

## Smart Integration Essentials





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# 1 Preface

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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. Configuring Dictionary and Default Values

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

### 3. Operation of Connector Applications

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

### 4. Limitations

Product Limitations

### 5. 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).

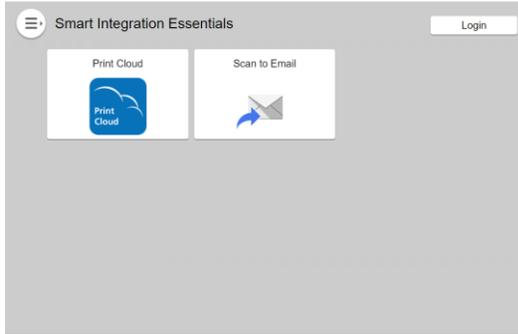
## 2 Introduction

### What are Smart Integration Essentials?

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Smart Integration consists of following workflows

1. Print Cloud
2. Scan to Email

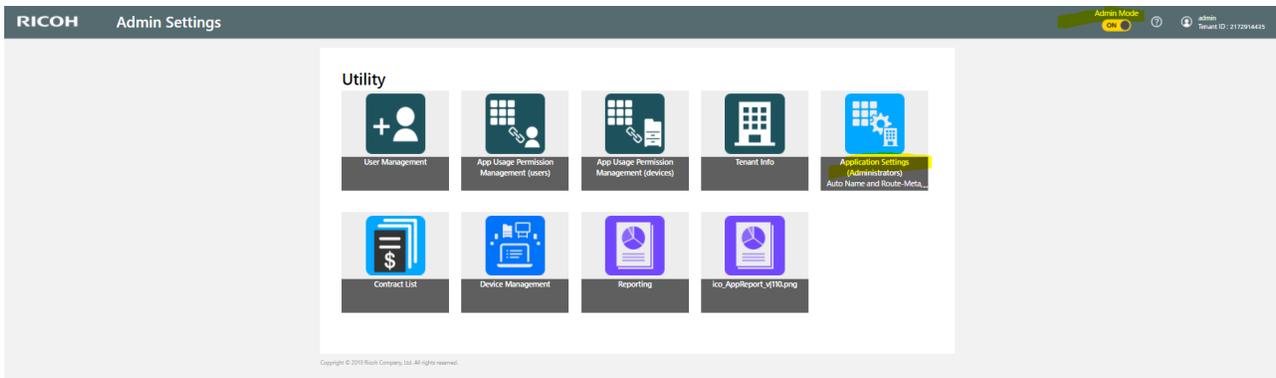


### 3 Configuring default Values

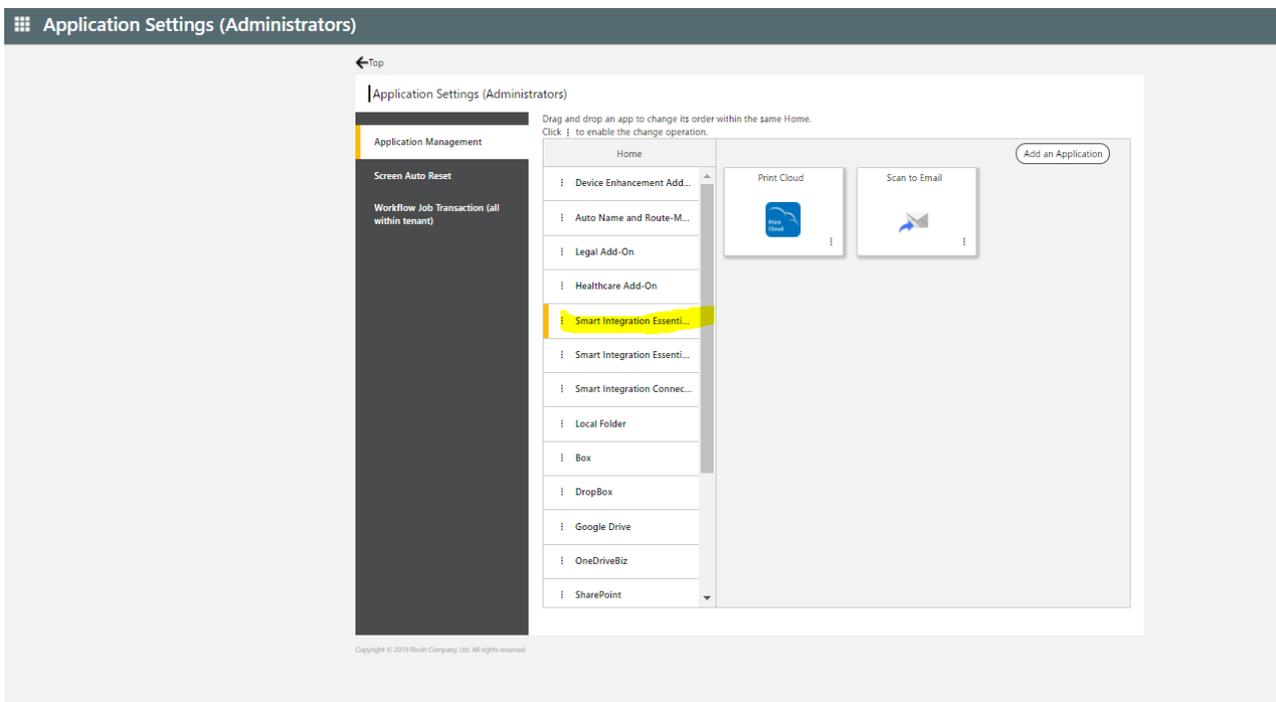
#### Smart Integration User Configuration Site URL

