Biscom Secure File Transfer Application for HP Workpath

General

The Biscom Secure File Transfer application for HP Workpath enables users of HP Workpath multi-function devices to securely transfer scanned documents via the Biscom Secure File Transfer (SFT) system. The transferred documents are securely uploaded to an on-premises or cloud Biscom SFT server where the documents are encrypted at rest. The recipient(s) receive an email notification of the delivery with a link to access the delivery and download the documents. The Biscom SFT application for HP enables users to do all the following from the HP device console:

- Enter one or more secure delivery recipient(s) email address and name
- Enter secure delivery information including subject, secure message and notification fields
- Scan one or more documents to be sent securely
- View the scanned document(s) before sending
- Send the document(s) as an encrypted secure delivery

Implementation of the SFT capabilities requires installing the Biscom SFT app on the HP Workpath compatible MFP device. The Biscom SFT app requires a Biscom Cloud SFT account or installation of a Biscom SFT server. Contact your HP dealer for pricing and to arrange purchase.

Requirements

- A compatible HP Workpath platform MFP device provisioned with a scanner
- An active SFT user account on a customer premises Biscom SFT server, or on the Biscom SFT cloud service
- If using a proxy server for security, the HP MFP proxy settings may need to be configured

Installation Instructions

1. Logon as an administrator on the MFP device console
2. Install the Biscom SFT app from the HP Command Center
3. If installation succeeds, from the MFP device console press the "Biscom SFT" icon to launch the SFT application
4. On first-time run, the SFT application will load and request the user to accept the End User License Agreement (EULA). Once EULA is loaded, press "Accept" to continue.
5. If the EULA is accepted, the SFT application will display a one-time setup wizard which will ask for the following information (as provided by your IT administrator):
   a. SFT Server
   b. Username
   c. Password
   d. Domain (if required)

6. Press Sign In button to continue. The Biscom SFT application will attempt to authenticate with the SFT Service to verify connectivity and user credentials.
7. *On success, the SFT application will be ready for use and the "Send Secure Delivery" screen will be shown.*

Using the SFT Application

From the MFP console app screen select the Biscom SFT icon to launch the SFT app.
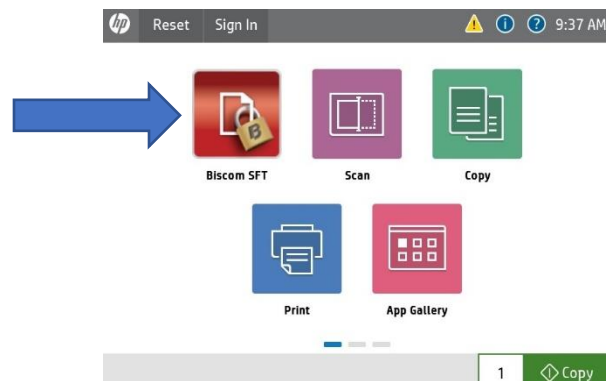
Enter the email address and name of one or more delivery recipients.
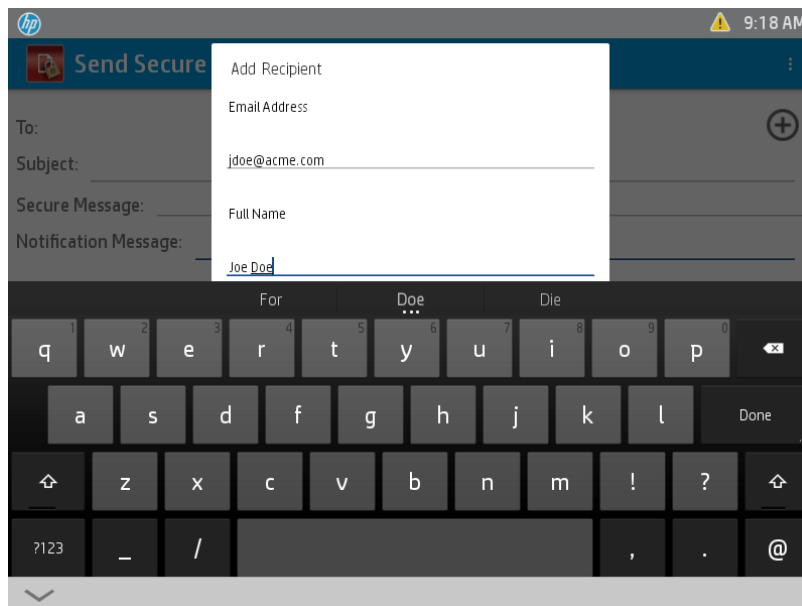
Enter the secure delivery subject, secure message and notification message.

