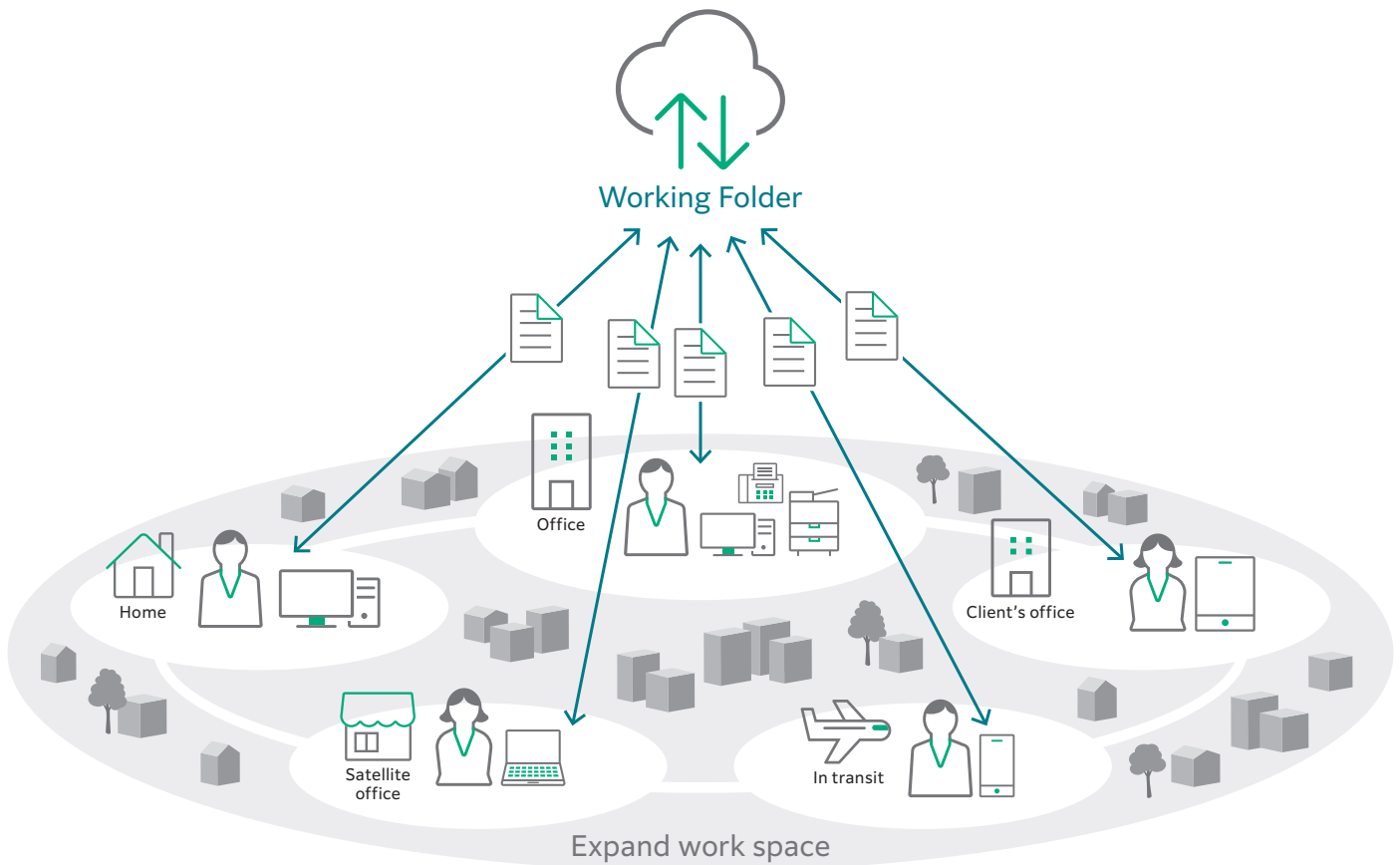


## Working Folder

Cloud Document Management Service



# Leverage the Cloud for more efficient business



## Link with multifunction devices to access incoming faxes and scanned data

FUJIFILM Business Innovation offers sophisticated linkage with multifunction devices. Use the Job Flow function on multifunction devices to automatically upload incoming faxes and scanned documents to Working Folder. The documents can also be printed out directly from multifunction devices without the need of a PC.

