

# Scan Translation Service

## Administrator Guide



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powered by  Google translate

Scan Translation Service uses NEC English-Japanese / Japanese-English translation engine when translating English into Japanese and Japanese into English.

Scan Translation Service uses Google Translate™ API when translating languages other than English-Japanese and Japanese-English.

# Introduction

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Thank you very much for choosing Scan Translation Service.

This manual is designed for administrators of Scan Translation Service and describes the administration functions and operating procedures for using Scan Translation Service.

Furthermore, this manual assumes that you have a basic knowledge of your multifunction device and know how to operate it. Refer to the "Administrator Guide" and "User Guide" that were packaged with your multifunction device for details on how to operate your device.

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# Manual Organization

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The manuals that describe how to setup and use Scan Translation Service are as follows.

- Scan Translation Service User Guide

This manual describes the functions and operating procedures for using Scan Translation Service.

- Scan Translation Service Administrator Guide (this manual)

This manual describes the administration functions and operating procedures for using Scan Translation Service when logged in with administrator permissions.

- Scan Translation Service Multifunction Device Linkage Setup Guide

This manual describes how to install and setup the tool for linking multifunction devices to Scan Translation Service.

# How to Use This Manual

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## Structure of This Manual

### 1. Overview

This section provides an overview of Scan Translation Service.

### 2. Administration Functions

This section describes the administration functions that administrators can use when using Scan Translation Service.

### 3. Getting Help

This section describes how to deal with issues and problems that arise while using Scan Translation Service.

## Notation Used in This Manual

The following shows the notation used in this manual.

- < > Indicates a keyboard key.  
Examp<sub>e</sub> Press the <Enter> key.  
e:
- [ ] Indicates menus, buttons, tabs, and items displayed on the screen.  
Examp<sub>e</sub> Click the [Apply] tab.  
e:
- { } Indicates values that change during operation such as usernames and server names.  
Examp<sub>e</sub> Click [{User Name}].  
e:
- > Indicates the breadcrumb hierarchy of the menu or Web page.  
Examp<sub>e</sub> Select [Connection Definition] > [Connection Destination 1] from the [File]  
e: menu.
- " " Indicates a reference point in the manual and references to other manuals.  
It can also represent messages or emphasized words.  
Examp<sub>e</sub> Indication is made such as "1 Overview" or  
e: "Name is not specified."
-  Describes important points.
-  Describes additional useful information.
-  Describes operating procedures.

- The Microsoft® Windows® Operating System is referred to as "Windows".
- A personal computer is referred to as a "PC".
- Clicking the right button on a mouse is referred to as a "right click".



# 1. Overview

This section provides an overview of Scan Translation Service and explains its major functions.

## Overview

Scan Translation Service is a cloud-based translation service that can be used via an Internet connection from either a multifunction device or PC.

By using this Service, you can scan a paper document as if to copy it via your multifunction device and create a translated document that preserves the exact same layout as the source document.

In like manner, you can translate electronic documents from your PC.

Since the page layout of the translated document is exactly the same as the source document, translated results are extremely easy to view and reference, which enables you to understand the main details of the document quickly.

### Important

- This Service is a machine translation service, and therefore, the accuracy of the translated result may not always be satisfactory. It is possible to improve the accuracy of the translation by utilizing a custom User Dictionary. (The User Dictionary can only be used when translating from either Japanese to English or English to Japanese.)

The main functions of the Service are as follows.

#### (1) Translation of paper documents

You can make a machine translation of your paper documents by scanning them with your multifunction device. (Thai language documents cannot be translated on multifunction device.)

#### (2) Print translation result output

You can print out the results of the machine translation from your multifunction device.

#### (3) Translation of electronic documents

The following electronic documents are uploaded using a Web browser and are machine translated. Thai, Vietnamese, Indonesian and Malay language DocuWorks documents cannot be translated.

- DocuWorks documents
- PDF documents
- Microsoft Word documents
- Microsoft PowerPoint® documents

#### (4) Downloading the Translated Result

The result of the translation can be downloaded as an electronic document. (Downloading to mobile devices can also be carried out.)

(5) Editing the User Dictionary

Registering a User Dictionary can improve translation accuracy. (The User Dictionary can only be used when translating from either Japanese to English or English to Japanese.)

(6) Service Usage Administration

Customers with administrator permissions can perform the following operations using a Web browser.

- Register and delete users
- Grant and delete permissions of administrators
- Register and delete groups
- Aggregate usage status of the Service
- Change the automatic deletion period for translated results
- Make administrator e-mail notification settings

## Operating Environment

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The Service is available by connecting to Fuji Xerox multifunction devices or PC Web browsers. For information on the latest operating environments for the Service, refer to our official website at the link below.

- For users who concluded a Scan Translation contract in Japan  
<http://www.fujixerox.co.jp/solution/scantrans/>
- For users who concluded a Scan Translation contract in a country other than Japan  
<http://www.fxap.com.sg/product/software/scanservice/index.jsp>

## Translation Process

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The Service provides the following translation process functions.

