



OptimiDoc

We simplify  
the world  
of documents

# OptimiDoc Server Guide

**v11.00**



[optimidoc.com](http://optimidoc.com)





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## 1 Introduction

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# OptimiDoc

**OptimiDoc** is a solution which ensures you the control over company print, copy and scan operations. Thanks to advanced print and scan functionality makes easier and faster everyday work for your employees. With secure access to devices protects your company data against theft. Finally, lets you look at the detailed report of print services cost with split to devices, departments and users.

### Key benefits



#### Cost minimization

- Complete overview of print costs with a detailed report about each user or device.
- Automation of incoming document by scanning processes with barcode and OCR support.
- Easy integration with existing customer systems without additional extensions.



#### Security

- Secured devices and document until the user authentication by card, PIN or Login & Password.
- Control of printed documents by the administrator with details about the job such as preview of document.
- Secured data transfer between computer and printer by SSL protocol usage.



#### Productivity enhancement

- Print on any device with finishing options definition such as stapling or duplex printing directly on the device.
- Direct scanning from device into searchable PDF or Word.
- Small administrative requirement without having to install any applications on workstations and subsequent administration.



## Environmental

- Paper consumption minimized by finishing options and pull print.
- Less color toner consumption with the option to convert documents to Black & White on the device panel.
- Control of user responsibility by reporting.

## Product description

OptimiDoc is an All-in-One solution which extends the multifunction device's functionality and helps you in everyday work and enhances company processes.



## Security

OptimiDoc Security locks the multifunction printer against unauthorized people. With security you can minimize printing costs and mainly protect your documents before theft or copying.

- Card system — with OptimiDoc you can connect a card reader to the multifunction device and allow users to authenticate by cards. OptimiDoc supports various card standards and thanks to this, users can use cards that have already been used from other systems. Users can also authenticate themselves by PIN, Login & Password or by the combinations.
- Secured data transfer — OptimiDoc uses SSL protocol for communication with devices and for print data transfer from the user station to the device. All data are then encrypted and secured.



## Print

OptimiDoc Print offers easier and faster printing on any device. The user is not limited anymore to a particular device where they send the job and at the same time, they set the final form of the document on the device.

- Jobs management — users can manage their print jobs directly on a multifunction device. Also, they can see detailed information about each job such as name, number of pages or complete document preview. Before printing the user can specify if the documents should be printed black & white, two sided or stapled.
- Pull print — all print documents are sent to the OptimiDoc server and they remain stored until the user requests them on the device. At the same time OptimiDoc knows from which device is the user connected and can send documents to a specific device which the user has requested.



## Scan

Scanning ensures digitalization of your documents by an embedded application directly on the multifunction device. Subsequently, these documents can be processed and stored in your repositories.

- Image enhancement — OptimiDoc can de-skew documents, clean up, or separate facing dual pages without any manual assistance.
- Document conversion — OptimiDoc converts scanned documents to more than 10 file types including Microsoft Word, Excel or searchable PDF/A.
- Barcodes and document separation — for bulk scan processing OptimiDoc supports the barcode recognition or separation of documents with a blank page.
- Multiple destinations — optional documents naming and support of multiple destinations such as folder, email, Microsoft SharePoint or Google Drive allow a user to route the document exactly where they want.



## Reporting

Reporting helps you to get an overview about the printing services and printing costs with split to user or device.

- Web reports — with web reports you can create a fast overview of the cost per device, location, user and department. Such report can be used by an administrator or a user who can check their own costs.
- Excel reporting — OptimiDoc allows you to export data directly into Microsoft Excel. Together with pre-built report templates you can then monitor paper consumption, usage of duplex printing or even utilization of equipment on different days and hours.
- Print monitoring — monitoring provides an overview of actual printing in your organization with information who and what is being printed. At the same time the administrator may also look at the preview of the document.



## Device Monitoring

Monitoring of device status regularly checks the individual statuses of the devices and consumables. Thanks to this, the administrator gets via web interface information about the print environment and simply responds to arising problems. Within the scope of monitoring, it is possible to monitor the information about device status, paper level in the individual containers, toner level, etc.

- Notification system - Within the scope of the notification system, it is possible to configure regular email notifications in case of the device status change or a drop of consumables below the pre-defined level. The email can contain information about a specific device where the problem has occurred, but also a detailed description of the problem or type of consumable, which should be replaced. By deployment of the notification system, it is possible to forego failures of individual print devices or to ensure quick resolution of faults.





## 1.1 System requirements

### Software requirements

OptimiDoc Server is fully based on Microsoft platform and its components.

#### Operating system

Operating system for using OptimiDoc server can be server operating system but also non-server operating system. OptimiDoc Server, which is installed on non-server operating system is mostly used for testing and promoting purpose. Server operating systems are highly recommended.

- Windows Server 2012\* / R2
- Windows Server 2016
- Windows Server 2019
- Windows 8 Professional 64bit\*
- Windows 8 Enterprise 64bit\*
- Windows 8.1 Professional 64bit\*
- Windows 8.1 Enterprise 64bit\*
- Windows 10 Professional\*
- Windows 10 Enterprise\*

#### Other software

- Microsoft .NET Framework 4.6
- Microsoft Internet Information Services (IIS) or later with ASP.NET feature
- Internet Explorer 11 and higher or equal browser
- Certificate for HTTPS (Self-signed certificate included in installer)
- Firewall exceptions must be configured
- \*PowerShell - ExecutionPolicy set to unrestricted during installation - required in order to install DLLs into Global Assembly Cache (GAC)

SQL Servers supported:

Supported SQL Servers	LocalDB	Express	Standard	Enterprise
Recommended amount of devices*	20	100	>100	cluster server implementation
SQL Server 2019	•	•	•	•
SQL Server 2017	•	•	•	•
SQL Server 2016	•	•	•	•
SQL Server 2014	•	•	•	•
SQL Server 2012	•	•	•	•

\*Specific cases could have different requirements.

### Hardware requirements



## Minimal configuration

- CPU: Dual Core 2 GHz
- RAM: 4 GB
- Free disk space: 20 GB or more
- Network connection: LAN 100 Mbps

## Recommended hardware\*

- CPU: Quad Core 2 GHz or faster processor
- RAM: 8 GB
- Free disk space: 100 GB
- Network connection: LAN 1 Gbps
- Server operating system

\*Should manage up to 200 devices for authentication, print management, reporting and document capture.

## Cluster and enterprise environments

- Please contact OptimiDoc Technical Support at <https://support.optimidoc.com> or at [support@optimidoc.com](mailto:support@optimidoc.com)



### Tip

Database requirements are based on number of operations and records in it. DB size is approximately **100 MB per 100 000 records** in it.



### 1.1.1 Port Specification

## OptimiDoc Server communication

The OptimiDoc Server provides a communication through server protocols based on specified service. A list of protocols and ports is described below.

### Customer security boundaries

The OptimiDoc Server doesn't provide any user data outside of the customer ICT environment, only communication with utilized cloud services is required as a part of solution design and basic prerequisites.

The exception to above, happens when scanning to Cloud Storages is used. e.g. user scans a document in customer ICT environment and selects Cloud storage on the internet. The OptimiDoc Server receives scan data from an MFP device and delivers it to selected storage.

### Communication paths & encryption

The OptimiDoc Server provides and receives data from the following components:

- Print server
- MFP device
- Mobile application for iOS and Android
- Web browser
- OptimiDoc Print Node
- OptimiDoc Client

Components can be excluded in specific customer implementations.

## Communication channels and protocols

### Print server > OptimiDoc Server

Purpose	Data	Protocol	Port	Encryption
Delivery of print job	- Print data (PCL/PS/XPS/PDF) - Login	LPR	515	no
		IPP	14265	no
		IPPS	14266	TLS

### MFP device > OptimiDoc Server

Purpose	Data	Protocol	Port	Encryption
Authentication & authorization of user	- Login and password or PIN or Card - Email - Full name - Access rights	HTTP	14265	No
		HTTPS	14266	TLS
		SOAP (Konica Minolta and Develop)	14267	TLS



Embedded terminal communication	<ul style="list-style-type: none"> <li>- Print job data (name, preview)</li> <li>- Scan workflows including metadata</li> <li>- Storages folders structure including files</li> <li>- Billing codes</li> </ul>	HTTP	14265	No
		HTTPS	14266	TLS
Delivery of scanned document	<ul style="list-style-type: none"> <li>- Scan document data</li> <li>- Scan document description file with user login and metadata</li> </ul>	HTTP	14265	No
		HTTPS	14266	TLS
		WebDAV (Konica Minolta and Develop)	14269	TLS
		FTP (Epson)	21	FTP server defined

## OptimiDoc Server > MFP device

Purpose	Data	Protocol	Port	Encryption
Device authentication in case of external authentication method	<ul style="list-style-type: none"> <li>- Login</li> <li>- Email</li> <li>- Full name</li> <li>- Access right</li> </ul>	HTTP	80	No
		HTTPS	443	Device defined
Device installation and configuration	- OptimiDoc Server parameters	HTTP	80	No
		HTTPS	443	Device defined
Device status check	- Device detailed information including serial number, trays, ...	SNMP	161,162 (UDP)	No
Print documents delivery	<ul style="list-style-type: none"> <li>- Print data (PCL/PS/XPS/PDF)</li> <li>- User login</li> </ul>	LPR	515	No
		IPP	80, 631	No
		IPPS	443	Device defined
		JetDirect	9100	No
Device configuration		HTTPS	443 (Xerox) 50003 (KM) 7627 (HP)	Device defined

## OptimiDoc Server > LDAP

Purpose	Data	Protocol	Port	Encryption
Lightweight Directory Access	<ul style="list-style-type: none"> <li>- Login</li> <li>- Email</li> </ul>	LDAP	389,3268	No





Protocol synchronization	<ul style="list-style-type: none"> <li>- Full name</li> <li>- Department</li> <li>- Card</li> <li>- PIN</li> </ul>	LDAPS	636, 3269	LDAP defined
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## OptimiDoc Server > Other services

Purpose	Data	Protocol	Port	Encryption
Outgoing emails	<ul style="list-style-type: none"> <li>- Notification and error alerts</li> <li>- Scans and defined metadata</li> </ul>	SMTP	25	SMTP server defined
Incoming email	<ul style="list-style-type: none"> <li>- Documents for print and scan through OptimiDoc</li> </ul>	IMAP	143,993	Mailserver defined
		POP3	110,995	Mailserver defined
Delivery and download from Cloud storages	<ul style="list-style-type: none"> <li>- Scan document</li> <li>- Access/Refresh token</li> <li>- Metadata</li> </ul>	HTTPS	443	Cloud storages defined
Popup request to Client	<ul style="list-style-type: none"> <li>- URL address to OptimiDoc</li> <li>- Server address</li> <li>- Proprietary commands</li> </ul>	binary	14262	
Network Card Reader TCPConv 2	<ul style="list-style-type: none"> <li>- User card number</li> </ul>		14263	No

## Print server > OptimiDoc Print Node

Purpose	Data	Protocol	Port	Encryption
Delivery of print job	<ul style="list-style-type: none"> <li>- Print data (PCL/PS/XPS/PDF)</li> <li>- Login</li> </ul>	LPR	515	No
		IPP	14265	No
		IPPS	14266	TSL

## OptimiDoc Print Node > OptimiDoc Server

Purpose	Data	Protocol	Port	Encryption
Print job registration	<ul style="list-style-type: none"> <li>- Login</li> <li>- Job name</li> <li>- Job language</li> <li>- Print job accounting data</li> </ul>	HTTPS	14266	TLS
Heartbeat	<ul style="list-style-type: none"> <li>- Status of OptimiDoc Print Node</li> </ul>	HTTPS	14266	TLS

## OptimiDoc Server > OptimiDoc Print Node

Purpose	Data	Protocol	Port	Encryption
Print job release request	<ul style="list-style-type: none"> <li>- Login</li> <li>- Job ID</li> <li>- Device IP</li> <li>- Delivery type</li> <li>- Finishing options</li> </ul>	HTTPS	14260	TLS
Job maintenance	<ul style="list-style-type: none"> <li>- Job ID</li> </ul>	HTTPS	14260	TLS
Job preview	<ul style="list-style-type: none"> <li>- Job preview</li> </ul>	HTTPS	14260	TLS

## OptimiDoc Print Node > MFP device



Purpose	Data	Protocol	Port	Encryption
Print documents delivery	- Print data (PCL/PS/XPS/PDF) - User login	LPR	515	No
		IPP	80, 631	No
		IPPS	443	Device defined
		JetDirect	9100	No



**Note**

- The exact set of ports and protocols can be different based on used MFP devices and architecture.
- Complete communication between the OptimiDoc Server internal components is secured through TLS.



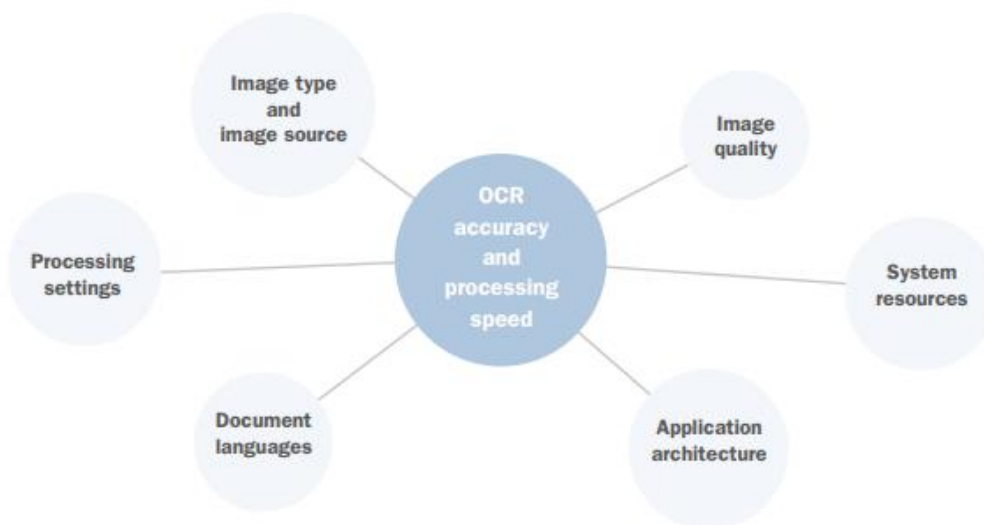
### 1.1.2 OCR performance

## OCR Performance guide

Excellent performance of the OCR component is one of the key factors for high customer satisfaction. This chapter provides information on general OCR performance factors and the possibilities to optimize them.

When measuring OCR performance, there are two major parameters to consider:

- RECOGNITION ACCURACY
- PROCESSING SPEED



### Image Type and Image Quality

Images can come from different sources. Digitally created PDFs, screenshots of computer and tablet devices, image files created by scanners, fax servers, digital cameras or smartphones – various image sources will lead to different image types with different level of image quality. For example, using the wrong scanner settings can cause “noise” on the image, like random black dots or speckles, blurred and uneven letters, or skewed lines and shifted table borders. In terms of OCR, this is a ‘low-quality image’. Processing low-quality images requires high computing power, increases the overall processing time and deteriorates the recognition results.

#### Image quality = Key factor for OCR performance

On the other hand, processing ‘high-quality images’ without distortions reduces the processing time. Additionally, reading high-quality images leads to higher accuracy results. Therefore, it is recommended to use high-quality images for the OCR process.

Increase OCR speed and accuracy by enhancing the image quality.

### How to Get High-Quality Images



## TIPS FOR DOCUMENT SCANNING

- Font Size
  - Documents printed in very small fonts should be scanned at higher resolutions. Use the following resolution for scanning:
    - 300 dpi for typical texts (printed in fonts of size 10 pt or larger)
    - 400-600 dpi for texts (fonts size 9 pt or smaller)
- Print Quality
  - Poor quality document, such as old newspapers or books should be scanned in the grayscale mode. This mode retains more information about the letters in the scanned text.

## TIPS FOR TAKING PHOTOS

- Correct Lighting
  - Make sure that lighting is evenly distributed across the page and that there are no dark areas or shadows.
  - If possible, use a tripod. Position the lens parallel to the plane of the document and point it toward the center of the text.
  - Turn off the flash to avoid glare and sharp shadows on the page.
  - If the camera has “White Balance” option, use a white sheet of paper to set white balance. Otherwise, select the white balance mode, which best suits the current lighting conditions.
- If There is Not Enough Light ...
  - Select a greater aperture value
  - Select a greater ISO value for sensitivity
  - Use manual focusing if the camera cannot lock the focus automatically

## Image Quality Enhancement with OptimiDoc Server

If it is not possible to influence the image quality in advance, it is recommended to enhance it prior to the recognition step. In OptimiDoc Server, various powerful image preprocessing functions are available:

### ADVANCED IMAGE PROCESSING FUNCTIONS

- ABBYY Camera OCR technology
- Auto-splitting of double-pages
- Removal of stamps and written notes
- Automated image de-skewing
- Autodetection of page orientation and rotation
- Image despeckling

## Predefined Recognition Modes

Another possibility to influence the OCR performance is to use recognition modes designed for particular scenarios. OptimiDoc Server provides following predefined recognition modes:



## NORMAL

Using this mode you will achieve the highest recognition accuracy.

This mode is highly recommended when recognizing content is going to be reused in other applications or tasks where high accuracy is critically important.

## FAST

Usage of this mode increases processing speed up to 200-250%.

This mode is recommended when processing speed is of the primary importance, such as in high-volume document processing for archiving, content and document management systems.

## Document Languages

OptimiDoc Server is capable of recognizing both mono- and multi-lingual (e.g. written in several languages) documents. It is very important to specify the correct recognition language, since an incorrectly specified language can significantly slow down the document processing and decrease the recognition quality. If the recognition language cannot be specified in advance, it is possible to use automatic language detection. However, a high number of preselected recognition languages will reduce the processing speed. Therefore, it is not recommended to specify more than five recognition languages.

## OptimiDoc Server OCR - Speed Testing Results

The table presents the results of internal performance testing. Please be aware that testing results always depend on many factors, such as image quality, used recognition languages and other factors.

### ONE-PAGE PAGES/MINUTE

165

### ONE MULTI-PAGE PAGES/MINUTE

10

## Technical Test Information

Intel® Core™ i5-4440 (3.10 GHz, 4 physical cores), 8 GB RAM, 4 processes running simultaneously.

The performance was tested on 300 documents in English, using the 'DocumentArchiving\_Speed' predefined profile. In the scenarios „One-page documents“ and „One multi-page document“ the documents were exported as PDF format. \* The text was extracted from pre-defined areas on one-page documents. No export to any file format was



performed

## System Resources

During the OCR process, a range of different algorithms are applied. They depend on image quality, document languages, layout complexity and number of pages in the document. Accordingly, such algorithms might require higher memory resources. It is recommended to set up the system in accordance with the outlined memory requirements to optimize the processing speed by allocating adequate system memory.

### MEMORY REQUIREMENTS

Processing multi-page documents	minimum 1 GB RAM recommended 1,5 GB RAM
Parallel processing	350 MB RAM x number of CPU cores + additional 450 MB RAM
Parallel processing of documents in Arabic, Chinese, Japanese or Korean	850 MB x number of CPU cores + 750MB RAM

## Security

### Authorization and access level

#### Access Levels and Accounts

In order to deliver the services, OptimiDoc requires the following types of accounts

#### Service accounts

Services accounts are exclusively to be used by the software components to run the services within the server's environments across all architecture (central and regional components).

It is recommended that the services account is common to all architecture.

Services accounts should have Local Administration rights to the servers where the services are running.

Services account password policy can be aligned with the corporate policies.

#### Support accounts

Support account will be used by OptimiDoc personnel to support on Install, configure, deploy and support the OptimiDoc Services central and regionally.

OptimiDoc can work either with generic accounts to the service or dedicated personnel accounts, in which case, OptimiDoc will provide Customer with details for each user that an



account needs to be created for.

OptimiDoc recommends that 2 groups of accounts are created.

A group for users with temporary tasks (Install, configure, deploy) and a second group for users with longer lasting tasks (ongoing support of the solution).



## 1.2 Specification

### Security

#### User authentication

**Web interface:** Login&Password

**Multifunctional device:** please check device comparison part

#### Access rights

**Web interface:** Administrator, Local administrator, Manager, Department manager, User

**Multifunctional device:** Copy, Print, Scan, Color copy/print, Scan workflows, Print connectors

\*Supported access right could be different based on device model and manufacturer

### Print

#### Incoming print queues to OptimiDoc

**Supported standards:** IPP(s), LPR/LPD

**Other channels:** Web submit

#### OptimiDoc print queue types

**Direct queue** – print jobs are printed directly on specified device

**Secured queue** – print jobs are hold on server until user authenticates and requests the jobs

#### Supporter job delivery to device

**Supported standards:** IPP/PPs/ IPP (HTTP 1.0), Xerox PullPrintAPI, JetDirect, LPR

#### Print jobs maintenance

Automatic unprinted jobs removal in predefined period (days)

Automatic printed jobs removal in predefined period (days)

#### Print terminal

Browse of unprinted and printed jobs

Print of selected/all print jobs

Delete of selected jobs





Search between files and folders in the current directory\*\*

**Job detail:** Full preview, First page preview, Number of pages, Job name, Owner, Date

**Finishing options:** Force BW, Force simplex/duplex, Number of copies, Stapling, Punching

\*Supported print terminal features could be different based on device model and manufacturer

\*\* Available only on HP Enterprise and Xerox

## Print terminal

**Archives:** Mailbox, Google Drive\*, Folder (SMB)\*, Dropbox\*, OneDrive, Shared Queue, WebDav, SharePoint Online, Box

**Supported file types:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HTML, PDF, TIF, JPG, PNG, TXT, RTF

Access to connectors based on groups

MFP need to support PDF printing.

\*Supported print connectors could be different based on device model and manufacturer

## Print rules

**Triggers:** Authentication on device, Print job delivery to printer, Job execution on device

**Conditions:** Username, User, Login, Department, Group, Device, Job name, Current monthly consumption, Job type, Number of pages

**Actions:** Force duplex, Force BW, Reject operation, Save print preview, Email notification to user, Email notification to customer email, Print all jobs, Job consumption estimate, Redirect print job to device

\*Supported print rules could be different based on device model and manufacturer

## Scan

### Scan processes

**Max. amount of scan processes:** unlimited

**Max. amount of scan parameters per scan process:** 6

### Access rights

Access to scan processes based on groups

### Input channels

MFP, HotFodler, Email, Mobile, Web submit

### MFP specific features



**Scan settings (fix/optional):** Resolution, Duplex, Paper format, Job assembly\*, Color

**Scan parameters types:** String, Number, Boolean, Date, Internal list, External list  
CSV/JSON/XML, User list (email, login, name), SharePoint list  
Scan parameters can have a default value and can be optional or required

\*Supported scan features could be different based on device model and manufacturer

### HotFolder specific features

**Local folder supported**

**Input formats:** PDF, TIF

**Input parameters for subfolders name:** Maximally 5

**Parameters types:** User

### Websubmit specific features

**Input formats:** PDF, TIF

### Email specific features

**Input formats:** PDF, TIF

**Supported protocols:** IMAP, POP3

**SSL support**

### Image enhancement

Auto-detection of page orientation, Splitting facing pages and dual pages, Automated image de-skewing, Image despeckling, Texture filtering, Blank page removal

### Barcode recognition

**Supported barcodes**

**1D codes:** Codabar, Code 128, Code 39, Code 93, EAN 8, EAN 13, IATA 2 of 5, Industrial 2 of 5, Interleaved 2 of 5, Matrix 2 of 5, Patch, PostNet, UCC-128, UPC-A, UPC-E

**1D barcodes with checksum:** Code 39, Interleaved 2 of 5, Codabar

**1D barcodes with supplemental:** EAN 8, EAN 13, UPC-E

**2D barcodes:** PDF417, Aztec, DataMatrix, QR Code

**Regular expression supported**

**Operation up to barcodes:** Barcodes substring extraction, Barcodes separation by character, Barcodes conversion by conversion table



## Bulk scan separation

**Separation by:** Blank page\*, Barcode, Predefined number of pages, Zone

\* not supported with Zonal OCR

## Document export

compact PDF/A (\*.pdf), searchable PDF/A (\*.pdf), PDF (\*.pdf), Microsoft Word (\*.docx and \*.doc), Microsoft Excel (\*.xlsx and \*.xls), Microsoft PowerPoint (\*.pptx), Rich Text Format (\*.rtf), Text (\*.txt), JPEG image (\*.jpg)\*, Multipage TIFF (\*.tif)

## Document export

### Zones types

**Text zone:** Support of regular expressions, Definition of zone page

**Barcode zone:** Support of regular expressions, Definition of zone page

## Supported destinations

Every scan workflow can have assigned multiple destinations.

Folder/SMB/DFS, FTP, Email, SharePoint, Google Drive, Script, OptimiDoc, DropBox, One Drive, One Drive Business, SharePoint Online, Box, WebDav

## Scan delivery reporting

**Triggers:** Always, Only on errors

**Type:** Overall, Per document

**Format:** JSON, XML, Custom

## Reporting

### Device native reporting

**Supported operations:** Print, Scan, Copy

**Copy/print information:** Number of pages, Format, Number of sheets, Price

**Scan information:** Number of pages, Price

\*Supported accounting features could be different based on device model and manufacturer

### Network device - Accounting based on job analyzer

**Supported operations:** Print (PCL/PS languages)

**Print information:** Number of pages\*, Format, Price

\*In case of minimal color coverage can be the page detected as a black&white.

### Accounting based on Print Monitor



**Supported operations:** Print

**Print information:** Number of pages\*, Format, Price

\*Print Monitor takes information from Windows spoolers.

## Web reports

### Job list/Activity log

**Provided information:** Name, User, Department, Device, Time, Number of pages, Number of scans, Number of sheets, Price, State

**Supported filters:** Date from/to, User, Department, Device, Job name, Status

### Standard reports:

**Reports by:** User, Department, Device, Location, Days

**Report content:** Number of pages, Number of scans, Number of sheets, Price

**Supported filters:** Date from/to, User, Department, Device, Location

## Excel reports

**Reports by:** User, Department, Device, Location, Days

**Report content:** Number of operations, Number of pages, Number of scans, Number of sheets and paper format, Workload in hours and days, Utilization of duplex or color print, Price

**Supported filters:** Date from/to, User, Department, Device, Location

## Automatic reporting

### Automatic report generation to multiple email address

**Definition of email:** Receivers emails, Email subject, Email body, Localization

**Time period:** Last month

**Supported formats:** Excel

**Supported filters:** User, Department, Device, Location

## Export features

**Supported formats:** XML, CSV, HTML

**Supported filters:** Date from/to

## User management



## User database and synchronization

### Internal user database

**Synchronization with multiple Active Directory, OpenLDAP \*:** Synchronization of user login, name, email, department\*\*, PIN and card.

\* Server needs to be added to domain

\*\* Department is synchronized from organization unit or selected user account field

### Synchronization with CSV file

### Synchronization with Lotus Domino

## Automatic PIN generation

**Automatic PIN generation with distribution to user email:** PIN length definition, Filter for generation of PIN just to users without PINs or without Card, Email content definition

## Mass operation

Cards import from CSV

Pin import from CSV

## GDPR

Keep information list for specific user

User anonymization

## General features

### UI rebranding

**Webinterface:** Logo upload

**Multifunctional device:** Colors, Logo upload

\*Supported rebranding features could be different based on device model and manufacturer



## 1.3 Changelog

### V 11

- [FEATURE] - SharePoint Online - site selection
- [FEATURE] - Ricoh terminal integration
- [FEATURE] - Canon terminal integration
- [IMPROVEMENT] - Standard report - retrieve data only after clicking the Apply filter button
- [BUGFIX] - OCR zone background - missing TIFF file type
- [BUGFIX] - KM - Print All does not work
- [BUGFIX] - HP - terminal layout problem on small screen
- [BUGFIX] - Standard reports - Excel export issues
- [BUGFIX] - Print job removal - jobs deleted when specific combination set up
- [BUGFIX] - Hotfolder picks up also other than only newly created files
- [BUGFIX] - Add login/email to display on terminal to Userlist parameter
- [BUGFIX] - Allow to find non diacritics results when searching through User List names
- [BUGFIX] - Scan parameter list "VAL" string breaks the values



### 1.3.1 Version 10

#### V 10.08

- [BUGFIX] - Internal DB server name does not show up on dashboard
- [BUGFIX] - Network accounting not working when IPP delivery method selected
- [IMPROVEMENT] - Modern terminal look - search possibility in print
- [IMPROVEMENT] - Possibility to hide OptimiDoc print queues (Waiting, Printed) on the terminal

#### V 10.07

- [BUGFIX] - Error when accessing option Diagnostic - Active Users
- [BUGFIX] - Ability to assign default billing code without access rights by admin
- [BUGFIX] - Scan workflow - OCR settings kept after document type changed to non-OCR
- [BUGFIX] - IE doesn't display content of data tables
- [BUGFIX] - HP - Deny usage of color
- [BUGFIX] - Mobile app: HP Pro and Epson - unlock feature
- [BUGFIX] - HP terminal - responsive buttons with long labels
- [BUGFIX] - HP Pro: signout after 2nd card swipe (device freezing)
- [BUGFIX] - HP: change of finishing option is not reflected
- [BUGFIX] - HP Pro: handling of group access rights
- [BUGFIX] - IPP print problem on HP Pro devices
- [BUGFIX] - Xerox WorkCentre - modern terminal - scan parameter date picker won't open
- [BUGFIX] - Xerox - job preview button visual bug
- [BUGFIX] - Xerox - logout problem when using proxy
- [BUGFIX] - Data table - sorting applied on current page only
- [BUGFIX] - Automatic LDAP synchronization - minutes button
- [BUGFIX] - Epson: ability to add admin password
- [BUGFIX] - Epson: EOP test connection does not work
- [BUGFIX] - Epson: deny copy, print, scan, color functionality
- [BUGFIX] - IPP delivery - wait for ready state of printer before sending job
- [BUGFIX] - Filter Job list by owner does not work once the user was cached in browser
- [BUGFIX] - Installer - SQL Test button correction
- [BUGFIX] - Rules sync task - cyclic reference
- [BUGFIX] - Rules sync task - error handling
- [BUGFIX] - Finishing options display all possible options instead of only available
- [BUGFIX] - Event log - show message full HD display
- [BUGFIX] - Login form uses GET request method
- [IMPROVEMENT] - OD service: improve error message when Web is unavailable
- [IMPROVEMENT] - GSuite integration - user import
- [IMPROVEMENT] - Extend the documentation with whitepaper
- [IMPROVEMENT] - Installer: configure application preload in IIS
- [IMPROVEMENT] - Web interface speed optimization
- [IMPROVEMENT] - Current SQL driver in installer does not support TLS 1.2
- [IMPROVEMENT] - Ability to use hostname for SSL instead of IP
- [IMPROVEMENT] - HP: device installer modification to use strict SSL
- [IMPROVEMENT] - Install DLLs to GAC
- [IMPROVEMENT] - Xerox: DNS record in XSA

**V 10.06**

- [BUGFIX] - Deleting Email OCR flow won't delete (input) destination belonging to it
- [BUGFIX] - Long device or location name adds crlf after icon
- [BUGFIX] - Scan destination -> Email contains duplicate items
- [BUGFIX] - Language Icon doesn't show up correctly
- [BUGFIX] - Dashboard optimization
- [BUGFIX] - Job List - date To is limited by time when page is loaded
- [BUGFIX] - IP address and Server name in System info widget
- [IMPROVEMENT] - Old jobs removal - allow only one instance of process and add paging
- [IMPROVEMENT] - Correction of accounting data query in scheduler instead of startup procedure
- [IMPROVEMENT] - Welcome message after web interface login
- [IMPROVEMENT] - Job receiving optimization in spooler

**V 10.05**

- [BUGFIX] - Unescaped values in scan XML metadata
- [BUGFIX] - Unable to delete pricelist when was assigned to device without accounting
- [BUGFIX] - Scan workflows - Refresh after import
- [BUGFIX] - Epson: scan delivery doesn't work when configuration of FTP server is without "ftp://" prefix
- [BUGFIX] - Devices -> "Install same device functionality" - misleading data
- [BUGFIX] - Rules: check uniqueness of rule name
- [BUGFIX] - Sending automatic report in the same day as start of period
- [BUGFIX] - User import - Status is always "finished"
- [BUGFIX] - Billing code not used in accounting for direct queue print
- [BUGFIX] - Deleted departments are active in group
- [BUGFIX] - In OCR zone settings - dropdown type - visible different value than selected
- [BUGFIX] - OptimiDoc Client - popup doesn't appear in front of other applications
- [BUGFIX] - Rule - email notification - when "return key" typed in message body can't edit rule again
- [BUGFIX] - Epson broken screen texts (layout)
- [BUGFIX] - Rules - conditions for group Everyone not applied
- [BUGFIX] - Rules - when selected "less than" in numeric condition upon edit "greater than" is selected
- [BUGFIX] - Rule - save job preview - system parameters not applied while naming folder path
- [BUGFIX] - Rule - save job preview and reject in one rule don't work
- [BUGFIX] - List parameters field value/title description missing
- [BUGFIX] - File might be corrupted (Report export table)
- [BUGFIX] - Job list - Dropdown list in search sticks
- [BUGFIX] - Office365 IMAP server doesn't delete e-mails
- [BUGFIX] - "Remove AD" button doesn't delete AD settings
- [BUGFIX] - User Import - wrong localization - ID attribute, Default project attribute
- [BUGFIX] - Scan workflow - import creates duplicate destinations
- [BUGFIX] - Scan workflow - import can create duplicate workflows
- [BUGFIX] - Scan workflow - HotFolder - wrong redirection when not filled Folder Path
- [BUGFIX] - HotFolder - modal with parameters has wrong title
- [BUGFIX] - Scan workflow - import creates duplicate scan parameters





- [BUGFIX] - Scan workflow - import keeps document loaded
- [BUGFIX] - Automatic reports - filter items cannot be cleared
- [BUGFIX] - New AltaLink firmware (SPAR Release 103.xxx.000.06000) requires argument Provides during installation
- [BUGFIX] - Automatic reports are not generated
- [BUGFIX] - AD import - 2nd AD synchronization issue
- [BUGFIX] - AD import - 2nd AD advanced settings not applied
- [BUGFIX] - Scan destination FTP - unable to connect to different port
- [BUGFIX] - Email scan destination won't send output to more recipients
- [IMPROVEMENT] - Subscription business model
- [IMPROVEMENT] - HP - ability to configure timeouts for connections
- [IMPROVEMENT] - Xerox - colour forcing for xpdf header print job

#### **V 10.04**

- [BUGFIX] - Deny usage of color in copying - Xerox
- [BUGFIX] - Wrong error messages during adding/editing scan parameters
- [BUGFIX] - Problem with default billing codes accounting on copies
- [BUGFIX] - Epson - Calendar parameter wrong localization
- [BUGFIX] - IE doesn't display content of data tables
- [BUGFIX] - Invalid cluster IP address causes web doesn't start
- [BUGFIX] - AD import editor problems
- [BUGFIX] - Reports doesn't display circle graphs correctly
- [BUGFIX] - User import - advanced options doesn't send configuration
- [BUGFIX] - Unable to connect to TLS 1.2 only POP3/IMAP servers
- [BUGFIX] - Billing code not used in accounting for direct queue print
- [BUGFIX] - Slow CSV parameter loading in modern terminal look
- [BUGFIX] - HP: disable scanning button until device has finished previous scan
- [BUGFIX] - Email OCR: Enabled button (disable state) does not work
- [BUGFIX] - Insufficient Rights on modern terminal causes error
- [BUGFIX] - Epson - not working forced localization in device settings
- [BUGFIX] - Epson - Button Scan in Scanning Workflow - shifted label
- [IMPROVEMENT] - Add external ID to user info
- [IMPROVEMENT] - Add loading of default project from AD
- [IMPROVEMENT] - add user external ID to report data
- [IMPROVEMENT] - add external ID to excel report
- [IMPROVEMENT] - add external ID to standard report
- [IMPROVEMENT] - Upgrade Aspose Libraries to version 20.01

#### **V 10.03**

- [BUGFIX] Epson - Access OptimiDoc Web interface through terminal
- [BUGFIX] HP fw 4.9.x : concurrency exception during login process

#### **V 10.02**

- [BUGFIX] Count of password's chars
- [BUGFIX] Unable to delete pricelist when was assigned to removed device
- [BUGFIX] Terminal - available actions when no jobs are displayed
- [BUGFIX] RBE: print all action doesn't work on Lexmark devices
- [BUGFIX] Lexmark: missing space between rows in scan workflows list



- [BUGFIX] Unable to install Epson device
- [BUGFIX] HP: web authentication with proxy
- [BUGFIX] HP: separate scan opens OptimiDoc interface instead of native
- [BUGFIX] Xerox scan delivery ignores SSL setting
- [IMPROVEMENT] Lexmark - logout by card
- [IMPROVEMENT] Lexmark - add Croatian localization
- [IMPROVEMENT] Lexmark - add configurable landing screen
- [IMPROVEMENT] HP: ability to force version of scan API

## V 10.01

- [BUGFIX] Epson: Scan using Job Assembly & Scan parameters
- [BUGFIX] Terminal: If there is no ScanWorkflow, it will show up a message.
- [BUGFIX] OD web - mobile layout: Redirection link to dashboard
- [BUGFIX] Web service will not start, if the server is not connected into network
- [BUGFIX] Device - Tags: Device counter (after deleting device)
- [BUGFIX] Scan Workflows - Input options: Scaling button size in Web UI in (Window mode)
- [BUGFIX] Diagnostic: Search elements in Log center stays same after switching to another log (event, web, service)
- [BUGFIX] Mass Operations: Data Import - card assignment to active users only
- [BUGFIX] Web UI: Flag icons
- [BUGFIX] HP: Authentication issues (problem with cards and hanging sessions)
- [BUGFIX] EDGE: Delete user from specific group
- [BUGFIX] Mobile app: Problem with unlocking HP devices
- [BUGFIX] Scan workflow: Displays incorrect info during edit OCR zone settings (Apply on page)
- [BUGFIX] Active Directory: user import from more directories
- [BUGFIX] OD Client: Billing code pagination
- [BUGFIX] Unable to edit Hotfolder settings in case of parameter usage
- [BUGFIX] HP scan: Selection of the closest DPI doesn't work properly
- [BUGFIX] SMTP Configuration: Test connection
- [BUGFIX] Slow web responses when server is without internet access
- [BUGFIX] Group List - Group settings: Enabling disabled workflows, connectors and billing codes
- [BUGFIX] KM/Develop terminal: Invalid checking of mandatory fields (PIN or Login & password authentication)
- [BUGFIX] HP: Scan settings using default values
- [BUGFIX] Modern terminal: Enter in ScanWorkflow description causes JavaScript is not working
- [IMPROVEMENT] Clear Event Log in DB (records older than one month)
- [IMPROVEMENT] Zonal OCR: added E13B font support
- [IMPROVEMENT] Group List: Added information about deleted user
- [IMPROVEMENT] Device/Dept/Group List: Fast browsing through all pages
- [IMPROVEMENT] Epson terminal: Automatic terminal layout
- [IMPROVEMENT] User settings: Default billing code whispering
- [IMPROVEMENT] Submit form by enter/button
- [IMPROVEMENT] Improved localizations
- [FEATURE] Add ability to select terminal version (Xerox & HP devices)
- [FEATURE] Allow selection of terminal layout (only for HP Enterprise and Xerox devices)



- [FEATURE] Notification: New item is not added (Group List)
- [FEATURE] Add WebDAV support as scan destination / print connector
- [FEATURE] Epson: Enable Modern layouts in device settings

## **V 10.00**

- Version 10 is a brand new version of OptimiDoc

## 1.4 Embedded terminals comparison

	License type			Device type									
Feature	Full	Print	Scan	Xerox	HP Enterprise	HP Pro / Develop	Konica Minolta	Lexmark	Epson	Ricoh	Canon	Network device	Print monitor
<b>Device license support</b>													
OptimiDoc Full MFP				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
OptimiDoc Print MFP				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
OptimiDoc Scan MFP				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
<b>Embedded applications</b>													
Interface				Web	Web	Native	Native	Java	Web	Android	Web	None	None
Localizable				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Authentication</b>													
<b>Device authentication</b>													
Card				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
PIN				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Login & password				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Combinations of methods				Yes	Yes	No	Yes	No	No	No	No	No	No
Mobile application				Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	No
Card assignment				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
<b>OptimiDoc application</b>													
User List				Yes	Yes	No	No	No	No	No	Yes	No	No
PIN				Yes	Yes	No	No	No	No	Yes	Yes	No	No
Username and Password				Yes	Yes	No	No	No	No	Yes	Yes	No	No
SingleSignOn				Yes	No	No	Yes	No	No	Yes	No	No	No



Access rights													
Print restriction	Yes <sup>5</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Scan restriction	Yes <sup>5</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Copy restriction	Yes <sup>5</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Color print/copy restriction	Yes <sup>5</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Printing													
Print All after authentication	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Secured print	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes <sup>1</sup>	No
Pull print	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes <sup>1</sup>	No
Finishing options	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes <sup>2</sup>	No
Full job preview	Yes	Yes	No	Yes <sup>3</sup>	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes <sup>2</sup>	No
Job management	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes <sup>2</sup>	No
Print connectors													
Email print connector	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
SharedQ	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Folder	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Google Drive	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
OneDrive	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
DropBox	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Scanning													
Scanning workflows	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Scan parameters	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Separated scanning	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Scan settings definition	Yes	Yes	Yes	partial <sup>4</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Folder browsing	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Accounting													
Native device	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes <sup>67</sup>	Yes <sup>6</sup>	Yes	Yes	No	No
OptimiDoc parser	No	No	No	No	No	No	No	No	No	No	No	Yes	No
Windows spooler	No	No	No	No	No	No	No	No	No	No	No	No	Yes
Billing codes (Print/Copy/Scan)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes/No/No	No



Device monitoring														
Device monitoring				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Notifications				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

<sup>1</sup>only through OptimiDoc Mobile Application or Elatec TCPconv

<sup>2</sup>only through OptimiDoc Mobile Application

<sup>3</sup>first page only

<sup>4</sup>limitation of scan settings definition available for OpenAPI

<sup>5</sup>preauthorization functionality required

<sup>6</sup>requires devices authentication

<sup>7</sup>jobs done outside of the OptimiDoc application (such as direct print, copy, native scan) are accounted under admin user

## 2 Administrator Quick Start Guide

This chapter provides the instructions to install and start using OptimiDoc. Before you start, the installation wizard checks the hardware and software requirements listed in the [System requirements](#) chapter.

### Basic Introduction

OptimiDoc is a **server based application** which manages access to devices, **prints** and **scans** in a customer network and is capable of realizing **cost** and **usage reports**.

### Device access management

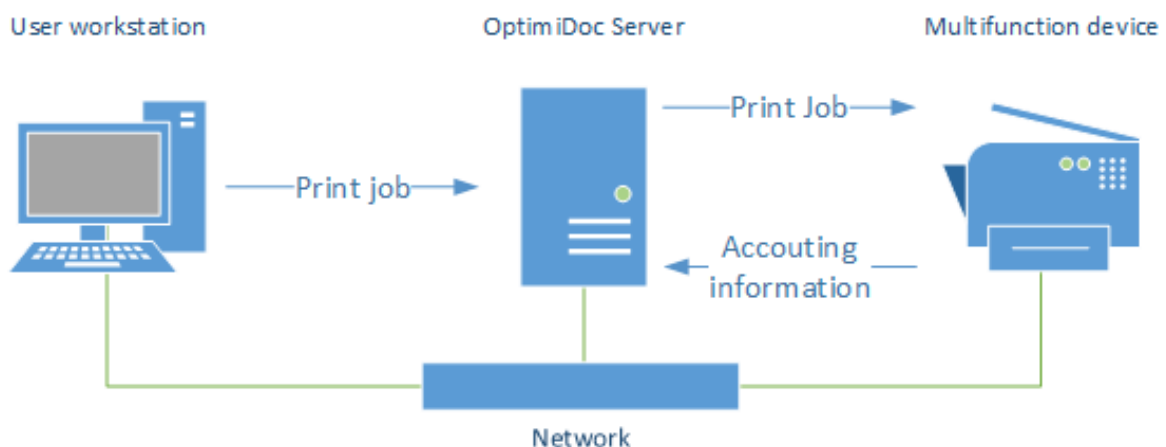
OptimiDoc provides the functionality for limitation of access to the multifunction devices before unauthorized usage. OptimiDoc secures complete device functionality or particular features by PIN, user name and password or card authentication. The device checks the user access rights during user authentication. Based on the information provided the user is either authenticated or access is denied.

### Printing via OptimiDoc

OptimiDoc works as a print server which accepts print jobs from workstations and distributes them to specific MFPs or printers. Every workstation needs a shared printer with print queue created or added which points directly to the OptimiDoc server. When a user decides to print, a print job is sent to the OptimiDoc server instead of printing directly on a print device. Based on queue type the job is accepted and held on the server until the user requests it on a selected device (PullPrint queue), or is accepted and immediately sent to a printer without any additional steps (Direct queue).

Multifunction devices provide accounting data for reporting based on the print result. For other devices OptimiDoc gets accounting data from print job analysis before sending it to the device.

The print jobs are assigned to a user according to their workstation account. If the user account does not exist in the OptimiDoc server then the job is rejected.

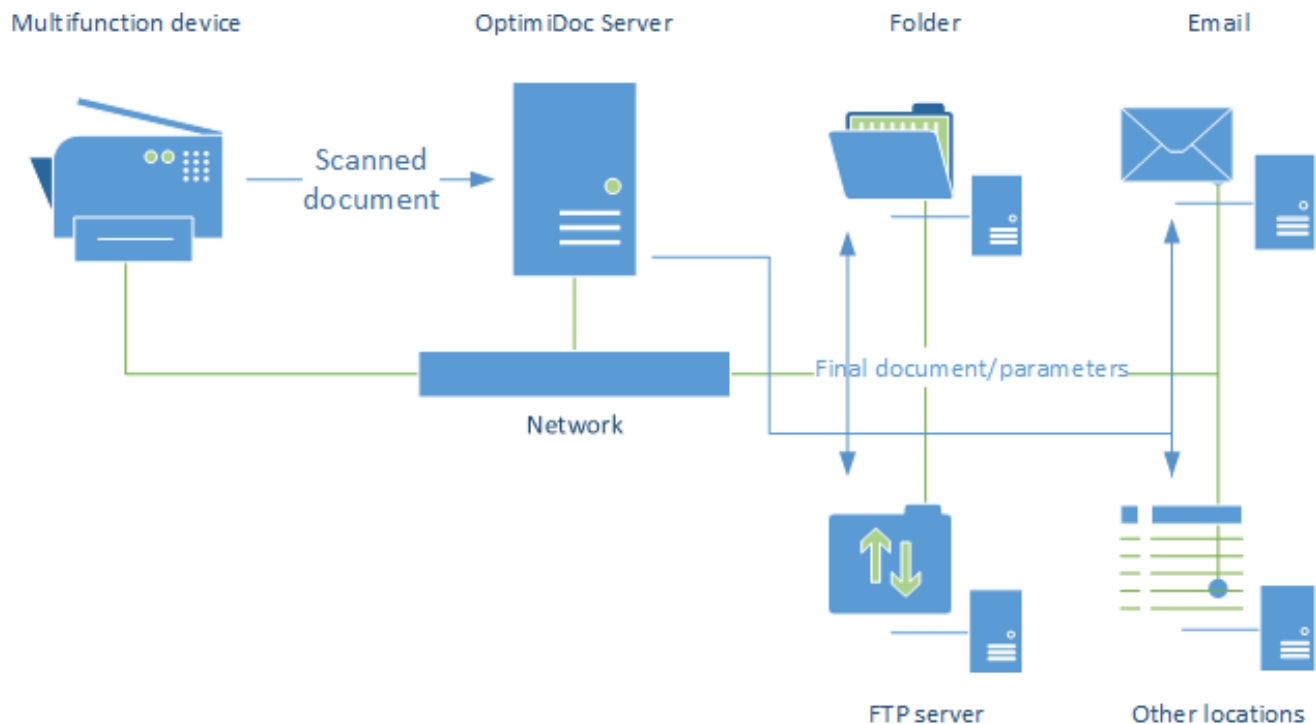


### Scanning via OptimiDoc



OptimiDoc offers advanced scanning of documents. Multiple scanning workflows can be created, and each scanning workflow may have different scan settings, parameters (metadata describing the document ex. invoice number), processing e.g. **OCR**, **Barcode** recognition or a destination where a document will be saved.

The scanning workflow can be selected by a user directly on a device panel together with selecting other options. After the selection the document is scanned and transferred to the OptimiDoc server for further processing. Scanned documents are transferred via FTP or HTTP/HTTPS.



## Installation and configuration of the OptimiDoc server

Proceed with the following steps to start using OptimiDoc. Perform the procedure depending on your environment.

### 1. OptimiDoc Server installation

Install the OptimiDoc server - including the operating system configuration - and the database engine. Before the installation, be sure to log on with Windows Administrator rights.

### 2. License activation link

The OptimiDoc license activation is on the server.





### 3. Add the users

Before you start using OptimiDoc you need to add users manually or import them from a CSV list file or Active Directory.

### 4. Add the device

The next essential step is device installation and configuration.

### 5. Create the OptimiDoc printer on workstations

To start printing via OptimiDoc it is required to set up a printer on a workstation which sends documents to the server instead of the printer.

### 6. Create basic scanning workflow

Create a basic scanning workflow for conversion of documents to supported formats such as Microsoft Word and delivery to email or other supported destinations.

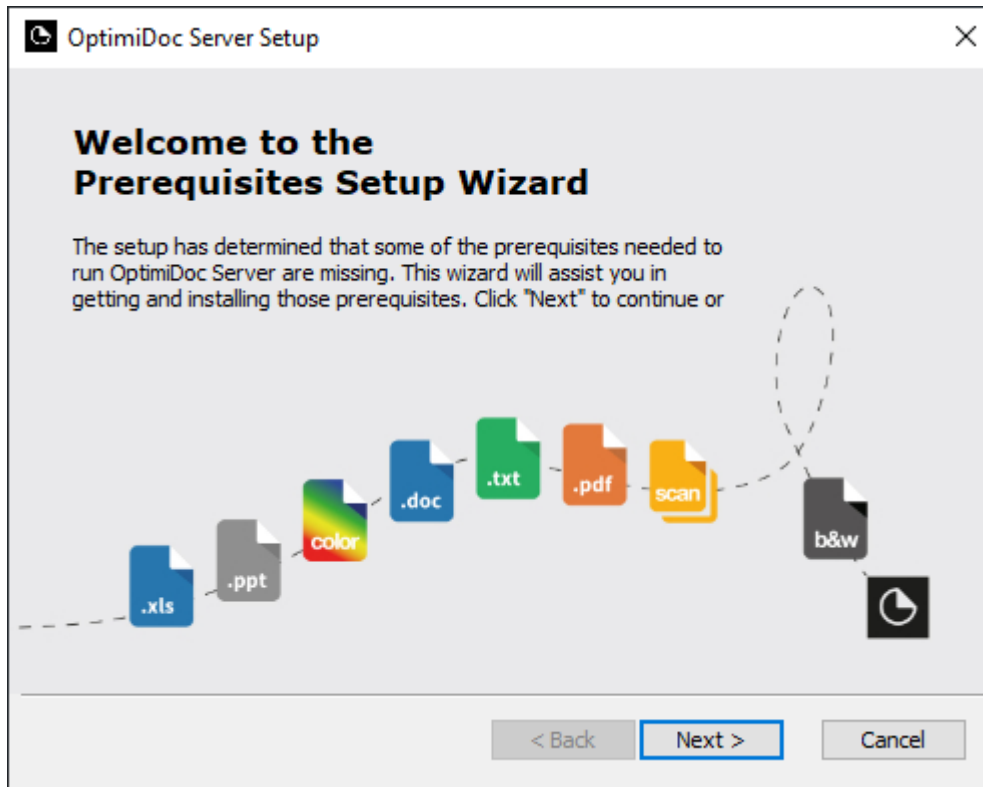
### 7. Test your installation



## 2.1 Step 1. OptimiDoc Server installation

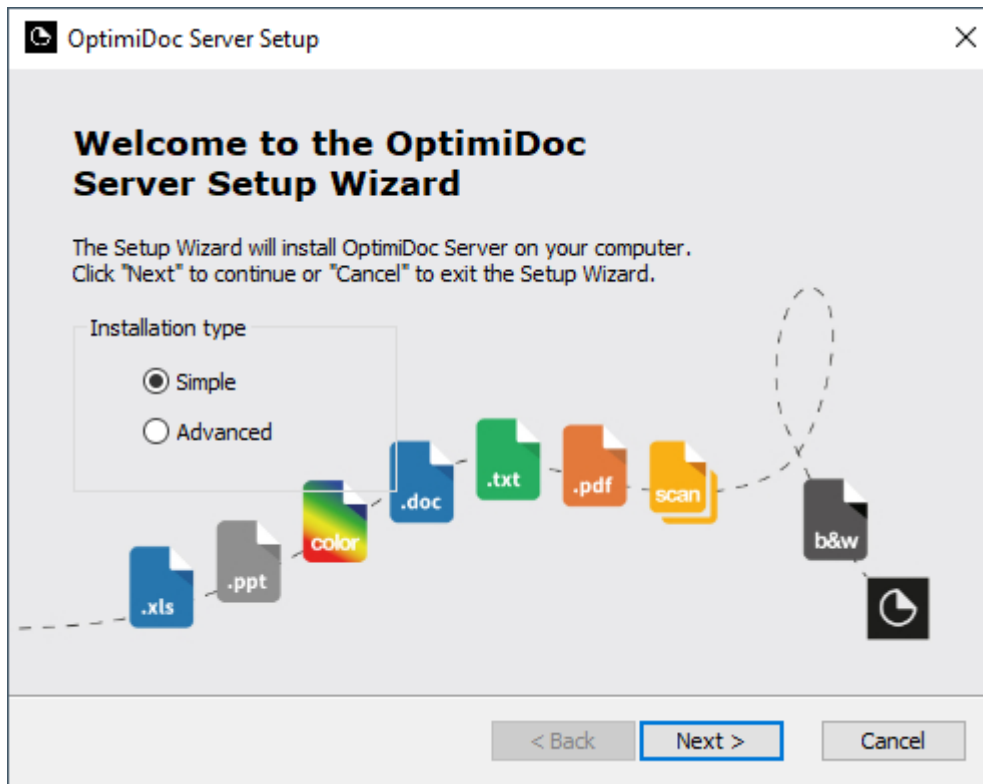
To begin installation run the **installation package file** downloaded from our partner portal **as Administrator**.

1. Start installation by clicking on the Next > button.



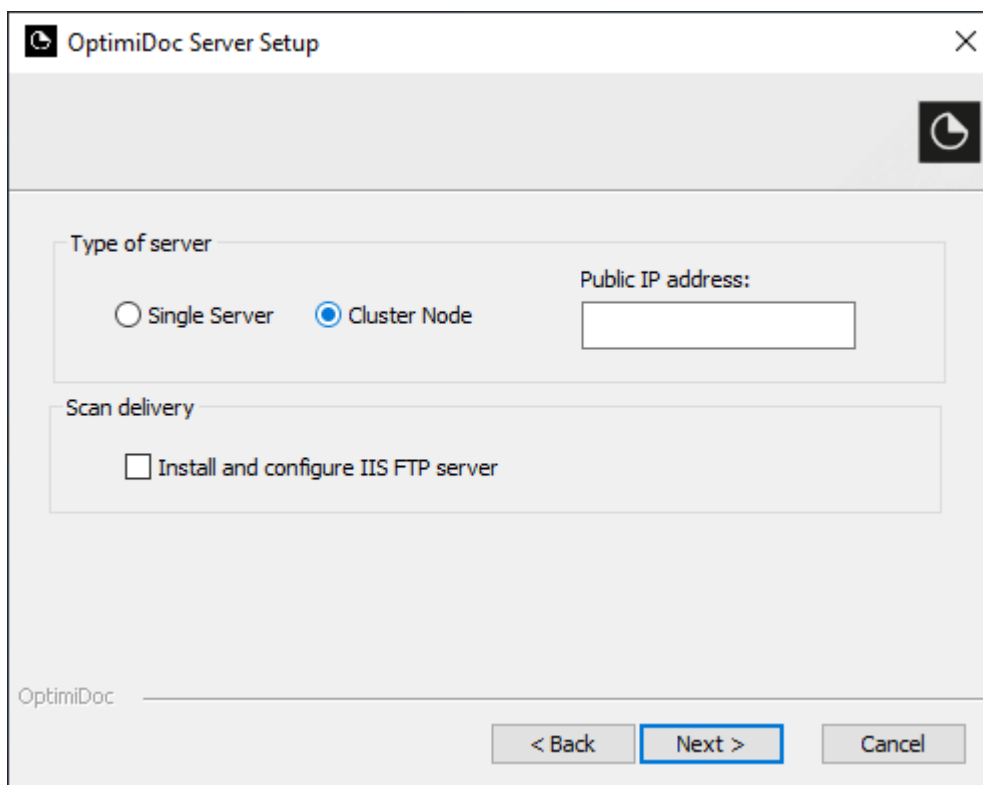
2. Select the installation type:

- **Simple** - OptimiDoc is installed with default setting (localBD).
- **Advanced** - user can select the database which will be used for the installation.



## 2.1. Features selection - only for the advanced installation options

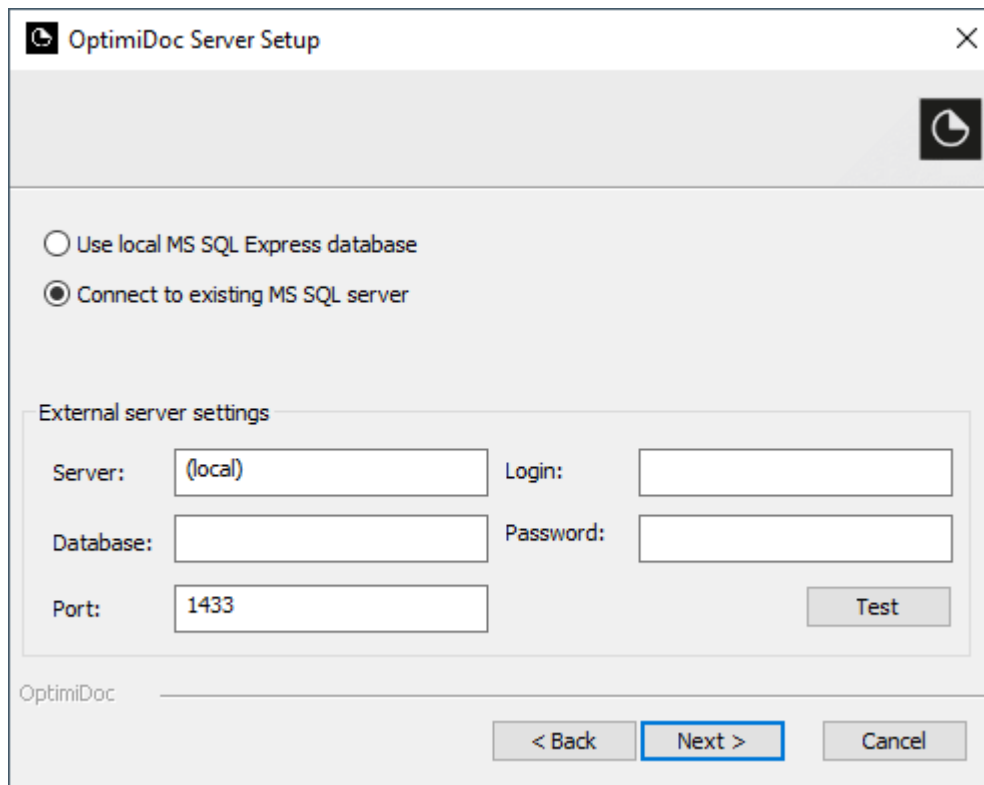
- **Type of server** - selection of single server or cluster node installation. In case of Cluster Node installation, it is necessary to enter the NLB public address of cluster
- **Scan delivery** - protocol for delivering scans from multifunction device.





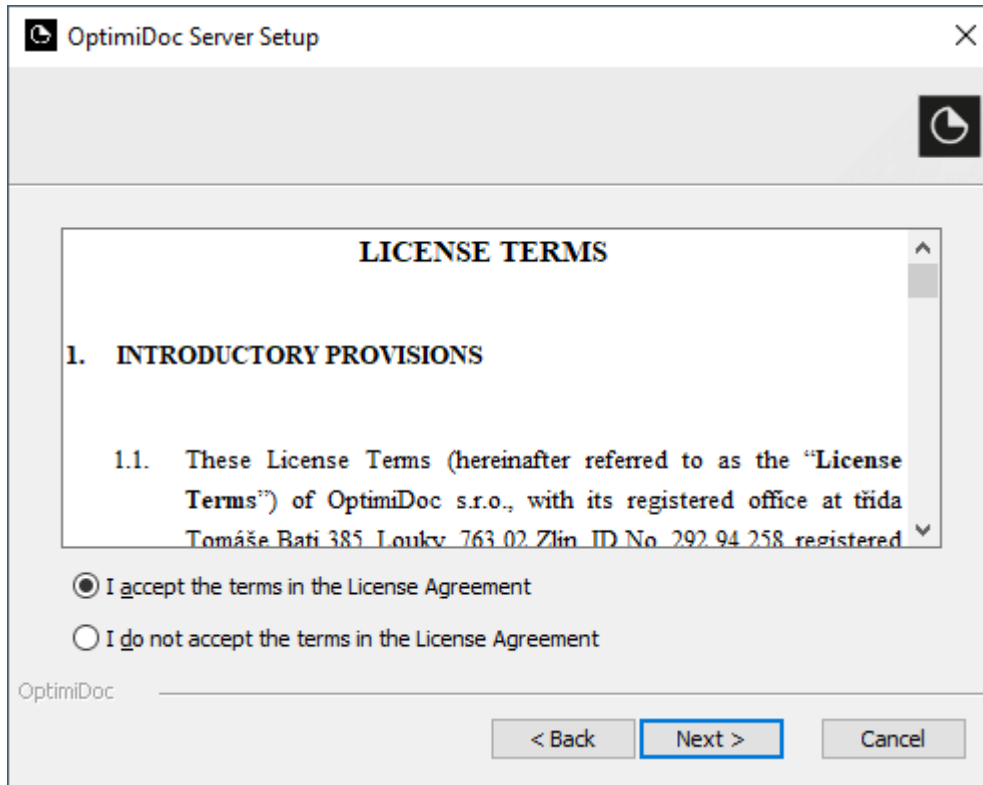
## 2.2 SQL database select - only for advanced installation

- **Use local Express database** - OptimiDoc is installed with local express database.
- **Connect to existing SQL server** - OptimiDoc connects to existing server. To connect to existing server the following information is required
  - Server- server name including the instance (ex. SERVER\OptimiDoc)
  - Database - name of dedicated database
  - Port - SQL server port
  - Login - name of user with access to SQL server and database
  - Password - user password

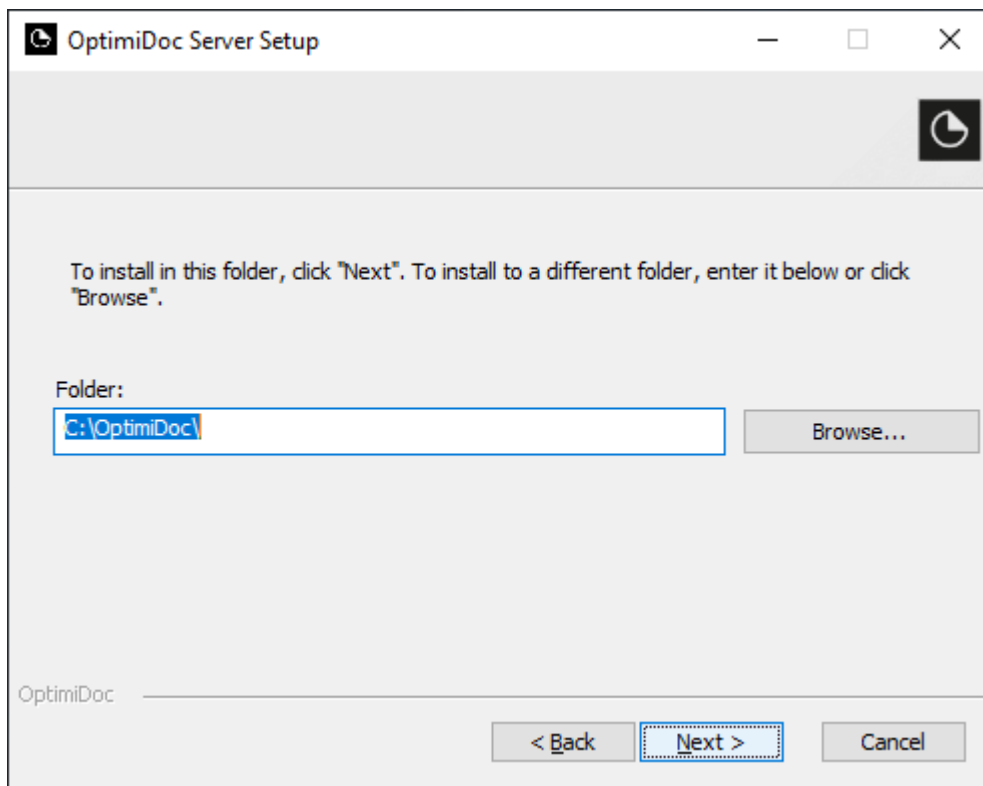


The image shows the 'OptimiDoc Server Setup' window. It has a title bar with the OptimiDoc logo and a close button. The main area contains two radio buttons: 'Use local MS SQL Express database' (unselected) and 'Connect to existing MS SQL server' (selected). Below these is a section titled 'External server settings' with four text input fields: 'Server:' (containing '(local)'), 'Login:', 'Database:', and 'Password:'. There is also a 'Port:' field containing '1433' and a 'Test' button. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'. The OptimiDoc logo is also visible in the bottom left corner of the window.

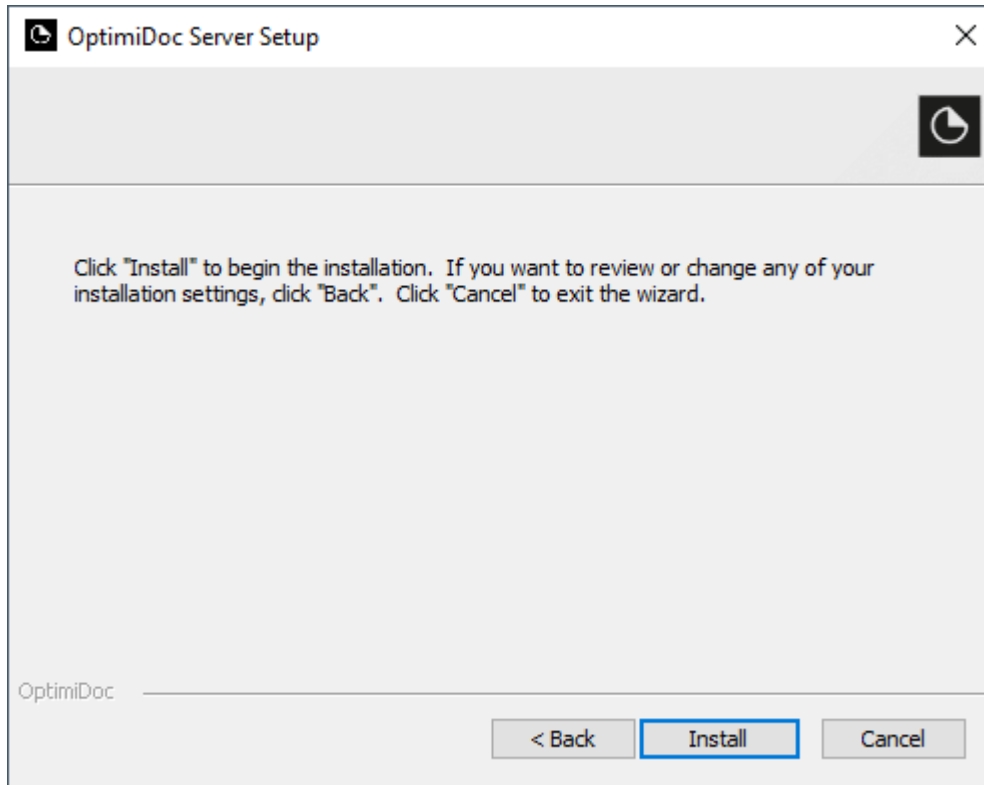
## 3. Accept License Terms



4. Select the **install folder**.



5. On **Summary** page click to **Finish**.



6. To open the OptimiDoc web interface click on **OptimiDoc icon** on the Desktop.



**Note** The default authentication **username is “admin” with password “admin”**.



**Tip**

**Note:** If you have issues with OptimiDoc installation, you can run the installer in a special mode for logging purposes, e.g.:  
"C:\Temp\OptimiDoc\_10.04.exe" /L \*V "example.log"  
Explanation: First create the folder C:\Temp and copy the setup file to this folder. Write the command above in the command line prompt and then press Enter. In the Temp folder a log file named "example" will be created. All parts of the installation process will be written to this log file.



## 2.1.1 Folder structure

In this chapter you'll find the folder structure and location of the most important files.

### OptimiDoc

- **FTP - used, by default for scan delivery on EPSON devices.**
- **Help**
- **OCR**
  - Bin64
    - **LicenseManager.exe - ABBYY license manager that manages ABBYY licenses**
- **Parser - used to estimate page count and for creation of print job previews**
  - PageCounter
  - pcl2img - to disable completely creation of previews, delete this folder
  - ps2img - to disable completely creation of previews, delete this folder
- **Services**
  - data
  - logs
  - webdav
- **Support**
  - OLAP
- **WebApp**
  - App\_Data
    - Flows - default Xerox XST scan ticket
    - License - OptimiDoc licence files
    - Rules - rules definitions in XML format
    - Scan2OptimiDoc - files location if scan to OptimiDoc destination is used
    - Spooler - default spooler folder
    - Upload
    - config.json
    - OptimiDoc.mdf - default database MDF file when localDB used
    - OptimiDoc\_log.ldf - default database log file when localDB used
    - hpent.txt
    - hppro.txt
    - hpguest.txt
  - Areas
    - Client
    - Mfp
    - Terminal
  - bin
  - Content
    - help
    - report
    - zones
    - description.xml
    - descriptionPrint.xml
    - descriptionScan.xml
    - lexmark.flr
  - gettext



- Helpers
- locale
- logs
- Scripts
- Views
- Web.config

**Other locations used by OptimiDoc:**

**C:\ProgramData\ABBYY\SDK\12\Licenses** - location of ABBYY licence file

**C:\Windows\ServiceProfiles\NetworkService\AppData\Local\Temp\optimidoc** - OptimiDoc temporary files

**%SystemDrive%\inetpub\logs\LogFiles** - IIS log files





## 2.2 Step 2. License activation

The second step of installation is the OptimiDoc license activation. The activation process can be achieved in two ways:

- [Online activation](#) - for servers with internet connection
- [Offline activation](#) - for servers without internet connection

There are currently two types of licenses, standard and subscription one (SaaS). **Standard license** has a new version support valid for one year, which is included in the initial (basic) price and in addition you can extend the new version support by paying a fixed annual price (upfront payment). On the other hand, **subscription license's** new version support and its validity is being extended each month upon successful payment by the customer.

**For the activation of hardware protection, it is necessary to install drivers for the iKey 1000 protection dongle. The latest driver can be found at <http://www.safenet-inc.com/support-downloads/ikey-drivers>**



## 2.2.1 Online activation


To activate the license online follow these steps:



1. Open the web interface URL: **http://localhost:14265**
2. Sign in as administrator (default):
  - **Login:** admin
  - **Password:** admin

Sign In to your registered account.

☐ Keep me signed in


Sign In


3. Click  **Activate** at the License widget on the Dashboard page.

 **License - OptimiDoc v10.00** 

---

Your OptimiDoc is not activated. Please, register your copy...

 **Activate**

4. Enter the license code and then click  .



OptimiDoc activation

OptimiDoc serial number

Activate

5. After the license activation you will see your license details.

License - OptimiDoc v10.00

License for	OptimiDoc Customer
License number	SWEE-1201-0006-7229-9188-1886
Software support	10.09. 2020
Valid until	10.10. 2019
Devices	20
	10    MFPs
	10    Network devices



## 2.2.2 Offline activation

To activate offline follow the steps below:

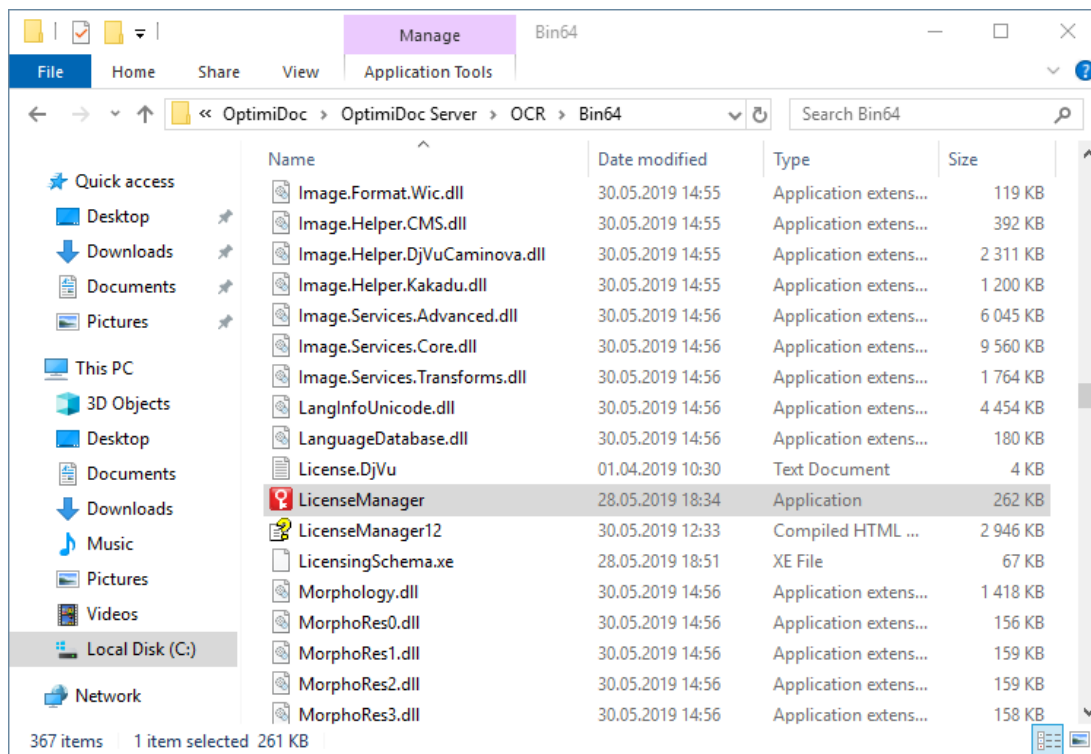
### 1. ABBYY FineReader Engine Activation



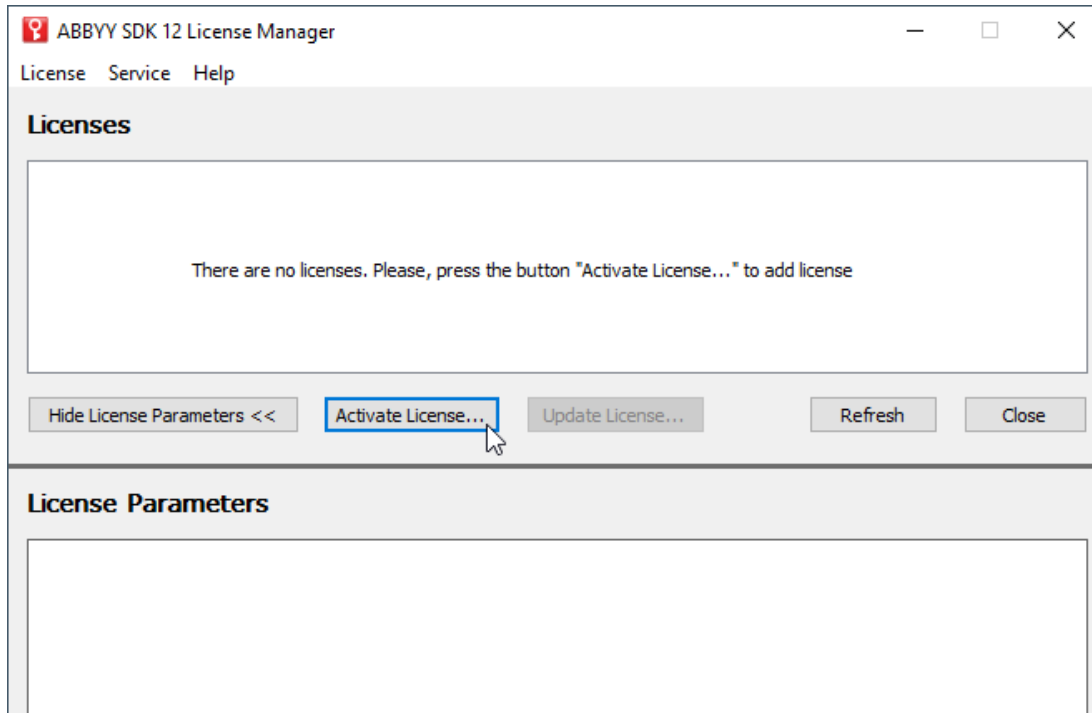
Tip

You will find a video tutorial about the offline activation process on [Youtube](#)

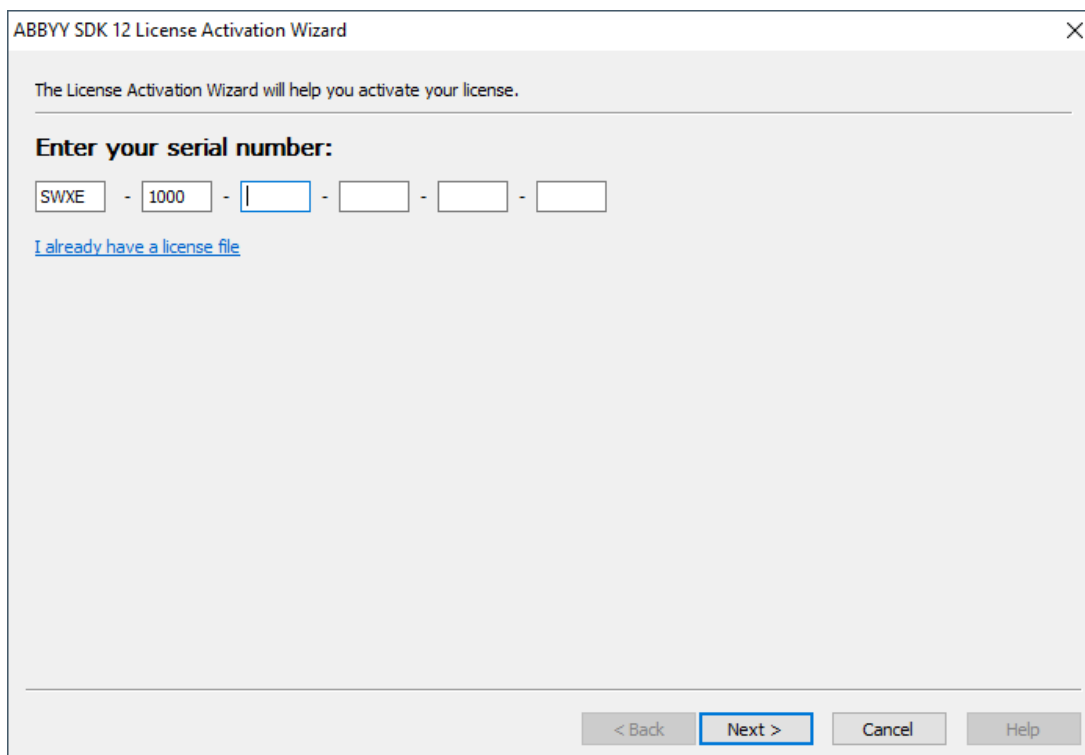
1. Switch to path <OptimiDoc install folder>\OptimiDoc\OCR\Bin64 and run **LicenseManager.exe**



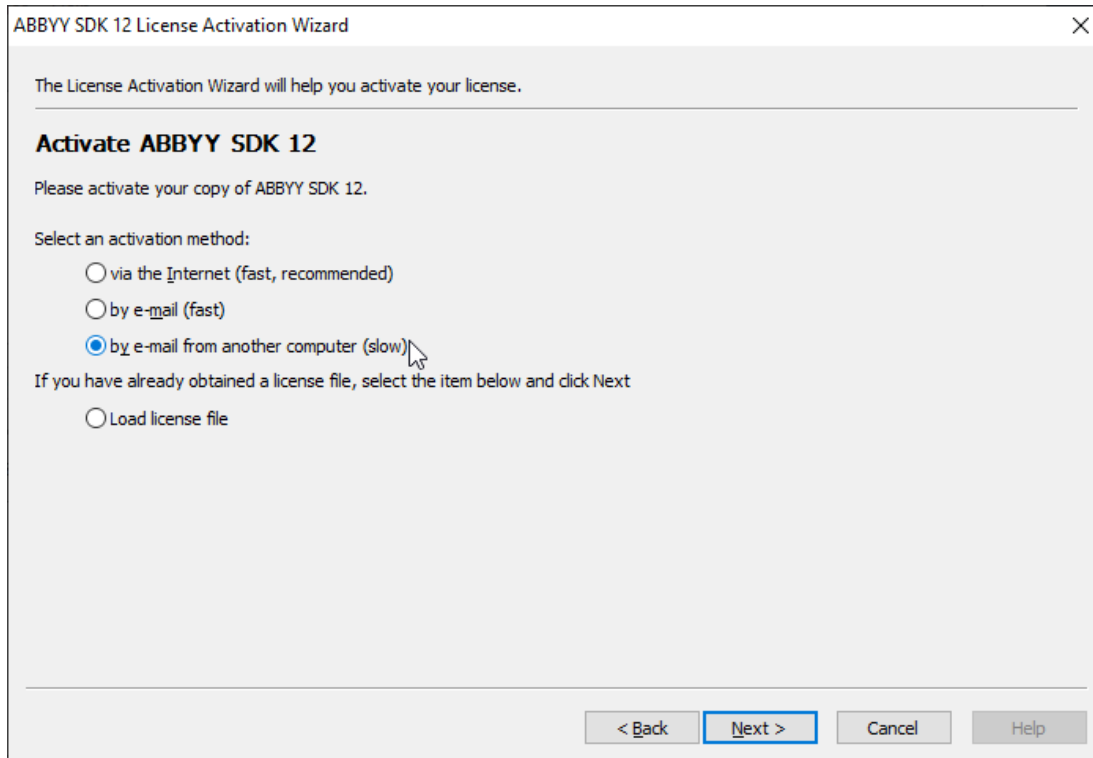
2. In ABBYY SDK 12 License Manager click on the '**Activate license...**' button



3. Enter your serial number and click on the '**Next >**' button.



4. Select activation method "**by email from another computer (slow)**" and click on the '**Next >**' button.



5. Copy the full **Activation text** and paste it to your email client software, fill in the email address **product-activation-robot@abbyy.com**

**Do not put any text in the Subject field!**

**Send the email.**

In ABBYY SDK 12 License Activation Wizard click on the '**Next >**' button.



ABBYY SDK 12 License Activation Wizard

The License Activation Wizard will help you activate your license.

**Activation by e-mail from another computer**

Please e-mail the following text to ABBYY:

\*\*\*\* Activation request \*\*\*\*  
Serial Number: SWER12010006683102494120  
Interface Language: 1029  
Scenario: Server  
Product ID: 04001-17932-16279-79507-53926-06705  
Protection Type: File

Print  
Save As...  
Copy to Clipboard

Please send this information to the following address:

product-activation-robot@abbyy.com

If you have obtained a license file, please click Next

If you experience any problems, send a fax to ABBYY [technical support](#)

[ABBYY Privacy Policy](#)

< Back Next > Cancel Help

Send Attach Discard

To: P product-activation-robot@abbyy.com X Bcc

Cc

Add a subject

\*\*\*\* Activation request \*\*\*\*

Serial Number: SWEE12010006722995571561

Interface Language: 1029

Scenario: Server

Product ID: 04001-17932-16279-79507-53926-06705

Protection Type: File

6. When you get a response to your email, save the attachment and copy this attachment to your server.

from: product-activation-robot@abbyy.com  
sent: Tue 9/10/2019 9:45 AM

SWEE1201000672299557156...  
10 KB



7. Browse the activation file and then click on the '**Next >**' button.

ABBYY SDK 12 License Activation Wizard

The License Activation Wizard will help you activate your license.

**Please provide the path to the license file:**

C:\Users\Administrator\Desktop\SWEE12010006722995571561.0.ABBYY.License

Browse...

< Back Next > Cancel Help

8. Check that the activation has succeeded.

ABBYY SDK 12 License Activation Wizard

The License Activation Wizard will help you activate your license.

**Activation succeeded**

Serial number SWEE-1201-0006-7229-9557-1561 has been successfully activated.

< Back Finish Cancel Help





9. Close the ABBYY SDK 12 License Activation Wizard clicking on the '**Finish**' button.

## 2. OptimiDoc server activation

1. Go to the webpage <https://partner.optimidoc.com/Licences> and click on **OptimiDoc activation** on the top green menu

Learn more...'. Then, a section titled 'We suggest the following:' contains a numbered list of three steps: 1. 'Contact our partners or sales' with subtext 'If you are interested in our solutions, contact [one or our partners](#) or [our sales department](#) .', 2. 'Install OptimiDoc', and 3. 'Activate your installation' with subtext 'You can activate your installation from the dashboard in the web interface or activate [here...](#)'."/>

OptimiDoc Partner portal Home OptimiDoc activation Contact

Welcome to the OptimiDoc Licence Server

OptimiDoc is an easy-to-use scanning solution integrated directly into the panel of multifunctional devices. OptimiDoc allows you to convert your documents into an editable form or route your company documents across the company. [Learn more...](#)

We suggest the following:

- 1 Contact our partners or sales**  
If you are interested in our solutions, contact [one or our partners](#) or [our sales department](#) .
- 2 Install OptimiDoc**
- 3 Activate your installation**  
You can activate your installation from the dashboard in the web interface or activate [here...](#)

2. Enter your **serial number** and click on the '**Activate**' button. You will get a license file.



[OptimiDoc](#) [Partner portal](#) [Home](#) [OptimiDoc activation](#) [Contact](#)

Home > OptimiDoc activation

OptimiDoc activation

**OptimiDoc serial number**

Activate

3. Copy the license file to <OptimiDoc install folder>\OptimiDoc\WebApp\App\_Data\License\ folder.

4. Restart web application in IIS.



### 2.2.3 Network Online & Offline activation

#### ABBYY FineReader Engine Activation - Network license

To make the network online or offline activation follow the steps below:

1. Boot your servers for OptimiDoc and allow **port "3022"** for the **licenseservice.exe** executable for communication between servers.
2. Choose one of your servers as a license server for sharing your license.
3. Activate the license at that server with the [Online](#) or [Offline](#) method.
4. **Check the version** of your license (NETWORK) by **licencemanager.exe (<OptimiDoc installation folder>\OptimiDoc\OCR\Bin64\LicenseManager.exe)**
5. **Download** .XML files for ABBYY network activation from here - [DOWNLOAD](#) -

Extract the downloaded file 'ABBYY Network.zip' to your preferred location.

6. On your license server, put the LicensingSettings.xml file (extracted from License Server subfolder) with the information about the server communication (TCP/IP) into folder <OptimiDoc installation folder>\OptimiDoc\OCR\Licensing. On your License Server, i.e. the server where you have activated the ABBYY and OptimiDoc, restart ABBYY license service with Task Manager.
7. Client server: You will need to put the file LicensingSettings.xml (extracted from License Client subfolder) with the information about the server communication (TCP/IP) and IP address of your Licensing Server into two folders <OptimiDoc installation folder>\OptimiDoc Server\OCR\Licensing and <OptimiDoc installation folder>\OptimiDoc\OCR\Bin64\. At the server where you want activate ABBYY and OptimiDoc, restart ABBYY license service with Task Manager.
8. At your client server **reinstall license service**:
  - Run the command prompt (CMD.exe) as administrator and switch to the folder Licensing of your OptimiDoc installation, e.g.
  - CD C:\OptimiDoc\OptimiDoc Server\OCR\Licensing
  - Use LicensingService.exe executable with parameters \uninstall and \install to reinstall license service:
    - LicensingService.exe /uninstall
    - LicensingService.exe /install
9. Copy the OptimiDoc license file from the License Server to the Client Server into <OptimiDoc installation folder>\OptimiDoc\WebApp\App\_Data\License\
10. Restart the OptimiDoc web application with iisreset command in the command prompt.



