



Scan Delivery

User Guide

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Using This Guide

Before using the machine, please read this manual thoroughly. Be sure to keep this manual for future reference.

Conventions

- In this manual, hard disks and solid state drives are collectively referred to as "storage".
- The following icons are used in this guide, depending on the content described.



Important

Indicates important information you have to know or be reminded before operations.



Note

Indicates supplemental information useful for operation.



Refer

Indicates references to other chapters and manuals.

- The following symbols are used in this guide.

- | | |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| " " | <ul style="list-style-type: none">• A cross-reference included in this guide.• Names of features, touch screen messages and input text.• The guides to be referred. |
| [] | <ul style="list-style-type: none">• Folders, files, applications, button or menu names displayed on the touch screen.• Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names. |
| { } | <ul style="list-style-type: none">• This indicates the variable value depending on the operation or operating environment.
For example: [{}Login User Name{}] is displayed. |
| < > button | <ul style="list-style-type: none">• Hardware buttons on the control panel. |
| < > key | <ul style="list-style-type: none">• Keys on the keyboard of the computer. |
| > | <ul style="list-style-type: none">• Represents abbreviation of procedure for selecting items in order on the operation panel or computer, and referenced items. |

- Microsoft Windows Operating System is referred as "Windows".

1 Overview of Scan Delivery

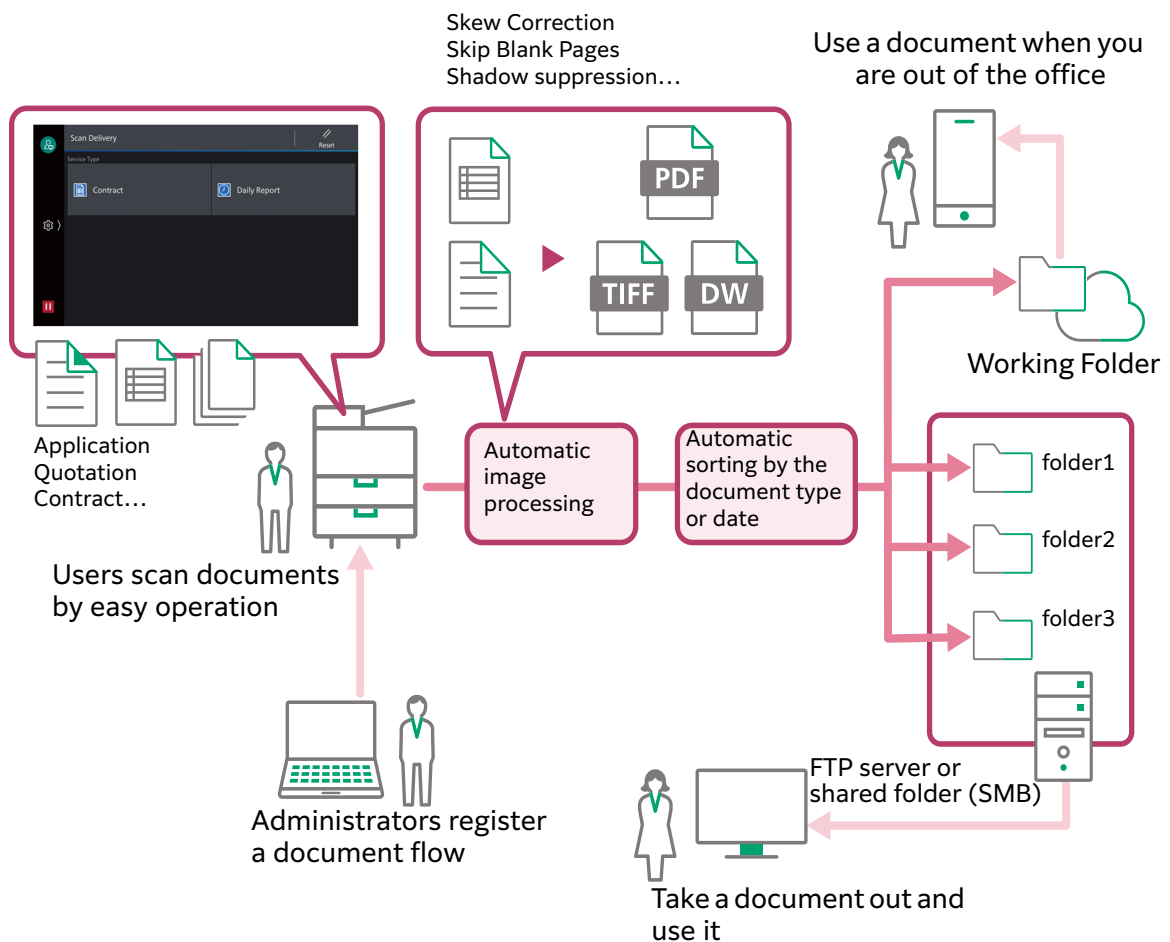
This chapter describes the features of Scan Delivery.

What Scan Delivery Can Do

Scan Delivery is designed to automatically scan paper documents and sort them into transfer destinations. It is suitable for a routine task.

Note

- Scan Delivery is a paid multifunction device add-on application.
- For models that can use this function, please visit our official site.



Register a Document Flow of a Routine Task and Invoke It with a Press of a Button

You can register various kinds of settings such as original scan methods, image processing, output formats, and save destinations in advance and invoke them to scan with a press of a button.

The administrator registers an original scan method and file saving method of routine tasks on your multifunction device beforehand. Users can automatically computerize and save paper documents just by loading documents on the multifunction device and pressing a button based on the documents.

Everything can be automated from scan processing to saving and users can check and operate them during the scan. Therefore, you can set a task flow, depending on the content of documents and the environment.

The use of Scan Delivery allows you to automate complicated processing and make scan work efficient and quality uniform.

Registering a Document Flow Operation by Operation

The information of a document flow which includes how to scan and save the document is called the "document type" information. The document type information can be registered in groups according to types of operations and contents of documents. These types of operations and contents of documents required for grouping are called category types.

In Scan Delivery, the maximum number of category type settings is eight, and the maximum number of document type setting is ten per one category type.

Document Splitting, Saving and Automatic Sorting

You can select the document saving format from the following.

- PDF
- DocuWorks Document
- mTIFF (Multi-Pages per File)

You can scan multiple documents at once and can save those documents split by blank pages, QR codes, and/or barcodes.

An automatic sorting of scanned documents is also possible by the category type, the document type, date, and user name. You can set folder names of saving destinations and file names by combining these document attributes and arbitrary text strings.

Sharing a Document Using Working Folder When You Are Out of the Office

You can specify either one of following for the storing destination of the document.

- FTP server
- Shared folder on Windows or Mac (SMB transfer)
- Working Folder

Working Folder is a service to store user's documents in a storage area we provide. When users select Working Folder as a destination to save documents, users can take their documents out of a storage area, also can share documents with their customers.



Important

- To use Working Folder, contract is additionally necessary.

Adding an Independent Attribute to a Document

When documents are saved in DocuWorks or PDF format, the following attributes can be added to documents. These attributes are referred to as "regular attribute".

- [Category Type]: the category type selected at the scanning

- [Document Type]: the document type selected at the time of scan
- [User]: the name of the user who scanned documents

Moreover, any attributes and their values can be added to documents. These attributes are referred to as "extended attribute". Extended attributes can be set to the document type information, also users can input them while scanning documents. Up to six extended attributes can be set.

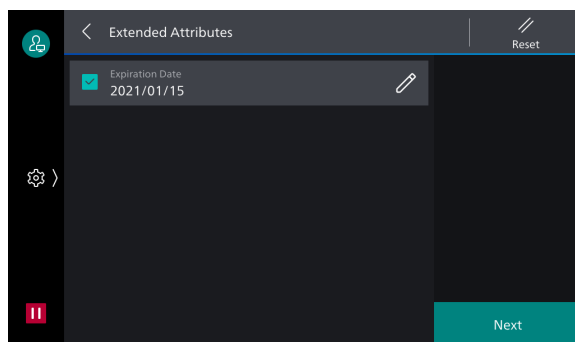
 **Note**

- If [Device] > [App Settings] > [Scan Settings] > [Other Settings] > [Add Login Name to PDF Properties] on the multifunction device is disabled, [User] cannot be added to scanned documents.
- For some models of the multifunction device, you may not be able to add attribute values to scanned document in PDF format.

When Saving Documents in DocuWorks Format

Values of extended attributes and regular attributes are saved as custom properties in scanned documents.

The saved values can be used for searching. With the attribute view feature of DocuWorks, the feature allows the files that meet the conditions to be sorted out and displayed, and helps you to manage scanned documents.



Set as custom properties in DocuWorks Document

Input an attribute value at the time of scan

When Saving Documents in PDF Format

Values of extended attributes and regular attributes are saved as custom properties (in the custom attribute format) in scanned documents as well as a single-line string in [Keywords] on the [Description] tab of Document Properties. The saved attribute values can be used for searching files (see "Important" below for detail).

Custom attribute format values are saved as strings. Date is saved as a string in the format "YYYYMMDD".

The format of keyword attribute values is as follows.

- Attribute values are arranged in the order of extended attribute and extended attribute.
- Each value is split by a comma (,).
- The total number of regular attributes and extended attributes is described at the beginning of string, followed by attribute type, attribute name, and attribute value as a set. Attribute types are the following: numeric value = "i", text = "s", date = "d", absence or presence = "b".

- A string can be up to 1024 characters. If a string exceeds maximum number of characters, the excesses of attributes are deleted.

For example:

3,s,category type,billing,s,document type,bill,d,billing date,20210101



Important

- To search scanned PDF documents on Windows OS, install "Adobe PDF iFilter" software (free software) on the client side, and set [Index Properties and File Contents]. Adobe PDF iFilter is available from the Adobe website.

Using QR Codes

When a QR code is attached to the header sheet or main text of the document, Scan Delivery reads and processes information from the QR code.



Note

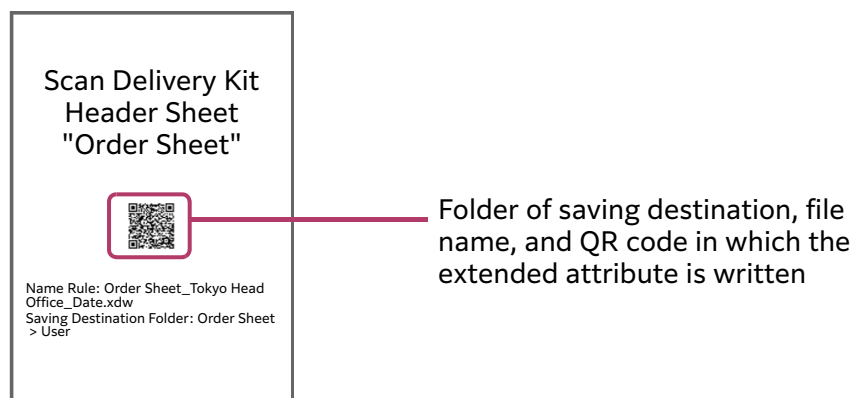
- Supported QR code text strings are only Japanese and English.

Using a Special QR Code for Scan Delivery for Automatic Settings

You can set the following for special QR codes for Scan Delivery.

- Folder name rules
- File name rules
- Extended attributes (only when saving in DocuWorks or PDF format. Up to six attributes)

By attaching and scanning the QR code with the contents, you can automatically set information peculiar to documents and execute scan processing with the minimum operation.



Note

- When a special QR code for Scan Delivery is read in Scan Delivery at the scanning, the screen to set an extended attribute and the confirmation screen are not displayed.

Using a General QR Code or Barcode

QR codes or barcodes containing arbitrary text string can be attached to documents and information embedded in it can be used.

The text string read from the QR code or barcode can be used for the naming rules for storage location folder or saved in a DocuWorks or PDF document as an extended attribute, according to the document type setting.

A part of the text string read from the QR code or barcode can also be extracted.

E-mail Notification


You can notify specified users of the result of document scan processing.

If multiple transfer destinations are set, the transfer result for each of them is notified.

The e-mail notification formats are as follows.

Note

- To use the e-mail notification feature, the e-mail sending server (SMTP) and the e-mail notification service must be set in the multifunction device. For details, refer to "Multifunction Device Settings"(P.30).

Items	Descriptions
From:	E-mail address of multifunction device
To:	The e-mail addresses set in the document type information, or the e-mail address of the authenticated user who scanned documents (E-mail addresses to be notified can be specified in the document type information.) ^{*1}  Note <ul style="list-style-type: none"> CC and BCC cannot be specified.
Subject	<ul style="list-style-type: none"> When normally finished: Succeeded When normally finished with warning: SucceededWithWarning When finished with an error: Failed
Attached file	None
Message	The following are described. <ul style="list-style-type: none"> The specified category type name The specified document type name The number of documents The name of destination folder to be saved The file name With/without extended attributes (for DocuWorks Document or PDF document)

- *1 To send e-mail notification to authenticated users who scanned documents, both the following conditions must be satisfied.
- The multifunction device is operated in authentication mode.
 - An e-mail address of the user who scanned the documents is registered in the multifunction device.

Example of E-mail

<p>From: admin@example.com Date: 14:55, January 24th, 2021 To: Fuji.Taro@example.com Subject: Succeeded</p> <p>Message: Category Type: Document Development Document type: transport expense receipt Destination folder: 2021-transport expense File name: Fuji Taro-2021.01.24-receipt Extended attribute: Yes</p>

Managing Scan Delivery

Scan Delivery can be managed and operated on the plug-in setting screen of the Internet Services. On the plug-in setting screen, you can register, edit, and delete the document type information. You can also export and import the document type information.



- "Settings of Scan Delivery (Operation by Administrator)"(P.32)

Creating Documents with a QR Code

Scan Delivery QR Creation Tool (hereafter referred to as QR Creation Tool) can be used to create documents with a special QR code for Scan Delivery. You can download QR Creation Tool from our official web site.



- "Creating Documents with QR Codes"(P.61)

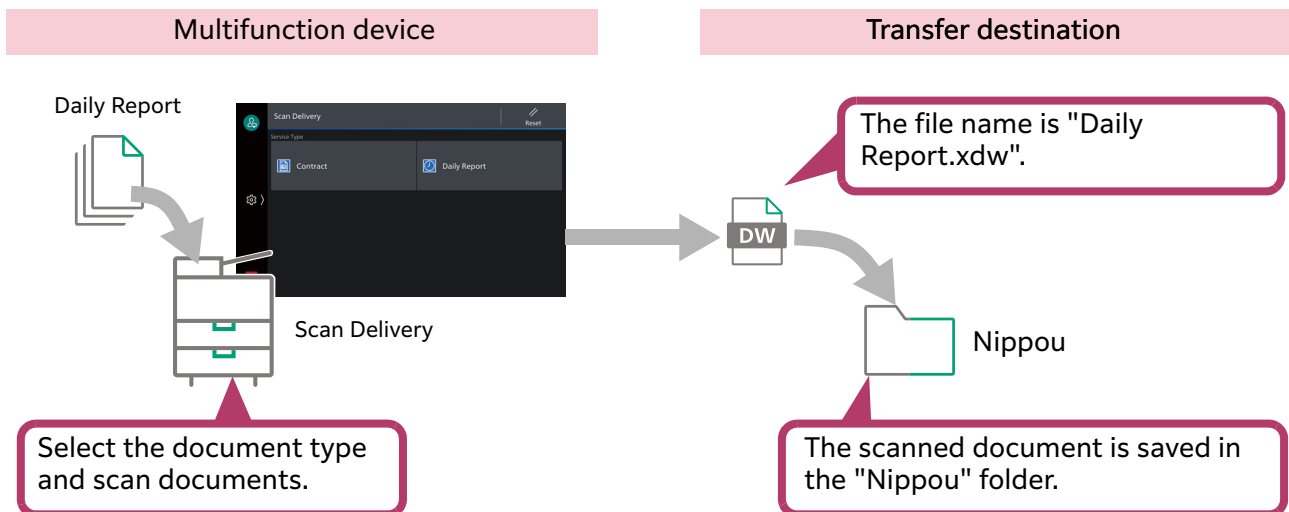
2 Examples of Using Scan Delivery

This chapter describes examples of using Scan Delivery.

Basic Example – Let's Get Started

Firstly, we introduce a simple example that is to save scanned documents in the existing folder. As an example, scan the paper document "Daily Report" with the multifunction device that supports SMB, convert it to a DocuWorks Document, and save the scanned document in the shared folder "Nippou". For the file name, specify [Doc Type Name].

Make sure to create the shared folder "Nippou" beforehand and set access permission for it.

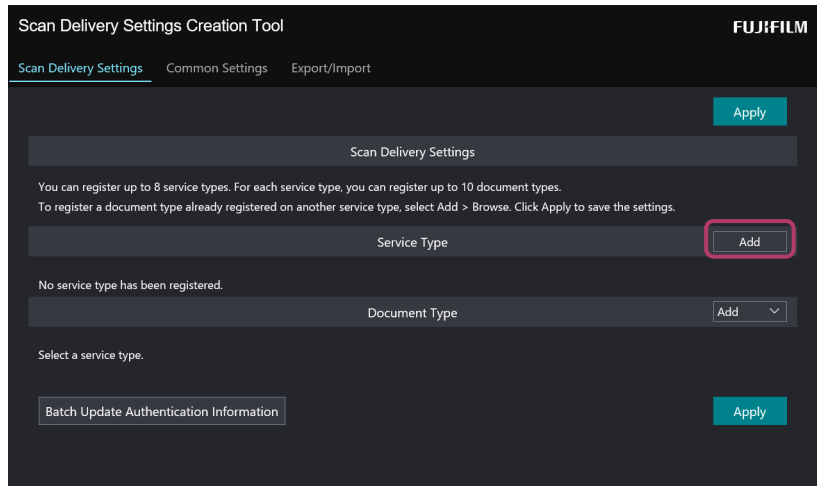


Setup Procedure

Steps

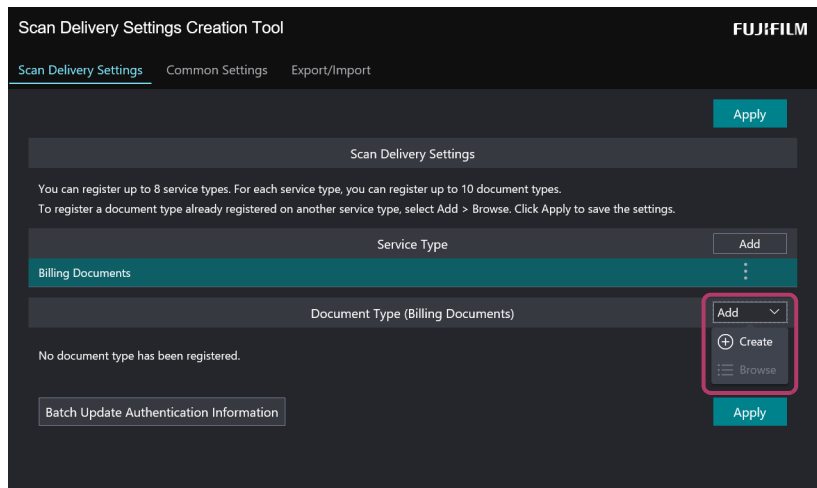
- 1** Start your computer, and then start a web browser.
- 2** Enter the IP address of your multifunction device or Internet address in the address bar of a web browser.
The Internet Services is started.
- 3** Enter the system administrator's user ID (and passcode as necessary), and enter the system administration mode.
- 4** Click [System] > [Plug-in Settings].
- 5** Select [ScanDeliverySettingToolPlugin] in [Embedded Plug-ins].
- 6** Click [Show].

7 To create a new category type, click [Add].



8 Enter a category type name and click [OK].

9 Click [Create] for the document type.



10 Specify each item and click [OK].

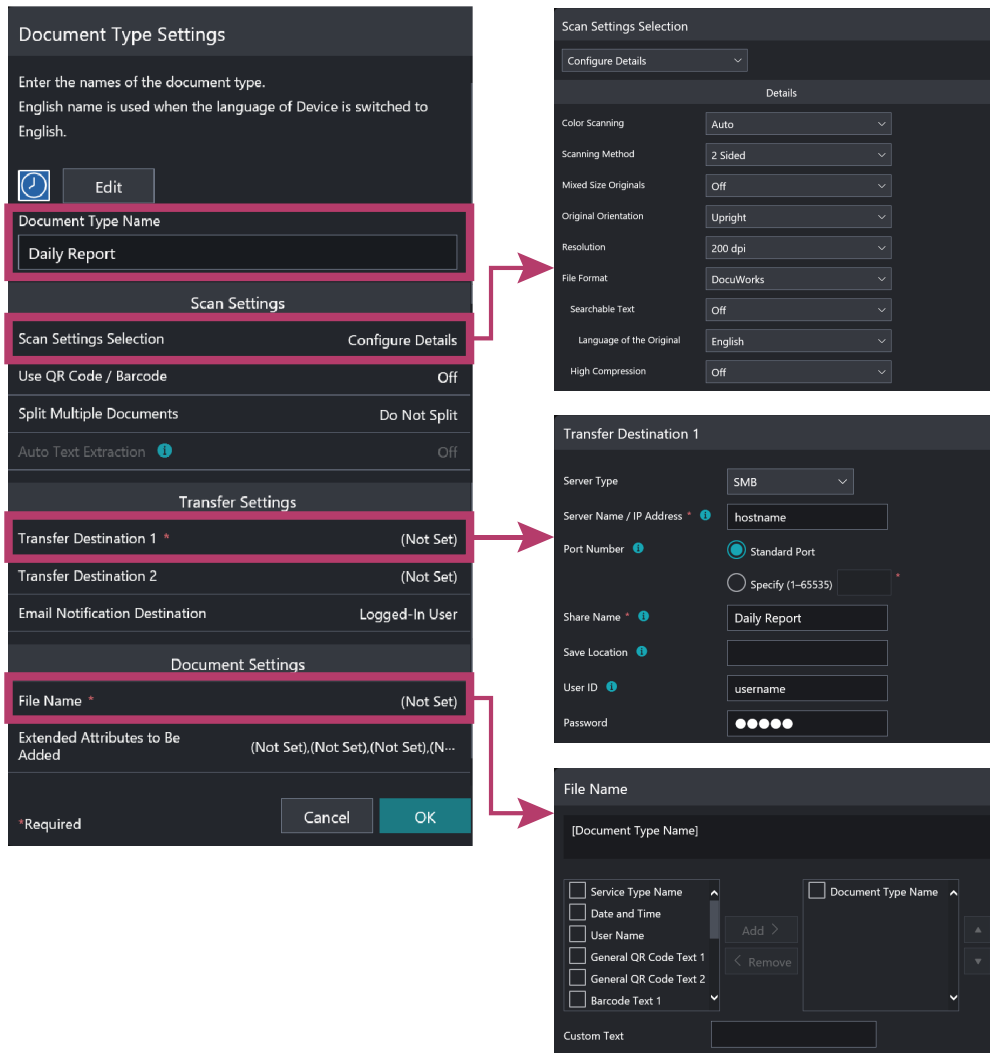
[6d Refer](#)

- For more information, refer to "Example of Setting"(P.12).

11 Click [Apply].

Example of Setting

On the [Document Type Settings] screen, set the following items.



