



Operating Instructions

User's Guide

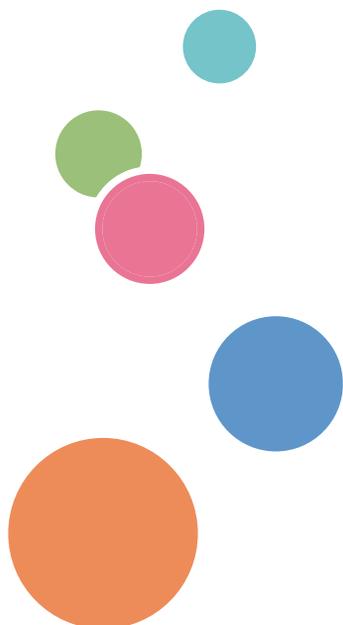


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Guides for This Solution

The following guides are available for RICOH Streamline NX:

Installation Guide (PDF)

This guide is for the administrator. It describes how to install, uninstall, and activate the system and how to configure the database. It also describes how to install RICOH Streamline NX PC Client.

Administrator's Guide (PDF/HTML)

This guide is for the administrator. It describes the system workflow and how to operate the Management Console. The following functions are described:

- Device management
- User management
- Print management
- Capture management
- Server management
- Log management

User's Guide (PDF/HTML)

This guide is for general users. It describes how to scan a document using the operation screen of the device. It also describes the Send to Email, Send to Folder, and Send to FTP functions and how to use the mobile app.

RICOH Streamline NX PC Client Operation Guide (PDF/HTML)

This guide is for general users. It describes how to configure RICOH Streamline NX PC Client installed on a client computer and how to perform Client Secure Print and Dynamic Delegation Print.

Reporting and Dashboards Guide (PDF/HTML)

This guide is for administrators and general users. It describes the report settings and report types that can be generated within the Management Console.

Important Information about Device Configuration (PDF)

This guide is for administrators. It describes the management extension function for device settings.

Migration Guide: For Device Manager NX (PDF)

This guide is for the administrators. It describes how to execute the migration of data from the existing product to RICOH Streamline NX.

How to Read This Manual

Symbols

This manual uses the following symbols:

 **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

 **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

[]

Indicates the names of keys on the machine's display or control panels.

Important

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

Contents of this manual are subject to change without prior notice.

Revision History

Date	Revision No.	Revision Details
6/26/2017	1.0.0	First release of document
11/6/2017	1.0.1	Document for 3.0.2 software release
12/22/2017	1.1.0	Document for 3.1.0 software release

Terminology

This section describes the terms used in this guide.

Administrator

Uses the Management Console to install RICOH Streamline NX and configure the various functions.

User

Uses the functions of RICOH Streamline NX to perform printing and scanning.

Device

This refers to a printer or MFP on the network.

Authentication

User authentication is required to use a device incorporated in the RICOH Streamline NX system. Before a user logs in, the login screen is displayed on the operation screen of the device, and the device cannot be used until the user logs in. Only one user can log in at a time.

RICOH Streamline NX server

Use this to manage the configuration of the entire RICOH Streamline NX system, process jobs, and manage logs.

Client Computer

A client computer is a Windows desktop or laptop computer that uses the RICOH Streamline NX functions. When RICOH Streamline NX PC Client is installed in the client computer, you can use the common functions of the RICOH Streamline NX server to perform authentication, store print jobs, and apply print rules.

Workflow

A delivery service determines how a document scanned using an MFP is delivered. You can select one or more delivery services included in a workflow from the Service menu, and specify delivery destinations.

Delivery Service

Delivery service is the method for delivering documents scanned on a device. From the service menu, select a delivery service configured in a workflow, and specify the delivery destination.

Process Connector

A process connector converts the data format of a document scanned on a device or modifies the document information. The process connector is configured in advance on the workflow. Configure the properties of some process connectors before scanning.

ADF

Auto Document Feeder

SADF

Semi-Automatic Document Feeder

Smart Operation Panel

Smart Operation Panel is a 10.1-inch full-color touch panel which allows you to operate the device by touching, flicking and dragging on the operation panel. For the models purchased in Japan, it is called "MultiLink-Panel".

Trademarks

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PCL[®] is a registered trademark of Hewlett-Packard Company.

The proper names of the Windows operating systems are as follows:

- The product names of Windows Vista are as follows:

Microsoft[®] Windows Vista[®] Ultimate

Microsoft[®] Windows Vista[®] Business

Microsoft[®] Windows Vista[®] Home Premium

Microsoft[®] Windows Vista[®] Home Basic

Microsoft[®] Windows Vista[®] Enterprise

- The product names of Windows 7 are as follows:

Microsoft[®] Windows[®] 7 Home Premium

Microsoft[®] Windows[®] 7 Professional

Microsoft[®] Windows[®] 7 Ultimate

Microsoft[®] Windows[®] 7 Enterprise

- The product names of Windows 8.1 are as follows:

Microsoft[®] Windows[®] 8.1

Microsoft[®] Windows[®] 8.1 Pro

Microsoft[®] Windows[®] 8.1 Enterprise

- The product names of Windows 10 are as follows:

Microsoft[®] Windows[®] 10 Home

Microsoft[®] Windows[®] 10 Pro

Microsoft[®] Windows[®] 10 Enterprise

Microsoft[®] Windows[®] 10 Education

- The product names of Windows Server 2008 R2 are as follows:

Microsoft® Windows Server® 2008 R2 Standard
Microsoft® Windows Server® 2008 R2 Enterprise
Microsoft® Windows Server® 2008 R2 Datacenter

- The product names of Windows Server 2012 are as follows:

Microsoft® Windows Server® 2012 R2 Essentials
Microsoft® Windows Server® 2012 Standard
Microsoft® Windows Server® 2012 Datacenter

- The product names of Windows Server 2012 R2 are as follows:

Microsoft® Windows Server® 2012 R2 Essentials
Microsoft® Windows Server® 2012 R2 Standard
Microsoft® Windows Server® 2012 R2 Datacenter

- The product names of Windows Server 2016 are as follows:

Microsoft® Windows Server® 2016 Datacenter
Microsoft® Windows Server® 2016 Standard
Microsoft® Windows Server® 2016 Essentials

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Microsoft product screen shots reprinted with permission from Microsoft Corporation.

Overview of RICOH Streamline NX

Use RICOH Streamline NX for more secure and efficient everyday operations including printing and document delivery.

By registering devices that have the RICOH Streamline NX device application installed to the RICOH Streamline NX system, users can perform the following:

- Log in to devices using authentication to access documents quickly that are related to the operations of a logged-in user and delivery destinations.
See page 15 "Login to Device".
- Capture and deliver documents to an e-mail address, a network folder, a file server, etc., using workflows.
See page 39 "Scanning and Distributing Documents".
- Store print documents in a specified folder on a RICOH Streamline NX server or client computer, and view, print, and delete print documents securely from a nearby device as necessary.
See page 117 "Printing".
- Send images captured with a mobile device, and use a mobile device to select a document stored in a folder on a RICOH Streamline NX server or client computer and print that document.
See page 141 "Using the Streamline NX Mobile Application".

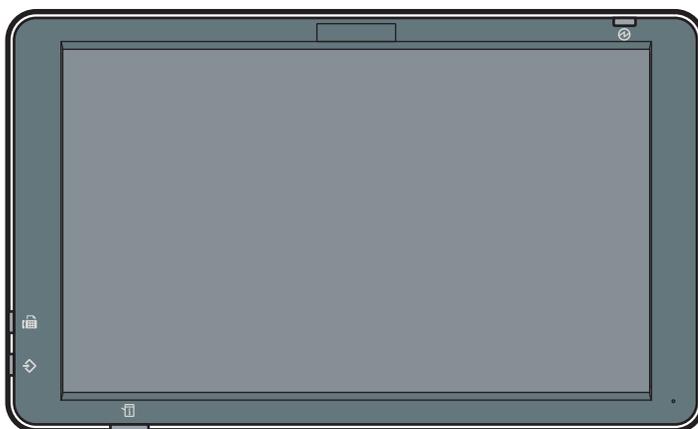
Note

- The procedures described in this document may vary depending on the type of the operation panel. For details about the types of operation panels, see page 12 "Types of Operation Panels".

Types of Operation Panels

This manual explains the procedures for using RICOH Streamline NX functions from various types of operation panels: the MFP's Smart Operation Panel, the laser printer's Smart Operation Panel, the MFP's standard operation panel, and the laser printer's operation panel. See the illustrations below for the examples of each operation panel.

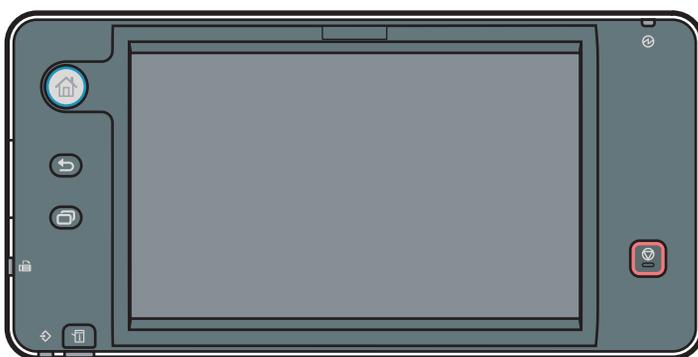
Smart Operation Panel



DSW163

↓ Note

- RICOH Streamline NX application operates in Smart Operation mode or Standard Operation mode.

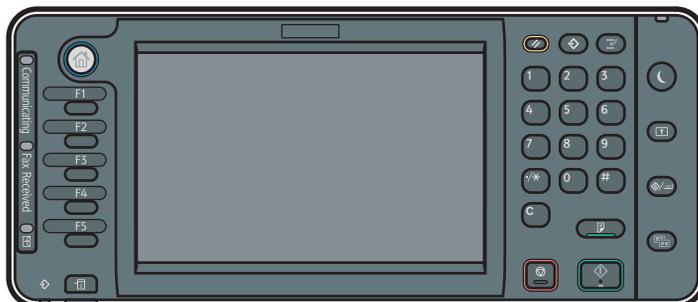


DSW161

↓ Note

- RICOH Streamline NX application operates in Standard Operation mode.

MFP's Standard Operation Panel (not including MFPs with a 4.3-inch screen)



DSW160

MFP's Standard Operation Panel with a 4.3-inch screen



DSW165

Laser printer with a 4.3-inch screen



DSW162

Laser printer not equipped with a 4.3-inch screen



DSW164

1. Login to Device

This chapter describes how to log in to an MFP, laser printer, or other registered device on the RICOH Streamline NX system. In addition, it describes the settings that are required to use device authentication. It also describes how to specify the display language for each user.

Registering a Card ID

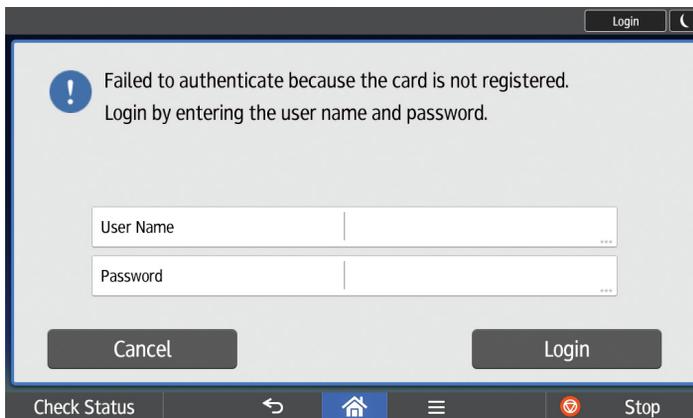
To use card authentication, register a card ID to the device.

Use the following procedure to register a card ID:

When using the Smart Operation Panel

1. Hold the card over the card reader, or insert the card into the card reader.

If a card has not been registered, the following screen is displayed.



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

The card registration dialog is displayed.

4. On the card registration dialog, press [OK].

The screen after login configured by the administrator is displayed.

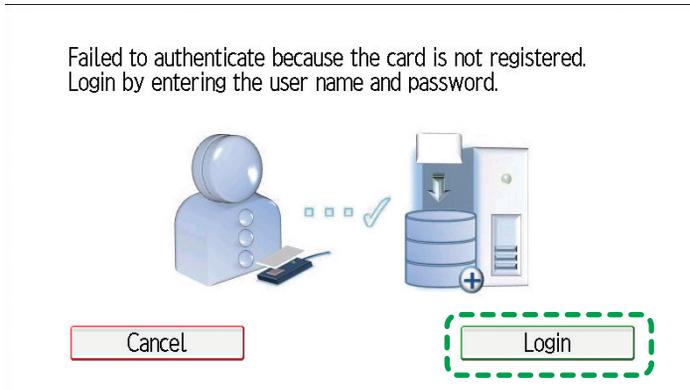
Note

- If registration of the card fails, the message "Failed to register the card." is displayed. Record the error code, and press [OK]. See page 160 "Error Codes", or contact the administrator.

When using the Standard Operation Panel

1. Hold the card over the card reader, or insert the card into the card reader.

If a card has not been registered, the following screen is displayed.



DSW702

2. Press [Login].
3. Enter the user name, and press [OK].
4. Enter the password, and press [OK].
5. On the card registration dialog, press [OK].

The card registration dialog is displayed.

The Select a Workflow screen of RICOH Streamline NX is displayed.

Note

- If registration of the card fails, the message "Failed to register the card" is displayed. Record the error code, and press [OK]. See page 160 "Error Codes", or contact the administrator.

Registering a Secondary PIN

To use secondary PIN authentication, register a secondary PIN to the device.

Registering a Secondary PIN

Use the following procedure to register a secondary PIN:

1. **Check that the login screen is displayed.**
2. **Hold the card over the card reader, or insert the card into the card reader.**
If a card ID has not been registered, use the procedure in page 15 "Registering a Card ID" to register a card ID:
3. **In [New Secondary PIN], enter the secondary PIN.**
4. **In [Confirm Secondary PIN], enter the same secondary PIN entered in [Confirm New Secondary PIN].**

5. **Press [OK].**

If the values entered in [New Secondary PIN] and [Confirm New Secondary PIN] do not match, an error message is displayed. Press [Re-enter], and enter the correct secondary PIN.

↓ Note

- The number of digits that can be entered for the secondary PIN varies depending on the administrator settings. For details, contact the administrator.

Changing the Secondary PIN

You can change the registered secondary PIN from the [User Information] screen.

↓ Note

- For details about the [User Information] screen, see page 31 "Viewing User Information".

When using the Smart Operation Panel

1. **Log in to the device.**
2. **Press [SLNX User Info].**
3. **On the [User Information] screen, press [Secondary PIN].**
If [Secondary PIN] is not displayed, contact the administrator.
4. **In [Secondary PIN], enter the current secondary PIN.**
5. **In [New Secondary PIN], enter the new secondary PIN.**

6. In [Confirm New Secondary PIN], enter the same secondary PIN entered in [New Secondary PIN].

7. Press [OK].

If the current secondary PIN is incorrect or the values entered in [New Secondary PIN] and [Confirm New Secondary PIN] do not match, an error message is displayed. Press [Re-enter], and enter the correct secondary PIN.

When using the Standard Operation Panel

1. Log in to the device.

2. Press .

3. Press [Edit] for [Secondary PIN].

If [Secondary PIN] and [Edit] are not displayed, contact the administrator.

4. In [Secondary PIN], enter the current secondary PIN.

5. In [New Secondary PIN], enter the new secondary PIN.

6. In [Confirm Secondary PIN], enter the same secondary PIN entered in [New Secondary PIN].

7. Press [OK].

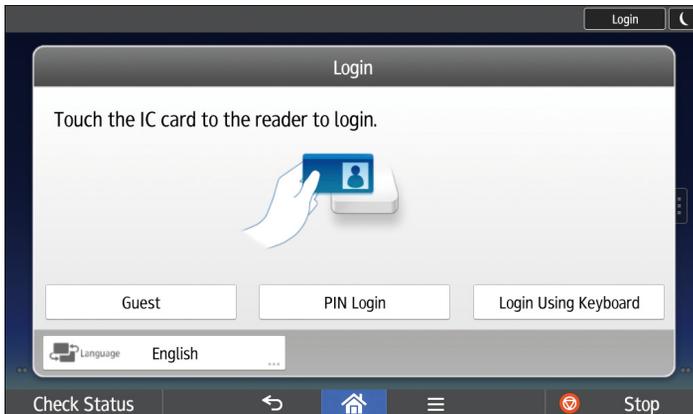
If the current secondary PIN is incorrect or the values entered in [New Secondary PIN] and [Confirm Secondary PIN] do not match, an error message is displayed. Press [Re-enter], and enter the correct secondary PIN.

8. On the [User Information] screen, press [OK] to save the changed secondary PIN.

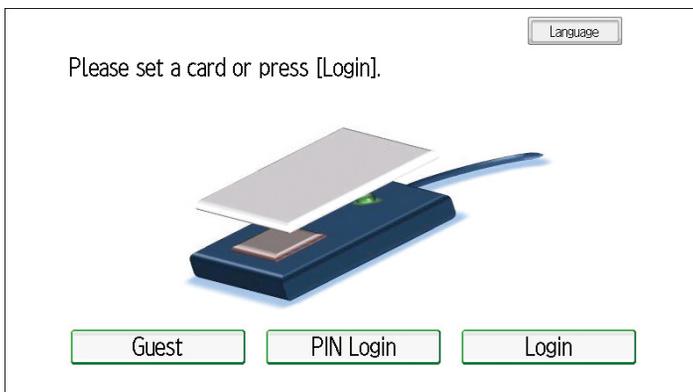
Logging In to an MFP

Depending on the authentication method specified by the administrator, a login screen is displayed on the operation screen of the device with the RICOH Streamline NX application installed. To use a device, log in. Log out after use to prevent unauthorized use.

Example of a login screen (when using the Smart Operation Panel)



Example of a login screen (when using the Standard Operation Panel)



Note

- The buttons that appear on the login screen vary depending on the authentication settings of the administrator.
- You can change the display language of the operation screen. For details, see page 35 "Configuring the Display Language".
- When using the cached user information to log in to a device, you do not need to enter the password even if you select a login method that requires a password.
- When login is successful, the following screen is displayed.
 - After the administrator configures cost centers

The Cost Center screen is displayed. For details, see page 22 "Selecting a Cost Center".

- Before the administrator specifies a cost center

When the Smart Operation Panel is being used, the screen after login configured by the administrator is displayed. When the Standard Operation Panel is being used, the Select a Workflow screen of RICOH Streamline NX is displayed.

- If the maximum number of users has been reached, a warning message is displayed after login. For details, see page 159 "Exceeding the Usage Limit".
- For details about logging out, see page 25 "Logging Out from a Device".
- For details about logging in to a laser printer, see page 28 "Logging In to a Laser Printer".

Logging In with a Card

You can log in with card authentication using any of the following three methods:

- Logging In with a Card Only
- Logging In with a Card and Password
- Logging In with a Card and Secondary PIN

★ Important

- To use card authentication, register a card ID to the device in advance. For details, see page 15 "Registering a Card ID".
- To use secondary PIN card authentication, register a secondary PIN to the device in advance. For details, see page 17 "Registering a Secondary PIN".
- When using an Ethernet connected card reader, all documents owned by the logged-in user will be printed. The logged-in user cannot perform other operations.

Logging in with a card only

Use the following procedure to log in with a card:

1. Check that the login screen is displayed.
2. Hold the card over the card reader, or insert the card into the card reader.

Logging in with a card and password

Use the following procedure to log in with a card and password:

1. Check that the login screen is displayed.
2. Hold the card over the card reader, or insert the card into the card reader.
3. Enter a password.

4. When using the Smart Operation Panel, press [OK], and when using the Standard Operation Panel, press [OK].

Logging in with a card and secondary PIN

Use the following procedure to log in with a card and secondary PIN:

1. Check that the login screen is displayed.
2. Hold the card over the card reader, or insert the card into the card reader.
3. Enter the secondary PIN, and press [OK].

Logging In with a User Name and Password

Use the following procedure to log in with a user name and password:

When using the Smart Operation Panel

1. Check that the login screen is displayed.
2. Press [Login Using Keyboard].
3. Enter the user name, and press [Next].
4. Enter the password, and press [Login].

When using the Standard Operation Panel

1. Check that the login screen is displayed.
2. Press [Login].
3. Enter the user name, and press [OK].
4. Enter the password, and press [OK].

Logging In with a User PIN

Use the following procedure to log in with a user PIN instead of a user name:

1. Check that the login screen is displayed.
2. When using the Smart Operation Panel, press [PIN Login], and when using the Standard Operation Panel, press [PIN Login].
3. Enter the user PIN, and press [OK].

Selecting a Cost Center

1

After the administrator configures cost centers, the Cost Center selection screen is displayed after login. The user can select the cost center for all print, copy, scan, and fax jobs. The cost center information is saved in the database, and the document output cost is assigned.

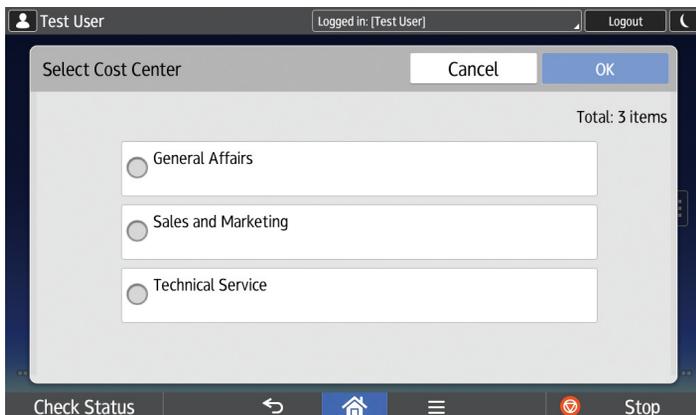
Depending on the administrator settings, either of the following is displayed:

- Cost Center list screen
Select the cost center to use from the list of cost centers based on the departments to which the user belongs. For details about selecting the cost center, see page 22 "Specifying from the cost center list".
- Cost Center search screen
Search for and specify a cost center. You can also select a cost center from the list of recently used cost centers and the list of all cost centers. For details about selecting the cost center, see page 23 "Searching for and specifying a cost center".

Specifying from the cost center list

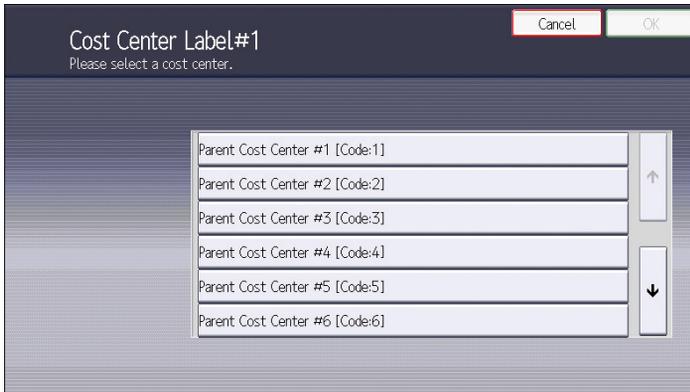
1. Log in to the device.
2. Select the cost center to use from the list of cost centers.

Example of Cost Center screen (when using the Smart Operation Panel)



When a list of parent departments is displayed, press a parent department to display a list of child departments.

Example of Cost Center search screen (when using the Standard Operation Panel)



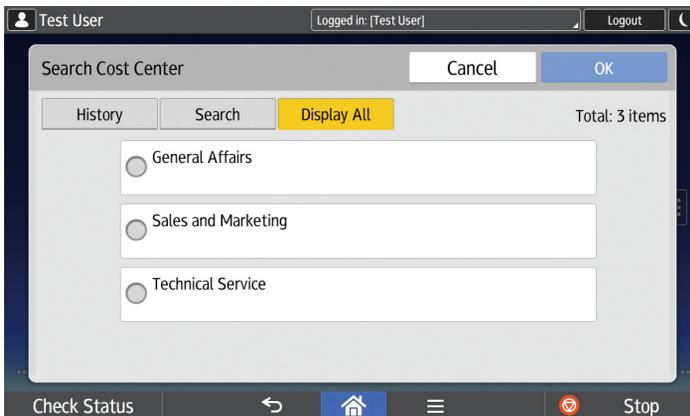
1

3. Press [OK].

Searching for and specifying a cost center

1. Log in to the device.
2. Select the cost center to use from the list of cost centers.

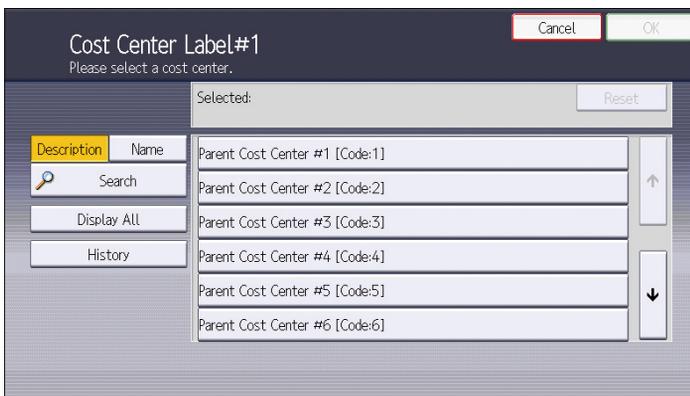
Example of Cost Center screen (when using the Smart Operation Panel)



Item	Description
History	Displays a list of the most recently used cost centers.
Display All	Displays all cost centers.

Item	Description
Search	<p>Searches for cost centers using the following procedure:</p> <ol style="list-style-type: none"> Select from [Description] and [Name] for the search type. <ul style="list-style-type: none"> Select [Description] to search by the description of the cost center. Select [Name] to search by the name of the cost center. Enter search terms in the search field, and press [Search]. Select the cost center to use from the list of search results.

Example of Cost Center search screen (when using the Standard Operation Panel)



Item	Description
Search type	<p>Select from [Description] and [Name] for the search type.</p> <ul style="list-style-type: none"> [Description] Searches by the description of the cost center. [Name] Searches by the name of the cost center.
Search	Searches for a cost center. Enter part of a cost center display name in the text input field, and press [Search] to display the search results.
Display All	Displays all cost centers.
History	Displays a list of the most recently used cost centers.

3. Press [OK].

Logging Out from a Device

Log out after using a device to ensure security and prevent unauthorized use.

You can use the following method to log out:

- Hold the card over the card reader, or remove the card from the card reader.
- When using the Smart Operation Panel, press [Login] on the home screen.
- When using the Standard Operation Panel, press [Login/Logout] on the operation screen of the device.

Note

- Logging out may fail when a job is being processed. If an error message is displayed, press [OK] to continue the job. When the job is completed, try logging out again.
- In the following conditions, you are automatically logged out:
 - When the operation screen of the device turns off
 - When the device enters energy saver mode
 - When the device becomes offline

Logging In to an MFP as a Guest User

1

An unregistered user can log in as a guest user.

The functions that can be used by a guest user vary depending on the administrator settings.

★ Important

- Depending on the authentication settings configured by the administrator or the model being used, you may not be able to log in as a guest user.

Use the following procedure to log in to an MFP as a guest user:

1. When using the Smart Operation Panel, press [Login] at the top right of the screen.
2. Press [Guest] on the operation screen of the device.

↓ Note

- In the following conditions, the guest user is logged out automatically:
 - When the operation screen of the device is turned off
 - When the device enters energy saver mode
 - When the device becomes offline
 - When a card is held over the card reader
 - When a user logs in with a user name and password

Changing the Local User Password

You can change the local user password from the [User Information] screen.

Note

- For details about the [User Information] screen, see page 31 "Viewing User Information".

When using the Smart Operation Panel

1. Log in to the device.
2. Press [SLNX User Info].
3. On the [User Information] screen, press [Local User Password].
If [Local User Password] is not displayed, contact the administrator.
4. In [Current Password], enter the current password.
5. In [New Password], enter the new password.
6. In [Confirm New Password], enter the same password entered in [New Password].
7. Press [OK].

If the current password is incorrect or the values entered in [New Password] and [Confirm New Password] do not match, an error message is displayed. Press [Re-enter], and enter the correct password.

When using the Standard Operation Panel

1. Log in to the device.
2. Press .
3. Press [Edit] for [Local User Password].
4. In [Current Password], enter the current password.
5. In [New Password], enter the new password.
6. In [Confirm New Password], enter the same password entered in [New Password].
7. Press [Start].

If the current password is incorrect or the values entered in [New Password] and [Confirm New Password] do not match, an error message is displayed. Press [Re-enter], and enter the correct password.

8. On the [User Information] screen, press [OK] to save the changed password.

Logging In to a Laser Printer

This section describes how to log in to a laser printer with a 4.3-inch screen and a laser printer not equipped with a 4.3-inch screen. When logging in to a laser printer with Smart Operation Panel, see page 19 "Logging In to an MFP".

Depending on the authentication method specified by the administrator, a login screen is displayed on the operation screen of the device with the RICOH Streamline NX application installed. To use a device, log in. Log out after use to prevent unauthorized use.

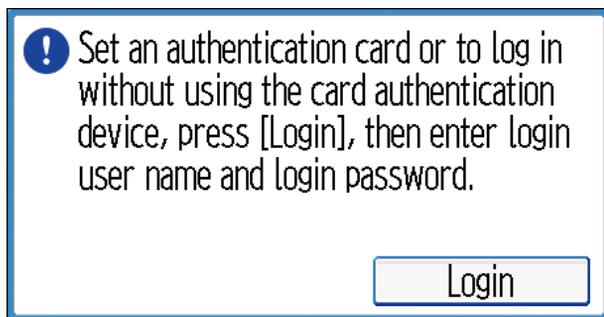
Logging In to a Laser Printer with a 4.3-inch Screen

This section describes how to log in to a laser printer with a 4.3-inch screen.

You can log in using any of the following four methods:

- Logging In with a Card
- Logging In with a Card and Password
- Logging In with a Card and Secondary PIN
- Logging In with a User Name and Password

Example of login screen



↓ Note

- When login is successful, the print document list is displayed.
- For details about logging out, see page 25 "Logging Out from a Device".
- When using the cached user information to log in to a device, you do not need to enter the password even if you select a login method that requires a password.

Logging in with a card

Use the following procedure to log in with a card:

1. Check that the login screen is displayed.

2. Hold the card over the card reader, or insert the card into the card reader.

Note

- When using an Ethernet connected card reader, all documents owned by the logged-in user will be printed. The logged-in user cannot perform the other operations, such as selecting jobs to be printed or using delivery services, and so on.

Logging in with a card and password

Use the following procedure to log in with a card and password:

1. Check that the login screen is displayed.
2. Hold the card over the card reader, or insert the card into the card reader.
3. Enter the password, and press [OK].

To change the entry method, press [Entry Method].

Logging in with a card and secondary PIN

Use the following procedure to log in with a card and secondary PIN:

1. Check that the login screen is displayed.
2. Hold the card over the card reader, or insert the card into the card reader.
3. Enter the secondary PIN, and press [OK].

To change the entry method, press [Change Entry].

Logging in with a user name and password

Use the following procedure to log in with a user name and password:

1. Check that the login screen is displayed.
2. Press [Login].
3. Enter the user name, and press [OK].

To change the entry method, press [Change Entry].

4. Enter the password, and press [OK].

To change the entry method, press [Change Entry].

Logging out from a device

Log out after using a device to ensure security and prevent unauthorized use.

You can use the following method to log out:

- Hold the card over the card reader, or remove the card from the card reader.
- Press [Logout] on the print document list screen.
- Press [Login/Logout] on the operation screen of the device.

Note

- Depending on the model being used, you may not be able to log out even when pressing [Login/Logout] on the operation screen of the device.
- Logging out may fail when a job is being processed. If an error message is displayed, press [OK] to continue the job. When the job is completed, try logging out again.