#### Tip

To check the state of network ports use the following command in the command prompt:



netstat -ab



## 2.3 Step 3. Add users

Before you start using OptimiDoc, it is necessary to create users who will manage OptimiDoc and will print or scan via OptimiDoc. OptimiDoc offers three ways to create or add users:

1. **Create users manually**
2. **Import users from Active Directory**
3. **Import users from CSV file**



**Note**

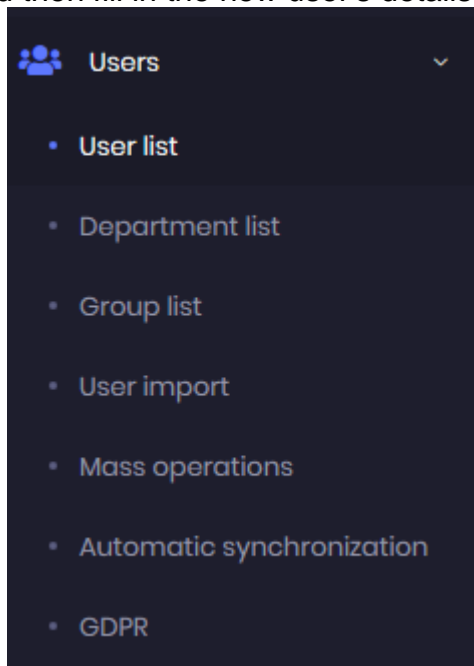
The following guide shows how to create a user manually. If you want to import users from AD or CSV file please refer to the [User import](#) part.

1. In the OptimiDoc web interface click on **Users** on the left hand side menu and then click **User list**.

A list of users will appear on the right side. Here you can click on the

+ Add user

button



2. **Enter the mandatory user details:**

- First name
- Last name
- Login - the value is used for assignment of print jobs and shall be the same as the user's authentication to his/her workstation.
- Password - user's password


The following entries are optional:

- Email - user's email for delivery of scans and notifications
- PIN - the PIN code for device authentication
- Card number - for device authentication
- Home folder - for delivery of scans



- Department - add user to a department
- Default Billing Code - enter the default billing code for the user
- Expiration - for users with time limited accounts








Fields with  on the right side allow more than one value. Use this button to add more values.



To remove a value, use this button 

**Create user** ×

First Name	<input type="text" value="Brandon"/>
Last Name	<input type="text" value="Clifton"/>
Department	<input type="text" value="Sales"/>
Login	<input type="text" value="bclifton"/> 
Password	<input type="password" value="....."/>
Email	<input type="text" value="brandon.clifton@inbound.plus"/> 
PIN	<input type="text" value="74150"/> 
Card number	<input type="text" value="001E0A4B01"/> 
Home folder	<input type="text" value="C:\Users\bclifton"/>
Default billing code	<input type="text"/>
Expiration	<input type="text" value="06/30/2021"/> 

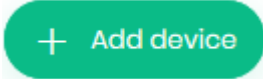
3. Click on the  button when finished. Repeat the process for all users.

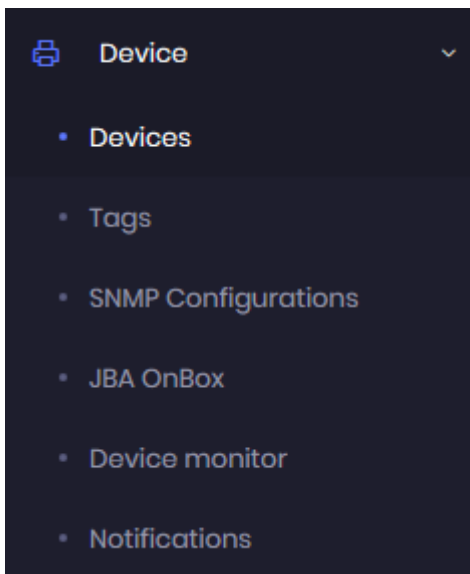


## 2.4 Step 4. Add a device

It's necessary to install OptimiDoc on the multifunction device before it can be used with the OptimiDoc Server. To install the device please follow the steps below (for more details please go to the [Devices section](#)):

1. In the OptimiDoc web interface click on **Device** on the left hand side menu and then click **Devices**.

A list of assigned devices will appear. Click on the  button to add a new device.



2. Fill in the device data:

- **Device type:**

- **Konica Minolta** - select this option for Konica Minolta OpenAPI capable devices.
- **Xerox** - select this option for Xerox EIP capable devices.
- **Hewlett Packard** - select this option for Hewlett Packard devices.
- **HP Pro** - select this option for Hewlett Packard PageWide Pro devices.
- **Lexmark** - select this option for Lexmark devices.
- **Epson** - select this option for Epson devices.
- **Network device** - for all other network devices.
- **Name** - custom name of the device (will be used for reporting).
- **Location** - specify a location of the device (will be used for reporting).
- **IP address** - enter an IP address of the device.
- **Model** - fill in the device model or click the blue magic wand icon on the right side of the field and the device model will be automatically detected from given IP address.
- **Serial number** - fill in the serial number manually or click the blue magic wand icon next to the field, the device serial number will be automatically detected from given IP address).
- **Prefer SSL communication** - enables secured HTTPS communication with the device.
- **Use accounting** - accounting of device operations. When enabled a pricelist must be selected. (Pricelist can be defined under the section Report - Pricelists).



## Create device



Device type

Xerox



General

Terminal

Advanced

Tags

Name

Xerox for IT dpt

Location

Zlin HQ, 4th floor, corridor B

IP address

10.216.100

Model

Xerox WorkCentre 7225 v1 Multifunction System



Serial number

WS058V21S65215G



Prefer SSL communication



Use accounting



Admin&amp;Support



Save

Cancel

3. For Develop, Konica Minolta, Xerox, Epson, Hewlett Packard and Lexmark devices it is also necessary to fill in the Terminal and Advanced tabs.

**Terminal:**

- **Terminal layout** - allows to change the layout for terminal displays (feature for Xerox, HP Enterprise and Epson devices).
- **Device authentication** - enable or disable authentication to the device. When checked users need to login to use the device.
- **Authentication method** - type of user authentication.
- **Localization** - force the localization of the user interface.
- **Display settings** - selection of default tab/function.





Edit device



Device type

Xerox

General

Terminal

Advanced

Tags

Terminal layout

Modern

Device authentication



Authentication method

Card or PIN

Card assignment method

PIN

Localization

Auto

Display settings

Default Scan

Save

Cancel

**Advanced:**

- **Login** - MFP administrator login name.
- **Password** - MFP administrator password.
- **Separate application registration** - check for separate application icons Print and Scan on the device screen.
- **OptimiDoc as the default application** - check if you want OptimiDoc as default application on the device (currently applicable only on brands Xerox and HP).
- **Print all** - When a user logs in, all his/her newly received documents will be printed immediately.
- **Use Pre-Authorization** - check this for Xerox devices if you require usage of rules features.
- **Delivery type** - select print job delivery type.
- **SNMP config** - SNMP configuration selection.  
(SNMP configurations can be managed under Device > SNMP Configurations)



Edit device



Device type

Xerox



General

Terminal

Advanced

Tags

Login

admin

Password

••••••••

Separate application  
registration



OptimiDoc as default  
application



Print all



Use Pre-Authorization



Delivery type

Automatic



SNMP config

Default SNMP



Save

Cancel

## Tags:

Mark the device with a tag or several tags.  
(Tags can be managed under Device > Tags).

**To assign an existing tag to a device** - click on the tag's name so it will change its color from gray to a predefined tag color.

**To remove a tag from a device** - click its name to unassign it from the device



Edit device



Device type

Lexmark



General

Terminal

Advanced

Tags

Device tags

OptimiDoc HQ Zlin

Visitors

Staff



Save

Cancel

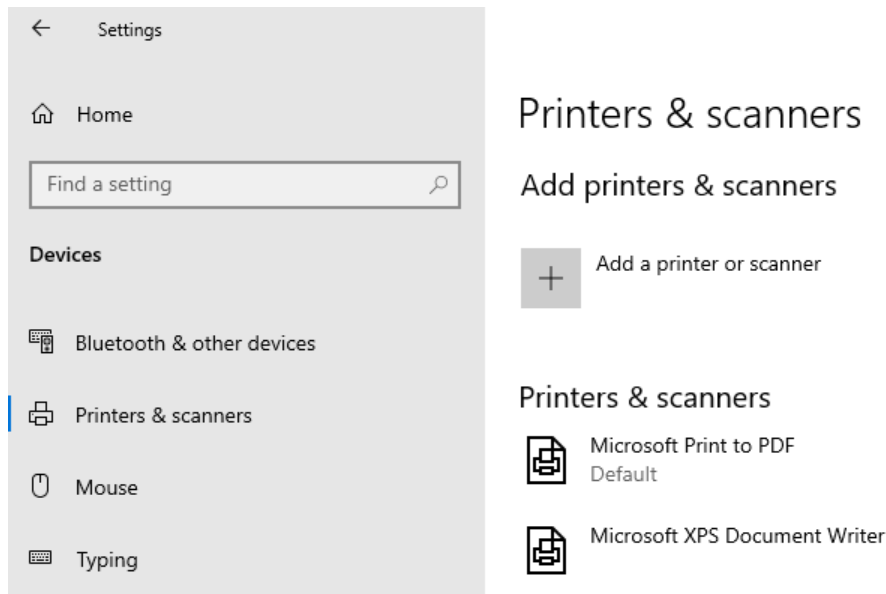


## 2.5 Step 5. Create the OptimiDoc printer on workstations

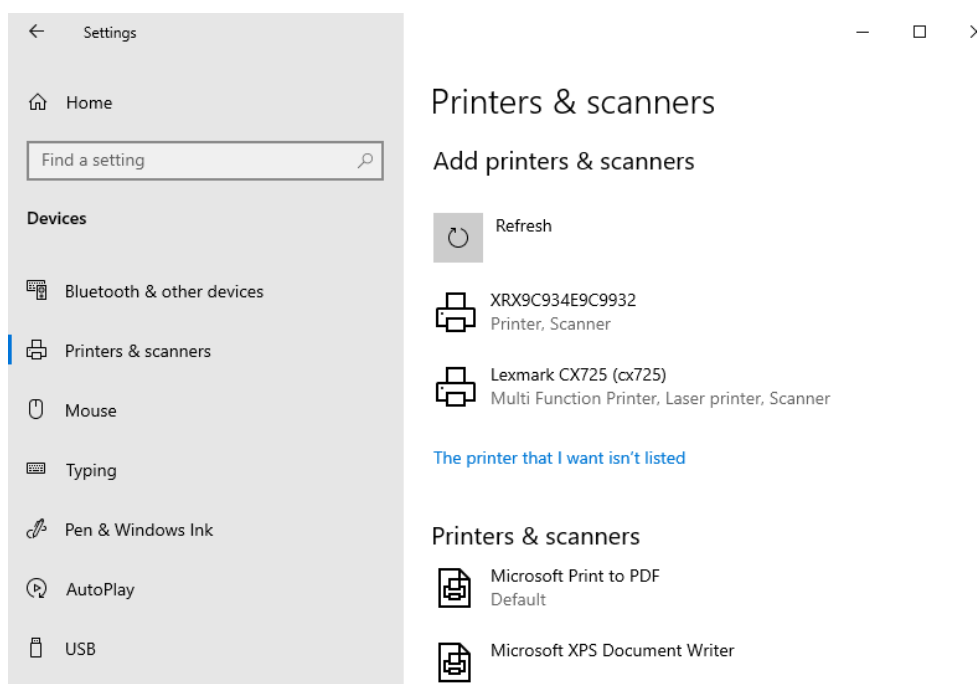
To start printing with OptimiDoc it is necessary to create a printer on the server or on each workstation which will print to the OptimiDoc server. The process below describes how to create it on Microsoft Windows.

1. Open Printers & scanners from the Start menu (i.e. Start Menu > Settings > Devices > Printers & scanners), or from the Control Panel.

2. Click on **Add a printer or scanner**




3. As soon as the system tries to search for new printers and scanners, don't wait for the search to finish and click on **The printer that I want isn't listed.**





4. In the Add Printer dialog, check **Add a printer using a TCP/IP address or hostname** and then click **Next**.



←  Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Select a shared printer by name

Browse...

Example: \\computername\printername or  
http://computername/printers/printername/.printer

☒ Add a printer using a TCP/IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Next

Cancel

5. Change **Device type** to **TCP/IP device** and enter the IP address of your OptimiDoc server under the **Hostname** field. Leave **Port name** predefined automatically or enter a custom port name.

Click on **Next** to continue.



← Add Printer

Type a printer hostname or IP address

Device type: TCP/IP Device

Hostname or IP address: 192.168.21.31

Port name: 192.168.21.31

☐ Query the printer and automatically select the driver to use

Next

Cancel

6. Check **Custom** under Device Type and click on **Next**.



← Add Printer

Additional port information required

The device is not found on the network. Be sure that:

1. The device is turned on.
2. The network is connected.
3. The device is properly configured.
4. The address on the previous page is correct.

If you think the address is not correct, click Back to return to the previous page. Then correct the address and perform another search on the network. If you are sure the address is correct, select the device type below.

Device Type

☐ Standard Generic Network Card

☒ Custom Settings...

Next

Cancel

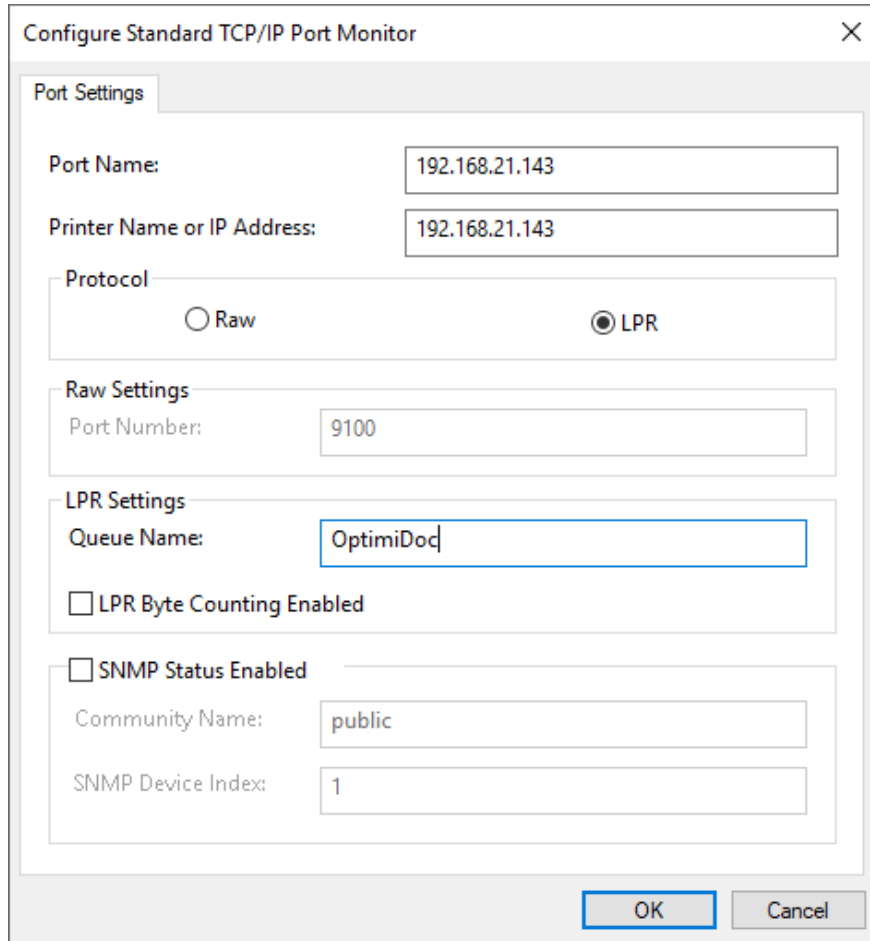
7. Change **Protocol** to **LPR** and enter the queue name **OptimiDoc**.  
Click on **Next**.

If you want to print directly to the device, put a direct queue ID instead of OptimiDoc into the **Queue Name** field.



You can specify [project](#) by a code of project, name of a queue and a user login using the Queue Name field. For more information, see [Advanced Queue Name settings](#).

Click **OK** to continue.



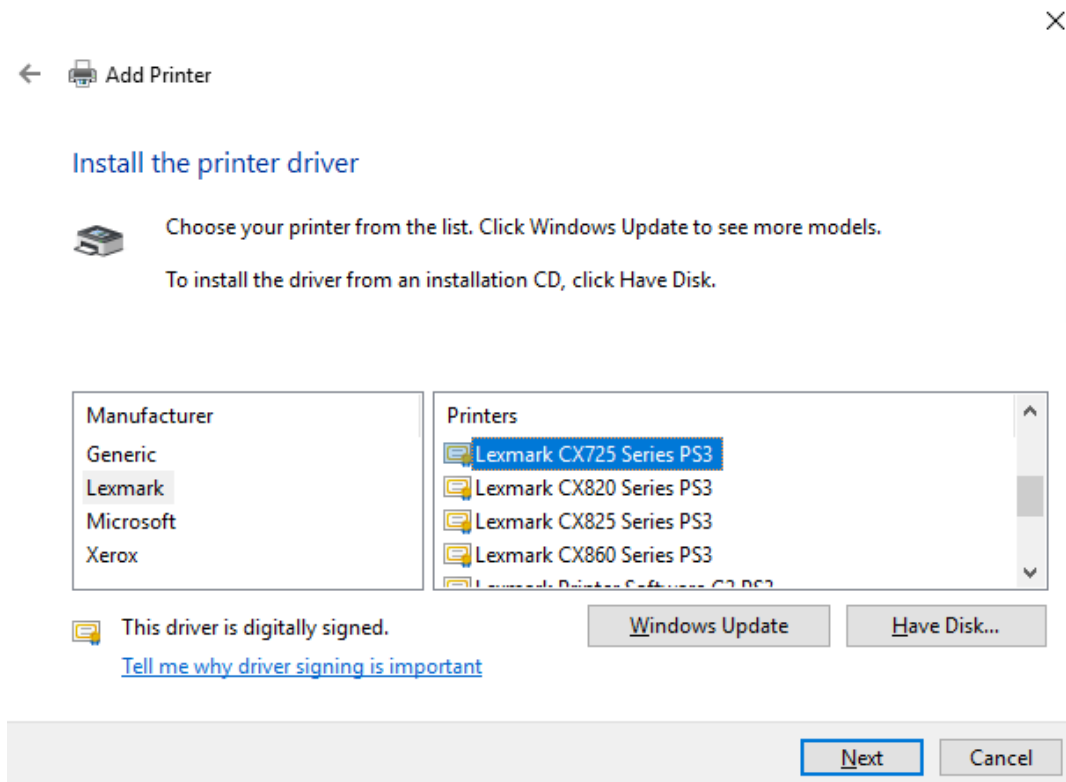
The dialog box is titled "Configure Standard TCP/IP Port Monitor" and has a close button (X) in the top right corner. It contains several sections for configuration:

- Port Settings**:
  - Port Name: 192.168.21.143
  - Printer Name or IP Address: 192.168.21.143
- Protocol**:
  - ☐ Raw
  - ☒ LPR
- Raw Settings**:
  - Port Number: 9100
- LPR Settings**:
  - Queue Name: OptimiDoc
  - ☐ LPR Byte Counting Enabled
- SNMP Status Enabled**:
  - ☐ SNMP Status Enabled
  - Community Name: public
  - SNMP Device Index: 1

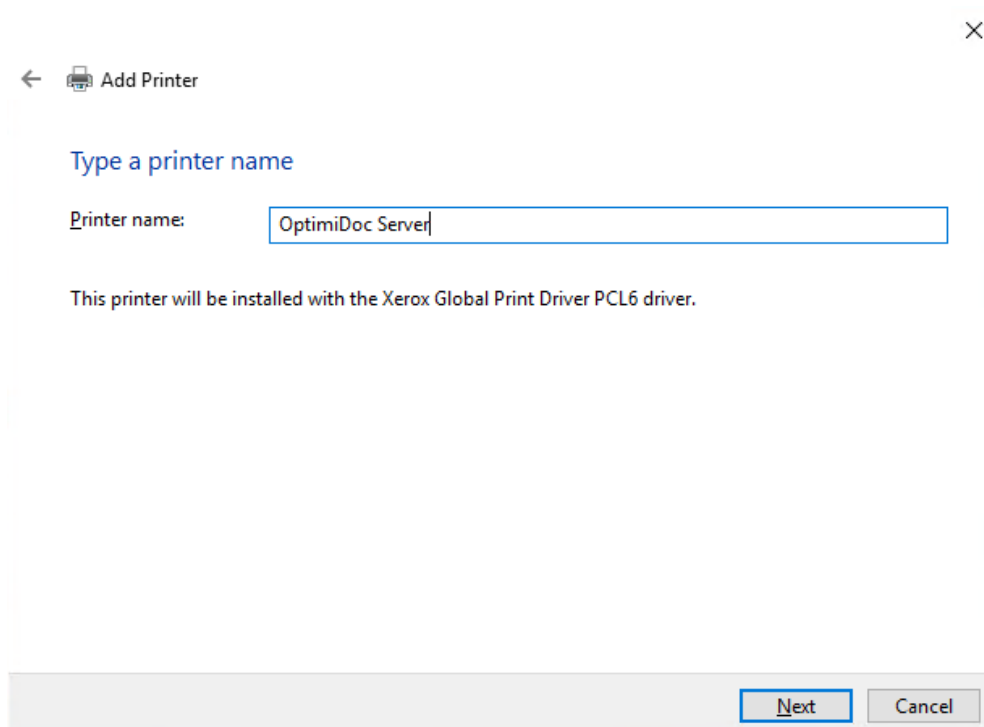
At the bottom right, there are two buttons: **OK** and **Cancel**.

8. Select an appropriate device driver from the list. If the driver is not listed, click **Have Disk** to browse for a driver file.

Click on **OK** when finished.




9. Enter **Printer name** and click **Next**.





10. Select **Do not share this printer** and then click **Next**.







  Add Printer

### Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

☒ Do not share this printer

☐ Share this printer so that others on your network can find and use it

Share name:


Location:



Comment:

Next

Cancel

11. To send a test page to OptimiDoc, click the **Print a test page** button or confirm the printer installation by clicking **Finish**.



  Add Printer

### You've successfully added OptimiDoc Server

☐ Set as the default printer

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.


Print a test page


Finish


Cancel

12. Optionally you can check the status of the print job. Go to Job list under Report menu.



 OptimiDoc <<

 Dashboard

 Report 

▼




• Job list

• Activity log

🏠 > Print jobs

🔍 Search...

▼

<input type="checkbox"/>	Title	Owner	Recieved	State	Options
<input type="checkbox"/>	Report_Checksums - Notepad	Brandon Clifton (bclifton)	12.08.2019 14:57:18	Printed	<div><div></div><div></div><div></div></div>



**Important**

If the job is not listed, go to **Diagnostic** in the left menu and check the section **Unauthorized accesses**. For more information visit the page **Unauthorized accesses**.



## 2.5.1 Advanced Queue Name settings

You can specify a [project](#) (using the **project code**), name of a queue and a user login using certain modifiers inside the Queue Name field in the printer settings.

modifier	description	example
'L	user login	'LAndrew
'P	project name	'Pexample_project_code
'Q	queue name	'Qsecured

## Parse User from Job name

modifier	description	example	expected job name from example
'Cly	l is for Login, y is separator	'Cl-	user-jobname
'Cey	e is for email, y is separator	'Ce-	usermail@mail.com-jobname

You can also use any combination of these **modifiers**.

Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: 192.168.0.40

Printer Name or IP Address: 192.168.0.40

Protocol

☐ Raw ☒ LPR

Raw Settings

Port Number: 9100

LPR Settings

Queue Name: 'Pexample\_project'Qsecured

☐ LPR Byte Counting Enabled

☐ SNMP Status Enabled

Community Name: public

SNMP Device Index: 1

OK Cancel



Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: 192.168.0.40

Printer Name or IP Address: 192.168.0.40

Protocol

☐ Raw ☒ LPR

Raw Settings

Port Number: 9100

LPR Settings

Queue Name: 'Landrew'Pexample'Qsecured

☐ LPR Byte Counting Enabled

☐ SNMP Status Enabled

Community Name: public

SNMP Device Index: 1

OK Cancel

Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: 127.0.0.1

Printer Name or IP Address: 127.0.0.1

Protocol

☐ Raw ☒ LPR

Raw Settings

Port Number: 9100

LPR Settings

Queue Name: 'CI'

☐ LPR Byte Counting Enabled

☐ SNMP Status Enabled

Community Name: public

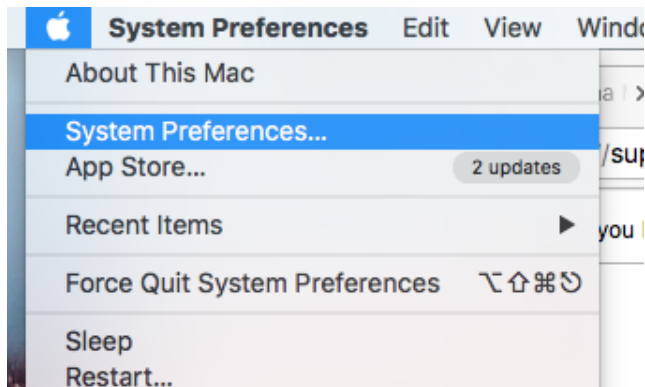
SNMP Device Index: 1

OK Cancel

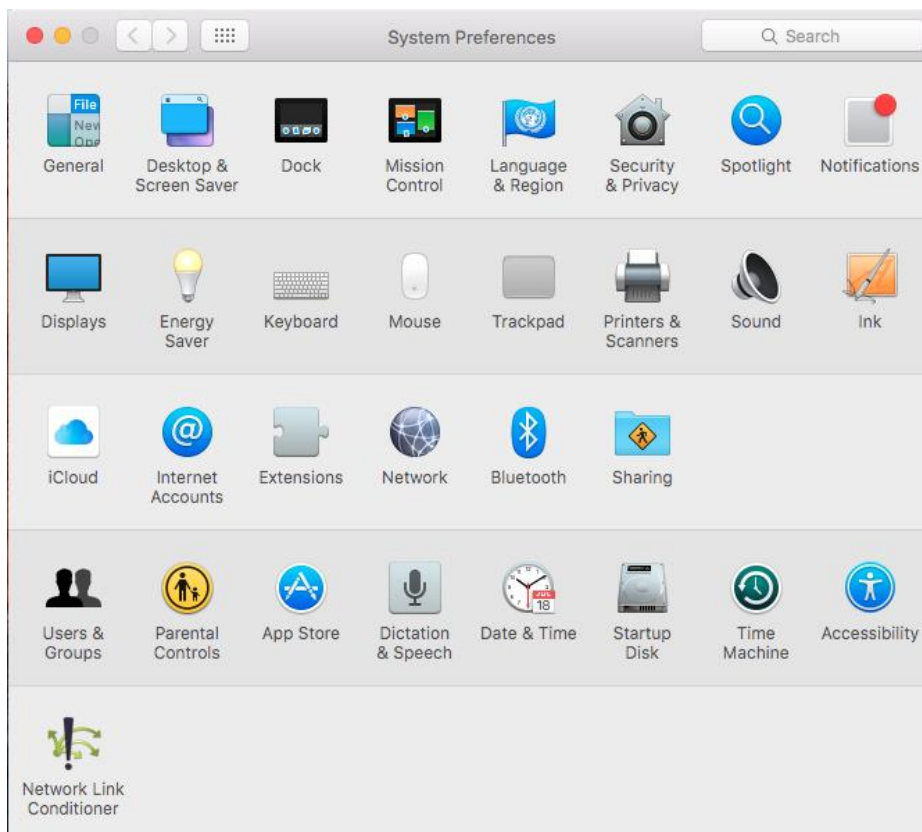


## 2.5.2 Add printer on Mac

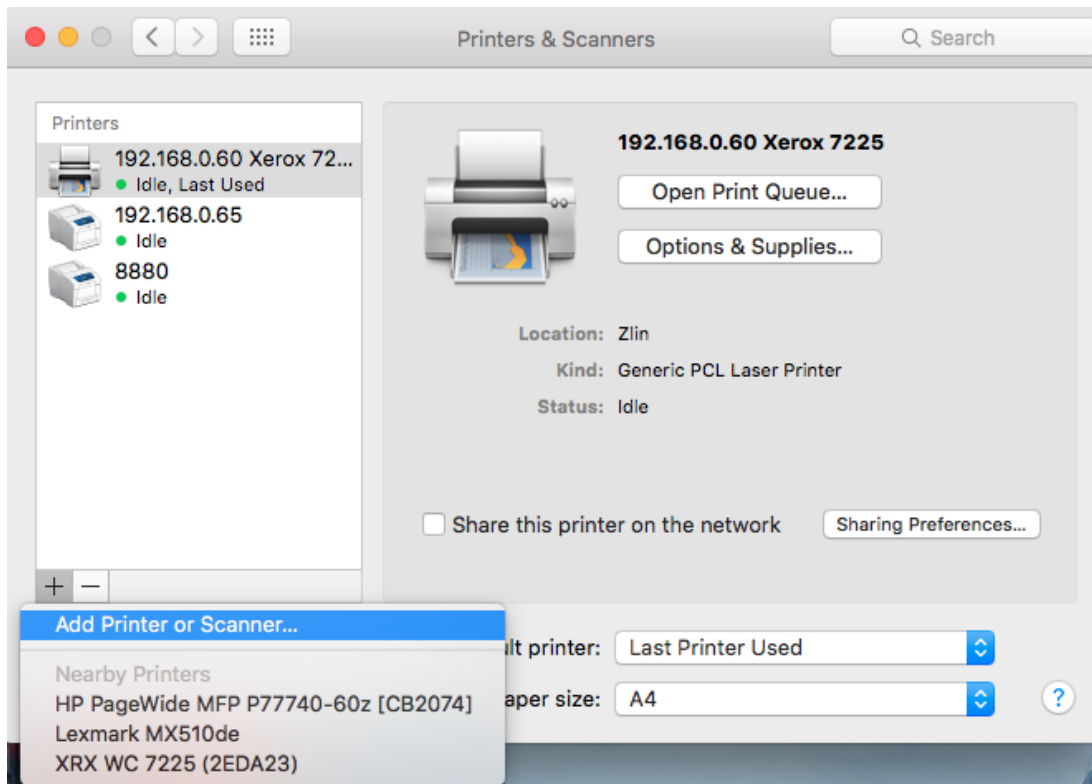
To add printer on Mac please go to "**System Preferences**"



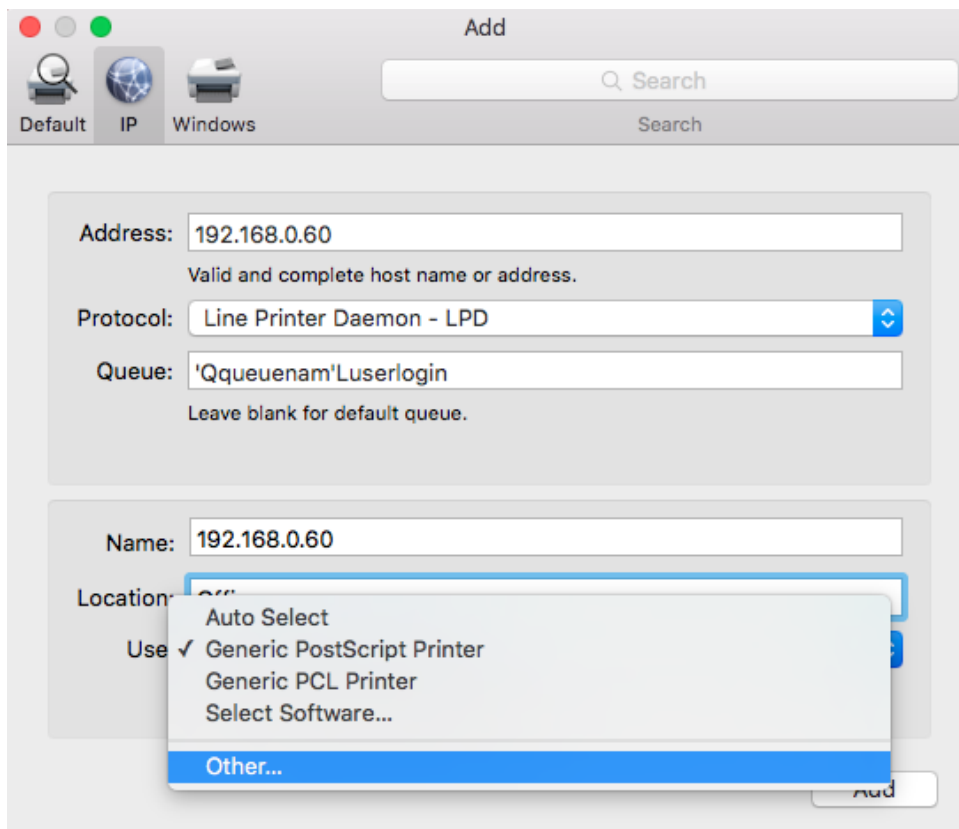
then click "**Printers & Scanners**"



click "+" button and select "**Add Printer or Scanner...**"



In the following popup **fill out the IP address of the OptimiDoc server**, Queue name value is optional. Also select correct printer driver.



Finally click the "**Add**" button and the printer is ready to print.





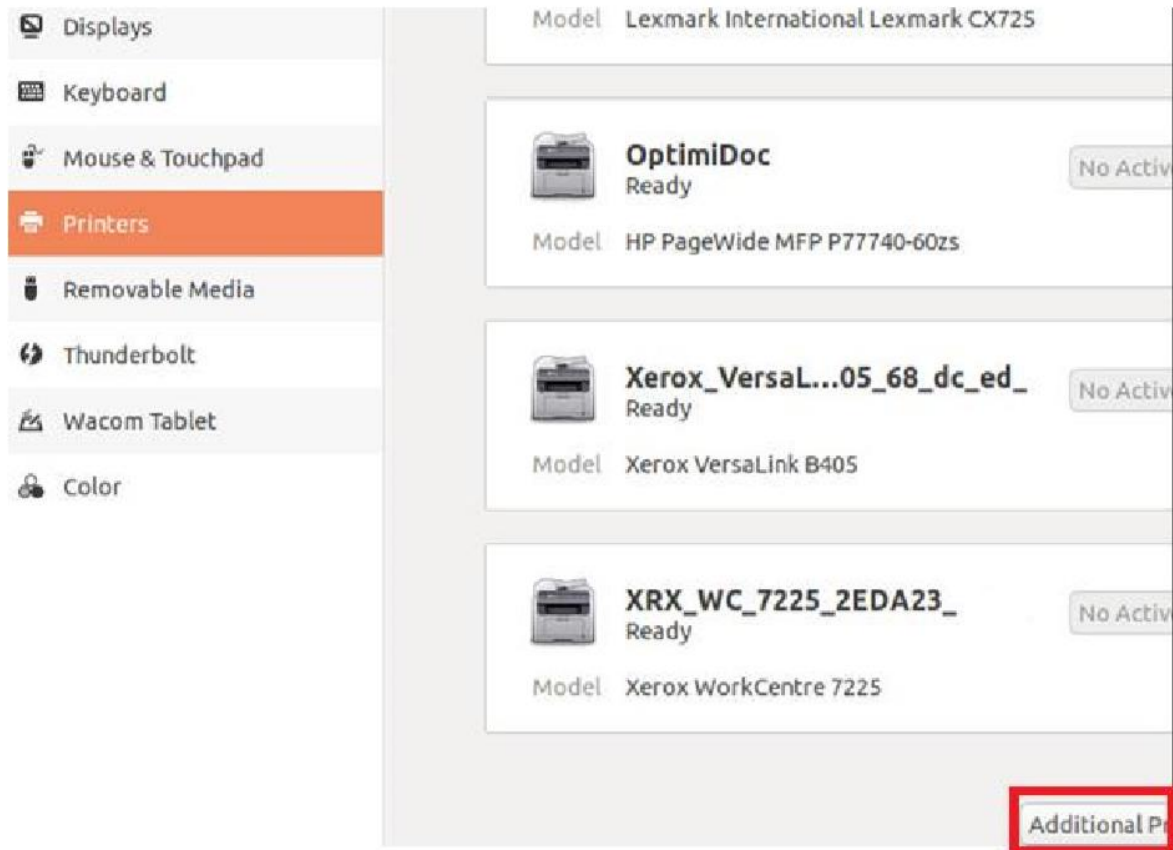
## 2.5.3 Add printer on Ubuntu

1. Enter "Printer" keyword in the Ubuntu search menu and in search results click on Printers.

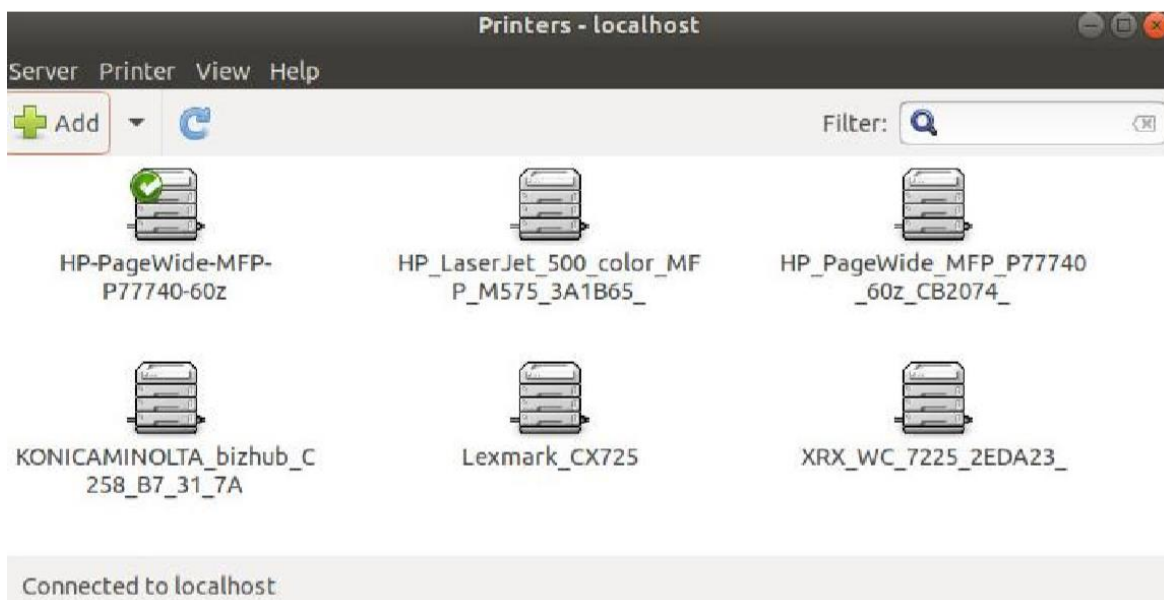


2. Click on "Additional printer". The button will appear at the bottom of the list of printers.





3. Click on "Add" button



4. Choose "LPD\LPR Host or printer" from the Network printer list

Fill in the form

**Host:** Server IP

**Queue:** OptimiDoc

Click on the "Forward" button



### Select Device

Devices

Generic CUPS-BRF

Enter URI

▼ Network Printer

Xerox WorkCentre 7225 (192.168.0.1)

Xerox VersaLink B405 (192.168.0.1)

HP LaserJet 500 color MFP M575

HP PageWide MFP P77740-60z (192.168.0.1)

Lexmark CX725 (192.168.0.37)

KONICA MINOLTA C368Series (KM)

KONICA MINOLTA C368Series (192.168.0.1)

Find Network Printer

Windows Printer via SAMBA

LPD/LPR Host or Printer

Internet Printing Protocol (https)

Internet Printing Protocol (ipp)

AppSocket/HP JetDirect

Internet Printing Protocol (ipps)

#### Location of the LPD network printer

Host:

Queue:

Probe

▼ Connection

LPD/LPR queue 'lpd'

Cancel

Forward

5. Select the driver of the printer which you want to add. At first, we will select "HP" and after that the printer model (PW77740).



### Choose Driver

☒ Select printer from database  
☐ Provide PPD file  
☐ Search for a printer driver to download

The foomatic printer database contains various manufacturer provided PostScript Printer Description (PPD) files and also can generate PPD files for a large number of (non PostScript) printers. But in general manufacturer provided PPD files provide better access to the specific features of the printer.

Makes
Fujifilm
Fujitsu
Fuji Xerox
Genicom
Gestetner
Heidelberg
Hitachi
Help
Honeywell
<b>HP</b>
IBM
Imagen
Imagistics

Back Cancel Forward

6. The preinstalled PS driver works correctly (with MFP HP PW 77740)



**Choose Driver**

Models	Drivers
OfficeJet V40xi	HP PageWide MFP P77740-60zs Postscript [en]
Officejet v45	
PageWide Color 556	
PageWide Color E55650	
PageWide Color E75160	
PageWide Color E77650-E77660	
PageWide Color Flow MFP 586	
PageWide Color MFP 586	
PageWide Color MFP 780-785	
PageWide Color MFP E58650	
PageWide MFP P57750	
PageWide MFP P77740-60z	
PageWide MFP P77740-60zs	
PageWide P55250	
PageWide P75050-60	
PageWide Pro 352	
PageWide Pro 377 MFP	
PageWide Pro 452	

Back Cancel Forward

7. Select the printer name + location (Informative part of the installation) and then complete the installation with the "Apply" button



**Describe Printer**

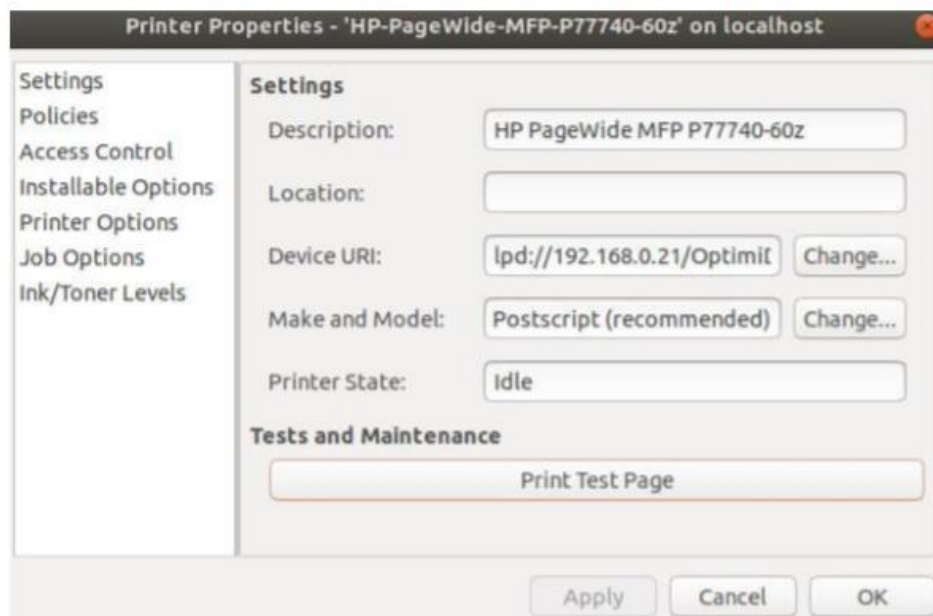
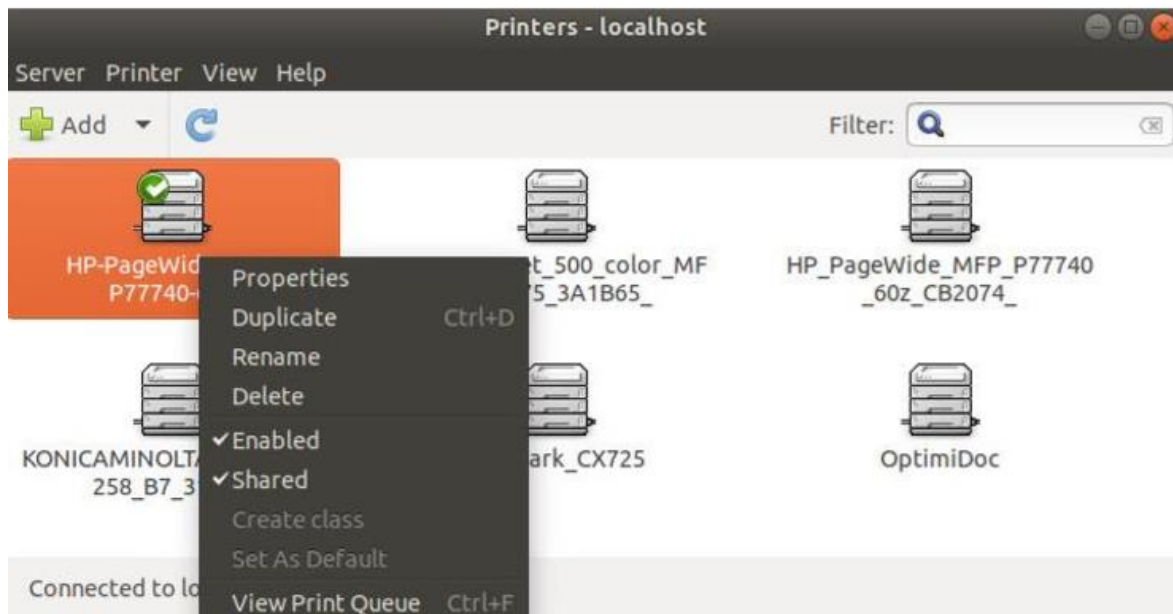
**Printer Name**  
Short name for this printer such as "laserjet"

**Description (optional)**  
Human-readable description such as "HP LaserJet with Duplexer"

**Location (optional)**  
Human-readable location such as "Lab 1"

8. Try to print "test page"

PW 77740 Printer Driver - PostScript versions (including colors). You can edit the settings in the Printers / Additional Printers section. Select the printer and click on "Properties"



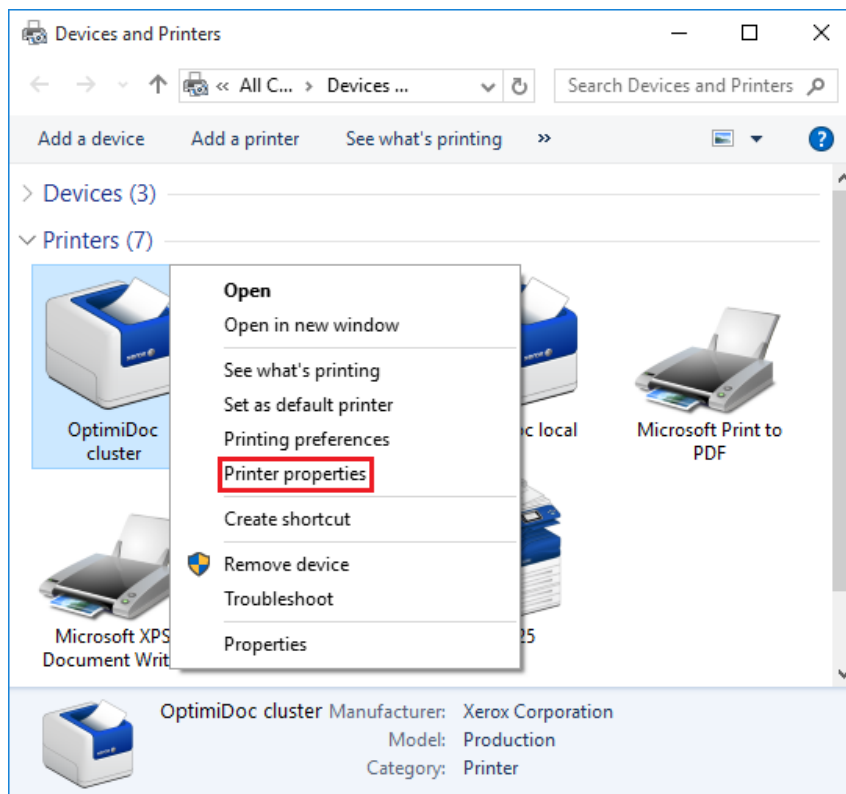


## 2.5.4 Printing using an LPR queue

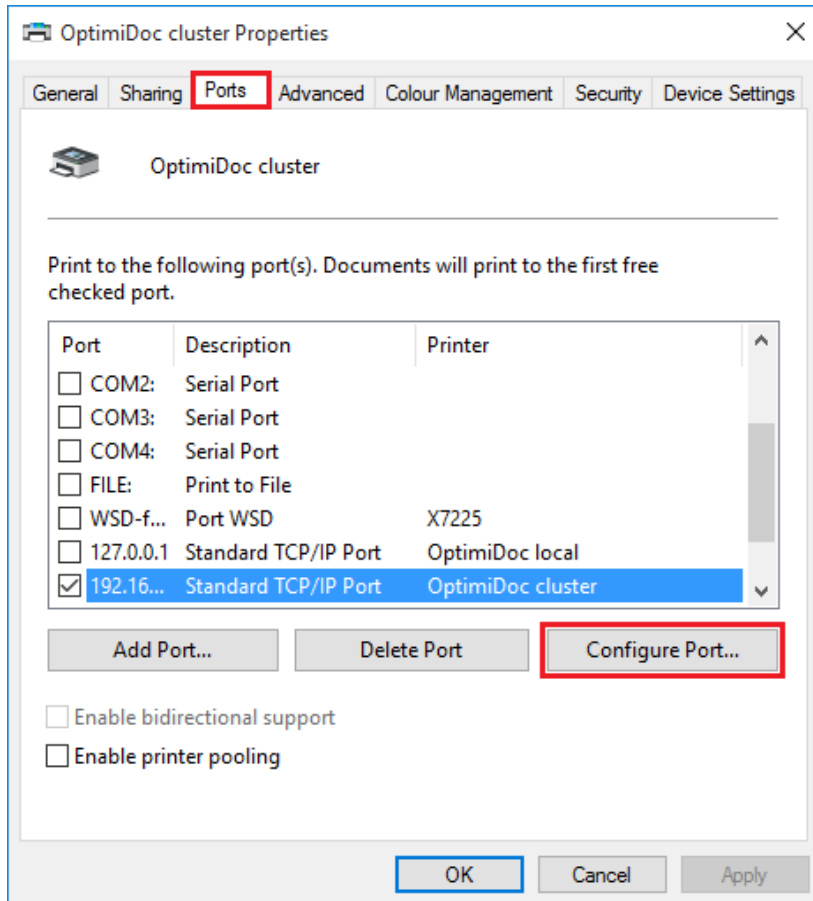
This process requires an OptimiDoc printer to be set up on the workstation. If you don't have one, follow the instructions in [the Quick Start Guide](#).

To print using an LPR queue, enter the project code into the printer's queue name. Below are instructions for Microsoft Windows.

1. Open the **Devices and Printers** from the **Start menu**
2. Right-click an OptimiDoc printer and click **Printer properties**



3. Navigate to the **Ports** tab and click **Configure port**



4. Make sure you have the **LPR protocol selected**

5. Enter the **project code** into the Queue name field

It is possible to specify a project as well as a queue name and/or user login, for more information see [Advanced Queue Name settings](#)

6. Click **OK** to save the settings





Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: 192.168.0.40

Printer Name or IP Address: 192.168.0.40

Protocol

☐ Raw ☒ LPR

Raw Settings

Port Number: 515

LPR Settings

Queue Name: Example

☐ LPR Byte Counting Enabled

☐ SNMP Status Enabled

Community Name: public

SNMP Device Index: 1

OK Cancel

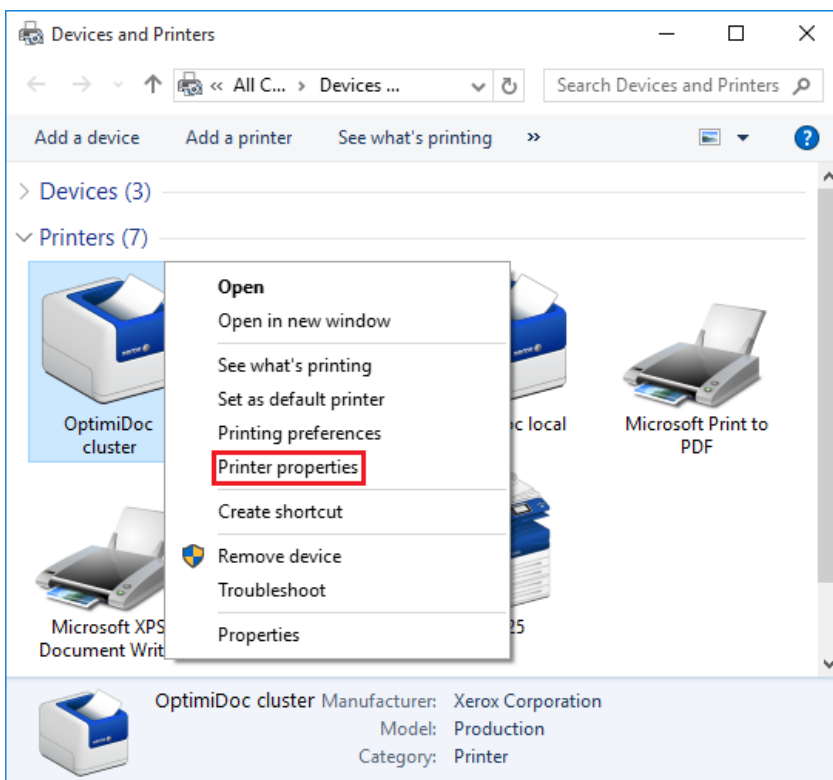


## 2.5.5 Printing using the OptimiDoc client

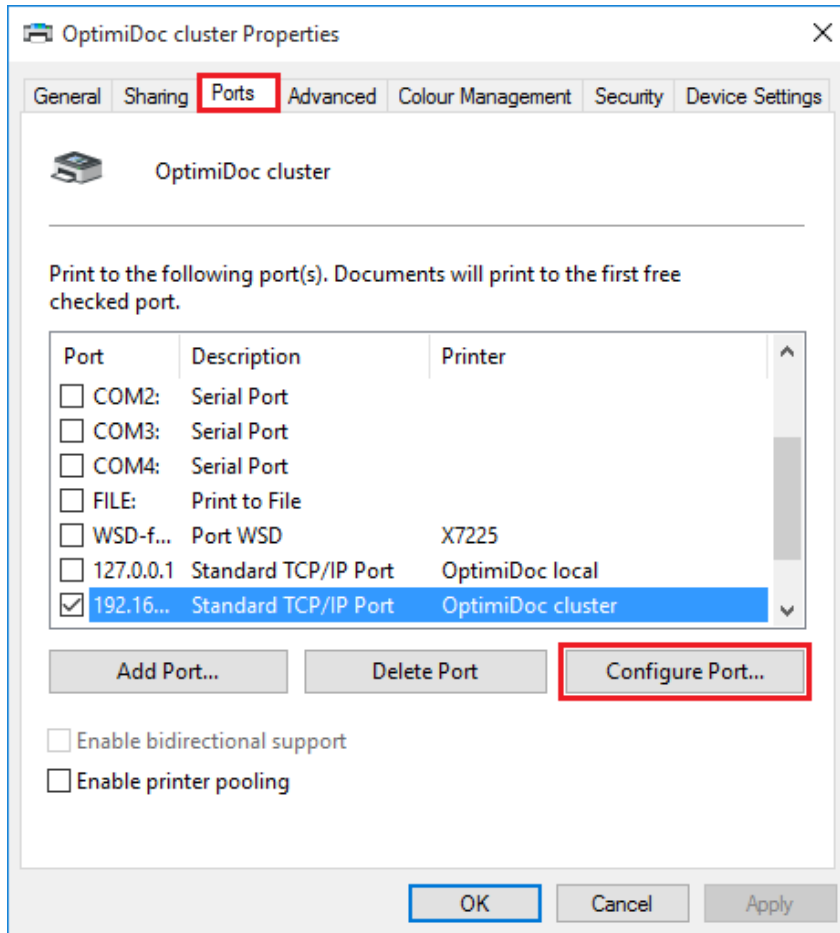
This process requires an OptimiDoc printer to be set up on the workstation. If you don't have any, follow the instructions in [the Quick Start Guide](#).

The following instructions are for Microsoft Windows. In order for the OptimiDoc client window to show up, the printer's queue name must be set to OptimiDoc. If it has already been set, skip to step 7.

1. Open the **Devices and Printers** from the **Start menu**
2. Right-click an OptimiDoc printer and click **Printer properties**



3. Navigate to the **Ports** tab and click **Configure port**



4. Make sure you have the **LPR protocol** selected
5. Enter the project **code** into the Queue name field
6. Click **OK** to save the settings



Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: 192.168.0.40

Printer Name or IP Address: 192.168.0.40

Protocol

☐ Raw ☒ LPR

Raw Settings

Port Number: 515

LPR Settings

Queue Name: OptimiDoc

☐ LPR Byte Counting Enabled

☐ SNMP Status Enabled

Community Name: public

SNMP Device Index: 1

OK Cancel

7. Install and start the OptimiDoc Client (an icon should show up in the system tray)


8. Initiate a print job on an OptimiDoc printer

9. An OptimiDoc client window should appear with a list of available projects

If the window does not appear, make sure you have the printer's queue name set correctly (steps 1 to 6)

10. Click the desired **project**




 OptimiDoc

×

**Microsoft Word - Projects - example document (C**

Filter:



[Example \(Example project\)](#)

[Example2 \(Another example\)](#)

<<

<

>

>>

Stránka 1 z 1



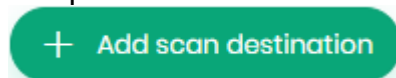
## 2.6 Step 6. Create basic scanning workflow

Scanning workflows are defined by destinations, parameters and an actual scanning workflow. In this example we will create a basic scanning workflow which will send a document to an authenticated user in Microsoft Office Word format via email. This part does not describe all the possible options of scan workflows. To see a detailed description, see [Scan Workflows](#).

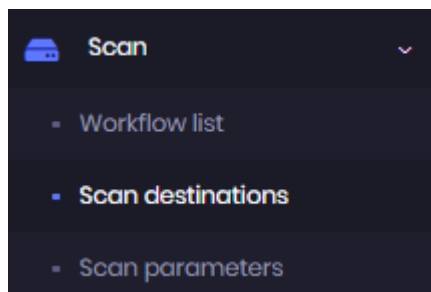
As a first step we need to create a destination which will be used in a workflow.

### To create a destination please follow these steps:

1. Open the section **Scan > Scan destinations** and Click on the button



to **add** a new scan workflow.



2. In Create scan destination, set the following parameters:

- **Title** - name of destination
- **Type** - select **Email** for delivering documents to user's email
- **SMTP server** - IP address or DNS name of SMTP server via which an email will be sent
- **Port** - port of SMTP server
- **Use SSL** - check if the SSL communication is required by the SMTP server
- **Login** - user login to SMTP server (if not required leave empty)
- **Password** - user's password
- **Sender** - sender's email address
- **Recipient** - email address to which the email shall be sent. You can use the parameter [user\_email] which will be automatically replaced by the email of the authenticated user.
- **email subject** - subject of the email
- **Email body** - body of the email



### Create scan destination

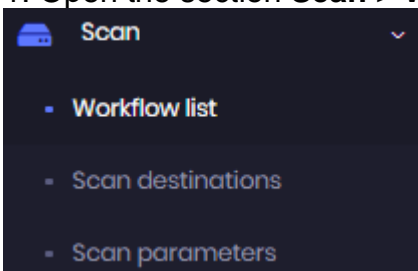


Title	<input type="text" value="User Email"/>
Type	<input type="text" value="Email"/>
SMTP server	<input type="text" value="smtp@gmail.com"/>
Port	<input type="text" value="587"/>
Use SSL	<input checked="" type="checkbox"/>
Login	<input type="text" value="optimidoc@gmail.com"/>
Password	<input type="password" value="*****"/>
Sender	<input type="text" value="optimidoc@gmail.com"/>
Recipient	<input type="text" value="[user_email]"/>
E-mail subject	<input type="text" value="OptimiDoc Scan"/>
E-mail body	<input type="text" value="OptimiDoc is sending you a document scanned on device [device_name]"/>

3. Click on **SAVE**.

Once the destination is created, we can approach the workflow creation:


1. Open the section **Scan > Workflow list** and click on the  button.

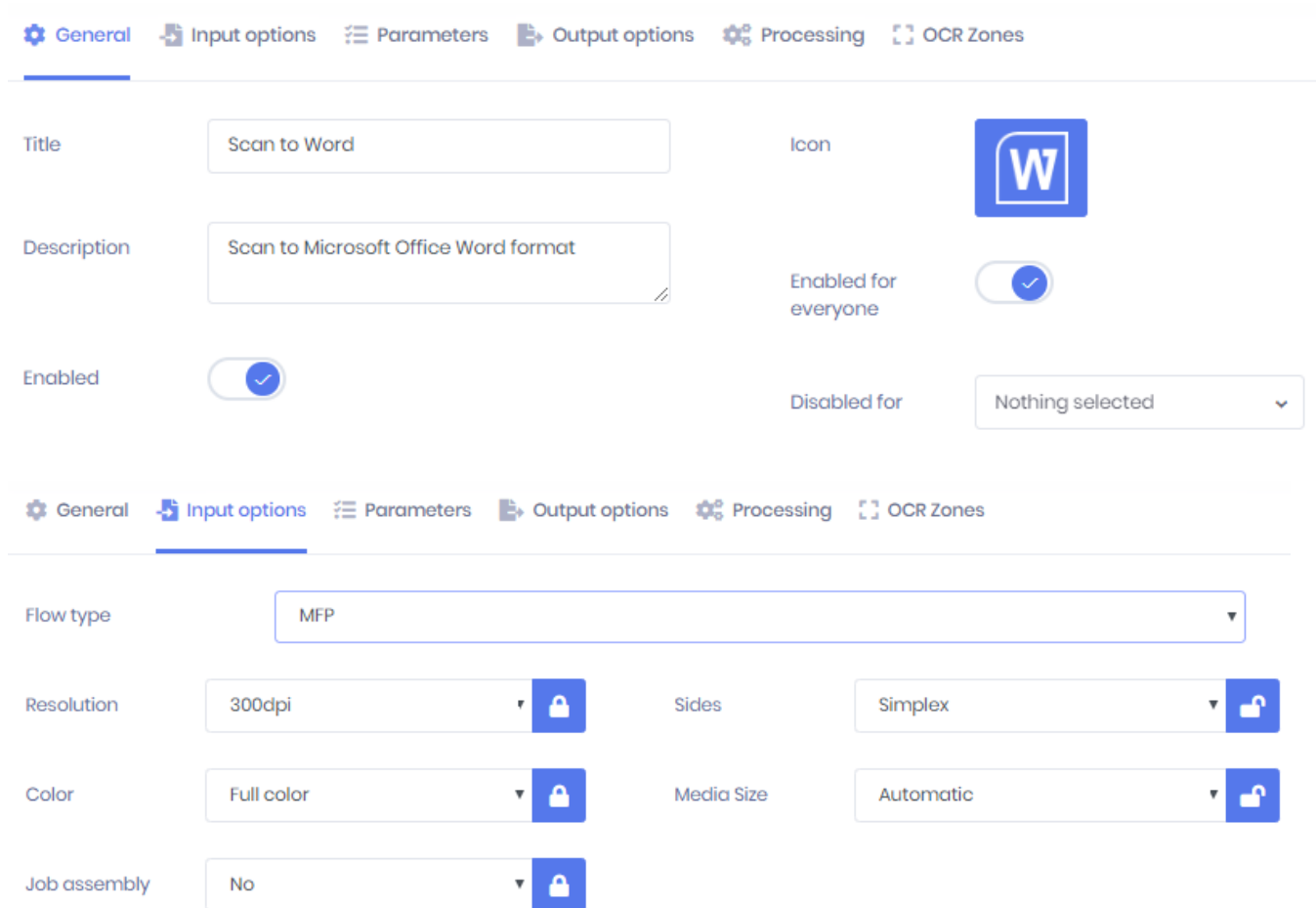




2. In Create/ Edit scan workflow dialog fill in the following settings:

- **Title** - enter the name of workflow
- **Icon** - select the icon of workflow

In scan settings unlock the sides, media size and separate scan by clicking on the button 



The screenshot displays the OptimiDoc configuration interface with two tabs: 'General' and 'Input options'.

**General Tab:**

- Title:** Scan to Word
- Description:** Scan to Microsoft Office Word format
- Icon:** A blue square icon with a white 'W'.
- Enabled for everyone:** A toggle switch that is turned on (blue).
- Enabled:** A toggle switch that is turned on (blue).
- Disabled for:** A dropdown menu showing 'Nothing selected'.

**Input options Tab:**

- Flow type:** A dropdown menu showing 'MFP'.
- Resolution:** A dropdown menu showing '300dpi' with an unlock icon.
- Sides:** A dropdown menu showing 'Simplex' with an unlock icon.
- Color:** A dropdown menu showing 'Full color' with an unlock icon.
- Media Size:** A dropdown menu showing 'Automatic' with an unlock icon.
- Job assembly:** A dropdown menu showing 'No' with an unlock icon.

Skip the parameters and OCR zones.

In the output options fill in following settings:

- **Filename** - enter the name of file. In our case we will use the parameter [timestamp] which will be replaced by current timestamp.
- **Filetype** - select \*.docx (Microsoft Word)
- **Save metadata** - none
- **Destination** - choose User Email created in previous step





General Input options Parameters **Output options** Processing OCR Zones

Filename

[timestamp]

\*docx (Microsoft Word)

Save metadata

None

Destination

User Email

- **Image processing** - select the operation which shall be done up to the scanned document
- **Separation** - choose one document
- **Removal blank pages** - choose include all pages
- **OCR recognition mode** - choose accuracy
- **OCR language** - select the language of the document which you want to proceed

General **Input options** Parameters Output options **Processing** OCR Zones

## Image processing

Autodetection of page orientation



Splitting facing pages and dual pages



Automated image de-skewing



Image despeckling



Texture filtering



Separation

One Document

Remove blank pages

Include all pages

OCR recognition mode

Accuracy

OCR language

English



Save

Cancel

3. Click on **SAVE** when done.



## 2.7 Step 7. Test your installation

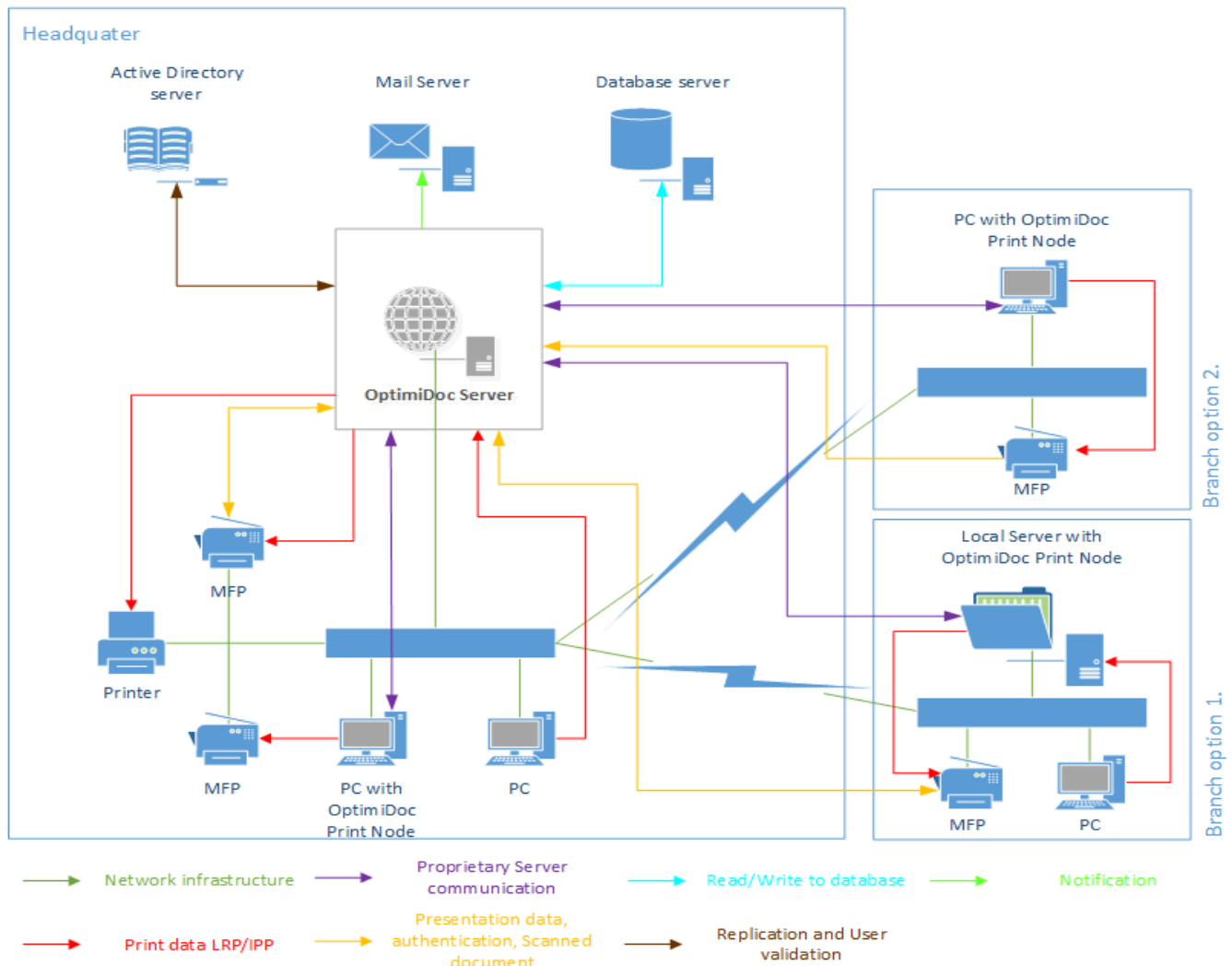
Now when the basic setup of OptimiDoc is finished, test the installation and configuration. Authenticate on the device and release the print job or try to scan your document.

**In case of any issues please check the [Troubleshooting section](#).**



### 3 Distributed technology

**OptimiDoc allows the implementation** to the distributed environment with complete central administration via the web interface. This brings the major advantages in administration and management of the whole print infrastructure.



### OptimiDoc Server

OptimiDoc distributed technology is based on OptimiDoc Server which provides following services:

- Administrative web interface, including
  - Reporting
  - User management
  - Device Management
  - Print and scan settings
- Device authentication, scan and print interface
- Scan processing
- Print jobs spooling



Multiple central servers can be configured to provide the fail-over. All servers in fail-over need to be connected to one central database.

Configuration of multiple servers to fail-over is described in the following section: [Fail-over configuration for Central servers](#)

## OptimiDoc Print Node

OptimiDoc Print Node manages prints locally and minimizes the traffic between location/workstation and the OptimiDoc Server.

OptimiDoc Print Node requirements are described in the section: [OptimiDoc Print Node Requirements](#)

OptimiDoc Print Node installation is described in the section: [OptimiDoc Print Node Installation](#)



### 3.1 Fail-over configuration for Central servers

To provide the central server fail-over functionality it is necessary to utilize Microsoft Windows Network Load Balancing Services (NLB).

#### Requirements:

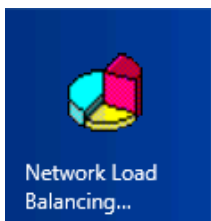
- Microsoft Windows Server 2012, Microsoft Windows Server 2012 R2

#### Limitations:

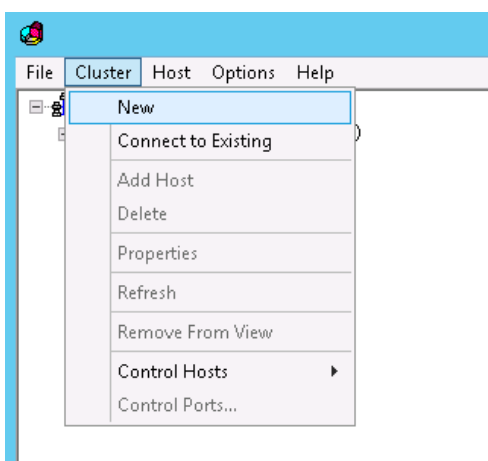
- Jobs stored on the server which is not available cannot be printed until you have specified a shared spooler.
- All central servers need to be on same subnet.

#### Configuration of NLB

1. **Install** NLB feature to all central servers.
2. **Start Network Load Balancing Manager.**



3. **Create new cluster** by clicking on Cluster > New.



4. **Enter the IP address** of the first cluster node, Click on connect and select the network card. Confirm by clicking on **Next**.



The 'New Cluster : Connect' dialog box is shown. It has a title bar with a close button (X). The main content area contains the following elements:

- A text label: "Connect to one host that is to be part of the new cluster and select the cluster interface".
- A "Host:" label followed by a text input field containing "192.168.0.60".
- A "Connect" button.
- A "Connection status" section with a label "Connected".
- A section titled "Interfaces available for configuring a new cluster" containing a table:

Interface name	Interface IP
Ethernet	192.168.0.60

At the bottom of the dialog are four buttons: "< Back", "Next >", "Cancel", and "Help".

5. Leave the **default settings** and click on **Next**.

The 'New Cluster : Host Parameters' dialog box is shown. It has a title bar with a close button (X). The main content area contains the following elements:

- A "Priority (unique host identifier):" label followed by a dropdown menu showing "1".
- A section titled "Dedicated IP addresses" containing a table:

IP address	Subnet mask
192.168.0.60	255.255.255.0

Below the table are three buttons: "Add...", "Edit...", and "Remove".

- An "Initial host state" section with a "Default state:" label followed by a dropdown menu showing "Started".
- A checkbox labeled "Retain suspended state after computer restarts" which is currently unchecked.

At the bottom of the dialog are four buttons: "< Back", "Next >", "Cancel", and "Help".

6. **Enter** the cluster **public IP** address and click on **Next**.



**New Cluster : Cluster IP Addresses**

The cluster IP addresses are shared by every member of the cluster for load balancing. The first IP address listed is considered the primary cluster IP address and used for cluster heartbeats.

Cluster IP addresses:

IP address	Subnet mask
------------	-------------

**Add...** Edit... Remove

< Back Next > Cancel Help

**Add IP Address**

☒ Add IPv4 address:

IPv4 address: 192 . 168 . 0 . 40

Subnet mask: 255 . 255 . 255 . 0

☐ Add IPv6 address:

IPv6 address:

☐ Generate IPv6 addresses:

☒ Link-local ☐ Site-local ☐ Global

OK Cancel

7. Enter **full Internet name** and select the operation mode based on your network.



The 'New Cluster : Cluster Parameters' dialog box contains the following fields and options:

- Cluster IP configuration:**
  - IP address: 192.168.0.40
  - Subnet mask: 255 . 255 . 255 . 0
  - Full Internet name: optimidoccluster (highlighted with a red circle)
  - Network address: 02-bf-c0-a8-00-28
- Cluster operation mode:**
  - ☒ Unicast (highlighted with a red circle)
  - ☐ Multicast
  - ☐ IGMP multicast

Buttons at the bottom: < Back, Next >, Cancel, Help.

8. Edit the port rules:

- **Affinity:** Single

- **Timeout:** 15 minutes

and Click on **Finish**.

The 'New Cluster : Port Rules' dialog box shows a table of defined port rules. A sub-dialog 'Add/Edit Port Rule' is open over it.

**Defined port rules:**

Cluster IP address	Start	End
All	0	65535

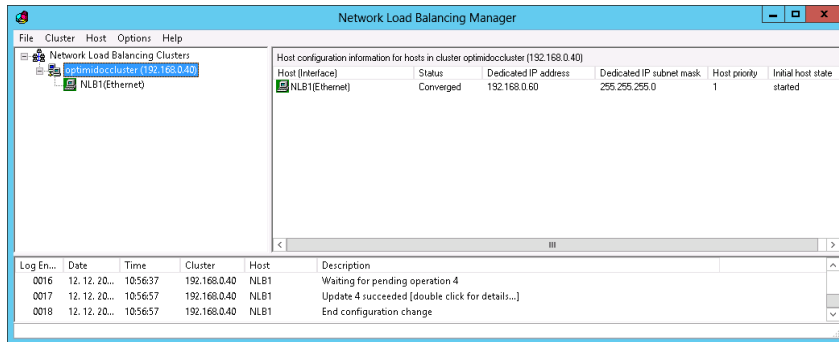
**Add/Edit Port Rule dialog:**

- Cluster IP address: [dropdown] or ☒ All
- Port range: From: 0 To: 65535
- Protocols: ☐ TCP ☐ UDP ☒ Both
- Filtering mode: ☒ Multiple host Affinity: ☐ None ☒ Single ☐ Network
- ☒ Timeout(in minutes): 15 (highlighted with a red circle)
- ☐ Single host
- ☐ Disable this port range

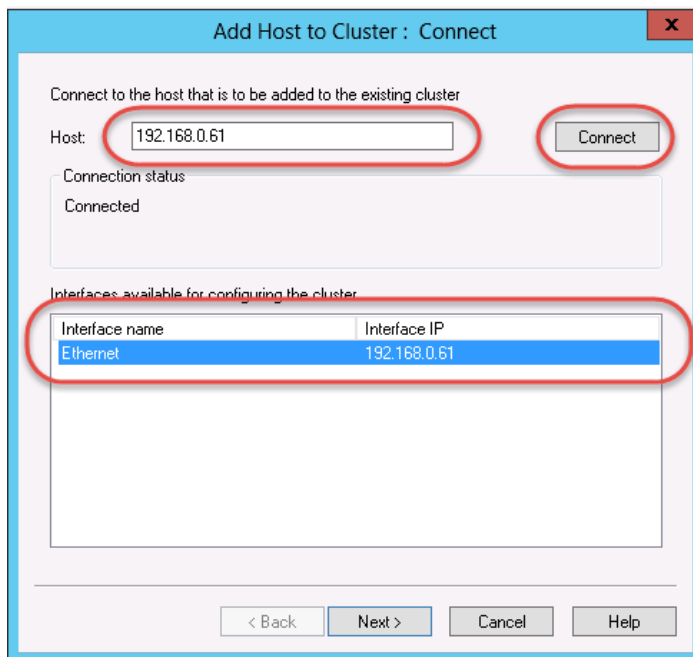
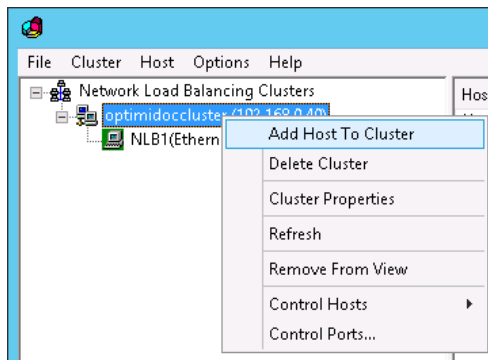
Buttons: OK, Cancel.

228  
essful  
41203125323 2 kmcf





9. **Add** other central servers to cluster. Each server needs to have NLB feature installed.





**Add Host to Cluster : Host Parameters**

Priority (unique host identifier):

Dedicated IP addresses

IP address	Subnet mask
192.168.0.61	255.255.255.0

Initial host state

Default state:

☐ Retain suspended state after computer restarts

**Add Host to Cluster : Port Rules**

Defined port rules:

Cluster IP address	Start	End	Prot...	Mode	Priority	Load	Affinity
All	0	65535	Both	Multiple	--	Equal	Single

Port rule description

TCP and UDP traffic directed to any cluster IP address that arrives on ports 0 through 65535 is balanced equally across all members of the cluster. Client IP addresses are used to assign client connections to a specific cluster host.

## Installation of OptimiDoc Central Server

1. Install OptimiDoc based on Administrator Quick Start Guide with connection to external database server.
2. Login to OptimiDoc Administration and open Settings and enter the Public IP address.



OptimiDoc <<

Dashboard

Report >

Device >

Print >

Scan >

Rules

Users >

Configuration

Configuration

Cluster configuration

Setting servers in cluster.

Shared IP address 192.168.21.40

Local server DNS record

User name extraction

Function for extracting login from a string, when the job was received in OptimiDoc.

Regular expression for

3. Restart OptimiDoc website.
4. Restart OptimiDoc Service
5. **Repeat steps on all servers.**



## 3.2 OptimiDoc Print Node Requirements

### Software requirements

#### Operating system

- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2016
- Windows Server 2019
- Windows 8 64bit Professional or Enterprise
- Windows 8.1 64bit Professional or Enterprise
- Windows 10 Professional or Enterprise

#### Other software

- Microsoft .NET Framework 4.6

### Hardware requirements

#### Minimal configuration

- CPU: 2.5 GHz
- RAM: 2 GB
- Free disk space: 2 GB
- Network connection: LAN 100Mbps
- Non server operating system

### Open ports requirements

#### OPN ports

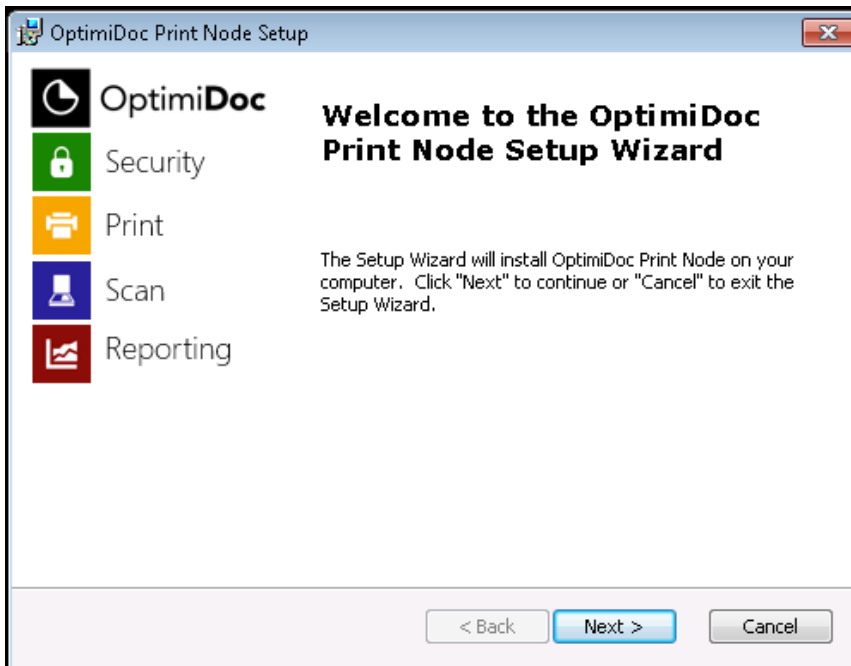
- 14260 (HTTPS)
- 515 (LPR)



### 3.3 OptimiDoc Print Node Installation

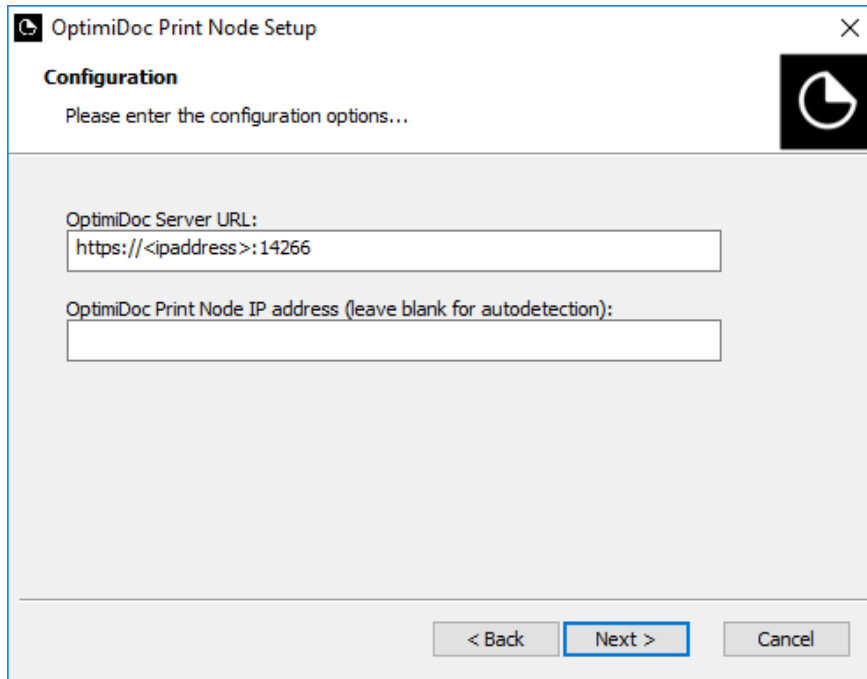
To install the OptimiDoc Print Node start the installation package.

1. After the installation wizard starts click on the Next button.



2. In the configuration section enter the following information:

- OptimiDoc Server URL - URL address of the OptimiDoc server to which the Print Node will connect. In case of OptimiDoc Server Cluster, enter the public IP address.
- OptimiDoc Print Node IP address - IP address of workstation/server here the Print Node is installed. For automatic detection leave the text box blank.



**OptimiDoc Print Node Setup**

**Configuration**

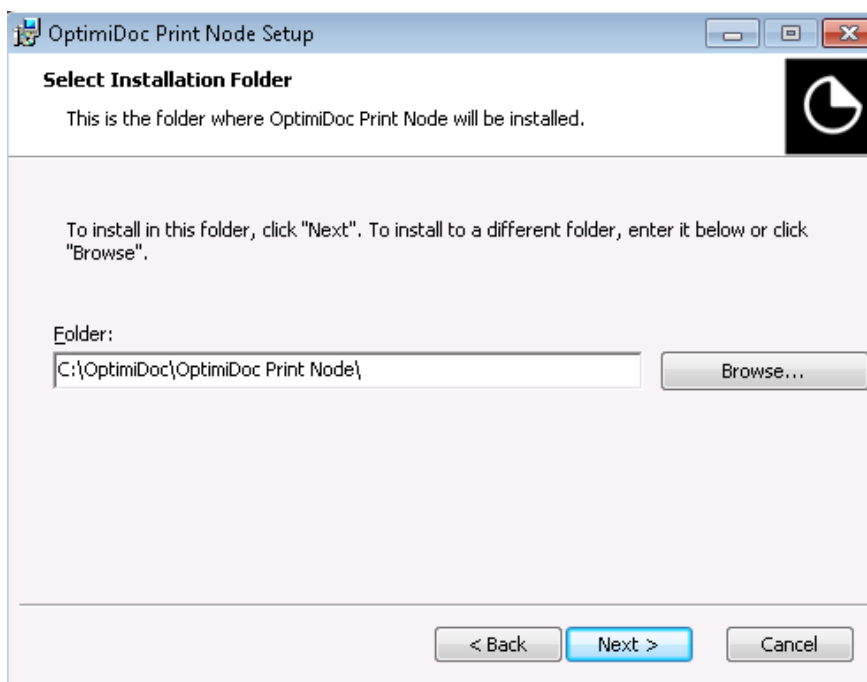
Please enter the configuration options...

OptimiDoc Server URL:

OptimiDoc Print Node IP address (leave blank for autodetection):

< Back   **Next >**   Cancel

3. Folder definition - select the folder where the OptimiDoc Print Node will be installed.



**OptimiDoc Print Node Setup**

**Select Installation Folder**

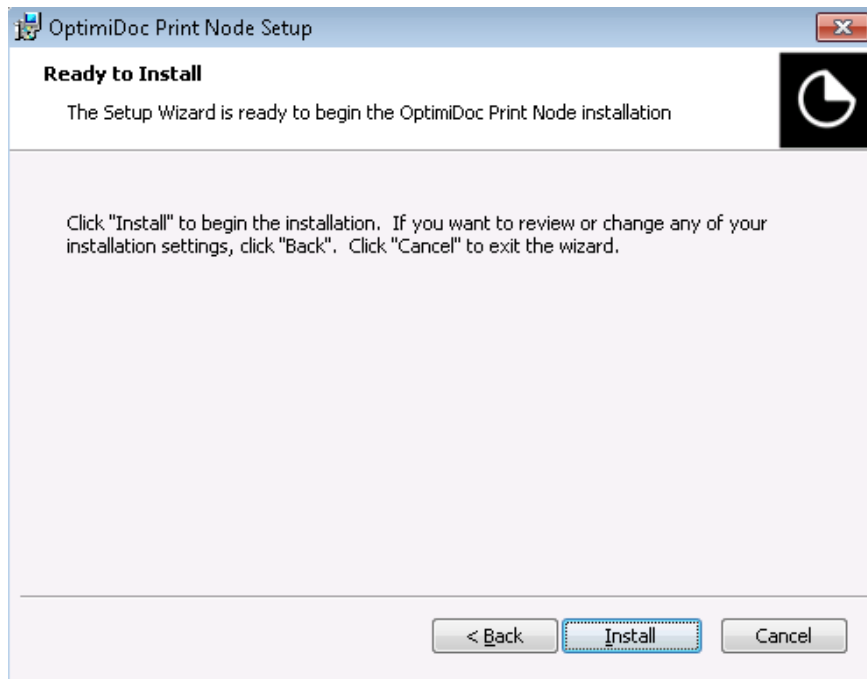
This is the folder where OptimiDoc Print Node will be installed.

To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".

