

RICOH



Integrated Cloud Environment Bates Stamping User's Guide

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Table of Contents

Table of Contents	1
1 Preface.....	2
2 Introduction.....	4
3 Bates Stamping Non Smart Operation Panel Devices	5
4 Bates Stamping Smart Operation Panel	6
4.1 Bates Stamping Smart Operation Panel Screens and Operations.....	6
5 Appendix.....	19
5.1 Scan File Name	19
5.2 Messages related to Scanning	20
5.3 Bates Stamping Application Limitations.....	22
6 Notes:.....	23

1 Preface

This guide provides the details on how to use the Integrated Cloud Environment Bates Stamping Application on Ricoh MFPs.

About This Guide

This guide is divided into three primary sections:

1. Introduction

This section lays the foundation for understanding the Integrated Cloud Environment, and related application.

2. Operation of Bates Stamping Integrated Cloud Environment Applications

This section contains step-by-step instructions on how to scan documents using the Integrated Cloud Environment Bates Stamping application.

4. Appendix

This section contains additional reference materials.

Note: The operation panel screen shot images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).


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2 Introduction

What is Integrated Cloud Environment?

The Integrated Cloud Environment is a collection of Web applications running within the "Ricoh Cloud." An appropriate MFP device, with Browser Unit, is used to access these web applications. These web applications provide various document management services, like Scanning, OCR, Cloud Printing, and connectivity to popular document storage services.

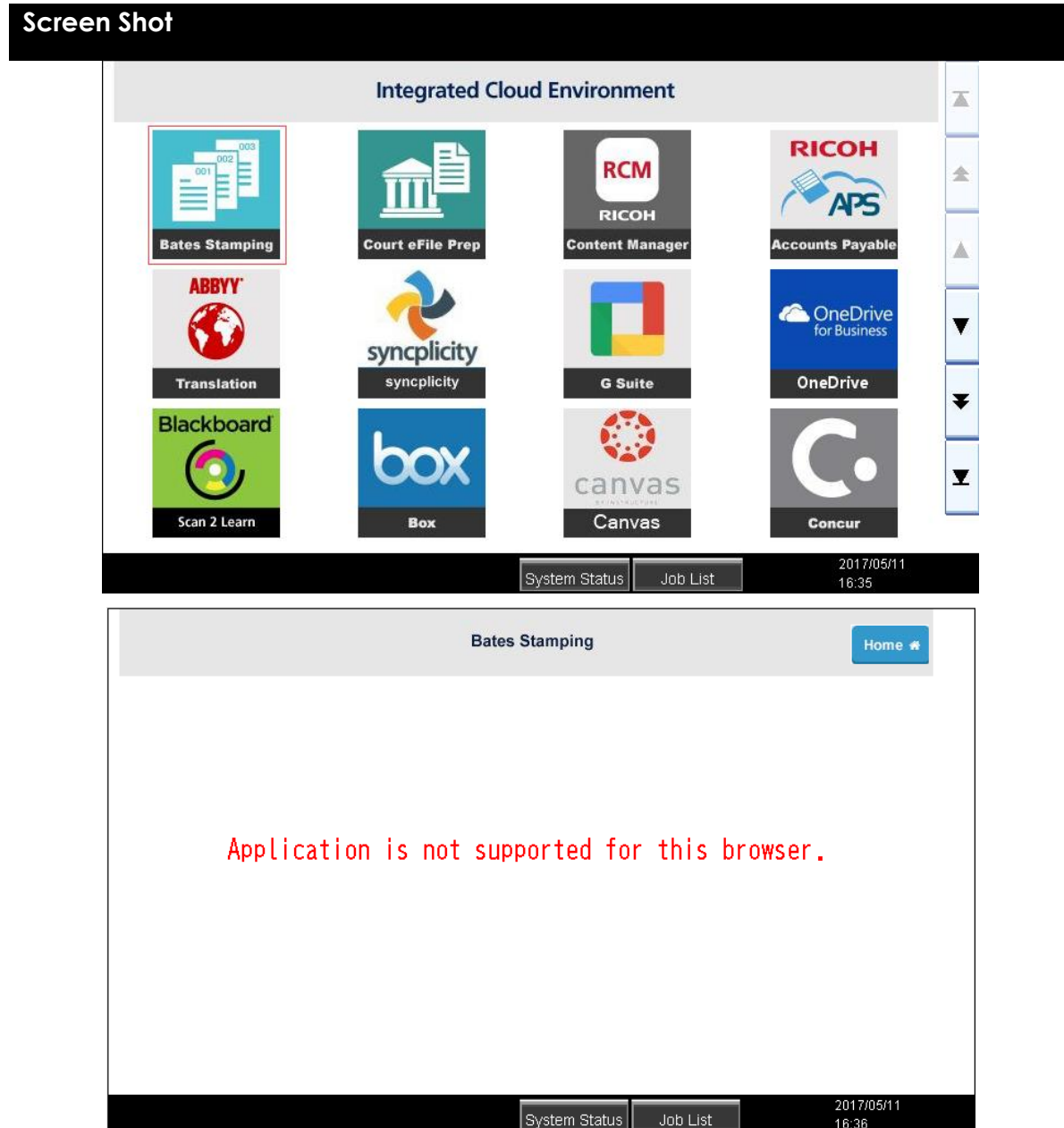
Application

Application	ICON	Feature Description
Bates Stamping		<p>Bates Stamping allows you to stamp based on various settings and also split large file sizes as selected by user and send documents to one email address. Bates Stamping also supports OCR, PDF/A and PDF formats. Email ID registration is available for easy access.</p>

3 Bates Stamping Non Smart Operation Panel Devices

Note: Bates Stamping application is supported only on Ricoh MFPs which have Smart Operation panel.

