# **FUJIFILM**

# FUJIFILM IWpro Fax Delivery User Guide

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### **Conventions**

- In this manual, hard disks and solid state drives are collectively referred to as "storage".
- The following icons are used in this guide, depending on the content described.

Important Indicates important information you have to know or be reminded before operations.

Note

Indicates supplemental information useful for operation.

**∂**∂ Refer

Indicates references to other chapters and manuals.

■ The following symbols are used in this guide.

11 11 • A cross-reference included in this guide. • Names of features, touch screen messages and input text. • The guides to be referred. [] • Folders, files, applications, button or menu names displayed on the touch screen. · Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names. {} This indicates the variable value depending on the operation or operating environment. For example: [{Login User Name}] is displayed. • Hardware buttons on the control panel. < > button < > key · Keys on the keyboard of the computer. • Represents abbreviation of procedure for selecting items in order on the operation panel or computer, and referenced items.

■ Microsoft Windows Operating System is referred as "Windows".

# 1 Overview of FUJIFILM IWpro Fax Delivery

This chapter describes the overview of FUJIFILM IWpro Fax Delivery.

### What is FUJIFILM IWpro Fax Delivery?

FUJIFILM IWpro Fax Delivery allows for automatically printing incoming faxes, storing them in the incoming folder, transferring them to the destination, and sorting them.

Using FUJIFILM IWpro Fax Delivery allows you to transfer incoming faxes to servers or shared folders, or to send them by attaching to e-mails, without printing them. In transferring, faxes can be sorted by incoming fax information such as a fax number or by received date. You can save transferred faxes in PDF, DocuWorks, or TIFF format.

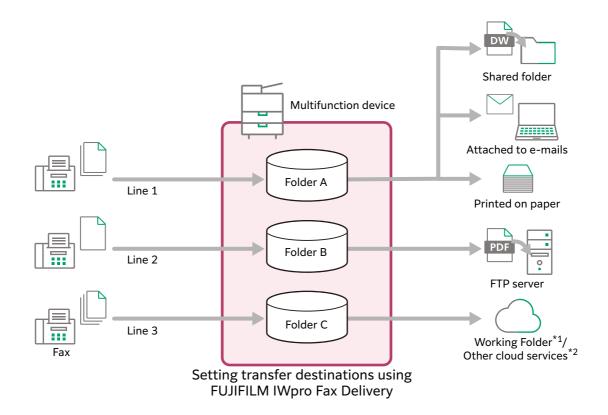
Since incoming faxes can be saved without printing on paper, you can save resources and reduce the risk of information leakage. Since folders are automatically created on the transfer destination, you do not need sort incoming faxes, and easy to search necessary faxes. By notifying of the transfer results by e-mail, you can prevent from forgetting to retrieve faxes and can troubleshoot.

### **Setting Transfer Destinations by Line**

You can set destinations where incoming faxes to be transferred for each telephone line. You can set up to three lines, two destinations per line, also you can specify whether to print faxes.

Either of the following can be specified for the destination.

- Shared folder (SMB)
- · FTP server
- Working Folder
- Box
- Dropbox
- Google Drive
- SharePoint Online
- · OneDrive for Business
- · Attached to e-mails

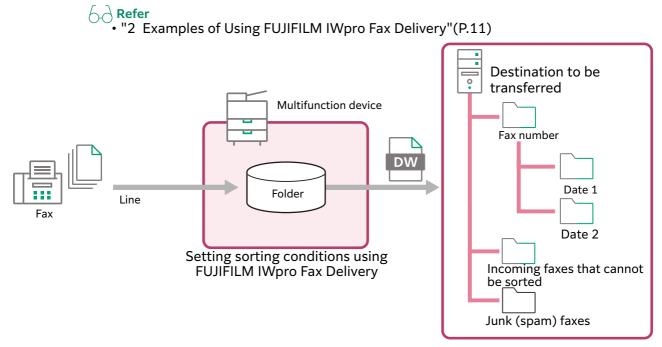


- Working Folder is a service to store user's documents in a storage area we provide. To use Working Folder, contract is additionally necessary.
- \*2 To use other cloud services, an additional contract is necessary. Box, Dropbox, Google Drive, OneDrive for Business, and SharePoint Online are referred to as "other cloud services".

### **Sorting Incoming Faxes Upon Conditions**

You can automatically sort incoming faxes into the destination folder by fax number, by received date, or by each user. You can also sort junk (spam) faxes into a different folder.





### **Exception Setting for Sorting**

You can configure a different sort setting from usual for the specified period or hours. This setting is referred to as "Exception".

For example, you can set an exception so that the destinations to be transferred are changed during summer vacation and the year-end through New Year holidays, or so that incoming faxes are not printed on holidays and at night. Also, you can set exception to holidays or a specific day, or switch to exception manually. Setting an exception allows for more flexible operations.

### **∂**∂ Refer

- For examples on exception, refer to the following:
  - -"Example of Exception Specify Day of Week and Hours of a Day"(P.14)
  - -"Example of Exception Specify Period"(P.15)
- · For more details on settings, refer to the following:
  - -"Set Exception"(P.51)
  - -"Setting the Switch Operation and Output Destination"(P.38)

### Naming Folders/Files Based on Address Book

If you set up the Address Book of the multifunction device, incoming faxes, and folders where they are saved, are automatically given the sender names registered with the Address Book.

If you specify the sort setting so that folders can be automatically created, the names of the folders where faxes are saved become "{name in the Address Book}@{incoming fax information}".

For example:

FujiTaro@012345678

However, if faxes sent from the fax numbers that are not registered with the Address Book are received, characters before "@" are not added to the names.

For example:

012345678

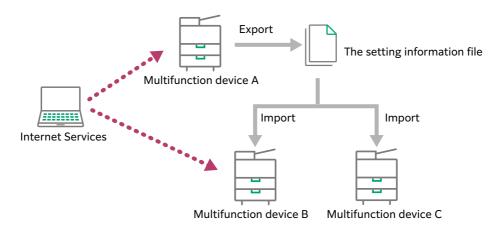
The file names of faxes can be set in combination of the names in the Address Book, the received date-and-time, and the machine numbers (serial numbers).

For example:

FujiTaro\_20181012133005.xdw

### **Export/Import of Setting Information**

The setting information set with FUJIFILM IWpro Fax Delivery can be exported as a file using Internet Services. By importing the exported file into other multifunction devices, the same settings can be configured on them.





- When using multi-factor authentication, you need to login with the following account on the import destination multifunction device.
  - Account of the service administrator of FUJIFILM IWpro having access to Working Folder

### How to Set up FUJIFILM IWpro Fax Delivery

FUJIFILM IWpro Fax Delivery can be set up through the control panel of the multifunction device or using Internet Services.

The following table shows what you can set in each method.

O: Can be set

-: Cannot be set

	What you can set	The control panel of the multifunction device	Internet Services
Setting incoming folders and behaviors upon receipt		0	0
	Setting Working Folder as the transfer destination	0	0
	Setting other cloud services as the transfer destination	O*1	O*1
	Setting FTP/SMB as the transfer destination	O*2	O*3
	Setting e-mail address as the transfer destination	0	O*3
Displaying the exception		0	0
E>	cception setting	-	0
Switching normal/exception operation manually		0	-
Stop and resuming of automatic transfer		0	0

What you can set	The control panel of the multifunction device	Internet Services
Stop and resuming of the service by line	0	0
Export/import of the setting information	-	0
Check/export/import of the user information	_	0
Download of operation history	-	0

- \*1 Other cloud services must be linked in advance. For details, refer to the "Initial Setup".
- \*2 Select from the Address Book that already set up on the multifunction device or enter the address directly. Also, the password must be entered.
- \*3 It must be specified by directly entering the server address and authentication information, or the e-mail address on the setting screen of FUJIFILM IWpro Fax Delivery. It cannot be specified using the Address Book of the multifunction device.

- Refer
   "5 Setup through Control Panel of Multifunction Device" (P.21)
  - "6 Setup Using Internet Services"(P.40)

# 2 Examples of Using FUJIFILM IWpro Fax Delivery

This chapter introduces examples of using FUJIFILM IWpro Fax Delivery.

### **Use Sort Feature**

You can automatically sort incoming faxes by received information or received date. By registering fax numbers with the Address Book of the multifunction device, the registered names can be used for folder names or file names.

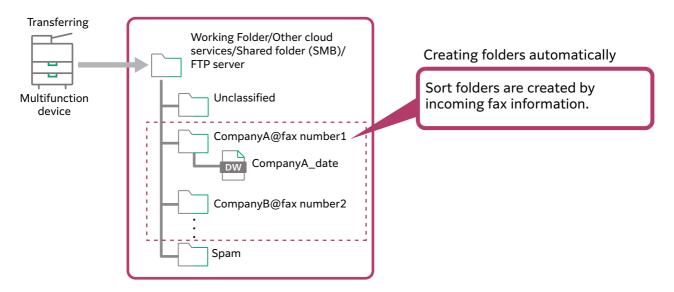
### E-mail notification If [Notification Destination] is set, notification e-mails of the processing results will be sent to the specified destination. We recommend that you enable this feature. Transferring Multifunction device Working Folder/Other cloud services/Shared folder (SMB)/ FTP server File name Unclassified Names registered with CompanyA@fax number1 the Address Book of the Automatic sort multifunction device are |CompanyA\_date searched and they are Incoming faxes are used for file names. CompanyB@fax number2 automatically sorted in accordance with the specified fax attribute. If there are Fax numberN no folders, folders can be created Spam automatically. Fax numberN Junk (spam) faxes Move the folder in which unnecessary faxes are transferred under the Spam folder. After that, faxes sent from the same fax

number are sorted into the Spam

folder.

### **Example of Using Sort Feature - At Start of Use**

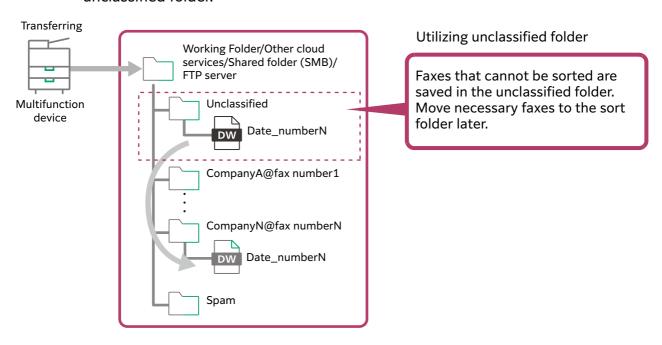
At the start of the FUJIFILM IWpro Fax Delivery service, there are no folder into which incoming faxes are sorted. If you enable the setting "Auto Create Folder if Non-Existent", folders are automatically created by incoming fax information and they are sorted into the created folders. This setting allows you to automatically create sort folders for faxes that are frequently received.



### **Example of Using Sort Feature – After the Service Is Stable**

After the sort folders for faxes that are frequently received are created, disable the setting "Auto Create Folder if Non-Existent". After disabling the setting, incoming faxes that are not sorted into the current sort folders are sorted into the unclassified folder.

You can save only important faxes in the sort folders created by incoming fax information, and store the faxes that are not received frequently in the unclassified folder, and then sorted out the required faxes stored in the unclassified folder.



# **Example of Using Sort Feature – Configuration Examples of User Information**

The user information is an information for sorting the received fax documents for each user.

You can sort documents into folders for each user assigned to a phone number or G3ID.

User information can be set by importing the user information file.

You can create a new user information file by following to the rules, but we recommend you to use a template file that is registered in the system in advance.

### **Steps**

**1** Acquire a template file of the user information file.



- If you have never imported a user information file, you can acquire a template file of the user information file by performing "Export the User Information" (P.55).
- **2** Create a user information file.

**∂** Refer

- For more details, refer to "Import the User Information" (P.56).
- **3** Import the user information file.

**∂** Refer

- For more details, refer to "Import the User Information"(P.56).
- 4 Check the user information file.

**∂** Refer

• For more details, refer to "Checking the User Information" (P.55).

### Example of Exception – Specify Day of Week and Hours of a Day

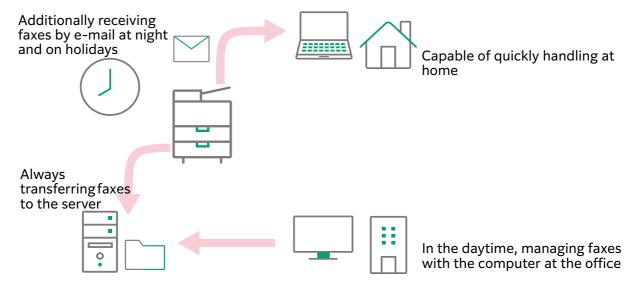
You can set the exception by specifying the day of the week and hours of a day. The following introduces examples of setting the exception.



