

Smart Integration Connectors



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1 Preface

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

About This Guide

This guide is divided into following primary sections:

1. Introduction

This section lays the foundation for understanding the workflow specification

2. Cloud Service Coordination

This section describes how to use OAuth and to do service Coordination with external cloud Services like Box, Dropbox, Google, OneDrive, OneDrive for Business, SharePoint Online, RCM, etc.

3. Configuring Dictionary and Default Values

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

4. Operation of Connector Applications

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

5. Limitations

Product Limitations

6. Appendix

This section contains additional reference materials

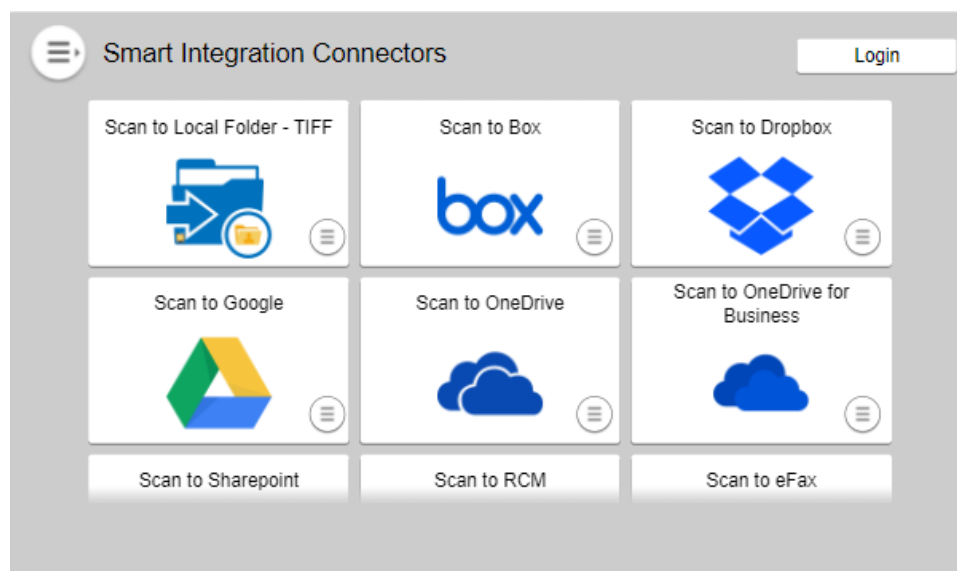
Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

2 Introduction

What are Smart Integration Connectors?

Smart Integration Connectors consists of following workflows

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



3 Cloud Service Connection

What is Cloud Service Connection?

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

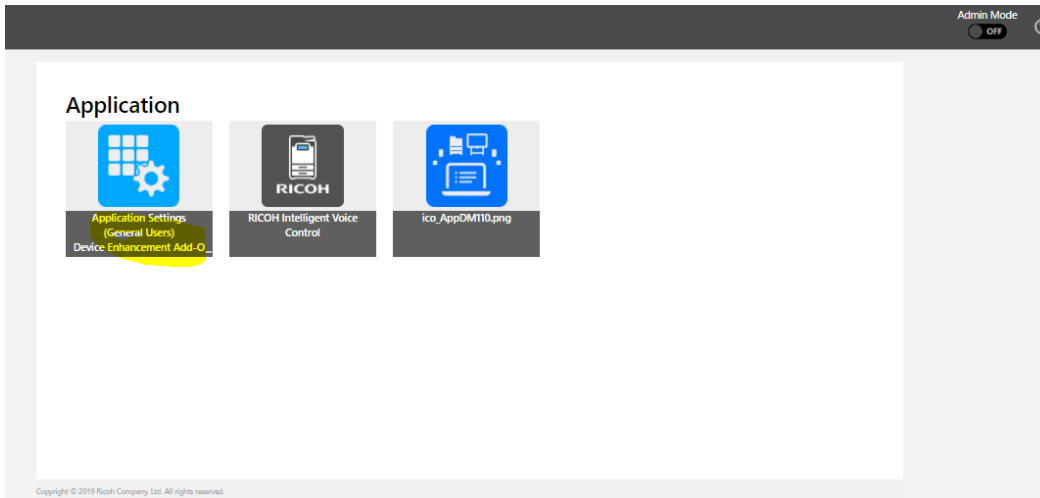
Refer to Smart Integration Cloud Service Connection User Guide for step-by-step instructions.

4 Configuring default Values

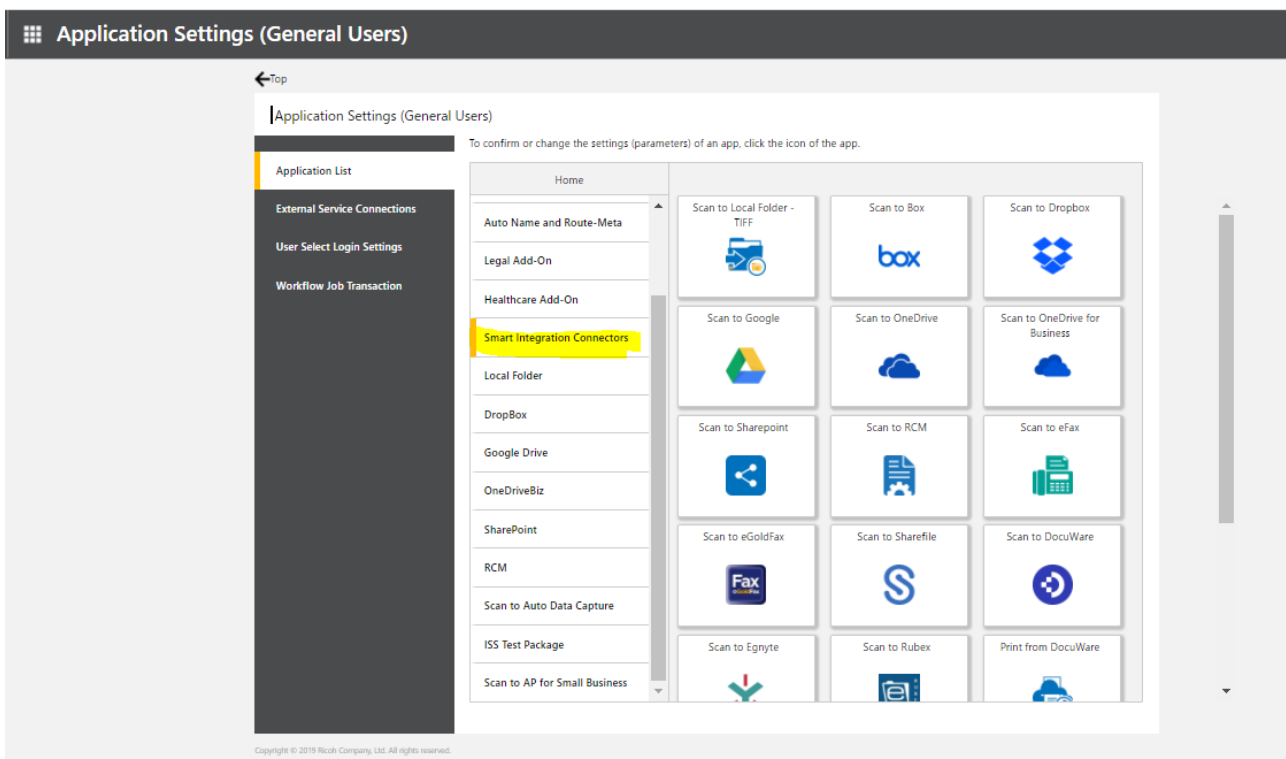
Smart Integration User Configuration Site URL

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

Login to above site using your credentials.



Click on 'Application settings'



Click on desired application to configure application settings.

5 Scan to Box

← Application List

Scan to Box Cancel Save

* Mandatory field

Service Settings

Service: Box

Folder * Select Folder
Failed to obtain the folder. The folder may be deleted.
[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

File Name Formula * Check

Sub Folder:

Hide in application

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary
Value

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

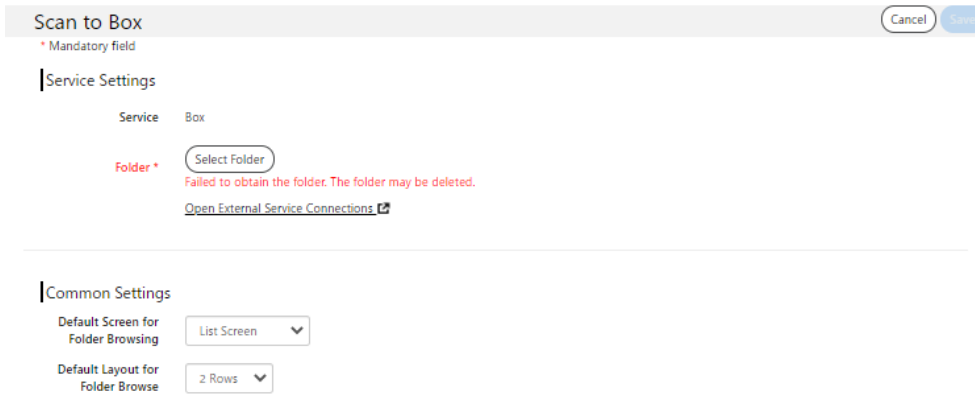
Original Sides: 1 Sided

Document Orientation: Readable Direction

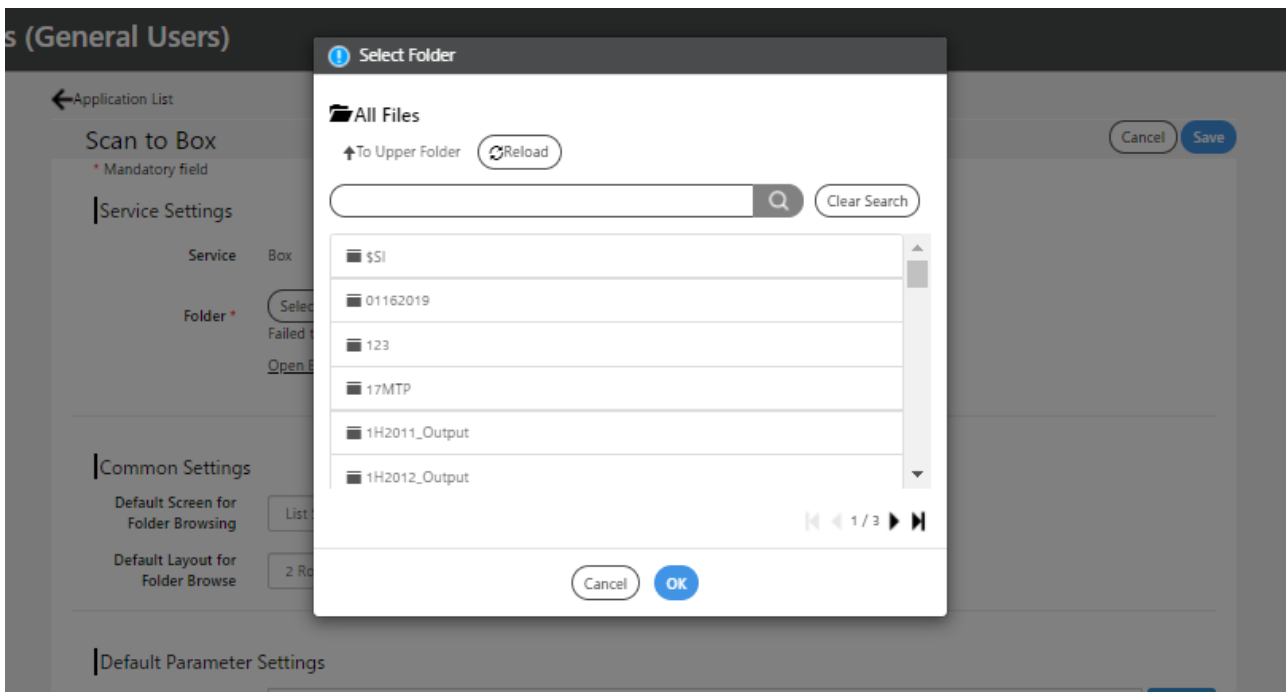
Scan Resolution: 300 dpi

Document Size: Auto

Default Folder



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



Sub Folder

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

Sub Folder

Hide in application

File Name Formula

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

Default Parameter Settings

File Name Formula *

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

Check

Default Formula:

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

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

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

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OFF ▼

OCR

Default value for OCR can be configured.

OCR

OFF ▼

OCR Language

Default value for OCR Language can be configured.

OCR Language

English ▼

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

6 Scan to Dropbox

Application List

Scan to Dropbox

Cancel Save

* Mandatory field

Service Settings

Service: Dropbox

Folder * /

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary:

Value:

Dictionary Column Width:

Default Scan Settings

Scan Color Mode:

Original Sides:

Document Orientation:

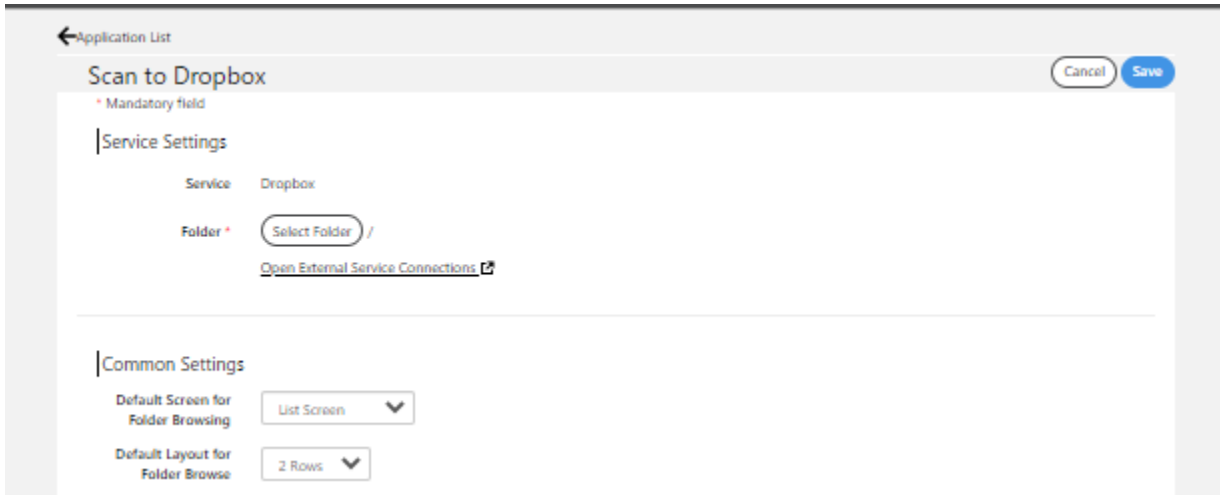
Scan Resolution:

Document Size:

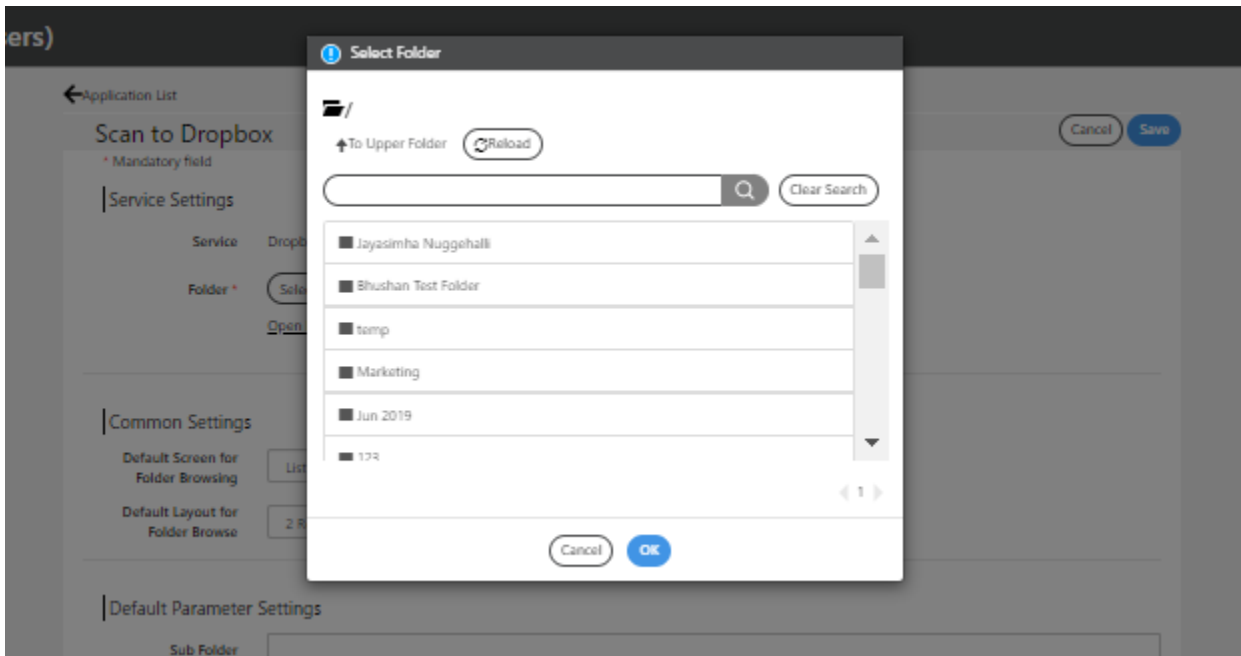
Manual Density:

Scan Method:

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

7 Scan to GoogleDrive

ers)

← Application List

Scan to Google

Cancel Save

* Mandatory field

Service Settings

Service: Google

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen ▼

Default Layout for Folder Browse: 2 Rows ▼

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula * Check

OCR: OFF ▼

OCR Language: English ▼

Remove Blank Page: OFF ▼

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary ▲

Value

◀ ▶

Dictionary Column Width: Standard ▼

Default Scan Settings

Scan Color Mode: Auto Color Select ▼

Original Sides: 1 Sided ▼

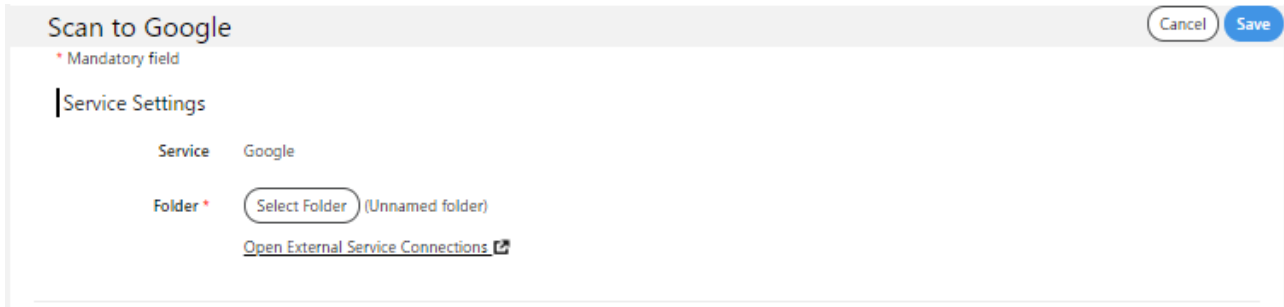
Document Orientation: Readable Direction ▼

Scan Resolution: 300 dpi ▼

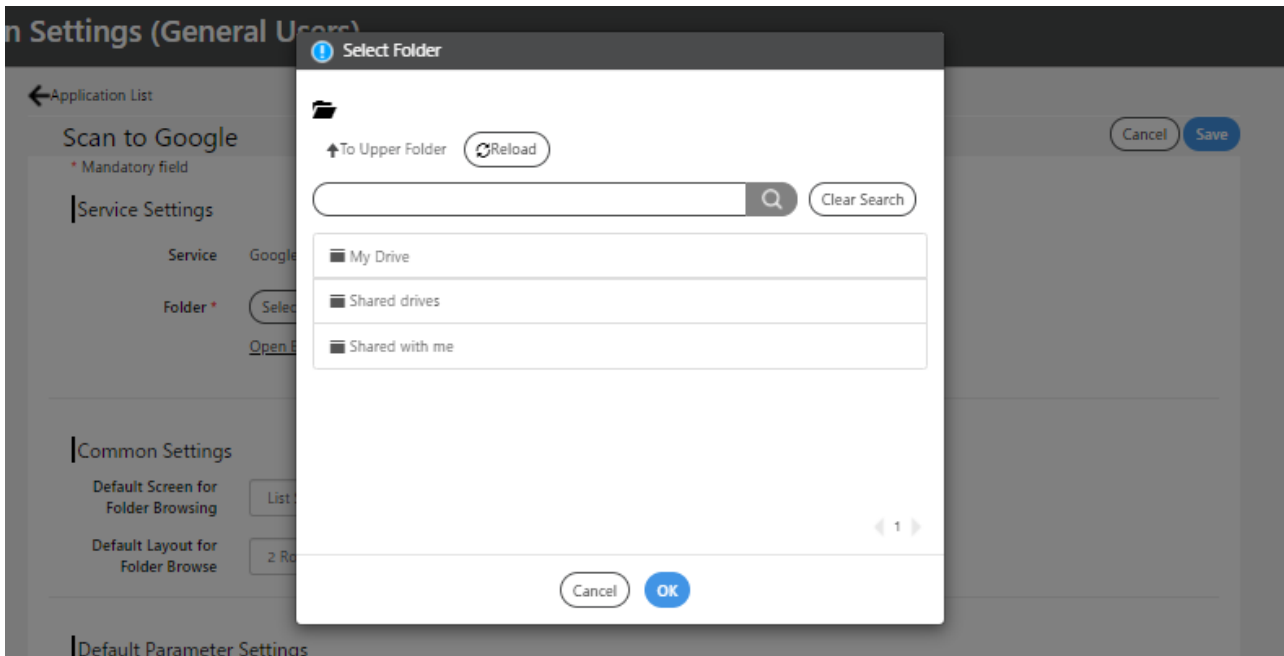
Document Size: Auto ▼

Manual Density: 0 ▼

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

8 Scan to OneDrive

Application List


Scan to OneDrive Cancel Save

* Mandatory field


Service Settings


Service: OneDrive

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#) 

Common Settings


Default Screen for Folder Browsing: List Screen 


Default Layout for Folder Browse: 2 Rows 


Default Parameter Settings

Sub Folder:

File Name Formula * Check

OCR: OFF 

OCR Language: English 

Remove Blank Page: OFF 


File Name


File Name:

Dictionary Label:


Dictionary Delimiter:


Import Dictionary


Dictionary: Value 


Dictionary Column Width: Standard 


Default Scan Settings


Scan Color Mode: Auto Color Select 


Original Sides: 1 Sided 

Document Orientation: Readable Direction 

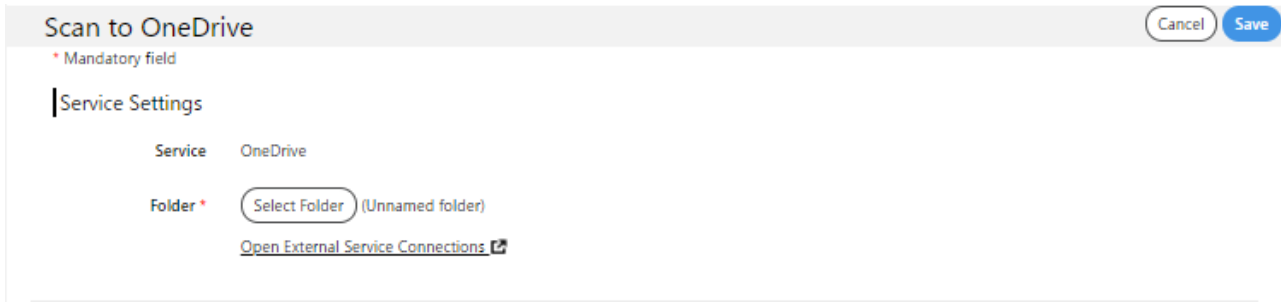
Scan Resolution: 300 dpi 

Document Size: Auto 

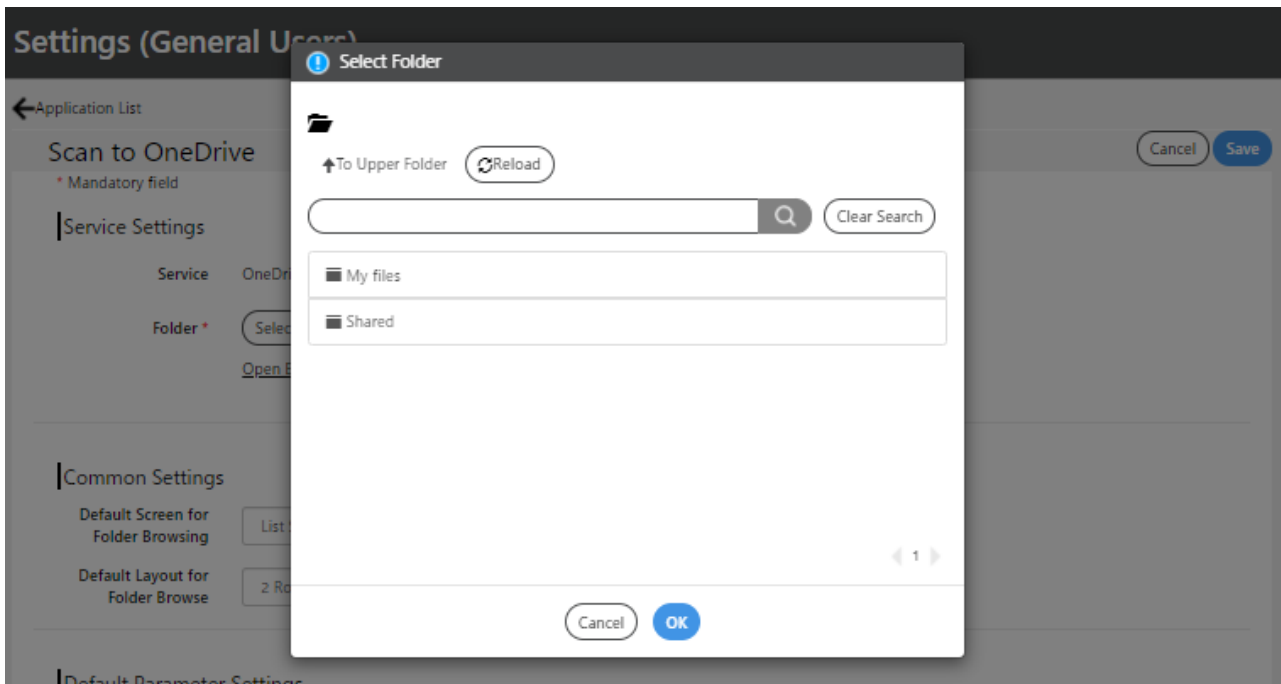
Manual Density: 0 

Scan Method: Normal 

Default Folder

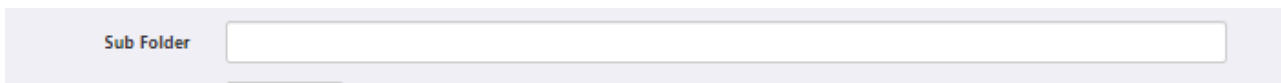


OneDrive External Service connection need to be complete to set the default folder. Click on 'Select Folder', this will display folder browsing dialog. Select a desired folder as default folder. Use search option if you are not able to find your folder by scrolling.