Logging In to a Laser Printer Not Equipped with a 4.3-inch Screen

You can log in using card authentication.

Note

- When login is successful, printing starts.
- When printing of the document is completed, you are automatically logged out.

- 1. Hold the card over the card reader, or insert the card into the card reader.**

Viewing User Information

You can view user information for a logged-in user on the MFP. User information includes registered display languages, usage values, usage limit values, and limited functions.

Use the following procedure to view the user information:

When using the Smart Operation Panel

1. Log in to the device.

For details about the login procedure, see page 19 "Logging In to an MFP".

2. Press [SLNX User Info] at the top of the screen.

3. Check the following on the User Information screen:

Item	Description
User Name	Displays the login user name.
User PIN	<p>Displays the user PIN of the logged-in user. Pressing this field allows you to generate a new user PIN.</p> <p>Note</p> <ul style="list-style-type: none"> The user PIN may be masked with asterisks depending on the settings made by the administrator. To display the user PIN, select the [Display] check box.
Secondary PIN	<p>The secondary PIN of the logged-in user is masked with asterisks. Pressing this field displays the screen for editing the secondary PIN.</p> <p>Note</p> <ul style="list-style-type: none"> For details about the secondary PIN, see page 17 "Registering a Secondary PIN".
Language	<p>Displays the current display language.</p> <p>Pressing this field displays the [Change Language] screen.</p> <p>Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, the Change Language screen may not be displayed.

Item	Description
Account Balance	<p>Displays the account balance when logging in.</p> <p>Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, the account balance may not be displayed. The account balance is updated when the user logs out and logs in again.
Account Limit	<p>Displays the account limit.</p> <p>Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, the account limit may not be displayed.
Color Page Balance	<p>Displays the color page balance when logging in.</p> <p>Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, the color page balance may not be displayed. The balance is updated when the user logs out and logs in again.
Color Page Limit	<p>Displays the color page limit.</p> <p>Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, the color page limit may not be displayed.
User Password	<p>The login user password is masked with asterisks. Pressing this field displays the screen for editing the password.</p> <p>Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, the screen for editing the password may not be displayed. For details about changing the user password, see page 27 "Changing the Local User Password".

4. Press [].

When using the Standard Operation Panel

1. Log in to the MFP.

For details about the login procedure, see page 19 "Logging In to an MFP".

2. Press .

3. Check the following on the User Information screen:

Item	Description
User Name	Displays the login user name.
User PIN	<p>Displays the user PIN of the logged-in user. Pressing [Change] generates a new user PIN.</p> <p> Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, [Change] may be grayed out. The user PIN may be masked with asterisks depending on the settings made by the administrator. To display the user PIN, press [Display].
Secondary PIN	<p>The secondary PIN of the logged-in user is masked with asterisks. Pressing [Edit] displays the screen for editing the secondary PIN.</p> <p> Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, Edit may be grayed out. For details about the secondary PIN, see page 17 "Registering a Secondary PIN".
Language	<p>Displays the current display language.</p> <p>Pressing [Change] displays the [Change Language] screen.</p> <p> Note</p> <ul style="list-style-type: none"> Depending on the administrator settings, Language and [Change] may be grayed out.
Account Balance	<p>Displays the account balance when logging in.</p> <p> Note</p> <ul style="list-style-type: none"> The account balance is updated when the user logs out and logs in again.
Account Limit	Displays the account limit.

Item	Description
Color Page Balance	Displays the color page balance when logging in. Note <ul style="list-style-type: none">The balance is updated when the user logs out and logs in again.
Color Page Limit	Displays the color page limit.
User Password	The login user password is masked with asterisks. Pressing [Edit] displays the screen for editing the password. Note <ul style="list-style-type: none">Depending on the administrator settings, [Edit] may be grayed out.For details about changing the user password, see page 27 "Changing the Local User Password".

4. Press [OK].

Configuring the Display Language

When the administrator has configured the user language registration function, you can register a display language for the operation screen of the device for each logged-in user.

To register a language, use the [Change Language] screen. The language display of the device varies depending on whether the user language registration function is enabled or disabled.

When the user language registration function is enabled

When the user logs in, the operation screen is displayed in the language selected on the [Change Language] screen.

When the user language registration function is disabled

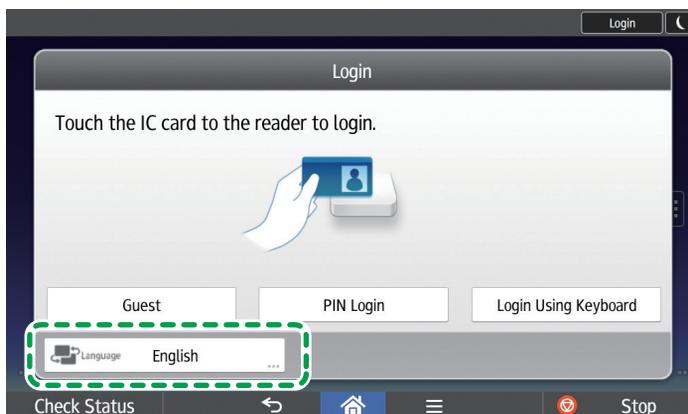
When the Smart Operation Panel is used, all operation screens are displayed in the language specified on the device.

When the Standard Operation Panel is used, the language selected on the [Change Language] screen is applied only to the RICOH Streamline NX screen. It is not applied to the display language of the device.

Use the following procedure to specify the display language:

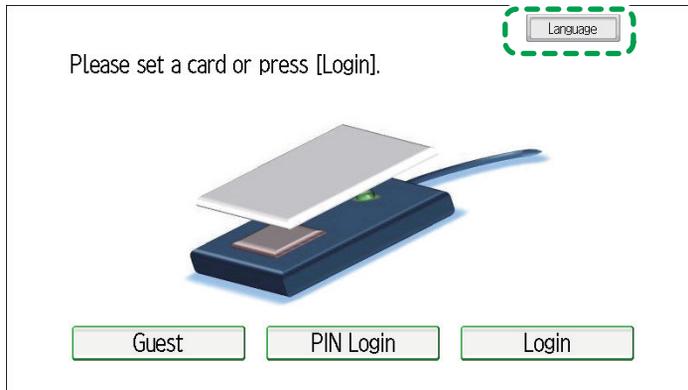
1. Press [Language] on the login screen.

Example of a login screen (when using the Smart Operation Panel)



DSW704

Example of a login screen (when using the Standard Operation Panel)



DSW703

2. Select the display language.

Select from the following languages.

- English
- German
- French
- Italian
- Spanish
- Dutch
- Danish
- Russian
- Norwegian
- Portuguese
- Portuguese (Brazil)
- Simplified Chinese
- Chinese (Traditional)
- Japanese

3. When using the Smart Operation Panel, press [OK]. When using the Standard Operation Panel, press [OK].

↓ Note

- When you log in again, the language at logout is displayed.
- When the MFP starts for the first time or after the user logs out, the display language specified on the device is applied.

- The supported languages vary depending on the model of the MFP and the language firmware installed on the device.
- For details on changing the language settings of the device, see the user's guide supplied with the device.

2. Scanning and Distributing Documents

This chapter describes how to scan a document using the operation panel of the device and how to use a delivery workflow of RICOH Streamline NX to deliver a document. It also describes how to check the delivery job log.

Understanding the Delivery Screens

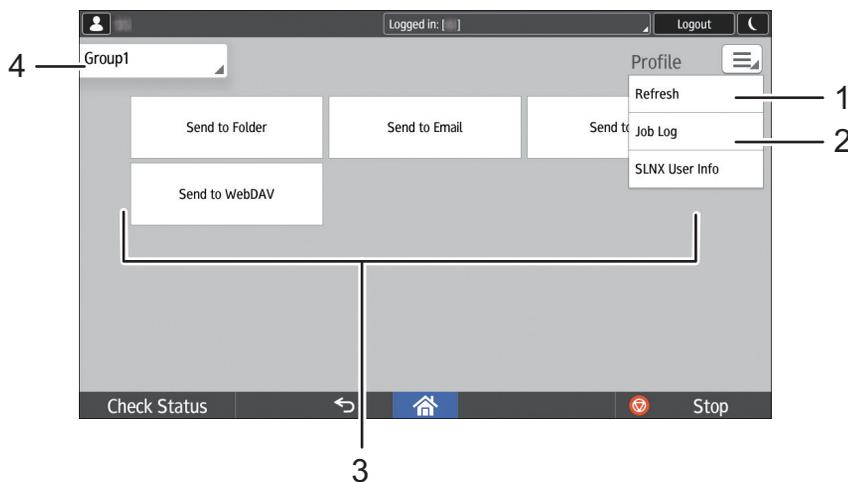
This section describes the RICOH Streamline NX delivery screens.

Examples of the screens are shown below. The actual screens may vary depending on administrator settings.

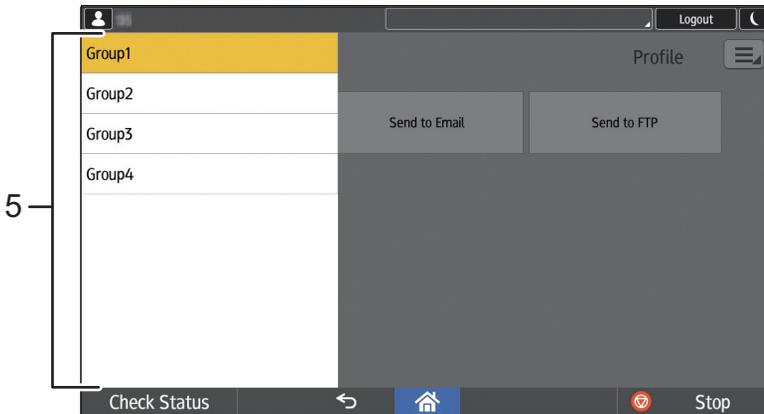
Delivery Screens When Using the Smart Operation Panel

Example of Select a Workflow screen

This screen is displayed after the user logs in. Press [Back to Top] on any screen to return to the Select a Workflow screen.



DSW745



DSW746

1. [Refresh]

Press [☰] to display this item.

This refreshes the display of information of the usable functions.

2. [Job Log]

Press [☰] to display this item.

This displays the delivery job log. For details, see page 116 "Viewing Job Logs".

For details about the print document logs, contact the system administrator.

3. Workflow buttons

A workflow is a series of processes from document scanning to delivery that has been configured in advance. When you press a workflow button, the Service Menu is displayed for workflows that contain multiple delivery services. The Delivery Service screen is displayed for workflows that contain only one delivery service

Only the buttons of the functions authorized for use are displayed.

4. Group selection button

A group is a collection of multiple workflows. When you press the group selection button and select a group from the group list, the workflow buttons in that group are displayed.

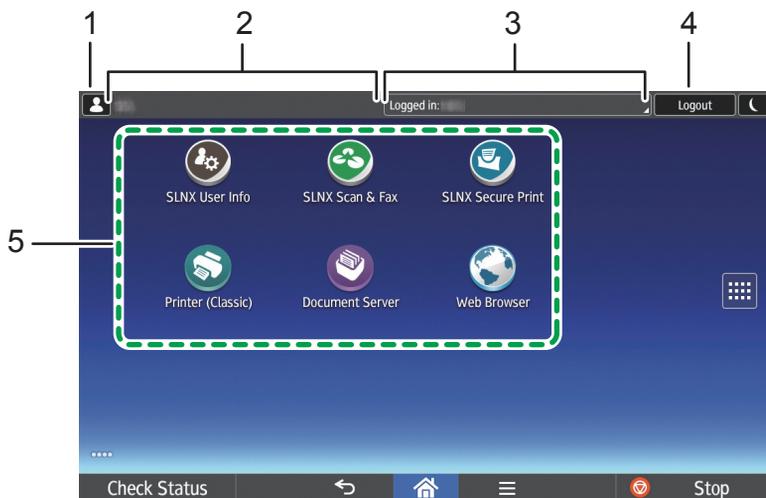
The administrator specifies the names of the groups and the workflows within the groups.

5. Group list

Press the group selection button to display this item. When you select a group from the group list, the workflow buttons in that group are displayed.

Swipe up or down to display more groups.

Example of Smart Operation Panel home screen



DSW707

1.

Press this to display the login user name.

2. **Function key**

Press this to display the function screen. This has the same function as the [SLNX Scan & Fax], [SLNX Secure Print], and [SLNX User Info] application icons. This is always displayed at the top of the screen.

3. **MFP status**

This displays the status of the MFP. When a user is logged in, the login user name is displayed.

4. **[Login]/[Logout]**

Press [Login] to display the RICOH Streamline NX login screen. Press [Logout] to log out from the device when logged in.

The user cannot log out when performing scanning.

For details about logging out, see page 25 "Logging Out from a Device".

5. **Application icons**

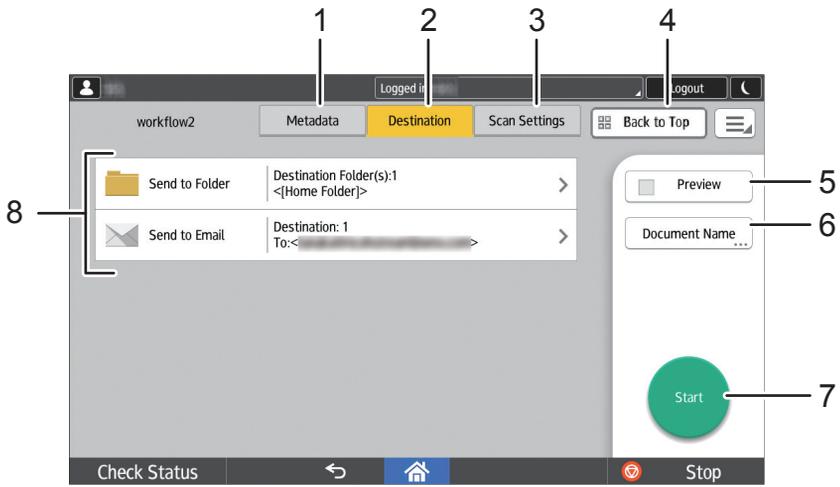
This displays the [SLNX Scan & Fax], [SLNX Secure Print], and [SLNX User Info] application icons as well as Copy, Fax, and other standard MFP applications.

Press the icon of the application you want to use to display the corresponding function screen. Swipe left or right to display other pages.

For details, see the user's guide supplied with the device.

Example of Service Menu

This screen is displayed when you press a workflow button on the Select a Workflow screen.



EAP708

1. [Metadata]

Press this to display the [Metadata] screen. This is displayed only when metadata entry is required. For details about metadata, see page 49 "Entering the Metadata".

2. [Destination]

Press this to display the Service Menu.

3. [Scan Settings]

This displays the [Scan Settings] screen, which can be used to specify the scan settings, scan size, and process connectors. For details, see page 87 "Scan Settings", page 93 "Configuring the Scan Size", and page 97 "Converting a Scanned Image (Process Connector)".

4. [Back to Top]

Press this button to exit the workflow and return to the Select a Workflow screen.

5. [Preview]

You can preview an image of the scanned document before delivery. For details about the preview, see page 111 "Previewing a Scanned Original (Preview)".

6. [Document Name]

Enter the document name. This may not be displayed depending on the administrator settings. For details about the document name, see page 86 "Specifying the Document Name".

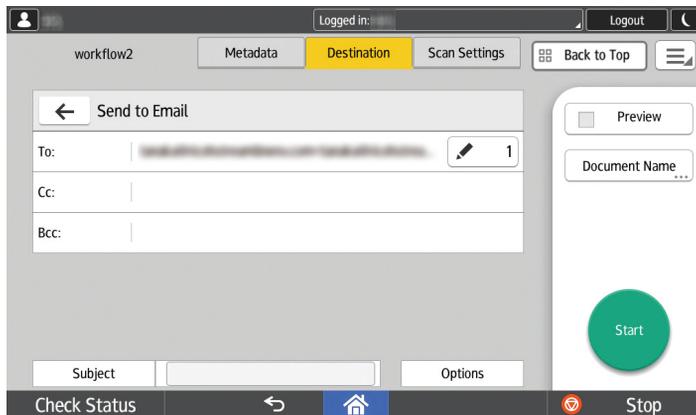
7. [Start]

Press this to start the scan.

8. Delivery Service

Use this to select and specify a delivery service. Press this to display the Delivery Service screen, which you can use to enter or select a delivery destination.

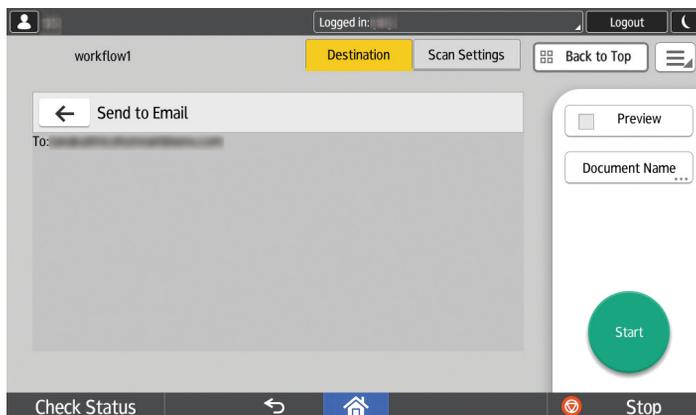
Example of Delivery Service screen (Send to Email screen)



This screen is displayed when you press a delivery service button on the Service Menu.

For details about the delivery service screens, see page 52 "Configuring Delivery Destinations".

Example of One-touch Scan screen



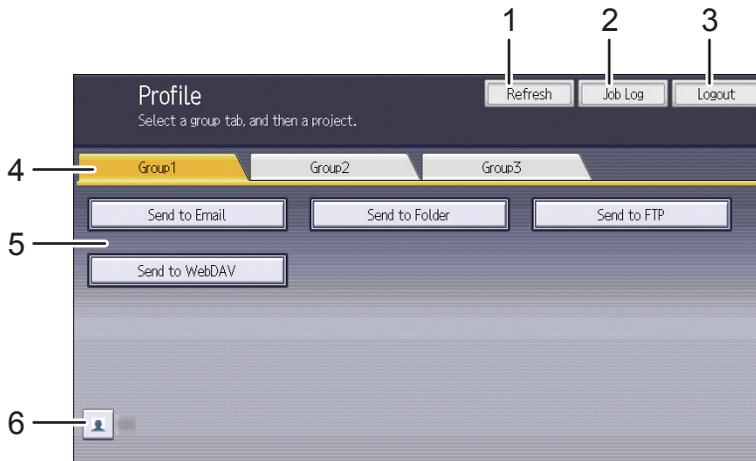
This screen is displayed when you select a one-touch scan workflow on the Select a Workflow screen. Because the destination and scan settings are specified in advance for one-touch scan, you can start scanning and delivery simply by pressing [Start]. You cannot change these settings.

For details about one-touch scan, see page 48 "One-touch Scan".

Delivery Screens When Using the Standard Operation Panel

Example of Select a Workflow screen

This screen is displayed after the user logs in. Press [Home] on any screen to return to the Select a Workflow screen.



DSW705

1. [Refresh]

This refreshes the display of information of the usable functions.

2. [Job Log]

This displays the delivery job log. For details, see page 116 "Viewing Job Logs".

For details about the print document logs, contact the system administrator.

3. [Logout]

This logs the user out from the device. The user cannot log out when performing scanning.

For details about logging out, see page 25 "Logging Out from a Device".

4. Group tabs

A group is a collection of multiple workflows. When you press a group tab, the workflow buttons in that group are displayed. The buttons for accessing Copy, Fax, and other device functions as well as Secure Print are also displayed.

The administrator specifies the names of the group tabs and the workflows within the groups.

5. Workflow buttons

A workflow is a series of processes from document scanning to delivery that has been configured in advance. Only the buttons of the functions authorized for use are displayed. The screen that is displayed when a workflow button is pressed varies depending on the workflow settings.

- Workflows that require entry of metadata:
The [Metadata] screen is displayed. When you enter the metadata and press [Next], the Service Menu is displayed for workflows that contain multiple delivery services, and the Delivery Service screen is displayed for workflows that contain only one delivery service.
- Workflows that do not require entry of metadata:
The Service Menu is displayed for workflows that contain multiple delivery services, and the Delivery Service screen is displayed for workflows that contain only one delivery service.
- Workflows that require authentication:

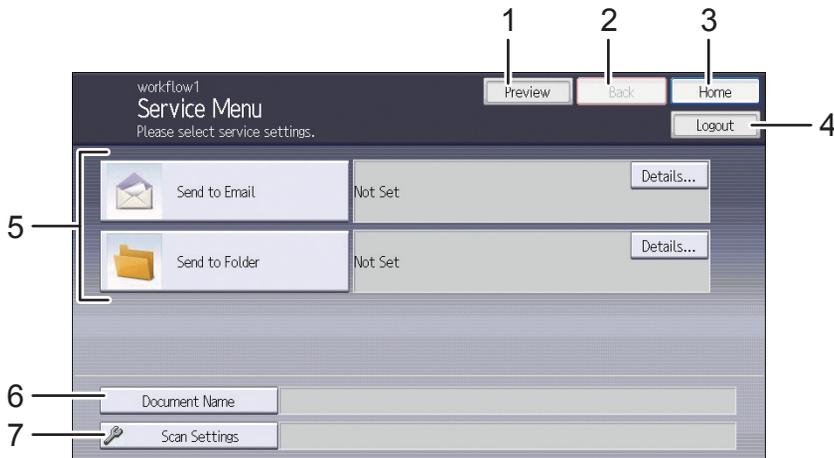
The Authentication screen is displayed. For details, see page 48 "Entering the Workflow Password". The screen that is displayed after authentication is performed depends on whether or not metadata entry is required, as described above.

6. (User Information)

You can view user information, such as the added display languages, usage values and usage limit values, and restricted functions (e.g., Color Copy, Color Print, 1-Side).

Example of Service Menu

This screen is displayed when you press a workflow button on the Select a Workflow screen.



DSW706

1. [Preview]

You can preview an image of the scanned document before delivery. For details about the preview, see page 111 "Previewing a Scanned Original (Preview)".

2. [Back]

Press this button to edit the metadata on the [Metadata] screen. This is displayed only when metadata entry is required. For details about metadata, see page 49 "Entering the Metadata".

3. [Home]

Press this button to exit the workflow and return to the Select a Workflow screen.

4. [Logout]

This logs out the user from the device. The user cannot log out when performing scanning.

For details about logging out, see page 25 "Logging Out from a Device".

5. Delivery Service

Use this to select and specify a delivery service. When you press a service button, the Delivery Service screen is displayed. Use this screen to enter or select a delivery destination.

When you press [Details...], a list of currently selected destinations is displayed. Press [Summary] on the Destination List screen to return to the Service Menu.

Depending on the administrator settings, in addition to delivery service buttons, process connector buttons may also be displayed, and pressing these buttons displays the configuration screen for that process connector.

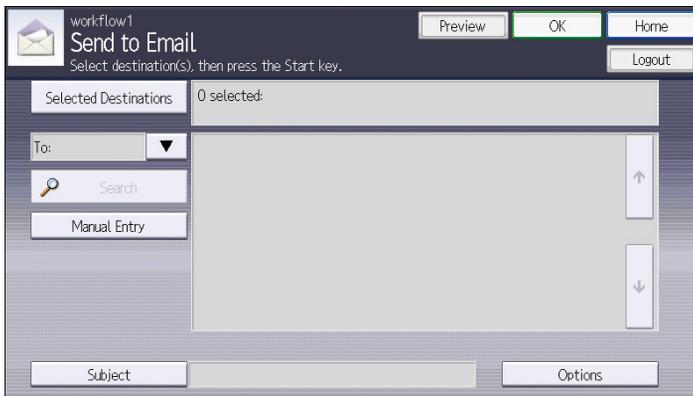
6. [Document Name]

Enter the document name. For details about the document name, see page 86 "Specifying the Document Name".

7. [Scan Settings]

This displays the [Scan Settings] screen, which can be used to specify the scan settings, scan size, and process connectors. For details, see page 87 "Scan Settings", page 93 "Configuring the Scan Size", and page 97 "Converting a Scanned Image (Process Connector)".

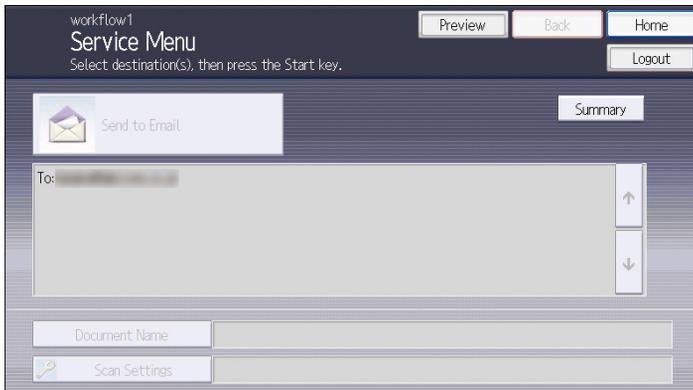
Example of Delivery Service screen (Send to Email screen)



This screen is displayed when you press a delivery service button on the Service Menu.

For details about the delivery service screens, see page 52 "Configuring Delivery Destinations".

Example of One-touch Scan screen



This screen is displayed when you select a one-touch scan workflow on the Select a Workflow screen. Because the destination and scan settings are specified in advance for one-touch scan, you can start scanning and delivery simply by pressing [Start]. You cannot change these settings.

For details about one-touch scan, see page 48 "One-touch Scan".

Overview of Capture and Delivery

This section describes an overview of the procedure from scanning of a document to delivery.

The actual procedure varies depending on the administrator settings.

- 1. Place the document in the ADF or on the exposure glass.**

For details, see the user's guide supplied with the device.

- 2. Log in to the device.**

For details, see page 19 "Logging In to an MFP".

If the Smart Operation Panel home screen or the print document list screen is displayed after login when the Smart Operation Panel is used, press [SLNX Scan & Fax] to display the Select a Workflow screen.

- 3. On the Select a Workflow screen, select the group with the workflow to use for delivery.**

When using the Smart Operation Panel, press the group selection button and select the desired group.

When using the Standard Operation Panel, press a group tab.

- 4. Press the button of the workflow to use for delivery.**

When the password entry screen is displayed, enter the password.

For details, see page 48 "Entering the Workflow Password".

When a one-touch scan workflow is selected, see page 48 "One-touch Scan".

- 5. Configure the metadata to be added to the document for delivery as necessary.**

For details, see page 49 "Entering the Metadata".

- 6. Select a delivery service and specify the delivery destination of the document.**

For details, see page 52 "Configuring Delivery Destinations".

- 7. Specify the scan settings, including the document name and scan settings.**

For details, see page 86 "Configuring Scan Settings".

- 8. Press [Start] to start the scan.**

For details, see page 108 "Scanning a Document on an MFP".

- 9. This Select a Workflow screen is displayed.**

When using the Smart Operation Panel, press [Back to Top].

When using the Standard Operation Panel, press [Home].

Note

- You can view the delivery status and result on the [Job Log] screen.
- For details, see page 116 "Viewing Job Logs".

Entering the Workflow Password

Normally, the user information of the user logged into the device is used in the workflow, but depending on the administrator settings, the user may have to enter a password.

1. If the Enter Password screen is displayed after you press a workflow button, press [Enter].
2. Enter the password, and press [OK].

 **Note**

- If the entered password is incorrect, an error message is displayed. Press [OK], and enter the correct password.

One-touch Scan

One-touch scan is a workflow with document delivery parameters specified in advance by the administrator. You can scan and deliver a document simply by placing the document in the ADF or on the exposure glass and pressing [Start].

When using the Smart Operation Panel, you can only specify Document Name. The service buttons are not displayed, and the items on the [Scan Settings] screen are grayed out and cannot be changed.

When the Standard Operation Panel is being used, the delivery service buttons and the [Scan Settings] parameters are disabled (grayed out), and the parameters cannot be changed.

Entering the Metadata

Enter the metadata on the [Metadata] screen before scanning.

The [Metadata] screen displays the metadata items configured by the administrator.

The contents entered as metadata are set as the properties of the scanned document.

Note

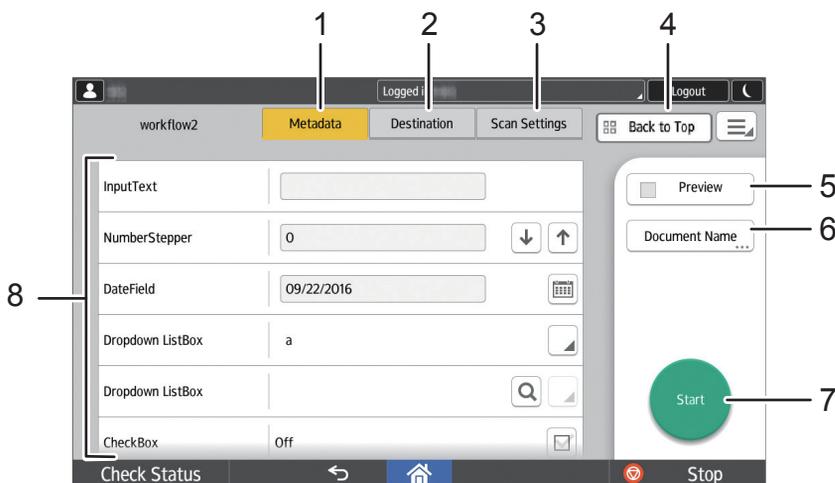
- You can edit or delete the default values of the input fields before scanning.
- You cannot edit input fields of items restricted for editing by the administrator.
- If you enter metadata with an invalid format for items whose input format, values, and date range have been restricted by the administrator, an error is displayed.
- [Preview] may not be available depending on the device model being used.

Understanding the Metadata Screen Layout (When Using the Smart Operation Panel)

When you select a workflow that requires metadata entry, the metadata is displayed at the top of the screen.

Press [Metadata] to display the [Metadata] screen.

After entering the metadata, press [Destination] to display the Service Menu screen or the Delivery Service screen.



EAP710

1. [Metadata]

Press this on any screen to display the [Metadata] screen.

2. [Destination]

Press this to display the [Service Menu] screen.

3. [Scan Settings]

This displays the [Scan Settings] screen, which can be used to specify the scan settings, scan size, and process connectors. For details, see page 86 "Configuring Scan Settings".

4. [Back to Top]

Press this button to exit the workflow and return to the Select a Workflow screen.

5. [Preview]

You can select the [Preview] check box and press [Start] to view an image of the scanned document before delivery. For details about the preview, see page 111 "Previewing a Scanned Original (Preview)".

6. [Document Name]

Enter the document name. For details about the document name, see page 86 "Specifying the Document Name".

7. [Start]

Press this to start the scan.

8. Input field

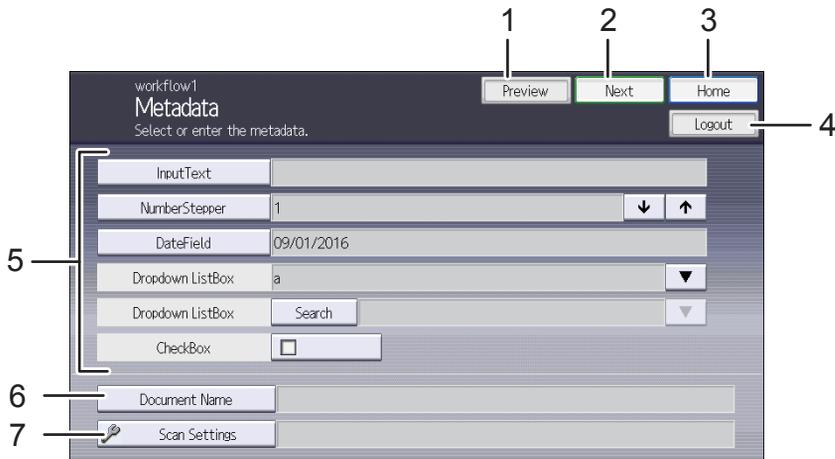
Enter the metadata. Items with an asterisk (*) are required.

