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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

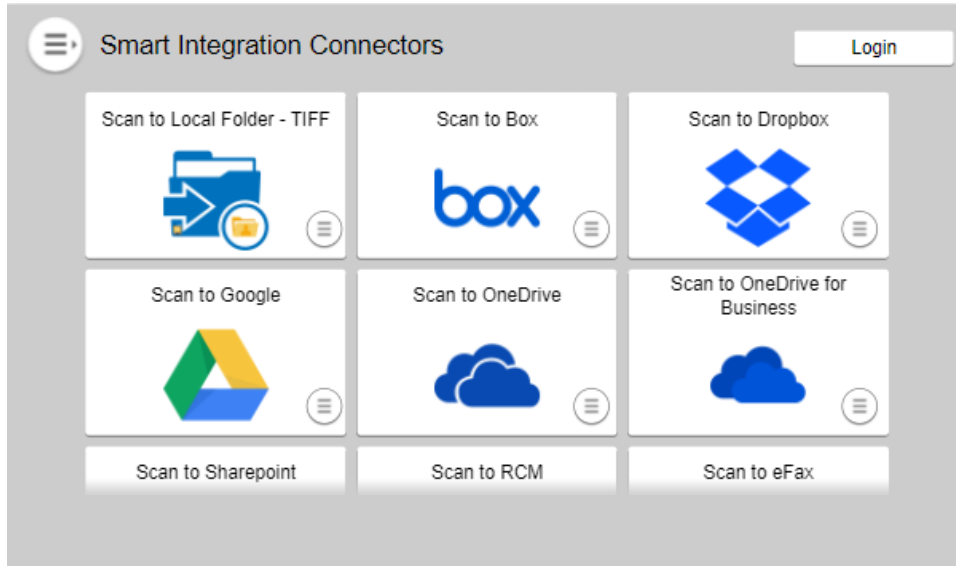
Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

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 WestFax	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 DocuWare Shared	
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.

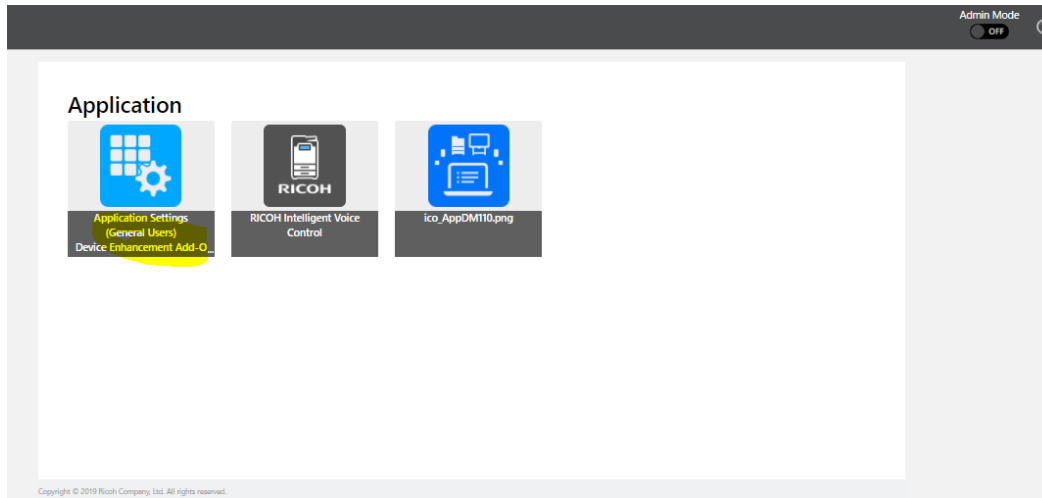
Refer to Smart Integration Cloud Service Connection User Guide for step-by-step instructions.

4 Configuring default Values

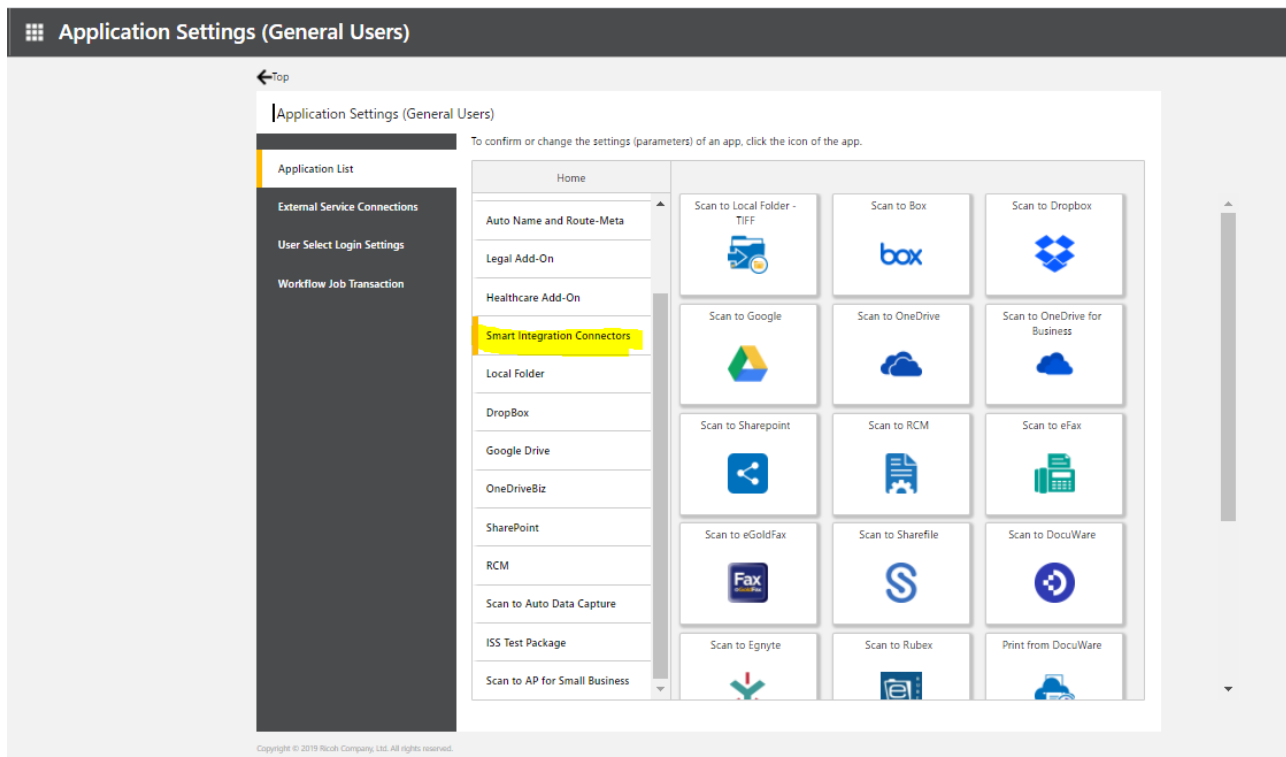
Smart Integration User Configuration Site URL

<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

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

Default Parameter Settings

File Name Formula * 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

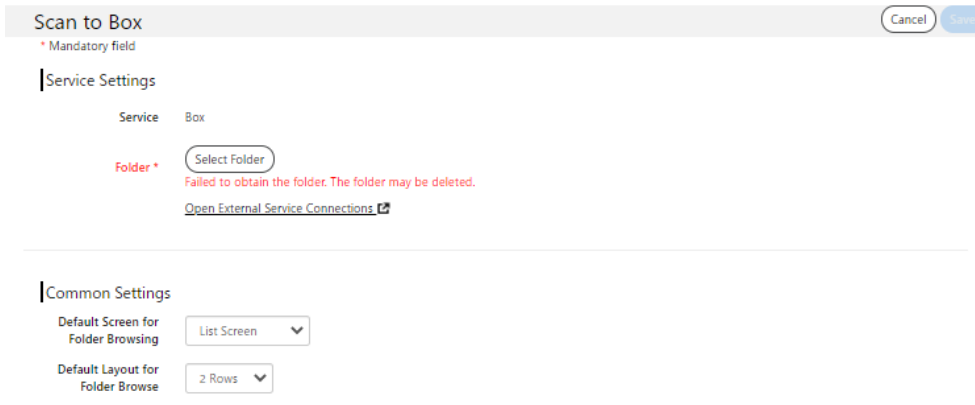
Original Sides: 1 Sided

Document Orientation: Readable Direction

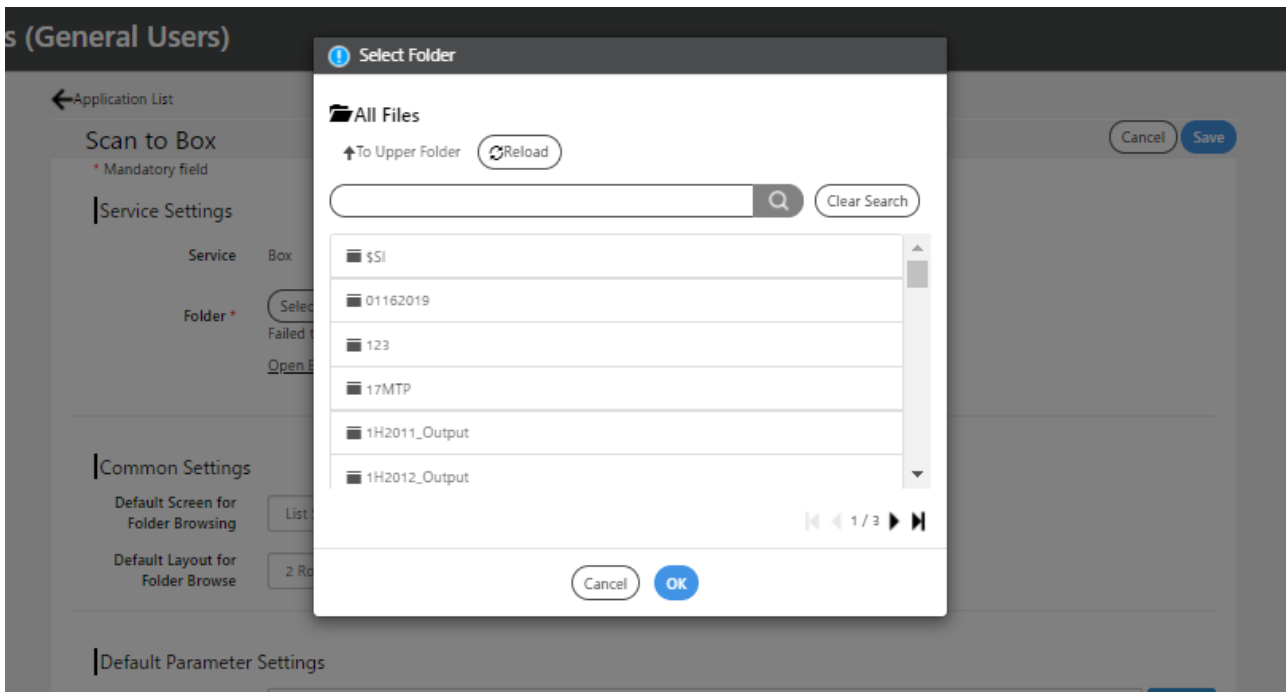
Scan Resolution: 300 dpi

Document Size: Auto

Default Folder



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



Sub Folder

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

Sub Folder

Hide in application

File Name Formula

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

Default Parameter Settings

File Name Formula *

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

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

6 Scan to Dropbox

ers)

← 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

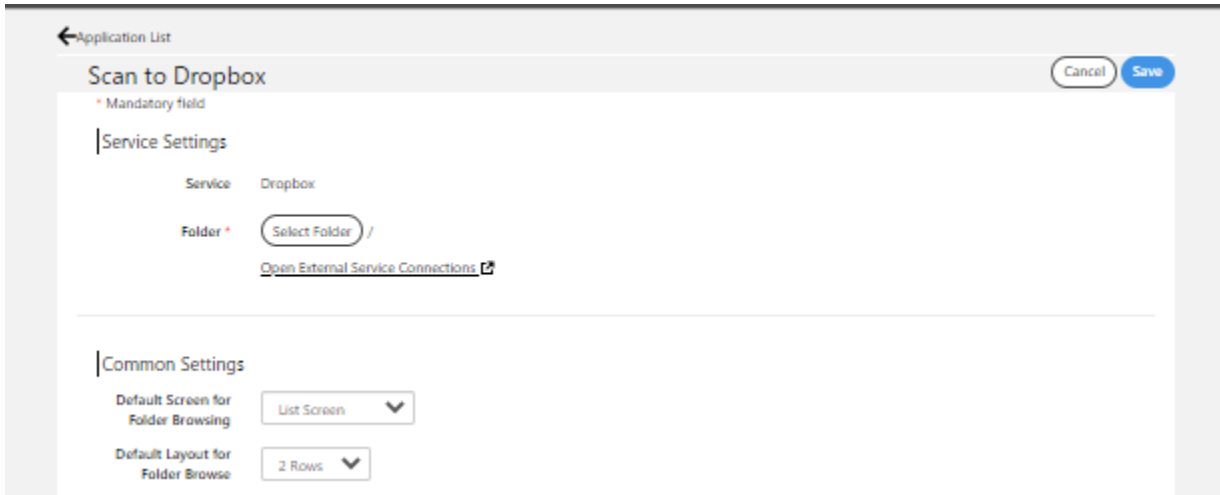
Scan Resolution: 300 dpi

Document Size: Auto

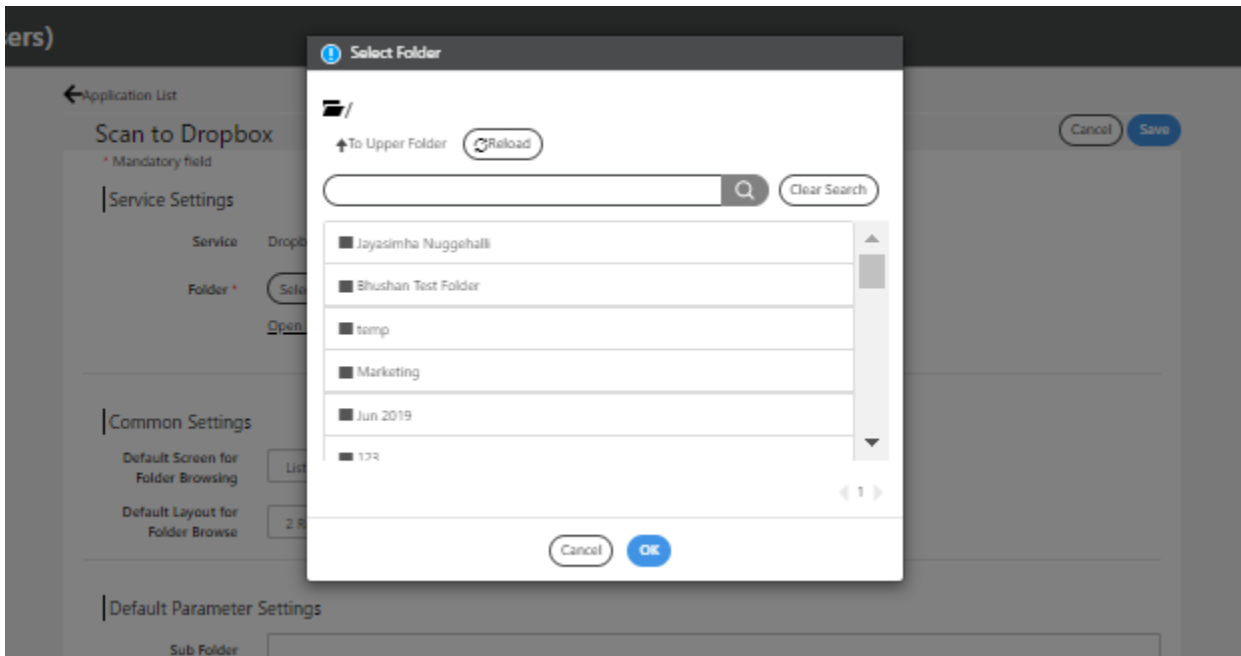
Manual Density: 0

Scan Method: Normal

Default Folder



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



Sub Folder

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



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

The screenshot shows a configuration panel titled "File Name". It contains three text input fields: "File Name", "Dictionary Label", and "Dictionary Delimiter". Below these is a button labeled "Import Dictionary". Underneath the button is a small window titled "Dictionary" with a "Value" field and navigation arrows. At the bottom, there is a dropdown menu for "Dictionary Column Width" 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

The screenshot shows a configuration panel titled "Default Scan Settings". It contains several dropdown menus: "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), and "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 * 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 ▼

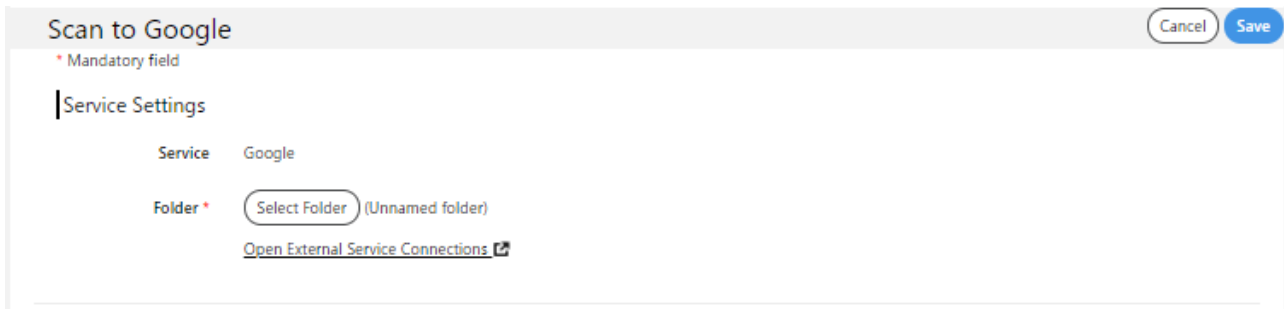
Document Orientation: Readable Direction ▼

Scan Resolution: 300 dpi ▼

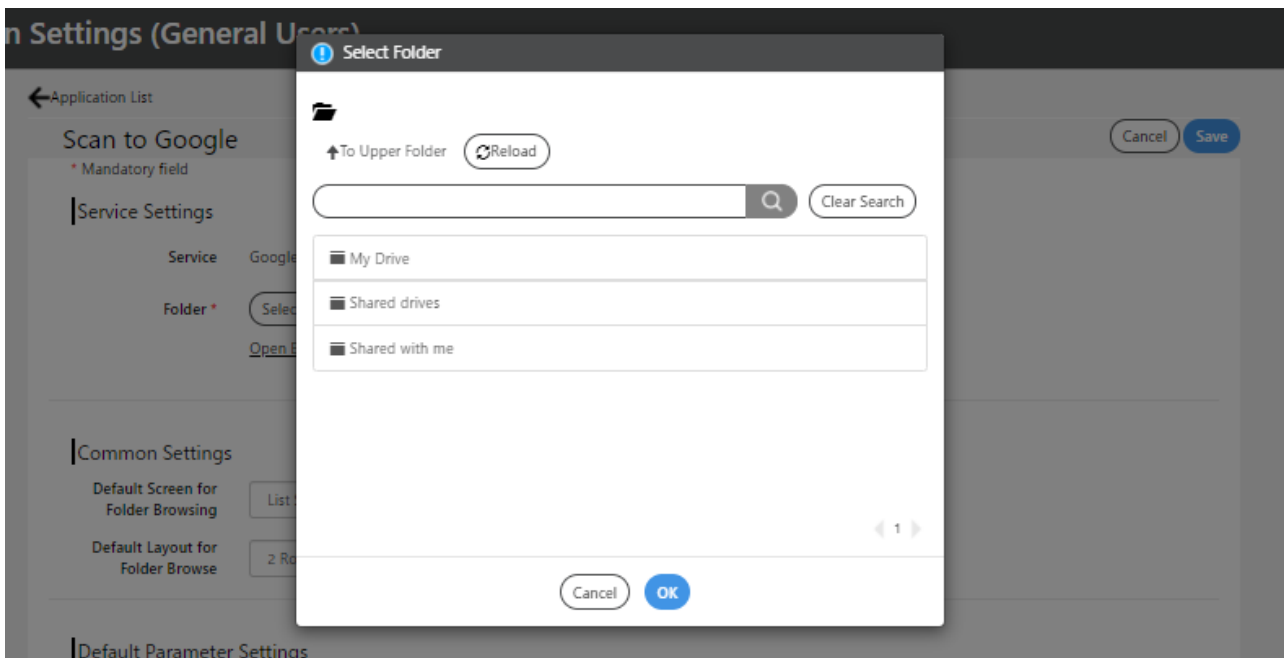
Document Size: Auto ▼

Manual Density: 0 ▼

Default Folder



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



Sub Folder

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



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

8 Scan to OneDrive

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 * 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 ▼

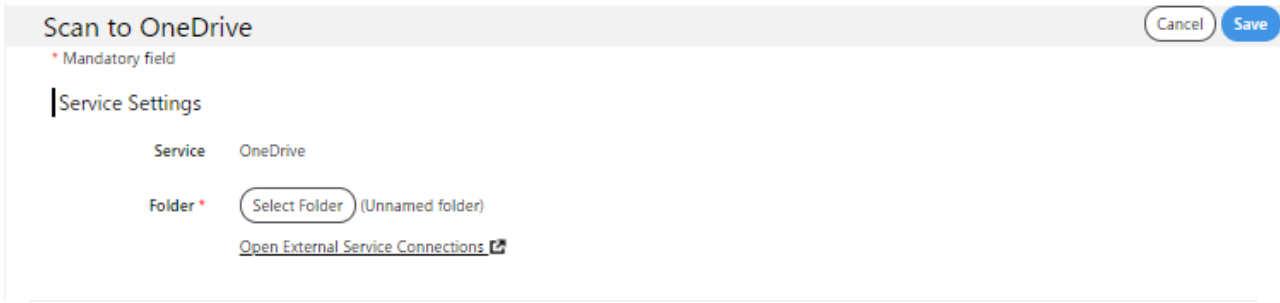
Scan Resolution: 300 dpi ▼

Document Size: Auto ▼

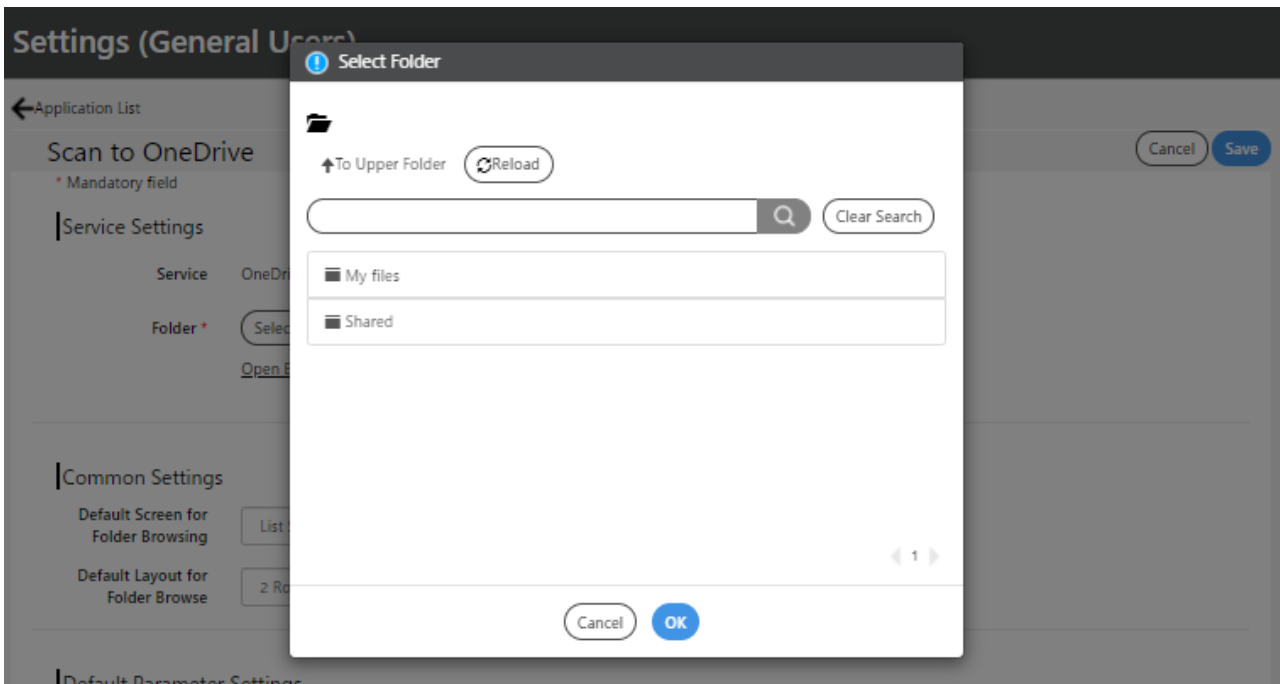
Manual Density: 0 ▼

Scan Method: Normal ▼

Default Folder

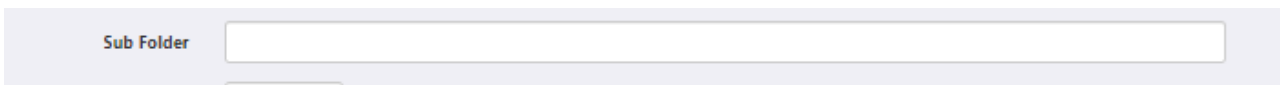


OneDrive External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

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



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

9 Scan to OneDrive for Business

rs)

← Application List

Scan to OneDrive for Business 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 ▼

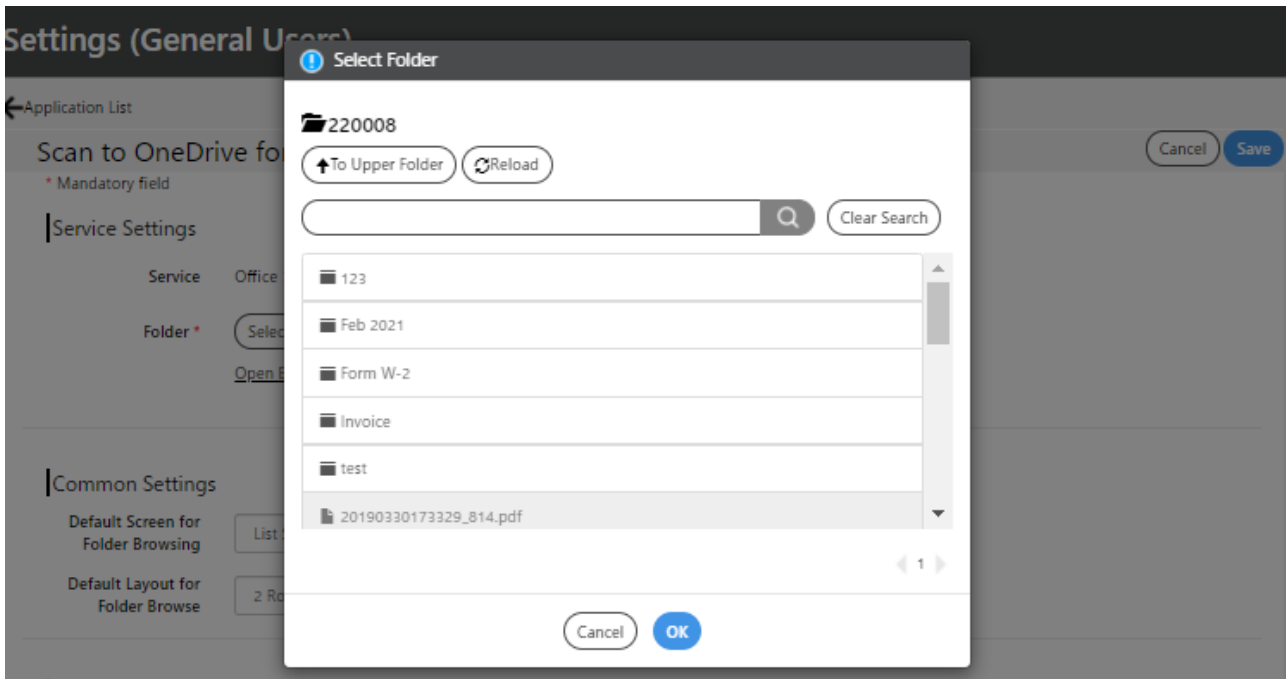
Manual Density 0 ▼

File Method ... ▼

Default Folder



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.



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

10 Scan to SharePoint

Application List

Scan to Sharepoint

Cancel Save

* Mandatory field

Service Settings

Service Office 365

Folder * R:ADC

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing

Default Layout for Folder Browse

Default Parameter Settings

Sub Folder

Hide in application

File Name Formula *

OCR

OCR Language

Remove Blank Page

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

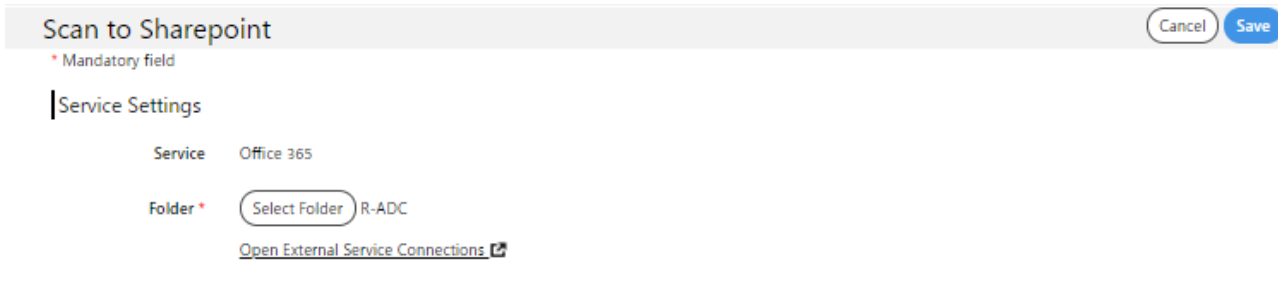
Scan Resolution

Document Size

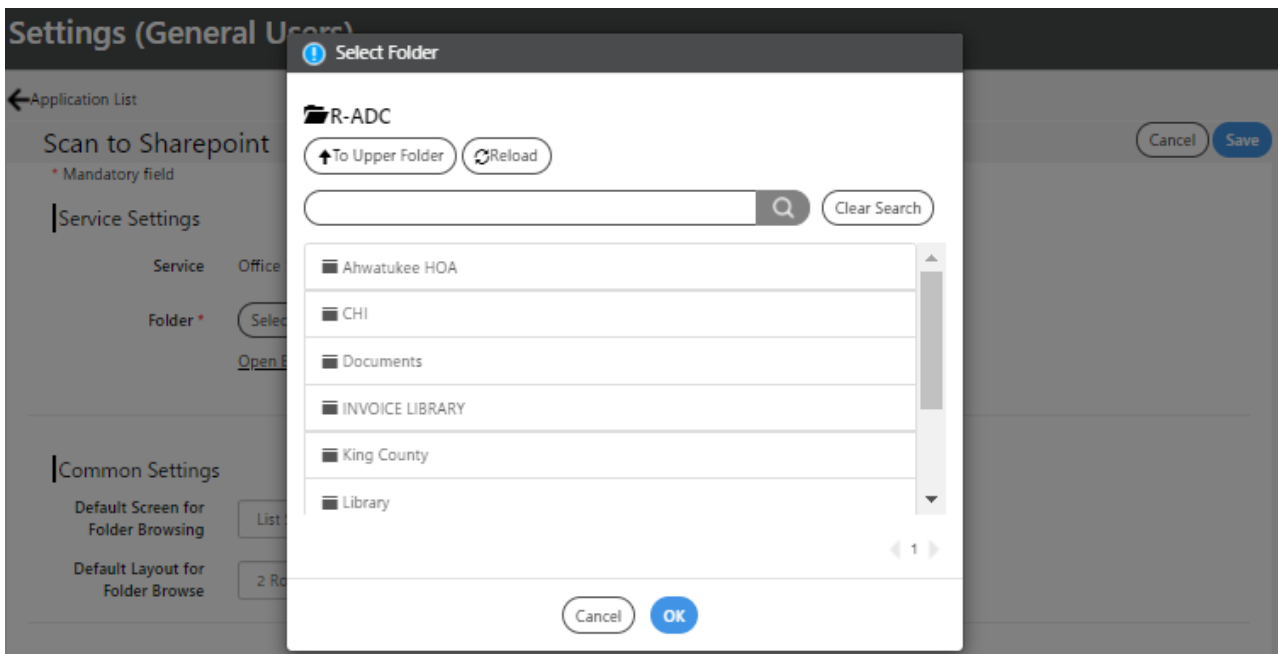
Manual Density

Scan Method

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

11 Scan to eFax

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

General Users)

← Application List

Scan to eFax 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
SDCA Office	14086103195

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview


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:	 .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

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

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

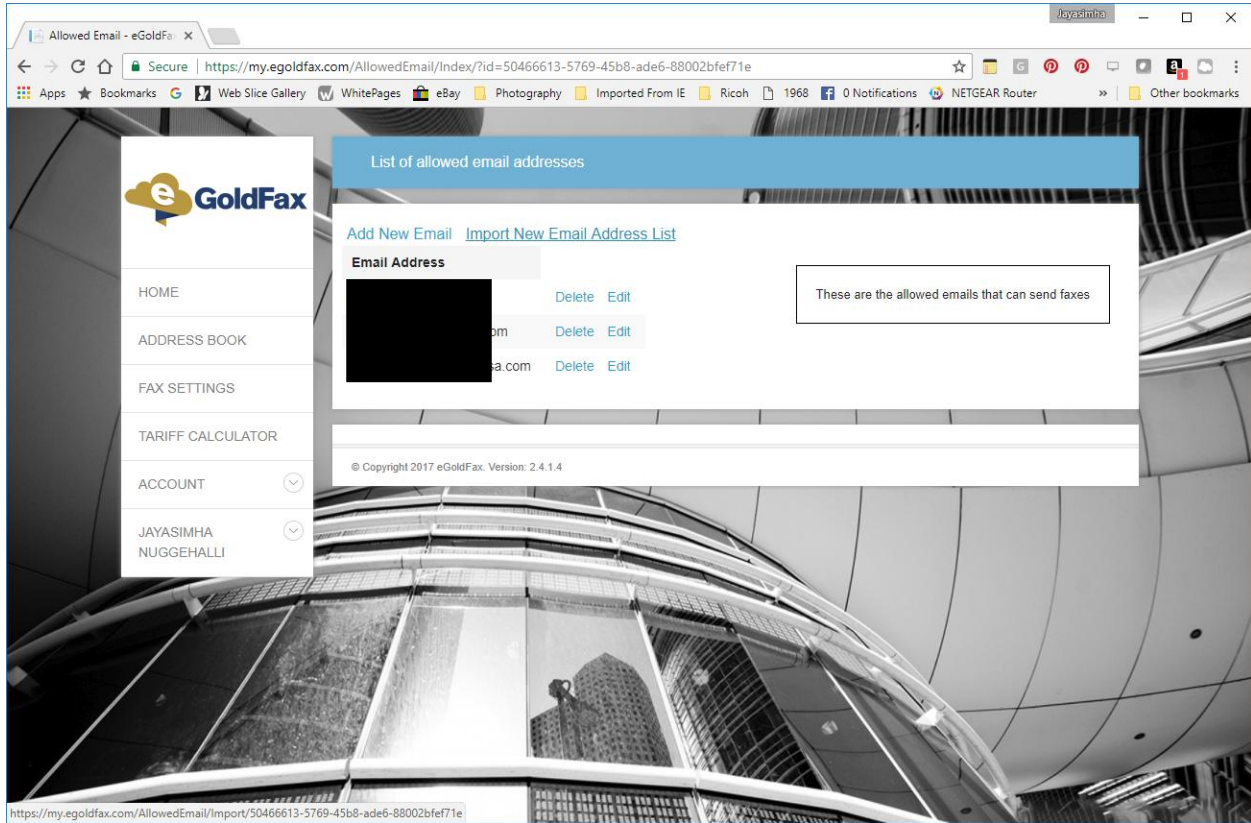
Scan Resolution

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

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

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 *

Fax Number(s)

