Scan Delivery Kit
User Guide
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Preface

Thank you for purchasing Scan Delivery Kit.

Scan Delivery Kit is designed to automatically scan paper documents and sort them into forwarding destinations.

This guide describes an outline as well as the basic operations of Scan Delivery Kit. Before using this product, read this guide. After reading this guide, be sure to keep it handy for quick reference in case you forget how to perform operations or if you become confused.

This guide assumes that you have basic knowledge of the operating environments of your computer and know how to operate your multifunction device. For basic information on the environments of your computer, and how to operate your multifunction device, refer to the guides provided with your computer and multifunction device.

Fuji Xerox Co., Ltd.
Using this Guide

Contents of this Guide
This guide consists of the following chapters.

1 Overview of Scan Delivery Kit
This chapter describes what you can do with Scan Delivery Kit.

2 Usage Environment Settings
This chapter describes multifunction device settings necessary to use Scan Delivery Kit.

3 Settings of Scan Delivery Kit (Operation by Administrator)
This chapter describes settings of how to scan and sort documents with Scan Delivery Settings Creation Tool, and how to register the settings in a multifunction device.

4 Document Scan (Operation by User)
This chapter describes how to scan documents with Scan Delivery Kit.

5 Notes and Restrictions
This chapter describes notes and restrictions when you use Scan Delivery Kit.

Conventions

- The screen displayed in this guide may be different from that of the actual device, depending on the device software version.
- There are some items not displayed on the screen and unavailable features.
- In this guide, “Computer” refers to a personal computer or workstation.
- Microsoft® Windows® Operating System is referred to as “Windows” in this guide.
- The following icons are used in this guide, depending on the content described.

   • **Important** This indicates important information that you should read. Definitely read this.
   • **Note** This indicates additional information on operations or features.
   • **See** This indicates that the reference source is a guide.

- The following conventions are used in this guide.

   • “"” Indicates cross-references within this guide. Also indicates messages, file names, folder names, entered values, entered examples, and emphasized content.
     e.g.: “Completed successfully” appears.

   • [] Indicates the name of an item displayed on the computer screen. Also, it indicates the name of a window, menu, dialog box, tab, or button displayed.
     e.g.: Click [OK].
Indicates a key on the keyboard of the computer, or a button on the control panel of the device.

< >
e.g.: Press the <Delete> key.
e.g.: Press the <Authentication> button.

Indicates a path to proceed to a certain item within a procedure on the control panel of the device or on your computer.
e.g.: Select [Start] > [Programs].
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1 Overview of Scan Delivery Kit

This chapter describes the features of Scan Delivery Kit.

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What Scan Delivery Kit Can Do

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

Note
Scan Delivery Kit is a paid additional application. Our customer engineer installs it on your multifunction device.

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

You can register various kinds of settings such as original scan methods, image processing, output formats, and save destinations in advance and invoke them to scan with one-push button.
The administrator registers an original scan method and file saving method of routine tasks on your multifunction device beforehand. Users can automatically计算机ize and save paper documents just by loading documents on the multifunction device and pressing a button based on the documents.

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

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

**Document Saving and Automatic Sorting**

You can select the document saving format from the following.

- PDF
- DocuWorks documents
- TIFF (Multi)

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

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

You can specify the FTP server and Working Folder for document saving destinations.

**Important**
To use Working Folder, contract is additionally necessary.

**Adding an Independent Attribute to a Document**

To save a document in the DocuWorks format, users can input the arbitrary attribute values set by the administrator during the scan. This attribute is referred to as “extended attribute”. You can set up to six extended attributes.

Moreover, the following two attributes are automatically added to DocuWorks documents. These attributes are referred to as “regular attribute”.

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

The values of extended attributes and regular attributes are saved as custom properties in DocuWorks documents and are usable at the time of search. Moreover, you can sort out and display the files that are relevant to the conditions by taking advantage of the attribute view feature of DocuWorks 8, which is useful for managing documents.
Automatic Settings by QR Code

You can paste a QR code created by the administrator to the head sheet or messages of an original document and read it in Scan Delivery Kit. You can set the following for QR code.

- Creation rules for the folders of saving destinations
- Creation rules for file names
- Extended attributes of DocuWorks documents (six at the maximum)

By embedding QR code in the original, you can automatically set information peculiar to documents and execute scan processing with the minimum operation.

Note

When you set information with QR code, you cannot input an extended attribute at the time of scan.

E-mail Notification

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

The e-mail notification formats are as follows.

Note

To use the e-mail notification feature, the e-mail sending server (SMTP) and the e-mail notification service must be set in the multifunction device. For details, refer to "Multifunction Device Settings"(P.13).

<table>
<thead>
<tr>
<th>Items</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sender</td>
<td>E-mail address of multifunction device</td>
</tr>
<tr>
<td>Recipient</td>
<td>E-mail address set in the document type information</td>
</tr>
<tr>
<td></td>
<td>If E-mail address is not set in the document type information, it is the e-mail address of the user who executed scan*1.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>CC and BCC cannot be specified.</td>
</tr>
<tr>
<td>Subject</td>
<td>• When normally finished: Succeeded</td>
</tr>
<tr>
<td></td>
<td>• When normally finished with warning: SucceededWithWarning</td>
</tr>
<tr>
<td></td>
<td>• When finished with an error: Failed</td>
</tr>
<tr>
<td>Attached file</td>
<td>None</td>
</tr>
</tbody>
</table>
1 Overview of Scan Delivery Kit

When an e-mail address is not set for the document type information, only if both conditions are met, an e-mail message is sent.

- The multifunction device is operated in authentication mode
- An e-mail address of the user who executes scan is registered in the multifunction device.

For a document with QR code, “Follow settings embedded in QR code” is described.

E-mail example:

Sender: admin@example.com
Date: 14:55, August 24th, 2015
Recipient: Fuji.Taro@example.com
Subject: Succeeded

Text:
Document type: transport expense receipt
Forwarding destination folder: 2015-transport expense
File name: Fuji.Taro-2015.08.24-receipt
Extended attribute: Yes

What is Settings Creation Tool?

The administrator can configure each kind of setting with the Settings Creation Tool.

Creating Settings File

Set an original read method, image processing, saving destinations, and DocuWorks extended attribute, and export them as Settings File to the ZIP format file. When you import this Settings File to a multifunction device with CentreWare Internet Services, the button by the document type is displayed on the [Scan Delivery] screen of the multifunction device. You can set up to 10 buttons.

<table>
<thead>
<tr>
<th>Items</th>
<th>Descriptions</th>
</tr>
</thead>
</table>
| Text  | The following are described.  
First row: specified document type name  
Second row: folder name of saving destination*2  
Third row: file name*2  
Fourth row: whether it is with an extended attribute or not (only DocuWorks documents) |

*1 When an e-mail address is not set for the document type information, only if both conditions are met, an e-mail message is sent.