Item	Description
Start of translation process	<ul style="list-style-type: none"> <li>• Translation can be started by specifying settings such as language and output method.</li> <li>• A maximum of 100 pages can be processed. If this limit is exceeded, processing will be canceled.</li> <li>• When the number of documents during the translation process exceeds the number allowed for simultaneous processing by the Service, excess processes will not be allowed to proceed until previous translation jobs are completed. (They are queued for pending processing.)</li> <li>• Translation results are saved on the server. They are automatically deleted after the configured period of time (1 to 14 days).</li> <li>• When translating electronic documents, the translation results are saved with the same file extension as the source document. When scanning and translating paper documents, the translation results are saved as PDF files.</li> <li>• When translating Word or PowerPoint documents, the number of pages and the page layout of the translation results may differ from that of the translation documents.</li> <li>• When you cancel translation processing, translated until the page instructed to cancel, then translation is canceled from next page.</li> </ul>
Process Complete Notification	When the translation process is completed, the user who started the translation will be sent an e-mail.
Processing Failure Notification	If translation fails for even a single page, an e-mail notifying the translation failure will be sent to the user who implemented the translation.
Error Report	<ul style="list-style-type: none"> <li>• Pages for which errors have occurred during the translation process are not output.</li> <li>• Errors are included as an error report in the top page of the document.</li> <li>• An error report is not output for Word document translations.</li> </ul>

## User Type

This Service allows the allocation of administration permissions to each user.

User Type	Administration Permissions	Description
Local user	No	This type of user can use standard services.
Administrator	Yes	In addition to standard services, administrators can use administrative functions.

## Specialized Dictionary and User Dictionary

This Service makes it possible to use dictionaries with preregistered words at the time of translation.

The dictionaries include the Specialized Dictionary registered in the system and User Dictionary that the user can register. These dictionaries can only be used when translating from English to Japanese or Japanese to English.



### Note

- Depending on the text to translate, translation may be processed without the registered dictionary.

Item	Description
Specialized Dictionary	<p>This is a dictionary registered in the system. It can only be used when translating from English to Japanese or Japanese to English. The Specialized Dictionary includes the following dictionaries.</p> <ul style="list-style-type: none"> <li>• Sports</li> <li>• Medical Care</li> <li>• Art</li> <li>• Engineering</li> <li>• Humanities and Culture</li> <li>• Political Economy</li> <li>• Life and Hobby</li> <li>• Agriculture, Forestry, and Fishery</li> <li>• Science</li> </ul>
User Dictionary	<p>This is a dictionary independently created by the user. It can only be used when translating from English to Japanese or Japanese to English.</p> <p>They can be shared as follows:</p> <ul style="list-style-type: none"> <li>• Creator Only: Dictionaries can only be used by the registered user.</li> <li>• Affiliated Group: Dictionaries can be used by the registered user and users affiliated with the same group.</li> </ul> <p>Supp.) Make reference "Other Major Specifications" (P.13) regarding information such as the number of dictionaries that can be registered and the number of words.</p>

The Specialized Dictionary includes specialized terminology in the following fields.

Dictionary	Field
Sports	Gymnastics, athletics, winter sports, water sports, combative sports and martial arts, ball games, American football, rugby, soccer, basketball, tennis, baseball, golf, bowling, and billiards
Medical Care	Medicine
Art	Sculpture, painting, cartoons and pictures for children, prints, photography, crafts, ceramics, jewelry and engraving, furniture, dolls, printing, literature, music, theater, dance, film, and television

Dictionary	Field
Engineering	Civil engineering and construction, environmental engineering, natural resources and energy engineering, power generation, nuclear power, underground resources, oil and coal, metal engineering, mechanical engineering, automotive, railway engineering, marine engineering, aerospace, electrical engineering, electronics, information and communications, electronic engineering, communication engineering, information engineering, acoustic engineering, optics, manufacturing industry, textiles, paper, transportation, and traffic
Humanities and Culture	Philosophy, ethics and morality, religion, history, geography, topography, travelogue, anthropology, ethnology, language, and psychology
Political Economy	Politics, law, education, military, economics, finance, business, public finance, news, and media
Life and Hobby	Various arts and entertainment, fishing, games, soothsaying, occult, horse racing, home economics, life science, food and cooking, clothing, barber, and beauty
Agriculture, Forestry, and Fishery	Agriculture, crop cultivation, horticulture, livestock breeding, forestry, fisheries, and hunting
Science	Mathematics, physics, chemistry, earth science, astronomy, weather, biological and biotechnology, plant, animal, medicine

