Version 3.1

RICOH





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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

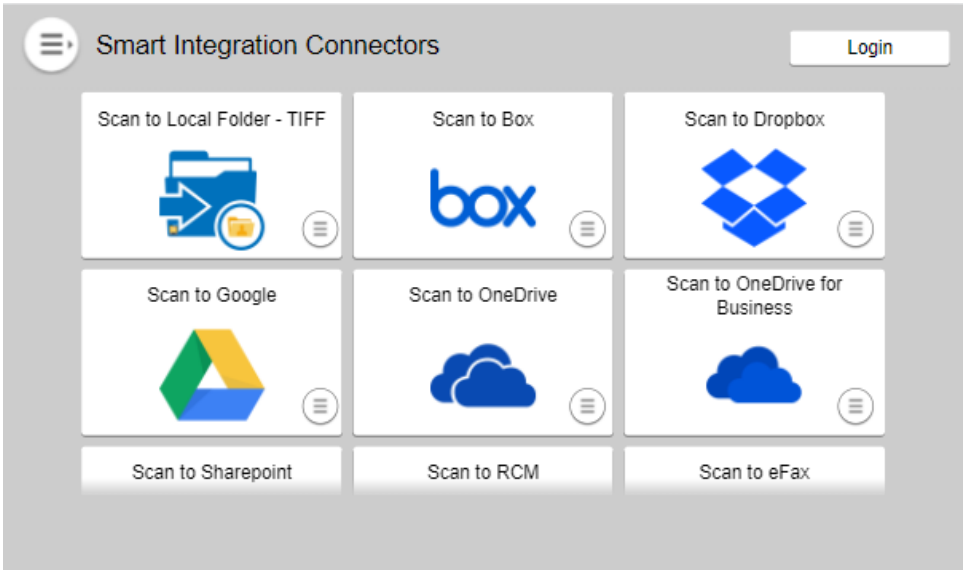
Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

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		


Smart Integration Connectors
Login
Scan to Local Folder - TIFF
Scan to Box
box
Scan to Dropbox
Scan to Google
Scan to OneDrive
Scan to OneDrive for Business
Scan to Sharepoint
Scan to RCM
Scan to eFax

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.

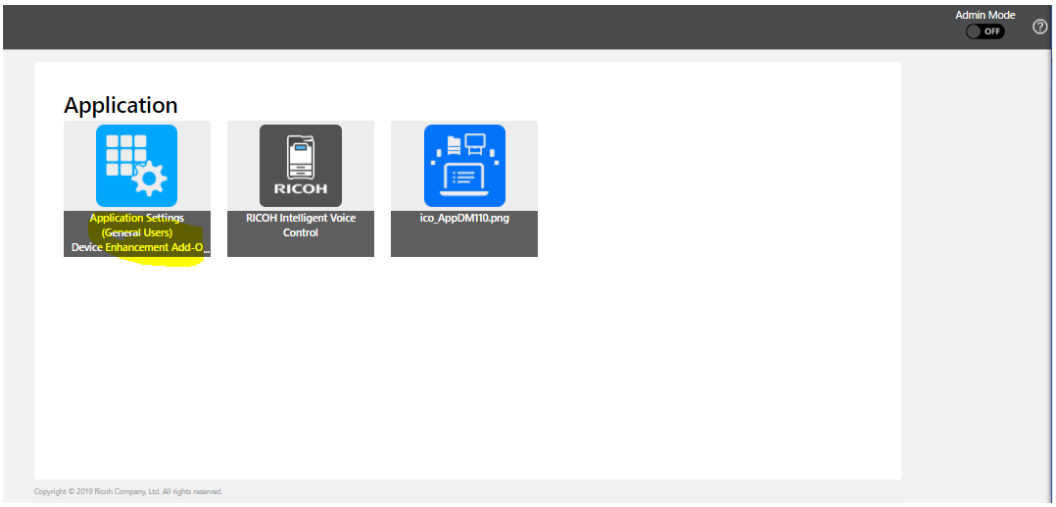
Refer to Smart Integration Cloud Service Connection User Guide for step-by-step instructions.

4 Configuring default Values

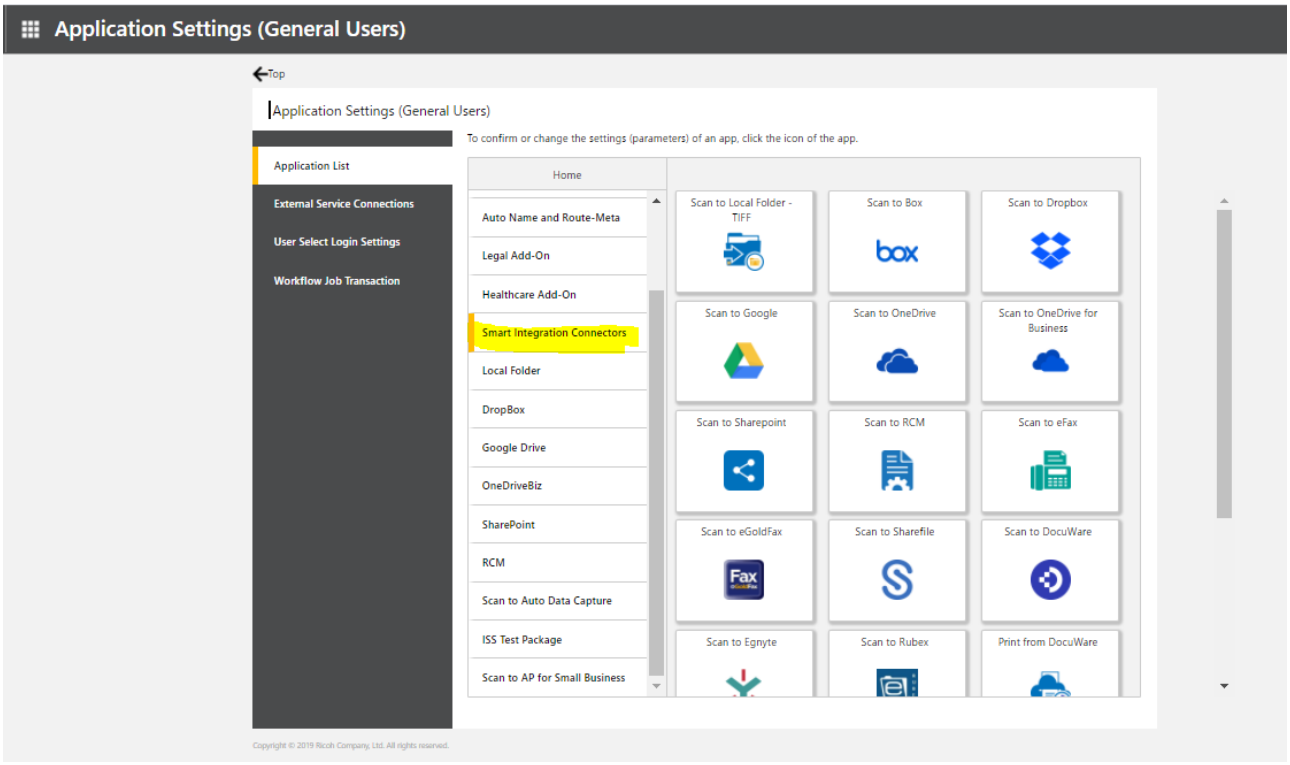
Smart Integration User Configuration Site URL

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

Login to above site using your credentials.

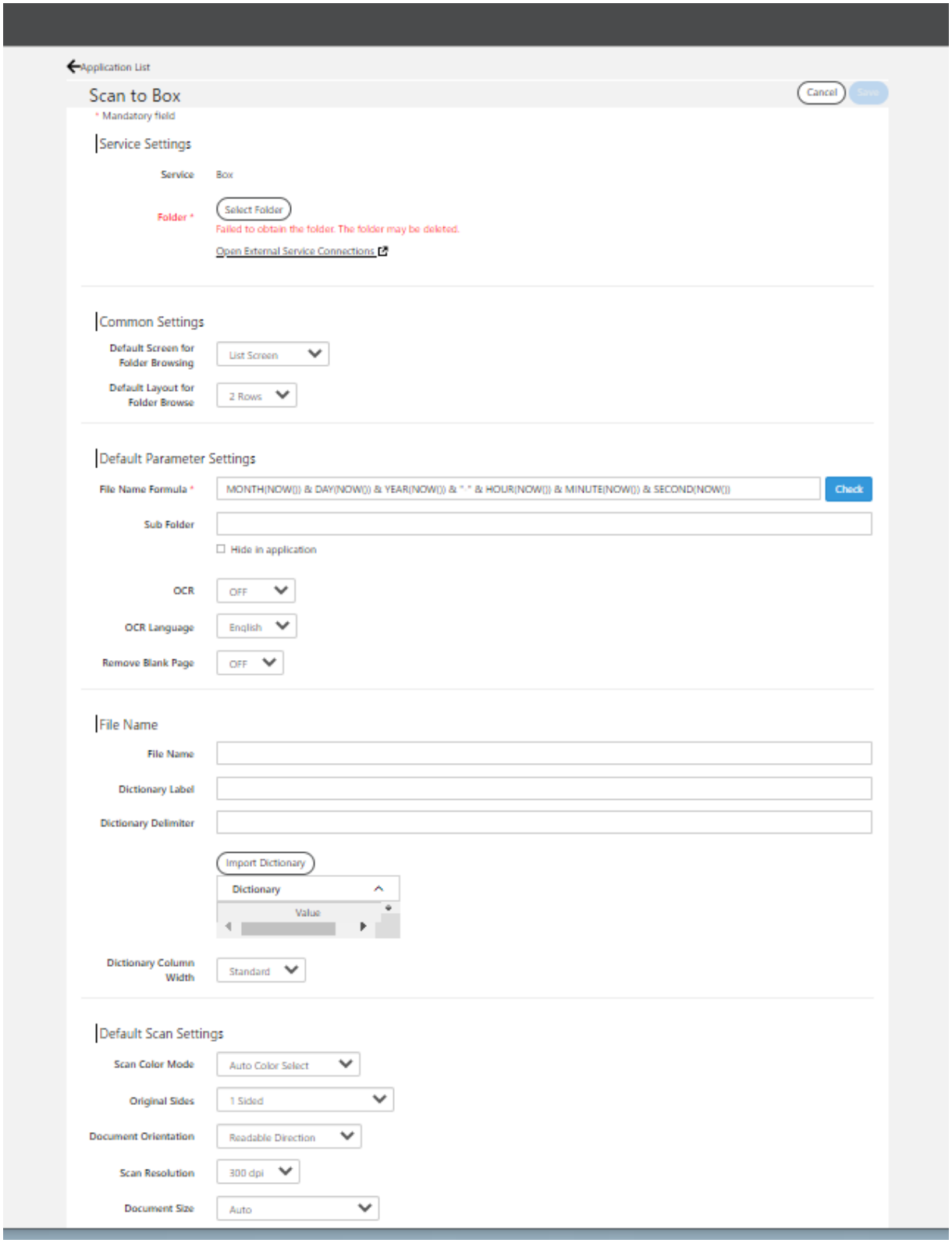


Click on 'Application settings'

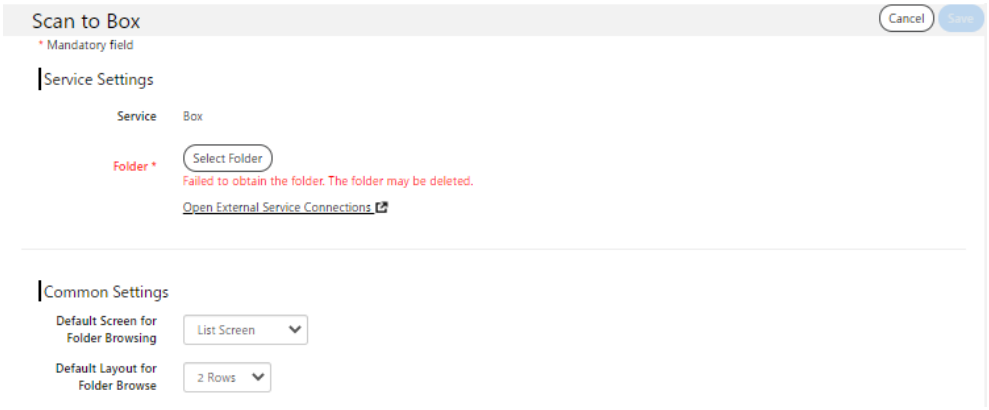


Click on desired application to configure application settings.

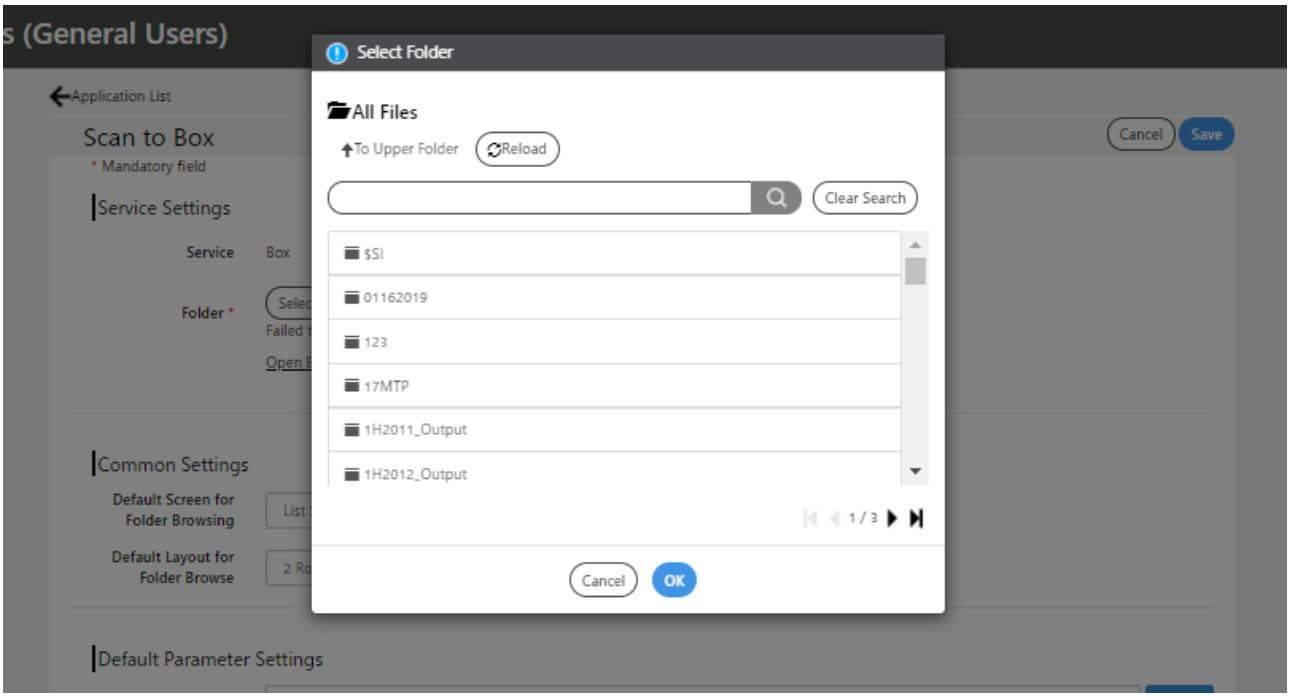
5 Scan to Box


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 *
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "_" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())
Check
Sub Folder
Hide in application
OCR
OFF
OCR Language
English
Remove Blank Page
OFF
File Name
File Name
Dictionary Label
Dictionary Delimiter
Import Dictionary
Dictionary
Value
Dictionary Column Width
Standard
Default Scan Settings
Scan Color Mode
Auto Color Select
Original Sides
1 Sided
Document Orientation
Readable Direction
Scan Resolution
300 dpi
Document Size
Auto

Default Folder



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.



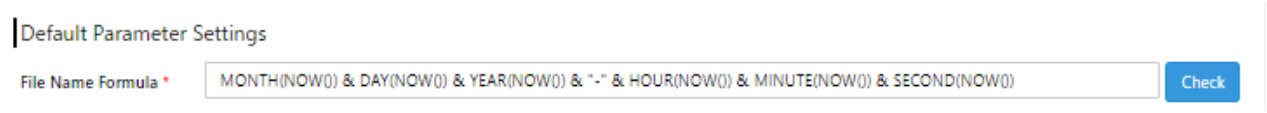
Sub Folder

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.



File Name Formula

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



Default Formula:

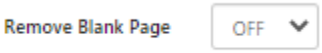
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

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

Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.



OCR Language

Default value for OCR Language can be configured.

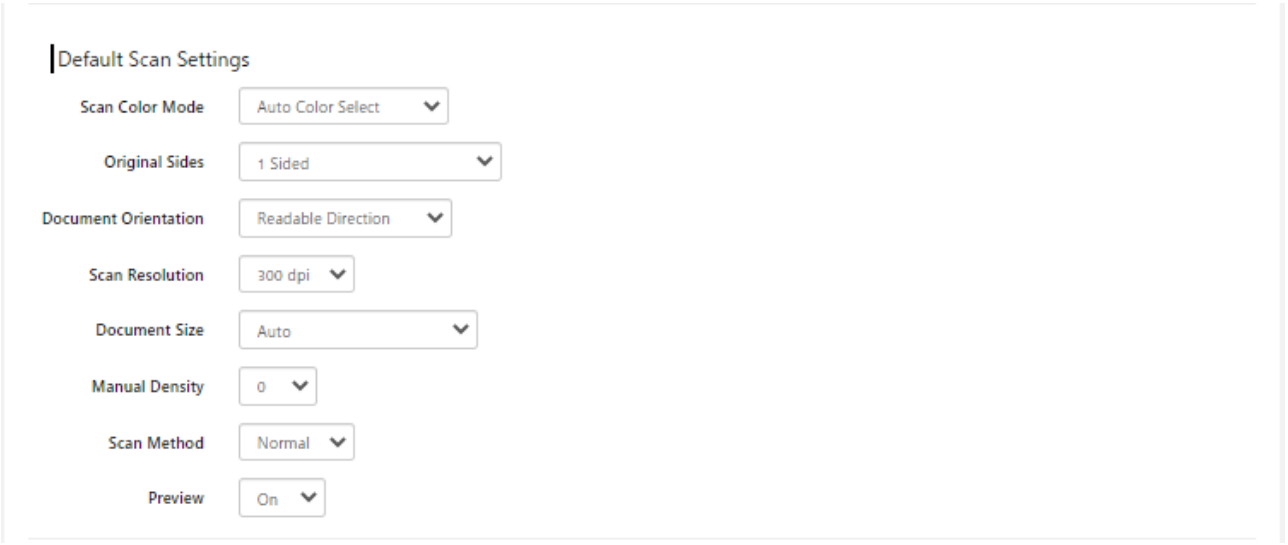


File Name

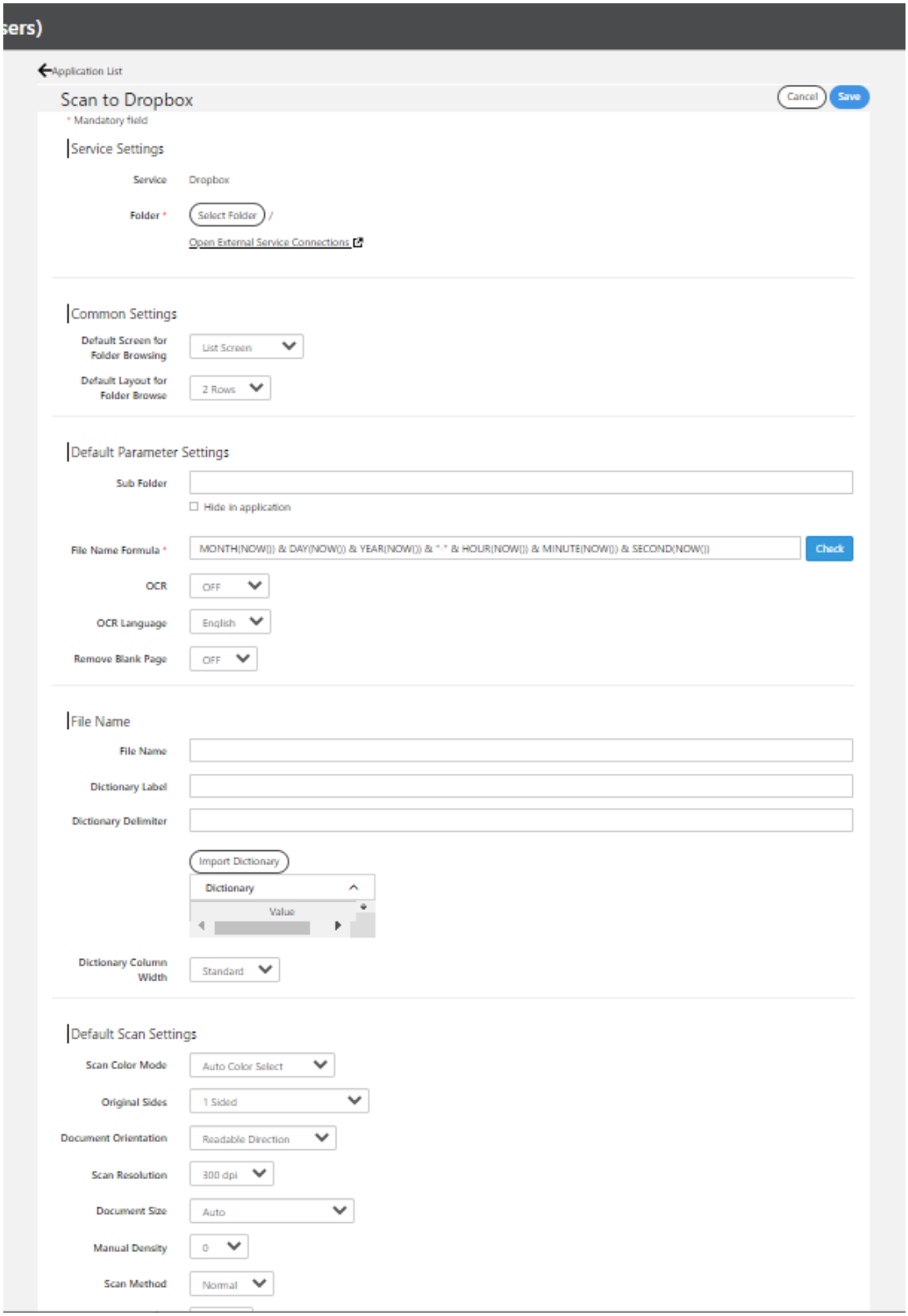


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

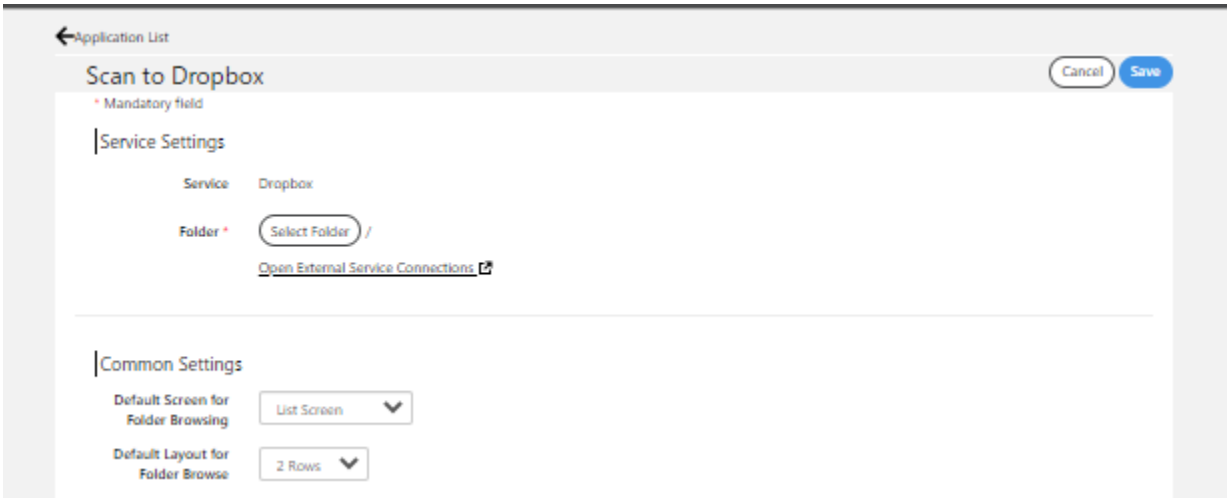
Scan Settings



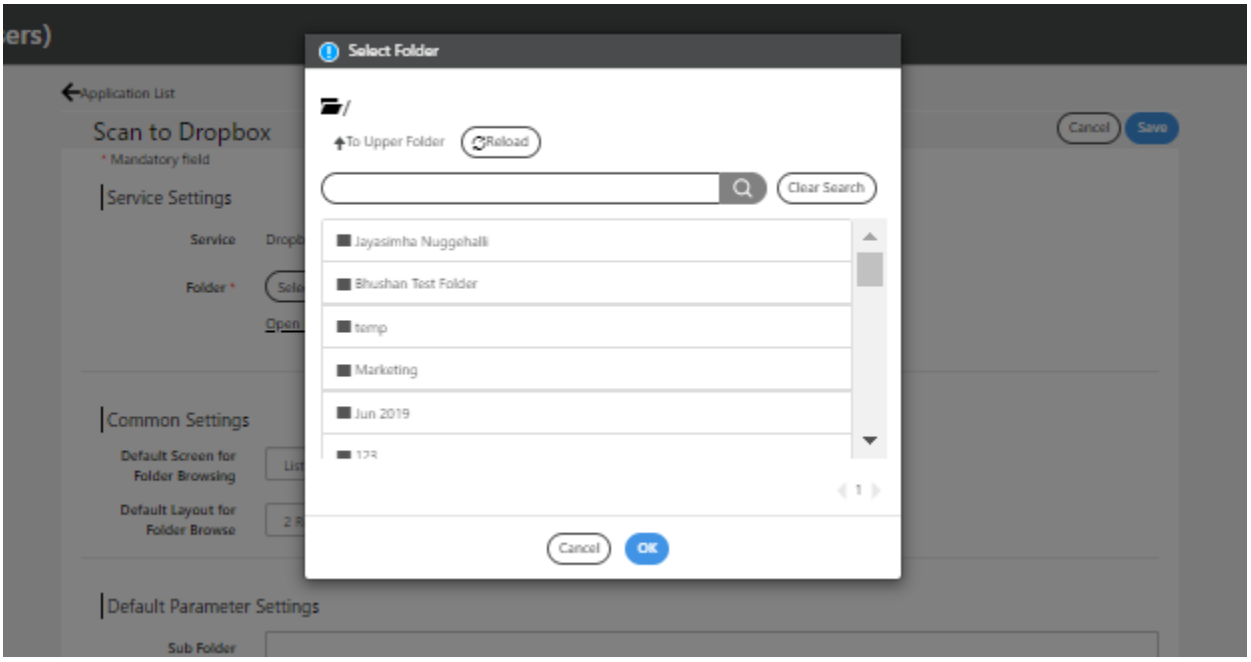
6 Scan to Dropbox



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.



Default Formula:

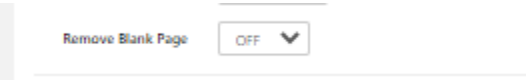
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

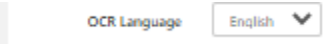


OCR

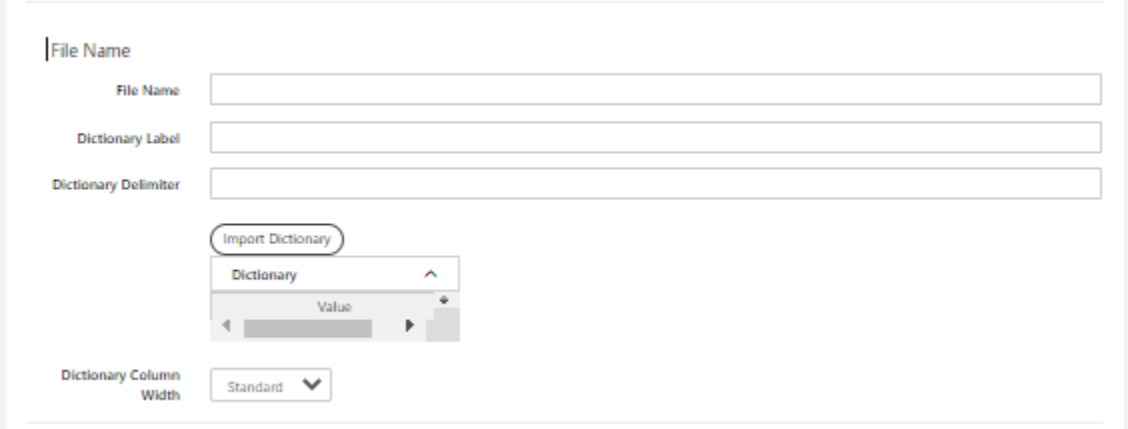
Default value for OCR can be configured.

OCR Language

Default value for OCR Language can be configured.

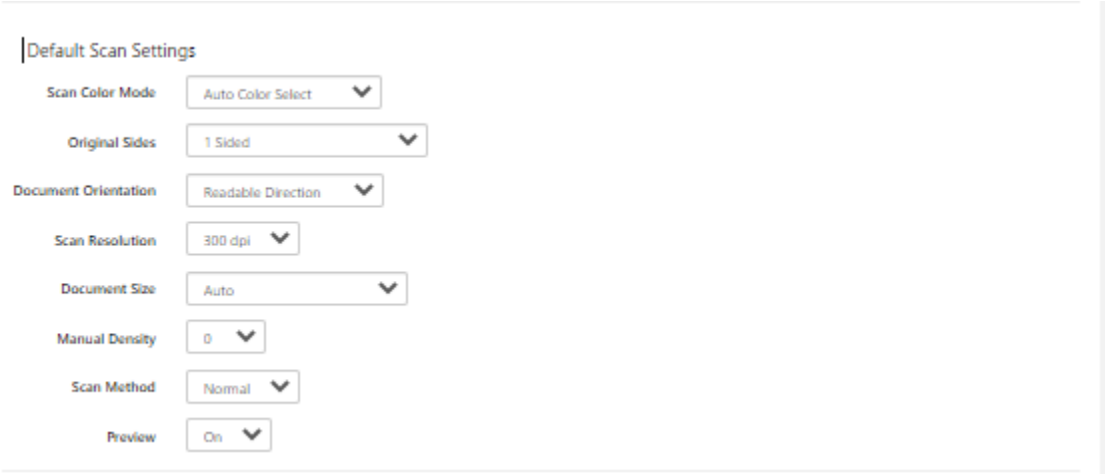


File Name

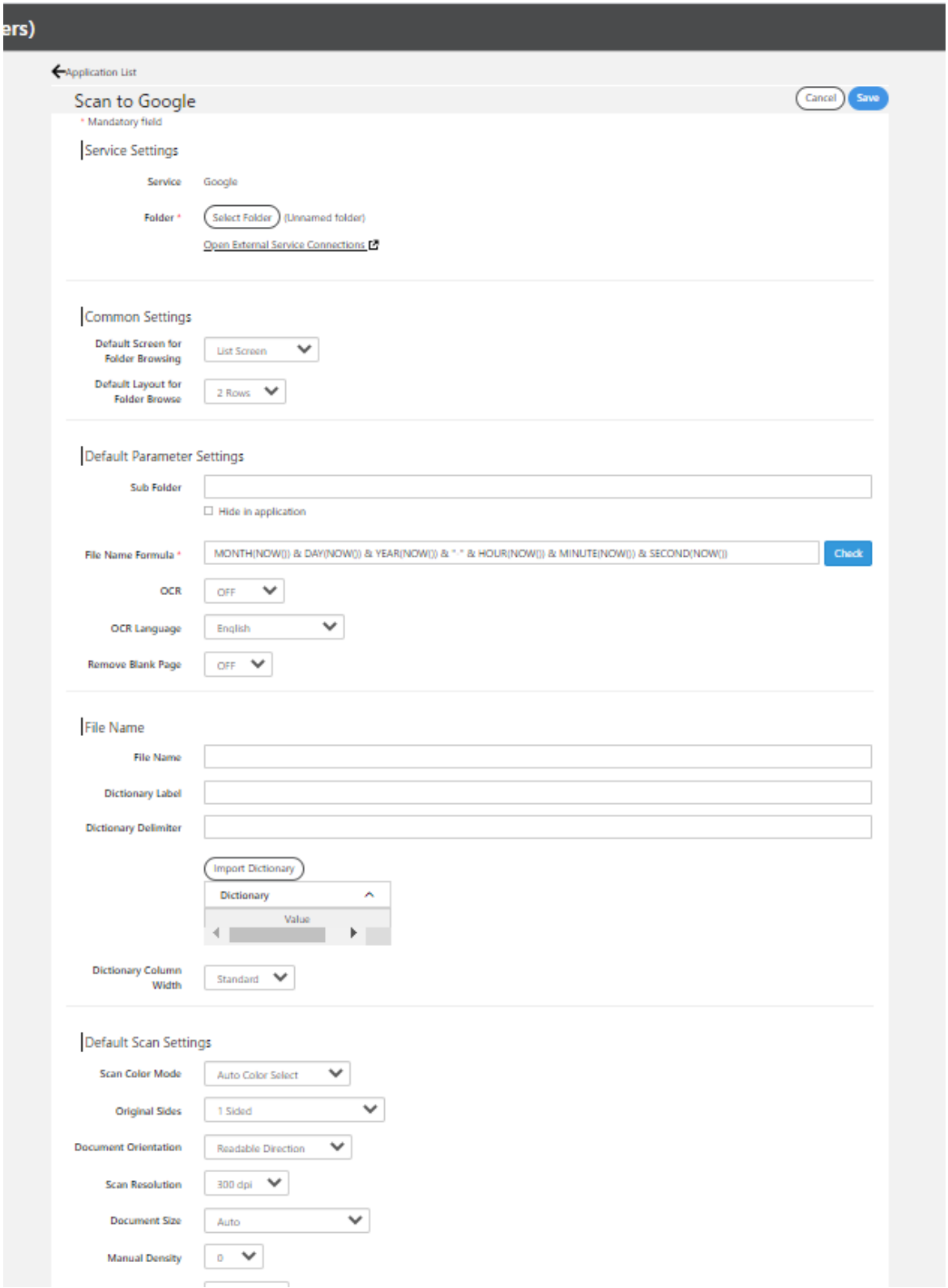


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

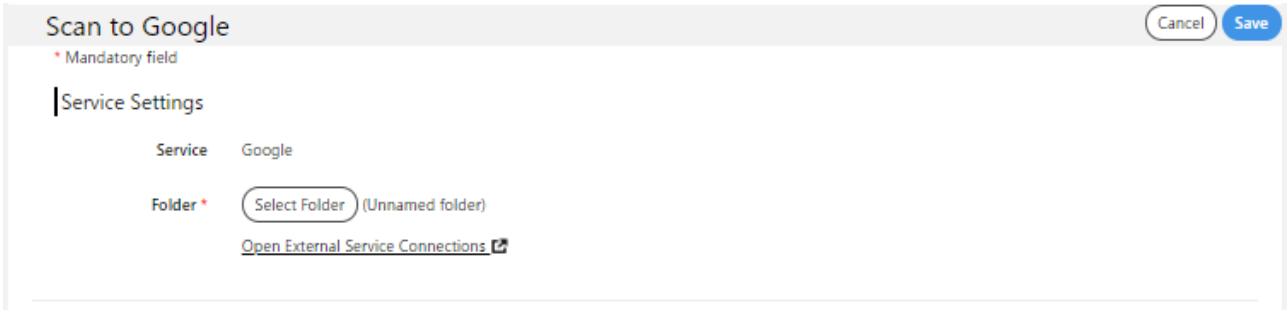
Scan Settings



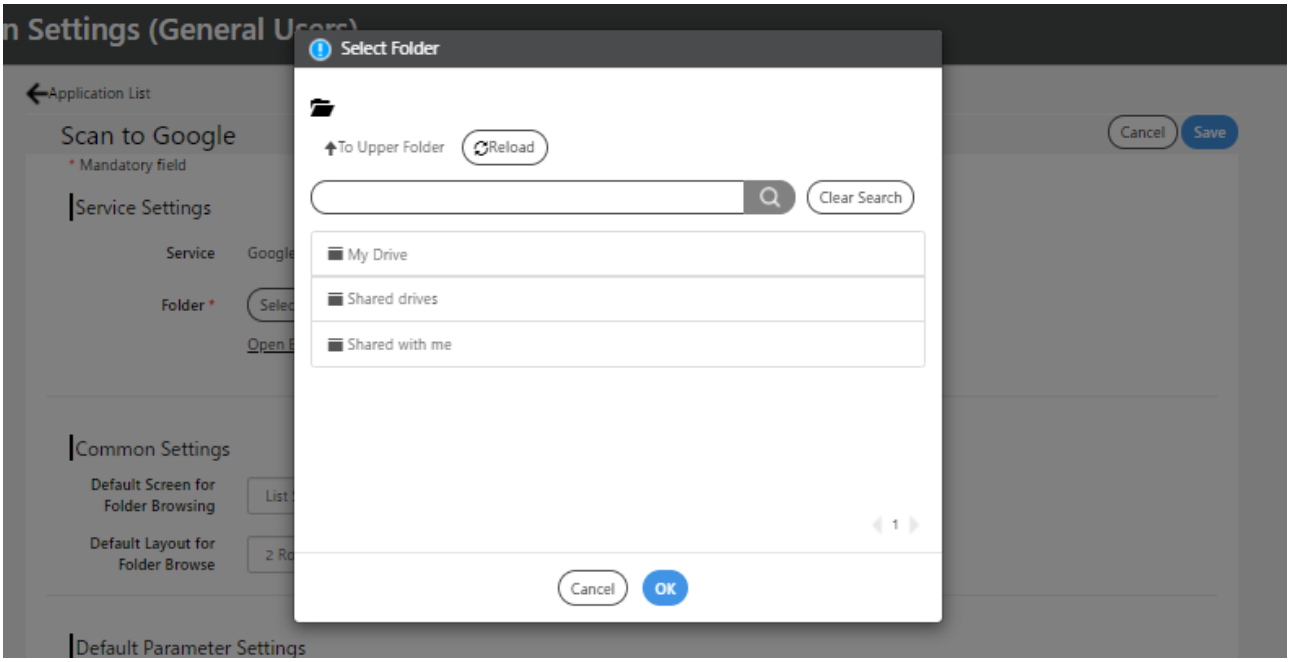
7 Scan to GoogleDrive



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.



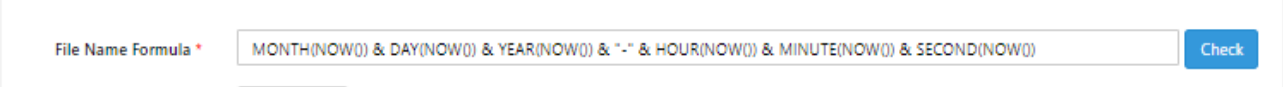
Sub Folder

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.



Default Formula:

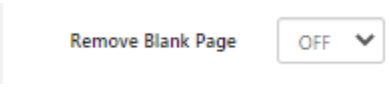
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

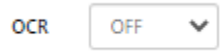
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

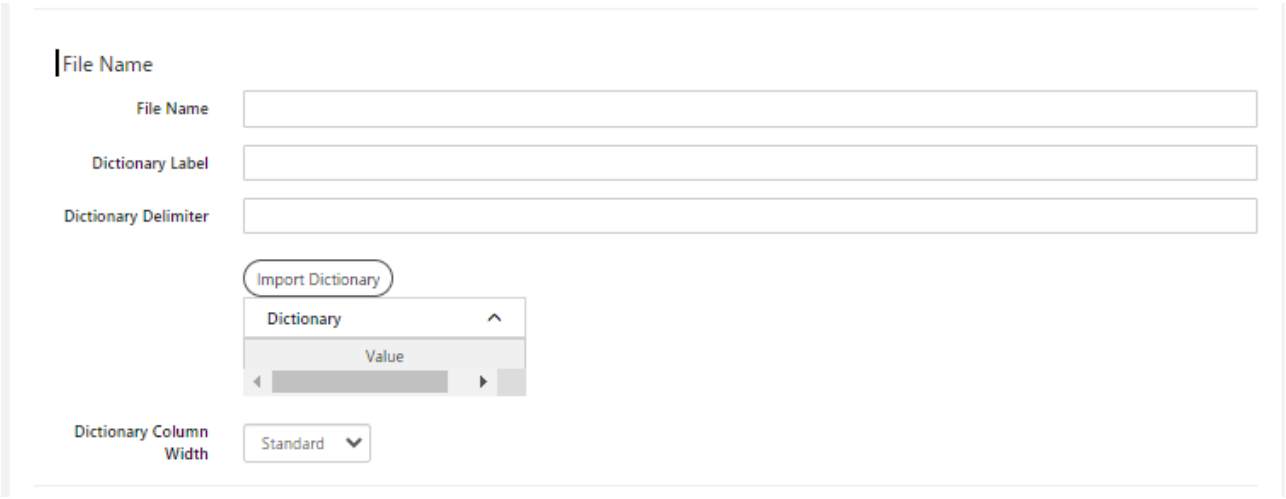


OCR Language

Default value for OCR Language can be configured.

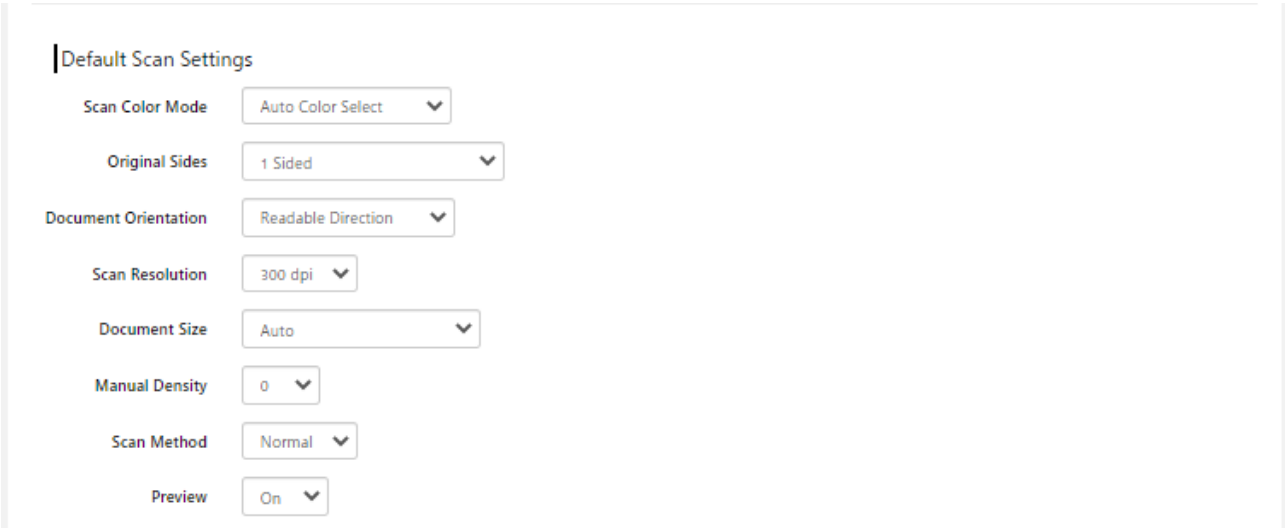


File Name

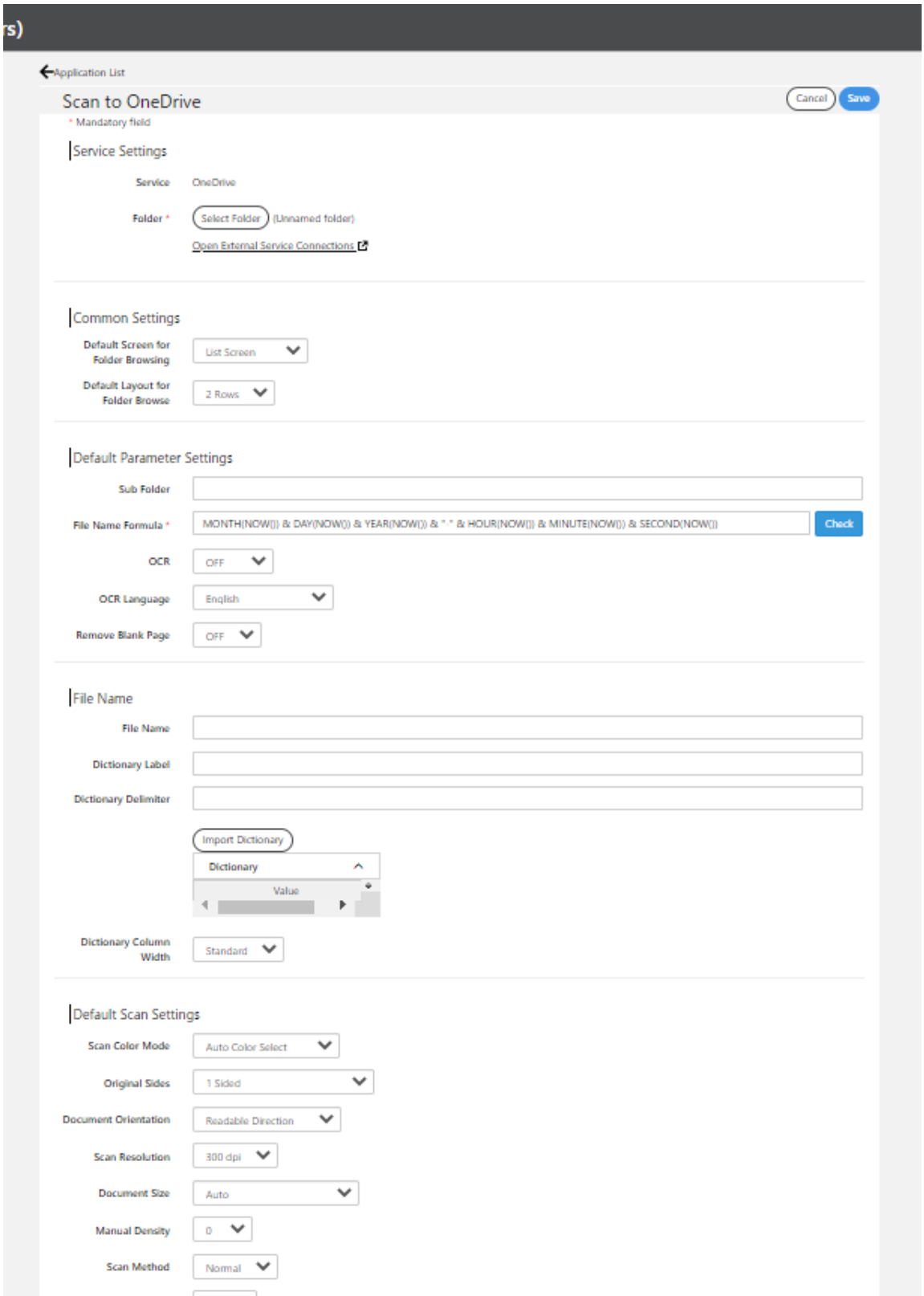


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

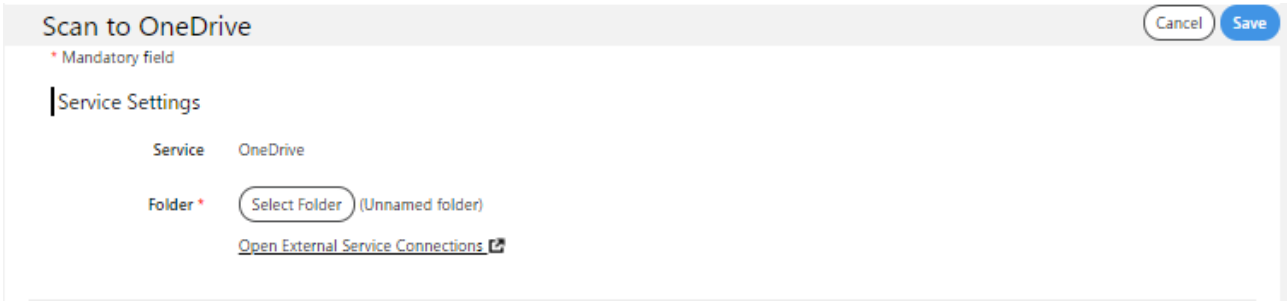
Scan Settings



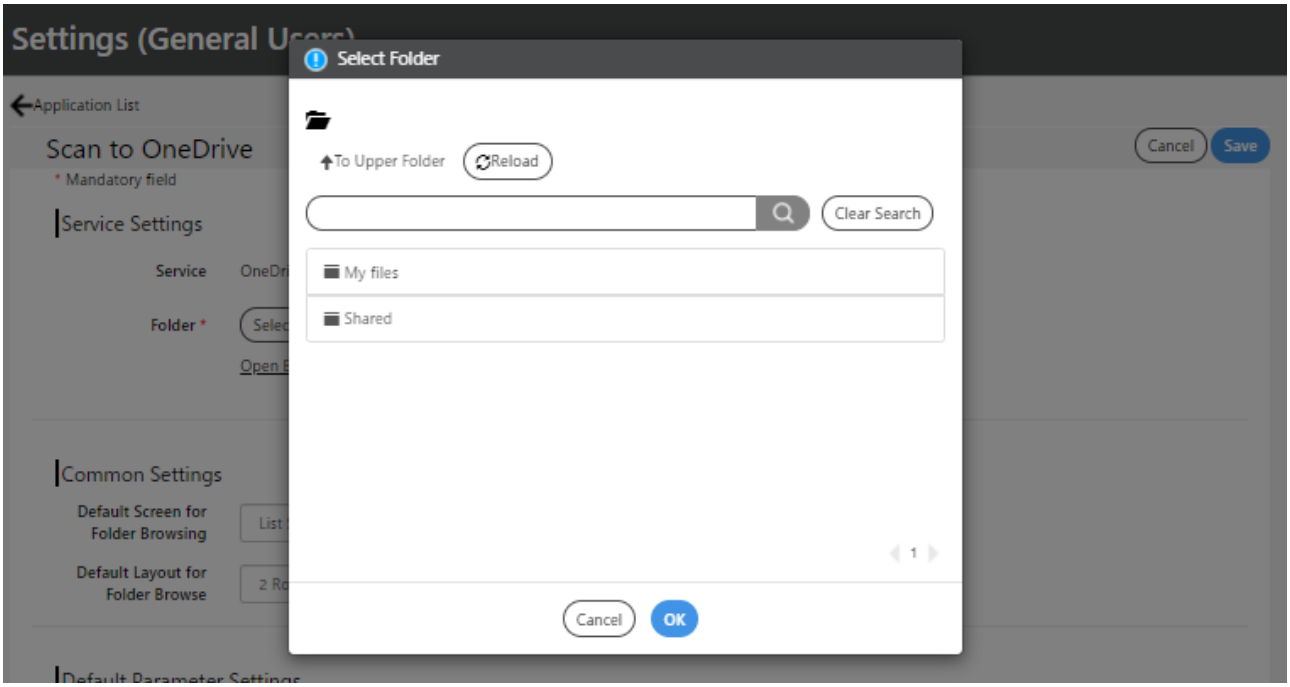
8 Scan to OneDrive



Default Folder

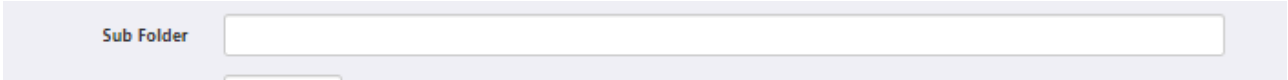


OneDrive External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



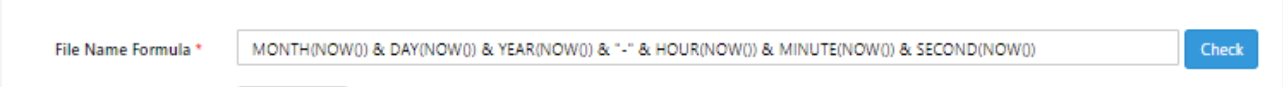
Sub Folder

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.



Default Formula:

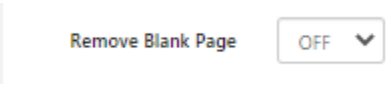
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

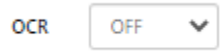
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

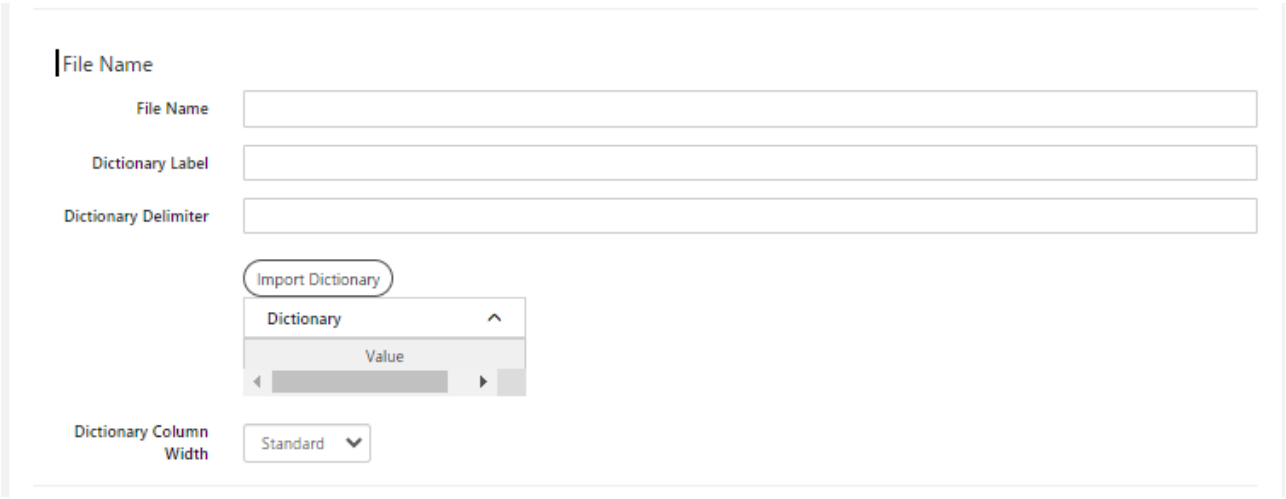


OCR Language

Default value for OCR Language can be configured.

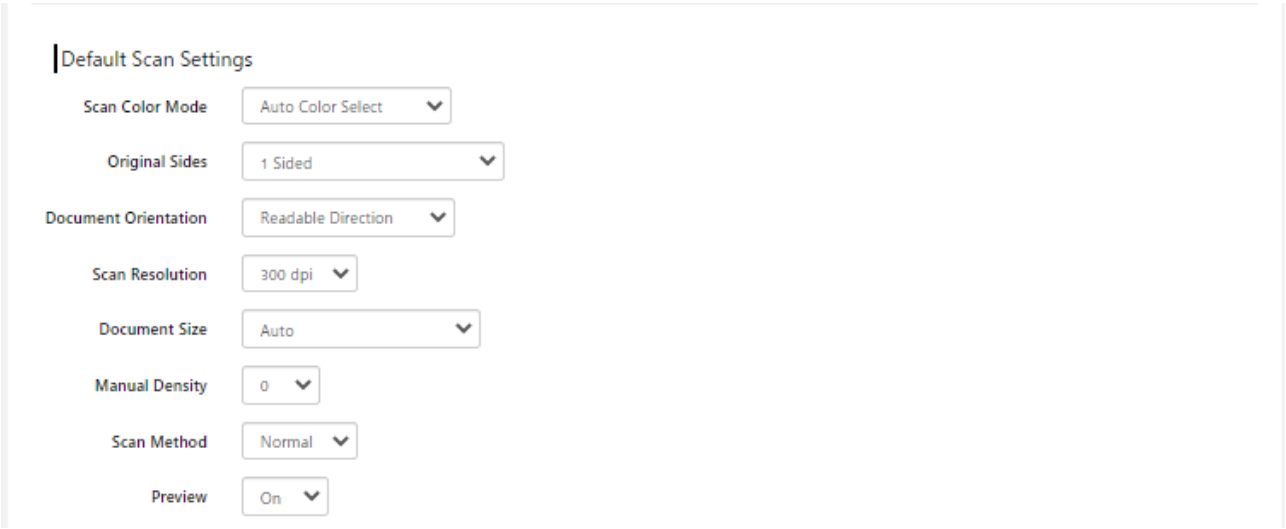


File Name

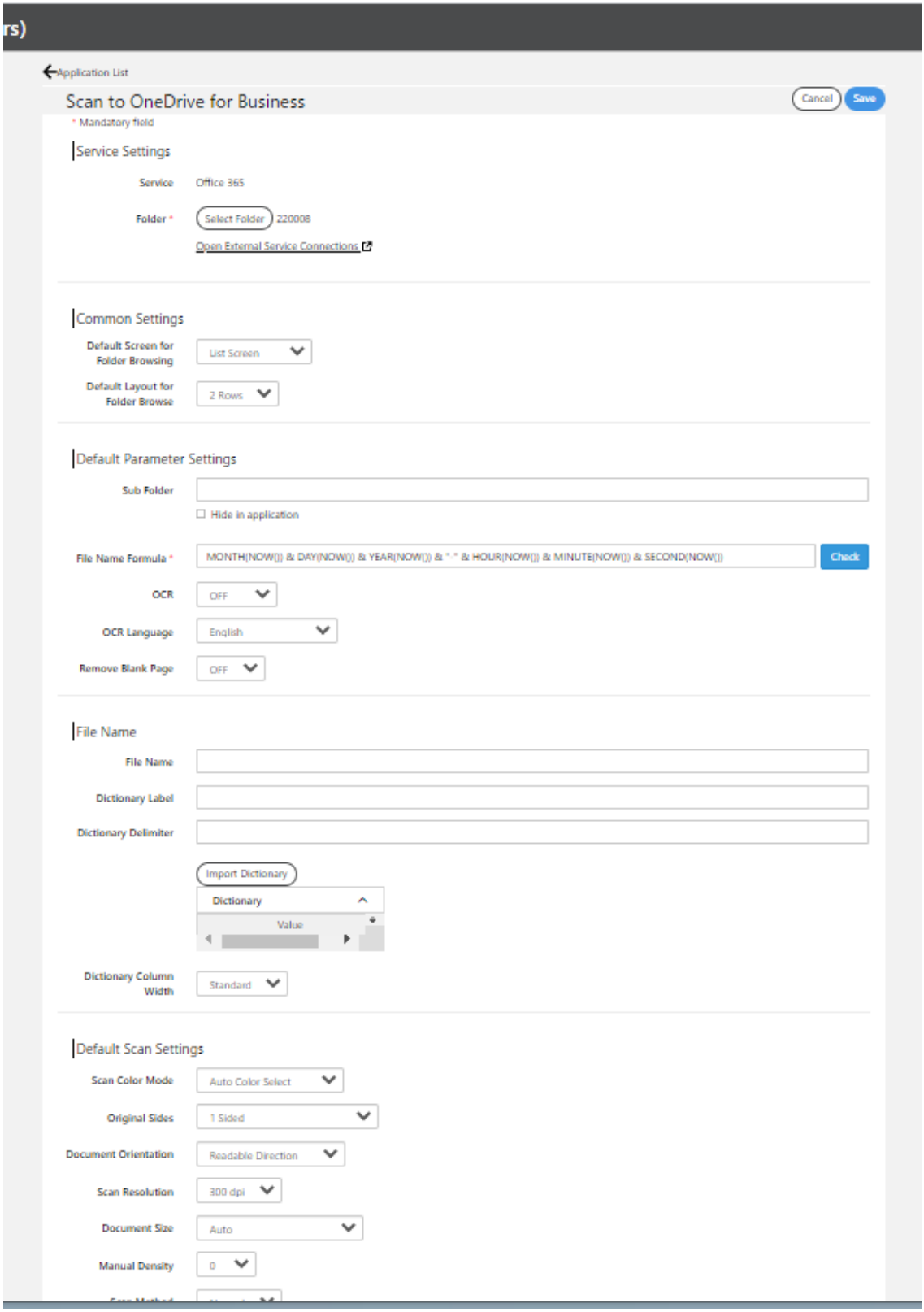


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



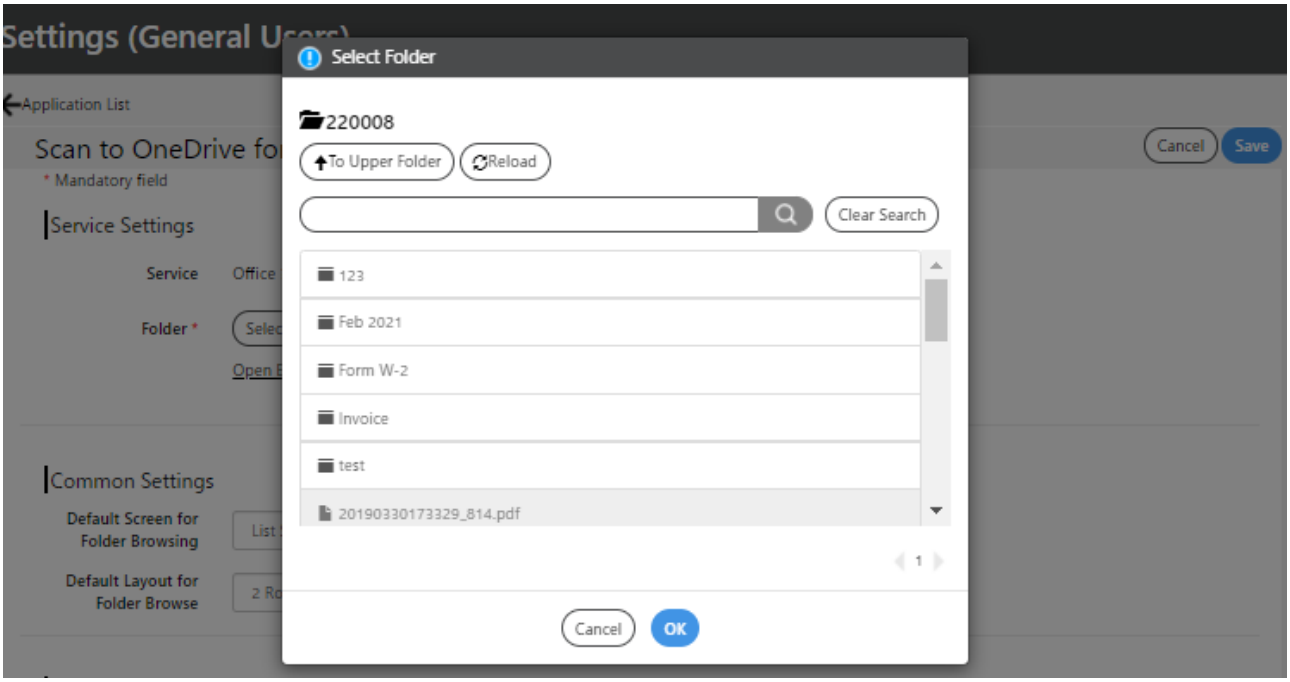
9 Scan to OneDrive for Business



Default Folder



Microsoft 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.



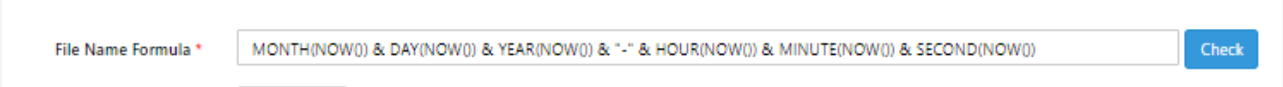
Sub Folder

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.



Default Formula:

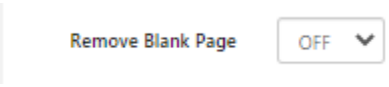
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

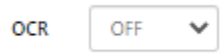
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

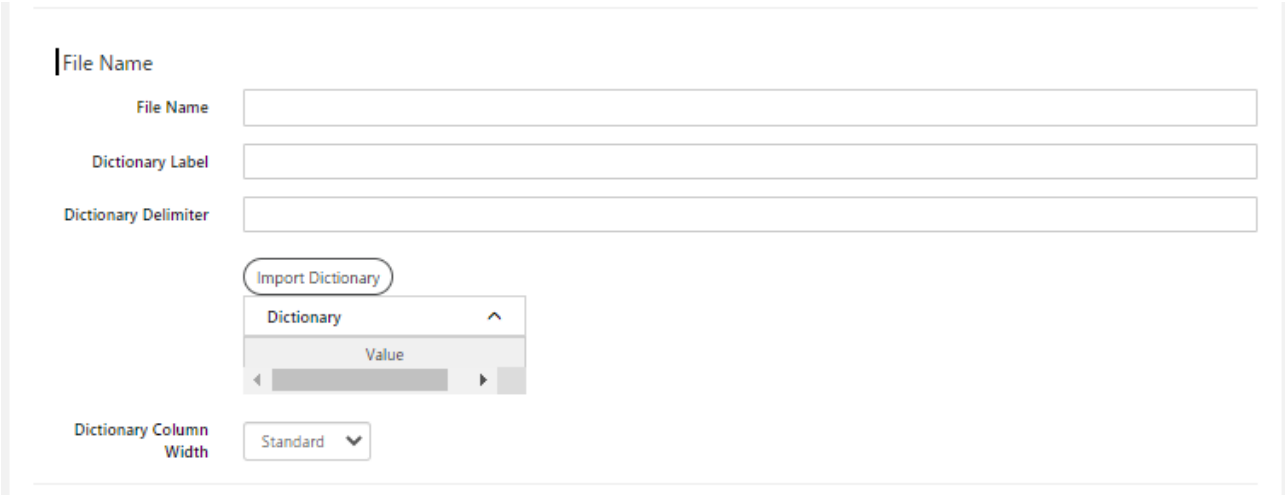


OCR Language

Default value for OCR Language can be configured.

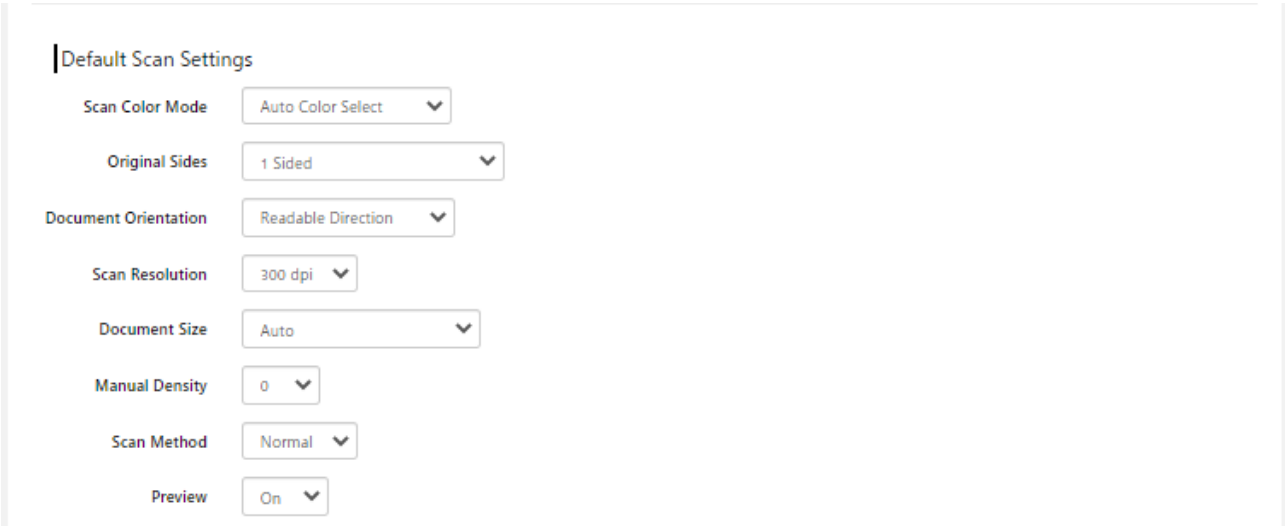


File Name

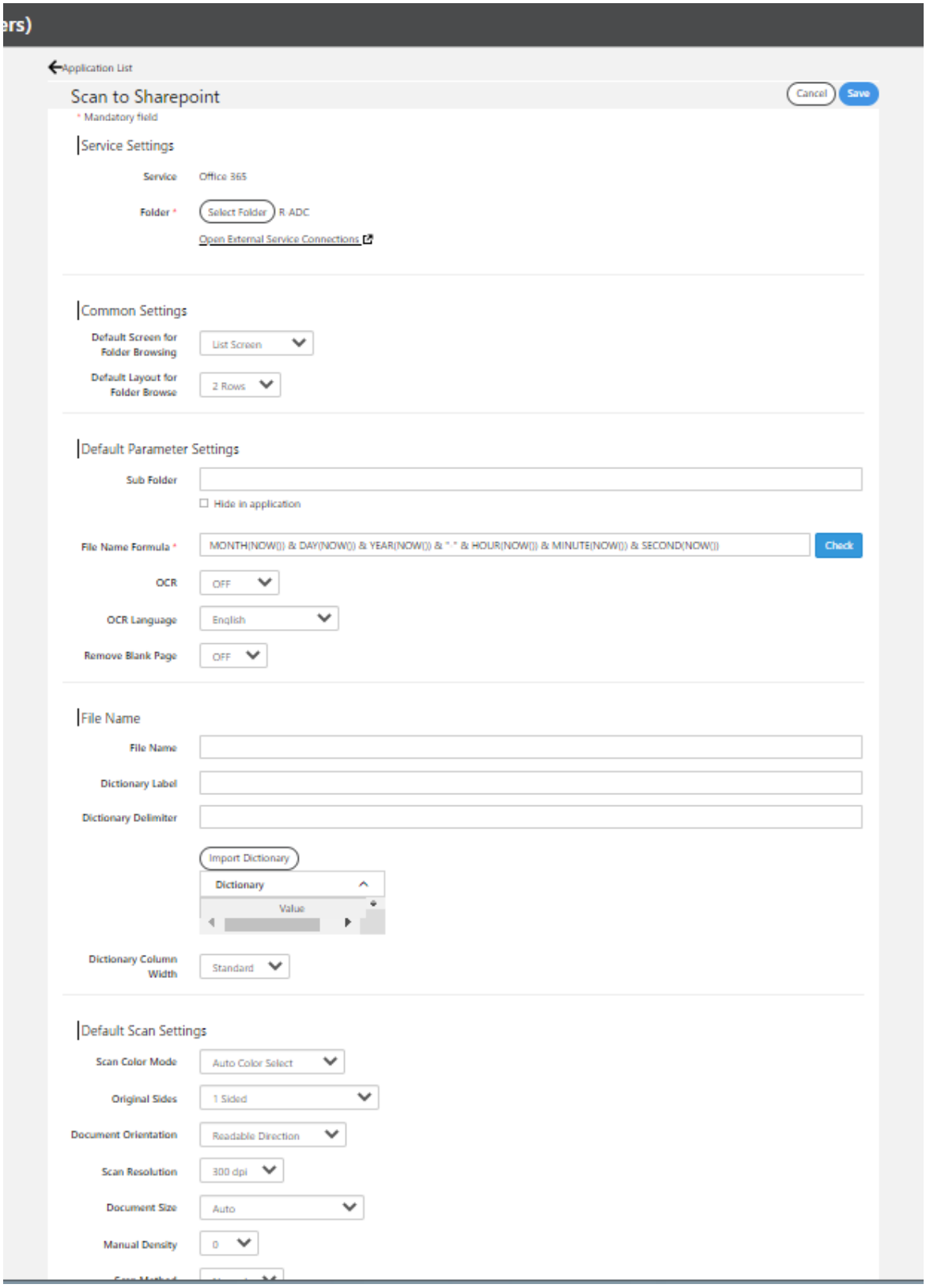


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

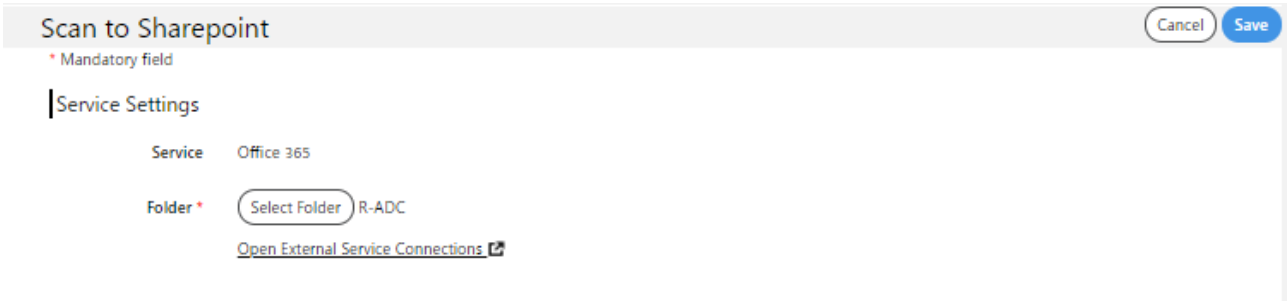
Scan Settings



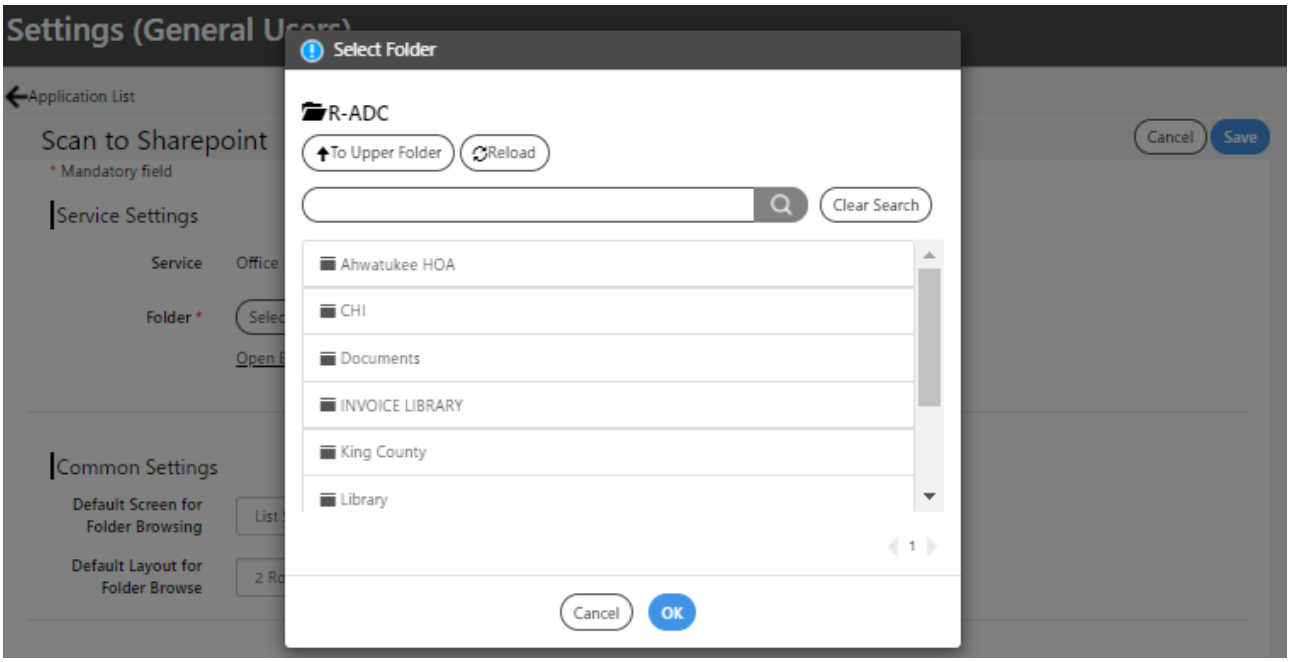
10 Scan to SharePoint



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.



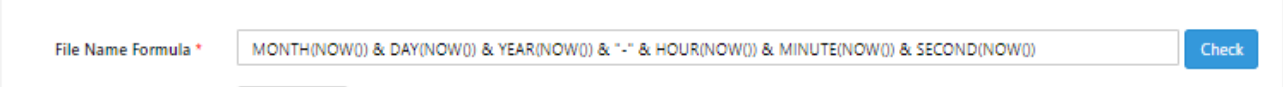
Sub Folder

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.



Default Formula:

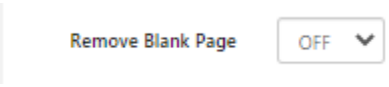
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

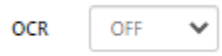
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

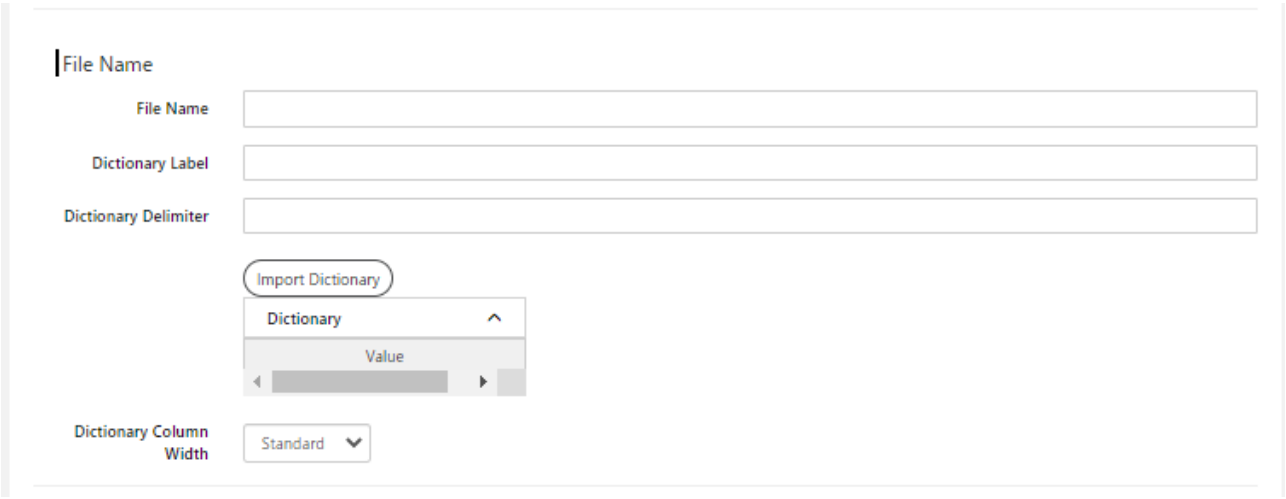


OCR Language

Default value for OCR Language can be configured.

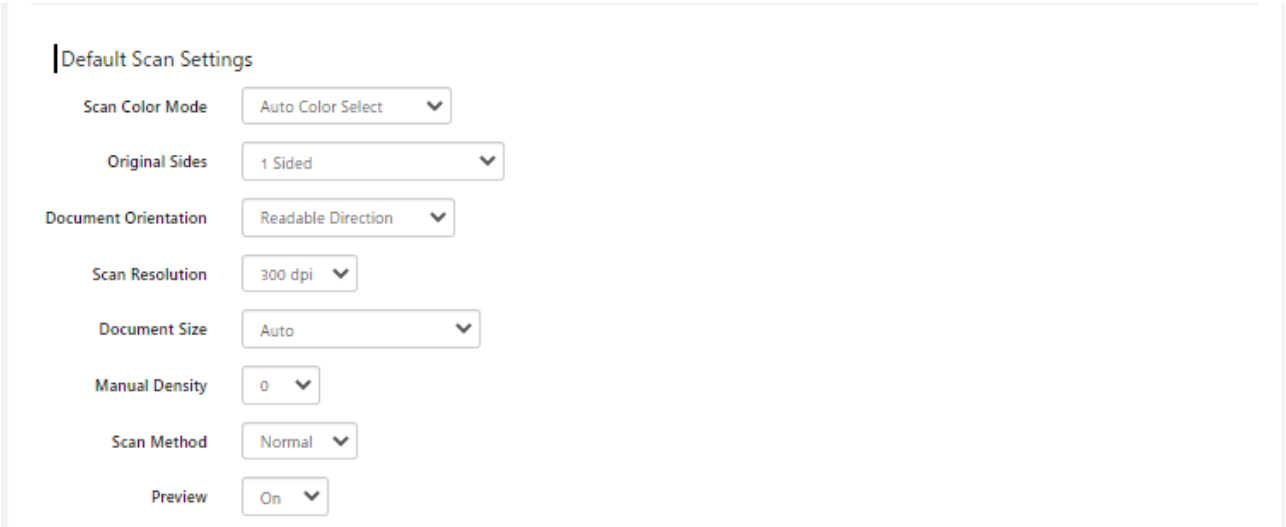


File Name



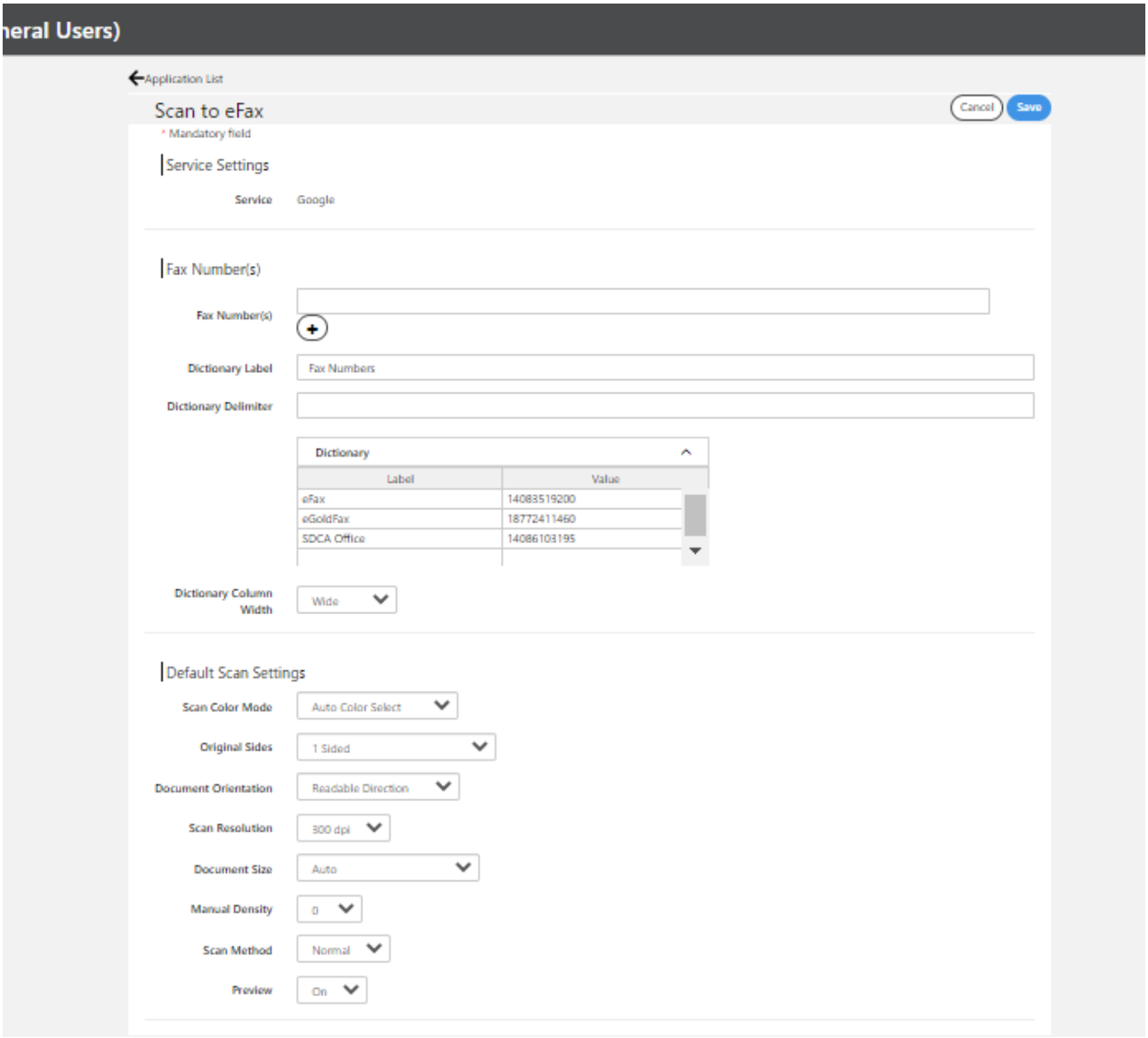
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

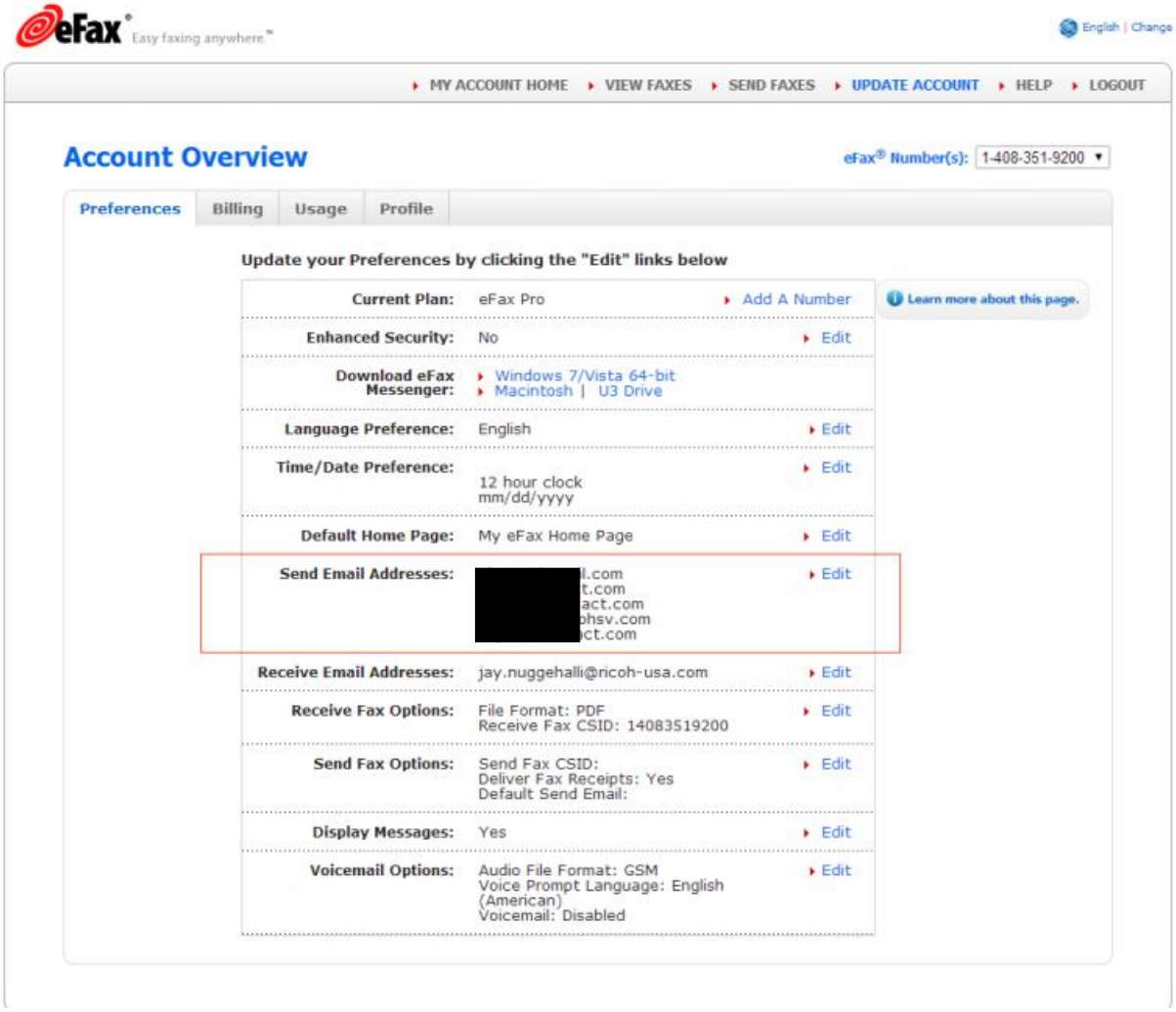
Scan Settings



11 Scan to eFax

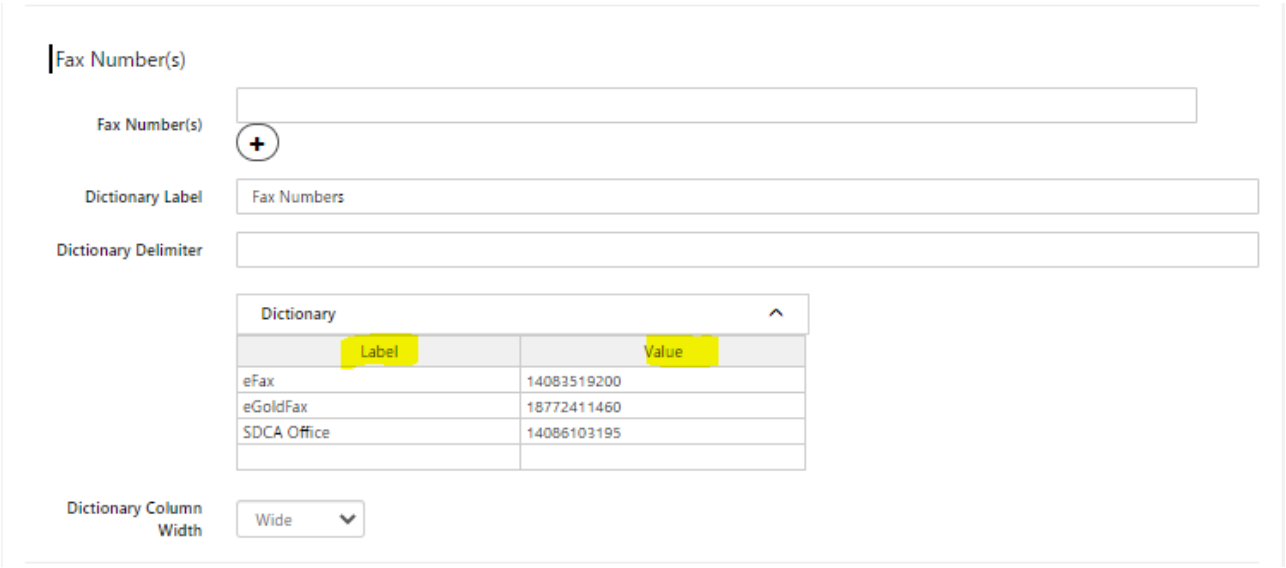
Note: Scan to eFax uses your Google account with which you have done External Service Connection for Google in RICOH Smart Integration platform to send email. User need to enter same Gmail address under 'Send Email Addresses' in user's eFax account.





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

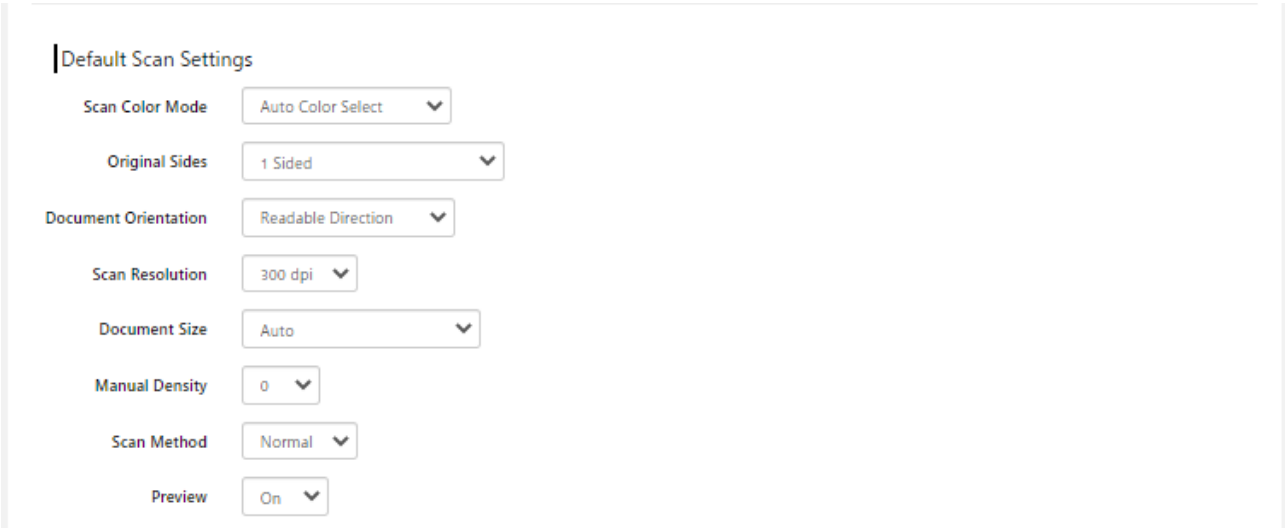
Fax Number



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.

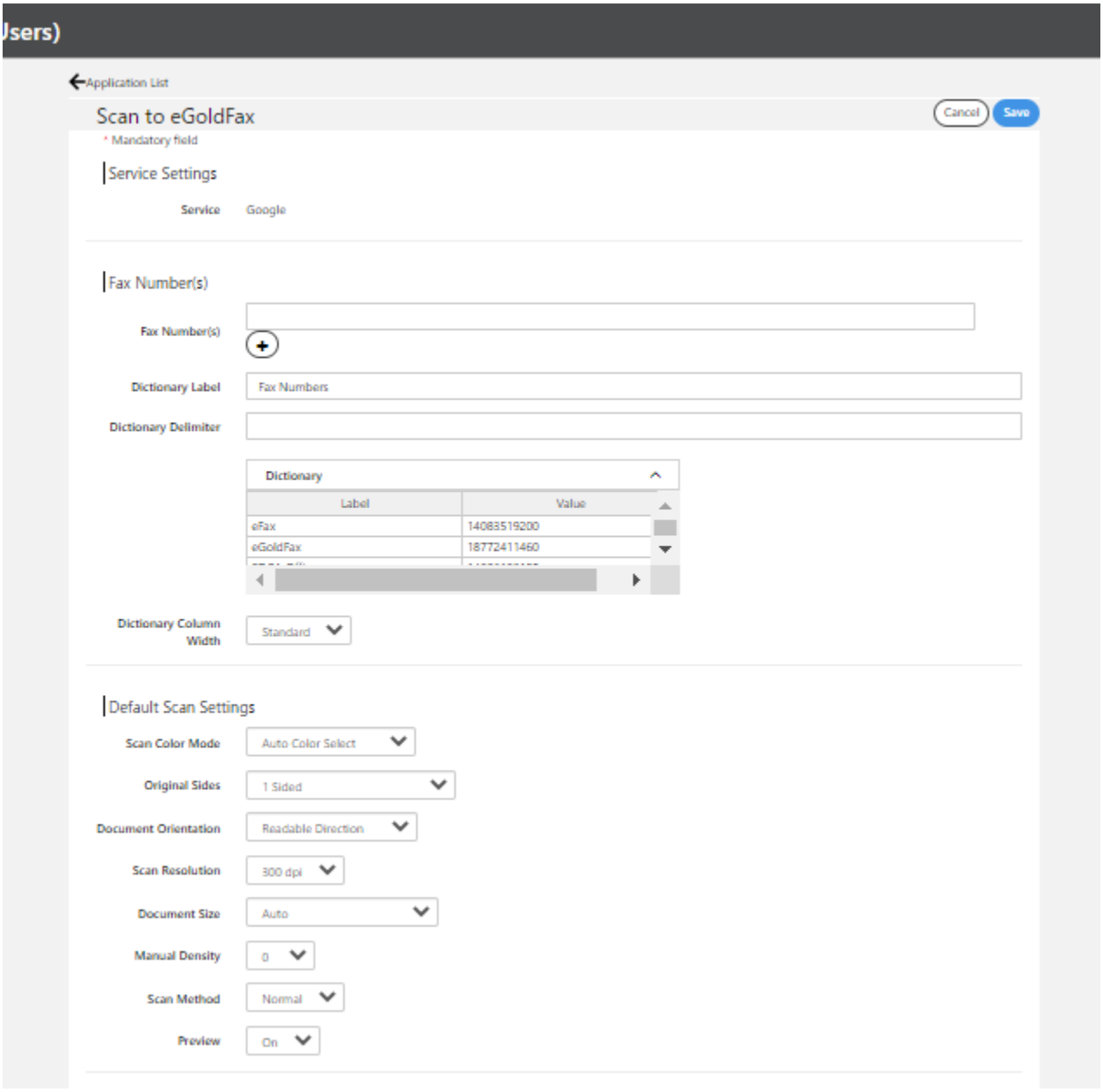
Supports Multiple Fax Numbers. By pressing '+' additional fax numbers can be added.

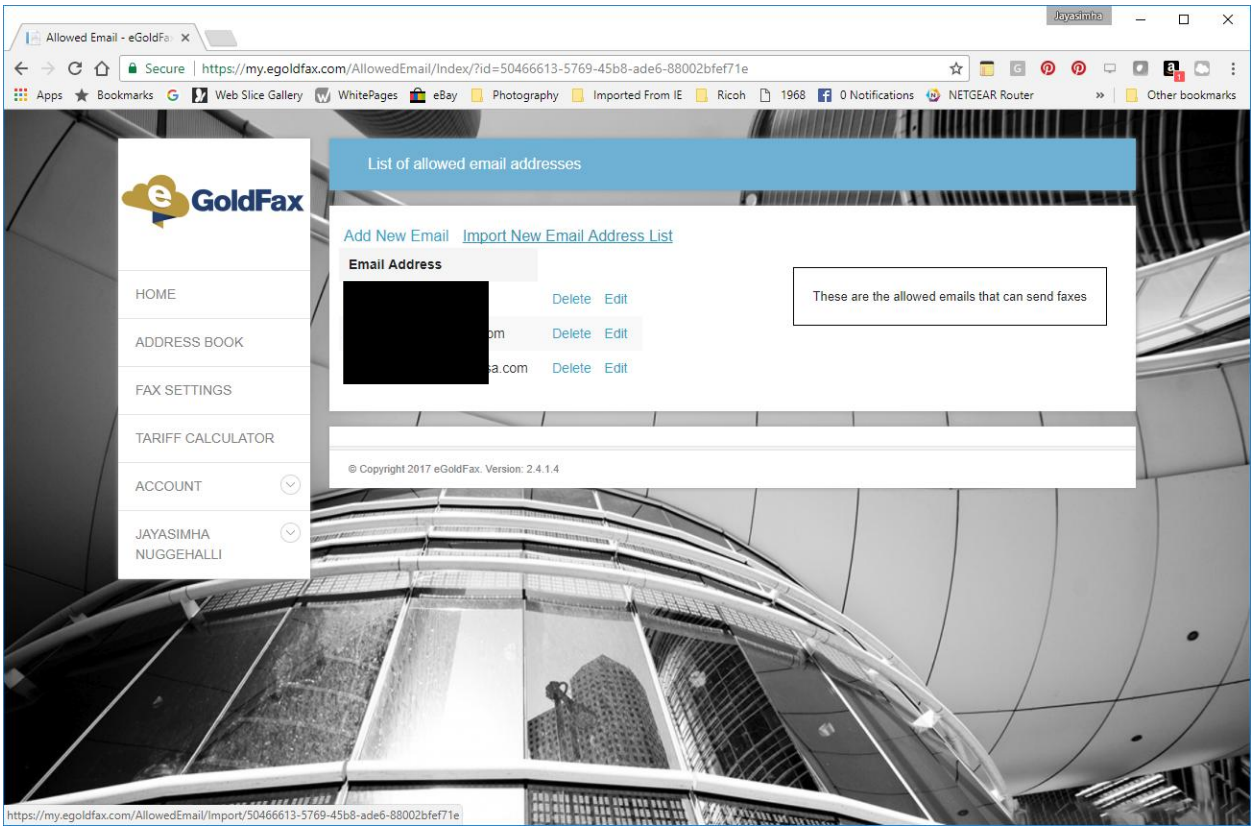
Scan Settings



12 Scan to eGoldFax

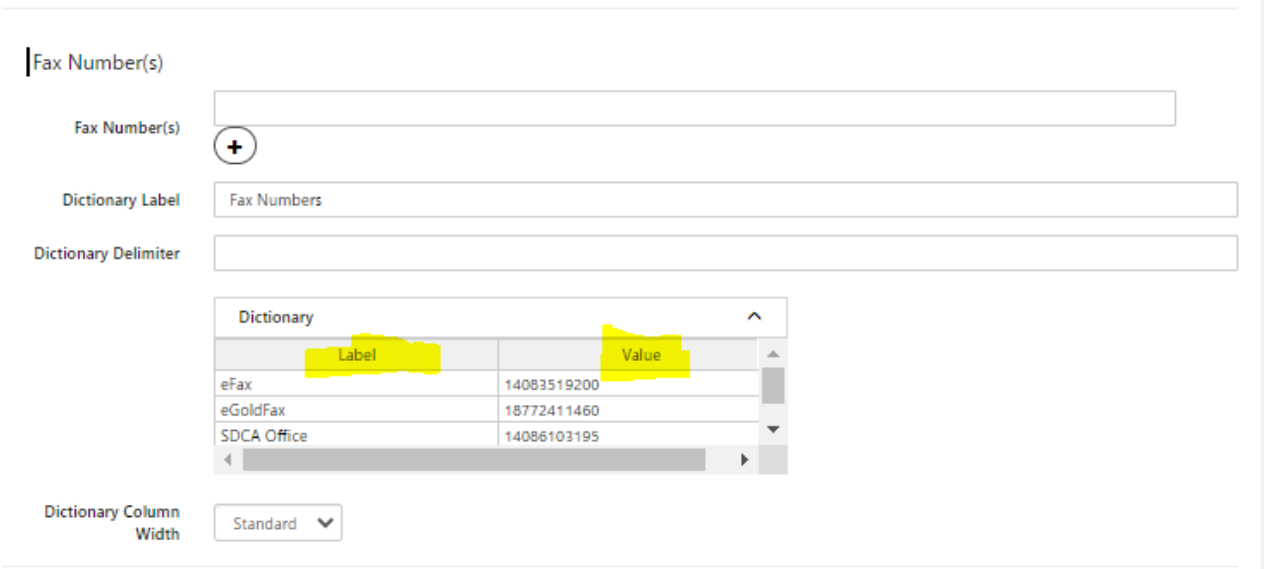
Note: Scan to eGoldFax uses your Google account with which you have done External Service Connection for Google in RICOH Smart Integration platform to send email. User need to enter same Gmail address under 'Allowed Email Addresses' in user's eGoldFax account.





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

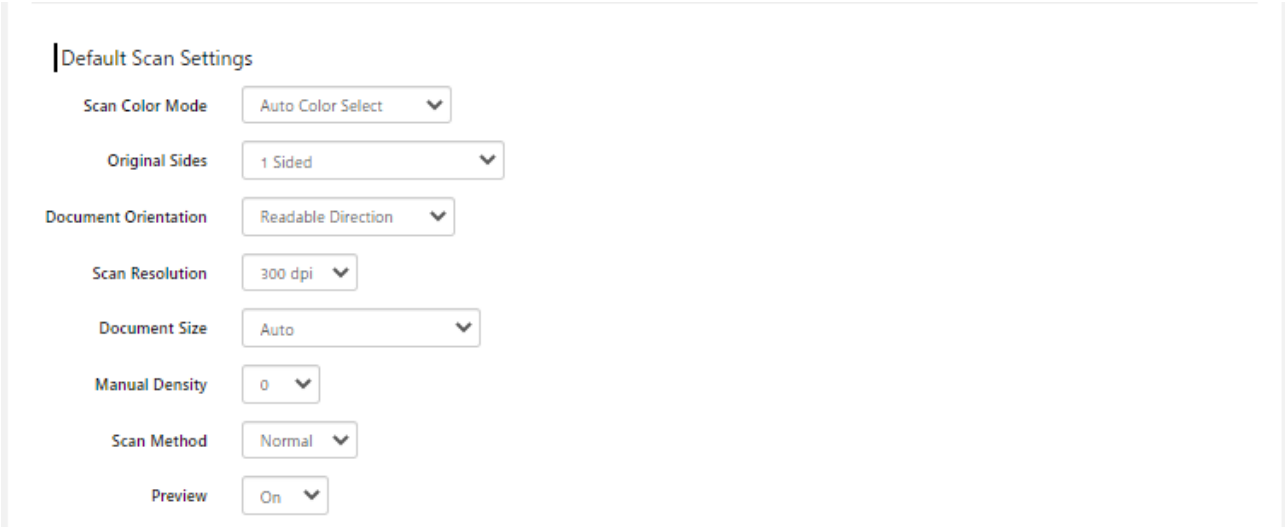
Fax Number



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.