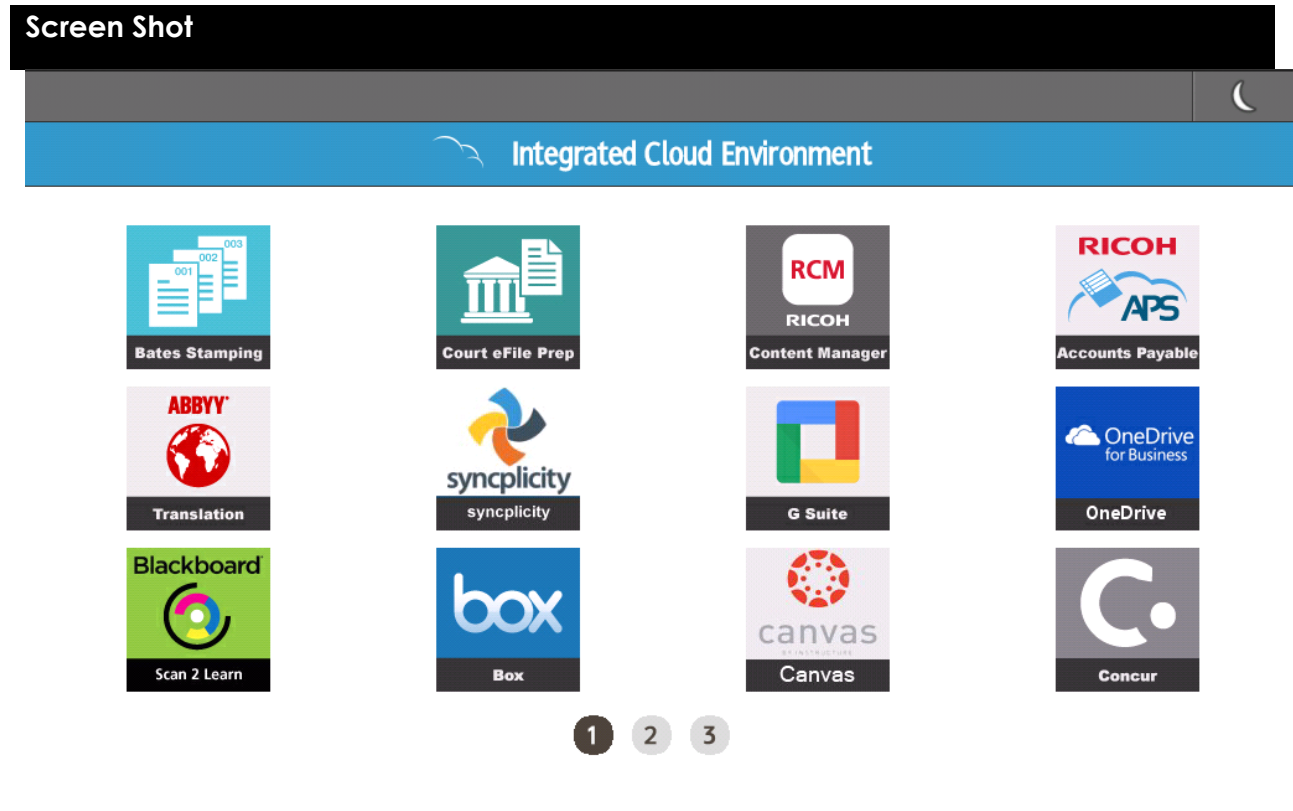
If this application is selected on Non Smart Operation panel devices, following screen is displayed



4 Bates Stamping Smart Operation Panel

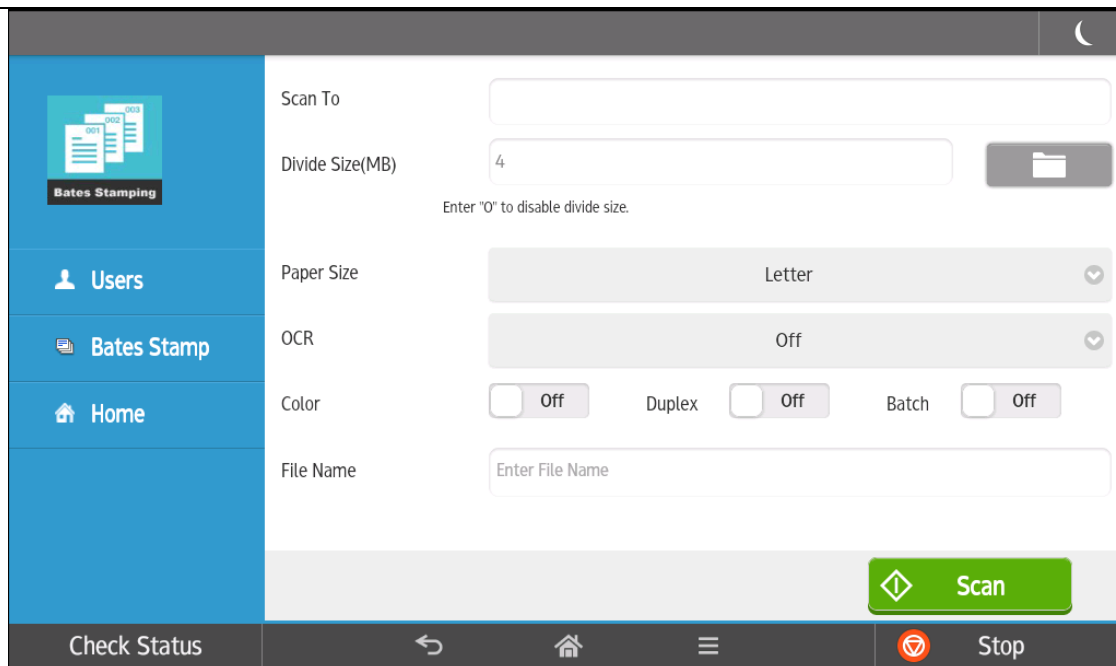
4.1 Bates Stamping Smart Operation Panel Screens and Operations

This section provides an overview of the Bates Stamping application and its operation on a Smart Operation panel supported devices.



Press the ICON on home screen to launch Browser NX application with Integrated Cloud Environment URL.

Integrated Environment application portal is displayed. Press on 'Bates Stamping' ICON.



Note: Before scanning a preregistered user need to be selected by pressing 'Users' button.

Following Settings are available:

1. Divide Size(MB): 0-40
2. Color: Off or On
3. Duplex: Off or On
4. Batch: Off or On [Setting On will enable Batch Scanning]
5. OCR: Off, PDF/A, PDF
6. Page Size: Auto, Letter, A4, Legal, 11x17 or A3

Note:

1. Select Size as 'Auto' for all standard sizes recognized by MFP.
2. Use 'Letter', 'A4', 'Legal', 'A3' or '11x17', if you are scanning non standard sizes like 'Receipts' etc, depending on the size of paper.