Swipe up or down to display other pages.

Understanding the Metadata Screen Layout (When Using the Standard Operation Panel)

When you select a workflow that requires metadata entry, the [Metadata] screen is displayed.

After entering the metadata, press [Next] to go to the Service Menu screen or the Delivery Service screen.



DSW709

1. [Preview]

If the administrator has enabled scanning from the [Metadata] screen, press [Start] on the [Metadata] screen to start the scan. You can press [Preview] before pressing [Start] to preview an image of the scanned document before delivery.

For details about the preview, see page 111 "Previewing a Scanned Original (Preview)".

2. [Next]

Press this button to go to the next screen ([Service Menu] screen or Delivery Service screen).

When all required items have been configured, the [Next] button is enabled.

3. [Home]

Press this button to exit the workflow and return to the Select a Workflow screen.

4. [Logout]

This logs out the user from the device. The user cannot log out when performing scanning.

For details about logging out, see page 25 "Logging Out from a Device".

5. Input field

Enter the metadata. Items with an asterisk (*) are required.

6. [Document Name]

Enter the document name. For details about the document name, see page 86 "Specifying the Document Name".

7. [Scan Settings]

This displays the [Scan Settings] screen, which can be used to specify the scan settings, scan size, and process connectors. For details, see page 86 "Configuring Scan Settings".

Configuring Delivery Destinations

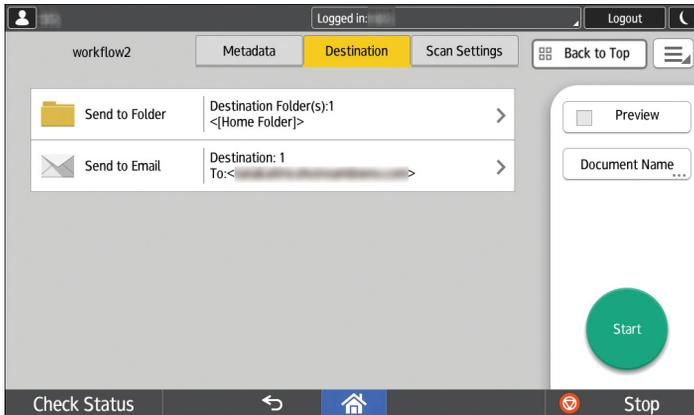
Use the Delivery Service screens to configure the delivery destination settings.

To display a Delivery Service screen when using the Smart Operation Panel, press [Destination] at the top of the screen and select a delivery service on the Service Menu screen that is displayed. To display a Delivery Service screen when using the Standard Operation Panel, select a delivery service on the Service Menu screen that is displayed after selecting a workflow or entering metadata.

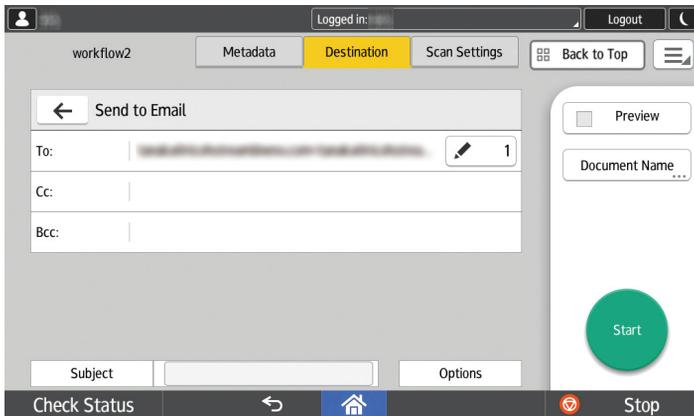
Note

- For workflows that contain only one delivery service, the Delivery Service screen is displayed immediately and the Service Menu screen is not displayed.
- For details about the Service Menu screen, see page 39 "Understanding the Delivery Screens".

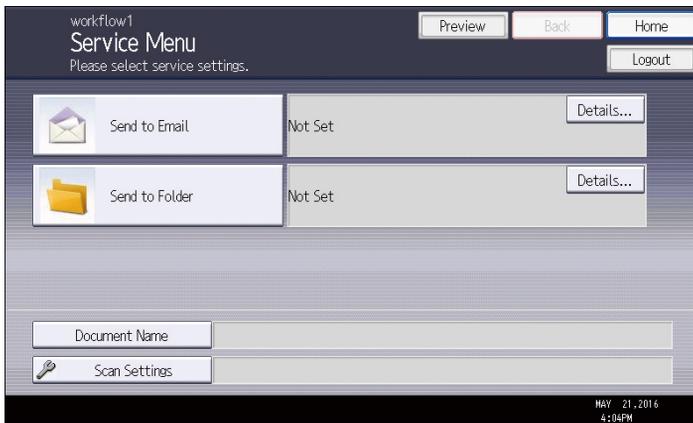
Example of Service Menu screen (when using the Smart Operation Panel)



Example of Delivery Service screen (when using the Smart Operation Panel)

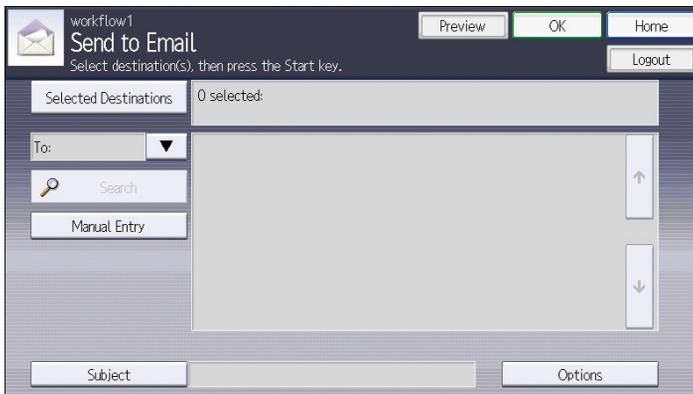


Example of Service Menu screen (when using the Standard Operation Panel)



2

Example of Delivery Service screen (when using the Standard Operation Panel)



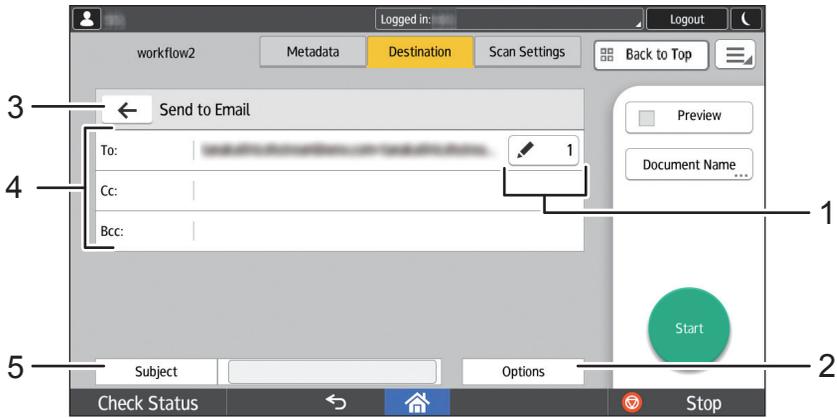
Send to Email

When using the Send to Email service, you can attach a scanned document to an e-mail and deliver it to multiple e-mail addresses.

↓ Note

- Depending on the administrator settings, the URL (link) to the document save location may be displayed in the body of the received e-mail.
- Depending on the administrator settings, specified text may be displayed in the body of the received e-mail.

Understanding the Send to Email screen layout (when using the Smart Operation Panel)



EAP712

1. 

The number of selected e-mail addresses is displayed. Press this button to display the list of selected e-mail addresses.

2. [Options]

This displays the Send to Email Options screen.

For details about configuring Send to Email Options, see page 59 "Understanding the Send to Email Options screen layout".

Depending on the administrator settings, this button may not be displayed.

3. 

The Service Menu screen is displayed.

4. Selected destinations

The selected e-mail addresses are displayed.

If the administrator has specified the destination e-mail addresses in advance, the specified e-mail addresses are displayed.

Pressing this field displays the Add Destination screen.

For details about the adding a destination, see page 56 "Specifying a destination e-mail address (when using the Smart Operation Panel)".

The types of destinations ([To]/[Cc]/[Bcc]) displayed may vary depending on the administrator settings.

5. [Subject]

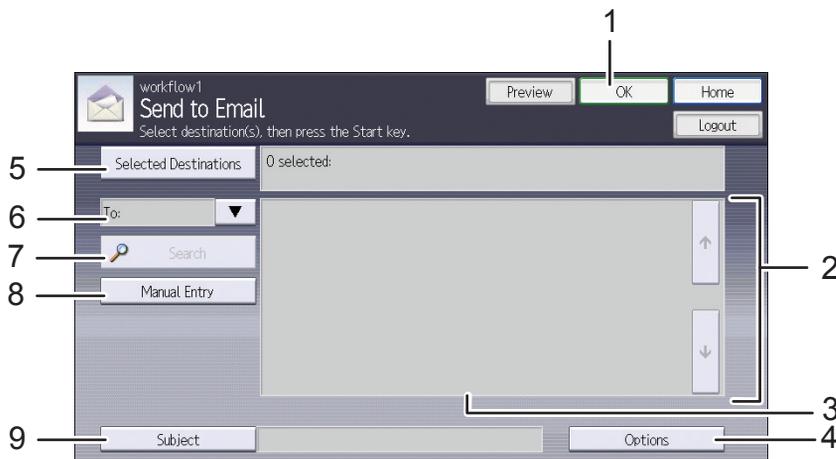
This displays the text input screen for entering the e-mail subject. Enter the subject on the text input screen, and press [OK].

Depending on the administrator settings, a specified subject may be displayed.

Note

- When the administrator has enabled the Send to Me function, "Send to Me" is displayed in Selected Destinations. Scanned documents are delivered to the selected destinations as well as to the e-mail address of the logged-in user. If the e-mail address of the logged-in user cannot receive the scanned documents, they are delivered to the e-mail address specified by the administrator.

Understanding the Send to Email screen layout (when using the Standard Operation Panel)



DSW711

1. [OK]

This confirms the settings and displays the Service Menu screen.

2. [↑] [↓]

Use these buttons to display more e-mail addresses in the Search Results list.

3. Search Results List

This displays the e-mail address search results.

4. [Options]

This displays the Send to Email Options screen.

For details about configuring Send to Email Options, see page 59 "Understanding the Send to Email Options screen layout".

Depending on the administrator settings, this button may not be displayed.

5. [Selected Destinations]

This displays the number of selected e-mail addresses and the actual e-mail addresses.

If the administrator has specified the destination e-mail addresses in advance, the specified e-mail addresses are displayed.

Press [Selected Destinations] to display the Selected Destinations screen.

6. [To]/[Cc]/[Bcc]/[ReplyTo]

From the drop-down list, select the type of destination of the destination e-mail address.

To specify a reply-to address different from the sender's, select [ReplyTo].

The types of destinations vary depending on the administrator settings.

7. [Search]

This searches for a destination e-mail address from the LDAP server address book and displays the search results in the Search Results list. It searches for all e-mail addresses that contain the search keyword.

For details about the adding a destination, see page 57 "Specifying a destination e-mail address (when using the Standard Operation Panel)".

Depending on the administrator settings, this button may be grayed out and not be available.

8. [Manual Entry]

This displays the text input screen for entering an e-mail address.

For details about the adding a destination, see page 57 "Specifying a destination e-mail address (when using the Standard Operation Panel)".

Depending on the administrator settings, this button may be grayed out and not be available.

9. [Subject]

This displays the text input screen for entering the e-mail subject. Enter the subject on the text input screen, and press [OK].

Depending on the administrator settings, a specified subject may be displayed.

↓ Note

- When the administrator has enabled the Send to Me function, "Send to Me" is displayed in Selected Destinations. Scanned documents are delivered to the selected destinations as well as to the e-mail address of the logged-in user. If the e-mail address of the logged-in user cannot receive the scanned documents, they are delivered to the e-mail address specified by the administrator.

Specifying a destination e-mail address (when using the Smart Operation Panel)

Select a destination e-mail address by searching the address book on the LDAP server, or directly specify the e-mail address.

↓ Note

- If the administrator has specified the destination in advance, you do not need to specify an e-mail address. The number of selected e-mail addresses and the actual e-mail addresses are displayed in Selected Destinations.
- If the administrator has disabled [Search] or [Manual Entry], these are not displayed. Specify the e-mail addresses with a usable function.

Searching for a destination e-mail address

1. Press [To], [Cc], or [Bcc] on the Send to Email screen.
2. Press [Search].

3. Enter the search keyword, and press [Run Search].

To search all e-mail addresses, press [OK] without entering anything in the input field. All usable e-mail addresses are displayed in the list.

To search using the wildcard function, enter an asterisk (*) and keyword. The search results will vary depending on the location of the asterisk as follows:

- "*"keyword*" displays all names including the keyword.
- "keyword*" displays names starting with the keyword.
- "*"keyword" displays names ending with the keyword.

4. Select the check box of one or more destination e-mail addresses.

You can select multiple e-mail addresses at the same time.

5. To search for additional e-mail addresses, press [x] and repeat Steps 2 to 4.

6. Press [OK].

Manually entering a destination e-mail address

1. Press [To], [Cc], or [Bcc] on the Send to Email screen.

2. Press [Manual Entry].

3. Enter one or more e-mail addresses.

If the administrator has specified a domain (e.g., @abccorp.com) in advance, enter just the e-mail account of the recipient (e.g., john). The domain is automatically added (e.g., john@abccorp.com).

To delete an entered e-mail address, press [x].

4. Press [Completed].

To enter additional e-mail addresses, press the text input field and repeat Steps 2 to 3.

5. Press [OK] at the top right of the screen.

Specifying a destination e-mail address (when using the Standard Operation Panel)

Select a destination e-mail address by searching the address book on the LDAP server, or directly specify the e-mail address.

Note

- If the administrator has specified the destination in advance, you do not need to specify an e-mail address. The number of specified e-mail addresses and the actual e-mail addresses are displayed in the field next to [Selected Destinations].
- If the administrator has disabled [Search] or [Manual Entry], these are grayed out. Specify the e-mail addresses with a usable function.

Searching for a destination e-mail address

1. Press [Search] on the Send to Email screen.

2. Enter the search keyword, and press [OK].

To search all e-mail addresses, press [OK] without entering anything in the input field. All usable e-mail addresses are displayed in the list.

To search using the wildcard function, enter an asterisk (*) and keyword. The search results will vary depending on the location of the asterisk as follows:

- "*"keyword*" displays all names including the keyword.
- "keyword*" displays names starting with the keyword.
- "*"keyword" displays names ending with the keyword.

3. Select [To], [Cc], or [Bcc].

4. On the Search Results list, press and select the destination e-mail addresses.

The selected e-mail addresses are highlighted.

You can select multiple e-mail addresses at the same time.

5. To search for additional e-mail addresses, repeat Steps 1 to 4.

Manually entering a destination e-mail address

1. From the drop-down list on the Send to Email screen, select [To], [Cc], or [Bcc].

2. Press [Manual Entry].

3. Enter one or more e-mail addresses.

If the administrator has specified a domain (e.g., @abccorp.com) in advance, enter just the e-mail account of the recipient (e.g., john). The domain is automatically added (e.g., john@abccorp.com).

4. Press [OK].

Removing specified destination e-mail addresses (when using Smart Operation Panel)

You can remove selected e-mail addresses from Selected Destinations.

1. Press  1.

The selected e-mail addresses are displayed.

2. Clear the check boxes of the e-mail addresses you want to remove.

You can edit a manually entered e-mail address. Press  1 for the e-mail address you want to edit, and then press [OK].

3. Press [OK].

The selection is canceled.

Removing specified destination e-mail addresses (when using the Standard Operation Panel)

You can remove selected e-mail addresses from the Search Results list or Selected Destinations.

Search Results List

1. On the Search Results list, press the e-mail addresses you want to remove.

The e-mail addresses are removed and are no longer highlighted.

Selected Destinations

1. Press [Selected Destinations].

The selected e-mail addresses are displayed.

2. Press the e-mail addresses you want to remove.

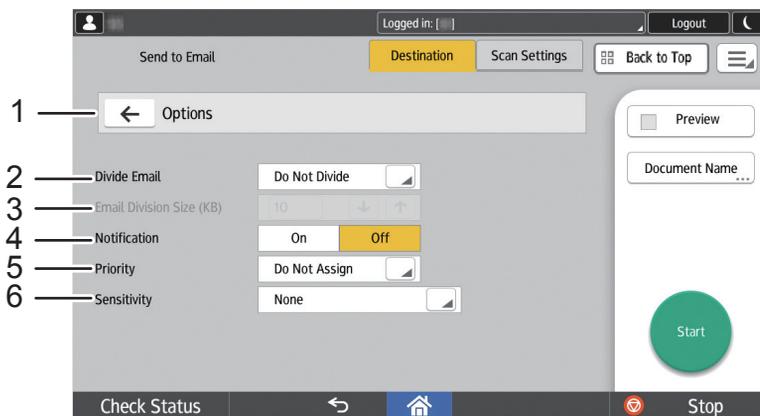
The e-mail addresses are removed and are no longer highlighted.

To remove all selected e-mail addresses, press [Reset All].

Understanding the Send to Email Options screen layout

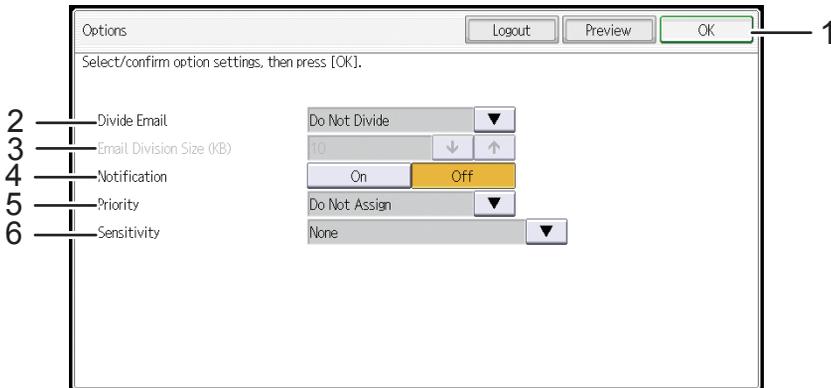
Pressing [Options] on the Send to Email screen displays the Send to Email Options screen.

When using Smart Operation Panel



EAP717

When using the Standard Operation Panel



DSW716

1. ← (When using the Smart Operation Panel) [OK] (When using the Standard Operation Panel)

2. Divide Email

Specify how to divide e-mail.

- [Do Not Divide]
All scanned documents are sent in one e-mail.
- [Page Divide]
Each page of a scanned document is attached as a file and sent separately.
- [Size Divide]
Scanned documents are divided by the size specified in [Email Division Size (KB)] and sent separately. If the e-mail software of the recipient has a data restore function, the received divided data can be restored to one file.

3. Email Division Size (KB)

When [Size Divide] is selected for [Divide Email], enter the file size for dividing the document.

4. Notification

Specify whether or not to send a notification e-mail when the recipient has opened the e-mail. Select [On] to send a notification e-mail to the logged-in user. If the e-mail address of the logged-in user cannot receive the notification e-mail, it is sent to the e-mail address specified by the administrator.

5. Priority

Select the priority assigned to the e-mail.

6. Sensitivity

Select the sensitivity assigned to the e-mail. When a setting other than [None] is selected, the sensitivity is added to the e-mail header.

- None
- Personal

- Private
- Company-Confidential

Note

- If the administrator has disabled [Divide Email], this is grayed out and cannot be configured.

Send to Folder, Send to FTP, Send to WebDAV, Send to Google Drive, and Send to Dropbox

2

You can save scanned documents to a local folder or a shared folder on a network.

- Send to Folder

You can save scanned documents to multiple shared folders on a network. This is convenient for delivering and managing large files unsuitable for sending by e-mail and documents that must be shared among multiple users.

You can also have scanned documents delivered automatically to a logged-in user's home folder (Send to Home Folder function).

- Send to FTP

This saves scanned documents to a specified FTP server. You can share documents with users outside a local network. It is also effective for sharing documents in networks with different operating systems (e.g., Windows, UNIX, Linux).

- Send to WebDAV

This delivers scanned documents to a specified WebDAV platform. By linking with a third-party document management system that supports WebDAV, you can edit and manage shared files on a remote server.

- Send to Google Drive

You can save the scanned document in Google Drive.

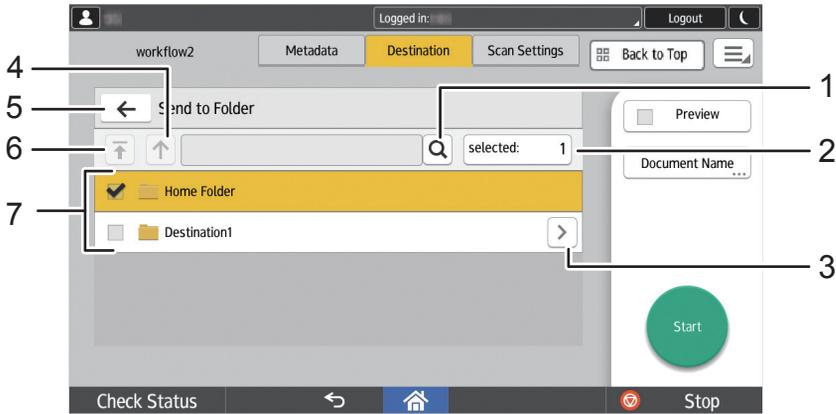
- Send to Dropbox

You can save the scanned document in a business account of Dropbox.

Note

- The Send to Home Folder function is only effective for Send to Folder.
- The procedures for Send to FTP, Send to WebDAV, Send to Google Drive, and Send to Dropbox are the same as Send to Folder.

Understanding the Send to Folder screen layout (when using the Smart Operation Panel)



EAP714

1.

This searches the folders. It searches all folders that contain the search keyword.

For details about the adding a destination folder, see page 64 "Specifying a destination folder (when using the Smart Operation Panel)".

Depending on the administrator settings, this button may be grayed out and not be available.

2. (Number of Selected Folders)

This displays the number of selected folders. Press this to display the list of selected folders.

3.

This displays the subfolder(s) of the selected root folder. If the administrator has disabled the subfolder display, this is grayed out.

4.

This displays the folder one layer up. This item is valid only when a subfolder is displayed.

5.

This confirms the settings and displays the Service Menu screen.

6.

This displays the root folder. This item is valid only when a subfolder is displayed.

7. **Destination Folder(s) List**

This displays a list of folders that can be specified as the destination.

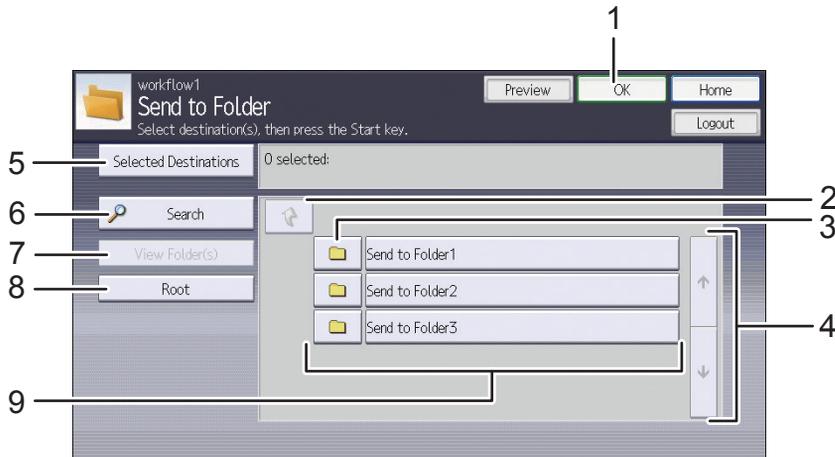
Depending on the administrator settings, a specified folder may be displayed.

Note

- When the administrator has enabled the Send to Home Folder function, "Send to Home Folder" is displayed in Selected Destinations. Scanned documents are delivered to the selected destinations as well as to the home folder of the logged-in user. If the home folder of the logged-in user cannot

be obtained, documents are not delivered to the home folder. In this case, the delivery job ends without creating an error, but an error is logged by the system. If a document is not delivered to the home folder, contact the administrator.

Understanding the Send to Folder screen layout (when using the Standard Operation Panel)



DSW713

1. [OK]

This confirms the settings and displays the Service Menu screen.

2.

This displays the folder one layer up. This item is valid only when a subfolder is displayed.

3.

This displays the subfolder(s) of the selected root folder. If the administrator has disabled the subfolder display, this is grayed out.

4. [↑] [↓]

Use these buttons to scroll the folders displayed in Selected Destinations.

5. [Selected Destinations]

This displays the entered or selected folder.

Press [Selected Destinations] to display the Selected Destinations screen.

6. [Search]

This searches the folders. It searches all folders that contain the search keyword.

For details about the adding a destination folder, see page 65 "Specifying a destination folder (when using the Standard Operation Panel)".

Depending on the administrator settings, this button may be grayed out and not be available.

7. [View Folder(s)]

This closes the search screen and returns you to the folder list.

8. [Root]

This displays the root folder. This item is valid only when a subfolder is displayed.

9. Destination Folder(s) List

This displays a list of folders that can be specified as the destination.

Depending on the administrator settings, a specified folder may be displayed.

↓ Note

- When the administrator has enabled the Send to Home Folder function, "Send to Home Folder" is displayed in Selected Destinations. Scanned documents are delivered to the selected destinations as well as to the home folder of the logged-in user. If the home folder of the logged-in user cannot be obtained, documents are not delivered to the home folder. In this case, the delivery job ends without creating an error, but an error is logged by the system. If a document is not delivered to the home folder, contact the administrator.

Specifying a destination folder (when using the Smart Operation Panel)

Select a destination folder from the list or search for and specify the destination folder.

↓ Note

- If the administrator has specified the destination in advance, you do not need to specify a destination folder. The number of specified destination folders and the actual destination folders are displayed in the field next to [Selected Destinations].

Selecting a destination folder from the list

1. Select one or more check boxes of the destination folders.

You can select multiple folders at the same time. The selected folders are highlighted.

Searching for a destination folder

1. Press [Q].

2. Enter all or part of the folder name, and press [Search].

The folder name is searched for in the displayed folders. This searches through the subfolders. The folders that match the specified search conditions are displayed in a list.

To search all folders or subfolders, press [OK] without entering anything in the input field. All usable folders are displayed in the list.

3. Select one or more check boxes of the destination folders.

You can select multiple folders at the same time.

4. Press [x], and repeat Steps 2 and 3 to add destinations.

5. Press [OK].

Specifying a destination folder (when using the Standard Operation Panel)

Select a destination folder from the list or search for and specify the destination folder.

Note

- If the administrator has specified the destination in advance, you do not need to specify a destination folder. The number of specified destination folders and the actual destination folders are displayed in the field next to [Selected Destinations].

Selecting a destination folder from the list

1. Press the destination folder(s).

The selected folders are highlighted.

You can select multiple folders at the same time.

2. Press [OK].

Searching for a destination folder

1. Press [Search].

2. Enter all or part of the folder name, and press [OK].

The folder name is searched for in the displayed folders. This searches through the subfolders. The folders that match the specified search conditions are displayed in a list.

To search all folders or subfolders, press [OK] without entering anything in the input field. All usable folders are displayed in the list.

3. Press and select one or more destination folders.

The selected folders are highlighted.

You can select multiple folders at the same time.

4. To search for additional folders, repeat Steps 1 to 3.

5. Press [OK].

Removing destination folders (when using the Smart Operation Panel)

You can remove selected folders from the folder list or Selected Destinations.

1. Clear the check boxes of the folders you want to remove.

The folders are removed.

Removing destination folders (when using the Standard Operation Panel)

You can remove selected folders from the folder list or Selected Destinations.

Folder list

1. On the folder list, press the folders you want to remove.

The folders are removed and are no longer highlighted.

Selected Destinations

1. Press [Selected Destinations].

This displays the selected folders.

2. Press the folders you want to remove.

The folders are removed and are no longer highlighted.

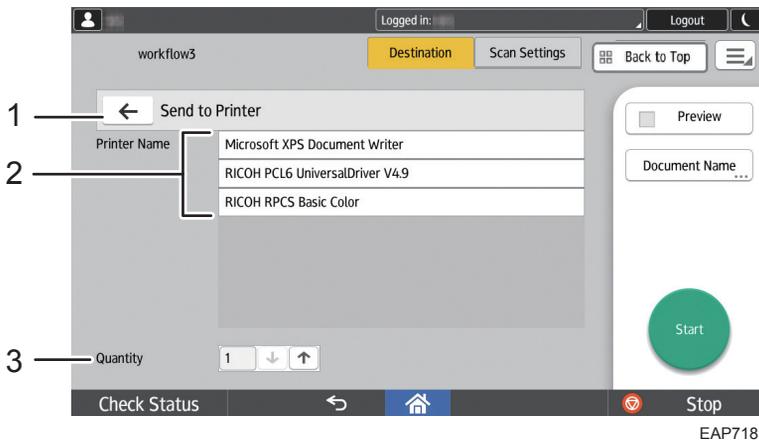
To remove all selected folders, press [Reset All].

Send to Printer

Use the Send to Printer service to print scanned documents from a printer configured in a RICOH Streamline NX server.

You can print JPEG (jpeg, jpg, jpe) and TIFF (tif and tiff) files. The default settings of the selected printer driver are used for printing.

Understanding the Send to Printer screen layout (when using the Smart Operation Panel)



1. | ← .

The Service Menu screen is displayed.

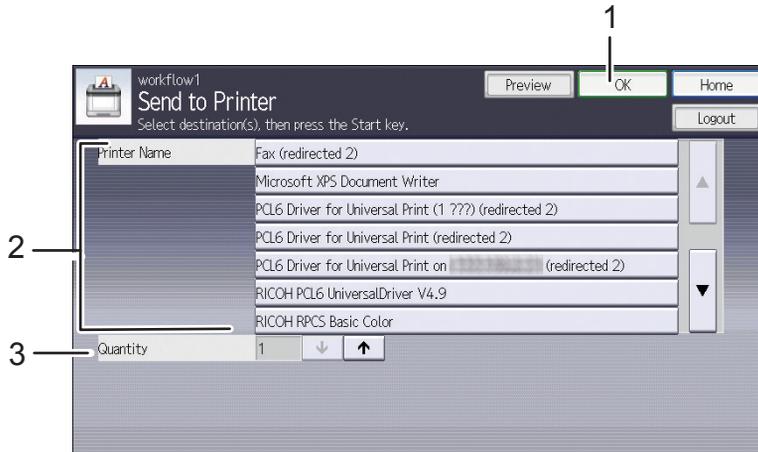
2. **Printer Name**

Select a printer from the list of printers configured in a RICOH Streamline NX server. You can select up to 30 printers. Swipe up or down to display other pages.

3. Quantity

Use [↓] [↑] to specify the number of copies between 1 and 999.

Understanding the Send to Printer screen layout (when using the Standard Operation Panel)



DSW715

1. [OK]

This confirms the settings and displays the Service Menu screen.

2. Printer Name

Select a printer from the list of printers configured in a RICOH Streamline NX server. You can select up to 30 printers. Use [▲] and [▼] to scroll the printers displayed on the screen.

3. Quantity

Use [↓] [↑] to specify the number of copies between 1 and 999.

Send to SharePoint

Use Send to SharePoint to deliver scanned documents to Microsoft SharePoint Server, Office 365, or SharePoint Online.