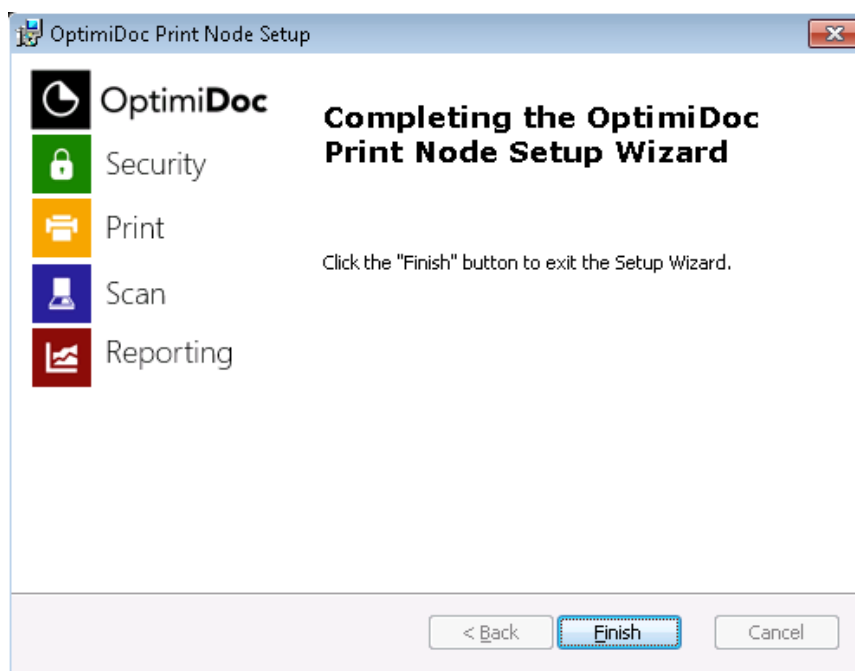
Folder:  
  

< Back   **Next >**   Cancel

4. Confirm the installation.



5. Finish the installation.





## 4 Local device monitoring

---

**Device monitoring** is an additional function in the OptimiDoc Server. It checks the status of devices and, based on the checks, sends notifications.

The OptimiDoc Server periodically checks the device states for MFP and Network devices. SNMP is used for this functionality.

Through SNMP MIBs the OptimiDoc Server is capable to getting the following information:

- Toner levels
- Consumables
- Level of paper

OptimiDoc Print Monitor is also responsible for **USB printers** print jobs **accounting**.

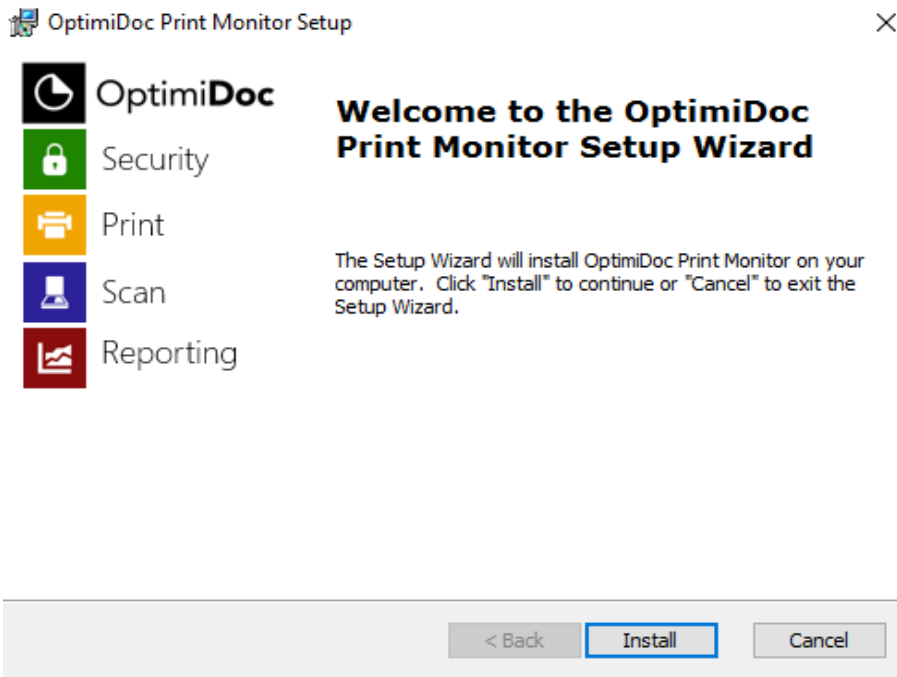




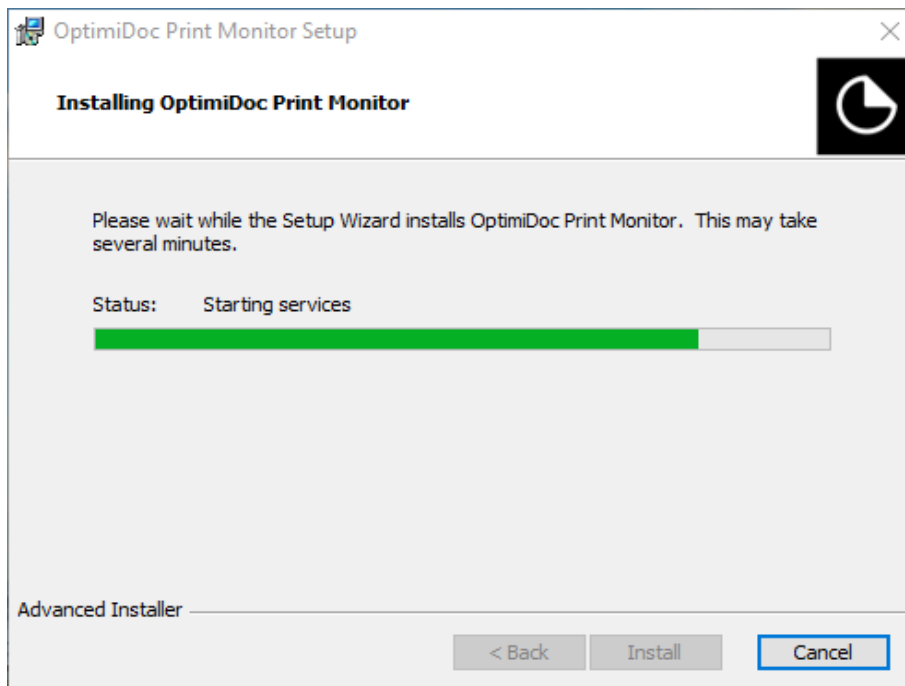
## 4.1 OptimiDoc Print Monitor Installation

To install the OptimiDoc Print Monitor start installation package.

1. After the installation wizard starts click on the Install button.



2. Wait for the installation to finish.



3. Click on the Finish button to complete the installation.



 OptimiDoc Print Monitor Setup



OptimiDoc



Security



Print



Scan



Reporting

## Completing the OptimiDoc Print Monitor Setup Wizard

Click the "Finish" button to exit the Setup Wizard.

☐ View readme file

☒ Launch OptimiDoc Print Monitor

< Back

Finish

Cancel



## 4.2 OptimiDoc Print Monitor Configuration

When the program starts, on the screen is the list of all printers which can be monitored.

Firstly, fill out the **Server Address** in format **https://IP:port**. Then tick all printers you'd like to monitor using the application and **click Save**.

Finally, click on the **Start button**. From this point onwards accounting information about jobs printed on selected printers will be sent to the OptimiDoc server.

OptimiDoc Print Monitor - Management Console

OptimiDoc Print Monitor

Device	MonoPrinter
<input checked="" type="checkbox"/> Xerox 7225 Global PCL	<input type="checkbox"/>
<input type="checkbox"/> OneNote	<input type="checkbox"/>
<input type="checkbox"/> Microsoft XPS Document Writer	<input type="checkbox"/>
<input type="checkbox"/> Microsoft Print to PDF	<input type="checkbox"/>
<input checked="" type="checkbox"/> HPCB2074 (HP PageWide MFP P77740-60z)	<input type="checkbox"/>
<input checked="" type="checkbox"/> HP PageWide Pro 777	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fax	<input type="checkbox"/>
<input checked="" type="checkbox"/> \\https://optimidoc:14266\OptimiDoc	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Server settings

Machine name:

Server Address:

Service management

Status: Stopped



Note

If you don't see accounting information on the OD server. Check whether the server address has the **correct format https://ip:port** or if the **IP address is correctly written**.



## 5 OptimiDoc web interface

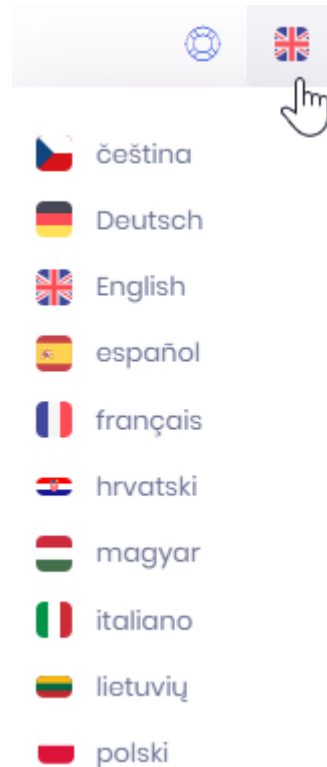
This section will guide you through the main areas of the web application and cover some common management tasks.

### Localization


The OptimiDoc web interface is localized in the following languages:

- Czech
- German
- English
- Spanish
- French
- Croatian
- Hungarian
- Italian
- Lithuanian
- Latvian
- Polish

To change the OptimiDoc localization, click on the flag icon in the top right corner and select the desired language from the menu.



### Help

The OptimiDoc web interface contains the complete help documentation accessible via the help icon  on top of every page.



 > Dashboard



### OptimiDoc access levels

OptimiDoc is completely managed via the OptimiDoc web interface. The interface provides two access levels:

#### Administrator access

Administrator access provides access to system management and administration. To login as an administrator use the following login information:



- Username: admin
- Password: admin

### User access

Every OptimiDoc user has granted access to a set of basic pages providing the access to:

- User dashboard
- Job list
- Standard reports

## Authentication

Authentication dialog appears when accessing the OptimiDoc web interface. To login enter your username (Login) and password.

Sign In to your registered account.

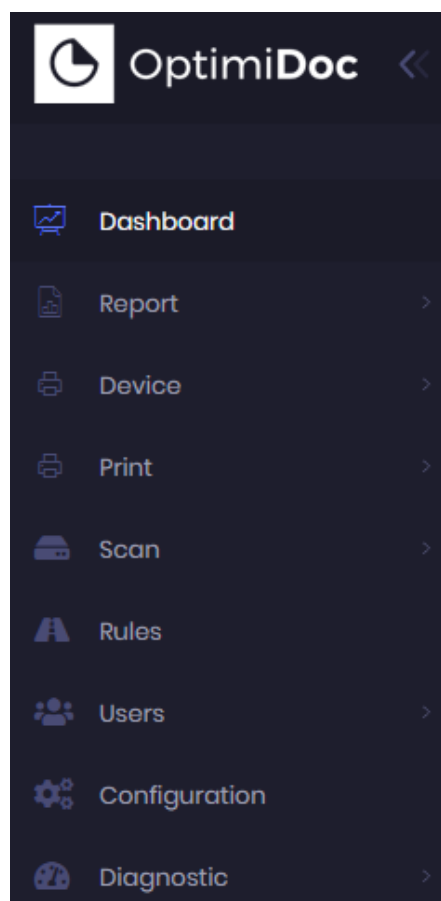
☐ Keep me signed in

## Navigation

Application areas are grouped in tabs which create the logical parts of system.

The main menu on the left side contains the following items:

- **Dashboard** - general overview of user and system information.
- **Report** - section for monitoring and generation of usage and cost reports.
- **Devices** - device management to add, remove or modify a device.
- **Print** - configuration of print connectors.
- **Scan** - management of scanning workflows, destinations and parameters.
- **Rules** - definition of access and print rules.
- **Users** - for managing users, department and active directory connection.
- **Configuration** - OptimiDoc settings.
- **Diagnostic** - tools for system maintenance and access to logs.



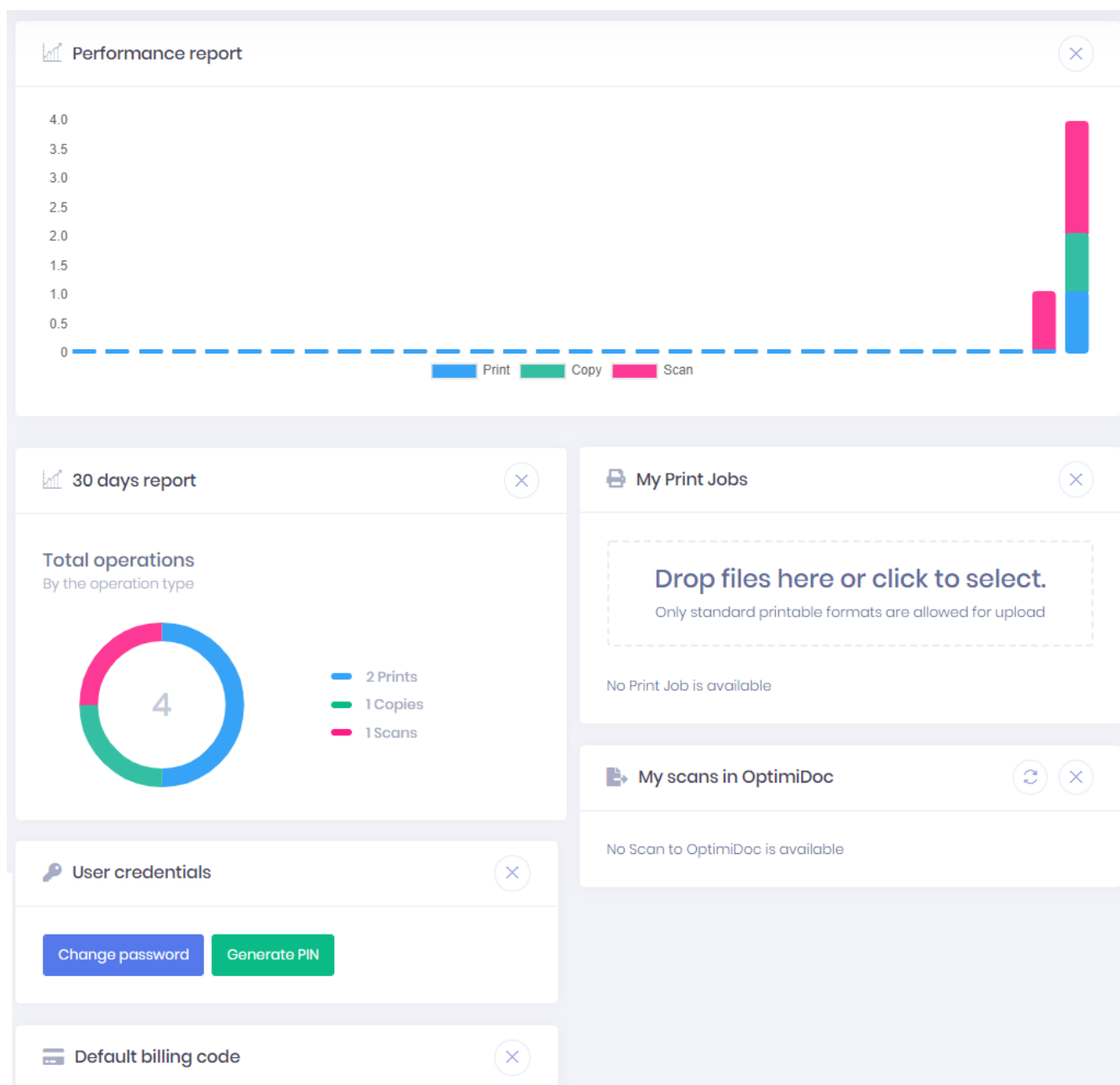


## 5.1 Dashboard

After successful login the **Dashboard** is displayed. It shows the basic overview of the OptimiDoc system and configuration. The content of the dashboard is collected from multiple widgets.

The screenshot displays the OptimiDoc Dashboard interface. The left sidebar contains navigation links: Dashboard, Report, Device, Print, Scan, Rules, Users, Configuration, and Diagnostic. The main content area is divided into four widgets:

- At a glance:** Overview of system metrics including Users (3), Departments (3), Devices (2), Scan Flows (2), and Remaining OCR pages (500).
- System info:** System status including CPU usage (2%), Free RAM space (891 MB out of 4 GB), OS version (MS Windows 10/Server 2019), OS version detail (Win32NT 10.0.17763.0), and C drive free space (25 GB, 60,87%).
- License - OptimiDoc v10.00:** License details including License for (Demo customer), License number (SWEE-1201-0006-7229-9188-1886), Software support (10.09.2020), Valid until (10.10.2019), and Devices (20).
- Database info:** Database details including Database name (OPTIMIDOC\_5e988420534c4f0), Database size (16.00 MB), and Database server ((LocalDB)\MSSQLLocalDB).



## Widgets

### At a glance

General overview of OptimiDoc configuration.

### License

OptimiDoc **license information**.

If you see a message "Your OptimiDoc is not activated. Please register your copy..." instead of your obtained

license, use the button




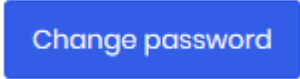
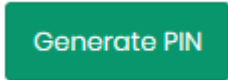
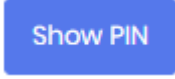


to enter your license code.

### System info

System information regarding CPU usage, free RAM, OS version and free disk space.



<b>Database info</b>	Shows the database name, its size and the database server name.
<b>Performance report</b>	Provides statistical data in the stacked column chart format, reporting all printed, copied and scanned documents for all users on all devices
<b>30 days report</b>	Shows a pie chart of all operations made within 30 days period.
<b>My print jobs</b>	List of user <b>unprinted jobs</b> . To delete the job, click on the  button.
<b>My scans in OptimiDoc</b>	<p>Contains a list of scanned documents which were stored in OptimiDoc.</p> <p>To <b>download the scanned document</b>, click on the  button or you can <b>delete the scanned document</b> by clicking on the  button.</p>
<b>User credentials</b>	<p>Allows user to</p> <ul style="list-style-type: none"> <li>- change his/her password with the  button.</li> <li>- generate PIN with the  button (if no PIN has been generated yet).</li> <li>- show the current PIN value with the  button (if the PIN has been previously set).</li> </ul>
<b>Default billing code</b>	For setting a default billing code.
<b>Submit document</b>	special functionality, which will appear on the dashboard after creating scan workflow with Input Option -> Web. It allows the user to upload document for scanning process from the dashboard.





## 5.2 Report

The **Report** section provides detailed information about user activities in the print environment and definition of price lists which are used for cost calculations.

### Report contains six sections:

#### Job list

Overview of **all jobs** realized on **MFPs** or **printers** connected to OptimiDoc.

#### Activity log

Overview of **all jobs** from specific devices.

#### Standard reports

One click **reports** for a basic overview with filter options.

#### Automatic report

**Automatically generated report** for last month period.

#### Price lists

Definition of **price lists**.

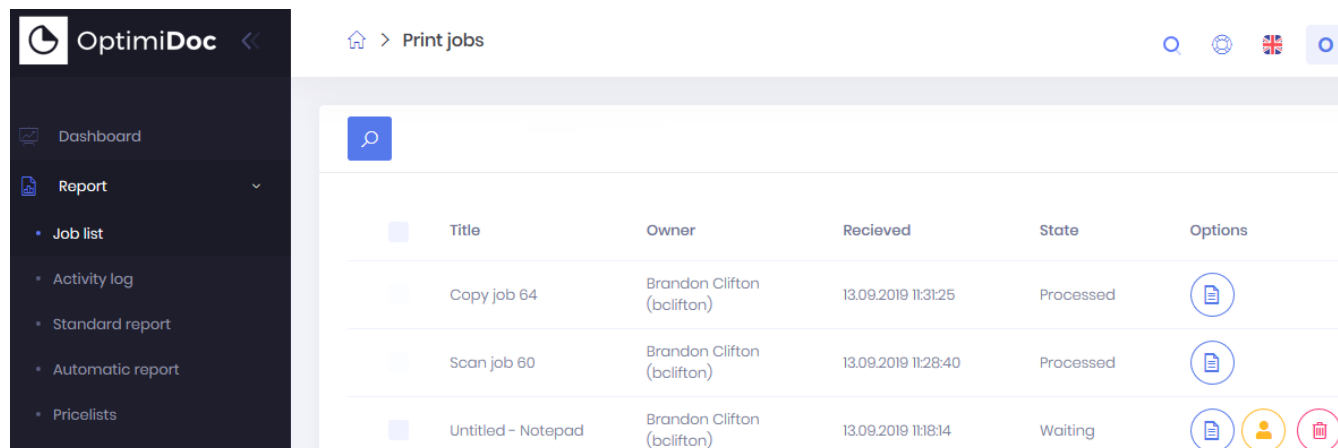
#### Billing codes

Overview of **billing codes**.



## 5.2.1 Job list

**Job list** provides information about the current activities in the system. The Administrator can view and manage print, copy and scan jobs, and can immediately see the status of the job if it was printed and how many times or watch the preview of all pages. Job list is also available for users who only see their jobs.



The screenshot shows the OptimiDoc web interface. On the left is a dark sidebar with a menu: Dashboard, Report (expanded), Job list (selected), Activity log, Standard report, Automatic report, and Pricelists. The main area is titled 'Print jobs' and contains a table of jobs. The table has columns: Title, Owner, Received, State, and Options. There are three rows of jobs. The first two are 'Processed' and the third is 'Waiting'. Each row has an 'Options' column with icons for details, assign user, and delete.

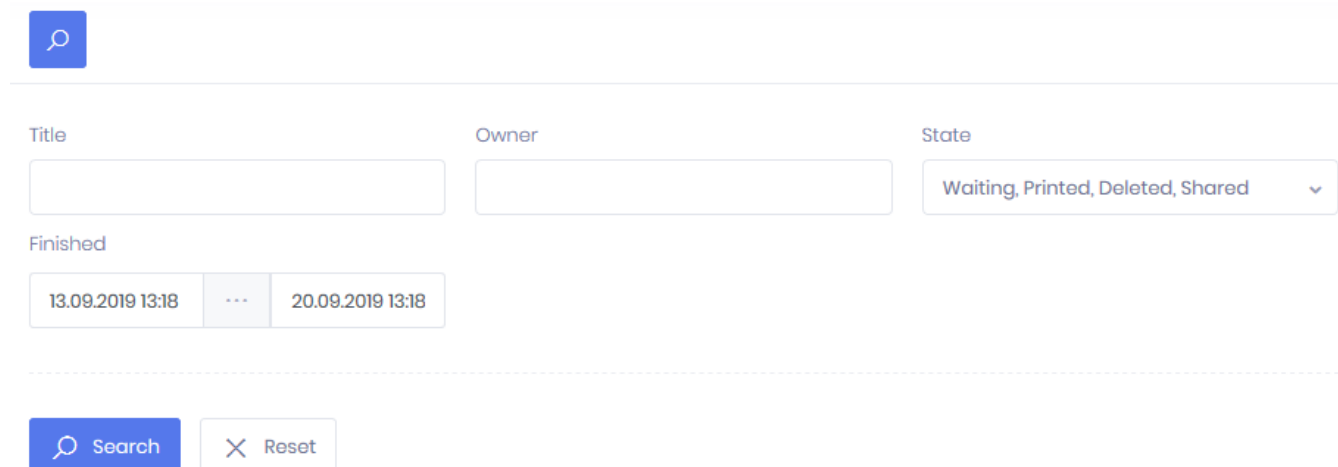
Title	Owner	Received	State	Options
Copy job 64	Brandon Clifton (bolifton)	13.09.2019 11:31:25	Processed	
Scan job 60	Brandon Clifton (bolifton)	13.09.2019 11:28:40	Processed	
Untitled - Notepad	Brandon Clifton (bolifton)	13.09.2019 11:18:14	Waiting	

## Filtering options

Job list can be filtered by the following options to list the specific operations:

- **Title** - name of job
- **Owner** - owner of job
- **Received** - date of job receiving
- **State** - status of job
- **Options** - show details, assign to user, delete job

To **use** a filter, click on the  button and enter filtering string



The screenshot shows the filtering interface. At the top is a blue button with a magnifying glass icon. Below it are three input fields: 'Title', 'Owner', and 'State'. The 'State' field is a dropdown menu with the text 'Waiting, Printed, Deleted, Shared'. Below these is a 'Finished' section with a date range selector showing '13.09.2019 13:18' to '20.09.2019 13:18'. At the bottom are two buttons: 'Search' and 'Reset'.

## Job detail



To get **more information** about each job, the administrator can click on the button. Job detail contains the following details:

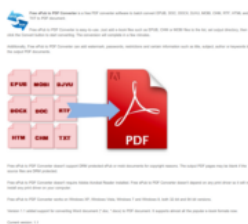
### Job Info

- **Title** - name of job
- **Owner** - owner of job
- **Received** - date of job receiving
- **State** - status of job
- **PDL** - print job language
- **Number of pages**
- **Server** - job location
- **Job preview**

Print job detail



Info History



Title:  
**DataConvert\_manual2019**

Owner:  
**Brandon Clifton (Sales)**

Received:  
**13.09.2019 13:44:57**

State:  
**Waiting**

PDL:  
**PCL XL**

Server:  
**WIN-QSEIB1E5A89**



OK

### Job History

- List of job operations including the time, status, accounting information and price.



Print job detail ↑ ×

Info History


Time	State	Info	Price
12.09.2019 14:57:18	Received		
12.09.2019 14:59:54	Printing	Device: Xerox for IT dpt	0,00
12.09.2019 15:02:46	Printed	Device: Xerox for IT dpt	0,50

OK


Accounting information is being shown in the following format: **sheets\_count x sheet size (black & white, reduced color, full color)**. Here are some examples of what you can see in the job details:

- 1x A4 (1, 0, 0) - 1x A4 in Black & White
- 1x A4 (0, 0, 2) - 1x A4 duplex two pages in color
- 2x A4 (2, 0, 0) - 2x A4 simplex in B&W

## Job assignment

To **assign** a job to another user, click on the  button and enter a username.

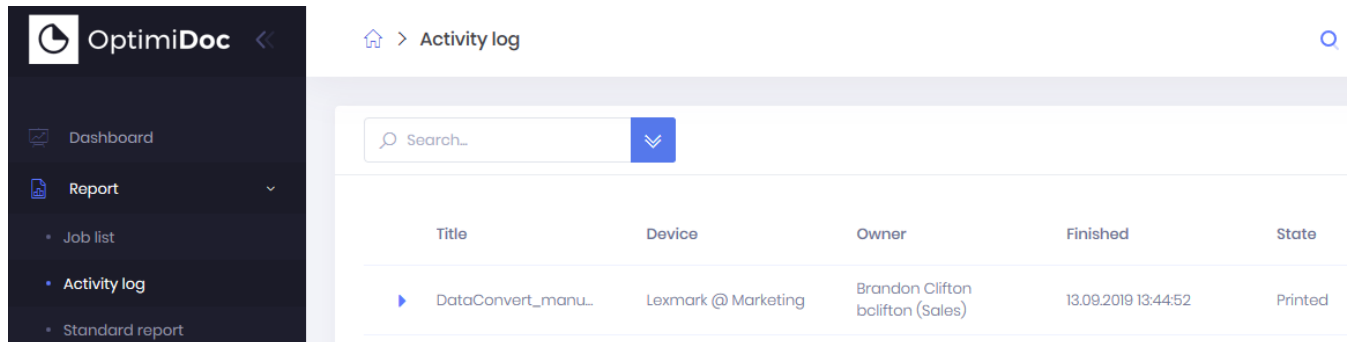
## Job delete

To **delete** a job, click on the  button.



### 5.2.2 Activity log

The **Activity log** provides information about the current activities in the system. The Administrator can view print, copy and scan jobs which were processed in specific devices. The Administrator can immediately see the status of the job and watch the preview of all pages. Activity log is also available for users who only see their jobs.




Title	Device	Owner	Finished	State
▶ DataConvert_manu...	Lexmark @ Marketing	Brandon Clifton bclifton (Sales)	13.09.2019 13:44:52	Printed

### Filtering options

The Job list can be filtered by the following options to list the specific operations:

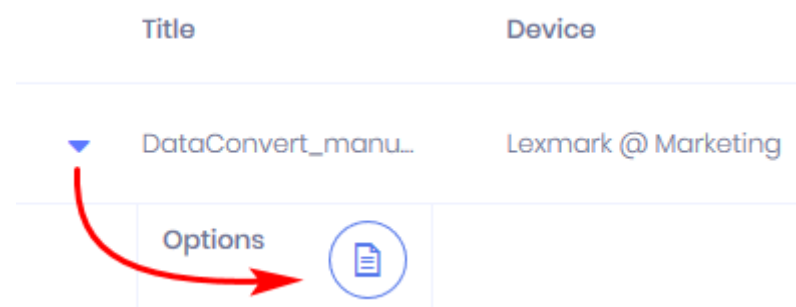
- **Title** - name of job
- **Device** - name of device
- **Owner** - owner of job
- **Finished** - date of job finalization
- **Department** – owner's department
- **State** - status of job


To **apply** the filter Click on button

### Job detail

To get **more information** about each job, the administrator/user can click on the button



Title	Device
▼ DataConvert_manu...	Lexmark @ Marketing
Options 	

Job detail contains following information:

#### Job Info



- **Title** - name of job
- **Owner** - owner of job
- **Received** - date of job receiving
- **State** - Status of job
- **PDL** - Print job language
- **Number of pages**
- **Server** - Job location
- **Job preview**

Print job detail



[Info](#) [History](#)



Title:  
**DataConvert\_manual2019**

Owner:  
**Brandon Clifton (Sales)**

Received:  
**13.09.2019 13:44:57**

State:  
**Waiting**

PDL:

PCL XL

Server:

WIN-QSEIBIE5A89



OK

## Job History

- List of job operations including the time, status, accounting information and price.

Print job detail



[Info](#) [History](#)

Time	State	Info	Price
12.09.2019 14:57:18	Received		
12.09.2019 14:59:54	Printing	Device: Xerox for IT dpt	0,00
12.09.2019 15:02:46	Printed	Device: Xerox for IT dpt	0,50

OK







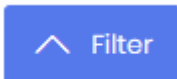
## 5.2.3 Standard reports

The **Standard report** provides a basic overview of print, copy and scan operations. The section is divided into six categories showed in the middle section of the page.

- Overview
- Users & departments
- Devices & locations
- Projects
- Documents
- Data export

## Filtering options

It is possible to filter certain types of operations. To use filtering, click on the button

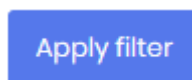


and enter matching criteria into the fields:

The screenshot shows the OptimiDoc Reports interface. On the left is a dark sidebar with a menu containing: Dashboard, Report (selected), Job list, Activity log, Standard report, Automatic report, Pricelists, Billing codes, and Device. The main content area is titled 'OptimiDoc Reports' and shows 'Showing data from 06.09.2019 to 13.09.2019'. Below this is a 'Filter' button with a downward arrow. The filter section contains five input fields: 'Date' (with a range from 06.09.2019 to 13.09.2019), 'User', 'Department', 'Device', 'Billing code', and 'Location'. An 'Apply filter' button is located at the bottom right of the filter section.

- **Date**
  - From - starting date for statistics
  - To - end date for statistics
- **User** - filter by selected user
- **Department** - filter by selected department
- **Device** - filter by selected device
- **Project** - filter by selected billing code
- **Location** - filter by selected location

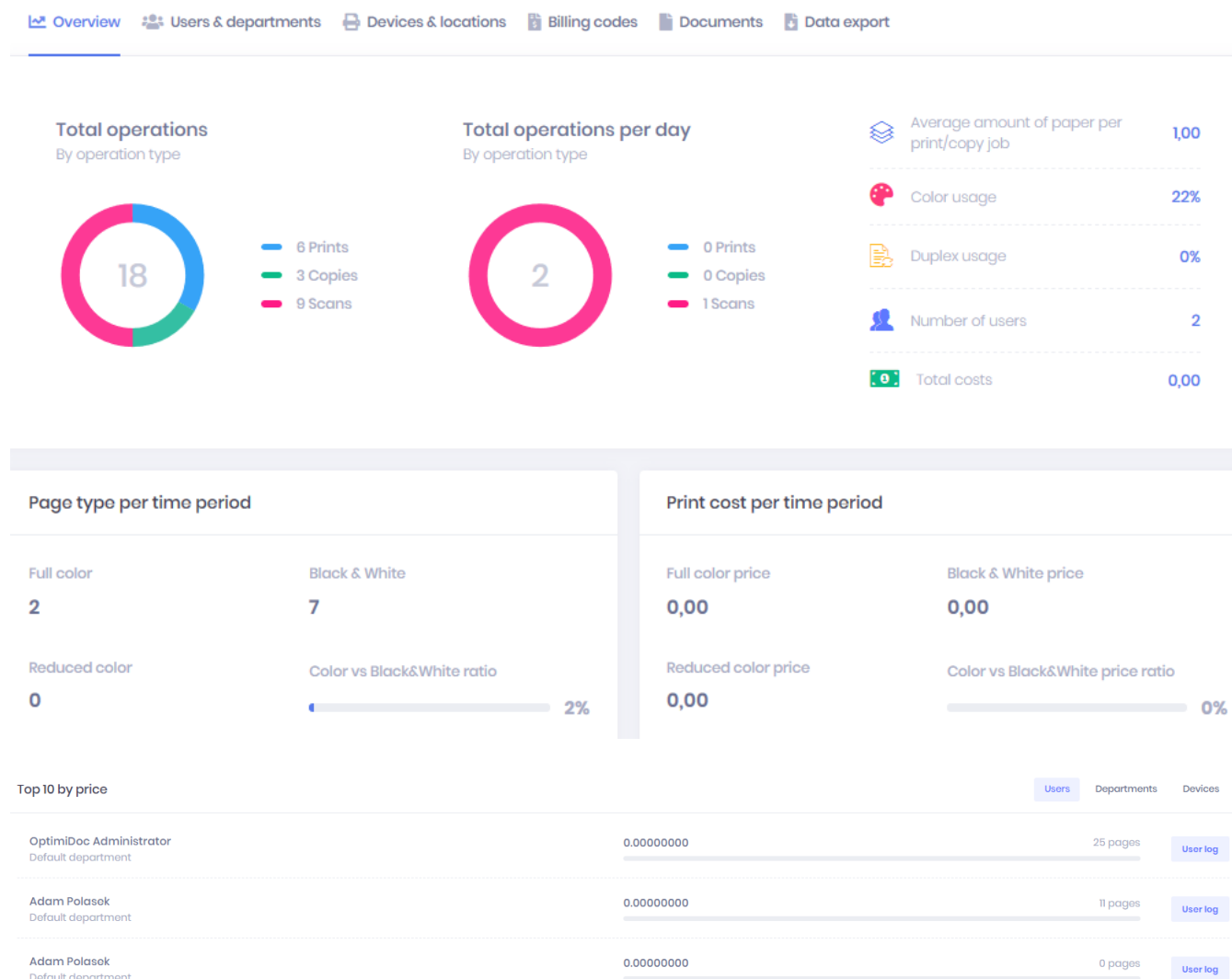
To **apply** your filter, click on the button





### 5.2.3.1 Overview

The Overview page gives a quick overview of the number of operations, divided by the operation type and displayed in graphs.



### 5.2.3.2 Users & departments

This section shows information about users and departments, i.e. the total number of users, who uses OptimiDoc, job details e.g. number of pages printed/scanned per user or statistics of print/scan jobs.

[Overview](#) [Users & departments](#) [Devices & locations](#) [Billing codes](#) [Documents](#) [Data export](#)

Number of users	2	Color usage	22%	Color cost per user	0,00
Prints per user	3,0	Duplex usage	0%	Color pages per user	1,0
Pages per user	4,5	Copies per user	1,5	Black & White cost per user	0,00
Costs per user	0,00	Scans per user	4,5	Black & White pages per user	3,5

## User report

[Export table](#)

Name	Department	BW	Color	FullColor	Paper	Scan	Price
Brandon Clifton	Sales	7	0	1	8	6	0,8

## 5.2.3.3 Devices &amp; locations

This section gives you details about devices and their locations, i. e. the total number of devices being used, and general statistics for a single device.

[Overview](#) [Users & departments](#) [Devices & locations](#) [Billing codes](#) [Documents](#) [Data export](#)

Number of devices	2	Color usage	22%	Color cost per device	0,00
Prints per device	3,0	Duplex usage	0%	Color pages per device	1,0
Pages per device	4,5	Copies per device	1,5	Black & White cost per device	0,5
Costs per device	0,00	Scans per device	4,5	Black & White pages per device	3,5

## Device report

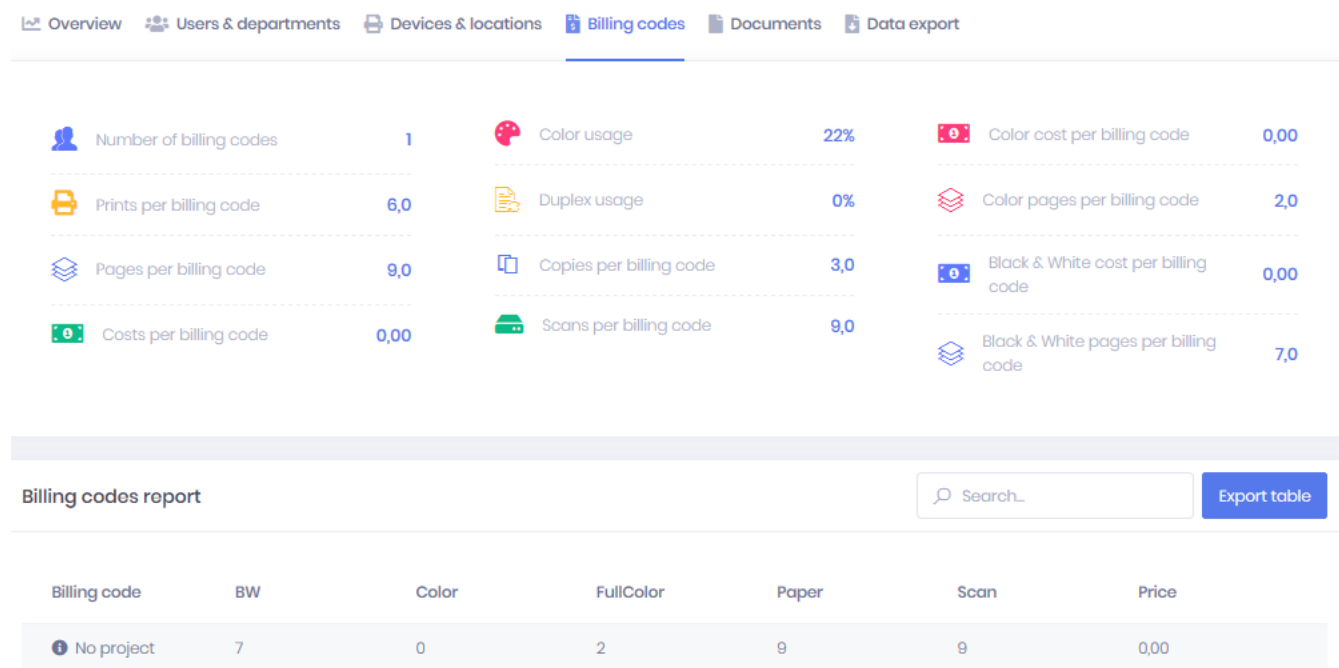
[Export table](#)

Device	Serial number	BW	Color	FullColor	Paper	Scan	Price
Xerox for IT dpt (Zlin HQ, 4th floor, corridor B)	3327563490	0	0	0	0	1	0,1
Lexmark @ Marketing (Office 204)	75286230109PW	7	0	2	9	8	2,00



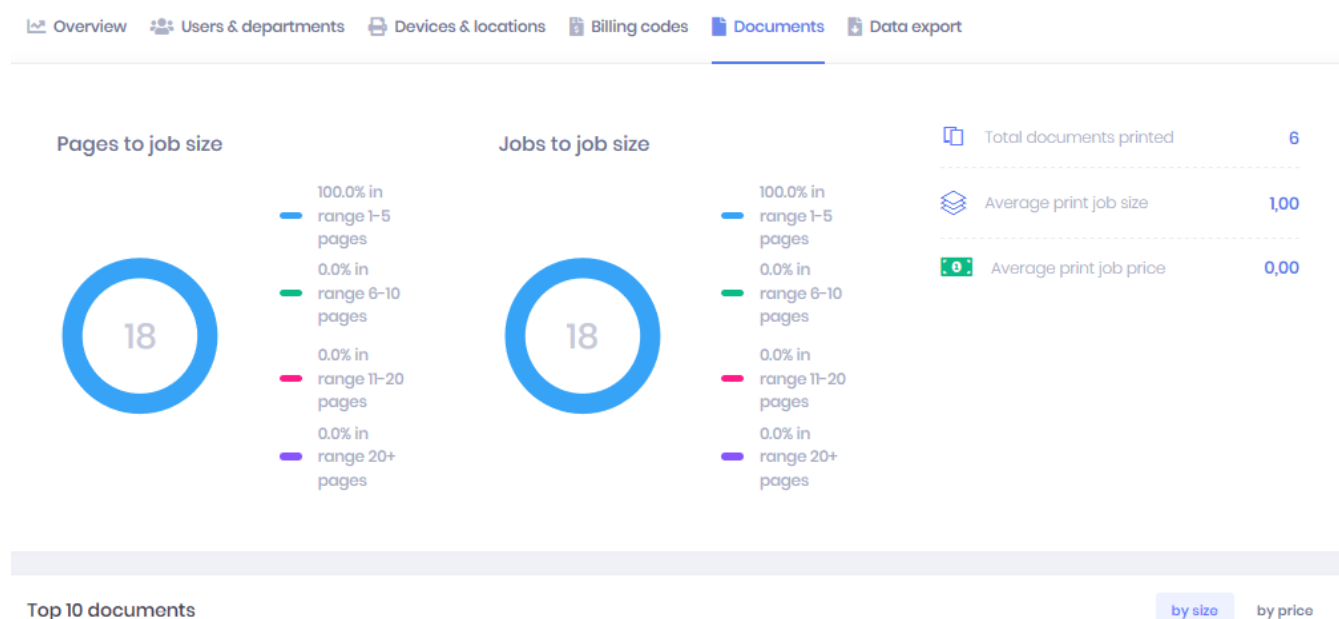
### 5.2.3.4 Billing codes

Billing codes shows information about billing codes used in OptimiDoc. The second table displays billing codes report, which collects information from each project used in OptimiDoc.



### 5.2.3.5 Documents

In this category the user can see the statistics related to jobs. In the second table the user can see the list of top 10 documents, which can be ordered by size or price.





### 5.2.3.6 Data export

Data export serves for exporting all this data from specific date range into document file types CSV, XML, HTML or to download an Excel report.

[Overview](#) [Users & departments](#) [Devices & locations](#) [Projects](#) [Documents](#) [Data export](#)

Data export

26.03.2020

...

02.04.2020

CSV

XML

HTML

Excel report

Excel









## 5.2.4 Automatic report

**Automatic report** creates an **Excel file** containing the complete overview of statistics for **the previous month**. Automatic report is generated at the start of period day (see [Start of period](#) in the table below).

## Automatic reports

The list of automatic reports destination provides a basic overview of all defined reports. On this page you can add a new report, edit or delete existing reports or generate new.

Name	Destination	Last generated	Options
Sales	reports@bhcom.io	16.09.2019	  
Infrastructure	reports@bhcom.io	never	  

## Automatic report - Settings

Editing/Adding an automatic report:

- **Title** - report name
- **Start of period** - the day in month on which the automatic reports will start and end (for example if you use 5 as start of period then for example following interval is used: 5th January 00:00:00 to 4th February 23:59:59)
- **Recipient** - email addresses where the report will be sent. More email addresses will be separated by commas.
- **email subject** - subject of the email sent to recipients with generated report
- **email body** - body of the email sent to recipients with generated report
- **Localization** - localization of the Excel file

**Filter** - a filter definition of the report. The Administrator can limit the report by users, departments, devices, locations, project.



Edit automatic report



### Configuration

Title

Sales

Start of period

1

Recipient

reports@bhcom.io

E-mail subject

OptimiDoc Automatic Report

E-mail body

The last month report can be found in the  
attachement.

Localization

English



### Filter

User

Department

Sales

Device

Lexmark CX725 - SALES

Location

Office 108

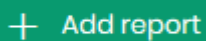
Billing code

Save

Cancel

## Automatic report - Add report

To **add** a report, click on the



button.

## Automatic report - Generate now

For **immediate report generation** click on the



button.

## Automatic report - Delete

To **remove** a report, click on the



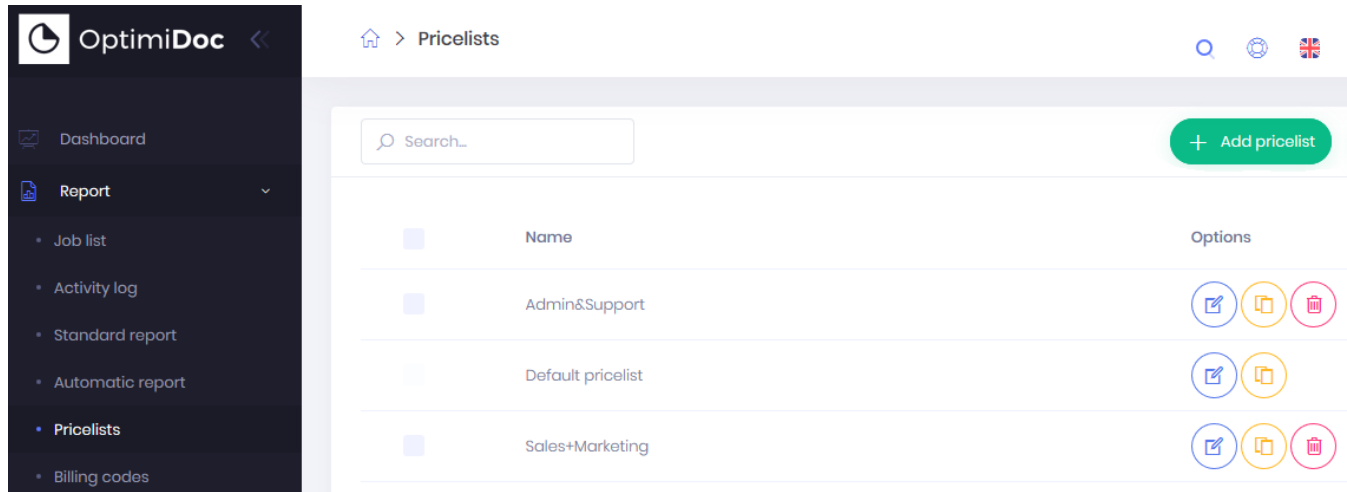
button.





## 5.2.5 Pricelists

The section on **Pricelists** defines pricelists for operation costs calculations. Every device can be assigned to a different pricelist.



## Pricelist settings

- **Title** - name of the pricelist
- **Price** - every operation cost is calculated based on:
  - Document format
  - Number of papers
  - Black & white pages
  - Reduced color pages
  - Color pages
  - Scanned pages

\* if OptimiDoc does not find defined prices for operation document format then the costs for such operation are 0.



## Edit pricelist



Title

Sales+Marketing

Prices

Format	Paper price	B&W print price	Reduced color price	Full color price	Scan	
A4 ▼	0,2	0,1	0,3	0,5	0,05	
A3 ▼	0,5	0,2	0,7	1	0,05	

## New pricelist

To **add a new** pricelist on the OptimiDoc system, click on the button.

## Edit pricelist

To **edit a pricelist**, click on the button and change the settings based on pricelist settings.

## Delete pricelist

To **delete a pricelist**, click on the button.

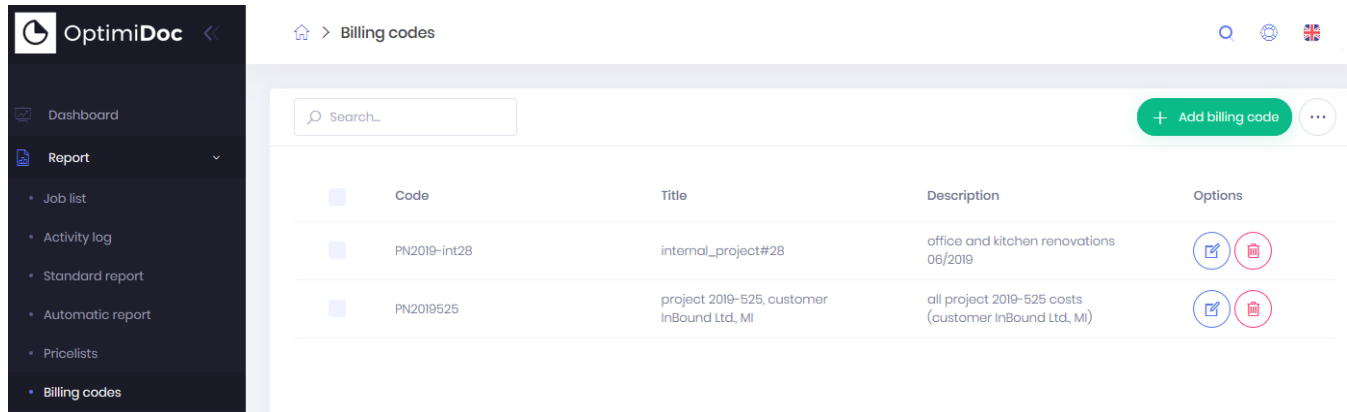
## Duplicate pricelist





To **duplicate a pricelist**, click on the button.



## 5.2.6 Billing codes

This section lists **billing codes** which can be used to separate print jobs in **accounting** and **reports**.



Code	Title	Description	Options
PN2019-int28	internal_project#28	office and kitchen renovations 06/2019	 
PN2019525	project 2019-525, customer InBound Ltd, MI	all project 2019-525 costs (customer InBound Ltd, MI)	 

## Billing codes management

To **add** new billing code, click on the



To **edit** a billing code, click on the



To **delete** a billing code, click on the



## Setting/editing billing code

- **Code** - name of the queue used for printing.
- **Title** - name of the project used for identification throughout the OptimiDoc system.
- **Description** - description of the project.
- **Enabled for** - Enable a billing code for a certain user group or for everyone.
- **Disabled for** - If Enabled for everyone is checked, you can specify a certain user group which cannot use the billing code.



### Edit billing code



Code

PN2019-int28

Title

internal\_project#28

Description

office and kitchen renovations 06/2019

Enabled for everyone



Disabled for

Nothing selected

Save

Cancel

## Enabling or disabling a billing code for multiple groups

To allow a user to use a certain project, it must be enabled in one of the groups the user belongs to. This can be done when editing project settings, under Enabled for and/or Enabled for everyone.



## Edit billing code



Code

PN2019525

Title

project 2019-525, customer InBound Ltd., MI

Description

all project 2019-525 costs (customer InBound Ltd., MI)

Enabled for everyone

Sales



Support



Enabled for

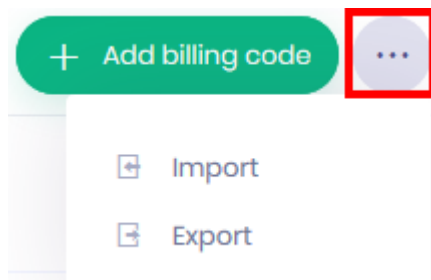
Sales

Save

Cancel

## Export or import a billing code

You can export current list of billing codes to CSV file or import CSV with billing codes to you don't have to add them manually.



Structure of CSV file for import is the following:



**Example**

```
Code,Name,Description
600 - Private,600 - Private,600 - Private
650 - Private,650 - Private,650 - Private
```

.  
. .  
. .

```
code,name_of_the_code,code_description
```





## 5.3 Device

In this section you manage the **devices** connected to **OptimiDoc**. OptimiDoc has two types of devices:

**multifunction devices** and **network devices**.

### Konica Minolta/Develop

Konica Minolta/Develop multifunction devices with OpenAPI technology offer full functionality including authentication, scan, print and accounting.

### Xerox EIP device

Xerox EIP device includes complete feature set including authentication, print/scan application, pull print and accounting.

### Hewlett-Packard Enterprise

Hewlett-Packard multifunction devices provide authentication, scan, print and accounting.

### Hewlett-Packard Pro

Hewlett-Packard Pro multifunction devices provide authentication, scan, print and accounting.

### Lexmark

Lexmark devices include authentication, print and accounting.

### Epson

Epson multifunction devices provide authentication, scan, print and accounting.

### Network device

Network device can be a standard printer or MFP with an Ethernet connection and IPP job delivery type support. When a network device is used OptimiDoc is capable to monitor and account print jobs.

Printing to such device is realized via direct queue.

### Fiery

Fiery Digital Print Server

### Ricoh

Ricoh multifunction devices offer authentication, print, scan and accounting.



The complete management is done on the [device list](#) page.

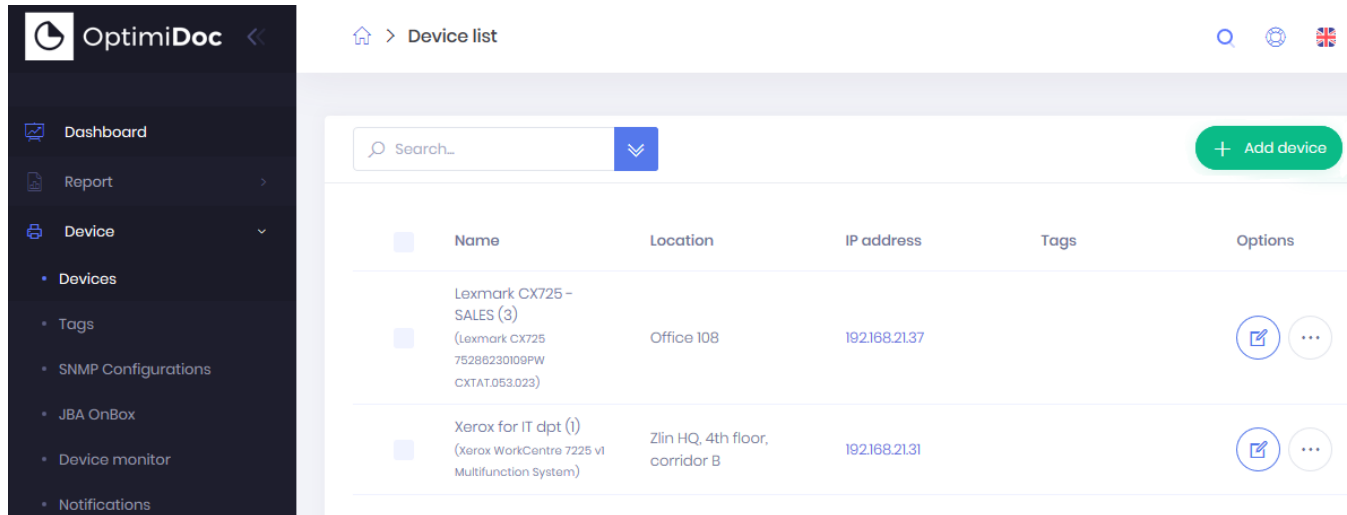
Comparison of supported functionalities for each type of device can be found in [Embedded terminals comparison](#).






### 5.3.1 Devices


**Device list** is used to define and manage the devices connected to OptimiDoc. Every device needs to be added to OptimiDoc before it can be used.

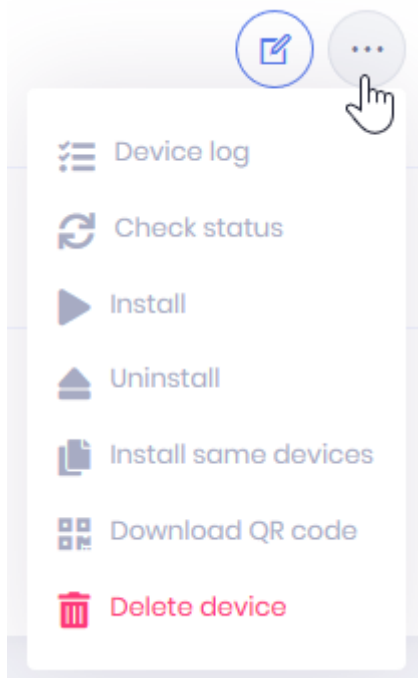


### Devices operations

To **add** a device to OptimiDoc, click on the  button and enter settings.

To **edit existing** device, click on the  button and change the settings based on Device settings.

For more options, click on the  button to pop-up a menu with the following options:



## Device settings

Device settings contains the following information:

### Device type

- **Konica Minolta/Develop** - OpenAPI capable device
- **Xerox** - Xerox EIP capable device
- **Hewlett-Packard Enterprise** multifunction device
- **HP Pro** device
- **Lexmark**
- **EPSON**
- **Ricoh** - SmartSDK, SOP G2 and G2.5 devices
- **Fiery** - Fiery Digital Print Server
- **Network device** - device with ethernet and IPP delivery

### General

- **Name** - a unique name of the printer. Use any information that will make it easy to identify the printer throughout OptimiDoc
- **Location** - optional information about the printer's location
- **IP address** - device IP address. The IP address must be unique in OptimiDoc
- **Model** - device model (by clicking the icon next to the text field, device model will be automatically detected).
- **Serial number** - serial number of the device
- **Prefer SSL communication** - prefer encrypted communication between MFP and server
- **Use accounting** - using this option, accounting information will be downloaded to OptimiDoc



Edit device



Device type

Lexmark



General

Terminal

Advanced

Tags

Name

Lexmark CX725 - SALES

Location

Office 108

IP address

192.168.21.37

Model

Lexmark CX725 75286230109PW CXTAT.053.023



Serial number

75286230109PW



Prefer SSL communication



Use accounting



Admin&Support



Save

Cancel

## Terminal - Konica Minolta, Develop, Xerox, Hewlett-Packard, Lexmark, Epson, Ricoh

- **Device authentication** - enable or disable authentication to the device. When checked users must login to use the device
- **Authentication method** - authentication type of user interface embedded in device.
  - **User list** - users authenticate by selection of their name from user list. Can be used only without the authentication to device
  - **PIN** - users authenticate by PIN number
  - **Login and Password** - users authenticate by primary login name and password
  - **SingleSignOn** - user information is obtained from 3rd party systems like YSoft SafeQ or Equitrac
  - **Card** - user authenticates by card
  - **Card or PIN** - user authenticates by card or PIN
  - **Card and PIN** - user authenticates by card and PIN (dual authentication)
  - **Card or Login & Password** - user authenticates by card or Login & Password
  - **Card and Login & Password** - user authenticates by card and Login & Password
  - **External authentication** - special method for authentication from external devices. For implementation of this functionality customization is required.
- **Card assignment** - selection of authentication method for user card assignment functionality
- **Localization** - force the language of the embedded user interface
- **Display settings** - selection of default tab



Edit device



Device type

Xerox

General

Terminal

Advanced

Tags

Device authentication



Authentication method

Card and PIN

Card assignment method

PIN

Localization

English

Display settings

Default Print

Save

Cancel

**Advanced - only for Konica Minolta, Develop, Xerox, Hewlett-Packard, Epson, Ricoh**

- **Login** - MFP administrator login name
- **Password** - MFP administrator password
- **Separate application registration** - on the device panel there will be two registered application icons: one for scanning and the other for print. Available on Xerox
- **OptimiDoc as default application** - OptimiDoc embedded application is started immediately after a user logs to a device. Available on Xerox and HP Ent.
- **Print All** - option to enable print all items after user authenticates.
- **Use preauthorization** - option to enable Xerox preauthorization. This is mandatory to support access rights for Xerox devices.
- **Delivery Type** - selection of print protocol for job delivery. We recommend using LPR protocol



Edit device



Device type

Xerox



General

Terminal

Advanced

Tags

Login

Password

Separate application  
registration

☐

OptimiDoc as default  
application

☐

Print all

☐

Use Pre-Authorization

☐

Delivery type

Automatic



SNMP config

xerox v1



Save

Cancel

## Tags

For selecting tags, the user needs to click on them; their background color will change after that from grey to color which was selected when the user was creating the tag. This indicates that the tag was assigned to the device. Click again to unassign the tag. It is possible to assign more or even all listed tags to the device.

Edit device



Device type

Lexmark



General

Terminal

Advanced

Tags

Device tags

OptimiDoc HQ Zlin

Save

Cancel





## 5.3.2 Tags

**Tags** allow you to mark devices with one or more tags.

Name	Devices	Color	Options
OptimiDoc HQ Zlin	2	OptimiDoc HQ Zlin	
Visitors	1	Visitors	
Staff	1	Staff	

### Tags management

To **add** a new tag, click on the  button.

To **edit** a tag, click on the  button.

To **delete** a tag, click on the  button.

### Add/edit tag dialog

When **adding** or **editing tag** fill in its name and choose a color to differentiate tags easily. Click on Save when completed.

**Edit tag** [X]

Name

OptimiDoc HQ Zlin

Color

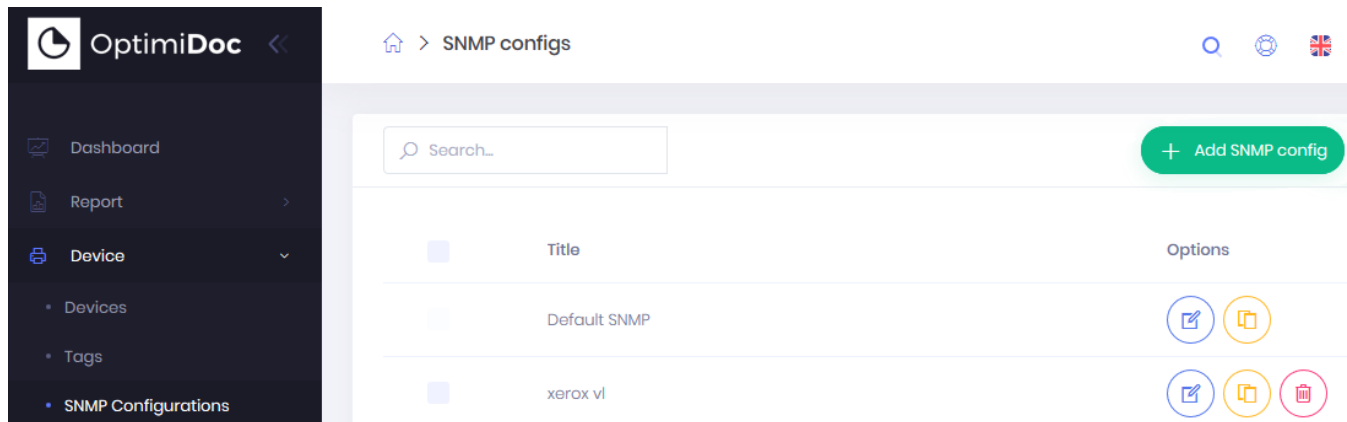
[Blue color picker]

Save Cancel



### 5.3.3 SNMP Configurations


**SNMP** configuration allows you to define custom SNMP settings in OptimiDoc.



#### New configuration

To **add** a new SNMP configuration, click on the  button.

#### Edit configuration

To **edit** the existing SNMP configuration, click on the  button and change the settings as desired.

#### Delete configuration

To **delete** an SNMP configuration, click on the  button.

#### Duplicate configuration

To **duplicate** an SNMP configuration, click on the  button.

You can choose between **SNMP v1/v2c** and **SNMP v3**.

#### SNMP v1/v2c



## Edit SNMP configuration



Title

Default SNMP

☒ SNMP v1/v2c

GET community

public

SET community

private

☐ SNMP v3

Save

Cancel

## SNMP v3

### Edit SNMP configuration



Title

xerox v1

☐ SNMP v1/v2c

☒ SNMP v3

#### Authentication

Security name

Xadmin

Authentication secret

.....

Digest hash

MD5



#### Privacy

Context name

Privacy secret

.....

Privacy algorithm

DES



Save

Cancel





## Device settings

You can choose an **SNMP configuration** in device settings on the Advanced tab or leave it default.

Edit device ✕

Device type

Lexmark

General

Terminal

Advanced

Tags

Password

Print all

☐

Delivery type

Automatic

SNMP config

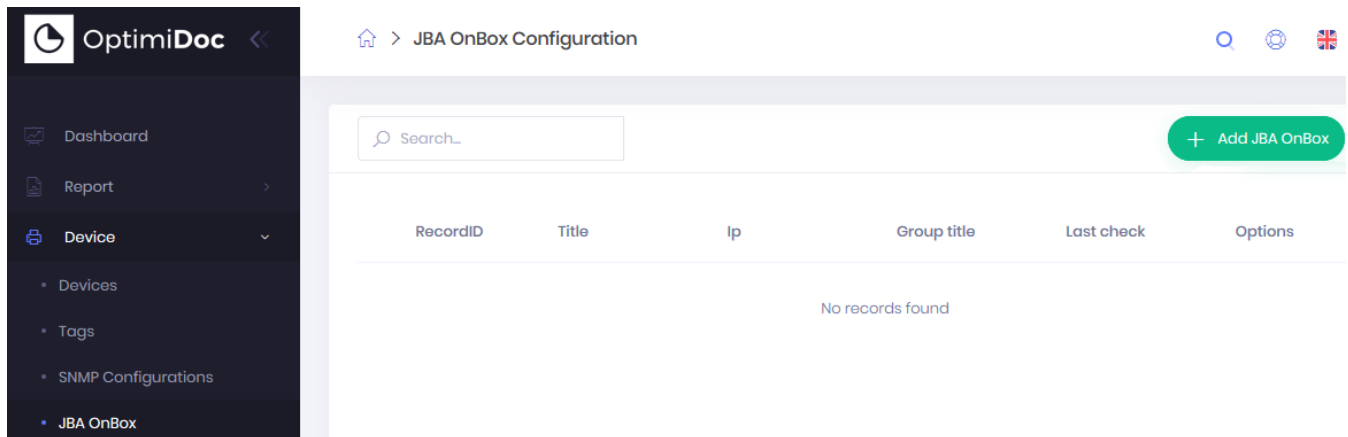
Default SNMP

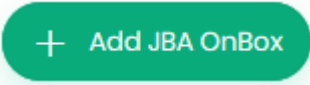
Save

Cancel



### 5.3.4 JBA OnBox



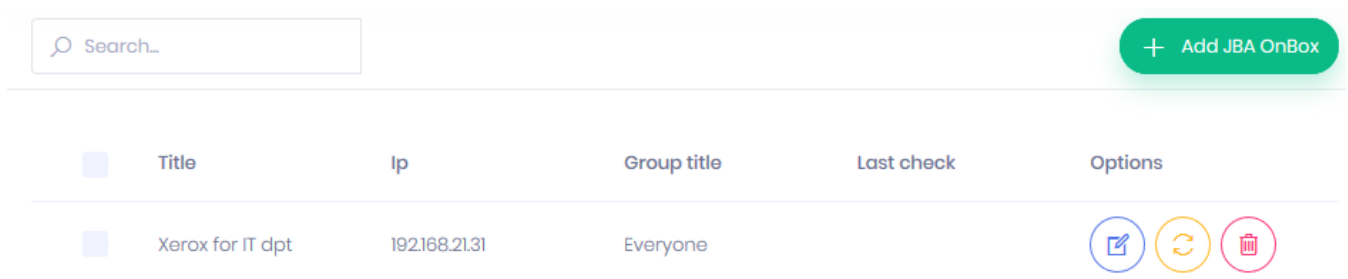
To **add OnBox configuration**, click on the  button.

Create JBA OnBox ×

Device	<input type="text" value="Xerox VersaLink B405"/>
Group	<input type="text" value="Everyone"/>
Last check	<input type="text"/>

Fill out the **Device field** - start typing a device name from your current list of devices and it will fill in the Device field automatically.

**Group** - select the user role/department, e.g. "Everyone"



**Now device is configured to use JBA OnBox.** The JBA log will be downloaded and user



synchronization will be ran every hour. At 2 AM the full user accounts synchronization will be initiated.

You can also force OptimiDoc to synchronize accounts on the device using the refresh button



. To run a full synchronization manually you must clear the last check field first.

**Please know that:**

- adding a user to a group or department is not considered as user change hence these changes are not replicated immediately. In this case you must wait until full sync.
- if PIN authentication is used, deleted PINs are functional until the next full sync.



### 5.3.5 Device monitor

**Device monitor** is used to check the state of devices.

Name	Model	Location	IP address	State	Last check	Options
Lexmark CX725 - SALES	Lexmark CX725 75286230109PW CXTAT.053.023	Office 108	192.168.21.37	Ok	16.09.2019 16:00	
Xerox for IT dpt	Xerox WorkCentre 7225 v1 Multifunction System	Zlin HQ, 4th floor, corridor B	192.168.21.31	Warning	16.09.2019 16:00	

The column **State** displays the current state of the device. The possible states are the following:

- OK
- Warning; this might mean that the device is in sleep mode
- Critical
- Down

To display the **detailed information**, click on the button.

To refresh **the state manually**, click on the button.

### Device settings

The Info tab displays basic information about the device.



## Device state - Lexmark CX725 - SALES



[Info](#) [Inputs](#) [Supplies](#) [Alerts](#)

Name **Lexmark CX725 - SALES**

Location **Office 108**

IP address **192.168.21.37**

Last state **Ok**

Last check **17.09.2019 8:59:57**

OK

The Inputs tab displays a list of paper trays and the type and amount of paper:

## Device state - Lexmark CX725 - SALES



[Info](#) [Inputs](#) [Supplies](#) [Alerts](#)

Name	Type	Available
MP Tray	iso-a4-white	0 %
Tray 1	iso-a4-white	100 %

OK

The Supplies tab lists the installed cartridges and how much toner/ink is available.



Device state - Lexmark CX725 - SALES



Info Inputs Supplies Alerts

Type	Color	Name	Available
Other	Black	Black Imaging Unit	100 %
Toner	Black	Black Cartridge	81 %
Other	Undefined	Color Imaging Kit	100 %
Toner	Cyan	Cyan Cartridge	100 %
UI	Undefined	Fuser	100 %
20	Undefined	Transfer Module	100 %
Toner	Magenta	Magenta Cartridge	100 %
WasteToner	Undefined	Waste Toner Bottle	100 %
Toner	Yellow	Yellow Cartridge	100 %

OK



The Alerts tab displays any alerts regarding the device.

- **Severity** - severity of the alert
- **Training level** - the level of training required to deal with the problem
- **Description** - description of the problem

Device state - Lexmark CX725 - SALES



Info Inputs Supplies Alerts

Severity	Training level	Description
	Trained	19-506-00 Immediate Image Overwrite error. Administrator intervention is required to perform an On Demand Image Overwrite immediately. Print service can continue; other machine services are unaffected.
	Untrained	07-535-00 Tray 5 (Bypass) is empty. User intervention is required to add paper to Tray 5. Print and Copy services can continue if the correct paper is available in other trays.

OK



### 5.3.6 Notifications

**Notifications** are used to automatically send an email in case there is an issue with a device.

Name	Description	Options
Low paper notification	Low paper notification	
Low toner notification	Low toner notification	

### Notification settings

#### Basic notification settings

- **Name** - name of the notification displayed in OptimiDoc
- **Description** - description of the notification
- **Recipients** - email addresses to which the notification will be sent. It is possible to specify multiple addresses separated by a comma.
- **Email subject** - subject of the notification email
- **Email body** - body of the notification email
- **Filter location** - location of the target device



## Edit notification



Notification Consumables Device state

Name

Low paper notification

Description

Low paper notification

Recipients

itsupport@bhcom.io, secretaries@bhcom.io

E-mail subject

Low paper notification on [device\_name]

E-mail body

This is to notify that the paper in the printer [device\_name] [device\_ip]  
is low.

Filter location

Ljubljana

Save

Cancel



### Note

There are multiple parameters you can enter in the email subject and body.  
The complete list can be found in the [Notification parameters](#).

Here you can set the minimal level of consumables. If the current level gets lower than the specified amount, a new notification will be sent to the recipients.





## Edit notification



Notification Consumables Device state

Notify when one of subunits current level is less than (in %)

Paper	<input checked="" type="checkbox"/>	20	%
Other inputs	<input checked="" type="checkbox"/>	10	%
Toner	<input type="checkbox"/>		
Cartridge	<input type="checkbox"/>		
Other supplies	<input type="checkbox"/>		

Save

Cancel

This tab allows you to choose the device states for which a notification will be sent. A notification will only be sent when the device changes its state.

## Edit notification



Notification Consumables Device state

Notify when device status changes to one of

Ok	<input type="checkbox"/>
Warning	<input type="checkbox"/>
Critical	<input type="checkbox"/>
Down	<input type="checkbox"/>

Save

Cancel



### 5.3.6.1 Notification parameters

These **parameters** can be used in the email subject or body when sending a notification.

- **[device\_detail]** - detailed information about the device including device state, current level of toner/ink and paper, all errors etc.
- **[device\_ip]** - the IP address of the device
- **[device\_name]** - name of the device in the OptimiDoc system
- **[device\_state]** - current state of the device
- **[timestamp]** - current date in following format: YYYYMMddHHmmss
- **[current\_year]** - current year in following format: YYYY
- **[current\_month]** - current month in following format: MM
- **[current\_day]** - current day in following format: DD
- **[alerts]** - all the alerts associated with the device
- **[violations]** - the cause of the notification



## 5.4 Print


Important note for printing: Although this section describes the print connectors, generally for printing via OD it is necessary to have two identical accounts; one in the OD and second with the same name for logged user on Windows!

**Print section** contains configuration and management of Print connectors.


**Print connectors** allows the option to print documents from different locations directly from the device panel.

Title	Connector type	Options
DropBox for externals	DropBox	
Google drive (internal only)	Google Drive	
One Drive (executive)	OneDriver Business	
Shared temporary folder	Folder	
ShareQ (for IT)	SharedQ	


### Print connectors - Edit connector

To **edit** a print connector, click on the  button and change the settings based on connector settings.

### Print connectors - Delete connector

To **delete** a print connector, click on the  button.

### Print connectors - Authorize

To **authorize** your account connection, click on the  button. Use the authorize button for the following services:

Google Drive  
DropBox



OptimiDoc

We simplify  
the world  
of documents

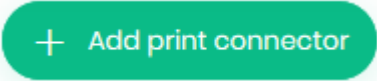
OneDrive Personal  
OneDrive Business  
Box.com  
Sharepoint Online



## 5.4.1 Print connectors


### Print connectors - New connector

 + Add print connector


To **add a print connector** to OptimiDoc, click on the  button. Print connectors allow the following types:

- [Folder](#)
- [Google Drive](#)
- [DropBox](#)
- [Mailbox](#)
- [SharedQ](#)
- [OneDrive Personal](#)
- [OneDrive Business](#)
- [Box](#)
- [SharePoint Online](#)
- [WebDAV](#)


### Print connectors - Edit connector

To **edit** a print connector, click on the  button and change the settings based on connector settings.

### Print connectors - Delete connector

To **delete** a print connector, click on the  button.

### Print connectors - Authorize

To **authorize** your account connection, click on the  button. Use the authorize button for the following services:

Google Drive  
DropBox  
OneDrive Personal  
OneDrive Business  
Box  
SharePoint Online



**Note** Don't forget to grant the proper access rights in Group list.



### 5.4.1.1 Folder

This print connector allows you to print from defined folder or browsing subfolders and print from them.

**Title** - destination title

**Type** - type of print connector

**Path** - path to required folder where the document will be stored

**DFS** - check if the destination Distributed File System

**Login** - user login name

**Password** - user password

**Domain** - computer domain in case of local computer without connection to domain use the name of computer

**Edit print connector** ✕

---

Title	<input type="text" value="Documents"/>
Type	<input type="text" value="Folder"/> ▼
Path <span>?</span>	<input type="text" value="C:\Users\Public\Documents"/>
DFS	<input checked="" type="checkbox"/>
Login	<input type="text" value="administrator@optimidoc.local"/>
Password	<input type="password" value="••••••••••"/>
Domain	<input type="text" value="optimidoc.local"/>
Enabled for everyone	<input checked="" type="checkbox"/>
Disabled for	<input type="text" value="Support"/> ▼

### 5.4.1.2 Email

**Mailbox (Email) print connector** periodically downloads emails from the mailbox and sends them to the print queue of users identified based on email addresses. Emails with attachments



are stored as separate documents in print jobs.



**Caution**

**All emails will be deleted after downloading them from a mailbox!**

**Guest printing** allows printing to guests with a new email address. If OptimiDoc does not recognize the email address in the active list of users, then it automatically creates a new account with predefined parameters and sends back a PIN for user authentication. Such user can login to device and realize operations based on predefined rights.

**Title** - destination title

**Type** - type of print connector

**Type** - protocol of email server (IMAP/POP3)

**Server** - IP address or domain name of mail server

**Port** - server port number

**Use SSL** - enable/disable SSL

**Login** - login name for mailbox/domain user

**Password** - password for mailbox/domain user

**Allow guests** - enable guest printing

**email subject** - subject of email which will be sent to guest with info about created PIN

**email body** - body of email message. To place the PIN number please use parameter {0}

**Account expiration** - definition of account validity period

**Assign to department** - definition of department where guest account will be assigned



## Create print connector



Title

Gmail

Type

Mailbox

Type

Imap

Server

imap.gmail.com

Use SSL



Port

993

Login

brandon.clifton@gmail.com

Password

.....

Allow guests



E-mail subject

Your password

E-mail body

Your new password for OptimIDoc is:

Account expiration

7

days

Assign to department

Others

Enabled for everyone



Disabled for

Support

Save

Cancel





### 5.4.1.3 Google Drive

**Google Drive** type shows documents from Drive on device's panel.

1) Go to **Print > Print connectors** and create new print connector by

[+ Add print connector](#)

2) Fill in the labels

**Title** - destination title

**Type** - choose "Google Drive"

**Folder** - folder in selected Google Drive.

The Google Drive destination requires authorization via a Google account. To authorize the

destination click on the  button.

You will be redirected to the Google page where you can allow the access to the Google Drive. To allow access, click on the Allow access button


Edit print connector

Title

Google drive (internal only)

Type

Google Drive

Folder 

Google Drive must be authorized by user. Click on key icon and you will be redirected to your Google Account where you can authorize OptimiDoc to use your Google Drive.

Enabled for everyone

☒

Disabled for

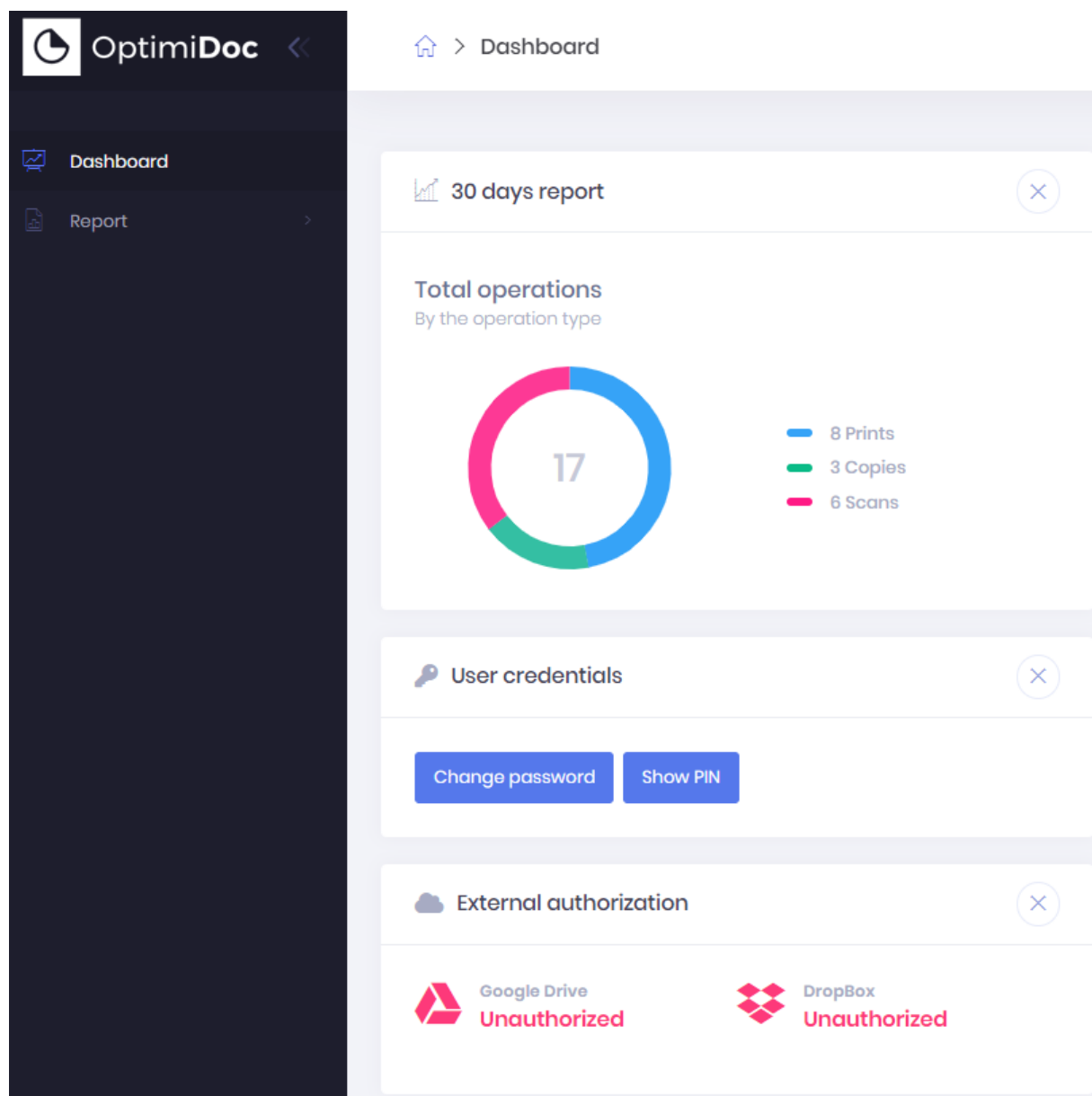
Nothing selected

Save

Cancel

When a standard user logs into OptimiDoc web, there is Google drive authorization at the bottom of the dashboard.

After the authorization of Google drive, users will have the access to print from their folders.



#### 5.4.1.4 DropBox

**DropBox** type allows access to documents from the DropBox directly on the device panel.

1) Go to **Print > Print connectors** and create a new print connector with the button

+ Add print connector



Edit print connector



Title

DropBox for externals

Type

DropBox

Path

DropBox must be authorized by user. Click on key icon and you will be redirected to your DropBox Account where you can authorize OptimiDoc to use your DropBox.

Enabled for everyone



Disabled for

Nothing selected

Save

Cancel

## 2) Fill labels

**Title** - destination title

**Type** - choose "DropBox"

**Folder** - folder in selected DropBox account.

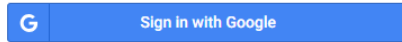
The DropBox destination requires DropBox account authorization. To authorize the destination

click on the  button.

You will be redirected to the DropBox page where you can allow the access to the DropBox. To allow access you need to sign in via your Google account or DropBox account. After login, click on the Allow access button.



Sign in to Dropbox to link with OptimiDoc



or

This page is protected by reCAPTCHA, and subject to the Google [Privacy Policy](#) and [Terms of Service](#).

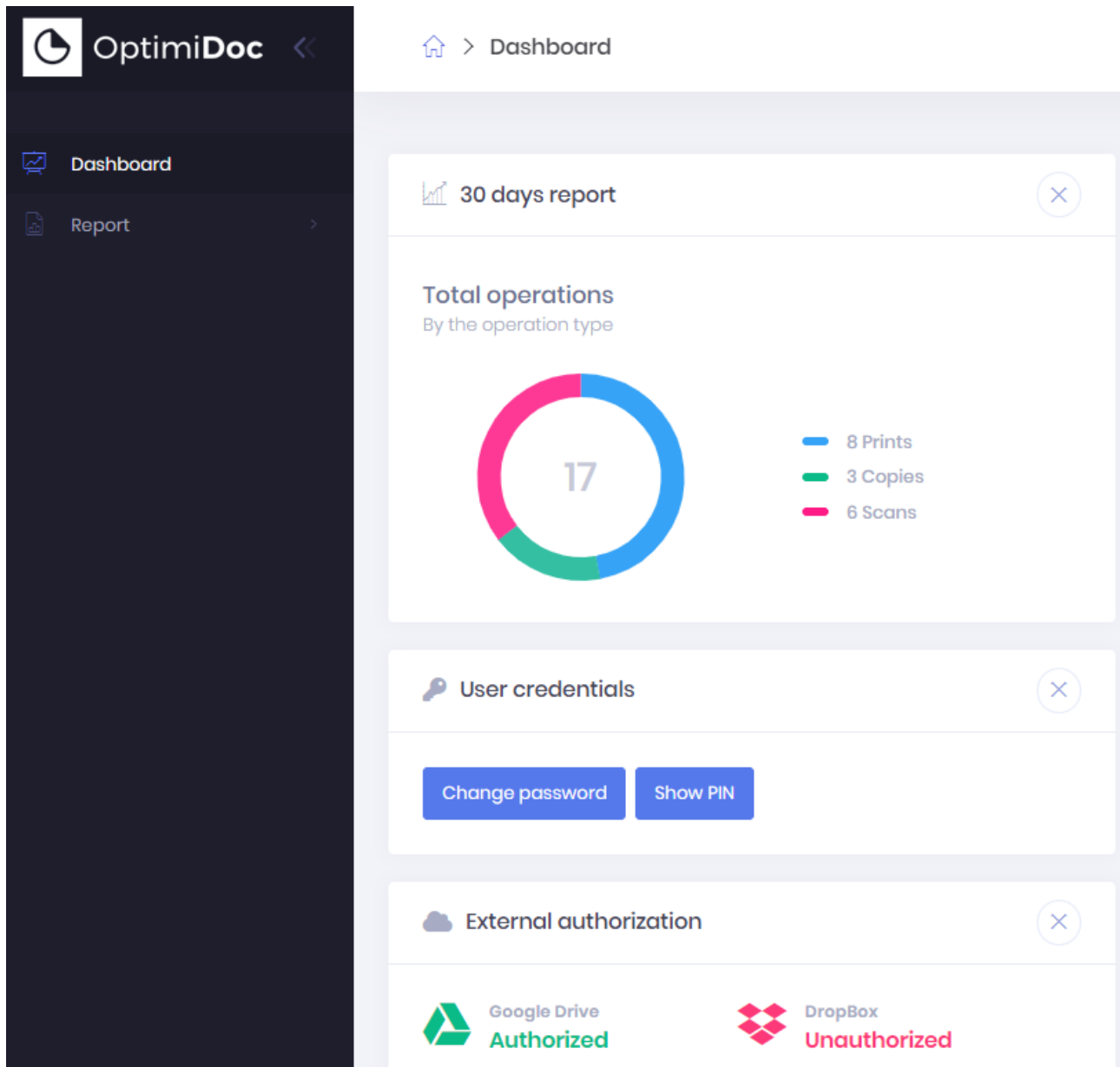
[Forgot your password?](#)

Sign in

[New to Dropbox? Create an account](#)

When a standard user logs into OptimiDoc web, there is DropBox authorization on the bottom of dashboard.

After the DropBox authorization, users will have access to print from their DropBox folders.



#### 5.4.1.5 SharedQ

Usage of **SharedQ** (shared queue)

Tasks of all users, who are sharing this queue, are visible mutually for them. In the section Print, Print connectors, you can create a connector with type SharedQ and during the installation of the device on Windows, you save the name of this created shared queue. The tasks of users will be visible to each other.

1) Go to **Print > Print connectors** and create a new print connector by clicking on the button

+ Add print connector

2) Fill in the labels and set type to "SharedQ", then click **save** when completed.



### Edit print connector



Title

ShareQ (for IT)

Type

SharedQ

Queue

Enabled for everyone



Disabled for

Nothing selected

Save

Cancel

3) Go to **Users > Group list** and create a new group by clicking on the button

+ Add group

### Create group



Name

SharedQ

Description

Access rights

Members

Scan workflows

Print connectors

Billing codes

Web  
interface

User

#### Device operations

Deny copying



Deny printing



Deny scanning



Deny usage of color



Save

Cancel



4) Set the name of group (the description is optional)

a) on the **Members** tab you can group members (i.e. select departments, specific users or a combination of these two options).

b) on the **Print connectors** tab check which print connectors will be allowed for this group.

c) When you are done, click Save to save the settings.