## Other Major Specifications

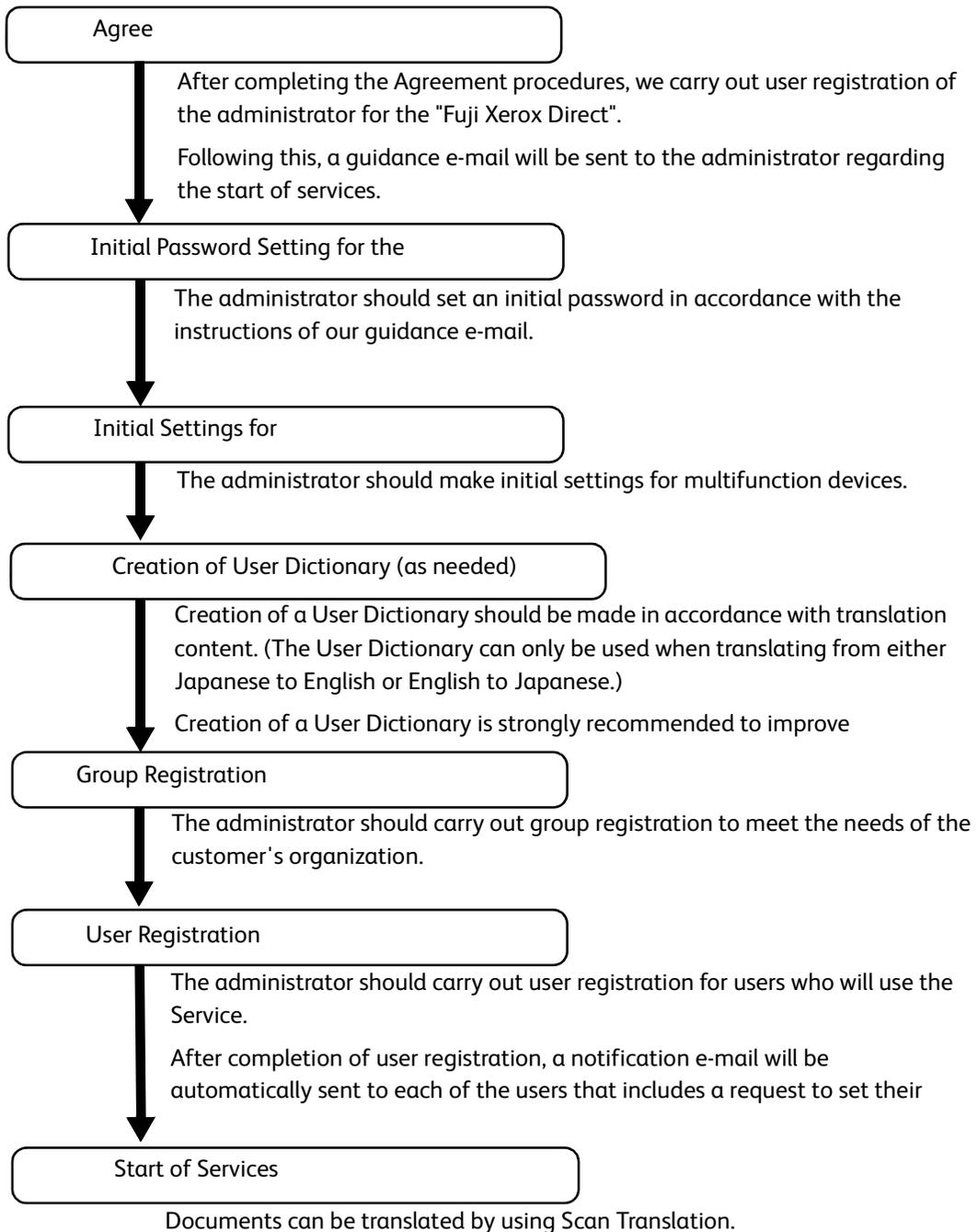
This Service has other major specifications as follows.

Item		Restrictions
User	Number of users	Maximum of 500 users/Tenants (Differences depend on the type of customer agreement.)
Group	Number of groups	Contracted number of users
User Dictionary	Number of dictionaries	100 per Tenant
	Number of words in dictionary	20,000 words per dictionary
Source document (paper based)	Pages	100 pages

Item		Restrictions
Source document (electronic format)	Format	<ul style="list-style-type: none"> <li>• PDF Ver. 1.3/1.4/1.5/1.6/1.7 (extension of ".pdf")</li> <li>• DocuWorks Ver. 7.0 format or later (file extension of ".xdw", Unicode text)</li> <li>• Word Word documents for Microsoft Office Word 2007 or later (extension of ".docx") or Word macro-enabled documents (extension of ".docm")</li> <li>• PowerPoint PowerPoint presentations for Microsoft Office PowerPoint 2007 or later (extension of ".pptx") or PowerPoint macro-enabled presentations (extension of ".pptm")</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Thai language, Vietnamese language, Indonesian language and Malay language DocuWorks documents cannot be translated on multifunction device.</li> </ul>
	Size	100 MB
	Pages	100 pages
	Paper size	Business card size - A3
	Others	<p>The following documents cannot be translated:</p> <ul style="list-style-type: none"> <li>• Documents that integrate security functions</li> <li>• Documents that include special character information such as Type3</li> <li>• When the file name exceeds 50 characters</li> </ul>

Item		Restrictions
Translation page	Display	Translated pages are displayed on the [Translation File] tab and [Translation File] screen as "Translated Pages: XXX / YYY". "XXX" is the number of translated pages, and "YYY" is the maximum number of contracted pages.
	Count	<ul style="list-style-type: none"> <li>• Every month, the number of translated pages is counted.</li> <li>• When translating into multiple languages, each translated language is included in the count. For example, when 3 Japanese pages are translated into both English and Chinese, a total of 6 pages is counted.</li> <li>• Warning message pages and error reports are not included in the page count.</li> <li>• When translating Word documents, the number of translation document pages (rather than the number of translation result pages) is counted as translation pages.</li> <li>• When you cancel translation processing, the pages that have been translated before cancelling is counted as translation finished.</li> </ul>
	Excess	<ul style="list-style-type: none"> <li>• If the translation page count exceeds 80% of the contract limit, a warning message will be displayed while translating and a warning message will be appended to the e-mail after translation is complete. The administrator will also be notified by e-mail.</li> <li>• If the translation page count exceeds the contract limit, a warning message will be displayed while translating and a warning message will be appended to the e-mail after translation is complete. The administrator will also be notified by e-mail. Furthermore, a warning message page will be appended to the translated results.</li> <li>• When the contract limit for translated pages is exceeded, the portion of exceeded pages cannot be applied to the following month's allowance.</li> </ul>

## Administrator Advanced Preparations



## 2. Administration Functions

This section provides explanation on procedures such as the various registration tasks that can be carried out by the administrator.

The following administration operations are possible.

