

# Kofax TotalAgility

Administrator's Guide for Ricoh MFPs

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**KOFAX**

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# Administrator's Guide for Ricoh MFPs

## Preface

This guide describes how to install the client software that resides on the MFP and has options that appear on the device's front panel. After performing this procedure, you can create and update device profiles with shortcuts from Devices whenever needed. When the MFP connects with Kofax TotalAgility, the updated device profiles are retrieved and display on the MFP.

Kofax TotalAgility supports Ricoh devices with the Smart Operation Panel. The instructions in this guide apply to all devices unless otherwise noted.

**Important** If you are upgrading Kofax TotalAgility, you must upgrade the client software on all MFPs to implement the latest security features.

## Related documentation

The product documentation set for Kofax TotalAgility is available at the following location.

<https://docshield.kofax.com/Portal/Products/KTA/7.6.0-d4fslp3xvr/KTA.htm>

In addition to this guide, Kofax TotalAgility includes the following documentation:

### ***Kofax TotalAgility Installation Guide***

The *Kofax TotalAgility Installation Guide* provides installation instructions and other information that helps you successfully set up Kofax TotalAgility.

### ***Release Notes***

Release notes provides late-breaking product information that may not be included in other Kofax TotalAgility documentation. The release notes are available for viewing or downloading from the Kofax website.

## Training

Kofax offers both classroom and computer-based training to help you make the most of your Kofax TotalAgility solution. Visit the Kofax website at [www.kofax.com](http://www.kofax.com) for details about the available training options and schedules.

## Getting help with Kofax products

The [Kofax Knowledge Base](#) repository contains articles that are updated on a regular basis to keep you informed about Kofax products. We encourage you to use the Knowledge Base to obtain answers to your product questions.

To access the Kofax Knowledge Base, go to the [Kofax website](#) and select **Support** on the home page.

**Note** The Kofax Knowledge Base is optimized for use with Google Chrome, Mozilla Firefox or Microsoft Edge.

The Kofax Knowledge Base provides:

- Powerful search capabilities to help you quickly locate the information you need.  
Type your search terms or phrase into the **Search** box, and then click the search icon.
- Product information, configuration details and documentation, including release news.  
Scroll through the Kofax Knowledge Base home page to locate a product family. Then click a product family name to view a list of related articles. Please note that some product families require a valid Kofax Portal login to view related articles.
- Access to the Kofax Customer Portal (for eligible customers).  
Click the **Customer Support** link at the top of the page, and then click **Log in to the Customer Portal**.
- Access to the Kofax Partner Portal (for eligible partners).  
Click the **Partner Support** link at the top of the page, and then click **Log in to the Partner Portal**.
- Access to Kofax support commitments, lifecycle policies, electronic fulfillment details, and self-service tools.  
Scroll to the **General Support** section, click **Support Details**, and then select the appropriate tab.

## Features

The following Kofax TotalAgility features are available with the Ricoh MFP. See the Help for Devices for more information.

- Management through Devices in the Kofax TotalAgility Designer  
MFPs are able to self-register with Devices and automatically activate licenses. (This feature is optional.) You can also manually activate, deactivate, or remove MFPs whenever needed. In Devices, you can open the Web page for the MFP if Kofax TotalAgility can communicate over the network with the MFP.
- Client software on the MFP  
When the client software is installed, a button is added to the front panel of the MFP to provide access to Kofax TotalAgility features. The appearance of the front panel depends on the MFP model.
- Log on  
This feature enables you to log on to the MFP as a Kofax TotalAgility user. Logging on may provide additional options.
- Shortcuts  
This feature facilitates the sending of documents. In Kofax TotalAgility Designer, use Device Create New Job to create forms that appear as shortcut buttons on the MFP front panel.
- Scan history  
At the MFP, you can press the Scan History button on the main menu to view the scan history. If you are logged on, the history shows transactions you sent to Kofax Front Office Server from any connected

device. If you are not logged on, the history shows transactions sent from all anonymous users on the device, as well as any transactions that are waiting to be sent to the server from the device.

Status	Description
Pending*	The job is waiting to be sent to the server.
Completed	Successfully sent to destination.
Pending Retry*	The job failed to be sent and another attempt will be made. This message indicates the number of the retry attempt.
Deleted	User deleted transaction from the inbox, or the administrator removed it during transaction review.

\* Can be cancelled manually on devices if the user has the FullControl access type or KTA permission in Devices. The number of attempts and the behavior for handling a failed job is configured in Devices. The duration between attempts is set in Designer with a Kofax TotalAgility system task. If the failed job is retried or cancelled, the device processes it after finishing all other jobs pending for process.

- Display confirmation messages

You can enable confirmation messages to be sent from Kofax TotalAgility to this MFP so that users can see status information about their transactions. Messages appear on the MFP front panel when each scanned transaction reaches the server, or if a problem occurs. See the Devices Help for instructions on setting up confirmation messages.

- Language support

At the MFP front panel, you can specify the language. If the language specified is not supported by Kofax TotalAgility, English is used by default.

- Form fields

You can enter values for form fields at the MFP. When you define forms in Devices, you can enter default values into fields for these shortcuts. The data is also validated for an appropriate type and length. You can also customize the validation and field lookup options.

- Customized validation and lookup options

You can customize validation and a variety of field lookup options for forms in the Kofax TotalAgility Designer. For more information, see Kofax TotalAgility Help.