Item	Descriptions
Document Type Name	Specify the document type name. "Daily Report" is specified in this example. If the registered category type is only one, a button with the name specified here appears on the first screen when you scan documents.
Scan Settings > Scan Settings Selection	Select the scanning method. [Configure Details] is selected in this example.
Resolution	Select a resolution. When you use [Auto Text Extraction], we recommend you to select 300 dpi.
File Format	Specify the file format. [DocuWorks] is selected in this example.
Transfer Settings > Transfer Destination 1	Configure the settings for the transfer destination 1.
Server Type	Specify the transfer protocol. [SMB] is selected in this example.
Server Name / IP Address	Specify the host name or the IP address of the transfer destination.

Item	Descriptions
Share Name	Specify the shared folder in the transfer destination. "Nippou" is specified in this example.
User ID	Specify the account with write permission to the shared folder.
Document Settings> File Name	The file name is mandatory. [Document Type Name] is specified in this example. In this example, the file name of the scanned data will be "Nippou".

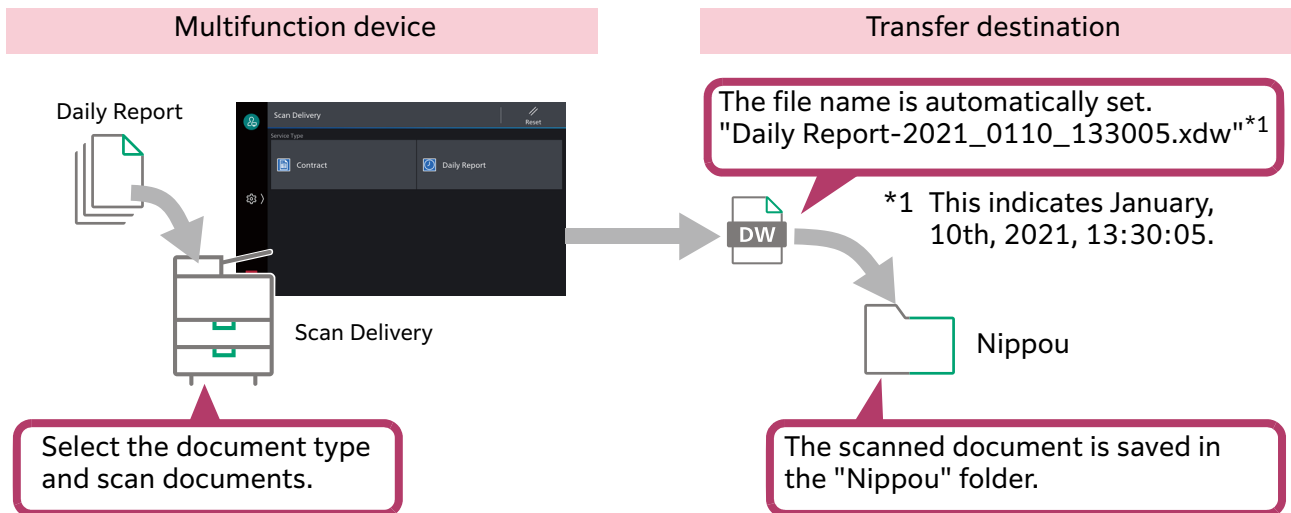
Note

- If a value other than the default value is used for the SMB port in your environment, change the value of [Port Number].
- [Save Location] means subfolders. If you save the scanned documents in subfolders under the shared folder, specify this item.

Intermediate Example 1 – Use Date and Time Stamp for File Name

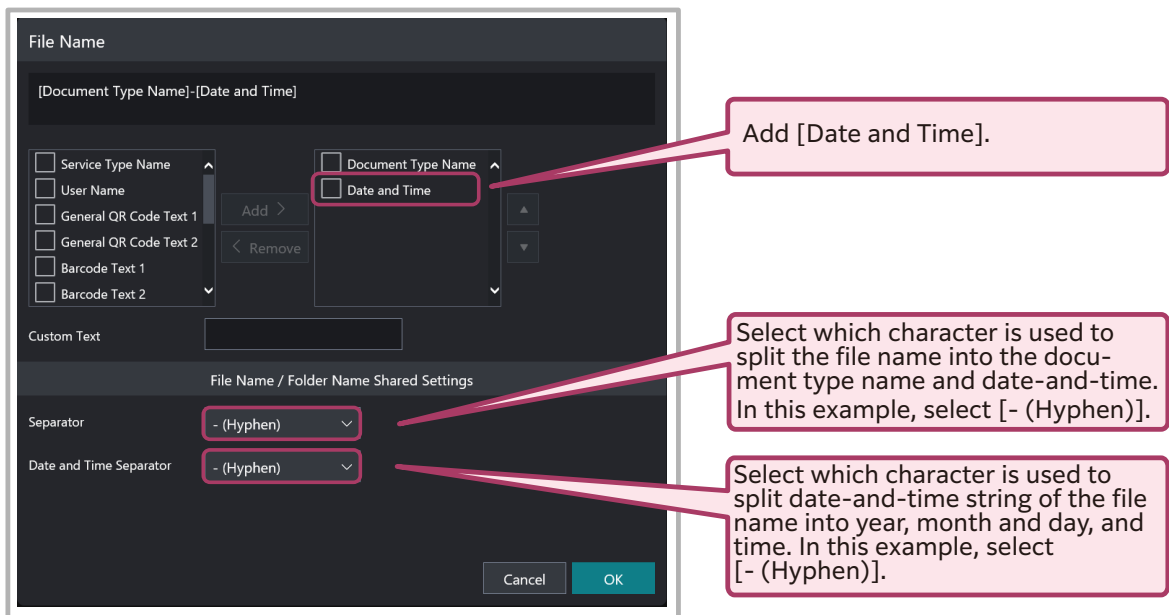
The date and time information of the day you scan can be used for file names. This section introduces an example of adding the date and time information to the file name based on the settings specified in the "Basic Example – Let's Get Started"(P.10).

As an example, scan the paper document "Daily Report", convert it to a DocuWorks Document, specify [Doc Type Name] and [Date & Time] for the file name, and save the scanned document in the shared folder "Nippou".



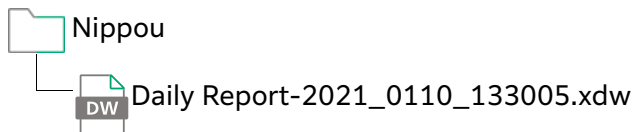
Example of Setting

On the screen shown in "Example of Setting"(P.12) of Basic Example, change the following items.



The screenshot shows a 'File Name' configuration window. At the top, it displays a preview: '[Document Type Name]-[Date and Time]'. Below this, there are two lists of items to include in the file name. The left list includes 'Service Type Name', 'User Name', 'General QR Code Text 1', 'General QR Code Text 2', 'Barcode Text 1', and 'Barcode Text 2'. The right list includes 'Document Type Name' and 'Date and Time'. The 'Date and Time' option is highlighted with a red box, and a callout points to it with the text: 'Add [Date and Time]'. Below these lists are 'Custom Text' and 'File Name / Folder Name Shared Settings'. Under 'Shared Settings', there are two dropdown menus: 'Separator' and 'Date and Time Separator', both set to '- (Hyphen)'. Callouts point to these dropdowns with the following text: 'Select which character is used to split the file name into the document type name and date-and-time. In this example, select [- (Hyphen)].' and 'Select which character is used to split date-and-time string of the file name into year, month and day, and time. In this example, select [- (Hyphen)].' At the bottom right are 'Cancel' and 'OK' buttons.

Result

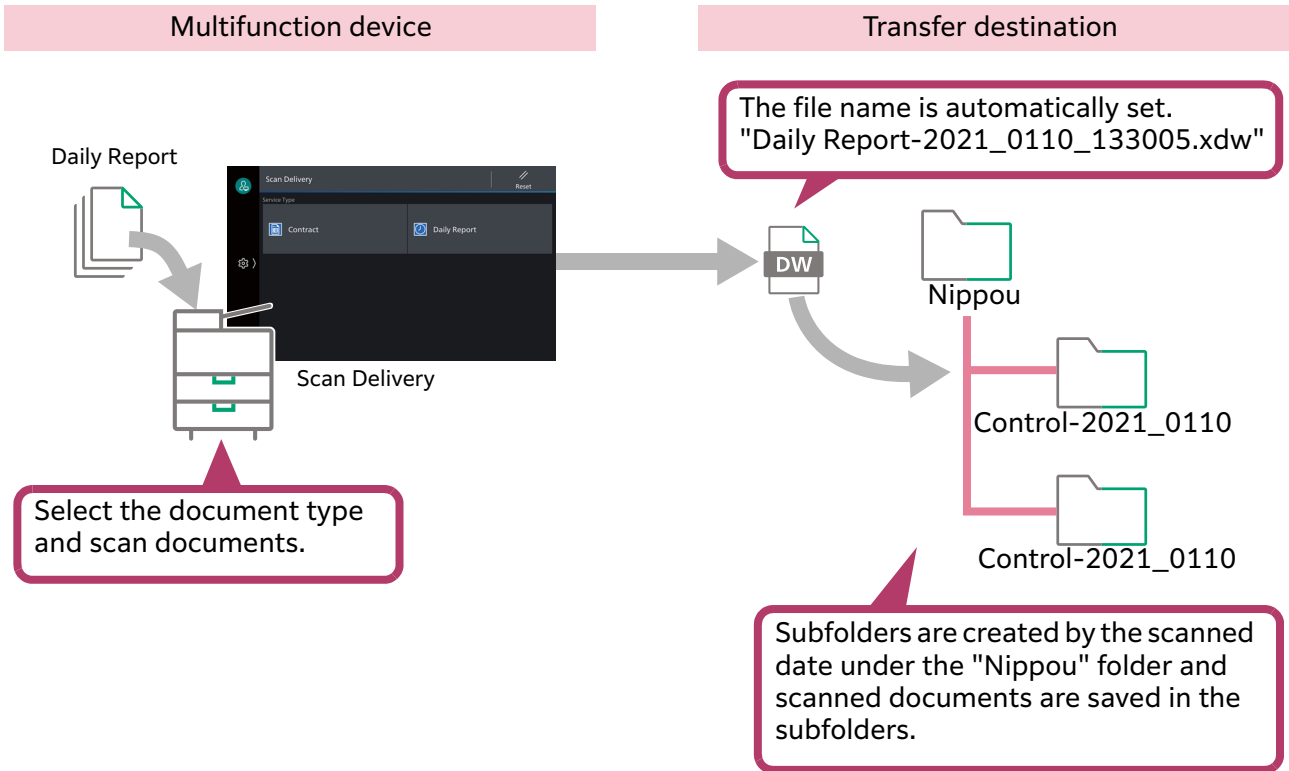


Intermediate Example 2 – Automatically Create Subfolders to Organize Scanned Documents

The date and time information of the day you scan can be used for folder names as well as file names. This section introduces an example of organizing the scanned documents by creating subfolders by the scanned date.

As an example, scan the paper document "Daily Report" and convert it to a DocuWorks Document. Create subfolders whose names are the combination of any string and the date under the shared folder "Nippou", and save the scanned document there.

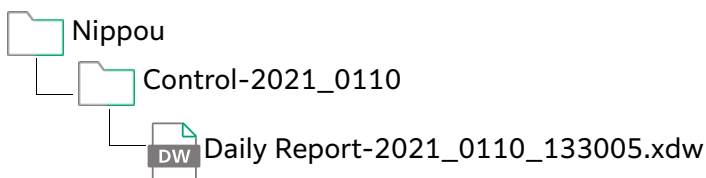
This procedure allows for organizing the scanned documents by date in the "Nippou" folder, and the scanned documents can be found easily.



Example of Setting

On the screen shown in "Example of Setting"(P.14) of Intermediate Example 1, change the following items.

Result

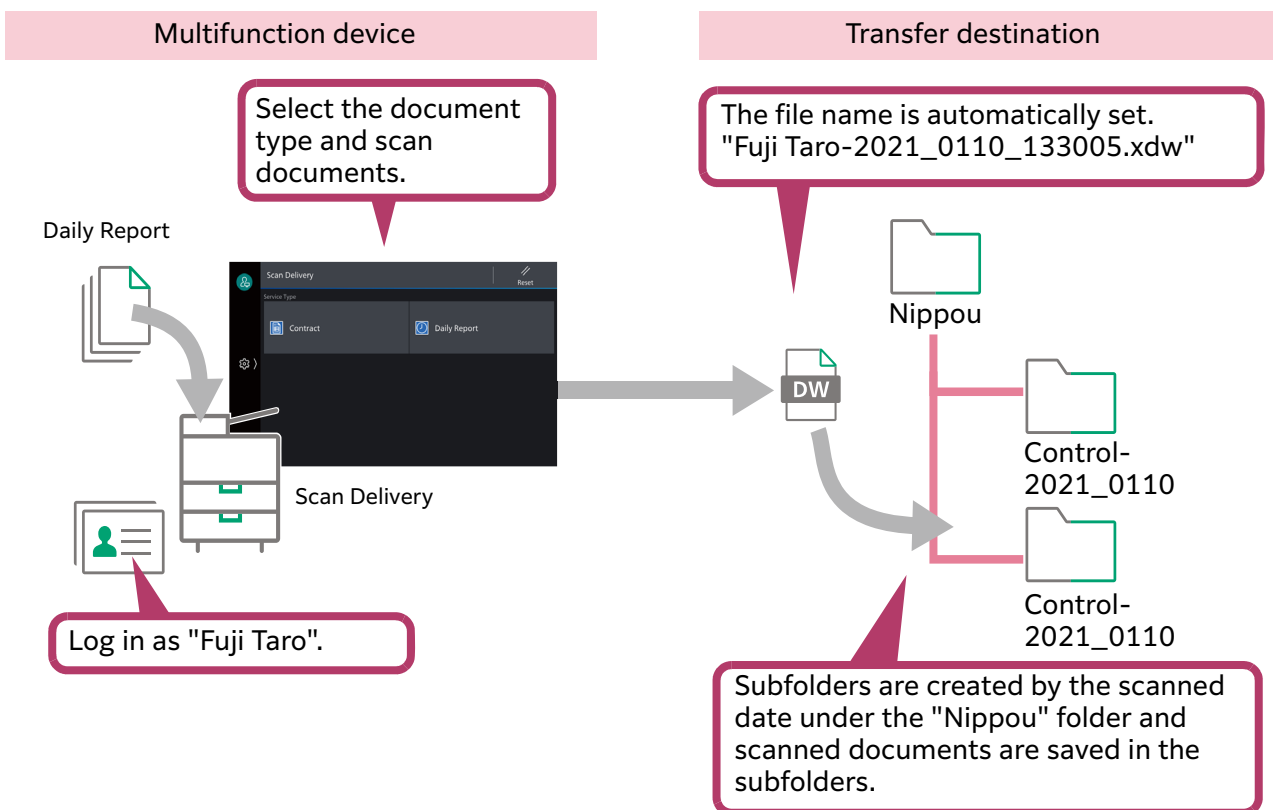


Intermediate Example 3 – Add Authentication Information to File Name

This section introduces an example of adding the name of the authenticated user who scanned the documents to the file name based on the settings specified in "Intermediate Example 2 – Automatically Create Subfolders to Organize Scanned Documents"(P.14).

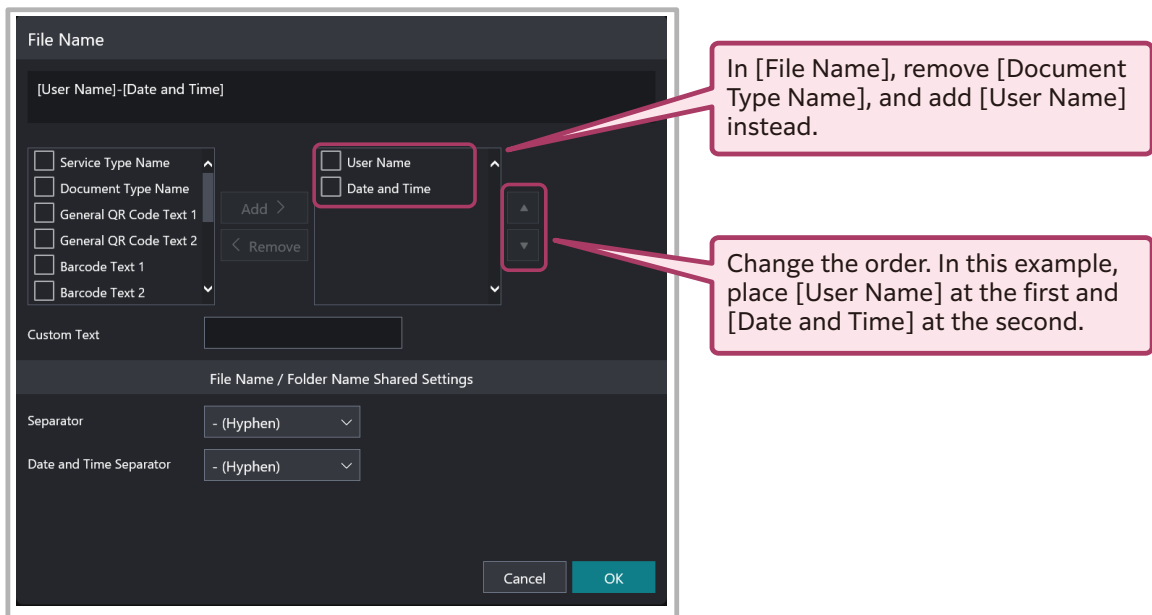
As an example, scan the paper document "Daily Report" and create subfolders by the scanned date under the shared folder "Nippou", and save the scanned document in the subfolders. Specify [User Name] and [Date & Time] for the file name.

If documents are scanned with the setting described in this example, names of users who scanned documents will be added to file names automatically, so users will not need to change the file name after scanning.

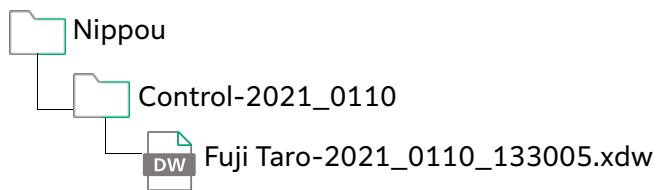


Example of Setting

On the screen shown in "Example of Setting"(P.15) of Intermediate Example 2, change the following items.



Result



Intermediate Example 4 – Use QR Code to Organize Scanned Documents

You can organize scanned documents using special QR codes for Scan Delivery. This section introduces an example of scanning two different documents "Sales Daily Report" and "Control Daily Report" together, and organize the scanned documents automatically.

Prepare two different header sheets for this example. Attach the special QR code for Scan Delivery in which the department and preparer information is embedded, to each header sheet.

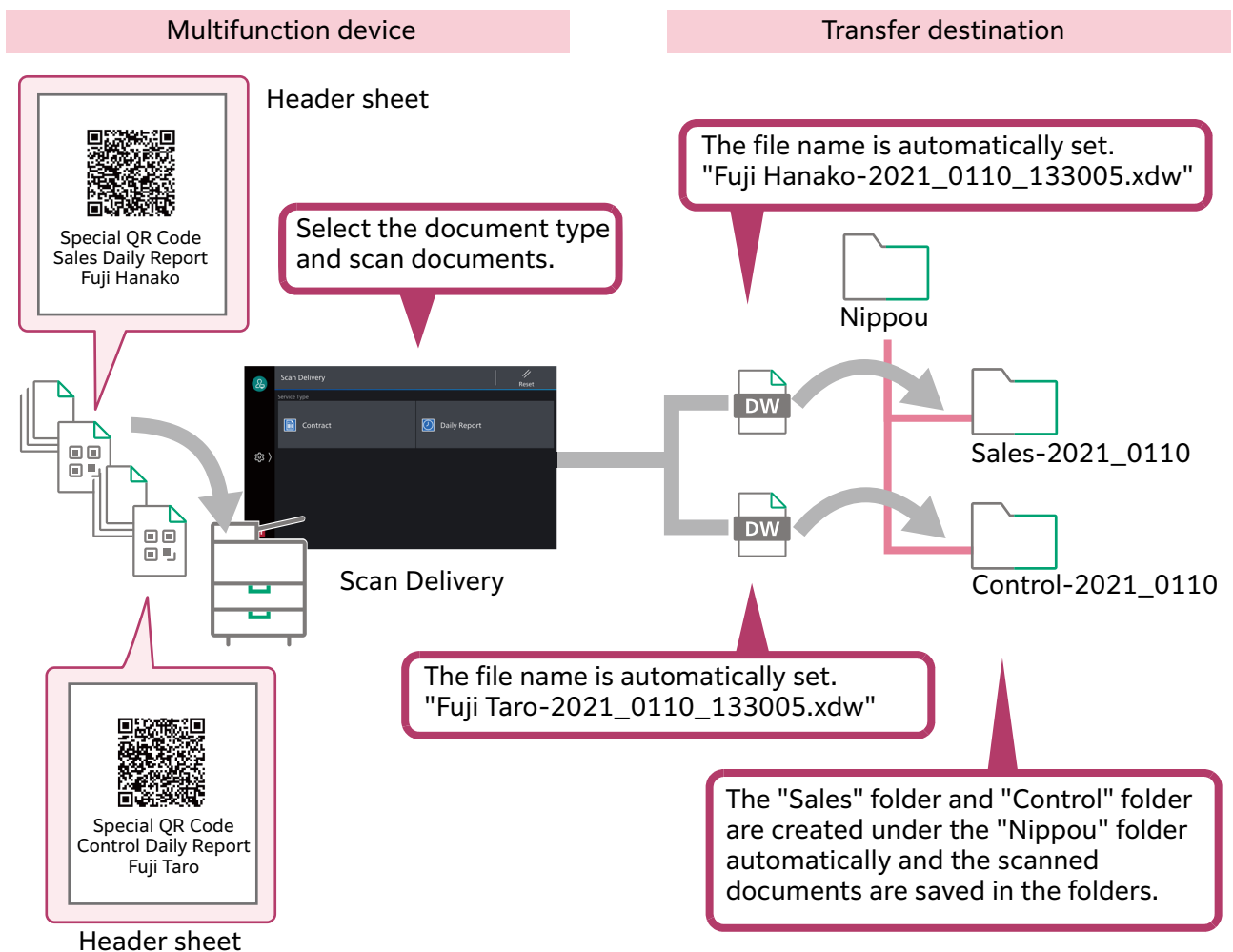
Place these header sheets on the head of each document, and scan them together using the document feeder. Subfolders whose name are "Sales" and "Control" are created automatically, and the daily report file given preparer's name are saved in the subfolders.

Refer

- Special QR codes for Scan Delivery can be created using QR Creation Tool. For more information, refer to "6 Creating Documents with QR Codes"(P.61).

Note

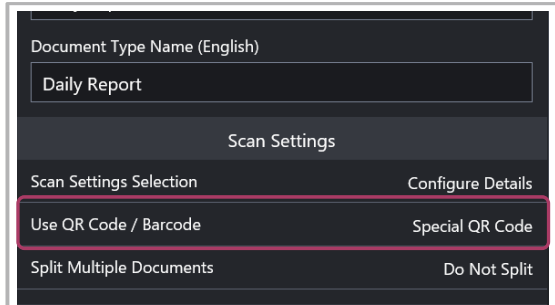
- Select [QR Coded Page Processing] to decide whether to add header sheets to scanned documents.



Example of Setting

Steps

- 1 On the screen shown in "Example of Setting"(P.17) of Intermediate Example 3, change the following items.



Select [Special QR Code].

