

# RICOH



## **Integrated Cloud Environment Court eFile Prep User's Guide**

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# 1 Preface

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This guide provides the details on how to use the Integrated Cloud Environment Court eFile Prep 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 Court eFile Prep Integrated Cloud Environment Applications

This section contains step-by-step instructions on how to scan documents using the Integrated Cloud Environment Court eFile Prep 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.

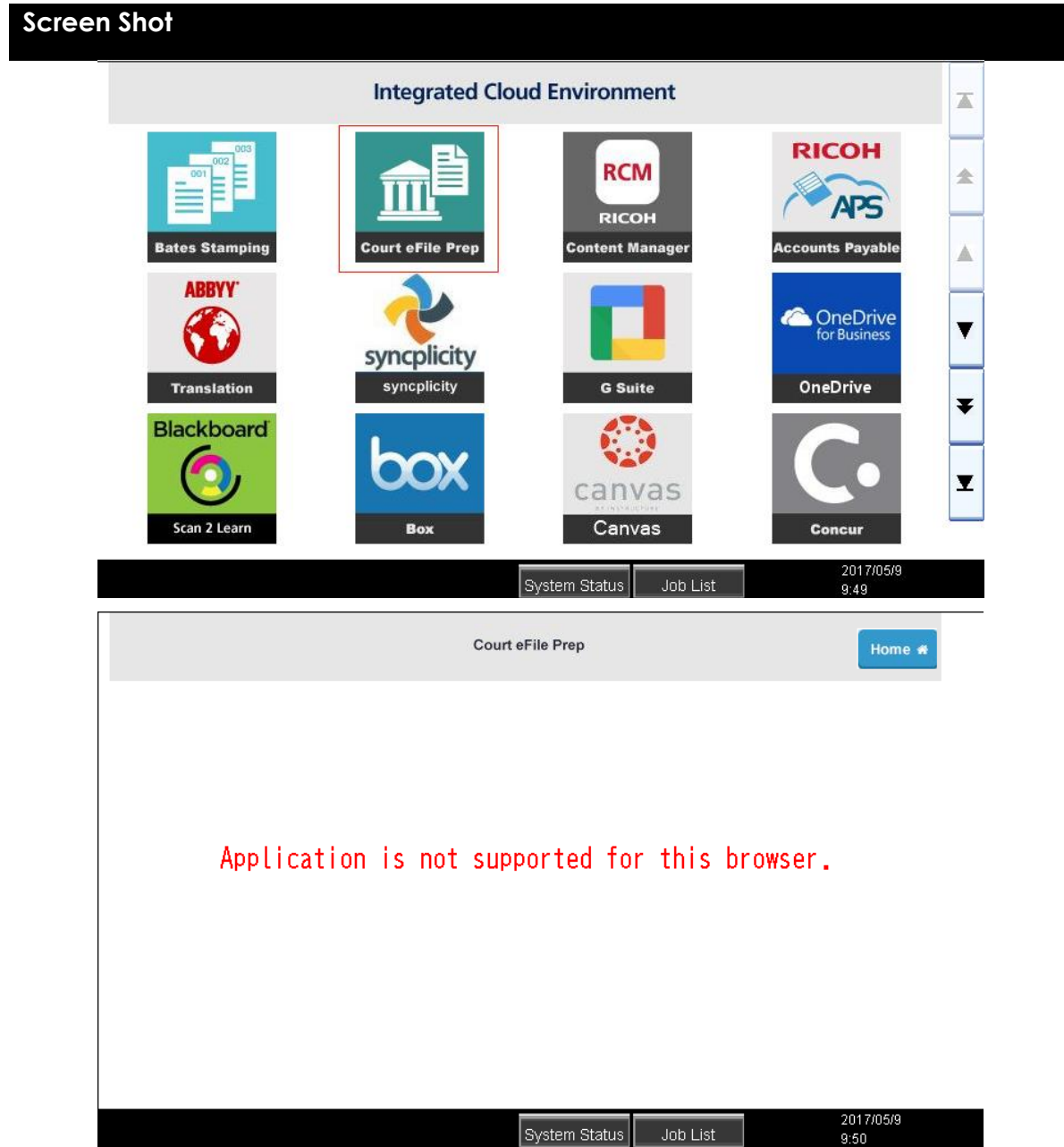
### Application

Application	ICON	Feature Description
Court eFile Prep		<p><b>Court eFile Prep</b> allows you to split large file sizes as selected by user and send documents to one email address. Court eFile Prep also supports OCR, PDF/A and PDF formats. Email ID registration is available for easy access.</p>