Fax Number(s) +

Dictionary Label

Dictionary Delimiter

Dictionary ^

Label	Value
SDCA Office	14086103195
eGoldFax	18772411460
eFax	14083519200

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Do not allow scan color mode change

Original Size

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

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

Do not allow scan color mode change

Original Sides

Do not allow original settings change

Document Orientation

Do not allow original orientation change

Scan Resolution

Do not allow scan resolution change

Document Size

Do not allow original size change

Manual Density

Do not allow manual density change

Scan Method

Do not allow scan method change

Preview

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

Cancel Save

* Mandatory field

Service Settings

Service Microsoft 365

Default Parameter Settings

Fax Service Domain *

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 *

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

Label	Value
SDCA Office	14086103195
eGoldFax	18772411460
eFax	14083519200

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

15 Scan to Sharefile

Application List

Scan to Sharefile

Cancel Save

* Mandatory field

Service Settings

Service: ShareFile

Folder * (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary
Value

Dictionary Column Width:

Default Scan Settings

Scan Color Mode:

Original Sides:

Document Orientation:

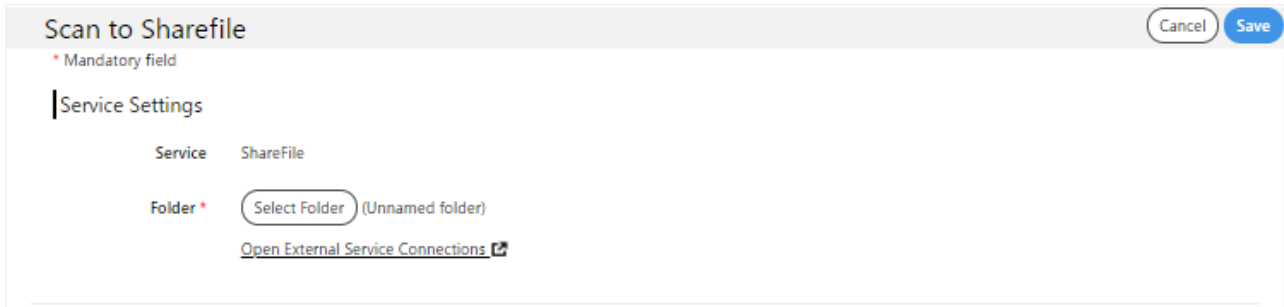
Scan Resolution:

Document Size:

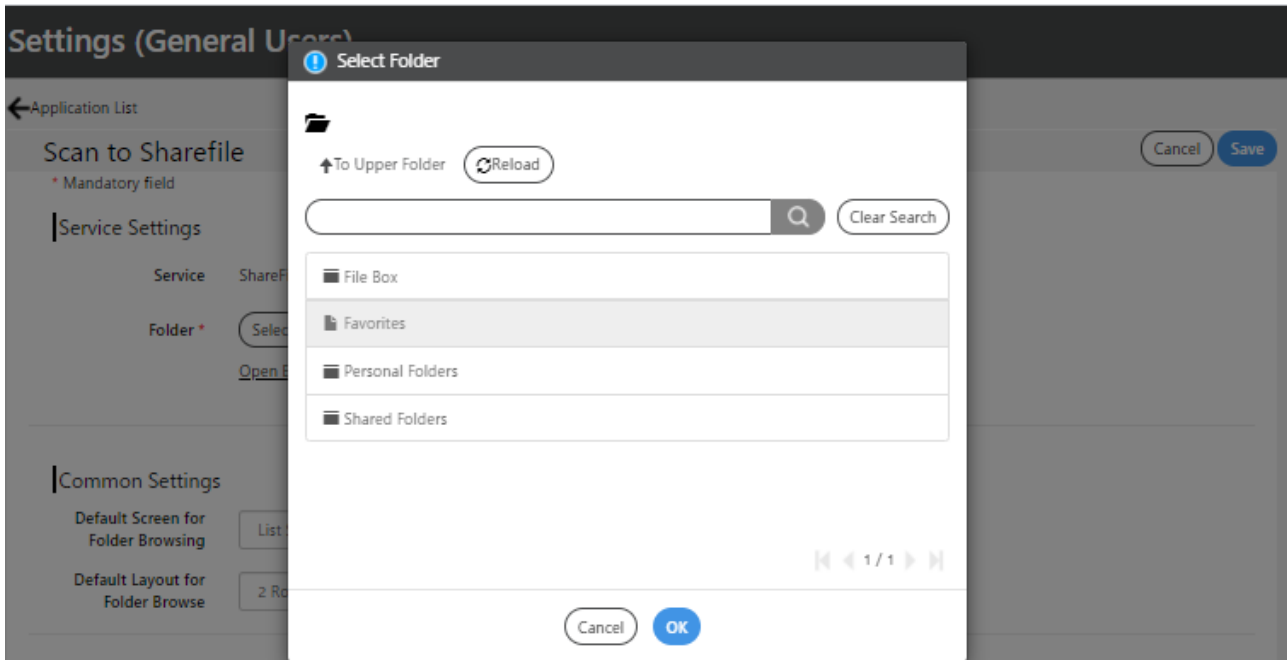
Manual Density:

Scan Method:

Default Folder



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



Sub Folder

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



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

Dictionary	^
Value	
<input type="button" value="←"/> <input type="button" value="→"/>	

Dictionary Column Width ▾

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

Scan Settings

Default Scan Settings

Scan Color Mode ▾

Original Sides ▾

Document Orientation ▾

Scan Resolution ▾

Document Size ▾

Manual Density ▾

Scan Method ▾

Preview ▾

16 Scan to DocuWare

Application List

Scan to DocuWare

Cancel Save

* Mandatory field

Service Settings

Service: DocuWare

Document Trays/File Cabinets * Select Folder
Loading...

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

File Name Formula * Check

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary:

Value:

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

Document Size: Auto

Manual Density: 0

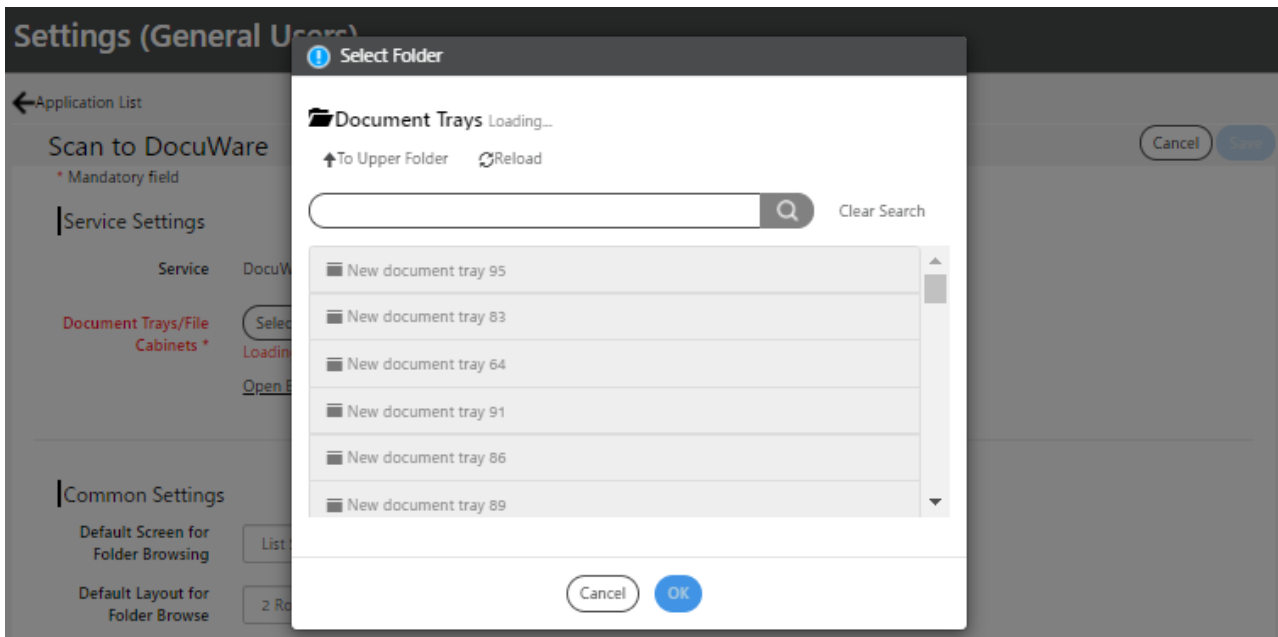
Scan Method: Normal

Preview: On

Default Folder



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 *

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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

17 Scan to Egnyte

Application List

Scan to Egnyte

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 * 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

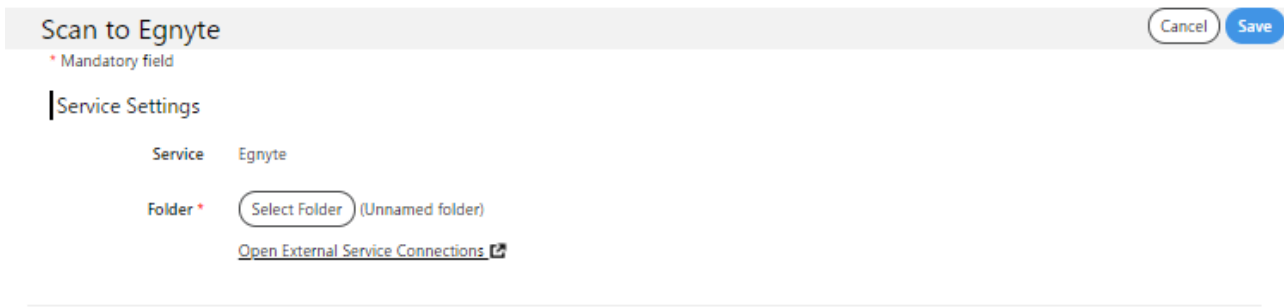
Document Orientation Readable Direction

Scan Resolution 300 dpi

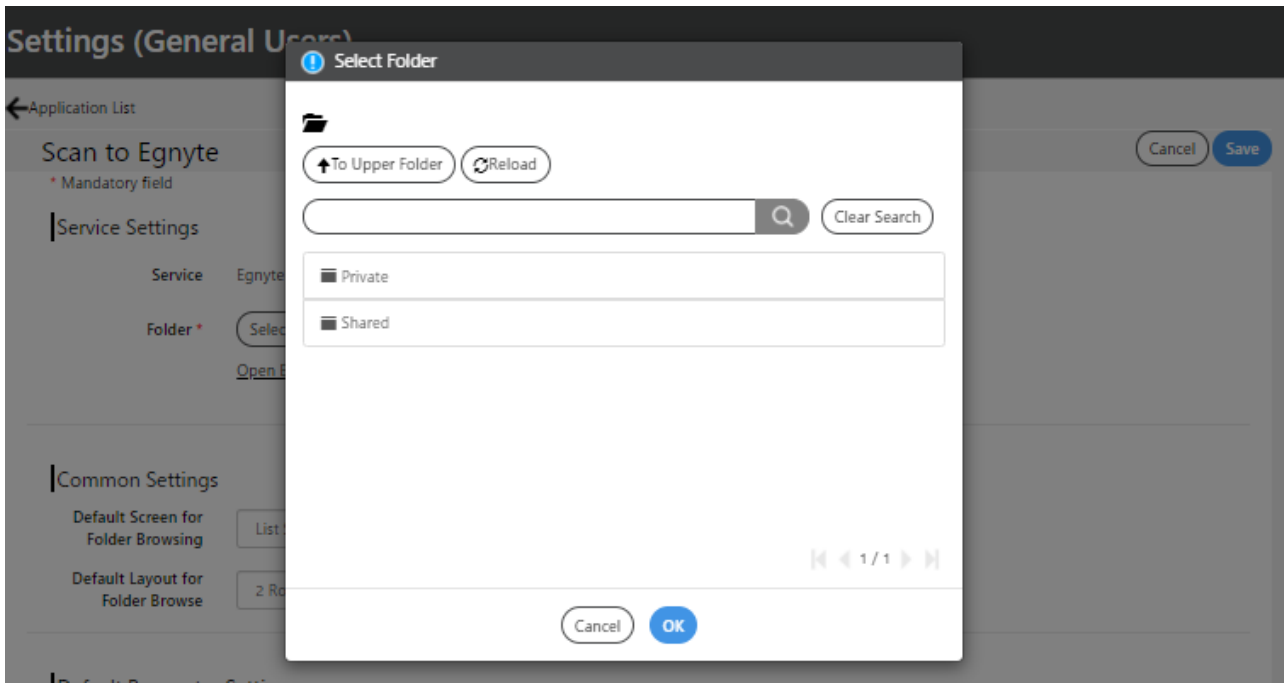
Document Size Auto

Manual Density 0

Default Folder



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.



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

18 Scan to Rubex

Application List

Scan to Rubex Cancel Save

* Mandatory field

Service Settings

Service Rubex

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

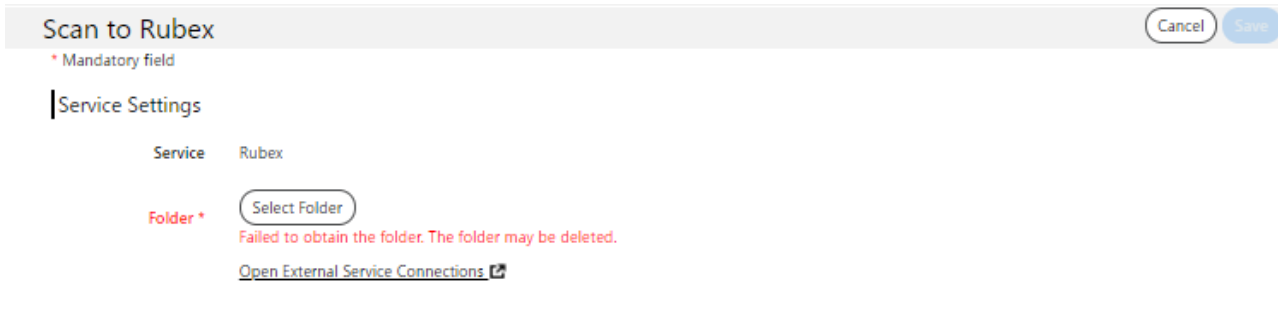
Document Orientation Readable Direction

Scan Resolution 300 dpi

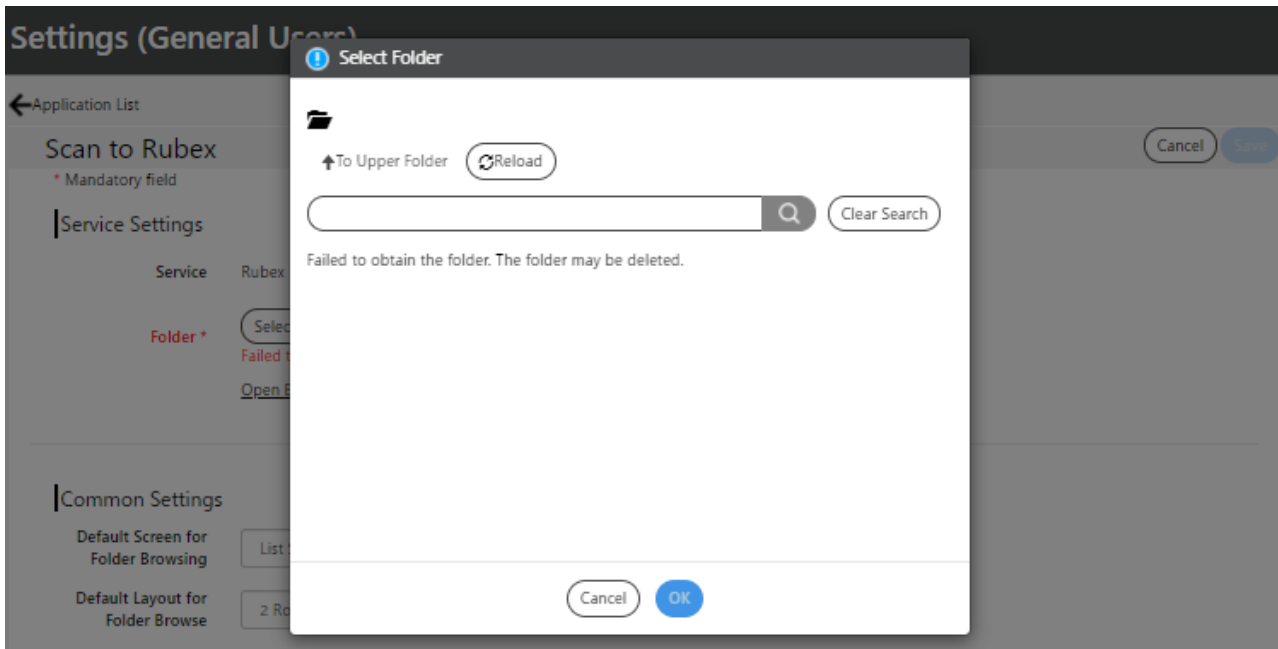
Document Size Auto

Manual Density 0

Default Folder



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



Sub Folder

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



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

Dictionary
Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

19 Scan to Local Folder- TIFF

(General Users)

←Application List

Scan to Local Folder - TIFF

Cancel Save

* Mandatory field

Service Settings

Service: SMB

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Folder: _____

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

File Name

File Name: _____

Hide in application

Dictionary Label: _____

Dictionary Delimiter: _____

Import Dictionary

Dictionary	Value

Dictionary Column Width: Standard

Default Scan Settings

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

Document Size: Auto

Manual Density: 0

Scan Method: Normal

Default Folder

Default Parameter Settings

Folder

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

File Name Formula

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

File Name Formula *

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 ▼

Document Orientation ▼

Scan Resolution ▼

Document Size ▼

Manual Density ▼

Scan Method ▼

Preview ▼

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

Cancel Save

Changes have been saved. X

* Mandatory field

Service Settings

Service: Microsoft 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 Width:

Default Scan Settings

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Scan Method:

Preview:


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:	 @l.com t.com act.com phsv.com ct.com	Edit	
Receive Email Addresses:	jay.nuggehalli@ricoh-usa.com	Edit	
Receive Fax Options:	File Format: PDF Receive Fax CSID: 14083519200	Edit	
Send Fax Options:	Send Fax CSID: Deliver Fax Receipts: Yes Default Send Email:	Edit	
Display Messages:	Yes	Edit	
Voicemail Options:	Audio File Format: GSM Voice Prompt Language: English (American) Voicemail: Disabled	Edit	

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

Fax Number

Fax Number(s)

Fax Number(s)

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

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

* Mandatory field Cancel Save

Service Settings

Service: Microsoft 365

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

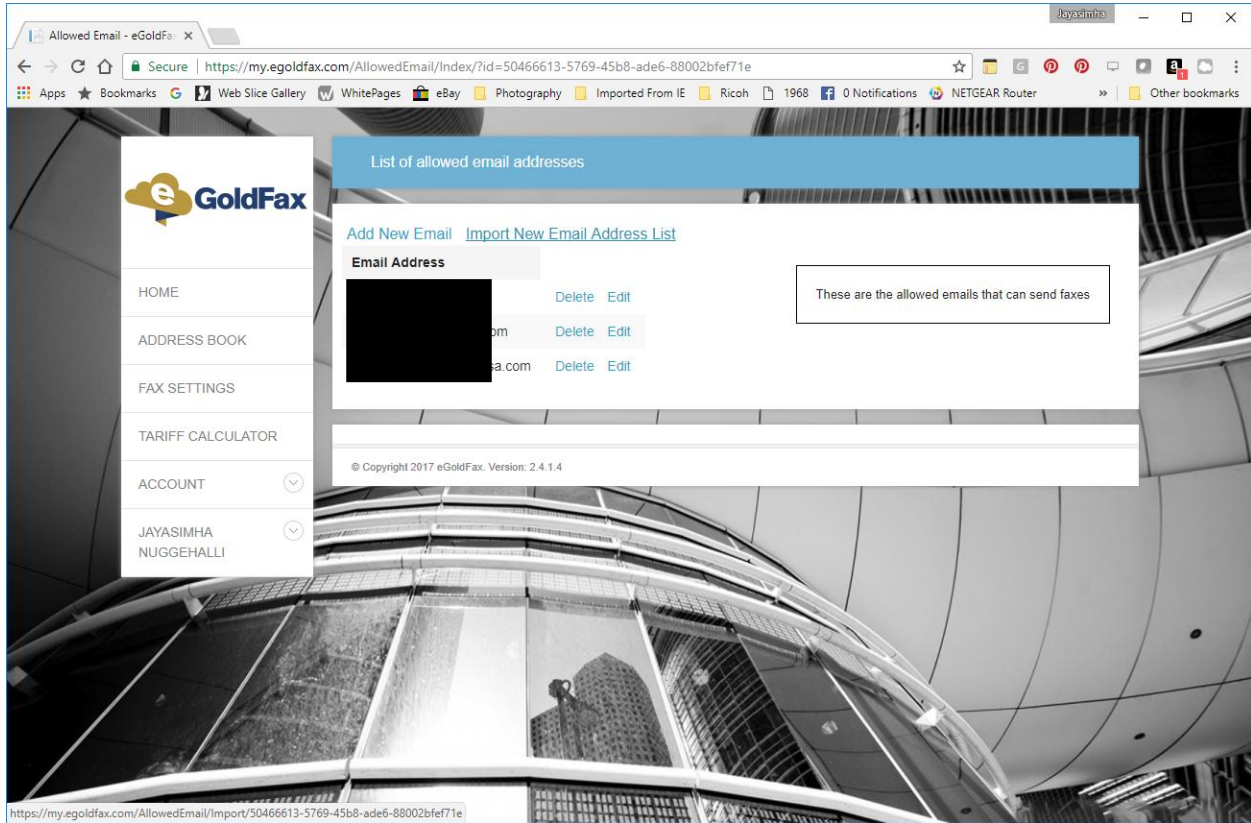
Scan Resolution: 300 dpi

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

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

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

* Mandatory field

Cancel Save

Service Settings

Service: Microsoft 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

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

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

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

23 Scan to Email Google

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

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

Hide in application

Email body

Hide in application

File Name Formula * Check

OCR

OCR Language

Remove Blank Page

Recipients

Recipients +

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width

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

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

24 Scan to Email Plus

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

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

← Application Management

Scan to Email Plus

* Mandatory field

Cancel Save

Default Parameter Settings

Email To: Manual Entry

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

Subject

Subject:

Hide in application

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary
Value

Dictionary Column Width: Standard

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

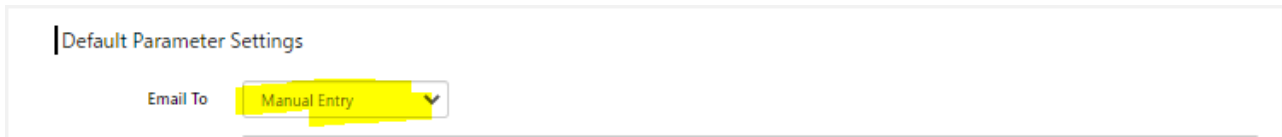
Import Dictionary

Dictionary
Value

Email To

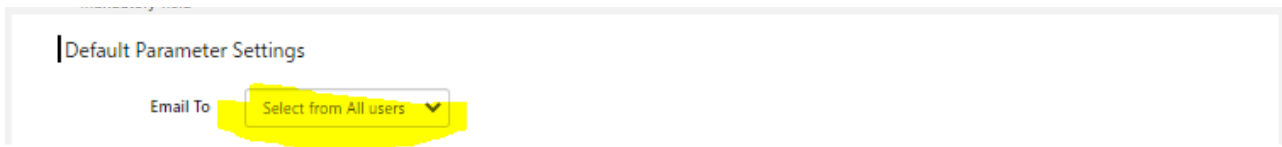
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



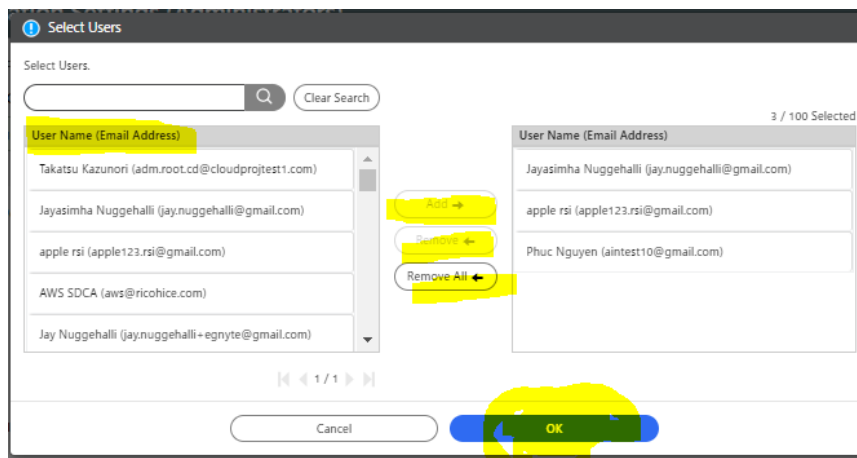
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

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.



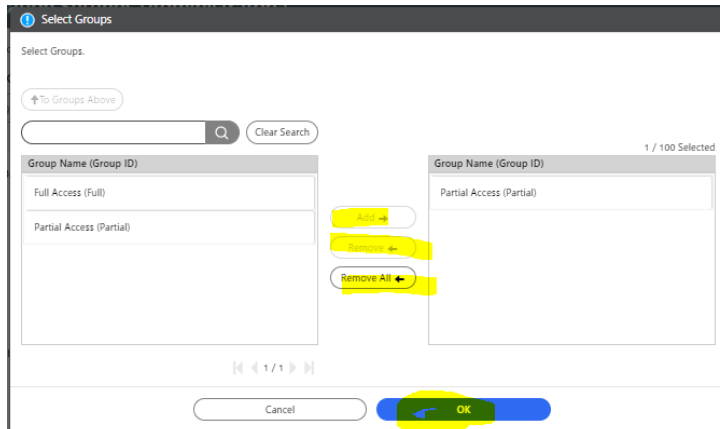
Option 4: Select From Groups

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
 Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary
Value

Dictionary Column Width

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

Original Sides

Document Orientation

Scan Resolution

Document Size

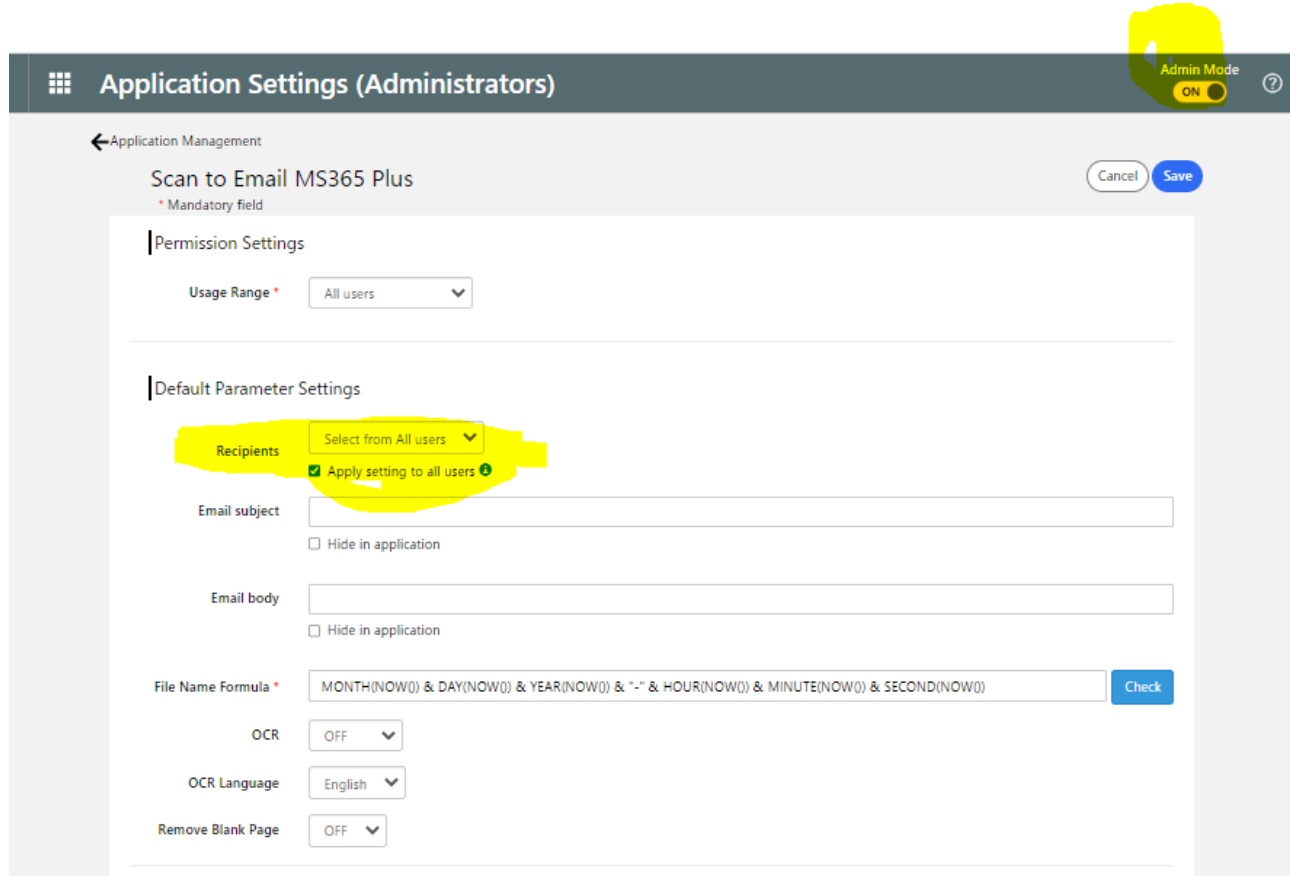
Manual Density

Scan Method

Preview

25 Scan to Email MS365 Plus

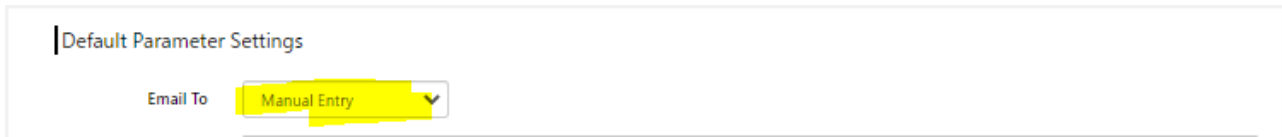
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email MS365Plus Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.



Email To

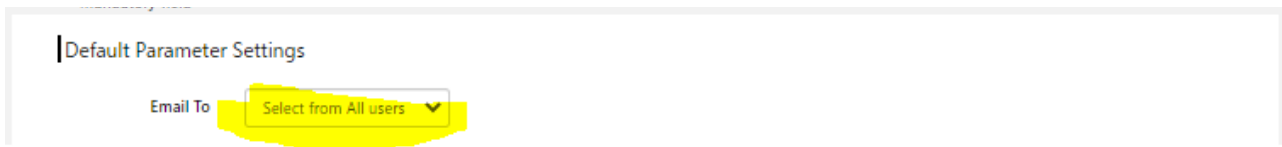
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



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

Option 2: Select from All Users



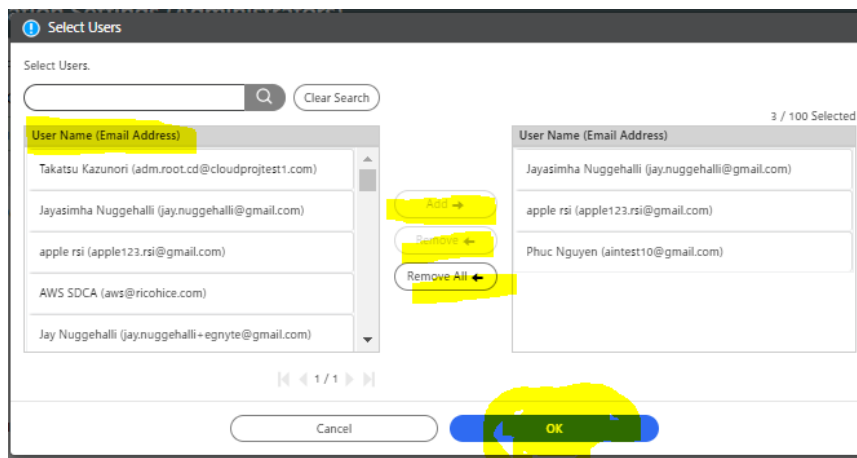
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



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

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



Option 4: Select From Groups

Default Parameter Settings



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

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



Following settings are available in the User Mode.

Application Settings (General Users) Admin Mode OFF

← Application List

Scan to Email MS365 Plus

* Mandatory field

Cancel Save

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: 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

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

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

26 Scan to CloudFAX

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

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

Application List	Service Name	Coordination	Shared	
External Service Connections	accounts_ricoh_com	Unconfigured	—	Configure Unconfigure
Download	AP for Small Business	Configured ✓	Yes ✓ ice.ricoh@ricohice Password:2	Configure Unconfigure
User Select Login Settings	Box	Configured ✓	Yes ✓ (Description is not set yet)	Configure Unconfigure
Workflow Job Transaction	dirchono	Configured ✓	Yes ✓ ebinya	Configure Unconfigure
	Dropbox	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	Configure Unconfigure
	Egnyte	Configured ✓	Yes ✓ pn-powerPower user	Configure Unconfigure
	Google	Configured ✓	No —	Configure Unconfigure
	OneDrive	Configured ✓	Yes ✓ aintest1@outlook.com a1n1sm1o2	Configure Unconfigure
	Microsoft 365	Configured ✓	Yes ✓ jav@ricoh-act.com	Configure Unconfigure
	Rubex	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	Configure Unconfigure
	ShareFile	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	Configure Unconfigure
	CloudFAX	Configured ✓	Yes ✓ (Description is not set yet)	Configure Unconfigure

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 * Check

Fax Number

Fax Number

+

Dictionary Label

Dictionary Delimiter

Dictionary Column Width

Subject

Subject

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

File Name Formula

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

File Name Formula *

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

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

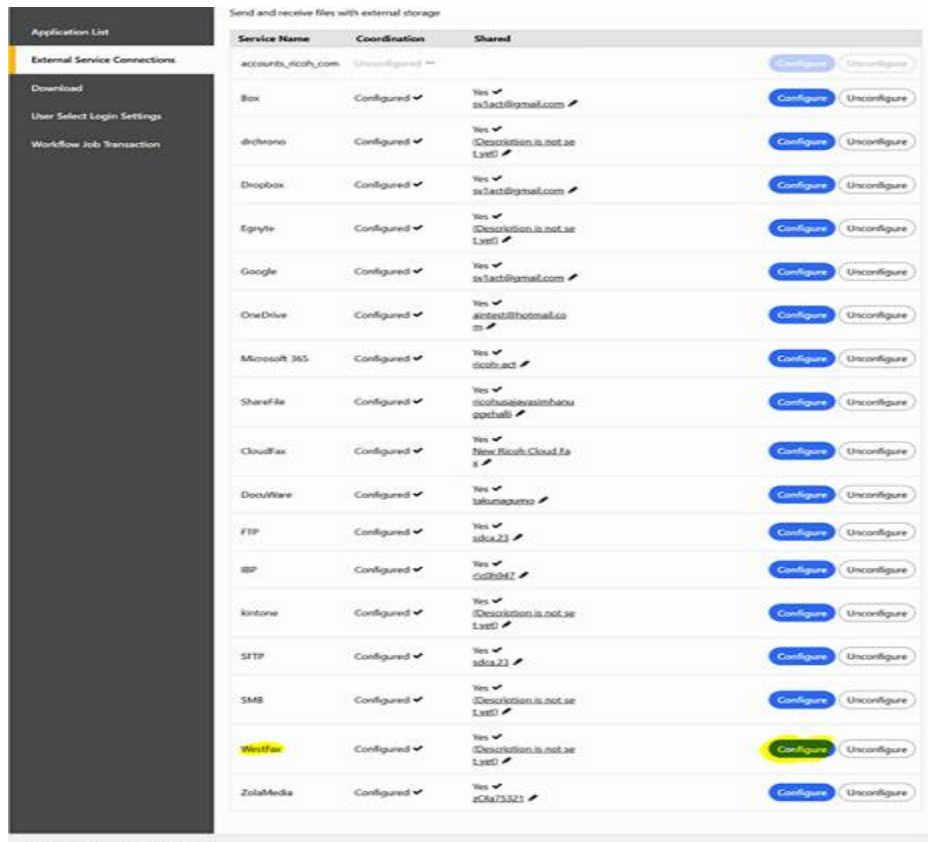
Scan Method

Preview

27 Scan to WestFax

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

Note: WestFax Cloud Fax URL for External Service Connection: <https://api2.westfax.com>



External Service Connection to WestFax

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

Please enter the user information for WestFax

* Mandatory field

WestFax URL *

User ID *

Password *
Please enter a Password.

