

# SCANNER VISION CLIENT FOR Ricoh MFP

## USER MANUAL



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## 1. Introduction

### 1.1. Scope

The purpose of this document is to provide training to users of the ScannerVision Client for Ricoh MFP. ScannerVision is a document management system. The main components are

1. A client application where a document is input. Typically an MFP client *is accessed via an MFP device*.
2. A server application, which stores the documents.

### 1.2. Overview of ScannerVision Ricoh MFP client

The Ricoh MFP client is a Java xlet application, which runs on the Ricoh device. The client can either be installed by SD card or by the Web Image Monitor of the device. It is recommended to use the Web Image Monitor method.

### 1.3. System Requirements

1. ScannerVision server version 5 or above.
2. Java SDK version 2 or above

### 1.4. Applicable Documents

1. Help manual for ScannerVision server

### 1.5. Notice

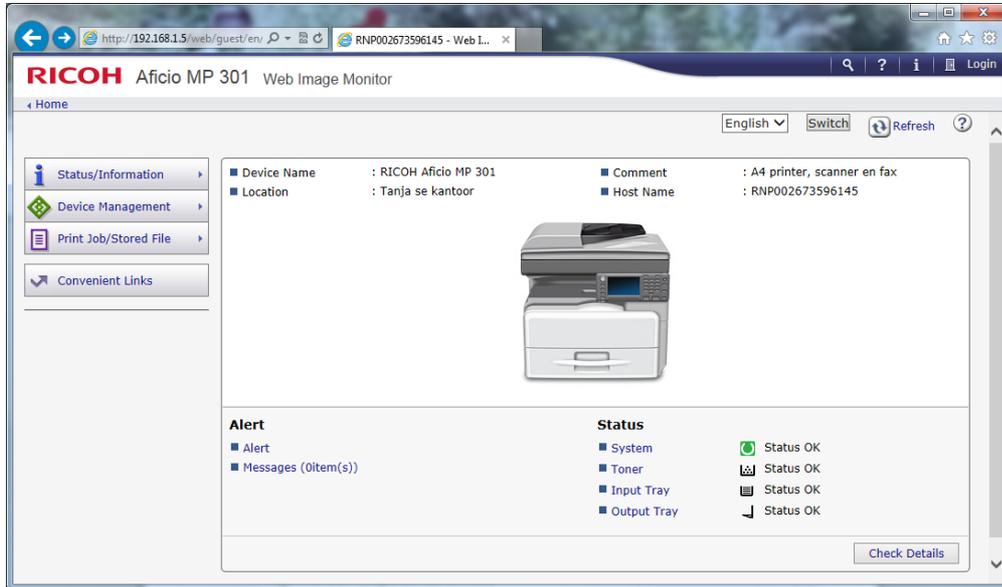
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## 2. Installation

Installation file is called 318965015.zip. Installation is done by using Web Image monitor. Steps are as follows

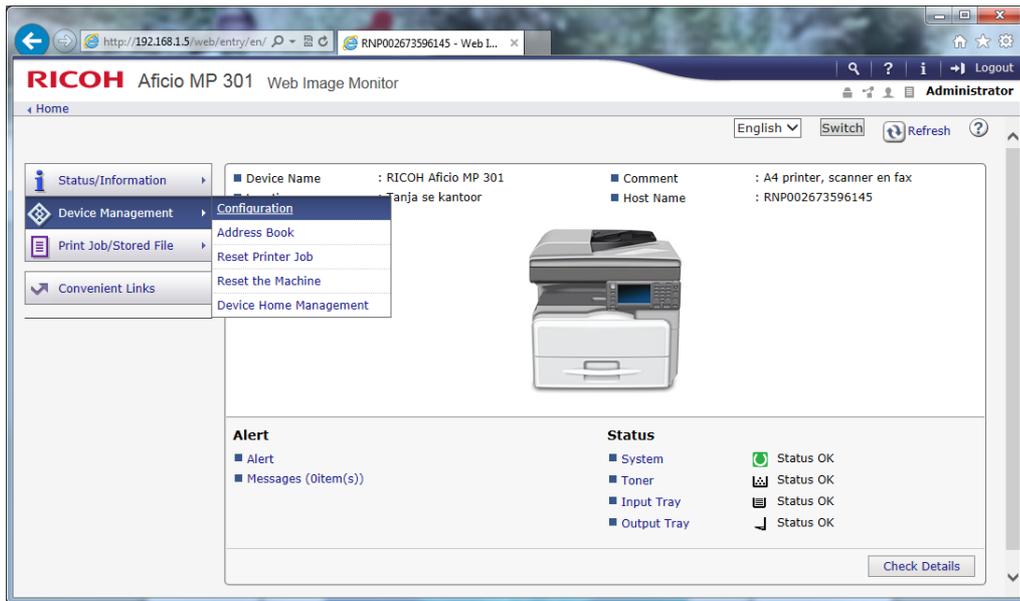
1. Open up a web browser (IE is recommended). In the URL enter the IP address of the MFP client
- 2.