Press the "+" icon to add multiple recipients. Then press the "Quick Scan" icon to immediately begin scanning the document loaded in the MFP tray. Or, press "Scan/Preview" icon to initate the scanning process with a preview of the scanned document.
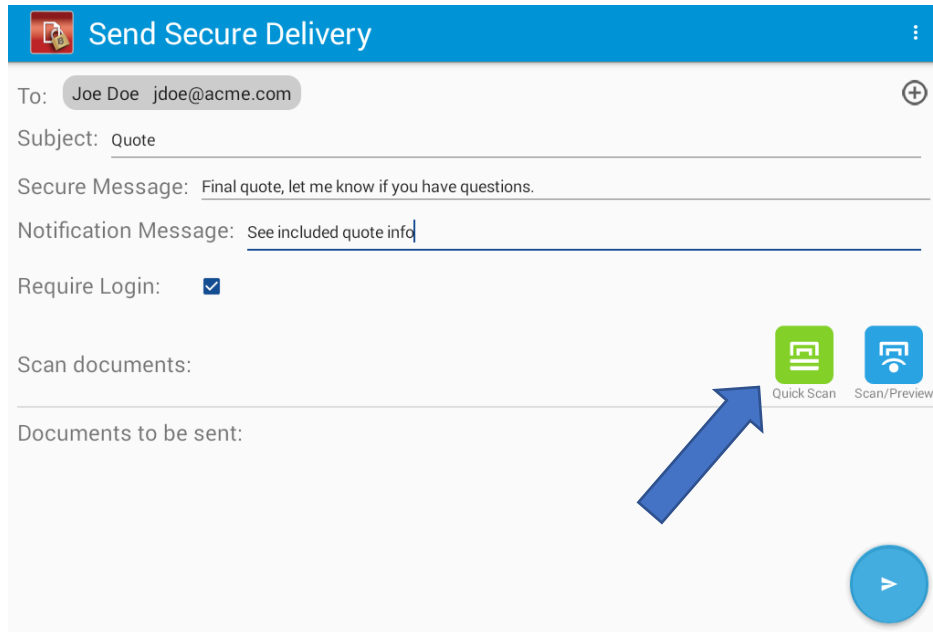

