Start Guide

RICOH Scan CX

Read this manual carefully before you use the product.

1 RICOH Scan CX Overview

RICOH Scan CX is a scanning service for efficiently digitizing paper documents and selecting destinations in accordance with the purpose of use.
RICOH Scan CX makes work considerably more efficient because you do not need to use a computer (for example, to change folder/file names) after digitizing (TIFF, JPEG, PDF, etc.) and registering paper documents such as drawings and contracts.

- Efficiency in settings and management
  You can access start.ricoh (portal site) from the web browser of your computer to specify and manage save destinations, file names, scan settings, etc., applied when you scan documents using RICOH Scan CX.
  Configured information can be saved as a profile and assigned to a machine. You can manage all settings, by creating multiple profiles and sharing the same profile among several machines.
- Efficiency in scanning
  Once profiles are assigned to a machine, you can digitize and register documents according to the settings by simply scanning them using the machine.
  You can also change save destinations, file names, and scan settings for scanned documents from the machine's control panel.
  If you want to store files in a Storage Service, you can create documents such as Searchable PDFs using OCR.
- Efficiency in operation
  Since scanned documents are digitized and registered according to the settings, you do not need to sort out save folders, change file names, etc.
  You can select an SMB or FTP server, storage service, or e-mail address as the file destination in accordance with the purpose of use.

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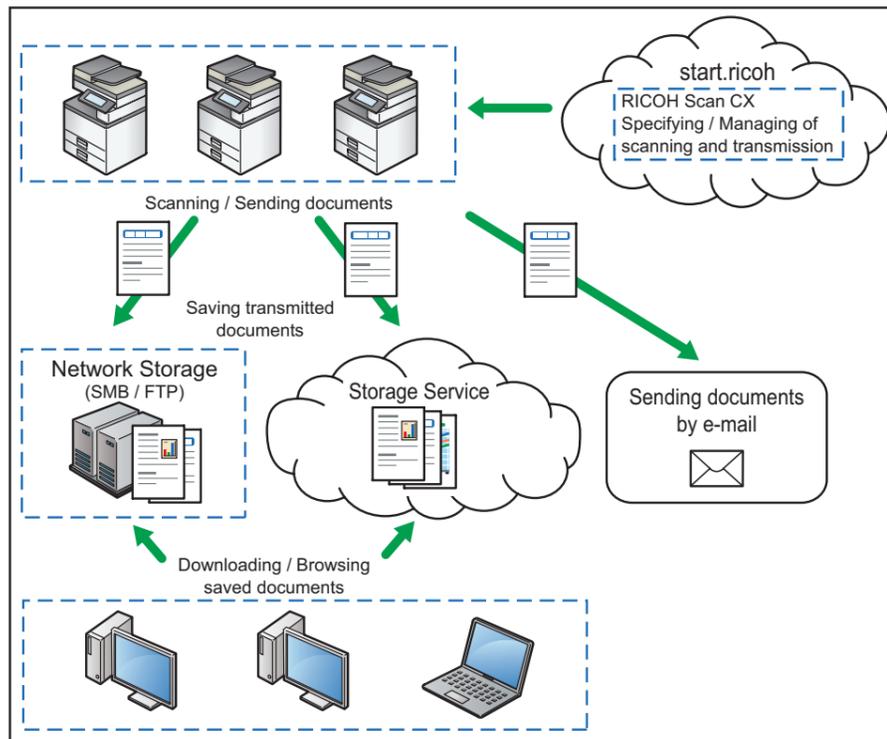
Profiles/Groups/Projects

Profiles/groups/projects settings are required when you scan and send documents from a machine.
Administrators are asked to configure these settings beforehand according to the purpose and users of the documents.
For details about creating profiles/groups/projects, see Administrator's Guide.