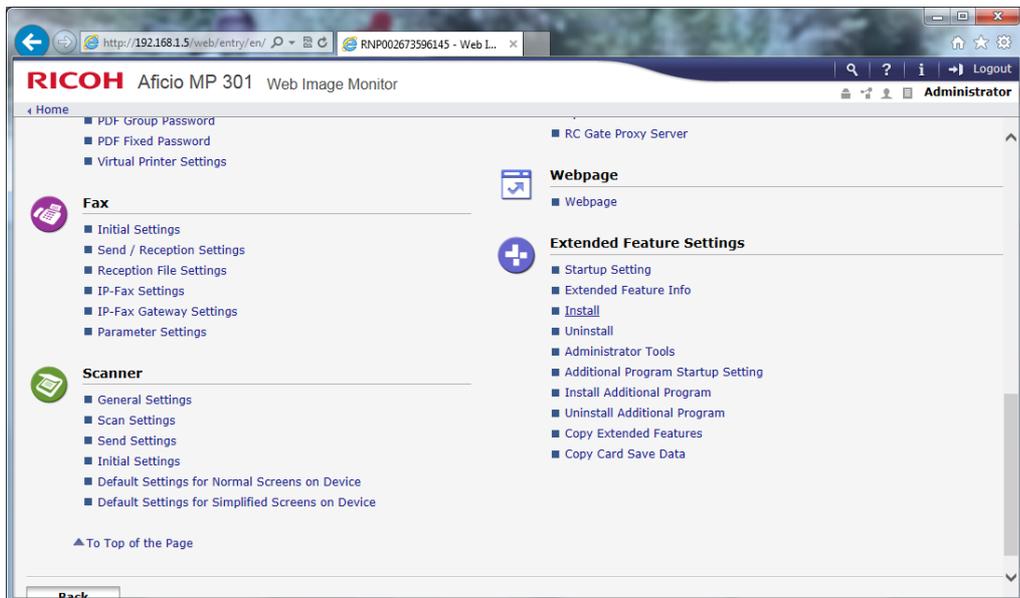
3. Press login. Enter MFP credentials. The default username is admin, and the default password is a blank.



