

Kofax Front Office Server

Administrator's Guide for HP MFPs

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The KOFAX logo is displayed in a bold, blue, sans-serif font. The letters are thick and closely spaced, with a clean, modern appearance.

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Administrator's Guide for HP MFPs

Preface

This guide describes how to prepare the HP LaserJet multifunction peripheral (MFP) to work with Kofax Front Office Server. After preparing the HP LaserJet MFP, associate device profiles from the Kofax Front Office Server Administration Console.

Before continuing, see the Kofax website www.kofax.com for information about supported HP LaserJet MFP models and software updates.

Important If you are upgrading Kofax Front Office Server, you must upgrade the client software on all MFPs to implement the latest security features.

Training

Kofax offers both classroom and computer-based training to help you make the most of your Kofax Front Office Server solution. Visit the Kofax website at www.kofax.com for details about the available training options and schedules.

Getting help with Kofax products

The [Kofax Knowledge Base](#) repository contains articles that are updated on a regular basis to keep you informed about Kofax products. We encourage you to use the Knowledge Base to obtain answers to your product questions.

To access the Kofax Knowledge Base, go to the [Kofax website](#) and select **Support** on the home page.

Note The Kofax Knowledge Base is optimized for use with Google Chrome, Mozilla Firefox or Microsoft Edge.

The Kofax Knowledge Base provides:

- Powerful search capabilities to help you quickly locate the information you need.
Type your search terms or phrase into the **Search** box, and then click the search icon.
- Product information, configuration details and documentation, including release news.
Scroll through the Kofax Knowledge Base home page to locate a product family. Then click a product family name to view a list of related articles. Please note that some product families require a valid Kofax Portal login to view related articles.
- Access to the Kofax Customer Portal (for eligible customers).
Click the **Customer Support** link at the top of the page, and then click **Log in to the Customer Portal**.
- Access to the Kofax Partner Portal (for eligible partners).
Click the **Partner Support** link at the top of the page, and then click **Log in to the Partner Portal**.

- Access to Kofax support commitments, lifecycle policies, electronic fulfillment details, and self-service tools.

Scroll to the **General Support** section, click **Support Details**, and then select the appropriate tab.

Related documentation

The product documentation set for Kofax Front Office Server is available at the following location.

<https://docshield.kofax.com/Portal/Products/KFS/4.3.0-ugsc6qbedi/KFS.htm>

In addition to this guide, Kofax Front Office Server includes the following documentation:

Kofax Front Office Server Installation Guide

The *Kofax Front Office Server Installation Guide* provides installation instructions and other information that helps you successfully set up Kofax Front Office Server.

Kofax Front Office Server Administrator's Guide

The *Kofax Front Office Server Administrator's Guide* shows you how to change the configuration by modifying properties files and performing other administration tasks to keep Kofax Front Office Server working properly.

Help for Kofax Front Office Server Applications

Help for Kofax Front Office Server Thin Client (also referred to as the Thin Client) and the Kofax Front Office Server Administration Console (also referred to as the Administration Console) describes how to use the application. To view the Help from the interface, click the **Help** icon. The Help appears in a separate browser window.

Release Notes

Release notes provides late-breaking product information that may not be included in other Kofax Front Office Server documentation. The release notes are available for viewing or downloading from the Kofax website.

For instructions on using Kofax Capture, see the Kofax Capture guides and Help.

Features

The following Kofax Front Office Server features are available with the HP MFP.

- Management through Kofax Front Office Server Administration Console

MFPs are able to self-register with the Administration Console and automatically activate licenses. (This feature is optional.) You can also manually activate, deactivate, or remove MFPs whenever needed. In the Administration Console, you can open the Web page for the MFP if Kofax Front Office Server can communicate over the network with the MFP.

The number of MFPs you can use with Kofax Front Office Server depends on your product license.
- Client software on the MFP

When the client software is installed, a button is added to the front panel of the MFP to provide access to Kofax Front Office Server features. The appearance of the front panel depends on the MFP model.

- Log on

This feature enables you to log on to the device as a Kofax Front Office Server user. Logging on may provide additional options, such as personal shortcuts. To log off, press Log off.

