

EdgeXperience Capture Service

User's Guide for AdminUser

Contents

Introduction	5
Manuals	5
Trademarks	6
Manufacturer.....	6
Issue Date/Issuer	7
Use in High-Safety Applications	7
Abbreviations Used in This Manual.....	7
Arrow Symbols in This Manual	8
Screen Examples in This Manual.....	8
Notice	8
Before Using This Service	9
Main Functions	9
Types of Plans.....	12
Types of Users	12
System Requirements	13
Flows of the Setup, Operations, and Maintenance	15
Understanding the Flow for Setting a Job.....	17
Understanding the Flow for Creating a Scanning Profile	19
Windows	22
Login Window	22
Window for Entering a Password	22
Common Items in the Administrator Window (on the Web)	23
Scanner	25
[Scanner List] Window	25
[List of Scanner Subscriptions] Window.....	27
[Edit Scanner Information] Window	28
[Connector] Window.....	29
User	29
[User List] Window	29
[Create a new user] Window	31
[Edit a user] Window	32

[Set a PIN] Window	34
Job	34
[Job list] Window	34
[Create New Job] Window/[Edit Job] Window.....	35
[Counter Options] Window	48
Job Group	49
[Job Group List] Window	49
[New Job Group (1/3)] Window.....	50
[New Job Group (2/3)] Window.....	51
[New Job Group (3/3)] Window.....	53
[Clone Job Group] Window/[Edit Job Group] Window.....	54
[Edit Level] Window	57
[Browse job groups] Window.....	57
Window for Adding a Job to a Job Group	58
Window for Adding a User to a Job Group.....	59
Window for Adding a Scanner to a Job Group.....	60
[Profile List] Window	61
Batch Log	62
[Batch Log List] Window	62
[Batch Log Details] Window	65
Event Log	66
[Event Log List] Window	66
[Event Log Details] Window	67
[Preferences] Window	68
Update	70
[Scanner Update List] Window	70
[Register Scanner Updates] Window	71
Window for Adding Update Groups.....	72
[Update Status] Window	73
[Usage Status] Window	74
[About] Window	75
Appendix	76
Message List	76
Messages in Batch Logs Displayed in the Administrator Window (on the Web).....	76
Messages in Event Logs Displayed in the Administrator Window (on the Web).....	77
Specifications of Jobs/Job Groups	79
Specifications of the Index File	79

Operation Specifications of a Scanning Profile	82
Specifications of the Image File	84
Specifications of Barcodes	85
Specifications of the Import/Export File for the User Information	87

Introduction

Thank you for purchasing this product.

This manual provides administrators who control the operations of this product, with an overview and an explanation about the windows for this product.

The contents of this manual are subject to change as this product is upgraded.

In that case, refer to the manual provided upon upgrading the software.

Manuals

The following manuals are included for this product.

Read them as needed.

Manual	Description
EdgeXperience Capture Service User's Guide for SuperAdmin (PDF)	Describes the overview of this product as well as detailed information on how to make preparations, and describes items displayed in the windows for SuperAdmin information. (This guide is for a SuperAdmin.)
EdgeXperience Capture Service User's Guide for AdminUser (this manual) (HTML/PDF)	Describes an overview of this product and describes items displayed in the windows for an administrator.
EdgeXperience Capture Service Connector User's Guide (PDF)	Describes an external service that this product can establish a link with and describes the settings that are required to establish a link with the external service.
EdgeXperience Capture Service User's Guide (HTML/PDF)	Describes the overview of this product as well as detailed information on how to make preparations, operate this product, and troubleshoot problems, and also describes the items displayed in the screens on the scanner and the user information windows. (This guide is for operators.)
Safety Precautions (paper, PDF)	Contains important information about the safe use of the scanner that is used with this product. Make sure to read this manual before using the scanner.
Getting Started (paper)	Explains the operations from setting up the scanner that is used with this product to turning it on.
Operator's Guide (HTML)	Provides detailed information on how to set up the scanner that is used with this product, how to operate and maintain the scanner daily, how to replace the consumables, and how to troubleshoot problems. The guide is included in the Setup DVD-ROM that is bundled with your scanner. The latest Operator's Guide can be downloaded from the following website.

Manual	Description
	https://www.pfu.ricoh.com/global/scanners/fi/support/manuals/
Touch Screen Help (HTML)	Explains how to troubleshoot errors on the scanner that is used with this product and how to clean the scanner. Can be referenced from the touch screen on the scanner.
PaperStream Capture User's Guide (PDF)	Describes the overview of PaperStream Capture, how to install it, and how to scan documents. Read this manual before creating a scanning profile. The guide is included in the Setup DVD-ROM that is bundled with your scanner which you use with this product.
PaperStream IP Help (HTML)	Explains how to use and configure the settings for the PaperStream IP driver. Read this manual before creating a scanning profile. The guide is included in the Setup DVD-ROM that is bundled with your scanner which you use with this product.

The manuals can be downloaded from the following website.

<https://www.pfu-us.ricoh.com/support/edgexperience-capture-service>

Trademarks

Microsoft, Active Directory, Azure, and Windows are trademarks of the Microsoft group of companies.

Google and Google Chrome are trademarks or registered trademarks of Google LLC.

Besides the software authored by the product developer (PFU Limited), this product contains open source software created by third parties. For details concerning the conditions of the licenses for the open source software, refer to the window that appears by clicking [About] in the left menu in the administrator window (on the web) of EdgeXperience Capture Service.

EdgeXperience and PaperStream are registered trademarks or trademarks of PFU Limited in Japan.

Other company names and product names are the registered trademarks or trademarks of the respective companies.

Manufacturer

PFU Limited

YOKOHAMA i-MARK PLACE, 4-5 Minatomirai 4-chome, Nishi-ku, Yokohama-shi, Kanagawa 220-8567 Japan.

Issue Date/Issuer

Issue date: January 2024
 Issued by: PFU Limited
 © PFU Limited 2021-2024

Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU Limited assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Name	Indication
Windows® 8.1 (32-bit/64-bit) Windows® 8.1 Pro (32-bit/64-bit) Windows® 8.1 Enterprise (32-bit/64-bit)	Windows 8.1 (*1)
Windows® 10 Home (32-bit/64-bit) Windows® 10 Pro (32-bit/64-bit) Windows® 10 Enterprise (32-bit/64-bit) Windows® 10 Education (32-bit/64-bit)	Windows 10 (*1)
Windows® 11 Home (64-bit) Windows® 11 Pro (64-bit) Windows® 11 Enterprise (64-bit) Windows® 11 Education (64-bit)	Windows 11 (*1)
Azure™ Active Directory™	Azure AD
Google Chrome™	Google Chrome
PaperStream IP (TWAIN)	PaperStream IP driver

*1:Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to separate icons or menu options which should be selected in succession.

Example:Click the [Start] menu → [Control Panel].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product development.

If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the user's manual of the scanner application that you are using.

The screenshots used in this manual are of Windows 10. The actual windows and operations may differ depending on the operating system. Also note that the screens and operations may differ from this manual after the scanner application software is updated. In that case, refer to the manual provided upon updating the software.

Notice

- The contents of this manual are subject to change without notice.
- PFU Limited assumes no liability for incidental or consequential damages arising from the use of this product, and any claims by a third party.
- Copying of the contents of this manual, in whole or in part, as well as the scanner applications is prohibited under the copyright law.

Before Using This Service

This section explains about things administrators who manage the operations need to know before using EdgeXperience Capture Service.

EdgeXperience Capture Service is a cloud service (SaaS) that allows users to connect scanners (which can be managed by EdgeXperience Capture Service) to EdgeXperience Capture Service and save scanned images to a specified destination.

Main Functions

The following shows the main functions of EdgeXperience Capture Service.

- **Authentication function**

This function identifies a user who uses a scanner or identifies the scanner that is used.

There are three types of authentication methods, which are set by a SuperAdmin.

For the authentication method that has been set, check with a SuperAdmin. Administrators cannot check or change the authentication method.

- Username/Password or NFC
- Scanner
- User Code/PIN or NFC

HINT

- For details about the types of EdgeXperience Capture Service users, refer to [Types of Users \(page 12\)](#).
- For details about user codes and PINs, refer to [Authentication settings] in [\[Create a new user\] Window \(page 31\)](#) or [\[Edit a user\] Window \(page 32\)](#).

- **Job function**

This function allows jobs that are created by an administrator to be distributed to the scanner.

A job is a set of settings that are used to configure the scanning of a document and the saving of an image.

The scan settings, destination settings to save images, and other settings are configured in the job settings.

Multiple jobs can be grouped into one job group.

When the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC], a user can be added to a job group, and then the job group for the user can be distributed to the scanner.

When the authentication method is [Scanner], a scanner can be added to a job group, and then the job group for the scanner can be distributed to the scanner.

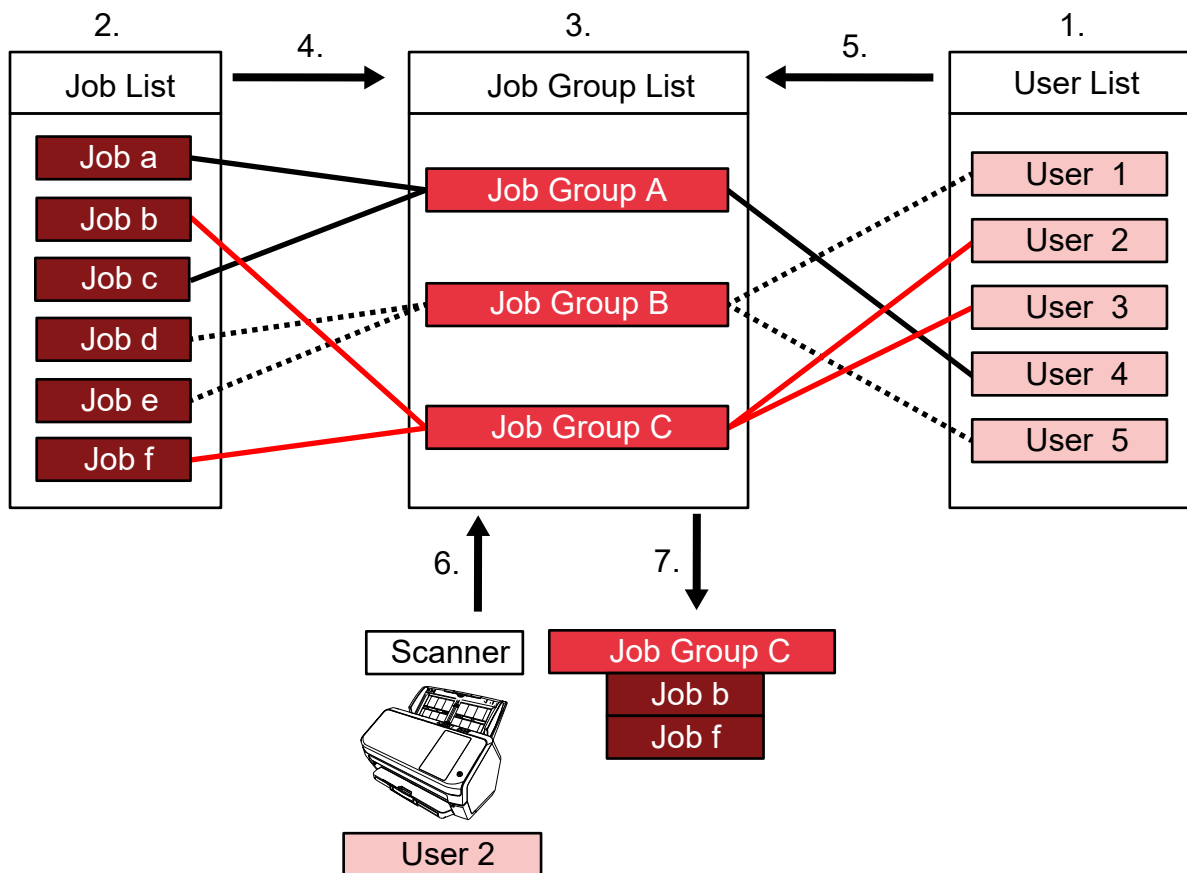
The operation of the scanner varies as follows depending on what is added to a job group and what is set for the authentication method.

What Is Set for the Authentication Method	What Is Added to a Job Group	Operation of the Scanner
Username/Password or NFC	User	<p>When one of the following is used for the authentication, jobs corresponding to the authenticated user are displayed.</p> <ul style="list-style-type: none"> • User name and password • Smart card
Scanner	Scanner	When the scanner is turned on, jobs corresponding to the scanner are displayed.
User Code/PIN or NFC	User	<p>When one of the following is used for the authentication, jobs corresponding to the authenticated user are displayed.</p> <ul style="list-style-type: none"> • User code and PIN • Smart card

Levels can be created in a job group to sort and organize jobs in the job group.

For details about specifications such as the number of jobs and job groups which can be created, refer to [Specifications of Jobs/Job Groups \(page 79\)](#).

The following diagram shows relationships among jobs, job groups, and users when the authentication method is [Username/Password or NFC].



- 1 Create a user.
- 2 Create jobs.
- 3 Create a job group.
- 4 Add a job to the job group.
- 5 Add a user to the job group.
- 6 Log in to EdgeXperience Capture Service from the scanner.
- 7 The job group that contains a user who has logged in is distributed to the scanner.
A list of jobs is displayed on the scanner.

