# RICOH Scan CX V1.0 Service Manual

January 23, 2013

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# 1. Installation

# Installation Flow



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# **VM Card Installation**

- 1. Click the device's default settings key.
- 2. Turn off the device's main power and insert the VM card into the SD card slot.
- 3. Press the device's power button ON and wait until the automatic installation is completed.
- 4. Confirm that [JavaTM Platform] is displayed via [Default Setting/Counter/Inquiry information].
- The installation operations for JavaTM Platform, and the application are CE operations.
   VM card is used with being inserted after installation, too.

# RICOH Scan CX Embedded v1 Installation & Activation

Please see the Service Manual of Remote Install Manager.

# **Activation Check**

1. Turn on the device's main power.

🚸 Us	er Tools / Cou	Login	Exit		
R	Contract California	6	Copier / Document Server Features	æ	繁體字
	System Settings	<u></u>	Printer Features	1	Enquiry
		6	Scanner Features		
ß	Maintenance	2	Extended Feature Settings	]	
123	Counter				
			System Status Job	List	24 MAY 2011 15:14
					d7692010

2. Press the [User Tools/Counter] button, and then press [Extended Feature Settings].

😤 Extended Feature Setting Menu	Exit
Extended Feature Settings	atfora
System Status Job List	26 HWY 2011 15346
	d7692011

- Confirm that [JavaTM Platform] appears on the [Extended Feature Setting Menu] screen.
   Note
  - If [JavaTM Platform] is not shown, the Java <sup>TM</sup> Platform has not been activated yet. Wait for a while until the [JavaTM Platform] appears.

4. Press [Extended Feature Settings].

😤 Extended Feature Settings				1/2		Exit
Start Setti	ing	Install	Uninstall Or Allo	ange cation Feature Info	Administrator Tools	
Select e	xtended fea	ature(s) to sta	art or stop.	and a state of the state of the state		
Priority	Status	Туре	Extended Feature Name	Description	Version	Expiration Date
Priority	Suspend	Type-J	FlexRelease CX	For DEMO	1.0.1	No Period Lmt.
	Starting Up	Туре-С	JavaTM Platform	Extended Feature(Ja	7.18.05	
01.05	64.16	14.14.14.14.14.14.14		Suctam Status Job Lis	+	21 mil 2012
						d7692012

5. When viewing the [Startup Setting] tab, confirm that the application is "Starting Up".

### **Function Priority Setting**

#### Note

- This setting is optional. Please ask the customer if it is required.
- 1. Press the [User Tools/Counter] button, and then press [System Settings].

Program / Change / D	Delete User Text	Output: Copier	Internal Tray 1
Panel, Key Sound	Off	Output: Document Server	Internal Tray 1
Warm-up Beeper	Off		· · · · · · · · · · · · · · · · · · ·
Copy Count Display	Up	Output: Printer	Internal Tray 1
Function Priority	Copier	System Status/Job List Display Time	e 15 second(s
Print Priority	Display Mode	Key Repeat	Normal
Function Reset Timer	3 second(s)		

2. Select the [General Features] tab, and then press [Function Priority].

If the device model is 11S or earlier, please select Java TM/X as the priority function.

System Settings				Exit
General Tray Paper	Function Priority		Cancel	СК
Program / Change / Dele	Select item, then press	: [OK].		
Panel Key Sound	Copier	Document Server		
Warm-up Beeper	Printer	Scarner	lesse le	NHE X
Copy Count Display				
Function Priority				
Print Priority				
Function Reset Timer				
	Syst	en Status 🛛 Job List		24 MAY 2011 15:51
				d7692014

3. If the device model is a 11A or later device, please select RICOH Scan CX.



1. Installation

# 2. Device Registration with Ricoh Scan CX

# **Device Registration**

From the PC browser, access the administration tool of Ricoh Scan CX Embedded that is installed in the device, and register the device to Ricoh Cloud. Actually, Ricoh Cloud and the device are linked by the device type-device number.



 Access the management tool which is installed with RICOH Scan CX Embedded using a web browser, and register the device with the RICOH Scan CX server. The access URL is as follows:

non-SSL: http://<MFP IP address>:8080/scancx/login

SSL: https://<MFP IP address>:51443/scancx/login

- The RICOH Scan CX Embedded management tool is a web application that is a part of RICOH Scan CX Embedded, so no separate install is required.
- The default user name and password are:

User name: admin (fixed)

Password:

password (Changeable from the menu of the management tool)

Windows Securi	ty 🗴
The server 133 password.	.139.157.64 at RICOH Scan CX requires a username and
Warning: This s an insecure mar	erver is requesting that your username and password be sent in nner (basic authentication without a secure connection).
	User name
	Password
	OK Cancel
	d7692001

- 2. After login, the home screen shown below is displayed
  - It is suggested that this URL be bookmarked for convenience. After you register devices, we recommend add name in order to distinct devices.