- Shortcuts

This feature facilitates the sending of documents. Use the Administration Console to create shortcuts and assign the shortcuts to device profiles. When the MFP connects to Kofax Front Office Server, the shortcuts appear on the MFP front panel. Users can also create their own personal shortcuts with the Thin Client. When users log on at the MFP, any personal shortcuts appear along with group shortcuts associated with the user.

- Language support

At the MFP front panel, you can specify the language. If the language specified is not supported by Kofax Front Office Server, English is used by default.

- Scan history

At the MFP, you can press the Scan History button on the main menu to view the scan history. If you are logged on, the history shows transactions you sent to Kofax Front Office Server from any connected device. If you are not logged on, the history shows transactions sent from all anonymous users on the device, as well as any transactions that are waiting to be sent to the server from the device.

Jobs can be cancelled, depending on their status. After the cancellation is complete, the job remains in the log and has a Deleted status.

Note Some MFP models do not include a Scan History button.

Status	Description
Pending*	The job is processing or preparing on the device.
Sending*	Sending the job from the device or from the configured FTP folder to the server.
Uploading	Uploading to server.
Queued	Submitted and in the server processing queue.
Processing	Submitting to destination.
Inbox	Successfully sent to an inbox destination, but not yet sent to final destination. or Created in the thin client, but not yet submitted.
Error to Inbox	Indicates that the job has failed and was sent to the user's inbox.
Merged	Multiple documents are merged into a single document. The parent history record status remains as <i>Inbox</i> , but the status for child records is changed to <i>Merged</i> .
Completed	Successfully sent to destination.
Retrying*	The job is being resent after it failed in a previous attempt. This message indicates the number of the retry attempt.
Canceling	The job is being cancelled by user request.
Error	Failed to send to the server or other destination after three attempts. Status is <i>Retry</i> while a retry is scheduled for the selected server or destination.

Status	Description
Deleted	User cancelled the transaction or deleted transaction from the inbox, or the administrator removed it during transaction review.

* Can be cancelled manually. The number of attempts, the duration between retries and the behavior for handling a failed job is configured in the Administration Console. If the failed job is retried or cancelled, the device processes it after finishing all other jobs pending for process.

- Display confirmation messages

You can enable confirmation messages to be sent from Kofax Front Office Server to this MFP so that users can see status information about their transactions. Messages appear on the MFP front panel when each scanned transaction reaches the server, or if a problem occurs. See the Administration Console Help for instructions on setting up confirmation messages.

- Dynamic browsing for SharePoint and Folder destinations

For folder destinations, users can dynamically browse the directory structure. For SharePoint and CMIS destinations, the user can dynamically select where the document will be stored.

- Batch and/or index fields

You can enter values for batch and/or index fields at the MFP. When you define shortcuts in the Administration Console, you can enter default values into fields for these shortcuts. The data is also validated for an appropriate type and length. You can also customize the validation and field lookup options. For information, see the *Kofax Front Office Server Administrator's Guide*.

- Coversheet destination

This destination enables you to add a coversheet generated by Kofax Front Office Server to documents you want to send.

You can include more than one coversheet in a scan job. Put the coversheet in front of the documents that you want to send to a destination. If you scan at an MFP, the separated documents are sent to the destinations encoded on the coversheet.

Coversheets can also be used when scanning directly into the Thin Client. Coversheets separate the pages into individual documents. You can then send the documents to their destination with the data encoded in the coversheet.

- Enhanced lookup

Depending on the configuration, you can look up fax numbers and email addresses at the MFP. Kofax Front Office Server retrieves fax number and email address lists from Active Directory, personal address books, and the database table customemailfaxlookup. For information about the various data sources and necessary configuration steps, see the *Kofax Front Office Server Administrator's Guide*.

At the front panel of the MFP, press the fax number or email address field to open the onscreen keyboard and type the search entry. Then, press **Search** to obtain the list of matching entries.

- Customized validation and lookup options

You can customize validation and a variety of field lookup options, as well as form validation. For information about the necessary configuration steps, see the *Kofax Front Office Server Administrator's Guide*.

- Device logging

Log messages from the device are stored on the server. Each file is named according to its device ID, and they are stored in the following folders where Kofax Front Office Server is installed:

- `Log\Service`: Contains logs related to asynchronous activities, such as exporting jobs to destinations.
- `Log\WebApp`: Contains logs related to activities from Administration Console, Thin Client, MFPs, and Web Services.

