

RICOH

Smart Integration

Local Folders

User Guide

RICOH
imagine. change.

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1. Preface

This guide provides the details on how to use RICOH Smart Integration Local Folders Package on Ricoh MFPs.

The below illustration is a high-level flow chart for users to start using applications.



Prerequisite

- User registration by the administrator of your tenant is required.

About This Guide

This guide is divided into following primary sections:

- **Introduction**

This section provides the basic understanding of features of the package.

- **Getting started**

This section describes how to set up the package and how to set up service coordination.

- **Configuring applications & default values**

This section contains step-by-step instructions on how to configure settings related to the apps in this package.

- **Operation of application**

This section contains step-by-step instructions on how to operate the apps in this package.

- **Appendix**

Product limitation, etc

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

2. Introduction




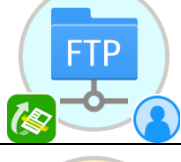


What is RICOH Smart Integration?

RICOH Smart Integration is a platform which provides cloud-based apps and workflow integration. It connects your multifunction printer (MFP) to external cloud services, enabling you to work smarter and increase productivity.

What is RICOH Smart Integration Local Folders?

RICOH Smart Integration Local Folders is applications developed on RICOH Smart Integration platform. It enables users to easily scan documents to his/her folder.

Apps in the package

Application	Icon	Feature Description
Scan to SMB		You can scan directly to a specific folder that is specified by your administrator to be shared.
Scan to My SMB		You can scan directly to a specific folder.
Scan to FTP		You can scan directly using FTP protocol to a specific folder that is specified by your administrator to be shared.
Scan to My FTP		You can scan directly to a specific folder using FTP protocol.
Scan to SFTP		You can scan directly using SFTP protocol to a specific folder that is specified by your administrator to be shared.
Scan to My SFTP		You can scan directly to a specific folder using SFTP protocol.

3. Getting started

External Service Configuration

What is External Service Coordination?

Before using RICOH Smart Integration Local Folders, user needs to configure the coordination with local server.

RSI Workplace URL (the second URL in the on boarding email)

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

Login to above site using your credentials. Click on 'Application Settings (General Users)'.



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Select 'External Service Connections' then click on 'Configure' for SMB, FTP or SFTP.

Application Settings (General Users)

Application List

External Service Connections

User Select Login Settings

Workflow Job Transaction

Send and receive files with external storage

Service Name	Coordination	Shared
FTP	Unconfigured —	<div>Configure</div> Unconfigure
SFTP	Unconfigured —	<div>Configure</div> Unconfigure
SMB	Unconfigured —	<div>Configure</div> Unconfigure

A popup window appears to enter the user information for local server.

A path can be entered into the Server Name field.

Users will be able to browse any sub folders of the path specified in Server Name field.

<SMB>

The screenshot shows a web application interface with a sidebar menu on the left containing 'Application List', 'External Service Connections', 'User Select Login Settings', and 'Workflow Job Transaction'. The main area displays a popup window titled 'Please enter the user information for SMB'. The popup contains the following fields: 'Server Name' (with the value '\\hostname\folder\sub-folder'), 'User ID' (with the value 'user'), 'Password', 'Password (Confirm)', and 'Domain'. There is a checkbox labeled 'Allow the service to be shared within the tenant.' which is checked. Below the checkbox is a 'Description' field. At the bottom of the popup are 'Cancel' and 'Confirm' buttons. In the background, the 'External Service Connections' section is visible, showing three rows of 'Configure' and 'Unconfigure' buttons.