RICOH RI	COH Scan CX			Administrator
Home	Home		English	💌 🧭 Refresh
Network Settings				
Device Registration	Information			
Service Registration	RICOH Scan CX			
Maintenance	Tenant ID	:600016128		
	Device ID (Cannot Change)	: 3A80-071084		
	Version	:1.0.0.0		
				d7692002

3. If using a proxy server, click "Network Settings" and input the proxy server settings. Click "Apply" when finished. If you can see the message of the settings completion, you can proceed to 4.

	NCOU Seen CV	
RICOH		Administrator
Home	Network Settings	
Network Settings		
Device Registration	Apply Reset	
Maintenance	Proxy Server Settings	
	Host Name	
	Port Number :	
	User Name :	
	Password	
	Destination	
	Destination	
	Kucon Gloss Destination     Inttps://test1-www.ljt.start.ricoh.co	
	Apply Retet	
		d7692003
RICOH	Scan CX	
Pos	ult	
Kes	un	
Upda	ate has completed successfully.	
	Back	



4. Click "Device Registration" and fill in the required fields, then click "Apply". If you can see result message, you can proceed to 5.

Tenant ID:

Tenant ID that is created at the time of newly using Ricoh Cloud

Administrator ID:

User ID with an administrator authorization that is created by Ricoh Cloud

Administrator Password:

User password that is set in "Administrator ID"

#### Remarks:

The device information can be input in the remarks column as an option.

RICOH RICOH Scan	CX		Administrator
Home Device R	gistration		
Network Settings			
Device Registration Apply	Reset		
Service Registration			
Maintenance			
Tenant ID	-		
Administrat	N ID :		
<ul> <li>Administration</li> </ul>	er Password :		
Option			
Remarks	:		
Apply	Reset		
			d7692005
1			
RICOH RI	COH Scan CX		
Home			
Network Settings			
Device Registration	Result		
Samina Paristration	Lindets has completed encourfully.		
Service Registration	Opdate has completed successibility.		
Maintenance			
	Back		
		d7692006	

### **Service ID Registration**

From the PC browser, access the management tool of RICOH Scan CX Embedded that is installed in the device, and register the service that the customer uses to Ricoh Cloud.



 After the login to RICOH Scan CX Embedded management tool from PC browser, click "Service Registration" to input the necessary value.

Service ID:

ID to be provided to customers at the time of RICOH Scan CX service contract

RICOH R	ICOH Scan CX	м
Home	Register Service Usage	
Network Settings	Service ID :	
Device Registration		
Service Registration	Confirm Terms of Service :	
Maintenance	Internet Explorer cannot display the webpage	
	-	d7692016

#### 

• In case the connection to Ricoh Cloud failed, the error screen below is displayed instead of the service registration screen. Please confirm the cause why the connection from the error code failed.

RICOH RI	ICOH Scan CX
Home	
Network Settings	
Device Registration	Result
Service Registration	Unable to communicate normally.
Maintenance	Error Code [15121002]
	Back
	d7692017

• If the service ID registration is already completed, the following screen is displayed.

<b>RICOH</b>	RICOH Scan CX
Home	
Network Settings	
Device Registration	Result
Service Registration	Update has completed successfully.
Maintenance	
	Back
	d7692018

2. Please have the customers confirmed the "Confirm Terms of Service" that is displayed in the service registration screen to confirm the customers' agreement. Then, check "It is confirmed that the administrator has agreed to the terms of service" to click "Apply".

After it was applied, the service ID registration completion screen is displayed.

RICOH RI	ICOH Scan CX				
Home	Register Service Usage				
Network Settings	Service ID :				
Device Registration	dion				
Service Registration					
Apply Reset					
		d7692019			
RICO	RICOH Scan CX				
Home					
Network Settings					
Device Registration	legistration Result				
Service Registration	update has completed successfully.				
Maintenance	Back				

# 3. Add users

# Flowchart



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3

### Adding users to start.ricoh

Access Ricoh Cloud's Web site "start.ricoh" from the browser to add users that use the service.



