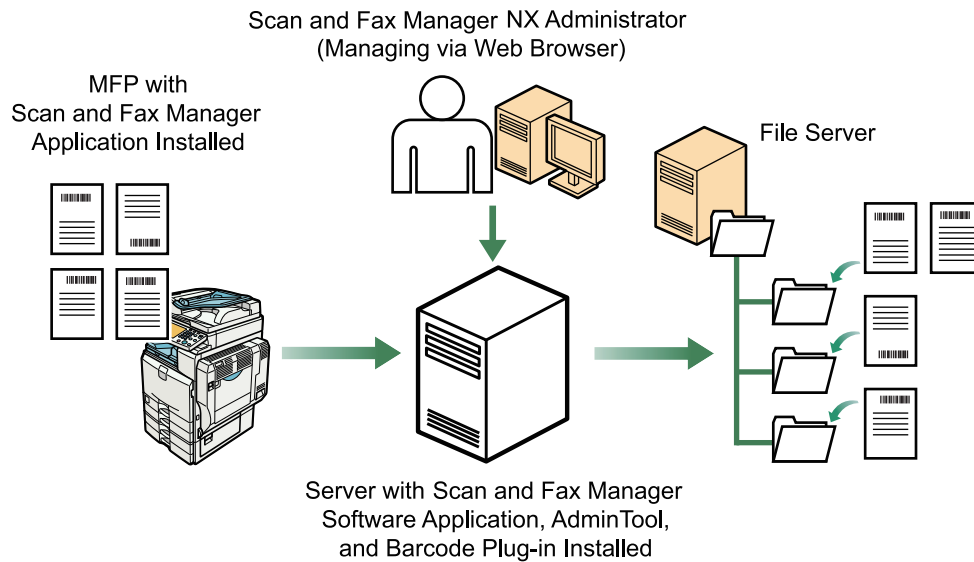


Scan and Fax Manager Barcode Plug-in

User's Guide

The Scan and Fax Manager Barcode Plug-in is Scan and Fax Manager (SFM) plug-in filters that read barcodes in documents scanned by a multifunction device (MFP) and save the data obtained from the barcodes as the bibliographical information of a document. Use of this plug-in in conjunction with each SFM distribution service allows you to identify and distribute documents efficiently, managing them according to their barcodes.



BTP010R

Fig. 1: Scan and Fax Manager Barcode Plug-in Workflow

Note

- This product is displayed as "Barcode Separator/Index" on the MFP control panel.
- This manual explains the operation procedure for the Barcode Plug-in. For details about the operation procedures for other Services/Filters, see *Scan and Fax Manager User's Guide*.

Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

Important

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- It is possible that any document or data stored in the computer will be damaged or lost by user error during operation or software error. Be sure to back up of all important data beforehand. Important documents and data should always be copied or backed up. Documents and data can be lost because of malfunction or human error. Furthermore, the customer is responsible for protection measures against computer viruses, worms, and other harmful software.
- Do not remove or insert any disk while operating this software.

Before You Begin

Abbreviations

The following abbreviations are used in this guide.

Product / Name	Abbreviation
Scan and Fax Manager	SFM
Multifunctional Device	MFP, Device
Scan and Fax Manager Barcode Plug-in	Barcode Plug-in

Cautions on setting the original

- The Barcode Plug-in does not adapt to variation in original orientation. For this reason, be sure to set the original in the correct orientation. For details about setting originals, see *Operating Instructions* supplied with the MFP.
- Depending on the setting made for the orientation of originals, the position of the barcode on the actual original might not correspond to the barcode position or the coordinates of the scan area.

<When using the Standard Operation Panel>

Step 1: Placing the Original

Place the original face up on the Automatic Document Feeder (ADF) or face down on the exposure glass.

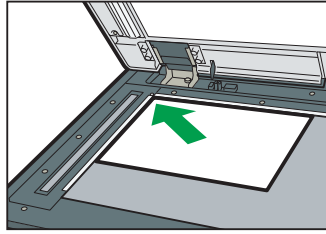
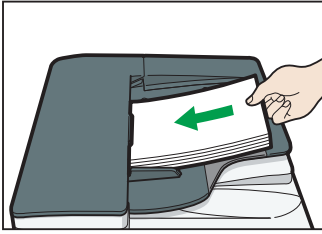


Fig. 2: ADF

Fig. 3: Exposure Glass

Step 2: Logging in to a Device

1. Log in to a device.

Note

- For details, see "3. Login/Logout", *RICOH Streamline NX User's Guide*.