- Device logging

Log messages from the device are stored in the Kofax TotalAgility database. Download the log from Devices by going to the General tab for the device and clicking Download Log.

- Scanned page count

This feature displays the number of pages that have been scanned. When you add pages to a document, the front panel displays the number of newly scanned pages and the total number of pages in the document.

- Help

Help is available at the MFP touch screen. Users can press the question mark or Help button on the touch screen to view information about the screen.

## System requirements

The primary source of information about supported devices and other Kofax TotalAgility requirements is the Technical Specifications, which is available on the Kofax website at <http://www.kofax.com>.

Before installing the client software for the Ricoh MFP, do the following:

- Install Kofax TotalAgility.
- Download the Ricoh client software from Devices. If you are using external or multiple certificates, follow the instructions in [Configuring a secure connection with SSL](#) before downloading.
- Make sure you have sufficient licenses to use your MFPs.
- Make sure that you use a supported Ricoh MFP. See the Kofax TotalAgility Support pages on the Kofax website for supported MFPs.
- Increase the default heap memory size for applications when both Card Authentication Package (CAP) and Kofax TotalAgility operate simultaneously on the same device. Ricoh supports Card Authentication Package (CAP) on versions 4, 5, and 6 of the Ricoh JDK. However, Kofax only supports CAP with Kofax TotalAgility on versions 5 and 6, not 4.
- When using device authentication with Kofax, make sure that the timeout setting is set to enable the device to prepare the largest likely scanned documents for sending to Kofax. If the device logs out before finishing, the scan job is lost.
- If you are using a 10.x or later device, you can use IPv4 and IPv6 addresses. For devices using earlier versions of Ricoh software, only IPv4 addresses can be used.

## Cards for Ricoh MFPs

You may need to install cards in the MFP to support Kofax TotalAgility features.

### Embedded Software Architecture card

To install the client software, you must install an Embedded Software Architecture card. Kofax TotalAgility supports Embedded Software Architecture versions 2 and 4. See the Kofax website for a list of supported Ricoh MFPs and the cards required for each. Install the card as shown in the Ricoh MFP documentation.

To purchase an Embedded Software Architecture card, contact your Ricoh dealer or Kofax.

### PostScript card for discovery support

To use the automatic discovery feature in Devices to detect the MFP, install a PostScript card, which includes software needed for the feature. If the MFP cannot be discovered automatically, or if it is outside a firewall, add it manually in the Devices. The PostScript card and the automatic discovery feature are not required to use a Ricoh MFP with Kofax TotalAgility.

To purchase a PostScript card, contact your Ricoh dealer or partner.



## Network and server troubleshooting

If the MFP is disconnected from the network, or if Kofax TotalAgility is down, scanned documents are saved on the MFP hard drive until the connection to Kofax TotalAgility is restored. This feature enables you to keep scanning documents, but with the following limitations:

- New users cannot log on at the MFP.
- Device profiles cannot be retrieved from Kofax TotalAgility.
- Documents are not delivered until the connection to Kofax TotalAgility is restored.
- If the hard drive on the MFP is full, no more documents can be scanned.

When the connection to Kofax TotalAgility is restored, the documents on the MFP hard drive are sent to the specified destinations.

## Installing the client software

You can install the Kofax TotalAgility app on the MFP using one of the following methods:

- For an Android device with the Smart Operation Panel, use the Ricoh Android Registration Client.
- For other Ricoh devices, use either Devices or the internal Web pages of the MFP, depending on whether or not the device can be discovered by Kofax TotalAgility.

Before installing the client software on the MFP, do the following:

- Install Kofax TotalAgility.
- Download the Ricoh client software from Devices and then extract ricoh.zip to a folder on your computer. It contains the following files.
  - ricoh\_smart\_operation\_panel.zip: For devices with a Smart Operation Panel.
  - KofaxRicoClient.zip: For Ricoh devices that have Java Platform 7.x or higher.
  - RegistrationAnroidRicoClient.zip: A tool to register ricoh\_smart\_operation\_panel.zip to Ricoh Smart Operation Panel devices.
- If you are using external or multiple certificates, follow the instructions in [Configuring a secure connection with SSL](#) before downloading.
- Make sure that Embedded Software Architecture is installed on the Ricoh MFP.
- Make sure port 80 or 443 is open for communication between Kofax TotalAgility and the MFP.

**Important** If the MFP already has the client software, unregister or uninstall it before installing the new version.

### Installing with the Ricoh Android Registration Client

Use the Ricoh Android Registration Client to install the Kofax TotalAgility client software to one or more Ricoh Android devices with the Smart Operation Panel.

**Note** The Ricoh Android Registration Client requires Java Runtime Environment (JRE) version 6 or later.

1. In the folder where you downloaded and extracted the client software, run RegisterAndroidRicoClient.exe.

The **Ricoh Android Registration Client** window opens.

2. In the **MFP Host Names or IP Addresses (comma separated)** field, provide information for the MFPs you are registering. To register multiple MFPs at one time, use one of the following options.