Edit group

Name

SharedQ

Description

Access rights

Members

Scan workflows

Print connectors

Billing codes

Enabled

SharedQue

Disabled

Documents

DropBox for externals

Google drive (internal only)

One Drive

EMail

<<

>>

Save

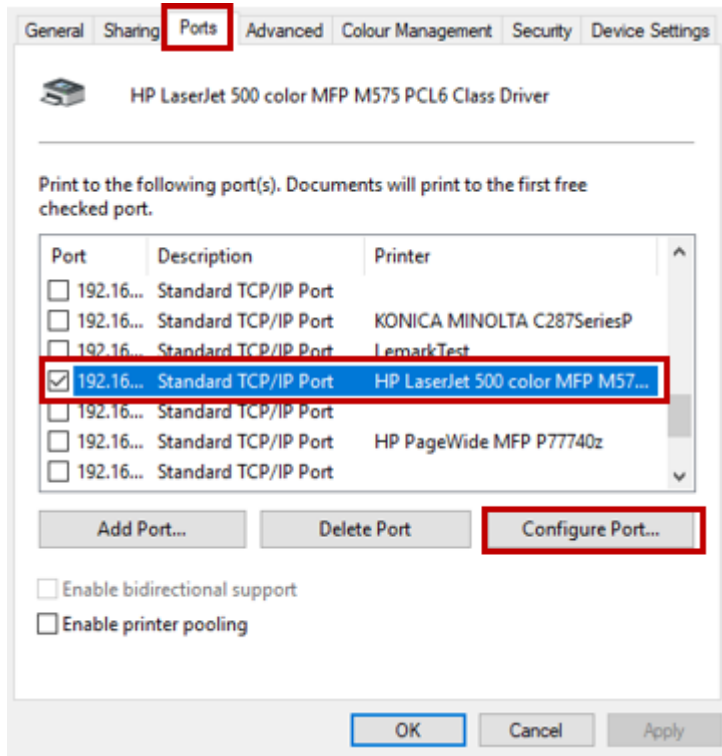
Cancel

5) Find your printer in the Windows

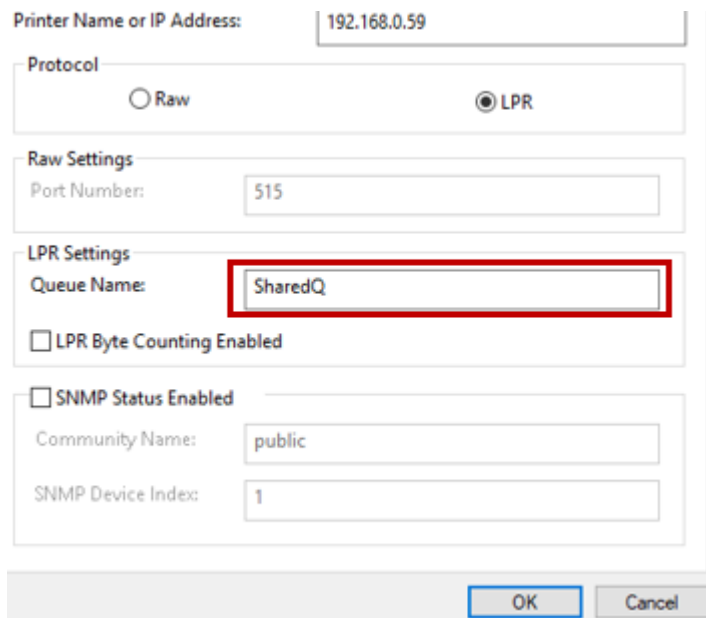
Control Panel under Devices and Printers.

Right click to bring up the menu and select "Printer properties".

6) Choose the "Ports" tab, find a port which your printer is using and click on the Configure Port button.



7) Keep the settings except for "LPR Settings - Que Name". Replace the "Queue Name" value, which was OptimiDoc to the name of your queue and click on OK.  
*It is SharedQ in our example.*



In OptimiDoc Print Connector, you can set up to write to the Port settings of your device.





### Edit print connector



Title

SharedQue

Type







SharedQ

Queue

SharedQ

An example of a print job made through SharedQ Print connector.



	Title	Owner	Recieved	State	Options
<input type="checkbox"/>	Microsoft Word - Report.docx	Karel Veselý (kvesely)	25.09.2019 15:51:50	Shared	  
<input type="checkbox"/>	Test Page	Karel Veselý (kvesely)	25.09.2019 13:46:00	Printed	  

#### 5.4.1.6 OneDrive

**OneDrive** type shows documents from Drive on the device panel.

- **Title** - destination title
- **Type** - type of print connector
- **Folder** - folder in selected OneDrive.



## Edit print connector



Title

One Drive

Type

OneDrive Personal



Folder

/Documents

OneDrive must be authorized by user. Click on key icon and you will be redirected to your Microsoft Account where you can authorize OptimiDoc to use your OneDrive.

Enabled for everyone



Disabled for

Nothing selected




Save

Cancel

### 5.4.1.6.1 OneDrive Personal

The OneDrive destination requires authorization via a Microsoft account. To **authorize** the

destination, click on the  button. You will be redirected to the OneDrive page where you must **allow the access** to the OneDrive.

- To allow access, click **Yes**.



brandon.clifton@gmail.com

OD

**Let this app access your info?**  
[App info](#)

OptimiDoc needs your permission to:

**Access OneDrive files**  
OptimiDoc will be able to open and edit OneDrive files, including files shared with you.

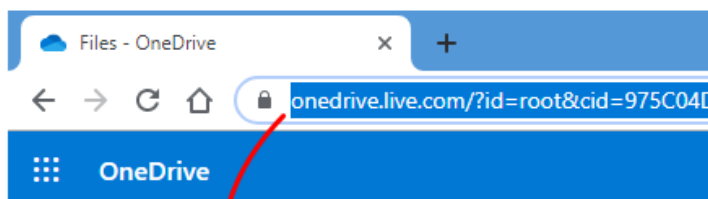
**Access your info anytime**  
OptimiDoc will be able to see and update your info, even when you're not using this app.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://microsoft.com/consent>. [Show details](#)

No

Yes

- **Copy URL** address from browser input and insert to OneDrive Authentication code dialog
- Click **Save**



## OneDrive Authorization

OneDrive redirect URL

Save

Cancel



### 5.4.1.6.2 OneDrive Business

Before you start using OneDrive Business there are manual steps required. Follow the steps below.

1. Login to the Azure Management Portal - <https://portal.azure.com/>
2. Go to the Azure Active Directory section > App Registrations and click on New registration.

The screenshot shows the Microsoft Azure portal interface. At the top, the 'Microsoft Azure' header is visible. Below it, the 'OptimiDoc s.r.o. | App registrations' breadcrumb is shown. The left sidebar contains various navigation links, with 'App registrations' highlighted. The top navigation bar includes a search bar and several icons, with the 'New registration' button highlighted. The main content area displays a table of 'Owned applications' with the following data:

Display name	Application (client) ID	Created on	Certificates & secrets
SharePoint Online Training	f2c29609-f5cb-4446-b6f9-5a2e66b83ae2	4/22/2020	Current

3. Enter the application name, select native application type and Redirect URI.



Microsoft Azure

Search resources, services, and docs (G+)

[Home](#) > [OptimiDoc s.r.o. | App registrations](#) > Register an application

## Register an application

---

**\* Name**

The user-facing display name for this application (this can be changed later).

OptimiDoc OneDrive Business ✓

**Supported account types**

Who can use this application or access this API?

☒ Accounts in this organizational directory only (OptimiDoc s.r.o. only - Single tenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

**Redirect URI (optional)**

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Public client/native (mobile ... ▼

https://<server\_ip\_address>:14266/

---

[By proceeding, you agree to the Microsoft Platform Policies](#)

Register

- After creating the application, go to API permissions > Add a permission and search for SharePoint.



Home > OptimiDoc s.r.o. | App registrations > OptimiDoc Sharepoint | API permissions

### OptimiDoc Sharepoint | API permissions

Search (Ctrl+F) Refresh

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**API permissions**  
Expose an API  
Owners  
Roles and administrators (Previ...  
Manifest  
Support + Troubleshooting  
Troubleshooting  
New support request

**Configured permissions**

Applications are authorized to call APIs when they are granted perm all the permissions the application needs. [Learn more about permis](#)

**+ Add a permission** Grant admin consent for Optimil

API / Permissions name	Type	Description
Microsoft Graph (1)		
User.Read	Delegated	Sign in and
SharePoint (4)		
AllSites.Manage	Delegated	Read and w
AllSites.Write	Delegated	Read and w
MyFiles.Read	Delegated	Read user fi
MyFiles.Write	Delegated	Read and w

### Request API permissions

**Azure Batch**  
Schedule large-scale parallel and HPC applications in the cloud

**Azure DevOps**  
Integrate with Azure DevOps and Azure DevOps server

**Azure Key Vault**  
Manage your key vaults as well as the keys, secrets, and certificates within your Key Vaults

**Azure Service Management**  
Programmatic access to much of the functionality available through the Azure portal

**Azure Storage**  
Secure, massively scalable object and data lake storage for unstructured and semi-structured data

**Data Export Service for Microsoft Dynamics 365**  
Export data from Microsoft Dynamics CRM organization to an external destination

**Dynamics 365 Business Central**  
Programmatic access to data and functionality in Dynamics 365 Business Central

**Dynamics CRM**  
Access the capabilities of CRM business software and ERP systems

**Flow Service**  
Embed flow templates and manage flows

**Intune**  
Programmatic access to Intune data

**Office 365 Management APIs**  
Retrieve information about user, admin, system, and policy actions and events from Office 365 and Azure AD activity

**OneNote**  
Create and manage notes, lists, pictures, files, and more in OneNote notebooks

**Power BI Service**  
Programmatic access to Dashboard resources such as Datasets, Tables, and Rows in Power BI

**PowerApps Runtime Service**  
Powerful data storage, modeling, security and integration capabilities

**SharePoint**  
Interact remotely with SharePoint data

**Skype for Business**  
Integrate real-time presence, secure messaging, calling, and conference

**Universal Print**  
Programmatic access to create and manage printer and print job resources

**Yammer**  
Access resources in the Yammer web interface (e.g. messages, users, groups)

5. Select the Microsoft.SharePoint API and in permissions select rights based on the image below and click on Select. Add permissions for SharePoint Online and save.



Request API permissions

< All APIs

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

Select permissions

expand all

Type to search

Permission	Admin consent required
AllSites (2)	
<input type="checkbox"/> AllSites.FullControl Have full control of all site collections ⓘ	Yes
<input checked="" type="checkbox"/> AllSites.Manage Read and write items and lists in all site collections ⓘ	-
<input type="checkbox"/> AllSites.Read Read items in all site collections ⓘ	-
<input checked="" type="checkbox"/> AllSites.Write Read and write items in all site collections ⓘ	-
MyFiles (2)	
<input checked="" type="checkbox"/> MyFiles.Read Read user files ⓘ	-
<input checked="" type="checkbox"/> MyFiles.Write Read and write user files ⓘ	-
> Sites	
> TermStore	
> User	

Add permissions

Discard

6. Configure the redirect URIs in Authentication section. Add the following two redirect URIs  
<https://<server IP>:14266/Dashboard/OneDriveConfirm/>,  
<https://<server IP>:14266/Destination/OneDriveConfirm/>



Home > OptimiDoc s.r.o. | App registrations > OptimiDoc OneDrive Business | Authentication

### OptimiDoc OneDrive Business | Authentication

Search (Ctrl+/) Save Discard Switch to the old experience Got feedback?

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  - Expose an API
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  - Roles and administrators (Previ...
  - Manifest
- Support + Troubleshooting
  - Troubleshooting
  - New support request

#### Platform configurations

Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.

+ Add a platform

#### Mobile and desktop applications

Quickstart Docs

##### Redirect URIs

The URIs we will accept as destinations when returning authentication responses (tokens) after successfully authenticating users. Also referred as reply URLs. [Learn more about redirect URIs and the restrictions](#)

- ☐ https://login.microsoftonline.com/common/oauth2/nativeclient
- ☐ https://login.live.com/oauth20\_desktop.srf (LiveSDK)
- ☐ msal649ccbed-83fc-4ed2-95e6-c2f640e04ac7//auth (MSAL only)
- 
- 
- 

[Add URI](#)

7. Now you have completed configuration in Azure.

8. To start the configuration of OptimiDoc you will need the Application ID.

Home > OptimiDoc s.r.o. | App registrations > OptimiDoc OneDrive Business

### OptimiDoc OneDrive Business

Search (Ctrl+/) Delete Endpoints

Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for developer). →

Display name	: OptimiDoc OneDrive Business	Supported account types	: My organization only
Application (client) ID	: 649ccbed-83fc-4ed2-95e6-c2f640e04ac7	Redirect URIs	: 0 web, 1 public client
Directory (tenant) ID	: afc1598d-8a55-4a93-90a7-93eaaa70c076	Application ID URI	: <a href="#">Add an Application ID URI</a>
Object ID	: 6ee71767-a3f1-4216-87ad-6fc3a1bf075f	Managed application in ...	: OptimiDoc OneDrive Business

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#### Call APIs

Build more powerful apps with rich user and business data from Microsoft services and your own company's data sources.

[View API permissions](#)

#### Documentation

- [Microsoft identity platform](#)
- [Authentication scenarios](#)
- [Authentication libraries](#)
- [Code samples](#)
- [Microsoft Graph](#)
- [Glossary](#)
- [Help and Support](#)

9. In OptimiDoc setup the print connector.





Edit scan destination



Title

Type

OneDriver Business



Folder 

Client ID

Application ID

Return URL


https://<server\_ip\_address>:14266/

OneDrive must be authorized by user. Click on key icon and you will be redirected to your Microsoft Account where you can authorize OptimiDoc to use your OneDrive.

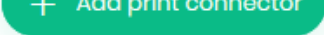
Save

Cancel



10. Authorize access by clicking on the  button. For general account use the button in Scan Destinations. For personal OneDrive the user needs to authorize the access in Dashboard.

#### 5.4.1.7 Box

To create a **box.com** print connector, click on the button  and select the connector type **Box**.



## Create print connector



Title

Box

Type

Box



Path 

print\management\peterwright

Box must be authorized by user. Click on key icon and you will be redirected to your Box Account where you can authorize OptimiDoc to use your Box.

Enabled for everyone



Enabled for


Nothing selected

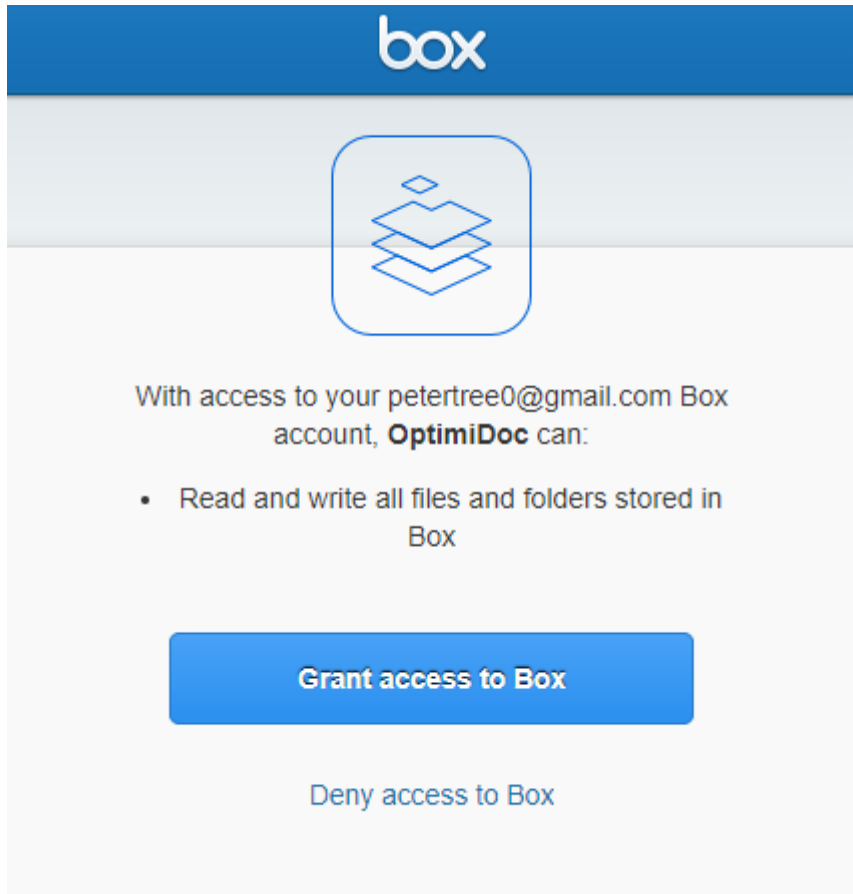


Save

Cancel

Leave path input box blank for root.

Save it and authorize with the button  or let users authorize the connector themselves.



#### 5.4.1.8 SharePoint Online

1. Login to the Azure Management Portal - <https://portal.azure.com/#>
2. Go to the Azure Active Directory section > App Registrations and click on New registration.



Microsoft Azure

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marcel.klimes@optimidoc.com OPTIMIDOC S.R.O.

Home > Optimidoc s.r.o. | App registrations

OptimiDoc s.r.o. | App registrations

Search (Ctrl+/)

+ New registration Endpoints Troubleshooting Got feedback?

Welcome to the new and improved App registrations (now Generally Available). See what's new and learn more on how it's changed. →

All applications Owned applications

Start typing a name or Application ID to filter these results

Display name	Application (client) ID	Created on	Certificates & secrets
so SharePoint Online Training	f2c29609-f5cb-4446-b6f9-5a2e66b83ae2	4/22/2020	Current

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Manage

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Groups

Organizational relationships

Roles and administrators (Pre...

Administrative units (Preview)

Enterprise applications

Devices

App registrations

Identity Governance

Application proxy

Licenses

Azure AD Connect

Custom domain names

3. Enter the application name and Redirect URI: <https://oauth.optimidoc.com/MicrosoftOnline/>



Microsoft Azure

Search resources, services, and docs (G+ /)

[Home](#) > [OptimiDoc s.r.o. | App registrations](#) > Register an application

## Register an application

---

**\* Name**

The user-facing display name for this application (this can be changed later).

OptimiDoc SharePoint ✓

**Supported account types**

Who can use this application or access this API?

☒ Accounts in this organizational directory only (OptimiDoc s.r.o. only - Single tenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

**Redirect URI (optional)**

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web

https://oauth.optimidoc.com/MicrosoftOnline/ ✓

---

[By proceeding, you agree to the Microsoft Platform Policies](#)

Register

- After creating the application, go to API permissions > Add a permission and search for SharePoint.



Home > OptimiDoc s.r.o. | App registrations > OptimiDoc Sharepoint | API permissions

### OptimiDoc Sharepoint | API permissions

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Expose an API  
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Manifest  
Support + Troubleshooting  
Troubleshooting  
New support request

**Configured permissions**

Applications are authorized to call APIs when they are granted perm all the permissions the application needs. [Learn more about perm](#)

**+ Add a permission** Grant admin consent for Optim...

API / Permissions name	Type	Description
Microsoft Graph (1)		
User.Read	Delegated	Sign in and
SharePoint (4)		
AllSites.Manage	Delegated	Read and w
AllSites.Write	Delegated	Read and w
MyFiles.Read	Delegated	Read user fi
MyFiles.Write	Delegated	Read and w

### Request API permissions

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Interact remotely with SharePoint data

**Skype for Business**  
Integrate real-time presence, secure messaging, calling, and conference

**Universal Print**  
Programmatic access to create and manage printer and print job resources

**Yammer**  
Access resources in the Yammer web interface (e.g. messages, users, groups)

5. Select the Microsoft.SharePoint API and in permissions select rights based on the image below and click on Select. Add permissions for SharePoint Online and save.



### Request API permissions

[< All APIs](#)

What type of permissions does your application require?

**Delegated permissions**  
Your application needs to access the API as the signed-in user.

**Application permissions**  
Your application runs as a background service or daemon without a signed-in user.

Select permissions [expand all](#)

Permission	Admin consent required
<b>▼ AllSites (2)</b>	
<input type="checkbox"/> AllSites.FullControl Have full control of all site collections ⓘ	Yes
<input checked="" type="checkbox"/> AllSites.Manage Read and write items and lists in all site collections ⓘ	-
<input type="checkbox"/> AllSites.Read Read items in all site collections ⓘ	-
<input checked="" type="checkbox"/> AllSites.Write Read and write items in all site collections ⓘ	-
<b>▼ MyFiles (2)</b>	
<input checked="" type="checkbox"/> MyFiles.Read Read user files ⓘ	-
<input checked="" type="checkbox"/> MyFiles.Write Read and write user files ⓘ	-
<a href="#">&gt; Sites</a>	
<a href="#">&gt; TermStore</a>	
<a href="#">&gt; User</a>	

Add permissionsDiscard

6. Now, when you have finished with application registration create the print connector in OptimiDoc.

**Title** - name of scan destination

**Type** - type of scan destination

**SharePoint server** - add your SharePoint online URL

**SharePoint web** - leave empty if you want to upload scans in SharePoint root folder

**SharePoint path** - name of the folders on SharePoint

- See below points on how to add Client ID and Client Secret

*In case you are using sites in SharePoint, you need to set and split URL address like e.g.*

URL "https://optimidoc.sharepoint.com"



Web = "/sites/OptimiDocNorthAmerica"

Path = "/Shared%20Documents/test"

Title	SharePoint Online
Type	SharePoint Online ▼
SharePoint server	https://optimidoc.sharepoint.com/
SharePoint web	
Document path	/TechnicalSupportAndRnD/Technical%20Training/[user_login]
Client ID	f2c29609-f5cb-4446-b6f9-5a2e66b83ae2
Client secret	P@O[fh?Qm6eAEUa6Fh?BLooPWgEv9gW6

[Save](#) [Cancel](#)

7. Add a Client ID -> Copy your Application ID and paste into scan destination "Client ID".

Home > [OptimiDoc s.r.o. | App registrations](#) > [OptimiDoc Sharepoint](#)

**OptimiDoc Sharepoint**

<<

Delete Endpoints

Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for developer). [→](#)

Display name : [OptimiDoc Sharepoint](#)

**Application (client) ID : f2c29609-f5cb-4446-b6f9-5a2e66b83ae2**

Directory (tenant) ID : afc1598d-8a55-4a93-90a7-93eaaa70c076

Object ID : 0e0b98c0-cbc0-46fb-a15e-f28c91e79e35

Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

8. Add a Client Secret -> Certificates & secrets -> New client secret -> fill in description -> click Add and copy key value -> paste key value in scan destination "Client Secret" -> then click Save

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Home > OptimiDoc s.r.o. | App registrations > OptimiDoc Sharepoint | Certificates & secrets

### OptimiDoc Sharepoint | Certificates & secrets

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  - Authentication
  - Certificates & secrets**
  - Token configuration
  - API permissions
  - Expose an API
  - Owners
  - Roles and administrators (Previ...
  - Manifest
- Support + Troubleshooting
  - Troubleshooting
  - New support request

#### Add a client secret

Description  
SharePoint Secret

Expires  
☐ In 1 year  
☐ In 2 years  
☒ Never

**Add** Cancel

#### Client secrets

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

**+ New client secret**

Description	Expires	Value
SharePoint Secret	12/31/2299	P@O*****

#### Client secrets

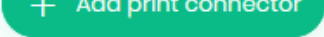
A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

**+ New client secret**

Description	Expires	Value
SharePoint Secret	12/31/2299	WckAPOSv_QWS_-dlj6?1oPhapysz6S7X

9. Then authorize access by clicking on the  button on the user's dashboard. For general account use the button in Print Connectors.

#### 5.4.1.9 WebDAV

To create a **WebDAV** print connector click on the button  and select the connector type **WebDAV**.



Create print connector



Title

Type

WebDAV



URL

Document path 

Login

Password

Enabled for everyone

☐

Enabled for

Nothing selected



Save

Cancel

Fill in the title and URL Address of print connector and you can also choose document path. Don't forget to Enable it for everyone or a specific group. After that Save the print connector.



## 5.5 Scan

The section on **Scan** workflows defines the document capture, processing and routing to final destination.

A document can be captured from a multifunction device, web, mobile, mailbox or a predefined hot folder:

- For definition of scan workflow for multifunction devices create the workflow at [Workflow list](#).

Each Workflow requires a predefined destination where the document will be routed.

OptimiDoc uses general destinations for document routing and thanks to this the destination can be used by multiple scanning workflows. Destinations are defined in the section [Scan destinations](#).



## 5.5.1 Workflow list

The **Workflow list** contains a set of scanning workflows which are offered on a multifunction device and used as HotFolder, Email, Web or Mobile flow.

Title	Description	Input type	Enabled	Options
image.jpg	Image JPG to temp FTP	MFP	True	[Edit] [Delete] [More]
Email scan	Email scanning to OCR/Word	Email	True	[Edit] [Delete] [More]
Scan to Excel	Scan to MS Excel	MFP	True	[Edit] [Delete] [More]
Scan to PDF	Fast previews	MFP	True	[Edit] [Delete] [More]
Orders - BARCODE	Separates documents with a scanned barcode	MFP	True	[Edit] [Delete] [More]
AutoScan to Word	Contracts autoscan	HotFolder	True	[Edit] [Delete] [More]

The Workflow **copy function** will allow you to create a duplicate workflow based on settings of the original one. Clicking on the button will automatically redirect you to new scan flow editing.

Title	Description	Input type	Enabled	Options
Folder browse pdf		MFP	True	[Edit] [Delete] [More]
Folder browse pdf - Copy		MFP	True	[Edit] [Delete] [More]

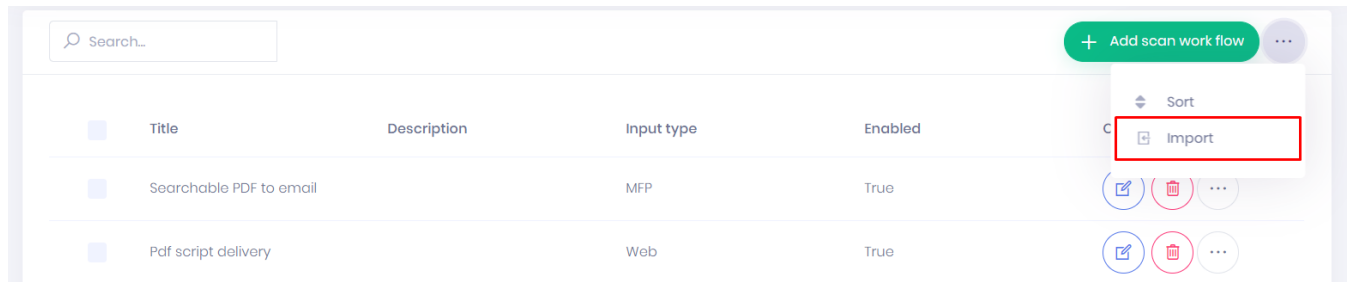
Workflow **export** functionality allows you to easily export your workflow and use it on another OptimiDoc server. Once you click the button a **.json file will be downloaded**. This **JSON** file contains the **settings of the workflow** as well as **delivery destination** and **parameters' settings**.

Title	Description	Input type	Enabled	Options
Searchable PDF to email		MFP	True	[Edit] [Delete] [More]
Pdf script delivery		Web	True	[Edit] [Delete] [More]
Folder browse pdf		MFP	True	[Edit] [Delete] [More]

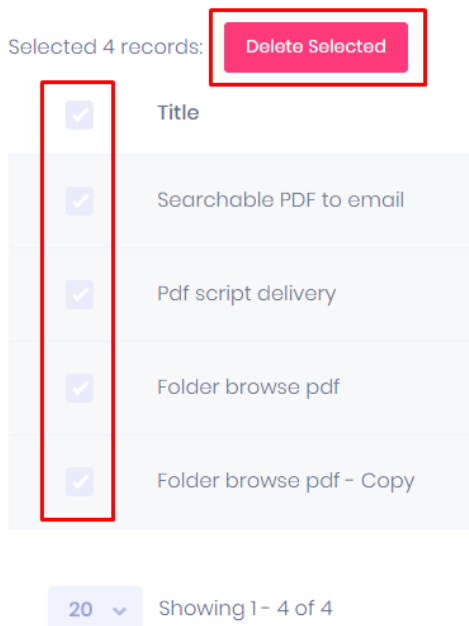
On the other hand, workflow **import** functionality allows you to import previously exported workflow ( customers will appreciate this functionality as you, the partner can pre-create the workflow and - once fully functional - you can import it ). Upon clicking the select button the



.json file of workflow exported. This import will add all the necessary settings including destination and parameters.

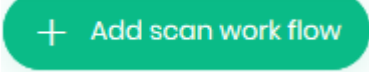


**Deleting workflow** can be done one-by-one or by selecting multiple workflows.



### 5.5.1.1 Workflow settings


#### Scan workflows - New workflow

To **add** a workflow to OptimiDoc, click on the  button.

#### Scan workflows - Edit workflow

To **edit** a workflow, click on the  button and change its settings.

#### Scan workflows - Delete workflow

To **delete** a workflow, click on the  button.



## Scan workflows - Copy or Export a workflow

To **copy and/or Export** a workflow, click on the  button and select the desired operation



Copy

from the list



Export


## Scan workflows - Workflow settings

**General settings** of scan workflow:

- **Title** - workflow name
- **Description** - description of workflow (optional)
- **Enabled** - if the Enabled checkbox is checked then the scan workflow will be offered to users.
- **Icon** - workflow icon on the embedded user interface. To change it, click on the icon.

General Input options Parameters Output options Processing OCR Zones

---

Title	<input type="text" value="Scan to Excel"/>	Icon	
Description	<input type="text" value="Scan to Microsoft Office Excel"/>	Enabled for everyone	<input type="checkbox"/>
Enabled	<input checked="" type="checkbox"/>	Enabled for	<input type="text" value="Nothing selected"/>

## Input Options

Scan settings define the default setup of scanning for defined workflow.

- **Flow type** - select the source of input data. For detailed information see **Flow types** section
- **Resolution** - definition of scanned document quality
- **Sides** - original document sides (Simplex/Duplex)
- **Color** - definition scan color (Auto color/Full color/One color/Grayscale)
- **Media Size** - original document size
- **Separated scan** - document will be collected from separated scans

Scan settings can be unlocked or locked for modifications by users. To **lock/unlock** setting,

click on  / 



General **Input options** Parameters Output options Processing OCR Zones

---

Flow type

MFP

▼

Resolution

300dpi

▼

🔒

Sides

Simplex

▼

🔒

Color

Full color

▼

🔒

Media Size

Automatic

▼

🔒

Job assembly

No

▼

🔒

Save

Cancel

## Parameters

Each scan workflow can have assigned none, one or multiple scan parameters. Such assigned parameters can be used in the document name, destination or saved as metadata. Workflow can only have assigned parameters created in the [scan parameters section](#).

## Add parameter



1. To **add** scan parameter, click on button and select preset parameters.
2. Define the parameter settings
  - **Default value** - default value of parameter when workflow is selected
  - **Editable** - if Editable is checked then the user can define own value
3. Click on **Save**

## Remove parameter



To **remove** a parameter, click on button.



General Input options **Parameters** Output options Processing OCR Zones

Title	Key	Type	Default value	Order	Options	
Currency	cur	List	USD			
Invoice number	inv	Number	92019			

Save

Cancel

Go to Scan parameters for adding the parameter:

## Edit scan parameter



Title

Currency

Key

cur

Required



Type

List

Default value

US Dollar

Save

Cancel

**Output and processing options** define the document processing and distribution.

- **Filename**
  - Name - name of final document
  - Type - type of final document
- **Image processing**
  - Auto-detection of page orientation - the system automatically checks the orientation





of each page and corrects it if required.

- Splitting facing and dual pages - recognition and layout analysis are then performed separately for each page.
- Automated image de-skewing - automated image de-skewing is an essential document imaging function which is applied to scanned documents requiring compensation for image skew. It does not require leading edge borders or lines.
- Image despeckling - when scanning poor to medium quality documents, you may get very noisy images with lots of dot speckles on them. These speckles, when they appear close to letters or numbers, may affect the quality of OCR. This feature removes such noise.
- Texture filtering - Texture filtering technology helps to filter out background “noise” such as color and texture, accuracy for difficult to read documents such as newsprint, color documents, faxes, etc.

- **Remove blank pages**

- Include all pages - all pages will be included in document
- Use device - blank pages will be removed by device (supported only by selected Xerox devices)
- Use OCR - OCR engine will be used for blank page removal

- **Separation**

- One Document - scanned documents will be processed as one document.
- Barcode - scanned documents will be separated to multiple documents by barcodes. Barcode represents first page of the new document.
- Barcode - defines the barcode type
- Remove page with barcode - OptimiDoc removes the page with barcode
- Regular expression - definition of regular expression
- BlankPage - scanned documents will be separated by a blank page. Blank page is automatically removed.
- One Document with Barcode - scanned documents will be processed as one document with barcode recognition.

- - Remove page with barcode - OptimiDoc removes the page with the barcode
  - Number of pages - document will be separated based on a predefined number of pages.
  - Zone - selected zone will be used for document separation.

- **OCR recognition mode** - type of recognition processing.

- Accuracy - accurate mode for achieving the highest quality of recognition.
- Speed - designed for high-volume document processing.

- **OCR language** - language of document. It is recommended to select just language of the scanned document for better result of recognition.

- **Save metadata** - system parameters and scan workflow parameters will be saved to selected document format Json/XML.

- JSON
- XML
- CSV

- **Destination** - definition of scanned document storage



General Input options Parameters **Output options** Processing OCR Zones

Filename ⓘ

sc\_invoice

\*.xlsx (Microsoft Excel)

Save metadata

None

Destination

OptimiDoc server

## Other destinations



Title	Type	Always / On error	Options
OptimiDoc server	Scan and metadata	Always	

## Processing

General Input options Parameters **Output options** **Processing** OCR Zones

## Image processing

Autodetection of page orientation



Splitting facing pages and dual pages



Automated image de-skewing



Image despeckling



Texture filtering



Separation

One Document

Remove blank pages

Include all pages

OCR recognition mode

Accuracy

OCR language

English



Save

Cancel

## OCR Zone

Multiple OCR zones of a document can be selected from which the contents can be used as metadata. These zones can either contain plain text or barcodes. The data extracted from these zones can be used as metadata in any other property field, File or Folder name. It is also possible to use barcodes to separate jobs.

To **manage** OCR zone click on



For more details, see the [OCR Zone designer section](#)

General Input options Parameters Output options Processing **OCR Zones**

top right - barcode

down right - value

Zones Settings

+ Add zone

top right - barcode

down right - value

Save Cancel

#### 5.5.1.1.1 Flow types

OptimiDoc offers the selection of multiple input flow types to be processed for each Scan flow.

Select a desired Flow type under Input options settings when adding/editing a Scan workflow.



General Input options Output options Processing OCR Zones

Flow type

Save

Cancel

Web

MFP

HotFolder

Web

Mobile

Email



## MFP

With the **MFP** flow type there is a possibility to affect these kinds of input settings:  
Input settings define the default scanning setup for a defined workflow.

- Resolution - definition of scanned document quality
- Sides - original document sides (Simplex/Duplex)
- Color - definition scan color (Auto color/Full color/One color/Grayscale)
- Media Size - original document size
- Separated scan - document will be collected from separated scans

General **Input options** Parameters Output options Processing OCR Zones

---

Flow type

MFP

Resolution

300dpi

▼

🔒

Sides

Simplex

▼

🔒

Color

Full color

▼

🔒

Media Size

Automatic

▼

🔒

Job assembly

No

▼

🔒

Save

Cancel

Scan settings can be locked or unlocked to modification by users. To lock/unlock setting, click

on /









## Hot folder

**Hot folders** are similar to Workflows, but instead of being applied to a scanned document they are applied to the contents of a certain folder. By entering the “Path” parameter you can choose from which folder the documents will be taken.

## Hot folder settings

Basic setting of scan workflow:

- **Title** - workflow name
- **Description** - description of HotFolder (optional)
- **Enabled** - if the Enabled checkbox is checked then the HotFolder will be enabled.
- **Folder path** - path to the HotFolder. It is required to add full control right to this folder for IIS\_IUSRS group.

 General  **Input options**  Parameters  Output options  Processing  OCR Zones

---

Flow type

HotFolder

Folder path

C:\Hotfolder

---

Save

Cancel



### Important

HotFolders input function processes PDF and TIFF files.



## Web

Allows users to process their jobs, which have been uploaded through the Web interface by this workflow.

On the dashboard a new widget will appear, where the user needs to upload a document, which they would like to send to OptimiDoc for scan process.

The next step is to choose Scan workflow by which you would like to proceed to scan. The last step is to send it via the Submit button.

 Submit document



Drop files here or click to select.

Only PDF, JPG and TIF formats are allowed for upload

---



Submit



## *Mobile*

Flow that can be proceed with a mobile application.





## E-mail

**Email OCR** provides functionality similar to Scan workflows or Hot folders, but instead of being applied to a scanned document (on the device itself) or contents of the hot folder, **it is applied to the attachments of the email which you are sending to a [specific email address](#) and then by return you'll receive your scanned document to your mailbox, folder or any other [destination](#) used in Scan workflow**. It comes in handy especially on the go, for example when you're out of the office and need your PDF file in DOC format, etc. Hence the name **Email OCR**, because you can take functionality of your scanner with you, wherever you are.

**Caution****All emails will be deleted after downloading them from a mailbox!**[Home](#) > Scan flows list

Search...

+ Add scan work flow



	Title	Description	Input type	Enabled	Option
<input type="checkbox"/>	Email scan	Email scanning to OCR/Word	Email	True	

## Email flow settings

**Email** flow uses previously created [Scan workflow](#) to process email attachments. So you can create a new [Scan workflow](#) particularly for email OCR or use current one. *While creating or using created Scan workflow don't forget where you have specified, where the document should be stored or sent.* You can also create a new or use a created [Destination](#) for Scan workflow.

Users are identified by their email address, if the email address is not recognized among registered users, attachments are not processed.

Basic setting of Email Flow type:

- **Type** - IMAP or POP3
- **Server** - IP address or domain name of the mail server
- **Use SSL** - enable/disable SSL
- **Port** - server port number
- **Login** - username for the mail account - from where will be attachment picked up and processed **or** credentials of the domain user
- **Password** - password for the mail account or domain user.



General **Input options** Output options Processing OCR Zones

Flow type

Email

Type

Imap

Server

imap.google.com

Use SSL



Port

993

Login

andy.sanella@bhcom.io

Password

••••••••

Save

Cancel



**Important**

Email OCR processes PDF, JPG and TIFF files.

#### 5.5.1.1.2 Other destinations

**Other destination** settings are used to either send the scan result to more than one destination, or to send a report about the scan to a certain destination.

### Saving the scan result

- **Destination** - destination of the scan.



### Add destination



Destination

User Email



Save



Scan and metadata



Report

Deliver



Always



Only on errors

Save

Cancel

## Saving a scan report

- **Destination** - destination of the scan
- **Overall report** - if not selected, a report will be created for each scanned document. If this is selected, only one report will be created for the whole batch when scanning multiple documents consecutively
- **Report format** - format of the output
  - Custom format described below

### Add destination



Destination

User Email



Save



Scan and metadata



Report

Deliver



Always



Only on errors

Overall report



Report format

JSON



Save

Cancel

- **Report text** - text of the whole report.
- **File report text** - text of the report of the individual files



- **Zone report text** - text of the report of the individual OCR zones
- **Destination report text** - text of the report of the scan destinations

In these text fields, you can use special parameters to provide more detail. See [Scan report parameters](#) for more info.

**Add destination** ×

---

Destination	<div>Google Drive</div>
Save	<div><input type="radio"/> Scan and metadata</div> <div><input checked="" type="radio"/> Report</div>
Deliver	<div><input checked="" type="radio"/> Always</div> <div><input type="radio"/> Only on errors</div>
Overall report	<div><input type="checkbox"/></div>
Report format	<div>Custom</div>
Report text	<div>Scan on [device_name] was finished.</div>
File report text	<div>Document is [fine_name]</div>
Zone report text	<div>with zones: [zones]</div>
Destination report text	<div>to destination [destinations]</div>

Save

Cancel



## Scan report parameters

### Report parameters

- **[device\_id]** - ID of the device
- **[device\_ip]** - IP address of the device
- **[device\_name]** - name of the device within the OptimiDoc system
- **[device\_location]** - location of the device
- **[user\_name]** - name of the user who initiated the scan
- **[user\_givenname]** - user first name
- **[user\_surname]** - user last name
- **[user\_login]** - login of the user who initiated the scan
- **[flow\_name]** - name of the scan flow
- **[files\_count]** - number of generated files
- **[pages\_count]** - overall number of pages from all documents
- **[status]** - overall status - the worse status from all scanned documents
- **[files]** - reports of all created files (see File parameters for more info)
- **[errors]** - same as [files], but includes only reports of files with errors (see File parameters for more info). Note that it won't be a complete report, only the items in which the error occurred will be written out

### File parameters

- **[status]** - status of the file
- **[pages]** - number of pages in the document
- **[file\_name]** - resulting file name
- **[zones]** - reports of all zones (see Zone parameters for more info)
- **[destinations]** - reports of all destinations (see Destination parameters for more info)

### Zone and destination parameters

- **[status]** - delivery status
- **[name]** - name of the zone or destination
- **[message]** - if no error occurred, the value inside the zone will be written out. If there was an error, the error message will be written out instead

#### 5.5.1.1.3 System and Scan parameters

### System parameters

In selected places like a Recipient in Email destination or a Path in Folder destination you can use the System parameters. Such system parameters will be replaced by the value from currently performed scan.

- **[flow\_name]** - name of selected scan workflow
- **[device\_name]** - name of device where was performed scan\*
- **[device\_ip]** - IP address where was performed scan\*



- **[device\_location]** - location of device
- **[user\_name]** - user name\*\*
- **[user\_department]** - user department\*\*
- **[user\_login]** - user login\*\*
- **[user\_email]** - user primary email address\*\*
- **[user\_homedir]** - user home folder\*\*
- **[timestamp]** - current date in the following format: YYYYMMddHHmmss
- **[current\_year]** - current year in the following format: YYYY
- **[current\_month]** - current month in the following format: MM
- **[current\_day]** - current day in the following format: DD
- **[current\_hours]** - current hours in the following format: HH
- **[current\_minutes]** - current minutes in the following format: mm
- **[current\_seconds]** - current seconds in the following format: ss
- **[filename]** - absolute path to the scanned file in temp location:  
C:\Windows\ServiceProfiles\NetworkService\AppData\Local\Temp\optimidoc\
- **[metadata]** - absolute path to the metadata of the scanned file in temp location
- **[file\_name]** - original file name
- **[file\_name\_extension]** - original filename with extension

\* can be used only for documents captured via multifunction device interface.

\*\* for usage in HotFolder is necessary to specify login parameter.

## Scan parameters

Next to the system parameters you can use also the values from the entered scan workflow parameter. To put the current value, enter field parameter key value in the following format **[key\_value]**.

## Barcodes

Last parameter are the values of recognized barcodes. To use the value, enter **[barcode]**.

Operations with bar codes.

### Barcode substrings

[barcode;<first\_character>;<last\_character>]

example:

[barcode;1;3] - returns substring from first letter to third letter

*with barcode 65874113 returns the example 658*

### Barcode separation

[barcode;<separation\_character>;<barcode\_part>]

example:

[barcode;-;3] - returns third part of barcode



with barcode 658-741-13 returns the example 13

### Conversion tables

Barcodes substring or part can be converted by a conversion table. OptimiDoc uses the Lists Scan Parameters as a conversion table, which means that the barcode will be replaced by value of item from list with same key as the barcode value.

[barcode;<separation\_character>;<barcode\_part>;<scan\_parameter\_key>]

or

[barcode;<first\_character>;<last\_character>;<scan\_parameter\_key>]

#### 5.5.1.1.4 OCR Zone

**OCR Zone** is used for definition of zonal parameter for particular workflows.

OptimiDoc allows two basic parameters text and barcode. Each type has specific settings and functions.

### New zonal parameters

The complete steps with the Zonal OCR designer are explained in the example below.

#### 1. Document background image

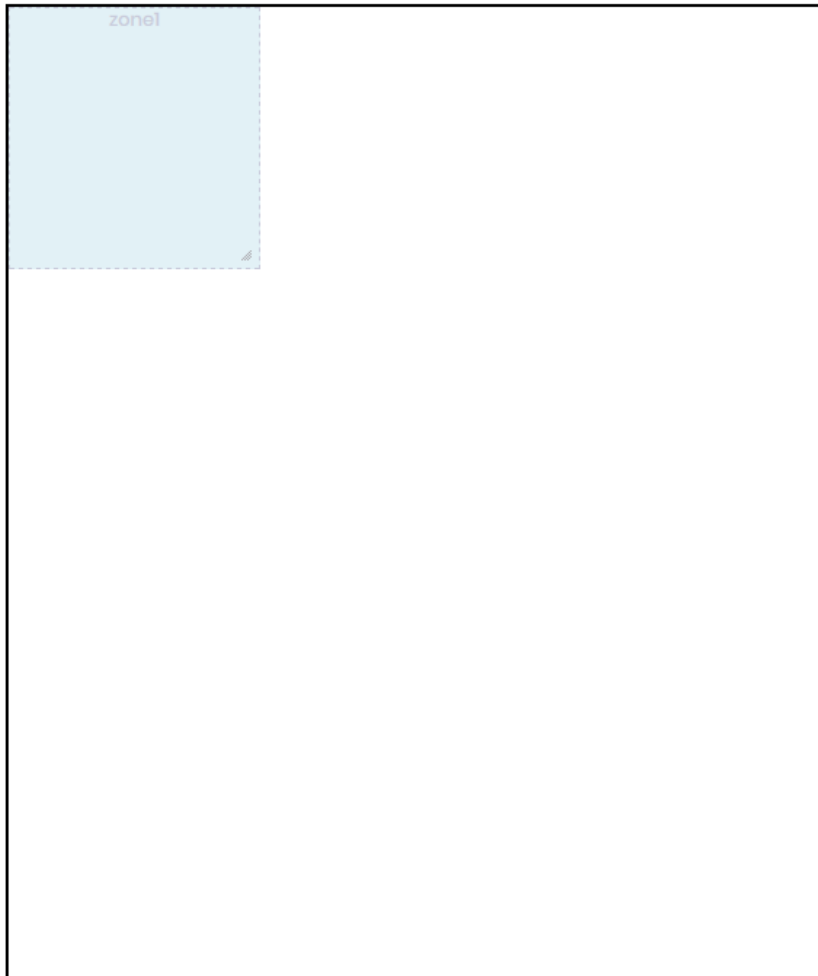
To **upload** the document template which will be used as a background image for definition of zones, click on

Drop files here or click  
to upload background  
image

or drag-and-drop the image file to this field.



General Input options Parameters Output options Processing OCR Zones



Zones Settings

Standard formats

Select format or enter custom values

Width

0-1000

Height

0-1000

Apply

Drop files here or click  
to upload background  
image

Only PNG, JPG and GIF files are allowed for  
upload

Save

Cancel

## 2. New parameter definition

To **add** a new zone, click on Zones - Add zone.





Standard formats

Ax

Width

210

Height

297

Apply

Drop files here or click  
to upload background  
image

Only PNG, JPG and GIF files are allowed for  
upload

### 3. Parameter position and size definition

To **change the position** of zone, you can use the drag and drop functionality.

To **change the size** of zone, move the mouse to bottom right corner, press the left button, change the size and release left button.



+ Add zone

zone1



## 4. Definition of parameter

To define the parameter settings, double click up to the zone.

- **Title** - name of parameter (can be used for definition of document name or location), the title has to be different from system parameters
- **Type** - OptimiDoc supports two types of parameter; the first parameter is text and second is a barcode.
- **Use as a document separator** - if in the zone will be found the barcode the OptimiDoc use the page as a first one of new document (valid only for barcode type)
- **Text filter** - use the filter to match string to the predefined value based on regular expression (valid only for text type)  
Please refer to [Character Classes in Regular Expressions](#) or [Wikipedia](#) for more information about Regular Expressions.

### Examples of regular expression:

- Select number with length **5-10**:
  - `[0-9]{5,10}`



**Example:**

- Input Value:  
456487
- Result:  
456487
  
- **Input Value:**  
123
- Result:  
nothing because the number does not fit to length

- Search text "Date:" and take the date after the text
  - Date: ([0-9]{1,2}.[0-9]{1,2}.[0-9]{4})

**Example:**

- Input Value:  
Date: 12.5.2013
- Result:  
12.5.2013
  
- **Input Value:**  
Date: 12.5.2013
- Result:  
nothing because of white spaces; to solve the problem with white spaces use parameter \s+ as in the last example

- Select the number without length limitation:
  - [0-9]+

**Example:**

- Input Value:  
54798746546546
- Result:  
54798746546546

- Search the "TAX ID:" and take the next string with first two letters and 10 numbers:
  - TAX ID:\s+([A-Z]{2}[0-9]{10})

**Example:**

- Input value:  
TAX ID: CZ1234567890
- Result:  
CZ1234567890

To select specific part of searched text use (). Text out of the bracket is automatically **removed**.

- **Apply on page** - definition of page where the zone will be search



### OCR Zone configuration



Title

price

Type

String

Text filter (Regular  
expression)

Apply on page

All

Save

Cancel

### OCR Zone configuration



Title

order details

Type

Barcode

Text filter (Regular  
expression)

Apply on page

All

Save

Cancel



General Input options Parameters Output options Processing **OCR Zones**

order details



**TICKET**

**BBQ WEEKEND, Whitefield, Dover**

[d1/node/6](#)

Product: Family entry fee for BBQ WEEKEND

Order number	217
Order date	Wed, 02/05/2014 - 21:47
Customer	Patrick J. Simmons
Unit price	£60.00

price


Page 1 of 1  
Ticket 1166 (1 of 1)

Zones Settings

+ Add zone

price		
order details		

## 5. Save the parameters

After the definition of all zones, **save** the parameters by clicking on the  button at the bottom.



## 5.5.2 Scan destinations

Scan destinations describes the location where the final documents shall be stored. OptimiDoc supports multiple scanning destinations and each destination requires different settings. To see the setting follow the description below. Each scanning workflow may have one scan destination defined.

### Scan destination - list

List of scan destinations provides a basic overview of all defined scan destinations. From this page you can add a new destination, edit current destinations or delete them.

Title	Destination type	Options
Google Drive	Google Drive	
onedrive personal	OneDrive Personal	
OptimiDoc ftp	Ftp	
OptimiDoc server	OptimiDoc	
User Email	Email	

### Scan destination - add destination

To **add** a scan destination to OptimiDoc, click on the button and enter the required information. OptimiDoc offers the following destination types:

- [Email](#)
- [Folder](#)
- [FTP](#)
- [SharePoint](#)
- [Google Drive](#)
- [Script](#)
- [OptimiDoc](#)
- [DropBox](#)
- [One Drive](#)
- [Sharepoint Online](#)
- [WebDAV](#)

In definition of destination you can also use the [scan workflow parameters](#).

### Scan destination - edit destination



To **edit** a destination, click on the button and change the settings based on preselected type.

## Scan destination - delete destination



To **delete** a destination, click on the button. The destination cannot be deleted if it is still assigned to a scan workflow.

### 5.5.2.1 Email

**Email** type delivers the scan to defined SMTP server.

- **Title** - destination title
- **Type** - type of scan destination
- **SMTP server** - IP address or domain name of SMTP server
- **Port** - SMTP server port number
- **Use SSL** - enable/disable SSL
- **Sender** - email of sender. Scan workflow parameters can be used.
- **Recipient** - recipient email address. More email addresses shall be separated by comma.
- **Login** - login name for SMTP server.
- **Password** - password for SMTP server.
- **Email subject** - subject of email. Scan workflow parameters can be used.
- **Email body** - body of email message. Scan workflow parameters can be used.
- **Limit attachment size** - enables the functionality of maximal size limit of email. In case of exceeded limit, the attachments are stored in OptimiDoc and the email contains only the link.
- **Attachment size** - maximum size of email attachments
- **email subject** - subject of email in case of email exceed. Scan workflow parameters can be used.
- **email body** - body of email message in case of email exceed. Scan workflow parameters can be used.



### Edit scan destination



Title

User Email

Type

Email



SMTP server

smtp@gmail.com

Port

587

Use SSL



Login

optimidoc@gmail.com

Password

••••••••

Sender

optimidoc@gmail.com

Recipient

[user\_email]

E-mail subject

OptimiDoc Scan

E-mail body

OptimiDoc is sending you a document scanned on device  
[device\_name]



Limit attachment size



Save

Cancel

#### 5.5.2.2 Folder

**Folder** type delivers the scan to a defined folder.

- **Title** - destination title
- **Type** - type of scan destination
- **Path** - path to required folder where the document will be stored
- **DFS** - check this if the destination is Distributed File System





- **Login** - user login name
- **Password** - user password
- **Domain** - computer domain in case of a local computer without connection to domain use the name of computer
- **Login format** - format of the domain login (e.g. [LOGIN]@[DOMAIN] for Windows, [DOMAIN][LOGIN] for Samba, etc.)
- **Overwrite existing file** - if you check this option then files with the same names in destination will be overwritten. Otherwise OptimiDoc leaves the existing file and saves new with a suffix.

#### Create scan destination



Title	<input type="text" value="Server folder"/>
Type	<input type="text" value="Folder"/>
Path	<input type="text" value="D:\user_space\OD_scans"/>
DFS	<input type="checkbox"/>
Login	<input type="text" value="administrator"/>
Password	<input type="password" value="....."/>
Domain	<input type="text" value="optimidoc.local"/>
Login format	<input type="text" value="[LOGIN]@[DOMAIN]"/>
Overwrite existing file	<input type="checkbox"/>



**Tip** You can also use [system parameters](#) for creating a new folder

#### 5.5.2.3 FTP

**FTP** type delivers the scan to a defined FTP server.



- **Title** - destination title
- **Type** - type of scan destination
- **FTP server** - can be written by domain name or IP address and port, <ip\_address>:<port>
- **Path** - user can choose, where the document will be stored. If the path is empty, it will go to home directory.
- **Login & password** - credentials to FTP server

#### Create scan destination



Title	<input type="text" value="FTP destination"/>
Type	<input type="text" value="Ftp"/>
FTP server	<input type="text" value="ftp.optimidoc.com"/>
SSL	<input checked="" type="checkbox"/>
Document path	<input type="text" value="[user_name]"/>
Login	<input type="text" value="oduser"/>
Password	<input type="password" value="....."/>

#### 5.5.2.4 Microsoft SharePoint

SharePoint type delivers the scan to defined document library of Microsoft SharePoint. SharePoint does not support automatic sub folder creation.

- **Title** - destination title
- **Type** - type of scan destination
- **SharePoint server** - URL to SharePoint server (ex. http://sharepoint)
- **SharePoint web** - SharePoint Website (ex. /Sales or /HR)
- **Document path** - path to document list (ex. /Documents/)
- **Login** - login name of user account
- **Password** - password of user account
- **Domain** - domain of user account



Create scan destination



Title

Type

Microsoft SharePoint



SharePoint server

SharePoint web

Document path

Login

Password

Domain

Save

Cancel

### 5.5.2.5 Google Drive

**Google Drive** type delivers the scan to Google Drive. Google Drive does not support the automatic subfolder creation.

- **Title** - destination title
- **Type** - type of scan destination
- **Folder** - folder in selected Google Drive. Scan workflow parameters can be used.



## Create scan destination



Title

Scan to Google Drive

Type

Google Drive



Folder ⓘ

Documents

Convert to Google format



Google Drive must be authorized by user. Click on key icon and you will be redirected to your Google Account where you can authorize OptimiDoc to use your Google Drive.

Save

Cancel

**Note**

The Google Drive destination requires authorization with the Google account.



To authorize the destination, click on the button. You will be redirected to the Google webpage where you can allow access to the Google Drive, by clicking on the Allow access button.

### 5.5.2.6 Script

**Script** type instead of saving the document starts the script which can proceed any following operation like storage to ERP system.

- **Title** - destination title
- **Type** - type of scan destination
- **Script** - file name of script including the path
- **Arguments** - script argument. Scan workflow parameters and file parameters can be used:
  - **[filename]** - absolute path to scanned document
  - **[metadata]** - absolute path to metadata of scanned document



Create scan destination



Title

LPR Print

Type

Script

Script

C:\windows\system32\lpr.exe

Arguments

-S 192.168.0.8 -P PS [filename]

Save

Cancel



**Example**

Title: LRP print

Type: Script

Script: C:\windows\system32\lpr.exe

Arguments: -S <printer\_IP\_address> -P PS [filename]

Note: LPR needs to be enabled in Windows features.

**You can also run Powershell Script as well:**

Edit scan destination



Title

Script destination

Type

Script

Script

powershell.exe

Arguments

-File C:\Scans\Scripts\db\_insertion.ps1 "[filename]" "[param\_key]"

Save

Cancel

### 5.5.2.7 OptimiDoc

**OptimiDoc** type delivers the scan to the OptimiDoc server. The user can then download/delete



the document from the OptimiDoc's Dashboard.

- **Title** - destination title
- **Type** - type of scan destination
- **Notify user by email** - User will be notified by OptimiDoc that the document is ready
  - **email subject** - Subject of notification email
  - **email body** - Body of notification email. You can use the parameter [link] to add direct URL to the document

#### Create scan destination



Title

Scan to OptimiDoc

Type

OptimiDoc



Notify user by e-mail



E-mail subject

New scan to OptimiDoc

E-mail body

The download link to a new scan is:



Save

Cancel

#### 5.5.2.8 DropBox

**DropBox** type delivers the scan to DropBox.

- **Title** - destination title
- **Type** - type of scan destination
- **Folder** - folder in selected DropBox account. Scan workflow parameters can be used.



## Create scan destination



Title

Scan to DropBox

Type

DropBox

Path

Invoices

DropBox must be authorized by user. Click on key icon and you will be redirected to your DropBox Account where you can authorize OptimiDoc to use your DropBox.

Save

Cancel



### Note

The DropBox destination requires authorization via a DropBox account. To



authorize the destination, click on the button. You will be redirected to the DropBox page where you can allow access to the DropBox. To allow access click on the Allow access button.



## The app **OptimiDoc** would like to connect with your Dropbox.

- This app will have access to your entire Dropbox.
- Please make sure you trust this app before proceeding.
- You're currently logged in as **bsopik@gmail.com**. If you meant to connect from another account, you can [logout](#).

Allow

Deny

### 5.5.2.9 OneDrive

**OneDrive** type delivers the scan to OneDrive. OneDrive does not support automatic subfolders



creation.

- **Title** - destination title
- **Type** - type of scan destination
- **Folder** - folder in selected OneDrive. Scan workflow parameters can be used.
- **Business** - type of OneDrive. Business or Personal OneDrive type.

#### Create scan destination



Title	<input type="text" value="OneDrive Business"/>
Type	<input type="text" value="OneDriver Business"/>
Folder	<input type="text" value="/data"/>
Client ID	<input type="text" value="ae7bb117-6d2f-477e-b359-40b8b043f6d4"/>
Return URL	<input type="text" value="https://192.168.21.143:14266/"/>

OneDrive must be authorized by user. Click on key icon and you will be redirected to your Microsoft Account where you can authorize OptimiDoc to use your OneDrive.

Save

Cancel



#### Note

The OneDrive destination requires authorization via Microsoft account. To



authorize the destination click on the button. You will be redirected to the OneDrive page where you can allow access by clicking on the **Yes** button.

#### 5.5.2.9.1 OneDrive Personal



#### Note

The OneDrive destination requires authorization via a Microsoft account. To



**authorize** the destination click on the button. You will be redirected to the OneDrive page where you can **allow access** to the OneDrive.

- To allow access click **Yes**.





Let this app access your  
info?

OptimiDoc needs your permission to:



**Access OneDrive files**

OptimiDoc will be able to open and  
edit OneDrive files, including files  
shared with you.



**Access your info anytime**

OptimiDoc will be able to see and  
update your info, even when you're not  
using this app.

You can change these [application permissions](#)  
at any time in your account settings.

OptimiDoc [Privacy & Cookies](#) | [Terms](#)

Yes

No

[Terms of Use](#)

[Privacy & Cookies](#)  
[out](#)

[Sign](#)

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- **Copy URL** address from browser input and insert to OneDrive Authentication code dialog
- Click on the **Save** button.



Files - OneDrive

onedrive.live.com/?id=root&cid=975C04D

OneDrive

## OneDrive Authorization

OneDrive redirect URL

Save Cancel

### 5.5.2.9.2 OneDrive Business

Before you start using OneDrive Business there are manual steps required. Follow the steps below.

1. Login to the Azure Management Portal - <https://portal.azure.com/>
2. Go to the Azure Active Directory section > App Registrations and click on New registration.

Microsoft Azure

Search resources, services, and docs (G+)

marcel.klimes@optimid... OPTIMIDOC S.R.O.

Home > OptimiDoc s.r.o. | App registrations

OptimiDoc s.r.o. | App registrations

+ New registration Endpoints Troubleshooting Got feedback?

Welcome to the new and improved App registrations (now Generally Available). See what's new and learn more on how it's changed. →

All applications Owned applications

Start typing a name or Application ID to filter these results

Display name	Application (client) ID	Created on	Certificates & secrets
so SharePoint Online Training	f2c29609-f5cb-4446-b6f9-5a2e66b83ae2	4/22/2020	Current

App registrations

3. Enter the application name, select native application type and Redirect URI.



Microsoft Azure

Search resources, services, and docs (G+)

[Home](#) > [OptimiDoc s.r.o. | App registrations](#) > Register an application

## Register an application

---

**\* Name**

The user-facing display name for this application (this can be changed later).

OptimiDoc OneDrive Business ✓

**Supported account types**

Who can use this application or access this API?

☒ Accounts in this organizational directory only (OptimiDoc s.r.o. only - Single tenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

**Redirect URI (optional)**

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Public client/native (mobile ... ▼

https://<server\_ip\_address>:14266/

---

[By proceeding, you agree to the Microsoft Platform Policies](#)

Register

- After creating the application, go to API permissions > Add a permission and search for SharePoint.



Home > OptimiDoc s.r.o. | App registrations > OptimiDoc Sharepoint | API permissions

### OptimiDoc Sharepoint | API permissions

Search (Ctrl+F) Refresh

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**API permissions**  
Expose an API  
Owners  
Roles and administrators (Previ...  
Manifest  
Support + Troubleshooting  
Troubleshooting  
New support request

**Configured permissions**

Applications are authorized to call APIs when they are granted perm all the permissions the application needs. [Learn more about perm](#)

**+ Add a permission** Grant admin consent for Optim

API / Permissions name	Type	Description
Microsoft Graph (1)		
User.Read	Delegated	Sign in and
SharePoint (4)		
AllSites.Manage	Delegated	Read and w
AllSites.Write	Delegated	Read and w
MyFiles.Read	Delegated	Read user fi
MyFiles.Write	Delegated	Read and w

### Request API permissions

**Azure Batch**  
Schedule large-scale parallel and HPC applications in the cloud

**Azure Service Management**  
Programmatic access to much of the functionality available through the Azure portal

**Dynamics 365 Business Central**  
Programmatic access to data and functionality in Dynamics 365 Business Central

**Intune**  
Programmatic access to Intune data

**Power BI Service**  
Programmatic access to Dashboard resources such as Datasets, Tables, and Rows in Power BI

**Skype for Business**  
Integrate real-time presence, secure messaging, calling, and conference

**Azure DevOps**  
Integrate with Azure DevOps and Azure DevOps server

**Azure Storage**  
Secure, massively scalable object and data lake storage for unstructured and semi-structured data

**Dynamics CRM**  
Access the capabilities of CRM business software and ERP systems

**Office 365 Management APIs**  
Retrieve information about user, admin, system, and policy actions and events from Office 365 and Azure AD activity

**PowerApps Runtime Service**  
Powerful data storage, modeling, security and integration capabilities

**Universal Print**  
Programmatic access to create and manage printer and print job resources

**Azure Key Vault**  
Manage your key vaults as well as the keys, secrets, and certificates within your Key Vaults

**Data Export Service for Microsoft Dynamics 365**  
Export data from Microsoft Dynamics CRM organization to an external destination

**Flow Service**  
Embed flow templates and manage flows

**OneNote**  
Create and manage notes, lists, pictures, files, and more in OneNote notebooks

**SharePoint**  
Interact remotely with SharePoint data

**Yammer**  
Access resources in the Yammer web interface (e.g. messages, users, groups)

5. Select the Microsoft.SharePoint API and in permissions select rights based on the image below and click on Select. Add permissions for SharePoint Online and save.



Request API permissions

< All APIs

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

Select permissions

expand all

Type to search

Permission	Admin consent required
AllSites (2)	
<input type="checkbox"/> AllSites.FullControl Have full control of all site collections ⓘ	Yes
<input checked="" type="checkbox"/> AllSites.Manage Read and write items and lists in all site collections ⓘ	-
<input type="checkbox"/> AllSites.Read Read items in all site collections ⓘ	-
<input checked="" type="checkbox"/> AllSites.Write Read and write items in all site collections ⓘ	-
MyFiles (2)	
<input checked="" type="checkbox"/> MyFiles.Read Read user files ⓘ	-
<input checked="" type="checkbox"/> MyFiles.Write Read and write user files ⓘ	-
> Sites	
> TermStore	
> User	

Add permissions

Discard

6. Configure the redirect URIs in Authentication section. Add the following two redirect URIs  
<https://<server IP>:14266/Dashboard/OneDriveConfirm/>,  
<https://<server IP>:14266/Destination/OneDriveConfirm/>



Home > OptimiDoc s.r.o. | App registrations > OptimiDoc OneDrive Business | Authentication

### OptimiDoc OneDrive Business | Authentication

Search (Ctrl+/) Save Discard Switch to the old experience Got feedback?

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  - Certificates & secrets
  - Token configuration
  - API permissions
  - Expose an API
  - Owners
  - Roles and administrators (Previ...
  - Manifest
- Support + Troubleshooting
  - Troubleshooting
  - New support request

#### Platform configurations

Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.

+ Add a platform

#### Mobile and desktop applications

Quickstart Docs

##### Redirect URIs

The URIs we will accept as destinations when returning authentication responses (tokens) after successfully authenticating users. Also referred as reply URLs. [Learn more about redirect URIs and the restrictions](#)

- ☐ <https://login.microsoftonline.com/common/oauth2/nativeclient>
- ☐ [https://login.live.com/oauth20\\_desktop.srf](https://login.live.com/oauth20_desktop.srf) (LiveSDK)
- ☐ [msal649ccbed-83fc-4ed2-95e6-c2f640e04ac7](https://login.live.com/oauth20_desktop.srf) (MSAL only)
- [https://<server\\_ip\\_address>:14266/](https://<server_ip_address>:14266/)
- [https://<server\\_ip\\_address>:14266/Destination/OneDriveConfirm/](https://<server_ip_address>:14266/Destination/OneDriveConfirm/)
- [https://<server\\_ip\\_address>:14266/Dashboard/OneDriveConfirm/](https://<server_ip_address>:14266/Dashboard/OneDriveConfirm/)

[Add URI](#)

7. Now you have completed configuration in Azure.

8. To start the configuration of OptimiDoc you will need the Application ID.

Home > OptimiDoc s.r.o. | App registrations > OptimiDoc OneDrive Business

### OptimiDoc OneDrive Business

Search (Ctrl+/) Delete Endpoints

Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for developer). →

Display name	: OptimiDoc OneDrive Business	Supported account types	: My organization only
Application (client) ID	: 649ccbed-83fc-4ed2-95e6-c2f640e04ac7	Redirect URIs	: 0 web, 1 public client
Directory (tenant) ID	: afc1598d-8a55-4a93-90a7-93eaaa70c076	Application ID URI	: <a href="#">Add an Application ID URI</a>
Object ID	: 6ee71767-a3f1-4216-87ad-6fc3a1bf075f	Managed application in ...	: OptimiDoc OneDrive Business

Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

#### Call APIs

Build more powerful apps with rich user and business data from Microsoft services and your own company's data sources.

[View API permissions](#)

#### Documentation

- [Microsoft identity platform](#)
- [Authentication scenarios](#)
- [Authentication libraries](#)
- [Code samples](#)
- [Microsoft Graph](#)
- [Glossary](#)
- [Help and Support](#)

9. In OptimiDoc setup the destination.



### Edit scan destination



Title

Type

OneDriver Business



Folder

Client ID

Application ID

Return URL

https://<server\_ip\_address>:14266/

OneDrive must be authorized by user. Click on key icon and you will be redirected to your Microsoft Account where you can authorize OptimiDoc to use your OneDrive.

Save

Cancel



10. Authorize access by clicking on the button. For general account use the button in Scan Destinations. For personal OneDrive the user needs to authorize the access in Dashboard.

#### 5.5.2.10 Box.com

### Create scan destination



Title

Box.com

Type

Box



Path

\data\scan\

Box must be authorized by user. Click on key icon and you will be redirected to your Box Account where you can authorize OptimiDoc to use your Box.

Save

Cancel

Authorize newly created destination globally or let users authorize Box by themselves.



Use it within any workflow output settings as a destination.



**Note** Folder structure "scan\folder1\subfolder" - !no lead and trailing slash '\!'

### 5.5.2.11 SharePoint Online

1. Login to the Azure Management Portal - <https://portal.azure.com/#>
2. Go to the Azure Active Directory section > App Registrations and click on New registration.

The screenshot shows the Microsoft Azure portal interface. The top navigation bar includes the Microsoft Azure logo, a search bar, and user information for 'marcel.klimes@optimidoc.s.r.o.'. The left sidebar lists various Azure services, with 'App registrations' highlighted in red. The main content area shows the 'App registrations' page for 'Optimidoc s.r.o. | App registrations'. A 'New registration' button is highlighted in red. Below this, a table lists the registered applications. The table has columns for 'Display name', 'Application (client) ID', 'Created on', and 'Certificates & secrets'. One application is listed: 'SharePoint Online Training' with client ID 'f2c29609-f5cb-4446-b6f9-5a2e66b83ae2', created on '4/22/2020', and status 'Current'.

Display name	Application (client) ID	Created on	Certificates & secrets
so SharePoint Online Training	f2c29609-f5cb-4446-b6f9-5a2e66b83ae2	4/22/2020	Current

3. Enter the application name and Redirect URI: <https://oauth.optimidoc.com/MicrosoftOnline/>





Microsoft Azure

Search resources, services, and docs (G+ /)

[Home](#) > [OptimiDoc s.r.o. | App registrations](#) > [Register an application](#)

## Register an application

---

**\* Name**

The user-facing display name for this application (this can be changed later).

OptimiDoc SharePoint ✓

**Supported account types**

Who can use this application or access this API?

☒ Accounts in this organizational directory only (OptimiDoc s.r.o. only - Single tenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

**Redirect URI (optional)**

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web

https://oauth.optimidoc.com/MicrosoftOnline/ ✓

---

[By proceeding, you agree to the Microsoft Platform Policies](#)

Register

- After creating the application, go to API permissions > Add a permission and search for SharePoint.



Home > OptimiDoc s.r.o. | App registrations > OptimiDoc Sharepoint | API permissions

### OptimiDoc Sharepoint | API permissions

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**API permissions**  
Expose an API  
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Roles and administrators (Previ...  
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Support + Troubleshooting  
Troubleshooting  
New support request

**Configured permissions**

Applications are authorized to call APIs when they are granted perm all the permissions the application needs. [Learn more about perm](#)

**+ Add a permission** Grant admin consent for Optimi

API / Permissions name	Type	Description
Microsoft Graph (1)		
User.Read	Delegated	Sign in and
SharePoint (4)		
AllSites.Manage	Delegated	Read and w
AllSites.Write	Delegated	Read and w
MyFiles.Read	Delegated	Read user fi
MyFiles.Write	Delegated	Read and w

### Request API permissions

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Manage your key vaults as well as the keys, secrets, and certificates within your Key Vaults

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Retrieve information about user, admin, system, and policy actions and events from Office 365 and Azure AD activity

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Interact remotely with SharePoint data

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Integrate real-time presence, secure messaging, calling, and conference

**Universal Print**  
Programmatic access to create and manage printer and print job resources

**Yammer**  
Access resources in the Yammer web interface (e.g. messages, users, groups)

5. Select the Microsoft.SharePoint API and in permissions select rights based on the image below and click on Select. Add permissions for SharePoint Online and save.



### Request API permissions

[← All APIs](#)

What type of permissions does your application require?

**Delegated permissions**  
Your application needs to access the API as the signed-in user.

**Application permissions**  
Your application runs as a background service or daemon without a signed-in user.

Select permissions [expand all](#)

Permission	Admin consent required
<b>▼ AllSites (2)</b>	
<input type="checkbox"/> AllSites.FullControl Have full control of all site collections ⓘ	Yes
<input checked="" type="checkbox"/> AllSites.Manage Read and write items and lists in all site collections ⓘ	-
<input type="checkbox"/> AllSites.Read Read items in all site collections ⓘ	-
<input checked="" type="checkbox"/> AllSites.Write Read and write items in all site collections ⓘ	-
<b>▼ MyFiles (2)</b>	
<input checked="" type="checkbox"/> MyFiles.Read Read user files ⓘ	-
<input checked="" type="checkbox"/> MyFiles.Write Read and write user files ⓘ	-
<a href="#">&gt; Sites</a>	
<a href="#">&gt; TermStore</a>	
<a href="#">&gt; User</a>	

Add permissionsDiscard

6. Now, when you have finished with application registration create the scan destination in OptimiDoc.

**Title** - name of scan destination

**Type** - type of scan destination

**SharePoint server** - add your SharePoint online URL

**SharePoint web** - leave empty if you want to upload scans in SharePoint root folder

**SharePoint path** - name of the folders on SharePoint

- See below points on how to add Client ID and Client Secret

*In case you are using sites in SharePoint, you need to set and split URL address like e.g.*

URL "https://optimidoc.sharepoint.com"



Web = "/sites/OptimiDocNorthAmerica"

Path = "/Shared%20Documents/test"

### Create scan destination



Title	OptimiDoc SharePoint
Type	SharePoint Online
SharePoint server	https://optimidoc.sharepoint.com/
SharePoint web	/Scanning
Document path	
Client ID	3c7f7c9c-a157-46a1-9f5a-0ebd11a34
Client secret	7m/L98KzpMTsBpsp5KlwMHHKLKT23

[Save](#) [Cancel](#)

7. Add a Client ID -> Copy your Application ID and paste into scan destination "Client ID".

Home > [OptimiDoc s.r.o. | App registrations](#) > [OptimiDoc Sharepoint](#)

Search (Ctrl+J)

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Authentication

Certificates & secrets

Token configuration

Delete Endpoints

Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for developer). →

Display name : [OptimiDoc Sharepoint](#)

Application (client) ID : [f2c29609-f5cb-4446-b6f9-5a2e66b83ae2](#)

Directory (tenant) ID : [afc1598d-8a55-4a93-90a7-93eaaa70c076](#)

Object ID : [0e0b98c0-cbc0-46fb-a15e-f28c91e79e35](#)

Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

8. Add a Client Secret -> Certificates & secrets -> New client secret -> fill in description -> click Add and copy key value -> paste key value in scan destination "Client Secret" -> then click Save



Home > OptimiDoc s.r.o. | App registrations > OptimiDoc Sharepoint | Certificates & secrets

### OptimiDoc Sharepoint | Certificates & secrets

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  - Certificates & secrets**
  - Token configuration
  - API permissions
  - Expose an API
  - Owners
  - Roles and administrators (Previ...
  - Manifest
- Support + Troubleshooting
  - Troubleshooting
  - New support request

#### Add a client secret

Description  
SharePoint Secret

Expires  
☐ In 1 year  
☐ In 2 years  
☒ Never

**Add** Cancel

#### Client secrets

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

**+ New client secret**

Description	Expires	Value
SharePoint Secret	12/31/2299	P@O*****

#### Client secrets

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

**+ New client secret**

Description	Expires	Value
SharePoint Secret	12/31/2299	WckAPOSv_QWS_-dlj6?1oPhapysz6S7X



9. Then authorize access by clicking on the  button on the user's dashboard. For general account use the button in Scan Destinations.

### 5.5.2.12 WebDAV

To create a **WebDAV** scan destination click on the button *Add scan destination* and select the destination type **WebDAV**.



### Create print connector



Title

Type

WebDAV



URL

Document path 

Login

Password

Enabled for everyone

☐

Enabled for

Nothing selected



Save

Cancel

Fill in the Title and URL Address of the scan destination and you can also choose document path.

Don't forget to Enable it for everyone or for a specific group. After that Save the scan destination.



### 5.5.3 Scan parameters

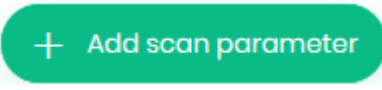
Each **scan workflow** can have assigned none, one or multiple scan parameters. Such assigned parameters can be used in the document name, destination or saved as metadata. Workflow can only have parameters created in the scan parameters section assigned. Such scan parameters can be used by multiple scanning workflows.

#### Scan parameters - List

List of **scan parameters** provides the basic overview of defined parameters. From the list you can add a new scan parameter, edit the current parameters or delete them.

Title	Key	Data type	Required	Options
Currency	cur	List	False	
Invoice number	inv	Number	True	

#### Scan parameters - add parameter

To **add** a parameter to OptimiDoc, click on the  button and enter the required information based on the selected type. OptimiDoc offers the following parameter types:

- [Boolean](#)
- [String](#)
- [Date](#)
- [Number](#)
- [List](#)
- [CSV external list](#)
- [XML external list](#)
- [JSON external list](#)
- [User list](#)
- [Microsoft SharePoint List](#)
- [Folder](#)


#### Scan parameters - edit parameter



To **edit** a parameter, click on  and change the settings.

## Scan parameters - delete parameter



To **delete** a parameter, click on . The parameter cannot be deleted if it is assigned to any scan workflow.

### 5.5.3.1 Boolean

**Boolean** type allows to select the value between yes and no.

- **Title** - title of the scan parameter
- **Key** - key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required
- **Type** - type of parameter
- **Default value** - predefined value (Yes/No/Empty)

Edit scan parameter ×

---

Title	<input type="text" value="Invoice number"/>
Key	<input type="text" value="inv"/>
Required	<input checked="" type="checkbox"/>
Type	<input type="text" value="Boolean"/>
Default value	<input type="text" value="True"/>

### 5.5.3.2 String

**String** type allows users to enter the text information.

- **Title** - title of the scan parameter
- **Key** - key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required





- **Type** - type of parameter
- **Default value** - predefined value which will be used on embedded user terminal

#### Edit scan parameter



Title

Detail

Key

detail

Required



Type

String



Default value



Invoice

Save

Cancel

### 5.5.3.3 Date

**Date** parameters enables users to enter date information.

- **Title** - title of the scan parameter
- **Key** - key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required
- **Type** - type of parameter
- **Default value** - predefined value which can be preselected date, current date or empty
  - **to select the current day**, click on the button 
  - **to clear the date** and leave the field empty, click on the button 



Edit scan parameter



Title

Date

Key

current\_date

Required



Type

Date



Default value

[TODAY]



Save

Cancel

### 5.5.3.4 Number

**Number** parameters allows users to enter a number.

- **Title** - title of the scan parameter
- **Key** - key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required
- **Type** - type of parameter
- **Default value** - predefined value which can be predefined number or empty



Edit scan parameter



Title

Invoice number

Key

inv\_number

Required



Type

Number



Default value

000000



Save

Cancel

### 5.5.3.5 List

**List** parameters allows users to select the value from a predefined list.

- **Title** - a title of the scan parameter
- **Key** - a key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required
- **Type** - a type of parameter
- **Default value** - a predefined value which can be preselected from list or empty

To **add** new items to list, click on and follow the instructions below.



### Edit scan parameter



Title

Type

Key

product\_type

Required



Type

List

Default value


Hammer



Save

Cancel

## List items

List parameters can have predefined set of items including the predefined order.

To **add** a new item, click on the button  and a new row will be added to enter a new key and a value. Title is user in embedded user interface for selection. Value is used in parameter value request.

- To **delete** an item, click on the button .
- To **change** the row order, click on the button  and move the item to a desired position.

All changes need to be confirmed by clicking on the Save button. Or the changes can be discarded by clicking on the Cancel button.



Edit list parameters



	value1	title1	

Edit list parameters



	1	Tools	
	2	Hammer	

### 5.5.3.6 CSV external list

**CSV** external list takes the items value from **CSV** file. The values in CSV need to be separated by a comma. OptimiDoc updates the changes in CSV files **automatically**.

- **Title** - title of the scan parameter
- **Key** - a key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]. If you want to assign the parameter to document stored to SharePoint it is necessary to put the Key name as the same as is name of column in SharePoint (ex. Surname).
- **Required** - if the parameter input is required
- **Type** - a type of parameter
- **Default value** - a predefined value which can be preselected from list or empty
- **Path** - a path to CSV file with list items



Edit scan parameter



Title	<input type="text" value="Article"/>
Key	<input type="text" value="article_id"/>
Required	<input type="checkbox"/>
Type	<input type="text" value="CSV List"/>
Default value	<input type="text" value="How to"/>
Path	<input type="text" value="C:\data\article.csv"/>

Note: the format of CVS file is the following:

```
value1,title1  
value2,title2  
value3,title3  
...
```

### 5.5.3.7 XML external list

**XML** external list takes the items value from an XML file. OptimiDoc updates the changes in XML files automatically.

- **Title** - title of the scan parameter
- **Key** - a key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required
- **Type** - a type of parameter
- **Default value** - a predefined value which can be preselected from list or empty
- **Path** - a path to CSV file with list items
- **Item element** - an element name which represents item
- **Key** - a name of list item key
- **Value** - a name of list item value
- **Key/Value** in attributes - check in case the key and the value are stored in XML as an attribute of the item. In other cases we search key and value as an element of XML file.



Edit scan parameter



Title

Supported Devices

Key

supp\_device

Required



Type

XML List



Default value

Lenovo A5000



Path

C:\list\devices.xml

Item element

devices

Key

device\_id

Value

device\_name

Key/Value in attributes



Save

Cancel

XML files examples:



Example

**Example 1 (key and value as an element):**

```
<list>
  <item>
    <key>key1</key>
    <value>value1</value>
  </item>
  <item>
    <key>key2</key>
    <value>value2</value>
  </item>
  <item>
    <key>...</key>
    <value>...</value>
  </item>
```



</list>

### Example 2 (key and value as attributes):



Example

```
<list>
  <item key="key1" value="value1" />
  <item key="key2" value="value2" />
  <item key="..." value="..." />
</list>
```

OptimiDoc can handle any XML structure if the list items are defined in item and its attributes or elements.

### 5.5.3.8 JSON external list

**JSON** external list takes the items value from JSON file. The values in CSV needs to be separated by comma. OptimiDoc updates the changes in CSV files automatically.

- **Title** - title of the scan parameter
- **Key** - a key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required
- **Type** - a type of parameter
- **Default value** - a predefined value which can be preselected from list or empty
- **Path** - a path to JSON file with list items

Edit scan parameter



Title

Operating system

Key

os

Required



Type

JSON List

Default value

Windows 10 Professional

Path

C:\list\os.json

Save

Cancel

JSON file structure:





Example


```
{  
  "key1": "value1",  
  "key2": "value2",  
  "...": "...",  
}
```

### 5.5.3.9 User list

**User list** parameter will let you select user that is defined in OptimiDoc - more specifically it's email, home folder or login.

- **Title** - title of the scan parameter
- **Key** - a key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required
- **Type** - a type of the parameter
- **Default value** - predefined value of the parameter can be empty or currently logged user.

To select currently logged user, click on the  button

- To **Remove** a logged user, click on the button 
- **User Attribute** - defines the value which will be used in next processing of scanned document. The value can be the following:
  - Email
  - User Home folder
  - User login



## Edit scan parameter



Title

User

Key

sel\_user

Required



Type

User List



Default value

[CURRENT\_USER]



User Attribute

Login



Save

Cancel

### 5.5.3.10 Microsoft SharePoint List

**SharePoint** List type enables to read a list from Microsoft SharePoint lists.

- **Title** - title of the scan parameter
- **Key** - a key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]. If you want to use the value as the column value in SharePoint Document library it is necessary to give the key value same as is the name of column.
- **Required** - if the parameter input is required
- **Type** - a type of the parameter
- **Default value** - the predefined value (Yes/No/Empty)
- **SharePoint server** - URL to SharePoint server (ex. http://sharepoint)
- **SharePoint Web** - SharePoint Website (ex. /Sales or /HR)
- **Login** - a username from an account
- **Password** - a password of user account
- **Domain** - a domain of the user account
- **List title** - the name of list (ex. Partners)
- **Value field** - column which will be used as a value. If you want to use the selected value as a reference to the list it is necessary to use ID.
- **Display field** - column which will be used for presentation on panel
- **Refresh period** - the data are stored inside OptimiDoc. This value represents the refresh period how often it will be read from SharePoint Server.



Edit scan parameter



Title

Key

Required

☐

Type

Microsoft SharePoint List



Default value

---



SharePoint server

SharePoint web

Login

Password

Domain

List title

Value field

Display field

Refresh period (in hours)

24

Save

Cancel

### 5.5.3.11 Folder

**Folder** allows users to select where to save scanned documents. On MFP, users can browse through the structure of the Scan destination.



- **Title** - a title of the scan parameter
- **Key** - key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required

To enable folder browsing on MFP:

1. Create scan parameter with type Folder (with some key e.g. "subfolder" ) and assign it to scanning workflow
2. Specify whole path to folder e.g. C:\scans or \\server\scans
3. Modify path from previous step to contains [key] .. e.g: C:\scan\[subfolder]

After that, you will be able to browse folders on terminal.

Edit scan parameter

×

Title

Server folder

Key

[user\_name]

Required

☒

Type

Folder

▼

Save

Cancel

#### 5.5.3.12 Site

**Site parameter** allows users to select which SharePoint site scanned documents will be saved to. On MFP, users can browse through the structure of the Scan destination.

- **Title** - a title of the scan parameter
- **Key** - key which will be used in naming or destination. To use the parameter selected value put to the field [parameter\_key]
- **Required** - if the parameter input is required

To enable site browsing on MFP:

1. Create scan parameter with type Site (with some key e.g. "sharepoint\_site" ) and assign it to scanning workflow



### Create scan parameter



Title

SharePoint Site Selection

Key

sharepoint\_site

Required



Type

Site



Save

Cancel

2. Modify path in order to contain [key] .. e.g: [sharepoint\_site]



## Edit scan destination



Title

SharePoint Site Selection

Type

SharePoint Online



SharePoint server

https://optimidoc.sharepoint.com/

SharePoint web

[sharepoint\_site]

Document path

[folder]

Client ID

fba331c5-b1dc-4aa2-b805-2d78049fea53

Client secret

24AfbN.Hqe2-1r2bm5BJz6uB\_u~s.s8.0b

Save

Cancel

After that, you will be able to browse sites on the terminal.



## 5.6 Rules

**Rules** allows the OptimiDoc **administrator** to define **conditions** and **actions** for defined operations. With such rules you can force BW printing for selected department or jobs.

**Important**

There are certain limitations in case of usage on Network Devices. For example, forcing duplex does not work in case of network device due to limitation in editing PDL/PDL of print job.

### Available conditions and actions

Triggers	Conditions	Actions
<ul style="list-style-type: none"><li>• Authentication on terminal</li><li>• Print job delivery to device</li><li>• Releasing any job</li></ul>	<ul style="list-style-type: none"><li>• Login</li><li>• Group</li><li>• User</li><li>• Department</li><li>• Device</li><li>• Job title</li><li>• Current consumption</li><li>• Number of pages</li><li>• Job type</li><li>• Job consumption estimate</li></ul>	<ul style="list-style-type: none"><li>• Reject operation</li><li>• Force Black &amp; white</li><li>• Force Duplex</li><li>• PrintAll</li><li>• Redirect to device</li><li>• Save job preview</li><li>• Send email notification</li></ul>

### Rules list

The Administrator can see the list of created rules in the Rules section of the administrative web interface.

Rule name	Condition	Actions	Options
Rules executed during user authentication on device			
Rules executed before sending print job on device			
Rules executed before releasing any job on device			

### New rule

To create a **new rule**, click on the  button in the corresponding category regarding to




rule type. Then define a rule name, conditions and actions. Each rule can contain multiple conditions and actions.

### Edit rule

To **edit** selected rule, click on the  button.

### Remove rule

To **remove** selected rule, click on the  button.





## 5.6.1 Rules executed during user authentication on device

Available conditions and actions in this ruleset:

### Available conditions:

**Login** - will check the login of the user currently logged-in

**User's group** - will check the group to which current user belongs

**User** - will check the defined specific user

**Department** - will check the user's department

**Device** - this means that the rule will only be applied on the selected devices

**Current consumption** - means the current calendar month's consumption

### Possible actions:

**Reject operation** - this action will reject the operation which is being performed if conditions are met

**Print all jobs** - this action will print all unprinted jobs in the user's queue if conditions are met

**Send email notification** - this action will send an email notification with subject and body defined to the user logged in

**Send email notification to** - this action will send an email with subject and body to user specified in the action definition

## Examples

Example no. 1 - reject/deny user login on the device



Title

Users of accounting group can't login on particular device

### Conditions

&& User's group is ▼

Accounting

&& Device is ▼

Xerox AltaLink C8035 (3717768379)

### Actions

Reject operation

Send email notification with subject Login rejected

Your login attempt on  
device [device\_name]  
was rejected due to  
access restriction.  
Please contact the  
administrator to get the  
access.

and body

Example no. 2 - admin notification about login attempt



Title

Notify admin if somebody from defined groups will try to log

#### Conditions

&& Department is ▼

Sales

Office

&& Device is ▼

Lexmark CX725 (75286230109PW)

#### Actions

Reject operation

Send email notification to [admin@company.com](mailto:admin@company.com) with subject

Unauthorized access notification

User from  
department Sales or  
Office has tried to  
login on  
[device\_name].  
and body

### Example no. 3 - print all jobs in queue upon login, with consumption restriction

Title

PrintAll after login if consumption is less than

#### Conditions

&& Current consumption Color ▼ is less than ▼ 30

&& User is ▼

Marcel Klimeš (Company)

#### Actions

Print all jobs



## 5.6.2 Rules executed before sending print job on device

Available conditions and actions in this ruleset:

### Available conditions:

**Login** - this condition will check the login of the user currently logged-in

**User's group** - this condition will check the group to which the current user belongs

**User** - this condition will check specific user defined

**Department** - this condition will check the user's department

**Device** - this means that the rule will be applied only on the selected devices

**Current consumption** - means current calendar month's consumption

**Job title** - this condition will analyze job title ( name )

**Job consumption estimate** - this condition will analyze how many pages there are in current print job and of what type ( Color, Black & White )

### Possible actions:

**Force Black & White** - this action will force the print job to be printed in Black & White

**Force duplex** - this action will force the print job to be printed using duplex mode

**Reject operation** - this action rejects the operation that is being performed if conditions are met

**Redirect to device** - this action will redirect the print job to the selected printer

**Save job preview to** - this action will save the print job preview to the destination (created under Scan destination section) in PDF format

**Send email notification** - this action will send an email notification with subject and body defined to the logged-in user

**Send email notification to** - this action will send an email with subject and body to user specified in the action definition



#### Note

There are some availability exceptions:

In case of **Save job preview to** - **it is not possible** to deliver preview to OptimiDoc destination type

## Examples

Example no. 1 - job redirection



Title

Redirect to B&W device

### Conditions

&& Job consumption estimate Color ▼ is greater than ▼ 10

&& Department is ▼

Office

### Actions

Redirect to device Xerox VersaLink B405 (3714677690)

Send email notification with subject Job redirection

Your job was  
redirected to B&W  
device due to job  
consumption  
estimate.

and body



### 5.6.3 Rules executed before releasing any job on device



#### Important

These rules are available only on Xerox devices with pre-authorization enabled.