In "Scan/Preview" mode, you will be prompted to place the document to be faxed on the MFP tray. When ready, press the right-side pane to begin scanning the document.
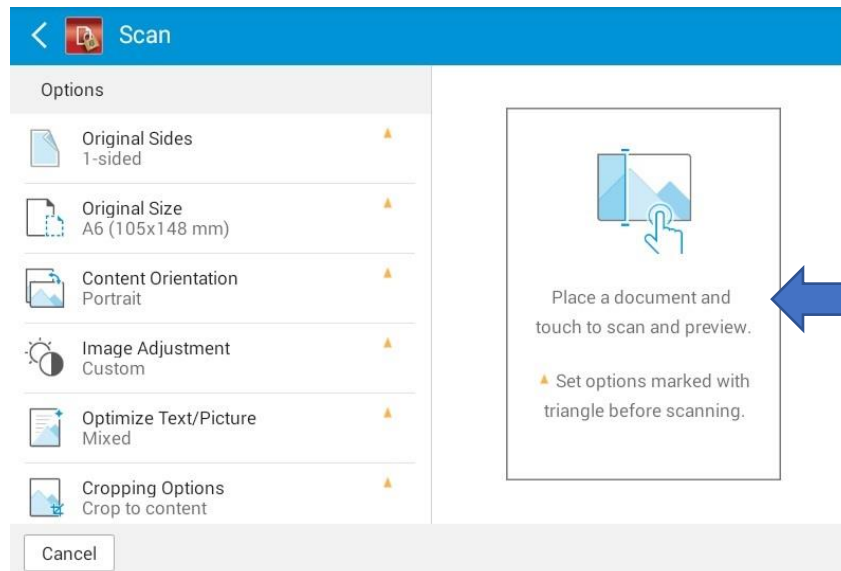
After scanning completes, a preview of all scanned document pages is displayed. From the preview screen, you may choose to add additional scanned pages, delete pages, and zoom in on a scanned page view. Press "Start" to accept the pages shown in the preview and complete the scan.
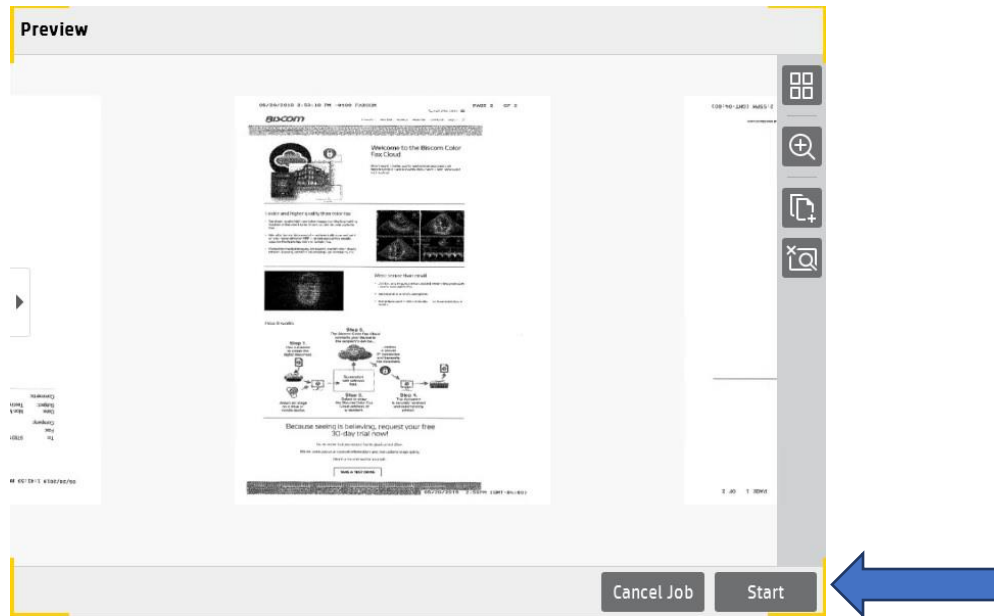

Once the scan is completed you will be returned to the "Send Secure Delivery" view with the scanned document listed. You can initiate a new scan if the secure delivery will include multiple scanned documents.

