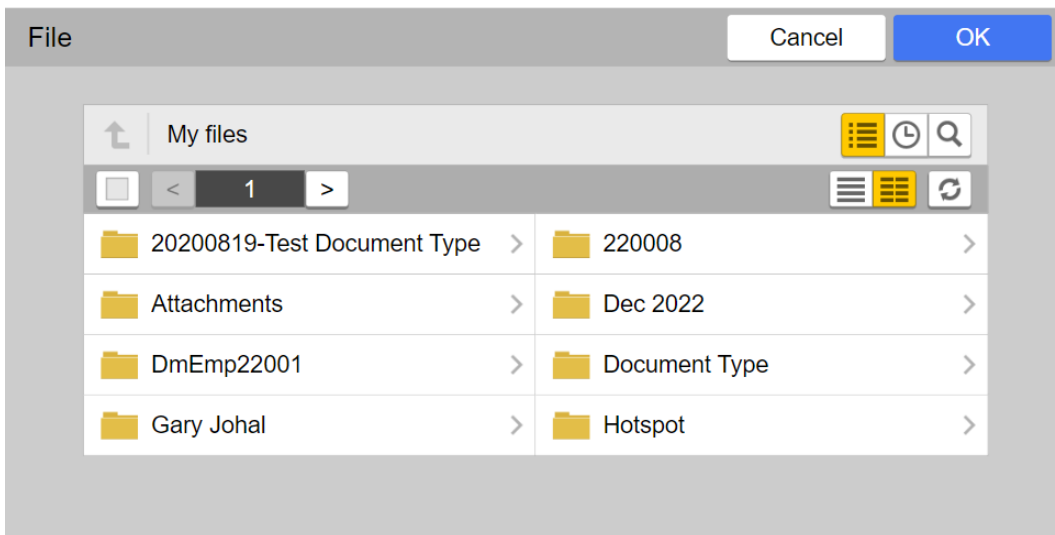
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