In the above relationship diagram for jobs, job groups, and users, when User 2 logs into the scanner, the job group which User 2 has been added to is distributed to the scanner. In other words, Job group C (which Job b and Job f are set in) is distributed to the scanner. A list of jobs that have been added to the job group is displayed on the scanner. In other words, Job b and Job f in Job group C are displayed.

- **Image processing function**

This function processes images according to the scanning profile.

For details about the operation specifications of a scanning profile, refer to [Operation Specifications of a Scanning Profile \(page 82\)](#).

- **Release function**

This function saves images in save destinations.

Meta information of an image can be generated as an index file to save the image with the information.

For details about the specifications of the index file, refer to [Specifications of the Index File \(page 79\)](#).

- **Monitoring function for the processing status of each job**

This function monitors the processing status of each job in EdgeXperience Capture Service and retries image processing and image saving to the save destination.

You can monitor the processing status of each job in the [\[Batch Log List\] Window \(page 62\)](#) that is displayed by clicking [Batch Log] in the left menu in the administrator window (on the web).

- **Scanner updating function**

This function distributes a scanner update module to scanners in order to update scanners.

You can configure the settings for updating scanners in the [\[Scanner Update List\] Window \(page 70\)](#) that is displayed by clicking [Update] in the left menu in the administrator window (on the web).

- **Usage checking function**

This function enables you to check the number of scanned sheets per day or per month.

You can check the status of the usage in the [\[Usage Status\] Window \(page 74\)](#) that is displayed by clicking [Usage Status] in the left menu in the administrator window (on the web).

Types of Plans

The following shows the types of plans for EdgeXperience Capture Service.

Plan Type	Description
Pay-per-use plan	Pay a fixed monthly fee and a pay-per-use fee that increases according to how many documents you scan.
Flat-rate plan	Pay a flat-rate usage fee in advance.

Types of Users

EdgeXperience Capture Service has the following types of users.

- **SuperAdmin**
SuperAdmins configure the authentication method for EdgeXperience Capture Service. In addition, they can perform the operations that administrators and users are able to perform.
- **Administrator**
Administrators create users and other administrators for EdgeXperience Capture Service and set jobs. In addition, they can perform the operations that users are able to perform.
- **User**
Users perform jobs using EdgeXperience Capture Service.

System Requirements

The following shows the system requirements of EdgeXperience Capture Service.

- **Software**

The following is required to use the administrator window (on the web).

- **Operating system**
 - Windows 8.1
 - Windows 10
 - Windows 11
- **Browser**

It is recommended that you use the latest versions of the following browsers.

 - Microsoft Edge
 - Google Chrome

HINT

- Set the font size to Medium (Recommended).
- Set the screen resolution to 1280 × 768 or more.

- **Scanner**

- fi-7300NX (firmware version: 0M00 or later)

- **Network conditions**

HTTPS communications from the scanner/browser to EdgeXperience Capture Service are possible.

- **Smart card**

A smart card can be used for authentication purposes when authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

To use a smart card, configure the settings so that a user can log in by simply holding the smart card over the scanner.

For details about how to configure the settings, refer to [\[Preferences\] Window \(page 68\)](#).

For details about how to register a smart card for authentication purposes, refer to the EdgeXperience Capture Service User's Guide.

The following smart cards can be used.

- Mifare
- FeliCa

ATTENTION

A function in a mobile device that is equivalent to smart cards is not supported.

- **Scanning profile**

EdgeXperience Capture Service provides some scanning profiles in which specific scan settings are configured for the scanner.

These scanning profiles are called "preset profiles".

Some of the settings in the preset profiles can be changed in the administrator window (on the web). However, if you want to configure the advanced settings, it is necessary to prepare an environment for creating a scanning profile.

For details about an environment where you can create a scanning profile, refer to [Understanding the Flow for Creating a Scanning Profile \(page 19\)](#).

Flows of the Setup, Operations, and Maintenance

This section explains about the flows of the setup, operations and maintenance that the EdgeXperience Capture Service administrator performs.

For details about the operations that operators perform, refer to the EdgeXperience Capture Service Connector User's Guide.

The flows of the setup, operations and maintenance are as follows:

Setup	<ul style="list-style-type: none">• Logging in to EdgeXperience Capture Service Use a browser to log in to EdgeXperience Capture Service. Set a login password. For details, refer to the following. - Login Window (page 22)• Configuring the preferences Set an automatic update interval for the window, how the touch screen on the scanner operates, and notification emails for batch logs. For details, refer to the following. - [Preferences] Window (page 68)• Setting an external service Configure the settings for saving images in an external service that has been linked with this service. For details, refer to the following. - [Connector] Window (page 29)• Adding users Create users or import the information of users when authentication method is [Username/Password or NFC] or [User Code/PIN or NFC]. Also, you can export the information on users. For details, refer to the following. - [User List] Window (page 29)• Registering scanners Register scanners. Scanners are registered when they are connected to EdgeXperience Capture Service. For details, refer to the Operator's Guide.• Creating a scanning profile Create a scanning profile and import it if needed. For details, refer to the following. - Understanding the Flow for Creating a Scanning Profile (page 19)• Setting jobs and job groups For details, refer to the following.
-------	--

	- Understanding the Flow for Setting a Job (page 17)
--	--



Operations	<ul style="list-style-type: none"> • Managing users Check, edit, or delete users when authentication method is [Username/Password or NFC] or [User Code/PIN or NFC]. For details, refer to the following. - [User List] Window (page 29) • Managing scanners Check or delete the registered scanners. Set an update group for a scanner when you update a scanner. For details, refer to the following. - [Scanner List] Window (page 25) - [Scanner Update List] Window (page 70) • Checking the processing status of each job Check the processing status (batch log) of each job. For details, refer to the following. - [Batch Log List] Window (page 62) • Checking event logs Check the event logs for EdgeXperience Capture Service. For details, refer to the following. - [Event Log List] Window (page 66) • Checking usage statuses Check usage statuses of EdgeXperience Capture Service. For details, refer to the following. - [Usage Status] Window (page 74) • Changing a password Change a password for a user. <ol style="list-style-type: none"> 1 From the Login Window (page 22), open the Window for Entering a Password (page 22). 2 Click the link "When you sign in for the first time or you forget the password." that is next to [Password]. 3 Follow the instructions displayed in the window.
------------	---



Maintenance	<ul style="list-style-type: none"> • Updating scanners
-------------	---

	<ol style="list-style-type: none"> 1 Obtain a scanner update module. For details, refer to the following. https://www.pfu-us.ricoh.com/support/edgexperience-capture-service 2 Set update groups for scanners. For details, refer to the following. <ul style="list-style-type: none"> - [Scanner List] Window (page 25) - [Edit Scanner Information] Window (page 28) 3 Upload a scanner update module. For details, refer to the following. <ul style="list-style-type: none"> - [Scanner Update List] Window (page 70) - [Register Scanner Updates] Window (page 71) 4 Set a time period in which an update takes place or set an update group to which a scanner belongs For details, refer to the following. <ul style="list-style-type: none"> - Window for Adding Update Groups (page 72) <ul style="list-style-type: none"> • Checking update statuses of scanners For details, refer to the following. <ul style="list-style-type: none"> - [Scanner Update List] Window (page 70) - [Update Status] Window (page 73)
--	---

Understanding the Flow for Setting a Job

The flow for setting a job varies as follows depending on the authentication method.

- **When the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC]**

Check that a user who performs a job has been set in the [\[User List\] Window \(page 29\)](#) in advance.

Create a job	For details, refer to the following. <ul style="list-style-type: none"> • [Job list] Window (page 34) If necessary, prepare a scanning profile in advance. <ul style="list-style-type: none"> • Understanding the Flow for Creating a Scanning Profile (page 19)
--------------	--



Create a job group	Click the [Create a new job group] button in the [Job Group List] window and create a job group.
--------------------	--

	<p>For details, refer to the following.</p> <ul style="list-style-type: none"> • [Job Group List] Window (page 49)
--	---



Add a job to the job group	<p>Click the [Add Job] link in the [New Job Group (2/3)] window and add a job.</p> <p>For details, refer to the following.</p> <ul style="list-style-type: none"> • [New Job Group (2/3)] Window (page 51)
----------------------------	---



Add a user to the job group	<p>Click the [Add] link in the [New Job Group (3/3)] window and add a user who performs a job.</p> <p>For details, refer to the following.</p> <ul style="list-style-type: none"> • [New Job Group (3/3)] Window (page 53)
-----------------------------	---

● **When the authentication method is [Scanner]**

Check that a scanner which performs a job has been registered in the [\[Scanner List\] Window \(page 25\)](#) in advance.

Create a job	<p>For details, refer to the following.</p> <ul style="list-style-type: none"> • [Job list] Window (page 34) <p>If necessary, prepare a scanning profile in advance.</p> <ul style="list-style-type: none"> • Understanding the Flow for Creating a Scanning Profile (page 19)
--------------	--



Create a job group	<p>Click the [Create a new job group] button in the [Job Group List] window and create a job group.</p> <p>For details, refer to the following.</p> <ul style="list-style-type: none"> • [Job Group List] Window (page 49)
--------------------	---



Add a job to the job group	<p>Click the [Add Job] link in the [New Job Group (2/3)] window and add a job.</p>
----------------------------	--

	<p>For details, refer to the following.</p> <ul style="list-style-type: none"> • [New Job Group (2/3)] Window (page 51)
--	--



Add a scanner to the job group.	<p>Click the [Add] link in the [New Job Group (3/3)] window and add a scanner which performs a job.</p> <p>For details, refer to the following.</p> <ul style="list-style-type: none"> • [New Job Group (3/3)] Window (page 53)
---------------------------------	--

Understanding the Flow for Creating a Scanning Profile

EdgeXperience Capture Service provides some scanning profiles in which specific scan settings are configured for the scanner.

These scanning profiles are called "preset profiles".

Some of the settings in the preset profiles can be changed in the administrator window (on the web).

However, if you want to configure the advanced settings, it is necessary to prepare an environment for creating a scanning profile.

The flow for creating a scanning profile is as follows:

Prepare an environment where you can create a scanning profile	<p>Prepare the following.</p> <ul style="list-style-type: none"> • Computer • Software <p>The following software is required.</p> <p>Image scanning application</p> <p>PaperStream Capture</p> <p>Scanner driver</p> <p>PaperStream IP driver</p> <ul style="list-style-type: none"> • Scanner <p>For details, refer to the following in the Operator's Guide.</p> <ul style="list-style-type: none"> • "Installing Software" in "Scanner Setup"
--	--



Install the software in the computer	<p>With the Setup DVD-ROM for your scanner, select [Installation (Custom)] to install the following software.</p> <ul style="list-style-type: none"> • PaperStream Capture • PaperStream IP driver
--------------------------------------	--

	<p>For details, refer to the following in the Operator's Guide.</p> <ul style="list-style-type: none"> • "Installing Software" in "Scanner Setup"
--	--



Connect the scanner to the computer by using a USB cable.	<p>Change the connection method to a method using a USB connection in the scanner settings.</p> <p>For details, refer to the following in the Operator's Guide.</p> <ul style="list-style-type: none"> • "When Connecting the Scanner to the Computer via a USB Cable" in "Scanner Setup"
---	--



Create a scanning profile	<p>Start up PaperStream Capture and display the PaperStream IP driver window.</p> <p>For details, refer to the PaperStream Capture User's Guide.</p> <ul style="list-style-type: none"> • "Scanning in Simple Scan Mode" in "Basic Scanning Operations" <p>For details about how to create a scanning profile, refer to the PaperStream IP Help.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>ATTENTION</p> <p>Some of the functions that are set in a scanning profile do not operate with EdgeXperience Capture Service.</p> <p>For details about the operation specifications of a scanning profile, refer to Operation Specifications of a Scanning Profile (page 82).</p> </div>
---------------------------	--



Export a scanning profile	<p>Export a scanning profile (*.pav) in the PaperStream IP driver as follows.</p> <ol style="list-style-type: none"> 1 Start up the "Scanning Profile Exporter" tool. For Windows 10, select [Start] menu → [fi Series] → [Scanning Profile Exporter (TWAIN)]. The [Scanning Profile Exporter (TWAIN)] window appears. 2 Specify a save destination and file name in [File Name].
---------------------------	---

	3 Click the [Export] button.
--	-------------------------------------



Import the scanning profile to EdgeXperience Capture Service	Import the scanning profile (*.pav). For details, refer to the following. <ul style="list-style-type: none">• [Profile List] Window (page 61)
--	--

Windows

This section explains about the administrator window (on the web).

ATTENTION

Do not perform any of the following operations in the browser. Otherwise, there is no guarantee that the system will operate properly.

- Displaying the administrator windows (on the web) or the user information windows (on the web) on multiple tabs or windows on the same computer at a time.
- Using the moving back function to display the previously opened page

HINT

- If no operations are performed in any of the administrator windows (on the web) after a certain amount of time, the connection to EdgeXperience Capture Service will time out. In this situation, if an operation is performed in the window, a user will be logged out.
- The date and time displayed in the window are based on the timezone of your computer.

Login Window

On a computer, use a browser to log in to EdgeXperience Capture Service.

Username

Enter an ID for logging in to EdgeXperience Capture Service.

An ID is an email address that is assigned to a user.

[Next] button

Click this item to display the [Window for Entering a Password \(page 22\)](#).

Window for Entering a Password

Enter a password.

When logging in for the first time, set a password.

To change the password, set a new password.

