



Lexmark™

Digitalização para FileBound

Versão 1.0

Guia do administrador

Agosto de 2023

www.lexmark.com

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Histórico de alterações

Agosto de 2023

- Liberação da documentação inicial.

Visão geral

Visão geral

Utilize o aplicativo para digitalizar documentos e enviá-los para um servidor Upland FileBound.

Você pode selecionar o projeto, divisor, separador e arquivo no qual salvar o documento carregado.

Este documento apresenta informações sobre como configurar e usar o aplicativo e solucionar eventuais problemas.

Lista de verificação da prontidão para implantação

Verifique se:

- Tem um servidor Upland FileBound.
 - Tem uma conta de usuário do Upland FileBound.
 - A sua impressora tem um disco rígido instalado.
 - Tem um endereço Web do servidor de arquivos do Upland FileBound (URL do servidor).
-

Configuração do aplicativo

Acesso ao Embedded Web Server

- 1 Obtenha o endereço IP da impressora. Execute um dos seguintes procedimentos:
 - Localize o endereço IP na tela inicial da impressora.
 - Na tela inicial da impressora, toque em **Configurações > Rede/Portas > Visão geral da rede**.
- 2 Abra o navegador da Web e digite o endereço IP da impressora.

Definindo as configurações

Definindo as configurações

- 1 No Embedded Web Server, navegue até a página de configuração do aplicativo: Apps > Nome do aplicativo > Configurar.
- 2 Execute um dos seguintes procedimentos:

Nota: Para obter mais informações em cada configuração, consulte a ajuda do mouse.

- **Altere o texto do ícone e o ícone.**
Na seção Tela inicial, especifique o texto e a imagem que você deseja que apareça na tela inicial.
- **Configure as definições do aplicativo.**
 - No campo Servidor de FileBound, digite o URL de FileBound.
 - No campo Nome de arquivo padrão, digite um nome de arquivo válido.

Nota: É possível inserir até 58 caracteres. Só são permitidos caracteres alfanuméricos, sublinhados, traços e espaços em branco.

- No campo Configurações de digitalização, selecione **Mostrar** ou **Ocultar**.
- No campo Formato de arquivo, selecione **PDF** ou **TIFF**.

Nota: Só são suportados formatos de arquivo PDF e TIFF.

- 3 Se for necessário, defina a conta padrão para iniciar sessão no FileBound.

Notas:

- Se estiver definida, a Conta padrão é utilizada para iniciar sessão no FileBound.
- Se não definir uma conta padrão, será necessário iniciar sessão toda vez que você entrar no aplicativo.

- 4 Clique em **Aplicar**.

Importação e exportação de um arquivo de configuração

Notas:

- Importar arquivos de configuração substitui as configurações existentes do aplicativo.

- Quando o arquivo de configuração é exportado, as senhas não são salvas. Defina a senha novamente depois de importar o arquivo.

1 No Embedded Web Server, navegue até a página de configuração do aplicativo:

Apps > Scan to FileBound > Configure

2 Clique em **Importar** ou **Exportar**.

Usando o aplicativo

Digitalizando documentos

Notas:

- Antes de iniciar, ative a digitalização no Embedded Web Server.
- A conta padrão é utilizada durante o lançamento do aplicativo.

1 Coloque um documento original na bandeja ADF ou no vidro do scanner.

Nota: Para obter mais informações, consulte o *Guia do usuário* da impressora.

2 Na tela inicial, toque no ícone do perfil do aplicativo.

3 Se solicitado, digite suas credenciais.

4 Selecione um projeto e toque em **Avançar**.

Notas:

- Se não tiver uma conta padrão, então você deverá inserir suas credenciais.
- Os projetos do servidor de FileBound estão listados em ordem alfabética e estão limitados nas primeiras 100 entradas.

5 Digite as informações (frase de procura) para procurar um arquivo e, em seguida, toque em **Procurar**.

Nota: A fase de procura deve ter um mínimo de 3 caracteres.

6 Selecione a partir dos resultados da pesquisa e pressione **Avançar**.

7 Se for necessário, selecione um separador e toque em **Avançar**.

8 Selecione um divisor e toque em **Avançar**.

Nota: Os divisores e separadores são limitados a 100 entradas.

9 Digite o nome do arquivo, a descrição e as notas (se necessário) e toque em **Avançar**.

Notas:

- O valor padrão do nome do arquivo é tomado a partir da definição do Nome de arquivo padrão na página de configuração.
- Os caracteres a seguir não são permitidos: ~ " # % & * : < > ? / \ { | }

10 Se necessário, ajuste as definições.

Nota: Se nenhum disco rígido de impressora estiver instalado, o tamanho máximo do arquivo será de 20 MB.

11 Toque em **Enviar**.

12 Envie o documento ou digitalize a próxima página.

Nota: Para verificar o documento carregado, entre no portal FileBound e procure o documento.

Solucionando problemas

Erro de aplicativo

Tente uma ou mais das seguintes opções:

Verifique o log de diagnóstico

- 1 Abra o navegador da Web e digite **IP/se**, sendo que **IP** é o endereço IP da impressora.
- 2 Clique em **Soluções embarcadas** e faça o seguinte:
 - a Apague o arquivo de registro.
 - b Defina o nível de registro para **Sim**.
 - c Gere o arquivo de registro.
- 3 Analise o registro e solucione o problema.

Nota: para evitar problemas de memória insuficiente, depois de analisar o registro, defina o nível de registro em log como **Não**.

Entre em contato com o seu representante da Lexmark

Não é possível conectar-se ao aplicativo

Tente uma ou mais das seguintes opções:

Verifique o URL do FileBound ou a conta de usuário

Certifique-se de que o URL do servidor FileBound esteja correto e que o nome de usuário exista e que a senha esteja correta.

Para obter mais informações, entre em contato com o administrador do FileBound.

Toque no ícone do aplicativo novamente.

O servidor pode demorar alguns segundos para responder durante o modo de suspensão.

Verifique se a impressora está conectada à rede

Para obter mais informações, consulte o *Guia do usuário* da impressora.

Verifique o log de diagnóstico

- 1 Abra o navegador da Web e digite **IP/se**, onde **IP** é o endereço IP da impressora.
- 2 Clique em **Soluções embarcadas** e faça o seguinte:
 - a Apague o arquivo de registro.
 - b Defina o nível de registro para **Sim**.

c Gere o arquivo de registro.

3 Analise o registro e solucione o problema.

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EXHIBIT B.

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