

Scan Translation Service

User Guide



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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.

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Introduction

Thank you very much for choosing Scan Translation Service.

This manual is designed for local users of Scan Translation Service and describes the 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

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

- Scan Translation Service User Guide (this manual)

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

- Scan Translation Service Administrator Guide

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

Structure of This Manual

1. Overview

This section provides an overview of Scan Translation Service.

2. Advance Preparations

This section describes the advanced preparations that need to be carried out when using Scan Translation Service.

3. Multifunction Device Operation

This section describes operations that can be performed with a multifunction device when using Scan Translation Service.

4. PC Operation

This section describes operations that can be performed with a PC when using Scan Translation Service.

5. 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_e Press the <Enter> key.
e:
- [] Indicates menus, buttons, tabs, and items displayed on the screen.
Examp_e Click the [Apply] tab.
e:
- { } Indicates values that change during operation such as usernames and server names.
Examp_e Click [{User Name}].
e:
- > Indicates the breadcrumb hierarchy of the menu or Web page.
Examp_e 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_e 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 document
- PDF document
- Microsoft Word document
- Microsoft PowerPoint® document

(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

This Service can be used by connecting to Fuji Xerox multifunction devices or PC web browsers. For information regarding the latest operating environments for this 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

This Service provides the following translation process functions.

Item	Description
Start of translation process	<ul style="list-style-type: none"> • Translation can be started by specifying settings such as language and output method. • A maximum of 100 pages can be processed. If this limit is exceeded, processing will be canceled. • 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.) • Translation results are saved on the server. They are automatically deleted after the configured period of time (1 to 14 days). • 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. • 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. • When you cancel translation processing, translated until the page instructed to cancel, then translation is canceled from next page.
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"> • Pages for which errors have occurred during the translation process are not output. • Errors are included as an error report in the top page of the document. • An error report is not output for Word document translations.

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.

User Type	Administration Permissions	Description
Administrator	Yes	In addition to standard services for local users, 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"> • Sports • Medical Care • Art • Engineering • Humanities and Culture • Political Economy • Life and Hobby • Agriculture, Forestry, and Fishery • Science
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>A User Dictionary can be shared as follows:</p> <ul style="list-style-type: none"> • Creator Only: Dictionaries can only be used by the registered user. • Affiliated Group: Dictionaries can be used by the registered user and users affiliated with the same group. <p>Supp.) For information such as the number of dictionaries that can be registered and the number of words, refer to "Other Major Specifications" (P.11)</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
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, and 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

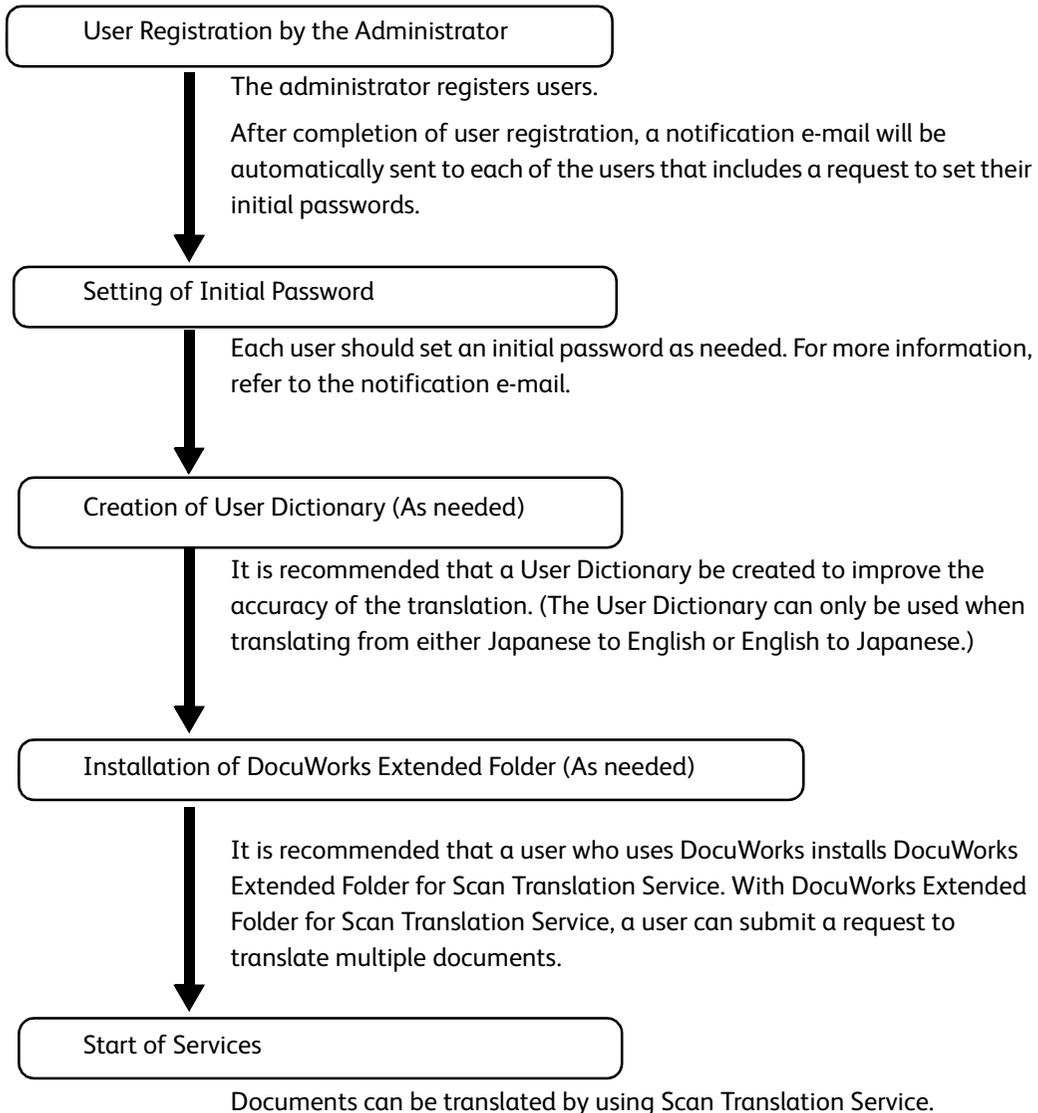
Item		Restrictions
Source document (paper based)	Pages	100 pages
Source document (electronic format)	Format	<ul style="list-style-type: none"> • PDF Ver. 1.3/1.4/1.5/1.6/1.7 (extension of ".pdf") • DocuWorks Ver. 7.0 format or later (file extension of ".xdw", Unicode text) • Word Word documents for Microsoft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

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

2. Advance Preparations

This section describes the preparations that need to be done before using the Service.