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

9 Scan to OneDrive for Business

rs)

← Application List

Scan to OneDrive for Business

Cancel Save

* Mandatory field

Service Settings

Service: Office 365

Folder * 220008

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary
Value

Dictionary Column Width:

Default Scan Settings

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

File Method:

Default Folder

Scan to OneDrive for Business Cancel Save

* Mandatory field

Service Settings

Service Office 365

Folder * Select Folder

[Open External Service Connections](#)

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

Select Folder

220008

↑ To Upper Folder ↻ Reload

Q Clear Search

- 123
- Feb 2021
- Form W-2
- Invoice
- test
- 20190330173329_814.pdf

Cancel OK

Sub Folder

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

Sub Folder

Hide in application

File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

10 Scan to SharePoint

Application List

Scan to Sharepoint

Cancel Save

* Mandatory field

Service Settings

Service Office 365

Folder * R:ADC

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing

Default Layout for Folder Browse

Default Parameter Settings

Sub Folder

Hide in application

File Name Formula *

OCR

OCR Language

Remove Blank Page

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary
Value

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

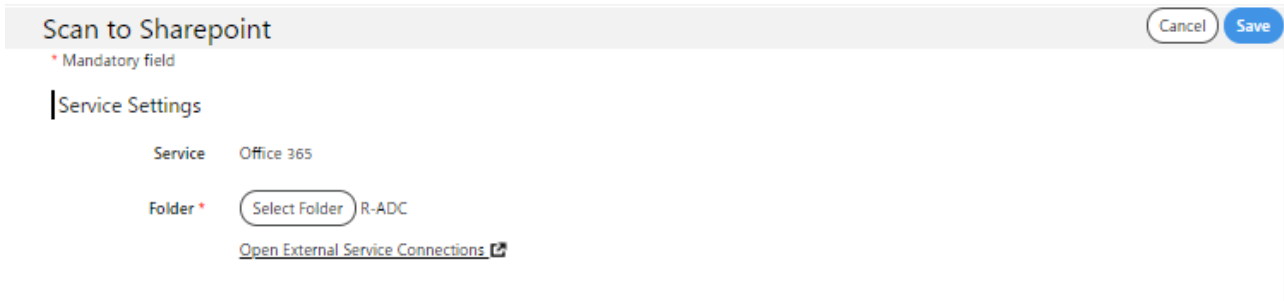
Scan Resolution

Document Size

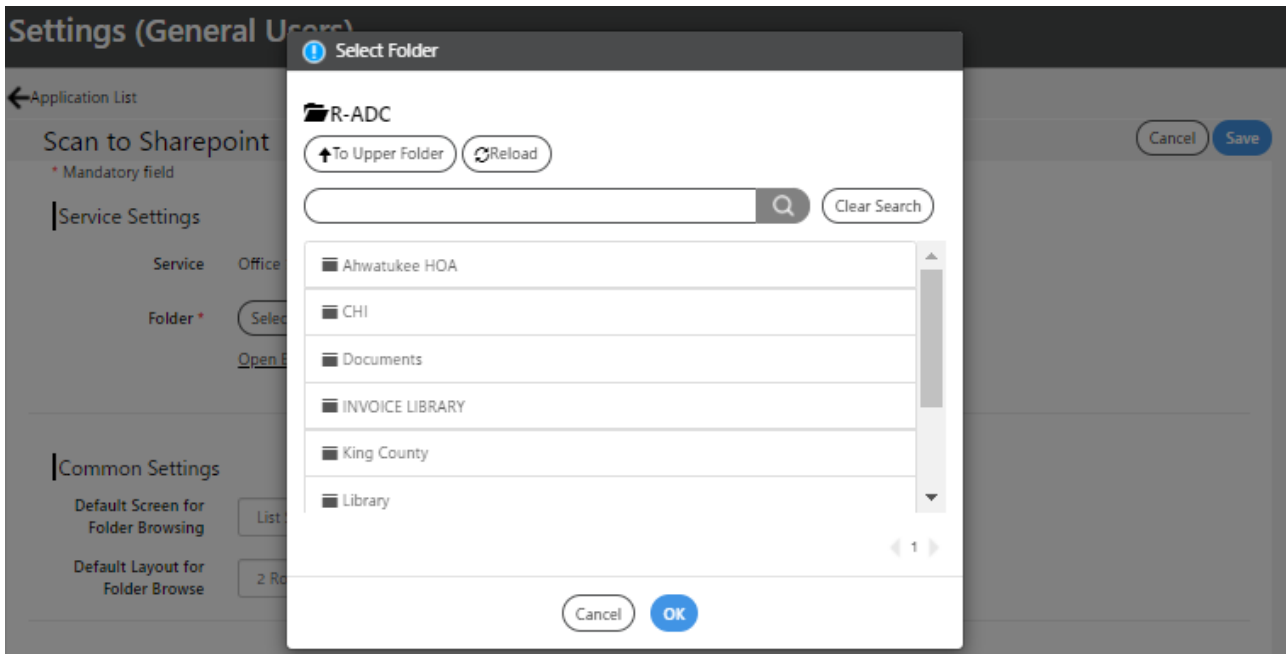
Manual Density

Scan Method

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

11 Scan to eFax

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

General Users)

← Application List

Scan to eFax Cancel Save

* Mandatory field

Service Settings

Service Google

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview


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

Account Overview

eFax® Number(s): 1-408-351-9200

Preferences | Billing | Usage | Profile

Update your Preferences by clicking the "Edit" links below

Current Plan:	eFax Pro	Add A Number	Learn more about this page.
Enhanced Security:	No	Edit	
Download eFax Messenger:	Windows 7/Vista 64-bit Macintosh U3 Drive		
Language Preference:	English	Edit	
Time/Date Preference:	12 hour clock mm/dd/yyyy	Edit	
Default Home Page:	My eFax Home Page	Edit	
Send Email Addresses:	 @l.com t.com act.com phsv.com ct.com	Edit	
Receive Email Addresses:	jay.nuggehalli@ricoh-usa.com	Edit	
Receive Fax Options:	File Format: PDF Receive Fax CSID: 14083519200	Edit	
Send Fax Options:	Send Fax CSID: Deliver Fax Receipts: Yes Default Send Email:	Edit	
Display Messages:	Yes	Edit	
Voicemail Options:	Audio File Format: GSM Voice Prompt Language: English (American) Voicemail: Disabled	Edit	

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

Fax Number

Fax Number(s)

Fax Number(s)

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

12 Scan to eGoldFAX

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

Users)

← Application List

Scan to eGoldFAX

Cancel Save

* Mandatory field

Service Settings

Service: Google

Fax Number(s)

Fax Number(s):

+ (Add button)

Dictionary Label: Fax Numbers

Dictionary Delimiter:

Dictionary	
Label	Value
eFax	14083519200
eGoldFAX	18772411460

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

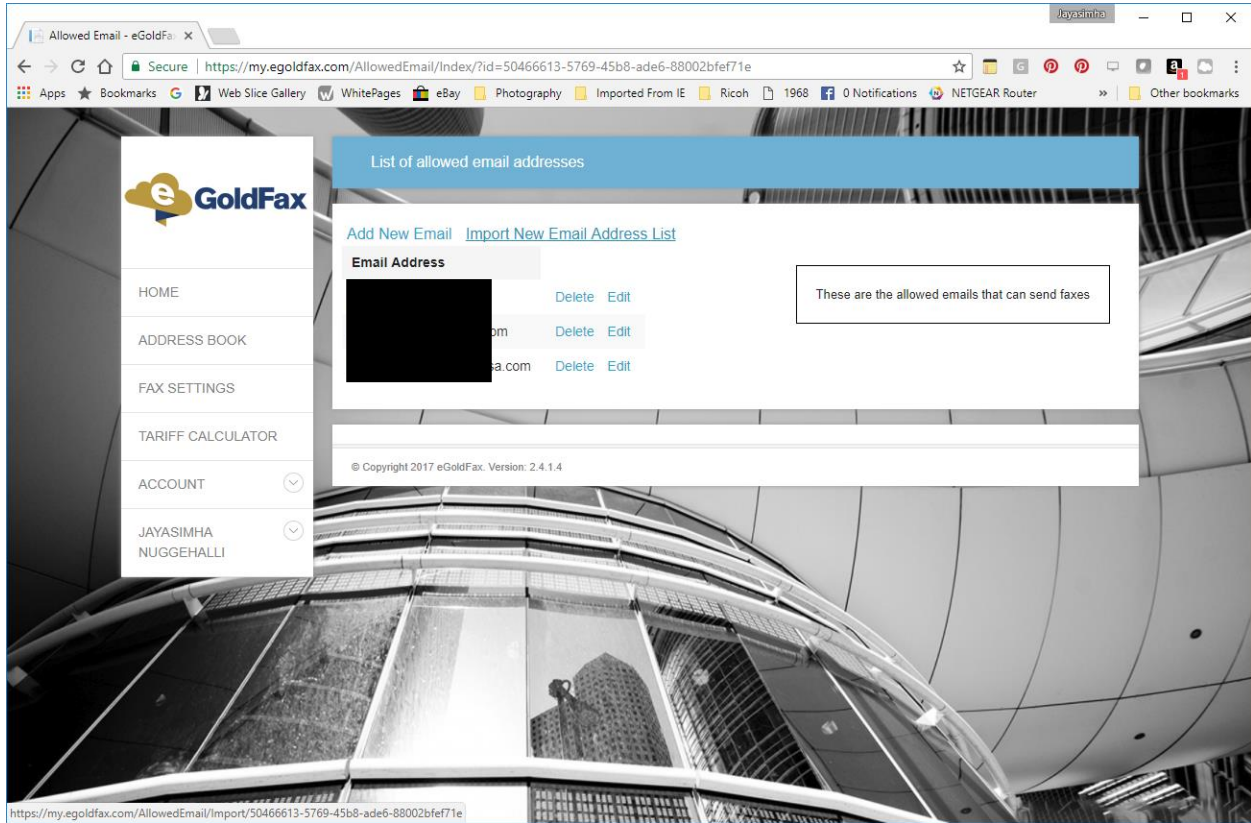
Scan Resolution: 300 dpi

Document Size: Auto

Manual Density: 0

Scan Method: Normal

Preview: On



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

Fax Number

Fax Number(s)

Fax Number(s)

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

13 Scan to Fax

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

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

← Application Management

Scan to Fax

* Mandatory field

Default Parameter Settings

Fax Service Domain *

Fax Number(s)

Fax Number(s) +

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
SDCA Office	14086103195
eGoldFax	18772411460
eFax	14083519200

Dictionary Column Width

Default Scan Settings

Scan Color Mode

Do not allow scan color mode change

Original Size

Fax Service Domain

Scan to Fax
Cancel Save

* Mandatory field

Default Parameter Settings

Fax Service Domain *

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

Example: 14085551212@opentextdemo.com

Fax Number

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
SDCA Office	14086103195
eGoldFax	18772411460
eFax	14083519200

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode Do not allow scan color mode change

Original Sides Do not allow original settings change

Document Orientation Do not allow original orientation change

Scan Resolution Do not allow scan resolution change

Document Size Do not allow original size change

Manual Density Do not allow manual density change

Scan Method Do not allow scan method change

Preview

14 Scan to Sharefile

Application List

Scan to Sharefile

Cancel Save

* Mandatory field

Service Settings

Service: ShareFile

Folder * (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary
Value

Dictionary Column Width:

Default Scan Settings

Scan Color Mode:

Original Sides:

Document Orientation:

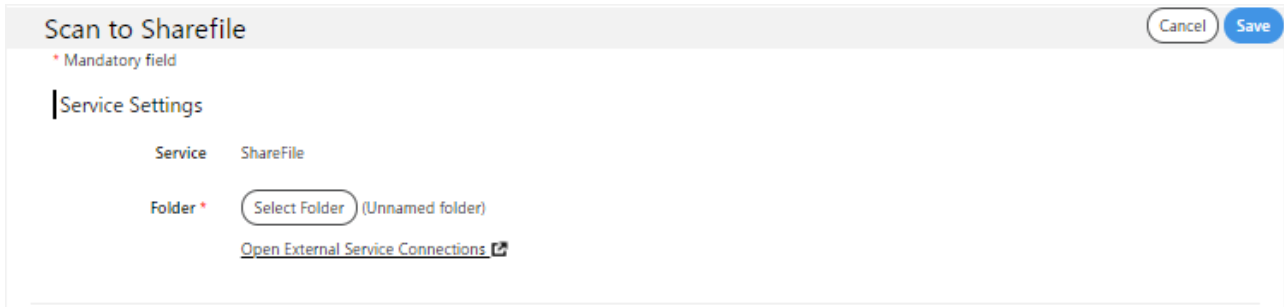
Scan Resolution:

Document Size:

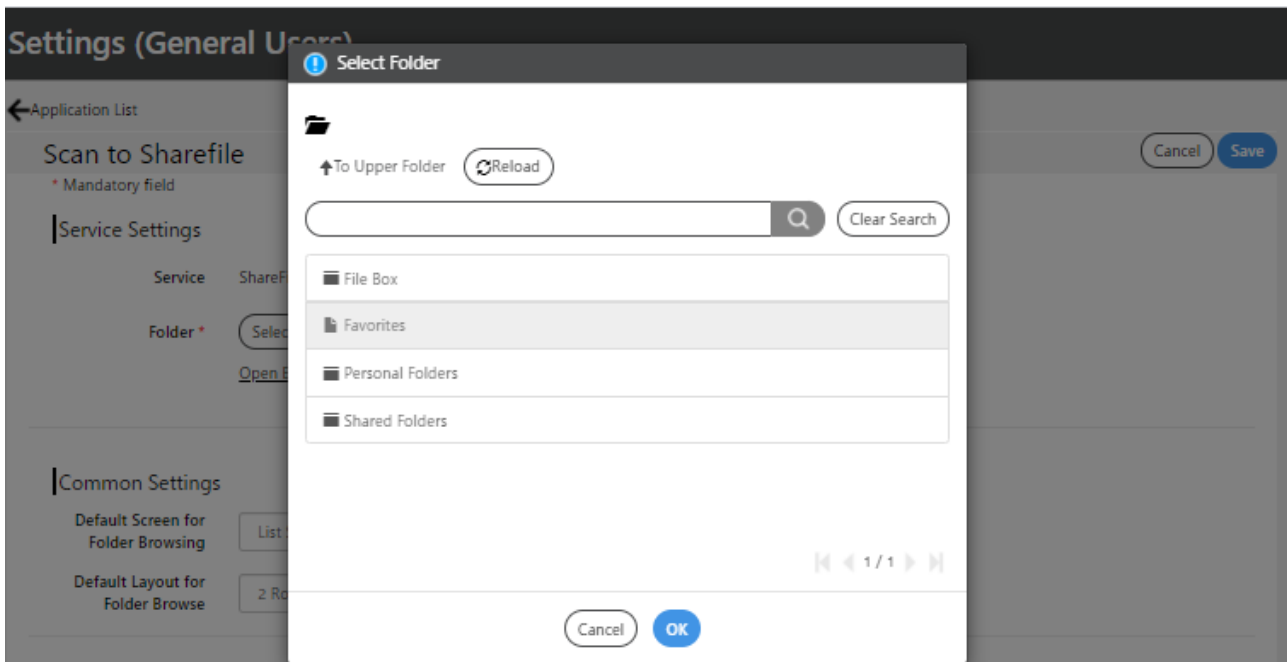
Manual Density:

Scan Method:

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

15 Scan to DocuWare

Application List

Scan to DocuWare

Cancel Save

* Mandatory field

Service Settings

Service: DocuWare

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

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

File Name Formula * Check

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary: Value

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

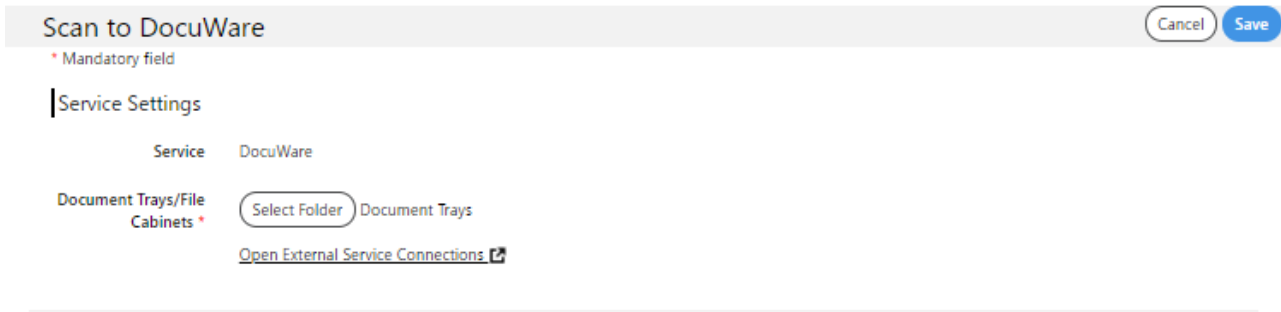
Document Size: Auto

Manual Density: 0

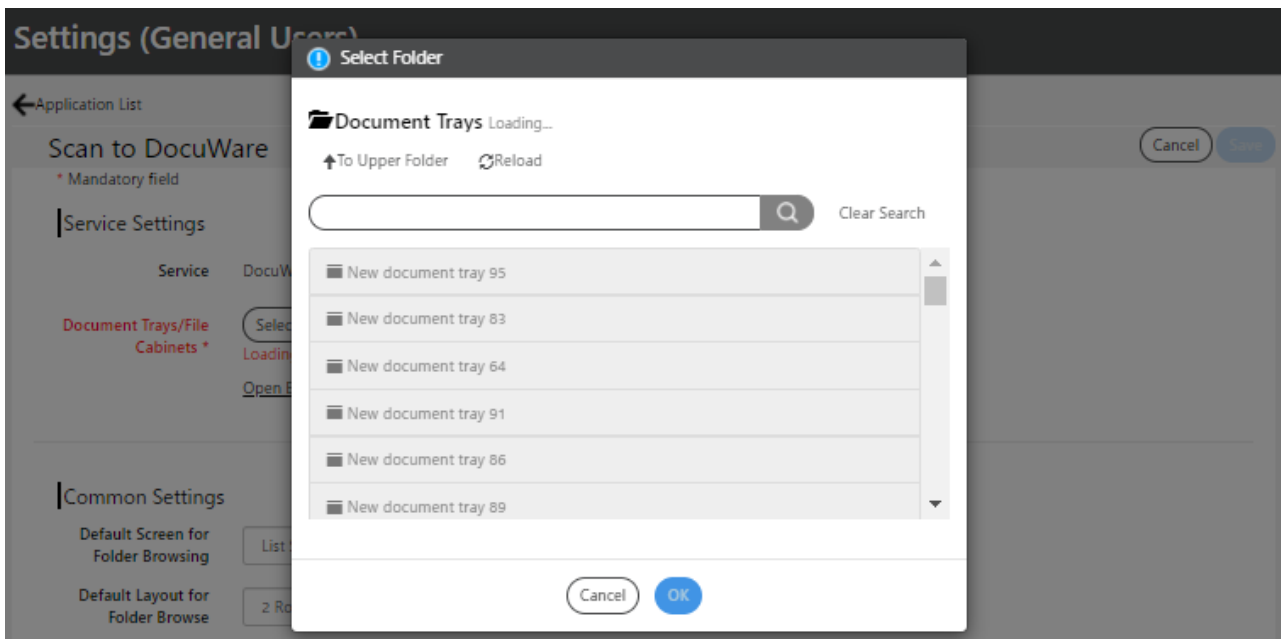
Scan Method: Normal

Preview: On

Default Folder



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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

16 Scan to Egnyte

Application List

Scan to Egnyte

Cancel Save

* Mandatory field

Service Settings

Service Egnyte

Folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing List Screen

Default Layout for Folder Browse 2 Rows

Default Parameter Settings

Sub Folder

Hide in application

File Name Formula * Check

OCR OFF

OCR Language English

Remove Blank Page OFF

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary
Value

Dictionary Column Width Standard

Default Scan Settings

Scan Color Mode Auto Color Select

Original Sides 1 Sided

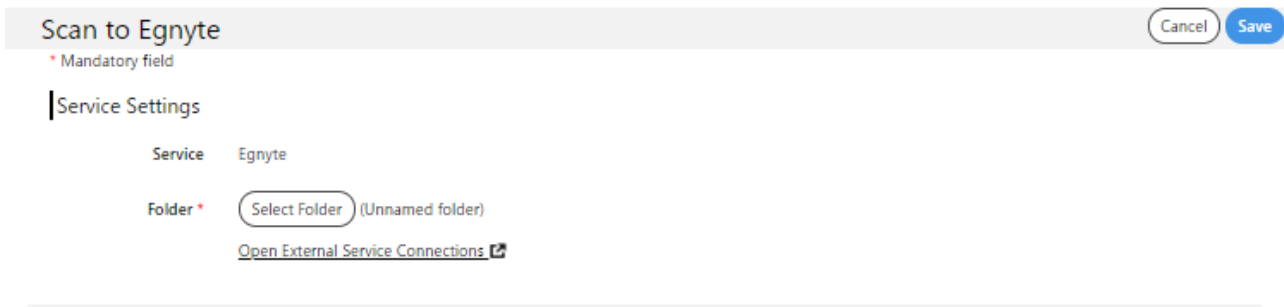
Document Orientation Readable Direction

Scan Resolution 300 dpi

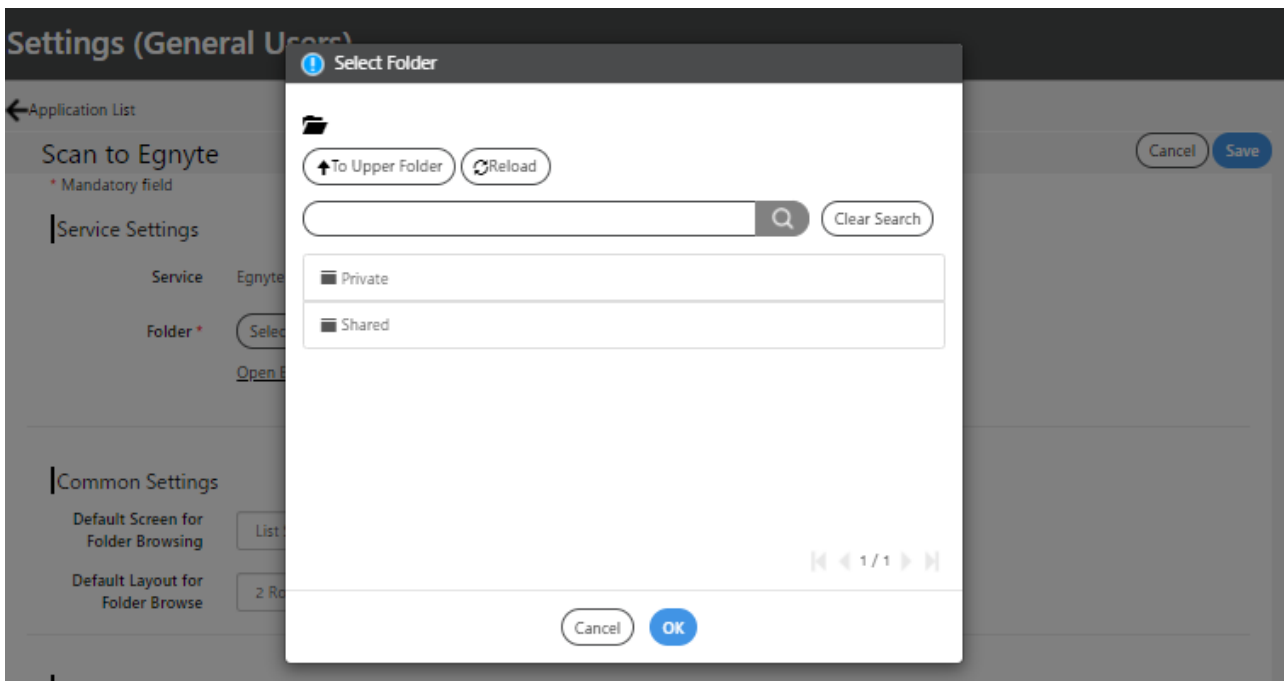
Document Size Auto

Manual Density 0

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

17 Scan to Rubex

Application List

Scan to Rubex Cancel Save

* Mandatory field

Service Settings

Service Rubex

Folder * Select Folder
 Failed to obtain the folder. The folder may be deleted.
[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing List Screen

