



Lexmark™

In FileBound scannen

Version 1.0

Administratorhandbuch

August 2023

www.lexmark.com

Inhalt

- Änderungsverlauf..... 3**
- Überblick..... 4**
 - Überblick..... 4
- Checkliste Einsatzbereitschaft..... 5**
- Konfigurieren der Anwendung..... 6**
 - Zugriff auf den Embedded Web Server..... 6
 - Einstellungen werden konfiguriert..... 6
 - Importieren oder Exportieren einer Konfigurationsdatei..... 7
- Verwenden der Anwendung..... 8**
 - Dokumente werden gescannt..... 8
- Fehlerbehebung..... 9**
 - Anwendungsfehler..... 9
 - Keine Verbindung zur Anwendung möglich..... 9
- Hinweise..... 11**
- Index..... 20**

Änderungsverlauf

August 2023

- Erste Version.

Überblick

Überblick

Verwenden Sie die Anwendung, um Dokumente zu scannen und sie auf einen Upland FileBound-Server hochzuladen.

Sie können das Projekt, den Teiler, das Trennzeichen und die Datei auswählen, in der das hochgeladene Dokument gespeichert werden soll.

Dieses Dokument bietet Informationen zu Konfiguration und Verwendung der Anwendung sowie zur Fehlerbehebung dafür.

Checkliste Einsatzbereitschaft

Stellen Sie Folgendes sicher:

- Sie haben einen Upland FileBound-Server.
 - Sie haben ein Upland FileBound-Benutzerkonto.
 - Sie haben eine Festplatte in Ihrem Drucker installiert.
 - Sie haben eine Webadresse des Upland FileBound-Anwendungsservers (URL des Servers).
-

Konfigurieren der Anwendung

Zugriff auf den Embedded Web Server

- 1 Suchen Sie die IP-Adresse des Druckers. Führen Sie einen der folgenden Schritte aus:
 - Suchen Sie die IP-Adresse des Druckers auf dem Startbildschirm des Druckers.
 - Berühren Sie auf dem Startbildschirm des Druckers **Einstellungen** > **Netzwerk/Anschlüsse** > **Netzwerkübersicht**.
- 2 Öffnen Sie einen Webbrowser, und geben Sie die IP-Adresse des Druckers ein.

Einstellungen werden konfiguriert

Einstellungen werden konfiguriert

- 1 Navigieren Sie im Embedded Web Server zur Konfigurationsseite für die Anwendung: Apps > Anwendungsname > Konfigurieren.
- 2 Führen Sie einen der folgenden Schritte aus:

Hinweis: Weitere Informationen zu den einzelnen Einstellungen finden Sie in der Mouse-over-Hilfe.

 - **Ändern Sie den Symboltext und das Symbol.**
Geben Sie im Bereich Startbildschirm den Text und das Bild an, die auf dem Startbildschirm erscheinen sollen.
 - **Konfigurieren Sie die Anwendungseinstellungen.**
 - Geben Sie in das Feld FileBound-Server die FileBound-URL ein.
 - Geben Sie in das Feld Standard-Dateiname einen gültigen Dateinamen ein.
Hinweis: Sie können maximal 58 Zeichen eingeben. Es sind nur alphanumerische Zeichen, Unterstriche, Bindestriche und Leerzeichen erlaubt.
 - Wählen Sie im Feld Scan-Einstellungen die Option **Anzeigen** oder **Ausblenden**.
 - Wählen Sie im Feld Dateiformat die Option **PDF** oder **TIFF**.
Hinweis: Es werden nur die Dateiformate PDF und TIFF unterstützt.
- 3 Legen Sie bei Bedarf das Standardkonto fest, mit dem Sie sich bei FileBound anmelden.

Hinweise:

 - Wenn es eingestellt ist, wird das Standardkonto für die Anmeldung bei FileBound verwendet.
 - Wenn Sie kein Standardkonto festlegen, werden Sie jedes Mal, wenn Sie die Anwendung starten, aufgefordert, sich anzumelden.
- 4 Klicken Sie auf **Anwenden**.

Importieren oder Exportieren einer Konfigurationsdatei

Hinweise:

- Beim Importieren von Konfigurationsdateien werden die vorhandenen Anwendungskonfigurationen überschrieben.
- Beim Exportieren der Konfigurationsdatei werden Passwörter nicht gespeichert. Stellen Sie das Passwort nach dem Importieren der Datei erneut ein.

1 Navigieren Sie über den Embedded Web Server zur Konfigurationsseite der Anwendung:

Apps > Scan to FileBound > Configure

2 Klicken Sie auf **Importieren** oder **Exportieren**.

Verwenden der Anwendung

Dokumente werden gescannt

Hinweise:

- Bevor Sie beginnen, aktivieren Sie das Scannen auf dem Embedded Web Server.
- Das Standardkonto wird beim Starten der Anwendung verwendet.