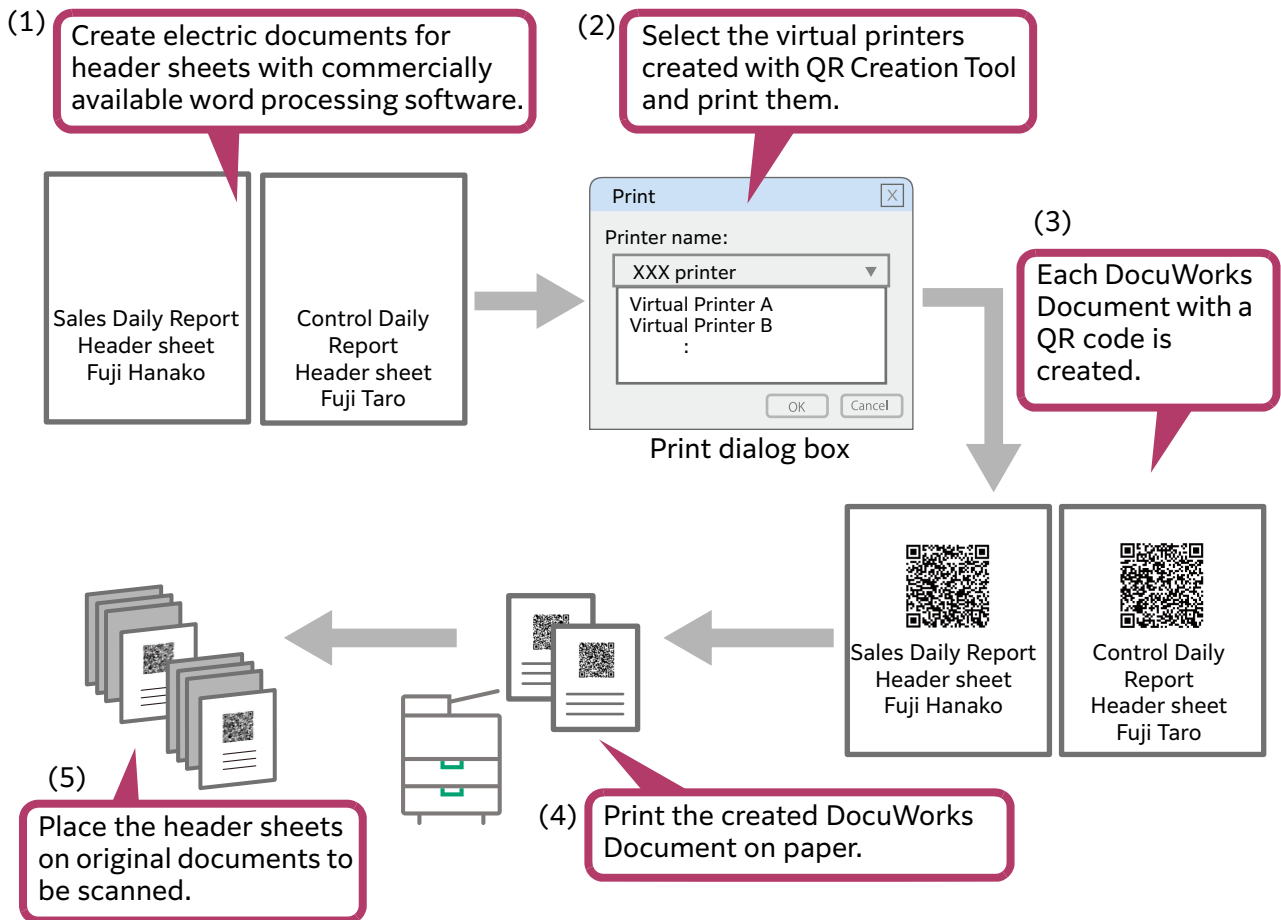
If you select [Special QR Code], the [Folder Name] and the [File Name] specified on this screen are disabled. Specify the [Folder Name] and the [File Name] for the special QR code.

- 2 Create "Virtual Printer A" and "Virtual Printer B" with QR Creation Tool.

On the [New QR Attaching Virtual Printer] screen of QR Creation Tool, set the following items.

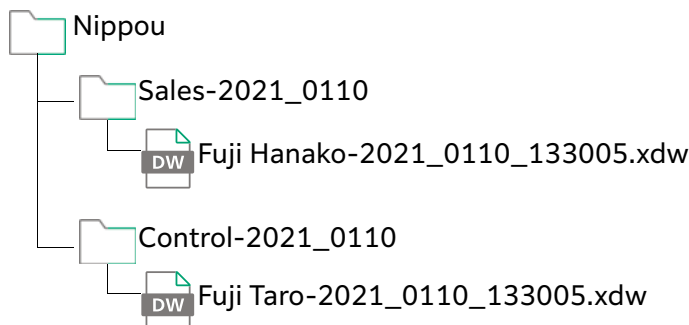
- (1) Select [Create Scan Delivery Dedicated QR Code Printer].
- (2) Select [Folder Name Rule] in [Items].
- (3) Select the check boxes of [Custom Text 1] and [Date] in this order. They appear in the folder name in the order specified here.
- (4) Enter the department name in the [Custom Text 1] text box. Enter "Sales" for the Virtual Printer A, and enter "Control" for the Virtual Printer B.
- (5) Select [File Name Rule] in [Items].
- (6) Select the check boxes [Custom Text 1] and [Date & Time] in this order. They appear in the file name in the order specified here.
- (7) Enter the preparer's name in the [Custom Text 1] text box. Enter "Fuji Hanako" for the Virtual Printer A, and enter "Fuji Taro" for the Virtual Printer B.

3 Create two different header sheets, and print one of them with the "Virtual Printer A" and the other with the "Virtual Printer B". As the header sheets to which a QR code is attached are created as DocuWorks Document, print them out on paper and place them on each original to be scanned.



4 Scan the original documents with the header sheets together using the document feeder. At the time, select [Split by QR Code] for [Split Multiple Documents] on the Scan Delivery screen.

Result



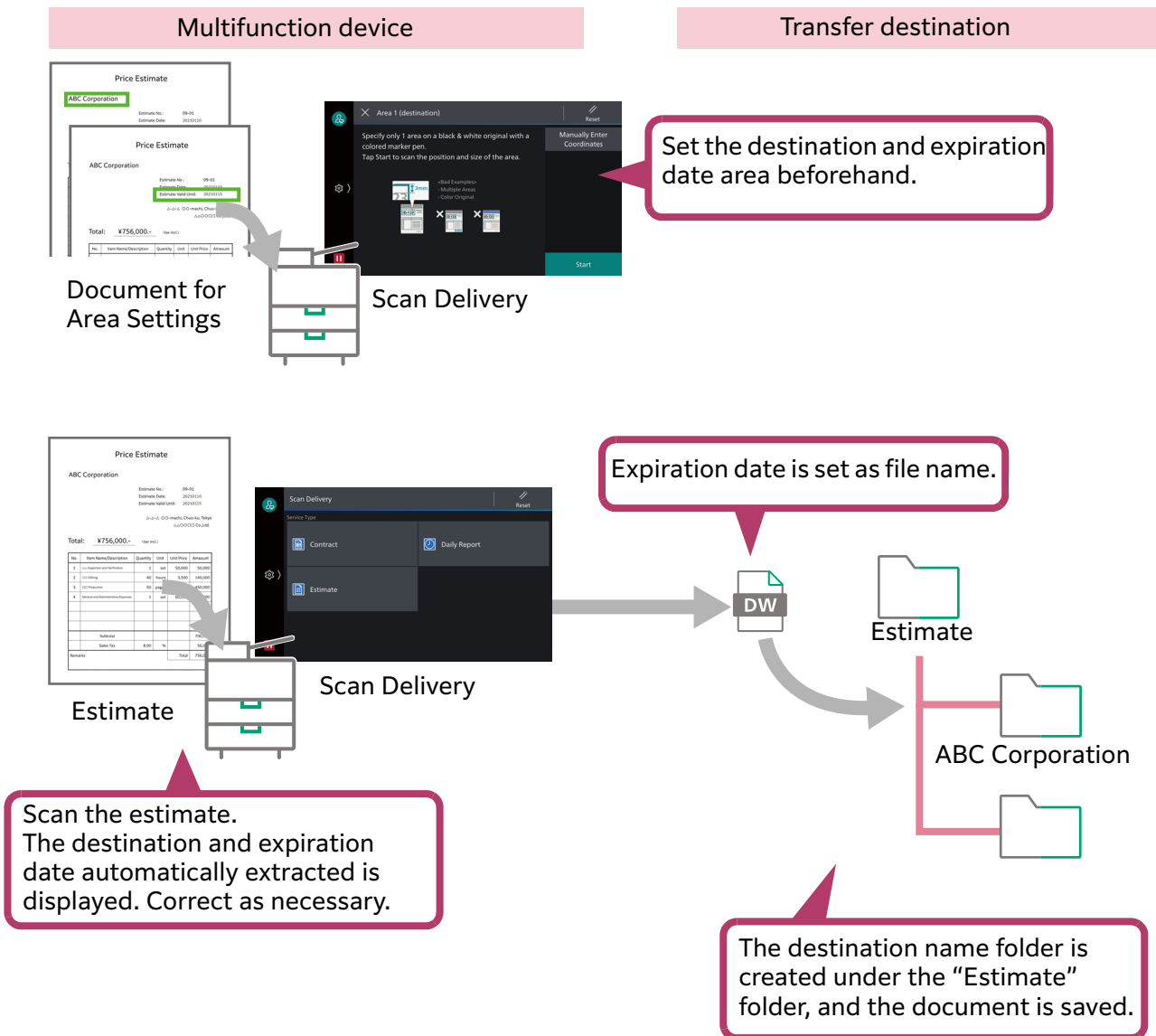
Intermediate Example 5 – Sort Documents Using a Template with Document Information

Documents can be sorted, using a template with a document information such as an estimate. This section shows an example of automatic sorting, using "destination" and "expiration date" in the scanned estimate.

In this case, a document with "destination" and "expiration date" is used. Set the area where the destination and expiration date are described as the scan area of the text information.

When scanning a paper document of "Estimate", the document information on "destination" and "expiration date" are extracted. Apply the extracted "destination" to the sub folder name in the shared folder "Estimate", and "expiration date" to the file name.

When you use this feature, you can sort documents and set file names using the information described in the document, so it is unnecessary to check the file content and change the file name from later.



Perform the following procedures:

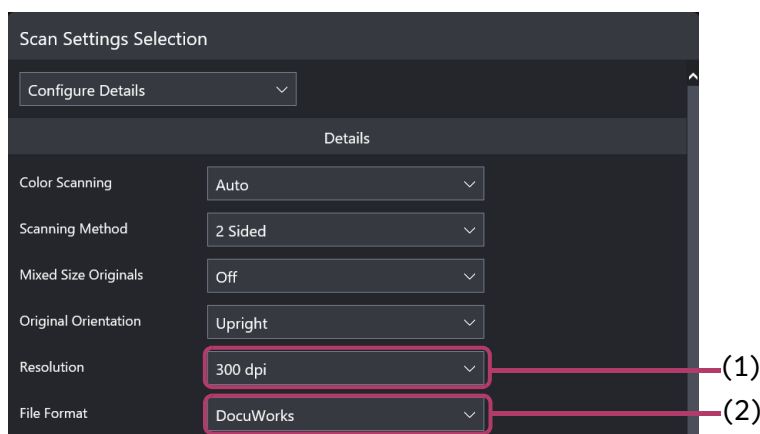
- Procedure 1 Set the Document Type using the Internet Services
- Procedure 2 Create the Document for Area Settings
- Procedure 3 Scan the Document and Specify the Scan Area
- Procedure 4 Scan the Estimate

Procedure 1 Set the Document Type using the Internet Services

Set the document type referring to "Setup Procedure"(P.10) in Basic Example.

Steps

- 1** Click [Add] > [Create] in [Document Type] on the Scan Delivery settings screen.
- 2** Enter "Estimate" as the document type name.
- 3** Click [Scan Settings Selection] in [Scan Settings] and configure the settings as follows:
 - (1) Specify [Resolution].
 - (2) Select [DocuWorks] as the file format.
 - (3) Click [OK].



- 4** Click [Auto Text Extraction] in [Scan Settings] and configure the settings as follows:
 - (1) Select [On] from the auto text extraction menu.
 - (2) Select the text language.
 - (3) Select the [Scan Area 1] check box, and click [Area Settings]. Check [Scan Document Marked with a Colored Marker Pen] is selected in the [Area Settings] dialog box, and enter "destination" in [Area Name].
 - (4) Select the [Scan Area 2] check box, and click [Area Settings]. Check the settings likewise (3), and enter "expiration date" in [Area Name].
 - (5) Enable [Display Confirmation Screen].
 - (6) Click [OK].
- 5** Click [Transfer Destination 1] in [Transfer Settings] and configure the settings as follows:
 - (1) Select [SMB] in [Server Type] and enter the required information.

- (2) Enter "Estimate" in [Share Name].
- (3) Enable [Folder Name Rule] and add [Scan Area 1 (Auto Extract)].
- (4) Click [OK].
- 6** Click [File Name] in [Document Settings] and configure the settings as follows:
 - (1) Add [Scan Area 2 (Auto Extract)] and [Date and Time] to the file name. Specify [Scan Area 2 (Auto Extract)] and [Date and Time] in order.
 - (2) Click [OK].
- 7** Click [OK].
- 8** Click [Apply].

Procedure 2 Create the Document for Area Settings

Prepare a document (estimate) for area settings you prefer a marking. In this case, prepare two documents to extract two places of destination and expiration date. Use a black & white document for the setting document. If you use color documents, make sure to copy documents in black & white beforehand. Use the color marker (green is recommended) to specify the destination described in the setting document.

 Refer

- For notes on specifying the area, refer to "Creating Document for Area Settings"(P.71).



The image shows a 'Price Estimate' document. On the left, a small screenshot of the document has a green box around the text 'ABC Corporation'. A red callout line points from this box to a larger, zoomed-in view of the same text on the right. The zoomed-in view shows 'ABC Corporation' in a green box. Below this, the document details are visible: Estimate No.: 09-01, Estimate Date: 20210110, Estimate Valid Until: 20210115, and the address: △-△-△ ○○-machi, Chuo-ku, Tokyo △△○○□□ Co.,Ltd.

Similarly, specify the expiration date described in the document with the color marker on the other document.



The image shows a 'Price Estimate' document. On the left, a small screenshot of the document has a green box around the date '20210115'. A red callout line points from this box to a larger, zoomed-in view of the same date on the right. The zoomed-in view shows '20210115' in a green box. Below this, the document details are visible: Estimate No.: 09-01, Estimate Date: 20210110, Estimate Valid Until: 20210115, and the address: △-△-△ ○○-machi, Chuo-ku, Tokyo △△○○□□ Co.,Ltd.

Procedure 3 Scan the Document and Specify the Scan Area

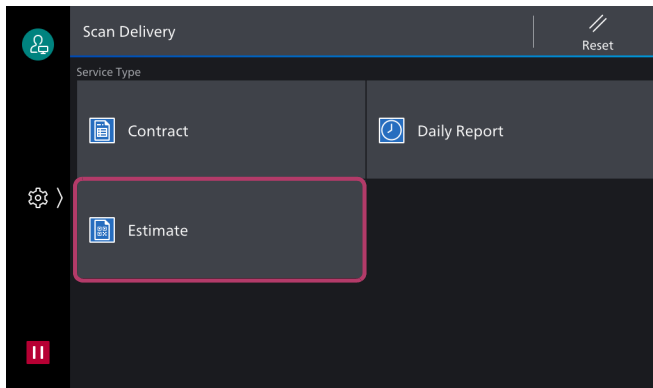
Scan the document created in Procedure 2, and set the scanning area.
This operation is performed by the system administrator.

 **Note**

- If the scan area is not set, users other than the system administrator cannot select the document type.

Steps

- 1** Display the [Scan Delivery] screen, and select [Estimate] created in Procedure 1.



- 2** Select [Area 1 (destination)].
- 3** Set the document created in Procedure 2 to the multifunction device, and press [Scan Area].
Scanning is proceeded, and the coordinates (unit of mm) of the area scanned from the document are displayed.
- 4** Press [+] and [-] to adjust the value as necessary.
After confirming or correcting, press [OK].
- 5** Repeat steps 2 to 4 for [Area 2 (expiration date)], and set the area for expiration date.
- 6** Check the content, and press [Next].
- 7** When the settings conformation screen is displayed, press [Next].

8 Set the document to the multifunction device.

For example, scan an estimate with destination “ABC Corporation” and expiration date “20210115”.

These texts are automatically extracted

Price Estimate

ABC Corporation

Estimate No.: 09-01
Estimate Date: 20210110
Estimate Valid Until: 20210115

A-△-△ OO-machi, Chuo-ku, Tokyo
△△△△△ Co.,Ltd.

Total: ¥756,000.- (tax incl.)

No.	Item Name/Description	Quantity	Unit	Unit Price	Amount
1	△△ Inspection and Verification	1	set	50,000	50,000
2	△△△ Estimation	40	hours	3,500	140,000
3	△△△ Production	50	pages	9,000	450,000
4	△△△ Material and Administrative Expenses	1	set	60,000	60,000
					0
					0
					0
	Subtotal				700,000
	Stamp Fee	0.00	%		56,000
					756,000
	Remarks				

Price Estimate

ABC Corporation

Estimate No.: 09-01
Estimate Date: 20210110
Estimate Valid Until: 20210115

△-△-△ OO-machi, Chuo-ku, Tokyo
△△△△△ Co.,Ltd.

Note

- Here, scan the original document instead of the document for area settings.

9 Start scanning.

Scanning is proceeded, and the [Text Extraction Result] screen is displayed.

10 Check the extracted destination and expiration date.

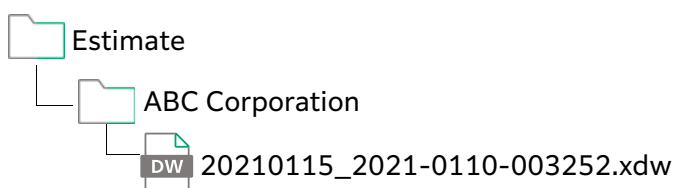
Press [Send] if the text is extracted correctly.

When the extract result is different, press [Reset Scan Area Settings].

Note

- If [Specify Number of Characters (1-70)] is set, the number of characters more than set cannot be extracted.

Setup is completed. Check if the “Estimate” folder of the transfer destination is like the following.



Procedure 4 Scan the Estimate

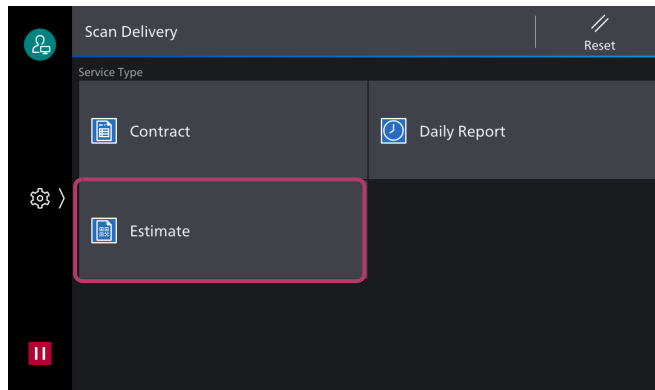
User operation is required from here.

Scan another document in the same form as Procedure 3, and check the operation.

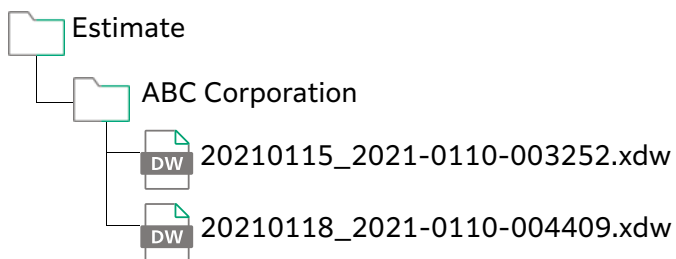
For example, scan an estimate with destination “ABC Corporation” and expiration date “20210118”.

Steps

- 1 Select [Estimate] on the [Scan Delivery] screen.**



- 2 When the settings conformation screen is displayed, press [OK].**
- 3 Set the document to the multifunction device, and start scanning.**
Scanning is proceeded, and the [Text Extraction Result] screen is displayed.
- 4 Check the extracted destination and expiration date.**
Select the item when the extract result is different.
- 5 Correct the text, and press [OK].**
- 6 Check the corrected text, and press [Send].**
A file with a different expiration date is stored in the destination name folder under the "Estimate" folder.



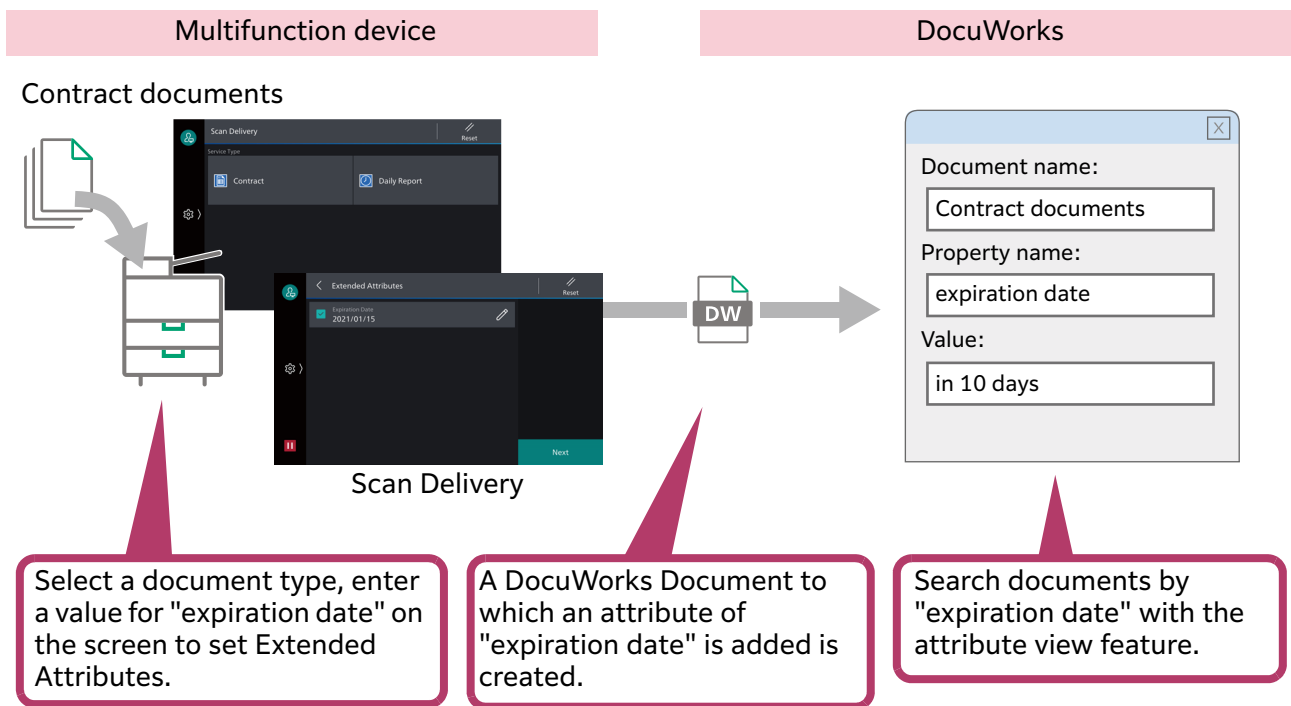
Advanced Example – Set Extended Attributes to Search for DocuWorks Document

Using the Extended Attributes feature of Scan Delivery allows you to enter any attribute values when scanning and to save them in scanned documents. The saved attribute values can be used for searching scanned documents.

