



# KYOCERA Capture Manager

## User Guide



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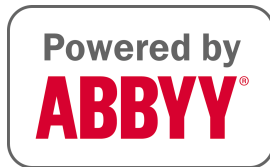
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# Table of Contents

## Chapter 1 Overview

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Logging in to Capture Manager.....	1-1
Resetting a password.....	1-1

## Chapter 2 Scan workflows

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Running an MFP client workflow.....	2-1
Running a web browser workflow.....	2-1
Running a TWAIN driver workflow.....	2-2
Configuring a TWAIN driver.....	2-3
Running a mobile workflow.....	2-3
Running an email workflow.....	2-5
Running a folder workflow.....	2-5

## Chapter 3 Verification tasks

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Running a verification task.....	3-1
----------------------------------	-----



# 1 Overview

Capture Manager is an automated server-based capture, scanning, and distribution workflow system. It eliminates the time and difficulty of manually capturing and distributing information to your business systems. You can scan documents, enter or validate specific metadata, such as invoice number, invoice amount, and date. The documents continue through predefined workflows. The digitized documents and the results can be sent to a variety of outputs, (Copy to Folder, Send to Email, Google Drive) and in a variety of formats, (searchable PDFs or Office formats). This guide gives you instructions about how to scan and verify information in scan workflows.



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Features and options vary depending on your license agreement.

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## Logging in to Capture Manager

- 1 Open a web browser and enter:  
For HTTP, enter **http://hostname:9070/ui**  
For HTTPS, enter **https://hostname:9070/ui**
- 2 Enter your credentials for **User ID** and **Password**.
  - Default User ID: admin
  - Default Password: password
- 3 Select the **Keep me signed in** check box to store your credentials for up to 24 hours. If unchecked, credentials are maintained for 1 hour.
- 4 Select **Log in**.

## Resetting a password

You can reset your password from the log in screen.

- 1 Open a web browser and enter the URL for Capture Manager.
- 2 Select **Forgot your password?**
- 3 In the Password reset dialog, enter your email address.
- 4 Select **OK**.  
The system sends you an email with information about how to reset your password.



## 2 Scan workflows

An administrator creates scan workflows. You or an administrator can run the scan workflows in your environment by scanning documents provided to you, entering metadata if prompted, and verifying metadata in pending workflows. You can run scan workflows from an MFP client, a web browser, folder, email, a TWAIN driver, or a mobile device.

### Running an MFP client workflow

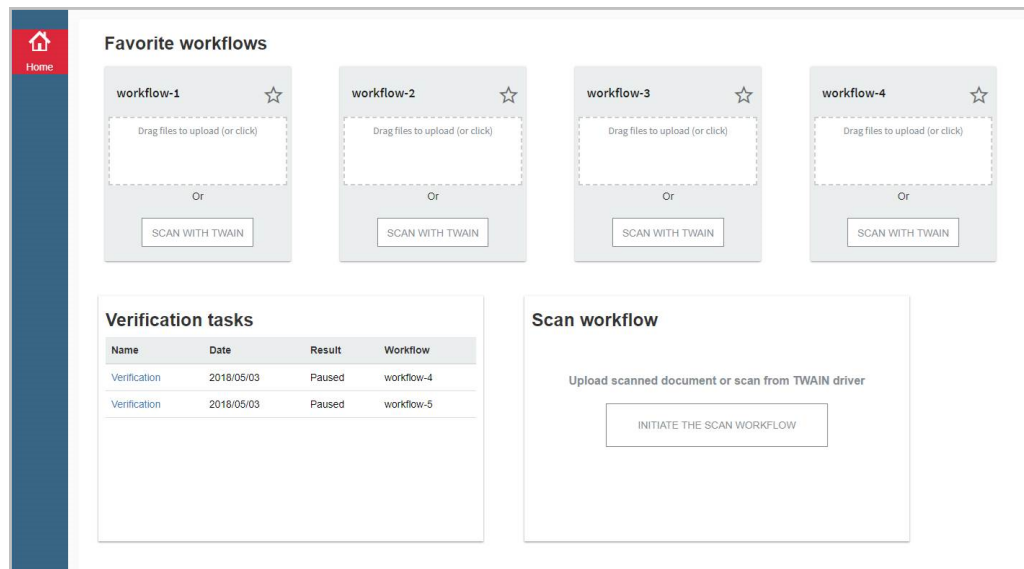
Before you begin, make sure you have the document or documents to be scanned.