Local User Workflow



User Dictionary Administration

This section describes the creation and editing of the User Dictionary to be used when translating documents.

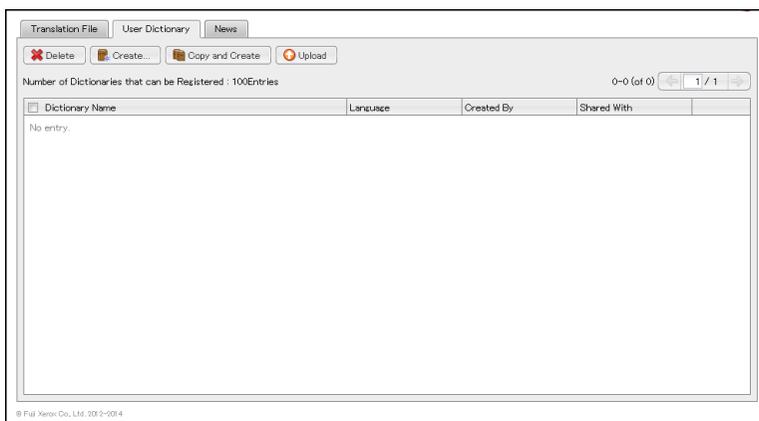
User Dictionary Creation

After creating the User Dictionary, you can register words in it by performing the following steps.



Steps

- 1** After logging into the Service, click the [User Dictionary] tab.
- 2** Click the [Create] button.



- 3** Perform the following operations in the [Create] screen.
 - (1) Select [Japanese->English] or [English->Japanese] in [Language].
 - (2) Click the [Next] button.



- 4** Perform the following steps.
 - (1) Enter a dictionary name of your choosing in [Dictionary Name].
 - (2) Select [Creator Only] or [Affiliated Group] in [Shared With].



Note

- When users are not affiliated with a group, [Affiliated Group] will not be a selectable option.

(3) Enter the source and target words in [Edit Word], and then select [Word Class].

Note

- Translation results will differ depending on the selection of [Word Class].
(For example, changing between personal and impersonal nouns.)

(4) Click the [Add] button to register the word.

(5) Repeat steps (3) - (4) as needed to register more words.

Note

- If source words are entered to the dictionary in full-width or half-width forms, they are recognized as the source words without distinguishing whether the character of the document is full-width or half-width when the dictionary is used. Target words are translated in full-width character if they have been registered in full-width, and are translated in half-width character if they have been registered in half-width, when the dictionary is used.
- When multiple words with the same source language and part of speech are registered, only one word can be used in the translation. When words with the same source language and part of speech but with different translated meanings are added, the most recently registered word will be used in the translation. When there are multiple words with the same source language and part of speech, change the word to use to [Yes] in [Use for Translation].

	English	Japanese	Word Class	Use in Translation
<input type="checkbox"/>	convenience store	コンビニエンスストア	Noun - Organization/Institution	Enabled
<input type="checkbox"/>	convenience store	コンビニ	Noun - Organization/Institution	Disabled

(6) Select the [Create] button to register the dictionary.

(7) Click the [OK] button.

》 Copying a User Dictionary

To copy an already existing dictionary and create a new dictionary, perform the following steps.



Steps

- 1 Click the [Copy and Create] button on the [User Dictionary] tab.
- 2 The [Copy and Create] screen will be displayed, so select [Reference Dictionary].



Note

- Browsable dictionaries are dictionaries created by the user or shared through an [Affiliated Group].

- 3 If necessary, check the [Reverse Dictionary Language] box.



Note

- If [Reverse Dictionary Language] is checked, the language of the original copied dictionary will be reversed.
For example, if the language of the original copied dictionary is [English->Japanese], the created dictionary will be [Japanese->English]. This makes it easy to create a two-way dictionary.

- 4 Click the [Next] button.
- 5 Enter an arbitrary dictionary name in [Dictionary Name].
- 6 Select [Creator Only] or [Affiliated Group] in [Shared With].
- 7 Register and edit the word.

Japanese	English	Word Class	Use in Translation
<input type="checkbox"/> 地球温暖化	global warming	Noun - Others	Enabled
<input type="checkbox"/> 地球温暖化ガス	greenhouse gases	Noun - Others	Enabled
<input type="checkbox"/> コンビニエンスストア	convenience store	Noun - Organization/Institution	Enabled
<input type="checkbox"/> コンビニ	convenience store	Noun - Organization/Institution	Enabled

- 8 Click the [Create] button.

9 Click the [OK] button.

Dictionary Registration via File Upload

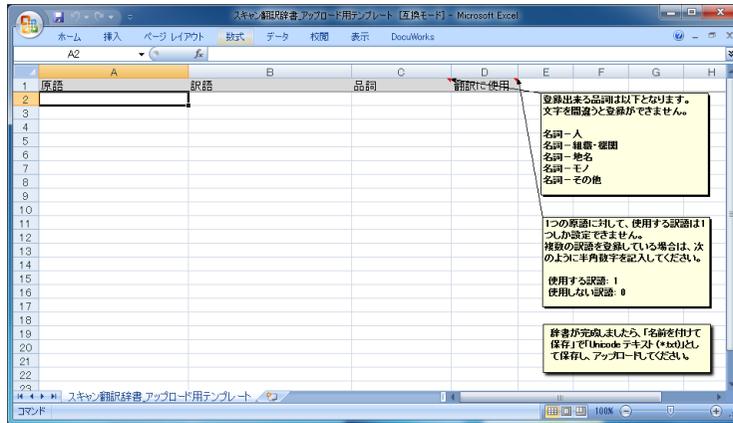
When carrying out batch registration of dictionary words from a text file, perform the following steps.

Steps

1 Create a text file that lists the words of the dictionary.

(1) Click the [Dictionary Upload Template] button on the [User Dictionary] tab to download the compressed file.