Allow the service to be shared within the tenant.

Description

Here are the Application Settings available.

RICOH
Application Settings (General Users)
Admin Mode OFF ? sv1act Tenant ID: 21729144

← Application List

Cancel Save

Scan to WestFax * Mandatory field

Service Settings

Service WestFax

Default Parameter Settings

Subject

Header

Billing Code

File Name Formula Check

Fax Number

Fax Number

+

Dictionary Label

Dictionary Delimiter

Dictionary Column Width Standard ▾

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 Unreadable Direction ▾

Scan Resolution 300 dpi ▾

Document Size Auto ▾

Manual Density 3 ▾

Scan Method Normal ▾

Preview On ▾

Auto Density Auto Density Enabled ▾

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

Import Dictionary

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

Original Sides

Document Orientation

Scan Resolution

Document Size

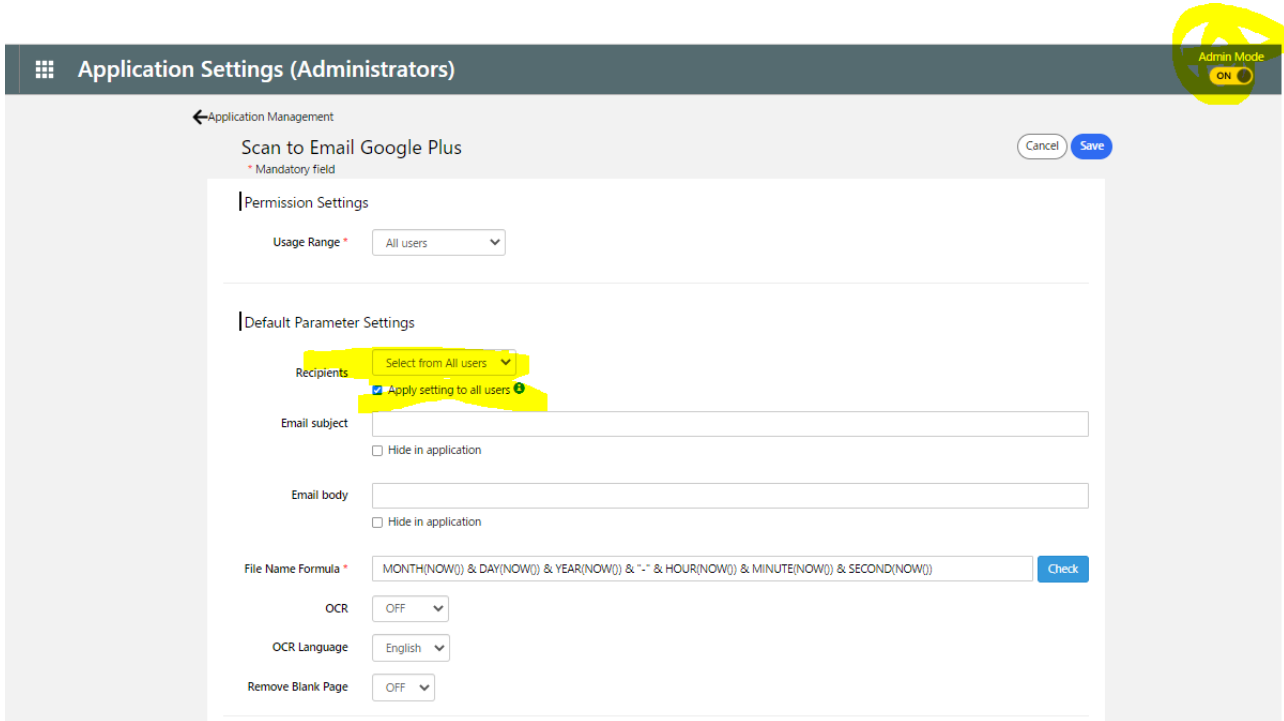
Manual Density

Scan Method

Preview

28 Scan to Email Google Plus

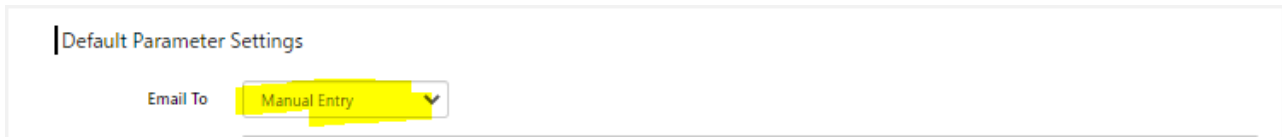
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email Google Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.



Email To

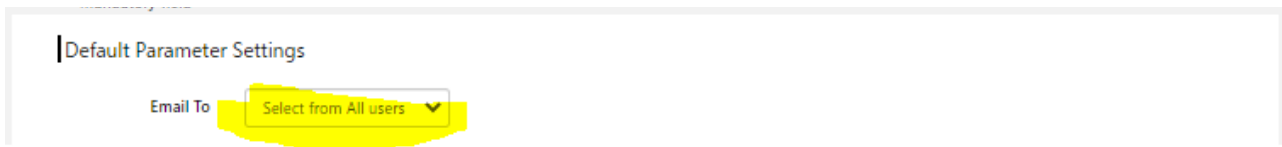
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



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

Option 2: Select from All Users



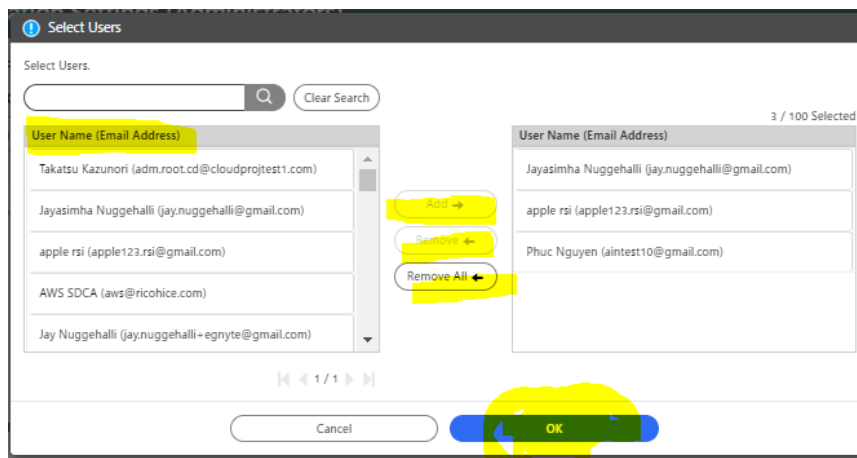
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



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

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



Option 4: Select From Groups

Default Parameter Settings



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

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



Following settings are available in the User Mode.

Application Settings (General Users) Admin Mode OFF

← Application List Cancel Save

Scan to Email Google Plus

* Mandatory field

Service Settings

Service Google

Default Parameter Settings

Recipients Select from All users

Email subject
 Hide in application

Email body
 Hide in application

File Name Formula * Check

OCR

OCR Language

Remove Blank Page

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary
Value

Dictionary Column Width

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

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

29 Scan to Google Shared

Following settings are available in the Admin mode.

Application Settings (Administrators) Admin Mode ON

← Application Management

Scan to Google Shared

* Mandatory field

Service Settings

Service: Google

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

Folder * Test TD subfolder.1

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *

OCR:

OCR Language:

Remove Blank Page:

File Name

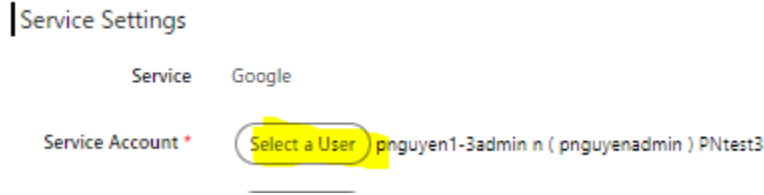
File Name:

Dictionary Label:

Dictionary Delimiter:

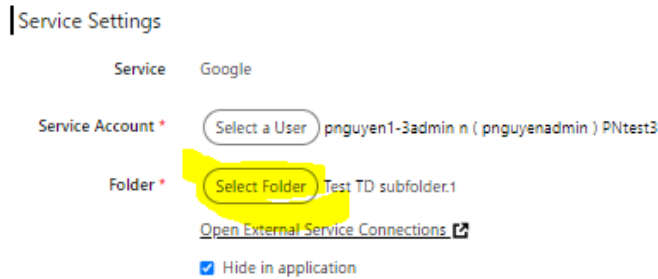
Dictionary
Value

Service Account

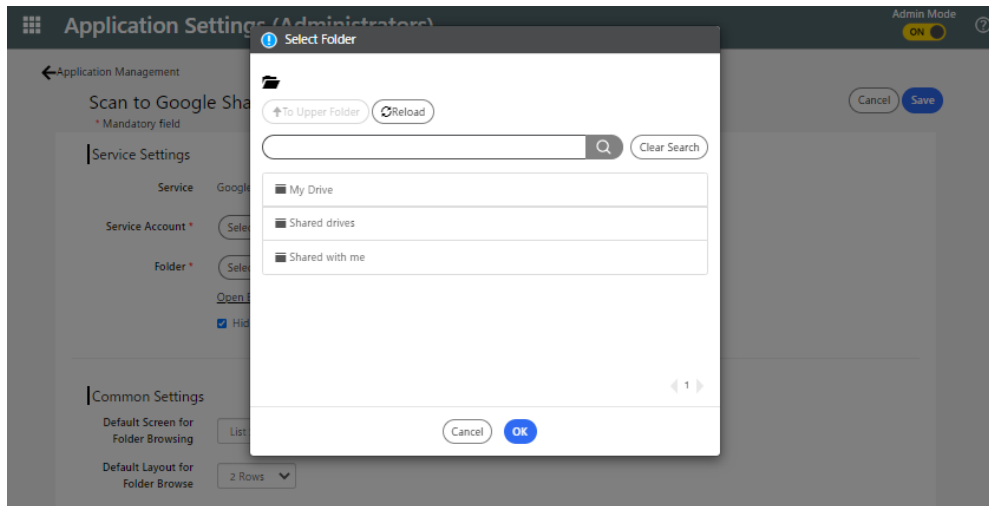


Select an Admin user who has done External Service Connection with Google.

Default Folder



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.



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

30 Scan to OneDrive for Business Shared

Following settings are available in the Admin mode.

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

← Application Management

Scan to OneDrive for Biz Shared

* Mandatory field

Cancel Save

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

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

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

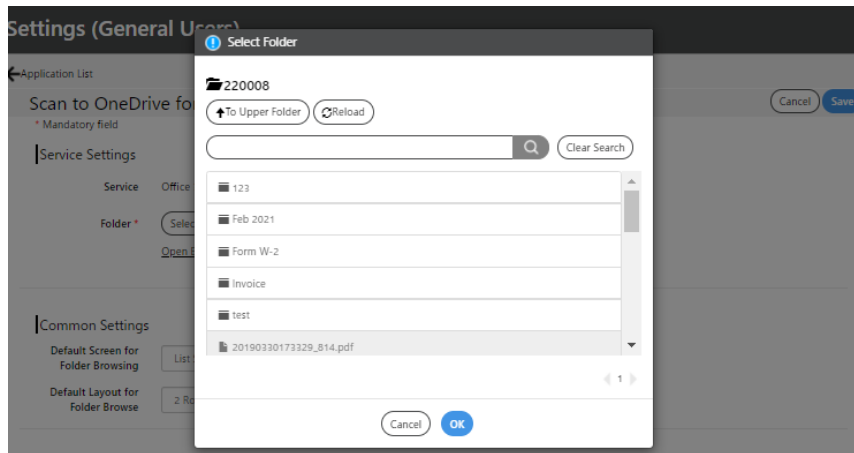
Service Account * Select a User Jayasimha Nuggehalli (admin) jay@ricoh-act.com

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 *

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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

31 Scan to SharePoint Shared

Following settings are available in the Admin mode.

Application Settings (Administrators) Admin Mode ON

← Application Management

Scan to SharePoint Shared

* Mandatory field

Cancel Save

Service Settings

Service: Microsoft 365

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

Site URL List +

Folder * Select Folder Test Private Team

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Sub Folder

Hide in application

File Name Formula * Check

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

Change Display Name: Remove Blank Page

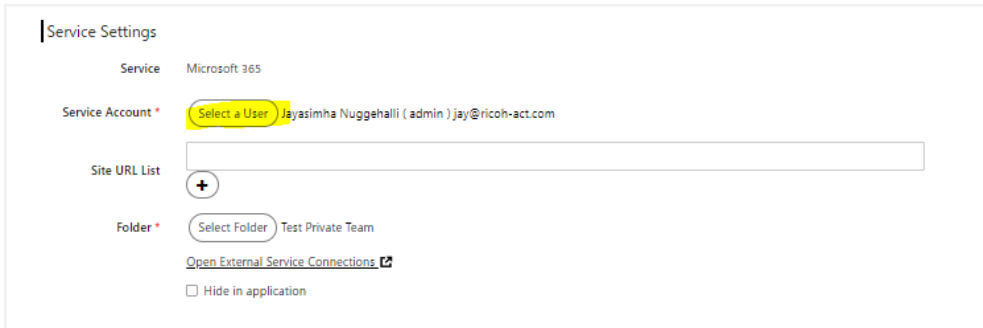
File Name

File Name

Dictionary Label

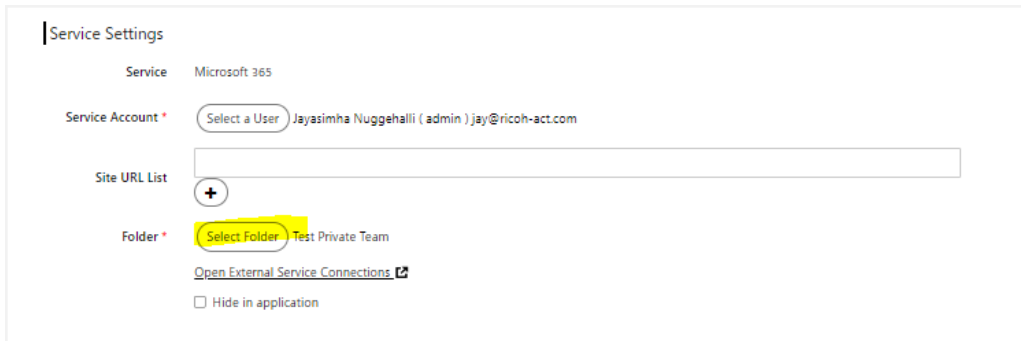
Dictionary Delimiter

Service Account

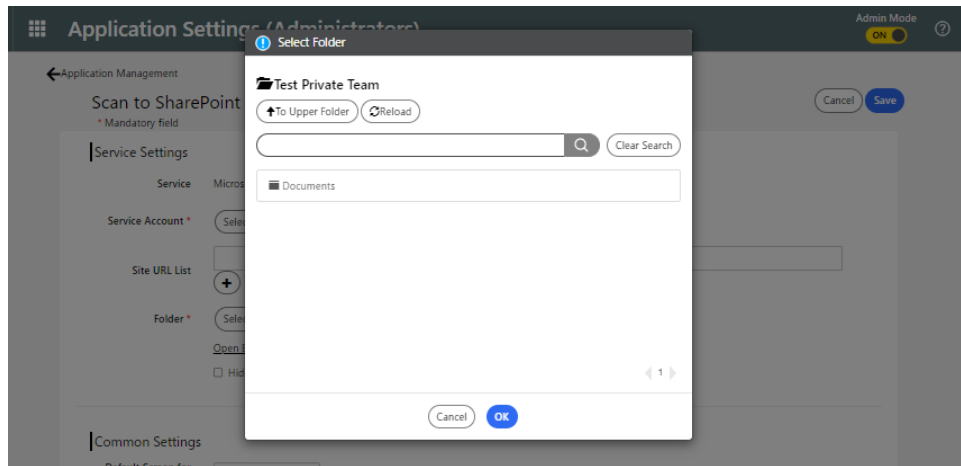


Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder



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.



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

32 Scan to Dropbox Shared

Following settings are available in the Admin mode.

☰
Application Settings (Administrators)

Admin Mode
ON
?
👤

←
Application Management

Scan to Dropbox Shared

* Mandatory field

Cancel
Save

Service Settings

Service Dropbox

Service Account *

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

Folder *
 /

[Open External Service Connections](#) 🔗

Hide in application

Common Settings

Default Screen for Folder Browsing
 ▼

Default Layout for Folder Browse
 ▼

Default Parameter Settings

Sub Folder

Hide in application

File Name Formula *

Check

OCR
 ▼

OCR Language
 ▼

Remove Blank Page
 ▼

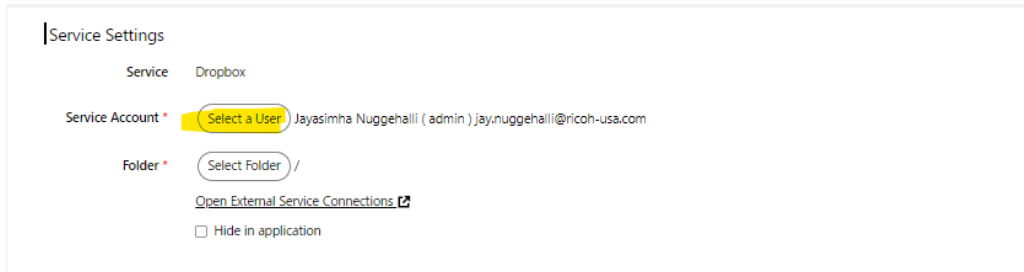
File Name

File Name

Dictionary Label

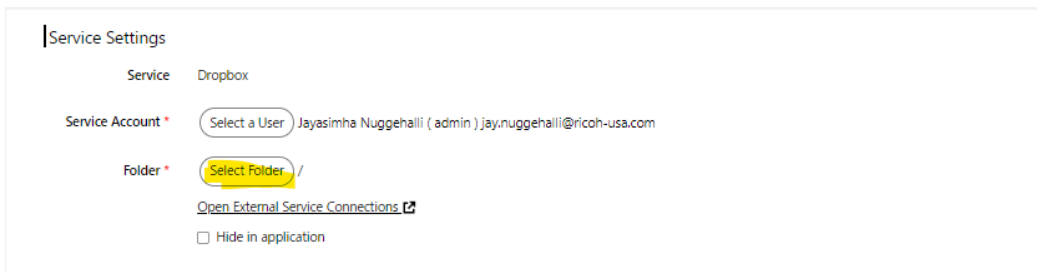
Dictionary Delimiter

Service Account

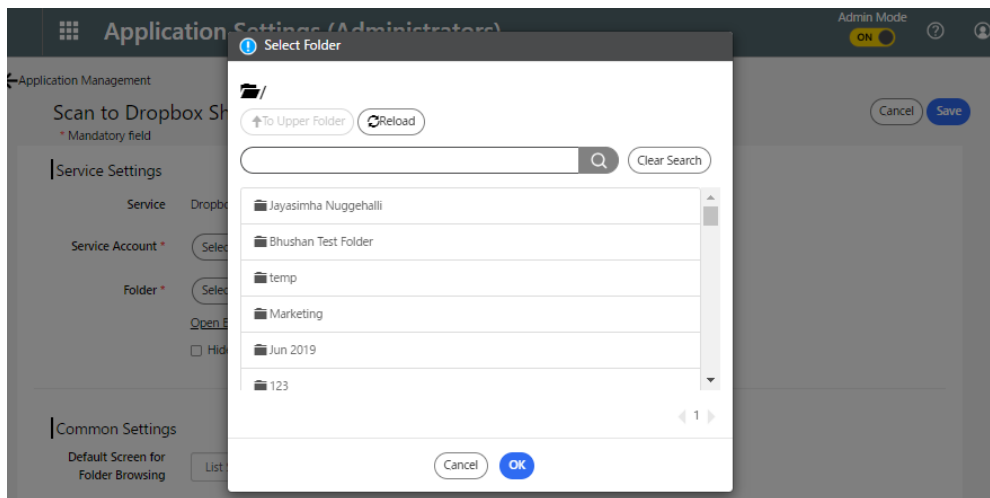


Select an Admin user who has done External Service Connection with Dropbox.

Default Folder



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.



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

Dictionary ^

Value

◀ ▶

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode Do not allow scan color mode change

Original Sides Do not allow original settings change

Document Orientation Do not allow original orientation change

Scan Resolution Do not allow scan resolution change

Document Size Do not allow original size change

Manual Density Do not allow manual density change

Scan Method Do not allow scan method change

Preview

33 Scan to Box Shared

Following settings are available in the Admin mode.

Admin Mode ON ? 👤
Application Settings (Administrators)

← Application Management
Cancel Save

Scan to Box Shared

* Mandatory field

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 ▼

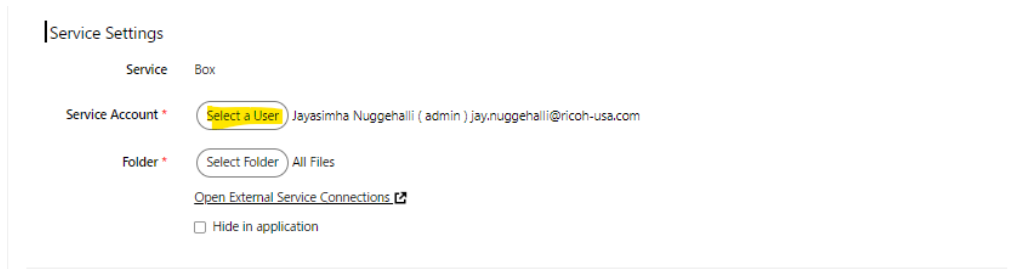
File Name

File Name

Dictionary Label

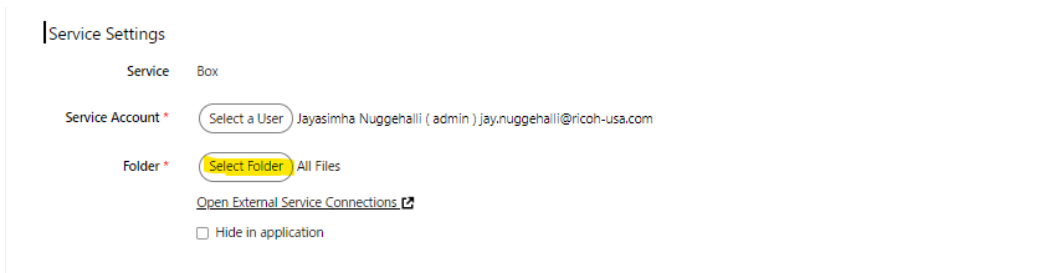
Dictionary Delimiter

Service Account

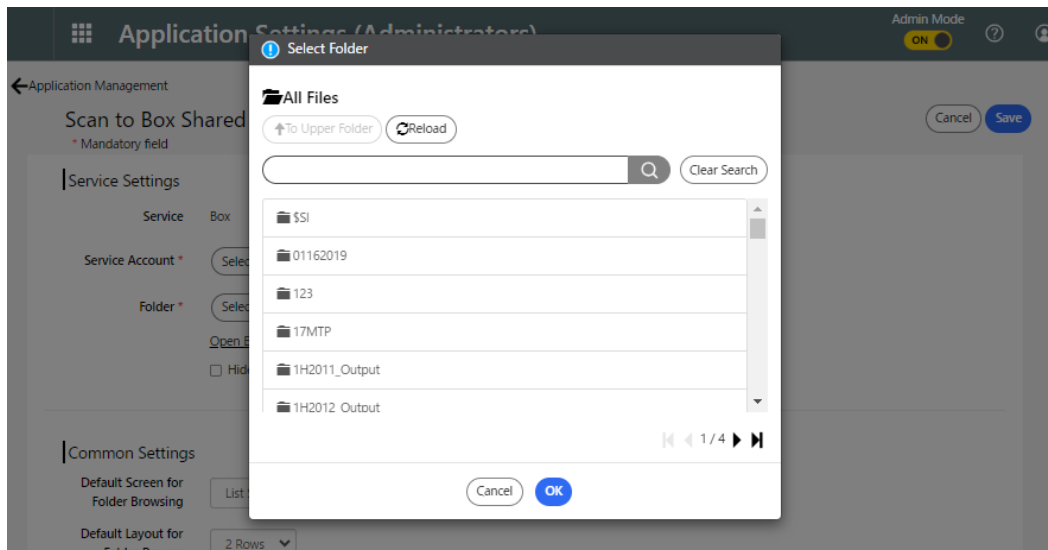


Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder



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.



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode Do not allow scan color mode change

Original Sides Do not allow original settings change

Document Orientation Do not allow original orientation change

Scan Resolution Do not allow scan resolution change

Document Size Do not allow original size change

Manual Density Do not allow manual density change

Scan Method Do not allow scan method change

Preview

34 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 Nukkehalli (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 * [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

Service Account

Scan to Email MS365 Shared [Cancel] [Save]

* Mandatory field

Service Settings

Service: Microsoft 365

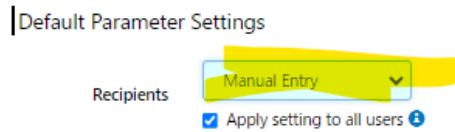
Service Account * [Select a User] Jayasimha Nukkehalli (admin) jay@ricoh-act.com

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

Recipients

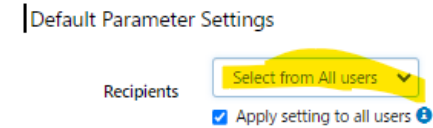
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



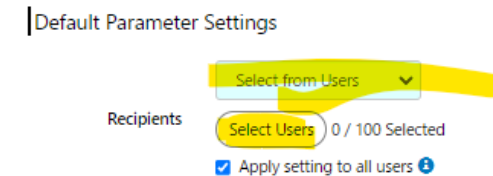
With this option selected, in workflow application Email address can be entered manually using softkey board on MFP Operation Panel.

Option 2: Select from All Users



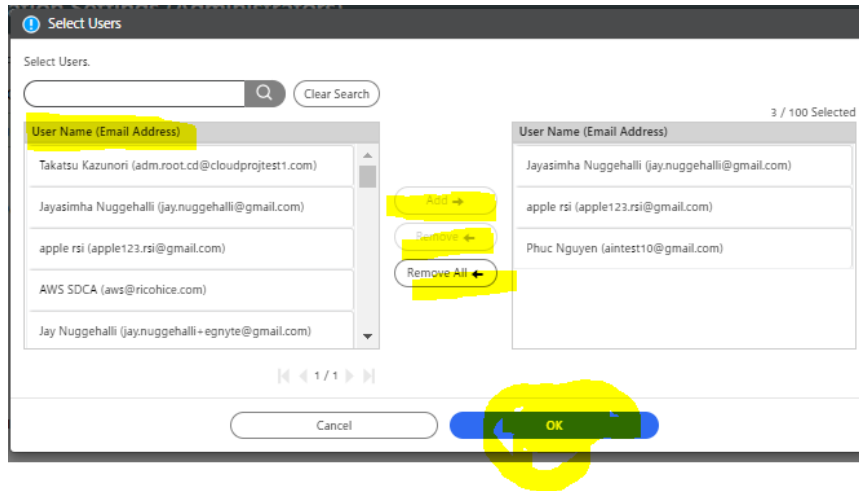
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



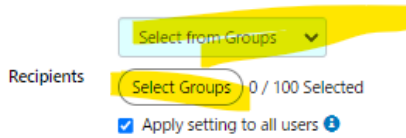
With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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

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 Do not allow scan color mode change

Original Sides Do not allow original settings change

Document Orientation Do not allow original orientation change

Scan Resolution Do not allow scan resolution change

Document Size Do not allow original size change

Manual Density Do not allow manual density change

Scan Method Do not allow scan method change

Preview

35 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	—	Configure Unconfigure
Download	AP for Small Business	Configured ✓	Yes ✓ ice.ricoh@ricohice Password2	Configure Unconfigure
User Select Login Settings	Box	Configured ✓	Yes ✓ (Description is not set yet)	Configure Unconfigure
Workflow Job Transaction	dirchono	Configured ✓	Yes ✓ ebinya	Configure Unconfigure
	Dropbox	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	Configure Unconfigure
	Egnyte	Configured ✓	Yes ✓ pn-powerPower user	Configure Unconfigure
	Google	Configured ✓	No —	Configure Unconfigure
	OneDrive	Configured ✓	Yes ✓ aintest1@outlook.com a1n13ms1o2	Configure Unconfigure
	Microsoft 365	Configured ✓	Yes ✓ jay@ricoh-act.com	Configure Unconfigure
	Rubex	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	Configure Unconfigure
	ShareFile	Configured ✓	Yes ✓ jay.nuggehalli@ricoh-usa.com	Configure Unconfigure
	CloudFAX	Configured ✓	Yes ✓ (Description is not set yet)	Configure Unconfigure

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.

The screenshot shows the 'Application Settings (Administrators)' interface for 'Scan to CloudFax Shared'. At the top right, there is a toggle for 'Admin Mode' which is currently 'ON'. The page title is 'Application Settings (Administrators)' and the breadcrumb is 'Application Management'. The main heading is 'Scan to CloudFax Shared' with a 'Mandatory field' indicator. There are 'Cancel' and 'Save' buttons. The settings are organized into sections: 'Service Settings' with a sub-section for 'Service' (CloudFax) and a 'Service Account' dropdown menu currently showing 'Jayasimha Nuggehalli (admin)'; 'Default Parameter Settings' with a 'File Name Formula' field containing a complex formula and a 'Check' button; 'Fax Number' with fields for 'Fax Number', 'Dictionary Label', 'Dictionary Delimiter', and 'Dictionary Column Width' (set to 'Standard'); and 'Subject' with a 'Subject' field and a 'Hide in application' checkbox.

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

Import Dictionary

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

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 Do not allow scan color mode change

Original Sides Do not allow original settings change

Document Orientation Do not allow original orientation change

Scan Resolution Do not allow scan resolution change

Document Size Do not allow original size change

Manual Density Do not allow manual density change

Scan Method Do not allow scan method change

Preview

36 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 (sv1act) ricoh-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

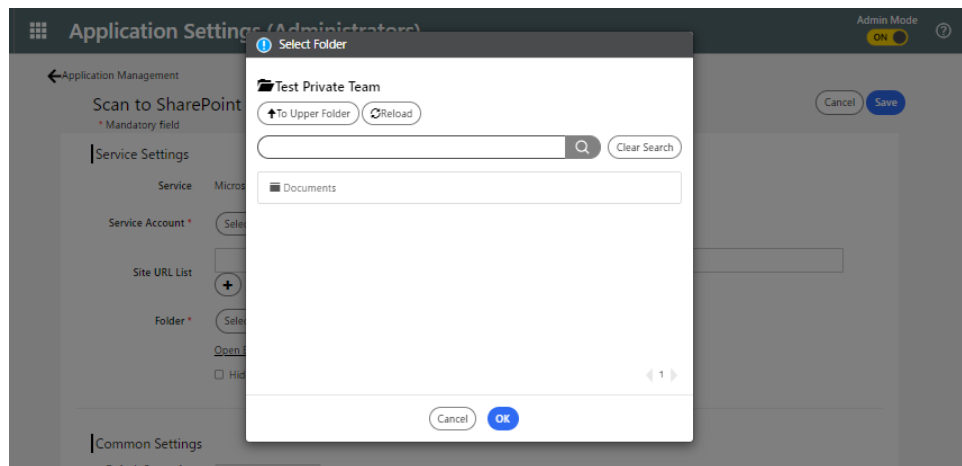
The screenshot shows the 'Service Settings' form for Microsoft 365. The 'Service Account' field is highlighted in yellow and contains the text 'Select a User' followed by 'Jayasimha Nuggehalli (admin) jay@ricoh-act.com'. Other fields include 'Site URL List' with a plus icon, 'Folder' with 'Test Private Team' selected, and a checkbox for 'Hide in application'.

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

Default Folder

The screenshot shows the 'Service Settings' form for Microsoft 365. The 'Folder' field is highlighted in yellow and contains the text 'Select Folder' followed by 'Test Private Team'. Other fields include 'Service Account' with 'Jayasimha Nuggehalli (admin) jay@ricoh-act.com', 'Site URL List' with a plus icon, and a checkbox for '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.