### 3 Court eFile Prep Non Smart Operation Panel Devices

**Note: Court eFile Prep 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

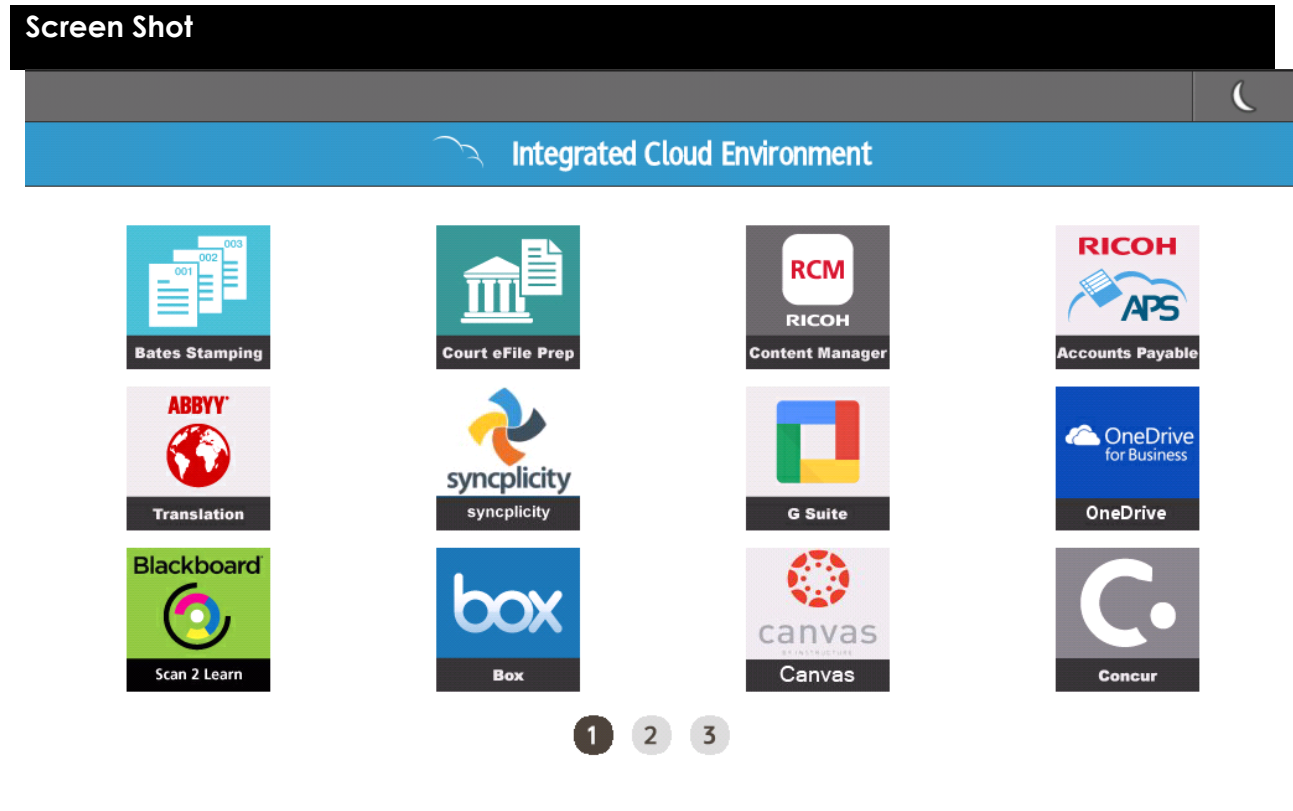




## 4 Court eFile Prep Smart Operation Panel

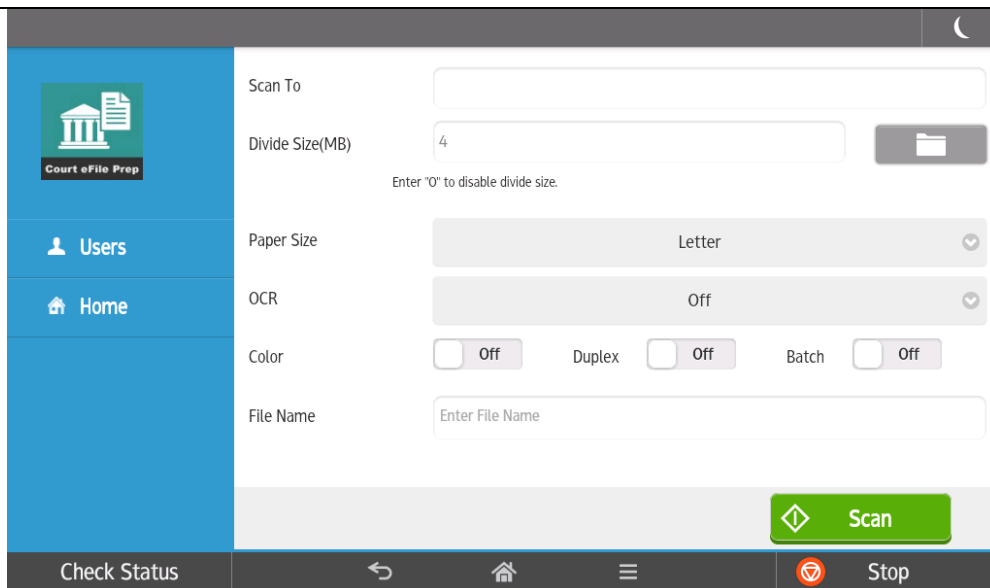
### 4.1 Court eFile Prep Smart Operation Panel Screens and Operations