Use the following procedure to deliver documents:

1. On the Send to SharePoint screen, enter the user name and password used to log in to Microsoft SharePoint Server, Office 365, or SharePoint Online, and enter the domain if necessary, and press [Login].

2. Specify the destination folder.

↓ Note

- You cannot use [Q] of the Smart Operation Panel or [Search] of the Standard Operation Panel with the Send to SharePoint service.
- When you press [G] of the Smart Operation Panel or [Folder] of the Standard Operation Panel, a list of subfolders and read-only websites and libraries is displayed.
- The method for specifying the destination folders is the same as that for Send to Folder. For details, see page 64 "Specifying a destination folder (when using the Smart Operation Panel)" or page 65 "Specifying a destination folder (when using the Standard Operation Panel)".
- The method for removing destination folders is the same as that for Send to Folder. For details, see page 65 "Removing destination folders (when using the Smart Operation Panel)" or page 65 "Removing destination folders (when using the Standard Operation Panel)".

3. Press [Select Content Type].

4. From [Content Type], select the content type.

5. Specify the field values.

When the field settings are on multiple pages, press [Next] to display the next setting page.

Item	Description
String	You can enter the smaller of either 255 half-width characters (128 full-width characters) or the value specified on Microsoft SharePoint Server, Office 365, or SharePoint Online. You cannot use a line break.
String with line break	You can enter the smaller of either 255 half-width characters (128 full-width characters) or the value specified on Microsoft SharePoint Server, Office 365, or SharePoint Online. You cannot use a line break.
Select	Specify a string with a line break from the following items: <ul style="list-style-type: none"> • Dropdown ListBox • Radio button • Checkbox • Add selection

Item	Description
Numerical value (string representing a decimal number)	<p>You can enter the smaller of either 255 half-width characters or the value specified on Microsoft SharePoint Server, Office 365, or SharePoint Online.</p> <p>"%" is not displayed.</p> <p>You can specify maximum and minimum values.</p> <p>When the numerical value is a floating-point number, operations cannot be guaranteed.</p>
Currency	<p>You can enter the smaller of either 255 half-width characters or the value specified on Microsoft SharePoint Server, Office 365, or SharePoint Online.</p> <p>Currency symbols are not displayed.</p> <p>You can specify maximum and minimum values.</p> <p>When the numerical value is a floating-point number, operations cannot be guaranteed.</p>
Date/Time	<p>You cannot specify the time, minutes, or seconds.</p> <p>You can enter a value between 1/1/1900 and 12/31/8900.</p> <p>Enter the date using the Western calendar system.</p>
URL	<p>You can enter the smaller of either 255 half-width characters (128 full-width characters) or the value specified on Microsoft SharePoint Server, Office 365, or SharePoint Online.</p> <p>Browsing cannot be performed.</p> <p>Do not use an absolute path.</p>

 **Note**

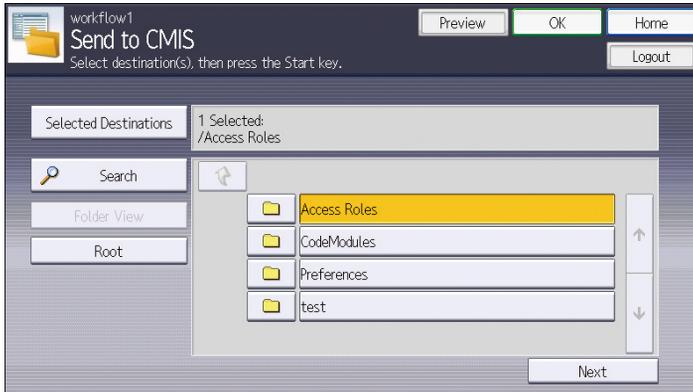
- When you switch the content type, all entered field values are cleared.

Send to CMIS

Use Send to CMIS to deliver scanned documents to a CMIS repository, such as OpenText, EMC Documentum, and IBM FileNet.

Use the following procedure to deliver scanned documents to a CMIS repository:

1. On the Send to CMIS screen, enter the user name and password to log in to the CMIS server, and press [Login].



2. Select the destination repository from the drop-down list.
3. Press [Next].
4. From the Select Destination Folder(s) screen, select the destination folder(s).
5. Press [Next].
6. On the metadata entry screen, select [Document Type] from the drop-down list.



7. Specify the document properties.

The method for specifying the properties varies depending on the type of property.

Items with an asterisk (*) are required.

You can specify up to 14 properties.

8. Press [Next].

Note

- The items displayed on the Select Destination Folder(s) screen of Send to CMIS are the same as those on the Send to Folder screen. For details, see page 62 "Understanding the Send to Folder

screen layout (when using the Smart Operation Panel)" or page 63 "Understanding the Send to Folder screen layout (when using the Standard Operation Panel)".

- The method for specifying the destination folders is the same as that for Send to Folder. For details, see page 64 "Specifying a destination folder (when using the Smart Operation Panel)" or page 65 "Specifying a destination folder (when using the Standard Operation Panel)".
- The method for removing destination folders is the same as that for Send to Folder. For details, see page 65 "Removing destination folders (when using the Smart Operation Panel)" or page 65 "Removing destination folders (when using the Standard Operation Panel)".

Send to DocumentMall

With the Send to DocumentMall service, you can deliver scanned documents to DocumentMall.

↓ Note

- The items displayed on the Send to DocumentMall screen are the same as those on the Send to Folder screen. For details, see page 62 "Understanding the Send to Folder screen layout (when using the Smart Operation Panel)" or page 63 "Understanding the Send to Folder screen layout (when using the Standard Operation Panel)".
- The method for specifying the destination folders is the same as that for Send to Folder. For details, see page 64 "Specifying a destination folder (when using the Smart Operation Panel)" or page 65 "Specifying a destination folder (when using the Standard Operation Panel)".
- The method for removing destination folders is the same as that for Send to Folder. For details, see page 65 "Removing destination folders (when using the Smart Operation Panel)" or page 65 "Removing destination folders (when using the Standard Operation Panel)".

Send to Exchange

Use Send to Exchange to deliver scanned documents to Microsoft Exchange Server, Office 365, or Exchange Online.

↓ Note

- The items displayed on the Send to Exchange screen are the same as those on the Send to Email screen. For details, see page 54 "Understanding the Send to Email screen layout (when using the Smart Operation Panel)" or page 55 "Understanding the Send to Email screen layout (when using the Standard Operation Panel)".
- The method of specifying the destination e-mail address is the same as that for Send to Email. For details, see page 56 "Specifying a destination e-mail address (when using the Smart Operation Panel)" or page 57 "Specifying a destination e-mail address (when using the Standard Operation Panel)".

- The method for removing destination e-mail addresses is the same as that for Send to Email. For details, see page 58 "Removing specified destination e-mail addresses (when using Smart Operation Panel)" or page 59 "Removing specified destination e-mail addresses (when using the Standard Operation Panel)".
- The following items are displayed on the Send to Exchange Options screen:

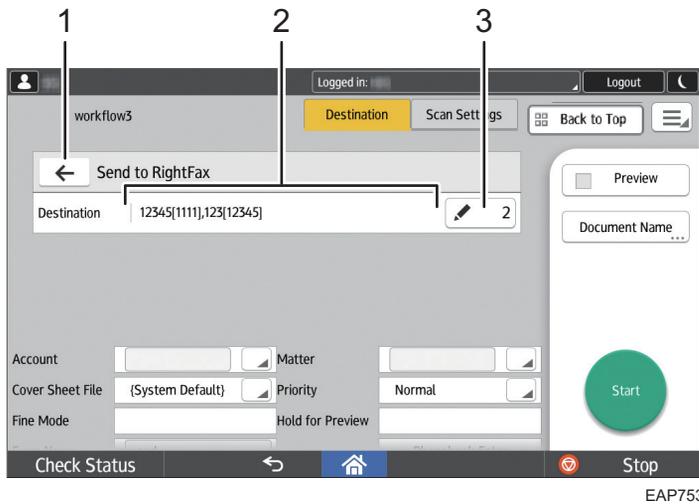
Item	Description
Divide Email	<p>Select how to divide e-mail.</p> <ul style="list-style-type: none"> • [Do Not Divide] All scanned documents are sent in one e-mail. • [Page Divide] Each page of a scanned document is attached as a file and sent separately.
Notification	<p>Specify whether or not to send a notification e-mail when the recipient has opened the e-mail. Select [On] to send a notification e-mail to the logged-in user. If the e-mail address of the logged-in user cannot receive the notification e-mail, it is sent to the e-mail address specified by the administrator.</p>
Priority	<p>Select the priority assigned to the e-mail.</p>
Sensitivity	<p>Select the sensitivity assigned to the e-mail. When a setting other than [None] is selected, the sensitivity is added to the e-mail header.</p> <ul style="list-style-type: none"> • None • Personal • Private • Company-Confidential

Send to RightFax

Send to RightFax can be used to deliver scanned documents to a fax number or e-mail address via a RightFax Server.

Select a sender from the Phonebook registered to the RightFax Server. You can also directly add a sender from the operation screen of the device to the Phonebook.

Understanding the Send to RightFax screen layout (when using the Smart Operation Panel)



1.

The Service Menu screen is displayed.

2. Destination

This displays the selected fax numbers or e-mail addresses. If the administrator has specified the destination in advance, the specified destination is displayed.

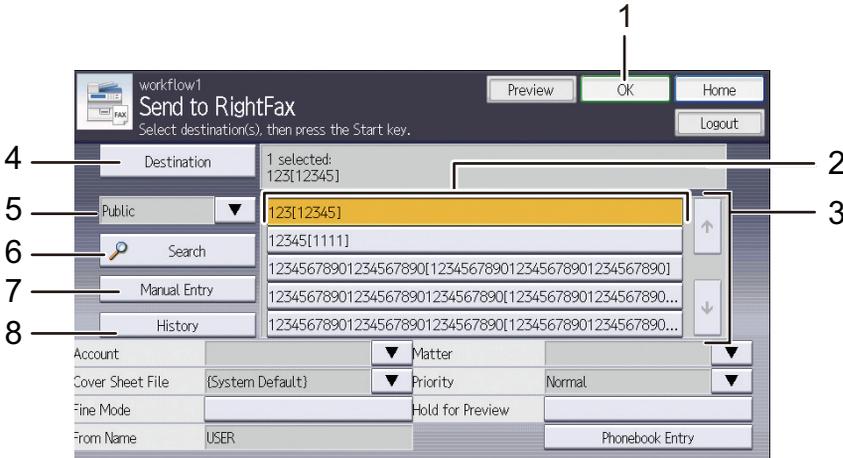
Pressing the field next to [Destination] displays the Add Destination screen. The procedure for adding destinations is the same as that for Send to Email. For details, see page 56 "Specifying a destination e-mail address (when using the Smart Operation Panel)".

In addition to [Search] and [Manual Entry], the Add Destination screen of Send to RightFax also displays [Recent...]. Pressing [Recent...] displays the 10 most recent fax numbers or e-mail addresses from the sent history for the same user in the Search Results list. Select the check boxes of the fax numbers or e-mail addresses to be specified as destinations.

3. 2

The number of selected fax numbers or e-mail addresses is displayed. Press this button to display the list of selected destinations.

Understanding the Send to RightFax screen layout (when using the Standard Operation Panel)



DSW752

1. [OK]

This confirms the settings and displays the Service Menu screen.

2. Search results

This displays the fax number or e-mail address search results.

3. [↑] [↓]

Use these buttons to display more fax numbers or e-mail addresses in the Search Results list.

4. [Destination]

This displays the number of selected fax numbers and e-mail addresses and the actual fax numbers and e-mail addresses. If the administrator has specified the destination in advance, the specified destination is displayed.

Press [Destination] to display the Selected Destinations screen.

5. Private/Public

You can switch between [Private] and [Public] for the Phonebook to search.

6. [Search]

This searches for destination fax numbers and e-mail addresses from the Phonebook, and displays the search results in a list. It searches for all fax numbers and e-mail addresses that contain the search keyword.

The procedure for adding destinations is the same as that for Send to Email. For details, see page 57 "Specifying a destination e-mail address (when using the Standard Operation Panel)".

Depending on the administrator settings, this button may be grayed out and not be available.

7. [Manual Entry]

This displays the text input screen for entering a fax number or e-mail address.

The procedure for adding destinations is the same as that for Send to Email. For details, see page 57 "Specifying a destination e-mail address (when using the Standard Operation Panel)".

You can omit the hyphens and parentheses in the fax number.

Depending on the administrator settings, this button may be grayed out and not be available.

8. [History]

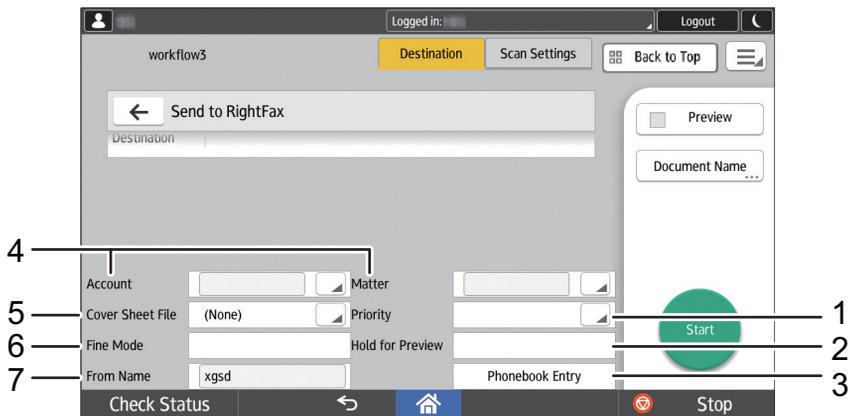
This displays the 10 most recent fax numbers or e-mail addresses from the sent history for the same user in the Search Results list. Press the fax numbers or e-mail addresses to specify the destinations.

Depending on the administrator settings, this button may be grayed out and not be available.

Add-on setting items

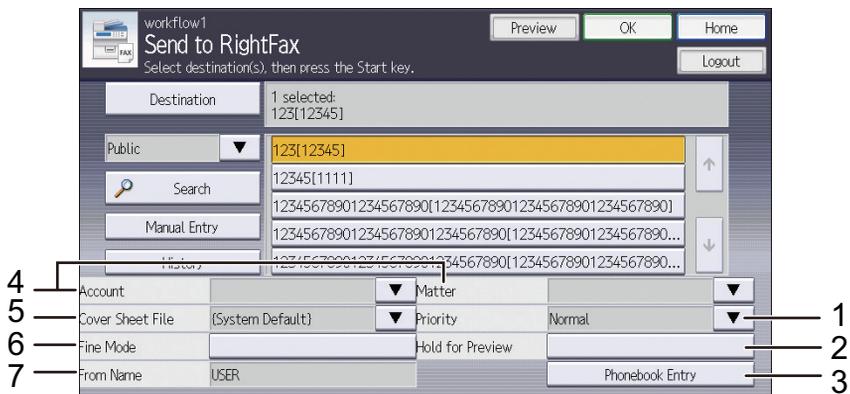
This section describes the Send to RightFax add-on setting items.

When using the Smart Operation Panel



EAP755

When using the Standard Operation Panel



DSW754

1. Priority

Configure the priority of the fax.

Note

- This item may be grayed out due to the Management Console settings. For details, contact the administrator.

2. Hold for Preview

Specify whether or not to hold the fax for previewing before sending.

3. [Phonebook Entry]

Add a destination to the Phonebook of the RightFax Server. For details, see page 77 "Adding a destination to the Phonebook".

Note

- This item may be grayed out due to the Management Console settings. For details, contact the administrator.

4. Account/Matter

Specify a cost center.

Note

- Configure the Account and Matter setting names with the RightFax Server settings. For details, contact the administrator.

5. Cover Sheet File

Select the file of the cover sheet to be added to the fax. When [System Default] is selected, the cover sheet file is "FCS.pcl".

Note

- This item may be grayed out due to the Management Console or RightFax Server settings. For details, contact the administrator.

6. Fine Mode

Select this check box to send a document by fine mode. The resolution of fine mode is 200 × 200 dpi. Clear the check box to send a document by standard mode. The resolution of standard mode is 100 × 100 dpi.

7. From Name

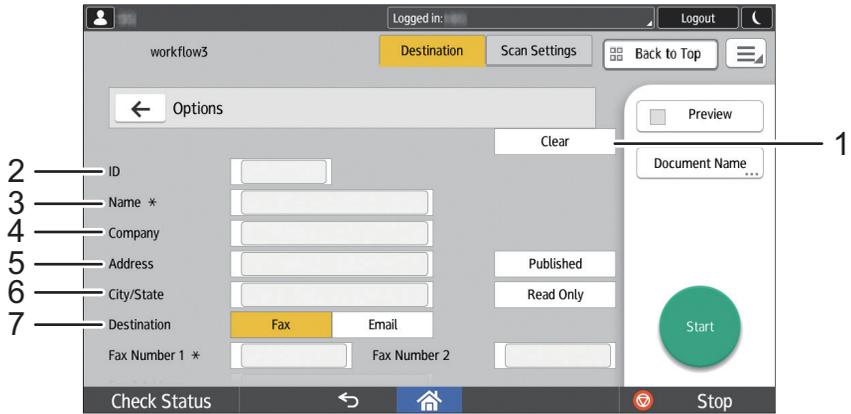
Specify the from name to be displayed on the fax cover sheet (max. 59 characters).

Note

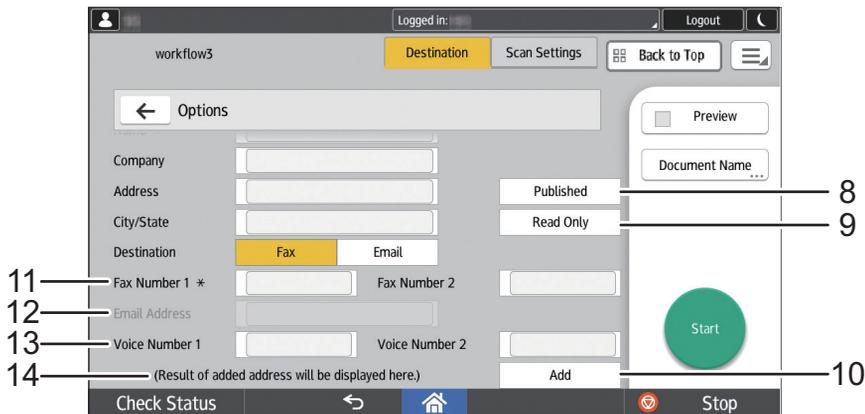
- This item may be grayed out due to the Management Console settings. For details, contact the administrator.

Adding a destination to the Phonebook

When using the Smart Operation Panel

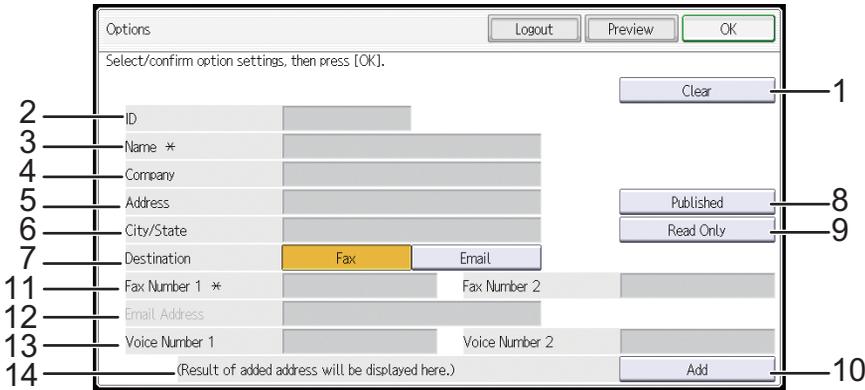


EAP757



EAP758

When using the Standard Operation Panel



DSW756

1. [Clear]

Press this button to clear the entered destinations and input results and return the items to their default values.

2. ID

Enter the destination ID to be registered. If you do not enter an ID, the string entered in [Name] is automatically entered here.

3. Name

Enter the name of the destination to be registered.

4. Company

Enter the company name.

5. Address

Enter the address.

6. City/State

Enter the name of the state or province and the name of the city or locality.

7. Destination

Select from [Fax] or [Email] for the destination type.

8. [Published]

Specify whether or not to publish this destination.

9. [Read Only]

Specify whether or not to make this destination read-only.

10. [Add]

Add an entered destination to the Phonebook.

11. Fax Number 1, Fax Number 2

Enter the main and secondary fax numbers. When Destination is set to [Fax], enter a main fax number.

12. Email Address

Enter one or more e-mail addresses. When Destination is set to [Email], enter an e-mail address.

13. Voice Number 1, Voice Number 2

The main and secondary voice numbers can contain up to 17 characters each.

14. Result

Press [Add] to display the entered destinations.

Checking the status of a Send to RightFax job

You can use the FaxUtil of the RightFax client software to check the status of a Send to RightFax job.

1. Open FaxUtil and log in.
2. Select an account for checking a job from the account list.
3. Select [All].
4. Check the job status.

↓ Note

- After you specify multiple destinations as document destinations, job status information is displayed for each destination in FaxUtil.

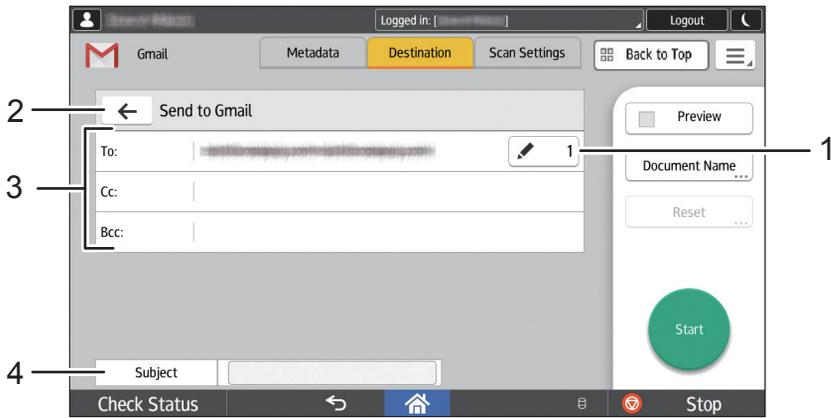
Send to Gmail

When using the Send to Gmail service, you can deliver a scanned document to user's Gmail account.

↓ Note

- Depending on the administrator settings, the URL (link) to the document save location may be displayed in the body of the received e-mail.
- Depending on the administrator settings, specified text may be displayed in the body of the received e-mail.

Understanding the Send to Gmail screen layout (when using the Smart Operation Panel)



EAP812

1. 

The number of selected e-mail addresses is displayed. Press this button to display the list of selected e-mail addresses.

2. 

The Service Menu screen is displayed.

3. **Selected destinations**

The selected e-mail addresses are displayed.

If the administrator has specified the destination e-mail addresses in advance, the specified e-mail addresses are displayed.

Pressing this field displays the Add Destination screen.

For details about the adding a destination, see page 82 "Specifying a destination e-mail address (when using the Smart Operation Panel)".

The types of destinations ([To]/[Cc]/[Bcc]) displayed may vary depending on the administrator settings.

4. **[Subject]**

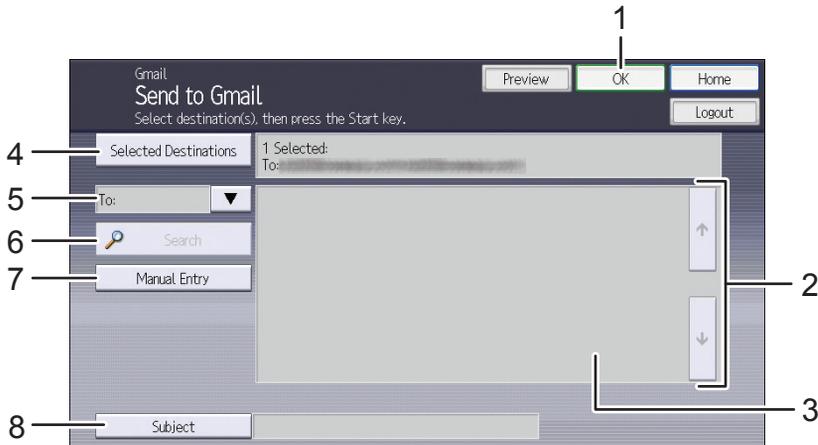
This displays the text input screen for entering the e-mail subject. Enter the subject on the text input screen, and press [OK].

Depending on the administrator settings, a specified subject may be displayed.

 **Note**

- When the administrator has enabled the Send to Me function, "Send to Me" is displayed in Selected Destinations. Scanned documents are delivered to the selected destinations as well as to the e-mail address of the logged-in user. If the e-mail address of the logged-in user cannot receive the scanned documents, they are delivered to the e-mail address specified by the administrator.

Understanding the Send to Gmail screen layout (when using the Standard Operation Panel)



DYP713

1. [OK]

This confirms the settings and displays the Service Menu screen.

2. [↑] [↓]

Use these buttons to display more e-mail addresses in the Search Results list.

3. Search Results List

This displays the e-mail address search results.

4. [Selected Destinations]

This displays the number of selected e-mail addresses and the actual e-mail addresses.

If the administrator has specified the destination e-mail addresses in advance, the specified e-mail addresses are displayed. Press [Reset All] to clear all selected addresses.

Press [Selected Destinations] to display the Selected Destinations screen.

5. [To]/[Cc]/[Bcc]

From the drop-down list, select the type of destination of the destination e-mail address.

The types of destinations vary depending on the administrator settings.

6. [Search]

This searches for a destination e-mail address from the G Suite Directory or Personal Contact List and displays the search results in the Search Results list.

When Searching in the Personal Contact List

It searches for all e-mail addresses that contain the search keyword. Search is performed on contact names, contact e-mail addresses and personal group names with the e-mail address of the logged-in user or proxy user. Search by regular expression is not supported.

When Searching in the G Suite Directory

It searches on individual contact entries in the directory but not group entries.

Search is performed against G Suite Directory individual contact names (concatenation of First Name and Last Name) and e-mail addresses. It searches names and e-mail addresses which contain the whole search string or starting with the search string. For example, a query with "James" matches users with the name "James Smith" or "Peter James" or the e-mail address "James.cameron@company.com".

For details about the adding a destination, see page 83 "Specifying a destination e-mail address (when using the Standard Operation Panel)".

Depending on the administrator settings, this button may be grayed out and not be available.

7. [Manual Entry]

This displays the text input screen for entering an e-mail address.

For details about the adding a destination, see page 83 "Specifying a destination e-mail address (when using the Standard Operation Panel)".

Depending on the administrator settings, this button may be grayed out and not be available.

8. [Subject]

This displays the text input screen for entering the e-mail subject. Enter the subject on the text input screen, and press [OK].

Depending on the administrator settings, a specified subject may be displayed.

↓ Note

- When the administrator has enabled the Send to Me function, "Send to Me" is displayed in Selected Destinations. Scanned documents are delivered to the selected destinations as well as to the e-mail address of the logged-in user. If the e-mail address of the logged-in user cannot receive the scanned documents, they are delivered to the e-mail address specified by the administrator.

Specifying a destination e-mail address (when using the Smart Operation Panel)

Select a destination e-mail address by searching in the G Suite Directory or Personal Contact List, or directly specify the e-mail address.

↓ Note

- If the administrator has specified the destination in advance, you do not need to specify an e-mail address. The number of selected e-mail addresses and the actual e-mail addresses are displayed in Selected Destinations.
- If the administrator has disabled [Search] or [Manual Entry], these are not displayed. Specify the e-mail addresses with a usable function.
- When Searching in the Personal Contact List, it searches for all e-mail addresses that contain the search keyword. Search is performed on contact names, contact e-mail addresses and personal group names with the e-mail address of the logged-in user or proxy user. Search by regular expression is not supported.
- When Searching in the G Suite Directory, it searches on individual contact entries in the directory but not group entries. Search is performed against G Suite Directory individual contact names (combination of First Name and Last Name) and e-mail addresses. It searches names and e-mail addresses which contain the whole search string or starting with the search string. For example, a

query with "James" matches users with the name "James Smith" or "Peter James" or the e-mail address "James.cameron@company.com".

Searching for a destination e-mail address

1. Press [To], [Cc], or [Bcc] on the Send to Gmail screen.
2. Press [Search].
3. Enter the search keyword, and press [Run Search].

To search all e-mail addresses, press [OK] without entering anything in the input field. All usable e-mail addresses are displayed in the list.

To search using the wildcard function, enter an asterisk (*) and keyword. The search results will vary depending on the location of the asterisk as follows:

- "*"keyword*" displays all names including the keyword.
 - "keyword*" displays names starting with the keyword.
 - "*"keyword" displays names ending with the keyword.
4. Select the check box of one or more destination e-mail addresses.
You can select multiple e-mail addresses at the same time.
 5. To search for additional e-mail addresses, press [x] and repeat Steps 2 to 4.
 6. Press [OK].

Manually entering a destination e-mail address

1. Press [To], [Cc], or [Bcc] on the Send to Gmail screen.
2. Press [Manual Entry].
3. Enter one or more e-mail addresses.

If the administrator has specified a domain (e.g., @abccorp.com) in advance, enter just the e-mail account of the recipient (e.g., john). The domain is automatically added (e.g., john@abccorp.com).

To delete an entered e-mail address, press [x].

4. Press [Completed].
To enter additional e-mail addresses, press the text input field and repeat Steps 2 to 3.
5. Press [OK] at the top right of the screen.

Specifying a destination e-mail address (when using the Standard Operation Panel)

Select a destination e-mail address by searching in the G Suite Directory or Personal Contact List, or directly specify the e-mail address.

↓ Note

- If the administrator has specified the destination in advance, you do not need to specify an e-mail address. The number of specified e-mail addresses and the actual e-mail addresses are displayed in the field next to [Selected Destinations].
- If the administrator has disabled [Search] or [Manual Entry], these are grayed out. Specify the e-mail addresses with a usable function.

2

Searching for a destination e-mail address

1. Press [Search] on the Send to Gmail screen.
2. Enter the search keyword, and press [OK].

To search all e-mail addresses, press [OK] without entering anything in the input field. All usable e-mail addresses are displayed in the list.

To search using the wildcard function, enter an asterisk (*) and keyword. The search results will vary depending on the location of the asterisk as follows:

- "*"keyword*" displays all names including the keyword.
- "keyword*" displays names starting with the keyword.
- "*"keyword" displays names ending with the keyword.

3. Select [To], [Cc], or [Bcc].
4. On the Search Results list, press and select the destination e-mail addresses.

The selected e-mail addresses are highlighted.

You can select multiple e-mail addresses at the same time.

5. To search for additional e-mail addresses, repeat Steps 1 to 4.

Manually entering a destination e-mail address

1. From the drop-down list on the Send to Email screen, select [To], [Cc], or [Bcc].
2. Press [Manual Entry].
3. Enter one or more e-mail addresses.

If the administrator has specified a domain (e.g., @abccorp.com) in advance, enter just the e-mail account of the recipient (e.g., john). The domain is automatically added (e.g., john@abccorp.com).

4. Press [OK].

Removing specified destination e-mail addresses (when using Smart Operation Panel)

You can remove selected e-mail addresses from Selected Destinations.

1. Press [ 1].

The selected e-mail addresses are displayed.

2. Clear the check boxes of the e-mail addresses you want to remove.

You can edit a manually entered e-mail address. Press  1 for the e-mail address you want to edit, and then press [OK].

3. Press [OK].

The selection is canceled.

Removing specified destination e-mail addresses (when using the Standard Operation Panel)

You can remove selected e-mail addresses from the Search Results list or Selected Destinations.

Search Results List**1. On the Search Results list, press the e-mail addresses you want to remove.**

The e-mail addresses are removed and are no longer highlighted.

