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Prepared on: July 28, 2017

User Guide

FinalCode for Multifunction Devices

Fuji Xerox Asia Pacific Pte Ltd

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Revision History

Revision No	Description of revision	Revised by
1.0	Initial Version	Sumanth, RSC Support Team

Author: RSC, Fuji Xerox Asia Pacific Pte Ltd
Prepared on: July 28, 2017

Preface

Thank you for purchasing FinalCode for Multifunction Devices.

FinalCode for Multifunction Devices is a Digital Rights Management Software. Digital Rights Management (DRM) is a systematic approach to copyright protection for digital media and documents.

This guide describes an outline of the features as well as the basic operations of FinalCode for Multifunction Devices. Before using this product, definitely read this guide. After reading this guide, be sure to keep it handy for quick reference in case you forget how to perform operations or if you get confused.

This guide assumes that you have basic knowledge of the operating environments of your computer and network, and know how to operate your computer and device. For basic information on the environments of your computer and network, and how to operate your computer and device, refer to the guides provided with your computer, OS, network system and device.

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Prepared on:	July 28, 2017

1 FinalCode for Multifunction Devices

1.1 Introduction

This document is the User Guide for FinalCode for Multifunction Devices, version 1.1.

It describes how to configure and use the FinalCode for Multifunction Devices interface and the associated modules.

FinalCode for Multifunction Devices is a Digital Rights Management Software. Digital Rights Management (DRM) is a systematic approach to copyright protection for digital media and documents. DRM prevents unauthorised distribution of digital media and restrict the way end uses can copy or leak sensitive information.

FinalCode for Multifunction Devices enables user to scan and send documents through email to recipient from FX MFD's. FinalCode for Multifunction Devices encrypts files with various permissions and usage restrictions available from the MFD.

The recipients would receive the documents in an encrypted format, viewable only to recipients who have the necessary client to view these encrypted files (. fcl). In order to view the encrypted files FinalCode Client must be installed in your system. For more information on how to install FinalCode Client, please refer to *FinalCode Client Installation*.

Important

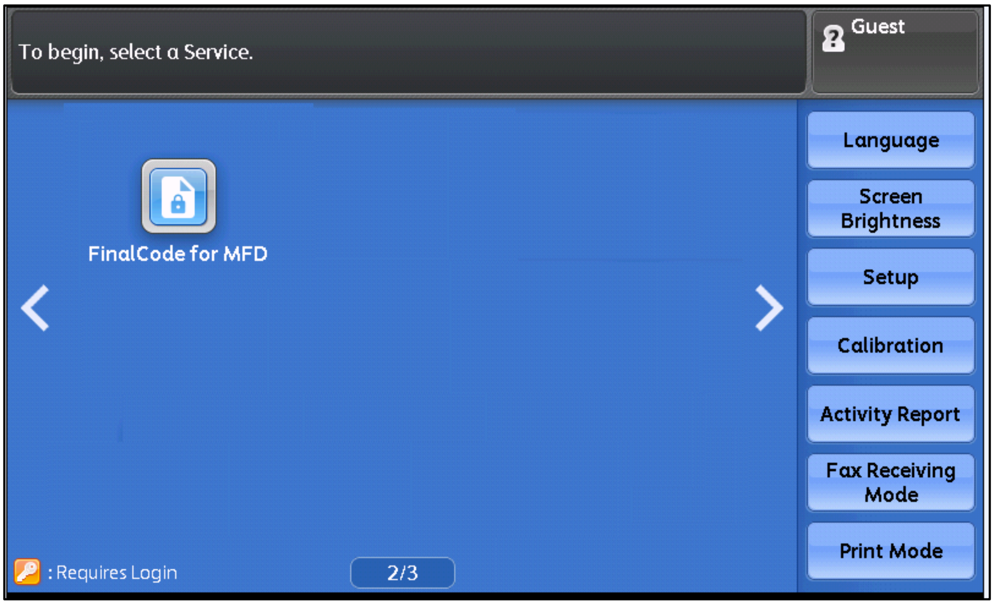
This section describes key points that are to be noted while using the FinalCode for Multifunction Devices.

- If any unauthorized user (that is other than recipients) tries to access the encrypted file, then the file will be deleted.
- File sent through FinalCode For Multifunction Devices will be deleted from the system based on the encryption polices set to it. For example, if you limit viewable period for the user to five times, then on sixth view the file will be deleted from the system.
- You are advisable to send the encrypted files to the recipients outside of your organization. If you are sending an encrypted file within the organization, then the recipient should be a licensed user in FinalCode Client under that organization.

1.2 Using FinalCode for Multifunction Devices User Interface on MFD

This section describes the initial setups to access the user interface of FinalCode for Multifunction Devices application on MFD.

1. On the **Services Home** page of the MFD, touch the **FinalCode for MFD** shortcut button.



To begin, select a Service.

Figure 1: MFD home screen

The FinalCode for Multifunction Devices user interface is displayed as follows:

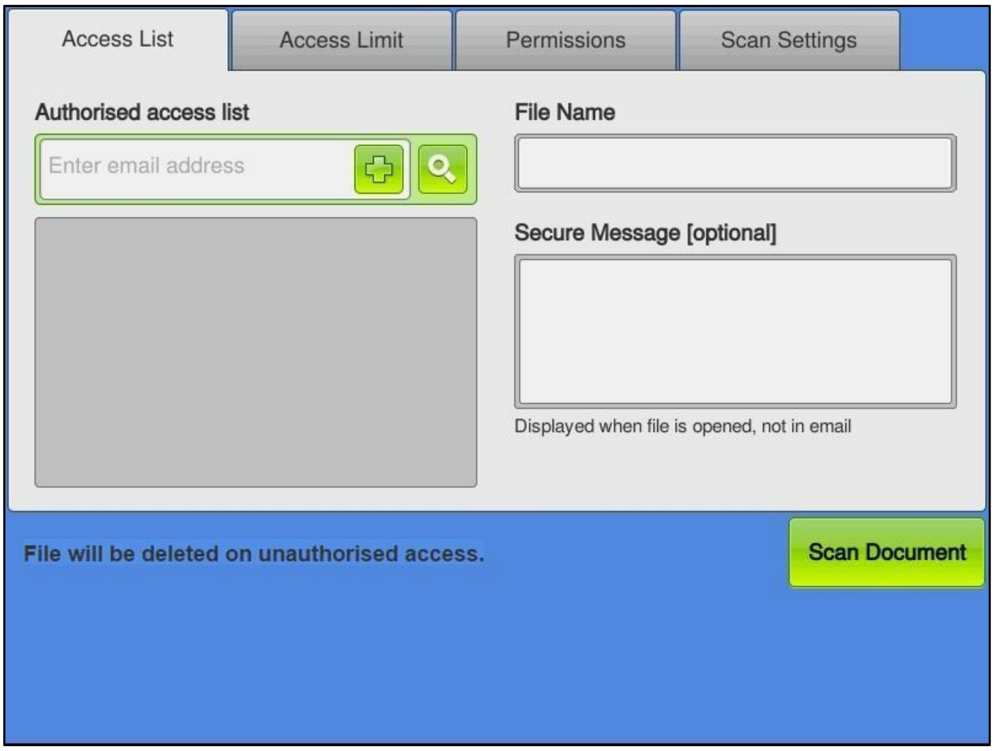

Access List
Access Limit
Permissions
Scan Settings
Authorised access list
Enter email address
File Name
Secure Message [optional]
Displayed when file is opened, not in email
File will be deleted on unauthorised access.
Scan Document

Figure 2: Access list screen

The user Interface displayed on MFD is made up of the following tabs:

- *Access List Tab*
- *Access Limit Tab*
- *Permissions Tab*
- *Scan Settings Tab*

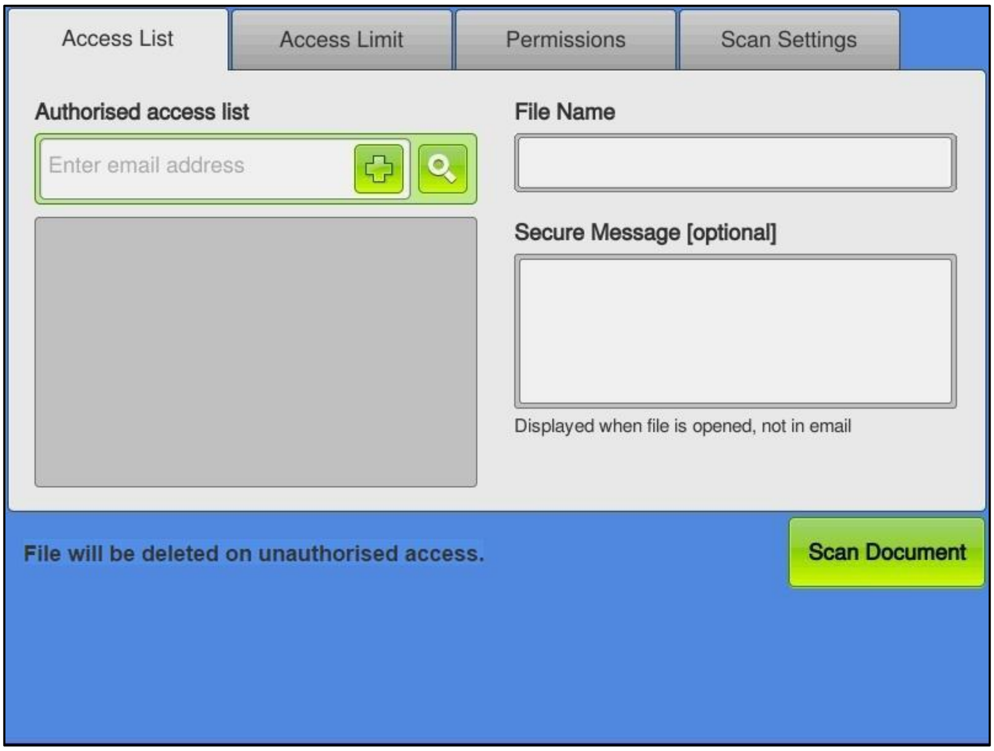
Access List Tab

In the *Access List* screen, you can add the recipient list to whom the encrypted file must be sent to.

Authenticated User - User who has unlocked the MFD (Custom Login, Remote Login and Local Login) using personal user credentials to access the application.