*2 For a document with QR code, “Follow settings embedded in QR code” is described.

Items

<table>
<thead>
<tr>
<th>Text</th>
</tr>
</thead>
</table>
| The following are described.  
First row: specified document type name  
Second row: folder name of saving destination*2  
Third row: file name*2  
Fourth row: whether it is with an extended attribute or not (only DocuWorks documents) |

What is Settings Creation Tool?

The administrator can configure each kind of setting with the Settings Creation Tool.

Creating Settings File

Set an original read method, image processing, saving destinations, and DocuWorks extended attribute, and export them as Settings File to the ZIP format file. When you import this Settings File to a multifunction device with CentreWare Internet Services, the button by the document type is displayed on the [Scan Delivery] screen of the multifunction device. You can set up to 10 buttons.
Creating Text String for QR Code

To read in Scan Delivery Kit, create character strings for QR code (text information). For character strings for QR code, you can set a file name, the creation rules for saving destinations, and extended attributes of DocuWorks.

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

Note
- With the Settings Creation Tool, you can only create text strings for QR code (text information). You cannot create QR code.
- Depending on the number of characters and resolution of QR code, the printing areas to be deciphered are different in size. For details, “Notes and Restrictions about the Printing Size of QR Code”(P.42).

Operation Environment of Forwarding Destination FTP Servers

The following requirements must be met for the FTP servers used in Scan Delivery Kit.

For Windows

The supported models are the FTP servers included in IIS (Internet Information Services) provided by Windows.

The supported operating systems are as follows.
- Windows Server 2012
- Windows Server 2008 R2
- Windows Server 2008 / Windows Server 2008 (64-bit)*1
- Windows 10
- Windows 8.1
- Windows 8
- Windows 7 / Windows 7 (64-bit)*1

*1 “Microsoft FTP Service 7.5 for IIS7.0” provided by Microsoft must be installed.
1 Overview of Scan Delivery Kit

For Mac OS

The supported models are the FTP servers included in the file sharing features provided by Mac OS.

The supported operating systems are as follows.
- OS x 10.10 Yosemite
- OS x 10.9 Mavericks
- OS x 10.8 Mountain Lion

Supported Models

The supported models for Scan Delivery Kit are as follows.
- ApeosPort-V C7785/C6685/C5585
- DocuCentre-V C7785/C6685/C5585
- ApeosPort-V C7780/C6680/C5580*1
- DocuCentre-V C7780/C6680/C5580*1
- ApeosPort-V C7776/C6676/C5576/C4476/C3376/C3374/C2276
- DocuCentre-V C7776/C6676/C5576/C4476/C3376/C3374/C2276
- ApeosPort-V C7775/C6675/C5575/C4475/C3375/C3373/C2275*1
- DocuCentre-V C7775/C6675/C5575/C4475/C3375/C3373/C2275*1
- ApeosPort-V C3320
- DocuPrint CM415 AP
- DocuCentre-V C2265/C2263
- ApeosPort-V 7080/6080
- DocuCentre-V 7080/6080
- ApeosPort-V 5070/4070
- DocuCentre-V 5070/4070
- ApeosPort-V 4020
- DocuPrint M465 AP
- ApeosPort-V 3065/3060/2060
- DocuCentre-V 3065/3060/2060

*1 Type2 (T2) model only
2 Usage Environment Settings

This chapter describes multifunction device items necessary to use Scan Delivery Kit.

Multifunction Device Settings

To use Scan Delivery Kit, the following settings are necessary. Before using this feature, make sure that each item is correctly set.

<table>
<thead>
<tr>
<th>Item</th>
<th>Settings</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOAP port*1</td>
<td>• SOAP - Port Status: Enabled</td>
<td>“Setting Each Item on the [Tools] Screen”(P.13)</td>
</tr>
<tr>
<td></td>
<td>• SOAP - Port Number: 80</td>
<td></td>
</tr>
<tr>
<td>FTP client*2</td>
<td>• FTP Client - Port Status: Enabled</td>
<td></td>
</tr>
<tr>
<td>DNS server address*3</td>
<td>• Address retrieval from DHCP: No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• DNS server address 1</td>
<td></td>
</tr>
<tr>
<td>E-mail sending settings</td>
<td>• E-mail sending-port: Enabled</td>
<td></td>
</tr>
<tr>
<td>(SMTP)*4</td>
<td>• SMTP server - Server Name/IP Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• SMTP server - Port Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• E-mail address</td>
<td></td>
</tr>
<tr>
<td>E-mail notification service*4</td>
<td>• E-mail Notification Service - Port Status:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enabled</td>
<td></td>
</tr>
<tr>
<td>Web browser settings*1</td>
<td>• Clear Cache upon Closing: No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use Cache: Yes</td>
<td></td>
</tr>
<tr>
<td>Embedded Plug-ins*1</td>
<td>• Enabled</td>
<td>“Checking the Embedded Plug-ins Feature”(P.15)</td>
</tr>
</tbody>
</table>

*1 Our customer engineer sets it at the time of installation of Scan Delivery Kit.
*2 Set it when you save a document on the FTP servers.
*3 Set it when you forward a document to Working Folder.
*4 Set it when you notify by e-mail at the end of scan processing.

Note
Specify the port number of the FTP servers with the Settings Creation Tool. Otherwise, the Well-Known port number set for Embedded Plug-ins is applied.

Setting Each Item on the [Tools] Screen

The procedure to display the [Tools] screen in your device is as follows.

Note
The screens shown in this guide may differ the screens on your device. For details of the settings method, refer to “Administrator Guide” provided with your multifunction device.
Steps

1. Press the <Log In/Out> button on the control panel.

2. Enter the system administrator’s user ID (and password as necessary) with the numeric keypad or the keyboard displayed on the screen, and select [Enter].


4. Select a tab to set.

![Screenshot of the Services Home screen]

Note
Restart may be necessary to update setting values. In that case, restart the multifunction device when the screen for restart is displayed.

SOAP port

1. Select [System Settings] > [Connectivity & Network Setup] > [Port Settings] > [SOAP].

2. Set the following items.
   - SOAP - Port Status: Enabled
   - SOAP - Port Number: 80

FTP client port

1. Select [System Settings] > [Connectivity & Network Setup] > [Port Settings] > [FTP Client].

2. Set the following items.
   - FTP client - Port Status: Enabled

DNS server address

1. Select [System Settings] > [Connectivity & Network Setup] > [Protocol Settings] >
[TCP/IP - Network Settings].

(2) If [IPv4-IP Address Resolution] is set to [Manual Settings], change [Manual Settings] to [DHCP] for the moment.

(3) Set the following items with [IPv4 - DNS Server Setup].
  • Address retrieval from DHCP: No
  • DNS server address 1

(4) If you proceed the sub step (2), set [IPv4-IP Address Resolution] to [Manual Settings].