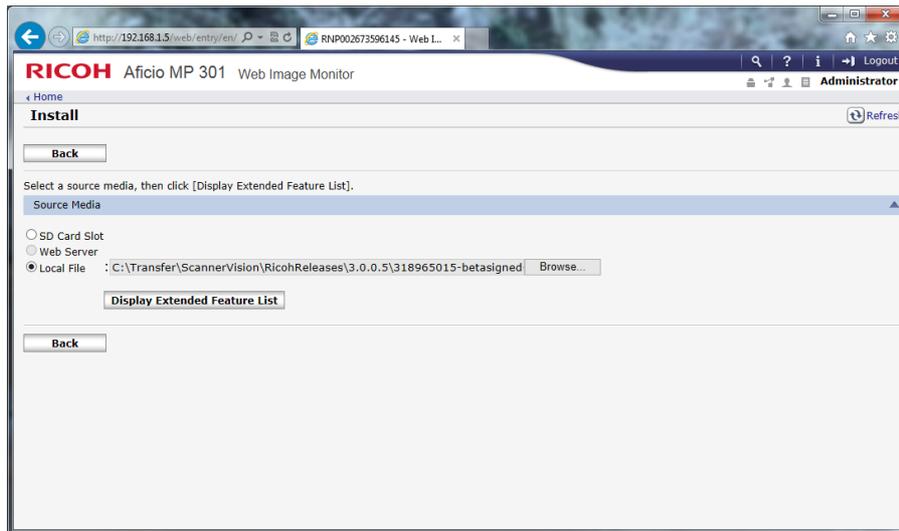
4. Navigate to Device Management -> Configuration



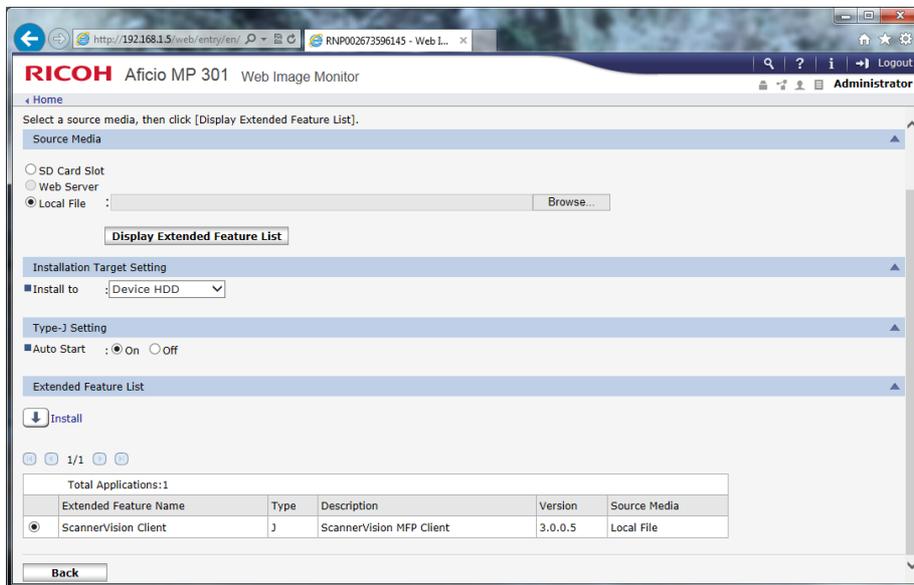
5. Under Extended feature settings press install



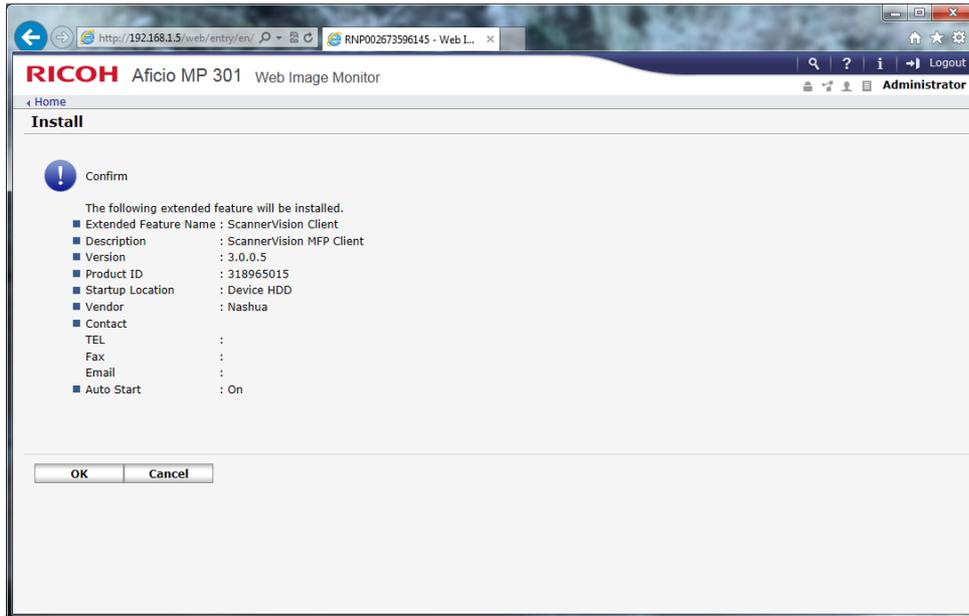
6. Select local file, browse to the scannervision archive (e.g. 318965015.zip) and press Display Extended Feature List