- Settings Change
- Group Administration
- User Administration
- Service Usage Status

### Important

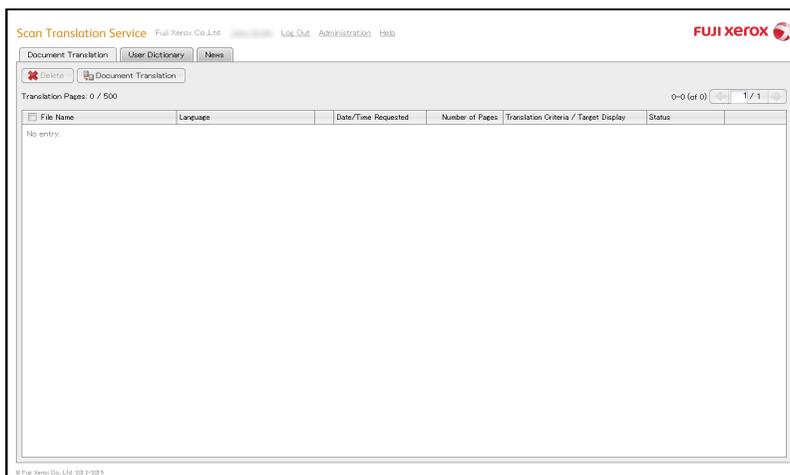
- If multiple Web browsers (including browser tabs) are opened on the same computer, an error may be generated if access is made to the Service. Please use the Service with only one Web browser (tab) opened.

## [Administration] Screen Display

In order to carry out administrative tasks, perform the following steps by connecting to the Web on your PC.

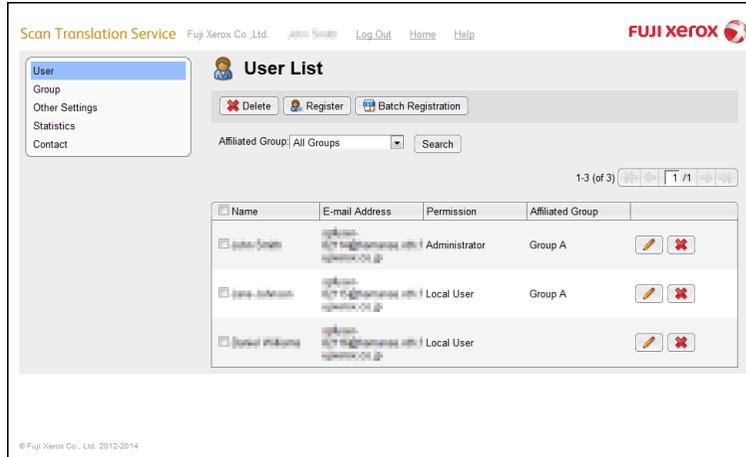
### Steps

- 1 Click [Administration] on the header menu after logging in to the Service using a User ID with administrative privileges.



The [User List] on the Administration screen will be displayed. From this screen, various administration operations can be carried out.

To return to the [Translation File] tab, click [Home] in the header menu.



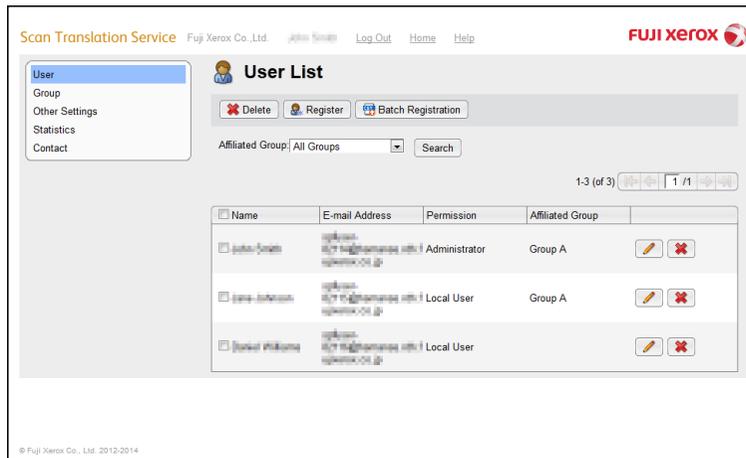
## Settings Change

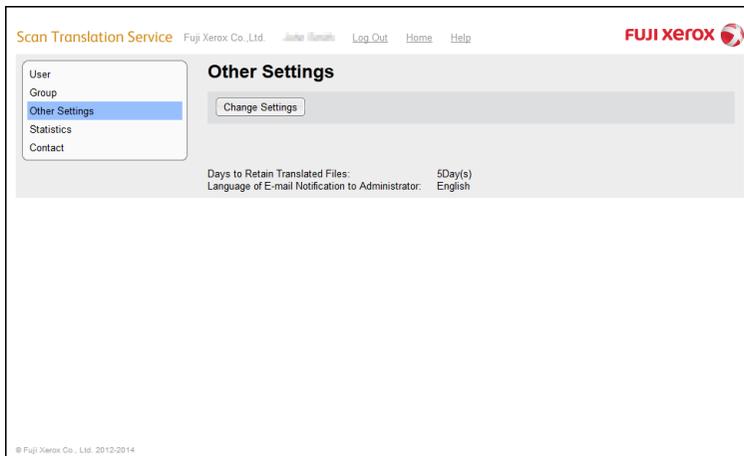
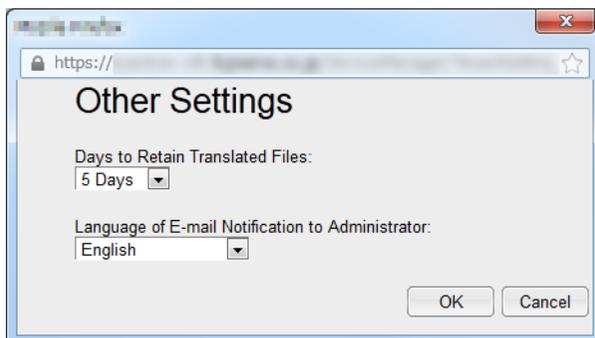
Selection can be made of the period of time before translation result documents will be automatically deleted as well as language preferences for e-mail notifications sent to the administrator. Please perform the following steps.



