



Lexmark™

# Conector OnBase

Versión 1.0

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## Guía del administrador

Marzo de 2020

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# Contenido

- Historial de cambios..... 3**
- Descripción general.....4**
- Lista de comprobación de aptitud para la implementación..... 5**
- Configuración de la aplicación.....6**
  - Acceso a Embedded Web Server..... 6
  - Acceso a la página de configuración de la aplicación..... 6
  - Configuración de los valores de la aplicación..... 6
  - Registro de usuarios mediante el inicio de sesión con tarjeta..... 7
  - Configuración del control de acceso a funciones.....7
  - Importación o exportación de un archivo de configuración..... 8
- Uso de la aplicación.....9**
  - Digitalización de documentos..... 9
- Solución de problemas.....10**
  - Error de aplicación.....10
- Avisos..... 11**
- Índice.....20**

# Historial de cambios

## Marzo de 2020

- Se ha añadido información sobre la verificación del certificado SSL.

## Julio de 2019

- Versión inicial del documento para productos multifunción con pantalla táctil.

## Descripción general

Use la aplicación para digitalizar documentos de forma segura desde la impresora al servidor OnBase.

En este documento se proporcionan instrucciones sobre cómo configurar, utilizar y solucionar los problemas en la aplicación.

# Lista de comprobación de aptitud para la implementación

Asegúrese de que:

- Tiene un servidor OnBase.
  - Tiene la URL del servidor de la aplicación OnBase (URL del servidor).
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# Configuración de la aplicación

## Acceso a Embedded Web Server

- 1 Obtenga la dirección IP de la impresora. Realice una de las siguientes acciones:
  - Localice la dirección IP de la impresora en la pantalla de inicio de la impresora.
  - Consulte la dirección IP en la sección Descripción general de red o en la sección TCP/IP del menú Red/Puertos.
- 2 Abra un explorador web e introduzca la dirección IP de la impresora.

## Acceso a la página de configuración de la aplicación

- 1 En Embedded Web Server, en función del modelo de impresora, realice una de las siguientes acciones:
  - Haga clic en **Aplicaciones**.
  - Haga clic en **Valores > Aplicaciones > Gestión de aplicaciones**.
- 2 Haga clic en el nombre de la aplicación y, a continuación, haga clic en **Configurar**.

## Configuración de los valores de la aplicación

- 1 Desde Embedded Web Server, desplácese a la página de configuración de la aplicación.
- 2 Configure los valores.

**Nota:** Para obtener más información acerca de cada valor, pase el ratón sobre cada uno de ellos para consultar los mensajes de ayuda.

- **URL del servidor de la aplicación:** URL del servidor de la aplicación OnBase.
- **Verificar certificado:** Verifica el certificado SSL. Esta configuración solo se aplica a los servidores que utilizan https.
- **Modo de verificación:** El método utilizado para verificar el certificado SSL. Esta configuración solo se aplica a los servidores que utilizan https.
  - **Cadena:** Verifica los certificados que certifica la autoridad certificadora (CA).
  - **Igual:** Verifica los certificados autofirmados.
- **Certificado SSL:** El certificado SSL para el servidor de la aplicación OnBase. Esta configuración solo se aplica a los servidores que utilizan https.

### Notas:

- La aplicación solo admite el formato de archivo .PEM.
- Las versiones SSL/TLS del servidor deben admitir las versiones SSL/TLS disponibles en el firmware de la impresora.
- Asegúrese de que los certificados autofirmados estén configurados con SHA256 como algoritmo de firma.
- **Método de autenticación OnBase:** El método utilizado para la autenticación en el servidor OnBase.
  - **Interno:** Utiliza las cuentas almacenadas en el servidor OnBase.
  - **Active Directory:** Utiliza las cuentas de Active Directory configuradas en el servidor OnBase.

- **LDAP:** Utiliza las cuentas de LDAP configuradas en el servidor OnBase.
- **Método de autenticación de MFP:** El método utilizado para iniciar sesión en la impresora.
  - **Solicitar nombre de usuario y contraseña:** Requiere las credenciales del usuario para iniciar sesión en el servidor OnBase.
  - **Usar inicio de sesión de MFP:** Utiliza las credenciales del usuario con sesión iniciada en ese momento en la impresora para acceder al servidor OnBase.

**Notas:**

- Si hay una cuenta de invitado disponible, se utiliza para iniciar sesión en el servidor OnBase.
  - Si no hay ninguna cuenta de invitado disponible, se utilizan las credenciales del usuario con sesión iniciada en ese momento en la impresora.
  - **Mostrar valores de digitalización:** Muestra los valores de digitalización.
  - **Cuenta de invitado:** Una cuenta genérica que se utiliza para iniciar sesión en la impresora.
    - **Nombre de usuario**
    - **Contraseña**
- Para activar la cuenta de invitado, haga lo siguiente:
- Establezca Método de autenticación OnBase en **Interno**.
  - Establezca Método de autenticación de MFP en **Usar inicio de sesión de MFP**.
  - Asegúrese de que no haya ningún usuario con sesión iniciada en la impresora.
- **Valores de la pantalla de inicio**
    - **Texto del icono:** El nombre personalizado de la aplicación.
    - **Icono:** El icono personalizado de la aplicación.

**3** Haga clic en **Aplicar**.

## Registro de usuarios mediante el inicio de sesión con tarjeta

Para activar el inicio de sesión con tarjeta, asegúrese de que la aplicación Autenticación por tarjeta esté instalada en la impresora. Para obtener más información, consulte la *Guía del administrador de Autenticación por tarjeta*.

- 1** Acerque su tarjeta al lector de tarjetas.
- 2** Introduzca sus credenciales desde el panel de control de la impresora.
- 3** Toque **Registrar**.