▶ E-mail sending settings (Port)

(1) Select [System Settings] > [Connectivity & Network Setup] > [Port Settings] > [Send E-mail].

(2) Set the following item.
  • E-mail Sending - Port Status: Enabled

▶ E-mail sending settings (SMTP server)

(1) Select [System Settings] > [Connectivity & Network Setup] > [Outgoing/Incoming E-mail Settings] > [SMTP Server Settings].

(2) Set the following items.
  • SMTP server - Server Name / IP Address
  • SMTP server - Port Number

▶ E-mail sending settings (Multifunction device’s e-mail address)

(1) Select [System Settings] > [Connectivity & Network Setup] > [Machine’s E-mail Address/Host Name].

(2) Set the following item.
  • E-mail Address

▶ E-mail notification service

(1) Select [System Settings] > [Connectivity & Network Setup] > [Port Settings] > [E-mail Notification Service].

(2) Set the following item.
  • E-mail notification service - Port Status: Enabled

▶ Web browser settings

(1) Select [System Settings] > [Web Browser Setup].

(2) Set the following items.
  • Clear Cache upon Closing: No
  • Use cache: Yes

Checking the Embedded Plug-ins Feature

Check if the Embedded Plug-ins feature is enabled by using CentreWare Internet Services.

Steps

1. Start the personal computer and start the web browser.

2. Input the IP address or Internet address of your multifunction device in the address bar of the web browser.
CentreWare Internet Services is started.

3 Click the [Properties] tab.
If you are requested to enter the user name and password, input the administrator ID and password, and click [OK].

4 Select [Security] > [Plug-in / Custom Services Settings] > [Embedded Plug-ins] and check if the check-box next to [Enable] is selected.
If it is not selected, select the check-box and click [Apply].
3 Settings of Scan Delivery Kit (Operation by Administrator)

This chapter describes an operation method of the Settings Creation Tool.

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Before Operation

Operation Environment of Settings Creation Tool

The Settings Creation Tool is operated under the following environment.

Note

For the Settings Creation Tool, the macro of Microsoft® and Excel® is used.

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supported OS</td>
<td>Any one of the following is necessary</td>
</tr>
<tr>
<td></td>
<td>• Windows 10</td>
</tr>
<tr>
<td></td>
<td>• Windows 8.1</td>
</tr>
<tr>
<td></td>
<td>• Windows 8</td>
</tr>
<tr>
<td></td>
<td>• Windows 7</td>
</tr>
<tr>
<td>Necessary software</td>
<td>.NET Framework 3.5</td>
</tr>
<tr>
<td></td>
<td>Any one of the following is necessary</td>
</tr>
<tr>
<td></td>
<td>• Excel 2013</td>
</tr>
<tr>
<td></td>
<td>• Excel 2010</td>
</tr>
<tr>
<td></td>
<td>• Excel 2007</td>
</tr>
</tbody>
</table>

⚠️ Important

If a run-time error occurs during the use of the Settings Creation Tool, execute the Office update program which suits the usage environment.

Network

The network environment is necessary to register settings information in the multifunction device (Use CentreWare Internet Services)

Downloading the Settings Creation Tool

You can download the Settings Creation Tool from our official web site.

URL of the download page: http://onlinesupport.fujixerox.com/

You can use this tool after uncompressing the compressed file (.zip) downloaded.

The file name is “ScanDeliveryUserTool_EN.xlsm”.

💡 Note

When the [Security Warning] screen is displayed during the decompression, click [Start] to continue.
the decompression.

Important
For the Settings Creation Tool, the macro of Excel is used. To execute the Settings Creation Tool, set the security level of Excel to [Medium] or lower. When the message to confirm execution of macro is displayed, enable macros.

Creating the Settings File

Set the document type information such as a scan processing method and file saving method and output in the ZIP format file.

Steps

1. Double-click and start “ScanDeliveryUserTool_EN.xlsm”.
   When the message to confirm execution of macro is displayed, enable macros.

2. Operate the following steps.
   (1) Select [Create Settings File].
   (2) Click [Next].

3. Operate the following steps.
   (1) Select the type of multifunction device to be used.
       For the following models, select [A4 Multifunction Device].
       • ApeosPort-V C3320
       • DocuPrint CM415 AP
       • ApeosPort-V 4020
       • DocuPrint M465 AP
       For the models other than the above, select [A3 Multifunction Device].

   Note
   For the A4 multifunction device, the book scanning and the automatic detection of the document size are not available.
(2) Click [Next].

4 Operate the following steps.

(1) Specify the items common to the document such as the date format.

See For details of each item, refer to "Items of the [Common Information Settings] Screen"(P.24).

(2) Click [Next].
5 To create document type information, click [Create].

6 Input the name of [Document Type] to be newly created. This name also becomes the button name to be displayed on the control panel.

   See For details of each item, refer to “Items of the [Document Type Editing] Screen”(P.24).

7 Operate the following steps to specify settings related to the scan processing.

   ▶ When you use the existing scan settings

      (1) Click [Scan Settings Selection] in the item list box.

      (2) Select the scan settings to be applied from the [Scan Settings Selection] drop-down list box.

         See For details of each item, refer to “Details of the [Scan Settings Selection] Menu”(P.29).

   ▶ When you newly customize scan settings

      (1) Click [Scan Settings Selection] in the item list box.

      (2) Select any one of the following items: [Custom 1], [Custom 2], or [Custom 3] from the [Scan Settings Selection] drop-down list.

         You can define up to three scan settings.
(3) Click [Edit Custom].

The [Scan Settings Editing] screen is displayed.

(4) Input a scan setting name in [Scan Settings Name].

(5) Specify each item such as the settings of scanning and image processing, and file format.

See
For details of each item, refer to “Items of the [Scan Settings Editing] Screen” (P.27) or the manuals provided with the multifunction device.

(6) Click [Save].

It returns to the [Document Type Editing] screen.

8 Operate the following steps.

(1) Specify each item such as server information, the folder name rules, the file name rules, and extended attributes.

See
For details of each item, refer to “Items of the [Document Type Editing] Screen” (P.24).
(2) Click [Save].

It returns to the [Document Pattern Settings] screen. The document type information created is added to the [Document Pattern Name] list box.

9 To create more than one document type information, repeat Step 5 to 8.

10 Click [Next] on the [Document Pattern Settings] screen.

The [Settings File Confirmation] screen is displayed.
11 Check the settings and click [Create File].

12 The screen to select where the file is stored is displayed, so specify the destination. The Settings File "scandelivery.zip" is created. The file name is fixed.

13 Click [Finish] on the [Settings File Confirmation] screen.

14 The message to confirm whether the settings are saved or not is displayed, so select either [Yes] or [No]. If you select [Yes], the settings here become enabled when you start the Settings Creation Tool next time.