Unauthenticated User – User who can access the application on MFD during device unlocked state or in **No Login** mode

If any unauthenticated user logs on to MFD, the following screen is displayed and you need to manually enter the email address:



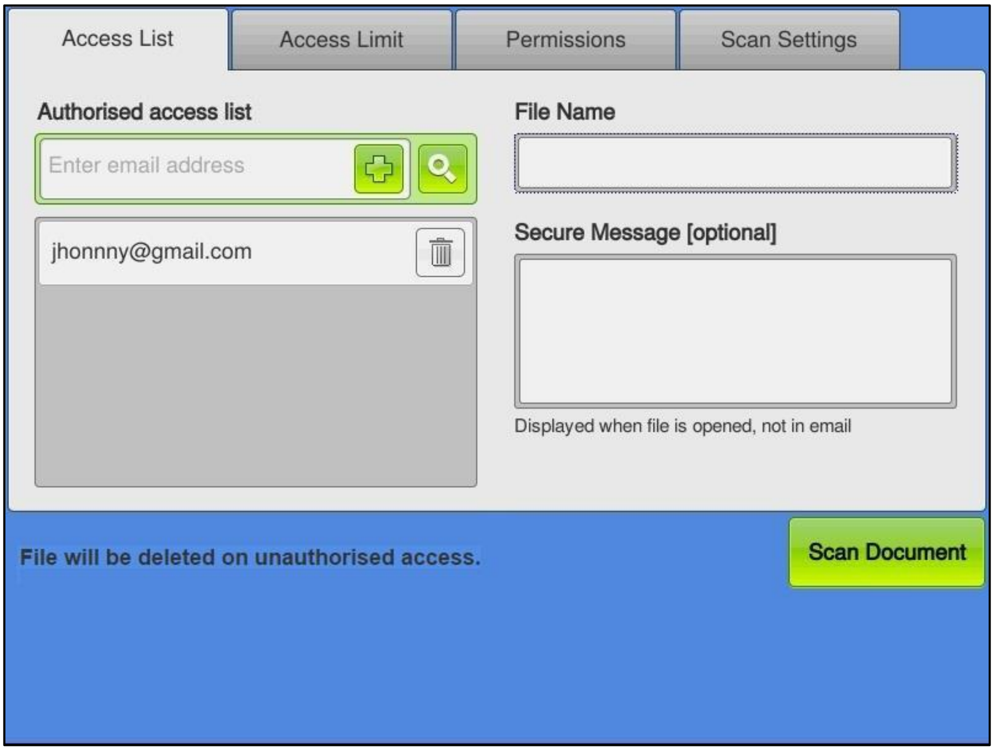
Displayed when file is opened, not in email

File will be deleted on unauthorised access.

Figure 3: Access list screen

If any authenticated user logs on to MFD, the following screen is displayed, auto populating logged in users email address:

- If user logs on to MFD using local login or custom login, then the email address associated to the logged on user is auto populated.
- If there is no email address associated to the authenticated user logged in through local login or custom login, then the email address is not auto populated.



jhonny@gmail.com

Displayed when file is opened, not in email

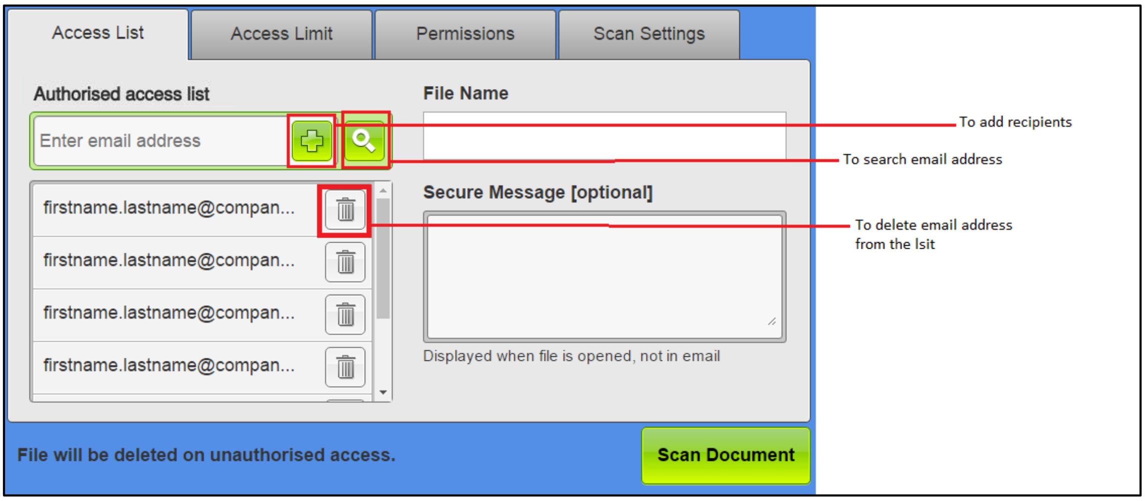
File will be deleted on unauthorised access.

Figure 4: Access list screen

Authorised Access List

Provide the email address of the recipient to whom the file must be sent.

- You will not be able to proceed with scan unless at least one email ID has been set as recipient.
- You are allowed to input a maximum of 50 email addresses.
- To add multiple email address, click on ➕ icon.
- To delete email address from the list, click on 🗑 icon.
- To search any local email address saved on the device, provide a key word and click on 🔍 icon.
- To edit email address, select the email address, make the necessary changes and click on ✓ icon.



firstname.lastname@compan...
firstname.lastname@compan...
firstname.lastname@compan...
firstname.lastname@compan...

Displayed when file is opened, not in email

File will be deleted on unauthorised access.

Figure 5: Options in Access list screen

File Name

Provide file name for the document that is to be scanned.

Note

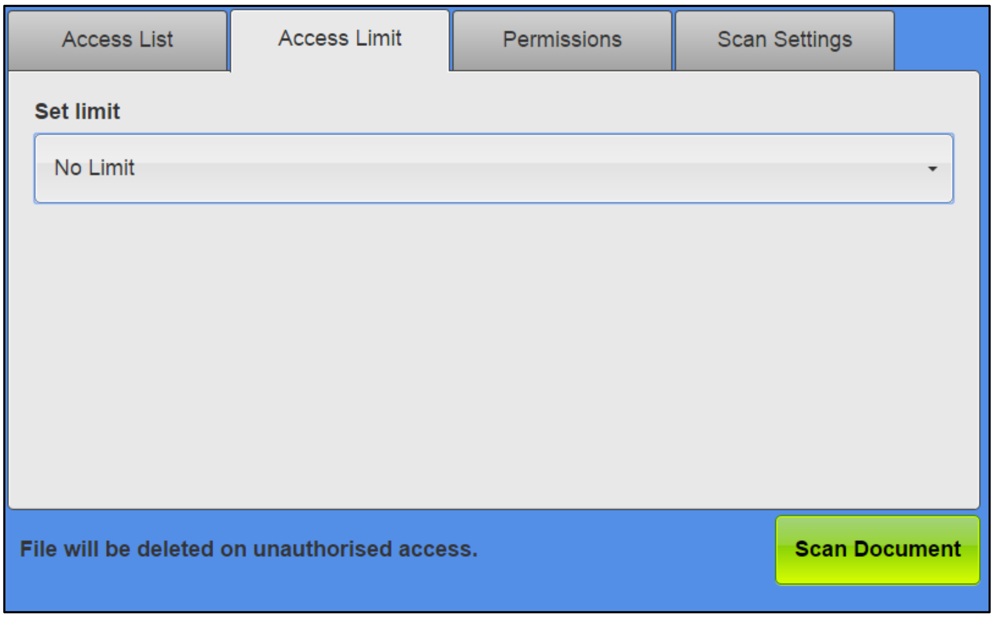
File name is mandatory to proceed with the scan operation.

Secure Message

Provide any message that user wants to display to the recipient when the file is opened.

Access Limit Tab

The *Access Limit* screen allows you to set limitations with respect to date, time, viewable period and number of times the file opens.



Set limit: No Limit

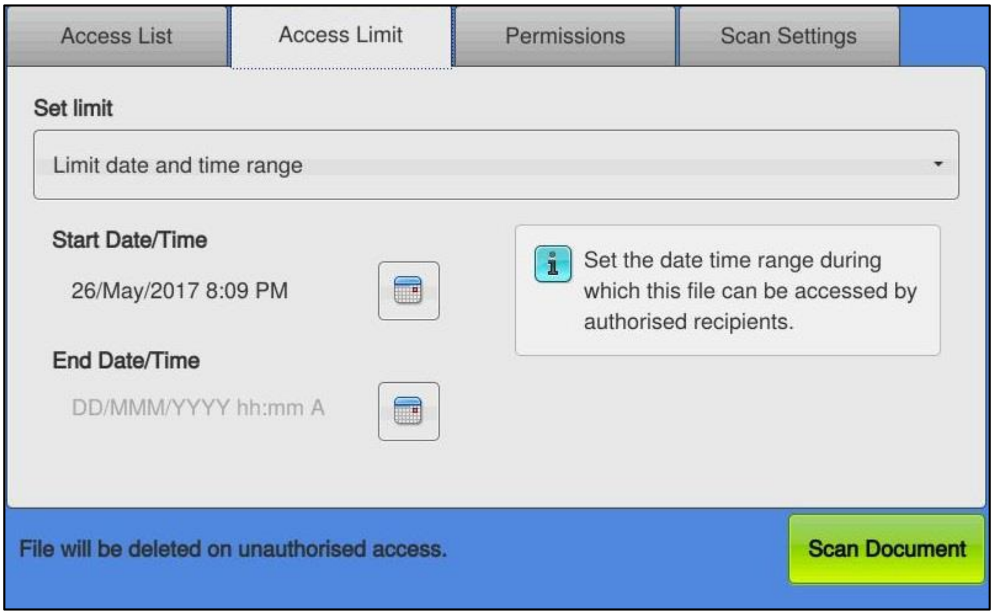
File will be deleted on unauthorised access.

Figure 6: Acess limit screen

Set Limit

a. Select **No Limit** from the drop down list to allow recipient to view the document any number of times.

b. Select **Limit date and time range** from the drop down list to set a limit on the date and time range during which the file can be opened.