• If you have configured the setting so that incoming faxes can be sorted for each fax number, we recommend that you set an exception that does not affect the sorting by fax number. For example, not apply different behavior settings at the daytime and night but set the exception so that faxes are additionally sent via e-mail only at night or so that faxes are not printed on paper only at night.

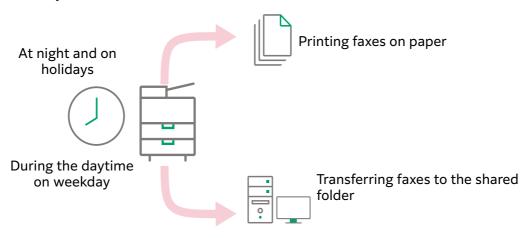
### Example 1: I want to transfer faxes to the server during the daytime and additionally receive them via e-mail at night

Transfer incoming faxes to the server all the time and manage them on the computer at the office during the daytime. Send them by attaching them to emails so that they can be handled at night and on holidays at home.



### Example 2: I want to transfer faxes to computers during the daytime and print them on paper at night due to computer shutdowns

Transfer incoming faxes to the shared folder on the computer for business purpose during the daytime. Switch to printing them on paper at night and on holidays.



### **Example 3: Printing at night causes to activate the security system**

Print incoming faxes on paper during the daytime because they can be handled on time. And store them on the incoming folder without printing at night. In the office hours next day, the persons in charge can check faxes stored on the incoming folder and sort them manually.

### Example 4: I want to work even outside the office or at home

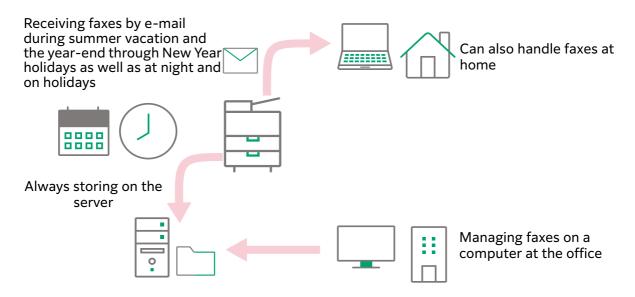
You can receive faxes even outside the office by specifying e-mail or Working Folder as transfer destination. If you are often out of the office or work at home, we recommend that you configure settings as described below.

- Setting to print faxes and transfer them via e-mail during the daytime, and to transfer them only via e-mail at night
- Setting to store faxes on the server and Working Folder during the daytime, and to additionally send e-mail notifications at night

### **Example of Exception - Specify Period**

Other than Daily Exception Period, up to three exception periods can be set. For example, you can specify the certain period such as summer vacation and the year-end through New Year holidays as the exception periods and set the exception.

## Example 5: Ordinarily I want to transfer faxes to the server, and to additionally receive them via e-mail on long holidays



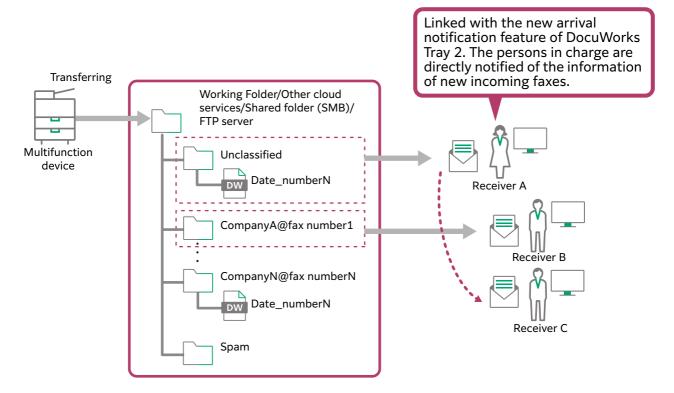
### **Example of Notification - Link with DocuWorks Tray 2**

The FUJIFILM IWpro Fax Delivery service can be linked with DocuWorks Tray 2.

If you link sort folders and the unclassified folder with the new arrival notification feature of DocuWorks Tray 2, the persons in charge will be directly notified of the information of new incoming faxes that are automatically sorted. This setting allows you to handle incoming faxes that are not frequently received timely without missing them.

### Note

 DocuWorks Tray 2 is an optional software for DocuWorks that allows you to deliver and receive electronic documents. For more information, refer to manuals provided with DocuWorks.



# **3** System Requirements

### **Multifunction Devices**

FUJIFILM IWpro Fax Delivery is available on the multifunction devices that satisfy the following requirements.

If your multifunction device does not satisfy the requirements, purchase our optional components as needed.

- Storage
- System memory with 2 GB or more
- Printer Kit
- Scanner Kit
- Fax Kit

You can check the storage and the system memory of your multifunction device by the following procedures.

### **Steps**

- 1 Press [Device Status] > [Details].
- 2 Select [Device Configuration].
- 3 Check that [Storage] is shown on the screen and the value for [System Memory Size] is 2,048 MB or larger.

### FTP/SMB Server as Forwarding Destination

FTP and SMB servers used for FUJIFILM IWpro Fax Delivery must satisfies the following requirements.

### **For Windows**

FTP and SMB servers included in IIS (Internet Information Services) provided by Windows are supported.

The supported operating systems are as follows.

- Windows Server 2022
- Windows Server 2019
- · Windows Server 2016
- · Windows 11
- Windows 10

### For Mac OS

SMB servers included in the file sharing features provided by Mac OS are supported.

The supported operating systems are as follows.

- macOS 13 Ventura
- macOS 12 Monterey
- macOS 11 Big Sur
- macOS 10.15 Catalina

### Other Cloud Services as Transfer Destination

FUJIFILM IWpro Fax Delivery enables received documents to be transferred to the following cloud services.

- Working Folder
- Box
- Dropbox
- Google Drive
- · OneDrive for Business
- SharePoint Online

Box, Dropbox, Google Drive, OneDrive for Business, and SharePoint Online are referred to as "other cloud services".



- Working Folder is a service to store user's documents in a storage area we provide.
   To use Working Folder, contract is additionally necessary.
- To use other cloud services, an additional contract is necessary.

# 4 Environmental Settings

This chapter describes the environment settings of your multifunction device to use FUJIFILM IWpro Fax Delivery.

### **Multifunction Device Settings**

To use FUJIFILM IWpro Fax Delivery, the following settings are necessary. Before using this service, make sure that each item is correctly set. For details of the setting method, refer to the manual of your multifunction device.

Items	Required settings
SOAP port	<ul><li>[Device] &gt; [Network Settings] &gt; [Port Settings] &gt; [SOAP]</li><li>SOAP - Port Status: Enabled</li><li>SOAP - Port Number: 80</li></ul>
FTP Client*1	[Device] > [Network Settings] > [Port Settings] > [FTP Client] • FTP Client - Port Status: Enabled
SMB Client*2	<ul><li>[Device] &gt; [Network Settings] &gt; [Port Settings] &gt; [SMB Client]</li><li>SMB Client - Port Status: Enabled</li></ul>
Outgoing Mail Settings (SMTP)*3	<ul><li>[Device] &gt; [Network Settings] &gt; [Port Settings] &gt; [Send E-mail]</li><li>Send E-mail - Port Status: Enabled</li></ul>
	<ul> <li>[Device] &gt; [Network Settings] &gt; [Outgoing / Incoming E-mail Settings] &gt; [SMTP Server Settings]</li> <li>SMTP Server Name / IP Address</li> <li>SMTP Server Port Number</li> </ul>
	[Device] > [Network Settings] > [Device Email Address / Host Name] • E-mail Address
E-mail Notification Service <sup>*3</sup>	[Device] > [Network Settings] > [Port Settings] > [Email Notification Service] • Email Notification - Port Status: Enabled
Embedded Plug-ins	<ul><li>[Device] &gt; [System Settings] &gt; [Plug-in Settings]</li><li>• Embedded Plug-ins: Enabled</li></ul>
Web Browser Setup	<ul> <li>[Device] &gt; [App Settings] &gt; [Web Browser Setup]</li> <li>Web Applications Version: V5</li> <li>Clear Cache upon Closing: Disabled</li> <li>Use Cache: Enabled</li> </ul>
Fax line	<ul> <li>Enabled one or more fax lines</li> <li>Note</li> <li>IP Fax (SIP) is not supported.</li> </ul>

- \*1 Set it if you want incoming faxes to be transferred to FTP servers.
- \*2 Set it if you want incoming faxes to be transferred to shared folders via SMB.
- \*3 Set it if you want incoming faxes to be forwarded by e-mail or you want e-mail notifications to be sent.

## **Internet Services Settings**

Item	Settings
Enable Add-on Apps	[Apps] > [App Settings] • Enable Add-on Apps: Enabled
Embedded Plug-ins	[System] > [Plug-in Settings] • Embedded Plug-ins: Enabled

### 5 **Setup through Control Panel of Multifunction Device**

This chapter describes how to set up the FUJIFILM IWpro Fax Delivery service through the control panel of the multifunction device. To set up this service, you must have system administrator rights of the multifunction devices.



· Only system administrators can operate this service. This service is not available for login users even if they are given system administrator rights in the user role setting.

### **Paperless Fax Setup Wizard**

When setting the FUJIFILM IWpro Fax Delivery for the first time from the control panel of the multifunction device, use Paperless Fax Setup Wizard.



### - Note

- Pressing [Advanced Settings] displays the setting screen for [FUJIFILM IWpro Fax Delivery]. For details, refer to "Create Incoming Folders for Faxes and Set Behaviors upon Receipt"(P.25).
- You cannot return to the [Paperless Fax Setup Wizard] screen from the [FUJIFILM IWpro Fax Delivery] settings screen. Return to the home screen and press [FUJIFILM IWpro Fax Delivery] to try again.

### **Steps**

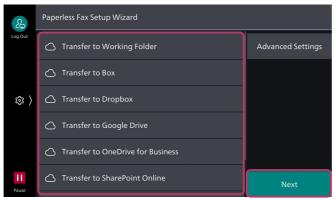
- f 1 Enter the system administration mode on the control panel of the multifunction device.
- **2** Press [FUJIFILM IWpro Fax Delivery].
- **3** If the system administrator ID and password are not registered, enter the information and register in the application.
- 4 Enter [User ID] and [Password] of the service administrator of FUJIFILM IWpro, and press [Login].



### Note

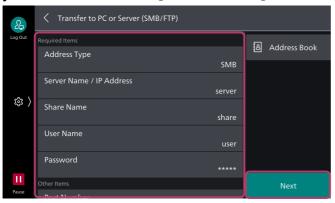
- The email address used for login will be set as the notification destination for transfer results to FUJIFILM IWpro.
- Once you log in, the login screen will not appear from next time. However, if you do not use the service for a certain period of time, the login screen will appear again.
- To transfer documents to another cloud service, log in with an account connected to the other cloud service. The transfer will be made using the logged-in account. If the account information changes, please update it in [View/Change FUJIFILM IWpro Authentication Credentials].
- To transfer documents to Working Folder, log in with an account having access to Working Folder. For more information, contact the administrator of Working Folder.
- **5** Select the line to configure, then press [Next].

### **6** Select a destination type, and press [Next].



### **7** Specify each item, and press [Next].

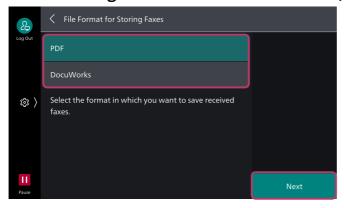
If an FTP or SMB server is registered in the multifunction device's address book, you can select it from [Address Book].



### Note

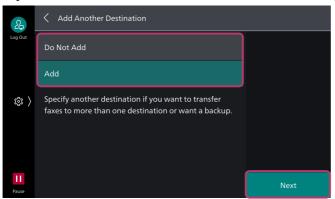
- For more details of each item, refer to step 8 of "Create Incoming Folders for Faxes and Set Behaviors upon Receipt" (P.25).
- If you specify an FTP server or a shared folder (SMB) as a destination where incoming faxes are transferred, configure the Address Book of the multifunction device in advance. The Address Book of the multifunction device can be configured from [Address] on the Home screen.

### **8** Select a saving format of received documents, and press [Next].



**9** Select whether to add a destination, and press [Next].

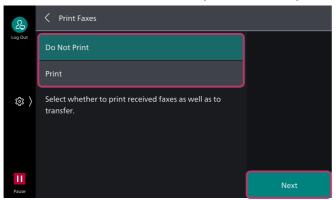
If you select [Do Not Add], move to the next screen. If you select [Add], set the second destination (return to step 6).