Selected Destinations**1. Press [Selected Destinations].**

The selected e-mail addresses are displayed.

2. Press the e-mail addresses you want to remove.

The e-mail addresses are removed and are no longer highlighted.

To remove all selected e-mail addresses, press [Reset All].

Configuring Scan Settings

This section describes how to configure the document scan settings.

Before scanning a document to deliver, specify the following settings:

- Document Name
- Scan Settings
- Scan Size
- Process Connectors

↓ Note

- The scan setting items that can be specified vary depending on the workflow settings.
- When using the Smart Operation Panel, you can only specify Document Name. When using the Standard Operation Panel in a one-touch scan workflow, you cannot specify any scan settings other than document name.

Specifying the Document Name

Press [Document Name] to specify the document name (file name) assigned to the scanned document. Specifying a document name makes it easier to identify the document. The document name can also be used in the job log display.

↓ Note

- Depending on the administrator settings, the date and (local) time scanning was performed is added to the end of the document name.
Format: DocumentName_yyyymmddhhmmss (yyyy: year, mm: month, dd: day, hh: hour, mm: minute, ss: second)
- If the document name is not specified, the date and (local) time scanning was performed becomes the document name regardless of the administrator settings.
Format: yyyymmddhhmmss (yyyy: year, mm: month, dd: day, hh: hour, mm: minute, ss: second)
- In the following cases, the administrator specified the document name and restricted editing. Therefore, the document name cannot be changed on the operation screen of the device.
 - When [Document Name] is not displayed on the Smart Operation Panel
 - When [Document Name] is grayed out on the Standard Operation Panel
- When using Send to FTP, you can only use single-byte alphanumeric characters for the document name.

Use the following procedure to specify the document name.

1. Press [Document Name].

The text input screen is displayed.

2. The document name can contain up to 128 characters.
3. Press [OK].

Scan Settings

Use the [Scan Settings] screen to specify the document resolution, file format, image density, and other settings.

Important

- These functions may not be available or displayed on the operation screen depending on the administrator settings.
- You can only use the functions supported by the device. Unsupported functions are disabled (grayed out). When all values are grayed out, the default values specified on the device are applied.

Displaying the [Scan Settings] screen

Use the following procedure to display the [Scan Settings] screen:

When using the Smart Operation Panel

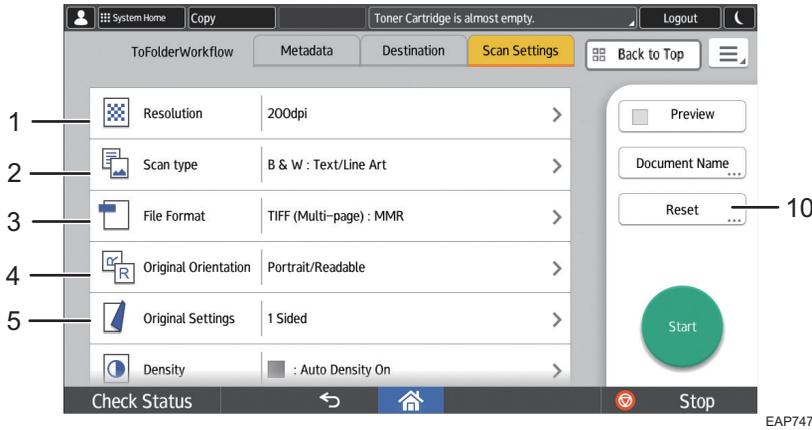
1. Press [Scan Settings].
2. On the [Scan Settings] screen, press the item you want to change.
The corresponding configuration screen is displayed.

When using the Standard Operation Panel

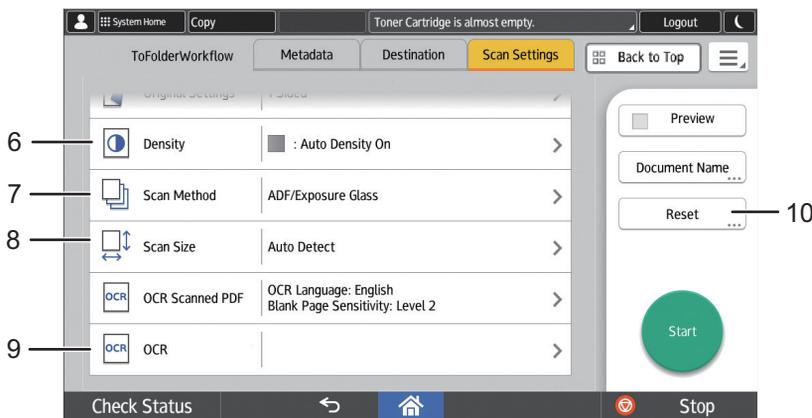
1. Press [Scan Settings] on the [Service Menu] or [Metadata] screen.
2. Press the [Scan Settings] tab.

Understanding the [Scan Settings] screen layout (when using the Smart Operation Panel)

2



EAP747



EAP748

1. Resolution

The resolution configuration screen is displayed.

Select from [100dpi], [200dpi], [300dpi], [400dpi], and [600dpi].

The standard resolution setting is 200 dpi. The higher the resolution, the clearer the image and larger the file size.

2. Scan type

The scan type configuration screen is displayed.

Specify the scan type according to the color and contents of the original.

- Auto Color
- Black & White: Text
- Black & White: Text/Photo
- B & W : Text/Line Art
- Black & White: Photo

- Gray Scale
- Full Color: Text/Photo
- Full Color: Glossy Photo

↓ Note

- Depending on the device, [Auto Color Select] may not be available. For details, contact the administrator.
- When [Auto Color Select] is selected, the color (black-and-white or color) of the original is automatically determined during scanning. When the document is determined to be color, a JPEG file is generated. When the document is determined to be black and white, a TIFF file is generated.

3. File Format

The file format configuration screen displayed.

Specify the file format of the scanned document. When a black-and-white option is selected for [Scan Type], select the file format from the [Black & White] drop-down list. When a gray scale or full color option is selected for [Scan Type], select the file format from the [Gray Scale/Color] drop-down list.

↓ Note

- For details about the selectable file formats, see page 92 "Supported File Formats".

4. Original Orientation

The original orientation configuration screen is displayed.

When scanning an original using the ADF, specify [Portrait/Readable] or [Landscape/Unreadable] for the orientation the original is placed in the ADF.

5. Original Settings

The original settings configuration screen is displayed.

Specify the number of sides of the original to be scanned.

When scanning the original using the ADF, specify the number of sides of the original and how the original opens to scan with the correct orientation.

When the page closing position is on the side, specify 2 Sided (Top to Top). When the page closing position is at the top, specify 2 Sided (Top to Bottom).

- 1 Sided
- 2 Sided
- 2 Sided (Top to Top)
- 2 Sided (Top to Bottom)

6. Density

The density configuration screen is displayed.

Specify the scan density.

When [Auto Density On] is selected, the color of the paper is automatically detected, and the scan density is corrected for originals that are off-white or have show-through, such as a newspaper, to improve the scanned image quality.

7. Scan Method

The scan method configuration screen is displayed.

Specify the scan method according to the volume of the original to be scanned.

- ADF/Exposure Glass
This scans the original from the ADF or exposure glass.
- Batch
This scans multiple-page originals from the ADF or exposure glass and sends the originals all at once. To scan additional originals, press the [Start] key, and after all originals are scanned, press [#]. For details about the scanning procedure, see page 109 "Batch Scanning (Batch Scan)".
- SADF (Semi-Automatic Document Feeder)
This scans a large volume original in multiple jobs and sends them all at once. When additional originals are placed in the ADF, scanning starts automatically. After all originals are scanned, press [#]. For details about the scanning procedure, see page 110 "Batch Scanning Using the SADF".

Note

- When the maximum document size exceeds the internal memory of the device, the document is not sent.
- When [Batch] is selected and the original is placed both in the ADF and on the exposure glass, the ADF has priority.

8. Scan Size

The [Scan Size] screen is displayed.
See page 93 "Configuring the Scan Size".

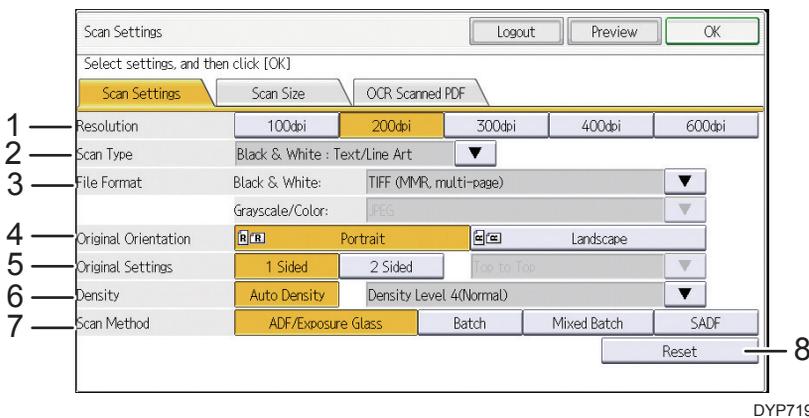
9. Process Connectors

The process connector configuration screen is displayed. Process connectors may not be displayed depending on the administrator settings.
See page 97 "Converting a Scanned Image (Process Connector)".

10. Reset

Resets the values on the [Scan Settings] and [Scan Size] screens to their defaults.

Understanding the [Scan Settings] screen layout (when using the Standard Operation Panel)



DYP719

1. Resolution

Select from [100dpi], [200dpi], [300dpi], [400dpi], and [600dpi].

The standard resolution setting is 200 dpi. The higher the resolution, the clearer the image and larger the file size.

2. Scan Type

Specify the scan type according to the color and contents of the original.

- Auto Color
- Black & White: Text
- Black & White: Text / Photo
- B & W : Text/Line Art
- Black & White: Photo
- Gray Scale
- Full Color: Text / Photo
- Full Color: Glossy Photo

↓ Note

- Depending on the device, [Auto Color Select] may not be available. For details, contact the administrator.
- When [Auto Color Select] is selected, the color (black-and-white or color) of the original is automatically determined during scanning. When the document is determined to be color, a JPEG file is generated. When the document is determined to be black and white, a TIFF file is generated.

3. File Format

Specify the file format of the scanned document. When a black-and-white option is selected for [Scan Type], select the file format from the [Black & White] drop-down list. When a gray scale or full color option is selected for [Scan Type], select the file format from the [Grayscale/Color:] drop-down list.

↓ Note

- For details about the selectable file formats, see page 92 "Supported File Formats".

4. Original Orientation

When scanning an original using the ADF, specify [Portrait] or [Landscape] for the orientation that the original is placed in the ADF.

5. Original Settings

Specify [1 Sided] or [2 sided] for the number of scanning sides on the original.

When scanning the original using the ADF, specify the number of sides of the original and how the original opens to scan with the correct orientation.

When [2 sided] is selected, specify [Top to Top] or [Top to Bottom]. When the page closing position is on the side, specify [Top to Top]. When the page closing position is at the top, specify [Top to Bottom].

6. Density

Specify the scan density.

When [Auto Density] is selected, the color of the paper is automatically detected, and the scan density is corrected for originals that are off-white or have show-through, such as a newspaper, to improve the scanned image quality.

To adjust the image density, select the density level from the drop-down list next to [Auto Density].

7. Scan Method

Specify the scan method according to the volume of the original to be scanned.

- ADF/Exposure Glass

This scans the original from the ADF or exposure glass.

- Batch

This scans a large volume original in multiple jobs and sends them all at once. To scan additional originals, press the [Start] key, and after all originals are scanned, press [#]. For details about the scanning procedure, see page 109 "Batch Scanning (Batch Scan)".

- Mixed Batch

This scans multiple-page originals from the ADF or exposure glass and sends the originals all at once. To scan additional originals, press the [Start] key, and after all originals are scanned, press [#]. For details about the scanning procedure, see page 109 "Scanning Multiple Originals Using the ADF or Exposure Glass (Mixed Batch) (When Using the Standard Operation Panel)".

- SADF (Semi-Automatic Document Feeder)

This scans a large volume original in multiple jobs and sends them all at once. When additional originals are placed in the ADF, scanning starts automatically. After all originals are scanned, press [#]. For details about the scanning procedure, see page 110 "Batch Scanning Using the SADF".

↓ Note

- When the maximum document size exceeds the internal memory of the device, the document is not sent.
- When [Mixed Batch] is selected and the original is placed both in the ADF and on the exposure glass, the ADF has priority.
- Wide format devices do not support [Mixed Batch].

8. Reset

Resets the values on the [Scan Settings], [Scan Size], and [OCR Scanned PDF] tabs to their defaults.

Supported File Formats

The following file formats are supported:

↓ Note

- The file formats displayed on the [Scan Settings] screen vary depending on the administrator settings.

When a black-and-white option is selected for [Scan Type]

- BMP (uncompressed)
- PNG
- GIF

- PDF (multi-page/single page)
- PDF/A (multi-page/single page)
- PDF with OCR text (multi-page)
- TIFF (MMR, multi-page/single page)
- TIFF (MR, multi-page/single page)
- TIFF (MH, multi-page/single page)
- TIFF (Uncompressed, multi-page/single page)
- TIFF-F (MMR, multi-page/single page)
- TIFF-F (MR, multi-page/single page)
- TIFF-F (MH, multi-page/single page)
- DCX (multi-page/single page)

When a gray scale or full color option is selected for [Scan Type]

- JPEG
- BMP (uncompressed)
- PNG
- GIF
- PDF (multi-page/single page)
- PDF/A (multi-page/single page)
- PDF with OCR text/A (multi-page)
- TIFF (Uncompressed, multi-page/single page)
- High Compression PDF (multi-page/single page)
- High Compression PDF with OCR text (multi-page)

Configuring the Scan Size

On the [Scan Size] screen, specify the size according to the original to be scanned.

★ Important

- **The items displayed on the [Scan Size] screen vary depending on the functions supported by the device and the administrator settings.**

Displaying the [Scan Size] screen

Use the following procedure to display the [Scan Size] screen.

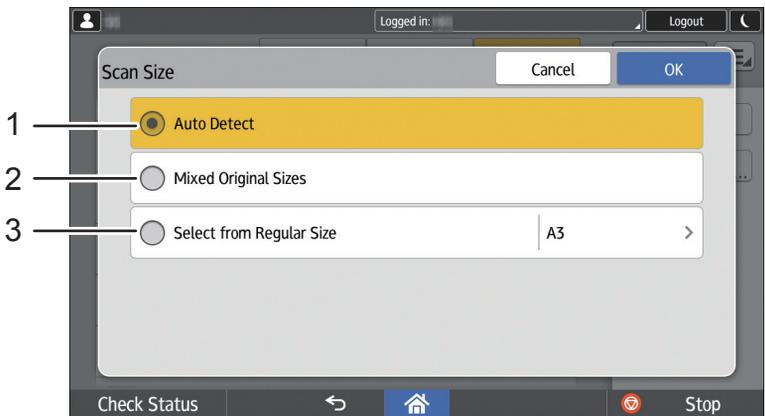
When using the Smart Operation Panel

1. Press [Scan Settings].
2. Press [Scan Size] on the [Scan Settings] screen.

When using the Standard Operation Panel

1. Press [Scan Settings] on the [Service Menu] or [Metadata] screen.
2. Press the [Scan Size] tab.

Understanding the Scan Size screen layout (when using the Smart Operation Panel)



DSW721

1. Auto Detect

This automatically detects the size of the original. The size of the first page of the original is detected and applied to all remaining pages.

2. Mixed Original Sizes

This detects the size of each page of the original that contains mixed page sizes.

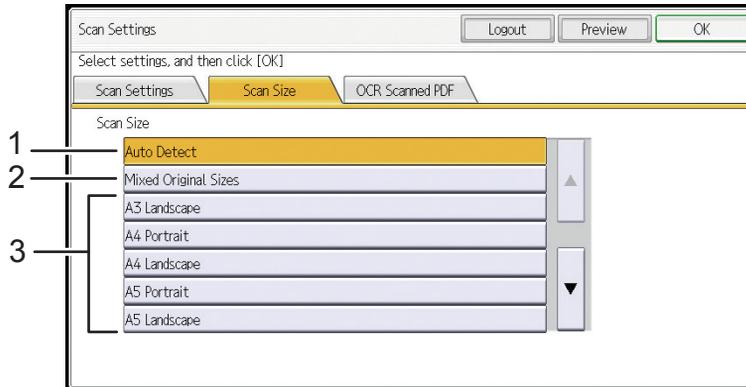
3. Select from Regular Size

The regular paper size selection screen is displayed. Select the size of the original from the paper size list.

↓ Note

- Depending on the device, [Auto Detect] and [Mixed Original Sizes] may not be available. For details, contact the administrator.

Understanding the Scan Size screen layout (when using the Standard Operation Panel)



DSW720

1. [Auto Detect]

This automatically detects the size of the original. The size of the first page of the original is detected and applied to all remaining pages.

2. [Mixed Original Sizes]

This detects the size of each page of the original that contains mixed page sizes.

3. Paper size

Select the size of the original from the paper size list.

↓ Note

- Depending on the device, [Auto Detect] and [Mixed Original Sizes] may not be available. For details, contact the administrator.

Configuring a PDF with OCR Text

When selecting [OCR Scanned PDF], [OCR Scanned PDF/A], or [OCR Scanned High Compression PDF] for [File Format] on the [Scan Settings] screen, you can specify the OCR language and delete blank pages.

★ Important

- The items displayed in [File Format] on the [Scan Settings] screen vary depending on the functions supported by the device and the administrator settings.
- PDF with OCR Text only supports those models that can create a searchable PDF on the device.

Displaying the [PDF with OCR Text] screen

Use the following procedure to display the [OCR Scanned PDF] screen:

When using the Smart Operation Panel

1. Press [Scan Settings].
2. Press [OCR Scanned PDF] on the [Scan Settings] screen.

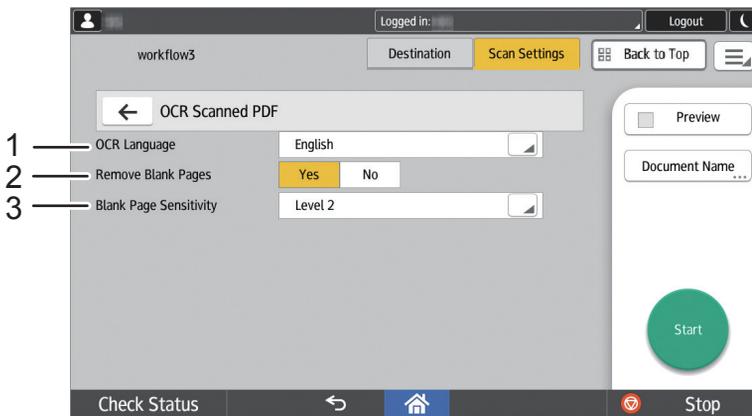
When using the Standard Operation Panel

1. Press [Scan Settings] on the [Service Menu] or [Metadata] screen.
2. Press the [OCR Scanned PDF] tab.

2

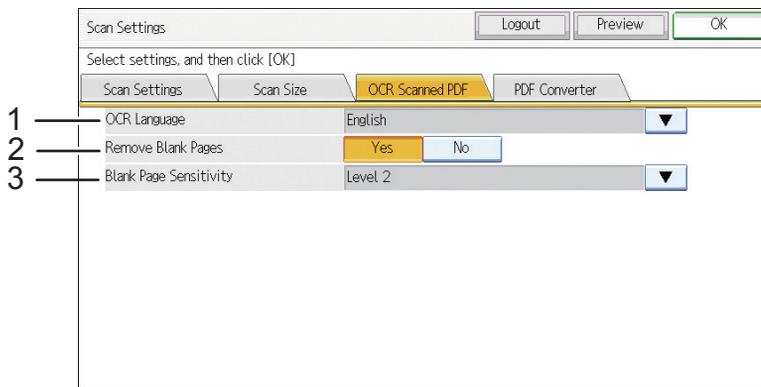
Understanding the Send to PDF with OCR Text screen layout

When Using the Smart Operation Panel



EAP729

When Using the Standard Operation Panel



DSW728

1. OCR Language

Specify the language to use when performing OCR.

2. Remove Blank Pages

Specify whether or not to remove blank pages.

3. Blank Page Sensitivity

Specify the level for detecting blank pages. You can only specify this when selecting [Yes] for [Remove Blank Pages].

- Level 1 (Detects completely white pages as blank pages)
- Level 2
- Level 3
- Level 4
- Level 5 (Detects dense pages as blank pages)
- Link to Device Settings

This uses the same detection level set on the device.

Converting a Scanned Image (Process Connector)

When a process connector is configured in a workflow, the process connector tab or list is displayed on the [Scan Settings] screen.

This section describes how to configure the following process connectors:

- OCR
- PDF Converter
- Section Specify
- Section Splitter

- Image Correction
- PDF Stamper

Note

- The process connectors that are available vary depending on the administrator settings. For details, contact the administrator.
- When using the Standard Operation Panel, the process connector buttons are displayed on the Service Menu screen according to the administrator settings. The process connector tab displaying buttons on the Service Menu screen is not displayed on the [Scan Settings] screen.

Displaying the process connector configuration screen

Use the following procedure to display the process connector configuration screen.

When using the Smart Operation Panel

1. Press [Scan Settings].
2. On the [Scan Settings] screen, press the process connector you want to configure.

When using the Standard Operation Panel

1. Press [Scan Settings] on the [Service Menu] or [Metadata] screen.
2. Press the process connector tab you want to configure.

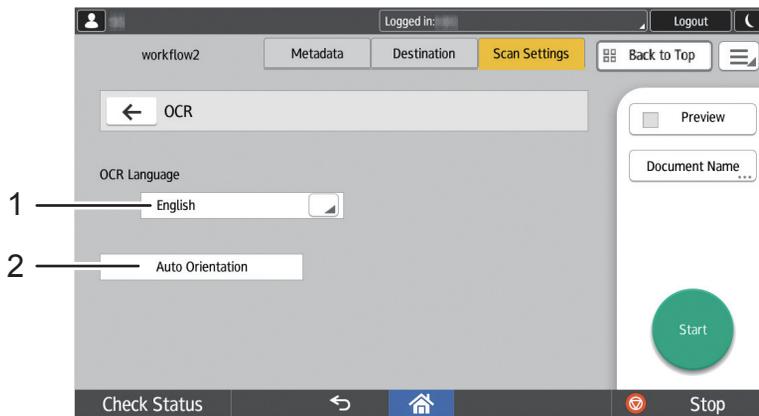
OCR

This recognizes the characters in a scanned document and extracts them as text.

The method of using the extracted text may vary depending on administrator settings. You can add a file name based on the text extracted from the first page of the scanned document and convert the data to a docx, xlsx, or other file formats that include text information.

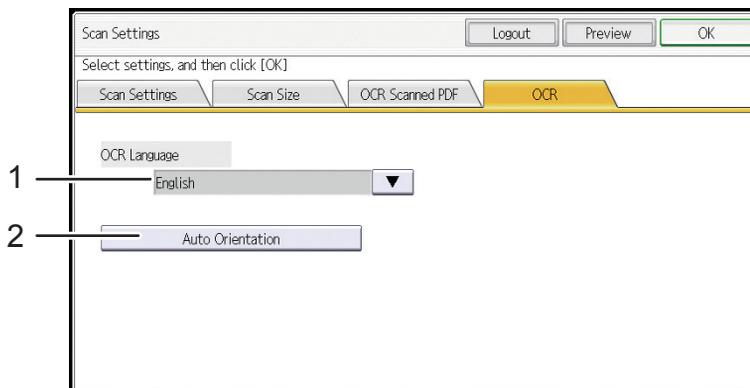
In addition, the Auto Orientation function automatically corrects the orientation of the scanned document. When scanning multiple pages with mixed document orientation, all pages are corrected to the same orientation.

When using the Smart Operation Panel



EAP723

When using the Standard Operation Panel



DSW722

1. OCR Language

Specify the language of the original for OCR. If the language is not correctly specified, the text will not be correctly recognized.

2. [Auto Orientation]

This identifies the top and bottom of the scanned original and adjusts the orientation of the image.

PDF Converter

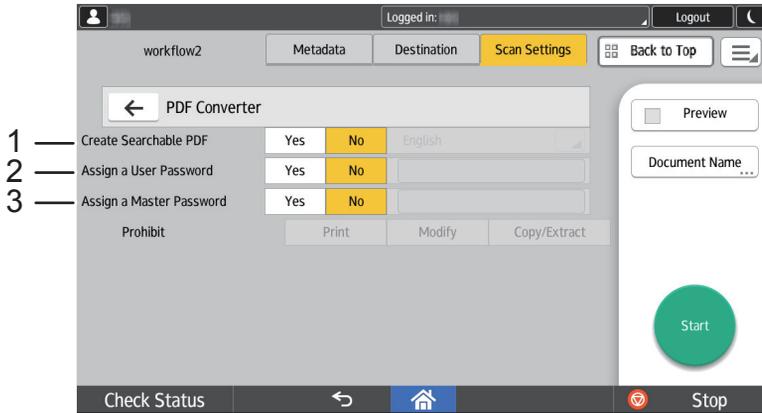
This saves the scanned document in PDF format.

You can create a searchable PDF or a password-protected PDF. When you create a password-protected PDF, you can restrict printing and editing of the file and copying of text and images.

Note

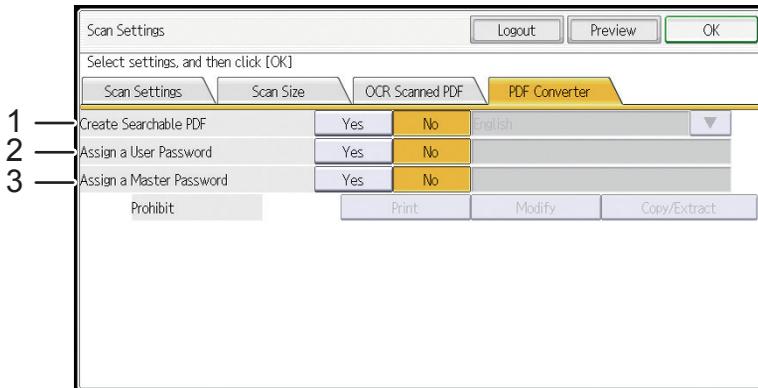
- All of the settings of PDF Converter may be disabled (grayed out) depending on the administrator settings.

When using the Smart Operation Panel



EAP725

When using the Standard Operation Panel



DSW724

1. Create Searchable PDF

This extracts text data from the document and converts it to a searchable PDF file. From the drop-down list, select the language to use during text extraction. Depending on the administrator settings, this may not be displayed.

2. Assign a User Password

This creates a PDF file that prompts the user to enter a password when opening the file.

Selecting [Yes] displays the Enter Password screen. Enter a password up to 32 characters, and press [OK]. Enter the password again, and press [OK].

3. Assign a Master Password

By assigning a password to a PDF file, you can restrict printing and editing of the file and copying of text and images.

Selecting [Yes] displays the Enter Password screen. Enter a password up to 32 characters, and press [OK]. Enter the password again, and press [OK].

For [Prohibit], specify the functions that are restricted with a password.

- Print
- Modify
- Copy/Extract

Note

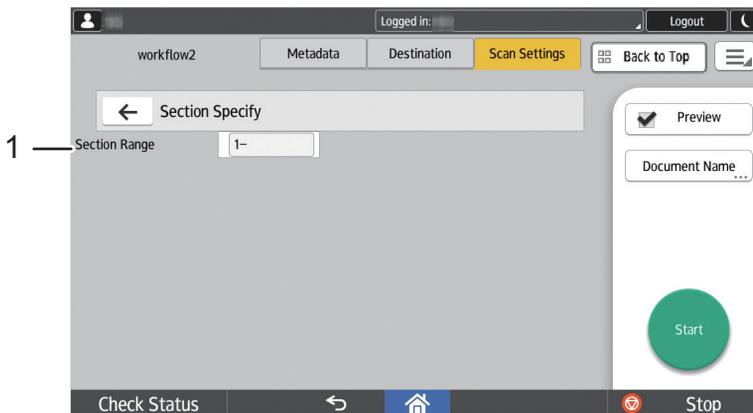
- Do not specify the same string for User Password and Master Password.

Section Specify

This extracts and delivers only a specific section (page) of a document. This is useful for delivering only the body of a document with a cover or cover letter.

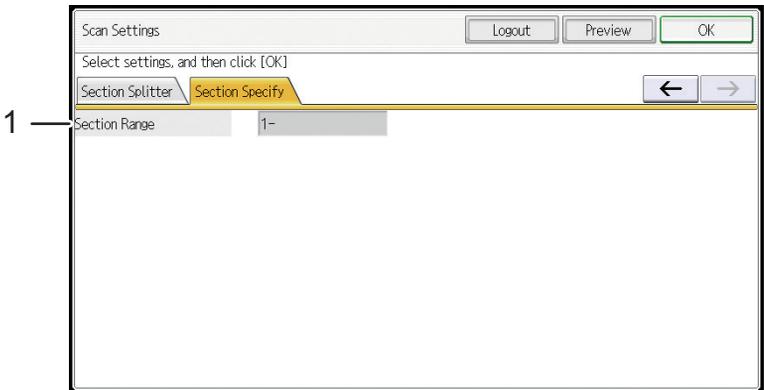
For example, when a document comprises six sections (pages) and you specify a section range of "1-2, 5-6" for scanning, sections (pages) 3 and 4 are excluded.

When using the Smart Operation Panel



EAP727

When using the Standard Operation Panel



DSW726

1. Section Range

Specify the section to extract from the scanned document.

The following table shows examples of the specification range of a document that has five sections and the extraction results.

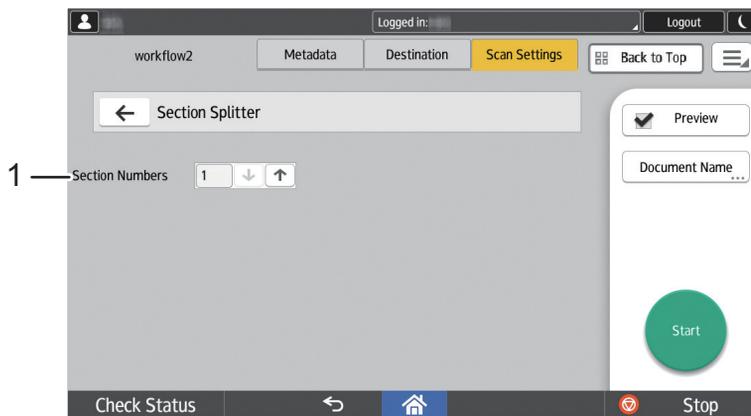
Input example	Result
No input	All sections are extracted.
3	Section 3 is extracted.
-3	Sections 1 to 3 are extracted.
3-	Sections 3 and thereafter are extracted.
1-4	Sections 1 to 4 are extracted.
1,2	Sections 1 and 2 are extracted.
1-2, 5	Sections 1, 2, and 5 are extracted.
(1,2)	Every other section is extracted starting with section 1 (sections 1, 3, and 5).
(2,3)	Every third section is extracted starting with section 2 (sections 2 and 5).
(2,2), 4	Every other section is extracted starting with section 2 (sections 2 and 4). <div style="border: 1px solid blue; border-radius: 15px; padding: 2px; display: inline-block;"> ⬇ Note </div> <ul style="list-style-type: none"> Here, section 4 is specified two times, but it is only extracted one time.

Input example	Result
8-10	An error occurs, and the document is not delivered.
1-5, 10-	Sections 1 to 5 are extracted. "10-" is ignored, as there are no corresponding sections.
3-8	Sections 3 to 5 are extracted. "6-8" is ignored, as there are no corresponding sections.
5-1	Sections 1 to 5 are extracted.
0-5	Sections 1 to 5 are extracted.
(0,2)	Every other section is extracted starting at zero (sections 2 and 4).

