# **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

- Open up a web browser (IE is recommended). In the URL enter the IP address of the MFP client
   2.
  - ク ー 🖹 C 🧭 RNP002673596145 - Web I... ← → http://192.168.1.5/ 📃 Login 2 RICOH Aficio MP 301 Web Image Monitor Home
     English V Switch Refresh ? : RICOH Aficio MP 301 Device Name : A4 printer, scanner en fax Comment 1 Status/Information • Location : Tanja se kantoor Host Name : RNP002673596145 🚸 Device Management ..... Print Job/Stored File Convenient Links Alert Status Status OK Alert System Messages (0item(s)) Toner Status OK Input Tray Status OK Output Tray J Status OK Check Details
- 3. Press login. Enter MFP credentials. The default username is admin, and the default password is a blank.

← → @ http://19216815/web/guest/en/ ▷ ~ ≅ C @ Login ×	
RICOH	
Web Image Monitor	
Login User Name : Login Password : Login	
Cancel	

4. Navigate to Device Management -> Configuration



← ⊖ Ø http://192.168.1.5/web/e	entry/en/ 🔎 🛪 🖻 🖒 <i>i</i> 🖉 RI	NP002673596145 - Web I ×			- □ ×
RICOH Aficio MP	301 Web Image Mo	nitor			Administrator
↓ Home				English V Switch	Refresh 2
Status/Information     ▶	Device Name	: RICOH Aficio MP 301	Comment	: A4 printer, scanner	en fax
Device Management	configuration	Tanja se kantoor	Host Name	: RNP002673596145	
Print Job/Stored File	ddress Book leset Printer Job				
R Convenient Links	eset the Machine				
D	evice Home Management				
	Alert		Status		
	Alert		System	Status OK	
	Messages (0item(s))		Toner	Status OK	
			<ul> <li>Input Tray</li> <li>Output Tray</li> </ul>	Status OK Status OK	
					Check Details

5. Under Extended feature settings press install

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	AICIO WF 301 Web Image Monitor	🚔 🖅 🚊 Adminis
ome	PDF Group Password	E DC Othe Devel Conver
	PDF Fixed Password	RC Gate Proxy Server
	Virtual Printer Settings	Webszas
<b>F</b>	ax	Webpage
9.	Initial Settings	
	Send / Reception Settings	Extended Feature Settings
	Reception File Settings	Startup Setting
	IP-Fax Settings	Extended Feature Info
	IP-Fax Gateway Settings	Install
	Parameter Settings	Uninstall
		Administrator Tools
S	canner	Additional Program Startup Setting
<b>୬</b> -	General Settings	Install Additional Program
	Scan Settings	Uninstall Additional Program
	Send Settings	Copy Extended Features
	Initial Settings	Copy Card Save Data
	Default Settings for Normal Screens on Device	
	Default Settings for Simplified Screens on Device	
▲T	Fo Top of the Page	

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



(今) (⑤) http://1921681.5/web/entry/en/ ク ~ 品で (⑥ RNP002673596145 - Web L ×	- □ × )
RICOH Aficio MP 301 Web Image Monitor	→) Logout
4 Home	Administrator
Install	t Refresh
Back	
Select a source media, then click [Display Extended Feature List].	
Source Media	<b>A</b>
O SD Card Slot ○ Web Server ● Local File : C:\Transfer\ScannerVision\RicohReleases\3.0.0.5\318965015-betasigned Browse Display Extended Feature List	
Back	

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

🔆 🗇 🖉 http://192.168.1.5/web/entry/en/ ۲۰ ד 🗟 د 🏉 Rb	NP002673596145 - Web I ×	. <b>W</b>	1000		• • × ₩
RICOH Aficio MP 301 Web Image Mon	nitor			९   ?	i ∣ →) Logout
4 Home	niitoi			≙ 1 ± 8	Administrator
Select a source media, then click [Display Extended Feature I	List].				^
Source Media					
○ SD Card Slot ◎ Web Server ● Local File :		Browse	]		
Display Extended Feature List					
Installation Target Setting					
Install to : Device HDD V					
Type-J Setting					
■Auto Start : ● On ○ Off					
Extended Feature List					
Install					
1 1/1 1/1					
Total Applications:1					
Extended Feature Name Type De	escription	Version	Source Media		
ScannerVision Client     J     Sca	annerVision MFP Client	3.0.0.5	Local File		
Back					~