1 Legen Sie ein Originaldokument in das ADF-Fach oder auf das Scannerglas.

Hinweis: Weitere Informationen finden Sie im *Benutzerhandbuch* des Druckers.

2 Tippen Sie auf dem Startbildschirm auf das Anwendungsprofilsymbol.

3 Wenn Sie dazu aufgefordert werden, geben Sie Ihre Anmeldedaten ein.

4 Wählen Sie ein Projekt aus und berühren Sie dann **Weiter**.

Hinweise:

- Wenn es kein Standardkonto gibt, geben Sie Ihre Anmeldedaten ein.
- Die Projekte auf dem FileBound-Server werden alphabetisch aufgelistet und sind auf die ersten 100 Einträge beschränkt.

5 Geben Sie die Informationen (Suchbegriff) ein, nach denen Sie eine Datei suchen möchten, und berühren Sie dann **Suchen**.

Hinweis: Die Suchphrase muss mindestens 3 Zeichen lang sein.

6 Wählen Sie aus den Suchergebnissen und drücken Sie dann auf **Weiter**.

7 Wählen Sie ggf. ein Trennzeichen aus und berühren Sie dann **Weiter**.

8 Wählen Sie einen Teiler und tippen Sie auf **Weiter**.

Hinweis: Trennblätter und Separatoren sind auf 100 Einträge begrenzt.

9 Geben Sie den Dateinamen, die Beschreibung und ggf. Notizen ein und berühren Sie dann **Weiter**.

Hinweise:

- Der Standardwert des Dateinamens wird aus der Einstellung Standard-Dateiname auf der Konfigurationsseite übernommen.
- Die folgenden Zeichen sind unzulässig: ~ " # % & * : < > ? / \ { | }

10 Passen Sie nach Bedarf die Einstellungen an.

Hinweis: Wenn keine Druckerfestplatte installiert ist, beträgt die maximale Dateigröße 20 MB.

11 Tippen Sie auf **Senden**.

12 Senden Sie das Dokument, oder scannen Sie die nächste Seite.

Hinweis: Um zu prüfen, ob das hochgeladene Dokument vorhanden ist, melden Sie sich beim FileBound-Portal an und suchen nach dem Dokument.

Fehlerbehebung

Anwendungsfehler

Probieren Sie eine oder mehrere der folgenden Methoden:

Überprüfen Sie das Diagnoseprotokoll

- 1 Öffnen Sie einen Webbrowser und geben Sie **IP/se** ein, wobei **IP** für die IP-Adresse des Druckers steht.
- 2 Klicken Sie auf **Embedded Solutions** und tun Sie Folgendes:
 - a Löschen Sie die Protokolldatei.
 - b Setzen Sie die Protokollierungsstufe auf **Ja**.
 - c Erzeugen Sie die Protokolldatei.
- 3 Analysieren Sie das Protokoll und beheben Sie dann das Problem.

Hinweis: Um Probleme bezüglich unzureichendem Speicher zu verhindern, stellen Sie nach der Protokollanalyse die Protokollierungsstufe auf **Nein** ein.

Kontaktieren Sie Ihren Lexmark Vertreter

Keine Verbindung zur Anwendung möglich

Probieren Sie eine oder mehrere der folgenden Methoden:

Überprüfen Sie die FileBound-URL oder das Benutzerkonto

Vergewissern Sie sich, dass die FileBound-Server-URL korrekt ist und dass der Benutzername existiert und das Passwort korrekt ist.

Weitere Informationen erhalten Sie von Ihrem FileBound-Administrator.

Tippen Sie erneut auf das Anwendungssymbol.

Wenn sich der Server im Energiesparmodus befindet, kann es einige Sekunden dauern, bis er reagiert.

Stellen Sie sicher, dass der Drucker mit dem Netzwerk verbunden ist.

Weitere Informationen finden Sie im *Benutzerhandbuch* des Druckers.

Überprüfen Sie das Diagnoseprotokoll.

- 1** Öffnen Sie einen Webbrowser und geben Sie **IP/se** ein, wobei **IP** für die IP-Adresse des Druckers steht.
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Version 1.0

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Index

A

Zugriff auf den Embedded Web
Server 6
Anwendungsfehler
Fehlerbehebung 9

C

kann keine Verbindung zu
Exchange Online herstellen 9
Änderungsverlauf 3
Checkliste
Einsatzbereitschaft 5
Konfigurationsdatei
Importieren oder Exportieren 7

D

Checkliste für die
Einsatzbereitschaft 5
Dokumente
Scannen 8

E

Embedded Web Server
Zugriff 6
Exportieren einer
Konfigurationsdatei 7

I

Importieren einer
Konfigurationsdatei 7

O

Überblick 4

S

Scan-Einstellungen
wird konfiguriert 6
Dokumente werden gescannt 8

T

Fehlerbehebung
ein Anwendungsfehler ist
aufgetreten 9
kann keine Verbindung zu
Exchange Online herstellen 9