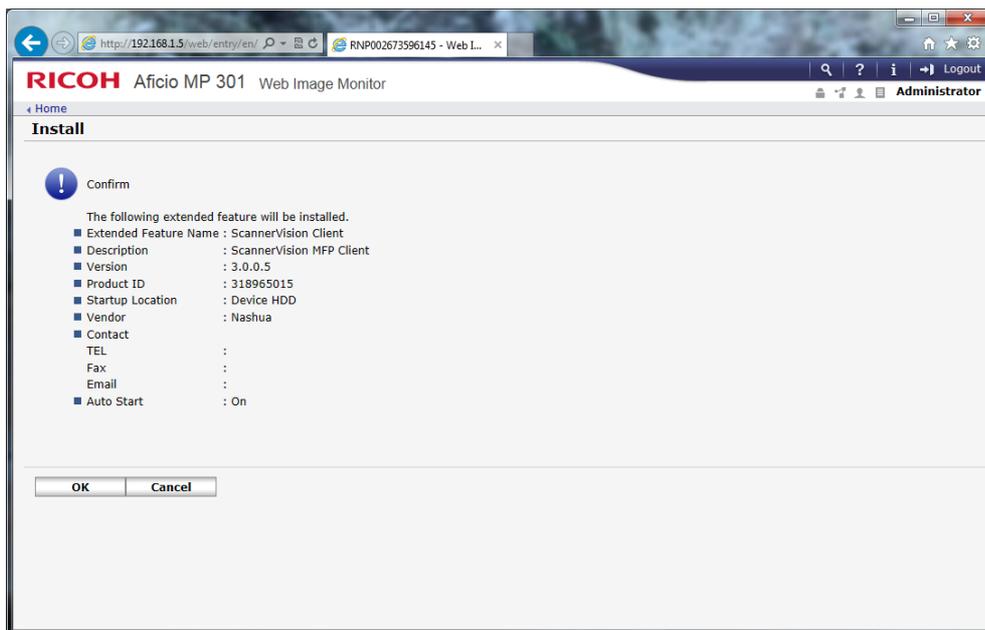
7. Tick Auto Start, and select install to Device HDD. Tick the ScannerVision client box and press install



8. Confirm on the confirmation screen



9. The client will now be installed. Navigate to extended features-> Startup Setting. The client can be started from here.



### 3. Configuration

#### 3.1. Configuration File

The initial configuration of the MFP is stored in the ScannerVision.dalp file, located on the SD card. Some of these can be changed later by configuration menus. The next sections describe what can be configured in the dalp file.

##### 3.1.1. Server Settings

The following can be setup for server settings

- CONFIG\_Server – IP address of the server. e.g. “192.168.1.2”
- CONFIG\_Failover – IP address of the backup server. e.g. “192.168.1.2”
- CONFIG\_Port – port address of the server. e.g. “1983”
- CONFIG\_Encryption – If true, data between client and server is encrypted

### 3.1.2. Workflow Settings

The following workflow settings can be configured

- CONFIG\_AutoSend – If true, scanned file is automatically stored on the server.
- CONFIG\_AutoClose – if true, then template dialog is bypassed.
- CONFIG\_Timeout – time that it takes to logout of server, when there has been no activity on the client.