10 Select whether to print the received fax document on paper, and then press [Next].

### Note

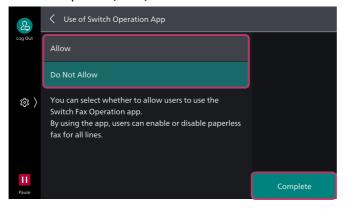
• If you have set any exception operations, the [Complete] button will be displayed instead of [Next]. Push to proceed to step 12.



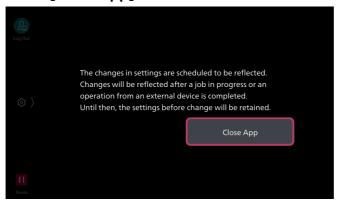
11 Select whether you want to manually switch between normal operation and exception operation, and press [Complete].

### **□** Note

• If you select manual switching, printing (paper output) will be automatically set as exception operation. For details on how to set other exception operations, see "Set Exception" (P.51).



### 12 Press [Close App].



### **Display the Setting Screen**

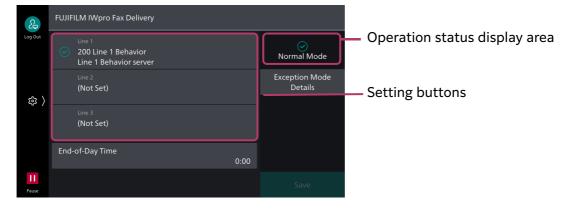
### **Steps**

- 1 Enter the system administration mode on the control panel of the multifunction device.
- **2** Press [FUJIFILM IWpro Fax Delivery].
- 3 If the [Register System Administrator ID/Password] screen appears, enter the system administrator ID and passcode that are registered with the multifunction device, and press [Register].
  - Note
    - This screen appears when the system administrator's ID and passcode are not registered with FUJIFILM IWpro Fax Delivery, or have changed on the multifunction device.
- **4** Press [Advanced Settings]. The [FUJIFILM IWpro Fax Delivery] screen appears.

### **Details of the Setting Screen**

### [FUJIFILM IWpro Fax Delivery] Screen

Specify an incoming folder for faxes and the behaviors upon receipt for each fax line.



Items	Descriptions
Setting buttons	Press a button to display each settings screen.
Operation status display area	Displays [Normal Mode] during the normal operation, [Exception Mode] during the exception operation.
Exception Mode Details	Displays the exception of the automatic sort that has been set.  Note  • The exception cannot be set on this screen. The exception can be set with the Internet Services. For more information, refer to "6 Setup Using Internet Services" (P.40).

### **Create Incoming Folders for Faxes and Set Behaviors upon** Receipt

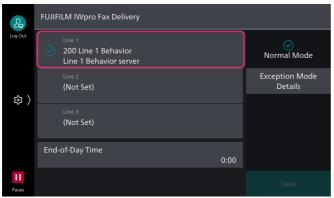
With the FUJIFILM IWpro Fax Delivery service, you can set incoming folders for faxes and behaviors upon receipt.



• If you specify an FTP server or a shared folder (SMB) as a destination where incoming faxes are transferred, configure the Address Book of the multifunction device in advance. The Address Book of the multifunction device can be configured from [Address] on the Home screen. You can also enter the address directly.

### **Steps**

- **1** Display the [Paperless Fax Setup Wizard] screen.
- **2** Press [Advanced Settings].
- **3** Press the setting button for Line 1.



- 4 Specify an incoming folder for faxes in the following steps.
  - (1) Press [Folder] on the [Line 1] screen.
  - (2) Specify a folder number in [Folder Number] in either of the following.
    - Entering a folder number directly
    - Setting an available folder number automatically
  - (3) If an unused folder number is selected, enter a folder name of up to 20 characters in [Folder Name].
  - (4) Press [OK].

### Note

• If a folder has already been created, press [Folder], then change [Folder Number] and [Folder Name].

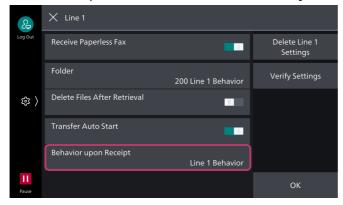
### **5** Set [Delete Files After Retrieval] and [Transfer Auto Start] as necessary.

Items	Descriptions
Delete Files After Retrieval	If this feature is enabled, faxes in the incoming folder will be automatically deleted after transferred or printed.
	<ul> <li>Note</li> <li>Even if this feature is enabled, faxes in the incoming folder are not deleted when they are retrieved with the Internet Services.</li> <li>Depending on the settings specified for [System Settings] on the multifunction device, faxes in the incoming folder may be forcedly deleted regardless of this setting. For details, refer to "Notes and Restrictions" (P.66).</li> </ul>
Transfer Auto Start	If this feature is enabled, incoming faxes will be transferred and sorted automatically.

If you enabled [Transfer Auto Start], go to step 6. If not, go to step 12.

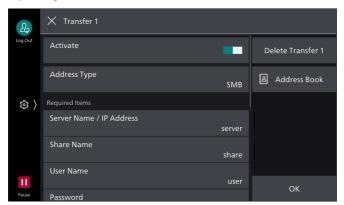
**6** Press the setting button for [Behavior upon Receipt].

When the specified folder is linked with a job flow, the job flow name is displayed.



The Behavior upon Receipt settings screen appears.

- 7 Enter a behavior name up to 32 characters.
- **8** Specify a destination to be transferred in the following steps.
  - (1) Press [Transfer 1] or [Transfer 2].
  - (2) Specify each item.



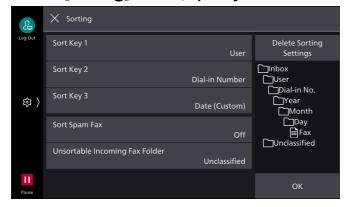
Items	Descriptions
Address Type	Select the destination type you want to set as the forwarding destination from the displayed list.
Address Book	Press this icon to display the Address Book and select a destination.  When you select an SMB/FTP server for the destination type and the [Save Location Password] screen is displayed, enter the password to access the server.  Note  • You can edit the Address Book from [Address Book] on the multifunction device.
Server Name / IP Address	This item is displayed when an SMB/FTP server is selected for the destination type. Enter the server name or IP address.
Share Name	This item is displayed when an SMB server is selected for the destination type. Enter the share name.
User Name	This item is displayed when an SMB/FTP server is selected for the destination type. Enter the user name.
Port Number	This item is displayed when an SMB/FTP server is selected for the destination type. Enter the port number. If you press [Reset to Standard (139)], the port number is set to 139.
Transfer Destination	This item is displayed when other cloud services are selected for the destination type. Specify the folder where you want to save faxes.
Save Location	This item is displayed when an SMB/FTP server is selected for the destination type. Specify the location where you want to save documents as a subfolder of the shared folder.
Authentication Setup Status	This item is displayed when Working Folder is selected for the destination type.  Enter the information to log in to the Working Folder specified as the transfer destination.  Note  To enable [Use Multi-Factor Authentication], log in with a service administrator's account of FUJIFILM IWpro having access to Working Folder.
Destination URL	This item is displayed when Working Folder is selected for the destination type. Check the URL of the transfer destination folder with a browser, and enter the character string after "web/".
Email Address	This item is displayed when Email address is selected for the destination type. Enter the destination using the keyboard that appears when you press the button.

Items	Descriptions
Password	This item is displayed when an SMB/FTP server is selected for the destination type.  Set a password to access the destination.  Important  If you want to use the information of the destinations to be saved set with Paperless Fax Settings (free application) without any change, you must enter the password.  You can also set the password on the password entry screen that appears after you press [Save] on the [FUJIFILM IWpro Fax Delivery] screen.
Resend Attempts	Specify whether to retransmit files automatically when transmission fails. Pressing this item displays the [Resend Attempts] screen and allows you to specify the number and interval of retransmission.
Sorting	This item is displayed when a destination other than e-mail attachment is selected for the destination type.  Specify whether to automatically sort incoming faxes in accordance with conditions.
File Format	Select a file format to be saved.  If you want characters to be converted to editable text, select the file format that is with "OCR".
PDF Security/ DocuWorks Security	This item is displayed when a destination other than e-mail attachment is selected for the destination type. You can set passwords and restrictions on documents to be saved.  Note  When [E-mail] is sent for the address type, this item cannot be specified.
Auto Upright Orientation	Specify whether to enable the Auto Upright Orientation feature.

- (3) If you select the destination of SMB/FTP server from Address Book, enter a password to access the destination.
  - If you do not set the password, press [OK] without setting anything.
- (4) If you change the destination, press [Verify Settings] on the [Line 1] screen to check whether the destination is valid.



- When you want to run [Verify Settings], save the settings fisrt before you run it. Press [Save] on the [FUJIFILM IWpro Fax Delivery] screen.
- (5) On the [Sorting] screen, specify conditions to sort incoming faxes.

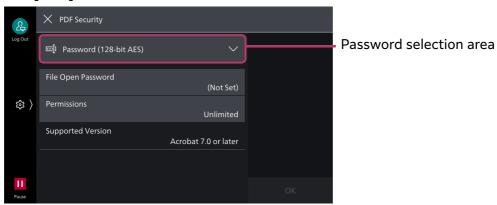


Items	Descriptions
Sort Key 1 to 3	Specify the sorting method for each sort key. The same sorting method cannot be selected for sort keys 1 to 3.
	If [User] is selected, a folder of the registered user name based on the user information file is automatically created.  Note
	<ul> <li>[User] is displayed when the user information file is registered.</li> </ul>
	<ul> <li>If [Sender G3 ID] is selected, incoming faxes are sorted using G3ID. Also set the following:</li> <li>Auto Create Folder If None Found: If this item is enabled, when the folders corresponding to incoming faxes do not exist on the transfer destination, folders are automatically created there.</li> </ul>
	If this item is disabled, when the folder corresponding to incoming faxes do not exist on the transfer destination, these faxes are transferred to the [Unsortable Incoming Fax Folder].
	Note  • If the address book of the multifunction device is set, when [Sender G3 ID] is selected for the sorting definition, the save destination folder of the fax document is created with the name "{name in the Address Book}@{incoming fax information}".
	<ul> <li>If you create a folder in the transfer destination manually, the documents will be sorted if they match the sort settings. When [Sender G3 ID] is selected for the sorting definition, you can set any name to the {name in the Address Book} part before @ in the folder name.</li> </ul>
	If [Date (Year/Month Day)] is selected, 2 folders with separate levels ("Year" an "Month Day") are automatically created, and the corresponding date are added to the folder name.
	<ul> <li>If [Date (Custom)] is selected, also set the following:</li> <li>Year/Month/Day:</li> <li>If this item is enabled, the corresponding date are added to each folder name as destination of document.</li> </ul>
	<ul> <li>Create Year-Month-Day Folder:         If this item is enabled, a folder is automatically created, and the corresponding date is added to the folder name.     </li> </ul>
	If this item is disabled, multiple folders are automatically created, and the corresponding date is added to each folder name.
	<ul> <li>Important</li> <li>If you transfer fax documents to the same Google Drive folder from multiple multifunction devices at the same time, multiple folders with the same name may be created.</li> </ul>

Items	Descriptions
Sort Spam Fax	If this item is enabled, faxes classified as junk (spam) faxes will be saved in the folder specified in [Spam Fax Folder Name].
	<ul> <li>Note</li> <li>To classify junk (spam) faxes, move incoming faxes that you want to classify as junk (spam) faxes including the folder in which they are stored under the junk (spam) folder. For more information, refer to "Sort Junk (Spam) Faxes" (P.37).</li> </ul>
Unsortable Incoming Fax Folder	Enter a name of the folder to which faxes that are not to be sorted are saved. The name can be up to 40 characters.
Spam Fax Folder Name	Enter a name of the folder where junk (spam) faxes are saved. The name can be up to 40 characters.
Delete Sorting Settings	Returns all of the sort keys 1 to 3 to [(Not Set)].

