

FaxPress integration with eCabinet

Overview

This document provides information regarding integrating the eCabinet with FaxPress.

eCabinet

The Ricoh eCabinet is a document management network appliance that works like a search engine for business documents. The eCabinet captures and stores documents from a variety of sources on a local area network, for example:

- Documents sent from a Castelle FaxPress.
- Documents printed from a network PostScript printer or PCL printer.
- Documents printed to a PostScript or PCL paperless printer.
- Incoming and outgoing email messages.
- Documents scanned by a network scanner.
- Documents copied from a network copier.
- Documents from any PC on the network.

FaxPress

The Castelle FaxPress is a family of fax server network appliances, designed to connect to the local area network, the FaxPress is an integrated solution encompassing all necessary hardware and software to allow:

- Faxes to be sent and received from any PC on the network.
- Faxes to be sent from a network scanner.
- Faxes to be sent and received from email.
- Faxes to be sent from Unix, SAP or AS/400 system

How does the FaxPress work with the eCabinet?

The FaxPress sends faxes to the eCabinet via the FaxPress print mechanism; this provides users with easy configuration and the greatest level of flexibility. Incoming, outgoing and outgoing with confirmation faxes can be sent to the eCabinet. The eCabinet will then store each fax as a PDF image and text; this enables any fax to be intelligently retrieved by performing a text search for the occurrence of any text contained within the Fax. In addition faxes can be backed-up to optical DVD media for long term and off site storage.

Configuration

You will need to make some configuration settings to the eCabinet and the FaxPress to send the desired faxes to the eCabinet. First you will need to configure a printer on the eCabinet and then use this information to configure the FaxPress to print to the eCabinet printer.

Step A: configuring the eCabinet.

First ensure that the eCabinet is installed and operational on the network, you may need to refer to the eCabinet documentation before proceeding.

1. Enter the eCabinet home page via your web browser; you will need to enter the ip address or the hostname of the eCabinet in the address field.
2. The **Login** dialog will appear, enter adminNOA and your password.
3. Click on **OK** and the eCabinet homepage will appear.
4. Select **Settings** from the menu.



5. Click on **Connected devices** illustrated by an icon of a printer.



6. Click **New**



7. Enter the hostname for the printer in the **Device Hostname** field.
8. Select **Device type; Printer**, if you want the eCabinet to pass the print job received to a network printer or **Paperless**, if you wish to have faxes sent to the eCabinet and no further.

Note: print jobs sent from the FaxPress can not be sent to more than one printer, in order to have hard copy prints of sent or received faxes you will need to set-up the eCabinet printer device to send to a printer. It may be necessary to set-up multiple print devices to service several network printers.

9. Select **Owner** for the documents sent to the printer, using the drop down menu.
10. Select **Public**, to allow all users access to the Faxes sent to the printer.
11. Single click **Save**.

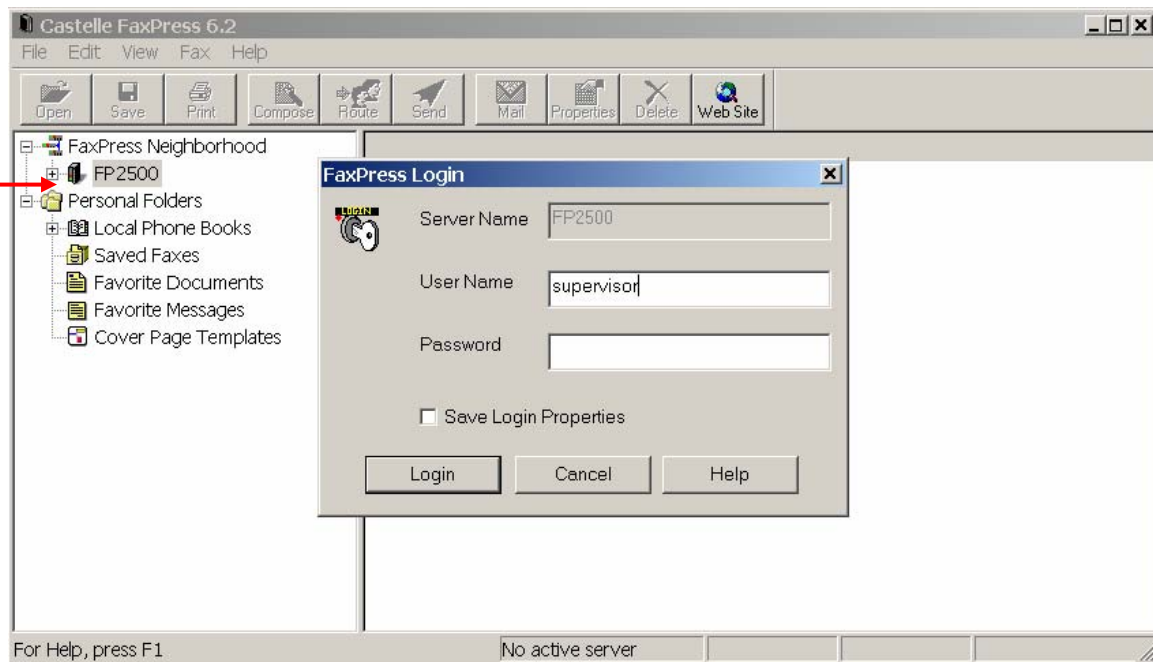
Note: further detailed information on setting up the eCabinet printer can be found in the eCabinet "Installation and Administration Guide".

