FUJIFILM

ScanAuto

User Guide

Using This Guide

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

Conventions

■ In this manual, hard disks and solid state drives are collectively referred to as "storage".

■ The following icons are used in this guide, depending on the content described.

🔔 **Important**
  • Indicates important information you have to know or be reminded before operations.

💬 **Note**
  • Indicates supplemental information useful for operation.

👓 **Refer**
  • Indicates references to other chapters and manuals.

■ The following symbols are used in this guide.

" "	• A cross-reference included in this guide. • Names of features, touch screen messages and input text. • The guides to be referred.
[ ]	• Folders, files, applications, button or menu names displayed on the touch screen. • Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.
{ }	• This indicates the variable value depending on the operation or operating environment. For example: [{Login User Name}] is displayed.
< > button	• Hardware buttons on the control panel.
< > key	• Keys on the keyboard of the computer.
>	• Represents abbreviation of procedure for selecting items in order on the operation panel or computer, and referenced items.

1 System Requirements

Multifunction Devices

ScanAuto is available on the multifunction devices that satisfy the following requirements.

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

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

You can check the storage and the system memory of your multifunction device by the following procedures.

Steps

1 **Select [Device] > [Information & Reports].**

2 **Select [Machine Configuration].**

3 **Check that [Storage] is shown on the screen and the value for [System Memory Size] is 2,048 MB or larger.**

2 Environmental Settings

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

🗩 **Note**
> • Enable Custom Services and Embedded Plug-ins to use this service.

Setting up Multifunction Devices

Configure the following settings. For information on each item, refer to the manual of the multifunction device.

Items	Required Settings
SOAP - Port Status	[Device] > [Connectivity & Network Setup] > [Port Settings] > [SOAP] • Port Status: Enabled • SOAP - Port Number: 80
Protocol Settings	[Device] > [Connectivity & Network Setup] > [Protocol Settings] > [TCP/IP - Network Settings] • IP address, subnet mask, and gateway address: settings for the use in TCP/IP network environment
Web Browser Setup	[Device] > [App Settings] > [Web Browser Setup] • [Web Applications Version]: [V5] • [Clear Cache Upon Closing]: [No] • [Use Cache]: [Yes] 🗩 **Note** 　• If [Web Browser Setup] is not displayed, you need to set the license key for software options or to enable Custom Services.

Set as follows when using the Authentication feature.

Items	Required Settings
Login Type	[Device] > [Authentication / Accounting] > [Authentication / Security Settings] > [Authentication] > [Login Type] • [Login Type]: [Login to Local Accounts] or [Login to Remote Accounts] [Device] > [Login to Local Accounts], select [Authentication / Accounting] > [Authentication / Security Settings] > [Authentication] > [Create / View User Accounts] • User registration 🗩 **Note** 　• When [Login to Remote Accounts] is selected, you do not need to register users.
Access Control	[Device] > [Authentication / Accounting] > [Authentication / Security Settings] > [Authentication] > [Access Control] • [Device Access]: [Locked]

🔔 **Important**
> • When the login type is set to [Custom Authentication], and [Remote Authentication Settings] > [Authentication System] is set to [Authentication Agent] in the Internet

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Services, any service access restrictions are not applied to ScanAuto. In this case, ScanAuto is available even if the use of copy or scan is restricted.

- The smart card information is unavailable when [Authentication/Accounting Settings] is set to [Off] and a smart card reader is connected to the multifunction device.

Note
- Rebooting the multifunction device may be required depending on the settings. When a message is displayed on the screen, follow the message and reboot the multifunction device.

Settings to Use ScanAuto

You need to configure following settings to use ScanAuto.

Refer
- For information on each item, refer to the manual of the multifunction device.

Note
- Java Script must be enabled on the web browser.

HTTP Connection Setting

- Select [Enabled] for [Internet Services - Port Status] under [Connectivity & Network Setup] > [Port Settings] > [Internet Services (HTTP)] on the [Device] screen.