(2) Expand the downloaded compressed file and open the file. (Only when displaying Japanese.)



(3) For more information regarding the values to set in the template, refer to the following.

Item	Value
Source Language	English, Japanese
Target Language	Japanese, English
Part of Speech	Noun - Person Noun - Organization/Institution Noun - Place Noun - Thing Noun - Others
Use in Translation	1: Use 0: Don't Use

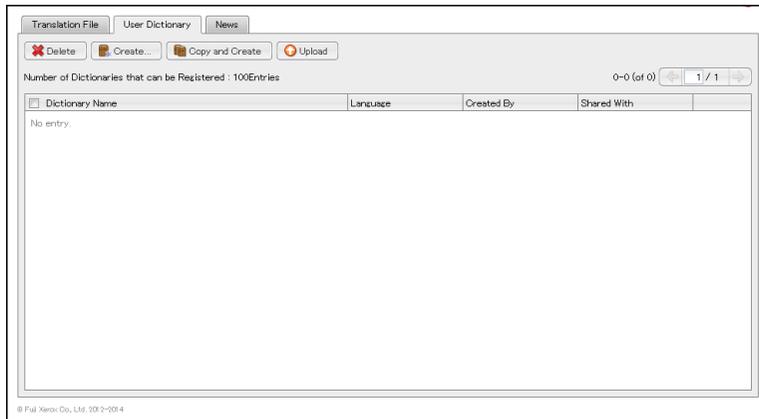
(4) Enter [Source Language], [Target Language], [Word Class], and [Use in Translation].

Important

- Always remember to select [Word Class] and [Use in Translation] from the list.
- Characters such as tabs and spaces will be ignored when inserted below the row of the last registered word.

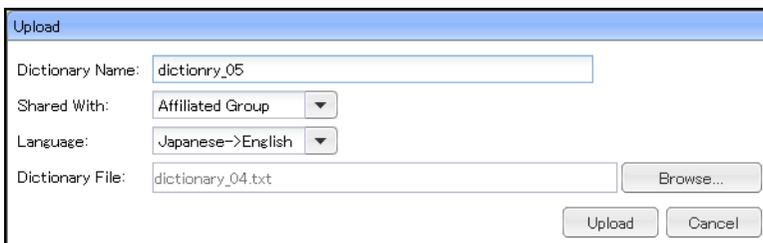
(5) When the dictionary is complete, click [Save As] from the menu, select [Unicode Text (*.txt)] under [Save file as type], and then save the file.

2 Click the [Upload] button on the [User Dictionary] tab.



3 Carry out the following settings after the [Upload] is displayed.

- (1) Enter an arbitrary dictionary name in [Dictionary Name].**
- (2) Select [Creator Only] or [Affiliated Group] in [Shared With].**
- (3) Select the language of the created User Dictionary from [Language].**
- (4) From [Dictionary File], select the name of text file (*.txt) you created.**



4 Click the [Upload] button.

5 Click the [OK] button.

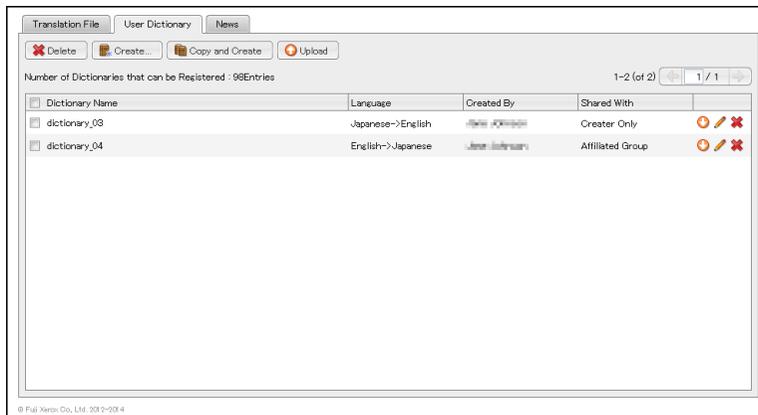
▶ Edit the User Dictionary

To edit the User Dictionary, perform the following steps.



Steps

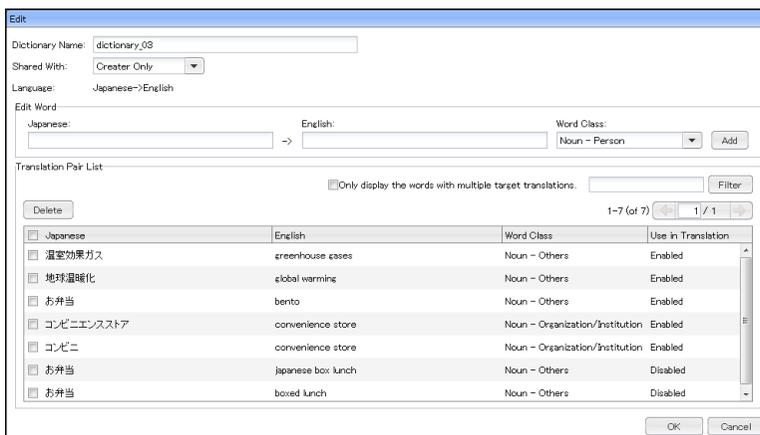
- 1 Click the [] (Edit) button on the [User Dictionary] tab.



Note

- Editable dictionaries are limited to those created by the user.

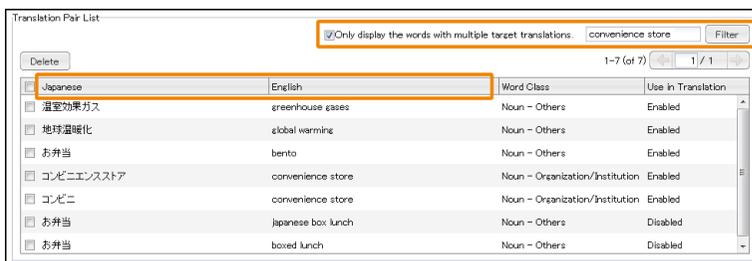
- 2 Carry out the following operations after the [Edit] screen is displayed.