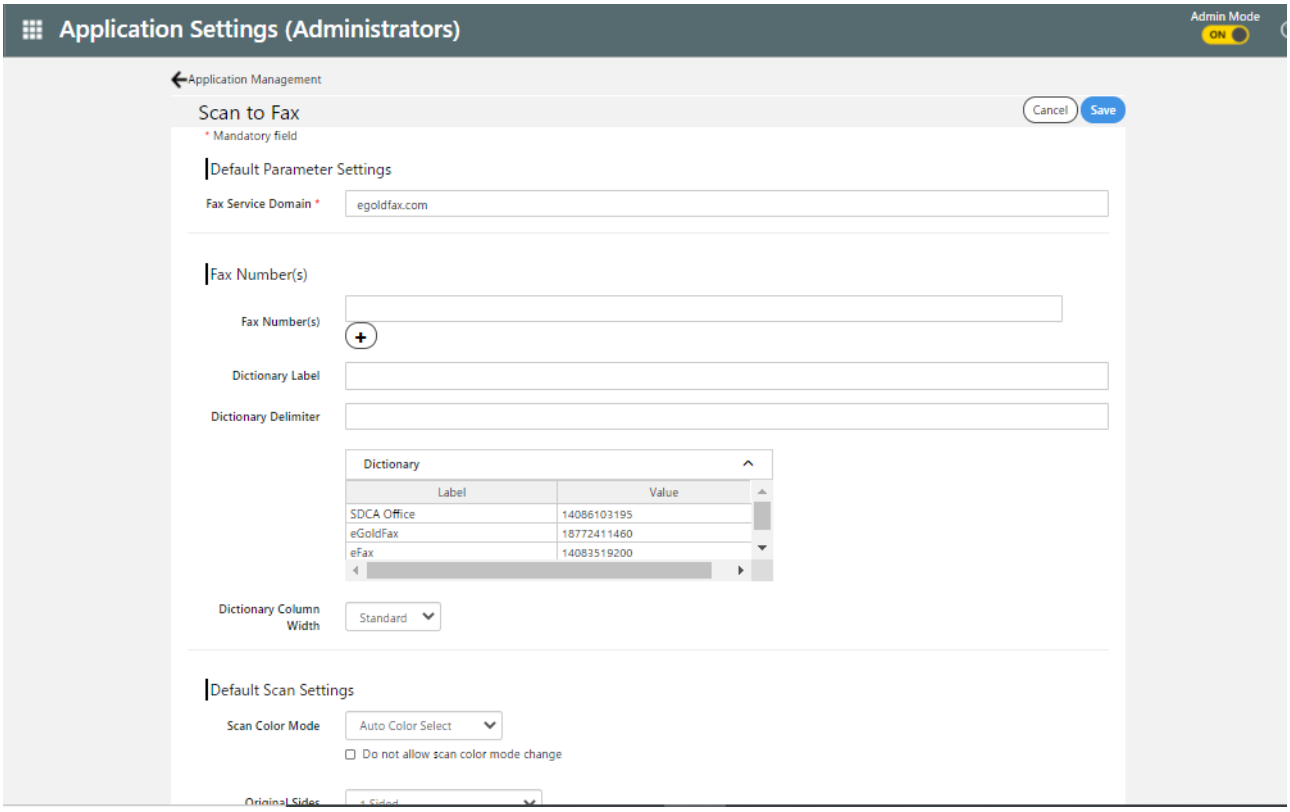
Supports Multiple Fax Number Input. By pressing '+' additional fax number can be entered.

Scan Settings



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.



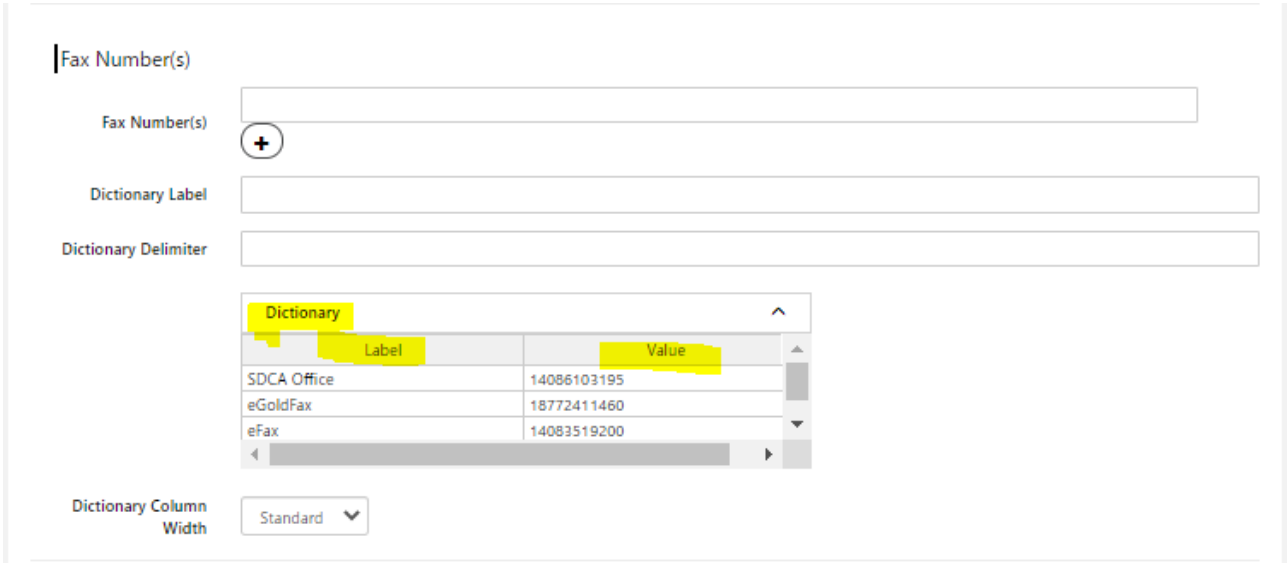
Fax Service Domain



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

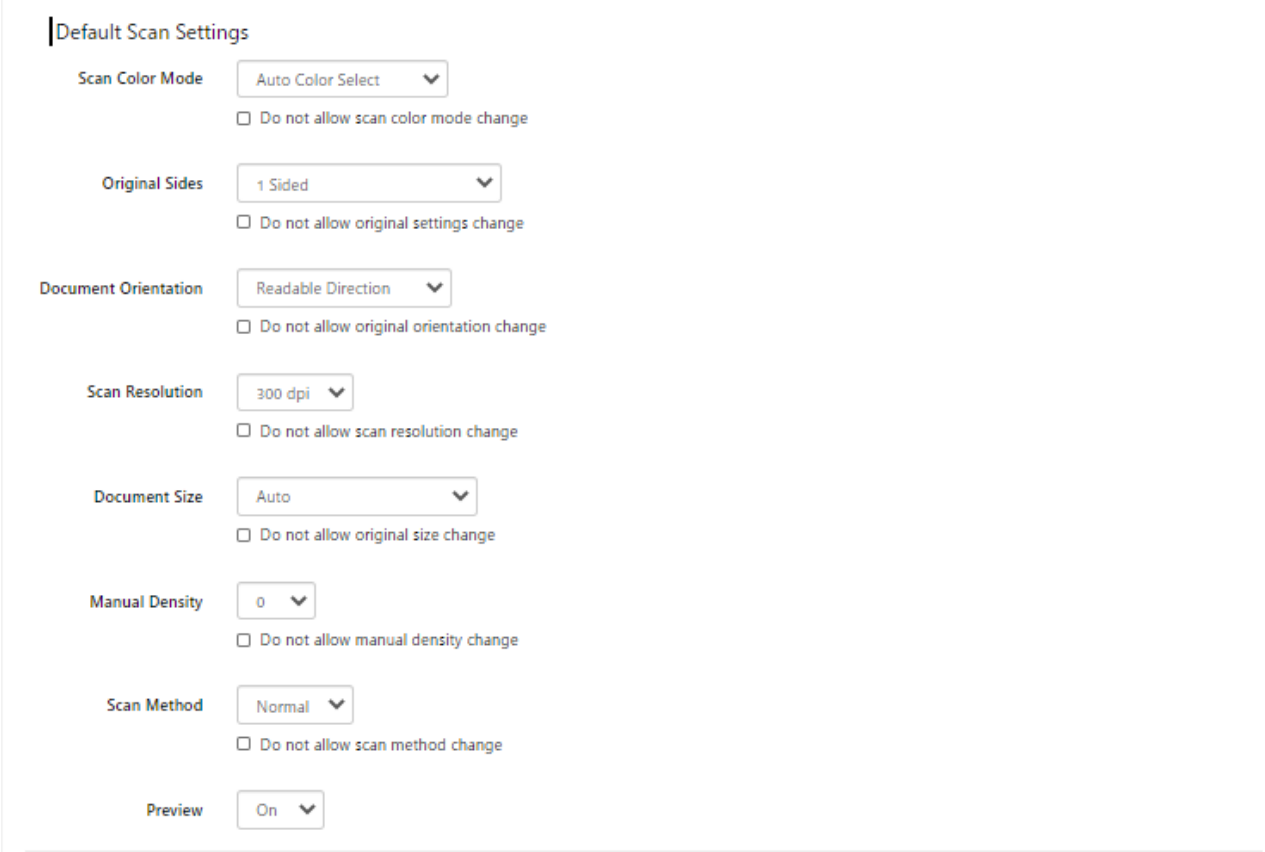
Fax Number



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

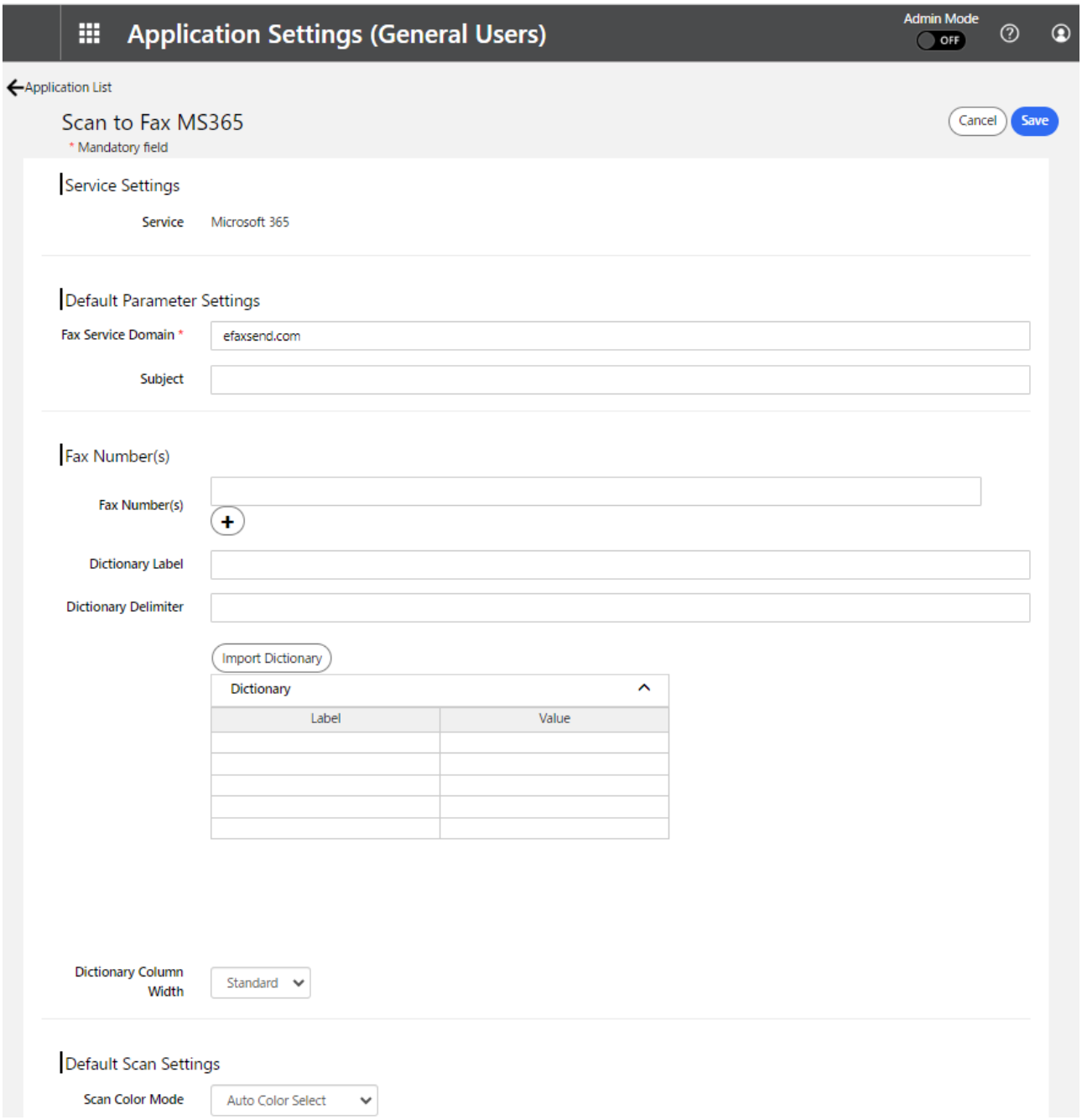
Supports multiple fax numbers. Multiple Fax numbers can be input, by pressing '+'.

Scan Settings

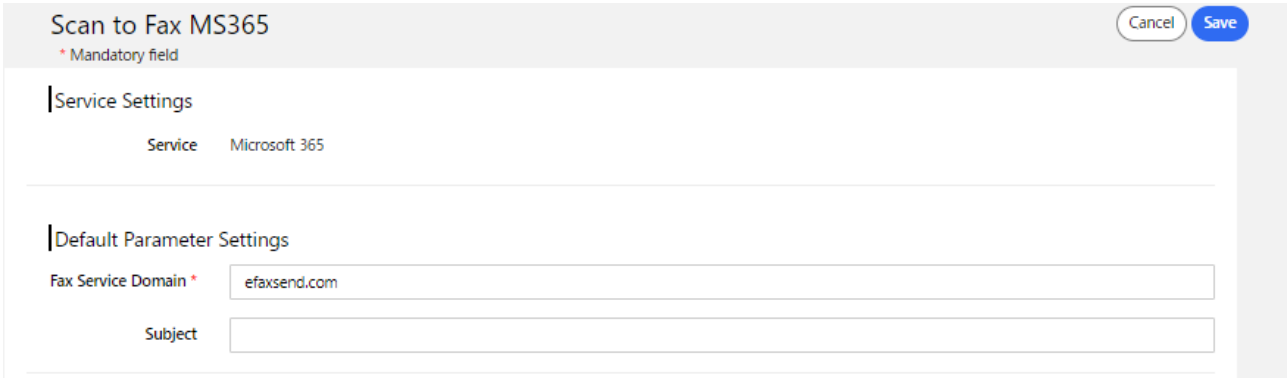


14 Scan to Fax MS365

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.



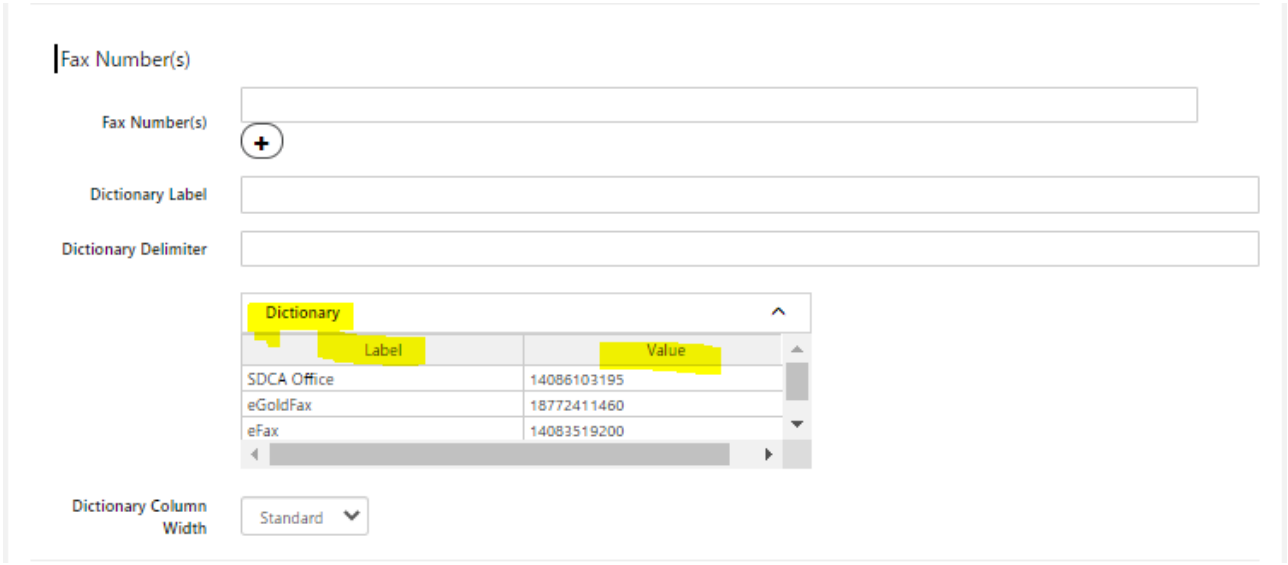
Fax Service Domain



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@efaxsend.com

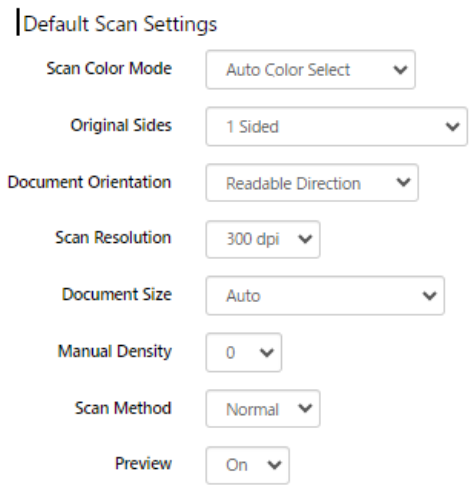
Fax Number



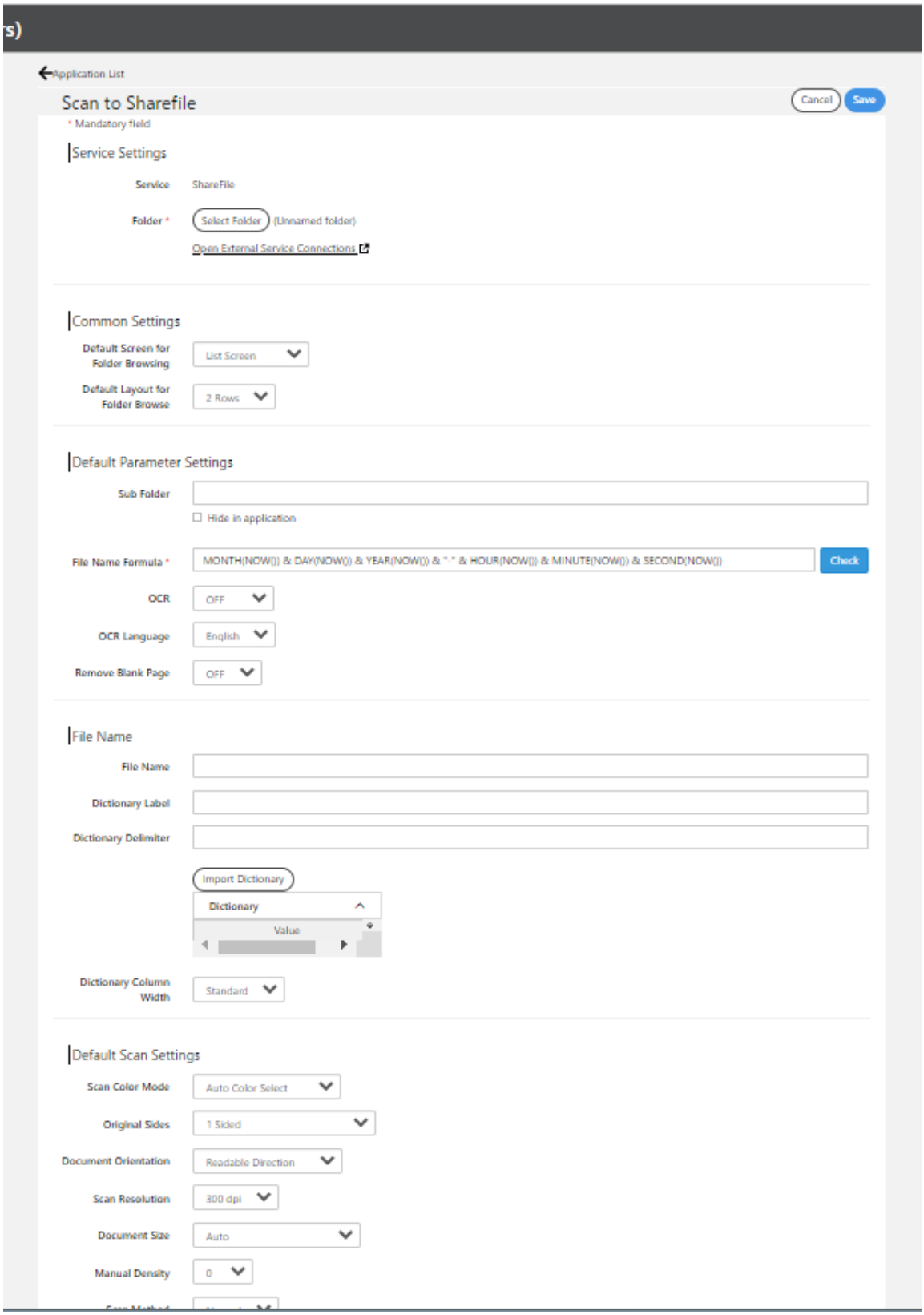
Fax numbers can be configured in the dictionary, which can be used as an address book at the MFP operation panel.

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

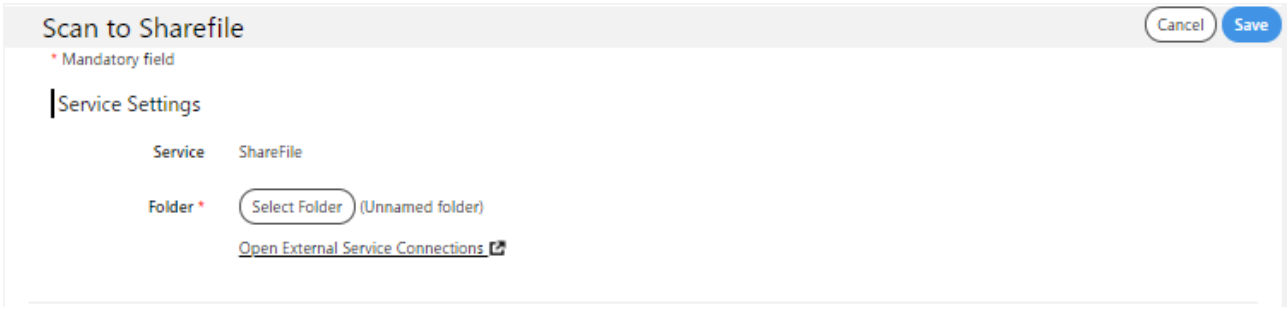
Scan Settings



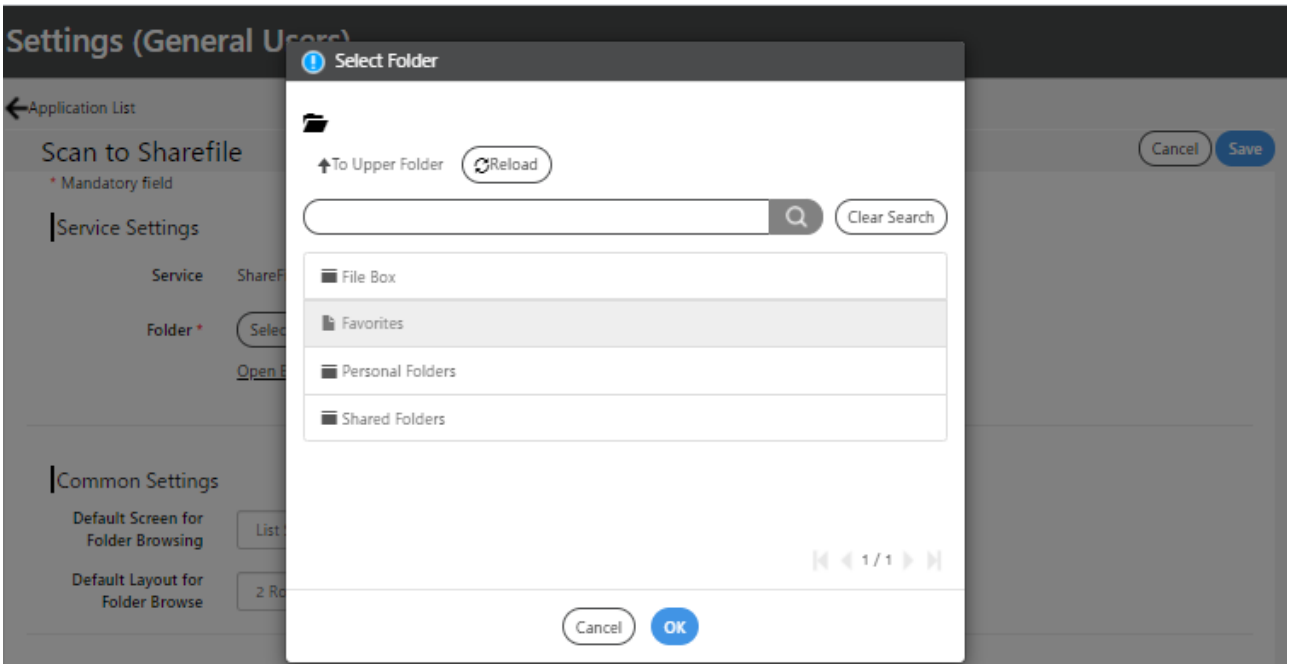
15 Scan to Sharefile



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.



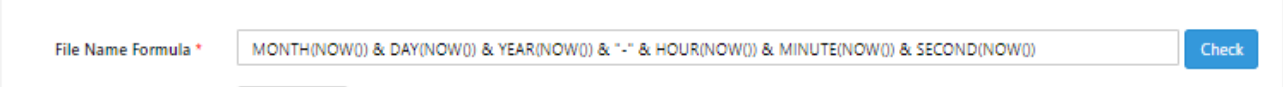
Sub Folder

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.



Default Formula:

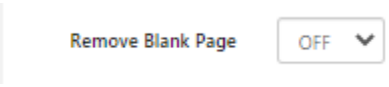
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

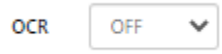
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

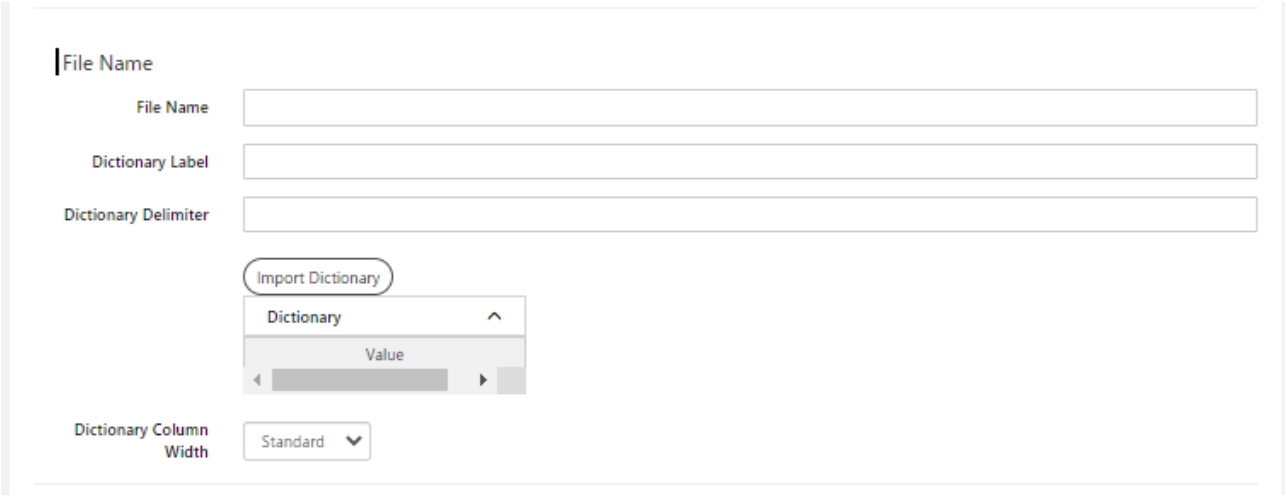


OCR Language

Default value for OCR Language can be configured.

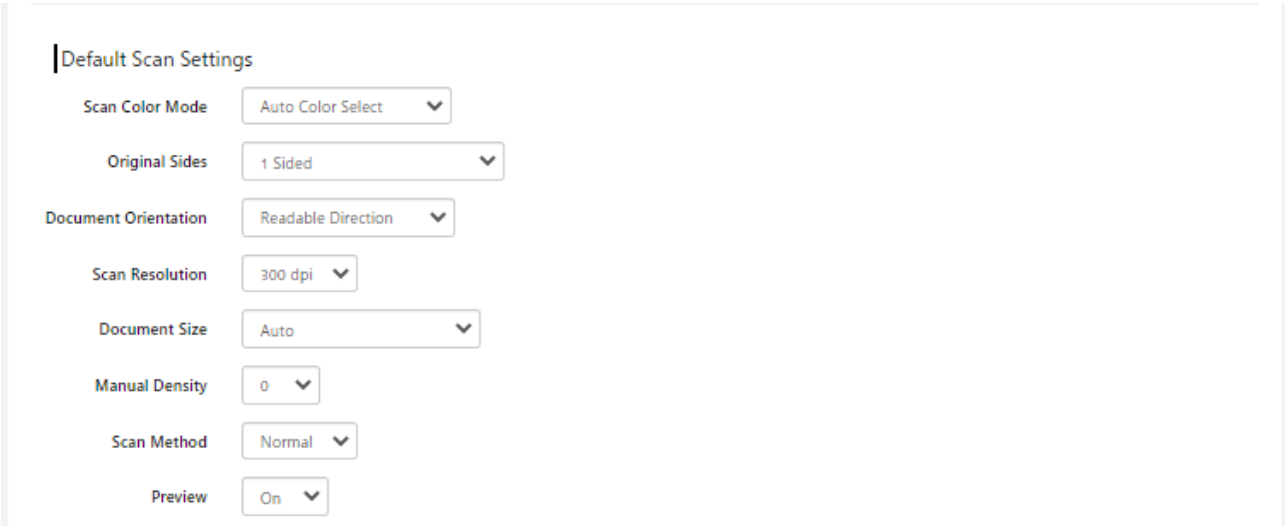


File Name

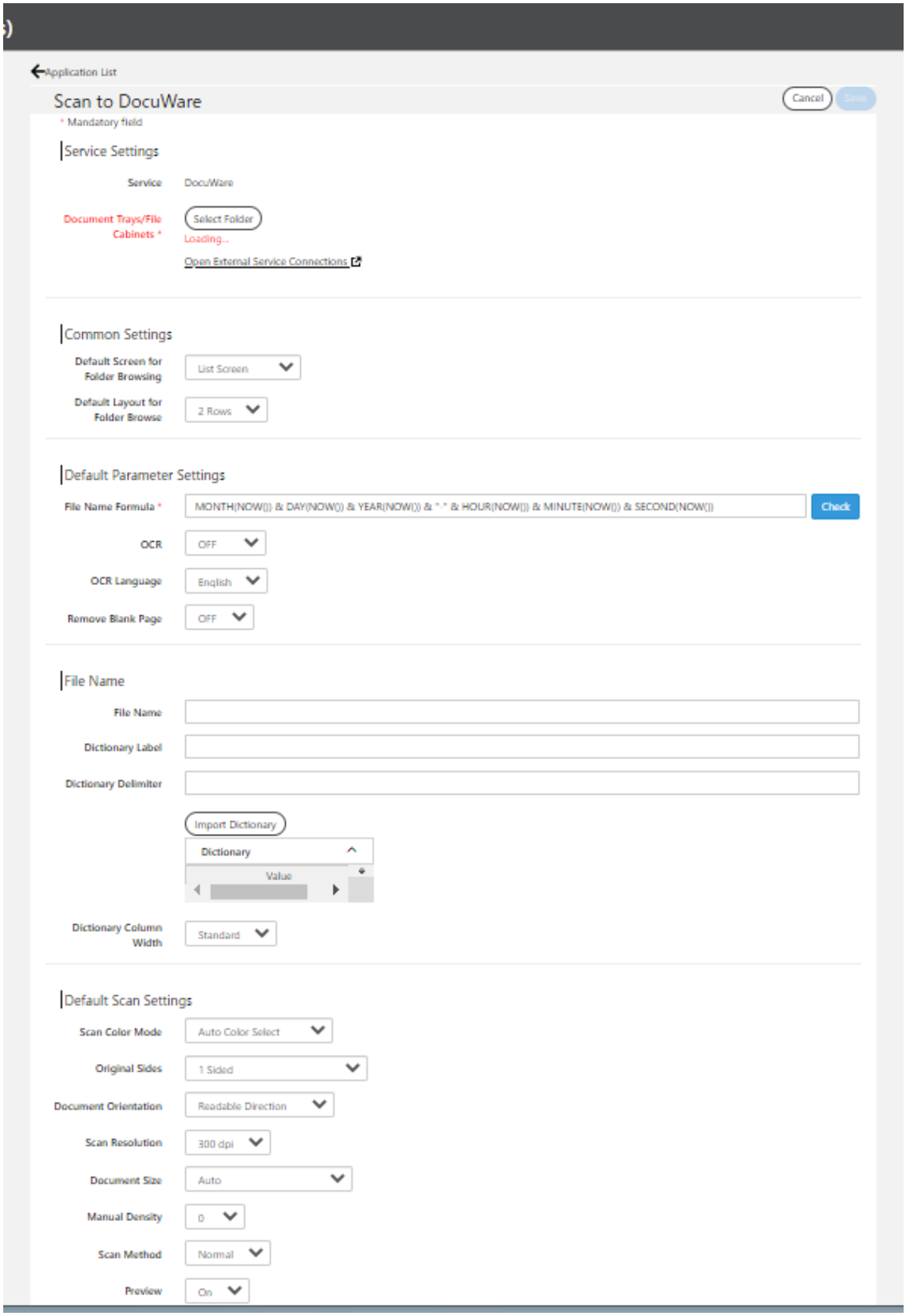


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

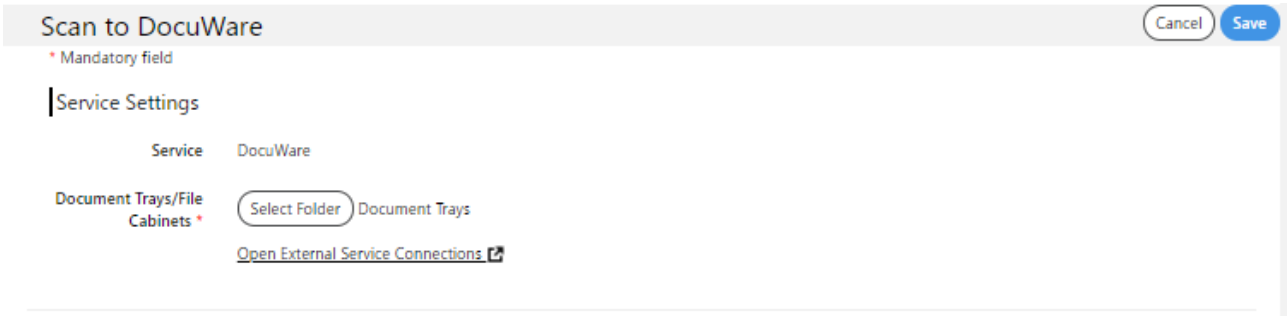
Scan Settings



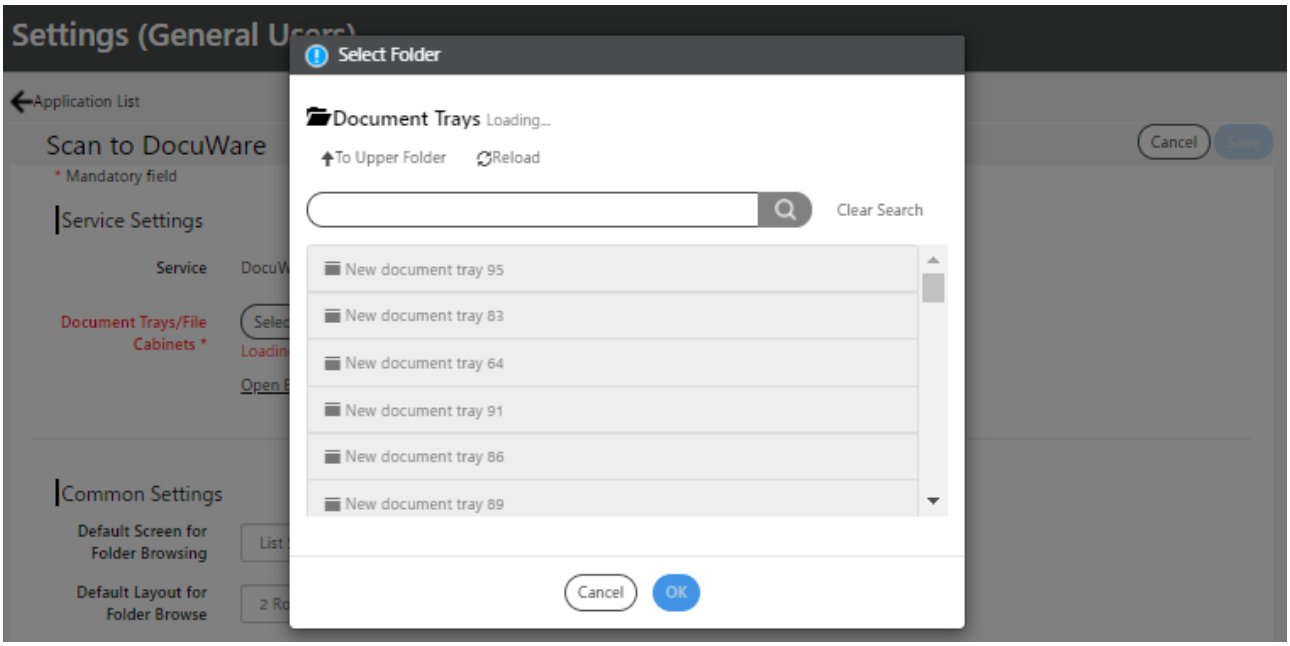
16 Scan to DocuWare



Default Folder

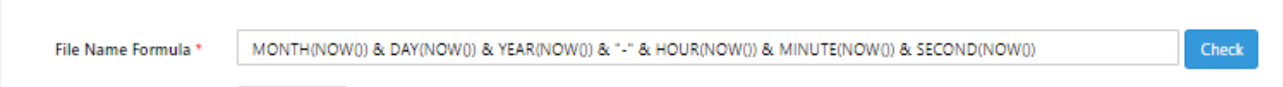


DocuWare External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



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.



Default Formula:

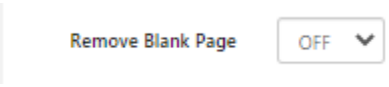
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

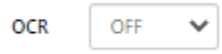
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

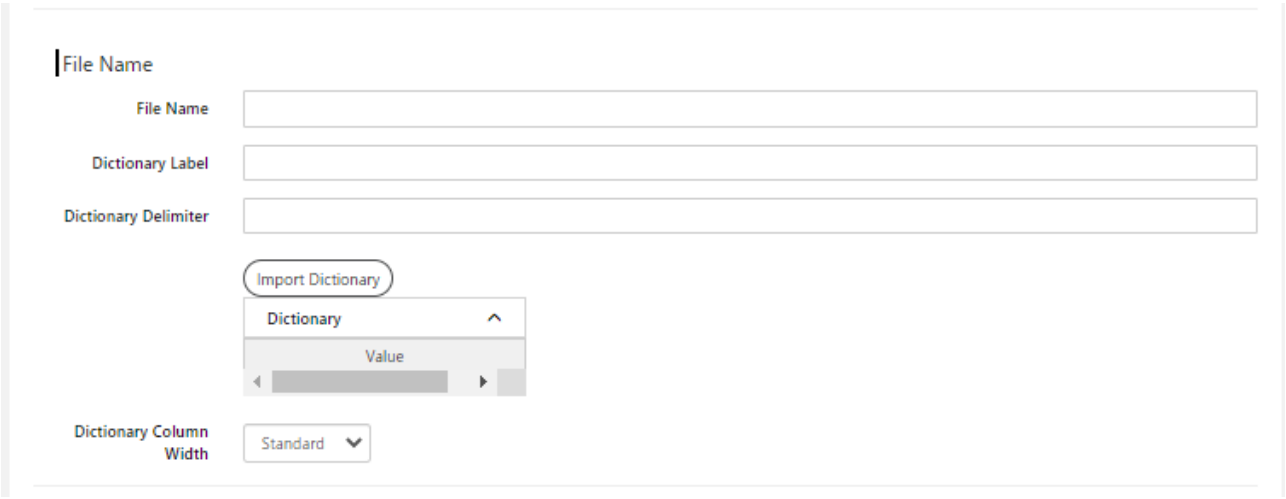


OCR Language

Default value for OCR Language can be configured.

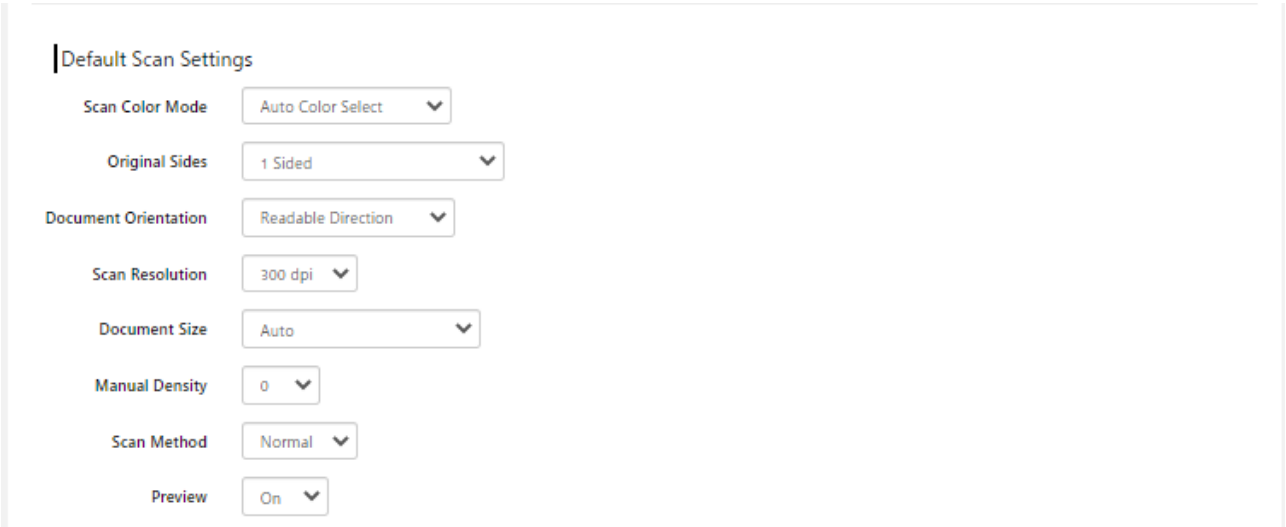


File Name

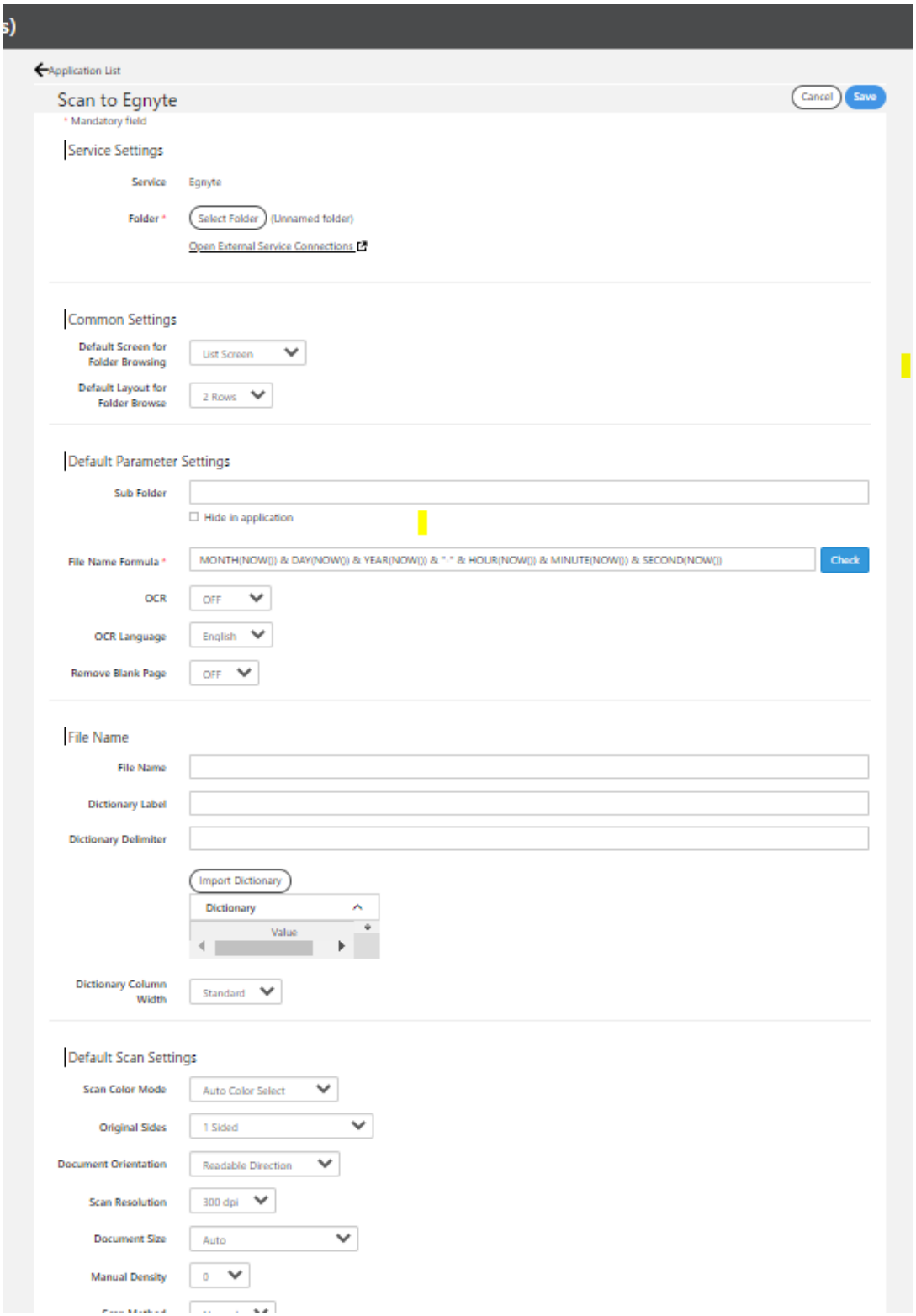


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

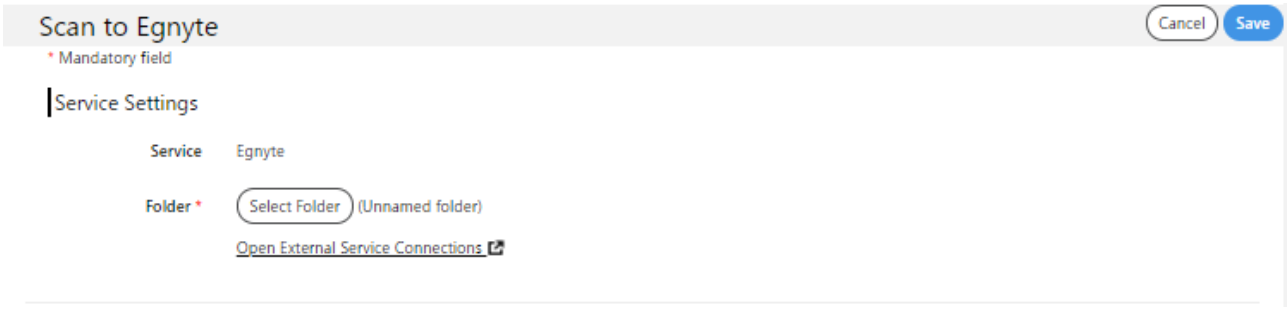
Scan Settings



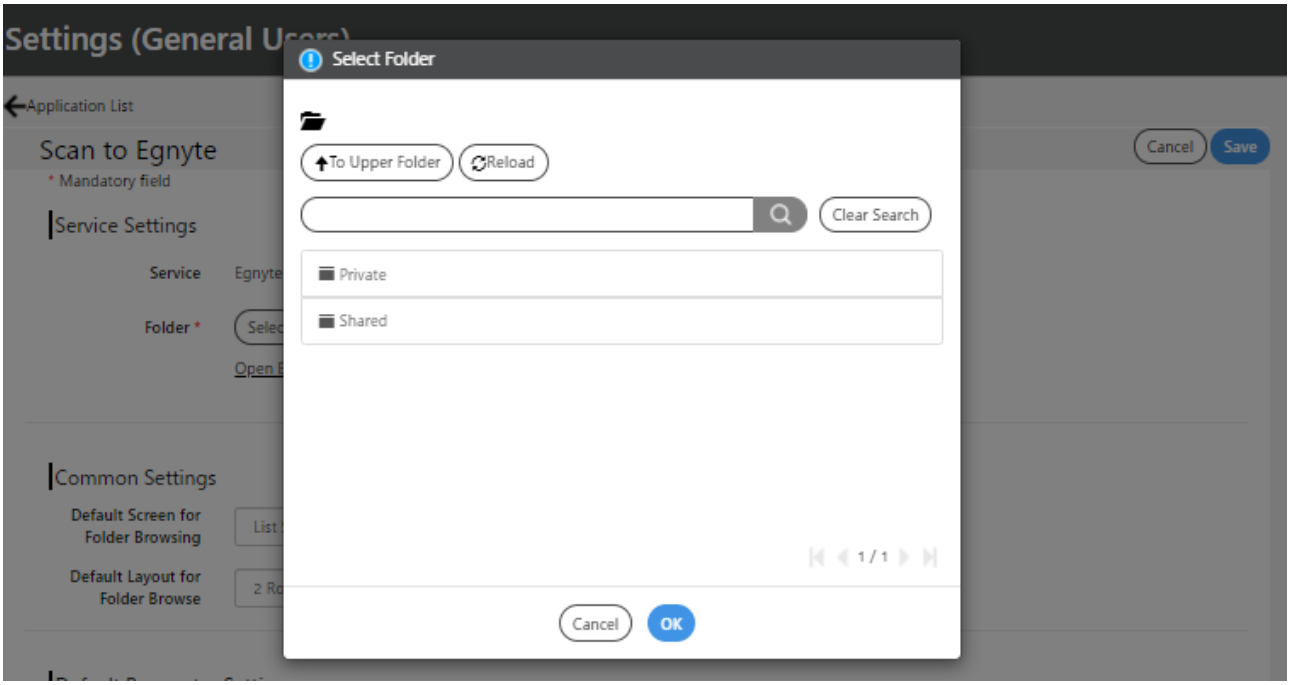
17 Scan to Egnyte



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.



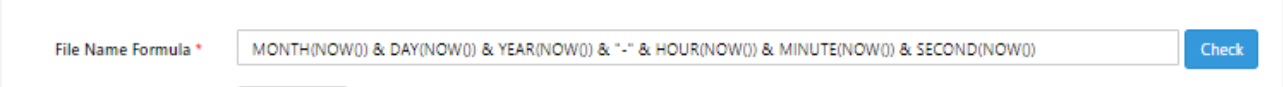
Sub Folder

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.



Default Formula:

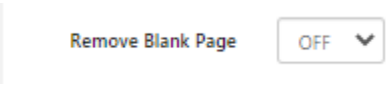
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

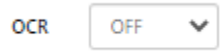
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

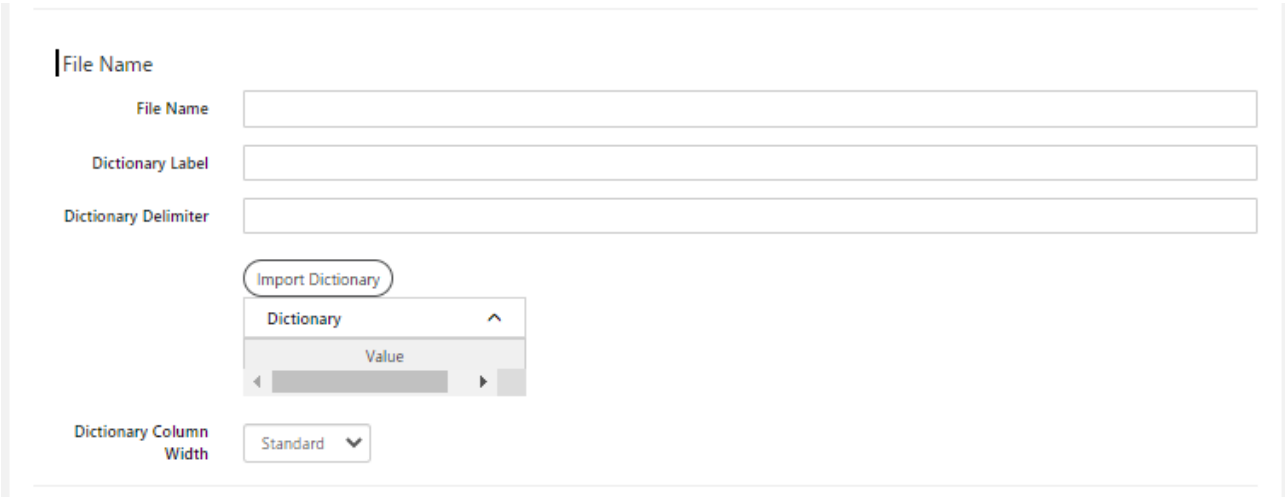


OCR Language

Default value for OCR Language can be configured.

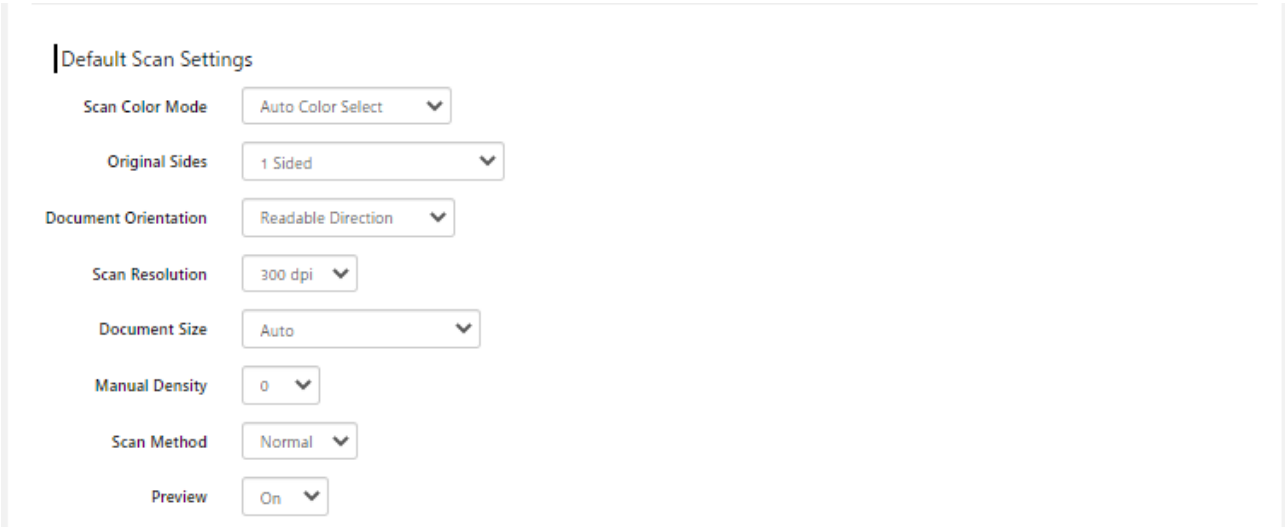


File Name

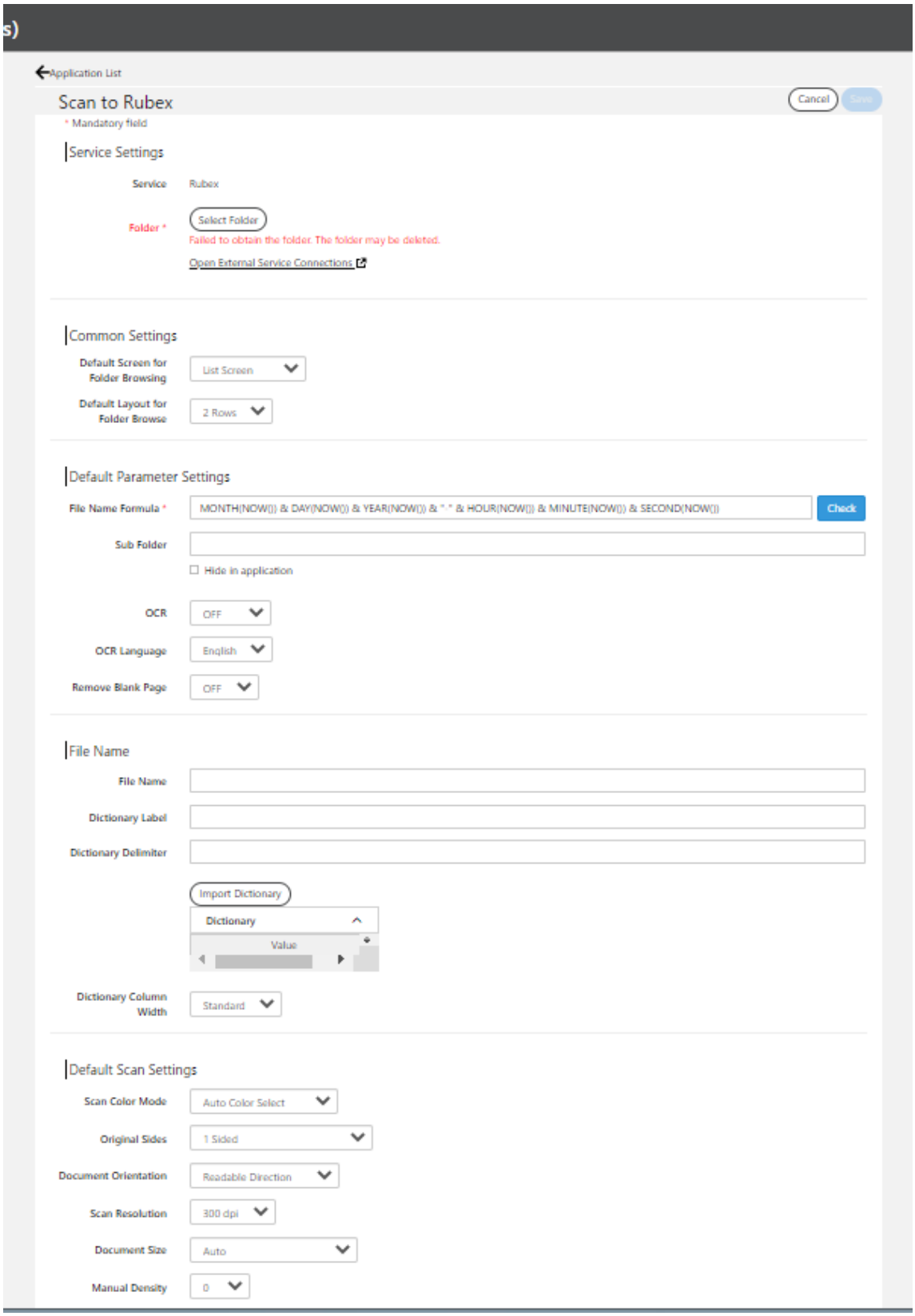


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

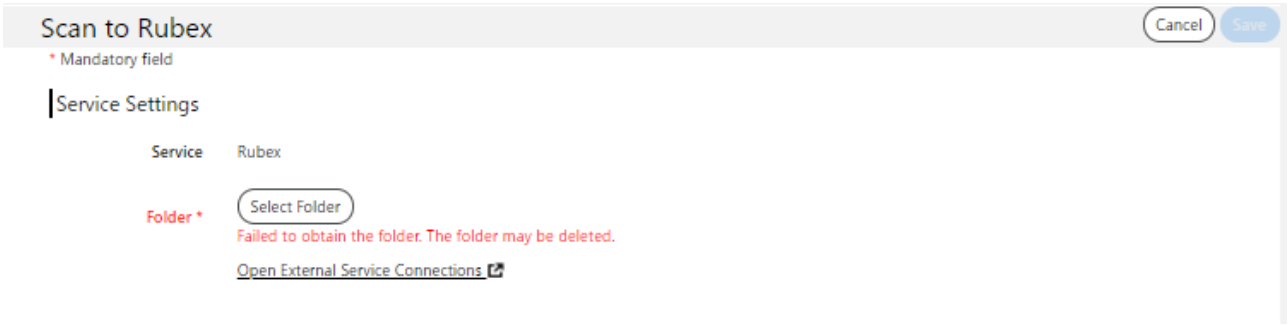
Scan Settings



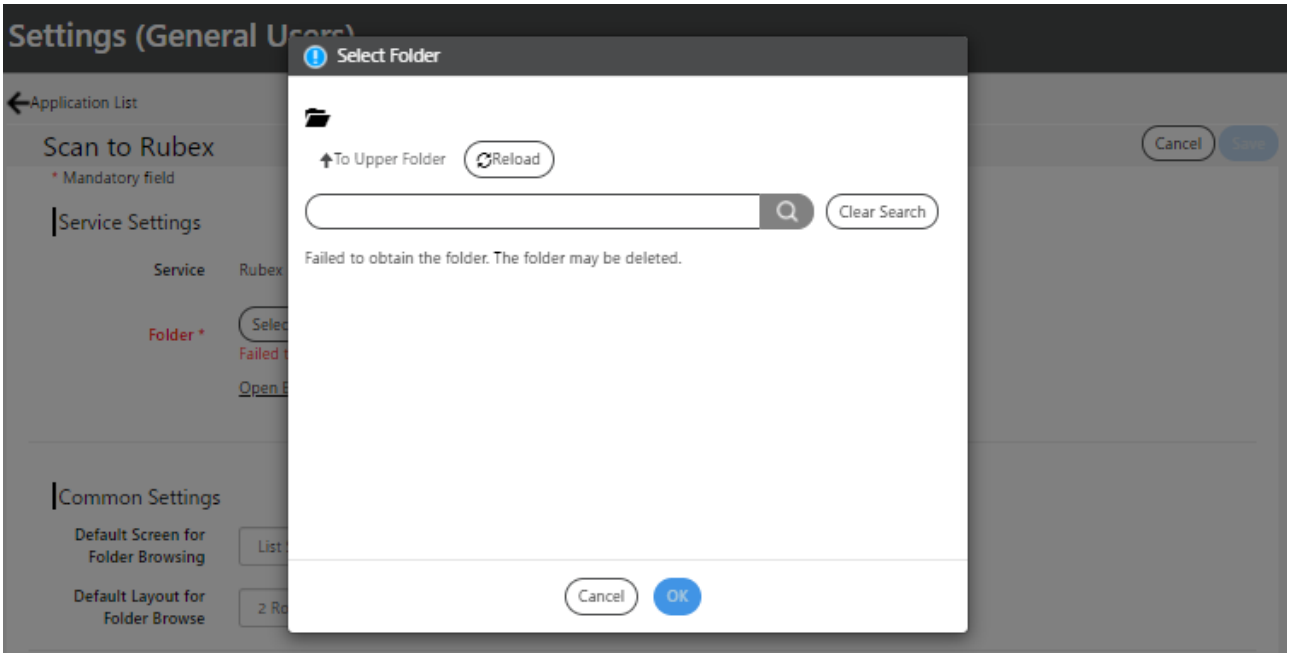
18 Scan to Rubex



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.



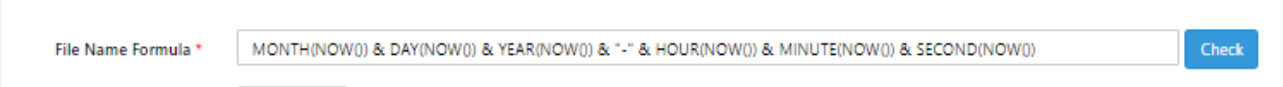
Sub Folder

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.



Default Formula:

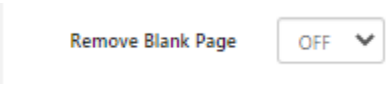
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

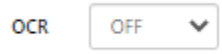
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

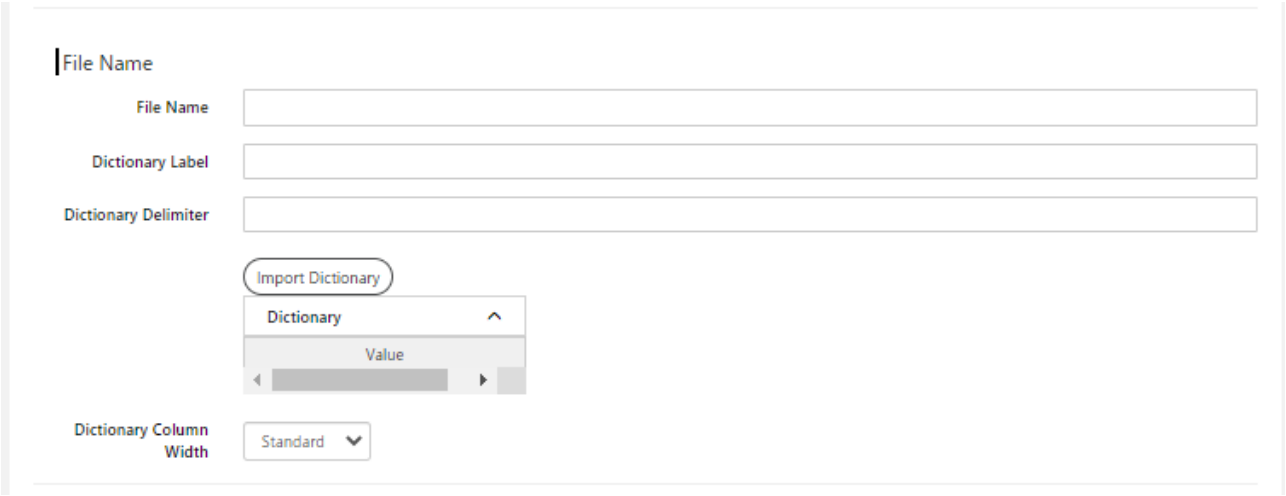


OCR Language

Default value for OCR Language can be configured.

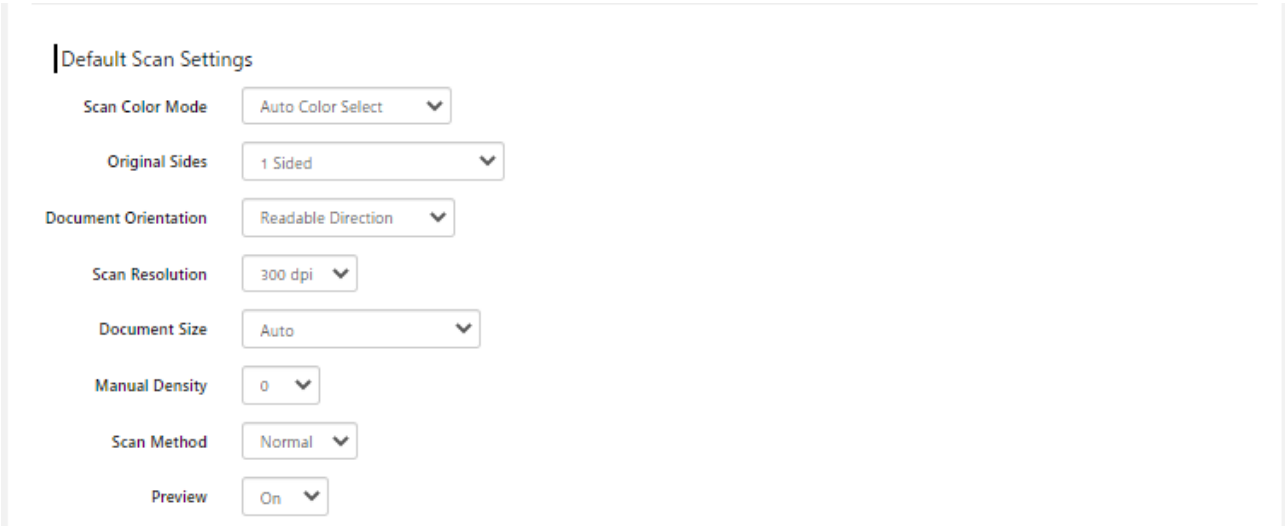


File Name

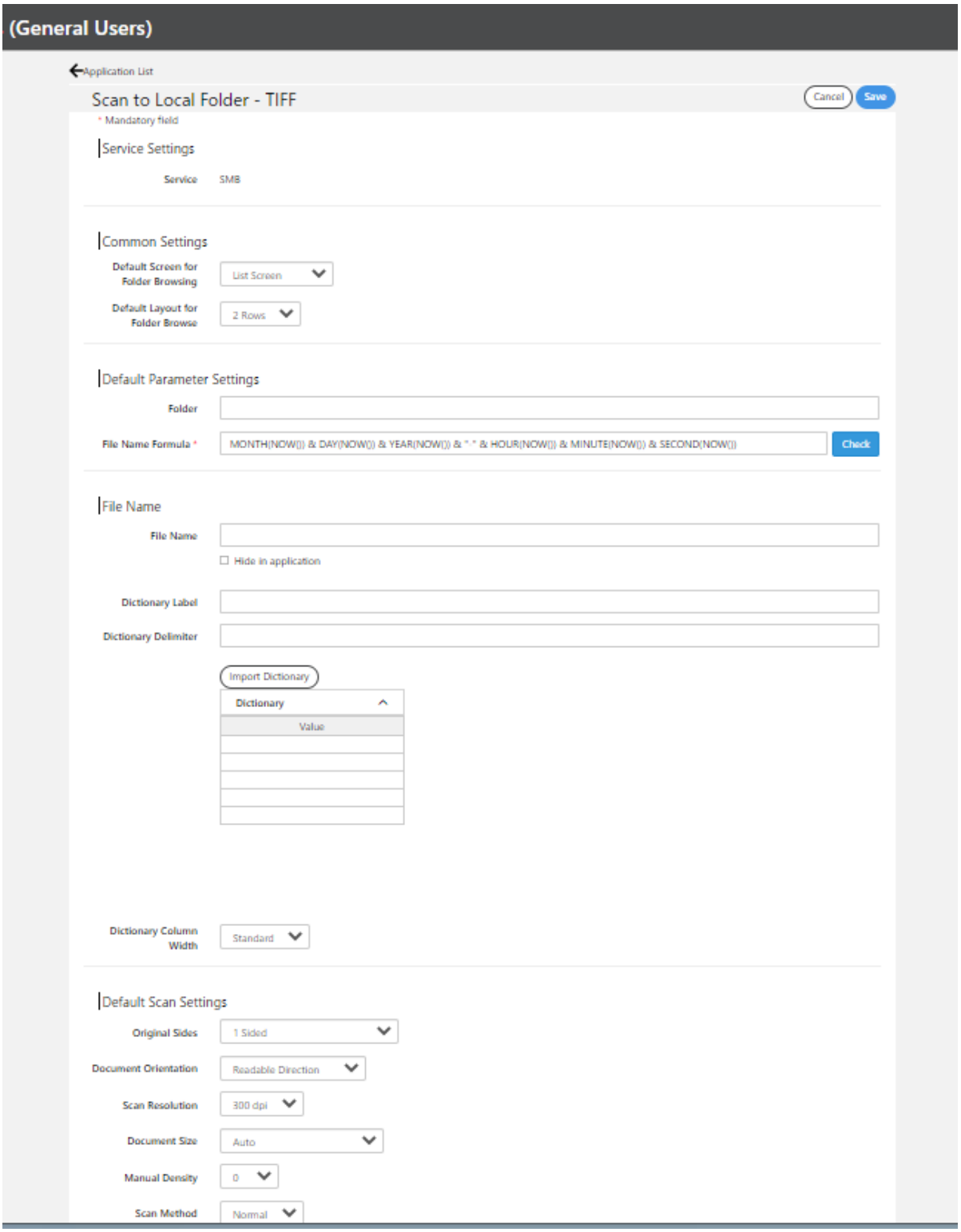


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



19 Scan to Local Folder- TIFF



Default 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.



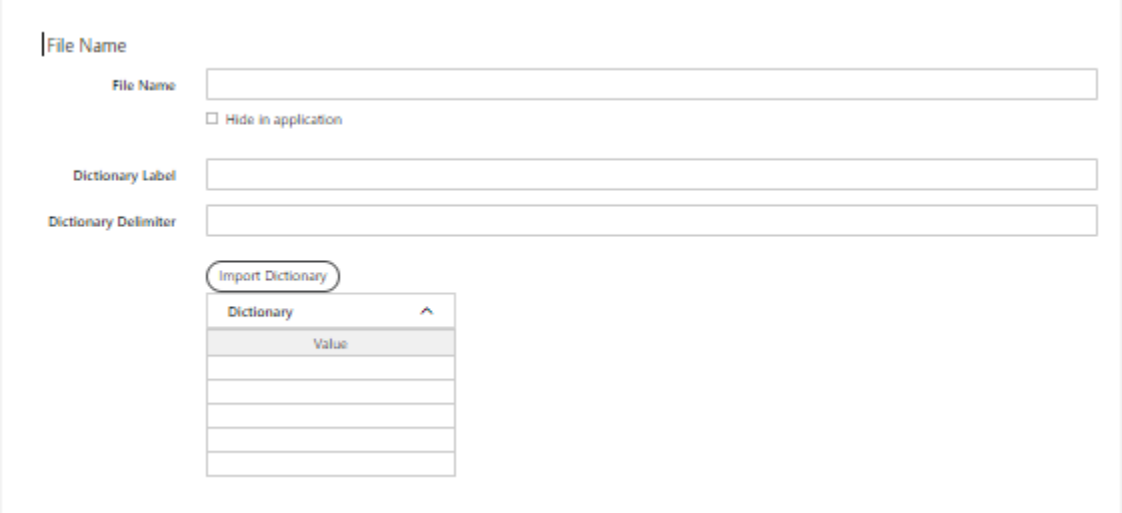
Default Formula:

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.

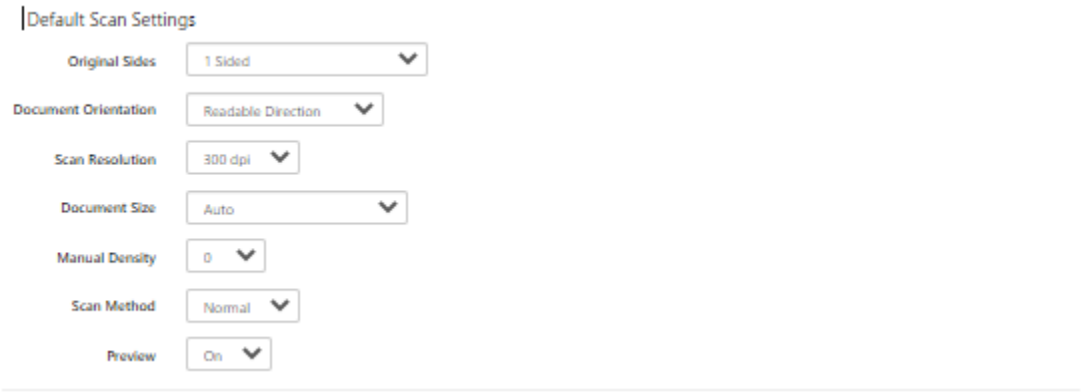
Clicking on 'Check' button will do Syntax check of the formula.

File Name



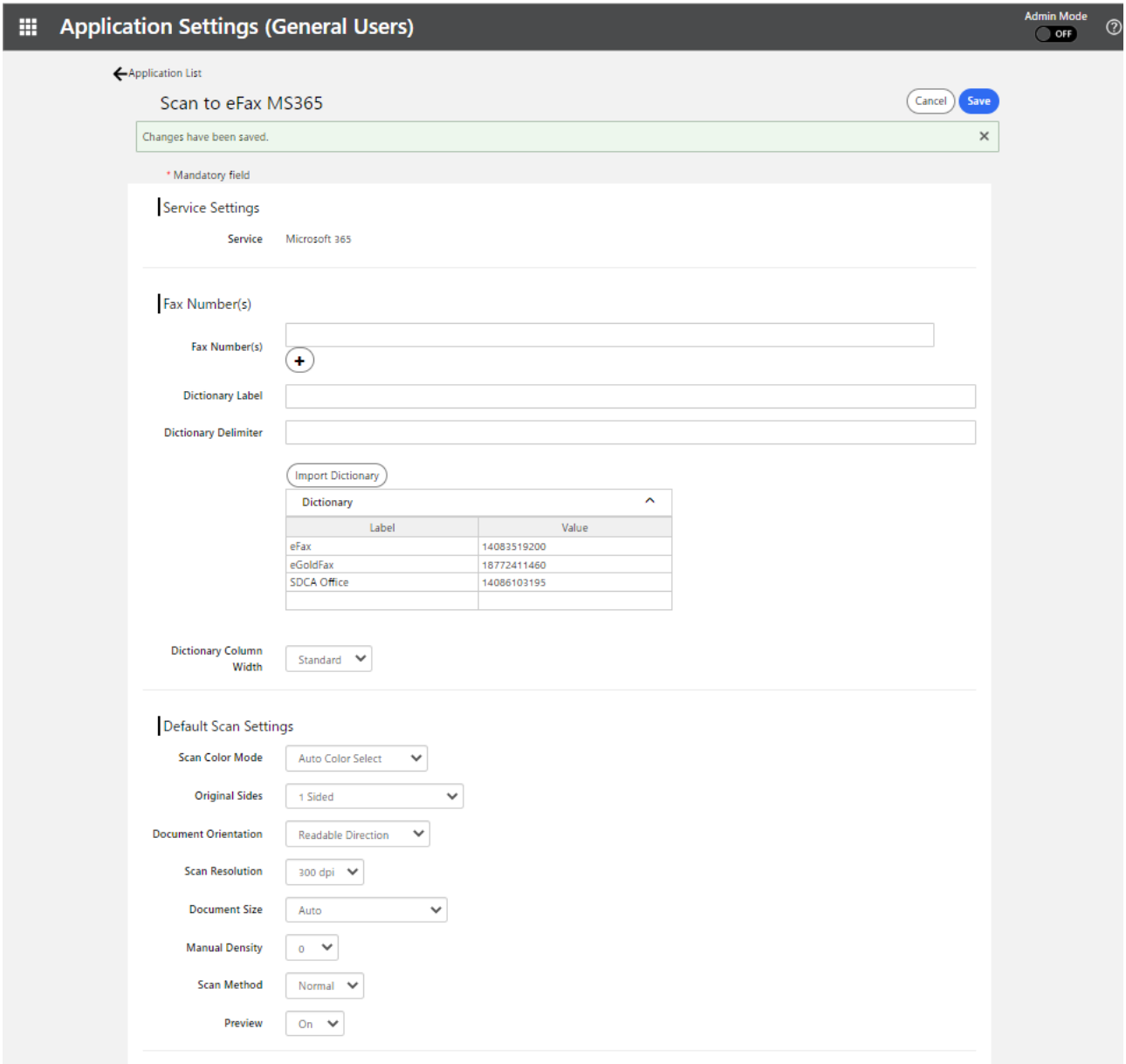
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

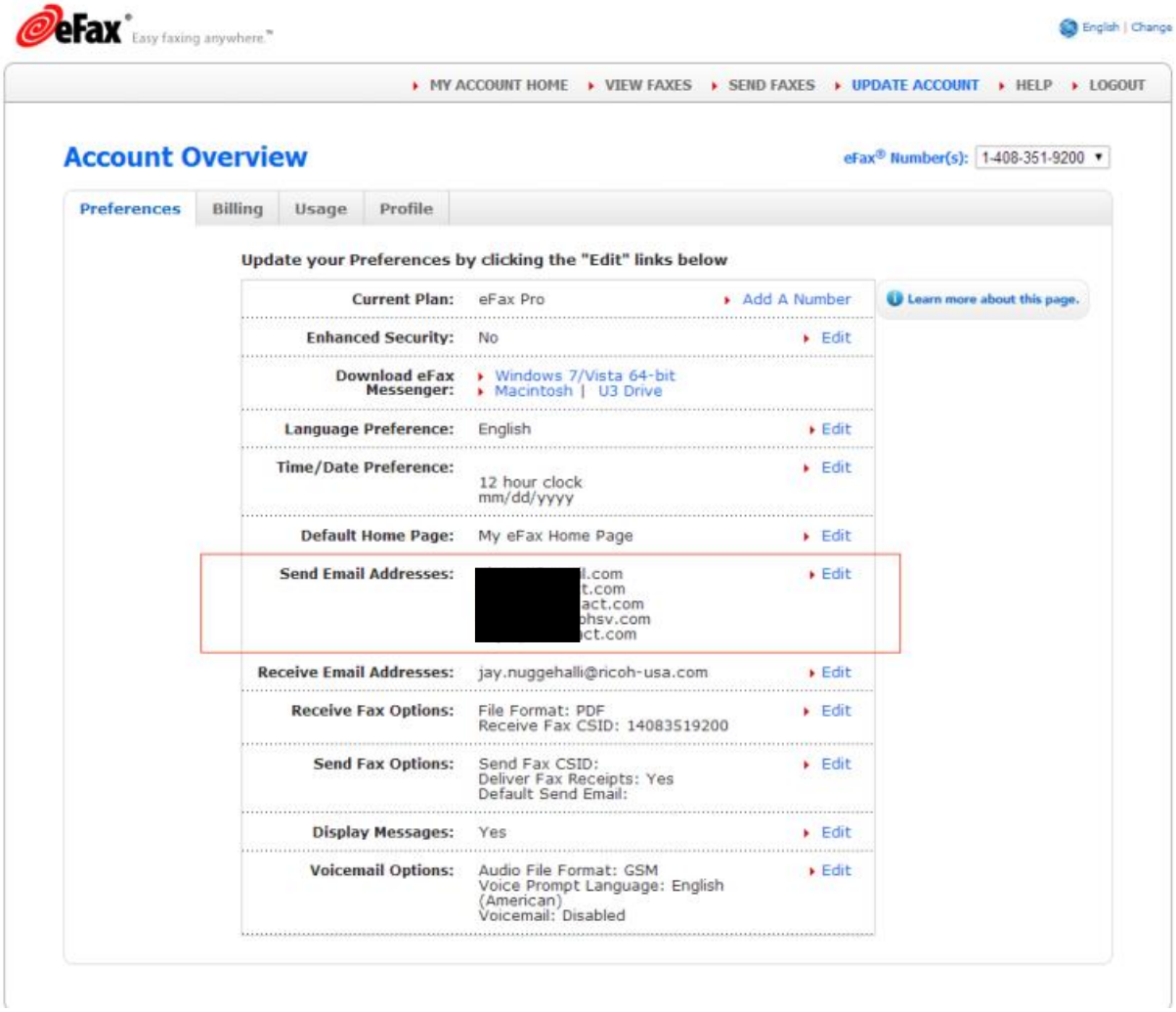
Scan Settings



20 Scan to eFax MS365

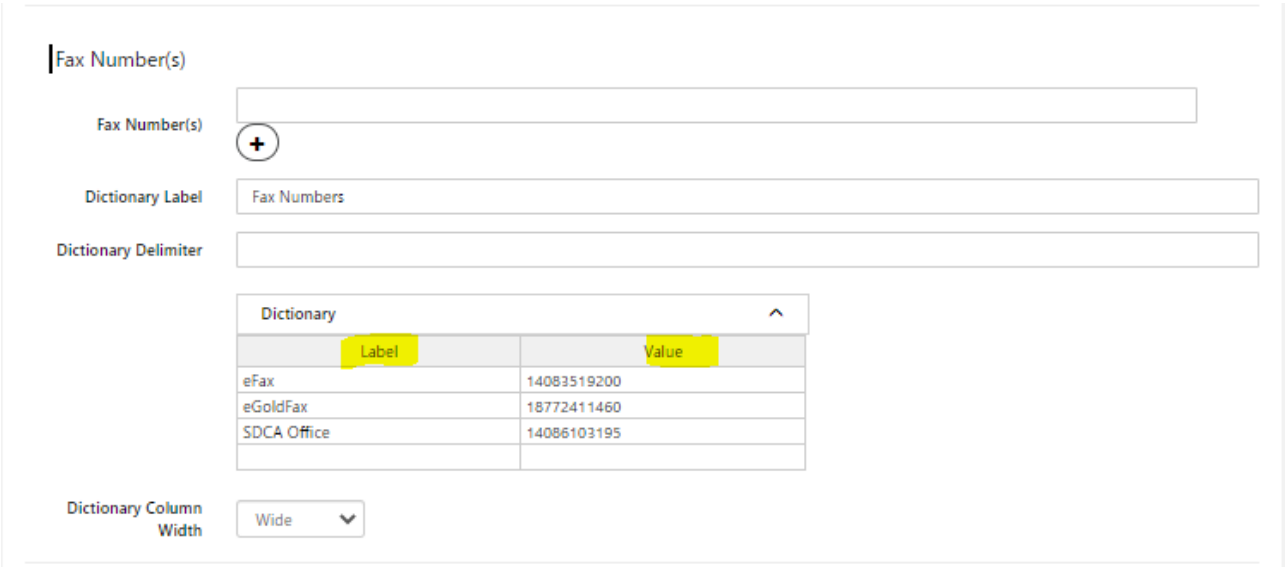
Note: Scan to eFax MS 365 uses your Office 365 account with which you have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email. User need to enter same Office 365 Email address under 'Send Email Addresses' in user's eFax account.





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

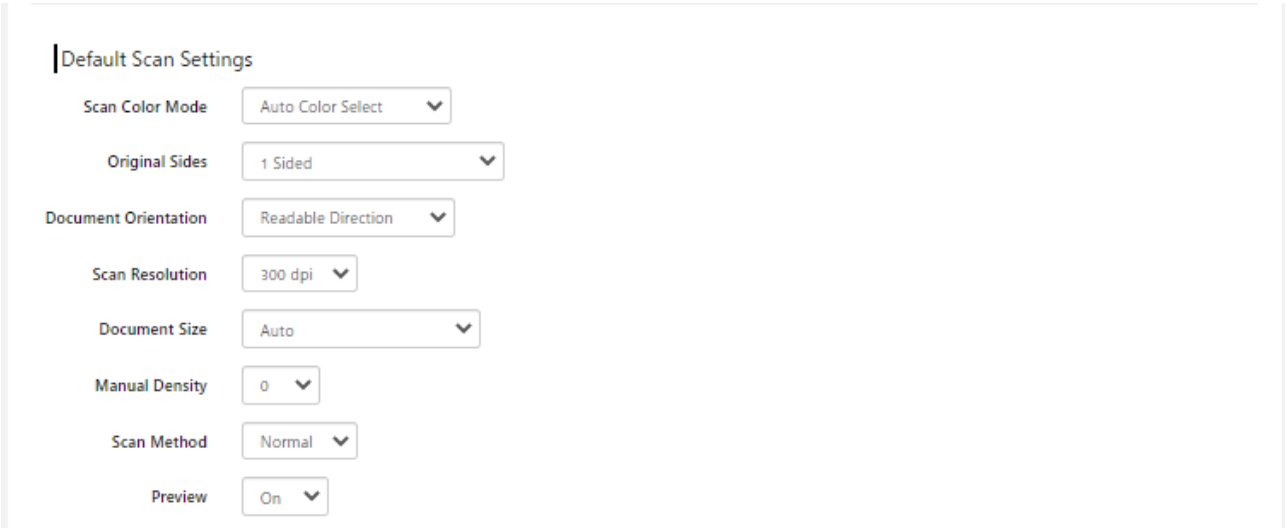
Fax Number



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.

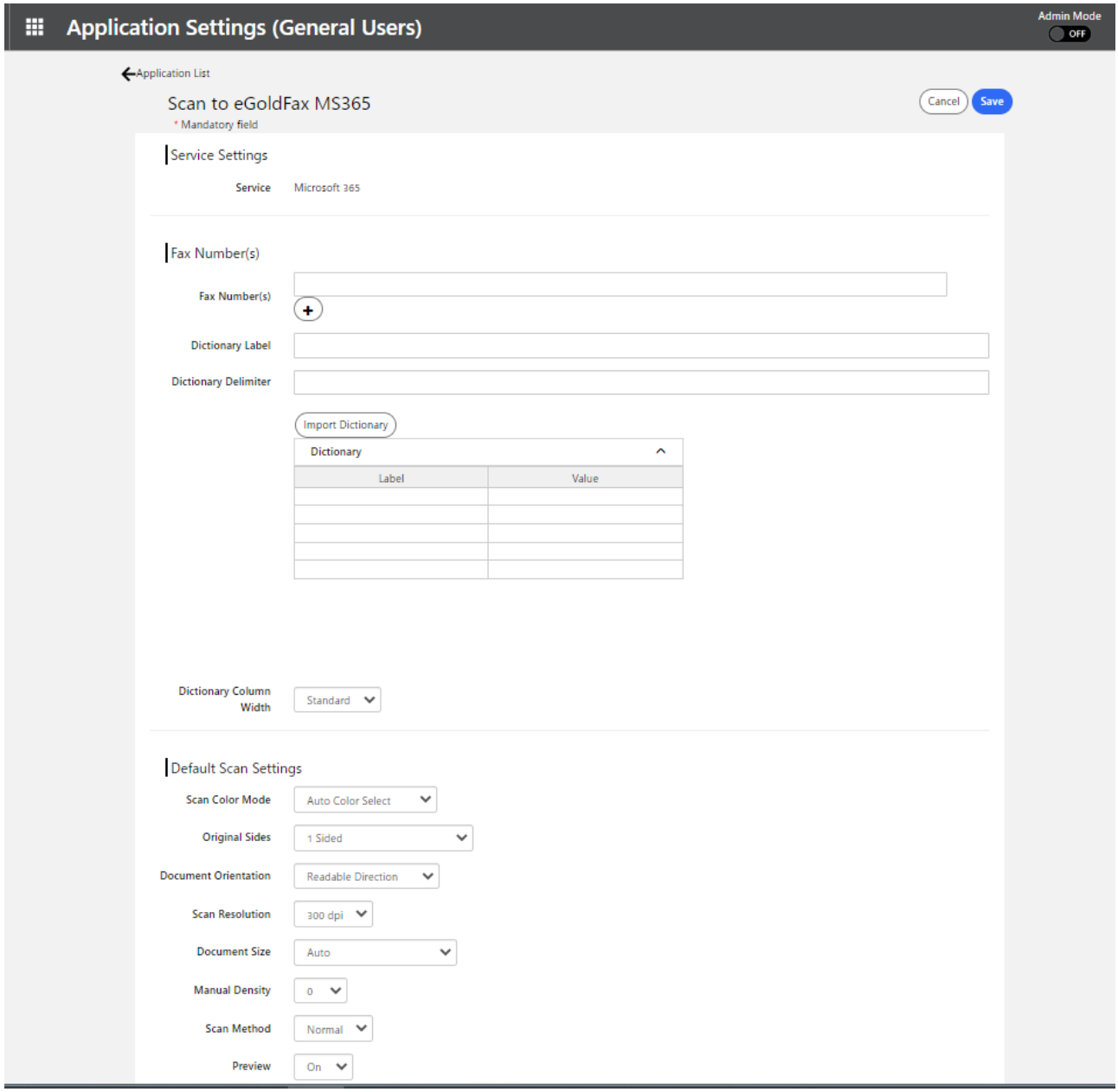
Supports Multiple Fax Numbers. By pressing '+' additional fax numbers can be added.

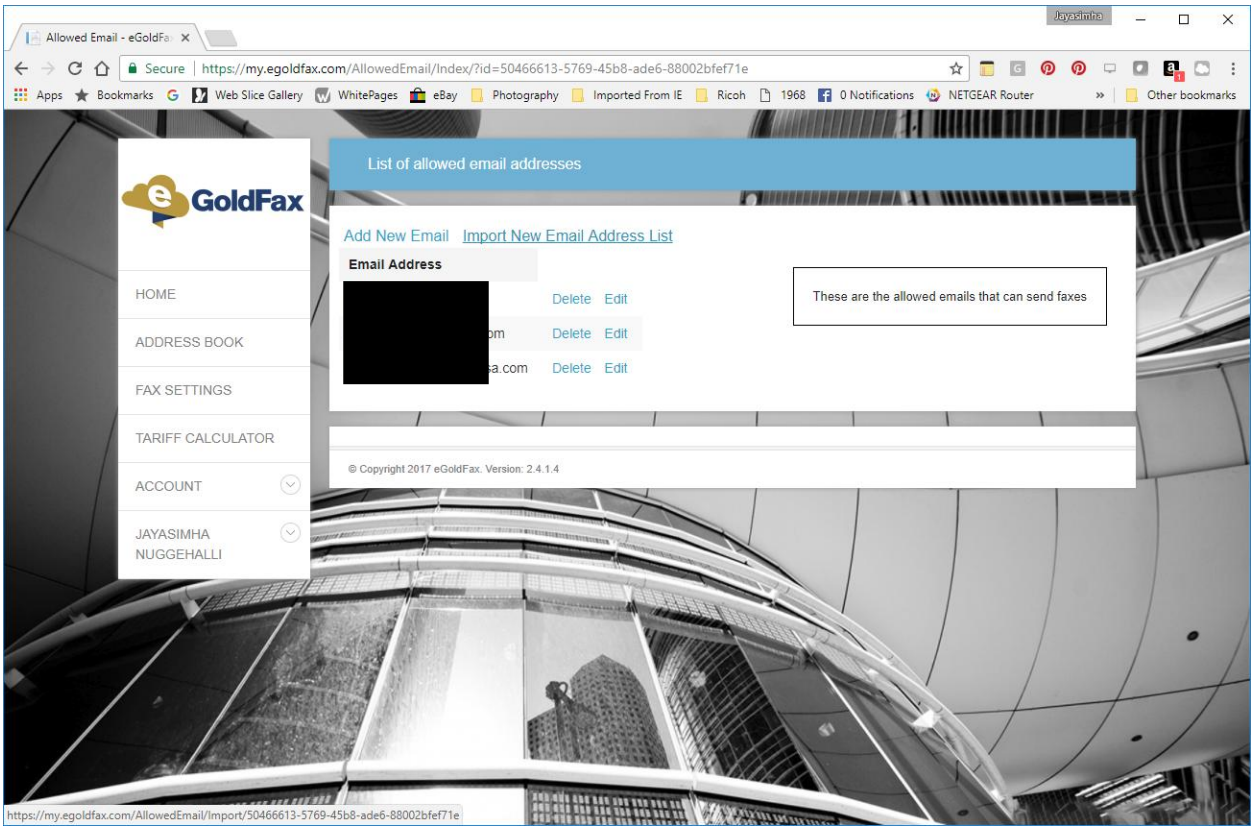
Scan Settings



21 Scan to eGoldFax MS365

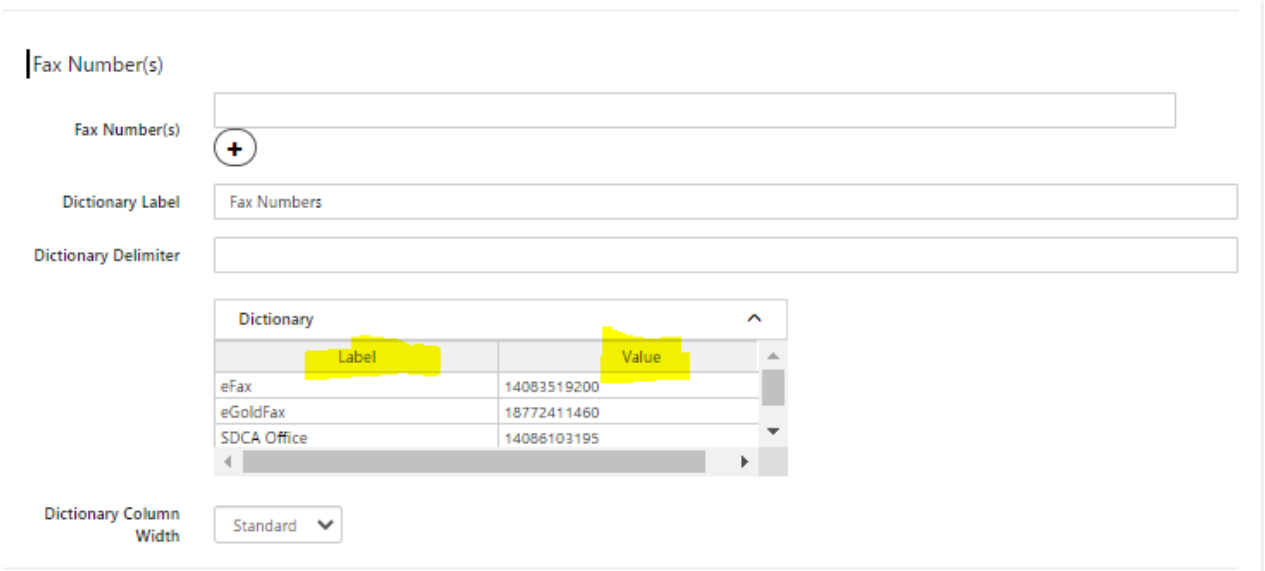
Note: Scan to eGoldFax uses your Office 365 account with which you have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email. User need to enter same Office 365 Email address under 'Allowed Email Addresses' in user's eGoldFax account.





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

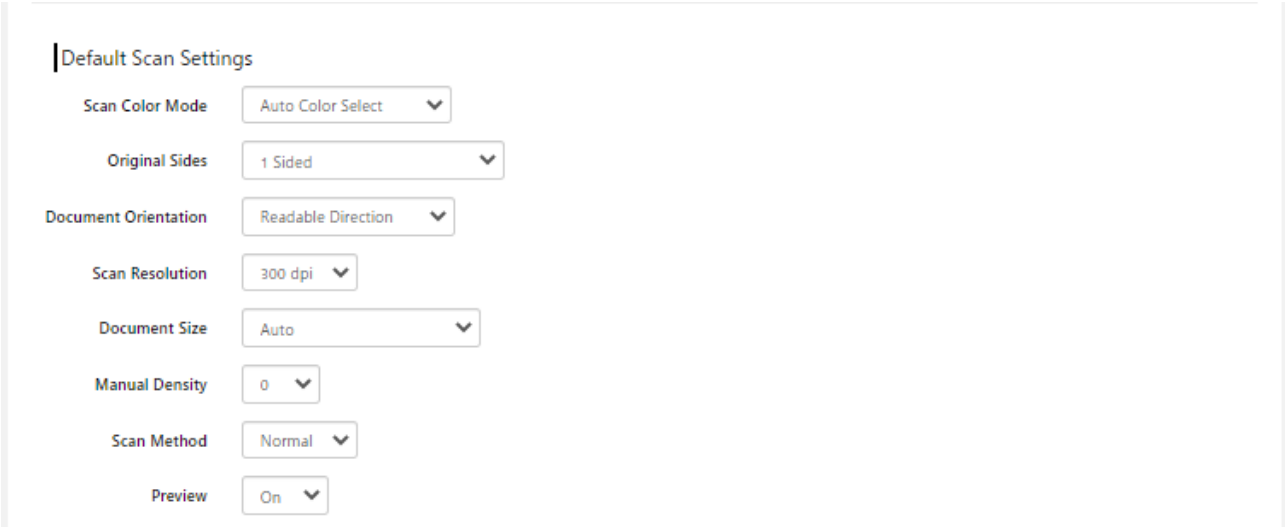
Fax Number



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.

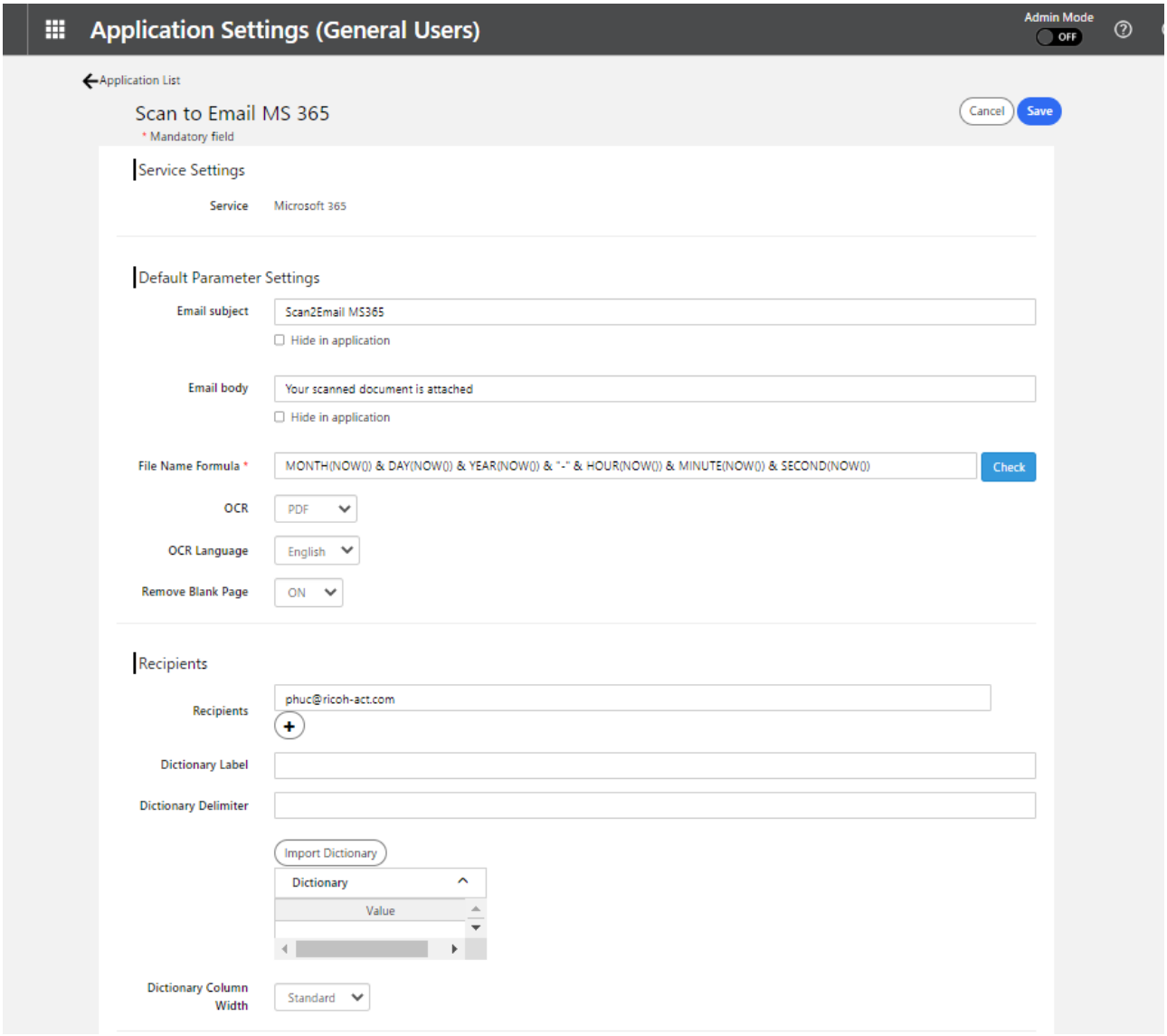
Supports Multiple Fax Number Input. By pressing '+' additional fax number can be entered.

Scan Settings



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.

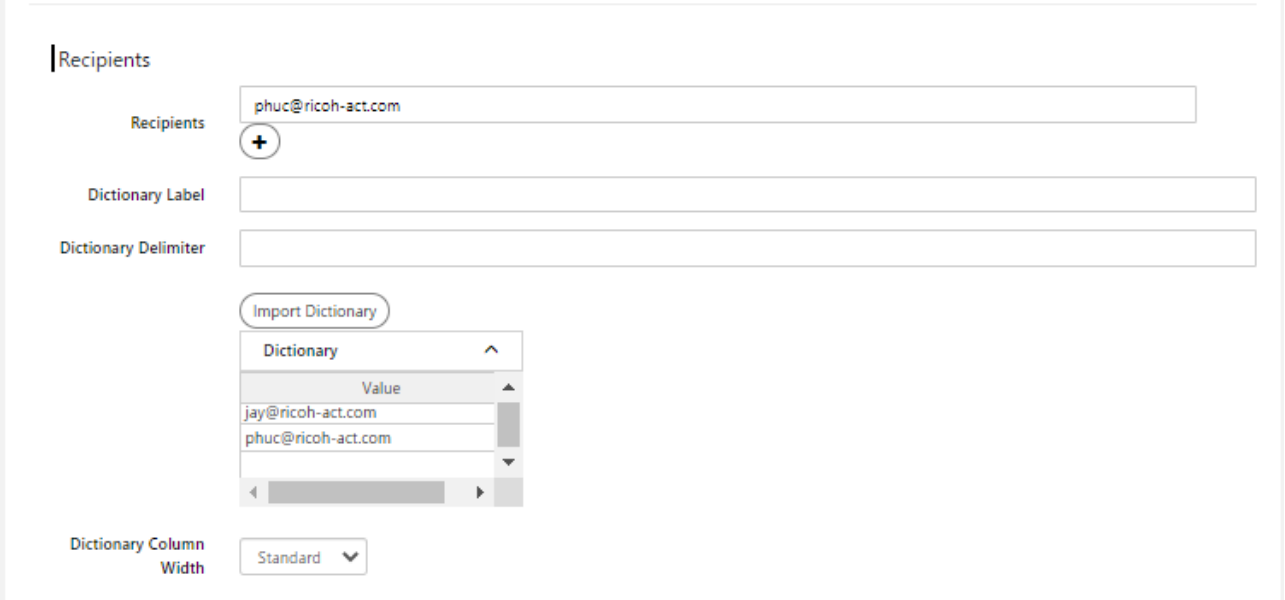


Email Subject and Email Body

Default Email Subject and Email body contents can be configured.



Recipients



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.