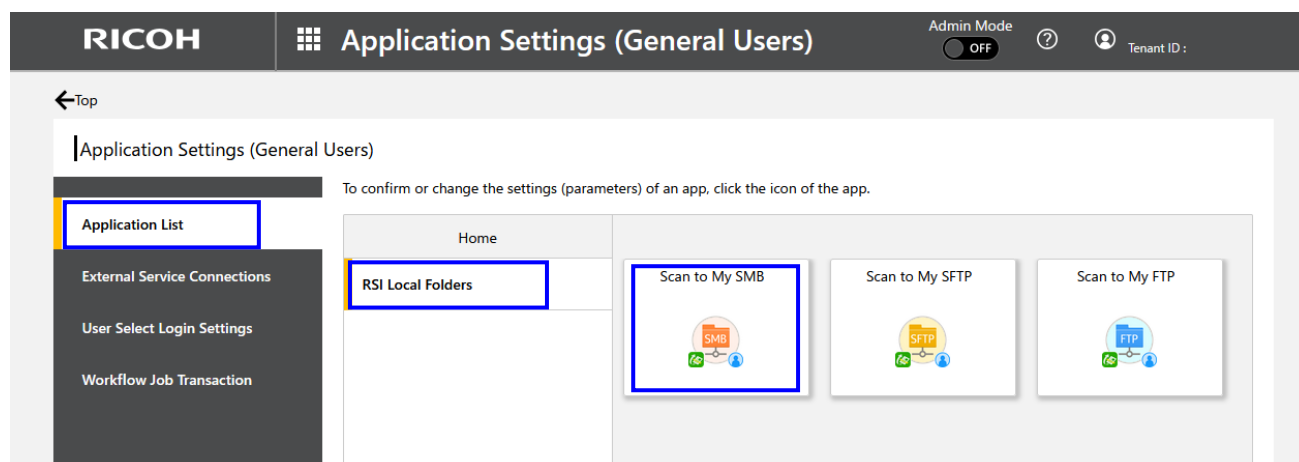
<FTP or SFTP>

The screenshot shows the same web application interface as above, but with a popup window titled 'Please enter the user information for FTP'. The popup contains the following fields: 'Server Name' (with the value '192.168.0.1'), 'User ID' (with the value 'user'), 'Password', 'Password (Confirm)', and 'Port' (with the value '21'). There is a checkbox labeled 'Allow the service to be shared within the tenant.' which is checked. Below the checkbox is a 'Description' field. At the bottom of the popup are 'Cancel' and 'Confirm' buttons. The background shows the same sidebar and 'External Service Connections' section with 'Configure' and 'Unconfigure' buttons.

Once successful, it shows 'Configured'

4. Configuring applications & default values

In 'Application Settings (General Users)', click on 'Local Folders' under 'Application List' and select an app in the package. This will display a page where all necessary parameters can be configured.



<Scan applications>

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

← Application List

Scan to My SMB

* Mandatory field

Cancel Save

Service Settings

Service SMB

Common Settings

Default Screen for Folder Browsing List Screen ▼

Default Layout for Folder Browse 2 Rows ▼

Default Parameter Settings

Filename

Destination folder

File type PDF ▼

Metadata output Yes ▼

OCR Language * Arabic ▼

Default Scan Settings

Scan Color Mode Auto Color Select ▼

Original Sides 1 Sided ▼

Document Orientation Readable Direction ▼

Scan Resolution 300 dpi ▼

Document Size A4 (Horizontal) ▼

Manual Density 0 ▼

Scan Method Normal ▼

Preview On ▼

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Above settings are available to configure.

Category	Item	Option
Service Settings	-	-
Common Settings	Default layout of Folder Browsing	List of Two Columns, List of One Column
Default Parameter Settings	File Name	-
	Destination folder	- (*) This folder is shown default destination in Scan Applications on MFP panel. This folder can be a sub folder of the path set in the External Service Connection.
	Output file format	PDF