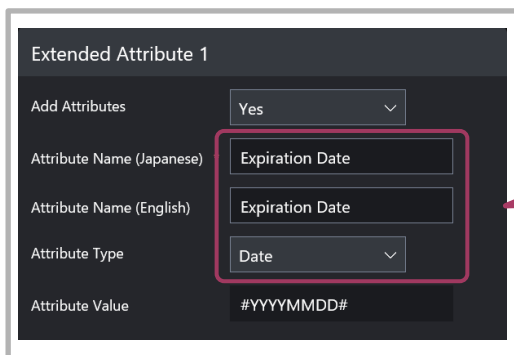
For example, scan a contract document, add an expiration date to it, and save it as a DocuWorks Document. With the attribute view feature of DocuWorks 8, you can search saved documents by expiration date and find only the contract documents that expire in 10 days.

Refer

- For information on the attribute view feature of DocuWorks, refer to manuals provided with DocuWorks.



Example of Setting



If "Expiration Date" is specified for the attribute name and [Date] is selected from the attribute type, a screen to enter the expiration date will appear on the control panel of the multifunction device when scanning.

3 System Requirements

Multifunction Devices

Scan Delivery is available on the multifunction devices that satisfy the following requirements.

If your multifunction device does not satisfy the requirements, purchase our optional components as needed.

- Storage
- System memory with 2 GB or more
- Printer Kit
- Scanner Kit

You can confirm whether your multifunction device satisfies the requirements or not according to the following steps.

Steps

- 1** Press [Device] > [Information & Reports].
- 2** Press [Device Configuration].
- 3** Check that [Storage] is shown on the screen and the value for [System Memory Size] is 2,048 MB or larger.

FTP/SMB Server as Transfer Destination

FTP and SMB servers used for Scan Delivery must satisfy the following requirements.

For Windows

FTP and SMB servers included in IIS (Internet Information Services) provided by Windows are supported.

The supported operating systems are as follows.

- Windows Server 2019
- Windows Server 2016
- Windows Server 2012 R2
- Windows Server 2012
- Windows 10
- Windows 8.1

For Mac OS

FTP and SMB servers included in the file sharing features provided by Mac OS are supported.

The supported operating systems are as follows.

- macOS 10.15 Catalina ^{*1}
- macOS 10.14 Mojave ^{*1}
- macOS 10.13 High Sierra ^{*1}
- macOS 10.12 Sierra
- OS X 10.11 El Capitan

*1 Supports SMB protocol only.

4 Environmental Settings

This chapter describes the environment settings of your multifunction device to use Scan Delivery.



Note

- Enable Custom Services and Embedded Plug-ins to use this service.

Multifunction Device Settings

To use Scan Delivery, the following settings are necessary. Before using this feature, make sure that each item is correctly set. For more details, refer to the manual provided with the machine.

Item	Settings
SOAP port	[Device] > [Connectivity & Network Setup] > [Port Settings] > [SOAP] <ul style="list-style-type: none"> • SOAP - Port Status: Enabled • SOAP - Port Number: 80
FTP Client ^{*1}	[Device] > [Connectivity & Network Setup] > [Port Settings] > [FTP Client] <ul style="list-style-type: none"> • FTP Client - Port Status: Enabled
SMB Client ^{*2}	[Device] > [Connectivity & Network Setup] > [Port Settings] > [SMB Client] <ul style="list-style-type: none"> • SMB Client - Port Status: Enabled
DNS Server IP Address ^{*3}	[Device] > [Connectivity & Network Setup] > [Protocol Settings] > [TCP/IP - Network Settings] If [IPv4 - IP Address Resolution] is set to [STATIC]: Change [STATIC] to [DHCP] for the moment. [IPv4 - DNS Server Setup]: <ul style="list-style-type: none"> • Get IP Address from DHCP: Disabled • DNS Server IP Address 1
Outgoing Mail Settings (SMTP) ^{*4}	[Device] > [Connectivity & Network Setup] > [Port Settings] > [Send E-mail] <ul style="list-style-type: none"> • Send E-mail - Port Status: Enabled
	[Device] > [Connectivity & Network Setup] > [Outgoing / Incoming E-mail Settings] > [SMTP Server Settings] <ul style="list-style-type: none"> • SMTP Server Name / IP Address • SMTP Server Port Number
	[Device] > [Connectivity & Network Setup] > [Machine's E-mail Address / Host Name] <ul style="list-style-type: none"> • E-mail Address
E-mail Notification Service ^{*4}	[Device] > [Connectivity & Network Setup] > [Port Settings] > [E-mail Notification Service] <ul style="list-style-type: none"> • E-mail Notification - Port Status: Enabled
Custom Services	[Device] > [System Settings] > [Plug-in Settings] <ul style="list-style-type: none"> • Embedded Plug-ins: Enabled

Item	Settings
Web Browser Setup	[Device] > [App Settings] > [Web Browser Setup] <ul style="list-style-type: none">• Clear Cache Upon Closing: Disabled• Use Cache: Enabled

- *1 Set it when you save a document on the FTP servers.
- *2 If you send a document to a shared folder on Windows or Mac via SMB transfer, set this item.
- *3 Set it when you forward a document to Working Folder.
- *4 Set it when you notify by e-mail at the end of scan processing.

 **Note**

- Specify the port number of the FTP servers when creating the document type information. When creating the document type information, the Well-Known port number set for Embedded Plug-ins is applied.

5 Settings of Scan Delivery (Operation by Administrator)

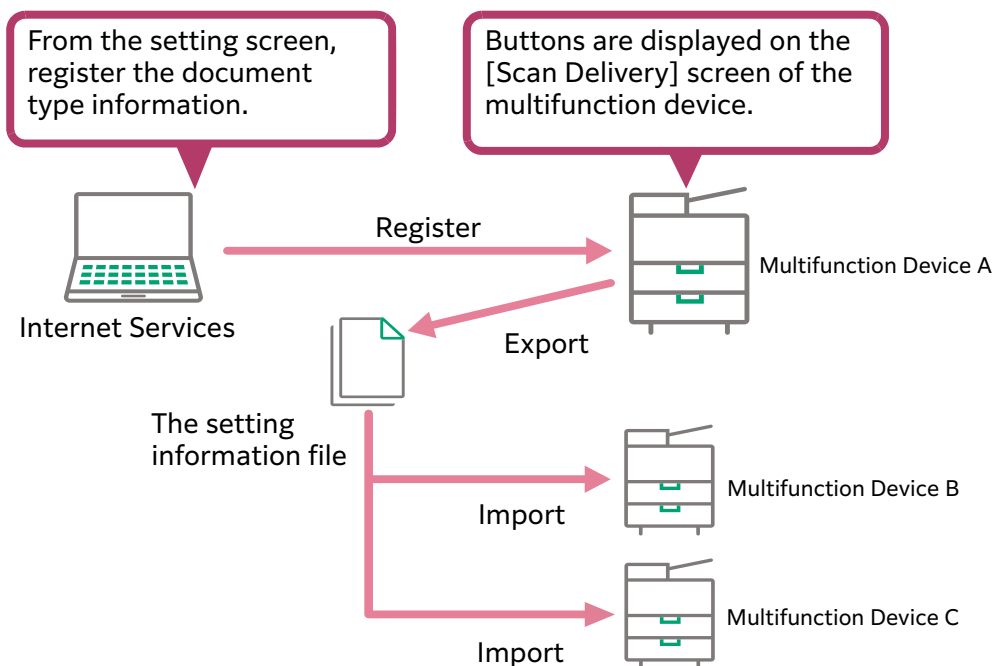
Administrator operates and manages Scan Delivery with the Plug-in Settings screen displayed by the Internet Services.

What You Can Do on the Setting Screen of Scan Delivery

Managing the Setting Information

By setting the information of the category type or document type, you can register the information to a multifunction device. Also, you can delete the information of the category type or document type set to a multifunction device. The information set are applied to the [Scan Delivery] screen on a multifunction device.

You can also export the setting information to an external file. By importing the exported file to other multifunction devices, you can have multiple devices as the same settings.



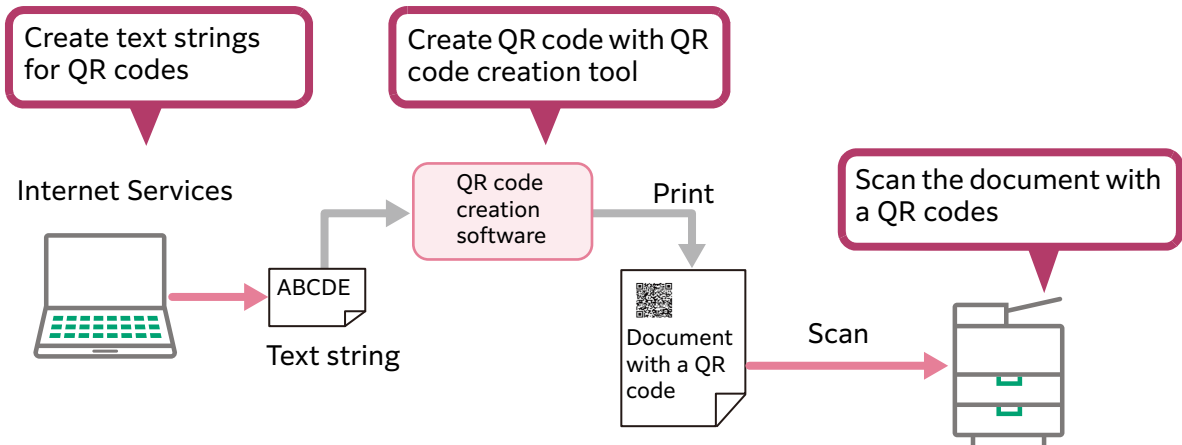
Creating Text String for Special QR Codes for Scan Delivery

You can create QR code text strings (text information) to be scanned by Scan Delivery. The information on file name rules, folder name rules, and extended attributes can be set in QR code text strings.

By converting the text string for the QR code created here to QR code with QR code creation software available in the market and printing it on the original, you can create a document with QR code supported by Scan Delivery.

 **Note**

- With the Settings Creation Tool, you can only create text strings for QR code (text information). You cannot create QR code.
- QR Creation Tool allows you to create special QR codes for Scan Delivery to attach them to DocuWorks Document. For more information, refer to "6 Creating Documents with QR Codes"(P.61).
- Depending on the number of characters and resolution of QR code, the printing areas to be deciphered are different in size. For details, "Notes and Restrictions about the Printing Size of a QR Code"(P.84).



Displaying the Setting Screen

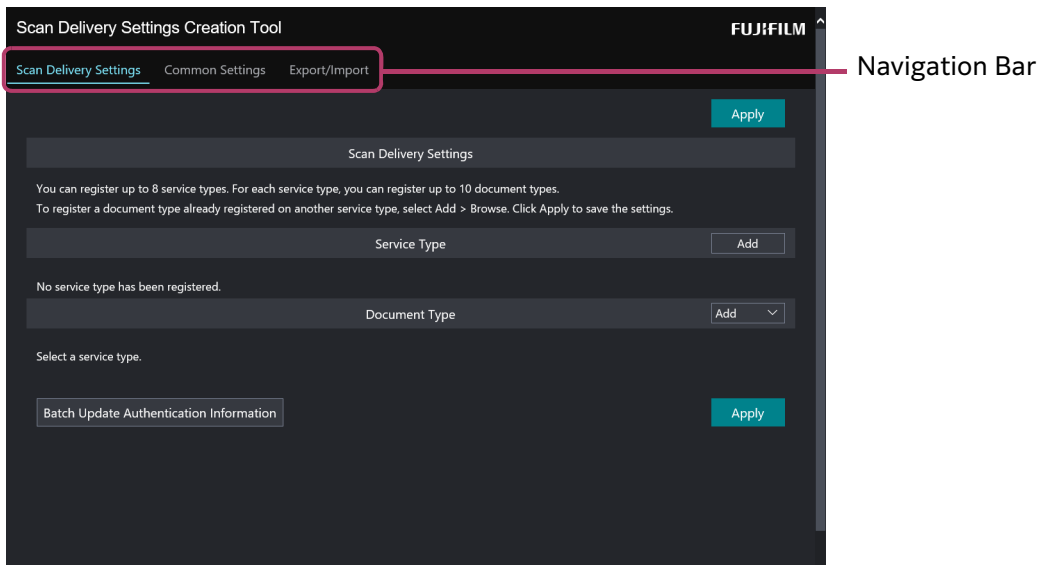
The following describes how to display the setting screen of Scan Delivery.






Steps

- 1 Start your computer, and then start a web browser.**
- 2 Enter the IP address of your multifunction device or internet address in the address bar of a web browser.**
The Internet Services is started.
- 3 Enter the system administration mode.**
- 4 Perform the following steps.**
 - (1) Click [System] > [Plug-in Settings].
 - (2) Select [ScanDeliverySettingToolPlugin] in [Embedded Plug-ins].
 - (3) Click [Show].

The setting screen of Scan Delivery is displayed.

Details of the Setting Screen



Item	Descriptions
Navigation Bar	Allows you to switch setting screen.
Add (Service Type)	Allows you to create the information on the category type and to set it on the multifunction device.  Refer <ul style="list-style-type: none"> For more information, refer to "Registering Category Type/Document Type"(P.35).
Add (Document Type)	
Create	Allows you to create the information on the document type and to set it on the multifunction device.  Refer <ul style="list-style-type: none"> For more information, refer to "Registering Category Type/Document Type"(P.35).
Browse	Clicking this displays a list of document types and allows you to select a document type to copy the information. This is useful when you copy the document type information set in the different category type.
	Allows you to copy, edit, or delete the selected category type information or document type information.
	Allows you to change the order of the selected category type or the document type. On the selection screen displayed when scanning, the category types and the document types are displayed in the order specified here.
Batch Update Authentication Information	Allows you to update authentication information (user IDs and passwords) for logging into the server where the documents are stored at a time. The authentication information set to multiple document types can be updated all at once.  Refer <ul style="list-style-type: none"> For more information, refer to "Batch Update of Authentication Information"(P.49).

Registering Category Type/Document Type

This section describes how to create the category type and document type and how to set the category type and document type to a multifunction device.

The number of category types that can be set is eight at the maximum, also the number of document types that can be set is ten at the maximum for every category type.

Steps

1 Display the setting screen of Scan Delivery.

If a screen prompting you to enter a user name and password appears, enter the system administrator ID and password, and then click [OK].



- "Displaying the Setting Screen"(P.33)

2 Click [Scan Delivery Settings] on the navigation bar.

3 Click [Add] of [Service Type].

4 Enter a name of the service type, and then click [OK].



- For details of each item, refer to "Items of the [Category Type Settings] Screen"(P.37).

5 Click [Add] > [Create] in [Doc Type].

6 Perform the following steps.



- For details about each item, refer to "Items of the [Document Type Settings] Screen"(P.37).

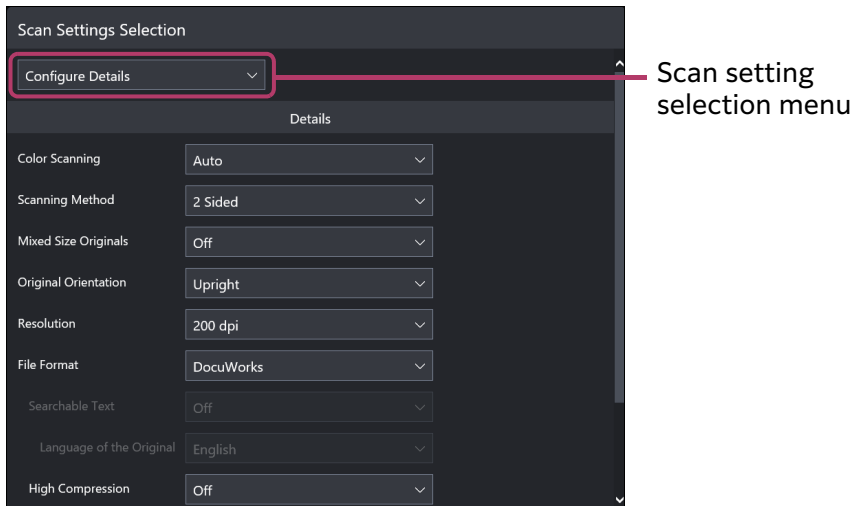
(1) Enter a name of the document type.

(2) Click [Scan Settings Selection] in [Scan Settings], and select the desired setting related to scanning.

Select [Set Details] or a Custom Scan setting from the scan settings selection menu. If [Set Details] is selected, as the detailed items are displayed, specify each item.



- The Custom menus must be set in [Common Service Settings] > [Custom Scan] beforehand. For more information, refer to "Setting Custom of the Scan Settings"(P.52).

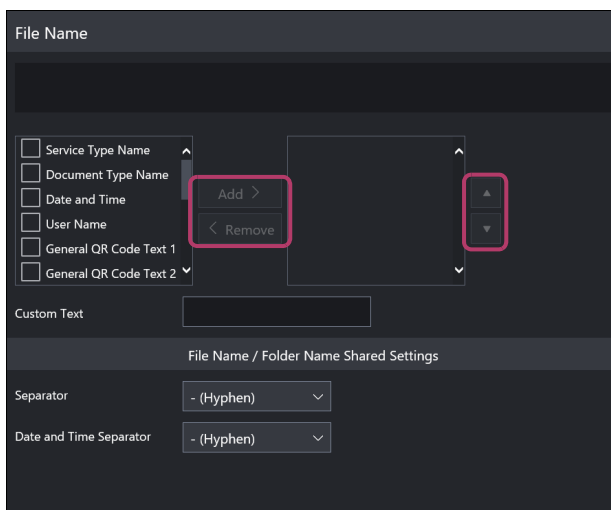


- (3) When settings are completed, click [OK].
- (4) Configure the destination and e-mail notification settings for scanned documents from [Transfer Settings] in [File Name].
- (5) When settings are completed, click [OK].
- (6) Set the file names of scanned documents from [Document Settings] in [File Name].

If the file format is DocuWorks or PDF in [Scan Settings Selection], you can also specify extended attributes of scanned documents.

If you specify the file name, perform the following steps.


- Adding items:
In the list box on the left side, check items which you want to add, and then click [Add]. If you select [File Name Custom Text], enter any text string.
- Changing the order:
In the list box on the right side, check items to change the order, and then click ▲ or ▼. From the top of the list, you can name a folder or file.
- Removing items:
On the list box on the right side, check an item you want to remove, click [Remove].



- (7) When settings are completed, click [OK].
- (8) When all settings are completed, click [OK] on the [Document Type Settings] screen.

7 If you set multiple document types, repeat steps 5 to 6.

You can also create new document types using the existing document types. Select a document type in either of the following ways, and change the setting as necessary.

- Select the document type registered, and click [Copy] in .
- Click [Browse] in [Add], and then select the registered document type.

8 If you set multiple category types, repeat steps 3 to 7.


You can also create by using the created category type. In this case, select the category type in the list box, and then click [Copy].

9 Click [Apply].

The information of the category type and document type is registered.

Items of the [Category Type Settings] Screen **Note**


- “Byte” in the table means the number of byte by the UTF-8 character code. How to count the number of characters differs depending on characters. For example, full-width characters are described with two to four bytes.

Item	Descriptions
Edit	Click [Edit], and specify the icon of a category type button displayed on the control panel of the multifunction device.
Category Type Name (main language)	Enter a category type name of up to 32 bytes used when displaying in the language set in [Processing Language] on the [Common Information Settings] screen. ^{*1}
Category Type Name (English)	Enter a category type name of up to 32 half-width characters used when displaying in English. ^{*1}  Note • This item is not displayed when the language set in [Processing Language] on the [Common Information Settings] screen is English.


- *1 You cannot input the following characters.
Colon (:), yen (\), backslash (\), slash (/), question (?), asterisk (*), pipe (|), ampersand (&), angle brackets (<>), double quote ("), single quote ('), comma (,), curly braces ({}), parentheses (())
You cannot enter period at the beginning and the end of the text string.
You cannot enter only half-width spaces.
Also, the following strings cannot be used.
CON, PRN, AUX, NUL, COM0, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT0, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9




Items of the [Document Type Settings] Screen **Note**



- “Byte” in the table means the number of byte by the UTF-8 character code. How to count the number of characters differs depending on characters. For example, full-width characters are described with two to four bytes.
- Features that the multifunction device does not support or that users are not allowed to use will be disabled or hidden.

Item	Description
Edit	Click [Edit], and specify the icon of a document type button displayed on the control panel of the multifunction device.
Doc Type Name (main language)	Enter a document type name of up to 32 bytes used when displaying in the language set in [Processing Language] on the [Common Information Settings] screen. *1 *3
Doc Type Name (English)	Enter a document type name of up to 32 half-width characters used when displaying in English. *1 *3  Note <ul style="list-style-type: none"> This item is not displayed when the language set in [Processing Language] on the [Common Information Settings] screen is English.
Scan Settings	You can set the following items: <ul style="list-style-type: none"> Scan Settings Selection (P.38) Use QR Code/Barcoce (P.40) Split Multiple Documents (P.42) Auto Text Extraction (P.42)
Transfer Settings	You can set the following items: <ul style="list-style-type: none"> Transfer Destination 1 (P.43) Transfer Destination 2 (P.43) Email Notification Destination (P.46)
Document Settings	You can set the following items: <ul style="list-style-type: none"> File Name (P.46) Extended Attributes (P.48)

Items of the [Scan Settings Selection] Screen

Item	Descriptions
Scan Settings Selection	Specify settings related to scanning such as scan methods and image processing in either of the following. <ul style="list-style-type: none"> Set Details Specify details of scan settings. Custom Select from the Custom menus set in [Common Service Settings] > [Custom Scan] beforehand. For information on how to set the Custom menus, refer to "Setting Custom of the Scan Settings"(P.52).
Color Scanning	Set this item when [Set Details] is selected for [Scan Settings Selection]. Select a color mode to scan documents.
Pages to Scan	Set this item when [Set Details] is selected for [Scan Settings Selection]. Select pages to be scanned.
Document Size	Set this item when the A4 multifunction device is used and [Set Details] is selected for [Scan Settings Selection]. Specify document size to be scanned.  Note <ul style="list-style-type: none"> For A3 multifunction devices or for some A4 multifunction devices, document sizes are automatically detected.

Item	Descriptions
Mixed Size Originals	Set this item when you are using A3 multifunction devices or some A4 multifunction devices, and [Set Details] is selected for [Scan Settings Selection]. To scan originals of different sizes at one time, specify [On] to output the originals reduced/enlarged to match the size specified in [Document Size].
Original Orientation	Set this item when [Set Details] is selected for [Scan Settings Selection]. Specify the document orientation to be scanned.
Resolution	Specify the resolution for scanning the document. The higher the value, the finer the scanning, but the larger the data size.
File Format	Set this item when [Set Details] is selected for [Scan Settings Selection]. Select a file format in which scanned documents are saved.
Searchable Text	Set this item when [Set Details] is selected for [Scan Settings Selection] and when [DocuWorks] or [PDF] is selected for [File Format]. Specify whether to use OCR (Optical Character Recognition).  Note <ul style="list-style-type: none"> Depending on the values set to the document type, the Searchable Text feature may not be available. For information on the conditions in which the Searchable Text feature can be used, refer to "Notes and Restrictions about Scan Delivery"(P.82).
Text Language	Set this item when [On] is selected for [Searchable Text]. Select a language used for the Searchable Text feature.
High Compression	Set this item when [Set Details] is selected for [Scan Settings Selection] and [DocuWorks] or [PDF] is selected for [File Format]. Specify whether to save scanned documents at a high compression ratio.  Note <ul style="list-style-type: none"> Depending on the values set to the document type, the High Compression feature may not be available. For information on the conditions in which the High Compression feature can be used, refer to "Notes and Restrictions about Scan Delivery"(P.82).
Skip Blank Pages	Specify whether to eliminate extra blank pages from scanned documents.  Note <ul style="list-style-type: none"> When you select [Split by Page] in [Split Multiple Documents], and specify the number of pages to split as 2 pages or more, you cannot enable [Skip Blank Pages]. With some models, Skip Blank Pages (Punched) is displayed. This function improves the accuracy of skipping blank pages.
Skew Correction	Specify whether to automatically correct skewed documents.