The screenshot shows the 'Sub Folder' field in the application settings. It is a text input field with a plus icon to its left. Below the field 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 *

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

Scan to SharePoint SemiShared

Cancel Save

* Mandatory field

Default Scan Settings

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

Original Sides: 1. Initial Value: 1 Sided

Document Orientation: 1. Initial Value: Readable Direction

Scan Resolution: 1. Initial Value: 300 dpi

Document Size: 1. Initial Value: Auto

Manual Density: 1. Initial Value: 0

Scan Method: 1. Initial Value: Normal

Preview: 1. Initial Value: On

37 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 Cancel Save

* Mandatory field

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

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 * Jayasimha Nuggehalli (admin) pn-power(Power user)

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

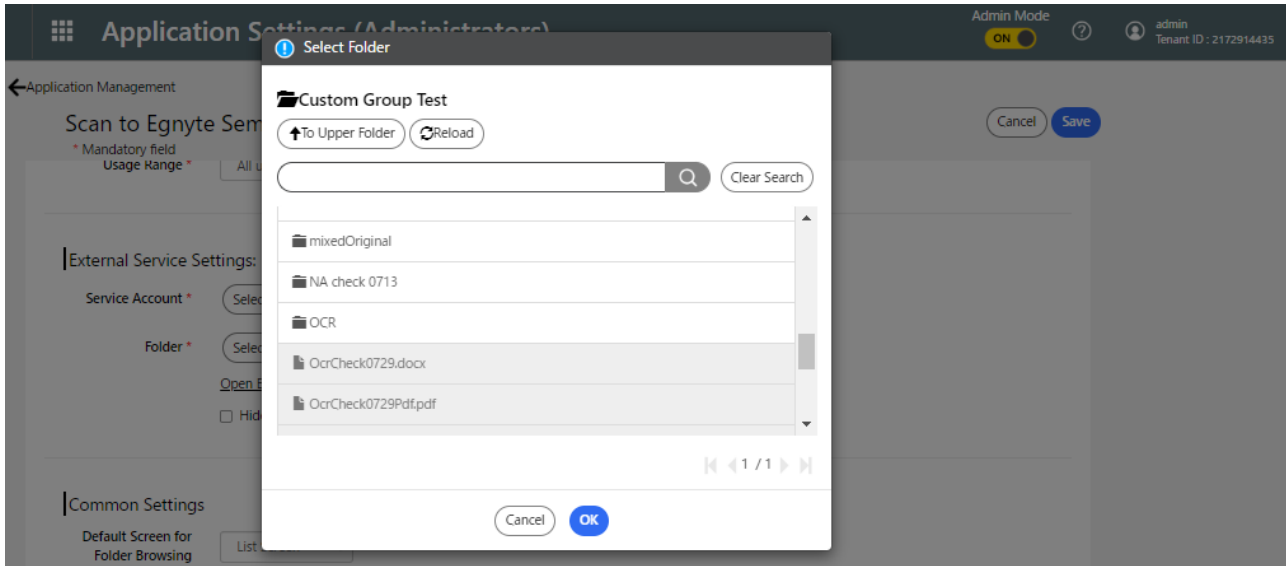
Service Account * Jayasimha Nuggehalli (admin) pn-power(Power user)

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 *

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

The screenshot shows a configuration panel 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 two columns: "Dictionary" and "Value". The "Dictionary" column has an upward arrow, and the "Value" column has a rightward arrow.
- 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

Cancel Save

* Mandatory field

Default Scan Settings

Scan Color Mode	<p>1. Initial Value Auto Color Select ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>
Original Sides	<p>1. Initial Value 1 Sided ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>
Document Orientation	<p>1. Initial Value Unreadable Direction ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>
Scan Resolution	<p>1. Initial Value 300 dpi ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>
Document Size	<p>1. Initial Value Auto ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>
Manual Density	<p>1. Initial Value 3 ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>
Scan Method	<p>1. Initial Value Normal ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>
Preview	<p>1. Initial Value On ▼</p> <p><input type="checkbox"/> Apply setting to all users ⓘ</p>

38 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.

The screenshot shows the 'Application Settings (Administrators)' interface for 'Scan to Google SemiShared'. The interface is divided into several sections:

- Permission Settings:** Includes a 'Usage Range' dropdown menu set to 'All users'.
- External Service Settings: GoogleDrive:** Includes a 'Service Account' dropdown set to 'Jayasimha Nuggehalli (admin) jay.nuggehalli.ricoh@gmail.com', a 'Folder' dropdown set to 'Shared drives', a link to 'Open External Service Connections', and a checkbox for 'Hide in application'.
- Common Settings:** Includes a 'Default Screen for Folder Browsing' dropdown set to 'List Screen' and a 'Default Layout for Folder Browse' dropdown set to '2 Rows'.
- Default Parameter Settings:** Includes a 'Sub Folder' text input field, a checkbox for 'Hide in application', a 'File Name Formula' text input field containing 'MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())' with a 'Check' button, an 'OCR' dropdown set to 'OFF', an 'OCR Language' dropdown set to 'English', and a 'Remove Blank Page' dropdown set to 'OFF'.
- File Name:** A partially visible section at the bottom.

Permission Settings

Workflow Permission settings can be configured.

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

Permission Settings

Usage Range *

Service Account

External Service Settings: GoogleDrive

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

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

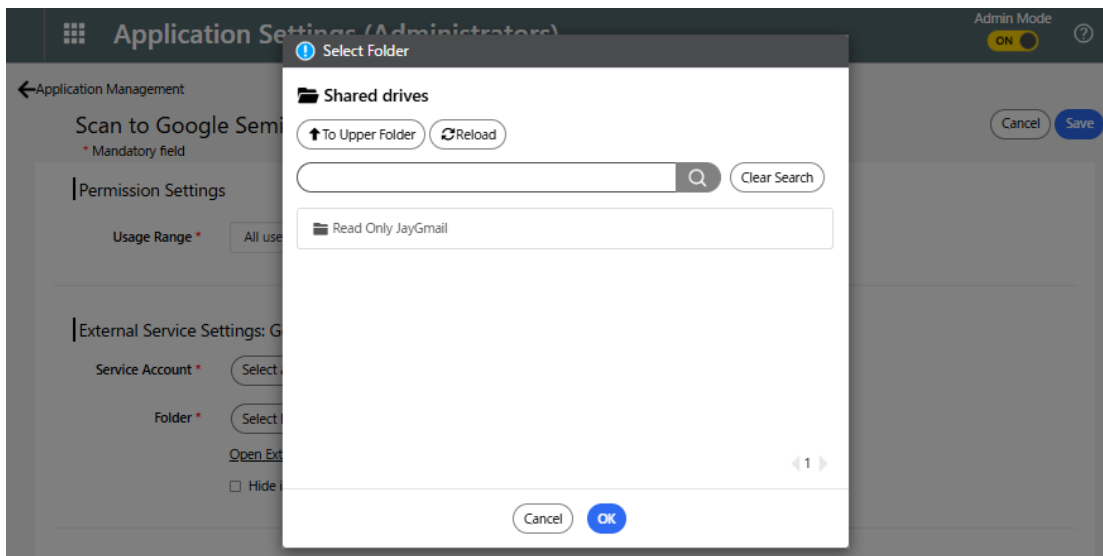
Service Account * Jayasimha Nuggehalli (admin) jay.nuggehalli.ricoh@gmail.com

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 *

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

The screenshot shows a configuration form for 'File Name'. It includes three text input fields: 'File Name', 'Dictionary Label', and 'Dictionary Delimiter'. Below these is an 'Import Dictionary' button and a small preview window showing a table with columns 'Dictionary' and 'Value'. At the bottom, there is 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

The screenshot shows the 'Scan Settings' configuration form within an 'Application Management' window. The title is 'Scan to Google SemiShared' with 'Cancel' and 'Save' buttons. A red asterisk indicates a mandatory field. The settings are grouped under 'Default Scan Settings' and include:

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

39 Scan to Sharefile Shared

Following settings are available in the Admin mode.

Application Settings (Administrators)
Admin Mode ON ?

← Application Management

Cancel
Save

Scan to Sharefile Shared

* Mandatory field

Service Settings

Service ShareFile

Service Account * Select a User Jayasimha Nukkehalli (admin) jay.nukkehalli@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 ▼

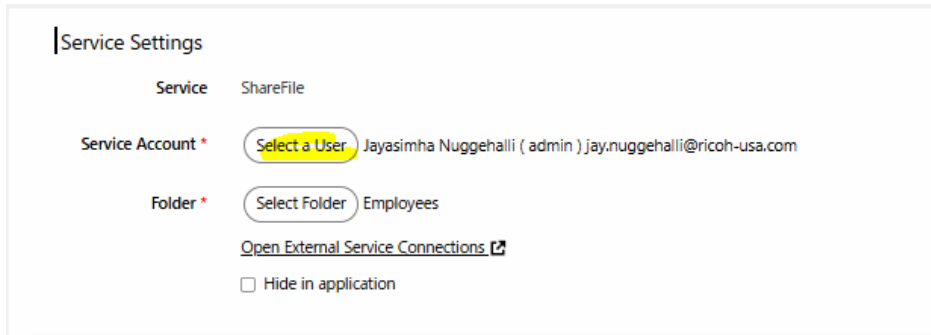
File Name

File Name

Dictionary Label

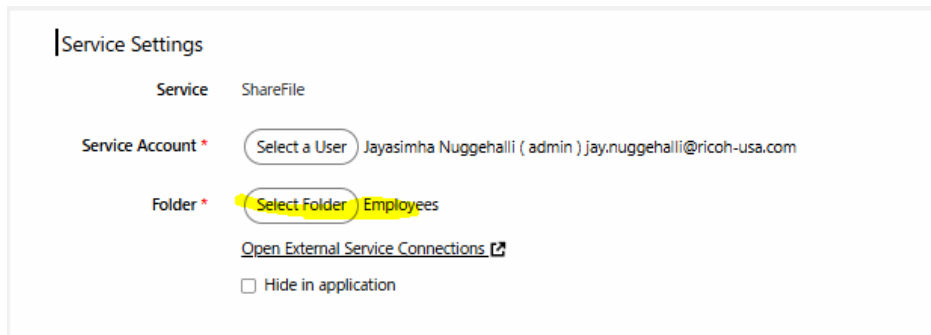
Dictionary Delimiter

Service Account

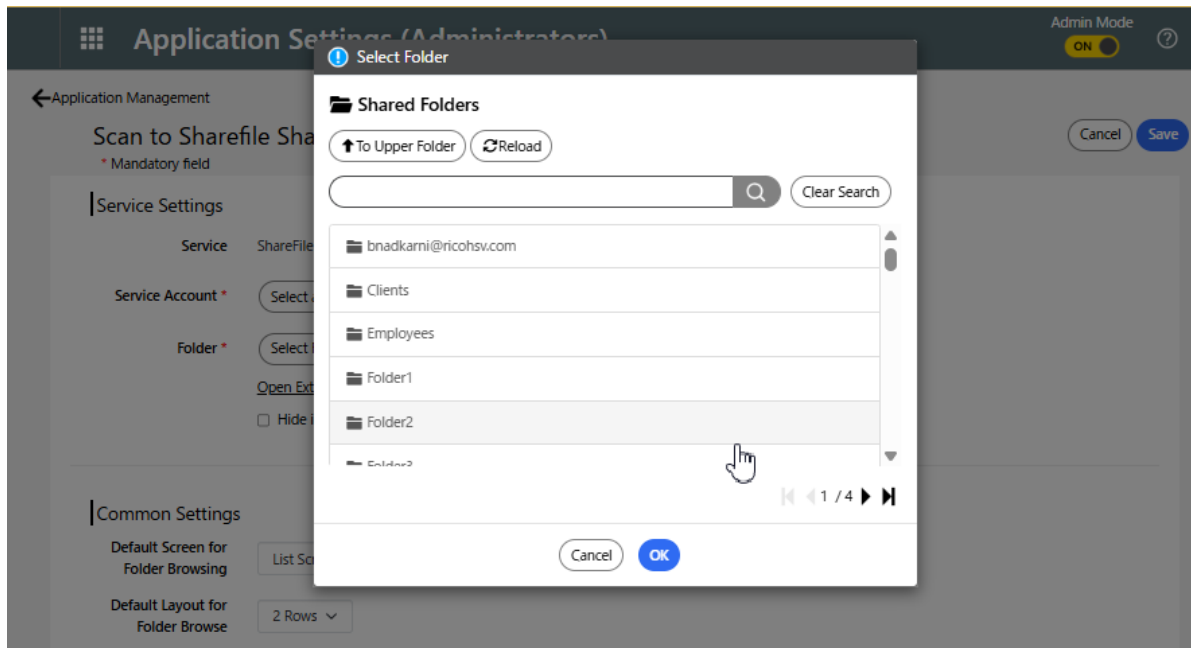


Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder



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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode Do not allow scan color mode change

Original Sides Do not allow original settings change

Document Orientation Do not allow original orientation change

Scan Resolution Do not allow scan resolution change

Document Size Do not allow original size change

Manual Density Do not allow manual density change

Scan Method Do not allow scan method change

Preview

40 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 **OK**

← 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

Dictionary	Label	Value
eFax		14083519200

Dictionary Column Width

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 p.nguyen@incohsv.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

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

41 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.

The screenshot shows the 'Application Settings (Administrators)' interface for 'Scan To Email MS365 Shared'. The interface is in 'Admin Mode' (ON). The settings are organized into several sections:

- Service Settings:**
 - Service: Microsoft 365
 - Service Account *: Select a User Jayasimha Nuggehalli (admin) jay@ricoh-act.com
- Default Parameter Settings:**
 - Email subject: [Text Field]
 - Hide in application
 - Email body: [Text Field]
 - Hide in application
 - File Name Formula *: MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) [Check]
 - OCR: OFF
 - OCR Language: English
 - Remove Blank Page: OFF
- Recipients:**
 - Recipients: [Text Field] +
 - Dictionary Label: [Text Field]
 - Dictionary Delimiter: [Text Field]
 - Import Dictionary: [Button]
 - Dictionary: [Dropdown Menu]
 - Value: [Text Field]

Service Account

This close-up shows the 'Service Settings' section. The 'Service' is set to 'Microsoft 365'. The 'Service Account *' field is highlighted with a yellow box, showing a dropdown menu with 'Select a User' and '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

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

42 Scan to Egnyte Shared

Following settings are available in the Admin mode.

The screenshot shows the 'Application Settings (Administrators)' interface for 'Scan To Egnyte Shared'. The interface is in 'Admin Mode' (ON). The settings are organized into three sections: Service Settings, Common Settings, and Default Parameter Settings.

Service Settings:

- Service: Egnyte
- Service Account * (Mandatory field): Select a User (Jayasimha Nuggehalli (admin) pn-power(Power user))
- Folder * (Mandatory field): Select Folder (SharedSubFolder)
- [Open External Service Connections](#) [?]
- Hide in application

Common Settings:

- Default Screen for Folder Browsing: List Screen (dropdown)
- Default Layout for Folder Browse: 2 Rows (dropdown)

Default Parameter Settings:

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

File Name:

[Text Input Field]

Service Account

Service Settings

- Service: Egnyte
- Service Account * (Mandatory field): **Select a User** (Jayasimha Nuggehalli (admin) pn-power(Power user))
- Folder * (Mandatory field): **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

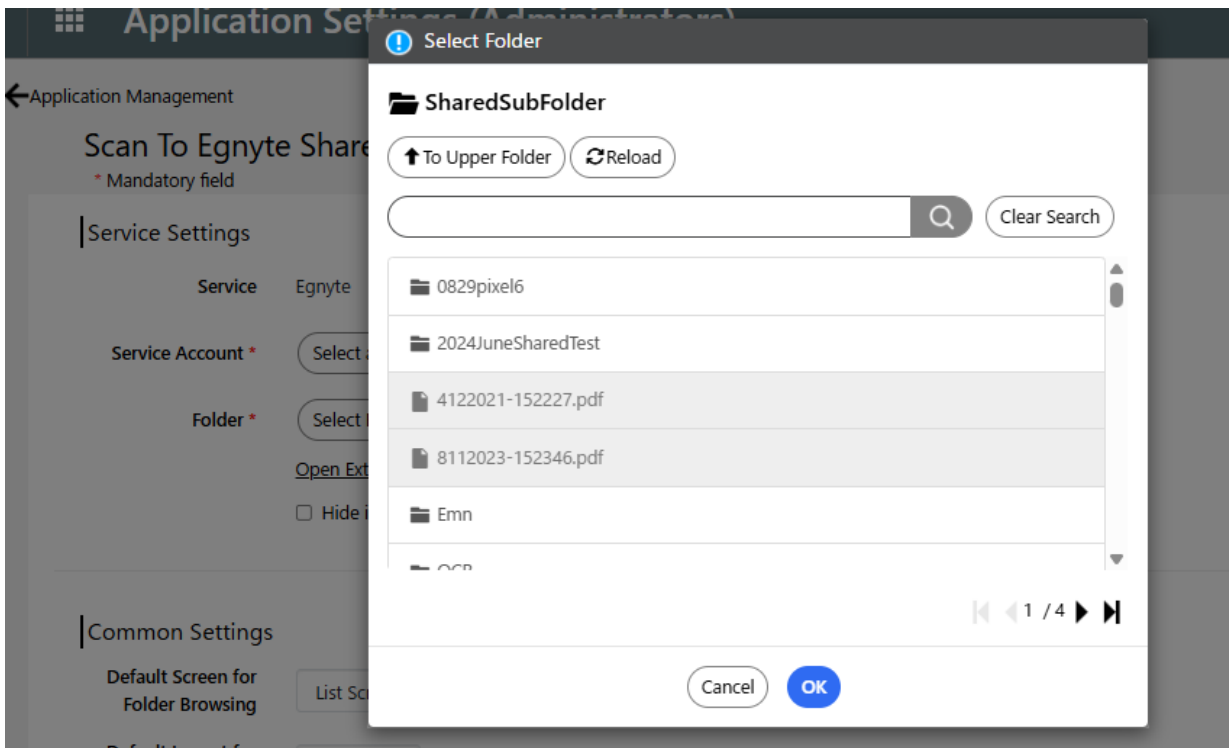
Service Account * Select a User Jayasimha Nuggehalli (admin) pn-power(Power user)

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 *

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

Dictionary
Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

43 Scan to Docuware Shared

Following settings are available in the Admin mode.

RICOH Application Settings (Administrators) Admin Mode ON

← Application Management

Scan To Docuware Shared

* Mandatory field

Service Settings

Service DocuWare

Service Account * Select a User sv1na act (sv1act) takunagumo

Document Trays/File Cabinets * 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

File Name Formula * Check

OCR OFF ▾

OCR Language English ▾

Remove Blank Page OFF ▾

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary ^

Service Account

Service Settings

Service DocuWare

Service Account * Select a User sv1na act (sv1act)

Document Trays/File Cabinets * Select Folder /

[Open External Service Connections](#)

Hide in application

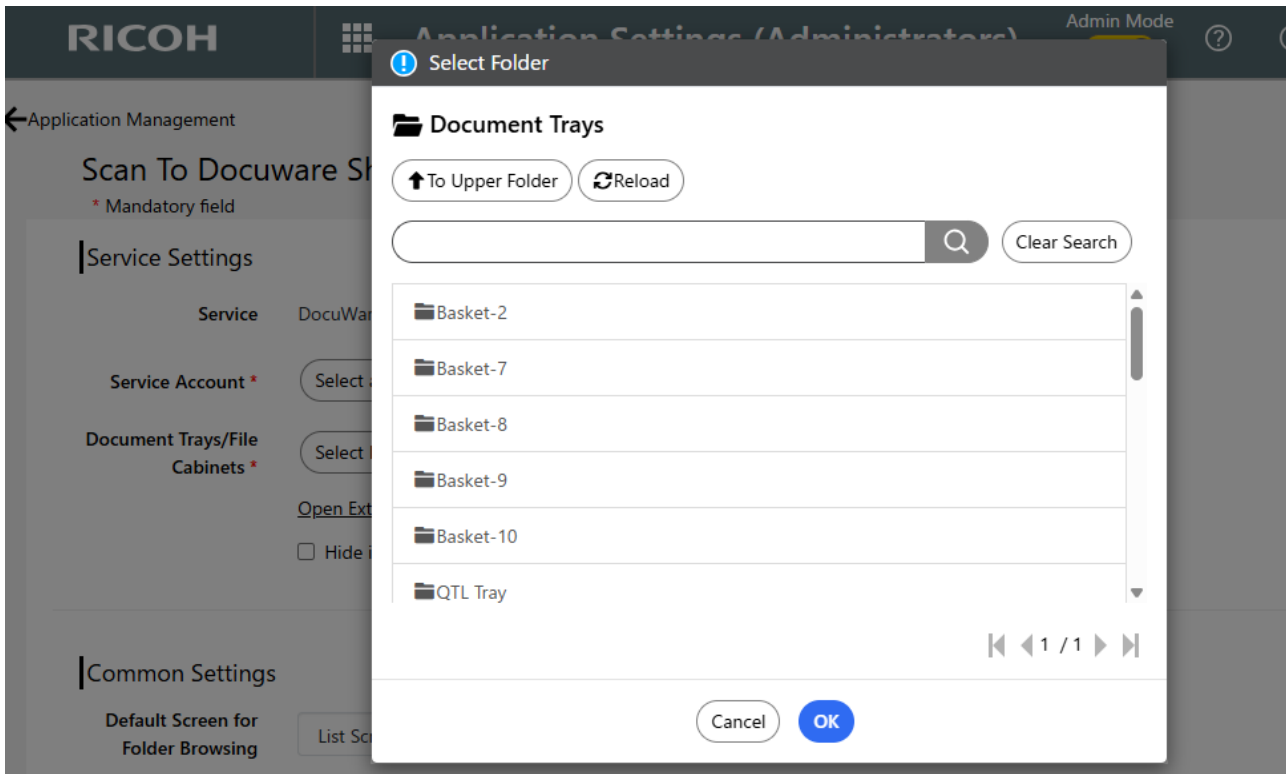
Select an Admin user who has done External Service Connection with Docuware.

Default Folder

Service Settings

Service	DocuWare
Service Account *	Select a User sv1na act (sv1act)
Document Trays/File Cabinets *	Select Folder /
	Open External Service Connections
	<input type="checkbox"/> Hide in application

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 *

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

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

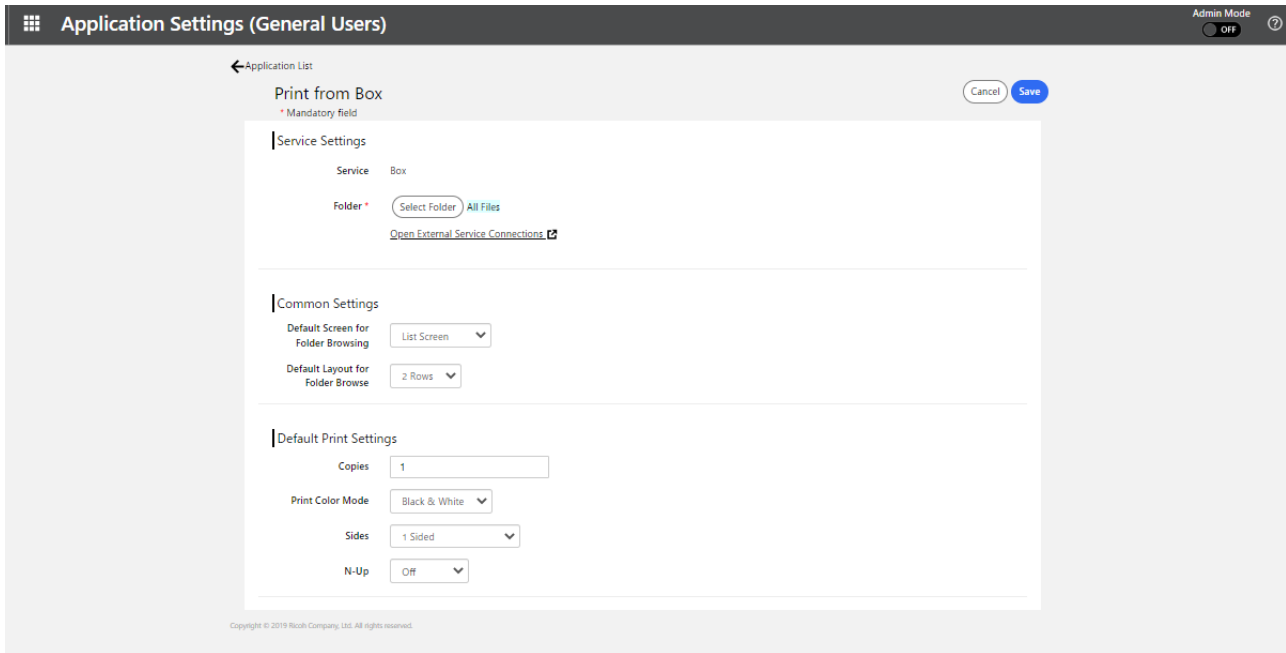
Document Size

Manual Density

Scan Method

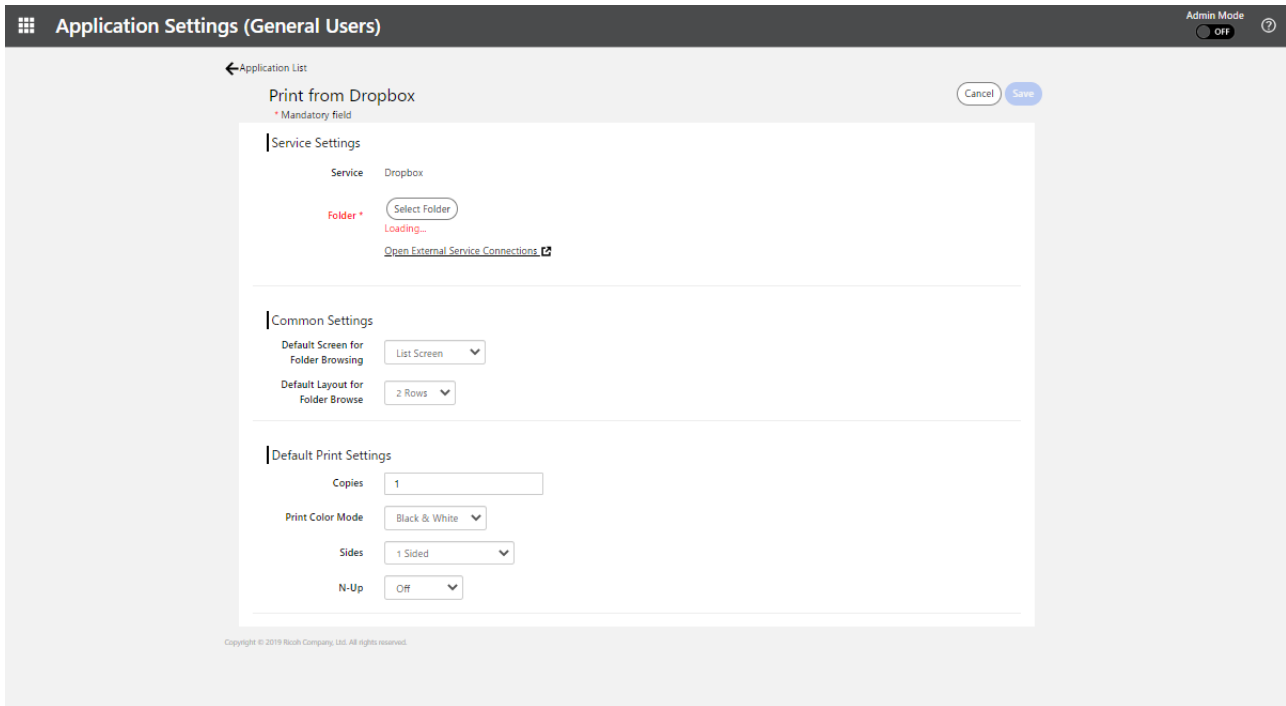
Preview

44 Print from Box



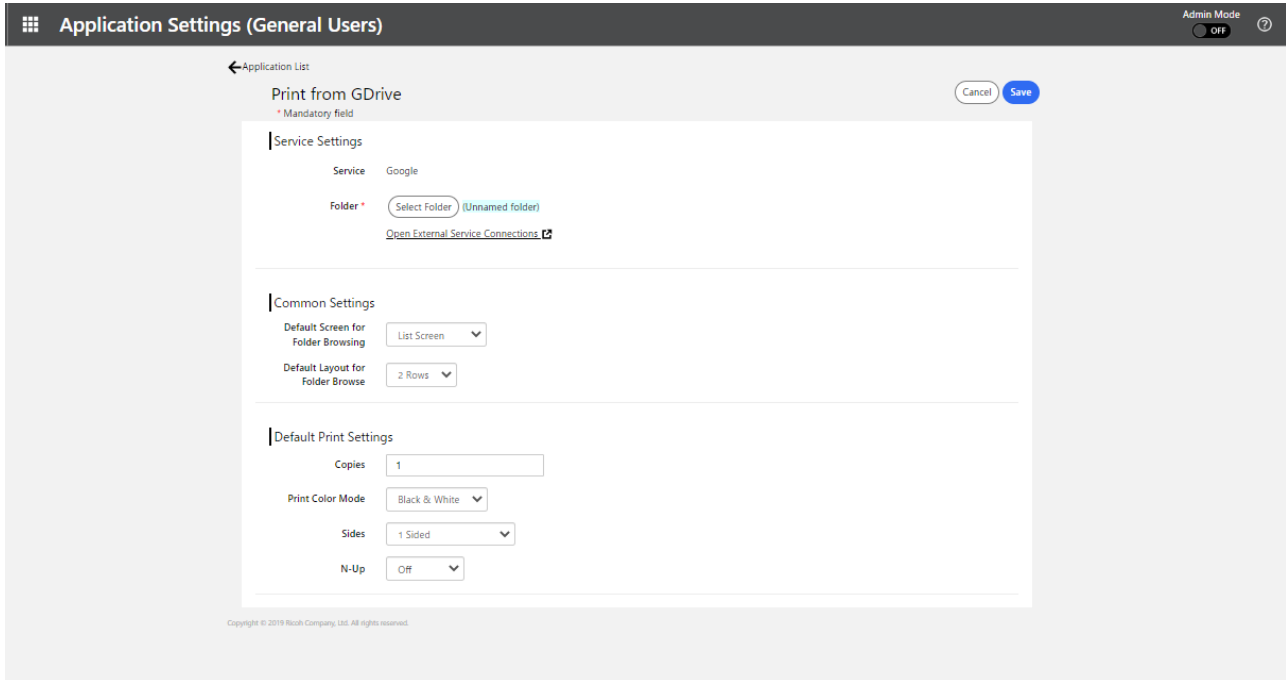
Default Print Settings and Default Folder can be configured.

45 Print from Dropbox



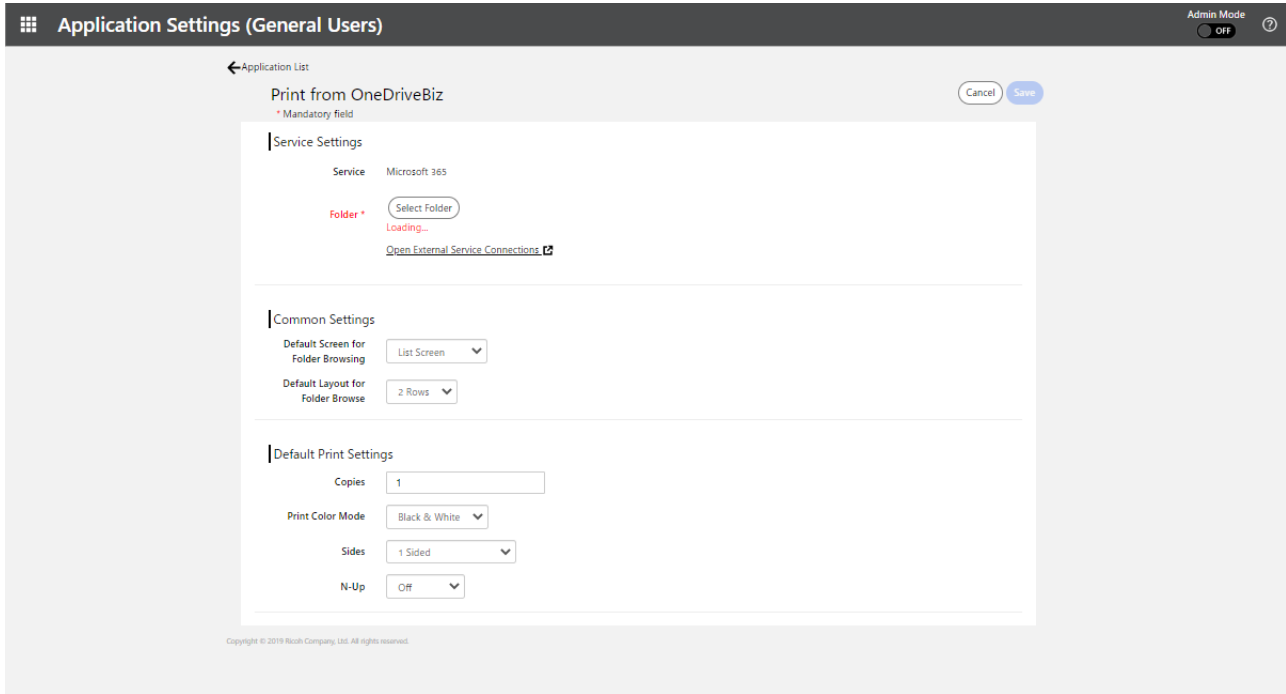
Default Print Settings and Default Folder can be configured.

46 Print from GDrive



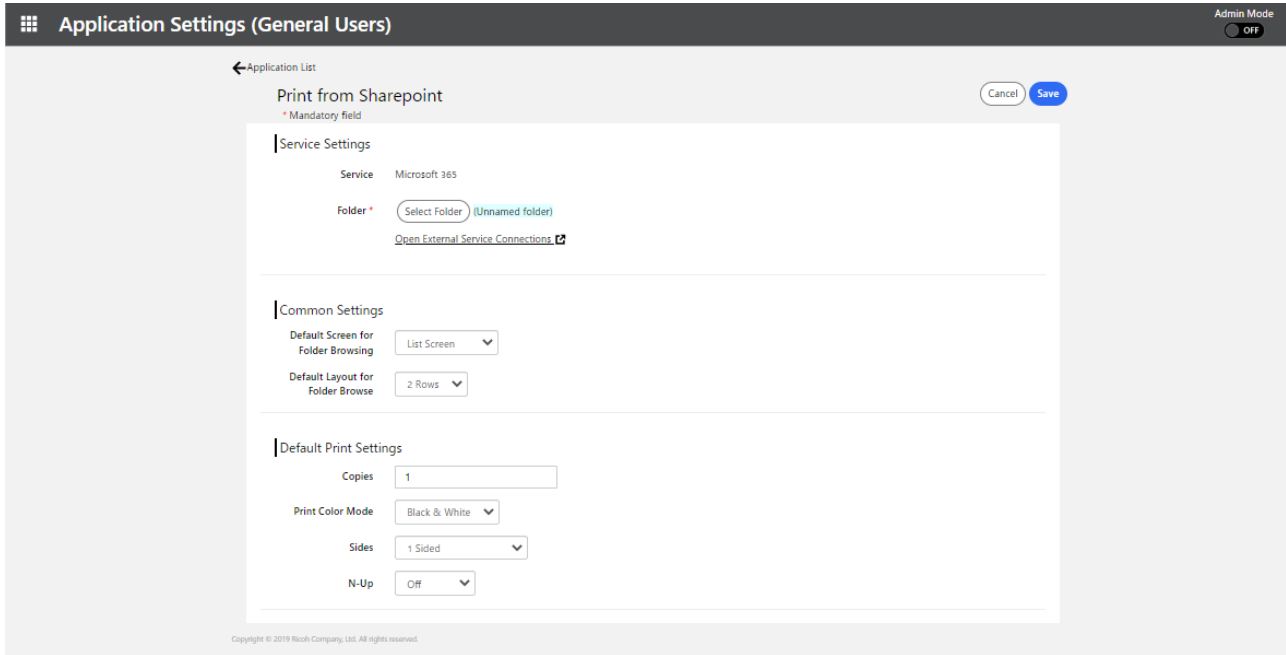
Default Print Settings and Default Folder can be configured.

47 Print from OneDrive for Business



Default Print Settings and Default Folder can be configured.

48 Print from SharePoint



Default Print Settings and Default Folder can be configured.