- Enter MFP host names or IP addresses separated by commas into the **MFP Host Names or IP Addresses (comma separated)** field.
- If you have a file that is generated by MFP management software, select the character used to separate each entry (a comma, tab, or semicolon) in the **Delimiter**. Make sure each MFP is on a separate line and the IP address or host name is the first entry. In this example, the IP address, host name, MAC address, and model name are delimited by commas.

```
173.21.45.23,purchasing01,11-22-33-44-55-66,Purchasing 1
173.21.45.24,purchasing02,11-22-33-44-55-67,Purchasing 2
173.21.45.25,purchasing03,11-22-33-44-55-68,Purchasing 3
173.21.45.26,purchasing04,11-22-33-44-55-69,Purchasing 4
173.21.45.27,purchasing05,11-22-33-44-55-70,Purchasing 5
```

If the first entry is not an IP address or host name, correct it before attempting to import the file.

- Create a text file to import with all your IP addresses or host names with a line break after each, as shown in the following example. If you use this method, it does not matter what is selected in the **Delimiter** field.

```
173.21.45.28
173.21.45.29
173.21.45.30
173.21.45.31
173.21.45.32
```

If you have a file to import, click **CSV File** and select the file. The registration program registers each MFP in order until all of the ones listed in the file are registered.

3. Enter the credentials for the device administrator. Enter the user name in the **Device Administrator ID** field and the password in the **Device Administrator Password** field.

**Important** To register multiple MFPs, the administrator credentials must be the same on every MFP.

4. Select the type of connection in **MFP Protocol** field, either **http** or **https**.
5. In the **Ricoh Client File** field, click **Browse**. and select the ricoh\_smart\_operation\_panel.zip file.
6. Click **Register**.

The Ricoh Android Registration Client validates the fields and indicates any missing fields. The progress bar at the bottom of the window indicates the status of the registration.

When the registration process is completed, the **Registration Results** window lists successful deployments as well as any errors. Right-click and copy one or more selected items or select them all.

7. When you finish viewing the **Registration Results** window, click **OK** and close the Ricoh Android Registration Client.

## Installing on other Ricoh devices

For other Ricoh devices, the installation process depends on whether Kofax TotalAgility can discover the MFP. For an MFP to be discovered, the Kofax TotalAgility computer must be able to communicate with the MFP over the network traffic. Use Ping to test the connection. Then do the following:

- If the MFP can be discovered, deploy the software from Devices.
- If the MFP cannot be discovered, install the software using the internal Web pages of the MFP.

**Note** Although you can use the internal Web pages even if the MFP can be discovered, deploying from the Devices requires fewer steps.

### If the MFP can be discovered

1. Start the Devices and log on as a user with administrator rights.
2. In Devices on the **Settings - Advanced** tab, locate the kfs.properties namespace. Set the following properties.
  - **ProxyServer**: Enter the host name or IP address of the server (or the proxy server for a cluster configuration) used by Kofax TotalAgility.
  - **ProxyServerProtocol**: Select a secure (HTTPS) or unsecure (HTTP) connection.
  - **ProxyServerPort** or **ProxyServerSecurePort**: Enter the port number used by Kofax TotalAgility in **ProxyServerPort** for an HTTP connection or **ProxyServerSecurePort** for an HTTPS connection.

When you have set these options, click **Save**.

3. In Devices, discover and add the MFP. For instructions, see the Devices Help.
4. On the available devices list, select the MFP and click **Deploy**. A Kofax button appears on the MFP Home screen.
5. Create a device profile, and associate the profile with the MFP. Follow the instructions in Devices Help.

### If the MFP cannot be discovered

1. Start the Devices and log on as a user with administrator rights.
2. In Devices on the **Settings - Advanced** tab, locate the kfs.properties namespace. Set the following properties.
  - **ProxyServer**: Enter the host name or IP address of the server (or the proxy server for a cluster configuration) used by Kofax TotalAgility.
  - **ProxyServerProtocol**: Select a secure (HTTPS) or unsecure (HTTP) connection.
  - **ProxyServerPort** or **ProxyServerSecurePort**: Enter the port number used by Kofax TotalAgility in **ProxyServerPort** for an HTTP connection or **ProxyServerSecurePort** for an HTTPS connection.

When you have set these options, click **Save**.

3. Start the Ricoh Web Image Monitor using a browser, and enter the IP address of the MFP as the URL.
4. Log on as a user with administrator rights.
5. On the left panel, select **Configuration**.
6. In the **Extended Feature Settings** area, select **Install**

7. On the **Install** window, select **Local File** and browse to ricoh.zip.
8. Click **Display Extended Feature List**.
9. In the **Extended Feature List** area, select your installation target settings.
10. Select **Kofax\_Client** and then click **Install**.  
The MFP will be added in the Devices the first time it contacts Kofax TotalAgility.
11. On the confirmation screen, click **OK**.

**Note** Depending on the model, the Ricoh MFP may restart after the client software is installed.

## Uninstalling the client software

As with installation, uninstall the Kofax TotalAgility app on the MFP using one of the following methods:

- For an Android device with the Smart Operation Panel, use the Ricoh Android Registration Client.
- For other Ricoh devices, use either Devices or the internal Web pages of the MFP, depending on whether or not the device can be discovered by Kofax TotalAgility.