		Searchable PDF Searchable PDF/A JPEG TIFF
	Enable metadata output	Yes No
	OCR Language	English, Arabic Catalan Croatian Czech Danish Dutch Finnish French German Greek Hebrew Hungarian Icelandic Italian Japanese Norwegian Polish Portuguese Romanian Russian Slovenian Spanish Swedish Turkish Welsh
Default Scanning Setting	Scan Color Mode	Auto Color Select B&W Text B&W Text/Photo B&W Text/Line Art B&W Photo Gray Scale Full Color Test/Photo Full Color Photo
	Original Sides	1 Sided 2 Sided (Open to Right/Left) 2 Sided (Open to Top) Spread
	Document Orientation	Readable Direction Unreadable Direction
	Scan Resolution	100 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi
	Document Size	Auto Mixed A3 (Horizontal) A4


		A4 (Horizontal) A5 A5(Horizontal) JIS B4 (Horizontal) JIS B5 JIS B5(Horizontal) 5 ½ x 8 ½ 5 ½ x 8 ½ (Horizontal) 8 ½ x 11 8 ½ x 11 (Horizontal) 8 ½ x 13(Horizontal) 8 ½ x 14(Horizontal) 11 x17 (Horizontal)
	Manual Density	3 2 1 0 -1 -2 -3
	Scan Method	Normal Batch
	Preview	On Off

5. Operation of application

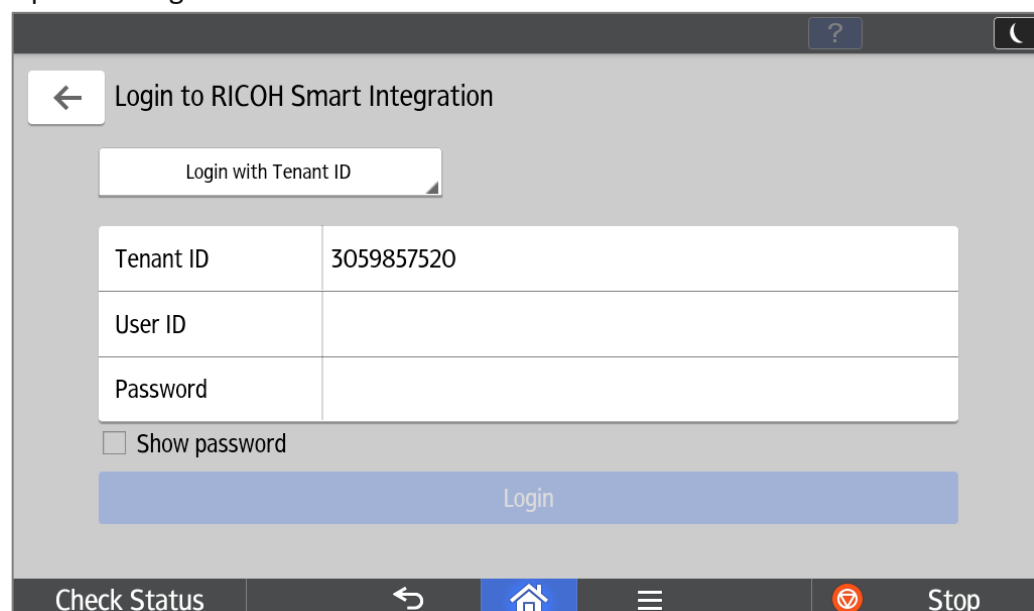
RICOH Smart Integration MFP BrowserNX URL

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

RICOH Smart Integration Initial Login

Above URL is available as Bookmark ICON  on the operation panel of 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