E-mail Setting

- Select [Enabled] for [Send E-mail - Port Status] under [Connectivity & Network Setup] > [Port Settings] > [Send E-mail] on the [Device] screen.
- Configure an IP address, subnet mask, and gateway address (settings for the use in TCP/IP network environment) on [TCP/IP - Network Settings] under [Connectivity & Network Setup] > [Protocol Settings] on the [Device] screen.
- Configure the multifunction device's e-mail address and the host name on [Machine's E-mail Address / Host Name] under [Connectivity & Network Setup] on the [Device] screen.
- Select [SMTP] or [POP3] for [Protocol to Receive E-mail] under [Connectivity & Network Setup] > [Other Settings] on the [Device] screen.
- When [Protocol to Receive E-mail] is set to [SMTP], configure the SMTP server setting on [SMTP Server Settings] under [Connectivity & Network Setup] > [Outgoing / Incoming E-mail Settings] on the [Device] screen.
- When [Protocol to Receive E-mail] is set to [POP3], configure the POP3 server setting on [POP3 Server Settings] under [Connectivity & Network Setup] > [Outgoing / Incoming E-mail Settings] on the [Device] screen.

Scan to PC Setting

- Before scanning, you need to create a shared folder where scanned data is saved on your computer.
- When using SMB protocol, select [Enabled] for [Port Status] under [Connectivity & Network Setup] > [Port Settings] > [SMB Client] on the [Device] screen.
- When using FTP protocol, select [Enabled] for [Port Status] under [Connectivity & Network Setup] > [Port Settings] > [FTP Client] on the [Device] screen.

- Specify items such as an IP address, subnet mask, and gateway address to use the multifunction device in a TCP/IP network under [Connectivity & Network Setup] > [Protocol Settings] > [TCP/IP - Network Settings] on the [Device] screen.

E-mail Setting for Authenticated Users

- When the Authentication feature is enabled, register users who use this service and their e-mail addresses.

3 About ScanAuto

"ScanAuto" allows you to scan documents with simple operations, just loading documents and pressing the start button, and you can easily scan documents even when you use the scan service for the first time. You do not need configure the detailed settings because the multifunction device automatically detects the original orientation, whether the document is 1 sided or 2 sided, and whether 1 sided and 2 sided documents are mixed. You can scan documents easily such as taking pictures with using the fully automatic mode of a digital camera.

You can send the scanned data to the specified e-mail address (the authenticated user's e-mail address when the Authentication feature is enabled) in the PDF or DocuWorks format. You can also save the scanned data on the computer using the Scan to PC service.

This chapter describes the following items for this service.

Scanning Procedure

This section describes the basic procedure of "ScanAuto".

Steps

1 When running the multifunction device in the authentication mode, enter the authentication information and log in.

> **Note**
> • If use without authentication is authorized in the administrator settings, ScanAuto can be used without entering the authentication information even when running in the authentication mode.

2 Select the [ScanAuto].

3 Specify a recipient.
For authenticated users who set their email address, or when the system administrator sets the fixed recipient email address, the e-mail address is automatically displayed.
When the displaying area of an e-mail address is blank, specify the e-mail address by any of the following methods.
• Select from the Address Book which is displayed by pressing 🔲 .

 You can also save the scanned data on the computer by selecting a FTP/SMB server as recipient.

 Register a recipient from [Address] on the machine.

• Select from histories which are displayed by pressing 🕐 .

 When you specify a FTP/SMB server as recipient, you can not select a recipient from histories.

• Enter directly with the keyboard which is displayed by selecting the displaying area of an e-mail address.

 > **Note**
 > • Depending on the setting by the system administrator, the display status of an e-mail address may vary, and 🕐 and 🔲 may not be displayed. For more information, refer to "Default Recipient Address"(P.12).

4 **Configure features as necessary.**

 Refer
  • For information on each setting items, refer to "Setting Items on Each Screen"(P.9).

 Note
  • Color Scanning and Resolution vary depending on the settings configured on the [Scan Settings] screen.

5 **Load the document according to the illustration displayed on the screen, and start scanning.**
An e-mail is sent to the authenticated user's e-mail address or the specified e-mail address.
The scanned data is attached to the e-mail or can be retrieved by clicking the URL written in the e-mail.
The scanned data is stored in the designated address, when the recipient of the FTP/SMB server is selected from 🖳 in the step 3.

 Refer
  • For information on how to load the document, refer to the manual provided with the machine.

 Important
  • The multifunction device does not accept another job while using this feature.

 Note
  • The scanned data can be retrieved in PDF or DocuWorks format depending on the setting specified by the system administrator.

Canceling Scan Job

This section describes how to cancel a scan job.

Steps

1 **Select [Stop].**

2 **Select [Delete].**

Setting Items on Each Screen

This section describes the items which can be set on each screen.