### Uninstalling with the Ricoh Android Registration Client

Use the Ricoh Android Registration Client to uninstall the app by following these steps:

1. In the folder where you downloaded and extracted the client software, run RegisterAndroidRicoClient.exe.  
The **Ricoh Android Registration Client** window opens.
2. In the **MFP Host Names or IP Addresses (comma separated)** field, provide information for the MFPs from which you are uninstalling the app. To uninstall the app from multiple MFPs at one time, do one of the following:
  - Enter MFP host names or IP addresses separated by commas into the **MFP Host Names or IP Addresses (comma separated)** field.
  - Use the file containing a comma, tab, or semicolon delimited list of host names or IP addresses of the MFPs. In the **Delimiter** field of the registration client, select the type of delimiter that is used in the file. Click the **CSV File** button and select the file.

See [Installing with the Ricoh Android Registration Client](#) for instructions on using a comma-delimited list or specifying IP addresses or host names without a list.

3. Enter the credentials for the device administrator. Enter the user name in the **Device Administrator ID** field and the password in the **Device Administrator Password** field.

**Important** To register multiple MFPs, the administrator credentials must be the same on every MFP.

4. Select the type of connection in **MFP Protocol** field, either **http** or **https**.
5. Click **Unregister**.

The Ricoh Android Registration Client validates the fields and indicates any missing fields. The progress bar at the bottom of the window indicates the status. When the process is completed, the **Results** window lists successful uninstallations as well as any errors. Right-click and copy one or more selected items or select them all.

6. When you finish viewing the **Results** window, click **OK** and close the Ricoh Android Registration Client.

## Uninstalling the client software from other Ricoh devices

Uninstall the client software if you are no longer using Kofax TotalAgility with the MFP or to deploy an updated version of the client software. Uninstall the current version of the client software before deploying a new one.

**Note** The commands and buttons vary depending on device model. Refer to the documentation provided with the Ricoh MFP for instructions.

1. On the front panel, select **User Tools > Machine Features > Extended Feature Settings > Extended Feature Settings**.
2. Shut down the client software as follows:
  - a. Press the **Startup Setting** tab.  
The tab has a **Kofax MFP Client** button showing the status to the left.
  - b. If the status is **Stop**, go to the next step. If the status is **Active**, **Starting Up**, or **Suspend**, press **Kofax MFP Client** to stop the client software.
3. Uninstall the client software as follows:
  - a. Press the **Uninstall** tab.  
The tab has a **Kofax MFP Client** button.
  - b. Press **Kofax MFP Client**.
  - c. When prompted to confirm that you are uninstalling the client software. Press **Yes**.
  - d. When notified that the removal is completed, press **Exit** in succession to close the Extended Feature Settings and the User Tools page.
4. Turn off the power switch on the front panel (wait until the lights are off) and then the main power switch.
5. Leave the MFP off for 15 seconds or until the main power light goes off. Then, turn on the MFP.
6. If you are upgrading, follow the instructions in [Installing the client software](#).

## Starting the client software for the first time

After installing the client software, follow these steps to run it for the first time. This task only needs to be performed once.

**Note** The commands and buttons vary depending on device model. Refer to the documentation provided with the Ricoh MFP for instructions.

1. Set the function priority to **Home** to ensure that the device connects to the server reliably.
  - a. On the front panel, select **User Tools > Screen Features > Screen Device Settings > Function Priority**.
  - b. Make sure **Home** is selected. If not, change the setting.
  - c. If you changed the function priority to **Home**, restart the device.
2. Start the **Kofax MFP Client** app, if it is not already started.
  - a. On the front panel, select **User Tools > Machine Features > Extended Feature Settings > Extended Feature Settings**.
  - b. Press the **Startup Setting** tab.  
The tab should have a **Kofax MFP Client** button.
  - c. If the status does not indicate that the app has started, press the **Kofax MFP Client** button to start it.

After completing this procedure, use the information in [Displaying the client software on the MFP front panel](#) to display the client software on the front panel.

## Displaying the client software on the MFP front panel

On a Smart Operation Device, press **Kofax** on the main menu.

On other Ricoh devices, press the **Other Function** button. Depending on the other functions assigned to the button, the following happens:

- If there are no other functions assigned to the button, the client software appears on the front panel immediately.
- If other functions are assigned to that button, a menu of buttons appears. Press **Kofax MFP Client**.

If the client software does not appear on the front panel, make sure you started the software on the Startup Setting tab.

## Additional information

The following is additional information which may be of interest to you when working with Kofax TotalAgility and the MFP.

### Pre-configured settings on Ricoh Smart Operator Panel devices

Administrators can pre-configure settings by editing the KofaxRicoAndroid.dalp file before deploying the Kofax Ricoh Android client to Ricoh Smart Operator Panel devices. This enables administrators to deploy the same settings to multiple devices. This feature requires a minimum of G2 firmware.

**Note** If an SOP device does not support pre-configured settings, a settings window appears on the device the first time you run the Kofax client.

To use this feature, do the following:

1. From the folder where the Ricoh client software is located, locate `ricoh-smart-operation.zip`.
2. Extract `ricoh-smart-operation.zip`.
3. Edit `KofaxRicohAndroid.dalp` to enter connection information for Kofax TotalAgility and other settings.
4. Compress `KofaxRicohAndroid.dalp` and `KofaxRicohAndroid.apk` into a single `.zip` file.
5. Deploy the `.zip` file to Ricoh Smart Operator Panel devices using either the Ricoh Android Registration Client tool or WIM.