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

Login to above site using your credentials.



Only Administrator can configure settings for these Applications, turn on Administrator mode.



Click on desired application to configure application settings.

## 4 Scan to Email

(Administrators)

← Application Management

Scan to Email Cancel Save

\* Mandatory field

**Default Parameter Settings**

Body

Hide in application

File Name Formula \*  Check

OCR

OCR Language

Remove Blank Page

**Email To**

Email To

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

**Subject**

Subject

Hide in application

Dictionary Label

Dictionary Delimiter

Above settings are available to configure. [**Note: Only for Administrator**]

### File Name Formula

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

File Name Formula \*  Check

### Default Formula:

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

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

**Note: There is no syntax checker in User Site, entering bad syntax will cause the workflow to fail. Please validate formula as mentioned in appendix before saving in User Site.**

### Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

### OCR and OCR Language

Default value for OCR and OCR Language can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

### Email To

| Email To

Email To

Dictionary Label

Dictionary Delimiter

Dictionary
Value

Dictionary Column Width

Supports Multiple 'Email To' addresses. Click on '+' to add additional Email To addresses. Email address dictionary can be configured.

## Setting up Default Email Subject

**Subject**

Subject

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

## Setting up Email body

Enter required default value for Email Body Check 'Hide in application' to hide this field

\* Mandatory field

**Default Parameter Settings**

Body

Hide in application

## Setting up File Name

**File Name**

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

## Scan Settings

Default Scan settings can be configured here

### Default Scan Settings

**Scan Color Mode** Auto Color Select  Do not allow scan color mode change

**Original Sides** 1 Sided  Do not allow original settings change

**Document Orientation** Readable Direction  Do not allow original orientation change

**Scan Resolution** 300 dpi  Do not allow scan resolution change

**Document Size** Auto  Do not allow original size change

**Manual Density** 0  Do not allow manual density change

**Scan Method** Normal  Do not allow scan method change

**Preview** On

Administrator can force settings so that end user cannot change settings on panel.