## Enhance usability with DocuWorks linkage

Increase usability of Working Folder by linking to DocuWorks. Folders are displayed hierarchically, and documents can be stored and downloaded with the drag and drop function. Thumbnail view of documents simplify operation and enhance usability.

## Accessible from computers and mobile devices

Working Folder can be accessed via the internet from Windows and Mac PCs when at home, or mobile devices when on the go. This enables quick document sharing whenever you need.

## Low startup costs. Reduced maintenance fees

Working Folder Cloud Service is available for a fixed monthly fee. Startup costs and operation fees are relatively low, since the service requires no special equipment such as dedicated servers or NAS (Network Attached Storage). Furthermore, there is no need to appoint a system administrator.

## Highly secure and reliable operation

Working Folder adopts Amazon Web Services\* as the service platform which is built and operated in the Asia Pacific Region. All the networks, servers and storage devices feature redundancy configurations. Customer data is securely protected by SSL communication and encrypted storage. By using multiple data centers, Working Folder service places high importance on business continuities.

\* Service offered by Amazon Web Services, Inc.

## Linkage with "Cloud ID Management Service" significantly reduces administrator man-hours

If Microsoft Office 365\* is used or if Azure Active Directory is established as an internal system, centralized management of users is possible. It is possible to significantly reduce administrator man-hours for user management.

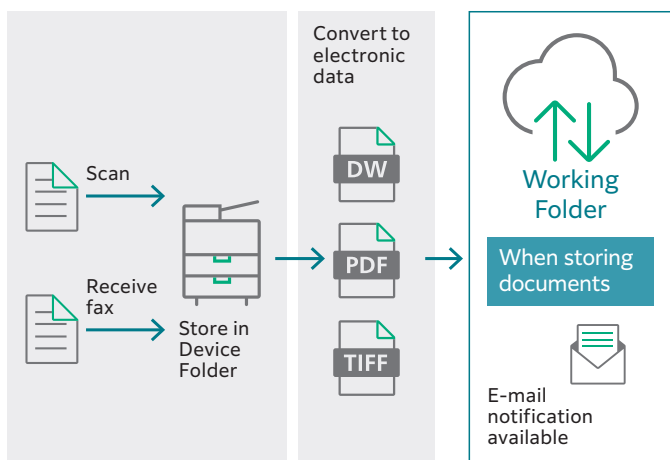
\* A subscription service offered by Microsoft Corporation. A separate contract is required.

# Improve document management by linking to multifunction devices

Working Folder links to FUJIFILM Business Innovation multifunction devices. Get the most from your company documents.

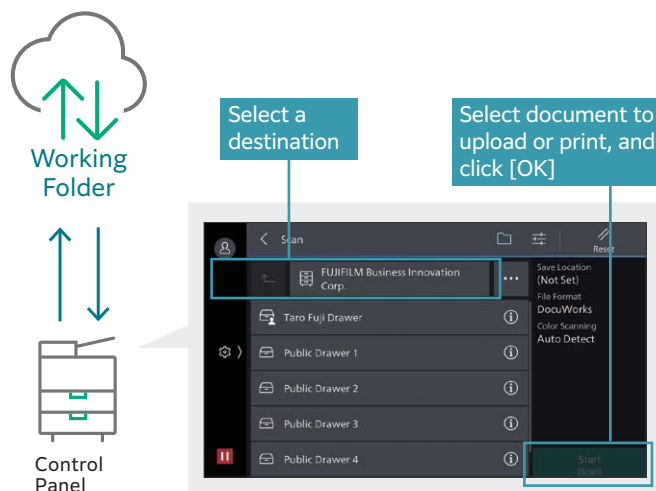
## Upload documents with Job Flow function on multifunction devices

FUJIFILM Business Innovation offers sophisticated linkage with multifunction devices. Use the Job Flow function on multifunction devices to automatically upload incoming faxes and scanned documents to Working Folder. The documents can also be printed out directly from multifunction devices without the need of a PC.



