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OpenText RightFax 16 EP4

Connector for Konica Minolta MFPs

Administrator Guide

Edition

OpenText RightFax 16 Enhancement Pack 4 Connector for Konica Minolta MFPs

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Chapter 1: Configuring the Connector for Konica Minolta MFPs

With the Connector for Konica Minolta MFPs, you can link one or more of several supported Konica Minolta Multifunction Products (MFPs) on your network to a RightFax server. Users can scan documents on the Konica Minolta MFP and transmit them as fax or email messages through the RightFax server.

If you are using the optional SecureDocs Module, scanned documents can be sent via Certified Delivery or encrypted for security. For more information, see the *SecureDocs Module Administrator Guide*.

The Connector for Konica Minolta MFPs connects the RightFax server and Konica Minolta MFPs by using a software module called the External Document Connector (EDC). The EDC monitors folders on your network called "repositories" for Konica Minolta documents to process and transmit. All Konica Minolta MFPs that will submit fax jobs to the RightFax server must be configured to store scanned documents in the same network folder that EDC will use as a repository. See your Konica Minolta documentation for instructions on setting this folder location.

To create an interface for users on the Konica Minolta device, you must create a Metadata dialog on the device by using software provided by Konica Minolta. This Metadata dialog includes data entry fields such as destination fax number and user ID, and each of these fields is identified using specific keywords that the RightFax server can process. When users enter transmission information in these fields, the data is packaged along with the scanned image in a way that the RightFax server can interpret and use.

Basic process for scanning and transmitting faxes

1. Using either the Konica Minolta MFP fax functionality or one of the RightFax-specific templates, the user enters fax transmission information on the Konica Minolta MFP and scans the document.
2. The Konica Minolta MFP saves the document as an image file and stores the file in the repository folder on the network.
3. EDC picks up the image file from the repository, converts it to a file format appropriate for use by the RightFax server, and places it in the RightFax send queue for transmission.
4. The RightFax server transmits the file as a fax or email message to the destination specified by the user on the Konica Minolta MFP.

RightFax support and requirements

The Connector for Konica Minolta MFPs is installed as part of RightFax but must be purchased separately and activated through the Product Licensing Utility. Refer to the *RightFax Installation Guide* for specific information on server requirements and instructions for installing and activating optional modules.

Also required:

- IIS 7.0 or later with File Transfer Protocol (FTP) Services enabled
- ASP.net

The Repository Folder

The repository folder where outbound faxes originating from the Konica Minolta device will be placed must be configured as an FTP site on an IIS server on your network. Verify that the FTP component is installed on the IIS server you want to use, and verify that Read/Write options are enabled for your intended repository folder.

Konica Minolta MFP compatibility with RightFax

To determine the compatibility of your Konica Minolta MFP device with RightFax

1. From the Web browser of a local PC workstation, enter the IP address of the Konica Minolta MFP device to access the MFP's **PageScope Web Connection**.
2. Log on as Administrator, using the Administrator password provided in the Konica Minolta manual you received with your MFP device.
3. If your MFP device is RightFax compatible, **Application Registration** will be available on the **SCAN** tab.

> **Important** If **Application Registration** does not appear on the **SCAN** tab, please contact your Authorized Konica Minolta Service Provider.

For a list of supported Konica Minolta MFP devices, see faxsolutions.opentext.com/konica-minolta-integration.aspx on the OpenText Web site.

Configuring a Walkup account for guest users

Users with RightFax accounts can sign in at the Konica Minolta MFP device using their RightFax User ID and password. User defaults are used when sending documents from the Konica Minolta MFP device.

When RightFax is installed, a user called Walkup is automatically created. RightFax uses the Walkup account so guest users can create and send faxes from the Konica Minolta MFP device even if they do not have a RightFax User ID.

Guest user settings depend upon how the Walkup user is configured.

Configure your RightFax users, including the Walkup user, by following these recommendations:

- Configure the account to send email. Users with email addresses have the option to address their transmissions with either email or fax addresses.
- Set up a default cover page for the account.