Step B: Configuring the FaxPress

First you will need to have an installed FaxPress Server on your network, and one client running FaxMain.

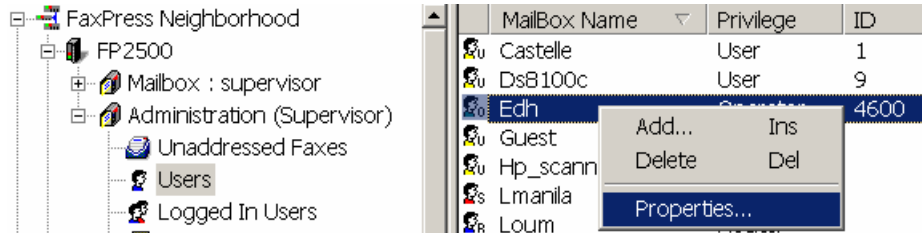
Note: for the Ricoh eCabinet and FaxPress integration to operate correctly FaxPress must be installed with FaxPress 6.2 SP4 or greater.

1. Open **FaxMain** from the **Start Menu>Programs>FaxPress>FaxMain**.
2. Double click on the FaxPress item below **FaxPress Neighborhood**, the **FaxPress Login** dialog will be displayed. Enter Supervisor or if you wish to only enable your own FaxPress account to store faxes to the eCabinet enter your FaxPress username in the **User Name** box and enter the appropriate password.



- If you are logged in as a supervisor follow item a), if you are logged in to FaxPress as yourself follow item b).

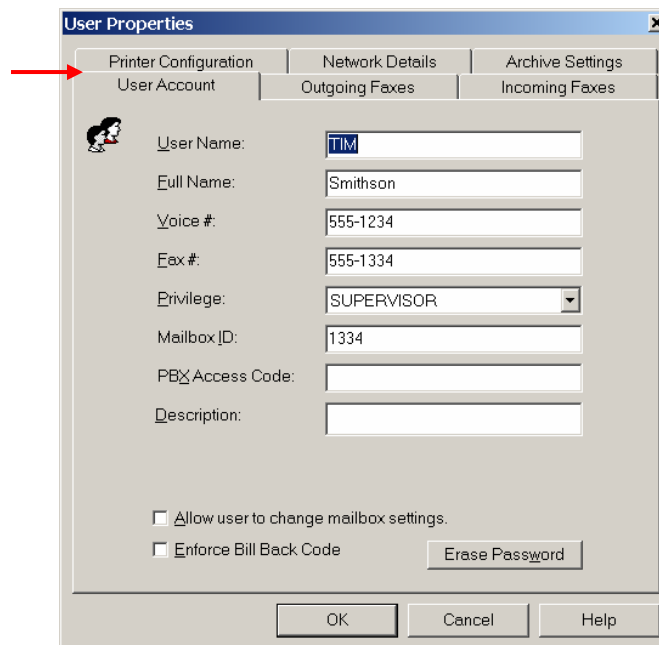
- expand the **FaxPress_server>Administration>Users**, right click on the desired user you wish to enable for the eCabinet and select **Properties....**