1. The screen below is displayed after accessing start.ricoh URL from PC browser. Input the tenant ID and the administrator account to login.

star	t.ricoh	► <u>Tenant Set Uz</u>
Tenant ID: User Name: Password:	Login  M You have Forgotten Your Password	Information from Ricoh There is nothing to inform you of currently.
<u>Ioo Pare</u>   <u>Ier</u>	na.of.Service   Privacy.Policy	Copyright © 2013 Ricoh Company, Ltd. All rights reserved.

URL: https://www.start.ricoh.com/portal/top/login

- 2. After the user list screen is displayed by clicking the "User Management" at the top of the screen, click "Add".
  - Only the administrator user ID at the time of the contract is displayed in the initial status.

3

Ĩ	RICO	H start.ricoh			2	<u>1.0000</u> +1	Logart ? FAD.	<u>Inquiries</u>
	us Us	ROOHS an OX Service Mana er Management	User Management Set	Ninez -		Number	of Relevant l	Jsers: 1
t	<u></u>	Cot Delate CACTive C	Inactive   Elimport   @Eaport		Select News to Di	1944y: 20 💌		
	Role	First Name	Last Name	User Name A	Email Address	Organization		States
	20	1	admin	admin	skirs.fsjinumalin ts.ricoh.co.jp			Active
					Select Hems to Di	aplay 20 💌		
							d769	2020

3. Input the necessary information to each field of "Add New User" screen and click "OK".

RICOH start.ricoh	1	🤰 Laten 🔸 Lecol 💈 FAQ./ingetiag
Applications RICOH Scan CK Ser	vice Management Deer Management Settings	
Add New User		
Enter the user information.		
User Name.*		
Main Email Address*		
Sub-Email Address1:		
Sub Email Address2:		
First Name.*		
Last Name.*		
Organization1		
Organization2:		
Overviewton3:		
Organization-R		
Organization5:		
Description:		
Piole.*	User	
Reply Email Lanzvaze.*	Japane te	
Time Zone.*	(UTO+09.00) D seka. Sepporo. Tokyo	
Password*		
Confirm Password*		
OK OK/Add Next	Owneel	

ltem ("*" is mandatory)	Explanation
User Name (*)	Input the user name of the login user.
Main Email Address *1(*)	Input the mail address of the login user.
Sub Email Address 1	Input the mail address of the login user.
Sub Email Address 2	Input the mail address of the login user.
First Name (*)	Input the first name of the login user.
Last Name(*)	Input the last name of the login user.

ltem ("*" is mandatory)	Explanation	
Organization 1*1		
Organization 2*1		
Organization 3*1	Input the group that the login user belongs to.	
Organization 4*1		
Organization 5*1		
Description		
Role*1(*)	The authorization which the login user is assigned to is displayed.	
Reply Email Language*	The language setting of the mail sent to a login user is displayed.	
Time Zone(*)	The time zone settings that the login user uses are displayed.	
Password(*)	Set a password that the login user uses.	
Confirm Password(*)		

4. Confirm that there is an addition at the bottom of the list after the new user registration.

#### About the field name of the user list to be displayed in the "User Administration" screen

ltem	Explanation	
Role	The user role is displayed by the icon.	
First Name	First name is displayed.	
Last Name	Last name is displayed.	
User Name	User name is displayed.	
Email Address	Mail address is displayed. Only the main mail address is displayed. Sub mail address is also regarded as the target for the search.	

ltem	Explanation	
Organization	Organization is displayed.	
	<ul> <li>User status is displayed by the icon.</li> <li>Valid : User can use start.ricoh</li> <li>Invalid : You can specify the user for preventing the use.</li> </ul>	
Status	<ul> <li>Lock : If the login failed 5 times in succession, the user information will be locked.</li> <li>*The administrator can deactivate the locked user.</li> </ul>	

#### Note

- User can sort by role, last name, first name, user name, group, status (initial value: ascending order by user name).
- Regarding the sort, the previous settings are maintained after the logout is carried out.

3. Add users

# 4. Add scan settings

# Flowchart



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4

# **Creating a Profile**

Create a profile to assign to the device that installed RICOH Scan CX Embedded.

1. The screen below is displayed after accessing start.ricoh URL from PC browser. Input the tenant ID and the administrator account to login.