Item	Descriptions
Auto Upright Orientation	<p>Specify whether to enable the Auto Upright Orientation feature. If [Searchable Text] is set to [On], the Auto Upright Orientation feature is automatically set to [On].</p> <p> Note</p> <ul style="list-style-type: none"> Auto Upright Orientation is the feature to recognize characters on original documents with OCR (Optical Character Recognition) and to detect the document orientation. Therefore, original documents without characters cannot be processed by Auto Upright Orientation. And characters on original documents are recognized in the language displayed on the control panel. <p> Important</p> <ul style="list-style-type: none"> To use the Auto Upright Orientation feature with Thai, Vietnamese, or Indonesian, you need to set the display language of the multifunction device to Thai, Vietnamese, or Indonesian and attach the optional Advanced Scan Kit.


Items of the [Use QR Code/Barcode] Screen

Item	Description
Use QR Code/Barcode	<p>Specify whether to use QR codes or barcodes while scanning documents.</p> <ul style="list-style-type: none"> No QR codes or barcodes are not used. Special QR Code Documents are scanned in accordance with the setting information embedded in the special QR code for Scan Delivery. The following items are hidden when it is selected. <ul style="list-style-type: none"> -Folder Name Rule -File Name Rule -File Name / Folder Name Separator -Extended Attributes 1 - Extended Attributes 6 General QR Code Documents are scanned in accordance with the information that is embedded as any text strings in a QR code. The text string can be processed up to 32 bytes. General QR Code (Extended) Documents are scanned in accordance with the information that is embedded as any text strings in a QR code. The text string can be processed up to 64 bytes. Barcode Barcodes containing arbitrary text string are read and processed. The text string can be processed up to 64 bytes.
Barcode Settings	
Barcode Type	Set this item when [Barcode] is selected for [Use QR Code/Barcode]. Set the type of barcode to use.
Use Check Digit	Set this item when [Barcode] is selected for [Use QR Code/Barcode]. Set this item when scanning a barcode with a check digit.
Read Barcode Using High Resolution	Set this item when [Barcode] is selected for [Use QR Code/Barcode]. Set this item to scan the barcode at a high resolution, and save as the resolution set in [Scan Settings].


Item	Description
Use Part of Text String Only	<p>Set this item when [General QR Code], [General QR Code (Extended)], or [Barcode] is selected for [Use QR Code/Barcode].</p> <p>If you use a part of the scanned QR code or barcode text string, select the check box.</p> <p>Up to two positions can be specified to specify the part used.</p>
Split by Separator/Specify Text String Position	<p>Set this item when the [Use Part of Text String Only] check box is selected.</p> <p>Select how to specify the string partly used from the following.</p> <ul style="list-style-type: none"> • Split by Separator Split the scanned QR code/barcode text string with the specified separators and specify the ordinal number of the split text string to use. • Specify Text String Position Specify the starting position and the number of characters of the scanned QR code/barcode text string that you want to use partly. <p>For example, if the QR code text string is 100_document_fuji.taro@com_0123-45-6789 and you wish to use "100" for the folder name and "document" for the file name, specify them as follows.</p> <p>Example of specifying "100" in General QR Code Text String 1 to use it for the folder name</p> <ul style="list-style-type: none"> • Use Part of Text String Only (General QR Code Text String 1): Enabled When splitting by separator: <ul style="list-style-type: none"> - Split by Separator: Enabled - Separator: Underscore (_) - Order: Number 1 Or, when specifying text string position: <ul style="list-style-type: none"> - Specify Text String Position: Enabled - Starting Position: Character 1 - Number of Characters to Scan: 3 • Folder Name Rule: Specify General QR Code Text String 1 <p>Example of specifying "document" in General QR Code Text String 2 to use it for the file name</p> <ul style="list-style-type: none"> • Use Part of Text String Only (General QR Code Text String 2): Enabled When splitting by separator: <ul style="list-style-type: none"> - Split by Separator: Enabled - Separator: Underscore (_) - Order: Number 2 Or, when specifying text string position: <ul style="list-style-type: none"> - Specify Text String Position: Enabled - Starting Position: Character 5 - Number of Characters to Scan: 8 • Folder Name Rule: Specify General QR Code Text String 2
Separator	<p>Set this item when [Split by Separator] is selected.</p> <p>Specify a symbol character as a separator used to split the QR code/barcode text string.</p>
Order Number	<p>Set this item when [Split by Separator] is selected.</p> <p>Specify the ordinal number of the split QR code/barcode string you want to use.</p>



Item	Description
Starting Position	Set this item when [Specify Text String Position] is selected. Specify the starting position of the QR code/barcode text string you want to use partly.
Number of Characters to Scan	Set this item when [Specify Text String Position] is selected. Specify the number of characters that you want to use partly from the QR code/barcode text string.

Items of the [Split Multiple Documents] Screen

Item	Description
Split Multiple Documents	<p>Select the initial setting of the method to split multiple documents.</p> <p> Note</p> <ul style="list-style-type: none"> • If you set [Use QR Code/Barcode] so that a QR code or barcode is used, [Split by Blank Page] and [Split by Page] cannot be specified. • This setting can be changed through the control panel at the scanning.




Items of the [Auto Text Extraction] Screen



Item	Description
Auto Text Extraction	<p>Specify whether to enable the auto extraction.</p> <p> Note</p> <ul style="list-style-type: none"> • To use the Searchable Text feature, an optional Advanced Scan Kit is required. Depending on your multifunction device, optional components may differ. For more information, contact our Customer Support Center.
Text Language	Select a language used for the Searchable Text feature when the auto extraction is conducted.
Scan Area 1 to {N}	<p>Set this item when you select something other than [Off] in [Auto Text Extraction].</p> <p>Select the check box of the Scan Area you want to set and set each item.</p>
Area Settings	<p>If you click this item, [Area Settings] dialog box will appear. You can set the following in [Area Settings] dialog box.</p> <ul style="list-style-type: none"> • Scan Text Relative to Item Name <ul style="list-style-type: none"> - Search Key (A) Enter the Item Name. - Scan Area Location in Relation to Search Key (B) Specify the area you want to set as the Scan Area from [Right] or [Down], viewed from the Item Name.

Item	Description
Area Settings	<ul style="list-style-type: none"> • Scan Document Marked with a Colored Marker Pen Prepare a Black & White document and enclose the custom area with a color marker. By scanning the document, you can set the area surrounded by the color marker as the Scan Area. • Enter Coordinates Enter the area you want to set as the Scan Area with numerical values. • Area Name Enter the Area Name up to 90 bytes. • Specify Number of Characters (1–70) Specify the maximum number of characters to be scanned. 1 character means here a unit when counting with UTF-8 of the character encoding. How to count characters varies depending on each kind of characters. 1 character is converted to 1 byte for the alphabet, and 2 to 4 bytes for letters other than the alphabet. For example, when you specify [5] as the number of characters to scan, up to 5 characters can be scanned for the alphabet, and 1 to 2 characters can be scanned for the Japanese. <p> Note</p> <ul style="list-style-type: none"> • Up to 70 characters can be scanned for the alphabet, and up to 17 to 35 bytes can be scanned for letters other than the alphabet. <ul style="list-style-type: none"> • Remove Spaces in Text Select whether to delete the space between the words of the extracted character string. • Hyphen for Horizontal Lines Select whether to replace the extracted hyphen with a full-width hyphen. • Recognize Slashed Zero as Digit Select whether to extract a slashed zero as a numerical zero. <p> Note</p> <ul style="list-style-type: none"> • Numerical zero is extracted when the text is a combination of numbers and hyphens/slashes only.
Display Confirmation Screen	Set this item when you select something other than [Off] in [Auto Text Extraction]. Specify whether to display the result of the extracted text.

Items of the [Transfer Destination 1]/[Transfer Destination 2] Screen


Item	Description
Transfer Destination 1/Transfer Destination 2	Specify the transfer destination(s) of the document. Transfer Destination 1 is mandatory.
Enable This Transfer Destination	Set this item when [Transfer Destination 2] is selected. Documents are also saved in Transfer Destination 2 when enabled.
Server Type	Select the saving destination for a scanned document.

Item	Description
Server Name / IP Address	When you select [FTP] or [SMB] in [Server Type], input the server name or IP address of the FTP server within 64 bytes. *1 For example: sample.server.com 192.0.2.1
Port Number	When you select [FTP] or [SMB] in [Server Type], set this item. If you do not want to specify the port number and want to use the default port number instead, select [Standard Port].
Shared Name	When you select [SMB] in [Server Type], set this item. Input the sharing name of the SMB within 64 bytes. *1
Cabinet ID	When you select [Working Folder] in [Server Type], set this item. Input an ID of the Cabinet where the document is stored with a seven-digit half-width number (fixed).  Note <ul style="list-style-type: none"> You can check the Cabinet ID on the contract. Also you can check it on the screen of Working Folder. For information on how to check the Cabinet ID on the screen, refer to "How to Check Cabinet ID / Drawer ID / Folder ID"(P.87).
Drawer/Folder Type	When you select [Working Folder] in [Server Type], set this item. Set the type of Drawer or Folder.
Drawer / Folder ID	When you select [Working Folder] in [Server Type], set this item. Select Drawer or Folder where the document is stored, and then input Drawer ID or Folder ID.  Note <ul style="list-style-type: none"> All the Folders created in Drawer are to be "Created Folder". You can check Drawer IDs and Folder IDs on the screen of Working Folder. For information on how to check them, refer to "How to Check Cabinet ID / Drawer ID / Folder ID"(P.87).
Save Location	When you select [FTP] or [SMB] in [Server Type], set this item. Input the directory name of the document saving destination within 128 bytes. *1 For example: Server Type: FTP Server Name / IP Address: sample.server.com Port Number: 20 Save Location: data/scan For the above case, a folder is created in the following path. ftp://sample.server.com:20/data/scan
User ID	Input a user name to be used to log in to the server within 97 bytes. *1
Password	Input a password used to log in to the server within 32 bytes.
Folder Name	Specify a name of the destination folder where scanned documents are saved in the combination of the following attributes and custom text strings. The folder is named in the order displayed in a list box. Enable [Folder Name Rule] to use this feature.  Note <ul style="list-style-type: none"> A specification in which there will be only null characters and half-width spaces in the entire folder name rule is not possible.
Category Type Name	Category type name selected


Item	Description
Doc Type Name	Document type name selected
Date	Date when scan is executed. The date format depends on the setting of [Folder Date Format] on the [Common Information Settings] screen.
User Name	User name of the user who executed Scan Delivery ^{*2}
Folder Name Custom Text	Any text strings within 32 bytes ^{*1}
General QR Code Text String 1/ General QR Code Text String 2	<p>You can select this item only when [General QR Code] or [General QR Code (Extended)] is selected for [Use QR Code/Barcode].</p> <p>When not using [Use Part of Text String Only] or [Use Part of Text String Only] (General QR Code Text String 1) is enabled, specify [General QR Code Text String 1].</p> <p>When you [Use Part of Text String Only] (General QR Code Text String 2) is enabled, specify [General QR Code Text String 2].</p> <p>For [General QR Code], a 32-byte string of the scanned QR code text string is set as a folder name at maximum. For [General QR Code (Extended)], a 64-byte string of the scanned QR code text string is set as a folder name at maximum.</p> <p>Prohibited characters^{*1} will be replaced with "-".</p> <p> Note</p> <ul style="list-style-type: none"> You cannot specify [General QR Code Text String 1] and [General QR Code Text String 2] at the same time.
Barcode Text String 1/Barcode Text String 2	<p>You can select this item only when [Barcode] is selected for [Use QR Code/Barcode].</p> <p>When not using [Use Part of Text String Only] or [Use Part of Text String Only] (Barcode Text String 1) is enabled, specify [Barcode Text String 1].</p> <p>When you [Use Part of Text String Only] (Barcode Text String 2) is enabled, specify [Barcode Text String 2].</p> <p>A 64-byte string of the scanned barcode text string is set as a folder name at maximum.</p> <p>Prohibited characters^{*1} will be replaced with "-".</p> <p> Note</p> <ul style="list-style-type: none"> You cannot specify [Barcode Text String 1] and [Barcode Text String 2] at the same time.
Scan Area 1 to {N} (Auto Extract)	<p>You can select this item when [Auto Text Extraction] is set available. From the texts extracted within the Scan Area the text specified in [Specify number of characters to scan] of [Area Settings] is set as the folder name.</p> <p>Prohibited characters^{*1} will be replaced with "-".</p>
Extended Attributes 1 to 6	<p>The attribute values set in the corresponding extended attributes is set for the folder name.</p> <p>The maximum length of the text string set for the folder name follows the maximum length of the text string for each attribute types.</p>
File/Folder Name Shared Settings	The settings for this item are shared with [File/Folder Name Shared Settings] on the [File Name] screen.
File Name / Folder Name Separator	When you specify multiple attributes in [Folder Name] and [File Name], select a separator that is inserted between attributes.



Item	Description
Date and Time Separator	When [Date] is selected in [Folder Name] or when [Date and Time] is selected in [File Name], select a character to separate the text string into year, month and day, and time. For example: If Underscore (_) is specified, the string will be the following. 2021_1010_153021 2021_1113

Items of the [Email Notification Destination] Screen

Item	Description
Destination 1	
Notify Authenticated User	Select this item when you want to send e-mail notifications to the authenticated users who scanned documents when their scanning is complete. To notify authenticated users, both the following condition must be satisfied. <ul style="list-style-type: none"> The multifunction device is operated in authentication mode. E-mail addresses of the users who scanned documents have been registered with the multifunction device.
Specify Notification Destination	You can specify the notification destination when the [Notify Authenticated User] is disabled. Input an e-mail address to which notifications are sent when scanning is complete within 128 bytes in half-width alphanumeric characters.* ¹  Refer <ul style="list-style-type: none"> "E-mail Notification"(P.8)
Destination 2	Input an e-mail address to which notifications are sent when scanning is complete within 128 bytes in half-width alphanumeric characters.* ¹ * ³
Destination 3	Input an e-mail address to which notifications are sent when scanning is complete within 128 bytes in half-width alphanumeric characters.* ¹ * ³






Items of the [File Name] Screen

Item	Description
File Name	Specify a file name of the scanned document in the combination of the following attributes and custom text strings. The file is named in the order displayed in a list box.  Note <ul style="list-style-type: none"> When you enable [Settings Confirmation Display] under [Common Service Settings] > [Common Information Settings], you can change the file name at the time of scan. A specification in which there will be only null characters and half-width spaces in the entire file name rule is not possible.
Category Type Name	Category type name selected
Doc Type Name	Document type name selected

Item	Description
Time and Date	Date & Time when scan is executed. The date format depends on the setting of [File Name Date Format] on the [Common Information Settings] screen.
User Name	User name of the user who executed Scan Delivery ^{*2}
General QR Code Text String 1/ General QR Code Text String 2	<p>You can select this item only when [General QR Code] or [General QR Code (Extended)] is selected for [Use QR Code/Barcode].</p> <p>When not using [Use Part of Text String Only] or [Use Part of Text String Only (General QR Code Text String 1)] is enabled, specify [General QR Code Text String 1].</p> <p>When you [Use Part of Text String Only (General QR Code Text String 2)] is enabled, specify [General QR Code Text String 2].</p> <p>For [General QR Code], a 32-byte string of the scanned QR code text string is set as a file name at maximum. For [General QR Code (Extended)], a 64-byte string of the scanned QR code text string is set as a file name at maximum.</p> <p>Prohibited characters^{*1} will be replaced with "-".</p> <p> Note</p> <ul style="list-style-type: none"> You cannot specify [General QR Code Text String 1] and [General QR Code Text String 2] at the same time.
Barcode Text String 1/Barcode Text String 2	<p>You can select this item only when [Barcode] is selected for [Use QR Code/Barcode].</p> <p>When not using [Use Part of Text String Only] or [Use Part of Text String Only (Barcode Text String 1)] is enabled, specify [Barcode Text String 1].</p> <p>When you [Use Part of Text String Only (Barcode Text String 2)] is enabled, specify [Barcode Text String 2].</p> <p>A 64-byte string of the scanned barcode text string is set as a folder name at maximum.</p> <p>Prohibited characters^{*1} will be replaced with "-".</p> <p> Note</p> <ul style="list-style-type: none"> You cannot specify [Barcode Text String 1] and [Barcode Text String 2] at the same time.
Scan Area 1 to {N} (Auto Extract)	<p>You can select this item when [Auto Text Extraction] is set available. From the texts extracted within the Scan Area the text specified in [Specify number of characters to scan] of [Area Settings] is set as the folder name.</p> <p>Prohibited characters^{*1} will be replaced with "-".</p>
File Name Custom Text	Any text strings within 32 bytes ^{*1}
Extended Attributes 1 to 6	<p>The attribute values set in the corresponding extended attributes is set for the folder name.</p> <p>The attribute types that can be set for the attribute values are [Text], [Date], [Number], [General QR Code Text String], and [Barcode Text String].</p> <p>The maximum length of the text string set for the folder name follows the maximum length of the text string for each attribute types.</p>

Item	Description
File/Folder Name Shared Settings	The settings for this item are shared with [File/Folder Name Shared Settings] on the [Transfer Destination 1]/[Transfer Destination 2] screen.
File Name / Folder Name Separator	When you specify multiple attributes in [Folder Name] and [File Name], select a separator that is inserted between attributes.
Date and Time Separator	When [Date] is selected in [Folder Name] or when [Date and Time] is selected in [File Name], select a character to separate the text string into year, month and day, and time. For example: If Underscore (_) is specified, the string will be the following. 2021_1010_153021 2021_1113

Items of the [Extended Attributes] Screen

Item	Description
Extended Attributes	This item can be set when [DocuWorks] or [PDF] is selected for [File Format]. To add extended attributes to documents, select the check box and click  to set each item.  Note <ul style="list-style-type: none"> You can change extended attribute values from the control panel at the time of scan. When extended attributes are set to folder name rule or file name rule, you cannot uncheck the check box.
Add Extended Attributes	Select the initial setting of [Add Attribute] displayed at the scanning from [Yes] or [No].  Note <ul style="list-style-type: none"> When extended attributes are set to folder name rule or file name rule, you cannot change [Add Extended Attributes] to [No].
Attribute Name (main language)	Enter extended attribute names used when displaying in the language set in [Processing Language] on the [Common Information Settings] screen, which are up to 32 bytes. *1 *3
Attribute Name (English)	Enter extended attribute names used when displaying in English, which are up to 32 bytes in half-width characters. *1 *3  Note <ul style="list-style-type: none"> This item is not displayed when the language set in [Processing Language] on the [Common Information Settings] screen is English.
Attribute Type	Select the attribute type.  Note <ul style="list-style-type: none"> [General QR Code Text String 1]/[General QR Code Text String 2] can be selected when [General QR Code] or [General QR Code (Extended)] is set, and [Barcode Text String 1]/[Barcode Text String 2] can be selected when [Barcode] is set. When using only part of a QR code/barcode text string, you can specify the first in [General QR Code Text String 1] and [Barcode Text String 1] and the second in [General QR Code Text String 2] and [Barcode Text String 2]. When not using only part of a text string, specify [General QR Code Text String 1] and [Barcode Text String 1].

Item	Description
Attribute Value	<p>Input the default values of extended attributes. If nothing is input from the control panel at the time of scan, this value is applied.</p> <ul style="list-style-type: none"> • When the attribute type is [Text]: Input any texts within 256 bytes.*1 *3 • When the attribute type is [Date]: Values cannot be input. The date format depends on the setting of [Folder Date Format] on the [Common Information Settings] screen. However, if you select something other than [Year Month Date], [Month Date Year], and [Date Month Year] in [Folder Date Format], the [Year Month Date] format is applied. • When the attribute type is [Number]: Input nine or less half-width digits. • When the attribute type is [Yes or No]: Select either [Yes] or [No]. • When the attribute type is [General QR Code Text String] or [Barcode Text String]: The value cannot be entered. For [General QR Code], a 32-byte string of the scanned QR code text string / Barcode text string is set as an attribute value at maximum. For [General QR Code (Extended)] or [Barcode], a 256-byte string of the scanned QR code text string / Barcode text string is set as an attribute value at maximum. Prohibited characters*1 will be deleted.

- *1 You cannot input the following characters.
Colon (:), yen (\), backslash (\), slash (/), question (?), asterisk (*), pipe (|), ampersand (&), angle brackets (<>), double quote ("), single quote ('), comma (,), curly braces ({}), parentheses (())
Characters above other from ampersand (&), single quote ('), comma (,), braces ({}), and parentheses (()) are prohibited characters.
You cannot enter periods (.) or spaces () at the beginning and the end of the file name or folder name.
You cannot enter ampersand (&), angle brackets (<), comma (,) when extended attributes is set to file name or folder name.
File names / folder names consisting only of the following character strings cannot be used.
CON, PRN, AUX, NUL, COM0, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT0, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9
- *2 If a IC card is used when the multifunction device is in non-authentication mode, the card ID is set for [User Name]. When user name cannot be acquired, [User Name] is ignored even when specified. If the above invalid characters shown in *1 are used for the user names of users, those characters are deleted.
- *3 You cannot enter only half-width spaces.

Batch Update of Authentication Information

You can update the authentication information (user IDs and passwords) to log into the server where the documents are stored at a time.

This feature allows you to update the authentication information set to multiple document types all at once.

Steps

1 Display the setting screen of Scan Delivery.

If a screen prompting you to enter a user ID and password appears, enter the system administrator ID and password, and then click [OK].

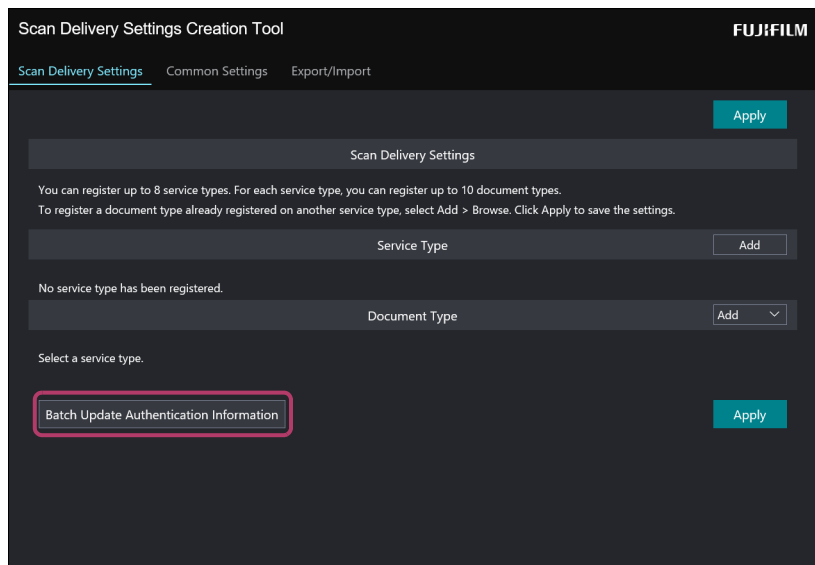


Refer

- "Displaying the Setting Screen"(P.33)

2 Click [Scan Delivery Settings] on the navigation bar.

3 Click [Batch Update Authentication Information].



4 Perform the following steps.

- (1) Select a server type of the server to be updated from [Server Type].
- (2) If [FTP] or [SMB] is selected in step (1), enter the server name or the IP address in [Server Name].
- (3) Click [OK].