## Port 4242 requirement for Telnet commands

For Ricoh Android MFPs, port 4242 needs to be redirected to the client by default so that Telnet can be used for log tracking data and other commands. Follow these steps:

1. Open the device IP on the Telnet console.
2. Log on as a user with administrator rights.
3. Enter the following commands to configure port forwarding.

```
nat_ui machine_port <xy> 4242
nat_ui ui_port <xy> 4242
```

Where `<xy>` is the position of the modified forwarding setting, which can be from 1 to 10. For example, to use position 1, enter the following commands.

```
nat_ui machine_port 1 4242
nat_ui ui_port 1 4242
```

For information about these positions, enter the `help nat_ui` command.

4. Enter `logout`. When prompted to save changes, enter `yes`.

## JPEG compression level

JPEG compression level for scanning can be adjusted on version 11x devices. Use the Ricoh device web interface and select **Device Management > Configuration > Send Settings**.

For Ricoh Android MFPs, image compression can be preconfigured by specifying the compression mode in the `.dalp` file. For the best results with black and white images, specify `MH` for `-compression_BW_method`. For color images, select `LEVEL1` for `-compression_Color_Level`. The settings and their available options appear as follows in the `.dalp` file.

```
<!-- #OPTIONAL# set default B&W compression method, one of MH|MR|MMR|JBIG2 -->
<argument>-compression_BW_method MMR</argument>
<!-- #OPTIONAL# set default Color compression level, one of LEVEL1|LEVEL2|LEVEL3|
LEVEL4|LEVEL5-->
<argument>-compression_Color_level LEVEL4</argument>
```

## Device profiles updates

When a device profile associated with an MFP changes, the changes are reflected on the front panel of the MFP when it polls Kofax TotalAgility. This poll occurs when the Kofax TotalAgility client software button is pressed. To ensure the MFP contains the most current device profile information, do the following:

- Make changes to device profiles when there is low user activity, such as at night.
- Set the MFP inactivity timeout to a short period, such as one to three minutes, so that the next user who presses the Kofax button retrieves the latest profile.

## Support for single sign on

Kofax TotalAgility supports single sign on for users who are also registered users on the Ricoh MFP. Users who log on to the MFP are also logged on automatically to Kofax TotalAgility.

To use single sign on, the user name for the MFP must exactly match the user name for logging on to Kofax TotalAgility. User names for a Ricoh MFP are set using the User Name property of the device. See the Ricoh documentation for instructions.

Ricoh also supports SafeQ SSO. To enable this feature, use this setting in the Devices app by selecting **Settings > Advanced**.

- Namespace: mfp.ricoh.properties
- Name: sso.activedirectory.domain
- Value: The domain associated with the authenticated MFP user.

A backslash (\) separates the domain from the user name for single sign-on, such as domain\username.

## Support for custom languages

If there is a language that is not available for a Ricoh device, you can create a properties file with strings in the desired language and upload it to the device. Make sure that the localized strings are the same length or shorter than the English version so that the text does not get cut off. Do the following:

1. Download and unzip ricoh.zip file from the Administration Console.
2. Extract KofaxRicoClient.jar. One of the files is a template language file, mfp.customizelanguage.properties.
3. In mfp.customizelanguage.properties, add the strings for your language.
4. In the Devices, select **Settings** and click the **Advanced** tab. Go to the **mfp.ricoh.properties** namespace.
5. Depending on which devices the custom language applies, do either of the following:
  - If the language applies to all devices, select **mfp.customize.language** and upload the customized mfp.customizelanguage.properties file.
  - If different languages are used for specific devices, create a new advanced setting for **mfp.ricoh.properties** named **mfp.customize.language\_xx** where xx is the ISO 639-1 code for the custom language (such as **mfp.customize.language\_cs** for Czech). Assign the mfp.customizelanguage.properties file as its value.



6. Redeploy the Kofax Ricoh client to a sample device and make sure that the localized strings appear correctly. If any corrections are needed, repeat the previous steps and adjust the localized strings as needed.
7. If localized strings appear correctly, redeploy the Kofax Ricoh Client to all applicable devices.

## Configuring a secure connection with SSL

The default connection protocol between the MFP and Kofax TotalAgility is set to http for an unsecured connection. You can change the protocol to HTTPS for a secured connection with SSL. After you change the connection protocol, you need to redeploy the Ricoh client to each device using Devices.

For devices with Smart Operation Panel, use the settings on the device to configure SSL. For other devices, follow these instructions.

1. If you want to add external server certificates to use with the Ricoh client, do the following before downloading the Ricoh client. This enables the certificates to be included in the ricoh.zip file.
  - a. Make sure that the certificate is in Base-64 encoded X.509 format.  
You can use IIS or the Certificate Export Wizard to export the certificate in the correct format.
  - b. On the server where Kofax TotalAgility is installed, locate the `Program Files \TotalAgility\Agility.Server.Web\Resources\Share` folder.
  - c. Create a new subfolder named `externalcerts`.
  - d. Copy the certificate files to the `externalcerts` folder.
2. Download the client software from Devices.
3. Extract `ricoh.zip` or open the `Ricoh` folder in `MFPClients.zip` and then extract `KofaxRicoClient.zip`. This creates a `KofaxRicoClient` folder containing the `KofaxRicoClient.dalp` file.
4. Open the `KofaxRicoClient.dalp` file with a text editor.
5. Edit the port in the following argument to change the Kofax TotalAgility URL and corresponding host name or IP address to use SSL:

```
<argument>-s https://<server>:443/TotalAgility/Kofax/KFS/Legacy/Java</argument>
```