15 If you select [Yes] in Step 14, the message to confirm whether the setup password information is cleared or not is displayed. If you clear the password information to save, select [Clear]. The Settings Creation Tool is finished.
Items of the [Common Information Settings] Screen

<table>
<thead>
<tr>
<th>Item</th>
<th>Descriptions</th>
</tr>
</thead>
</table>
| Settings Confirmation Display | Specify whether to display the screen to check the settings at the time of scan. When you select [Show], the confirmation screen is displayed at the time of scan. You can change the following items on the confirmation screen.  
  - File name  
  - Skew Correction  
  - Skip Blank Pages  
  When you select [Hide], the confirmation screen is not displayed at the time of scan. Documents are scanned at the following settings.  
  Skew Correction: No  
  Skip Blank Pages: No  
  **Note**  
  When a document with QR code is scanned, the confirmation screen is not displayed. The document with QR code is scanned at the following settings.  
  Skew Correction: Yes  
  Skip Blank Pages: Yes |
| File Name Date Format       | Select the date format to put on the folder name from the following.  
  - Year Only  
  - Month Only  
  - Year Month  
  - Month Date  
  - Year Month Date (default)  
  - Month Date Year  
  - Date Month  
  - Date Month Year |
| File Name Date Format       | Select the date format to put on the file name from the following.  
  - YMdhms (default)  
  - MDhms  
  - YMD  
  - MDYhms  
  - MDY  
  - DMYhms  
  - DMhms  
  - DMY |

**Note**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Type Name (Japanese)</td>
<td>Input the Japanese name of the document type name within 32 bytes. This name is displayed on the control panel displayed in Japanese.</td>
</tr>
<tr>
<td>Doc Type Name (English)</td>
<td>Input the English name of the document type name within half-width 32 characters. This name is displayed on the control panel displayed in English.</td>
</tr>
</tbody>
</table>
### Scan Settings Selection
Select or create scan settings. 30 combinations of scan settings are configured as default settings. The [Edit Custom] button is displayed only when any one of [Custom 1] to [Custom 3] is selected. When you click the [Edit Custom] button, the [Scan Settings Editing] screen is displayed.

- For details of 30 default scan settings, refer to "Details of the [Scan Settings Selection] Menu"(P.29).
- For the editing of custom items, refer to "Items of the [Scan Settings Editing] Screen"(P.27).

### Server Type
Select the saving destination for a scanned document from the following.
- FTP
- Working Folder

### Server Name
When you select [FTP] in [Server Type], input the server name or IP address of the FTP server within 64 bytes.
For example:
sample.server.com
192.0.2.1

When you select [Working Folder] in [Server Type], it is fixed with "workingfolder.fujixerox.com".

### Port Number Used
When you select [FTP] in [Server Type], input the port number of the FTP server in the range of 0 to 65535.

### Cabinet ID
When you select [Working Folder] in [Server Type], specify an ID of the Cabinet where the document is stored with 7-digit half-width numbers (fixed).

#### Note
- You can check Cabinet ID in the contract.
- You can also check the Cabinet ID on the screen of Working Folder. For information on how to check the Cabinet ID, refer to "How to Check Cabinet ID / Drawer ID / Folder ID"(P.31).

### Drawer ID / Folder ID
When you select [Working Folder] in [Server Type], specify Drawer or Folder where the document is stored.
- Select the type of Drawer or Folder from the following.
  - Shared Drawer
  - Secure Drawer
  - Personal Drawer
  - Created Folder
- For [ID Number], input the identification number of up to 8 digits.
  For information on how to check the Drawer ID and Folder ID, refer to "How to Check Cabinet ID / Drawer ID / Folder ID"(P.31).

### Friendly Name
When you select [FTP] in [Server Type], input the friendly name (directory name) of the document saving destination within 128 bytes.
For example:
Server Name: sample.server.com
Port Number Used: 80
Friendly Name: data/scan
For the above case, a folder is created in the following path.
ftp://sample.server.com:80/data/scan

### User ID
Input a user name to be used to log in to the server within 97 bytes.

### Password
Input a password name to be used to log in to the server within 32 bytes.

<table>
<thead>
<tr>
<th>Item</th>
<th>Descriptions</th>
</tr>
</thead>
</table>
| Scan Settings Selection | Select or create scan settings. 30 combinations of scan settings are configured as default settings. The [Edit Custom] button is displayed only when any one of [Custom 1] to [Custom 3] is selected. When you click the [Edit Custom] button, the [Scan Settings Editing] screen is displayed.  
- For details of 30 default scan settings, refer to "Details of the [Scan Settings Selection] Menu"(P.29).  
- For the editing of custom items, refer to "Items of the [Scan Settings Editing] Screen"(P.27). |
| Server Type | Select the saving destination for a scanned document from the following.  
- FTP  
- Working Folder |
| Server Name | When you select [FTP] in [Server Type], input the server name or IP address of the FTP server within 64 bytes.  
For example:
sample.server.com
192.0.2.1

When you select [Working Folder] in [Server Type], it is fixed with "workingfolder.fujixerox.com". |
| Port Number Used | When you select [FTP] in [Server Type], input the port number of the FTP server in the range of 0 to 65535. |
| Cabinet ID | When you select [Working Folder] in [Server Type], specify an ID of the Cabinet where the document is stored with 7-digit half-width numbers (fixed).  

#### Note
- You can check Cabinet ID in the contract.  
- You can also check the Cabinet ID on the screen of Working Folder. For information on how to check the Cabinet ID, refer to "How to Check Cabinet ID / Drawer ID / Folder ID"(P.31). |
| Drawer ID / Folder ID | When you select [Working Folder] in [Server Type], specify Drawer or Folder where the document is stored.
- Select the type of Drawer or Folder from the following.
  - Shared Drawer
  - Secure Drawer
  - Personal Drawer
  - Created Folder
- For [ID Number], input the identification number of up to 8 digits.  
  For information on how to check the Drawer ID and Folder ID, refer to "How to Check Cabinet ID / Drawer ID / Folder ID"(P.31). |
| Friendly Name | When you select [FTP] in [Server Type], input the friendly name (directory name) of the document saving destination within 128 bytes.  
For example:
Server Name: sample.server.com
Port Number Used: 80
Friendly Name: data/scan
For the above case, a folder is created in the following path.
ftp://sample.server.com:80/data/scan |
| User ID | Input a user name to be used to log in to the server within 97 bytes. |
| Password | Input a password name to be used to log in to the server within 32 bytes. |
### E-mail Notification

Input an e-mail address to notify by e-mail when scan processing is completed, in half-width alphanumeric within 128 bytes. When this item is skipped and the e-mail address of an authentication user who executes scan is registered, the e-mail is sent to that user.