ATTENTION

- There are two methods for managing users.
The actual windows differ depending on the managing methods.
 - Local account
A user managed in EdgeXperience Capture Service.
 - Azure AD account
A user managed in Azure AD (outside of EdgeXperience Capture Service).

- Passwords have already been set for the following users. These users can use their passwords that have been set even when they log in for the first time.
 - A user managed in Azure AD (outside of EdgeXperience Capture Service)
 - A user created with "A user is not required to set a password" selected, for "Whether or not a user is required to set a password when logging in for the first time"

For a local account

Username

A user name that you entered is displayed.

Password

Enter a password in the input field.

When you sign in for the first time or you forget the password.

Click this item to display a window for setting a password.

Set a password by following the instructions displayed in the window.

For details about the types of characters that can be set for a password, refer to [Specifications of the Import/Export File for the User Information \(page 87\)](#).

[Sign in] button

Click this button to log in to EdgeXperience Capture Service and display the [\[Job Group List\] Window \(page 49\)](#).

For an Azure AD account

An Azure AD window for entering a password appears.

Follow the instructions displayed on the window in order to log in to EdgeXperience Capture Service.

Common Items in the Administrator Window (on the Web)

Left menu

Click each item on the left menu to display the corresponding window on the right side.

- Scanner

Click this item to display the [\[Scanner List\] Window \(page 25\)](#).

- Connector

Click this item to display the [\[Connector\] Window \(page 29\)](#).

- User

Click this item to display the [\[User List\] Window \(page 29\)](#).

- Job

Click this item to display the [\[Job list\] Window \(page 34\)](#).

- Job Group

Click this item to display the [\[Job Group List\] Window \(page 49\)](#).

- Scan Profile

Click this item to display the [\[Profile List\] Window \(page 61\)](#).

- Batch Log

Click this item to display the [\[Batch Log List\] Window \(page 62\)](#).

- Event Log

Click this item to display the [\[Event Log List\] Window \(page 66\)](#).

- Preferences

Click this item to display the [\[Preferences\] Window \(page 68\)](#).

- Update

Click this item to display the [\[Scanner Update List\] Window \(page 70\)](#).

- Usage Status

Click this item to display the [\[Usage Status\] Window \(page 74\)](#).

- About

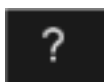
Click this item to display the [\[About\] Window \(page 75\)](#).



at the upper right of the window

Click this item to display the following website.

<https://www.pfu-us.rioh.com/support/edgexperience-capture-service>



at the upper right of the window

Click this item to display the Help for the currently displayed window. The Help is displayed in a frame.

The following items are displayed at the top of the frame.

[Help] tab

Click this item to display the Help.

[FAQ] tab

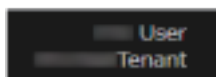
Click this item to display the FAQ.



Click this item to display the Help in a new window.

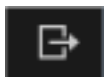


Click this item to close the frame.



at the upper right of the window

Displays the user display name and tenant name of the user who is logged in to EdgeXperience Capture Service.



at the upper right of the window

Click this item to log out from EdgeXperience Capture Service.

Scanner

[Scanner List] Window

Scanners that are registered with EdgeXperience Capture Service are listed.
Check or delete the registered scanners.

Active Scanner Count (This Month)

Displays the number of scanners that have been connected this month.
The same number of scanners as the number of subscriptions can be connected.

HINT

This is displayed only when you are subscribed to the flat-rate plan.

Subscription Count

Displays the total number of subscriptions.
The same number of scanners as the number of subscriptions can be connected.
Click this item to display the [\[List of Scanner Subscriptions\] Window \(page 27\)](#).

HINT

This is displayed only when you are subscribed to the flat-rate plan.

[Search] button

Filters the scanners that are displayed in the list by specifying the following.

- Find

Enter a part of a character string or a whole character string that is displayed in the following columns.

- [Scanner Name] column
- [Serial Number] column
- [IP Address] column
- [MAC Address] column

- [Update Group] column
 - [Firmware] column
- Up to 32 characters can be entered.
Characters are case-insensitive.

[Scanner Name] column

Displays the names of scanners.

Serial Number

Displays the serial numbers of scanners.

IP Address

Displays the IP addresses of scanners.

MAC Address

Displays the MAC addresses of scanners.

[Job Group Name] column

Displays the names of job groups if the scanners have been added to job groups when the authentication method is [Scanner].

One job group name is displayed per scanner.

Click the name of a job group to display the [\[Browse job groups\] Window \(page 57\)](#).

HINT

A scanner cannot be added to multiple job groups.

[Update Group] column

Displays the names of the update groups that have been set for the scanners.

[Firmware] column

Displays the versions/names of the firmware that have been applied to the scanners.

For details about the version/name, refer to [\[Register Scanner Updates\] Window \(page 71\)](#).

[Status (This Month)] column

Displays the connection statuses of the scanners.

- Active
A scanner that has been connected this month
- Inactive (Can Be Connected)
A scanner that has not been connected this month
This status indicates that the scanner can be connected because the number of active scanners is less than the number of subscriptions.
- Inactive (Cannot Be Connected)
A scanner that has not been connected this month

This status indicates that the scanner cannot be connected because the number of active scanners has reached the number of subscriptions.

HINT

This is displayed only when you are subscribed to the flat-rate plan.

[Scanner Manage] column

When you place the mouse pointer over a scanner row, the following links appear in the [Scanner Manage] column.

- Edit
Used to edit the information of a scanner.
The [\[Edit Scanner Information\] Window \(page 28\)](#) appears.
- Delete
Deletes a scanner.

[List of Scanner Subscriptions] Window

A list of subscriptions is displayed.

Check the number of subscriptions, expiration date, and other information.

HINT

This is displayed only when you are subscribed to the flat-rate plan.

Subscription Count

Displays the total number of subscriptions.

Started Subscription Count

Displays the number of subscriptions that have been started.

HINT

A subscription is started when a scanner is connected, and an expiration date is automatically set.

[Reference No.] column

Displays reference numbers used to identify the purchase information for subscriptions.

[Subscription Count] column

Displays the number of subscriptions associated with each reference number in the [Reference No.] column.

[Connection Date(UTC)] column

Displays the date and time when you connected a scanner to start a subscription.

If you have multiple subscriptions, the date and time when each subscription was started will be displayed.

For a subscription that has not been started, "-" is displayed.

[Expiry Date(UTC)] column

Displays the expiration date for a subscription.

If you have multiple subscriptions, the expiration date for each subscription will be displayed.

For a subscription that has not been started, "-" is displayed.

[OK] button

Closes the window.

[Edit Scanner Information] Window

The scanner information is displayed.

Check the scanner information and specify an update group.

Scanner Name

Displays the name of the scanner.

Model Name

Displays the model name of the scanner.

Serial Number

Displays the serial number of the scanner.

IP Address

Displays the IP address of the scanner.

MAC Address

Displays the MAC address of the scanner.

Update Group

Enter an update group when you update the scanner.

Up to 16 characters can be entered.

For details about an update group, refer to [\[Register Scanner Updates\] Window \(page 71\)](#).

Connector Settings

Enter information required for saving images in an external service when the authentication method is [Scanner].

For details about the settings, refer to the EdgeXperience Capture Service Connector User's Guide.

Clicking [Connector Settings] shows or hides the items in the connector settings.

[Completed] button

Saves the settings that you configured.

[Cancel] button

Cancels the operation.

[Connector] Window

Configure the settings required for saving images in an external service.

Connector Settings

Enter information required for saving images in an external service.

For details about the settings, refer to the EdgeXperience Capture Service Connector User's Guide.

Clicking [Connector Settings] shows or hides the items in the connector settings.

[Save] button

Saves the settings that you configured.

User

[User List] Window

Create a new user, or check or delete a user.

It is also available to import and export a user list.

ATTENTION

There are two methods for managing users.

The actual windows differ depending on the managing methods.

- Local account

A user managed in EdgeXperience Capture Service.

- Azure AD account

A user managed in Azure AD (outside of EdgeXperience Capture Service).

[Create New User] button

Used to create a new user.

The [\[Create a new user\] Window \(page 31\)](#) appears.

Up to 3,000 users can be created.

HINT

The [Create New User] button is displayed when using a local account.

[Import] button

Imports a list of users.

Select the CSV file in which the information about users is stored and import it.

For details about the specifications of the CSV file, refer to [Specifications of the Import/Export File for the User Information \(page 87\)](#).

HINT

- The [Import] button is displayed when using a local account.
- It takes about 2 seconds to import one user.

[Export] button

Exports a list of users.

Outputs the CSV file in which the information about all users is stored.

For details about the specifications of the CSV file, refer to [Specifications of the Import/Export File for the User Information \(page 87\)](#).

HINT

The [Export] button is displayed when using a local account.

[Sync with Azure Active Directory] button

Obtains the information about users from Azure AD.

HINT

The [Sync with Azure Active Directory] button is displayed when using an Azure AD account.

[Search] button

Filters the users that are displayed in the list by specifying the following.

- Find
Enter a part of a character string or a whole character string that is displayed in the [User Display Name] column, [Description] column, or [Job Group] column.
Up to 256 characters can be entered.
Characters are case-insensitive.

[User Display Name] column

Displays the display names of users.

[Type] column

One of the following user types is displayed.

- SuperAdmin
- Administrator
- User

For details about the types and roles of users, refer to [Types of Users \(page 12\)](#).

[Description] column

Displays a description about each user.

[Job Group] column

Displays the names of job groups as links if users have been added to job groups when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

One job group name is displayed per user.

Click the name of a job group to display the [\[Browse job groups\] Window \(page 57\)](#).

HINT

A user cannot be added to multiple job groups.

[Manage] column

When you place the mouse pointer over a user row, the following links appear in the [Manage] column.

- Edit
Used to edit the information of a user.
The [\[Edit a user\] Window \(page 32\)](#) appears.
- Delete
Deletes the information of a user.

[Create a new user] Window

Create a new user.

ATTENTION

When giving the information about the newly created user to operators, include the following as well:

- URL for logging in to EdgeXperience Capture Service on a browser

HINT

The [Create a new user] window is displayed when using a local account.

User Name (email address)

Enter an email address that is used for logging in to EdgeXperience Capture Service from the scanner or a browser on a computer.

For details about the types of characters that can be specified for a user name (email address), refer to [Specifications of the Import/Export File for the User Information \(page 87\)](#).

User Display Name

Enter a display name of a user Up to 256 characters can be entered.

The user display name also appears on the touch screen of the scanner.

Description

Enter a description of a user. Up to 256 characters can be entered.

Type

Select a user type from among the following.

- Administrator
- User

For details about the types and roles of users, refer to [Types of Users \(page 12\)](#).

Connector Settings

Enter the settings required for saving images in an external service when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

For details about the settings, refer to the EdgeXperience Capture Service Connector User's Guide.

Clicking [Connector Settings] shows or hides the items in the connector settings.

Authentication settings

When the authentication method is [User Code/PIN or NFC], you can check the user code and set a PIN.

User code

Displays a user code that was created automatically.

[Set] button

Set a PIN. Clicking this button displays the [\[Set a PIN\] Window \(page 34\)](#).

[Save] button

Saves the settings that you configured.

[Cancel] button

Cancels the operation.

[Edit a user] Window

Edit the information of a user.

If a user is using an Azure AD account, you can check the information of the user.

HINT

If the user information of an Azure AD account has been edited on Azure AD, the edited information is applied to this window when the [Sync with Azure Active Directory] button is pressed in the [\[User List\] Window \(page 29\)](#).

User Name (email address)

Displays an email address that is used for logging in to EdgeXperience Capture Service from the scanner or a browser on a computer.

User Display Name

Enter a display name of a user Up to 256 characters can be entered.
The user display name also appears on the touch screen of the scanner.

Description

Enter a description of a user. Up to 256 characters can be entered.

Type

Select a user type from among the following.

- Administrator
- User

For details about the types and roles of users, refer to [Types of Users \(page 12\)](#).


Smart Card Settings

When a smart card that is used for authentication purposes is registered, information of the smart card is displayed.

Clicking [Smart Card Settings] shows or hides the smart card settings.

[Operation] column

Used to delete the information on a smart card.

Place the mouse pointer over a row with smart card information and click  (Delete) in the [Operation] column.

[Date Listed] column

Displays the date when a smart card was registered.

[Card type] column

Displays the type of smart card.

Connector Settings

Enter the settings required for saving images in an external service when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

For details about the settings, refer to the EdgeXperience Capture Service Connector User's Guide.

Clicking [Connector Settings] shows or hides the items in the connector settings.

Authentication settings

When the authentication method is [User Code/PIN or NFC], you can check the user code and set a PIN.

User code

Displays a user code that was created automatically.

[Set] button

Set a PIN. Click this item to display the [\[Set a PIN\] Window \(page 34\)](#).

[Save] button

Saves the settings that you configured.

[Cancel] button

Cancels the operation.

[Set a PIN] Window

Set the PIN for a User.

New PIN

Enter a PIN.

Enter the PIN using 8 to 24 characters.

Include at least two of the types of characters described below:

- Alphabetic characters (uppercase)
- Alphabetic characters (lowercase)
- Numbers
- Symbols that are listed below

! @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; . < >

[Complete] button

Set a PIN. Clicking this button opens the [Login Window \(page 22\)](#) automatically. Enter your user name/password to log in again.

ATTENTION

The PIN is not displayed again. Be sure to write it down.
If you forget the PIN, you need to set it again.

[Cancel] button

Cancels the operation.