Set limit

Limit date and time range

Start Date/Time

26/May/2017 8:09 PM

End Date/Time

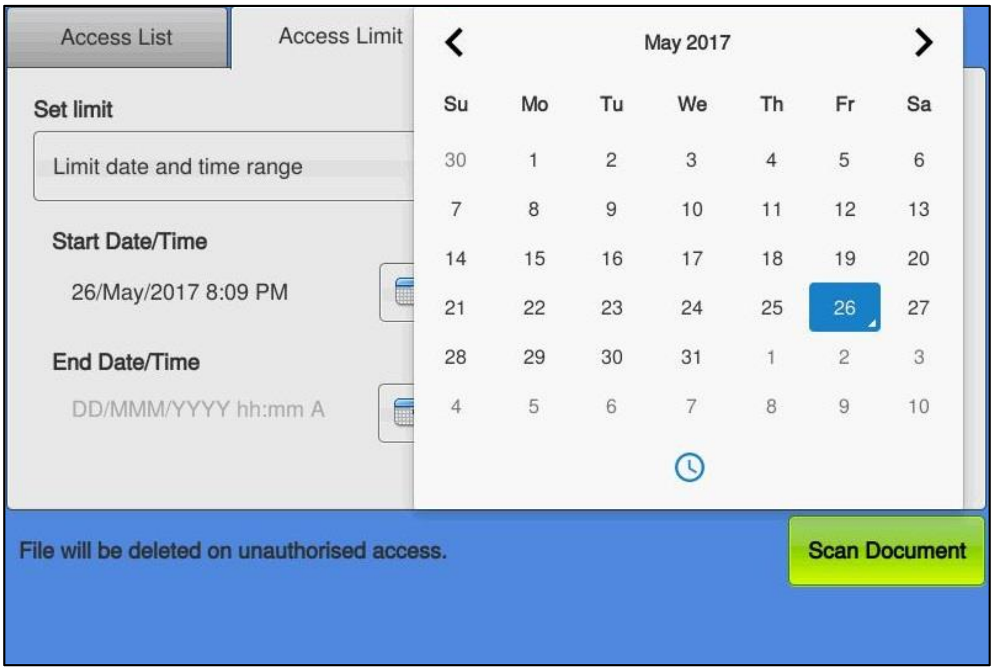
DD/MMM/YYYY hh:mm A

Set the date time range during which this file can be accessed by authorised recipients.

File will be deleted on unauthorised access.

Figure 7: Limit date and time range screen

1. Click on 📅 icon to set the date and 🕒 icon on calendar to set the time.



Set limit

Limit date and time range

Start Date/Time

26/May/2017 8:09 PM

End Date/Time

DD/MMM/YYYY hh:mm A

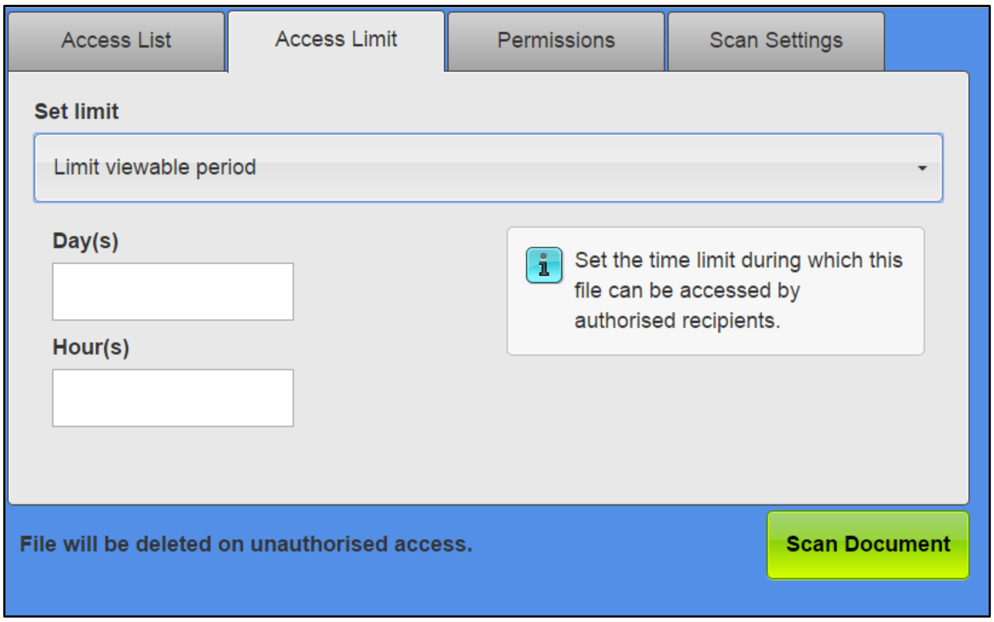
May 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

File will be deleted on unauthorised access.

Figure 8: Calender and time setting screen

2. Select **Limit viewable period** from the drop down list to set the viewable period in day(s) and hour(s) during which this file can be opened by the recipients set.



Set limit

Limit viewable period

Day(s)

Hour(s)

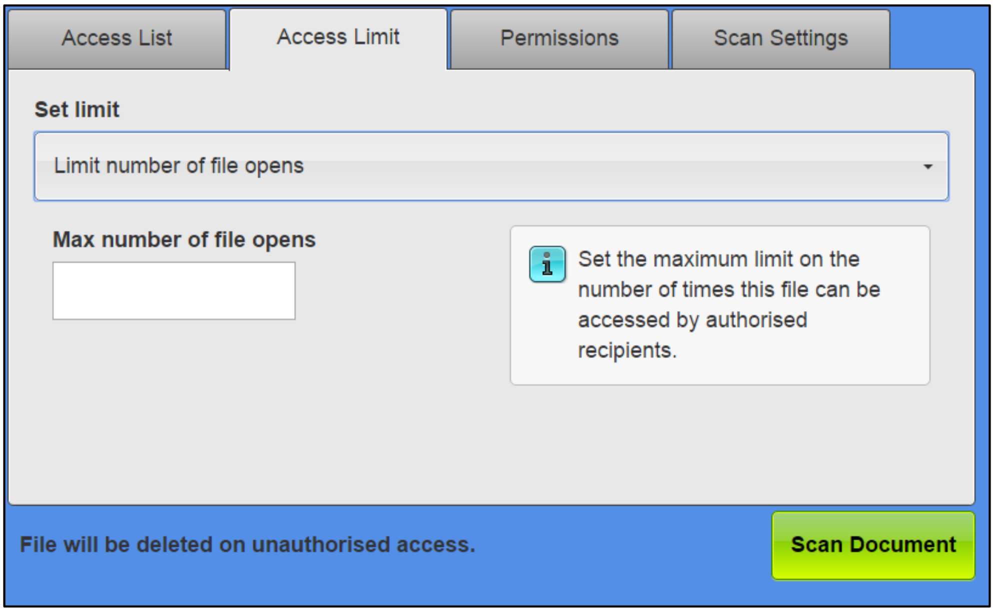
Set the time limit during which this file can be accessed by authorised recipients.

File will be deleted on unauthorised access.

Figure 9: Limit viewable period

Note	1: Minimum of 1 day to maximum of 9999 days can be provided as input in **Day(s) field.** 2: Minimum of 1 hour to maximum of 23 hours can be provided as input in **Hour(s) field.**

3. Select **Limit number of file opens** from the drop down list to set the number of times the file is opened per recipient.



Set limit

Limit number of file opens

Max number of file opens

Set the maximum limit on the number of times this file can be accessed by authorised recipients.

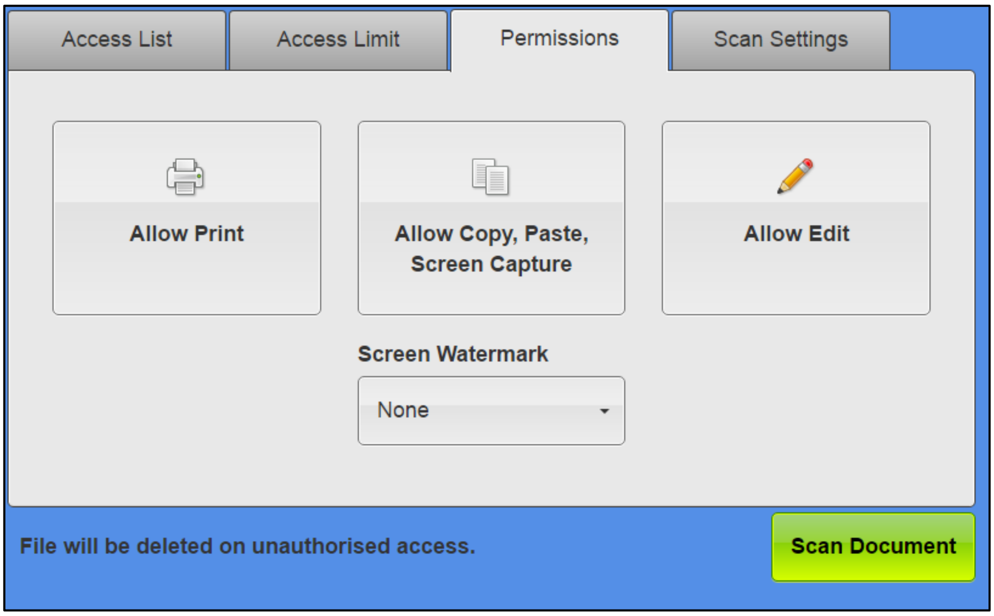
File will be deleted on unauthorised access.

Figure 10: Limit number of file screen

Note	Input can be provided for a maximum of 9999 times.

Permissions Tab

The *Permissions* screen allows you to set permissions with respect to print, copy, paste, screen capture and edit for the file being scanned.



Screen Watermark

None

File will be deleted on unauthorised access.

Figure 11: permissions screen

Allow Print

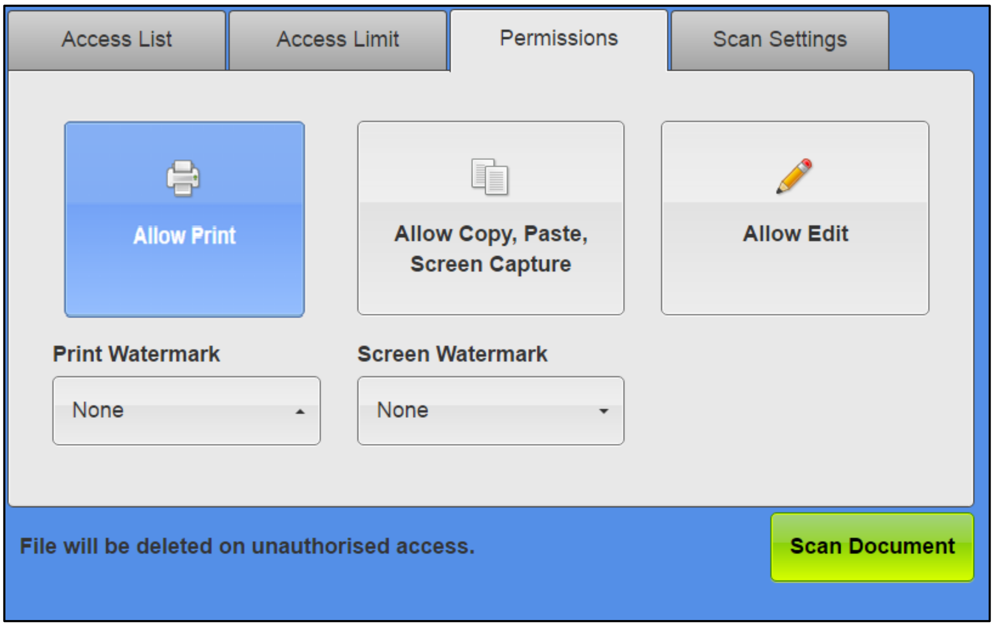
You can allow the recipient to print the file by selecting this option. After selecting **Allow Print, Print Watermark** option will be enabled. Using **Screen Watermark** and **Print Watermark** options, you can set watermark, which will be applicable when viewing the document on computer and when printing the file respectively.