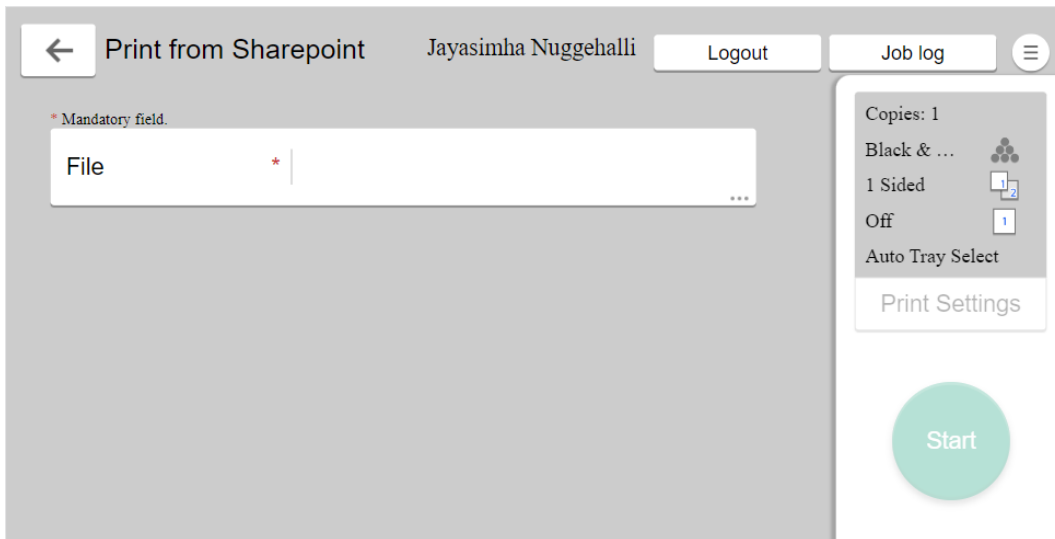
90 Print from OneDrive for Business



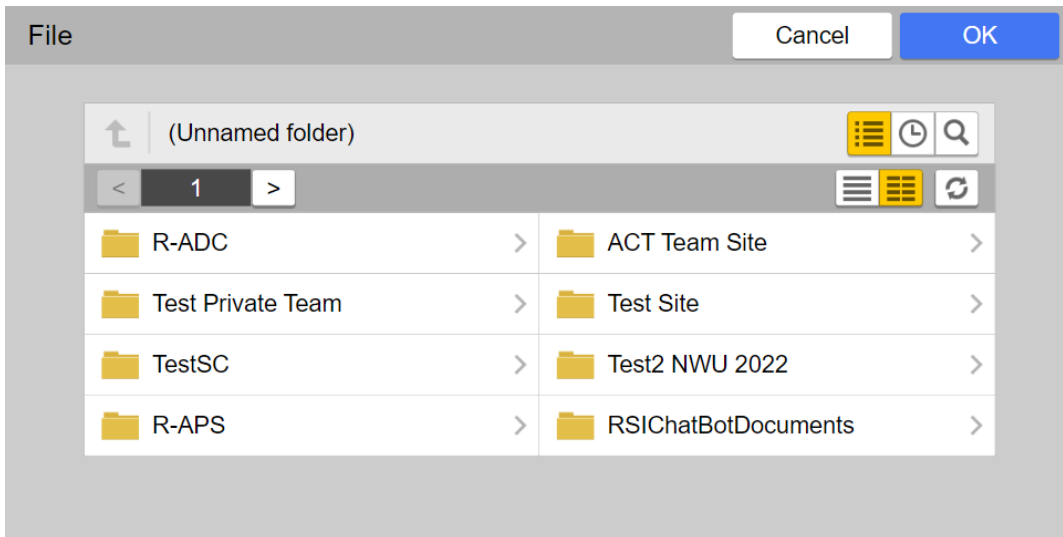
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