URL: https://www.start.ricoh.com/portal/top/login

start.ricoh	
Tenant ID: User Name: Password Login	There is nothing to inform you of currently.
You have Forgotten Your Password     Top Page   Terms of Service   Privacy Policy	Copyright © 2013 Ricoh Company, Ltd. All rights reserved.
	19/

- d7692009
- 2. Click "RICOH Scan CX" in the navigation tab, and the profile list screen is displayed.
  - In the initial status, only the sample profile is displayed in the profile list of the left pane.



ons RICOH Scien CX Service Management User Management Settings	RICOH start.ricoh		
Profile Management	ications RICOH	Scen CX	
xxxxxxx =	ofile Management		
► XXXXXXX III		:=	
		:=	

#### **CAUTION**

- If Ricoh Scan CX service ID is not registered from the device to the Ricoh Cloud, Ricoh Scan CX is not displayed in the navigation tab.
- 3. Click the settings button from the profile list of the left pane, and select "New Profile" in the pop-up menu.

Profile Management	
► XXXXXXX	New Profile
► XXXXXXX	
	d76920

4. When the property screen of the new profile is displayed, input the necessary information to each field and click "OK".

Applications ModelFane DX Service Monagement User Management School Service Monagement School Service Management School Schoo
New Profile Properties Set the profile properties.then else [On]. General
Set the profile properties, then olick (On). General
General
<b>*</b>
D Profile Name *
2 00 Lineures
Layout
3 Manu # Type 1 C Type 2
Folder Herweithy     F Tges 1     C Tges 2
Ward Dook
3 No. Text (max, 50 characters)
•
10
OK. General
d760202

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks • is the default selection position
1	Profile Name (*)	128	<ul> <li>Two-byte/one-byte character can be mixed.</li> <li>Registration is impossible for one- byte space only.</li> </ul>
2	OCR Language	-	• Selectable (Japanese/English)
3	Menu	-	Selectable (©type 1/type 2)
4	Folder Hierarchy	-	Selectable (©type 1/type 2)
5	Word Book	50	<ul> <li>"\/:*?" &lt;&gt;  " cannot be input.</li> <li>No input is OK. After updating with no input, the field is left with no input when redisplayed.</li> <li>Registration is impossible for one-byte space only.</li> <li>Up to 60 registrations are possible at a maximum.</li> </ul>

#### 

- Profile name duplication with other profile is not allowed.
- 5. After creating a new profile, confirm that profiles created are added to the profile list in the left pane.

### **Creating a Group**

Create a group newly to the profile that is created.

1. The screen below is displayed after accessing start.ricoh URL from PC browser. Input the tenant ID and the administrator account to login.

URL: https://www.start.ricoh.com/portal/top/login

Tenant ID:	Information from Ricoh There is nothing to inform you of currently.
User Name: Password:	
Login  M You have Forgotten Your Password	
Iop Page   Ierms of Service   Privacy Policy	Copyright © 2013 Ricch Company, Ltd. All rights reserv
	100

- 2. Click "RICOH Scan CX" in the navigation tab, and the profile list screen is displayed.
  - After carrying out "Creating a Profile", a newly created profile is displayed in the profile list screen on the left pane.

3. Click the settings button for the profile to add groups to from the profile list in the left pane. Then, click "New Group" in the displayed pop-up menu.

Profile Management	
►XXXXXXX	:=
►xxxxxxx	
	Profile Properties
	Delete Profile
	New Group
	d7692026

4. When the property screen of the new group is displayed, input the necessary items and click "OK".

<b>RICOH</b> start.ricoh				
Applications RICOH Scan CX Servic	e Management Us	er Management	Settings	
Edit New Group				
Set a group name, then click [OK].				
⑦Group Name:*				
OK Cancel				

d7692027

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks
1	Group Name (*)	128	<ul> <li>Two-byte/one-byte character can be mixed.</li> <li>Registration is impossible for one- byte space only.</li> </ul>

#### **CAUTION**

- Group name duplication is not allowed within the identical profile.
- 5. After creating a new group, confirm that groups created are added to the profile list in the left pane.

### **Creating a Project**

Create a project newly to the group that is created.

1. The screen below is displayed after accessing start.ricoh URL from PC browser. Input the tenant ID and the administrator account to login.