- Additional scanning options

To override the default resolution or other scanning options for a document, press the More Options or Options button. (The button label depends on the MFP model.)

- Adaptable user interface

The Kofax client software works with the user interface provided with the device, either Windjammer or Omni. See the device documentation if you want more user interface information.

- Help

Help is available at the MFP touch screen. Users can press the question mark or Help button on the touch screen to view information about the screen.

System requirements

Before deploying the Kofax Front Office Server client software to the HP MFP, do the following:

- Make sure the device meets firmware, memory, and other requirements. The primary source of information about supported operating systems and other Kofax Front Office Server requirements is the Technical Specifications document, which is available on the Kofax website at www.kofax.com.
- Keep port 7627 open because it is used to register HP devices.
- Install Kofax Front Office Server on the server and install the Open eXtensibility Platform for Devices (OXPd) on the HP MFP. OXPd, which is also known as Device eXtensibility Platform (DXP) or Simple Document Capture (SDC), is an HP product that is required for the Kofax Front Office Server client software.

Prepare the MFP for Kofax Front Office Server

To prepare your MFP for use with Kofax Front Office Server, do the following:

- Install Kofax Front Office Server.
- Download the HP client software from the Administration Console to your computer.
- For your MFP, create at least one user with administrator rights.
- Configure IIS (if applicable) and OXPd as shown in the following sections.

You should set up a DNS server on the device so that OXPd can resolve host names. For more information, see the HP documentation.

Configuring Internet Information Services (IIS)

If you use IIS 7, increase the maximum allowed HTTP request size to allow large documents to be transferred from the MFP. HP MFPs send an entire document in a single transfer. The IIS 7 default of 30 MB is insufficient to support larger documents. To change this value, increase the `maxAllowedContentLength` parameter as shown in the following procedure. Log on as a local administrator to set this value. For more information about setting parameters, see the IIS documentation.

1. Open the Command Prompt window.
2. Change to the `\System32\inetsrv` folder where Windows is installed.
3. Enter the following command:

```
appcmd set config -section:requestFiltering  
-requestLimits.maxAllowedContentLength:<size>
```

Where `<size>` is the maximum request size in bytes up to 4294967295 bytes (1 byte under 4 GB).
For example, to set the maximum request size to 100 MB, enter the following command:

```
appcmd set config -section:requestFiltering  
-requestLimits.maxAllowedContentLength:104857600
```

Configuring OXPd

Before deploying the Kofax Front Office Server client software, OXPd must be installed or enabled on your MFP. You also need to enable [Cross-Origins Resource Sharing \(CORS\)](#). If you are using SSL, you must also [install the server certificate](#).

Enabling Cross-Origins Resource Sharing

Cross-Origins Resource Sharing must be enabled before you register the MFP with Kofax Front Office Server. If this option is not enabled, you will be unable to scan. Follow these general steps.

1. In a Web browser, enter the IP address of the HP MFP. The HP MFP internal information website opens.
2. Log in as an administrator user.
3. For most devices, the Cross-Origins Resource Sharing option is located under Security. Follow these steps to set it.
 - a. Click the **Security** tab.
 - b. Click **Web Services Security**.
 - c. Select **Enable Cross-Origin Resource Sharing (CORS)** and click **Apply**.
A message indicates when the change has been successfully applied.

If Cross-Origins Resource Sharing is located elsewhere, see the documentation for your device.

Installing the server certificate

If you are using SSL, you must install a server certificate on the device. Make sure you have acquired a valid certificate.

Note HP Oz devices (such as HP 3530) can be used with SSL and OXPd if they have JetDirect Inside (JDI) firmware. This enables certificates to be validated against certificates in the trusted authority store. OXPd has not been integrated with Enhanced Input/Output (EIO) JetDirect products. To use SSL with those devices, remove any EIO-based network interfaces from the device.