Note

- For more information on the items, refer to [Server Type] and [Server Name/IP Address] described in "Items of the [Transfer Destination 1]/[Transfer Destination 2] Screen"(P.43).

5 Select the check box of the authentication information to be updated, and then click [Enter Authentication Information].

Multiple check boxes of the authentication information can be selected.

6 Enter a new user ID and password in [User ID] and [Password], and then click [Apply].



Note

- For more information on the items, refer to [User ID] and [Password] described in "Items of the [Transfer Destination 1]/[Transfer Destination 2] Screen"(P.43).

Deleting Category Type/Document Type

This section describes how to delete the category type and the information of the document type from a multifunction device.

Steps

1 Display the setting screen of Scan Delivery.



• "Displaying the Setting Screen"(P.33)

2 Click [Scan Delivery Settings] on the navigation bar.

3 Click > [Delete] of the item you want to delete from [Category Type] or [Doc Type].

4 As the confirmation message whether to delete appears, click [Yes].
The selected information is deleted on the multifunction device.

Setting Common Information

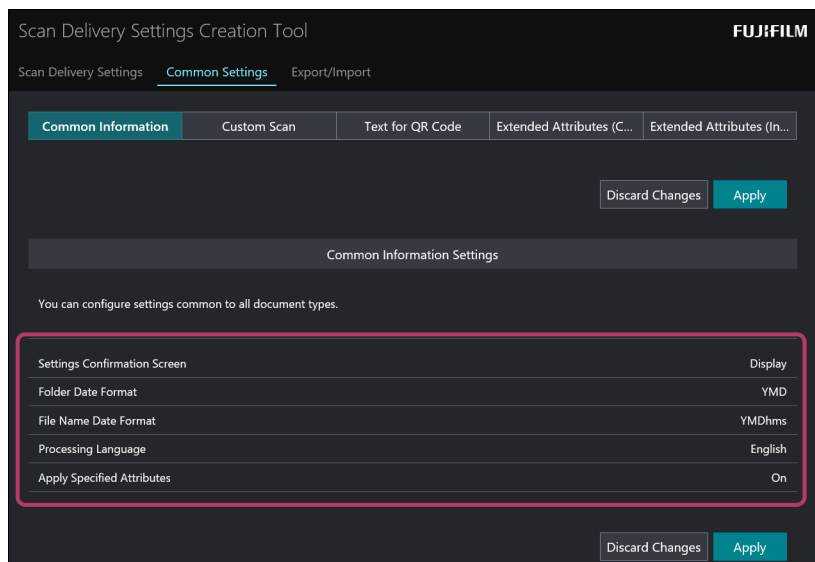
This section describes how to set common setting items to documents such as the date format.

Steps

1 Display the setting screen of Scan Delivery.


2 Select [Common Settings] > [Common Information] on the navigation bar.

3 Specify each item, and click [Apply].



Items of [Common Information Settings]

Item	Descriptions
Settings Confirmation Display	Specify whether to display the screen to check the settings at the time of scan.

Item	Descriptions
Folder Date Format	Select the date format to put on the folder name.
File Name Date Format	Select the date format to put on the file name.
Processing Language	Select the main language used for Scan delivery.
Apply Specified Attributes	<p>If you save scanned documents in DocuWorks or PDF format, specify whether to add regular attributes (Category Type, Document Type, User) to the scanned documents.</p> <p> Note</p> <ul style="list-style-type: none"> • For information on the regular attributes, refer to "Adding an Independent Attribute to a Document"(P.5).

Setting Custom of the Scan Settings

The frequently used patterns of the scan setting such as how to scan documents and how to process images can be registered as Custom menus. Custom menus set here can be selected from the [Scan Settings Selection] drop-down list box when you set the document type.

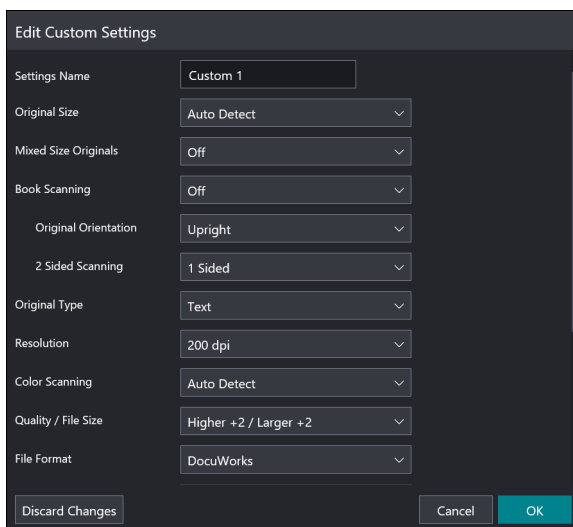
Steps

- 1** Display the setting screen of Scan Delivery.
- 2** Select [Common Service Settings] > [Custom Scan] on the navigation bar.
- 3** Perform the following steps.
 - (1) Select Custom which you want to edit.
 - (2) Specify each item, and click [OK].



• For details of each item, refer to "Items of Custom"(P.53).

- (3) If you want to edit other Customs, repeat steps (1) and (2).





- 4** Click [Apply].

Items of Custom



- For details of each item, refer to manuals provided with the multifunction device.

Item	Description
Settings Name	Enter a name of Custom within 32 bytes.
Original Size	Specify the document size.
Length Y (15–297 mm)	Select if you selected [Custom Size] in [Document Size]. Input a scanning size of the vertical length of an original.
Width X (15–432 mm)	Select if you selected [Custom Size] in [Document Size]. Input a scanning size of the horizontal width of an original.
Mixed Size Originals	To scan originals of different sizes at one time, specify [On] to output the originals reduced/enlarged to match the size specified in [Document Size]. Note <ul style="list-style-type: none"> • Mixed size original feeding is not available with some A4 multifunction devices.
Book Scanning	Specify whether to scan double pages of booklets such as books in order of pages on different paper. If you specify [On], you can scan the right and left pages of the original separately. Note <ul style="list-style-type: none"> • When you use an A4 multifunction device, the book scanning is not available.
Original Orientation	Specify whether to scan one side or both sides of the original.
2 Sided Scanning	Specify whether to read out the original only for 1 Sided or 2 Sided.
Binding Edge	Specify it when you select [On] for [Book Scanning]. Select whether the original to scan has the double pages starting from the left, from the right, or from the top.
Pages to Scan	Specify it when you select [On] for [Book Scanning]. Select whether to scan both pages or only 1 Sided (left/ right/ top/ bottom) for the double pages.
Original Type	Select the original type.
Resolution	Specify resolution to scan the original. The larger the value is, the finer scan becomes, but the data volume becomes bigger. Important <ul style="list-style-type: none"> • If you set resolution at 600 dpi in color image or gray image, skew correction is not available.
Color Scanning	Specify color scanning to scan the original.
Quality / File Size	Select compression rate of images for scan. If you select [Quality: Normal / File Size: Small], images are saved at high compression rate. An image quality of the scanned file becomes low, but the file size becomes small. If you select [Quality: Maximum / File Size: Largest], images are saved at low compression rate. An image quality of the scanned file becomes high, but the file size becomes large.
File Format	Select a file format as which the scanned documents are saved, from [DocuWorks], [PDF], or [mTIFF (Multi-Pages per File)]. If [DocuWorks] or [PDF] is selected, you can set extended attributes.

Item	Description
Searchable Text	<p>Set this item when [DocuWorks] or [PDF] is selected for the file format. Specify whether to use OCR (Optical Character Recognition). If you want to embed text information into the documents, select [On].</p> <p> Note</p> <ul style="list-style-type: none"> Depending on the values set to the document type, the Searchable Text feature may not be available. For information on the conditions in which the Searchable Text feature can be used, refer to "Notes and Restrictions about Scan Delivery"(P.82).
Text Language	<p>Set this item when [On] is selected for [Searchable Text]. Select a language used for the Searchable Text feature.</p>
High Compression	<p>Set this item when [DocuWorks] or [PDF] is selected for the file format. Specify whether to save scanned documents at a high compression ratio.</p> <p> Note</p> <ul style="list-style-type: none"> Depending on the values set to the document type, the High Compression feature may not be available. For information on the conditions in which the High Compression feature can be used, refer to "Notes and Restrictions about Scan Delivery"(P.82).
Lighten / Darken	<p>Specify density to scan the original. The closer it gets to [Darken +3], the darker it is. The closer it gets to [Lighten +3], the lighter it is.</p>
Shadow Suppression	<p>Specify whether to suppress shadow on the back of the original when you scan the original printed on both sides of thin paper.</p>
Background Suppression	<p>Specify whether to scan the original with background color, with background suppressed.</p>

Creating Text Strings for QR Codes

This section describes how to create text strings for special QR codes for Scan Delivery.

 **Note**

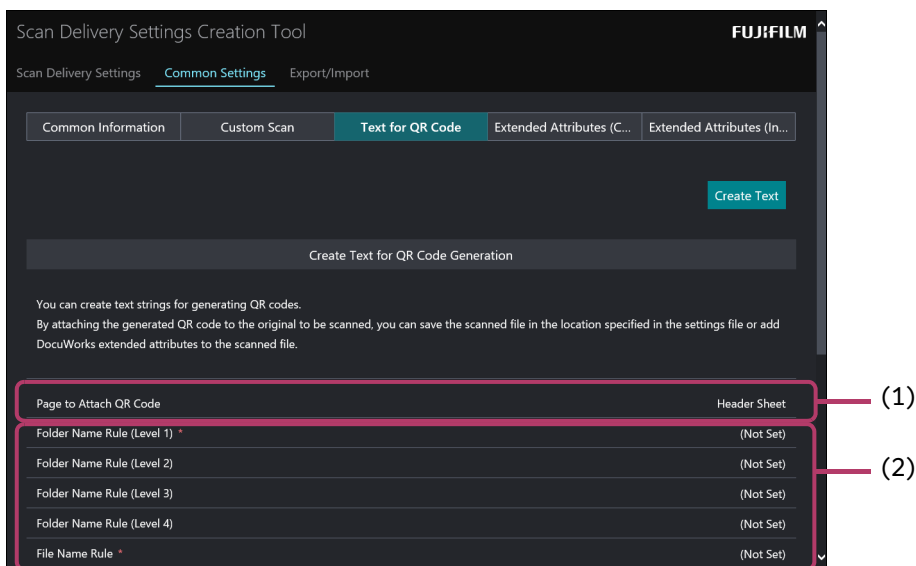
- Supported QR code Text Strings are only Japanese and English.
- This feature creates only text strings for QR codes (text information). This feature cannot create QR codes. After creating text strings for QR codes with the tool, convert it to a QR code by using the QR code creation software available in the market, and then print it on a document.
- QR Creation Tool allows you to create special QR codes for Scan Delivery to attach them to DocuWorks Document. For more information, refer to "6 Creating Documents with QR Codes"(P.61).

Steps

- 1 Display the setting screen of Scan Delivery.
- 2 Select [Common Settings] > [Text for QR Code] on the navigation bar.

3 Perform the following steps.

- (1) In [Page to Attach QR Code], specify whether to attach a QR code to a body or to a header sheet.
- (2) Select a folder name rule and file name rule you want to edit.
- (3) Specify the folder name rule and file name rule by following procedures.
 - If you add to rules:
In the list box on the left side, check an item to add, and then click [Add]. If you select [Custom Text 1] to [Custom Text 3], input any text string.
 - If you change the order:
In the list box on the right side, check an item to change the order, and then click ▲ or ▼. From the top of the list, the items are named.
 - If you remove from the rules:
In the list box on the right side, check an item to be removed, and then click [Remove].



- (4) Specify item to set to QR codes such as extended attributes.

Refer

- For details about each item, refer to "Items of [Create QR Code Text String]"(P.56).

4 Perform the following steps.

- (1) Click [Create Text].
The text string for a QR code that is set as you operated is displayed on the screen.
- (2) Copy the text string for a QR code displayed on the screen, and then paste it as a text.
- (3) Click [Close] in the [QR Code Text String Confirmation] screen.

- 5 Convert the saved text string for a QR code into a QR code by using the QR code creation software available in the market, and then print it on a document.

Items of [Create QR Code Text String]



Note

- “Byte” in the table means the number of byte by the UTF-8 character code. How to count the number of characters differs depending on characters. For example, full-width characters are described with two to four bytes.

Item	Descriptions
QR Coded Page Processing	<p>Select where to attach an image of a QR code from the following.</p> <ul style="list-style-type: none"> • Add to Header Sheet Specify this setting when an image of a QR code is attached to a header sheet of documents. The scanned documents except for the header sheet (the first page) are saved. • Add to Message Specify this setting when an image of a QR code is attached to a body page of documents. All the scanned documents including the image of the QR code are saved.
Folder Name Rule (Level 1-4)	<p>Specify a name of the destination folder where scanned documents are saved in the combination of the following attributes and custom text strings. The folder is named in the order displayed in a list box.</p> <ul style="list-style-type: none"> • Category Type Name Category type name selected • Doc Type Name Document type name selected • Date Date when scan is executed. The date format depends on the setting of [Folder Date Format] on the [Common Information Settings] screen. • User Name User name of the user who executed Scan Delivery^{*1, *2} • Custom Text 1 to Custom Text 3 Any text strings within 32 bytes.^{*2}
File Name Rule	<p>Specify a file name of the scanned document in the combination of the following attributes and custom text strings. The file is named in the order displayed in a list box.</p> <ul style="list-style-type: none"> • Category Type Name Category type name selected • Doc Type Name Document type name selected • Date & Time Date & Time when scan is executed. The Date & Time format depends on the setting of [File Name Date Format] on the [Common Information Settings] screen. • User Name User name of the user who executed Scan Delivery^{*1, *2} • Custom Text 1 to Custom Text 3 Any text strings within 32 bytes.^{*2}
Extended Attribute 1-6	Specify any attributes to set for DocuWorks Document.
Configure	Specify whether to enable extended attributes.
Attribute Name	Input attribute names within 32 bytes. ^{*2}
Attribute Type	Select the attribute type.

Item	Descriptions
Attribute Value	Input the default values of extended attributes. <ul style="list-style-type: none"> • For text Any text strings within 256 bytes.*2 • For Date & Time Input date and time in the YYYY/MM/DD HH:MM:SS format. For example: 2015/10/19 14:10:00 • For number Input nine or less half-width digits. • For Yes or No Select either [Yes] or [No].

*1 If a IC card is used when the multifunction device is in non-authentication mode, the card ID is set for [User Name]. When user name cannot be acquired, [User Name] is ignored even when specified.

*2 In the QR code, user can use only Shift JIS code characters defined in "JIS X 0201" and "JIS X 0208". Following characters cannot be used.
Colon (:), yen (\), backslash (\), slash (/), question (?), asterisk (*), pipe (|), ampersand (&), angle brackets (<>), double quote ("), single quote ('), comma (,), curly braces ({}), parentheses (()), period (.)
You cannot enter period at the beginning and the end of the file name or folder name.
You cannot enter ampersand (&), angle brackets (<), comma (,) when extended attributes is set to file name or folder name.
Also, the following strings cannot be used.
CON, PRN, AUX, NUL, COM0, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT0, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9
Also, extended characters defined in Microsoft "Windows Codepage: 932" (abbreviated as CP932) cannot be used.

Setting Input Candidates of Common Extended Attributes

You can set input candidates of extended attributes that can be used in common with all the document types.

On the screen to set extended attributes when scanning, input candidates set here and a list of input candidates set by document type are displayed. Users can select one of these candidates and set the extended attribute value.

However, input candidates can be set only when the attribute type is [Text].

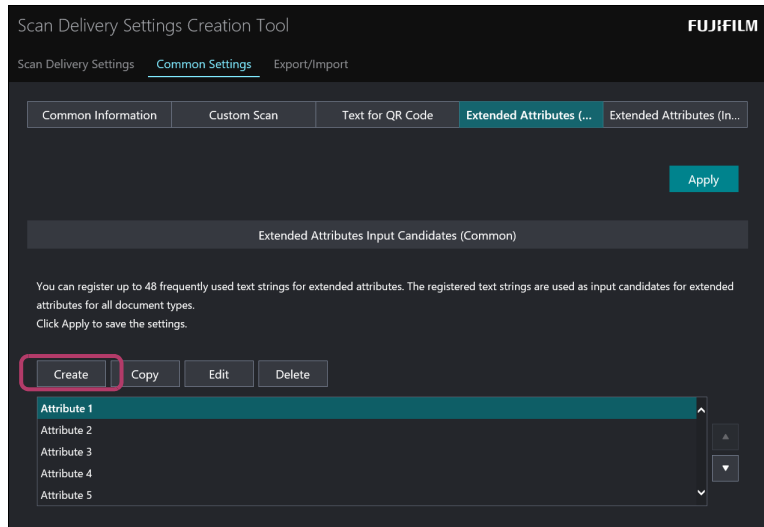
Note

- For information on the input candidates by document type, refer to "Setting Input Candidates of Individual Extended Attributes"(P.58).

Steps

- 1** Display the setting screen of Scan Delivery.
- 2** Select [Common Settings] > [Extended Attributes (Common)] on the navigation bar.

3 Click [Create].



4 Enter the attribute value that you want to set as an input candidate for all extended attributes, and then click [OK].

Refer

- For information on available characters and prohibited characters, refer to [Attribute Value] described in "Items of the [Extended Attributes] Screen"(P.48).

5 To add more input candidates of extended attributes, repeat steps 3 and 4.

The input candidates already created can be used to create a new one. In this case, select an input candidate of the extended attribute from the list box and click [Copy], and then edit the copied input candidate as necessary and save it.

6 Click ▲/▼ to change the order of attributes as necessary.

On the selection screen displayed when scanning, extended attributes are displayed in the order specified here.

7 Click [Apply].

Setting Input Candidates of Individual Extended Attributes

You can set input candidates of extended attributes to be used for each document type.

On the screen to set extended attributes when scanning, input candidates commonly set for document types and a list of input candidates set here are displayed. Users can select one of these candidates and set the extended attribute value.

However, input candidates can be set only when the attribute type is [Text].

Note

- For information on the input candidates commonly set for document types, refer to "Setting Input Candidates of Common Extended Attributes"(P.57).

Steps

1 Display the setting screen of Scan Delivery.

2 Select [Common Settings] > [Extended Attributes (Individual)] on the navigation bar.

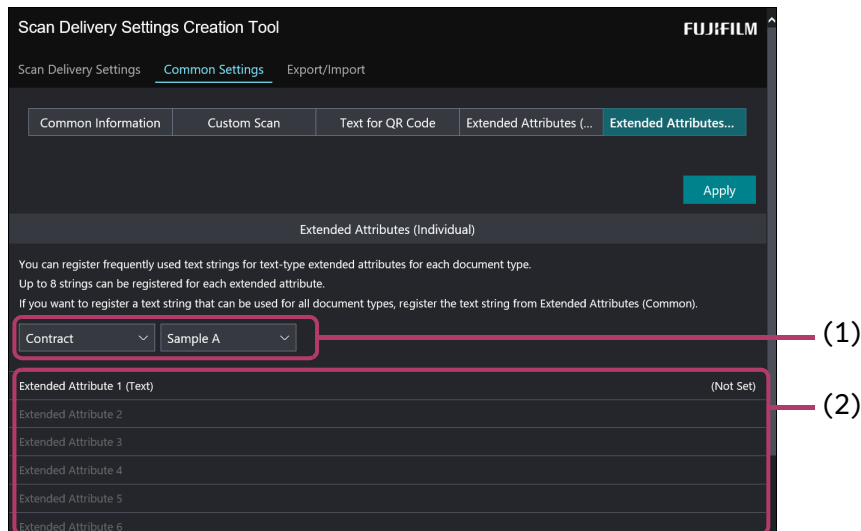
3 Perform the following steps.

- (1) Select a category type and document type you want to edit from the pull-down list.
- (2) Click the extended attribute you want to edit the attribute value.
- (3) Enter the attribute values you want to set as input candidates, and press [OK].

You can enter the value only if the attribute type is text.

6d Refer

- For information on available characters and prohibited characters, refer to [Attribute Value] described in "Items of the [Extended Attributes] Screen"(P.48).



4 If you want to edit other document type, repeat step 3 and click [Apply].

Importing/Exporting the Setting Information

This section describes how to export document types and their setting information.

The exported file can be imported by connecting to the Internet Services of other devices. You can use this feature when you want to set the same setting to multiple devices.

Exporting the Setting Information

Steps

- 1 Display the setting screen of Scan Delivery.
- 2 Select [Export/Import] on the navigation bar.
- 3 Perform the following steps.
 - (1) Specify any text strings as password for the setting information file in the range from 1 to 32 bytes.
The specified password is required when the file is imported. Make sure not to forget the password.
 - (2) Click [Export].

The setting information file is downloaded. The default value of a file name is as follows.

In the case of an A3 multifunction device: scandeliveryA3.bin

In the case of an A4 multifunction device: scandeliveryA4.bin

Importing the Setting Information

Steps

- 1** Display the setting screen of Scan Delivery.
- 2** Select [Export/Import] on the navigation bar.
- 3** Perform the following steps.
 - (1) Click [Browse], and specify the setting information file to be imported.
 - (2) If the file extension is "bin", enter the password for the setting information file specified at the exporting.
 - (3) Click [Import].
If a screen prompting you to enter a user ID and password appears, enter the system administrator ID and password, and then click [OK].

The setting information file is imported to the multifunction device.

Allowing Using Scan Delivery without Authentication

When you want to use the scan feature without authentication even during operating the multifunction device in the authentication mode, you can operate Scan Delivery without authentication by this setting.



Important

- Set this setting only when your multifunction device meeting all the following conditions.
 - The authentication mode is set [Local], [Network] or [Custom]
 - In [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control] both of the following items are set [Locked]:
 - [Service Access] > [Scan to Folder]
 - [Feature Access] > [Retrieve Files from Folder]

If you set up without meeting these conditions, Scan Delivery will be unavailable.

Steps

- 1** Display the setting screen of Scan Delivery.
- 2** Select [Other Settings] on the navigation bar.
- 3** When you allow guest users to use Scan Delivery feature, enable [Allow Guest User] and click [Apply].
When you don't allow guest users to use Scan Delivery, disable [Allow Guest User] and click [Apply].

6 Creating Documents with QR Codes

Use QR Creation Tool to create documents with QR codes.