Default Layout for Folder Browse 2 Rows

Default Parameter Settings

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

Sub Folder

Hide in application

OCR OFF

OCR Language English

Remove Blank Page OFF

File Name

File Name

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

Dictionary Column Width Standard

Default Scan Settings

Scan Color Mode Auto Color Select

Original Sides 1 Sided

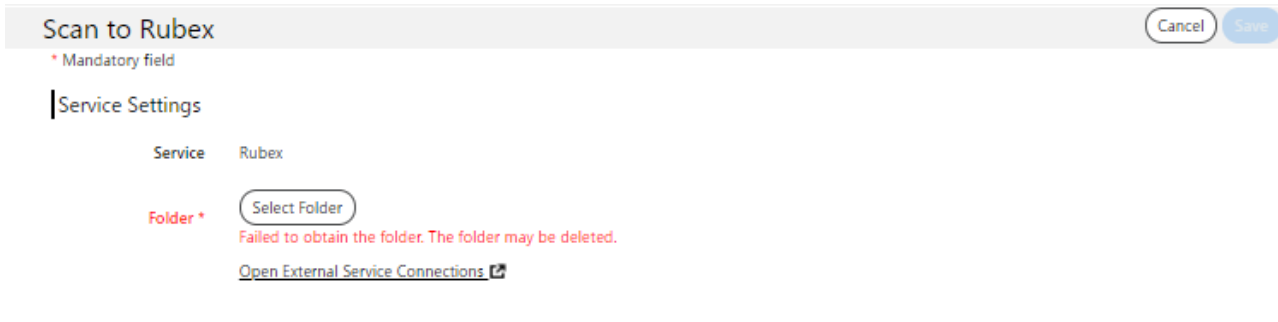
Document Orientation Readable Direction

Scan Resolution 300 dpi

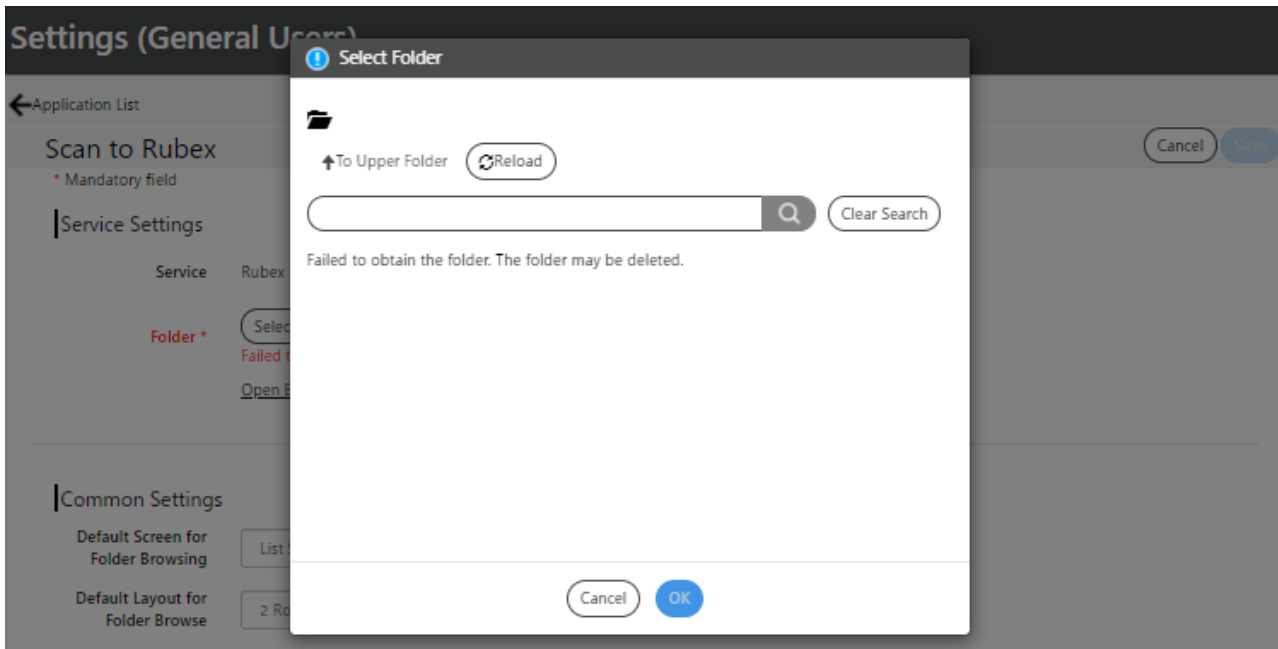
Document Size Auto

Manual Density 0

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary ^

Value

◀ ▶

Dictionary Column Width ▼

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

Scan Settings

Default Scan Settings

Scan Color Mode ▼

Original Sides ▼

Document Orientation ▼

Scan Resolution ▼

Document Size ▼

Manual Density ▼

Scan Method ▼

Preview ▼

18 Scan to Local Folder- TIFF

(General Users)

←Application List

Scan to Local Folder - TIFF Cancel Save

* Mandatory field

Service Settings

Service: SMB

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Folder: _____

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

File Name

File Name: _____

Hide in application

Dictionary Label: _____

Dictionary Delimiter: _____

Import Dictionary

Dictionary
Value

Dictionary Column Width: Standard

Default Scan Settings

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

Document Size: Auto

Manual Density: 0

Scan Method: Normal

Default Folder

Default Parameter Settings

Folder

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

File Name Formula

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

File Name Formula * Check

Default Formula:

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

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

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

File Name

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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

Scan Settings

Default Scan Settings

Original Sides 1 Sided ▼

Document Orientation Readable Direction ▼

Scan Resolution 300 dpi ▼

Document Size Auto ▼

Manual Density 0 ▼

Scan Method Normal ▼

Preview On ▼

19 Scan to eFax MS365

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

Application Settings (General Users)
Admin Mode OFF

← Application List

Cancel Save

Changes have been saved. ×

* Mandatory field

Service Settings

Service: Microsoft 365

Fax Number(s)

Fax Number(s):

+

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width:

Default Scan Settings

Scan Color Mode:

Original Sides:

Document Orientation:

Scan Resolution:

Document Size:

Manual Density:

Scan Method:

Preview:


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

Account Overview

eFax® Number(s): 1-408-351-9200

Preferences | Billing | Usage | Profile

Update your Preferences by clicking the "Edit" links below

Current Plan:	eFax Pro	Add A Number	Learn more about this page.
Enhanced Security:	No	Edit	
Download eFax Messenger:	Windows 7/Vista 64-bit Macintosh U3 Drive		
Language Preference:	English	Edit	
Time/Date Preference:	12 hour clock mm/dd/yyyy	Edit	
Default Home Page:	My eFax Home Page	Edit	
Send Email Addresses:	 l.com t.com act.com phsv.com ct.com	Edit	
Receive Email Addresses:	jay.nuggehalli@ricoh-usa.com	Edit	
Receive Fax Options:	File Format: PDF Receive Fax CSID: 14083519200	Edit	
Send Fax Options:	Send Fax CSID: Deliver Fax Receipts: Yes Default Send Email:	Edit	
Display Messages:	Yes	Edit	
Voicemail Options:	Audio File Format: GSM Voice Prompt Language: English (American) Voicemail: Disabled	Edit	

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

Fax Number

Fax Number(s)

Fax Number(s)

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

20 Scan to eGoldFax MS365

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

Application Settings (General Users)
Admin Mode OFF

← Application List

Scan to eGoldFax MS365 Cancel Save

* Mandatory field

Service Settings

Service: Microsoft 365

Fax Number(s)

Fax Number(s)

+

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	
Label	Value

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

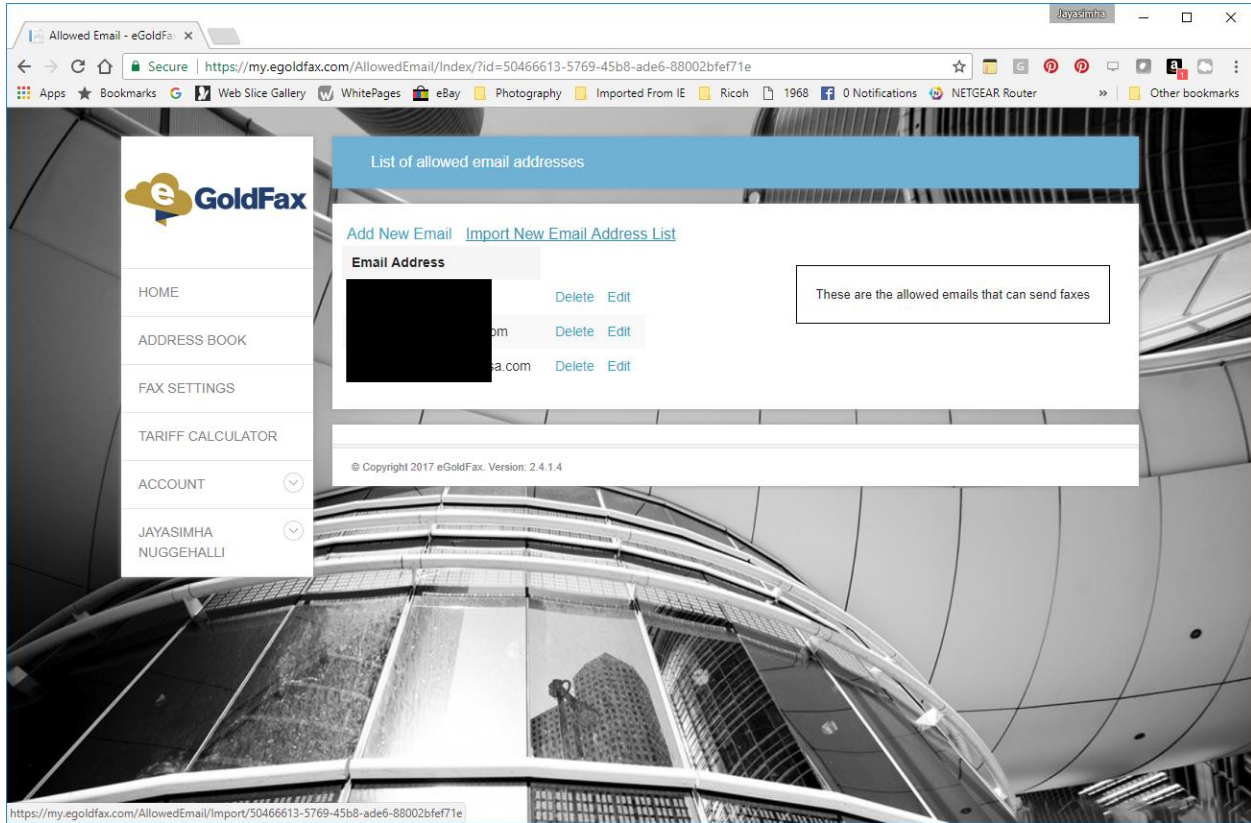
Scan Resolution: 300 dpi

Document Size: Auto

Manual Density: 0

Scan Method: Normal

Preview: On



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

Fax Number

Fax Number(s)

Fax Number(s)

Dictionary Label

Dictionary Delimiter

Dictionary	
Label	Value
eFax	14083519200
eGoldFax	18772411460
SDCA Office	14086103195

Dictionary Column Width

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

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

21 Scan to Email MS365

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

Application Settings (General Users) Admin Mode OFF

← Application List

Scan to Email MS 365

* Mandatory field

Cancel Save

Service Settings

Service: Microsoft 365

Default Parameter Settings

Email subject: Scan2Email MS365
 Hide in application

Email body: Your scanned document is attached
 Hide in application

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

OCR: PDF

OCR Language: English

Remove Blank Page: ON

Recipients

Recipients: phuc@ricoh-act.com +

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary
Value

Dictionary Column Width: Standard

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings

Email subject

Hide in application

Email body

Hide in application

Recipients

Recipients

Recipients

Dictionary Label

Dictionary Delimiter

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

Dictionary Column Width

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

File Name Formula

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

File Name Formula *

Default Formula:

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

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

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

File Name

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

22 Scan to Email Google

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

Application Settings (General Users) Admin Mode OFF

← Application List

Scan to Email Google

* Mandatory field

Service: Google

Default Parameter Settings

Email subject: Scan2Email google
 Hide in application

Email body:
 Hide in application

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

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

Recipients

Recipients: aintest10@gmail.com

Dictionary Label:
Dictionary Delimiter:
Import Dictionary

Dictionary	Value

Dictionary Column Width: Standard

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings

Email subject

Hide in application

Email body

Hide in application

Recipients

Recipients

Recipients

Dictionary Label

Dictionary Delimiter

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

Dictionary Column Width

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

File Name Formula

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

File Name Formula *

Default Formula:

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

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

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

File Name

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

23 Scan to Email Plus

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

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

← Application Management

Scan to Email Plus

* Mandatory field

Cancel Save

Default Parameter Settings

Email To: Manual Entry

Body:

Hide in application

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

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

Subject

Subject:

Hide in application

Dictionary Label:

Dictionary Delimiter:

Dictionary
Value

Dictionary Column Width: Standard

File Name

File Name:

Dictionary Label:

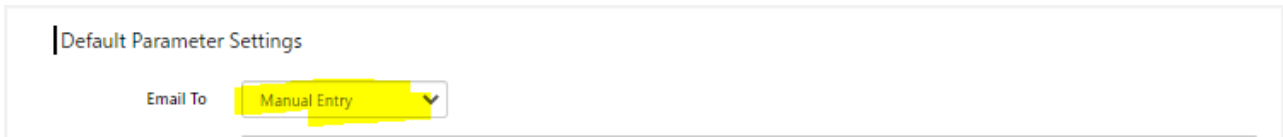
Dictionary Delimiter:

Dictionary
Value

Email To

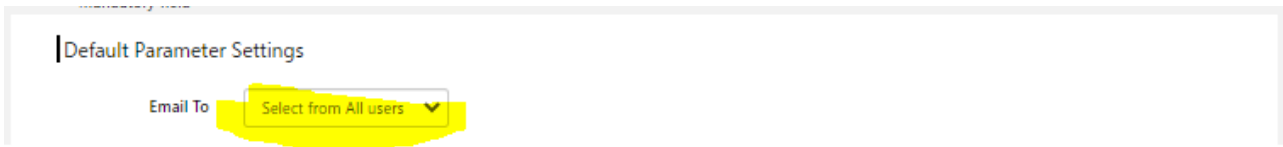
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



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

Option 2: Select from All Users



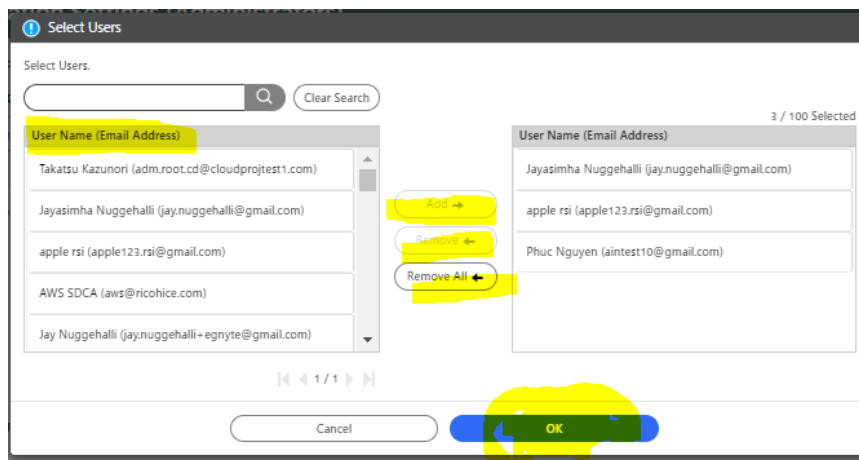
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



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

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



Option 4: Select From Groups

Default Parameter Settings

Email To Select from Groups
Select Groups 0 / 100 Selected

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

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



Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Body
 Hide in application

Subject

Subject
 Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary
Value

Dictionary Column Width Standard

File Name Formula

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

File Name Formula *

Default Formula:

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

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

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

File Name

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary	Value

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

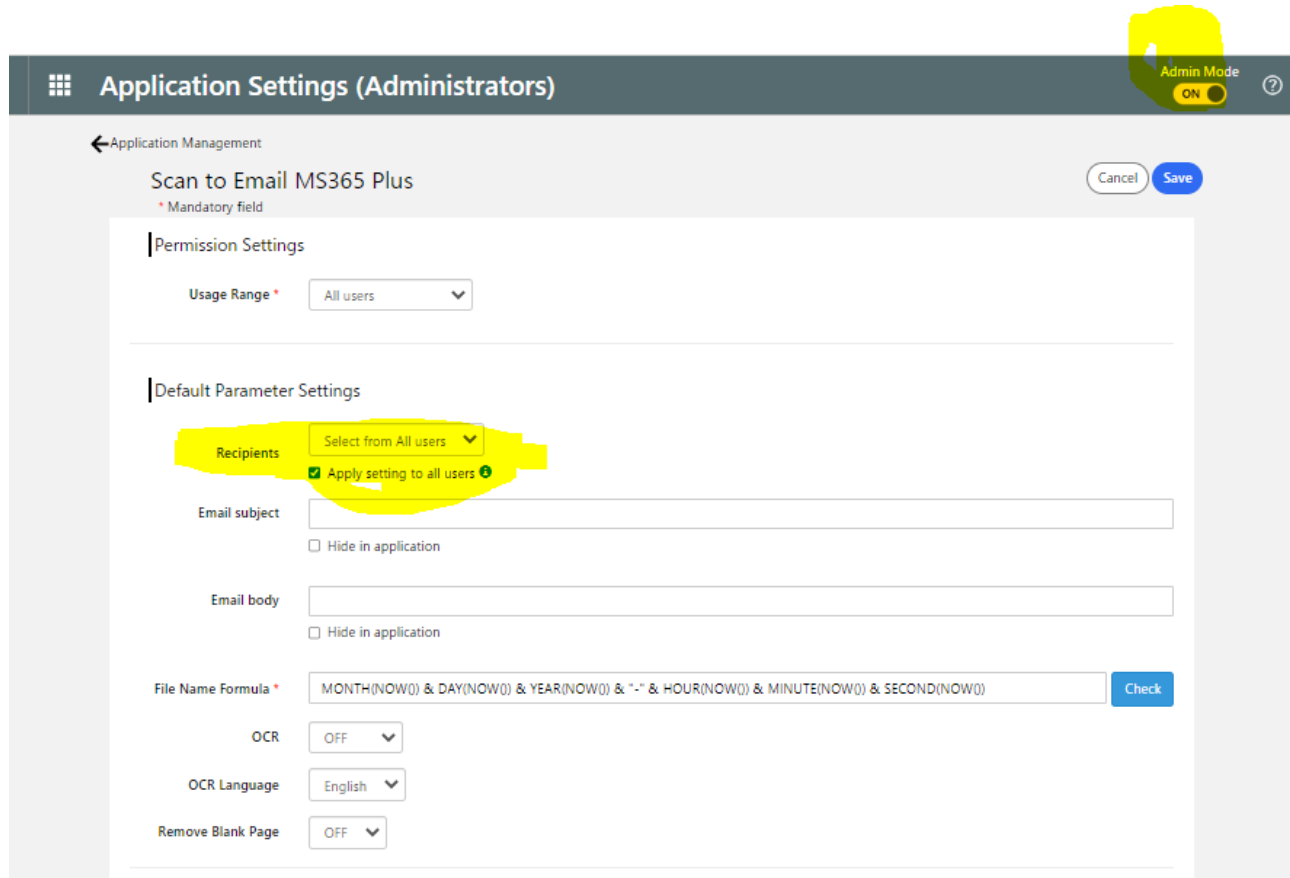
Manual Density

Scan Method

Preview

24 Scan to Email MS365 Plus

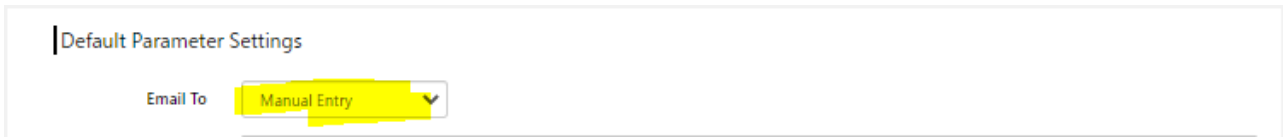
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email MS365Plus Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.



Email To

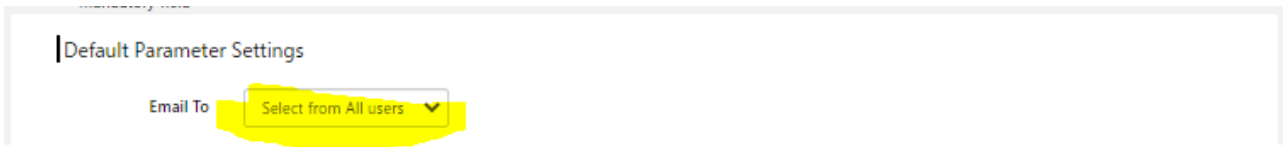
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



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

Option 2: Select from All Users



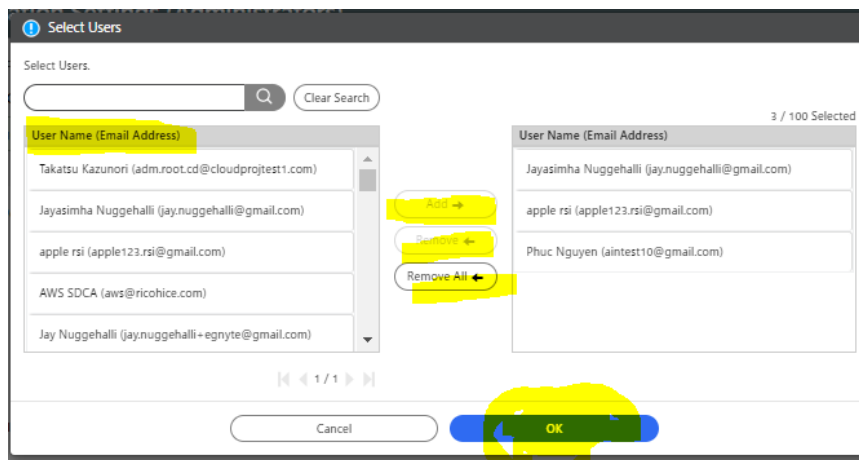
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



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

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



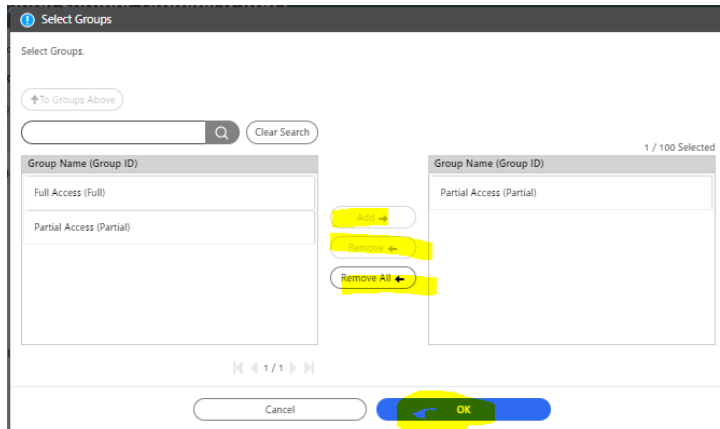
Option 4: Select From Groups

Default Parameter Settings



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

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



Following settings are available in the User Mode.

Application Settings (General Users) Admin Mode OFF

← Application List

Scan to Email MS365 Plus

* Mandatory field

Cancel Save

Service Settings

Service: Microsoft 365

Default Parameter Settings

Recipients: Select from All users

Email subject:
 Hide in application

Email body:
 Hide in application

File Name Formula * Check

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Import Dictionary

Dictionary
Value

Dictionary Column Width: Standard

Default Scan Settings

Scan Color Mode: Auto Color Select

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings

Recipients: Select from All users

Email subject:
 Hide in application

Email body:
 Hide in application

File Name Formula

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

File Name Formula *

Default Formula:

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

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

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

File Name

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary	Value

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

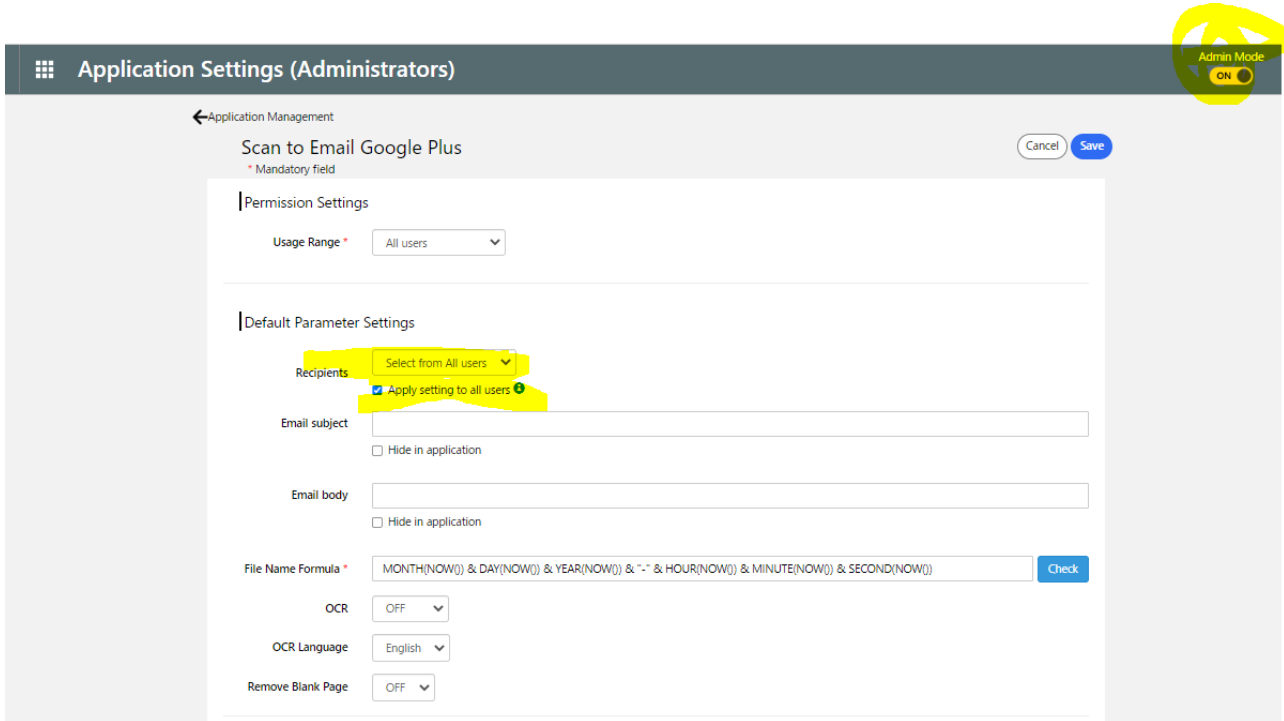
Manual Density

Scan Method

Preview

25 Scan to Email Google Plus

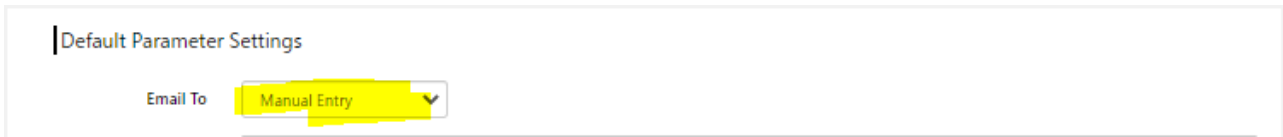
In the Ricoh Smart Integration Workplace select admin mode to access the settings for Scan to Email Google Recipients related Settings. By selecting 'Apply Setting to all users' admin can control all users settings related to Email address book in the workflow.



Email To

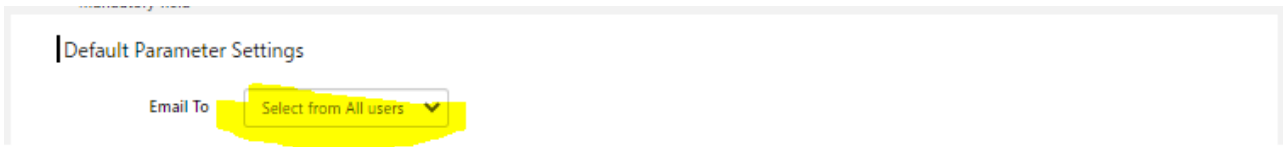
This list box has 4 options. Selection of settings here determines the content of Email address book in the workflow application

Option 1: Manual Entry



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

Option 2: Select from All Users



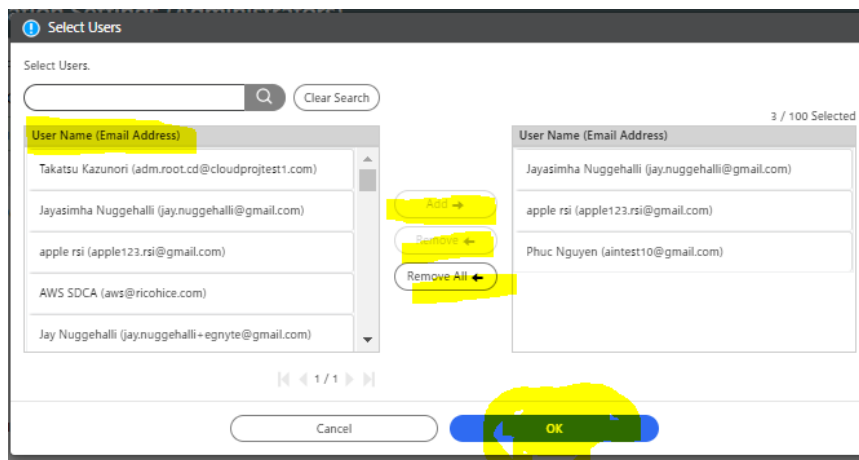
With this option selected, all users in the Tenant will be available in the address book to select as Email To, address, along with Manual Entry.