File Name: Max Chars (32)

Home: Return to Main Menu screen [Application List]

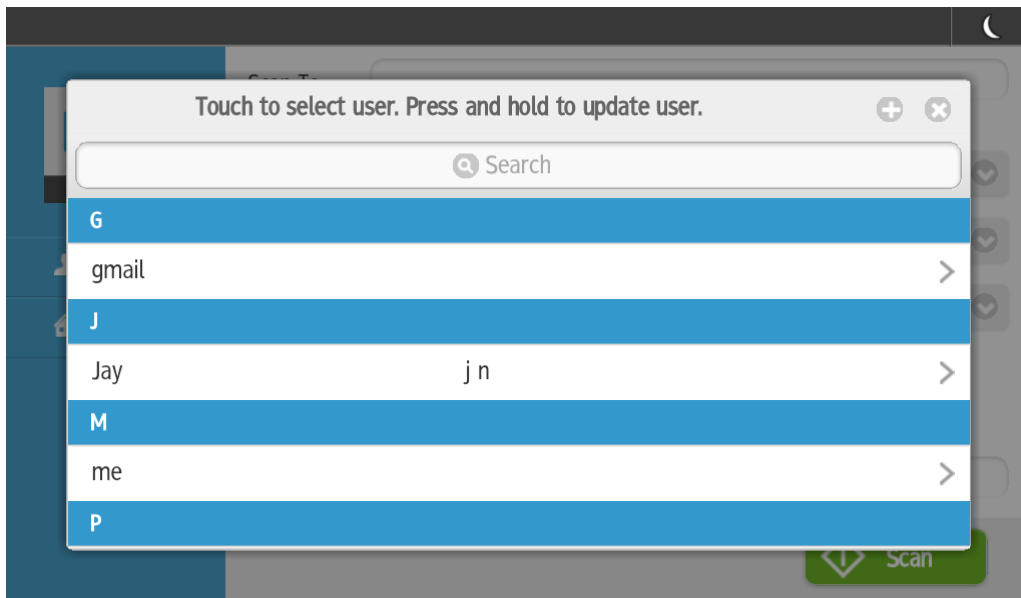
Users: Pressing this button opens a pop up dialog, which contains list of pre-registered users

Bates Stamp: Pressing this button will display bates stamp related settings

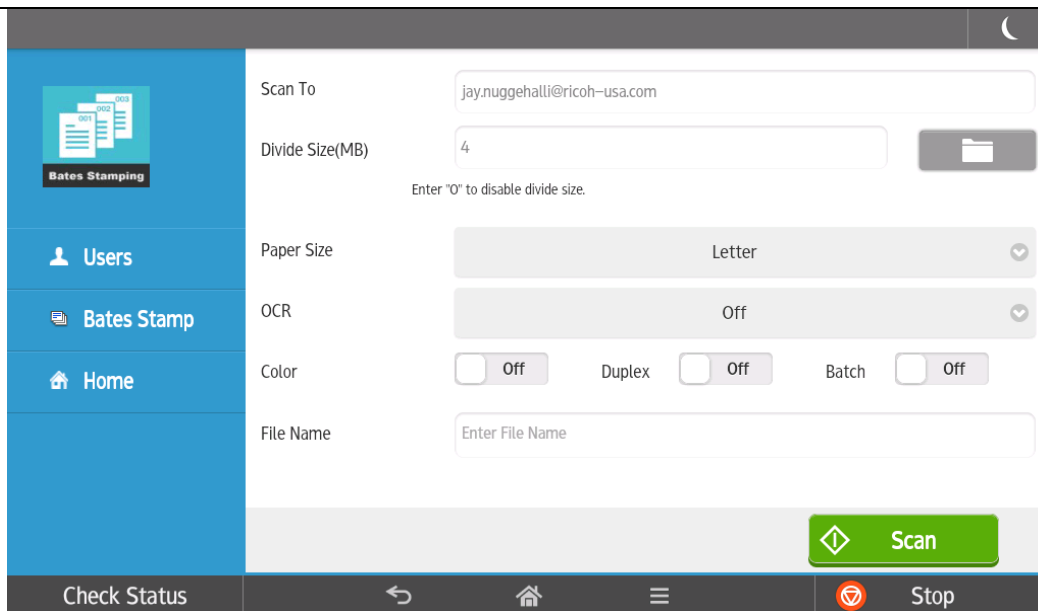
Scan: Scan documents to Email

File Name: Touch the edit box next to Filename, this will open up softkey board. Enter file name [Max 32 Characters] of the document. If filename is not entered filename with Time stamp and 3 digit random number is created. See Appendix for details.