## 5 Print Cloud

### Print Cloud

\* Mandatory field

Cancel Save

#### Default Parameter Settings

Release Code

---

#### Default Print Settings

Copies   
 Do not allow quantity change

Print Color Mode   
 Do not allow print color mode change

Sides   
 Do not allow print side change

N-Up   
 Do not allow combination change

## Print Settings

Default Scan settings can be configured here

**Default Print Settings**

**Copies**   
 Do not allow quantity change

**Print Color Mode**   Do not allow print color mode change

**Sides**   Do not allow print side change

**N-Up**   Do not allow combination change

## 6 Operation of Workflow Application

### Smart Integration MFP BrowserNX URL

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

### Ricoh Smart Integration Initial Login

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

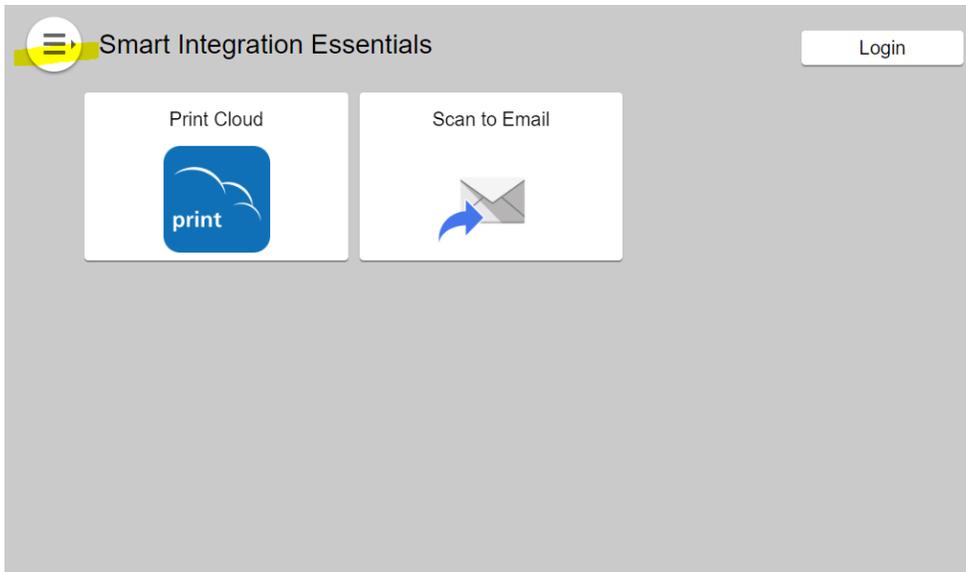
Option 1: Login with Tenant ID

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

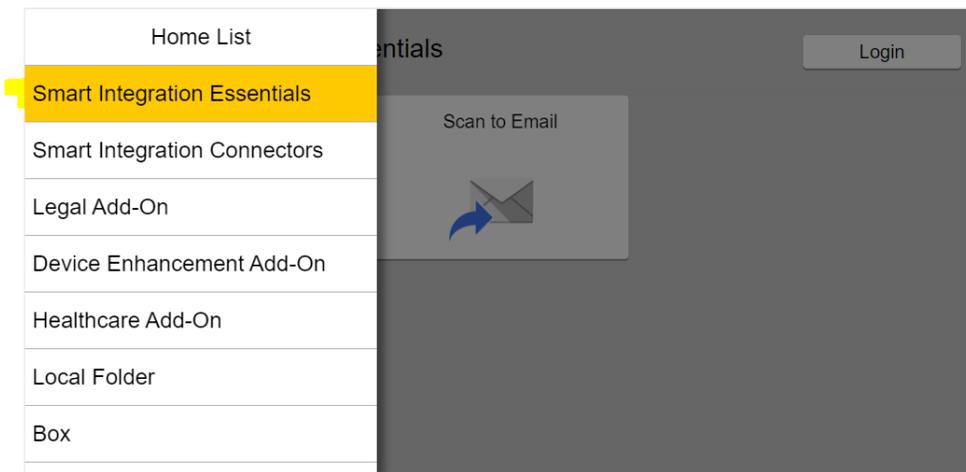
Option 2: Login with Email Address

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

After administrator login subscribed application will be displayed



Use the Home List button to Select required home screen.



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

**Note:** 'Scan to Email' & 'Print Cloud' does not require user authentication with their RICOH Smart Integration credentials.

## 7 Scan to Email

### Following settings are available:

#### A. Email To

Supports multiple email addresses, dictionary can be used to preconfigure email address book in user site

#### B. Subject

Email subject, dictionary can be used to preconfigure frequently used keywords to reduce typing

#### C. Body

Email Body can be entered.

#### D. OCR

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

#### E. OCR Language

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

#### F. File Name

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

#### G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows the 'Scan to Email' settings interface. It features a 'Job log' button at the top right. Below it, there are several input fields: 'Email To' (marked as a mandatory field), 'Subject', 'Body', 'OCR' (set to OFF), and 'OCR Language' (set to English). A 'Scan Settings' panel is visible on the right side, showing options like 'Auto Color', '1 Sided', 'Readable', and '300 dpi'. A green 'Start' button is located at the bottom right.