- (1) To change the name of the dictionary, edit [Dictionary Name].
- (2) To change [Shared With], select [Creator Only] or [Affiliated Group].
- (3) Select the source word, target word, and word class to change under [Translation Pair List], and then modify the contents.
- (4) Click the [OK] button.

 **Note**

- To easily search for words already registered, use the search and sort word functions.
- Search Word: You can filter by a specified text string, or for words with multiple translations. To search for a specified text string, enter the word to search for in the text string entry area of the [Translation Pair List], and then select the [Filter] button. To filter words with multiple translations, select [Display the words with multiple target translations].
- By selecting the header of the list, you can sort the source and target words.



3 To delete words, perform the following steps.

(1) Check the box of the word you want to delete.

(2) Select the [Delete] button.

4 Click the [OK] button.

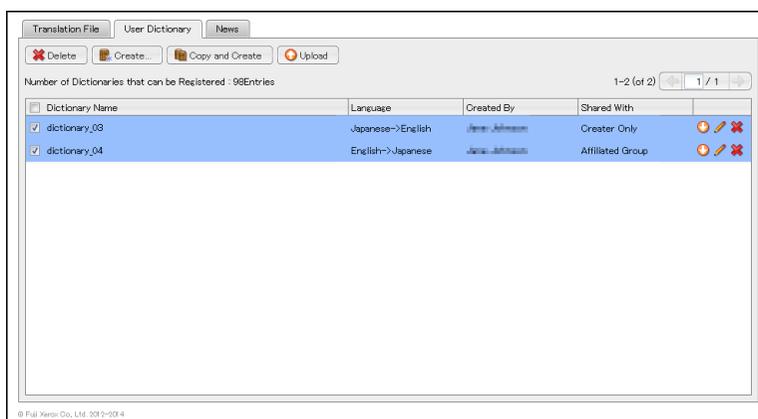
5 Click the [OK] button.

>Delete User Dictionary

To delete a User Dictionary, perform the following steps.

 **Steps**

- 1 On the [User Dictionary] tab, check the box of the User Dictionary you want to delete, and then click the [Delete] button.


 **Note**

- For local users, deletable dictionaries are limited to those created by the user.

- You can also delete a User Dictionary by clicking the  (Delete) button for the dictionary you want to delete.

2 Click the [Yes] button in the confirmation dialog box.

3 Click the [OK] button in the confirmation dialog box.

User Dictionary Download

To download the User Dictionary, perform the following steps.



Steps

1 Click the [] (Download) button on the [User Dictionary] tab.



Note

- Downloadable dictionaries are dictionaries created by the user or shared through an [Affiliated Group].

2 Download the file.

Furthermore, you can edit the User Dictionary downloaded by this operation, and register it at "Dictionary Registration via File Upload" (P.19).

3. Multifunction Device Operation

This section describes the procedures for making translations using a multifunction device.

The following operations can be performed with a multifunction device.

- Scanning and translating paper documents
- Printing translated results

Scan and Translate

When scanning and translating a paper document with a multifunction device, perform the following steps.



Steps

- 1 Press the <Services Home> button on the operation panel of the multifunction device.
- 2 Select [Scan Translation Service] on the multifunction device screen.



Note

- The display may differ depending on the model of your multifunction device or the setting of the display language.

When auto login is configured, proceed to Step 4.

When auto login is not configured, the following login screen appears.

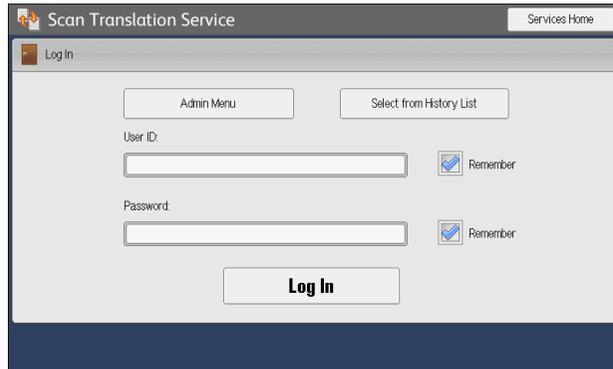


Note

- Auto login is enabled only when the user logging in is a local user with no system administrative rights.
- For more information on auto login (the Single Sign On function), refer to the "Scan Translation Service Multifunction Device Linkage Setup Guide".

When the Single Sign On function is supported:

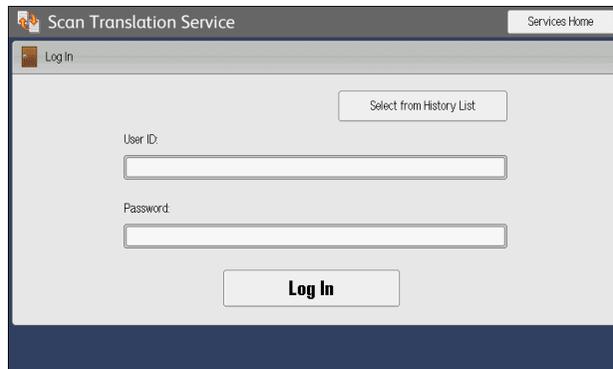
In the [Admin Menu], the [Remember] check box is displayed only when [Remember Authentication Information] is set to [Yes].



Note

- The [Admin Menu] is displayed if you are a user with system administrative rights on a multifunction device that supports the Single Sign On function. For more information on the [Admin Menu], refer to the "Scan Translation Service Multifunction Device Linkage Setup Guide".

When the Single Sign On function is not supported:



3 Perform the following steps.

(1) Press [User ID] to display the software keyboard, and then enter your preregistered User ID (e-mail address).

Note

- Depending on the model of your multifunction device, you might be able to select [Select from History List] to select your User ID from the displayed history list. The history list can display a maximum of 16 User IDs. Anything beyond this will cause old entries to be deleted.

(2) Press [Password], and enter your password with the software keyboard.

Note

- If an incorrect password is entered beyond the allowed limit, a message will be displayed indicating that "A service error has occurred." In such a case, you can either wait 30 minutes and attempt to log-in again, or you can reset your password following the steps indicated in "Setting of Initial Password".

(3) When [Remember] is displayed, specify whether to remember your user information.

When you check [Remember] for the [User ID], you will be able to log in without entering your User ID the next time you use Scan Translation Service.