Job

[Job list] Window

Create a new job or clone or edit a job.

[Create a new job] button

Used to create a new job.

The [\[Create New Job\] Window/\[Edit Job\] Window \(page 35\)](#) appears.

Up to 1,000 jobs can be created.

[Search] button

Filters the jobs that are displayed in the job list by specifying the following.

- Find

Enter a part of a character string or a whole character string that is displayed in the [Job name] column, [Description] column, or [Job Group] column.

Up to 256 characters can be entered.

Characters are case-insensitive.

[Job name] column

Displays the name of each job.

[Description] column

Displays a description about each job.

[Job Group] column

Displays the names of job groups as links if jobs have been added to each job group.

If a job is added to multiple job groups, each job group name is separated with a comma (,).

Click the name of a job group to display the [\[Browse job groups\] Window \(page 57\)](#).

[Job Manage] column

When you place the mouse pointer over a job row, the following links appear in the [Job Manage] column.

- Edit

Used to edit a job.

The [\[Create New Job\] Window/\[Edit Job\] Window \(page 35\)](#) appears.

- Clone

Used to clone a job.

The [Create New Job] window/[Edit Job] window appears.

- Delete

Deletes a job.

[Create New Job] Window/[Edit Job] Window

Create a new job or clone or edit a job.

This job is added to the following job group

This is displayed if a job is set in a job group when the [Edit Job] window is displayed.

If a job is added to multiple job groups, each job group name is separated with a comma (,).

Click the name of a displayed job group to display the [\[Browse job groups\] Window](#) (page 57).

Job name

Enter a job name.

Up to 48 characters can be entered.

ATTENTION

If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the job name may not be displayed correctly on the touch screen of the scanner.

Make sure that the entered job name is displayed correctly on the touch screen of the scanner.

Description

Enter a job description.

Up to 256 characters can be entered.

Job Button Color

Select a color for a job button that you want to display on the touch screen of the scanner.

Common Settings

Clicking [Common Settings] shows or hides the items in the common settings.

Touch Screen Settings

Set operations and screens on the touch screen of the scanner.

[Continue scanning] check box

Select this check box to continuously scan a document by loading another document, after scanning a document that has been loaded is completed.

[Display thumbnails] check box

Select this check box to display thumbnails of images.

When this check box is selected, you can select [Quality].

ATTENTION

Thumbnails of images that are yet to be processed are displayed.

For example, even if you specify [Black & White] for the image mode, color images of thumbnails will still be displayed since color images were transferred as they are from the scanner.

HINT

The [Display thumbnails] check box becomes unavailable when [Front/Back Merging] is set in the scanning profile.

Quality

Select the quality of the thumbnails.

When thumbnails are displayed, the number of image pages that can be transferred at a time varies depending on the image quality.

- Low
Up to 1,000
- Medium
Up to 400
- High
Up to 160

[Display the scan button] check box

Select this check box to display the scan button.

When this check box is selected, the [Show the message] check box becomes available.

[Show the message] check box

Select this check box to display a message on the screen which the scan button is displayed on.

When this is selected, enter a message in [Message].

Message

Enter a message.

Up to 100 characters can be entered.

ATTENTION

- If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the message may not be displayed correctly on the touch screen of the scanner.
Make sure that the entered message is displayed correctly on the touch screen of the scanner.
- When a message is displayed on the touch screen of the scanner, spaces at the beginning of a character string that has been brought down are removed.

[Input meta data from a scanner] check box

Select this check box to display an input field for entering a character string that is output to the index file.

When this check box is selected, specify [Field Name], and select or clear the [Input numerical characters only] check box and the [Show the message] check box.

Field Name

Enter a name of the input field for entering a character string that is output to the index file.

Up to 32 characters can be entered.

The following characters cannot be used:

< >

ATTENTION

If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the field name may not be displayed correctly on the touch screen of the scanner.

Make sure that the entered field name is displayed correctly on the touch screen of the scanner.

HINT

A character string that is entered in [Field Name] with "(Scanner Entry)" added becomes a value for the "name" attribute in the "item" element in the index file.

For details about the specifications of the index file, refer to [Specifications of the Index File \(page 79\)](#).

[Input numerical characters only] check box

Select this check box to display only the numerical keyboard when entering meta data.

[Show the message] check box

Select this check box to display a message on the screen for entering meta data in.

When this is selected, enter a message in [Message].

Message

Enter a message.

Up to 100 characters can be entered.

ATTENTION

- If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the message may not be displayed correctly on the touch screen of the scanner.
Make sure that the entered message is displayed correctly on the touch screen of the scanner.

- When a message is displayed on the touch screen of the scanner, spaces at the beginning of a character string that has been brought down are removed.

[Log out immediately after the job is complete] check box

Select this check box to log out immediately after a job is complete when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC]. This cannot be selected when the authentication method is [Scanner].

Scan Settings

Clicking [Scan Settings] shows or hides the items in the scan settings.

Profile Settings

Clicking [Profile Settings] shows or hides the items in the profile settings.

Scanner Driver Profile to Be Used

Select a scanning profile to be used.

You can change the following settings after selecting a scanning profile.

- Image Mode
- Resolution
- Paper Size
- Sides

HINT

You can check scanning profiles that can be selected for [Scanner Driver Profile to Be Used] in the [\[Profile List\] Window \(page 61\)](#).

Image Mode

The image mode can be changed. Select a value that you want to set.

When [Apply the profile settings] is selected, the current value is displayed on the right of the list.

If you do not change the value, select [Apply the profile settings].

ATTENTION

When the following scanning profile is selected for [Scanner Driver Profile to Be Used], this item cannot be changed.

- A scanning profile with [Multi Image Output] set for [Image Mode]

Resolution

The resolution can be changed. Select a value that you want to set.

When [Apply the profile settings] is selected, the current value is displayed on the right of the list.

If you do not change the value, select [Apply the profile settings].

ATTENTION

- When the following scanning profile is selected for [Scanner Driver Profile to Be Used], this item cannot be changed.
 - A scanning profile with [Multi Image Output] set for [Image Mode]
 - When the following scanning profile is selected for [Scanner Driver Profile to Be Used], the resolution will change to [400 dpi].
 - Scanning profile with 401 dpi or more set for [Resolution]
- For details, refer to [Operation Specifications of a Scanning Profile \(page 82\)](#).

Paper Size

The paper size can be changed. Select a value that you want to set.

When [Apply the profile settings] is selected, the current value is displayed on the right of the list.

If you do not change the value, select [Apply the profile settings].

When you select [Custom], specify the following:

Unit

Select a unit for the paper size.

The maximum length and width values available for the selected unit are displayed on the right of the list.

Length

Enter a length for the paper size.

Width

Enter a width for the paper size.

ATTENTION

When the following scanning profile is selected for [Scanner Driver Profile to Be Used], the length may change.

- Scanning profile with 14 in. or more set for [Paper Size]

For details, refer to [Operation Specifications of a Scanning Profile \(page 82\)](#).

Sides

The scanning side can be changed. Select a value that you want to set.

When [Apply the profile settings] is selected, the current value is displayed on the right of the list.

If you do not change the value, select [Apply the profile settings].

ATTENTION

When a scanning profile with [On] set for [Front/Back Merging] is selected for [Scanner Driver Profile to Be Used], this item cannot be changed.

Separation**Document Separator**

Select whether to divide a multi-page image to save as multiple files when multiple documents are scanned, and how a multi-page image should be divided if it is to be divided.

HINT

When you divide a multi-page image to save as multiple files, a file name for each image that is divided can be changed by adding [Document Counter] to [File Name] in [File Properties].

- **None**
Does not divide a multi-page image.
- **Blank Page**
Divides a multi-page image with each blank page when documents include blank pages.

[Remove separator] check box

Select this check box to remove images of blank pages that are used as separators.

[Separate a document when both sides are blank] check box

Select this check box to use consecutive blank pages to divide a multi-page image. This can be specified in duplex scanning mode.

- **Number of images**
Divides a multi-page image by a number of pages.
Enter a number of pages that a multi-page image should be divided by.
Up to 4 digits can be entered for a number of pages.
- **Patch Code**
Divides a multi-page image with each patch code printed page when documents with a patch code printer are included.

Patch Code Type

Select the check box for the type of patch code that is printed on documents.

[Remove separator] check box

Select this check box to remove images with a patch code.

- **Barcode**

Divides a multi-page image with each barcode printed page when documents with a barcode printed are included.

For details about specifications of barcodes, refer to [Specifications of Barcodes \(page 85\)](#).

Barcode Type

Select the check box for the type of barcode that is printed on documents.

Detection Area

Select an area of a document where a barcode is detected (barcode detecting area).

- Whole

Sets the whole area of an image as the barcode detecting area.

- Custom

Sets the area which you specify as the barcode detecting area.

Unit

Select a unit for specifying the barcode detecting area.

- mm
- inch

Top

Specify a length from the top of a document to the barcode detecting area.

You can specify a value between 0 and the length or width of the document (whichever is bigger).

Left

Specify a length from the left of a document to the barcode detecting area.

You can specify a value between 0 and the length or width of the document (whichever is bigger).

Length

Specify the length of the barcode detecting area.

You can specify a value between 0 and the length or width of the document (whichever is bigger).

Width

Specify the width of the barcode detecting area.

You can specify a value between 0 and the length or width of the document (whichever is bigger).

ATTENTION

When specifying [Top], [Left], [Length], or [Width], pay attention of the following:

- When [mm] is specified for the unit, the specified value is rounded off to one decimal place and then set.
- When [inch] is specified for the unit, the specified value is rounded off to three decimal places and then set.
- "[Top] + [Length]" must be the length or width of the document (whichever is bigger) or less.
- "[Left] + [Width]" must be the length or width of the document (whichever is bigger) or less.

[Remove separator] check box

Select this check box to remove images with a barcode.

Save Destination Settings

Clicking [Save Destination Settings] shows or hides the items in the save destination settings.

Save Destination**Type**

Select an external service to save images in.

Parameter

Enter information required for saving images in an external service.

For details about the settings, refer to the EdgeXperience Capture Service Connector User's Guide.

File Properties**HINT**

When [Multi Image Output] is set in the scanning profile, [1st], [2nd], and [3rd] and their image types are displayed.

File Format

Select a file format of the image file.

- PDF File (*.pdf)
- SinglePage PDF File (*.pdf)
- Tagged Image File Format (*.tif)
- MultiPage Tagged Image File Format (*.tif)
- JPEG File (*.jpg)

For details about the specifications of the image file, refer to [Specifications of the Image File \(page 84\)](#).

HINT

The selections differ depending on the image mode set in the scanning profile. When the image mode is [Black & White] or [Automatic Color Detection], [JPEG File(*.jpg)] does not appear.

File Name

Enter a name of the image file.

The following characters cannot be used:

.. % \ / * : ? " < > | Control characters from 0x00 to 0x1F and from 0x7F to 0x9F

ATTENTION

If the selected item with the [Name Rule] button contains a character that cannot be used as a file name, it will be replaced with "=".

[Name Rule] button

Select items to be added to the file name.

In the input field for [File Name], move the cursor to the place where you want to add an item and select an item.

The selected item is put in < > and inserted into the specified place.

- Batch Index
Adds a database-based ID of a batch to the file name.
- Job name
Adds a job name to the file name.
- Scanner Name
Adds a scanner name to the file name.
- User Display Name
Adds a user display name to the file name.
- Username
Adds a user name to the file name.
- Batch ID
Adds a batch ID to the file name.
- Job Group Name
Adds a job group name to the file name.
- Date
The timezone is Pacific Standard Time.
- MMddyyyy

Adds the date when a scan completion notification from a scanner was received to the file name in the date format "MMddyyyy".

- ddMMyyyy

Adds the date when a scan completion notification from a scanner was received to the file name in the date format "ddMMyyyy".

- yyyyMMdd

Adds the date when a scan completion notification from a scanner was received to the file name in the date format "yyyyMMdd".

- Time

Adds the time when a scan completion notification from a scanner was received to the file name.

The timezone is Pacific Standard Time.

- Document Counter

Adds the document counter to the file name.

The document counter is a number that counts the number of document image files.

Specify [Minimum digits] in the [\[Counter Options\] Window \(page 48\)](#) that is displayed when the [Counter Options] button is clicked.

- Page Counter

Adds the page counter to the file name.

The page counter is a number that counts the number of pages in an image file.

Specify [Minimum digits] in the [Counter Options] window that is displayed when the [Counter Options] button is clicked.

- Document Separator Value

Adds the document separator value to the file name.

A barcode value (up to 128 characters) is added to the file name when a barcode is used as a document separator.

A character string in the format of "SEPARATOR" + separator number (four digit number) is added to the file name when a barcode is not used as a document separator.

A separator number (four digits number) starts from "0001" and increments by one for each separation.

A separator number is between "SEPARATOR0001" and "SEPARATOR1000".

- Multi-image Output Number

Adds a multi-image output number to the file name.

This becomes available when [Multi Image Output] is set in the scanning profile. The number "1" is added to the file name for the 1st, "2" for the 2nd, and "3" for the 3rd.

The fixed number "1" is added to the file name when [Multi Image Output] is not set in the scanning profile.

- Meta Data

Adds the meta data to the file name.

When "A character string entered on the touch screen of the scanner" is selected, a field name is added to the file name. The field name is set in [Touch Screen Settings] in the [Create New Job] window/[Edit Job] window.