# (6) On the [PDF Security] or [DocuWorks Security] screen, specify passwords and restrictions on documents to be saved.

• If [PDF] is selected



Items	Descriptions
Password selection area	Specify whether to set security for PDF documents.  Note When setting security, be sure to set either of [File
	Open Password] or [Permissions].
File Open Password	Specify whether to set a password to open the document.
	If [On] is selected, also set the following: • Password
	Note Note
	<ul> <li>You cannot set a same character string for [File Open Password] and [Security Password].</li> </ul>

Items	Descriptions
Permissions	Specify whether to restrict editing and printing of PDF documents.
	If [Security Password] is set, set the following: • Security Password • Printing:
	Select whether or not to allow printing of the document.
	Changes Allowed:     Select whether or not to allow changes to the document.
	Copying of Content:     If this item is enabled, you can copy the content in the document. If this item is disabled, you cannot copy it.
	Screen Reader Text Access:     If this item is enabled, the text access by a screen reader is allowed. If this item is disabled, the access is restricted.
	<ul> <li>Note</li> <li>You cannot set a same character string for [File Open Password] and [Security Password].</li> <li>When setting an authority password, enter at least one character.</li> </ul>
Supported Version	If you select [Password (128-bit AES)], [Acrobat 7.0 and later] is displayed. If [Password (256-bit AES)] is selected, [AcrobatX and later] is displayed.

### • If [DocuWorks] is selected



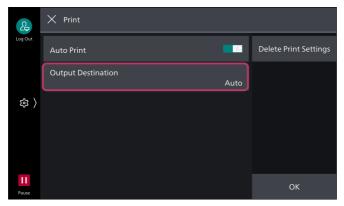
Items	Descriptions
Password selection area	Specify whether to set security for DocuWorks documents.
Encryption Algorithm	If you select [Password (V5 or Later)], [128-bit AES] is displayed. If [Password (V8 or Later)] is selected, [256-bit AES] is displayed.
Restricted Operations	Specify whether to set each of the following restrictions about the operations related to DocuWorks documents.  • No File Editing  • No Annotation Editing  • No Printing  • No Copying
Open Password	Specify whether to set a password to open DocuWorks documents.

Items	Descriptions
Full Access Password	Specify whether to set a full access password.

- **9** If you want to print the incoming faxes, perform the following steps.
  - (1) Press [Print] on the Behavior upon Receipt settings screen.
  - (2) If you want to print the incoming faxes, press the output destination display area to select where to output prints.

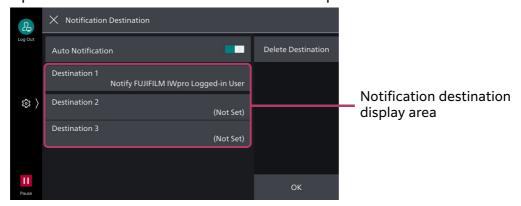
### **□** Note

• Depending on your multifunction device, only [Auto] may be displayed for output destination.



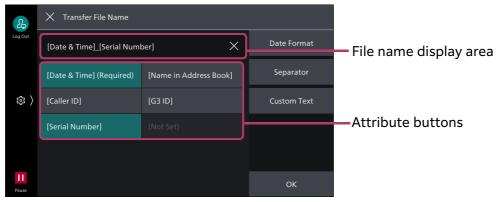
- 10 If you want to notify users other than the user logged in to FUJIFILM IWpro of the results of automatic transfer jobs, perform the following steps.
  - (1) Press [Notification Destination] on the Behavior upon Receipt settings screen.
  - (2) Enter the e-mail address using the keyboard that appears when you press the notification destination display area.

Up to three notification destinations can be specified.



- **11** Specify the file name in the next step.
  - (1) Press [Transfer File Name] on the Behavior upon Receipt settings screen.

# (2) Specify the file name of incoming faxes to be saved with attribute buttons and any string.



Items	Descriptions
File name display area	The specified file name is displayed.
Attribute buttons	If you press each button, an attribute value corresponding to each button will be acquired from incoming faxes and will be set as file names.  Pressing multiple buttons allows files to be given names in combination of their attribute values. A character selected from [Separator] is inserted between attributes.  Important  If you transfer files with the same name to the same FTP server from multiple multifunction devices, the files may be overwritten because the file name is the same. To prevent this from happening, configure [Received Date & Time] and [Serial Number] for the file name.  If you transfer files with the same name to the same Google Drive folder from a multifunction device, multiple files with the same name may be created. To lower the frequency of this happening, configure [Received Date & Time] and [Serial Number] for the file name.  Note  [Received Date & Time] must be selected.  If the destination type is [E-mail] for both [Transfer 1] and [Transfer 2], [Name in Address Book] cannot be specified.  [Serial Number] is the machine number (serial number) of the multifunction device that has received faxes. If
	you set [Serial Number], the file names allow you to identify which multifunction device has transferred faxes.
Date Format	Select a format for [Received Date & Time].
Separator	Select a character that is inserted between attributes or an attribute and a custom text.
Custom Text	Enter any string up to 40 characters in the area. The custom text can be specified in combination with attribute buttons. A character selected from [Separator] is inserted between attributes and a custom text.

- 12 Specify whether to add attributes to the transferred file.
  - (1) Press [Attributes to Add to Transfer File] on the Behavior upon Receipt settings screen.
  - (2) Select [Do Not Add], [Attributes with Values], or [All Attributes].

If [Attributes with Values] is selected, attribute value is not added when attribute information is not acquired.

If [All Attributes] is selected, [Unknown] is added as attribute value when attribute information is not acquired.

You can add the following attributes:

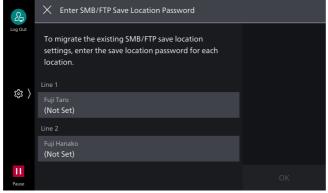
- Received Date & Time
- Remote Terminal Name
- Remote Terminal ID
- Caller ID
- Dial-in Information
- Process Flag
- Name in Address Book

### **Important**

- This item is not displayed when the destination type is set to [E-mail].
- You cannot set this item when the file format is set to [TIFF].
- Setting is applied to both [Transfer 1] and [Transfer 2].
- Only the received date is added as Received Date & Time. The received time is not added.
- **13** Press [OK], and return to the [FUJIFILM IWpro Fax Delivery] screen. The specified Behavior upon Receipt setting is displayed for [Line 1].
- 14 If you want to set other lines, repeat step 2 to 12.
- **15** After the setting is complete, press [Save].
- 16 If the [Enter SMB/FTP Save Location Password] screen appears, enter the password to access the destination to be saved in the following steps.



- This screen appears when you use the information of the destinations to be saved set with Paperless Fax Settings (free application) without any change. To migrate the information. of the destinations to be saved set with Paperless Fax Settings (free application) to FUJIFILM IWpro Fax Delivery, you must reenter the password.
- If the password is already entered in step 8, the destinations to be saved will not be displayed.
- (1) Press the destination displayed in the list.



(2) Enter the password to access the destination, and press [OK]. If the password is not set, press [OK] without entering anything.

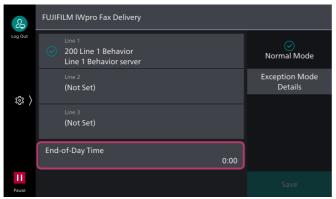
- (3) Repeat step (1) and (2) for all the destinations displayed on the [Enter SMB/FTP Save Location Password].
- (4) After all the password settings are complete, press [OK]. Incoming folders for FUJIFILM IWpro Fax Delivery are configured on the multifunction device.

### **Setting the End-of-Day Time**

When date is selected as a sort key, faxes received at or after the set time are transferred to the folder corresponding to the date of the next day.

### **Steps**

- 1 Display the [Paperless Fax Setup Wizard] screen.
- **2** Press [Advanced Settings].
- **3** Press [End-of-Day Time].



- 4 Change the settings for end-of-day time as necessary.
- **5** Press [OK].
- 6 Press [Save].



• The settings for end-of-day time are commonly applied to lines 1 to 3, exception operation, and transfer 1 or 2.

### **Temporarily Stop Transferring Faxes**

You can temporarily stop automatic transfer of incoming faxes.

The faxes are stored in the incoming folder.

### **Steps**

- 1 Display the [Paperless Fax Setup Wizard] screen.
- **2** Press [Advanced Settings].
- **3** Press the setting button of the line for which you want to stop the transfer process.

- 4 Disable [Transfer Auto Start], and press [OK].
- **5** Press [Save].

The transfer jobs stop.



• To resume transfer jobs, enable [Transfer Auto Start] again and press [Save] on the [FUJIFILM IWpro Fax Delivery] screen.



• Even if transfer jobs are resumed, the faxes in the incoming folder that have been stored while the [Transfer Auto Start] feature is disabled will not be transferred to the destination. To transfer the faxes stored in the incoming folder, refer to "8 Notes and Restrictions"(P.66).

### Disable FUJIFILM IWpro Fax Delivery Service and Change to **Print Faxes on Paper**

You can disable the FUJIFILM IWpro Fax Delivery service by cancelling the links between fax lines and folders.

You can also temporarily print faxes on paper in the same procedure.

### **Steps**

- **1** Display the [Paperless Fax Setup Wizard] screen.
- **2** Press [Advanced Settings].
- **3** Perform the following steps.
  - (1) Press the setting button of the line for which links are canceled.
  - (2) Disable [Receive Paperless Fax] and press [OK].
- 4 Press [Save].



### **⊢**≔ Note

- To resume the FUJIFILM IWpro Fax Delivery service, enable [Receive Paperless Fax] again, and specify the box number specified before in [Folder].
- Even if you disable [Receive Paperless Fax], the incoming folders for FUJIFILM IWpro Fax Delivery cannot be deleted. Select [Send from Folder] to delete the folders.

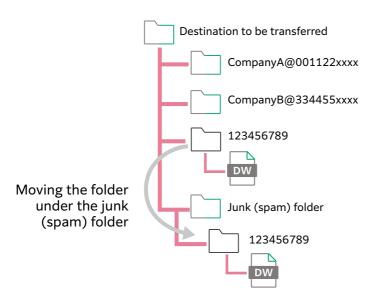
### Sort Junk (Spam) Faxes

You can sort junk (spam) faxes into folders that are different from incoming folders.

On the setting screen of FUJIFILM IWpro Fax Delivery, enable [Sort Spam Fax] for [Sorting], and specify a name of the folder where junk (spam) faxes are saved. Junk (spam) faxes can be identified in either of the following ways.

- Create a folder whose name is a fax number under the junk (spam) folder. For example, if faxes sent from the fax number "123456789" are junk (spam) faxes, crate a folder whose name is "123456789". After that, faxes sent from the fax number "123456789" are transferred to the "123456789" folder under the junk (spam) folder.
- Move the already received faxes including the folder in which they are stored under the junk (spam) folder.

After that, faxes with the same incoming fax information are transferred to the folder moved under the junk (spam) folder.



### **Displaying the Admin Menu**

The following describes how to display the [Admin Menu] screen of FUJIFILM IWpro Fax Delivery.

#### **Steps**

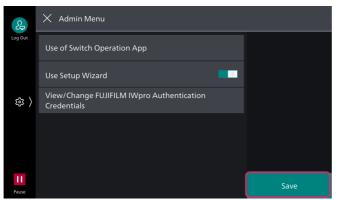
- 1 Enter the system administration mode from the control panel of the multifunction device.
- 2 Press [FUJIFILM IWpro Fax Delivery].
- 3 If the [Register System Administrator ID/Password] screen appears, enter the system administrator ID and passcode that are registered with the multifunction device, and press [Register].



· This screen appears when the system administrator's ID and passcode are not registered with FUJIFILM IWpro Fax Delivery, or have changed on the multifunction

## 4 Press 🕸 > [Admin Menu].

The [Admin Menu] screen is displayed.



### **Setting the Switch Operation and Output Destination**

Press [Use of Switch Operation App] on the [Admin Menu] screen to display the [Use of Switch Operation App] screen.

By enabling [Allow] on the [Use of Switch Operation App] screen, you can use the [Switch Fax Operation] app to manually switch between the usual mode and exception mode.

### **A** Refer

• For information on setting the exception mode, refer to " Set Exception" (P.51).

You can press [Output Destination] on the [Use of Switch Operation App] screen to change the output destination.



 Only [Auto] may be displayed as the output destination for some multifunction device models.

### Displaying the Paperless Fax Setup Wizard

By enabling [Use Setup Wizard] on the [Admin Menu] screen, you can display the setup wizard for configuring the line from the control panel of the multifunction device as the initial screen.



• When [Use Setup Wizard] is enabled, the [FUJIFILM IWpro Fax Delivery] configuration screen is displayed by pressing [Advanced Settings] on the control panel of the multifunction device.

### Changing the Authentication User for FUJIFILM BI Direct

[View/Change FUJIFILM IWpro Authentication Credentials] is displayed on the [Admin Menu] screen.

If the account that configured transfer to another cloud service has been changed, the ID or password must also be changed in FUJIFILM IWpro Fax Delivery.

Press [Change] on the [View/Change FUJIFILM IWpro Authentication Credentials] screen, enter the user ID and password in [User ID] and [Password] on the displayed screen, then press [Login].