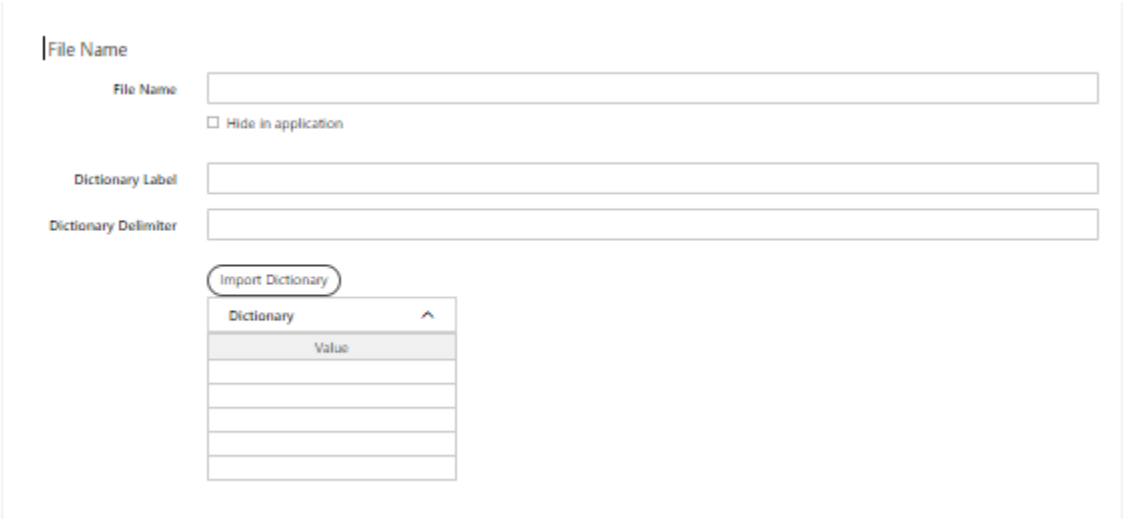
Default Formula:

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.

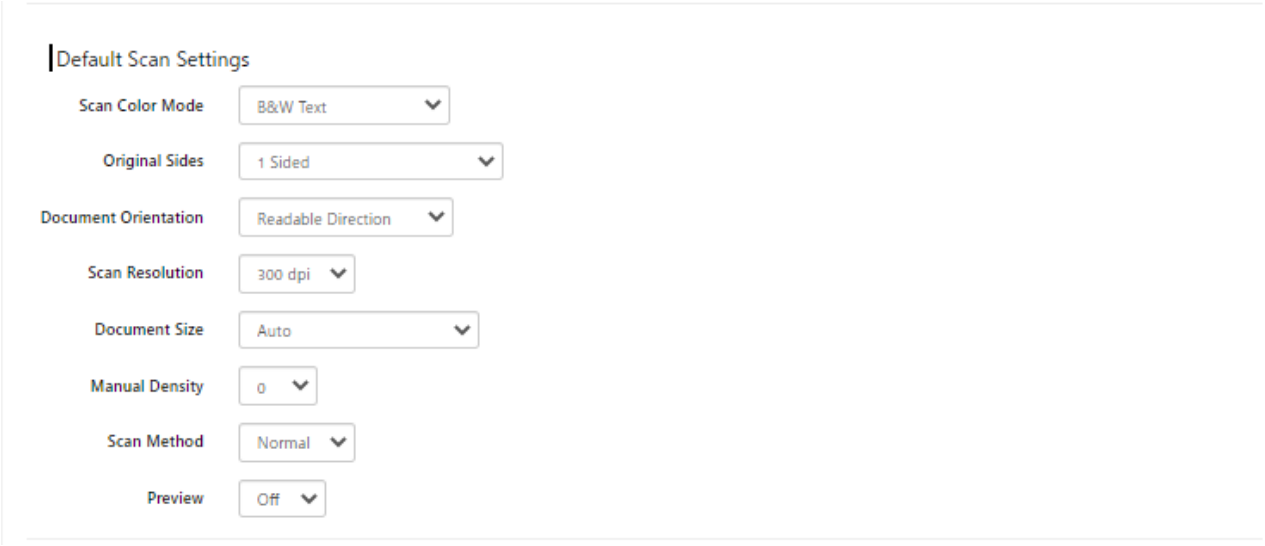
Clicking on 'Check' button will do Syntax check of the formula.

File Name



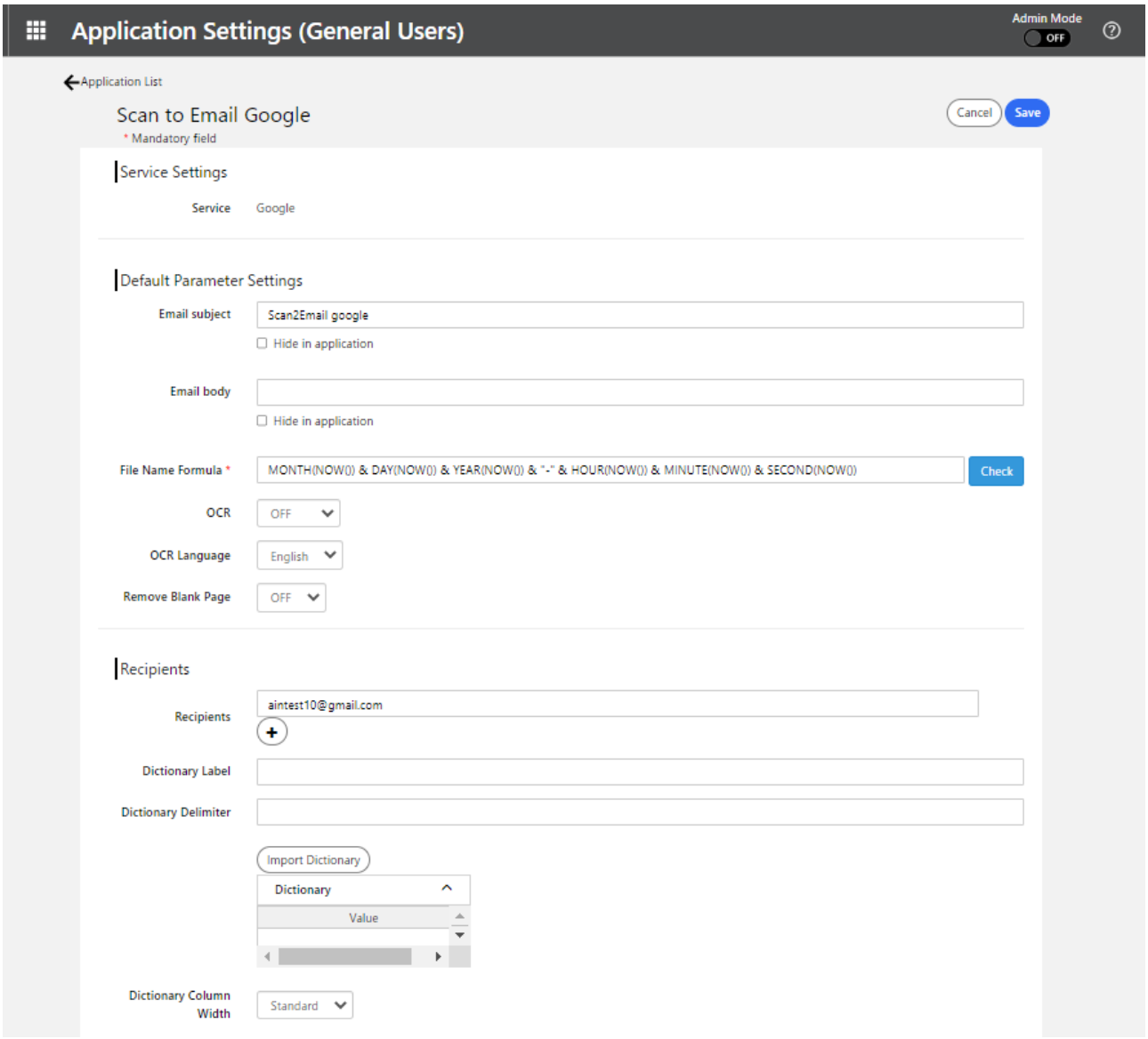
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



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.

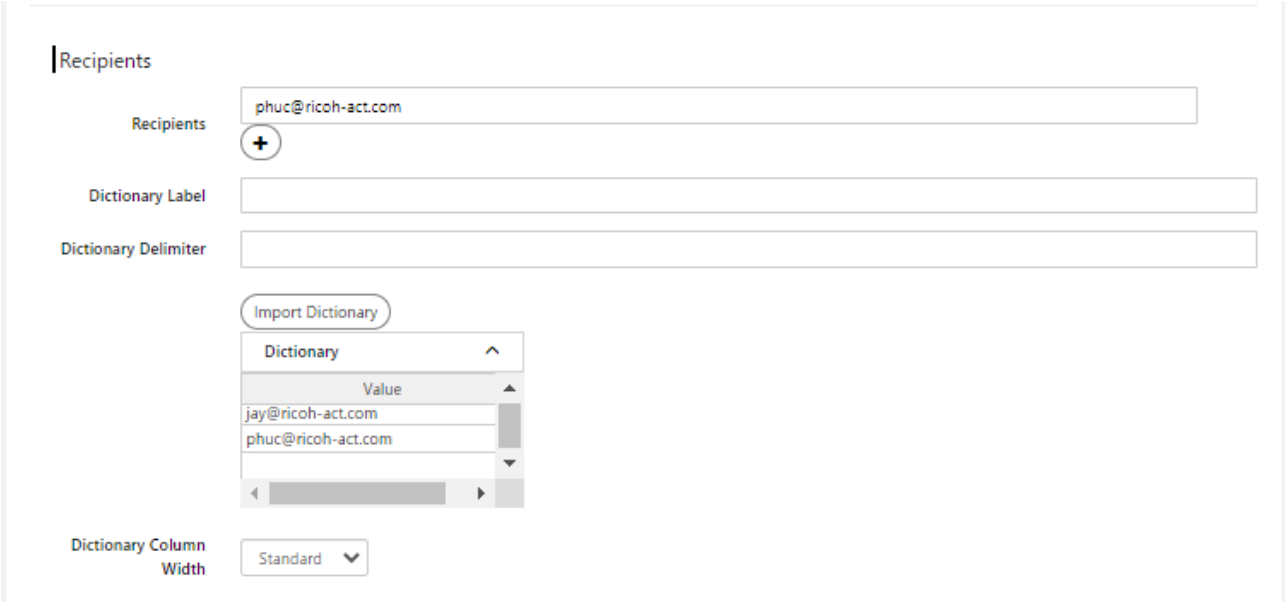


Email Subject and Email Body

Default Email Subject and Email body contents can be configured.



Recipients



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.



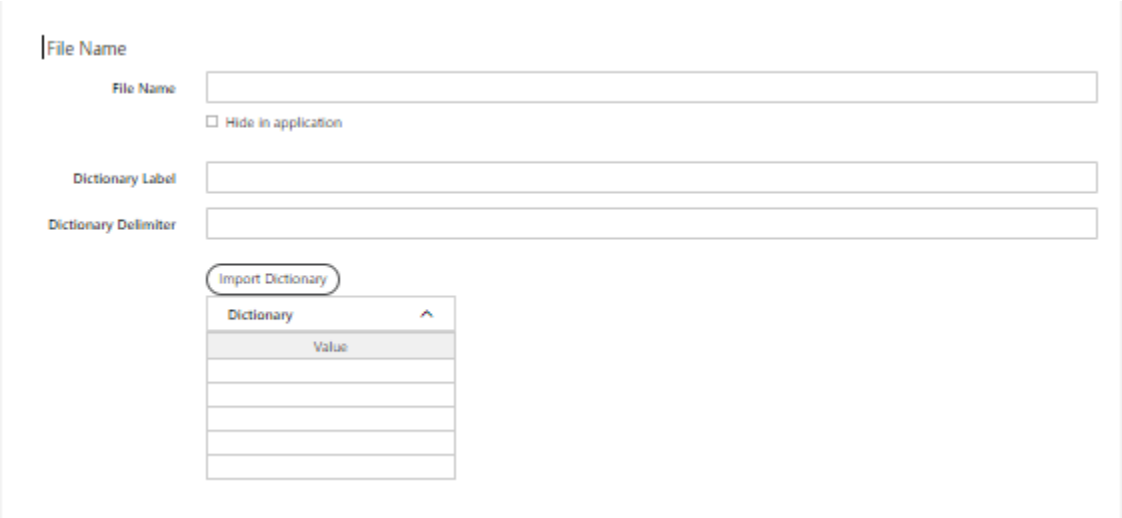
Default Formula:

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.

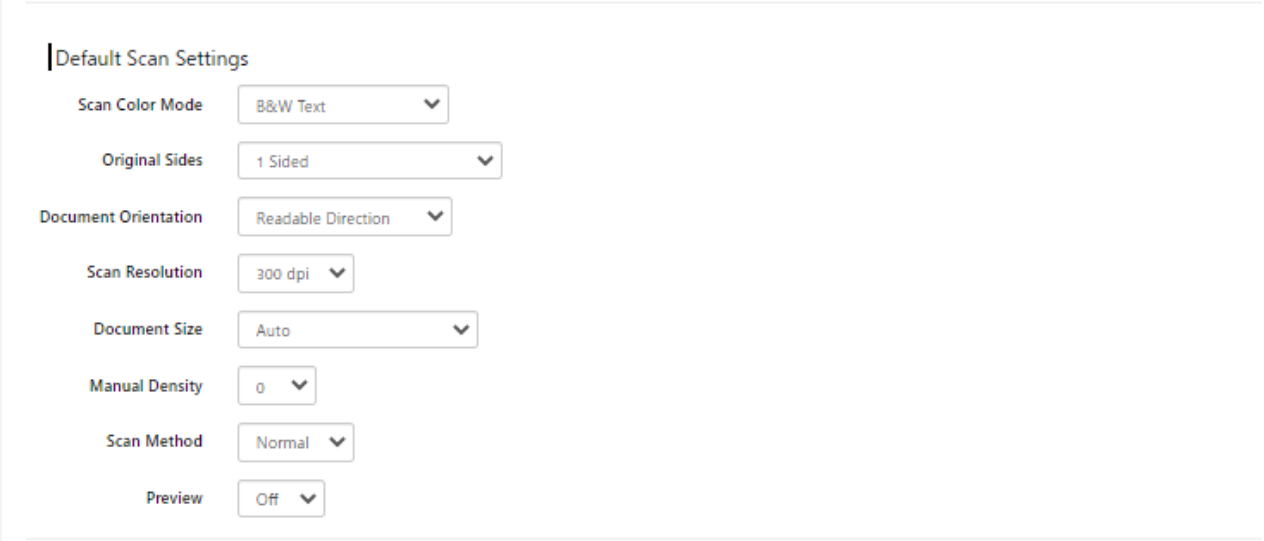
Clicking on 'Check' button will do Syntax check of the formula.

File Name



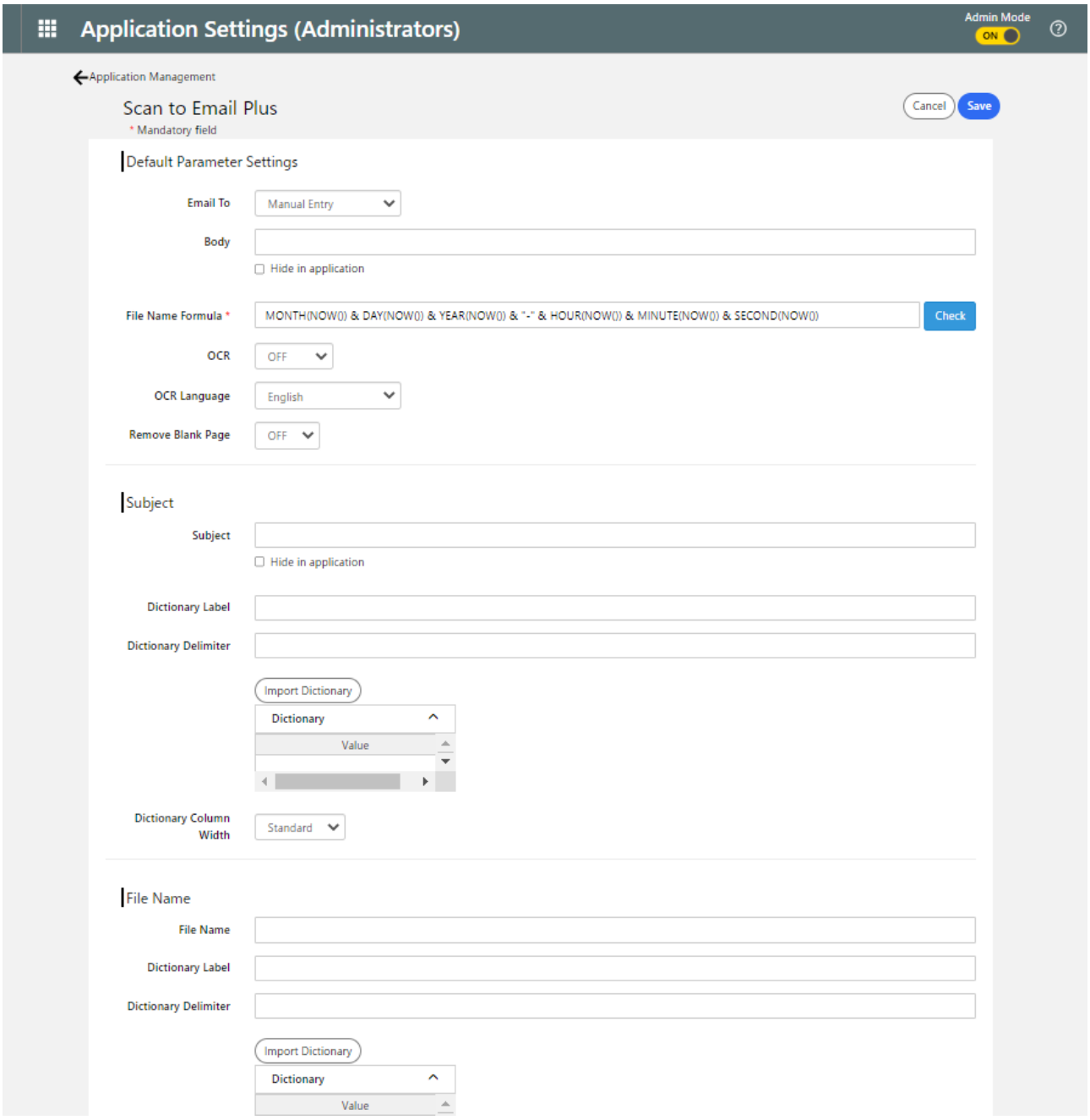
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



24 Scan to Email Plus

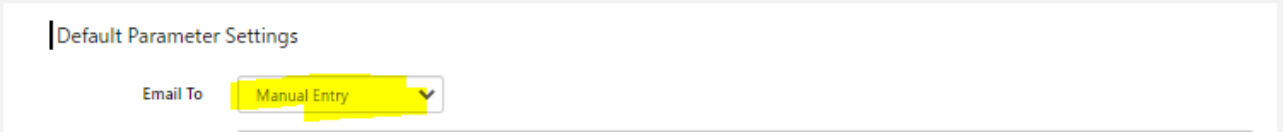
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email Plus Application Settings.



Email To

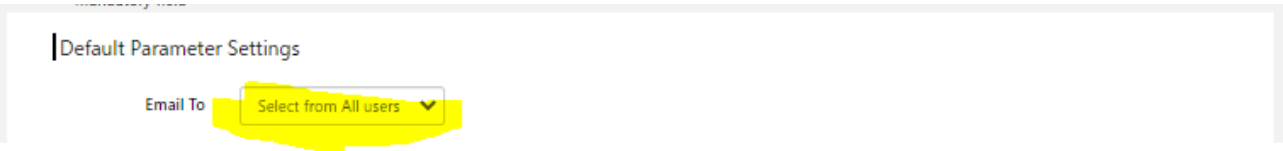
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



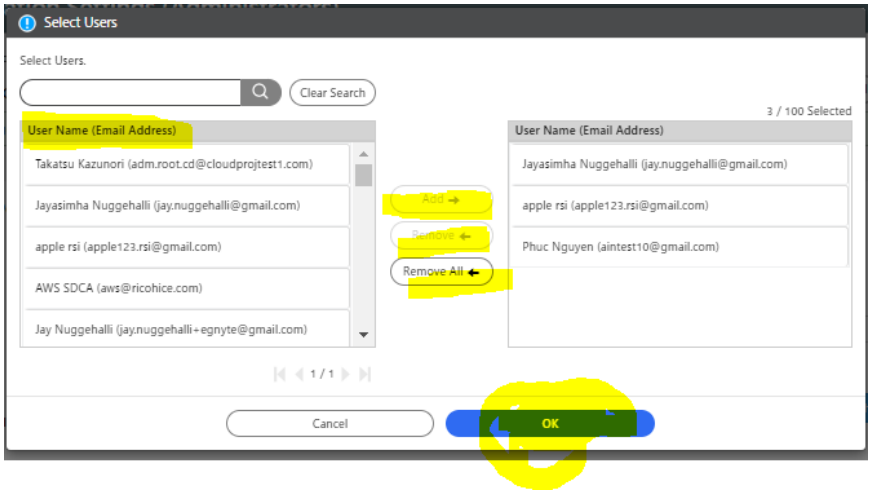
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users

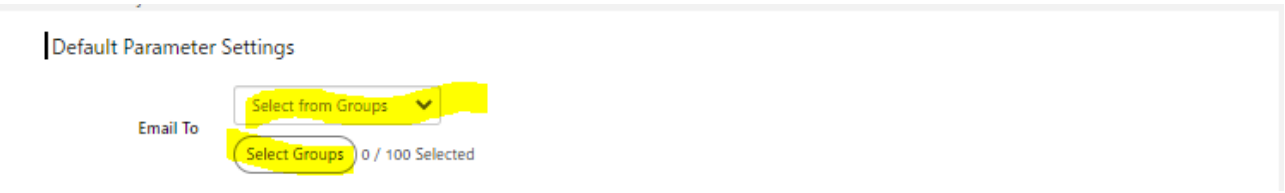


With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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



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.

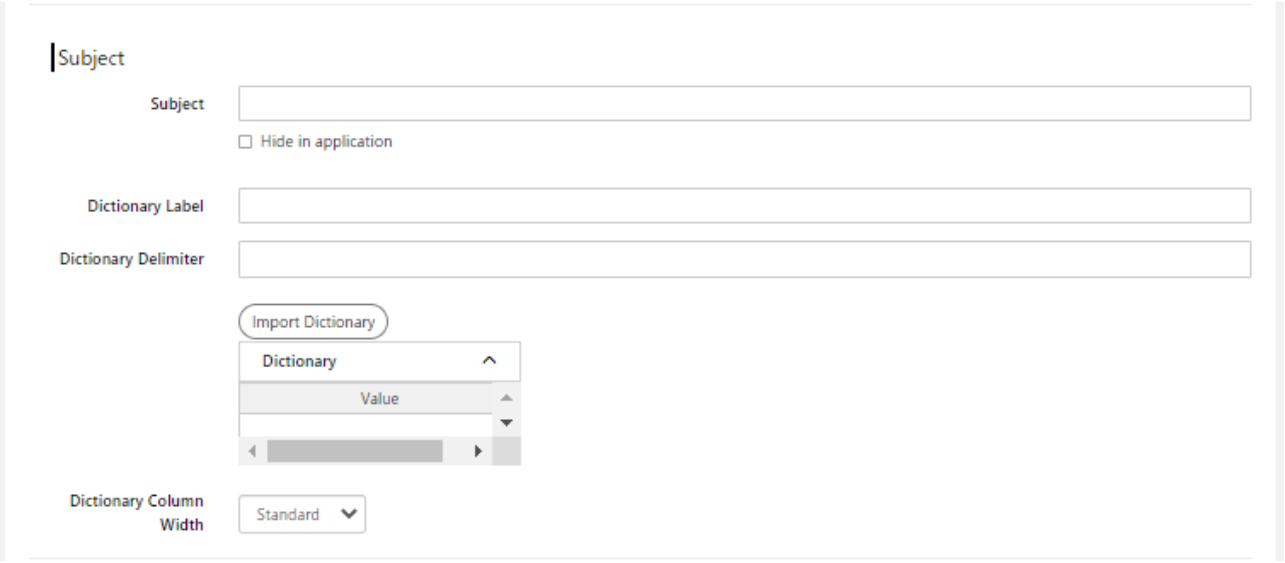
Click on 'Select Groups to select Groups, so that they are added to the address book. Use this dialog to Select desired Groups.



Email Subject and Email Body

Default Email Subject and Email body contents can be configured.





File Name Formula

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



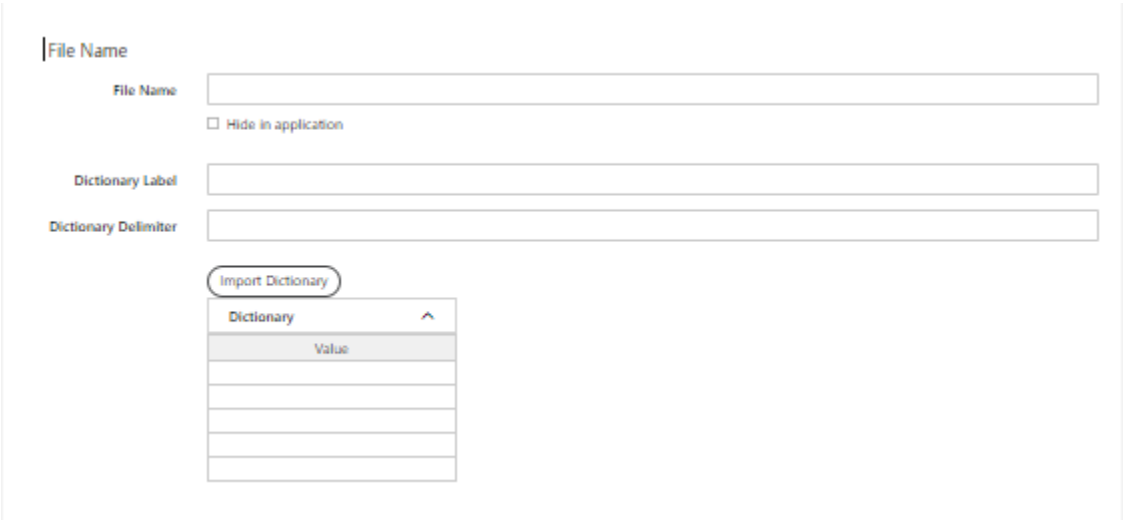
Default Formula:

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

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

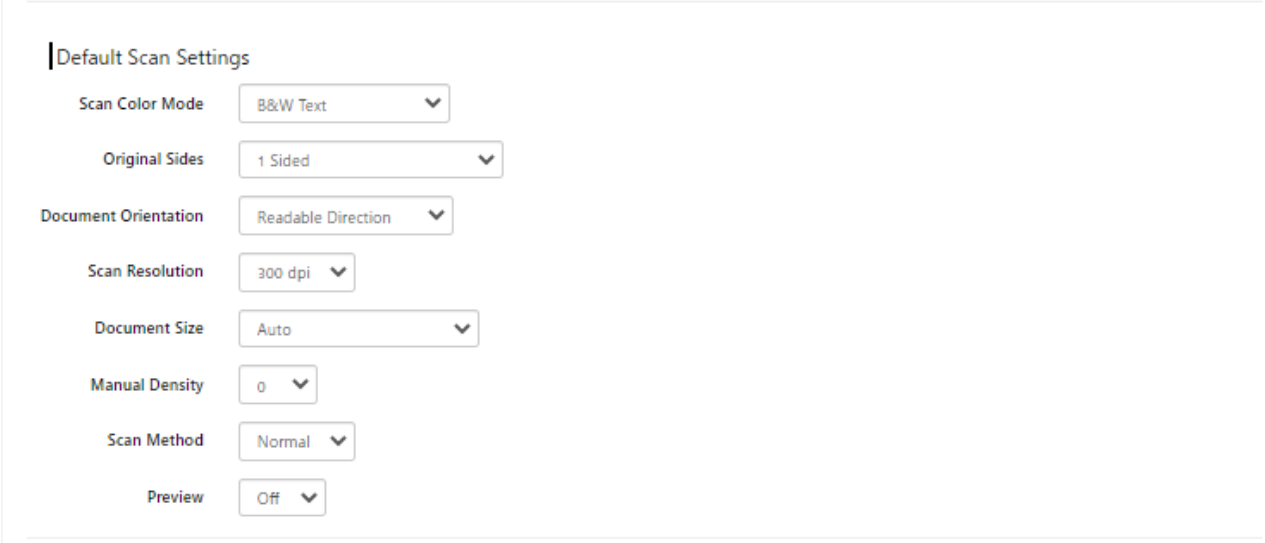
Clicking on 'Check' button will do Syntax check of the formula.

File Name



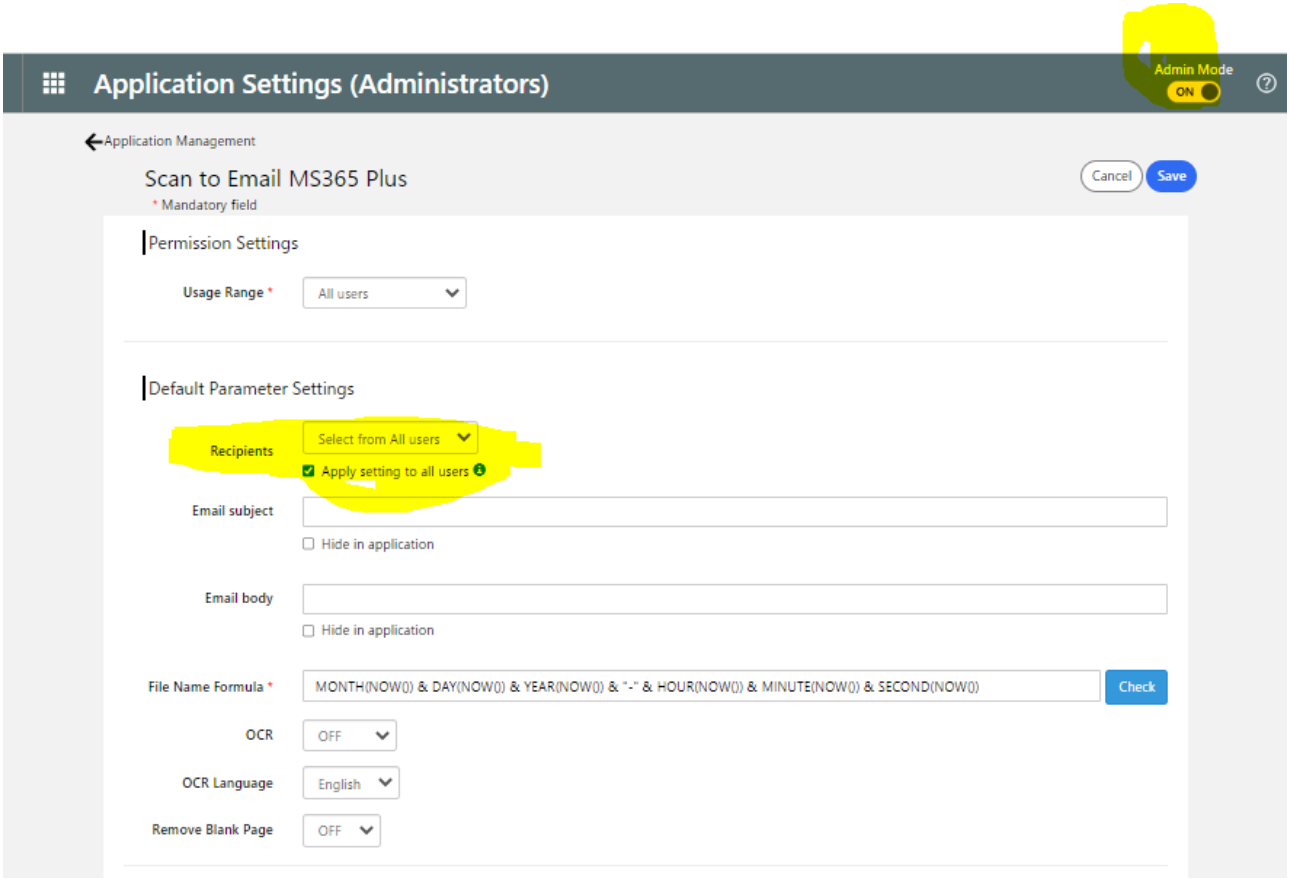
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



25 Scan to Email MS365 Plus

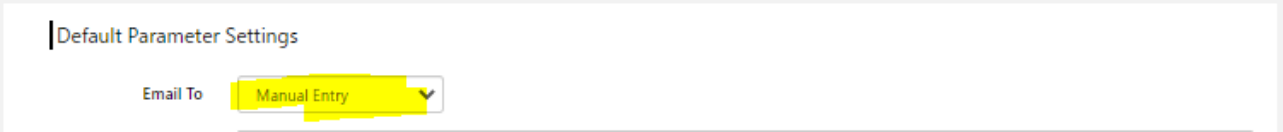
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email MS365Plus Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.



Email To

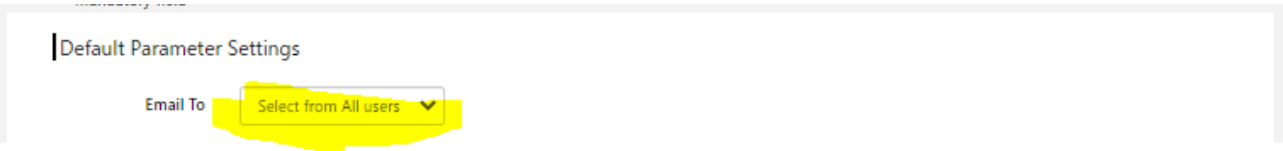
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



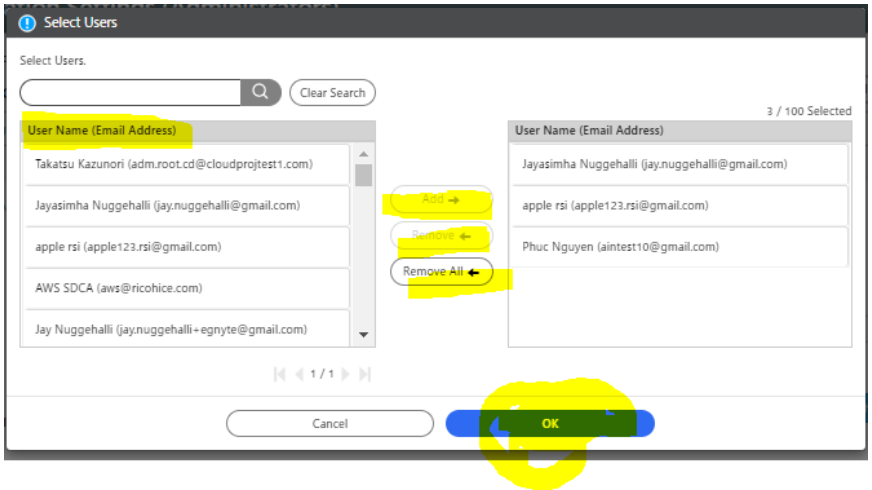
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users

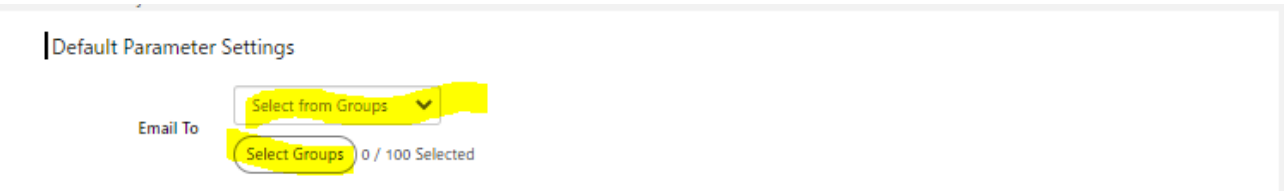


With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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

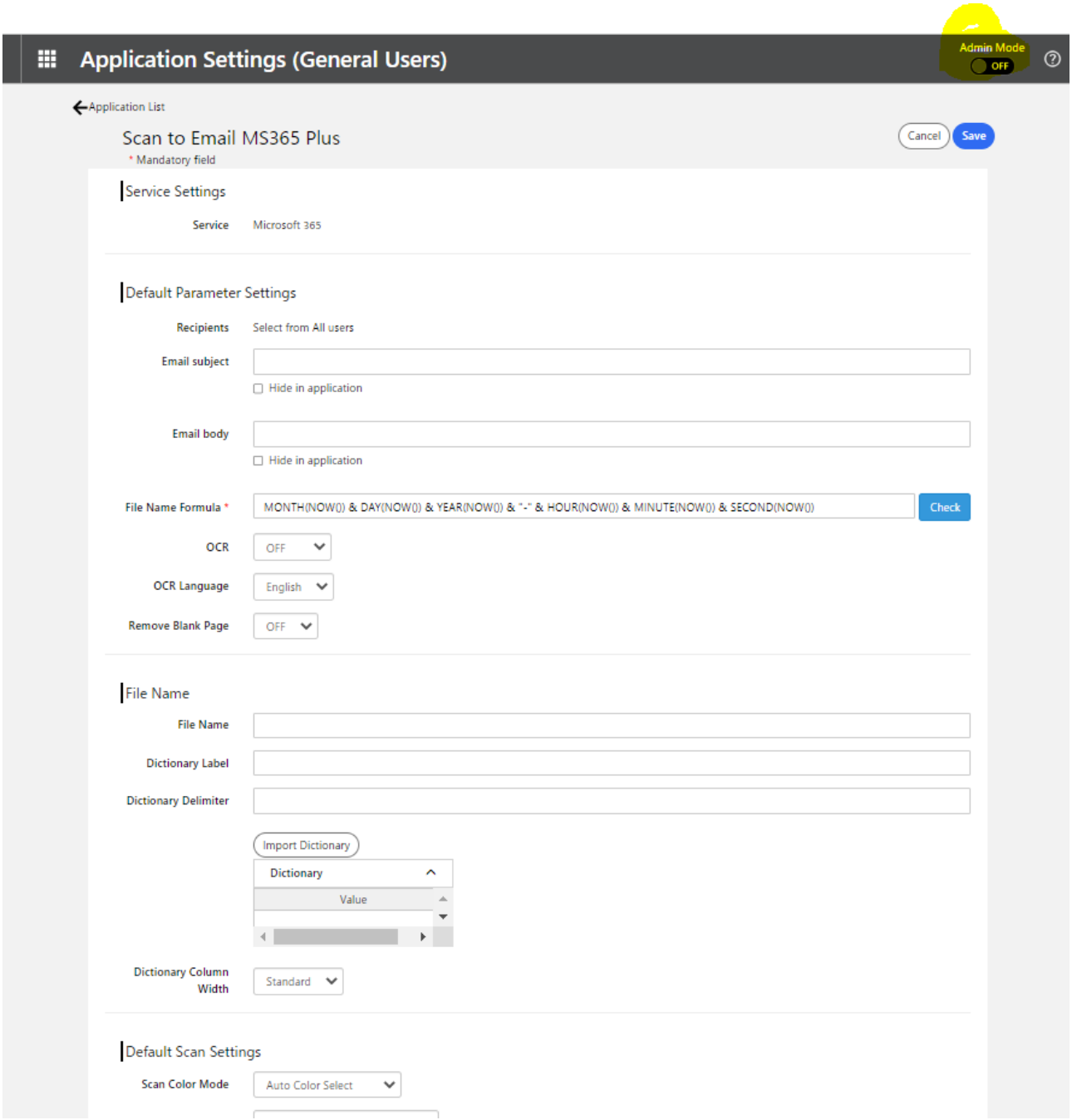


With this option selected, users who belong to the Groups selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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.



Email Subject and Email Body

Default Email Subject and Email body contents can be configured.



File Name Formula

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



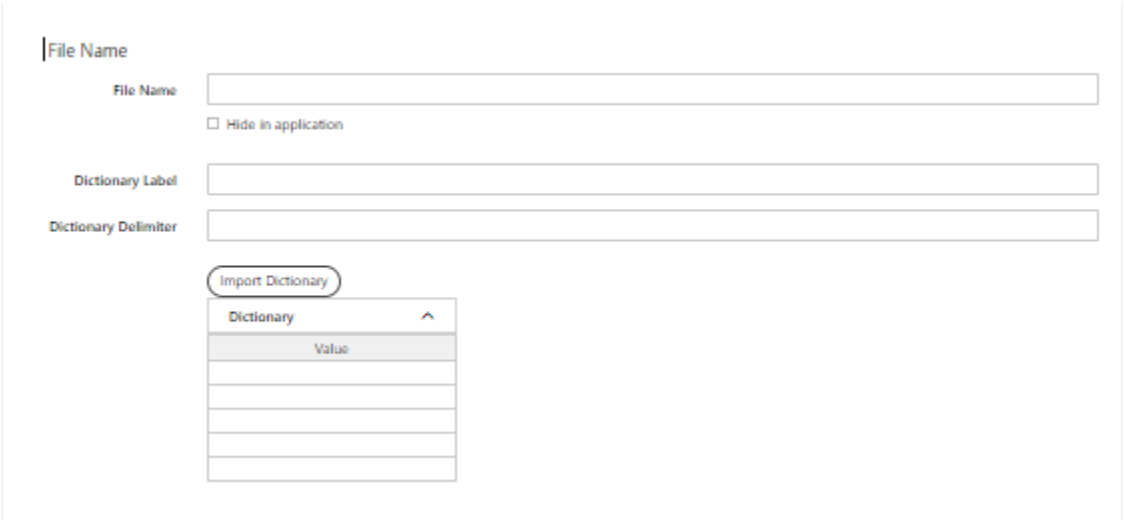
Default Formula:

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

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

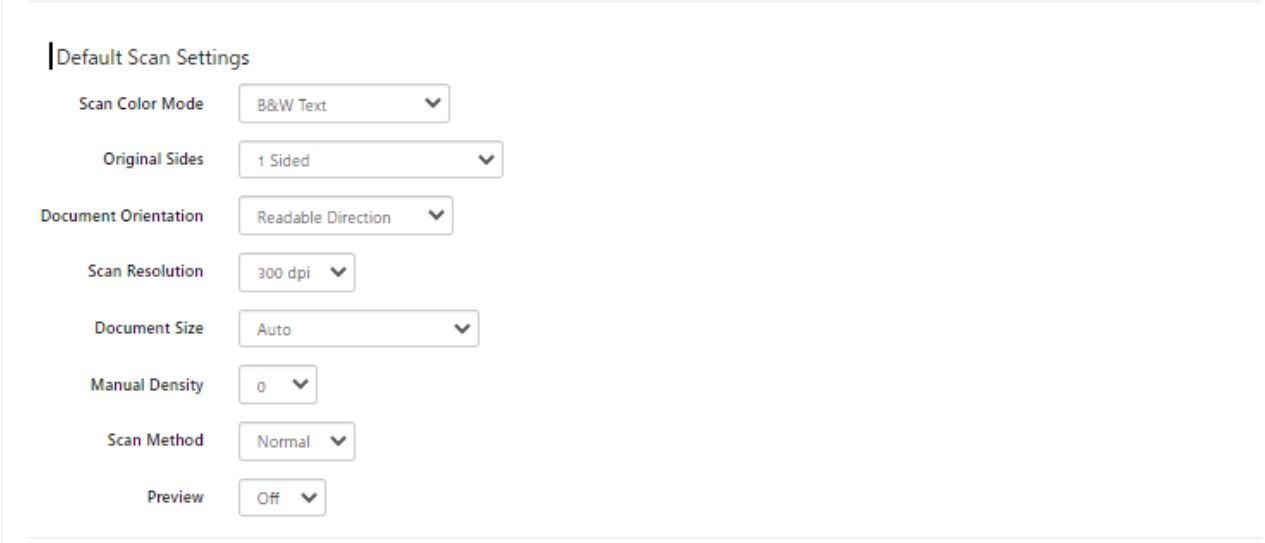
Clicking on 'Check' button will do Syntax check of the formula.

File Name



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.

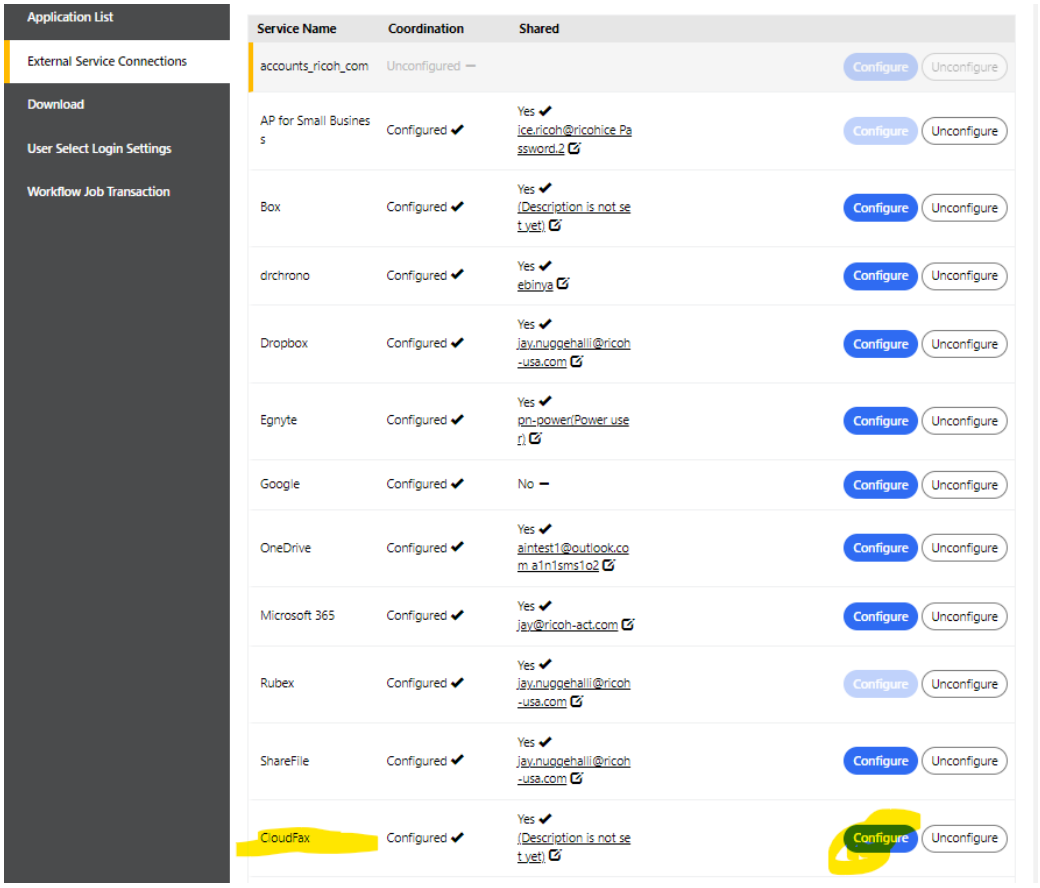
Scan Settings



26 Scan to CloudFax

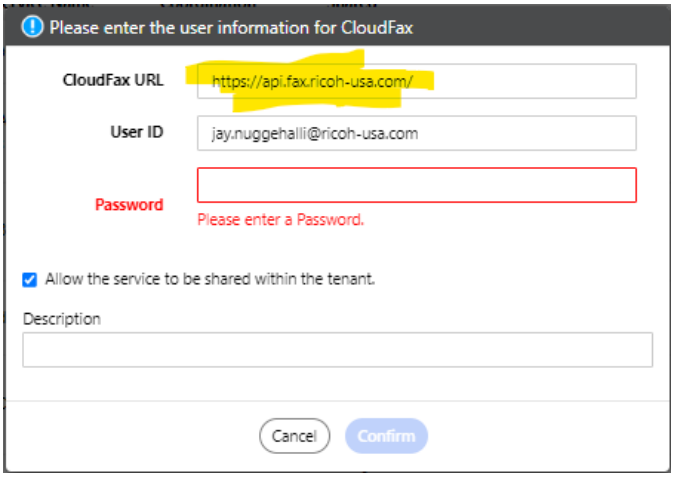
This workflow supports sending faxes using RICOH Cloud Fax Service. User need to have an account on RICOH Cloud Fax Service and need to complete External Service Connection with 'CloudFax'

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

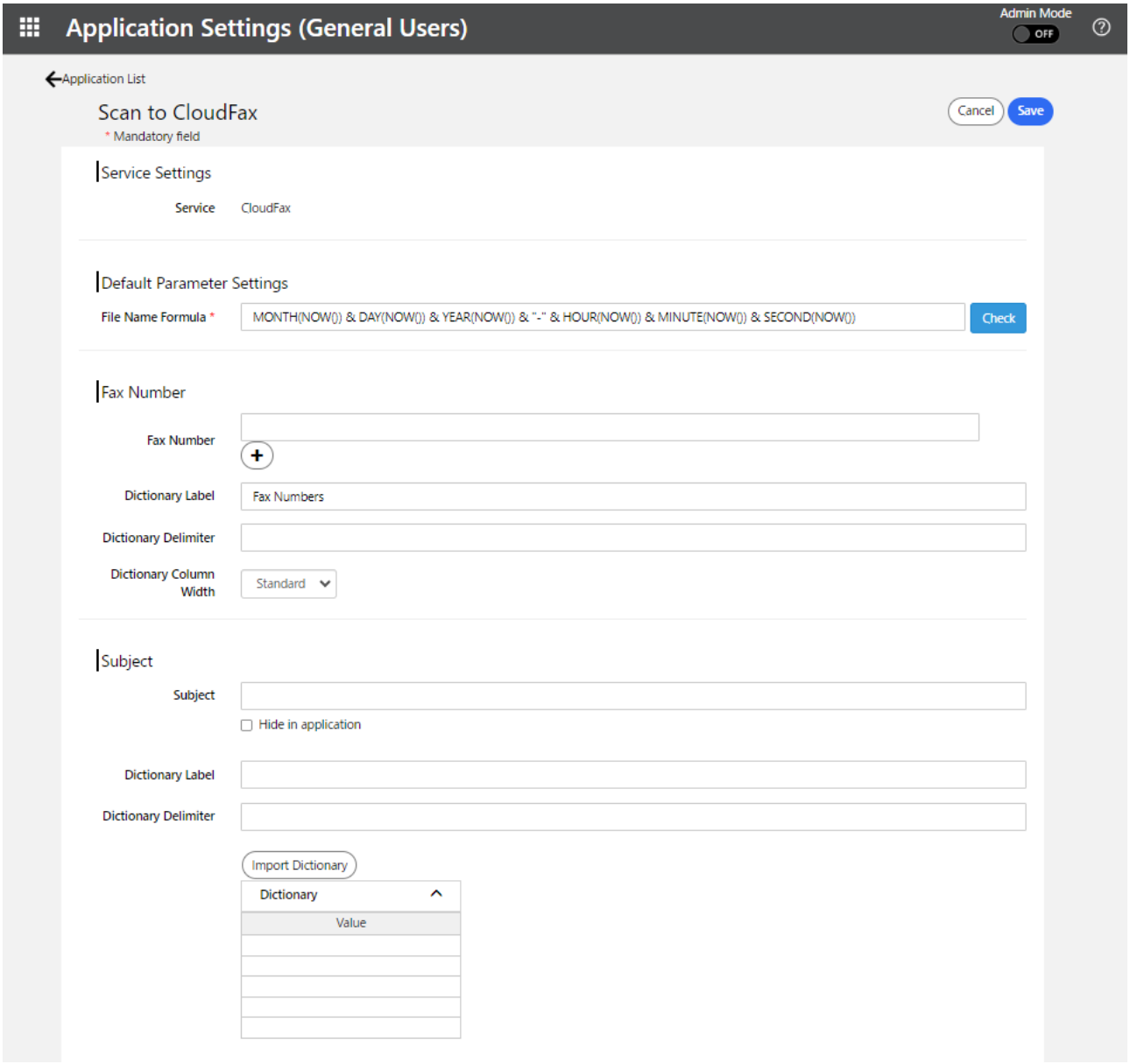


External Service Connection to CloudFax

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



Here are the Application Settings 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.



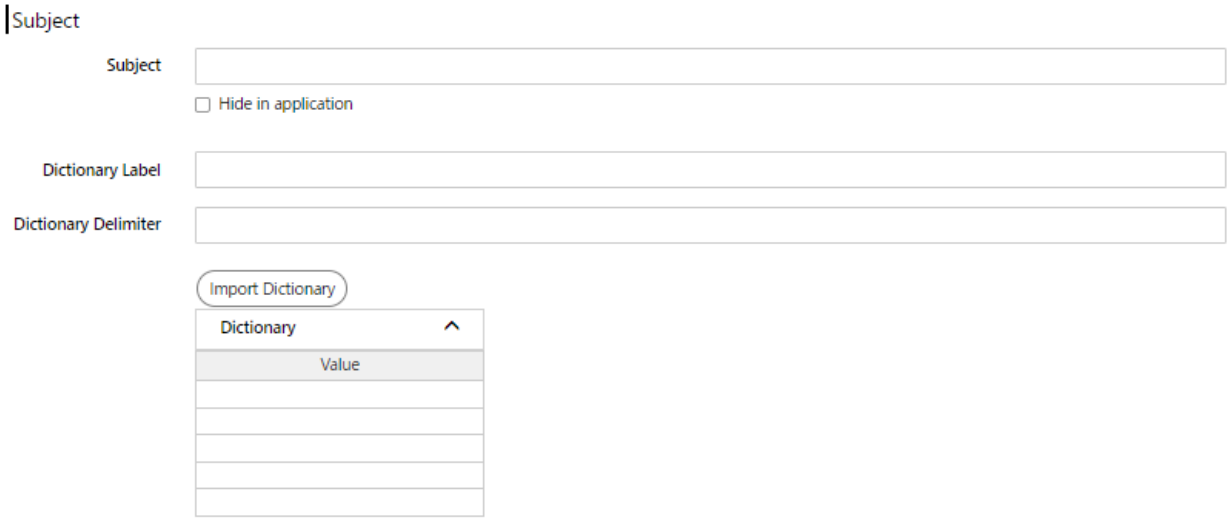
Default Formula:

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.

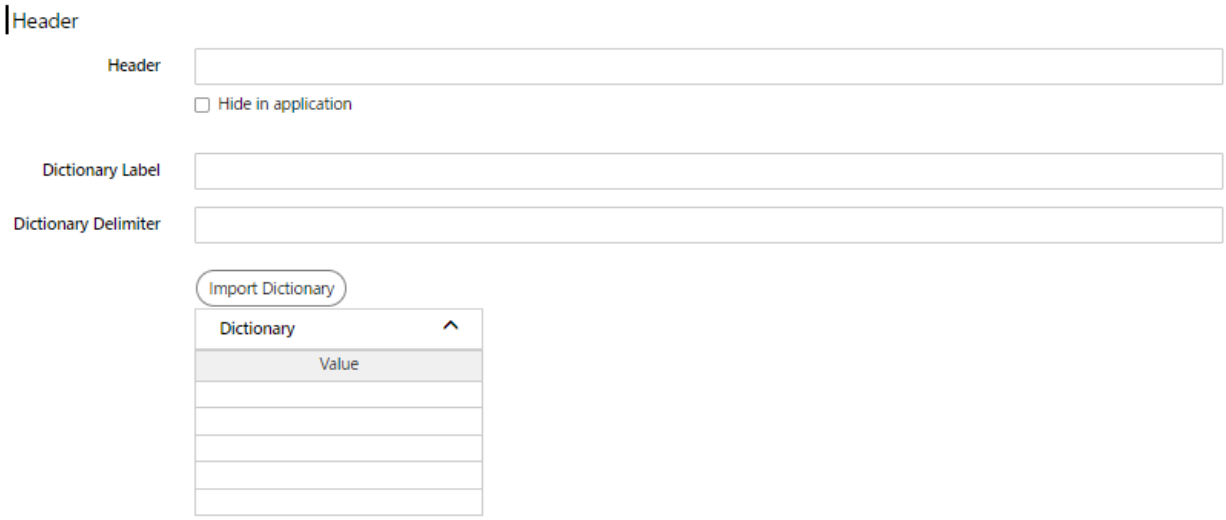
Clicking on 'Check' button will do Syntax check of the formula.

Subject



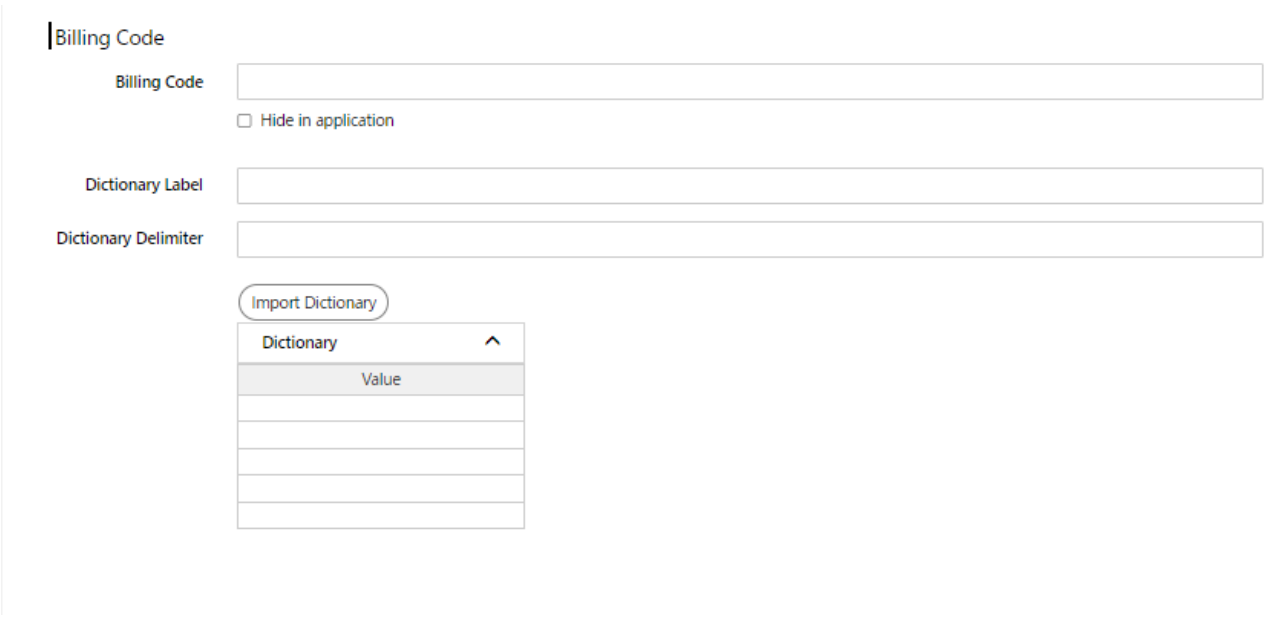
Enter Required Subject Default Value and also can setup dictionary of Keywords which can be used in the Subject. A delimiter/separator can also be configured, if multiple keywords are used for creating a subject.

Header



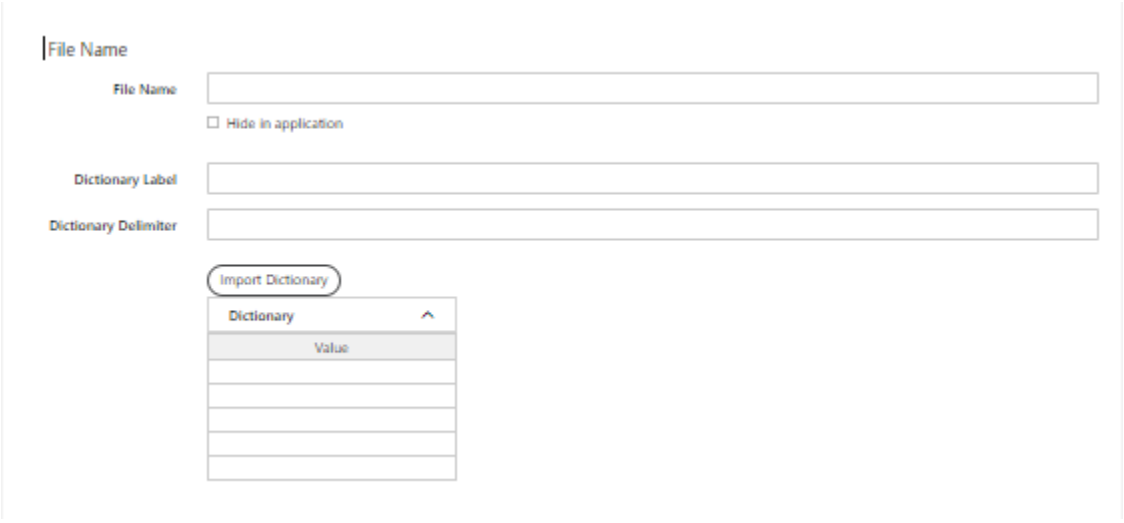
Enter Required Header Default Value and also can setup dictionary of Keywords which can be used in the Header. A delimiter/separator can also be configured, if multiple keywords are used for creating a Header.

Billing Code



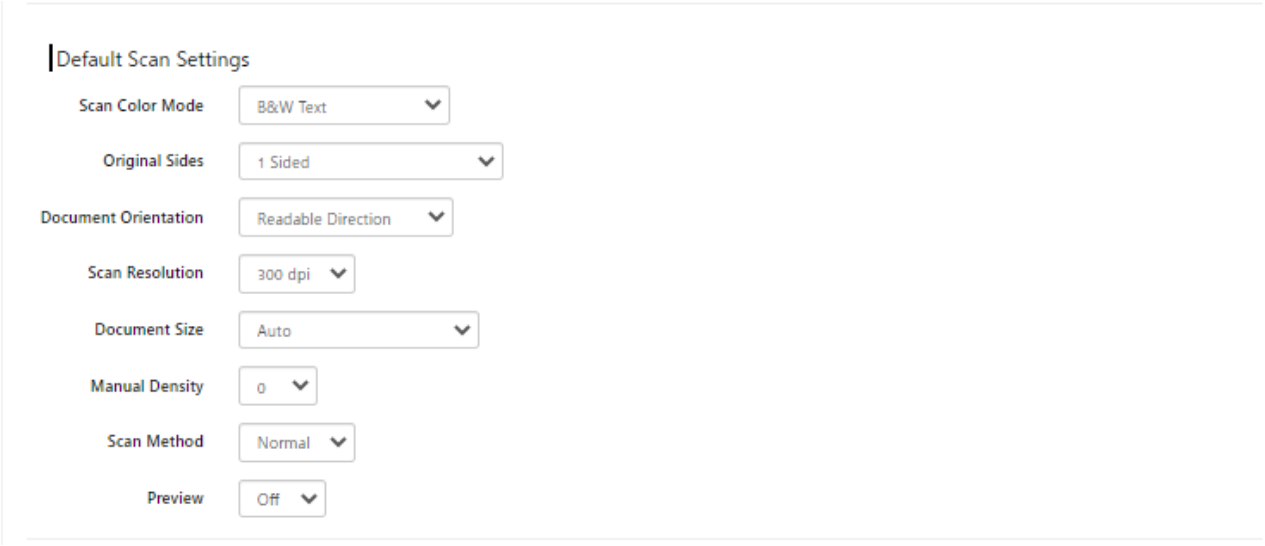
Enter Required Billing Code Default Value and also can setup dictionary of Keywords which can be used in the Billing Code. A delimiter/separator can also be configured, if multiple keywords are used for creating a Billing Code.

File Name



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.

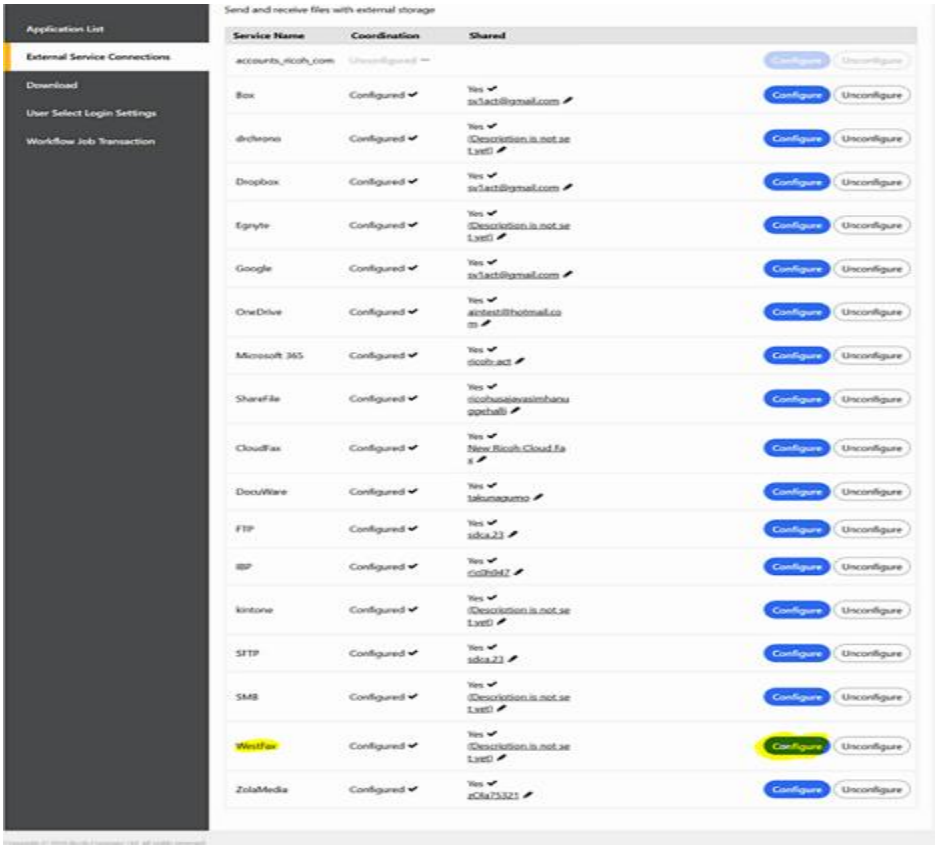
Scan Settings



27 Scan to WestFax

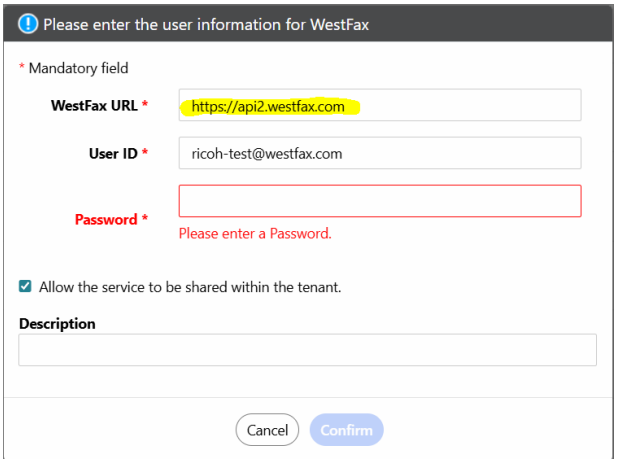
This workflow supports sending faxes using WestFax Service. User need to have an account on WestFax Cloud Fax Service and need to complete External Service Connection with 'WestFax'

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

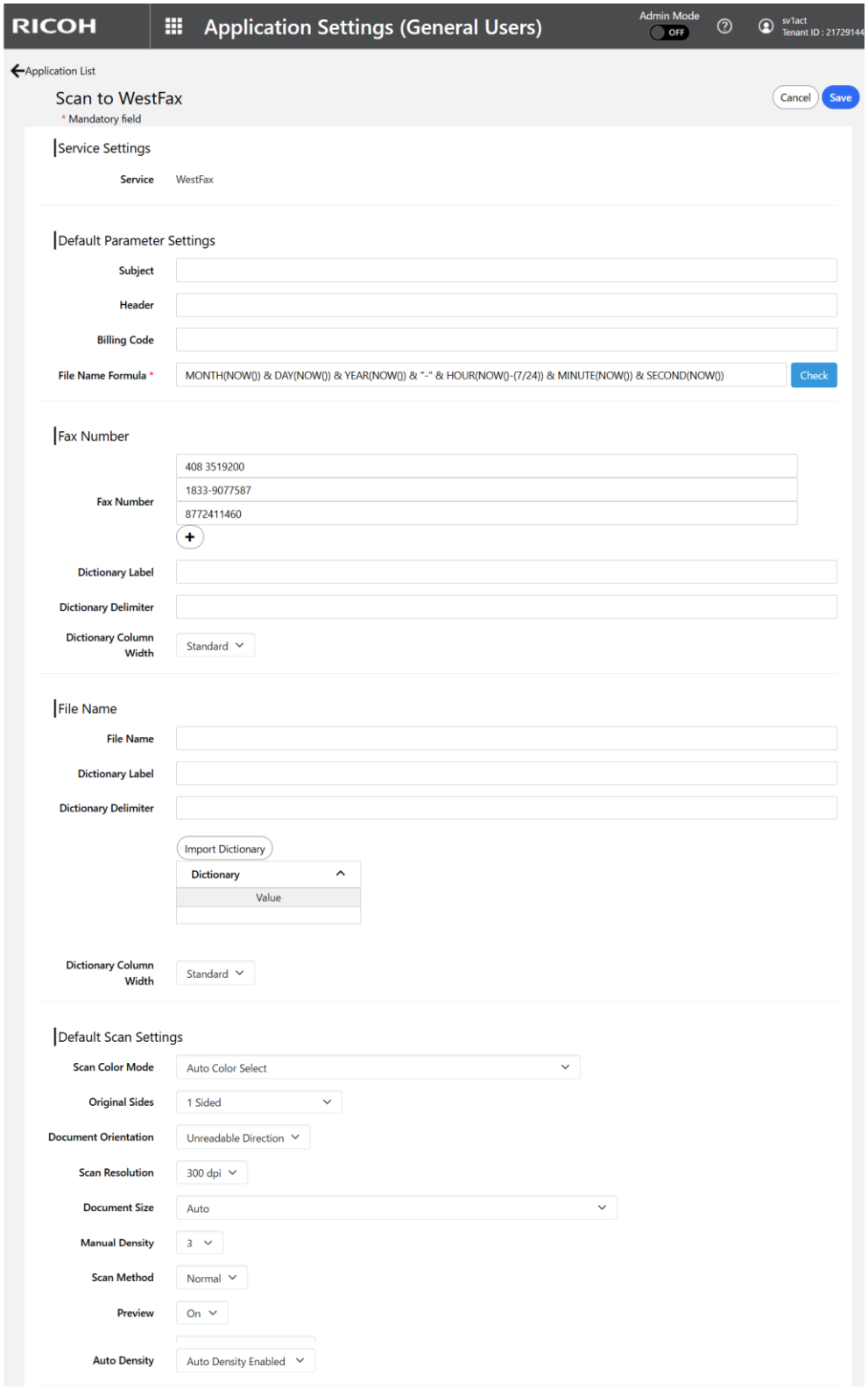


External Service Connection to WestFax

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



Here are the Application Settings 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.



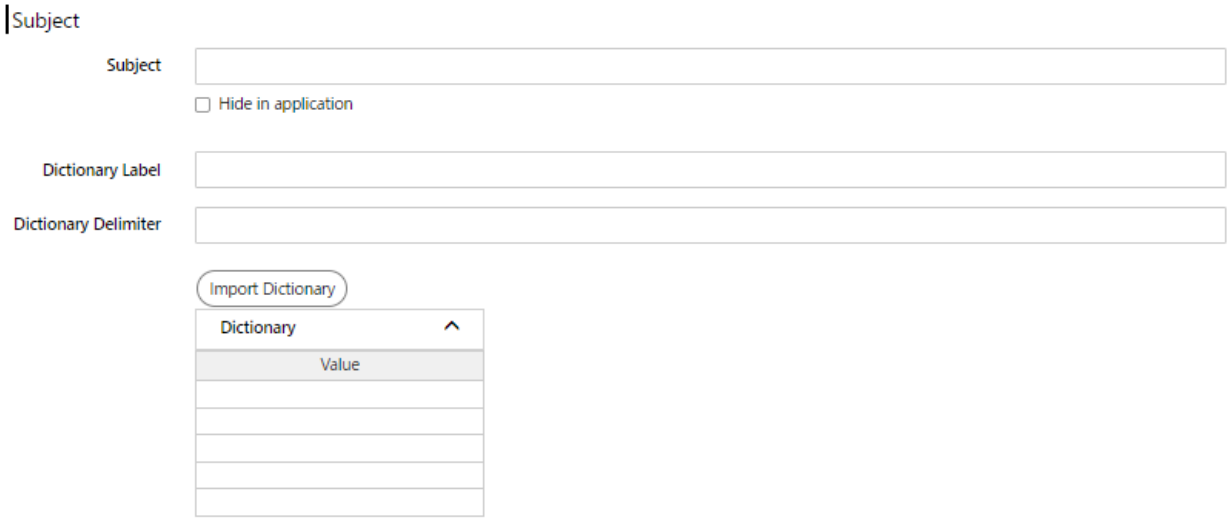
Default Formula:

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.

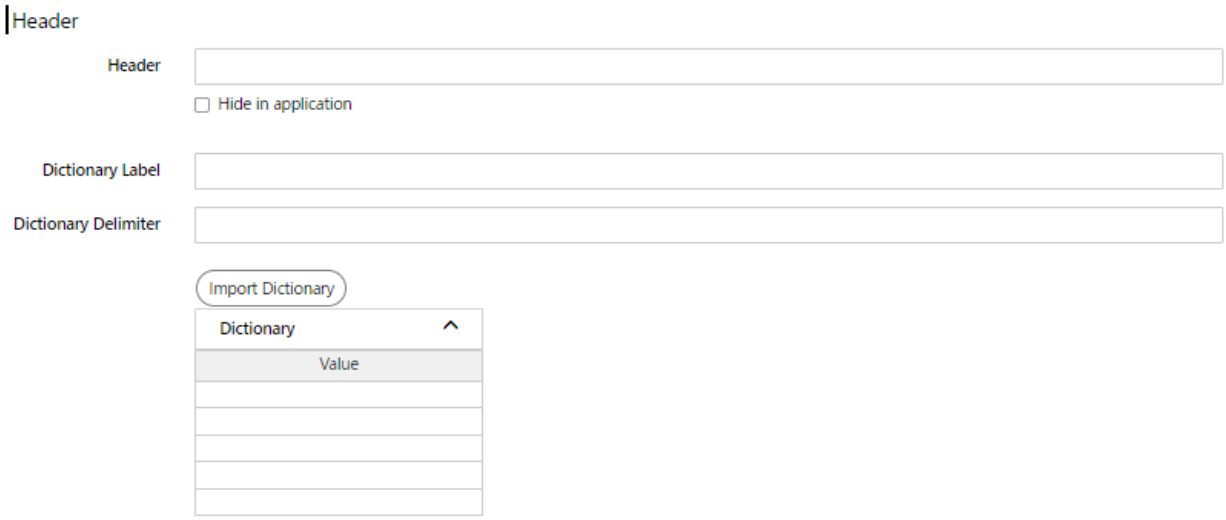
Clicking on 'Check' button will do Syntax check of the formula.

Subject



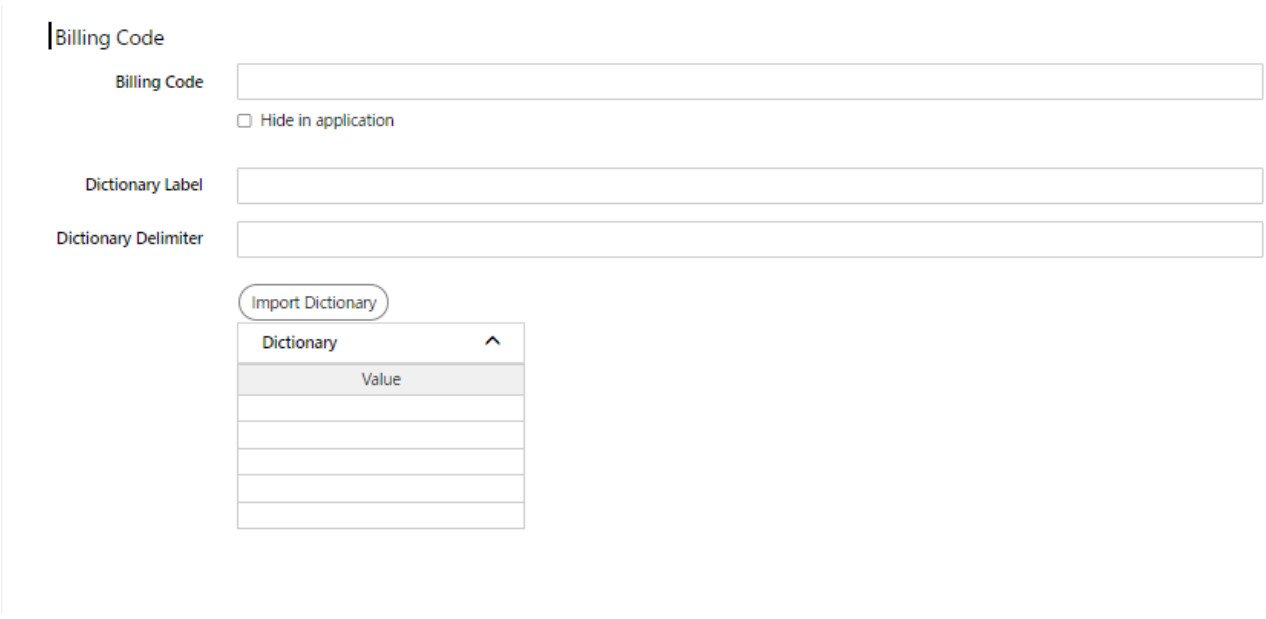
Enter Required Subject Default Value and also can setup dictionary of Keywords which can be used in the Subject. A delimiter/separator can also be configured, if multiple keywords are used for creating a subject.

Header



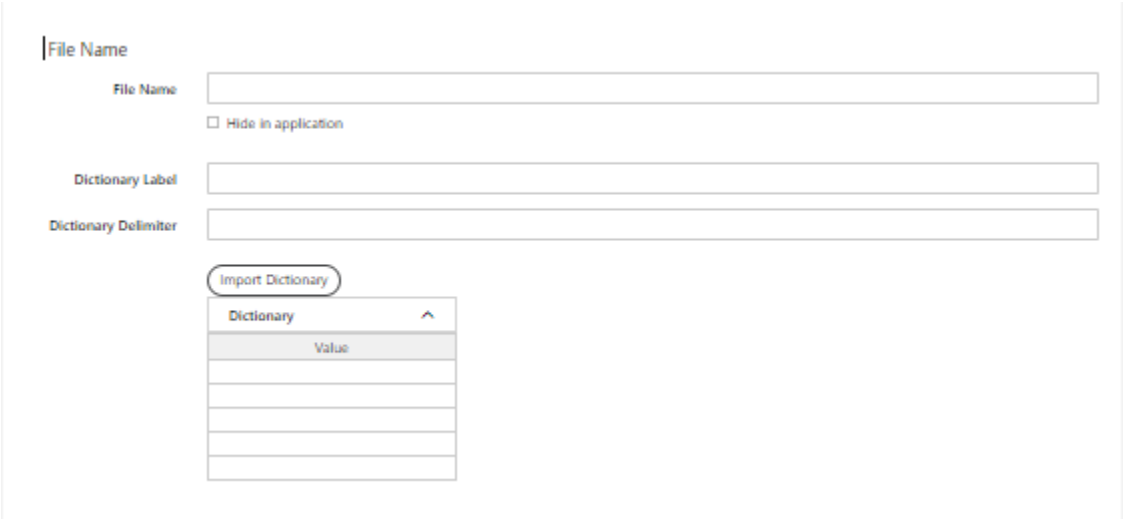
Enter Required Header Default Value and also can setup dictionary of Keywords which can be used in the Header. A delimiter/separator can also be configured, if multiple keywords are used for creating a Header.

Billing Code



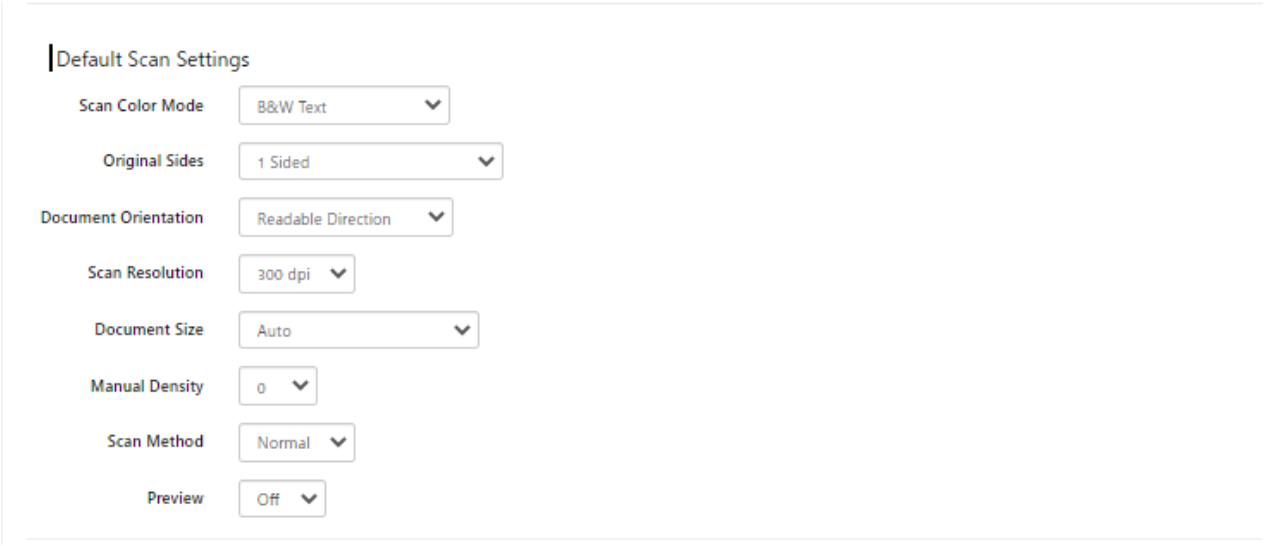
Enter Required Billing Code Default Value and also can setup dictionary of Keywords which can be used in the Billing Code. A delimiter/separator can also be configured, if multiple keywords are used for creating a Billing Code.

File Name



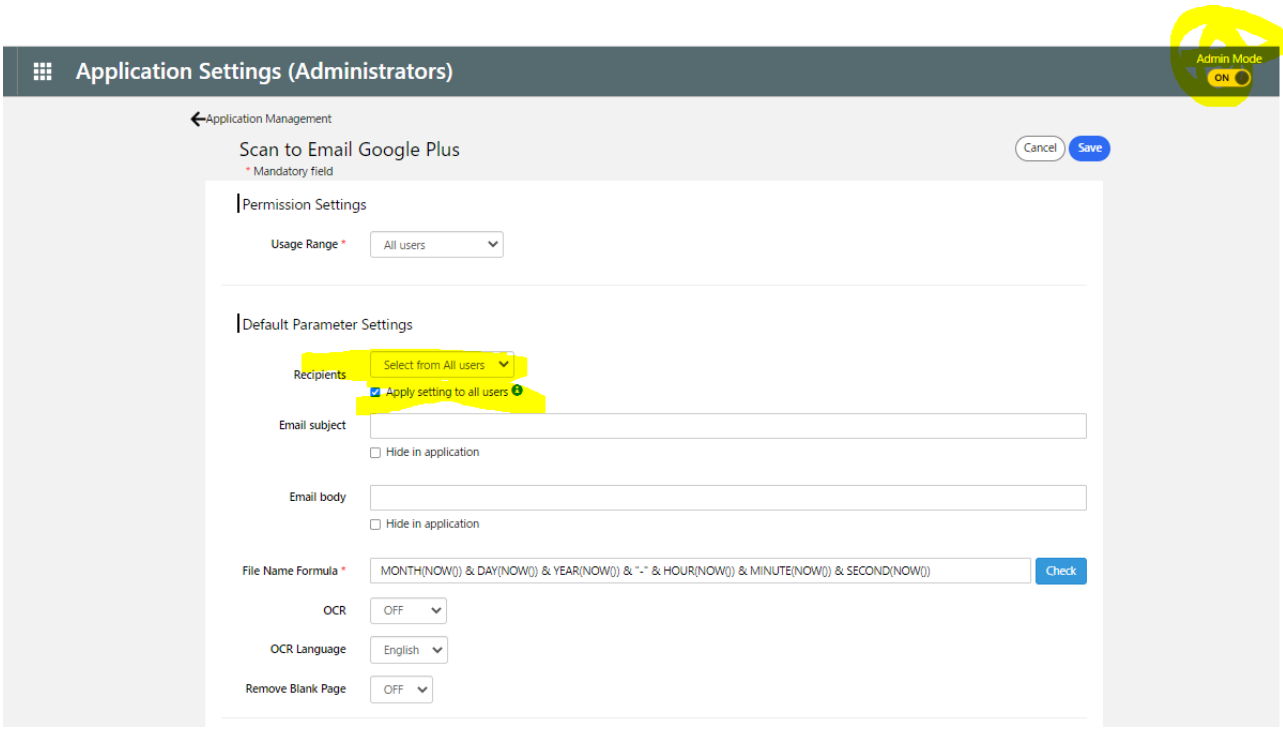
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



28 Scan to Email Google Plus

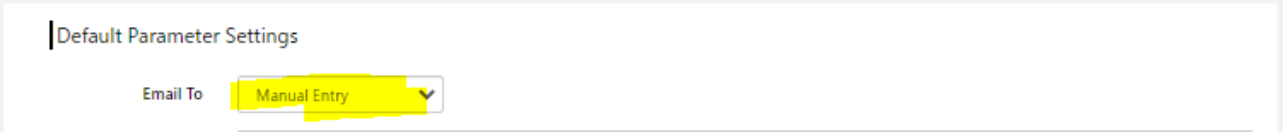
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email Google Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.



Email To

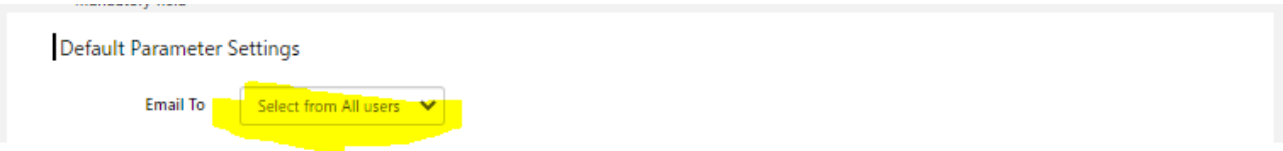
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



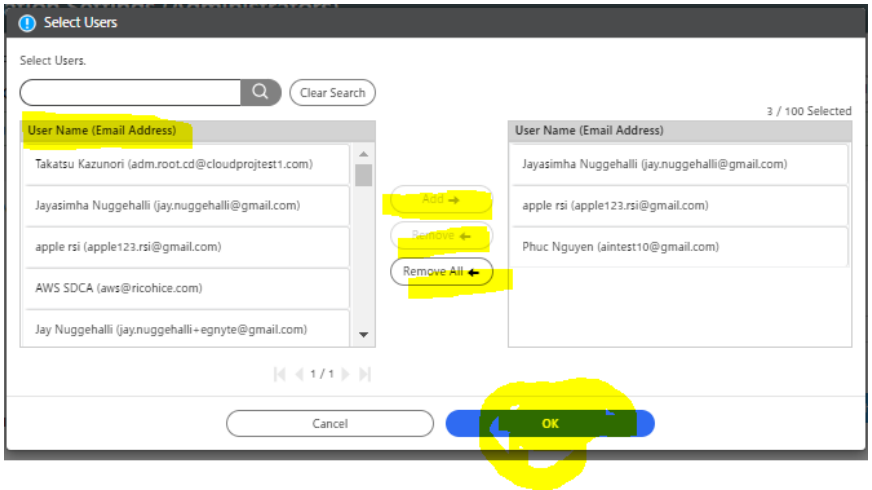
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users

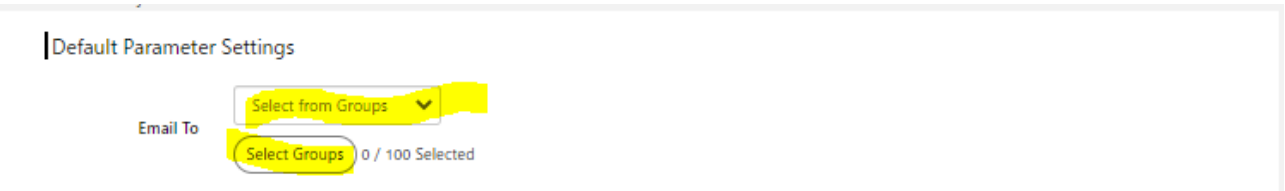


With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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

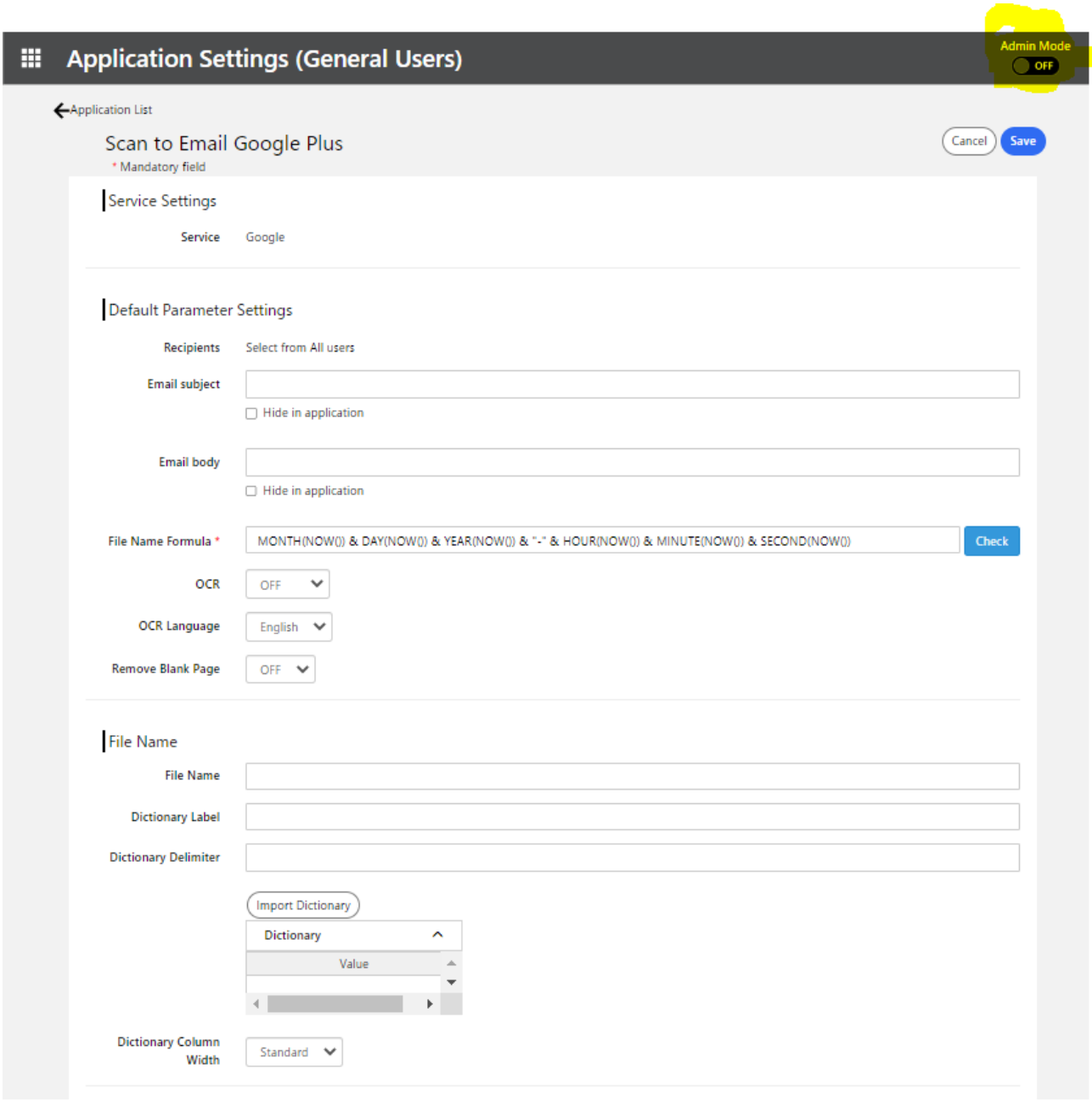


With this option selected, users who belong to the Groups selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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.



Email Subject and Email Body

Default Email Subject and Email body contents can be configured.



File Name Formula

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



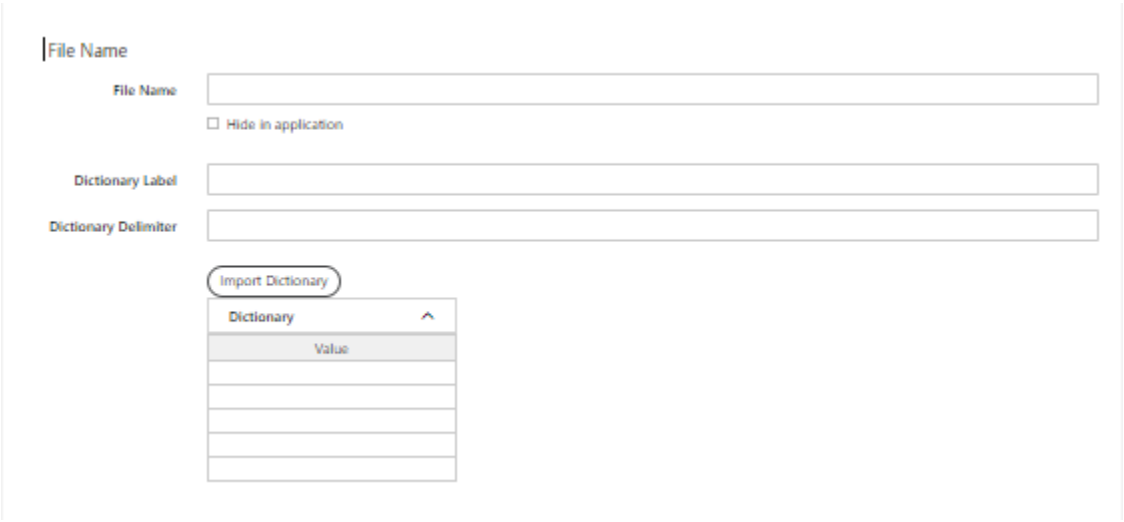
Default Formula:

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

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

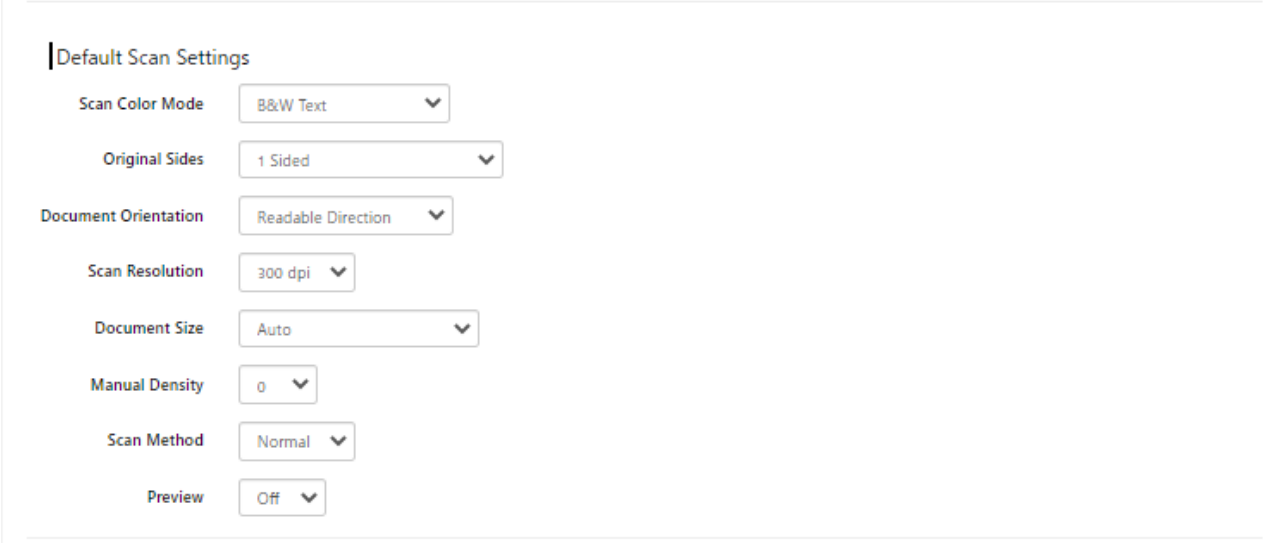
Clicking on 'Check' button will do Syntax check of the formula.

File Name



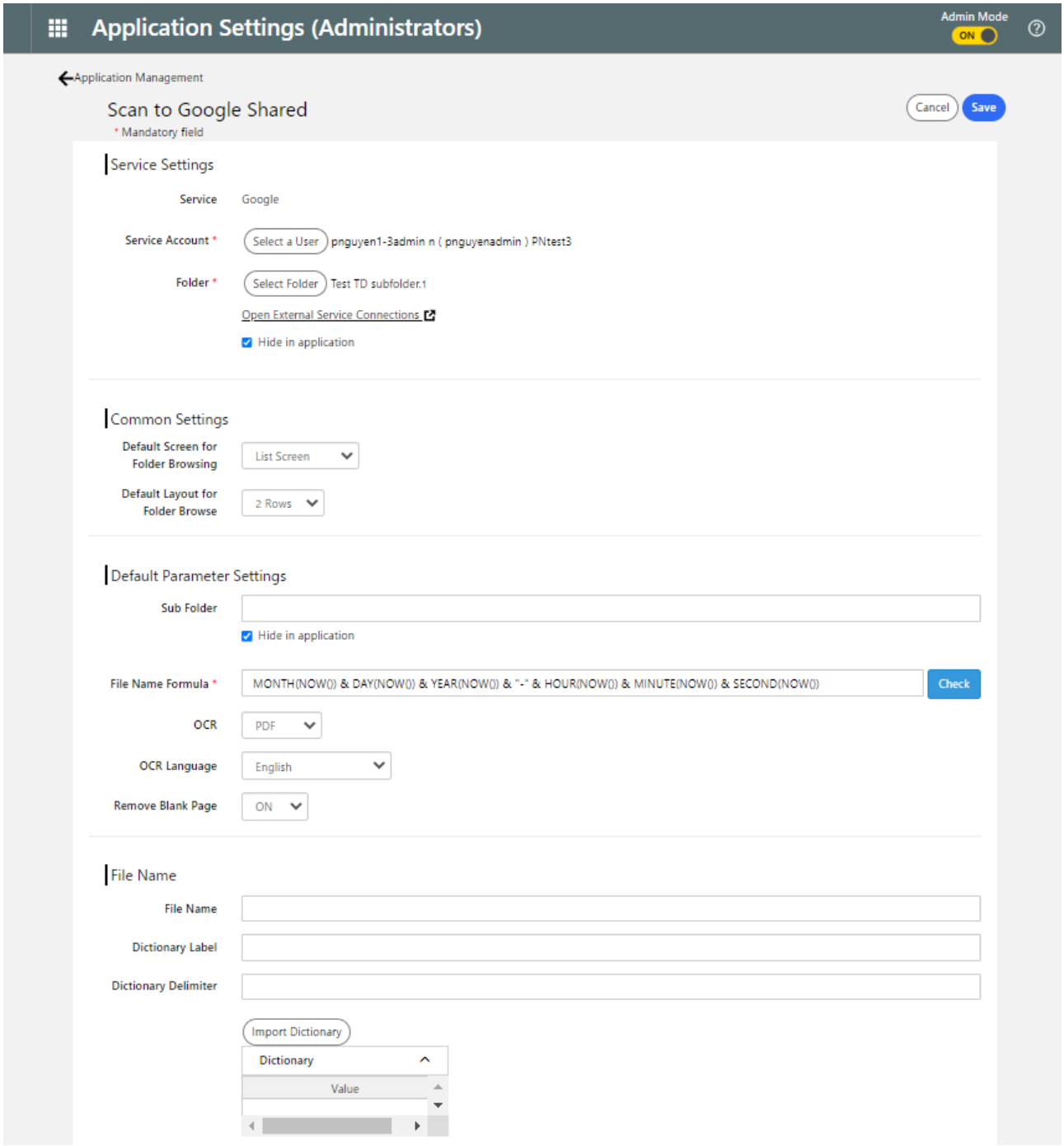
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

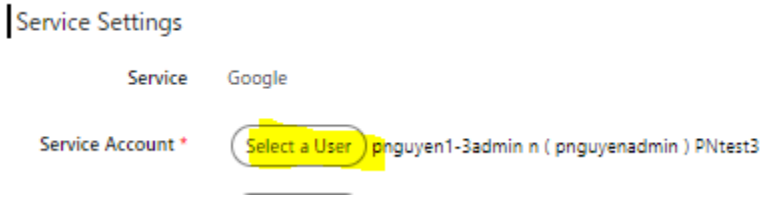


29 Scan to Google Shared

Following settings are available in the Admin mode.

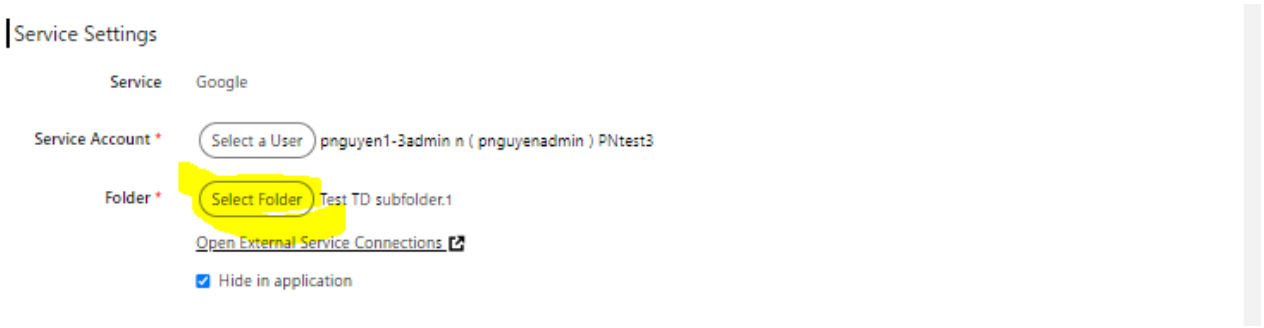


Service Account

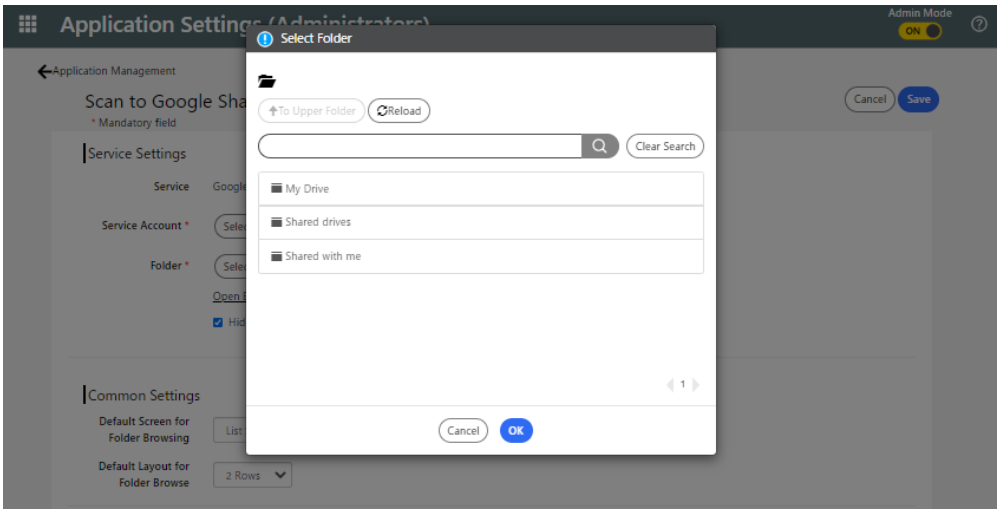


Select an Admin user who has done External Service Connection with Google.

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.



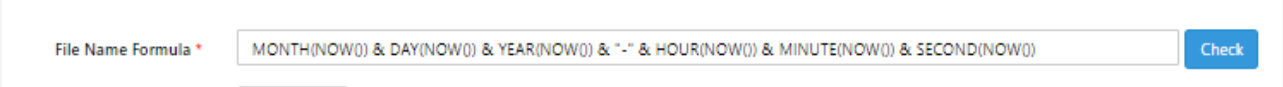
Sub Folder

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.



Default Formula:

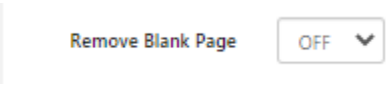
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

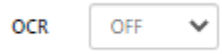
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

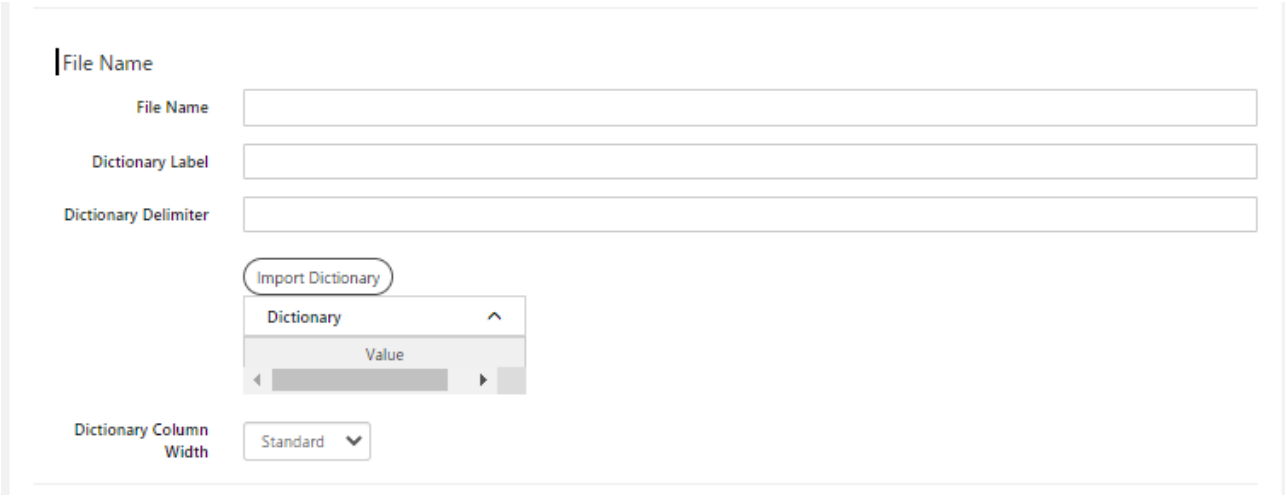


OCR Language

Default value for OCR Language can be configured.

