



“One of the great things we’ve been able to do with Xythos is to share content that is ordinarily difficult to share with vendors and external colleagues. We’re in the middle of a library construction project right now, and we can have all the blueprints and even a 3D virtual reality fly-through stored and accessible to the architects and the people internally who need it.”

Erin Griffin
Vice President for Information
Technology, Loyola Marymount
University

The Xythos Connector for Ricoh provides an easy-to-use interface for scanning documents directly into Xythos Enterprise Document Manager, without intermediate products or hardware devices. It is meant to be extremely easy to use while maintaining a high level of security.

About Xythos Software

Xythos Software is a leading developer of document management and collaboration software. Its online services and products are licensed to millions of users at commercial, education and government organizations around the world for managing and sharing content throughout its lifecycle. Either as stand-alone applications or integrated components, Xythos solutions are rapidly becoming the platform-independent choice for customers seeking easy-to-use, cost-effective alternatives to traditional Enterprise Content Management products.

Xythos Connector Overview

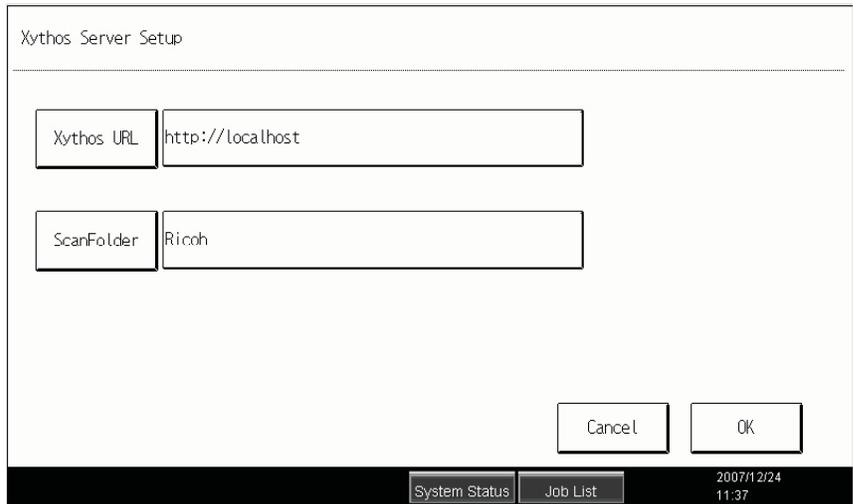
Built with the Ricoh SDK/J version 1.44 the Xythos Ricoh Connector provides the ability to scan directly from a Ricoh MFD to Enterprise Document Manager without an intermediate server in between. Using WebDAV protocol to log in and transfer scanned documents, the Xythos Ricoh Connector requires a network connection to accomplish its tasks.

What’s new

Version 2.0 includes capabilities to enter “metadata” or “classification” data to each document before uploading to Enterprise Document Manager. This provides additional support beyond WebDAV protocol to dynamically discover and present the Connector user with additional fields required by Enterprise Document Manager.

Communication Setup

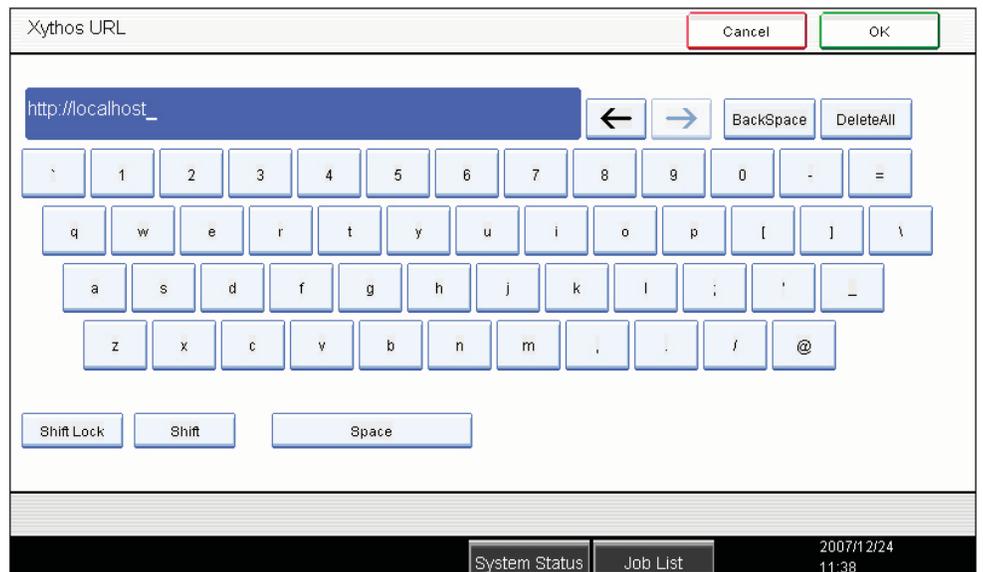
Communication Setup is formulated with default values during installation; default values are placed into the xythos.dalp file. To change default values after the connector is installed, select the “Communication Setup” button.