[ScanAuto] Screen

 Note
  • For information on the item to configure the e-mail address setting, refer to Step 3 of "Scanning Procedure"(P.8).

Admin Menu

If you press ⚙ ⟩ on the left side of the screen and press [Admin Menu], the Admin Settings screen is displayed.

 Refer
  • For information on the Admin Settings screen, refer to "Configure Administrator Settings Using the Control Panel of the Multifunction Device"(P.11).

 Note
  • This button is displayed when login users who are given system administrator rights log into the multifunction device.

Scan Settings

👓 **Refer**
 - For information on the [Scan Settings] screen, refer to "[Scan Settings] Screen"(P.10).
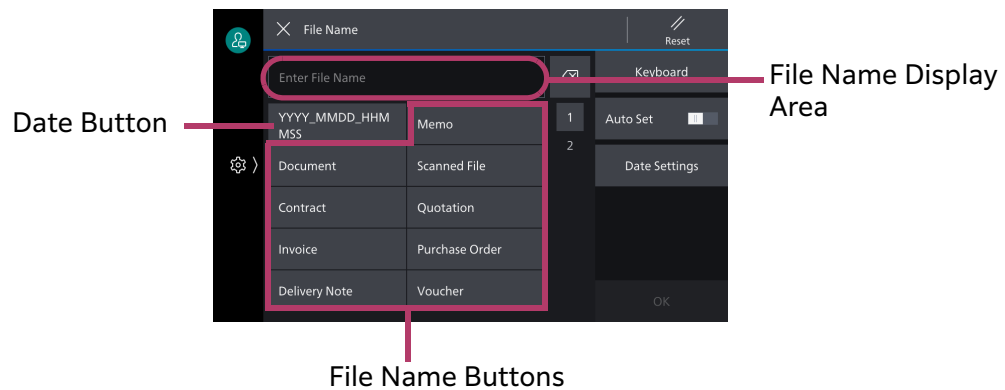
[Scan Settings] Screen

Allows you to select the most appropriate setting for an image quality or a file size of a document.

[File Name] Screen

Selecting [File Name] on the [ScanAuto] screen displays the [File Name] screen. You can set a file name on the screen.

💬 **Note**
 - To display [File Name], the system administrator setting is required. For more information, refer to "Setting Items"(P.12).

Date Button — File Name Display Area

File Name Buttons

🔔 **Important**
 - If Thai, Vietnamese, or Indonesian is set for the displaying language, this item cannot be set.

💬 **Note**
 - You can set a file name in which items are combined by selecting multiple buttons such as file name button and user name button.

File Name Display Area

Displays the file name you set.

Auto Set

If this feature is enabled, the date is automatically assigned to the file name in "YYYY_MMDD_HHMMSS" format.

💬 **Note**
 - "YYYY_MMDD_HHMMSS" represents year-month-day-hour-minute-second of the time when a scan job starts.

User Name Button

Displays the current user name when the authenticated user logs in. Selecting this button sets the user name as a file name.

💬 **Note**
 - If the user name is registered as the authenticated user, the user name is displayed as the button name.
 - If the user name is not registered as the authenticated user, the user ID is displayed as the button name.

• If you log in as a system administrator, the user name button will not be displayed.

Date Button

Displays the date. Selecting this button inputs the date to the file name.

⬚ **Note**
• If the date is set as a file name and the text string of the date is changed in the file name display area, the changed date is not always recognized as a date.

[Date Settings] Screen

Allows you to change the format of the date displayed on the date button on the [File Name] screen.

Date Format

Allows you to select the date display format.

⬚ **Note**
• The item you selected from [Date Separator] is applied to choices in [Date Format].

Date Separator

Select from [None], [_ (Underscore)], [- (Hyphen)], and [. (Dot)] for the separator to input with YYYY, MMDD, DDMM, and HHMMSS.

Configure Administrator Settings Using the Control Panel of the Multifunction Device

System administrators can set the default recipient address, how to send a file, and storage period of the document.

⬚ **Note**
• In the case of a login user who has the authority as a system administrator, pressing [Admin Menu] from ⚙〉 at the bottom of the [ScanAuto] screen displays the Admin Settings screen where you can set the same settings.

Steps

1 **Enter the system administration mode on the control panel of the multifunction device.**

2 **Select [ScanAuto].**

3 **Press ⚙〉 at the left of the screen and press [Admin Menu].**

4 **Select the item to be set.**

5 **Select [Save].**

Configure Administrator Settings Using Internet Services

This operation requires the system administrator permission.