### **Switching Normal/Exception Operation Manually**

You can switch normal/exception operation manually.

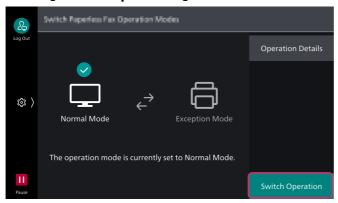
The following steps describe how to switch normal operation to exception operation manually.



- You cannot switch operations when exception is not set. For more details, refer to "Set Exception" (P.51).
- You cannot switch operations when the multifunction device is in operation or a job is in process.
- When switching to exception, it will automatically return to normal operation according to the exception period.
- If you do not want users to switch operation, please hide this feature.

#### **Steps**

- 1 Press [Switch Fax Operation] on the home screen of the multifunction device. The [Switch Fax Operation] screen appears.
- **2** Press [Switch Operation].



The operation is being switched, and a check mark appears above [Exception Mode] when the switch is complete.



- The operation status does not switch immediately, but switches after the following conditions:
  - When auto clear is executed
  - When Power Saver mode
  - After power is switched OFF/ON

### **Setup Using Internet Services** 6

This chapter describes how to set up the FUJIFILM IWpro Fax Delivery service using Internet Services. To set up this service, you must have system administrator rights of the multifunction devices.

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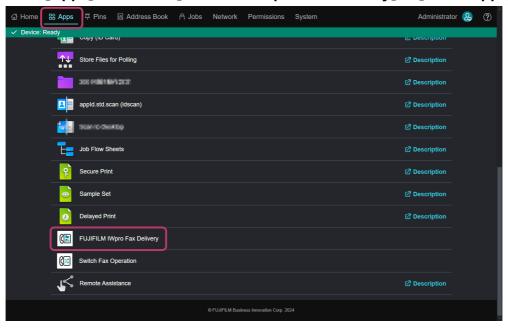
· Only system administrators can operate this service. This service is not available for login users even if they are given system administrator rights in the user role setting.

### **Displaying the Setting Screen**

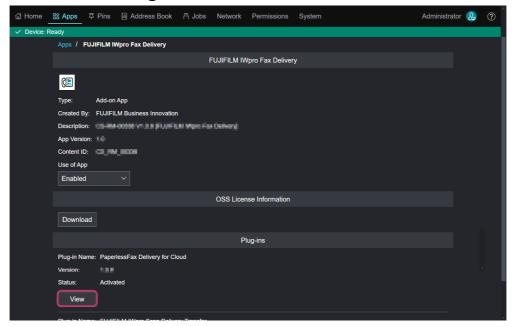
The following describes how to display the setting screen of FUJIFILM IWpro Fax Delivery.

#### **Steps**

- **1** Start your computer, and then start a web browser.
- Enter the IP address of your multifunction device or internet address in the address bar of a web browser. Internet Services is started.
- **3** Enter the system administration mode.
- 4 Click [Apps] and select [FUJIFILM IWpro Fax Delivery] in [Other Apps].



5 Click [View] in [Plug-ins].



6 If the [Register System Administrator ID/Password] screen is displayed, enter the system administrator ID and password of the device, and then click [Save].



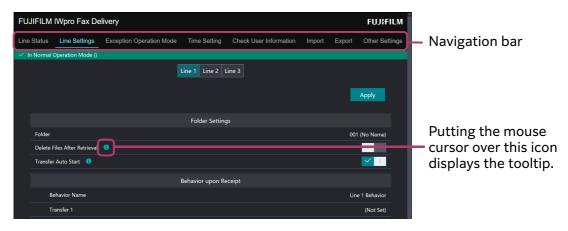
- This screen is displayed when the system administrator ID and password of the device are not registered on FUJIFILM IWpro Fax Delivery, or the ID and password are changed after the last registration.
- 7 If the login screen is displayed, enter [User ID] and [Password] of the service administrator of FUJIFILM IWpro, and click [Login].



- To transfer documents to another cloud service, log in with an account connected to the other cloud service. The transfer will be made uing the logged-in account.
- To transfer documents to Working Folder, log in with an account having access to Working Folder. For more information, contact the administrator of Working Folder.

The setting screen of FUJIFILM IWpro Fax Delivery is displayed.

### **Details of the Setting Screen**



# **Create Incoming Folders for Faxes and Set Behaviors upon Receipt**

With the FUJIFILM IWpro Fax Delivery service, you can set incoming folders for faxes and set destinations to be transferred. After these settings are complete, you can easily start the FUJIFILM IWpro Fax Delivery service.

#### **Steps**

**1** Display the setting screen of FUJIFILM IWpro Fax Delivery.

**A** Refer

- "Displaying the Setting Screen"(P.40)
- 2 Click [Line Settings] on the navigation bar and click [Line 1] at the top of the screen.
- **3** Specify an incoming folder in the [Folder Settings] field.

Folder	Click this item and configure the following settings on the displayed screen.  • Folder Number: Enter a folder number for the incoming folder.
	• Auto Input Unused Number: Automatically sets the biggest of the unused folder numbers in [Folder Number].
	<ul> <li>Folder Name:         <ul> <li>If an unused folder number is specified, enter a folder name of up to 20 characters.</li> </ul> </li> </ul>
Delete Files After Retrieval	If this item is enabled, faxes in the incoming folder will be automatically deleted after transferred or printed.  Note
	<ul> <li>Even if this item is enabled, faxes in the incoming folder are not deleted when they are retrieved with the Internet Services.</li> <li>Depending on the settings specified for [System Settings] on the multifunction device, faxes in the incoming folder may be forcedly deleted regardless of this setting. For details, refer to "8 Notes and Restrictions" (P.66).</li> </ul>
Transfer Auto Start	Enable this item if you want incoming faxes to be transferred and sorted automatically. If this item is disabled, incoming faxes are not transferred automatically.

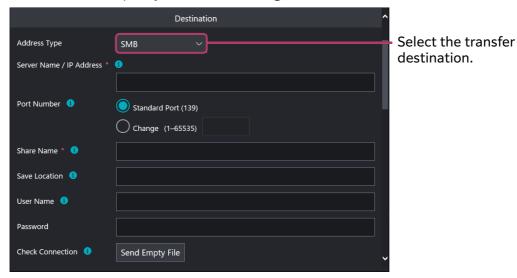
If you enabled [Transfer Auto Start], go to step 4. If not, go to step 6.

- 4 Configure the following settings in the [Behavior upon Receipt] field:
  - (1) Click [Behavior Name] and enter a behavior name of up to 32 characters on the displayed screen.
  - (2) Click [Transfer 1]/[Transfer 2] and specify [Destination], [Sorting], and [Incoming Document Settings] for incoming faxes on the displayed screen.

#### **▶** Destination



• You cannot specify destinations using the Address Book of the multifunction device.



If [SMB] is selected

Items	Descriptions
Server Name/IP Address	Enter the full computer name or the IP address of the SMB server.  • Example of full computer name host1.example.com  • Example of IP address 192.0.2.1 (IPv4), 2001:DB8::1234 (IPv6)
Port Number	Specify the port number of the SMB server.  If [Standard Port (139)] is selected, "139" will be set for the port number.  If the port number of the server has been changed, select [Change] and enter the current port number.
Share Name	Enter the shared name of the shared folder created in the SMB server. The transferred faxes will be saved in the folder specified here.
Save Location	If you want to save as a subfolder under the shared folder, enter the folder name.
User Name	Enter the name of the user who are given write permission for the destination folder to be transferred.
Password	Enter the password of the user who are given write permission for the destination folder to be transferred.

Items	Descriptions
Check Connection	Allows for sending an empty file to confirm whether the settings are valid.  After clicking the [Send Empty File] button, make sure that the test file is saved in the destination specified in [Shared Name] or [Save Location].

## If [FTP] is selected

Items	Descriptions
Server Name/IP Address	Enter the full computer name or the IP address of the FTP server.  • Example of full computer name host1.example.com
	• Example of IP address 192.0.2.1 (IPv4), 2001:DB8::1234 (IPv6)
Port Number	Specify the port number of the FTP server.  If [Standard Port (21)] is selected, "21" will be set for the port number.  If the port number of the server has been changed, select [Change] and enter the current port number.
Save Location	Enter the name of the folder created in the FTP server. The transferred faxes will be saved in the folder specified here.
User Name	Enter the name of the user who are given write permission for the destination folder to be transferred.
Password	Enter the password of the user who are given write permission for the destination folder to be transferred.

### If [Working Folder] is selected

		Items	Descriptions
	Multi-Factor Authentication		Set whether to use multi-factor authentication when logging in to the server.
	On		Enable multi-factor authentication. You must log in with the service administrator's account of FUJIFILM IWpro having access to Working Folder.
	Of	f	Disable multi-factor authentication. Enter the user name and password that can log in to the server on the setting screen.
		User Name	Enter the e-mail address to log in to Working Folder.
		Password	Enter the password to log in to Working Folder.
De	Destination URL		Enter the URL of the destination to be transferred of Working Folder. Access the folder in Working Folder via a browser, and copy the URL.

If [Box], [Dropbox], [Google Drive], [OneDrive for Business], or [SharePoint Online] is selected

Items	Descriptions
Destination	Click [Browse] and specify the folder where you want to save incoming faxes.

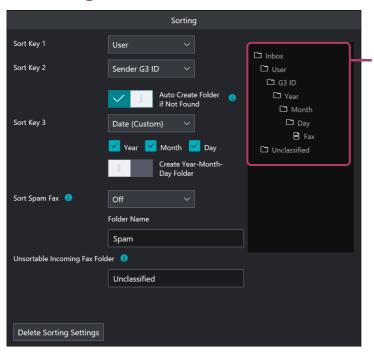
### If [E-mail] is selected

Items	Descriptions
Recipient Name	The recipient name is displayed only when it is set. It cannot be changed.
E-mail Address	Enter the e-mail address.
	Note Only one e-mail address can be specified.

### **Resend Attempts**

Items	Descriptions
Resend Attempts	If this item is enabled, files are automatically retransmitted when transmission fails.
Number of Resend Attempts	Specify the number of retransmission.
Resend Interval	Specify the interval of retransmission.

### **▶** Sort Settings



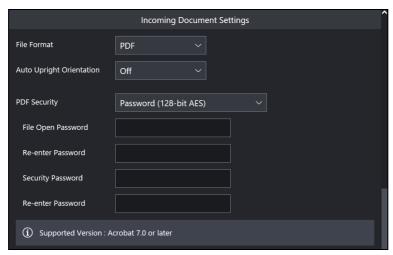
Folder structure The displayed structure differs depending on the setting.

Items	Descriptions
Sort Key 1 to 3	Specify the sorting method for each sort key. The same sorting method cannot be selected for sort keys 1 to 3.
	If [User] is selected, a folder of the registered user name based on the user information file is automatically created.  Note
	[User] is displayed when the user information file is registered.

Items	Descriptions
Sort Key 1 to 3	<ul> <li>If [Sort by Sender G3 ID] is selected, incoming faxes are sorted using G3ID. Also set the following:</li> <li>Auto Create Folder if Not Found: If this item is enabled, when the folders corresponding to incoming faxes do not exist on the transfer destination, folders are automatically created there.</li> </ul>
	If this item is disabled, when the folder corresponding to incoming faxes do not exist on the transfer destination, these faxes are transferred to the [Unsortable Incoming Fax Folder] folder.
	<ul> <li>Note</li> <li>If the address book of the multifunction device is set, when [Sender G3 ID] is selected for the sorting definition, the save destination folder of the fax document is created with the name "{name in the Address Book}@{incoming fax information}".</li> <li>If you create a folder in the transfer destination manually, the documents will be sorted if they match the sort settings. When [Sender G3 ID] is selected for the sorting definition, you can set any name to the {name in the Address Book} part before @ in the folder name.</li> </ul>
	If [Date (Year/Month Day)] is selected, 2 folders with separate levels ("Year" an "Month Day") are automatically created, and the corresponding date are added to the folder name.  If [Date (Custom)] is selected, also set the following:  • Year/Month/Day:  If this check box is selected, the corresponding date are added to each folder name as destination of document.
	Create Year-Month-Day Folder:     If this item is enabled, a folder is automatically created, and the corresponding date is added to folder name.  If this item is disabled, multiple folders are created, and the
Sort Spam Fax	If this item is enabled, faxes classified as junk (spam) faxes will be saved in the folder specified in [Folder Name].  Note To classify junk (spam) faxes, move incoming faxes that you want to classify as junk (spam) faxes including the folder in which they are stored under the junk (spam) Faxes"(P.37).
Folder Name	Enter a name of the folder where junk (spam) faxes are saved. The name can be up to 40 characters.
Unsortable Incoming Fax Folder	Enter a name of the folder to which faxes that are not to be sorted are saved. The name can be up to 40 characters.
Delete Sorting Settings	Returns all of the sort keys 1 to 3 to [(Not Set)].