Screen Watermark - A screen watermarks can be applied when securing a file to display on the screen when a recipient opens the FCL file. Screen watermarks are an effective way to discourage people from recording file content displayed on PC monitors using cameras and other recording devices.

Print Watermark - A print watermarks can be applied when securing a file to display on the document when a recipient prints the FCL file. The watermark function prints text over every page of a document. This function is useful for security or content identification.

Note

1: By default, the **Print Watermark** and **Screen Watermark** option is set to **None**.
2: **Allow Print** option is disabled by default.
3: If the FinalCode Encrypted document with Print Water is printed through Fuji Xerox MFD's, then the user/admin have to use the device specific print driver.



Print Watermark: None

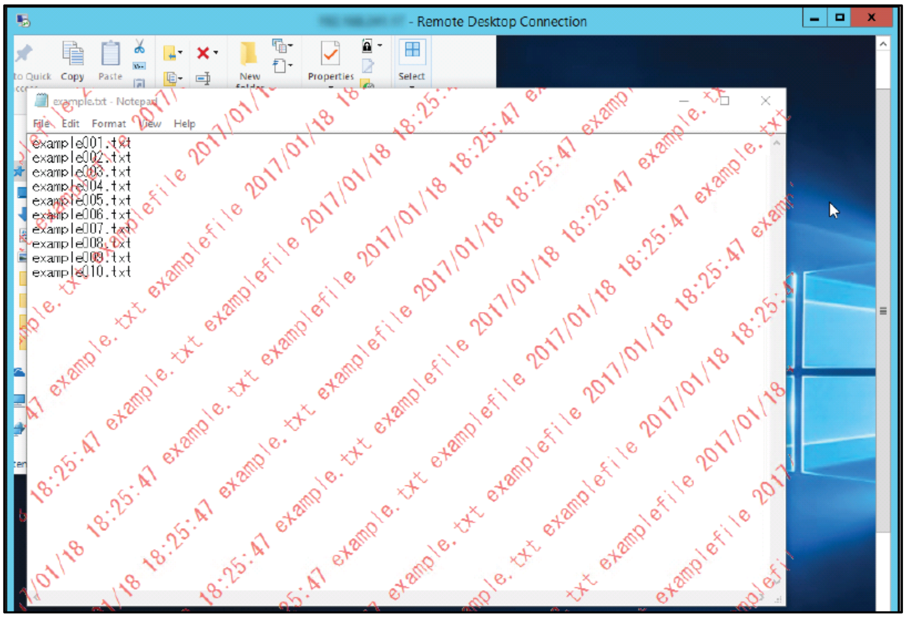
Screen Watermark: None

File will be deleted on unauthorised access.

Figure 12: Allow print screen

Based on the Screen Watermark selected, relevant watermark is displayed on the file when opened .For example I have select **Filename, date and time watermark** from the Screen Watermarks list, then watermark displayed when this FCL files is opened on desktop is shown below.

Same applies for Print Watermark; based on the Print Watermark selected, relevant watermark is displayed on the file when printed.



```
example001.txt
example002.txt
example003.txt
example004.txt
example005.txt
example006.txt
example007.txt
example008.txt
example009.txt
example010.txt
```

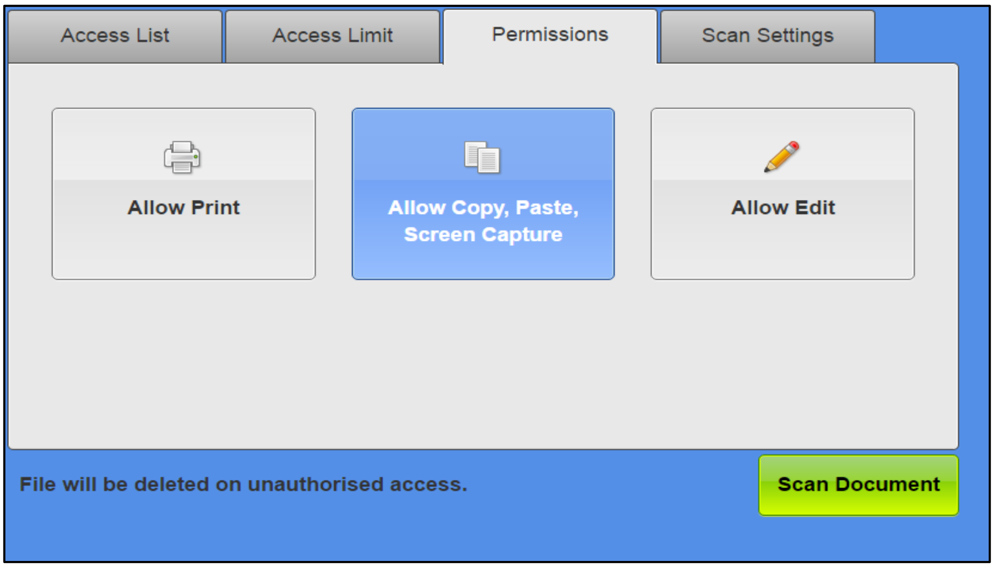
Figure 13: Print watermark after page is printed

Allow Copy, Paste and Screen Capture

You can allow the recipient to copy, paste or capture screen in the secure files. By enabling this **Allow Copy, Paste and Screen Capture** option, **Screen Watermark** option will disappear from the screen.

Note

Allow Copy, Paste and Screen Capture option is disabled by default.



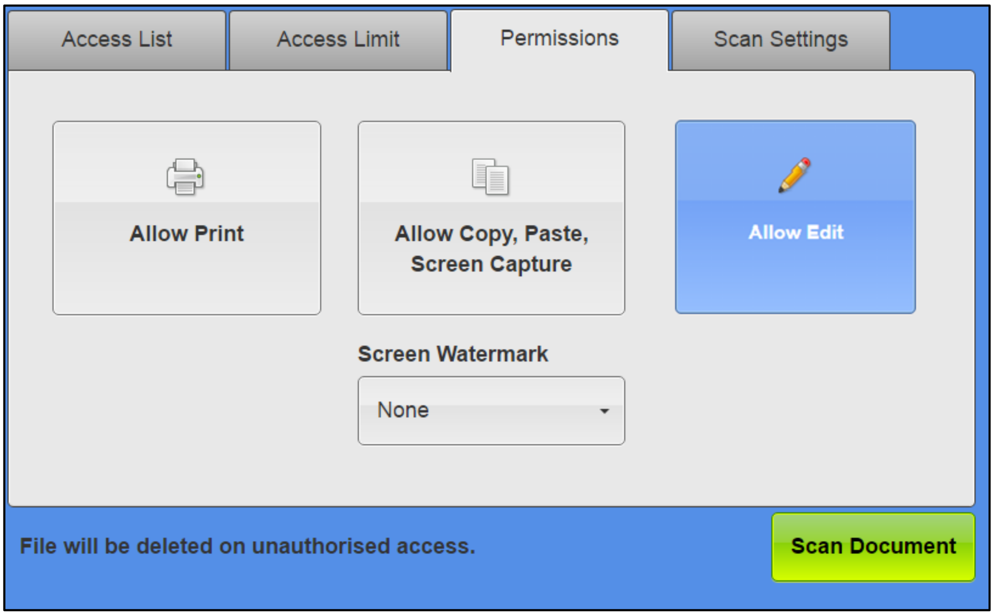
File will be deleted on unauthorised access.

Figure 14: Allow copy, paste, screen capture screen

Allow Edit

You can allow the recipient to save changes in the secured file after opening, if the option is enabled.

Note **Allow Edit** option will be disabled by default



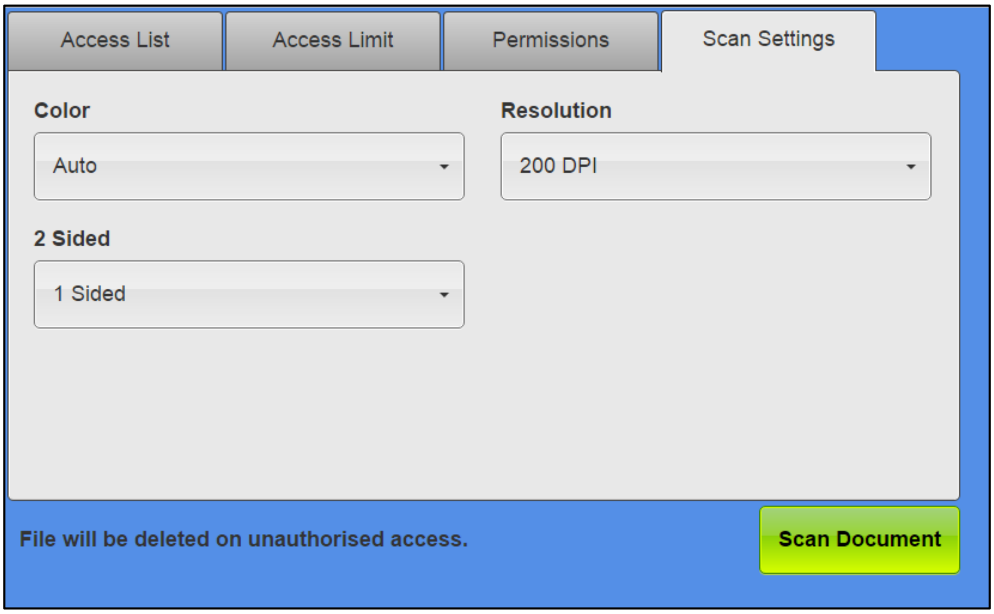
Screen Watermark: None

File will be deleted on unauthorised access.