1. Import the certificate file into the MFP.
 - a. In a Web browser, enter the IP address of the HP MFP.
The HP MFP internal information website opens.
 - b. Log in as an administrator.
 - c. Use the security management feature to import the certificate file.
See the HP documentation for instructions.
2. In the Administration Console, enter the name of the certificate issuer as the proxy server as follows:
 - a. Start the Administration Console and log on as an administrator.
 - b. Click **Settings**.
 - c. Click the **Advanced** tab.
 - d. For the ProxyServer property in the kfs.properties namespace, enter the certificate issuer exactly as it appears in the certificate.
 - e. Save the changes.

Kofax client software deployment to the front panel

You have the following options for deploying the Kofax client software to the front panel:

- Use the Administration Console.
- Use the HP Client Registration, which also enables you to configure the connection and set options, which includes changing the button for the Kofax Client Software button. You can also use HP Client Registration to deploy to multiple MFPs.

Note To upgrade Kofax Front Office Server, follow the deployment instructions to point the MFP to the new files. You do not have to undeploy the old files from the MFP before deploying new ones.

Deploying the client software through the Administration Console

1. Start the Administration Console as described in the *Kofax Front Office Server Administrator's Guide* and log on as a user with administrator rights.
2. Provide administrator credentials for Kofax Front Office Server to log on to the MFP as follows:
 - a. In the Administration Console on the Settings - Advanced tab, locate the mfp.hp.properties namespace.
 - b. Edit these properties:
 - mfp.username
 - mfp.password

3. Configure the connection between the MFP and Kofax Front Office Server.
 - a. In the Administration Console on the **Settings - Advanced** tab, locate the kfs.properties namespace.
 - b. Set the UseProxyServerProtocol depending on how you want to configure the connection:
 - Set to **False** to have the protocol automatically detected from the Kofax Front Office Server server. The port number is based on the protocol it detects, either ProxyServerPort for HTTP or ProxyServerSecurePort for HTTPS.
 - Set to **True** to specify the protocol manually. In the mfp.hp.properties namespace, enter the server.protocol and server.port settings. If the server.port value is empty, or the setting does not exist, the port number is selected based on the server.protocol, either ProxyServerPort for HTTP or ProxyServerSecurePort for HTTPS.
If you need to specify a server port and the server.port setting does not exist, create this advanced setting as shown in the Administration Console help.
 - c. Save your changes.
 - d. For HTTPS, on the Web page for the HP MFP, define the DNS server for the MFP.
The DNS server must be configured to resolve the host name because it uses HTTPS.
4. On the **Devices** screen, discover and add the MFP or add it manually.
5. Assign a device profile. If there is a default device profile, it will be assigned automatically. For instructions, see the Administration Console Help.
6. On the **Devices** screen, select the HP MFP and click **Deploy**.
7. Go to the MFP and press the Kofax button on the main menu. The MFP will connect to Kofax Front Office Server.

When the MFP connects to Kofax Front Office Server and retrieves the device profile, it is ready to use. Use the Administration Console to create and change the device profile associated with the MFP. See the Administration Console Help for information about the default device profile.

Registering with HP Client Registration

The HP Client Registration enables you to deploy the client and configure the connection. You can use this program to deploy and configure multiple devices. Run HP Client Registration from any Windows computer on or outside the network where the MFP is located.

1. From the folder when you downloaded the HP client software, run KofaxHewlettPackardRegistration.exe.
The **HP Client Registration** window appears.
2. On the **Device Connection** tab, provide information for the MFPs you are registering, including the host name or IP and the administrator user name and password for the MFP.
To register multiple MFPs at one time, choose one of the following options.

Important To register multiple MFPs, the administrator credentials must be the same on every MFP.

- Enter MFP host names or IP addresses separated by commas into the **MFP Host Names or IP Addresses (comma separated)** field.
- If you have a file that is generated by MFP management software, select the character used to separate each entry (a comma, tab, or semicolon) in the **Delimiter**. Make sure each MFP is on a

separate line and the IP address or host name is the first entry. In this example, the IP address, host name, MAC address, and model name are delimited by commas.

```
173.21.45.23,purchasing01,11-22-33-44-55-66,Purchasing 1
173.21.45.24,purchasing02,11-22-33-44-55-67,Purchasing 2
173.21.45.25,purchasing03,11-22-33-44-55-68,Purchasing 3
173.21.45.26,purchasing04,11-22-33-44-55-69,Purchasing 4
173.21.45.27,purchasing05,11-22-33-44-55-70,Purchasing 5
```

If the first entry is not an IP address or host name, correct it before attempting to import the file.