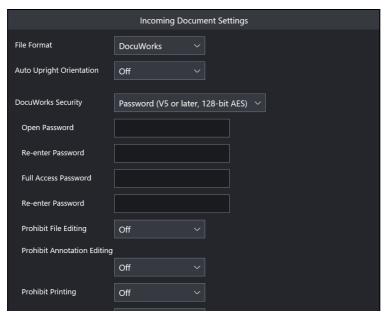
### **▶** Incoming Document Settings

If [PDF] is selected



Items	Descriptions
File Format	Select a file format to be saved. If you want characters to be converted to editable text, select the file format that is with "OCR".
Auto Upright Orientation	Specify whether to enable the Auto Upright Orientation feature.
PDF Security	Specify whether to set security for PDF documents.  Note  When setting security, be sure to set either of [File Open Password] or [Security Password].  When e-mail is selected for destination, the PDF security function cannot be used.
File Open Password	Enter a password used to open PDF documents.  Note  You cannot set a same character string for [File Open Password] and [Security Password].
Security Password	Enter a password used to restrict editing and printing of PDF documents.  Note  You cannot set a same character string for [File Open Password] and [Security Password].  When setting [Security Password], enter at least one character.
Printing	Select whether or not to allow printing of the document.
Changes Allowed	Select whether or not to allow changes to the document.
Enable Copying of Content	If this check box is selected, you can copy the content in the document.
Screen Reader Text Access	If this check box is selected, text access for screen reader is enabled.
Supported Version	If you select [Password (128-bit AES)] in [PDF Security], [Acrobat 7.0 or later] is displayed. If you select [Password (256-bit AES)], [AcrobatX or later] is displayed.

### If [DocuWorks] is selected



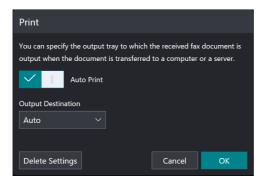
Items	Descriptions
DocuWorks Security	Specify whether to set security for DocuWorks documents.
	<ul> <li>Note</li> <li>When e-mail is selected for destination, the DocuWorks security function cannot be used.</li> </ul>
Open Password	Enter a password used to open DocuWorks documents.
Full Access Password	Enter a full access password.
Prohibit File Editing	Select whether or not to prohibit editing the document.
Prohibit Annotation Editing	Select whether or not to prohibit editing of annotations.
Prohibit Printing	Select whether or not to prohibit printing the document.
Prohibit Copying	Select whether or not to prohibit copying the document.

# (3) Click [Print], and select an output destination for printing faxes on the displayed screen.

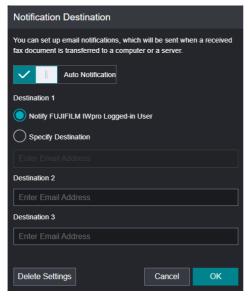
The available output destinations differ depending on your multifunction device and optional components.



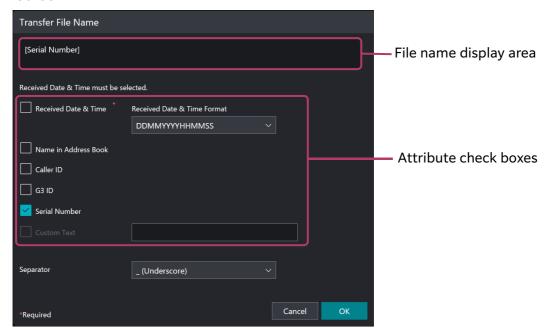
• Depending on your multifunction device, only [Auto] may be displayed for output destination.



(4) Click [Notification Destination], and enter an e-mail address to be notified of the results of automatic transfer jobs in [Email Address] on the displayed screen.



- Note
  - Up to three notification destinations can be specified.
- 5 Configure the following settings from the [Incoming Document Settings (Common)] field:
  - (1) Click [Transfer File Name] and set the transfer file name on the displayed screen.



Items	Descriptions	
File name display area	The specified file name is displayed.	

Items	Descriptions		
Attribute check boxes	If you select each check box of attributes, a value corresponding to each attribute will be acquired from incoming faxes and will be set as file names.  Selecting multiple attributes allows files to be given names in combination of selected attributes. A character selected from [Separator] is inserted between attributes.  If you select the [Received Date & Time] check box, set the display format of the date and time in [Received Date & Time Format].  If you select the [Custom Text] check box, enter any text you want to add to the file name within 40 characters.  Note  • [Received Date & Time] must be selected.  • If the destination type is [E-mail] for both [Transfer 1] and [Transfer 2], [Name in Address Book] cannot be specified.  • [Serial Number] is the machine number (serial number) of the multifunction device that has received faxes. If you set [Serial Number], the file names allow you to identify which multifunction device has transferred faxes.  Important  • If faxes are transferred from multiple multifunction devices to the same FTP server, files may be overwritten due to file name overlapping. To prevent from overwriting files, make sure to specify [Received Date & Time] and [Serial Number] for file names in the case that transferred to the same FTP server.		
Separator	Select a character that is inserted between attributes or an attribute and a custom text.		

### (2) Click [Attributes to Add to Transfer File] and specify whether to add attributes to the transferred file on the displayed screen.

If you select [Attributes with Values], attribute value is not added when attribute information is not acquired.

If you select [All Attributes], [Unknown] is added as attribute value when attribute information is not acquired.

- · Received Date & Time
- Remote Terminal Name
- Remote Terminal ID
- Process Flag
- Name in Address Book

#### mportant [

- This item is not displayed when the destination type is set to [E-mail].
- You cannot set this item when the file format is set to [TIFF].
- Setting is applied to both [Transfer 1] and [Transfer 2].
- Only the received date is added as Received Date & Time. The received time is not added.

### **6** After the setting is complete, click [Apply].

7 If the [Enter SMB/FTP Save Location Password] screen appears, enter the password to access the destination to be saved in the following steps.



- This screen appears when you use the information of the destinations to be saved set with Paperless Fax Settings (free application) without any change. To migrate the information of the destinations to be saved set with Paperless Fax Settings (free application) to FUJIFILM IWpro Fax Delivery, you must reenter the password.
- (1) Select the destination displayed in the list.
- (2) Enter the password to access the destination, and click [Save]. If the password is not set, click [Save] without entering anything.
- (3) Repeat step (1) and (2) for all the destinations displayed on the [Enter SMB/FTP Save Location Password].
- (4) After all the password settings are complete, click [Save].
- **8** If you change the destination, press [Test] to check whether the destination is valid.
  - (1) Enter [Caller ID], [Received Date & Time], [G3 ID].
    You can specify a specific day for the Received Date & Time using the calendar icon.
  - (2) Click [Start].



- · When you want to run [Test], save the settings first before you run it.
- The transfer test does not verify the email transfer and print settings.
- **9** If you want to set other lines, repeat step 2 to 8.

### **Set Exception**

You can configure a different sort setting from usual for the certain period or hours.

### **Use Switch Operation App**

When enabled, you can manually switch between normal operation and exception operation from the control panel of the multifunction device.

For details on how to switch, see "Setting the Switch Operation and Output Destination" (P.38).

### **Configure Schedule**

Configure a schedule to switch usual behavior upon receipt and an exception. You can specify the following.

- Daily Exception Period
- · Exception Period by Date & Time
- Applicable Dates

[Exception Period by Date & Time] and [Applicable Dates] take precedence over [Daily Exception Period].



#### **Important**

At the time of switching between the exception and usual behavior, if the
multifunction device is processing jobs, is being accessed from remote devices, or is
being operated by a user, the multifunction device will not switch the behavior until
these are complete. And the multifunction device will operate in accordance with the
current behavior until the behavior is switched. For more information, refer to
"Troubleshooting" (P.59).

#### **Steps**

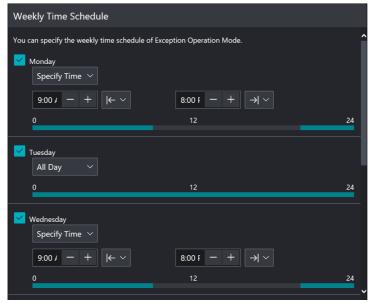
1 Display the setting screen of FUJIFILM IWpro Fax Delivery.

### **∂**→ Refer

- "Displaying the Setting Screen"(P.40)
- **2** Click [Exception Operation Mode] on the navigation bar.
- 3 Click [Edit] of [Weekly Time Schedule].
  Select an exception period by the day of the week from [Do Not Specify], [All Day], or [Specify Time] on the displayed screen, and click [OK].
  If [Specify Time] is selected, specify the period.

### **∏** Note

• The green line means the exception period.



- 4 Click [Edit] of [Applicable Periods].
  - Specify up to three exception periods on the displayed screen, and click [OK]. The range that can be specified for the exception period is a year.
- 5 Click [Edit] of [Applicable Dates].

  Specify up to 20 exception days on the displayed screen, and click [OK].

  Specify a specific day from the calender icon to set exception days.
- 6 Click [Apply].

### **Specify Exception Details**

Specify an exception to be applied in the period set in [Schedule].



• Only one exception can be specified. You cannot specify different exceptions by the day of the week or by period.

#### **Steps**

**1** Display the setting screen of FUJIFILM IWpro Fax Delivery.

**∂**-**∂** Refer

- "Displaying the Setting Screen"(P.40)
- **2** Click [Exception Operation Mode] on the navigation bar.
- 3 Click the item you want to set the exception: [Transfer 1], [Transfer 2], [Print], and [Notification Destination].
- 4 Specify a behavior upon receipt on the displayed screen.

6 Refer

- For details of setting a behavior upon receipt, refer to "Create Incoming Folders for Faxes and Set Behaviors upon Receipt" (P.42).
- **5** Click [Apply].

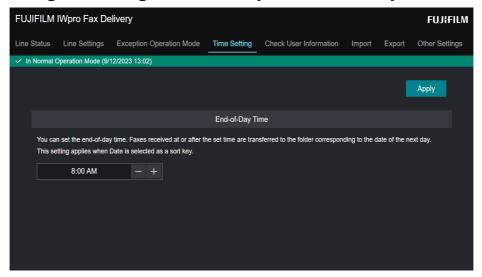
### **Setting the End-of-Day Time**

#### **Steps**

1 Display the setting screen of FUJIFILM IWpro Fax Delivery.

**∂**∂ Refer

- "Displaying the Setting Screen"(P.40)
- **2** Click [Time Setting] on the navigation bar.
- **3** Change the settings for end-of-day time as necessary.



## 4 Click [Apply].



• The settings for end-of-day time are commonly applied to lines 1 to 3, exception operation, and transfer 1 or 2.

## Stop/Resume FUJIFILM IWpro Fax Delivery Service

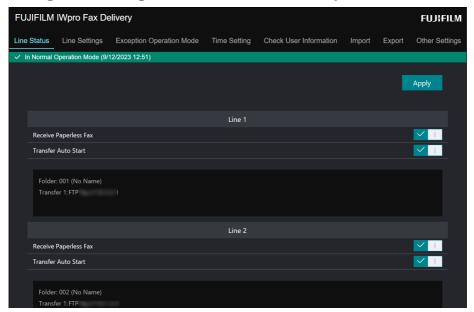
The following describes how to stop or resume FUJIFILM IWpro Fax Delivery service.

#### **Steps**

1 Display the setting screen of FUJIFILM IWpro Fax Delivery.

**∂** Refer

- "Displaying the Setting Screen"(P.40)
- 2 Click [Line Status] on the navigation bar.
- **3** Change the settings for each line as necessary.



Items	Descriptions		
Receive Paperless Fax	If this item is disabled, the link between the line and the folder will be canceled, and the FUJIFILM IWpro Fax Delivery service will stop. Incoming faxes will be printed on paper.		
Transfer Auto Start	If this item is disabled, automatic transfer of incoming faxes will stop. The received faxes will be stored in the incoming folder.  Important  • Even if transfer jobs are resumed, the faxes in the incoming folder that have been stored while the [Transfer Auto Start] feature is disabled will not be transferred to the destination. To transfer the faxes stored in the incoming folder, refer to "8 Notes and Restrictions" (P.66).		

### 4 Click [Apply].



• Even if you disable [Receive Paperless Fax], the incoming folders for FUJIFILM IWpro Fax Delivery cannot be deleted. Select [Send from Folder] to delete the folders.

