



Acquisisci su FileBound

Versione 1.0

Guida dell'amministratore

Agosto 2023

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Cronologia delle modifiche

Agosto 2023

- Versione iniziale del documento.

Panoramica

Panoramica

Utilizzare l'applicazione per acquisire documenti e caricarli su un server Upland FileBound.

È possibile selezionare il progetto, il divisore, il separatore e il file in cui salvare il documento caricato.

Questo documento fornisce informazioni su configurazione, utilizzo e risoluzione dei problemi relativi all'applicazione.

Elenco di controllo per la conformità alla distribuzione

Accertarsi che:

- Si dispone di un server Upland FileBound.
 - Si dispone di un account utente Upland FileBound.
 - Sulla stampante è installato un disco fisso.
 - Si dispone di un indirizzo Web del server dell'applicazione Upland FileBound (URL del server).
-

Configurazione dell'applicazione

Accesso al server Web incorporato

- 1 Ottenere l'indirizzo IP della stampante. Effettuare una delle seguenti operazioni:
 - Individuare l'indirizzo IP sulla schermata iniziale della stampante.
 - Dalla schermata iniziale della stampante, toccare **Impostazioni** > **Rete/Porte** > **Panoramica sulla rete**.
- 2 Aprire un browser web e immettere l'indirizzo IP della stampante.

Configurazione delle impostazioni

Configurazione delle impostazioni

- 1 In Embedded Web Server, accedere alla pagina di configurazione dell'applicazione: App > Nome applicazione > Configura.
- 2 Effettuare una delle seguenti operazioni:

Nota: Per ulteriori informazioni su ciascuna impostazione, vedere la guida contestuale.

- **Modificare il testo dell'icona e l'icona.**

Dalla sezione Schermata iniziale, specificare il testo e l'immagine che si desidera visualizzare nella schermata iniziale.

- **Configurare le impostazioni dell'applicazione.**

- Nel campo Server FileBound, digitare l'URL FileBound.
- Nel campo Nome file predefinito, digitare un nome file valido.

Nota: Si possono immettere fino a 58 caratteri. Sono consentiti solo caratteri alfanumerici, caratteri di sottolineatura, trattini e spazi bianchi.

- Nel campo Impostazioni di acquisizione, selezionare **Mostra** o **Nascondi**.
- Nel campo Formato file, selezionare **PDF** o **TIFF**.

Nota: Sono supportati solo i formati di file PDF e TIFF.

- 3 Se necessario, impostare l'account predefinito da utilizzare per accedere a FileBound.

Note:

- Se è impostato, l'account predefinito viene utilizzato per accedere a FileBound.
- Se non si imposta un account predefinito, viene richiesto di accedere alla schermata ogni volta che si avvia l'applicazione.

- 4 Fare clic su **Applica**.

Importazione o esportazione di un file di configurazione

Note:

- L'importazione dei file di configurazione sovrascrive le configurazioni esistenti dell'applicazione.
- Quando si esporta un file di configurazione, le password non vengono salvate. Impostare nuovamente la password dopo l'importazione del file.

1 In Embedded Web Server, accedere alla pagina di configurazione dell'applicazione:

Apps > Scan to FileBound > Configure

2 Fare clic su **Importa** o **Esporta**.

Uso dell'applicazione

Acquisizione di documenti

Note:

- Prima di iniziare, abilitare l'acquisizione in Embedded Web Server.
- L'account predefinito viene utilizzato all'avvio dell'applicazione.

1 Caricare un documento originale nel vassoio dell'ADF o sul vetro dello scanner.

Nota: Per ulteriori informazioni, consultare la *Guida per l'utente* della stampante.

2 Dalla schermata iniziale, toccare l'icona del profilo dell'applicazione.

3 Se richiesto, digitare le credenziali.

4 Selezionare un progetto, quindi toccare **Avanti**.

Note:

- Se non è presente un account predefinito, digitare le proprie credenziali.
- I progetti nel server FileBound sono elencati in ordine alfabetico e sono limitati alle prime 100 voci.

5 Digitare le informazioni (frase di ricerca) per cercare un file, quindi toccare **Cerca**.

Nota: La frase di ricerca deve contenere almeno 3 caratteri.

6 Selezionare uno dei risultati della ricerca, quindi premere **Avanti**.

7 Se necessario, selezionare un separatore, quindi toccare **Avanti**.

8 Selezionare un divisore, quindi toccare **Avanti**.

Nota: Divisori e separatori sono limitati a 100 voci.

9 Digitare il nome file, la descrizione e le note (se necessario), quindi toccare **Avanti**.

Note:

- Il valore predefinito del nome file viene preso dall'impostazione Nome file predefinito nella pagina di configurazione.
- I seguenti caratteri non sono consentiti: ~ " # % & * : < > ? / \ { | }

10 Se necessario, regolare le impostazioni.

Nota: Se nella stampante non è installato un disco fisso, la dimensione massima dei file è di 20 MB.

11 Toccare **Invia**.

12 Inviare il documento o eseguire l'acquisizione della pagina successiva.

Nota: Per controllare il documento caricato, accedere al portale FileBound e cercare il documento.

Risoluzione dei problemi

Errore applicazione

Provare una o più delle soluzioni seguenti:

Controllare il registro di diagnostica

- 1 Aprire un browser Web e digitare **IP/se**, dove **IP** è l'indirizzo IP della stampante.
- 2 Fare clic su **Embedded Solutions**, quindi effettuare le seguenti operazioni:
 - a Eliminare il file di registro.
 - b Impostare il livello di registrazione su **Sì**.
 - c Generare il file di registro.
- 3 Analizzare il registro, quindi risolvere il problema.

Nota: per evitare problemi di memoria insufficiente, dopo aver analizzato il registro, impostare il livello di registrazione su **No**.

Contattare il rappresentante Lexmark

Impossibile connettersi all'applicazione

Provare una o più delle soluzioni seguenti:

Controllare l'URL FileBound o l'account utente

Assicurarsi che l'URL del server FileBound sia corretto e che il nome utente e la password siano corretti.

Per ulteriori informazioni, contattare l'amministratore di FileBound.

Toccare di nuovo l'icona dell'applicazione.

Il server potrebbe impiegare alcuni secondi per rispondere mentre è in modalità Sospensione.

Verificare che la stampante sia collegata alla rete

Per ulteriori informazioni, consultare la *Guida per l'utente* della stampante.

Controllare il registro di diagnostica

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3 Analizzare il registro, quindi risolvere il problema.

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