- Create a text file to import with all your IP addresses or host names with a line break after each, as shown in the following example. If you use this method, it does not matter what is selected in the **CSV File Delimiter** field.

```
173.21.45.28
173.21.45.29
173.21.45.30
173.21.45.31
173.21.45.32
```

If you have a file to import, under **Choose CSV File**, click **Browse** and select the file. The registration program registers each MFP in order until all of the ones listed in the file are registered.

Note You can remove a CSV file by clicking **Clear CSV File**.

3. Enter the password for the devices you are registering in the **Device Administrator Password** field.

Important To register multiple MFPs, the administrator credentials must be the same on every MFP.

4. On the **Kofax Registration** tab, configure the connection between the MFP and Kofax Front Office Server.
 - a. Enter the Kofax Front Office Server host name or IP address in the **Server Hostname or IP Address** field.
 - b. In the **Protocol** field, select **http** or **https**.
If you select **https**, make sure you have installed the server certificate as shown in [Installing the server certificate](#).
 - c. If Kofax Front Office Server uses a virtual directory, enter the name of the directory in the **Path** field.
 - d. Enter the port used to communicate between the MFP and Kofax Front Office Server in the **Server Port** field.
 - e. To verify that the connection is correct, click **Test**.
A window indicates whether the connection is successful or not. Click **OK** to close the window.

5. Optionally, customize the appearance of the Kofax button on the front panel.
If you are creating a custom button, it must meet the following requirements:
 - Save it in GIF format.
 - The height must be greater than the width so that the label lines up correctly with the other buttons.
 - a. In the **Button Position** field, enter the location of the Kofax button on the HP front panel.
 - b. If you want to change the image for the Kofax button on the front panel, click **Image File**. Select a GIF file in the **Open** window and click **Open**.
The image appears in the window.
To remove the selected image, click **Clear Image**.
6. In the **Connection Timeout** field, enter the number of seconds of MFP inactivity before the connection with the server times out. After the timeout, the devices screen is turned off or set to standby mode, and the request to the server fails.
The connection timeout can affect how quickly changes in the device profile appear on the front panel. For more information, see [Device profiles updates](#).
7. Kofax Front Office Server provides names and descriptions of the app in all languages supported by the device. These appear in the **Application Information** table. You can modify the names and descriptions by doing either of the following:
 - Type the text in the fields.
 - Import the values from an XML file, which you create by exporting the values in the **Application Information** table. Use this exported XML file as the basis for modifying the values because it contains all of the necessary elements to import the values correctly.

If you choose to import the values from an XML file, do the following:

- a. Click **Export** below the table to export the current values in the table to an XML file.
When prompted, specify the folder and name of the XML file containing the strings.
- b. Edit the XML file in a text or XML editor file.
Note the following:
 - All languages that are in the XML file are required, and no languages can be removed.
 - The ProductName and Description attributes must have values. These cannot be left blank.
- c. Click **Import** and select the XML file you modified. Click **OK**.
The changes you made should appear in the **Application Information** table.

Note If you need to restore the default settings, click **Reset**.

8. Click **Register**.
When the registration process is completed, the **Registration Results** window lists successful deployments as well as any warnings and errors encountered. Right-click and copy the selected items or all failed items to the clipboard.
To undeploy the Kofax Front Office Server client software, click **Unregister**.

Configuring Kofax Front Office Server

This section provides additional configuration tasks to support different authentication modes and optimize scan quality. Note the following when configuring an HP MFP:

- All HP MFPs connected to the same Kofax Front Office Server must have the same user name and password.
- For the fastest performance, use low-resolution grayscale images.
- Resolutions greater than 200 dpi may adversely affect performance.
- You can override the color mode, background cleanup, darkness, sharpness, and resolution settings for a scan job at the front panel.
- Increase the retry count and shorten the interval to reduce the risk of losing scanned documents if Kofax Front Office Server becomes temporarily unavailable.
- Set the maximum number of items for selection to avoid limiting the displayed values for Kofax Capture batch and index fields on the front panel of the MFP.

Configuring the authentication mode

Configure Kofax Front Office Server to allow different authentication modes that utilize MFP user authentication (LDAP, SecureJet, SafeCom).