### **Checking or Export/Import the User Information**

The following describes how to check or export/import the user information.



- Up to 5,000 user information can be registered.
- To check user information, import and register the user information beforehand.

### **Checking the User Information**

#### **Steps**

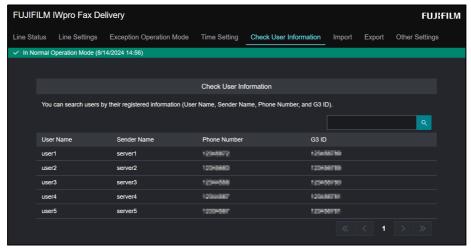
1 Display the setting screen of FUJIFILM IWpro Fax Delivery.

6- Refer

- "Displaying the Setting Screen"(P.40)
- **2** Click [Check User Information] on the navigation bar.
- **3** Enter any text string in the text entry area, and click The search result is displayed on the user information list.

### Note

• Search for user information is valid only when it is displayed on the setting screen. The display order of the search result is based on the imported user information file.



### **Export the User Information**

#### **Steps**

1 Display the setting screen of FUJIFILM IWpro Fax Delivery.

6-∂ Refer

- "Displaying the Setting Screen"(P.40)
- **2** Click [Export] on the navigation bar.
- 3 Click [Export] in the [User Settings] field.

### Import the User Information

#### **Steps**

### **1** Create a user information file.

Add the following five items to the user information file, and enter each information.

- User Name
- No
- Recipient Name
- Phone Number
- G3 ID

Save the user information file in CSV UTF-8 format.



- · If the user information file has never been imported, you can acquire a template of the user information file by performing "Export the User Information" (P.55).
- Up to 5,000 user information can be registered.
- Use half-width characters for No, Phone Number, and G3ID.
- Digits from 0 to 9, +, -, wildcards (\*) can be used for phone number and G3ID. Enter more than 9 digits for phone number.
- Enter # at the beginning of the phone number and G3ID. (# is not displayed on the Check User Information screen.)
- The first row of the user information file is ignored as a heading row.

## **2** Display the setting screen of FUJIFILM IWpro Fax Delivery.



• "Displaying the Setting Screen"(P.40)

- **3** Click [Import] on the navigation bar.
- 4 Perform the following steps.
  - (1) Click [Browse] for [Settings File] in the [User Settings] field, and specify the setting information file to be imported.
  - (2) Click [Import].



#### **├** Note

- When import fails and an error message is displayed, check the following:
  - -Number of digits in phone number is incorrect
  - -Multi-byte characters are used in phone number
  - -User name contains a text string that cannot be included in the folder name
  - -Phone numbers and G3IDs are not leaded by #.

User information file is imported to the multifunction device.

### Import/Export the Setting Information

Export the setting information of FUJIFILM IWpro Fax Delivery.

The exported file can be imported by connecting to Internet Services of other multifunction devices. You can use this feature when you want to set the same setting to multiple devices.



We recommend that you export and back up all setting data before starting work.

### **Export the Setting Information**

#### **Steps**

1 Display the setting screen of FUJIFILM IWpro Fax Delivery.

**∂** Refe

- "Displaying the Setting Screen"(P.40)
- **2** Click [Export] on the navigation bar.
- **3** Perform the following steps.
  - (1) Specify any string as password for the setting information file in the range from 1 to 32 bytes.

The specified password is required when the file is imported. Make sure not to forget the password.

(2) Click [Export] in the [FUJIFILM IWpro Fax Delivery Settings] field.

The setting information file is downloaded.

The default file name is "FUJIFILMIWproFaxDelivery" + model name + .bin".

### **Import the Setting Information**

#### **Steps**

1 Access the multifunction device you want to import the setting information, and display the setting screen of FUJIFILM IWpro Fax Delivery.

**∂** Refer

• "Displaying the Setting Screen"(P.40)

- **2** Select [Import] on the navigation bar.
- **3** Perform the following steps.
  - (1) Click [Browse] for [Settings File] in the [FUJIFILM IWpro Fax Delivery Settings] field and specify the setting information file to be imported.
  - (2) Enter the password for the setting information file specified at the exporting.
  - (3) Click [Import].

The setting information file is imported to the multifunction device.



#### Note

- When using multi-factor authentication, you need to login with the following account on the import destination multifunction device.
  - Account of the service administrator of FUJIFILM IWpro having access to Working Folder.

**∂**∂ Refer

- For more details on multi-factor authentication, refer to the following websites.
  - About Multi-factor Authentication: https://direct-fb.fujifilm.com/ap2/sc/auth/en/overview/mfa/index.html
  - Login Operation User Guide: https://direct-fb.fujifilm.com/ap2/sc/auth/en/manual/
  - Notes and Restrictions: https://direct-fb.fujifilm.com/ap2/sc/auth/en/notes/mfa/index.html

## **Displaying Paperless Fax Setup Wizard**

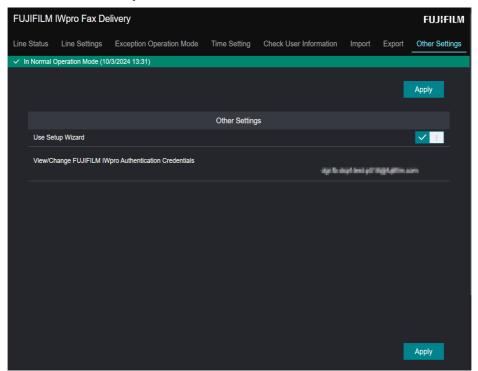
When configuring line settings from the control panel of the multifunction device, you can set whether to initially display a screen to set the destination easily.



 When Paperless Fax Setup Wizard is enabled, press [Advanced Settings] on the control panel of the multifunction device to display the [FUJIFILM IWpro Fax Delivery] settings screen.

#### **Steps**

- **1** Display the setting screen of FUJIFILM IWpro Fax Delivery.
- **2** Click [Other Settings] on the navigation bar.
- **3** Enable [Use Setup Wizard].



4 Click [Apply].

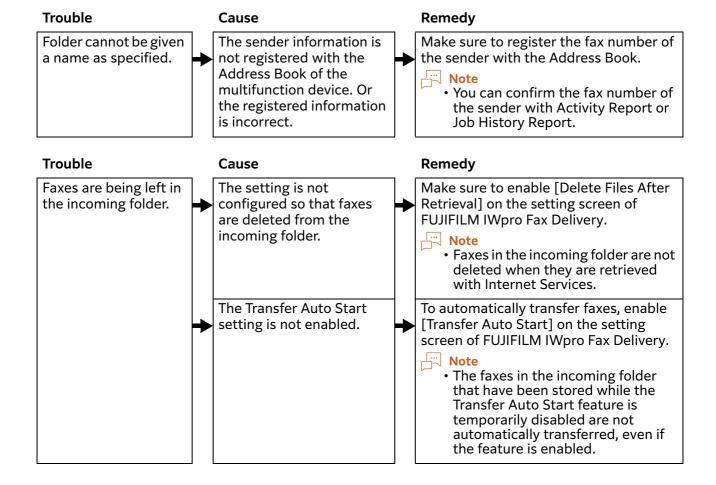
# 7 Troubleshooting

This chapter describes major troubles and their work around.



- We recommend that you enable the setting such as e-mail notifications so that you can quickly detect problems and solve them. For more information, refer to "Helpful Settings for Troubleshooting" (P.65).
- Activity Report and Job History Report can be output through the [Device] menu. For more information, refer to manuals provided with the multifunction device.

### **Causes and Remedies of Major Troubles**



#### **Trouble**

(Continued from previous page)
Faxes are being left in the incoming folder.

#### Cause

- The destination server to be transferred is not started.
- The network information or the password for the destination has been changed.
- Some transfer error occurred.

The information of the destination registered with the Address Book of the multifunction device has been changed as the information changed, but the information in FUJIFILM IWpro Fax Delivery has not been changed yet.

#### Remedy

- If there are some failures on the destination server to be transferred, be sure to recover the server so that the incoming faxes can be transferred.
- If the network information or the password of the destination to be transferred has been changed, set the destination on the setting screen of FUJIFILM IWpro Fax Delivery again.
- Output Job History Report and see the error code.

After performed above, transfer manually the faxes stored in the incoming folder to the destination.



• For details, refer to "8 Notes and Restrictions" (P.66).



• The faxes stored in the folder due to transfer error will not transferred even if the failure is recovered.

FUJIFILM IWpro Fax Delivery is not interlocked with the Address Book of the multifunction device. Set the destination on the setting screen of FUJIFILM IWpro Fax Delivery again.

#### **Trouble**

- The destination to be transferred is not switched at the time specified for the Exception Settings.
- The incoming faxes are still printed or not printed even after the time specified for Exception Settings.

#### Cause

The multifunction device was being used at the time of switching between the exception and usual behavior.

The following are the conditions in which the multifunction device is determined as being used:

- The multifunction device was processing other jobs.
- The multifunction device was being accessed from remote devices or was being operated by a user.
- The multifunction device detected that there was someone standing in front of it.

#### Remedy

At the time of switching between the exception and usual behavior, if the multifunction device is being used, the multifunction device will not switch the behavior until operation is complete. And the multifunction device will operate in accordance with the current behavior until the behavior is switched. If the multifunction device does not operate in accordance with the behavior at the specified time, perform the following.

- If the multifunction device is processing jobs, after the jobs are complete, check whether the behavior is switched.
- If the multifunction device is being operated by a user, after the user finishes the operation, check whether the behavior is switched.
- Configure the schedule so that switching between the exception and usual behavior is performed when few jobs are processed or when the multifunction device is not operated.
- If none of the above apply, there is a possibility that the motion sensor of the multifunction device is continually detecting the presence of a person (the detection lamp of the motion sensor is continually lit). Move away objects in front of the multifunction device so that the motion sensor does not react, or disable the motion sensor.



 On the Switch Fax Operation screen, you can check whether the current behavior is usual or exception.

#### **Trouble**

(Continued from previous page)

- The destination to be transferred is not switched at the time specified for the Exception Settings.
- The incoming faxes are still printed or not printed even after the time specified for Exception Settings.

#### Cause

Not only [Daily Exception Period] but also [Exception Period by Date & Time] or [Applicable Dates] has been set.

The system administrator ID or the passcode was changed after transferred.

#### Remedy

[Exception Period by Date & Time] takes precedence over [Daily Exception Period] or [Applicable Dates]. Configure the schedule for the exception as necessary.

#### ⊢:∹ Note

 On the setting screen of FUJIFILM IWpro Fax Delivery, you can check whether the current behavior is usual or exception.

If the system administrator ID or passcode registered with FUJIFILM IWpro Fax Delivery differs from those of the multifunction device, the multifunction device cannot switch between the exception and the usual behavior.

If the system administrator ID or passcode of the multifunction device is changed, be sure to change the system administrator information set in FUJIFILM IWpro Fax Delivery.

### **A** Refer

• For details, refer to "8 Notes and Restrictions" (P.66).

#### **Trouble**

Cannot find a received fax. Also it does not remain in the folder. Cause

As the automatic sort is enable, the fax has been transferred to a folder somewhere else, or has been transferred to the unclassified folder.

Remedy

- Output Job History Report, and confirm the destination folder or the file name
- Check whether the fax is saved in the unclassified folder.

#### **Trouble**

Cannot transfer faxes due to file path error.

Cause

The file path\* exceeds the maximum limit for the destination server.

Remedy

Shorten the folder name and file name, and manually forward the faxes stored on the incoming folder.

The maximum file path length is 260 characters for SMB and FTP and 255 bytes for Working Folder.

#### **Trouble**

Received an e-mail indicating that transfer failed for documents sent to another cloud service or received an e-mail at the wrong e-mail address.

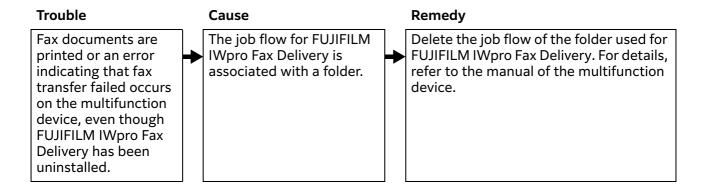
#### Cause

E-mail notifications are sent to different e-mail addresses depending on where the error occurs.

#### Remedy

For more information, refer to "E-mail Notification on Transfer to Other Cloud Services"(P.63).

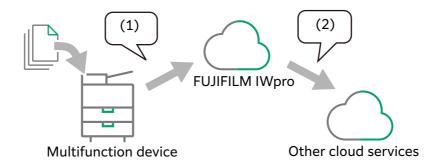
<sup>\*</sup>The file path is a string that represents the location of a file. It contains the folder name and file name.