6. Edit the following arguments to indicate which server certificates can be trusted:

```
<argument>-ssl_trust_all_certificates true</argument>
<argument>-ssl_trust_all_hosts true</argument>
```

You can change the arguments as follows:

- Keep both arguments set to true if you want the Ricoh client to trust all server certificates.
  - Change both arguments to false if you only want the Ricoh client to trust the Kofax TotalAgility server certificate or the external server certificates you add in step 1. This option is more secure.
7. Save your changes and close the file.
  8. Zip the `KofaxRicoClient` folder with the updated `KofaxRicoClient.dalp` file.  
Make sure the `.zip` file is named `KofaxRicoClient.zip`.
  9. Uninstall and reinstall Kofax TotalAgility MFP client on each MFP using the updated `KofaxRicoClient.dalp` file.
  10. After updating each MFP, restart it.

## Configuring retries

You can set the number of times a job is retried and the interval between retries in Devices.

For devices with Smart Operation Panel, use the settings on the device to configure retries in Advanced Settings. For other devices, follow these instructions.

- In Devices on the **Settings - Advanced** tab, change the following settings in the `mfp.ricoh.properties` namespace:
  - mfp.retry.count**: Number of attempts to send images to server before failing without requeuing. When this happens, an error appears, and the job is deleted. If you want to requeue a failed job instead of deleting it, disable this property and use `mfp.retry.count` in the `mfp.properties` namespace instead by entering -1.  
To disable retries, enter 0. To keep retrying without failing, enter any negative number except -1. The default value is -1.
  - mfp.retry.interval**: Seconds between retries. To retry without delays, enter 0. The default value is 30.
- Restart the Ricoh client in the settings panel or website of the MFP to update the values.

## Flash memory support

You can configure Ricoh MFPs with the latest version of Java Platform 11 and SDK/J to use flash memory. Modify the `.dalp` file to specify the storage device to be used to install and store data for the Kofax Client.

Add or locate the following element to the Kofax `.dalp` file.

```
<install mode="manual" destination="device" workDir="device">
```

Where `destination` is the storage device where the Kofax Client is installed, and `workDir` is the storage device where the working folder is created and used for data.

The following table shows the codes for the devices that are used for `destination` and `workDir`.

Code	Description
hdd	Hard drive
sdc card	SD card slot where CVM is installed
sdc card1	SD card in slot 1
sdc card2	SD card in slot 2
sdc card3	SD card in slot 3
sdc card4	SD card in slot 4

### Example: Configuration for SD card storage

If you want to install the Kofax Client on the same card where CVM is installed and use the SD card in slot 1 as storage, add or modify the following element in the Kofax `.dalp` file:

```
<install mode="manual" destination="sdc card" workDir="sdc card1">
```

## Smart-card authentication

Kofax TotalAgility supports Ricoh smart-card authentication on MFPs that use Card Authentication Package (CAP). All four CAP authentication modes are supported: Device Authentication, LDAP, Active Directory, and CAP Enterprise Server. The domain is not passed from CAP. Kofax TotalAgility matches users by user ID regardless of how the user is registered on CAP.

To ensure correct authentication:

- Have a Kofax TotalAgility/Kofax Capture user with a matching user ID.
- Have unique user IDs on all domains connected with Kofax TotalAgility.

## Improving image quality for the Ricoh Aficio MP C2500 MFP

If you use the Ricoh Aficio MP C2500 MFP, change device settings as follows to improve image quality.

1. At the Ricoh front panel, press the following buttons in order:
  - a. To the left of the screen, press **Scanner**.
  - b. Above the numeric keypad, press the yellow **Clear Modes** button.
  - c. On the numeric keypad, press **1**, **0**, and **7**.
2. Press and hold the red **Clear/Stop** button until the SP Mode menu appears on the screen.
3. On the panel, press **Copy Sp**.  
**Example** The **SP Mode (Service)** menu appears.
4. On the left side of the screen for **Scanner** settings, press **SP-4XXX**.  
The list expands to show numbered buttons with additional options.
5. Press the button to go down a page until you see the **4565** button for grayscale options. Press the button.  
The list expands to show options for changing the settings.
6. Under the **4565** button, press the following buttons:
  - a. Press **5** for **MTF**. The option, which appears on the right side of the screen, should be set to **8**. If it is not, on the numeric keypad, press **8** and then **#**.
  - b. Press **6** for **Smoothing**. The option should be set to **4**. If it is not, on the numeric keypad, press **4** and then **#**.
  - c. Press **7** for **Brightness**. On the numeric keypad, type **108** and then press **#**.
  - d. Press **8** for **Contrast**. The option should be set to **128**. If it is not, on the numeric keypad, type **128** and then press **#**.
  - e. Press **9** for **Independent Dot Erase**. The option should be set to **0**. If it is not, press **0** and then **#**.

Changes that you make to the settings take effect immediately.

7. In the upper right corner of the screen, press **Exit** to exit the **SP Mode (Service)** menu.
8. Below the **Scanner** button, press **Other Function**.
9. Press **Exit** again to exit the **SP Mode** menu.

You can resume using the MFP, and the new settings are used.