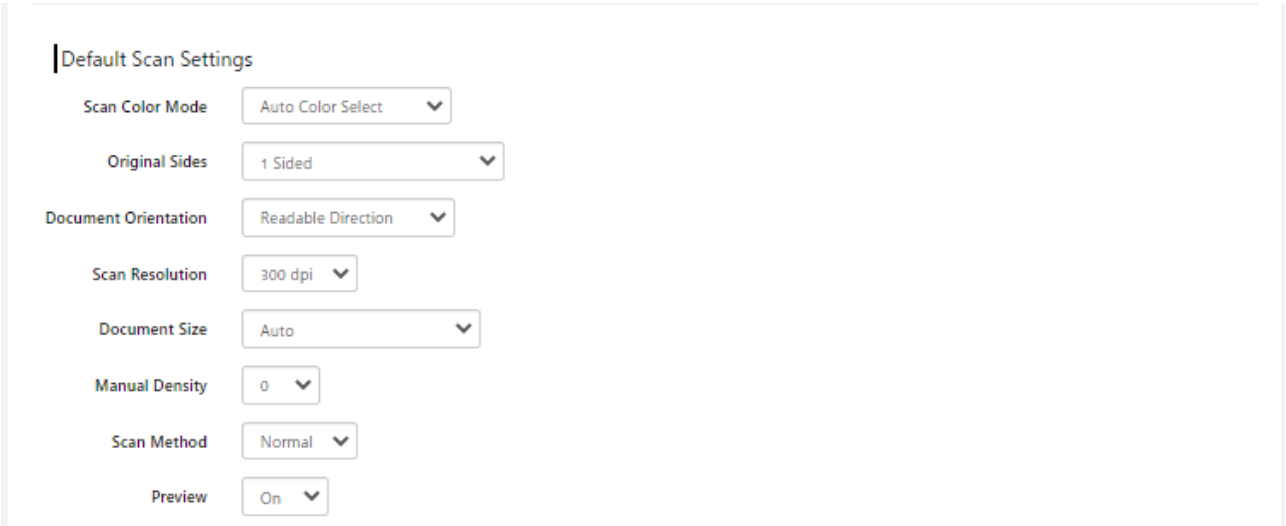


File Name



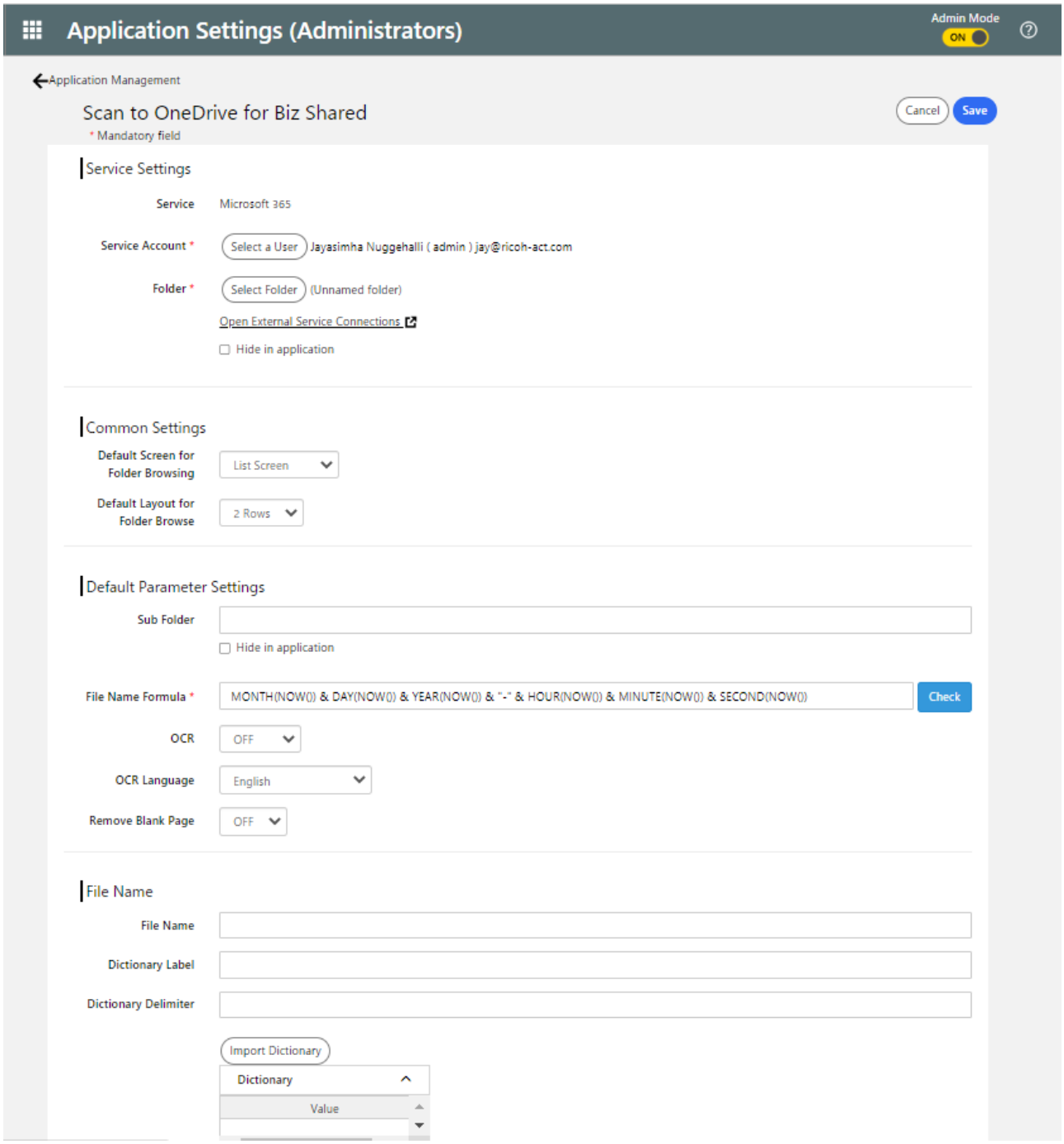
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

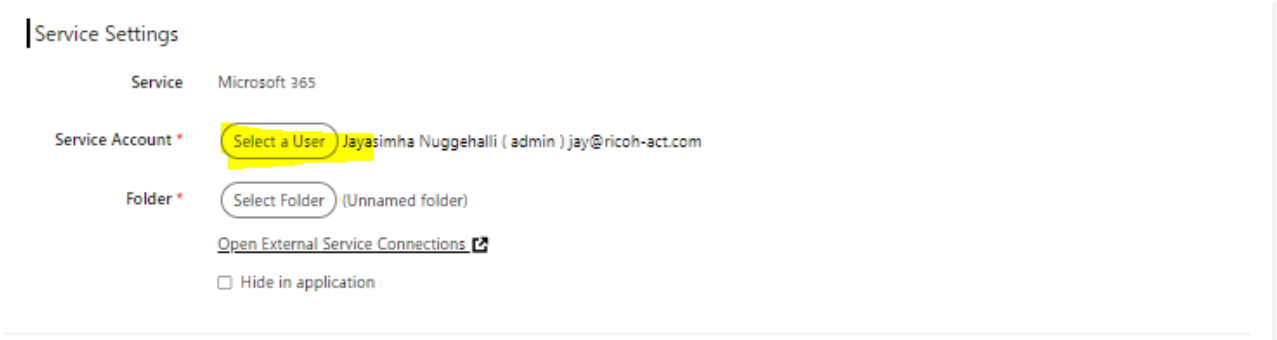


30 Scan to OneDrive for Business Shared

Following settings are available in the Admin mode.

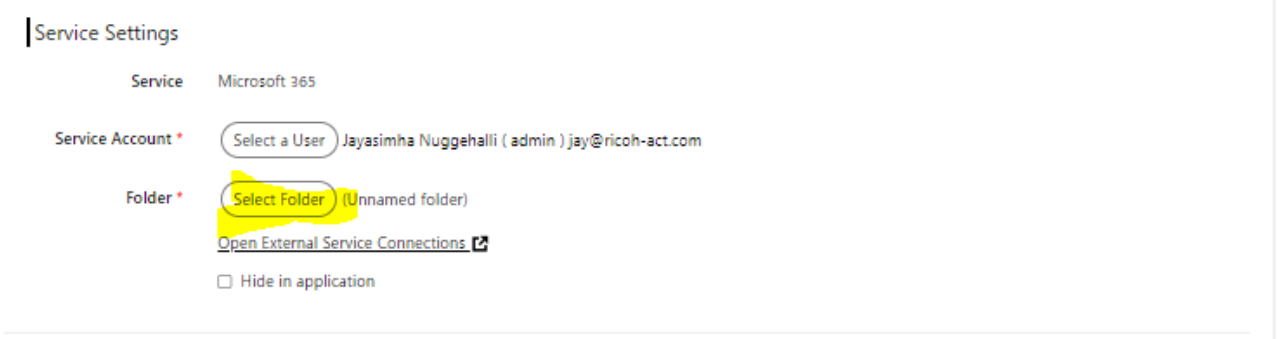


Service Account

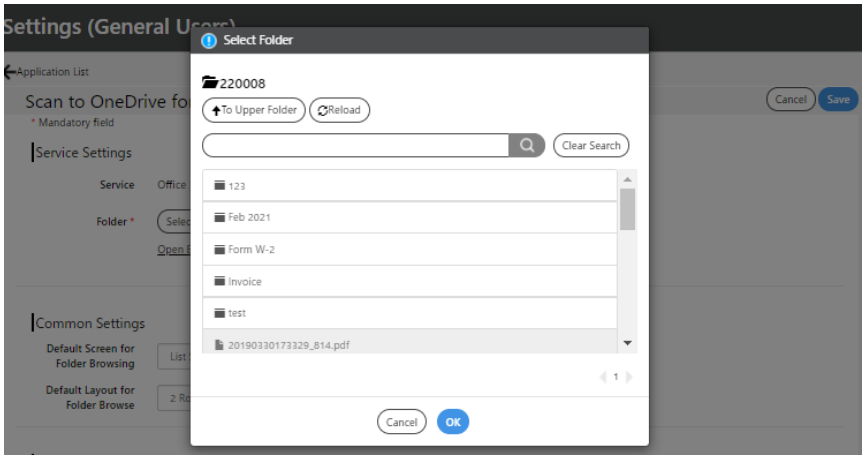


Select an Admin user who has done External Service Connection with Microsoft 365.

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.



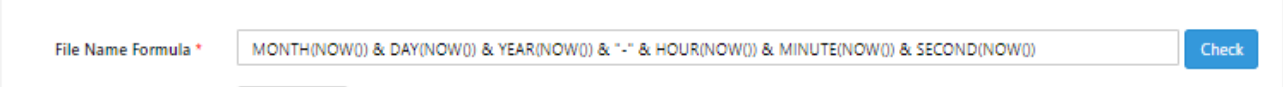
Sub Folder

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.



Default Formula:

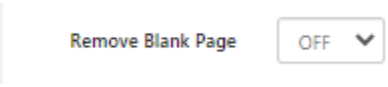
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

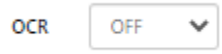
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

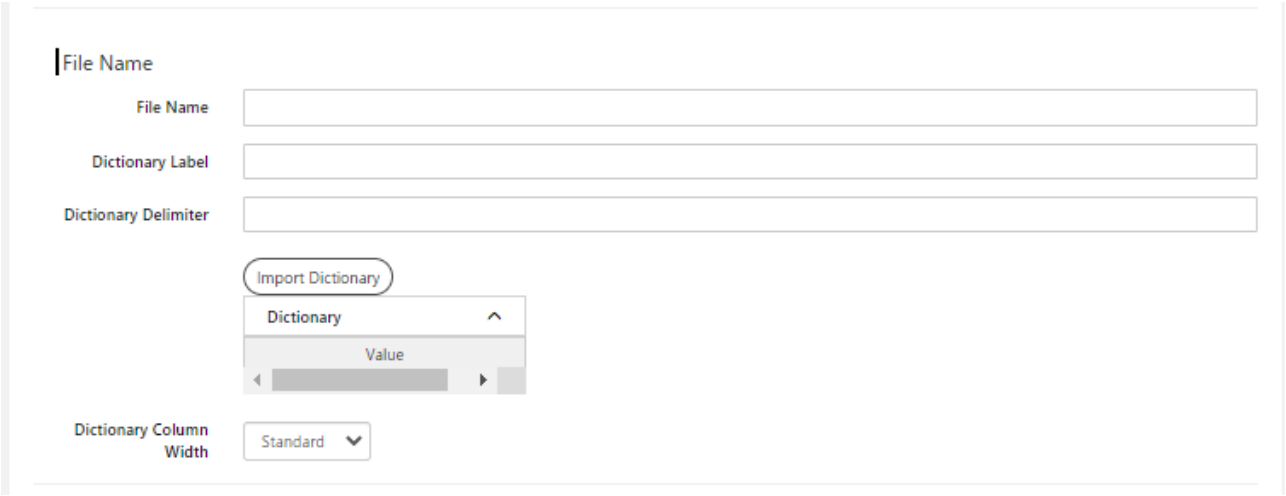


OCR Language

Default value for OCR Language can be configured.

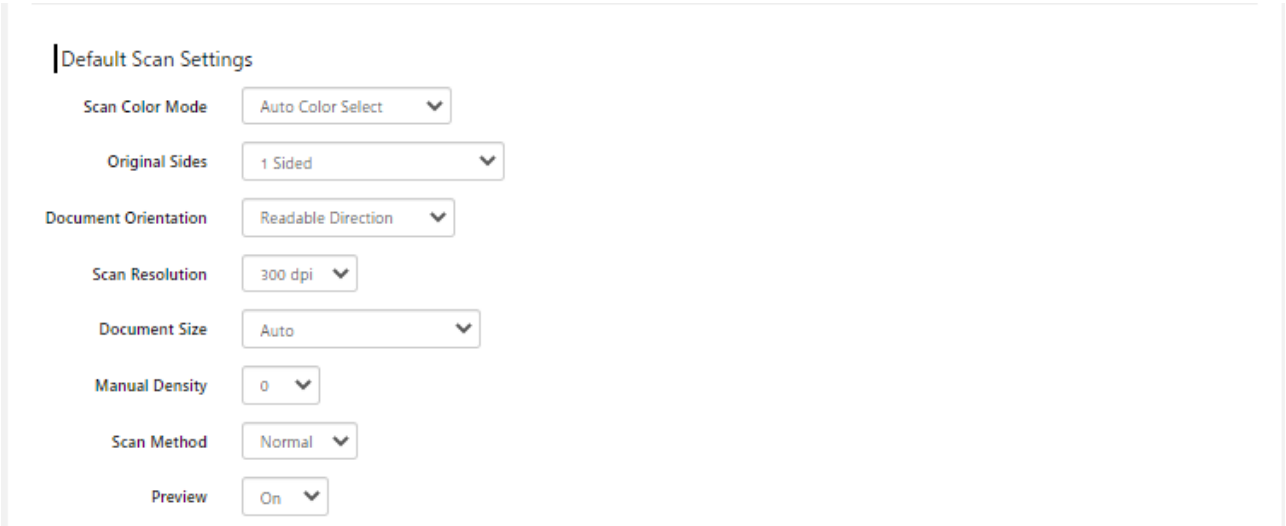


File Name



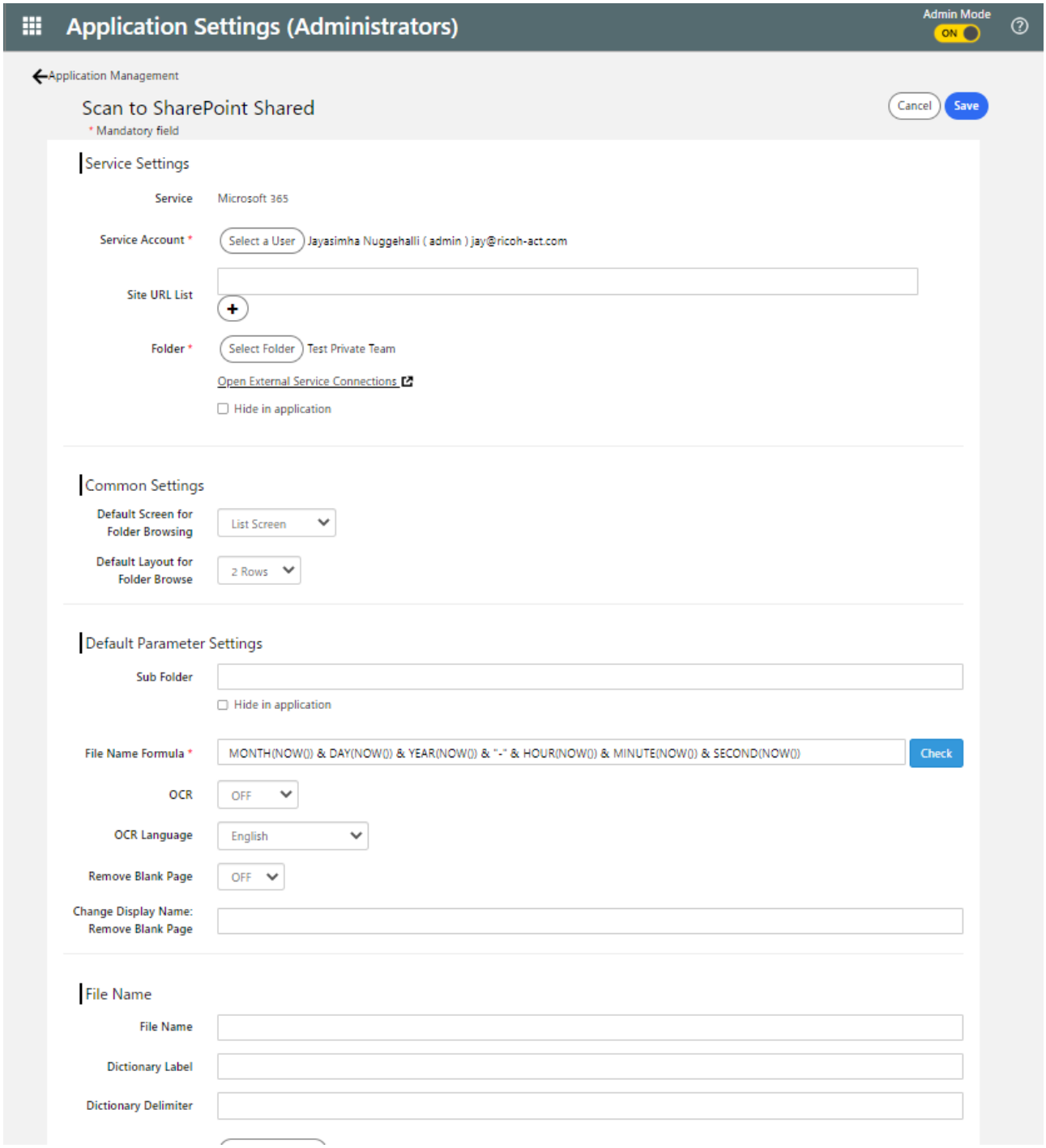
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

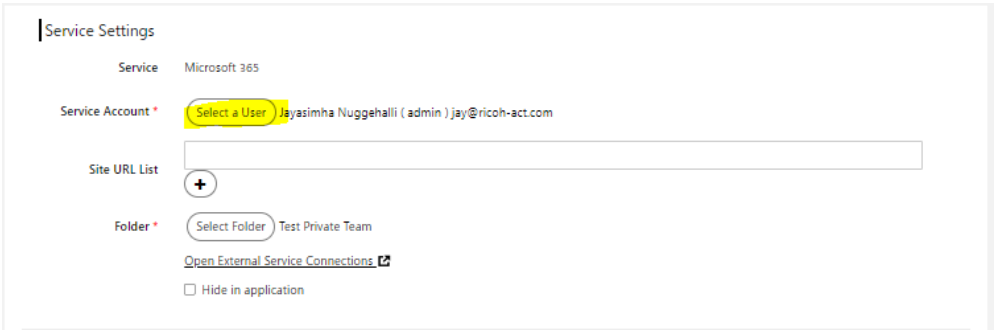


31 Scan to SharePoint Shared

Following settings are available in the Admin mode.

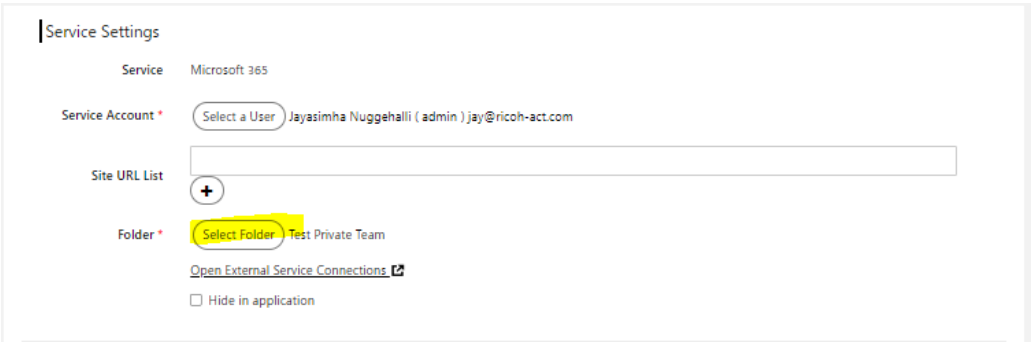


Service Account

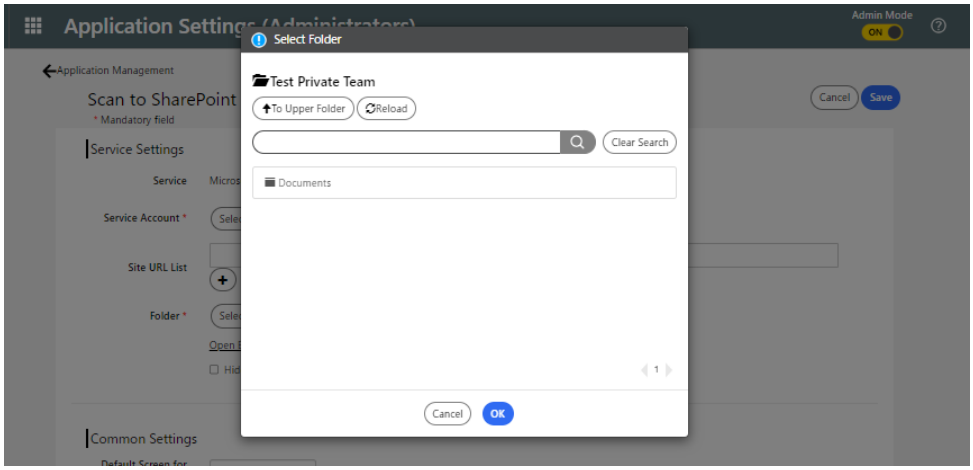


Select an Admin user who has done External Service Connection with Microsoft 365.

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.



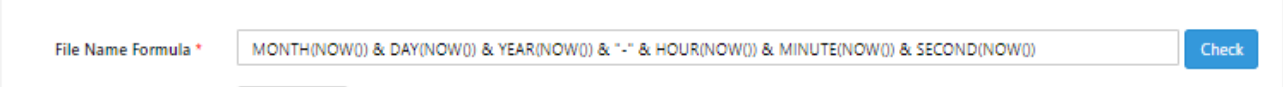
Sub Folder

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.



Default Formula:

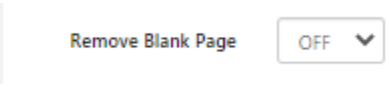
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

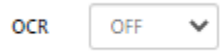
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

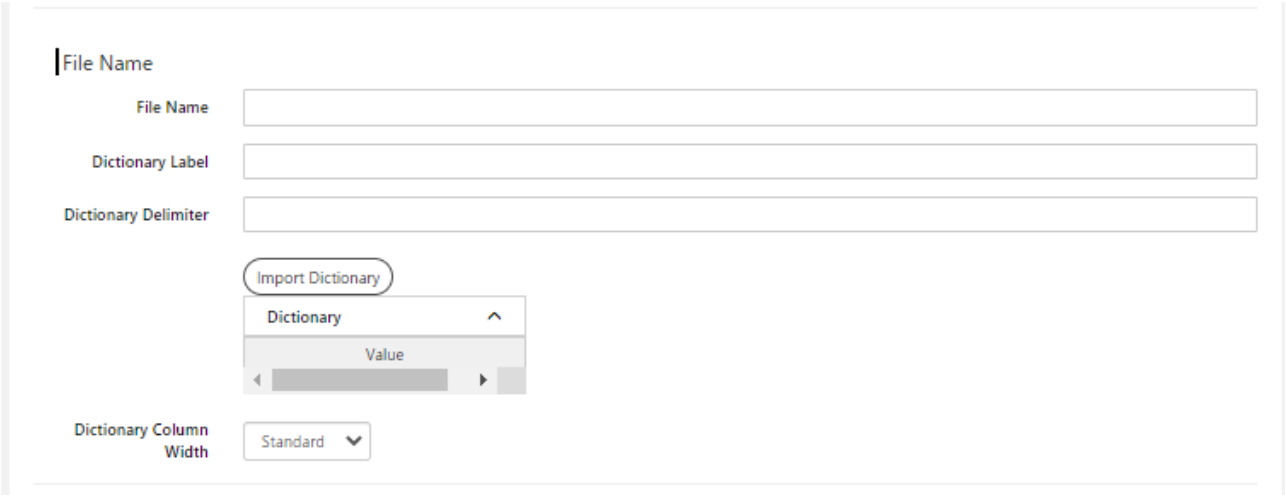


OCR Language

Default value for OCR Language can be configured.

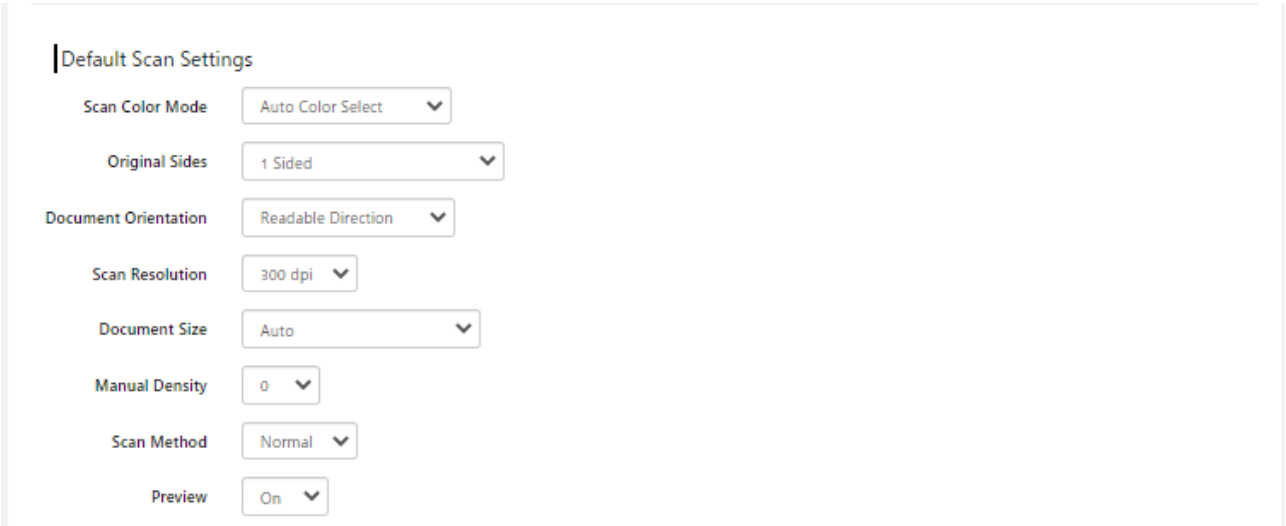


File Name



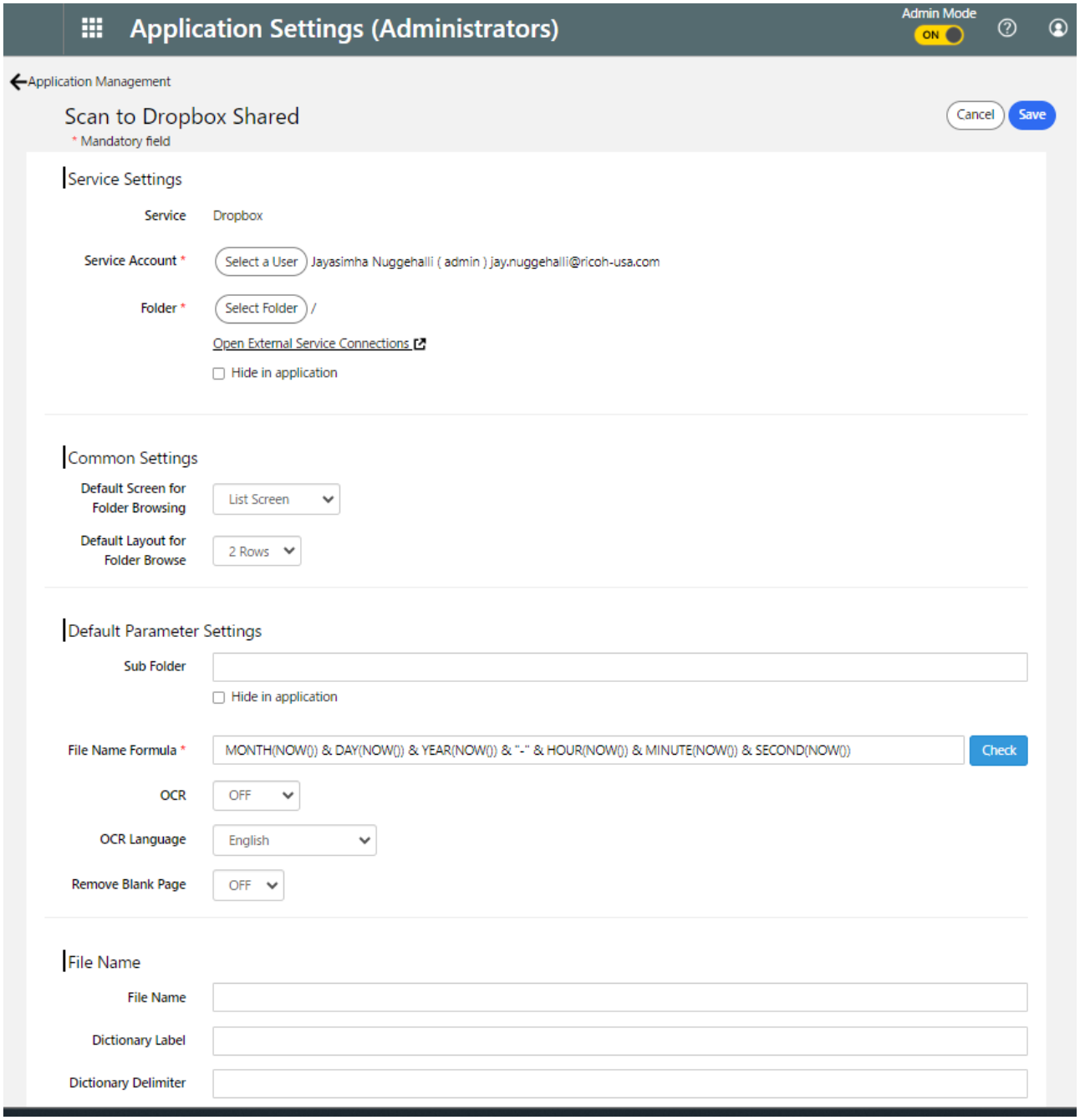
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

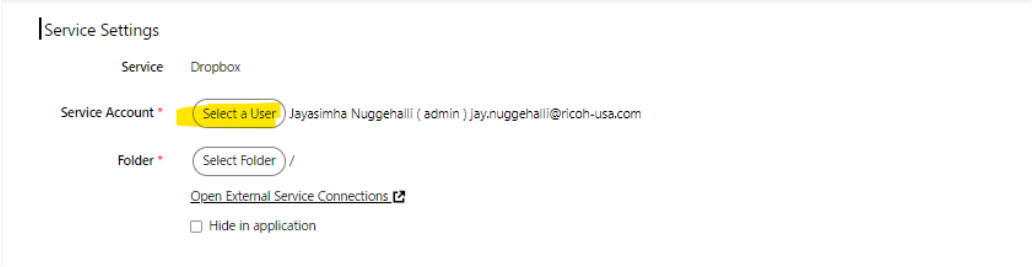


32 Scan to Dropbox Shared

Following settings are available in the Admin mode.

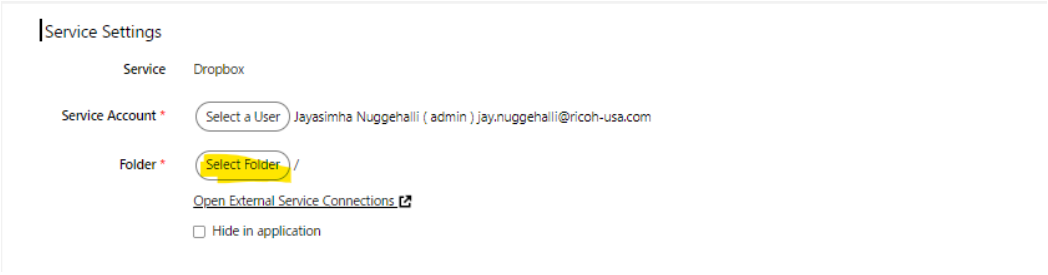


Service Account

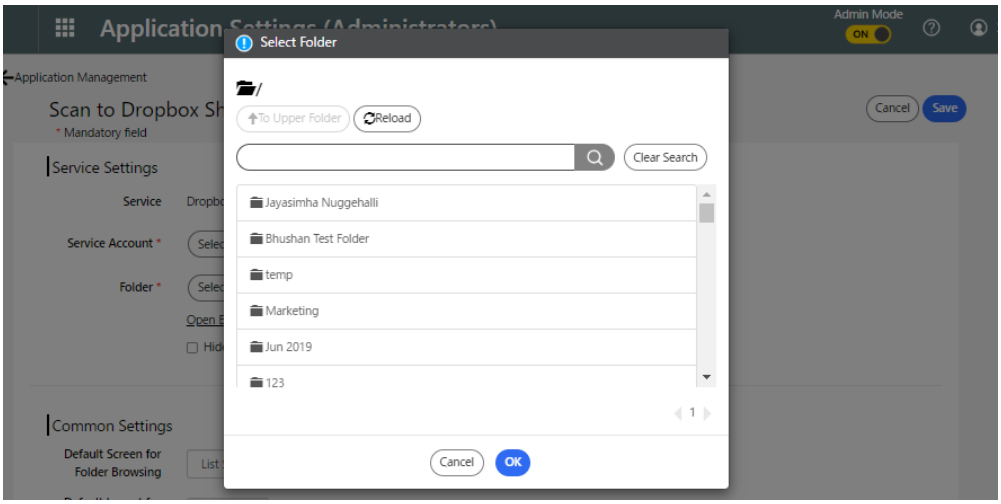


Select an Admin user who has done External Service Connection with Dropbox.

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.



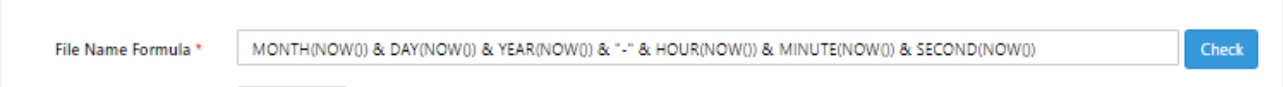
Sub Folder

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.



Default Formula:

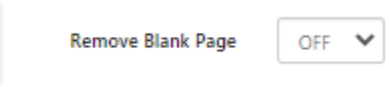
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

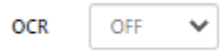
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

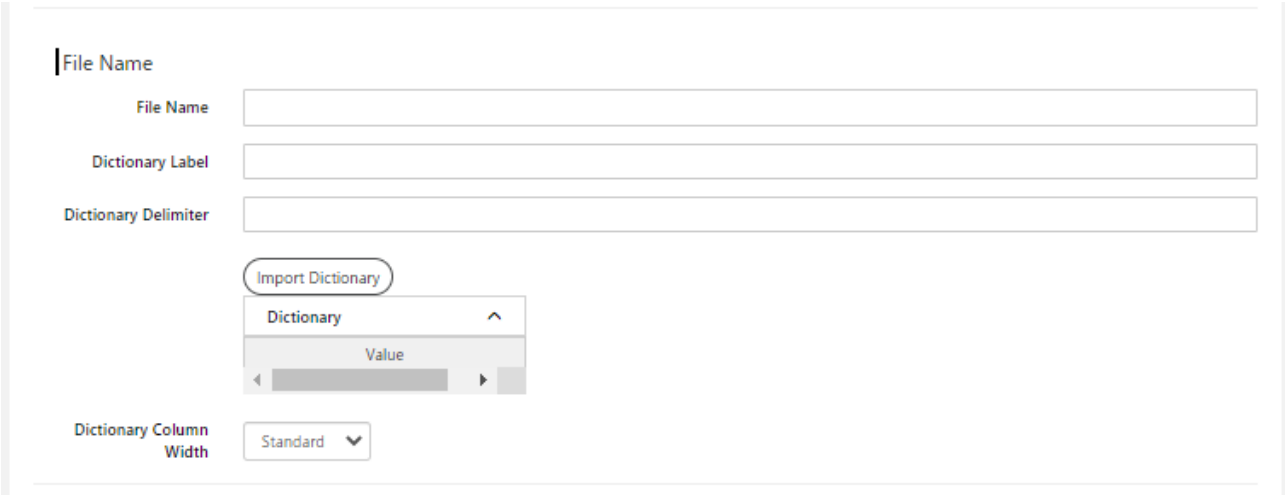


OCR Language

Default value for OCR Language can be configured.

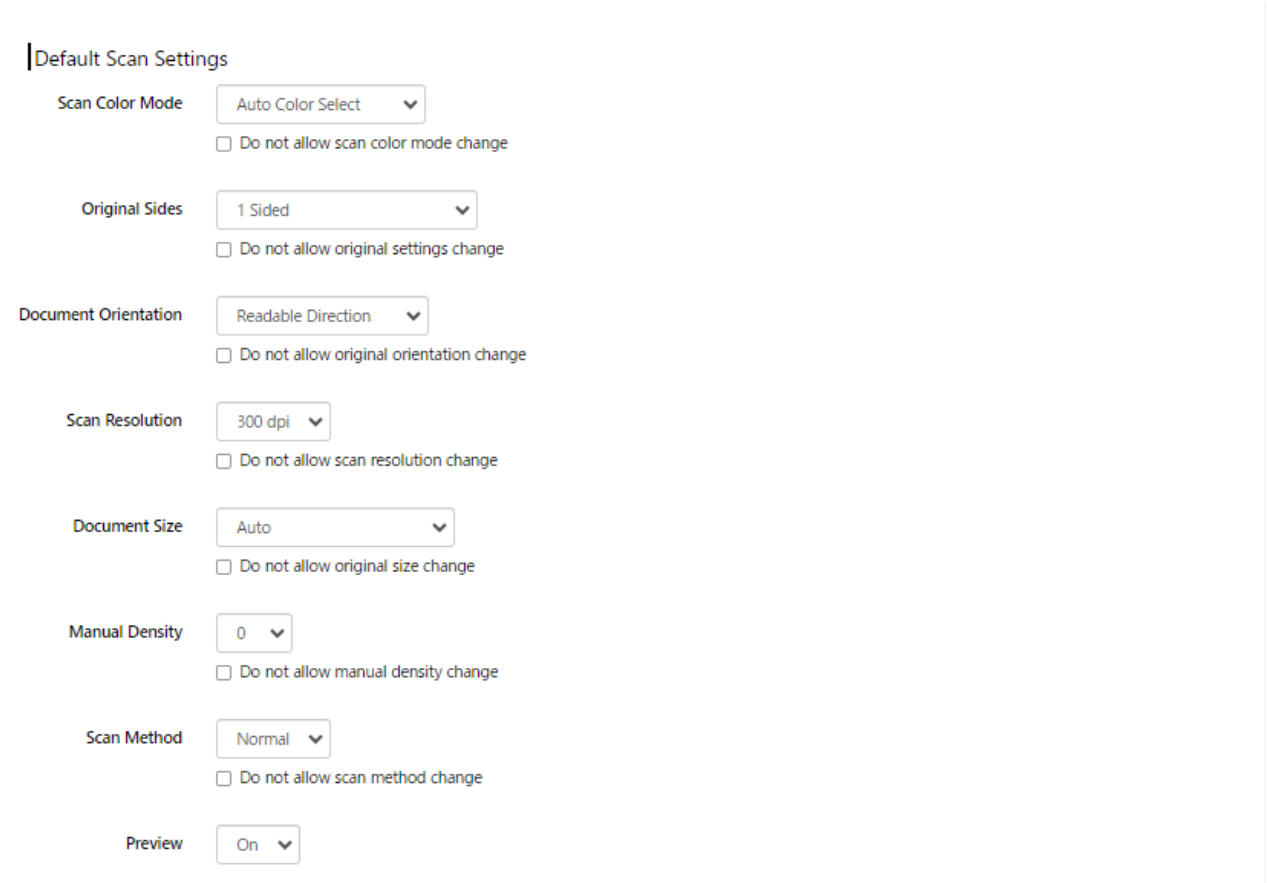


File Name



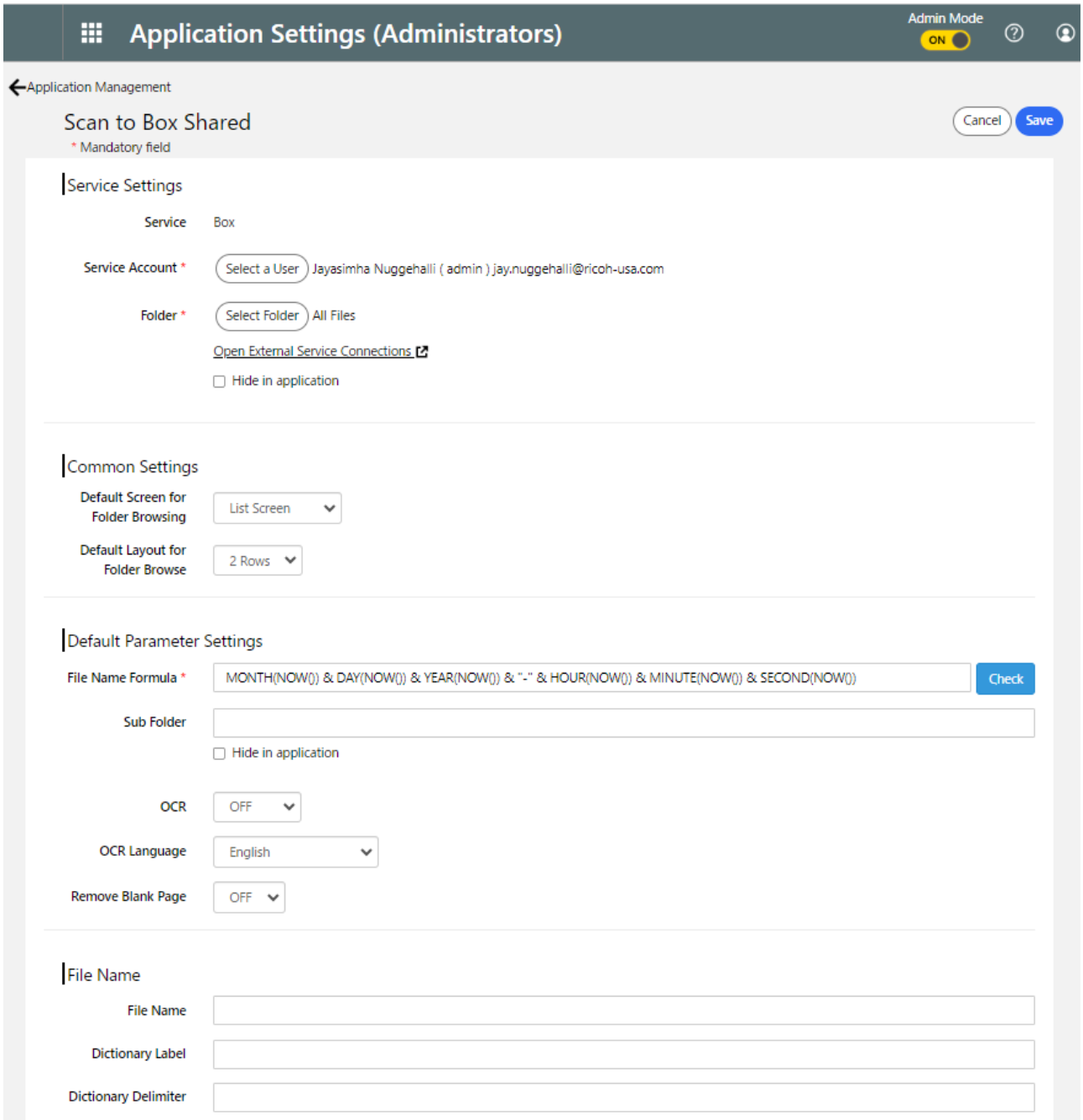
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

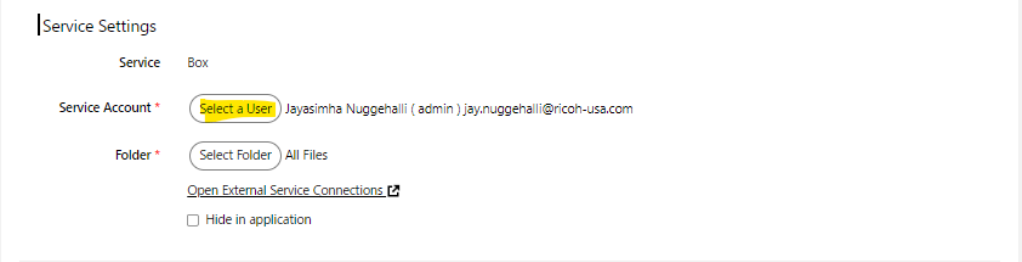


33 Scan to Box Shared

Following settings are available in the Admin mode.

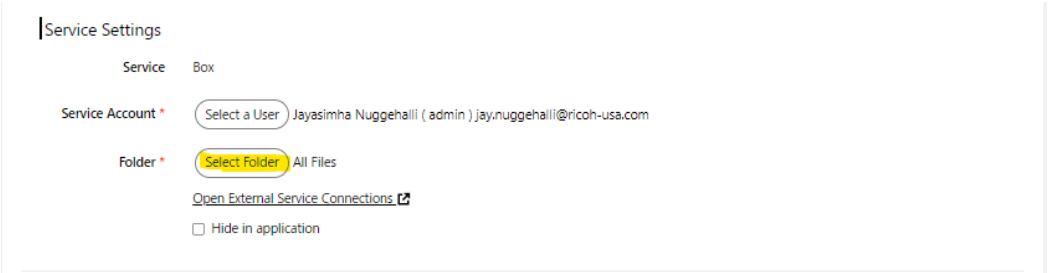


Service Account

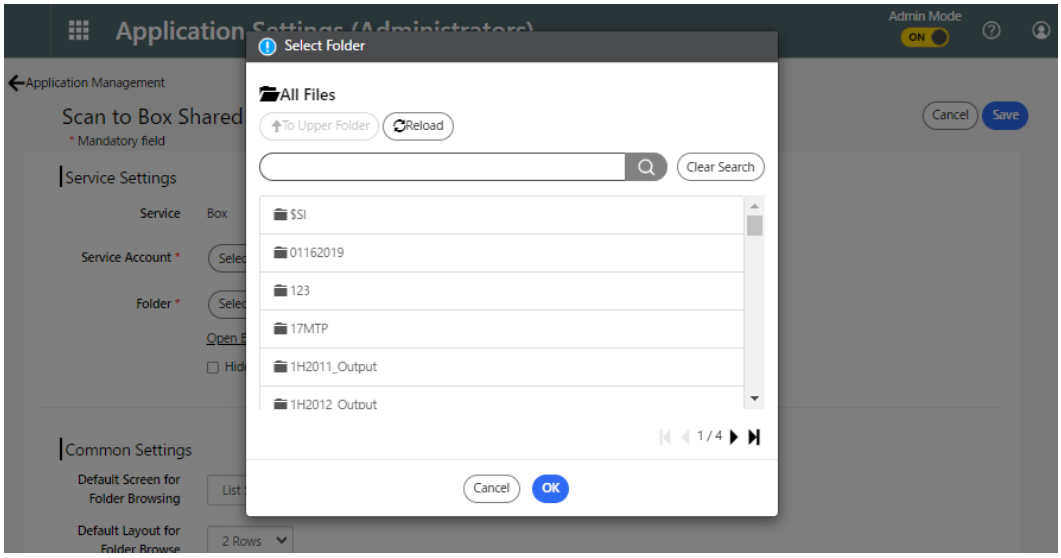


Select an Admin user who has done External Service Connection with Microsoft 365.

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.



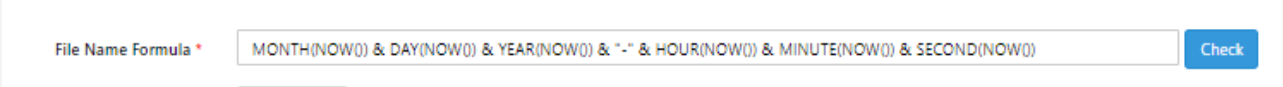
Sub Folder

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.



Default Formula:

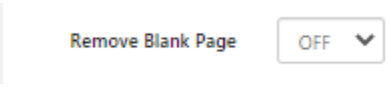
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

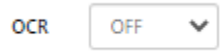
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

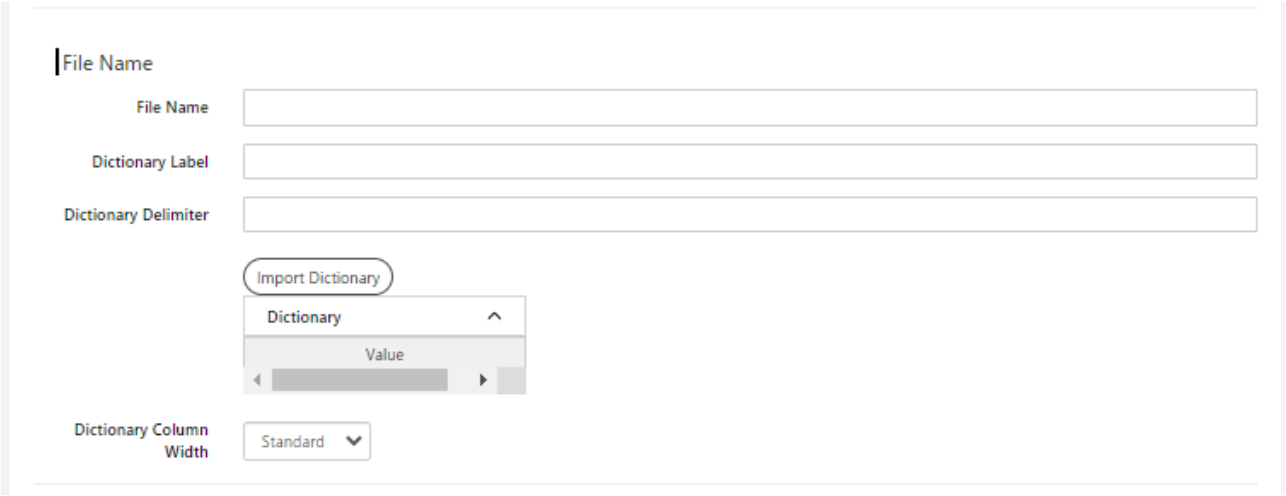


OCR Language

Default value for OCR Language can be configured.

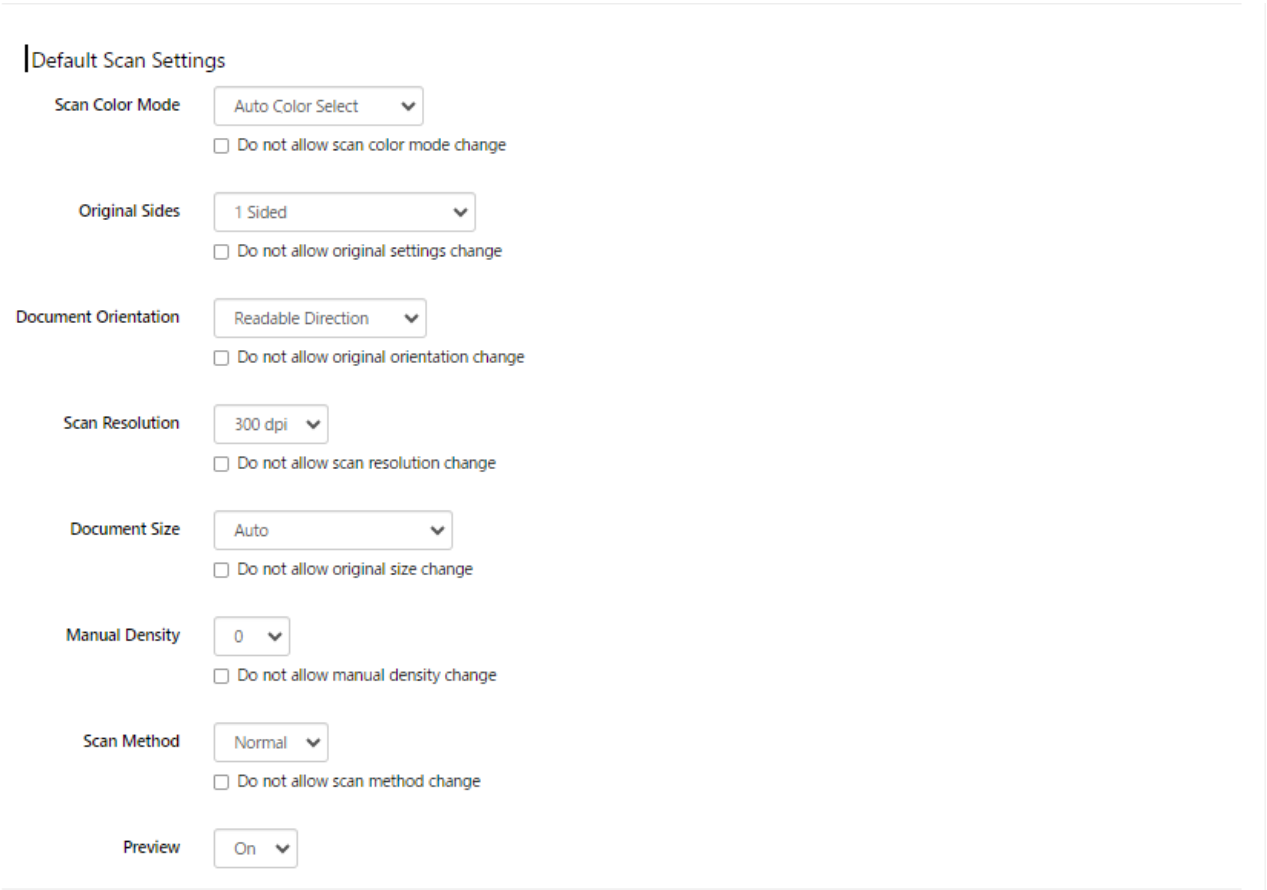


File Name



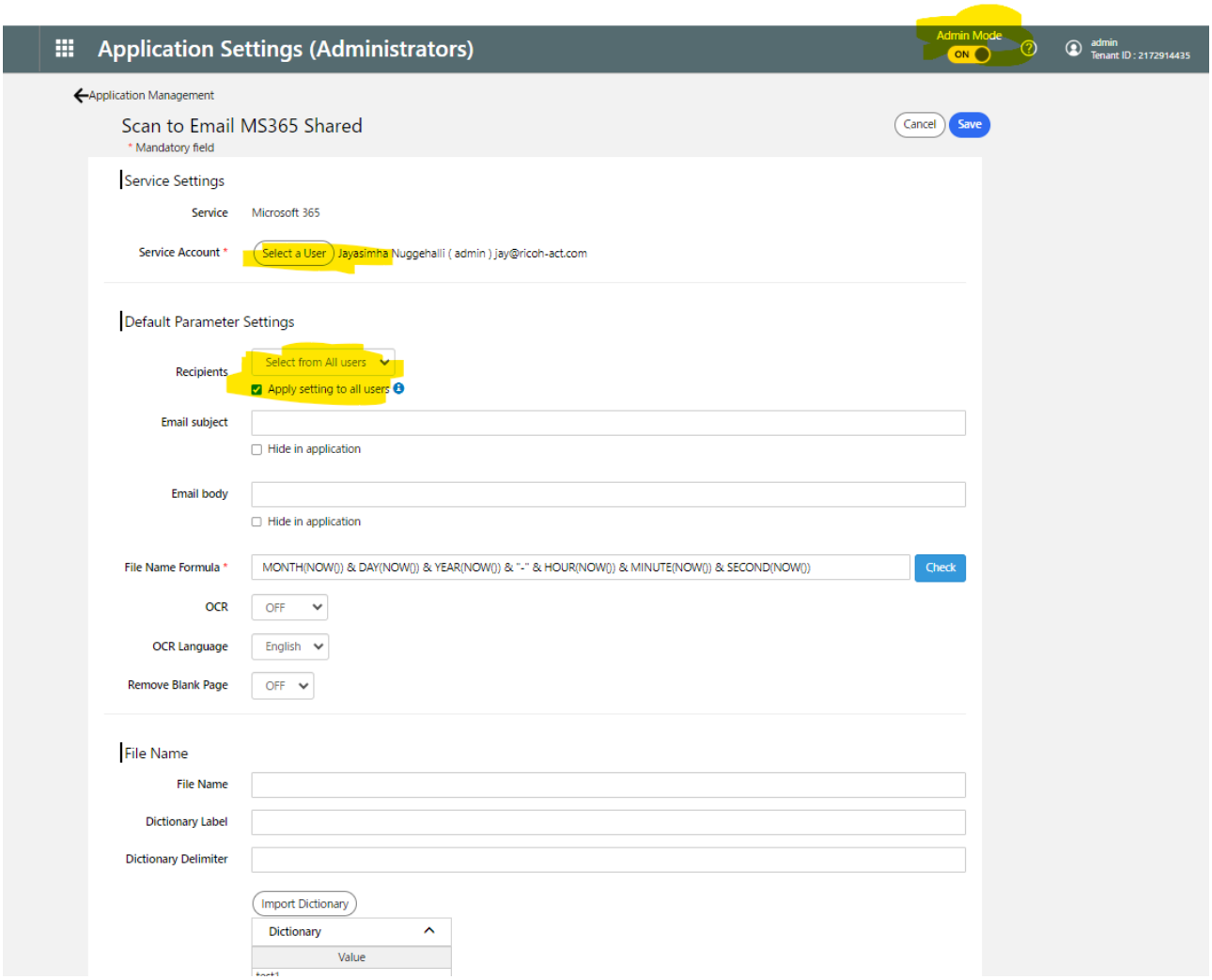
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

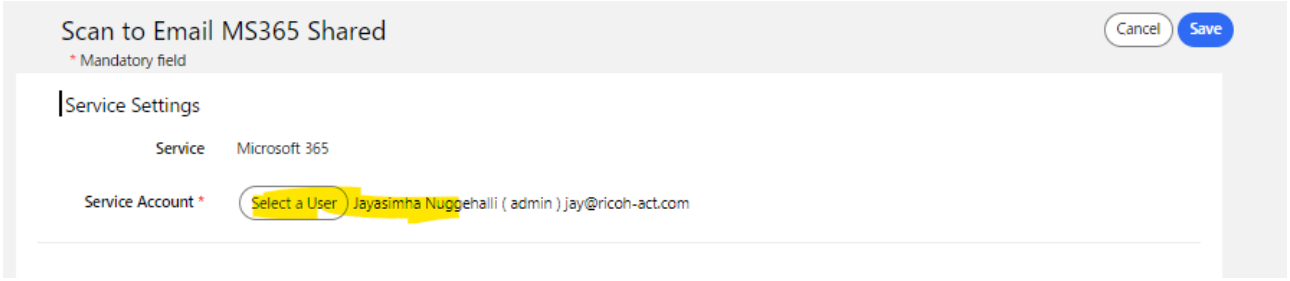


34 Scan to Email MS365 Plus Shared

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



Service Account

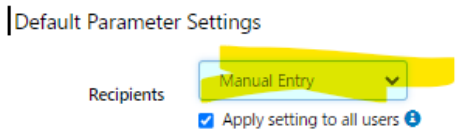


Select an Admin user who has done External Service Connection with Microsoft 365.

Recipients

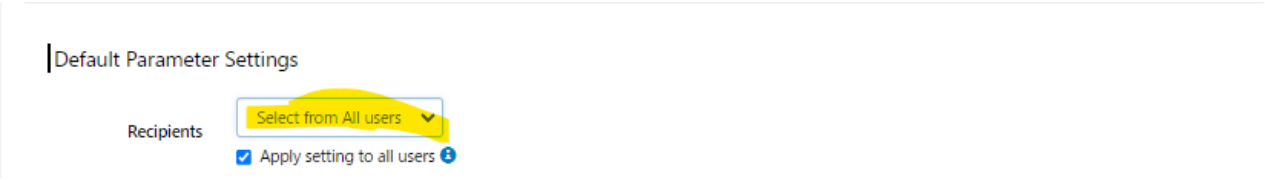
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

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



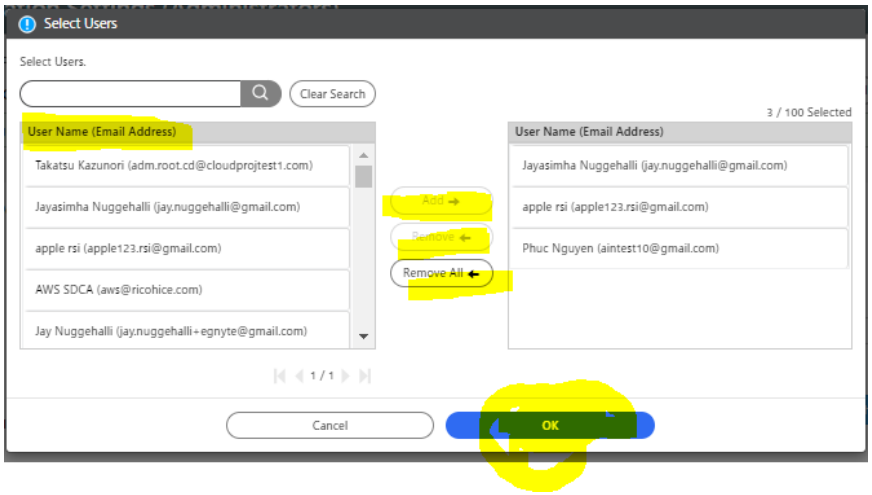
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users

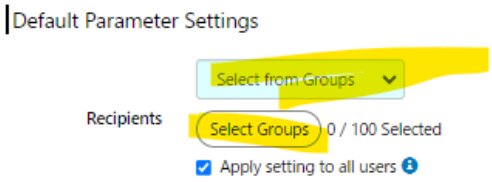


With this option selected, users selected in the workplace will be available in the address book to select as Email To, address. However Manual Entry is not allowed with this selection.

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



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.



File Name Formula

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



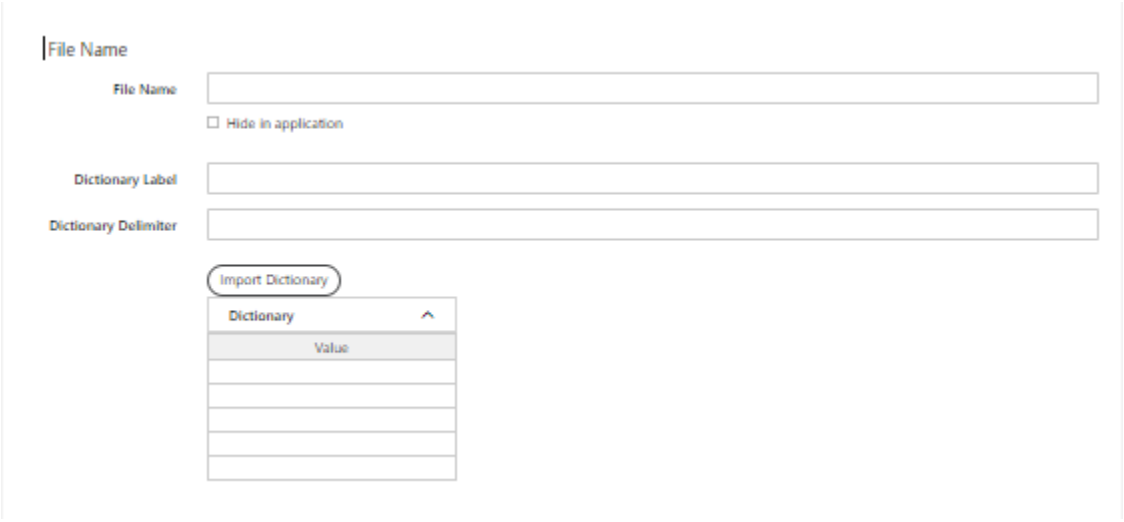
Default Formula:

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

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

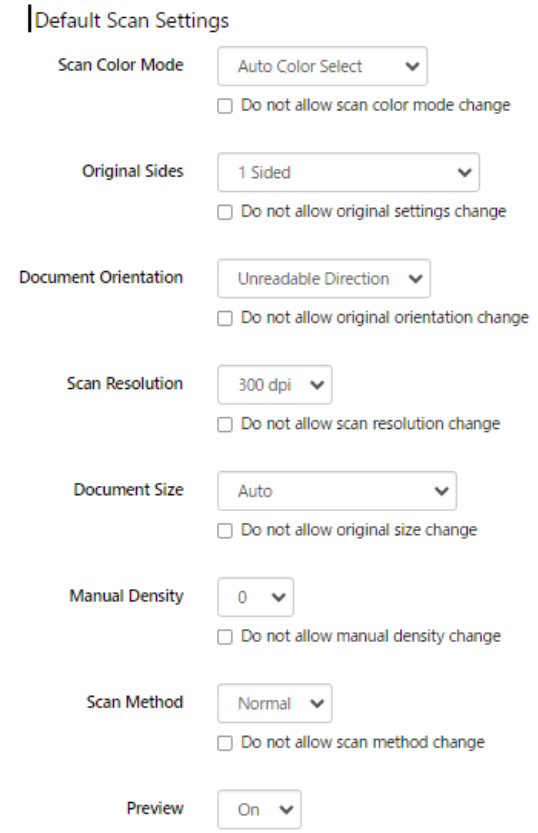
Clicking on 'Check' button will do Syntax check of the formula.

File Name



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

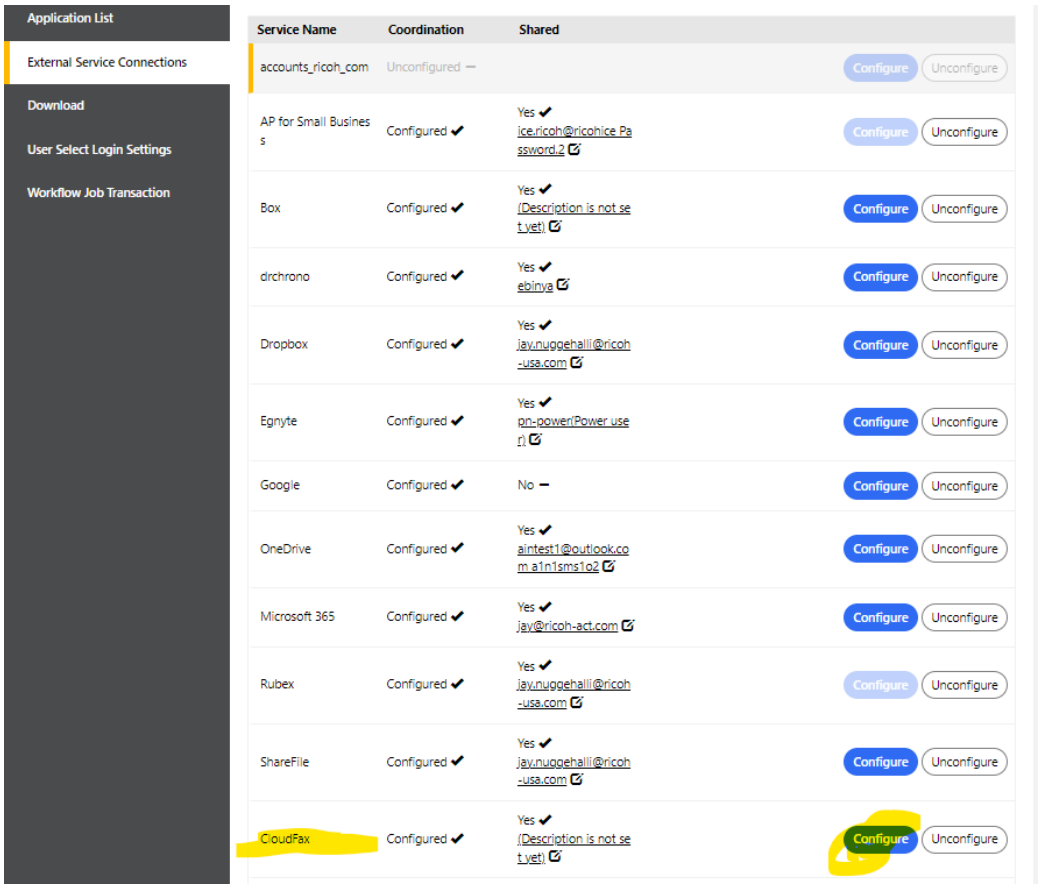


35 Scan to CloudFax Shared

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'

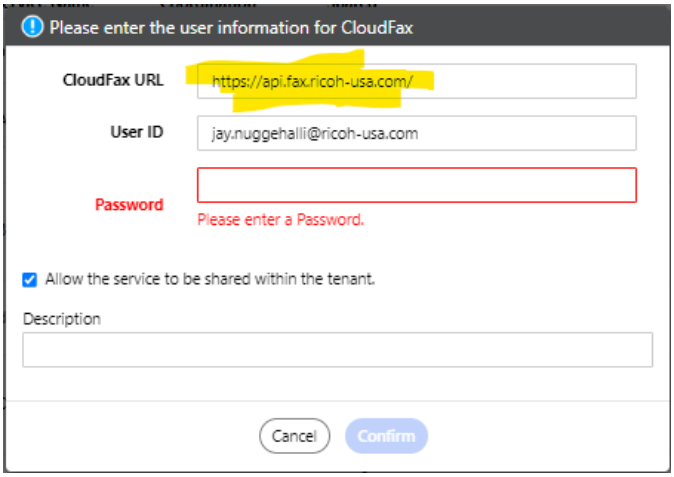
Note: Cloud Fax URL for External Service Connection: **https://api.fax.ricoh-usa.com/**

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

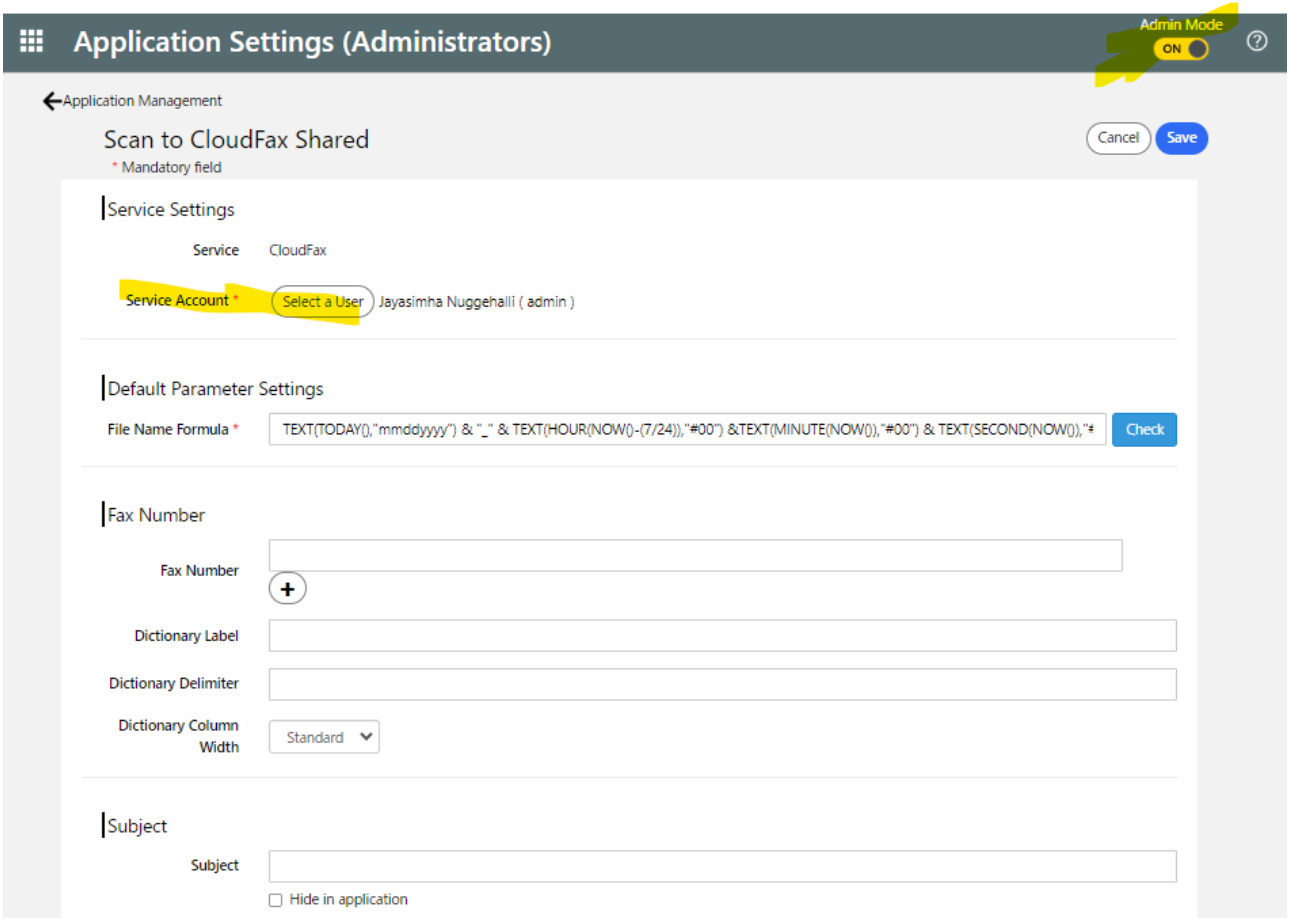


External Service Connection to CloudFax

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



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



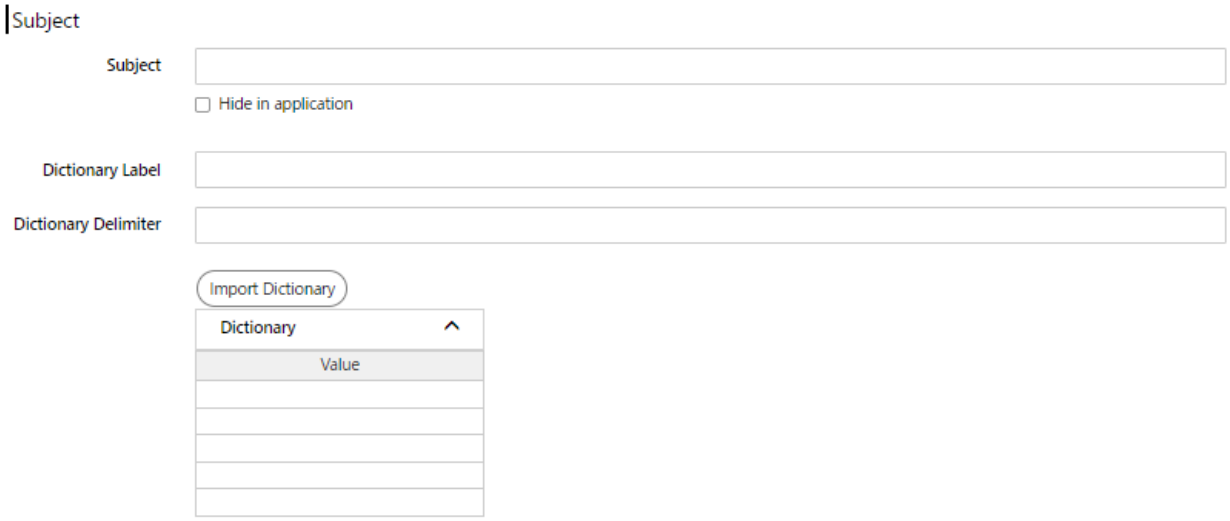
Default Formula:

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.

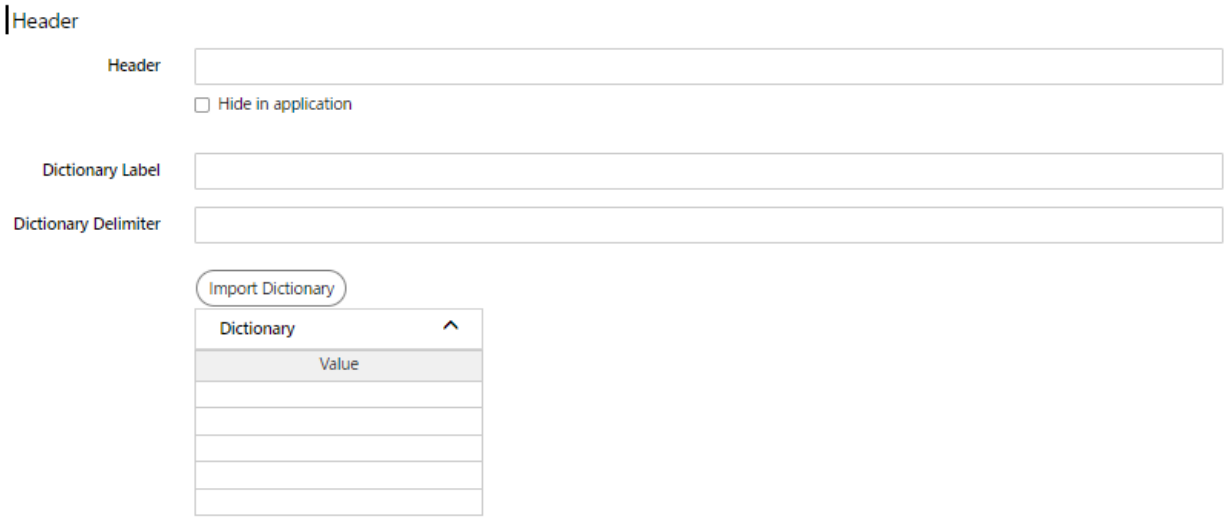
Clicking on 'Check' button will do Syntax check of the formula.

Subject



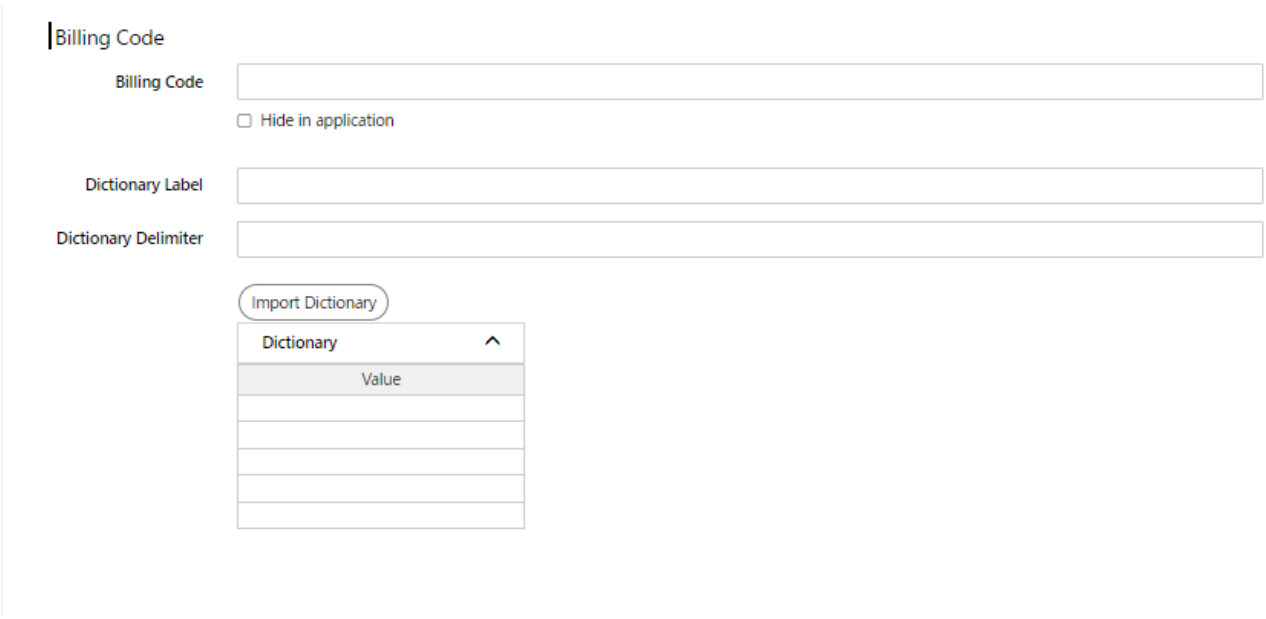
Enter Required Subject Default Value and also can setup dictionary of Keywords which can be used in the Subject. A delimiter/separator can also be configured, if multiple keywords are used for creating a subject.

Header



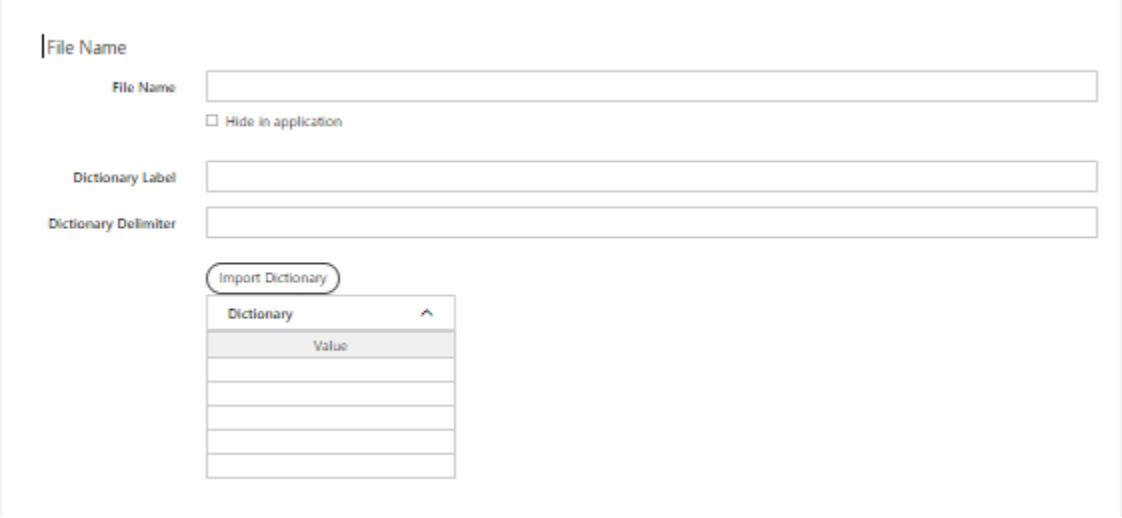
Enter Required Header Default Value and also can setup dictionary of Keywords which can be used in the Header. A delimiter/separator can also be configured, if multiple keywords are used for creating a Header.

Billing Code



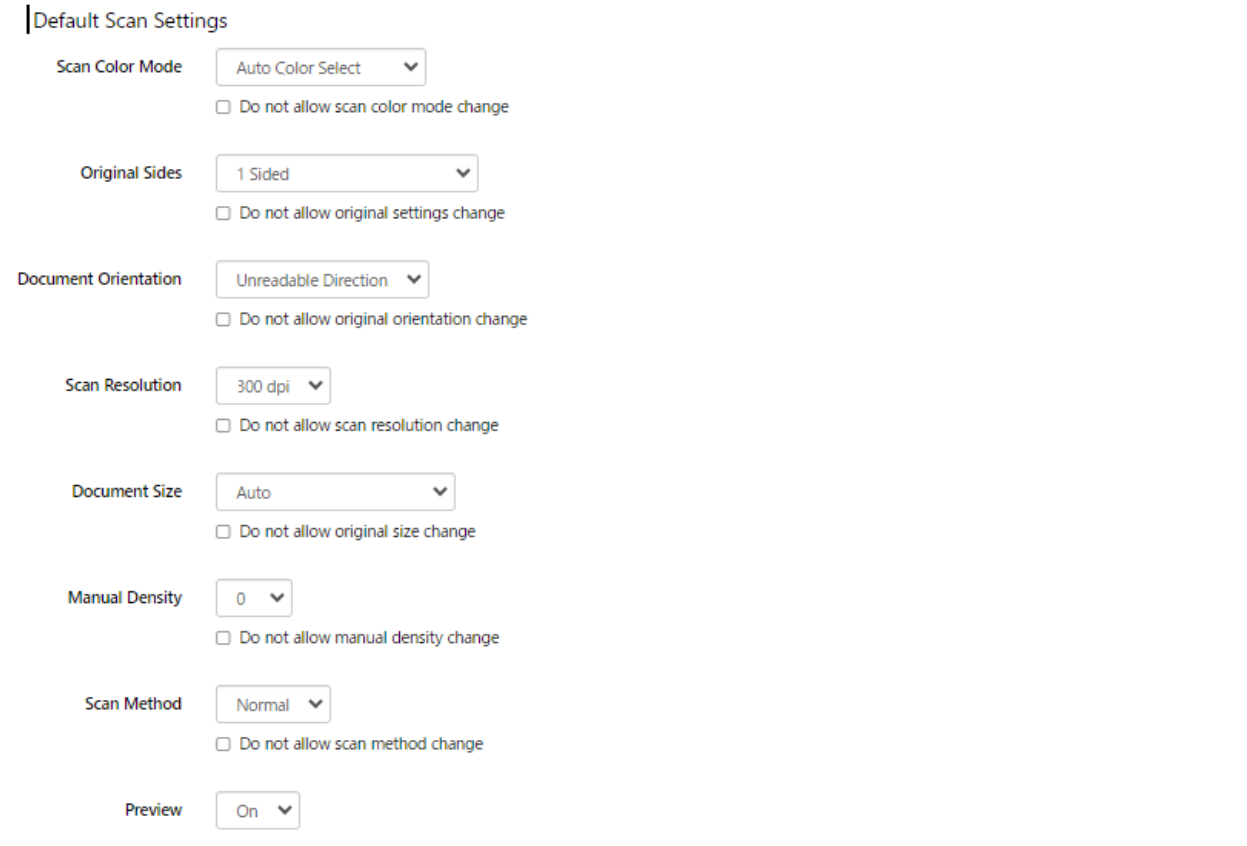
Enter Required Billing Code Default Value and also can setup dictionary of Keywords which can be used in the Billing Code. A delimiter/separator can also be configured, if multiple keywords are used for creating a Billing Code.

File Name



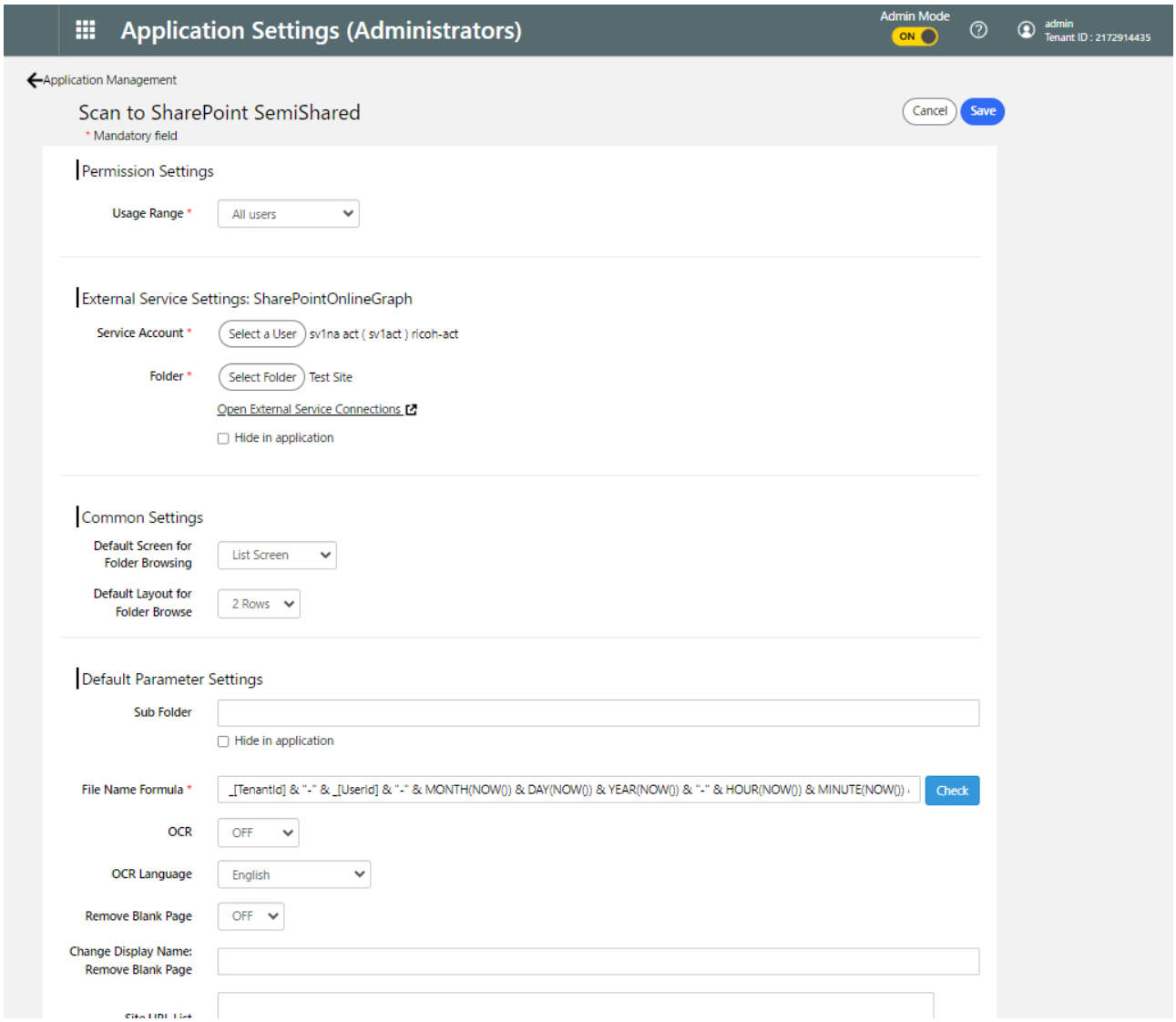
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



36 Scan to SharePoint SemiShared

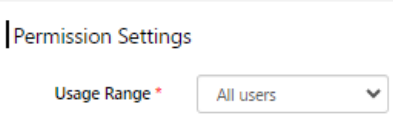
Following settings are available in the Admin mode. Workflow Usage Permission Settings and Service Account Need to be configured in the Administrator mode.



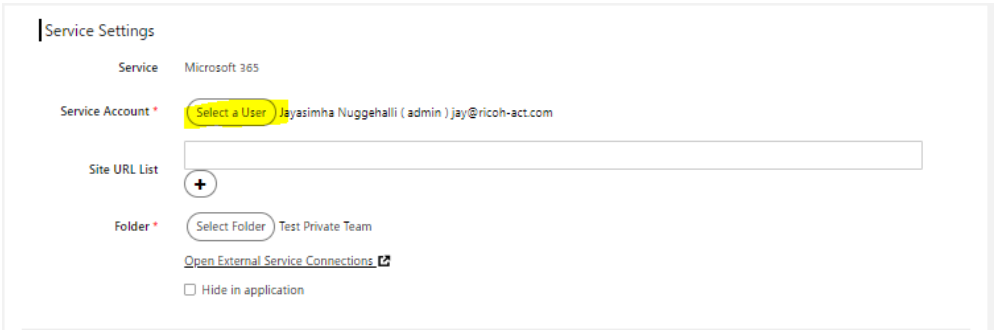
Permission Settings

Workflow Permission settings can be configured.

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

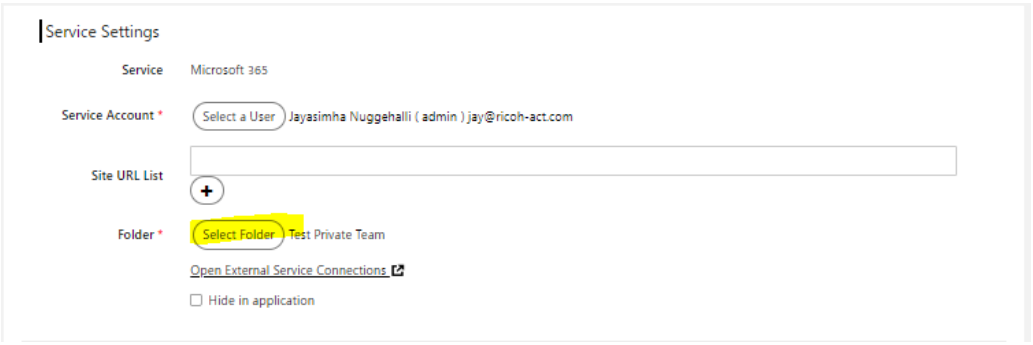


Service Account

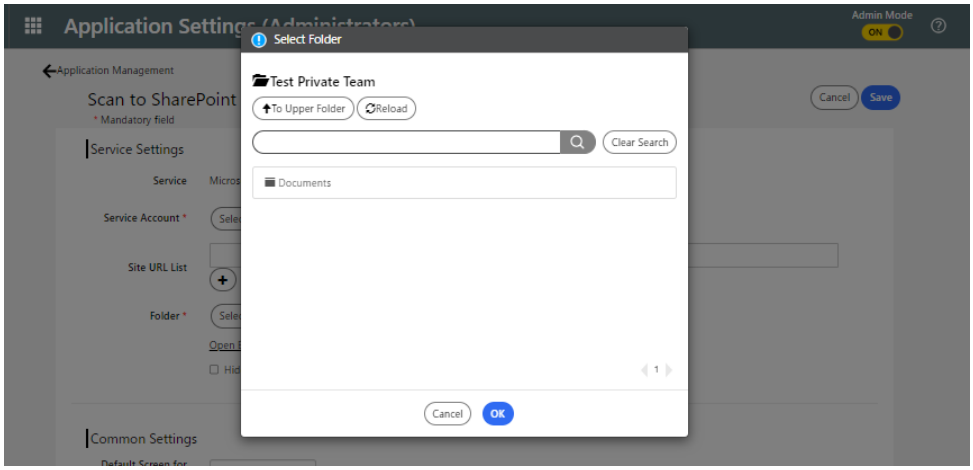


Select an Admin user who has done External Service Connection with Microsoft 365.

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.



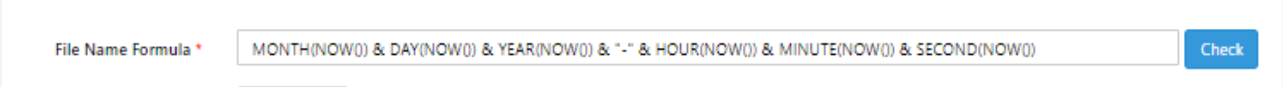
Sub Folder

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.



Default Formula:

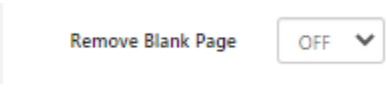
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

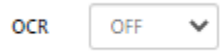
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

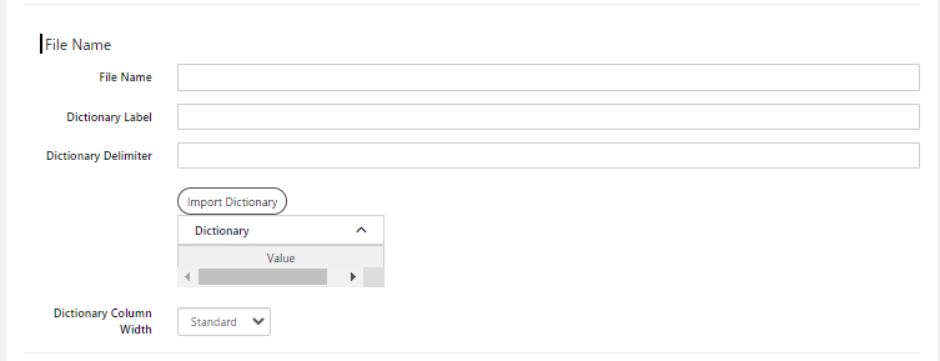


OCR Language

Default value for OCR Language can be configured.

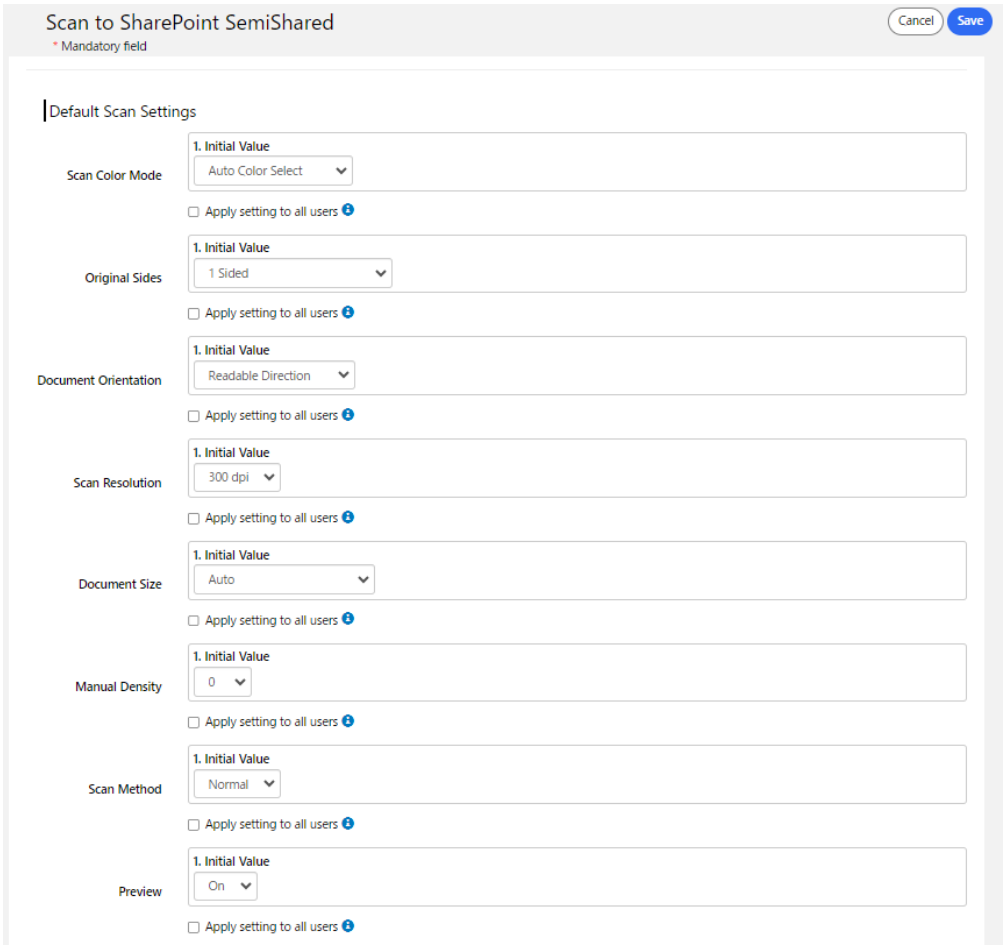


File Name



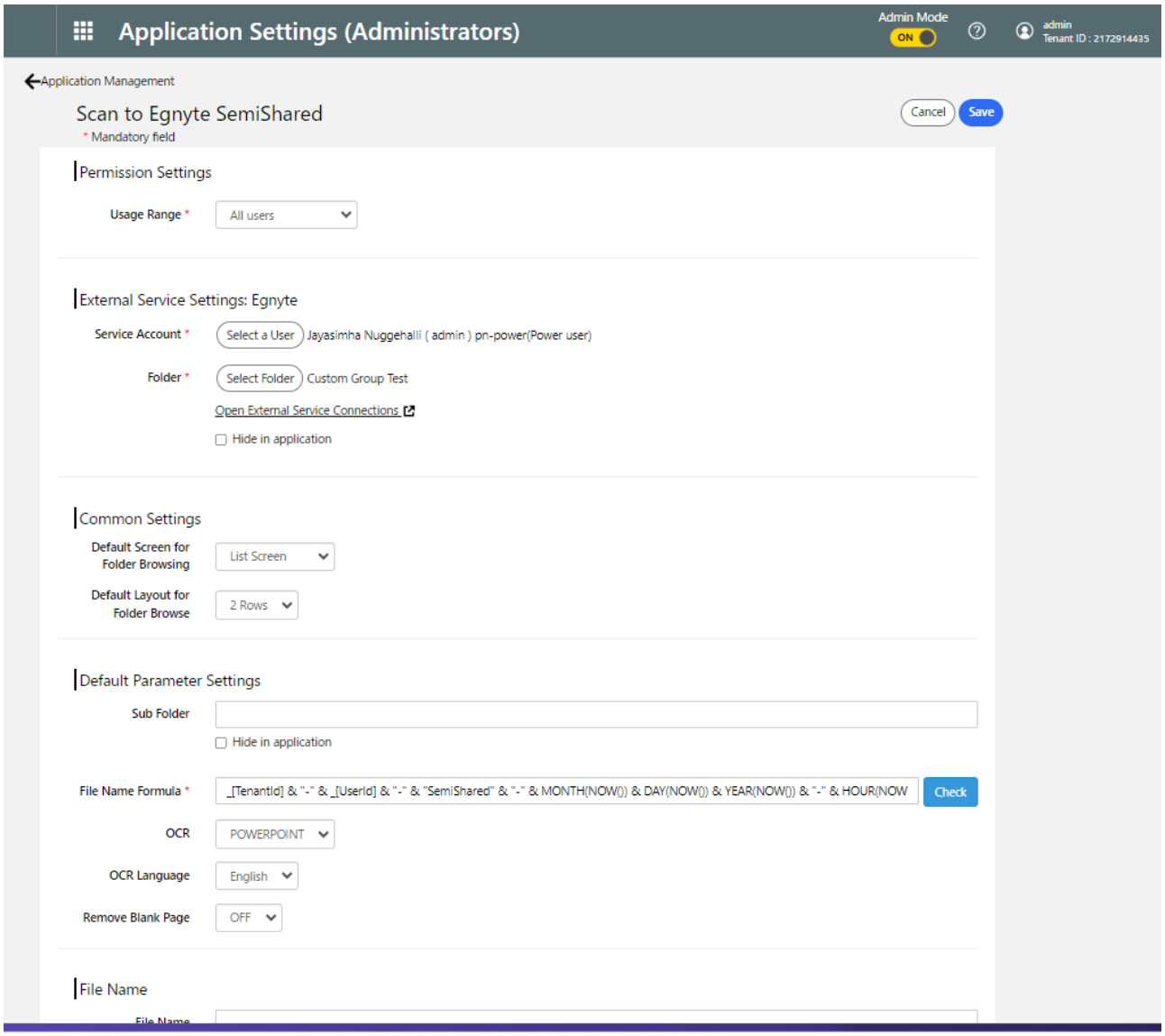
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



37 Scan to Egnyte SemiShared

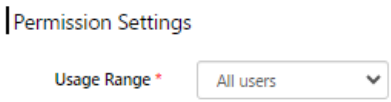
Following settings are available in the Admin mode. Workflow Usage Permission Settings and Service Account Need to be configured in the Administrator mode.



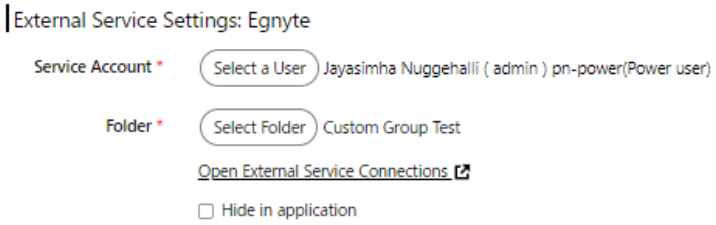
Permission Settings

Workflow Permission settings can be configured.