URL: https://www.start.ricoh.com/portal/top/login

	Information from Ricoh There is nothing to inform you of currently.
User Name:	
Login	
I Tou have roregitten Tour reasoned      Ion Page   Terms of Service   Privacy Policy	Copyright © 2013 Ricoh Company, Ltd. All rights reserv
	10/200

d7692009

- 2. Click "RICOH Scan CX" in the navigation tab, and the profile list screen is displayed.
  - After carrying out "Creating a Profile" and "Creating a Group", a newly created profile and a project are displayed in the profile list screen on the left pane.
- 3. Click a group of a profile to add projects to from the profile list in the left pane. Then, click "New Project" in the project list screen displayed on the right pane. It is displayed.



4

4. A new project screen is displayed.

one project, went once pord.				
Seneral Folder File Name	File Formet/Scen			
Xsplay				
Project Name:*				
Associate Group:	Group1			
Display Order:	1			
loon:	Display	Change		
Destination				
Destination.*	C SMB	C FTP	C External Storage	
Destination:* Yrdeot Authentication	Ċ 5MB	Ċ FTP	C Extend Store	
Destination* Yoleot Authentication Password Pastrotions:	Сия	C FTP d No	C Extend Store	
Destination* Yrelect Arthentication Personal Restrictions:	C 5MB C 14s Passeod	С / ГР Ø №	C Extensi Store	
Destination* Yndect Arthentication Personal Restrictions:	C 1MB C 1Ms Pustmont Contem Pustmont	© FTP Ø No	C Extensi Store	
Destination* Yniect Authentication Personal Restrictions:	C 548 C Ves Pasenot Corden Pasenot	© FTP Ø No	C Extensi Stores	
Destination* Yrelect Authentication Password Restrictions: Irror Hotification Email Enror Notification:	C 5MB C Yes Passeort Oorden Passeort C Yes	© FTP @ No  @ No	C Extend Stores	
Destination*  Protect Authentication  Passmod Restrictions:  Irror Notification Email Error Notification:  Notify to	C 5MB C 14s Passmort Confer Passmort Confer Passmort Confer Passmort	© FTP @ No @ No	C Extensi Store	Test Sand

#### Set a General Tab.

Set "General" tab items. In the general tab, the following four items are set.

- Display
- Destination
- Project Authentication
- Error Notification Email
- 1. Input necessary information to "Display" field.

General	Folder	File Name	File Format/Scen		
Display					
(1) Proi (2) Ass	ect Name:* ociate Group	t.	Group1		
3 Des	olay Order:		1		
(4) loar	c		Display	Chinge	
					17000000

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks • is the default selection position
1	Project Name (*)	128	<ul> <li>Two-byte/one-byte character can be mixed.</li> <li>Registration is impossible for one-byte space only.</li> </ul>
2	Associate Group (*)	-	<ul> <li>Display the group list to belong to the corresponding profile.</li> </ul>
3	Display Order	-	• The order to display the project.
4	lcon	-	<ul> <li>To display the icon on the project button, select "Display".</li> <li>The icon selection screen pops up by pressing the change button*.</li> </ul>

#### \* Icon Selection Screen

Select the icon to display on the project button to click OK.



#### 

- Project name duplication is not allowed within the identical profile.
- User cannot add the icon.

2. Input the necessary information to "Destination" field.

#### If "SMB" is selected as the destination

Destination:*		O FTP	C External Storage
	1 Path:*		
		Entry example: iIII 92.	168.1.1 Wishared folder name
	2 User Name:*		
	3 Character Code:	UTF-6	
	Domain:		

1. Path (\*)

Specify the destination path. Characters can be input up to 255 characters at a maximum. Registration is not possible for one-byte space or tab only. Also, the anteroposterior space and tab are cut.

Please input in the following format.

\\IP address (host name)\common name\target directory

#### 

- FQDN is recommended for the host name.
- 2. User Name (\*)

Input the user name. Characters can be input up to 128 characters at a maximum. Registration is not possible for one-byte space or tab only. Also, the anteroposterior space and tab are cut.

3. Character code

Select the character code of SBM server. \*© is the default value.

Options (©UTF-8/Windows Shift-JIS/Latin-1)

4. Domain

Input the domain name. For environments that have not joined the domain, "Domain" is left with no input. Characters can be input up to 128 characters at a maximum.

#### 

- In case of inputting the domain, input with FQDN format.
- The domain supports Windows only.

#### If "FTP" is selected as the destination

Destination				
Destination.*	CSM8 (1) URL+	@ FTP	C External Storage	
	2 User Name:*	Entry example: ftp://192.168.1.	1:21 /home/user	
	3 Character Code:	UTF-8	×	
				d7692033

1. URL(\*)

Specify the destination URL. Characters can be input up to 255 characters at a maximum. Registration is not possible for one-byte space or tab only. Also, the anteroposterior space and tab are cut.