See the *RightFax Administrator Guide* for information about creating and editing user accounts.

Chapter 2: Configuring connector settings in RightFax

To configure RightFax to work with the Connector for Konica Minolta MFPs, use the EDC Configuration Wizard.

To run the EDC Configuration Wizard

1. On the **Start** menu of the RightFax server, click **All Programs**, and then click **Open Text**. Click **RightFax EDC Monitor**.
   - If you are running EDC Monitor for the first time, you are prompted to initialize EDC. Click **Yes**. The EDC Configuration Wizard appears.
   - If EDC has already been initialized, EDC Monitor opens in its default Activity view. On the **Tools** menu, click **EDC Configuration**.
2. On the first page of the configuration wizard:
   - If you are installing the connector for the first time, click **Add/Remove modules** and click **Next**.
   - If you want to make changes to an existing connector, click **Modify a module** and click **Next**.
3. On the **Add/Remove Modules** page, select the **Konica Minolta MFP** check box. If a **Module Dependencies** dialog box appears, click **OK** to continue; the additional modules will be installed automatically. Click **Next**.
4. On the **Wizard Summary** page, verify that the information is correct and click **Next** to configure the connector.
5. On the **Select Module** page, click **Konica Minolta MFP** in the list of modules and click **Next**.

To specify the device repository

1. On the **Device Repository** page, click **Browse**. Browse to a folder where the MFP saves files for RightFax to pick up and click **OK**. Both the MFP and the EDC Manager Service running on the RightFax server must have sufficient user rights to read, write, modify, and delete files in this directory.
2. Click **Add** to add the Repository Path.
3. Repeat steps 1 and 2 for any additional repository directories you want to add.
4. Click **Next.**

Caution If the MFP uses an FTP site as its repository that is remote from the RightFax server, change the RightFax EDC Manager service to log in from an account with FTP access instead of the local system account.

To configure RightFax EDC Manager to pick up faxes from a remote FTP site, open **Services** on the RightFax server, right-click **RightFax EDC Manager Module** and then click **Properties**. Click the **Log On** tab, select **This Account**, and enter the domain and user name of an account that has administrative access to the computer where the FTP site is located.

To set up server defaults

1. The **RightFax Server Name** defaults to the local RightFax server. If you want the connector to send faxes using a different RightFax server on your network, enter the name of the other server here.
2. Faxes sent from the MFP that do not have a RightFax server user ID specified will be sent from the account of the **Default User Name** specified here. By default this is the Walkup user. For information about setting up the Walkup user, see *Configuring a Walkup account for guest users* on page 5. If you want to use another default user account for faxes sent from the MFP, enter it here.
3. In the **Default To Name** box, enter a default fax recipient name that will be used when the sender does not specify a recipient name when sending a fax.
4. In the **Default From Name** box, enter a default sender name that will be used when the sender does not specify their RightFax server User ID or other sender name when sending a fax.
5. Click **Next**.

To specify notification options

1. Select the **Print Notification** check box to print success or failure notification messages on the originating MFP after sending a fax. Click **Next**.
2. On the **Email Notifications?** page, click **Email Notifications** if you want a transmission status message to be automatically emailed to the sender for each fax sent. If you click this option, specify an SMTP server name, the email address from which notification emails are sent, and a name that will appear as the sender of email notifications. Click **Next.**
3. Review the Wizard Summary page to ensure that the changes made in the previous pages are correct. Click **Back** to make corrections, or click **Finish** if everything is correct.

To start the services if they are not running

1. On the **Start** menu of the RightFax server, click **All Programs**, and then click **Open Text**. Click **RightFax EDC Monitor**.
2. On the EDC Monitor **Tools** menu, click **Services**.
3. Click **Start All Services**, and then click **Close**.

The MFP list

Enterprise Fax Manager and Web Admin display a list of licensed MFPs. When the connector sends a fax from an MFP for the first time, it adds that MFP to the list.

If you remove an MFP from your network, you can remove the MFP from the list to free up the license. Otherwise, you should continue to use EDC Monitor to manage your Connector for Konica Minolta MFPs.