8. Confirm on the confirmation screen



A (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	eb/entry/en/ D = C A RNP002673596145 - Web L. X	
RICOH Aficio M	P 301 Web Image Monitor	
llomo		🛔 🖓 👤 🗎 Administrator
Tractal		
Instan		
Confirm		
The following extend	ed feature will be installed.	
Extended Feature Na	me : ScannerVision Client	
Description	: ScannerVision MFP Client	
Version	: 3.0.0.5	
Product ID	: 318965015	
Startup Location	: Device HDD	
Vendor	: Nashua	
Contact		
TEL	:	
Fax	:	
Email		
Auto Start	: On	
OK Cancel		

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

← → Ø http://192.168.1.5/w	eb/entry/en/	- □ -× ↑ ★ ₩
	IP 301 Web Image Monitor	♀   ?   i   → Logout
	1 301 Web Image Monitor	🊔 😭 👤 🗎 Administrator
Home     Transman		
Install		
Confirm		
The following extend	ded feature will be installed.	
Extended Feature Na	ame : ScannerVision Client	
Description	: ScannerVision MFP Client	
Version	: 3.0.0.5	
Product ID	: 318965015	
Startup Location	: Device HDD	
Vendor	: Nashua	
Contact		
TEL	:	
Fax	:	
Email	:	
Auto Start	: On	
OK Canad	_	
OK Calicel		

### 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



scannervision"	
Velcome to ScannerVision Client	Settings
Connect	
	2013/09/2 9:54

#### 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

- Settings go to the settings screen
   User/PIN enter user name
- 3. Password enter password
- Login use the credentials to logon to the server. If authentication is not configured 4. 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.

scannervision™	
	Settings
Username	,
Password	
Log in	
	2018/09/2 9:58

#### 4.3. **Setting Screens**

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



- Server IP IP address of server 1.
- Backup IP IP address of backup server 2.
- 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
- Auto Store when set to true, documents are automatically stored after a scan 7.
- 8. Auto Close - when set to true, template dialog is automatically closed after a scan
- Net Encryption data between MFP client and server is encrypted 9.
- 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.
- OK store current settings and display login screen.
   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

scannervision™				
ierver Settings				Server
192.168.1.23	127.0.0.1	1983		
Server IP	Backup IP	Server Port		General
	,		·	
				Cancel
Encryption				0/
Encryperon				OA
				2013/09/2 10:03

The general settings screen is shown below



scannervision™				
General Settings				Server
2.5 minutes	en	ю		
Timeout	Language	Password	Application	General
Product Id				
				Cancel
Auto Close	Auto Store	Clear Cache		ОК
				2018/09/2 10:05

### 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.

scannervision™	
Please select a Template	Prev
Simple OCR MSD1	Next
	Full List
	Logout
	2013/09/2 10:07



# 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

scannervision	
Please select a Template ALL A-F G-M M-R S-Z	Prev
Simple OCR	Next
MSD1	Buttons
	Logout
	2013/09/2 10:07

# 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

scannervision~	
Enter field values - 1 total , 1 required (*)	Prev
What is your name? (*)	
Select the day?	Next
Select the employee name? (*)	Settings
Select domain	
Email to? (*)	
Over the top (*)	
	Back
	2018/09/2 10:09



#### 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 ٠
- ٠ Discard – discard the scan and exit this screen
- Store – send scan to server

scannervision	
Press Start for next page, # to end scan	Stop scan
	Restart
	Discard
	Store
	2018/09/2 10:18

#### 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
- Resolution 2.
- 3. Scan Size

scannervision™				
Scan Settings				
Auto Density	Text	200 dpi	Black & White	
Density	Туре	Resolution	Color	
One Sided	Auto Detect	Portrait		
Sides	Size	Orientation		
				OK
				2018/09/2 10:20

#### 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 values3 total3 required (*)	Prev
Enter global (*)	
Select option (*)	Next
Select customer? (*)	
	Templates
	Admin
	2013/09/2