### Steps

- 1 Select [Other Settings] from the side menu.



**2 Click the [Change Settings] button on the [Other Settings] screen.****3 Select the automatic deletion period for the translation result documents and language preference for e-mail notifications sent to the administrator.****4 Click the [OK] button to return to the Administration screen.**

## Group Administration

Group registration and edit operations can be carried out.

The following 2 points provide the purpose for setting groups.

- User administration can be done by grouping to meet the needs of the customer's organization.
- Sharing of the User Dictionary can be set per group. The User Dictionary can be shared by users who belong to the same group.

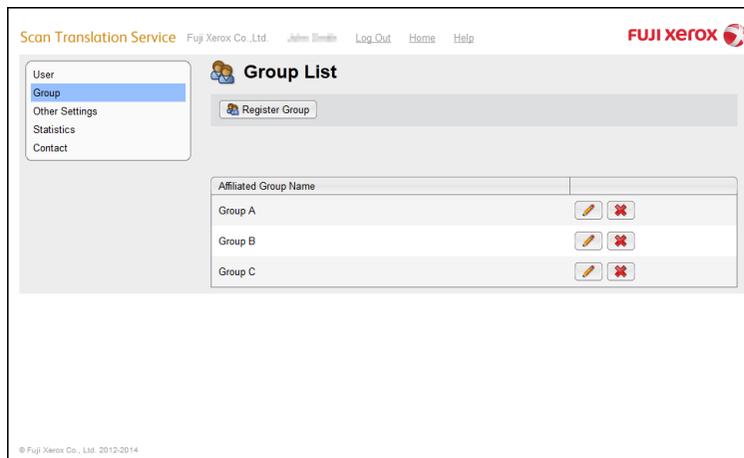
### Group Registration

When making new registration of a group, perform the following steps.

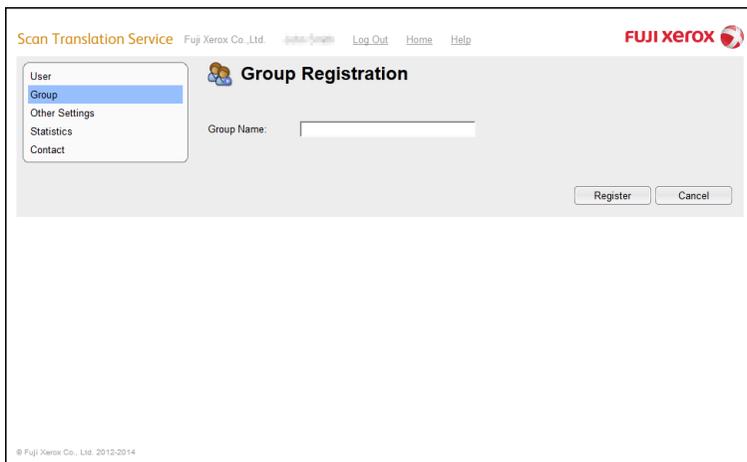


#### Steps

- 1** Select [Group] from the side menu.
- 2** Click the [Register Group] button on the [Group List] screen.



- 3** On the [Group Registration] screen, enter the [Group] name and click the [Register] button.



**4** Confirm the group name on the [Confirmation] screen, and then click the [Save] button.

**5** Click the [Back to List] button on the [Operation Completed] screen.

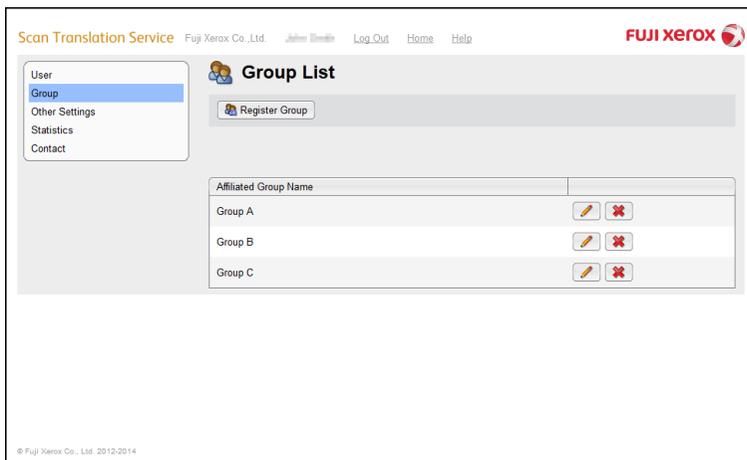
## » Edit Group

To change a group name, perform the following steps.



### Steps

**1** Click the [  ] (Update Group) button for the group you want to edit on the [Group List] screen.



**2** Enter a new [Group Name], and then click the [Register] button.

**3** Confirm the group name on the [Confirmation] screen, and then click the [Save] button.

**4** Click the [Back to List] button on the [Operation Completed] screen.

## Delete Group

To delete a group, perform the following steps.



### Steps

- 1** Click the [] (Delete Group) button for the group you want to delete on the [Group List] screen.
- 2** Confirm the group name on the [Confirmation] screen, and then click the [Delete] button.
- 3** Click the [Back to List] button on the [Operation Completed] screen.

## User Administration

User registration and edit operations can be carried out.

### User Registration

When making new registration of a user, perform the following steps.