49 Print from DocuWare

← Application List

Print from DocuWare

Cancel Save

* Mandatory field

Service Settings

Service DocuWare

Base Point Folder * /

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing ▼

Default Layout for Folder Browse ▼

Default Print Settings

Copies

Print Color Mode ▼

Sides ▼

N-Up ▼

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

50 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

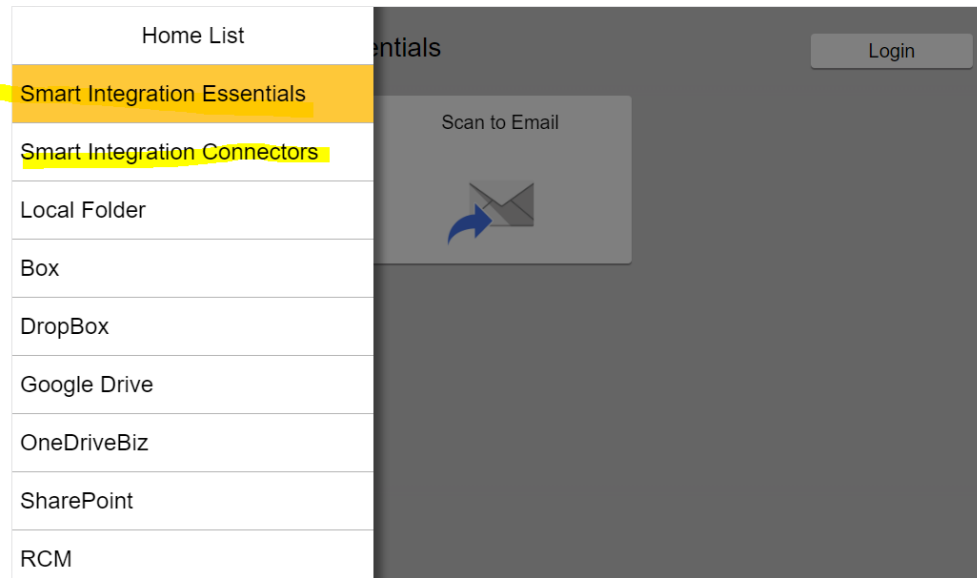
The screenshot shows the login interface for Ricoh Smart Integration. At the top left, there is a back arrow icon and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Tenant ID". The form consists of three input fields: "Tenant ID", "User ID", and "Password".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

Option 2: Login with Email Address

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

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.

51 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

← Scan to Box Dealer Package Logout Job log

* Mandatory field.

Folder * All Files ...

Sub Folder |

OCR * OFF ...

OCR Language * English ...

File Name |

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

52 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 screen. At the top, there are navigation elements: a back arrow, the title 'Scan to Dropbox', and links for 'Dealer Package', 'Logout', and 'Job log'. The main settings area includes:

- Folder**: A mandatory field (indicated by a red asterisk) containing the value '/'. A dropdown menu icon is visible on the right.
- Sub Folder**: An empty text input field.
- OCR**: A mandatory field containing the value 'OFF'. A dropdown menu icon is visible on the right.
- OCR Language**: A mandatory field containing the value 'English'. A dropdown menu icon is visible on the right.
- File Name**: A partially visible text input field.

On the right side, a 'Scan Settings' panel is open, showing:

- Auto Color**: A color calibration icon.
- 1 Sided**: A checkbox that is unchecked.
- Readable**: A checkbox that is checked, with a blue 'R' icon.
- 300 dpi**: A resolution setting.
- Scan Settings**: A button to toggle the settings panel.
- Start**: A large green circular button to initiate the scan.

53 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 navigation bar with a back arrow, the title 'Scan to Google', and buttons for 'Dealer Package', 'Logout', and 'Job log'. Below the navigation bar, there are several input fields for settings:

- Folder**: A mandatory field (indicated by a red asterisk) with the value '(Unnamed folder)' and a dropdown arrow.
- Sub Folder**: An optional field.
- OCR**: A mandatory field (indicated by a red asterisk) with the value 'OFF' and a dropdown arrow.
- OCR Language**: A mandatory field (indicated by a red asterisk) with the value 'English' and a dropdown arrow.
- File Name**: An optional field.

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

- Auto Colo... (with a color calibration icon)
- 1 Sided (with a document icon)
- Readable ... (with a document icon and a red 'R' in a box)
- 300 dpi

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

54 Scan to OneDrive

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to OneDrive' configuration screen. 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 text input field and a dropdown menu icon (three dots). The settings are: 'Folder' (with a red asterisk and the value 'Files'), 'Sub Folder' (empty), 'OCR' (with a red asterisk and the value 'OFF'), 'OCR Language' (with a red asterisk and the value 'English'), and 'File Name' (empty). To the right of the settings is a 'Scan Settings' panel containing options for 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a page icon), 'Readable ...' (with a blue 'R' icon), and '300 dpi'. Below the 'Scan Settings' panel is a large green circular button labeled 'Start'.

55 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

The screenshot displays the 'Scan to OneDrive for Business Dealer Package' interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to OneDrive for Business Dealer Package', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there is a form with several input fields. The 'Folder' field is marked as a mandatory field and contains the text 'Files'. The 'Sub Folder' field is empty. The 'OCR' field is marked as a mandatory field and contains the text 'OFF'. The 'OCR Language' field is marked as a mandatory field and contains the text 'English'. The 'File Name' field is partially visible and empty. On the right side of the form, there is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. Below the 'Scan Settings' panel is a large green circular button labeled 'Start'.

56 Scan to SharePoint

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows the 'Scan to Sharepoint' configuration interface. 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'. Below this, there are several input fields for configuration:

- Folder:** A mandatory field (indicated by a red asterisk) containing '(Unnamed folder)'. It has a dropdown arrow on the right.
- Sub Folder:** An empty text input field.
- OCR:** A mandatory field (indicated by a red asterisk) containing 'OFF'. It has a dropdown arrow on the right.
- OCR Language:** A mandatory field (indicated by a red asterisk) containing 'English'. It has a dropdown arrow on the right.
- File Name:** An empty text input field.

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

- Auto Colo... (with a color calibration icon)
- 1 Sided (with a document icon)
- Readable ... (with a document icon and a red 'R' in a box)
- 300 dpi
- Scan Settings (button)

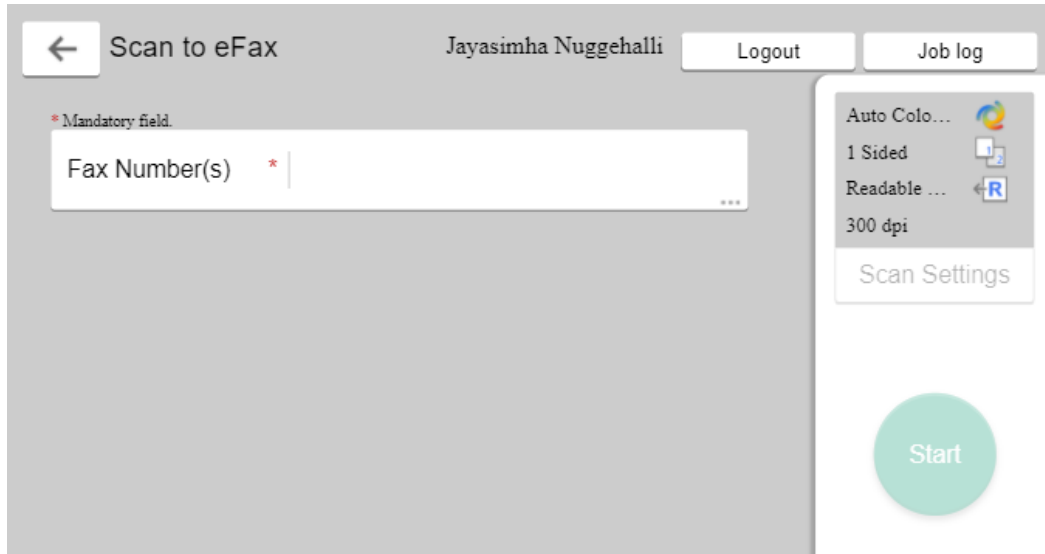
Below the 'Scan Settings' panel is a large green circular button labeled 'Start'.

57 Scan to eFax

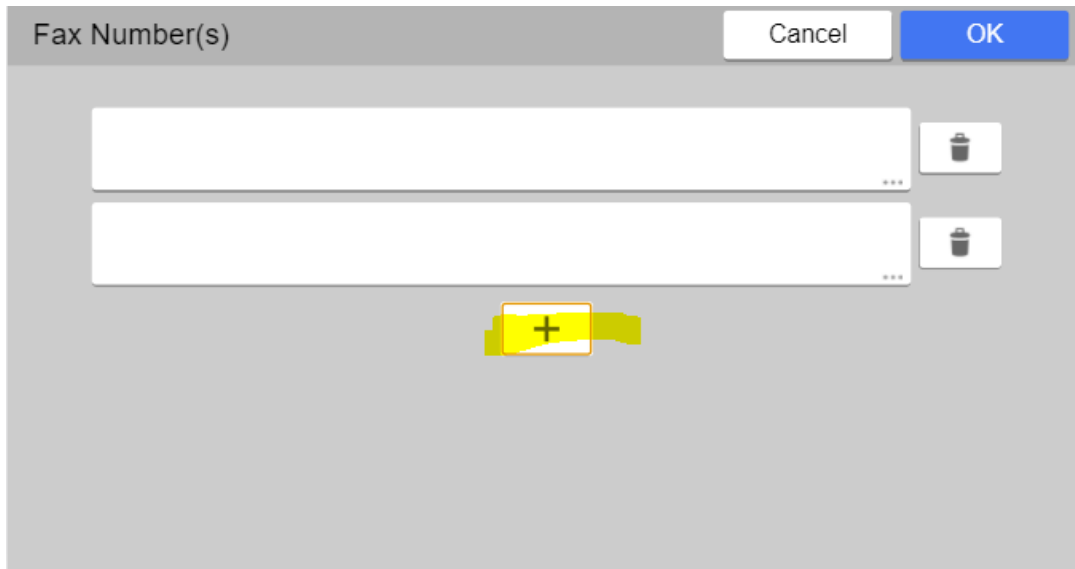
Following settings are available:

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.

58 Scan to eGoldFax

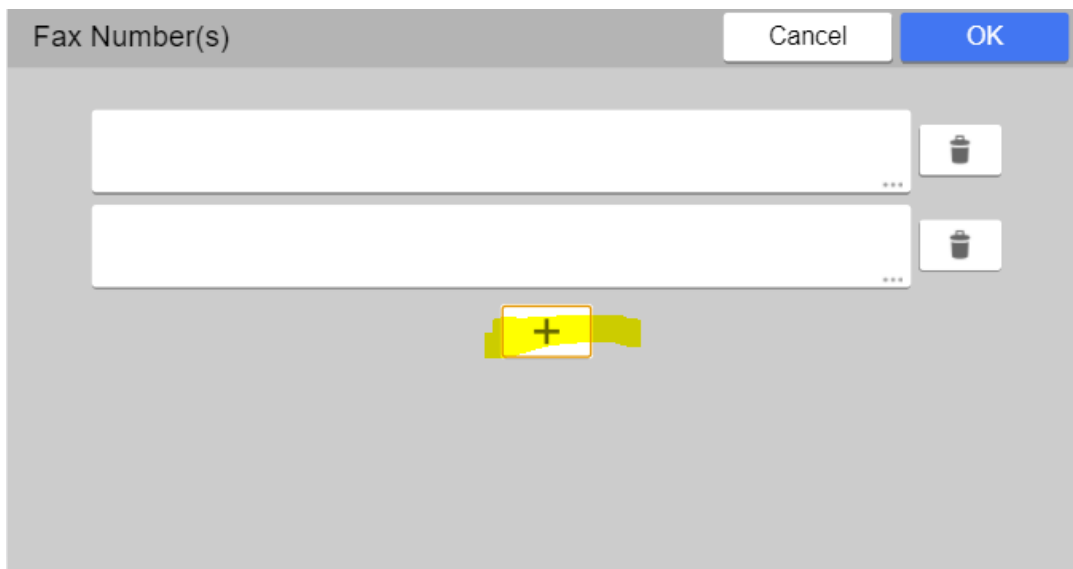
Following settings are available:

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

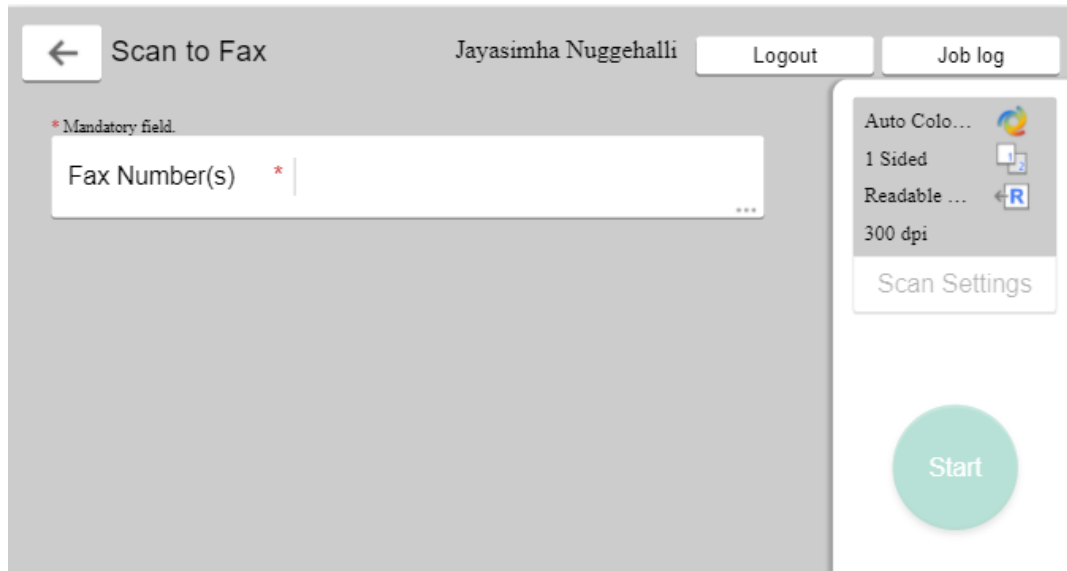
User Can select a label from dictionary or enter number.

59 Scan to Fax

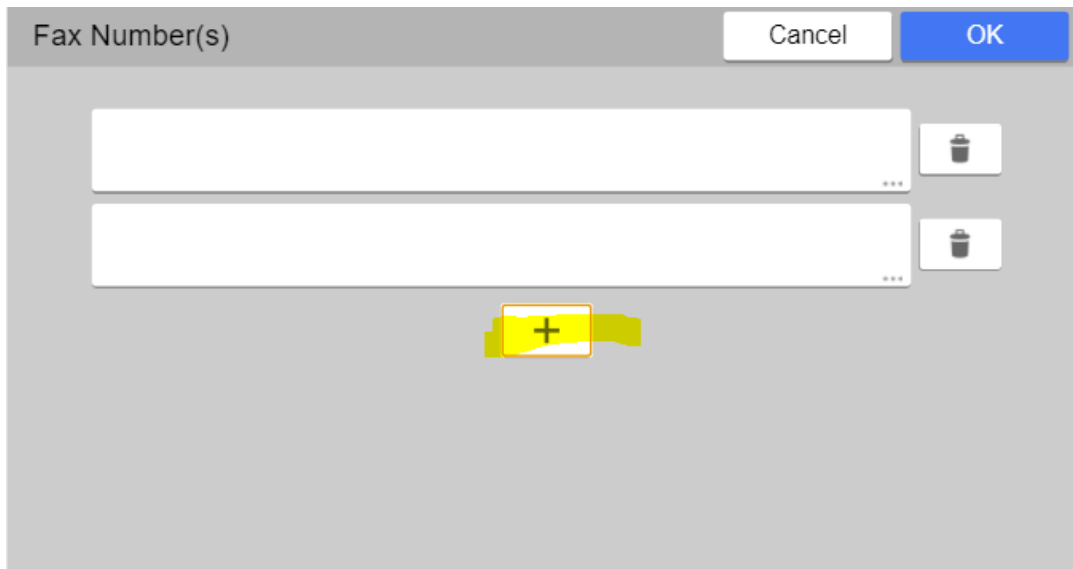
Following settings are available:

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.

60 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.

61 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 screen. At the top, there is a navigation bar with a back arrow, the title 'Scan to Sharefile', and buttons for 'Dealer Package', 'Logout', and 'Job log'. Below the navigation bar, there are several input fields for configuration:

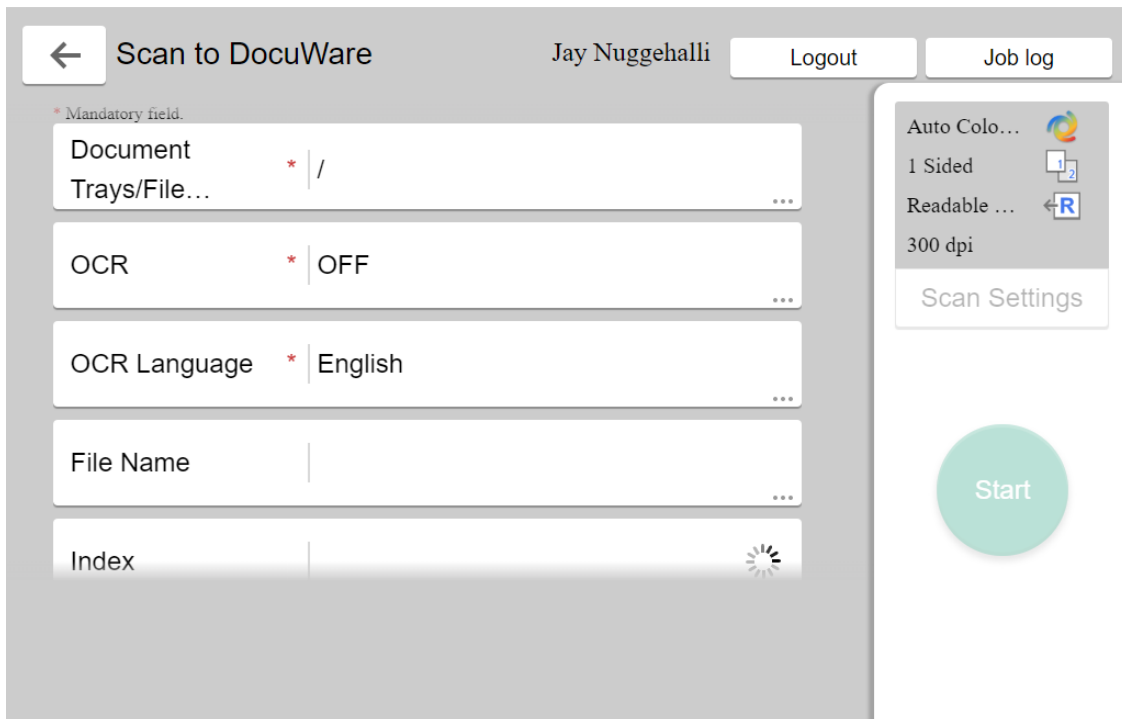
- Folder:** A mandatory field (indicated by a red asterisk) that is currently empty. It has a loading spinner icon and a three-dot menu.
- Sub Folder:** An optional field that is currently empty.
- OCR:** A mandatory field (red asterisk) with the value 'OFF' selected. It has a three-dot menu.
- OCR Language:** A mandatory field (red asterisk) with the value 'English' selected. It has a three-dot menu.
- File Name:** A field that is partially visible and currently empty.

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

- Auto Colo... (with a color calibration icon)
- 1 Sided (with a double-page icon)
- Readable ... (with a document icon and a red 'R' in a box)
- 300 dpi
- Scan Settings (button)
- Start (large green circular button)

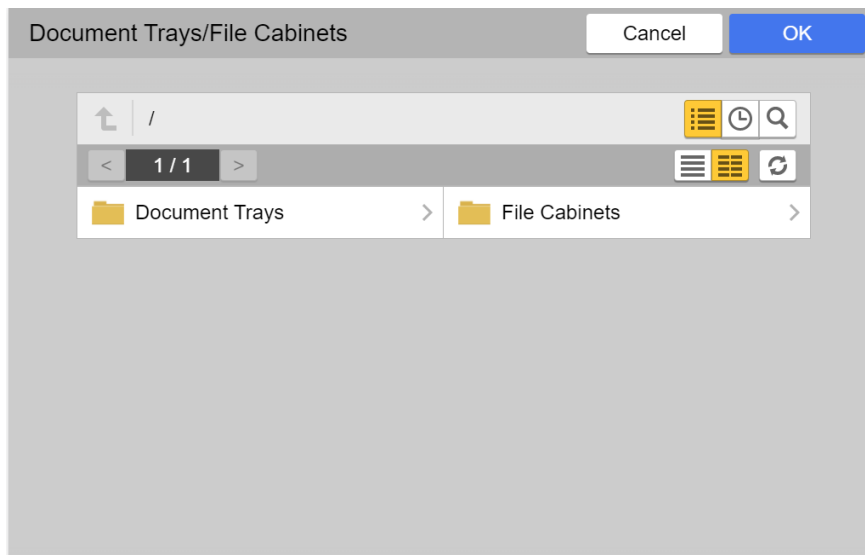
62 Scan to DocuWare

Following settings are available:

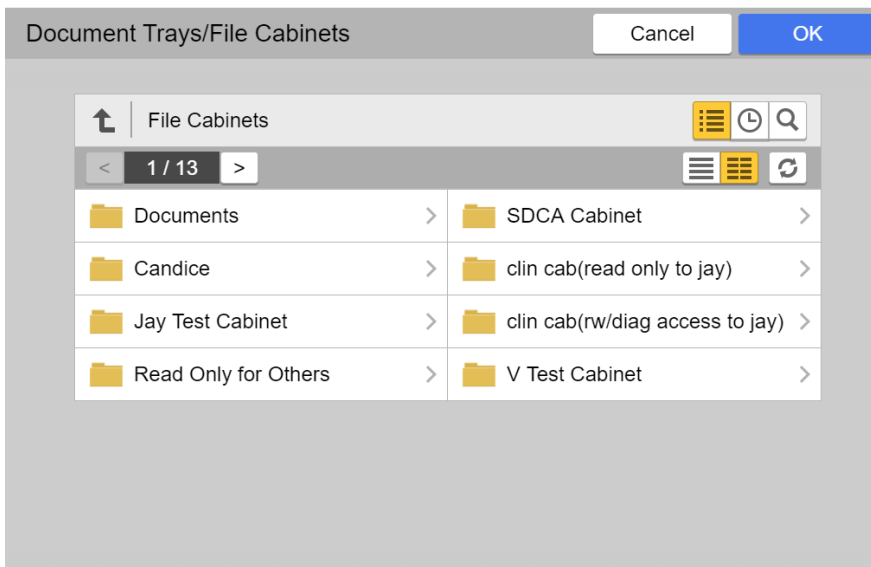
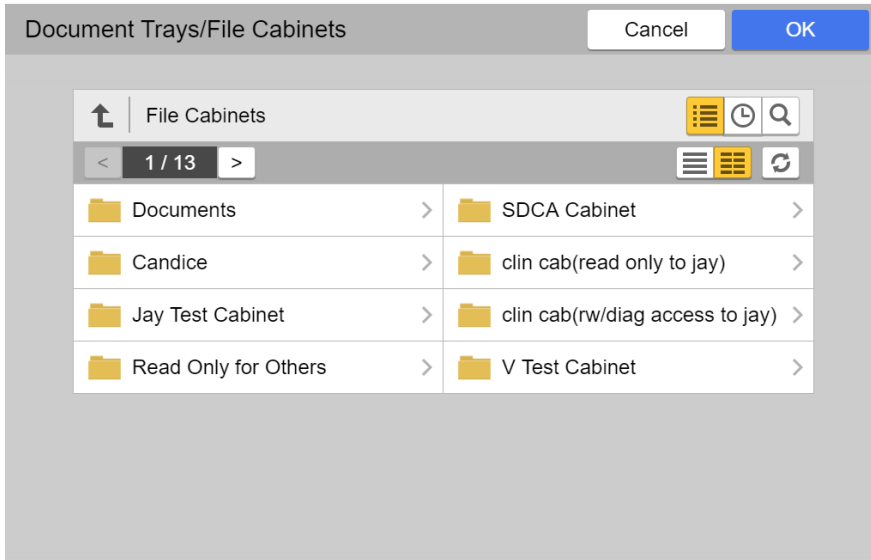


A. Document Tray/File Cabinet

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

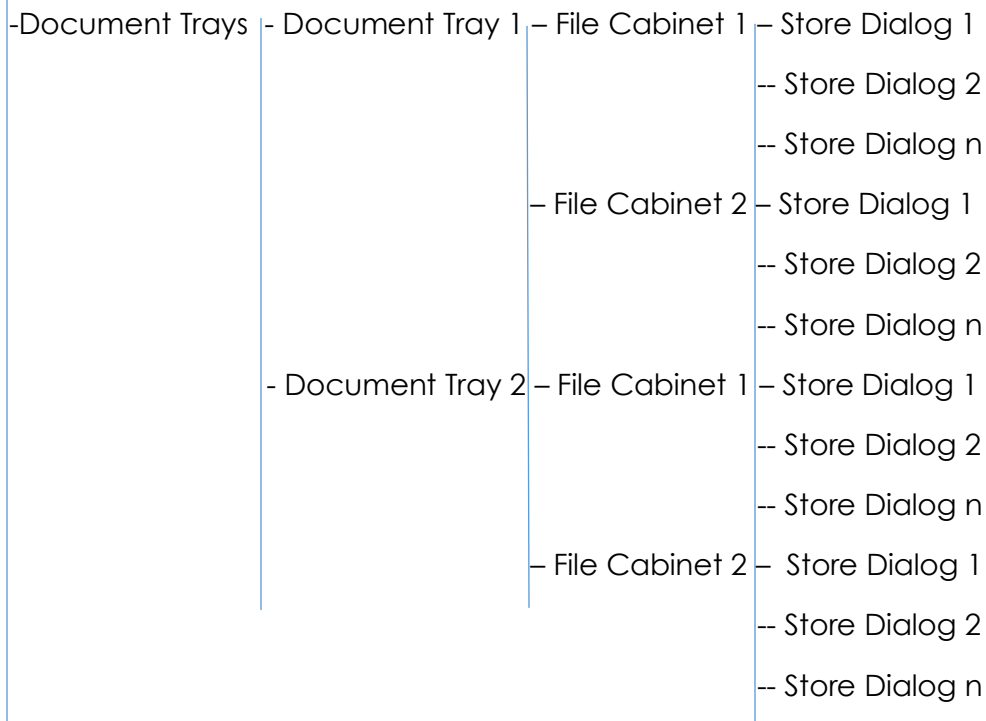


At root level 'Document Trays' and 'File Cabinets' are displayed. These are virtual folders and not selectable. Touch on 'Document Tray' or 'File Cabinets' to list Tray or Cabinets respectively.



Here is the Hierarchy of Document Tray/File Cabinets

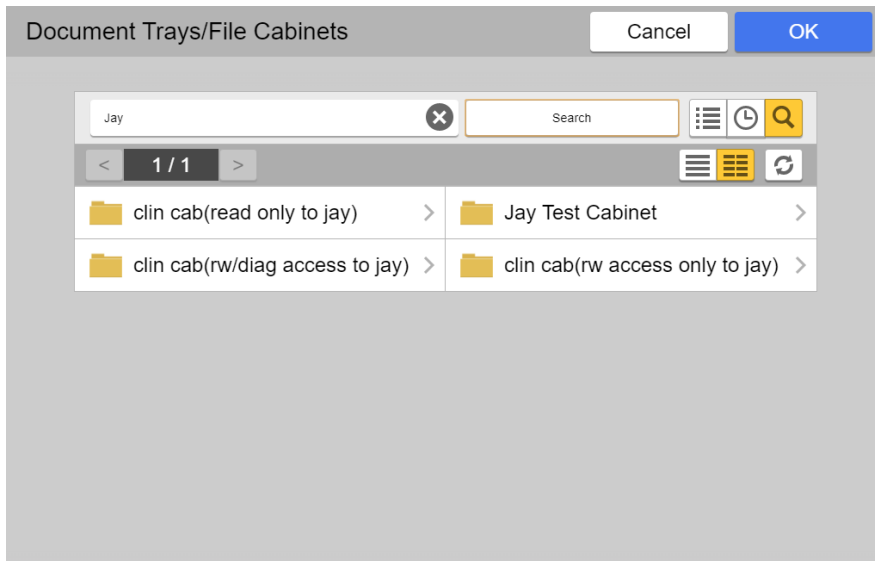
/



- File Cabinets
 - File Cabinet 1
 - File Cabinet 2
 - File Cabinet n

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.

The screenshot shows a dialog box titled "Index" with an "OK" button in the top right corner. Below the title bar, there is a red asterisk and the text "Mandatory field." followed by a list of fields:

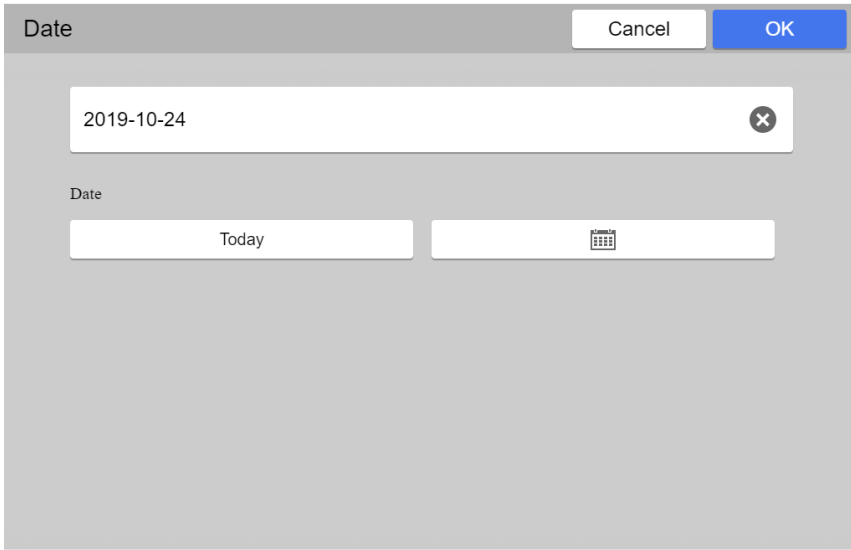
- Document Type: A dropdown menu with "Contract" selected and a red asterisk to its left. A "..." button is visible to the right of the field.
- Company: An empty text input field.
- Contact: An empty text input field.
- Subject: An empty text input field.
- Date: A date picker field showing "2019-10-24" and a "..." button to its right.
- Amount: An empty text input field.

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

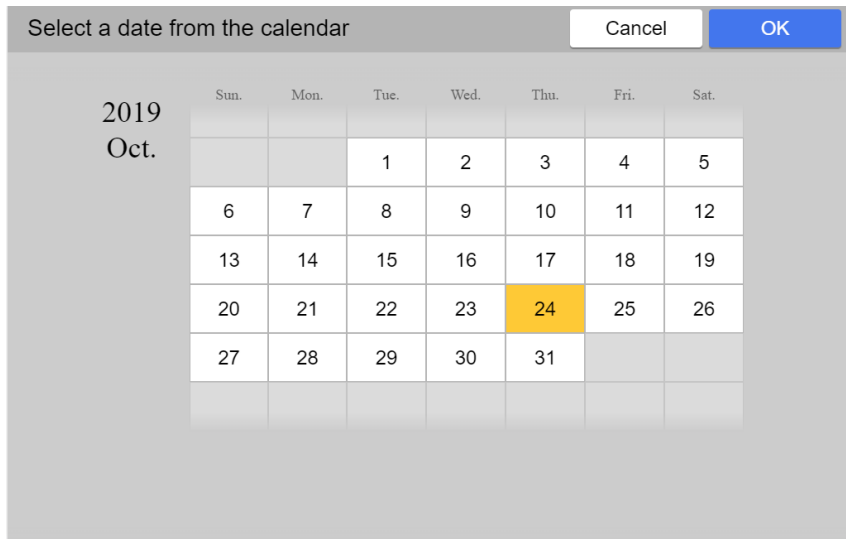
The screenshot shows a dialog box titled "Document Type" with "Cancel" and "OK" buttons in the top right corner. Below the title bar, there is an empty text input field. Below that, the text "Index Values" is displayed above a list of index values:

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

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



Touch on Calendar button to select date



Sample Date Field

63 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 navigation bar with a back arrow, the title 'Scan to Egnyte', and buttons for 'Dealer Package', 'Logout', and 'Job log'. Below the navigation bar, a list of settings is shown, each with a mandatory field indicator (*):

- Folder:** (Unnamed folder) ...
- Sub Folder:** |
- OCR:** * OFF ...
- OCR Language:** * English ...
- File Name:** |

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

- Auto Colo... (with a color calibration icon)
- 1 Sided (with a double-page icon)
- Readable ... (with a document icon and a red 'R' in a blue box)
- 300 dpi

At the bottom of the right panel, there is a large green circular button labeled 'Start'.

64 Scan to WestFax

Following settings are available:

A. Fax Number

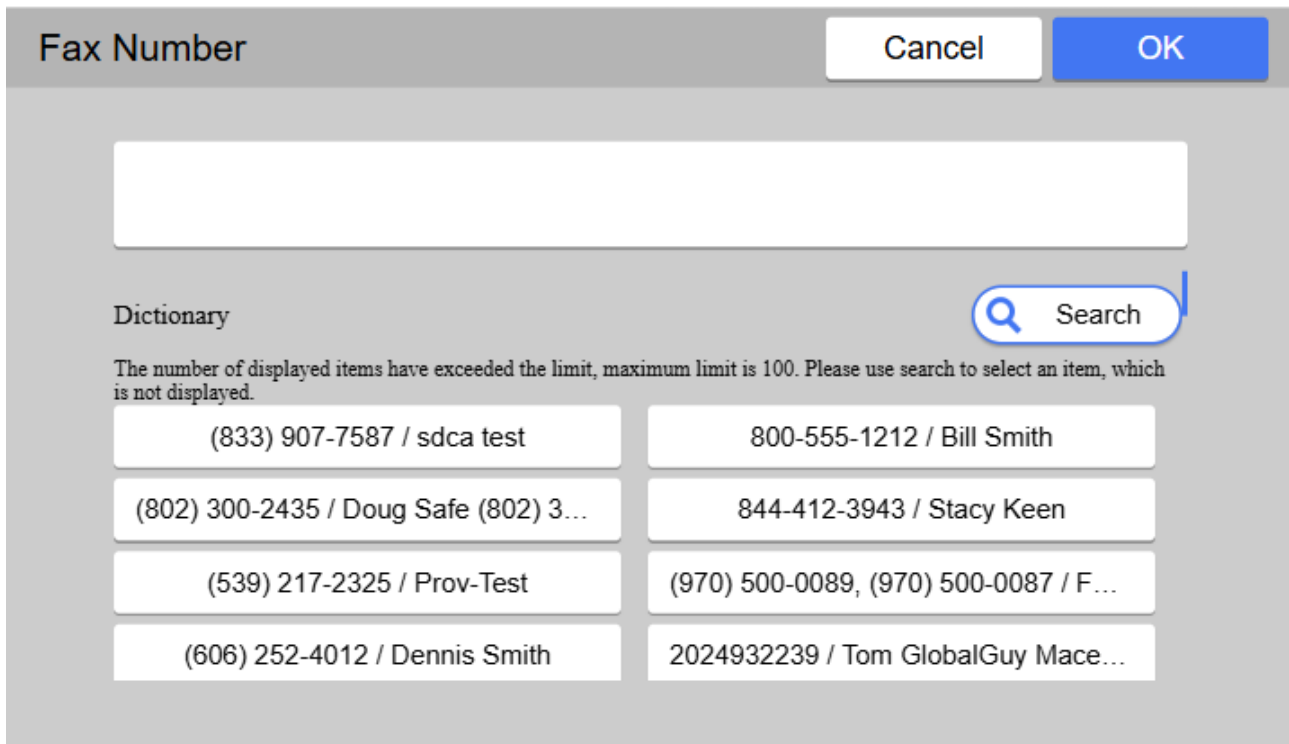
The screenshot shows the 'Scan to WestFax' application interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to WestFax', the user 'sv1na act', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there is a form with several input fields: 'Fax Number' (with a red asterisk indicating it is mandatory), 'Subject', 'Header', 'Billing Code', and 'File Name'. To the right of the form, there is a 'Scan Settings' panel with options: 'Auto Colo...', '1 Sided', 'Unreadabl...', and '300 dpi'. A large green circular 'Start' button is positioned below the settings panel.

