FUJIFILM

Cloud Service Hub®
User Guide

Information about Cloud Service Hub

See the following websites.

Help of Cloud Service Hub

This website provides how to set up Cloud Service Hub, frequency asked questions, and other information.

https://cloudservicehub.fujifilm.com/webui/help

Login Portal Page of Cloud Service Hub

This website provides the information of Cloud Service Hub, maintenance information, and Terms of Use.

https://cloudservicehub.fujifilm.com/

Tenant Administrator's Guide of FUJIFILM BI Direct

This website provides more details about the tenant management. This guide is mainly for a tenant administrator.

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/index.html

How to Start When You Receive the Invitation E-mail

This website describes how to start with the invitation e-mail of Cloud Service Hub.

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/01_00030.html

How to Connect to the Cloud Service You Use

This website describes how to connect to the cloud service to be used.

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/01_00040.html

Conventions

This guide uses the following symbols according to the information described.

Important Indicates important information you have to know or be reminded before operations.

Note Indicates supplemental information useful for operation.

See Indicates references to other chapters and manuals.

This guide uses the following terminology.

" " Indicates messages, file names, folder names, input values, input examples, and information to emphasize. Also indicates references within the manual.
Example: "XXX" is displayed.

[ ] Indicates an item displayed on a computer screen. Also indicates a window, menu, dialog box, tab, or button.
Example: Click [OK].

{ } Indicates a value that changes during operation, such as a drive name or user name.
Example: "{model name}:{serial number} ({IP address or host name})" is displayed for the target device.

> Indicates the level of menus and Web pages.
Example: Select [Start] > [Programs].

- The term "Windows" is used to refer to the Microsoft Windows Operating System.
- The term "PC" is used to refer to personal computers.

1 Overview of Cloud Service Hub

Cloud Service Hub enables you to connect your multifunction device to cloud services.

Using Cloud Service Hub, you can operate the following items.

- Store the documents which are scanned by your multifunction device in the specified cloud service.
- Search multipul cloud services for necessary documents, and print the found documents.
- Print documents such as MS Office files or various kinds of image files without using any drivers or computers.

Also, you can OCR documents scanned by your multifunction device.

Note

The OCR is capable of processing in Japanese, English, Simplified Chinese, Traditional Chinese, Korean, Vietnamese, and Thai. For more details, refer to "OCR feature" (P.11).

2 Before Starting Cloud Service Hub

The flow before starting Cloud Service Hub is as follows.

1. Receive the Invitation E-mail

Receive the "FUJIFILM Business Innovation Service Commencement Procedure" from the administrator.

Note

If you did not receive the invitation e-mail and receive "Getting Started with Cloud Service Hub", you do not need procedure to participate in the tenant. Access the web site of Cloud Service Hub using the URL in the e-mail, connect to the cloud service to use.

2. Participate in the Tenant

The user who has received the invitation e-mail accesses via the "Tenant Participation Confirmation URL" in the e-mail, and participates in the tenant.

Note

- When the user did not register with FUJIFILM BI Direct, display the registration screen of FUJIFILM BI Direct. Register with FUJIFILM BI Direct.
- Participation in the tenant has an expiration date. Participate in the tenant by the expiration date in the invitation e-mail.

3. Receive [Getting Started with Cloud Service Hub]

Participate in the tenant to receive "Getting Started with Cloud Service Hub".

4. Connect to the Cloud Service You Use

Access the web site of Cloud Service Hub using the URL in the e-mail, connect to the cloud service you use.

Note

The account of the cloud service you use is required to connect the cloud service. Prepare in advance.

3 Log In to Cloud Service Hub

You can connect to Cloud Service Hub by tapping [Cloud Service Hub] on the operation panel of the multifunction device.

1. If the authentication feature is enabled on the multifunction device, log in to the multifunction device.

2. Tap [Cloud Service Hub].

3. Enter [User ID] and [Password] of FUJIFILM BI Direct on the login screen.

> **Note**
>
> You can store the login information. By storing the information, you can omit the login operation.
> For more details, refer to "Login Operations" (P.7).

4. Tap [Login].
   The selection screen of the features is displayed.

Exit Cloud Service Hub

Put the home button (or the menu button depending on the model).

Login Operations

When you log in Cloud Service Hub, you can omit to enter a user ID or password and use the login history.