Section Splitter

This divides a job by separating the document data that comprises multiple sections by the number of specified sections.

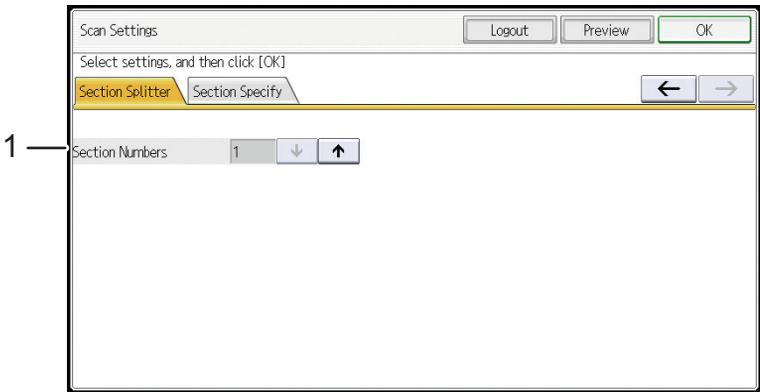
When using the Smart Operation Panel



EAP731

When using the Standard Operation Panel

2



DSW730

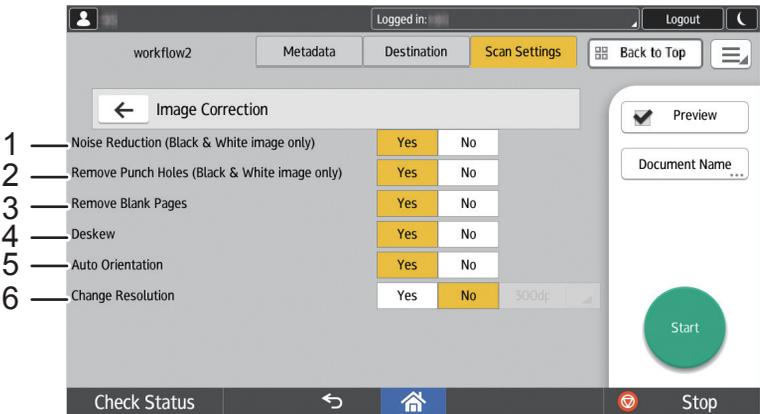
1. Section Numbers

Press [↓] or [↑] to specify the number of sections to be divided from 1 to 500.

Image Correction

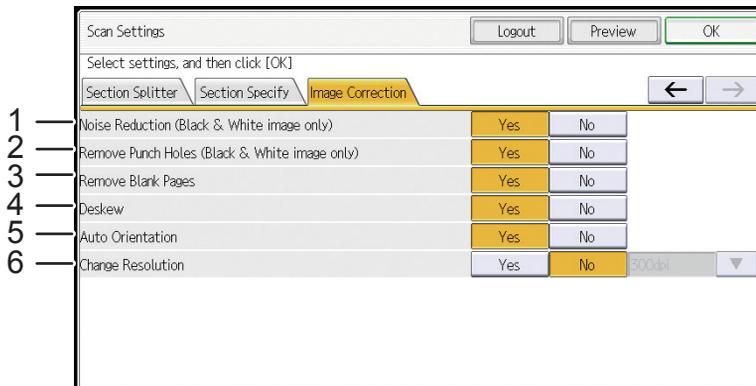
This automatically corrects the image of the scanned document.

When using the Smart Operation Panel



EAP733

When using the Standard Operation Panel



DSW732

1. Noise Reduction (Black & White image only)

This removes stains and spots from the scanned image.

This is only available when a black and white option is selected for Scan Type on the [Scan Settings] screen.

2. Remove Punch Holes (Black & White image only)

This removes punch hole marks from the scanned image.

It does not remove anything if a punch hole mark is missing or only an outline is present.

This is only available when a black and white option is selected for Scan Type on the [Scan Settings] screen.

3. Remove Blank Pages

This removes blank pages from a scanned document. This is useful when scanning a document with mixed one-sided and two-sided originals.

This function is also available when the original uses color paper in a single color.

4. Deskew

This corrects image skew before scanning an image. Skew can be corrected from -7° to $+7^{\circ}$.

When the image is extremely skewed, white margins can be added around the deskewed image.

5. Auto Orientation

This automatically detects the orientation of the images and rotates the images so that all pages have the same orientation.

It can correct originals rotated 90° , 180° , or 270° .

6. Change Resolution

This changes the resolution of the scanned image to a specified value.

This changes only when the resolution of the height or width of the image exceeds the specified value.

When the resolution is changed, the resolution of the height and width of the image become the same.

When the resolution of the image is smaller than the specified value, the resolution cannot be changed.

PDF Stamper

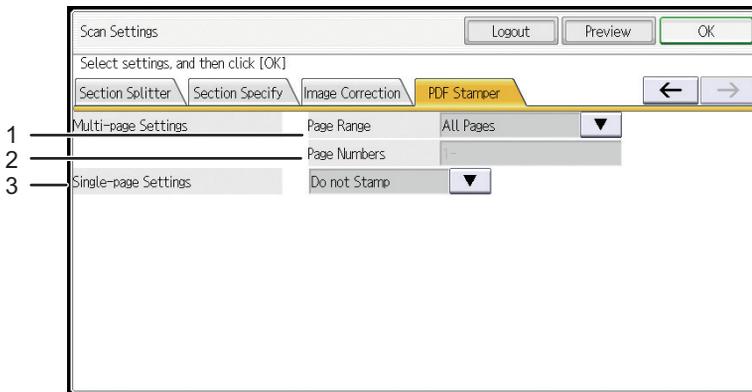
You can create a PDF with specific embedded text or image.

When using the Smart Operation Panel



EAP739

When using the Standard Operation Panel



DSW738

1. Page Range

Specify the range of pages to be stamped.

- All Pages
- Specified Pages
- First Page
- Last Page
- Even Pages
- Odd Pages

2. Page Numbers

When Specified Pages is selected in Page Range, specify the pages to be stamped.

The specification methods are as follows:

- Specify certain pages
To stamp pages 1, 3, and 5, specify "1,3,5".
- Specify a range of pages
To stamp pages 2 to 9, specify "2-9".
- Specify certain pages and a range
To stamp pages 2 to 5, 7, and 10 to 20, specify "2-5,7,10-20".
- Specify the last page
To stamp pages 1 to 7, specify "-7".
- Specify the first page
To stamp pages 2 to the last page, specify "2-".

3. Single-page Settings

Specify whether or not to embed a stamp on the document comprising a single page.

- Do not Stamp
- Stamp All

Scanning a Document on an MFP

This section describes how to scan an original using the ADF or exposure glass of a device.

Select a workflow and specify the destination, metadata and scan method, and then start scanning of the original.

1. Specify Preview as necessary.

See page 111 "Previewing a Scanned Original (Preview)".

2. Press the [Start] key.

The original is scanned according to the [Scan Method] selected on the Scan Settings screen.

- For details about scanning using the ADF (Batch Scan), see page 109 "Batch Scanning (Batch Scan)".
- For details about scanning using the ADF or exposure glass (Batch Scan), see page 109 "Scanning Multiple Originals Using the ADF or Exposure Glass (Mixed Batch) (When Using the Standard Operation Panel)".
- For details about scanning using the ADF (SADF), see page 110 "Batch Scanning Using the SADF".
- For details about scanning using the exposure glass, see page 110 "Scanning Multiple Originals Using the Exposure Glass".

3. When the scanning complete message is displayed on the operation screen of the device, press Home or New Document.

To display the Select a Workflow screen, press [Home].

To send a separate document in the same workflow, press New Document. The Metadata screen is displayed.

4. When Preview is specified in Step 3, check the preview image, and then press [Send].

See page 111 "Previewing a Scanned Original (Preview)".

Note

- For details about the orientation and position for placing the original and the size of the originals that can be scanned, see the user's guide of the device being used.
- You cannot change the scan method from ADF to exposure glass (or vice versa) during scanning.
- To cancel scanning after pressing the [Start] key, press the [Clear/Stop] key when using the Standard Operation Panel, or press [Stop] when using the Smart Operation Panel. After scanning is completed and delivery starts, only the administrator can cancel delivery. For details, see page 115 "Stopping or Canceling Scanning".
- If, after pressing [Start], an error message is displayed when using the Smart Operation Panel, check that the original is placed properly and that all required delivery parameters have been selected or entered. Items with an asterisk (*) are required.

- When using the Standard Operation Panel, check that the [Start] key is green. If the [Start] key is red, check that the original is placed properly and that all required delivery parameters have been selected or entered. Items with an asterisk (*) are required.

Batch Scanning (Batch Scan)

When [Batch] is selected for [Scan Method] and when using the Standard Operation Panel, place the original in the ADF. When using the Smart Operation Panel, you can place the original either in the ADF or on the exposure glass.

To scan additional originals, place the original within the wait time (default is 60 seconds). If the original is not placed within the wait time, either the documents scanned until then are delivered or delivery is canceled. The administrator specifies the wait time and how to manage jobs that exceed the wait time.

When using the Smart Operation Panel

1. After the first original is scanned, place the next document to be scanned in the ADF or on the exposure glass.
2. Press [Continue].
3. Repeat Steps 2 and 3 to scan all pages.
4. After all originals are scanned, press [Exit].

All scanned documents are delivered as one file.

When using the Standard Operation Panel

1. After the first original is scanned, place the next document to be scanned in the ADF.
2. Press the [Start] key.
3. Repeat Steps 2 and 3 to scan all documents.
4. After all documents are scanned, press [#].

All scanned documents are delivered as one file.

Note

- The device is ready for additional originals to be placed. After all documents are scanned, be sure to press [#]. Job management will not start until you press [#].

Scanning Multiple Originals Using the ADF or Exposure Glass (Mixed Batch) (When Using the Standard Operation Panel)

To scan additional originals, place the original within the wait time (default is 60 seconds). If the original is not placed within the wait time, either the documents scanned until then are delivered or delivery is canceled. The administrator specifies the wait time and how to manage jobs that exceed the wait time.

1. **After the first original is scanned, place the next document to be scanned.**
2. **Press the [Start] key.**
3. **Repeat Steps 2 and 3 to scan all documents.**
4. **After all documents are scanned, press [#].**

All scanned documents are delivered as one file.

Note

- The device is ready for additional originals to be placed. After all documents are scanned, be sure to press [#]. Job management will not start until you press [#].

Batch Scanning Using the SADF

When selecting [SADF] for [Scan Method] and when using the Standard Operation Panel, place the original in the ADF. When using the Smart Operation Panel, you can place the original either in the ADF or on the exposure glass.

To scan additional originals, place the original within the wait time (default is 60 seconds). If the original is not placed within the wait time, either the documents scanned until then are delivered or delivery is canceled. The administrator specifies the wait time and how to manage jobs that exceed the wait time.

When using the Smart Operation Panel

1. **After the first original is scanned, place the next document to be scanned in the ADF or on the exposure glass.**

Scanning starts automatically. Repeat this step to scan all pages.

2. **After all originals are scanned, press [Exit].**

All scanned documents are delivered as one file.

When using the Standard Operation Panel

1. **After the first original is scanned, place the next document to be scanned in the ADF.**

Scanning starts automatically. Repeat this step to scan all pages.

2. **After all documents are scanned, press [#].**

All scanned documents are delivered as one file.

Scanning Multiple Originals Using the Exposure Glass

To scan additional originals, place the original within the wait time (default is 60 seconds). If the original is not placed within the wait time, either the documents scanned until then are delivered or delivery is canceled. The administrator specifies the wait time and how to manage jobs that exceed the wait time.

When using the Smart Operation Panel

1. After the first original is scanned, place the next document to be scanned on the exposure glass.
2. Press [Continue].
3. Repeat Steps 2 and 3 to scan all pages.
4. After all originals are scanned, press [Exit].

All scanned documents are delivered as one file.

When using the Standard Operation Panel

1. After the first original is scanned, place the next document to be scanned on the exposure glass.
2. Press the [Start] key.
3. Repeat Steps 2 and 3 to scan all pages.
4. After all documents are scanned, press [#].

All scanned documents are delivered as one file.

Previewing a Scanned Original (Preview)

By specifying Preview and scanning an original, you can check that the document was correctly scanned, and then start delivery.

★ Important

- You can only use this on devices that support the preview function.
- If no operation is performed on the preview screen during the wait time, either the documents scanned until then are delivered or delivery is canceled. The administrator specifies the wait time and how to manage jobs that exceed the wait time. The remaining wait time is not displayed on the preview screen.

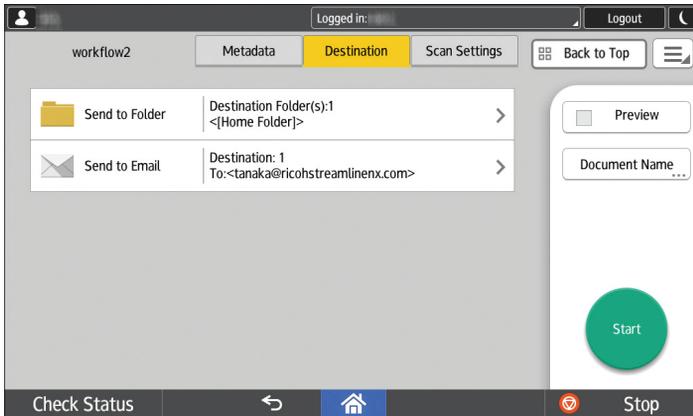
Displaying a preview

A preview may be automatically displayed after each scan depending on the administrator settings.

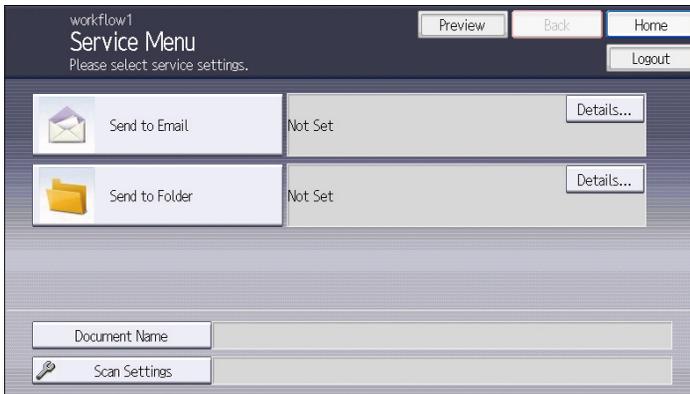
Use the following procedure to manually display a preview.

1. When using the Smart Operation Panel, add a check to [Preview]. When using the Standard Operation Panel, press [Preview].

When using the Smart Operation Panel



When using the Standard Operation Panel

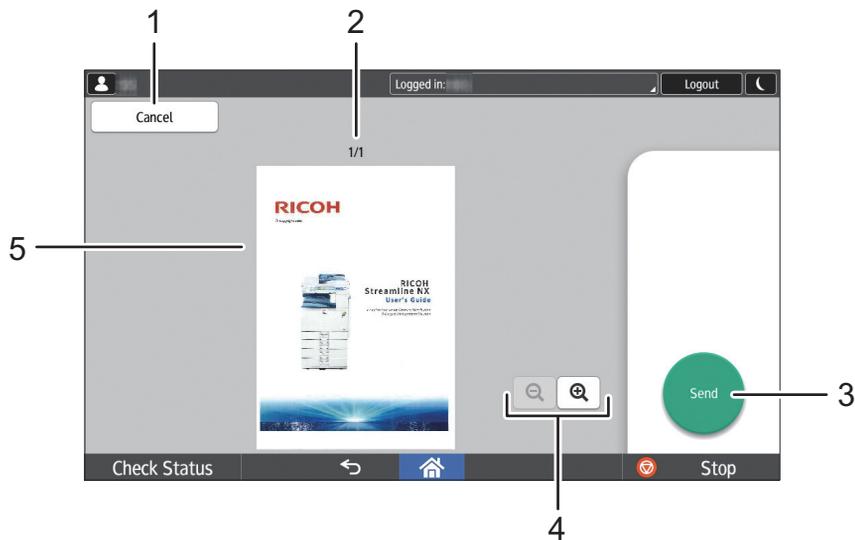


2. Press the [Start] key.
3. Check the scan result on the preview screen automatically displayed after scanning is completed.
4. To start delivery, press [Send].

Understanding the Preview screen layout

The details of the buttons and display of the preview screen are shown below.

When using the Smart Operation Panel



DSW751

1. [Cancel]

This cancels sending and closes the preview screen.

2. Display page

This displays the display page number and the total number of pages.

Press [◀] or [▶] to display the previous or next page.

3. [Send]

This resumes sending and closes the preview screen.

4. 🔍 🔍

This reduces or enlarges the displayed image.

5. Preview image

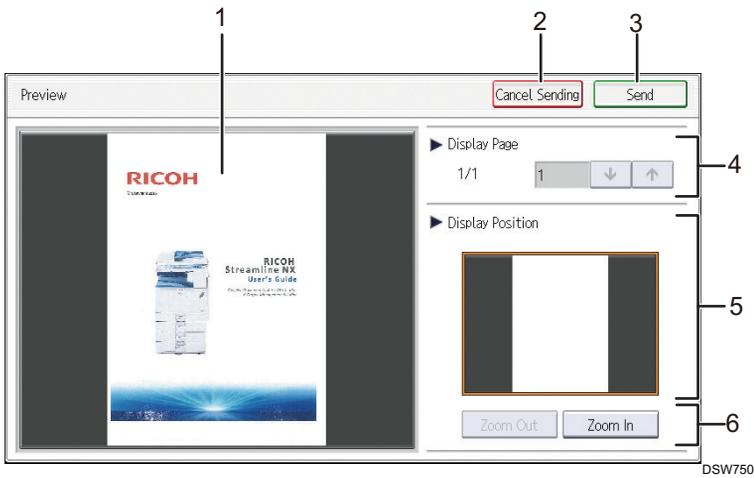
This displays an image of the scanned original. Double-tap the image to switch between actual size display and fit page display.

Pinch in or out to reduce or enlarge the display of the image.

In fit page display, press [◀] or [▶] to scroll the pages.

When the display is enlarged, swipe to move the display position.

When using the Standard Operation Panel



1. Preview image

This displays an image of the scanned original.

When you magnify the preview image, part of the image is displayed.

Press the part of the image you want to display, and drag it to the display area to make that area visible.

2. [Cancel Sending]

This cancels sending and closes the preview screen.

↓ Note

- When [Mixed Batch] is selected for [Scan Method] on the Scan Settings screen, [Cancel] is displayed. When you press [Cancel], delivery of the original displayed on the preview screen is canceled. To continue scanning, press [Cancel] again.

3. [Send]

This resumes sending and closes the preview screen.

↓ Note

- When [Mixed Batch] is selected for [Scan Method] on the Scan Settings screen, [OK] is displayed. When you press [OK], scanning of the original continues.

4. Display Page

This displays the display page number and the total number of pages.

Press ↓ or ↑ to display the previous or next page.

You can also press the text box and specify the page number.

On the display page switching screen, enter a page number.

5. Display Position

This displays the position of the image displayed in the preview.

6. [Zoom Out], [Zoom In]

This reduces or enlarges the displayed image.

Stopping or Canceling Scanning

After pressing the [Start] key and starting scanning, you can stop or cancel scanning. Use the following procedure to stop or cancel scanning:

 **Note**

- After scanning is completed and delivery starts, only the administrator can cancel delivery.

When using the Smart Operation Panel

1. Press [Stop].
2. Press [Continue] or [Cancel].

To resume scanning, press [Continue] within the wait time specified by the administrator.

To stop scanning, press [Stop]. The scanned document is deleted.

When using the Standard Operation Panel

1. Press the [Clear/Stop] key.
2. Press [Continue] or [Stop].

To resume scanning, press [Continue].

To stop scanning, press [Stop]. The scanned document is deleted.

Viewing Job Logs

This section describes how to view delivery job logs on the operation screen of the device.

↓ Note

- You cannot view job logs other than for delivery jobs on the operation screen of the device.
- The information visible in the job logs may vary depending on the administrator settings.
- When the security setting is enabled, user information for users other than the logged-in user is masked with asterisks.

1. **When using the Smart Operation Panel, press  at the top right of the screen, and select [Job Log]. When using the Standard Operation Panel, press [Job Log] on the Select a Workflow screen.**

When a job log contains a workflow requiring authentication, the password entry screen is displayed. For details, see page 48 "Entering the Workflow Password".

2. **Press [Refresh] to refresh the information as necessary.**
3. **The following information is displayed on the [Job Log] screen:**

Item	Description
Date/Time	Displays the date and time scanning was performed.
Workflow Name	Displays the workflow name.
Document Name	Displays the document name.
User Name	Displays the user name.
Page(s)	Displays the number of scanned pages.
Status	Displays the status of the current job.

↓ Note

- Depending on the administrator settings, [Document Name] and [User Name] other than for logged-in users are masked.
 - [Document Name] and [Page(s)] are not displayed on devices with a 4.3-inch screen.
4. **When using the Smart Operation Panel, press [Close]. When using the Standard Operation Panel, press [OK].**

3. Printing

This chapter describes how to store a print document on a RICOH Streamline NX server and how to select and print necessary documents from the print document list on the operation screen of a device. It also describes how to print documents not stored on a server.

In addition, it describes how to configure a printer for printing.

Overview of the Printing Functions

The RICOH Streamline NX system has the following printing functions:

★ Important

- **The functions that can be used vary depending on the administrator settings. For details, contact the administrator.**

Secure Print Function

Use this function to select a print document sent from a client computer using the operation screen of a device or a mobile device, and print that document. The user can view the list of documents from any device, access the required documents from a nearby device, and securely print them at any time.

Only the user who sent the print job and users with access privileges to the print job (proxy users) can print a stored secure print document. A user logged in to a device can only view a job list for which the user has access privileges.

The secure printing function not only improves security, but it also reduces misprinting and non-essential printing to help reduce printing costs. For example, it can be used in the following cases:

- When you are staying by the device while printing an important document to ensure that the document is not viewed by others
- When you have stored a document for a meeting on another floor or separated office on the RICOH Streamline NX server, and you want the people attending the meeting to read the document on the destination device or print out only the required number of copies
- When you want to specify a project member as the delegate user who can store a document on the RICOH Streamline NX server and print it in a format that can be shared only among project members

There are two types of secure printing: server secure printing, which uses the RICOH Streamline NX server for authentication, storage and processing of print jobs, and client secure printing, which uses RICOH Streamline NX PC Client for performing operations. You can select the function to use according to the RICOH Streamline NX server connection speed.

↓ Note

- For details about printing server secure print documents, see page 120 "Printing a Document".

- For printing using RICOH Streamline NX PC Client, see RICOH Streamline NX PC Client Operation Guide.
- A user can print a secure print document by logging in to a RICOH device with the RICOH Streamline NX device application installed. A user can also use a smart device with the RICOH Streamline NX mobile app installed to print from devices even without the RICOH Streamline NX device application installed and from non-Ricoh devices. For details, see page 148 "Releasing Secure Print Documents".

Direct Print Function

3

Use the direct printing function to print documents using the printing functions other than secure printing (authentication, tabulation, rule-based printing, etc.) in RICOH Streamline NX. In direct printing, the authentication, applying of the print rule, and other job processing are handled by the RICOH Streamline NX server or RICOH Streamline NX PC Client when a print job is sent by a user, and the print job is immediately printed from a device.

The direct printing function can be used to print with the print settings of the host system such as when printing forms from a core system. You can also print without operating the device, so there is no need to wait next to the device for printing to end while printing a large volume document. The direct printing function can also be used when you want to print a job without using the RICOH Streamline NX server.

You can also print jobs without LDAP user information or as a different user in a case such as printing from UNIX or a mainframe.

Note

- For details about server direct printing, see page 134 "Printing without Storing on a RICOH Streamline NX Server (Direct Print)".
- For client direct printing using RICOH Streamline NX PC Client, see the RICOH Streamline NX PC Client Operation Guide.
- The direct printing function can be used to print on a RICOH device with or without the RICOH Streamline NX device application installed and from non-RICOH devices or USB-connected devices. Use RICOH Streamline NX PC Client to print from a USB-connected device.
- Rule-based printing is not applied when printing from non-RICOH devices. For details about the rule-based printing function, see "Rule-based Print Function" below.

Device Direct Printing Function

Use the device direct printing function to send a print job directly from a computer to a device and have it printed immediately.

Authentication is performed on the device side using the user ID entered by the user on the printer driver and the computer login user name. You can also print jobs without LDAP user information or as a different user, such as when printing from UNIX or a mainframe.

Note

- Rule-based printing does not apply. For details about the rule-based printing function, see "Rule-based Print Function" below.

Rule-based Print Function

Rule-based printing is a function that automatically changes the print settings of jobs sent by the secure printing function or direct printing function based on print rules. The print rules are configured in advance by the administrator in the Management Console according to the operation purpose. Print rules are applied when sending a print job and printing from a device.

Printing a Document

When making secure printing, you can select a job from the print document list on a mobile device or the operation screen of a device.

When making direct printing, you can directly print without having to use the device or a mobile device.

★ Important

- **Register and configure the printer before printing. For details, see page 136 "Configuring a Printer".**

↓ Note

- For details about supported devices and printer drivers and the printer port to use, contact the administrator.
- When rule-based printing is configured, the print results and the output device may not reflect the user settings. In addition, jobs may be deleted and Secure Print may be enabled. For details about the configured print rules, contact the administrator.

Device types and available functions

The device types and available functions are as follows:

✓: Available

-: Not available

MFP

Function	MFP with Smart Operation Panel	MFP not equipped with 4.3-inch screen	MFP with 4.3-inch screen
Checking, printing, and deleting the print document on the print document list screen	✓	✓	✓
Directly printing from a device	✓	✓	✓
Printing after changing the printing preferences	✓	✓	-
Printing a document as delegate user	✓	✓	✓

Laser printer

Function	Laser printer with Smart Operation Panel	Laser printer with 4.3-inch screen	Laser printer not equipped with 4.3-inch screen
Checking, printing, and deleting the print document on the print document list screen	✓	✓	✓*
Directly printing from a device	✓	✓	✓
Printing after changing the printing preferences	✓	-	-
Printing a document as delegate user	✓	✓	-

* When a user logs in, all secure print documents of the login user are printed. You cannot check or delete a document without displaying the print document list screen.

Storing a Document on a RICOH Streamline NX Server (Secure Printing)

When you send a print job to a shared printer configured for secure printing, you can have the print job stored on a RICOH Streamline NX server, and select a job from a mobile device or the operation screen of a nearby device and print the job.

Only the logged-in user and users with access privileges to the document can print a secure print document.

↓ Note

- Register a shared printer configured for secure printing to a client computer in advance. For details, see page 136 "Configuring a Printer".
- For the name of shared printers configured for secure printing, contact the administrator.
- For details about printing from a mobile device, see page 148 "Releasing Secure Print Documents".

1. **Create or open the document to print in the application, and specify the print command.**
2. **Select a shared printer configured for secure printing.**
3. **Configure the printing details and authentication information as necessary.**
4. **Click [Print].**

The document is stored on a RICOH Streamline NX server.

For details about printing a stored document, see page 122 "Printing a Document from a Device".

Printing a Document from a Device

From the print document list on the operation screen of a device, you can select a document stored on a RICOH Streamline NX server and print it. The print jobs of the logged-in user are displayed in the print document list.

↓ Note

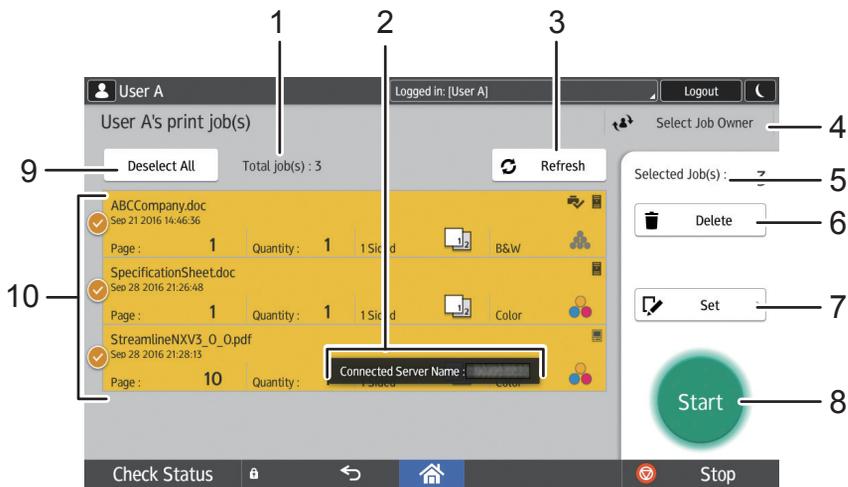
- Depending on the application type and printing preferences, the information on the print document list may not correctly reflect the printing preferences of the printer driver.
- When a user logs in as a guest user and [Secure Print] is selected on the workflow selection screen, the screen for entering the authentication PIN for printing is displayed. When you enter a valid authentication PIN and press [OK], the print document list corresponding to the entered authentication PIN is displayed.
- When printing a document as a delegate user, see page 133 "Printing a Document as Delegate User".
- Client secure print jobs stored in a specified folder on a client computer using RICOH Streamline NX PC Client are also displayed on the print document list screen. The procedure for printing client secure print jobs is the same as that for server secure print jobs.

Understanding the print document list screen layout (when using the Smart Operation Panel)

When [Secure Print] is selected on the workflow selection screen, the print document list screen is displayed.

↓ Note

- If an attempt to obtain the print document list fails, an error code and message are displayed. Record the error code, press [Exit], and contact the administrator. For details about the error codes, see page 166 "Error Codes and Messages Displayed When Obtaining the Print Document Queue".
- The selection status when the print document list is first displayed depends on the administrator settings.



DSW736

1. Total job(s):

This displays the total number of pages of the print documents belonging to the logged-in user.

2. Print document storage server information

A pop-up message indicating that data has been obtained is displayed when the print document data has been obtained. You can obtain the print document by displaying the print document list screen or by pressing the [Refresh] button

3. [Refresh]

This refreshes the information on the print document list.

When the print document data has been obtained from a RICOH Streamline NX server, a pop-up message is displayed.

4. Select Job Owner

Pressing this displays the [Select Job Owner] screen. You can print job owner print documents as a delegate user.

This changes to [Login User] when the print document list of the owner is displayed. To return to the print document list of the logged-in user, press [Login User]. For details, see page 133 "Printing a Document as Delegate User".

5. Selected Job(s):

This displays the number of selected print documents.

6. [Delete]

This deletes the selected print document. This is available when two or more print documents are selected. For details about deleting a document, see page 134 "Deleting a Print Document".

7. [Set]

You can change the print document settings. This is available only when one or more print documents are selected.

For details about changing the print settings, see page 131 "Changing the Print Document Settings".

8. [Start]

This prints the selected print document. This is available when two or more print documents are selected.

For details about printing, see page 122 "Printing a Document from a Device".

9. [Select All]/[Deselect All]

Select or clear selection of all print documents. The name is not case-sensitive.

10. Print document list

This displays a list of up to 50 print documents belonging to the logged-in user.

Swipe up or down to display other pages.

Press and select one or more print documents. The selected print documents are highlighted. Press again to cancel the selection.

The following information is displayed for each print document:

- Print document name

This displays the file name of the print document.

- Printed information

 is displayed on completed jobs.

- Data storage information

The data storage information is displayed with icons.



This is displayed on client secure print documents sent using RICOH Streamline NX PC Client.

These print documents are stored on a client computer. For details about client secure printing, see the RICOH Streamline NX PC Client Operation Guide.



This is displayed on server secure print documents sent to a shared printer. Print documents are stored on a RICOH Streamline NX server. For details about printing, see page 122 "Printing a Document from a Device".