When you check [Remember] for both the [User ID] and [Password], the login screen will not be displayed and you will be automatically logged next time.

It is unable to remember [Password] only.

 **Note**

- When you select [Remember] for User ID only, if you fail to authenticate due to incorrect password during the next or subsequent login attempts, the remembered User ID information is deleted.
- If you are a user with system administrative rights, the login screen will be displayed each time you access Working Folder. Your User ID and password will be populated from the previous login, as far as they are remembered.
- If you want to display the login screen, press [Log Out] on the [Translation Menu] screen, and then clear the [Remember] check box on the displayed login screen.

(4) Select [Log In].

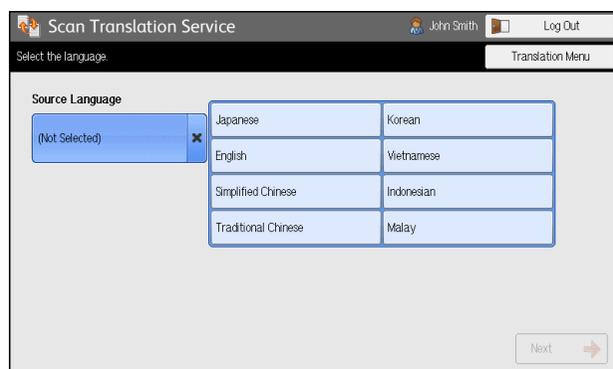
4 Select [Scan and Translate] after the [Translation Menu] screen is displayed.



 **Note**

- A message will be displayed if the translation page count exceeds 80 % of the contracted page count. Furthermore, a warning message will be displayed if the translation page count exceeds the contracted page count.

5 Select the source language.



 **Note**

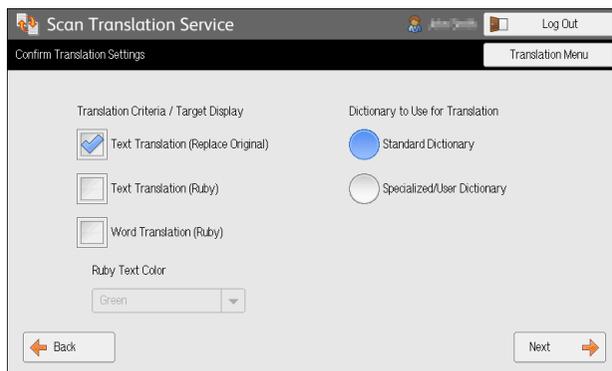
- Thai language documents cannot be translated on multifunction device.

6 Select a target language, and then select [Next].

 **Note**

- You can select multiple target languages. In this case, translation processes will begin for all of the selected options.

7 Make the following settings from the screen for setting options at the time of translation.



(1) Select [Translation Criteria / Target Display].

 **Note**

- You can make more than one selection for [Translation Criteria / Target Display]. When more than one [Translation Criteria / Target Display] is selected, translation processes will begin for all of the selected translation criteria / target displays.
- Selecting [Text Translation (Ruby)]/[Word Translation (Ruby)] displays the translation result on top of the translation source text or word. In this case, select [Ruby Text Color].
- When [Word Translation (Ruby)] is selected, only difficult words will be translated in Ruby format.

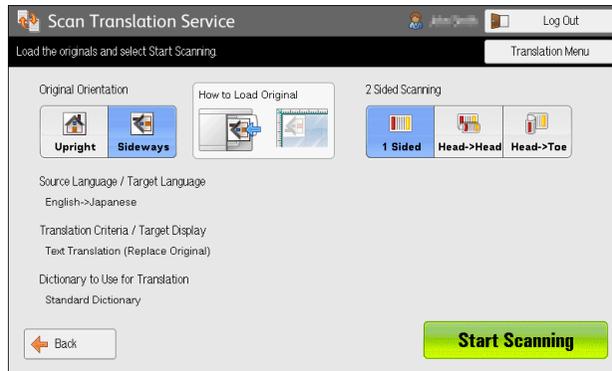
(2) Select [Standard Dictionary] or [Specialized/User Dictionary] in [Dictionary to Use for Translation], and then select [Next]. (This can only be used when translating from either Japanese to English or English to Japanese.)

(3) When [Specialized/User Dictionary] is selected, the screen for selecting dictionaries will be displayed. Select up to 3, and then select [Next].

 **Note**

- The Specialized Dictionary and User Dictionary can only be used when translating from English to Japanese or Japanese to English. For more information on the Specialized Dictionary, refer to "Specialized Dictionary and User Dictionary" (P.10)
- When both the User Dictionary and Specialized Dictionary are selected, the User Dictionary will receive preference.
- When more than one User Dictionary is selected, preference will be determined by the order of display (from top to bottom).
- Depending on the text to translate, there may be cases where the dictionary cannot be used even if a Specialized Dictionary or User Dictionary is specified.

8 Set the original document, and make the following settings.



- (1) Select the orientation of the original document to scan via [Original Orientation], and then select [2 Sided Scanning].
- (2) Confirm the displayed information and set the translation document, and then select [Start Scanning].

9 To return to the translation menu, press [Translation Menu], and to continue translating, press [Translate Next Document].



Note

- A warning message will be displayed if the translation page count exceeds the contracted page count.

Print Scan Translation Result

When printing translated results with a multifunction device, perform the following steps.



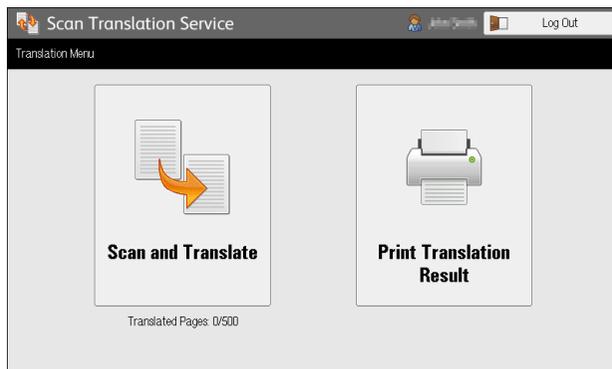
Note

- Printing is allowed only when the translation result is a PDF file.



Steps

- 1** Select **[Print Translation Result]** in the **[Translation Menu]** screen.