## Easy access from the multifunction device control panel

You can print documents and upload scanned data on Working Folder using the control panel on the multifunction printer.

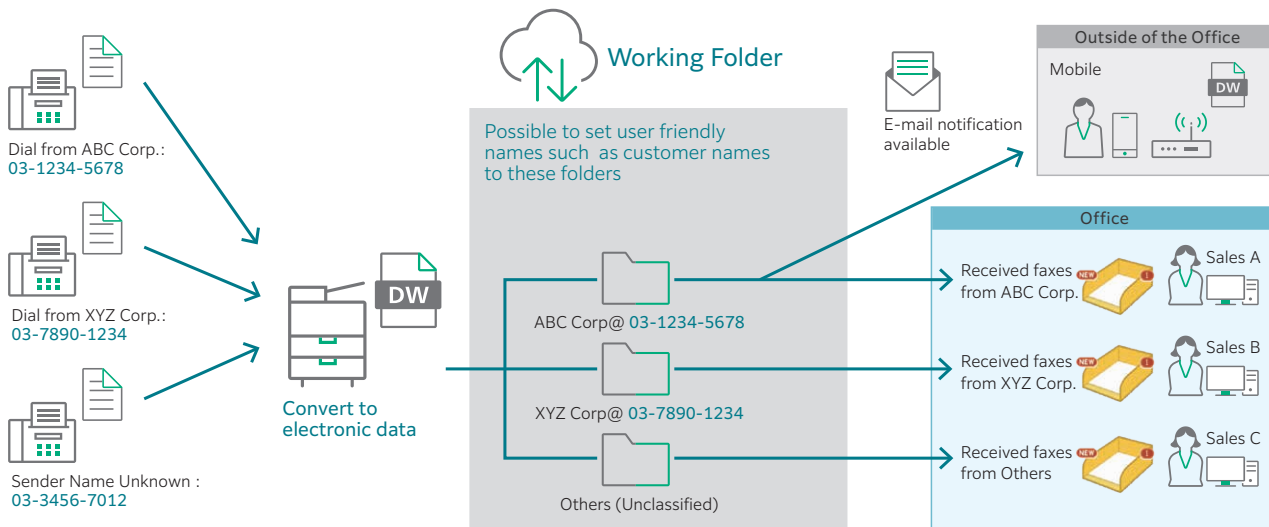


On the control panel, select Cabinet > Drawer > Folder on Working Folder to store documents. Documents can also be stored directly in a Drawer.

Note: Thumbnail view is available for DocuWorks and PDF documents, and Tiff images, however, thumbnails may not be displayed depending on security settings of the documents.

## Paperless auto sorting of incoming fax

Incoming faxes can be automatically sorted into corresponding folders in Working Folder by fax number (G3ID) or sender name. Get instantly notified by email whenever faxes are received. By linking with DocuWorks Tray, faxes from regular customers can be sorted out automatically per person in charge with pop-up message. It helps speed up business by making quicker response to urgent matters.



Note: Please refer to the multifunction device operational environment in the FUJIFILM Business Innovation official Web site regarding supported model of this function. Note: The fax numbers registered in G3ID or the sender names may not be correct, as they are manually set by the sender.