- Date/Time

This displays the date and time the print document was stored.

- Number of Pages

This displays the total number of pages of the document.

- Quantity

This displays the number of print copies specified in the document.

- Print Sides

This displays the print sides ( (1 Sided)/ (2 Sided)) specified in the document.

- Color Mode

This displays the color mode ( (Color)/ (Black and White)) specified in the document.

Note

- A confirmation message appears when there are 51 or more user print documents. Press [OK] to display only the first 50 documents sorted by administrator settings.
- Depending on the type of characters being used, the print document name may not be correctly displayed.
- Depending on the application used to create the document, the print document information may not be correctly displayed.
-  is displayed for the print jobs stored on external print systems in the data storage information.

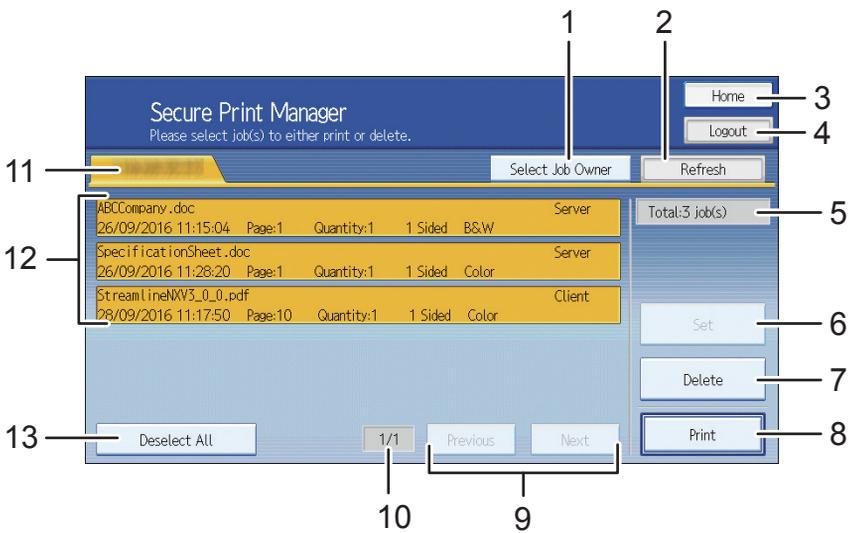
Understanding the print document list screen layout (when using the Standard Operation Panel)

When [Secure Print] is selected on the workflow selection screen, the print document list screen is displayed.

Note

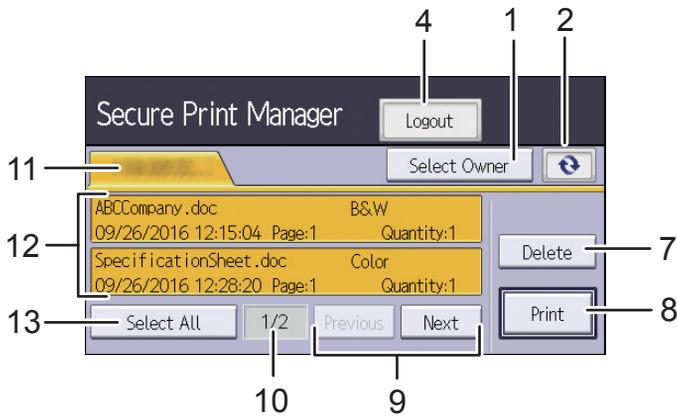
- If an attempt to obtain the print document list fails, an error code and message are displayed. Record the error code, press [Exit], and contact the administrator. For details about the error codes, see page 166 "Error Codes and Messages Displayed When Obtaining the Print Document Queue".
- The selection status when the print document list is first displayed depends on the administrator settings.

Print document list screen on the Standard Operation Panel



DSW734

Print document list screen on an MFP or laser printer with a 4.3-inch screen



DSW735

1. [Select Job Owner]

Pressing this displays the [Select Job Owner] screen. You can print job owner print documents as a delegate user.

This changes to [Login User] when the print document list of the owner is displayed. To return to the print document list of the logged-in user, press [Login User]. For details, see page 133 "Printing a Document as Delegate User".

2. [Refresh]

This refreshes the information on the print document list.

3. [Home]

This displays the workflow selection screen.

4. [Logout]

This logs out the user from the device.

5. [Total job(s):]

This displays the total number of pages of the print documents belonging to the logged-in user.

This is not displayed on MFPs with a 4.3-inch screen.

6. [Set]

You can change the print document settings. This is available only when one or more print documents are selected.

For details about changing the print settings, see page 131 "Changing the Print Document Settings".

This is not displayed on MFPs with a 4.3-inch screen.

7. [Delete]

This deletes the selected print document. This is available when two or more print documents are selected. For details about deleting a document, see page 134 "Deleting a Print Document".

8. [Print]

This prints the selected print document. This is available when two or more print documents are selected. For details about printing, see page 122 "Printing a Document from a Device".

9. [Previous]/[Next]

Use these buttons to move to the previous or next page.

10. Page number

This displays the number of the page currently displayed and the total number of pages. Up to 10 pages can be displayed.

11. Server name

This displays the display name of the RICOH Streamline NX server connected to the device.

12. Print document list

This displays a list of up to 50 print documents belonging to the logged-in user.

Press and select one or more print documents. The selected print documents are highlighted. Press again to cancel the selection.

The following information is displayed for each print document:

- Print document name

This displays the file name of the print document. The name is not case sensitive.

- Data storage information

[Client] or [Server] is displayed on the right side as the data storage information.

- [Client]

This is displayed on client secure print documents sent using RICOH Streamline NX PC Client. These print documents are stored on a client computer. For details about client secure printing, see the RICOH Streamline NX PC Client Operation Guide.

- [Server]

This is displayed on server secure print documents sent to a shared printer. Print documents are stored on a RICOH Streamline NX server. For details about printing, see page 122 "Printing a Document from a Device".

- Date/Time

This displays the date and time the print document was stored.

- Number of Pages

This displays the total number of pages of the document.

- Quantity

This displays the number of print copies specified in the document.

- Print Sides

This displays the print sides ([2 Sided]/[1 Sided]) specified in the document.

- Color Mode

This displays the color mode ([Color]/[Black & White]) specified in the document.

↓ Note

- A confirmation message appears when there are 51 or more user print documents. Press [OK] to display only the first 50 documents sorted by administrator settings.
- The data storage information and print sides are not displayed on MFPs with a 4.3-inch screen.
- Depending on the type of characters being used, the print document name may not be correctly displayed.
- Depending on the application used to create the document, the print document information may not be correctly displayed.
- [External] is displayed for the print jobs stored on external print systems in the data storage information.

13. [Select All]/[Deselect All]

Select or clear selection of all print documents.

Printing a document from an MFP (when using the Smart Operation Panel)

1. Log in to the MFP.

For details about the login procedure, see page 19 "Logging In to an MFP".

2. Press [SLNX Secure Print] at the top of the screen.

When the print document list screen is displayed after logging in, go to Step 3.

When the print document data has been obtained from the RICOH Streamline NX server, a pop-up message is displayed, and the print document list is displayed.

3. On the print document list screen, select the document to print.

For details, see page 122 "Understanding the print document list screen layout (when using the Smart Operation Panel)".

4. Change the printing preferences as necessary.

See page 131 "Changing the Print Document Settings".

5. Press [Print].

↓ Note

- When printing is completed, the updated print document list is displayed.
- A confirmation message is displayed when rule-based printing is configured and printing cannot be performed due to a rule, or the printing preferences are changed. To stop scanning, press Cancel. To continue printing after checking the contents, press [Print].
- The user cannot perform other operations or log out when printing a document.
- Depending on the administrator settings, the document may be deleted or stored after it is printed.
- When a user alias is registered, all print documents sent using a user name and user alias are displayed on the print document list screen. You can print or delete these print documents.

- When the administrator has enabled the job cancel function at logout and the user logs out from the MFP due to a paper jam or other error on the device, all processing documents including documents waiting to print are automatically deleted.

Printing a document from an MFP (when using the Standard Operation Panel)

1. Log in to the MFP.

For details about the login procedure, see page 19 "Logging In to an MFP".

2. On the workflow selection screen, press the tab of the group that includes [Secure Print].

3. Press [Secure Print].

4. On the print document list screen, select the document to print.

For details, see page 125 "Understanding the print document list screen layout (when using the Standard Operation Panel)".

5. Change the printing preferences as necessary.

See page 131 "Changing the Print Document Settings".

6. Press [Print], or press [Start] on the operation panel.

↓ Note

- When printing is completed, the updated print document list is displayed.
- A confirmation message is displayed when rule-based printing is configured and printing cannot be performed due to a rule, or the printing preferences are changed. To cancel printing, press [Cancel]. To continue printing with the applied rules, press [Print].
- The user cannot perform other operations or log out when printing a document.
- Depending on the administrator settings, the document may be deleted or stored after it is printed.
- When a user alias is registered, all print documents sent using a user name and user alias are displayed on the print document list screen. You can print or delete these print documents.
- When the administrator has enabled the job cancel function at logout and the user logs out from the MFP due to a paper jam or other error on the device, all processing documents including documents waiting to print are automatically deleted.

Printing a document with a laser printer

Printing with a laser printer with a 4.3-inch screen

1. Log in to the device.

For details about the login procedure, see page 28 "Logging In to a Laser Printer with a 4.3-inch Screen".

2. On the print document list screen, select the document to print.

3. Press [Print], or press [Start] on the operation panel of the device.

↓ Note

- When printing is completed, the updated print document list is displayed.
- A confirmation message is displayed when rule-based printing is configured and printing cannot be performed due to a rule, or the printing preferences are changed. To cancel printing, press [Cancel]. To continue printing with the applied rules, press [Print].
- The user cannot log out when printing a document.
- The print document list screen is displayed in the language specified on the laser printer.
- Depending on the administrator settings, the document may be deleted or stored after it is printed.
- When a user alias is registered, all print documents sent using a user name and user alias are displayed on the print document list screen. You can print or delete these print documents.

Printing with a laser printer (not including laser printers with a 4.3-inch screen)

1. Log in to the device.

For details about the login procedure, see page 28 "Logging In to a Laser Printer with a 4.3-inch Screen".

2. When authentication is successful, all print jobs of the logged-in user are automatically printed.

↓ Note

- When printing is completed, the user is automatically logged out.

Messages displayed on the laser printer

Message	Description
Ready to print	Displayed on the initial screen.
Connecting	Displayed after login until printing starts.
Connection server 1	The printer is connected to the RICOH Streamline NX server. The name of the connected server is displayed.
Printing	Displayed while printing.
Print error	An error occurred when the print document is sent to the printer. This message is displayed for three seconds, and then the initial screen is displayed.

Message	Description
No document	No document was found for the logged-in user. This message is displayed for three seconds, and then the initial screen is displayed.

Note

- When an error code is displayed, see page 160 "Error Codes".

3

Changing the Print Document Settings

You can use the print document list screen to change the printing preferences, and then you can print one copy to check the print results before printing. You can change the following items:

- Quantity
- Print Sides
- Color Mode

Note

- You cannot change the printing preferences on a laser printer or MFP with a 4.3-inch screen.

1. Display the print document list screen.

For details about displaying the print document list screen, see page 128 "Printing a document from an MFP (when using the Smart Operation Panel)" or page 129 "Printing a document from an MFP (when using the Standard Operation Panel)".

2. Select the print document with the setting you want to change.

3. Press [Set].

4. Change the printing preferences.

Item	Description
Quantity	<p>When using the Smart Operation Panel</p> <p>Press the setting field to display the 10-key keyboard, specify the number of print copies, and press [Done].</p> <p>When using the Standard Operation Panel</p> <p>Use the numeric keypad on the operation panel to specify the number of print copies. Pressing the [Clear] key cancels the entered numeric value, and returns you to the original quantity.</p> <p>Note</p> <ul style="list-style-type: none"> Specify the number of print copies from 1 to 999. When the original quantity is specified to 999 copies or more, the quantity is displayed as 999.
1 or 2 Sided	<p>When using the Smart Operation Panel</p> <p>Press the setting field to display the [1 or 2 Sided] screen. Select [1 Sided], [2 Sided], or [Do not Change].</p> <p>When using the Standard Operation Panel</p> <p>Press [1 Sided] or [2 Sided] to change the number of print sides. When printing the original quantity, select Do not Change.</p>
Color / B&W	<p>When using the Smart Operation Panel</p> <p>Press the setting field to display the [Color / B&W] screen. Select [Color], [B&W], or [Do not Change].</p> <p>When using the Standard Operation Panel</p> <p>Press [Color] or [B&W] to change the color mode. When printing the original color mode, select [Do not Change].</p>

5. Print with the changed settings.

Printing all copies with the changed settings

1. Press [Print].

Printing one copy and checking the print results

1. Press [Check Print].
2. To print the remaining copies after checking the print result, press [Print].
To specify the setting again, press [Cancel].
To delete the remaining copies without printing, press [Delete].

↓ Note

- When two-sided printing is selected on devices that do not support this function, the job is printed on one side.
- Printing preferences are not displayed when there are no applicable jobs.
- When multiple print jobs are selected, all settings that can be applied to one or more jobs are displayed, but the settings are not applied to jobs to which the settings cannot be applied.
- The print sides and color mode settings cannot be changed when the forced black-and-white printing rule or the forced two-sided printing rule is applied to users or devices with rule-based printing.
- Changed printing preferences are not applied to the print document list screen.
- Depending on the device you are using, you cannot change the quantity, print sides, and color mode when using the PostScript printer driver. For details, see the "Device types and available functions" table on page 120 "Printing a Document".

Printing a Document as Delegate User

Two types of users can print a job owner's document: a user registered as a delegate user for the user who sent the print job (job owner) and a user specified as a delegate user when a job owner sends a job using RICOH Streamline NX PC Client.

↓ Note

- The permissions of the owner are applied to the print document even when a delegate user prints a document of a job owner, and the job is recorded in the tabulation log as the owner's job. In addition, when rule-based printing is configured, the rules of the job owner are applied.
- You cannot perform proxy printing on a laser printer not equipped with a 4.3-inch screen.

1. Display the print document list screen.

For details about displaying the print document list screen, see page 128 "Printing a document from an MFP (when using the Smart Operation Panel)", page 129 "Printing a document from an MFP (when using the Standard Operation Panel)", or page 129 "Printing a document with a laser printer".

2. Press [Select Job Owner].

3. Select the owner of the print document, and press [OK].

4. Select the document to print.**5. When using the Smart Operation Panel, press [Print]. When using the Standard Operation Panel, press [OK] or press [Start] on the operation panel.****Note**

- The owner's name and number of print documents are displayed for each button. For owners who have not stored documents that can be printed by a delegate user, their buttons are disabled. If an owner's name is not displayed on a button, contact the administrator.
- Up to five owners can be displayed.
- To return from the print document list of the job owner to the print document list of the logged-in user, press [Login User].
- If the usage limit value of the job owner is exceeded, a message is displayed indicating that a restriction has been applied. To continue printing after checking the contents, press [Print].
- The user cannot perform other operations and a delegate user cannot log out when printing a document.
- Depending on the administrator settings, the document may be deleted or stored after it is printed.

Deleting a Print Document**1. Display the print document list screen.**

For details about displaying the print document list screen, see page 128 "Printing a document from an MFP (when using the Smart Operation Panel)", page 129 "Printing a document from an MFP (when using the Standard Operation Panel)", or page 129 "Printing a document with a laser printer".

2. Select the document to delete.

More than one document can be selected at a time.

3. Press [Delete].**4. When the confirmation message is displayed, press [Yes].****Note**

- The user cannot perform other operations or log out when deleting a document.

Printing without Storing on a RICOH Streamline NX Server (Direct Print)

You can send a print job to a shared printer configured for direct printing and print the job directly. Authentication of the print job is performed and the print rules are applied to the RICOH Streamline NX server, and the device immediately starts printing.

Note

- When the administrator has enabled the job cancel function at logout and a user is sending a direct print job while another user logs out due to an error on the device, the print document of the first user may be deleted.
- Register a shared printer configured for direct printing to a client computer in advance. For details, see page 136 "Configuring a Printer".
- For the name of shared printers configured for direct printing, contact the administrator.
- You can only specify [Normal Print] for the [Job Type] setting.

- 1. Create or open the document to print in the application, and specify the print command.**
- 2. Select a shared printer configured for direct printing.**
- 3. Configure the printing details and authentication information as necessary.**
- 4. Press [Print].**

Printing Directly to a Device (Device Direct Print)

You can use a printer driver installed to a client computer or host system to send a print job to a device and directly print it.

Note

- The printer driver of the device must be installed on your computer.
- Print rules do not apply.
- When user information is included in a print job, user authentication and accounting information are sent.

- 1. Create or open the document to print in the application, and specify the print command.**
- 2. Select the device for performing printing.**
- 3. Configure the printing details and authentication information as necessary.**
- 4. Press [Print].**

Configuring a Printer

To print using a shared printer configured on a RICOH Streamline NX server with the Secure Print and Server Direct Print functions, register a shared printer to a client computer. In addition, configure the authentication information on the registered shared printer as necessary.

Note

- To use the Client Secure Print and Client Direct Print functions, install the printer driver of the device to be used on the client computer, and configure an SLNX Secure Print Port or TCP/IP port. For details about configure the SLNX Secure Print Port, see page 139 "Configuring Port Settings of the Printer to be Used for Client Secure Printing".
- To use the Device Direct Print function, use the procedure for adding a printer with the installer and install the printer driver of the device to be used on the client computer. In addition, configure authentication as necessary.

3

Registering a Shared Printer

Register the shared printer configured on the RICOH Streamline NX server to the client computer.

Note

- Before registering a shared printer, check that [Turn on network discovery] is selected in the shared settings of the client computer.

Adding a network printer to Windows

Drag and drop the icon of the shared printer configured on the RICOH Streamline NX server to the printer folder on the client computer.

Note

- The procedure for opening the network print server folder and printer folder varies depending on the operating system of the client computer being used. This section describes the procedure using Windows 10 operations as an example.
- For the UNC path of the RICOH Streamline NX server, contact the administrator.

1. Click [Start], and in [Search the web and Windows], enter the UNC path of the RICOH Streamline NX server (\\ComputerName (example: \\PrintServer) or \\IP address (example: \\192.168.0.10)).

The RICOH Streamline NX server folder opens, and the printer configured on the RICOH Streamline NX server is displayed.

2. Right-click [Start], and select [Control Panel].
3. Click [View devices and printers].

4. Drag and drop the printer icon from the RICOH Streamline NX server to the [Devices and Printers] folder.

The printer is now configured on the client computer.

↓ Note

- You can also use any of the following methods to configure the printer on the client computer:
 - After Step 1 above, double-click the icon of the shared printer.
 - Click [Start], and enter the path of the shared printer in [Search the web and Windows].
 - On the [Devices and Printers] window, click [Add a printer], and perform the following operations on the wizard:
 - [Add a Bluetooth, wireless, or network discoverable printer] > [The printer that I want isn't listed] > [Select a shared printer by name] > [Next] > Select the RICOH Streamline NX server connected to the shared printer. > [Select] > Select the name of the shared printer. > [Select] > [Next] > [Finish]

Adding a local printer to Windows

↓ Note

- Configure a shared printer on the RICOH Streamline NX server in advance. For details, see Administrator's Guide.
- The procedure for opening the printer folder varies depending on the operating system of the client computer. This section describes the procedure using Windows 10 operations as an example.
- For the UNC path of the RICOH Streamline NX server, contact the administrator.

1. Right-click [Start], and select [Control Panel].
2. Click [View devices and printers].
3. Click [Add a printer].
4. Select [Add a local printer or network printer with manual settings].
5. Select [Create a new port], select [Local Port] from the [Type of port] list, and click [Next].
6. Enter a port name, and click [OK].

For the port name, enter "\\<RICOH Streamline NX server name or IP address>\<shared printer name>".

The host name is used to identify the port on the system. It is not used as the display name of the printer.

7. Configure other settings as necessary, and click [Finish].

Adding a printer to Mac OS X (10.9 or later)

1. Click the Apple menu, and select [System Preferences].
2. Click [Printers & Scanners].
3. Click [+].

If the [Advanced] icon is displayed on the toolbar, go to Step 7.

If the [Advanced] icon is not displayed on the toolbar, go to Step 4.

4. Click the [Default] icon (or any other icon on the toolbar) while pressing the [Control] key, and then select [Customize Toolbar].
5. Drag and drop the [Advanced] icon to the toolbar.
6. Click [Finish].
7. Click [Advanced].
8. On the [Advanced] tab, select [Windows printer via spoolss].
9. Enter the printer address in [URL].

Use the following format for the printer address:

smb://<workgroup>/<server>/<sharename>

smb://<workgroup>/<server>/<sharename>

Note

- In <workgroup>, enter the name of the Windows workgroup to which the computer sharing the printer belongs.
- In <server>, enter the IP address or name of the computer sharing the printer.
- In <sharename>, enter the share name of the shared Windows printer. If spaces are included in the entered value, they are replaced with "%20". Do not use parentheses () in the share name.
- When specifying an IP address in <sharename>, or when the Mac computer being used belongs to the same workgroup as the Windows computer, you do not need to enter a value for <workgroup>.

10. Enter the printer name in [Name].
11. For [Driver], select "Generic PostScript Printer" or the printer driver of the device.
12. Click [Add].

Configuring the Authentication Information of the Printer

★ Important

- Contact the administrator to determine whether or not you need to configure the authentication information on the printer.
- If you will configure the authentication information each time you perform printing, you do not need to configure the authentication information on the printer in advance.

↓ Note

- This section describes the procedure using Universal Print Driver operations as an example. The actual procedure may vary depending on the type of printer driver.
1. Right-click the icon of the printer added in page 136 "Registering a Shared Printer", and select [Printing preferences].
 2. On the [Job Setup] menu under the [Detailed Settings] tab, select [Normal Print].
On the [Job Type] setting of the printer, [Normal Print] is the only supported setting.
 3. Click [Authentication...].
 4. Enter the information required for authentication, and click [OK].

For details about the information required for authentication, contact the system administrator.

5. Click [OK].

↓ Note

- When printing from an application, configure the printing preferences and authentication information on the [Printer Properties] window of the printer.

Configuring Port Settings of the Printer to be Used for Client Secure Printing

Add the SLNX Secure Print Port to the printer to be used for Client Secure Printing with RICOH Streamline NX PC Client.

Note

- Install the printer driver of the device to be used and RICOH Streamline NX PC Client on the client computer in advance. For details, contact your administrator.

1. Right-click [Start], and then click [Control Panel].
2. Click [View devices and printers].
3. Right-click on the icon of the printer to be configured.
4. Click [Printer Properties].
5. Click the [Port] tab.
6. Select the [SLNX Secure Print Port] check box in the port list.
7. Click [Apply].
8. Click [OK] to close the Printer Properties window.

4. Using the Streamline NX Mobile Application

This chapter describes how to securely print a document stored on the RICOH Streamline NX server or RICOH Streamline NX PC Client using a mobile device. It also describes how to use a delivery workflow of RICOH Streamline NX to deliver images captured with and stored on a mobile device.

↓ Note

- You can download the RICOH Streamline NX mobile app from the mobile app store for each platform. The following platforms are supported:
 - Android 5.0 or later
 - iOS 9.0 or later
 - Windows Phone 10.0 or later
- Japanese version of Streamline NX Mobile Application is currently not provided.

RICOH Streamline NX Features Available on a Mobile Device

You can use the RICOH Streamline NX functions easily on a mobile device.

The following operations can be performed on a mobile device:

Releasing secure documents

Access the list of secure print jobs, and print jobs from a nearby device. Print jobs are stored in advance from a client computer to a specified folder on a RICOH Streamline NX server or RICOH Streamline NX PC Client.

Delivery of documents using workflows

Use a workflow configured by the administrator to deliver images captured with or stored on a mobile device.

Printing documents

You can print a document using the print function in the mobile app on your mobile device. The document is sent to the RICOH Streamline NX server and safely stored on the server. The document stored on the server can be printed from any device.

↓ Note

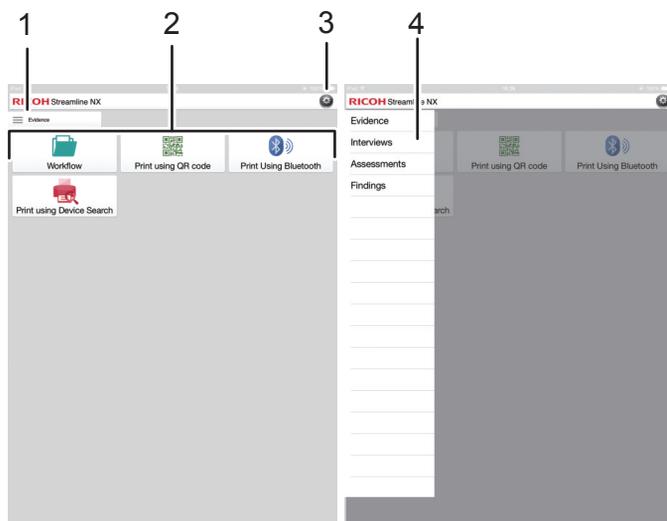
- On Android, you will need to have the RICOH Streamline NX mobile app installed on the mobile device to submit a print job to the RICOH Streamline NX server. Under iOS or Windows 10 Mobile, you can submit a document to the RICOH Streamline NX server using the built-in print function of the operating system.

Note

- To print secure print jobs and use the functions for delivering documents with a workflow, install the RICOH Streamline NX mobile app.
- For details about printing secure print documents, see page 148 "Releasing Secure Print Documents".
- For details about storing secure print jobs, see page 121 "Storing a Document on a RICOH Streamline NX Server (Secure Printing)".
- For details about delivering images, see page 144 "Delivering Images from a Mobile Device".
- For details about configuring a document delivery workflow, contact the administrator.
- For details about sending print jobs, see page 150 "Printing From Your Mobile Device".

Understanding the Screen Layout of the RICOH Streamline NX Mobile App

The following items and functions are displayed on the home screen of the RICOH Streamline NX mobile app.



DSW737

1. Group button

This displays the workflow group list.

2. Workflow display area

This area displays the workflows for the selected group and the print-related tasks available.

For delivery, see page 144 "Delivering Images from a Mobile Device".

For printing, see page 148 "Releasing Secure Print Documents".

3. Settings button

This displays the default settings screen of the RICOH Streamline NX mobile app. For details, see page 151 "Configuring the Default Settings of the RICOH Streamline NX Mobile App".

4. Group list

Select a group. When you select a group, a list of workflows in the group is displayed on the home screen.

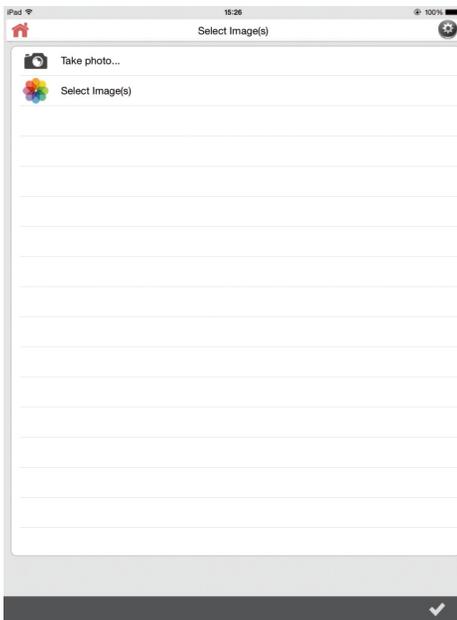
Delivering Images from a Mobile Device

You can deliver images captured with your smart device or stored in its image folder using RICOH Streamline NX workflows to destinations such as an e-mail address, a network folder, a file server, etc.

Note

- The administrator configures the workflow to be used for delivery in advance.
- You can deliver JPEG, TIFF, and PDF images.
- When the RICOH Streamline NX mobile app cannot access the server, the cached workflow selection screen is displayed. You can select and import images and enter metadata, but the screens for selecting and configuring a destination are not displayed. When the RICOH Streamline NX mobile app connects to the server, images are delivered. For details about the operations after a connection is established, see page 147 "Delivering Jobs Specified While Offline".

1. On the home screen of the Streamline NX mobile app, press the [Select a Group] button, and select a group.
2. Select the workflow to use for delivery.
3. Select the image to be delivered.



To deliver a newly captured image

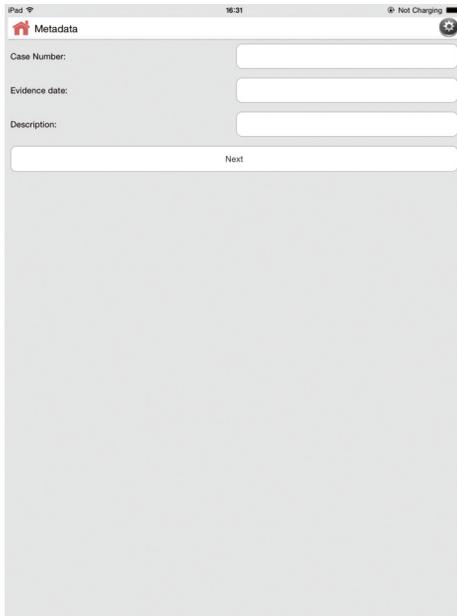
1. Press [Take photo...].
2. Take a photo.
3. Select the image by pressing and holding the image with two fingers.

To deliver an image stored in the image folder of the mobile device

1. Press [Select Image(s)].
2. From the image folder on the mobile device, select the image to be delivered.

4. To select multiple images, repeat Step 3.

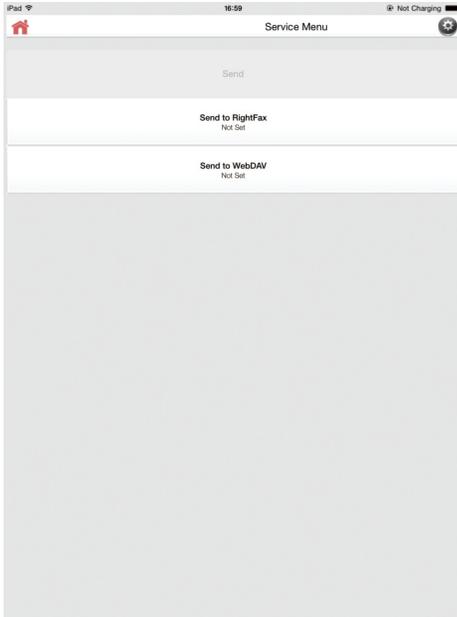
5. On the Metadata screen, configure the metadata, and press [Next].



Document Name is not able to configure in Mobile Device.

The Metadata screen displays the metadata items configured by the administrator.

6. Select a delivery service, and specify the delivery destination.

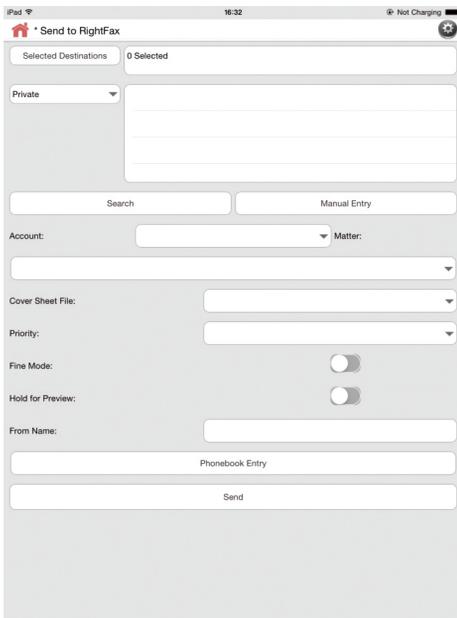


4

For workflows with only one configured delivery service, the Delivery Service screen is displayed instead of the delivery service selection screen.