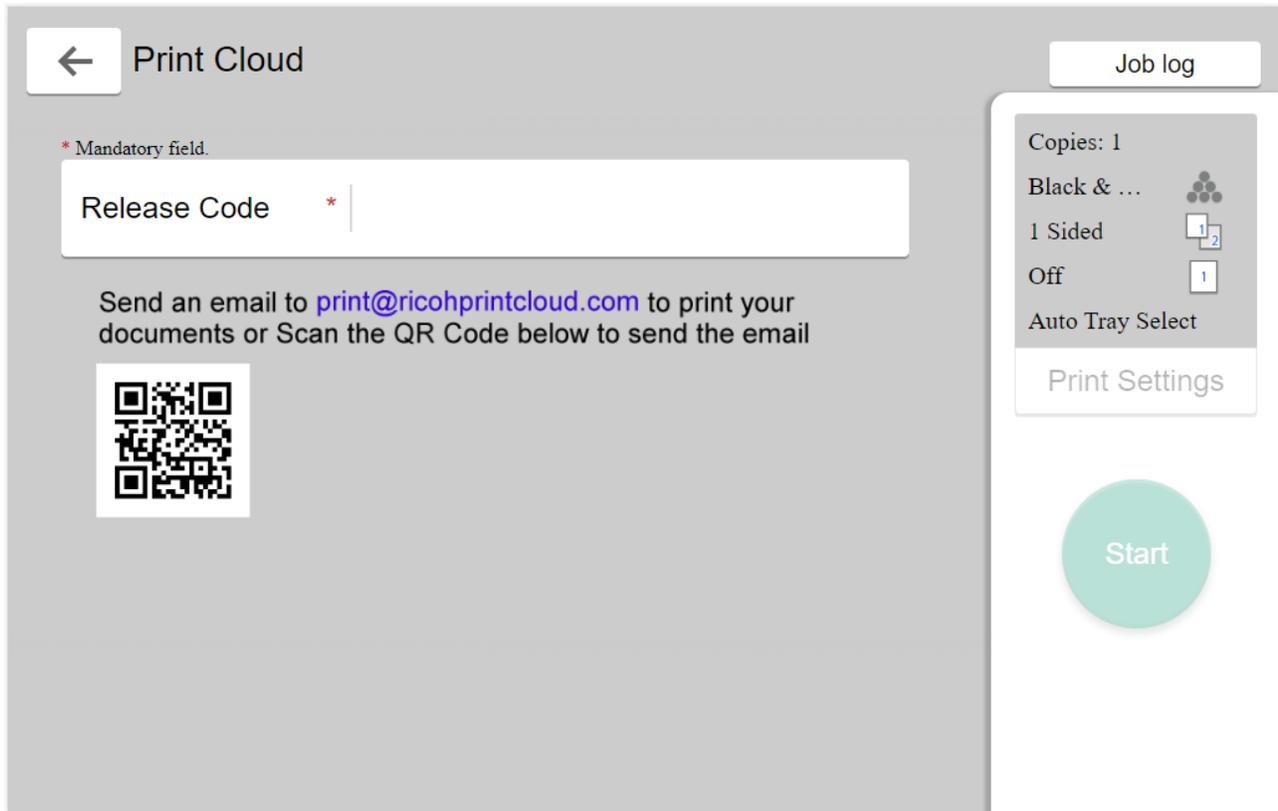
The screenshot shows the 'Scan to Email' settings interface with different settings. It features a 'Dealer Package' button at the top right. Below it, there are several input fields: 'OCR' (set to OFF), 'OCR Language' (set to English), 'File Name', and 'Remove Blank Page' (set to OFF). A 'Scan Settings' panel is visible on the right side, showing options like 'Auto Color', '1 Sided', 'Readable', and '300 dpi'. A green 'Start' button is located at the bottom right.

## 8 Print Cloud

### Following settings are available:

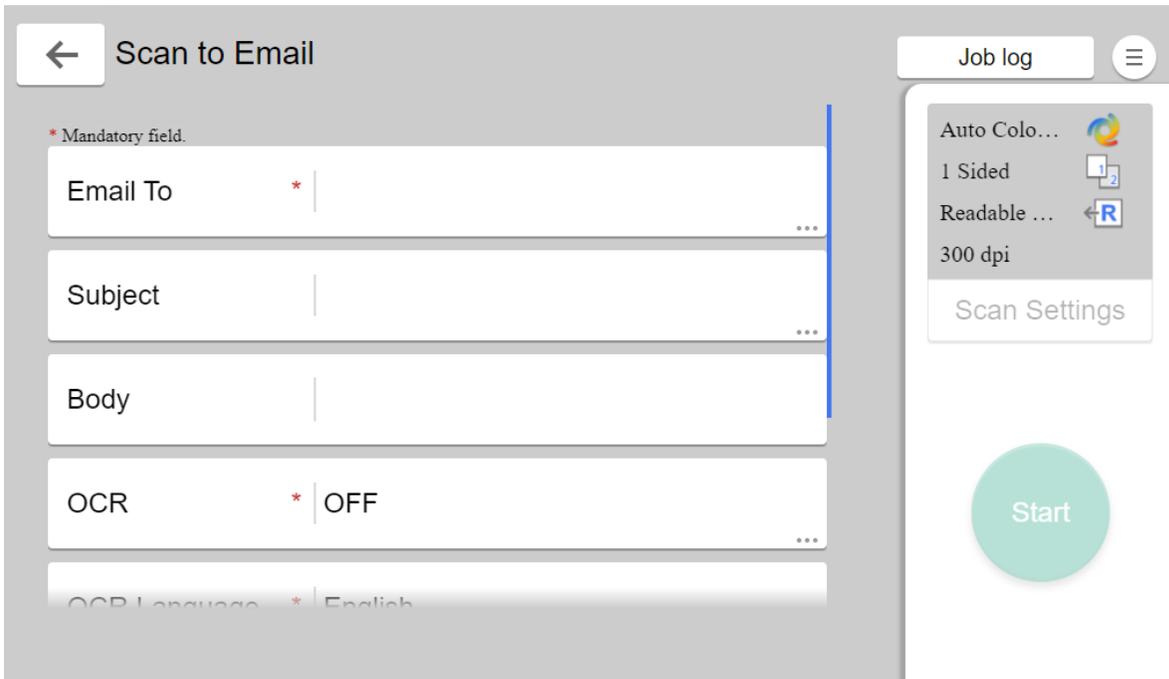
A. Release Code

Enter Release Code received through email after submitting print job to [print@ricohprintcloud.com](mailto:print@ricohprintcloud.com)