- 1 Log in to the MFP.
- 2 If you have been assigned a PIN, you will be prompted to add it.
- 3 Select **Capture Manager**.
- 4 Place the document on the scanning glass or in the document feeder.
- 5 Press the scan button on the MFP panel to begin the scan workflow.  
The documents go to the output designated in the workflow.
- 6 Select **Logs** on the Home window to verify the workflow was successful.

### Running a web browser workflow

After you login to Capture Manager in a web browser, in the Home window, you will see the top row with a maximum of four recently used workflows. If you run a workflow frequently, you can "pin" it as a favorite by selecting the star icon. You can begin a workflow by dragging a document onto a workflow or finding the document through File Explorer. You can also scan a document with a TWAIN driver.

You can run a workflow by selecting INITIATE THE SCAN WORKFLOW in the Home window.



Before you begin, make sure you know where the digital documents for the workflow are located on your computer.

- 1 In the Home window, select **INITIATE THE SCAN WORKFLOW**.
- 2 In the Scan Workflow dialog box, select a workflow and select **OK**.
- 3 From the File folder icon, find and select your document.
- 4 In the Edit Metadata dialog box, enter metadata value for that document and select **OK**.

The documents go to the output designated in the workflow.

- 5 Select **Logs** on the Home window to verify the workflow was successful.

## Running a TWAIN driver workflow

Before you begin, the TWAIN plug-in must be installed on your computer to be able to use the TWAIN driver. If it is not, see *Configuring a TWAIN driver*.

- 1 Place a document on the printer.
- 2 In the Home window, select **Initiate the Scan Workflow**.
- 3 In the Scan Workflow dialog box, select a workflow and select **OK**.
- 4 Select the **TWAIN Acquisition** icon and make your selections.
  - Device:** Device defined by the administrator during TWAIN driver installation.
  - New document:** Scan a new document.
  - Append to current document.** Select from:



- At the end of the document (default)
- Before the current document
- After the current page

A plug-in link displays at the bottom of the TWAIN Acquisition dialog box.

- 5 Select the plug-in link to download the plug-in to your computer.
- 6 Select **Acquire**.
- 7 Execute the wizard for the installation of the TWAIN plug-in.



You need administrator rights for this installation.

- 8 Select **Scan** to scan a new document.  
The image displays on the TWAIN user interface after scanning is done.
- 9 In the Edit Metadata dialog box, enter metadata values for that document.
- 10 Select **OK** to start the workflow.

## Configuring a TWAIN driver

Before a user can run a TWAIN driver workflow, you must first install the TWAIN plug-in. Settings vary by manufacturer.

- 1 In the Windows search box, enter **TWAIN Driver Setting**.
- 2 Select **TWAIN Driver Setting** in the search list.
- 3 Select **Add**.
- 4 Enter values for the following settings:  
Name: MFP name  
Model: MFP model name  
Scanner address: IP address or host name  
Unit: Units of measurement in inches or metric units  
Secure Protocol Setting: SSL check box for the secure protocol
- 5 Select **OK**.
- 6 Select **Close**.

## Running a mobile workflow

Before you begin, tell the administrator where you want the documents (.pdf, .jpg, .jpeg, .tiff, .tif, and .png) to go. Your choices include folders (SMB/FTP),

email, Google Drive, and SharePoint. The administrator can also give you the values needed for the server and connection settings.