## Options for Scan/VRS profiles

The Scan/VRS Profiles Configuration page in Kofax TotalAgility Designer has the following options under Allow Run Time Edit to enable scan settings to be changed during runtime:

- Paper Size
- Duplex
- Resolution
- Color

By default, these options are set to Yes, and Resolution is automatically mapped to the nearest lower DPI value supported by the MFP. If a setting cannot be changed for an MFP model at runtime, it is disabled or removed on the MFP, and the setting specified in the Scan/VRS Profile is used for scanning.

## Improving image quality

To ensure that you get good image quality in grayscale and bitonal modes, change the settings in the Scan Settings window until you get the desired output. The following are examples:

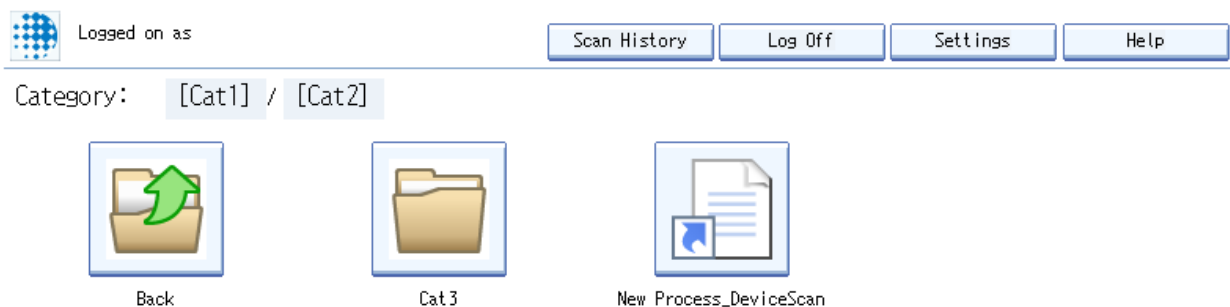
- For grayscale: Turning Brightness: 5; contrast: 1; sharpness: 0; BackRemove: 3
- For bitonal: Turning Brightness: 5; contrast: 1; sharpness: 0; BackRemove: 3; Drop Color: Green; ImageType: Tiff; Pixel Depth: Bitonal

## Text field limits

Text fields support a maximum of 256 characters. Any characters over 256 are truncated.

## Displaying categories and forms on the front panel

You can display buttons for Kofax TotalAgility categories and forms on the main menu of the MFP. You can organize the forms by placing them in categories and specifying which categories of forms appear on the main menu. The forms for that category appear on the main menu. Categories can be nested, like folders in a hierarchy. The forms and nested subcategories appear for the category you specified appear on the main menu. In the following example, Cat1 in the root of the hierarchy and its subcategory Cat22 was specified as the category to appear on the main menu. The forms and subcategories nested in Cat1/Cat22 appear on the main menu.



To use this feature, set up the folders and access rights in Kofax TotalAgility Designer and define the categories that appear on the device's main menu in Devices.

For more information about setting up forms and categories, see the Kofax TotalAgility Designer Help.

1. Define the categories you want to appear on the front panel.
  - a. In Kofax TotalAgility Designer, select **System Settings > Categories** and do the following:
  - b. Assign access rights to the categories using **Category Access**.
  - c. When you are finished defining categories and their access rights, return to Kofax TotalAgility Designer home page.
2. Assign the forms to categories and set access rights.
  - a. Click **Form Designer**.
  - b. In the **General** tab, assign the form to the category you want. When you are finished defining categories and their access rights, return to Kofax TotalAgility Designer home page.

**Note** Associate a form with only one category.

3. Select the forms to appear on the front panel by assigning them to the device profile.
  - a. Click **System Settings > Devices**.  
Devices appears in a separate browser window.
  - b. Click **Device Profiles**.
  - c. Select the profile you want to use for the device.
  - d. Click the **Associated Forms** tab.
  - e. Assign the forms you want to appear on the front panel.

4. While you are in Devices, use the advanced setting `mfp.root.category` to define which categories appear on the front panel.
  - a. In Devices, select **Settings > Advanced**.
  - b. In the `mfp.ricoh.properties` namespace, locate `mfp.root.category`.
  - c. Specify the categories you want to appear on the main menu of the front panel in the following ways:
    - To specify a category, type its name.  
Example: `Cat1` puts the forms and nested subcategories for `Cat1` on the main menu.
    - To specify more than one category, separate each one with a comma (,). Do not put a space after the comma.  
Example: `Cat1,Cat2` puts those categories' forms and nested subcategories on the main menu.
    - To specify a nested subcategory, provides its path.  
Example: `Cat1/SubcatA/SubcatB` puts `SubcatB`'s forms and nested subcategories on the main menu.
    - To specify the root to enable all top-level categories to appear, type a slash (/).
    - To use a category that contains a comma in its name, delimit the comma with a backslash (\).  
Example: `/Invoices \, POs` puts the forms and subcategories of the root category `Invoices, POs` on the main menu.

## Hiding and showing information after scanning

When you finish scanning pages, **New Pages Scanned** information appears. You can change a setting so that information does not appear until a user clicks **Add New Pages** by doing the following:

1. In Devices, select **Settings > Advanced**.
2. In the `mfp.ricoh.properties` namespace, locate `mfp.hide.new.scanned.pages.on.first.scan` and specify either of the following:
  - `true`: Hide **New Pages Scanned** information until a user clicks **Add New Pages**,
  - `false`: Always display the information.