### 3.1.3. General Settings

The following general settings can be configured

- CONFIG\_Language – language being selected for MFP client
- CONFIG\_CustomerImage – client logo for MFP client to display

### 3.1.4. Diagnostic Settings

The following diagnostic settings can be configured

- CONFIG\_Log – logging level on the MFP client. Possible values are,
  1. No logging
  2. Basic logging
  3. Detailed logging
- CONFIG\_TelnetHost – IP address for telnet logging, e.g. “192.168.1.4”
- CONFIG\_TelnetPort – Port number for telnet logging, e.g. 4000

### 3.1.5. Customization

The following customization settings are available

- CONFIG\_SpecialVersion – this is the case where the customer has requested functionality, which differs from the standard ScannerVision client. At this stage there are two options
  1. Standard ScannerVision client
  2. MSD
- CONFIG\_CustomerImage – Name of the customer image to retrieve from the server. Customer image files are stored on the server in folder <ScannerVisionData> \MfpLogo

## 3.2. Server

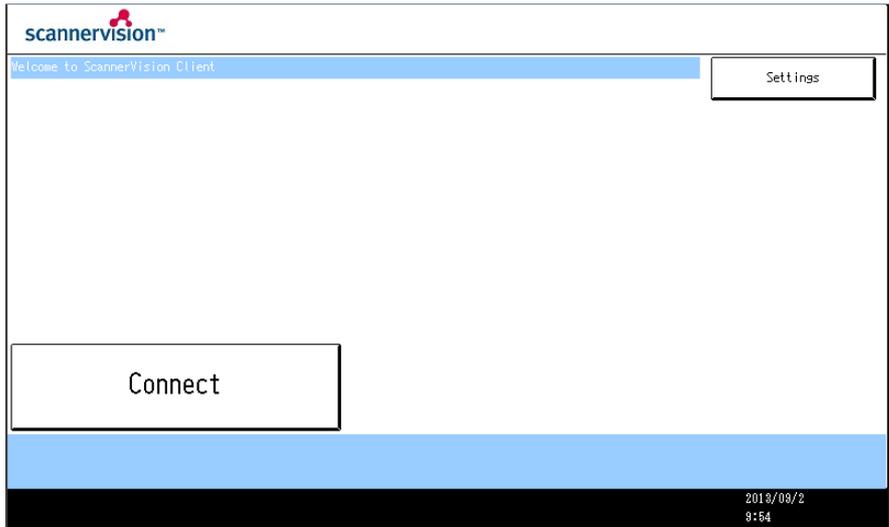
The server needs to be setup in the same manner as for any MFP clients – users, templates etc. The one specific setting required is an MFP client of type MFP Ricoh. The IP address of this client must be that of the Ricoh device.

## 4. Screens

### 4.1. Connect Screen

The connect screen is displayed, when authentication is switched off at the server. The following options are available on the connect screen

1. Settings - go to the settings screen
2. MyApp - Switch to other application on the MFP device. “MyApp” is the value configured for Application on the settings screen.
3. Connect – connect to the server



#### 4.2. Logon Screen

The logon screen is displayed, when authentication is switched on at the server. The following options are available on the logon screen

1. Settings - go to the settings screen
2. User/PIN – enter user name
3. Password – enter password
4. Login – use the credentials to logon to the server. If authentication is not configured at the server, this button will still be used to connect to the server. In this case no username and password are required.
5. MyApp - Switch to other application on the MFP device. “MyApp” is the value configured for Application on the settings screen.