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

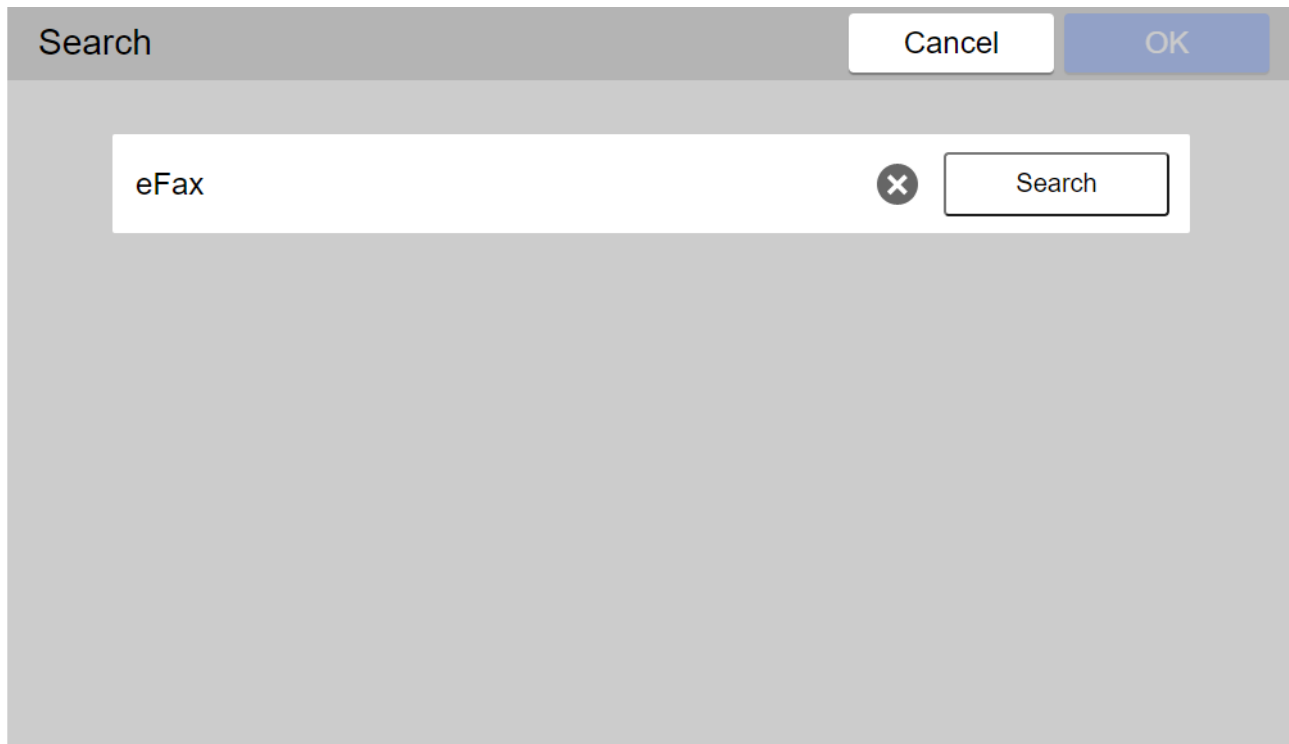
The screenshot shows a dialog box titled 'Fax Number'. At the top right, there are 'Cancel' and 'OK' buttons. The main area contains a large white text input field with a trash icon to its right. Below the input field, there is a plus sign button (+) centered on the screen.

'+' 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 WestFax Server.





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




Fax Number Cancel OK

(408) 351-9200 


(833) 907-7587 



Screen showing two fax number entries.

← Scan to WestFax sv1na act Logout Job log 

* Mandatory field.


Fax Number * (408) 351-9200, (833) 907-7587 


Subject |


Header |

Billing Code |

File Name |

Auto Colo... 

1 Sided 

Unreadabl... 

300 dpi

Scan Settings

Start

B. Subject

Subject for Fax

The screenshot shows the 'Scan to WestFax' application interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to WestFax', the user 'svlna act', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there is a form with several input fields. The 'Fax Number' field is filled with '(408) 351-9200, (833) 907-7587' and has a red asterisk indicating it is a mandatory field. The 'Subject' field is filled with 'This is a test Subject'. To the right of the form, there is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Unreadabl...', and '300 dpi'. A large green circular 'Start' button is located at the bottom right of the interface.

C. Header

Fax Header

The screenshot shows the 'Scan to WestFax' application interface, similar to the previous one. The 'Subject' field is still filled with 'This is a test Subject'. The 'Header' field is now filled with 'Test Header'. The 'Scan Settings' panel and the 'Start' button remain the same.

D. Billing Code

Billing Code

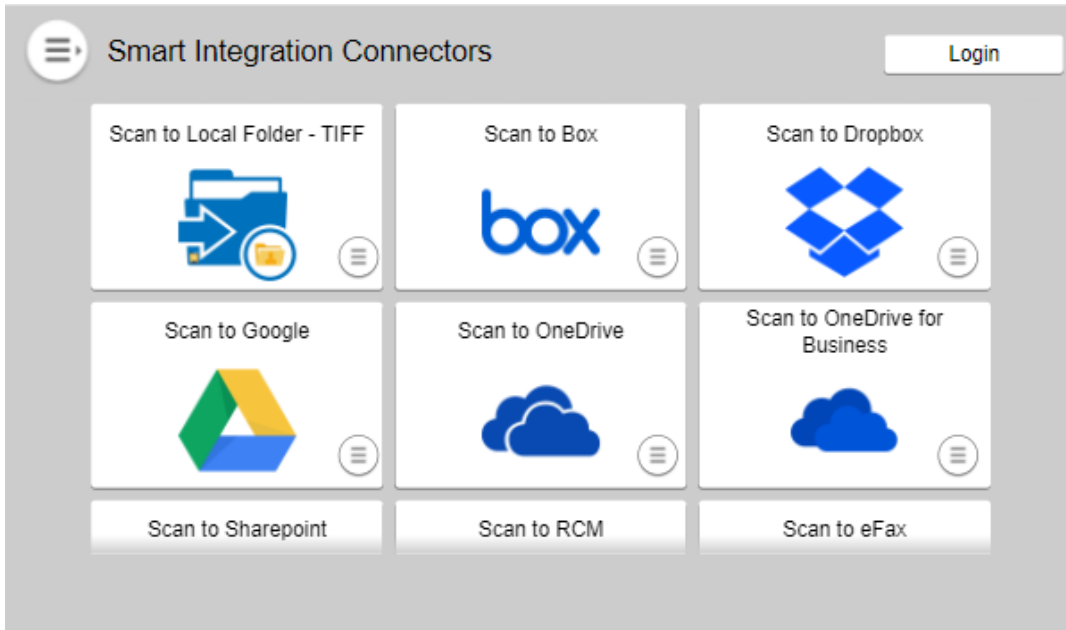
The screenshot shows the 'Scan to WestFax' application interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to WestFax', the user 'svlna act', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there is a list of input fields: 'Fax Number' (with a red asterisk and a note '* Mandatory field.'), 'Subject', 'Header', 'Billing Code', and 'File Name'. The 'Billing Code' field is currently filled with the text '12345'. To the right of the input fields is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Unreadabl...', and '300 dpi'. At the bottom right of the interface is a large green circular button labeled 'Start'.

E. File Name

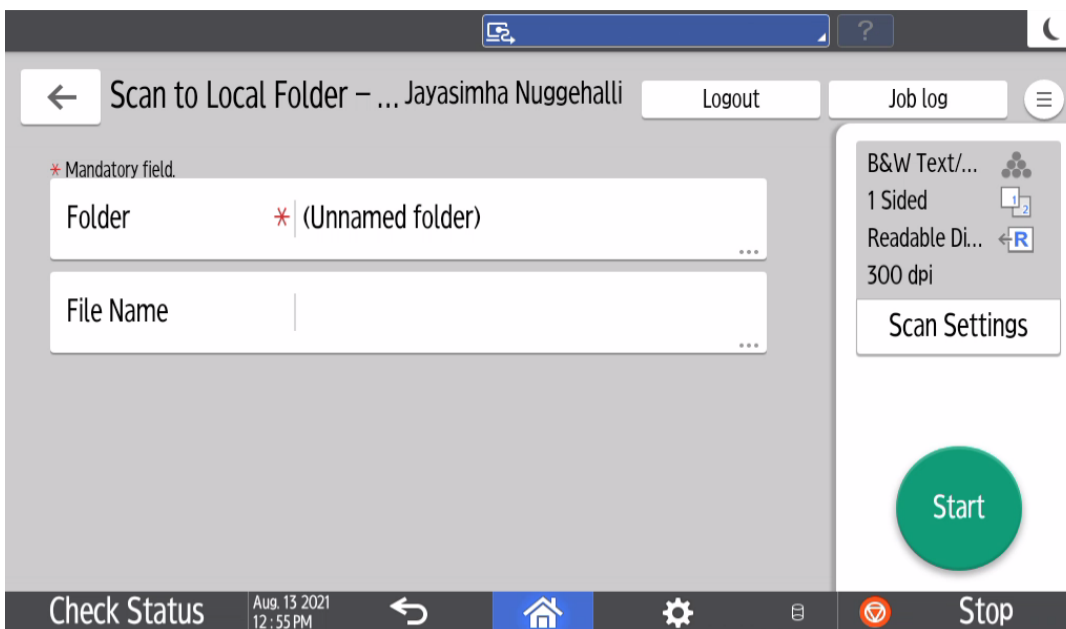
File Name can be entered here

This screenshot is similar to the one above, showing the 'Scan to WestFax' interface. In this view, the 'File Name' field at the bottom of the input list is filled with the text 'test'. All other fields and settings remain the same as in the previous screenshot.

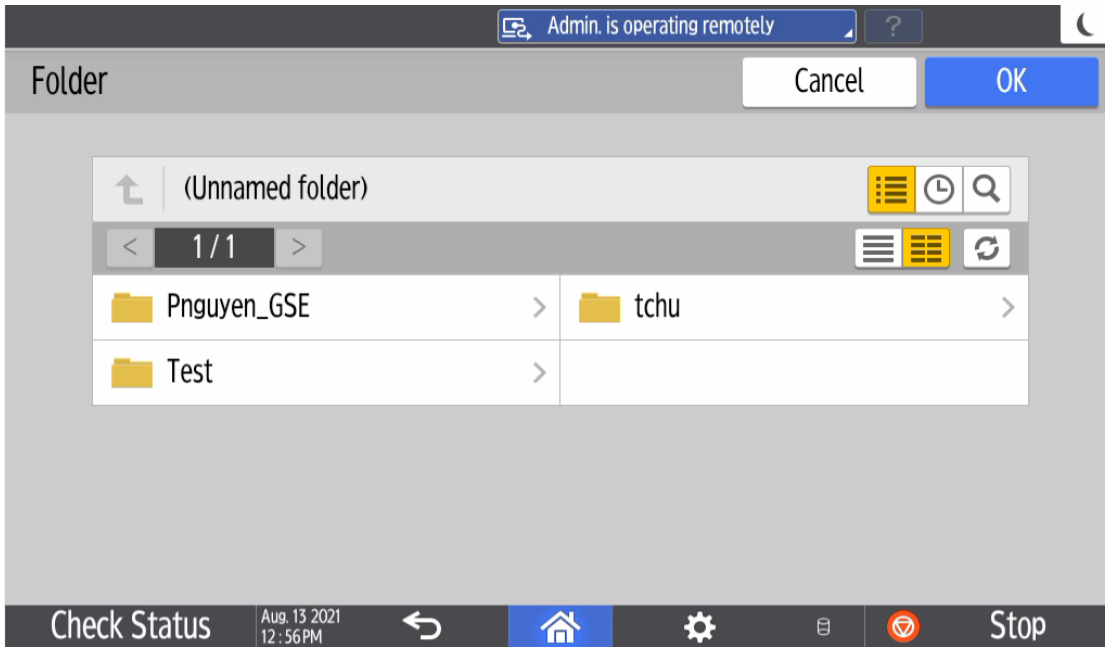
65 Scan to Local Folder - TIFF



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

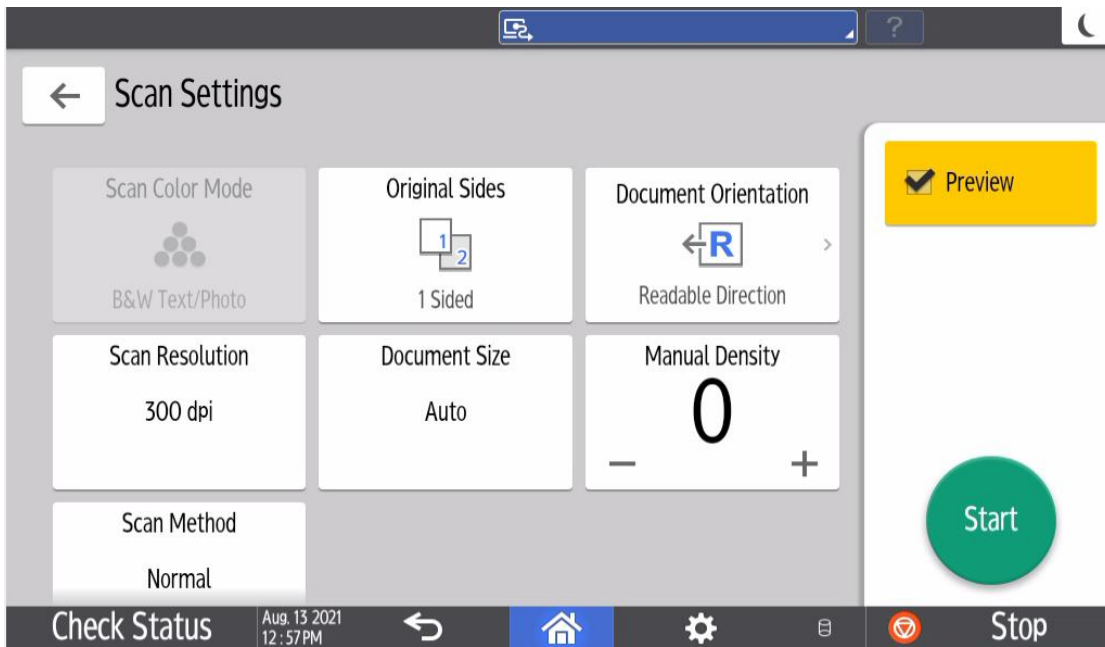


Click on folder to browse and select Folder



Click on 'Scan Settings' to change Scan Settings

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

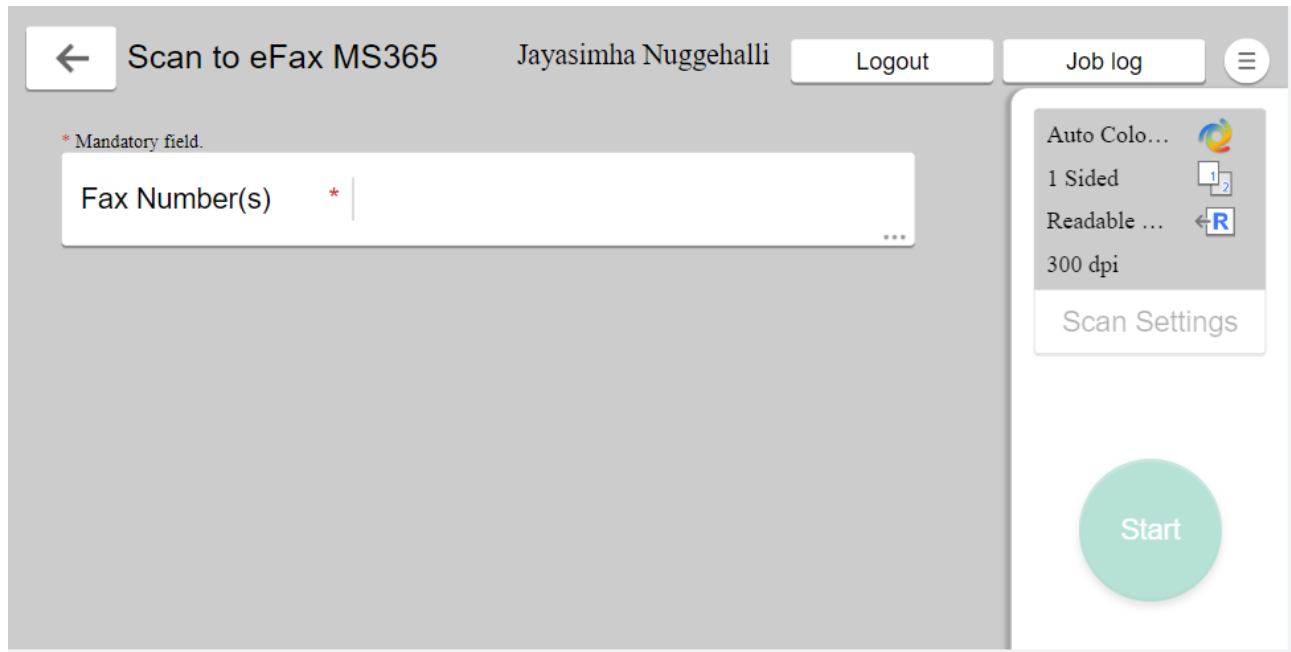


66 Scan to eFax MS365

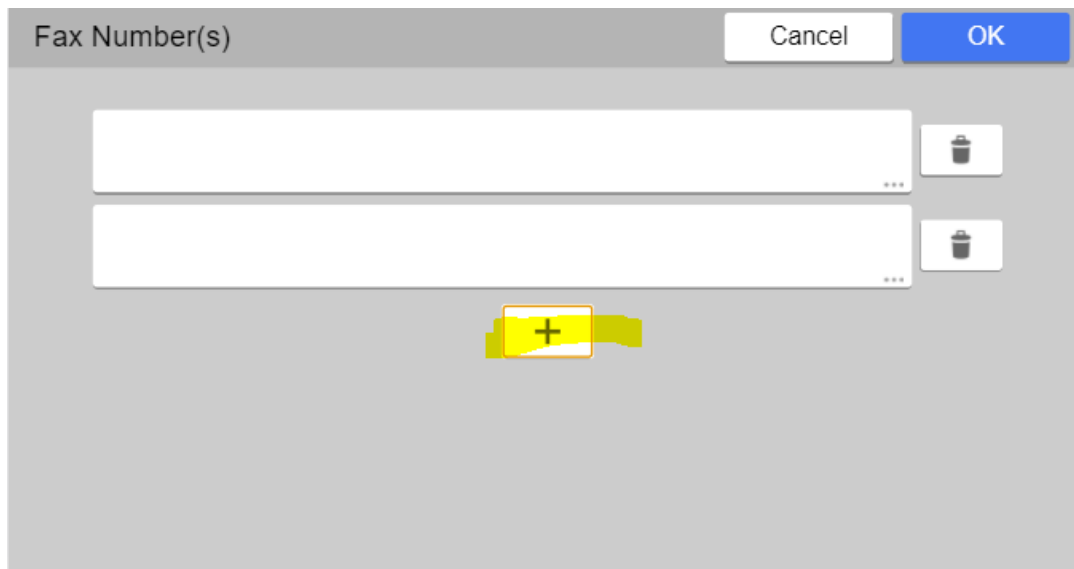
Following settings are available:

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

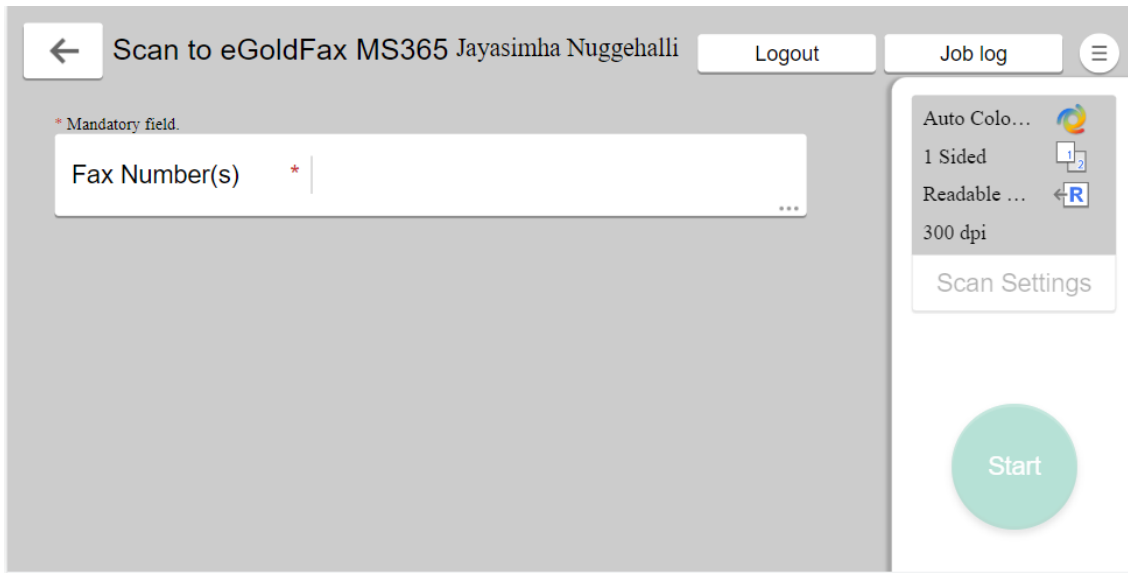
User Can select a Label from dictionary or enter number.

67 Scan to eGoldFax MS365

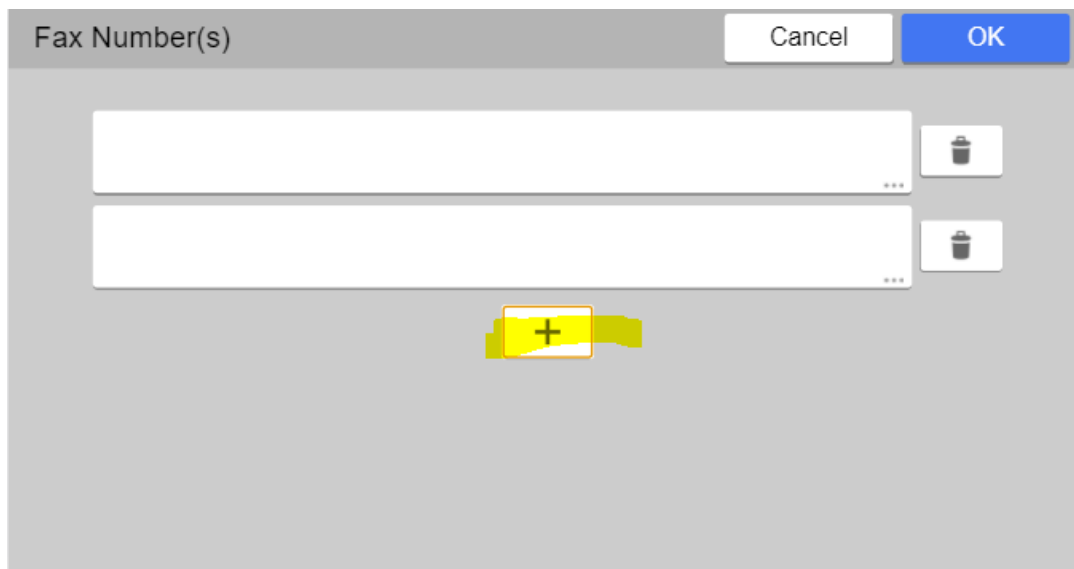
Following settings are available:

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.

68 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 navigation 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 navigation bar, there are several input fields for configuration:

- Recipients**: A mandatory field (indicated by a red asterisk) containing 'phuc@ricoh-act.com'.
- Email subject**: A field containing 'Scan2Email MS365'.
- Email body**: A field containing 'Your scanned document is attached'.
- OCR**: A mandatory field (indicated by a red asterisk) containing 'PDF'.
- OCR Language**: A mandatory field (indicated by a red asterisk) containing 'English'.

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

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

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

69 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' application 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, there are several input fields for configuration:

- Recipients:** A mandatory field (indicated by a red asterisk) containing the email address 'aintest10@gmail.com'.
- Email subject:** A field containing the text 'Scan2Email google'.
- Email body:** An empty text area.
- OCR:** A mandatory field (indicated by a red asterisk) set to 'OFF'.
- OCR Language:** A mandatory field (indicated by a red asterisk) set to 'English'.

On the right side of the interface, there is a 'Scan Settings' panel with options: 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. Below this panel is a large green circular button labeled 'Start'.

70 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" and 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 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 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) highlighted with yellow. The list contains several user entries with their email addresses and names.

All	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Others
adm.root.cd+2172914435@cloudp...											
Admin RCL G Suite							adm.root.cd@cloudprotest1.com				
							Takatsu Kazunori				
aintest10@gmail.com											
Phuc Nguyen							aintest3+naadmin@gmail.com				
							pnguyen1-3admin n				
aintest3+pn@gmail.com											
phuc nguyen							aintest3+psni1@gmail.com				
							pnguyen1-1 sdca				
apple123.tsi@gmail.com											
							harrower.yoshihachi0907@gmail				

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

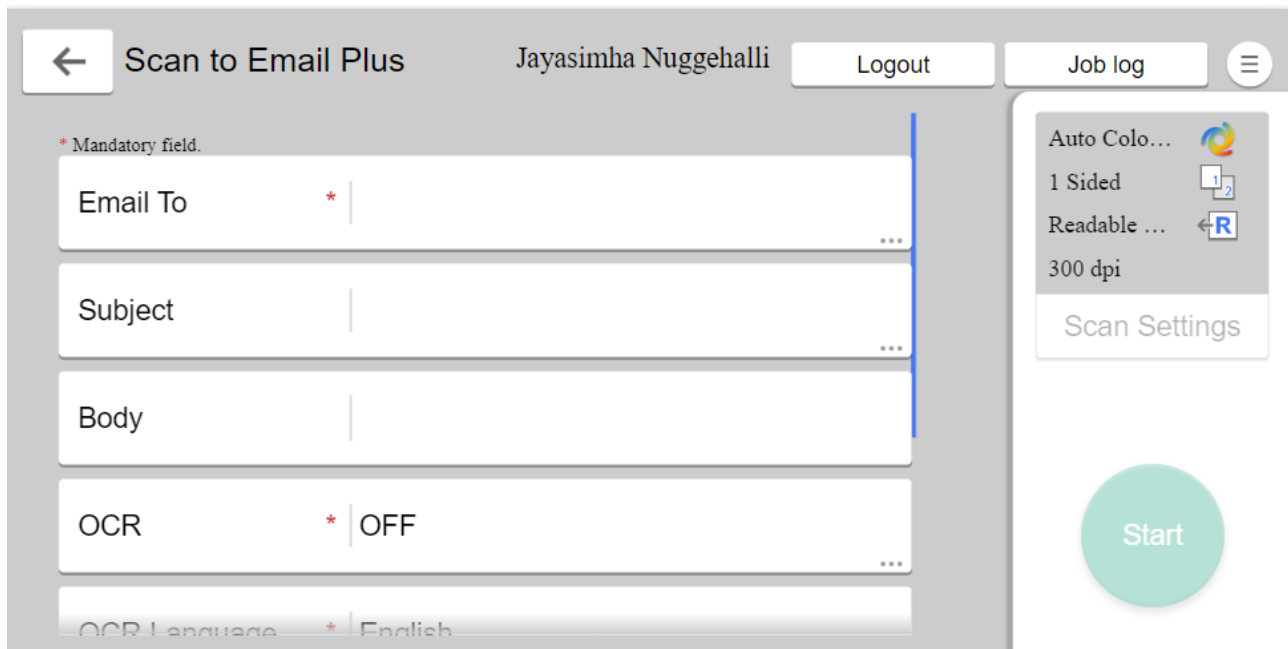
Supports these values: English, French, Spanish, Portuguese Brazilian

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



71 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 input field is highlighted in yellow. To the right of the input field are 'Cancel' and 'OK' buttons. Below the input field is a '+' button. The dialog box has a grey background and a white border.

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 in yellow. To the right of the search bar is a 'Search' button, also highlighted in yellow. Below the search bar is a list of users with columns for 'All', 'AB', 'CD', 'EF', 'GH', 'IJK', 'LMN', 'OPQ', 'RST', 'UVW', 'XYZ', and 'Others'. The 'All' column is highlighted in yellow. The list contains several user entries with their email addresses and names.

All	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Others
adm.root.cd+2172914435@cloudp...											
Admin RCL G Suite											
adm.root.cd@cloudprotest1.com											
Takatsu Kazunori											
aintest10@gmail.com											
Phuc Nguyen											
aintest3+naadmin@gmail.com											
pnguyen1-3admin n											
aintest3+pn@gmail.com											
phuc nguyen											
aintest3+pns1@gmail.com											
pnguyen1-1 sdca											
apple123.ri@gmail.com											
harrower.yoshihachi+0807@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 screenshot shows a dialog box titled "Email To" with "Cancel" and "OK" buttons. Below the title bar, it says "Select a user." There is a text input field containing "Select from List" which is highlighted in yellow. To the right of this field is a blue "Search" button. Below the input field is a row of alphabet filters: "All" (highlighted in yellow), "AB", "CD", "EF", "GH", "IJK", "LMN", "OPQ", "RST", "UVW", "XYZ", and "Others". Below the filters is a list of users. The first user is "jay.nuggehalli+egnyte@gmail.com" with the name "Jay Nuggehalli" below it. The second user is "jay.nuggehalli@gmail.com" with the name "Jayasimha Nuggehalli" below it.

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 screenshot shows a dialog box titled "Email To" with "Cancel" and "OK" buttons. Below the title bar, it says "Select a user." There is a text input field containing "Select from List" which is highlighted in yellow. To the right of this field is a blue "Search" button. Below the input field is a row of alphabet filters: "All" (highlighted in yellow), "AB", "CD", "EF", "GH", "IJK", "LMN", "OPQ", "RST", "UVW", "XYZ", and "Others". Below the filters is a list of users. The first user is "aintest3+pn@gmail.com" with the name "phuc nguyen" below it. The second user is "jay.nuggehalli+2172914435@gmail..." with the name "Jayasimha Nuggehalli" below it. The third user is "ricoh.feature+20190717@gmail.com" with the name "Seichi KONDO" below it.

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, PDF/A, Word, Excel

E. OCR Language

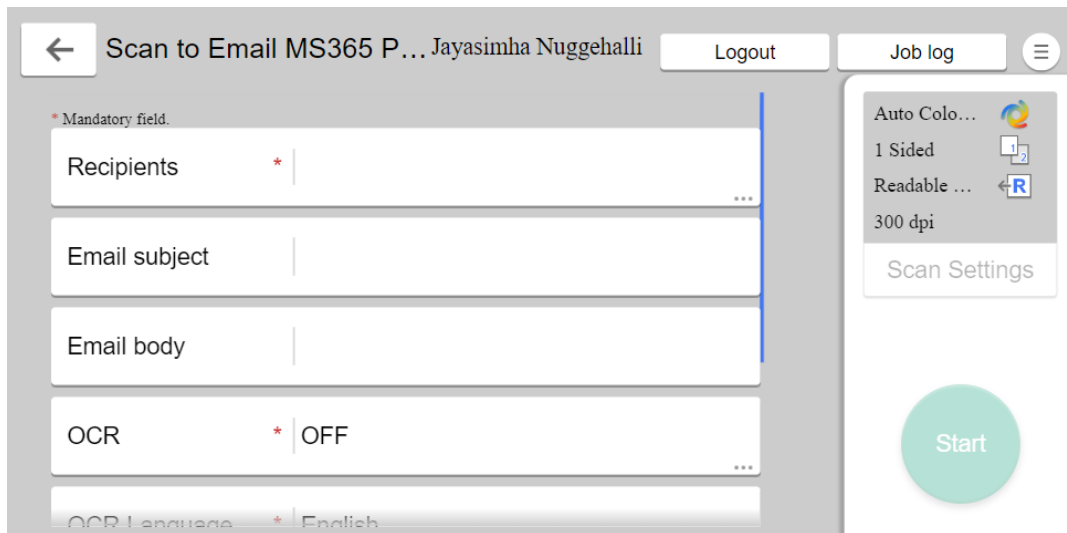
Supports these values: English, French, Spanish, Portuguese Brazilian

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



72 Scan to CloudFax

Following settings are available:

F. Fax Number

The screenshot shows the 'Scan to CloudFax' interface. At the top, there's a navigation bar with a back arrow, the app name 'Scan to CloudFax', the user name 'Jayasimha Nukkehalli', and buttons for 'Logout' and 'Job log'. Below this is a list of settings: 'Fax Number' (with a red asterisk and a note '* Mandatory field.'), 'Subject', 'Header', 'Billing Code', and 'File Name'. To the right, a 'Scan Settings' panel is open, showing options like 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green circular 'Start' button is positioned at the bottom right of the main settings area.

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

The screenshot shows a dialog box titled 'Fax Number'. It has a title bar with 'Fax Number' and buttons for 'Cancel' and 'OK'. Below the title bar, there is a red warning icon and the text 'Input is required.'. A large, empty white input field with a red border is present. To the right of the input field is a trash icon. At the bottom center, there is a white button with a black '+' sign.

'+' 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 X Search

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 2

1 Sided

Readable ... R

300 dpi

Scan Settings

Start

G. Subject

Subject for Fax

The screenshot shows the 'Scan to CloudFax' interface. At the top, there is a navigation bar with a back arrow, the text 'Scan to CloudFax', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below this is a form with several input fields: 'Fax Number' (with a red asterisk and the value '(408) 351-9200, 14083519200'), 'Subject' (with the value 'This is a test Subject'), 'Header', 'Billing Code', and 'File Name'. A 'Scan Settings' panel is visible on the right, showing options like 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green circular 'Start' button is positioned below the settings panel.

H. Header

Fax Header

This screenshot is similar to the one above, showing the 'Scan to CloudFax' interface. The 'Header' field is now filled with the text 'Test Header'. All other elements, including the navigation bar, form fields, scan settings panel, and the 'Start' button, remain the same as in the previous screenshot.

I. Billing Code

Billing Code

The screenshot shows the 'Scan to CloudFax' application interface. At the top, there is a navigation bar with a back arrow, the text 'Scan to CloudFax', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there are 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 these fields is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green circular 'Start' button is positioned below the settings panel.

J. File Name

File Name can be entered here

This screenshot is identical to the one above, but the 'File Name' input field now contains the text 'test'. All other elements, including the navigation bar, other input fields, and the 'Start' button, remain the same.

73 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 text input field containing 'test@gmail.com'. The input field is highlighted in yellow. To the right of the input field are 'Cancel' and 'OK' buttons. Below the input field is a '+' button for adding more recipients.

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 in yellow. To the right of the search bar is a 'Search' button, also highlighted in yellow. Below the search bar is a list of users with columns for 'All', 'AB', 'CD', 'EF', 'GH', 'IJK', 'LMN', 'OPQ', 'RST', 'UVW', 'XYZ', and 'Others'. The 'EF' column is highlighted in yellow. The list contains several user entries with their email addresses and names.