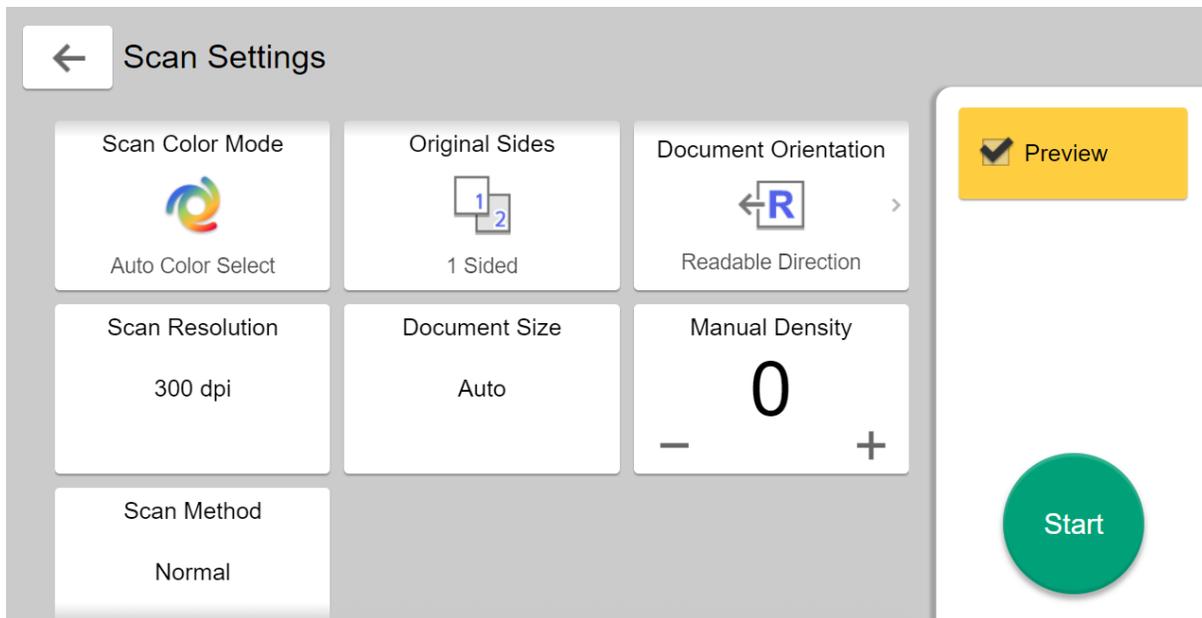


## 9 Scan and Print Settings

### Scan Settings

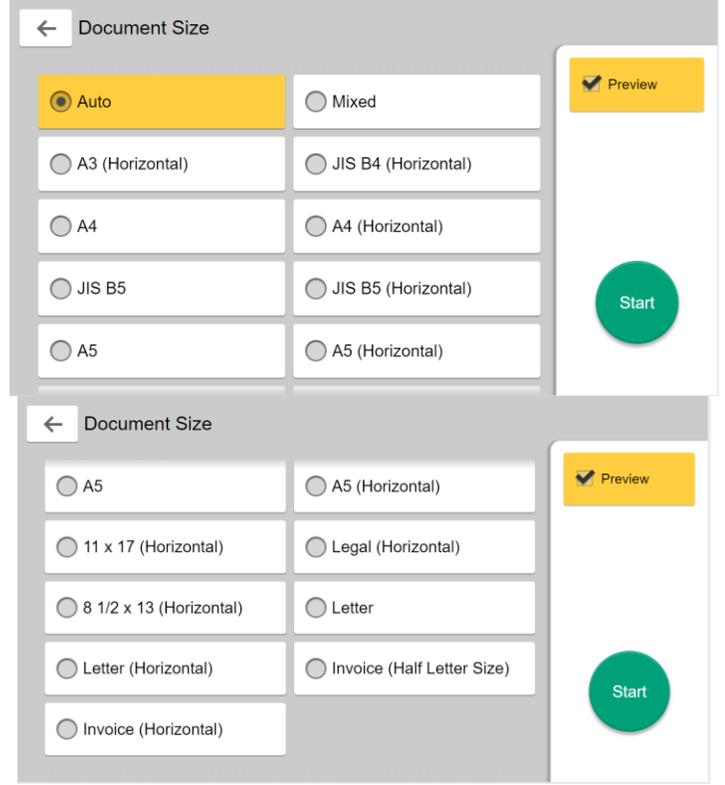
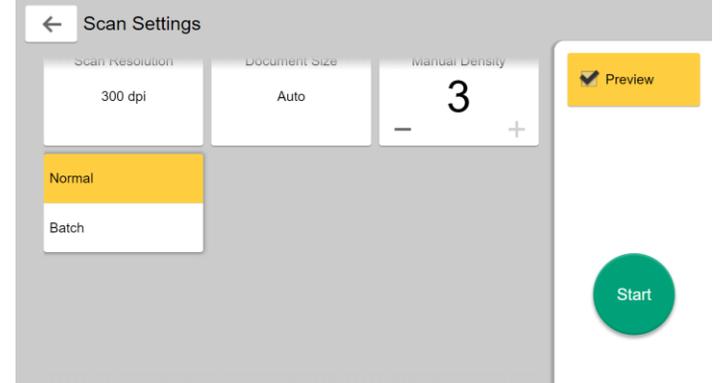