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

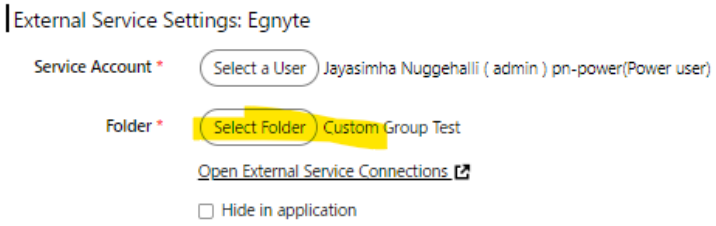


Service Account

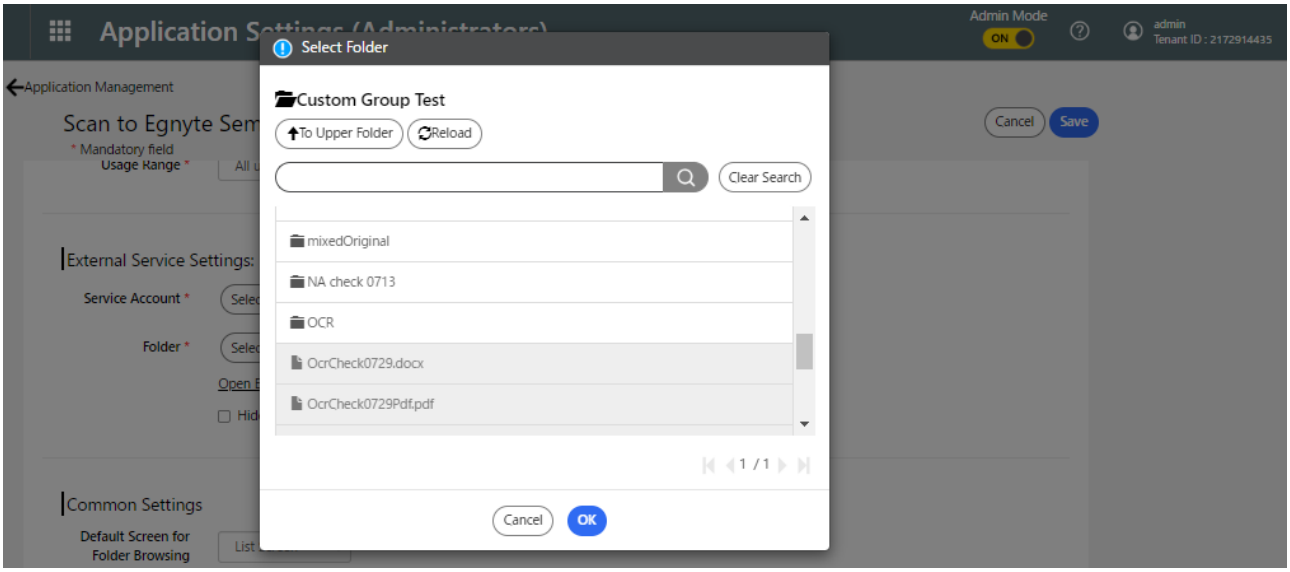


Select an Admin user who has done External Service Connection with Microsoft 365.

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.



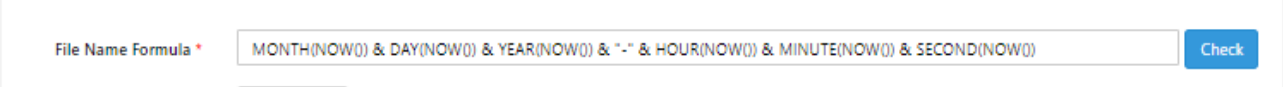
Sub Folder

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.



Default Formula:

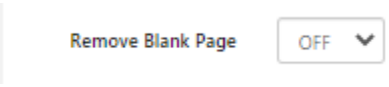
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

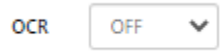
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

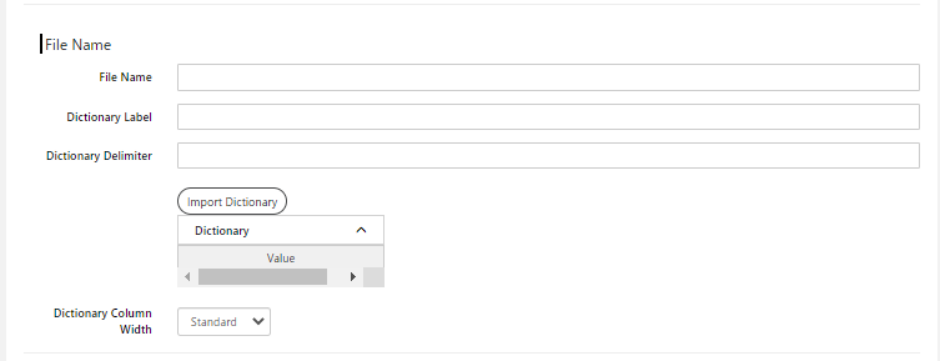


OCR Language

Default value for OCR Language can be configured.

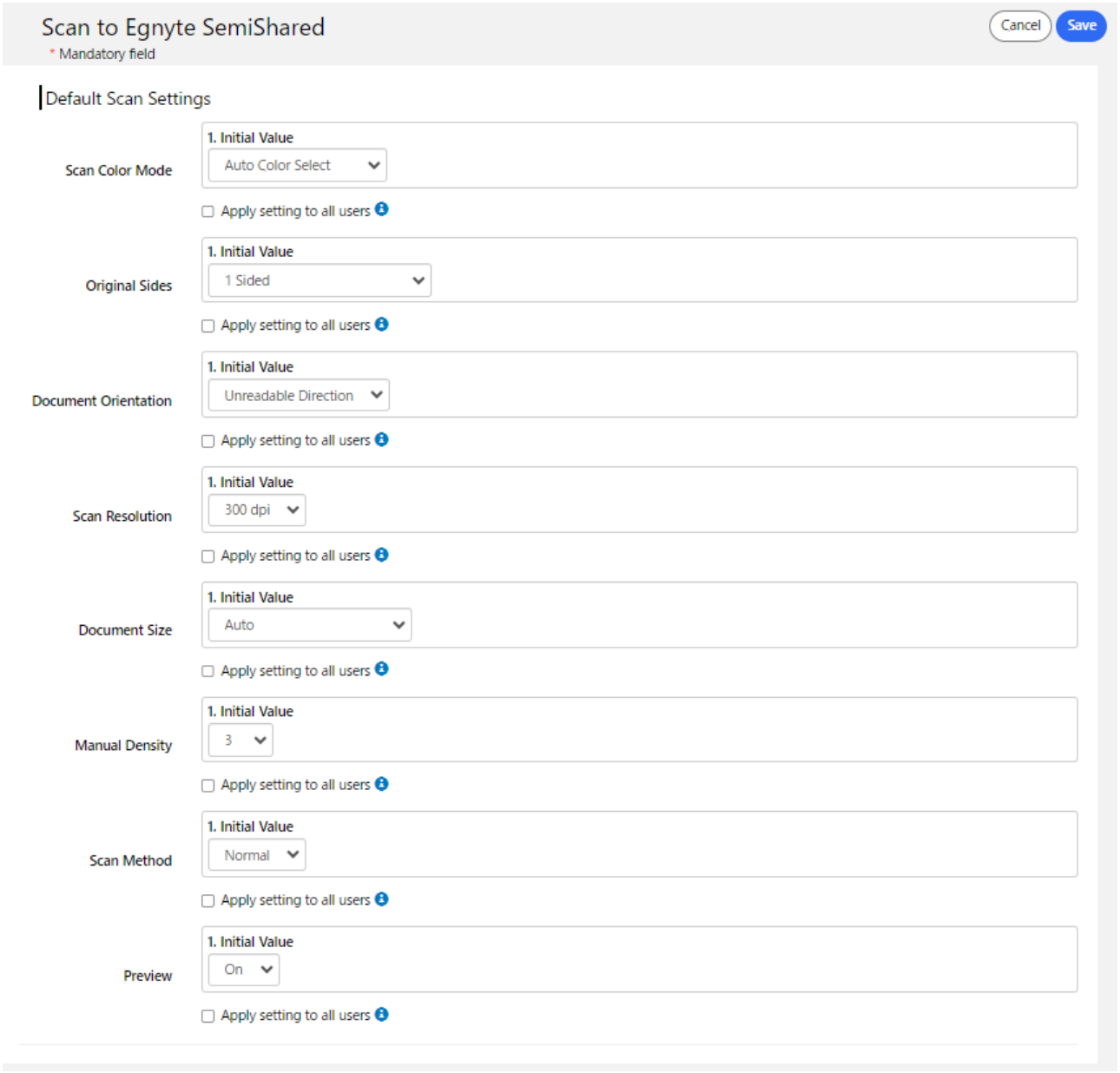


File Name



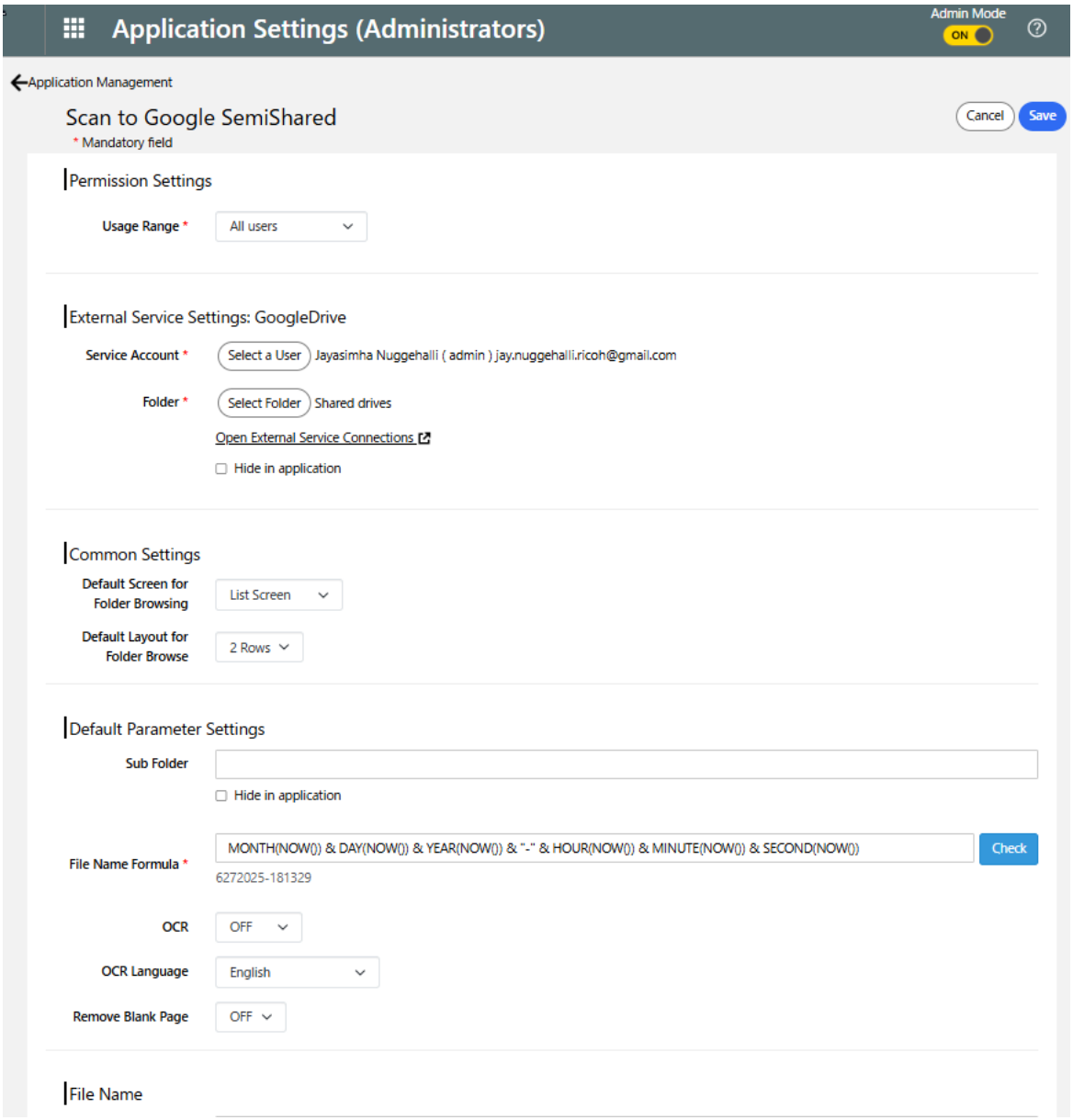
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings



38 Scan to Google SemiShared

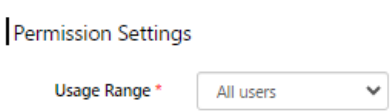
Following settings are available in the Admin mode. Workflow Usage Permission Settings and Service Account Need to be configured in the Administrator mode.



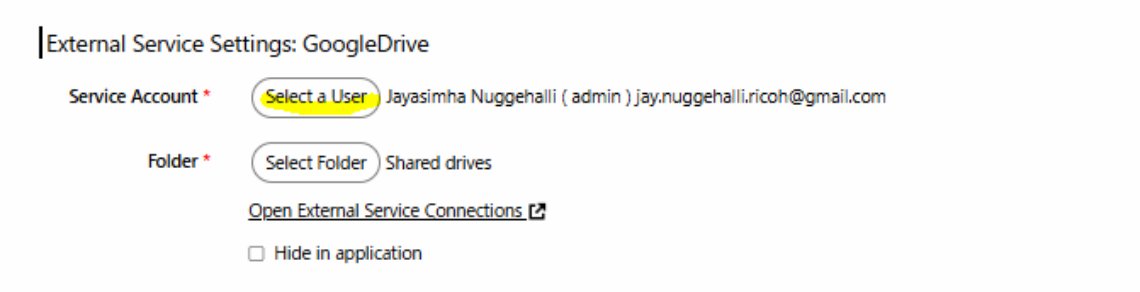
Permission Settings

Workflow Permission settings can be configured.

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

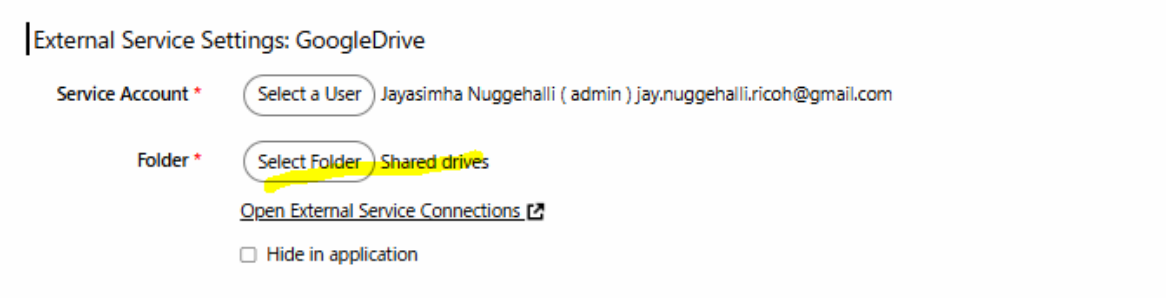


Service Account

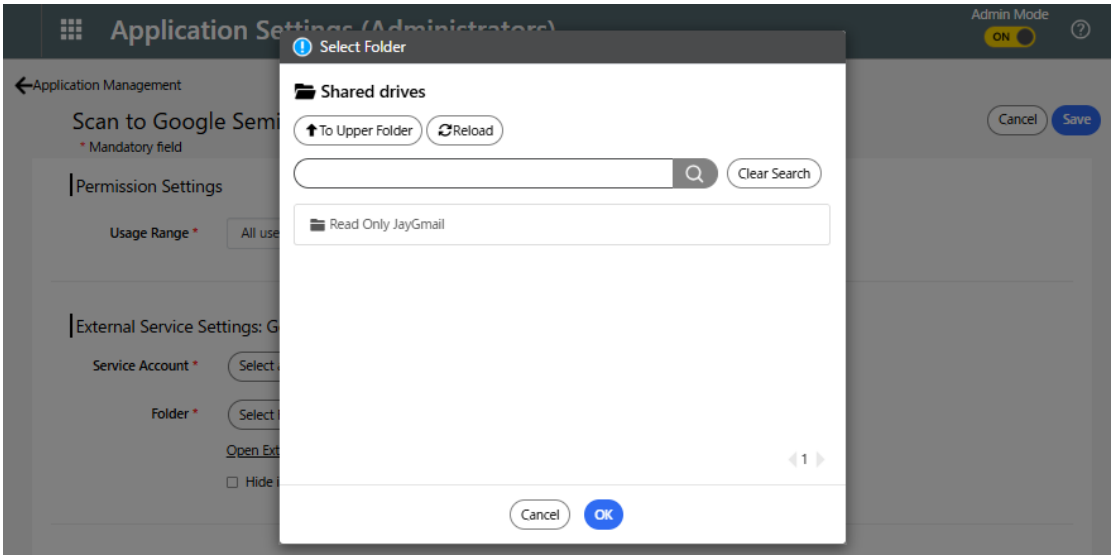


Select an Admin user who has done External Service Connection with Microsoft 365.

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.



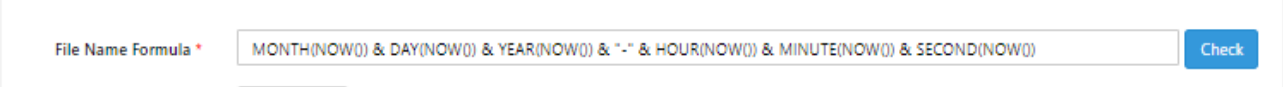
Sub Folder

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.



Default Formula:

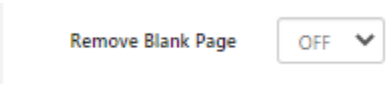
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

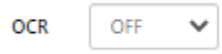
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

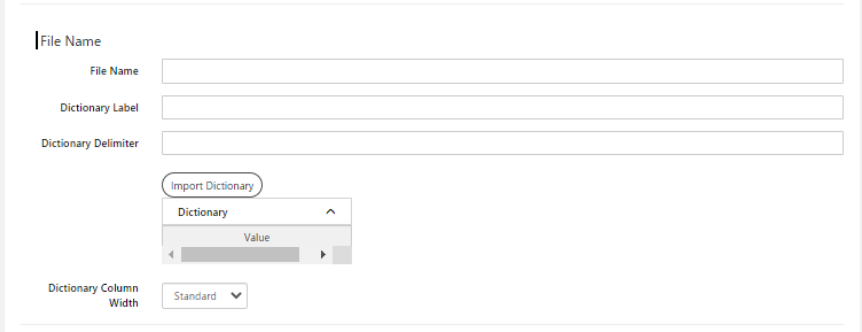


OCR Language

Default value for OCR Language can be configured.

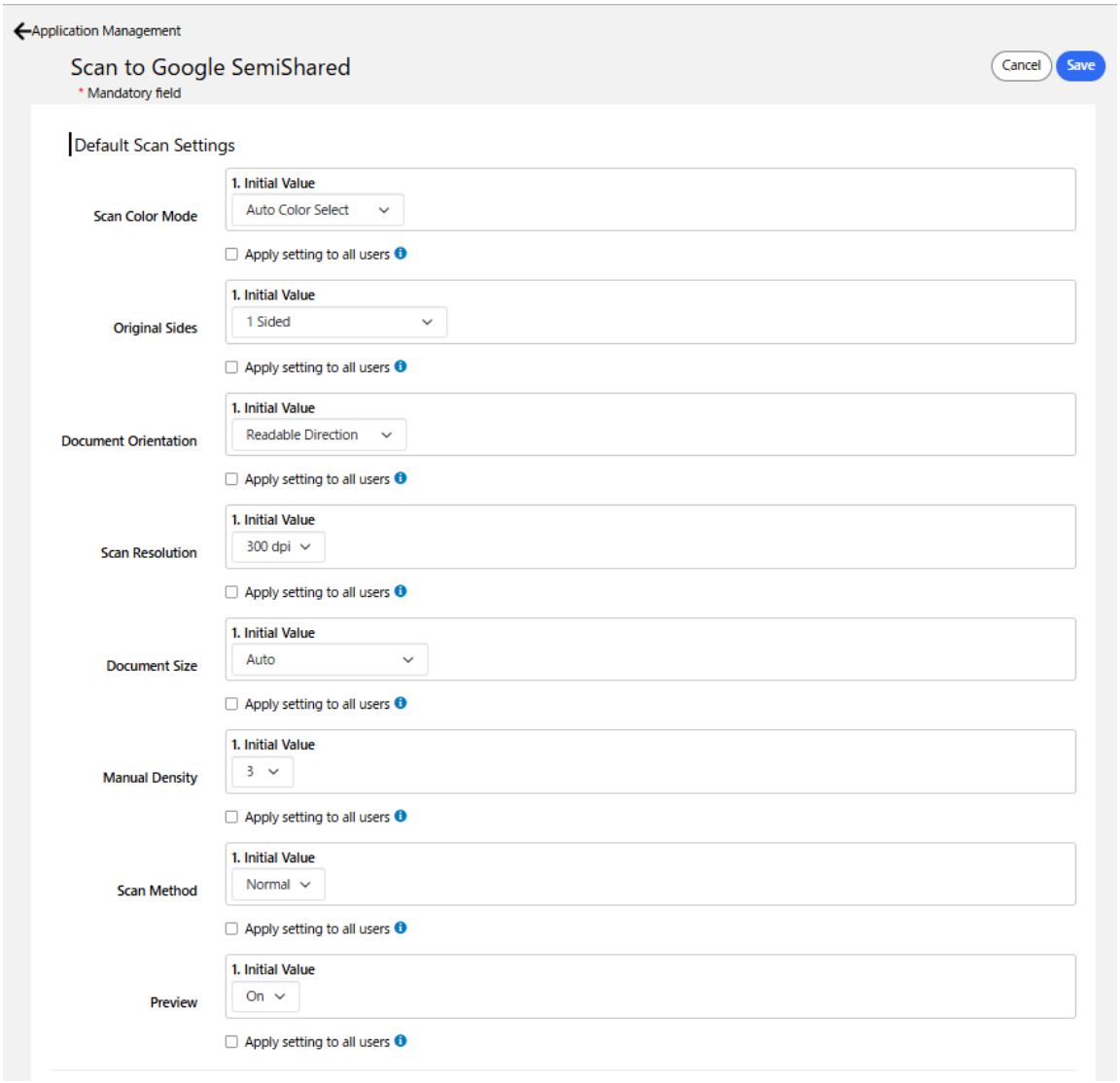


File Name



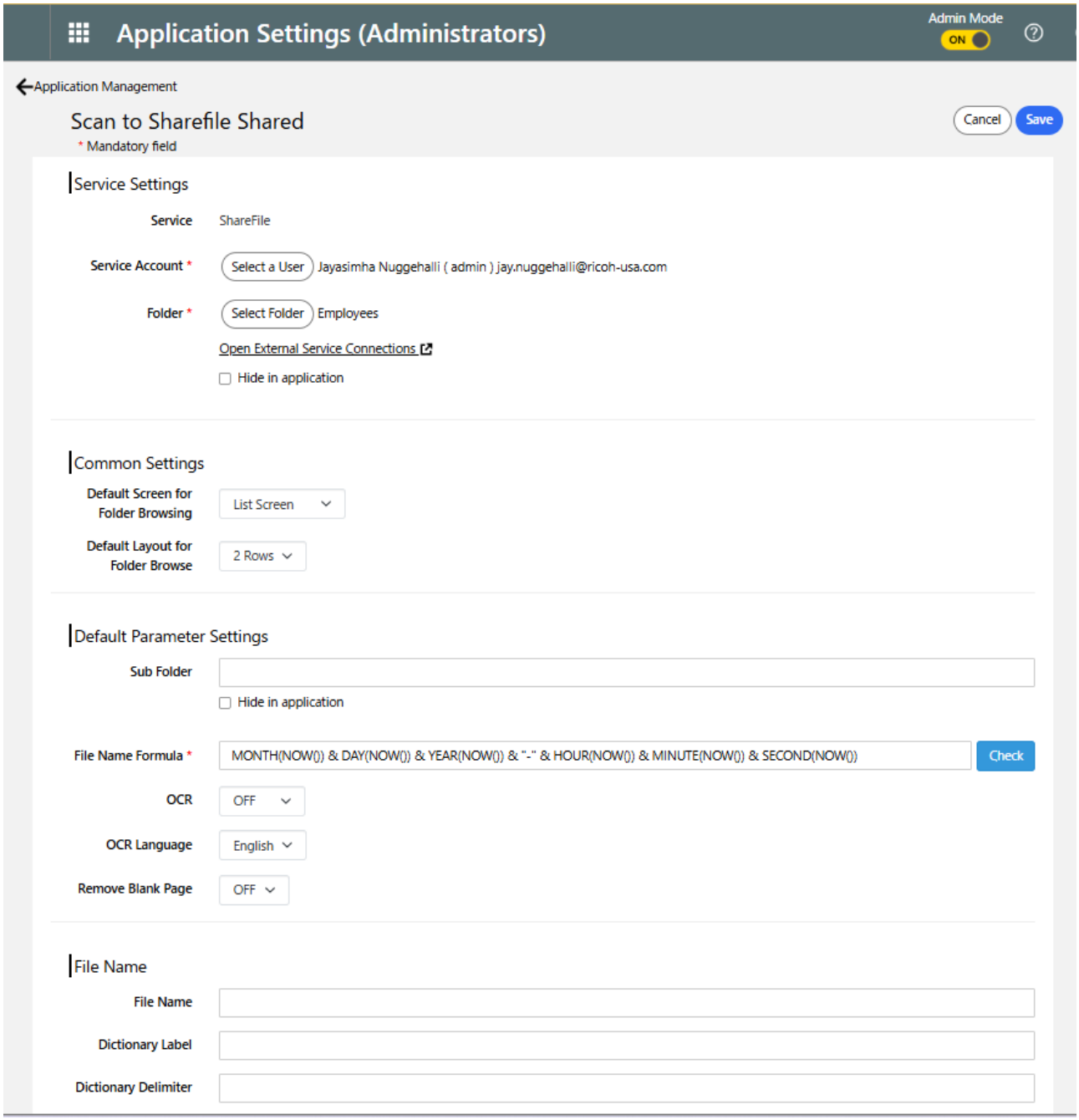
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

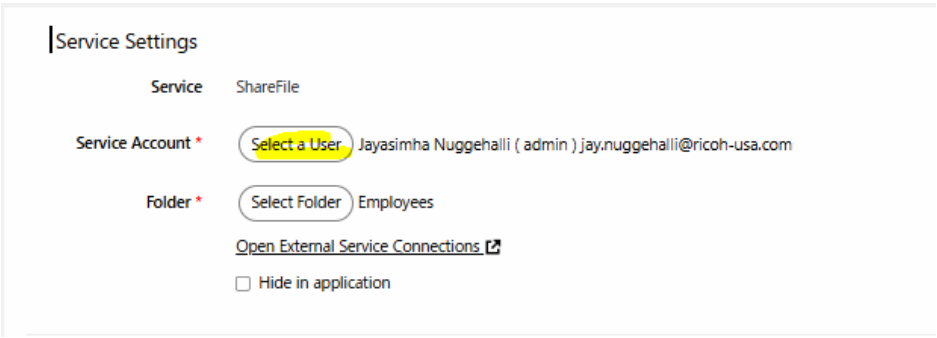


39 Scan to Sharefile Shared

Following settings are available in the Admin mode.

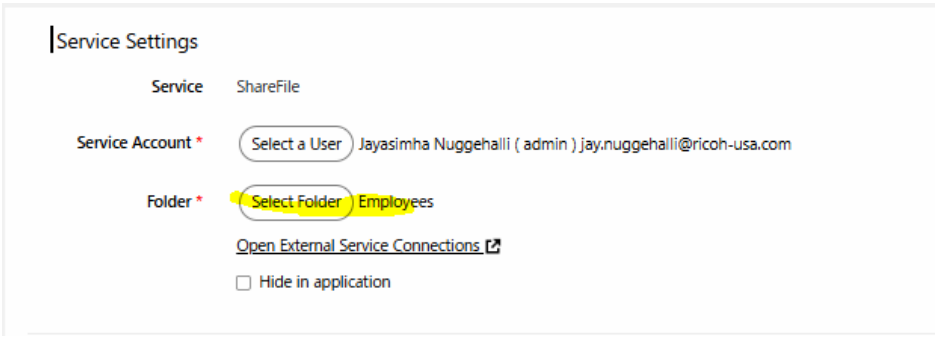


Service Account

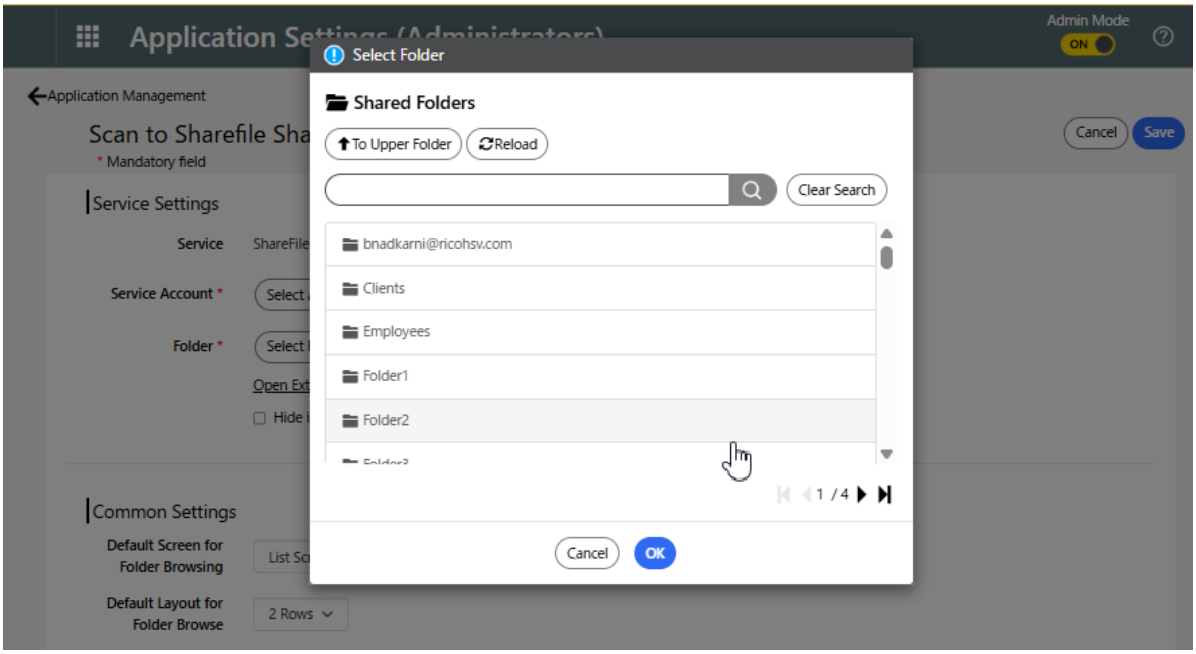


Select an Admin user who has done External Service Connection with Microsoft 365.

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.



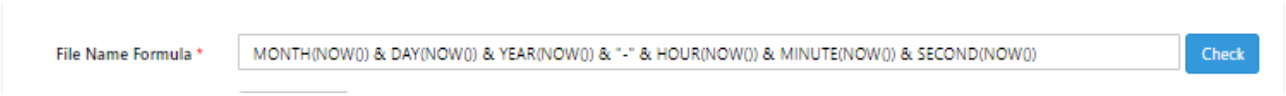
Sub Folder

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.



Default Formula:

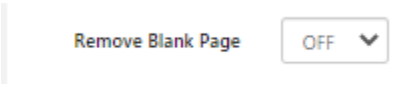
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

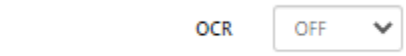
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

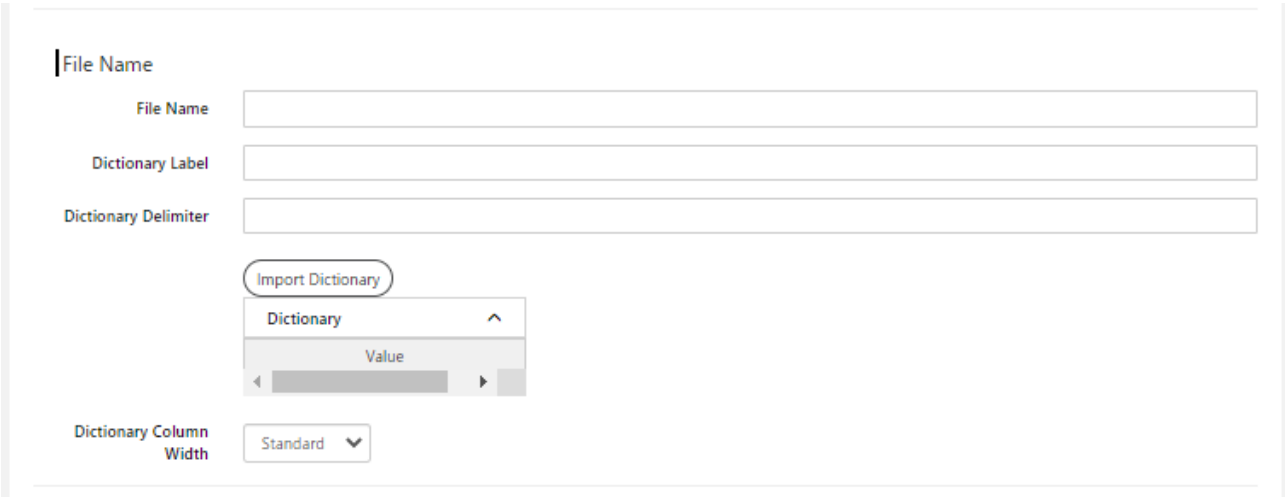


OCR Language

Default value for OCR Language can be configured.

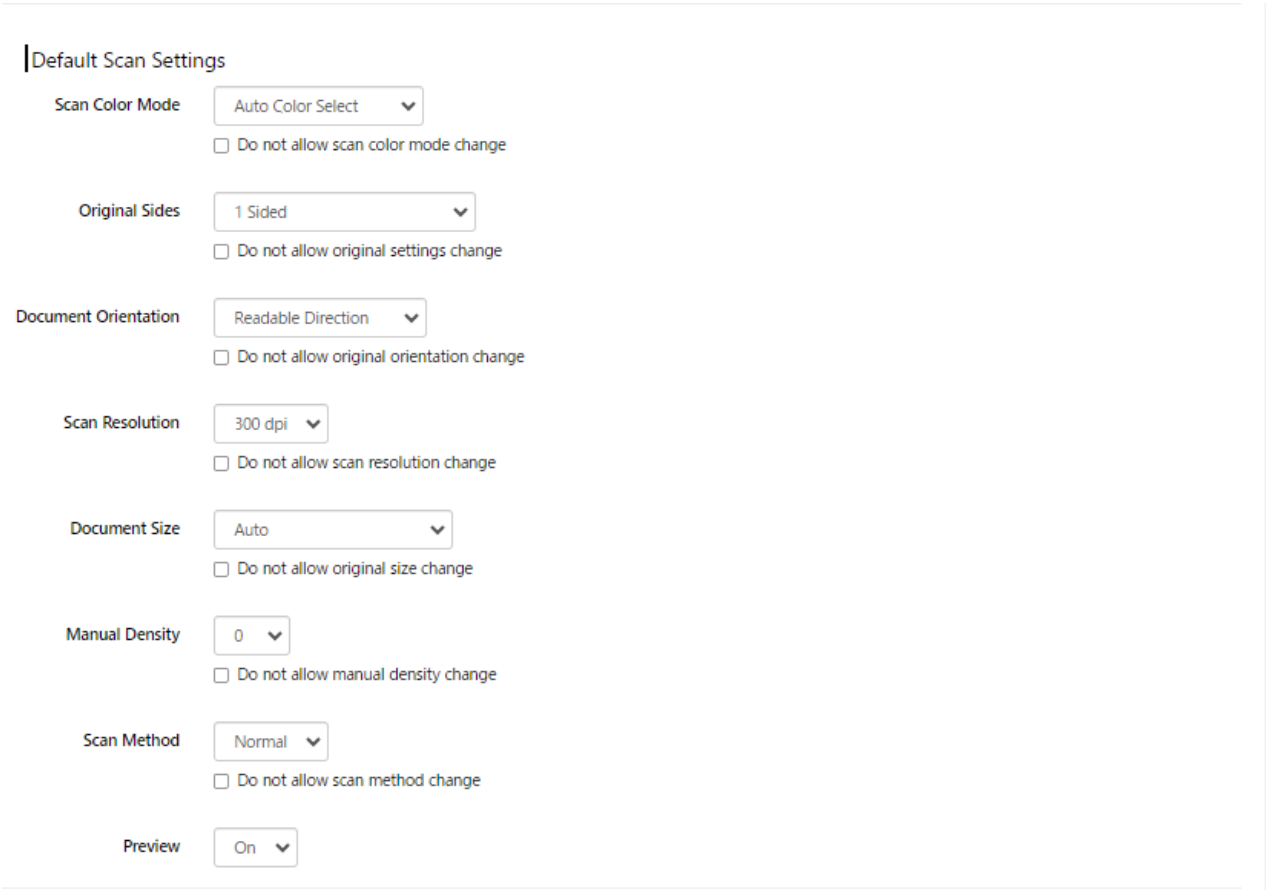


File Name



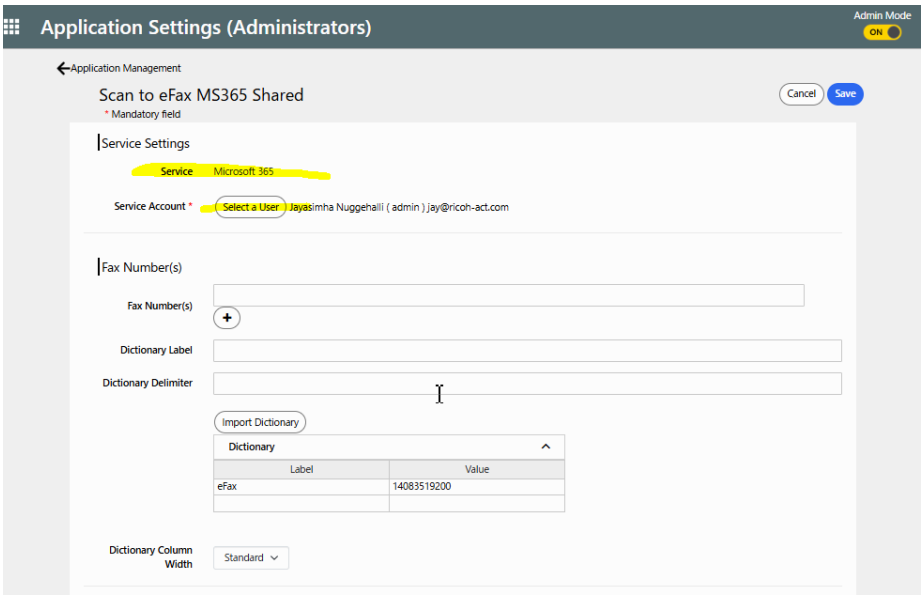
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

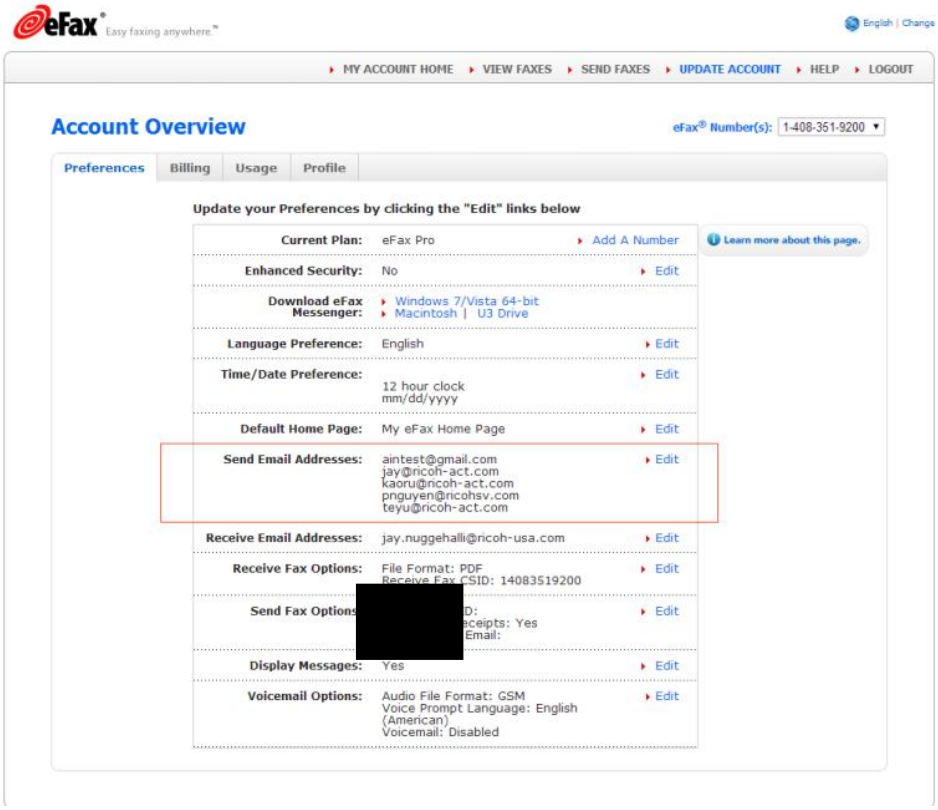
Scan Settings



40 Scan to eFax MS365 Shared

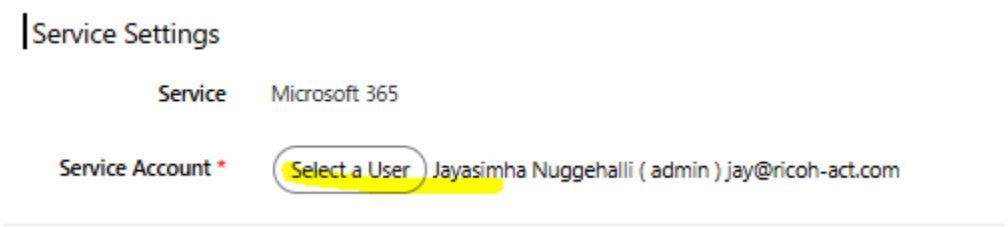
Note: Scan to eFax MS 365 Shared uses administrator(s) Office 365 account with which administrator(s) have done External Service Connection for Office 365 in RICOH Smart Integration platform to send email. Administrator(s) need to enter same Office 365 Email address under 'Send Email Addresses' in user's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





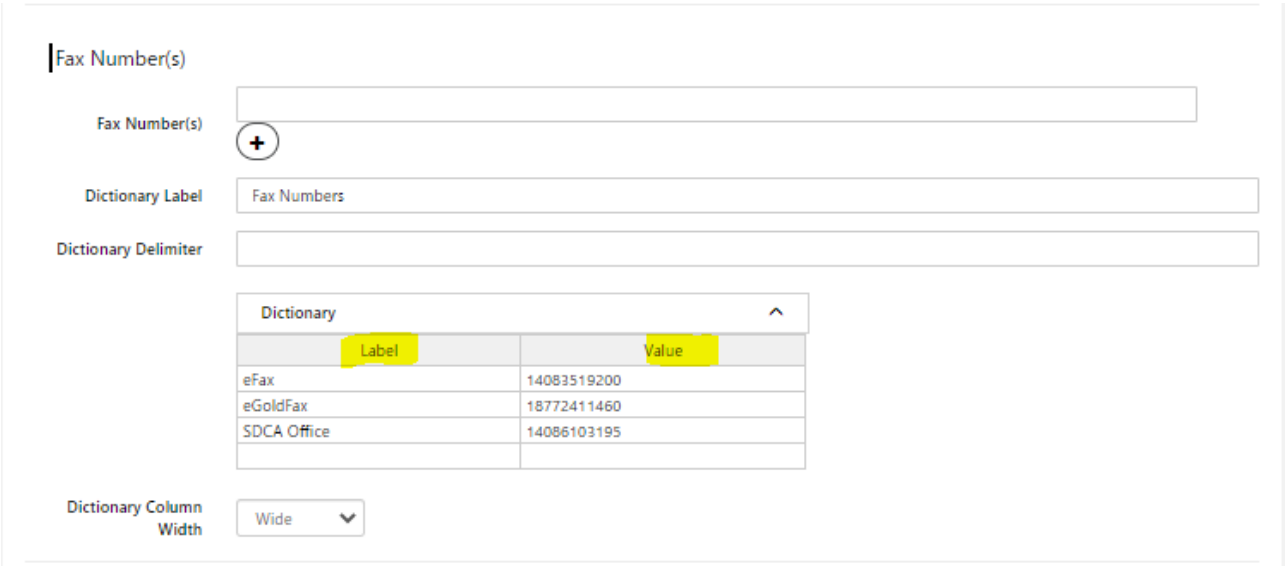
Example: Enter your Office 365 Email address above, with which you have done External Service Connection in RICOH Smart Integration

Service Account



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

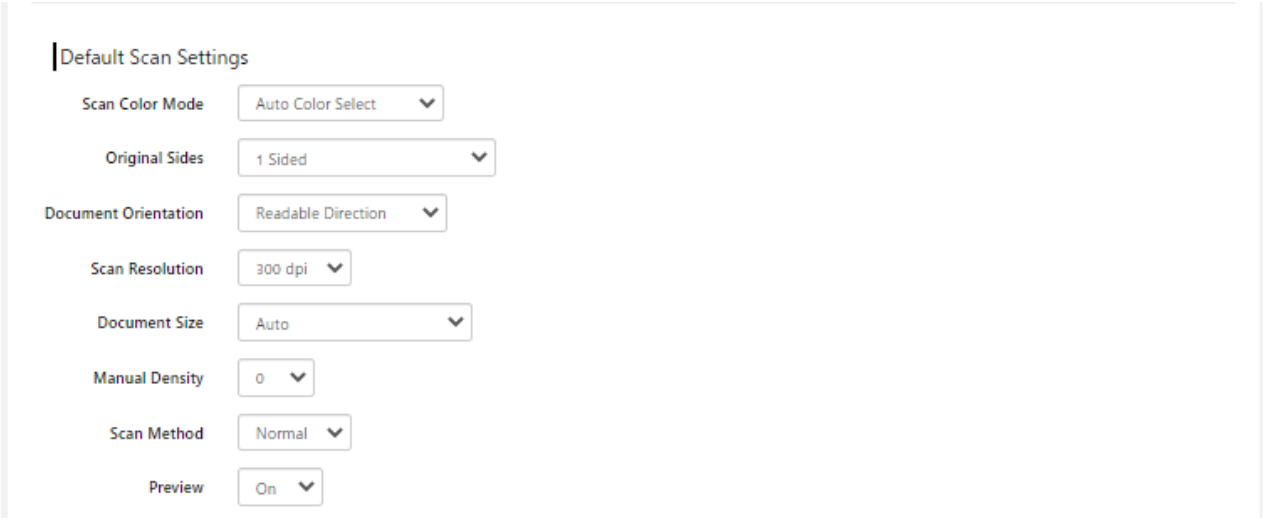
Fax Number



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.

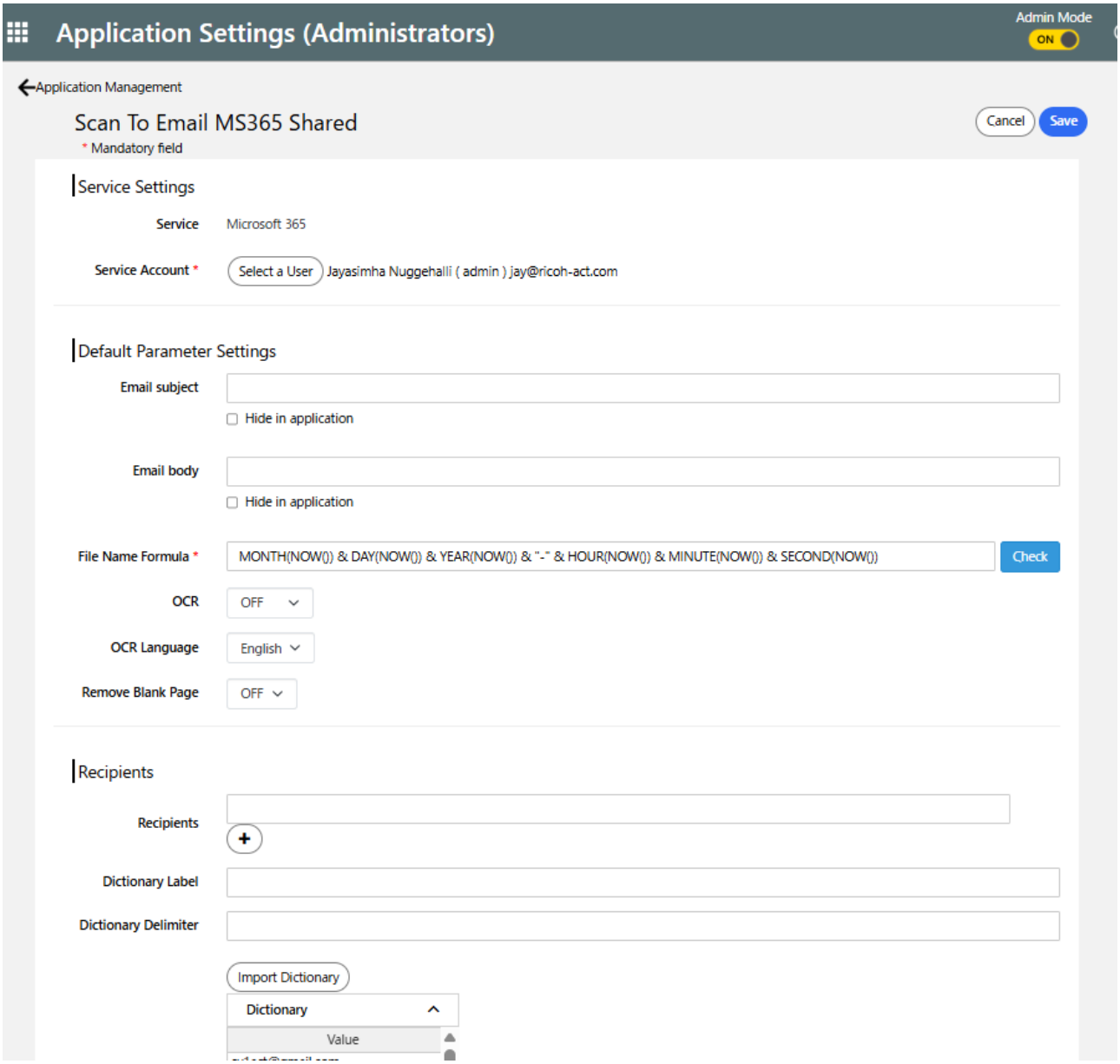
Supports Multiple Fax Numbers. By pressing '+' additional fax numbers can be added.

Scan Settings

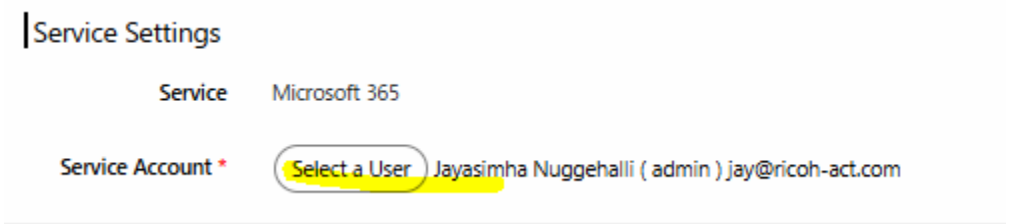


41 Scan to Email MS365 Shared

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.



Service Account



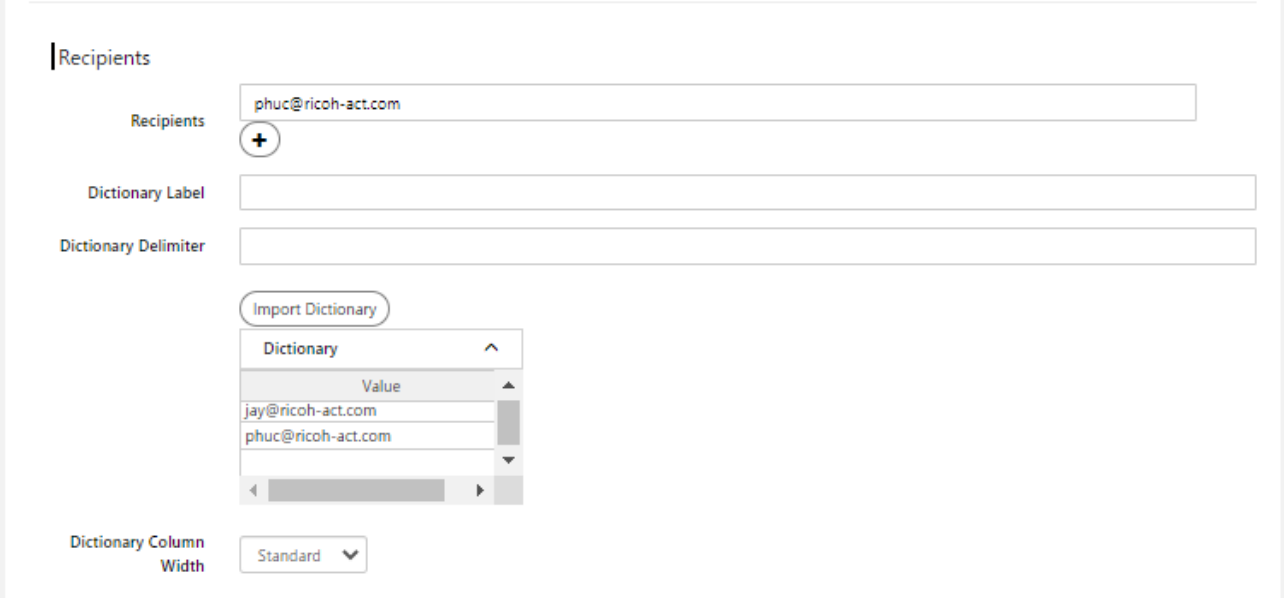
Select an Admin user who has done External Service Connection with Microsoft 365.

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.



Recipients



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.



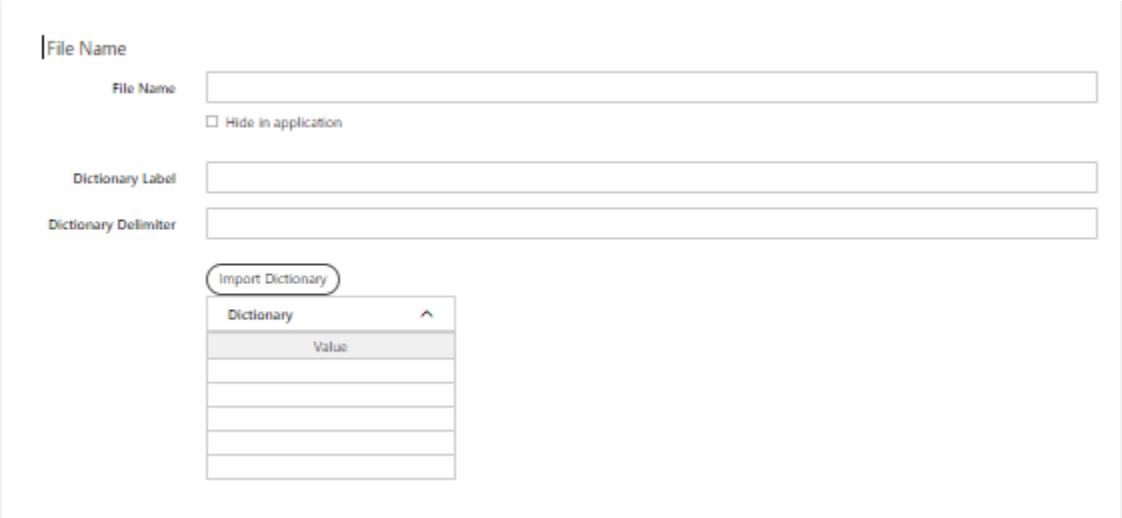
Default Formula:

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.

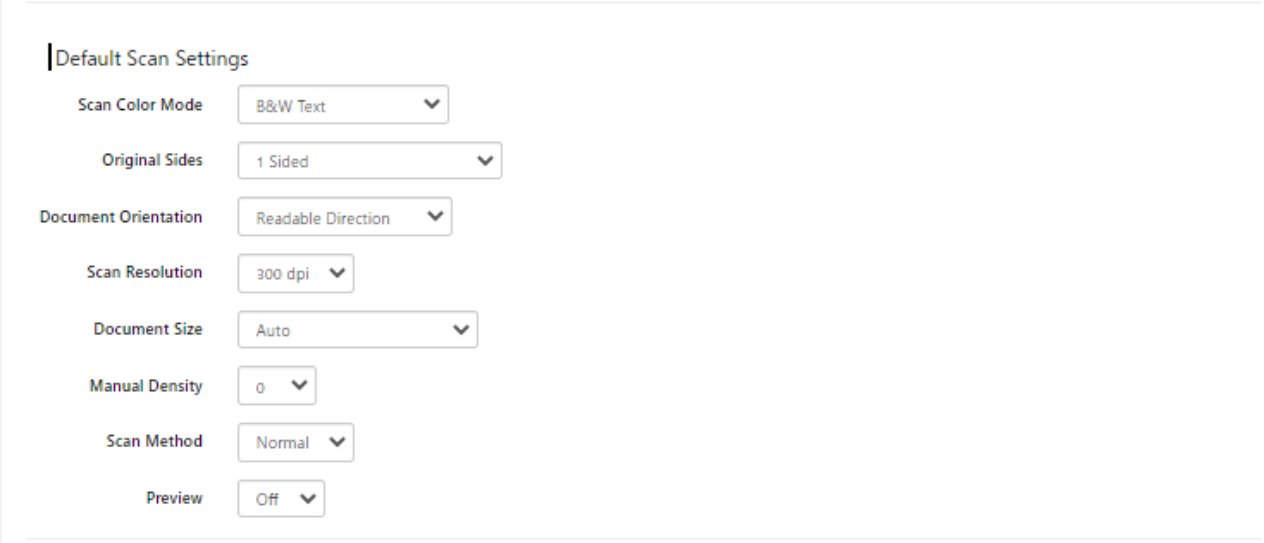
Clicking on 'Check' button will do Syntax check of the formula.

File Name



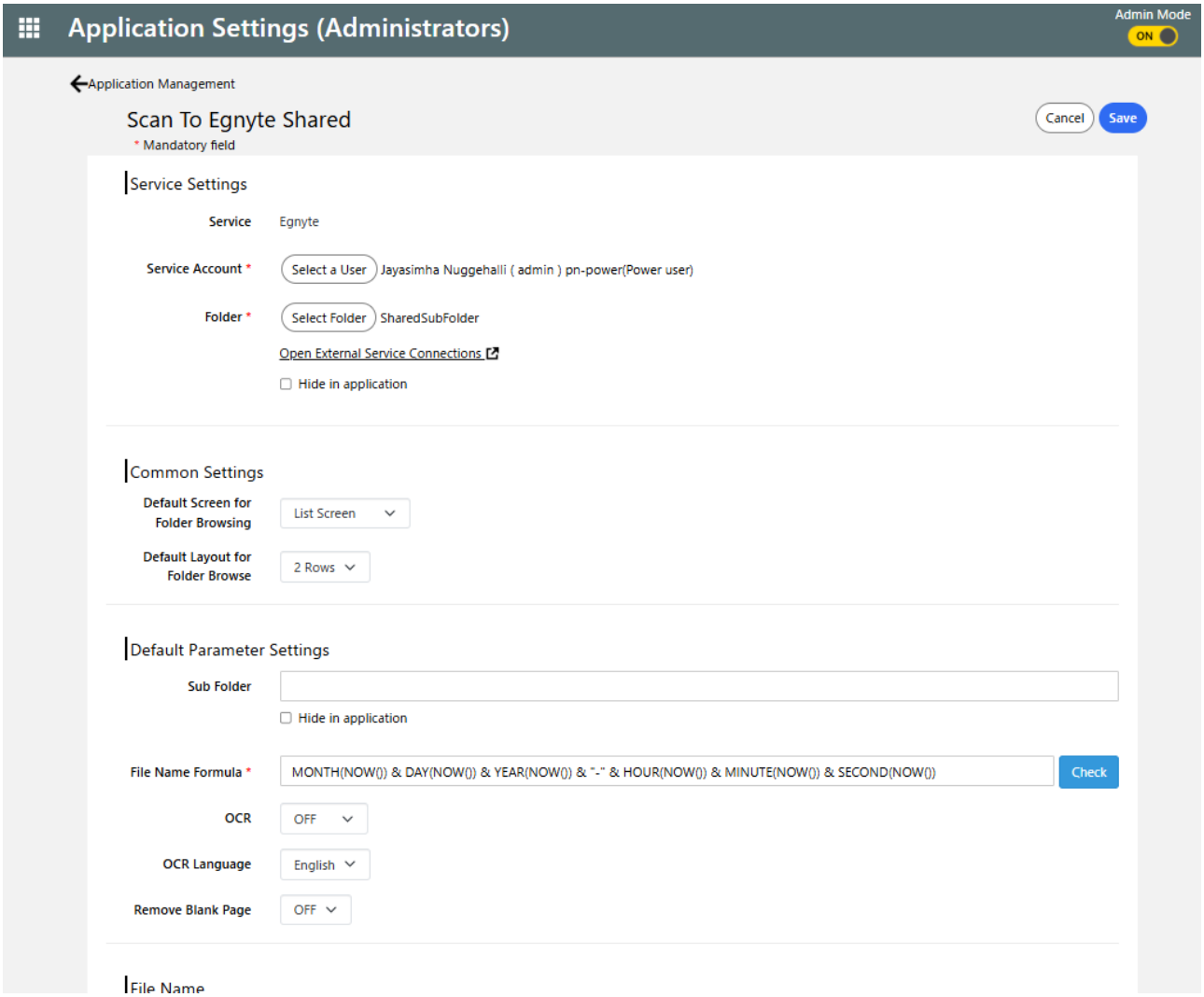
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

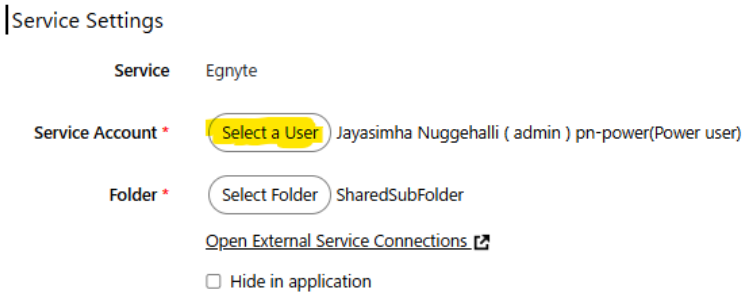


42 Scan to Egnyte Shared

Following settings are available in the Admin mode.

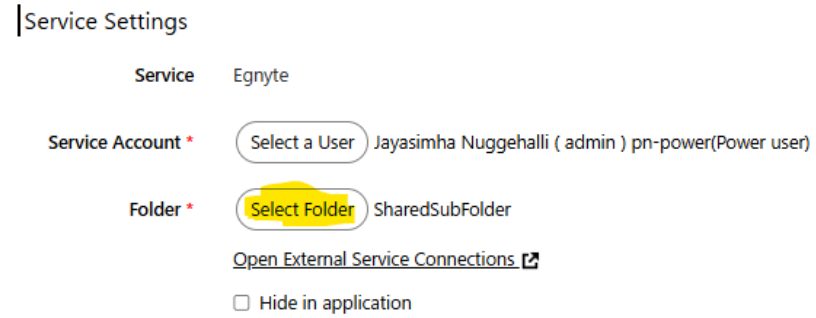


Service Account

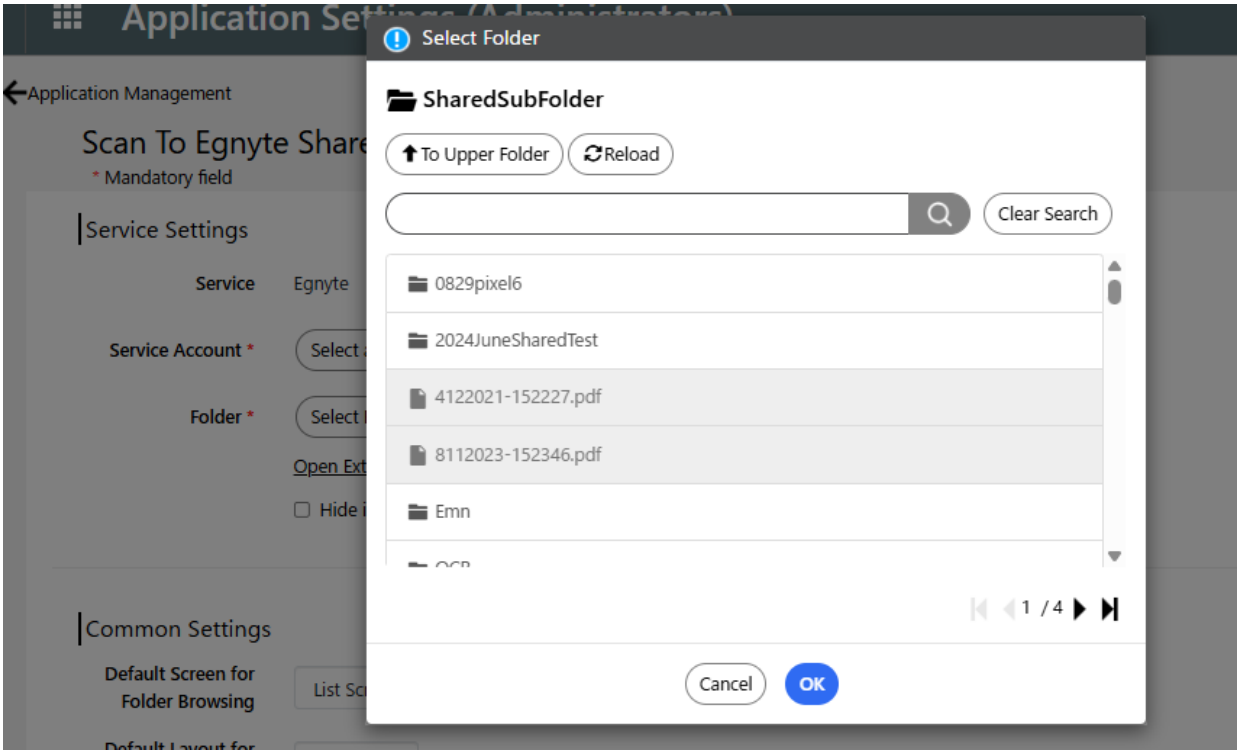


Select an Admin user who has done External Service Connection with Egnyte.

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.



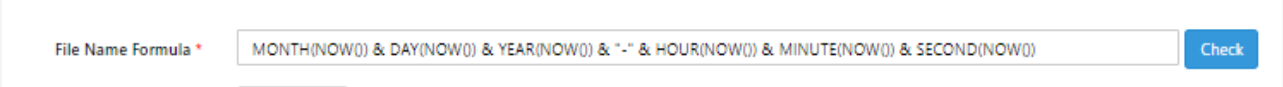
Sub Folder

This field can be used to enter sub-folder under the 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.



Default Formula:

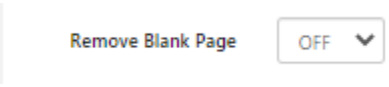
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

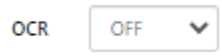
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

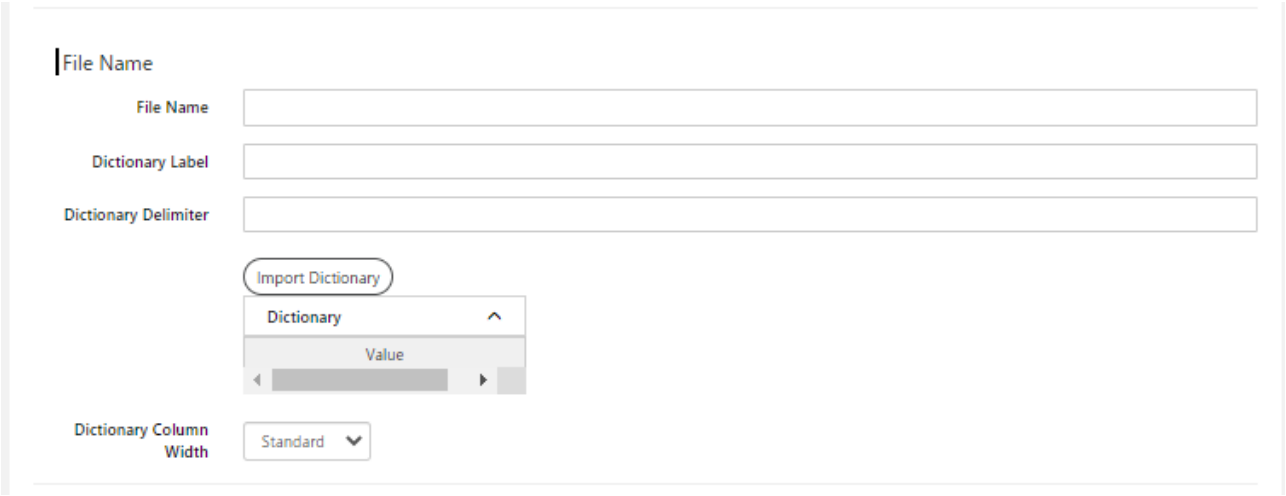


OCR Language

Default value for OCR Language can be configured.

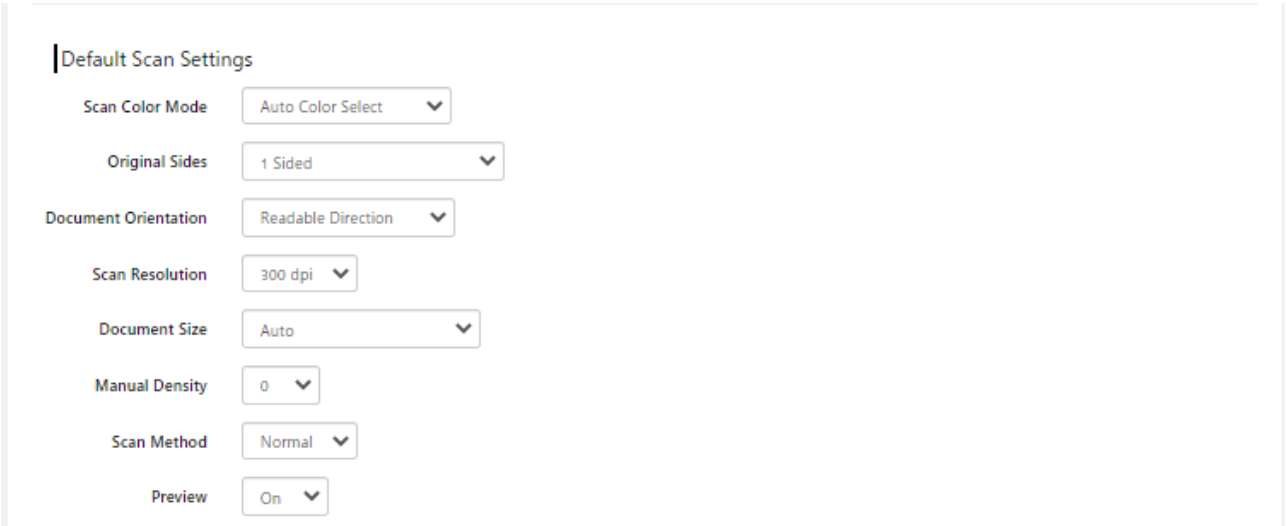


File Name



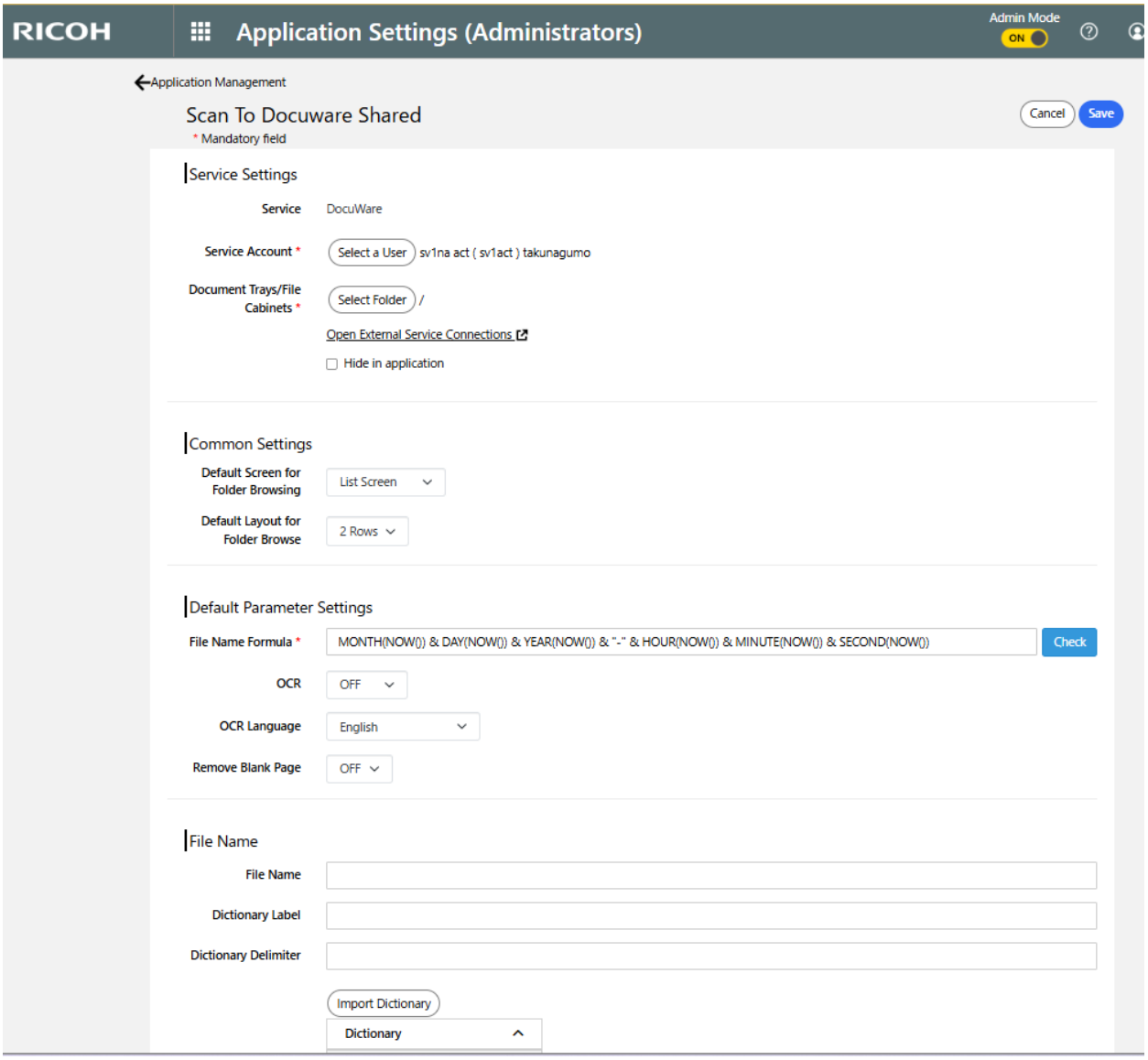
Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

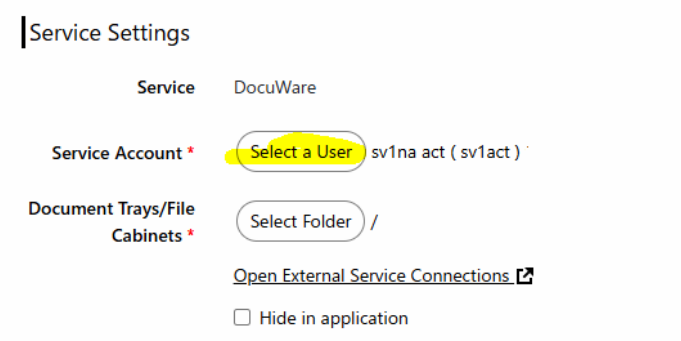


43 Scan to Docuware Shared

Following settings are available in the Admin mode.

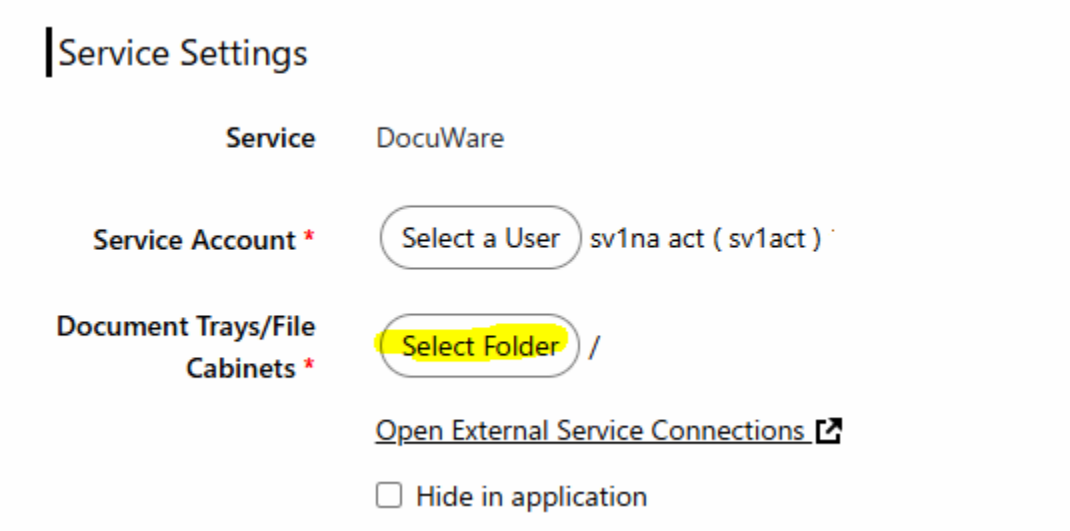


Service Account

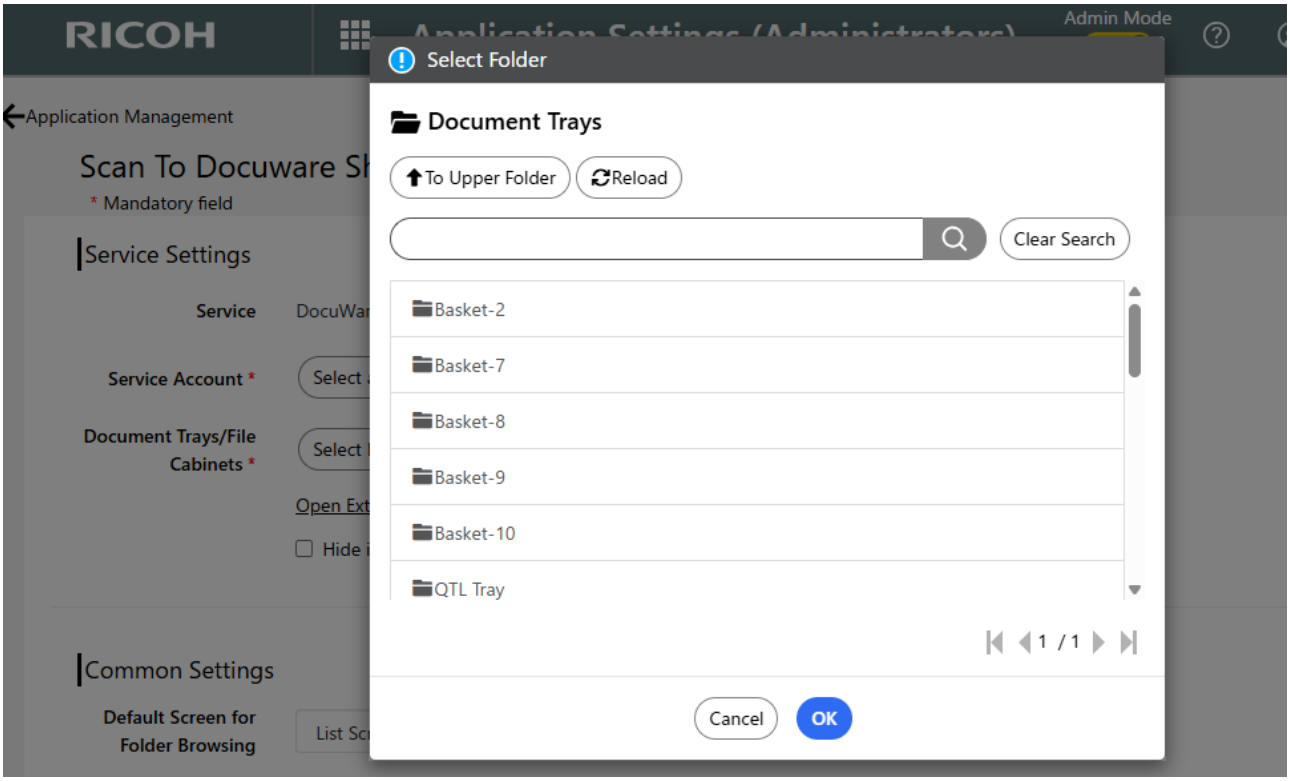


Select an Admin user who has done External Service Connection with Docuware.

Default Folder

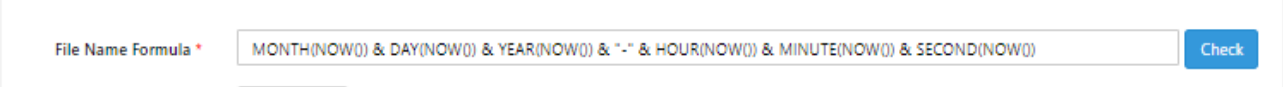


DocuWare External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



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.



Default Formula:

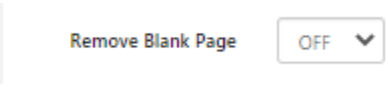
MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())

Note: Refer to Appendix for Functions related to formula, samples and how to validate formula before saving in User Site.

Click on 'Check' button to verify the Syntax.

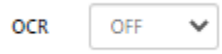
Remove Blank Page

Default value for Remove Blank Page can be configured.



OCR

Default value for OCR can be configured.

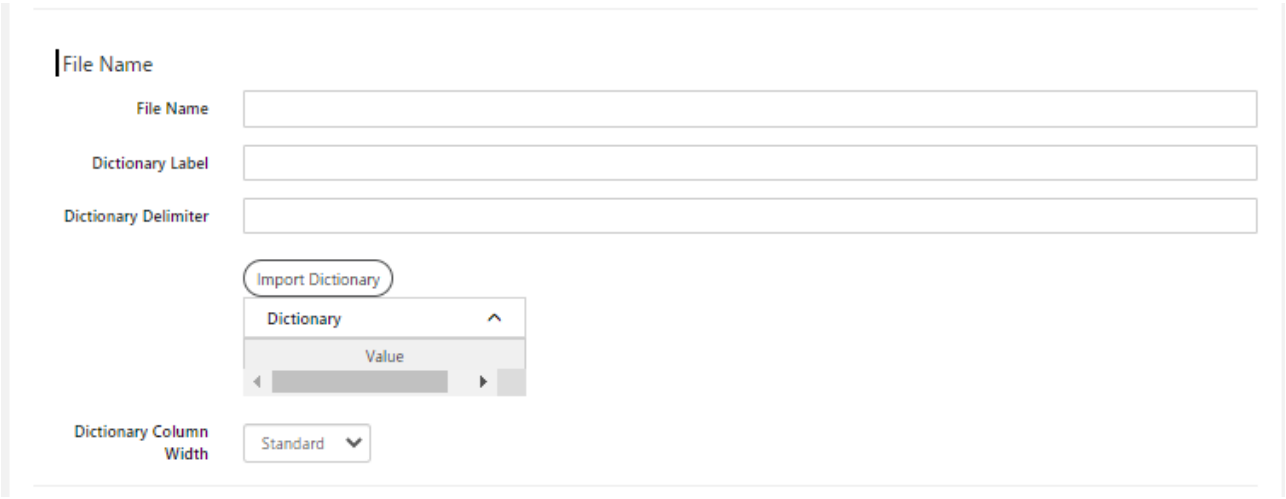


OCR Language

Default value for OCR Language can be configured.

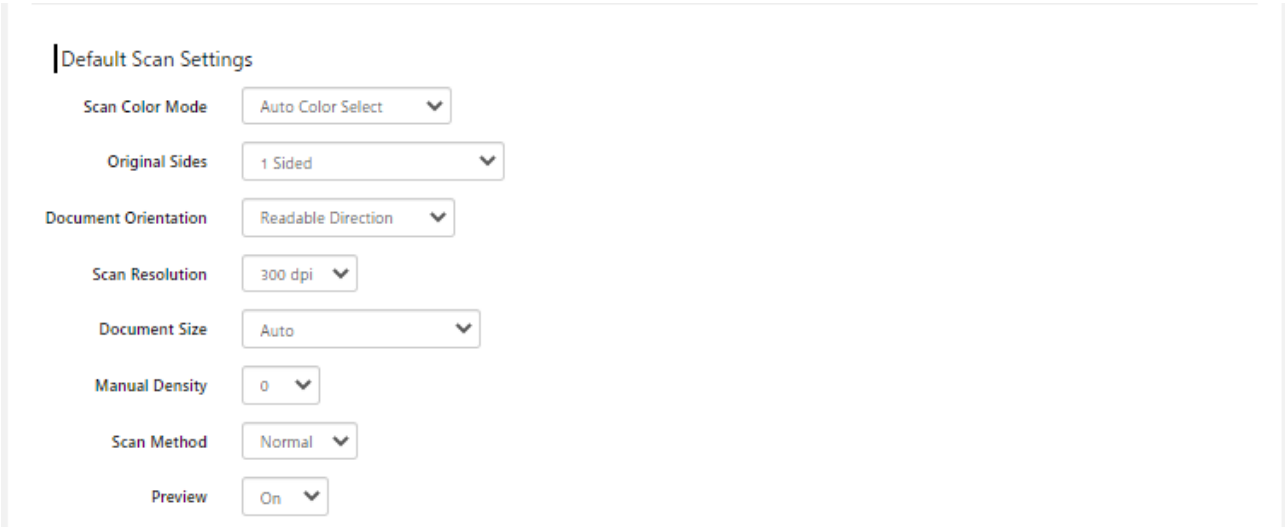


File Name

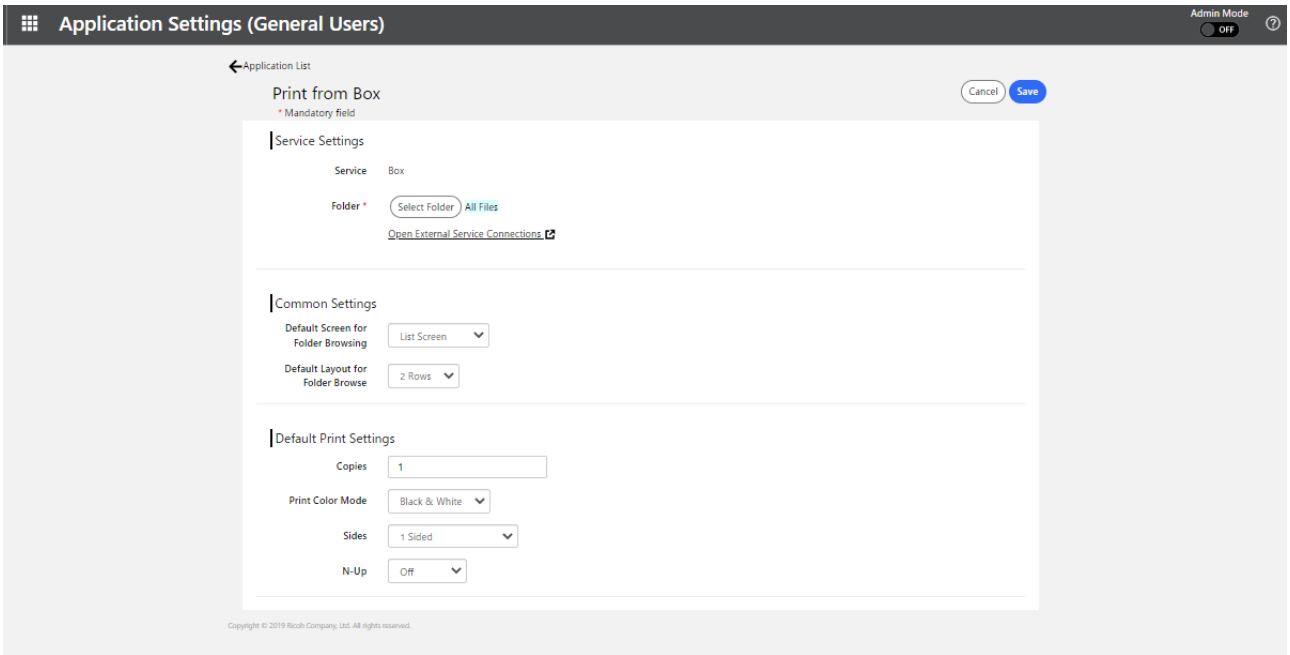


Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file.

Scan Settings

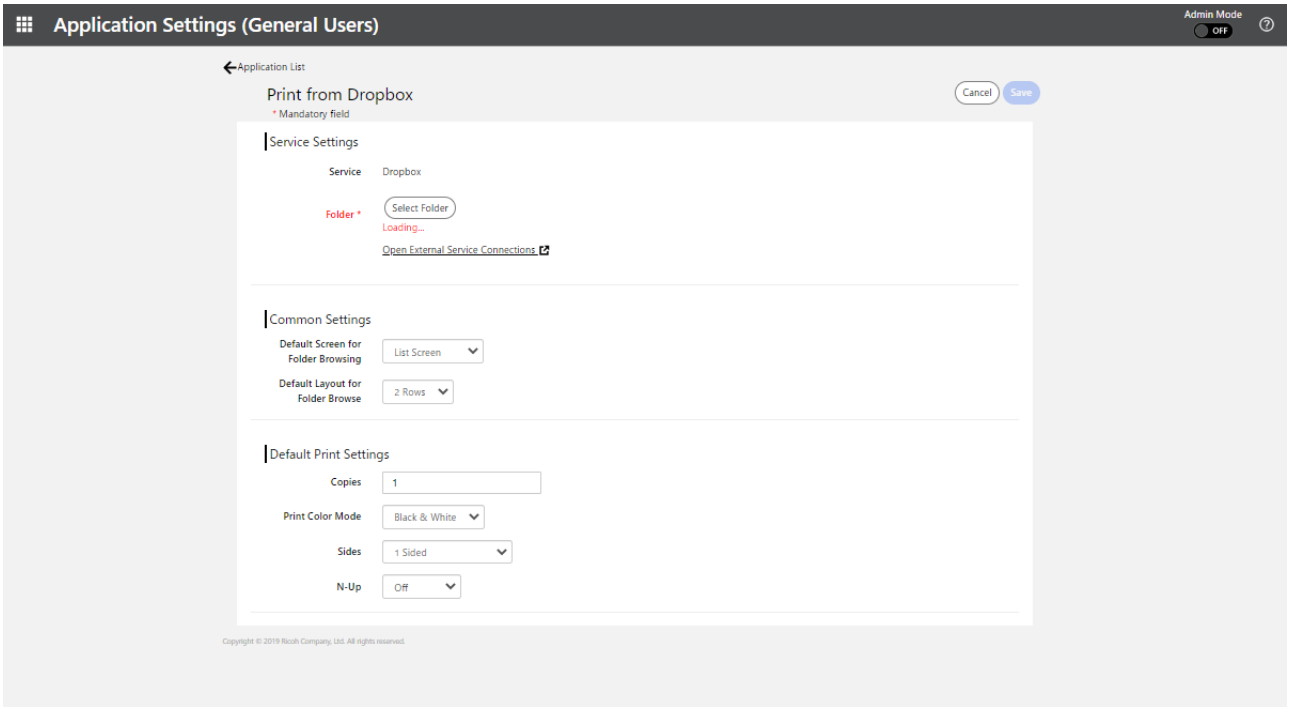


44 Print from Box



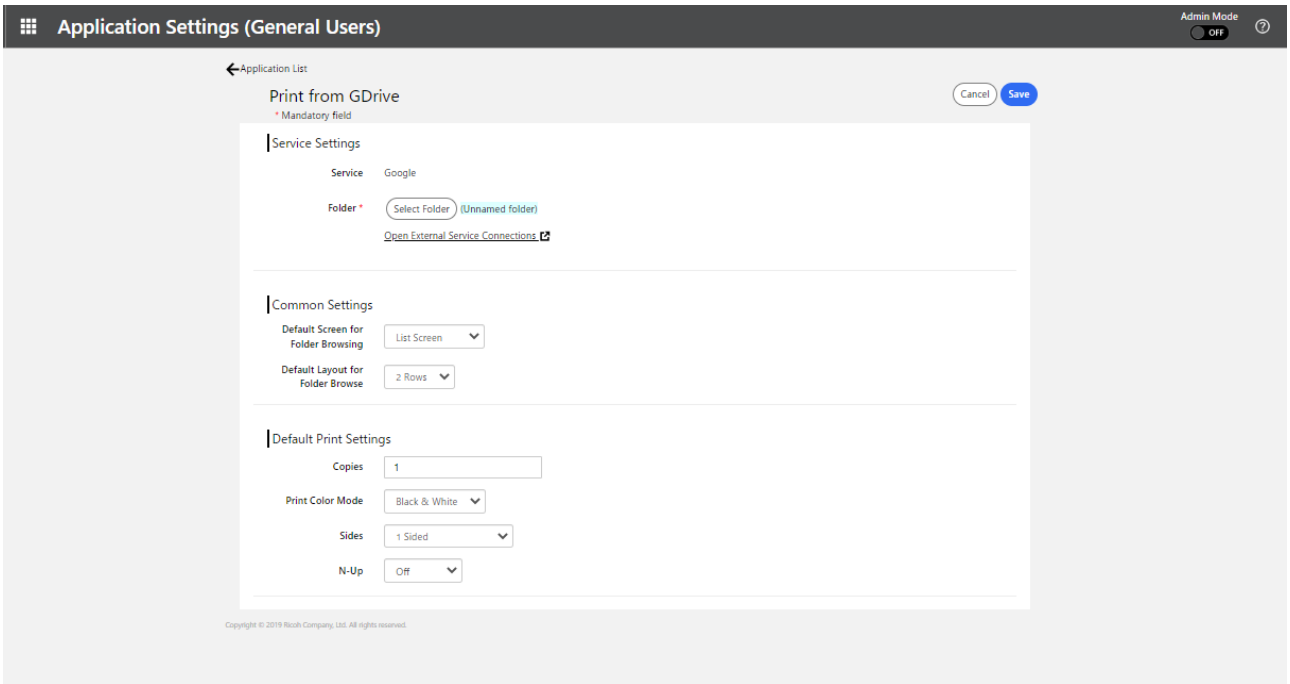
Default Print Settings and Default Folder can be configured.

45 Print from Dropbox



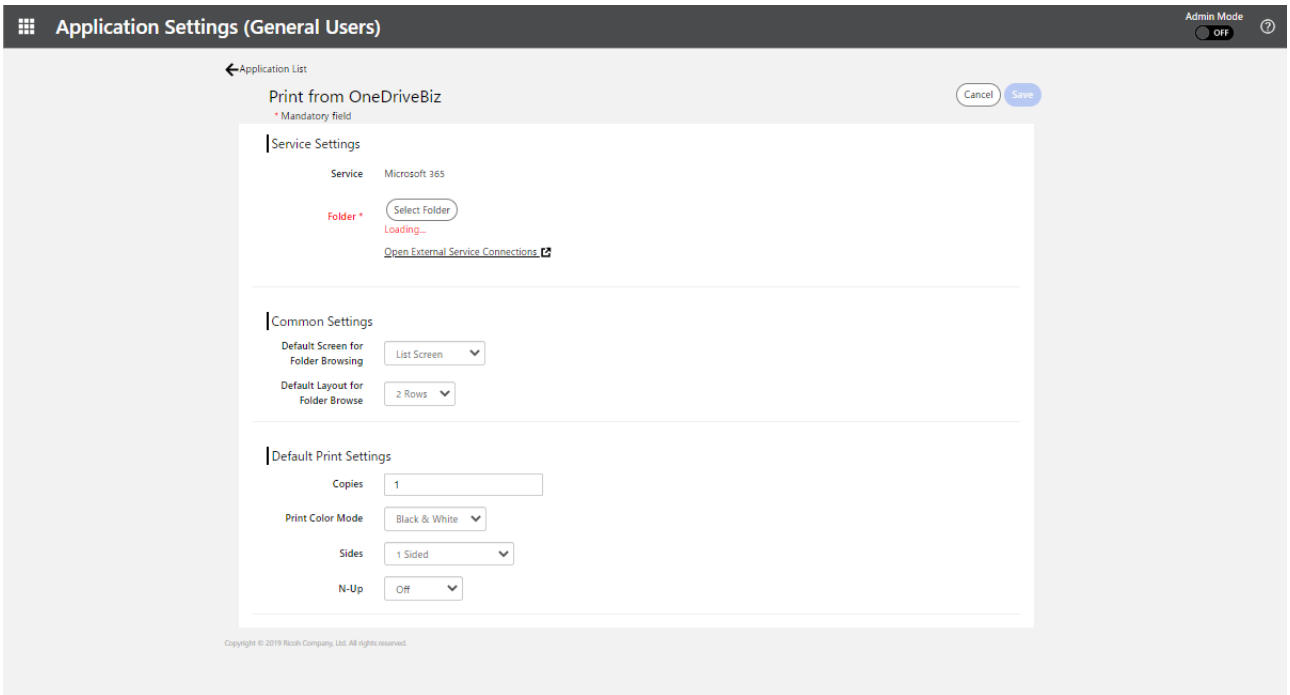
Default Print Settings and Default Folder can be configured.

46 Print from GDrive



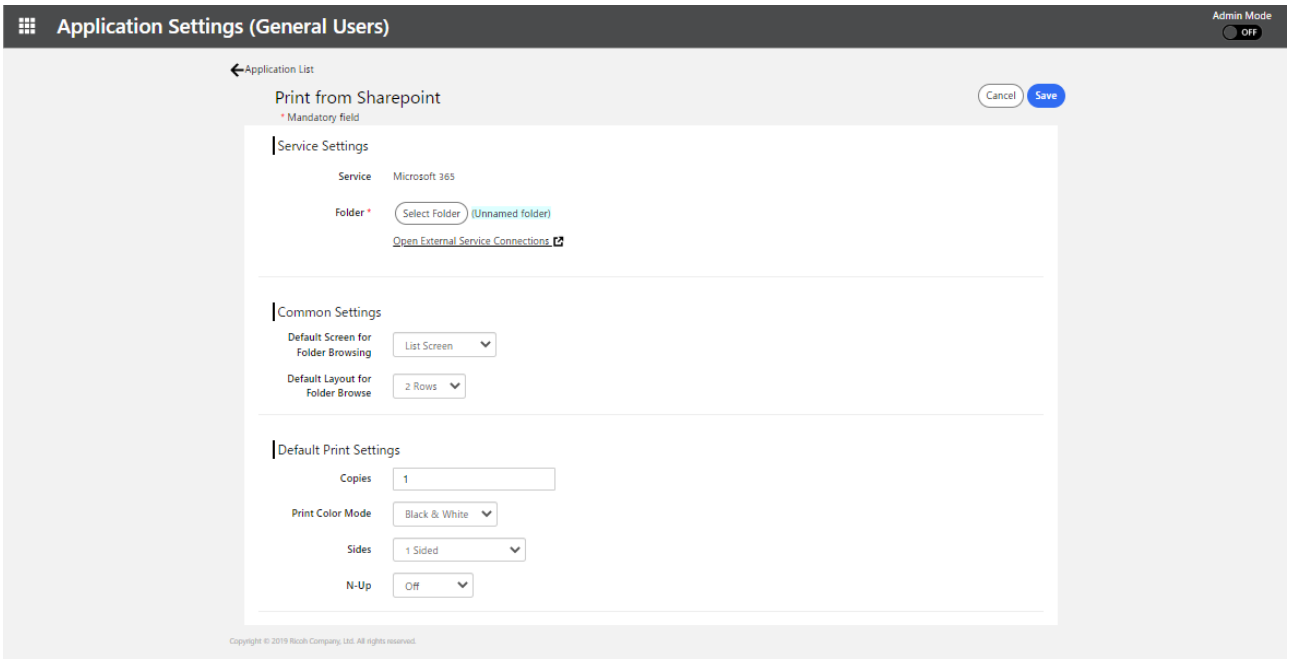
Default Print Settings and Default Folder can be configured.

47 Print from OneDrive for Business



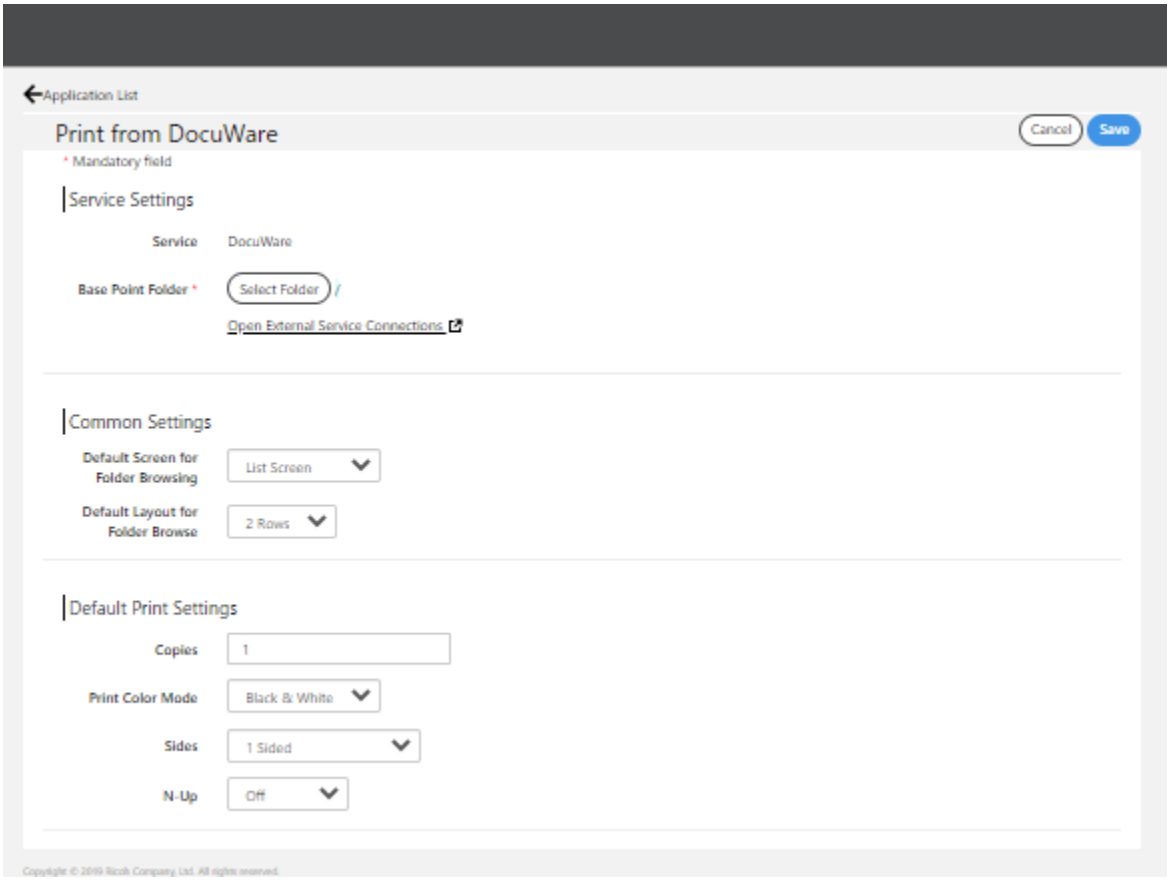
Default Print Settings and Default Folder can be configured.

48 Print from SharePoint



Default Print Settings and Default Folder can be configured.