User Selection

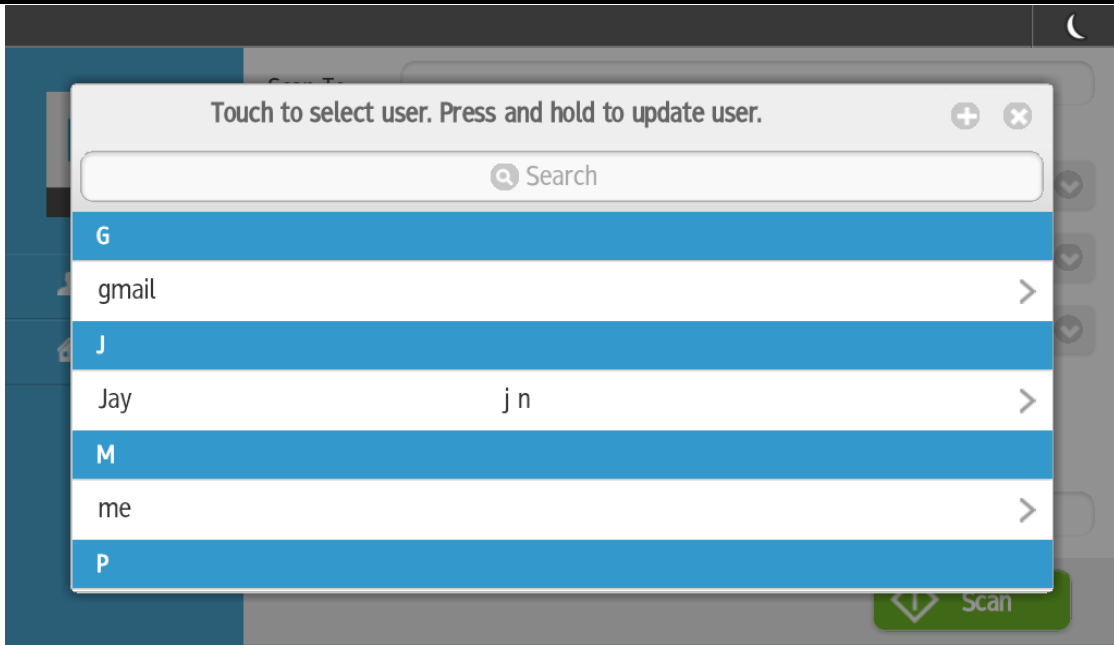


Pressing 'Users' button displays the pre-registered users list. Select your user id from this list.



Once the user is selected in the previous step, User's email address Scan to.

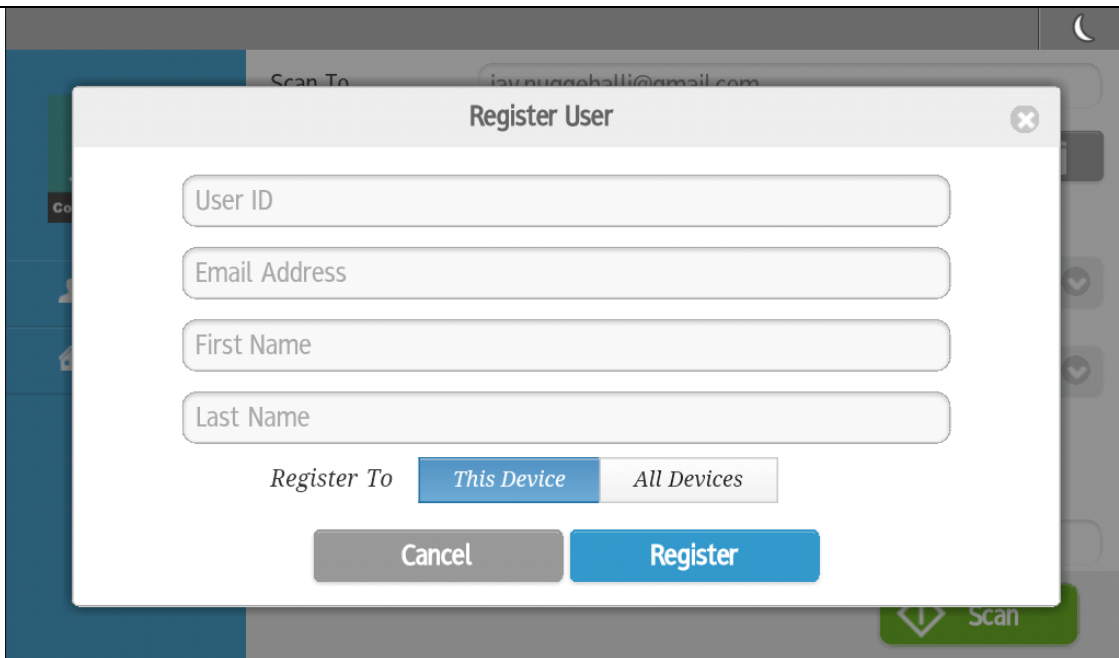
User Registration



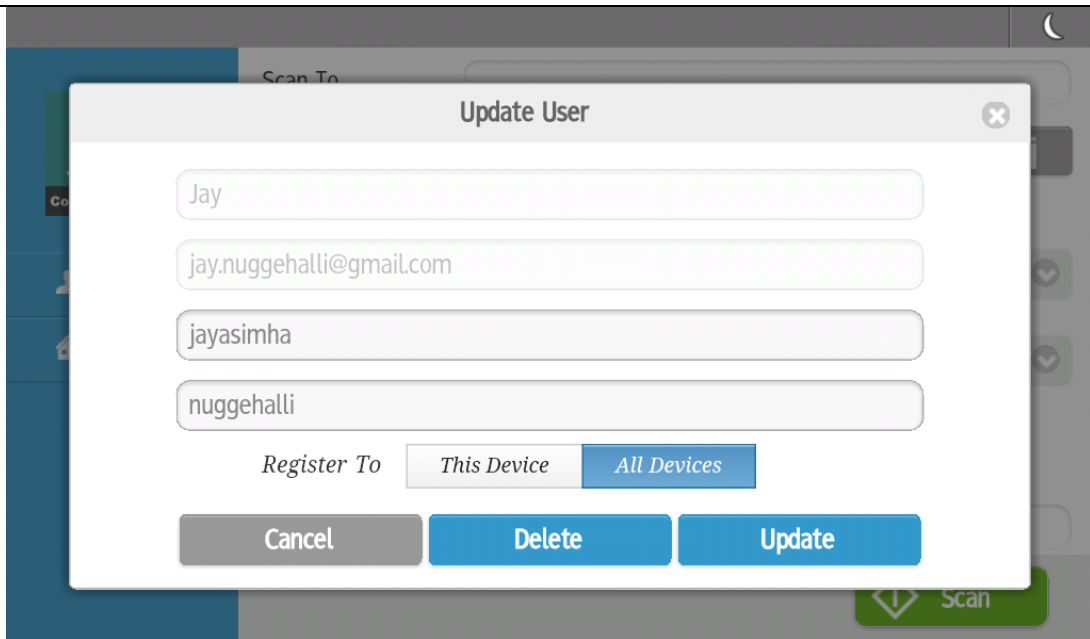
This Screen is displayed when 'User list' button is pressed in Scan Settings Screen.