• Please input in the following format.

ftp://ip address/directory

ftp://host name/directory

#### 

- SFTP cannot be used.
- FQDN is recommended for the host name.
- 2. User Name (\*)

Input the user name. Characters can be input up to 128 characters at a maximum. Registration is not possible for one-byte space or tab only. Also, the anteroposterior space and tab are cut.

3. Character code

Select the character code of SBM server. \*© is the default value.

Options ( UTF-8/Windows Shift-JIS/Latin-1)

#### If "External Storage" is selected as the destination

Destination				
Destination.*	Č SMB	Č FTP	External Storage	
	Uber Name:*			
	2 Service Name:*		<b>u</b>	
	3 Directory Path:*			Browse
	-			

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1. User name (\*)

Select the user name from the drop down list.

In the "User Information" screen, only the user who performed the service coordination settings is displayed.

2. Service Name (\*)

Select the service name. In "Service Coordination Settings" of "User Information", the external storage already set is displayed in the drop down list.

• The service name will be following two destinations.

(Document Mall/Google Drive)

3. Directory Path (\*)

Select the directory path of the external storage using "browse" button.

If the directory that cannot be saved is selected,

"With the specified storage, the save to the specified folder cannot be performed. Please select other folder".

• Browse Folder

The folder that exists in the external storage of the service name is displayed. Select the folder path to use as the destination, and click "OK".

ж (ОК).			
	ОК		Cancel
	* [ОК].	ж [0К].	ж [0К].

- Since the service coordination settings of the user information settings need to deal with the account information of the external storage, it is performed by the customer.
- 3. Input the necessary information to "Project Authentication" field.

Project Authentication			
Password Restrictions:	C Yes	@ No	
	2 Password:		
	3 Confirm Password:		
			d7692036

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks is the default selection position
1	Password Restrictions (*)	-	<ul> <li>Selectable (Yes/ No)</li> <li>Settings are possible only when the user authentication of the corresponding profile is set to "Yes".</li> </ul>
2/3	Password/Confirm Password	128	<ul> <li>Only when "Yes" is selected in the password limitation.</li> <li>The anteroposterior space and tab are cut.</li> </ul>

4. Input the necessary information to "Error Notification Email" field.

Error Notification Email			
1 Error Notification:	C Yes	€ No	
2 Notify to:	Emeil Address:		Test Send

d7692037

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks • is the default selection position
1	Error Notification (*)	-	<ul> <li>Selectable (Yes/</li></ul>
2	Notify to/Email Address	128	<ul> <li>Selectable (•Yes/No)</li> <li>Registration is impossible for one-byte space only.</li> <li>The anteroposterior space and tab are cut.</li> </ul>

#### Set the folder Tab.

Set the number of the folder display hierarchies and titles displayed when setting the destination by the operator panel of the complex machine.

#### RICOH start.ricoh

he project, then click.[OK].			
neral Folder File Name File Fo	mat/Scan		
Ider Settings			
Number of Herarchies to Display Folders:	30	1	
Herarchy Title:	Hierarchy	Title	Ascending/Descending
	StartPoint Path		Ascending 💌
	1		Ascending
	2		Ascending
	9		Ascending
	4		Ascending
	5		Accending
	6		Ascending
	7		Ascending
	8		Ascending
	9		Arcending 💌

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No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks • is the default selection position
1	Number of Hierarchies to Display Folders	-	<ul> <li>Selectable (1/2/330)</li> <li>* If nothing is selected, specify 30.</li> </ul>
0	Title	32	
2	Ascending/Descending	-	• Selectable (©ascending/descending)
3	Transmission Hierarchy (*)	-	<ul> <li>Selectable (Do not Specify (Optional)/Specify (Bottom Layer))</li> </ul>
4	Save Folder Information:	-	<ul> <li>Selectable (Yes/ INO)</li> </ul>

#### Set a File Name Tab.

Set the rule of the file name to be delivered.

seneral Folder File Name	File Format/Scan		
ile Name Settings	*When not entered, the sy	stem will automatically assign a name.	
	Display Image:		
	<pre>dnput&gt;</pre>		
	File Name Parts:	Selection List:	
	Fixed Value	* Input	
	Liser Name	Add >>	
	Herarchy 2		
	Herarchy 3 Herarchy 4	<td></td>	
	Herarchy 5		
	Herarchy 6 Herarchy 7		
	Herarchy 8		
	Herarchy 9 Herarchy 10		
	Hierarchy 11		Up
	Herarchy 13		Down
	Herarchy 14		DOWN
	Fixed Value Entry:		
	Date Type:	MM/dd/ywyy hhmmiss a	
	Date Separator:		
	Item Separator.		