- Profiles
  A profile is a collection of settings to be assigned to a machine.
  Profiles can be assigned to a machine by creating groups and projects, and specifying save destinations, file names, and scan settings.
  Once profiles are assigned to a machine, you can scan and send documents according to the settings.
  Specify whether or not to apply user authentication when creating a profile.
- Groups
  Multiple projects registered in a profile can be grouped together based on their usage.
  If several organizations share the same machine, it can be convenient to group projects based on the setting contents, organization names, etc.
  Groups are displayed as tabs on the machine's control panel.
  In Authentication Mode, you can specify which users are allowed to view each group.
- Projects
  A project is a configuration of settings to save destinations and document scanning.
  Projects are configured according to the needs of each user group.
  When settings such as destinations, file formats (TIFF, JPEG, PDF, etc.), and resolution (200 dpi, 300 dpi, etc.) are specified for each project, scanned documents will be sent to the specified destination according to the settings.
  Projects are displayed as buttons on the machine's control panel.

2 Preparing to Use RICOH Scan CX

For users to use RICOH Scan CX, the administrator should set the following:

> 📥 **Note**
> - RICOH Scan CX uses a web browser. A network environment is required for settings.
> - Some settings are performed by a customer engineer (CE). For details about settings, ask the CE.
> - For details about each procedure, see Administrator's Guide.

Starting "start.ricoh"
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Setting a Tenant
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Installing RICOH Scan CX Embedded* on a Machine
↓
Logging in to Administration Tool
↓
Setting a Network
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Activating a Device
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Confirming a Service License

* Application to be installed in a machine

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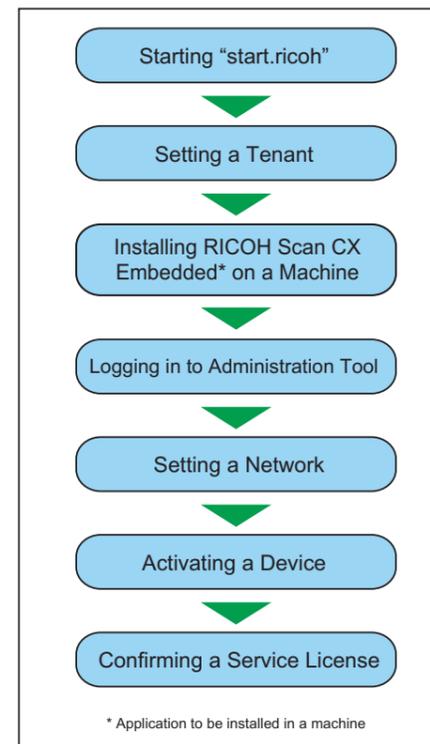
Starting "start.ricoh"

1 Start the web browser of your computer, and then enter the URL for "start.ricoh".

The login screen appears.

Setting a Tenant

1 Click [Tenant Set Up] in the login screen for "start.ricoh".

2 Follow the instructions displayed on the screen and set a tenant.

Installing "RICOH Scan CX Embedded" on a Machine

A CE installs RICOH Scan CX Embedded on a machine.

Logging in to Administration Tool

1 Start the web browser on your computer, and then enter the URL of Administration Tool.

The login screen appears.

> 📥 **Note**
> The URL for Administration Tool is either of the following:
> Enter the IP address of machine, such as (192.168.1.10) which is set to a machine.
> - http://IP address of machine:8080/scancx/login
> - https://IP address of machine:51443/scancx/login

2 Enter the user name and password, and then click [OK].

Setting a Network

1 Click [Network Settings].

2 Configure the settings as necessary, and then click [Apply].

Activating a Device

1 Click [Device Activation].

2 Configure the settings as necessary, and then click [Apply].

Confirming a Service License

1 Log in to "start.ricoh", and then click [Service Management].

2 Confirm that the service license you purchased is registered and [Status] shows [Using...].

❖ Optional Settings

To use the storage service, specify its optional settings in advance.

Optional Settings

Registering a User

Setting a Storage Service

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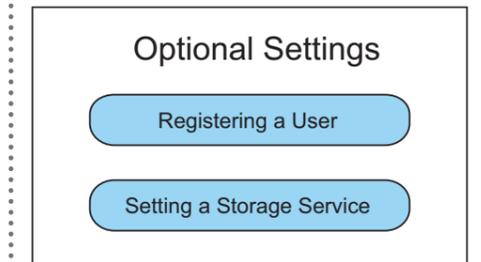
Registering a User

1 Log in to "start.ricoh", and then click [User Management].

2 Click [Add], and then register a user.

Setting a Storage Service

* This is to be done by the user.