User can Search registered user in this screen. Register New User & Update User

Touch  to register a new user




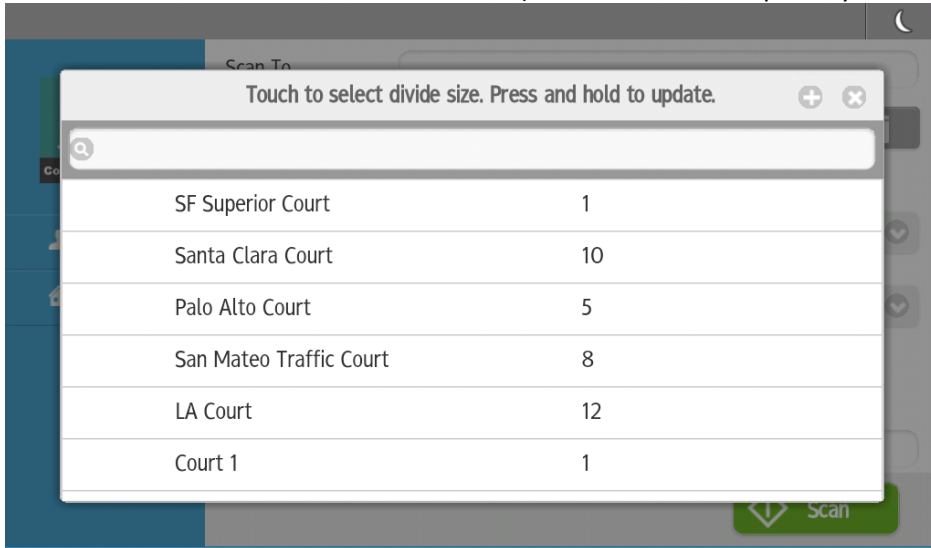
Enter required information in this screen




Touching & holding a user for couple of seconds opens up Update User Screen

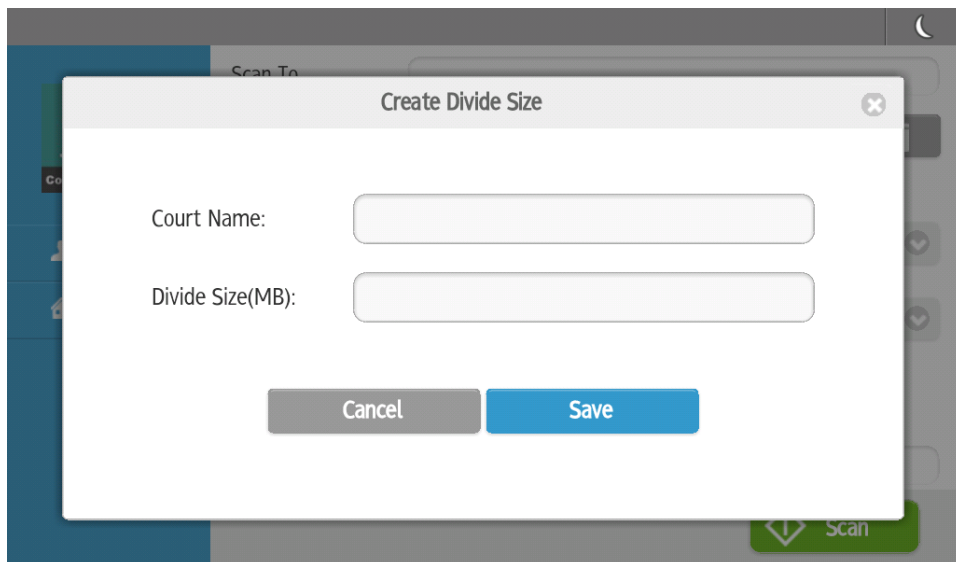
Divide Size: Court and Divide Size Registration

Touching  next to Divide Size Edit box will show following list. User can Add/Update this list, which indicates Court Name and associated Divide Size. (Document size accepted by the court)

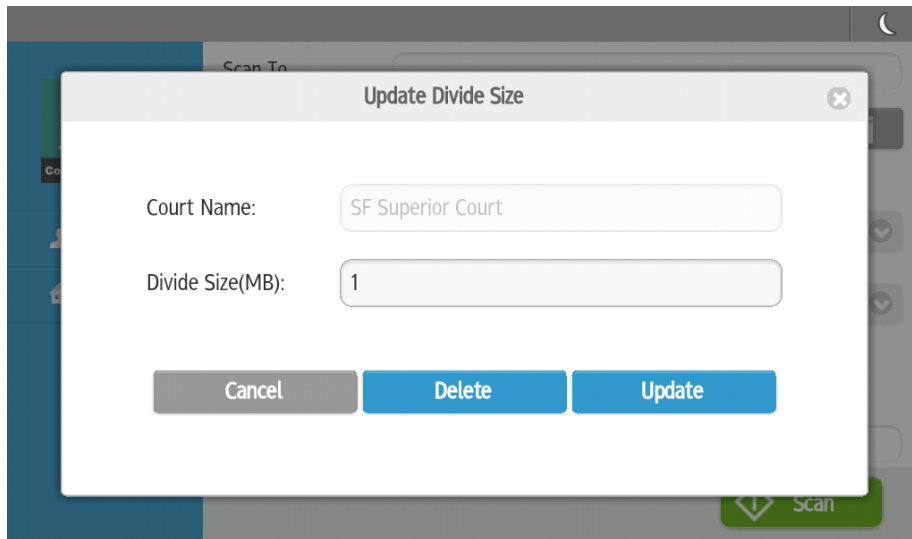


User can Register New Court and Divide Size & also Update current entry in the list