When a character string is entered in a field on the touch screen of the scanner, the field name is replaced with the character string that was entered.

Example: If a field name set in the [Create New Job] window/[Edit Job] window is "FAX Number"
<Field: FAX Number>

If a field name is "FAX Number" and "1234567890" is entered for "FAX Number" on the touch screen of the scanner, "1234567890" is added to the file name.

HINT

[Meta Data] is displayed when the [Input meta data from a scanner] check box is selected.

[Counter Options] button

Displays the [Counter Options] Window (page 48) to set [Minimum digits] for [Document Counter] or [Page Counter].

OCR Settings

This is displayed when OCR is available and allows you to configure the settings for OCR. For details about the settings, refer to the EdgeXperience Capture Service Connector User's Guide.

HINT

This is not displayed when [Multi Image Output] is selected for [Image Mode] in [Scanner Driver Profile to Be Used].

Index File

File Name

Enter a name of the index file.

The following characters cannot be used:

.. % \ / * : ? " < > | Control characters from 0x00 to 0x1F and from 0x7F to 0x9F

ATTENTION

If the selected item with the [Name Rule] button contains a character that cannot be used as a file name, it will be replaced with "=".

[Name Rule] button

Select items to be added to the file name.

In the input field for [File Name], move the cursor to the place where you want to add an item and select an item.

The selected item is put in < > and inserted into the specified place.

- Batch Index
Adds a database-based ID of a batch to the file name.
- Job name
Adds a job name to the file name.
- Scanner Name
Adds a scanner name to the file name.
- User Display Name
Adds a user display name to the file name.
- Username
Adds a user name to the file name.
- Batch ID
Adds a batch ID to the file name.
- Job Group Name
Adds a job group name to the file name.
- Date
The timezone is Pacific Standard Time.
 - MMddyyyy
Adds the date when a scan completion notification from a scanner was received to the file name in the date format "MMddyyyy".
 - ddMMyyyy
Adds the date when a scan completion notification from a scanner was received to the file name in the date format "ddMMyyyy".
 - yyyyMMdd
Adds the date when a scan completion notification from a scanner was received to the file name in the date format "yyyyMMdd".
- Time
Adds the time when a scan completion notification from a scanner was received to the file name.
The timezone is Pacific Standard Time.
- Document Separator Value
Adds the document separator value to the file name.
A barcode value (up to 128 characters) is added to the file name when a barcode is used as a document separator.
A character string in the format of "SEPARATOR" + separator number (four digit number) is added to the file name when a barcode is not used as a document separator.
A separator number (four digits number) starts from "0001" and increments by one for each separation.

A separator number is between "SEPARATOR0001" and "SEPARATOR1000".

- **Multi-image Output Number**

Adds a multi-image output number to the file name.

This becomes available when [Multi Image Output] is set in the scanning profile. The number "1" is added to the file name for the 1st, "2" for the 2nd, and "3" for the 3rd.

The fixed number "1" is added to the file name when [Multi Image Output] is not set in the scanning profile.

- **Meta Data**

Adds the meta data to the file name.

When "A character string entered on the touch screen of the scanner" is selected, a field name is added to the file name. The field name is set in [Touch Screen Settings] in the [Create New Job] window/[Edit Job] window.

When a character string is entered in a field on the touch screen of the scanner, the field name is replaced with the character string that was entered.

Example: If a field name set in the [Create New Job] window/[Edit Job] window is "FAX Number"
<Field: FAX Number>

If a field name is "FAX Number" and "1234567890" is entered for "FAX Number" on the touch screen of the scanner, "1234567890" is added to the file name.

HINT

[Meta Data] is displayed when the [Input meta data from a scanner] check box is selected.

[Save] button

Saves the settings that you configured.

[Cancel] button

Cancels the operation.

[Counter Options] Window

Specify the minimum digits for [Document Counter] or the minimum digits for [Page Counter] for a file name which is added to the name of an image file.

Document Counter

Minimum digits

Select the minimum digits of the document counter.

- 1
- 2

- 3
- 4

When you set [Separation] so that documents do not get divided, the document counter is set to "1" and the number of digits that you selected in [Minimum digits] is applied.

Example:When [Separation] is set so that documents do not get divided and [Minimum digits] is [4]
0001

When you set [Separation] so that documents get divided, the document counter starts with "1" and the number of digits that you selected in [Minimum digits] is applied.

Example:When [Separation] is set so that documents get divided and [Minimum digits] is [4]
0001, 0002, 0003, ...

Page Counter

Minimum digits

Select the minimum digits of the page counter.

- 1
- 2
- 3
- 4

The value starts with "1" in the number of digits selected in [Minimum digits] for each page.

Example:When [Minimum digits] is [4]
0001, 0002, 0003, ...

[OK] button

Saves the settings that you configured.

[Cancel] button

Cancels the operation.

Job Group

[Job Group List] Window

A list of job groups is displayed.

Create a new job group or clone or edit a job group.

[Create a new job group] button

Used to create a new job group.

The [\[New Job Group \(1/3\)\] Window \(page 50\)](#) appears.

Up to 100 job groups can be created.

[Job Group Name] column

Displays the names of job groups.

[Description] column

Displays a description about each job group.

[Manage] column

When you place the mouse pointer over a job group row, the following links appear in the [Manage] column.

- Edit
Used to edit a job group.
The [\[Clone Job Group\] Window/\[Edit Job Group\] Window \(page 54\)](#) appears.
- Clone
Used to clone a job group.
The [Clone Job Group] window/[Edit Job Group] window appears.
- Delete
Deletes a job group.

[New Job Group (1/3)] Window

Enter a name and description of a job group.

Job Group

Enter a job group name.

Up to 32 characters can be entered.

ATTENTION

If a character that cannot be used on the touch screen of the scanner (such as platform-dependent characters) is entered, the job group name may not be displayed correctly on the touch screen of the scanner.

Make sure that the entered job group name is properly displayed on the touch screen of the scanner.

Description

Enter a job group description.

Up to 256 characters can be entered.

[Cancel] button

Cancels the operation.

[Next] button

Displays the [\[New Job Group \(2/3\)\] Window \(page 51\)](#).

[New Job Group (2/3)] Window

Add a job to a job group.

Job Group

Displays a job group name which was entered in the [New Job Group (1/3)] window.

Description

Displays the description of a job group which was entered in the [New Job Group (1/3)] window.

Job list

Displays a list of jobs or levels to be added to a job group.

Add Job

Used to add a job to a job group.

The [Window for Adding a Job to a Job Group \(page 58\)](#) appears.

New Job

Used to create a new job to be added to a job group.

The [\[Create New Job\] Window/\[Edit Job\] Window \(page 35\)](#) appears.

New Level




Used to create a level in a job group.

The [\[Edit Level\] Window \(page 57\)](#) appears.

[Manage] column


Used to customize the display order for jobs or levels that are displayed on the touch screen of the scanner.

When you place the mouse pointer over a job row or level row, the following links appear in the [Manage] column.

-  (Move up)
Moves a job or level up.
-  (Move down)
Moves a job or level down.
-  (Delete from the list)
Deletes a job or level.

[Job name] column

Displays the names of jobs or levels.

When a level name is displayed,  and  are displayed.

Click  to open the level.

Click ▼ to close the level.

[Description] column

Displays a description about each job or level.

[Job Manage] column

- You can perform an operation regarding a job.
When you place the mouse pointer over a job row, the following links appear in the [Job Manage] column.
 - Edit
Used to edit a job.
The [\[Create New Job\] Window/\[Edit Job\] Window \(page 35\)](#) appears.
 - Clone
Used to clone a job.
The [Create New Job] window/[Edit Job] window appears.
- You can perform an operation regarding a level.
When you place the mouse pointer over a level row, the following links appear in the [Job Manage] column.
 - Add Job
Used to add a job.
The [Window for Adding a Job to a Job Group \(page 58\)](#) appears.
 - New Job
Used to create a new job.
The [Create New Job] window/[Edit Job] window appears.
 - New Level
Used to create a level.
The [\[Edit Level\] Window \(page 57\)](#) appears.
 - Edit
Used to edit a level.
The [Edit Level] window appears.
 - Clone
Used to clone a level.
The [Edit Level] window appears.

[Cancel] button

Cancels the operation.

[Back] button

Displays the [\[New Job Group \(1/3\)\] Window \(page 50\)](#).

[Next] button

Displays the [\[New Job Group \(3/3\)\] Window \(page 53\)](#).

[New Job Group (3/3)] Window

Add a user or scanner to a job group.

Job Group

Displays a job group name which was entered in the [New Job Group (1/3)] window.

Description

Displays the description of a job group which was entered in the [New Job Group (1/3)] window.

User List

Displays a list of users when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].


Add

Used to add a user to the job group.

The [Window for Adding a User to a Job Group \(page 59\)](#) appears.

[Manage] column

Used to delete a user.

Place the mouse pointer over a user row and click  (Delete from the list) in the [Manage] column.

[User Display Name] column

Displays the display names of users.

[Type] column

One of the following user types is displayed.

- SuperAdmin
- Administrator
- User

For details about the types and roles of users, refer to [Types of Users \(page 12\)](#).

[Description] column

Displays a description about each user.

Scanner List

Displays a list of scanners when the authentication method is [Scanner].


Add

Used to add a scanner to the job group.

The [Window for Adding a Scanner to a Job Group \(page 60\)](#) appears.

[Manage] column

Used to delete a scanner.

Place the mouse pointer over a user row and click  (Delete from the list) in the [Manage] column.

[Scanner Name] column

Displays the names of scanners.

[Cancel] button

Cancels the operation.

[Back] button

Displays the [\[New Job Group \(2/3\)\] Window \(page 51\)](#).

[Complete] button

Creates a job group.

[Clone Job Group] Window/[Edit Job Group] Window

Clone or edit a job group.

Job Group

Enter a job group name.

Up to 32 characters can be entered.

Description

Enter a job group description.

Up to 256 characters can be entered.

Job list

Displays a list of jobs or levels to be added to the job group.

Clicking [Job list] shows or hides the items in the job list.

Add Job

Used to add a job to the job group.

The [Window for Adding a Job to a Job Group \(page 58\)](#) appears.

New Job

Used to create a new job to be added to the job group.

The [\[Create New Job\] Window/\[Edit Job\] Window \(page 35\)](#) appears.

New Level




Used to create a level in the job group.

The [\[Edit Level\] Window \(page 57\)](#) appears.

[Manage] column


Used to customize the display order for jobs or levels that are displayed on the touch screen of the scanner.

When you place the mouse pointer over a job row or level row, the following links appear in the [Manage] column.

-  (Move up)
Moves a job or level up.
-  (Move down)
Moves a job or level down.
-  (Delete from the list)
Deletes a job or level.

[Job name] column

Displays the names of jobs or levels.

When a level name is displayed,  and  are displayed.

Click  to open the level.

Click  to close the level.

[Description] column

Displays a description about each job or level.

[Job Manage] column

- You can perform an operation regarding a job.
When you place the mouse pointer over a job row, the following links appear in the [Job Manage] column.
 - Edit
Used to edit a job.
The [\[Create New Job\] Window/\[Edit Job\] Window \(page 35\)](#) appears.
 - Clone
Used to clone a job.
The [Create New Job] window/[Edit Job] window appears.
- You can perform an operation regarding a level.
When you place the mouse pointer over a level row, the following links appear in the [Job Manage] column.
 - Add Job
Used to add a job.
The [Window for Adding a Job to a Job Group \(page 58\)](#) appears.
 - New Job
Used to create a new job.

The [Create New Job] window/[Edit Job] window appears.

- New Level
Used to create a level.
The [\[Edit Level\] Window \(page 57\)](#) appears.
- Edit
Used to edit a level.
The [Edit Level] window appears.
- Clone
Used to clone a level.
The [Edit Level] window appears.

User List

Displays a list of users who are added to a job group when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

Clicking [User List] shows or hides the items in the user list.


Add

Used to add a user to a job group.

The [Window for Adding a User to a Job Group \(page 59\)](#) appears.

[Manage] column

Used to delete a user.

Place the mouse pointer over a user row and click  (Delete from the list) in the [Manage] column.

[User Display Name] column

Displays the display names of users.

[Type] column

One of the following user types is displayed.

- SuperAdmin
- Administrator
- User

For details about the types and roles of users, refer to [Types of Users \(page 12\)](#).

[Description] column

Displays a description about each user.

Scanner List

Displays a list of scanners which are added to a job group when the authentication method is [Scanner].

Clicking [Scanner List] shows or hides the items in the scanner list.


Add

Used to add a scanner to a job group.

The [Window for Adding a Scanner to a Job Group \(page 60\)](#) appears.

[Manage] column

Used to delete a scanner.

Place the mouse pointer over a scanner row and click  (Delete from the list) in the [Manage] column.

[Scanner Name] column

Displays the names of scanners.

[Cancel] button

Cancels the operation.

[Complete] button

Saves the settings that you configured.

[Edit Level] Window

Create, clone, or edit a level.

Level Name

Enter a level name.

Up to 48 characters can be entered.

Level Description

Enter a level description.

Up to 256 characters can be entered.

Level Button Color

Select a color for a level button that you want to display on the touch screen of the scanner.

[OK] button

Saves the settings that you configured.

[Cancel] button

Cancels the operation.

[Browse job groups] Window

Check the settings of a job group.

Job Group Name

Displays the name of a job group.

Description

Displays a description about a job group.

Job list

Displays a list of jobs or levels.