## Customizing the name of the client software

By default, **Kofax** appears as the name of the client software on the front panel of the device. You can change the name by editing the `KofaxRicohClient.dalp` file before you deploy the client software.

1. Download the `ricoh.zip` file from Devices to your computer.
2. Extract `ricoh.zip` or open the `Ricoh` folder in `MFPClients.zip` and then extract `KofaxRicohClient.zip`, which contains `KofaxRicohClient.dalp`.
3. Open the `KofaxRicohClient.dalp` file in a text editor.
4. Locate the following line in the file:

```
<name lang="en">Kofax</name>
```
5. Edit the name between the `<name>` tags as in this example:

```
<name lang="en">Your Company</name>
```
6. Save and close the `KofaxRicohClient.dalp` file.

7. Follow the instructions in [If the MFP cannot be discovered](#) to deploy the client software. When required, upload the `ricoh.zip` file you modified.

## Image preview

Ricoh MFPs can display a preview of the image in the Scan Preview window.

Enable the feature in the Devices. In the Advanced - Settings tab, set `mfp.scan.preview` in the `mfp.ricoh.properties` namespace to true.

The Scan Preview window shows the document you scanned and enables you to process it. Use these buttons to view the pages scanned:

- Drag the image to view more of the page.
- Press Previous or Next to move to the previous or next page of the document.
- Press Delete to delete the currently displayed page.

Then use these buttons to process the document:

- Press Send to send this scan job and return to the main menu.
- Press Send and Scan Again to send this scan job and start a new scan job to the same location.
- Press Add More Pages to scan more pages to the current scan job.
- Press Cancel if you do not want to send this scan job.

After a period of inactivity, the MFP automatically sends the scan job and returns to the main menu. Images in the device are deleted when the job is sent or canceled.

## Jobs with no pages

You can configure Ricoh MFP clients to prevent jobs with no pages from being submitted. Use this advanced setting:

- Namespace: `mfp.ricoh.properties`
- Name: `job.empty.submit.enabled`
- Value: true or false

If the value is false (default), jobs cannot be submitted with no pages. A message appears to the user indicating the error. If set to true, jobs with no pages can be submitted.

For Ricoh Android devices, a confirmation message can be displayed when submitting a job with no pages. Use this advanced setting:

- Namespace: `kfs.properties`
- Name: `job.empty.confirmation`
- Value: true or false

If the value is false (default), no confirmation message is displayed. If set to true, a confirmation message appears each time you submit a job with no pages. Depending on the setting of `job.empty.submit.enabled`, the job with no pages can be sent, or an error appears.

## Frequently asked questions

If you cannot successfully install the software, or if you have questions about how the software operates, see the information in this section. For additional information and software updates on the Kofax website.

### **Why doesn't clicking Discover find the MFP?**

Use the Refresh command to update the list of discovered devices. The MFP may be offline, on a separate network, outside a firewall, or does not have a PostScript card installed. See the MFP documentation for instructions. If the Refresh option still does not find the MFP, add the MFP manually. See the Devices Help for instructions.

### **Why am I unable to add MFPs?**

There may not be sufficient licensing available to support the MFPs you want to add. Deactivate or remove MFPs from the available devices list or purchase a license for additional devices.

### **Why am I unable to install the client software on the Ricoh MFP?**

Before you can install the client software, you must install the Embedded Software Architecture on the Ricoh MFP. To purchase an Embedded Software Architecture card, see your Ricoh reseller or Kofax. Install the card as shown in the Ricoh MFP documentation.

If you already have the client software installed on the MFP, uninstall it before installing the new version.

### **Why does the client software not appear when I press the button assigned for Embedded Software Architecture applications?**

Make sure that you installed the client software and started it from the Startup Setting tab. See [Installing the client software](#).

If you have more than one Embedded Software Architecture application installed, a menu appears when you press the button. Press the Kofax\_Client button.

### **Why do forms not appear on the Ricoh MFP?**

Before you can see forms on the MFP, install and start the client software on the Ricoh MFP. See [Installing the client software](#) for instructions.

### **Why do I get an error telling me that no more documents can be scanned until the connection to the server is restored?**

The error occurs when the MFP cannot connect to Kofax TotalAgility. In these situations, documents can continue to be scanned until the MFP hard drive is full. Make sure that the MFP is connected and Kofax TotalAgility is running.

When the connection to the server is restored, the documents on the MFP hard drive are sent, freeing space to resume scanning.

### **I entered my user name and password correctly at the MFP. Why am I unable to log on?**

The MFP may not be able to retrieve authentication information if the connection to Kofax TotalAgility is down. Make sure that the MFP is connected to the network and Kofax TotalAgility is running.

### **When I start the client software on the MFP, an error indicates that the device is unlicensed.**

The device may have been deactivated or removed in Devices. Run Devices and make sure that the MFP is on the Added Devices tab.



**The Kofax front panel displays only a limited number of buttons. Where are the rest of the buttons?**

Use the Kofax TotalAgility Designer to create device job forms. The forms appear as shortcut buttons on the MFP front panel when you associate them with a device profile. When the MFP retrieves the device profile, the buttons should appear.

**Why do some scanned images scan sideways?**

This may occur when the color selection is grayscale. Grayscale scans produce JPEG image files and the Ricoh interprets them sideways. This is a Ricoh device limitation. To correct the problem, rotate the page before scanning.