Touch  to register a new court name and size




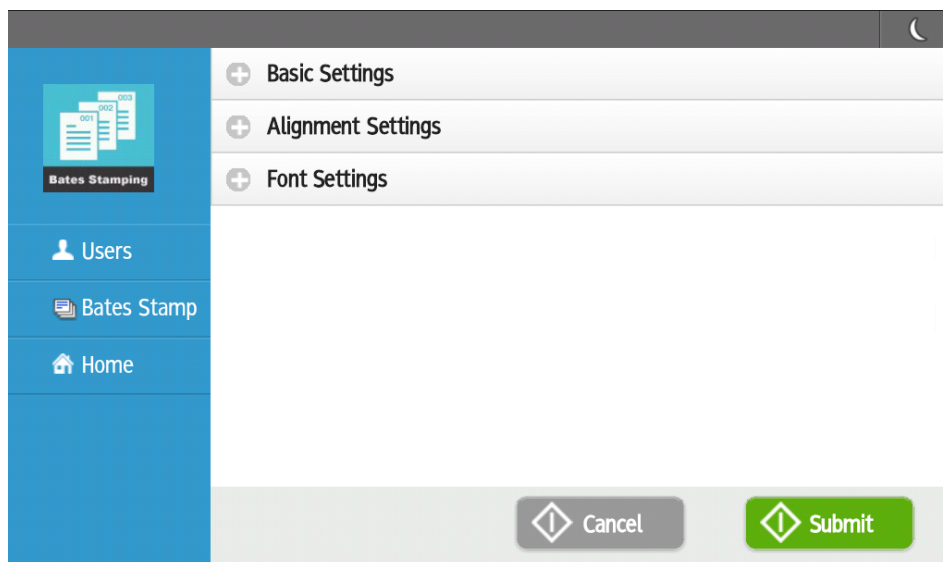
Enter Court Name and Divide Size and touch Save



Press and hold the item in above list to update


Bates Stamp Settings

Touching  button will display Bates Stamp related settings.



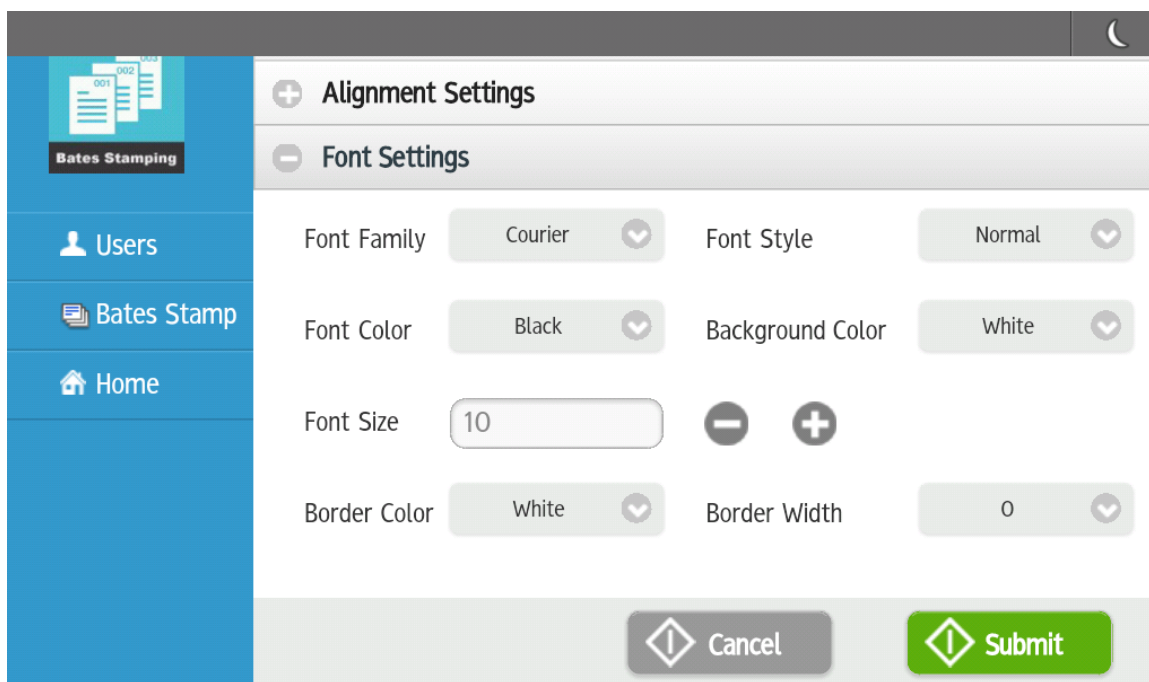
There are three categories of settings:

- Basic Settings
- Alignment Settings
- Font Settings

Touch  to expand the settings under each category

Basic Settings	Description
Prefix	Bates stamp Prefix (Max: 128 Characters)
Suffix	Bates stamp suffix (Max: 128 Characters)
Counter Start	Min: 0
Counter End	Should be greater than 1000 from Counter Start

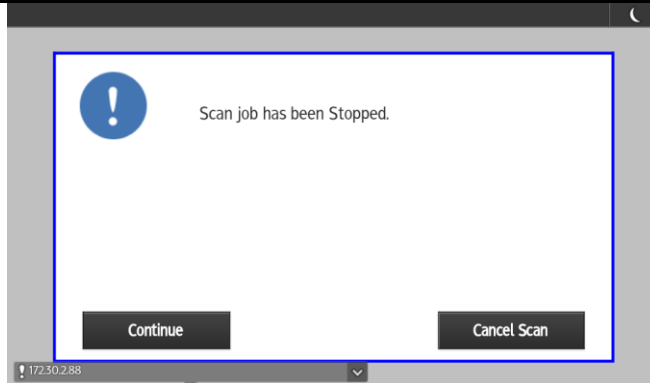
Alignment Settings	Details
Vertical	Top [Default] Middle Bottom
Horizontal	Left [Default] Center Right
Leading Spaces	Range 0-100 Default 0
Trailing Spaces	Range 0-100 Default 0
Leading Zero	Unchecked [Default] Checked
Top/Bottom Margin	Range 0 – 25” Default: 0
Left/Right Margin	Range 0 – 25” Default: 0
Rotation (Degree)	Range 0-359 Default: 0



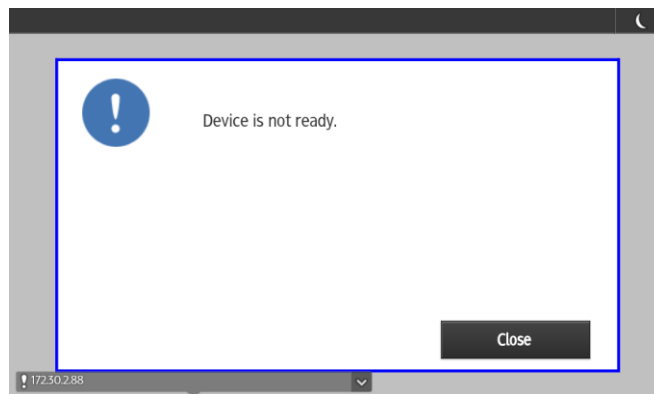
Font Settings	Details
Font Family	Courier [Default] Helvetica Times Roman
Font Style	Normal [Default] Bold Italic