*See "E-mail Notification" (P.9)*

### Folder Name Rule

Specify a name of the folder where the scanned documents is stored. The folder name is named in order of selecting a check-box.

- **Document Type Name**
  Document type name selected
- **Date**
  Date when scan is executed. The date format depends on the setting of [Folder Date Format] on the [Common Information Settings] screen.
- **User Name**
  User name of the user who executed Scan Delivery Kit.*2
- **Folder Name Custom Text**
  Any text strings within 32 bytes*1

### File Name Rule

Specify the file name of scanned documents. You can set it by combining the following attributes and any text strings. The folder name is named in order of selecting a check-box.

- **Document Type Name**
  Document type name selected
- **Date & Time**
  Date & Time when scan is executed. The date format depends on the setting of [Folder Date Format] on the [Common Information Settings] screen.
- **User Name**
  User name of the user who executed Scan Delivery Kit.*2
- **Folder Name Custom Text**
  Any text strings within 32 bytes*1

**Note**

When you enable [Settings Confirmation Display] on the [Common Information Settings] screen, you can change the file name at the time of scan.

### File Name / Folder Name Separator

When you specify more than one attribute in [File Name Rule] and [Folder Name Rule], select a character to separate between attributes from the following.

- Hyphen (-)
- Underscore (_)
- Dot (.)
- None

### Date & Time Separator

When you select [Date & Time] in [File Name Rule] or select [Date] in [Folder Name Rule], select a character to separate between year, month, day, hour, minute, and second from the following.

- Hyphen (-)
- Underscore (_)
- Dot (.)
- None
### Items of the [Scan Settings Editing] Screen

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Size</strong></td>
<td>Specify the document size. The document size that you can specify depends on the multifunction device selected on the [Multifunction Device Selection] screen. The default values are as follows. For A3 Multifunction Device: [Auto Detect] For A4 Multifunction Device: [A4]</td>
</tr>
</tbody>
</table>

---

*1 You cannot input the following characters. Colon (:), yen (¥), backslash (\), slash (/), question (?), asterisk (*), pipe (|), ampersand (&), angle brackets (<>), double quote ("), single quote (’), comma (,), curly braces ({}), parentheses (())

*2 When the multifunction device cannot retrieve the user name because of the non-authentication mode, if you specify [User Name], it is not noticed. If the above invalid characters shown in *1 are used for the user names of users, those characters are deleted.
<table>
<thead>
<tr>
<th>Item</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Orientation</td>
<td>Specify whether to scan one side or both sides of the original. The default value is [Upright Images].</td>
</tr>
<tr>
<td></td>
<td>- <strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>If you specify [Yes] in [Book Scanning], [Upright Images] is automatically set.</td>
</tr>
<tr>
<td>2 Sided</td>
<td>Specify whether to read out the original only for 1 Sided or 2 Sided. The default value is [1 Sided].</td>
</tr>
<tr>
<td></td>
<td>- <strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>If you specify [Yes] in [Book Scanning], [1 Sided] is automatically set.</td>
</tr>
<tr>
<td>Book Scanning</td>
<td>Specify whether to scan double pages of booklets such as books in order of pages on different paper. If you specify [Yes], you can scan the right and left pages of the original separately. The default value is [No].</td>
</tr>
<tr>
<td></td>
<td>If you specify [Yes], the following are automatically set.</td>
</tr>
<tr>
<td></td>
<td>- [Original Orientation]: [Upright Images]</td>
</tr>
<tr>
<td></td>
<td>- [2 Sided]: [1 Sided]</td>
</tr>
<tr>
<td></td>
<td>- <strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>When you select [A4 Multifunction Device] on the [Multifunction Device Selection] screen, the book scanning is not available.</td>
</tr>
<tr>
<td>Binding Edge</td>
<td>Specify it when you select [Yes] for [Book Scanning].</td>
</tr>
<tr>
<td></td>
<td>Select whether the original to scan has the double pages starting from the left, from the right, or from the top. The default value is [Left Page then Right].</td>
</tr>
<tr>
<td>Pages to Scan</td>
<td>Specify it when you select [Yes] for [Book Scanning].</td>
</tr>
<tr>
<td></td>
<td>Select whether to scan both pages or only 1 Sided (left/ right/ top/ bottom) for the double pages. The default value is [Both Pages].</td>
</tr>
<tr>
<td>Original Type</td>
<td>Select the original type. The default value is [Photo &amp; Text].</td>
</tr>
<tr>
<td>Resolution</td>
<td>Specify resolution to scan the original. The larger the value is, the finer scan becomes, but the data volume becomes bigger. The default value is [200dpi].</td>
</tr>
<tr>
<td></td>
<td>- <strong>Important</strong></td>
</tr>
<tr>
<td></td>
<td>If you set resolution at 600 dpi in color image or gray image, skew correction is not available.</td>
</tr>
<tr>
<td>Color Scanning</td>
<td>Specify color scanning to scan the original. The default value is [Auto Detect].</td>
</tr>
<tr>
<td>Quality / File Size</td>
<td>Select compression rate of images for scan.</td>
</tr>
<tr>
<td></td>
<td>If you select [Quality: Normal / File Size: Small], images are saved at high compression rate. An image quality of the scanned file becomes low, but the file size becomes small.</td>
</tr>
<tr>
<td></td>
<td>If you select [Quality: Maximum / File Size: Largest], images are saved at low compression rate. An image quality of the scanned file becomes high, but the file size becomes large. The default value is [Quality: Higher +2 / File Size: Larger +2].</td>
</tr>
<tr>
<td>File Format</td>
<td>Select the file format as which the scanned file is saved from [DocuWorks], [PDF], and [mTIFF (Multi-Pages per File)]. If you select [DocuWorks], you can set extended attributes. The default value is [DocuWorks].</td>
</tr>
<tr>
<td>Lighten / Darken</td>
<td>Specify density to scan the original. The closer it gets to [Darken +3], the darker it is. The closer it gets to [Lighten +3], the lighter it is. The default value is [Normal].</td>
</tr>
</tbody>
</table>
Details of the [Scan Settings Selection] Menu

You can select a scan method from 30 menus set in advance. The selectable menu depends on the multifunction device selected on the [Multifunction Device Selection] screen.