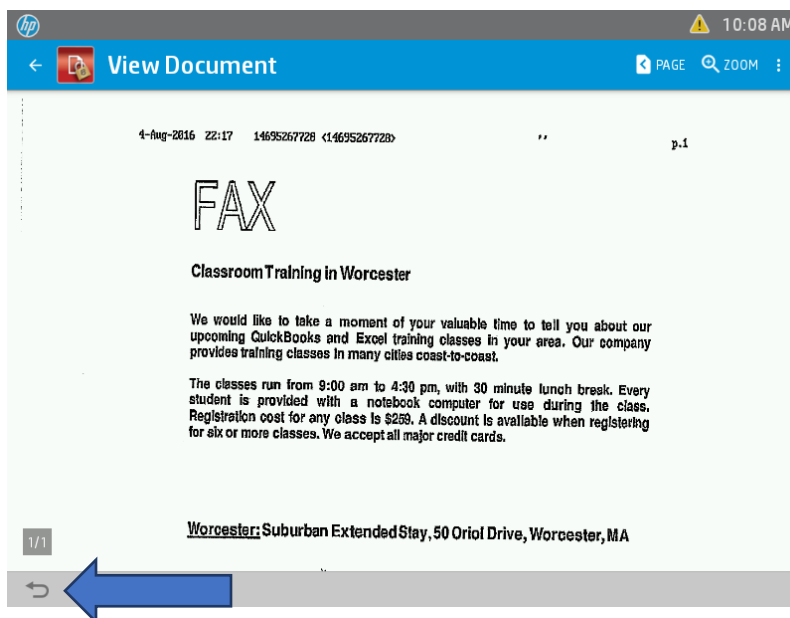You may view the scanned document(s) before you submit the secure delivery.
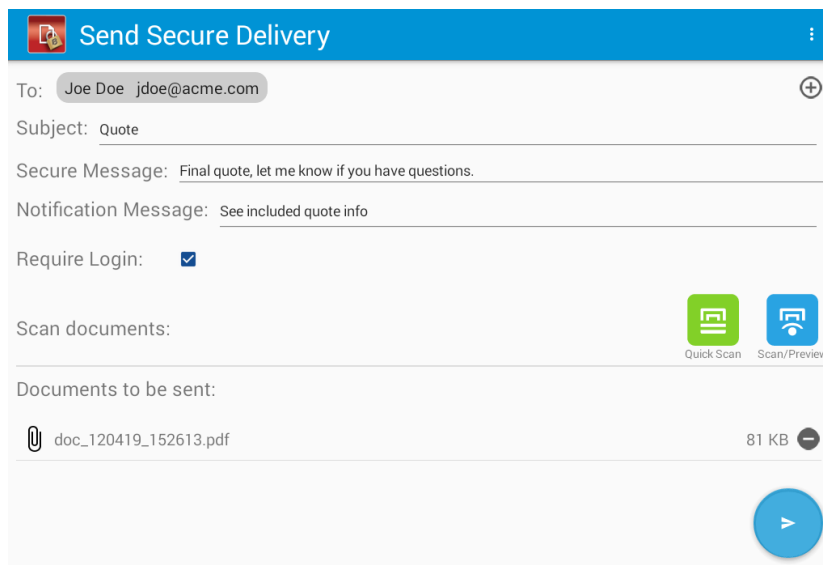
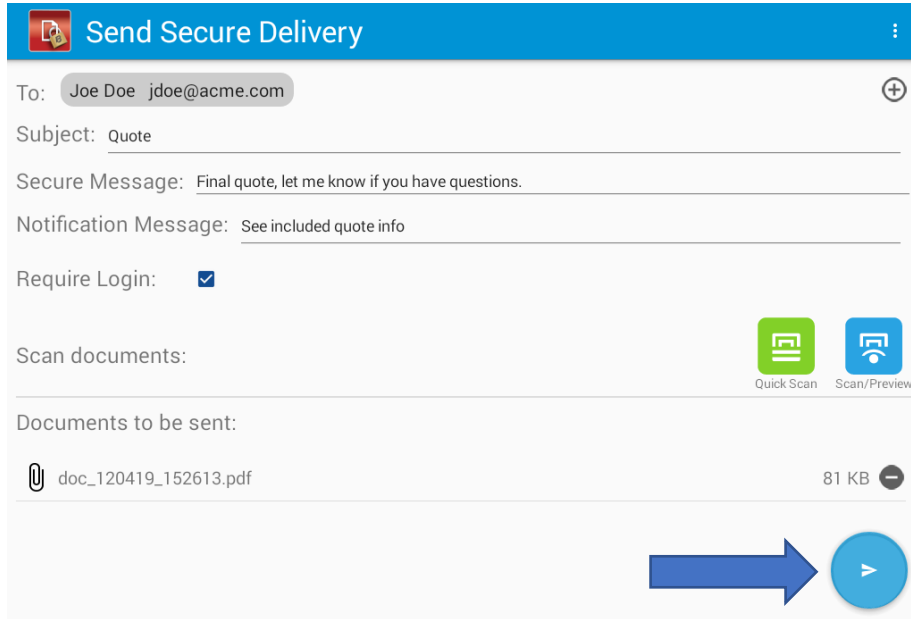To view the scanned document press on the scanned document name and the document viewer will be launched.
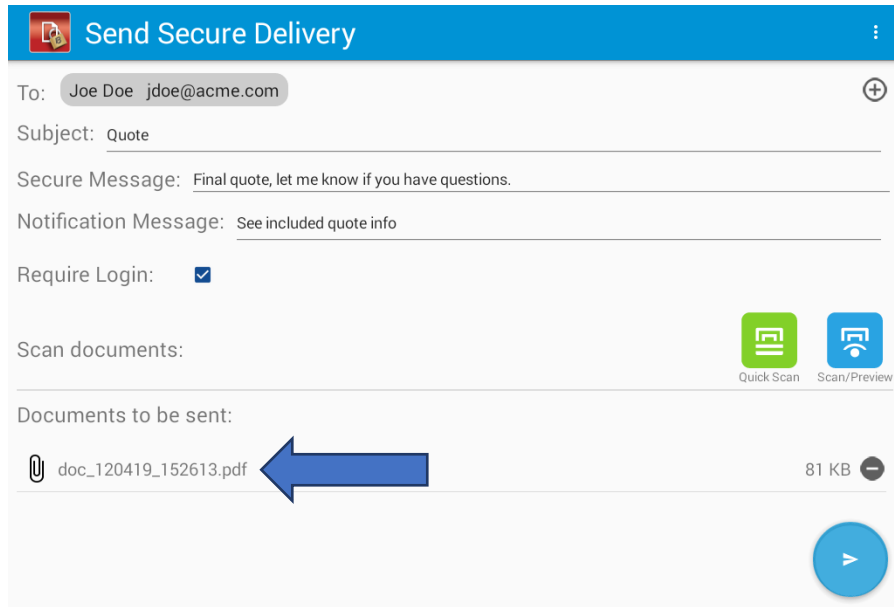
Optionally zoom in, zoom out or print the viewed scanned document.