**Nota:** Asegúrese de que Utilizar dominio seleccionado está activada en los valores de Autenticación por tarjeta. Para obtener más información, consulte la *Guía del administrador de Autenticación por tarjeta*.

## Configuración del control de acceso a funciones

- 1** Abra un explorador web e introduzca la dirección IP de la impresora.
- 2** En función de la versión de eSF, realice una de las siguientes acciones:

### Para eSF versión 5.0 o posterior

- a Haga clic en **Valores > Seguridad**.
- b En la sección Público, haga clic en **Administrar permisos**.
- c Expanda **Acceso a función** y, a continuación, desactive la casilla de verificación situada junto a la función que desea desactivar.
- d Haga clic en **Guardar**.

### Para eSF versión 4.0 o anterior

- a Haga clic en **Valores > Seguridad > Configuración de seguridad**.
- b En Configuración de seguridad avanzada, configure un bloque.
- c Configure una plantilla de seguridad utilizando el bloque configurado anteriormente.
- d Haga clic en **Controles de acceso** y, a continuación, haga clic en **Aplicaciones del dispositivo**.
- e Establezca la aplicación en la plantilla de seguridad configurada previamente.
- f Haga clic en **Enviar**.

## Importación o exportación de un archivo de configuración

Si importa archivos de configuración, las configuraciones de aplicaciones existentes se sobrescribirán.

- 1 Desde Embedded Web Server, acceda a la página de configuración de la aplicación.
- 2 Para ello, realice una de las siguientes acciones:

### Para eSF versión 5.0 o posterior

- a Haga clic en **Configuración de importación/exportación**.
- b Para ello, realice una de las siguientes acciones:
  - Busque el archivo de configuración y, a continuación, haga clic en **Importar**.
  - Haga clic en **Exportar**.
- c Haga clic en **Guardar**.

### Para eSF versión 4.0 o anterior

- a Para ello, realice una de las siguientes acciones:
  - Haga clic en **Importar**, busque el archivo de configuración y, a continuación, haga clic en **Empezar**.
  - Haga clic en **Exportar**.
- b Haga clic en **Aplicar**.

#### Notas:

- Al exportar el archivo de configuración, no se incluyen la configuración **esf.onBaseConnector.guest.password** ni su valor.
- Antes de importar el archivo de configuración, utilice un software de editor de texto para agregar **esf.onBaseConnector.guest.password** y su valor al archivo de configuración.



# Uso de la aplicación

## Digitalización de documentos

**1** Cargue un documento original en el alimentador automático de documentos (ADF) o en el cristal del escáner.

**Nota:** Para obtener más información, consulte la *Guía del usuario* de la impresora.

**2** En la pantalla de inicio, toque el icono de la aplicación.

**3** Si se lo solicitan, introduzca sus credenciales.

**4** Seleccione una opción para Grupo de tipos de documento, Tipo de documento y Cola de digitalización.

**Grupo de tipos de documento:** El grupo para cada tipo de documento.

**Tipo de documento:** El tipo de documento.

**Cola de digitalización:** La cola que envía los documentos digitalizados al servidor OnBase.

**Notas:**

- Las opciones de Grupo de tipos de documento, Tipo de documento, Cola de digitalización y Palabras clave se pueden configurar en el servidor OnBase.
- Reinicie el servidor y, a continuación, la aplicación si se ha modificado alguna de estas opciones.

**5** Escriba información sobre el documento.

### Formatos de palabra clave compatibles

- Alfanumérico: Codificación UTF-8
- Fecha: AAAA-MM-DD
- Fecha/hora: AAAA-MM-DD HH:MM:SS (formato de 24 horas)
- Flotante: 1234.5678 (separador decimal)
- Divisa: 12.34 (separador decimal; sin símbolo de divisa)

**6** Si es necesario, ajuste los valores de digitalización.

**Nota:** Si desea acceder a la lista de formatos de archivo compatibles, consulte el archivo *Léame*.

**7** Toque **Digitalizar**.

**8** Envíe el documento o digitalice la página siguiente.

**Nota:** Para obtener más información sobre la visualización de los documentos digitalizados, consulte la documentación del servidor OnBase.

# Solución de problemas

## Error de aplicación

Realice al menos una de las siguientes acciones:

### Compruebe el registro de diagnóstico

- 1** Abra un navegador web y, a continuación, introduzca **IP/se**, en donde **IP** es la dirección IP de la impresora.
- 2** Haga clic en **Soluciones integradas** y, a continuación, haga lo siguiente:
  - a** Borre el archivo de registro.
  - b** Defina el nivel de inicio de sesión en **Sí**.
  - c** Genere el archivo de registro.
- 3** Analice el registro y resuelva el problema.

**Nota:** Para evitar problemas de memoria insuficiente, después de analizar el registro, configure el nivel de inicio de sesión en **No**.

### Ajuste los valores de digitalización

**Póngase en contacto con el representante de Lexmark**

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# Índice

## A

- acceso a Embedded Web Server 6
- acceso a función
  - configuración 7
- acceso a la página de configuración de la aplicación 6
- archivo de configuración
  - exportación 8
  - importación 8

## C

- configuración del acceso a función 7
- creación de carpetas 9

## D

- descripción general 4
- digitalización de documentos 9
- documentos
  - digitalización 9

## E

- Embedded Web Server
  - acceso 6
- error de aplicación
  - solución de problemas 10
- exportación de un archivo de configuración 8

## H

- historial de cambios 3

## I

- importación de un archivo de configuración 8
- importación o exportación de un archivo de configuración 8

## L

- lista de comprobación
  - aptitud para la implementación 5
- lista de comprobación de aptitud para la implementación 5

## P

- página de configuración para la aplicación
  - acceso 6

## S

- solución de problemas
  - se ha producido un error en la aplicación 10