A3 Multifunction Device

The text “xx” in the “Menu” column in the table below is read as [DW], [PDF], or [TIFF], and which is the file format as which the scanned file is saved.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Items /setting values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White / 1 Sided / xx</td>
<td>Color Scanning: Black &amp; White, Original Type: Text, Shadow Suppression: Off, Background Suppression: On, 2 Sided: 1 Sided, Book Scanning: Off</td>
</tr>
<tr>
<td>Color / 1 Sided / xx</td>
<td>Color, Text, On, Off, 1 Sided, Off</td>
</tr>
<tr>
<td>Color Photo / 1 Sided / xx</td>
<td>Color, Photo, On, Off, 1 Sided, Off</td>
</tr>
<tr>
<td>Auto Color (Photo &amp; Text) / 1 Sided / xx</td>
<td>Auto Detect, Photo &amp; Text, On, Off, 1 Sided, Off</td>
</tr>
<tr>
<td>Auto Color (High Resolution) / 1 Sided / xx</td>
<td>Auto Detect, Photo &amp; Text, On, Off, 1 Sided, Off</td>
</tr>
<tr>
<td>Black &amp; White / 2 Sided / xx</td>
<td>Black &amp; White, Text, Off, On, 2 Sided, Off</td>
</tr>
<tr>
<td>Color / 2 Sided / xx</td>
<td>Color, Text, On, Off, 2 Sided, Off</td>
</tr>
<tr>
<td>Auto Color (High Resolution) / 2 Sided / xx</td>
<td>Auto Detect, Photo &amp; Text, On, Off, 2 Sided, Off</td>
</tr>
<tr>
<td>Black &amp; White / 2 Sided / xx</td>
<td>Black &amp; White, Text, Off, On, 1 Sided, Off*1</td>
</tr>
<tr>
<td>Color / 2 Sided / xx</td>
<td>Color, Text, On, Off, 1 Sided, Off*1</td>
</tr>
</tbody>
</table>

*1 Binding Edge: Left Page then Right, Pages to Scan: Both Pages

The values of the following items are common in each menu.

<table>
<thead>
<tr>
<th>Items</th>
<th>Settings Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality / File Size</td>
<td>Quality: Higher +2 / File Size: Larger +2</td>
</tr>
<tr>
<td>Resolution</td>
<td>200dpi</td>
</tr>
<tr>
<td>Lighten / Darken</td>
<td>Normal</td>
</tr>
<tr>
<td>Original Orientation</td>
<td>Upright Images</td>
</tr>
<tr>
<td>Scan Size</td>
<td>Auto Detect</td>
</tr>
</tbody>
</table>
### A4 Multifunction Device

The text “xx” in the “Menu” column in the table below is read as [DW] or [PDF], and which is the file format as which the scanned file is saved.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Items /setting values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White / 1 Sided / xx / A4</td>
<td>Color Scanning: Black &amp; White</td>
</tr>
<tr>
<td>Black &amp; White / 1 Sided / xx / A5</td>
<td>Color Scanning: Black &amp; White</td>
</tr>
<tr>
<td>Black &amp; White / 1 Sided / xx / B5</td>
<td>Color Scanning: Black &amp; White</td>
</tr>
<tr>
<td>Black &amp; White / 1 Sided / xx / 8.5X11</td>
<td>Color Scanning: Black &amp; White</td>
</tr>
<tr>
<td>Auto Color/ 1 Sided / xx / A4</td>
<td>Color Scanning: Auto Detect</td>
</tr>
<tr>
<td>Auto Color/ 1 Sided / xx / A5</td>
<td>Color Scanning: Auto Detect</td>
</tr>
<tr>
<td>Auto Color/ 1 Sided / xx / B5</td>
<td>Color Scanning: Auto Detect</td>
</tr>
<tr>
<td>Auto Color/ 1 Sided / xx / 8.5X11</td>
<td>Color Scanning: Auto Detect</td>
</tr>
</tbody>
</table>

The values of the following items are common in each menu.

<table>
<thead>
<tr>
<th>Items</th>
<th>Settings Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Type</td>
<td>Text</td>
</tr>
<tr>
<td>Quality / File Size</td>
<td>Quality: Higher +2 / File Size: Larger +2</td>
</tr>
<tr>
<td>Resolution</td>
<td>200dpi</td>
</tr>
<tr>
<td>Lighten / Darken</td>
<td>Normal</td>
</tr>
<tr>
<td>Original Orientation</td>
<td>Upright Images</td>
</tr>
<tr>
<td>Book Scanning</td>
<td>Off</td>
</tr>
</tbody>
</table>
How to Check Cabinet ID / Drawer ID / Folder ID

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

Steps

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

▶ Cabinet ID
The last seven-digit number of the URL
Example 1:
If “https://working-folder.sample.com/web/1000020/” is displayed, the Cabinet ID is “1000020”.

▶ Drawer ID / Folder ID
The numbers displayed after the following text strings at the end of the URL.

<table>
<thead>
<tr>
<th>Items</th>
<th>Settings Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Drawer</td>
<td>publicDrawer-</td>
</tr>
<tr>
<td>Secure Drawer</td>
<td>guardedPublicDrawer-</td>
</tr>
<tr>
<td>Personal Drawer</td>
<td>privateDrawer-</td>
</tr>
<tr>
<td>Created Folder</td>
<td>Folder-</td>
</tr>
</tbody>
</table>

Example 2:
If “https://working-folder.sample.com/web/1000070/#publicDrawer-10” is displayed, the Drawer is “Shared Drawer” and Drawer ID is “10”.

Example 3:
If “https://working-folder.sample.com/web/1000070/#privateDrawer-123” is displayed, the Drawer is “Personal Drawer” and Drawer ID is “123”.

Importing the Settings File to the Multifunction Device

Import the Settings File created (files of the ZIP format) to the multifunction device by CentreWare Internet Services.

Steps

1. Start the personal computer and start the web browser.
2. Input the IP address or Internet address of your multifunction device in the address bar of the web browser.
   CentreWare Internet Services is started.
3. Click the [Properties] tab.
   If you are requested to enter the user name and password, input the administrator ID and password, and click [OK].
4 Operate the following.
(1) Click [Security] > [Plug-in / Custom Services Settings] > [Embedded Plug-ins].
(2) Select [CustomServiceSettingPlugin] in [Plug-in Name].
(3) Click [Set].

5 Operate the following.
(1) Click [Browse] and specify the created Settings File “scandelivery.zip”.
(2) Click [Import].

The Settings File are imported to the multifunction device.

Creating Text String for QR Code

This section describes how to create text strings to be converted to QR code using the Settings Creation Tool.

💡 Note
The Settings Creation Tool allows for creating text strings to be converted to QR code (text information) but not allows for creating QR code directly. After creating text strings for QR code with the tool, convert it to QR code by using the QR code creation software available in the market and print it in a document.

Steps

1 Double-click and start “ScanDeliveryUserTool_EN.xlsm”.
When the message to confirm execution of macro is displayed, enable macros.
2 Operate the following steps.
(1) Select [Create QR Code Text String File].
(2) Click [Next].

3 Operate the following steps.
(1) Specify the settings for QR code such as the folder name rule, file name rule, and extended attributes.

See For details of each item, refer to "Items of the [QR Code Text String Creation Settings] Screen"(P.35).
(2) Click [Create Text].
The created text string for QR code is displayed on the screen.