[Job name] column

Displays the names of jobs or levels.

[Description] column

Displays a description about each job or level.

User List

Displays a list of users who have been added to a job group when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

[User Display Name] column

Displays the display names of users.

[Type] column

One of the following user types is displayed.

- SuperAdmin
- Administrator
- User

For details about the types and roles of users, refer to [Types of Users \(page 12\)](#).

[Description] column

Displays a description about each user.

Scanner List

Displays a list of scanners which have been added to a job group when the authentication method is [Scanner].

[Scanner Name] column

Displays the names of scanners.

[OK] button

Closes the window.

Window for Adding a Job to a Job Group

Add a job to a job group.

[Search] button

Filters the jobs that are displayed in the job list by specifying the following.

- Find

Enter a part of a character string or a whole character string that is displayed in the [Job name] column, [Description] column, or [Job Group Name] column.

Up to 256 characters can be entered.

[Job name] column

Displays the names of jobs.

The jobs with their check boxes on the left selected are added to a job group.

HINT

To operate all the displayed jobs in one go, use a check box on the left of [Job name].

When this check box is selected, all the check boxes of the jobs are selected.

When this check box is cleared, all the check boxes of the jobs are cleared.

[Description] column

Displays a description about each job.

[Job Group Name] column

Displays the name of a job group if a job has been added to another job group.

If a job is added to multiple job groups, each job group name is separated with a comma (,).

[OK] button

Adds a job to a job group.

[Cancel] button

Cancels the operation.

Window for Adding a User to a Job Group

Add a user to a job group.

[Search] button

Filters the users that are displayed in the list by specifying the following.

- Find

Enter a part of a character string or a whole character string that is displayed in the [User Display Name] column, [Description] column, or [Job Group Name] column.

Up to 256 characters can be entered.

[User Display Name] column

Displays the display names of users.

The display names of the users that have already been added are not displayed.

The users with their check boxes on the left selected are added to a job group.

For a user that has already been added to another job group, the check box is not displayed.

HINT

- To operate all the displayed user display names in one go, use a check box on the left of [User Display Name].
When this check box is selected, all the check boxes of the user display names are selected.
When this check box is cleared, all the check boxes of the user display names are cleared.
- A user cannot be added to multiple job groups.

[Type] column

One of the following user types is displayed.

- SuperAdmin
- Administrator
- User

For details about the types and roles of users, refer to [Types of Users \(page 12\)](#).

[Description] column

Displays a description about each user.

[Job Group Name] column

Displays the names of job groups if users have been added to job groups.

One job group name is displayed per user.

HINT

A user cannot be added to multiple job groups.

[OK] button

Adds a user to a job group.

[Cancel] button

Cancels the operation.

Window for Adding a Scanner to a Job Group

Add a scanner to a job group.

[Search] button

Filters the scanners that are displayed in the list by specifying the following.

- Find
Enter a part of a character string or a whole character string that is displayed in the [Scanner Name] column.
Up to 256 characters can be entered.

[Scanner Name] column

Displays the names of scanners.

The scanners with their check boxes on the left selected are added to a job group.

The names of the scanners that have already been added are not displayed.

For a scanner that has already been added to another job group, the check box is not displayed.

HINT

- To operate all the displayed scanner names in one go, use a check box on the left of [Scanner Name].
When this check box is selected, all the check boxes of the scanner names are selected.
When this check box is cleared, all the check boxes of the scanner names are cleared.
- A scanner cannot be added to multiple job groups.

[Job Group Name] column

Displays the names of job groups if the scanners have been added to job groups.

One job group name is displayed per scanner.

HINT

A scanner cannot be added to multiple job groups.

[OK] button

Adds scanners to a job group.

[Cancel] button

Cancels the operation.

[Profile List] Window

Check, import, or delete scanning profiles.

EdgeXperience Capture Service provides some preset profiles.

The preset profiles cannot be deleted.

In [Profile List], up to 1,001 scanning profiles (including preset profiles) are displayed.

[Import a profile] button

Imports a scanning profile.

Among scanning profiles, you can only import a scanning profile (*.pav) that was backed up from the PaperStream IP driver.

For details about operations from creating a scanning profile to importing a scanning profile, refer to [Understanding the Flow for Creating a Scanning Profile \(page 19\)](#).

[Search] button

Filters the profiles that are displayed in the list by specifying the following.

- Find

Enter a part of a character string or a whole character string that is displayed in the [Profile Name] column.

Up to 256 characters can be entered.

Characters are case-insensitive.

[Profile Name] column

Displays the names of scanning profiles.

[Profile Manage] column

Used to delete a scanning profile.

Place the mouse pointer over a scanning profile row and click [Delete] in the [Profile Manage] column.

Batch Log

[Batch Log List] Window

Processing statuses of jobs that are performed by users are listed.

The batch log list is updated automatically. The interval for automatically updating the batch log list is set by the administrator in the [Preferences] window.

HINT

A batch refers to a process when a job is performed, and a batch log refers to the processing status.

[Export] button

Outputs all batch logs to a CSV file.

The character encoding for a CSV file is UTF-8.

[Mark all errors as "Checked"] button

Changes the [Error] status of each batch to the [Error (Checked)] status.

[Retry all the batches with errors] button

Click this button to display a message, confirming whether or not to retry the batches.

When you click the [OK] button, all batches with the [Retry] link displayed in the [Batch Manage] column will be retried.

[Search] button

Filters the batch logs that are displayed in the list by specifying the following.

- Date/Time

Specify the date/time when jobs were performed.

- **Status**
Specify the status of batches.
- **Find**
Enter a part of a character string or a whole character string that is displayed in the [Scanner Name] column, [User Display Name] column, [Job name] column, or [Description] column.
Up to 1,024 characters can be entered.
Characters are case-insensitive.

[Start Date/Time] column

Displays the date and time when each job was performed.

When you click the start date and time, the [\[Batch Log Details\] Window \(page 65\)](#) appears.

HINT

When the status of a batch is [Error], checking the details of the batch log in the [Batch Log Details] window and then closing the window changes the status to [Error (Checked)].

[Scanner Name] column

Displays the names of the scanners which performed a job.

[User Display Name] column

Displays the display names of the users who performed a job when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

Displays "-" when the authentication method is [Scanner].

[Job name] column

Displays the job names of scans.

[Status] column

Displays one of the following as the status of a batch.

- **Error**
Failed to process the image transferred from the scanner, to perform OCR on the image, or to save the image file.

HINT



The icon is displayed when the status of the batch is [Error].

- **Accepting**
Accepting the image being transferred from the scanner.
- **Waiting to process images**
Waiting to process the image that has been transferred from the scanner.
- **Processing images**

Processing the image transferred from the scanner.

- OCR is in progress
Performing OCR on the image transferred from the scanner after the image has been processed.
- Waiting to save a file
Waiting to save the image file and the index file after the image transferred from the scanner has been processed or OCR has been performed on the image.
- Files are being saved
Saving the image file and the index file to the save destination.
- Completed
The image file and the index file have been saved, and a batch has been completed.
- Cancel
Scanning documents has been stopped or a batch has been canceled in the Batch Log List.
- Error (Checked)
Details of a batch log have been checked in the [Batch Log Details] window.

[Description] column

When the status of a batch is [Error] or [Error (Checked)], a detailed description about the error is displayed.

For details, refer to [Messages in Batch Logs Displayed in the Administrator Window \(on the Web\) \(page 76\)](#).

[Batch Manage] column

When you place the mouse pointer over a batch log row, the following links appear in the [Batch Manage] column.

- Retry
Retries the batch that failed.
This is displayed when the status of a batch is [Error] or [Error (Checked)] and the batch that failed can be retried.
Take appropriate actions according to [Messages in Batch Logs Displayed in the Administrator Window \(on the Web\) \(page 76\)](#) and then click [Retry].

HINT

- You can also check the [\[Batch Log Details\] Window \(page 65\)](#) to know whether the process can be retried.
- A batch with an [Error] or [Error (Checked)] status cannot be retried after 14 days have lapsed.

- Cancel
Deletes the image transferred from the scanner and changes the status of the batch to [Cancel].

[Batch Log Details] Window

Check details of a batch log.

Start Date/Time

Displays the date and time when a job was performed.

Last Modified

Displays the date and time when a batch log was modified most recently.

Serial Number

Displays the serial number of the scanner which performed a job.

Scanner Name

Displays the name of the scanner which performed a job.

IP Address

Displays the IP address of the scanner which performed a job.

User Display Name

Displays the display names of the users who performed a job when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

Displays "-" (hyphen) when the authentication method is [Scanner].

Job name

Displays the job name of a scan.

Retry

Displays whether a batch can be retried.

A batch can be retried if an error occurs while images are being processed, OCR is being performed, or files are waiting to be saved.

Batch ID

Displays the batch ID.

Status

Displays one of the following as the status of a batch.

- **Error**

Failed to process the image transferred from the scanner, to perform OCR on the image, or to save the image file.

- **Accepting**

Accepting the image being transferred from the scanner.

- **Waiting to process images**

Waiting to process the image that has been transferred from the scanner.

- **Processing images**

Processing the image transferred from the scanner.

- OCR is in progress
Performing OCR on the image transferred from the scanner after the image has been processed.
- Waiting to save a file
Waiting to save the image file and the index file after the image transferred from the scanner has been processed or OCR has been performed on the image.
- Files are being saved
Saving the image file and the index file to the save destination.
- Completed
The image file and the index file have been saved, and a batch has been completed.
- Cancel
Scanning documents has been stopped or a batch has been canceled in the Batch Log List.
- Error (Checked)
The error has been checked in the [Batch Log Details] window.

Description

When the status of a batch is [Error] or [Error (Checked)], a detailed description about the error is displayed.

For details, refer to [Messages in Batch Logs Displayed in the Administrator Window \(on the Web\) \(page 76\)](#).

[OK] button

Closes the window.

Event Log

[Event Log List] Window

Event logs in EdgeXperience Capture Service are listed.

[Export] button

Outputs a list of all event logs to a CSV file.
The character encoding for a CSV file is UTF-8.

[Clear] button

Clears event logs.

[Mark all errors as "Checked"] button

Changes all the event logs of the [Error] type to [Error (Checked)].

[Search] button

Filters the event logs that are displayed in the list by specifying the following.

- **Filter the list by type**
Select the check boxes for types of event logs that you want to display in the list.
- **Find**
Enter a part of a character string or a whole character string that is displayed in the [Message] column.
Up to 1,024 characters can be entered.
Characters are case-insensitive.

[Event Date/Time] column

Displays the date/time when each event occurred.

When you click the event date and time, the [\[Event Log Details\] Window \(page 67\)](#) appears.

[Event Type] column

Displays the following event types.

- Information
- Warning
- Error
- Error (Checked)

[Message] column

Displays the message of each event log.

For details, refer to [Messages in Event Logs Displayed in the Administrator Window \(on the Web\) \(page 77\)](#).

[Event Log Details] Window

Check details of an event log.

Event Date/Time

Displays the date/time when an event occurred.

Source of the Event

Displays the source of an event.

IP Address

Displays the IP address of the scanner if an event occurred in the scanner.

Scanner model name

Displays the model name of the scanner if an event occurred in the scanner.

Serial Number

Displays the serial number of the scanner if an event occurred in the scanner.

User Display Name

Displays a user display name if an event occurred in EdgeXperience Capture Service.

Event Type

Displays the following event types.

- Information
- Warning
- Error
- Error (Checked)

Event Code

Displays the event code of an event log.

Message

Displays the message of an event log.

For details about the message of an event log, refer to [Messages in Event Logs Displayed in the Administrator Window \(on the Web\) \(page 77\)](#).

[OK] button

Closes the window.

[Preferences] Window

Configure settings in EdgeXperience Capture Service.

Window Settings

Set an update interval for the window.

Batch log list window update interval (sec.)

Select an interval (sec.) for automatically updating the batch log list in the [Batch Log List] window.

The selected update interval is displayed in the [Batch Log List] window.

Touch Screen Settings

Set how the touch screen on the scanner operates.

Clicking [Touch Screen Settings] shows or hides the items in the touch screen settings.

[Register a smart card from the touch screen] check box

Set whether to register a smart card for authentication purposes from the touch screen when the authentication method is [Username/Password or NFC] or [User Code/PIN or NFC].

This cannot be set because a smart card cannot be used when the authentication method is [Scanner].

HINT

- Once a smart card for authentication purposes is registered, the user can log in to EdgeXperience Capture Service by simply holding the smart card over the scanner. For details about how to register a smart card from the touch screen, refer to the EdgeXperience Capture Service User's Guide.
- Only one smart card can be registered per user.

SMTP Settings

The settings are used to send a notification email about the details of a batch if the batch results in an error. Set the SMTP server used for sending emails.

SMTP Email Server

Set a server name for the SMTP server.
Up to 255 characters can be entered.

SMTP Port Number

Set a port number for the SMTP server. The default value is "587".
Up to five digits can be entered.

Use SSL

Click the [Yes] button to use SSL communication.
Click the [No] button to not use SSL communication.

Email Server Username

Set a user name for connecting to the SMTP server.
Up to 256 characters can be entered.

Email Server Password

Set a password for connecting to the SMTP server.
Up to 256 characters can be entered.

Batch Log Notification Settings

Set whether to send a notification email about the details of a batch if the batch results in an error. In addition, set email recipients.

[Send an error batch log notification email] check box

Select this check box to send a notification email about the details of a batch if the batch results in an error.