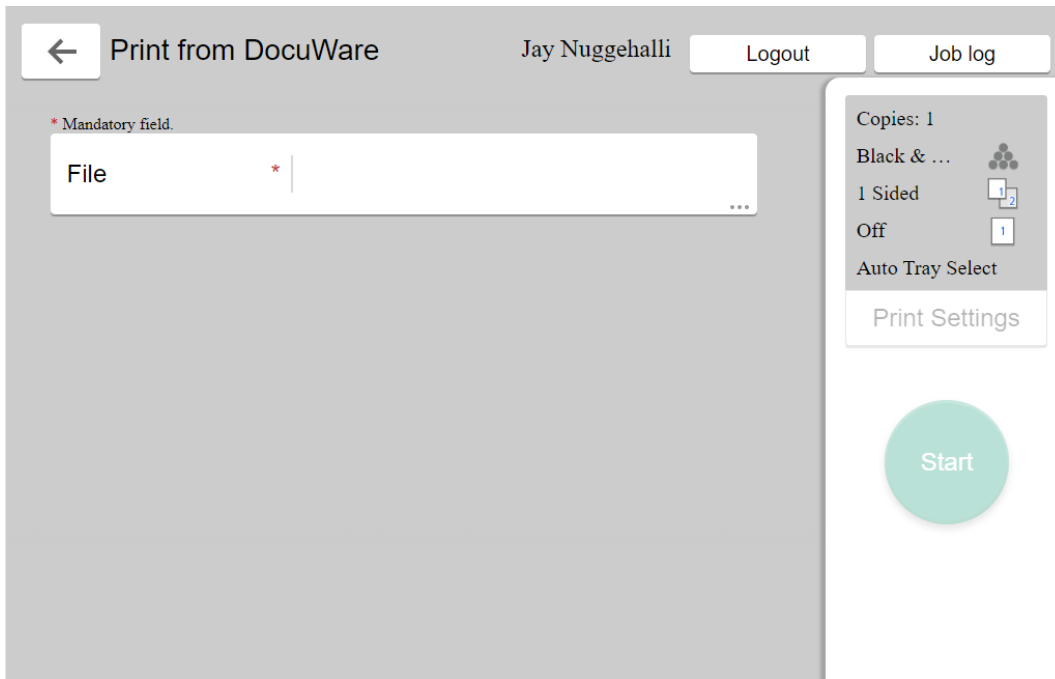
91 Print from SharePoint



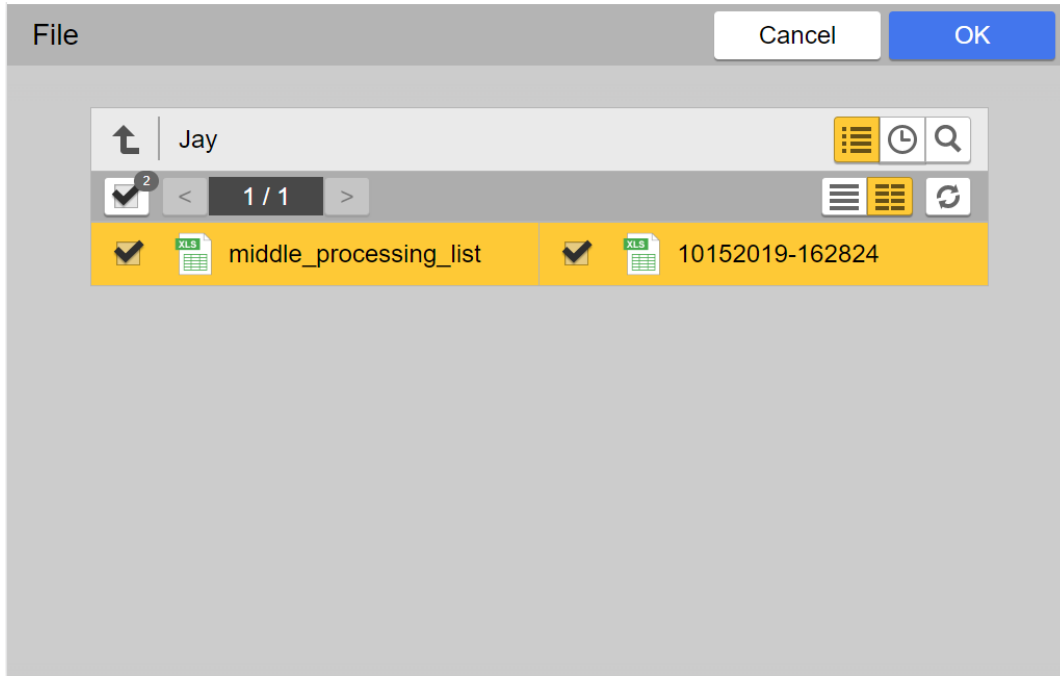
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



92 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.