Figure 15: Allow edit screen

Scan Settings Tab

The **Scan *Settings*** screen allows you to set scan settings such as color, resolution and sides.



Color: Auto

Resolution: 200 DPI

2 Sided: 1 Sided

File will be deleted on unauthorised access.

Figure 16: Scan settings screen

Color

Using the options provided in the dropdown list, you can determine the output color of the scanned document.

Resolution

Using the options provided in drop down list, you can determine the output resolution of the scanned document.

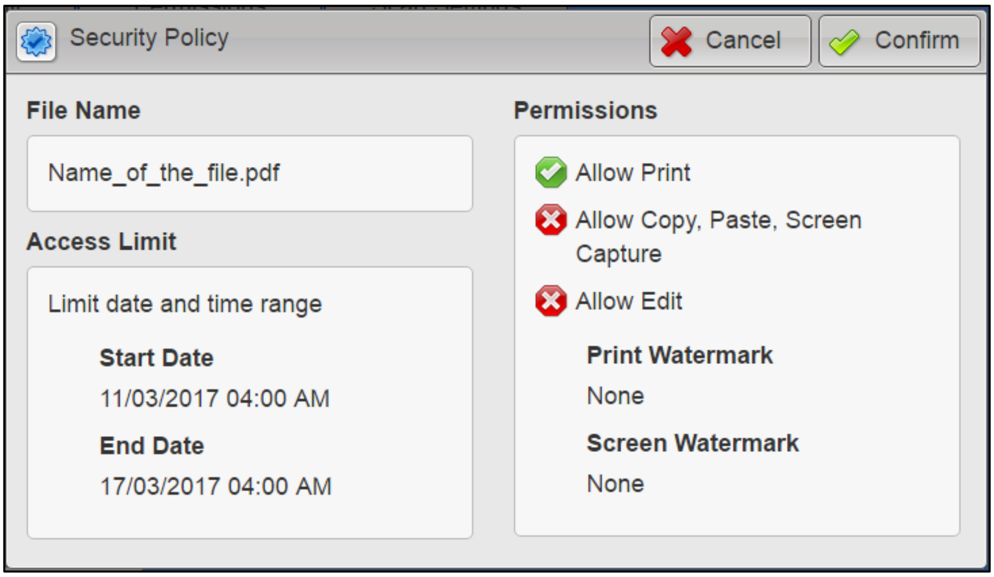
2 Sided

Using the options provided in drop down list, you can configure to scan multiple single-sided (1 Sided) or double-sided (2 Sided Head to Head and 2 Sided Head to toe) documents in a batch.

Scanning a Document

1. Click Scan Document.
2. Click Confirm to start document scanning with the provided settings.

Note	The output file format will only be PDF.



File Name

Name_of_the_file.pdf

Access Limit

Limit date and time range

Start Date

11/03/2017 04:00 AM

End Date

17/03/2017 04:00 AM

Permissions

✓ Allow Print

✗ Allow Copy, Paste, Screen Capture

✗ Allow Edit

Print Watermark

None

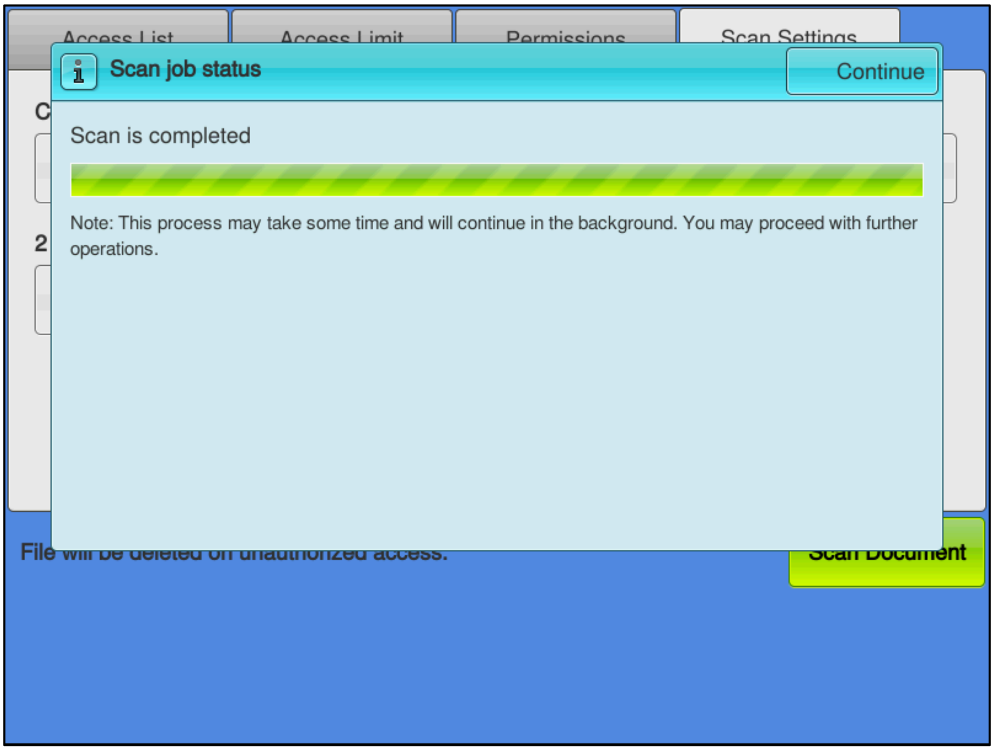
Screen Watermark

None

Figure 17: Security policy screen

After successful completion of scan, screen is displayed as follows:

- Time taken to complete the scan job depends on the properties set to the file and number of pages being scanned. If scanning takes more time to complete, you can click **Continue** to proceed with another operation.



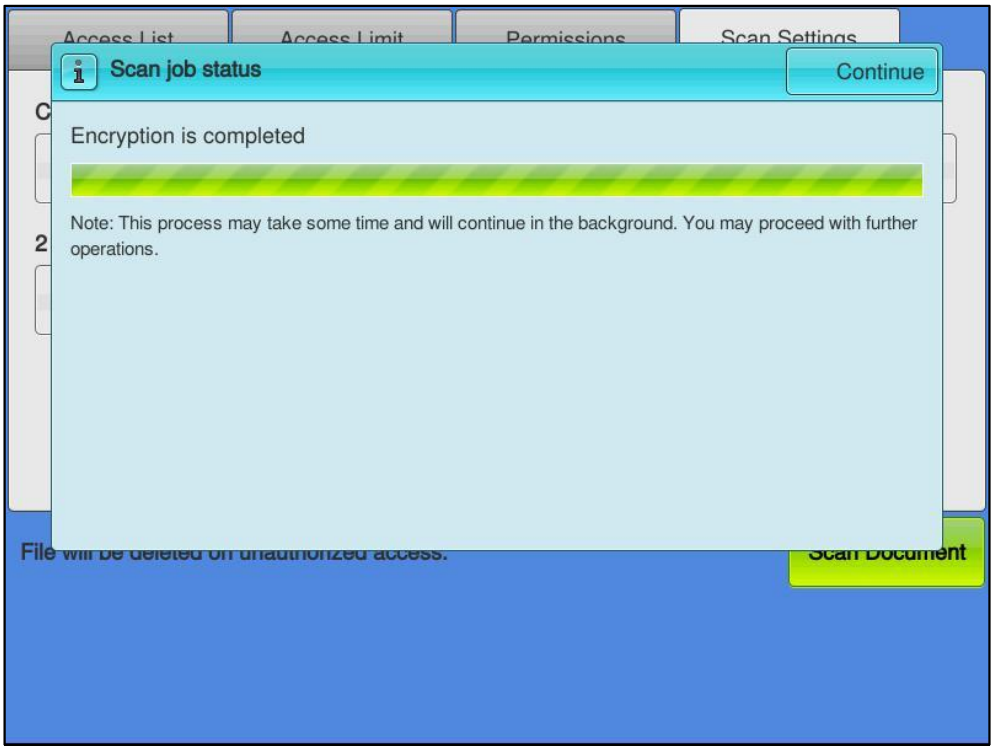
Scan is completed

Note: This process may take some time and will continue in the background. You may proceed with further operations.

File will be deleted on unauthorized access.

Figure 18: Scan job status screen

After successful completion of encryption, screen is displayed as follows:



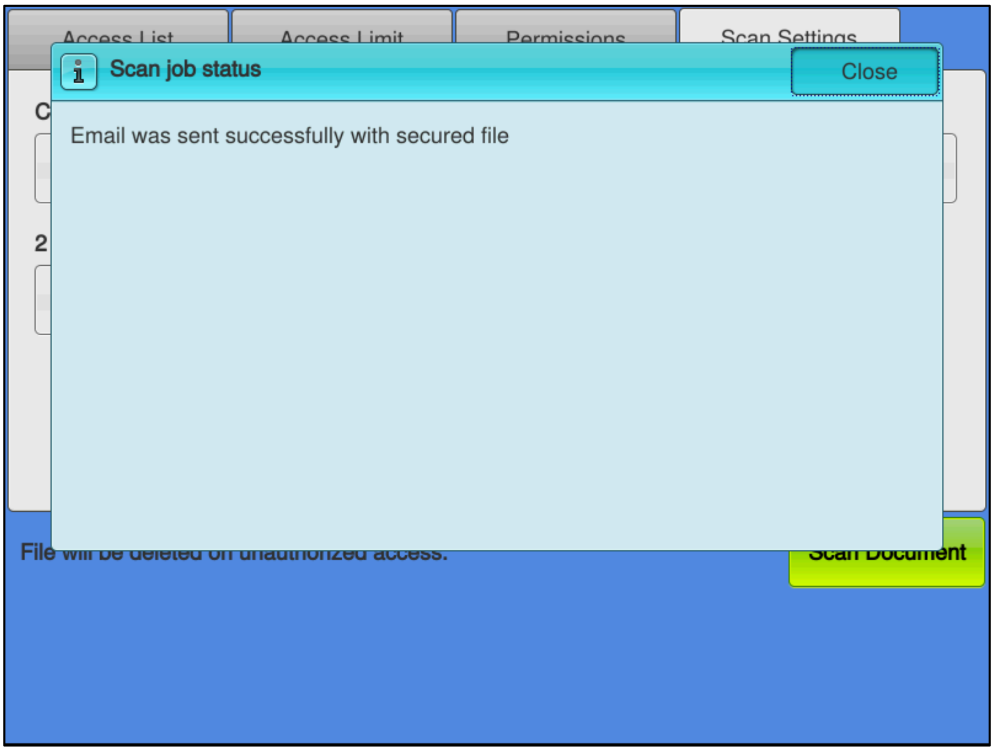
Encryption is completed

Note: This process may take some time and will continue in the background. You may proceed with further operations.