4 Copy the text string for QR code displayed on the screen, paste it on text file and save it.

5 To continue to create text strings for QR code, click [Back] and execute Step 3 and Step 4. If you finish the creation, click [Finish] on the [QR Code Text String Confirmation] screen.

6 The message to confirm whether the settings are saved or not is displayed. Select either [Yes] or [No].
   If you select [Yes], the settings here become enabled when you start the Settings Creation Tool next time.

7 If you select [Yes] in Step 6, the message to confirm whether the password information is cleared or not is displayed. If you have set a password in [Create Settings File], select whether to clear it.

   **Note**
   If you do not execute [Create Settings File], either selection leads to the same setting.
   The Settings Creation Tool is finished.

8 Convert the saved text string to a QR code by using commercially available QR code creation software.
### Items of the [QR Code Text String Creation Settings] Screen

**Note**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR Coded Page Processing</td>
<td>Select where to attach QR code from the following settings.</td>
</tr>
<tr>
<td></td>
<td>• Add to Message</td>
</tr>
<tr>
<td></td>
<td>• Add to Header Sheet (default)</td>
</tr>
<tr>
<td>Number of Folder Levels</td>
<td>Specify the number of levels of the folder path to save a scanned document.</td>
</tr>
<tr>
<td></td>
<td>• 1st Level Settings (default)</td>
</tr>
<tr>
<td></td>
<td>• 2nd Level Settings</td>
</tr>
<tr>
<td></td>
<td>• 3rd Level Settings</td>
</tr>
<tr>
<td></td>
<td>• 4th Level Settings</td>
</tr>
<tr>
<td>Folder Name Rule 1 to 4</td>
<td>Specify a name of the folder by each path level which is specified in</td>
</tr>
<tr>
<td></td>
<td>[Number of Folder Level] to save the scanned file. You can specify the</td>
</tr>
<tr>
<td></td>
<td>folder name by combining the following attributes and any text strings.</td>
</tr>
<tr>
<td></td>
<td>The folder name is named in order of selecting a check-box.</td>
</tr>
<tr>
<td></td>
<td>• Document Type Name</td>
</tr>
<tr>
<td></td>
<td>Document type name selected</td>
</tr>
<tr>
<td></td>
<td>• Date</td>
</tr>
<tr>
<td></td>
<td>Date when scan is executed. The date format depends on the setting of [Folder Date Format] on the [Common Information Settings] screen.</td>
</tr>
<tr>
<td></td>
<td>• User Name</td>
</tr>
<tr>
<td></td>
<td>User name of the user who executed Scan Delivery Kit.¹</td>
</tr>
<tr>
<td></td>
<td>• Folder Name Custom Text</td>
</tr>
<tr>
<td></td>
<td>Any text strings within 32 bytes²</td>
</tr>
<tr>
<td>File Name Rule</td>
<td>Specify a file name of the scanned document. You can set it by combining</td>
</tr>
<tr>
<td></td>
<td>the following attributes and any text strings. The file name is named in</td>
</tr>
<tr>
<td></td>
<td>order of selecting a check-box.</td>
</tr>
<tr>
<td></td>
<td>• Document Type Name</td>
</tr>
<tr>
<td></td>
<td>Document type name selected</td>
</tr>
<tr>
<td></td>
<td>• Date &amp; Time</td>
</tr>
<tr>
<td></td>
<td>Date &amp; Time when scan is executed. The Date &amp; Time format depends on the</td>
</tr>
<tr>
<td></td>
<td>setting of [Folder Date Format] on the [Common Information Settings] screen.</td>
</tr>
<tr>
<td></td>
<td>• User Name</td>
</tr>
<tr>
<td></td>
<td>User name of the user who executed Scan Delivery Kit.¹</td>
</tr>
<tr>
<td></td>
<td>• Folder Name Custom Text</td>
</tr>
<tr>
<td></td>
<td>Any text strings within 32 bytes²</td>
</tr>
<tr>
<td>Extended Attributes</td>
<td>Specify any attributes to set for DocuWorks documents.</td>
</tr>
<tr>
<td></td>
<td>You can set up to six attributes.</td>
</tr>
<tr>
<td>Attribute Name 1 to 6</td>
<td>Input attribute names within 32 bytes.¹</td>
</tr>
<tr>
<td>Attribute Type 1 to 6</td>
<td>Select the attribute type from the following.</td>
</tr>
<tr>
<td></td>
<td>• Text</td>
</tr>
<tr>
<td></td>
<td>• Date &amp; Time</td>
</tr>
<tr>
<td></td>
<td>• Number</td>
</tr>
<tr>
<td></td>
<td>• Yes or No</td>
</tr>
<tr>
<td>Item</td>
<td>Descriptions</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| Attribute Value 1 to 6 | Input the default values of extended attributes.  
  • For text  
    Any text strings within 256 bytes.\(^*2\)  
  • For Date & Time  
    Input date and time in the YYYY/MM/DD HH:MM:SS format.  
    For example: 2015/10/19 14:10:00  
  • For number  
    Input nine or less half-width digits.  
  • For Yes or No  
    Select either [Yes] or [No]. |

\(^*1\) When the multifunction device cannot retrieve the user name because of the non-authentication mode, if you specify [User Name], it is ignored. If the invalid characters shown in \(^*2\) below are used for the names of users, those characters are deleted.

\(^*2\) You cannot input the following characters. Colon (:), yen (¥), backslash (\), slash (/), question (?), asterisk (*), pipe (|), ampersand (&), angle brackets (<>), double quote ("), single quote (’), comma (,), curly braces ({}), parentheses (())
4 Document Scan (Operation by User)

This chapter describes how to scan documents with Scan Delivery Kit.

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Scanning a Document without QR Code

Scan a document by using Scan Delivery Kit.

Steps

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

2 Select [Scan Delivery] on the menu screen of the multifunction device.

3 Select the document type.

4 If the screen to set extended attributes is displayed, operate the following steps.

Note
Only when the file saving format is DocuWorks, the setting screen of extended attributes is displayed.
(1) Change [Add Attribute] to [Yes] as necessary and change attribute values.
(2) Press [OK]
5 When a screen to check the settings is displayed, operate the following steps.

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

   (1) **Select items as necessary and change default values.**
   (2) **To enable the Skew Correction and Skip Blank Pages features, select the check boxes.**
   (3) **Check the settings and press [OK].**

6 Place documents to be scanned on the multifunction device.

7 Press [Start].

Scan is executed.