93 Scan and Print Settings

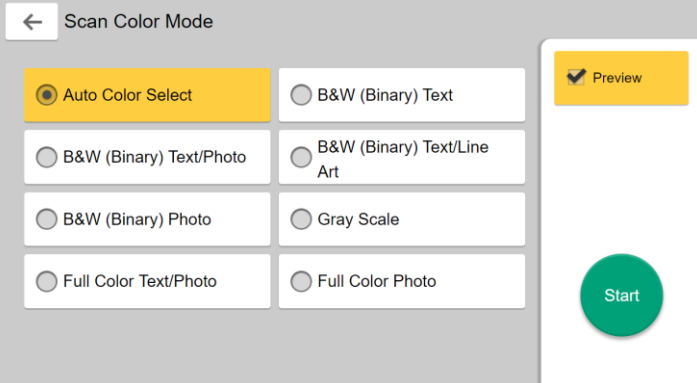
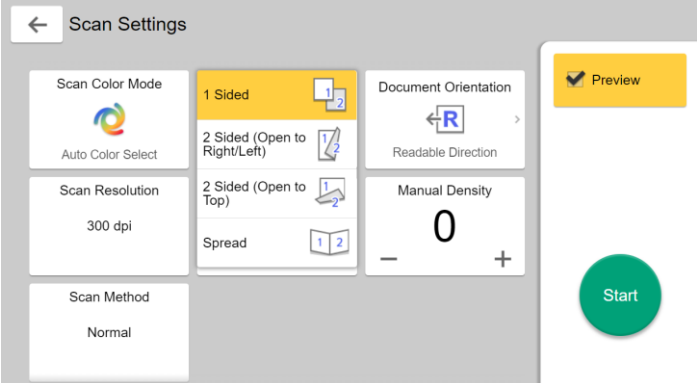
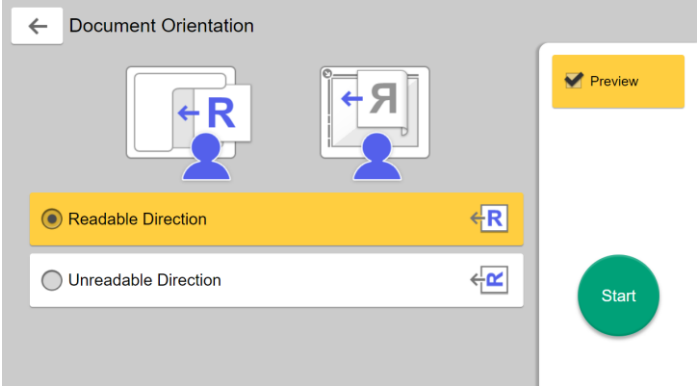
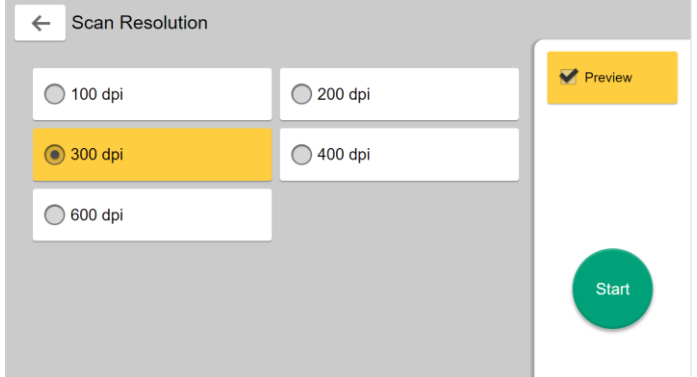
Scan Settings

The 'Scan to Box' interface includes a header with a back arrow, the title 'Scan to Box', the user name 'Jay Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the header, a red asterisk indicates a mandatory field. The main area contains four input fields: 'Folder' (set to 'All Files'), 'OCR' (set to 'OFF'), 'OCR Language' (set to 'English'), and 'File Name'. To the right, a 'Scan Settings' button is visible, along with a 'Start' button at the bottom right.

Touch on 'Scan Settings' to display Scan Settings Screen

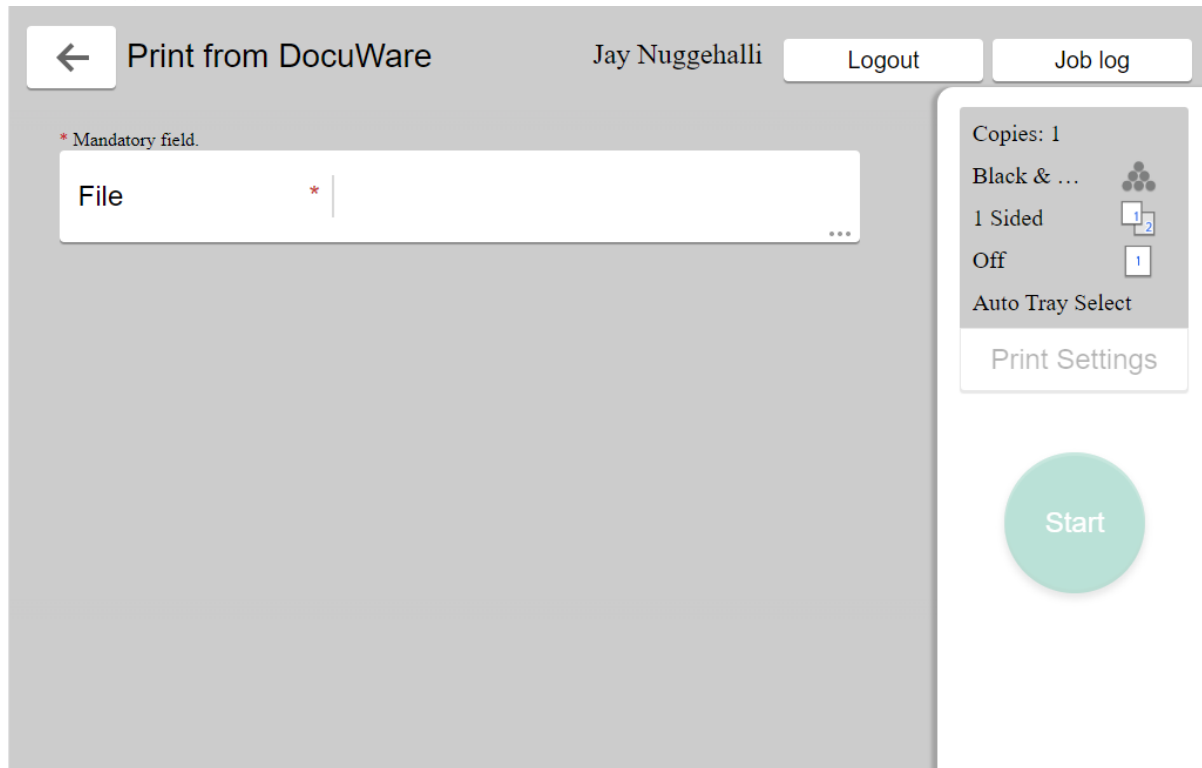
The 'Scan Settings' interface features a header with a back arrow and the title 'Scan Settings'. The main area is divided into several sections: 'Scan Color Mode' (Auto Color Select), 'Original Sides' (1 Sided), 'Document Orientation' (Readable Direction), 'Scan Resolution' (300 dpi), 'Document Size' (Auto), 'Manual Density' (0), and 'Scan Method' (Normal). A 'Preview' checkbox is located in the top right corner, and a 'Start' button is at the bottom right.

