

Tenant Registration for EdgeXperience Capture Service

Overview:

The EdgeXperience Capture Service is a PFU America, Inc. ("PAI") SaaS offering that enables you to scan documents directly to select cloud services, eliminating the need for a dedicated PC and enabling immediate use of optimized images and data in the cloud.

This how-to guide will show a user how to register a tenant for access to EdgeXperience Capture Service.

Objective:

Register to create a tenant for access to EdgeXperience Capture Service.

Reference:

EdgeXperience Capture Service User's Guide

Prerequisites:

- 1. An fi-7300NX Scanner with Firmware version 0M00 that is connected to the internet
- 2. Microsoft Entra ID Administrator that can grant access to create the Azure tenant
- 3. A 7-character reference code (XXXX-XXX)
- 4. A Microsoft Entra ID Login Name (A User Principal Name)
- 5. A Contact Email

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Objective: Register to Create a Tenant for Access to EdgeXperience Capture Service



 From a browser (Edge or Chrome preferred) launch the following web page: EdgeXperience Login Page

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To learn more, visit us at https://www.pfu-us.ricoh.com or contact us at (888) 425-8228

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Jser Name*	
irst Name	
.ast Name	
mail*	
Password*	
Confirm Password*	
Captcha	

2. If necessary, sign up for an account by clicking the signup link. Fill in all fields in the popup and click **Register**.

3. After signing in, click on the **Register Subscription** button.

EdgeXperience S	ubscription Management					.
	-					
Register Subscription						
Reference Code	AAD Username	Contact Email	Subscription Count	Purchased From	Tenant Code	Purchase Date
				Items per page:	10 💌	1-1of1 < >
				Items per page:	10 -	1-1of1 ()

Register Subscription	
Reference Code*	
Contact Email*	
AAD Username	
Tenant Code	
Purchased From	
PurchaseDate	Ē
	MM/DD/YYYY
Note: AAD Username or Tenant Code of	one of the value is required
	Create Tenant Cancel

 Enter the reference code, contact email, and the AAD UPN name to administer the EdgeXperience tenant. If you are creating a tenant for the first time, leave the Tenant Code field blank.

Fill in the "Purchased From" and "Purchase Date" Fields.

Click on the Create Tenant button after completing the fields.

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Confirm

The subscriptions associated with this reference code will be usable only with the new tenant. If you have previously created a tenant and want to use the new scanners and subscriptions with that tenant, cancel this operation and enter the 5-character tenant code for the previous tenant. Then select to update that tenant.

If you want to continue with a new tenant creation, click on Confirm to continue.



5. Click Confirm to create the tenant.

Tenant Creation

Thank you for registering your subscription to create a new tenant.

An email will be sent to the contact email address provided with a link to a tenant creation page. Please use this link to complete tenant creation. Once complete, scanners can be connected and used with EdgeXperience Capture Service. (NOTE: Please check your SPAM or Junk Mail folder if you do not see an email in your inbox within 1 or 2 business days.)

For additional information, please visit the following website: EdgeXperience Capture Services Resources

Best Regards,

The EdgeXperience Team



6. Click OK to close the dialog box.



 Logout (from the top right) and close the web page.

> The information, as entered, will be sent to the EdgeXperience system. An email will be sent to the contact email address previously provided with a URL to activate the new tenant.

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EdgeXperience Capture Service

EdgeXperience Capture Service Activation

four EdgeXperience Capture Service activation is nearly complete. Total cognitismente capitare devince accordance in many complexit.
Please confirm the dealla of the cortex electromation in the Subscription Details box below. Next, click the "Activate Now" bu Login information details will be provided to your email as listed in the Subscription Details box.
Please nost, this service will require a suppretied scamer for wass reset FAQS below for more information. iox. information.

Subscr	iption D	etails
	Reference No.:	ABCD-EFG
Sub	scription Count:	1
Use	r Display Name:	Joe User

Azure Tenant ID: 1e50b093-b7e1-43d4-b746-7a8d2c2ca2d8 Username: enduser@company.onmicrosoft.com Tenant Email: enduser@company.onmicrosoft.com

Activation

*Company Name: Company1 (This name is used as Tenant Name)

Accept Licensing Agreement (LicensingAgreement) Activate Now

Purchase FAQs

- How do I contact a representative for support? For all questions, please call us at (888) 425-8228 or visit us at www.fujitsuscanners.com/EdgeXperience
- Can I cancel at any time? Yes, you can cancel your subscription at any time. There are no refunds for the current term's billing.
- If Leancel, do I lose my previously scanned images? No, you will not lose your scanned images. Your scanned images will be stored on the serv selected to connect to during set up.
- What scanner is required to connect to this service?

EdgeXperience Capture Service
EdgeXperience Capture Service Activation
Thank you for subscribing to our Imaging Solutions as a Service!
A confirmation email has been sent to [adminuser@company.com].
You will find a link to the service in the subscription details below. Please note, this service will require a supported scanner for use; see below for more information.
Subscription Details
Reference No.: ABCD-EFG
Subscription Count: 1
User Display Name: Joe User
Company (Tenant) Name: Company1
Tenant Code for Scanner: abcde
Username: enduser@company.onmicrosoft.com
Service URL: https://abcde.us.capture.edgexperienceservices.com/NmConsole
Helpful Information
Manuals
Current Scanners Supported : Fujitsu fi-7300NX

8. Click on the URL received in the email. Log in using the Microsoft Entra ID account previously entered. You may be asked to grant administrative consent. Granting consent will allow you to create the tenant.

Enter a company name for the tenant (only letters, numbers, and underscores are permitted).

Click the two check boxes to accept the privacy and licensing agreements.

Click on **Activate Now** to activate the tenant.

A second webpage will be created.

We recommend taking a screenshot of this page.

Write and save the tenant code. To link the scanner to the tenant, you will need to enter this information.

Bookmark the Service URL. You'll need this to access the EdgeXperience console.

To access the EdgeXperience console, click on the Service URL and use your Microsoft Entra ID login name from the registration page to manage the tenant.

To obtain comprehensive, step-by-step instructions on configuring EdgeXperience to scan to destinations, click the help button (?) located at the upper right corner of the screen after logging in.

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