> **Note**
>
> These features are unable to use depending on the model. For information on how to log in to the authentication feature of the multifunction device, refer to the "Instruction Manual" provided with your device.

Store the Authentication Information

When operating the multifunction device under the main body or external authentication, you can, store the authentication information of Cloud Service Hub. By storing the authentication information, you can omit the login operation to Cloud Service Hub from the next use.

> **Note**
>
> For linked external authentication, you can use Microsoft Azure Active Directory or others.

> **See**
>
> For information on how to store the authentication information, refer to "6 Set the Administration Menu" (P.15).

Use the Login History

"Selection from history list" is displayed on the login screen.

"Selection from history list" displays up to 16 user IDs which were used in the past in order of last update, then they can be used as a user ID when you log in.

> **Note**
>
> These features are unable to use depending on the model.

4 Use the Scan Feature

Store the documents scanned on the multifunction device in the cloud service.

Note

[Print from Cloud], [Scan to Cloud)], or [Scan to Me] is displayed on the selection screen of the features on Cloud Service Hub depending on the model. In this case, follow the procedure in the instruction manual provided with your multifunction device.

Store the Scanned Documents

The following describes the basic operations.

1. If the authentication feature is enabled on the multifunction device, log in to the multifunction device.

2. Load documents

3. Log in to Cloud Service Hub

See

For information on how to log in, refer to "3 Log In to Cloud Service Hub" (P.7).

4. Tap [Scan].

5. Select the cloud service to store documents.

Note

- If the cloud service displays ⚠, an error occurs such as the connection setting of the cloud service is expired. Refer to "How to Connect to the Cloud Service You Use" (P.3), check the connection settings.
- If the cloud service which stores documents is not displayed, contact the tenant administrator of Cloud Service Hub or service administrator.
- Use the search feature to search across using multiple cloud services and select the folder to store. For information on how to search for the target folder, refer to "Search for the Storage Location" (P.10).

6. Select the folder to store documents.
Select the target folder from the using cloud service.

See

For information on how to search for the folder to store documents, refer to "Search for the Storage Location" (P.10).

7. As necessary, set the scan setting.

See

For setting the scan feature, refer to "Set the Scan Feature" (P.10).

8. Tap or slide [Start].

Search for the Storage Location

Search to enter search terms such as a name of folder to store via ⊡. On the screen of a list of the cloud services, find the folder including search terms to search across using the cloud services.

Selection Screen of the Storage Location

☐

You can search to enter search terms such as a name of the folder to store.

☐

Sort folders and files.

☐

Update to the latest condition.

☐

Check the display of thumbnail, updating date, and size of the selecting file.

Set the Scan Feature

Tap ☐ and specify the scan settings. You can set the following features.

☐ **Note**

Some features are not displayed depending on your machine.

Preset

Retrieve the stored setting of the scan feature from the preset settings.

☐ **See**

For information on how to store the setting value, refer to "Store the Setting as a Preset Setting" (P.11).

File Name

Specify the file name for saving scanned documents.

File Format

Specify PDF or DocuWorks (xdw) as the format for scanned documents.

Preview

Specify whether to display previews of scan results.

Resolution

Specify the resolution when reading documents. The bigger the value becomes, the more minutely documents are read, and the the amount of the data becomes bigger.

Color Mode

Specify the color mode when reading documents.

Double-sided Document Feed

Specify the reading surface of documents. Set the binding method of documents to align the top and bottom of both sides of documents and read.

Original Orientation

Specify the original orientation.

Scan Size

Specify the size of documents. When scanning irregular size documents or different size from the setting documents, specify the scan size. You can add a margin or delete an extra section to scan.

Reduce/Enlarge

Reduce or enlarge with a specified ratio and scan the target document.

MRC High Compression

Store PDF files and DocuWorks files in the high compression format.

OCR

Specify whether to OCR on scanned documents.

Skip Blank Pages

Set whether to skip blank pages when scanning documents.

Skew Correction

Specify whether to correct document skew when scanning documents.

Auto Upright Orientation

Specify whether to perform automatic orientation when scanning documents.

OCR feature

The OCR is capable of processing in Japanese, English, Simplified Chinese, Traditional Chinese, Korean, Vietnamese, and Thai.

> **Note**
>
> This feature is unable to use depending on the model.

Store the Setting as a Preset Setting

Store the current setting value of the scan feature as a preset value.