Communication setup

The Xythos Connector main screen is shown above. To change the location of Enterprise Document Manager, users may select the “Server” button. This enables users to change the Xythos Server URL and the name of the folder that scanned documents will be placed into after scanning is completed.

To change either value, select the corresponding button which will bring up the touch keyboard for entering the data. The keyboard is depicted in Figure 2.



Xythos Connector main screen

The Scan Folder is changed the same way and is located in the home directory of the user that is logged in. If a folder already exists, then it will be used; otherwise, the Xythos connector will create a new folder before including the first scanned document.

Using Xythos Connector

To begin scanning, the user will first log into the Xythos system. Select “Login” on the main Xythos Connector screen and enter the username and password to a valid Xythos account.

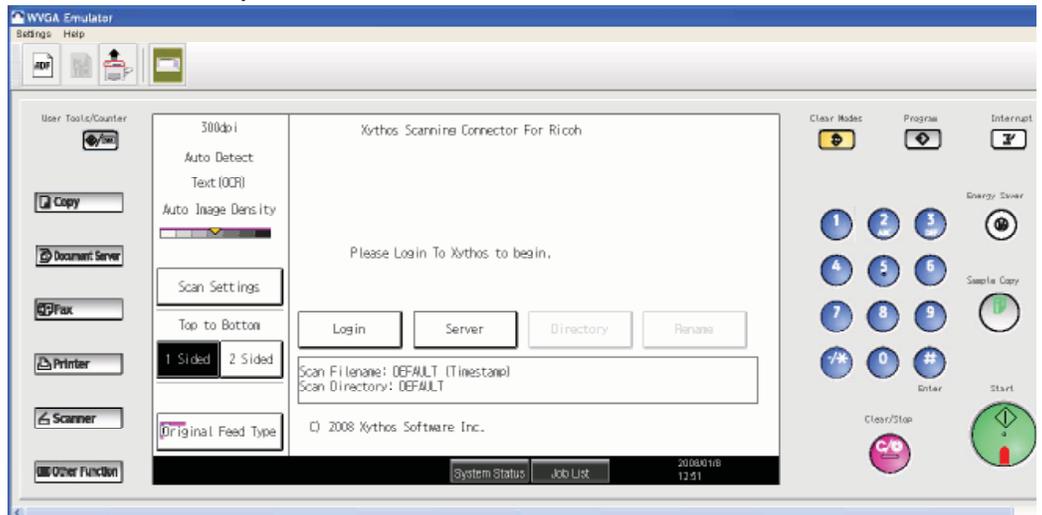


Figure 3

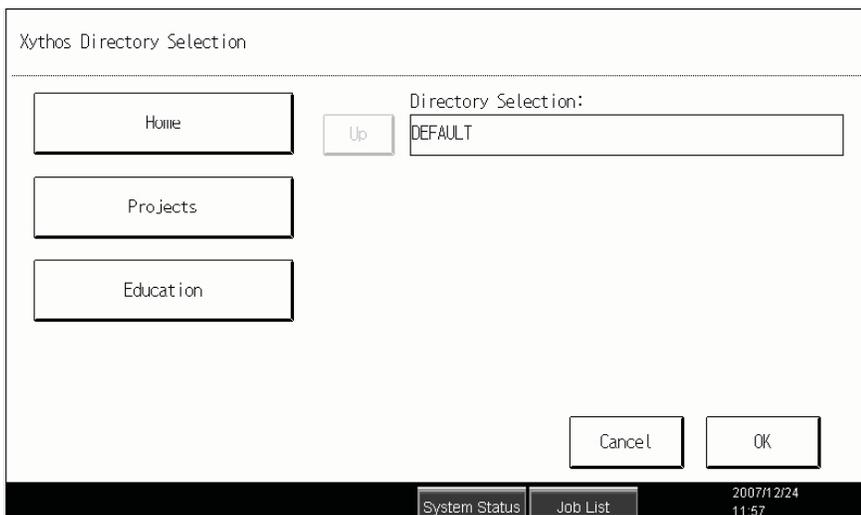
Logging into the Xythos Connector

The login screen for Xythos Connector is illustrated in Figure 3 above. Separate MFD usernames or authentication schemes may be required to use the MFD. Once authenticated, the “Login” button changes to “Logout” and that the “Start” button is enabled. The user is now ready to scan documents.