← Login to RICOH Smart Integration

Login with Tenant ID

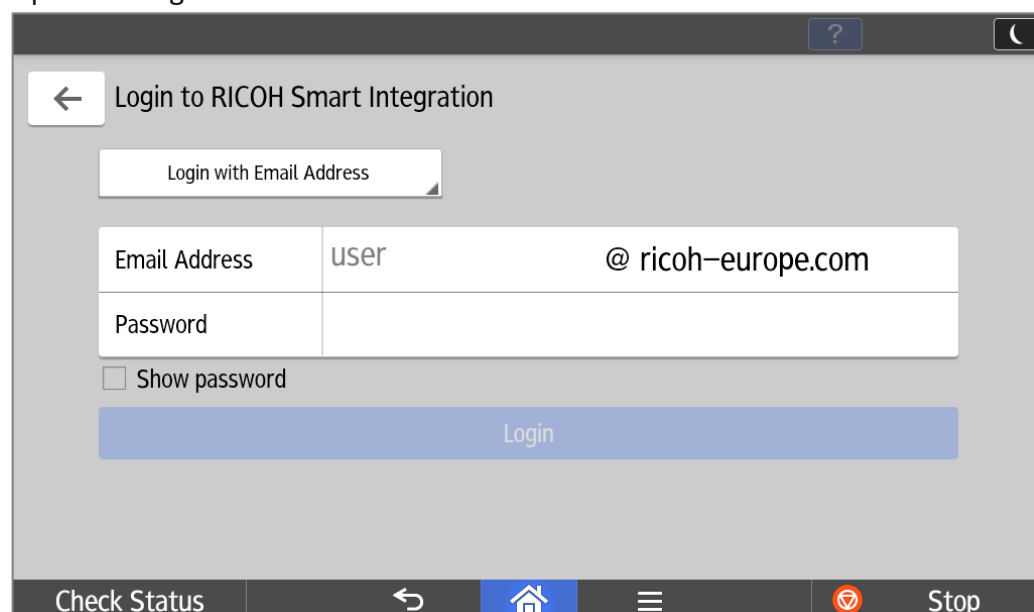
Tenant ID	3059857520
User ID	
Password	

☐ Show password

Login

Check Status ← Home Menu Stop

Option 2: Login with Email Address



← Login to RICOH Smart Integration

Login with Email Address

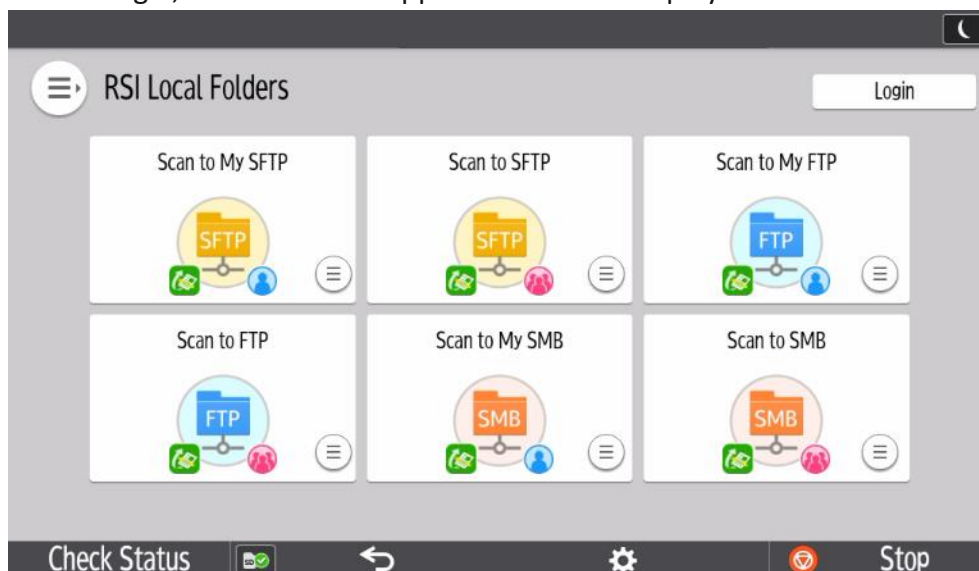
Email Address	user @ ricoh-europe.com
Password	