Available conditions and actions in this ruleset:

#### Available conditions:

**Login** - this condition will check the login of the user currently logged-in

**User's group** - this condition will check the group to which the current user belongs

**User** - this condition will check specific user defined

**Department** - this condition will check the user's department

**Device** - this means that the rule will be applied only on the selected devices

**Number of pages** - you can define color here as well as paper size

**Job type** - print, scan or copy job

**Current consumption** - means current calendar month's consumption

#### Possible actions:

**Reject operation** - this action rejects the operation that is being performed if conditions are met

**Send email notification** - this action will send an email notification with subject and body defined to logged-in user

**Send email notification to** - this action will send an email with subject and body to user specified in the action definition



## 5.7 Users

The **Users Section** is dedicated to **user management**. In the user section you can create or manage users, **import** them from CSV or the Active Directory or manage the departments.

**Users section contains the following parts:**

### User list

Overview and management page of **all users in OptimiDoc**.

### Department list

Management of **departments**.

### Group list

Management of **groups**. Groups are used for definition of user roles.

### User import

Page for **importing** of **users** from **CSV file** or **Active Directory**.  
(To setup the automatic synchronization of users from Active Directory, follow the guide [here](#).)

### Mass operation

Automatic PIN generation and PIN/Card Number import.

### Automatic synchronization

Page for **automatic import** settings.

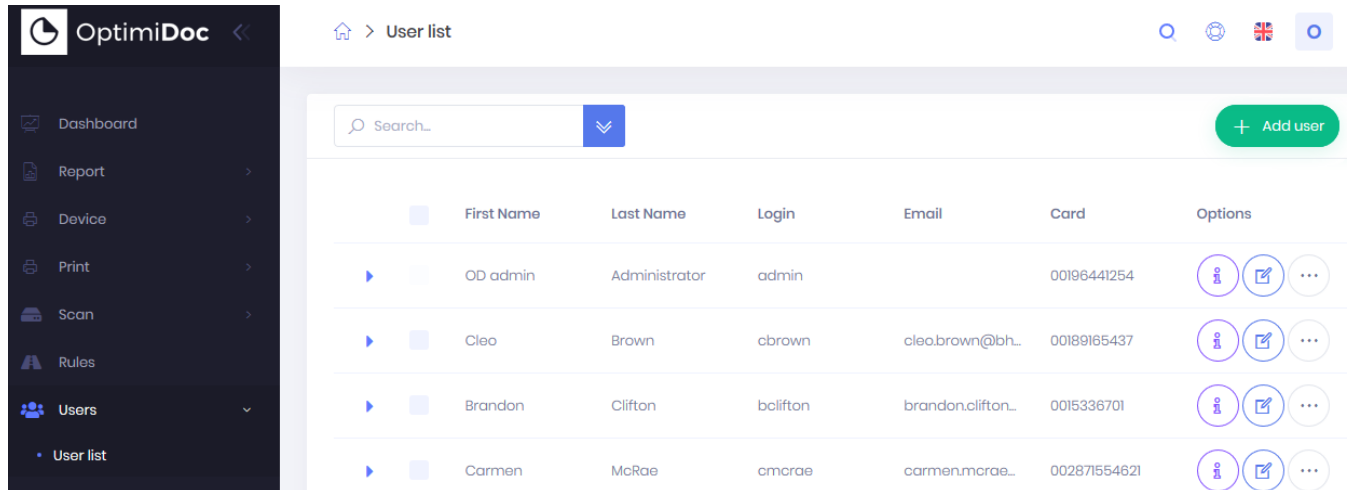
### GDPR

The GDPR function is intended to **anonymize** user-related data.



## 5.7.1 User list

The **User list** provides a **basic overview** of users in the **OptimiDoc** user database. Through the User list you can **view, search, add, edit or delete** users.



	First Name	Last Name	Login	Email	Card	Options
▶	OD admin	Administrator	admin		00196441254	
▶	Cleo	Brown	cbrown	cleo.brown@bh...	00189165437	
▶	Brandon	Clifton	bclifton	brandon.clifton...	0015336701	
▶	Carmen	McRae	cmcrae	carmen.mcrae...	002871554621	

## User list search

- **By name** - enter the name into the text field in the First Name or Last Name column
- **By login or card number** - enter the desired login or card number into the text field in the Login column
- **By department** - select a department from the list in the Department column
- **Email** - enter user's email
- **Type** - select either Active, Deleted or All

## Add a user

To **add** a user to OptimiDoc, click on the  button and fill in the following:

- **First name** - User's first name
- **Last name** - User's last name
- **Department** - User's department. Each user can have assigned only one department
- **Login** - login is a unique user identifier in OptimiDoc, and each user can have more than one login (different login in 3rd party applications)
- **Password** - User's password to the web interface and the embedded user interface in case of Login and Password authentication method
- **Email** - User's email which will be used for sending documents and notifications.
- **PIN** - PIN is used as a user's identifier in the case of PIN authentication method
- **Home folder** - User's home folder which will be used for document storage
- **Card number** - number of user's card used for authentication
- **Expiration** - user account expiration date





- **Default billing code** - user's default project
- **Groups** - groups to which the user belongs to

### Create user



First Name	<input type="text" value="Chris"/>
Last Name	<input type="text" value="Connor"/>
Department	<input type="text" value="Human Resources"/>
Login	<input type="text" value="cconnor"/>
Password	<input type="password" value="••••••••"/>
Email	<input type="text" value="chris.connor@bhcom.io"/>
PIN	<input type="text" value="8361"/>
Card number	<input type="text" value="00248441512"/>
Home folder	<input type="text" value="D:\homefolders\cconor"/>
Default billing code	<input type="text" value="infrastructure"/>
Expiration	<input type="text"/>
Groups	<input type="text" value="Support"/>

## Users - Edit user

The registered user's details can be viewed and edited.


To **view** user details such as:

- access rights
- allowed/denied operations



-assigned groups, scan flows, print connectors and billing codes,


click on the  button.

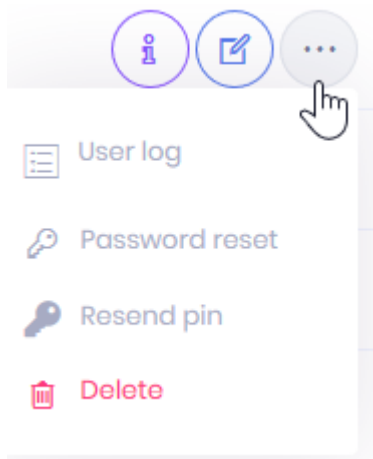
To show user's card number and department click the  small button next to user's name.

To **edit** existing user, click on the  button.

## Users - Delete user/Reset Password and more

To bring up a menu that allows you to **view user log**, **reset password**, **resend PIN** and to

**delete a user**, click on the  button to show a context menu. In the menu you can select a desired operation:





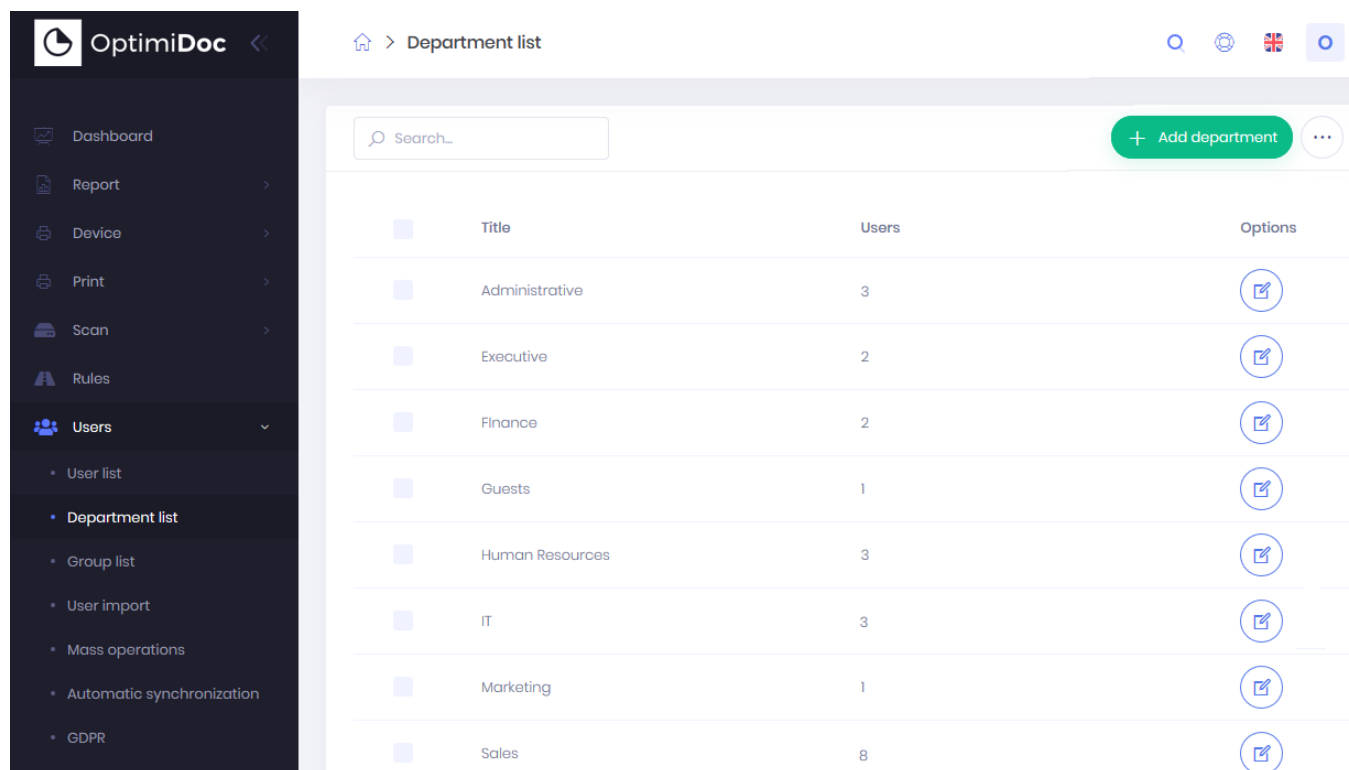
## 5.7.2 Department list

**Department list** page offers the administrator to **manage departments in OptimiDoc**. Departments are used during the definition of scanning workflows and during the creation of user accounts.

### Department list - Add department

+ Add department

To **add a** department to OptimiDoc click on the button, enter the department title and select its Group.



The screenshot shows the OptimiDoc interface. On the left is a dark sidebar with a menu including Dashboard, Report, Device, Print, Scan, Rules, and Users (expanded). Under Users, there are options like User list, Department list (highlighted), Group list, User import, Mass operations, Automatic synchronization, and GDPR. The main content area is titled 'Department list' and features a search bar, an 'Add department' button, and a table of existing departments.

	Title	Users	Options
<input type="checkbox"/>	Administrative	3	
<input type="checkbox"/>	Executive	2	
<input type="checkbox"/>	Finance	2	
<input type="checkbox"/>	Guests	1	
<input type="checkbox"/>	Human Resources	3	
<input type="checkbox"/>	IT	3	
<input type="checkbox"/>	Marketing	1	
<input type="checkbox"/>	Sales	8	

#### Create department



Title

Sales

Groups


Sales

Save


Cancel



## Department list - Delete department

To **delete** a department, click on the  button. The department cannot be deleted if any user is assigned to the department.

## Department list - Edit department

To **edit** a department, click on the  button, change the department title and/or change its Group.



### 5.7.3 Group list


**Groups** are used for **definition of access rights** to a particular functionality of OptimiDoc and multifunction. Basic Everyone group is used for general definition of access rights for all users. Other groups can switch the settings from Everyone group. So, for example, when the Everyone group allows usage of color printing and copying then the administrator can deny the Color group in other groups. Each group has an assigned list of users or departments.

	Name	Description	Options
<input type="checkbox"/>	Everyone		
<input type="checkbox"/>	Support	All support dpts	
<input type="checkbox"/>	Sales	Sales and Finance	
<input type="checkbox"/>	Guests	for guests only	
<input type="checkbox"/>	Executive	Company executive	


#### Group list - Add group

To **add** a group to OptimiDoc, click on the  button.

#### Group list - Delete group

To **delete** a group click, on the  button. A group cannot be deleted if any user is assigned to it.

#### Group list - Edit group

To **edit** a group click, on the  button.

#### Basic settings

- **Name** – Enter the name of the group



- **Description** – Enter the description of the group.
- **Access rights** - General settings of access to the web interface and device functions
- **Web interface** with the following options:
  - User - basic access to dashboard, user reports
  - Department Manager - access to user level + user department reports
  - Manager - access to user + complete reports
  - Administrator - access to the complete the OptimiDoc web interface
  - Local Administrator – access to the reports and device management for specific location. Location name is to be specified in the Description field of the group - if blank local admin will see all printers. (if your printers have location filled out, such as "3rd floor" or "Building A", you can enter the same location name into the description field)
- **Device operations** - Here you can deny any operation – Copying, Print, Scanning, Usage of color. If you want to use this functionality on **Xerox** devices, you need to turn on **pre-authorization**.

Edit group

Name

Support

Description

All support dpts

Access rights

Members

Scan workflows

Print connectors

Billing codes

Web interface

User

Device operations

Deny copying

Deny printing

Deny scanning

Deny usage of color

Save

Cancel

**Members** - tab to add and remove group members. Rights will be applied to users added to the group. To add a user or department, write input to the field. To remove a user or group, select user or department and click on the trash bin that will appear when you move your mouse pointer over one of assigned departments or users.



## Edit group



Name

Support

Description

All support dpts

Access rights

Members

Scan workflows

Print connectors

Billing codes

Departments

Users

IT

Administrative

Human Resources

Cleo Brown (Finance)

Brandon Clifton (Sales)



Save

Cancel

**Scan workflows** - definition of scan workflows access rights. In the list of Enabled workflows, you can see the list of enabled workflows in the Everyone group. In the list of disabled workflows, you see the list of disabled workflows in the Everyone group. To change the settings, move the workflow from disabled to enabled or opposite using the arrow buttons. There is also the possibility to enable or disable more scan workflows at once by holding down CTRL and selecting the desired flows.



Edit group



Name

Support

Description

All support dpts

Access rights

Members

Scan workflows

Print connectors

Billing codes

Enabled

Email scan

image.jpg

Scan to PDF

Disabled

Scan to Excel

Orders - BARCODE



Save

Cancel

**Print connectors** - definition of access rights to print connectors. Behavior is the same as for scan workflows. To change the settings, move the workflow from disabled to enabled or opposite using the arrow button. There is also the possibility to enable or disable more print connectors at once by holding down CTRL and selecting the desired connectors.





## Edit group



Name

Support

Description

All support dpts

Access rights

Members

Scan workflows

Print connectors

Billing codes

Enabled

DropBox for externals
EMail
Google drive (internal only)
ShareQ (for IT)

Disabled

Documents
One Drive



Save

Cancel

**Billing codes** - definition of access rights to projects. Behavior is the same as for workflows. To change the settings, move the workflow from disabled to enabled or opposite using the arrow button. There is also the possibility to enable or disable more projects at once by holding down CTRL and selecting the desired billing codes.



## Edit group

Name	Accounting	Description	Accounting department
------	------------	-------------	-----------------------

---

[Access rights](#) [Members](#) [Scan workflows](#) [Print connectors](#) [Projects](#)

Enabled

0002 (Private)

Disabled

0001 (Company)

«

»

After you have finished creating the new group, click on the **Save button**.  
We have the possibility to multiselect groups and delete more groups at once.



## 5.7.4 User import

OptimiDoc offers the automatic synchronization of users from the Active Directory (AD), OpenLDAP, Lotus Domino or CSV file. To import the user it is necessary to define AD or OpenLDAP configuration or CSV file and start the synchronization.

### AD and OpenLDAP import

**AD** and **OpenLDAP** configuration are accessible from the Main menu in the Users menu or Configuration.

AD configuration parameters necessary for successful import:

- Type - Type of connection - Active directory or OpenLDAP
- Login - login name of the user with access to AD or OpenLDAP
- Password - login password
- Directory - directory of AD or OpenLDAP for user import
- Domain - name of the domain from which the users shall be imported
- Card attribute- attribute from which the card shall be imported
- PIN attribute - attribute with user PIN
- Groups for replication - definition of active directory group names for replication including the user assignment
- External ID attribute
- Default billing code
- User filter - means LDAP query e.g.  
((&(objectClass=user)(memberOf=cn=Workers,ou=Test,dc=optimidoc,dc=local))) - which will import only users who are members of Group Workers in AD



**Tip** List of attributes' names in AD - [WEB](#).



**Note** If you want to establish secure connection between OD and AD, you have to fill in domain input: ldaps://<IP> or <domainname>:636

Your AD must support LDAPS (636 or 3269)

To start the import, click the **Synchronize** button.



AD synchronization CSV Import

AD 1 AD 2 +

Type: Active Directory Edit advanced settings: ☐

Login: administrator@optimidoc PIN attribute: employeeID

Password: Password field Home folder attribute:

Domain: 192.168.21.21 Alias attribute: oMAAccountName

Directory: OU=Company,DC=optimidoc,DC=local Groups for replication:

Department attribute: department Import incomplete users: ☒

Card attribute: pager External ID attribute:

Default billing code attribute:

User filter:

Synchronize Save

AD synchronization CSV Import

AD 1 AD 2 +

Type: Open LDAP Edit advanced settings: ☐

Login: cn=admin,dc=ldap,dc=optimidoc PIN attribute:

Password: Password field Home folder attribute:

Domain: ldap.optimidoc Alias attribute: givenName

Directory: dc=ldap,dc=optimidoc Groups for replication:

Department attribute: Import incomplete users: ☐

Card attribute: External ID attribute:

Default billing code attribute:

User filter:

Remove AD

Synchronize Save

## Google Directory import

For more information on how to set up GSuite Directory synchronization go to this [section](#).



#### A problem description:

The customer noticed, that some accounts from AD are not replicated to OptimiDoc. Non-replicated account is not disabled. In AD cannot successfully find the duplicate values of attributes (e. g. email). Sub-question – which duplicates are checked?



#### Note

##### The solution:

In AD it is necessary to set the attribute givenName. OptimiDoc requirement is: The name and surname of users must be filled, it is the reason for unexecuted replication.

The duplicates are normally written to log as follows: ERROR: Cannot create user Name Surname with Login: 'name.surname'.

## CSV import

To import the users from a CSV file it is necessary to specify the Path to the file or select it by clicking the Browse button.

#### CSV file structure:

*Login, GivenName, Surname, Department, Password, Email, Pin, HomeFolder, Card  
login1, Name1, Surname1, Department1, Password1, Email1, PIN1, Folder1, Card1  
login2, Name2, Surname2, Department2, Password2, Email2, PIN2, Folder2, Card2*

the header is always required.



AD synchronization  CSV Import

Path

or

Choose file


Drop files here or click to upload.

Only CSV files are allowed for upload

Synchronize

## User import - Import status


AD/OpenLDAP/CSV import result is listed below the configuration.

 > User import



Status

Finished (19.09.2019 11:38:08)

 Open log

Inserted 0

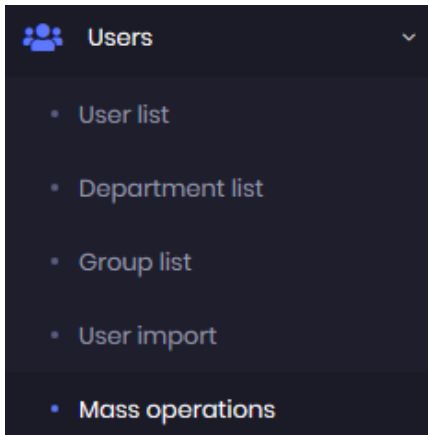
Updated 3

Deleted 1



### 5.7.5 Mass operations

**Mass operations** are accessible under the menu item:



**Mass operations** can be used for an email distribution of automatically created PINs to users. This helps in case the customer does not know the user card numbers or wants to create access **PINs** for employees.

### PIN generator

OptimiDoc generates the email with new PIN and sends it to each user in the system.

To generate PINs the following options are available:

- **Only for users without card** - PIN will be generated only to users without assigned card
- **Only for users without PIN** - PIN will be generated only to users without assigned PIN
- **PIN length** - length of generated PIN
- **email subject** - Subject of email which will be sent to users.
- **E-mail body** - Body of email which will be sent to users. Parameter {0} will be replaced with the value of the generated PIN.



 PIN generator  Data import

Only for users  
without card



PIN length

6

Only for users  
without PIN



E-mail subject

Your new PIN to OptimiDoc

Only for users  
in department

E-mail body

Your new PIN code to access  
the OptimiDoc is: {0}. You can  
use it to log into the device, or  
assign an identification card  
to your account.

Generate

Cancel

## CSV PIN and Card Number Import

OptimiDoc can now import users' PINs and Card numbers.

 PIN generator  Data import

Data type

- ☒ Card  
☐ PIN

Choose file

Drop files here or click to upload.

Only CSV files are allowed for upload

CSV Import

**CSV format is as follows:**



**Note**

login1,PIN or Card\_number  
login2,PIN or Card\_number





login3,PIN or Card\_number

.

.


.

loginx,PIN or Card\_number

**After import, you can check the results directly on screen:**

Status

Finished

 Open log

Inserted 3

Updated 0

Deleted 0



## 5.7.6 Automatic Synchronization

There are two options for user synchronization from the Active Directory or LDAP. You can use:

Automatic synchronization via **OptimiDoc**

Automatic synchronization via **Task Scheduler**

### 5.7.6.1 Automatic LDAP synchronization via OptimiDoc

The screenshot shows the OptimiDoc web interface. On the left is a dark sidebar menu with the OptimiDoc logo and navigation items: Dashboard, Report, Device, Print, Scan, Rules, and Users (expanded to show User list, Department list, Group list, User import, Mass operations, and Automatic synchronization). The main content area is titled 'Automatic LDAP synchronization'. It features four radio buttons for synchronization frequency: Disabled, Monthly, Weekly, and Daily (which is selected). Below these is a section for 'Synchronization hours' with a list of times: 3:00, 5:00, 7:00, 9:00, 11:00, 13:00, 14:00, 15:00, 16:00. There are buttons to delete (trash icon) and add (+) hours. At the bottom are 'Save' and 'Cancel' buttons.

To **start automatic** user synchronization from the Active Directory or LDAP with OptimiDoc it is necessary to set the **Automatic Synchronization**:

**Disabled** - Automatic synchronization is disabled.

**Monthly** - You can specify more days separated by a comma. e.g. 1,10,25 for synchronization on 1st, 10th and 25th day of the month.

**Weekly** - You can specify more days in a week and select time for synchronization.

**Daily** - You can specify more hours separated by a comma. e.g. 4, 19 for synchronization at 4AM and 7PM.



🏠 > Automatic LDAP synchronization



- ☒ Disabled ▼
- ☐ Monthly ▼
- ☐ Weekly ▼
- ☐ Daily ▼

Save

Cancel

### 5.7.6.2 Automatic Active Directory Synchronization via Task Scheduler

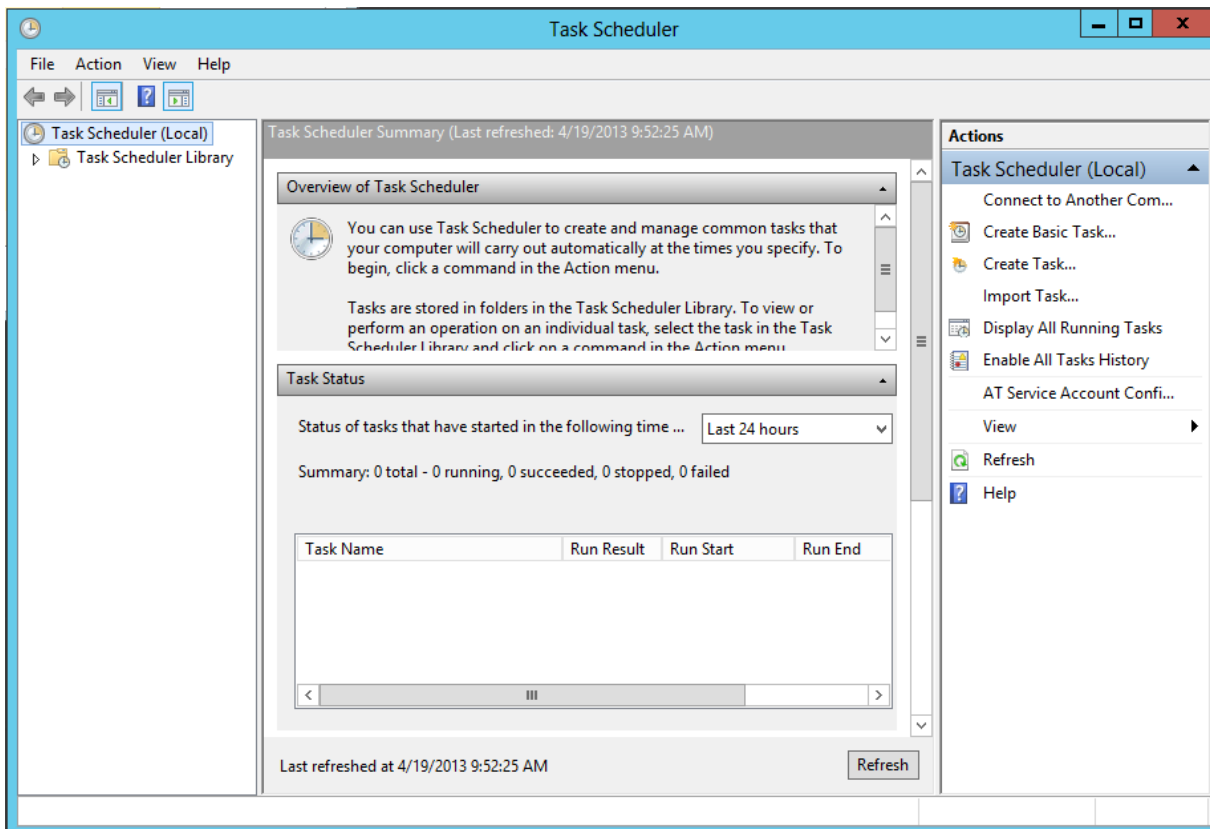
To **start automatic synchronization** of **Active Directory** with OptimiDoc it is necessary to proceed with the following steps:

1. Start the PowerShell as an administrator.
2. Run the "**Set-ExecutionPolicy RemoteSigned**" command and confirm

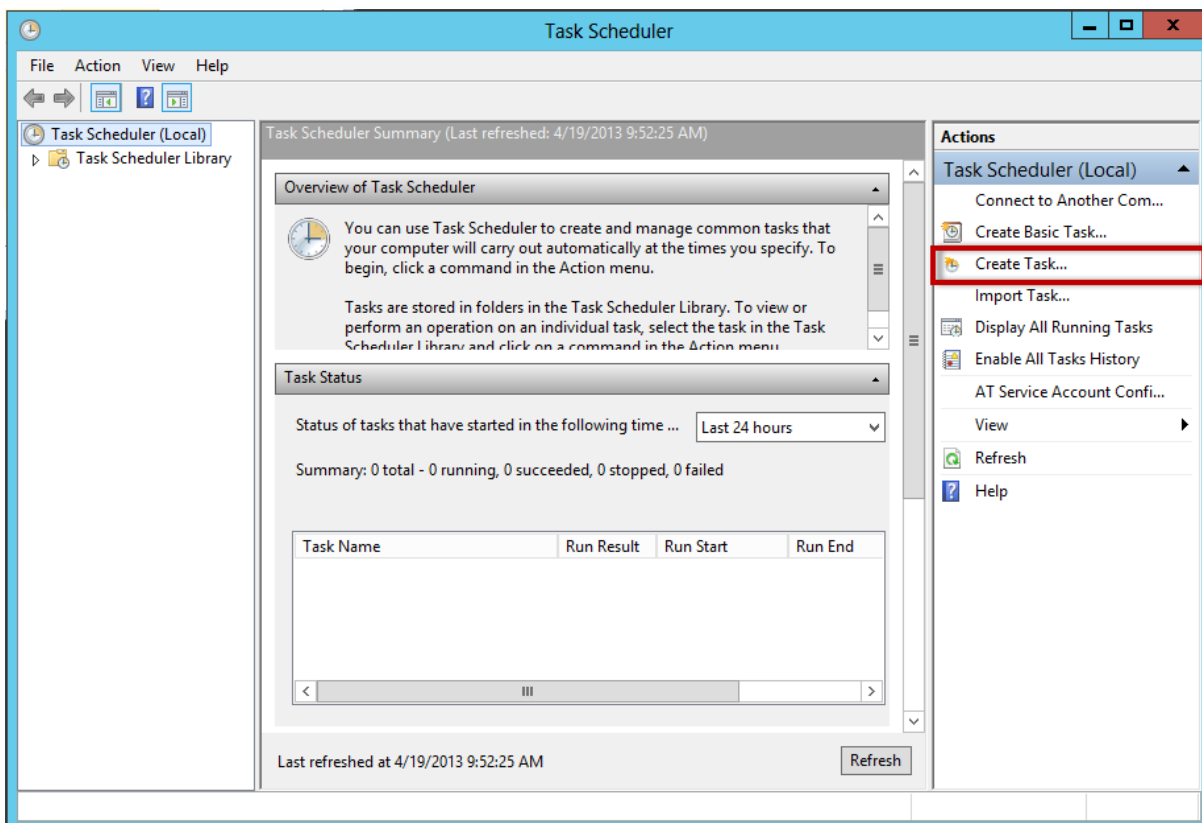
```
PS C:\Users\Administrator> Set-ExecutionPolicy RemoteSigned

Execution Policy Change
The execution policy helps protect you from scripts that you do not trust. Changing the execution policy might expose
you to the security risks described in the about_Execution_Policies help topic at
http://go.microsoft.com/fwlink/?LinkID=135170. Do you want to change the execution policy?
[Y] Yes [N] No [S] Suspend [?] Help (default is "Y"): y
```

3. Start the Windows Task scheduler from the Start menu or by running the command **control schedtasks**



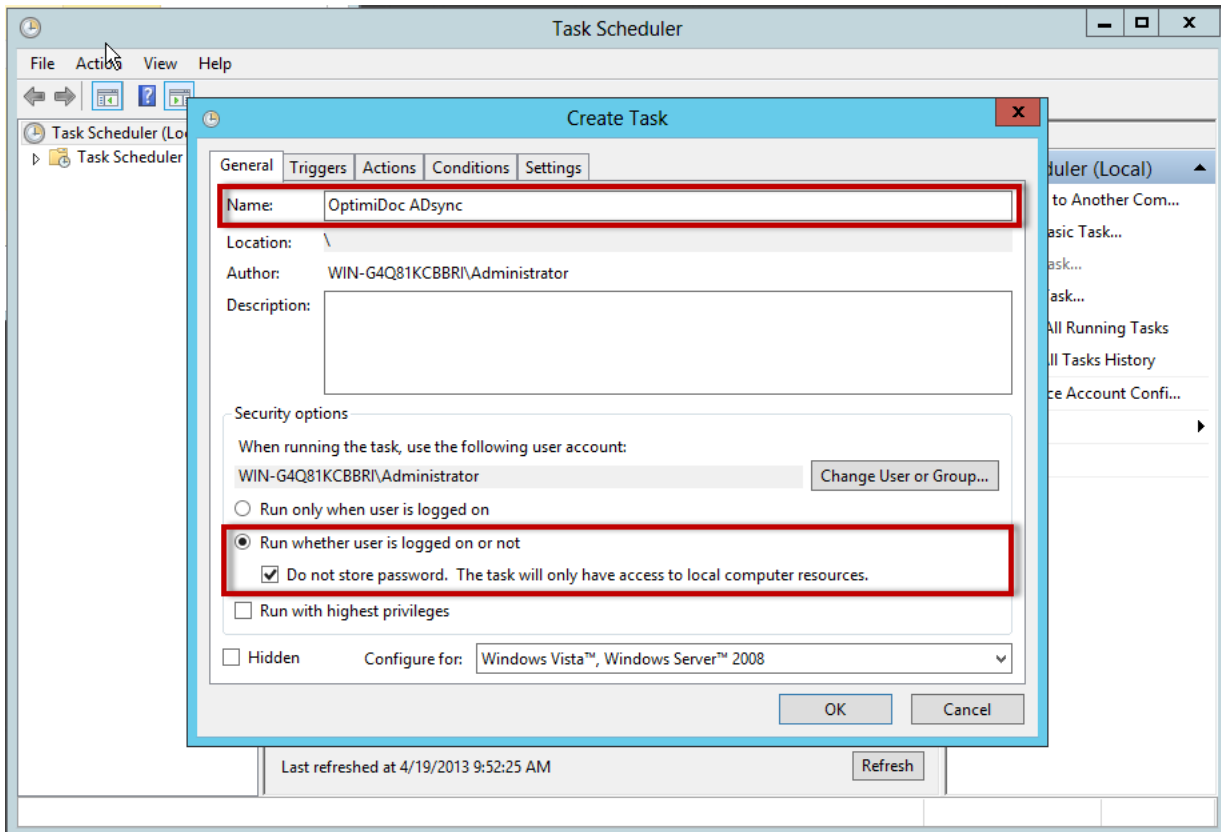
#### 4. Select **Create task...** in Actions



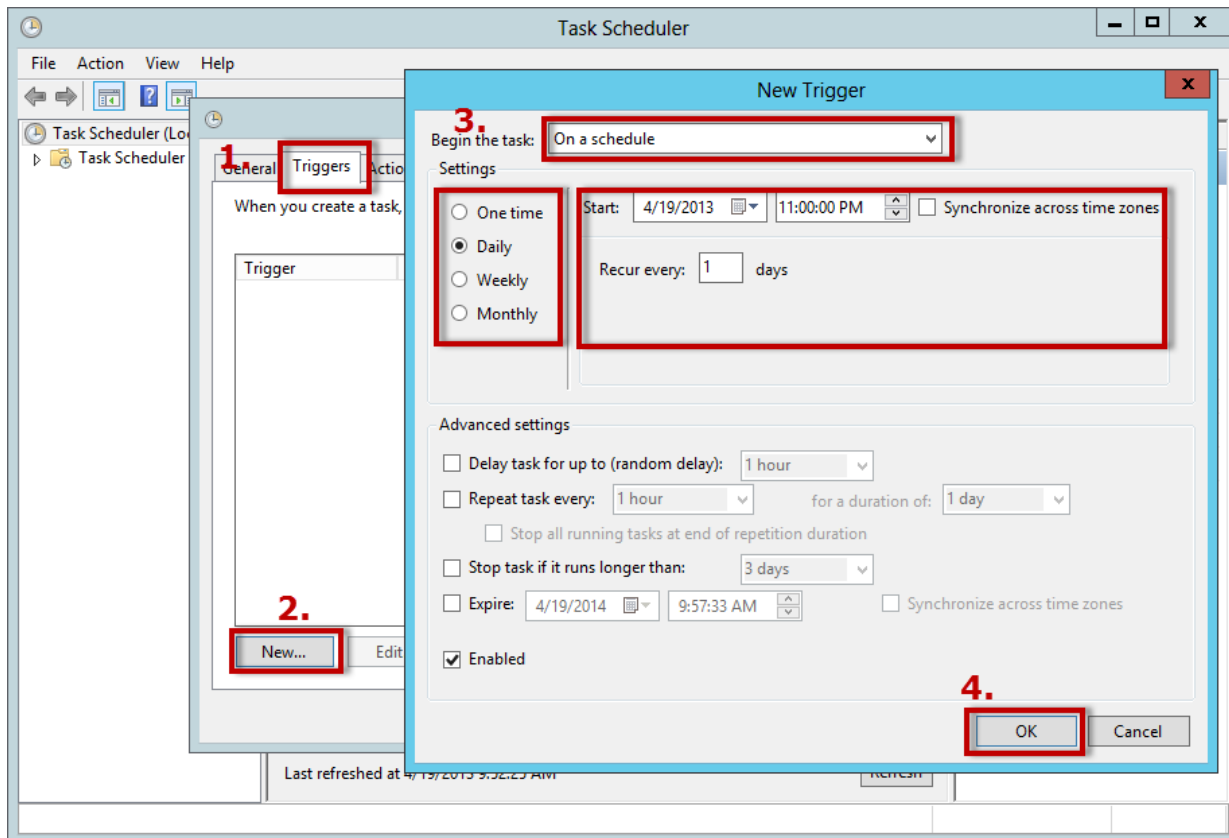
#### 5. Enter the **Name**, select the option **Run whether user is logged on or not** and check the



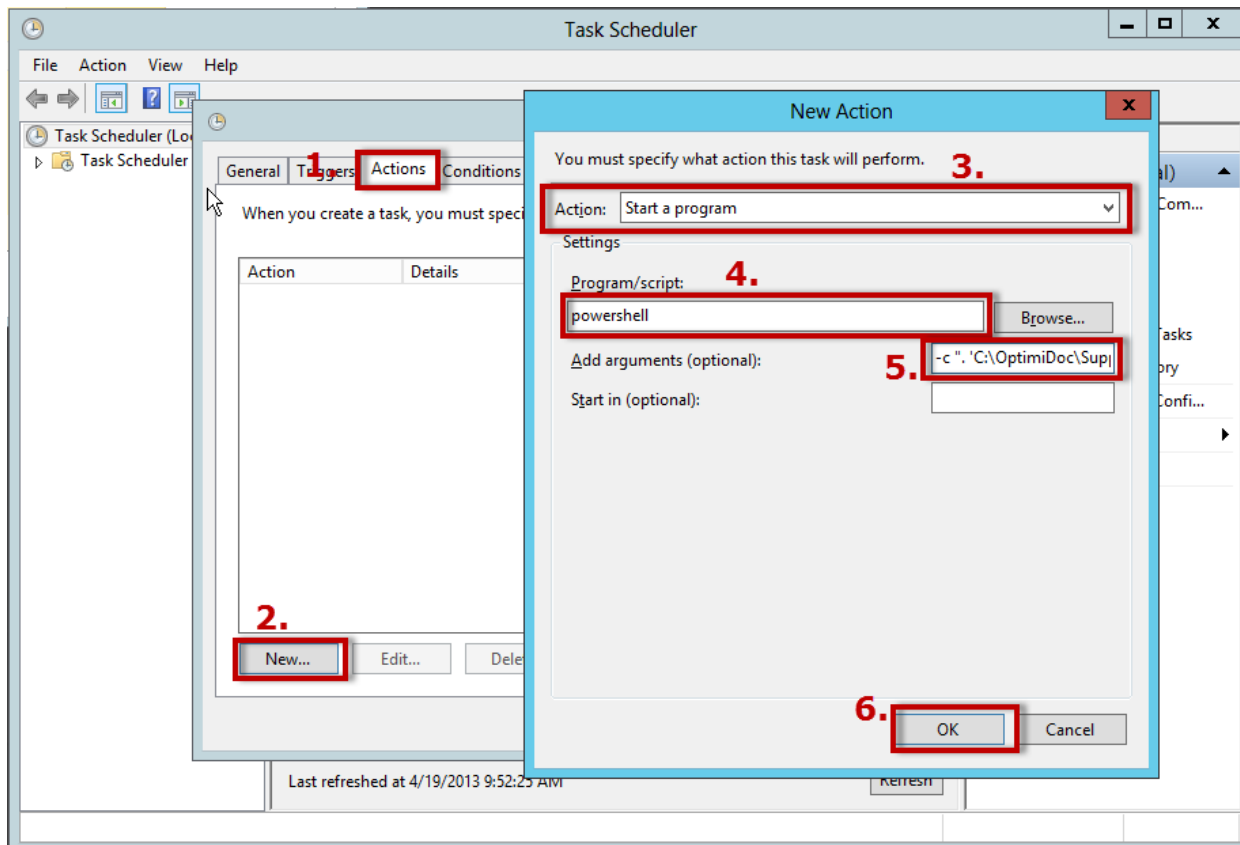
## Do not store password option.



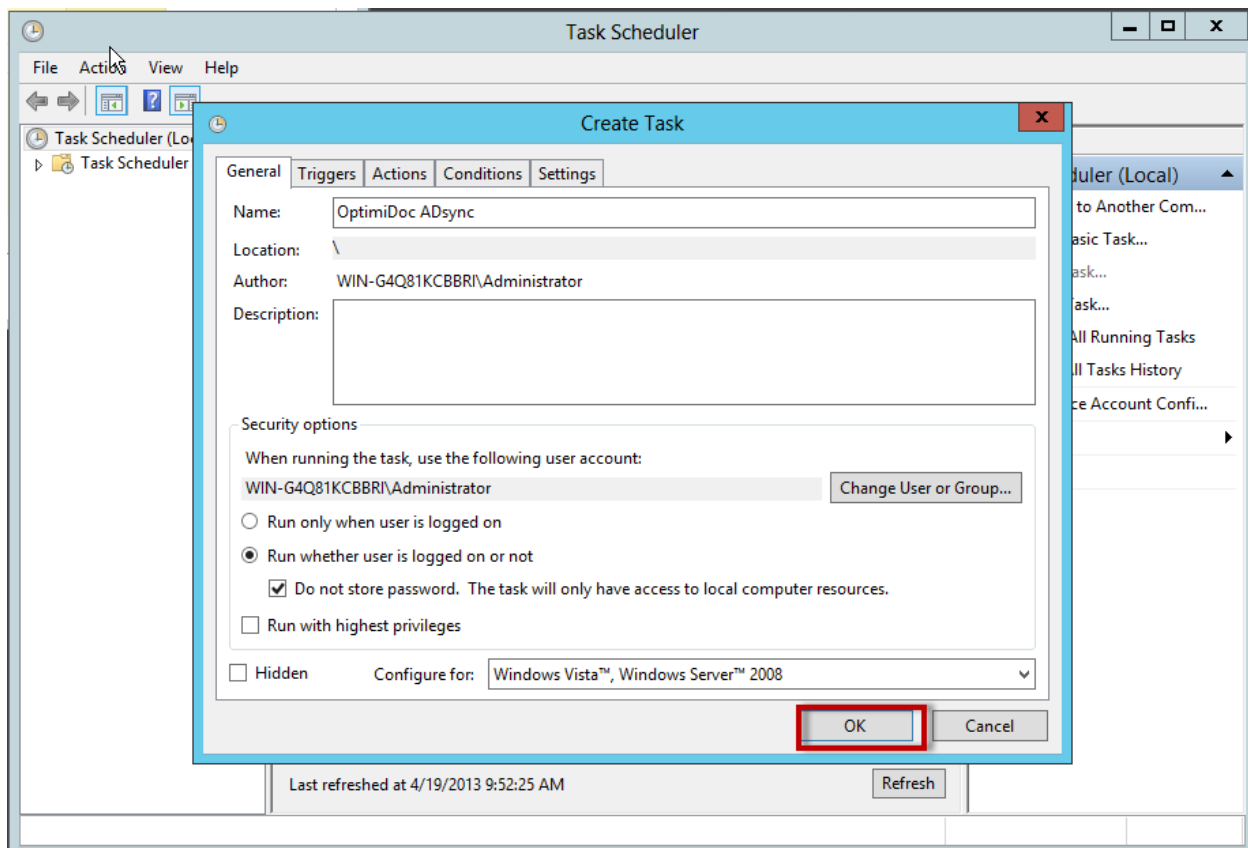
6. Select the Triggers tab and click on the **New...** button and define the schedule of synchronization, Confirm by clicking on **Ok**.



7. Select the Actions tab and click on the **New...** button. Select the action **Start a program**, enter the program "**powershell**" and put the arguments **-c "**  
**'<optimidoc\_install\_path>\Support\ad\_sync.ps1'**". Afterwards confirm the settings by clicking on the **Ok** button.

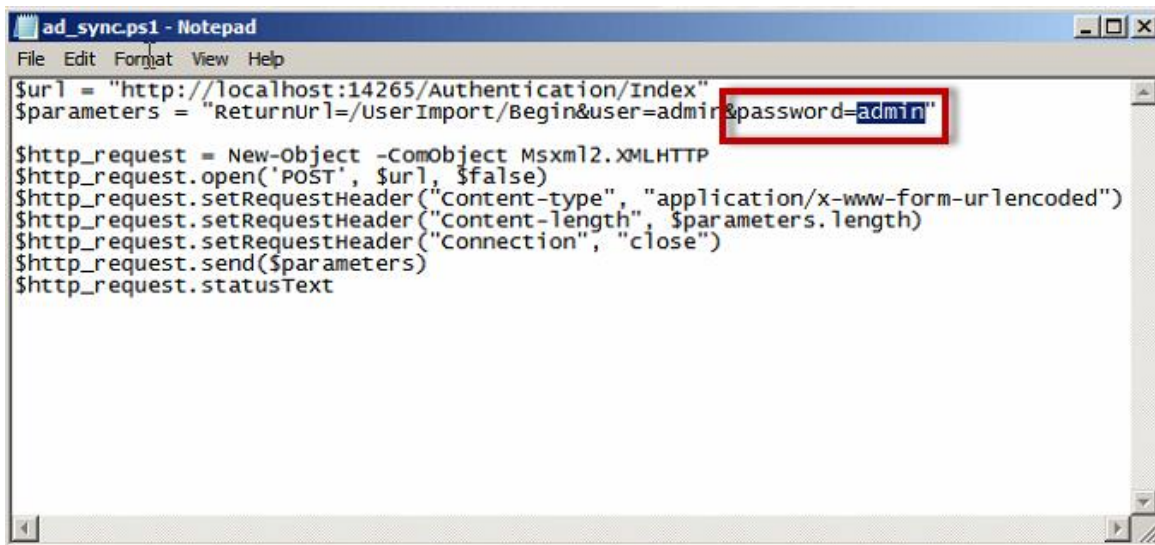


8. Save the task by clicking on the **Ok** button.





9. (Optional) In the case of changed password of administration please change it also at **<optimidoc\_install\_folder>\Support\ad\_sync.ps1** file.



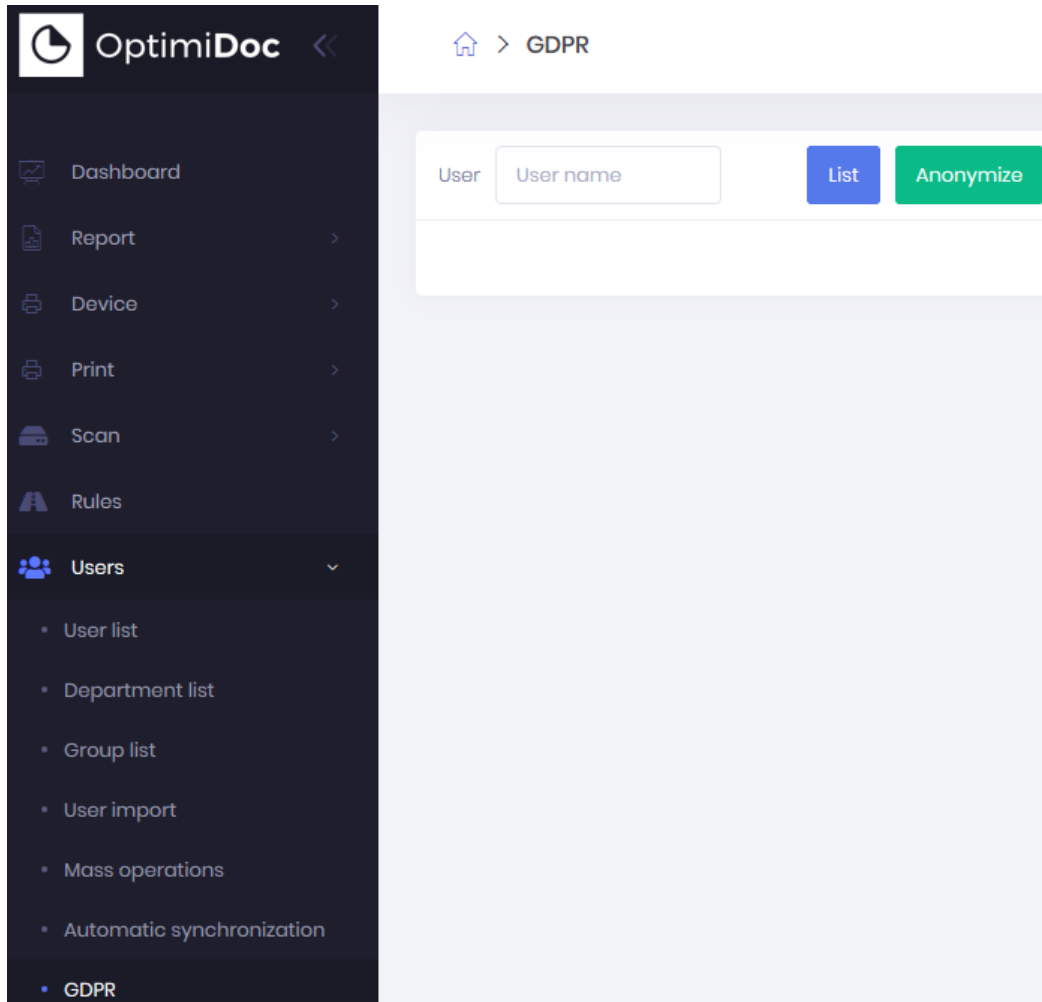
```
ad_sync.ps1 - Notepad
File Edit Format View Help
$url = "http://localhost:14265/Authentication/Index"
$parameters = "ReturnUrl=/UserImport/Begin&user=admin&password=admin"
$http_request = New-Object -ComObject Msxml2.XMLHTTP
$http_request.open('POST', $url, $false)
$http_request.setRequestHeader("Content-type", "application/x-www-form-urlencoded")
$http_request.setRequestHeader("Content-length", $parameters.length)
$http_request.setRequestHeader("Connection", "close")
$http_request.send($parameters)
$http_request.statusText
```





## 5.7.7 GDPR

The GDPR section can **anonymize** user-related data.



List

You can view user data by clicking the button .



User

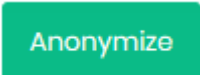
Brandon Clifton (Sc

List

Anonymize

## Print jobs (16)

12.09.2019 14:57:18	Printed	<b>Report_Checksums - Notepad</b>	
12.09.2019 14:59:54	Printing		0
		Device: Xerox for IT dpt	
12.09.2019 15:02:46	Printed		0
		Device: Xerox for IT dpt	
13.09.2019 10:51:11	Deleted	<b>Untitled - Notepad</b>	
13.09.2019 10:51:11	Printed	1x A4 (1, 0, 0)	0,05000000
		Device: Lexmark CX725 - SALES	
13.09.2019 11:28:40	Deleted	<b>Scan job 60</b>	
13.09.2019 11:28:40	Processed	1x A4 (0, 0, 1)	0,02000000
		Device: Lexmark CX725 - SALES	
13.09.2019 11:31:25	Deleted	<b>Copy job 64</b>	
13.09.2019 11:31:25	Processed	1x A4 (1, 0, 0)	0,10000000
		Device: Lexmark CX725 - SALES	

Anonymize

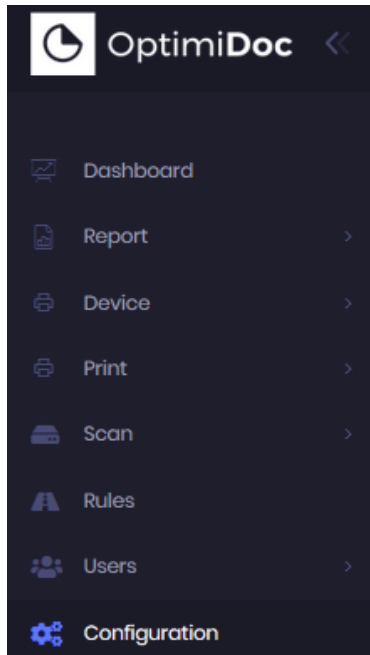
If you click the button , all the gathered user information will be deleted.



## 5.8 Configuration

The **OptimiDoc configuration** page is divided into 3 tabs:

- **Basic** configuration, which kind of functionalities the user can use, and what the user needs to set.
- **Advanced** configuration of OptimiDoc,
- **Vendor Specific** configurations compatible with specific vendors.



### Basic configuration

#### SMTP Server

Server - SMTP server IP address or host name

- Port - SMTP server port number
- SSL - Enable or disable SSL
- Sender - email address from which the email will be sent
- Administrator's email - administrator's notification email for alerts or other information
- User name - SMTP account login
- Password - SMTP account password

When you have finished editing, you can test the new settings with the Test connection button.

SMTP server configuration and Admin email are also used, for example in case when you want to be notified about how many OCR pages are remaining. There are two thresholds when we send such notification - when there are 10% and 1% remaining.

#### Print job removal

User can choose how long print jobs should stay in the OptimiDoc spooler folder.



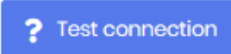
- Hold jobs after print - users can keep jobs in the spooler, which they would like to reprint
- Hold unprinted jobs - keep the jobs in the spooler which were not printed yet

User has option to choose between hours or days.

 Basic  Advanced  Vendor specific

## SMTP Server

Email configuration, which is used for sending notifications (automatic reports, device notifications, PIN generator, rules etc.)

Server	<input type="text"/>	Administrator email	<input type="text"/>
Port	<input type="text"/>	User name	<input type="text"/>
SSL	<input type="checkbox"/>	Password	<input type="text"/>
Sender	<input type="text"/>		

## Print job removal

Settings options for how long print jobs will be kept in OptimiDoc spooler folder.

Hold jobs after print for	<input type="text" value="7"/>	<input type="text" value="days"/>	Hold unprinted jobs for	<input type="text" value="7"/>	<input type="text" value="days"/>
---------------------------	--------------------------------	-----------------------------------	-------------------------	--------------------------------	-----------------------------------

## Print

Disabling Waiting and Printed queues - comes handy when you want to show only Print connectors such as cloud storages.

### Print

Disable OptimiDoc printing feature - queues Waiting and Printed are not displayed on terminal. New print jobs are not accepted. Other printing functionality (print connectors, mobile print) is not affected.

Disable OptimiDoc print queues ☐

## Personalization

User can select the font colors, menu, and can even upload their own company logo, which will appear in the embedded user interface and also in the OptimiDoc web interface.

There is also the option to reset all personalization settings to default colors and logo.



## Reporting and accounting

- Billing codes - Users can enable their billing codes which will sort all jobs into the specific projects.
- Decimal places - user can set the number of decimal places; it is possible to choose from 0 till 8.



## Personalization

In this section you can choose design of OptimiDoc in embedded user interface (background color change, logo in the UI).

Color light

Color dark

Color menu

Color text

Custom  
logo

Drop  
files here  
or click  
to  
upload

Only png/jpg  
files are  
allowed for  
upload

Custom  
logo  
inverse


Drop  
files here  
or click  
to  
upload

Only png/jpg  
files are  
allowed for  
upload

Login  
logo

Drop  
files here  
or click  
to  
upload

Only png/jpg  
files are  
allowed for  
upload

 Reset to default

## Reporting and accounting

It allows to divide print jobs in accounting and reporting section to specific billing codes/groups.

Billing codes

☐

Decimal places

2

Save

## Advanced configuration

### OCR Processing

- Maximal count of parallel tasks - amount of parallel process of OCR Engine.



**FTP server** is used for document delivery from devices to the OptimiDoc server.

- FTP configuration (is used only in case of disabled HTTP delivery):

- User name - account login
- Password - account password
- Server - IP address or domain name
- Port - port number
- Path - path on FTP server
- Local path - local path to selected folder on the FTP server. It is required to add full control right to this folder for IIS\_IUSRS.

### **Network accounting**

Allows double-checking of the accounting of print jobs from network devices by the information from the preview generator. This option will slow down processing.



Basic Advanced Vendor specific

## OCR processing

Describes, how many scan jobs can be processed in one moment.

Maximal count  
of parallel tasks

## FTP Server

Server settings for documents delivery from devices to OptimiDoc server.

User name

Password

Server

Port

Path to file

Local path

## Network accounting

Double check control for accounting of print job processed from network devices by the information from the preview generator.

Use two phases analyzer  
for offline accounting  
(slow down processing)



## Print job spooler directory

- Spooler path is used for a giving a location, where print jobs should be stored.

If the Spooler path is empty, it will automatically store jobs to a default folder (OptimiDoc\WebApp\App\_Data\Spooler)

- Use shared spooler - shared spooler is used during Cluster, where print jobs from more servers will be stored in one place.

## Conversion of card number





- Conversion of card number will allow a user to extract specific part of card number, which is used in OptmiDoc and another solution.

### **Cluster configuration**

- Shared IP address - Virtual address which is used only for NLB
- Local Server DNS record used for Cluster

### **User name extraction**

is used for reporting. Allows the extraction of the User name of the user who sent a print job to the server via regular expression.

e.g. domain-name\user is regular expression

`/[w\W]+\\([w+)`



### Print job spooler directory

Location of the folder, where the jobs are stored after OptimiDoc receive them from end devices.

Spooler path

Use shared  
spooler

☐

### Conversion of card number

Tool, which modify card number in case that card number is read differs from the one assigned to the user.

Conversion of  
card number



### Cluster configuration

Setting servers in cluster.

Shared IP  
address

Local server DNS  
record

### User name extraction

Function for extracting login from a string, when the job was received in OptimiDoc.

Regular  
expression for  
extraction of  
login

Save

## Vendor Specific configuration

- **Xerox vendor** - possibility to hide jobs in case of Print all functionality
- **HewlettPackard** - possibility to select exact card reader and cards, which are used on the device



 Basic  Advanced  Vendor specific

## Xerox

Additional specific of Xerox. Possibility to hide job titles in embedded user interface.

Hide job titles in Print All



## HewlettPackard

Additional specific of HP. Selecting cards readers, which are used on devices with specific card types.

Card  
reader  
type

Other



Save



## 5.9 Diagnostic

**The Report section** provides detailed information about user activities in the print environment and definitions of price lists which are used for the cost calculation of each operation.

Report contains four section:

### Active users

List of currently authenticated users on devices.

### Log Center

Opens the log of OptimiDoc web.

Opens the log of service user for acceptance of print jobs via LPR and scans via HotFolder.

Tools for downloading log files

### Unauthorized accesses

List of unauthorized prints and access to device by card.

### Nodes list

Overview and management of connected OptimiDoc servers and OptimiDoc Print Node.



## 5.9.1 Active users

**Active user list** provides an overview of currently authenticated users on devices. The list shows only authenticated users on devices with authentication to device.

There is also option to **delete** active user from session on device.

### STATE Options

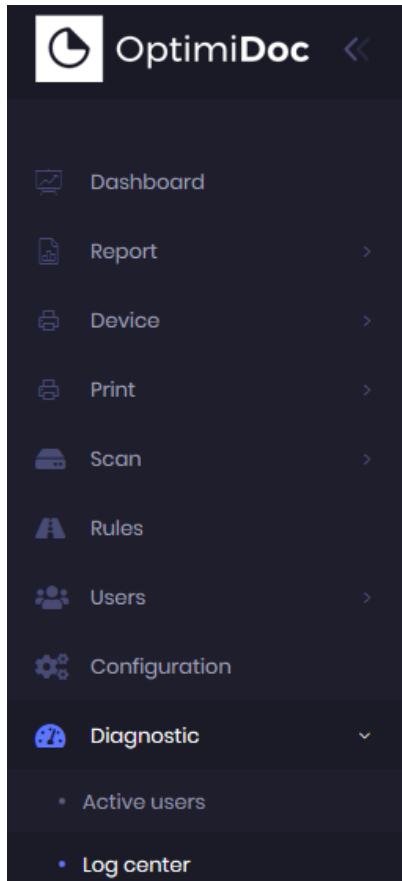
- **Init** - initial screen (e.g. PIN prompt) is displayed, card swipe was done
- **InProgress** - on devices that can handle only one field (xerox) during Login & password or some Card & something authentication
- **CardAssignment** - card is unknown, user will be prompted for card assignment
- **Authenticated** - user is authenticated
- **PrintAllPrompt** - prompt for print all (in case that it is a standalone screen)
- **Failed** - unspecified error
- **BeforeAuthorization** - only for HP devices, login process is divided into two: authentication (user recognition) & authorization (access rights)

User	Login	Device	Ip	Since	Options
Chris Connor	oconnor	Lexmark CX725 - SALES	192.168.21.37	19.09.2019 13:20:07	



## 5.9.2 Log center

You will get to the Log Centre by clicking the link in the menu on the left.



### 5.9.2.1 Event log

**The Event log** under Diagnostic topic shows operations which OptimiDoc users and applications have done.



**Event log** Web log Service log Logs download

Date

17.09.2019	...	19.09.2019
------------	-----	------------

User

Device

Type

Start Success Fail Info Warning Error Update Insert Delete All

Source

Spooler Authentication Install Import All

Show

Time	Type	Source	Detail
▶ 19.09.2019 13:28:59	Info	Spooler	Brandon Clifton
▶ 19.09.2019 13:19:35	Update	Import	John James
▶ 19.09.2019 11:47:13	Insert	Import	Anthony Dallas
▶ 19.09.2019 11:40:38	Delete	Import	Brandon Corb
▶ 19.09.2019 11:38:08	Start	Install	Lexmark CX725 - SALES

### 5.9.2.2 Web log

If you click on **Web log** in the Diagnostic topic, the Internet browser opens a new tab with list of operations which OptimiDoc applications have done. At every step of the application you can see what time the operation was completed and a description of the operation.

[Event log](#) [Web log](#) [Service log](#) [Logs download](#)

Show log for 19.09.2019

Show

Show in the text format

Search...

Type

Info

Debug

Error

Warning

All

Thread ID	Time	Type	Logger	Message
1	4:00:00	Info	OptimiDoc.Web.MvcApplication	Starting OptimiDoc v10.00 (20190912).
1	4:00:04	Info	OptimiDoc.Web.Helpers.ClusterNodeHelper	Loading node 1 with hostname WIN...
82	5:14:35	Warning	OptimiDoc.Web.Helpers.JobCompletedCheck...	Still running accounting checker on...
82	5:14:35	Info	OptimiDoc.Web.Helpers.JobCompletedCheck...	Finishing accounting on device Xer...

## Screen of application steps with times and descriptions of operations:

```
3024|1|2017-07-26 09:47:23.1701|INFO||OptimiDoc.Web.MvcApplication|Starting OptimiDoc v6.14 (20170714).
3024|1|2017-07-26 09:47:39.5221|DEBUG||OptimiDoc.Web.Helpers.IISHelper|Found binding: http 192.168.0.174 14265
3024|1|2017-07-26 09:47:39.5802|DEBUG||OptimiDoc.Web.Helpers.IISHelper|Found binding: https 192.168.0.174 14266
3024|1|2017-07-26 09:47:40.1990|INFO||OptimiDoc.Web.Helpers.ClusterNodeHelper|Loading node 7 with hostname DESKTOP-B1QG19I or binding
https://192.168.0.174:14266 (master: True)!
3024|1|2017-07-26 09:47:40.5915|DEBUG||OptimiDoc.Web.Helpers.LicenseInfo|Loading license C:\OptimiDoc\WebApp\App_Data\License\SWXE-1101-0006-2739-4496-1190.lic.
3024|1|2017-07-26 09:47:45.7416|DEBUG||OptimiDoc.Web.Helpers.LicenseInfo|Creating license for Demo customer with S/N SWXE-1101-0006-2739-4496-1190
3024|5|2017-07-26 09:47:53.8253|DEBUG||OptimiDoc.Web.Controllers.BaseController|User OptimiDoc Administrator (role: Admin) has been authenticated.
3024|32|2017-07-26 10:19:31.3963|DEBUG||OptimiDoc.Web.Controllers.BaseController|User OptimiDoc Administrator (role: Admin) has been authenticated.
3024|29|2017-07-26 10:19:31.4795|DEBUG||OptimiDoc.Web.Controllers.BaseController|User OptimiDoc Administrator (role: Admin) has been authenticated.
3024|20|2017-07-26 10:23:38.7058|INFO|OptimiDoc Administrator|OptimiDoc.Web.DeviceLayer.LexmarkLayer|Installing FLS file on Lexmark device Lexmark CX725 (7, 192.168.0.37)
3024|20|2017-07-26 10:23:39.2059|INFO|OptimiDoc Administrator|OptimiDoc.Web.DeviceLayer.LexmarkLayer|Final status: <div class="warning"> The install completed successfully, but the install file did not contain any new solutions. </div>
3024|29|2017-07-26 10:42:02.7115|DEBUG|OptimiDoc Administrator|OptimiDoc.Web.Helpers.Xerox.XsaInstaller|Installing XSA on device VersaLink (192.168.0.32)
3024|29|2017-07-26 10:42:03.8775|DEBUG|OptimiDoc Administrator|OptimiDoc.Web.Helpers.Xerox.XsaInstaller|Installation has finished (False).
3024|39|2017-07-26 10:45:15.1951|INFO|Testovací User|OptimiDoc.Dao.AuthenticationService|Card 011011CD6E was assigned to user Testovací User
3024|33|2017-07-26 11:02:45.3162|INFO||OptimiDoc.Web.Api.CopyController|Accounting operation outside of OptimiDoc with device id .
3024|33|2017-07-26 11:02:47.0437|INFO||OptimiDoc.Web.Api.CopyController|Unknown user (0). Using Administrator as default accounting.
2588|1|2017-07-26 11:14:39.2442|INFO||OptimiDoc.Web.MvcApplication|Starting OptimiDoc v6.14 (20170714).
2588|1|2017-07-26 11:15:09.1497|DEBUG||OptimiDoc.Web.Helpers.IISHelper|Found binding: http 192.168.0.174 14265
2588|1|2017-07-26 11:15:09.2122|DEBUG||OptimiDoc.Web.Helpers.IISHelper|Found binding: https 192.168.0.174 14266
2588|1|2017-07-26 11:15:10.0716|INFO||OptimiDoc.Web.Helpers.ClusterNodeHelper|Loading node 7 with hostname DESKTOP-B1QG19I or binding
https://192.168.0.174:14266 (master: True)!
2588|1|2017-07-26 11:15:10.5092|DEBUG||OptimiDoc.Web.Helpers.LicenseInfo|Loading license C:\OptimiDoc\WebApp\App_Data\License\SWXE-1101-0006-2739-4496-1190.lic.
2588|1|2017-07-26 11:15:20.3781|DEBUG||OptimiDoc.Web.Helpers.LicenseInfo|Creating license for Demo customer with S/N SWXE-1101-0006-2739-4496-1190
2588|7|2017-07-26 11:15:25.4702|INFO|Testovací User|OptimiDoc.Web.Api.CopyController|Accounting operation outside of OptimiDoc with device id DESKTOP-B1QG19I.
2588|9|2017-07-26 11:16:26.0877|DEBUG||OptimiDoc.Web.Controllers.BaseController|User OptimiDoc Administrator (role: Admin) has been authenticated.
2588|8|2017-07-26 11:20:55.9689|INFO|OptimiDoc Administrator|OptimiDoc.Web.Api.CopyController|Accounting operation outside of OptimiDoc with device id DESKTOP-B1QG19I.
2588|10|2017-07-26 11:30:09.5233|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|InitAuth: elapsed time: 0.212s
2588|32|2017-07-26 11:30:09.5749|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|Starting init
2588|26|2017-07-26 11:30:10.0255|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|ValidateAndContinue: elapsed time: 00.055
2588|26|2017-07-26 11:30:15.2426|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|Neplatne prihlasi.
2588|8|2017-07-26 11:30:20.2476|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|InitAuth: elapsed time: 0.3s
2588|22|2017-07-26 11:30:20.2987|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|Starting init
2588|32|2017-07-26 11:30:20.6594|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|ValidateAndContinue: elapsed time: 00.000
2588|10|2017-07-26 11:30:26.0219|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|Neplatne prihlasi.
2588|36|2017-07-26 11:31:21.3621|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|InitAuth: elapsed time: 0.3s
2588|22|2017-07-26 11:31:21.4178|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|Starting init
2588|37|2017-07-26 11:31:21.7839|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|ValidateAndContinue: elapsed time: 00.000
2588|36|2017-07-26 11:31:27.6341|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|Neplatne prihlasi.
2588|39|2017-07-26 11:32:31.5711|DEBUG||OptimiDoc.Web.Helpers.XeroxAuthentication|InitAuth: elapsed time: 0.15s
```





### 5.9.2.3 Service log

If you click on **Service log** in the Diagnostic topic, the Internet browser opens a new tab with a list of operations which OptimiDoc windows service has completed. Every step of service you can see the time the operation was done and with a description of the operation.

Event log
Web log
Service log
Logs download

Show log for 
Show
Show in the text format

Type
Info
Debug
Error
Warning
All

Thread ID	Time	Type	Logger	Message
45	0:04:51	Warning	OptimiDoc.Service.HotFolderWatcher	Directory C:\Hotfolder doesn't exist...
54	0:59:33	Info	OptimiDoc.Service.SchedulerExecutor	Running device monitoring at 19.09...
54	0:59:37	Info	OptimiDoc.Service.SchedulerExecutor	Checking of devices has been finis...

### Screen of service steps with times and descriptions of operations:

```

8620|5|2017-07-26 11:55:26.9045|INFO|OptimiDoc.Service.OptimiDocService|Starting OptimiDoc Service v6.13 (20170411) ... connecting to: http://localhost:14265
8620|5|2017-07-26 11:55:26.9670|INFO|OptimiDoc.Service.HotFolderWatcher|Starting HotFolder service...
8620|5|2017-07-26 11:55:27.1858|INFO|OptimiDoc.Service.LpdServer|Starting LPD server...
8620|5|2017-07-26 11:55:27.2014|INFO|OptimiDoc.Service.LpdServer|Started...
8620|9|2017-07-26 11:55:27.2169|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|Started.
8620|10|2017-07-26 11:55:27.2325|INFO|OptimiDoc.Lpd.Lpd|LPD Server started on port 515.
8620|5|2017-07-26 11:55:27.3108|INFO|OptimiDoc.Service.EmailWatcher|Starting Mobile print service...
8620|5|2017-07-26 11:55:27.3888|INFO|OptimiDoc.Service.AutomaticReportExecutor|First interval 272611,1773
8620|5|2017-07-26 11:55:27.4044|INFO|OptimiDoc.Service.SchedulerExecutor|First interval 272595,5517
8620|11|2017-07-26 11:55:27.9044|WARN|OptimiDoc.Lpd.Command.CommandReceiveJob|Pro typ Int32 byla hodnota buď příliš velká, nebo příliš malá.
8620|11|2017-07-26 11:55:27.9826|INFO|OptimiDoc.Service.LpdServer|Queue: Optimidoc, id: 0, name: Microsoft Word - Nový Dokument Microsoft Wordu, owner: Denis
8620|11|2017-07-26 11:55:27.9826|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 0 was added to queue Optimidoc
8620|9|2017-07-26 11:55:27.9982|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|About to processing print job: OptimiDoc.Lpd.Queue.QueuePrintJob
8620|5|2017-07-26 11:55:28.0138|INFO|OptimiDoc.Service.OptimiDocService|Certificate path: C:\OptimiDoc\Services\optimidoc.p12
8620|10|2017-07-26 11:55:28.0138|INFO|WebDAVSharp.Server.WebDAVServer|WebDAVServer background thread has started
8620|5|2017-07-26 11:55:28.2169|INFO|OptimiDoc.KonicaMinolta.PrintService|Starting Print service...
8620|9|2017-07-26 11:55:29.3794|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|Finished processing print job: 0
8620|9|2017-07-26 11:55:29.3951|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 0 was removed from the queue default
8620|13|2017-07-26 11:55:30.0367|WARN|OptimiDoc.Lpd.Command.CommandReceiveJob|Pro typ Int32 byla hodnota buď příliš velká, nebo příliš malá.
8620|13|2017-07-26 11:55:30.0367|INFO|OptimiDoc.Service.LpdServer|Queue: Optimidoc, id: 1, name: Zkušebná stránka, owner: Denis
8620|13|2017-07-26 11:55:30.0367|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 1 was added to queue Optimidoc
8620|9|2017-07-26 11:55:30.0467|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|About to processing print job: OptimiDoc.Lpd.Queue.QueuePrintJob
8620|12|2017-07-26 11:55:30.0638|WARN|OptimiDoc.Lpd.Command.CommandReceiveJob|Pro typ Int32 byla hodnota buď příliš velká, nebo příliš malá.
8620|12|2017-07-26 11:55:30.0638|INFO|OptimiDoc.Service.LpdServer|Queue: Optimidoc, id: 2, name: Microsoft Word - Nový Dokument Microsoft Wordu, owner: Denis
8620|12|2017-07-26 11:55:30.0638|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 2 was added to queue Optimidoc
8620|9|2017-07-26 11:55:31.1043|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|Finished processing print job: 1
8620|9|2017-07-26 11:55:31.1043|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 1 was removed from the queue default
8620|9|2017-07-26 11:55:31.1043|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|About to processing print job: OptimiDoc.Lpd.Queue.QueuePrintJob
8620|9|2017-07-26 11:55:32.1729|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|Finished processing print job: 2
8620|9|2017-07-26 11:55:32.1729|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 2 was removed from the queue default
8620|5|2017-07-26 11:55:34.1772|INFO|OptimiDoc.KonicaMinolta.ScanService|Starting Scan service...
8620|14|2017-07-26 11:57:01.7138|WARN|OptimiDoc.Lpd.Command.CommandReceiveJob|Pro typ Int32 byla hodnota buď příliš velká, nebo příliš malá.
8620|14|2017-07-26 11:57:01.7294|INFO|OptimiDoc.Service.LpdServer|Queue: Optimidoc, id: 3, name: Microsoft Word - Test, owner: Denis
8620|14|2017-07-26 11:57:01.7294|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 3 was added to queue Optimidoc
8620|9|2017-07-26 11:57:01.7294|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|About to processing print job: OptimiDoc.Lpd.Queue.QueuePrintJob
8620|9|2017-07-26 11:57:02.8413|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|Finished processing print job: 3
8620|9|2017-07-26 11:57:02.8413|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 3 was removed from the queue default
8620|27|2017-07-26 12:00:00.0191|INFO|OptimiDoc.Service.AutomaticReportExecutor|Running automatic reports at 26.07.2017 12:00:00
8620|26|2017-07-26 12:00:00.0361|INFO|OptimiDoc.Service.SchedulerExecutor|Running device monitoring at 26.07.2017 12:00:00
8620|27|2017-07-26 12:00:00.1947|INFO|OptimiDoc.Service.AutomaticReportExecutor|Generating of automatic reports has been finished at 26.07.2017 12:00:00
8620|26|2017-07-26 12:00:07.1433|INFO|OptimiDoc.Service.SchedulerExecutor|Checking of devices has been finished at 26.07.2017 12:00:07
8620|15|2017-07-26 12:04:29.8726|WARN|OptimiDoc.Lpd.Command.CommandReceiveJob|Pro typ Int32 byla hodnota buď příliš velká, nebo příliš malá.
8620|15|2017-07-26 12:04:29.8726|INFO|OptimiDoc.Service.LpdServer|Queue: Optimidoc, id: 4, name: Microsoft Word - Test, owner: Denis
8620|15|2017-07-26 12:04:29.8726|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 4 was added to queue Optimidoc
8620|9|2017-07-26 12:04:29.8882|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|About to processing print job: OptimiDoc.Lpd.Queue.QueuePrintJob
8620|9|2017-07-26 12:04:31.0136|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|Finished processing print job: 4
8620|9|2017-07-26 12:04:31.0136|INFO|OptimiDoc.Lpd.Queue.QueueMonitor|PrintJob 4 was removed from the queue default
8620|16|2017-07-26 12:06:40.1349|WARN|OptimiDoc.Lpd.Command.CommandReceiveJob|Pro typ Int32 byla hodnota buď příliš velká, nebo příliš malá.

```



#### 5.9.2.4 Logs download

Via the download logs page you can download logs for web site or service directly from the web interface.

To download logs please select:

- Log type - Web/Service
- Days - how long logs shall be kept in the download file

Event log Web log Service log Logs download

---

Log type 

Web

 Days 

7

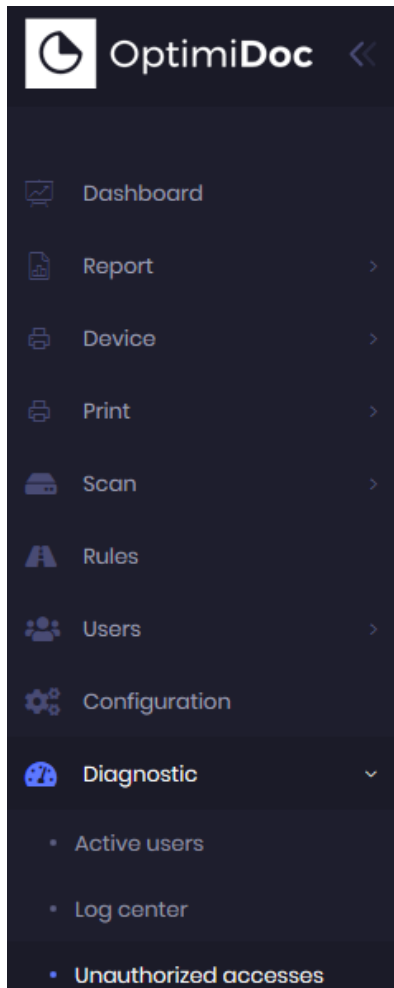
---

Download



### 5.9.3 Unauthorized accesses

**Unauthorized access list** provides a basic overview of unaccepted print jobs due to unrecognized user or accesses to a device with an unrecognized card. The administrator can add unrecognized prints or card to selected user or create a new one.









The Unauthorized access list contains date, used device, card or user value, source and option items.



🏠 > Unauthorized access list




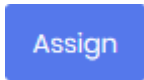
🔍 Search...

<input type="checkbox"/>	Date	Device	Value	Source	Options
<input type="checkbox"/>	19.09.2019 14:40		jnoon	Spooler	  
<input type="checkbox"/>	12.09.2019 13:34		Administrator	Spooler	  

## New user creation

To assign a job to a new user, click on the  button and enter the user data.

## Assign job to an existing user

To **assign the job** to a card or to an existing user, click on the  button, enter the user name and click on the  button.

Unauthorized access assignment Administrator



User


Cleo Brown (Finance)



Assign

Cancel

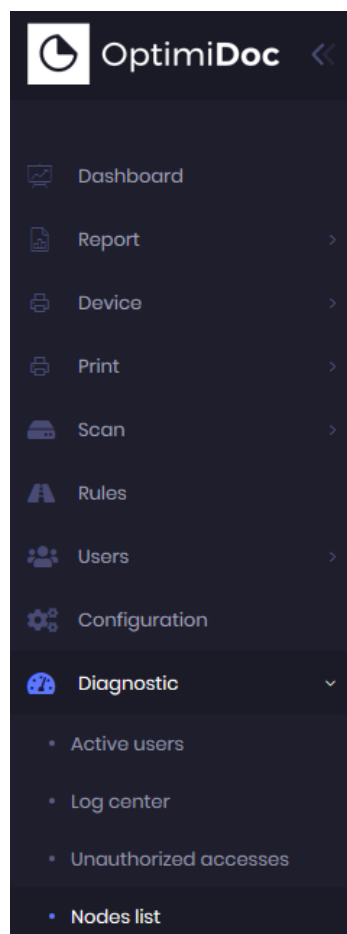
## Delete an unauthorized access job

To **delete the job**, click on the  button.



## 5.9.4 Nodes list

**Nodes list** contains all connected OptimiDoc Servers and Print Nodes.



[Home](#) > Nodes list

	Hostname	Binding	Type	Vers...	Options
▶	WIN-QSEIBIE5AQ5	Online <a href="https://192.168.21.106:14260">https://192.168.21.106:14260</a>	PrintingNode	9.02	
▶	DESKTOP-TIP9KNA	Offline <a href="https://192.168.21.90:14260">https://192.168.21.90:14260</a>	PrintingNode	9.02	
▶	WIN-QSEIBIE5A89	Offline <a href="https://192.168.21.200:14260">https://192.168.21.200:14260</a>	PrintingNode	9.02	
▶	WIN-CP5FTO39NT9	Online <a href="https://192.168.21.62:14266">https://192.168.21.62:14266</a>	Server (master)	10.00	
▶	WIN-TIUH05PI5MF	Offline <a href="https://192.168.21.53:14266">https://192.168.21.53:14266</a>	Server	10.00	

## OptimiDoc Server - Switch to Master

One OptimiDoc Server in cluster needs to be a Master server. The Master server processes the automatic reports generation and processes the Mailbox print connectors. Click on the



button to switch the server to master.

## OptimiDoc Server/Print Node - Edit

Edit can be used for changing the name of Server/Node in case of a change in operating

system or in case of not automatic update of binding. Click on the button to edit the Server/Node.

Edit server ×

Hostname

DESKTOP-TIP9KNA

Binding

<https://192.168.21.90:14260>

Save

Cancel

## OptimiDoc Server/Print Node - Remove



To remove a server or a node from the list, click on the button. During the removal process all print jobs are marked as deleted.





## 6 OptimiDoc Mobile

---

This section describes the user interface of the OptimiDoc **mobile application** for **Android** and **iOS**.

The application lets you view and delete print jobs from OptimiDoc and also print them on any printer installed on the OptimiDoc server. You can also use your device's camera to take a photo of a document and send it to OptimiDoc using the scan workflows. If you have any Xerox multifunction printers, you can easily login on them from your smartphone with one tap of a button.

In the Android application you can add a widget to your home screen to quickly print all unprinted jobs on a certain printer or login on a Xerox device. Also exclusively on Android, OptimiDoc administrators can put the application into a "terminal mode." In this mode, the application supports authentication using a PIN in addition to the default username and password. You can even connect a card reader and authenticate users with a card number.





## 6.1 Login

- **URL address** - address of the optimidoc server you want to login on
- **SSL port** - the https port assigned to the OptimiDoc server in IIS
- **Username** - your username in OptimiDoc
- **Password** - your password in OptimiDoc
- **Remember credentials** - if the checkbox is selected, the application will remember your login information and log you in without asking for them

Carrier 2:54 PM

OptimiDoc

192.168.0.65 14266

Jakub

...

☒ Remember me

Log in

LOG IN

V 1.2 v1.1



### 6.1.1 Terminal mode login

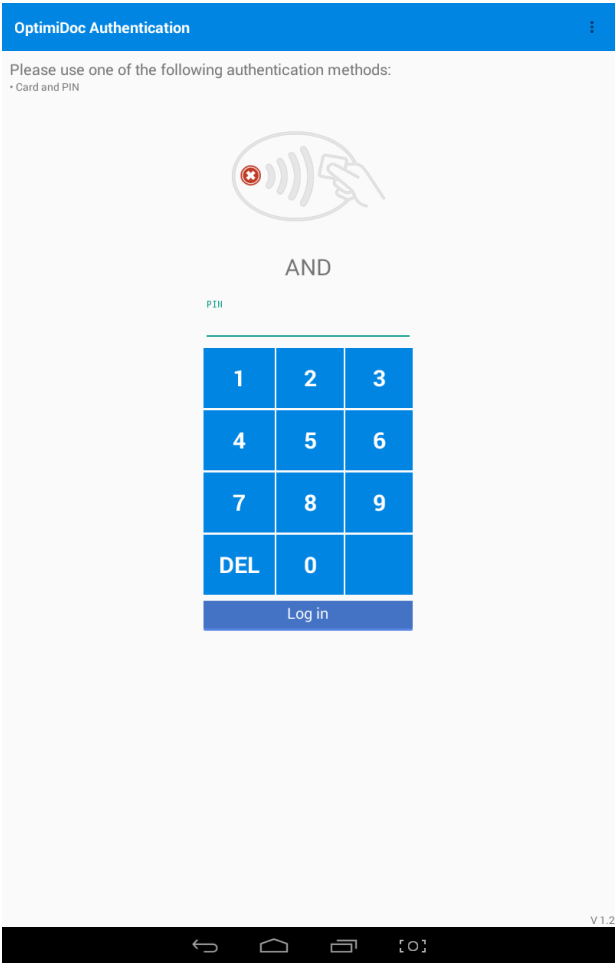
This section applies only to the Android application's Terminal mode. To turn this mode on, you will need administrator privileges in OptimiDoc. For Terminal mode settings refer to the [Settings section](#).

Note: the login screen in the Terminal mode may vary from the screenshot below depending on the chosen authentication method. The following is a screenshot of the "card and PIN" authentication method. Possible authentication methods are:

- PIN
- Username & password
- Card
- Card or PIN
- Card and PIN
- Card or username & password
- Card and username & password



- - this icon means that you can use a card to log in.
- This authentication method requires a card reader to be connected to the Android device's USB port
- If you can't connect to the server using the chosen authentication method (e.g. you don't have a PIN assigned) or if the server address or port changes, an OptimiDoc administrator can still log in normally using the Administrator login dialog. To open this popup, tap the three dots in the top right and then tap "Administrator login"





## 6.2 Print jobs

This section is about unprinted and printed jobs of a certain user. For print connectors, including shared queues, see the [Connectors section](#).

- To open the navigation menu, tap the icon in the top left corner
- On Android, you can also swipe right to open the drawer
- Tap the "Waiting" and "Printed" tabs on the top to switch between unprinted and printed jobs
- Tap the individual print jobs to select them
- On iOS devices, you can swipe a job to the left to delete it
- Tap to display detailed information about a print job (more info in the [Job details](#))
- Buttons in the button bar at the bottom:
  - 1st button deletes selected jobs
  - 2nd button changes the color print option
    - Full color - documents will be printed in color
    - Monochrome - documents will be printed in black and white
  - 3rd button changes the plex print option
    - Not selected - the default settings will be used
    - simplex - one-sided print
    - Vertical duplex - two-sided print along the short edge of the paper
    - Horizontal duplex - two-sided print along the long edge of the paper
  - 4th button prints selected print jobs
  - 5th button prints all the print jobs in the current tab
- The 4th and 5th buttons redirect to the [Printer selection](#)

Print jobs

LOG OUT

WAITING

PRINTED

OptimiDoc 6.pub

Feb 2, 2016 2:31 PM

Product presentation.pptx

Feb 2, 2016 3:31 PM

General leaflet

Feb 4, 2016 8:31 PM

Xerox Scan.pdf

Feb 5, 2016 12:55 PM

Access Denied for Component...