Font Color	Black [Default] White Red Green Blue Cyan Magenta Yellow Orange Pink Gray Light Gray Dark Gray
Background Color	White [Default] Black Red Green Blue Cyan Magenta Yellow Orange Pink Gray Light Gray Dark Gray Transparent
Font Size	Range 6 – 500 Default 10
Border Color	White [Default] Black Red Green Blue Cyan Magenta Yellow Orange Pink Gray Light Gray Dark Gray
Border Width	Range 0-5 Default: 0

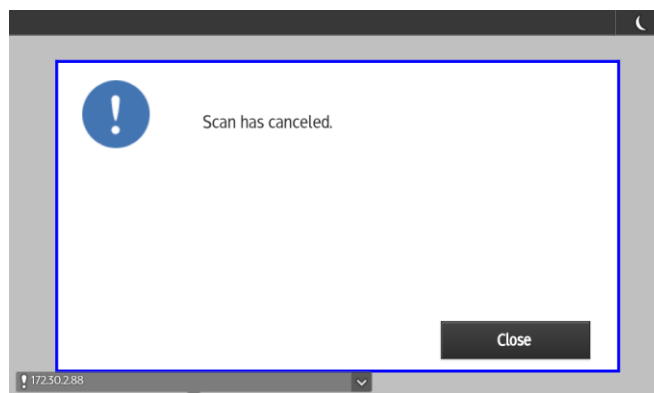
Messages During Scanning [Smart Operation Panel Only]



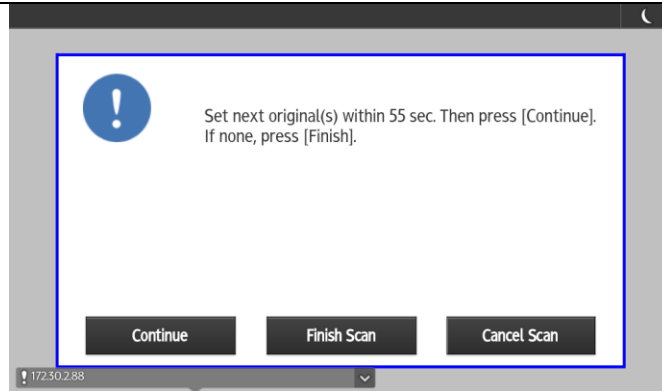
When Scanning is interrupted



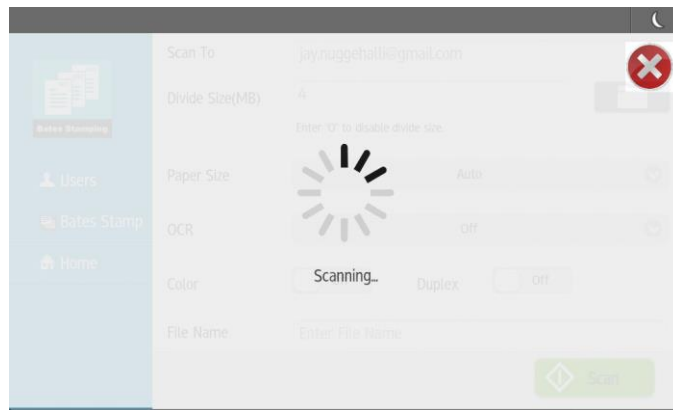
Device is not ready



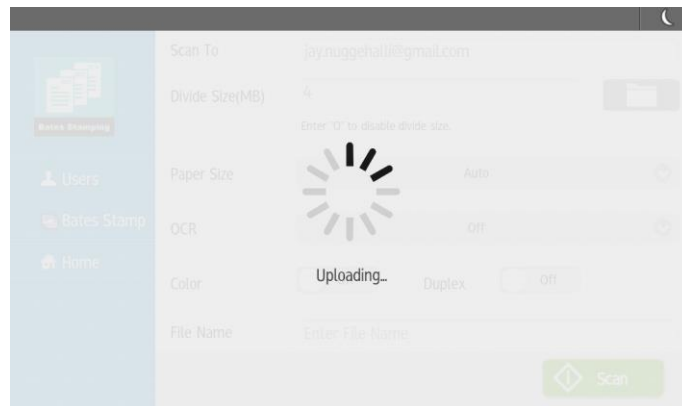
User has cancelled Scanning



Message during scanning from glass



Spinner during Scanning



Spinner during Uploading scanned image to ICE Server

5 Appendix

5.1 Scan File Name

The "Scan File Name" by default will have following format:

Scan File Format	File Name
PDF	YYYYMMDDHHMMSS_XYZ.pdf

YYYYMMDDHHMMSS = Time Stamp based on MFP device

XYZ = 3 digit Random Number

When Scan file is divided using the Divide Size setting, file names will be as follows