Option 3: Select From Users



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

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



Option 4: Select From Groups

Default Parameter Settings



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

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



Following settings are available in the User Mode.

Application Settings (General Users) Admin Mode OFF

← Application List

Scan to Email Google Plus

* Mandatory field Cancel Save

Service Settings

Service Google

Default Parameter Settings

Recipients Select from All users

Email subject
 Hide in application

Email body
 Hide in application

File Name Formula * Check

OCR ▼

OCR Language ▼

Remove Blank Page ▼

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary
Value

Dictionary Column Width ▼

Email Subject and Email Body

Default Email Subject and Email body contents can be configured.

Default Parameter Settings

Recipients Select from All users

Email subject
 Hide in application

Email body
 Hide in application

File Name Formula

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

File Name Formula *

Default Formula:

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

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

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

File Name

File Name

File Name

Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary	Value

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

26 Scan to Google Shared

Following settings are available in the Admin mode.

Application Settings (Administrators) Admin Mode ON

← Application Management

Scan to Google Shared

* Mandatory field

Service Settings

Service: Google

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

Folder * Test TD subfolder.1

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *

OCR:

OCR Language:

Remove Blank Page:

File Name

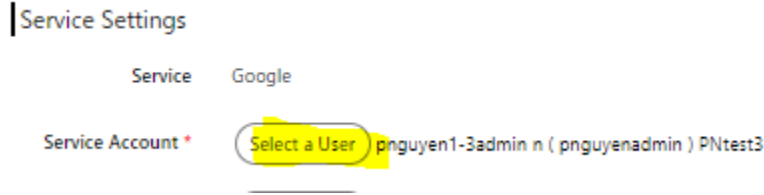
File Name:

Dictionary Label:

Dictionary Delimiter:

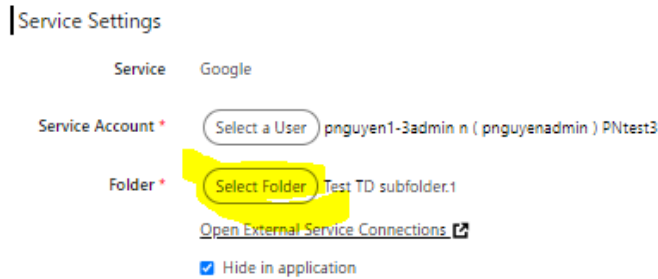
Dictionary
Value

Service Account

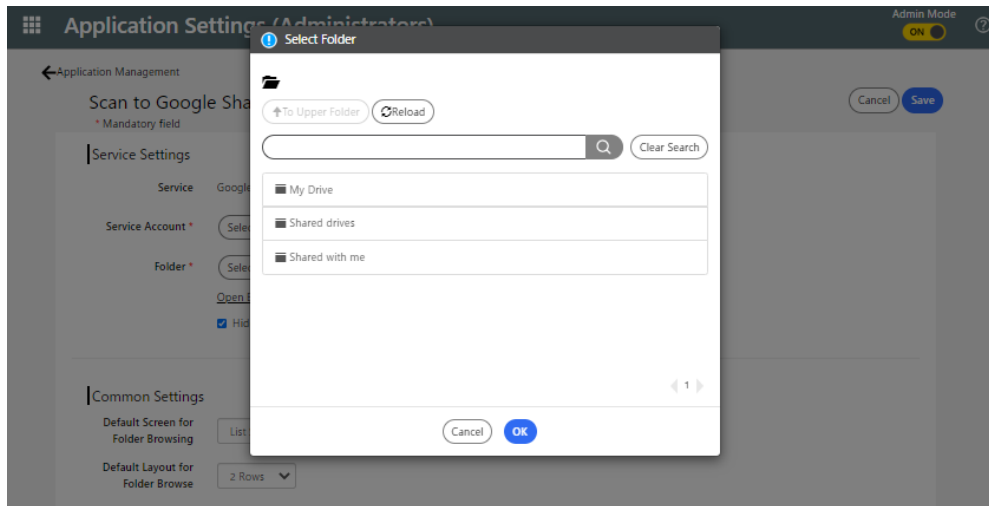


Select an Admin user who has done External Service Connection with Google.

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

27 Scan to OneDrive for Business Shared

Following settings are available in the Admin mode.

Application Settings (Administrators) Admin Mode ON

← Application Management

Scan to OneDrive for Biz Shared

* Mandatory field

Cancel Save

Service Settings

Service: Microsoft 365

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

Folder * (Unnamed folder)

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing:

Default Layout for Folder Browse:

Default Parameter Settings

Sub Folder:

Hide in application

File Name Formula *

OCR:

OCR Language:

Remove Blank Page:

File Name

File Name:

Dictionary Label:

Dictionary Delimiter:

Dictionary
Value

Service Account

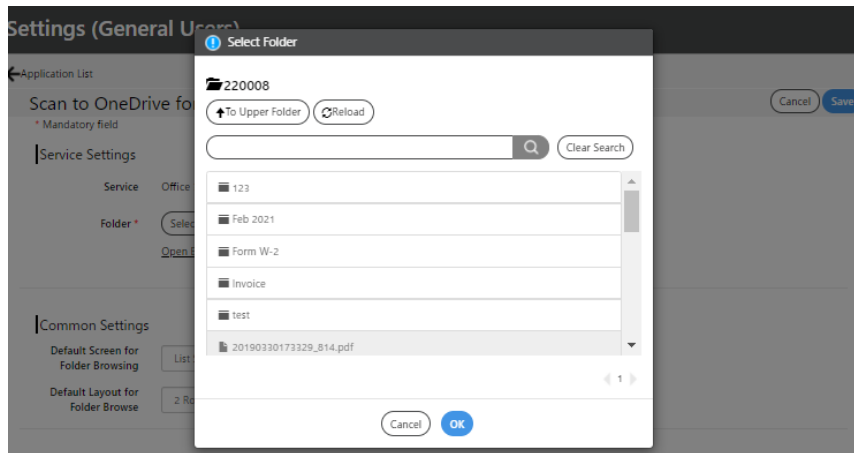


Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

28 Scan to SharePoint Shared

Following settings are available in the Admin mode.

Application Settings (Administrators) Admin Mode ON

← Application Management

Scan to SharePoint Shared

* Mandatory field

Cancel Save

Service Settings

Service: Microsoft 365

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

Site URL List +

Folder * Select Folder Test Private Team

[Open External Service Connections](#)

Hide in application

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Sub Folder

Hide in application

File Name Formula * Check

OCR: OFF

OCR Language: English

Remove Blank Page: OFF

Change Display Name: Remove Blank Page

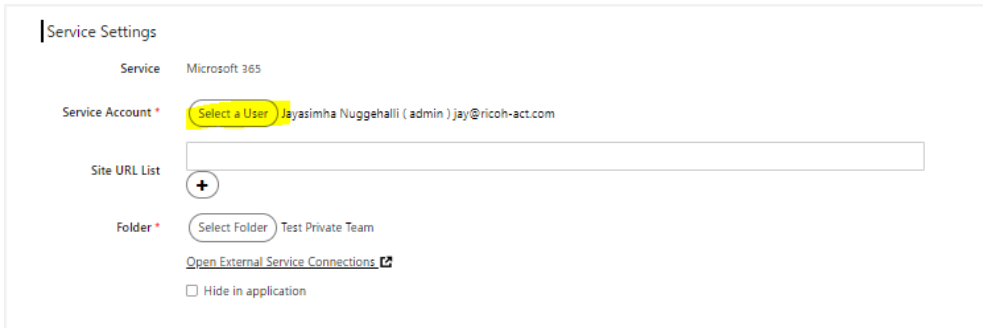
File Name

File Name

Dictionary Label

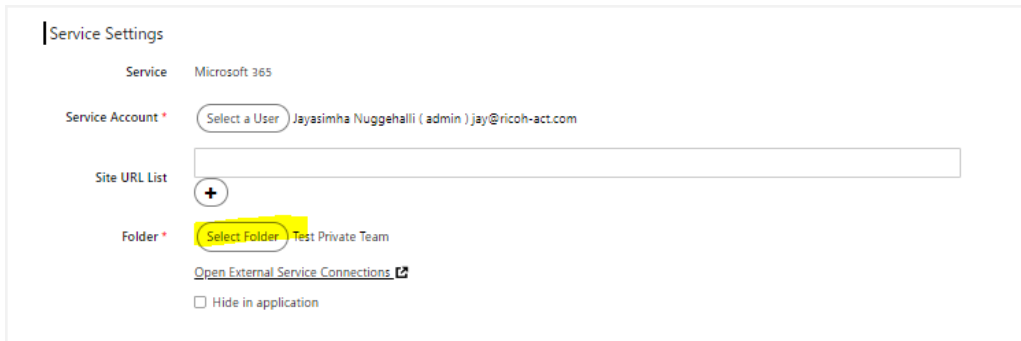
Dictionary Delimiter

Service Account

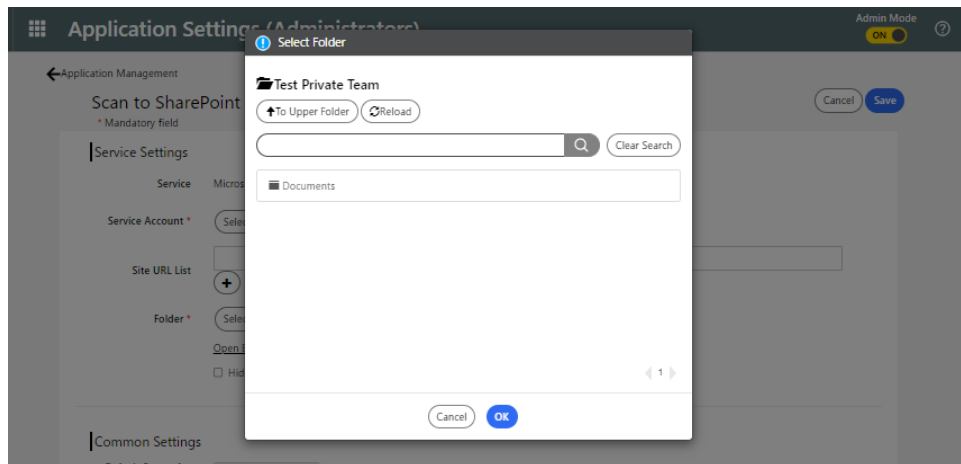


Select an Admin user who has done External Service Connection with Microsoft 365.

Default Folder



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



Sub Folder

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



File Name Formula

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

File Name Formula *

Default Formula:

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

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

Click on 'Check' button to verify the Syntax.

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page

OCR

Default value for OCR can be configured.

OCR

OCR Language

Default value for OCR Language can be configured.

OCR Language

File Name

File Name

File Name

Dictionary Label

Dictionary Delimiter

Dictionary	Value

Dictionary Column Width

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

Scan Settings

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

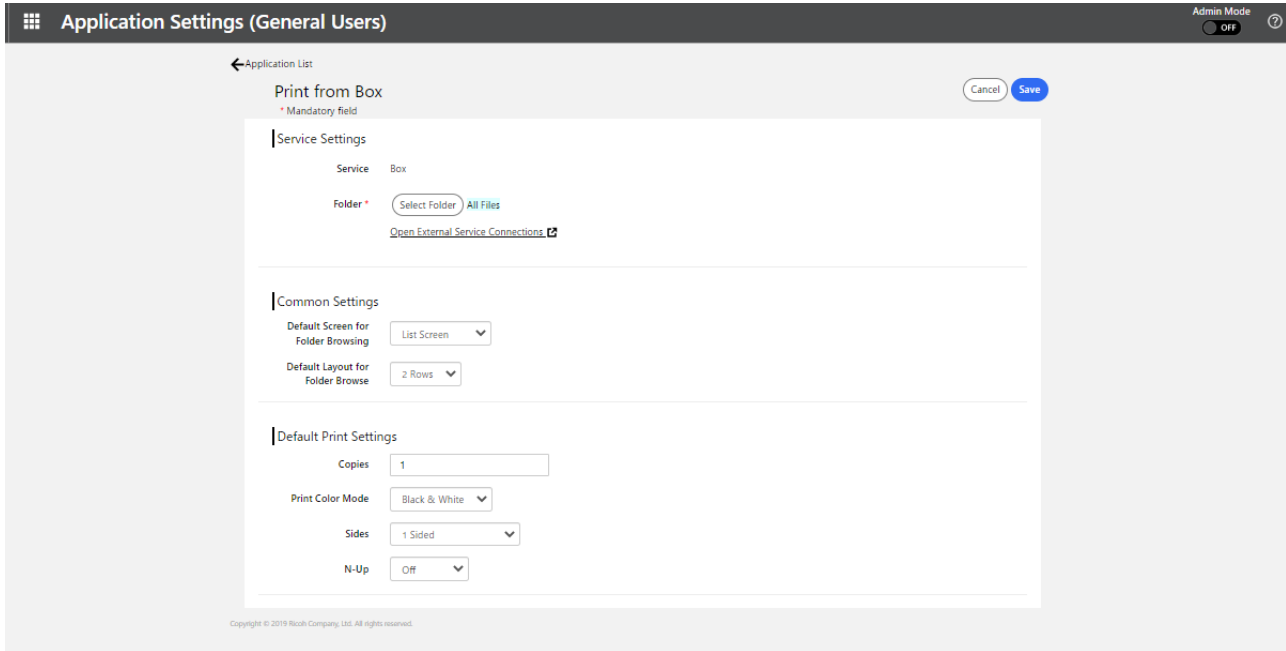
Document Size

Manual Density

Scan Method

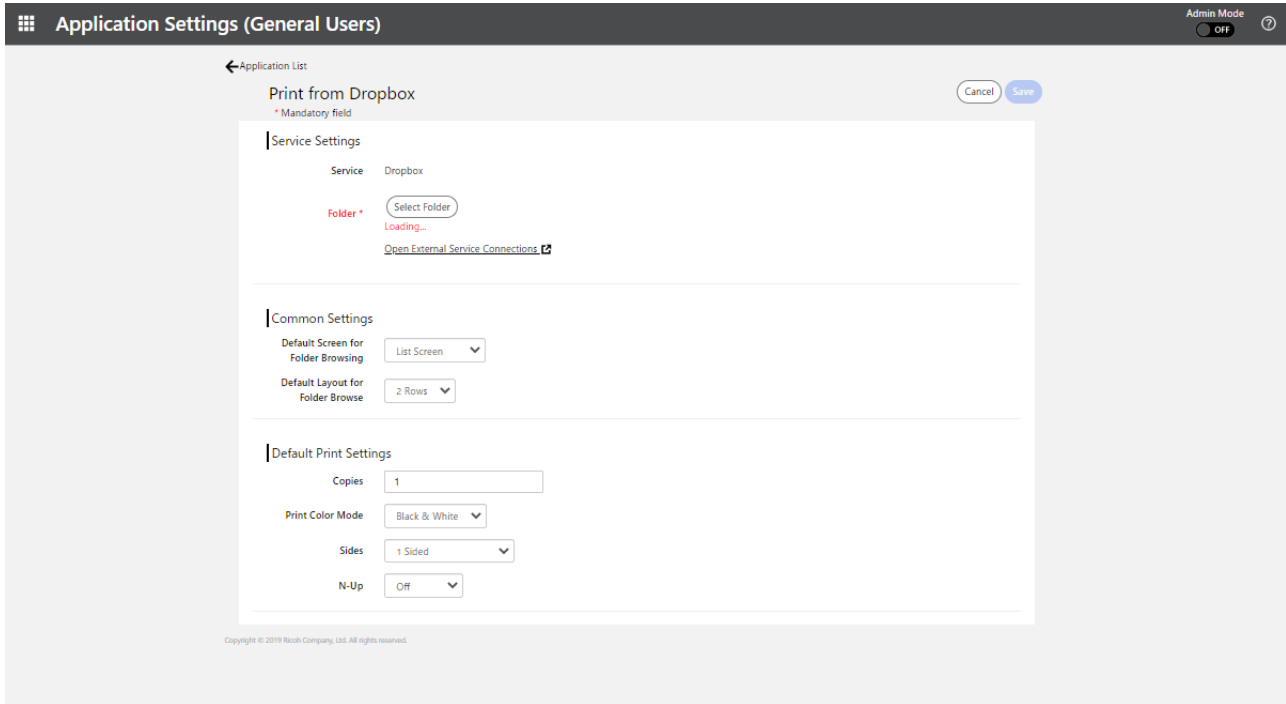
Preview

29 Print from Box



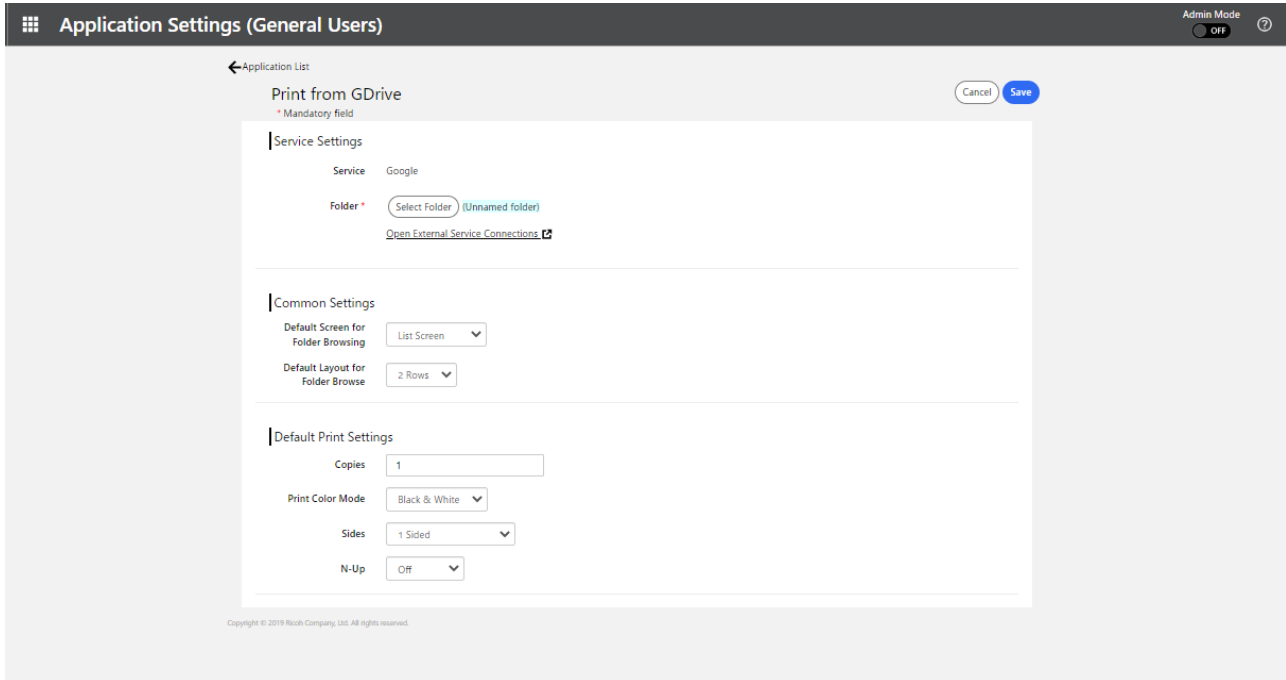
Default Print Settings and Default Folder can be configured.

30 Print from Dropbox



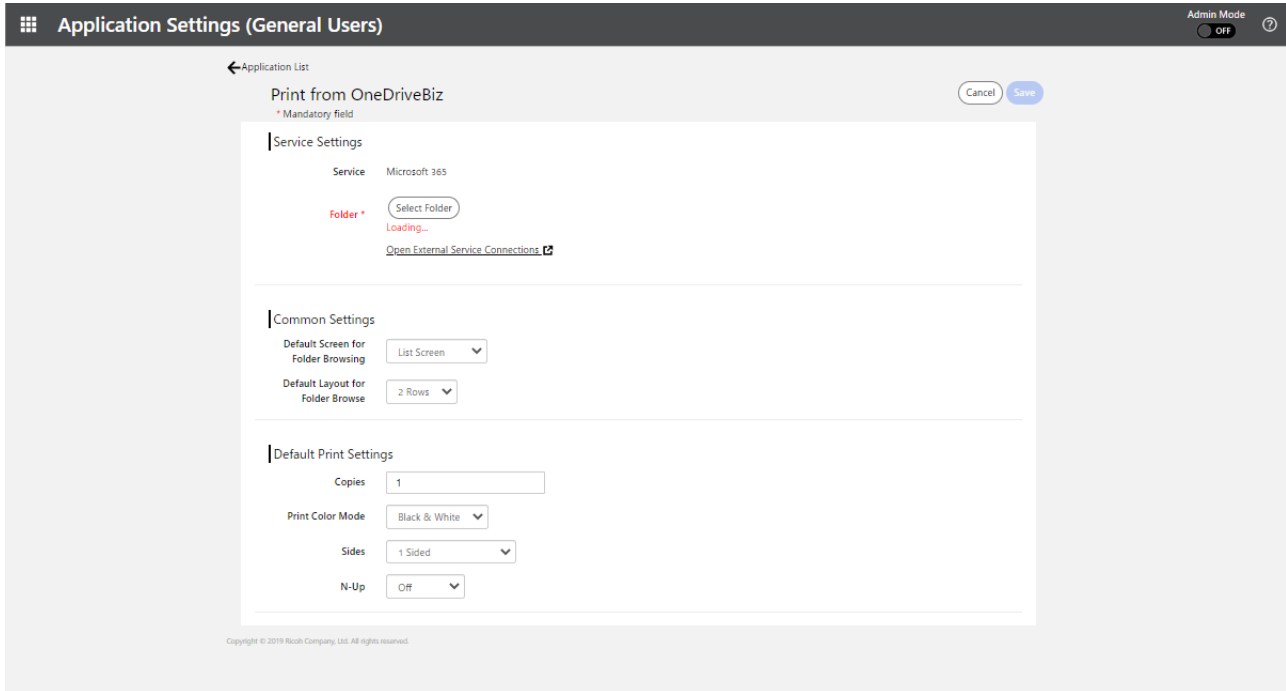
Default Print Settings and Default Folder can be configured.

31 Print from GDrive



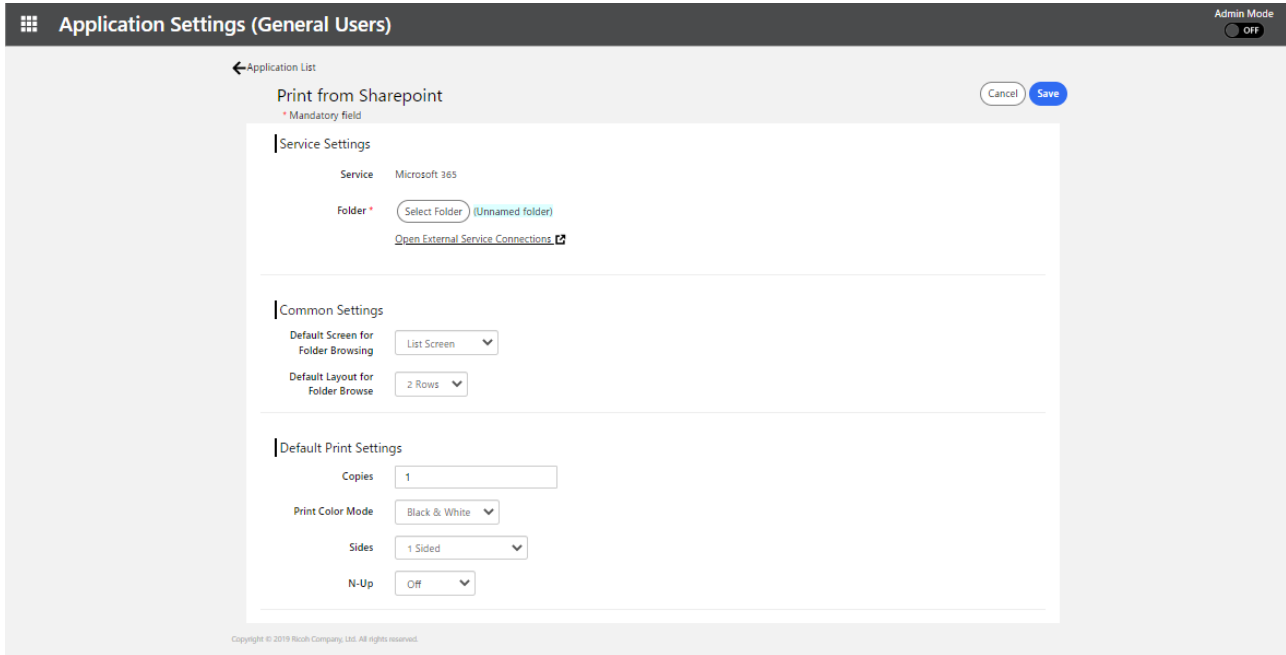
Default Print Settings and Default Folder can be configured.

32 Print from OneDrive for Business



Default Print Settings and Default Folder can be configured.

33 Print from SharePoint



Default Print Settings and Default Folder can be configured.

