



Numériser vers FileBound

Version 1.0

Guide de l'administrateur

Août 2023

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Historique des modifications

Août 2023

- Version initiale du document.

Présentation

Présentation

Utilisez l'application pour numériser des documents et les charger sur un serveur Upland FileBound.

Vous pouvez sélectionner le projet, le séparateur et le fichier dans lequel enregistrer le document chargé.

Ce document fournit des informations sur la configuration, l'utilisation et le dépannage de l'application.

Liste de contrôle préparatoire du déploiement

Vérifiez les points suivants :

- Vous disposez d'un serveur Upland FileBound.
 - Vous disposez d'un compte utilisateur Upland FileBound.
 - Vous disposez d'un disque dur installé sur votre imprimante.
 - Vous disposez d'une adresse Web de serveur d'application Upland FileBound (URL du serveur).
-

Configuration de l'application

Accès au serveur Web incorporé

- 1 Obtenez l'adresse IP de l'imprimante. Effectuez l'une des opérations suivantes :
 - Recherchez l'adresse IP de l'imprimante sur son écran d'accueil.
 - Sur l'écran d'accueil de l'imprimante, appuyez sur **Paramètres** > **Réseau/Ports** > **Aperçu du réseau**.
- 2 Ouvrez un navigateur Web, puis saisissez l'adresse IP de l'imprimante.

Configuration des paramètres

Configuration des paramètres

- 1 Depuis Embedded Web Server, accédez à la page de configuration de l'application : Applications > Nom de l'application > Configurer.
- 2 Effectuez l'une des actions suivantes :

Remarque : Pour plus d'informations sur chaque paramètre, reportez-vous à l'aide contextuelle.

- **Modifiez l'icône et le texte associé.**

Depuis la section de l'écran d'accueil, spécifiez le texte et l'image que vous souhaitez afficher sur votre écran d'accueil.

- **Configurez les paramètres de l'application.**

- Dans le champ Serveur FileBound, saisissez l'URL FileBound.
- Dans le champ Nom de fichier par défaut, saisissez un nom de fichier valide.

Remarque : Vous pouvez saisir jusqu'à 58 caractères. Seuls les caractères alphanumériques, les traits de soulignement, les tirets et les espaces blancs sont acceptés.

- Dans le champ Paramètres de numérisation, sélectionnez **Afficher** ou **Masquer**.
- Dans le champ Format de fichier, sélectionnez **PDF** ou **TIFF**.

Remarque : Seuls les formats PDF et TIFF sont pris en charge.

- 3 Si nécessaire, définissez le compte par défaut à utiliser pour se connecter au FileBound.

Remarques :

- S'il est défini, le compte par défaut est utilisé pour se connecter au FileBound.
- Si vous ne définissez pas un compte par défaut, un écran de connexion s'affichera chaque fois que vous lancerez l'application.

- 4 Cliquez sur **Appliquer**.

Importation ou exportation d'un fichier de configuration

Remarques :

- L'importation de fichiers de configuration écrase les configurations d'applications existantes.
- Lorsque vous exportez le fichier de configuration, les mots de passe ne sont pas enregistrés. Configurez à nouveau le mot de passe après l'importation du fichier.

1 Depuis Embedded Web Server, accédez à la page de configuration de l'application :

Apps > Scan to FileBound > Configure

2 Cliquez sur **Importer** ou sur **Exporter**.

Utilisation de l'application

Numérisation de documents

Remarques :

- Avant de commencer, activez la numérisation dans Embedded Web Server.
- Le compte par défaut est utilisé lors du lancement de l'application.

1 Chargez un document original dans le DAA ou sur la vitre du scanner.

Remarque : Pour plus d'informations, reportez-vous au *Guide de l'utilisateur* de l'imprimante.

2 Sur l'écran d'accueil, appuyez sur l'icône de profil de l'application.

3 Si le système vous le demande, saisissez vos identifiants.

4 Sélectionnez un projet, puis appuyez sur **Suivant**.

Remarques :

- S'il n'y a aucun compte par défaut, saisissez vos identifiants.
- Les projets sur le serveur FileBound sont listés alphabétiquement et seuls les 100 premiers projets sont affichés.

5 Saisissez les informations (expression) pour rechercher un fichier, puis appuyez sur **Rechercher**.

Remarque : L'expression doit comporter au moins 3 caractères.

6 Faites votre sélection parmi les résultats de la recherche, puis appuyez sur **Suivant**.

7 Si nécessaire, sélectionnez un séparateur, puis appuyez sur **Suivant**.

8 Sélectionnez un séparateur, puis appuyez sur **Suivant**.

Remarque : Les séparateurs sont limités à 100 entrées.

9 Saisissez le nom de fichier, la description et les notes (si nécessaire), puis appuyez sur **Suivant**.

Remarques :

- La valeur par défaut du nom de fichier provient du paramètre Nom de fichier par défaut sur la page de configuration.
- Les caractères suivants ne sont pas autorisés : ~ " # % & * : < > ? / \ { | }

10 Si nécessaire, réglez les paramètres.

Remarque : Si aucun disque dur n'est installé sur l'imprimante, la taille des fichiers est limitée à 20 Mo.

11 Appuyez sur **Envoyer**.

12 Envoyez le document ou numérisez la page suivante.

Remarque : Pour vérifier la présence du document chargé, connectez-vous au portail FileBound et recherchez le document.

Dépannage

Erreur d'application

Essayez les solutions suivantes :

Vérifiez le journal de diagnostic

- 1 Ouvrez un navigateur Web, puis saisissez **IP/se**, où **IP** est l'adresse IP de l'imprimante.
- 2 Cliquez sur **Solutions intégrées**, puis procédez comme suit :
 - a Effacez le fichier journal.
 - b Définissez le niveau de journalisation sur **Oui**.
 - c Générez le fichier journal.
- 3 Analysez le journal, puis résolvez le problème.

Remarque : Pour éviter des problèmes de mémoire insuffisante, après analyse du journal, définissez le niveau de journalisation sur **Non**.

Contactez votre distributeur Lexmark

Impossible de se connecter à l'application

Essayez les solutions suivantes :

Vérifiez l'URL FileBound ou le compte utilisateur

Vérifiez que l'URL de serveur FileBound est valide, que le nom d'utilisateur existe et que le mot de passe est correct.

Pour plus d'informations, contactez votre administrateur FileBound.

Appuyez à nouveau sur l'icône de l'application.

Lorsque le serveur est en mode veille, il peut s'écouler quelques secondes avant qu'il ne réponde.

Vérifiez que l'imprimante est connectée au réseau

Pour plus d'informations, reportez-vous au *Guide de l'utilisateur* de l'imprimante.

Vérifiez le journal de diagnostic

- 1 Ouvrez un navigateur Web, puis saisissez **IP/se**, où **IP** est l'adresse IP de l'imprimante.
- 2 Cliquez sur **Solutions intégrées**, puis procédez comme suit :
 - a Effacez le fichier journal.
 - b Définissez le niveau de journalisation sur **Oui**.

c Générez le fichier journal.

3 Analysez le journal, puis résolvez le problème.

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