Touch on 'Scan Settings' to display Scan Settings Screen

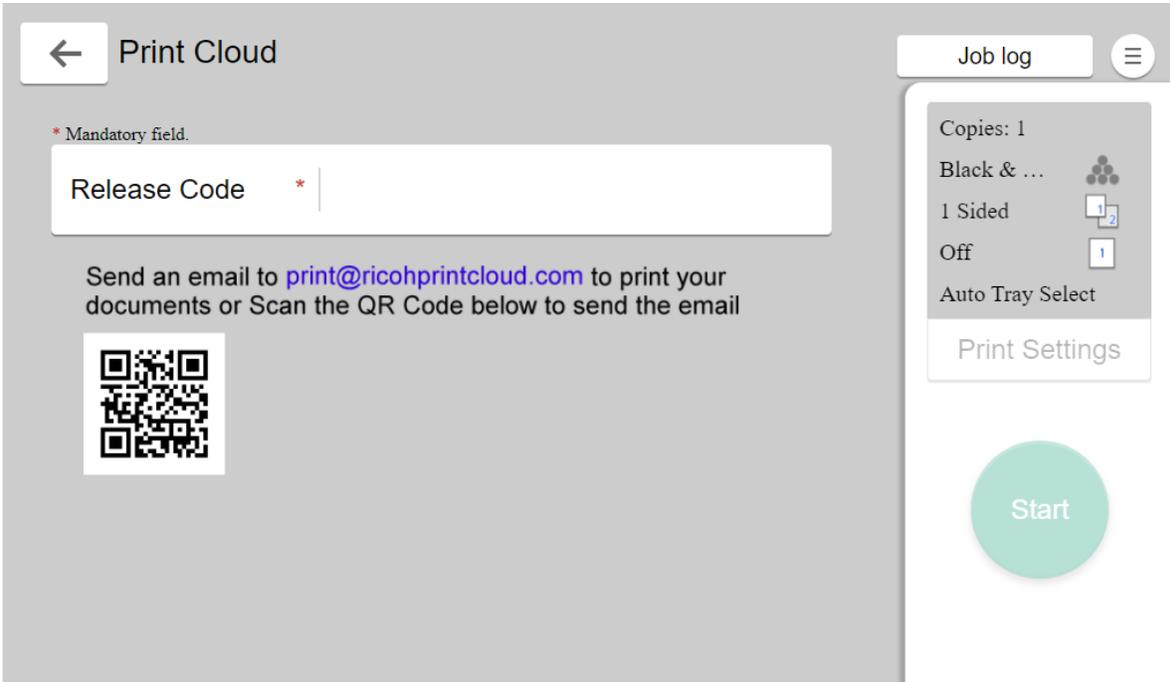


Checking 'Preview' will enable Scan document Preview on MFP Operation Panel.