34 Print from DocuWare

← Application List

Print from DocuWare

Cancel Save

* Mandatory field

Service Settings

Service DocuWare

Base Point Folder * /

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing ▼

Default Layout for Folder Browse ▼

Default Print Settings

Copies

Print Color Mode ▼

Sides ▼

N-Up ▼

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

35 Operation of Workflow Application

Smart Integration MFP BrowserNX URL

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

Ricoh Smart Integration Initial Login

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

Option 1: Login with Tenant ID

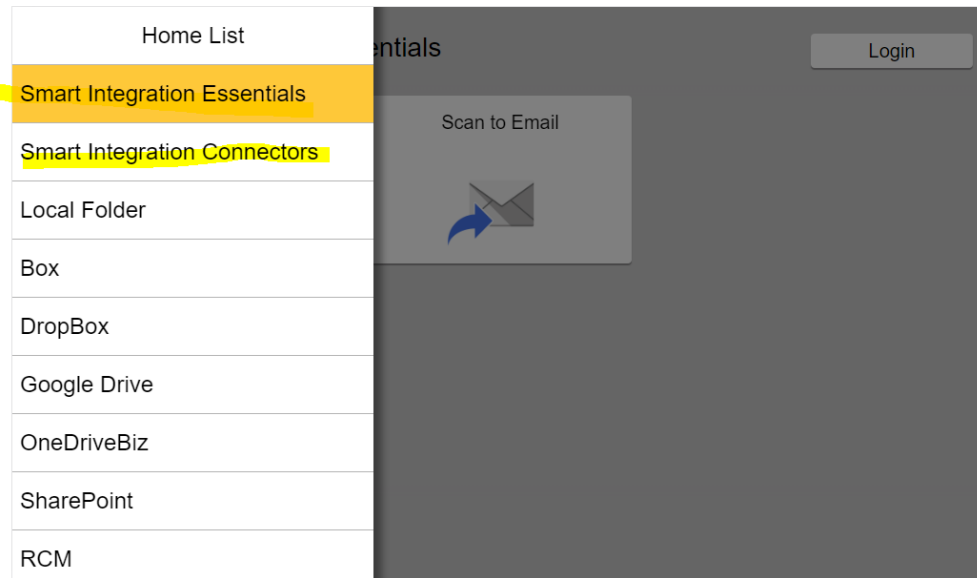
The screenshot shows the login interface for Ricoh Smart Integration. At the top left, there is a back arrow icon and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Tenant ID". The form consists of three input fields: "Tenant ID", "User ID", and "Password".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

Option 2: Login with Email Address

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

After administrator login subscribed application will be displayed

Use the Home List button to Select required home screen.



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

36 Scan to Box

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to Box' configuration screen. At the top, there is a navigation bar with a back arrow, the title 'Scan to Box', and three buttons: 'Dealer Package', 'Logout', and 'Job log'. Below this, a list of settings is shown, each with a label, a value, and a red asterisk indicating it is a mandatory field. The settings are: 'Folder' (value: 'All Files'), 'Sub Folder' (value: empty), 'OCR' (value: 'OFF'), 'OCR Language' (value: 'English'), and 'File Name' (value: empty). To the right of the settings is a 'Scan Settings' panel with a dropdown menu showing 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. At the bottom right, there is a large green circular button labeled 'Start'.

37 Scan to Dropbox

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows the 'Scan to Dropbox' settings interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to Dropbox', and links for 'Dealer Package', 'Logout', and 'Job log'. Below the navigation bar, there is a 'Mandatory field.' label. The main form consists of several input fields: 'Folder' (containing '/'), 'Sub Folder' (empty), 'OCR' (containing 'OFF'), 'OCR Language' (containing 'English'), and 'File Name' (empty). To the right of the form is a 'Scan Settings' panel with a 'Start' button. The 'Scan Settings' panel includes options for 'Auto Colo...' (with a color calibration icon), '1 Sided' (with a page icon), 'Readable ...' (with a magnifying glass icon), and '300 dpi'. The 'Start' button is a large green circle with the text 'Start' inside.

38 Scan to GoogleDrive

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

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

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

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

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

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

39 Scan to OneDrive

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot shows the 'Scan to OneDrive' interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to OneDrive', and links for 'Dealer Package', 'Logout', and 'Job log'. Below the navigation bar, there are several input fields for configuration:

- Folder**: A mandatory field (indicated by an asterisk) with the value 'Files' and a dropdown arrow.
- Sub Folder**: An optional field with a vertical line indicating it is empty.
- OCR**: A mandatory field (indicated by an asterisk) with the value 'OFF' and a dropdown arrow.
- OCR Language**: A mandatory field (indicated by an asterisk) with the value 'English' and a dropdown arrow.
- File Name**: A field with a vertical line indicating it is empty.

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

- Auto Colo... (with a color calibration icon)
- 1 Sided (with a page icon)
- Readable ... (with a magnifying glass icon)
- 300 dpi
- Scan Settings (button)

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

40 Scan to OneDrive for Business

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to OneDrive for Business Dealer Package' settings interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to OneDrive for Business Dealer Package', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there is a list of settings:

- Folder**: A mandatory field (indicated by a red asterisk) with the value 'Files' and a dropdown arrow.
- Sub Folder**: An optional field with a vertical line indicating it is empty.
- OCR**: A mandatory field (indicated by a red asterisk) with the value 'OFF' and a dropdown arrow.
- OCR Language**: A mandatory field (indicated by a red asterisk) with the value 'English' and a dropdown arrow.
- File Name**: A field with a vertical line indicating it is empty.

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

- Auto Colo...
- 1 Sided
- Readable ...
- 300 dpi
- Scan Settings

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

41 Scan to SharePoint

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

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

- Folder:** A mandatory field (indicated by a red asterisk) containing '(Unnamed folder)'. A red asterisk is also present to the left of the field.
- Sub Folder:** An empty input field.
- OCR:** A mandatory field (indicated by a red asterisk) containing 'OFF'. A red asterisk is also present to the left of the field.
- OCR Language:** A mandatory field (indicated by a red asterisk) containing 'English'. A red asterisk is also present to the left of the field.
- File Name:** An empty input field.

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

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

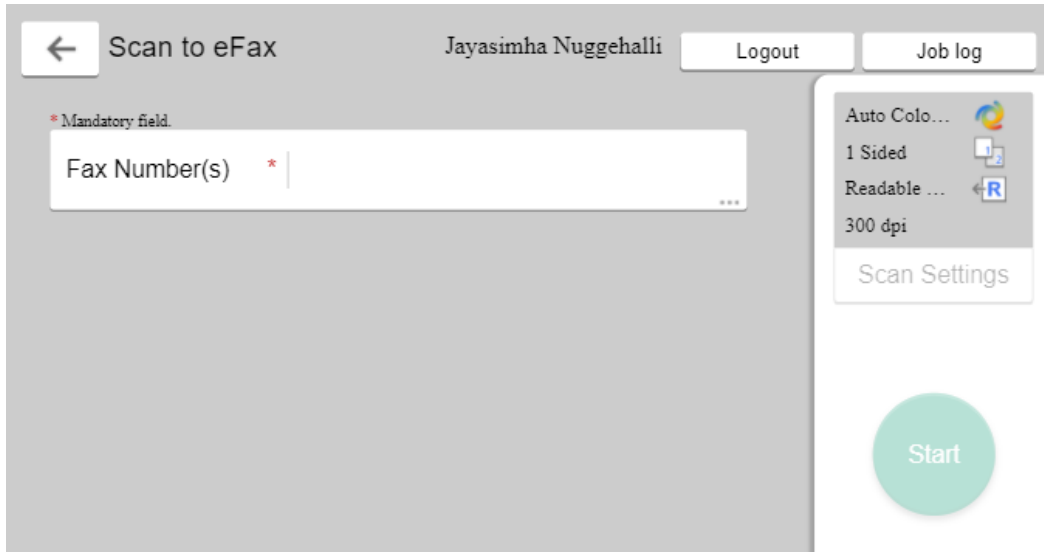
At the bottom right, there is a large green circular 'Start' button.

42 Scan to eFax

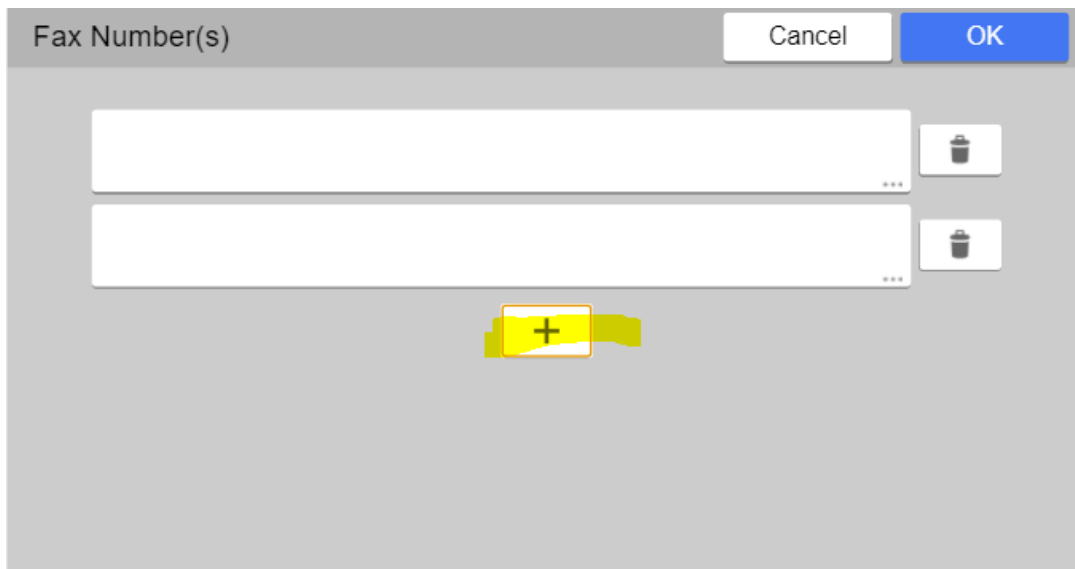
Following settings are available:

A. Fax Number

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



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



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

Fax Number(s) Cancel OK

14086103195 ✕

Fax Numbers

eFax

eGoldFax

SDCA Office

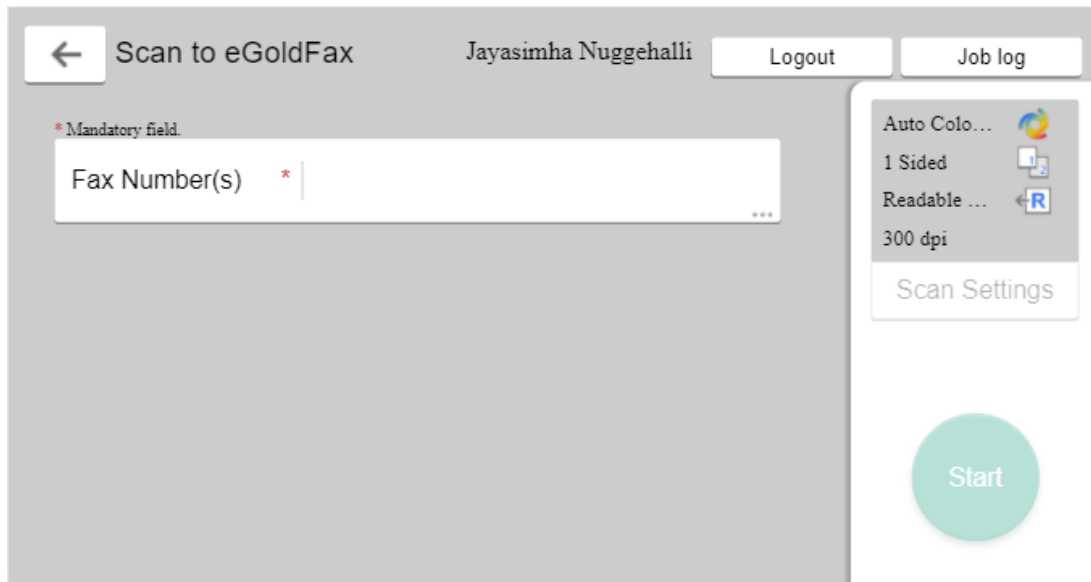
User Can select a Label from dictionary or enter number.

43 Scan to eGoldFax

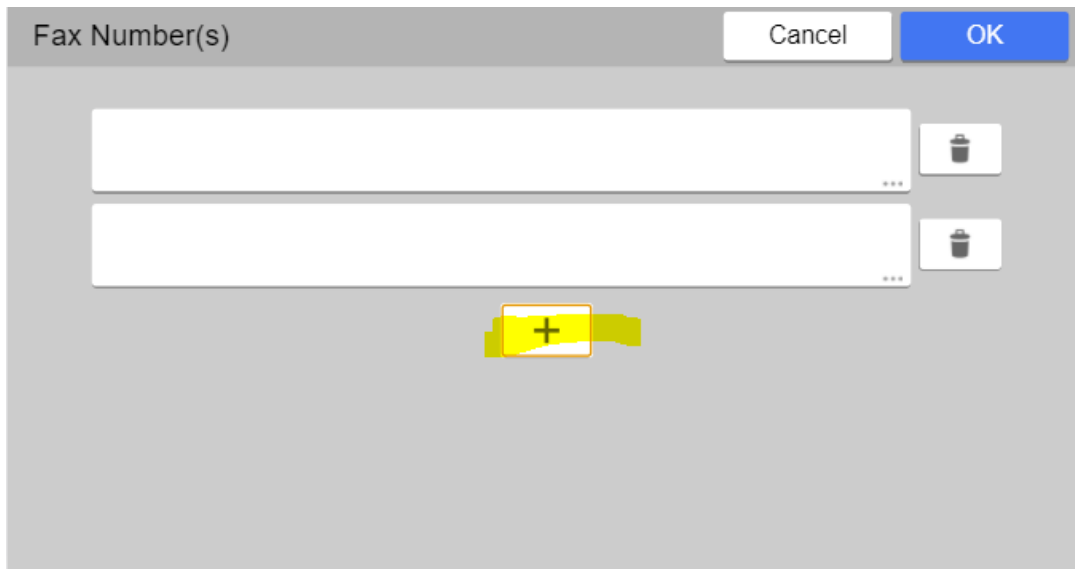
Following settings are available:

A. Fax Number

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



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



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

Fax Number(s) Cancel OK

14086103195 ✕

Fax Numbers

eFax eGoldFax

SDCA Office

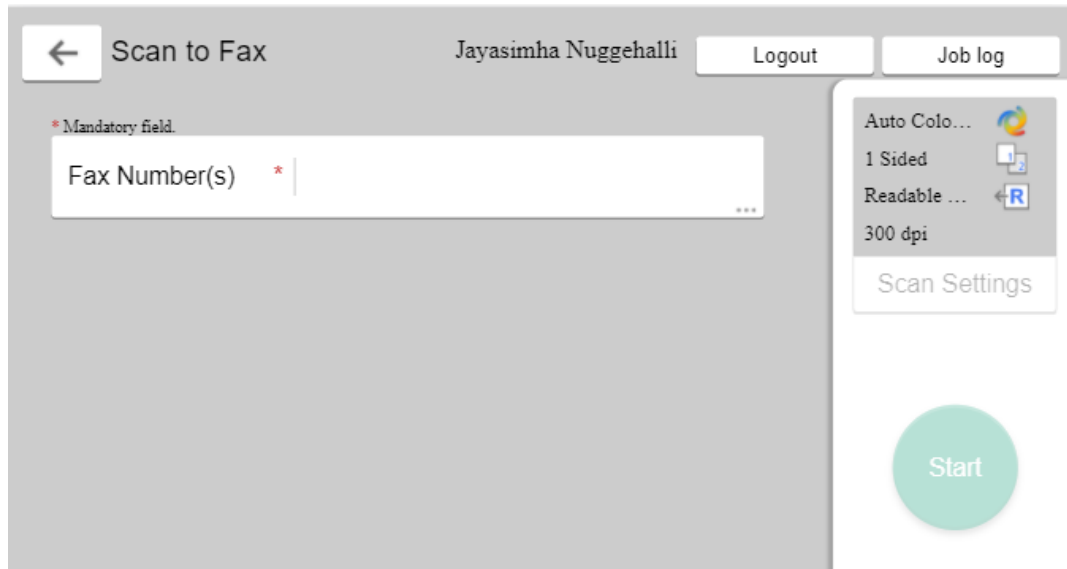
User Can select a label from dictionary or enter number.

44 Scan to Fax

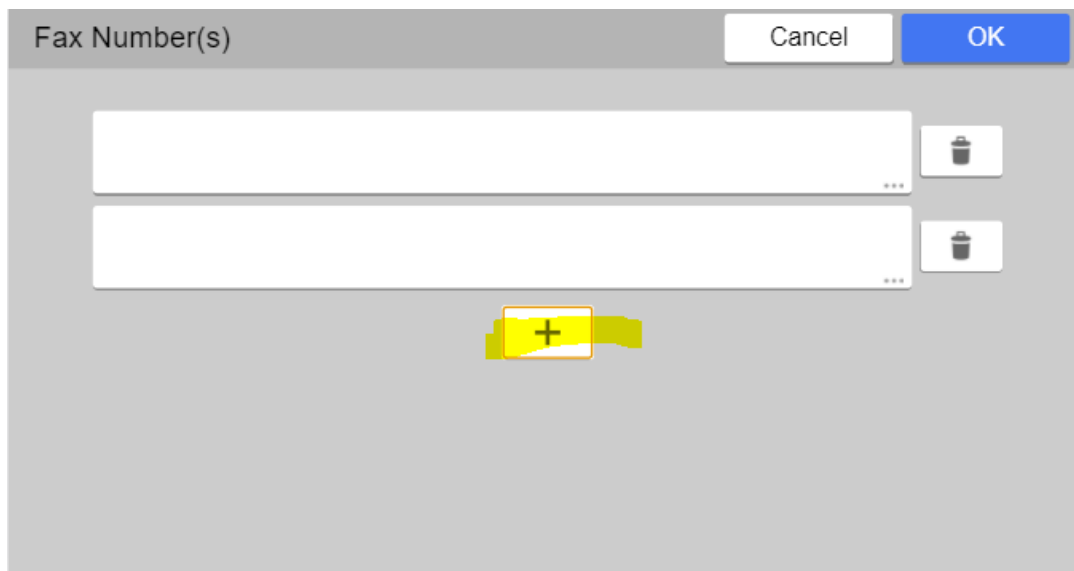
Following settings are available:

1. Fax Number

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



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



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

Fax Number(s) Cancel OK

14086103195 ✕

Dictionary

SDCA Office eGoldFax

eFax

User Can select a Label from dictionary or enter number.

45 Scan to Sharefile

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

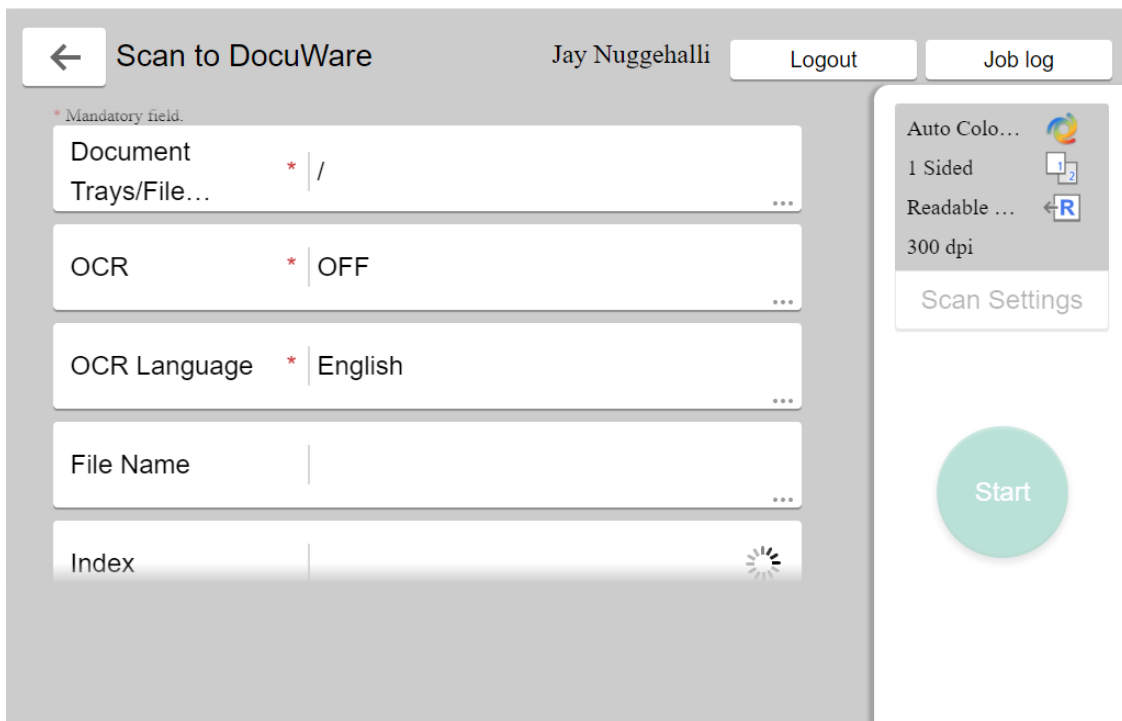
The screenshot displays the 'Scan to Sharefile' configuration screen. At the top, there is a navigation bar with a back arrow, the title 'Scan to Sharefile', and user information 'Dealer Package', 'Logout', and 'Job log'. Below this, a list of settings is shown:

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

On the right side of the screen, there is a 'Scan Settings' panel with a 'Start' button. The panel includes options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'.

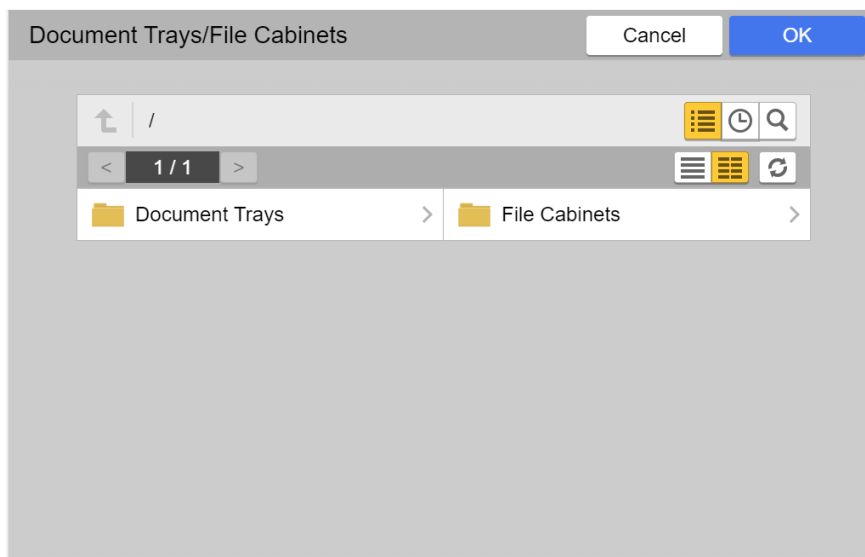
46 Scan to DocuWare

Following settings are available:

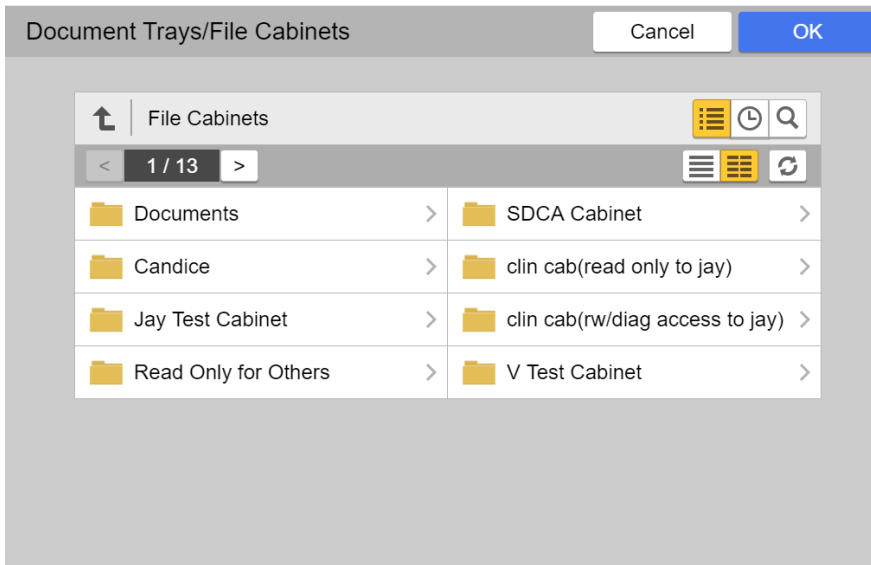
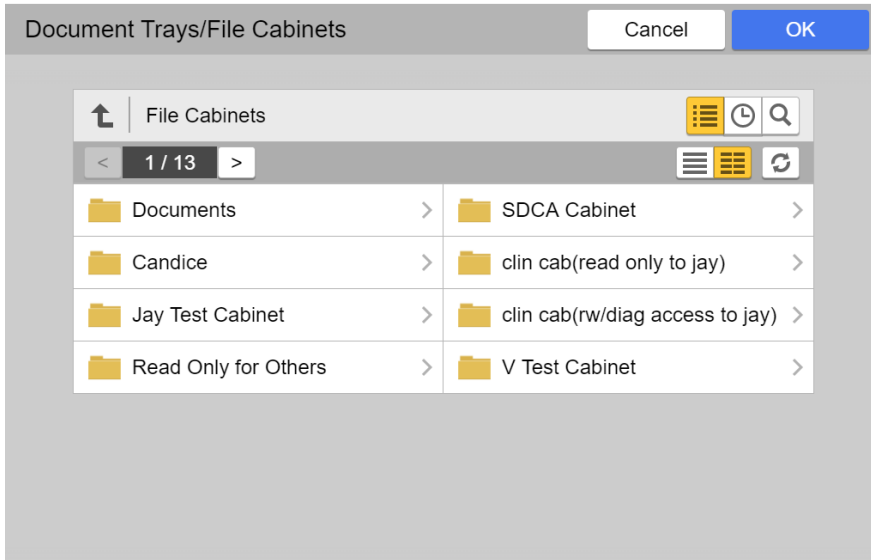


A. Document Tray/File Cabinet

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

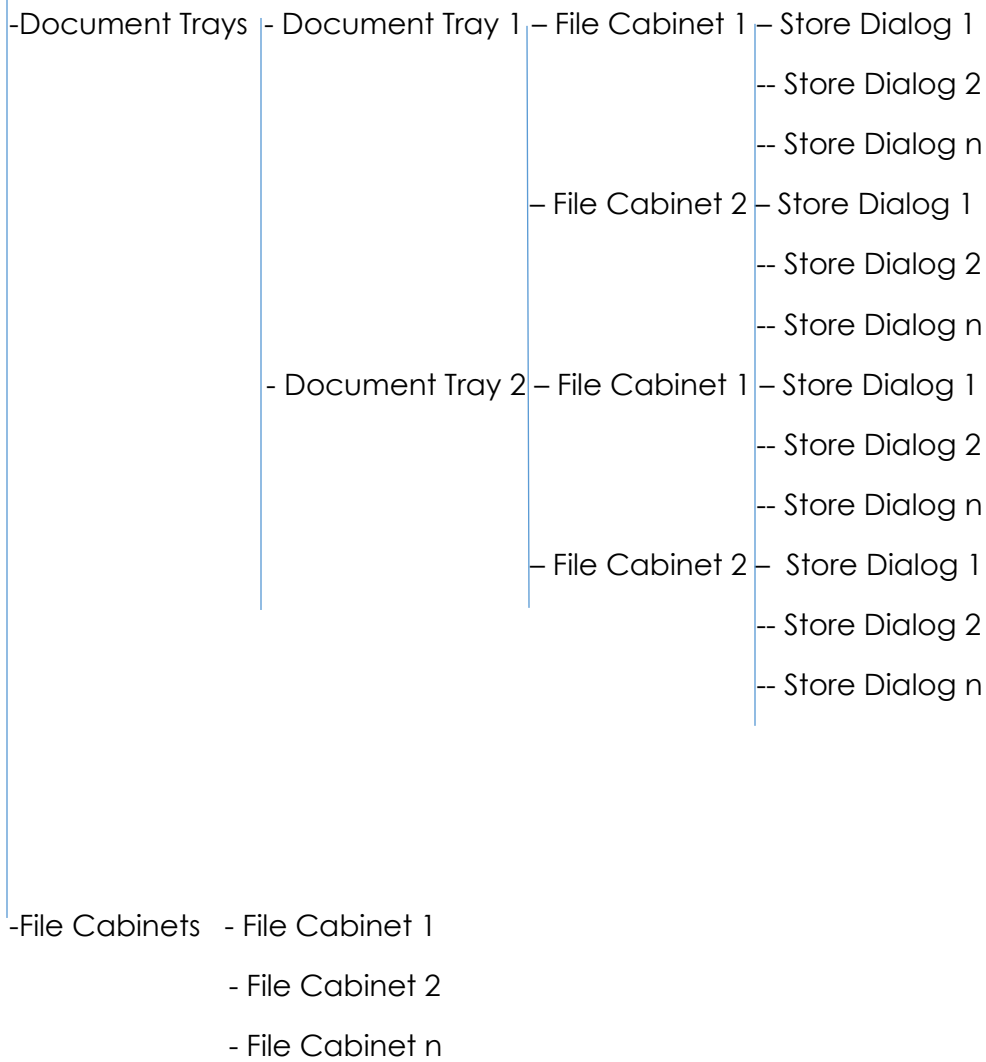


At root level 'Document Trays' and 'File Cabinets' are displayed. These are virtual folders and not selectable. Touch on 'Document Tray' or 'File Cabinets' to list Tray or Cabinets respectively.