Feb 5, 2016 2:58 PM

Delete

Full color

Not selected

Print

Print All

Carrier

2:59 PM

< Menu

Print jobs

Waiting

Printed

OptimiDoc 6.pub

Feb 2, 2016, 2:31 PM

Product presentation.pptx

Feb 2, 2016, 3:31 PM

Xerox Scan.pdf

Feb 5, 2016, 12:55 PM

Delete

Full color

Not selected

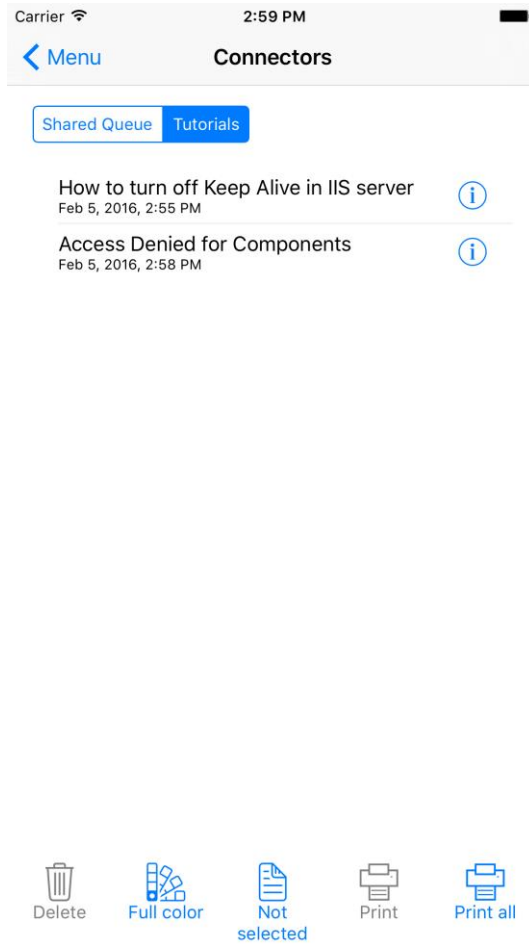
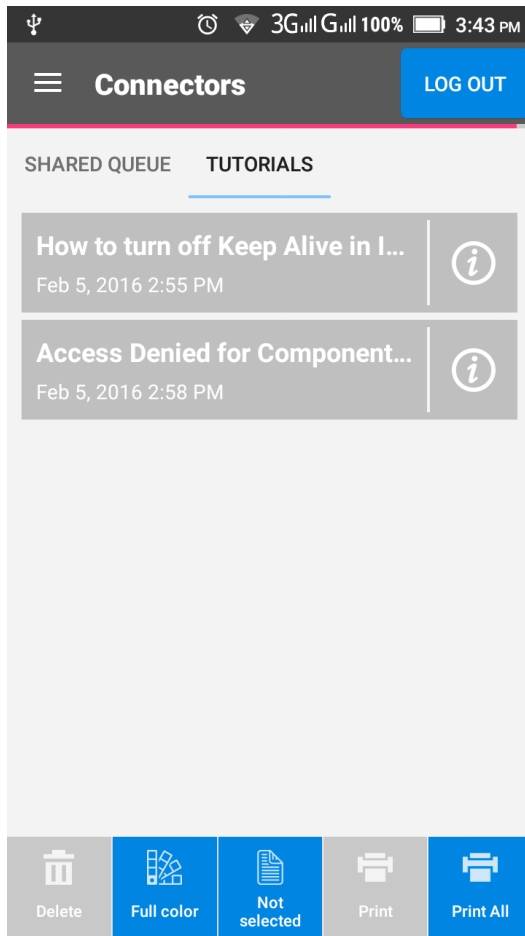
Print

Print all



## 6.3 Connectors

- To open the navigation menu, tap the icon in the top left corner
- On Android, you can also swipe right to open the drawer
- Tap the tabs at the top to switch between the print connectors from OptimiDoc.
- Note that there might not be any tabs if there are no print connectors added to the OptimiDoc server.
- Print connectors containing no print jobs are not displayed
- Tap the individual print jobs to select them.
- On iOS devices, you can swipe a job to the left to delete it
- Tap to display detailed information about a print job
- Buttons in the button bar at the bottom:
  - 1st button deletes selected jobs
  - 2nd button changes the color print option
    - Full color - documents will be printed in color
    - Monochrome - documents will be printed in black and white
  - 3rd button changes the plex print option
    - Not selected - the default settings will be used
    - simplex - one-sided print
    - Vertical duplex - two-sided print along the short edge of the paper
    - Horizontal duplex - two-sided print along the long edge of the paper
  - 4th button prints selected print jobs
  - 5th button prints all the print jobs in the current tab
- The 4th and 5th buttons redirect to the [Printer selection](#)

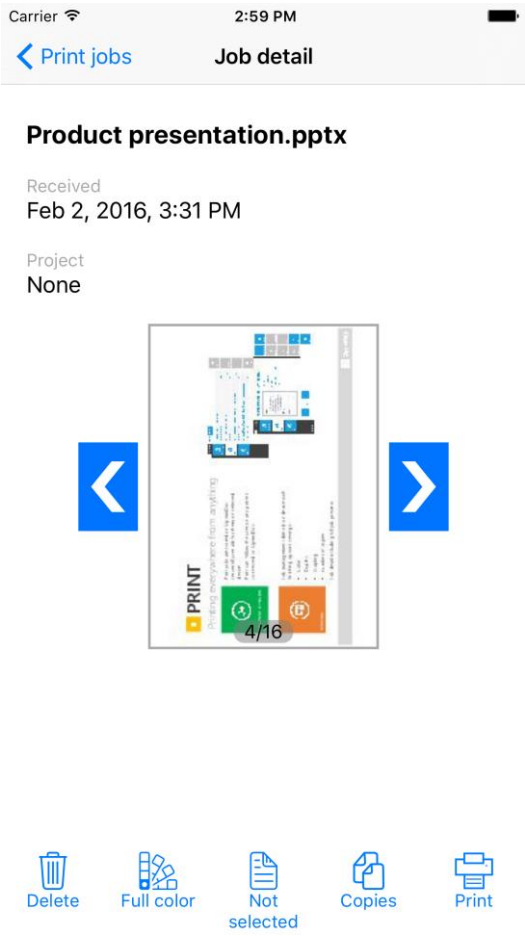
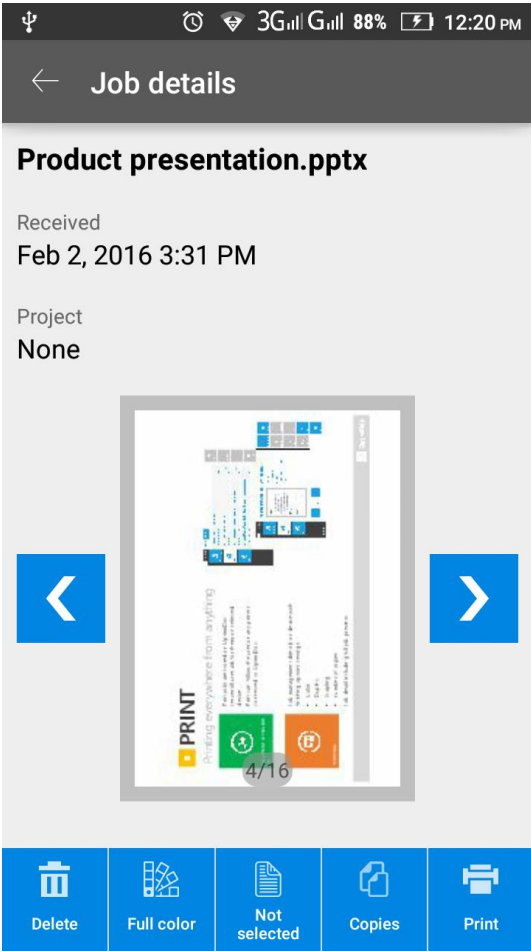






## 6.4 Job details

- To close the job details, tap the icon in the top left corner
- The first line of text is the name of the job
- **Received** - date and time on which the print job was received on the OptimiDoc server
- **Project** - the project this print job belongs to. For more information about projects, see [Projects](#)
- The image at the bottom is the preview of the print job
- Tap or to switch pages
- You can also swipe the image to the left or right to switch pages
- The current page and the total amount of pages are displayed at the bottom of the preview
- Buttons in the button bar at the bottom:
  - 1st button deletes selected jobs
  - 2nd button changes the color print option
    - Full color - documents will be printed in color
    - Monochrome - documents will be printed in black and white
  - 3rd button changes the plex print option
    - Not selected - the default settings will be used
    - simplex - one-sided print
    - Vertical duplex - two-sided print along the short edge of the paper
    - Horizontal duplex - two-sided print along the long edge of the paper
  - 4th button changes the amount of copies that will be printed
  - 5th button sends the print job to a printer
    - see also: [Printer selection](#)

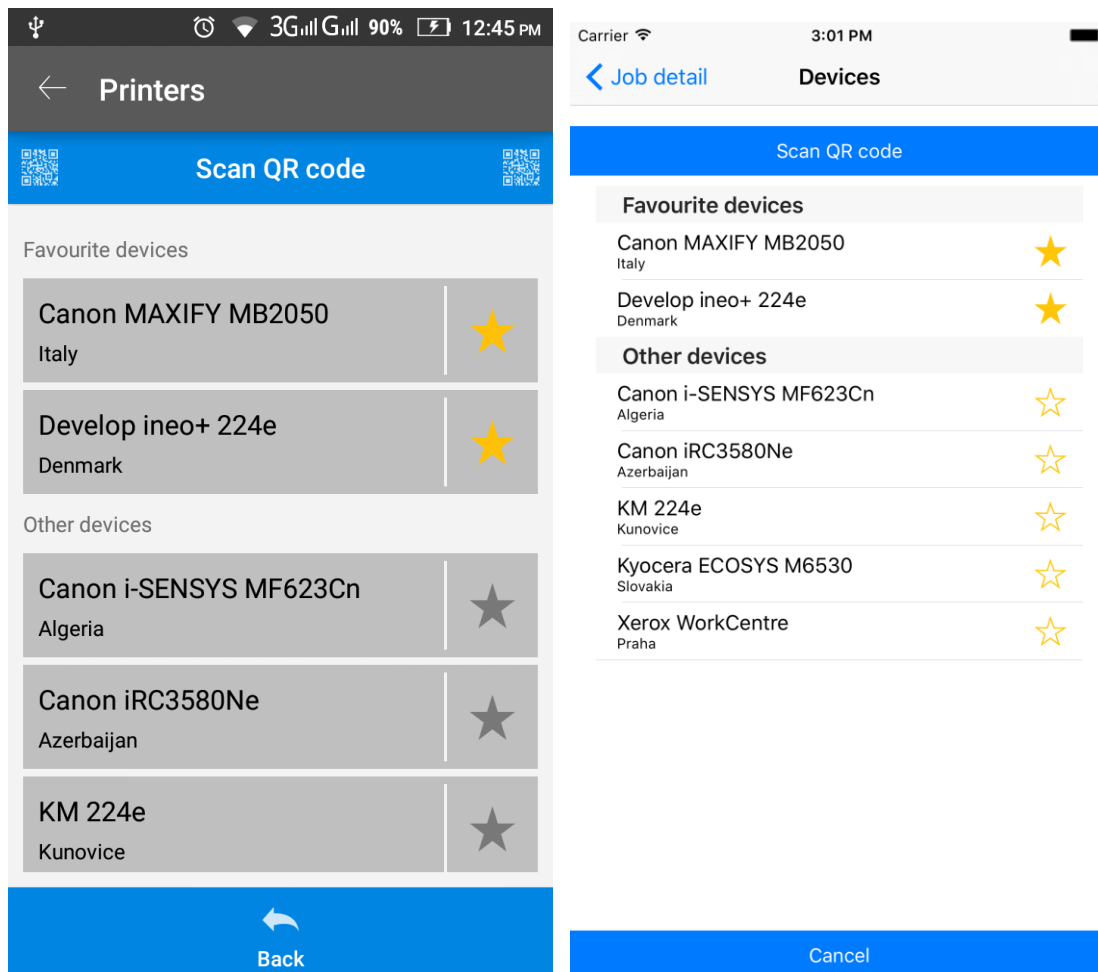




## 6.5 Printer selection

This section depicts the screen that is displayed when the user clicks a Print button. For the menu item "Devices" see [Devices](#).

- To close the printer selection and cancel the print operation, tap the icon in the top left corner
- To select a printer using a QR code, tap the "Scan QR code" button
- The QR code can be generated by OptimiDoc in the web interface, for more information see [Device list](#)
- Note: if you create your own QR code, it should contain only the IP address of the printer
- For better visibility, you can add a printer to favourites
- To add or remove a printer from favourites, click the star icon next to it
- To send the selected jobs to a printer and initiate print, choose a printer from the list and tap it.

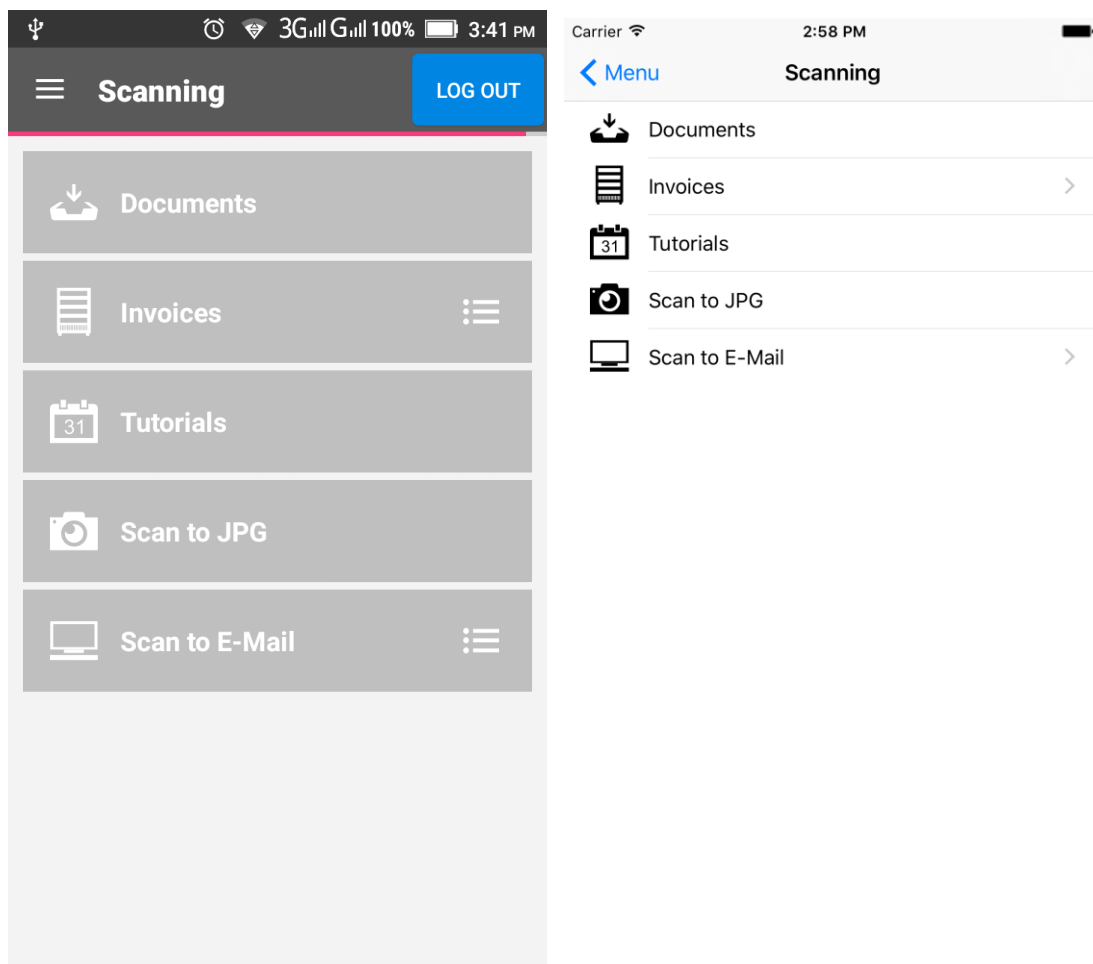




## 6.6 Scanning

This article is about the scanning functionality of the OptimiDoc mobile application. For information about Scan workflows in OptimiDoc, see [Scan workflows](#).

- To open the navigation menu, tap the icon in the top left corner
- On Android, you can also swipe right to open the drawer
- The scanning workflows setup on the OptimiDoc server are listed here
- Workflows which have the ( on iOS ) icon next to them have some parameters defined in OptimiDoc. More information about scan parameters can be found in the [Workflow list section](#)
- If you tap a workflow without parameters, the application will let you take a photo
- If you tap a workflow with parameters, you will be redirected to the [Scan parameters screen](#)

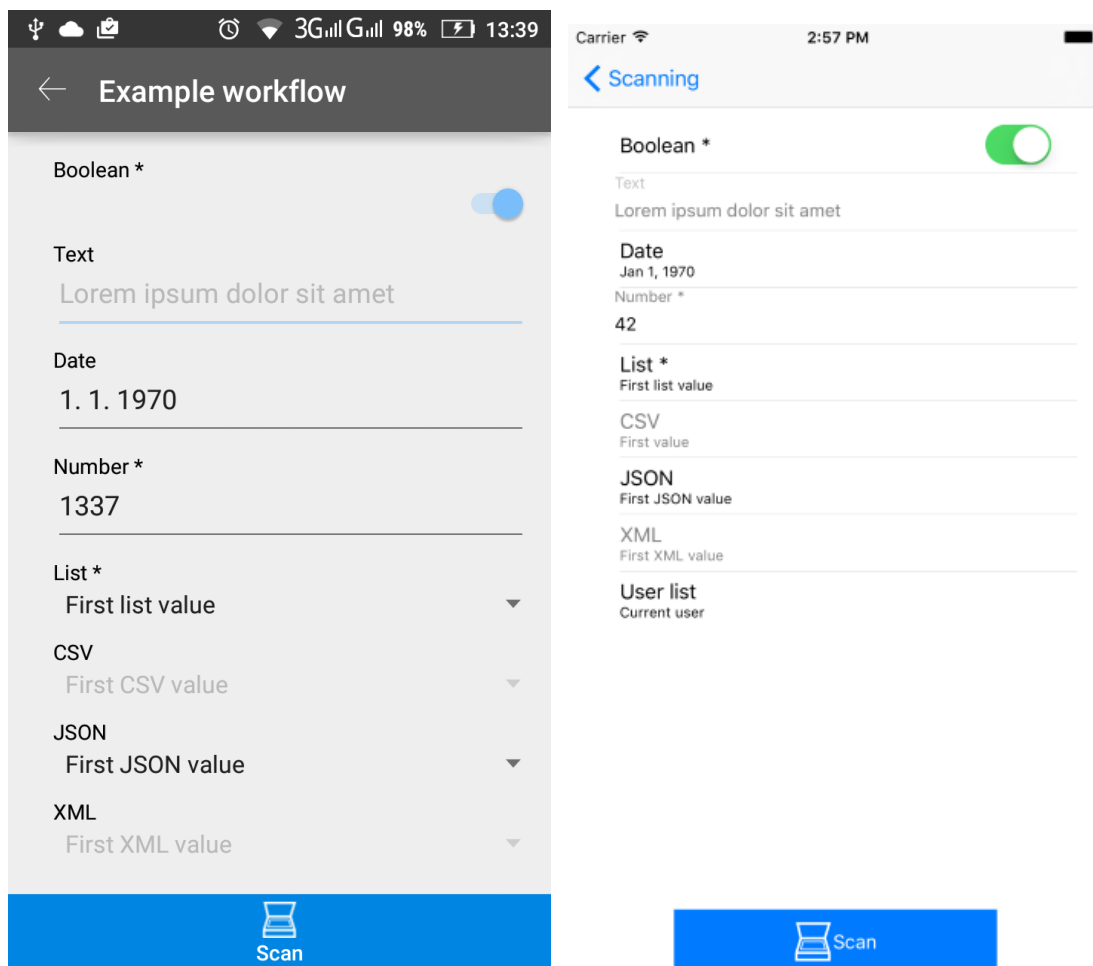




## 6.6.1 Scan parameters

This section is about editing scan parameters in the mobile app. For more information about these parameters see [Scan parameters](#).

- To close the scan parameters, tap the icon in the top left corner
- This screen lists all the scan parameters added to the scan workflow
- The grayed-out parameters are not editable
- Parameters marked with an asterisk (\*) are required and their value must be specified
- Editing the values:
  - Boolean scan parameters have a switch on the right
  - Text and number parameters are text fields
  - Date parameters open a dialog with a date picker
  - list parameters (e.g. CSV or JSON) open a dialog which displays possible values
- To take a photo and then send the scan job, tap the "Scan" button

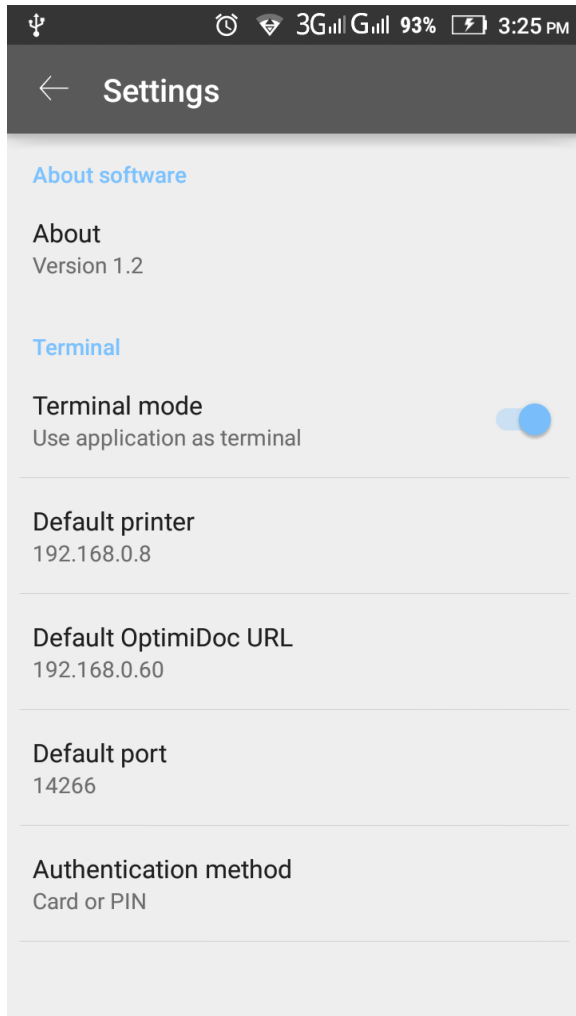




## 6.7 Settings

This section applies only to Android. Note that most of these settings are only visible to OptimiDoc administrators.

- To close the settings, tap the icon in the top left corner
- **About** - general information about the app
- **Terminal mode** - turns the Terminal mode[1] on or off
- **Default printer** - the printer to which print jobs will be sent in Terminal mode (the user cannot select a printer while the app is in the Terminal mode)
- **Default OptimiDoc URL** - the address of the OptimiDoc server you want the application to connect to while in Terminal mode
- **Default port** - the https port assigned to the OptimiDoc server in IIS
- **Authentication method** - the method used to authenticate users
- Authentication methods:
  - PIN
  - Username & password
  - Card
  - Card or PIN
  - Card and PIN
  - Card or username & password
  - Card and username & password



**Note**

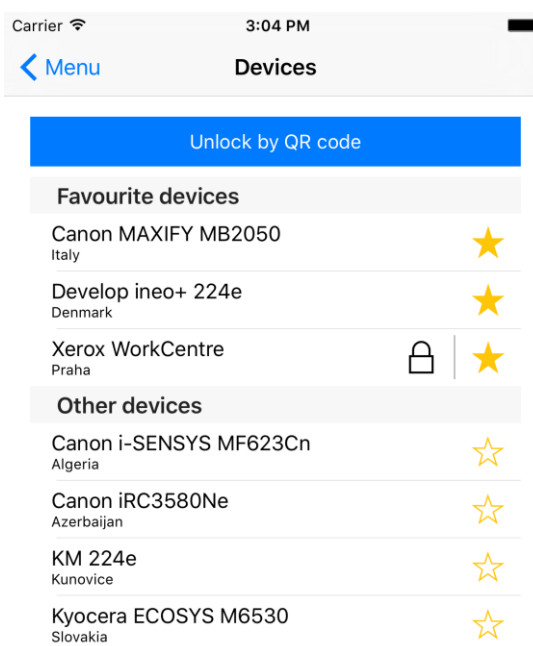
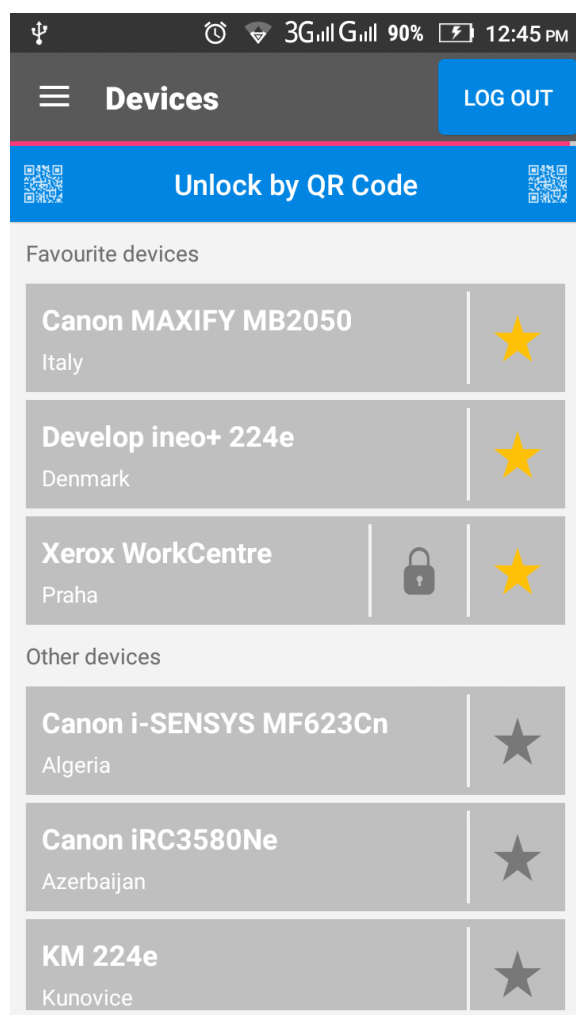
When users want to log in with Terminal mode on, they cannot change the OptimiDoc server address or port. For this reason, an OptimiDoc administrator can still specify these values using the "Administrator login" dialog on the login screen. For more information see [Terminal mode login](#).

[1] Terminal mode - an Android-only mode of the mobile application. In this mode, users can't select the server they want to connect to and is instead restricted to connecting to a predefined server (configured in the settings). In addition to the usual login and password authentication, the application can be configured to require a PIN and/or card number. When printing, the user won't be able to select a printer to send the jobs to, the application will use the printer defined in the settings instead.

## 6.8 Devices

This section is about the menu item "Devices". For the screen displayed when you tap a Print button see [Printer selection](#).

- To open the navigation menu, tap the icon in the top left corner
- On Android, you can also swipe right to open the drawer
- You can log in on a Xerox printer using your smartphone. To do so, tap ( on iOS )
- Note: this button is hidden for devices from manufacturers other than Xerox
- To log in on a Xerox printer using a QR code, tap the "Unlock by QR code" button
- The QR code can be generated by OptimiDoc in the web interface, for more information see [Device list](#)
- Note that if you create your own QR code, it should contain only the IP address of the printer.
- For better visibility, you can add a printer to favourites
- To add or remove a printer from favourites, click the star icon next to it









## 6.9 Android widget

The home screen widget is used for quick access to a printer. You can tap a button on the widget to print all unprinted print jobs from OptimiDoc. If you add a widget for a Xerox printer, you can tap a button on your smartphone and the application will log you in on the device.

- The first line of text is the printer's name
- The second line is the printer's location
- To print all unprinted print jobs, tap 
- To log in on a Xerox device, tap 
- Note: this button is hidden for devices from other manufacturers





## 7 OLAP Cube Reporting

To **install** the **OptimiDoc** data cube, perform the following steps:

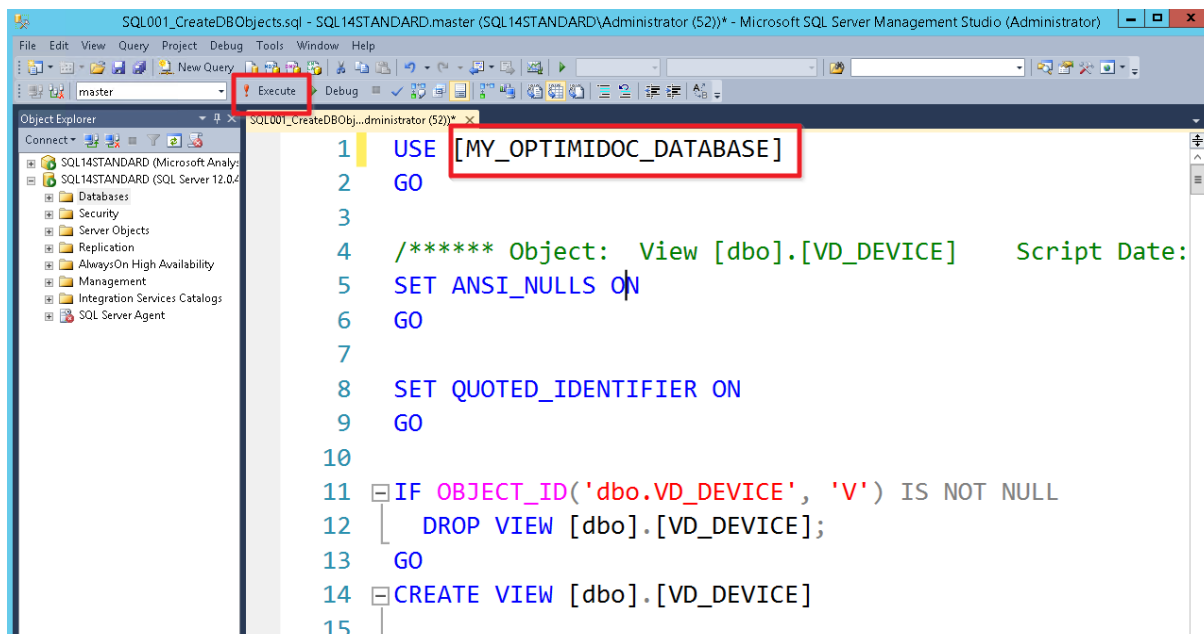
1. Open the **SQL Server Management Studio** (SSMS) to connect to the database server on which the OptimiDoc database is located.

All SQL scripts are stored to OptimiDoc\Support\OLAP.

2. Open **SQL001\_CreateDBObject.sql**

2.1. On the first line, replace **[OPTIMIDOC]** with the name of your OptimiDoc database instance.

2.2. Execute the script.

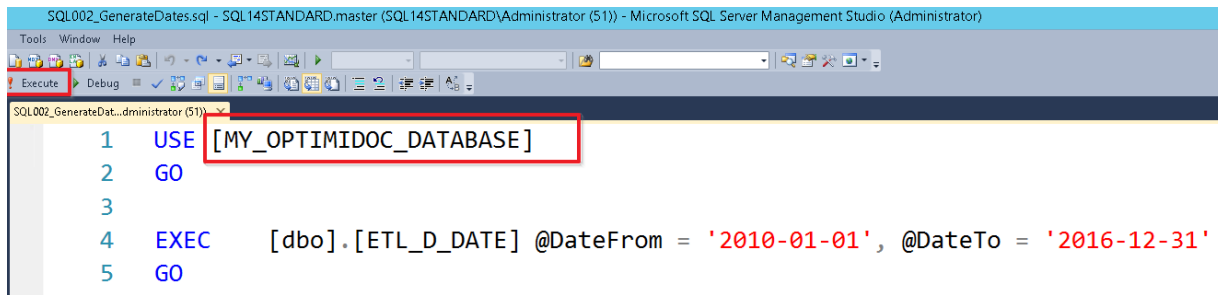


3. Open **SQL002\_GenerateDates.sql**

3.1. On the first line, replace **[OPTIMIDOC]** with the name of your database instance

3.2. If necessary, change the values in the **@DateFrom** and **@DateTo** variables to the desired period. Note: Data outside this range will not be loaded into the data cube.

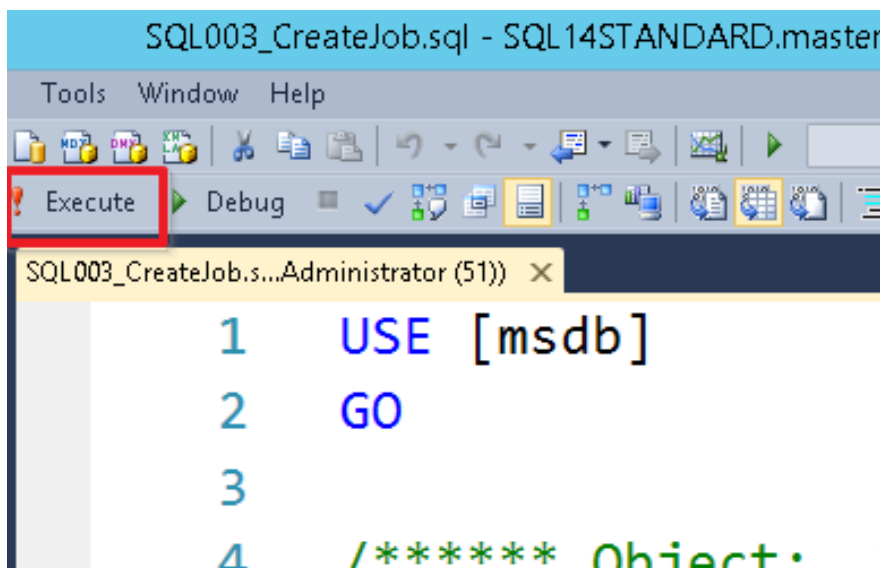
3.3. Execute script.



```
SQL002_GenerateDates.sql - SQL14STANDARD.master (SQL14STANDARD\Administrator (51)) - Microsoft SQL Server Management Studio (Administrator)

1  USE [MY_OPTIMIDOC_DATABASE]
2  GO
3
4  EXEC [dbo].[ETL_D_DATE] @DateFrom = '2010-01-01', @DateTo = '2016-12-31'
5  GO
```

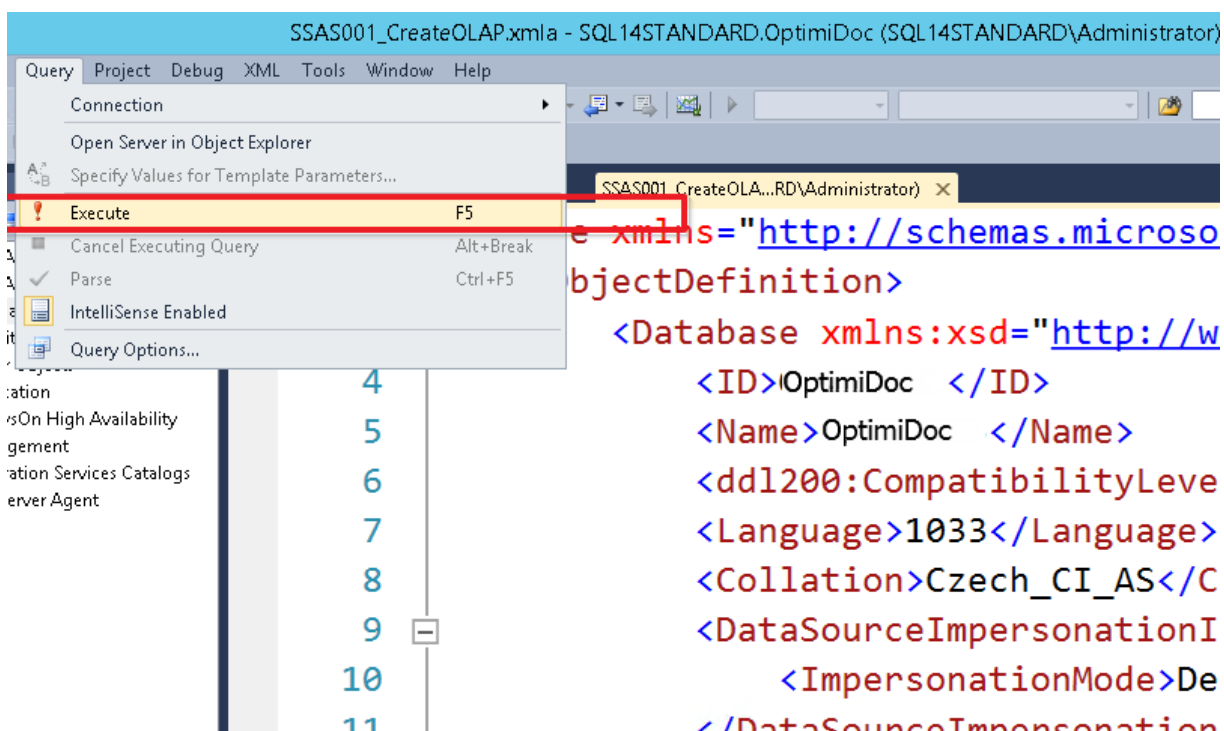
4. Open and execute **SQL003\_CreateJob.sql**



```
SQL003_CreateJob.sql - SQL14STANDARD.master

1  USE [msdb]
2  GO
3
4  /***** Object:  */
```

5. Open **SSAS001\_CreateOLAP.xmla**, connect to Analytics Server and execute the script.



```
SSAS001_CreateOLAP.xmla - SQL14STANDARD.OptimiDoc (SQL14STANDARD\Administrator)

1  <?xml xmlns="http://schemas.microsoft.com/OLAP/ImportExport/xrml" version="1.0" encoding="UTF-8" standalone="yes">
2  <Database xmlns:xsd="http://www.microsoft.com/OLAP/ImportExport/xrml" ID="OptimiDoc">
3  <Name>OptimiDoc</Name>
4  <ddl200:CompatibilityLevel>100</ddl200:CompatibilityLevel>
5  <Language>1033</Language>
6  <Collation>Czech_CI_AS</Collation>
7  <DataSourceImpersonationInfo>
8  <ImpersonationMode>Default</ImpersonationMode>
9  </DataSourceImpersonationInfo>
10 </Database>
11 </?xml>
```

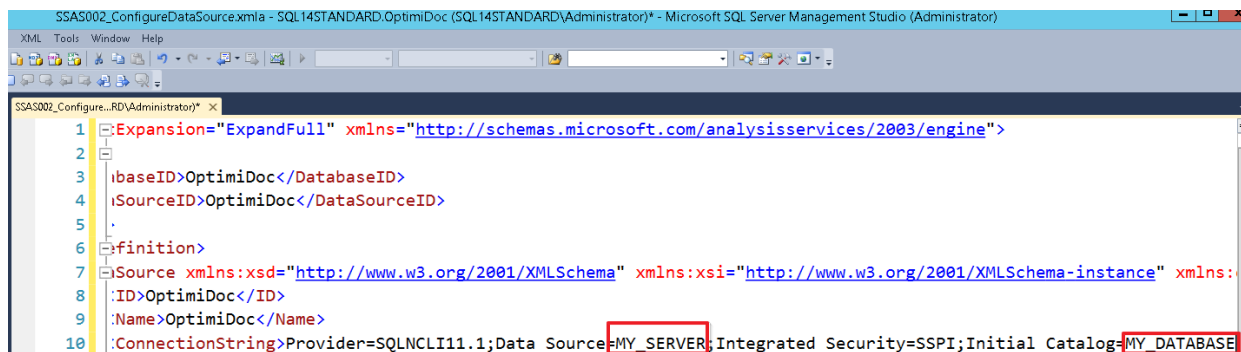


6. Open **SSAS002\_ConfigureDataSource.xml** and perform the following steps:

6.1. On the line **<ConnectionString>** replace **localhost** with the name of the server

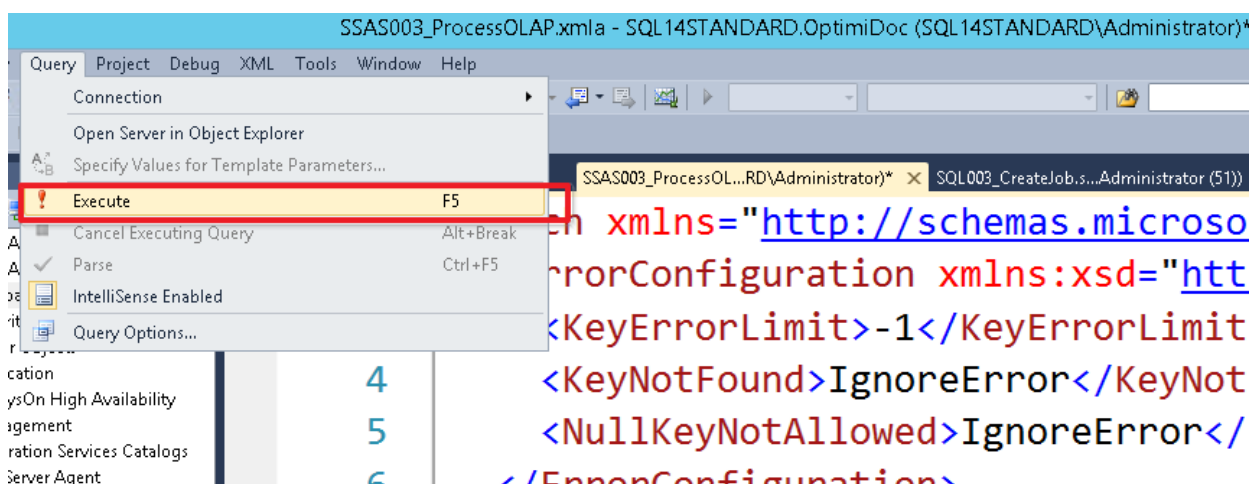
6.2. On the line **<ConnectionString>** replace **OPTIMIDOC** with the name of your OptimiDoc database.

6.3. Execute script



```
1 <Expansion="ExpandFull" xmlns="http://schemas.microsoft.com/analysis/services/2003/engine">
2
3 <DatabaseID>OptimiDoc</DatabaseID>
4 <DataSourceID>OptimiDoc</DataSourceID>
5
6 </finition>
7 <Source xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:
8 :ID>OptimiDoc</ID>
9 <Name>OptimiDoc</Name>
10 <ConnectionString>Provider=SQLNCLI11.1;Data Source=MY_SERVER;Integrated Security=SSPI;Initial Catalog=MY_DATABASE
```

7. Open and execute **SSAS003\_ProcessOLAP.xml**.



```
on xmlns="http://schemas.microso
ErrorConfiguration xmlns:xsd="htt
<KeyErrorLimit>-1</KeyErrorLimit
<KeyNotFound>IgnoreError</KeyNot
<NullKeyNotAllowed>IgnoreError</
</ErrorConfiguration>
```

## Common problems

The following is a list of common problems when installing or working with the OLAP cube:

1. Script **SSAS003\_ProcessOLAP.xml** ends with an error message saying it cannot connect to the database

- The user under which the Analysis Services service is running (SSAS service log on account) is used to load data into the cube. It is necessary to add access rights for this user to read data from the OptimiDoc database (the db\_datareader role is sufficient)

2. The cube doesn't display current data

- The reason might be that the SQL job that keeps the data up-to-date is not running.
- It is also possible that there is no entry for the current day in the table containing dates. You can fix this by generating the **SQL002\_GenerateDates.sql** again and entering the current date. This problem typically occurs on January 1st.



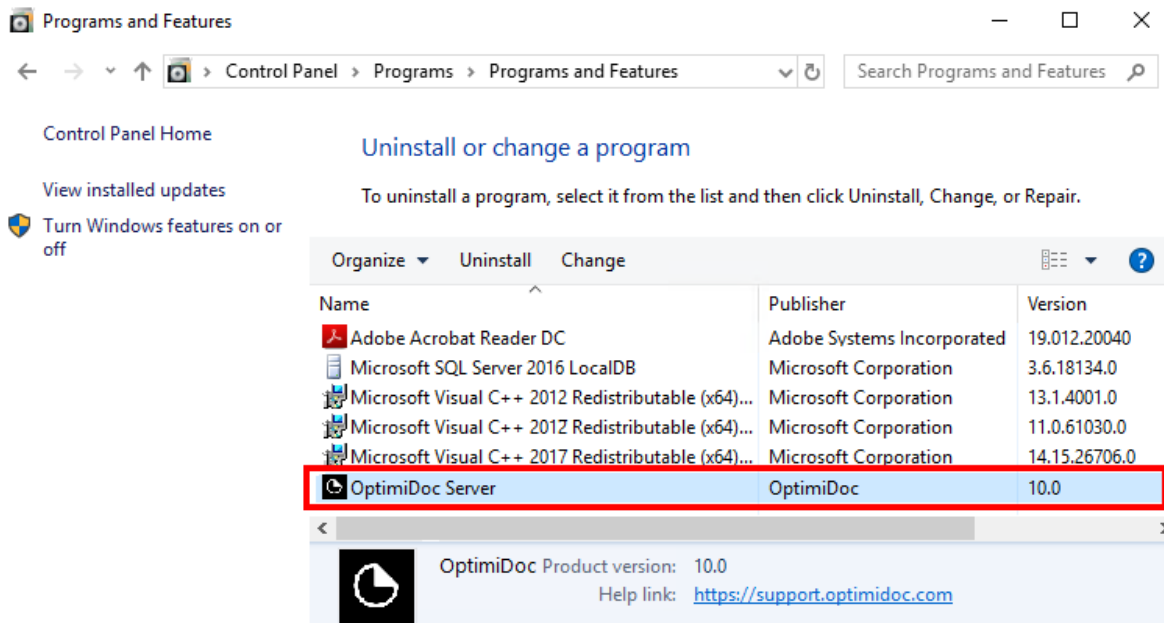


## 8 Uninstallation

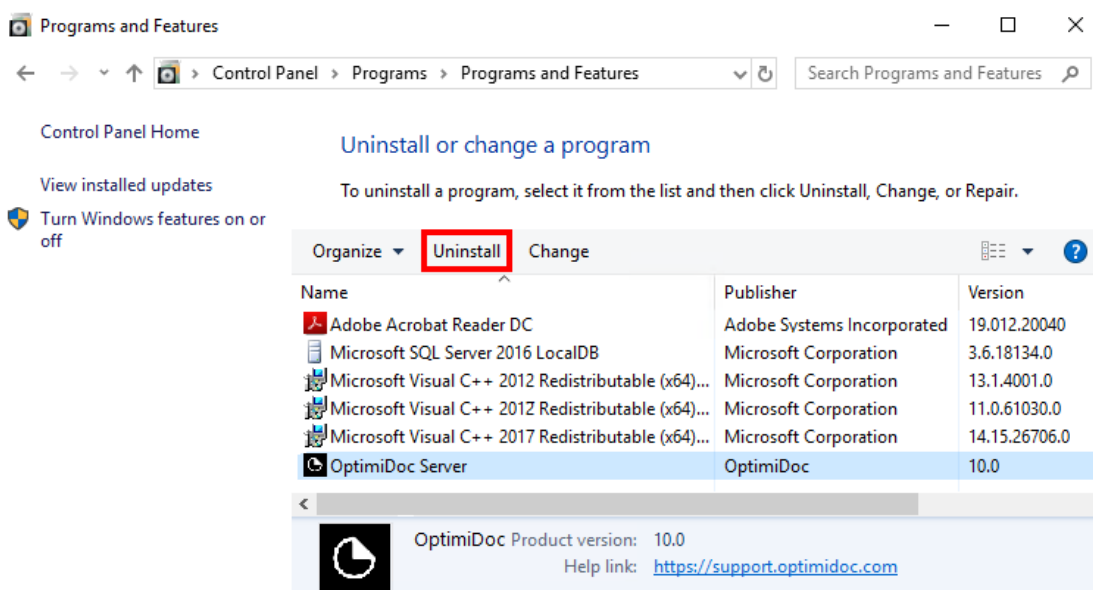
This chapter provides details about uninstalling OptimiDoc software components. Before you start the uninstallation, please deactivate OptimiDoc as described in "Old license removal".

To uninstall the OptimiDoc server follow the steps below:

1. Open Programs and Features in the Control Panel and select OptimiDoc.

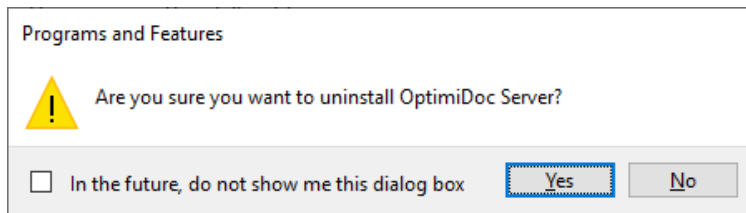


2. Click on the Uninstall button.





### 3. Confirm the uninstallation.



#### Important

Before uninstalling, be sure to log on with Windows Administrator credentials.



## 8.1 Old license removal

To remove the old license there are two steps necessary:

1. ABBYY FineReader Engine license removal
2. OptimiDoc license removal

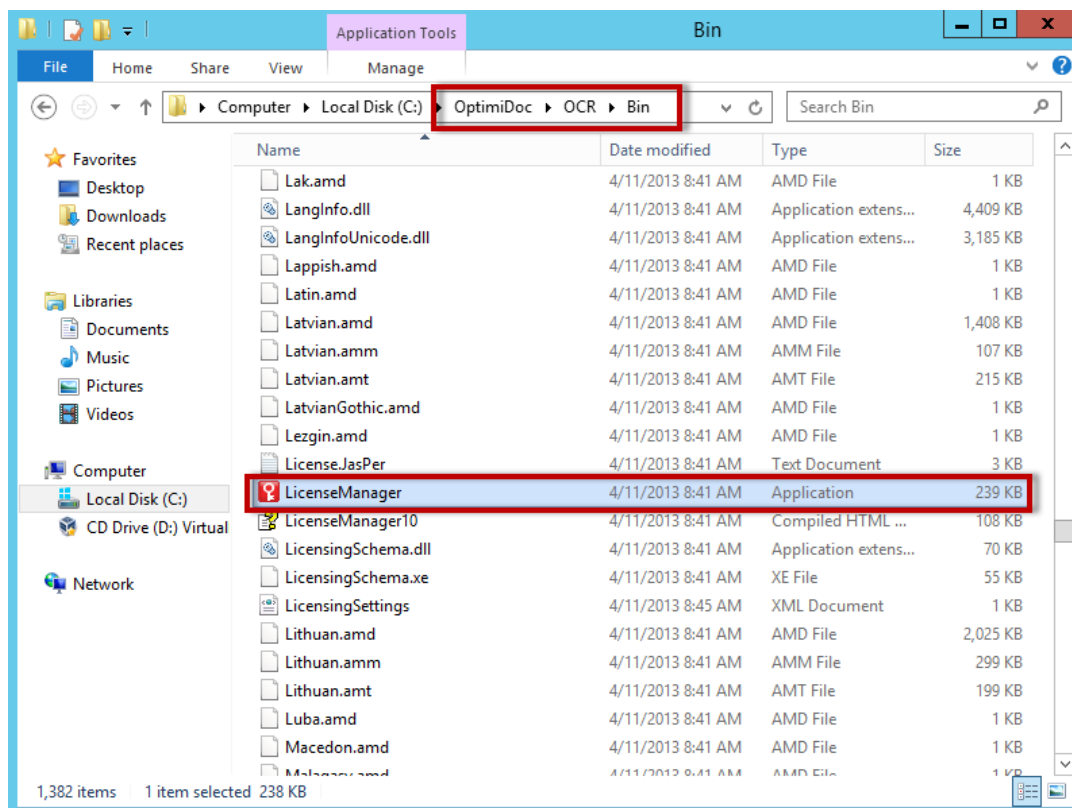
### ABBYY FineReader Engine license removal



**Important**

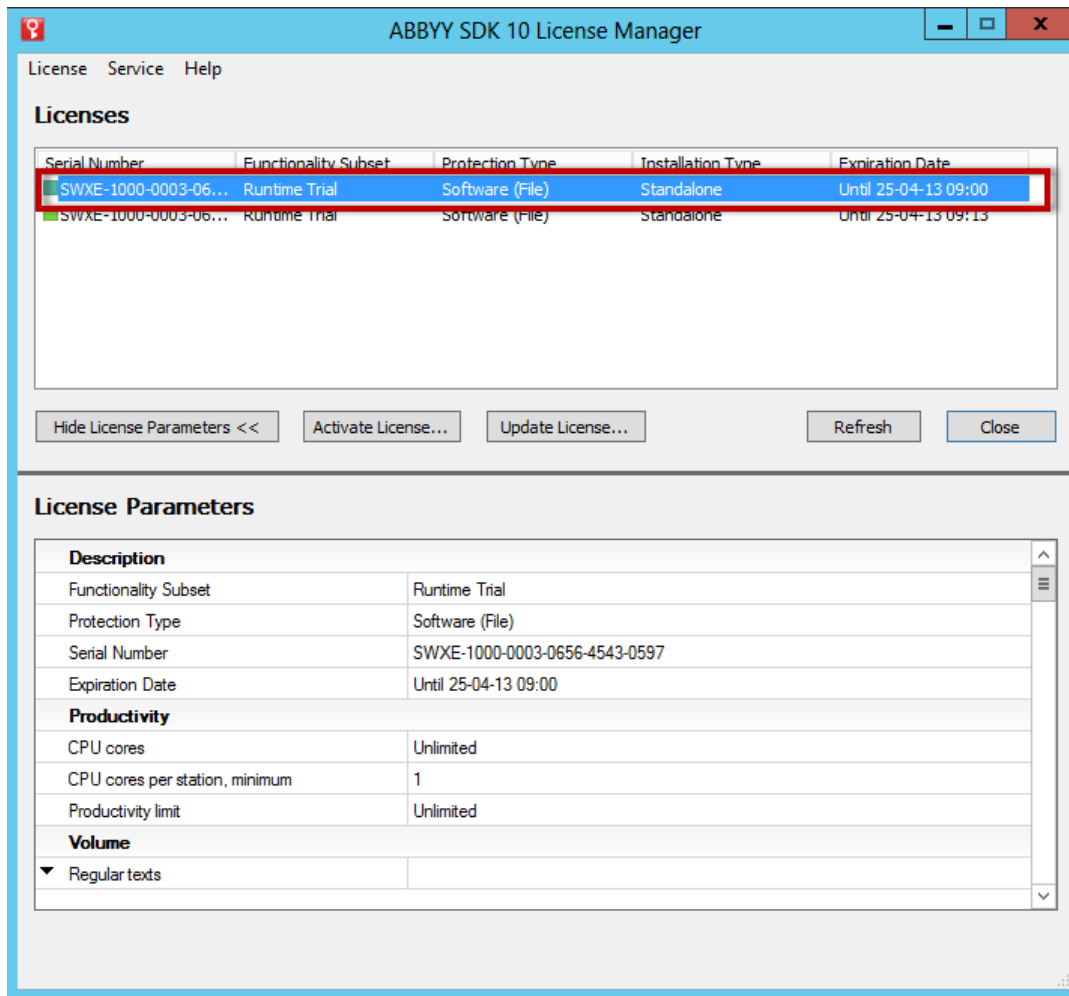
**For ABBYY license deactivation, internet connection is necessary!**

1. Go to <optimidoc\_folder>\OCR\Bin and start LicenseManage.exe

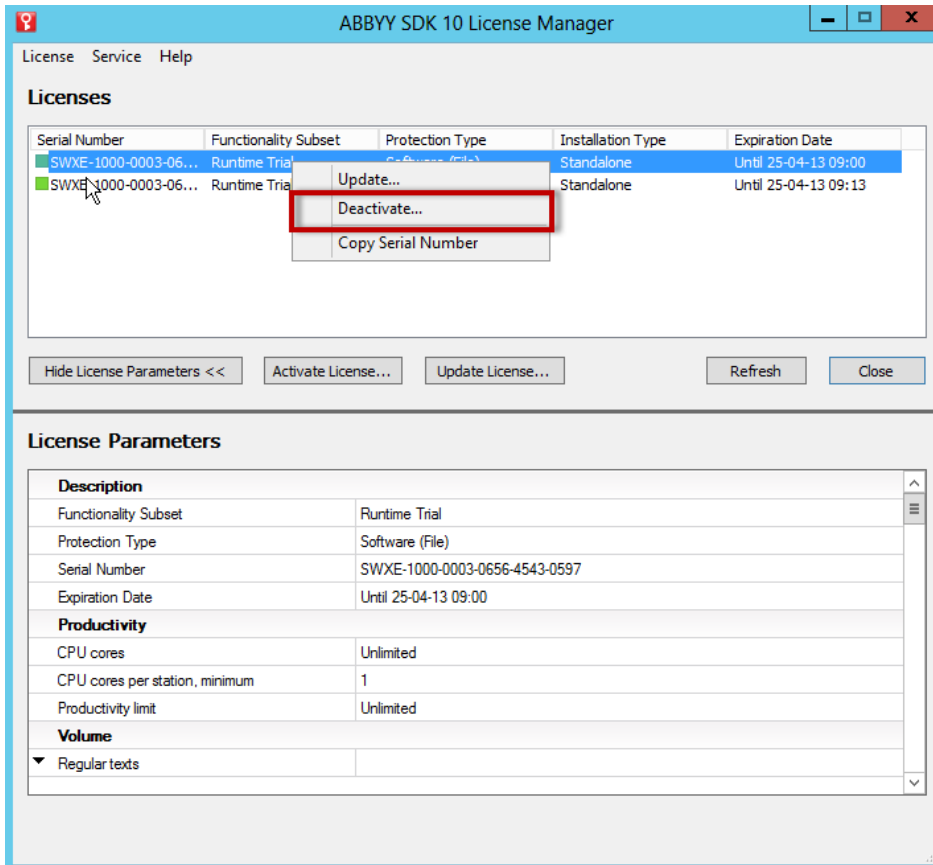


2. Select the license to deactivate

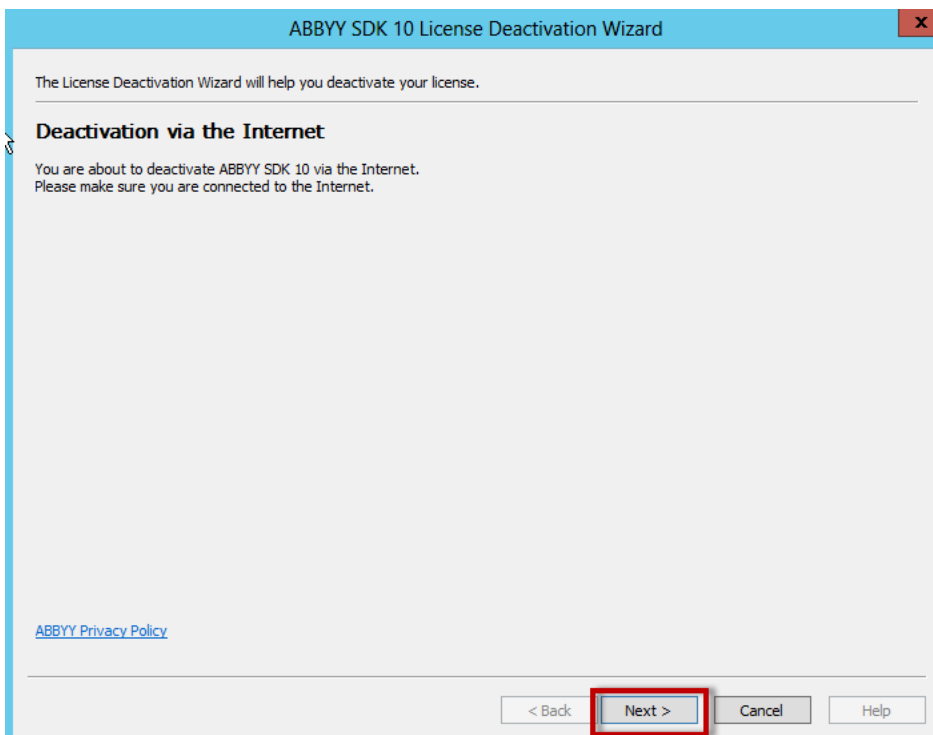




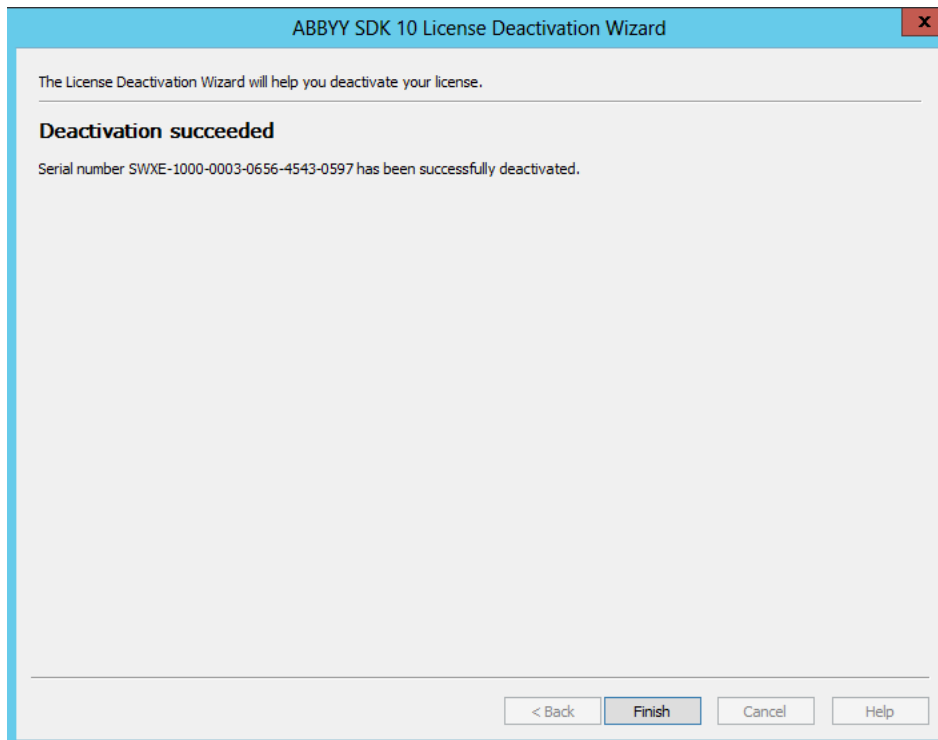
3. Right click on license and select Deactivate



4. Confirm the deactivation by clicking on next

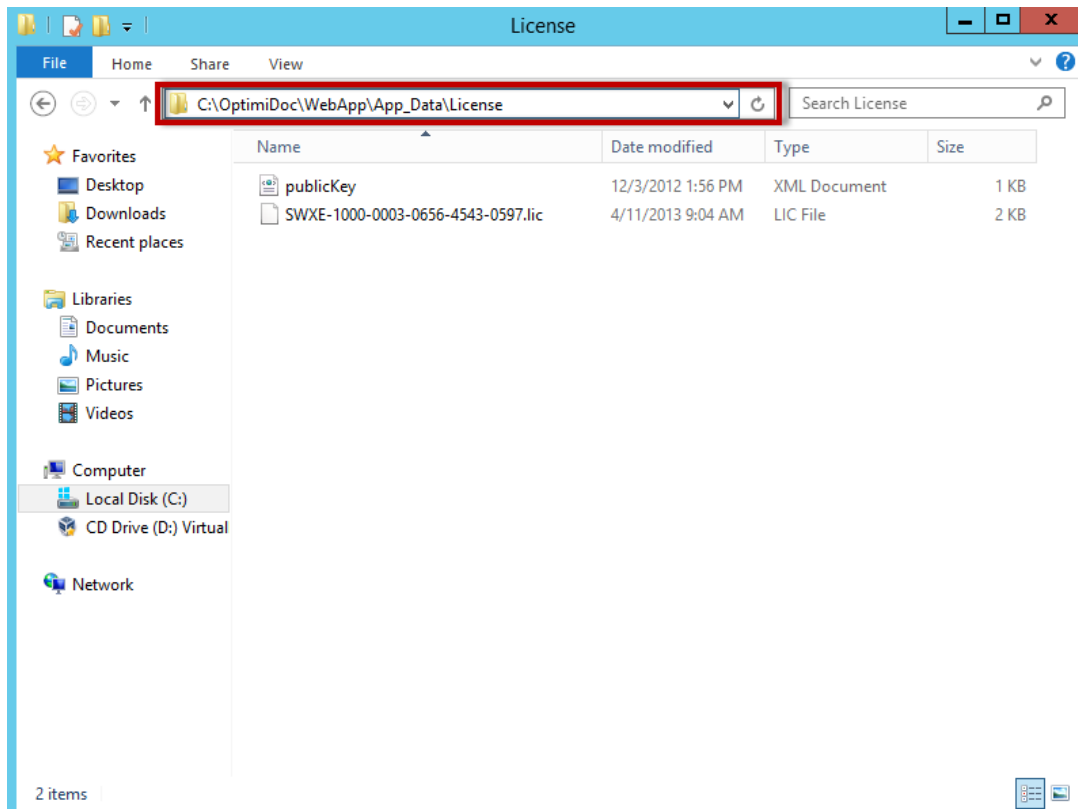


5. Deactivation succeeded.



## OptimiDoc license removal

1. Go to <optimidoc\_install>\WebApp\App\_Data\License



2. Delete \*.lic files





## 9 Supported devices

---

Full list of supported devices is accessible at <https://partner.optimidoc.com/SupportedDevices>

Other brands and models can be monitored as a network devices or by OptimiDoc Print Monitor.



## 9.1 Konica Minolta device configuration

Konica Minolta requires additional configuration to work with OptimiDoc.

### SSL configuration

1. Open the PageScope Web Connection of the device in web browser and login as an Administrator.

The Administrator default password is 12345678 or 1234567812345678.

**KONICA MINOLTA** **PAGE SCOPE** **Web Connection**

**Login**

☐ Registered User  
PIN\*   
Print all

☒ Administrator

**View Mode** ☐ Flash ☒ HTML  
Flash Player is necessary to see in Flash form.

**Display Speed** ☐ Quick Mode ☒ Standard Mode  
To speed up the display speed using the cache in quick mode.

**User Assist** ☐ Display dialog box in case of warning.

**Language**

2. Go to the Security tab and open Device Certificate settings, then click on **New Registration** button.

**KONICA MINOLTA** **PAGE SCOPE** **Web Connection**

Model Name: bizhub C224e

Administrator

Ready to Scan

**In Menu (Admin Mode)**

**Maintenance** **System Settings** **Security** **User Auth/Account Track** **Network** **Box**

**Print Setting** **Store Address** **Wizard** **Customize** **To Main Menu**

**PKI Settings**

- Device Certificate Setting**
- SSL Setting
- Protocol Setting
- External Certificate Setting
- Certificate Verification Settings

**Device Certificate List**

Default	Issuer	Subject	Validity Period	Detail	Setting
---------	--------	---------	-----------------	--------	---------



### 3. Select **Create** and install a self-signed Certificate and click on **Ok**.

The screenshot shows the Konica Minolta Web Connection interface. The top navigation bar includes 'KONICA MINOLTA', 'PAGE SCOPE Web Connection', 'Model Name: bizhub C224e', 'Administrator', 'Ready to Scan', 'Logout', and a help icon. Below this is a yellow banner with 'In Menu (Admin Mode)'. The main menu consists of several tabs: Maintenance, System Settings, Security (selected), User Auth/Account Track, Network, and Box. Under the Security tab, there are sub-tabs: Print Setting, Store Address, Wizard, and Customize. The 'Create Device Certificate' dialog is open, showing three options: 'Create and install a self-signed Certificate.' (selected and circled in red), 'Request a Certificate', and 'Import Certificate'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

### 4. Enter certificate details such as company name, etc.

Enter following data:

Validity Period : **3650**

Encryption Key Type: **RSA-1024\_SHA-1**

After entering data click on **Ok**.

The screenshot shows the Konica Minolta Web Connection interface with the 'Create and install a self-signed Certificate' form. The top navigation bar is the same as in the previous screenshot. The 'Security' tab is selected, and the 'Create and install a self-signed Certificate' option is chosen. The form contains the following fields:

Common Name	192.168.0.6
Organization	OptimiDoc
Organizational Unit	IT
Locality	Kunovice
State/Province	Zlínský kraj
Country	CZ
Admin. E-mail Address	info@optimidoc.com
Validity Start Date	15/12/2014 09:35:34
Validity Period	3650 Day(s)(1-3650)
Encryption Key Type	RSA-1024_SHA-1

At the bottom of the form are 'OK' and 'Cancel' buttons. Below the form, there is a JavaScript snippet: `javascript:html_f.btnDisabled();html_f.closeDialog();html_f.setCookie('ASE_USL');location.href='a_security_ssl.xml';`

### 5. As a final confirmation you will get following message.



Certificate has been created and installed. SSL/TLS can now be used.

OK

## Certificate Verification Settings

1. In the Security section, open the Certificate Verification Settings and set Certificate Verification Settings to **OFF**. Confirm the settings by clicking on Ok.

The screenshot shows the Konica Minolta Web Connection interface. At the top, it says 'KONICA MINOLTA' and 'Web Connection'. Below that, it says 'Model Name: bizhub C224e'. The interface has a navigation bar with tabs: Maintenance, System Settings, Security, User Auth/Account Track, Network, and Box. The 'Security' tab is selected. Below the navigation bar, there are sub-tabs: Print Setting, Store Address, Wizard, and Customize. The 'Certificate Verification Settings' page is displayed. It has a left sidebar with a tree view containing: PKI Settings, Certificate Verification Settings (selected), Address Reference Setting, Restrict User Access, Auto Logout, TX Operation Log Setting, and Quick Security Setting. The main content area is titled 'Certificate Verification Settings'. It contains the following fields: 'Certificate Verification Settings' (a dropdown menu set to 'OFF', which is circled in red), 'Timeout' (a text box with '30' and 'sec. (5-300)'), 'OCSP Service' (a checkbox), 'URL' (a text box), 'Proxy Settings' (a section header), 'Proxy Server Address' (a text box with '0.0.0.0'), 'Proxy Server Port Number' (a text box with '8080' and '(1-65535)'), 'User Name' (a text box), 'Password' (a text box with 'Password is changed.' and a masked password), and 'Address not using Proxy Server' (a text box). At the bottom right, there are 'OK' and 'Cancel' buttons.

## OpenAPI settings

1. In the Network section open the OpenAPI and set Use SSL/TSL to **SSL only**. Confirm the settings by clicking on **Ok**.





KONICA MINOLTA Administrator Logout ?

PAGE SCOPE Web Connection Ready to Scan ?

Model Name: bizhub C224e In Menu (Admin Mode)

Maintenance System Settings Security User Auth/Account Track Network Box

Print Setting Store Address Wizard Customize To Main Menu

TCP/IP Setting  
E-mail Setting  
LDAP Setting  
IPP Setting  
FTP Setting  
SNMP Setting  
SMB Setting  
DPWS Settings  
Bonjour Setting  
NetWare Setting  
AppleTalk Setting  
WebDAV Settings  
OpenAPI Setting  
TCP Socket Setting

OpenAPI

Use SSL/TLS SSL Only

Port Number 50001 (1-65535)

Port No.(SSL) 50003 (1-65535)

Proxy Settings

Proxy Server Address ☐ Please check to enter host name.  
0.0.0.0

Proxy Server Port Number 8080 (1-65535)

Proxy Server Port Number (HTTPS) 8080 (1-65535)

Proxy Server Port Number (FTP) 21 (1-65535)

User Name

☐ Password is changed.  
Password

Certificate Verification Level Settings

Client Certificates Do not request

Validity Period Confirm

CA Do Not Confirm

## TCP Socket Setting

1. In the Network section open the TCP Socket Setting and check Use SSL/TSL. Confirm the settings by clicking on **Ok**.



KONICA MINOLTA  
PAGE SCOPE Web Connection  
Model Name: bizhub C224e

Administrator Logout ?

Ready to Scan  
In Menu (Admin Mode)

Maintenance System Settings Security User Auth/Account Track Network Box

Print Setting Store Address Wizard Customize To Main Menu

TCP/IP Setting  
E-mail Setting  
LDAP Setting  
IPP Setting  
FTP Setting  
SNMP Setting  
SMB Setting  
DPWS Settings  
Bonjour Setting  
NetWare Setting  
AppleTalk Setting  
WebDAV Settings  
OpenAPI Setting  
TCP Socket Setting

**TCP Socket Setting**  
(Turn the main switch OFF, and then ON, when changing TCP Socket.)

☒ TCP Socket  
Port Number 59158 (1-65535)

☒ Use SSL/TLS  
Port No.(SSL/TLS) 59159 (1-65535)

☒ TCP Socket(ASCII Mode)  
Port No.(ASCII Mode) 59160 (1-65535)

OK Cancel

## IPP Authentication Setting

1. In the Network section open the IPP Setting and uncheck the IPP Authentication Setting. Confirm the settings by clicking on **Ok**.

Web Connection  
Model Name: bizhub C224e

Low Paper

Maintenance TCP/IP Setting  
System Settings E-mail Setting  
Security LDAP Setting  
User Auth/Account Tra... IPP Setting  
Network FTP Setting  
Box SNMP Setting  
Print Setting SMB Setting  
Store Address DPWS Settings  
Wizard Bonjour Setting  
Customize WebDAV Settings  
OpenAPI Setting  
TCP Socket Setting

Accept IPP job ON

Printer Name  
Printer Location A7R0027018391  
Printer Information  
Printer URI  
ipp://192.168.21.38/ipp/print  
ipp://KMB7317A/ipp/print

Support Operation  
☒ Print Job  
☒ Valid Job  
☒ Cancel Job  
☒ Open Job Attributes  
☒ Open Job  
☒ Open Printer Attributes

☒ IPP Authentication Setting

Authentication Method requesting-user-name  
User Authentication Synchronization Do Not Synchronize  
User Authentication Information for IPP Print Prioritize IPP Authentication Information

User Name user  
☐ Password is changed. (Password is currently set.)  
Password  
realm IPP  
Validity Period 5 min. (0-60)



## 9.2 Xerox device configuration

There are some specific models that require additional configuration:

- [Xerox WorkCentre ConnectKey models](#)
- [Xerox VersaLink models](#)



## 9.2.1 Xerox WorkCentre 53xx and PrimeLink

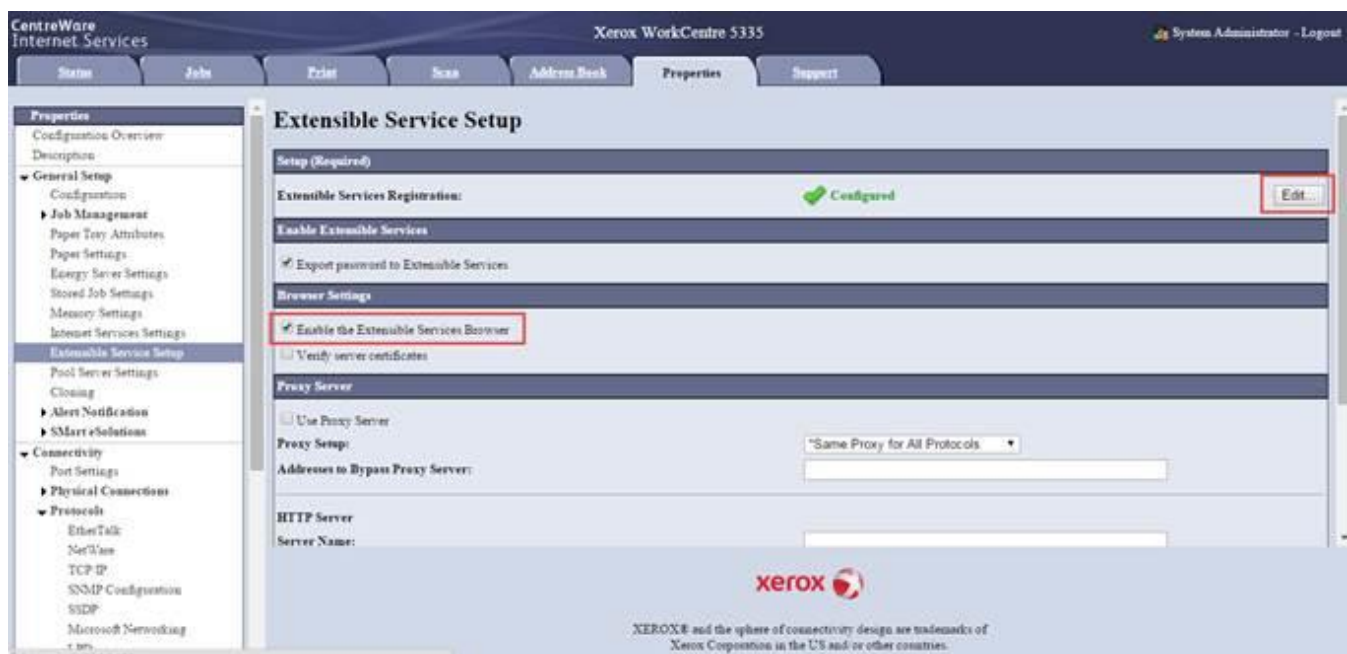
### HTTP setup

Enable the Secure HTTP. The administrator may be asked to create the self-signed certificate on device.



### Extensible Service Setup

Enable the Extensible Services Browser and Click on Extensible Service Registration **Edit** button





Click on **Enable All** and **Apply**

CentreWare Internet Services Xerox WorkCentre 5335 System Administrator - Logout

Properties Configuration Overview Description

General Setup Configuration

Job Management Paper Tray Attributes Paper Settings Energy-Save Settings Stored Job Settings Memory Settings Internet Services Settings

Extensible Service Setup Pool Server Settings Closing

Alert Notification Smart eSolutions

Connectivity Port Settings Physical Connections

Protocols EtherTalk NetWare TCP/IP SNMP Configuration SSDP Microsoft Networking

Extensible Service Setup

Enable All Disable All

Enable	Name	Status
<input checked="" type="checkbox"/>	Scan Template Management	Enabled
<input checked="" type="checkbox"/>	Scan Extension	Enabled

Enable	Name	Status
<input checked="" type="checkbox"/>	Session Data	Enabled
<input checked="" type="checkbox"/>	Digital Certificate Management	Enabled

Enable	Name	Status
--------	------	--------

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Internet Services Xerox WorkCentre 5335 System Administrator - Logout

Properties Configuration Overview Description

General Setup Configuration

Job Management Paper Tray Attributes Paper Settings Energy-Save Settings Stored Job Settings Memory Settings Internet Services Settings

Extensible Service Setup Pool Server Settings Closing

Alert Notification Smart eSolutions

Connectivity Port Settings Physical Connections

Protocols EtherTalk NetWare TCP/IP SNMP Configuration SSDP Microsoft Networking

Security

Enable	Name	Status
<input checked="" type="checkbox"/>	Session Data	Enabled
<input checked="" type="checkbox"/>	Digital Certificate Management	Enabled

Enable	Name	Status
<input checked="" type="checkbox"/>	Extensible Service Registration	Enabled
<input checked="" type="checkbox"/>	XEP Proxy Configuration	Enabled
<input checked="" type="checkbox"/>	User Interface Configuration	Enabled
<input checked="" type="checkbox"/>	Device Configuration	Enabled
<input checked="" type="checkbox"/>	Access Configuration	Enabled

Apply Undo Close

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## Validation Options

Check the Include User Name with validation request



## Accounting Configuration

Set the accounting settings based on images below and Click on Apply button.





## Authentication configuration

Select the Xerox Secure Access







## Set device access



## Set service access





## Set the Xerox Secure Access Settings





## 9.2.2 Xerox WorkCentre ConnectKey models

For the installation of OptimiDoc to ConnectKey models it is necessary to enable all features in Extensible Service Setup. There are no other requirements.

Centware® Internet Services XEROX® WorkCentre® 7225 admin - Logout | Home | Index | Site Map | Help...

Status Jobs Print Scan Address Book Properties Support

**Properties**

- Configuration Overview
- Description
- ▼ **General Setup**
  - Configuration Report
  - Cloning
  - Entry Screen Defaults
  - Paper Management
  - Date and Time
  - Internationalization
- Extensible Service Setup**
  - SMart eSolutions Setup
  - Display Device Information
  - Configure Driver Links
  - Energy Saver
  - Network Logs
  - Supplies Plan Activation Code
  - Feature Installation
  - Billing Impression Mode
- ▶ **Alert Notification**
  - Software Upgrade
- ▶ **Connectivity**
- ▶ **Login/ Permissions/ Accounting**
- ▶ **Services**
- ▶ **Security**

**Extensible Service Setup**

Settings Diagnostics Services Memory profile

**Setup (Required)**

Extensible Service Registration	✓ Configured	Edit...
---------------------------------	--------------	---------

**Enable Extensible Services**

☐ Export password to Extensible Services

**Browser Settings**

☒ Enable the Extensible Services Browser

☐ Verify server certificates

**Browser/Widget Versions**

**First Generation Browser:** 2.1.19.12.010.3.0.00  
**Widget Version:** v1.3.17 c8 20140613

**Second Generation Browser:** X2G\_4.8.4\_534.34\_010\_01.01.00  
**Widget Version:** v1.3.17 c8 20140613

**EIP Advanced Setting**

**FIRST GENERATION BROWSER**

Number of EIP application loads before restart

100 (5 - 100)

**Proxy Server**

No Proxy ▼

Apply

xerox

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**Properties**  
Configuration Overview  
Description  
**General Setup**  
Configuration Report  
Cloning  
Entry Screen Defaults  
Paper Management  
Date and Time  
Internationalization  
Extensible Service Setup  
SMart eSolutions Setup  
Display Device Information  
Configure Driver Links  
Energy Saver  
Network Logs  
Supplies Plan Activation Code  
Feature Installation  
Billing Impression Mode  
**Alert Notification**  
Software Upgrade  
**Connectivity**  
**Login/ Permissions/ Accounting**  
**Services**  
Display  
**Custom Services**  
**Printing**  
**Printing Web Services**  
General  
Secure Print  
Hold All Jobs  
Mobile Print  
Printer Fonts  
**Page Description Languages**  
**Copy**  
**Scan Services**  
**Email**  
**Internet Fax**  
**Server Fax**  
**Scan To...**  
**Workflow Scanning**  
**Scan to Mailbox**  
**Scan to Home**  
**Scan To USB**  
**Print From**

**Extensible Service Setup**  
**HTTP**  

HTTP
Web Services

Enable All
Disable All

Device Discovery		
Enable	Name	Status
<input checked="" type="checkbox"/>	WS-Discovery	Enabled
<input checked="" type="checkbox"/>	WS-Discovery Multicast	Enabled

Remote System Management		
Enable	Name	Status
<input checked="" type="checkbox"/>	Extensible Service Registration	Enabled
<input checked="" type="checkbox"/>	XEIP Proxy Configuration	Enabled
<input checked="" type="checkbox"/>	User Interface Configuration	Enabled
<input checked="" type="checkbox"/>	Device Configuration	Enabled
<input checked="" type="checkbox"/>	EIP SNMP Configuration	Enabled


Copy Services		
Enable	Name	Status
<input checked="" type="checkbox"/>	Copy Extension	Enabled

Print Services		
Enable	Name	Status
<input checked="" type="checkbox"/>	WS-Print	Enabled
<input checked="" type="checkbox"/>	Print Extension	Enabled

Scan Services		
Enable	Name	Status
<input checked="" type="checkbox"/>	Scan Template Management	Enabled
<input checked="" type="checkbox"/>	Scan Extension	Enabled
<input checked="" type="checkbox"/>	WS-Scan	Enabled

Job Management		
Enable	Name	Status
<input checked="" type="checkbox"/>	Job Management Extension	Enabled

Hardware		
Enable	Name	Status
<input checked="" type="checkbox"/>	Mass Storage Access	Enabled
<input checked="" type="checkbox"/>	Card Reader Access	Enabled

Authentication & Accounting		
Enable	Name	Status
<input checked="" type="checkbox"/>	Xerox Secure Access	Enabled
<input checked="" type="checkbox"/>	Authentication & Accounting Configuration	Enabled
<input checked="" type="checkbox"/>	Session Data 	Enabled
<input checked="" type="checkbox"/>	Job Limits	Enabled

Security		
Enable	Name	Status
<input checked="" type="checkbox"/>	Digital Certificate Management and Security Configuration	Enabled
<input checked="" type="checkbox"/>	McAfee Embedded Control	Enabled





### 9.2.3 Xerox VersaLink models

**Xerox VersaLink** devices require some **additional settings**.

1. Latest FW installed
2. SNMP v3 must be enabled on the device, set the password

**SNMPv3**

Enable (Read)	<input checked="" type="checkbox"/> <input type="checkbox"/>
Write	<input checked="" type="checkbox"/> <input type="checkbox"/>
System Administrator Account	<input checked="" type="checkbox"/> <input type="checkbox"/>
User Name	Xadmin
Message Digest Algorithm	MD5
Authentication Password*	.....
Retype Password*	.....
Message Encryption Algorithm	DES
Encryption Password*	.....
Retype Password*	.....

3. Create SNMP v3 configuration in OptimiDoc with the settings you used on the device (without Context name)



## Edit SNMP configuration



Title

SNMPv3

☐ SNMP v1/v2c

☒ SNMP v3

### Authentication

Security name

admin

Authentication secret

••••••••••

Digest hash

MD5



### Privacy

Context name

Privacy secret

••••••••••

Privacy algorithm

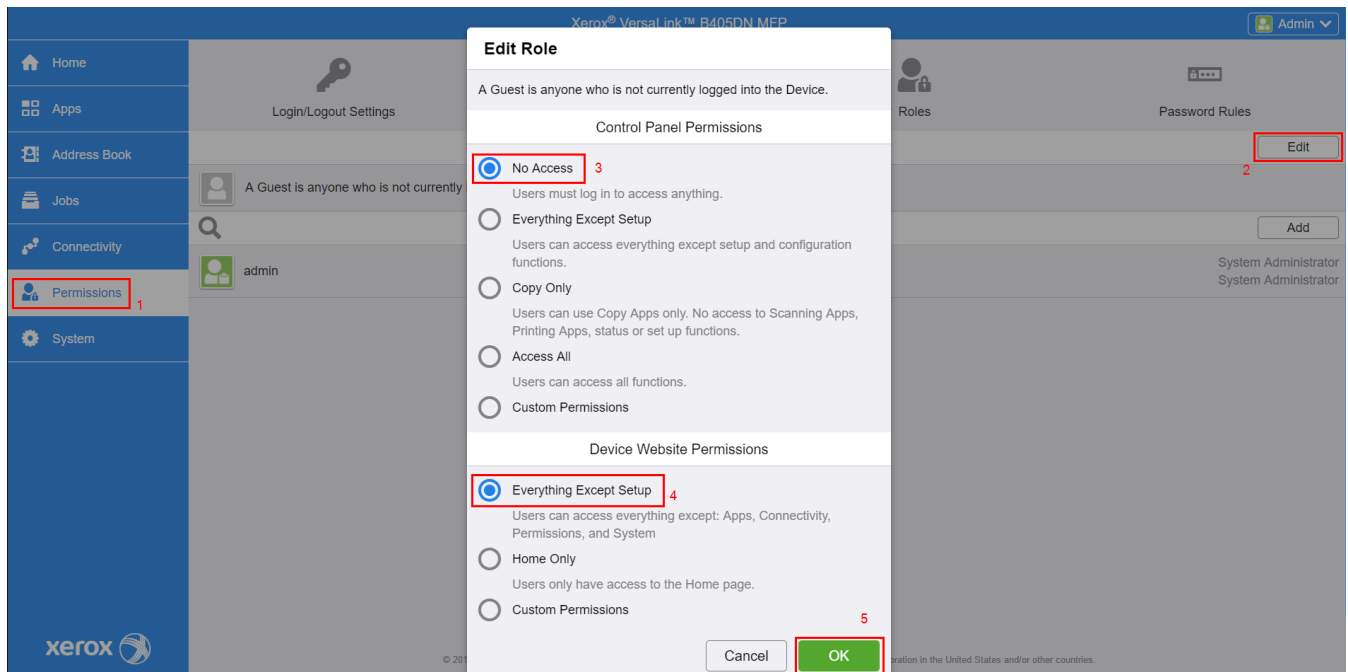
DES



Save

Cancel

- Before installing the application on the device via OptimiDoc, the "Model" field must contain the word "VersaLink"
- Finally, you need to lock the device screen in VersaLink settings:



If you want **to use** a card reader, just to remind you, **install the Card Reader Plug-in**.

Please, also make sure the following options are selected:

## Convenience Login

### Server

IP Address : Port\*

192.168.0.60 : 14266

Path

/Helpers/XeroxAuthentic

### Alternate Login

Allow users to log in without their card?

☒ Yes

☐ No

### Accounting Codes

☒ Get codes automatically from server.

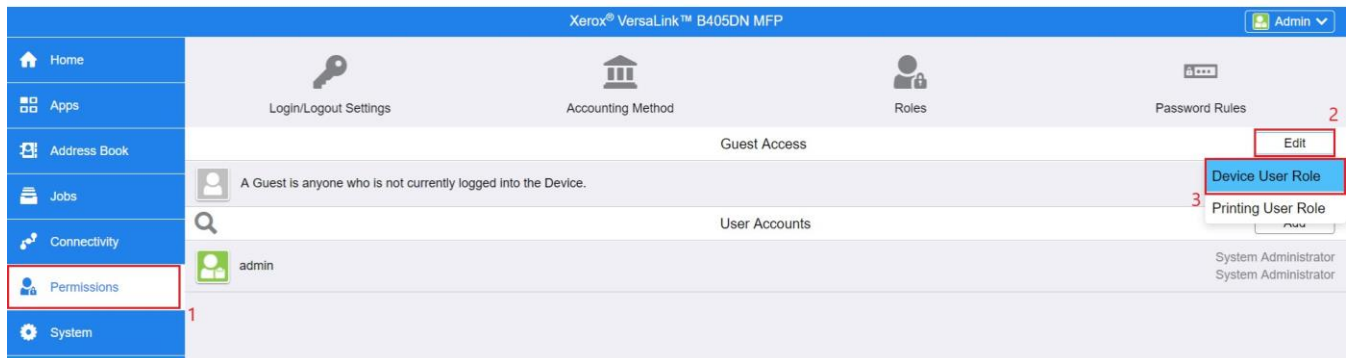
☐ Users must manually enter codes at the Device.



### 9.2.3.1 Job management permission denied

If you encounter message **jbmgmt:PermissionDenied** on **Xerox VersaLink** devices you need to make additional settings on the device.