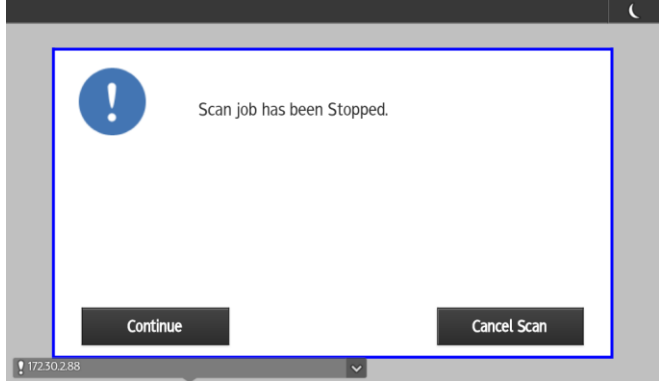
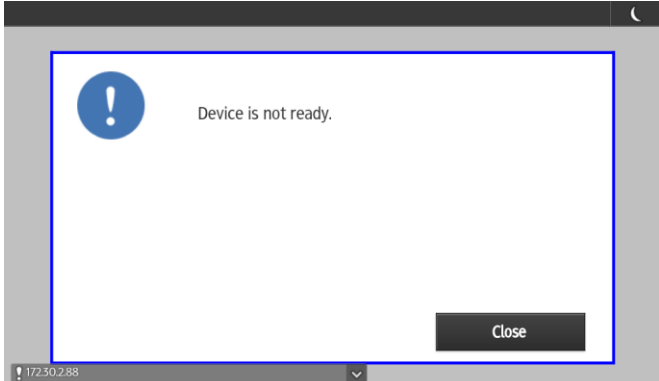
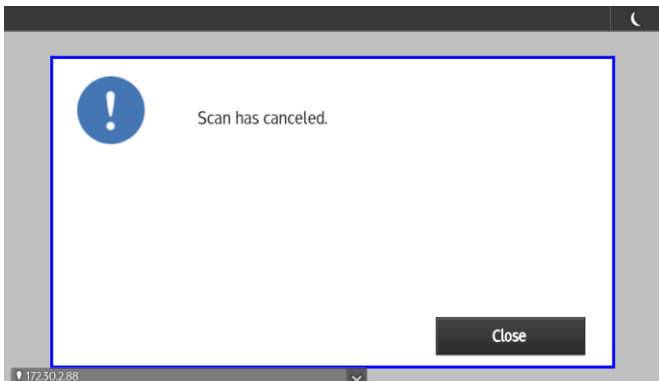
File Name	Part
YYYYMMDDHHMMSS_XYZ(1).pdf	1
YYYYMMDDHHMMSS_XYZ(2).pdf	2
YYYYMMDDHHMMSS_XYZ(3).pdf	3
YYYYMMDDHHMMSS_XYZ(4).pdf	4

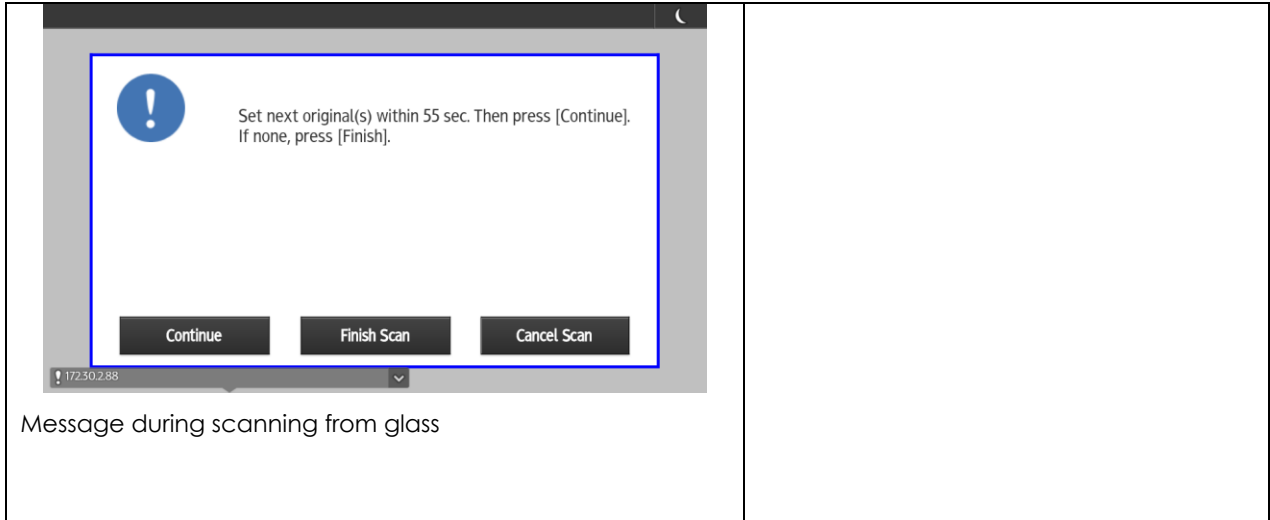
Subject line of Email will be as follows

Email Subject	Part
Email from Bates Stamping - YYYYMMDDHHMMSS_XYZ.pdf(1)	1
Email from Bates Stamping - YYYYMMDDHHMMSS_XYZ.pdf(2)	2
Email from Bates Stamping - YYYYMMDDHHMMSS_XYZ.pdf(3)	3
Email from Bates Stamping - YYYYMMDDHHMMSS_XYZ.pdf(4)	4

Note: If the user enters a 'File Name' in the scan settings screen, 'YYYYMMDDHHMMSS_XYZ' will be replaced by user entered name.

5.2 Messages related to Scanning

Messages During Scanning [Smart Operation Panel Only]	
 <p>A screenshot of a message box with a blue exclamation mark icon. The text reads "Scan job has been Stopped." Below the text are two buttons: "Continue" and "Cancel Scan". The bottom of the screen shows a status bar with the IP address "172.30.2.88".</p>	<p>Screenshots show some of the messages during scanning.</p>
<p>When Scanning is interrupted</p>  <p>A screenshot of a message box with a blue exclamation mark icon. The text reads "Device is not ready." Below the text is a "Close" button. The bottom of the screen shows a status bar with the IP address "172.30.2.88".</p>	
<p>Device is not ready</p>  <p>A screenshot of a message box with a blue exclamation mark icon. The text reads "Scan has canceled." Below the text is a "Close" button. The bottom of the screen shows a status bar with the IP address "172.30.2.88".</p>	
<p>User has cancelled Scanning</p>	



Message during scanning from glass

5.3 Bates Stamping Application Limitations

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP user gets notification only related to the transfer of the scanned image from the MFP to the application server.
2. Size of the file can be larger than the Divide Size, if a single page size exceeds Divide Size.
3. Maximum Scan File Size supported is 200MB, if scan document size exceeds 200MB, scan job will fail to deliver to end user's email address.
4. There is a OCR job process timeout limit of 30 Mins, if OCR process takes more than 30 Mins to convert scan document to Searchable PDF/PDFA, scan job will fail to deliver to end user's email address.
5. Maximum size of outgoing email attachment is 50MB. If a scan job exceeds 50MB and not divided, sending email will fail.

Note: Attachment size allowed may be smaller than 50MB depending on the recipient email service.