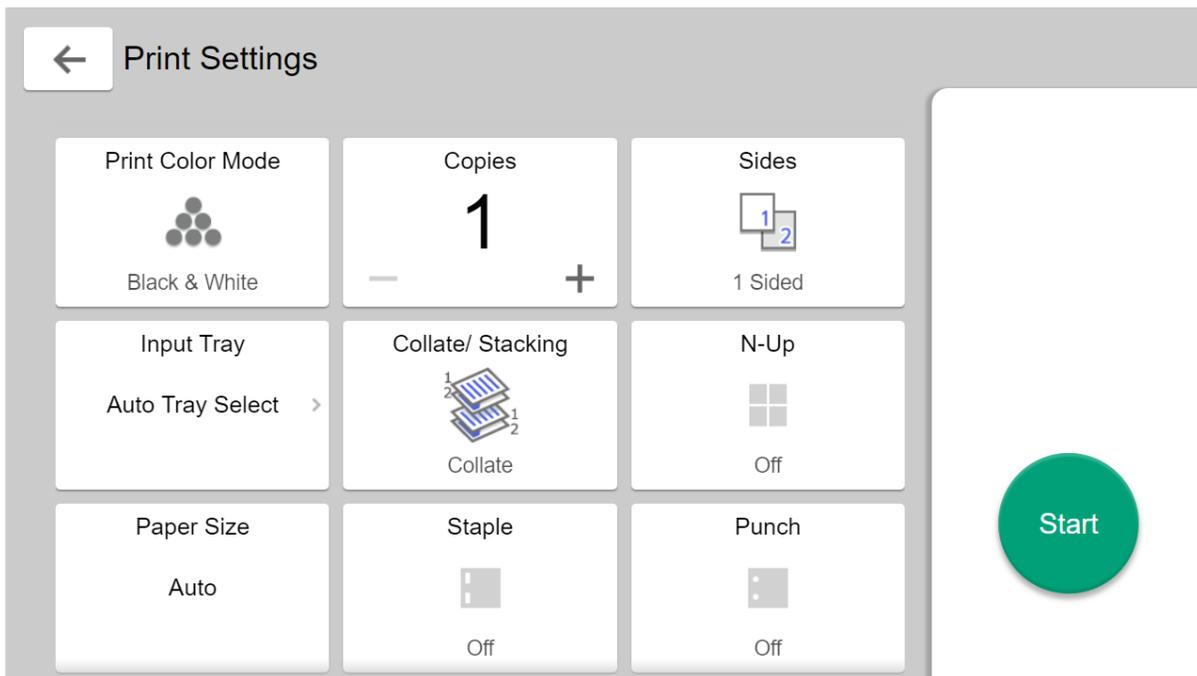
Scan Settings	Available Options
<p>Scan Color mode</p>	<p>← Scan Color Mode</p> <p> <input checked="" type="radio"/> Auto Color Select                 <input type="radio"/> B&amp;W (Binary) Text             </p> <p> <input type="radio"/> B&amp;W (Binary) Text/Photo                 <input type="radio"/>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

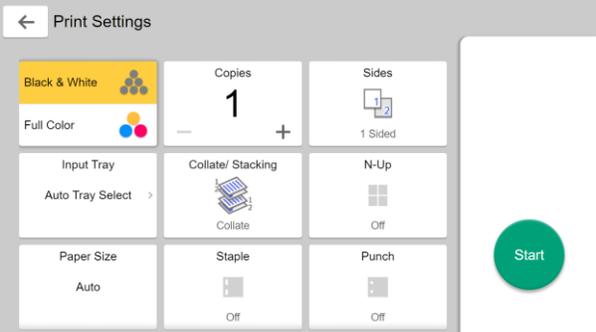
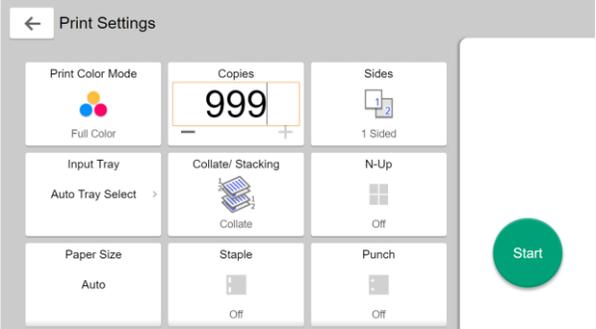
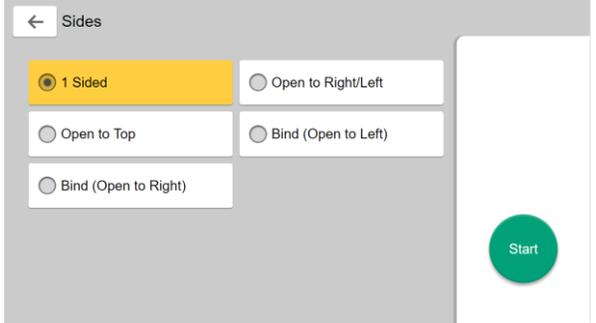
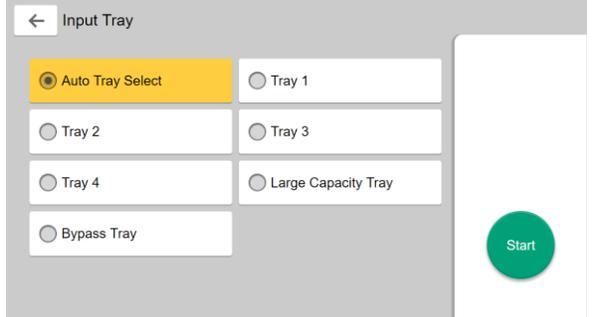
Document size	 <p>The screenshot shows two instances of the 'Document Size' settings screen. The top instance has 'Auto' selected, with other options including Mixed, A3 (Horizontal), JIS B4 (Horizontal), A4, A4 (Horizontal), JIS B5, JIS B5 (Horizontal), and A5 (Horizontal). The bottom instance has 'A5'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