1 Log in to "start.ricoh", and then click the name of the user who is logged in.

2 Click [Set] next to the storage service to be used.

Setting RICOH Scan CX

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Accessing RICOH Scan CX
in start.ricoh
        ↓
Setting a Profile
        ↓
Setting a Group
        ↓
Setting a Project
        ↓
Allocating a Profile to a Machine
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CWG111
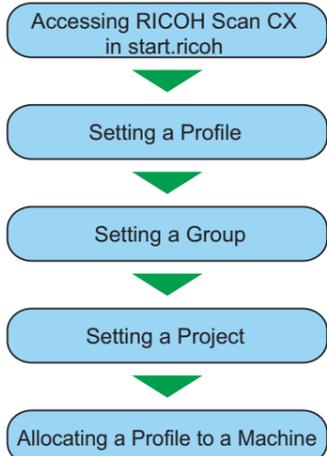
Accessing RICOH Scan CX in start.ricoh

1 Log in to "start.ricoh", and then click [RICOH Scan CX].

Setting a Profile

1 Click [New Profile].

2 Set the profile property, and then click [OK].

Setting a Group

1 Click ▶ in the profile for creating the group, and then select [New Group].

2 Set the property for the group, and then click [OK].

Setting a Project

1 Select the group for creating a project, and then click [New Project].

2 Configure the settings as necessary, and then click [OK].

Allocating a Profile to a Machine

1 Click [Registered Device List].

2 Select the check box of a machine to which the profile is allocated, and then click [Allocate Profile].

3 Select the profile you want to allocate to the machine, and then click [OK].

3 Scanning and Sending Documents

The procedure for sending scanned documents using the machine is as follows:

⊙ **Note**
- For details about each procedure, see User Guide.

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Starting RICOH Scan CX
Embedded
        ↓
Selecting a Project
        ↓
Selecting the Destination
for Saving Documents
*Not required for e-mail delivery or
One-touch Scan.
        ↓
Checking Settings in the
Service Menu Screen
        ↓
┌─ To scan after changing the scan settings: ─┐
│   Entering a File Name                      │
│            ↓                                │
│   Specifying the Scan Settings              │
│   *Not required for One-touch Scan.         │
└─────────────────────────────────────────────┘
        ↓
Scanning Originals
        ↓
Downloading/Confirming
Scanned Documents
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Starting RICOH Scan CX Embedded

For details about authentication mode, see "Starting RICOH Scan CX Embedded", User Guide.

❖ If not using card authentication

1 Start RICOH Scan CX Embedded.

- **When using the standard operation panel**
  Press [RICOH Scan CX] on the home screen or the key on the operation panel to which RICOH Scan CX Embedded is assigned. If [RICOH Scan CX] is not displayed on the home screen, press [▲] or [▼] to switch the screen.

- **When using the Smart Operation Panel**
  Press [RICOH Scan CX] on the home screen. If [RICOH Scan CX] is not displayed on the home screen, swipe the screen left or right.

2 Enter the user name and password, and then press [Login].

The project selection screen appears.

❖ If using card authentication

1 Hold the IC card over the card reader to log in.

The home screen appears.

2 Start RICOH Scan CX Embedded.

- **When using the standard operation panel**
  Press [RICOH Scan CX] on the home screen or the key on the operation panel to which RICOH Scan CX Embedded is assigned. If [RICOH Scan CX] is not displayed on the home screen, press [▲] or [▼] to switch the screen.

- **When using the Smart Operation Panel**
  Press [RICOH Scan CX] on the home screen. If [RICOH Scan CX] is not displayed on the home screen, swipe the screen left or right.

3 When you use card authentication for the first time, enter the user name and password to access "start.ricoh", and then press [Login].

Steps 3 to 5 are not required for subsequent card authentication.

The message "The external authentication ID has been registered on start.ricoh." appears.

4 Log out.

- When using the standard operation panel
  Press the [Login/Logout] key.
- When using the Smart Operation Panel
  Press [Logout] on the top right of the screen.