This section provides an overview of the Court eFile Prep 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 'Court eFile Prep' 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 [Set to on to enable batch scanning]
4. OCR: Off, PDF/A, PDF
5. 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)**

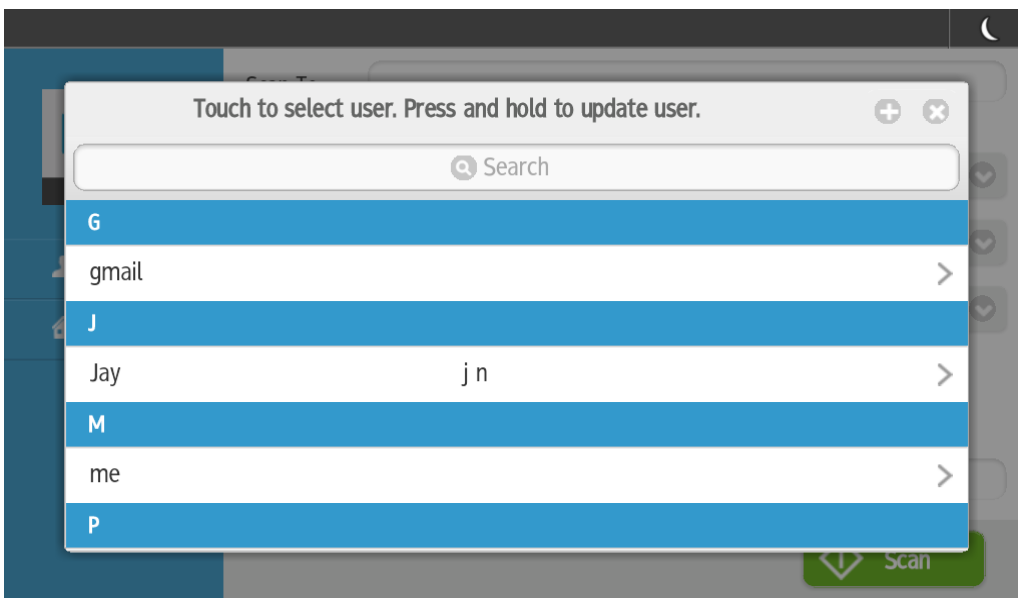
**Home:** Return to Main Menu screen [Application List]