Make sure the MFP user authentication with LDAP, SecureJet, or SafeCom was configured before configuring Kofax Front Office Server.

1. In the Administration Console on the **Settings - Advanced** tab, locate the `mfp.hp.properties` namespace.
2. For the `server.authmode` property, enter one of the following values:
 - **none**
After logging on to the MFP, when pressing Log In, users are prompted for their user name and password to use the personal shortcuts. If no authentication mode is specified, the mode "none" is used.
 - **semi**
After logging on to the MFP, when pressing Log In, users are prompted for their password to use the personal shortcuts. The **User Name** field is already populated.
 - **full**
At the MFP device, users need to authenticate only once to use both the MFP and Kofax Front Office Server features (single sign on). If you specify this mode, Kofax Front Office Server needs to obtain the user's Windows domain name from the MFP, to recognize the qualified user's name as follows: `WindowsDomainName\Username`.
For LDAP authentication at the MFP, specify the MFP LDAP setting labeled "Retrieve the device user's email address using attribute of" as `userPrincipalName`. (The setting label varies based on MFP model.) Ensure that the LDAP attribute `userPrincipalName` uses the following format:

username@domain (for example: admin@mydomain.com). This setup and format are required by Kofax Front Office Server to obtain the user's domain name.

For SafeCom authentication at the MFP, ensure that the user's email address is set at the MFP when the user is authenticated and the domain extracted from the email address is consistent with the user's Windows domain name in Kofax Front Office Server.

For SecureJet authentication at the MFP, ensure that the appropriate domain is specified when you are configuring the LDAP login and password profile (in the Domain box, under LdapLogin, in SecureJet Admin Software). If you are using SecureJet 6.2, OXPd must be installed first, to avoid a compatibility issue between the two.

3. Click **Save**.

Optimizing the scan quality

Kofax Front Office Server supports the following scan settings for HP:

- colorMode
- resolution
- fileType
- imageAdjustBackgroundCleanup
- imageAdjustDarkness
- imageAdjustSharpness

Important The setting imageAdjustContrast is currently not supported for Group 10, 20, 40, and 50 devices. Do not enable this setting.

Specify scan settings for all HP MFPs as follows. You can also [specify settings for individual MFPs](#) or [set scanning to black and white only](#).

1. In the Kofax Front Office Server Administration Console on the **Settings - Advanced** tab, locate the mfp.hp.properties namespace.
2. Specify the scan settings, which start with mfp.scan (such as mfp.scan.color.mode or mfp.scan.resolution).
3. Click **Save**.

Optimizing the scan quality for individual MFP models

You can set the scan quality for individual HP MFP models by adding properties to the Settings - Advanced tab. These settings override the settings specified for the mfp.hp.properties namespace. Perform this procedure for each setting and model you want to define.

1. In the Administration Console on the **Settings - Advanced** tab, locate the mfp.hp.properties namespace and make a note of the properties you want to set for a model.
2. Click **Create**.
The **Create New Advanced Setting** window appears.

3. In the Namespace field, enter `mfp.hp.<model>.properties` where `<model>` is the HP model number. For example, enter `mfp.hp.M3035.properties` for the HP LaserJet M3035 MFP, or `mfp.hp.4345.properties` for the hp LaserJet 4345 MFP.

Tip The HP model number is displayed on the front panel of the MFP or in the Devices section of the Administration Console if the original device name has not been changed.

4. In the **Name** field, enter the name of the property you want to set, such as `mfp.scan.resolution`. The name must be the same as the property for the `mfp.hp.properties` namespace.
5. Enter a value as indicated in the **Description** column and the Administration Console Help.

Note The Description field is optional.

6. Click **OK**.
The setting is added to the **Advanced** tab.

Scanning in black and white only

You can specify that you want documents to be scanned in black and white only. On the Settings - Advanced tab in the Administration Console, locate the `mfp.hp.properties` namespace and change these properties to the following:

- `fileType`: TIFF
- `optimizeTextPhoto`: Text
- `colorMode`: Gray

To set black and white only for an individual MFP model, add properties to the Settings - Advanced tab as shown [Optimizing the scan quality for individual MFP models](#). Create `fileType`, `optimizeTextPhoto`, and `colorMode` properties and assign the values shown above.