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

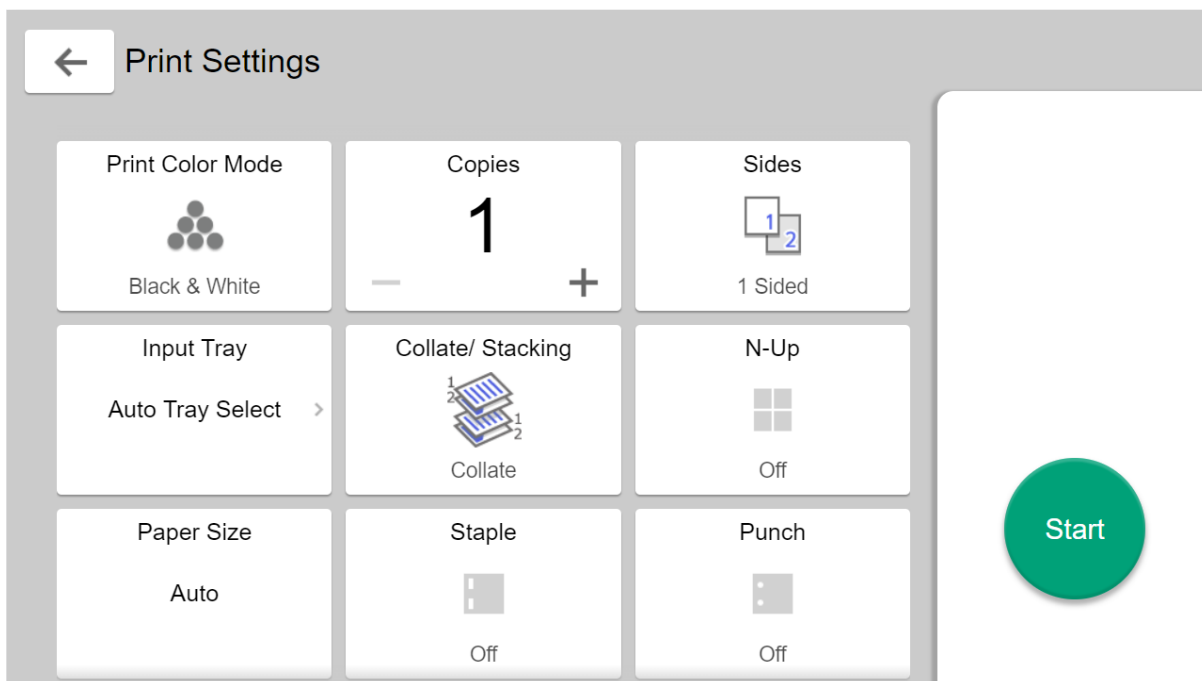
Scan Settings	Available Options
Scan Color mode	 ← Scan Color Mode ☒ Auto Color Select ☐ B&W (Binary) Text ☐ B&W (Binary) Text/Photo ☐ B&W (Binary) Text/Line Art ☐ B&W (Binary) Photo ☐ Gray Scale ☐ Full Color Text/Photo ☐ Full Color Photo Preview Start
Original Sides	 ← Scan Settings Scan Color Mode: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