1. In the permission settings you need to get into these settings:



2. Change the control panel permissions





## Edit Role

A Guest is anyone who is not currently logged into the Device.

### Control Panel Permissions

- ☐ No Access  
Users must log in to access anything.
- ☐ Everything Except Setup  
Users can access everything except setup and configuration functions.
- ☐ Copy Only  
Users can use Copy Apps only. No access to Scanning Apps, Printing Apps, status or set up functions.
- ☐ Access All  
Users can access all functions.

**1** ☒ Custom Permissions

**2** Setup

### Device Website Permissions

- ☒ Everything Except Setup  
Users can access everything except: Apps, Connectivity, Permissions, and System
- ☐ Home Only  
Users only have access to the Home page.

3. Define the permission as you see in the picture



## Jobs Permissions

### Access Jobs

- ☒ Allow
- ☐ Restrict
- ☐ Hide

The following applies to all jobs except a user's own. A user may always view and delete submitted jobs:

### View Completed Jobs

- ☒ Allow
- ☐ Hide

### View Job Details

- ☒ Allow
- ☐ Hide

### Delete Jobs

- ☒ Allow
- ☐ Hide

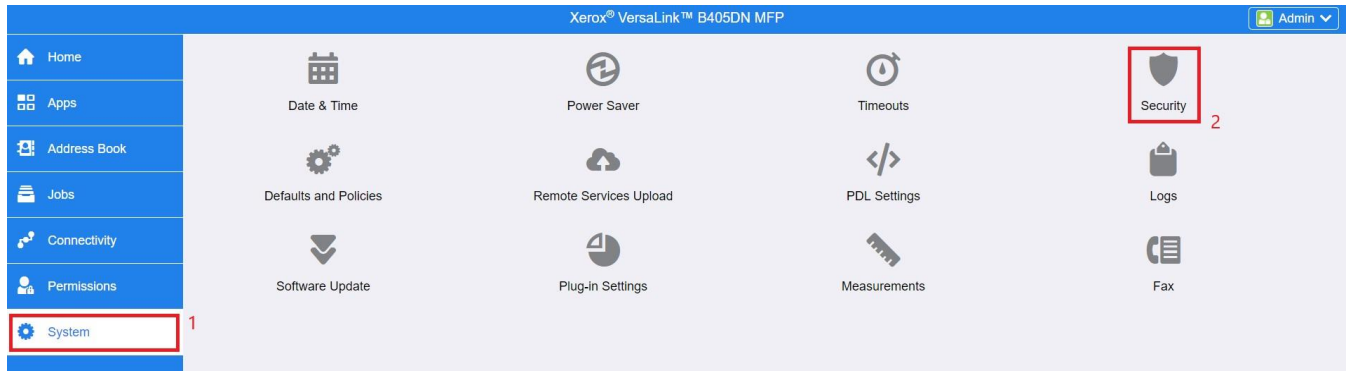
### View Secure Fax

- ☒ Allow
- ☐ Hide

### 9.2.3.2 Latest firmwares SSL/TLS problem

Within the latest **Xerox VersaLink** firmwares you need to allow TLS 1.0:

1. Go to System/Security settings



2. Choose SSL/TLS Settings
3. Allow TLS 1.0

### SSL/TLS Settings

<input checked="" type="checkbox"/>	TLS 1.0
<input checked="" type="checkbox"/>	TLS 1.1
<input checked="" type="checkbox"/>	TLS 1.2

Select at least one protocol.

Device Certificate - Server	CN=OptimiDoc
HTTP - SSL/TLS Communication	<input checked="" type="checkbox"/>
HTTP - SSL/TLS Port Number	1-65535 443
LDAP - SSL/TLS Communication	<input type="checkbox"/>
SMTP - SSL/TLS Communication	SSL/TLS
Device Certificate - Client	Not Specified
Verify Remote Server Certificate	<input type="checkbox"/>

CancelOK



## 9.3 Hewlett-Packard device configuration

HP devices do not require any special setting to install OptimiDoc.

### Authentication to the device

If you are switching to the Device authentication, it is necessary to **restart the device**.

Create device



Device type

HewlettPackard

General

Terminal

Advanced

Tags

Device authentication

☒

Authentication method

Card or PIN

Card assignment method

PIN

Localization

Auto

Display settings

Default Scan

Save

Cancel



## 9.4 Lexmark device configuration

**Lexmark** devices **do not require** any special settings to install OptimiDoc.

There is only Device authentication available, hence the checkbox is selected by default.

Create device

×

Device type

Lexmark

General

Terminal

Advanced

Tags

Device authentication

☒

Authentication method

Card or PIN

Card assignment method

Device authentication

Save

Cancel

If you want to use a **Card Reader with OptimiDoc**, you have to **install** this **plug-in** [application](#) as well:

Keyboard Emulation Reader Driver

Information

Configure

License

Description

Driver to support card reader that emulates a keyboard.

Version	2.4.0
Vendor name	-
Vendor email	-
Vendor web site	-
Vendor phone	-
Vendor support	-



## 9.5 Epson device configuration

**Epson devices need to have EOP version 1.1 or higher.**

Network	Network Security	Product Security	Device Management	Epson Open Platform
---------	------------------	------------------	-------------------	---------------------

### Basic

You can set or confirm the server connected from Epson Open Platform.  
Refer to the manual for Authentication System settings.

Primary Server	
Web Page URL Before Login :	<input type="text" value="http://&lt;Optimidoc server IP address&gt;:14265/terminal/Authentication/Epson"/>
Web Page URL After Login :	<input type="text" value="http://&lt;Optimidoc server IP address&gt;:14265/terminal"/>
Access Token :	<input type="text" value="*****"/>
Notification URL :	<input type="text" value="http://&lt;Optimidoc server IP address&gt;:14265/api/epson"/>
Notification Timeout (sec) :	<input type="text" value="10"/>
Secondary Server	
Web Page URL Before Login :	<input type="text"/>
Web Page URL After Login :	<input type="text"/>
Access Token :	<input type="text"/>
Notification URL :	<input type="text"/>
Notification Timeout (sec) :	<input type="text" value="10"/>
Device Configuration Tag :	
Device Configuration Tag :	<input type="text"/>
Certificate Validation on Browser :	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
Quota Management :	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
When the number of retained logs exceeded the limitation :	<input checked="" type="radio"/> Overwrite the old logs and continue the printer operations <input type="radio"/> Stop the printer operations that involve logging (Do not overwrite the old logs)



## 9.6 Ricoh

This section provides information about the implementation of the OptimiDoc Server on Ricoh devices.



## 9.6.1 Installation

There are certain ways how to install our applications so in this chapter we will cover two basic procedures, first and recommended one is [automatically](#) via deploy script and another way is a manual way via [Ricoh Remote Operation Client](#).

### 9.6.1.1 Installer

The easiest and automatic way of installation process is via our deploy package.

1. Download and unpack Ricoh installer package from Partner Portal.
2. Check whether your device has Java™ Platform installed. Either you know this or you can find this info in Extended Feature Info (once logged in as admin on the device) by searching for this feature name.

Extended Feature Info				
<button>Back</button>				
11/11 ⓘ ⓘ				
Total Applications:41				
Extended Feature Name		Type	Status	Description
Java™ Platform		C	Starting Up	Extended Feature(Java™ Platform)
<button>Back</button>				

3. When you have Ricoh terminal pack extracted open command\_examples.txt file and search for command, with necessary alterations (such as IP, login or password), based on whether you have Java or just SOP available on the Ricoh machine.

4. In order to run the command successfully in CMD execute the command from the folder with extracted files. Installation procedure can take several minutes. For example, installation of application on MFP with Java Platform:



**Note** If you want to use just OptimiDoc application authorization and you don't want to lock the device, use "-am apponly" argument.



**Note** Device authorization and authorization app are required to have accounting enabled properly.

```
C:\Users\Marcel Klimes\Downloads\Ricoh_install>java -jar ODInstaller.jar -i 192.168.1.20 -m deploy -f resources/config.json -am complete -n admin -p Admi777 -sm java_
```

5. Restart the device once the installation process finishes.

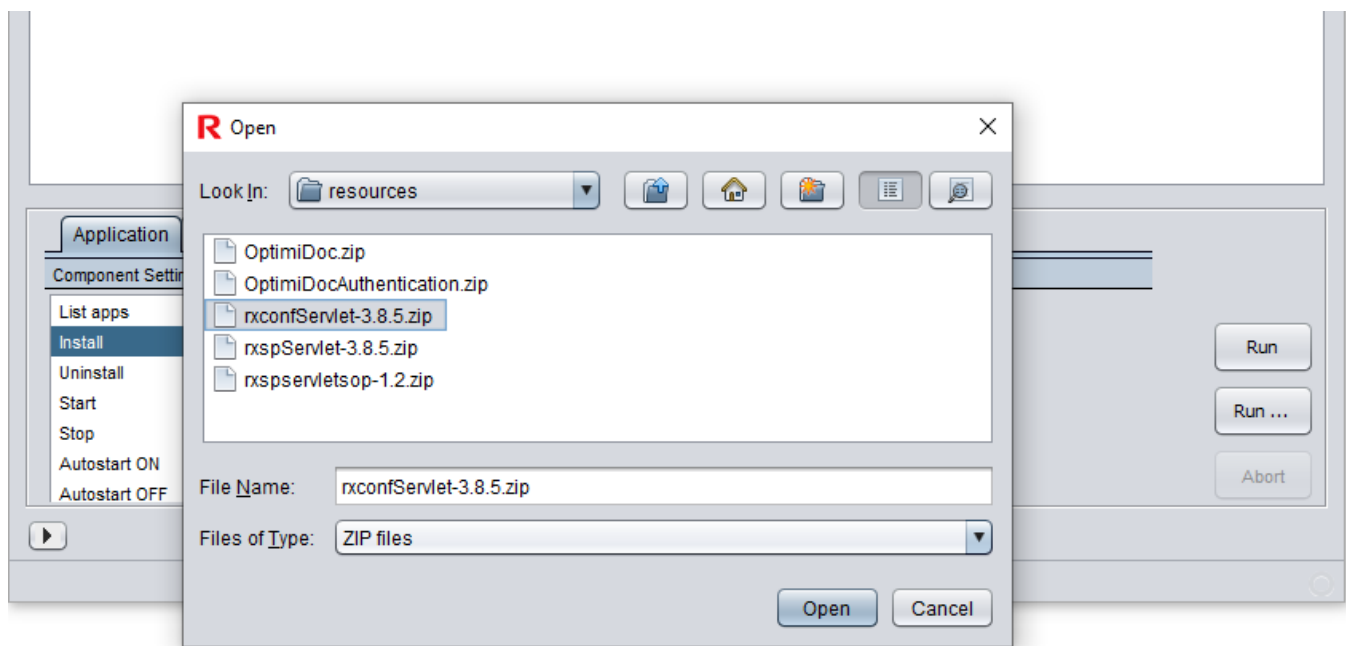




### 9.6.1.2 Manual

You can install both applications manually via Ricoh Remote Operation Client if you have it (or upon request).

1. Add the device into the Ricoh Remote Operation Client.
2. On Application tab within left pane select Install; then locate and install .zip files located in \resources folder in such order depending on if Ricoh MFP has Java or not (either you know this or you can find this information in Extended Feature Info (once logged in as admin on the device) by searching for this feature name "Java™ Platform" ) - if it has Java Platform available install these two servlets "rxconfServlet-3.8.5.zip", "rxspServlet-3.8.5.zip"; if not install just servlet "rxspServletsop-1.2.zip".



3. Navigate to SP tab and load the ACL file from the Ricoh package downloaded from Partner Portal. (eg. \resources\acl.dist). Then apply all these SPs and their values:



Remote Operation Client 1.6.1 (RXOP 3.7.2)

— □ ×

File Help

**RICOH**

HTTPS	Address	Device Model	Display	Type	Serial	SDK/J Version	Status
<input checked="" type="checkbox"/>	192.168.21.44	MP 305+	WSVGA	MFP	G589P100674	12.59.01	-

Application Configuration Device Firmware SP Browser

Component Settings: ☒ Https ☒ RxspServlet

Get SP  
Set SP

ACL File:  ...

ADMINISTRATOR\_AUTHENTICATION\_MANAGEMENT\_USER\_ADMINISTRATOR\_AUTHE...

SP Value:

Run  
Run ...  
Abort

▶

```

ADMINISTRATOR_AUTHENTICATION_MANAGEMENT__MACHINE_ADMINISTRATOR_AU
THENTICATION_SETTING -> 1
ADMINISTRATOR_AUTHENTICATION_MANAGEMENT__USER_ADMINISTRATOR_AUTHE
NTICATION_SETTING -> 1
ACCESS_CONTROL__SDK_CERTIFICATION_DEVICE -> 1
USER_AUTHENTICATION_MANAGEMENT -> 4
ACCESS_CONTROL__EXTERNAL_CERTIFICATION -> 0
ACCESS_CONTROL__EXT_AUTH_DETAIL -> 0
OPTIONAL_COUNTER_TYPE__DEFAULT_OPTIONAL_COUNTER_TYPE -> 0
OPTIONAL_COUNTER_TYPE__EXTERNAL_OPTIONAL_COUNTER_TYPE -> 0
MF_KEYCARD_JOB_PERMIT_SETTING -> 1
ACCESS_CONTROL__DETAIL_OPTION -> 1000
TRACK_PERMISSION -> 1
AUTO_DELETE_USER_IN_ADDRESS_BOOK -> 1

```

4. Back on Application tab within left pane select Install; then install "OptimiDoc.zip" and "OptimiDocAuthentication.zip" files located in \resources folder.
5. If you want to use card reader authentication follow these steps.
6. Finally reboot the device.

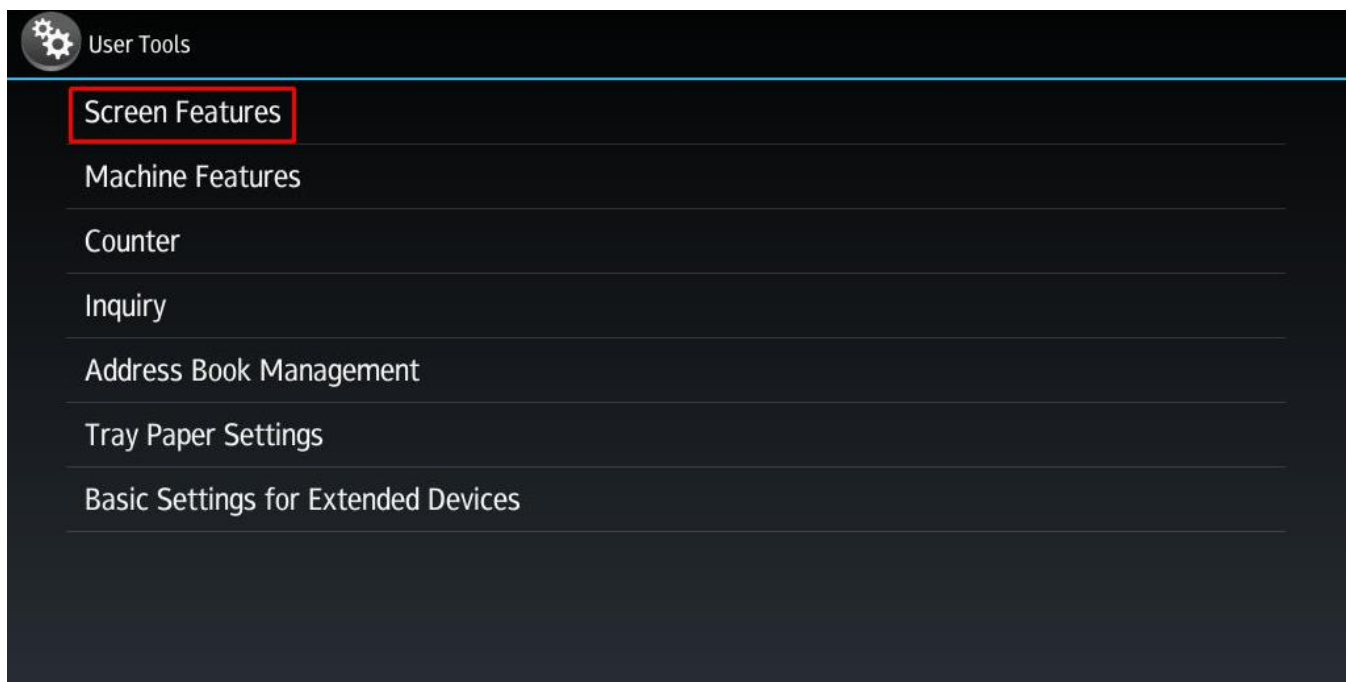


## 9.6.2 Authentication

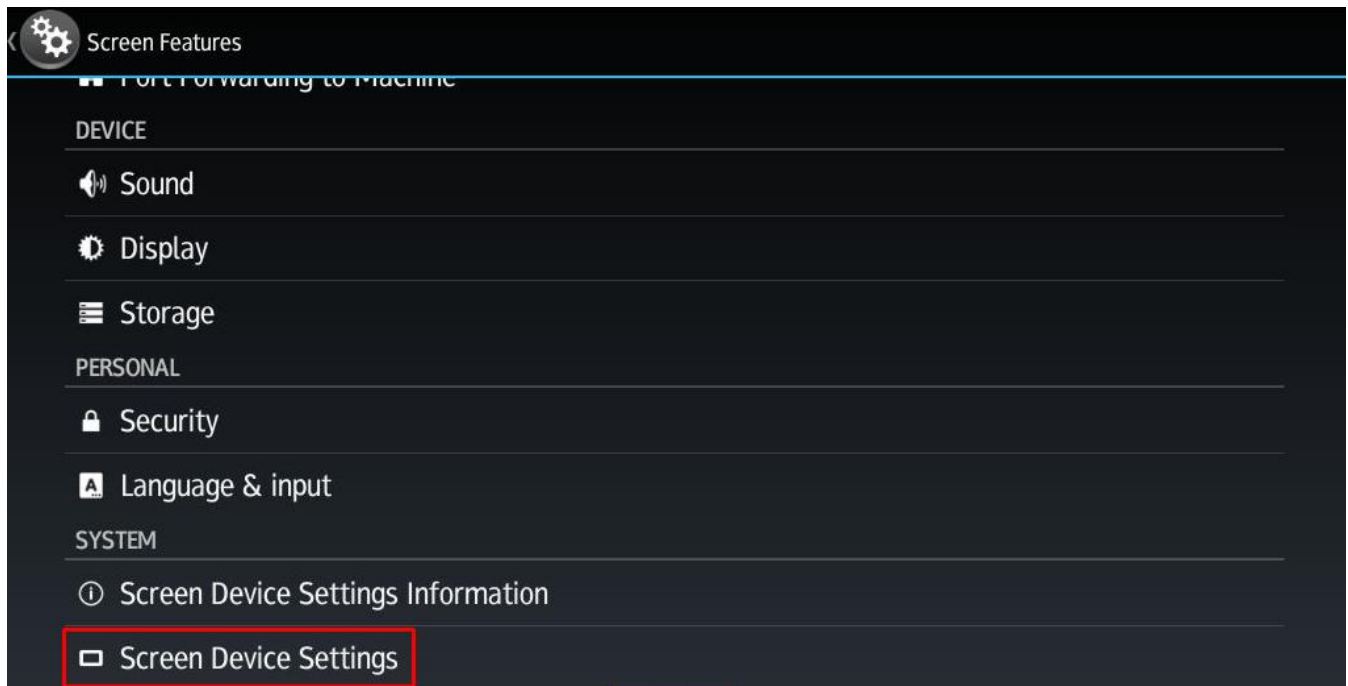
In order to set up authentication; install OptimiDoc Server with Device authentication enabled and select the desired authentication method.

### 9.6.2.1 Card Reader configuration

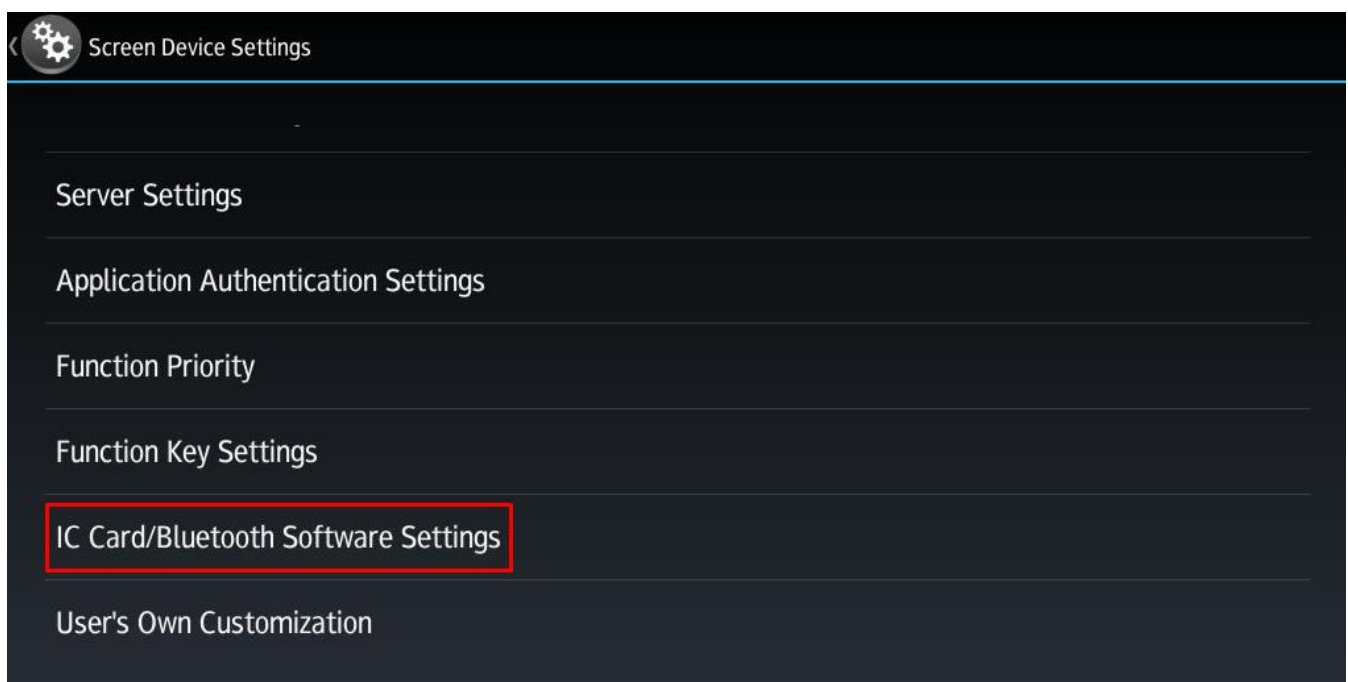
1. Login as Admin on the Ricoh panel and navigate to User Tools -> Screen Features



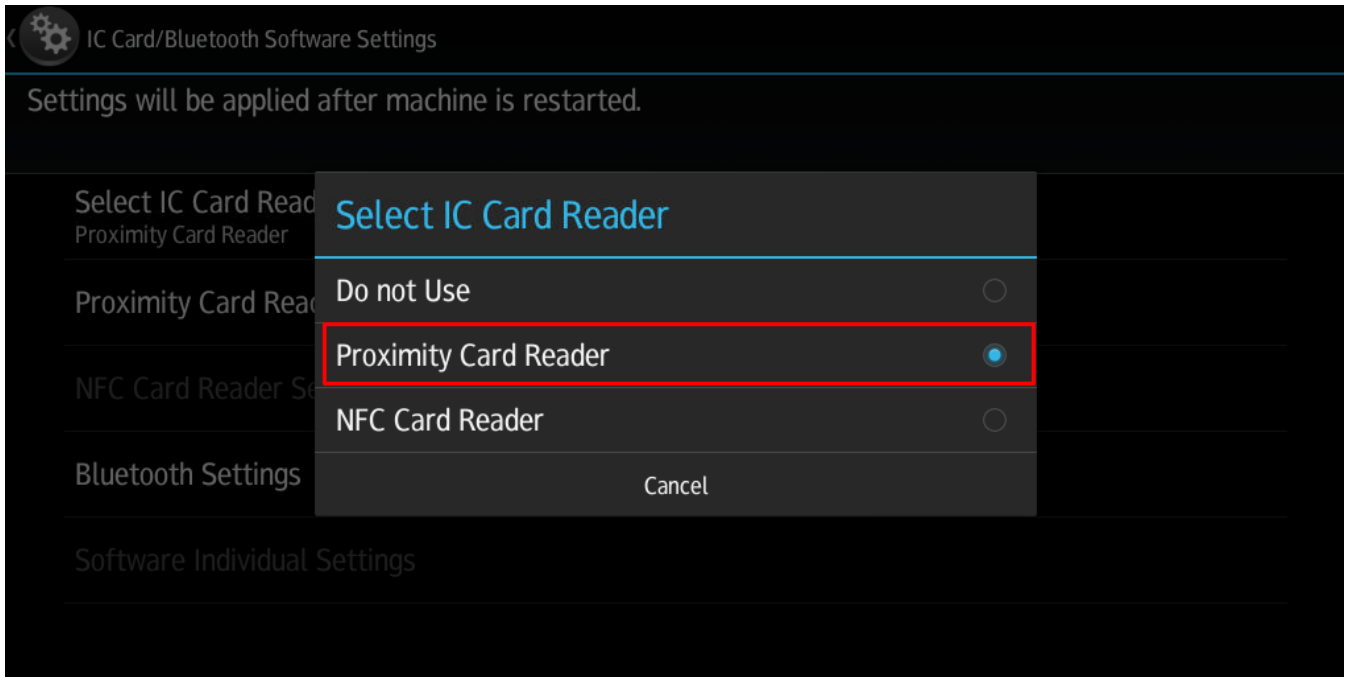
2. There select Screen device settings



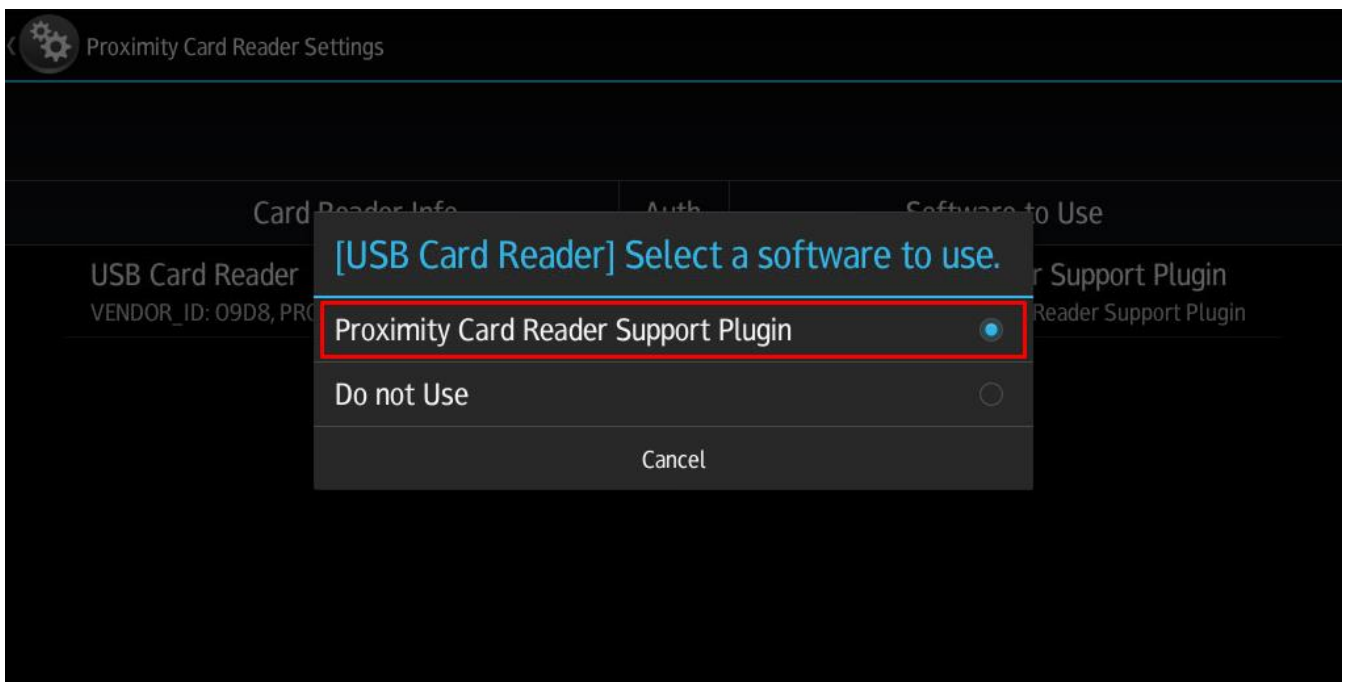
### 3. Go to IC Card Software Settings



### 4. Select Proximity Card Reader



5. Finally plug the reader in and in Proximity Card Reader Settings select CIS plugin



Tested with Elatec readers (PID:0410,VID:09D8)



### 9.6.3 Accounting

The **accounting** should be **by default automatically enabled** during the installation process.

In case when the accounting informations are not visible within the Standard Report section please check the following:

1. Log In to Web Image Monitor of your Ricoh device.
2. Navigate to Device Management -> Configuration -> Device Settings -> Print Volume Use Limitation
3. Turn Tracking Permission on.

#### Print Volume Use Limitation

OK

Cancel

##### Machine Action When Limit is Reached

Machine Action When Limit is Reached : Allow Continue Use

##### Print Volume Use Limitation: Unit Count Setting

**Copier**  
Black & White: A3/DLT :  (0-200)  
Black & White: Others :  (0-200)

**Printer**  
Black & White: A3/DLT :  (0-200)  
Black & White: Others :  (0-200)

##### Enhanced Print Volume Use Limitation

Tracking Permission : ☒ On ☐ Off  
Stop Printing : ☐ On ☒ Off

##### Volume Use Counter: Scheduled/Specified Reset Settings

Volume Use Counter: Scheduled/Specified Reset Settings : Off

Reset Date :  (day)  
Cycle (Day) :  (day basis)  
Specified Reset Date :  day  month  year  
Reset Time :  :   
Next Reset Date : --/--/---- --:-- Apply Settings

OK

Cancel

Or if you have the Ricoh Remote Operation Client you can check it by running Get SP command on the device (in order to run such command you'll need to load ACL file from the installer pack which you can download from [partner.optimidoc.com](http://partner.optimidoc.com) - \resources\acl.dat ):



Remote Operation Client 1.6.1 (RXOP 3.7.2)

File Help

# RICOH

HTTPS	Address	Device Model	Display	Type	Serial	SDK/J Version	Status
<input checked="" type="checkbox"/>	192.168.21.44	MP 305+	WSVGA	MFP	G589P100674	12.59.01	-

Application Configuration Device Firmware SP Browser

Component Settings: ☒ Https ☒ RxspServlet

Get SP  
Set SP

ACL File:  ...

TRACK\_PERMISSION

Run  
Run ...  
Abort

TRACK\_PERMISSION -> 1:ON

[192.168.21.44] Get SP  
TRACK\_PERMISSION -> 1:ON

If this TRACK\_PERMISSION is 0 then run Set SP command and set value to 1:

Application Configuration Device Firmware SP Browser

Component Settings: ☒ Https ☒ RxspServlet

Get SP  
Set SP

ACL File:  ...

TRACK\_PERMISSION

SP Value:

Run  
Run ...  
Abort



## 10 Tools & Tips

---

In this section you can find the best practices and practical guides for everyday administration.





## 10.1 How to upgrade

In this section you will find out how to upgrade OptimiDoc to newer versions. Upgrade is possible only if New Version Support is valid.



**Caution** The downgrade is generally not recommended mainly due to possible changes in the database internal structure and missing files.

There is a general procedure that you can follow in case of OptimiDoc upgrade, but there are also some specific upgrade procedures between certain versions.



### 10.1.1 General upgrade between versions

OptimiDoc's installer does not touch any existing config or database files ( except files that are being updated because of improvement or a bugfix ), therefore no backup is needed but we advise you to do so in case of failure during the installation.

#### **Backup of the local database files:**

1. Stop the OptimiDoc WebApp in the Internet Information Services (IIS) Manager.
2. Switch to the path <OptimiDoc\_install\_dir>\WebApp\App\_Data
3. Copy/backup files with suffix .mdf and .ldf

#### **Backup of the License file:**

1. Switch to the path <OptimiDoc\_install\_dir>\WebApp\App\_Data\License
2. Backup file <licenseNumber>.lic

#### **Backup of config files:**

1. Go to the path <OptimiDoc\_install\_dir>\WebApp\
2. Backup file Web.config
3. Go to the path <OptimiDoc\_install\_dir>\WebApp\App\_Data\
4. Backup file config.json

**Install OptimiDoc Server with installer located on [partner.optimidoc.com](https://partner.optimidoc.com)**

**or**

**apply patch you downloaded from [partner.optimidoc.com](https://partner.optimidoc.com)**

#### **How to apply patch?**

1. Stop the OptimiDoc WebApp in the Internet Information Services (IIS) Manager.
2. Stop the OptimiDoc Service in Windows Services.
3. Unpack and replace/merge files and folders in OptimiDoc installation directory.
4. Start the OptimiDoc WebApp in the Internet Information Services (IIS) Manager.
5. Start the OptimiDoc Service in Windows Services.



### 10.1.2 From v8.xx and lower to version 9.xx and higher

Since version 9 we use the newer ABBYY FRE 12, therefore a license upgrade is required. If you have a valid New Version Support please follow these instructions:

1. Contact our support at email address **support@optimidoc.com**. We will update your license.
2. Also we will generate a new license key with ABBYY FRE 12 support.
3. Deactivate the ABBYY licence in LicenseManager.exe (<OptimiDoc-installation-folder>\OCR\Bin64\licensemanager.exe)
4. Continue with general upgrade steps and then continue here
5. Activate your new ABBYY FRE 12 license - Online or Offline

If you don't have a valid New Version Support, please contact the salesperson responsible for your region and discuss your possibilities.



### 10.1.3 How to upgrade from version 5 to version 6

Version 6 has different parsers; firstly, you will install OptimiDoc via installer for version 6.13 (available at Partner portal) and then you can use the patch for higher version (actual patch for version 6.14).

More details of the installation procedure are below:

1. **Very important:** If you are using the local DB, please create a backup of database files, new major version during the installation rewrites older local DB files!

How to create a backup copy of local DB files?

- a) Start Internet Information Services (IIS) Manager and stop OptimiDoc website.
- b) Open the folder **<OptimiDoc>/WebApp/App\_Data**.
- c) Copy the two files with suffix .mdf and .ldf.

2. Install OptimiDoc version 6.13 via installer from the Partner portal.

3. When the installation is finished, stop OptimiDoc website in IIS Manager again.

4. Copy previously saved files (.mdf and .ldf) back into the folder **<OptimiDoc>/WebApp/App\_Data**.

5. Start OptimiDoc website in IIS Manager.

6. After actualization to the version 6.13, it is necessary to make a change in the file web.config (its destination is: **<OptimiDoc>/WebApp**).

a) Find the following:

```
<dependentAssembly>
  <assemblyIdentity name="Newtonsoft.Json" publicKeyToken="30ad4fe6b2a6aeed"
culture="neutral"/>
  <bindingRedirect oldVersion="0.0.0.0-6.0.0.0" newVersion="6.0.0.0"/>
</dependentAssembly>
```

b) Change the item **bindingRedirect**:

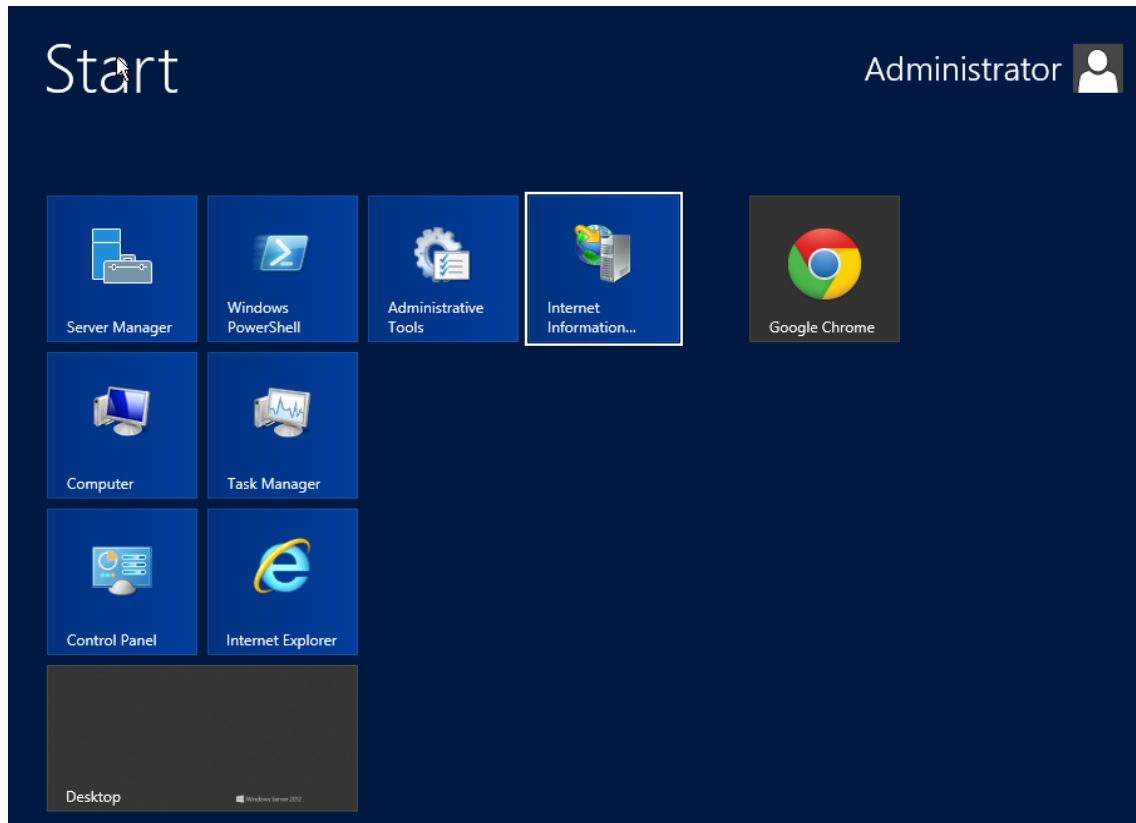
```
<bindingRedirect oldVersion="0.0.0.0-7.0.0.0" newVersion="7.0.0.0" />
```



## 10.2 How to change OptimiDoc web application port

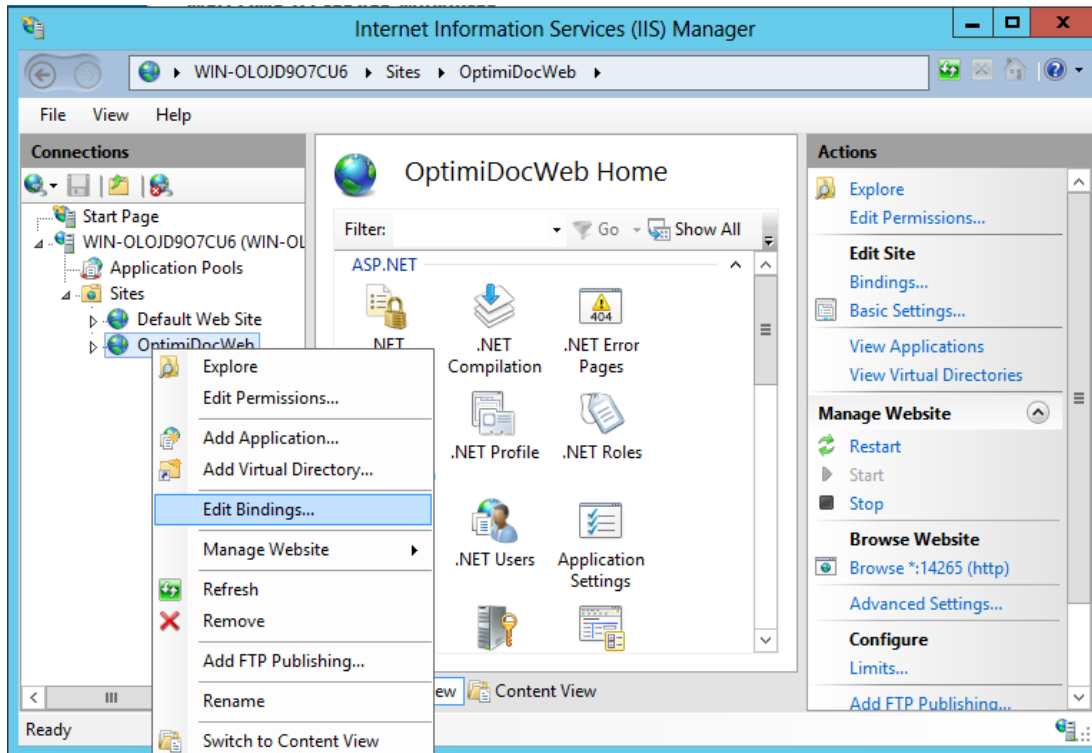
Default ports of the OptimiDoc web interface are 14265/6. To change the port number please follow these steps:

1. From the Start menu, open **Internet Information Services (IIS) Manager**.



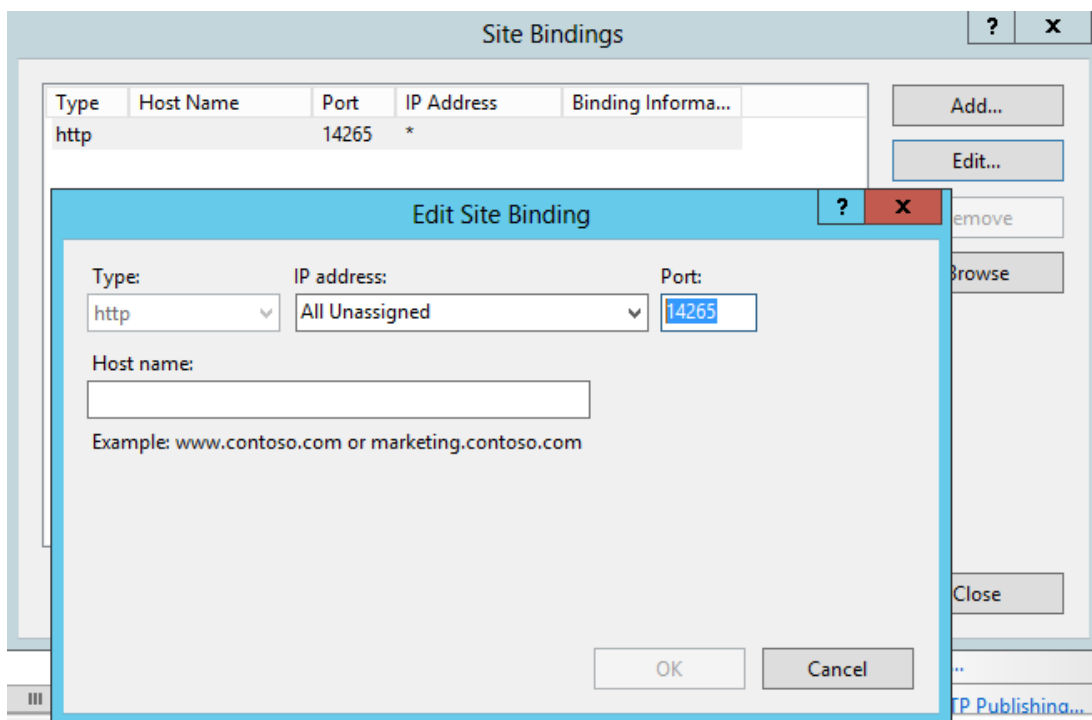
2. The **Internet Information Services (IIS) Manager** window opens.

Select the **OptimiDocWeb** site from the left panel. Open the menu by right clicking and select **Edit bindings**.

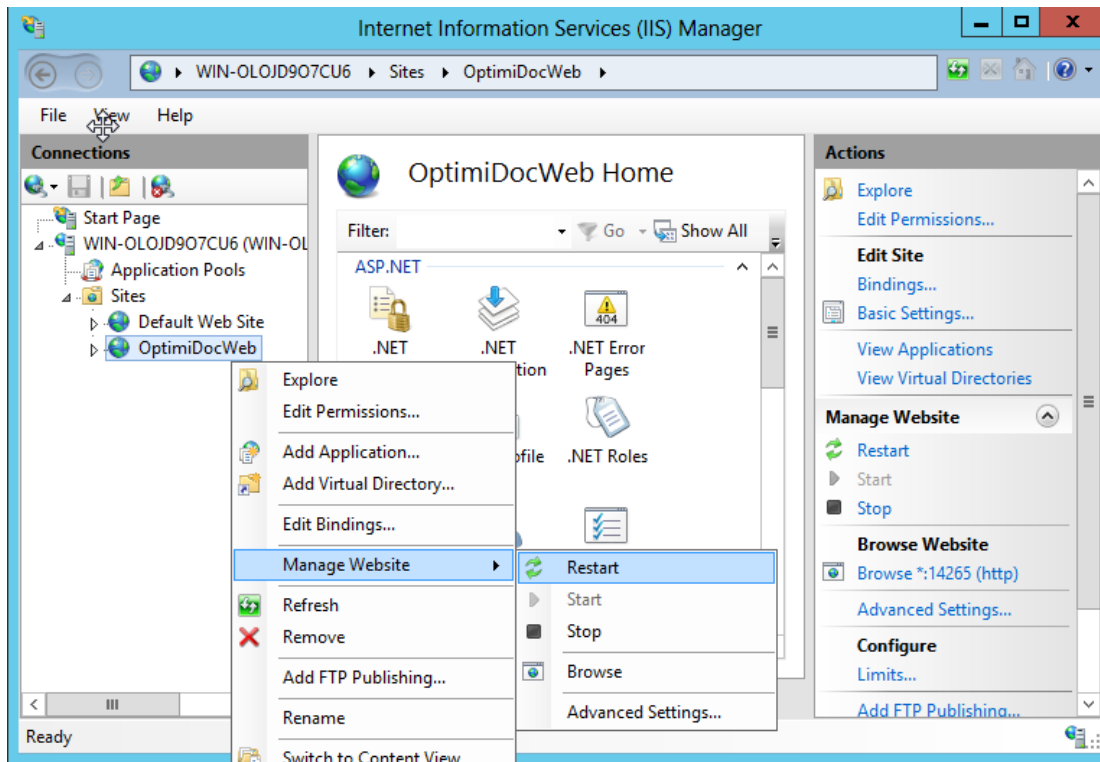


3. The **Site Bindings** window opens.

Click the **Edit** button, enter the desired port number and close the **Site Bindings** window.



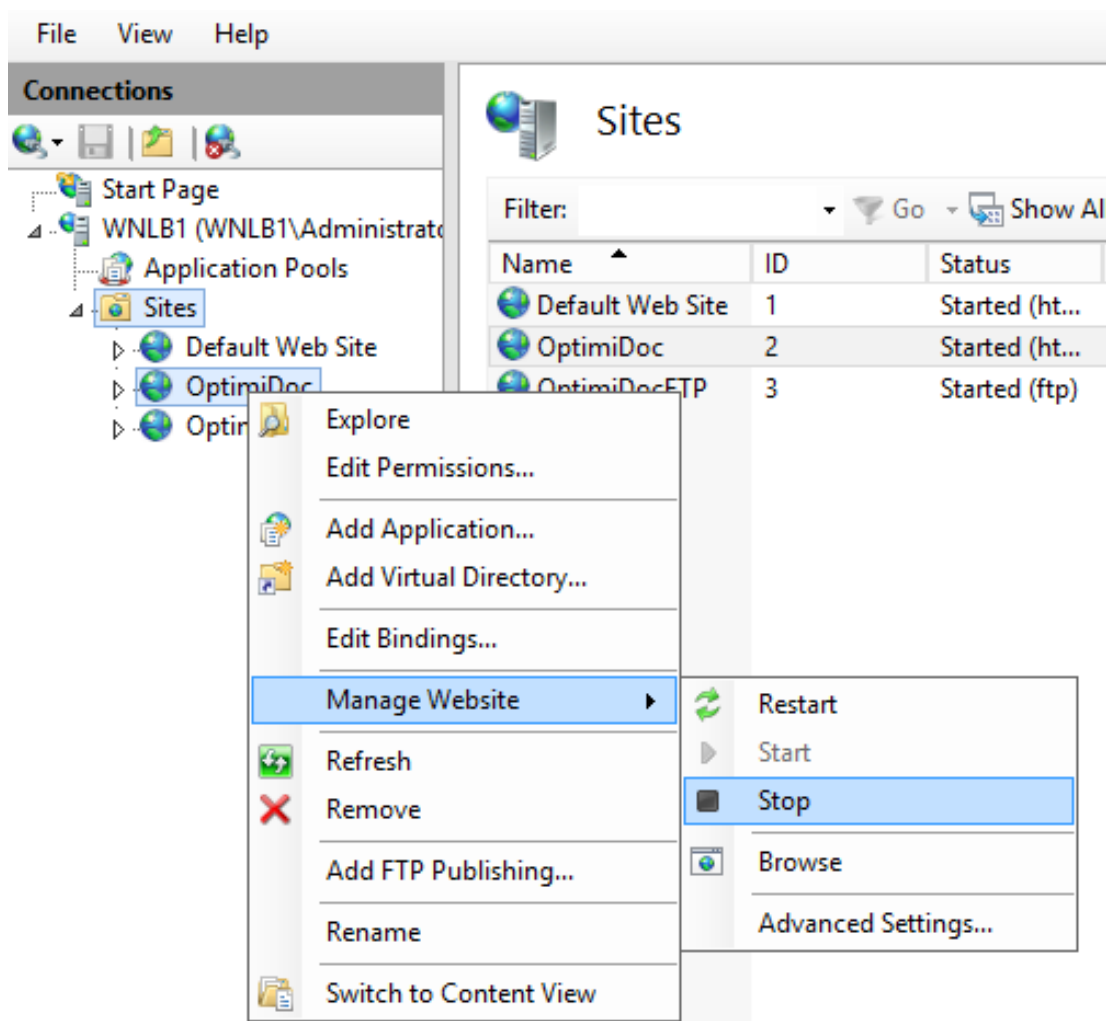
4. After the changes it is necessary to restart the site. To restart the site, click on the **Restart** button in menu.





## 10.3 Migrating OptimiDoc to another server

- Contact [OptimiDoc support](#), tell us your license number and we will enable additional activation.
- If you use a Local DB to store data, follow these steps to preserve the data:
  - Stop the OptimiDoc website in IIS
  - open the folder <optimidoc>\WebApp\App\_Data
  - Copy the \*.ldf and \*.mdf files



- Deactivate the license on the old server. More info here: [Old license removal](#)
- [Uninstall OptimiDoc](#) on the old server





- [Install OptimiDoc](#) on the new server
- If you have Local DB files copied (step 2), put them into the APP\_DATA folder
- [Activate the OptimiDoc licence](#)



## 10.4 How to move localDB to Microsoft SQL Server

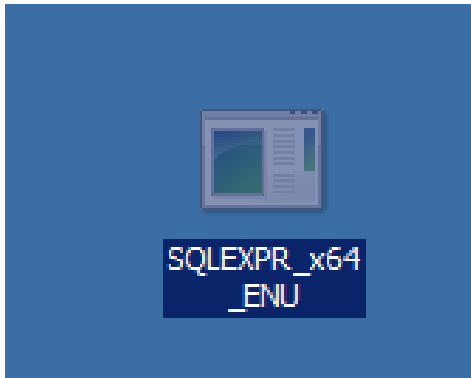
For large traffic it is recommended to use the dedicated Microsoft SQL server instead of the local database. For an already running installation of OptimIDoc with the local database please follow these steps:

1. Microsoft SQL Server installation (optional)
2. Microsoft SQL Express Management Console (optional)
3. Attachment of current database to Microsoft SQL Server
4. Modification of web.config



### 10.4.1 Microsoft SQL Server Express installation (optional)

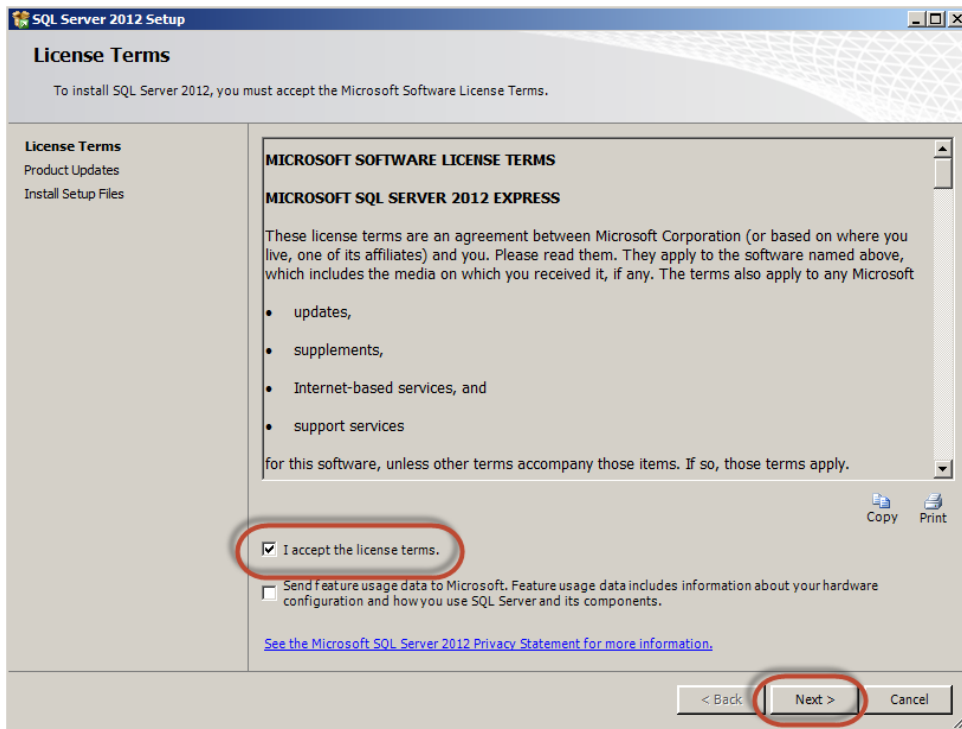
1. Launch the installation file as a user with administration rights.



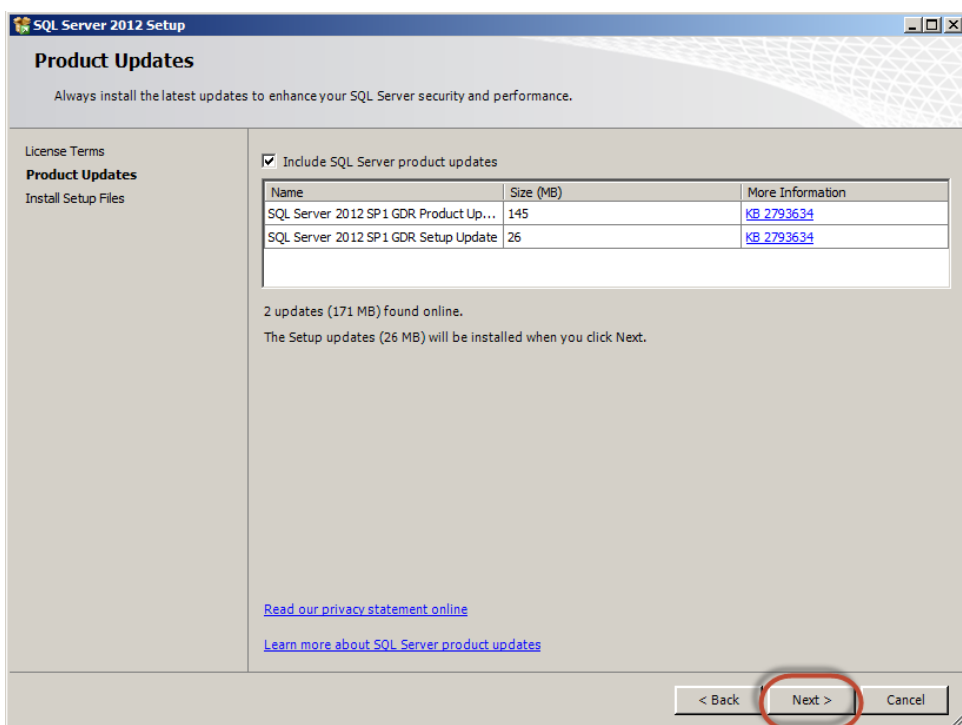
2. After the Installer opens the SQL Server Installation Center, select the option **New SQL Server stand-alone installation or add new features to an existing installation**.

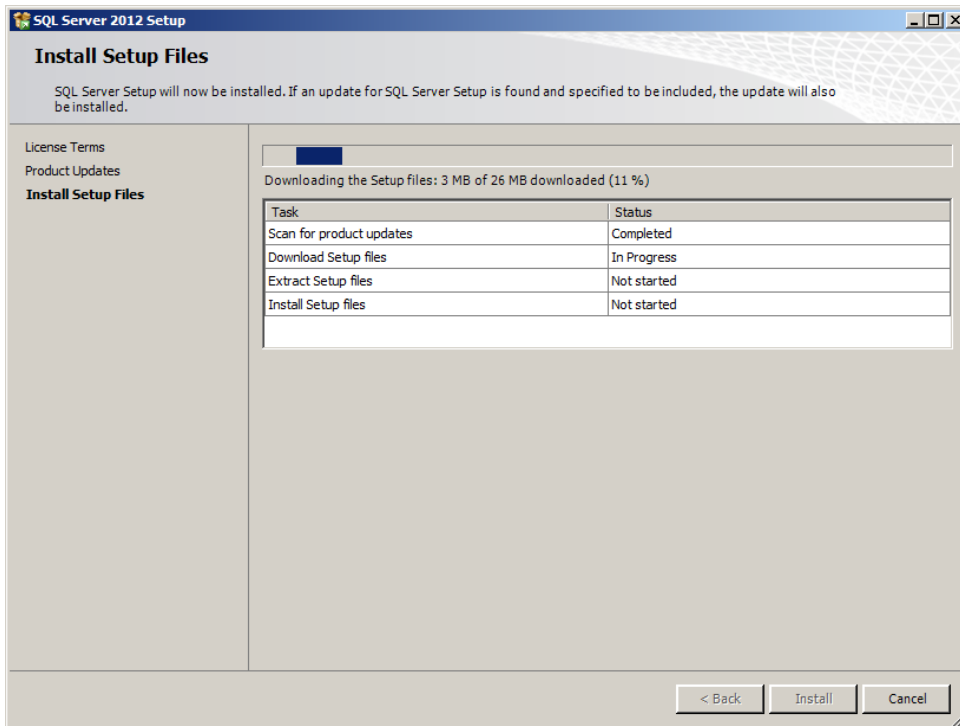


3. Installer starts the control of system component.
4. **Accept the license terms** and click on the **Next** button.

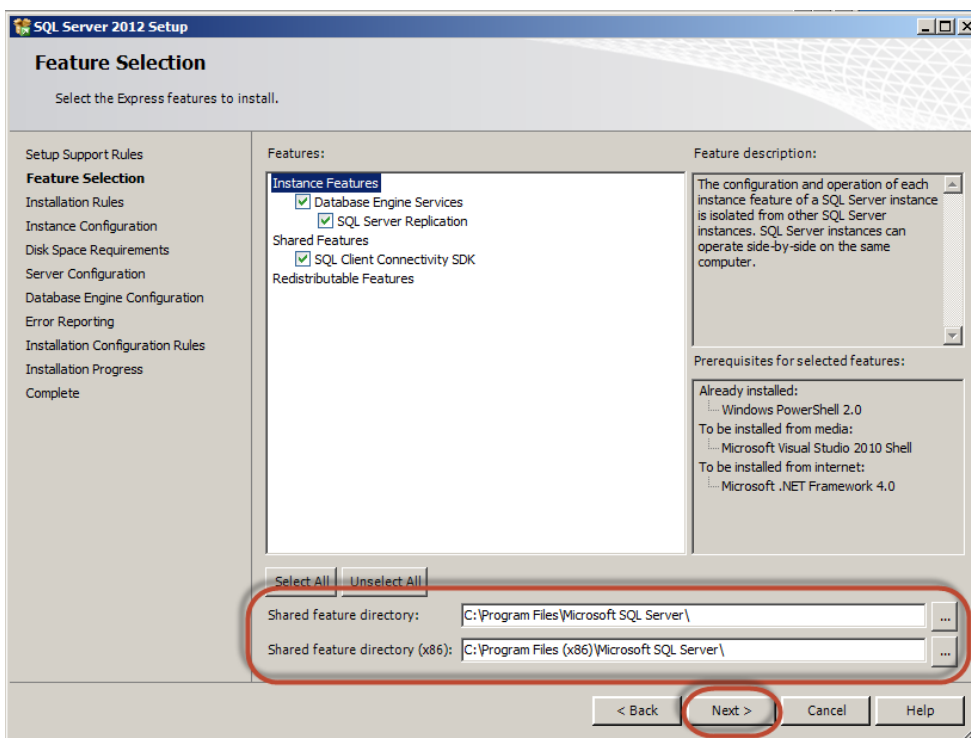


5. Accept the installation of product updates by click on the **Next** button, the system then downloads the setup files.

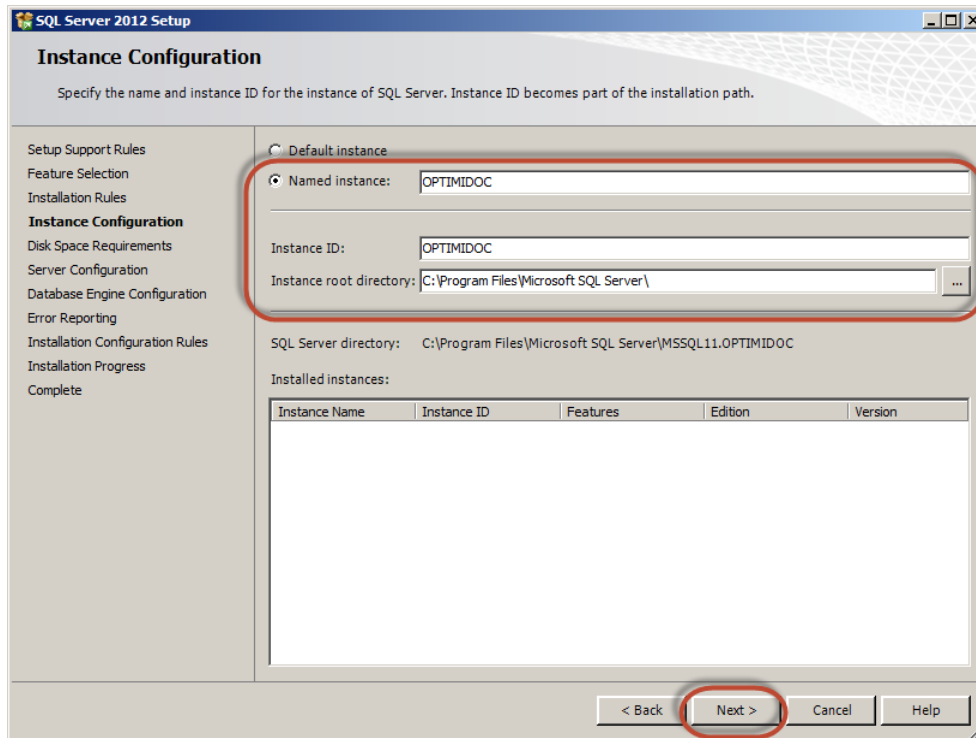




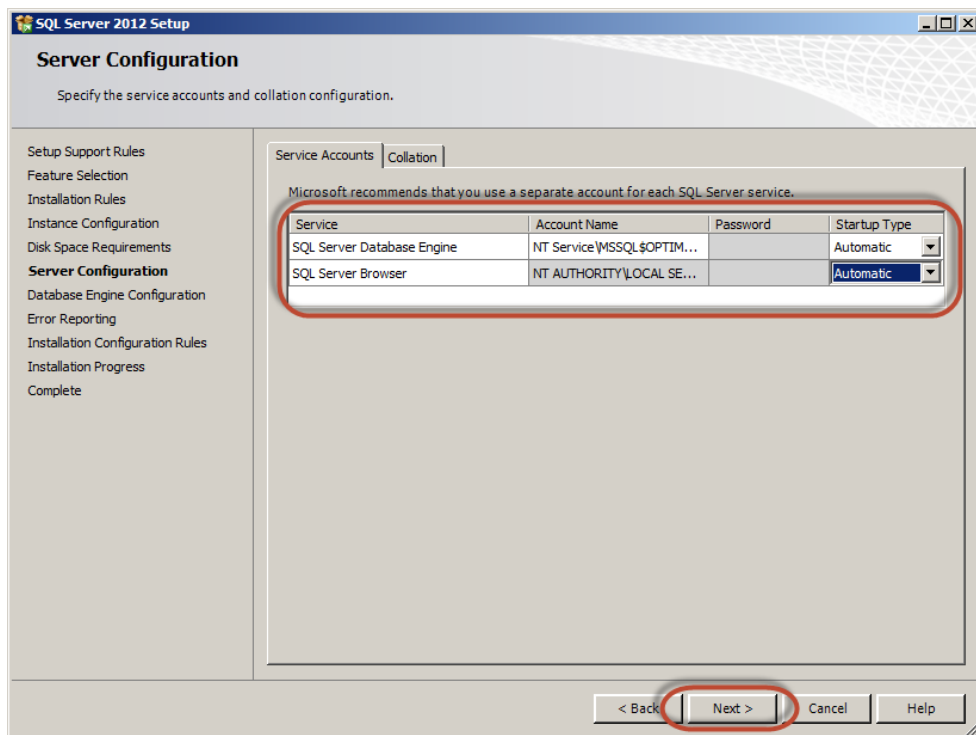
6. Select the installation folders and click on the **Next** button.



7. Put the instance name, ID and location and click on the **Next** button.



8. Set the Startup Type to **Automatic** on both services and click on the **Next** button.



9. Select the Authentication Mode to **Mixed Mode**, input the system administrator password and optionally add additional system or domain users. To continue click on the **Next** button.



SQL Server 2012 Setup

### Database Engine Configuration

Specify Database Engine authentication security mode, administrators and data directories.

Setup Support Rules  
Feature Selection  
Installation Rules  
Instance Configuration  
Disk Space Requirements  
Server Configuration  
**Database Engine Configuration**  
Error Reporting  
Installation Configuration Rules  
Installation Progress  
Complete

**Server Configuration** | Data Directories | User Instances | FILESTREAM

Specify the authentication mode and administrators for the Database Engine.

Authentication Mode

☐ Windows authentication mode

☒ Mixed Mode (SQL Server authentication and Windows authentication)

Specify the password for the SQL Server system administrator (sa) account.

Enter password: .....

Confirm password: .....

Specify SQL Server administrators

WIN-OMLBCMER9B6\Borislav (Borislav)

SQL Server administrators have unrestricted access to the Database Engine.

Add Current User Add... Remove

< Back Next > Cancel Help

10. Confirm the next page by clicking on the **Next** button.

SQL Server 2012 Setup

### Error Reporting

Help Microsoft improve SQL Server features and services.

Setup Support Rules  
Feature Selection  
Installation Rules  
Instance Configuration  
Disk Space Requirements  
Server Configuration  
Database Engine Configuration  
**Error Reporting**  
Installation Configuration Rules  
Installation Progress  
Complete

Specify the information that you would like to automatically send to Microsoft to improve future releases of SQL Server. These settings are optional. Microsoft treats this information as confidential. Microsoft may provide updates through Microsoft Update to modify feature usage data. These updates might be downloaded and installed on your machine automatically, depending on your Automatic Update settings.

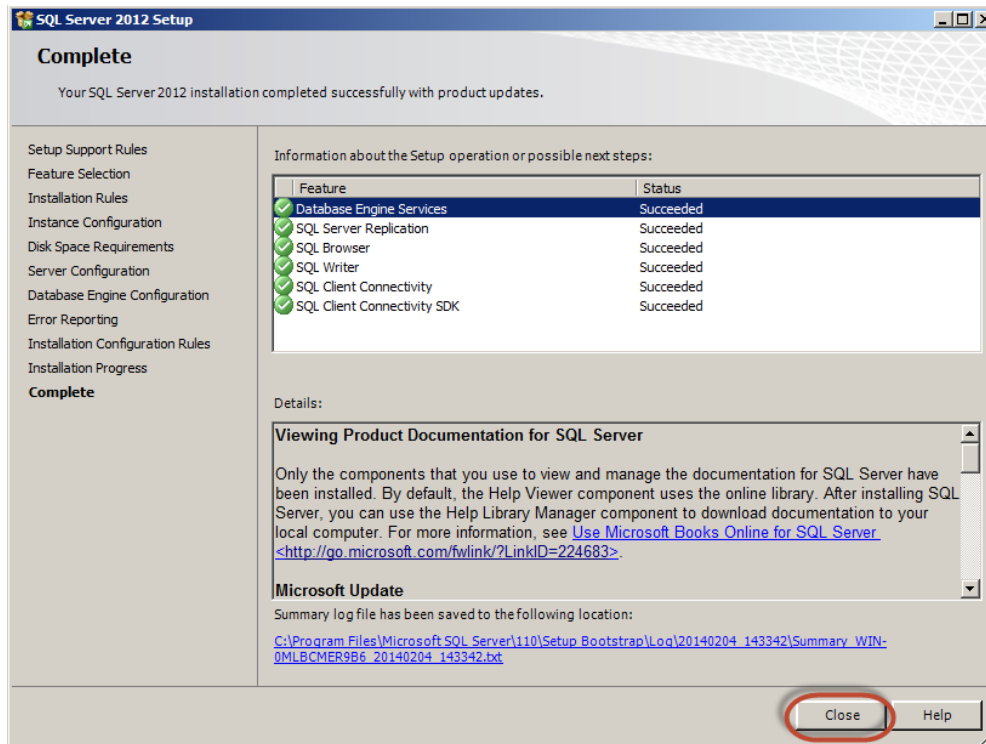
[See the Microsoft SQL Server 2012 Privacy Statement for more information.](#)

[Read more about Microsoft Update and Automatic Update.](#)

☐ Send Windows and SQL Server Error Reports to Microsoft or your corporate report server. This setting only applies to services that run without user interaction.

< Back Next > Cancel Help

11. Installation is complete.

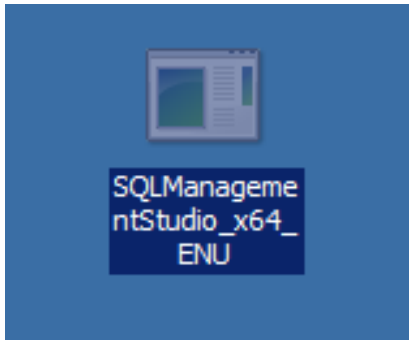






## 10.4.2 Microsoft SQL Express Management Console installation

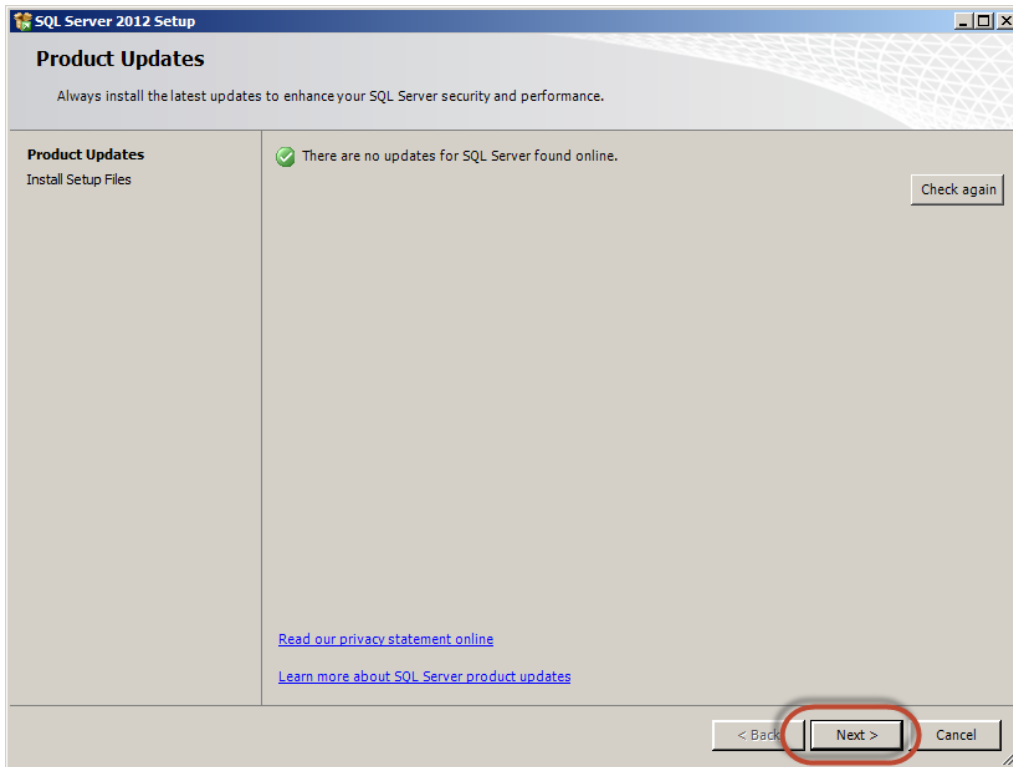
1. Launch the installation file as a user with administration rights.



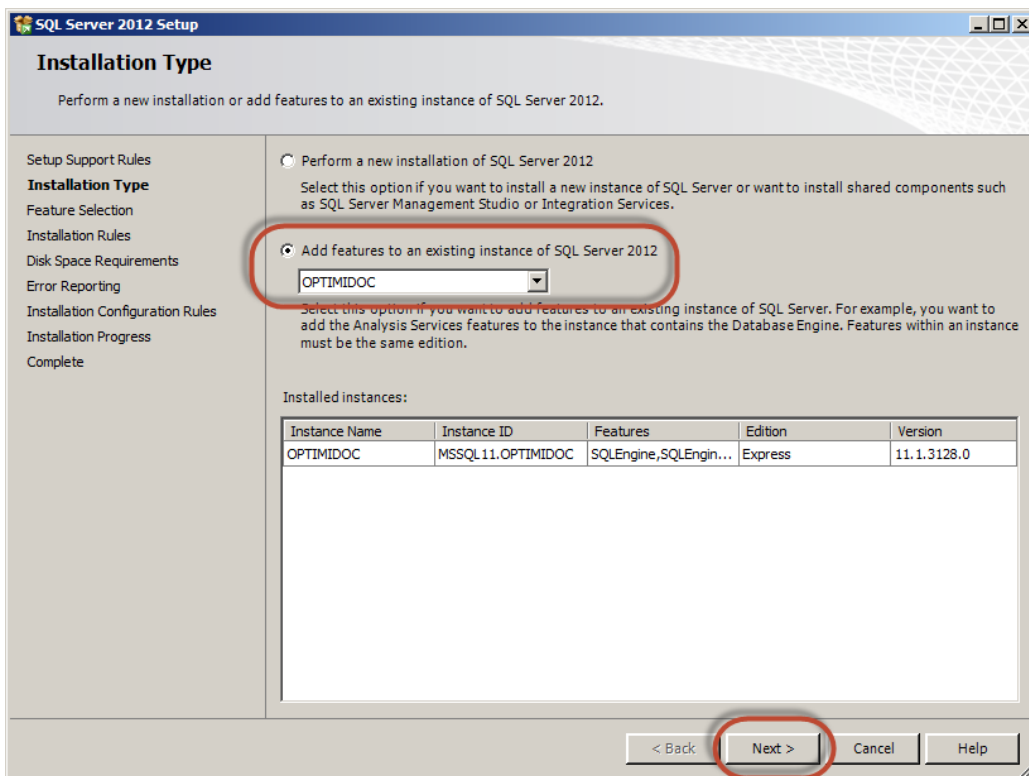
2. After the Installer opens the SQL Server Installation Center select the option **New SQL Server stand-alone installation or add new features to an existing installation**.



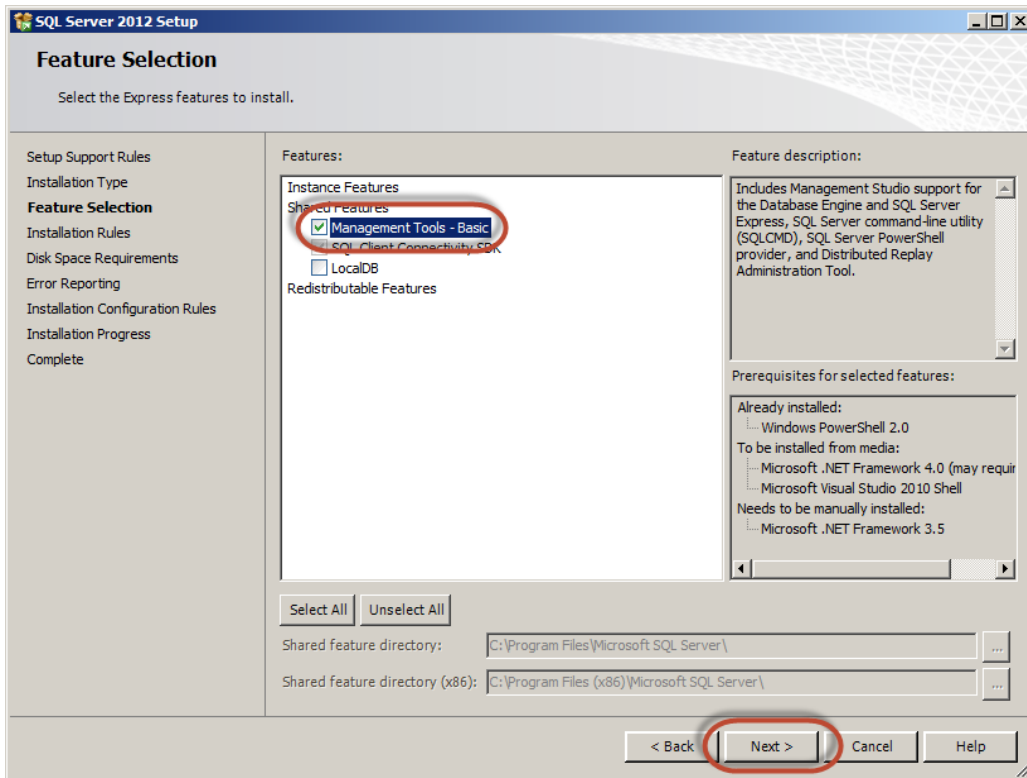
3. Confirm the updates and click on the **Next** button.



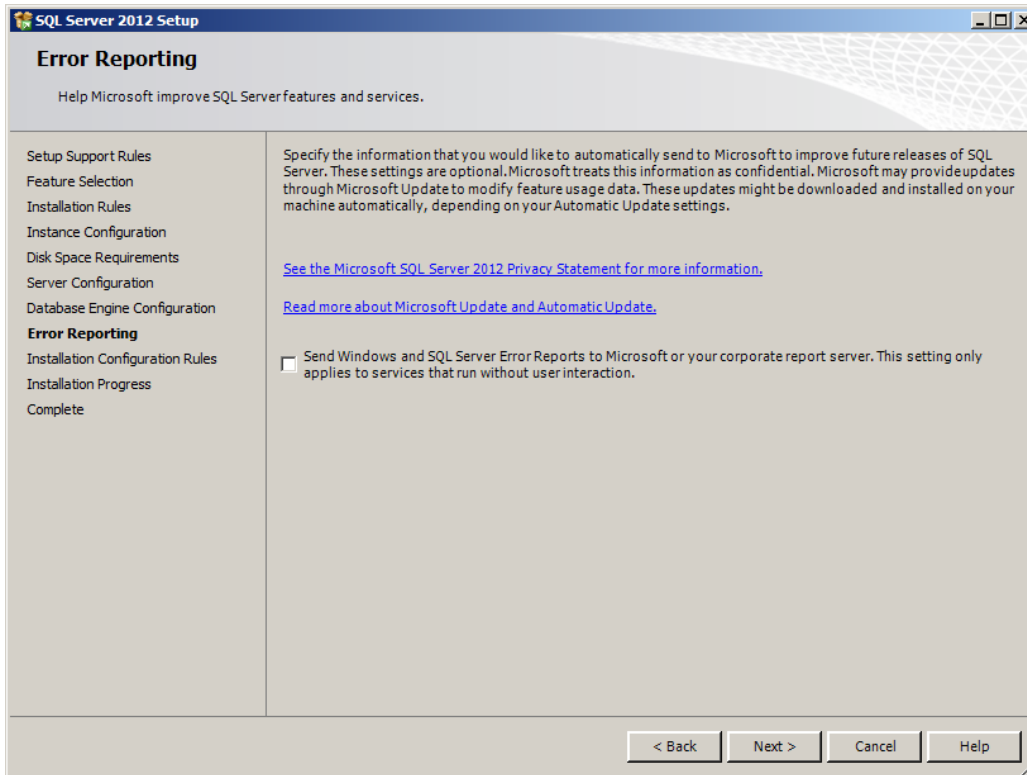
4. Select the OptimiDoc instance and click on the **Next** button.



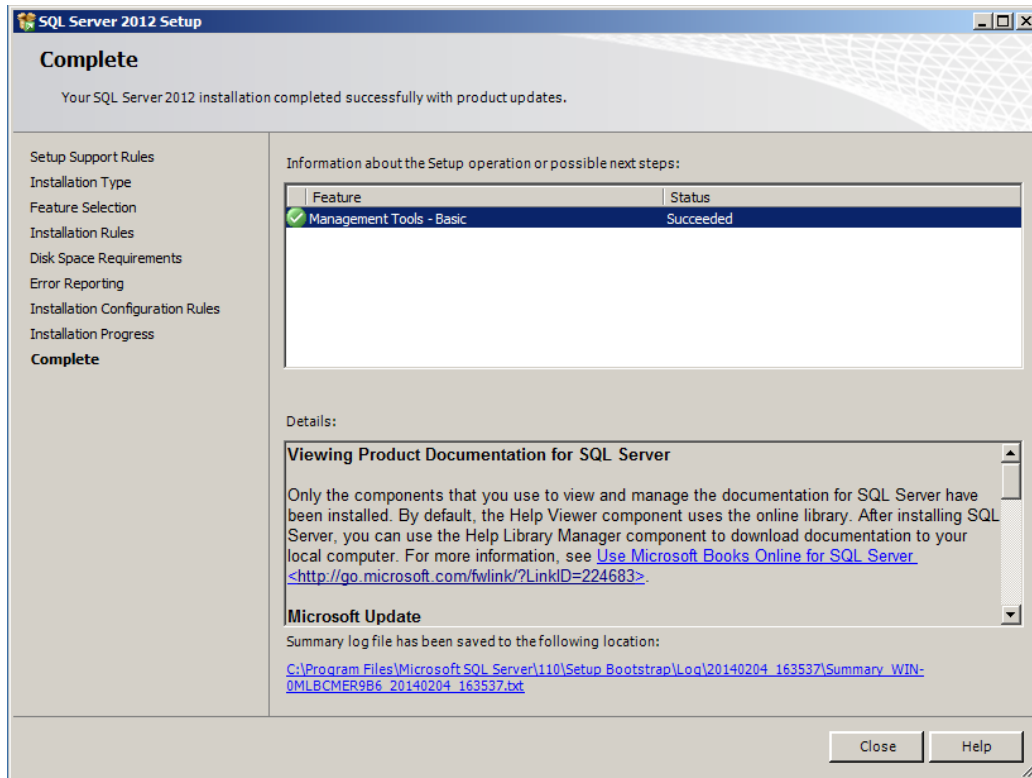
5. From features select the **Management Tools - Basic** and click on the **Next** button.



6. Click on the **Next** button.



7. Click on **Close** to finish the installation.





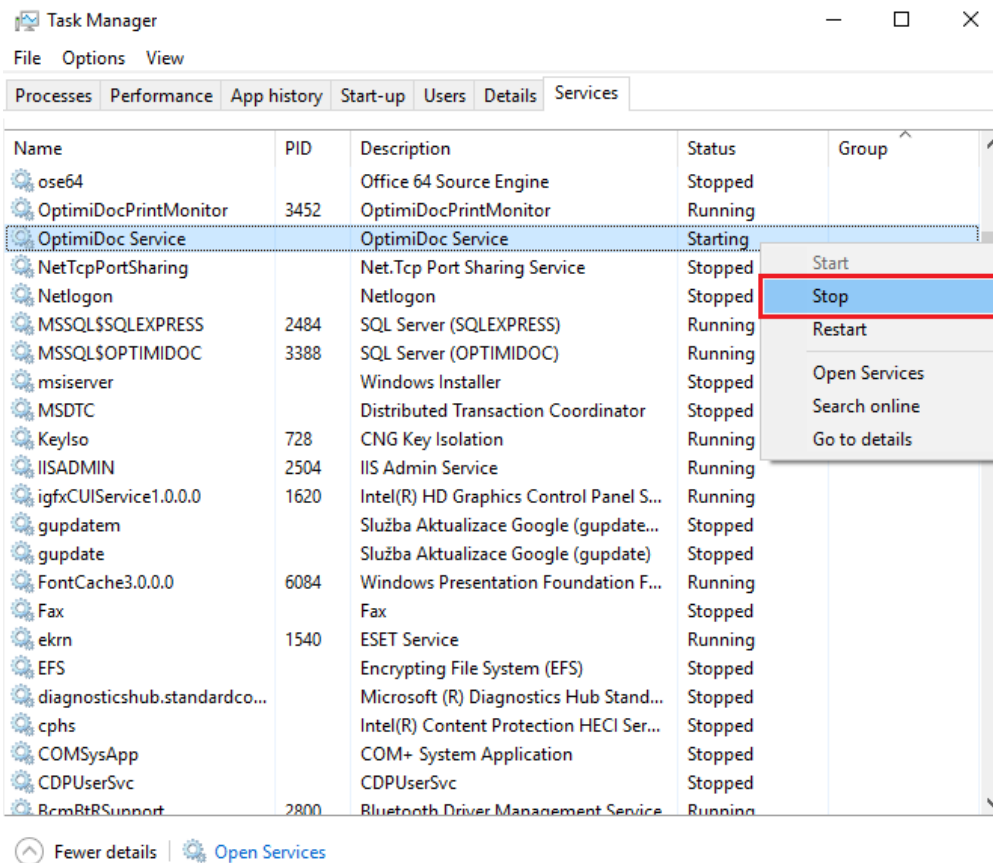
### 10.4.3 Attachment of current DB to Microsoft SQL Server

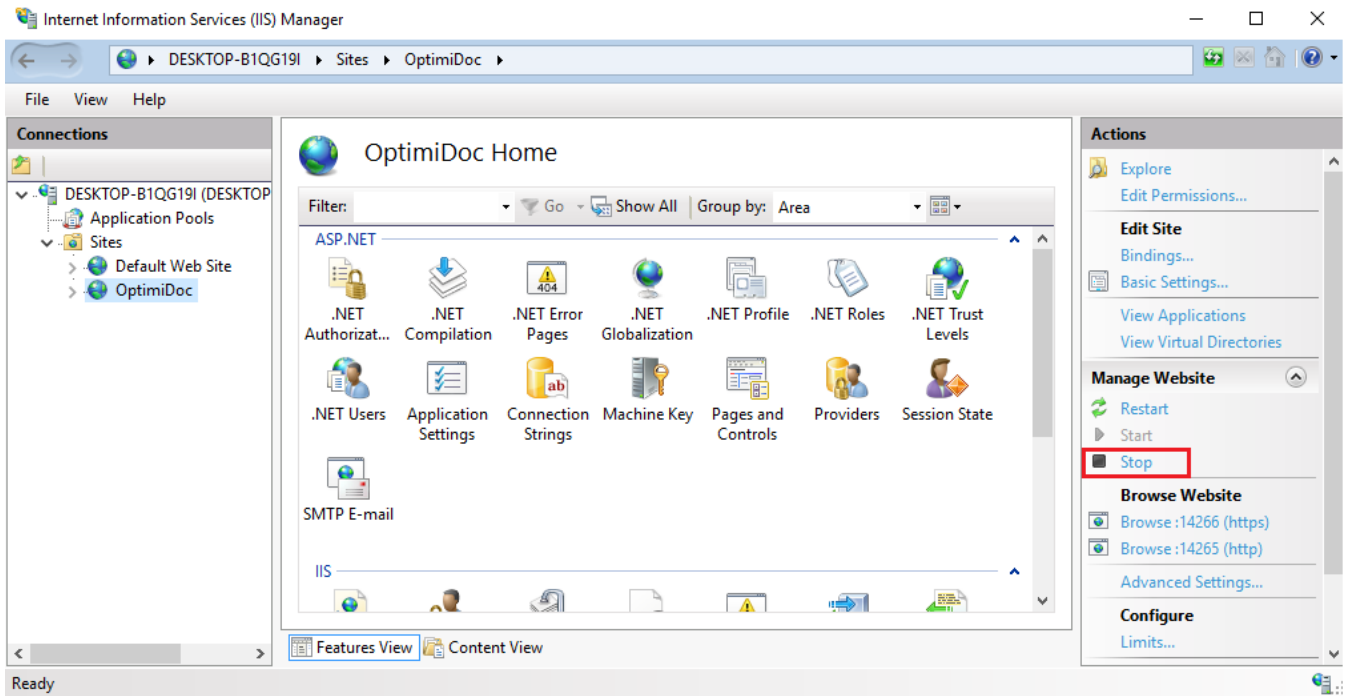


**Caution**

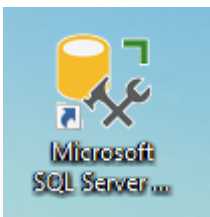
Please contact OptimiDoc support before proceeding with following steps

Before launching **Microsoft SQL Server Management Studio**, stop **OptimiDoc Service** in the Task Manager (in Services) and **OptimiDoc** in ISS Manager.