Recipient Email Address

Set recipient email addresses.
Up to 10 email addresses can be set by entering each email address on a new line.

Sender Email Address

Set a sender email address.

Display Name

Set a display name for the sender email address.

[Test] button

Send a test email to recipient email addresses.

[Save] button

Saves the settings that you configured.

Update

[Scanner Update List] Window

A list of scanner updates is displayed.
You can check update statuses of scanners.

HINT

The latest scanner update module is available from the following website.
<https://www.pfu-us.ricoh.com/support/edgexperience-capture-service>

[Register a scanner update] button

Used to register a scanner update.

The [\[Register Scanner Updates\] Window \(page 71\)](#) appears.

The maximum number of scanner updates that can be registered is 20.

[Type] column

Displays the types of scanner update modules.

[Version/Name] column

Displays versions and names of scanner update modules.

[Update Group] column

Displays the names of update groups for scanners to be updated.

[Intended Updates] column

Displays the number of scanners to be updated.

Click the displayed number of scanners to display the [\[Update Status\] Window \(page 73\)](#).

[Updated] column

Displays the number of scanners that have been updated.

[Waiting for Updates] column

Displays the number of scanners that have not been updated.

[Errors] column

Displays the number of scanners that failed to be updated.

[Manage] column

When you place the mouse pointer over a row that you want, the following links appear in the [Manage] column.

- Edit
Used to edit a scanner update.
The [\[Register Scanner Updates\] Window \(page 71\)](#) appears.
- Delete
Deletes a scanner update.

[Register Scanner Updates] Window

Register a scanner update.

[Upload] button

Used to register a scanner update module.

A window for selecting a scanner update module (*.cab) appears.

HINT

The latest scanner update module is available from the following website.

<https://www.pfu-us.ricoh.com/support/edgexperience-capture-service>

Update Information

Displays details about a registered scanner update module.

Clicking [Update Information] shows or hides the items in the update information.

Type

Displays the type of a scanner update module.

Version/Name

Displays a version and name of a scanner update module.

Model names

Displays a model name which a scanner update module is to be applied to.

Time period for updating

Select whether to put a restriction on a time period for which a scanner update is to be distributed/applied.

- Always allow

Always allows a scanner update module to be distributed/applied.

- **Never allow**
Never allows a scanner update module to be distributed/applied.
- **Allow only the time period below**
Allows a scanner update module to be distributed/applied only for a specified time period.
Specify a time period by using [Start time] and [End time].

Update Group List

Add update groups for scanners to be updated.

Clicking [Update Group List] shows or hides the items in the update group list.


Add

Displays a window for adding update groups.

For details about the window for adding update groups, refer to [Window for Adding Update Groups \(page 72\)](#).

[Manage] column

Used to delete an update group.

Place the mouse pointer over an update group row and click  (Delete from the list) in the [Manage] column.

[Update Group] column

Displays the names of update groups.

[Complete] button

Used to register a scanner update.

The [\[Scanner Update List\] Window \(page 70\)](#) appears.

[Cancel] button

Cancels the operation.

Window for Adding Update Groups

Add update groups for scanners to be updated.

[Search] button

Filters the update groups that are displayed in the list by specifying the following.

- **Find**
Enter a part of a character string or a whole character string that is displayed in the [Update Group] column or [Version/Name] column.
Up to 256 characters can be entered.

[Update Group] column

Displays the names of update groups.

The update groups with their check boxes on the left selected are added to the update group list in the [\[Register Scanner Updates\] Window \(page 71\)](#).

For an update group that has already been added to another scanner update, the check box is not displayed.

HINT

To operate all the displayed update groups in one go, use the check box on the left of [Update Group].

When this check box is selected, all the check boxes of the update groups are selected.

When this check box is cleared, all the check boxes of the update groups are cleared.

[Version/Name] column

For an update group that has already been added to another scanner update, versions/names of scanner update modules are displayed.

[OK] button

Adds the update groups.

[Cancel] button

Cancels the operation.

[Update Status] Window

The update statuses of scanners are listed.

Type

Displays the type of a scanner update module.

Version/Name

Displays the version and name of a scanner update module.

[Search] button

Filters the scanners that are displayed in the list by specifying the following.

- Find

Enter a part of a character string or a whole character string that is displayed in the following columns.

- [Scanner Name] column
- [Serial Number] column
- [IP Address] column
- [MAC Address] column
- [Update Group] column

- [Status] column
Up to 32 characters can be entered.
Characters are case-insensitive.

[Scanner Name] column

Displays the names of scanners.

[Serial Number] column

Displays the serial numbers of scanners.

[IP Address] column

Displays the IP addresses of scanners.

[MAC Address] column

Displays the MAC addresses of scanners.

[Update Group] column

Displays the names of update groups that are set for the scanners.

[Status] column

Displays the update statuses of scanners.
The statuses are as follows.
If the status is [Errors], it is displayed in red.

- No updates
- Waiting for Updates
- Updated
- Errors

[Scanner Manage] column

If [Errors] is displayed in the [Status] column, click [Clear Error] in order to clear the error.

HINT

Updating scanners does not resume until the error is cleared.

[Back] button

Displays the [\[Scanner Update List\] Window \(page 70\)](#).

[Usage Status] Window

Check usage statuses of EdgeXperience Capture Service.

HINT

This is displayed only when you are subscribed to the pay-per-use plan.

The following usage statuses are displayed.

- **Usage**
A bar graph indicates usage.
- **Total Usage in the Specified Period**
A line graph indicates the total usage in the specified period.
- **Fixed Usage Amount**
A line indicates the fixed usage amount (upper limit) in the specified period.

HINT

Click a graph legend to show/hide the corresponding graph.

Plan

Displays a plan name.

Type

Select a type of unit to display the usage amount.

- **Monthly**
Displays the monthly usage.
- **Daily**
Displays the daily usage.

Period

Select a year or a month-long period to display the usage amount.

[View] button

Displays the result for the selected period.

[About] Window

Information about EdgeXperience Capture Service is displayed.

Appendix

The appendix provides additional information.

Message List

This section shows lists of messages that appear while EdgeXperience Capture Service is in use.

Messages in Batch Logs Displayed in the Administrator Window (on the Web)

Messages are displayed in [Description] in the [Batch Log List] window that is displayed by clicking [Batch Log] in the left menu in the administrator window (on the web).

Message	Solution
Image processing failed. Detail code: <Server error code>(<Image processing error code>)	Review the job settings, and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to save the images.	Review the following settings, and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window. <ol style="list-style-type: none">1 Settings for a job2 Settings for a user who performed a job3 Settings for a connector
Failed to save the images. Details: <Details>	Review the following settings by referring to the details, and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window. <ol style="list-style-type: none">1 Settings for a job2 Settings for a user who performed a job3 Settings for a connector
Failed to perform OCR.	Review the following settings, and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window. <ol style="list-style-type: none">1 Settings for a job2 Settings for a user who performed a job3 Settings for a connector
Failed to perform OCR. Details: <Details>	Review the following settings by referring to the details, and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window.

Message	Solution
	<ol style="list-style-type: none"> 1 Settings for a job 2 Settings for a user who performed a job 3 Settings for a connector
Failed to save the index file. Details: <Details>	Review the job settings by referring to the details, and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Failed to process images. Details: <Details>	Review the job settings by referring to the details, and then click [Retry] in the [Batch Manage] column in the [Batch Log List] window.
Scanning was not completed. Details: The scanner may be turned off or the network connection may be disconnected during scanning.	Check the connection status of the scanner, and then perform the job again.

Messages in Event Logs Displayed in the Administrator Window (on the Web)

Messages are displayed in [Message] in the [Event Log List] window that is displayed by clicking [Event Log] in the left menu in the administrator window (on the web).

Event Code	Message	Solution
0B081501	<Type> was successfully applied. Version/Name: <Version/Name>	No measures are needed because the operation is normal.
0B091601	Importing profiles has started.	No measures are needed because the operation is normal.
0B091602	The profile was imported successfully.	No measures are needed because the operation is normal.
0B091603	Importing users has started.	No measures are needed because the operation is normal.
0B091604	Successfully imported users.	No measures are needed because the operation is normal.
0B091607	All "Error" batches that could be retried have started retrying.	No measures are needed because the operation is normal.
0B091608	All "Error" batches that could be retried were retried successfully.	No measures are needed because the operation is normal.
6B092540	Failed to import the profile.	Wait for a while and then import the scanning profile again.

Event Code	Message	Solution
	Another import process is being performed. Wait for a while, and then try again.	
6B092541	Failed to import users. Another import process is being performed. Wait for a while, and then try again.	Wait for a while and then import the users again.
7B083536	<Type> could not be applied. Version/ Name: <Version/Name>	Check the registered scanner update module and scanner status, and then apply the update again.
7B093562	Failed to import the profile.	Specify a scanning profile (*.pav) that was exported from the PaperStream IP driver, and then try again.
7B093563	Failed to import users.	Review the content of a CSV file, and then try again.
7B093564		
7B093565	Failed to import the profile. The number of registrable profiles has exceeded the maximum.	The number of registered scanning profiles has exceeded the limit. Delete unnecessary scanning profiles, and then try again.
7B093566	Failed to import users. The number of users that can be registered has exceeded the limit.	The number of users to be imported has exceeded the limit. Review the content of a CSV file, and then try again.
7B093567	Failed to import the following number of users. <ul style="list-style-type: none"> • The number entered is in an incorrect format. <Number of rows in a CSV file> • No required items have been specified. <Number of rows in a CSV file> • Invalid format. <Number of rows in a CSV file> • The number of registered users exceeds the limit. <Number of rows in a CSV file> 	Review the content of a CSV file, and then try again. If the number of users that have already been registered exceeds the limit, delete unnecessary users, and then try again.

Specifications of Jobs/Job Groups

Item	Item Details	Specification
Job	The number of jobs that can be created	Up to 1,000
Job group	The number of job groups that can be created	Up to 100
	The number of levels that can be created in one job group	1 to 4
	The number of jobs and levels that can be added to one level in a job group	Up to 20
	The number of job groups that can be set for one user	1 (One job group can be set for each user)
	The number of job groups that can be set for one scanner	1 (One job group can be set for each scanner)
Scanner update	The number of scanner updates that can be registered	Up to 20
	The number of update groups that can be set for one scanner	1 (One update group can be set for each scanner)

Specifications of the Index File

- **File format**
 - XML
 - JSON
- **Character code**
 - UTF-8
- **Output unit for files**
 - Per batch

HINT

When [Multi Image Output] is set in the scanning profile, index files are separately output for the 1st, 2nd, and 3rd images.

If the same name is specified for the 1st, 2nd, and 3rd index files, the index files are merged in this order and output as one file.

● Output Items

- Page-based information is delimited by the "page" element. Each item information in the page is delimited by the "item" element. The "name" attribute of the "item" element contains the XML item name of the corresponding item. The "value" attribute is the value of the corresponding item.
- The following characters are output as entity references: "<", ">", "&", "\"".

Item	Description	XML Item Name
Separator No.	Document stack number	Separator No.
Total number of pages in the document	Total number of pages in the document stack	Total pages in current document
Page number in the document	Page number in the document stack	Page Number in Document
Page number	Page number that is counted from the first page	Page number
Actual page number	Page number that includes the pages skipped due to the blank page skip or removal of job separators	Actual page number
Date and time	Date and time when the job was performed The timezone is Pacific Standard Time.	Date&Time
User display name	Display name of the user who performed the job	User name
User name	Name of the user who performed the job	User Principal Name(Active Directory)
File name	File name of the image file	File name
Scanner model name	Name of the scanner which performed the job	Scanner name
Resolution	Resolution of the image (Unit: DPI)	Resolution
Width	Width of the image (Unit: pixels)	Width
Height	Height of the image (Unit: pixels)	Height
Bit depth	Bit depth of the image	Bit depth
Scanning side	Scanning side of the image (front/back)	Output side
Blank page	Blank page or not (True/False) (*1)	Blank Page
Job group name	Job group name that was distributed to the scanner	Job group name

Item	Description	XML Item Name
Job name	Name of the job that was performed	Job name
Scanner name (device name)	Name of the scanner which performed the job	Scanner device name
Barcode	Value for a barcode when documents are separated by barcodes	Barcode(Separator)
	Type of barcode when documents are separated by barcodes	Barcode Type(Separator)
Meta data	Character string that is entered by an operator on the touch screen of the scanner for a field that was set in [Input meta data from a scanner] for the job used for scanning (*2)	Field name that was set in [Input meta data from a scanner] for the job used for scanning (Scanner Entry)

*1:This is always "False" when [Off] is selected for [Blank Page Detection] in the scanning profile while an option other than [Blank Page] is selected for [Document Separator] in the [Create New Job] window/[Edit Job] window.

*2:Output only when the [Input meta data from a scanner] check box is selected in the [Create New Job] window/[Edit Job] window.