#### 4.3. Setting Screens

There are two settings screens – server settings and general settings. The following can be configured

1. Server IP – IP address of server
2. Backup IP – IP address of backup server
3. Server Port – port address of server
4. Language – language to use on MFP client
5. Timeout – amount of time before auto-logout when there is no activity on the MFP client
6. Password – administration password on the MFP client to enable settings to be saved
7. Auto Store – when set to true, documents are automatically stored after a scan
8. Auto Close – when set to true, template dialog is automatically closed after a scan
9. Net Encryption – data between MFP client and server is encrypted
10. Clear Cache- template and picklist files, which are retrieved from the server are deleted. This ensures a fresh retrieve from the server on a login.
11. Cancel – cancel any settings which were changed and display login screen.
12. OK – store current settings and display login screen.
13. Application – name of external application to switch to
14. Product Id – product id of external application to switch to

Note: to change settings the client will prompt for a password. The default password is "0000".

The server settings screen is shown below

The screenshot shows the 'Server Settings' interface for Scannervision. At the top left is the Scannervision logo. Below it, the title 'Server Settings' is displayed. The main area contains three input fields: 'Server IP' with the value '192.168.1.23', 'Backup IP' with '127.0.0.1', and 'Server Port' with '1983'. To the right of these fields is a yellow 'Server' button. Below the 'Server' button is a 'General' button. At the bottom left is an 'Encryption' button. At the bottom right are 'Cancel' and 'OK' buttons. A blue bar at the bottom of the screen contains the date and time '2013/09/2 10:08'.

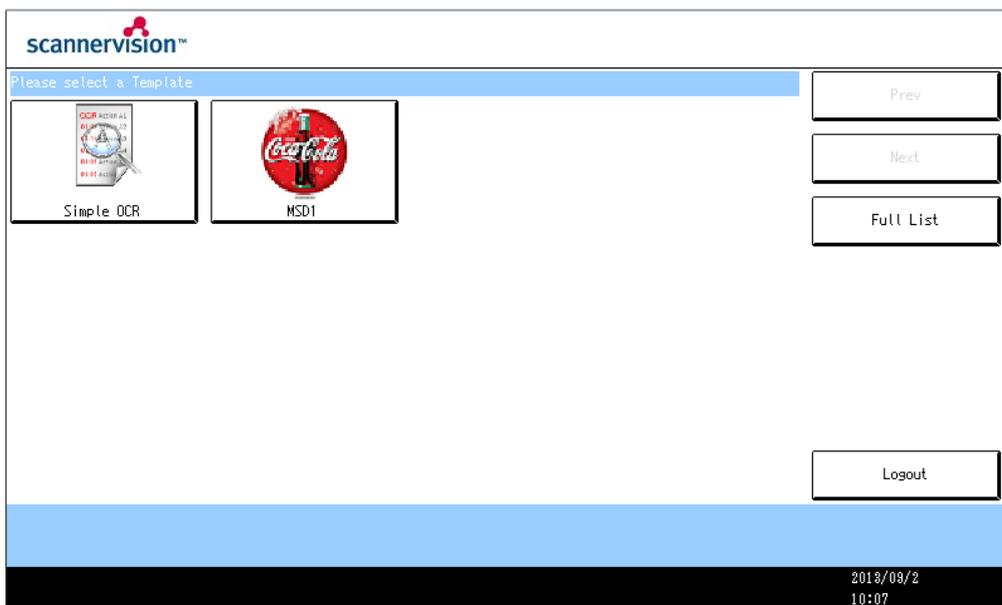
The general settings screen is shown below



#### 4.4. Select Template Screen

This is the screen which appears once the user has logged in. Selectable icons are displayed for each template, which is configured for this user on the server. In addition to selectable templates, the following options are available