#### Important

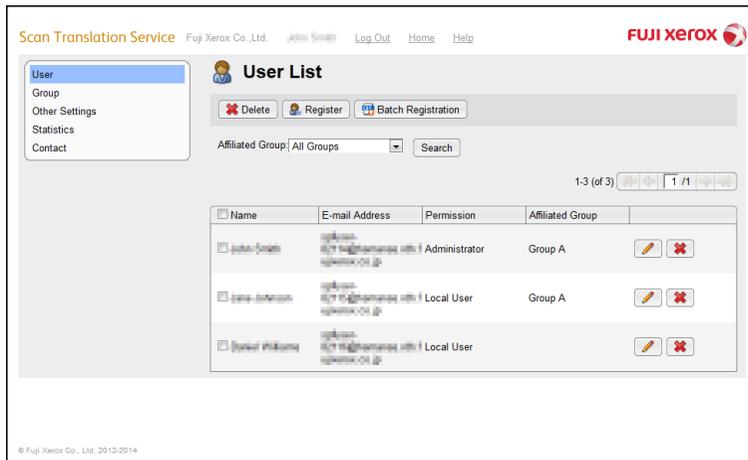
- By using this user registration process, users can be simultaneously registered with the "Fuji Xerox Direct".  
By doing this, customers will have access to user registration information for not only Scan Translation Service, but also when purchasing or using other services provided by Fuji Xerox.
- When registering a user who has the e-mail address which has already registered in "Fuji Xerox Direct", being registered with the name registered in "Fuji Xerox Direct, not the one which you set at the time of user registration.

To register users one at a time:



#### Steps

- 1 Select [User] from the side menu.
- 2 Click the [Register] button on the [User List] screen.



Scan Translation Service Fuji Xerox Co., Ltd. Log Out Home Help

**User List**

Delete Register Batch Registration

Affiliated Group: All Groups Search

1-3 (of 3) 1 / 1

Name	E-mail Address	Permission	Affiliated Group
[User Name]	[E-mail Address]	Administrator	Group A
[User Name]	[E-mail Address]	Local User	Group A
[User Name]	[E-mail Address]	Local User	Group A

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### 3 From the [Register User] screen, carry out the following settings.

The screenshot shows the 'Register User' interface. At the top left, it says 'Scan Translation Service' and 'Fuji Xerox Co., Ltd.' with links for 'Log Out', 'Home', and 'Help'. The 'FUJI XEROX' logo is at the top right. A sidebar menu on the left has 'User' selected. The main form area is titled 'Register User' and contains the following fields: Surname, Given Name, E-mail Address, Confirm E-mail Address, Language (dropdown menu showing 'Japanese'), Permission (dropdown menu showing 'Local User'), and Affiliated Group (dropdown menu showing 'No Affiliation'). At the bottom right of the form are 'Register' and 'Cancel' buttons. A small copyright notice '© Fuji Xerox Co., Ltd. 2012-2014' is visible at the bottom left of the page.

(1) Enter the [Surname], [Given Name], and [E-mail Address]. Next, make selections for [Language], [Permission], and [Affiliated Group], and then click the [Register] button.

(2) Confirm the registration on the [Confirmation] screen. If it is OK to continue, click the [Save] button.

### 4 Click the [Back to List] button on the [Operation Completed] screen.

Notification e-mails will be automatically sent to the registered users.

#### To register multiple users at once:



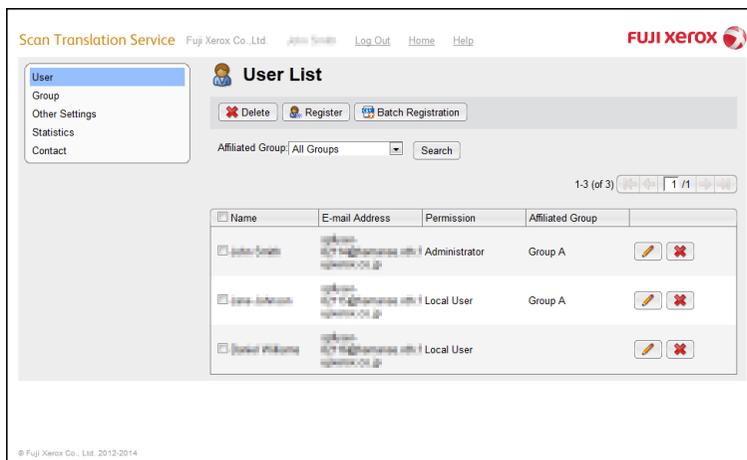
#### Note

- Import a CSV file containing the user information to register multiple users at the same time.

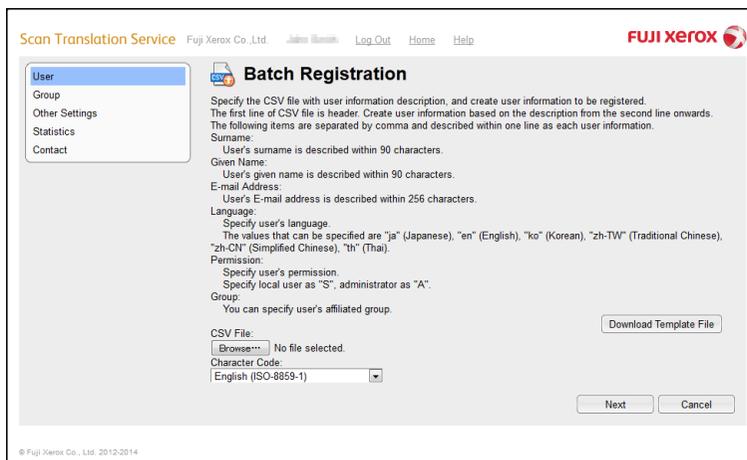


## Steps

- 1 Select [User] from the side menu.
- 2 Click the [Batch Registration] button on the [User List] screen.