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

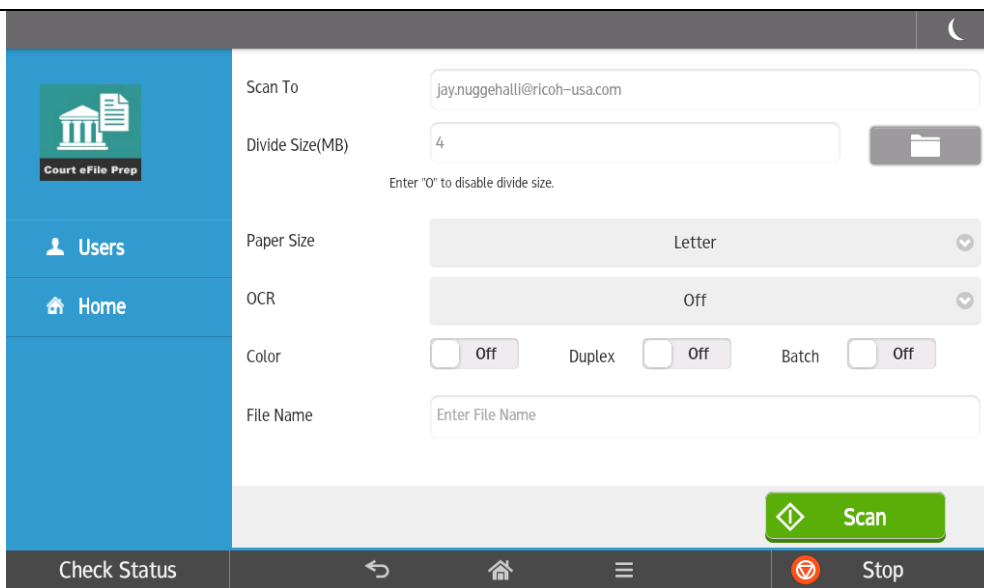
**Scan:** Scan documents to Email

**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

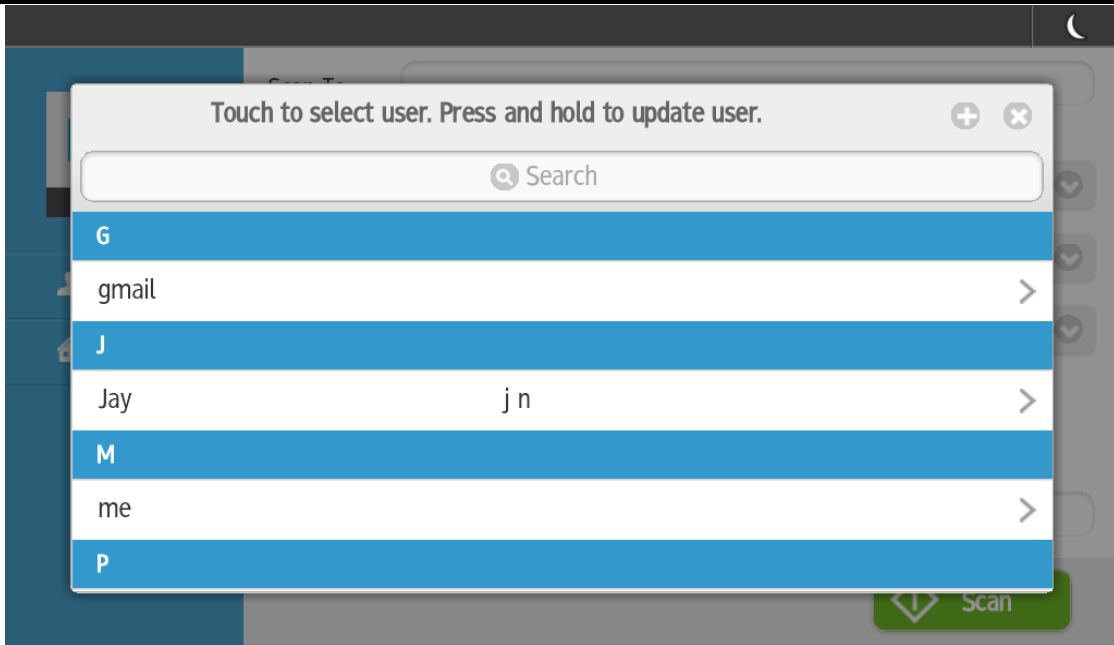


Pressing 'Users' button displays the pre-registered users list. Select your user id from this list.