- 1 Install the Capture Manager app from the App Store for an iOS device or from Play Store (Google Play) for an Android device.
- 2 In the Data Collection dialog box, accept or decline the option to participate in data collection.
- 3 In the Server Settings and Connection Settings dialog box, enter values for the following:  
Hostname: The Capture Manager server URL. Maximum of 256 characters.  
Port: The Capture Manager server port number within a range from 1 - 65535.  
User ID: The user's ID, enter up to a maximum of 64 characters.  
Password: The user's password, enter up to a maximum of 64 characters.  
SSL/TLS: SSL is enabled, by default
- 4 Select **Log in** to save the settings and log in to Capture Manager.
- 5 Select a workflow.
- 6 In the Add documents dialog, select a source from one of the following:
  - Take Photo
  - Choose from Library
  - Choose from Documents
- 7 Follow the prompts based on the selection.
- 8 In the Confirmation dialog box, select **Next**.

The document is uploaded to the Capture Manager server based on the configured workflow. The administrator sets up the email address or final destination for the document.

## Adding documents

There are three ways to add documents that you want processed through a workflow.

- Take a Photo
- Choose from Library
- Choose from Documents

## Take a photo

You can take photos of documents with your mobile device's camera. The Take a Photo feature includes a document scanning function that detects the borders and dimensions of a rectangular document. To take the best photo, place the document on a flat surface whose color contrasts from that of the document. The photo orientation is always in portrait mode.

In iOS, Take a Photo provides a live guide, a red rectangle that detects the borders and dimensions of a document. The image is saved in the mobile device's library.

In Android, you can line up the document in the camera's frame and press the Scan button. The image is saved in the mobile device's DCIM folder.

## Choose from library

You can add existing documents from your mobile device's library. You can select a document from the file selection user interface. iOS users can select multiple images at once. The supported file types for both iOS and Android are .pdf, .jpg, .jpeg, .tiff, .tif, and .png.

In iOS, if you use this option, you are denied permission to the mobile device's library, and a prompt displays to change your settings for the Capture Manager app.

In iOS and Android, you may not be able to access photos from the same sources. Android users may be able to see folders listed, while iOS users will not. iOS users can share the files from other apps to Capture Manager and then view those files in Choose from Documents.

## Choose from documents

Select a document from a list of documents. You can select one document from the list at a time. The supported file types for both iOS and Android are .pdf, .jpg, .jpeg, .tiff, .tif, and .png.

In iOS, the shared document is added to Capture Manager storage.

In Android, the shared document is added to your Downloads folder.



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You can share documents with Capture Manager mobile using **Open in [iOS]** and **Share/Export [Android]**.

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## Running an email workflow

Capture Manager software checks email accounts regularly for new attachments and runs a scan workflow immediately after a document is found.

## Running a folder workflow

Capture Manager software checks folders regularly for new attachments and runs a scan workflow immediately after a document is found.



## 3 Verification tasks

The Verification task list displays on the Home window. If there was a problem reading data on a document, Capture Manager sends you an email. The email contains a link to the Verification task on the Home window, where you can correct the data entry.

### Running a verification task

When the scan workflow reaches the verification point, you receive an email to manually verify the metadata on the document.

**1** Log in to Capture Manager.

The Home window displays with one or more workflows listed in Verification Tasks.

**2** Select the highlighted Verification link.

A preview of a scanned document and associated metadata displays.

**3** In the Edit Metadata dialog box, select the first item to be verified.

The corresponding field on the document is highlighted. Enter or confirm the metadata information to match what is on the document and select **OK**.

If the metadata is not accurate, correct it in the Edit Metadata dialog box and select **OK**.

If there is a problem with the metadata, select **Reject**. The Home window displays.

The scan workflow automatically finishes.

The scanned files display in the output location defined in the workflow.

For the KYOCERA contact in your region, see Sales Sites sections at:  
<https://www.kyoceradocumentsolutions.com>