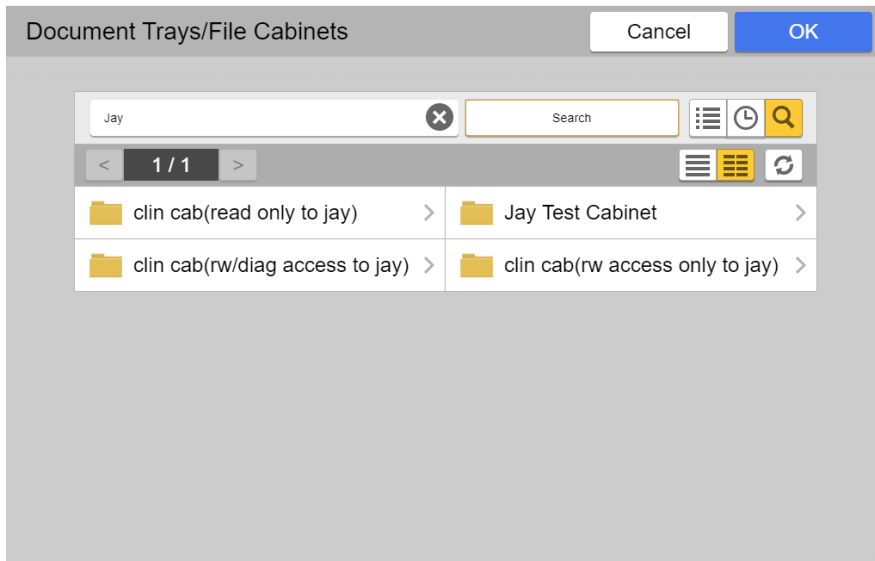
Here is the Hierarchy of Document Tray/File Cabinets

/



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

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



B. OCR

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

C. OCR Language

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

D. File Name

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

E. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

F. Index

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

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

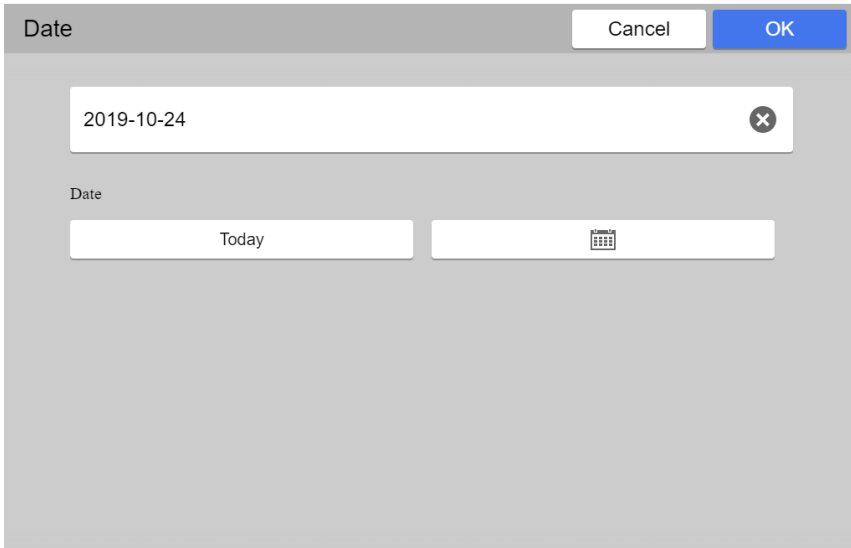
- Document Type: A dropdown menu with "Contract" selected and a red asterisk to its left.
- Company: An empty text input field.
- Contact: An empty text input field.
- Subject: An empty text input field.
- Date: A date picker showing "2019-10-24".
- Amount: An empty text input field.

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

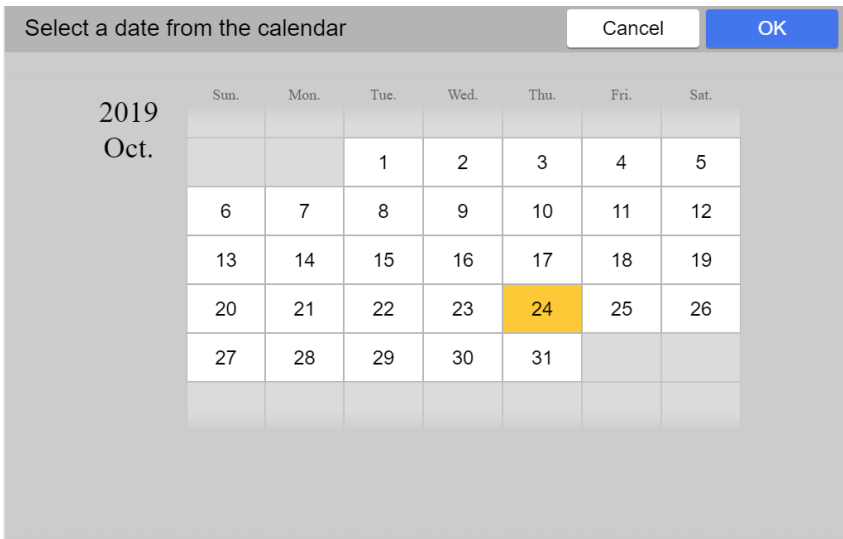
The screenshot shows a dialog box titled "Document Type" with "Cancel" and "OK" buttons in the top right corner. Below the title bar is an empty text input field. Underneath, the text "Index Values" is followed by a grid of buttons representing a list of index values:

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

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



Touch on Calendar button to select date



Sample Date Field

47 Scan to Egnyte

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

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

- Folder:** A mandatory field (indicated by an asterisk) containing '(Unnamed folder)' and a dropdown arrow.
- Sub Folder:** An empty input field.
- OCR:** A mandatory field (indicated by an asterisk) set to 'OFF' with a dropdown arrow.
- OCR Language:** A mandatory field (indicated by an asterisk) set to 'English' with a dropdown arrow.
- File Name:** An empty input field.

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

- Auto Colo... (with a color calibration icon)
- 1 Sided (with a page icon)
- Readable ... (with a magnifying glass icon)
- 300 dpi
- Scan Settings (button)
- Start (large green circular button)

48 Scan to Rubex

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

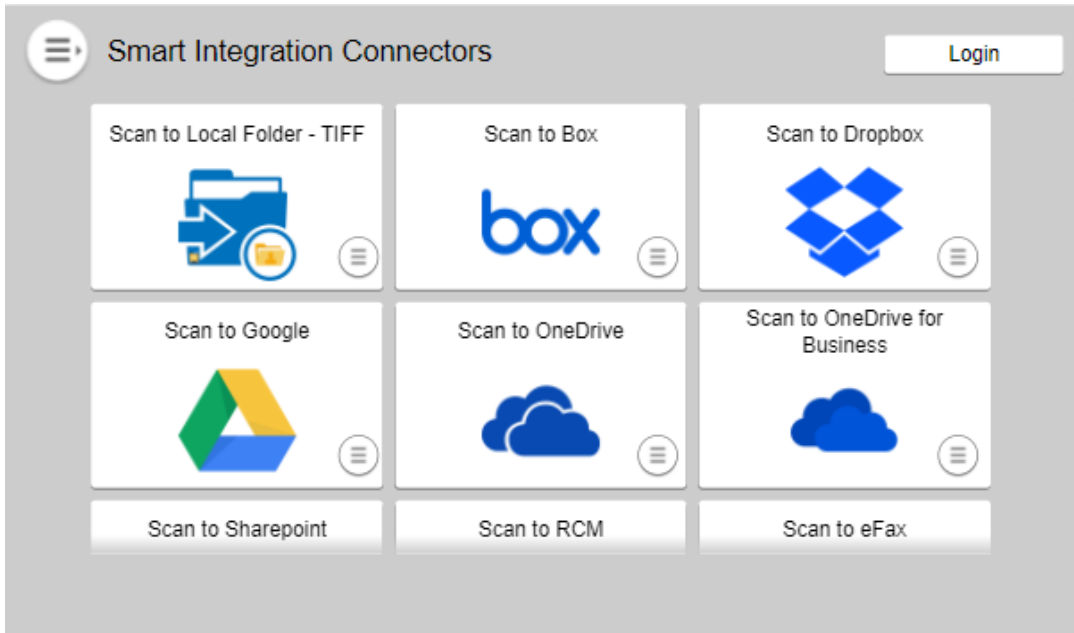
Workflow supports File Name formula, entering file name here overrides filename generated by formula.

F. Remove Blank Page

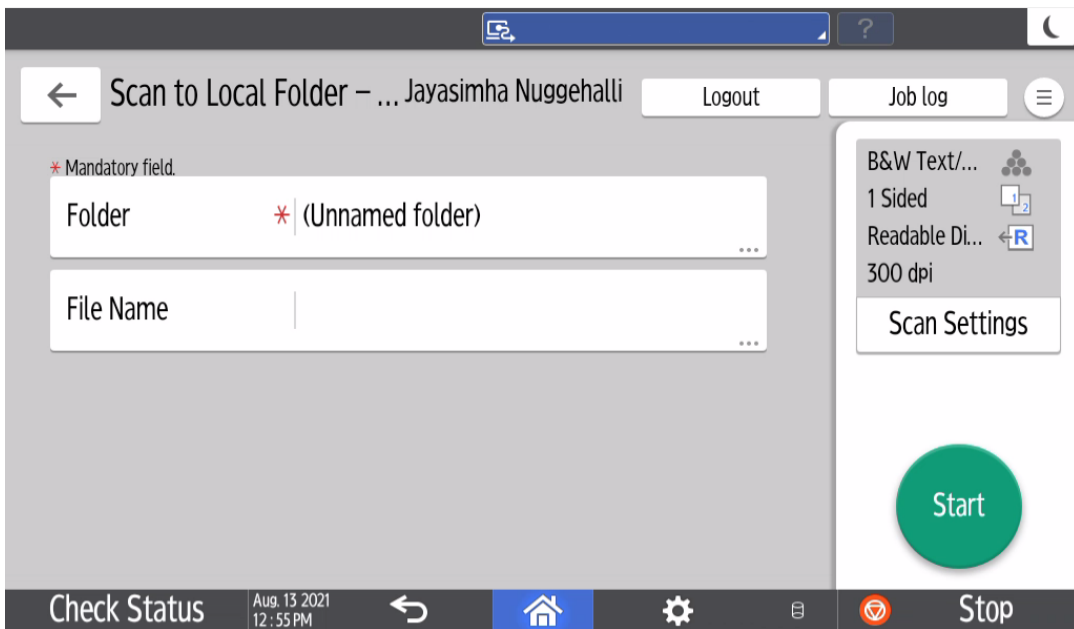
Workflow supports Blank Page Removal. Values: OFF, ON

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

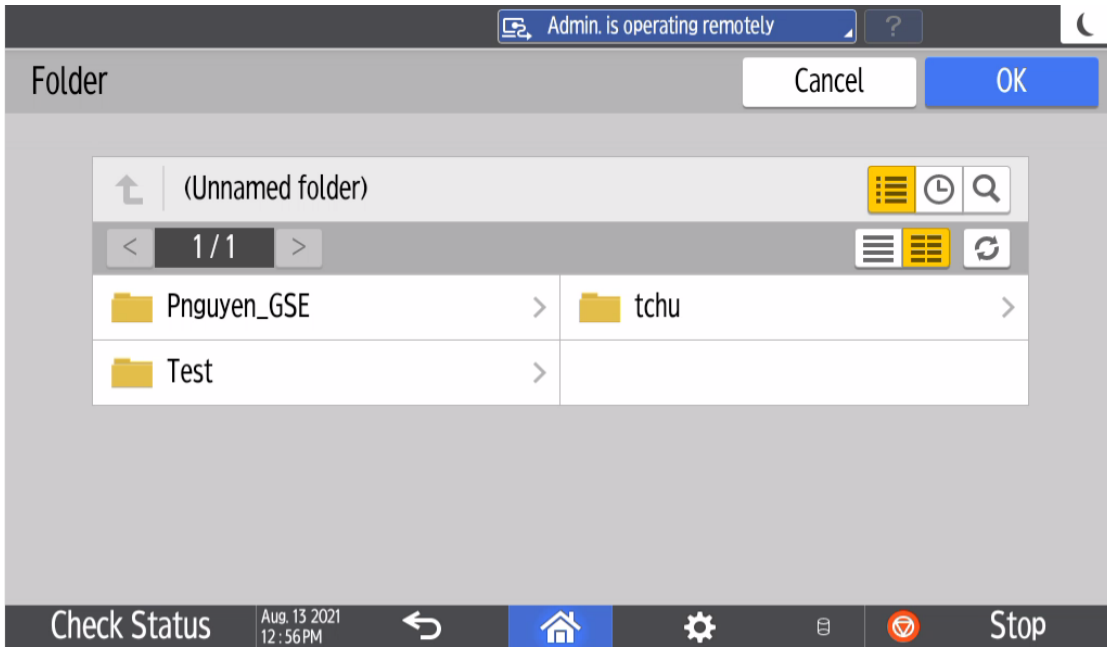
50 Scan to Local Folder - TIFF



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

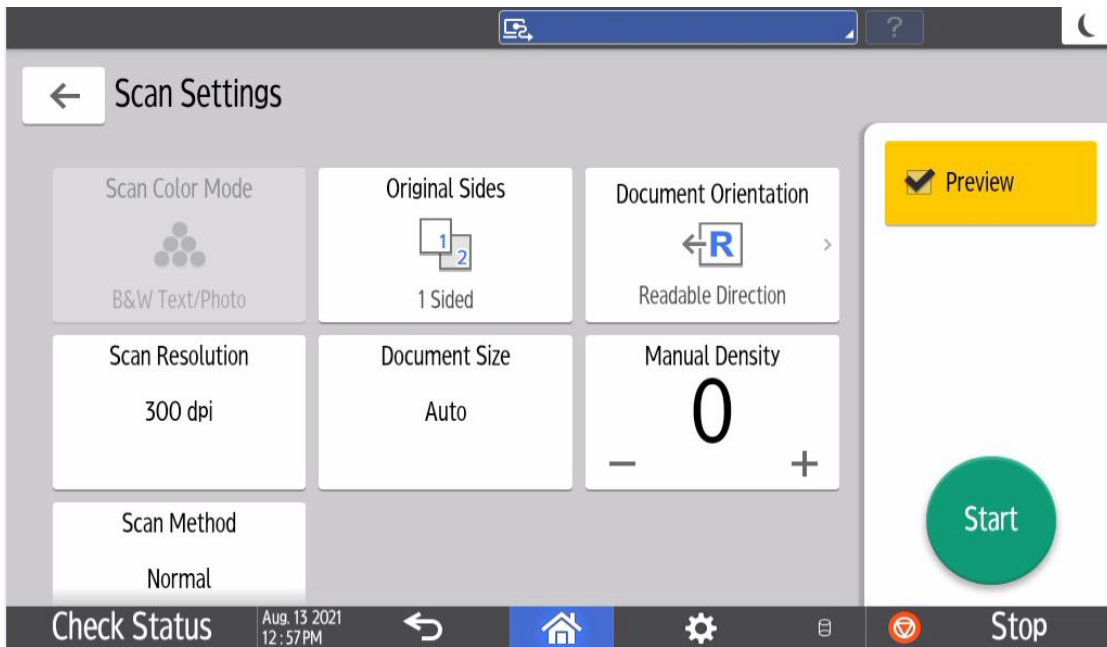


Click on folder to browse and select Folder



Click on 'Scan Settings' to change Scan Settings

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

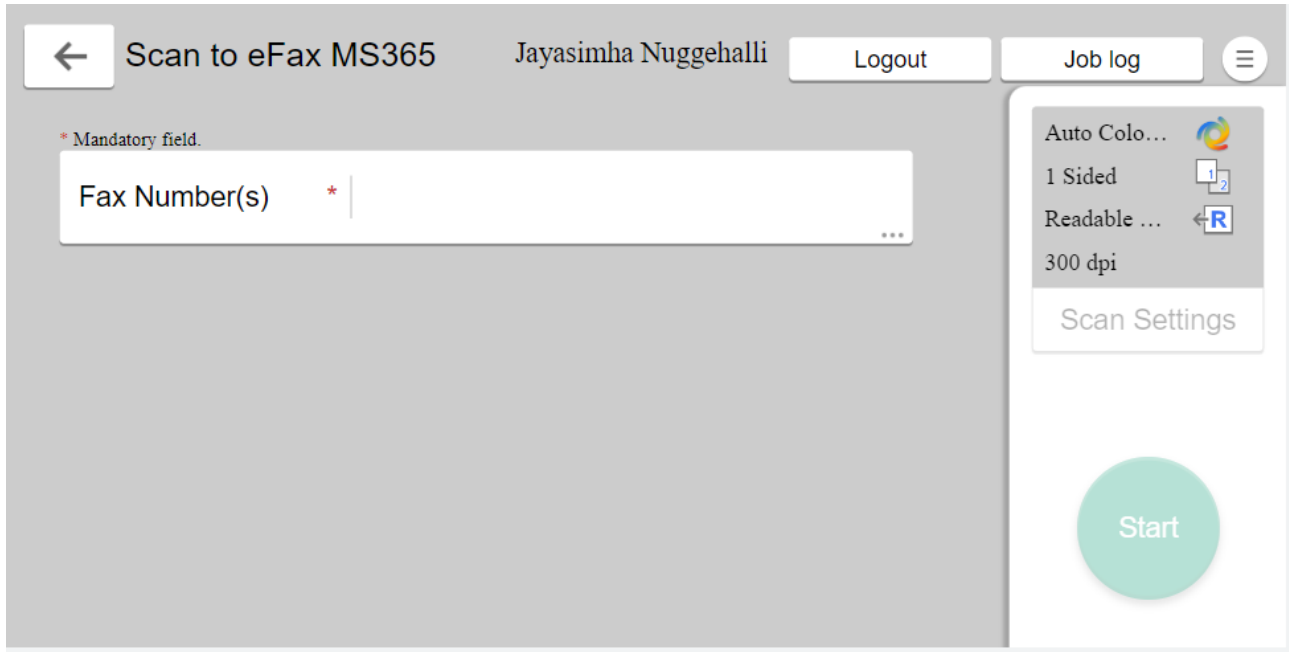


51 Scan to eFax MS365

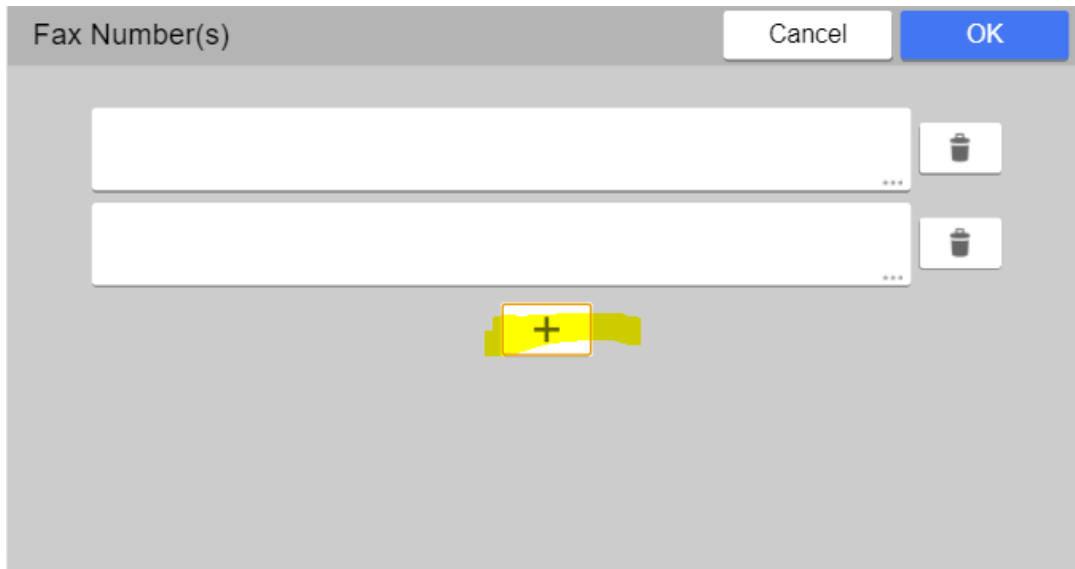
Following settings are available:

A. Fax Number

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



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



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

Fax Number(s) Cancel OK

14086103195 ✕

Fax Numbers

eFax

eGoldFax

SDCA Office

User Can select a Label from dictionary or enter number.

52 Scan to eGoldFax MS365

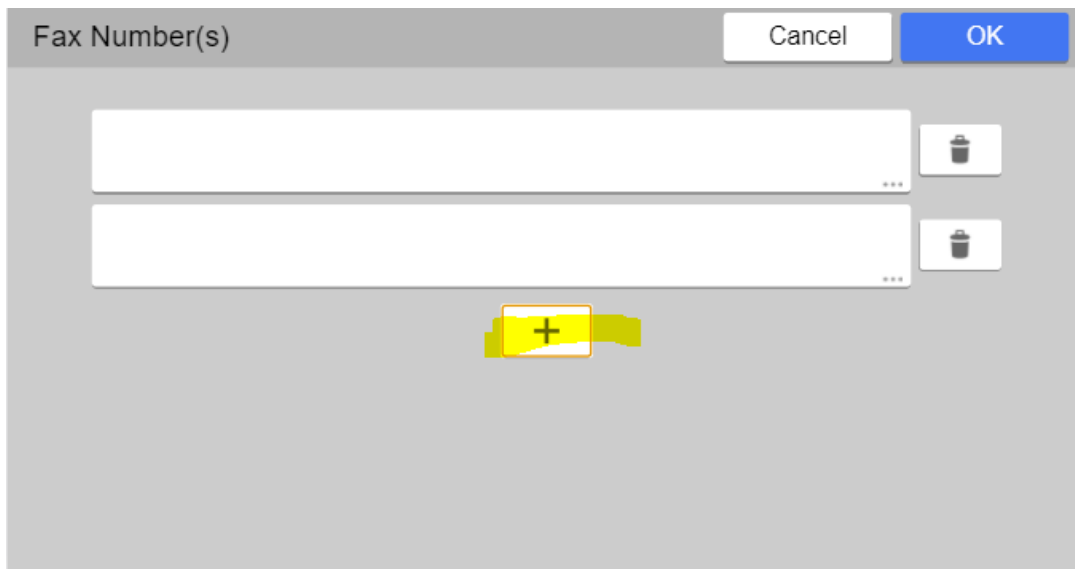
Following settings are available:

A. Fax Number

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



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



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

Fax Number(s) Cancel OK

14086103195 ✕

Fax Numbers

eFax eGoldFax

SDCA Office

User Can select a label from dictionary or enter number.

53 Scan to Email MS365

Following settings are available:

A. Recipients

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

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

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

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to Email MS 365' interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to Email MS 365', the user name 'Jayasimha Nukkehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there are several input fields for configuration:

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

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

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

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

54 Scan to Email Google

Following settings are available:

A. Recipients

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

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

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

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to Email Google' application interface. At the top, there is a navigation bar with a back arrow, the title 'Scan to Email Google', the user name 'Jayasimha Nugehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there are several input fields for configuration:

- Recipients:** A text field containing 'aintest10@gmail.com' with a red asterisk indicating it is a mandatory field.
- Email subject:** A text field containing 'Scan2Email google' with a clear button (X).
- Email body:** An empty text field.
- OCR:** A dropdown menu set to 'OFF' with a red asterisk indicating it is mandatory.
- OCR Language:** A dropdown menu set to 'English' with a red asterisk indicating it is mandatory.

On the right side of the interface, there is a 'Scan Settings' panel with a 'Start' button. The settings panel includes options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'.

55 Scan to Email Plus

Following settings are available:

A. Recipients

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

1. Manual Entry

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

Only Manual Entry of Recipient Email address is available.

2. Select from All Users

The screenshot shows a dialog box titled "Email To" with "Cancel" and "OK" buttons. Below the title is the text "Select a user." and a search input field with the placeholder "Select from list or enter directly". A yellow circle highlights the search input field, and a yellow circle highlights the "Search" button. Below the search field is a list of users with alphabet filters (All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, Others) highlighted in yellow. The list contains several user entries with their email addresses and names.