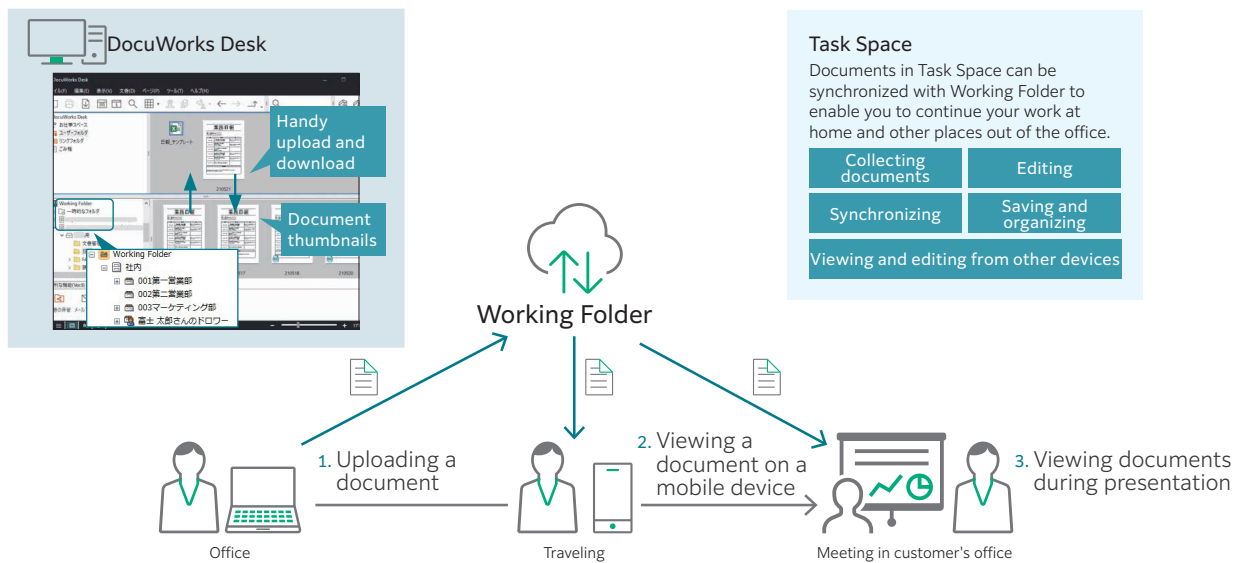
# Using Working Folder with DocuWorks to share information at any time, at any place, and with any device

By using Working Folder with DocuWorks, you can edit and save documents at any place and with any device to speed up and streamline your business.

## Using Working Folder with DocuWorks (using Task Space)

Task Space is a portable digital desk that combines Working Folder and DocuWorks.

Task Space allows you to use DocuWorks to edit and save documents at any time, at any place, and with any device.



\* DocuWorks is a software product sold separately. To work with Working Folder, DocuWorks synchronization folder <for Working Folder> is necessary. You can download it from the official site of Fujifilm (free of charge).

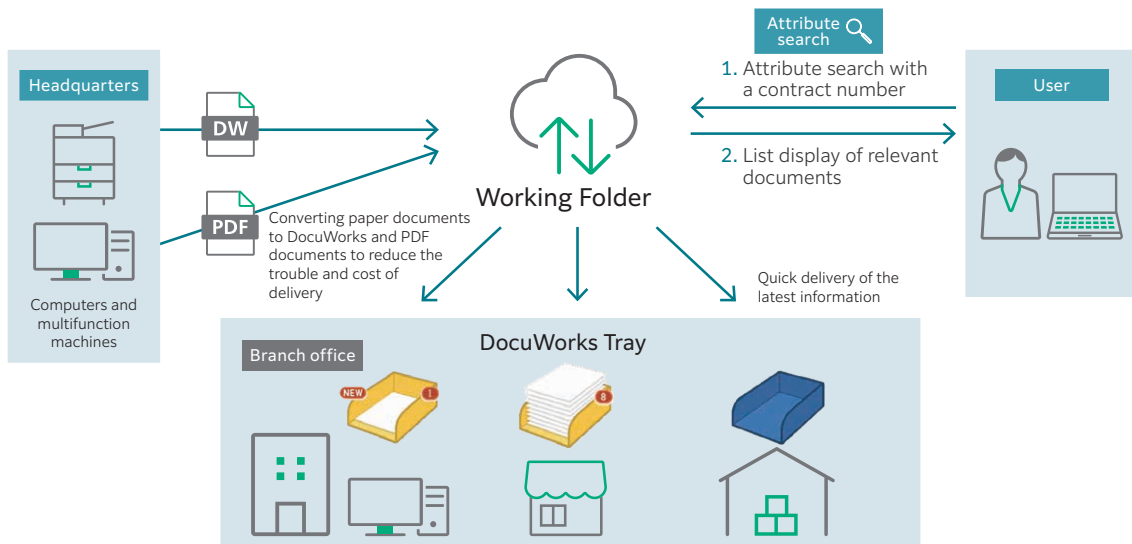
\* Task Space is a feature of DocuWorks 9.

\* For details of DocuWorks, see the official site of Fujifilm or the catalog of DocuWorks 9.