Specify a preset name and retrieve the setting value from [Preset] of the scan feature to use.

> **Note**
>
> This feature is unable to use depending on the model.

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Use the Print Feature

Print the files stored in a cloud service.

⬜ Note

[Print from Cloud], [Scan to Cloud)], or [Scan to Me] is displayed on the selection screen of the features on Cloud Service Hub depending on the model. In this case, follow the procedure in the instruction manual provided with your multifunction device.

Prints the Stored Files

The following describes the basic operations.

1. If the authentication feature is enabled on the multifunction device, log in to the multifunction device.

2. Log in to Cloud Service Hub

👓 See

For information on how to log in, refer to "3 Log In to Cloud Service Hub" (P.7).

3. Tap [Print].

4. Select the cloud service to store files.

⬜ Note

- If the cloud service displays ⚠, an error occurs such as the connection setting of the cloud service is expired. Refer to "How to Connect to the Cloud Service You Use" (P.3), check the connection setting.
- If the cloud service to store files is not displayed, contact the tenant administrator of Cloud Service Hub or service administrator.
- Use the search feature to search across using multiple cloud services and select the file. For information on how to search for the file, refer to "Search for Files" (P.13).

5. Select the file to be printed.
Select the file to be printed from the using cloud service.

👓 See

For information on how to search for the file, refer to "Search for Files" (P.13).

6. As necessary, set the print setting.

👓 See

For setting the print feature, refer to "Set the Print Feature" (P.13).

7. Tap or slide [Start].

Search for Files

Search to enter search terms such as a name of the target file via 🔍 . On the screen of the list of the cloud services, find the file including search terms to search across using the cloud services.

See
For available features, refer to "Search for the Storage Location" (P.10).

Set the Print Feature

Tap ⚏ and specify the print settings. You can set the following features.

Note
Some features are not displayed depending on the model.

Preset

Retrieve the stored setting of the print feature from the preset settings.

See
For information on how to store the setting value, refer to "Store the Setting as a Preset Setting" (P.14).

The Number of Copies

Specify the number of printing copies.

Color Mode

Specify the color mode when printing.

Note
Not displayed when you use black and white multifunction device.

2-Sided Print

Specify 2-sided or single-sided printing.

Output Paper Size

Specify the paper size when printing.

Pages Per Sheet (N-Up)

Set the number of pages onto one sheet of paper.

Staple

Specify the staple settings for printing.

Hole Punch

Specify the hole punch settings for printing.

13

Store the Setting as a Preset Setting

Store the current setting value of the print feature as a preset value.

Specify a preset name and retrieve the setting value from [Preset] of the print feature to use.

Note

This feature is unable to use depending on the model.

6 Set the Administration Menu

On the administration menu, control the authentication information when you log in.

After logging into Cloud Service Hub, tap ⚙ > [Admin Menu] and set the administration menu.

> 💬 **Note**
>
> The administration menu may be displayed as "Cloud Service Hub settings", some items may not be displayed, or menus themselves may not be displayed depending on the model.

> 👓 **See**
>
> For information on how to log in, refer to "3 Log In to Cloud Service Hub" (P.7).

Store the Authentication Information

When the multifunction device uses authentication from main body or external, set storing the authentication information on [Admin Menu] of Cloud Service Hub. You can omit the login operation to Cloud Service Hub from the next launch.

Not to store authentication information, display the login screen when using Cloud Service Hub. You need to enter the user ID and password.

Apply User ID History During Authentication

Set whether to display the history of the FUJIFILM BI Direct user names that are used by users to log in.

Auto Login Next Time

Set whether to enable the automatic login function of Cloud Service Hub for the login user.

Remove Saved Authentication Information

Remove Saved Authentication Information

Remove the All Stored Authentication Information

Display when you login via the account having administrator authority.

The stored all user's authentication information is removed.

7

Troubleshooting

The tenant administrator of Cloud Service Hub or service administrator manage available cloud services to connect to Cloud Service Hub and user accounts. If you have any concerns, contact the tenant administrator of Cloud Service Hub or service administrator.

Help of Cloud Service Hub

Provide information on how to set up of Cloud Service Hub, frequently asked questions, and other information.

https://cloudservicehub.fujifilm.com/webui/help

Official Web Site of Cloud Service Hub

Provide information of Cloud Service Hub, maintenance information, and the Terms of Use.

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