Figure 19: Encryption cmplete screen

If email is sent successfully to the recipient, screen is displayed as follows:

If any error occurred during file encryption, then the scanned file will be deleted from system, User is expected to try the operation again.

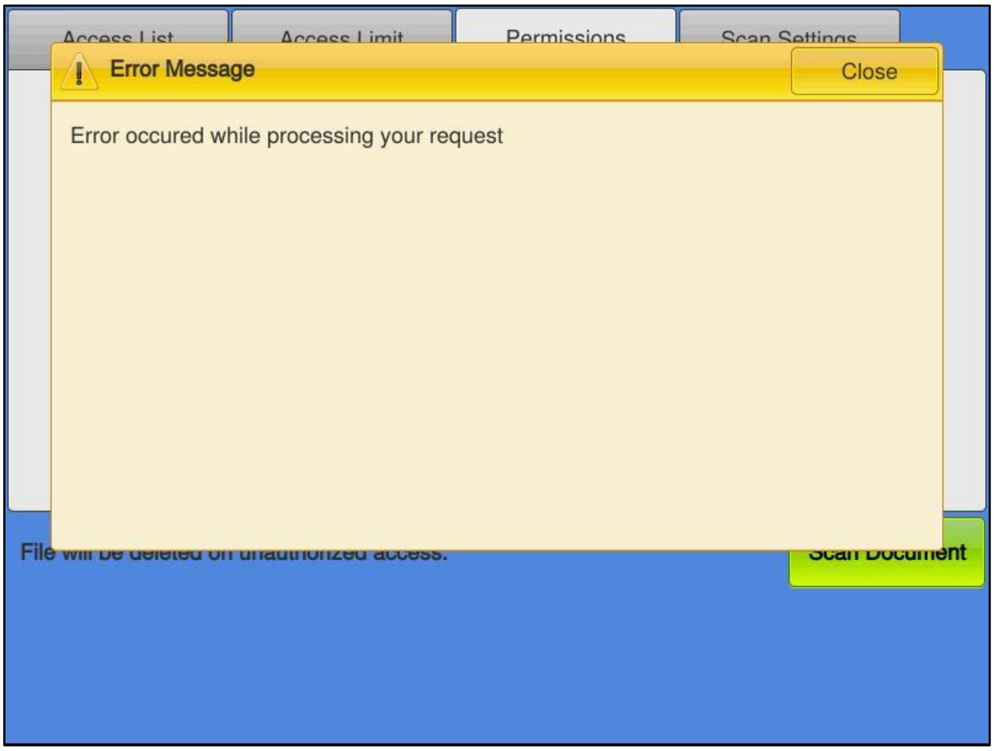


Email was sent successfully with secured file

Figure 20: Scan job status screen

If there is any error while performing scan operation, screen is displayed as follows:

- If the error is related to the encryption, then a mail is sent to the email address configured under email settings in FinalCode Client Admin Tool.
- This error can be occurred due to other complications such as network related issues, server related issues or SMTP settings configured in admin tool. In this case, you can **Close** the message and reattempt the operation.
- If this error occurs scanned file will be deleted from system, User is expected to try the operation again. If problem persists, try contacting admin.



Error occured while processing your request

Figure 21: Error message screen

2 FinalCode Client Installation

Before FinalCode for Multifunction Devices can be used, FinalCode client must be installed onto the user's devices (PC, tablets, etc.).

Note

Note: Information regarding FinalCode Client installation and other features related to FinalCode Client is taken from the FinalCode user guide. For latest information on regarding installation and other features related to FinalCode Client, please refer to FinalCode User Guide.

To install the FinalCode Client:

1. Close all other applications before installing FinalCode.
2. Double-click the FinalCode installer icon to launch the installer.

   Download client installer from: *http://www.finalcode.com/en/download/*

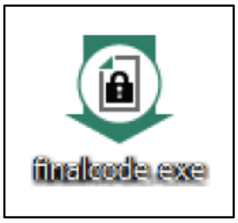
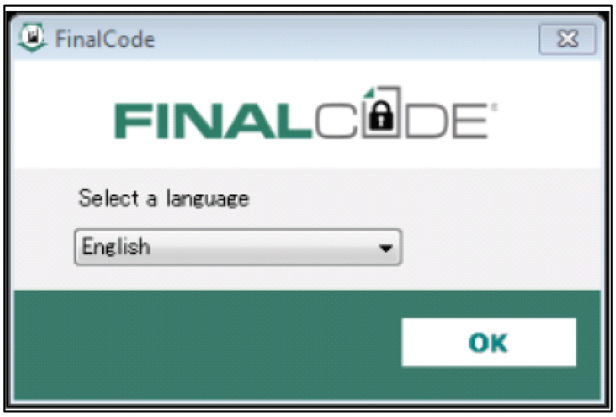


Figure 22: Finalcode Client application .exe

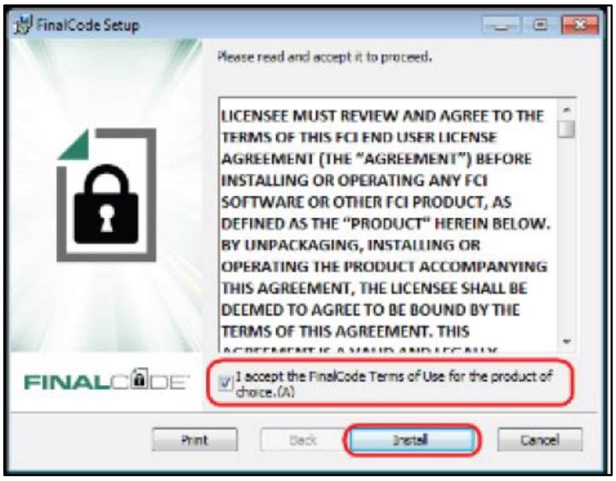
3. You will be presented with a list of languages. Choose a language and click **OK** to continue.



Select a language: English

Figure 23: Select language screen

4. Next you will be presented with the Terms of Use for FinalCode. Review the terms carefully. If you agree to the terms, select the "**I accept the FinalCode Terms of Use for the product of choice**" checkbox and click the Install button.



FinalCode Setup

Please read and accept it to proceed.

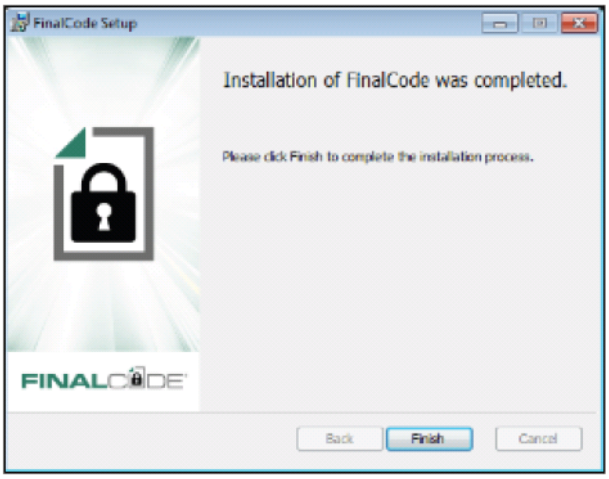
LICENSEE MUST REVIEW AND AGREE TO THE TERMS OF THIS FCI END USER LICENSE AGREEMENT (THE "AGREEMENT") BEFORE INSTALLING OR OPERATING ANY FCI SOFTWARE OR OTHER FCI PRODUCT, AS DEFINED AS THE "PRODUCT" HEREIN BELOW. BY UNPACKAGING, INSTALLING OR OPERATING THE PRODUCT ACCOMPANYING THIS AGREEMENT, THE LICENSEE SHALL BE DEEMED TO AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. THIS

☑ I accept the FinalCode Terms of Use for the product of choice.(A)

Figure 24: Terms of use for the product screen

5. The installation process will begin.

6. Once the installation process has completed, click the **Finish** button to close the installer.



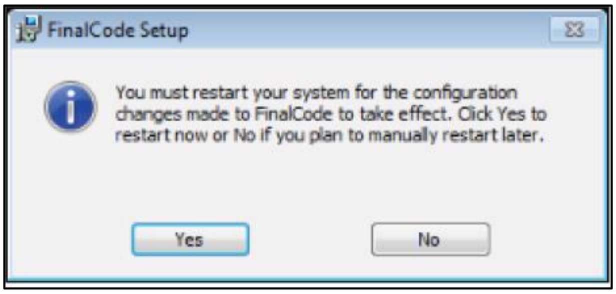
FinalCode Setup

Installation of FinalCode was completed.

Please click Finish to complete the installation process.

Figure 25: FinalCode Client setup screen

7. You will need to restart your system to use FinalCode. Click the **Yes** button to restart your PC.



FinalCode Setup

You must restart your system for the configuration changes made to FinalCode to take effect. Click Yes to restart now or No if you plan to manually restart later.

Figure 26: Notification screen

8. This completes the FinalCode Client installation process.

2.1 FinalCode Client registration

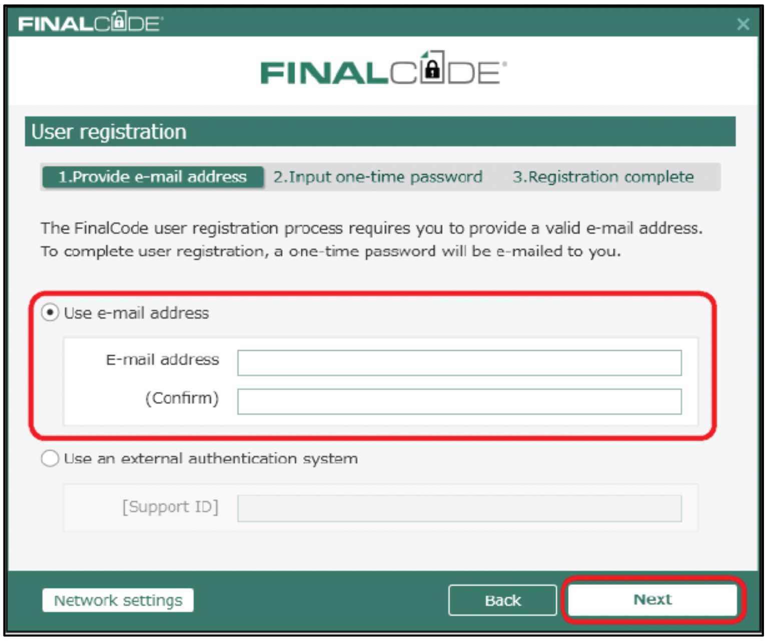
Before using FinalCode, you must perform the user registration through the FinalCode Client.