5 Perform Steps 1 and 2 again.

⊙ **Note**
- If user authentication is not set for the profile, user login is not required. When RICOH Scan CX Embedded starts up, the project selection screen appears.

Selecting a Project

1 Select the project button.

The folder selection screen appears.

⊙ **Note**
- If the authentication screen for network storage area (SMB, FTP) appears when selecting a project, confirm with an administrator.
- If the destination is an e-mail address or the project is registered under One-touch Scan, the service menu appears when you select a project.

Selecting a Destination for Saving Documents
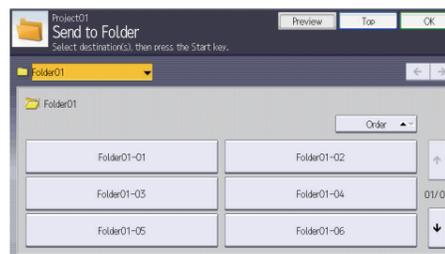
1 Select a folder for saving documents, and then press [OK].

The service menu screen appears.

Checking Settings in the Service Menu Screen
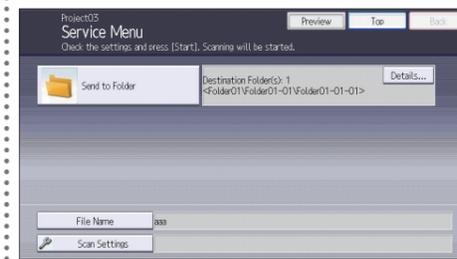
1 In the service menu screen, confirm the destination for saving documents, file names, and scan settings.

If the settings contents are the same, scanning starts up immediately after the settings are confirmed.

Entering a File Name

To change a file name, follow the steps below to enter the new file name.
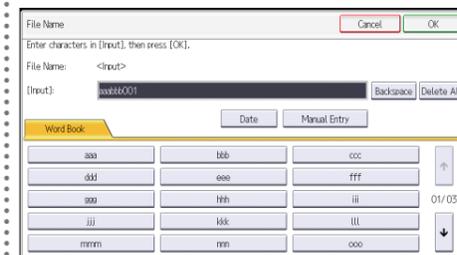
1 Press [File Name] on the service menu screen.

2 Press [Word Book], [Date], and [Manual Entry], and then enter the file name in the [Input] field.

3 Press [OK].

The service menu screen appears.

Specifying the Scan Settings

To change scan settings, follow the steps below.
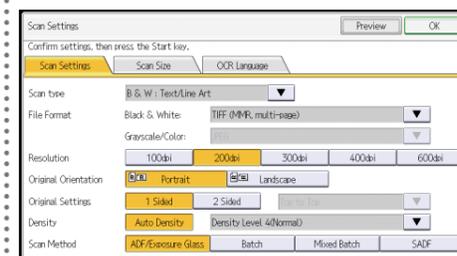
1 Press [Scan Settings] on the service menu screen.

2 Press the [Scan Settings] tab, the [Scan Size] tab, and the [OCR Language] tab, and then enter the setting items.

The [OCR Language] tab can be used only if the destination for saving documents is an storage service.

3 Press [OK].

The service menu screen appears.

Scanning Originals

Originals can be scanned using the following methods:
- ADF or Exposure Glass
- Batch (ADF)
- Mixed Batch (ADF/Exposure Glass)
- SADF (ADF)

1 Place the originals in the ADF or on the exposure glass.

Place the originals according to the scanning method.

2 Press [Preview] to enable the preview.

3 When the [Start] key turns blue or green, press the [Start] key.

Start scanning the originals, and then send them.

Downloading/Confirming Scanned Documents

Scanned documents will be sent to network storage (SMB or FTP server), storage service, or e-mail depending on the settings. You can download or check the sent documents as follows:

Network storage:
Access directly to the folder for saving. To use the network storage area, follow the operating procedure.

Storage service:
Access directly the folder for saving, or access to the folder for saving from the Applications screen by starting "start.ricoh".
To use the storage service, follow the operating procedure.

E-mail:
Using e-mail software or webmail, access the e-mail address specified as the destination and retrieve the attached file. Follow the operational procedure according to the e-mail software or webmail settings.