**Scanning a Document with QR Code**

Scan documents with QR code by Scan Delivery Kit.
For the following items, QR code is more prioritized than the settings for the document type buttons.
- Folder Name Rule
- File Name Rule
- Extended Attributes of DocuWorks
The following items are automatically set.
- Skew Correction: On
- Skip Blank Pages: On

**Important**
When [Add to Header Sheet] is set for QR code, one or more originals are needed except for the header sheet. The original with only the header sheet or the original that consists of the header sheet and blank pages causes an error.
Steps

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

2. Select [Scan Delivery] on the menu screen of the multifunction device.

3. Operate the following.
   (1) Select a check-box for [Scan QR Code].
   (2) Select the document type.

4. Place documents to be scanned on the multifunction device.

5. Press [Start].

Scan is executed.
5 Notes and Restrictions

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

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Notes and Restrictions When Executing Jobs.................................................................................. 40
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Notes and Restrictions on the Whole

• If you set Scan Delivery Kit for the multifunction device to which the scan and document forwarding features are not available, document type buttons are displayed, but you cannot scan or forward documents.

• When the duplex automatic document feeder is not usable for some reason, you can specify 2 Sided in Scan Delivery Kit, but input and output are performed by 1 Sided.

• If you use the multifunction device connected to the related equipment, Scan Delivery Kit supports only related devices from which user information is retrieved.

• In the following case, Skew Correction is not performed.
  - Color images and grayscale images whose resolution is 600 dpi.
  - Original of picture images only.

Notes and Restrictions When Executing Jobs

• When an error occurs at the time of executing a job, the error screen is not displayed even when a job is done. In that case, error information is written in the job history of the multifunction device. And then check it. For the checking method of the job history, refer to the guide provided with the multifunction device.

• To forward a scanned document to Working Folder, the document data size which you can forward is up to 1 GB. If it is over 1 GB, an error occurs. And you can save up to 1000 documents and folders in Drawer and Folder of Working Folder. If you try to save over 1000, an error occurs.

• If there is a file with the same name in the forwarding destination, a hyphen (-) and four-digit number (0001 to 9999) are added to the end of the file name. If the number is over 9999, an error occurs.

• If the same file is sent to the forwarding destination at the same time from more than one multifunction device, a file may not be sent correctly. To prevent this, for file name rule, preferably the date and time including the second is set (For example: filename_20151001123025.xdw).

• The FTP forwarding does not support protocols with cryptographic communication such as SFTP (SSH FTP) and FTPS (FTP over SSL/TLS).

• FTP communication is operated in Passive mode by factory default. Depending on servers, the mode that can communicate can be only Active mode. In that case, change communication mode from CentreWare Internet Services.
• If there are 10000 or more files and folders in the file storage destination of the forwarding destination server, scan documents may not be correctly processed.

Notes and Restrictions about Settings Creation Tool

• The Settings Creation Tool is not properly operated in Microsoft Excel 2003 and older. For the operation environment, refer to “Operation Environment of Settings Creation Tool” (P.17).
• For the Settings Creation Tool, macros of Excel are used. To use the Settings Creation Tool, set the security level of Excel to [Medium] or lower. For [Medium], when the message to confirm execution of macro is displayed, enable macros.
• Each sheet of the Settings Creation Tool is protected. The following operations are prohibited.
  - Changing the widths of rows and columns
  - Inserting and deleting rows and columns
  - Changing the cell formatting
  - Changing font information
  - Adding and deleting a sheet
• You cannot create or change the document type information on the control panel of the multifunction device. Moreover, you cannot export the document type information imported in the multifunction device and re-edit it by the Settings Creation Tool.
• When you copy the Excel file cells other than the Settings Creation Tool to it, the formatting such as cell protection is copied too. Because of that, you may not be able to input data in the copied cells. In that case, download the original Settings Creation Tool and operate it again.
• Please do not edit the Settings File (ZIP file) written with the Settings Creation Tool by using other applications. Otherwise, you may not be able to read in the file. Moreover, if you import the file to the multifunction device, the multifunction device may not operate properly.

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

If you access the multifunction device for which SSL communication is set, by using Firefox for a web browser, CentreWare Internet Services may not be properly displayed.
In that case, execute the following steps.

Steps

1. Start the Firefox browser.
2. Input “about:config” in the address bar of the browser and press the <Enter> key. The settings menu is displayed.
3. Set the value of “security.tls.version.fallback-limit” to 1.
Notes and Restrictions about the Printing Size of QR Code

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

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

According to QR code data amount generated in “Creating Text String for QR Code” (P.11) (numbers of text byte) and resolution at the time of scan, generate and print QR code of suitable size.

**Note**

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

For example:

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

<table>
<thead>
<tr>
<th>Mod el No.</th>
<th>Data Amount (Byte)</th>
<th>M Code Area (mm)</th>
<th>M Printing Area (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>L</td>
<td>M</td>
<td>Q</td>
</tr>
<tr>
<td>1</td>
<td>17</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>32</td>
<td>26</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>53</td>
<td>42</td>
<td>32</td>
</tr>
<tr>
<td>4</td>
<td>78</td>
<td>62</td>
<td>46</td>
</tr>
<tr>
<td>5</td>
<td>106</td>
<td>84</td>
<td>60</td>
</tr>
<tr>
<td>6</td>
<td>134</td>
<td>106</td>
<td>74</td>
</tr>
<tr>
<td>7</td>
<td>154</td>
<td>122</td>
<td>86</td>
</tr>
<tr>
<td>8</td>
<td>192</td>
<td>152</td>
<td>108</td>
</tr>
<tr>
<td>9</td>
<td>230</td>
<td>180</td>
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<tr>
<td>10</td>
<td>271</td>
<td>213</td>
<td>151</td>
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<tr>
<td>11</td>
<td>321</td>
<td>251</td>
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<td>13</td>
<td>425</td>
<td>311</td>
<td>241</td>
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<tr>
<td>Model No.</td>
<td>Data Amount (Byte)</td>
<td>L 200 dpi</td>
<td>M 300 dpi</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
<td>-----------</td>
<td>-----------</td>
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<tr>
<td>14</td>
<td>458</td>
<td>362</td>
<td>258</td>
</tr>
<tr>
<td>15</td>
<td>520</td>
<td>412</td>
<td>292</td>
</tr>
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<td>586</td>
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</tr>
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<td>504</td>
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<td>1452</td>
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</tr>
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<td>32</td>
<td>1952</td>
<td>1538</td>
<td>1112</td>
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<td>2068</td>
<td>1628</td>
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<td>2188</td>
<td>1722</td>
<td>1228</td>
</tr>
<tr>
<td>35</td>
<td>2303</td>
<td>1809</td>
<td>1283</td>
</tr>
<tr>
<td>36</td>
<td>2431</td>
<td>1911</td>
<td>1351</td>
</tr>
<tr>
<td>37</td>
<td>2563</td>
<td>1989</td>
<td>1423</td>
</tr>
<tr>
<td>38</td>
<td>2699</td>
<td>2099</td>
<td>1499</td>
</tr>
<tr>
<td>39</td>
<td>2809</td>
<td>2213</td>
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<td>2953</td>
<td>2331</td>
<td>1663</td>
</tr>
</tbody>
</table>
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