## Synchronization with the DocuWorks tray and attributes

Using Working Folder as a document storage tray of DocuWorks, you can exchange documents reliably with customers and other parties over the Internet.

Also, for pdf documents, DocuWorks documents, and DocuWorks binders that have attributes, you can use the attribute search function of Working Folder to collect information efficiently and speed up your business.



\* To use DocuWorks Tray, DocuWorks document tray option 1.3 or later or DocuWorks Tray 2 is required.

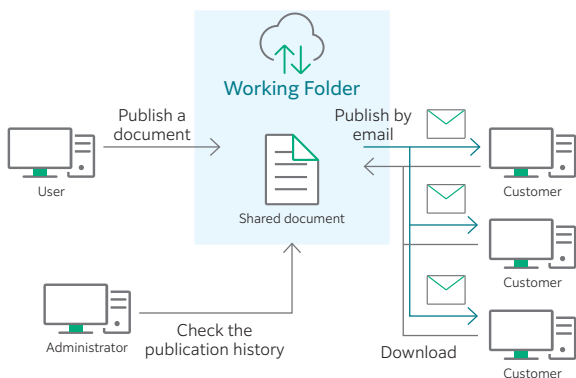
# Efficient information sharing between offices and companies

Working Folder allows offices that are not connected to the same intranet — or different companies — to share information efficiently.

## Flexible document sharing

As a registered user, you can notify unregistered users by e-mail of an exclusive URL, which they can use to download files from Working Folder.

### Sharing documents with customers



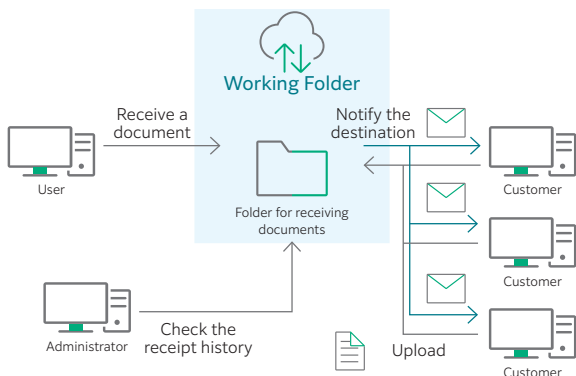
### Varied setting options

Destination	Up to 20 destinations assignable. Register your contact e-mail addresses and groups in the address book up to 100 destinations each. Destination can be selected from the send history list.
Valid period	Date of up to 30 days ahead specifiable.
Password	Set the password as a required entry.
Download status	Check the download status by monitoring the number of users who downloaded the file.
<b>Solid management functions</b>	
Share history	A list shows the documents that are being shared or expired.
Cancel sharing	The user who shared the document can cancel the document sharing if necessary.

## Upload documents without registration

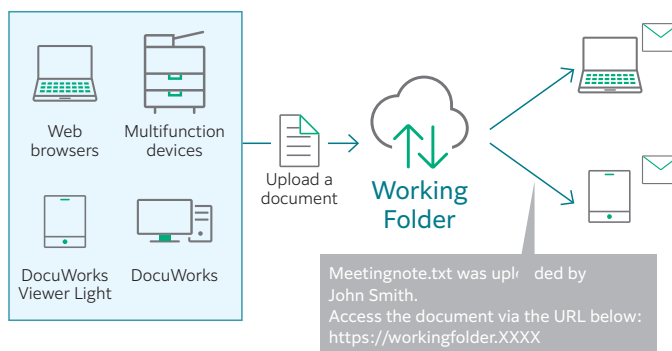
You can also notify unregistered users of an exclusive URL, which they can use to upload files to Working Folder. This lets you receive large files from clients and vendors, with no hassle at all.

### Receive documents from customers



## E-mail notification when document is shared

When a document is shared on Working Folder, a notification will be sent to the registered e-mail address. The document becomes accessible anytime from various devices.