- 2** Select the translated result that you want to print, and then select **[Print]**.
- 3** Select the printing conditions from the **[File Printout]** screen, and then select **[Print]**.

4. PC Operation

This section describes procedures for translating and editing user information from a PC.

The following operations can be performed with a PC.

- Translation of electronic documents
- Confirmation of translated results
- Deletion of translated results
- Modification of user registration information
- Changing of user passwords
- Changing the e-mail address of users
- Administration of user registered dictionaries (For details, please make reference "User Dictionary Administration" (P.16))
- Translate the documents in the Working Folder.

Important

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

Note

- With DocuWorks Extended Folder for Scan Translation Service, a user can submit a request to translate multiple documents by dragging and dropping. For more information, refer to Help of DocuWorks Extended Folder for Scan Translation Service.

Translation of Electronic Documents

To translate electronic documents on your PC, perform the following steps.

Note

- DocuWorks documents in Thai language, Vietnamese, Indonesian, and Malay language cannot be translated.

Steps

- 1 Access the following website.**
<https://scantranslation.fujixerox.com/>
- 2 The login screen will be displayed. Enter your User ID (e-mail address) and password, and then select [Log In].**

Note

- If an incorrect password is entered beyond the allowed limit, a message will be displayed indicating that "An incorrect password was entered beyond the allowed limit. Your account has been temporarily locked.". In such a case, you can either wait 30 minutes and attempt to log-in again, or you can reset your password following the steps indicated in

4. PC Operation

"Setting of Initial Password".

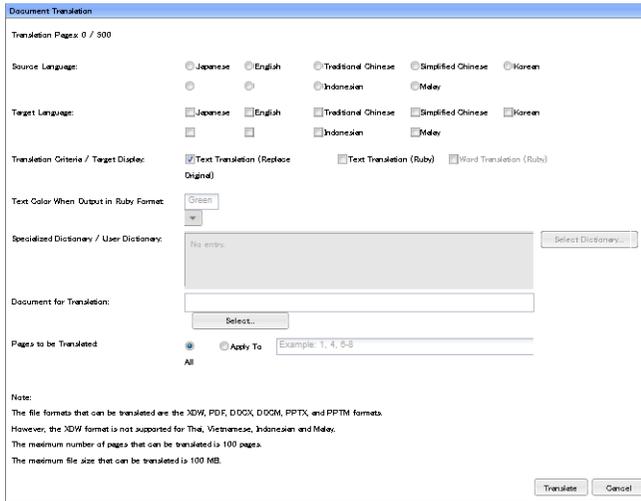
- The language of the displayed screen will depend on your Web browser language settings.

Important

- When attempting to log-in after the contracted period of the Service has terminated, our product information website will be displayed.
- The translated result page count and the contracted page count will be displayed. A warning message will be displayed if the translated result page count exceeds 80% of the contracted page count.

3 Click the [Document Translation] button on the [Translation File] tab.

4 Perform the following operations on the [Document Translation] screen.



(1) Select the [Source Language].

(2) Select the [Target Language].

Note

- You can select multiple languages.

(3) Select the [Translation Criteria / Target Display].

Note

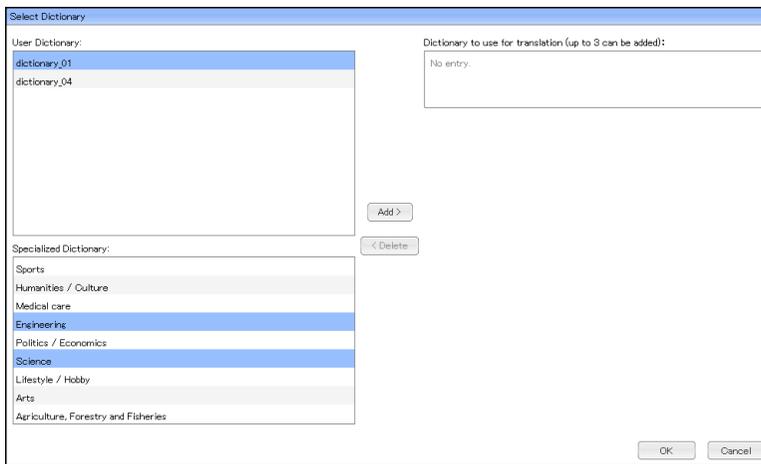
- When more than one [Translation Criteria / Target Display] option is selected, translation processes will begin for all of the selected options.

(4) When selecting [Text Translation (Ruby)] or [Word Translation (Ruby)], select [Text Color When Output in Ruby Format].

Note

- Selecting [Text Translation (Ruby)] or [Word Translation (Ruby)] displays the translation result on top of the translation source text or word.

(5) Select the [Select Dictionary] button, and then choose a User Dictionary/ Specialized Dictionary.



 **Note**

- Up to 3 dictionaries can be chosen for the Specialized Dictionary and User Dictionary.
- The Specialized Dictionaries or User Dictionaries can be used either when translating from English to Japanese or from Japanese to English. For more information on the Specialized Dictionaries, refer to "Specialized Dictionary and User Dictionary" (P.10).
- When both the User Dictionary and Specialized Dictionary are selected, the User Dictionary will receive preference.
- When more than one User Dictionary is selected, preference will be determined by the order of display (from top to bottom).
- Click the [OK] button to apply the selections and return to the [Document Translation] screen.
- Depending on the text to translate, there may be cases where the dictionary cannot be used even if a Specialized Dictionary or User Dictionary is specified.

(6) Select the document to translate.

An error will be displayed when translation documents exceed 100 MB, or if you do not have access permissions for translating such a document.

(7) When specify a page to translate, enter the page number after selecting "Apply To".

 **Note**

- How to specify a page are the followings.
 - Specify a page with (,) as like [1,10,20].
 - Specify a page range with (-), as like [1-5].
 - Specify a page range with (-) and a page with (,) as like [1-5,10,20].