When configuring more than one distribution service, you can view the actual destination in the detailed information screen that appears after you select a distribution service.

7. After specifying the delivery service, press [Next].



8. Enter the document name as necessary.
9. To change the settings of a process connector configured in a workflow, press [⚙️] on the delivery service selection screen.
10. On the process connector configuration screen, configure the parameters of the process connector, and then press [Done].
11. Press [Send].

Delivery of the images starts.

⬇️ Note

- For details about entering text, operating the camera, and performing other mobile device operations, see the user's guide supplied with the mobile device.
- When the captured image is too large, the options for resizing the image are displayed after you specify a destination and press [Next]. Select Small (150 KB), Medium (350 KB), Large (699 KB), or Actual Size (2.1 MB) for the image size.

4

Delivering Jobs Specified While Offline

If you have a specific job that cannot be delivered because you are not connected to the server, you can specify a destination and have the job delivered when a connection to the server is established.

1. Press [Submit XX offline documents] displayed at the top of the workflow buttons.
"XX" indicates the number of cached jobs.
2. From the list of jobs not delivered, select a job you want to deliver.
3. Configure the destination, process connector, and other required settings.
4. Deliver the job.

Releasing Secure Print Documents

You can select a document to print from the screen of a mobile device and print it from a nearby device.

Use any of the following four methods to specify the device to print:

Print using QR Code

Print by scanning the QR code assigned to a device.

Print using NFC

Hold the mobile device over the NFC tag on the device to print.

Print using Device Search

Use a mobile device to search for a discoverable device, and select the device to use for printing.

★ Important

- When you are logged in as a guest user, you cannot print a document from the document list. For details about selecting the login procedure, see page 151 "Configuring the Default Settings of the RICOH Streamline NX Mobile App".

↓ Note

- You can use the RICOH Streamline NX mobile app on a mobile device to print the following documents stored by the logged-in user:
 - Print documents sent from a computer and stored on a RICOH Streamline NX server
For details about storing print documents, see page 121 "Storing a Document on a RICOH Streamline NX Server (Secure Printing)".
 - Print documents stored in a specified folder of a client computer using RICOH Streamline NX PC Client
For details about storing print documents, see RICOH Streamline NX PC Client Operation Guide.
 - Print documents stored on a RICOH Streamline NX server from the printing app of a mobile device
For details about storing print documents, see page 150 "Printing From Your Mobile Device".
 - When the RICOH Streamline NX mobile app is not connected to the server, the print-related applications are grayed out and cannot be used.
1. On the home screen of the Streamline NX mobile app, press the [Select a Group] button, and select the group that contains the print-related app.
 2. Select [Print using QR Code], [Print using NFC] or [Print using Device Search].

When [Print using QR Code] is selected

Scan the QR code displayed on the operation screen of a device with a mobile device.

When [Print using NFC] is selected

Hold the mobile device over the NFC tag on the device.

When [Print using Device Search] is selected

1. In the [Search] field, enter a search keyword or IP address.
2. From the list of devices displayed in the search results, select the device to use for printing.

3. On the print document list screen, select the document to print.

✓ is displayed next to the selected document.

More than one document can be selected at a time.

To select all documents, press  at the bottom right of the screen.

4. Press .**5. When the confirmation message is displayed, press [OK].**** Note**

- To use [Print using NFC], the mobile device must support NFC.
- To delete a document, select the document to be deleted on the print document list screen, and press . When the confirmation message is displayed, press [OK].

Printing From Your Mobile Device

You can submit secure print jobs using the built-in printing function on each platform and store them on the RICOH Streamline NX server to be released later.

On Android, you will need to have the RICOH Streamline NX mobile app installed in order to submit a print job.

To submit a job, simply use the mobile device's standard printing capability (typically Share ▶ Print on iOS devices, Menu ▶ Print on Android devices and the print icon on Windows Phone 10 devices) to print your current document.

↓ Note

4

- Using direct printing without storing is not supported.
- The printing method varies depending on the print app being used. For details, see the app help.
- When a print job is performed from Adobe Acrobat, an error dialog appears, but documents are properly stored and no behavior is affected.

Configuring the Default Settings of the RICOH Streamline NX Mobile App

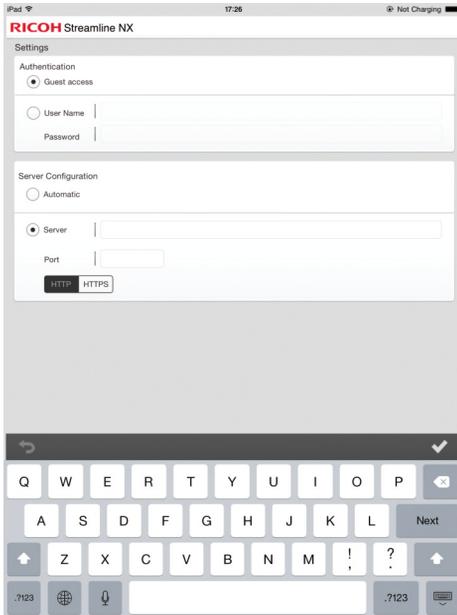
Before using the RICOH Streamline NX mobile app, configure the authentication settings and specify the connecting RICOH Streamline NX server on the [Settings] screen.

The [Settings] screen is displayed at initial startup after downloading the RICOH Streamline NX mobile app from the app store.

Note

- If the [Settings] screen is not displayed, or to change the default settings during use, press [⚙️].

1. Start the RICOH Streamline NX mobile app.
2. Use the [Settings] screen to configure the default settings.



Item	Description
Authentication	<ul style="list-style-type: none"> • Guest access Select this to enable login as a guest user. When Guest access is enabled, User Name and Password are disabled. • User Name Enter the user name to use when logging in to the RICOH Streamline NX server. Use the format "domain\user". • Password Enter the password to use when logging in to the RICOH Streamline NX server.
Server Configuration	<p>Select the method for connecting to the RICOH Streamline NX server.</p> <p>Select [Automatic] to search for the RICOH Streamline NX server and connect to it automatically.</p> <p>To specify the server manually, enter the RICOH Streamline NX server name or IP address in [Server] and its port number in [Port], and then select [HTTP] or [HTTPS]. You can specify multiple servers by separating them using a comma.</p> <p>Note</p> <ul style="list-style-type: none"> • You can select [Automatic] only when the mobile device and the Streamline NX server exist on the same network. • If you specify [Automatic] when performing server search, you can access only the server that is connected under the same router as the one the mobile device is connected to.

3. Press [Apply].

The RICOH Streamline NX mobile app tests the connection to the RICOH Streamline NX server. If the connection attempt fails, an error message is displayed. Contact the administrator.

 **Note**

- To use the RICOH Streamline NX mobile app, install the SSL certificate file on the mobile device for secure communication. For details, see page 173 "Installing the Certificate on a Mobile Device".
- For details about entering text and operating the mobile device, see the user's guide supplied with the mobile device.
- The language specified on the mobile device is used for the display language.
- [Server Configuration] is always set to [HTTPS] when you are using the app under iOS. Also, the port used for HTTPS communication becomes the default port of the server.

Using Mobile Guest Print

Using Mobile Guest Print, you can submit a print job to the RICOH Streamline NX systems as a guest user. After submission, you will be notified with a release code of six-digits from the RICOH Streamline NX system. You can release the job by entering the release code on the control panel of the device.

↓ Note

- Mobile Guest Print is not available on Windows Phone.

Using Mobile Guest Print from iOS

4

1. **Submit the print job from any print app on the smart device with the following ID and password.**

Login user: e-mail address

Password: guest

2. **Check the release code sent to the login user via e-mail.**
3. **Login to the device as a guest user.**

For details about guest login, see page 26 "Logging In to an MFP as a Guest User".

4. **Select [Secure Print] from the workflow, and then enter the release code.**

All jobs which can be released with the entered release code is displayed.

For details about printing secure documents, see page 122 "Printing a Document from a Device".

Using Mobile Guest Print from Android

When using Mobile Guest Print from Android, download Streamline NX Guest Print from Google Play Store.

Setting up Mobile Guest Print

Before using Mobile Guest Print from Android, set up the application as follows:

↓ Note

- The Configuration/Settings screen is displayed when the Streamline NX printing service is turned on for the first time. It can also be displayed by pressing the Settings icon of the application.

RICOH Streamline NX Guest Print

Email

Server Configuration

Automatic

Server

Port

Use SSL

SAVE

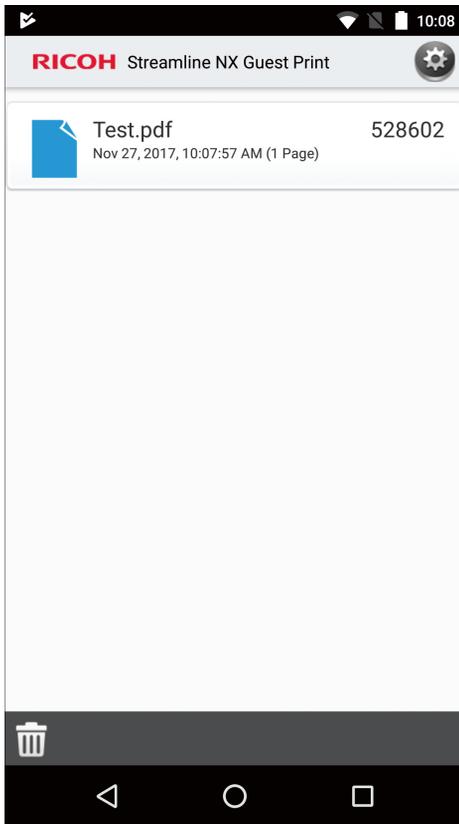
<http://www.ricoh.com/privacy/>

4

Item	Description
Email	Specify the email address for guest login. Specify the e-mail address for guest login.
Server Configuration	Specify the connection with the server. <ul style="list-style-type: none"> Automatic When selected, the MIE server and the port number is automatically detected. When cleared, specify the network name or IP address of the MIE server and the port number. Use SSL Specify whether or not to use SSL.
SAVE	When [SAVE] is pressed, all of the specified items are validated.

Using Mobile Guest Print

1. **Submit the print job from any print app on the smart device.**
A notification pop-up menu with the release code is displayed.
2. **Touch the notification pop-up menu to confirm the job list.**



4

Item	Description
Settings button	Displays the Configuration/Settings screen.
Job list	<p>Displays all Mobile Guest Print jobs with their document names, date and time of submission, number of pages, and release codes.</p> <p>Note</p> <ul style="list-style-type: none"> • If a new job is submitted within 120 minutes from the time the last job is submitted, the user will receive the same release code.
Trash button	Pressing this button displays a confirmation screen for deleting jobs when there are jobs in the job list. The job deleted on the application is not deleted from the server.

3. Log in to the device as a guest user.

For details about guest login, see page 26 "Logging In to an MFP as a Guest User".

4. Select [Secure Print] from the workflow, and then enter the release code.

All jobs which can be released with the entered release code are displayed.

5. Troubleshooting

This chapter describes the error codes and messages that may be displayed while using a device. It also describes how to troubleshoot problems that can occur with document scanning, delivery, and printing.

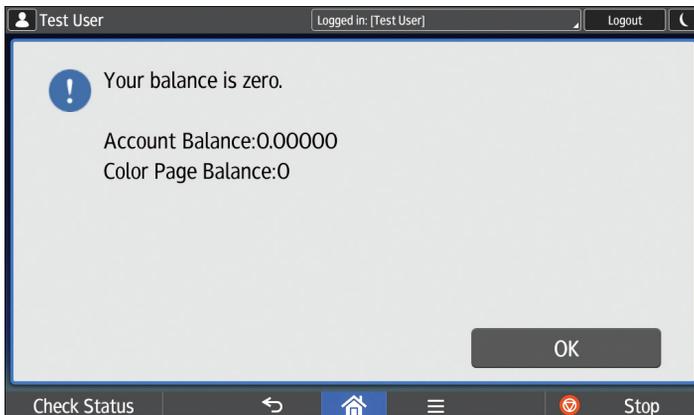
Exceeding the Usage Limit

When the usage limit is exceeded after performing authentication and logging in to a device successfully or when printing is performed, a warning message may be displayed on the operation screen of the device.

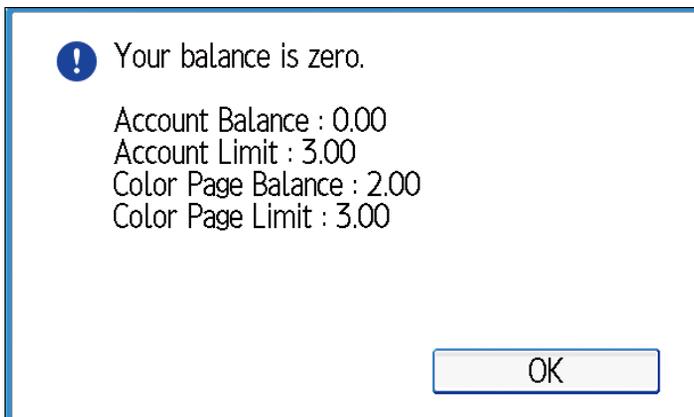
Note

- This warning message is not displayed on laser printers with a 4.3-inch screen.

Example of error message (when using the Smart Operation Panel)



Example of error message (when using the Standard Operation Panel)



After you read the message details and press [OK], the workflow selection screen or print document list screen is displayed depending on the administrator settings.

Error Codes

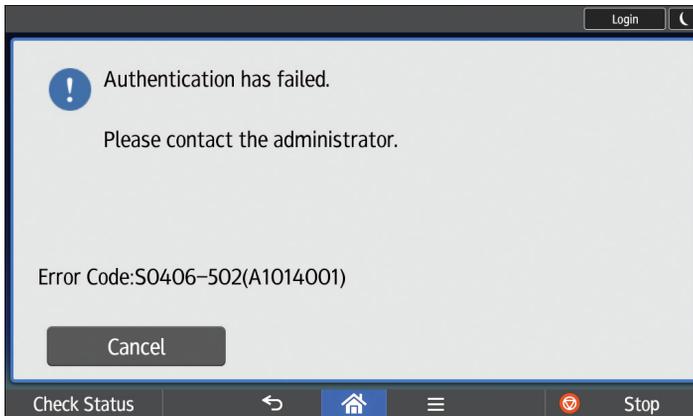
If an error occurs on a device or a server of the RICOH Streamline NX system during use of a device, an error code is displayed on the operation screen of the device.

Reference the error code, and check the cause and solutions to resolve the problem.

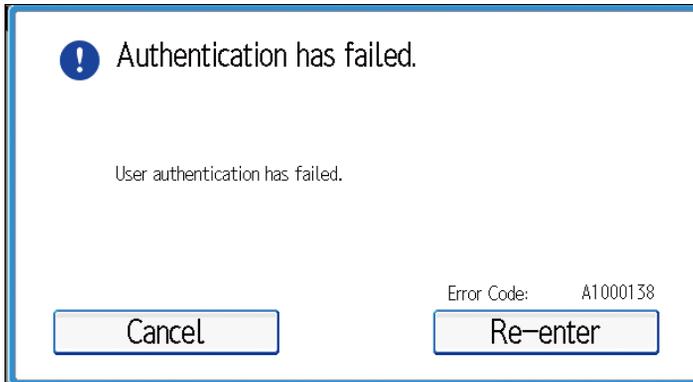
↓ Note

- If an error code not listed in the table below is displayed, contact the administrator.

Example of error message (when using the Smart Operation Panel)



Example of error message (when using the Standard Operation Panel)



Error Codes Related to Authentication

Error codes shared during authentication are shown in page 161 "Shared Error Codes". If the displayed error code is not in "Shared Error Codes", see the error codes for the various authentication methods.

Shared Error Codes

Error code	Cause	Solution
A2000***	HTTP error. (***) is the http status code)	Contact the administrator.
A1010001	The remaining iNodes is less than 200.	Contact the administrator.
A1010002	The hard drive has less than 200 MB of free space.	Contact the administrator.
A1010003	The device has 500 or more stored tabulation logs.	Contact the administrator.
A1014001	An attempt was made to log in with a blank password when authentication using a blank password was prohibited.	Contact the administrator.
40201001	The component for authentication is not installed on the device or is not started.	Contact the administrator.
A4000003	Connection to RICOH Streamline NX server failed.	Contact the administrator.
A4000004	Connection to RICOH Streamline NX server failed.	Contact the administrator.
A4000017	RICOH Streamline NX server is not responding.	Contact the administrator.
A4000018	The license is not activated.	Contact the administrator.
A1001002	A logged-in new user is trying to add data to the database of a RICOH Streamline NX server, but the connection to the server failed.	Contact the administrator.
A1001102	The card number does not work.	Contact the administrator.
A1001202	The entered user PIN is invalid.	Enter the correct user PIN.
A1001203	The entered secondary PIN is invalid.	Enter the correct secondary PIN.
A1001205	The card has expired.	Contact the administrator.
A1001206	The user account is locked.	Contact the administrator.

Error code	Cause	Solution
A1001207	The cached password was not found.	Log into the device by directly entering the user name and password.
A1001209	You have not registered a user password.	Contact the administrator.
A1001210	You held a new card over the card reader, but it cannot be registered.	Contact the administrator.

Error codes when authentication failed

Error code	Cause	Solution
A1001300	Cannot resolve host name of authentication server.	Contact the administrator.
A1001301	Connection to authentication server timed out.	Contact the administrator.
A1001302	SSL connection to authentication server failed.	Contact the administrator.
A1001305	You tried to log in using a card and password, but the cached password does not match the current password.	Contact the administrator.

Error code when local authentication failed

Error code	Cause	Solution
A1001400	User authentication failed because the correct login user name or password was not entered.	Enter the correct login user name and password.

Error codes related to Kerberos authentication

Error code	Cause	Solution
A1001500	An error occurred at Kerberos authentication.	Contact the administrator.

Error code	Cause	Solution
A1001501	Advanced authentication failed because the correct password was not entered.	Enter the correct password. If the error message continues to be displayed, contact the administrator.
A1001502	The user name on the Kerberos ticket does not match the entered user name.	Contact the administrator.

Error codes related to LDAP authentication

Error code	Cause	Solution
A1001600	The user is not registered to the LDAP server.	Contact the administrator.
A1001601	An error occurred at LDAP authentication.	Contact the administrator.
A1001602	An error occurred at LDAP search.	Contact the administrator.
A1001604	User authentication failed because the correct login user name or password was not entered.	Enter the correct login user name and password. If the error message continues to be displayed, contact the administrator.

Error codes displayed when changing the local password or secondary PIN

Error code	Cause	Solution
A1002000	The entered secondary PIN exceeds the specified maximum number of digits.	Enter the correct secondary PIN. If the error message continues to be displayed, contact the administrator.
A1002001	The entered secondary PIN does not meet the specified minimum number of digits.	Enter the correct secondary PIN. If the error message continues to be displayed, contact the administrator.
A1002002	The password for authentication does not match the new password.	Enter the same password as the new password.
A1002004	The user PIN setting is invalid.	Contact the administrator.

Error codes displayed when registering a card

Error code	Cause	Solution
A1002100	The card ID is already registered to a different user.	Contact the administrator.
A1002101	The card ID is already registered to the same user.	Contact the administrator.
A1002102	The card ID has been registered the maximum number of times.	Contact the administrator.
A1002103	The card ID registration is invalid.	Contact the administrator.

5

Error Codes Displayed When Selecting a Workflow

Error code	Cause	Solution
40101003	The copy function firmware is not installed on the MFP.	Contact the administrator.
40201001	The component for authentication is not installed on the device or is not started.	Contact the administrator.
40201002	The Secure Print component is not activated on the device or is not started.	Contact the administrator.
40201003	The device SDK and firmware to enable the standard functions of the MFP are not installed.	Contact the administrator.
40201004	The applications of the standard functions of the MFP are not installed.	Contact the administrator.
40200014	The delivery flow and workflow settings are incomplete.	Contact the administrator.
40200017	The RICOH Streamline NX server is undergoing maintenance.	Maintenance is in process. Perform the operation again after the process has ended.

Document Scanning and Delivery Troubleshooting

This section describes the possible causes of and solutions to take when a problem occurs during scanning or delivery while the RICOH Streamline NX delivery functions is used.

Problem	Causes and solutions
Unable to scan a document.	Check that the device being used supports the specified values. If the document to be scanned has numerous pages, divide it into several jobs.
"Cannot use because the settings are incomplete." is displayed on the operation screen of the device.	Contact the administrator.
A group or workflow is not displayed on the operation screen of the device.	Contact the administrator.
The scanned document cannot be delivered with the file format specified on the operation screen of the device.	Contact the administrator.
A fatal error is displayed in the job log.	Contact the administrator.
An environment error message is displayed on the operation screen of the device.	Contact the administrator.

Printing Troubleshooting

This section describes the possible causes of and solutions to take when a problem occurs during printing while using the RICOH Streamline NX printing function.

Error Codes and Messages Displayed When Obtaining the Print Document Queue

Error code	Message	Description	Solution
590	Server error	An unexpected error occurred.	Contact the administrator.
###	Network error	An http connection error occurred. The http status code is displayed.	Contact the administrator.
450	Client error	An invalid certificate error occurred. An invalid certificate was used.	Contact the administrator.
451	Client error	A service access error occurred. RICOH Streamline NX server access failed due to the use of different encryption methods on the server and client or another reason.	Contact the administrator.
452	Client error	An IOException occurred.	Contact the administrator.
453	Client error	An HttpException occurred.	Contact the administrator.
455	Client error	There was an invalid request from a client computer. The print data was not stored.	Contact the administrator.
480	Client error	A data acquisition error occurred.	Contact the administrator.
481	Client error	A data error occurred. Invalid data was obtained.	Contact the administrator.
490	Client error	An unexpected error occurred.	Contact the administrator.

6. Appendix

Using the User Console

You can use a web browser to confirm your RICOH Streamline NX user information or change your e-mail address, password, and other settings. Logged-in users can also confirm or change their delivery and print jobs or confirm their transaction history.

Note

- Contact your administrator for the IP address or host name and the port number of the Core Server.
- Contact your administrator to be informed whether you are registered as a local user or an externally authenticated user.

Confirming User Information

1. In a Web browser, access the URL shown below to display the login screen.

- When SSL is not used
`http://(IP-address-or-hostname-of-core-server):(port-number)/userconsole.html`
- When SSL is used
`https://(IP-address-or-hostname-of-core-server):(port-number)/userconsole.html`

2. Select a [Profile].

To log in as a local user, select [Local].

To log in as an externally authenticated user registered to an LDAP server or other server, select the authentication profile for connecting to an external authentication server.

3. Enter the user name and password.

The password is case-sensitive.

4. Select the language to be displayed on the screen.

5. Click [Login].

6. Click the [User Info] tab.

7. Check your user information in the User Console. Change settings as necessary.

Click [Refresh] to update the information.

The displayed items vary depending on the settings configured by the administrator.

The displayed and editable items vary depending on the user type (a local user or an externally authenticated user).

For details, see the table below.

Item	Description
User Name	Displays the user name. Not editable.
Display Name	Displays the user's display name. Not editable.
User Home Folder	Displays the user's home folder. Not editable.
Department	Displays the user's department. Not editable.
Default Cost Center	Displays the user's default cost center. Not editable.
Color Page Balance	Displays the user's color page balance. Not editable.
Account Balance	Displays the user's account balance. Not editable.
User PIN	<p>Displays the masked user PIN. Click [Display User PIN] to display it.</p> <p>Click [Change User PIN] to generate a new PIN. When a confirmation message to create a new PIN is displayed, click [Yes].</p>
Secondary PIN	<p>Displays the masked secondary PIN.</p> <p>Click [Change PIN] to display the window for editing the secondary PIN. Enter the new secondary PIN in [New PIN], enter it again in [New PIN (Confirm)] for confirmation, and then click [OK].</p>
Password	<p>Displayed only when you have logged in as a local user.</p> <p>Displays the masked password.</p> <p>Click [Change Password] to display the window for editing the password. Enter the new password in [New Password], enter it again in [New Password (Confirm)] for confirmation, and then click [OK].</p>

Item	Description
Email	<p>Displays the user's e-mail address. You can replace it with any address.</p> <p>Note</p> <ul style="list-style-type: none"> When you log in as an externally authenticated user, you may not be able to edit your e-mail address in the settings configured by the administrator. For details, contact your administrator.
Delegation	<p>You can specify up to five users as your delegate users.</p> <p>Use the following procedure to specify your delegate users:</p> <ol style="list-style-type: none"> Click [+] (Add). On the [Select Delegation User] screen, select the check boxes for the users to specify as your delegate users. Click [OK]. <p>Note</p> <ul style="list-style-type: none"> On the [Select Delegation User] screen, click [⌵] (Filter) to narrow down the listed users according to the conditions you specify.

8. If you have changed the user information, click [Save].

Confirming or Changing Delivery Jobs

1. Log in to the User Console.

For the login procedure, see Steps 1 to 5 on page 167 "Confirming User Information".

2. Click the [Job Queue] tab.

3. Click the [Capture] tab.

4. Confirm or change jobs.

Item	Description
Job(s)	Displays the number of jobs in the job list. When the filter function is used, it displays the number of jobs matching the filter conditions.
Delegation Server	In the job list, jobs that are being processed or have been processed on the server selected here are displayed.
Device Address	In the job list, jobs that are being processed or have been processed on the device selected here are displayed. It is available when [On Device] is selected for [Job Type].
Job Type	<p>Specifies jobs to be displayed in the job list by the location where they are processed, on a delegation server or on a device.</p> <p>When [On Device] is selected, click  (Select Device), select a device, and then click [OK].</p>
Queue Type	<p>Specifies jobs to be displayed in the job list by their queue type, [Job Queue] or [Error Queue].</p> <p>When [Job Queue] is selected, the jobs which are being processed, waiting to be processed, or paused on the server or device are displayed in the job list.</p> <p>When [Error Queue] is selected, the jobs which could not be delivered due to an error are displayed in the job list.</p>
 (Filter) button	<p>Narrows down the job list according to the conditions specified for each column.</p> <ul style="list-style-type: none"> • Enter the search terms in the [Document Name] and [Workflow Name] columns. • Specify the range of date and time in the [Generation Date] and [Last Modified Date] columns. • In the [Status] and [Job Type] columns, select the value to be used for the filter from the drop-down list.
 (Refresh) button	Refreshes the job list.

Item	Description
Job list	<p>The jobs which match the specified conditions and their properties are displayed as they are added to the queue.</p> <p>Click the column title to sort the jobs in ascending or descending order.</p> <p>For the operations that can be performed on the job list, see page 171 "Operating the job list".</p>

Operating the job list

The operations that can be performed on the job list vary depending on the queue type you selected.

When [Error Queue] is selected in [Queue Type]

- To deliver a job again, select the job in the list, and click  (Retry) on the toolbar. The job is moved from [Error Queue] to [Job Queue] and the status changes to [Waiting]. You can select more than one job for redelivery at a time.
- To display an image of the first page of a job that failed to be delivered, select the job and click  (Error Image) on the toolbar. You can select only one job at a time.
- To generate images of a job that failed to be delivered and to save the image to the location of the generated CSV file, select the job, and then click  (Export) on the toolbar. You can select and export several jobs at a time.
- To delete the data of a job that failed to be delivered, select the job and click  (Delete) on the toolbar. You can select and delete more than one job at a time.
- Select a job to display the detailed information of the job as [Detail Log] below the job list. Information such as error messages and connection destinations is displayed in [Detail Log].

When [Job Queue] is selected in [Queue Type]

- To cancel a job, select the job in the queue, and click  (Cancel) on the toolbar. You can select and cancel more than one job at a time.
- To change the order in which jobs are processed, select a job and click  (Move) to move the job to the top of the queue. You can select only one job at a time.

Confirming or Deleting Print Jobs

1. Log in to the User Console.

For the login procedure, see Steps 1 to 5 on page 167 "Confirming User Information".

2. Click the [Job Queue] tab.

3. Click the [Print] tab.

4. Confirm or delete jobs.

Item	Description
Job(s)	Displays the number of jobs in the job list. When the filter function is used, it displays the number of jobs matching the filter conditions.
 (Delete) button	Deletes the selected job. You can select and delete more than one job at a time.
 (Filter) button	Narrows down the job list according to the conditions specified for each column. <ul style="list-style-type: none"> • Enter the search terms in the [Job Name] column. • In the [Date] column, specify the range of date. • In the [Sides] and [Color / B&W] columns, select the value to use for the filter in the drop-down list.
 (Refresh) button	Refreshes the job list.
Job list	Displays the list of print jobs and their Job Name, Number of Pages, Date, File Size, Quantity, Sides (2 Sided or 1 Sided), and Color / B&W settings.

Checking the Job History

1. Log in to the User Console.

For the login procedure, see Steps 1 to 5 on page 167 "Confirming User Information".

2. Click the [Job History] tab.

3. Check the job history.

You can check Date/Time, Device, Job Type, Title, Details, and Cost.

Installing the Certificate on a Mobile Device

To use the RICOH Streamline NX mobile app, install the SSL certificate file on an iOS device for secure communication. The following section shows the procedure for installing the SSL certificate file attached to an e-mail message sent from the administrator:

Installing the Certificate on iOS Device or Windows Phone

Firefox browser app is used as an example in the following procedure:

1. In the e-mail app on the mobile device, open the e-mail message sent from the administrator.
2. Tap the "Ricoh Streamline NX CA" file attached to the message.
3. In the certificate installation screen, tap [Install].
If a warning screen appears, tap [Install] to proceed.
4. When "Ricoh Streamline NX CA" is installed, tap the "Domain Name" file to install the file in the same way as Step 3.
5. If you use an iOS 10.3 or later, enable "Ricoh Streamline NX CA" on the [Settings] > [General] > [About] > [Certificate Trust Settings] screen.
6. When the installation is completed, start a Firefox browser app, and then enter the URL of the server for the mobile app to connect to the server.
For example, if the domain name of the server is "domainname.com" and the port number is "53443", enter as follows:
domainname.com:53443
7. Enter the user name and password of RICOH Streamline NX.
You cannot use the administrator account for authentication.
The "IPP Servlet" page appears if authentication is successful.
8. Start the RICOH Streamline NX mobile app, and then enter the authentication information and destination to connect to the server.

↓ Note

- If authentication fails, consult the administrator for the correct user name and password.

Installing the Certificate on Android Device

Firefox browser app on Android 8.0 or later is used as an example in the following procedure:

1. Save the "Ricoh Streamline NX CA" and "Domain Name" files sent from the administrator in the internal storage of the mobile device.
2. Start the [Settings] app on the mobile device.
3. Tap [Security & Location].
4. Tap [Encryption & credentials].
5. Tap [Install from storage] in [Credential storage].
6. Tap the menu icon in the upper left corner of the screen.
7. In [Open from,], tap the location where the certificate is stored.
8. Tap the "Ricoh Streamline NX CA" file.
9. If you trust the certificate, enter the PIN code, pattern, or password to unlock the mobile device.
10. Tap [OK].
11. Enter the name of the certificate.
12. Select either [VPN and apps].
13. Tap [OK].
14. Install the "Domain Name" file using the same procedure as explained in Steps 7-12.
15. When the installation is completed, start a Firefox browser app, and then enter the URL of the server for the mobile app to connect to the server.

For example, if the domain name of the server is "domainname.com" and the port number is "53443", enter as follows:
`domainname.com:53443`
16. Enter the user name and password of RICOH Streamline NX.

You cannot use the administrator account for authentication.

The "IPP Servlet" page appears if authentication is successful.
17. Start the RICOH Streamline NX mobile app, and then enter the authentication information and destination to connect to the server.

 **Note**

- If authentication fails, consult the administrator for the correct user name and password.

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