49 Print from DocuWare



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

50 Operation of Workflow Application

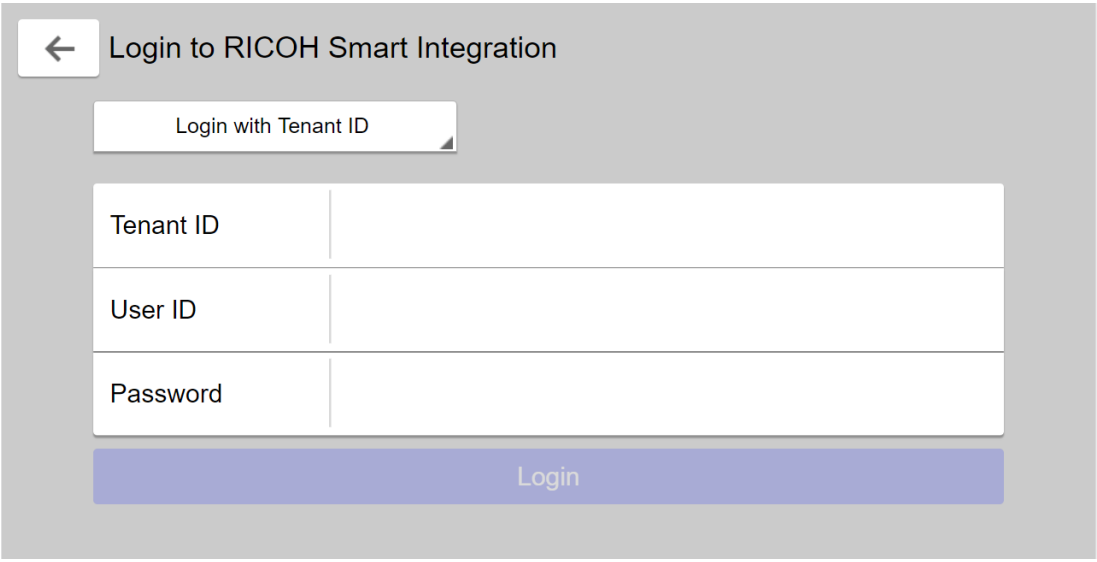
Smart Integration MFP BrowserNX URL

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

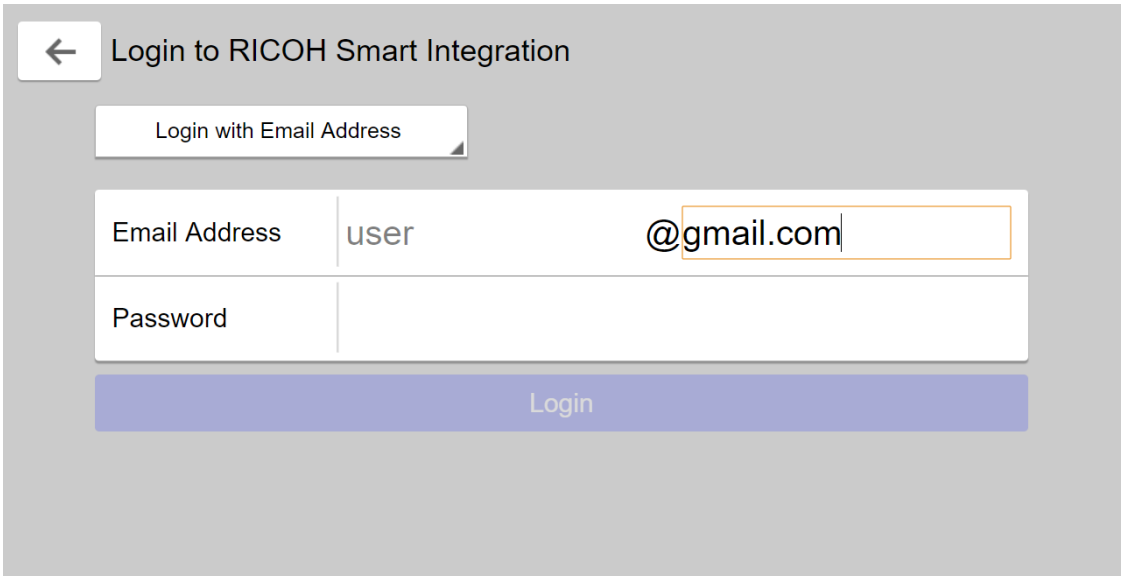
Ricoh Smart Integration Initial Login

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

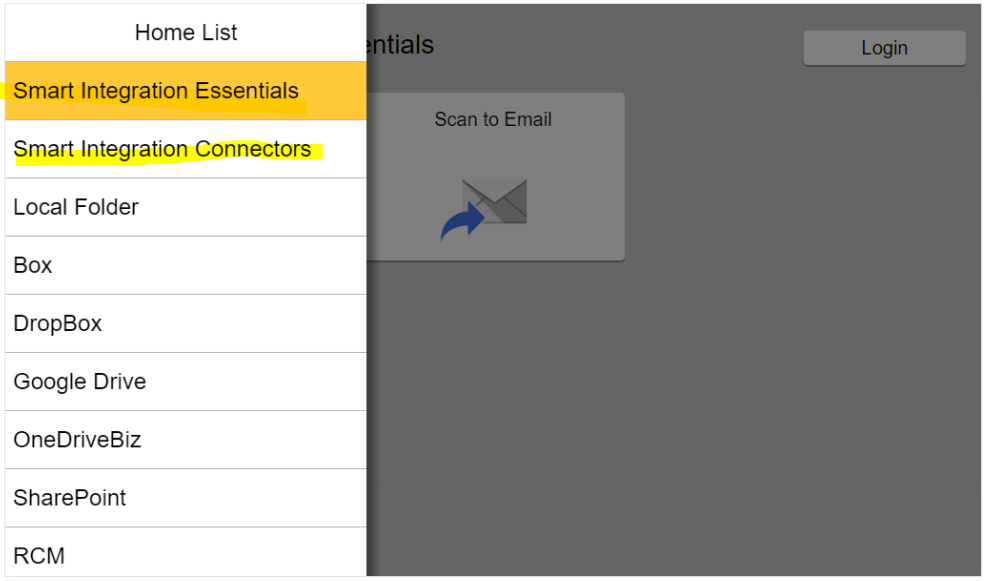


Option 2: Login with Email Address



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, PDFA, Word, Excel

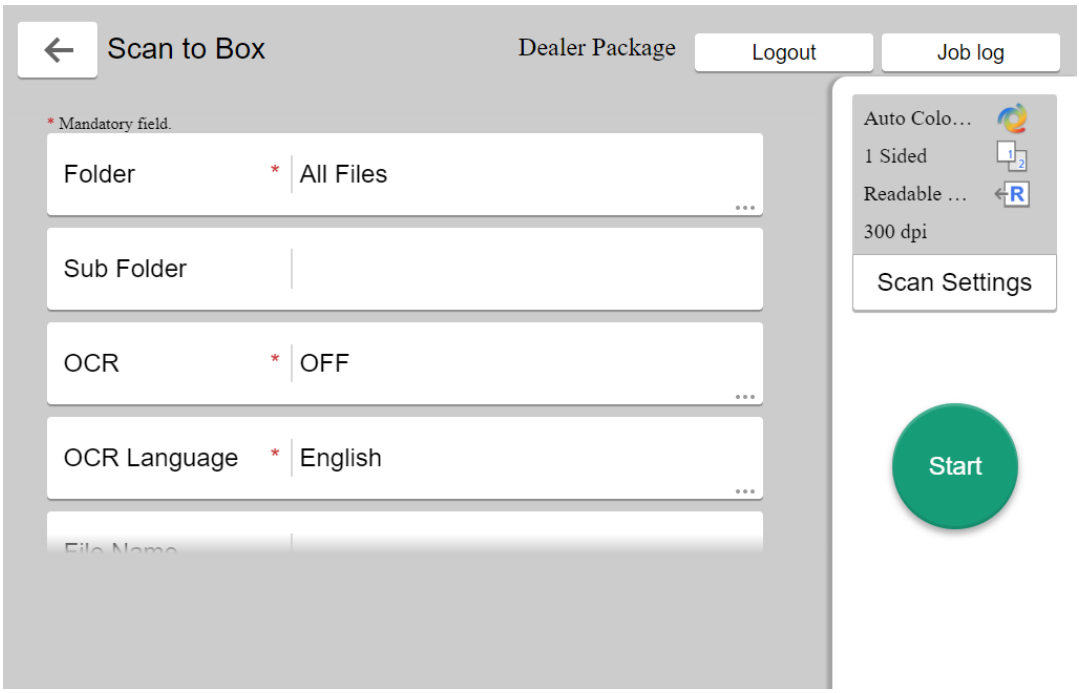
D. OCR Language

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



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, PDFA, Word, Excel

D. OCR Language

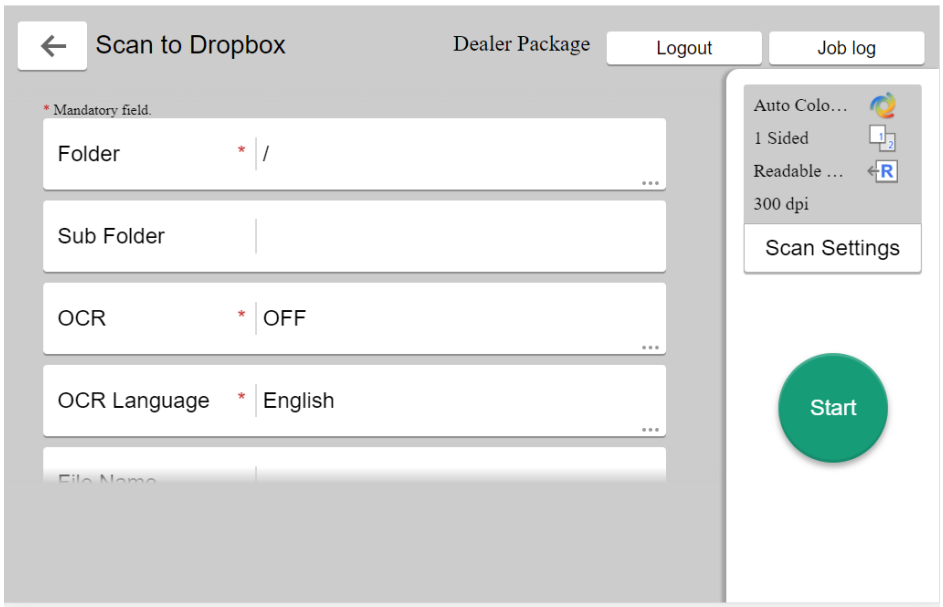
Supports these values: English, French, Spanish, Portuguese Brazilian

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



53 Scan to 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

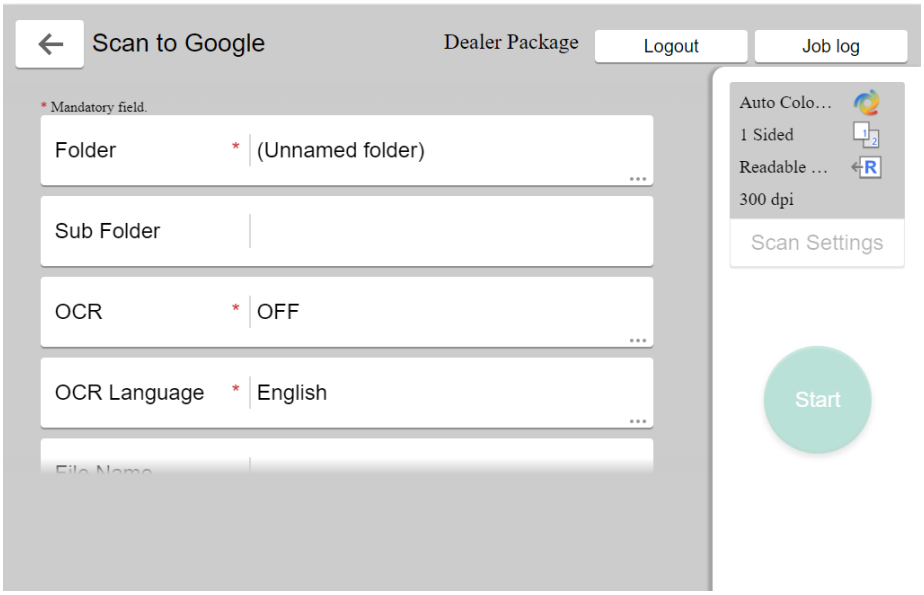
D. OCR Language

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



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

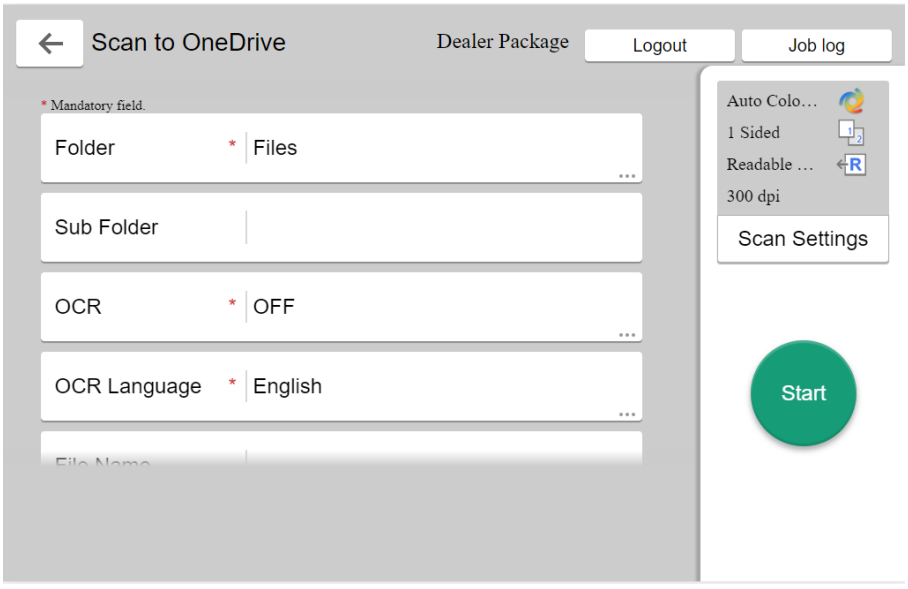
D. OCR Language

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



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, PDFA, Word, Excel

D. OCR Language

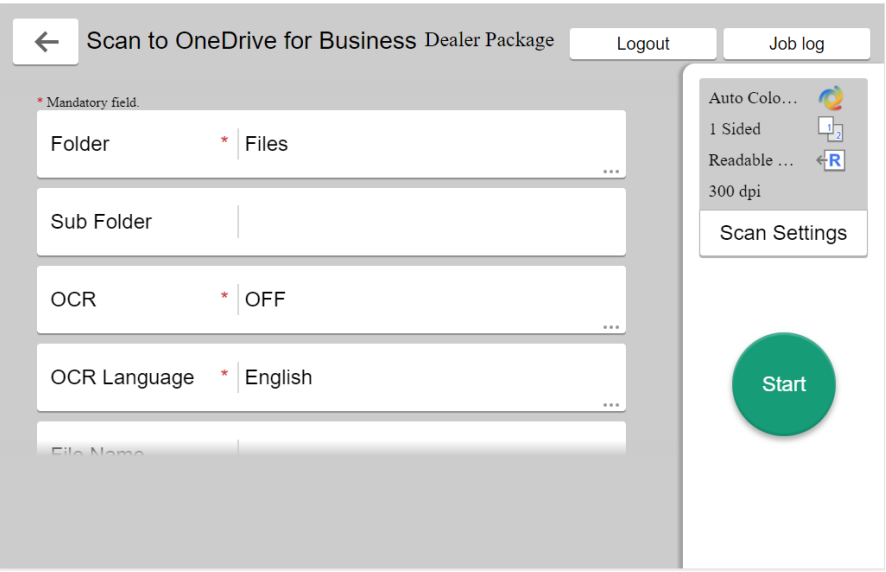
Supports these values: English, French, Spanish, Portuguese Brazilian

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



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

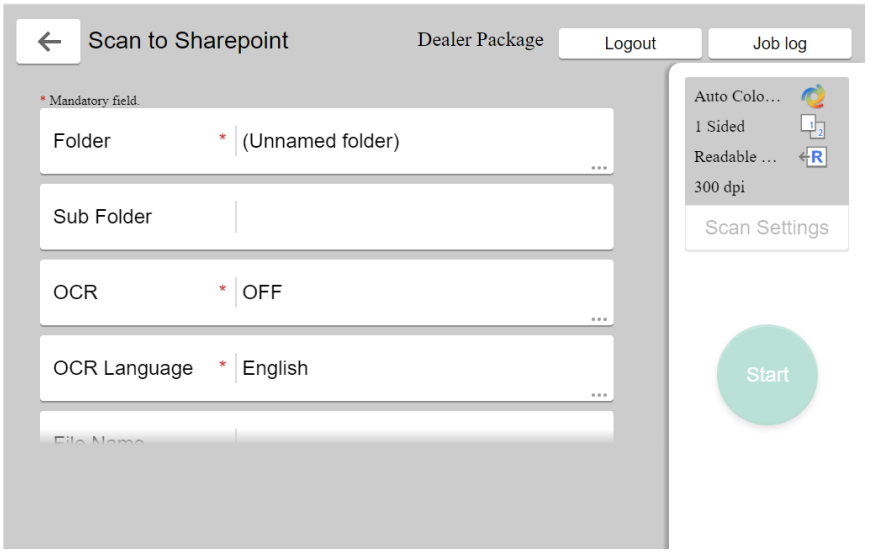
Supports these values: English, French, Spanish, Portuguese Brazilian

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

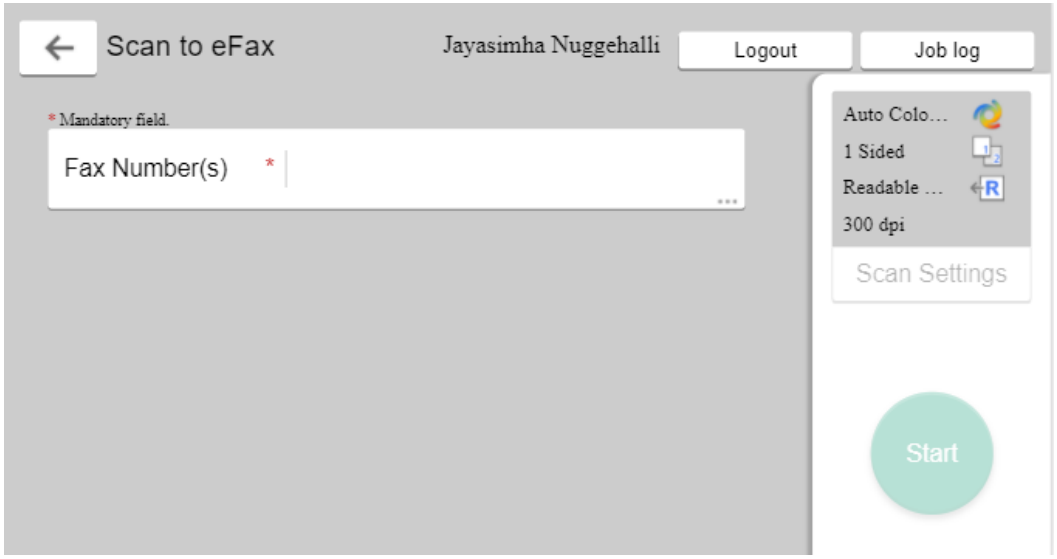


57 Scan to eFax

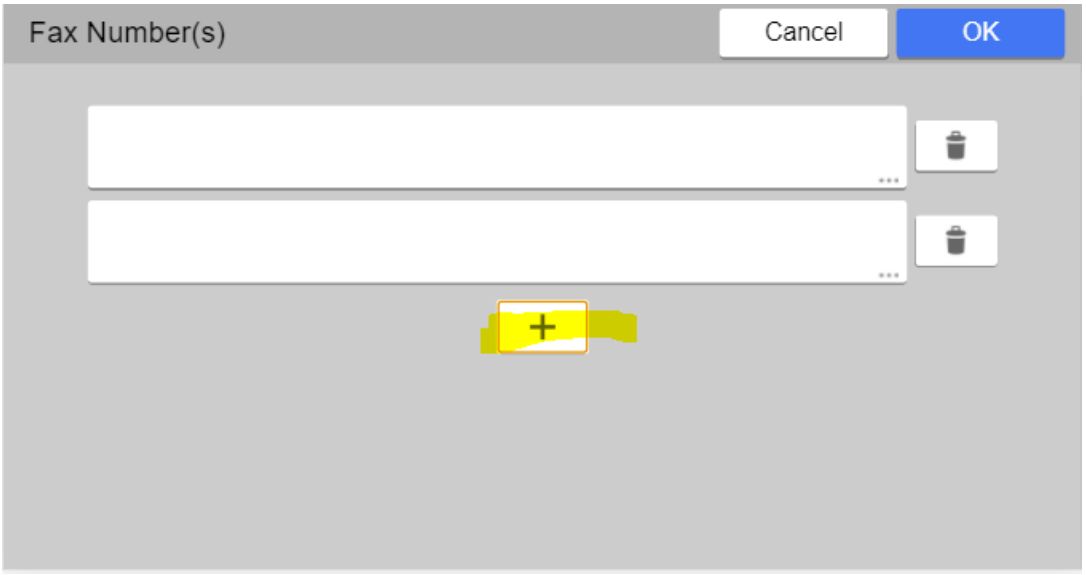
Following settings are available:

A. Fax Number

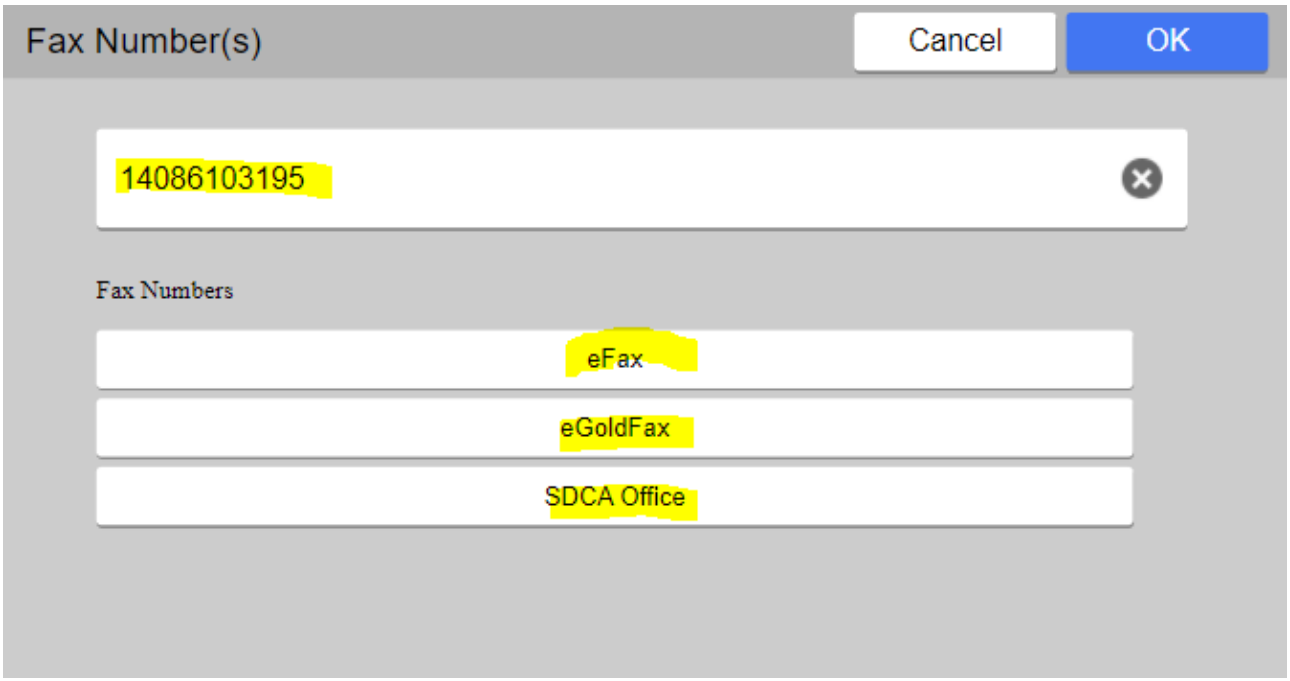
Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



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



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



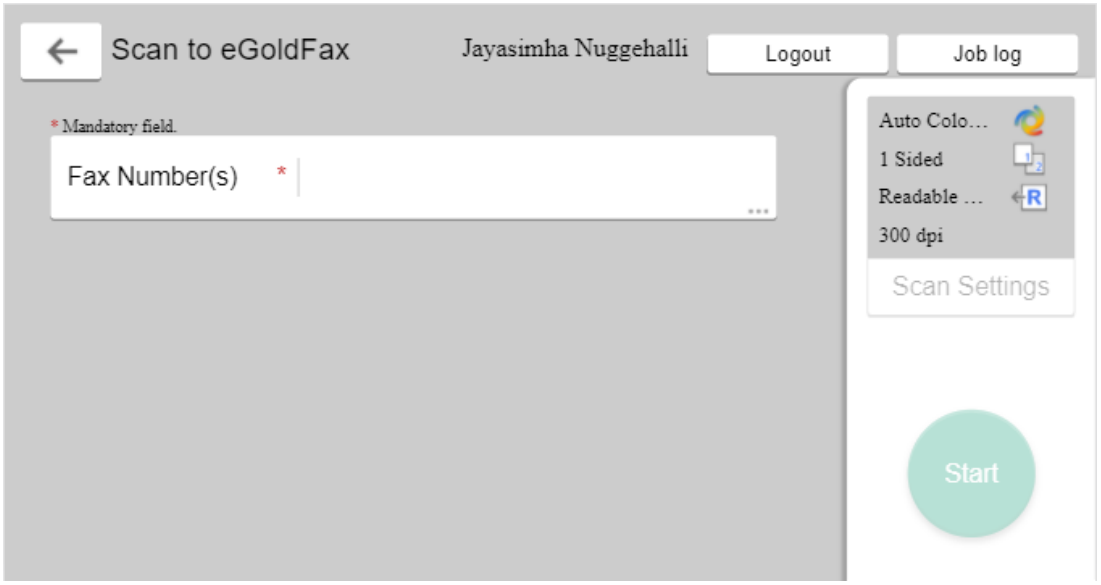
User Can select a Label from dictionary or enter number.

58 Scan to eGoldFax

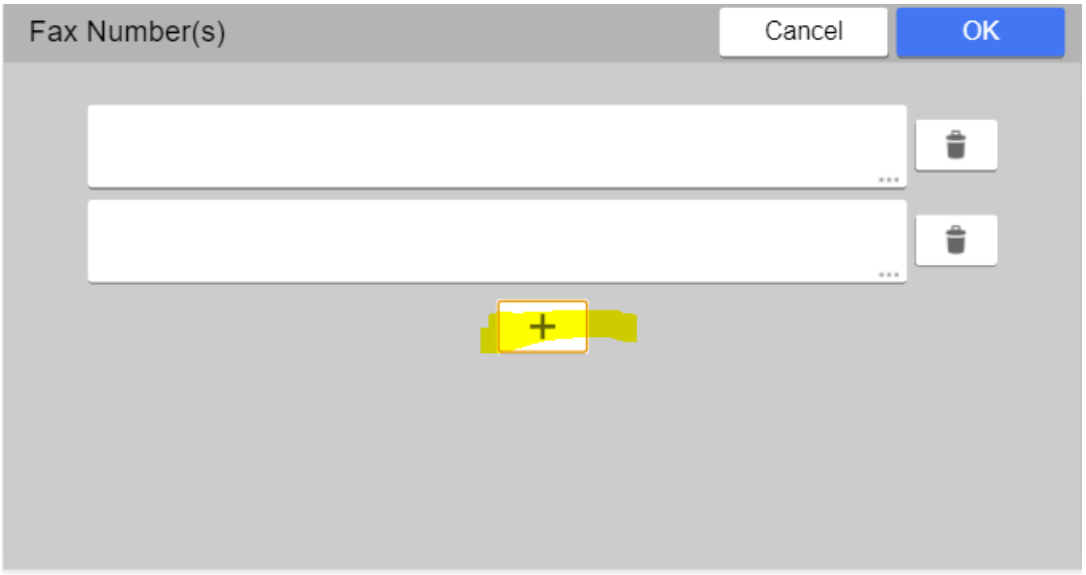
Following settings are available:

A. Fax Number

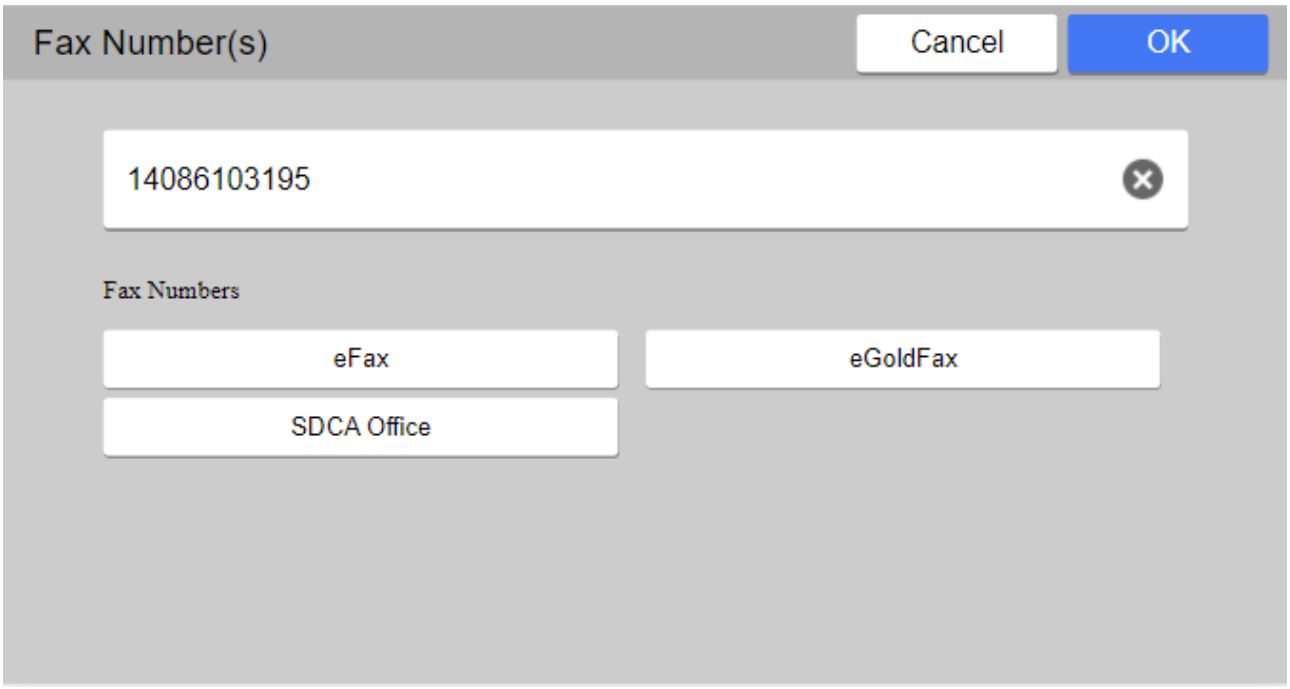
Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



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



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



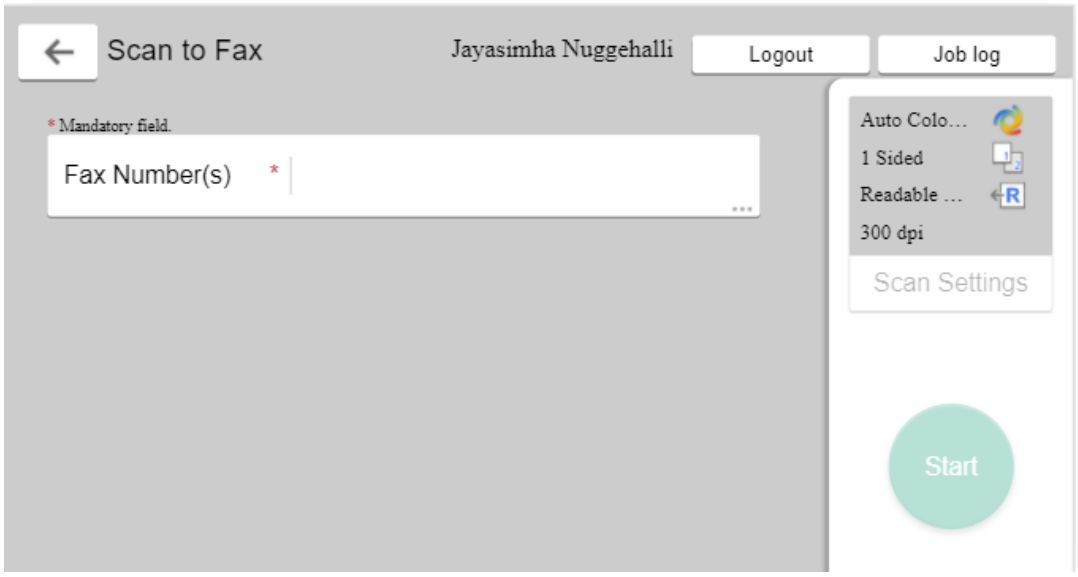
User Can select a label from dictionary or enter number.

59 Scan to Fax

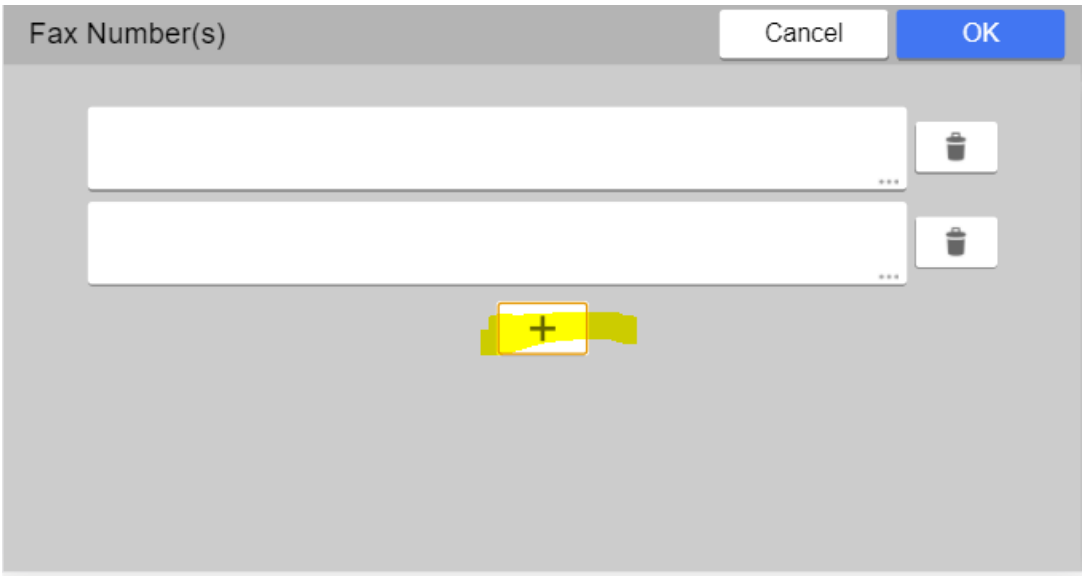
Following settings are available:

1. Fax Number

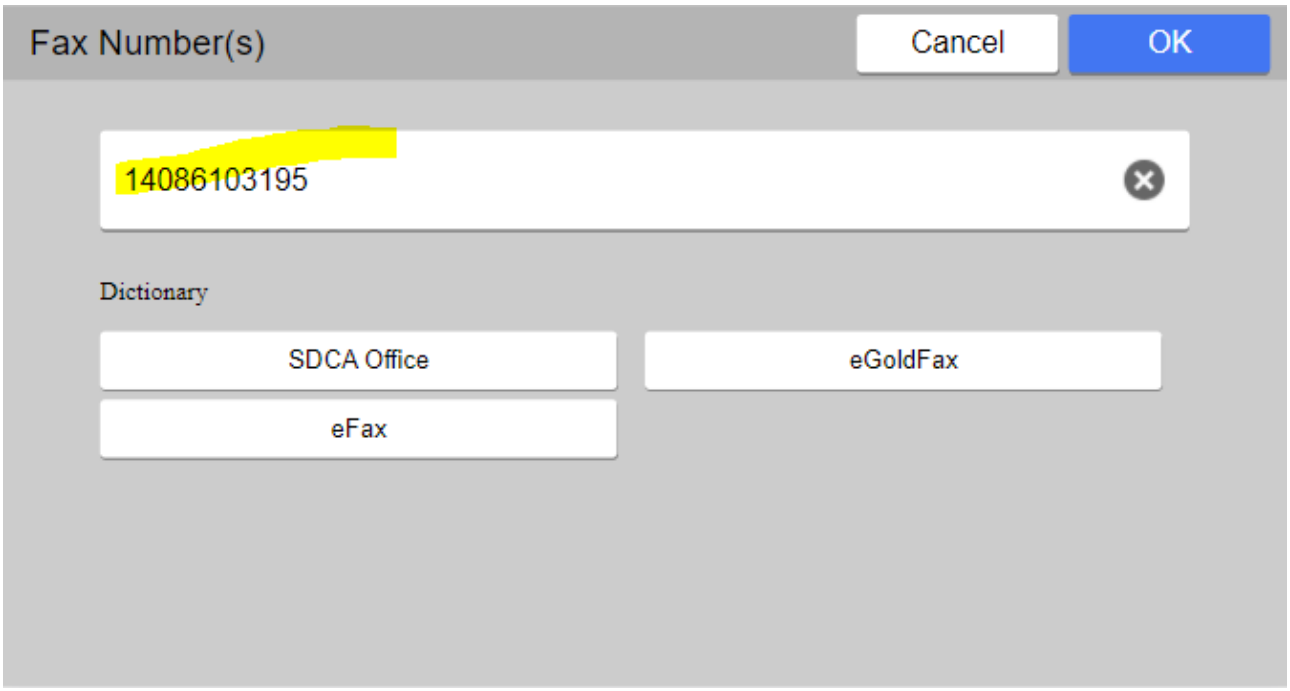
Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



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



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



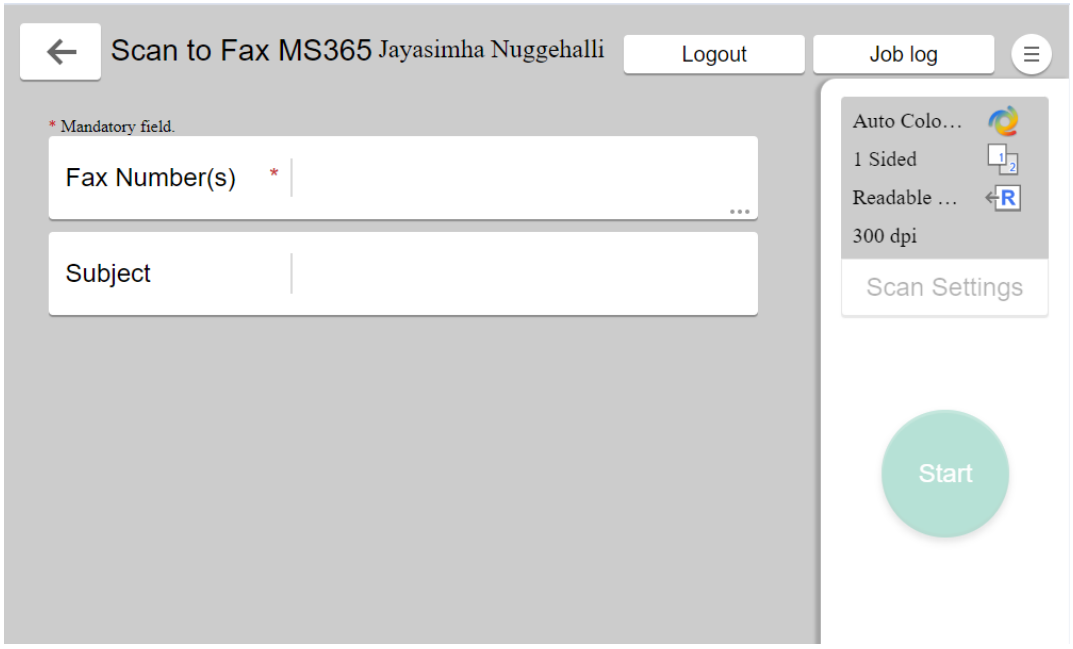
User Can select a Label from dictionary or enter number.

60 Scan to Fax MS365

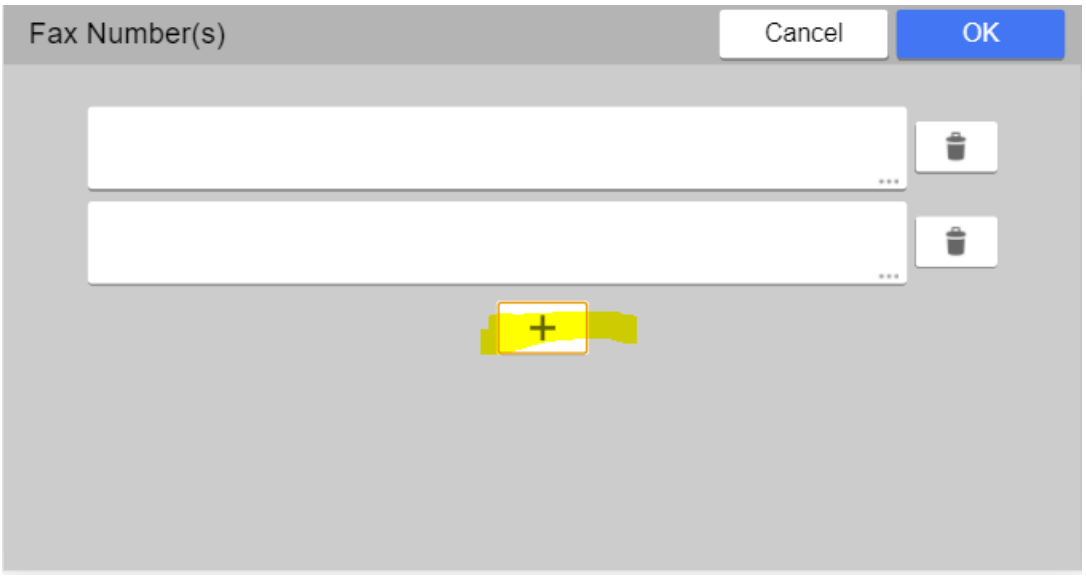
Following settings are available:

1. Fax Number

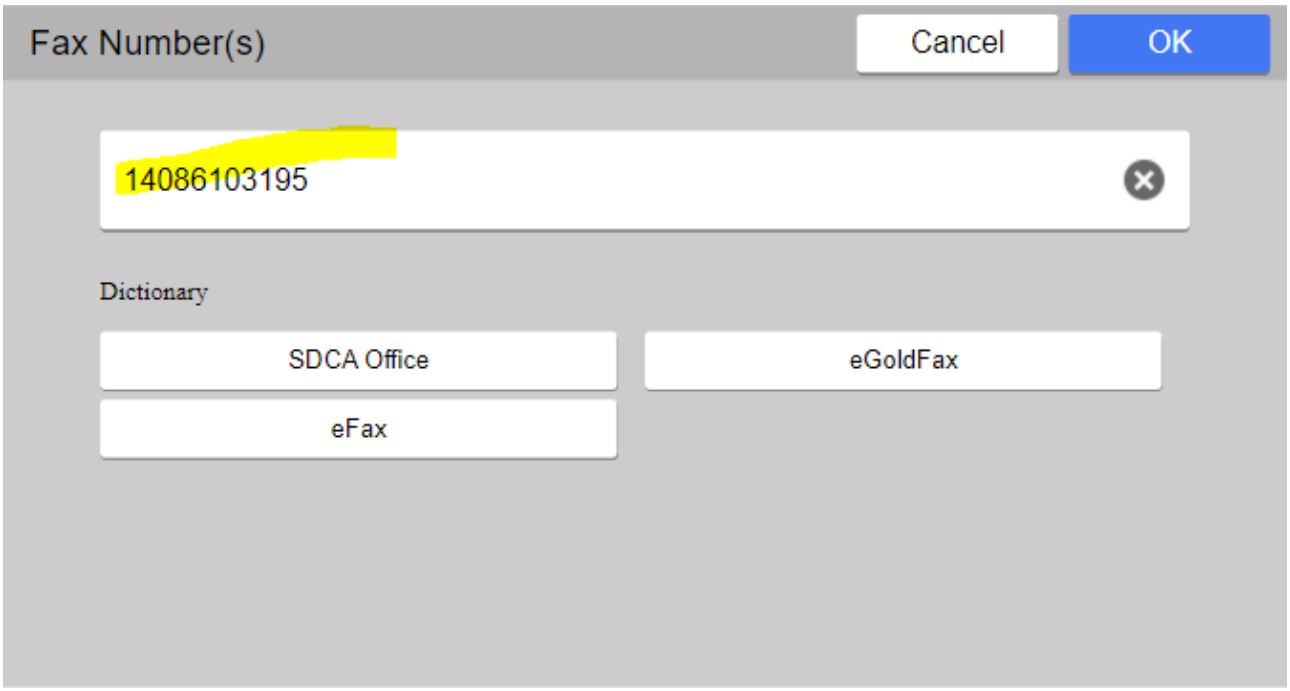
Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



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



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



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, PDFA, Word, Excel

D. OCR Language

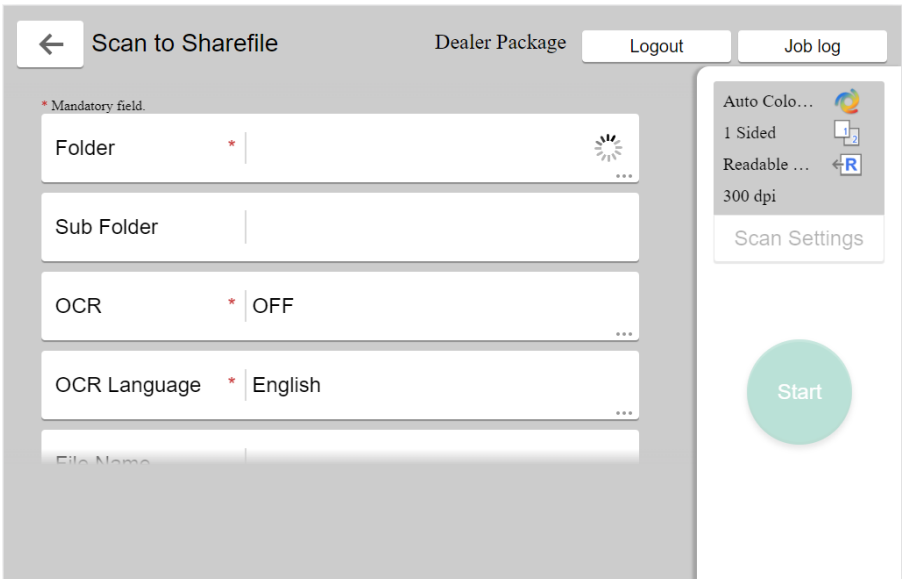
Supports these values: English, French, Spanish, Portuguese Brazilian

E. File Name

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

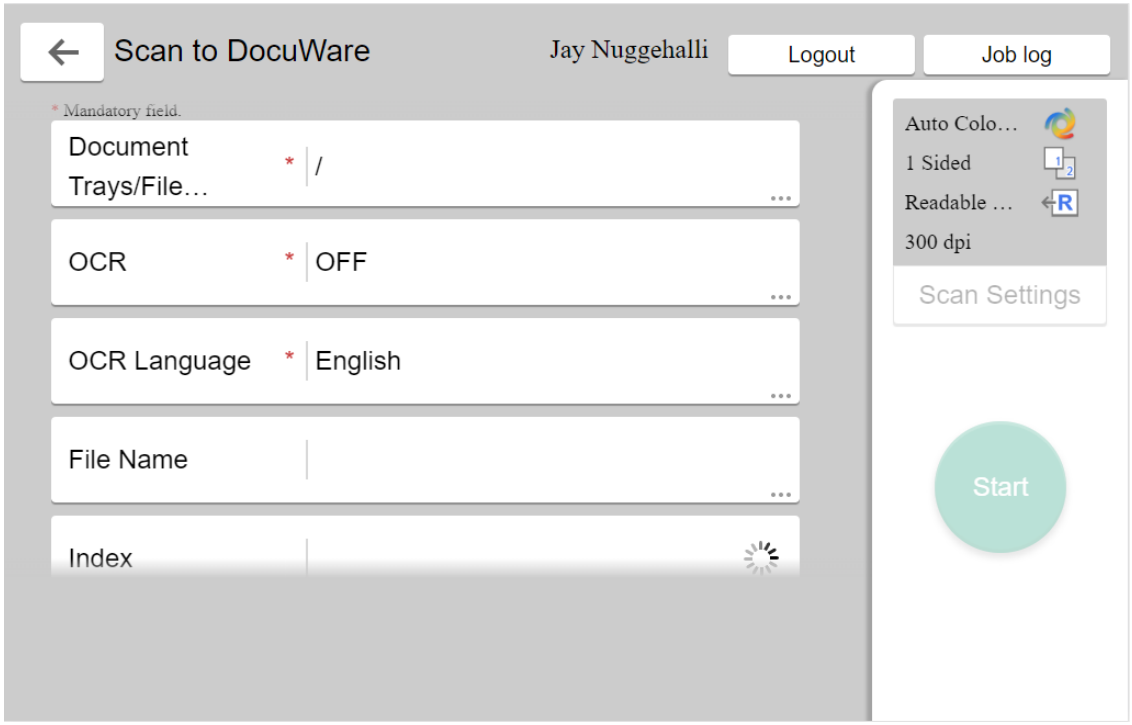
F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



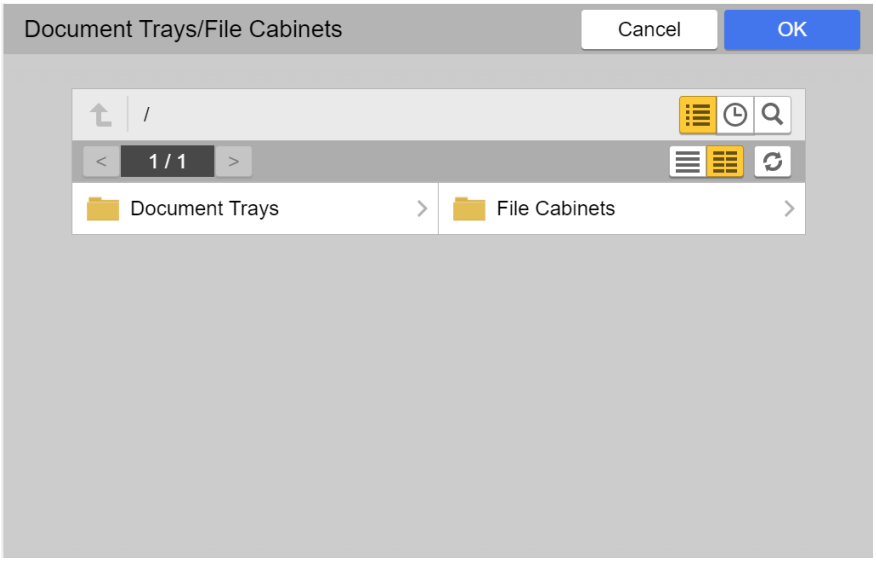
62 Scan to DocuWare

Following settings are available:

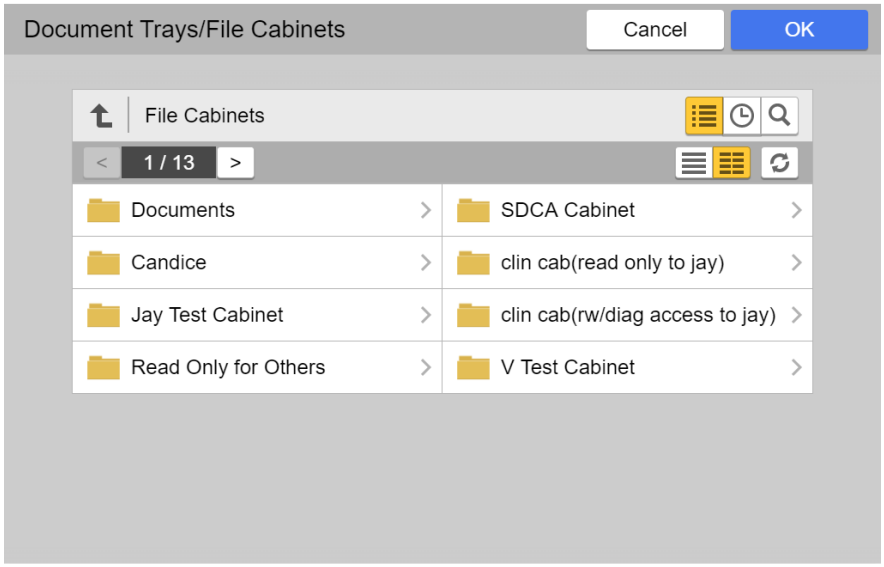


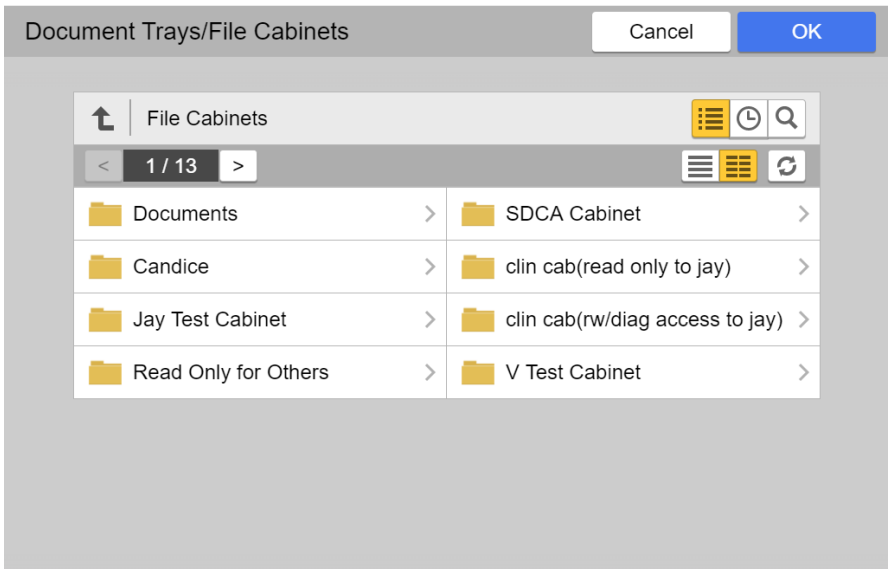
A. Document Tray/File Cabinet

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

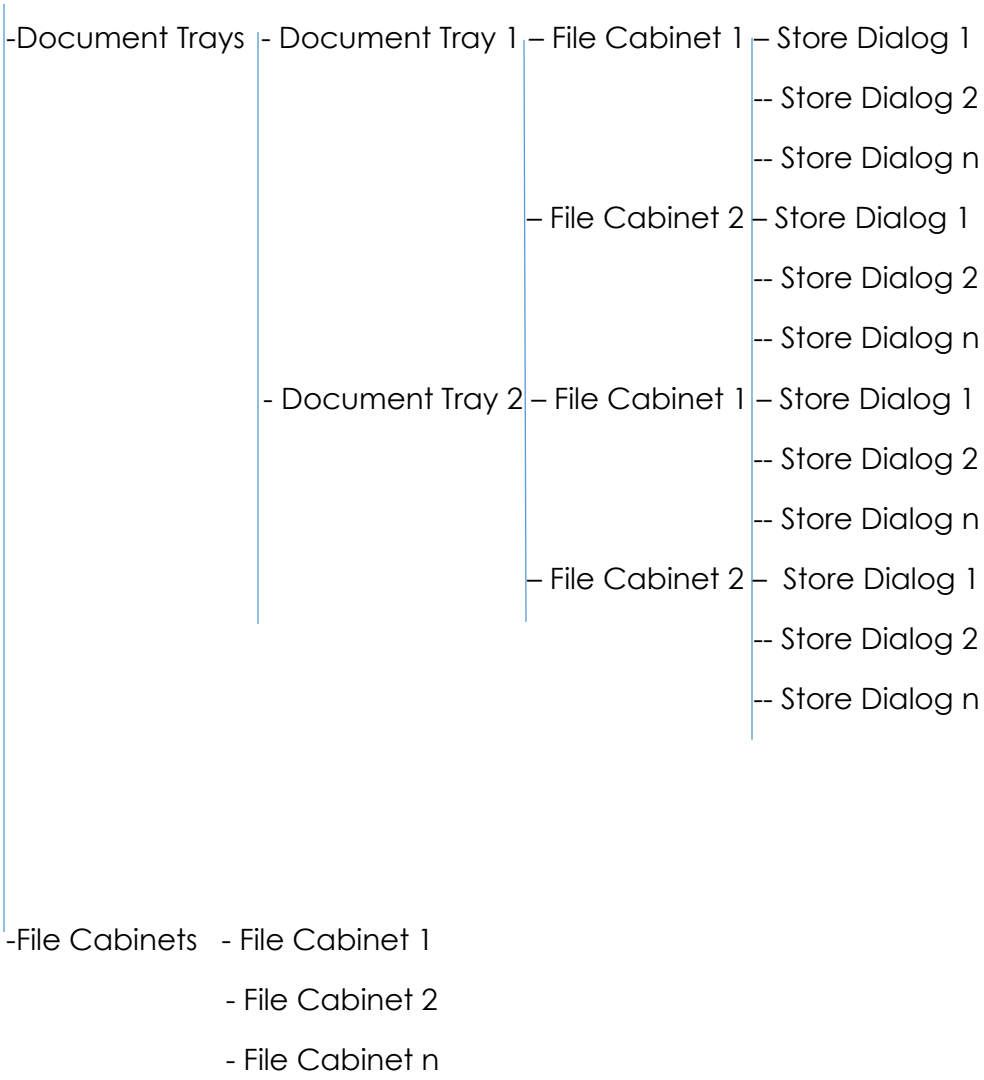


At root level 'Document Trays' and 'File Cabinets' are displayed. These are virtual folders and not selectable. Touch on 'Document Tray' or 'File Cabinets' to list Tray or Cabinets respectively.


Document Trays/File Cabinets
Cancel
OK
File Cabinets
1 / 13
Documents
Candice
Jay Test Cabinet
Read Only for Others
SDCA Cabinet
clin cab(read only to jay)
clin cab(rw/diag access to jay)
V Test Cabinet

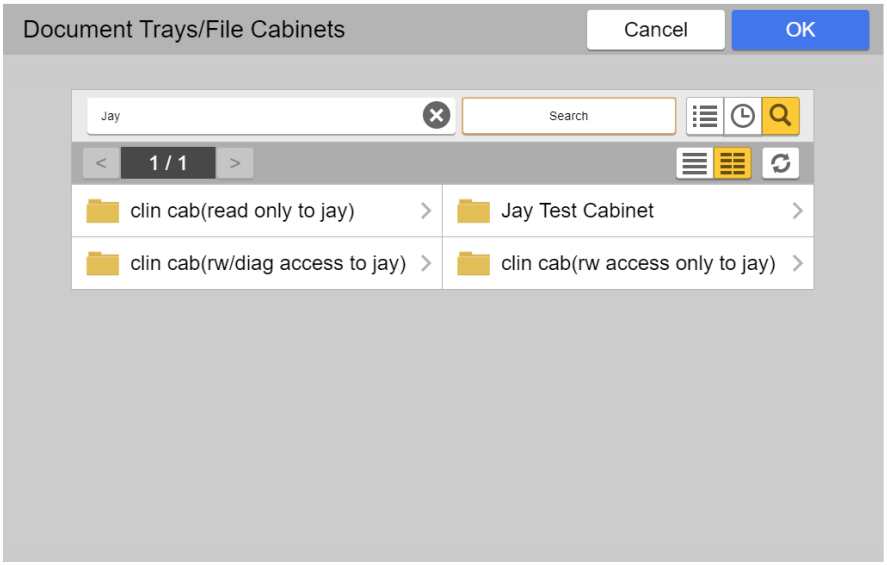

Document Trays/File Cabinets
Cancel
OK
File Cabinets
1 / 13
Documents
Candice
Jay Test Cabinet
Read Only for Others
SDCA Cabinet
clin cab(read only to jay)
clin cab(rw/diag access to jay)
V Test Cabinet

Here is the Hierarchy of Document Tray/File Cabinets



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

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



B. OCR

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

C. OCR Language

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

D. File Name

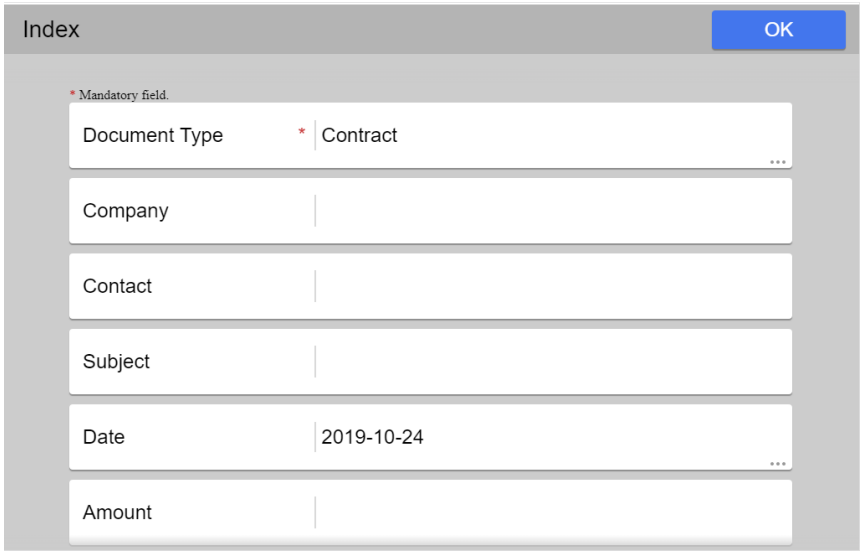
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

E. Remove Blank Page

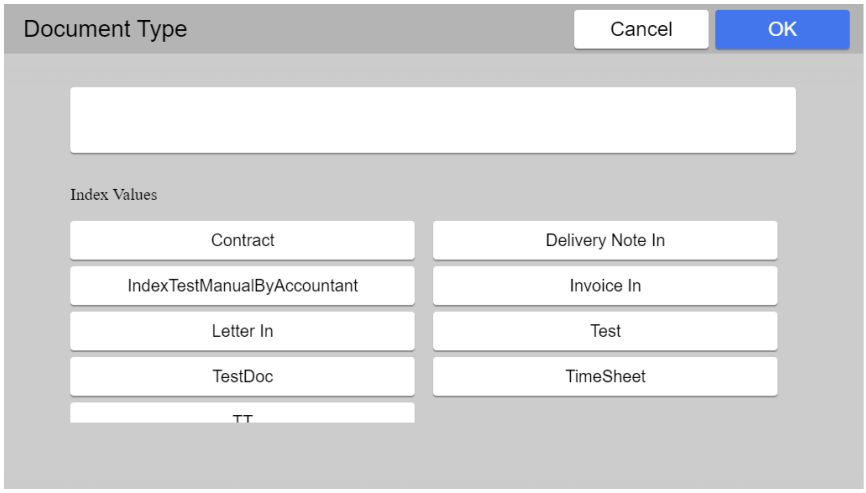
Workflow supports Blank Page Removal. Values: OFF, ON

F. Index

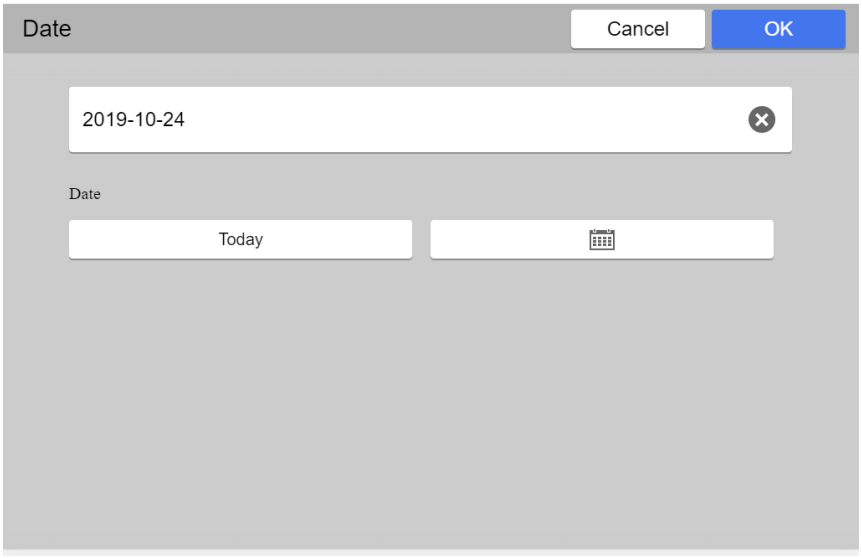
Based on the selected Document Tray or Cabinet, index fields are displayed. User can set the index values after touching the area next to index.



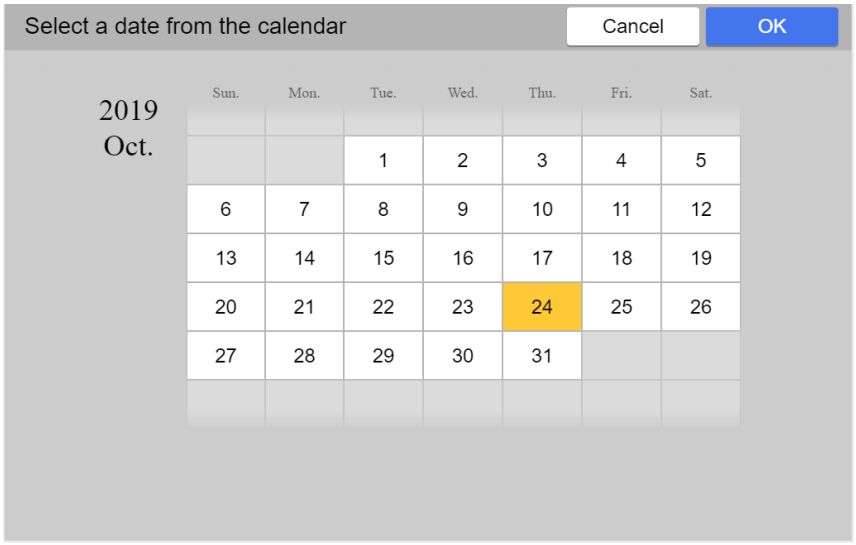
Sample Index Fields. Index fields depends on the Document Tray or Cabinet selected.



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

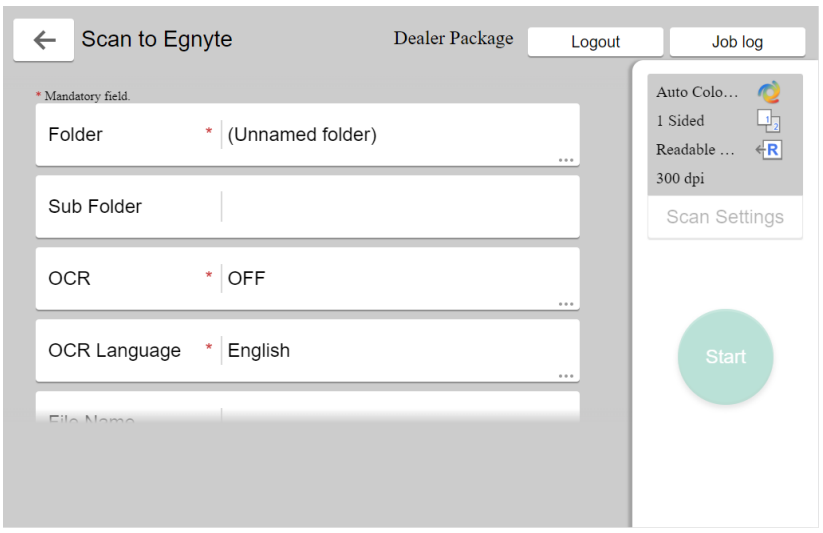
Supports these values: English, French, Spanish, Portuguese Brazilian

E. File Name

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

F. Remove Blank Page

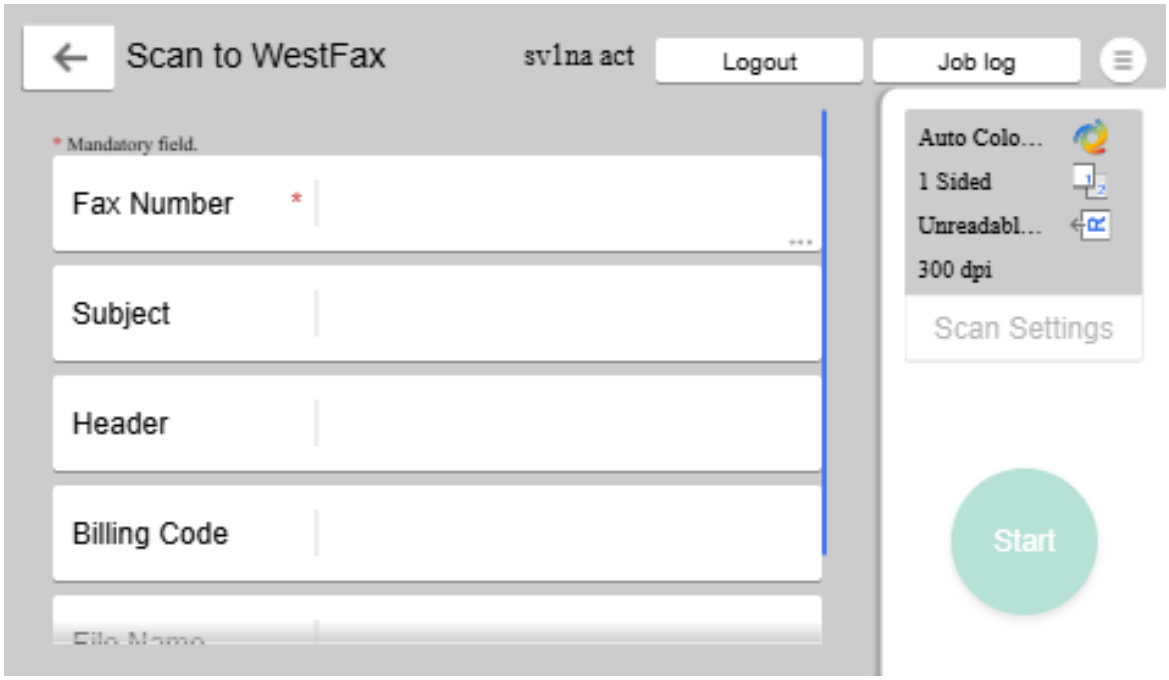
Workflow supports Blank Page Removal. Values: OFF, ON



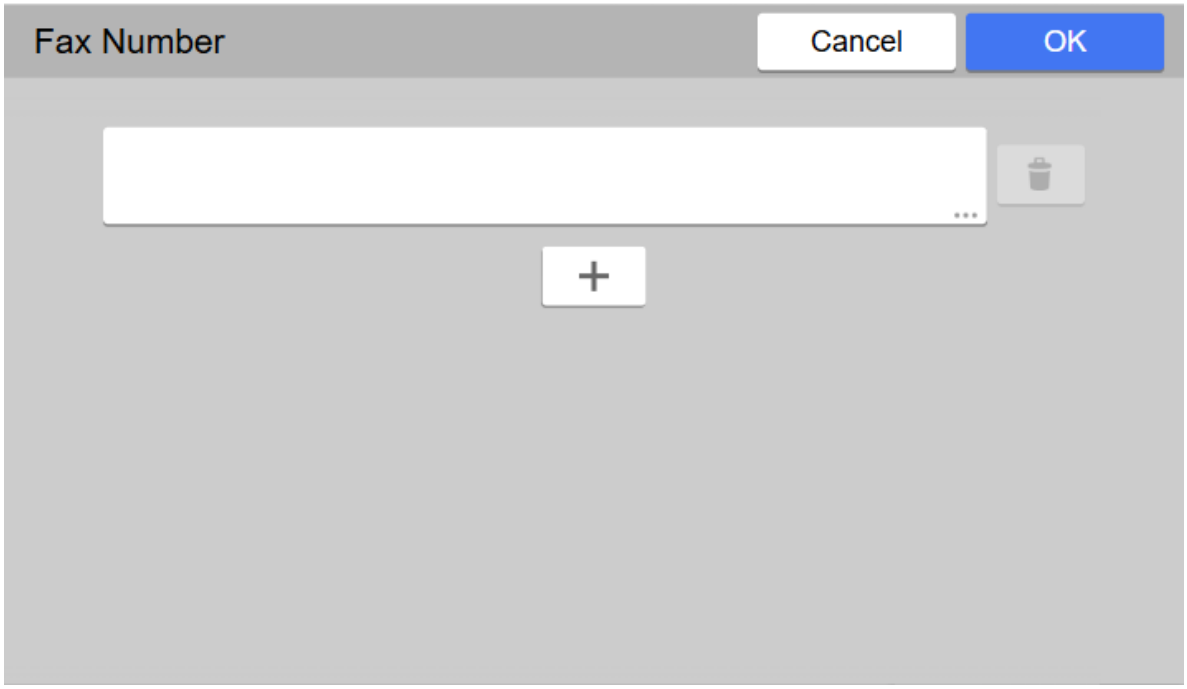
64 Scan to WestFax

Following settings are available:

A. Fax Number

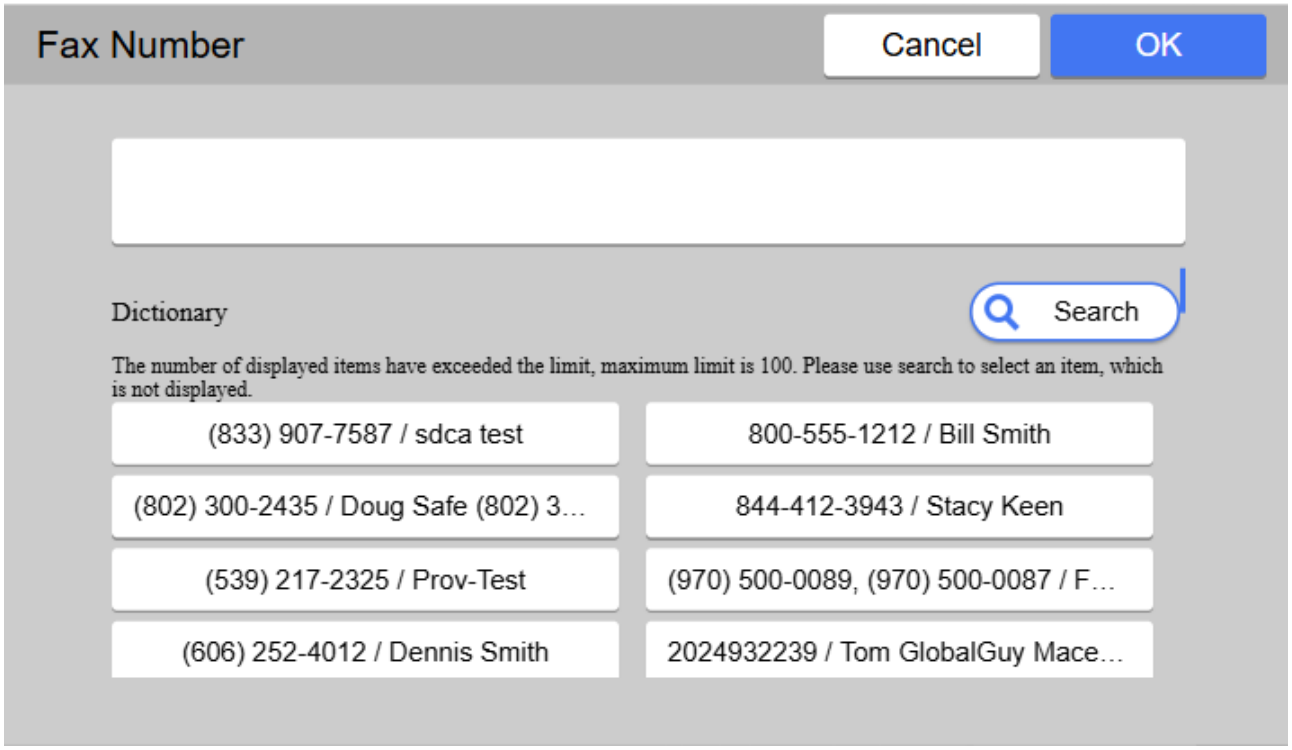


Touch on box next to Fax Number following Screen will be displayed

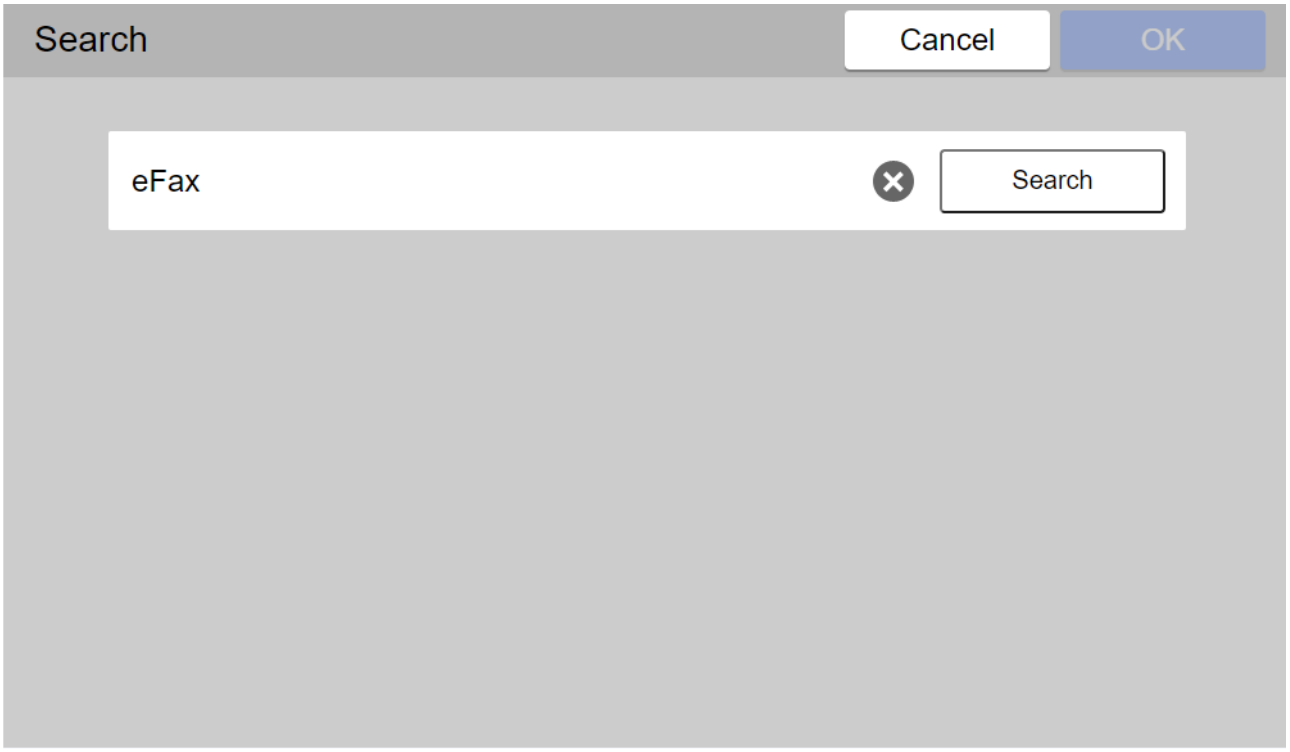


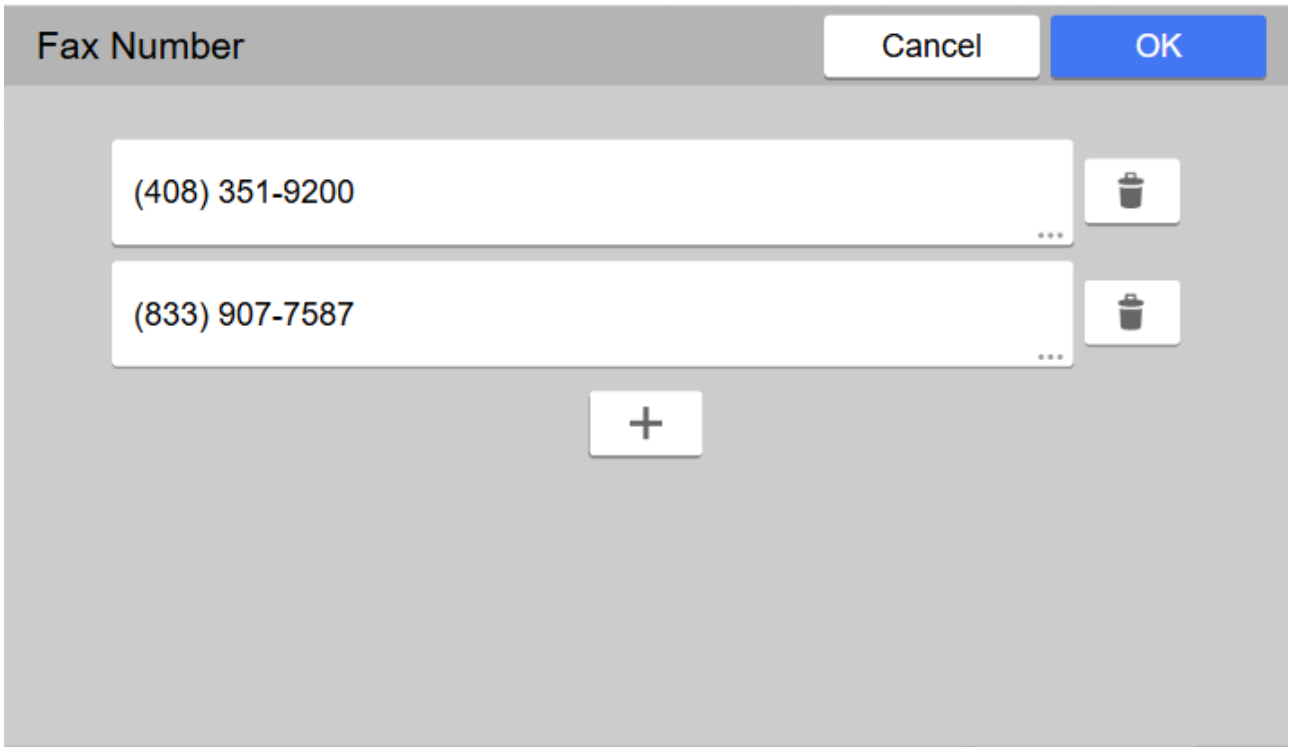
'+' will add one more Fax Number box, this will help sending fax to two different numbers at the same time.

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

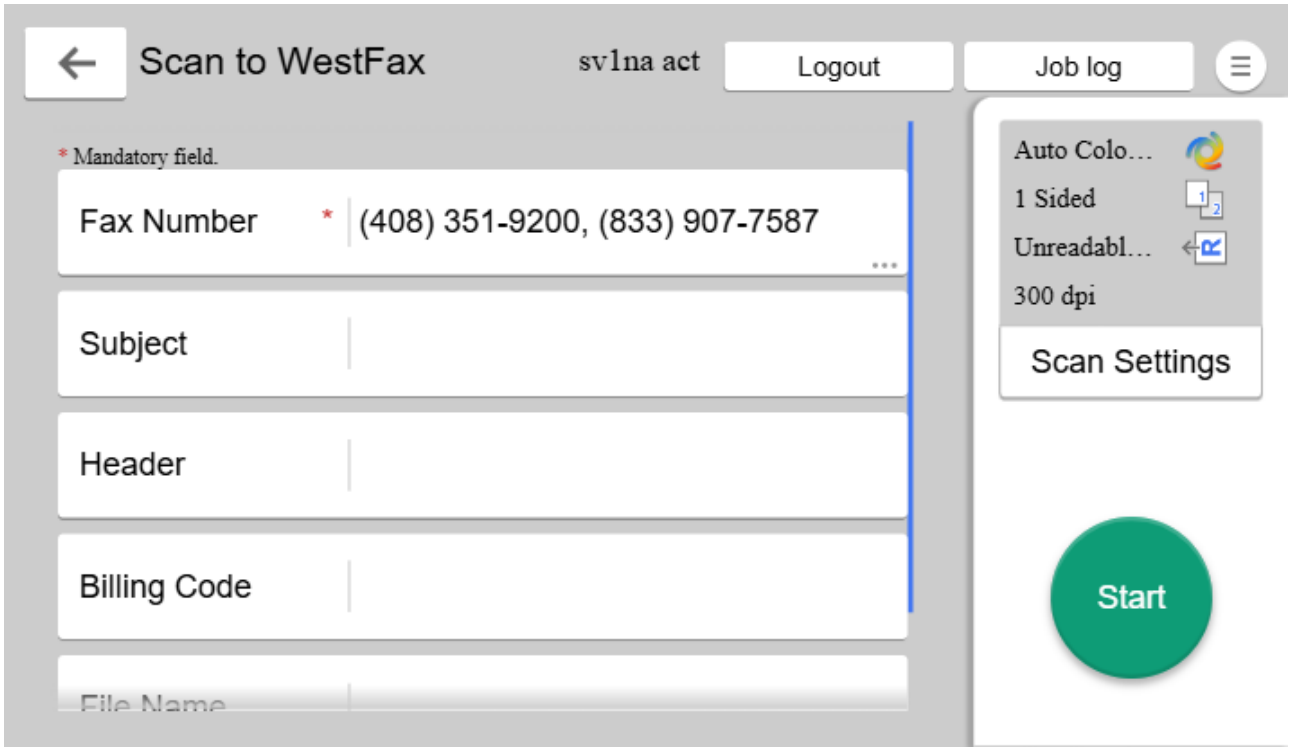


User can also manually input fax number or select a fax number from address book. Address book shows up to 100 numbers, if the Address Book on the Server contains more than 100 numbers, use 'Search' option to find a number.



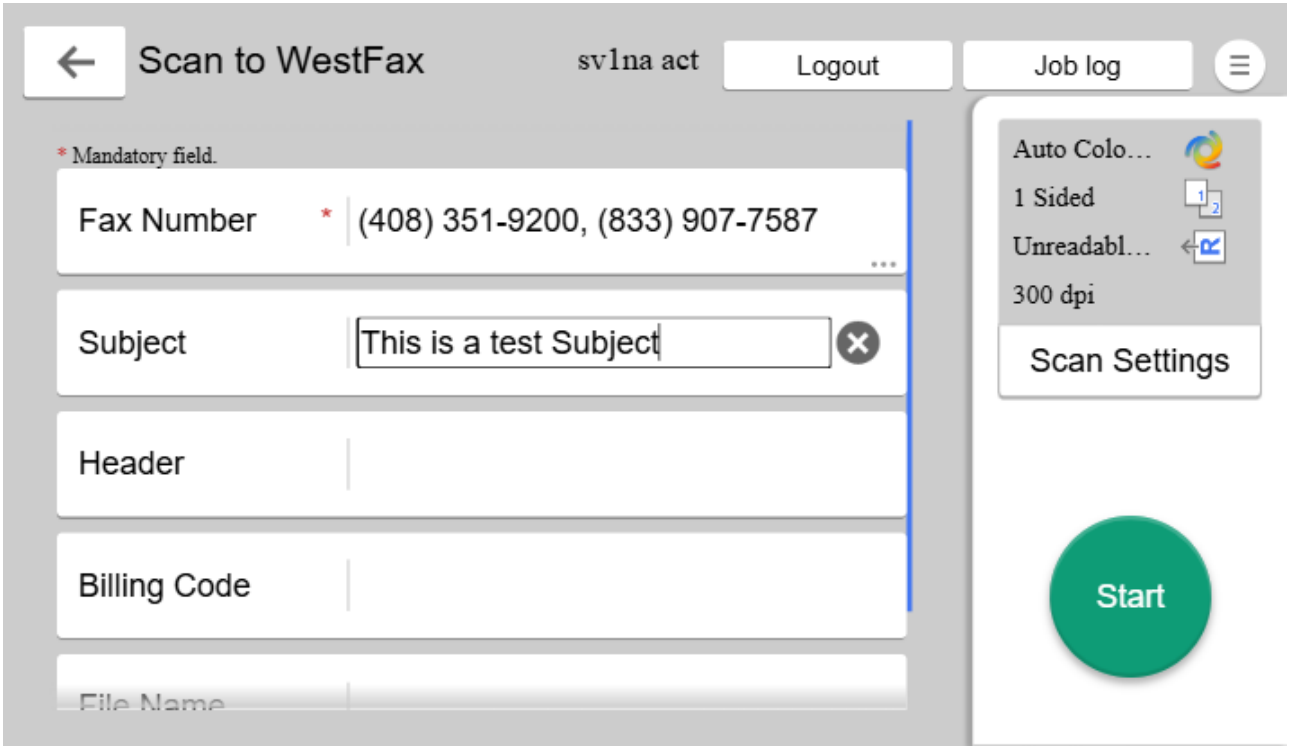


Screen showing two fax number entries.



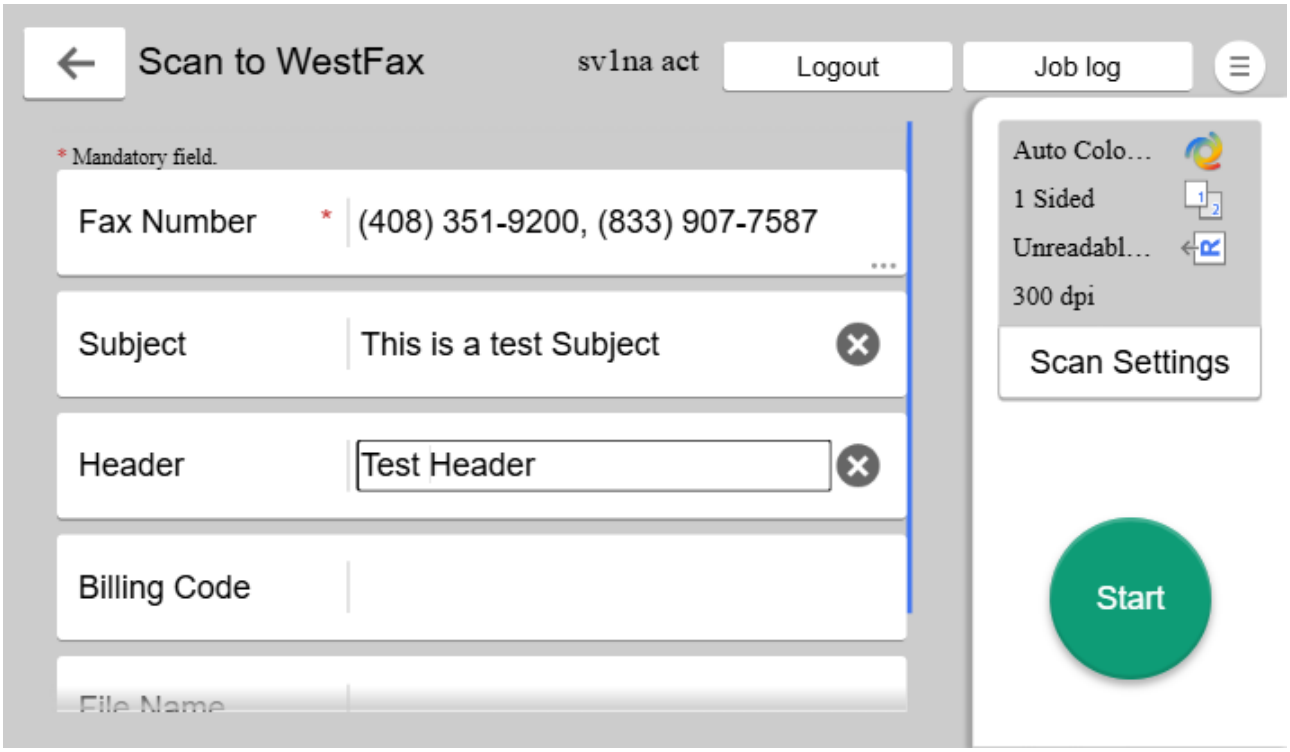
B. Subject

Subject for Fax



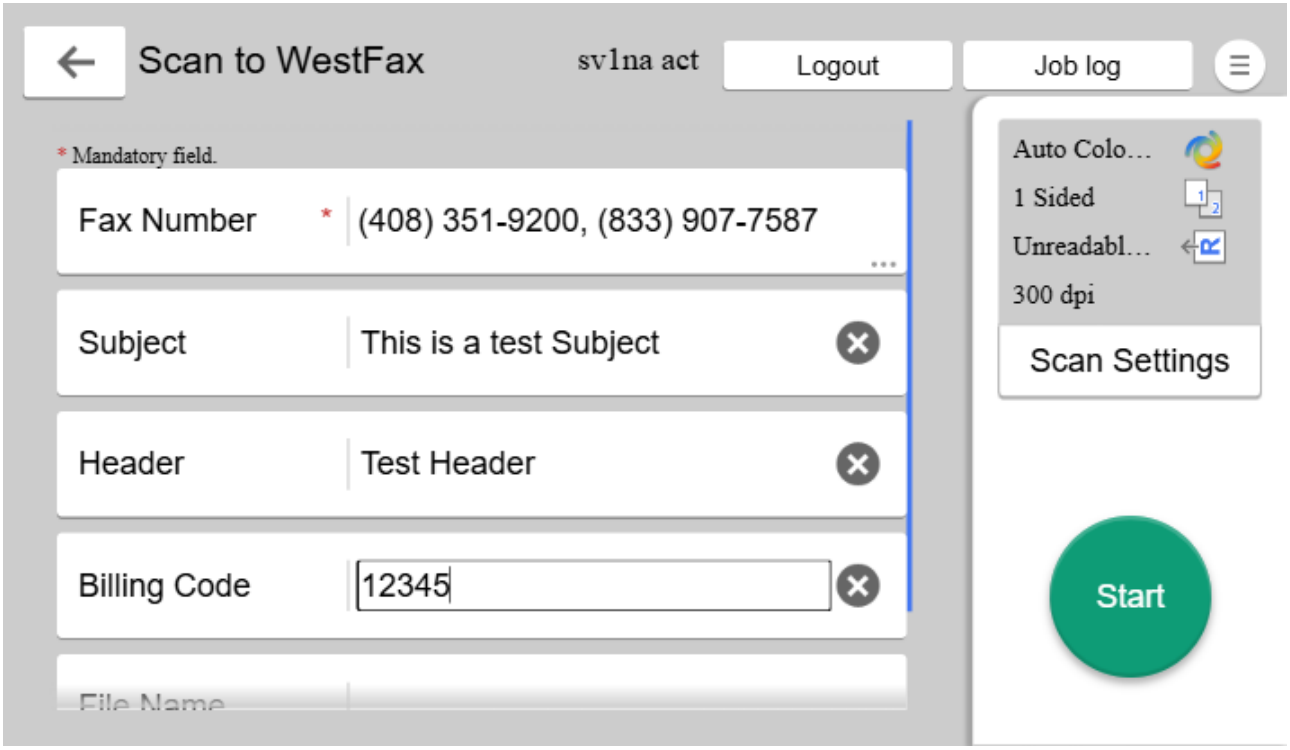
C. Header

Fax Header



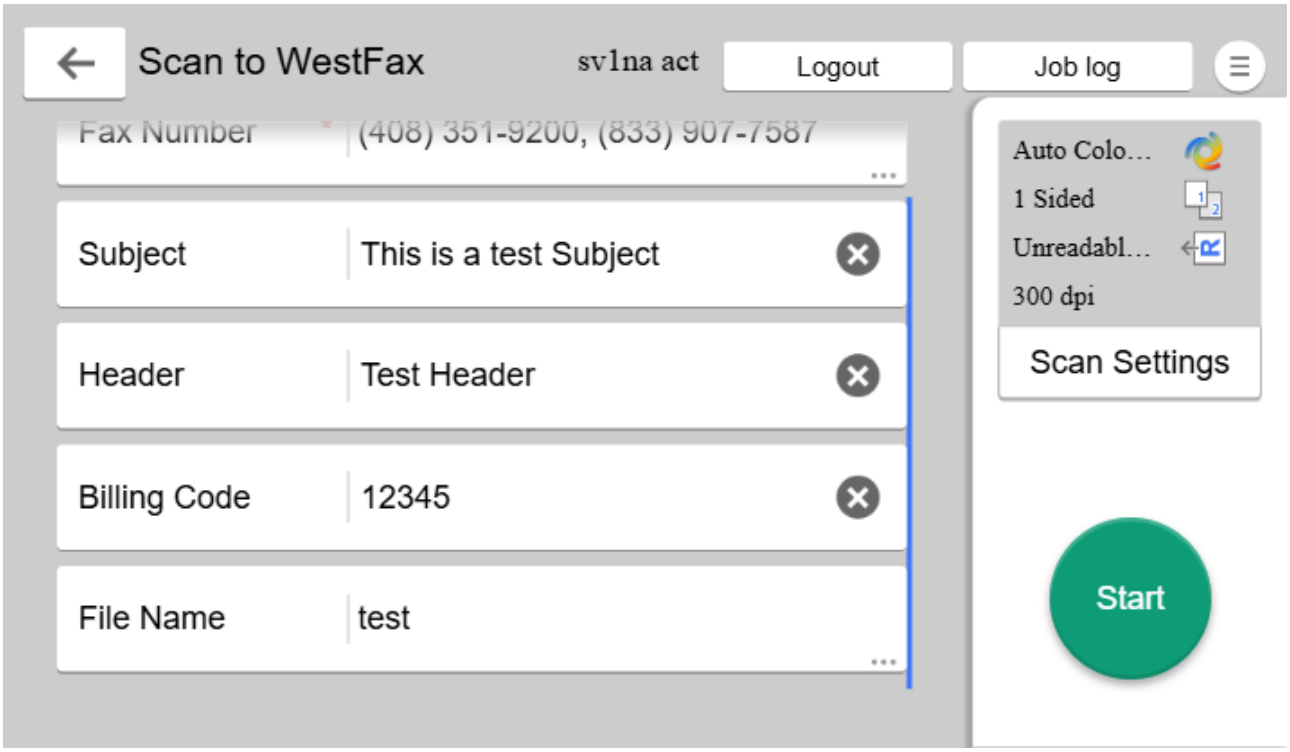
D. Billing Code

Billing Code

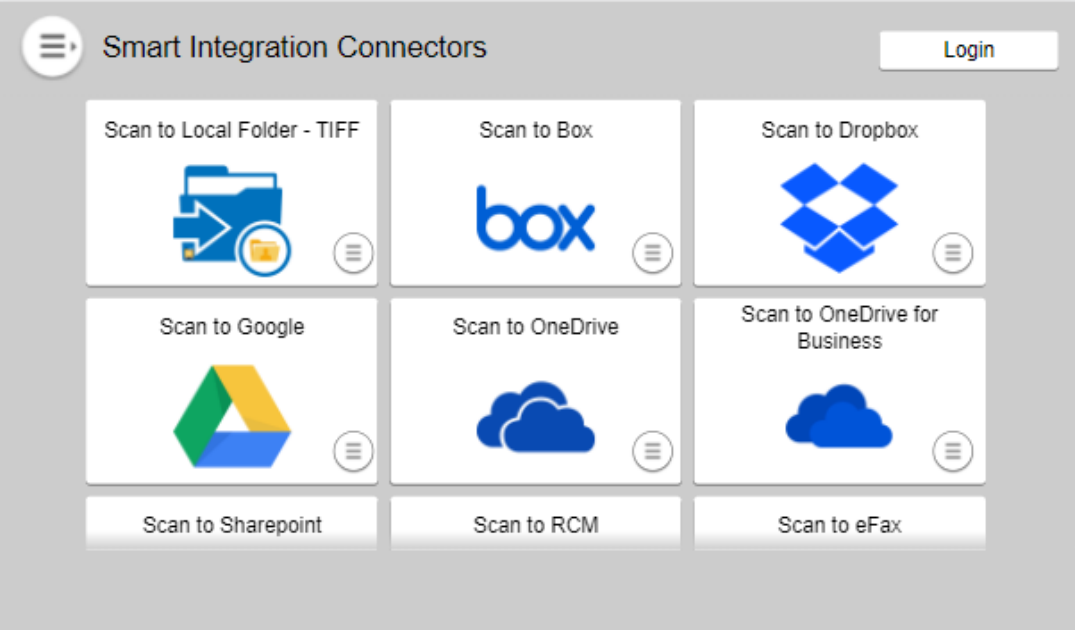


E. File Name

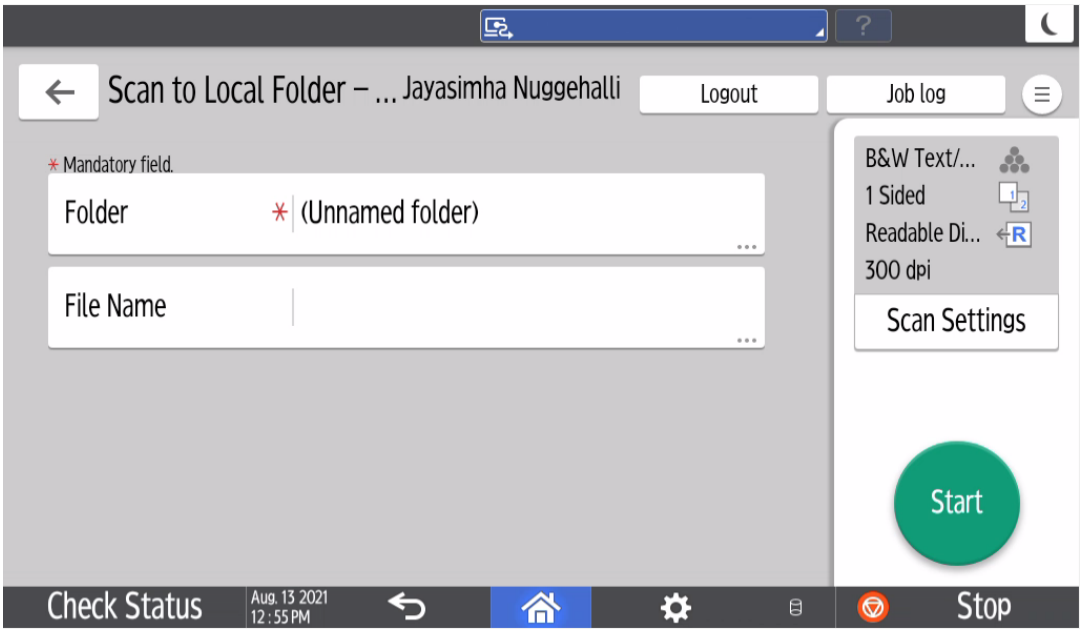
File Name can be entered here



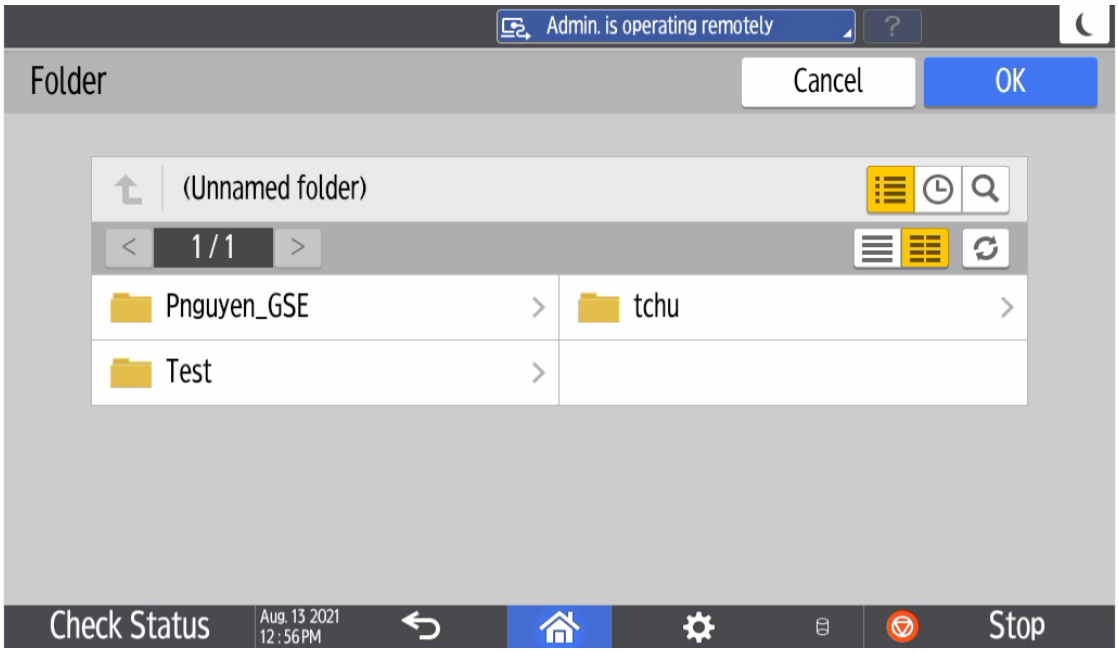
65 Scan to Local Folder - TIFF



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

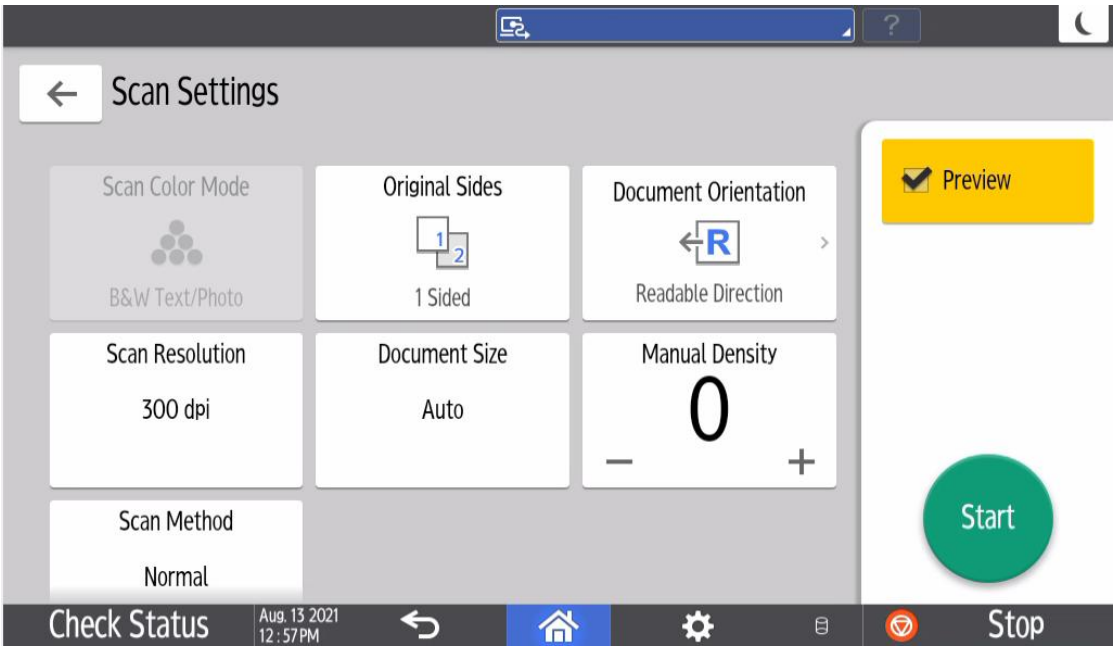


Click on folder to browse and select Folder



Click on 'Scan Settings' to change Scan Settings

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

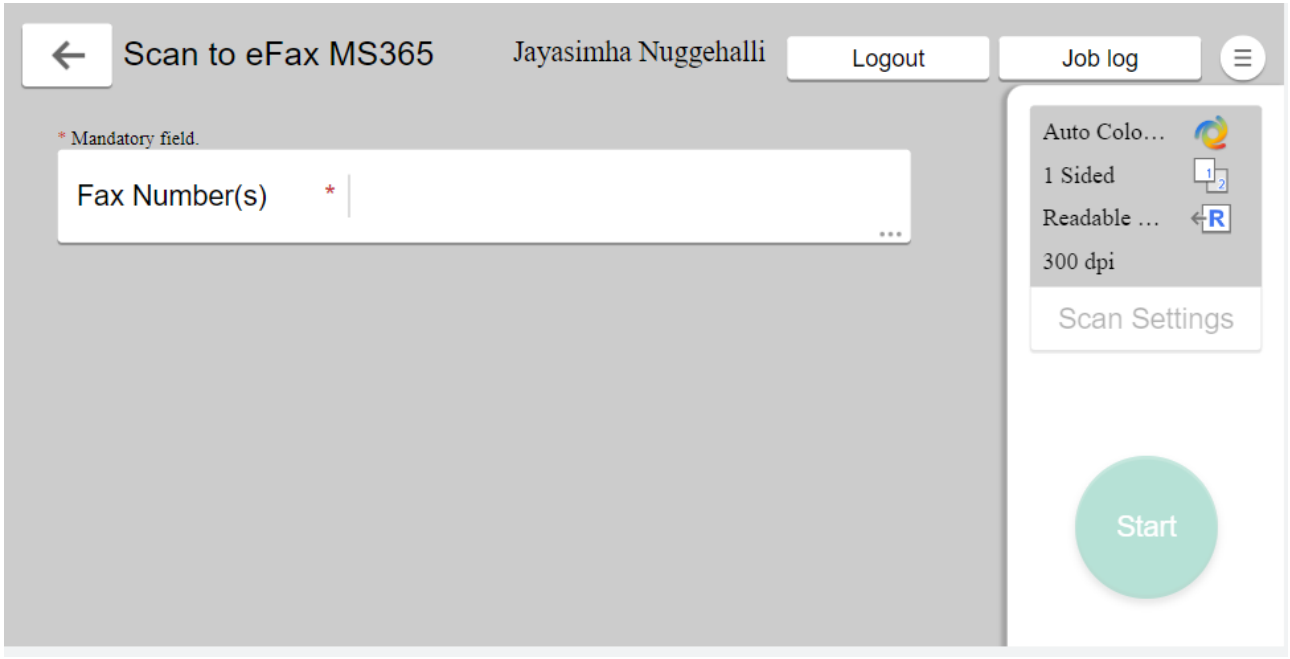


66 Scan to eFax MS365

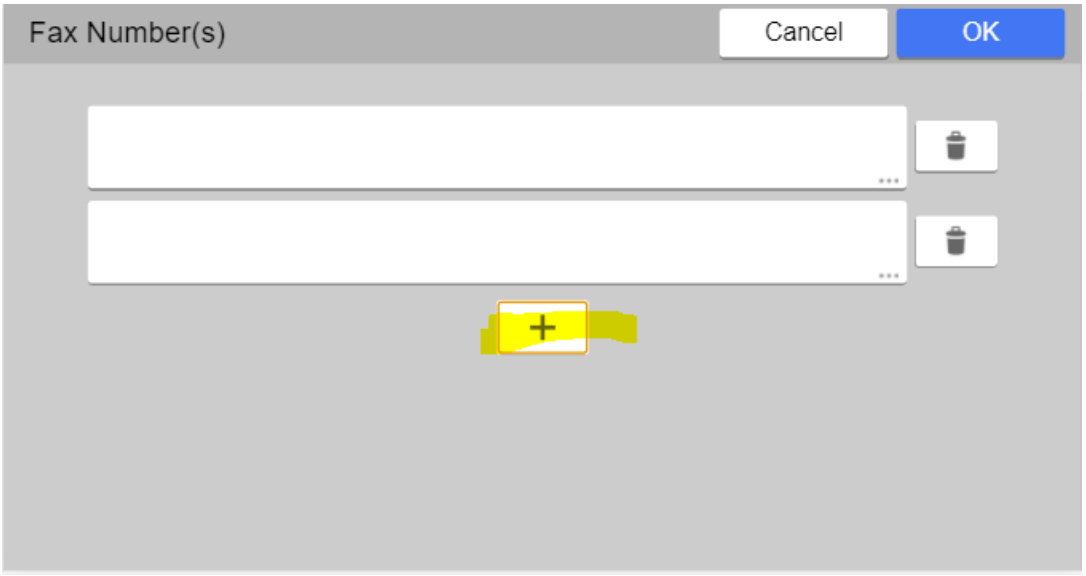
Following settings are available:

A. Fax Number

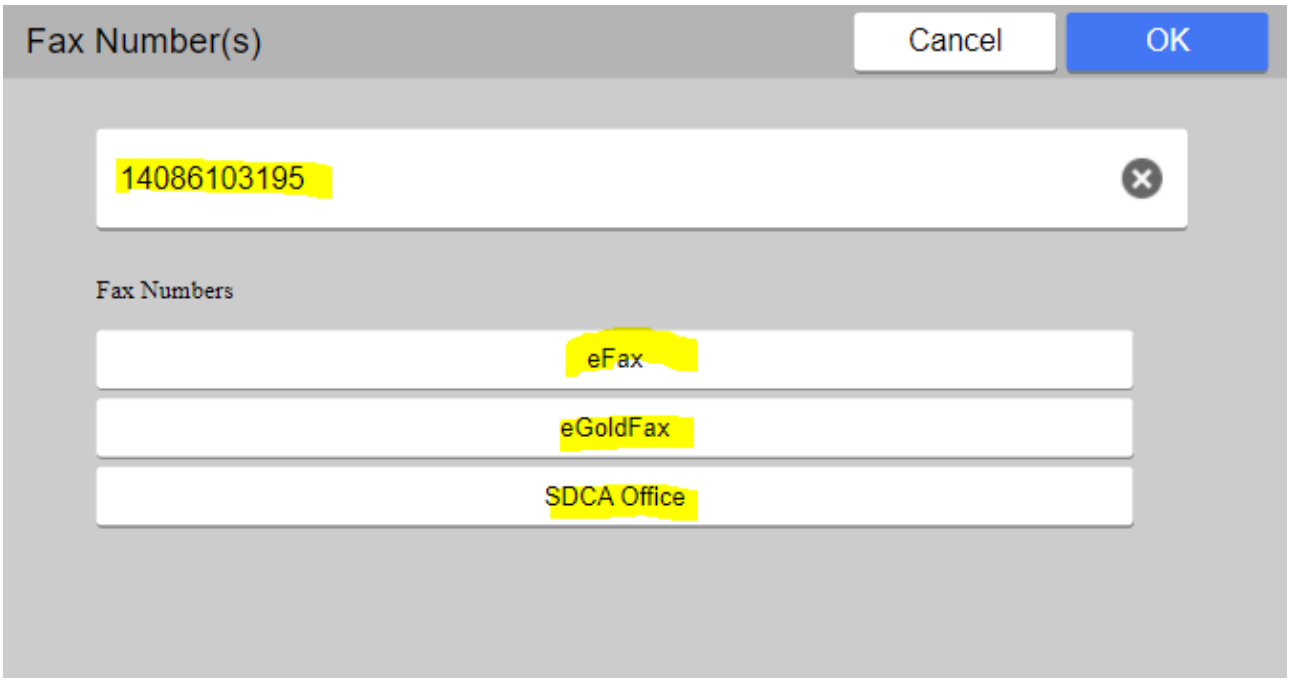
Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



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



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



User Can select a Label from dictionary or enter number.