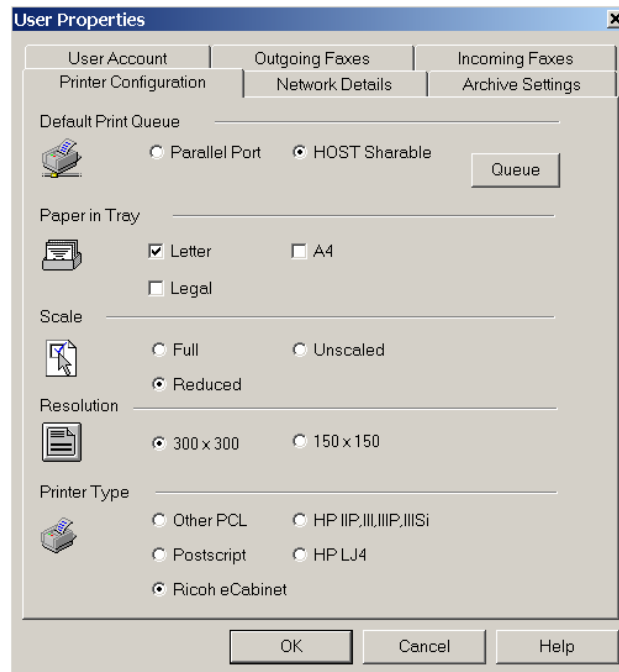
- right click the **FaxPress_server>Mailbox: User** and select **Properties....**



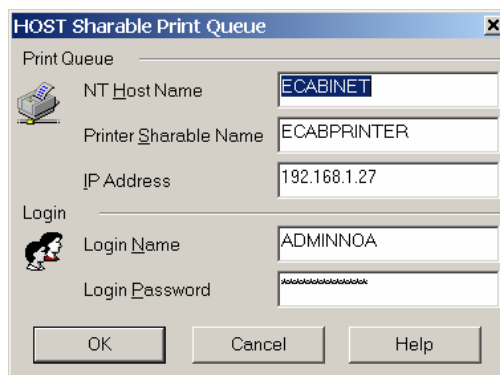
- The **User Properties** dialog will appear select the **Printer Configuration** tab.



- Select **Printer Type: Ricoh eCabinet** radio button, select **Host Sharable** radio button from **Default Print Queue** and click the **Queue** button.



6. In the **HOST Sharable Print Queue** dialog box enter the following information:
 - a) NT Host Name:- Hostname of the eCabinet
 - b) Printer Sharable Name:- the printer device hostname entered in the ecabinet
 - c) IP Address:- the IP address of the eCabinet
 - d) Login Name:- a valid ecabinet user account
 - e) Login Password:- valid password for the eCabinet user account entered

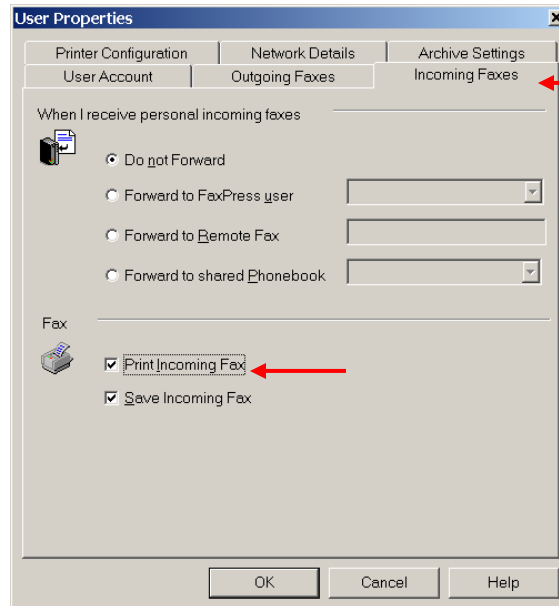


7. Click **OK** to save and return to the **User Properties** dialog box.
8. The FaxPress is now eCabinet aware; however, you will now need to determine which faxes will be sent to the eCabinet for the FaxPress user account defined. You can define the following options to send to the eCabinet:
 - a) Incoming fax
 - b) Outgoing fax
 - outgoing fax and confirmation

Incoming fax

To send incoming faxes to the eCabinet enter the **User Properties** dialog box as described in Step B: Configuring the FaxPress.

1. In the **User Properties** dialog select **Incoming Faxes** tab.
2. Select **Print Incoming Fax**
3. Click **OK** to save the setting.



Outgoing Fax

To send all outgoing faxes or outgoing faxes and confirmation to the ecabinet enter the **User Properties** dialog box as described in Step B: Configuring the FaxPress.

1. In the **User Properties** dialog select **Outgoing Faxes** tab.
2. Select **Print entire fax** or **Print entire fax and confirmation**
3. Click **OK** to save the setting.