No	Field Name (" * " is mandatory)	Maximum Input Characters	Remarks • is the default selection position
1	Display Image	-	<ul> <li>Display only.</li> <li>*Automatically updated by the selected file name parts or each separator.</li> </ul>
2	File Name Parts	-	<ul> <li>Selectable (fixed value/input/Data/ user name/hierarchy 1/hierarchy 2 hierarchy 30)</li> <li>*The number of the hierarchies is the same as "The Number of the Folder Display Hierarchies" of "Folder Settings".</li> </ul>
3	Fixed Value Entry (It is mandatory when the fixed value is registered in the selection list)	128	<ul> <li>Registration is impossible for one-byte space only.</li> </ul>
4	Date Type	-	• Selectable*
5	Date Separator	-	• Selectable (©./_/-/none)

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks • is the default selection position
6	Item Separator	-	• Selectable (©./_/-/none)

#### Set a File Format/Scan tab.

Set "File Format/Scan" tab fields.

Seneral Folder File Name	File Format/Scan			
ile Format/Scan Settings	* The defaults can be set for a	device's scan settings tab and th	e scan settings tab on this a	plication.
Soan type:	B & W: Text/Line Art	V		
File Format	Black & White:	TIFF (MMR, multi-page)	•	
	Grayscale/Color:	JPEG	w.	
Resolution:	200dpi	•		
Original Orientation:	Portrait     R     R	C Landscape 🖉 🗠		
Original Settings:	I Sided	C 2 Sided		
	Orientation in 2 Sided Mode:	Top to Top	w.	
Auto Density:	Yes	C No		
Density:	Density Level 4(Normal)			
Scan Method:	ACF/Exposure Glass	C Batch	C Moved Batch	C SADE
Scan Size:	Auto Detect	×		

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks is the default selection position
1	Scan type (*)	-	<ul> <li>Selectable (Black &amp; White: Text/ B &amp; W: Text/Line Art/ Black &amp; White: Text/Photo/Black &amp; White: Photo/Gray Scale/Full Color: Text/Photo/Full Color: Glossy Photo)</li> </ul>

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks • is the default selection position
2	File Format: Black & White (*)	-	<ul> <li>Selectable (©TIFF (MMR, multipage)/PDF (multipage)/ Searchable PDF</li> <li>Selectable only when binary graphic is selected in the manuscript type.</li> </ul>
3	Resolution (*)	-	<ul> <li>Selectable (100dpi/@ 200dpi/ 300dpi/400dpi/600dpi)</li> </ul>
4	File Format: Grayscale/Color (*)	-	<ul> <li>Selectable ( JPEG/PDF (multi- page)/PDF with text)</li> <li>Selectable only when binary graphic is selected in the manuscript type.</li> </ul>
5	Original Orientation (*)	-	• Selectable (©portrait/landscape)
6	Original Settings (*)	-	• Selectable (©one side/both sides)
7	Orientation in 2 Sided Mode: (*)	-	• Selectable (Top to Top/Top to Bottom)
8	Auto Density (*)	-	<ul> <li>Selectable</li> <li>* With the default check</li> </ul>
9	Density (*)	-	• Selectable (1/2/3/ • 4/5/6/7)
10	Scan Method: (*)	-	<ul> <li>Selectable (@ADF/Exposure Glass/ Batch/Mixe Batch/SADF)</li> </ul>
11	Scan Size (*)	-	<ul> <li>Selectable ( Auto Detect/Mixed Original Sizes/A3 Landscape/A4 Portrait/A4 Landscape/A5 Portrait/A5 Landscape/B4 JIS Landscape/B5 JIS Portrait/B5 JIS Landscape/11 x 17 Landscape/8 1/2 x 14 Landscape/8 1/2 x 13 Landscape/8 1/2 x 11 Portrait/8 1/2 x 11 Landscape/5 1/2 x 8 1/2 Portrait/5 1/2 x 8 1/2 Landscape)</li> </ul>

#### Close the project creation.

After setting all tabs in "New Project Edit" screen, click "OK" to confirm that the created project is added on the right pane.