Additional information

The following is additional information which may be of interest to you when working with Kofax Front Office Server and the MFP.

Device profiles updates

When a device profile associated with an MFP changes, the front panel of the MFP reflects the changes when it connects to Kofax Front Office Server. Connection occurs when you press the Kofax client software button. To ensure that the MFP contains current device profile information, do the following:

- Make changes to device profiles when there is low user activity, such as at night.
- Set the MFP inactivity timeout to a short period, such as one to three minutes, so that the next user who presses the Kofax button retrieves the latest profile.

Behavior of custom validation of field data

Field data validation that is based on custom validation scripting does not occur until all required fields contain values.

Field data limit based on Kofax Capture

If you configure a Kofax Capture batch class that includes a field type with the data type set to Double with 15 numeric digits, and then create a Kofax Front Office Server shortcut based on that batch class, the MFP displays a message if you attempt to enter a value exceeding 15 digits for that field.

Auto Crop

The Kofax client software supports the HP auto crop feature on supported devices. On HP FutureSmart 3 and FutureSmart 4 devices, you can turn auto crop on or off.

Enable the auto crop feature in the Administration Console by using `mfp.scan.crop.setting` in the `mfp.hp.properties` namespace. Set to **True** to enable the options to appear on the front panel or **False** to turn them off.

Note If automatic cropping is set in the Scan/VRS, it will be performed on the server even if the HP auto crop feature is turned off.

Image preview

HP MFPs can display a preview of the image in the Scan Complete window.

Enable the feature in the Administration Console. In the Advanced - Settings tab, set `mfp.image.preview` in the `mfp.hp.properties` namespace to true.

The Scan Complete window shows the document you scanned and enables you to process it. Use these buttons to view the pages scanned:

- Press < or > to move to the previous or next page of the document.
- Press the button on the bottom left to view individual or multiple pages.
- Press Delete to delete the currently displayed page.
- Use the rotate buttons to change the orientation of the page.
- Use the zoom button to enlarge or reduce the image of the page.
- Change the order of pages by pressing Move Page and then using the navigation buttons to move the page to the desired location.

Then use these buttons to process the document:

- Press Send and Exit to send this scan job and return to the previous index field window.
- Press Add More Pages to scan more pages to the current scan job.
- Press Cancel Job if you do not want to send this scan job.

After a period of inactivity, a window appears with the prompt, "Are you sure you want to cancel this job?" Tap Yes to cancel or No to continue with the job. If there is no response after a further period of inactivity, the MFP returns to the main menu, and the job status in history is shown as deleted.

Images in the device are deleted when the job is sent or canceled.

Frequently asked questions

If the front panel buttons are not updated successfully, or if you have questions about how the software operates, read this section. For additional information and software updates, see the Kofax website <http://www.kofax.com>.

Why doesn't clicking Discover find the MFP?

If Kofax Front Office Server cannot communicate with the MFP over the network, it cannot be discovered. Add it manually or have the MFP self-register and add itself. To do this, select the Enable MFP Self Registration option in the Administration Console when you deploy the Kofax Front Office Server client software.

Why am I unable to add MFPs?

There may not be enough available Kofax product licenses to support the MFPs you want to add. Deactivate or remove MFPs from the Added Devices tab or purchase and activate a license that supports additional devices.

Why is my MFP unable to retrieve the Kofax Front Office Server front panel?

Verify that you enabled OXPd on the MFP. See [Configuring OXPd](#).

Why does the Kofax Front Office Server front panel have different buttons and labels on different models of HP MFPs?

The user interface differs depending on the Group to which the HP MFP belongs. Most options are available on all models, but they may have different button names and formats. See the Kofax Front Office Server Support pages on the Kofax website for a list of supported devices.

Where can I find log information for my scan jobs?

To retrieve the OXPd log, open a Web browser and enter the following URL:

```
http://<mfp>/hp/device/sdc?GetLog
```

Where <mfp> is the IP address or host name of the HP MFP.

Why do I get an "unknown user or domain" message at the MFP when I try to use Kofax Front Office Server?

Kofax Front Office Server is unable to determine the user's domain or recognize the domain or user name. Make sure you properly configured the authentication mode. For information, see [Configuring the authentication mode](#).