67 Scan to eGoldFax MS365

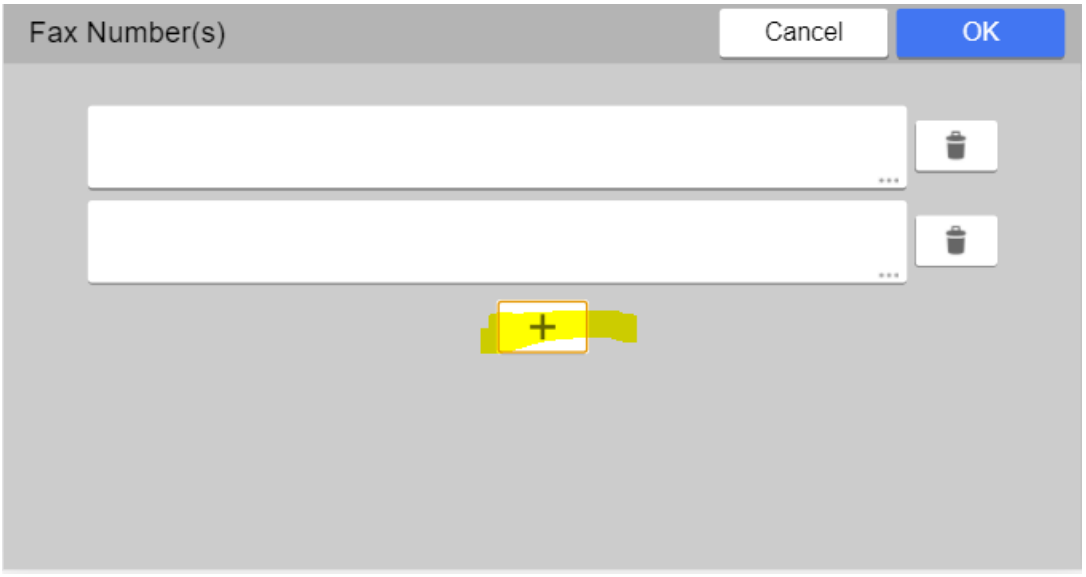
Following settings are available:

A. Fax Number

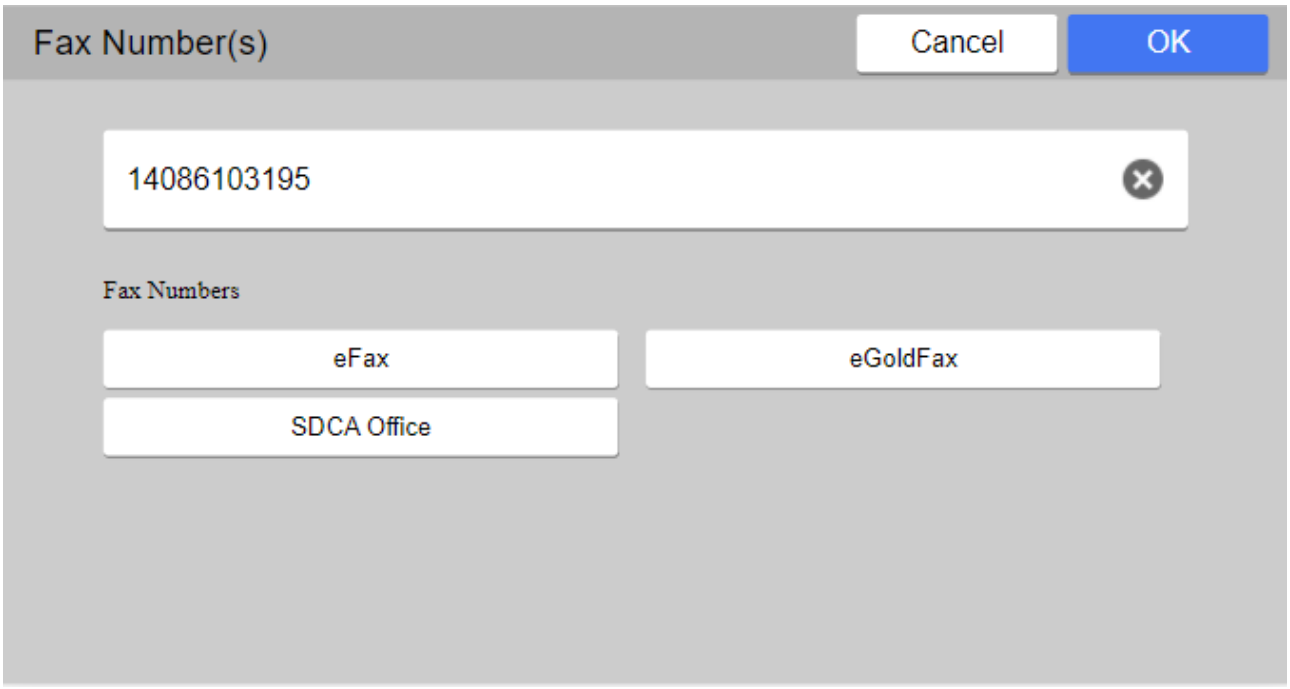
Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



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



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



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, PDFA, Word, Excel

E. OCR Language

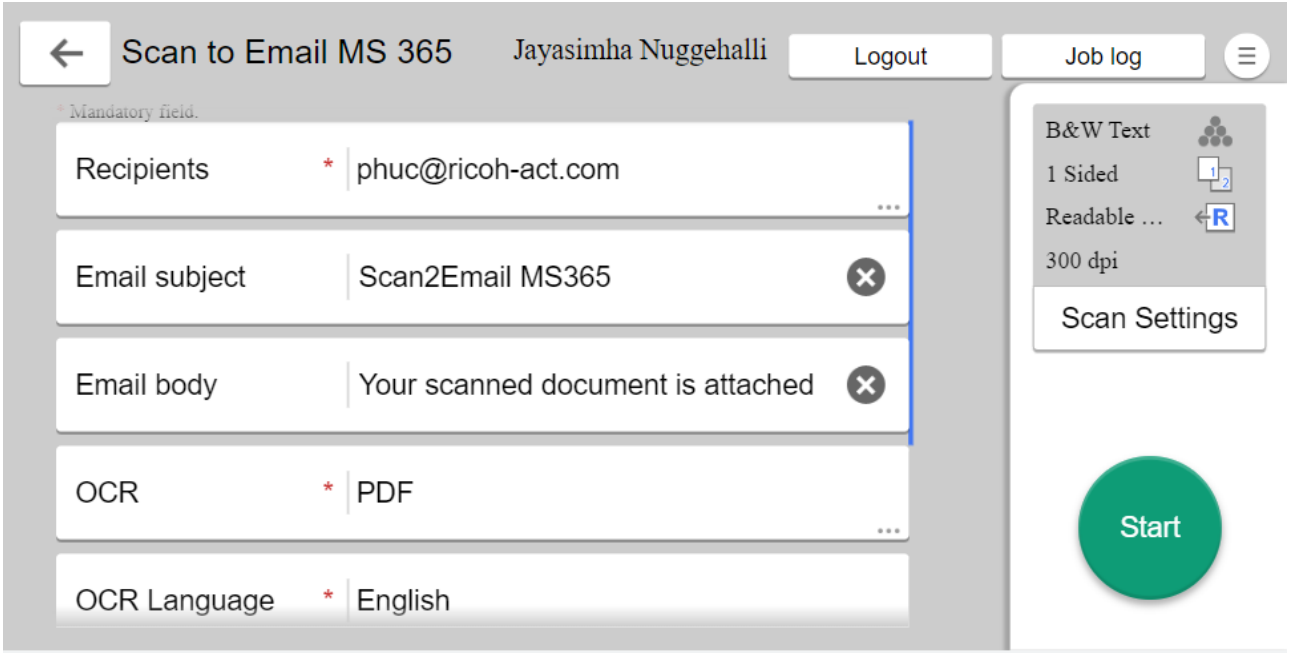
Supports these values: English, French, Spanish, Portuguese Brazilian

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



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, PDFA, Word, Excel

E. OCR Language

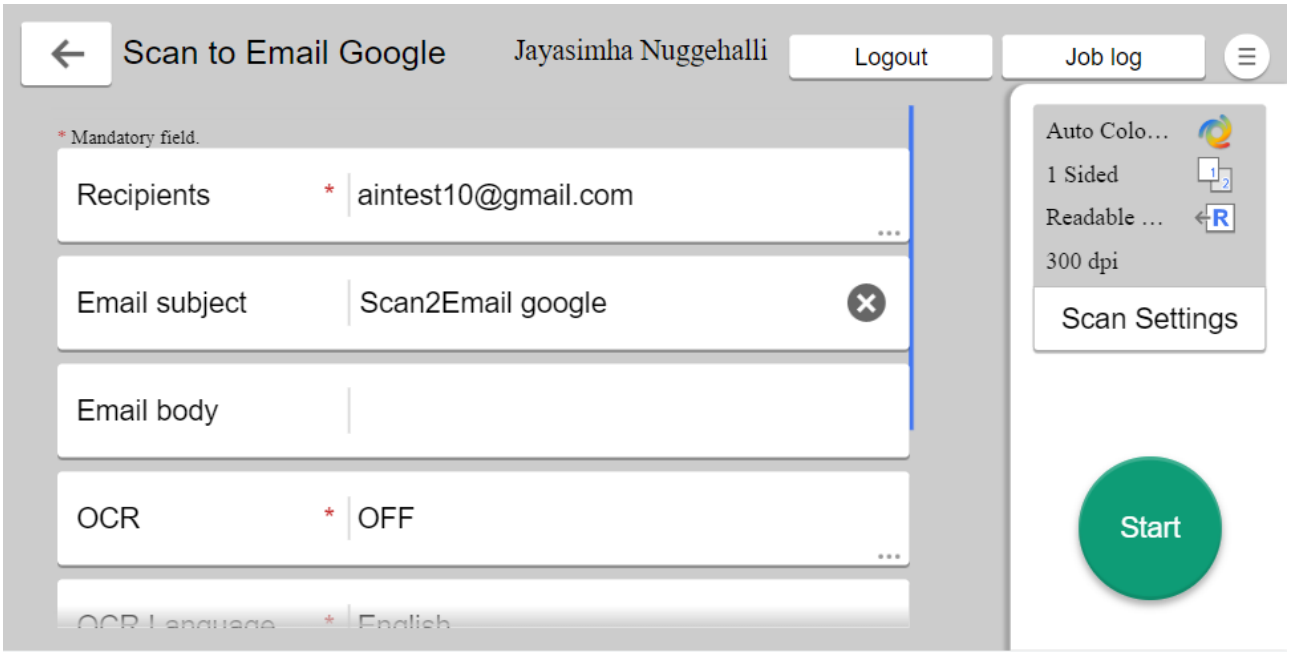
Supports these values: English, French, Spanish, Portuguese Brazilian

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



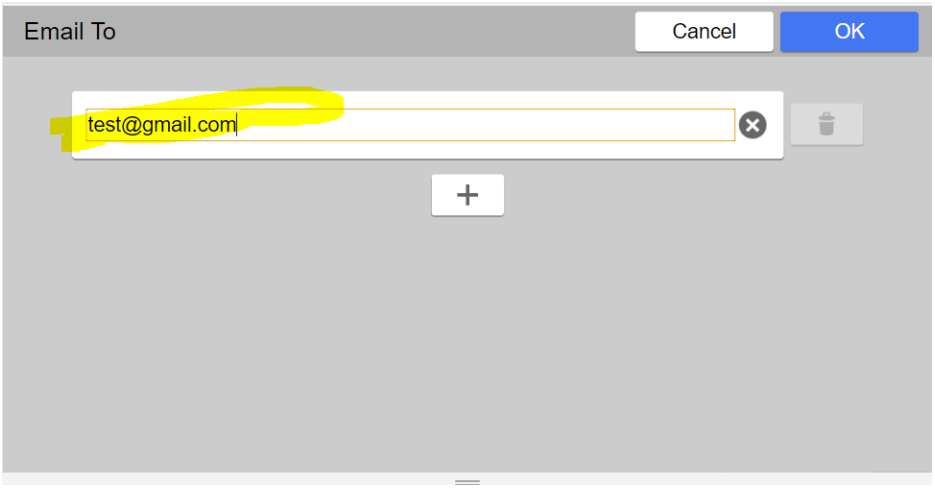
70 Scan to Email Plus

Following settings are available:

A. Recipients

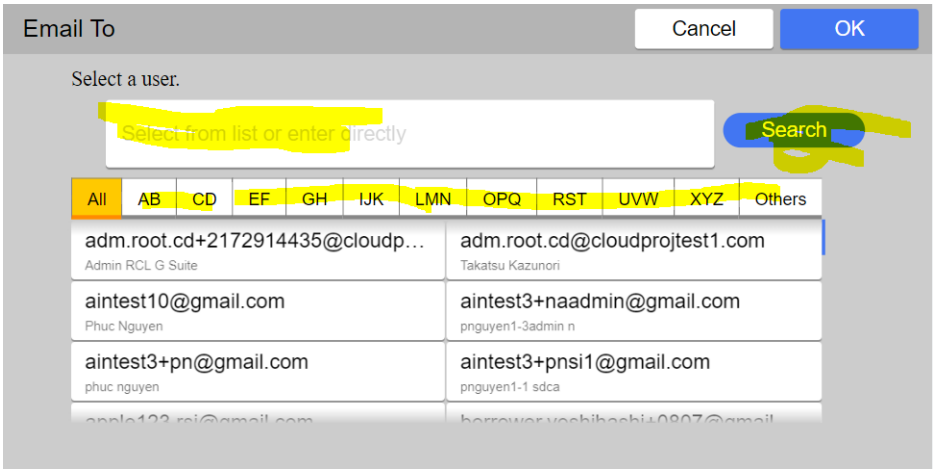
Touch on this field to enter Recipients email addresses. Address Book contents depends on the administrator Configuration in the workplace. Following settings are available in Workplace.

1. Manual Entry



Only Manual Entry of Recipient Email address is available.

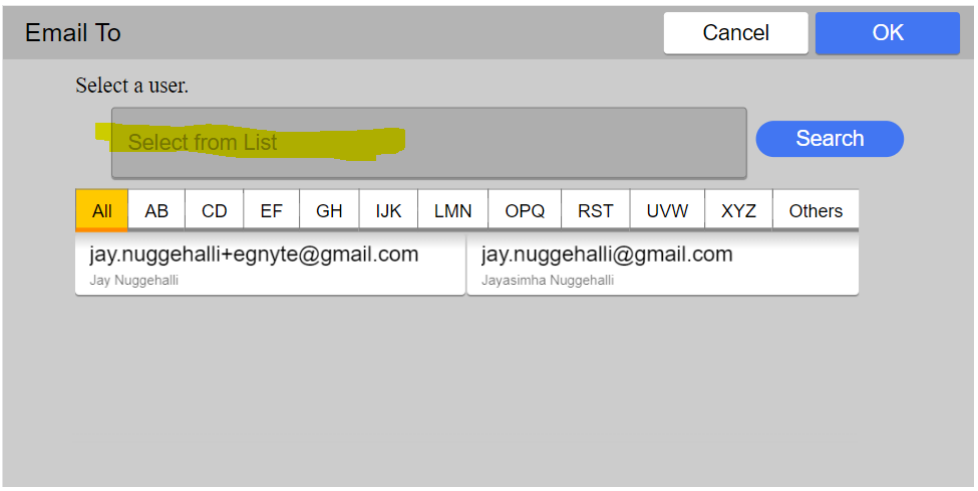
2. Select from All Users



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

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

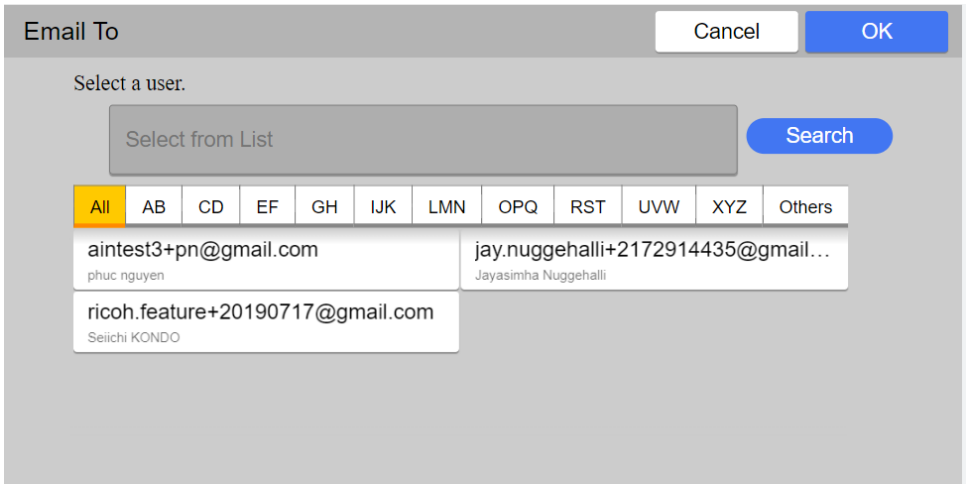
3. Select from Users



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

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

4. Select from Groups



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

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

B. Email Subject
Value entered here is used as Email Subject line

C. Email body
Value entered here is used as Email body

D. OCR

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

E. OCR Language

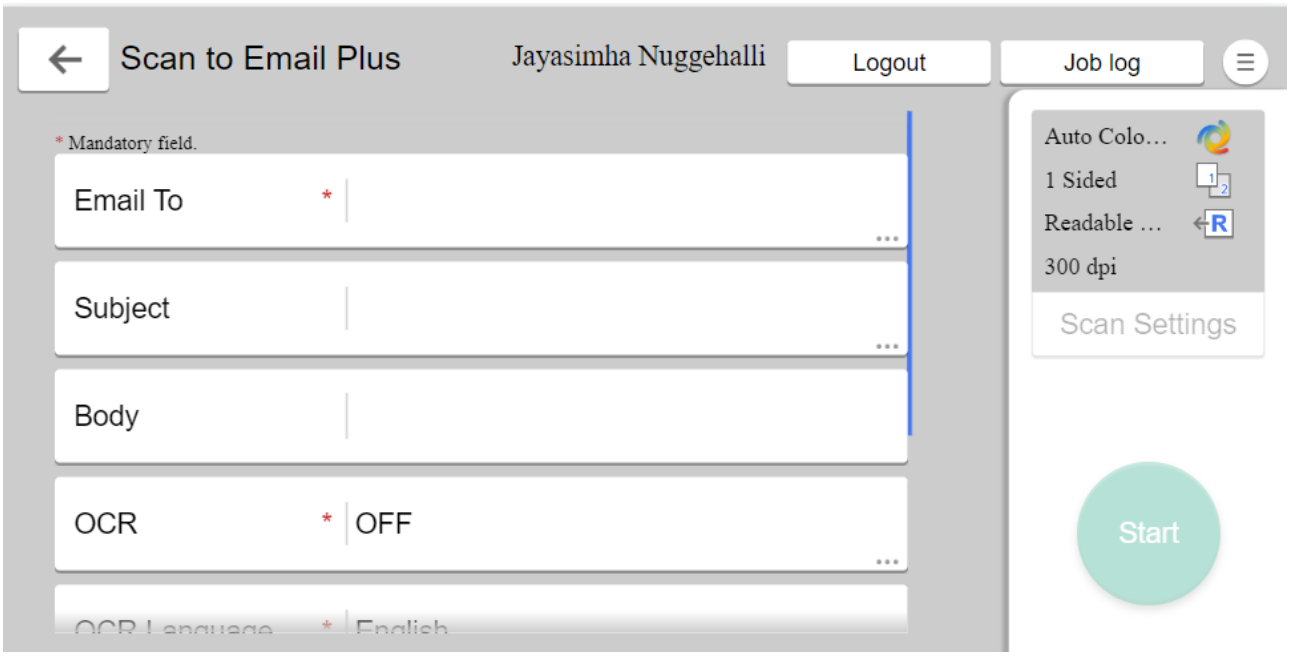
Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



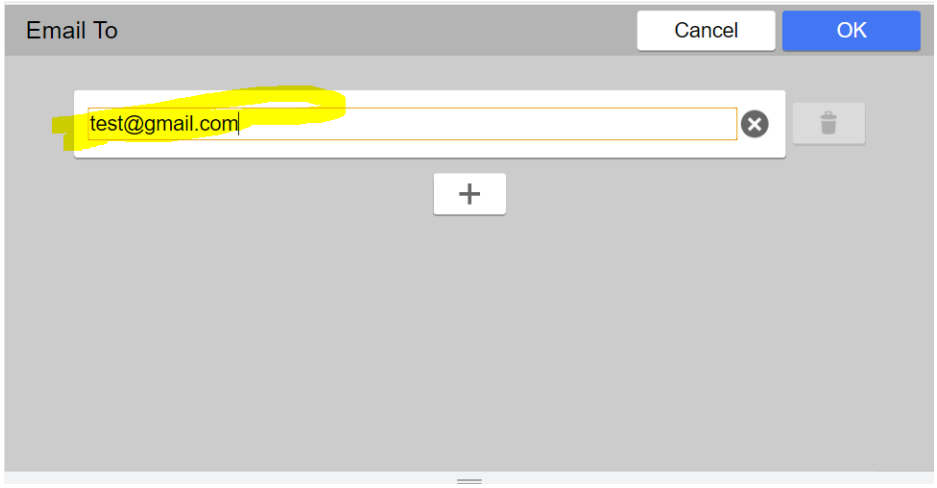
71 Scan to Email MS365 Plus

Following settings are available:

A. Recipients

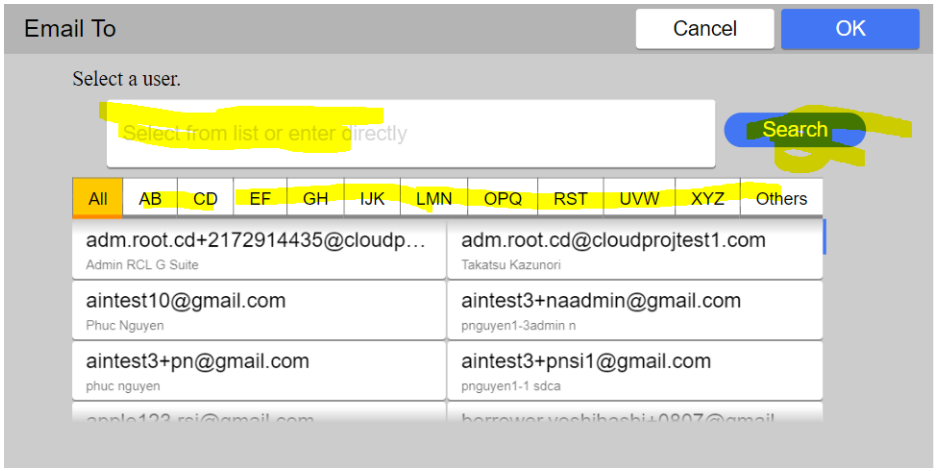
Touch on this field to enter Recipients email addresses. Address Book contents depends on the administrator Configuration in the workplace. Following settings are available in Workplace.

1. Manual Entry



Only Manual Entry of Recipient Email address is available.

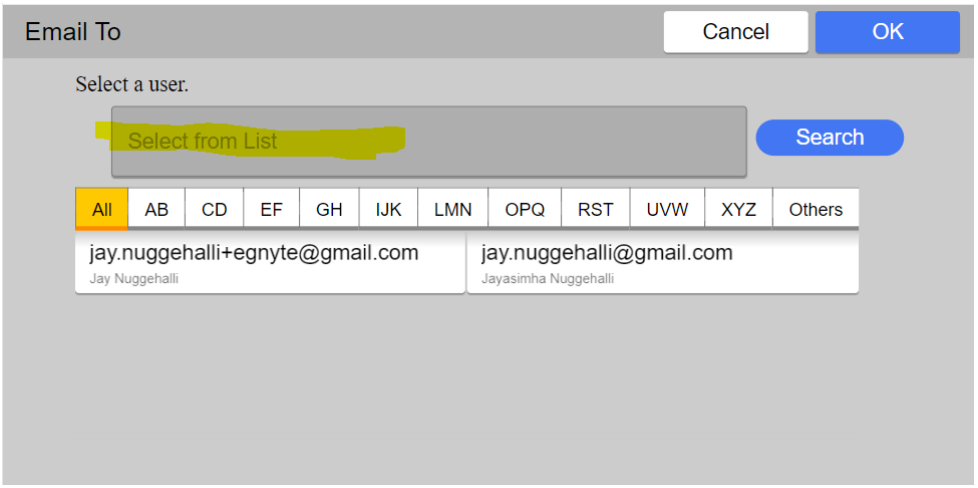
2. Select from All Users



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

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

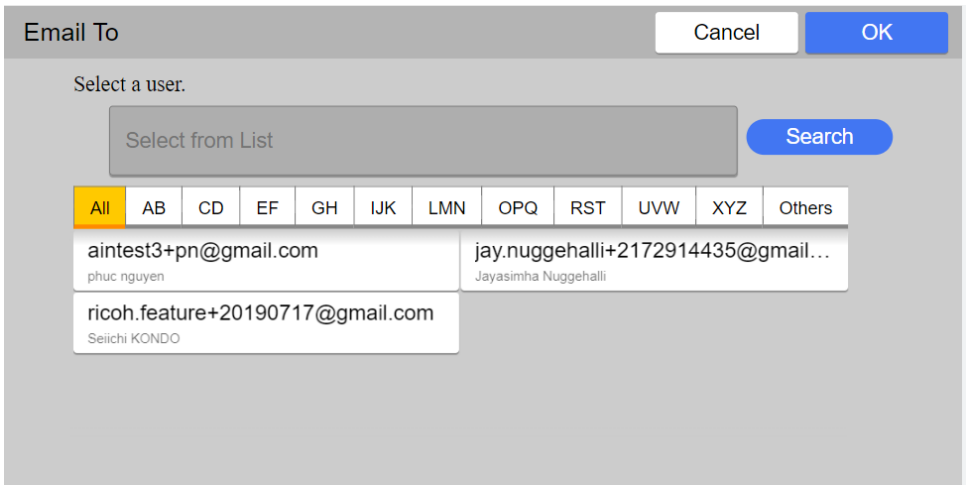
3. Select from Users



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

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

4. Select from Groups



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

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

B. Email Subject
Value entered here is used as Email Subject line

C. Email body
Value entered here is used as Email body

D. OCR

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

E. OCR Language

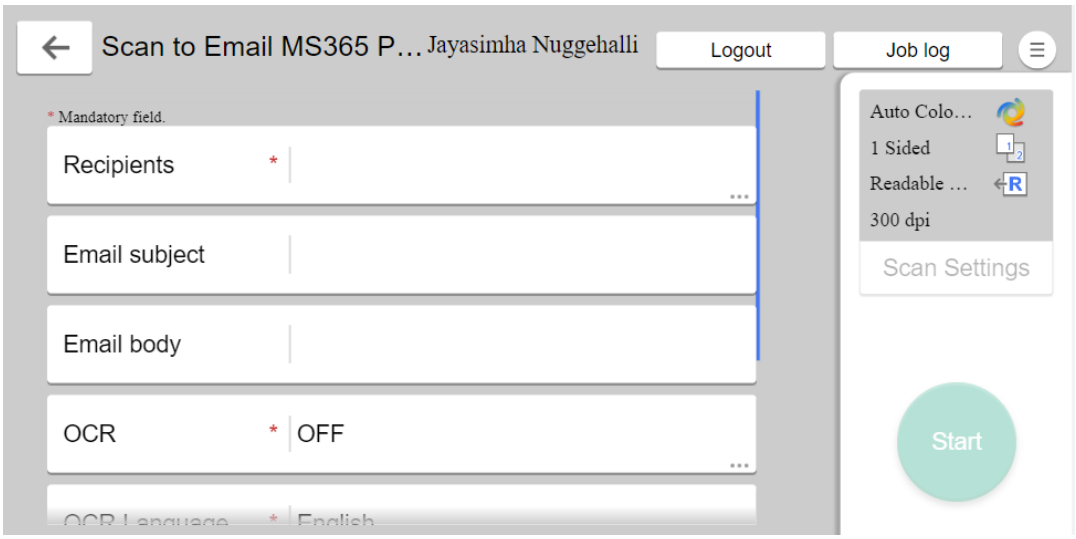
Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

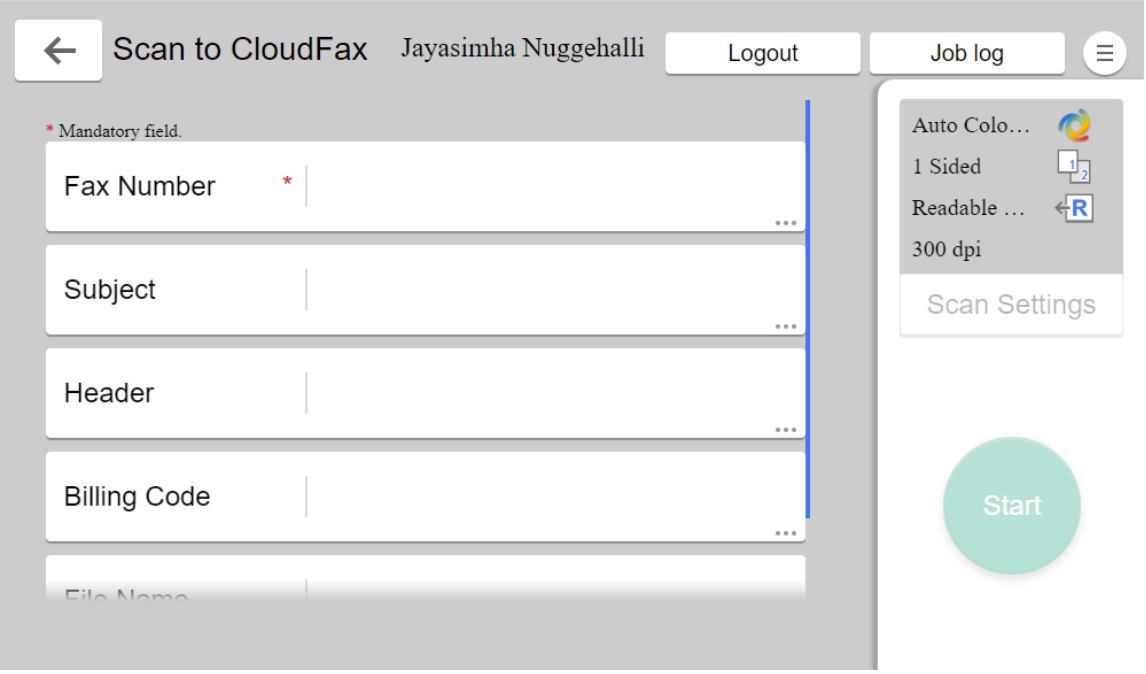
Workflow supports Blank Page Removal. Values: OFF, ON



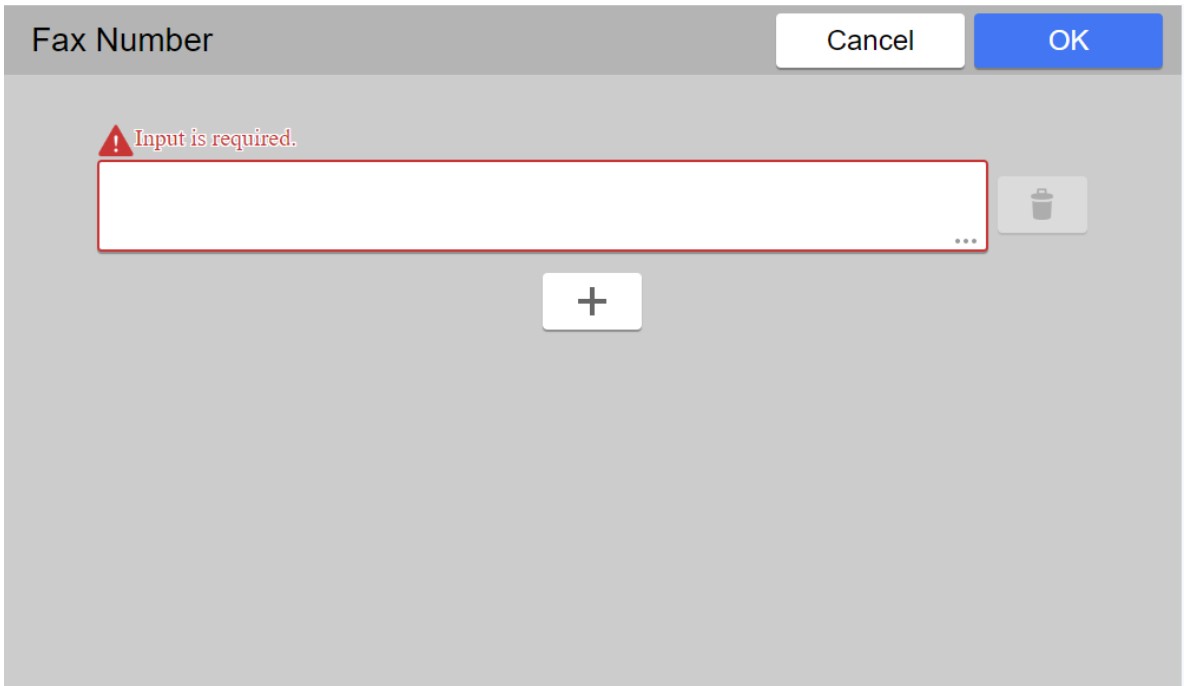
72 Scan to CloudFax

Following settings are available:

F. Fax Number

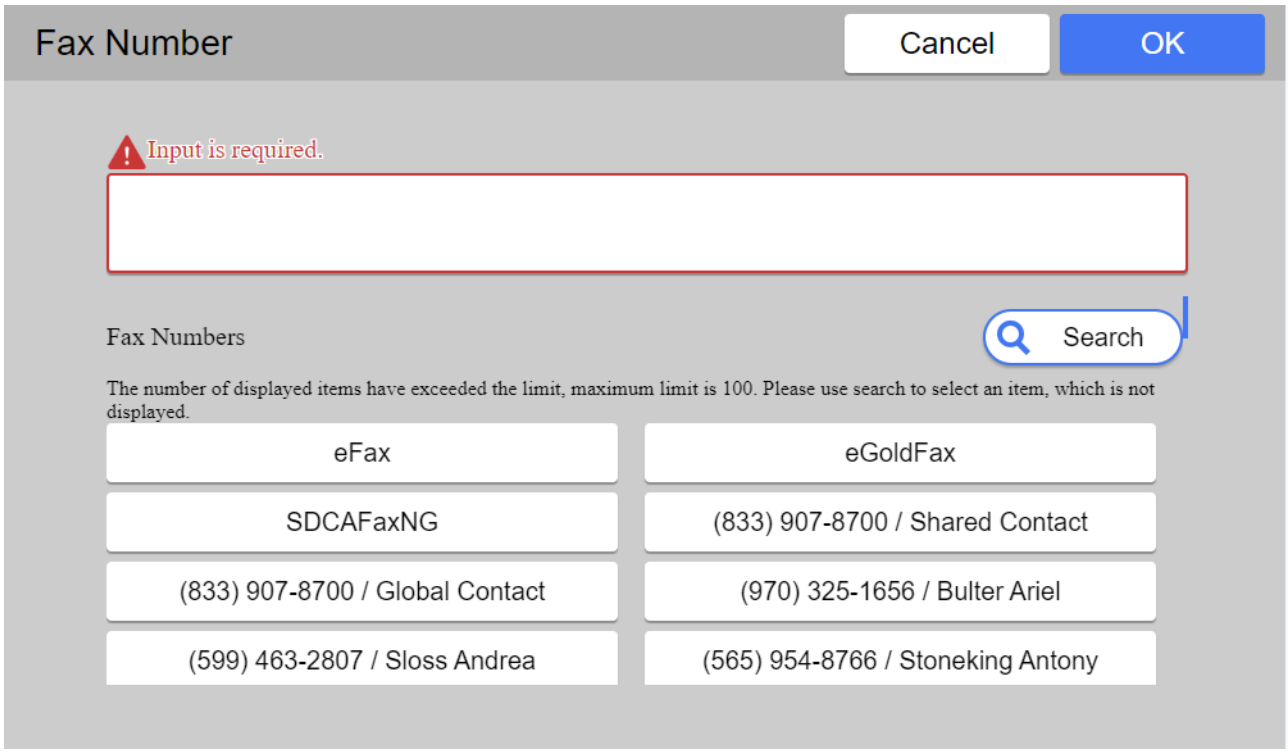


Touch on box next to Fax Number following Screen will be displayed

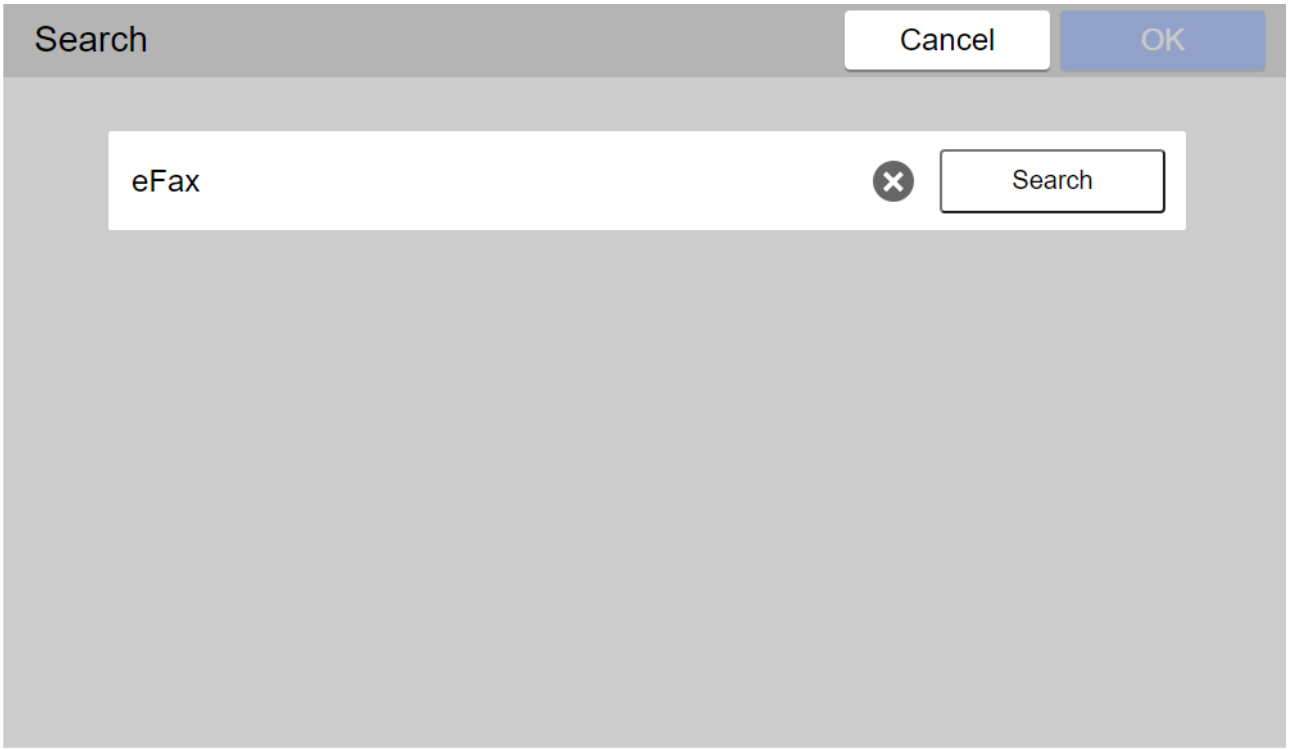


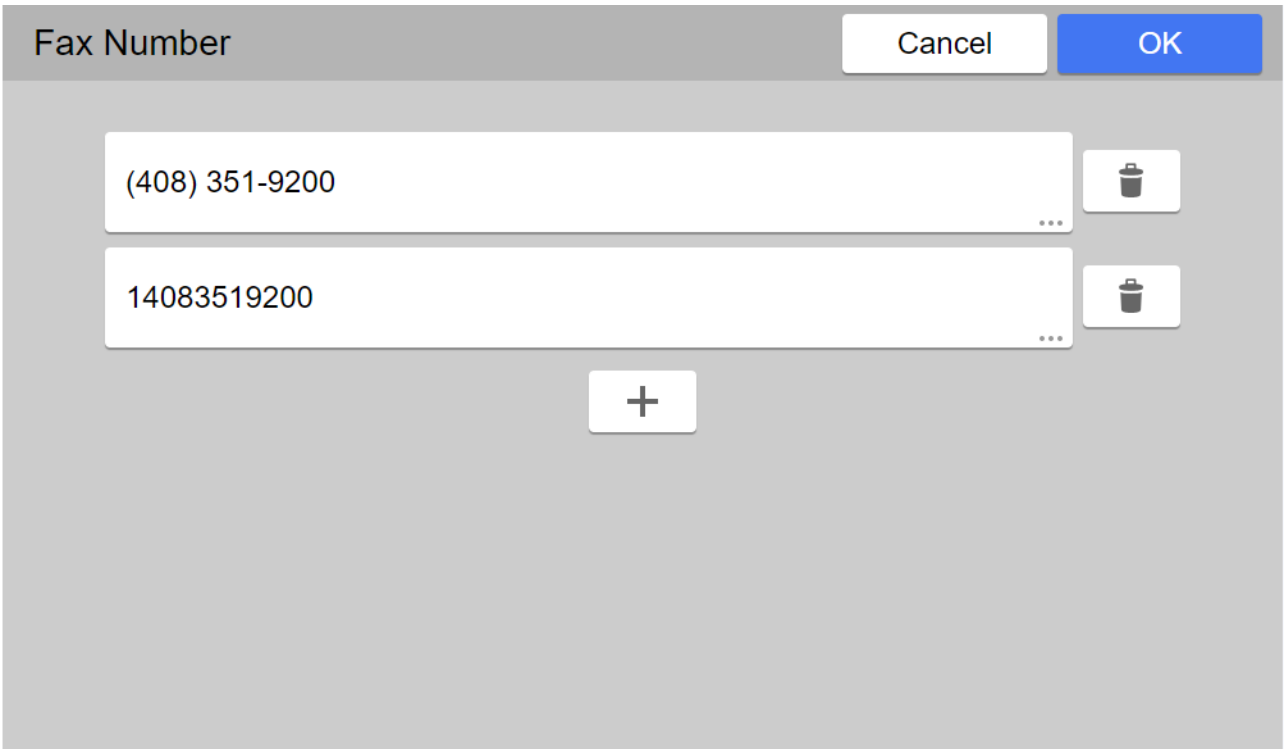
'+' will add one more Fax Number box, this will help sending fax to two different numbers at the same time.

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

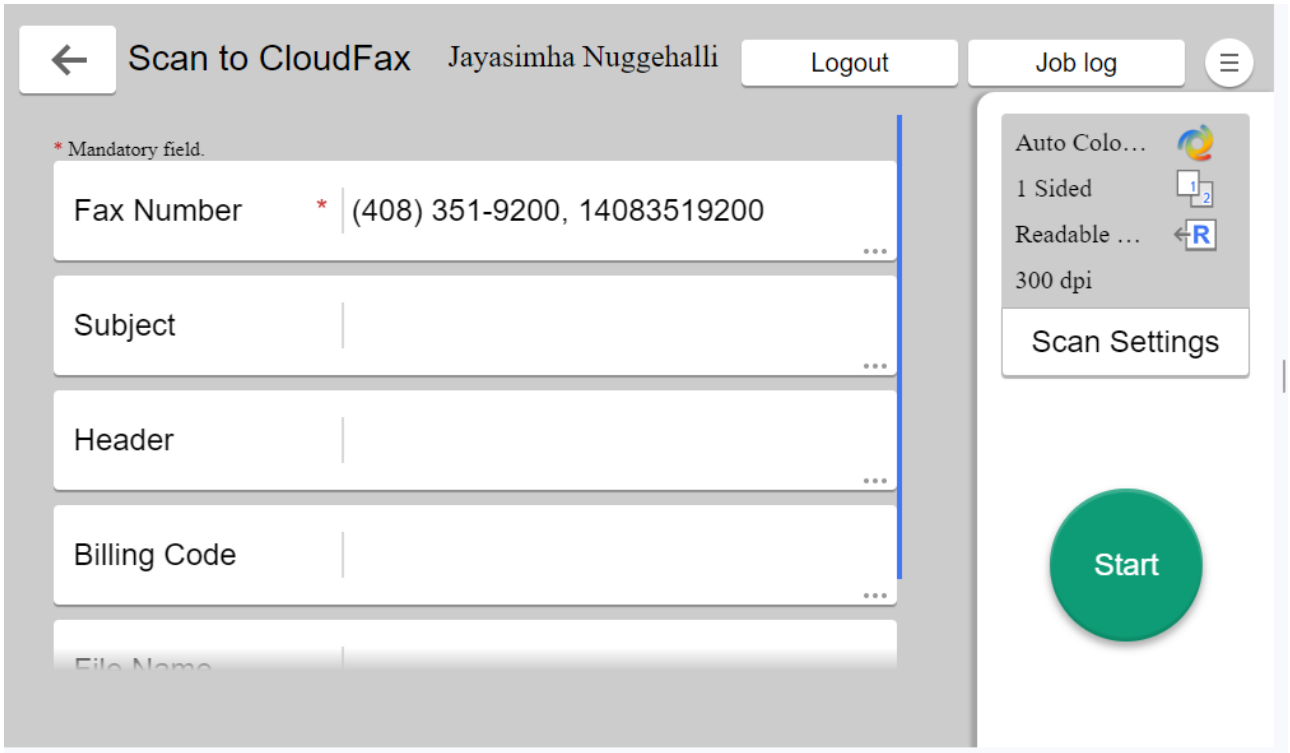


User can also manually input fax number or select a fax number from address book. Address book shows up to 100 numbers, if the Address Book on the Server contains more than 100 numbers, use 'Search' option to find a number.



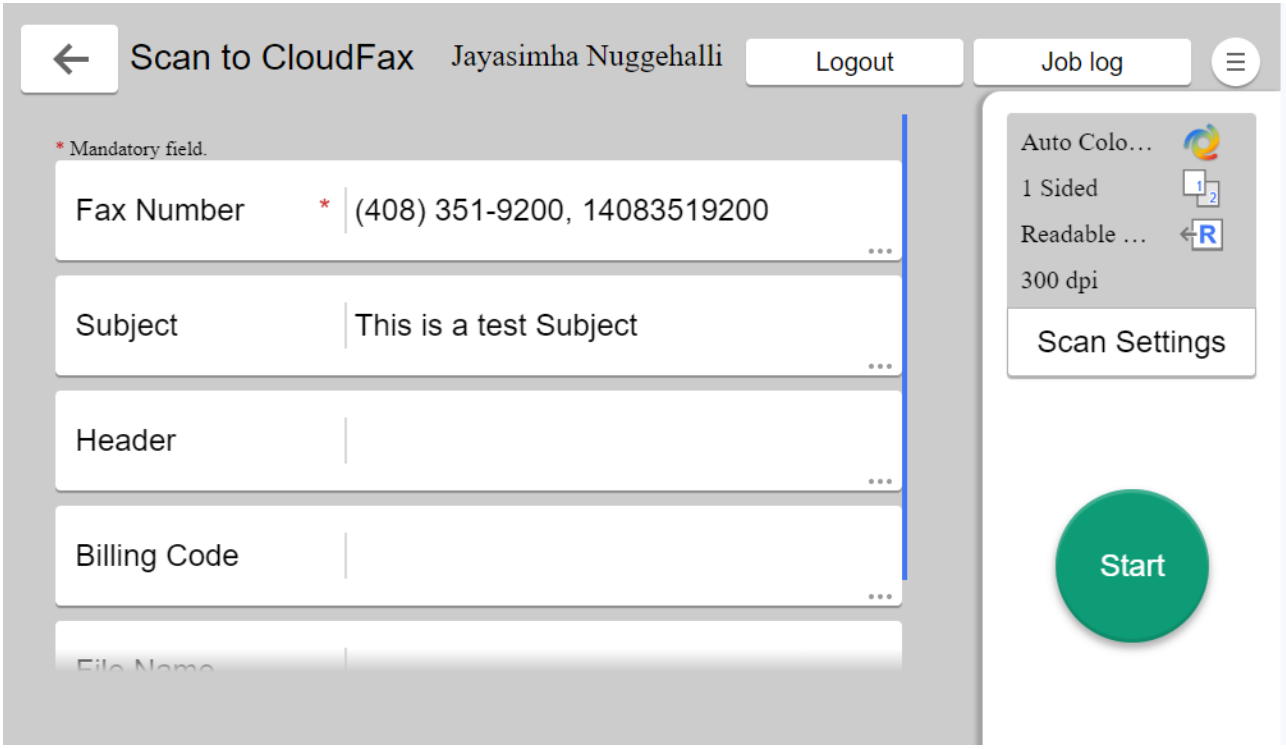


Screen showing two fax number entries.



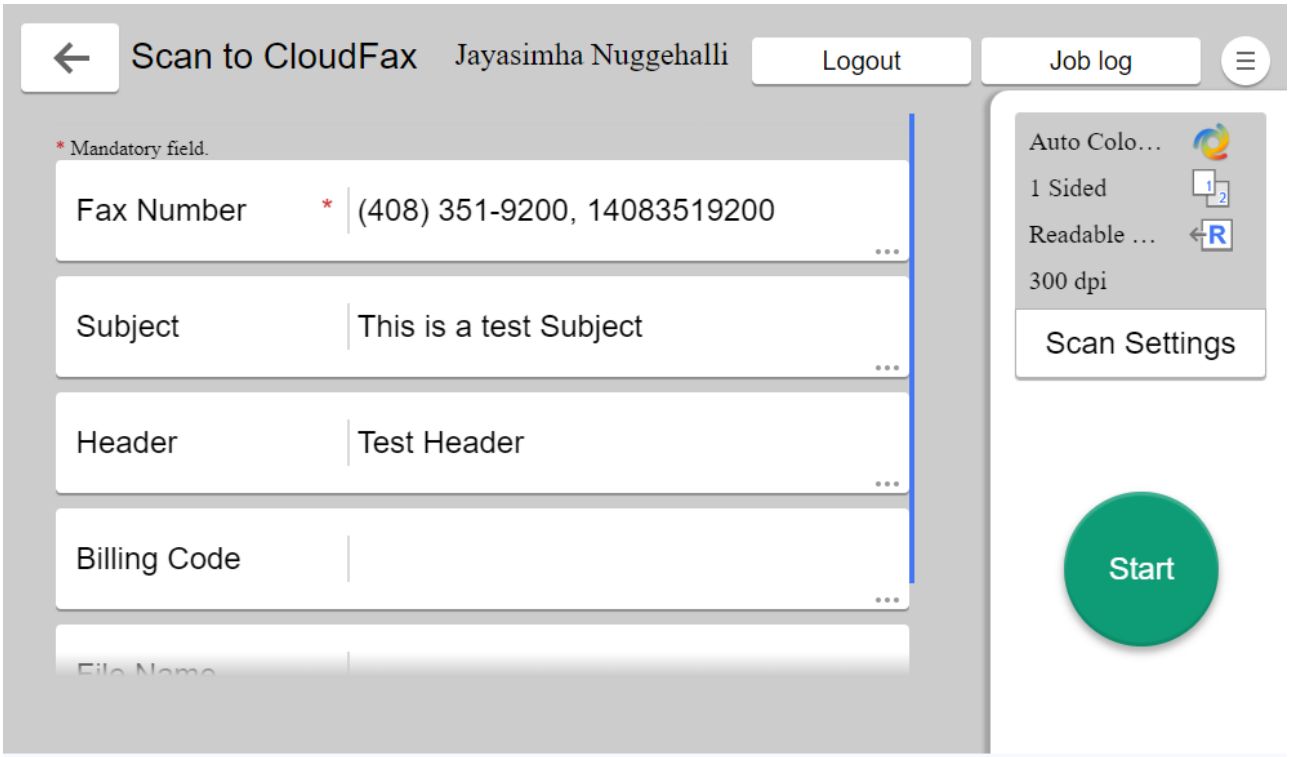
G. Subject

Subject for Fax



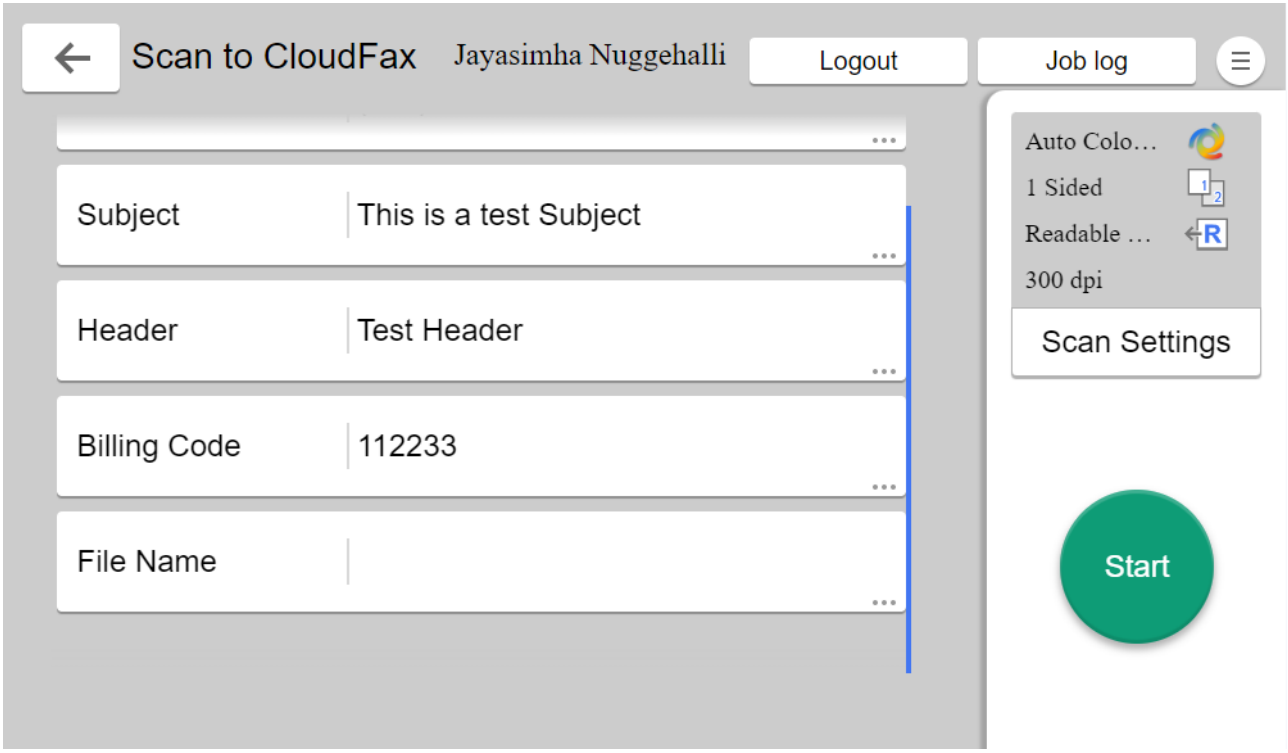
H. Header

Fax Header



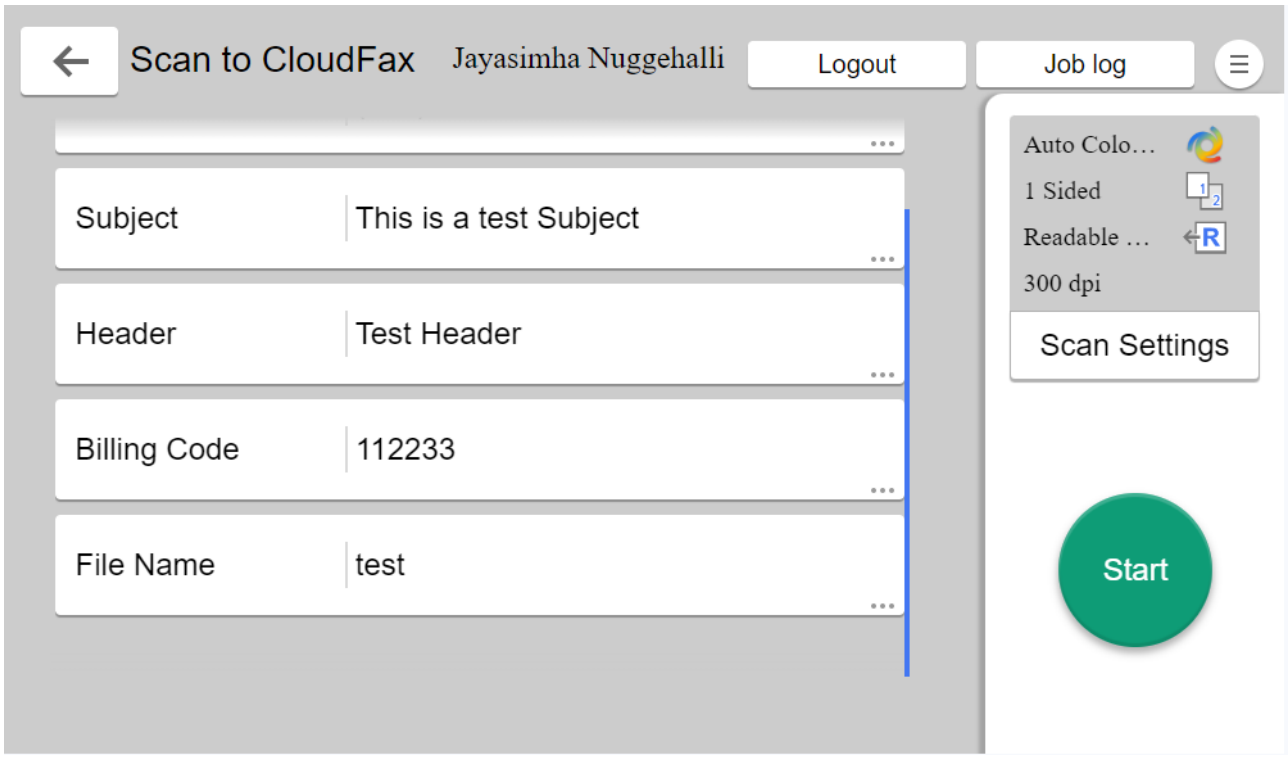
I. Billing Code

Billing Code



J. File Name

File Name can be entered here



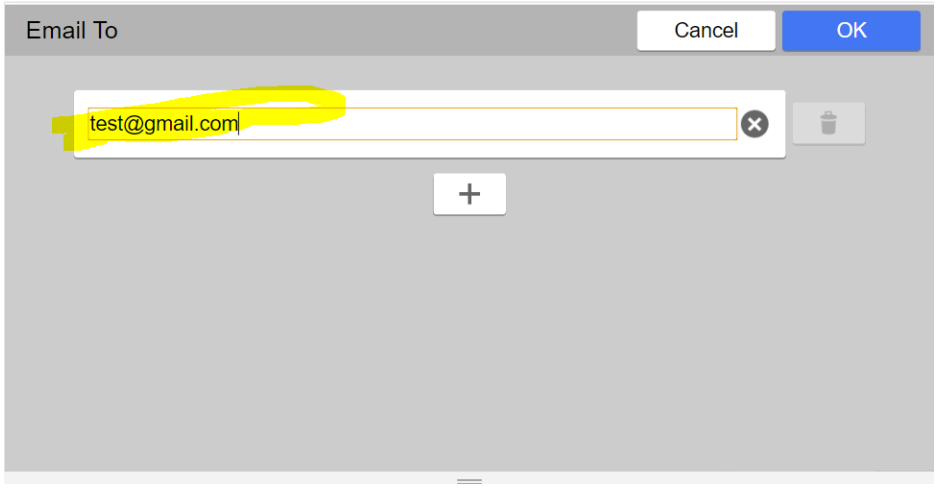
73 Scan to Email Google Plus

Following settings are available:

A. Recipients

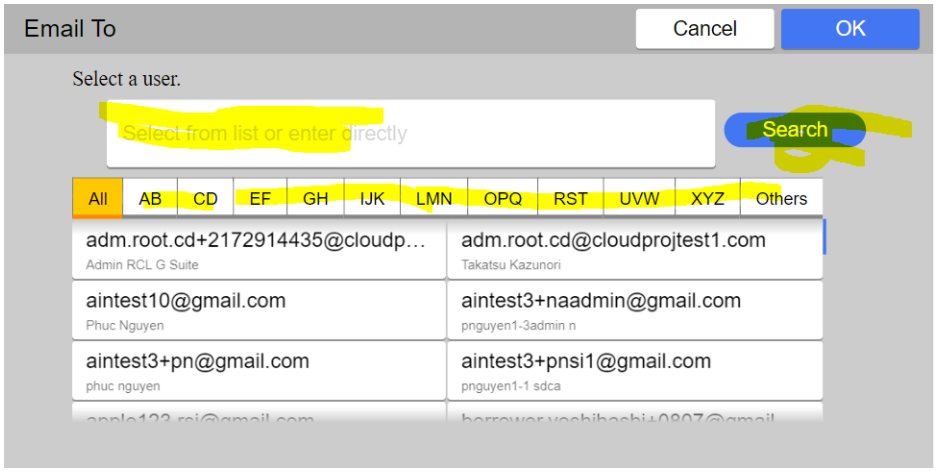
Touch on this field to enter Recipients email addresses. Address Book contents depends on the administrator Configuration in the workplace. Following settings are available in Workplace.

1. Manual Entry



Only Manual Entry of Recipient Email address is available.

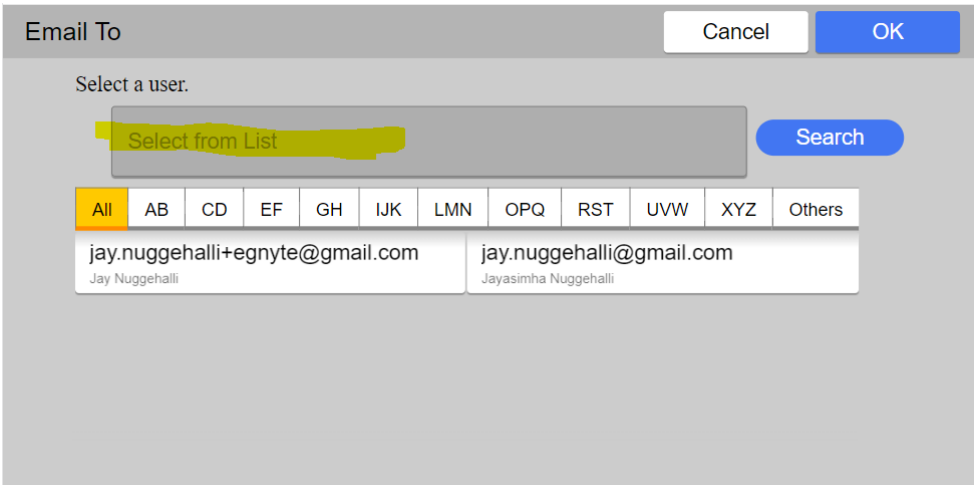
2. Select from All Users



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

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

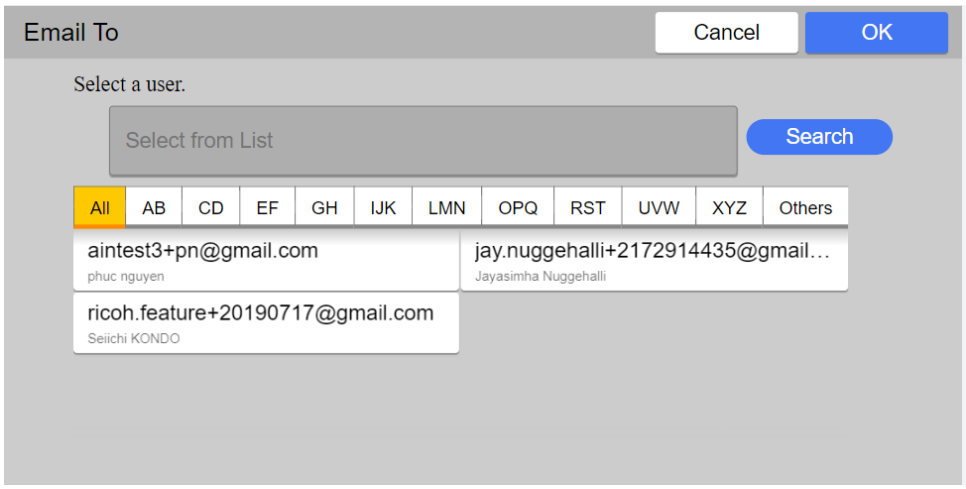
3. Select from Users



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

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

4. Select from Groups



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

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

5. Email Subject

Value entered here is used as Email Subject line

6. Email body

Value entered here is used as Email body

7. OCR

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

8. OCR Language

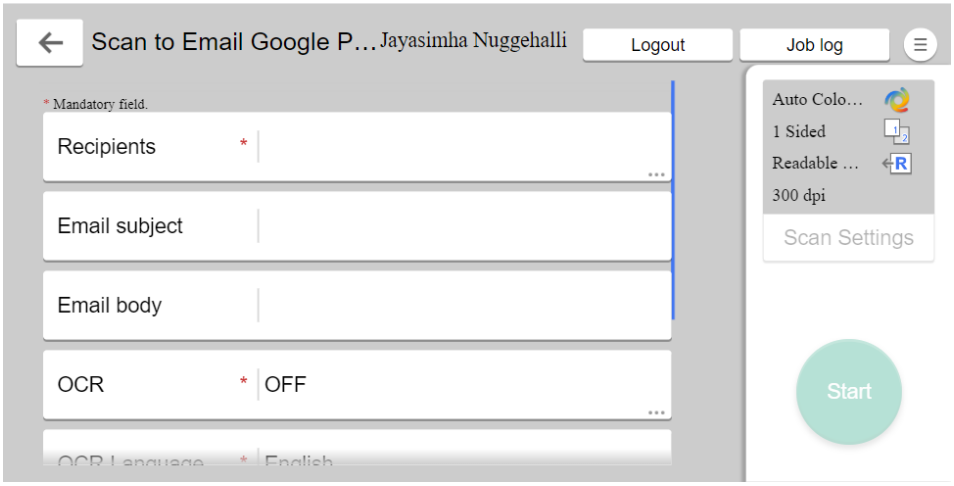
Supports these values: English, French, Spanish, Portuguese Brazilian

9. File Name

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

10. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



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, PDFA, Word, Excel

D. OCR Language

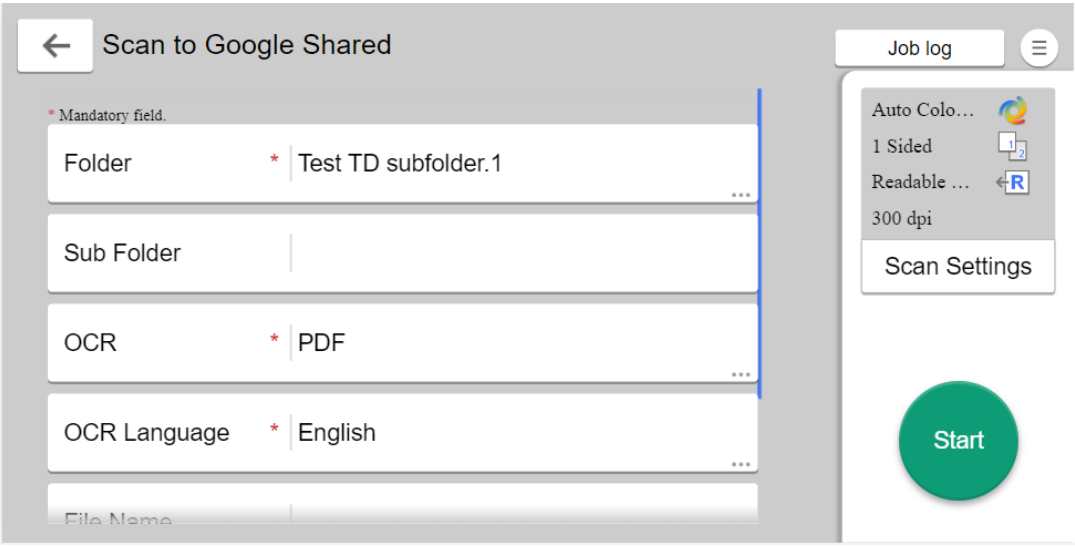
Supports these values: English, French, Spanish, Portuguese Brazilian

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



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, PDFA, Word, Excel

D. OCR Language

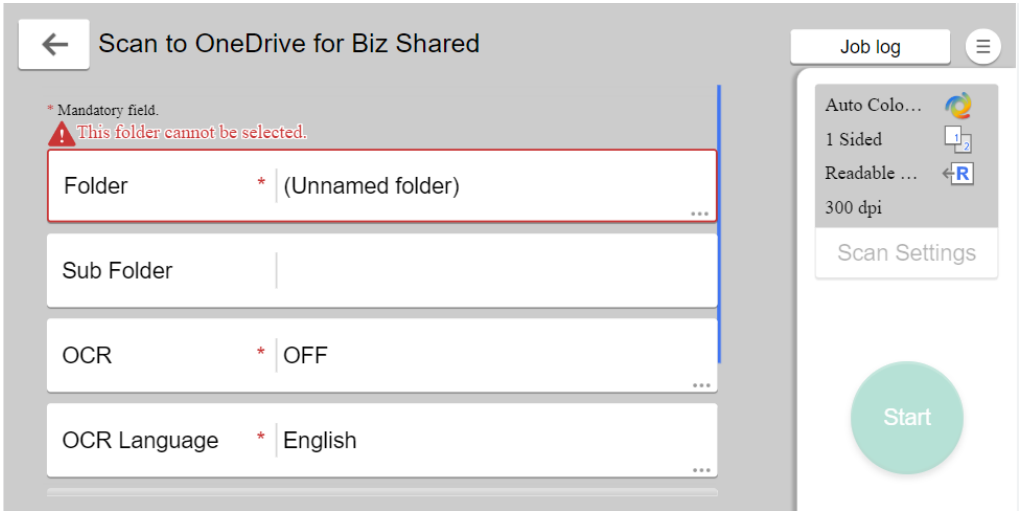
Supports these values: English, French, Spanish, Portuguese Brazilian

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



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, PDFA, Word, Excel

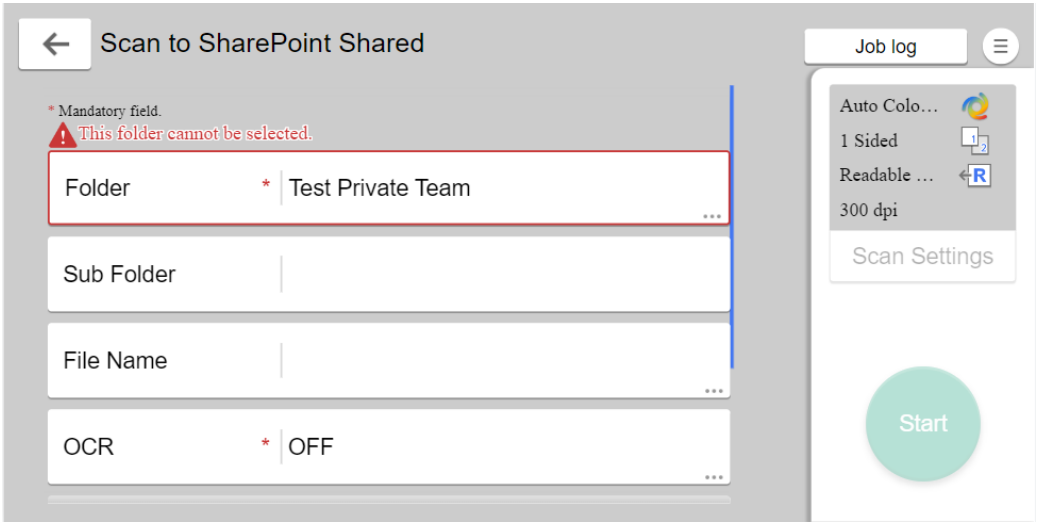
C. OCR Language

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

D. File Name

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

E. Remove Blank Page
Workflow supports Blank Page Removal. Values: OFF, ON



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, PDFA, Word, Excel

D. OCR Language

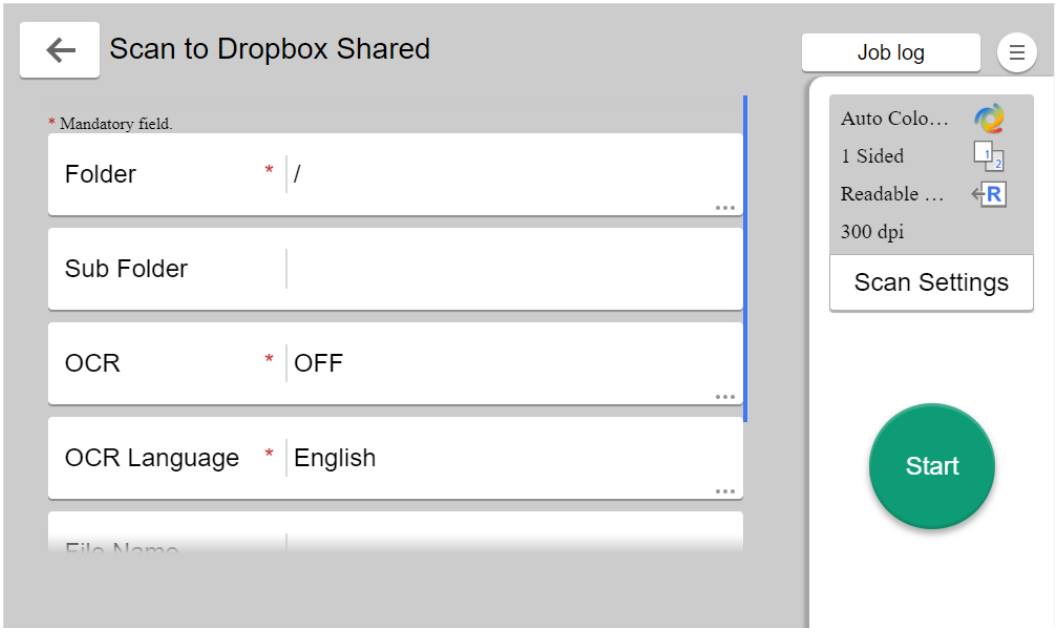
Supports these values: English, French, Spanish, Portuguese Brazilian

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



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, PDFA, Word, Excel

D. OCR Language

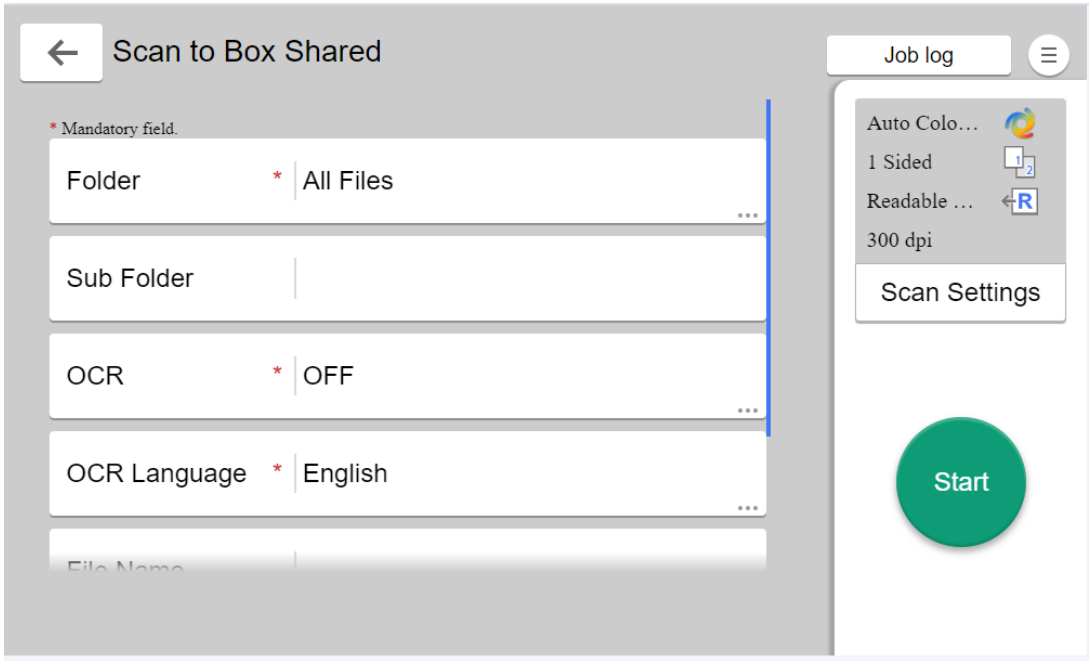
Supports these values: English, French, Spanish, Portuguese Brazilian

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



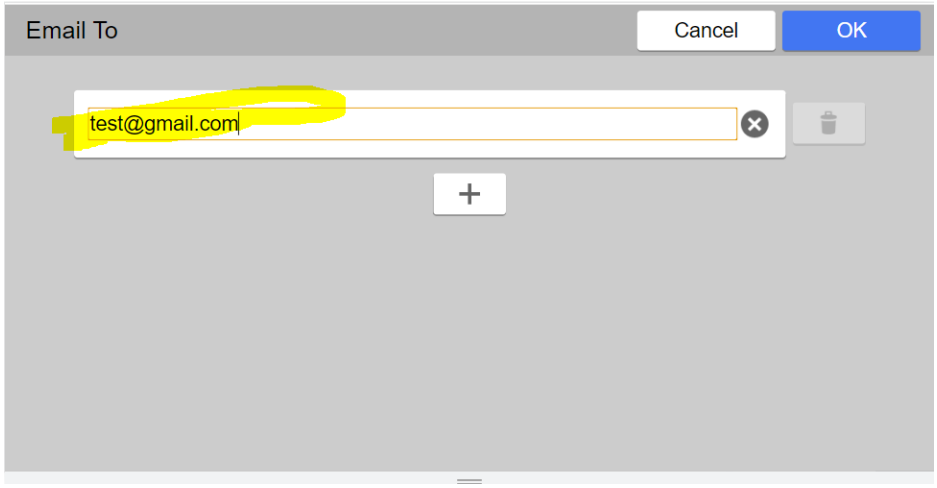
79 Scan to Email MS365 Plus Shared

Following settings are available:

A. Recipients

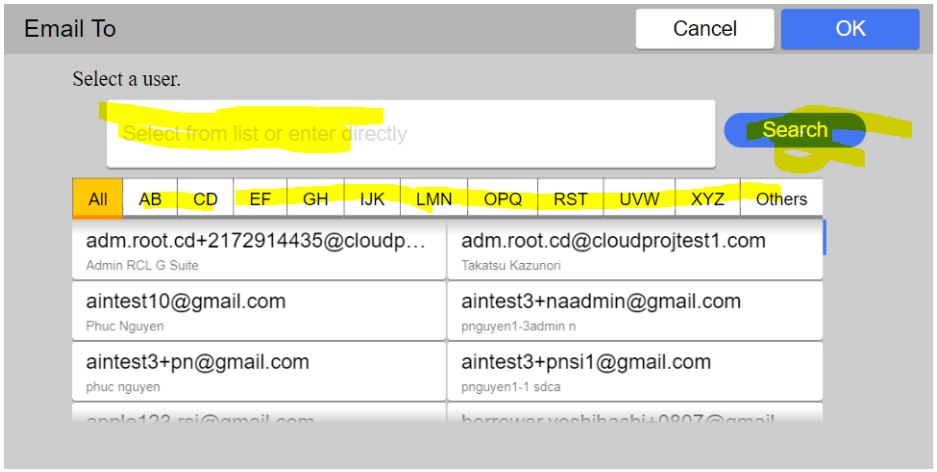
Touch on this field to enter Recipients email addresses. Address Book contents depends on the administrator Configuration in the workplace. Following settings are available in Workplace.

1. Manual Entry



Only Manual Entry of Recipient Email address is available.

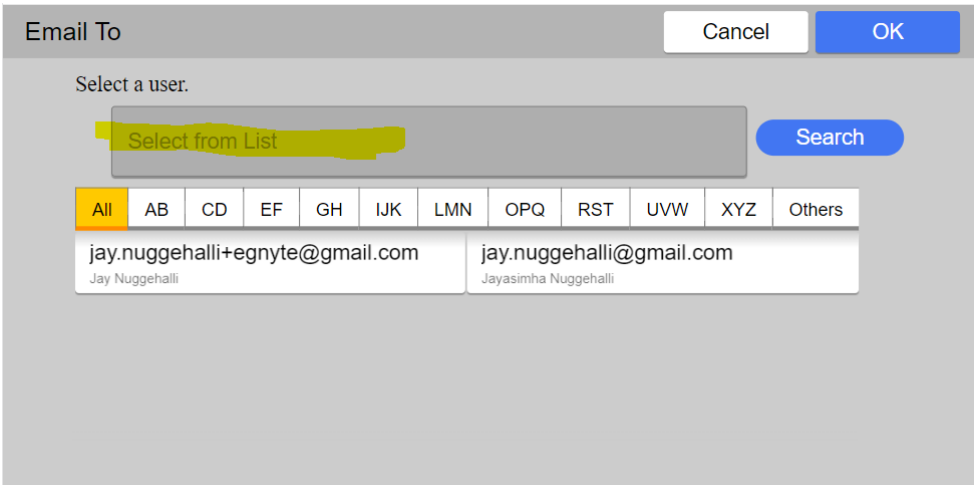
2. Select from All Users



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

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

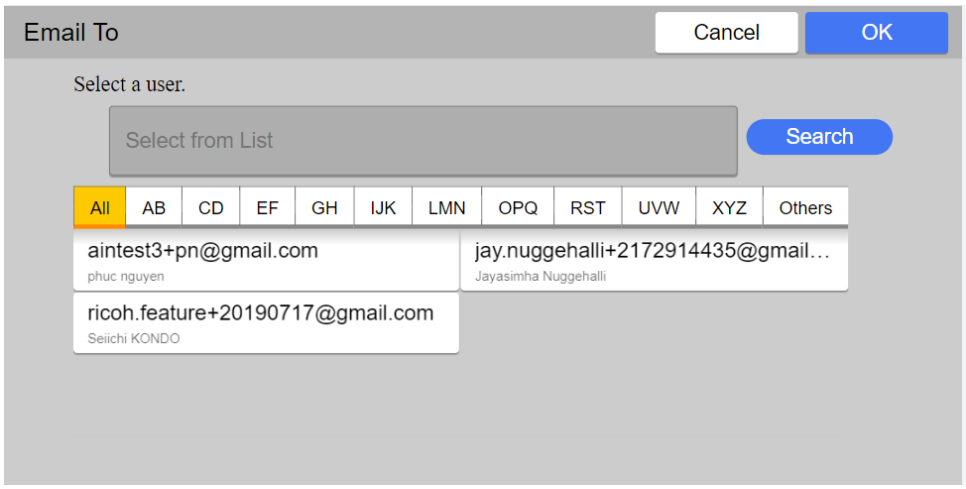
3. Select from Users



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

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

4. Select from Groups



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

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

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

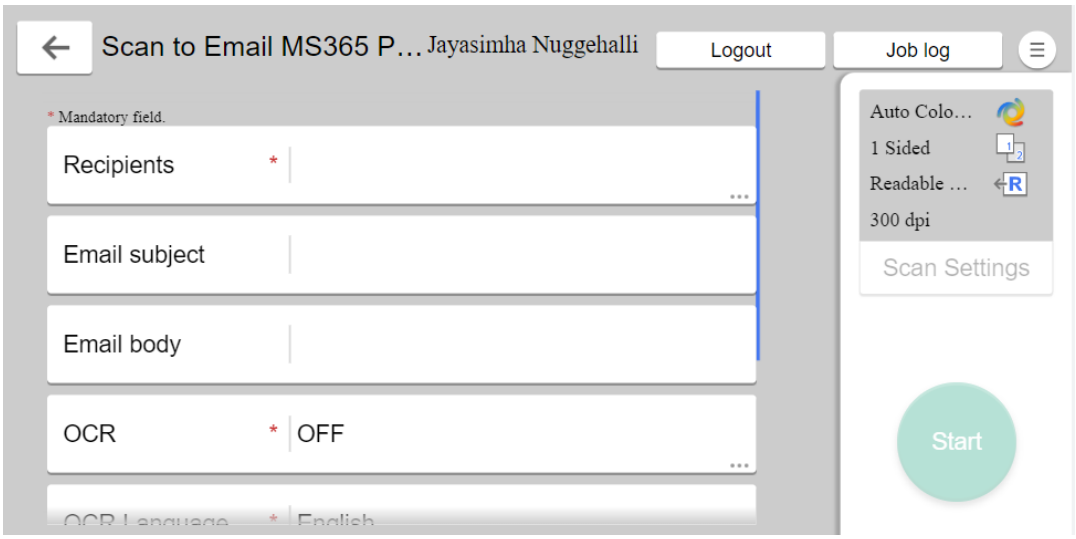
Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

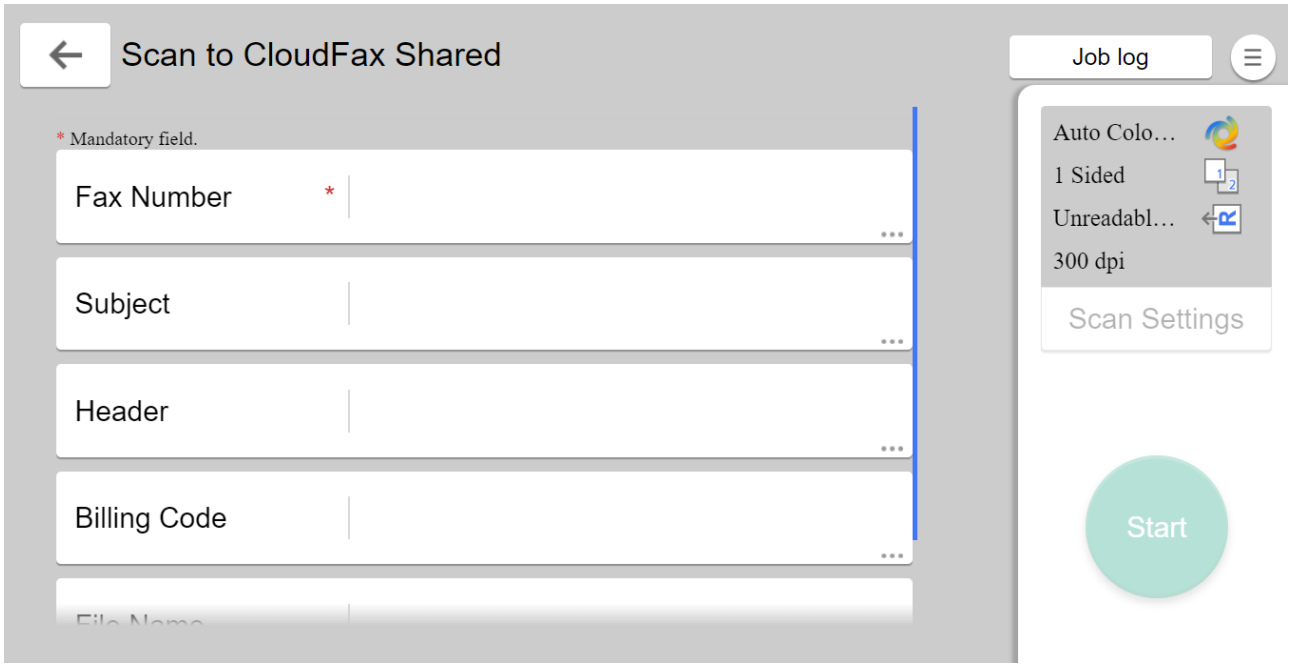
Workflow supports Blank Page Removal. Values: OFF, ON



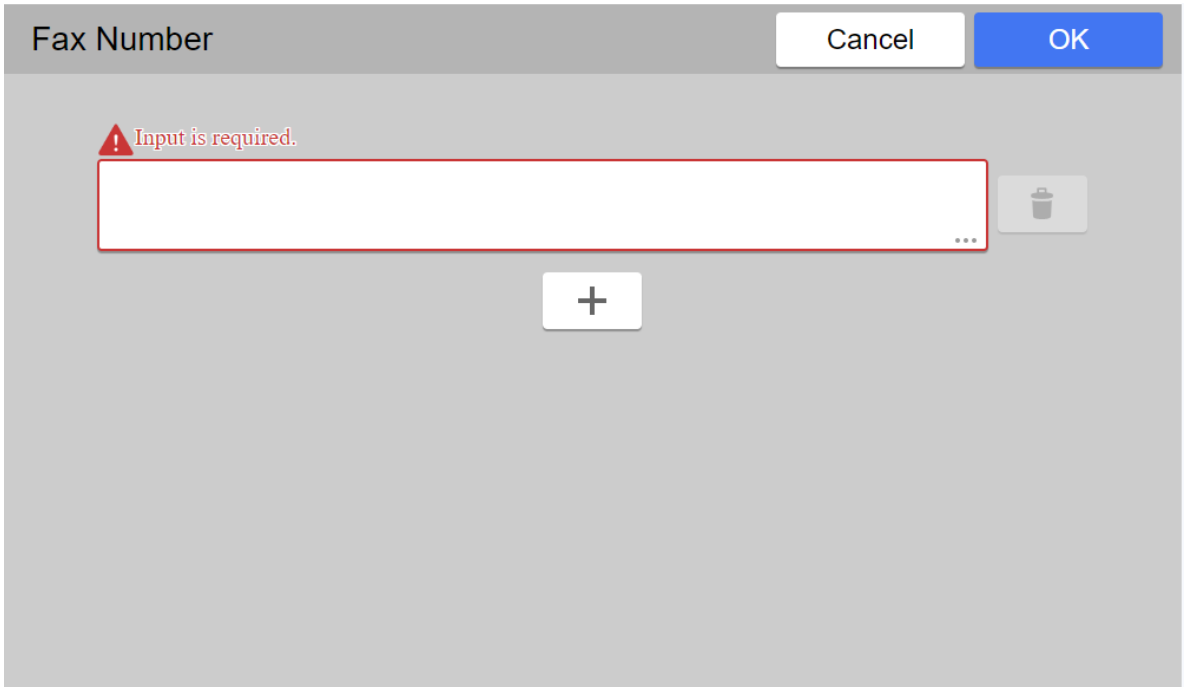
80 Scan to CloudFax Shared

Following settings are available:

A. Fax Number

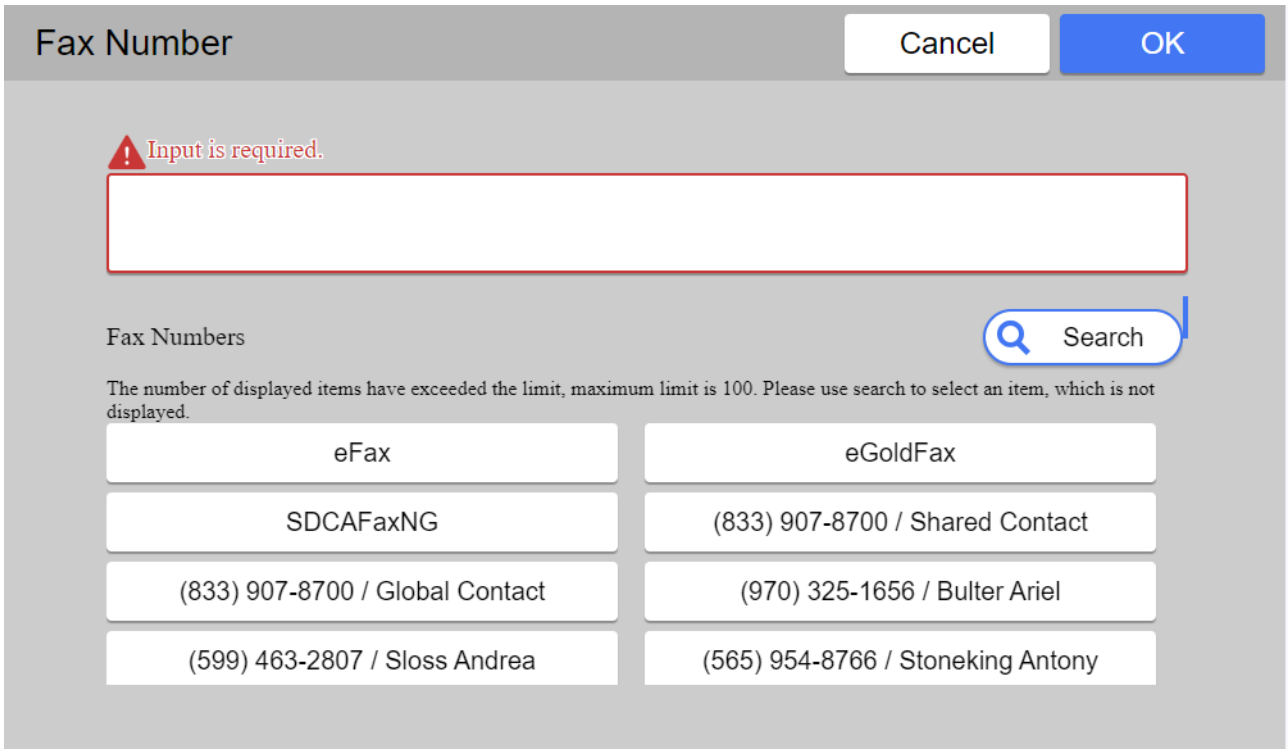


Touch on box next to Fax Number following Screen will be displayed

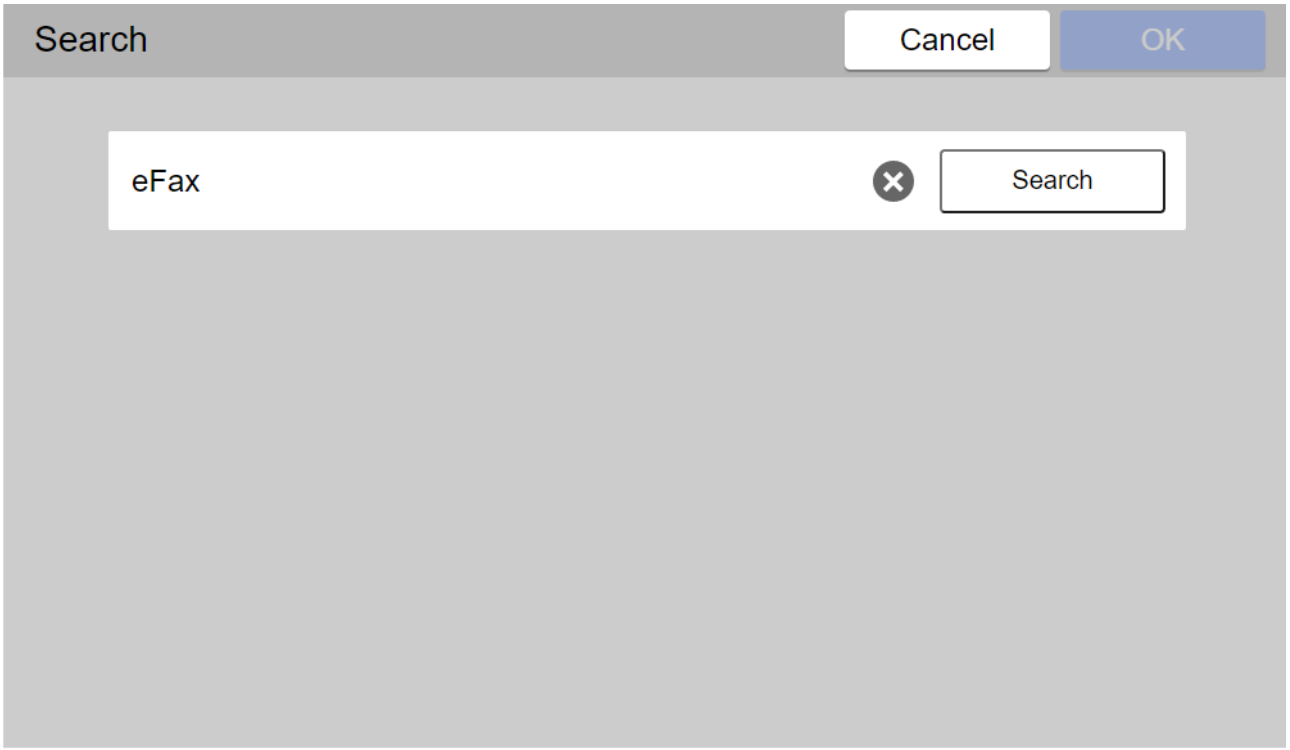


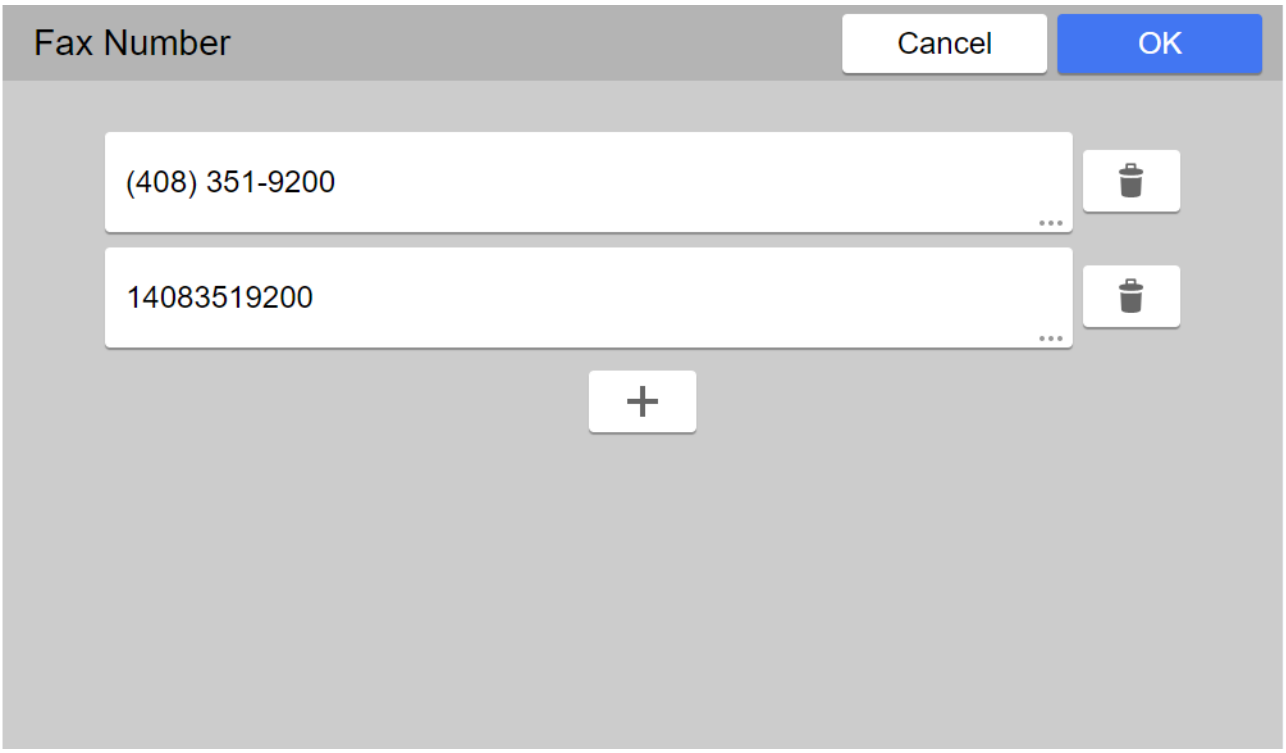
'+' will add one more Fax Number box, this will help sending fax to two different numbers at the same time.