● Output example

```
<?xml version="1.0" encoding="UTF-8"?>
<root>
<page>
<item name="Separator No." value="Separator No." />
<item name="Total pages in current document" value="Total number of pages in the document stack" />
<item name="Page Number in Document" value="Page number in the document stack" />
<item name="Page number" value="Page number" />
<item name="Actual page number" value="Actual page number" />
<item name="Date&Time" value="Date and time" />
<item name="User name" value="User display name" />
<item name="User Principal Name(Active Directory)" value="User name" />
<item name="File name" value="File name" />
<item name="Scanner name" value="Scanner model name" />
<item name="Resolution" value="Resolution" />
<item name="Width" value="Width" />
<item name="Height" value="Height" />
<item name="Bit depth" value="Bit depth" />
<item name="Output side" value="Scanning side" />
<item name="Blank Page" value="True or False" />
<item name="Job group name" value="Job group name" />
```

```

<item name="Job name" value="Job name" />
<item name="Scanner device name" value="Scanner name (device name)" />
<item name="Barcode(Separator)" value="Value for a barcode when documents are separated
by barcodes" />
<item name="Barcode Type(Separator)" value="Type of barcode when documents are separated
by barcodes" />
<item name="Character string that is entered in [Field Name] in the [Create New Job] window/
[Edit Job] window (Scanner Entry)" value="Character string that is entered by an operator on the
touch screen of the scanner for a field name that was set in the [Create New Job] window/[Edit
Job] window" />(*1)
</page>
.
.
</root>

```

*1:If a field name set in the [Create New Job] window/[Edit Job] window is "FAX Number" and "1234567890" is entered for "FAX Number" on the touch screen of the scanner, the output is as follows:

```
<item name="FAX Number (Scanner Entry)" value="1234567890" />
```

Operation Specifications of a Scanning Profile

This section explains about the operation specifications of functions which have been set in a scanning profile.

Out of the functions that are set in a PaperStream IP driver profile, some of them are not supported by this service. The functions that are not supported are shown in the table. Except for the functions shown in the table, all other functions are supported.

In the following table, hyphens (-) are used to connect items to be set in the PaperStream IP driver windows and indicate the level of the items.

Example:Switch by Code Sheet

Basic - Image Mode - Switch by Code Sheet

Unsupported items on the PaperStream IP driver window	Operations for these unsupported items (if set)
Basic - Image Mode - Switch by Code Sheet	The driver operates with [Black & White].
Basic - Resolution (When 401 dpi or more is specified)	The driver operates with 400 dpi.
Basic - Paper Size (*1) <ul style="list-style-type: none"> When [Feeder (Front Side)], [Feeder (Back Side)], or [Feeder (Both Sides)] is set "301 dpi" or more, and "355.6 mm (14 in.)" or more for [Length] 	The driver operates as follows: <ul style="list-style-type: none"> When [Feeder (Front Side)], [Feeder (Back Side)], or [Feeder (Both Sides)] is set If "301 dpi" or more is specified, [Length] changes to "355.6 mm (14 in.)".

Unsupported items on the PaperStream IP driver window	Operations for these unsupported items (if set)
<ul style="list-style-type: none"> When [Feeder (Front Side)] or [Feeder (Back Side)] is set "300 dpi" or less, and "1,828.8 mm (72 in.)" or more for [Length] When [Feeder (Both Sides)] is set "300 dpi" or less, and "863.6 mm (34 in.)" or more for [Length] 	<ul style="list-style-type: none"> When [Feeder (Front Side)] or [Feeder (Back Side)] is set If "300 dpi" or less is specified, [Length] changes to "1,828.8 mm (72 in.)". When [Feeder (Both Sides)] is set If "300 dpi" or less is specified, [Length] changes to "863.6 mm (34 in.)".
Basic - Carrier Sheet	<p>The driver operates with [Off].</p> <p>When [Double-page Spread] or [Clipping (Both Sides)] is set for [Basic - Carrier Sheet], the driver operates with [Feeder (Both Sides)] for [Basic - Paper Source].</p> <p>When [Clipping (Front Side)] is set for [Basic - Carrier Sheet], the driver operates with [Feeder (Front Side)] for [Basic - Paper Source].</p> <p>The driver operates with [End of Page Detection & Overscan] for [Page - Cropping].</p>
Image - Black & White Method - Halftone - Halftone Pattern - Download Pattern	The driver operates with [Static Threshold].
Image - Black & White Method - SEE - Halftone Pattern - Download Pattern	The driver operates with [Static Threshold].
Image - Tone Adjustment - Download Pattern	The driver operates with [Normal].
Image - Dropout Color - Hardware Setting	The driver operates with [Green].
Page - Cropping - Priority - Accuracy	The driver operates with [Speed].
Page - Split Image	The driver operates with [Off].
Paper Feeding - Multifeed Detection - Action - Stop and Show Image	<p>If a multifeed is detected, you will be notified of an error after a scan is performed.</p> <p>In the error window, you can select whether to save an image or not.</p> <p>Note that no image is displayed in the error window.</p>
Batch - Assisted Scan	The driver operates with [Off].
Batch - Continuous Scan	The driver operates with [Off].
Batch - Job Control	The driver operates with [Off].
Batch - Patch Code Detection	The driver operates with [Off].
Batch - Barcode Detection	The driver operates with [Off].

Unsupported items on the PaperStream IP driver window	Operations for these unsupported items (if set)
Batch - Automatic Profile Selection	The driver operates with [Off]. The driver operates with [Automatic] for [Page - Rotation].
Output - Statistic Information - Display	The driver operates with [Do not display].
Output - Statistic Information - Save	The driver operates with [Off].
Toolbar - Option - Use separate settings for front and back side	The driver operates with [Use same setting for front and back side].
Toolbar - Option - Set separate scanning areas for each side	The driver operates with [Set same scanning area for each side].
Toolbar - Configuration - Event - Error/Warning Event - Message Display (When driver dialog is shown)	The driver operates with [Do not display].
Toolbar - Configuration - Event - Error/Warning Event - Message Display (When driver dialog is not shown)	The driver operates with [Do not display].
Endorser - Imprinter - Setup Dialog Box	The driver operates with [Do not display].

*1:If there is a length specified for any items in the PaperStream IP driver profile, the value for the length changes in accordance with the paper size.

Specifications of the Image File

● Black & white image

File format	Compression format
PDF File (*.pdf) (*1)	CCITT G4
SinglePage PDF File (*.pdf) (*1)	
Tagged Image File Format (*.tif)	
MultiPage Tagged Image File Format (*.tif)	

*1:PDF/A is not supported.

● Grayscale/color image

File format	Compression format
PDF File (*.pdf) (*1)	JPEG
SinglePage PDF File (*.pdf) (*1)	

File format	Compression format
Tagged Image File Format (*.tif)	
MultiPage Tagged Image File Format (*.tif)	
JPEG File (*.jpg)	

*1:PDF/A is not supported.

Specifications of Barcodes

This section explains about the specifications of barcodes that can be used as separators. The types of detectable barcodes and barcode detection conditions are as follows.

- **One-dimensional Barcode**



Example: Code 3 of 9

Code	Character Set	Digit
UPC-A	Numbers	12 (includes check digit)
EAN 8 (JAN 8) EAN 13 (JAN 13)	Numbers	8 or 13 (includes check digit)
Code 3 of 9	Full ASCII	1 to 32 (excludes start and stop codes)
Code 128 (EAN 128)	Full ASCII	1 to 32 (excludes check characters)
Codabar (NW-7)	4 types of start and stop characters, numbers, 6 types of symbol	1 to 32 (excludes start and stop codes)
ITF	Numbers	2 to 32 (always an even number)

- **Detection Conditions for One-dimensional Barcodes**

Item	Condition
Barcode height	10 to 30 mm/0.39 to 1.18 in.
Barcode width	300 mm/11.81 in. or shorter
Barcode margin	5 mm/0.20 in. or more around a barcode (For ITF, 5 mm/0.20 in. or more, or at least 6 times the width of the narrow element (whichever is wider) on both the right and left sides of ITF)
Barcode color	Black

Item	Condition
Barcode background color	White
Resolution	200 dpi or higher
Barcode angle	Horizontal and vertical
Narrow element width/Module width	<ul style="list-style-type: none"> • UPC-A/EAN 8 (JAN 8)/EAN13 (JAN 13) 300 dpi or higher: 0.264 mm/0.010 in. or more Less than 300 dpi: 0.30 mm/0.012 in. or more • Code 3 of 9/Code 128 (EAN 128)/Codabar (NW-7) 300 dpi or higher: 0.20 mm/0.008 in. or more Less than 300 dpi: 0.30 mm/0.012 in. or more • ITF 300 dpi or higher: 0.254 mm/0.010 in. or more Less than 300 dpi: 0.30 mm/0.012 in. or more
Wide element width	14.0 mm/0.55 in. or less (For UPC-A, EAN 8 (JAN 8), EAN13 (JAN 13), and Code 128 (EAN 128), width of the widest element (4 modules wide))
Intercharacter gap	<ul style="list-style-type: none"> • UPC-A/EAN 8 (JAN 8)/EAN13 (JAN 13)/Code 128 (EAN 128)/ITF There are no gaps between the characters. • Code 3 of 9/Codabar (NW-7) Equal to or greater than the narrow element width, and equal to or less than 1.52 mm/0.06 in. or 3 times the narrow element width (whichever is bigger)

HINT

- Skewed barcodes may not be recognized correctly.
- Using the same sheet repeatedly may decrease the recognition accuracy due to accumulated dirt on the sheets. If the sheet is not recognized correctly or gets smudged, replace it with a new sheet.
- If the character string recognized from a one-dimensional barcode includes the control code [NUL], this control code is replaced with " " (space).
- If control character recognition fails, the following results may be delivered:
 - The control characters are recognized as numerical characters.
 - Not only the control characters but also other characters on the barcode are skipped without being recognized.
- The barcode may not be recognized correctly depending on the document (if skewed), the settings configured in the scanning profile, and/or the condition of printed barcodes. Make sure that the barcode is correctly recognized before starting operations.

- If barcode scanning performance deteriorates, limit the barcode types to be detected or narrow the barcode area to improve the scanning performance.
- If more than one barcode exists in the barcode recognition area, which barcode (or data area) will become valid is unknown. Therefore, if more than one barcode or data area exists, make sure to specify the recognition area so that only a single barcode or data area is included.
- If more than one barcode exists in the barcode recognition area, the order in which barcodes are detected is undetermined.
- Barcodes may be recognized even when the barcode is not black or its background color is not white. Before using this function, adjust the settings so the results will match your intended use.
- Barcode recognition results may include errors if a barcode is smaller than the minimum size required.

Specifications of the Import/Export File for the User Information

- **File format**

CSV

- **Character code**

UTF-8

- **Specification**

Value (*1)	Description
User name	<p>An email address that is used for logging in to EdgeXperience Capture Service</p> <ul style="list-style-type: none"> • Enter this using up to 100 characters in the format of [LocalPart]@[DomainName]. The following characters are available. <ul style="list-style-type: none"> - Alphabetic characters (uppercase) - Alphabetic characters (lowercase) - Numbers - Symbols that are listed below ! # \$ % & ' + - ^ _ ` { } ~ . <p>However, "." cannot be entered as a leading or trailing character. In addition, two periods (".") or more cannot be entered continuously.</p> • Entering this is essential.
Password	<p>A password that is used for logging in to EdgeXperience Capture Service</p> <ul style="list-style-type: none"> • Enter this using 8 to 64 characters. Include at least three types of characters described below:

Value (*1)	Description
	<ul style="list-style-type: none"> - Alphabetic characters (uppercase) - Alphabetic characters (lowercase) - Numbers - Symbols that are listed below ! @ # \$ % ^ & * - _ + = [] { } \ : ' , ? / ` ~ " () ; . <ul style="list-style-type: none"> • Entering this is essential when you register a new user. • This is not exported.
Whether or not a user is required to set a password when logging in for the first time	<p>Setting whether a user is required to change a password when a user logs in to EdgeXperience Capture Service for the first time</p> <p>0</p> <p>A user is not required to set a password In this case, a user can log in using a password that has been entered in [Password].</p> <p>1</p> <p>A user is required to set a password</p> <ul style="list-style-type: none"> • Entering this is essential when you register a new user. • This is not exported.
User display name	<p>Display name of a user</p> <ul style="list-style-type: none"> • Enter this using up to 256 characters. • Entering this is essential.
Description	<p>Description of a user</p> <ul style="list-style-type: none"> • Enter this using up to 256 characters. • Entering this is optional.
User type	<p>Account permission</p> <ul style="list-style-type: none"> • Enter either of the following parameters. <p>Admin</p> <p>Administrator</p> <p>User</p> <p>User</p> <ul style="list-style-type: none"> • Entering this is essential.
Information on a smart card	<p>Information on a smart card that is registered for authentication purposes</p> <ul style="list-style-type: none"> • Enter this in the following format. <CardType>:<CardParameter>

Value (*1)	Description
	<ul style="list-style-type: none"> Enter either of the following values for a card type. <p>0</p> <p>Mifare</p> <p>1</p> <p>FeliCa</p> <ul style="list-style-type: none"> A card parameter is an ID specific to a smart card. <ul style="list-style-type: none"> For Mifare, UID is used. For FeliCa, IDm is used. Entering this is optional.

*1:A space before or after an input value is ignored.

HINT

- [Connector Settings] cannot be imported or exported.
- User information about a SuperAdmin cannot be exported.
- User information is overwritten when the following occurs.
 - A user who has already been registered is defined in a CSV file.
 - The same user is repeatedly listed in a CSV file.

However, the following values are not overwritten.

 - User name
 - Password
 - Whether or not a user is required to set a password when logging in for the first time
- Information on the same smart card cannot be set for multiple users.
 - If information on a smart card has been set for a user who has already been registered, the information on a smart card cannot be set for another user.
 - If information on the same smart card is repeatedly listed in a CSV file, the information is set only for the first imported user.