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

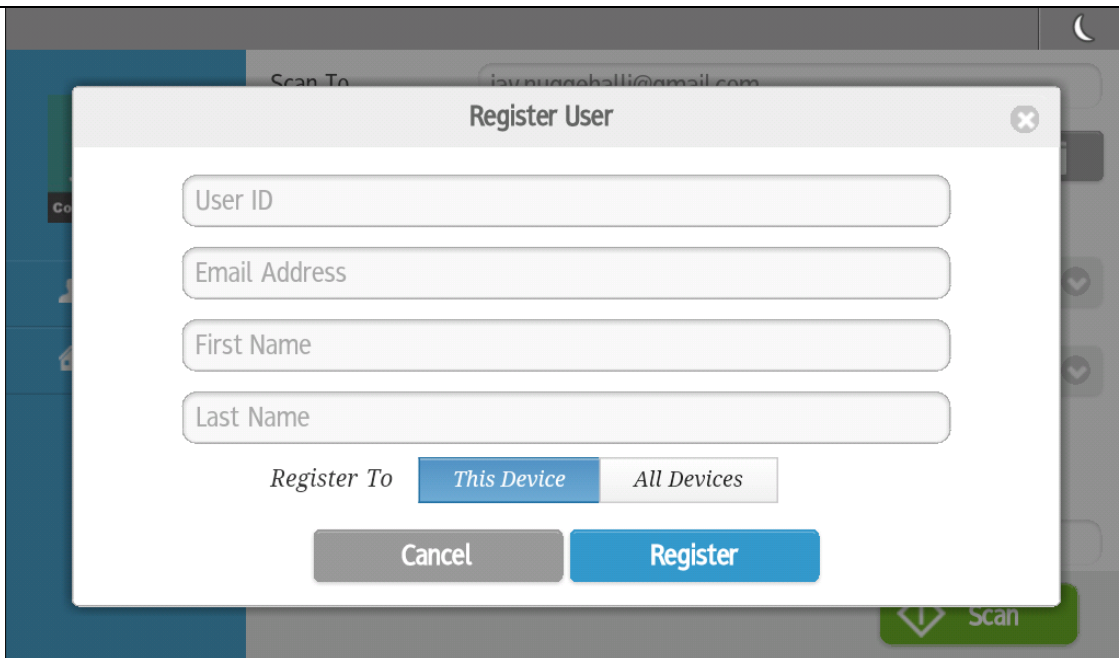
## User Registration



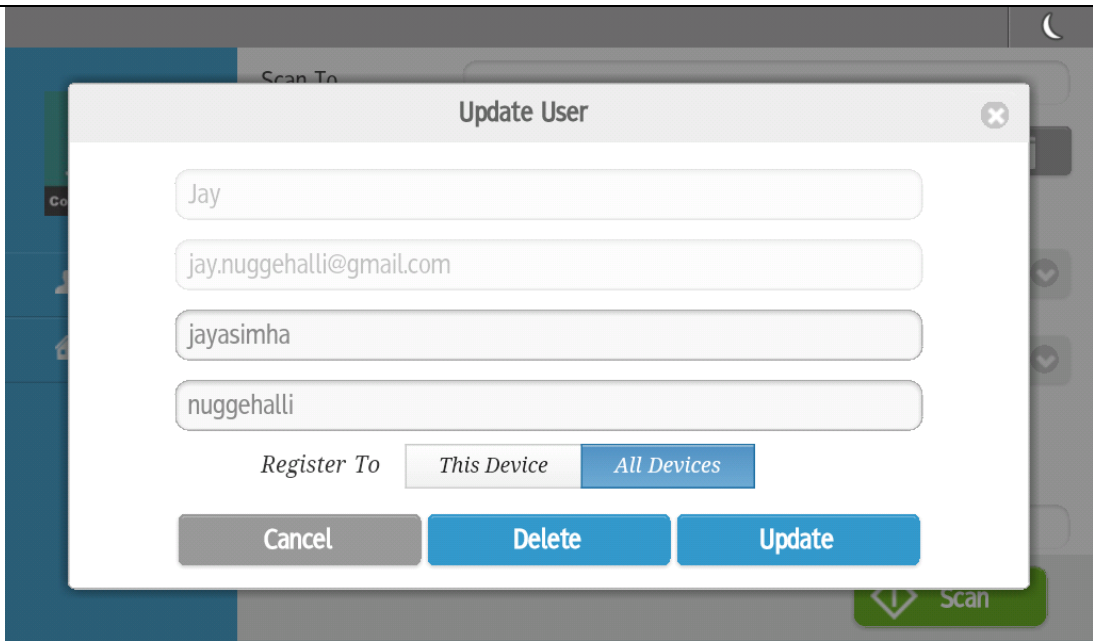
This Screen is displayed when 'User list' button is pressed in Scan Settings Screen.

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

Touch  to register a new user




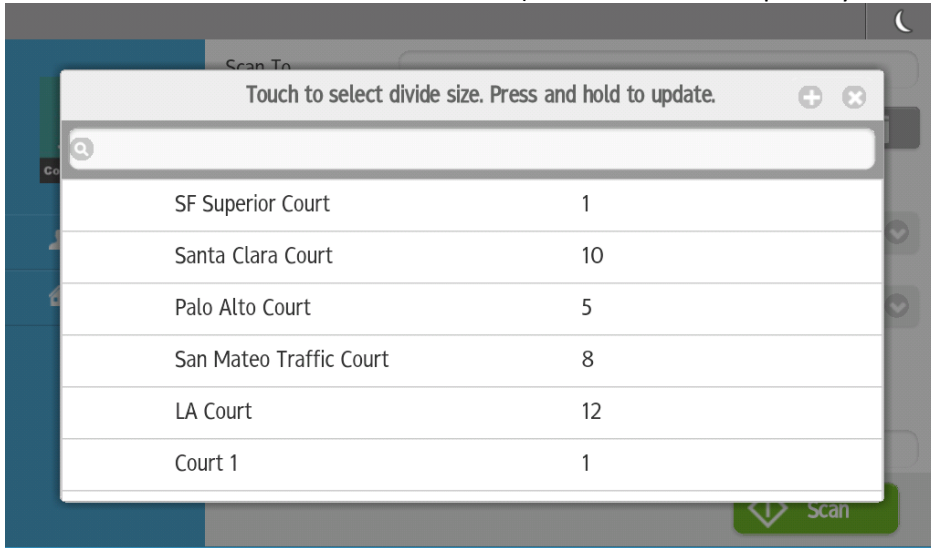
Enter required information in this screen