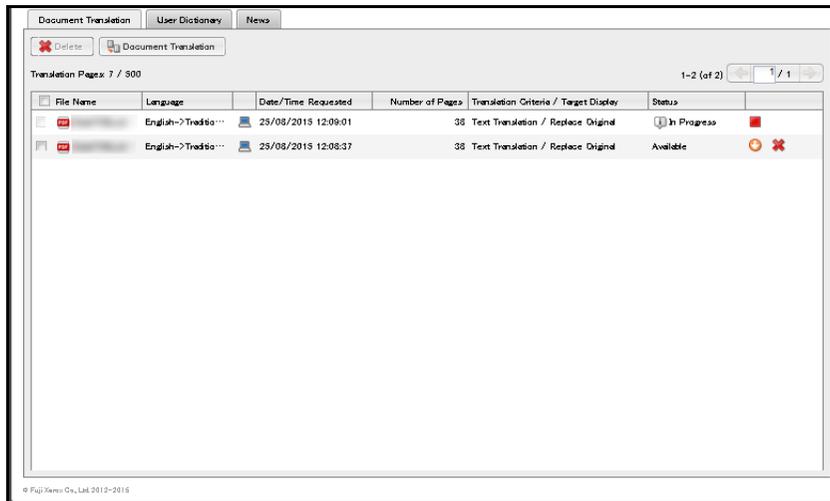
(8) Click the [Translate] button.

The Welcome screen is displayed. The [Estimated Time Required to Complete Translation] is also displayed on this screen.

Cancellation of the Translation Processing

Steps

- 1 Click [] of the document that you want to cancel.



- 2 Click [YES] in dialog box to confirm cancellation.
- 3 Click [OK] in dialog box, after checking the box for cancellation.

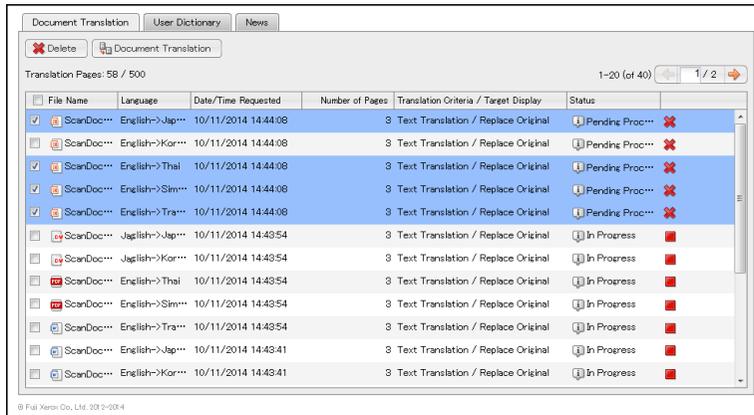
Deletion of Documents Pending Processing

After translations have been accepted, documents pending processing can be deleted. Perform the following steps.



Steps

- 1 From the translation documents displayed on the [Translation File] tab, select the check box of the document you want to delete, and then click the [Delete] button.



Note

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

- 2 Click the [Yes] button in the confirmation dialog box.

- 3 Click the [OK] button in the confirmation dialog box.

Confirmation of Translated Results

Translated results can be confirmed either by the translation completed notification e-mail or from the [Translation File] tab of your Web browser. Confirmation procedures are as follows.

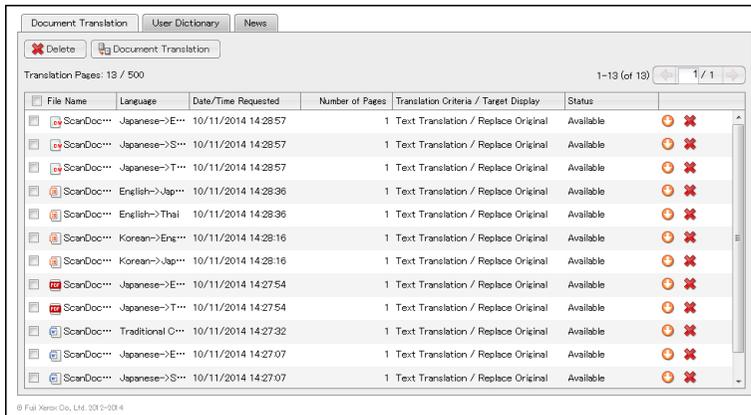
Note

- The translation results are saved with the same file extension as the source document.
- 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.

Confirmation from the Translated File List

Steps

- 1 On the [Translation File] tab, click the [] (Download) button, and then download the file.



The screenshot shows a web interface for document translation. At the top, there are tabs for 'Document Translation', 'User Dictionary', and 'News'. Below the tabs, there are buttons for 'Delete' and 'Document Translation'. The main area displays a table of translation results. The table has columns for 'File Name', 'Language', 'Date/Time Requested', 'Number of Pages', 'Translation Criteria / Target Display', and 'Status'. The table contains 13 rows of data, each representing a translated document. The status column for all rows shows 'Available' and a download icon (a red circle with a white arrow) and a delete icon (a red X).

File Name	Language	Date/Time Requested	Number of Pages	Translation Criteria / Target Display	Status
ScanDoc...	Japanese->E...	10/11/2014 14:28:57	1	Text Translation / Replace Original	Available
ScanDoc...	Japanese->S...	10/11/2014 14:28:57	1	Text Translation / Replace Original	Available
ScanDoc...	Japanese->T...	10/11/2014 14:28:57	1	Text Translation / Replace Original	Available
ScanDoc...	English->Jap...	10/11/2014 14:28:36	1	Text Translation / Replace Original	Available
ScanDoc...	English->Thai	10/11/2014 14:28:36	1	Text Translation / Replace Original	Available
ScanDoc...	Korean->Eng...	10/11/2014 14:28:16	1	Text Translation / Replace Original	Available
ScanDoc...	Korean->Jap...	10/11/2014 14:28:16	1	Text Translation / Replace Original	Available
ScanDoc...	Japanese->E...	10/11/2014 14:27:54	1	Text Translation / Replace Original	Available
ScanDoc...	Japanese->T...	10/11/2014 14:27:54	1	Text Translation / Replace Original	Available
ScanDoc...	Traditional C...	10/11/2014 14:27:32	1	Text Translation / Replace Original	Available
ScanDoc...	Japanese->E...	10/11/2014 14:27:07	1	Text Translation / Replace Original	Available
ScanDoc...	Japanese->S...	10/11/2014 14:27:07	1	Text Translation / Replace Original	Available

- 2 Open the file.

Confirmation via E-mail

Steps

- 1 Click the translated result URL provided in the content of the translation completed notification e-mail.