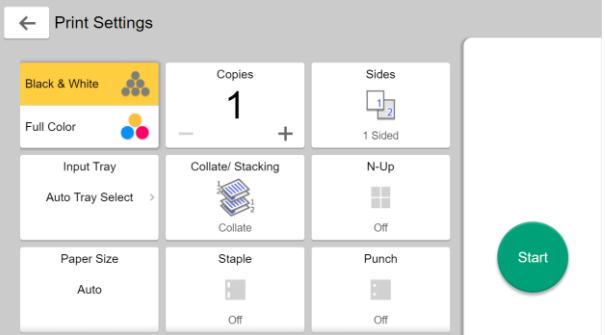
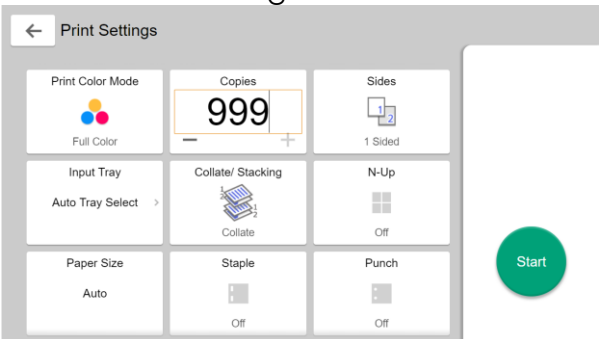
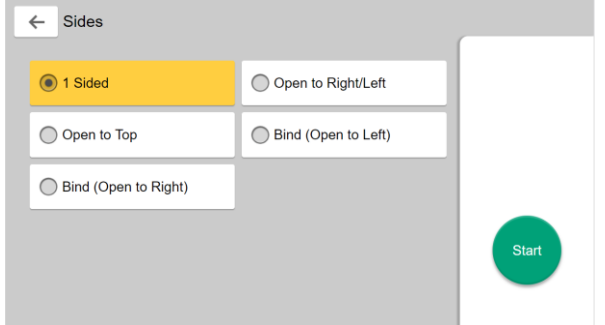
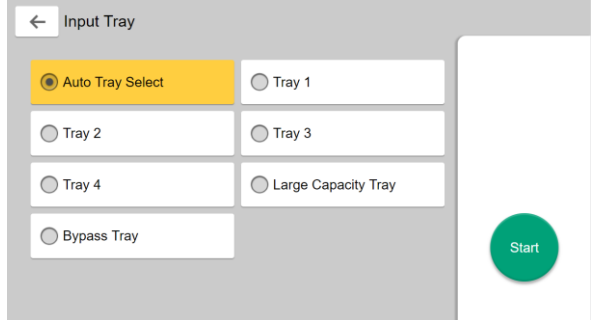
Document size	← Document Size ☒ Auto ☐ Mixed ☐ A3 (Horizontal) ☐ JIS B4 (Horizontal) ☐ A4 ☐ A4 (Horizontal) ☐ JIS B5 ☐ JIS B5 (Horizontal) ☐ A5 ☐ A5 (Horizontal) ✓ Preview Start ← Document Size ☐ A5 ☐ A5 (Horizontal) ☐ 11 x 17 (Horizontal) ☐ Legal (Horizontal) ☐ 8 1/2 x 13 (Horizontal) ☐ Letter ☐ Letter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