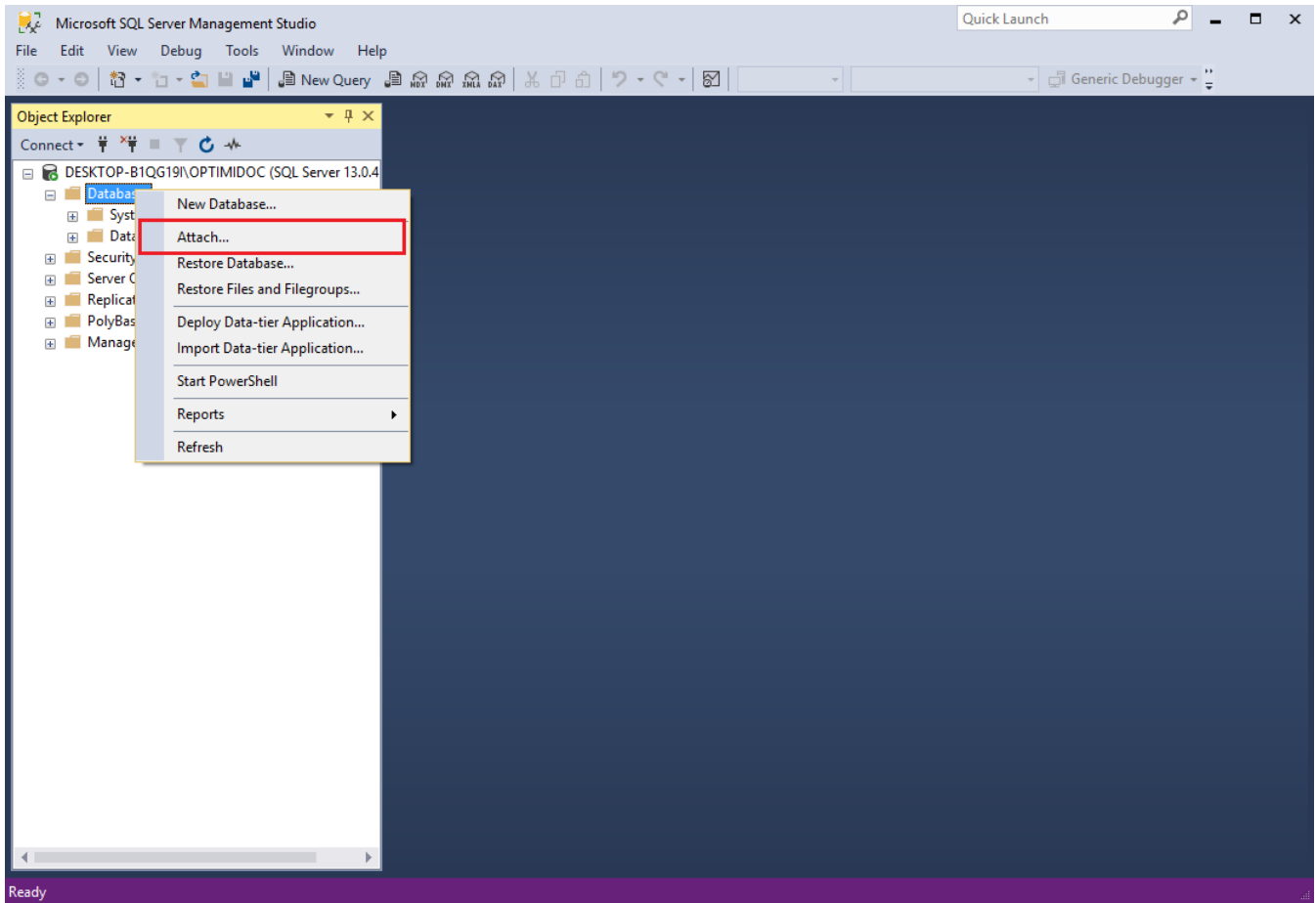




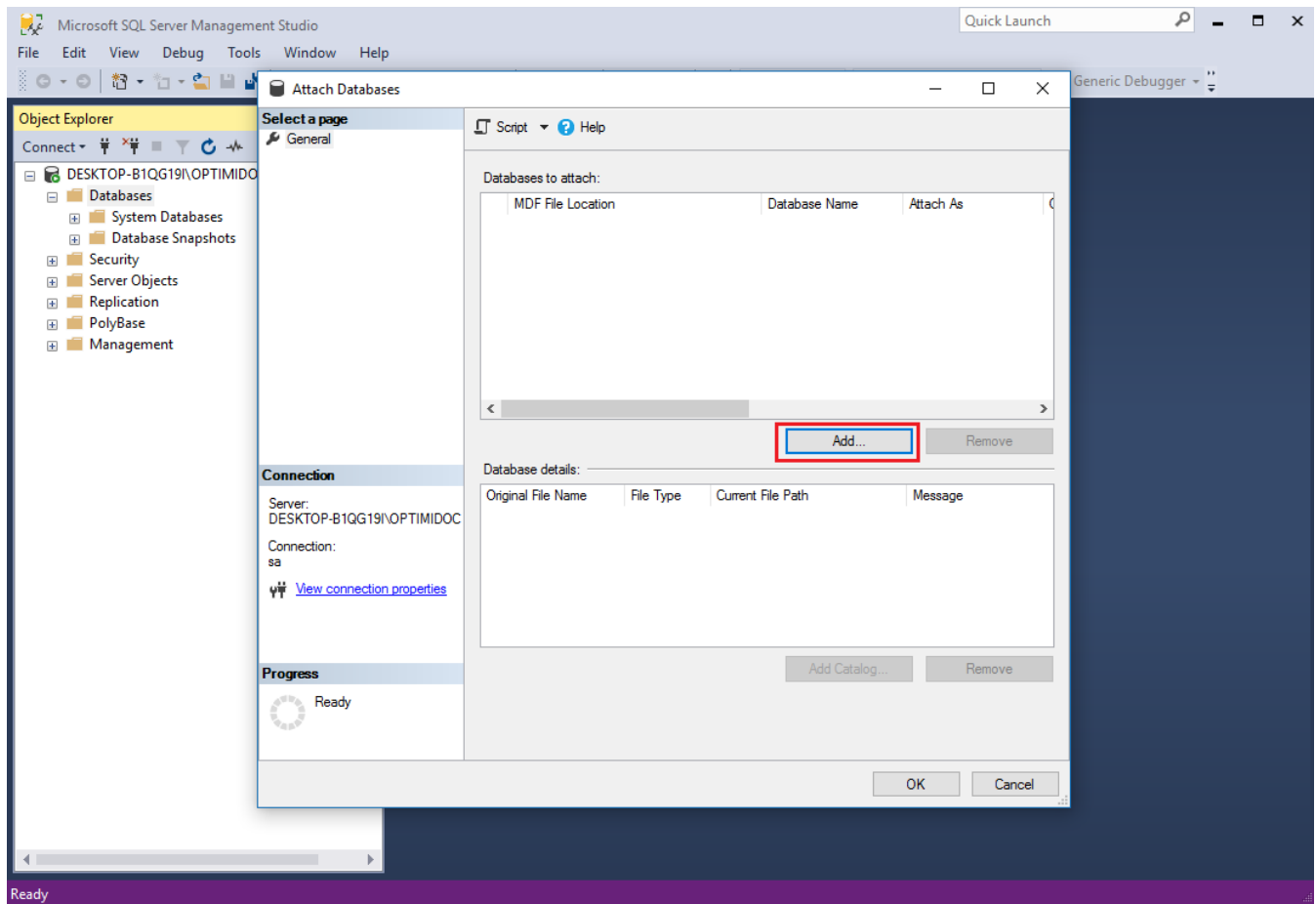
## 1. Launch Microsoft SQL Server Management Studio



## 2. Right-click on **Database** and choose **Attach...**

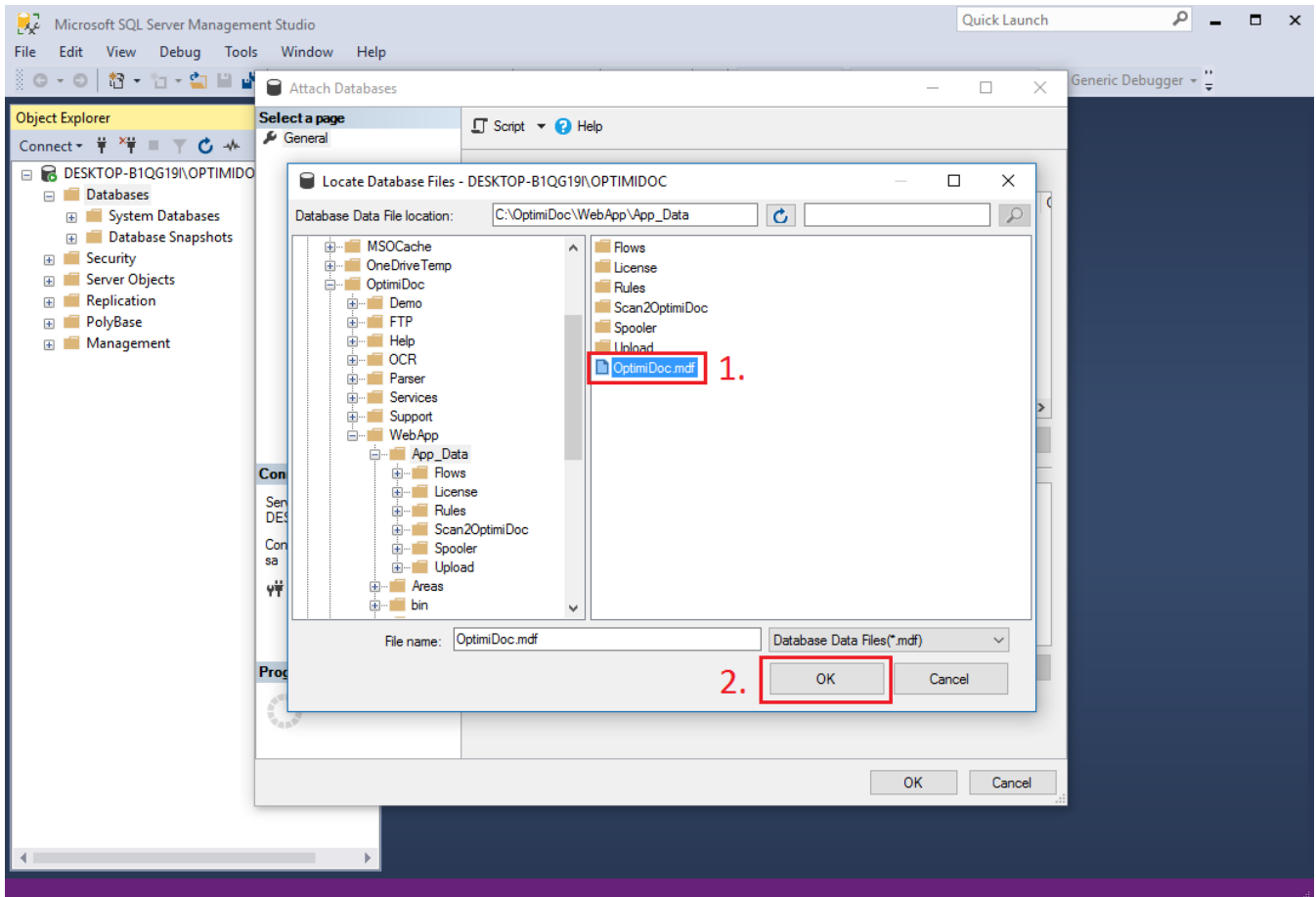


3. Click on **Add**

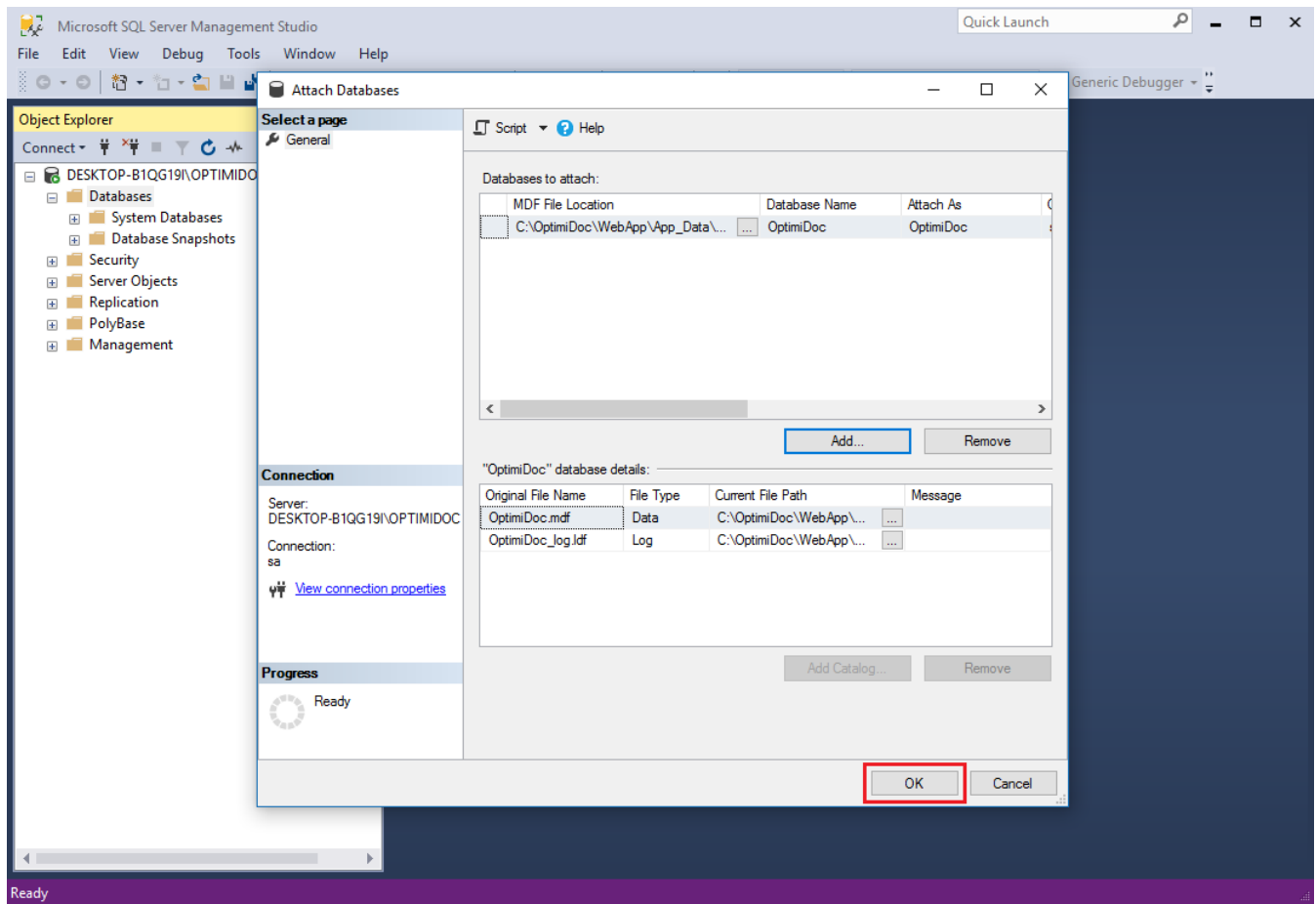


4. Select **OptimiDoc.mdf** in OptimiDoc\WebApp\App\_Data and click on the **OK** button

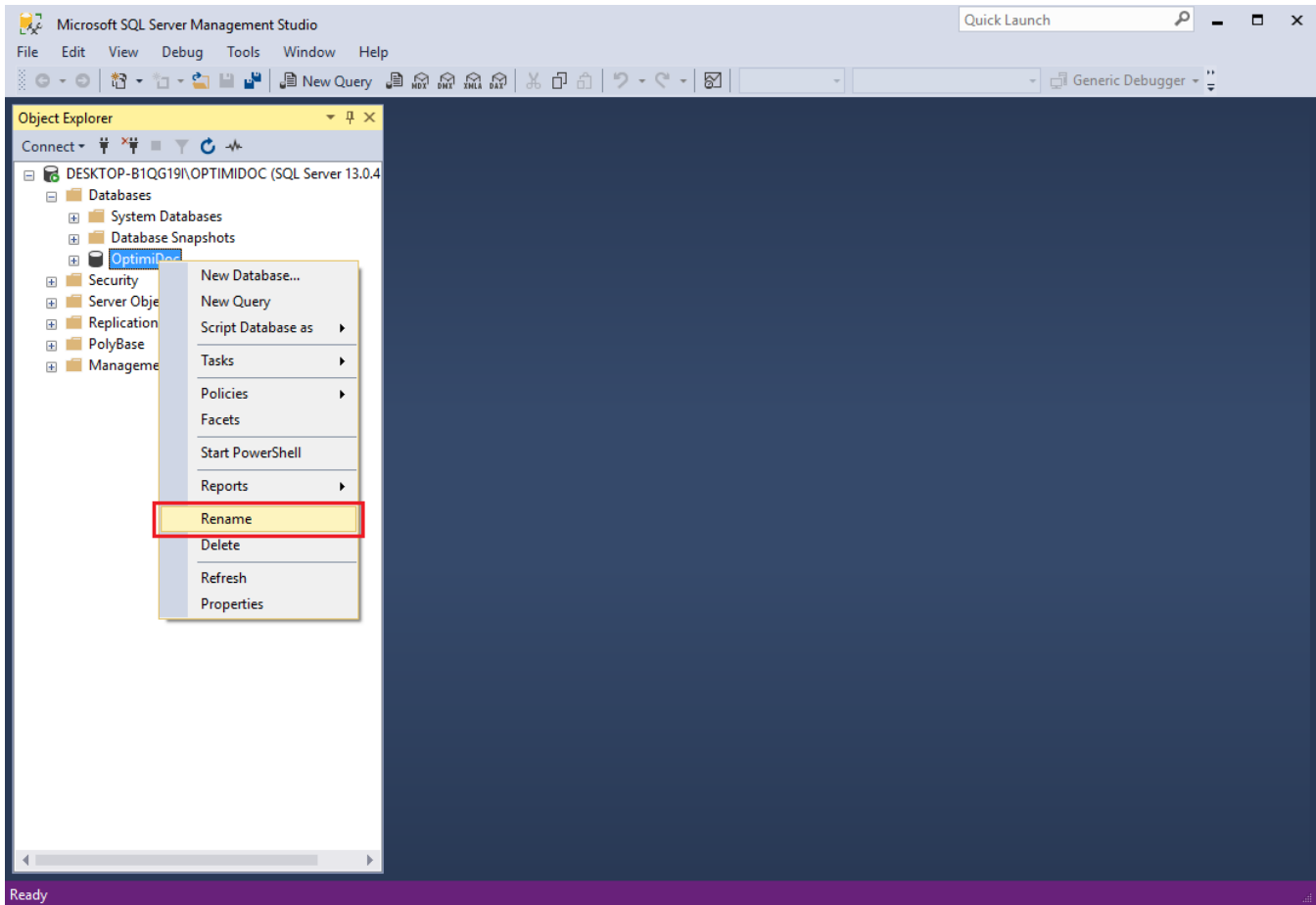




5. To finish the database attachment, click on the **OK** button



6. Right-click on the new attached database and rename it as "OptimiDoc"



7. Now proceed with the following steps [Modification of connection string at web.config](#)

#### Problem description

When I added database (step 4.), program showed me an error: "**An error occurred when attaching the database(s). Click the hyperlink in the Message column for details.**"



#### Example

##### Solution

Among others there is one frequent cause. Go to OptimiDoc\WebApp\App\_Data and right-click on **OptimiDoc.mdf** and choose properties, click on the **Security** tab and change permissions by button the **Edit**. Select the user who is logged in Microsoft SQL Server Management Studio, and **Allow** all permissions.



### 10.4.4 Modification of connection string in web.config

1. Modify the web.config file in <optimidoc\_install\_folder>\WebApp folder.

**Find the following section in WebApp\web.config:**

```
<entityFramework>
  <defaultConnectionFactory
type="System.Data.Entity.Infrastructure.SqlCeConnectionFactory, EntityFramework" />
</entityFramework>
<connectionStrings>
  <add name="OptimiDoc.Dao.OptimiDocDbContext"
providerName="System.Data.SqlServerCe.4.0" connectionString="Data
Source=|DataDirectory|\db.sdf" />
</connectionStrings>
```

**and replace it with the following settings.**

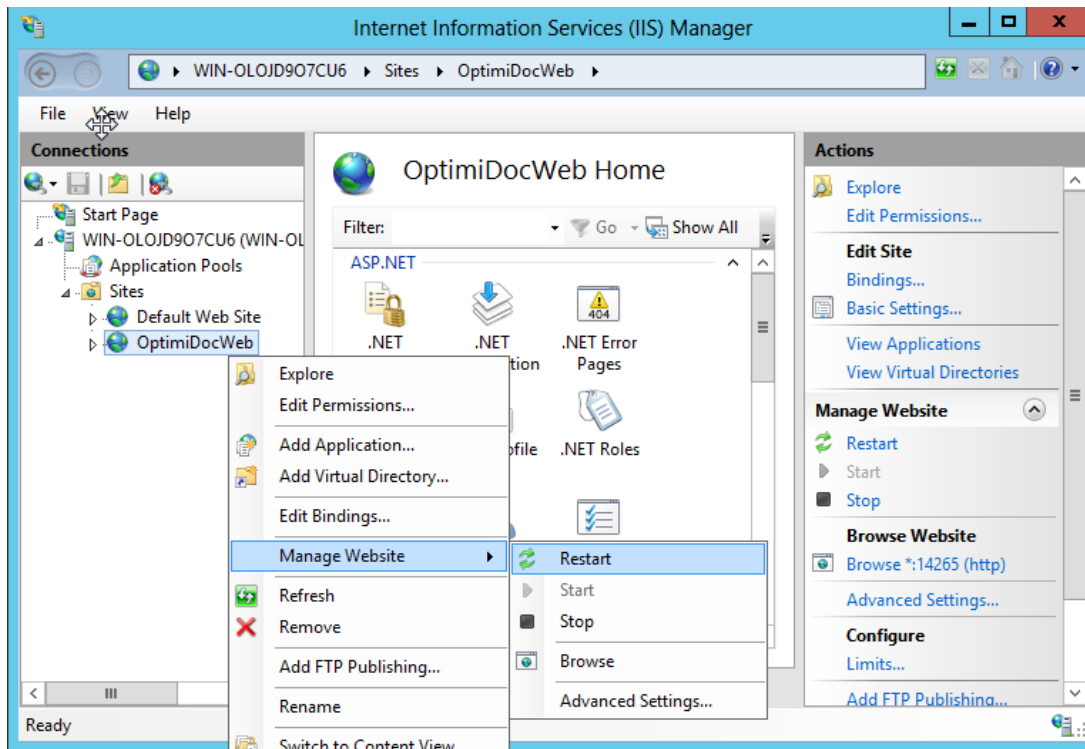
```
<entityFramework>
  <defaultConnectionFactory type="System.Data.Entity.Infrastructure.SqlConnectionFactory,
EntityFramework" />
</entityFramework>
<connectionStrings>
  <add connectionString="Server=<serverName>;Database=<database_name>;User
ID=<user_name>;Password=<password>" name="OptimiDoc.Dao.OptimiDocDbContext"
providerName="System.Data.SqlClient" />
</connectionStrings>
```



**Example**

```
<entityFramework>
  <defaultConnectionFactory
type="System.Data.Entity.Infrastructure.SqlConnectionFactory,
EntityFramework" />
</entityFramework>
<connectionStrings>
  <add connectionString="Server=WIN-
0MLBCMER9B6\OPTIMIDOC;Database=OptimiDoc;User
ID=sa;Password=OptimiDoc2014"
name="OptimiDoc.Dao.OptimiDocDbContext"
providerName="System.Data.SqlClient" />
</connectionStrings>
```

2. Restart the OptimiDoc website in IIS manager.



3. Open the OptimiDoc webpage and sign in with the username **admin** and password **admin**. The authentication result is Credentials incorrect.

## Sign In to your registered account.

admin

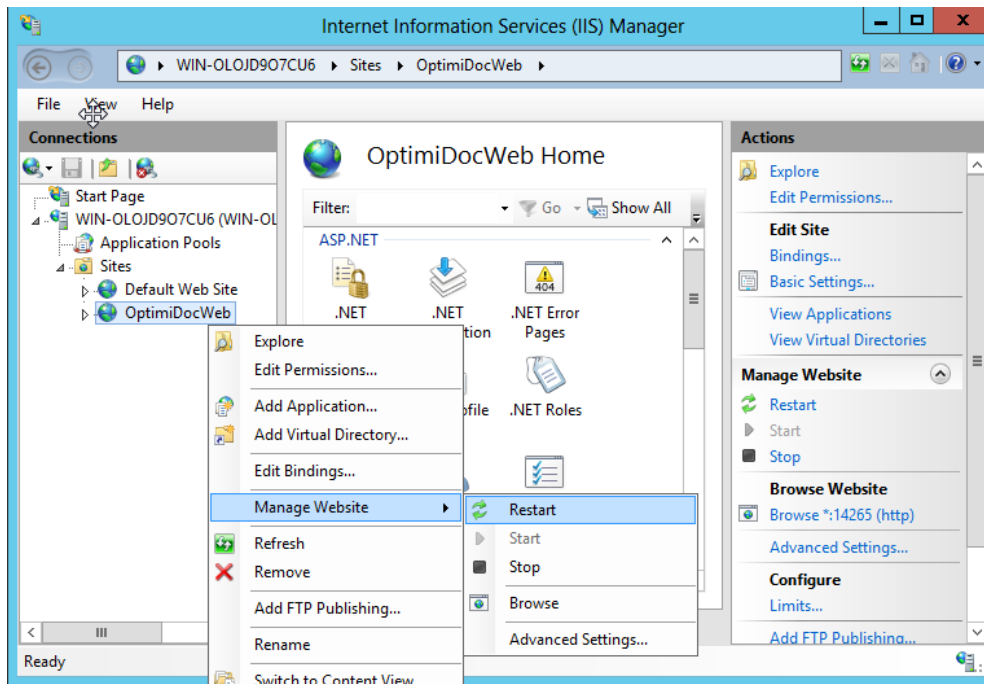
•••••

• Credentials incorrect.

☐ Keep me signed in

Sign In

4. Restart the OptimiDoc website once again and sign in to the OptimiDoc webpage with the username **admin** and password **admin**



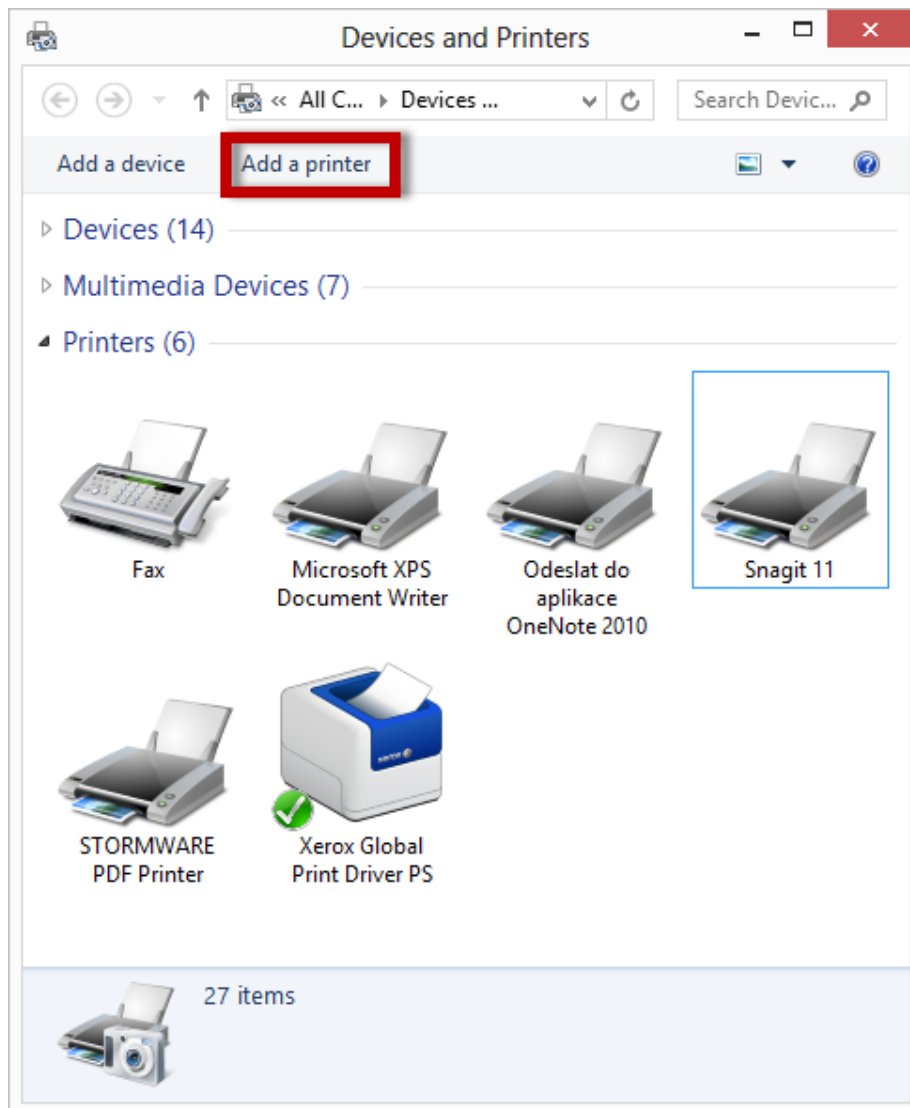
5. The movement of the OptimiDoc database to SQL server is finished.



## 10.5 How to create OptimiDoc IPP pull printer

The following section describes how to add a printer on a user workstation which sends the documents to OptimiDoc.

1. Open **Devices and Printers** from the Start menu.
2. Click on **Add a printer**.



3. The system opens the Add Printer window. Click on **The printer that I want isn't listed**



← Add Printer

Select a printer

Printer Name	Address
WorkCentre 6400X (Xerox)	192.168.1.3
Xerox 6400	http://192.168.1.3:53202/webservices/wsd/Tra...

Search again

→ The printer that I want isn't listed

Next Cancel

4. Enter the OptimiDoc address in the field **Select a shared printer by name**.

Default address is **http://<optimidoc\_ipadress>:14265/Spooler**

← Add Printer

Find a printer by other options

☒ Select a shared printer by name

http://<optimidoc\_ipadress>:14265/Spooler Browse...

Example: \\computername\printername or  
http://computername/printers/printername/.printer

☐ Add a printer using a TCP/IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

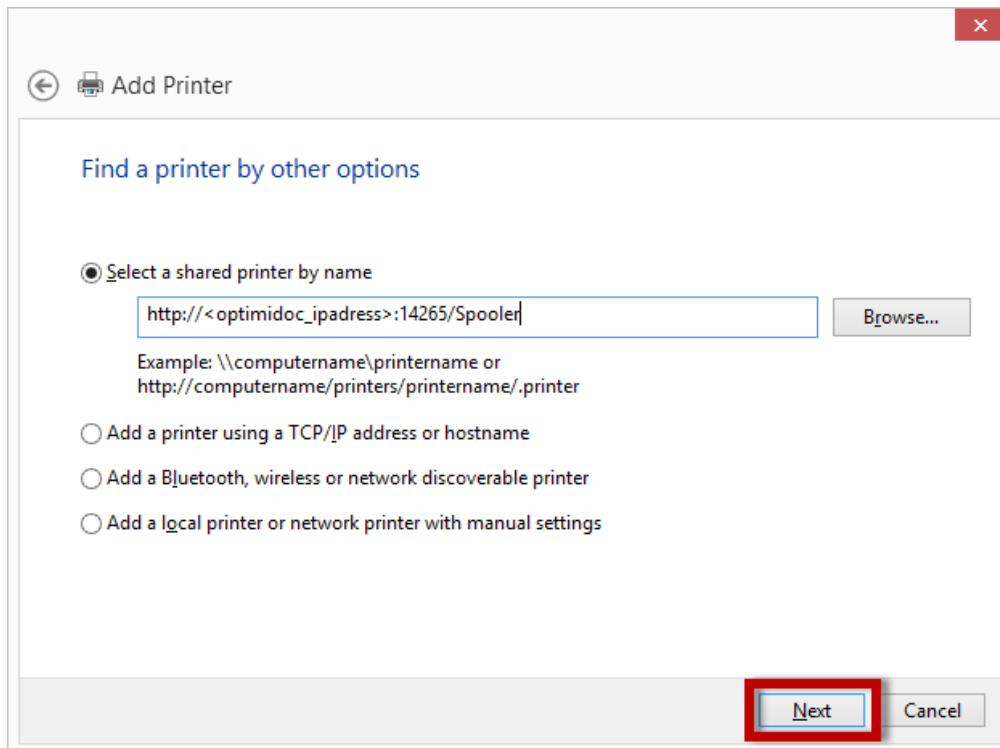
☐ Add a local printer or network printer with manual settings

Next Cancel

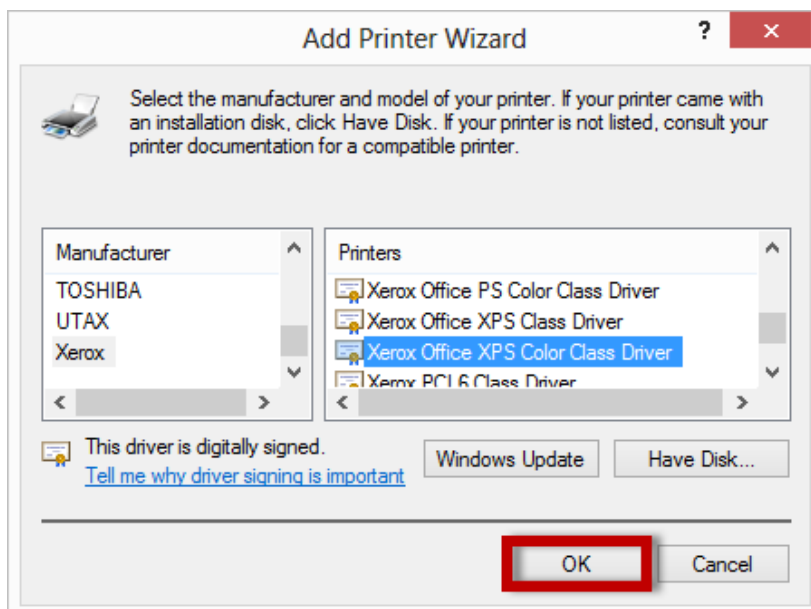




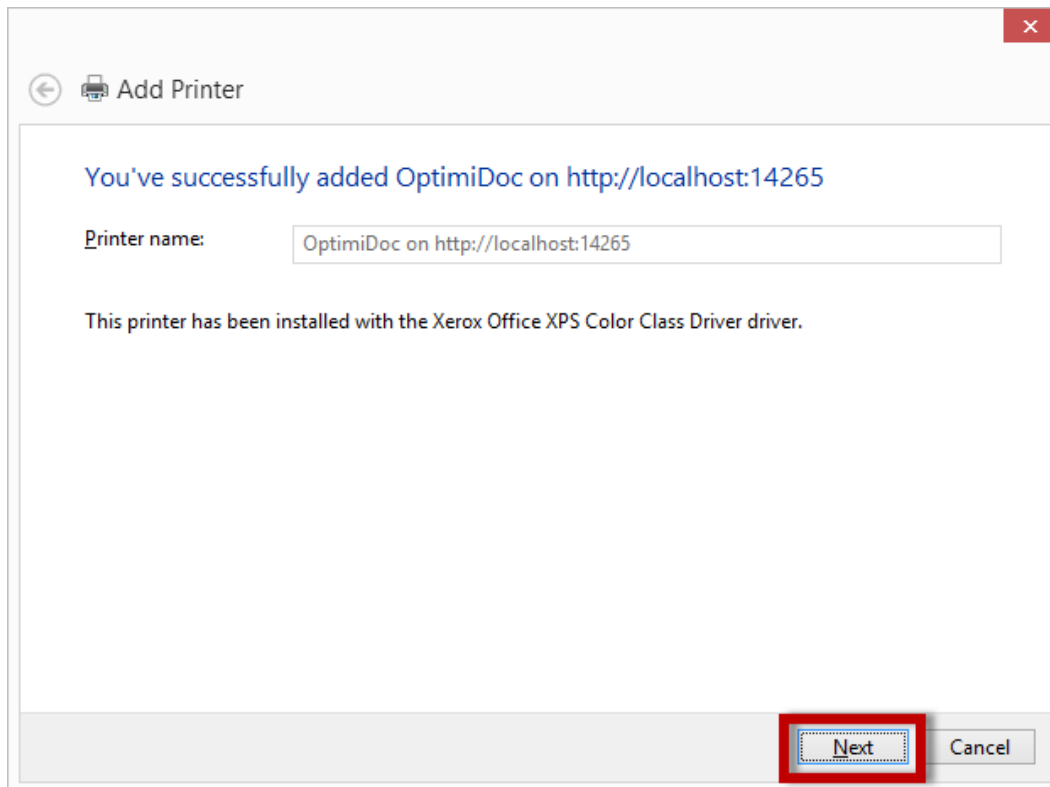
5. Click on the **Next** button, system detects the OptimiDoc server and asks for driver selection.



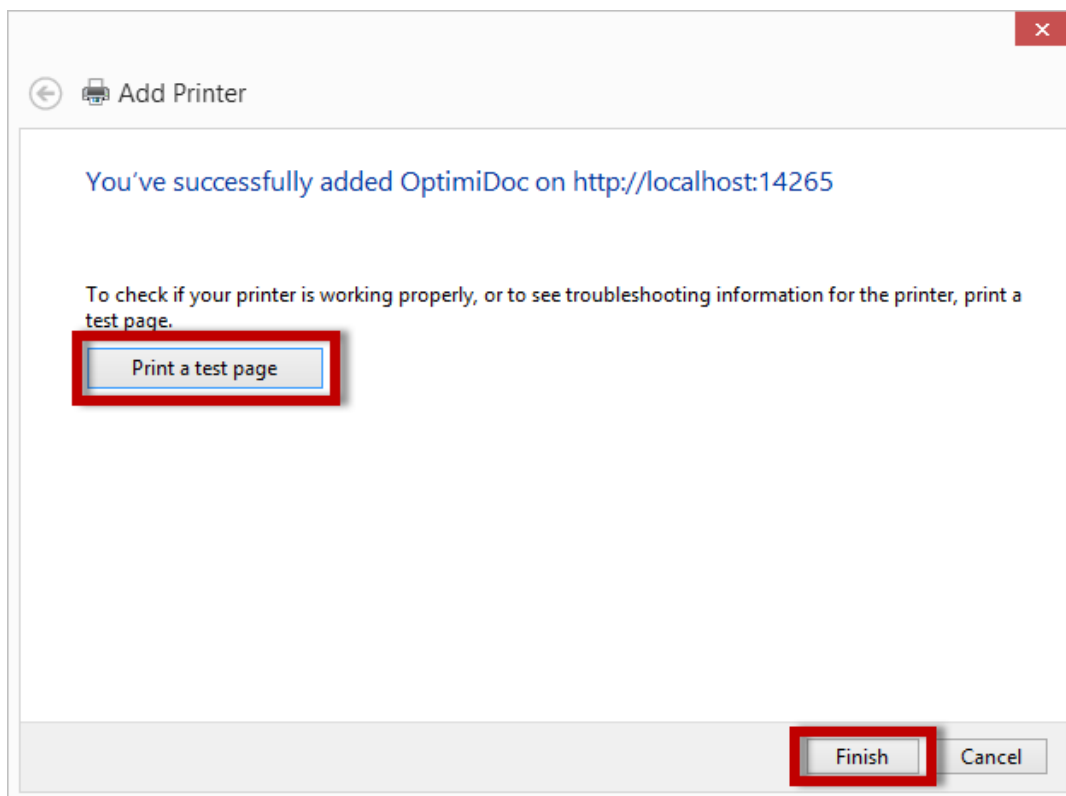
6. Select driver and click on the **Ok** button.



7. The system installs the new printer and presents a confirmation window. Click on **Next**.



8. You can send a test page to OptimiDoc by clicking on the **Print a test page** button or confirm the printer installation by clicking on the **Finish** button.



9. OptimiDoc printer is installed.



**Note**

It is possible to add IPPs printer as well. To do so just modify the protocol and port: **https://<optimidoc\_ipadress>:14266/Spooler**

Usually when you have problems with connecting to IPPs printer there is problem with some certificate. All OD server certificates must be trusted on the computer where you're adding this printer.

You can also use IPP for direct queue (instead of printer\_number use the number of printer from Device's list in Optimidoc):

**http://<optimidoc\_ipadress>:1426/Spooler/Index/printer\_number**



## 10.6 Troubleshooting

In this section you can find the common problems and their solutions:

### **Print job is not delivered to OptimiDoc**

- User login of job is not assigned to any user.
- The server is not accessible from workstation.
- Port 515 (LPR) is not open on a firewall.
- -> Check Unauthorized accesses

### **Scan job is not processed**

- Final destination is not reachable or has wrong configuration. Check [web log](#) for errors.

### **OptimiDoc can not be installed on multifunction device**

- The EIP might not be configured properly.
- Device requires the SSL communication.

### **Card reader does not read my card**

- You have installed card reader for another card standard.
- The card reader requires higher version of MFP firmware.

### **I can not login to the OptimiDoc web interface from another computer**

- OptimiDoc server does not have ports 14265, 14266 enabled on firewall.

For the troubleshooting of problems please use the [Diagnostic part](#).



## 10.7 Access Denied for Components

If you're seeing the following error, the IIS\_IUSRS user group doesn't have access rights to components:

Server Error in '/' Application.

Retrieving the COM class factory for component with CLSID {110020D3-0000-1056-976E-008048D53AE3} failed due to the following error: 80070005 Access is denied. (Exception from HRESULT: 0x80070005 (E\_ACCESSDENIED)).

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.UnauthorizedAccessException: Retrieving the COM class factory for component with CLSID {110020D3-0000-1056-976E-008048D53AE3} failed due to the following error: 80070005 Access is denied. (Exception from HRESULT: 0x80070005 (E\_ACCESSDENIED)).

ASP.NET is not authorized to access the requested resource. Consider granting access rights to the resource to the ASP.NET request identity. ASP.NET has a base process identity (typically MACHINE) on IIS 5 or Network Service on IIS 6 and IIS 7, and the configured application pool identity on IIS 7.5 that is used if the application is not impersonating. If the application is impersonating via `identityImpersonation="True"`, the identity will be the anonymous user (typically IUSR\_MACHINE) or the authenticated request user.

To grant ASP.NET access to a file, right-click the file in File Explorer, choose "Properties" and select the Security tab. Click "Add" to add the appropriate user or group. Highlight the ASP.NET account, and check the boxes for the desired access.

Source Error:

An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception can be identified using the exception stack trace below.

Stack Trace:

```
[UnauthorizedAccessException: Retrieving the COM class factory for component with CLSID {110020D3-0000-1056-976E-008048D53AE3} failed due to the following error: 80070005 Access is denied. (Exception from HRESULT: 0x80070005 (E_ACCESSDENIED)).]
System.RuntimeTypeHandle.CreateInstance(RuntimeType type, Boolean publicOnly, Boolean noCheck, Boolean& canBeCached, RuntimeMethodHandleInternal& ctor, Boolean& bleedSecurityCheck) +0
System.RuntimeType.CreateInstanceSlow(Boolean publicOnly, Boolean skipCheckThis, Boolean fillCache, StackCrawlMark& stackMark) +138
System.Activator.CreateInstance(Type type, Boolean nonPublic) +105
System.Activator.CreateInstance(Type type) +12
OptimiDoc.ScanBackend.OCREngine..ctor() +112
OptimiDoc.ScanBackend.OCREngine.LoadStaticInfo() +49
OptimiDoc.ScanBackend.OCREngine.HasActiveSerialNumber(String value) +45
OptimiDoc.Web.Helpers.LicenseInfo.Add(LicenseValidator lv) +151
OptimiDoc.Web.Helpers.LicenseInfo.LoadLicense(String path, String publicKey) +853
OptimiDoc.Web.Helpers.LicenseInfo.Load(String path) +555
OptimiDoc.Web.MvcApplication.LoadLicense() +111
OptimiDoc.Web.MvcApplication.Application_Start() +1917

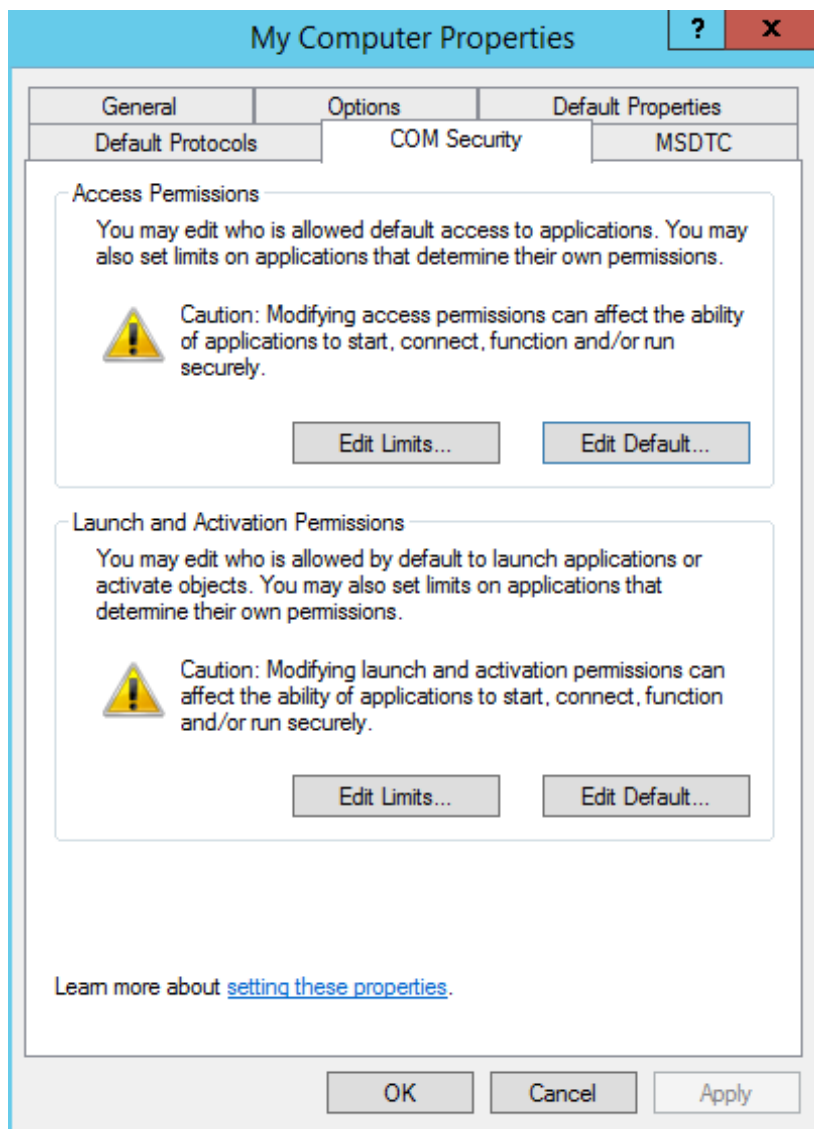
[HttpException (0x80004005): Retrieving the COM class factory for component with CLSID {110020D3-0000-1056-976E-008048D53AE3} failed due to the following error: 80070005 Access is denied. (Exception from HRESULT: 0x80070005 (E_ACCESSDENIED)).]
System.Web.HttpApplicationFactory.EnsureAppStartCalledForIntegratedMode(HttpContext context, HttpApplication app) +544
System.Web.HttpApplication.RegisterEventSubscriptionsWithIIS(IntPtr appContext, HttpContext context, MethodInfo[] handlers) +186
System.Web.HttpApplication.InitSpecial(HttpApplicationState state, MethodInfo[] handlers, IntPtr appContext, HttpContext context) +172
System.Web.HttpApplicationFactory.GetSpecialApplicationInstance(IntPtr appContext, HttpContext context) +402
System.Web.Hosting.PipelineRuntime.InitializeApplication(IntPtr appContext) +343

[HttpException (0x80004005): Retrieving the COM class factory for component with CLSID {110020D3-0000-1056-976E-008048D53AE3} failed due to the following error: 80070005 Access is denied. (Exception from HRESULT: 0x80070005 (E_ACCESSDENIED)).]
System.Web.HttpRuntime.FirstRequestInit(HttpContext context) +579
System.Web.HttpRuntime.EnsureFirstRequestInit(HttpContext context) +112
System.Web.HttpRuntime.ProcessRequestNotificationPrivate(IISWorkerRequest wr, HttpContext context) +712
```

Version Information: Microsoft .NET Framework Version 4.0.30319; ASP.NET Version 4.6.1055.0

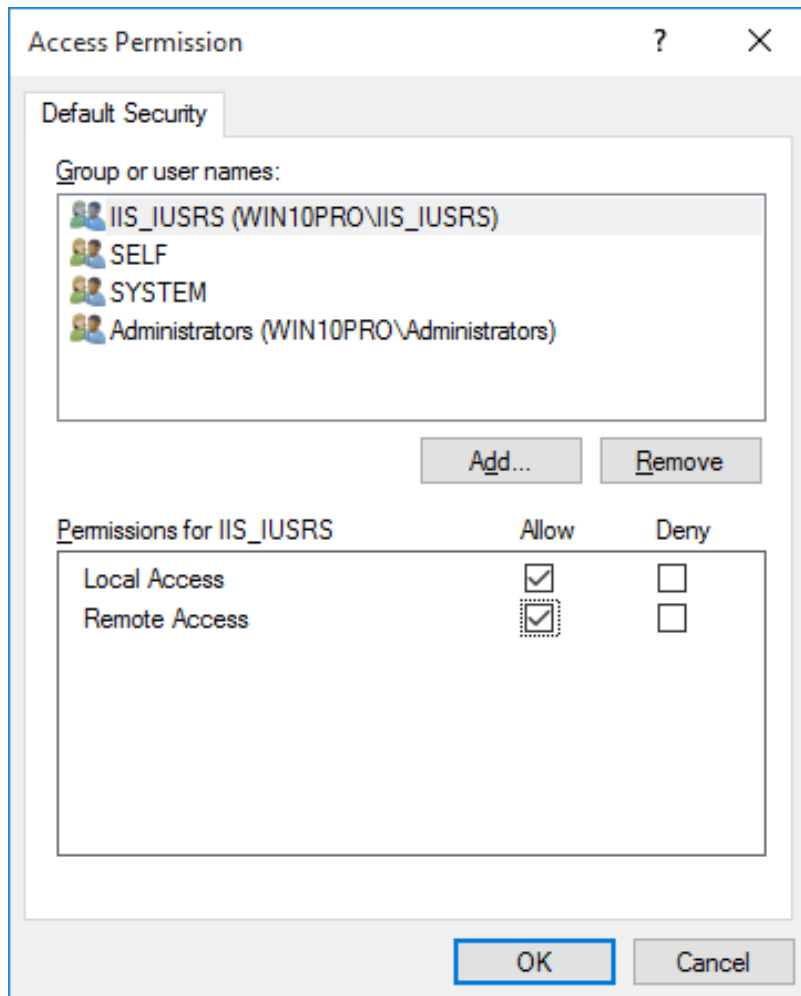
The following steps should solve the issue:

1. Open the Component Services application. It can be found in **Start > Control Panel > Administrative Tools > Component Services**
2. In the left most menu, select **Component Services > Computers**. Right-click **My Computer** and click **Properties**
3. Open the **COM Security** tab



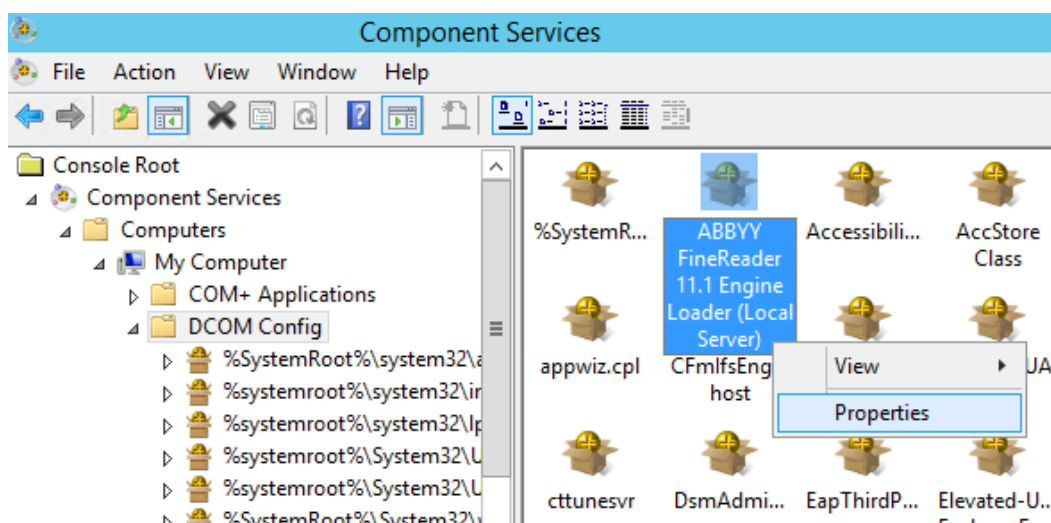
4. In the **Access Permissions** section, click **Edit Default...**

5. Add the **IIS\_IUSRS** group. Once added, give the group all access rights



6. Do the same in the **Launch and Activation Permissions** section of the same tab

7. Click **My Computer**, then click **DCOM Config**



8. Right click **ABBY FineReader 11.1 Engine Loader**, click **Properties** and navigate to the **Security** tab



9. Under **Launch and Activation Permissions** select **Customize**, click **Edit** and **Add** the **IIS\_IUSRS** group and give it all rights
10. Repeat the same for **Access Permissions** and **Configuration Permissions**
11. After saving the settings and restarting IIS, the issue should be solved





## 10.8 The OptimiDoc Service on Local Computer started and then stopped

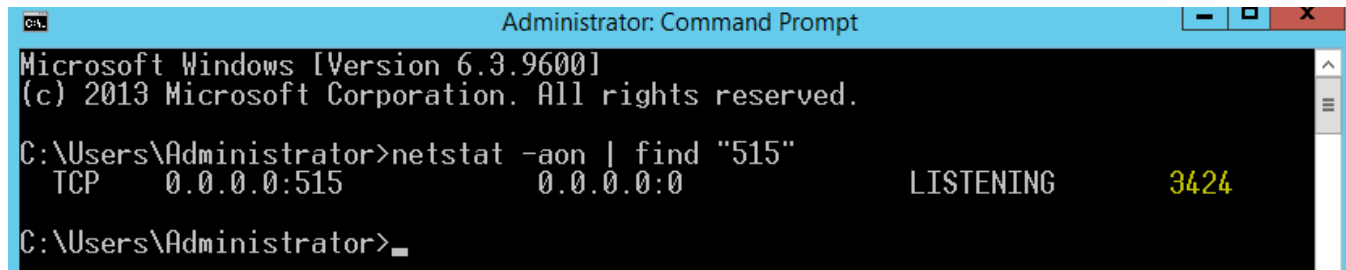
In this section you can find how to check if port 515 (LPR) is listening:

**This may solve the problem "The OptimiDoc Service on Local Computer started and then stopped."**

Open command prompt. Type: **netstat -aon | find "515"** .

This will show us if port "515" is used by other service than OptimiDoc Service.

**We can see that process ID (PID) 3424 is using port "515"**



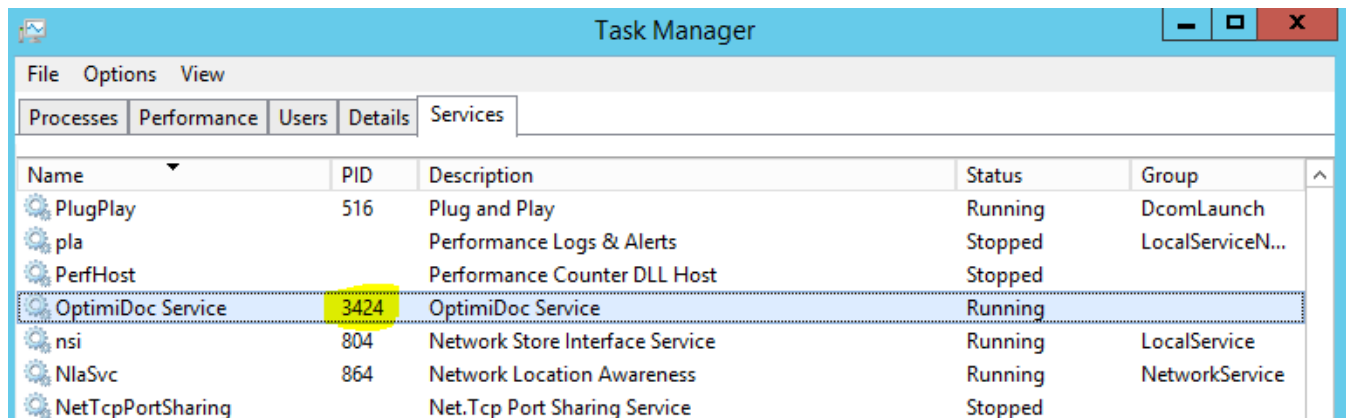
```
Administrator: Command Prompt
Microsoft Windows [Version 6.3.9600]
(c) 2013 Microsoft Corporation. All rights reserved.

C:\Users\Administrator>netstat -aon | find "515"
  TCP    0.0.0.0:515          0.0.0.0:0          LISTENING       3424

C:\Users\Administrator>
```

Now check what process is using port "515" in Services.

OptimiDoc service is working with port "515" so it is necessary the service is connected to this port.



Name	PID	Description	Status	Group
PlugPlay	516	Plug and Play	Running	DcomLaunch
pla		Performance Logs & Alerts	Stopped	LocalServiceN...
PerfHost		Performance Counter DLL Host	Stopped	
OptimiDoc Service	3424	OptimiDoc Service	Running	
nsi	804	Network Store Interface Service	Running	LocalService
NlaSvc	864	Network Location Awareness	Running	NetworkService
NetTcpPortSharing		Net.Tcp Port Sharing Service	Stopped	

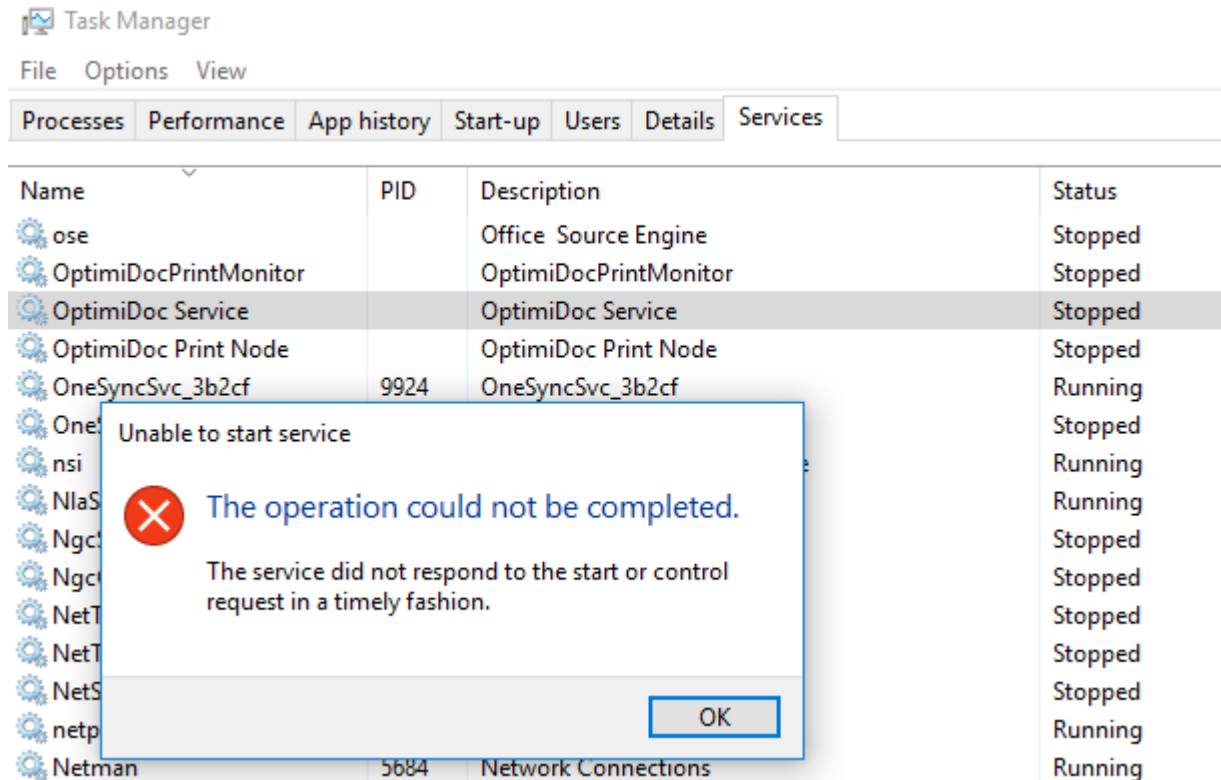
### Other case

- If port "515" is connected to another Service, stop that service and run OptimiDoc Service.



## 10.9 Extending time of Service load ( timely fashion start )

If you have problem with Service timeout (see picture below).



To work around this problem, modify the registry to increase the default time-out value for the service control manager. To increase this value to 60 seconds, follow these steps:

1. Click **Start**, click **Run**, type **regedit**, and then click OK.
2. Locate and then click the following registry subkey:  
**HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlSet\Control**
3. In the right pane, locate the ServicesPipeTimeout entry.

**NOTE:** If the ServicesPipeTimeout entry does not exist, you must create it. To do this, follow these steps:

1. On the **Edit** menu, click to **New**, and then click **DWORD Value**.
2. Type **ServicesPipeTimeout**, then press ENTER.
3. Right-click **ServicesPipeTimeout**, then click **Modify**.
4. Click **Decimal**, type 60000, then click OK.  
(This value represents the time in milliseconds before a service time-out)
5. Restart the server/workstation on which OD is installed.





## 10.10 Konica Minolta - Compact PDF configuration

If you want to make compact PDF as an output on Konica Minolta MFP, follow steps below:

1. Go to the folder **\\OptimiDoc\\Services**
2. Open **OptimiDoc.Service.exe.config**
3. Add these lines to the XML configuration file of Service restart it and **reinstall** OptimiDoc on MFP from **OptimiDoc WebApp**.

```
<appSettings>  
  <add key="minolta.compression" value="true"/>  
</appSettings>
```

From this point, if you edit Output options in Scan flow as \*pdf (Non-searchable PDF) you will see on Konica Minolta MFP file type as "**Compact PDF**".



## 10.11 Scan application does not work on older Konica Minolta devices

If the scan application on Konica Minolta brand devices do not work, follow the steps below:

1. Open OptimiDoc **WebApp**
2. Go to Device -> **Devices**
3. Edit Konica Minolta device with the edit button.
4. Type "**Scan4.00**" in the field "Model", next to the current Model details - see the picture below.
5. Save the settings
6. Reinstall OptimiDoc on MFP through the OptimiDoc WebApp in the **Devices** section.

**Create device** ×

Device type

KM

General

Terminal

Advanced

Tags

Name

bizhub C258

Location

Office 204

IP address

192.168.21.38

Model

KONICA MINOLTA bizhub C258 Scan4.00

Serial number

Prefer SSL communication

☒

Use accounting

☒

Sales+Marketing

Save

Cancel





## 10.12 OptimiDoc HP permissions PRO. ENT

### How to use permission codes from HP devices:

- 1) Download Permission Loader from the [link](#)
- 2) Unzip Permission Loader
- 3) Open Command Prompt and type PermissionLoader.exe [IP of HP device] [password]

C:\WINDOWS\system32\cmd.exe

```
C:\PermissionLoader>PermissionLoader.exe 192.168.0.34 hp12345
```

- 4) If you have typed the correct IP and password, you will get the codes of currently installed apps on the device with a description (example below).

```
56ce9217-377d-4d5c-a950-a2ad37c07882 - Job Log and Active Jobs - [code=en-US, value=Job Log and Active Jobs]
3c40cf32-1d3d-4051-9ba2-0a7b839b0288 - Details or Cancel any user's job - [code=en-US, value=Details or Cancel any user's job]
4068badd-7fa0-4c8f-b875-bf7e04dec26e - Ability to Promote any user's job - [code=en-US, value=Ability to Promote any user's job]
ef4dbcd9-34d5-46e2-af53-1bacda9e2a34 - Ability to view other specific users' jobs in the Job Log - [code=en-US, value=Ability to view other specific users' jobs in the Job Log]
3dfe0950-5cf9-41c2-a3b2-6154868ab45d - Settings - [code=en-US, value=Settings]
a062b6d9-8475-4663-8bbf-c9ed15e8d460 - General - [code=en-US, value=General]
defd075a-d6a7-498e-9efb-4b9465a8c091 - Date/Time - [code=en-US, value=Date/Time]
fcd59fb8-3a54-426d-9f5a-2d9087233bb0 - Energy Settings - [code=en-US, value=Energy Settings]
b532012c-4017-472a-97d7-625f628bf75b - Restore Factory Settings - [code=en-US, value=Restore Factory Settings]
1a2d31a0-b6c8-4497-a708-707792bd2609 - Manage Supplies - [code=en-US, value=Manage Supplies]
8e5bhd50-c488-4791-9bd1-c84f339d14e5 - Reset Supplies - [code=en-US, value=Reset Supplies]
```

These codes can be applied for **hpent.txt**, **hppro.txt** or **hpguest.txt**

These files are placed in OptimiDoc\WebApp\App\_Data

#### hpent.txt and hppro.txt

In case OptimiDoc is installed and you are **logged** into OptimiDoc.

With modifying these files, we can determine, which applications are accessible for users who **are logged into OptimiDoc**.

For example, as default, all native applications and features which are in hpent and hppro files are allowed after installing and logging into OptimiDoc. By deleting codes from hpent or hppro text file you will achieve the **disabling** of the application for users who are **logged** into OptimiDoc.

On the other hand, if you add some code to these two files you will allow logged users to use the applications/features you have added.

#### hpguest.txt

In case OptimiDoc is installed and you are **NOT logged** into OptimiDoc

You can also create hpguest.txt which has to be placed in the same folder as the files we mentioned previously OptimiDoc\WebApp\App\_Data

If you create hpguest.txt and place codes from the Permission Loader, you can allow usage of applications and features on the device where OptimiDoc is installed and you are **NOT** logged into OptimiDoc.



#### Note

- After editing hpent, hppro. Restart WebApp in IIS to make the changes work.
- After editing hpguest you must uninstall OptimiDoc terminal, reload/reset mfp and reinstall OptimiDoc.



- If you have cluster, copy edited hpent, hppro and hpguest to another node
- If you install a new application or add a new feature, you have to run permission loader again to get the code of the new application/feature.





## 10.13 Card Authentication on Network Printers ( TCPConv )

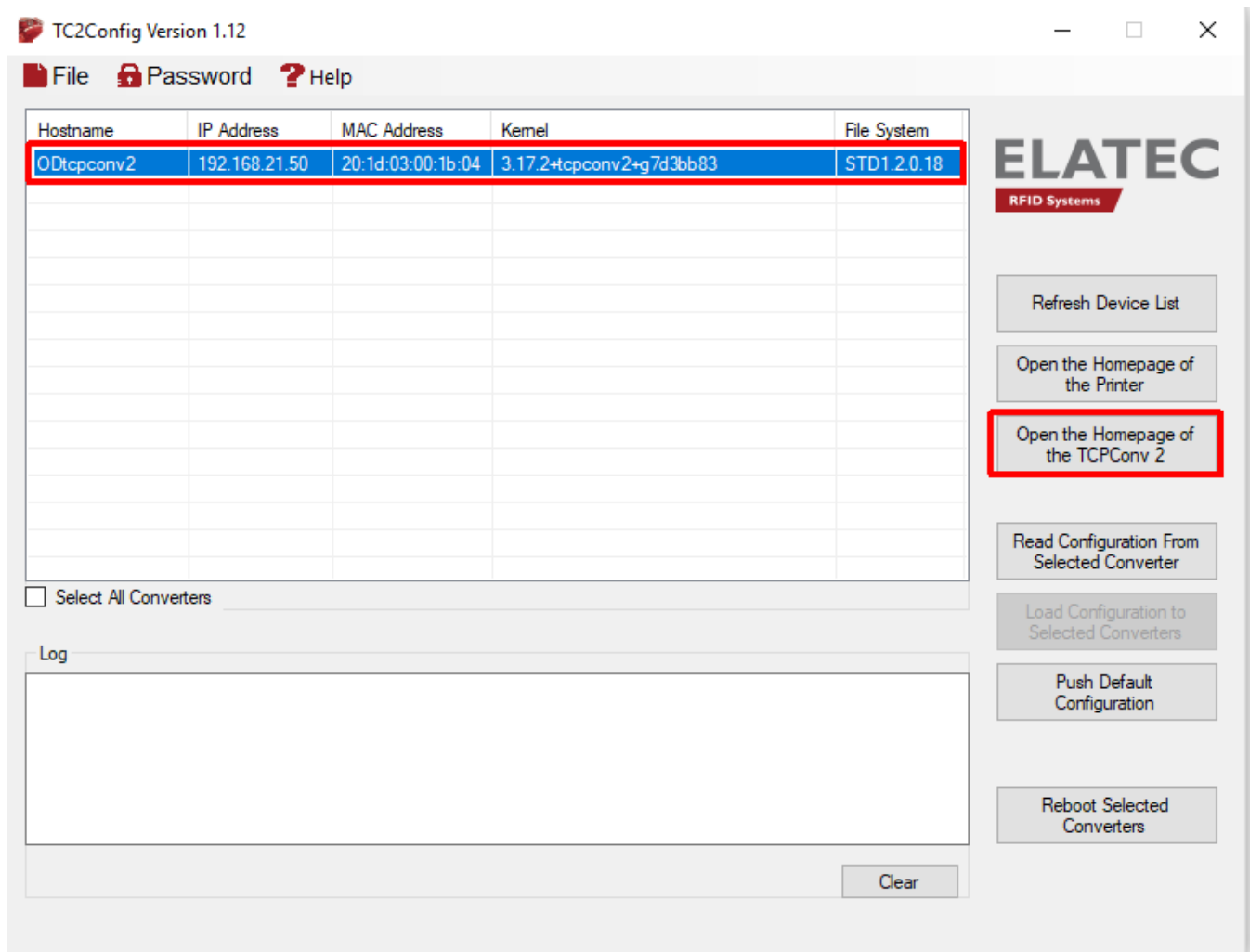
For using card authentication on network printers you need to use TCP convertor.

### How to connect TCP convertor:

TCPConvertor needs to have plugged

- Ethernet cable from TCPConvertor - network
- Ethernet cable from TCPConvertor - printer
- USB card reader

Also download TCPConv AdminPack, in which you will find connected TCP converters in your network. In this package go to the TC2Config folder and start TC2Config.exe. In the app click on "Refresh Device List" and it should show you the connected TCP converters with information such as IP address, MAC etc. Select specific TCP convertor and click on "Open the Homepage of the TCP Convertor" redirect to it via web UI (TC2 Config.png).



### Configuration of TCP Convertor:

After redirection to the web interface you need to sign-in.



Default credentials are username admin and password admin

- 1) Go to Setup - Network and insert the correct IP address for this converter.  
The IP address should be located on the network, where the OptimiDoc server is installed.

## TCPConv 2 - Setup - Network

HomeUSBRS232LoggingHelp

Network Settings

Name Resolution

Name

ODtcpconv2

Workgroup

optimidoc

IP Settings

☐ Use DHCP

Address:

192

168

21

50

Netmask:

255

255

255

0

Gateway:

192

168

21

254

☒ Configure DNS Manually

DNS0:

8

8

8

8

DNS1:

8

8

4

4

☐ Configure WINS Manually

WINS0:

WINS1:

You need to go to Home sheet to reboot the hardware after you finish all the configurations.

Apply

Load Default Settings

- 2) Go to Setup -USB setting . Set TCP/IP Configuration to TCPConv 2 as Client.  
Insert "Remote Hostname or IP" *<ip address of OptimiDoc server>* and Remote Port: 14263



## TCPConv 2 - Setup - USB

[Home](#)[Network](#)[RS232](#)[Logging](#)[Help](#)

### USB Settings

#### Representation of Keyboard Newline

☒ Carriage Return☐ Line Feed☐ Carriage Return + Line Feed

#### TCP/IP Configuration

☐ TCPConv 2 as Server☒ TCPConv 2 as Client

#### TCP Server Configurations

Local Port:

#### TCP Client Configurations

☒ Send Plain Text Data☐ Send Data via SSL

Remote Hostname or IP:

Remote Port:

☐ Connect automatically and stay connected☒ Connect on any character☐ Connect on character☐ Send connect character☒ Disconnect on character☐ Send disconnect character

Disconnect timeout

Seconds

You need to go to Home sheet to reboot the hardware after you finish all the configurations.

3) Printer, which will be connected to TCPConv, has to have a static IP address, which is



mentioned on the TCPConv web UI>Status>Printer>Expected Internal IP (viz. 192.168.50.100) and also it needs to have DHCP enabled.

The Status page shows connection status of the printer and USB reader. (Printer status OK, USB reader is displayed)



## TCPConv 2 - Administration

Setup

Password

Status

Help

### Version

Kernel	3.17.2+tcpconv2+g7d3bb83
File System	STD1.2.0.18

### Printer

Expected Internal IP	192.168.50.100
Status	OK

### USB Reader

Status	HID Keyboard Reader Connected
--------	-------------------------------

### Error Log

After the changes on the device and TCP convertor webpages, restart your printer, apply and reboot your TCPconvertor.



## OptimiDoc setting:

In the OptimiDoc web interface you need to add device as a network printer and you will use the IP address of your TCPconvertor (192.168.21.50)

Lexmark MX510de

Zlin vitar

192.168.21.50

70156PHH170BK-138-0

19



## Pull print driver setting:

You will normally keep the pull print driver as it is (IP address of the OptimiDoc server, Queue name -> OptimiDoc).

NOTE: For the card authentication process you need to have an assigned card to a user in OptimiDoc.



## 10.14 Versalink losing job issue

If you have a problem with losing jobs or a few pages on Xerox Versalink devices, check on the terminal device utility “Jobs” if there is an error in one of your print jobs. If the Xerox error 016-749 appears



### Solution:

Go to the OptimiDoc web interface > Devices > edit device settings (blue button) > in “Advanced” tab set the delivery type to “**Jet Direct**” and save this setting. After this change the situation will be solved.



## Edit device



Device type

Xerox



General

Terminal

Advanced

Tags

Login

admin

Password

••••

Separate application  
registration



OptimiDoc as default  
application



Print all



Use Pre-Authorization



Delivery type

Jet Direct



SNMP config

SNMPv3 Versalink



Save

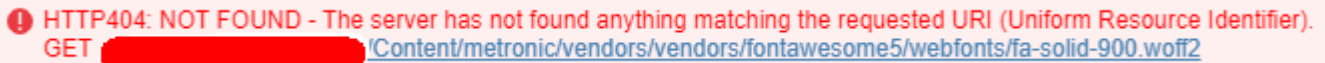
Cancel





## 10.15 Problem with loading VOFF files

Some servers do not work with WOFF OR WOFF2 font files. The default configuration for most web servers is to deny a request for any unexpected file types, including this one. This might be the reason for the HTTP 404 response, even though the file exists. (see picture below)



HTTP404: NOT FOUND - The server has not found anything matching the requested URI (Uniform Resource Identifier).  
GET [redacted] Content/metronic/vendors/vendors/fontawesome5/webfonts/fa-solid-900.woff2

### The solution

Simply update your web.config file to tell the IIS webserver that this file is okay to serve, and how to serve it. Use your preferred method to edit the web.config file, including the built-in Configuration Manager module.

Find the <system.webServer> section in your web.config file, and look to see if it already contains a <staticContent> section; if it does not, then create it.

In the example below, the <staticContent> section did not exist and it was added to the top of the <system.webServer> section, before the <modules> section. In your site configuration, you don't need to have this exact placement. Just make sure that the <staticContent> section is somewhere between the open and close <system.webServer> tags.

```
<system.webServer>
  <staticContent>
    <clientCache cacheControlCustom="public" cacheControlMode="UseMaxAge"
cacheControlMaxAge="365.00:00:00" />
    <remove fileExtension=".woff" />
    <remove fileExtension=".woff2" />
    <mimeMap fileExtension=".woff" mimeType="application/x-font-woff" />
    <mimeMap fileExtension=".woff2" mimeType="application/font-woff2" />
  </staticContent>
</modules>
```

The important parts of the example above are the <remove> and <mimeMap> tags for your font files. If you already have a <staticContent> section added, make sure those lines are added in your configuration file.

Once you save this update, your site will no longer display or report this HTTP 404 error for your WOFF or WOFF2 files.



## 10.16 Lexmark - How to automatically fill TO field in Scan to Email

Open Settings > Security Setup > Select Security template

or

Open the following URL on a device with OptimiDoc installed.

[https://printer\\_ip\\_address/cgi-bin/dynamic/printer/config/secure/auth/secutemp.html?info=normal](https://printer_ip_address/cgi-bin/dynamic/printer/config/secure/auth/secutemp.html?info=normal)

### Security Setup

#### Basic Security Setup

Use the Basic Security Setup to limit access to the configuration menus via the operator panel and the embedded web server.  
*Applying this setup may overwrite a previous configuration.*

Authentication Type

Password  Range: 1 - 128 characters

Re-enter password:

#### Advanced Security Setup

##### Step 1: Configure a Security Building Block:

"Building Blocks" are the various methods for getting user credentials.

[PIN](#) [LDAP](#) [Kerberos 5](#)  
[Password](#) [LDAP+GSSAPI](#) [Active Directory](#)  
[Internal Accounts](#)

##### Step 2: Set up a **Security Template**

Security Templates are used to restrict access, and are made from 1 or more Building Blocks.

##### Step 3: Apply your Security Template to one or more [Access Controls](#).

Choose from available Security Templates to control access to specific functions or menus, or to disable functions entirely.

[View Security Summary](#)

[Return to Security](#)

Click on Add a Security Template

#### Settings

##### Manage Security Templates

[Add a Security Template](#)

To modify an existing Security Template, click on the Security Template Name in the table below:

Security Template Name	Authentication Setup	Authorization Setup	Group authorization selection
------------------------	----------------------	---------------------	-------------------------------

[Return to Security Setup](#)

Insert the name of the template and leave the OptimiDoc Authentication preselected.  
Click on Save Template.



## Settings

### Security Templates

Security Template Name

Authentication Setup

---

## Go back to Security Setup

### Settings

#### Manage Security Templates

##### [Add a Security Template](#)

To modify an existing Security Template, click on the Security Template Name in the table below.

Security Template Name	Authentication Setup
<a href="#">OD Email</a>	OptimiDoc Authentication

[Return to Security Setup](#)

## Go to Access Controls

### Security Setup

#### Basic Security Setup

Use the Basic Security Setup to limit access to the configuration menus via the operator panel and the embedded web server.  
*Applying this setup may overwrite a previous configuration.*

Authentication Type

Password  Range: 1 - 128 characters

Re-enter password:

#### Advanced Security Setup

##### Step 1: Configure a Security Building Block

"Building Blocks" are the various methods for getting user credentials.

[PIN](#) [LDAP](#) [Kerberos 5](#)  
[Password](#) [LDAP+GSSAPI](#) [Active Directory](#)  
[Internal Accounts](#)

##### Step 2: Set up a Security Template.

Security Templates are used to restrict access, and are made from 1 or more Building Blocks.

##### Step 3: Apply your Security Template to one or more [Access Controls](#).

Choose from available Security Templates to control access to specific functions or menus, or to disable functions entirely.

[View Security Summary](#)

[Return to Security](#)



In Function Access/Email function select OD Email and submit.

## Settings

### Edit Access Controls

Choose a Security Template to protect each function

Functions which can be disabled have a 'Disabled' selection. To let anyone use the function, choose 'No Security'.

[Expand All](#) [Collapse](#)

Administrative Menus/	
Management/	
Function Access/	
Address Book	No Security ▼
Create Profiles	No Security ▼
Create Bookmarks at the Device	No Security ▼
Create Bookmarks Remotely	No Security ▼
Flash Drive Print	Disabled ▼
Flash Drive Scan	Disabled ▼
Copy Function	No Security ▼
Allow Flash Drive Access	No Security ▼
Color Dropout	No Security ▼
E-mail Function	OD Email ▼
Fax Function	Disabled ▼
Release Held Faxes	No Security ▼
FTP Function	Disabled ▼
Held Jobs Access	No Security ▼
Use Profiles	No Security ▼
Change Language from Home Screen	No Security ▼
Cancel Jobs at the Device	No Security ▼
Device Apps/	

**Submit**

Reset Form

[Return to Security Setup](#)

In email settings select Send me a copy to Always on.

<b>Device Status</b>	<b>Settings</b>	
<b>Scan Profile</b>	<b>E-mail Server Settings</b>	
<b>Copy Printer Settings</b>	<a href="#">Setup E-mail Server</a>	
<b>Settings</b>	Subject:	Scan Scanned document
<b>Reports</b>	Message	Limit 255 characters.
<b>Links &amp; Index</b>	File Name	image Limit 512 characters.
<b>Applications</b>	Send me a copy	Always On
<b>Set up Scan to Network</b>	Max E-mail Size	0 Limit 255 characters.
<b>Remote Operator Panel</b>	Size Error Message	Mail above this size (as
<b>Order Supplies</b>	Limit destinations	Message sent when an
		Separate domains by o



**Done. When you select the email functionality the document is always sent to the logged-in user email.**



## 10.17 Xerox scan settings based on XST

**Important**

Following section applies only to Xerox brand.

There is a possibility to **change** some **setting** which are not editable via OptimiDoc's web interface, such as **darkness**, **sharpness**, **contrast**. You can change this globally in the **file common.xst** located here: <OptimiDoc\_install\_folder>\OptimiDoc\WebApp\App\_Data\Flows

In this file locate these lines:

integer Darkness = 0; darkness value ranges from -100 to 100 increasing by thirds eg. 33, 66  
integer Sharpness = 0; sharpness value ranges from -100 to 100 increasing by 50  
integer Contrast = 0; contrast value ranges from -100 to 100 increasing by 50

You can also change these setting per workflow by naming the .xst file identically to workflow name.



## 10.18 Google Directory synchronization

Navigate to <https://console.developers.google.com>

1. Log in with your **admin account**
2. Create a new project ( the name doesn't matter )

Google APIs

New Project

Project name \*  
GSuite sync

Project ID: gsuite-sync-287010. It cannot be changed later. [EDIT](#)

Organisation \*  
optimidoc.com

Select an organisation to attach it to a project. This selection can't be changed later.

Location \*  
optimidoc.com [BROWSE](#)

Parent organisation or folder

[CREATE](#) [CANCEL](#)

3. Go to **Library** and search for **Admin SDK** and **enable it**

Google APIs GSuite sync

Search for APIs and Services

Search admin sdk

Filter by

CATEGORY

Developer tools (1)

G Suite (1)

Security (1)

2 results

**Admin SDK**  
Google  
Admin SDK lets administrators of enterprise domains to view and manage resources like user,...

**Cloud Identity**  
Google  
Easily manage users, devices, and apps from one console



Google APIs

GSuite sync

Search

Admin SDK

Google

Admin SDK lets administrators of enterprise domains to view and manage resources like user,...

ENABLE

TRY THIS API

OVERVIEW

DOCUMENTATION

Overview

Admin SDK lets administrators of enterprise domains to view and manage resources like user, groups etc. It also provides audit and usage reports of domain.

About Google

Google's mission is to organize the world's information and make it universally accessible and useful. Through products and platforms like Search, Maps, Gmail, Android, Google Play, Chrome and YouTube, Google plays a meaningful role in the daily lives of billions of people.

Additional details

Type: [APIs & services](#)

Last updated: 10/12/2019

Category: [G Suite](#)

Service name: admin.googleapis.com

4. Go to **OAuth consent screen** section and set it to **Internal** nastaviti internal, enter the name ( will be shown when doing authorization in OptimiDoc )

Google APIs

GSuite sync

APIs & Services

OAuth consent screen

Dashboard

Library

Credentials

OAuth consent screen

Domain verification

Page usage agreements

Choose how you want to configure and register your app, including your target users. You can only associate one app with your project.

User Type

☒ Internal

Only available to users within your organisation. You will not need to submit your app for verification.

☐ External

Available to any user with a Google Account.

CREATE

[Let us know what you think](#) about our OAuth experience





Google APIs GSuite sync

API	APIs & Services	OAuth consent screen
	Dashboard	<p>Before your users authenticate, this consent screen will allow them to choose whether they want to grant access to their private data, as well as give them a link to your terms of service and privacy policy. This page configures the consent screen for all applications in this project.</p> <p><b>Application type</b></p> <p><input type="radio"/> Public Any Google Account can grant access to the scopes required by this app. <a href="#">Learn more about scopes</a></p> <p><input checked="" type="radio"/> Internal Only users with a Google Account in your organisation can grant access to the scopes requested by this app.</p> <p><b>Application name</b>  The name of the app asking for consent</p> <div>OptimiDoc</div> <p><b>Application logo</b>  An image on the consent screen that will help users recognise your app</p> <div><div>Local file for upload</div><div>Browse</div></div> <div></div> <p><b>Support email</b>  Shown on the consent screen for user support</p> <div>viktor@optimidoc.com</div> <p><b>Scopes for Google APIs</b> Scopes allow your application to access your user's private data. <a href="#">Learn more</a> If you add a sensitive scope, such as scopes that give you full access to Calendar or Drive, Google will verify your consent screen before it's published.</p> <div>email</div> <div>profile</div> <div>openid</div> <div>Add scope</div>
	Library	
	Credentials	
	OAuth consent screen	
	Domain verification	
	Page usage agreements	

5. Go to **Credentials** and **create new OAuth 2.0 Client**, enter any name you want and add **Authorised redirect URIs: <https://oauth.optimidoc.com/GDirectory/>**



APIs & Services

Credentials

+ CREATE CREDENTIALS

DELETE

- Dashboard
- Library
- Credentials
- OAuth consent screen
- Domain verification
- Page usage agreements

Create credentials to access Google APIs

API keys

Name

No API keys to display

OAuth 2.0 Client IDs

Name

Creation date ↓

No OAuth clients to display

Service Accounts

Email

Name ↑

Usage

No service accounts to display

API key

Identifies your project using a simple API key to check quota and access

OAuth client ID

Requests user consent so that your app can access the user's data.

Service account

Enables server-to-server, app-level authentication using robot accounts

Help me choose

Asks a few questions to help you decide which type of credential to use



Google APIs

GSuite sync

APIs & Services

Dashboard

Library

Credentials

OAuth consent screen

Domain verification

Page usage agreements

Create OAuth client ID

A client ID is used to identify a single app to Google's OAuth servers. If your app runs on multiple platforms, each will need its own client ID. See [Setting up OAuth 2.0](#) for more information.

Application type \*

Web application

[Learn more](#) about OAuth client types

Name \*

OptimiDoc web application

The name of your OAuth 2.0 client. This name is only used to identify the client in the console and will not be shown to end users.

The domains of the URIs you add below will be automatically added to your [OAuth consent screen](#) as [authorised domains](#).

Authorised JavaScript origins

For use with requests from a browser

+ ADD URI

Authorised redirect URIs

For use with requests from a web server

URIs

https://oauth.optimidoc.com/GDirectory/

+ ADD URI

CREATE

CANCEL

6. **Copy** generated **client ID** and **secret** to **OptimiDoc Google Directory import settings**.
7. In import settings enter domain and other optional attributes ( such as groups )
8. **Click** the **Unathorized** button to authorize the GSuite Directory

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AD synchronization CSV Import

AD 1 AD 2 +

Type GoogleDirectory Edit advanced settings ☐

Client ID 6354353160-dttsd9f877d7as8d76aasddc6ccsln840lapps.googleusercontent.com PIN attribute

Client secret \*\*\*\*\* Groups for replication

Domain optimidoc.com External ID attribute

Department attribute

Card attribute

Unauthorized

Default billing code attribute

User filter

Remove AD

Synchronize Save

9. Once successfully authorized you can click the **Synchronize** button



**Note**

It might be necessary to enable API at <https://admin.google.com/> in Security -> API permissions