To register master admin on FinalCode Client using e-mail address:

1. Follow the registration process. Input your e-mail address twice (once for confirmation), and click the **Next** button.

Note

Note: Master Admin email address should be used in the registration. Master Admin email address is the same address provided in *"Authorised User Information"* screen while installation.



User registration

1.Provide e-mail address 2.Input one-time password 3.Registration complete

The FinalCode user registration process requires you to provide a valid e-mail address.
To complete user registration, a one-time password will be e-mailed to you.

● Use e-mail address

E-mail address

(Confirm)

○ Use an external authentication system

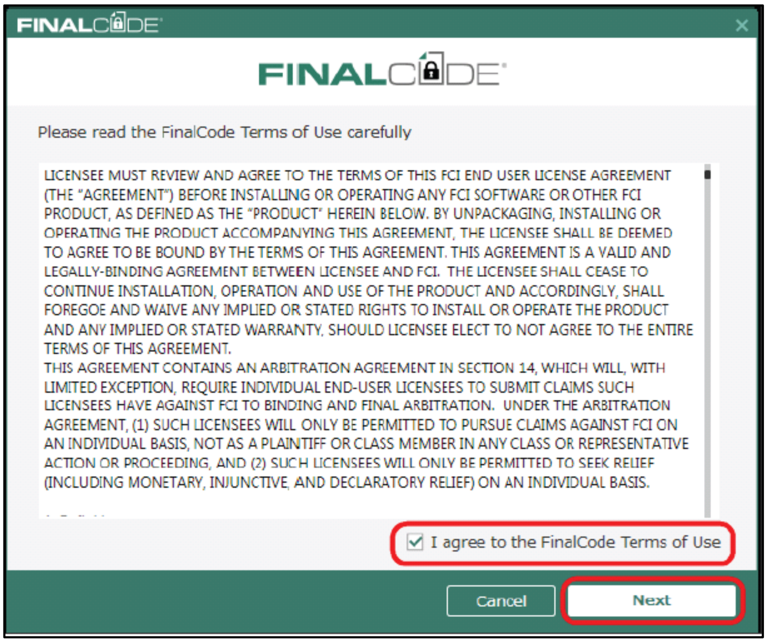
[Support ID]

Figure 27: User Registration screen

Note

If you require a proxy server to reach the internet, click the **Network settings** button in the bottom-left corner and configure the proxy settings.

2. The first time you launch the FinalCode Client, you will be presented with the Terms of Use. Upon reviewing and agreeing with the terms, select **I agree to the FinalCode terms of use** checkbox and click **Next** button.



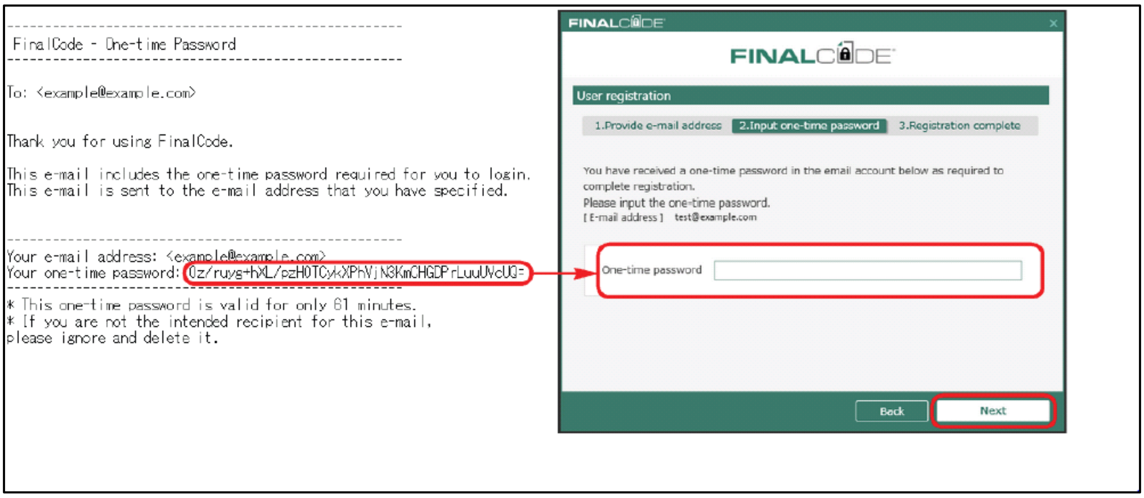
Please read the FinalCode Terms of Use carefully

LICENSEE MUST REVIEW AND AGREE TO THE TERMS OF THIS FCI END USER LICENSE AGREEMENT (THE "AGREEMENT") BEFORE INSTALLING OR OPERATING ANY FCI SOFTWARE OR OTHER FCI PRODUCT, AS DEFINED AS THE "PRODUCT" HEREIN BELOW. BY UNPACKAGING, INSTALLING OR OPERATING THE PRODUCT ACCOMPANYING THIS AGREEMENT, THE LICENSEE SHALL BE DEEMED TO AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. THIS AGREEMENT IS A VALID AND LEGALLY-BINDING AGREEMENT BETWEEN LICENSEE AND FCI. THE LICENSEE SHALL CEASE TO CONTINUE INSTALLATION, OPERATION AND USE OF THE PRODUCT AND ACCORDINGLY, SHALL FOREGOE AND WAIVE ANY IMPLIED OR STATED RIGHTS TO INSTALL OR OPERATE THE PRODUCT AND ANY IMPLIED OR STATED WARRANTY, SHOULD LICENSEE ELECT TO NOT AGREE TO THE ENTIRE TERMS OF THIS AGREEMENT.
THIS AGREEMENT CONTAINS AN ARBITRATION AGREEMENT IN SECTION 14, WHICH WILL, WITH LIMITED EXCEPTION, REQUIRE INDIVIDUAL END-USER LICENSEES TO SUBMIT CLAIMS SUCH LICENSEES HAVE AGAINST FCI TO BINDING AND FINAL ARBITRATION. UNDER THE ARBITRATION AGREEMENT, (1) SUCH LICENSEES WILL ONLY BE PERMITTED TO PURSUE CLAIMS AGAINST FCI ON AN INDIVIDUAL BASIS, NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY CLASS OR REPRESENTATIVE ACTION OR PROCEEDING, AND (2) SUCH LICENSEES WILL ONLY BE PERMITTED TO SEEK RELIEF (INCLUDING MONETARY, INJUNCTIVE, AND DECLARATORY RELIEF) ON AN INDIVIDUAL BASIS.

☑ I agree to the FinalCode Terms of Use

Figure 28: FinalCode terms screen

3. Next you will be presented a screen to input a one-time password. An e-mail containing the one-time password will be automatically sent to the e-mail address that you specified in the previous step. Input this password and click the **Next** button to continue.



```
-----------------------------------------------------
 FinalCode - One-time Password
-----------------------------------------------------

To: <example@example.com>


Thank you for using FinalCode.

This e-mail includes the one-time password required for you to login.
This e-mail is sent to the e-mail address that you have specified.


-----------------------------------------------------
Your e-mail address: <example@example.com>
Your one-time password: 0z/ruyg+hXL/pzH0TCykXPhVjN3KmCHGDPrLuuUVcUQ=
-----------------------------------------------------
* This one-time password is valid for only 61 minutes.
* If you are not the intended recipient for this e-mail,
please ignore and delete it.
```

User registration

1.Provide e-mail address | 2.Input one-time password | 3.Registration complete

You have received a one-time password in the email account below as required to complete registration.
Please input the one-time password.
[E-mail address] test@example.com

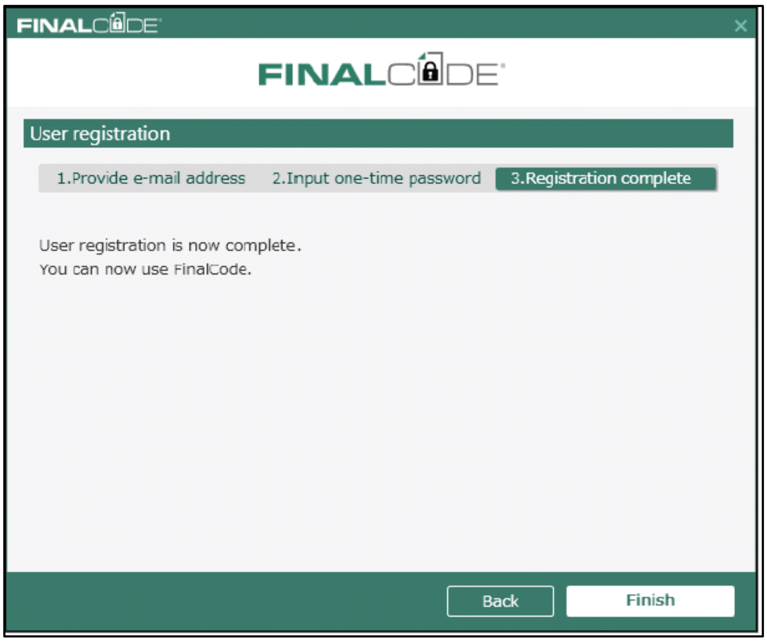
One-time password

Figure 29: Input One-time password screen

Note

1: If you do not receive an e-mail within a few minutes, check your e-mail address and repeat the previous step. The e-mail may have been filtered into your spam message folder.
2: For security reasons, the one-time password is only valid for one hour after sending. If your one-time password has become invalid, click the **Cancel** button and launch the FinalCode client again to repeat the previous user registration steps.

4. Click the **Finish** button to complete the user registration process.



User registration is now complete.
You can now use FinalCode.