Steps

1 **Start your computer, and then start a web browser.**

2 **Enter the IP address of your multifunction device or Internet address in the address bar of a web browser to launch Internet Services.**

3 **Enter the system administration mode.**

4 **Perform the following steps.**

(1) **Click [System] > [Plug-in Settings].**

(2) **Select [Settings for Add-on Application] in [Embedded Plug-ins].**

(3) **Click [Show] to display the Admin Settings screen.**

> **Note**
> • For more details, refer to the manual provided with the machine.

Setting Items

The following explanation uses the control panel for setting.

You can also set these items (except for some items) by using Internet Services.

Default Recipient Address

Select from [Authenticated User Address], [Off], and [Fixed Address].

• Authenticated User Address
Inputs automatically the authenticated user address when the Authentication feature is enabled.

You can configure whether or not to allow [Allow Use of Sent File History] and [Allow Use of Sent File History].

> **Note**
> • This feature can be set only when the Authentication feature is enabled.

• Off
Displays a blank entry field of the recipient address and allows users to input.

You can configure whether or not to allow [Allow Use of Sent File History].

• Fixed Address
Fixes to the recipient address which is specified by the system administrator and restricts users to change the address.

You can input the recipient address with the keyboard displayed by selecting the address entry field. Pressing ⊡ allows you to refer to the Address Book.

> **Note**
> • In Internet Services, you cannot refer to the Address Book.

Delete Sent File History

Selecting [Yes] deletes all the histories of the recipients sent.

File Sending Method

Select the way to send a file from [Auto Switch by File Size] or [Temporarily Store in Device] when sending an e-mail.

Selecting [Auto Switch by File Size] automatically switches whether to attach the file with an e-mail or to select [Temporarily Store in Device] according to the file size.

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Selecting [Temporarily Store in Device] temporarily stores the scanned data to the multifunction device and sends an e-mail in which the URL to retrieve and delete the scanned data is written to the e-mail address.

When you select [Auto Switch by File Size], you can set the maximum attachment size.

🔔 **Important**
- Under the environment using the firewall, when the scanned data is sent with the setting of [Temporarily Store in Device], the scanned data cannot be checked and retrieved from the specified URL in the computer connected to the external network.
  In this case, when the setting is changed to [Auto Switch by File Size], the scanned data can be attached to the e-mail. Depending on the network connecting methods, the security of the scanned data may not be protected.
  The maximum attachment size is 200 MB. Set [Maximum Attachment Size] to 200 MB.

File Retention Period

Allows you to set the storage period from 1 to 168 hours in increments of 1 hour.

Retain Settings After Job Execution

Selecting [Yes] retains the previous setting of ScanAuto after the job execution.

Display File Name Button

Allows you to set whether or not to display the [File Name] button on the [ScanAuto] screen.

When [No] is set, the file name is automatically set.

Text String Presets for File Name

Allows you to change the text string presets displayed on the file name buttons on the [File Name] screen.

Registering the frequently-used file name is useful for scanning.

🔔 **Important**
- If Thai, Vietnamese, or Indonesian is set for the displaying language, this item cannot be set.

🗨 **Note**
- As a default, 12 text strings are registered. You can change the text strings with keyboard displayed by selecting each text string button.
- Up to 14 characters can be registered. When more than 14 characters are input, the characters which exceed the maximum are deleted.

Default Scan Settings

Allows you to set a default value for [Scan Settings] on the [ScanAuto] screen.

You can also check the details of each setting item.

🗨 **Note**
- The features to automatically detect the document such as [Skip Blank Pages] and [Compression Method] are set to each button. See "Notes and Restrictions"(P.16).
- The setting specified by the administrator is applied to [Skew Correction].
- This feature is displayed only when you use the control panel.

Auto Upright Orientation

🗨 **Note**
- When [On] is set, the settings for [Original Orientation] and [2 Sided Scanning] are ignored.

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• For more information on this feature, see "Notes and Restrictions"(P.16).

Original Orientation

📝 **Note**
• When [Auto Upright Orientation] is set to [Off], this setting is enabled.

2 Sided Scanning

📝 **Note**
• When [Auto Upright Orientation] is set to [Off], this setting is enabled.

File Format

Select from [PDF] and [DocuWorks].

Skew Correction

Allows you to set a default value for [Skew Correction].