Note

- When more than one translated result exist, multiple translated result URLs will be displayed in the e-mail.

- 2 Login to the screen of your opened Web browser.

- 3 Open the file.

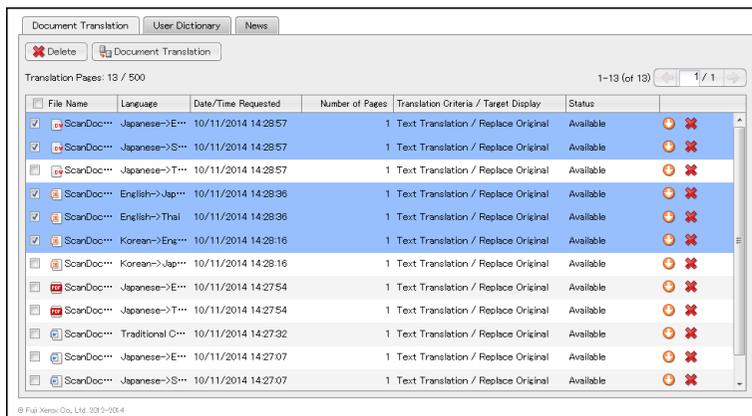
Deletion of Translated Results

To delete a translated result, perform the following steps.



Steps

- 1 From the translation documents displayed on the [Translation File] tab, select the check box of the document you want to delete, and then click the [Delete] button.



Note

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

- 2 Click the [Yes] button in the confirmation dialog box.
- 3 Click the [OK] button in the confirmation dialog box.

User Registration Information, Change

To change the registration information of a logged in user, perform the following steps.



Important

- This operation will change the user registration information for "Fuji Xerox Direct".



Steps

- 1 Click the user name in the header menu.



- 2** The [User Information] screen is displayed. Click the [Change Password] button to change the password. Click the [Change E-mail Address] button to change the e-mail address. To change other user registration information, click the [Update Profile] button.

The screenshot shows a web browser window titled "User Information - [URL]". The content area displays the following user details:

- Name: John Smith
- E-mail Address: john.smith@company.com
- Permission: Administrator
- Affiliated Group: Group A

At the bottom of the window, there are four buttons: "Update Profile", "Change Password", "Change E-mail Address", and "Close".

- 3** Modify the user registration information by following the instructions on the screen.
- 4** Click the [Close] button on the [User Information] screen.

Confirmation of News

You can confirm news from Fuji Xerox on the [News] tab.

New information is indicated with [New]. You can confirm more information about the news by clicking the [Details] button.

Working Folder Document Translation

To translate documents in the Working Folder, perform the following steps.

Important

- If multiple Web browsers (including browser tabs) are opened, an error may be generated if access is made to the Service. Use the Service with only one Web browser (tab) opened.
- An error will be displayed when the size of the translation document exceeds 100 MB, when the file name (excluding the extension) exceeds 50 characters, or if you do not have access permissions for translating such a document.

Steps

- 1** Access the Working Folder URL from your Web browser.
- 2** Enter your User ID (E-mail Address) and Password, and then click the [OK] button.
- 3** From the Working Folder screen, select the share drawer, personal drawer, or folder of the translation document.
- 4** Select the translation document and click the button on the right of the screen, and after displaying the pull-down menu, select [Scan Translation].

5 Proceed with the translation according to the displayed [Scan Translation] screen.

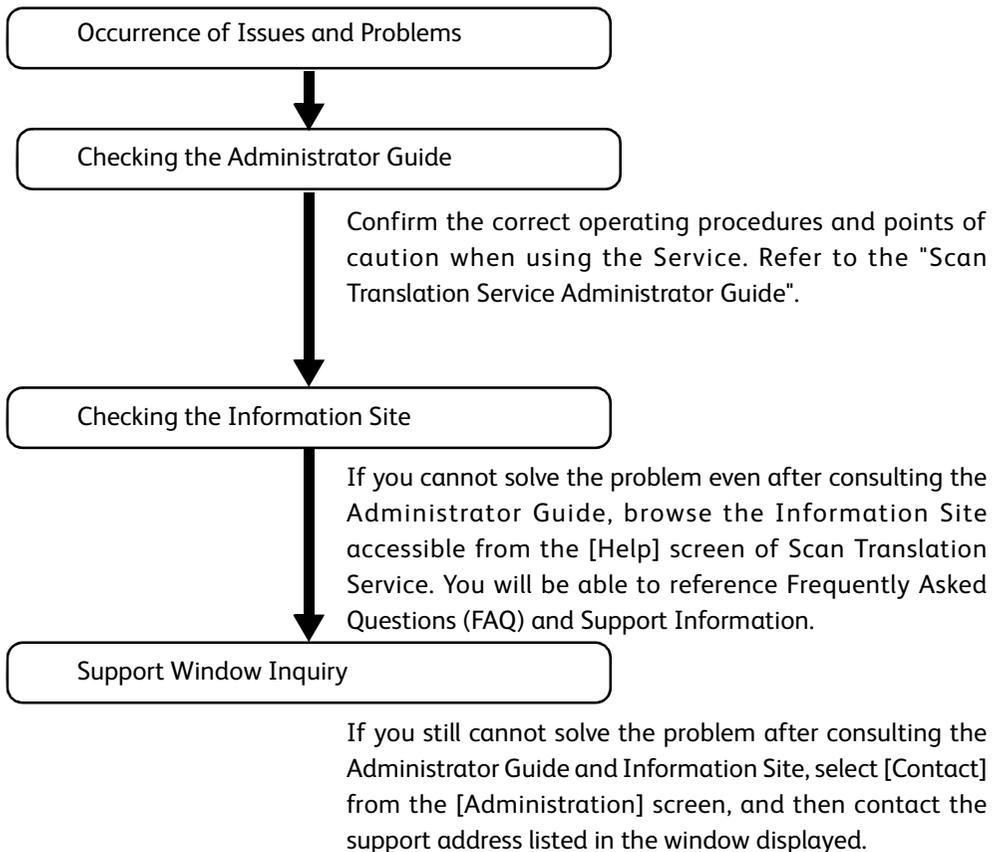
 **Note**

- Translated results can be confirmed both from the translated file list of Scan Translation Service, and in the same location as the translation documents in the Working Folder.

5. 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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