RICOH start.ri	RICOH start.ricoh							1 E	6/horis
Applications RCOHSees DC. Service Management User Management Services									
Profile Massgement 🖂	Profile Management : Mdd/Change [J] / - J1] Projects								
+.000000 III	+ 000000 = +2asthast Ø tot = Date								
	Г	No.	Project Name	File Format	Destination			Page	Change Order
	г	1	Pract	TFF (MMI, multi-stage)	100000000			м	

# 5. Confirmation of Registered Devices

# Allocating a Profile to the Registered Device

Assign the created project to the device that installed RICOH Scan CX Embedded application.



1. The screen below is displayed after accessing Ricoh Cloud URL from PC browser. Input the tenant ID and the administrator account to login.

start.	ricoh	-
Tenant ID:		Information from Ricoh There is nothing to inform you of currently.
User Name: Password:		
	Login	
Þ	# You have Forgotten Your Password	
Top Page   Terms of	Service   Privacy Policy	Copyright © 2013 Ricoh Company, Ltd. All rights rese
		19/00

URL: https://www.start.ricoh.com/portal/top/login

2. Click "Registered Device List" in the left pane, and confirm that the device registered in "Device Registration" is displayed in the registered-device list screen in the right pane.

COH start.	icol	h		1 tain + Locat 12 t			
Acetors ROOH Scen CX		envice Management User	Anagonant Settings				
rolle Management	B	legistered De	vice List				
SF MPCSOIE用	H						
707994	F						
	r.	Device ID	Remarks	Profile			
	г	340-071084	SF MPC502	SF MPCSOX/R			
	F						
	L .						
	L .						
estered centre Lat							

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3. Check the checkbox of the device to assign the profile to, and click "Allocate Profile".

RICOH st	art.rie	oh			2 Laim	+ iunat	? EALCORE
Assistant ROOM	Scan CK	Service Management Up	e Management Settings				
Profile Management	12	degistered [	Nevice List				
► SF MPOSX02/R							
▶ 7079464		Rig Alocata Profile					
		C Device ID	Remarks			Profile	
		340-01084	SF MPCSOIE			SF MPC5002/R	
						d769	2043

4. In the allocate profile screen, select the profile to assign, and click "OK".

RICOH start.rice	1 Latra 📲 Latat <table-cell> Edithaana</table-cell>							
Autoriors RODH Son DK	Applications BROOKEDERCE Existe Monagement   Saltings							
Allocate Profile								
Allocates profile to devices. Device ID Permanas: Photie Name.*	240-0104 9 MCK32 19 MCK32							
OK Owned								

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks
1	Device Number	-	<ul><li>Display only</li><li>If multiple devices are selected in the device list, blank is displayed.</li></ul>

No	Field Name ("*" is mandatory)	Maximum Input Characters	Remarks
2	Remarks	-	<ul> <li>Display only</li> <li>Items that are registered in the remarks column in WebUI at the time of MFP device registration is displayed.</li> <li>If multiple devices are selected in the device list, blank is displayed.</li> </ul>
3	Profile (*)	-	<ul> <li>Selectable</li> <li>Select the profile that links to the target device in the device list by default.</li> <li>If nothing is selected, or if different profiles are linked in multiple devices, a status of no selection is applied.</li> </ul>

- 5. In the registered device list screen, confirm if a profile is assigned to the device that is set.
- 6. Start RICOH Scan CX with the device to confirm that the profile is displayed.
  - The automatic update of the profile is not performed for 1 hour after the implementation. If it is necessary to perform the update immediately, please reboot the device.
  - If the profile that is already assigned to the device is edited, the profile is reflected at the time of the profile update timing without performing the assignment operation again.

# 6. Uninstallation

### **Priority Feature Cancellation**

- 1. Press the [User Tools/Counter] button, and then press [System Settings].
- 2. Select the [General Features] tab, and then press [Function Priority].
- 3. Select any function other than [Java TM/X] and then press [OK].

# RICOH Scan CX v1 Uninstallation

Please see the Service Manual of Remote Install Manager.

# 7. Appendix

# VM Card Update

- 1. Access the RICOH Scan CX Embedded management tool to write down the settings.
- 2. Download Error Job using Job Management function from the maintenance of RICOH Scan CX Embedded management tool.
- 3. Uninstall RICOH Scan CX Embedded from the device.
- 4. Update the Java VM.
- 5. Install RICOH Scan CX Embedded.
- 6. Set the settings value that were written down again.

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