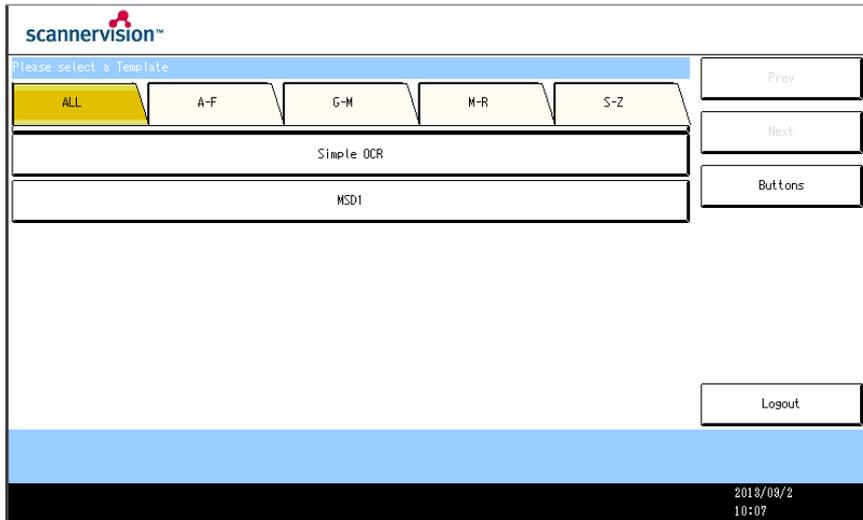
1. Global Metadata – display global metadata screen
2. Full list – display templates in full list format
3. Refresh – retrieve a fresh list of templates from the server
4. Previous/Next – these are enabled, when there are more templates, than can be fitted on a single screen
5. Logout – logout from server
6. MyApp - Switch to other application on the MFP device. “MyApp” is the value configured for Application on the settings screen.



#### 4.5. Select Template List

This is an alternative way of displaying the list of templates. In addition to being able to select a template, the following options are available

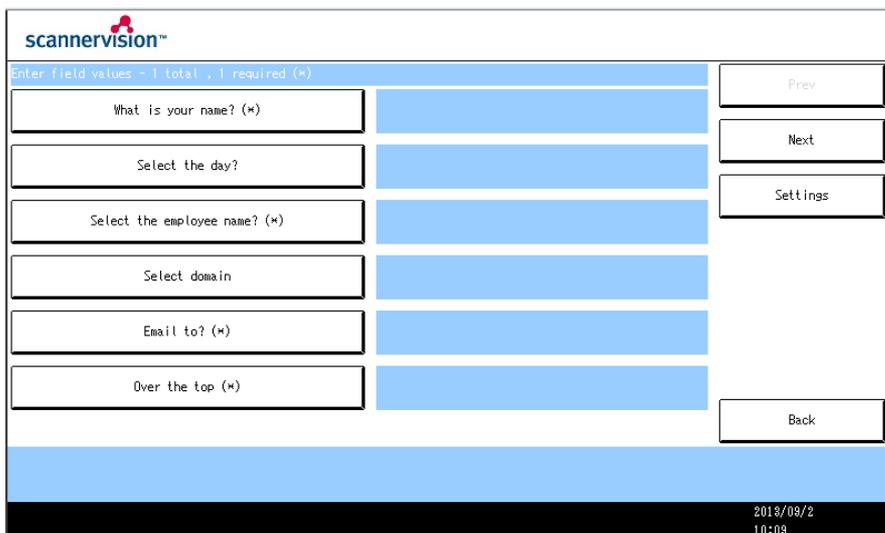
1. Global Metadata – display global metadata screen
2. Buttons – display templates in button format
3. Refresh – retrieve a fresh list of templates from the server
4. Previous/Next – these are enabled, when there are more templates, than can be fitted on a single screen
5. Filter – a filter can be applied for which templates are displayed
6. Logout – logout from server



#### 4.6. Questions Screen

This is displayed, when a template is selected. Here the list of questions for the selected template is displayed to the user. The following options are available here