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

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

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

3. Select from Users

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

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

4. Select from Groups

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

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

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

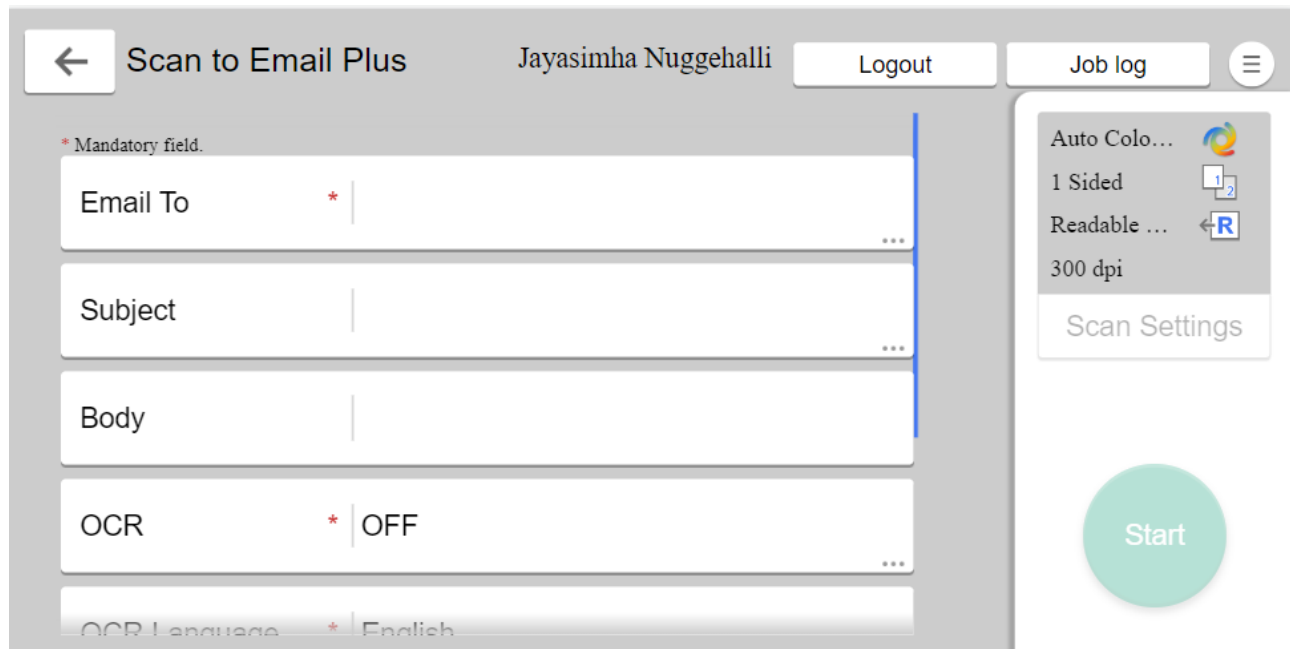
Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



56 Scan to Email MS365 Plus

Following settings are available:

A. Recipients

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

1. Manual Entry

The screenshot shows the 'Email To' dialog box with a text input field containing 'test@gmail.com'. The input field is highlighted in yellow. To the right of the input field are 'Cancel' and 'OK' buttons. Below the input field is a '+' button. The dialog box has a grey background and a white border.

Only Manual Entry of Recipient Email address is available.

2. Select from All Users

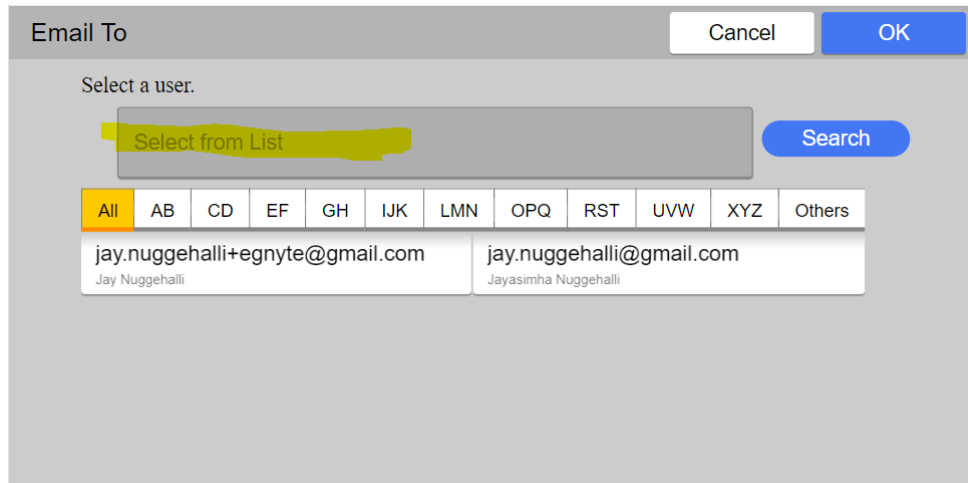
The screenshot shows the 'Email To' dialog box with a search bar and a list of users. The search bar contains the text 'Select from list or enter directly' and is highlighted in yellow. To the right of the search bar is a 'Search' button, also highlighted in yellow. Below the search bar is a table of users with columns for alphabet filters (All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, Others) and user details (email address and name). The 'All' column is selected, and the first two rows are visible.

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

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

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

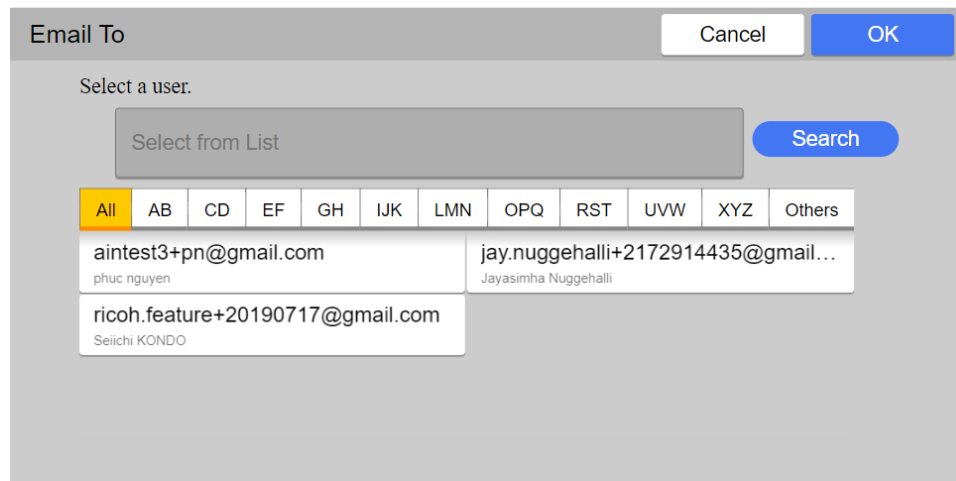
3. Select from Users



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

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

4. Select from Groups



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

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

B. Email Subject

Value entered here is used as Email Subject line

C. Email body

Value entered here is used as Email body

D. OCR

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

E. OCR Language

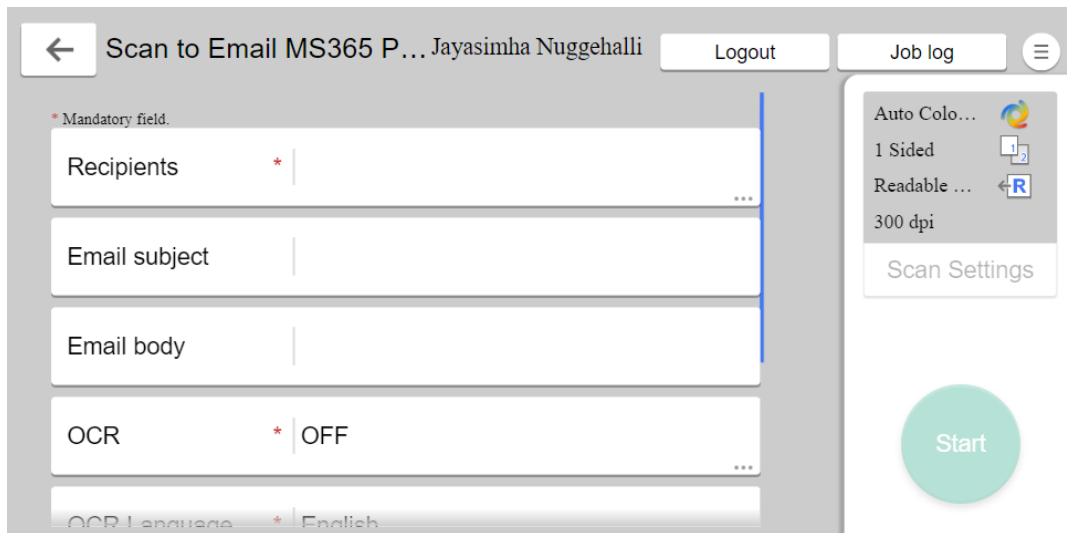
Supports these values: English, French, Spanish, Portuguese Brazilian

F. File Name

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

G. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



57 Scan to Email Google Plus

Following settings are available:

A. Recipients

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

1. Manual Entry

The screenshot shows the 'Email To' dialog box with a text input field containing 'test@gmail.com'. The input field is highlighted in yellow. To the right of the input field are 'Cancel' and 'OK' buttons. Below the input field is a '+' button. The dialog box has a grey background and a white border.

Only Manual Entry of Recipient Email address is available.

2. Select from All Users

The screenshot shows the 'Email To' dialog box with a search bar and a list of users. The search bar contains the text 'Select from list or enter directly' and is highlighted in yellow. To the right of the search bar is a 'Search' button, also highlighted in yellow. Below the search bar is a table of users with columns for alphabet filters (All, AB, CD, EF, GH, IJK, LMN, OPQ, RST, UVW, XYZ, Others) and user details (email address and name). The 'All' column is selected, and the first two rows are visible.

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

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

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

3. Select from Users

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

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

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

4. Select from Groups

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

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

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

5. Email Subject

Value entered here is used as Email Subject line

6. Email body

Value entered here is used as Email body

7. OCR

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

8. OCR Language

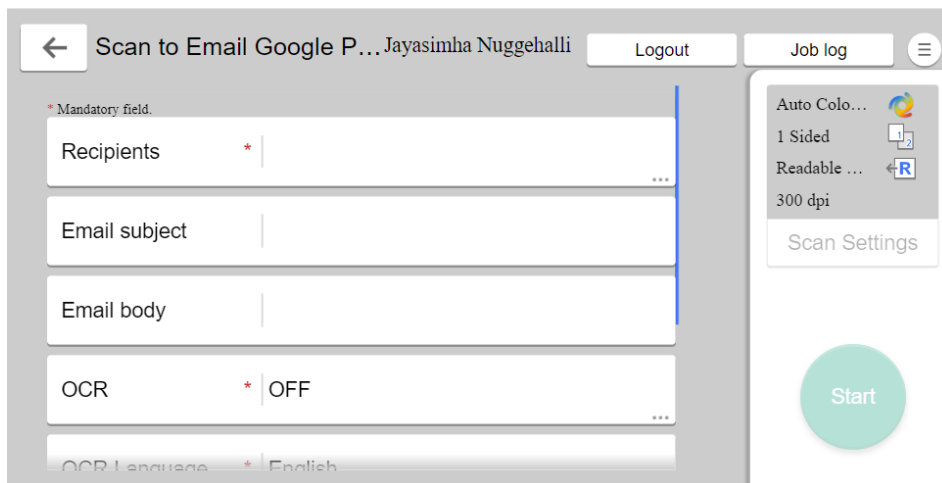
Supports these values: English, French, Spanish, Portuguese Brazilian

9. File Name

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

10. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON



58 Scan to GoogleDrive Shared

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

The screenshot displays the 'Scan to Google Shared' configuration screen. On the left, there are five input fields for settings: 'Folder' (with a red asterisk and the value 'Test TD subfolder.1'), 'Sub Folder', 'OCR' (with a red asterisk and the value 'PDF'), 'OCR Language' (with a red asterisk and the value 'English'), and 'File Name'. A 'Mandatory field.' label is positioned above the 'Folder' field. On the right side, there is a 'Scan Settings' panel containing a 'Job log' button, a 'Scan Settings' button, and a large green circular 'Start' button. The 'Scan Settings' panel also shows options for 'Auto Colo...', '1 Sided', 'Readable ...' (with a red 'R' icon), and '300 dpi'.

59 Scan to OneDrive for Biz Shared

Following settings are available:

A. Folder

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

B. Sub Folder

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

C. OCR

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

D. OCR Language

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

E. File Name

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

F. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

← Scan to OneDrive for Biz Shared

Job log

* Mandatory field.
 ⚠ This folder cannot be selected.

Folder * | (Unnamed folder) ...

Sub Folder |

OCR * | OFF ...

OCR Language * | English ...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

60 Scan to SharePoint Shared

Following settings are available:

A. Folder

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

G. Sub Folder

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

B. OCR

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

C. OCR Language

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

D. File Name

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

E. Remove Blank Page

Workflow supports Blank Page Removal. Values: OFF, ON

← Scan to SharePoint Shared

* Mandatory field.
 ⚠ This folder cannot be selected.

Folder * | Test Private Team ...

Sub Folder |

File Name | ...

OCR * | OFF ...

Job log

Auto Colo...

1 Sided

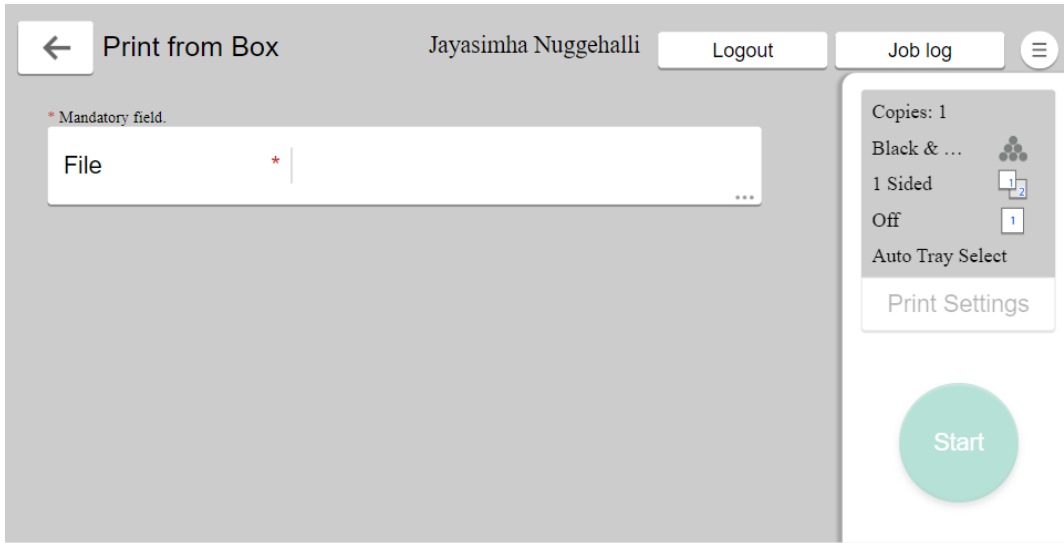
Readable ...

300 dpi

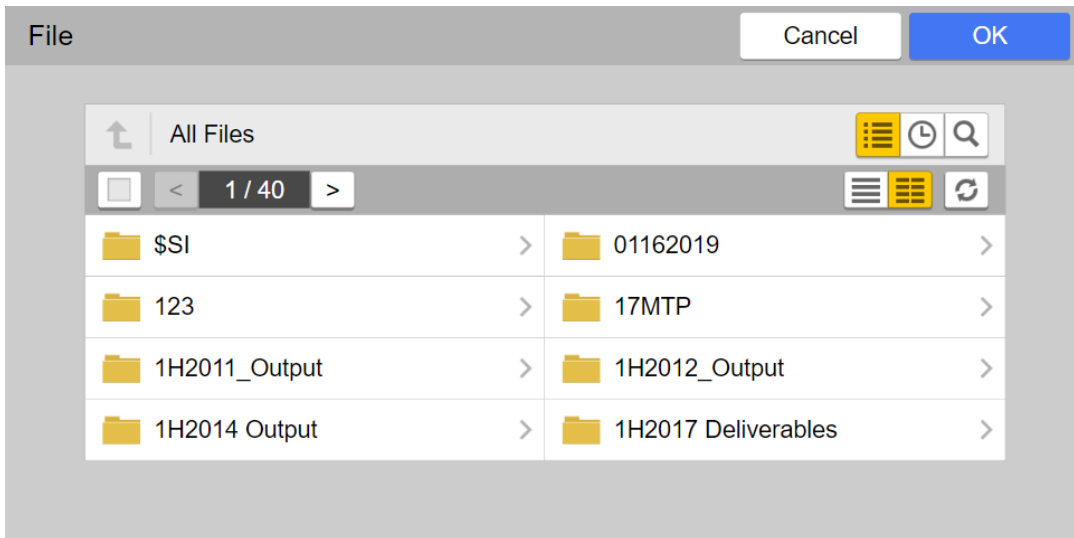
Scan Settings

Start

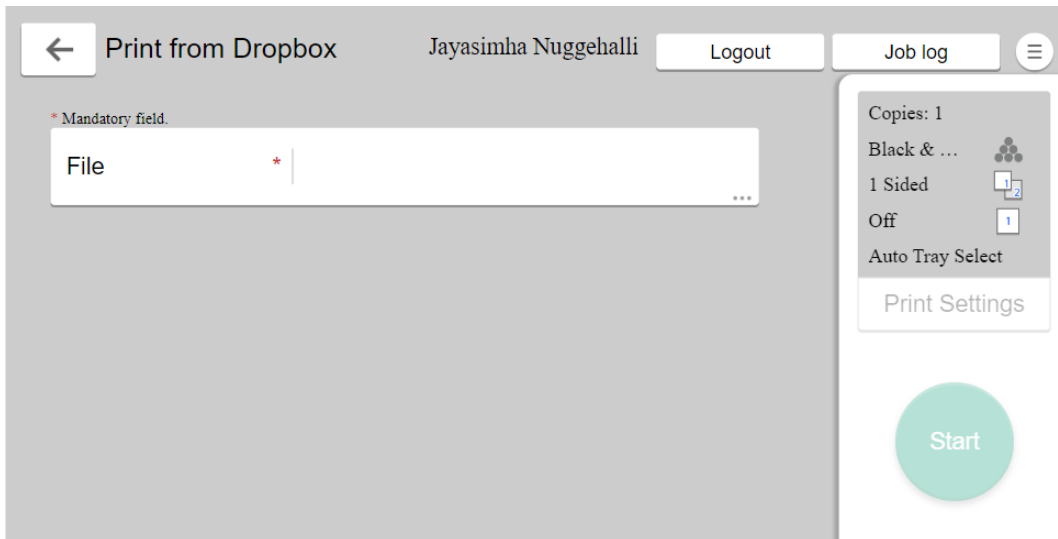
61 Print from Box



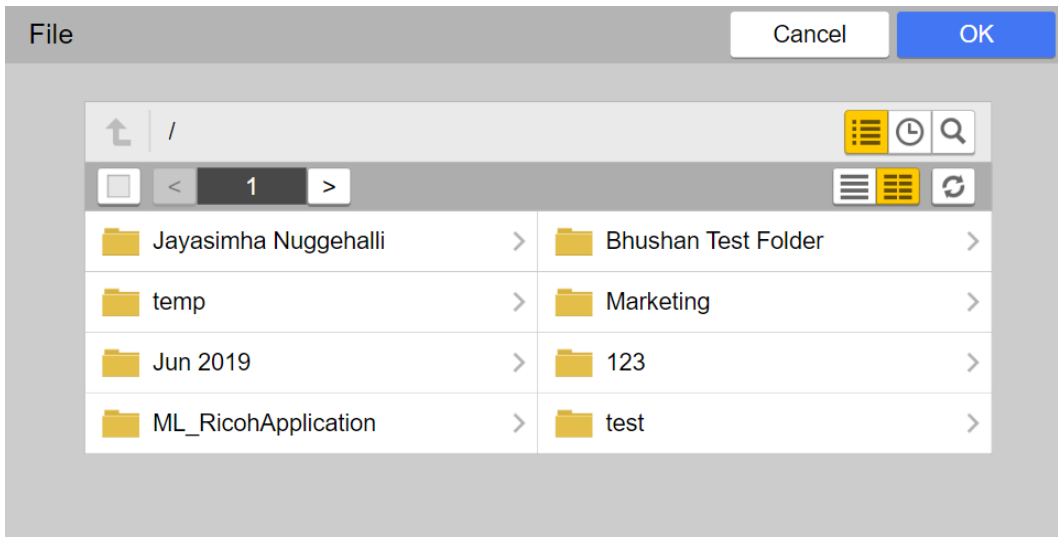
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



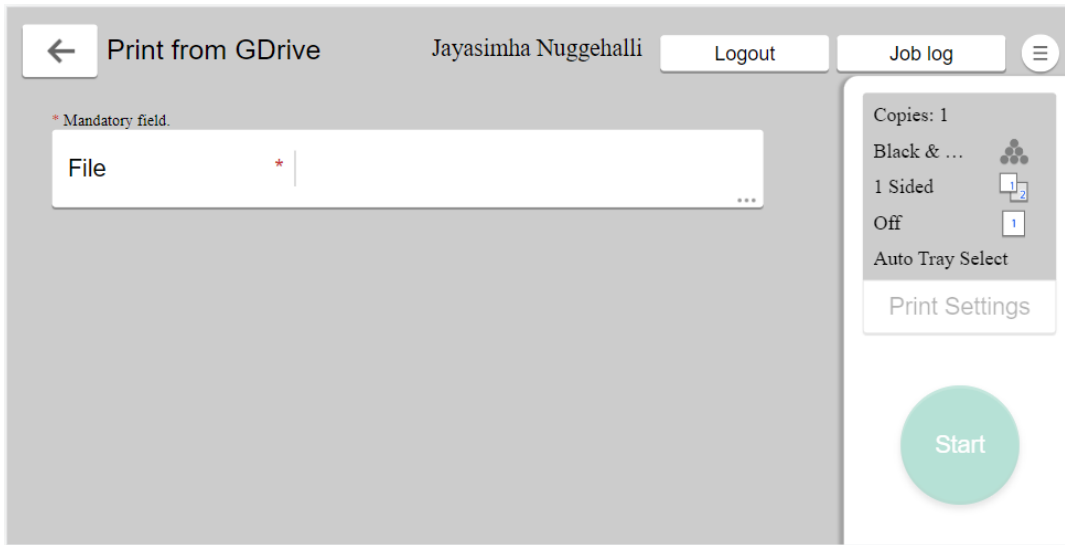
62 Print from Dropbox



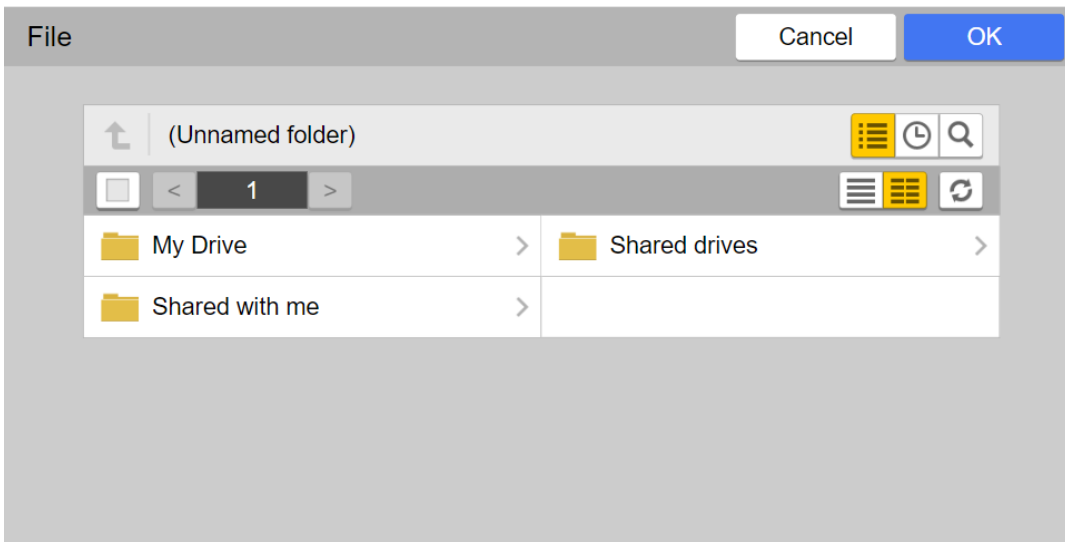
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



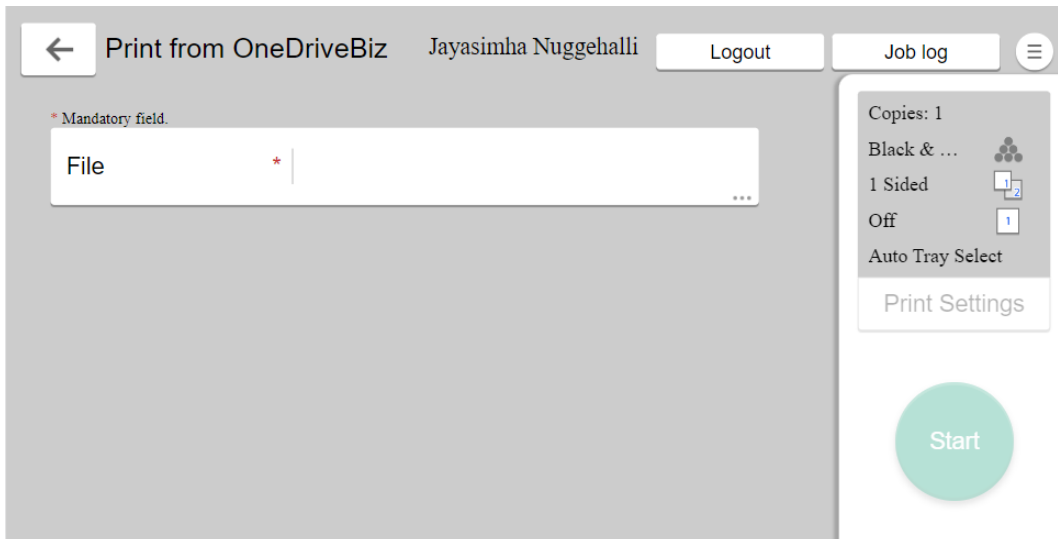
63 Print from GDrive



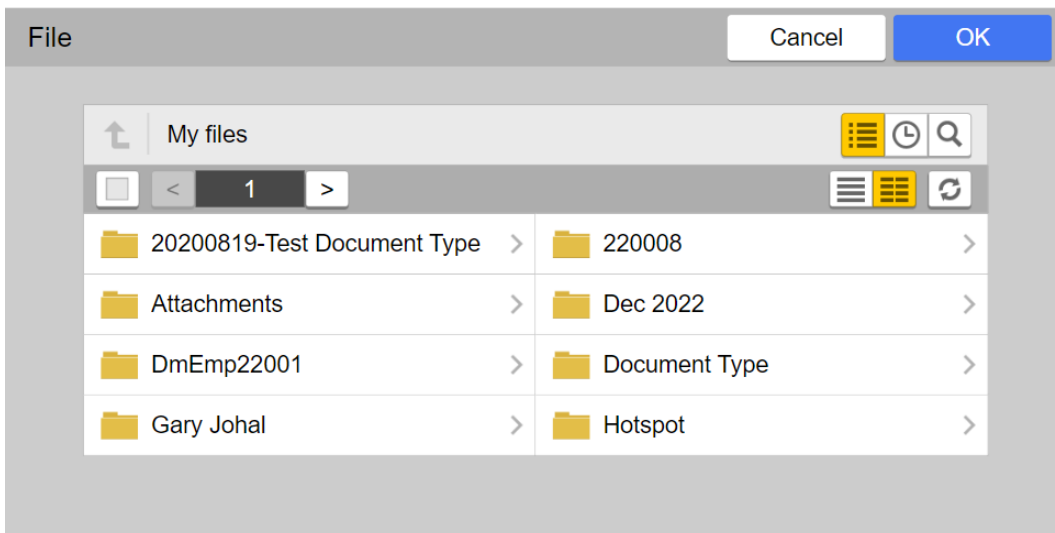
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