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

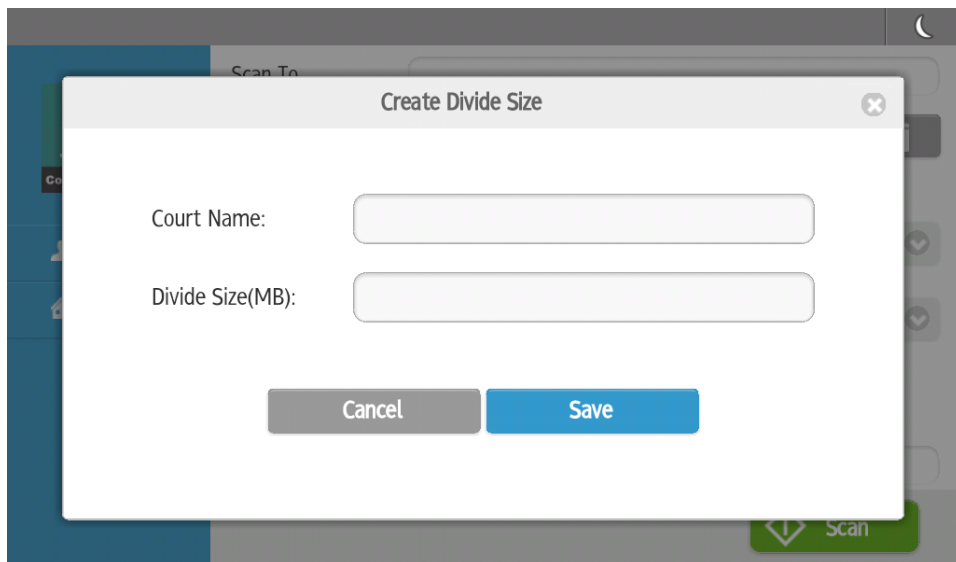
## Divide Size: Court and Divide Size Registration

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)

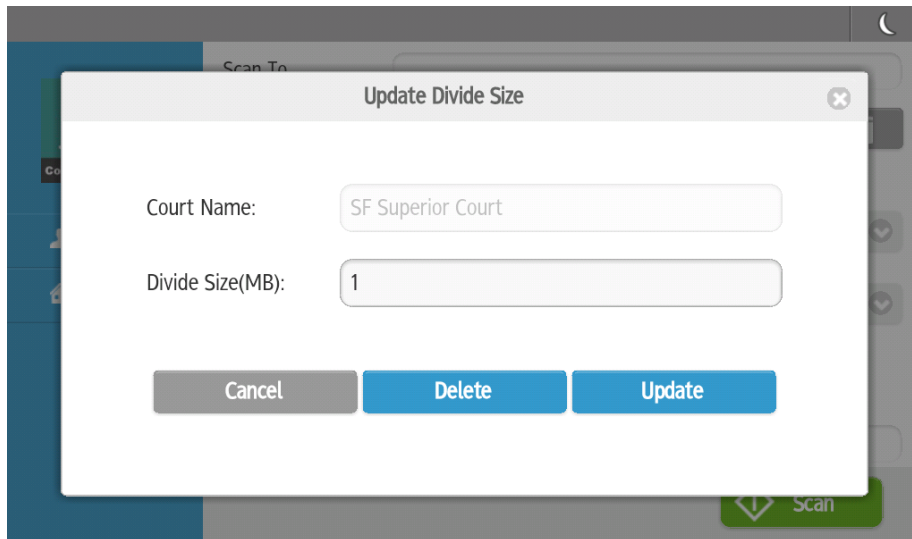


User can Register New Court and Divide Size & also Update current entry in the list