### E-mail Notification on Transfer to Other Cloud Services

When another cloud service is set as the transfer destination, fax documents received on the multifunction device are transferred to the other cloud service as a job via FUJIFILM IWpro.

Therefore, transfer errors may occur in the two sections shown below, and e-mail notifications may be sent to different e-mail addresses depending on where the error occurs.



You will be notified of whether the job has been successfully transferred to the other cloud service by e-mail. If e-mail notifications are enabled, you will receive e-mail notifications at (1) and (2) shown above.

Check whether the job was successfully transferred or not according to the following.

Result of transferring from multifunction device	E-mail		How to check and deal with
to other cloud service	Result (1)*1	Result (2)*2	transfer results
Success	Success	Not sent	Access the folder of the other cloud service set as the transfer destination to check if the document data is saved.
(1) Failed in multifunction device	Failed	Not sent	Refer to "Error (1) Failure in Transfer from Multifunction Device" (P.64).
(2) Failed in FUJIFILM IWpro	Success	Failed	Refer to "Error (2) Failure in Transfer from FUJIFILM IWpro"(P.64).

- \*1 Notifications are sent to the e-mail address specified as [Notification Destination] for the behavior upon receipt.
- \*2 E-mail is sent to the e-mail address of the FUJIFILM IWpro user that configured transfer to the other cloud service.

### Error (1) Failure in Transfer from Multifunction Device

Notifications are sent to the e-mail address specified as [Notification Destination] for the behavior upon receipt.

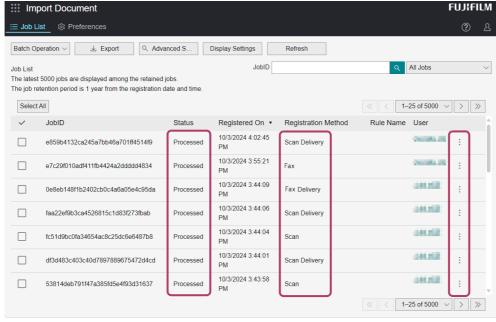
Manually forward the received faxes. For more information, refer to "Forward Received Faxes Stored in a Folder Manually" (P.68).

### Error (2) Failure in Transfer from FUJIFILM IWpro

E-mail is sent to the e-mail address of the FUJIFILM IWpro user that configured transfer to the other cloud service.

If a job is not transferred and remains in OneDrive for Business, transfer it again from FUJIFILM IWpro.

- 1 Log in to FUJIFILM IWpro with a web browser.
- 2 Click [:::] and select [Import Document].
- **3** Search for the job to be transferred from the job list.
  A job whose [Registration Method] is [Fax Delivery] and [Status] is error is a job that has not been transferred.
- 4 Click [:] of the job you want to transfer again and select [Rerun].



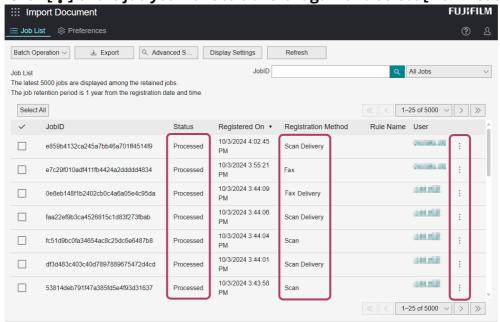
<u></u>⊣∹∣ Note

• Jobs that have been registered for more than one year are automatically deleted.

### **Downloading Documents from FUJIFILM IWpro**

**1** Log in to FUJIFILM IWpro with a web browser.

- 2 Click [:::] and select [Import Document].
- **3** Search for the job to be transferred from the job list. A job whose [Registration Method] is [Fax Delivery] and [Status] is error is a job that has not been transferred.
- 4 Click [:] of the job you want to transfer again and select [Download].



- Note

• Jobs that have been registered for more than one year are automatically deleted.

### **Helpful Settings for Troubleshooting**

We recommend that you set the following so that you can quickly troubleshoot when troubles occur.

• Setting so that you can receive the results of the automatic transfer by e-mail If [Notification Destination] is set on the Behavior upon Receipt settings screen, you can receive e-mail that notifies you of where faxes have been transferred.

**∂**-**∂** Refer

- For details of the setting, refer to the following.
  - •Setup through the control panel of the multifunction device: P.21
  - Setup using Internet Services: P.40
- Configuring the setting to automatically print Transmission Report Job Undelivered through the [Device] menu

Once you enable this setting, Transmission Report - Job Undelivered is printed out when transfer jobs of incoming faxes are failed.

However, even though jobs to transfer documents (such as scanned documents) other than faxes are failed, the reports will be printed out.

## 8 Notes and Restrictions

This section describes notes and restrictions on the use of the FUJIFILM IWpro Fax Delivery service.

- If the system administrator ID or passcode is changed through [Device] >
   [Authentication/Accounting] > [Authentication/Security Settings] >
   [Administrator Settings] of the multifunction device, be sure to change the system administrator information set in FUJIFILM IWpro Fax Delivery. If the system administrator ID or passcode registered with FUJIFILM IWpro Fax Delivery differs from those of the multifunction device, the multifunction device cannot switch between the exception and the usual behavior.
   For information on how to change the system administrator ID or passcode with FUJIFILM IWpro Fax Delivery, refer to "Change System Administrator ID/ Passcode (Password)" (P.68).
- If the password for the transfer destination has been changed, make sure to change the password with FUJIFILM IWpro Fax Delivery or link FUJIFILM IWpro and other cloud services again. Otherwise, a transfer error occurs.
- Normal/exception switching history of [Switch Fax Operation] are not exported with other settings.
- Incoming faxes cannot be transferred to the Working Folder or FUJIFILM IWpro servers while these servers are being maintained. It leads to a transfer error, and the faxes received during the maintenance are stored on the incoming folder. To transfer the faxes stored on the folder to the server, perform the steps described in "Forward Received Faxes Stored in a Folder Manually" (P.68).
- If you save the setting for each item on the FUJIFILM IWpro Fax Delivery screen, the following will be automatically configured or handled.
  - -Creating a new folder or changing the existing folder
  - -Creating a new job flow sheet or editing the existing job flow sheet
  - -Setting a folder selector by line
  - -Activating a folder selector
  - -Setting the Folder Report feature to [Off]
- If each setting is specified on the FUJIFILM IWpro Fax Delivery screen, the Folder Report feature is automatically disabled. To print a Folder Report automatically, select [On] for [Folder Report] under [Device] > [System Settings] > [Reports].
- Make sure not to change both the links between fax lines and folders and the links between folders and job flow sheets set with FUJIFILM IWpro Fax Delivery through the operation menu of the multifunction device.
- If the information registered with the Address Book of the multifunction device
  is changed after the transfer destination is specified from the Address Book on
  the FUJIFILM IWpro Fax Delivery screen, the information on the specified
  destination is not updated automatically with FUJIFILM IWpro Fax Delivery. In
  this case, you must set the transfer destination again.
  - The job flow sheet created with FUJIFILM IWpro Fax Delivery is not interlocked with the Address Book of the multifunction device.
- The job flow sheet created with FUJIFILM IWpro Fax Delivery cannot be edited using Internet Services or FUJIFILM IWpro Device Setup.

- The received faxes stored in the folder are deleted in the following cases, regardless of the setting for [Delete Files After Retrieval] on the setting screen of FUJIFILM IWpro Fax Delivery.
  - -When [Force Delete] is selected under [Device] > [App Settings] > [Send from Folder Settings] > [Files Retrieved By Client]:
     The settings for each folder are ignored, and the received faxes stored in the folder are forcibly deleted when they are retrieved by a client.
  - -When the expiration date is specified under [Device] > [App Settings] > [Send from Folder Settings] > [File Retention Period] and [Yes] is selected under [Send from Folder] > [Folder Settings] > [Delete Expired Files]: The expired files in the folder are deleted at the specified time.
- When an error occurs due to the malfunction on the destination server or a
  network failure while forwarding received faxes, they are stored in a folder. At
  this time, the folder created at the transfer destination is retained without being
  deleted. However, they are not forwarded to the specified destination again
  even if the error is solved. To forward received faxes stored in the folder, perform
  the procedure described in "Forward Received Faxes Stored in a Folder
  Manually" (P.68). The faxes are forwarded again to the folder created at the
  transfer destination.

Moreover, the received faxes stored in the folder when the Transfer Auto Start feature is disabled temporarily are not forwarded automatically, even if the feature is enabled. To forward received faxes stored in the folder, perform the procedure described in "Forward Received Faxes Stored in a Folder Manually" (P.68).

- We recommend that you configure the setting to automatically print "Transmission Report - Job Undelivered" so that detailed error information can be confirmed. (This setting is enabled by default.)
   For more information, refer to "Helpful Settings for Troubleshooting" (P.65).
- The maximum number of files and folders that can be stored in one folder of the transfer destination is 10000.
- The maximum number of shared files or folders that can be stored in OneDrive for Business is 500. If the number of files and folders exceeds 500, they will not be displayed properly.
- Depending on your multifunction device, the processing priority for searchable text (OCR) differs, so unexpected character string may be included in the document transfered. For more information, contact our Customer Support Center.
- If you transfer files with the same name to the same FTP server from multiple multifunction devices, the files may be overwritten because the file name is the same.
  - To prevent this from happening, configure [Received Date & Time] and [Serial Number] for the file name.
- If you transfer fax documents to the same Google Drive folder from multiple multifunction devices at the same time, multiple folders with the same name may be created.
- If you transfer files with the same name to the same Google Drive folder from a
  multifunction device, multiple files with the same name may be created.
   To lower the frequency of this happening, configure [Received Date & Time] and
  [Serial Number] for the file name.

## Forward Received Faxes Stored in a Folder Manually

This section describes how to forward the faxes that are stored in a folder when an error occurs while forwarding them or when the Transfer Auto Start feature is disabled temporarily.

#### **Steps**

- 1 Select a folder where received faxes are stored according to the following sub steps.
  - (1) Display the Apps screen and press [Send from Folder].
  - (2) On the [Send from Folder] screen, select the desired folder.
- **2** Select files to be forwarded from the folder.
- **3** Press [Start Job Flow Sheet].
- 4 Press [Select Job Flow Sheet], select a job flow, and press [OK].
- **5** Slide the button to start.

The received faxes in the folder are forwarded to the specified destination.



#### Note

• If you transfer the received faxes in accordance with the above steps at the scheduled time for the exception, the faxes will not be transferred to the folder specified for the usual behavior but transferred to the folder specified for the exception.

### **Change System Administrator ID/Passcode (Password)**

If the system administrator ID or passcode has been changed with the multifunction device, also it must be changed with FUJIFILM IWpro Fax Delivery.

The system administrator ID or passcode (password) can be changed in accordance with the following steps.

#### **Steps**

**1** Start FUJIFILM IWpro Fax Delivery.



#### Note

• The following describes how to start up through the control panel, as an example.



- For more information on the start-up, refer to the following.
  - Starting up through the control panel of the multifunction device: "Display the Setting Screen"(P.24)
  - Starting up using Internet Services: "Displaying the Setting Screen" (P.40)

When the system administrator information of the multifunction device has been changed, the [Register System Administrator ID/Password] screen appears. Enter a new system administrator ID and passcode in [System Administrator ID] and in [System Administrator Password], and press [Register].

The system administrator information of FUJIFILM IWpro Fax Delivery is changed.

3 Enter [User ID] and [Password] of the service administrator of FUJIFILM IWpro, and press [Login].



- To transfer documents to another cloud service, log in with an account connected to the other cloud service. The transfer will be made uing the logged-in account.
- To transfer documents to Working Folder where multi-factor authentication is enabled, log in with an account having access to Working Folder. For more information, contact the administrator of Working Folder.
- 4 After the change, as the [Paperless Fax Setup Wizard] screen is displayed, configure the settings as necessary, or close the screen without any setting.

## **Change System Administrator of FUJIFILM BI Direct**

If the account that configured transfer to another cloud service has been changed, the ID or password must also be changed in FUJIFILM IWpro Fax Delivery.

#### **Steps**

- 1 Display the setting screen of FUJIFILM IWpro Fax Delivery.
  - Refer For more information, refer to "Display the Setting Screen"(P.24).
- **2** Click [Other Settings] on the navigation bar.

  The current user ID is displayed on the right of [View/Change FUJIFILM IWpro Authentication Credentials].
- **3** Click [View/Change FUJIFILM IWpro Authentication Credentials].
- 4 Enter a new user ID and passcode of the service administrator of FUJIFILM IWpro in [User ID] and [Password], and press [Login].