Figure 30: Registration complete screen

5. The next time you open the FinalCode Client, the following interface will be displayed.

   The FinalCode main screen:

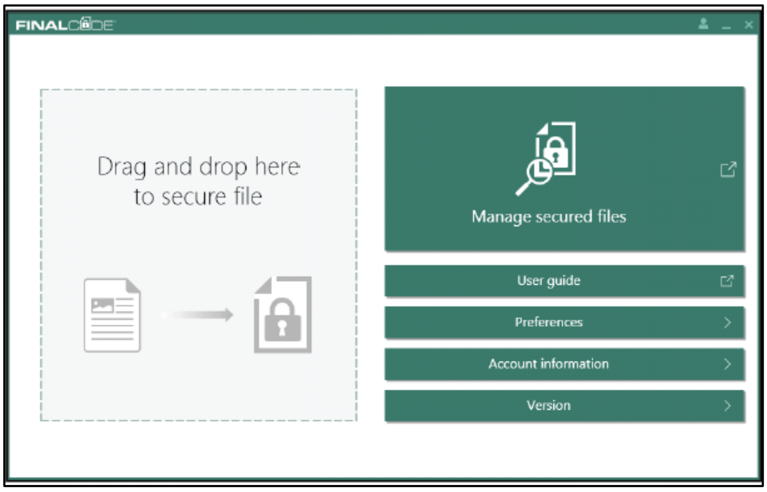


Figure 31: FinalCode home screen

Note

Note: If you use an e-mail address for user registration that the system administrator has not registered in the web management console, you will be an unlicensed (free) user. Unlicensed users cannot launch the management console or secure files with FinalCode, but can open FinalCode files for which they have been designated as a recipient.

2.2 Network settings

If your network environment requires a proxy server to reach the internet, or if you connecting to an on-premise deployment of FinalCode Server, you will need to perform the following network setting steps:

1. Launch the FinalCode Client and click **Preferences**.

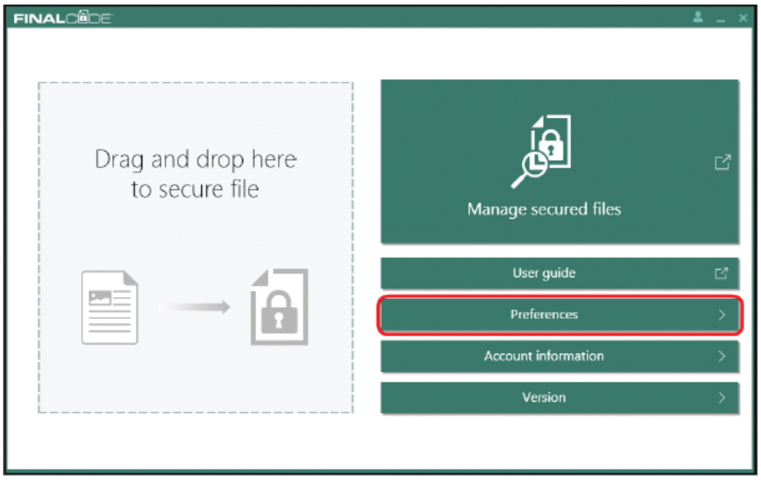
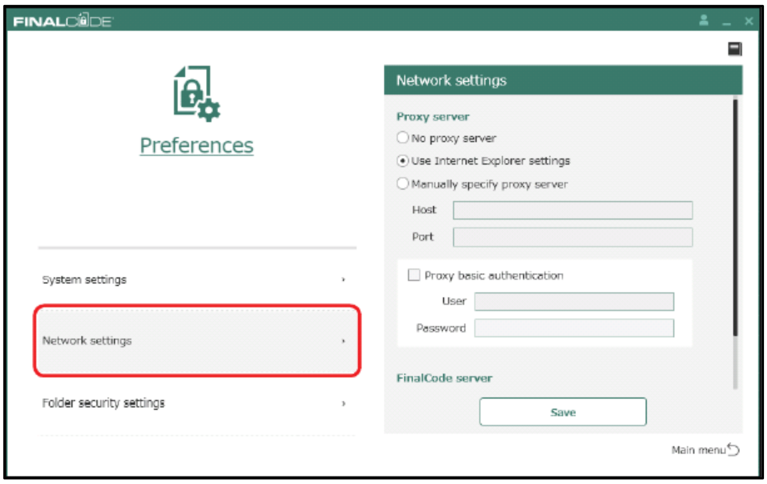


Figure 32: FinalCode home screen

2. On the *Preferences* screen, click **Network settings**.



Network settings

Proxy server

○ No proxy server

● Use Internet Explorer settings

○ Manually specify proxy server

Host

Port

□ Proxy basic authentication

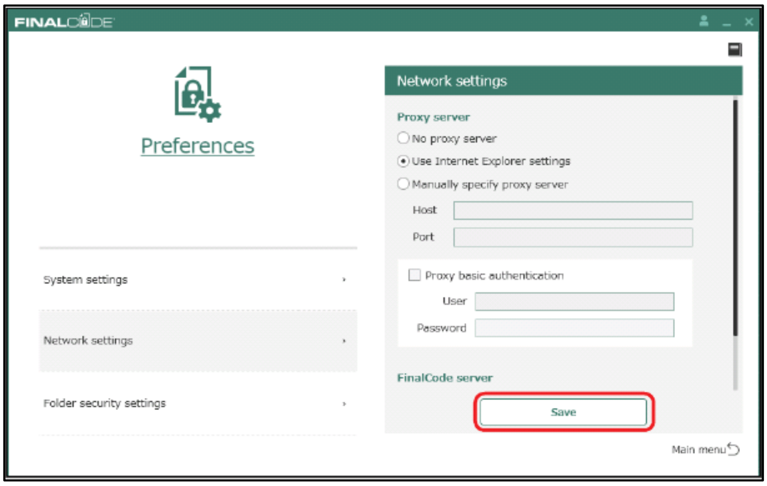
User

Password

FinalCode server

Figure 33: Network settings screen

3. You will be presented with various network settings on the right side of the screen. From here you can choose the type of proxy server settings to use. When choosing "**Manually specify proxy server**", you must input the proxy server host and port number.
4. If the proxy server requires authentication, select the "**Proxy basic authentication**" checkbox and supply the required credentials.
5. Click the **Save** button to save the settings.



Network settings

Proxy server

○ No proxy server

● Use Internet Explorer settings

○ Manually specify proxy server

Host

Port

□ Proxy basic authentication

User

Password

FinalCode server

Figure 34: Network settings screen

Using a Proxy Server

The FinalCode Client cannot function in a networking environment where HTTPS communication to the FinalCode Server is blocked. If you require a proxy server for HTTPS communication, enter the appropriate settings here.

Note

1: If using over SSL-VPN, ensure that the necessary routing information is configured for communication with the FinalCode Server.
2: If the FinalCode Client cannot communicate with the server, FCL files cannot be secured or opened.

Proxy Authentication

FinalCode only supports basic proxy authentication. NTLM authentication is not supported.

Accepting Invalid Server Certificates

When configuring the FinalCode Server settings in the Network Settings, you can choose to ignore invalid SSL certificates by selecting the "**Accept invalid server certificate**" checkbox.

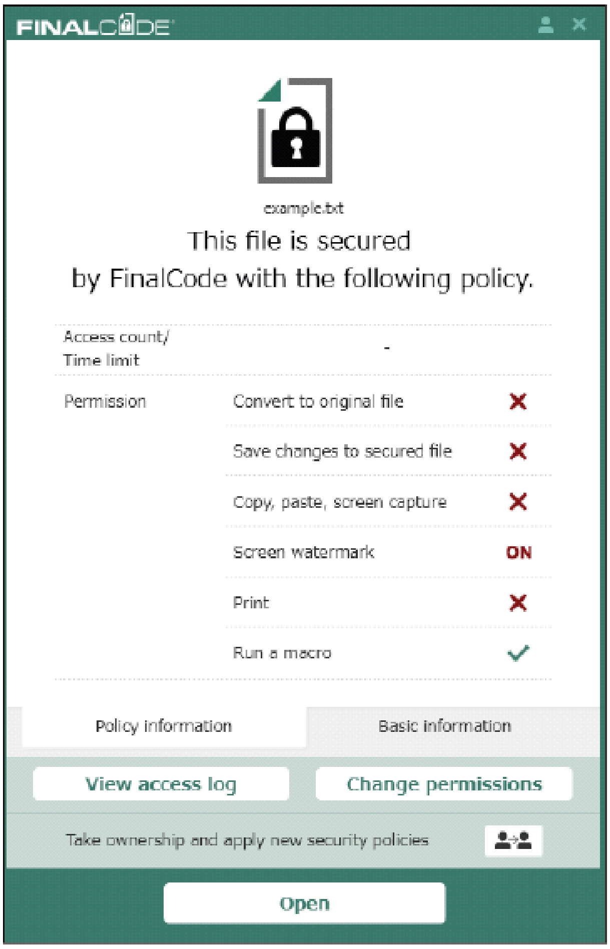
Opening an FCL file

To open FCL file:

1. Double click the FCL file.

Figure 35: .fcl file icon

2. The FinalCode Client verifies that the opening user is set as a recipient, if the file is being opened within the specified view period, etc. If any of the conditions are not met, the file cannot be opened.
3. If the user meets the conditions to open the FCL file, a dialog is displayed showing the usage controls that will be applied to the secured file be FinalCode. Click the **Open** button.



example.txt

This file is secured
by FinalCode with the following policy.

Access count/ Time limit	-	
Permission	Convert to original file	✗
	Save changes to secured file	✗
	Copy, paste, screen capture	✗
	Screen watermark	ON
	Print	✗
	Run a macro	✓

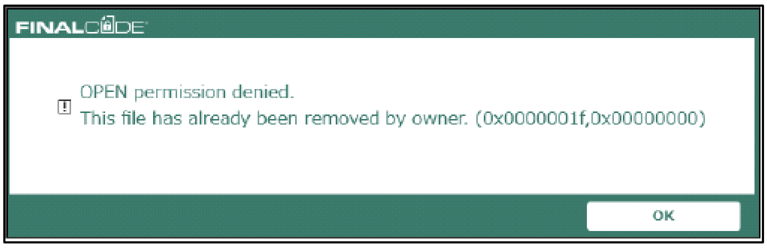
Take ownership and apply new security policies

Figure 36: FinalCode file opening screen

When "Do not display file information when opening FCL files" is set from "FinalCode Client" preferences, the above window will not be displayed and instead permissions will be displayed via notification dialog in the Windows notification area.

Opening a file without access authorization

A secured file cannot be opened by a user not designated as a recipient, and cannot be opened beyond the designated view period, number of opens, etc. When unauthorized access is attempted in this way, FinalCode will delete the file from the system.



OPEN permission denied.
This file has already been removed by owner. (0x0000001f,0x00000000)

Figure 37: Permisson denied screen

Note

1: The file will not be deleted in the case that access is attempted prior to the allowed view period.
2: Files secured with FinalCode are opened with their associated applications. So you need to have Adobe Reader (Example: Adobe Reader DC XI, X, Adobe

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