Touch  to register a new court name and size

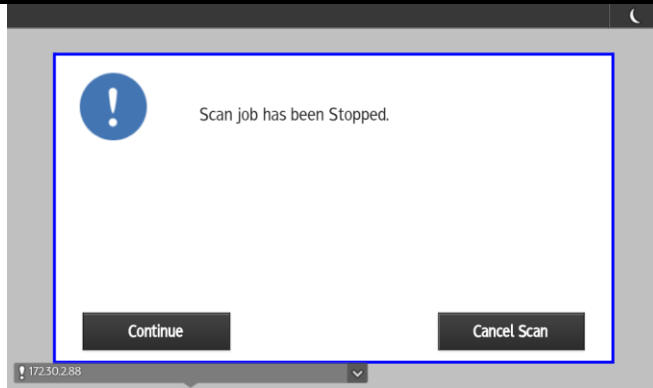


Enter Court Name and Divide Size and touch Save

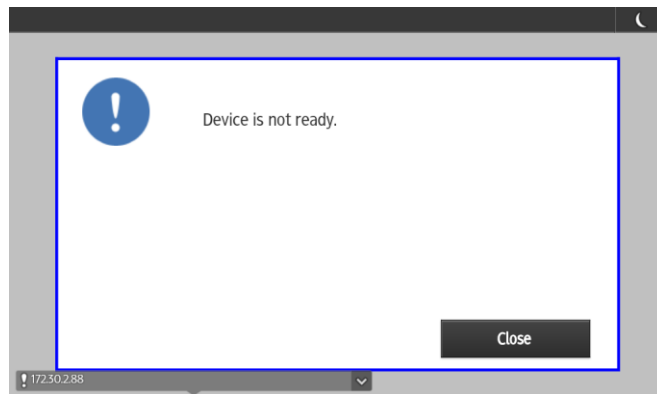


Press and hold the item in above list to update

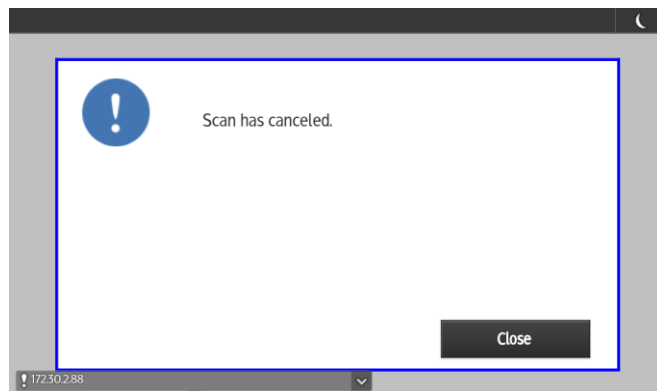
### Messages During Scanning [Smart Operation Panel Only]