After done viewing, exit the document viewer and return to the Send Secure Delivery screen.
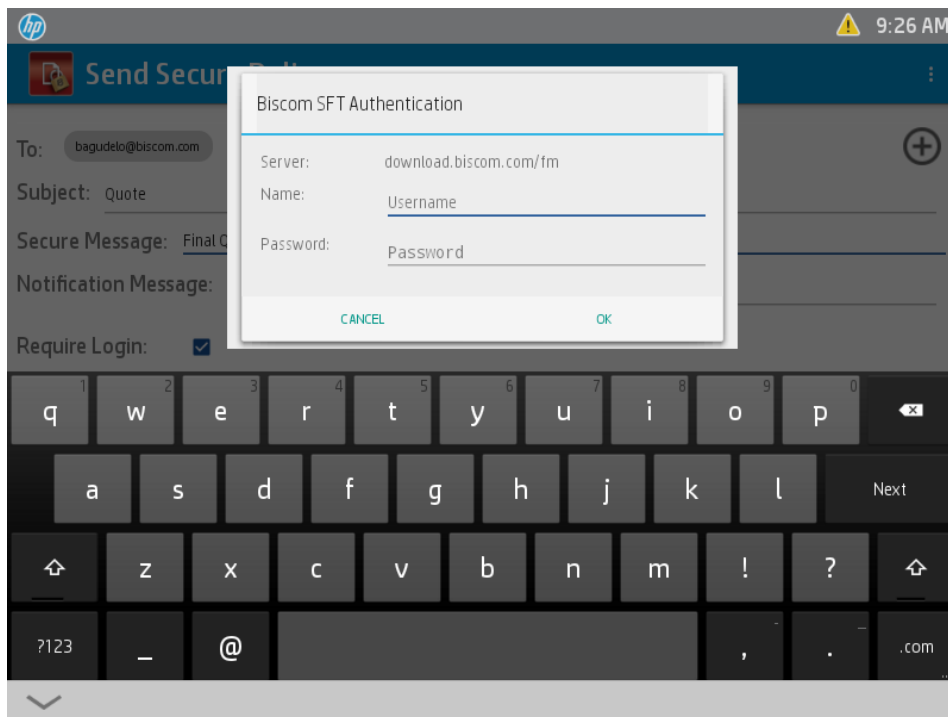
To send the secure delivery click on the arrow on the bottom of the "Send Secure Delivery" view.

A Biscom SFT Authentication dialog will be displayed. Provide your SFT Account User Name and Password. Press OK to continue.

When the secure delivery has been submitted successfully a "Delivery submitted successfully to server" message will be displayed. The secure delivery is being processed for delivery to its recipient(s).

A blank "Send Secure Delivery" view will be returned to allow entry of another secure delivery.