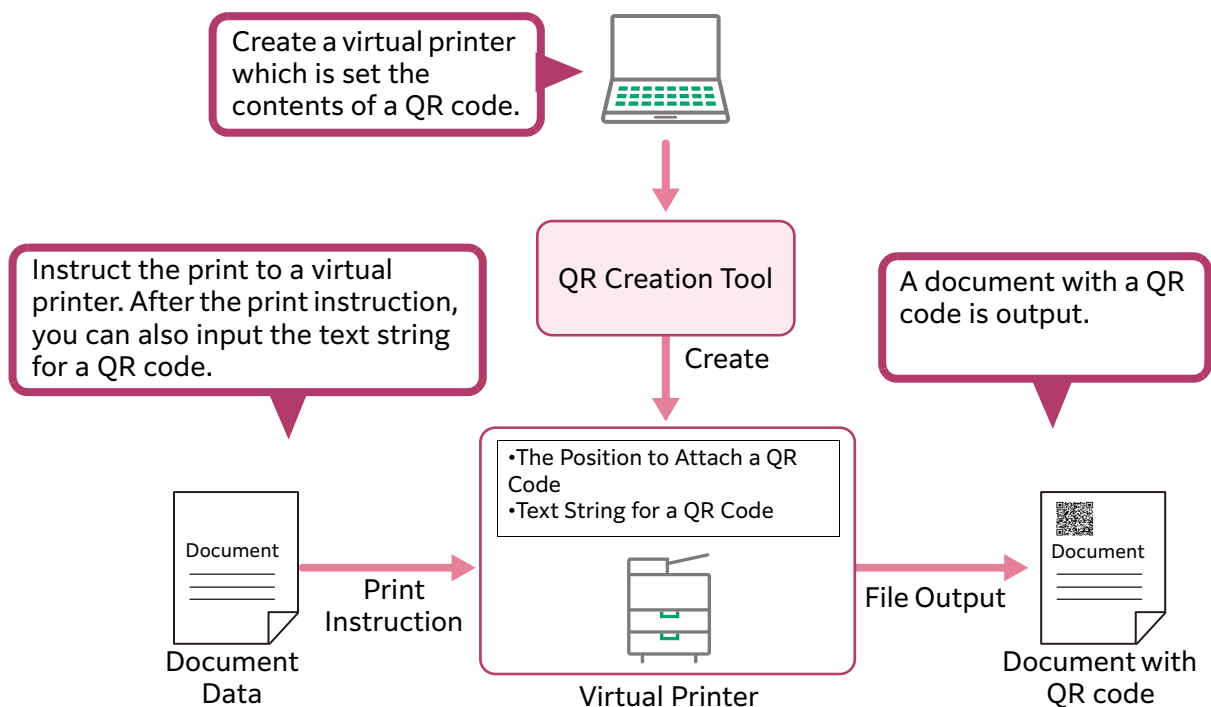
Overview of QR Creation Tool

What is QR Creation Tool?

With QR Creation Tool, you can create a QR code which can be read with Scan Delivery, also you can attach the QR code to a DocuWorks Document as an Annotation.

With QR Creation Tool, you need to create a virtual printer. For a virtual printer, you need to set the contents of a QR code to be attached to a document such as the folder name rule and Extended Attributes in advance. By printing with this virtual printer, you can create a document with a QR code.

Also, by inputting a text string when printing, you can apply the text string to a QR code.



Types of Virtual Printers

There are following two types of virtual printers created with QR Creation Tool.

- A printer which creates a special QR code for Scan Delivery
This printer creates a QR code special for Scan Delivery with the settings such the folder name rule, the file name rule, and Extended Attributes. By scanning a document with a QR code, you can scan a document by the minimum procedures.
- A printer which creates a general QR code

This printer creates a QR code with any text string. The text string that is converted to a QR code can be entered by a user when printing.

About a Log File

When you executed QR Creation Tool, a log file is created as follows.

Items	Content
Saving Destination	C:\ProgramData\FUJIFILM\Scan Delivery QR Creation Tool
File Name	<ul style="list-style-type: none"> • PrinterCreationTool.log The operation history of QR Creation Tool • PostProcess.log Log for when document was created

If there is no log file in an output destination, a log file will be created newly. If there is a log file, logs will be added to the existing log file.

If the size of the log file exceeds the upper limit (5 MB), “.old.x” (x indicates a number in a range from 1 to 9999.) will be added to the name of the existing log file, and then this existing file is will be saved as the other file.

Example:

PrinterCreationTool.log.old.1
PrinterCreationTool.log.old.2

The generations of a log file to be saved are up to ten generations (These ten generations include the latest and the other old log files of nine generations.). If the 11th log file is created, the oldest log file is deleted. Even in this case, the number of the last part of the log file is not cleared and continued to be “9999”. When the number comes to “9999”, “1” is added to the last part of the file name of the next generation file.

Setting Up QR Creation Tool

Operation Environment

QR Creation Tool works in the following environment.

Items	Requirements
Supported OS	Any one from the following list is required. <ul style="list-style-type: none"> • Windows 10 (32-bit/64-bit) • Windows 8.1 (32-bit/64-bit) Other requirements are the same to the operation environment of DocuWorks.
Required Software	DocuWorks 8 or later

Installing QR Creation Tool

The procedures to install QR Creation Tool is as follows.

Steps

- 1** Download "Scan Delivery QR Creation Tool" on the download page of our website with your computer.
<https://fujifilm.com/fbglobal/eng/support/>
- 2** Unzip the compressed file downloaded, and then double-click the file in the folder.
- 3** As the installer starts, follow the instruction on the screen, and then install the tool.
QR Creation is installed on the following destination.

Items	Contents
Destination	<ul style="list-style-type: none"> • In the Case of 32-bit Windows C:\Program Files\FUJIFILM\Scan Delivery QR Creation Tool • In the Case of 64-bit Windows C:\Program Files(x86)\FUJIFILM\Scan Delivery QR Creation Tool
Execution File Name	PrinterCreationTool.exe

Note

- When you install QR Creation Tool, "Visual C++ Redistributable Packages for Visual Studio 2013" is installed at the same time.

Uninstalling QR Creation Tool

If you uninstall QR Creation Tool, execute in [Programs and Features] on the control panel on Windows.

Note

- "Visual C++ Redistributable Packages for Visual Studio 2013" is not uninstalled even if you uninstall QR Creation Tool.

Creating a Virtual Printer

With QR Creation Tool, you can create a virtual printer to create a QR code.

Note

- The position to attach an image of a QR code can be read from a DocuWorks Document. For details, refer to "Deciding the Position to Attach a QR Code with a DocuWorks Document"(P.68).

Steps

- 1** Click the [Scan Delivery QR Creation Tool] icon on the desktop of your computer.
- 2** Click [Create].

3 Perform the following steps.

- (1) Enter a name of a virtual printer.



- The name specified here is a printer name which is registered on Windows. The length of the text string and limit of types of characters are as the limit of Windows.

- (2) Click [OK].

4 Perform the following steps depending on the virtual printer type.

▶ In the case of a printer which creates a QR code special for Scan Delivery.

- (1) Select [Create Scan Delivery Dedicated QR Code Printer].

- (2) Select the item to set in the [Items] list box.

- (3) On the bottom of the screen, specify the detail of the item.

If you check [Specify Text String When Generating QR Code], you can enter the text string when printing.



- For the details of each items, refer to "Items of [Scan Delivery Settings]"(P.65).

- (4) After you entered required items, click [Next].

▶ In the case of a printer which creates a general QR code

- (1) Select [Specify QR Code Text String and Create Printer].

- (2) Specify the text string to be converted to a QR code.

If you check [Specify Text String When Generating QR Code], you can input the text string during printing.

Input [Custom Text 1] and [Custom Text 2] within 32 bytes.

The text string to be converted to a QR code is created the combination of [Specify Text String When Generating QR Code], [Custom Text 1], and [Custom Text 2]. The order when the item is checked is the order of the text string.



- For information on the available characters, refer to footnote *2 (P.67) in "Items of [Scan Delivery Settings]".

- (3) Click [Next].

5 Perform the following steps.



- For the detail of each item, refer to "Items of [Specify QR Image Position]"(P.67).

- (1) Specify whether to set the position to attach an image of a QR code and an image size automatically. If you set the position to attach an image of a QR code by reading the other DocuWorks Document, click [Update Position Setting from DocuWorks Document], and then specify a file to read.

- (2) In [Detailed Settings], adjust the position specified in (1). If you uncheck [Auto Image Size], also input [Image Size].

- (3) Click [Save].

A virtual printer is created.

Items of [Scan Delivery Settings]



Note

- “Byte” in the table means the number of byte by the UTF-8 character code. How to count the number of characters differs depending on characters. For example, full-width characters are described with two to four bytes.




Item	Descriptions
QR Coded Page Processing	<p>Select where to attach an image of a QR code from the following.</p> <ul style="list-style-type: none"> • Add to Message Specify this setting when an image of a QR code is attached to a body page of documents. All the scanned documents including the image of the QR code are saved. • Add to Header Sheet Specify this setting when an image of a QR code is attached to a header sheet of documents. The scanned documents except for the header sheet (the first page) are saved.
Number of Folder Levels	<p>Specify the number of levels of the folder path to save a scanned document.</p> <p>If there is one hierarchy of the destination folder to be saved, select [1st Level Settings]. If the destination folder to be saved is placed at the second level, select [2nd Level Settings]. If the destination folder to be saved is placed at the third level, select [3rd Level Settings].</p>
Folder Name Rule1 to 4	<p>Specify a name of the destination folder to save a scanned document for every folder level specified in [Number of Folder Levels].</p> <p>You can specify the following attributes in combination with any text strings as a name. The name is arranged in the selected order of their check boxes.</p> <ul style="list-style-type: none"> • Category Type Name Category type name selected • Doc Type Name Document type name selected • Specify Text String When Generating QR Code A text string specified when creating a QR code. If you check this item, when printing with a virtual printer, the dialog box to input a text string is displayed. ^{*2} • Date Date when scan is executed. The date format depends on the setting of [Folder Date Format] on the [Common Information Settings] screen. • User Name User name of the user who executed Scan Delivery ^{*1, *2}

Item	Descriptions
File Name Rule	<p>Specify a name of the file. You can specify the following attributes in combination with any text strings as a name. The name is arranged in the selected order of their check boxes.</p> <ul style="list-style-type: none"> • Category Type Name Category type name selected • Doc Type Name Document type name selected • Specify Text String When Generating QR Code A text string specified when creating a QR code. If you check this item, when printing with a virtual printer, the dialog box to input a text string is displayed.*² • Date & Time Date & Time when scan is executed. The Date & Time format depends on the setting of [File Name Date Format] on the [Common Information Settings] screen. • User Name User name of the user who executed Scan Delivery*¹, *²
File Name / Folder Name Separator	When you specify multiple attributes in [File Name Rule] and [Folder Name Rule], select a separator that is inserted between attributes.
Extended Attributes	Specify attributes to set for DocuWorks Document or PDF. You can set up to six attributes.
Attribute Name 1 to 6	Input attribute names within 32 bytes.* ²
Attribute Type 1 to 6	Select the attribute type.
Attribute Value 1 to 6	<p>Input the default values of extended attributes.</p> <ul style="list-style-type: none"> • For text Creating a text string from the combinations of [Custom Text 1], [Custom Text 2], [Specify Text String When Generating QR Code]. Any text strings within 32 bytes.*² If you check [Specify Text String When Generating QR Code], when printing with a virtual printer, the dialog box to input a text string is displayed. The order that you checked items is the order of the text string. • For Date & Time Input date and time in the YYYY/MM/DD HH:MM:SS format. For example: 2015/10/19 14:10:00 • For number Input nine or less half-width digits. • For Yes or No Select either [Yes] or [No].

*1 If a IC card is used when the multifunction device is in non-authentication mode, the card ID is set for [User Name]. When user name cannot be acquired, [User Name] is ignored even when specified.

- *2 In the QR code, user can use only Shift JIS code characters defined in "JIS X 0201" and "JIS X 0208". Following characters cannot be used.
 Colon (:), yen (\), backslash (\), slash (/), question (?), asterisk (*), pipe (|), ampersand (&), angle brackets (<>), double quote ("), single quote ('), comma (,), curly braces ({}), parentheses (()), period (.)
 You cannot enter period at the beginning and the end of the text string.
 You cannot enter ampersand (&), angle brackets (<), comma (,) when extended attributes is set to file name or folder name.
 Also, the following strings cannot be used.
 CON, PRN, AUX, NUL, COM0, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT0, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9
 Also, extended characters defined in Microsoft "Windows Codepage: 932" (abbreviated as CP932) cannot be used.

Items of [Specify QR Image Position]

Item	Descriptions
Position	Select the position to attach QR code from nine buttons.
Auto Image Size	Specify whether to input the size of a QR code automatically. If you check, an image of a QR code is created in a proper size according to the setting entered and Error Correction Level.
Update Position Setting from DocuWorks Document	<p>If there is a DocuWorks Document to which an image of the QR code is already attached as an Annotation, the position of the image can be set reading the information from the DocuWorks Document.</p> <p> Note</p> <ul style="list-style-type: none"> • QR Creation Tool reads the position of Annotations attached in a DocuWorks Document. If there are multiple Annotations in a DocuWorks Document, the position of the first Annotation is read.
Detailed Settings	
Vertical	You can adjust the position to attach by the vertical direction.
Horizontal	You can adjust the position to attach by the horizontal direction.
Image Size	Set this if [Auto Image Size] is unchecked. Specify the length of a side of a QR code by an integer from 0 to 999(A unit is mm). The size includes the quiet zone.
Error Correction Level	<p>"Error Correction Level" is the level to restore dirt and missing in the QR code image to be read. For example, if you specify [Level H (About 30%)], the QR code that has 30% of dirt or missing can be restored and read. If the QR code may be missing due to friction or so on, select [Level H (About 30%)].</p> <p> Note</p> <ul style="list-style-type: none"> • To generate QR codes that are easier to scan, we recommend setting Error Correction Level to [Level M (About 15%)] or higher.
Output Destination	<p>Select the output destination for documents with QR codes from [DocuWorks Desk], [Frequently Used Printer], and [Specify Printer When Generating QR Code].</p> <p> Note</p> <ul style="list-style-type: none"> • If you specify a virtual printer created with QR Creation Tool as the output destination, an error will be generated and the document will not be output.

Deciding the Position to Attach a QR Code with a DocuWorks Document

You can read the position of a QR code attached to a DocuWorks Document with this service, and then you can set the position to a virtual printer.

Steps

- 1 Perform steps 1 to 5 in "Creating a Virtual Printer"(P.63). In [Specify QR Image Position] in step 5, click [Save] with the initial settings.**
A virtual printer is created.
- 2 With the created virtual printer, set the output destination to [DocuWorks Desk] and print any document.**
A DocuWorks Document with a QR code is created.
- 3 Open the created DocuWorks Document, and then perform the following steps.**
 - (1) Move a QR code to a position where you want to attach the QR code.**
In the initial setting, a QR code is attached to the top of the left side. Like other Annotations, you can move with dragging and dropping.
 - (2) If you confirm the position to attach a QR code, save the DocuWorks Document.**
- 4 Start QR Creation Tool again, and then perform the following steps.**
 - (1) Select a virtual printer created in step 1, and then click [Edit].**
 - (2) In [Specify QR Image Position], click [Update Position Setting from DocuWorks Document], and then specify the DocuWorks Document edited in step 3.**
 - (3) Click [Save].**

To a virtual printer, the position information read from a DocuWorks Document is applied.

Creating a Document with a QR Code

Create a document with a QR code.

Steps

- 1 Open a document which you want to attach a QR code on.**
- 2 In Select Printer of the print dialog box, specify a virtual printer created with QR Creation Tool.**
- 3 If a dialog box is displayed, enter a text string to convert to a QR code, and then click [OK].**



Note

- The dialog box is displayed when you set [Specify Text String When Generating QR Code] in QR Creation Tool.

A document with a QR code is created.

When a DocuWorks document is output, the QR code is attached as an annotation shape so you can change its position in DocuWorks Viewer.

Deleting a Virtual Printer

You can delete a virtual printer created with QR Creation Tool by the following procedures.

Steps

- 1 Start QR Creation Tool.**
- 2 Select a virtual printer to delete, and then click [Delete].**

A virtual printer is deleted.

Note

- You can also delete a virtual printer by the following procedures.
 1. Display the [Devices and Printers] screen on Windows.
 2. Right-click the [DocuWorks Printer], and then in a displayed menu, select [Delete print queue] > {Virtual Printer Name}.

7 Auto Text Extraction

This chapter describes how to use Auto Text Extraction. Automatically extracts text from scanned documents, and applies them to file name and folder name rules.

Features Overview

Extracting Text from the Specified Area

Extracts text from the specified area. Text extracted automatically can be used for file names of scanned documents or folder names of save destinations.

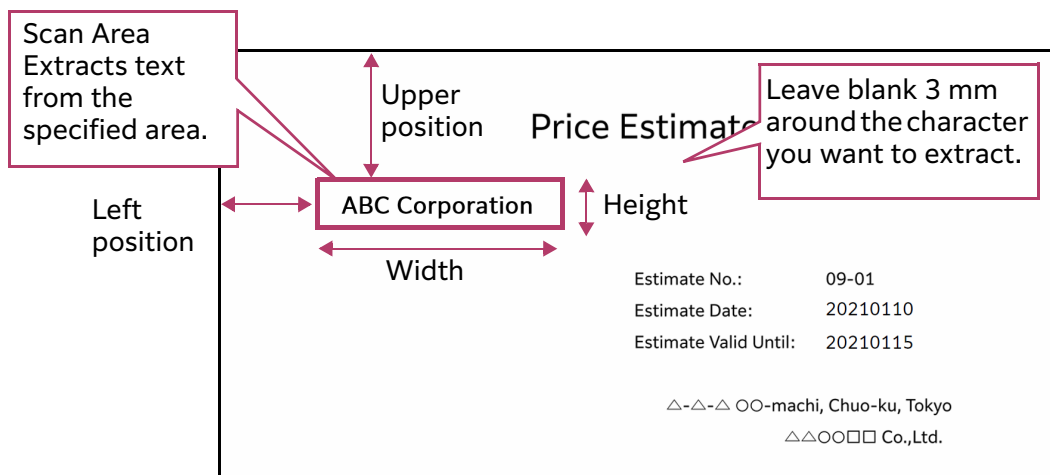
Scan Area

Specify the position of the scan area in the range from 0 to 500 mm from the upper left of the document, and the width / height in the range from 2 to 500 mm. Text is extracted if any part of the text included in the area.



Note

- It is recommended to leave 3 mm blank around the character you want to extract.



Number of Characters to Scan

You can specify the number of characters to scan.

Other than English: 0 to 70 characters (The default value is 20 characters)

English: 0 to 210 bytes (The default value is 60 bytes)

Settings for Extracting Text

Select [On] for [Auto Text Extraction] on the [Document Type Settings] screen, and specify the scan area. The maximum number of areas that can be specified is four.

In [File Name] and [Folder Name], [Scan Area 1] to [Scan Area 4] can be specified as a combination of names.

How to Specify the Scan Area

The following three types are available:

- Specify Search Key

Enter the Item Name, and specify the area you want to set as the Scan Area viewed from the Item Name.

- Scan Document Marked with a Colored Marker Pen

Prepare a Black & White document, and enclose an arbitrary range with a color marker. When you scan the document, the area enclosed by the color marker is set as the scan area.

- Enter Coordinates

Enter the position and size of the scan area with numerical values.



- "Items of the [Document Type Settings] Screen"(P.37)

Creating Document for Area Settings

When you select [Scan Document Marked with a Colored Marker Pen] as the specification method of the area, a document with an area specified by a marker is created.

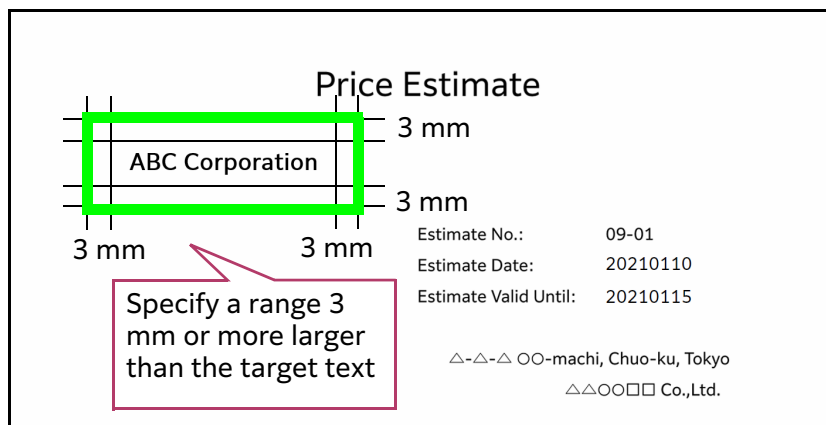
Prepare a sheet for each area. For example, prepare four sheets of documents when you want to specify four areas.



Important

- The following documents cannot be used as documents for area settings.
 - Color document
 - Document including a part erased with an erasable pen
- The area can enclose only one area.
- Green is recommended for the color of the color marker.
- Enclose around 3 mm larger, to extract text for sure. The outside of the enclosed line is the extraction boundary.
- Enclose the area with the maximum length (assumed) that includes the characters you want to extract.

The scan area may shift up and down, up to 3 mm, due to the misalignment or skew of scanning. Enclose in a large area, and make sure you delete any extra text extracted on the Text Extraction Result screen.



Editing the Extracted Text

After scanning, display the [Text Extraction Result] screen and check the extracted text. Select each item to display the editing screen and edit the text.

Note

- Slashes (/) that cannot be used in folder names and files names are replaced with hyphens (-).
Also, periods (.) at the end of character strings that cannot be used in folder names are deleted.
- For the character strings extracted in [Scan Area {N}], extraction results of spaces differ according to string combinations.
 - String combinations extracted with spaces: English and English, English and numbers, numbers and English
 - String combinations extracted without spaces: Numbers and numbers, Japanese and Japanese, Japanese and English (numbers), English (numbers) and Japanese

Usage Conditions of Features

- To use this function, the optional Advanced Scan Kit must be installed on your multifunction device.
- Select PDF or DocuWorks as the output file format. TIFF format is not supported.
- This function can not be used together with QR code and barcode.

Recommended Settings for Scanning

The following settings are recommended:

- Resolution is 300 dpi or 400 dpi
- Documents scanned at once are 10 sheets or less (Does not depend whether split or not)

Recommended Characters for Searchable Text

To extract the characters correctly using the Searchable Text feature, the following fonts and text sizes are recommend.

Items	Recommended Conditions
Document	Original document printed out (Faxed documents and repeatedly copied documents are not acceptable)
Text (Print)	Any of Alphabetic, Numeric, and Greek characters of the supported language
Text Size	8 to 24 points

The following characters may not be extracted correctly.

- Small size characters
- Design characters (letters, pops, calligraphy, etc.)
- Characters with pale color
- Blank characters
- Characters in contact with border lines
- Strikethrough characters
- Characters on which the seal is stamped

- Characters with degraded image quality (fax image, copy image)
- Skewed characters
- Vertically magnified characters

Documents Unsuitable for Scanning

The following documents may not be processed by Auto Upright Orientation correctly, and extract incorrect text. Please do not use the following documents:

- Documents with small sized text, few text, large sized text
- Documents with poor reproducibility of text, such as documents with faded text, or copied by photo mode.
- Documents with a lot of noise
- Documents with text tilted to one place
- Documents with text facing various directions (upper direction, right direction)

Problem Solving

This section describes how to solve phenomenons that occur with the Auto Extract feature.

Phenomenon Common to Each Function

When All or Part of the Text is Not Extracted

- Can the document be processed by Auto Upright Orientation?
You cannot extract text from documents that cannot be processed by Auto Upright Orientation. For more information, refer to "Documents Unsuitable for Scanning"(P.73).
- Is the text a recommended character for Searchable Text?
Text other than recommended characters for Searchable Text cannot be extracted. For more information, refer to "Recommended Characters for Searchable Text"(P.72).
- Is the text written horizontally?
Text written other than horizontally cannot be extracted.