Scanning documents

To scan, place associated documents into the ADF (Automatic Document Feed) or on the platen to be scanned. Press the “Start” key and the scanner will begin. If using the ADF, all pages will be scanned and combined into a single multi-page Adobe PDF file. This file will automatically transfer to the Xythos system into the “Scan Folder” under the user’s home directory.

If the platen is used, place the first page face down and press the “Start” button. The screen message will indicate to the user to press the # key when finished. If the user has more than one page to scan, the first page is removed and the second is added, until the user has completed the scanning task. The Xythos Connector will combine all scanned documents into a single multi-page Adobe PDF document and transfer that file into the Xythos system



Directory browsing feature

Directory browsing

The Xythos Connector supports role-based directory browsing. This helps reduce security risks of being able to view all documents and folders because the only folders and documents each user sees are those for which they have rights to view. “Home” is always displayed for the



user's home directory and two top-level directories are also displayed that can be used for public or project-based group areas.

Xythos File Rename

Rename

*Note: Filename is automatically appended with .pdf extension

System Status
Job List
2008/01/8
17:33

Renaming documents

Renaming documents

The Xythos Connector supports document remaining after scanning. By default, the file is created based on the MFD's time-stamp. To rename a scanned document, select the "Rename" button on the main screen and type in the new file name using the screen shown below.

Ending a Xythos scanning session

To end a scanning session, select the "Logout" button from the main Xythos Connector screen or use the automatic "Logout" timer. The timer defaults to five minutes and if there is not activity during this period, the user will be logged out of Xythos.

Xythos Classification Selection

<input checked="" type="radio"/> Contract-Default	Description: Default Contract Data
<input type="radio"/> Contract-Detailed	Detailed Contract Data
<input type="radio"/> Contract-Simple	Simple Contract Data

System Status
Job List
2008/01/8
17:40

Renaming documents

Classification

If "Classification" is enabled in the Xythos system, the Xythos Ricoh Connector will detect and prompt users to enter document metadata appropriate for the document or file. The Xythos Connector relies on the Scan Servlet interface in the Xythos system to determine classification properties and types and must be enabled and configured in the xythos.dalp file before use. Classification screens are displayed after the document is scanned and before it is uploaded to the Xythos system.

Classification selection

If the selected directory has more than one document class assigned, the Connector will display the screen shown on the next page. All document classes associated with the folder are displayed and the default class is highlighted. Select the desired classification from the list and select "OK" to continue.



Xythos Classification Setup

*Contract-Name	<input type="text"/>	
*Contract-Date	<input type="text"/>	1/2
Contract-Amount	<input type="text"/>	Prev
Contract-Type	<input type="button" value="Old"/> <input type="button" value="New"/>	Next
* - Denotes Mandatory	<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

System Status Job List 2008/01/8 17:54

Connector Classification Input Screen

Classification set-up

After selecting the document class, users will be prompted to complete associated properties Any field with a "*" preceding its name is mandatory and the Connector will display an error message if all mandatory fields are not completed.

If the number of classification fields is larger than the display, then the connector will create a multi-page screen. This enables the user to scroll through all classification fields and enter associated values. At this time, the Xythos Ricoh Connector does not support the Records Management Module within Enterprise Document Manager.

Scanner configuration

The Ricoh Framework application provides utilities to configure scan type, resolution, image density, scan size and more.

Troubleshooting and support

The Ricoh support group provides a Remote Logger Tool for debugging applications on the Ricoh MFD. By installing and configuring this tool, information can be gathered and sent to Xythos Support at support@xythos.com for assistance.

**For more information please call 1.888.4XYTHOS
or visit www.xythos.com**

Xythos Software, Inc. 655 Montgomery Street, 16th Floor San Francisco, CA 94111