

# Kofax TotalAgility

## MFP Emulator Administrator's Guide

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# Administrator's Guide for the MFP Emulator

## Preface

This guide describes how to set up and use the Kofax TotalAgility MFP Emulator.

## 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.

## Related documentation

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.

## Getting help for Kofax products

Kofax regularly updates the Kofax Support site with the latest information about Kofax products.

To access some resources, you must have a valid Support Agreement with an authorized Kofax Reseller/ Partner or with Kofax directly.

Use the tools that Kofax provides for researching and identifying issues. For example, use the Kofax Support site to search for answers about messages, keywords, and product issues. To access the Kofax Support page, go to [www.kofax.com/support](http://www.kofax.com/support).

The Kofax Support page provides:

- Product information and release news  
Click a product family, select a product, and select a version number.
- Downloadable product documentation  
Click a product family, select a product, and click **Documentation**.
- Access to product knowledge bases

Click **Knowledge Base**.

- Access to the Kofax Customer Portal (for eligible customers)

Click **Account Management** and log in.

To optimize your use of the portal, go to the Kofax Customer Portal login page and click the link to open the *Guide to the Kofax Support Portal*. This guide describes how to access the support site, what to do before contacting the support team, how to open a new case or view an open case, and what information to collect before opening a case.

- Access to support tools

Click **Tools** and select the tool to use.

- Information about the support commitment for Kofax products

Click **Support Details** and select **Kofax Support Commitment**.

Use these tools to find answers to questions that you have, to learn about new functionality, and to research possible solutions to current issues.

## Features

The MFP Emulator can be used to demonstrate Kofax TotalAgility MFP clients without requiring a physical device to be present, or using specific vendor MFP emulators.

The emulator is a Windows-based application that connects with Kofax TotalAgility and emulates the front panel of an MFP. It was developed as a custom client using the Kofax TotalAgility Web Services Connector SDK. You select images to "scan" and process them as if they were scanned at an MFP. The emulator is provided for demonstration and testing purposes only and is not intended for production use.

The MFP emulator has the following features.

- 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.

- Log On

This feature enables you to log on to the device. Logging on may provide additional options. To log off, press Log off.

You can use the split login feature so that users do not have to provide a password to access the device or use their shortcuts.

- 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 TotalAgility 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.

**Note** Some MFP models do not include a Scan History button.

Status	Description
Pending	Submitted but not uploaded to server yet. or Ready to start scanning.
Completed	Successfully sent to destination.
Deleted	User deleted transaction from the inbox, or the administrator removed it during transaction review.

- **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.
- **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.
- **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.
- **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 document, which is available on the Kofax website at <http://www.kofax.com>.

The MFP Emulator can be run on any computer that has Microsoft .NET Framework version 3.5 or greater installed.

## Image DPI conversion

The emulator will not change the dpi value of the imported images, regardless of any scan settings associated with a destination or a shortcut.

## Configuring the emulator

1. Go to the folder when you downloaded and extracted the MFP Emulator software.
2. Run MFP Emulator.exe.  
The emulator starts. The first time it runs, it displays the **Settings** page.
3. In the Settings window, do the following:
  1. Enter the name or IP address for Kofax TotalAgility.
  2. If Kofax TotalAgility uses a virtual directory, enter the name of the directory in the **Path** field. For example, if you are using the default path for an on-premise deployment of Kofax TotalAgility, enter TotalAgility. If you are using Kofax TotalAgility in a Software as a Service environment, leave the field blank.
  3. Select the protocol for the connection from the network scanner to Kofax TotalAgility. The default protocol is HTTP.
  4. Enter the port for the connection.  
**Note** If you do not specify a port for HTTP, port 80 is used. For HTTPS, enter port 443.
  5. Select the language you want to use.
  6. Select the scanner settings to emulate, including color mode, resolution in dots per inch (dpi), and duplex mode.
  7. For accessibility, select the option to display text instead of animation.
  8. Click **OK**.  
The main menu appears.
4. Verify that the emulator self-registered and applied the default device profile. If it has not, correct the settings for the emulator in the Devices. See the Devices Help for instructions.

## Sample images for scanning

The folder where you downloaded the MFP Emulator software contains the `SampleImages` folder, which contains images that you can "scan." The `SampleImages` folder opens when you click Scan on the emulator, but you can browse to select supported images to scan.

## Using the emulator

Run the emulator from any Windows computer that has Microsoft .NET Framework version 3.5 installed.

## Configuring split login

Split login enables you to configure an MFP so that a user does not need to provide a password to access the device or shortcuts. At the same time, the device authentication with the server is preserved.

When split login is enabled, the following occurs:

- When users tap Log On on the device, they are prompted for their user name but not their password.

- When users tap on a personal shortcut, they are also not prompted to enter a password, unless it is a DCNJ shortcut or a shortcut configured so that a password is required.

A password is required the first time you use an MFP when Require Authentication for Device Registration is enabled in Devices. When authentication is successful, the device is registered. If split login is enabled, users are not prompted for a password unless required for a shortcut. If the device is configured for single sign-on (SSO) with the server, a password is not required.

Follow these steps to configure split login in Kofax TotalAgility. See the help for more details.

1. Configure the process so that it uses split login.
  1. In Kofax TotalAgility Designer, open the process and select the activity you want to configure.
  2. Open the **Extended Properties** for the activity.
  3. Click **Advanced**.
  4. Set the **MFP Ready** field to **MFP Only - No Password Required**.
  5. Accept the changes and complete your changes to the process.
2. Configure the device to use split login.
  1. In Kofax TotalAgility Designer, select **System Settings > Devices**.  
The Devices application appears in a browser window.
  2. Select **Device Profiles**.
  3. Select the **General** tab, if it has not already been selected.
  4. In the **Logon** field, select **Allow Split Login**.
  5. Associate the devices with the profile and make any desired setting changes.
  6. Save the profile.

## Shortcuts for existing cases

## Changing emulator settings

To change the connection information, display language, and scanner setting options, click **Settings**. After you change the settings, click **OK**. The emulator connects to the server and updates configurations.

The emulator Scanner settings are for demonstration purposes only, and are not functional except for the Reset button.

## 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.

## Removing the emulator

To remove the emulator, delete the folder where you downloaded and extracted the MFP Emulator files and all its contents.