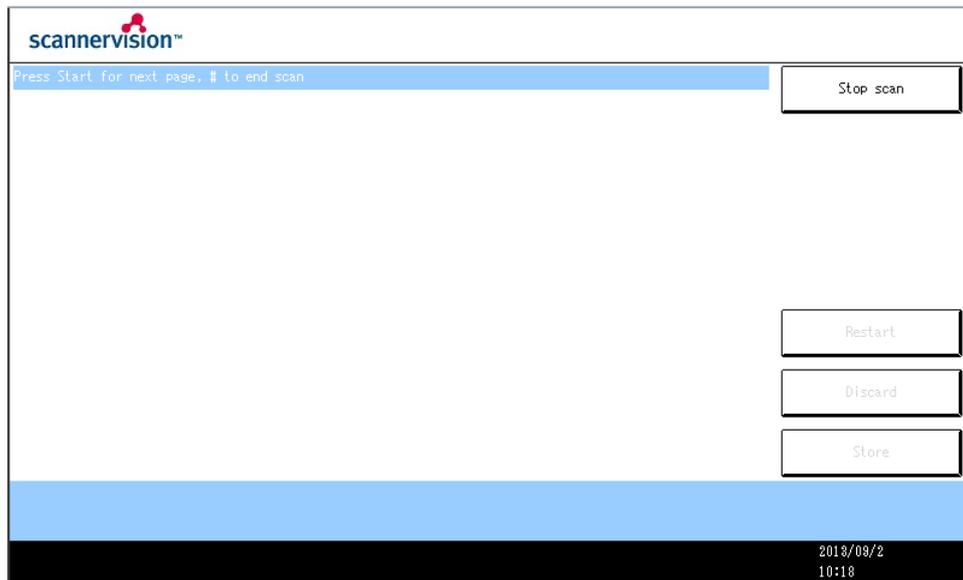
1. Scan Settings – the scan settings screen is displayed
2. Prev, next – if there are more questions than can fit on the screen these allow seeing more questions
3. Back – return to the templates screen



#### 4.7. Scan Dialog

This is displayed, when a scan is done. The following buttons are available

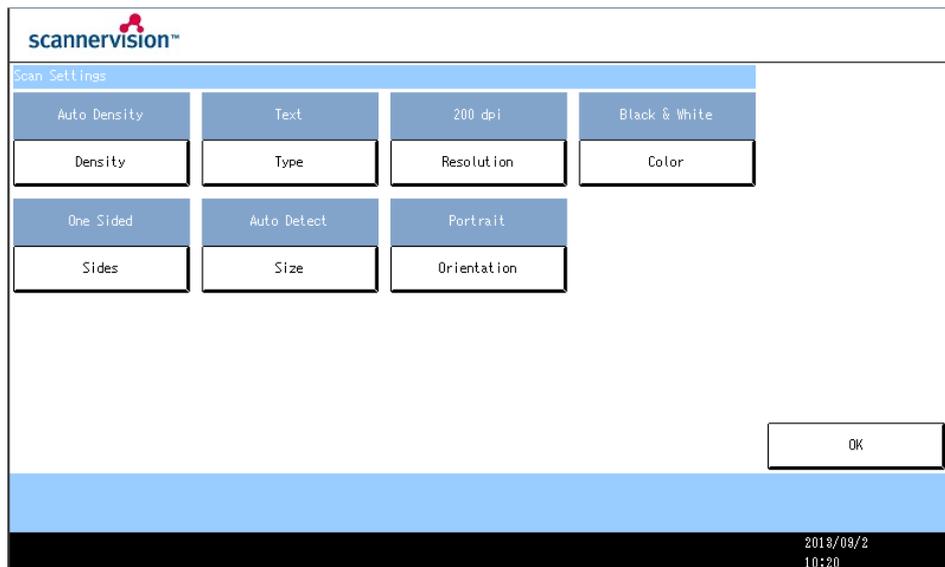
- Stop scanning – stop the scanning process
- Restart scan - gets enabled once scan is complete
- Discard – discard the scan and exit this screen
- Store – send scan to server



#### 4.8. Scan Settings Screen

This screen is displayed when selected from the template metadata screen. The following scan settings can be configured

1. Scan Type
2. Resolution
3. Scan Size



#### 4.9. Global Metadata Screen

This is the screen for global questions. This appears after login, if global questions are configured on the server

**scannervision™**

Enter field values total 3 required (\*)

Enter global (*)		Prev
Select option (*)		Next
Select customer? (*)		

Templates

Admin

2013/09/2  
10:21