## E-mail notification when document is shared

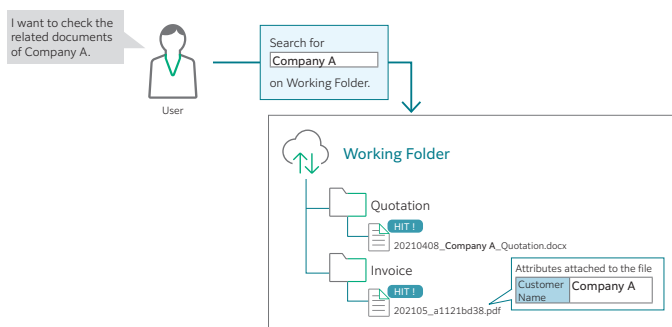
E-mail notification can be sent according to the settings when a document is uploaded by an operation client such as multifunction devices, web browsers, DocuWorks and DocuWorks Viewer Light.

### Access the uploaded document via the notified URL

You can access the uploaded document via the notified URL link from mobile devices including iPad, iPhone and Android™ devices in addition to computers.

## Easily find the information—Search function—

Documents stored in the Working Folder can be searched not only by the file name but also by the attribute information of the file.



# Secure, feature-rich environment

Working Folder offers a variety of functions to assist business development and increase efficiency. Work in a secure, dependable environment.

## Secure file sharing with people outside your organisation

Working Folder realises internal and external information sharing under a secure environment by access permission and data encryption.

### Access permission settings

Access permissions can be set for each user and group on Folders in Public Folder and all Drawers. Two permissions can be specified: Read-Only and Write.

### Access restriction by IP address

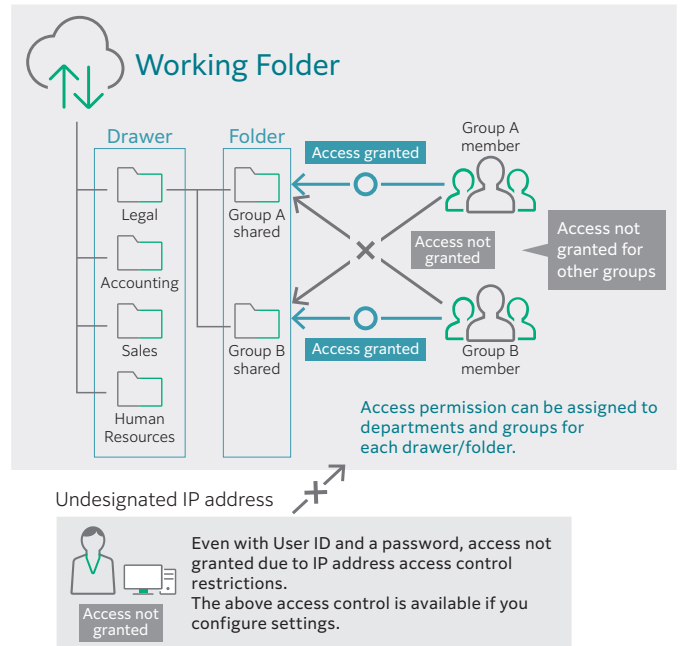
You can specify to either enable or disable the IP address restriction. Up to 50 IP addresses can be added to the permitted address list.

### Encrypted data

Your data is encrypted with highly secure cryptosystem and stored in our data centre.

### User permission settings

While all functions are available to Standard Users, the functions available to Restricted Users are limited. This is useful when assigning user permission to project members outside the company.



## Focus on business continuity

Sufficient equipment is configured to ensure continuity of customer business.

### Encryption of data

With Working Folder, all the files are encrypted when they are saved. Therefore, it is impossible for third parties to know the contents of these files.

### Encryption of paths

All the clients communicate by using the HTTPS protocol only. Since all the contents of communication are encrypted, wiretapping by third parties on communication paths on the Internet can be prevented.