Allow Anonymous User

Settings can be made to allow ScanAuto to be operated even without entering authentication information when running the multifunction device in the authentication mode. Select the check box to authorize use without authentication, and uncheck the box to deauthorize it.

📝 **Note**
• [Allow Anonymous User] can be set if the multifunction device fulfills all the following conditions.
  • The login type is [Local] or [Network].
  • Under [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control], both of the following items are set to [Unlocked].
   -[Service Access] > [Scan to Folder]
   -[Feature Access] > [Retrieve Files from Folder]

Troubleshooting

This section describes error messages displayed when some troubles occur with your multifunction devices while using "ScanAuto" and their solutions.

Message	Cause and Remedy
The selected feature is unavailable.	This message is displayed when the ScanAuto feature cannot be used for some reason. Turn off the multifunction device, make sure that the touch screen is blank, and then turn on the multifunction device again. If the same message is displayed again, contact our Customer Support Center.
An error has occurred in the system or in this feature. Contact your System Administrator.	This message is displayed when a scan job cannot be started for some reason. Turn off the multifunction device, make sure that the touch screen is blank, and then turn on the multifunction device again. If the same message is displayed again, contact our Customer Support Center.

The following also describes error messages when the Authentication feature is enabled and their solutions.

Message	Cause and Remedy
Failed to obtain your email address. This feature requires a successful retrieval of the user's email address upon login.	This message is displayed when [Default Recipient Address] is set to [Authenticated User Address] on the Admin Settings screen and when the authenticated user's e-mail address cannot be obtained. For the system administrator, set an e-mail address in [Email Address] under [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].
You do not have access to this feature.	This message is displayed when the user who is not allowed to use the Scan service starts this feature. For the system administrator, cancel the [Scan] restriction in [App Access] under [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].
Unable to start. You have reached your scan limit. Contact your System Administrator.	This message is displayed when the user's scan limit has been reached. For the system administrator, take one of the following measures: • Reset the scan limit in [Reset Total Impressions] under [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts]. • Increase the maximum number of allowed pages for the Scan service in [App Access] under [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].
Unable to start. You do not have access to this feature.	Probable causes are as follows: 1. A user who is not allowed to use the Scan service tried to start scanning. 2. The current user is not registered as the authenticated user. For 1, the system administrator must cancel the [Scan] restriction in [App Access] of the user under [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts]. For 2, the system administrator must create the user's account in [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].

Checking Detail Information

Detail information for this feature may be required upon contacting us. Check the detail information according to the following steps.

Steps

1 Press ⚙⟩ on the left side of the screen and press [About].

2 Check the detail information on the screen.

3 Select [Close].

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Notes and Restrictions

This section describes the notes and restrictions to observe when "ScanAuto" is used.

- This service is not guaranteed when a billing device is connected.
- The add-on application "ScanAuto" takes a longer time to get ready to operate after starting than the Services Home screen and standard service screens do.
- [Auto Upright Orientation] automatically detects the language of the document based on the language set in your multifunction device. Set the appropriate language.
- Since the features such as [Auto Upright Orientation], [Skip Blank Pages], and [Compression Method] automatically detect the document, the scan outcome varies depending on the document.
- When original documents are single sided, Skip Blank Pages feature is disabled, and Auto Upright Orientation feature is enabled, scanned data in PDF or DocuWorks format may have a blank page in landscape orientation between pages with images in portrait orientation. To prevent this case, rotate original documents 90 degrees and scan them again.
- If Thai, Vietnamese, or Indonesian is set for the displaying language, a file name cannot be set.

Notes and Restrictions on the Use of the Authentication Feature

The additional notes and restrictions on the use of the Authenticated feature are listed below.

- This service is also available when a smart card reader is connected to the multifunction device.

- When the login type is set to [Custom], and [Remote Authentication Settings] > [Authentication System] in Internet Services is set to [Authentication Agent], the service restriction is not applied for the feature included in this application. Therefore, even when the Scan service is restricted, "ScanAuto" is available.

- If you log in as the system administrator when Custom Menu is displayed in the unauthenticated mode, the menu is not refreshed. To refresh the menu, press the reset button.

4   Importing/Exporting Settings

Exporting/Importing Overview

With "Settings cloning for Easy UI Solution/ScanAuto", you can save the settings information to a computer, and then you can duplicate the information to other devices.

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

Settings Which Can Be Duplicated

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

- ScanAuto

  Admin Settings