When Scanning is interrupted

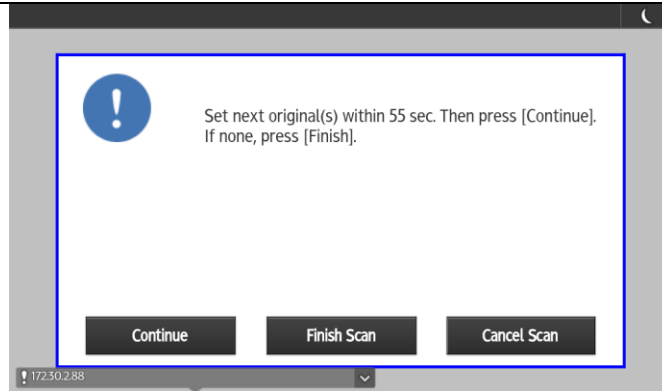


Device is not ready

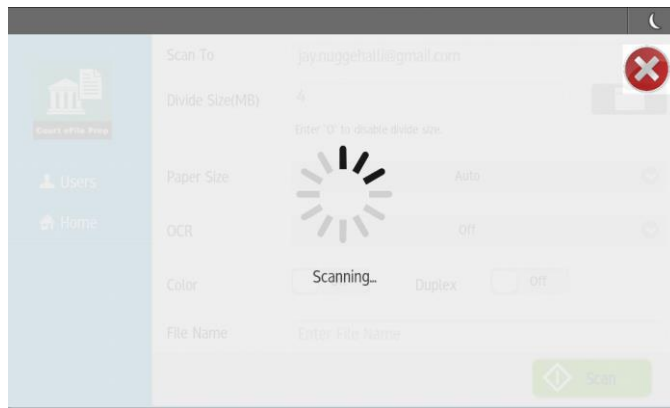


User has cancelled Scanning

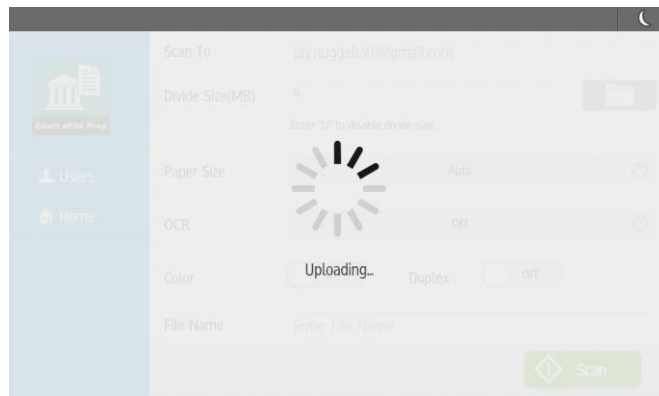




Message during scanning from glass



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

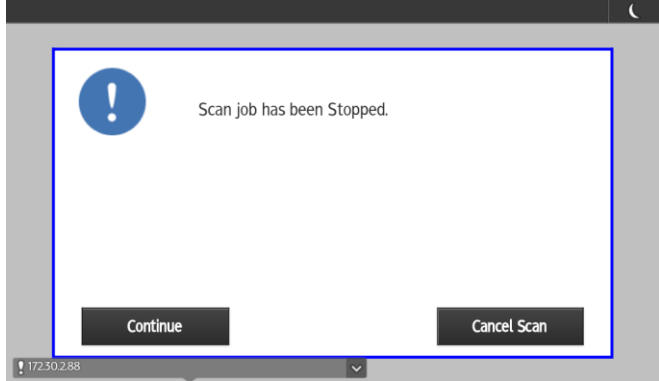
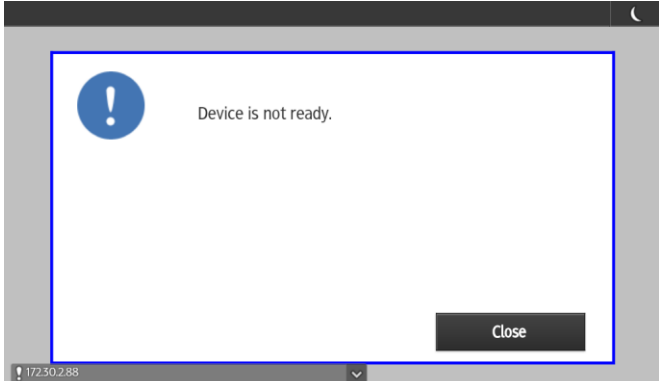
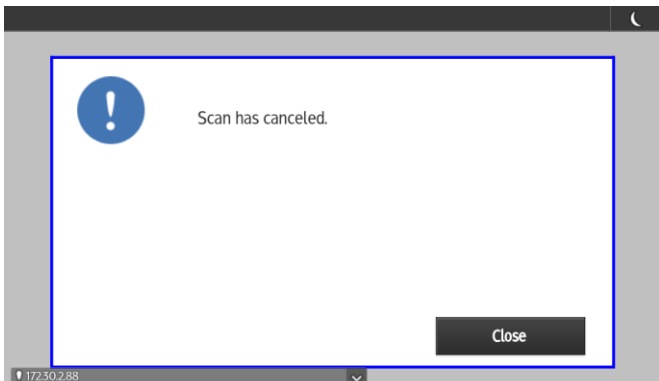
File Name	Part
YYYYMMDDHHMMSS_XYZ(1).pdf	1
YYYYMMDDHHMMSS_XYZ(2).pdf	2
YYYYMMDDHHMMSS_XYZ(3).pdf	3
YYYYMMDDHHMMSS_XYZ(4).pdf	4

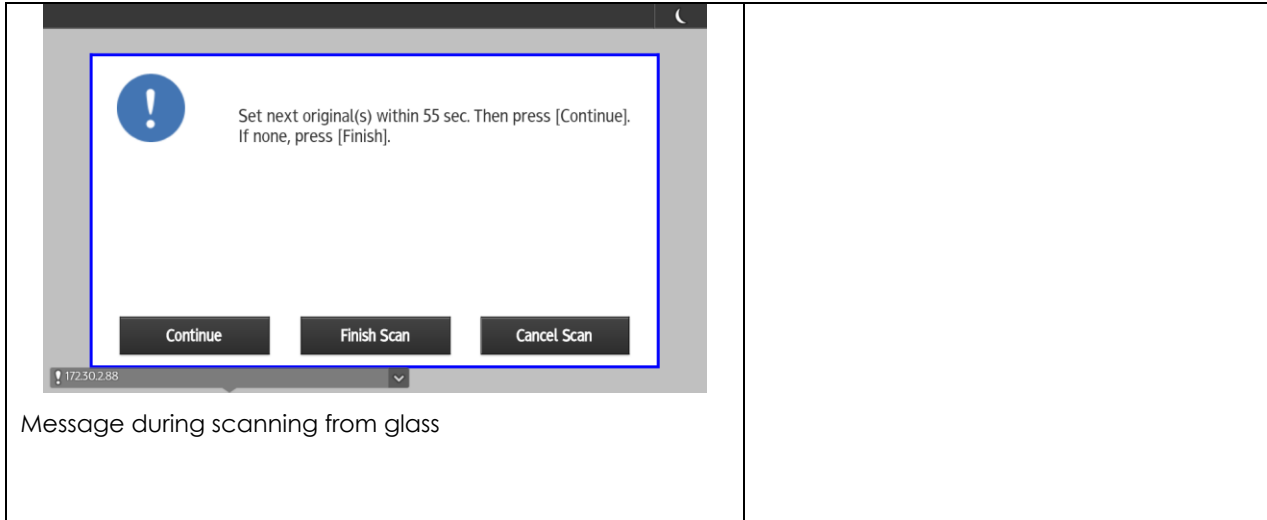
Subject line of Email will be as follows

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 background is white with a grey border. A status bar at the bottom left shows "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 single button: "Close". The background is white with a grey border. A status bar at the bottom left shows "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 single button: "Close". The background is white with a grey border. A status bar at the bottom left shows "172.30.2.88".</p>	
<p>User has cancelled Scanning</p>	



Message during scanning from glass

### 5.3 Court eFile Prep 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.