2. Select the group tab you require.

3. Select the project button you require.

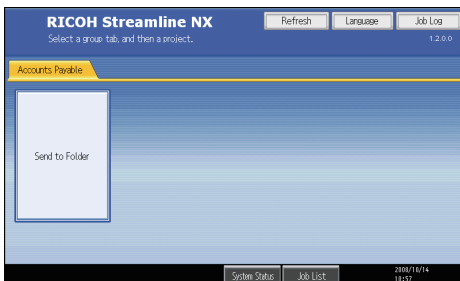


Fig. 4: Group/Project Screen

Step 3: Selecting/Entering Metadata

If metadata is required, the metadata screen will appear. If metadata is not required, proceed to "Step 4: Selecting a Service".

1. Select the relevant fields, drop-down menus, or buttons.
2. Enter the document information.
3. Repeat steps 1 - 2 as necessary.
4. When finished, press [Next].

Step 4: Selecting a Service

The Service Menu for the project selected in "Step 2: Logging in to a device" appears.

Use the following procedure to select the service you require. (This procedure uses the example of selecting the Send To Folder service, but the procedure for selecting any service is the same.)

For details about how to specify the settings for other services, see *Scan and Fax Manager User's Guide*.

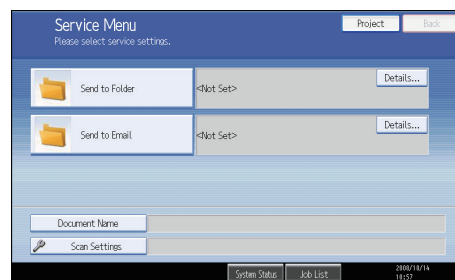


Fig. 5: Service Menu

Note

- If only one service exists, the Destination Selection screen will appear.

1. Press [Send to Folder].
2. Select the destination folders.

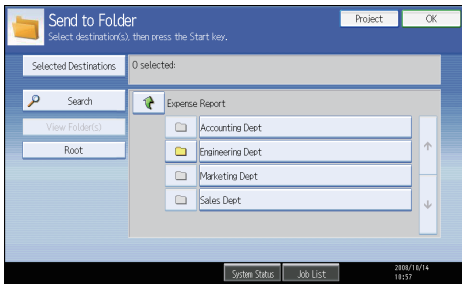


Fig. 6: Destination Selection Screen

3. Press [OK].

Step 5: Setting the Scan Parameters

Note

- Depending on the administrator settings, other scan parameters might or might not be required.
- The Scan Settings and Scan Size screens can be customized by the administrator, thus the settings that are available might vary.

Document Name

This name identifies the e-mail attachment or file. From the Service Menu (Fig. 5), proceed as follows:

1. Press [Document Name].
2. Enter a name, and then press [OK]. The Document Name field is automatically populated.

Note

- The administrator can preset names. Editing is possible, unless the document is set to read-only.

Scan Settings/Scan Size

From the Service Menu (Fig. 5), proceed as follows:

1. Press [Scan Settings].
2. Press [Scan Settings] or [Scan Size].
3. Configure the settings as necessary, and then press [OK].

Note

- For details about Scan Settings/Scan Size, see *Scan and Fax Manager User's Guide*.

Filters

For details about how to specify other Filters, see *Scan and Fax Manager User's Guide*.

Step 6: Start the Scan

1. Confirm that the destinations are correct. If necessary, open the Service Menu screen, and then press [Details]. To close the [Details] screen, press [Summary].
2. Confirm that the control panel [Start] key is lit green. If it is not, , check that all the necessary settings and values have been selected or entered, and that an original is placed in the ADF or on the exposure glass.
3. Press [Start].
The original is scanned and the resulting scan file is distributed.

Step 7: Exit the Project

When scanning finishes, press the [Project] button (see Fig. 7). The Group/Project screen (Fig. 4) will appear.

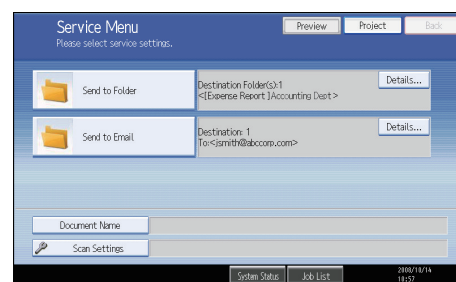


Fig. 7: Service Menu

Step 8: Review the Job Log

The Job Log provides details about each scanned document, such as Date/Time, Project Name, Document Name, User Name, Job Status, etc.

The content of the Job Log is determined by the administrator. Depending on the administrator's settings, you will be able to view the job log of every project or a specific project only.

To view the Job Log, proceed as follows:

1. Press [Job Log].
2. Select the project whose job log you want to view.
3. When finished, press [OK] to close the Job Log.

<When using the Smart Operation Panel>

Step 1: Placing the Original

Place the original face up on the Automatic Document Feeder (ADF) or face down on the exposure glass.