## Print Settings



Touch on 'Print Settings' to display Print Settings Screen



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

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

	<div data-bbox="808 142 938 172">← Paper Size</div> <table border="1"> <tbody> <tr> <td><input type="radio"/> Legal (Horizontal)</td> <td><input type="radio"/> Letter (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Invoice (Horizontal)</td> <td><input type="radio"/> 12 x 18 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> C6 (Horizontal)</td> <td><input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Youkei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Kakukei 2) (Horizontal)</td> </tr> </tbody> </table> <div data-bbox="1312 363 1377 436">Start</div>	<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)	<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)	<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)	<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakukei 2) (Horizontal)										
<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)																				
<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)																				
<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)																				
<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)																				
<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakukei 2) (Horizontal)																				
Staple	<div data-bbox="808 497 899 527">← Staple</div> <table border="1"> <tbody> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input type="radio"/> Saddle Stitch</td> </tr> <tr> <td><input type="radio"/> Top Left</td> <td><input type="radio"/> Top Left Slant</td> </tr> <tr> <td><input type="radio"/> Top Right</td> <td><input type="radio"/> Top Right Slant</td> </tr> <tr> <td><input type="radio"/> Bottom Left</td> <td><input type="radio"/> Bottom Left Slant</td> </tr> </tbody> </table> <div data-bbox="1312 716 1377 789">Start</div>	<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right	<input type="radio"/> 2 at Top	<input type="radio"/> Saddle Stitch	<input type="radio"/> Top Left	<input type="radio"/> Top Left Slant	<input type="radio"/> Top Right	<input type="radio"/> Top Right Slant	<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant										
<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right																				
<input type="radio"/> 2 at Top	<input type="radio"/> Saddle Stitch																				
<input type="radio"/> Top Left	<input type="radio"/> Top Left Slant																				
<input type="radio"/> Top Right	<input type="radio"/> Top Right Slant																				
<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant																				
Punch	<div data-bbox="808 852 899 882">← Punch</div> <table border="1"> <tbody> <tr> <td><input type="radio"/> GBC Left (Multiple Holes)</td> <td><input type="radio"/> GBC Right (Multiple Holes)</td> </tr> <tr> <td><input type="radio"/> GBC Top (Multiple Holes)</td> <td><input type="radio"/> 4 at Left</td> </tr> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> </tbody> </table> <div data-bbox="1312 1066 1377 1140">Start</div> <div data-bbox="808 1199 899 1228">← Punch</div> <table border="1"> <tbody> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 4 at Top</td> <td><input type="radio"/> 3 at Top</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input checked="" type="radio"/> Off</td> </tr> </tbody> </table> <div data-bbox="1312 1413 1377 1486">Start</div>	<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)	<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top	<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off
<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)																				
<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left																				
<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left																				
<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right																				
<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right																				
<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left																				
<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right																				
<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right																				
<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top																				
<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off																				

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

## A. Limitations

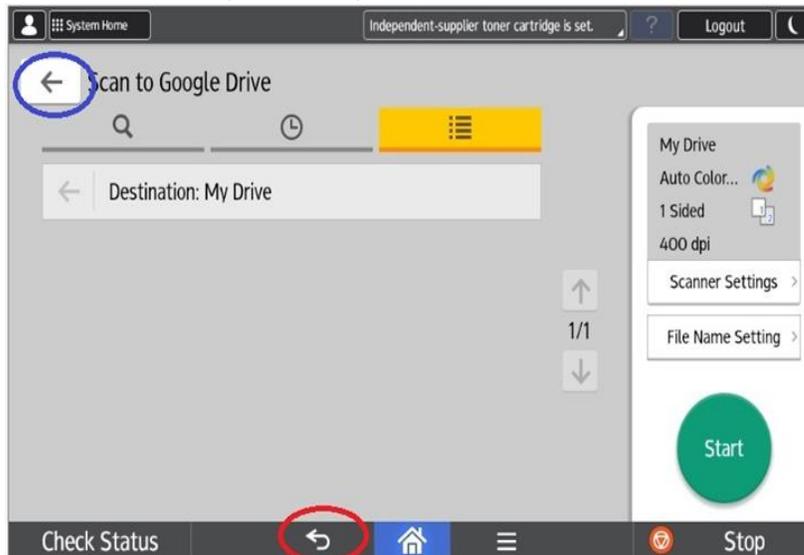
---

### 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.

## General Print Workflow Limitations

### PrintCloud

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

## B. 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

### 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>