Misrecognizing part of the text (Searchable Text processed incorrectly)

- Searchable Text may be processed incorrectly depending on the character type. In this case, correct the text in the [Text Extraction Result] screen when you scan.
Examples of text misrecognized frequently:
"Capital letter O" ↔ "Digit 0"
"Capital letter I" ↔ "Digit 1"
"Capital letter S" ↔ "Digit 5"

Phenomenon when Extracting Characters in the Area

When the Characters are not Extracted

- Is the document written in the language set in [Document Type Settings] > [Scan Settings Selection] > [Text Language]?

Text cannot be extracted when it differs from the selected language. Text Language is set to display language of the multifunction device when not specified.

When the Extracted Characters are Incorrect

- Is the length of the target character longer than the number of characters in [Area Settings] > [Specify Number of Characters (1-70)] under [Document Type Settings] > [Auto Text Extraction] > [Scan Area {N}]?

Characters exceeding the number of characters specified are discarded. The default value is set to 20 characters for language other than English, and 60 bytes for English.

- Is the target character placed inside the scan area?

When you scan a document with a different layout from the document that was expected, characters may be shifted or exceeded from the area, and extracted incorrectly.

Measure with a ruler, and check if the character is placed inside the position set. Each coordinate is specified in mm (millimeter) from the upper left of the document. It may be possible to extract by correcting the coordinates in [Document Type Settings] > [Auto Text Extraction] > [Area {N}].

- Does the scan area have enough height?

If you set the height of the scan area to the same as the target character, the character cannot be scanned correctly when misalignment occurs during scanning. Specify the height of the scan area 3 mm or more larger than the target character.

When specifying the area

ABC Corporation



When scanning

ABC Corporation

Characters cannot be scanned correctly when misalignment occurs during scanning

- Does the scan area have enough width?

When the target text is longer than the scan area, the exceeding text cannot be extracted. Specify the length of the scan area longer, to include enough of the target character.

ABC Corporation

Characters exceeding from the area cannot be extracted



Note

- If [Specify number of characters to scan] is set, the number of characters more than set cannot be extracted regardless to the size of the area.

When Extra Characters are Extracted with the Target Characters

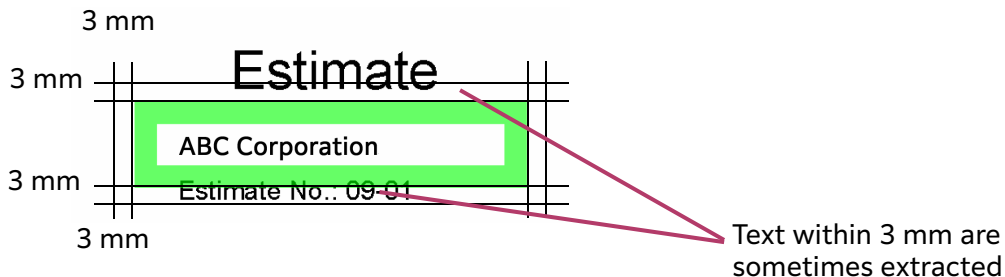
- Specifying a larger area (extracting extra characters) is recommended, to extract the target character for sure.

When extra characters are extracted, delete the unnecessary characters in the [Text Extraction Result] screen.

- Are any other characters placed near to the target character?

3 mm around the specified area may also be scanned as the target area, due to the misalignment of scanning. Therefore, when there are any other characters near the target character, the characters may be extracted together.

If possible, use a document with no text around 3 mm of the target character. When extra characters are extracted, delete the unnecessary characters in the [Text Extraction Result] screen.



When the length of the full path exceed the specified range, and an error occurs

- When [Scan Area {N}] (Auto Extract)] is set as folder name or file name, the full path of the transfer destination may be too long and cause an error.

In this case, reduce the number of characters to scan in [Area Settings] > [Specify Number of Characters (1-70)] under [Document Type Settings] > [Auto Text Extraction] > [Scan Area {N}], and adjust the length of the full path.

Phenomenon when Scanning the Area from the Document

When the area cannot be scanned / incorrect area is scanned from the document

- Are you using a color document?

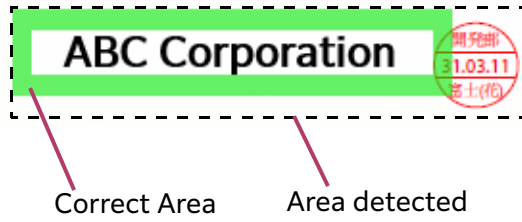
When you use a color document, multiple areas are detected and an error will occur. Please use a Black & White document.

- Are you specifying 2 or more areas?

When multiple areas are detected during scan, an error will occur. Please specify only 1 area. When multiple areas are specified, prepare the same number of documents as the specified areas.

- Are you using a document stamped with a date stamp or a signet?

When you use a document is stamped with a date stamp or a signet, the area may be detected incorrectly. Please use a document without a date stamp or a signet.



- Is the marker faint?

When the marker is faint, multiple areas are detected and an error will occur. Use a bright pen, and specify the area not to fade.



When Different Characters are Scanned

- Are you scanning the document with the correct side?

Scan again with the correct side.

- Are you scanning the correct document?

Check the document you are scanning.

8 Document Scan (Operation by User)

This chapter describes how to scan documents with Scan Delivery.

About Scanning Operation

Documents with QR codes/Barcodes

There are three types of QR codes/barcodes which can be processed on Scan Delivery: special QR codes for Scan Delivery, general QR codes, and barcodes. (For more information, refer to "Using QR Codes"(P.7).)

When special QR codes are used, the following items embedded in the QR codes are automatically set.

- Folder Name Rule
- File Name Rule
- Extended Attributes



Important

- If [Add to Header Sheet] is set to a QR code, an original which includes more than one page is required other than a header sheet. An original which includes only a header sheet or an original which includes only blank pages other than a header sheet causes an error.



Note

- Supported text strings for QR codes are only Japanese and English.

Splitting Multiple Documents

You can scan multiple documents together and save them with splitting by a blank page or by page where a QR code or barcode is attached. Also, you can save documents by a number of pages.

Split Methods

The method that you can select differs depending on whether to use QR codes/barcodes or not.

- When QR codes are used
 - Off
 - Split by QR Code
- When barcodes are used
 - Off
 - Split by Barcode
- When QR codes/barcodes are not used
 - Off
 - Split by Blank Page
 - Split by Page

File Names and Folder Names After Splitting Documents

If you split documents, destination folder names and file names will be as follows.

- Split by Blank Page/Split by Page

Split files are all saved on the same folder.

A file name will consist of the file name before split followed by a hyphen (-) and a three-digit number.

For example:

filename-001.xdw

filename-002.xdw

filename-003.xdw

If the file whose name is the same as the one after split exists already, the file name will consist of the file name after split followed by a hyphen (-) and a four-digit number.

For example:

filename-003-0001.xdw

The maximum number is 999. If the number of files exceeds this number, an error occurs.

If you split a 2 Sided document by blank pages, splitting the document is executed when both of two sides are judged as blank pages.

When you select [Split by Page] and specify the number of pages to split as 2 pages or more, you cannot enable [Skip Blank Pages].

- Split by QR Code/Barcode

Storage location folders and file names are determined in accordance with the information embedded in QR codes/barcodes.

Scanning a Document

Scan a document by using Scan Delivery.

Steps

- 1** When the multifunction device is operated in the authentication mode, input authentication information to log in.



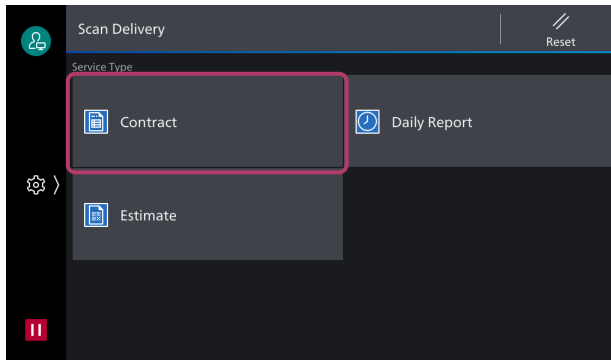
Note

- Even if the authentication mode is in operation, you can use scan delivery without entering authentication information, when the administrator's settings allow unauthenticated use.

- 2** Select [Scan Delivery].
- 3** Select the category type.

4 Select the document type.

If you scanned documents with a special QR code for Scan Delivery, go to step 7.



5 If the screen to set extended attributes is displayed, perform the following steps.

Note

- If the file format is DocuWorks or PDF, or one or more extended attributes are set in [Add Attributes] of the document type settings, the screen to set extended attributes will appear.

- (1) Change the attribute values set by your administrator as necessary.
- (2) Press [Next].

6 If the screen to check the settings is displayed, perform the following steps.

Note

- The check screen is displayed only at the time of the setting by the administrator.

- (1) Select items as necessary and change default values.
- (2) Check the settings and press [Next].

7 Place documents to be scanned on the multifunction device.

8 If you want to split documents, click [Split Multiple Documents], and then select a split method from the displayed menu.

Refer

- "Splitting Multiple Documents"(P.77)

9 Start scanning.

Scanning is performed.

10 If the screen to check the result of auto text extraction is displayed, perform the following steps.

Note

- This screen is displayed only at the time of the setting by the administrator.
- When split document is specified, extraction results are displayed for each split document.

- (1) Select items as necessary, and change the extracted text.
- (2) Check the content, and press [Send].

9 Importing/Exporting Settings

Exporting/Importing Overview

In Scan Delivery, you can save the settings information to a computer, and then you can duplicate the information to other devices.

Storing the setting to a computer is called "Export", and duplicating the stored setting to a device is called "Import".

How to Duplicate Settings

You can duplicate the settings by the following methods.

- Using the Export/Import feature of Scan Delivery
- Using the "Settings cloning for Add-on Applications"

Refer

- For procedures on how to use import/export functions of Scan Delivery, refer to "Importing/Exporting the Setting Information"(P.59)".

Settings Which Can Be Duplicated

The settings which can be duplicated by exporting/importing are the following.

- Scan Delivery

Scan Delivery Settings, Common Information Settings, Custom Scan, Common Extended Attributes, Individual Extended Attributes

10 Notes and Restrictions

This chapter describes notes and restrictions when you use Scan Delivery.

Overall Notes and Restrictions

- If you set Scan Delivery for the multifunction device to which the scan and document forwarding features are not available, document type buttons are displayed, but you cannot scan or forward documents.
- When the duplex automatic document feeder is not usable for some reason, you can specify 2 Sided in Scan Delivery, but input and output are performed by 1 Sided.
- If you use the multifunction device connected to the related equipment, Scan Delivery supports only related devices from which user information is retrieved. This service is not guaranteed when a billing device is connected to the multifunction device.
- In the following cases, Skew Correction is not performed.
 - Color images and grayscale images whose resolution is 600 dpi
 - Photographic images only
- The maximum number of files and folders that can be stored in one folder of the transfer destination is 10000.

Notes and Restrictions When Executing Jobs

- When an error occurs at the time of executing a job, the error screen is not displayed even when a job is done. In that case, error information is written in the job history of the multifunction device. And then check it. For the checking method of the job history, refer to the guide provided with the multifunction device.
- If there is a file with the same name in the transfer destination, a hyphen (-) and a four-digit number (0001 to 9999) are added to the end of the file name. If the number is over 9999, an error occurs.
- If the same file is sent to the transfer destination at the same time from more than one multifunction device, a file may not be sent correctly.
To prevent this, for file name rule, preferably the date and time including the second is set (For example: filename_20151001123025.xdw).
- The FTP forwarding does not support protocols with cryptographic communication such as SFTP (SSH FTP) and FTPS (FTP over SSL/TLS).
- FTP communication is operated in Passive mode by factory default. Depending on servers, the mode that can communicate can be only Active mode. In that case, change communication mode from the Internet Services.
- If there are 10,000 or more files and folders in the file storage destination of the transfer destination server, scan documents may not be correctly processed.

Notes and Restrictions about Scan Delivery

Notes and Restrictions about Date Size

- If the size of the setting data exceeds 1 MB, an error will be displayed and the setting information will not be saved. In this case, change settings so that the data amount can be reduced.

Notes and Restrictions about High Compression Feature

- Some models of the multifunction devices may not support the High Compression feature.
- The High Compression feature is available when the following values are set in the document type.
 - File Format
PDF or DocuWorks
 - Resolution
200 dpi or 300 dpi
 - Color Scanning
Color, Auto, or Grayscale
- Depending on your multifunction device, some option settings may be required to use this feature. For more information, contact our Customer Support Center.

Notes and Restrictions about Searchable Text Feature

- Some models of the multifunction devices may not support the Searchable Text feature.
- The Searchable Text feature is available when the following values are set in the document type.
 - File Format
PDF or DocuWorks
 - Resolution
200 dpi or 300 dpi
 - Original Type
Text or Photo & Text
- To use the Searchable Text feature, an optional Advanced Scan Kit is required.



Note

Depending on your multifunction device, optional components may differ. For more information, contact our Customer Support Center.

Notes and Restrictions about the Feature to Send E-mail Notification to Authenticated Users

- If the authentication feature is not enabled on the multifunction device or authenticated user's e-mail addresses are not registered with the multifunction device, e-mails are not sent even if the Notify Authenticated User feature is enabled.
- If you select [Email Notification Destination] > [Notify Logged-In User] in the Document Type Settings and specify the e-mail address of the authenticated user for [Destination 2] or [Destination 3], two e-mails will be sent to the address.

Notes and Restrictions about DocuWorks Version and Regular Attributes/Extended Attributes

If regular attributes or extended attributes are added to DocuWorks Document, DocuWorks 7 or later are required to view the document.

If you use DocuWorks 7 or earlier, be sure to set the following so that regular attributes and extended attributes cannot be added.

- Selecting [Off] under [Common Information Settings] > [Apply Specified Attributes]
- Deselecting the [Add Attributes] check box in [Document Type Settings], or deselecting the check boxes of each extended attributes on the extended attributes settings screen when scanning

Notes and Restrictions about Update of Setting Information

- The setting information of Scan Delivery cannot be updated while the multifunction device is processing jobs or is being operated by a user through the control panel. After the jobs are complete or user's operation through the control panel is finished, try to update the setting information again.

Notes and Restrictions about Path Length of File Names

- If you set the full path length of the file to 256 bytes* or more, all items specified in the file name rule may not be added to the file name due to file name adjustment.
*: The extension is included. The path length that can be specified by the user is 241 bytes.

Note


- "Byte" in the table means the number of byte by the UTF-8 character code. "The number of bytes of the text" and the number of characters that expressed by the bytes depends on characters. For example, full-width characters are described with two to four bytes.

Notes and Restrictions about Processing Language

The display language must be set in the multifunction device in advance, as display names are prepared for each language for the category type name, document type name, and extended attribute name. "Not entered" is set for languages for which the display name has not been set.

Perform the following steps to set values for languages other than Japanese and English.

Steps

- 1 Set  > [Language] on the multifunction device to the language you want to set.
- 2 Restart the multifunction device.
- 3 Display the setting screen for Scan Delivery.

Refer

- "Displaying the Setting Screen"(P.33)

- 4 Select [Common Service Settings] > [Common Information Settings] on the navigation bar.

- 5** Change [Processing Language] to the language set in step 1, and click [Apply].
- 6** Select [Scan Delivery Settings] on the navigation bar, and set the category type name, document type name, and extended attribute name.

Notes and Restrictions When You Use the Firefox Browser at the Time of SSL Communication

If you access the multifunction device for which SSL communication is set, by using Firefox for a web browser, the Internet Services may not be properly displayed.

In that case, execute the following steps.

Steps

- 1** Start the Firefox browser.
- 2** Input "about:config" in the address bar of the browser and press the <Enter> key.
The settings menu is displayed.
- 3** Set the value of "security.tls.version.fallback-limit" to 1.

Notes and Restrictions about the Printing Size of a QR Code

To decode scanned QR code properly, it is necessary to print in the right size the QR code area (code area) and the area inclusive of margins around QR code (printing area).

The following table shows data amount (number of byte) which you can store in QR code determined by the QR code model number and error correction levels (L, M, Q, H), and the relation between the code area and printing area per reading resolution corresponding to the data amount.

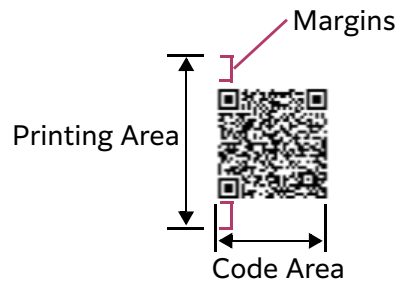
According to QR code data amount generated in "Creating Text Strings for QR Codes"(P.54), or in "Creating Documents with QR Codes"(P.61) (numbers of text byte) and resolution at the time of scan, generate and print QR code of suitable size.

Note

- "Byte" in the table means the number of byte by the UTF-8 character code. "The number of bytes of the text" and the number of characters that expressed by the bytes depends on characters. For example, full-width characters are described with two to four bytes.

For example:

To use Model No. 15 at Level H, scan QR code of about 100 characters (up to 220 bytes) in resolution of 300 dpi, and decode it properly, you must print a QR code of the code area of 39.1 mm and the printing area of 45.2 mm.



Model No.	Data Amount (Byte)				M Code Area (mm)				M Printing Area (mm)			
	L	M	Q	H	200 dpi	300 dpi	400 dpi	600 dpi	200 dpi	300 dpi	400 dpi	600 dpi
2	32	26	20	14	19.1	12.7	9.5	6.4	28.2	18.8	14.1	9.4
3	53	42	32	24	22.1	14.7	11	7.4	31.2	20.8	15.6	10.4
4	78	62	46	34	25.1	16.8	12.6	8.4	34.3	22.9	17.1	11.4
5	106	84	60	44	28.2	18.8	14.1	9.4	37.3	24.9	18.7	12.4
6	134	106	74	58	31.2	20.8	15.6	10.4	40.4	26.9	20.2	13.5
7	154	122	86	64	34.3	22.9	17.1	11.4	43.4	29	21.7	14.5
8	192	152	108	84	37.3	24.9	18.7	12.4	46.5	31	23.2	15.5
9	230	180	130	98	40.4	26.9	20.2	13.5	49.5	33	24.8	16.5
10	271	213	151	119	43.4	29	21.7	14.5	52.6	35.1	26.3	17.5
11	321	251	177	137	46.5	31	23.2	15.5	55.6	37.1	27.8	18.5
12	367	287	203	155	49.5	33	24.8	16.5	58.7	39.1	29.3	19.6
13	425	311	241	177	52.6	35.1	26.3	17.5	61.7	41.1	30.9	20.6
14	458	362	258	194	55.6	37.1	27.8	18.5	64.8	43.2	32.4	21.6
15	520	412	292	220	58.7	39.1	29.3	19.6	67.8	45.2	33.9	22.6
16	586	450	322	250	61.7	41.1	30.9	20.6	70.9	47.2	35.4	23.6
17	644	504	364	280	64.8	43.2	32.4	21.6	73.9	49.3	37	24.6
18	718	560	394	310	67.8	45.2	33.9	22.6	77	51.3	38.5	25.7
19	792	624	442	338	70.9	47.2	35.4	23.6	80	53.3	40	26.7
20	858	666	482	382	73.9	49.3	37	24.6	83.1	55.4	41.5	27.7
21	929	711	509	403	77	51.3	38.5	25.7	86.1	57.4	43.1	28.7
22	1003	799	565	439	80	53.3	40	26.7	89.2	59.4	44.6	29.7
23	1091	857	611	461	83.1	55.4	41.5	27.7	92.2	61.5	46.1	30.7
24	1171	911	661	511	86.1	57.4	43.1	28.7	95.3	63.5	47.6	31.8
25	1273	997	715	535	89.2	59.4	44.6	29.7	98.3	65.5	49.1	32.8
26	1367	1059	751	593	92.2	61.5	46.1	30.7	101.3	67.6	50.7	33.8
27	1465	1125	805	625	95.3	63.5	47.6	31.8	104.4	69.6	52.2	34.8
28	1528	1190	868	658	98.3	65.5	49.1	32.8	107.4	71.6	53.7	35.8
29	1628	1264	908	698	101.3	67.6	50.7	33.8	110.5	73.7	55.2	36.8

Model No.	Data Amount (Byte)				M Code Area (mm)				M Printing Area (mm)			
	L	M	Q	H	200 dpi	300 dpi	400 dpi	600 dpi	200 dpi	300 dpi	400 dpi	600 dpi
30	1732	1370	982	742	104.4	69.6	52.2	34.8	113.5	75.7	56.8	37.8
31	1840	1452	1030	790	107.4	71.6	53.7	35.8	116.6	77.7	58.3	38.9
32	1952	1538	1112	842	110.5	73.7	55.2	36.8	119.6	79.8	59.8	39.9
33	2068	1628	1168	898	113.5	75.7	56.8	37.8	122.7	81.8	61.3	40.9
34	2188	1722	1228	958	116.6	77.7	58.3	38.9	125.7	83.8	62.9	41.9
35	2303	1809	1283	983	119.6	79.8	59.8	39.9	128.8	85.9	64.4	42.9
36	2431	1911	1351	1051	122.7	81.8	61.3	40.9	131.8	87.9	65.9	43.9
37	2563	1989	1423	1093	125.7	83.8	62.9	41.9	134.9	89.9	67.4	45
38	2699	2099	1499	1139	128.8	85.9	64.4	42.9	137.9	91.9	69	46
39	2809	2213	1579	1219	131.8	87.9	65.9	43.9	141	94	70.5	47
40	2953	2331	1663	1273	134.9	89.9	67.4	45	144	96	72	48

Notes and Restrictions about the Printing Size of a Barcode

To decode a scanned barcode properly, the following criteria needs to be met.

- The line width of the barcode must meet the following criterion.
 - Minimum line width when scanning with a scanning resolution of 200 dpi or 300 dpi: 0.7 mm
 - Minimum line width when scanning with a scanning resolution of 400 dpi or 600 dpi: 0.3 mm
- The minimum height of the barcode must be 10 mm
- This value is the height for the criterion when there are 10 digits. When there are more than 10 digits, the height needs to be proportional to the number of digits.

Notes and Restrictions about General QR Code and Barcode

When a general QR code and barcode are specified for the folder name, "/" included in the corresponding character string is treated as a hierarchy. However, if it is included at the end of the character string, it is ignored.

11 Appendix

How to Check Cabinet ID / Drawer ID / Folder ID

You can check each ID from the URL displayed in the address bar when you display the web page of Working Folder.

Steps

- 1** Access the web page of Working Folder in a web browser to log in.
- 2** Select the Cabinet, Drawer, and Folder for which you want to check ID.
- 3** Check the URL displayed in the address bar of the web browser.

- Cabinet ID

The last seven-digit number of the URL

Example 1:

If "https://working-folder.sample.com/web/1000020/" is displayed, the Cabinet ID is "1000020".

- Drawer ID / Folder ID

The numbers displayed after the following text strings at the end of the URL.

Items	Settings Values
Shared Drawer	publicDrawer-
Secure Drawer	guardedPublicDrawer-
Personal Drawer	privateDrawer-
Created Folder	Folder-

Example 2:

If "https://working-folder.sample.com/web/1000070/#publicDrawer-10" is displayed, the Drawer is "Shared Drawer" and Drawer ID is "10".

Example 3:

If "https://working-folder.sample.com/web/1000070/#privateDrawer-123" is displayed, the Drawer is "Personal Drawer" and Drawer ID is "123".