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

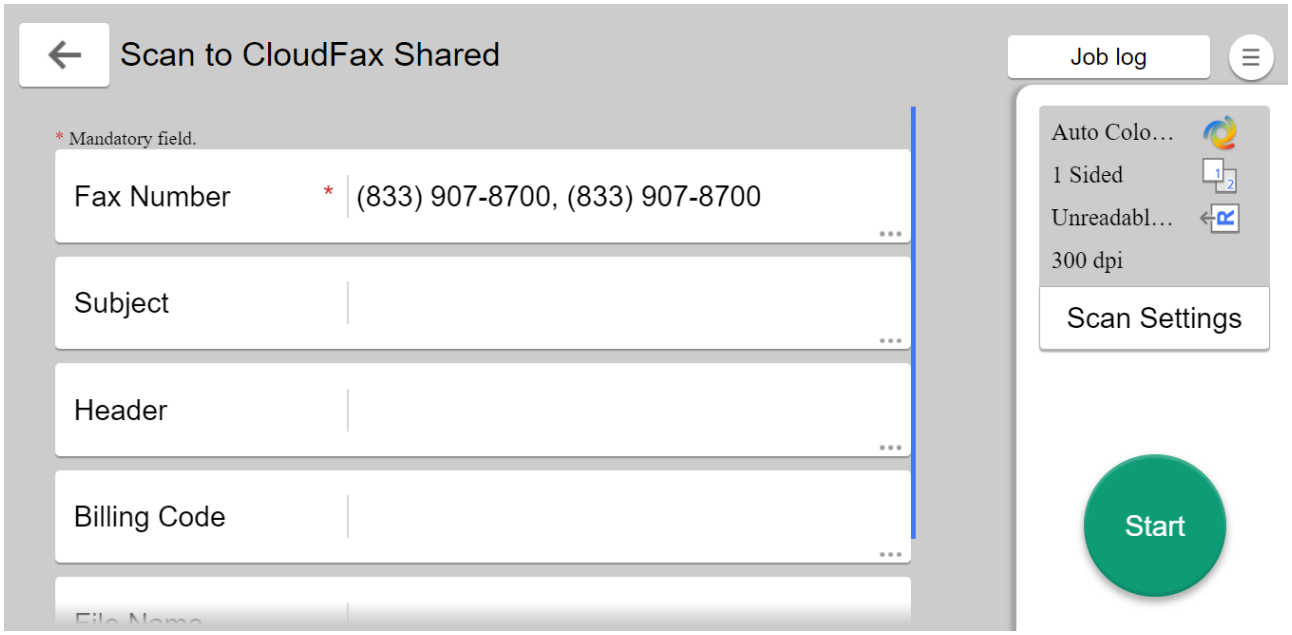


User can also manually input fax number or select a fax number from address book. Address book shows up to 100 numbers, if the Address Book on the Server contains more than 100 numbers, use 'Search' option to find a number.



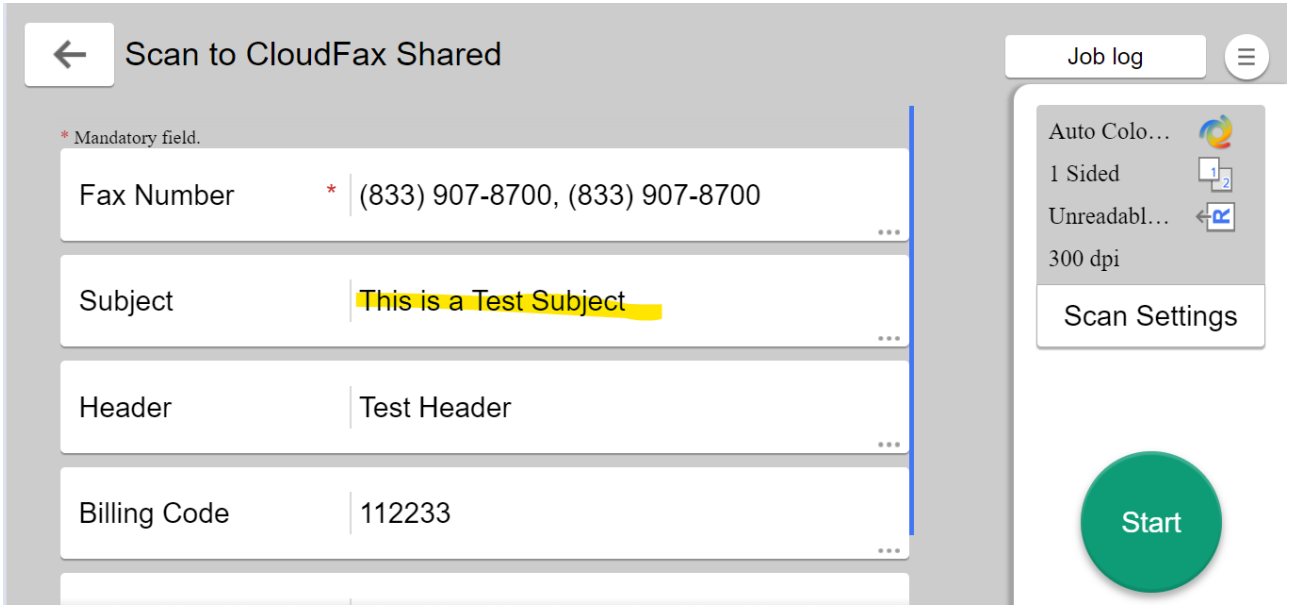


Screen showing two fax number entries.



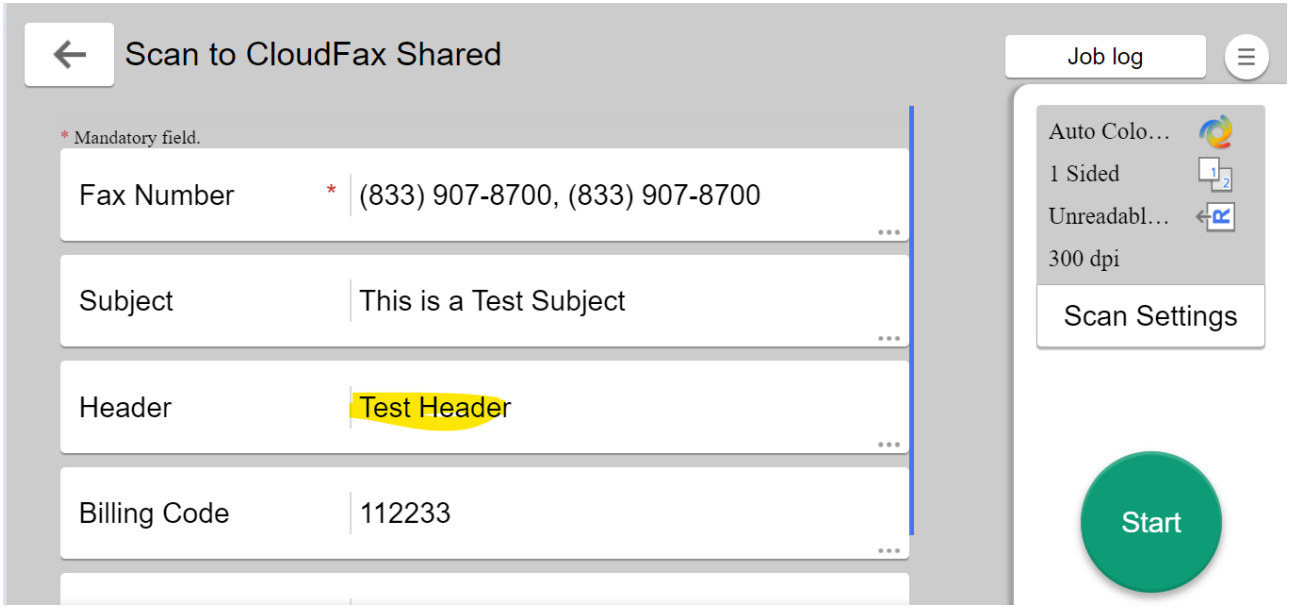
B. Subject

Subject for Fax



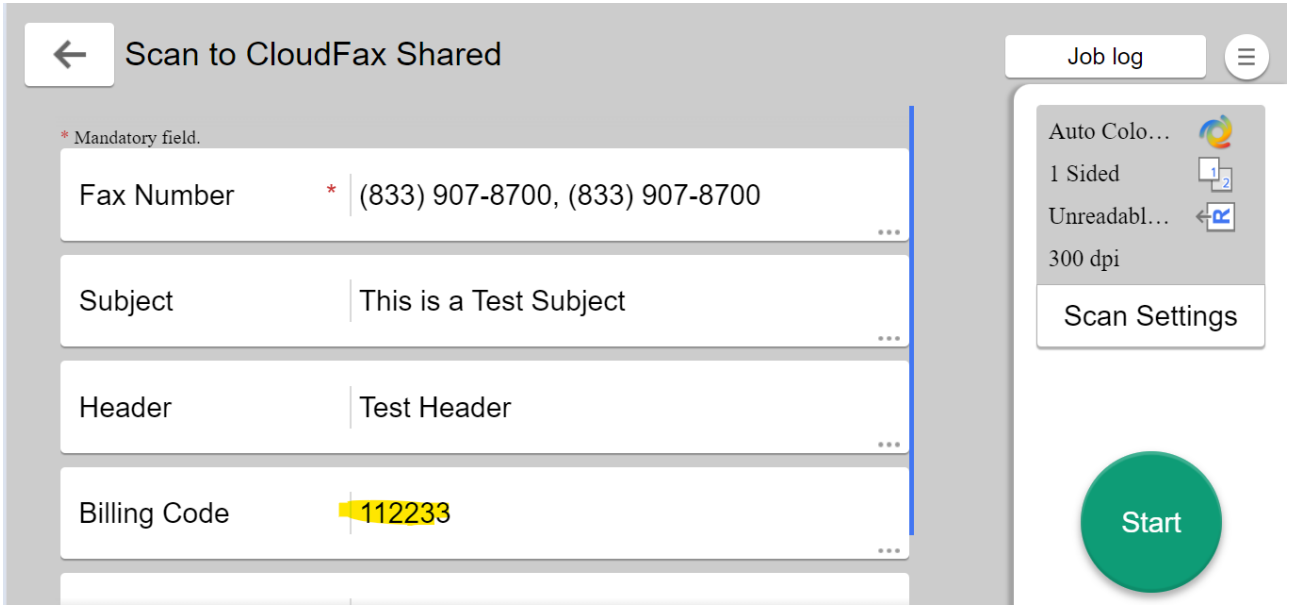
C. Header

Fax Header



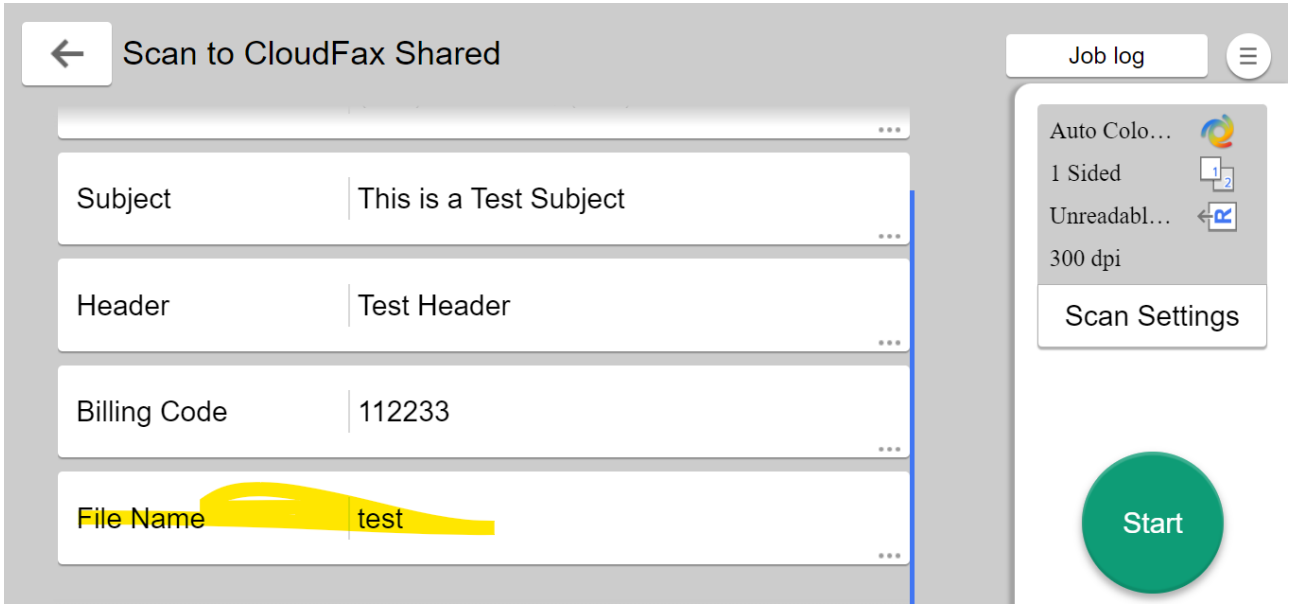
D. Billing Code

Billing Code



E. File Name

File Name can be entered here



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, PDFA, Word, Excel

D. OCR Language

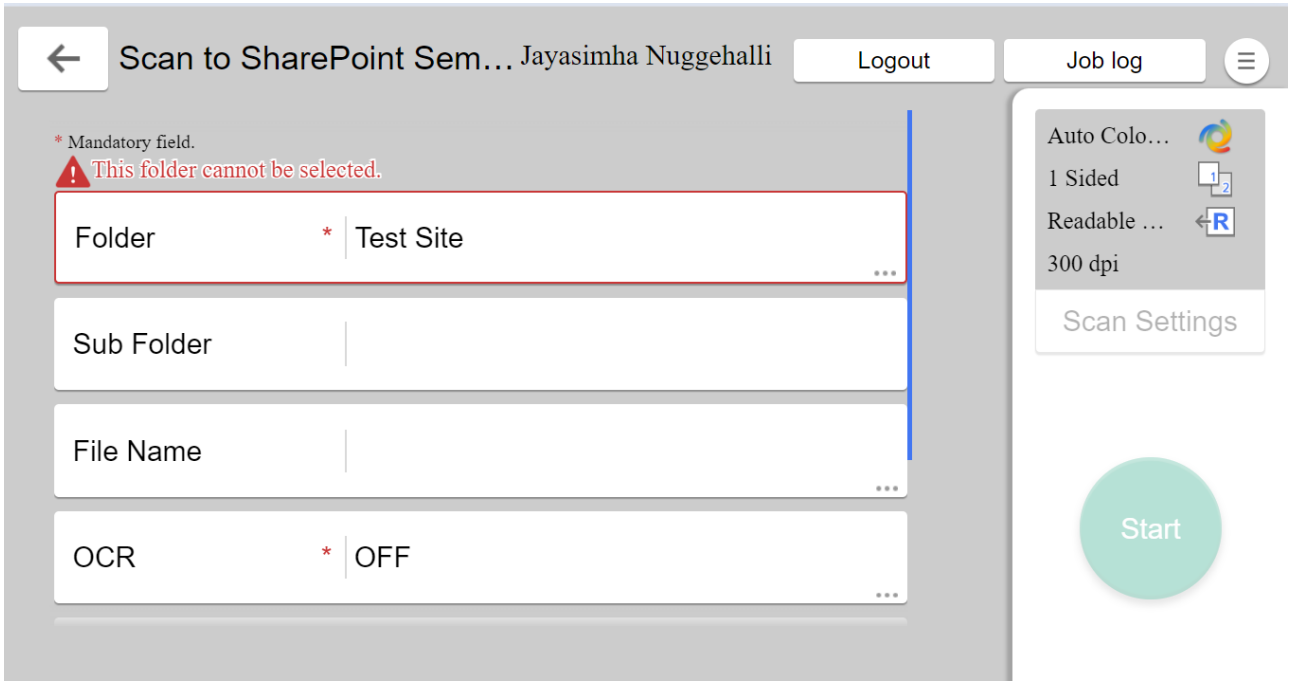
Supports these values: English, French, Spanish, Portuguese Brazilian

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



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, PDFA, Word, Excel

D. OCR Language

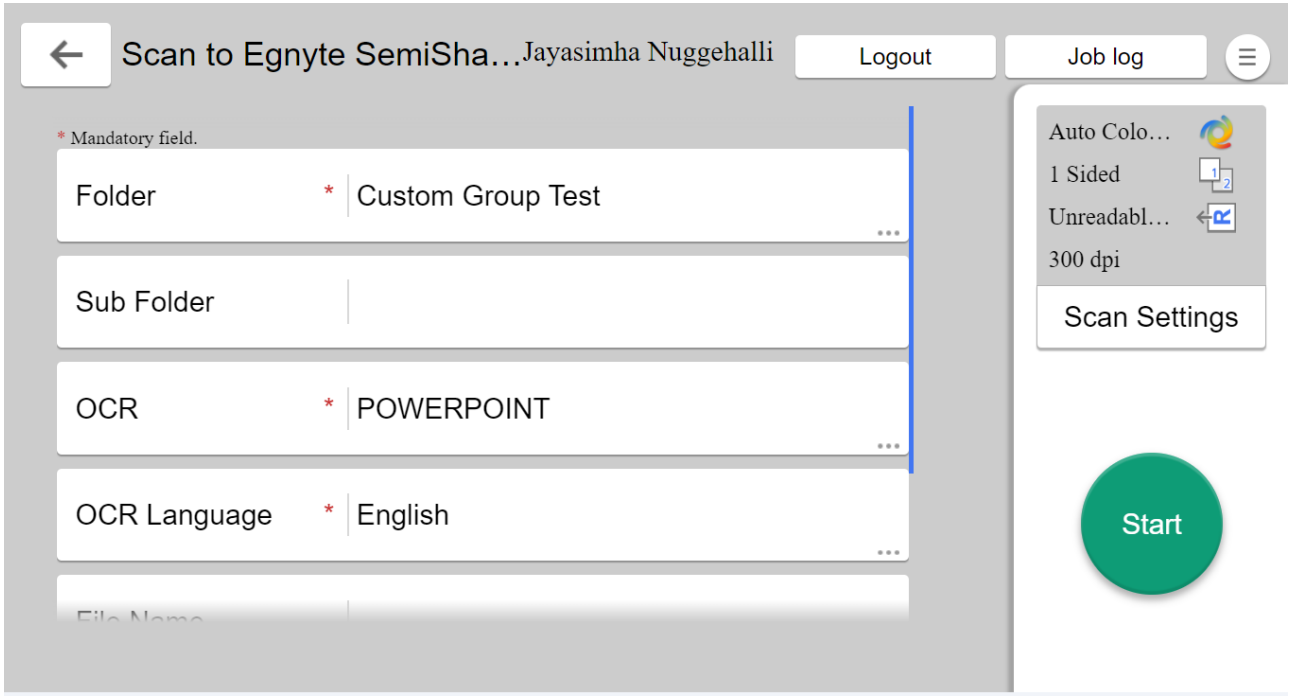
Supports these values: English, French

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



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

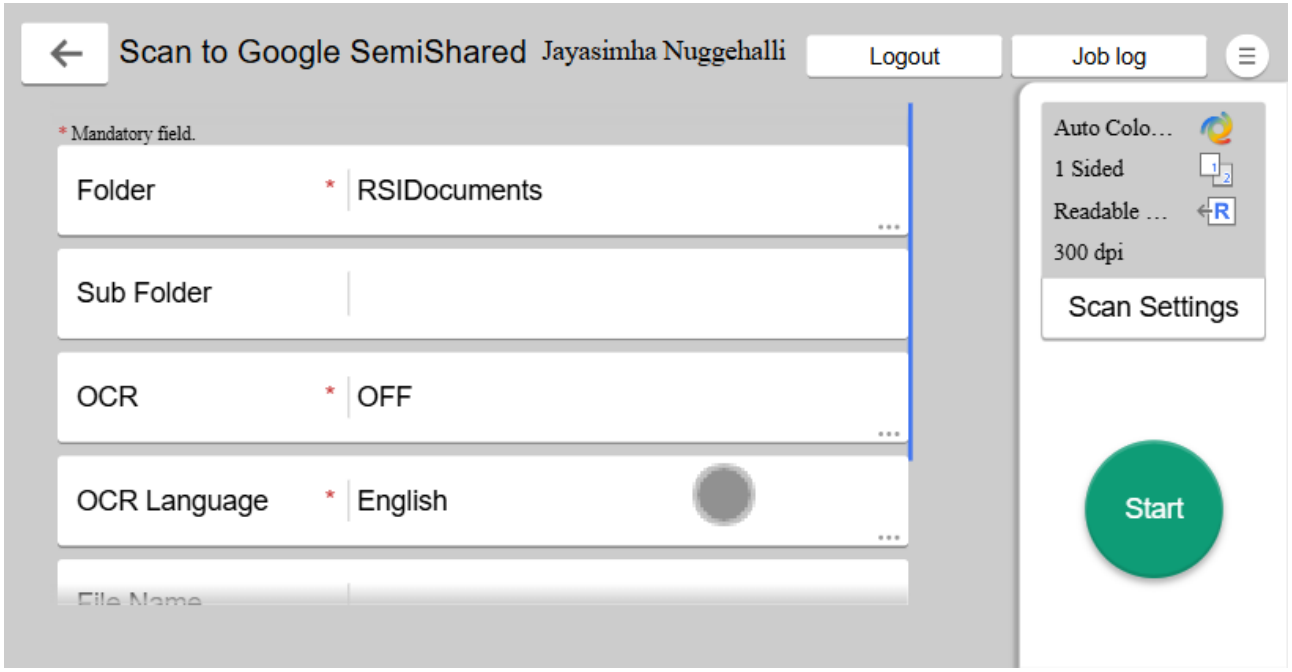
Supports these values: English, French

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



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, PDFA, Word, Excel

D. OCR Language

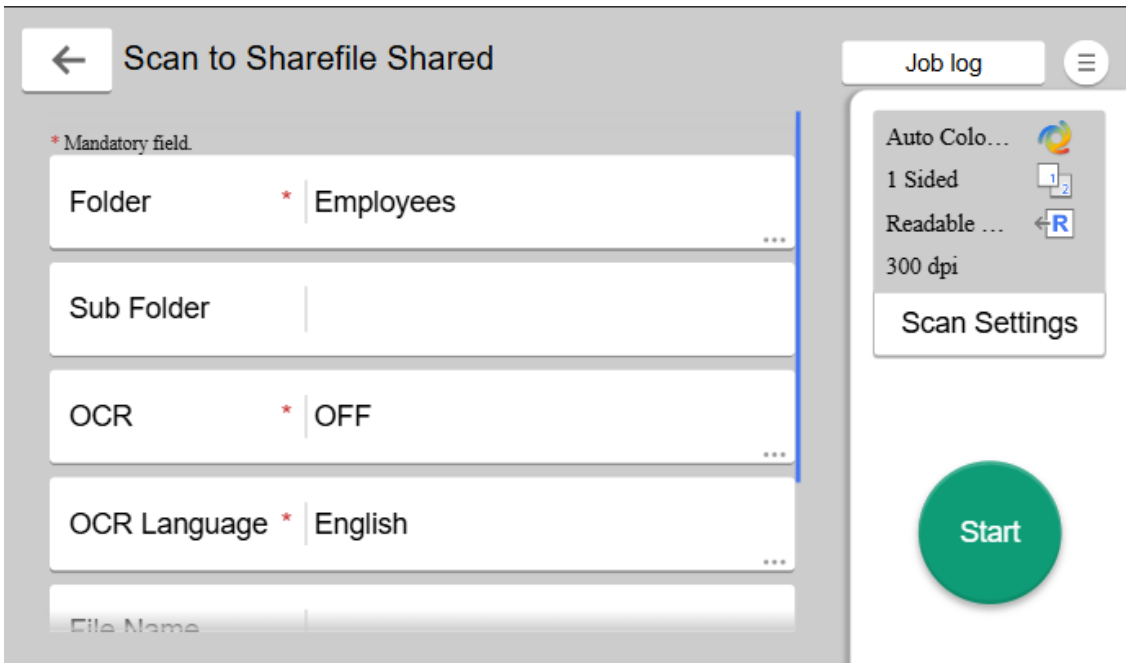
Supports these values: English, French.

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

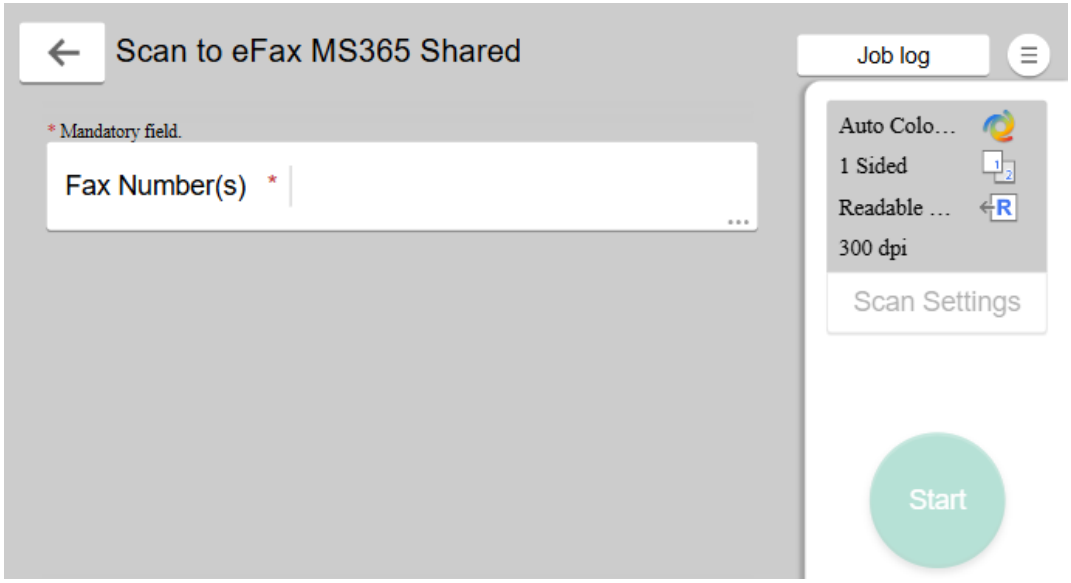


85 Scan to eFax MS365 Shared

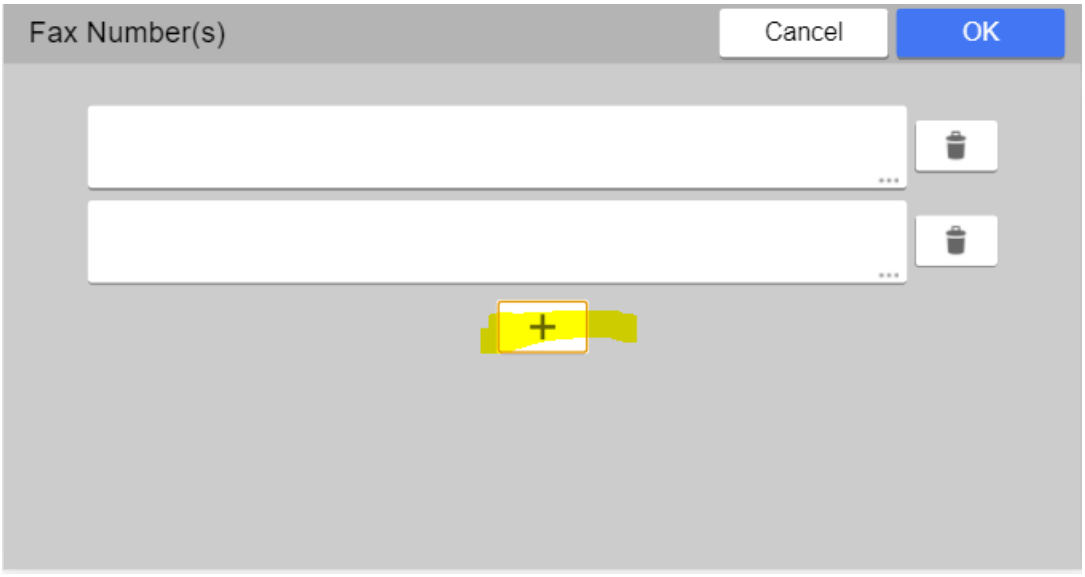
Following settings are available:

1. Fax Number

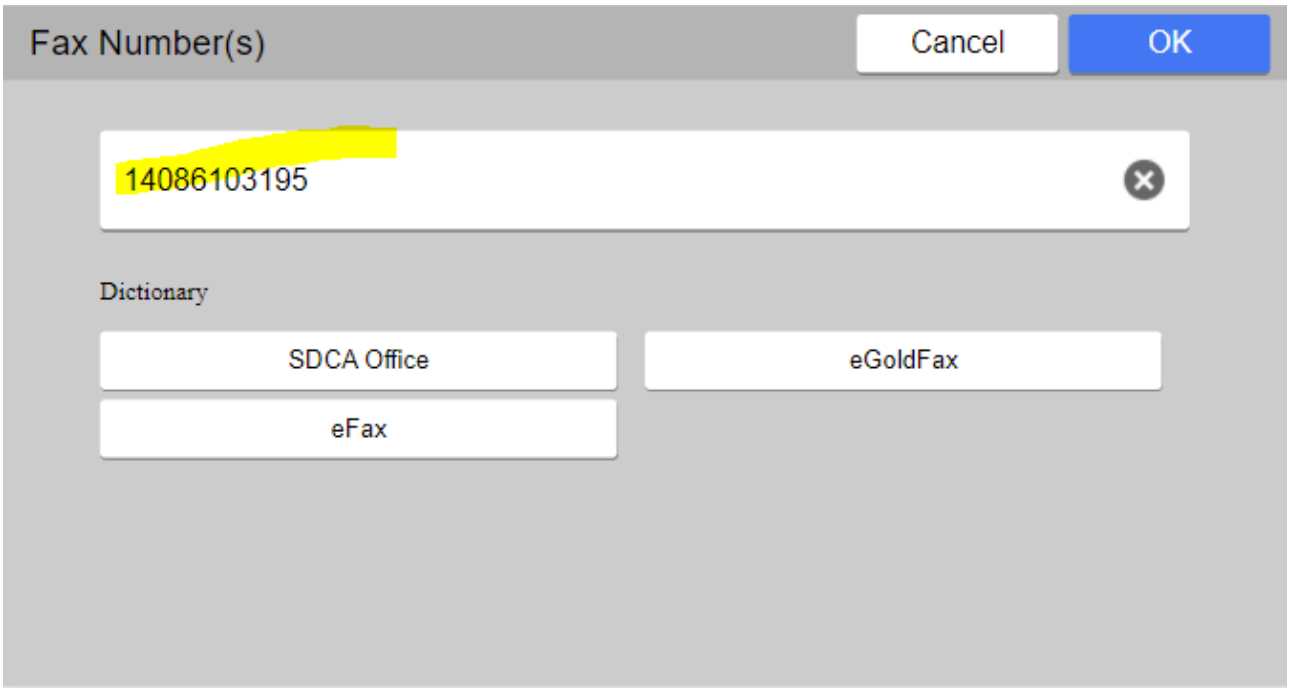
Enter Fax number, dictionary can be used to preconfigure Fax numbers, in user site.



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



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



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, PDFA, Word, Excel

E. OCR Language

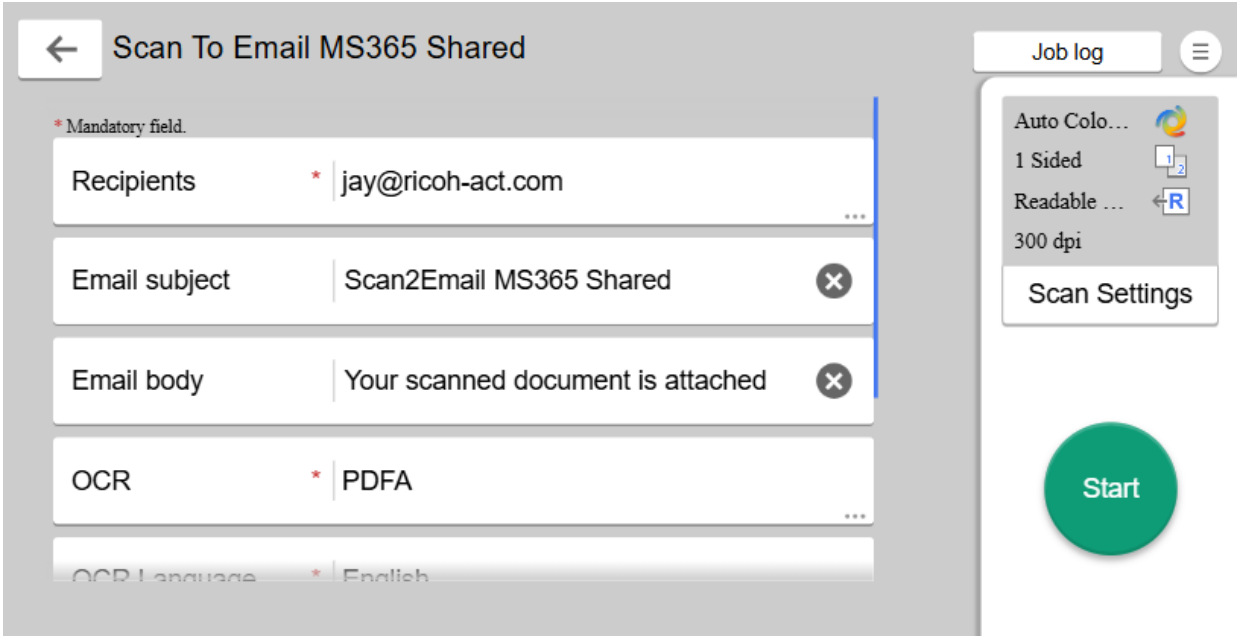
Supports these values: English, French

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



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, PDFA, Word, Excel

D. OCR Language

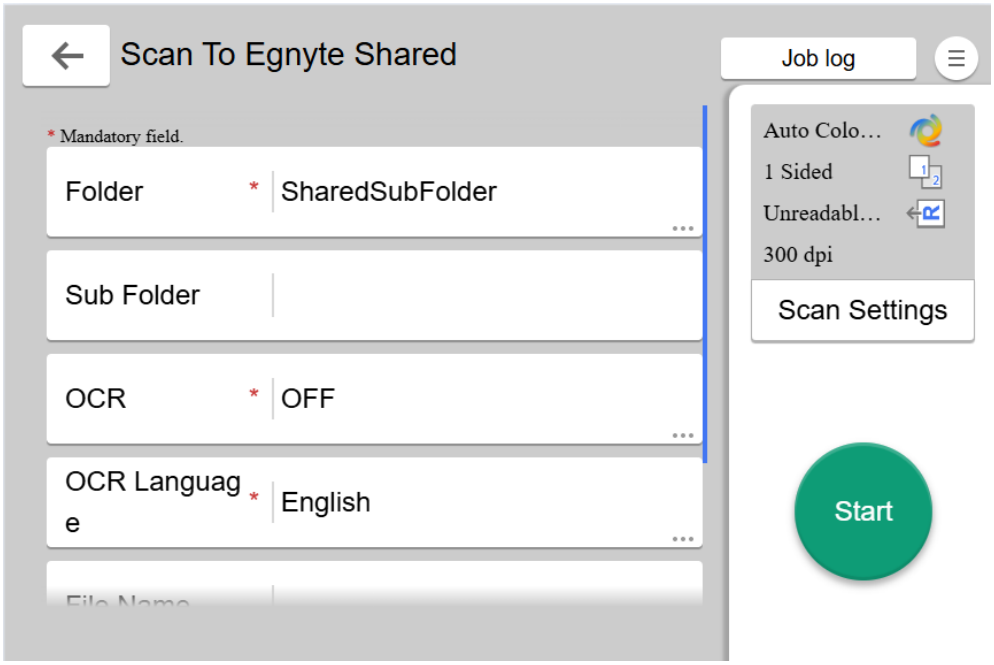
Supports these values: English, French

E. File Name

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

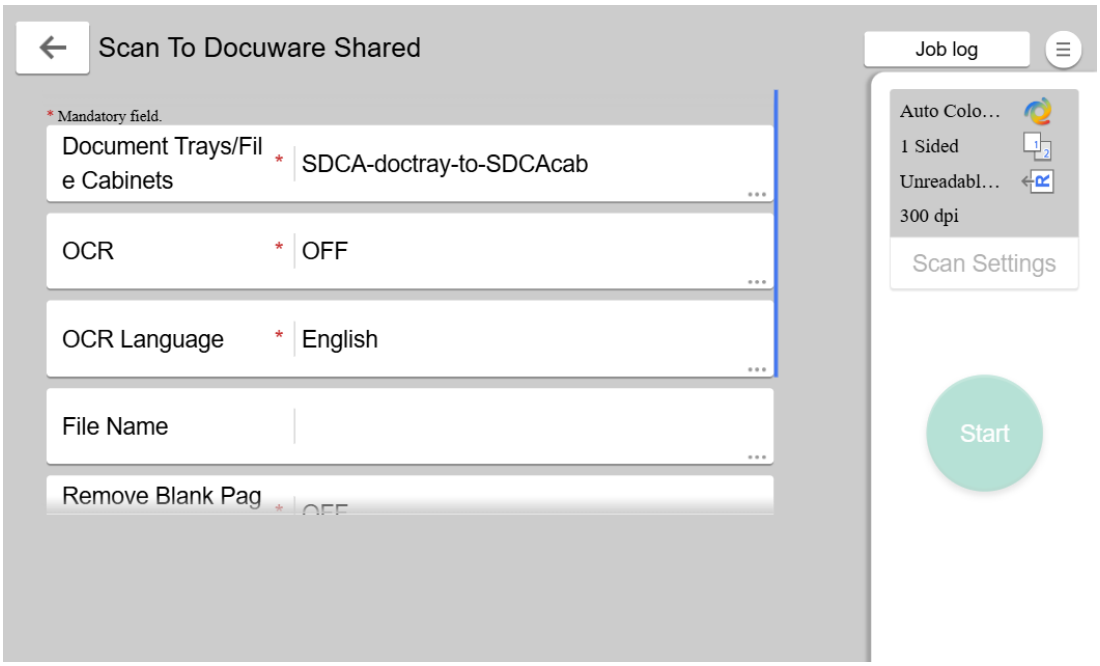
F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



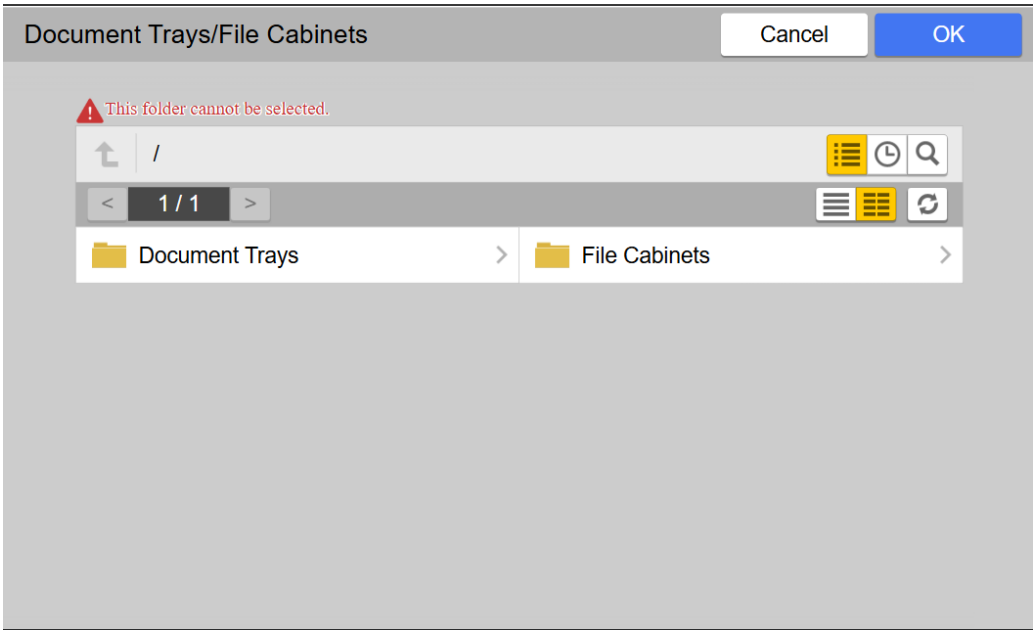
88 Scan to Docuware Shared

Following settings are available:

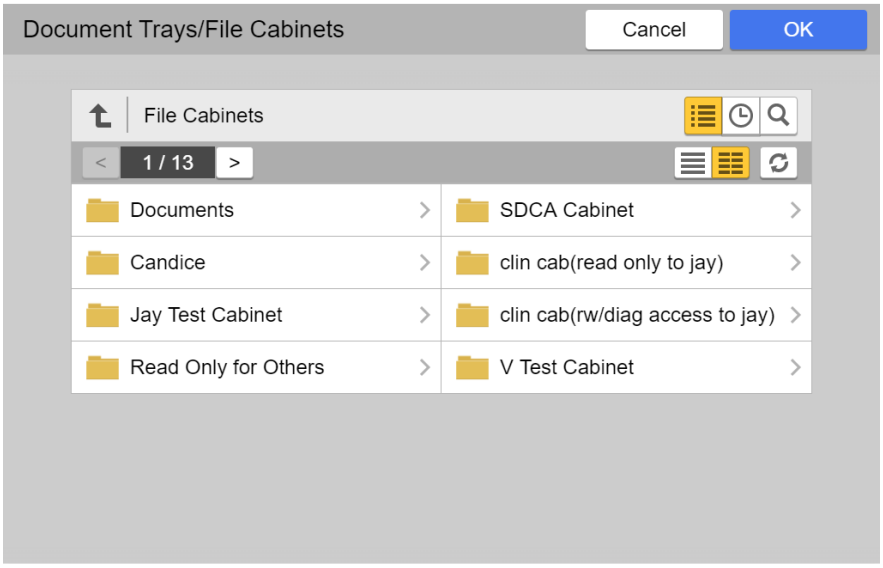


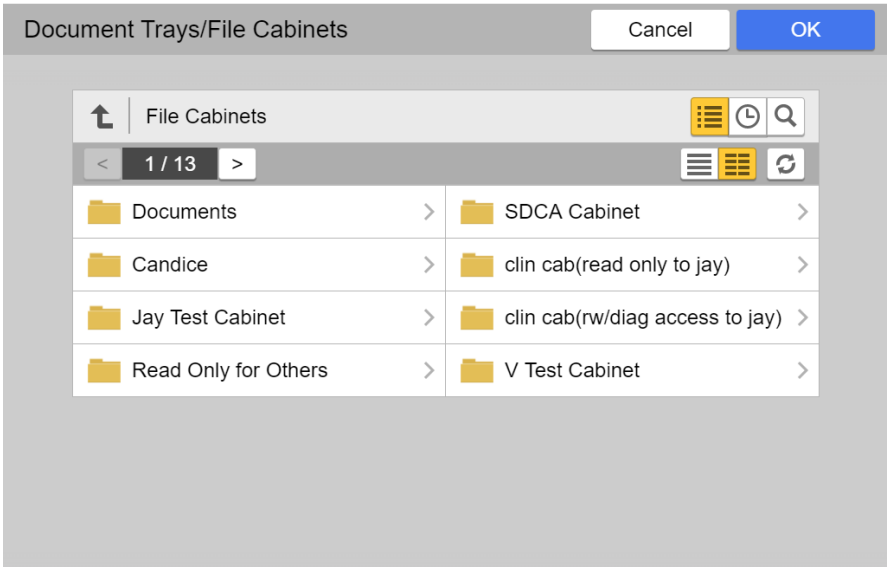
G. Document Tray/File Cabinet

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

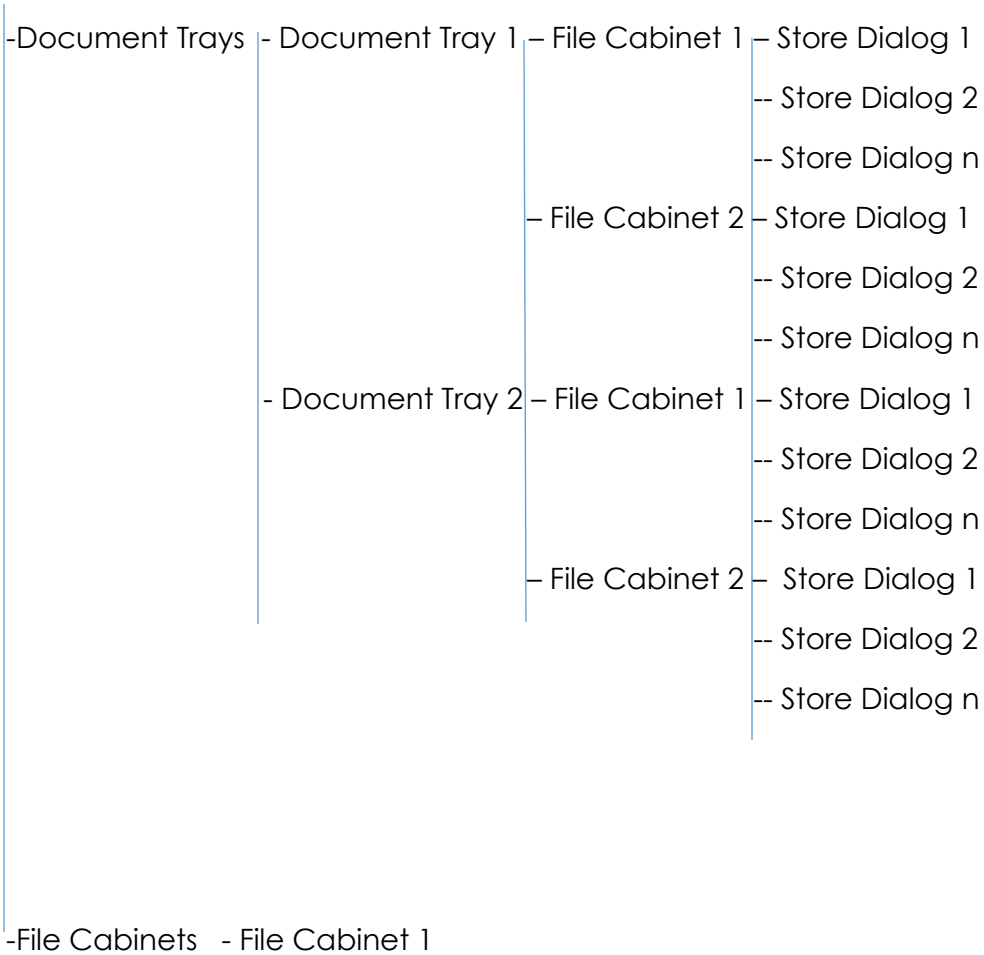


At root level 'Document Trays' and 'File Cabinets' are displayed. These are virtual folders and not selectable. Touch on 'Document Tray' or 'File Cabinets' to list Tray or Cabinets respectively.



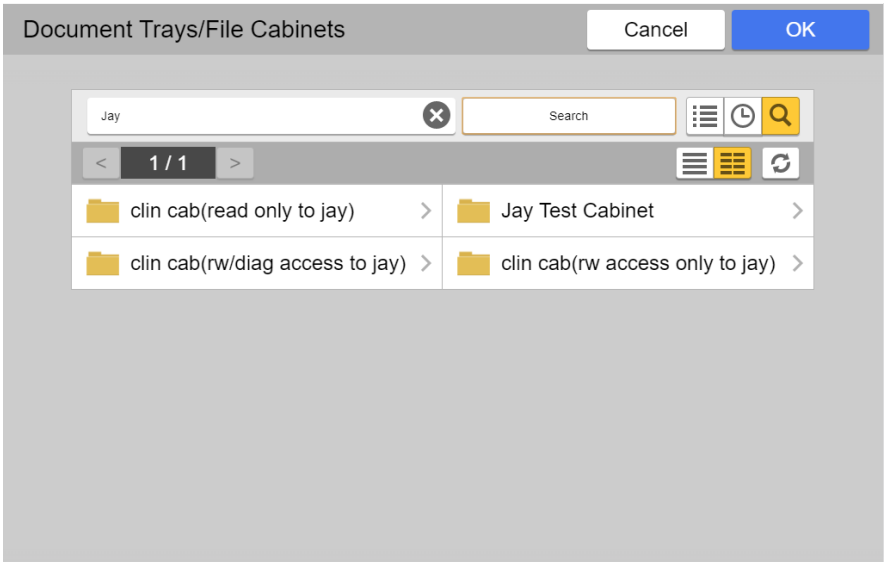


Here is the Hierarchy of Document Tray/File Cabinets



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, PDFA, Word, Excel

I. OCR Language

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

J. File Name

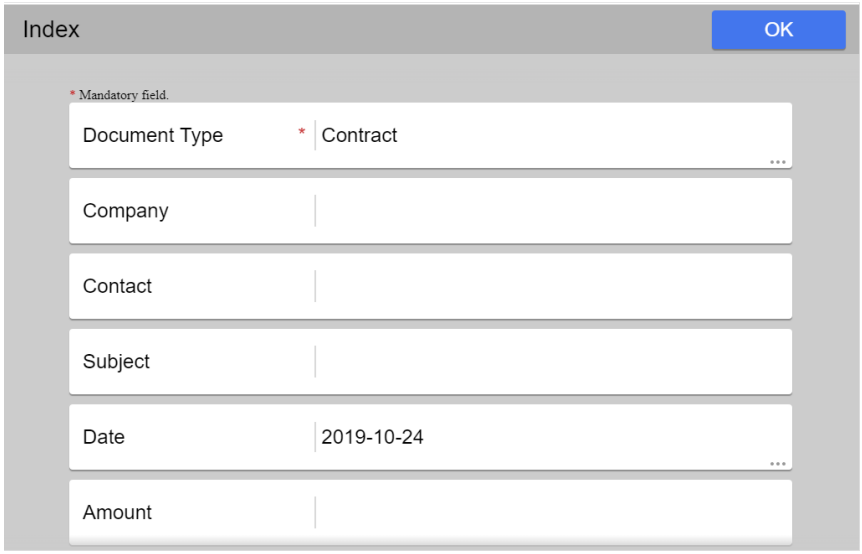
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

K. Remove Blank Page

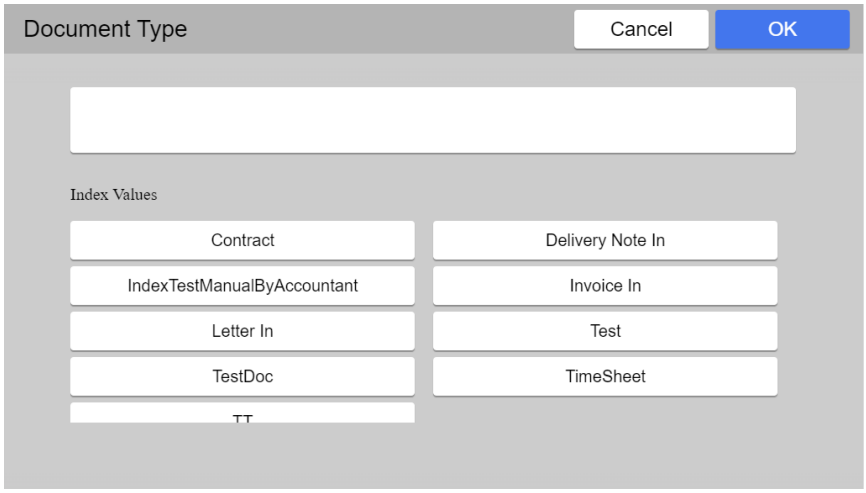
Workflow supports Blank Page Removal. Values: OFF, ON

L. Index

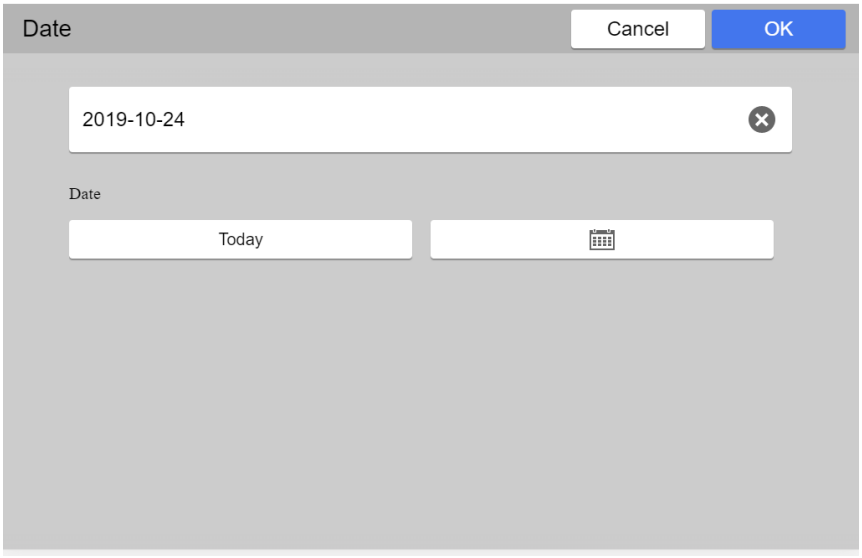
Based on the selected Document Tray or Cabinet, index fields are displayed. User can set the index values after touching the area next to index.



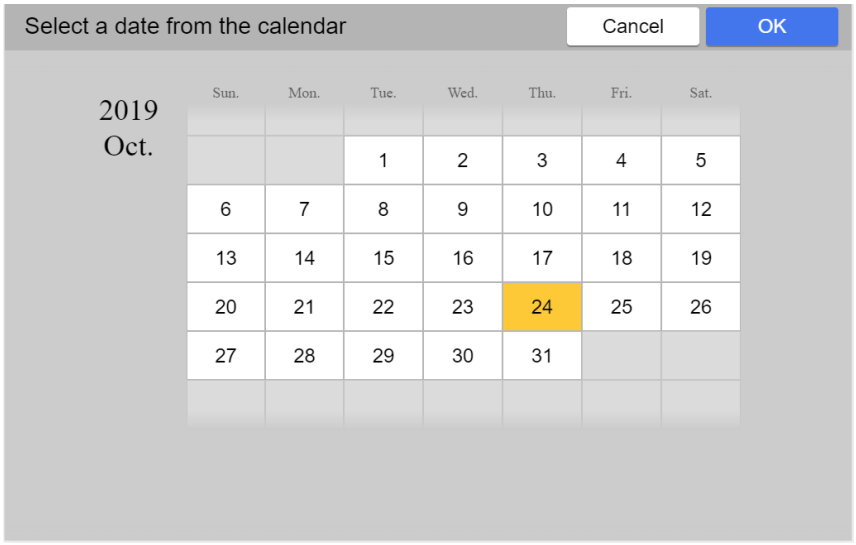
Sample Index Fields. Index fields depends on the Document Tray or Cabinet selected.



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

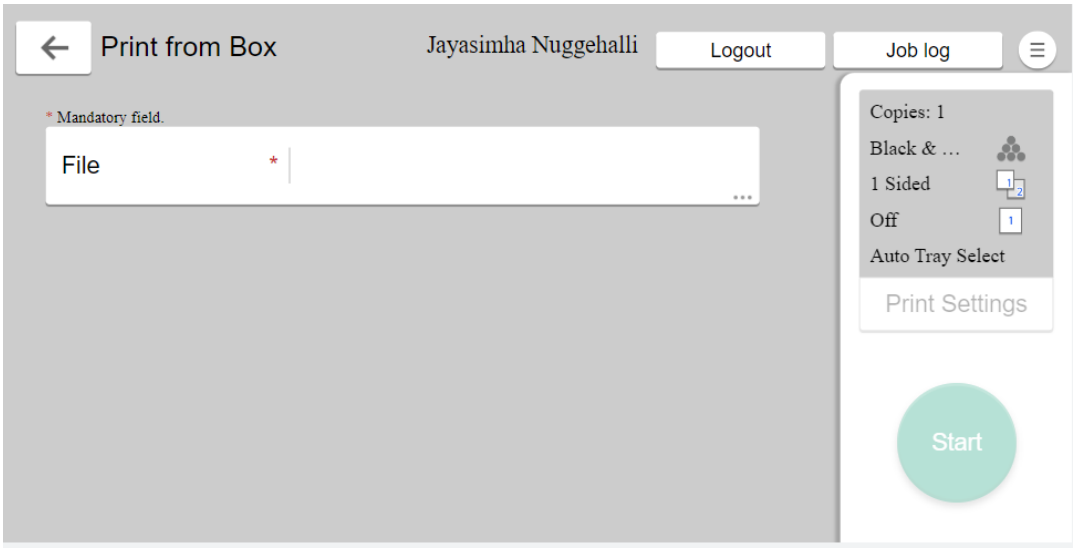


Touch on Calendar button to select date

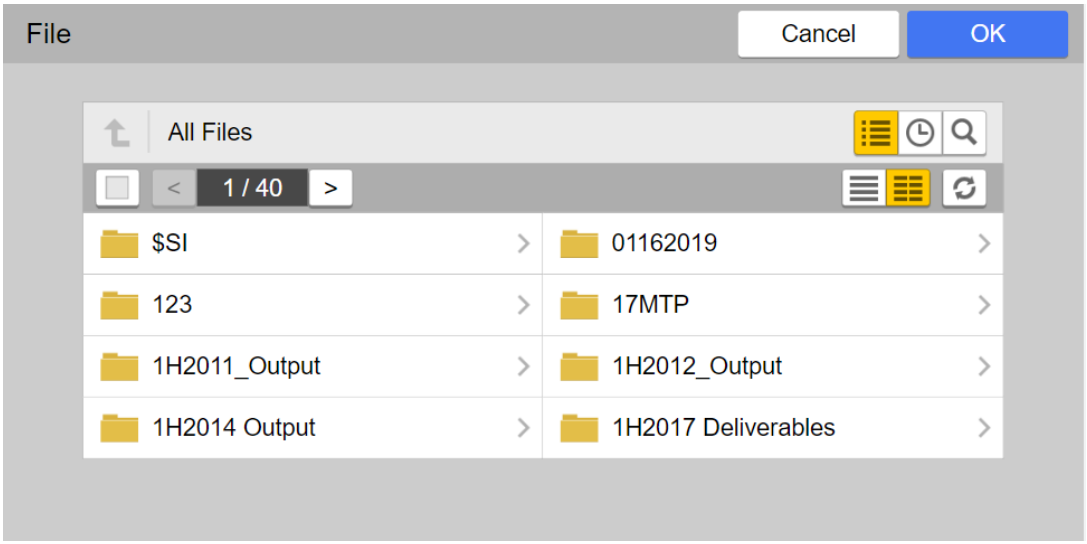


Sample Date Field

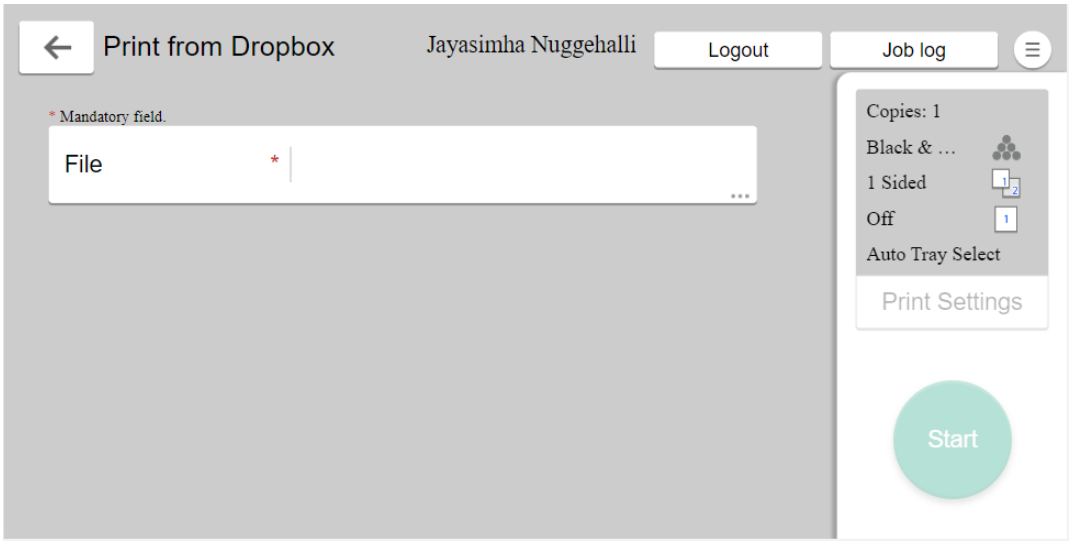
89 Print from Box



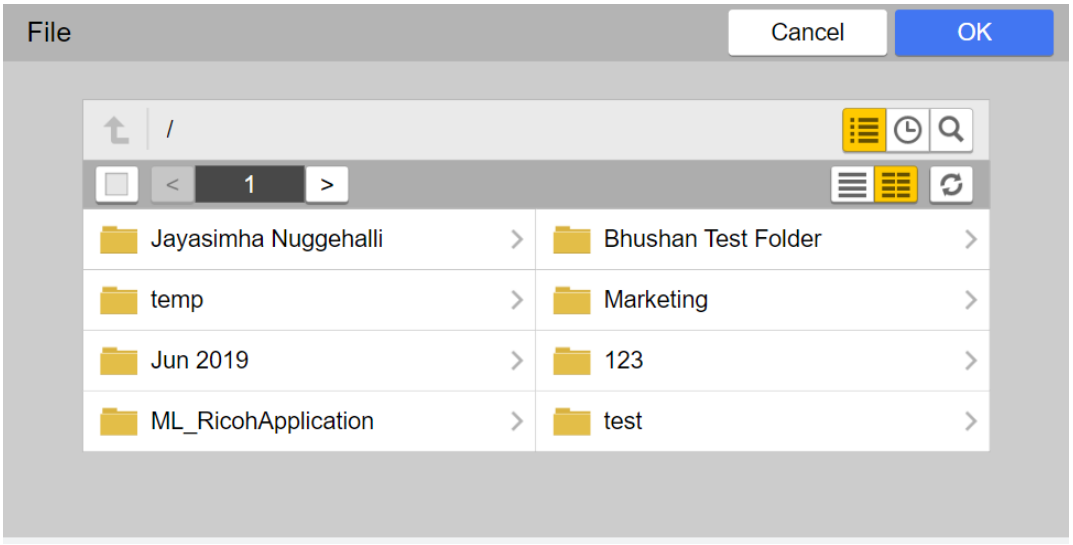
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



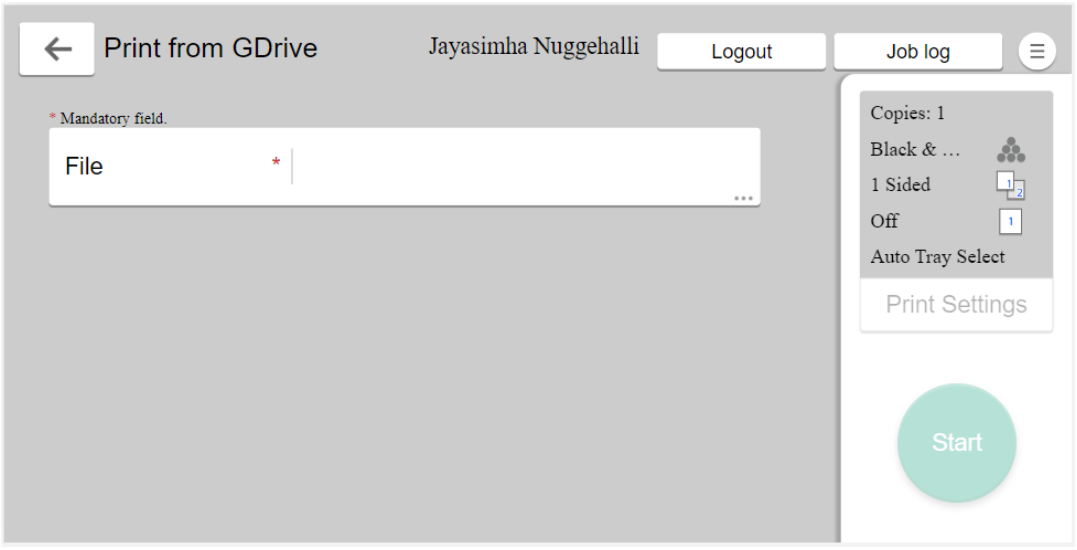
90 Print from Dropbox



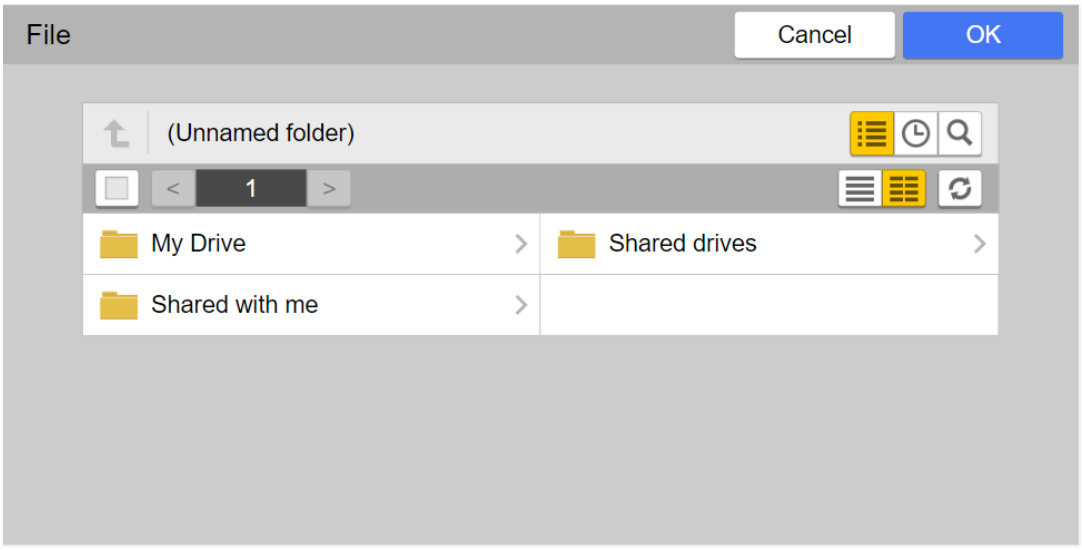
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



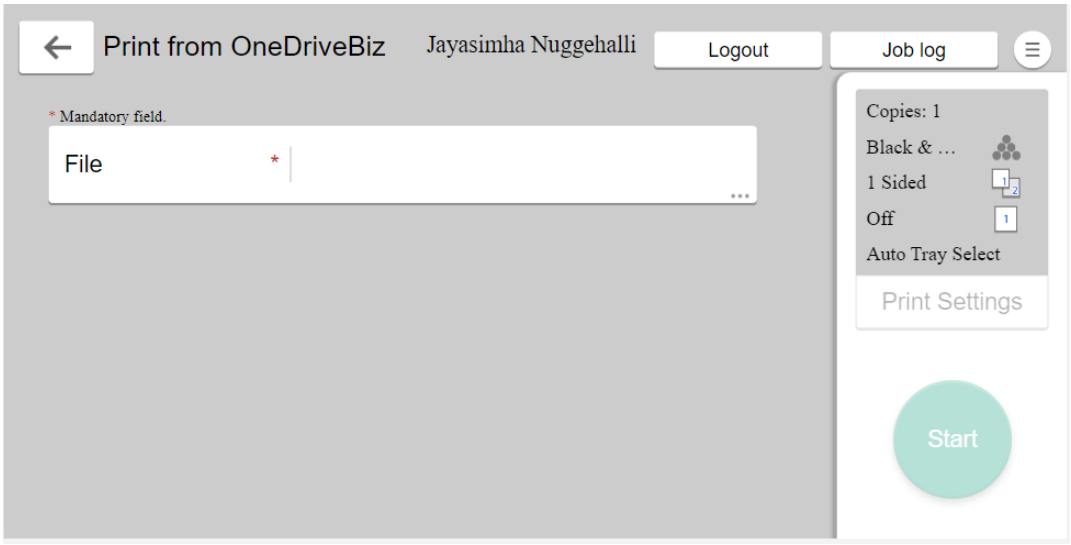
91 Print from GDrive



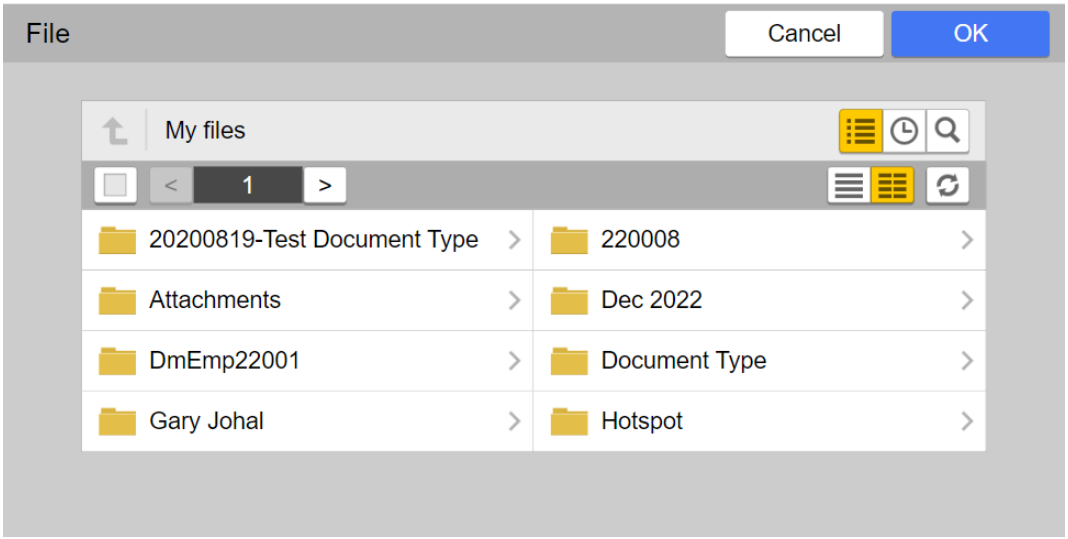
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



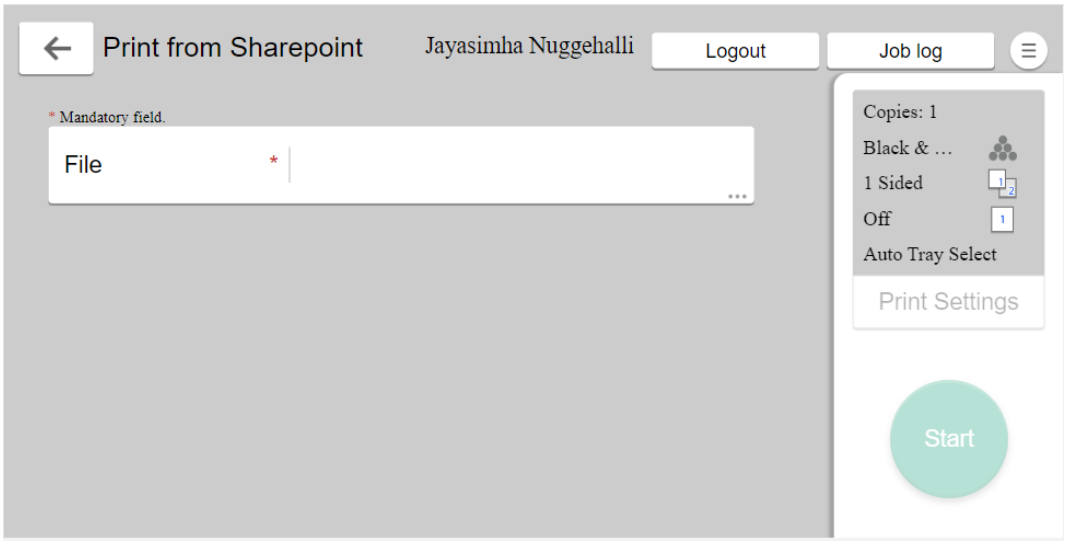
92 Print from OneDrive for Business



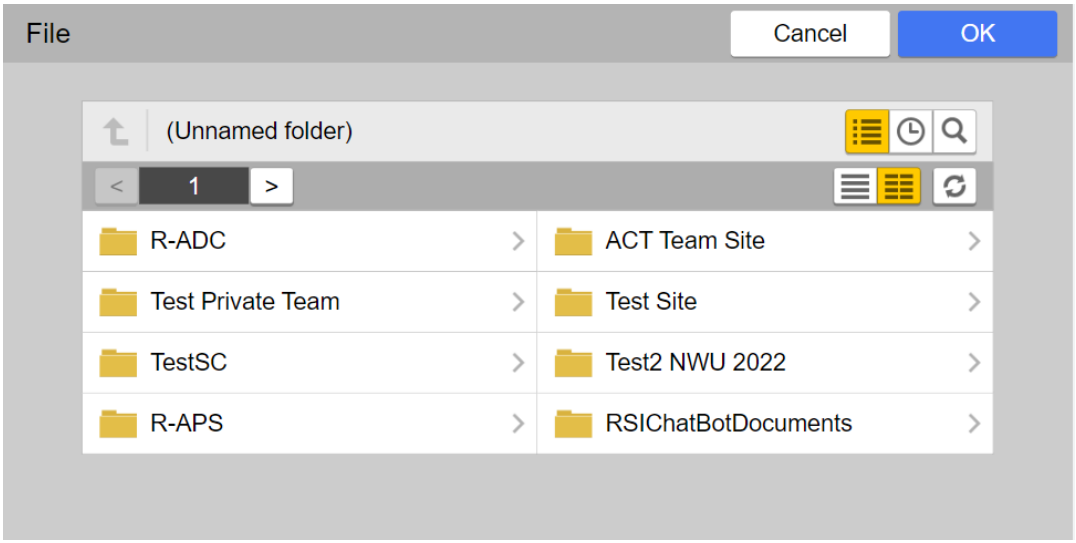
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



93 Print from SharePoint



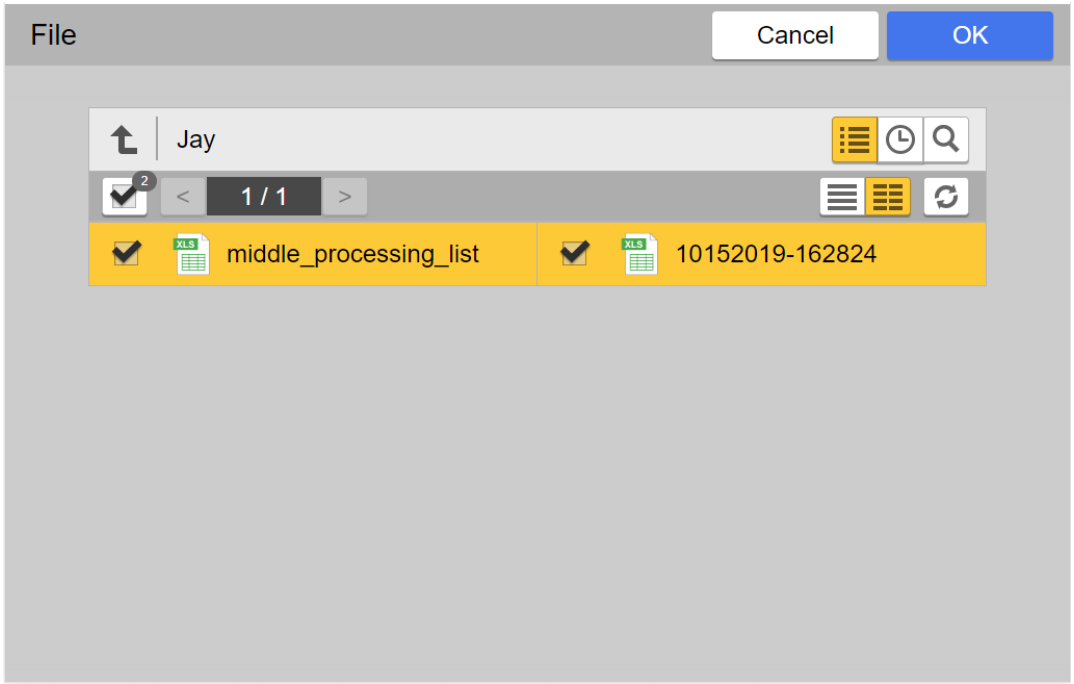
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



94 Print from DocuWare

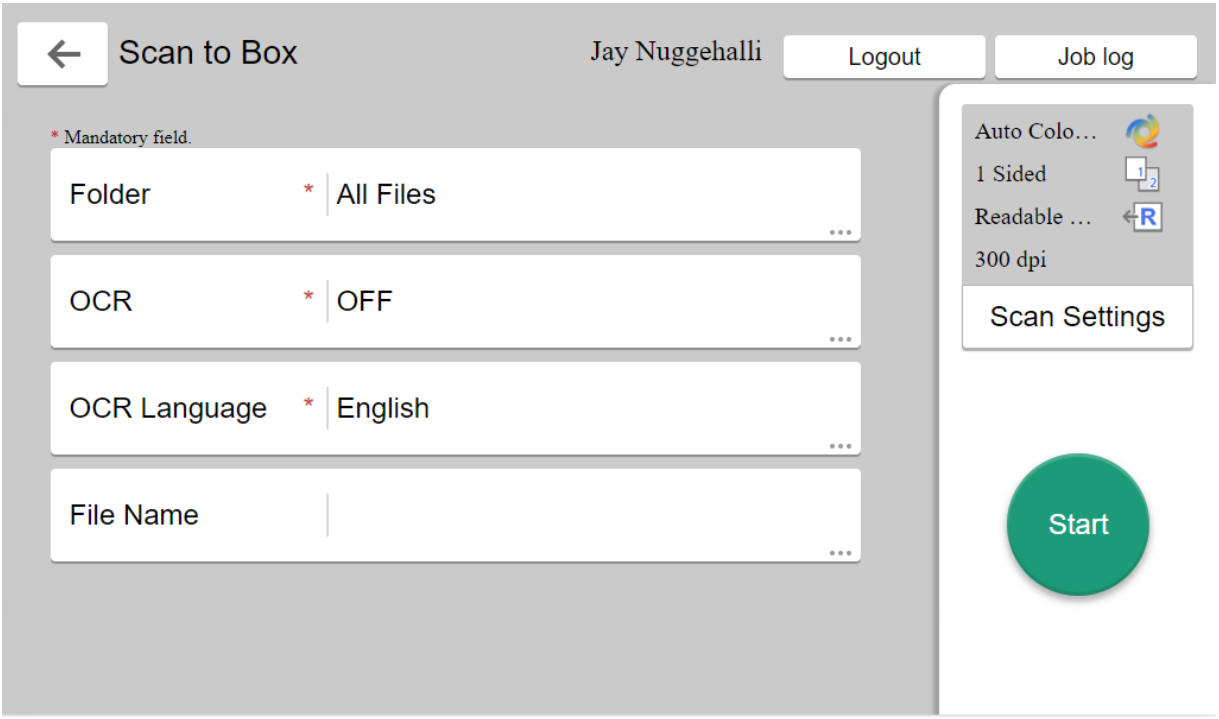


Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.

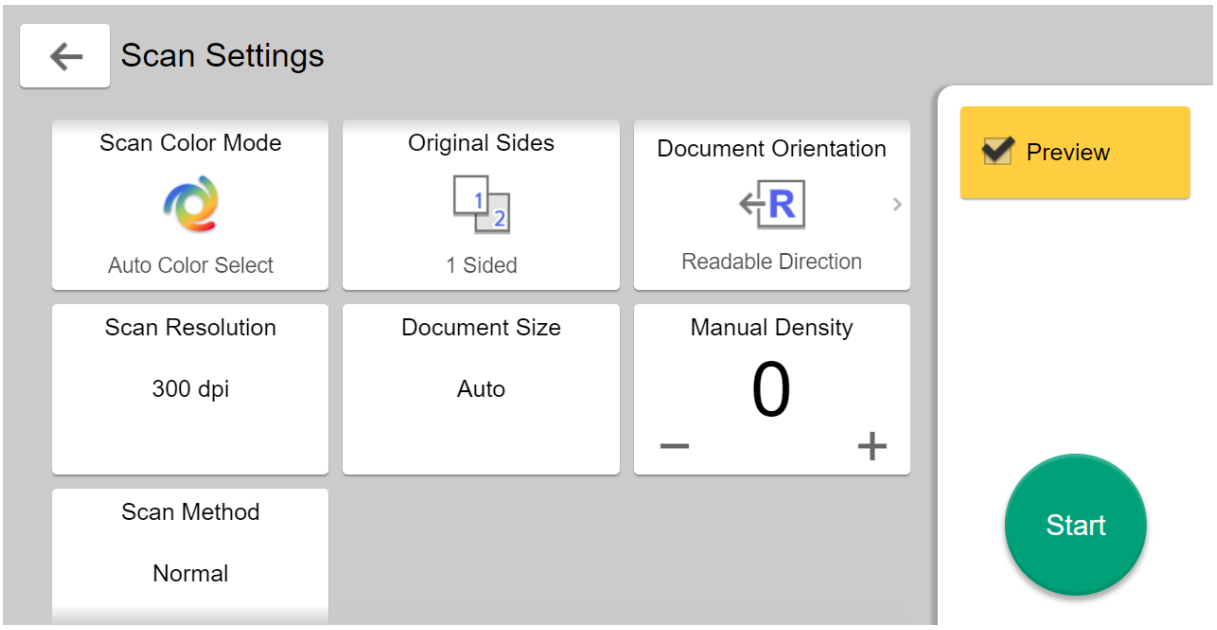


95 Scan and Print Settings

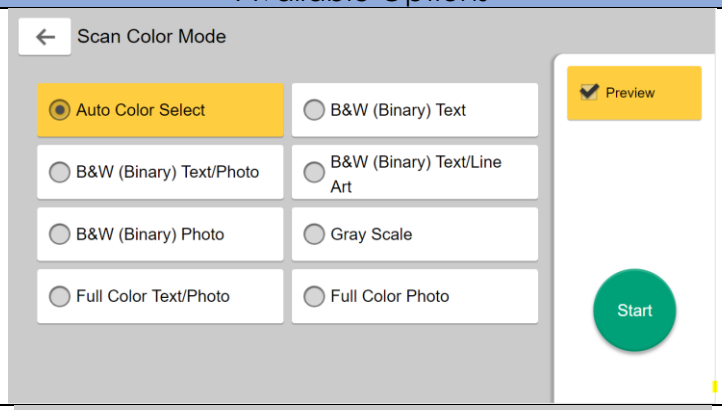
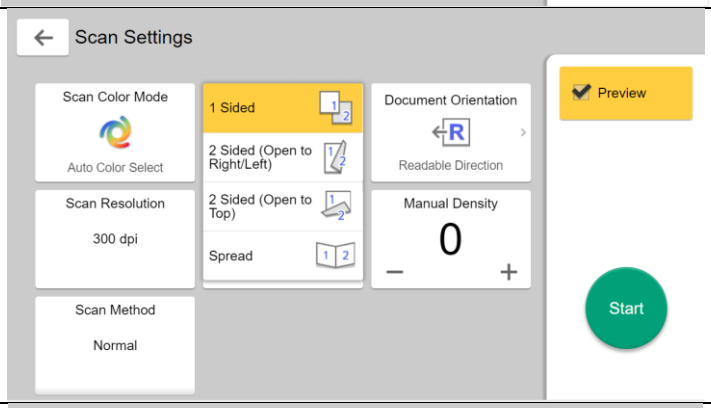
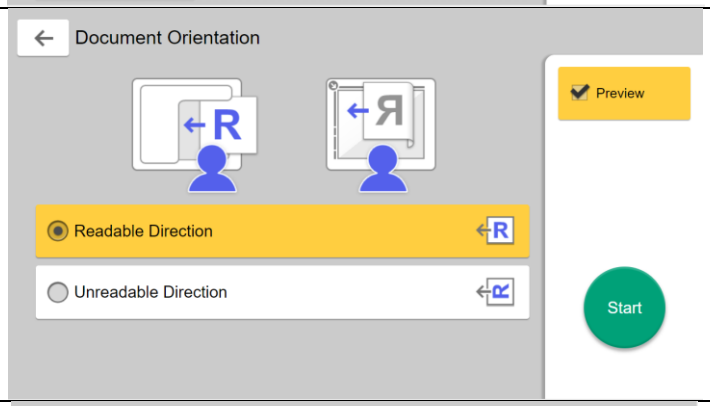
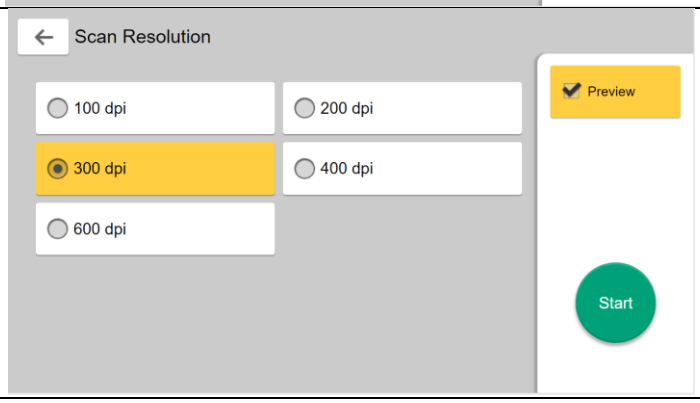
Scan Settings

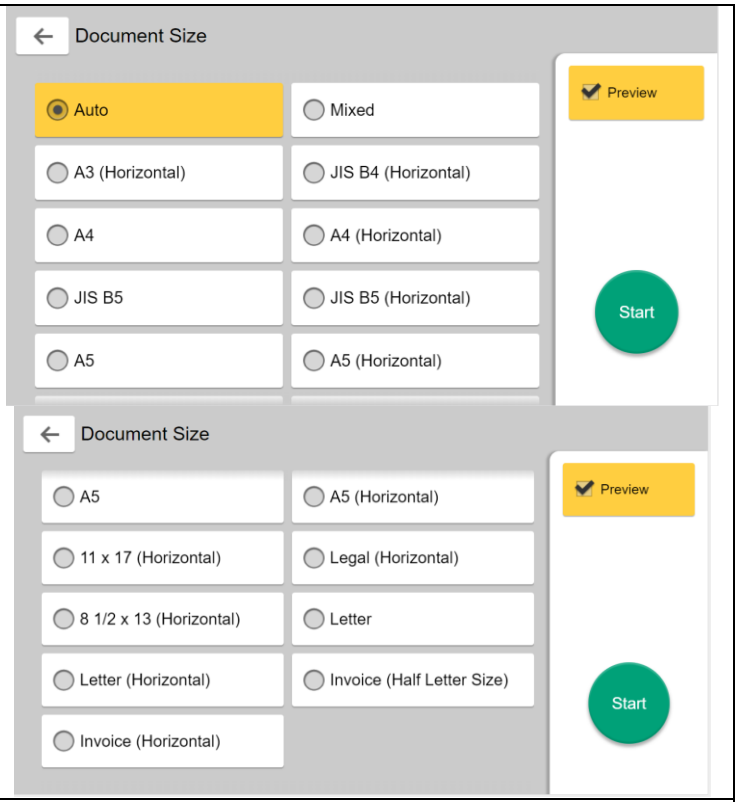
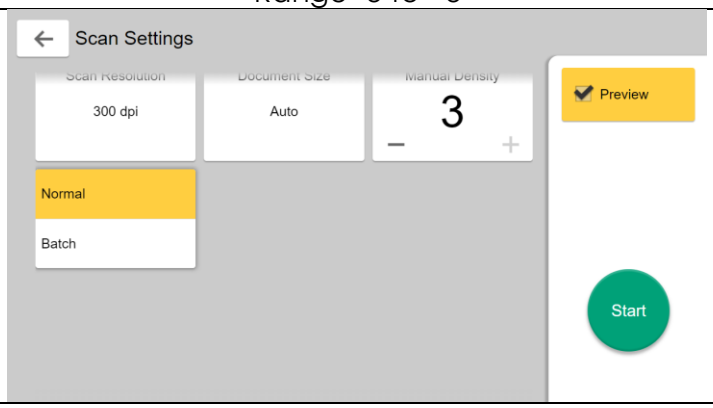


Touch on 'Scan Settings' to display Scan Settings Screen

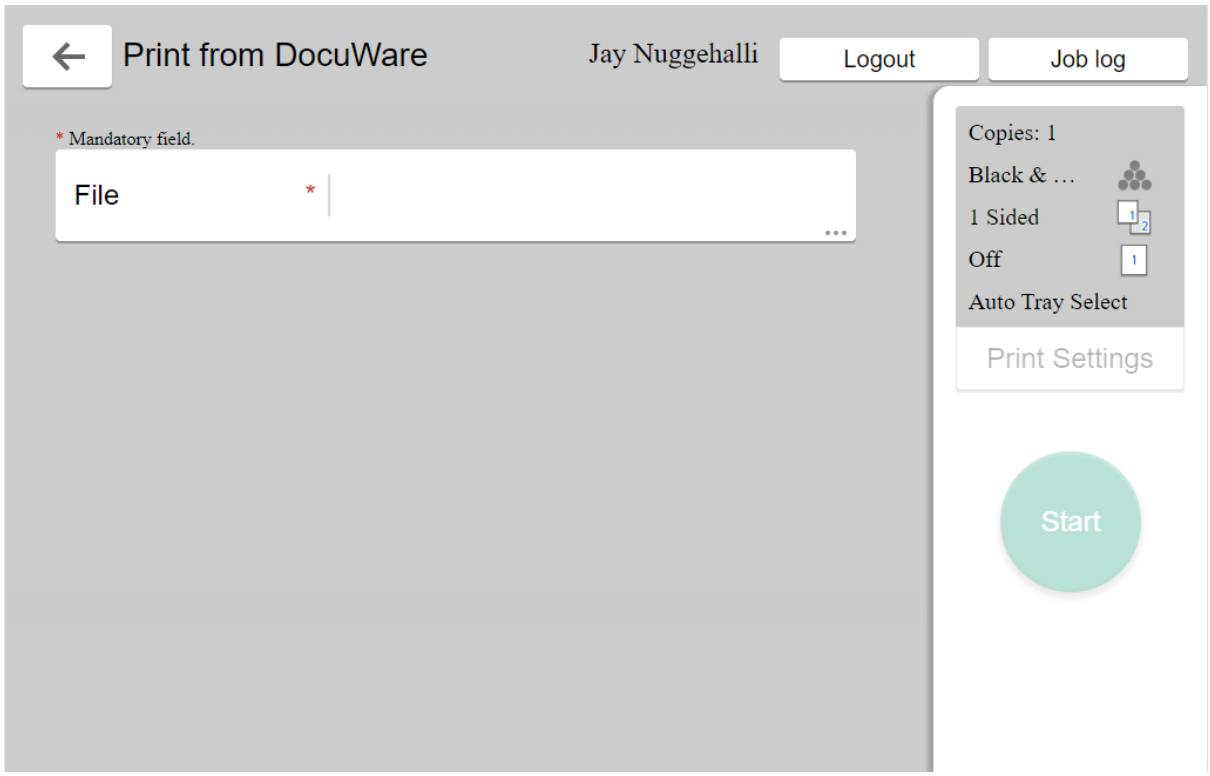


Checking 'Preview' will enable Scan document Preview on MFP Operation Panel.

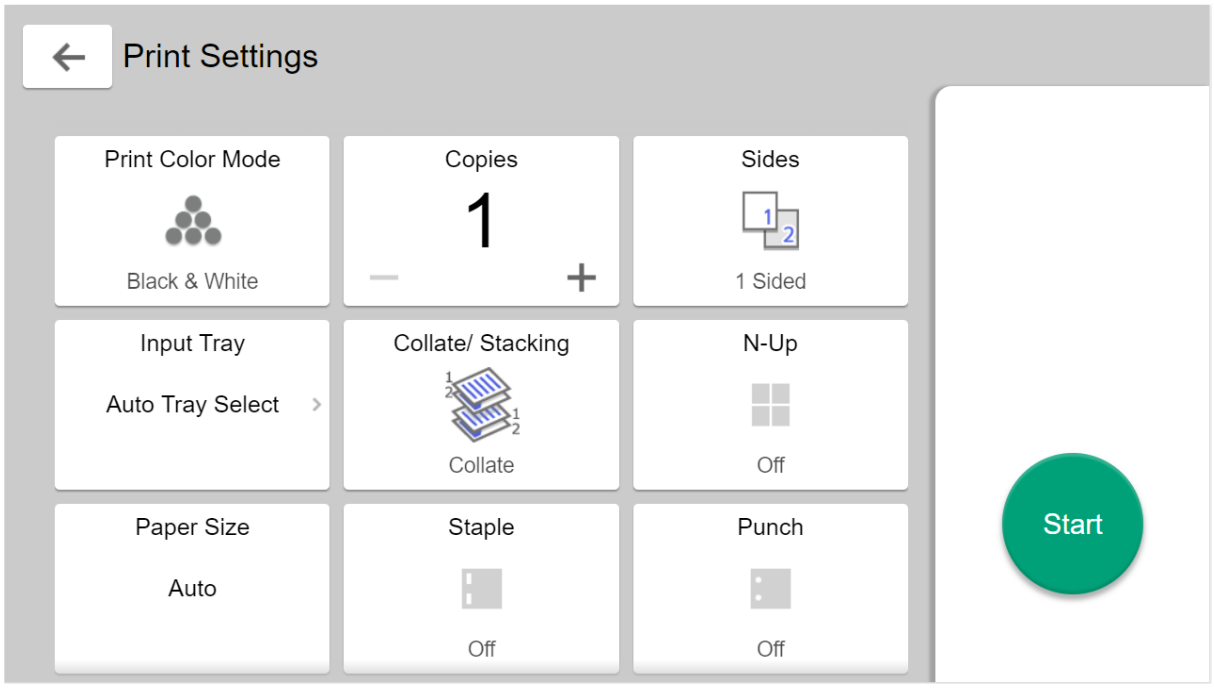
Scan Settings	Available Options
Scan Color mode	
Original Sides	
Document Orientation	
Scan Resolution	

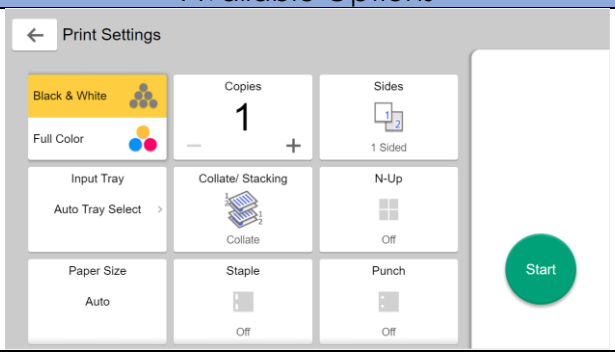
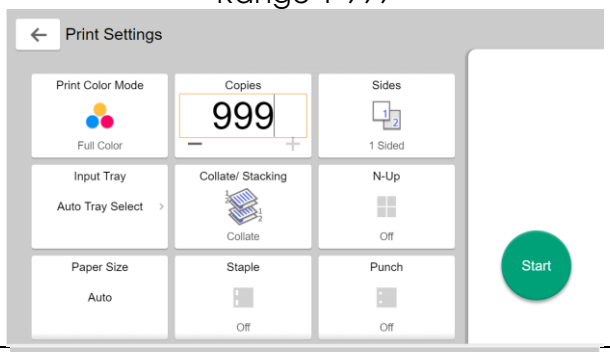
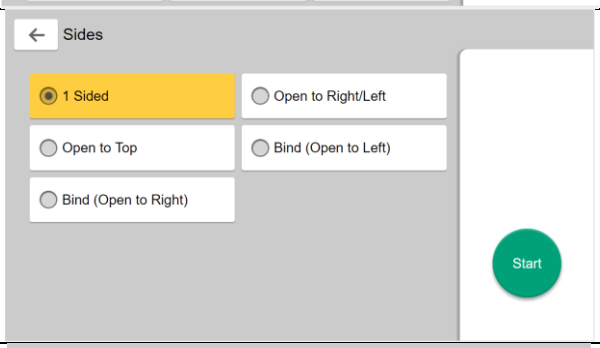
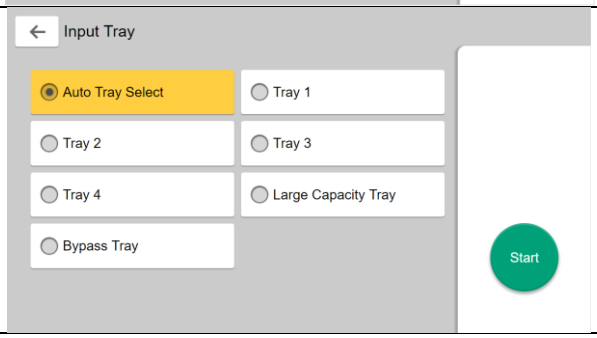
Document size	
Manual Density	Range -3 to +3
Scan Method	

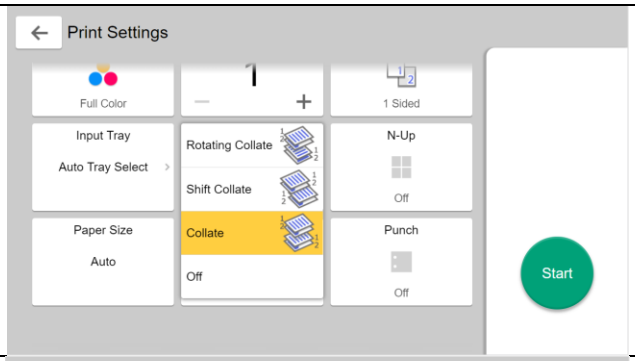
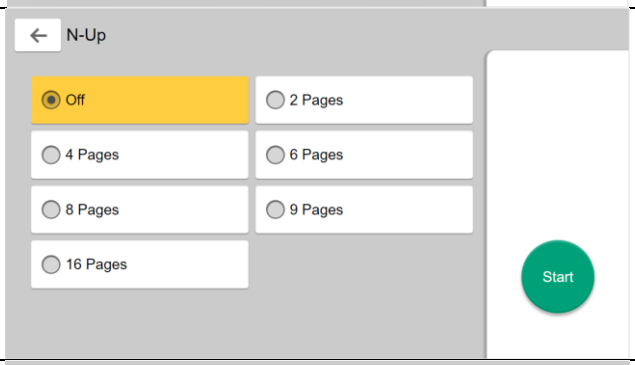
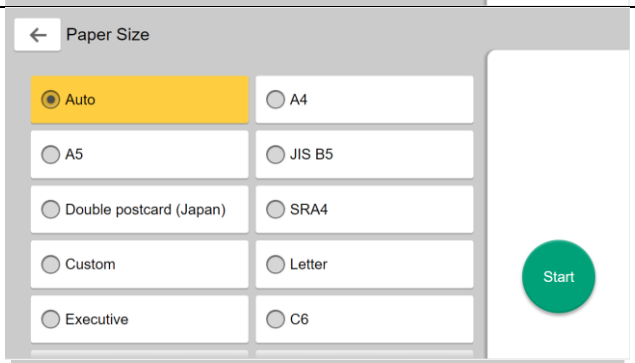
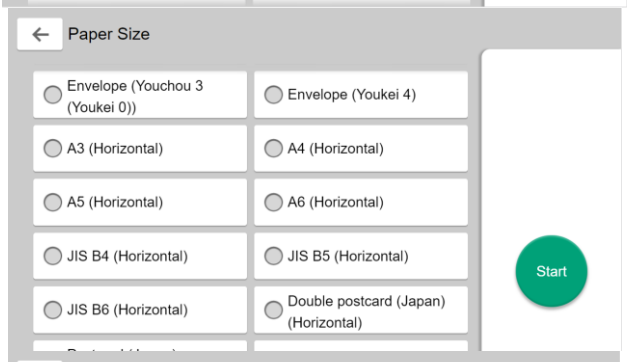
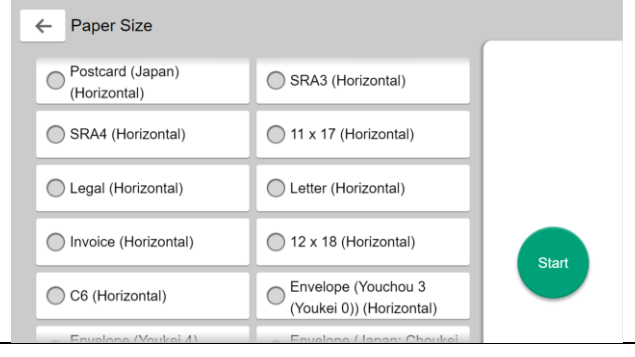
Print Settings

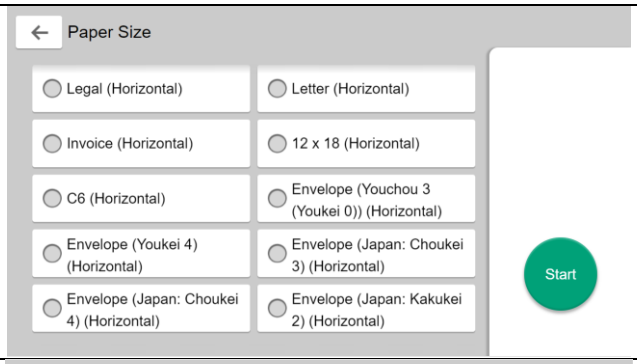
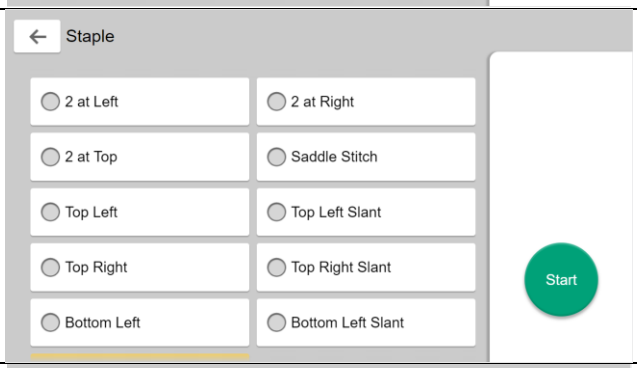
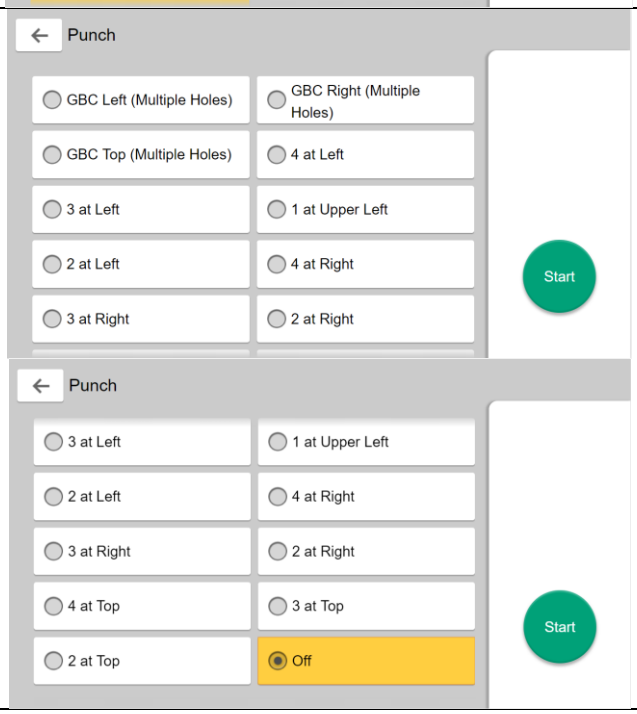


Touch on 'Print Settings' to display Print Settings Screen



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

	
N-Up	
Paper Size	  

	
Staple	
Punch	

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

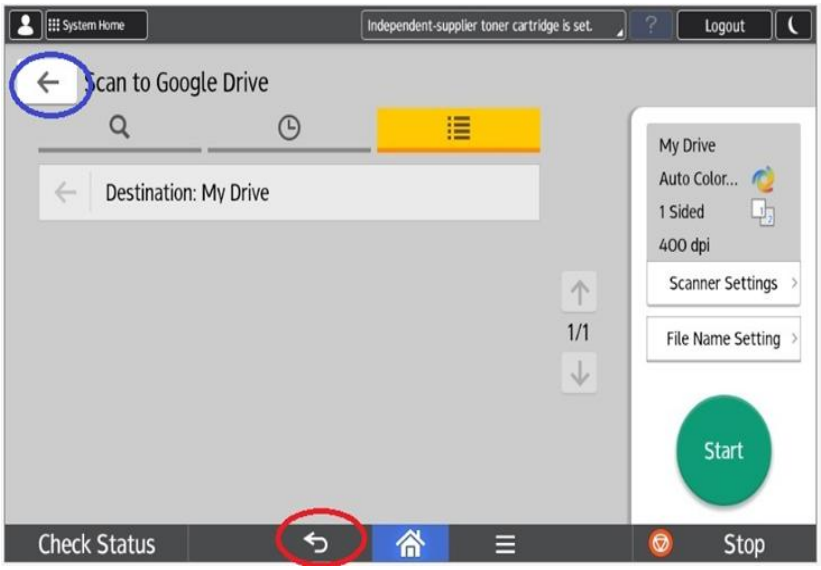
96 Limitations

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