☐ Show password

Login

Check Status ← Home Menu Stop

After administrator login, the subscribed application will be displayed



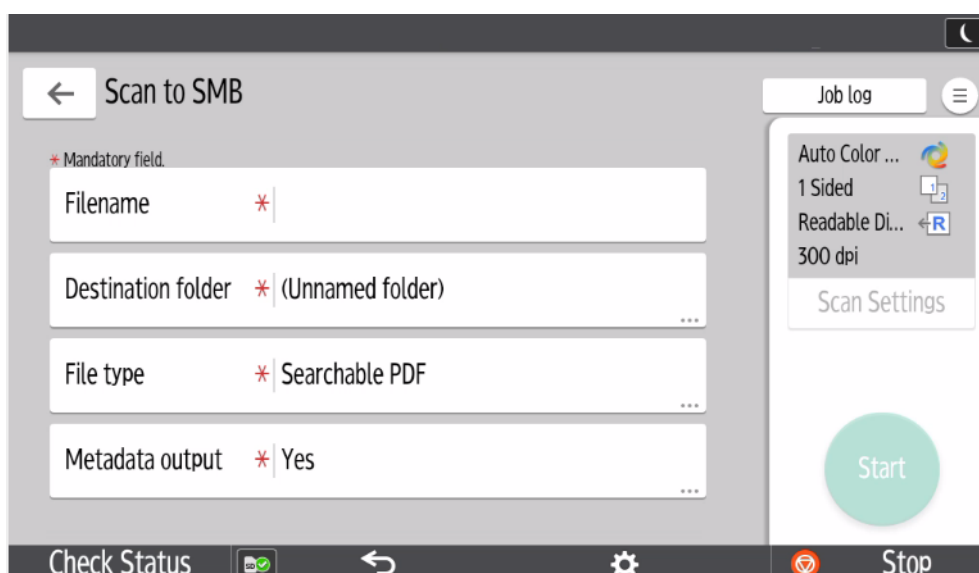
Above screen shows Local Folders applications.
You are requested to Login when you select apps.

In the application the following settings are available:

<Scan Applications>

- Filename
- Destination folder
- File type
- Metadata output

If File type other than PDF is selected, OCR processing is executed in the RSI cloud server.



6. Appendix

Known limitation of OCR

Category	Phenomenon	Description
Upside-down image rotation	Sometimes misrecognized	We identify the top and bottom from the image as pre-processing of OCR. We use information such as the direction of arrangement of letters, letter / picture / chart layout, ruled line position, etc. to infer which is upper. In the case of the following manuscripts, the OCR may also fail because the top / bottom discrimination fails. · Manuscript with only few characters of text · Manuscript with characters written diagonally · Documents with a dark background / background such as photos
OCR	Unusual fonts cannot be recognized	In OCR, it is based on standard fonts such as Arial / Verdana / Times New Roman for foreign languages, MS Ming Dynasty / MS Gothic / MS UI Gothic for Japanese. Therefore, recognition may fail in the following cases. · Using a special font · Using extremely large / small font size
	Input image is not clear	Although 200 dpi to 600 dpi is recommended, if the recognition rate is bad at 200 dpi, please raise the resolution and scan again. Also, if the input images are blurred or lack contrast, the recognition rate will not improve. Please use clear images.
	Scan failures can occur if searchable PDF or searchable PDF/A is selected as filetype and an original without text is scanned.	This can be avoided by setting filetype to PDF.

PDF output	Output size is different	Due to the limitation of the current engine, the size of the output PDF page may increase by about 0.3 to 1.7 mm.
	Sometimes impossible to print PDF with Japanese OCR.	When you print PDF with Japanese OCR, if alternative font is not installed in MFP, it may not be printed correctly.

Other remarks

- File Name length depends on local server configuration.
If the file name length exceeds the limit, your operation may fail and you will receive an error notification email from the system.
- Maximum file size is 100MB.
If the file size exceeds the limit, your operation may fail and you will receive an error notification email from the system.
- Supported Browsers for RSI Workplace 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 belonging to same tenant cannot set different time zones
 - User cannot change their login Email address, need Tenant administrator's assistance to change email address
- Once Administrator has logged in to a Tenant on MFP, administrator from another tenant cannot login to same MFP.
- Following characters are not supported for folder and filename creation.
~" # % & * : < > ? / \ { | }