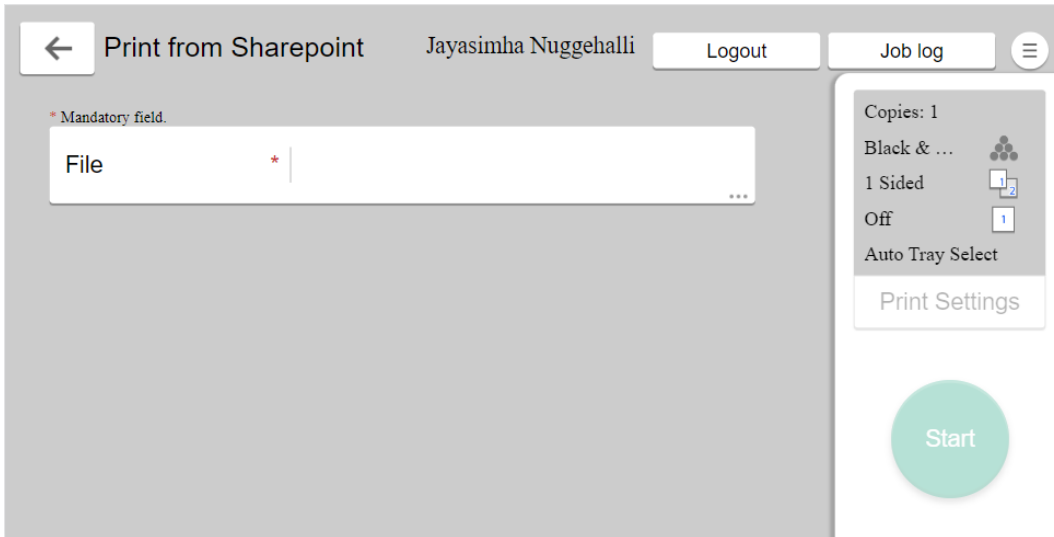
64 Print from OneDrive for Business



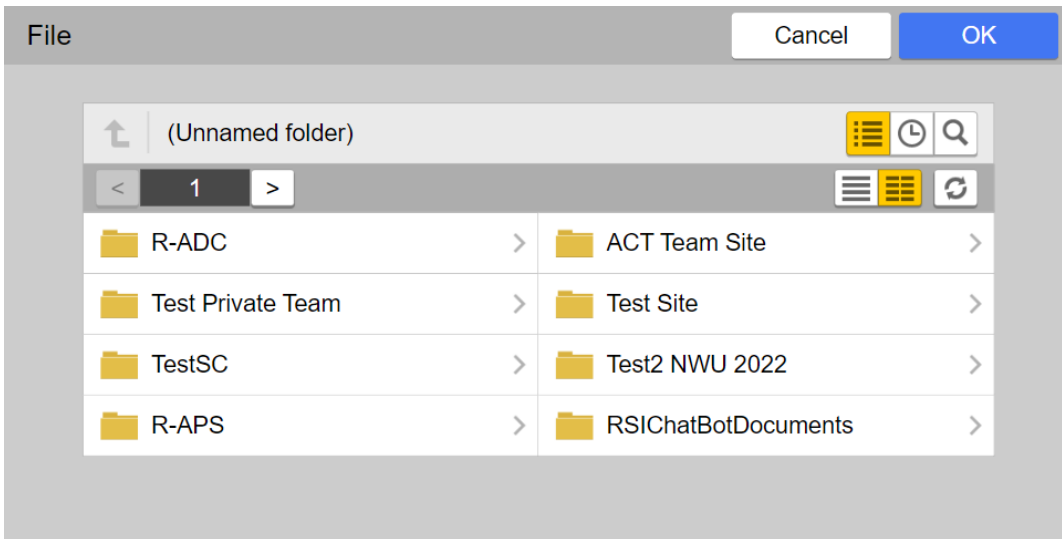
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



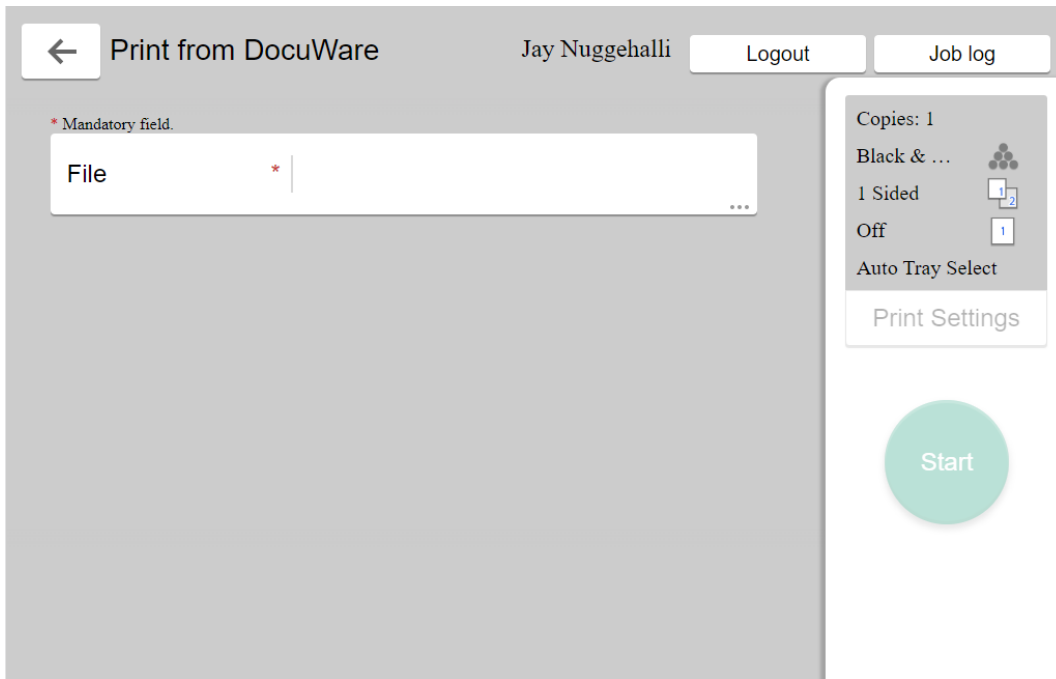
65 Print from SharePoint



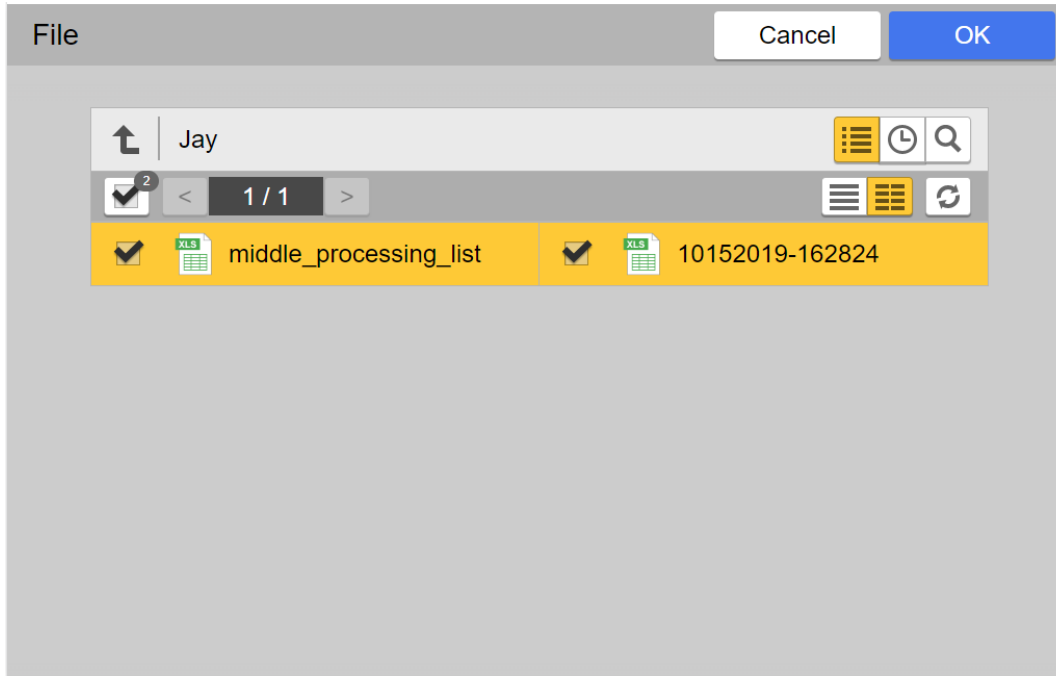
Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.



66 Print from DocuWare

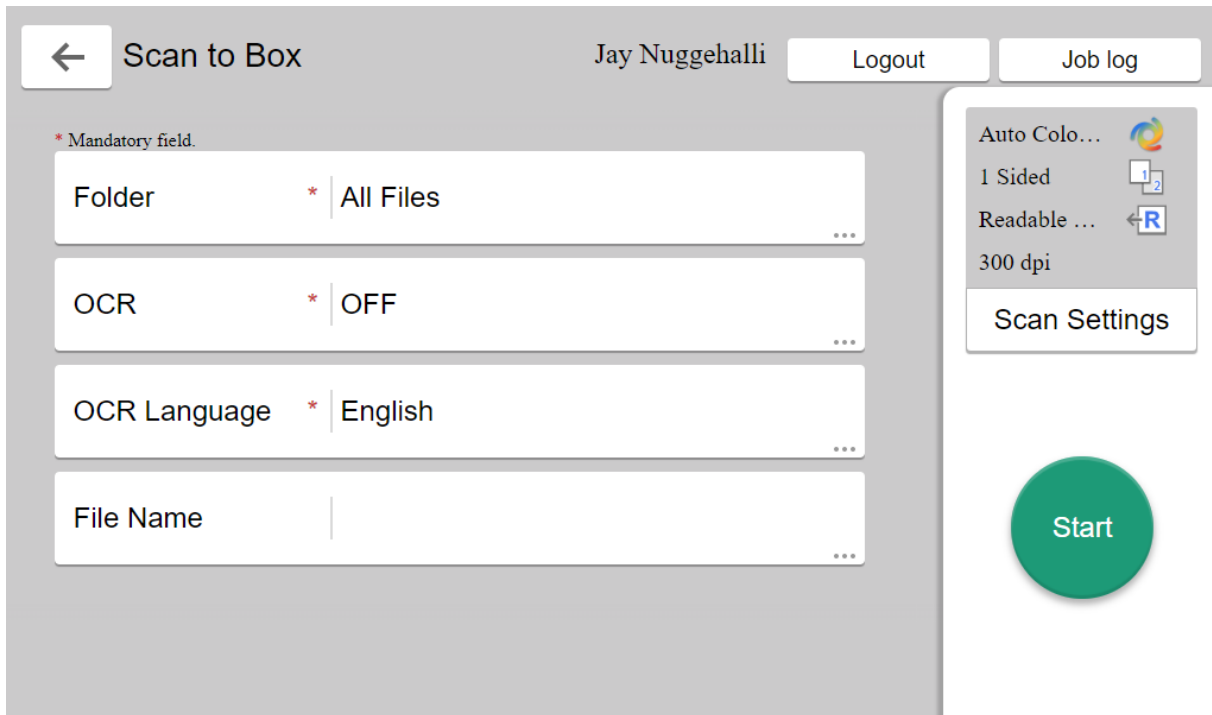


Users can browse and select files and print. Only printable files are enabled to select. Also, Multi-select is supported. Filename search using keyword is supported.

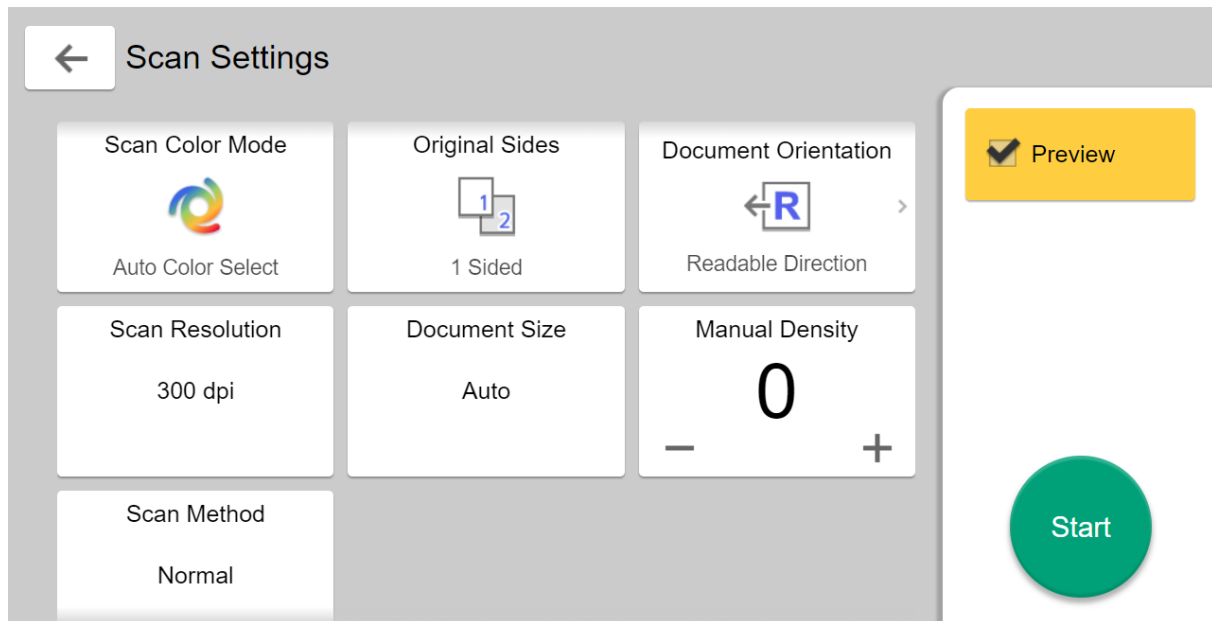


67 Scan and Print Settings

Scan Settings

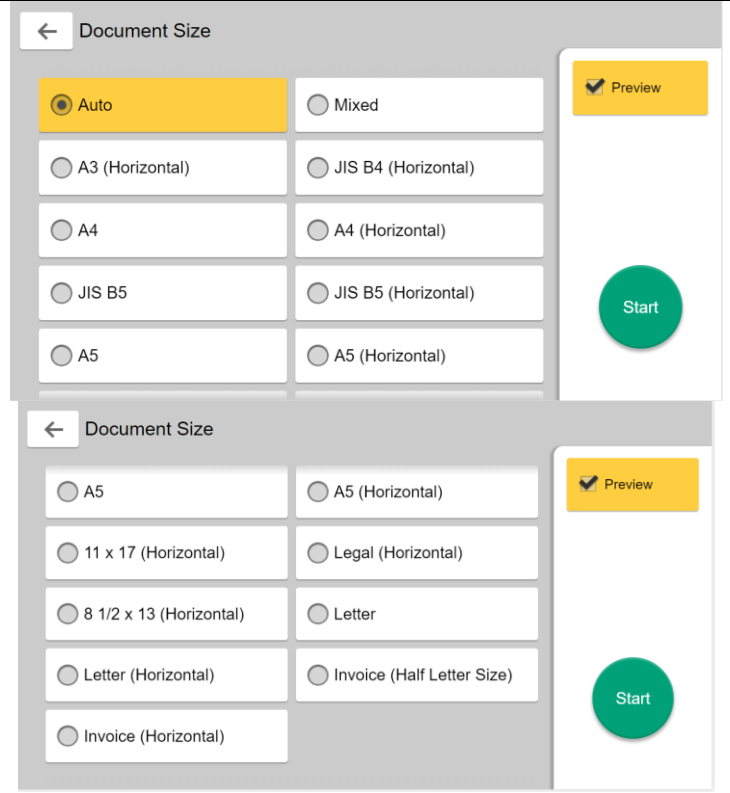


Touch on 'Scan Settings' to display Scan Settings Screen

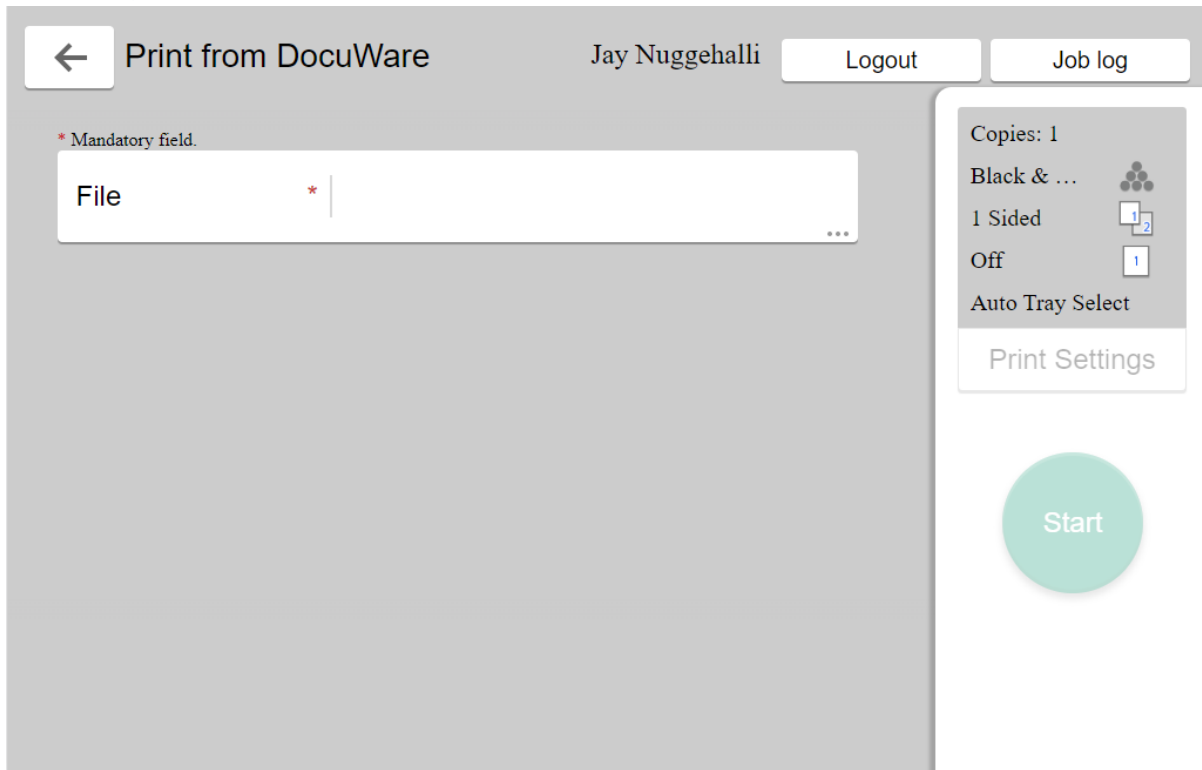


Checking 'Preview' will enable Scan document Preview on MFP Operation Panel.

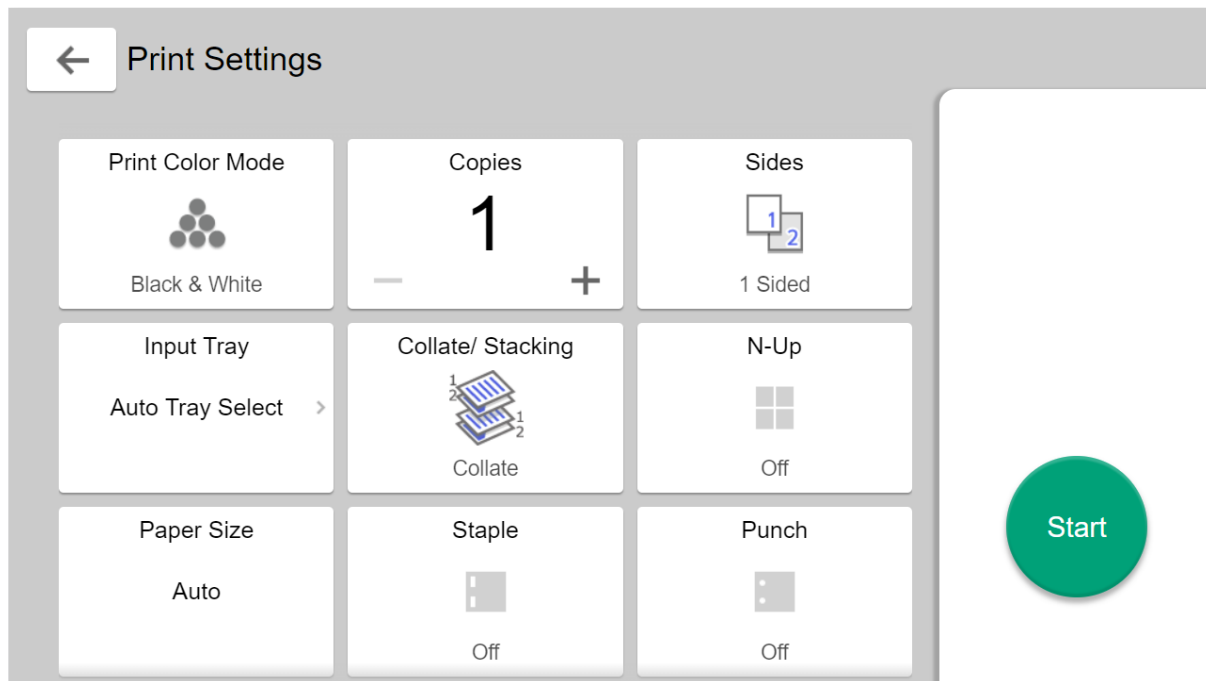
Scan Settings	Available Options
<p>Scan Color mode</p>	
<p>Original Sides</p>	
<p>Document Orientation</p>	
<p>Scan Resolution</p>	

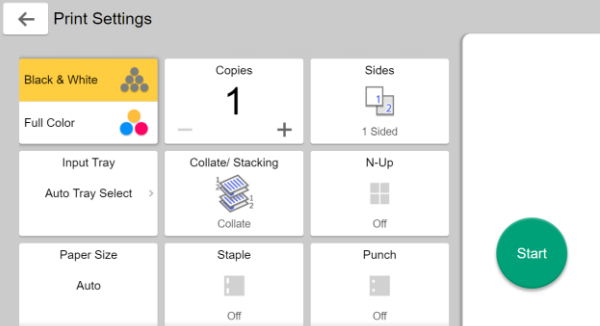
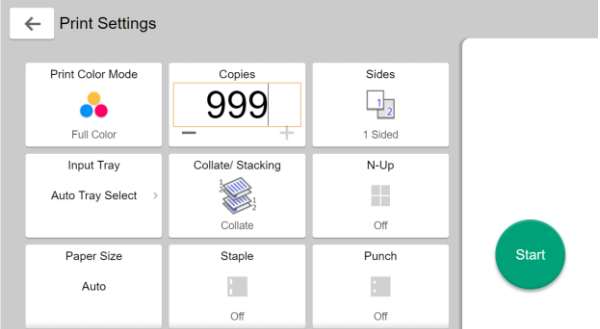
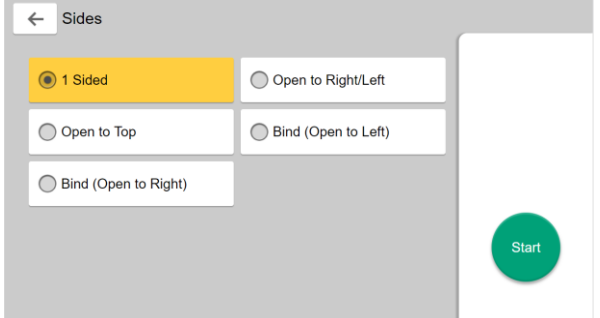
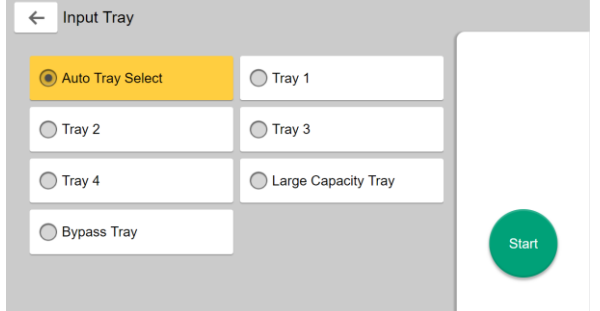
Document size	 <p>The screenshot shows two instances of the 'Document Size' settings menu. The top instance has 'Auto' selected, with other options including Mixed, A3 (Horizontal), JIS B4 (Horizontal), A4, A4 (Horizontal), JIS B5, JIS B5 (Horizontal), and A5 (Horizontal). The bottom instance has 'A5' 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 instances feature a 'Preview' button and a 'Start' button.</p>
Manual Density	Range -3 to +3
Scan Method	 <p>The screenshot shows the 'Scan Settings' menu. It includes fields for 'Scan Resolution' (300 dpi), 'Document Size' (Auto), and 'Manual Density' (3). Below these are two options: 'Normal' (selected) and 'Batch'. A 'Preview' button and a 'Start' button are also visible.</p>

Print Settings



Touch on 'Print Settings' to display Print Settings Screen



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

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

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

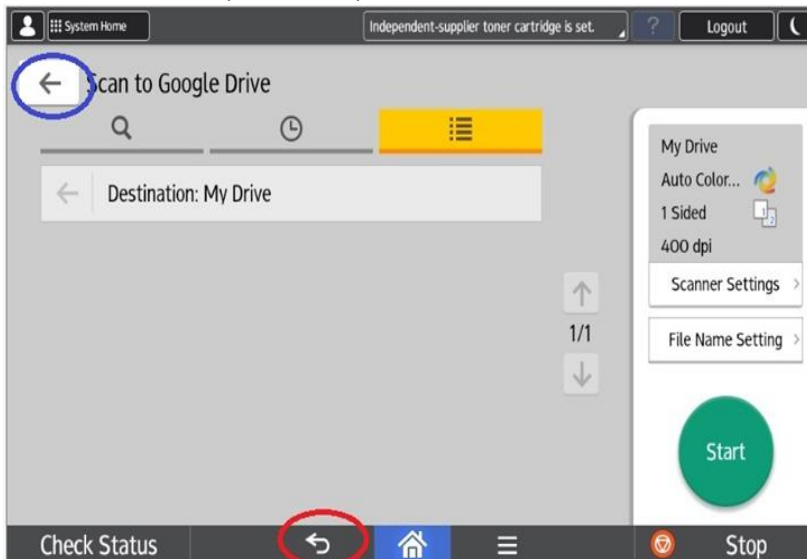
68 Limitations

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

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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>