- 3 Follow the procedure below to prepare a CSV import file.
  - (1) On the [Batch Registration] screen, click the [Download Template File] button, and choose a location to store the CSV file.



- (2) Open the downloaded CSV file and input the user information.



## Note

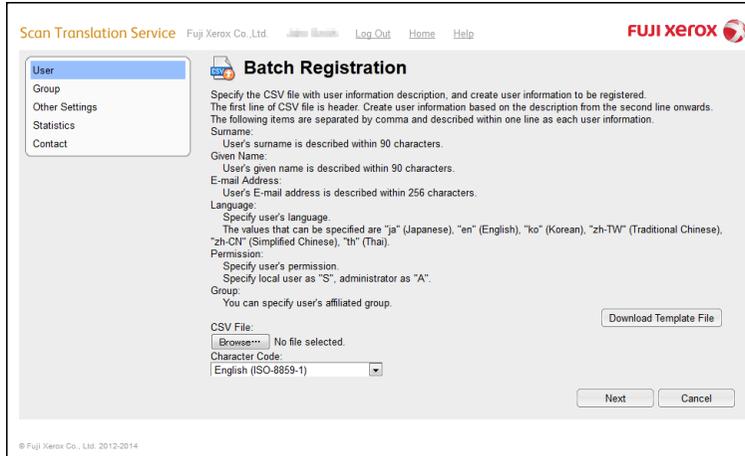
- Refer to the [Batch Registration] screen for help on entering user information.

- (3) Save and close the CSV file.

- 4 Make the following settings in the [Batch Registration] screen.

- (1) Click the [Browse] button in [CSV File], and then specify the CSV file prepared in step 3.

**(2) Choose the [Character Code].**



**5** Click the [Next] button.

**6** Confirm the registration on the [Batch Registration] screen. If it is OK to continue, click the [Batch Registration] button.

**7** Click the [Back to List] button on the [Operation Completed] screen.  
An e-mail is automatically sent to each user that was registered, requesting that they set their initial passwords.

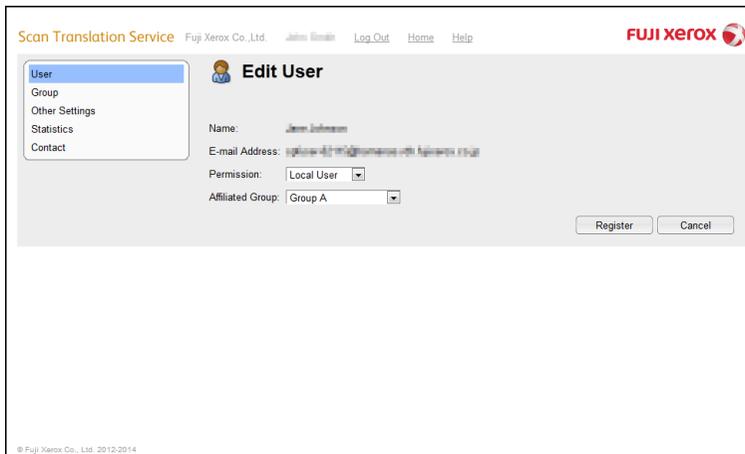
**» Edit User**

To edit user permissions and group affiliation, perform the following steps.

**Steps**

**1** Click the [✎] (Update User) button on the [User List] screen, and then make the following settings.

**2** From the [Edit User] screen, carry out the following settings.



- (1) Make any changes to the [Permission] and [Affiliated Group], and then click the [Register] button.
- (2) Confirm the registration on the [Confirmation] screen. If it is OK to continue, click the [Save] button.

**3** Click the [Back to List] button on the [Operation Completed] screen.

## Delete User

To delete a user, perform the following steps.

### Important

- Through this user deletion process, a user using this Service can be deleted. Deletion of users using the "Fuji Xerox Direct" cannot be made.



### Steps

**1** On the [User List] screen, select the check box of the user to delete, and then click the [Delete] button.

#### Note

- You can also delete a user by clicking the [] (Delete User) button for the user you want to delete.

**2** Confirm the contents of the [Confirmation] screen, and then click either the [Delete] or the [Batch Delete] button.

**3** Click the [Back to List] button on the [Operation Completed] screen.

# Service Usage Status

Confirmation can be made of the usage status of the Scan Translation Service.