Touch on 'Print Settings' to display Print Settings Screen



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

	← Print Settings Full Color 1 1 Sided Input Tray Auto Tray Select > Rotating Collate Shift Collate N-Up Off Paper Size Auto Collate Off Punch Off Start
N-Up	← N-Up Off 2 Pages 4 Pages 6 Pages 8 Pages 9 Pages 16 Pages Start
Paper Size	← Paper Size Auto A4 A5 JIS B5 Double postcard (Japan) SRA4 Custom Letter Executive C6 Start ← Paper Size Envelope (Youchou 3 (Youkei 0)) Envelope (Youkei 4) A3 (Horizontal) A4 (Horizontal) A5 (Horizontal) A6 (Horizontal) JIS B4 (Horizontal) JIS B5 (Horizontal) JIS B6 (Horizontal) Double postcard (Japan) (Horizontal) Start ← Paper Size Postcard (Japan) (Horizontal) SRA3 (Horizontal) SRA4 (Horizontal) 11 x 17 (Horizontal) Legal (Horizontal) Letter (Horizontal) Invoice (Horizontal) 12 x 18 (Horizontal) C6 (Horizontal) Envelope (Youchou 3 (Youkei 0)) (Horizontal) Start

	← Paper Size ☐ Legal (Horizontal) ☐ Letter (Horizontal) ☐ Invoice (Horizontal) ☐ 12 x 18 (Horizontal) ☐ C6 (Horizontal) ☐ Envelope (Youchou 3 (Youkei 0)) (Horizontal) ☐ Envelope (Youkei 4) (Horizontal) ☐ Envelope (Japan: Choukei 3) (Horizontal) ☐ Envelope (Japan: Choukei 4) (Horizontal) ☐ Envelope (Japan: Kakuhei 2) (Horizontal) Start
Staple	← Staple ☐ 2 at Left ☐ 2 at Right ☐ 2 at Top ☐ Saddle Stitch ☐ Top Left ☐ Top Left Slant ☐ Top Right ☐ Top Right Slant ☐ Bottom Left ☐ Bottom Left Slant Start
Punch	← Punch ☐ GBC Left (Multiple Holes) ☐ GBC Right (Multiple Holes) ☐ GBC Top (Multiple Holes) ☐ 4 at Left ☐ 3 at Left ☐ 1 at Upper Left ☐ 2 at Left ☐ 4 at Right ☐ 3 at Right ☐ 2 at Right Start ← Punch ☐ 3 at Left ☐ 1 at Upper Left ☐ 2 at Left ☐ 4 at Right ☐ 3 at Right ☐ 2 at Right ☐ 4 at Top ☐ 3 at Top ☐ 2 at Top ☒ Off Start

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

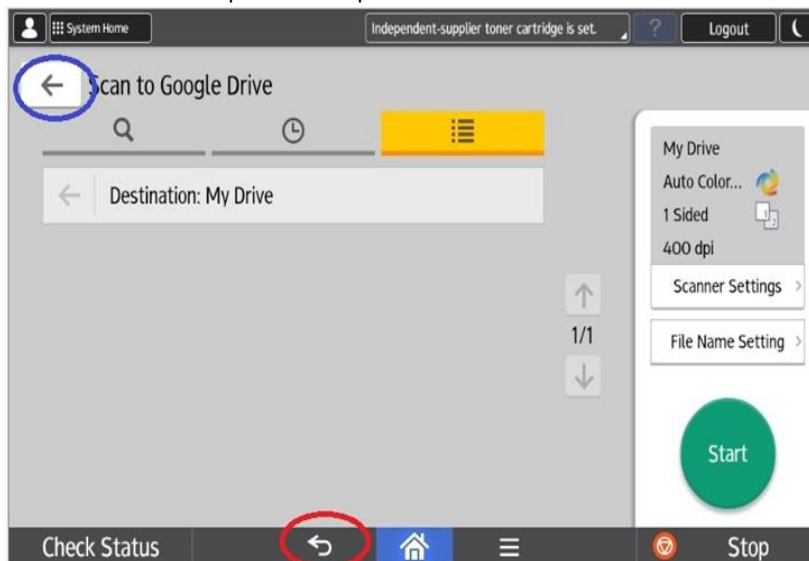
94 Limitations

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

95 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>