All	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Others
adm.root.cd+2172914435@cloudp...											
Admin RCL G Suite											
adm.root.cd@cloudprotest1.com											
Takatsu Kazunori											
aintest10@gmail.com											
Phuc Nguyen											
aintest3+naadmin@gmail.com											
pnguyen1-3admin n											
aintest3+pn@gmail.com											
phuc nguyen											
aintest3+pns1@gmail.com											
pnguyen1-1 sdca											
apple123.ri@gmail.com											
harrowayoshihachi0807@gmail											

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 mobile application interface for scanning documents to email. At the top, there is a navigation bar with a back arrow, the title "Scan to Email Google P... Jayasimha Nuggehalli", and buttons for "Logout" and "Job log". Below the navigation bar, there are 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"). To the right of these fields is a "Scan Settings" panel with options for "Auto Colo...", "1 Sided", "Readable ..." (with a red 'R' icon), and "300 dpi". A large green circular "Start" button is positioned below the settings panel. A red asterisk indicates mandatory fields.

74 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' settings screen. On the left, there are five input fields with red asterisks indicating mandatory fields: 'Folder' (Test TD subfolder.1), 'Sub Folder' (empty), 'OCR' (PDF), 'OCR Language' (English), and 'File Name' (empty). On the right, there is a 'Job log' button and a 'Scan Settings' panel containing 'Auto Colo...' (with a color calibration icon), '1 Sided' (with a page icon), 'Readable ...' (with a magnifying glass icon), and '300 dpi'. A large green circular 'Start' button is located at the bottom right of the settings panel.

75 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

Job log

* Mandatory field.
 ⚠ This folder cannot be selected.

Folder * (Unnamed folder) ...

Sub Folder |

OCR * OFF ...

OCR Language * English ...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

76 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

← Scan to SharePoint Shared

* Mandatory field.
 ⚠ This folder cannot be selected.

Folder * | Test Private Team ...

Sub Folder | ...

File Name | ...

OCR * | OFF ...

Job log

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

77 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

78 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' settings screen. At the top left, there is a back arrow and the title 'Scan to Box Shared'. On the right, there is a 'Job log' button and a menu icon. The settings are listed as follows:

- Folder**: A mandatory field (indicated by a red asterisk) with the value 'All Files' and a dropdown menu icon (three dots).
- Sub Folder**: An empty text input field.
- OCR**: A mandatory field (indicated by a red asterisk) with the value 'OFF' and a dropdown menu icon (three dots).
- OCR Language**: A mandatory field (indicated by a red asterisk) with the value 'English' and a dropdown menu icon (three dots).
- File Name**: A partially visible text input field.

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

- Auto Colo... (with a color calibration icon)
- 1 Sided (with a document icon showing one side)
- Readable ... (with a document icon showing a red 'R' and a left arrow)
- 300 dpi
- Scan Settings button
- A large green circular 'Start' button at the bottom.

79 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 a dialog box titled "Email To" with "Cancel" and "OK" buttons. A text input field contains "test@gmail.com", which is highlighted in yellow. 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 "Select a user." prompt. A search input field contains "Select from list or enter directly" and a "Search" button. Below the search field is a list of users with alphabetical filters (All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, Others). The list includes email addresses and names, such as "adm.root.cd+2172914435@cloudp..." and "adm.root.cd@cloudprotest1.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

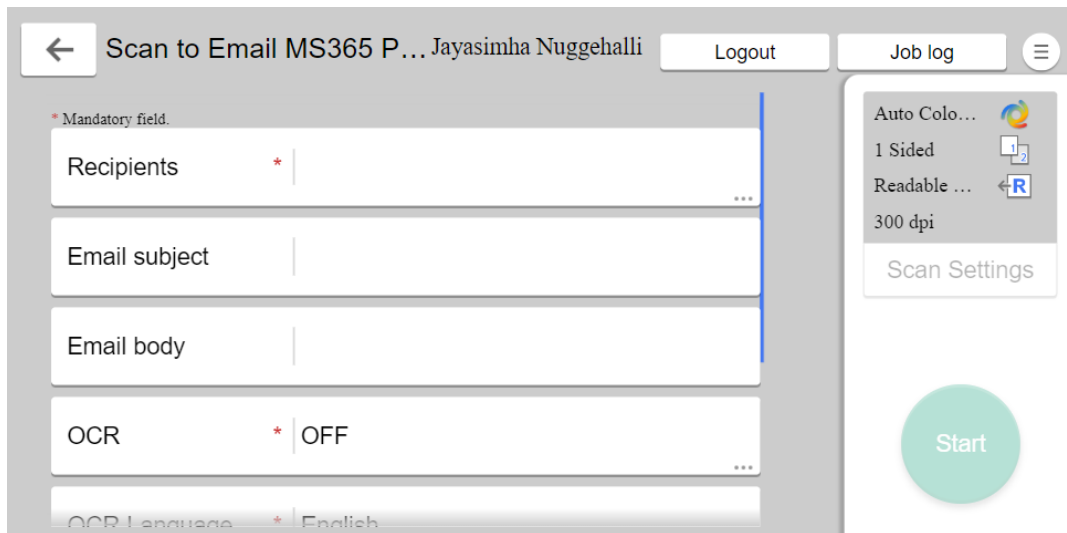
Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

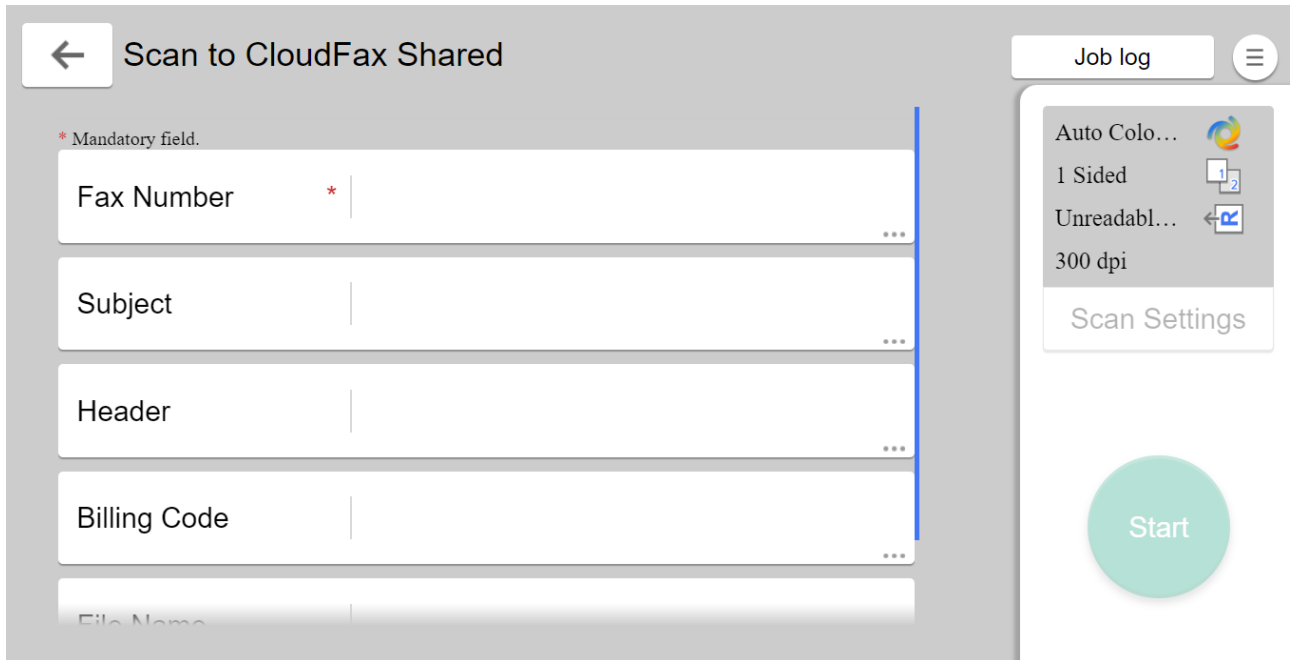
Workflow supports Blank Page Removal. Values: OFF, ON



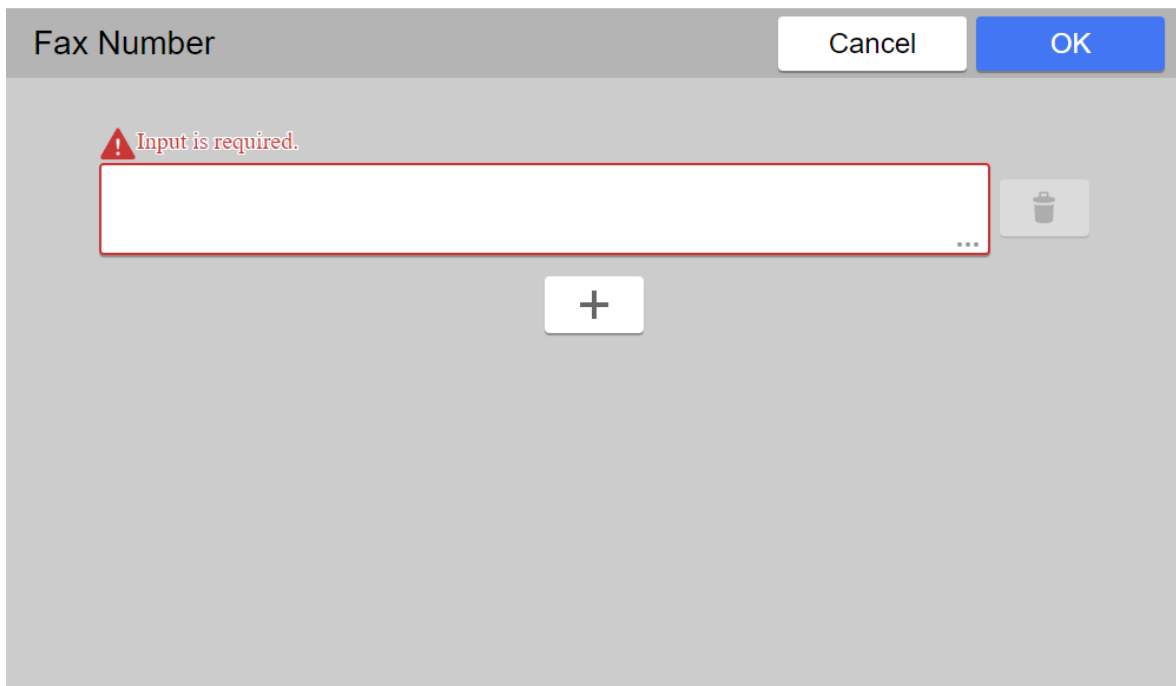
80 Scan to CloudFax Shared

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 x Search

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 2

1 Sided

Unreadabl... ←

300 dpi

Scan Settings

Start

B. Subject

Subject for Fax

The screenshot shows a mobile application interface for scanning documents. At the top left, there is a back arrow and the text 'Scan to CloudFax Shared'. On the right, there is a 'Job log' button and a menu icon. Below the title, there is a list of input 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' highlighted in yellow; 'Header' with the value 'Test Header'; and 'Billing Code' with the value '112233'. To the right of the input fields is a 'Scan Settings' panel containing options: 'Auto Colo...' with a color wheel icon, '1 Sided' with a page icon, 'Unreadabl...' with a document icon, and '300 dpi'. Below the settings panel is a large green circular button labeled 'Start'.

C. Header

Header for Fax

The screenshot shows the same mobile application interface as above. The 'Header' field now contains the value 'Test Header', which is highlighted in yellow. The 'Subject' field now contains the value 'This is a Test Subject'. All other elements, including the 'Fax Number', 'Billing Code', 'Scan Settings' panel, and the 'Start' button, remain the same as in the previous screenshot.

D. Billing Code

Billing Code

The screenshot shows the 'Scan to CloudFax Shared' interface. On the left, there are four input 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 and the text '* Mandatory field.' are visible above the Fax Number field. On the right, there is a 'Job log' button and a 'Scan Settings' panel containing 'Auto Colo...', '1 Sided', 'Unreadabl...', 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 are five input 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 containing 'Auto Colo...', '1 Sided', 'Unreadabl...', and '300 dpi'. Below the settings is a large green circular 'Start' button.

81 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 shows the 'Scan to SharePoint SemiShared' configuration 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, there is a warning message: '* Mandatory field. This folder cannot be selected.' The main configuration area contains four input fields: 'Folder' (with a red border and a warning icon) containing 'Test Site', 'Sub Folder' (empty), 'File Name' (empty), and 'OCR' (with a red asterisk) containing 'OFF'. To the right of the configuration area, there is a 'Scan Settings' panel with options: 'Auto Colo...' (with a color wheel 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 'Start' button.

82 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, 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 configuration interface for 'Scan to Egnyte SemiShared'. The header includes a back arrow, the title 'Scan to Egnyte SemiSha... Jayasimha Nuggehalli', and buttons for 'Logout', 'Job log', and a menu icon. The main area contains several input fields, each with a red asterisk indicating a mandatory field:

- Folder:** Custom Group Test
- Sub Folder:** (empty)
- OCR:** POWERPOINT
- OCR Language:** English
- File Name:** (empty)

On the right side, there is a 'Scan Settings' panel with options: 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a page icon), 'Unreadabl...' (with a document icon), and '300 dpi'. Below this panel is a large green circular 'Start' button.

83 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, 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 Google SemiShared' interface for user 'Jayasimha Nukkehalli'. The interface includes a navigation bar with a back arrow, the user name, and buttons for 'Logout' and 'Job log'. A settings panel on the right shows 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a page icon), 'Readable ...' (with a magnifying glass icon), and '300 dpi'. Below these is a 'Scan Settings' button and a large green 'Start' button.

The main settings area contains the following fields:

- Folder** (Mandatory field): RSIDocuments
- Sub Folder**: (Empty)
- OCR** (Mandatory field): OFF
- OCR Language** (Mandatory field): English
- File Name**: (Empty)

84 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

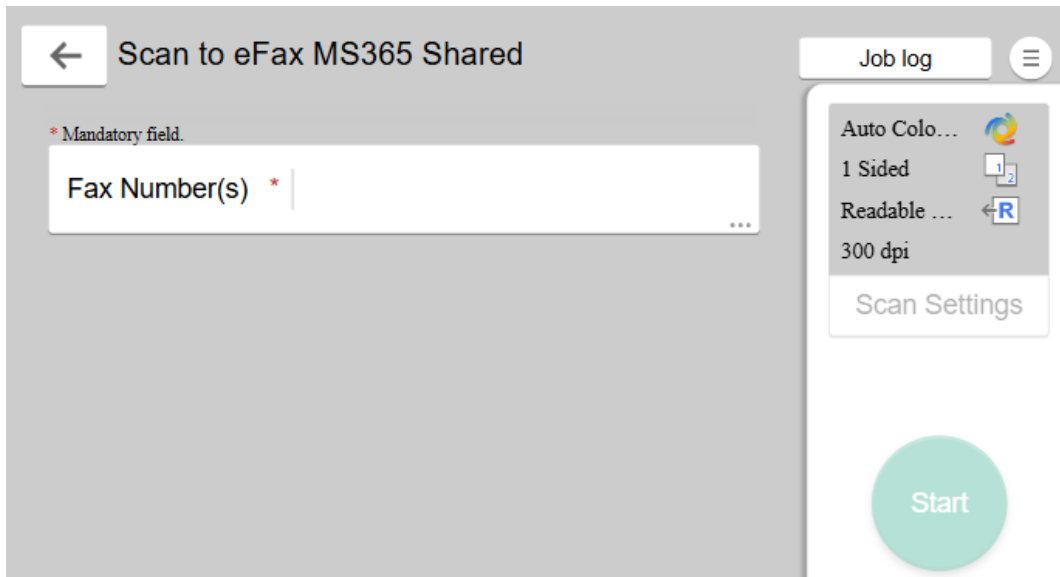
The screenshot displays the 'Scan to Sharefile Shared' configuration screen. On the left, there are several input fields with labels and values: 'Folder' (Employees), 'Sub Folder' (empty), 'OCR' (OFF), 'OCR Language' (English), and 'File Name' (empty). A red asterisk indicates mandatory fields. On the right, a 'Scan Settings' panel is visible, showing 'Auto Color' (with a color wheel icon), '1 Sided' (with a page icon), 'Readable' (with a document icon), and '300 dpi'. Below this panel is a large green circular button labeled 'Start'. At the top right, there is a 'Job log' button and a menu icon.

85 Scan to eFax MS365 Shared

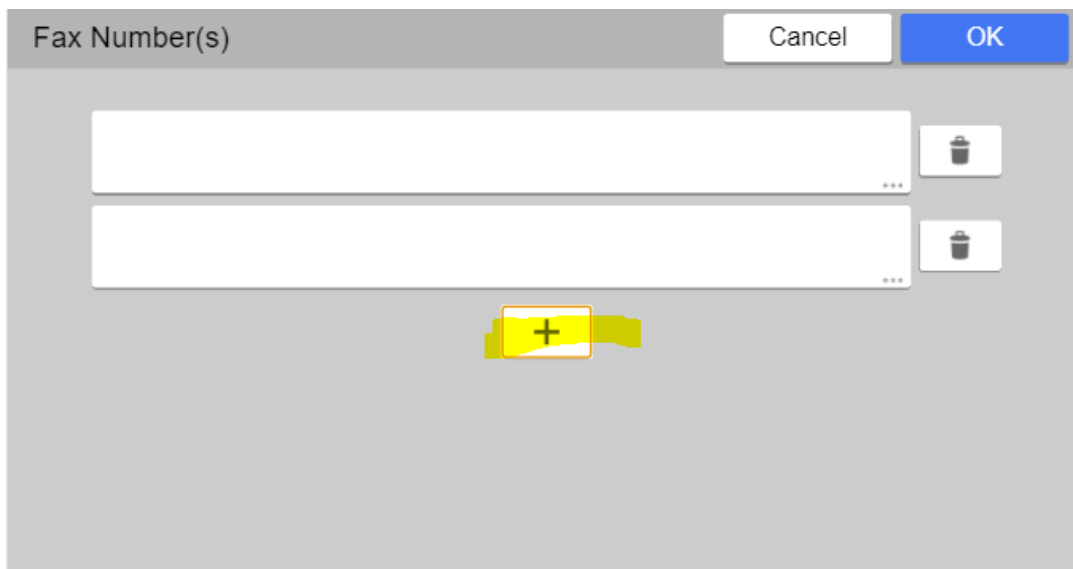
Following settings are available:

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.

86 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

← Scan To Email MS365 Shared

* Mandatory field.

Recipients * jay@ricoh-act.com

Email subject Scan2Email MS365 Shared

Email body Your scanned document is attached

OCR * PDF/A

OCR Language * English

Job log

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

87 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.

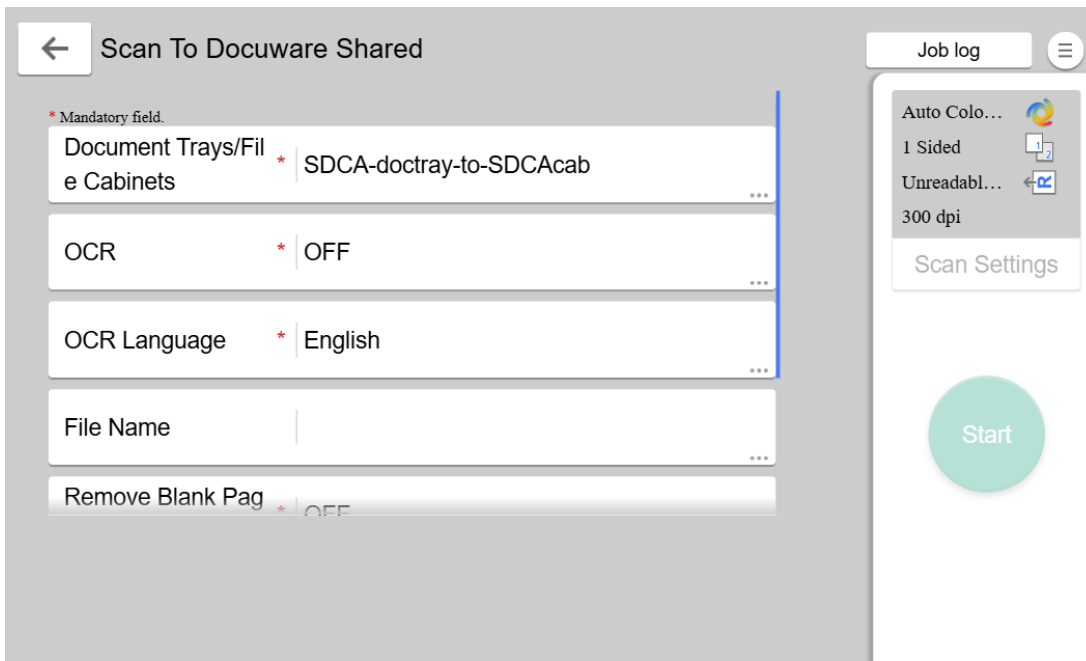
F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan To Egnyte Shared' configuration screen. At the top left, there is a back arrow and the title 'Scan To Egnyte Shared'. Below the title, a list of settings is shown, each with a red asterisk indicating it is a mandatory field. The settings are: 'Folder' with the value 'SharedSubFolder', 'Sub Folder' (empty), 'OCR' with the value 'OFF', 'OCR Language' with the value 'English', and 'File Name' (partially visible). To the right of the settings list, a 'Scan Settings' panel is open, showing options for 'Auto Color' (with a color wheel icon), '1 Sided' (with a page icon), 'Unreadable' (with a document icon), and '300 dpi'. Below the 'Scan Settings' panel is a large green circular button labeled 'Start'. At the top right of the interface, there is a 'Job log' button and a menu icon.

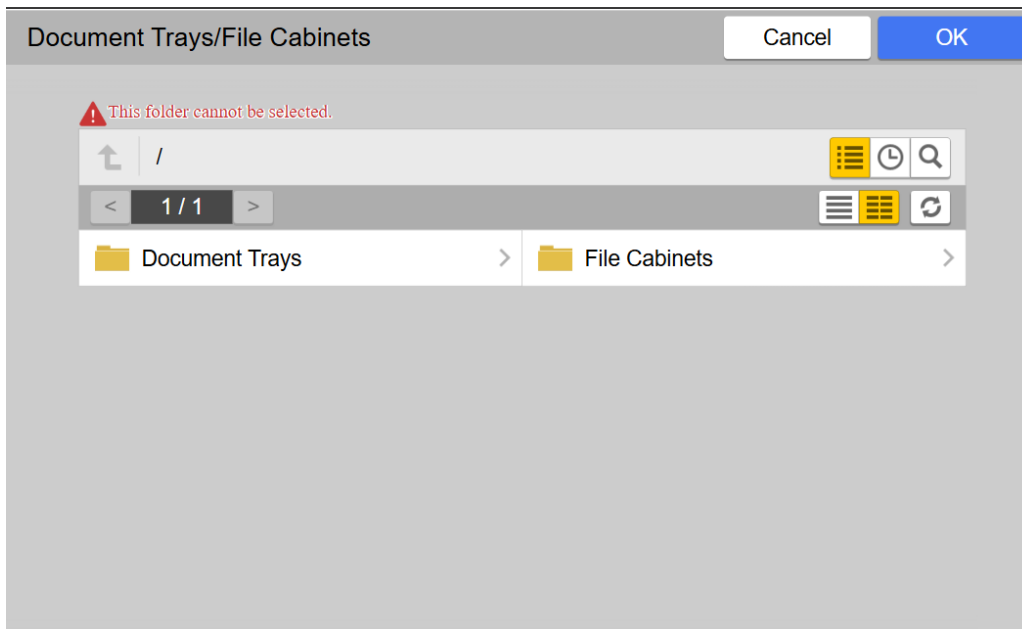
88 Scan to Docuware Shared

Following settings are available:

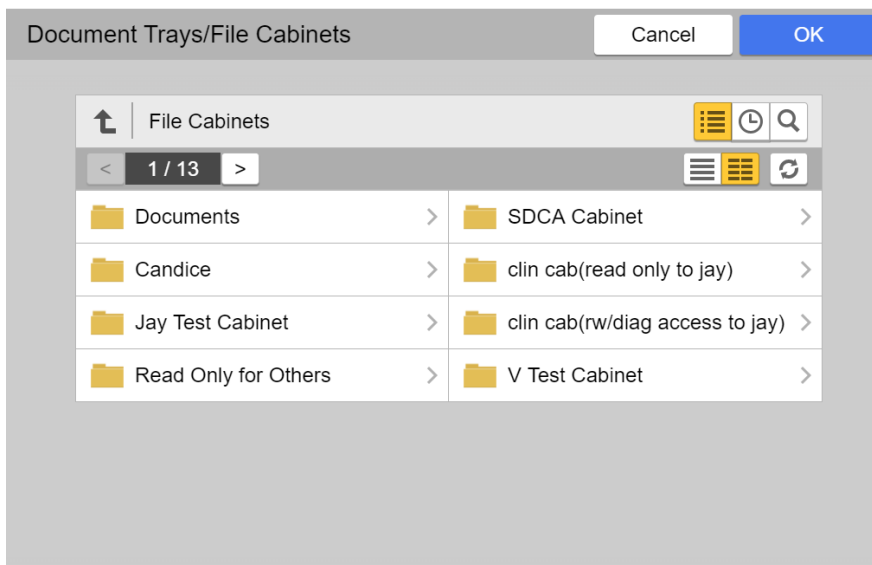
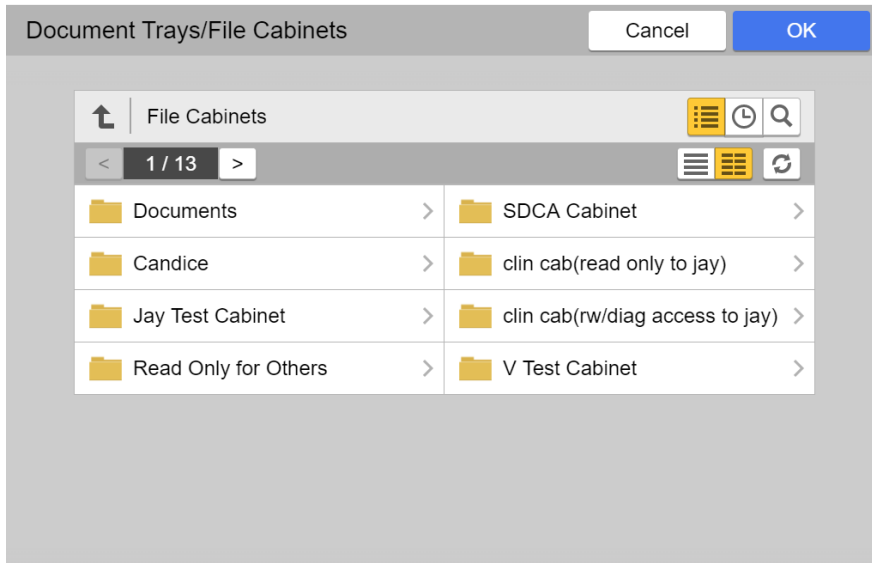


G. Document Tray/File Cabinet

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

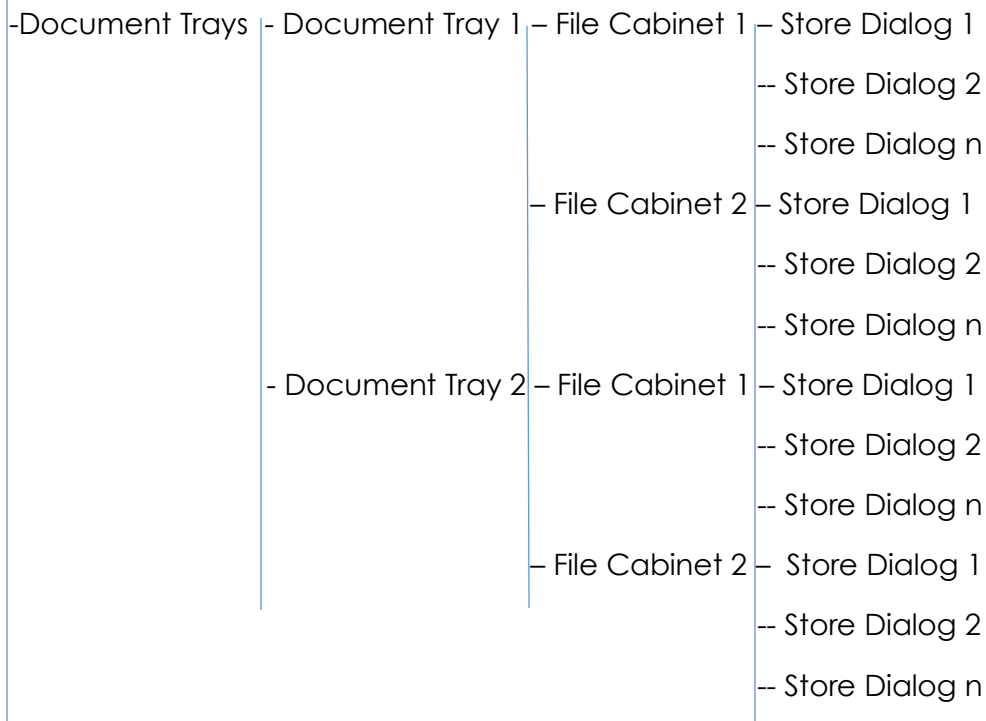


At root level 'Document Trays' and 'File Cabinets' are displayed. These are virtual folders and not selectable. Touch on 'Document Tray' or 'File Cabinets' to list Tray or Cabinets respectively.



Here is the Hierarchy of Document Tray/File Cabinets

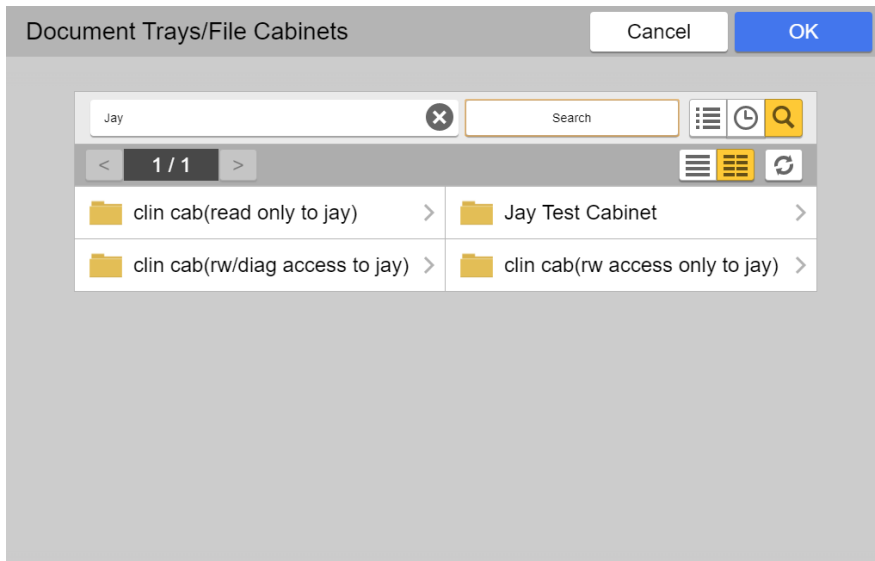
/



- File Cabinets
 - File Cabinet 1
 - File Cabinet 2
 - File Cabinet n

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



H. OCR

Supports these values: Off, PDF, PDF/A, Word, Excel

I. OCR Language

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

J. File Name

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

K. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

L. 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.

The screenshot shows a dialog box titled "Index" with an "OK" button in the top right corner. Below the title bar, there is a red asterisk and the text "Mandatory field." followed by a list of index fields:

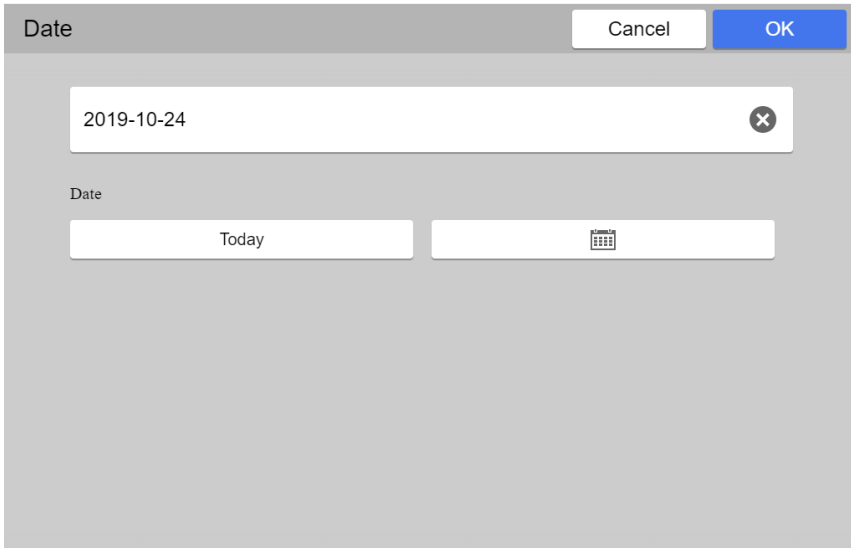
- Document Type: Contract (with a red asterisk and a dropdown arrow)
- Company: (empty)
- Contact: (empty)
- Subject: (empty)
- Date: 2019-10-24 (with a dropdown arrow)
- Amount: (empty)

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

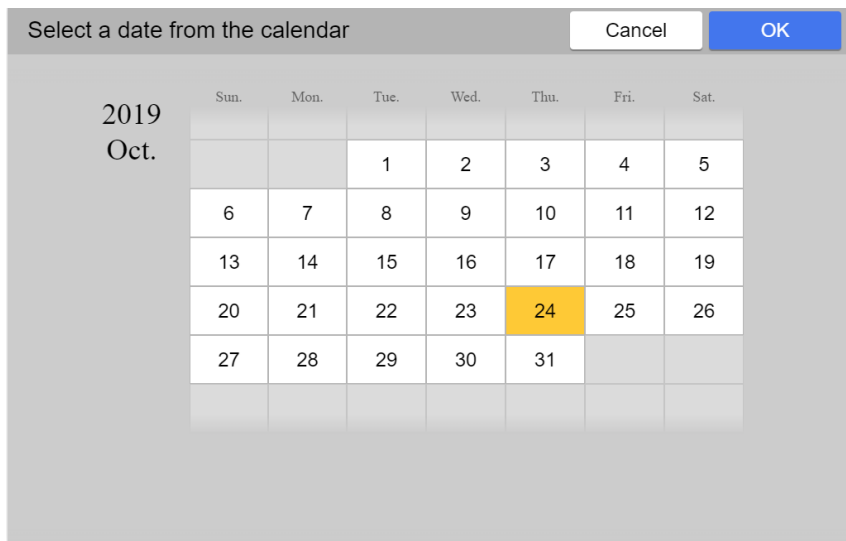
The screenshot shows a dialog box titled "Document Type" with "Cancel" and "OK" buttons in the top right corner. Below the title bar, there is an empty text input field. Underneath, the text "Index Values" is displayed above a grid of buttons:

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

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

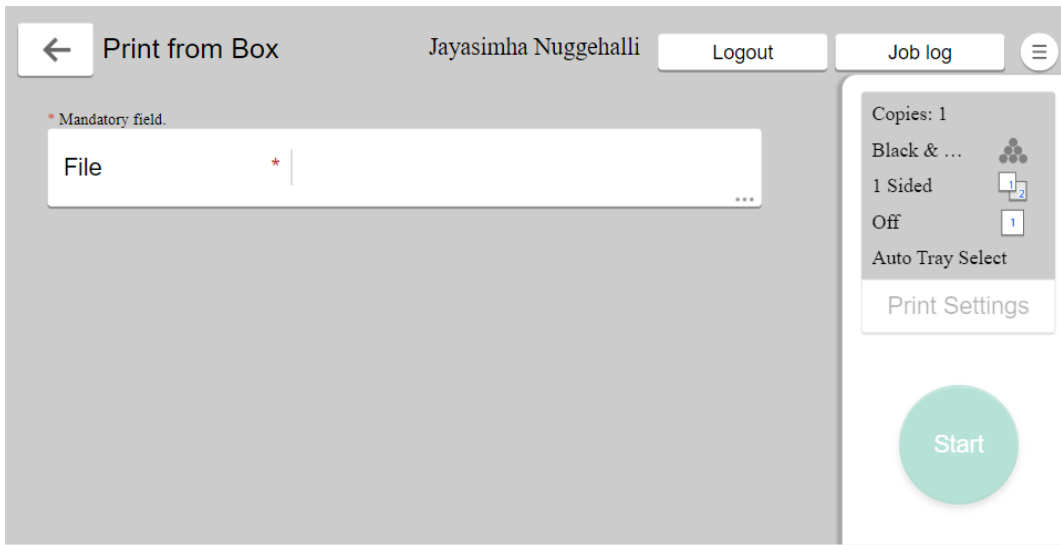


Touch on Calendar button to select date

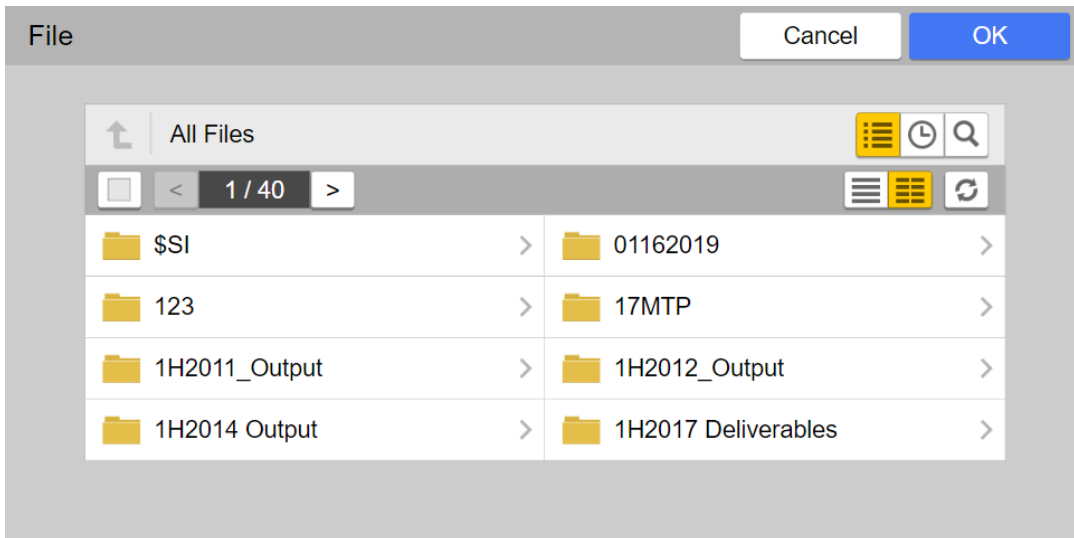


Sample Date Field

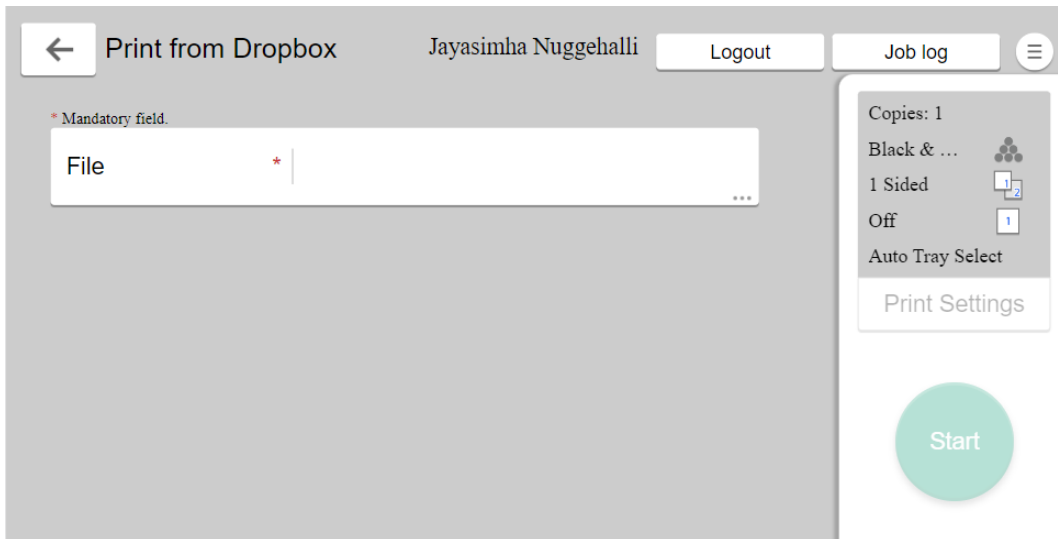
89 Print from Box



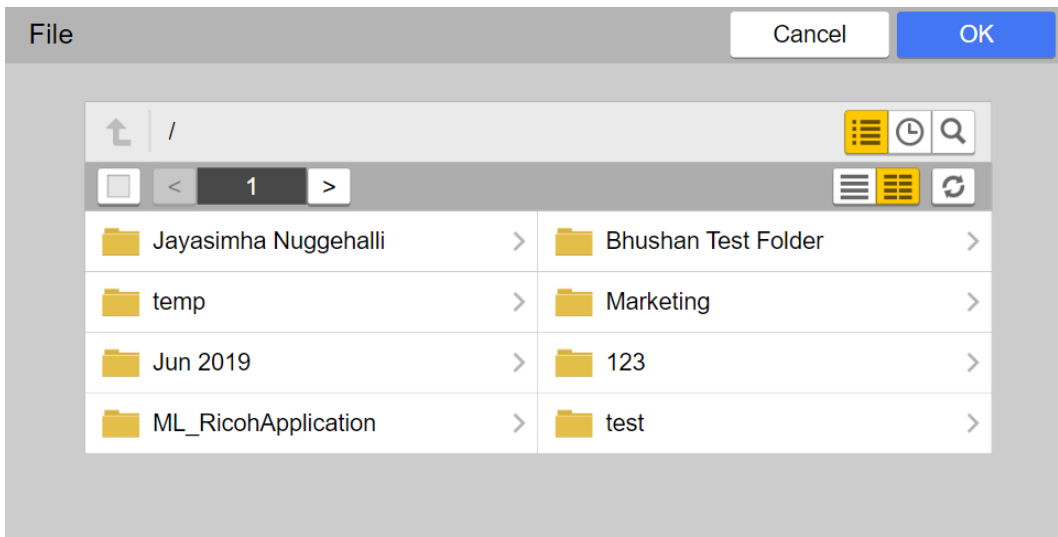
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



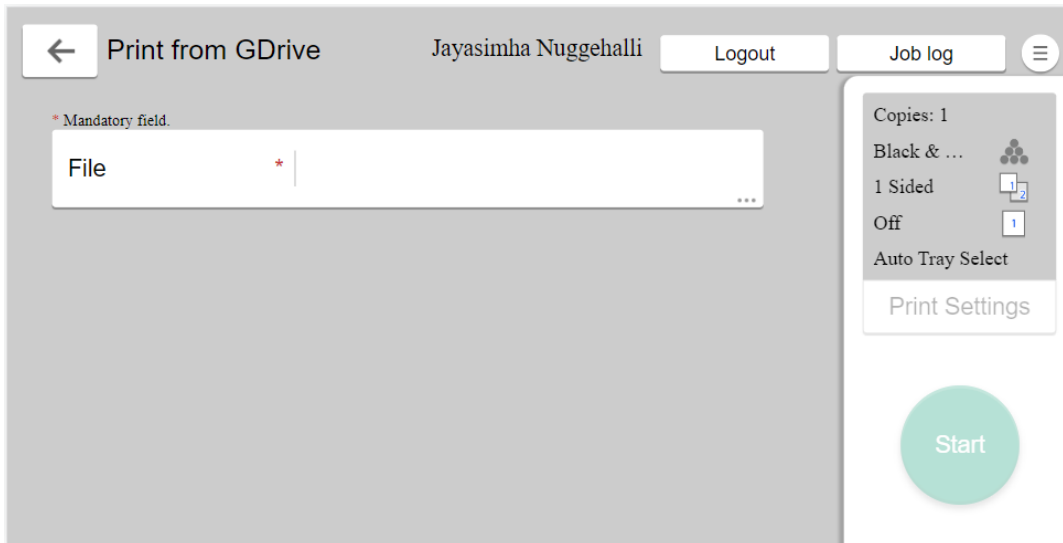
90 Print from Dropbox



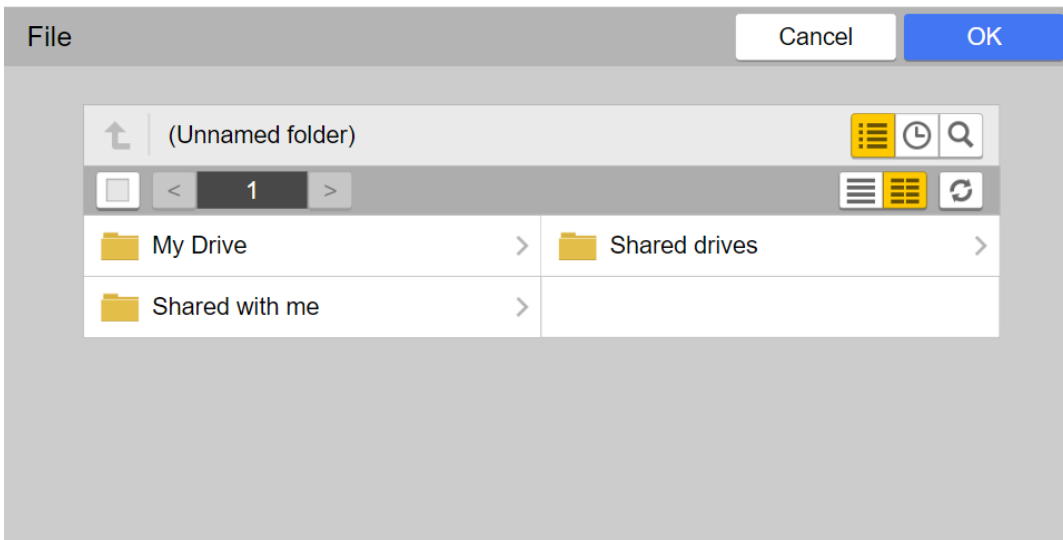
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



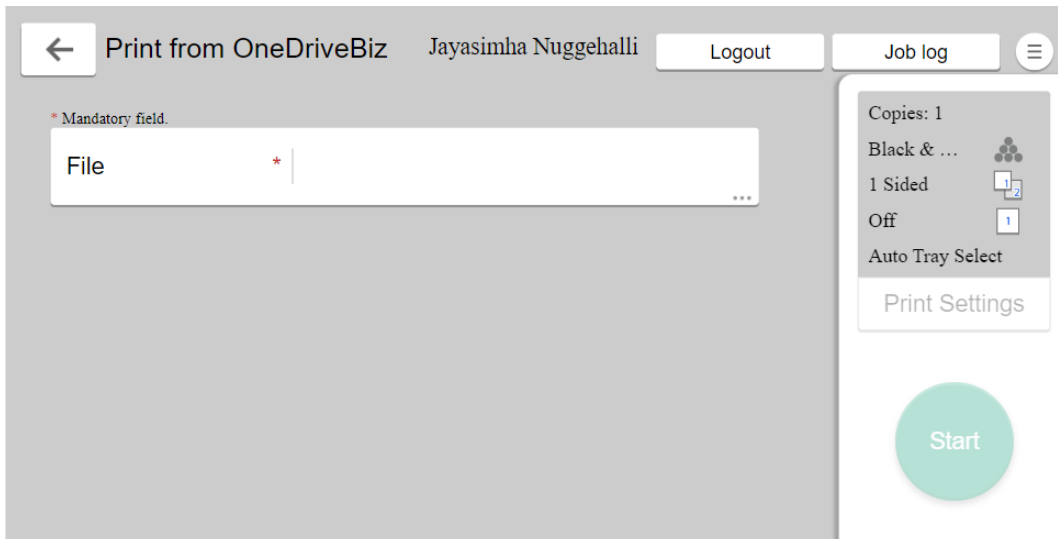
91 Print from GDrive



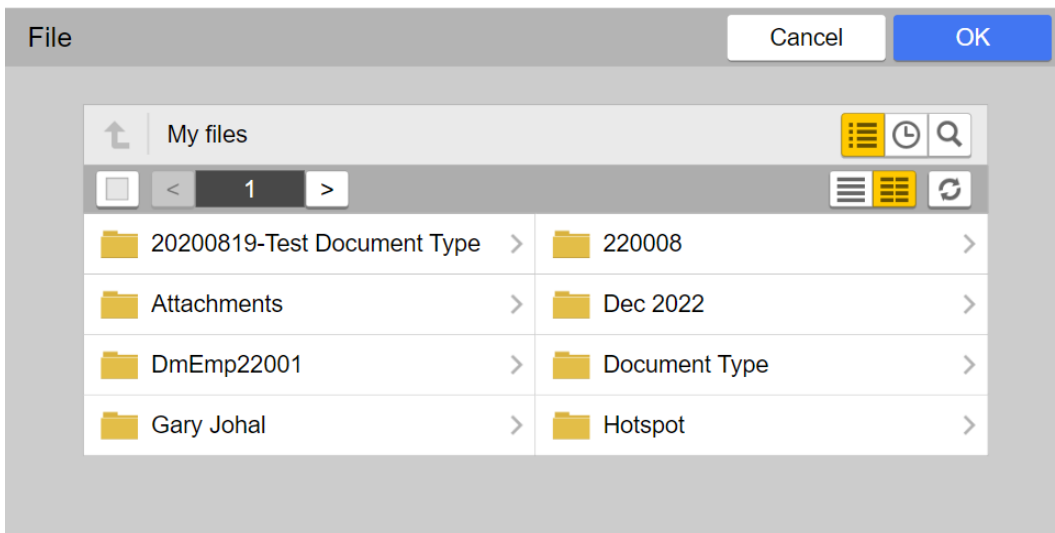
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



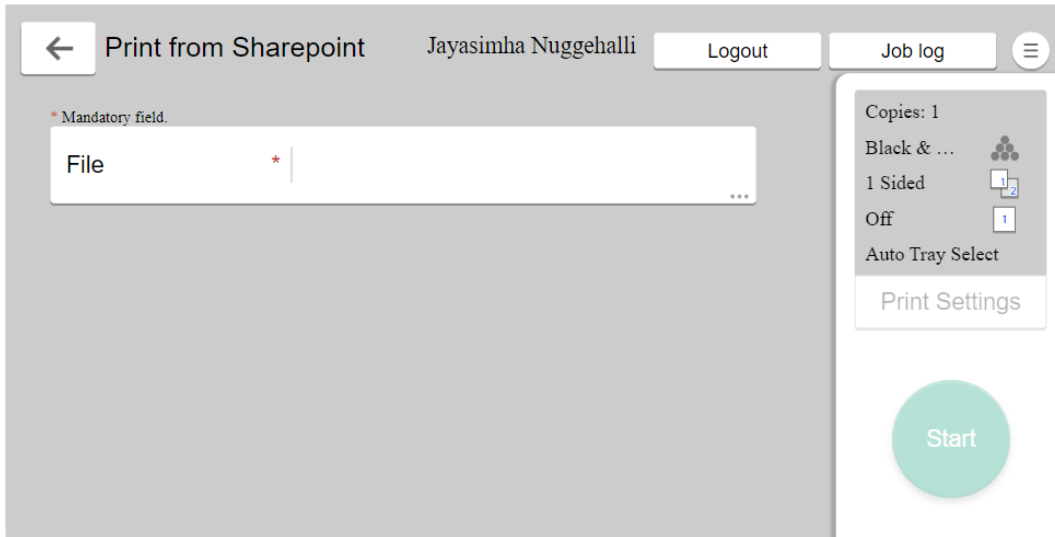
92 Print from OneDrive for Business



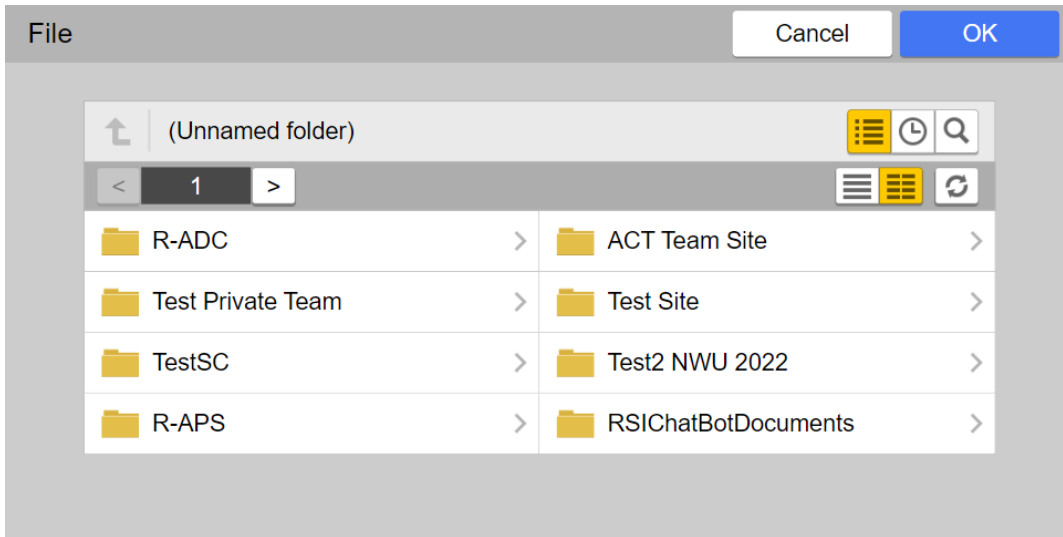
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



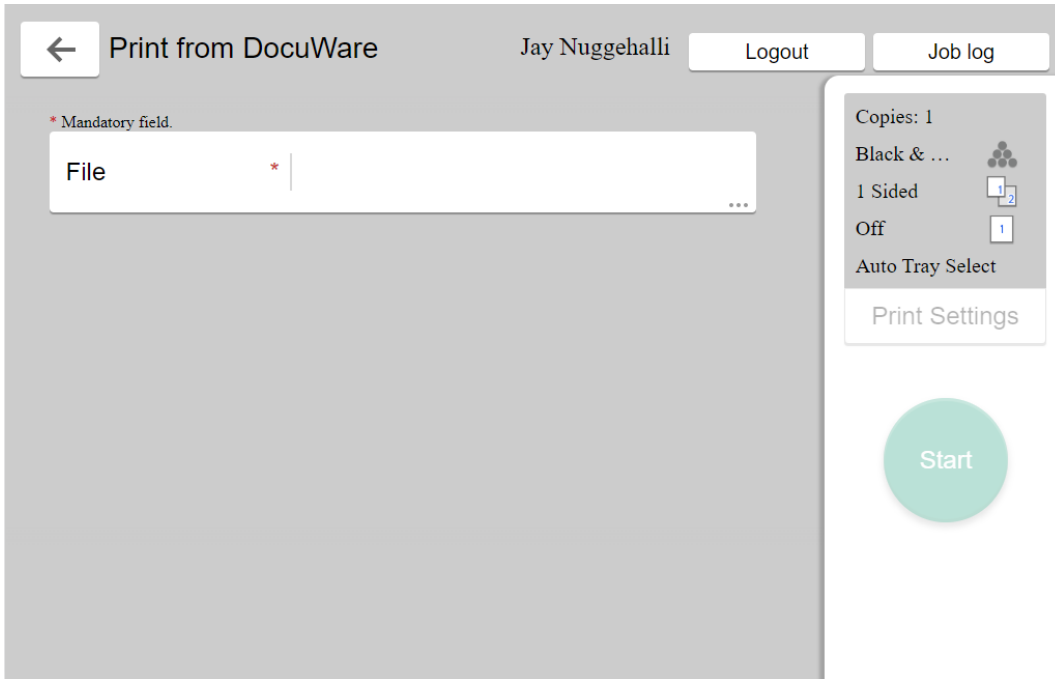
93 Print from SharePoint



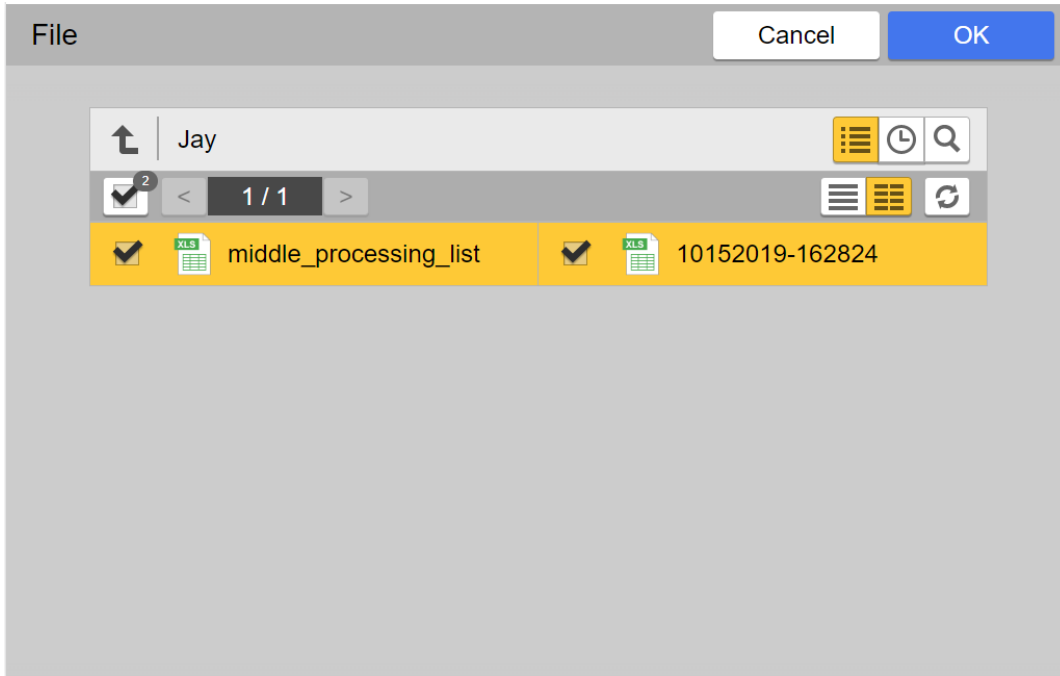
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



94 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.



95 Scan and Print Settings

Scan Settings

← Scan to Box Jay Nuggehalli Logout Job log

* Mandatory field.

Folder * All Files

OCR * OFF

OCR Language * English

File Name

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

Scan Settings

Start

Touch on 'Scan Settings' to display Scan Settings Screen

← Scan Settings

Preview

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

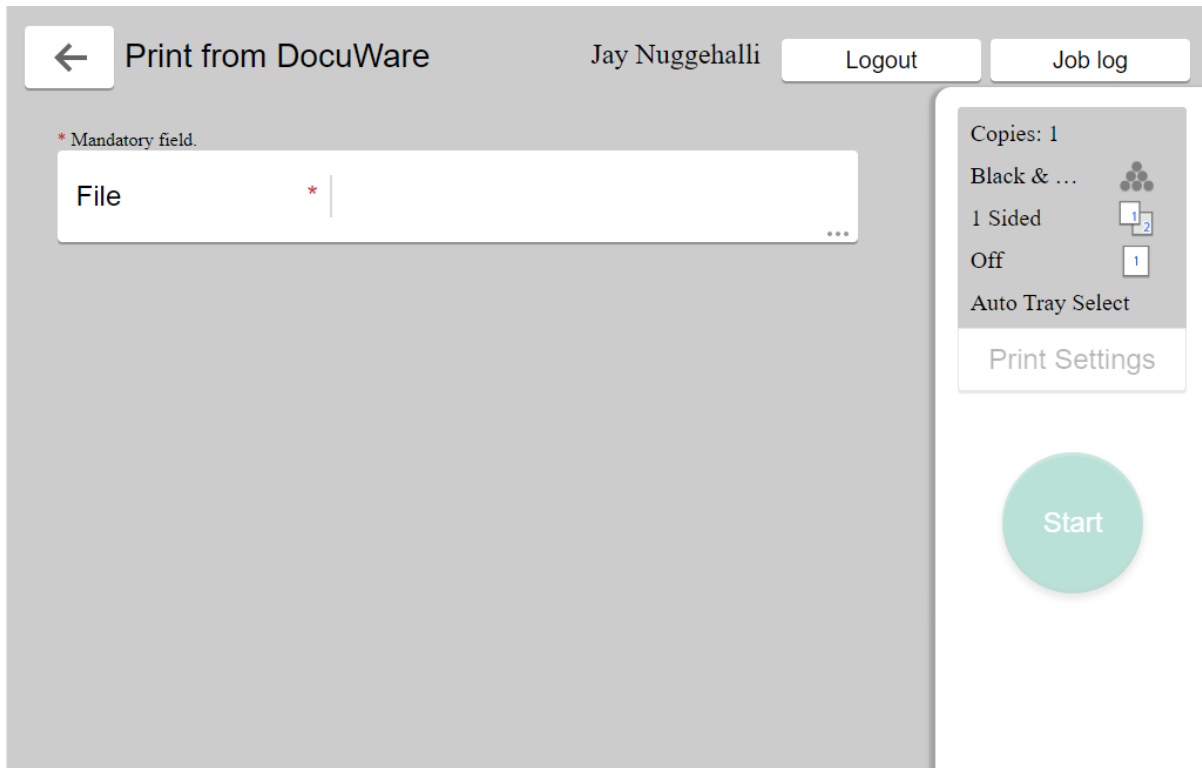
Start

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

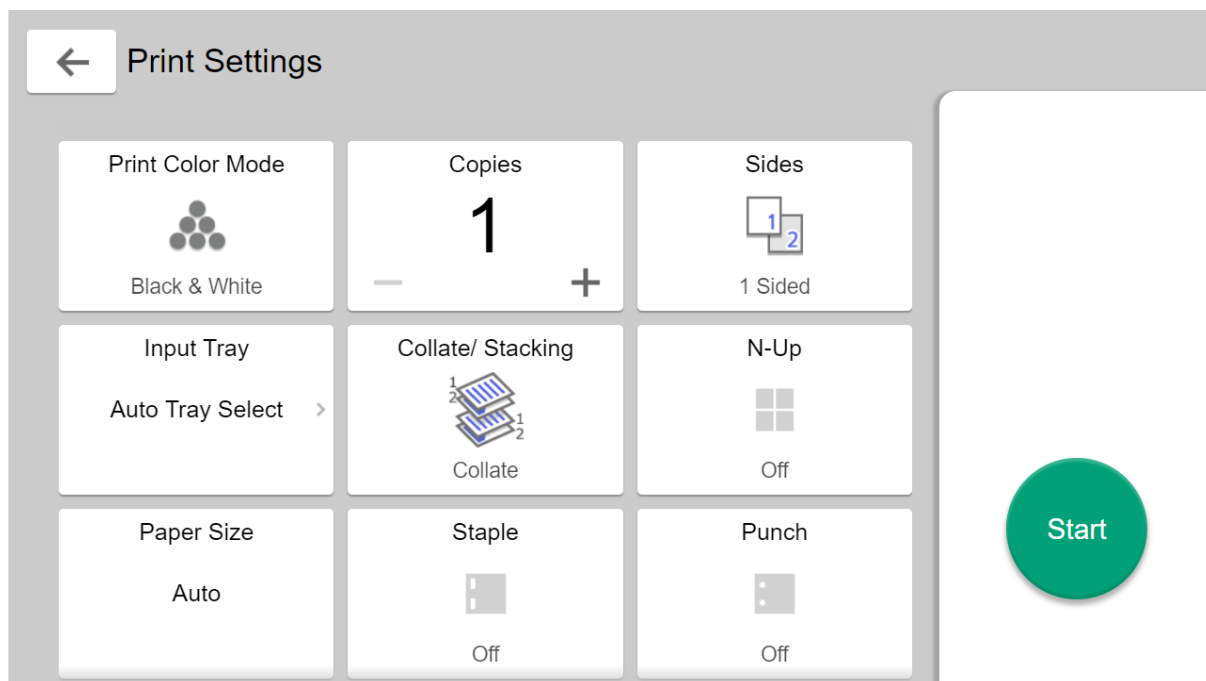
Scan Settings	Available Options
<p>Scan Color mode</p>	<p>← Scan Color Mode</p> <p> <input checked="" type="radio"/> Auto Color Select <input type="radio"/> B&W (Binary) Text </p> <p> <input type="radio"/> B&W (Binary) Text/Photo <input type="radio"/> B&W (Binary) Text/Line Art </p> <p> <input type="radio"/>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

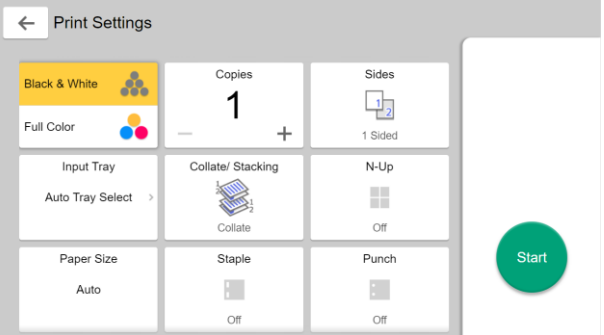
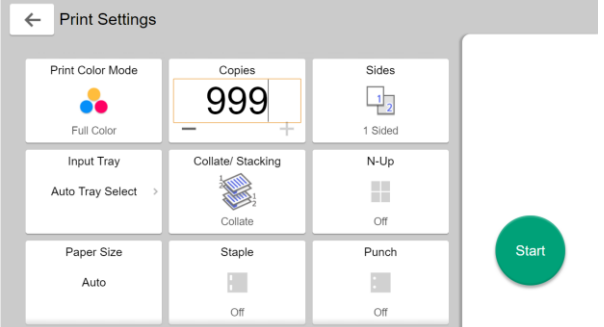
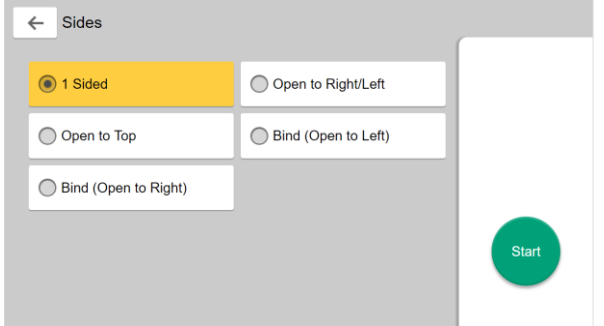
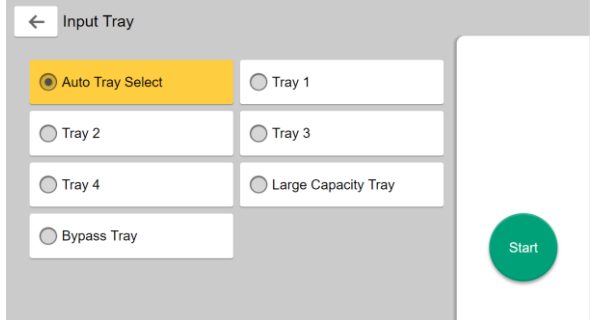
Document size	 <p>The screenshot shows two instances of the 'Document Size' settings screen. The top instance has 'Auto' selected, with other options including Mixed, A3 (Horizontal), JIS B4 (Horizontal), A4, A4 (Horizontal), JIS B5, JIS B5 (Horizontal), and A5 (Horizontal). The bottom instance has 'A5'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

Print Settings



Touch on 'Print Settings' to display Print Settings Screen



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

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

	<p>← Paper Size</p> <table border="1"> <tr> <td><input type="radio"/> Legal (Horizontal)</td> <td><input type="radio"/> Letter (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Invoice (Horizontal)</td> <td><input type="radio"/> 12 x 18 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> C6 (Horizontal)</td> <td><input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Youkei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)</td> </tr> </table> <p>Start</p>	<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)	<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)	<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)	<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)										
<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)																				
<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)																				
<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)																				
<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)																				
<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)																				
<p>Staple</p>	<p>← Staple</p> <table border="1"> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input type="radio"/> Saddle Stitch</td> </tr> <tr> <td><input type="radio"/> Top Left</td> <td><input type="radio"/> Top Left Slant</td> </tr> <tr> <td><input type="radio"/> Top Right</td> <td><input type="radio"/> Top Right Slant</td> </tr> <tr> <td><input type="radio"/> Bottom Left</td> <td><input type="radio"/> Bottom Left Slant</td> </tr> </table> <p>Start</p>	<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right	<input type="radio"/> 2 at Top	<input type="radio"/> Saddle Stitch	<input type="radio"/> Top Left	<input type="radio"/> Top Left Slant	<input type="radio"/> Top Right	<input type="radio"/> Top Right Slant	<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant										
<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right																				
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<p>Punch</p>	<p>← Punch</p> <table border="1"> <tr> <td><input type="radio"/> GBC Left (Multiple Holes)</td> <td><input type="radio"/> GBC Right (Multiple Holes)</td> </tr> <tr> <td><input type="radio"/> GBC Top (Multiple Holes)</td> <td><input type="radio"/> 4 at Left</td> </tr> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> </table> <p>Start</p> <p>← Punch</p> <table border="1"> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 4 at Top</td> <td><input type="radio"/> 3 at Top</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input checked="" type="radio"/> Off</td> </tr> </table> <p>Start</p>	<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)	<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top	<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off
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<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off																				

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

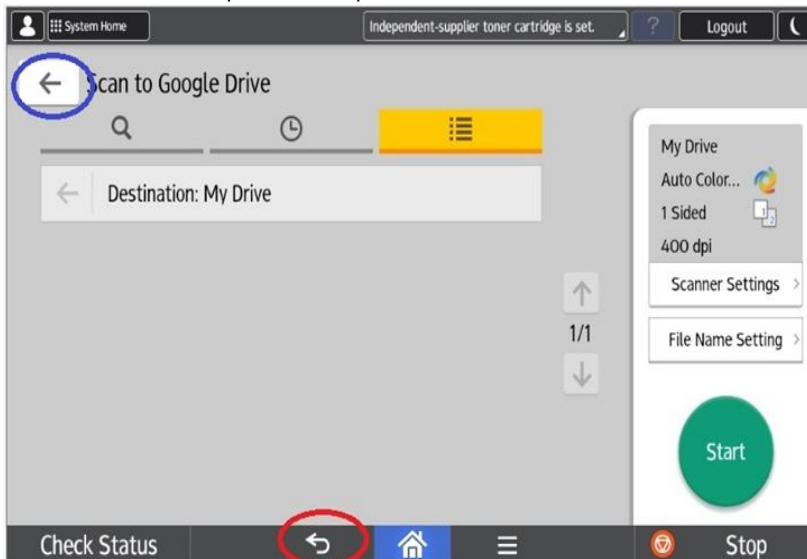
96 Limitations

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

97 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>