 **Note**

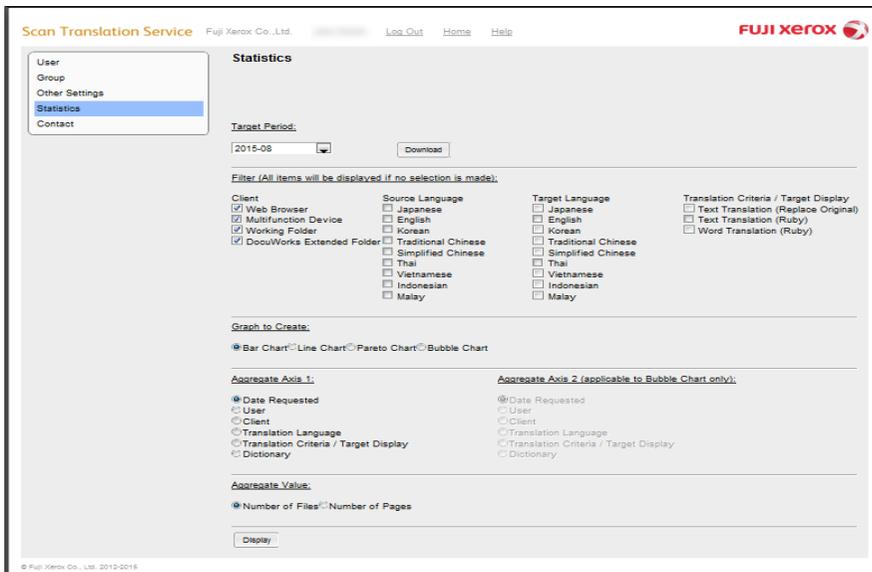
- Usage status aggregation sums the previous log from the day before the day of using the "statistics". Therefore, the usage status aggregate data of the day of using the "statistics" is not included in the total.
- When the usage status of the designated period is not available, no graph will be displayed.
- The "number of pages" tallied in the "statistics" shows the total number of pages of the source document. The number of pages shown on screens such as the [Document Translation] screen indicates the number of pages that have been translated, so the "number of pages" may not be consistent.

## Graph Display of Aggregate Data

To aggregate the usage status of the Service and display a graph, perform the following steps.

 **Steps**

- 1 Select [Statistics] from the side menu.**
- 2 In the [Statistics] screen, carry out the following settings.**



**(1) [Target Period]**

Select the period for aggregating the log on a monthly basis.

 **Note**

- Displayable periods include the current month, providing for up to 13 previous months.
- When the current month is selected, aggregation of usage status will be performed from the "the first day to the day before the usage day".

**(2) [Filter (All items will be displayed if no selection is made)]**

Select [Client],[Source Language],[Target Language] and [Translation Criteria/Target Display], and carry out filtering.

**Note**

- Filtering cannot be done for items when "no items are selected" and when "all items are selected".

**(3) [Graph to Create]**

Select the type of graph for displaying.

**(4) [Aggregate Axis 1]**

Select the horizontal axis of the graph.

**(5) [Aggregate Axis 2 (applicable to Bubble Chart only)]**

Select the vertical axis of the graph.

**(6) [Aggregate Value]**

Select the display value from either [Number of Files] or [Number of Pages].

**3 Click the [Display] button.**

Aggregation data will be displayed as a graph.

## » Outputting Aggregate Data CSV File

To output a CSV file for the aggregate data, perform the following steps.

**Steps**

- 1 Select [Statistics] from the side menu.**
- 2 Select [Target Period].**
- 3 Select the [Download] button.**

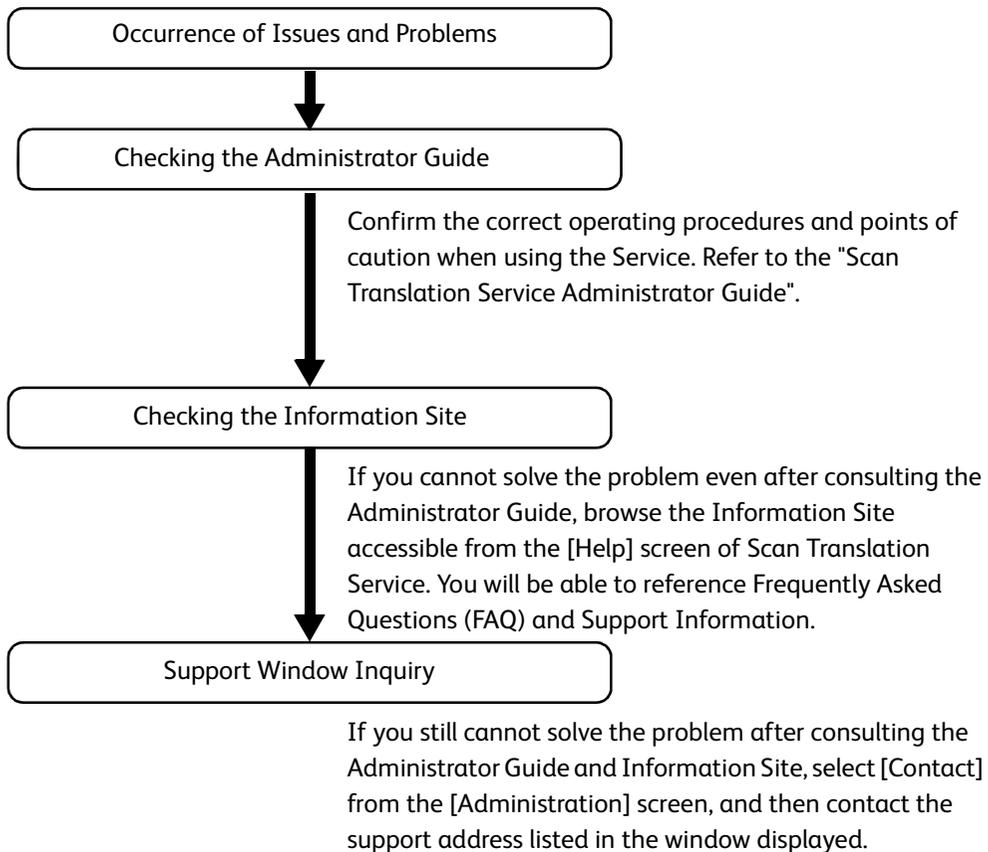
A CSV file will then be downloaded.



## 3. Getting Help

This section will describe the workflow for handling problems related to the Service.

The following procedures describe how to deal with issues and problems that arise while using the Service.





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## **Scan Translation Service Administrator Guide**

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