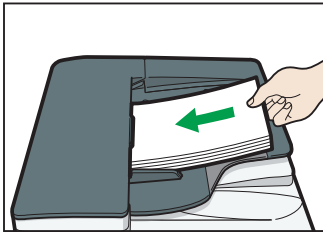


Fig. 8: ADF

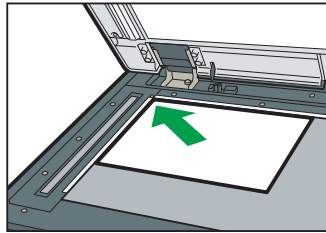


Fig. 9: Exposure Glass

Step 2: Logging in to a Device

1. Log in to a device.

Note

- For details, see “3. Login/Logout”, *RICOH Streamline NX User's Guide*.

2. Press the Group Selection button and select a Group.
3. Select the project button you require.

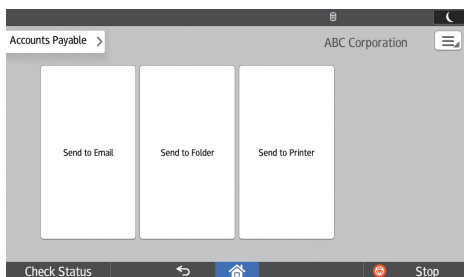


Fig. 10: Group/Project Screen

Step 3: Selecting/Entering Metadata

If metadata is required, the metadata screen will appear. If metadata is not required, proceed to “Step 4: Selecting a Service”.

1. Select the relevant fields, drop-down menus, or buttons.
2. Enter the document information.
3. Repeat steps 1 - 2 as necessary.
4. When finished, press [**Destination**].

Step 4: Selecting a Service

The Service Menu for the project selected in “Step 2: Opening the Group/Project Screen” appears.

Use the following procedure to select the service you require. (This procedure uses the example of selecting the Send To Folder service, but the procedure for selecting any service is the same.)

For details about how to specify the settings for other services, see *Scan and Fax Manager User's Guide*.

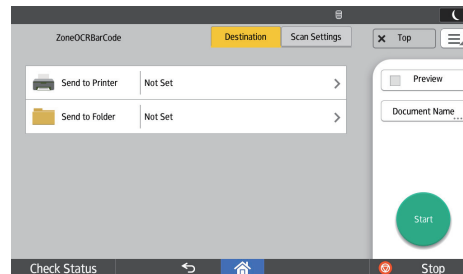


Fig. 11: Service Menu

Note

- If only one service exists, the Destination Selection screen will appear.

1. Press [Send to Folder].
2. Select the destination folders.

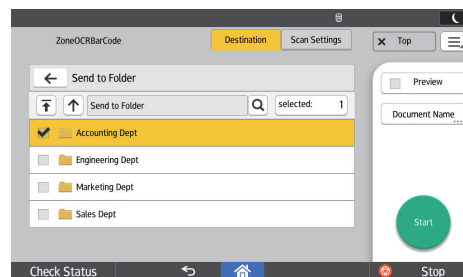


Fig. 12: Destination Selection Screen

Step 5: Setting the Scan Parameters

Note

- Depending on the administrator settings, other scan parameters might or might not be required.
- The Scan Settings screen can be customized by the administrator, thus the settings that are available might vary.

Document Name

This name identifies the e-mail attachment or file.
Proceed as follows:

1. Press [**Document Name**].
2. Enter a name, and then press [**OK**].

Note

- The administrator can preset names. Editing is possible, unless the document is set to read-only.

Scan Settings

Proceed as follows:

1. Press [**Scan Settings**].
2. To change the setting, press it, change the parameters, and then press [**OK**].

Note

- For details about Scan Settings, see *Scan and Fax Manager User's Guide*.

Filters

For details about how to specify other Filters, see *Scan and Fax Manager User's Guide*.

Step 6: Start the Scan

1. Confirm that the destinations are correct. If necessary, press [**Destination**] to open the Service Menu screen, and then press [>].

Note

To see more details, press the Number of selected folders button.

2. Press [**Start**].

Note

- If an error message is displayed after you press [**Start**], check that the document is placed on the ADF or exposure glass and any required Distribution Parameters are selected and/or entered. An asterisk (*) indicates that the setting is required.

3. Press [**OK**] to close the confirmation message.

Step 7: Exit the Project

When scanning finishes, press [**Top**]. The Group/Project screen will appear.

Step 8: Review the Job Log

The Job Log provides details about each scanned document, such as Date/Time, Project Name, Document Name, User Name, Job Status, etc.

The content of the Job Log is determined by the administrator.

To view the Job Log, proceed as follows:

1. Press [≡] at the top right of the screen, and then select [**Job Log**].
2. Check the logs, and then press [**Exit**] to close the Job Log.