### Redundancy configuration

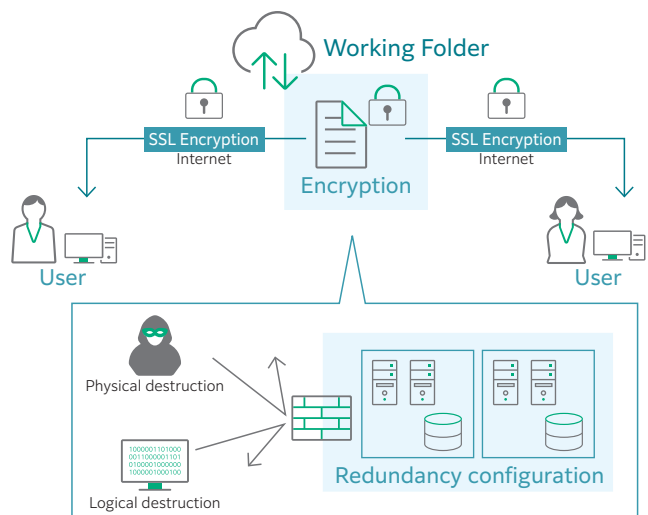
Redundancy is provided for Working Folder service using multiple data centers. Therefore, it is possible to minimize service interruption caused by disasters including earthquakes and power failures.

### Measures to logical destruction

Our service backs up several version of the stored data to protect them from logical failures such as human errors and software failures.

### Measures to physical destruction

To protect data from physical failures, our service uses Amazon Simple Storage Service (Amazon S3) to ensure 99.99999999 % durability and 99.99 % availability.

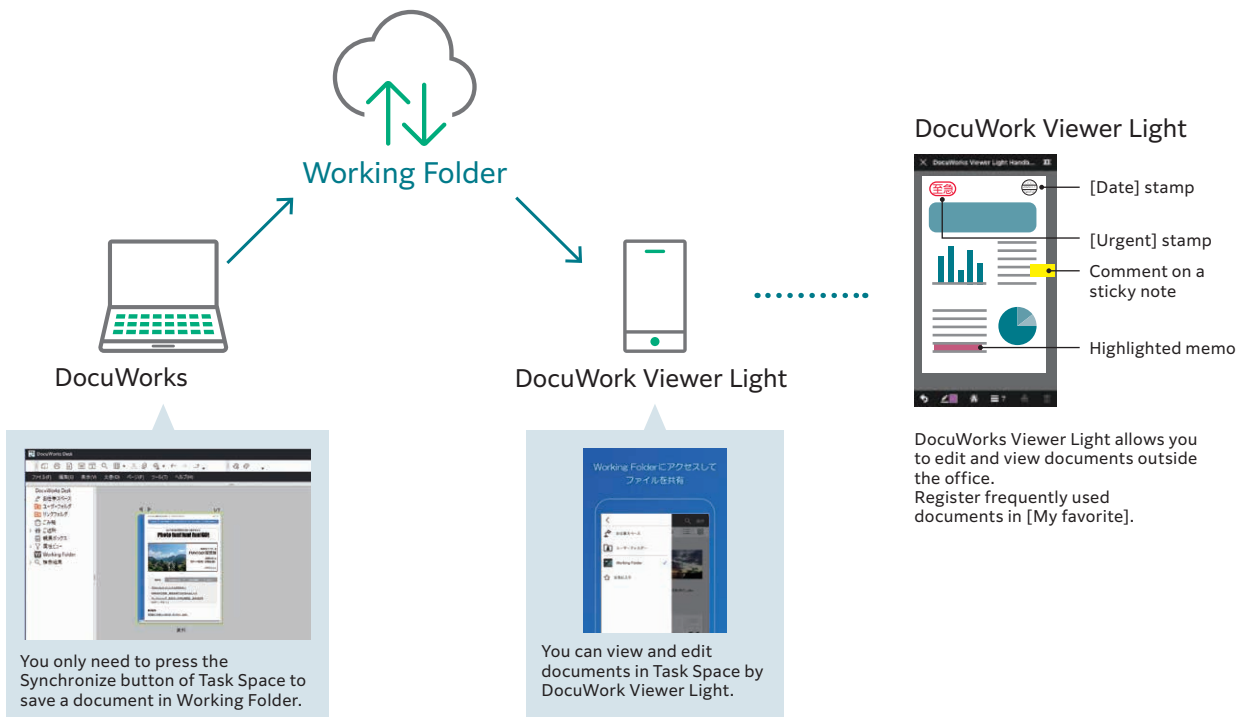


# Using mobile devices to take timely action outside the office

Working Folder is cloud storage, so you only need an Internet connection to use it securely at any place and any time.

## Support for mobile environment

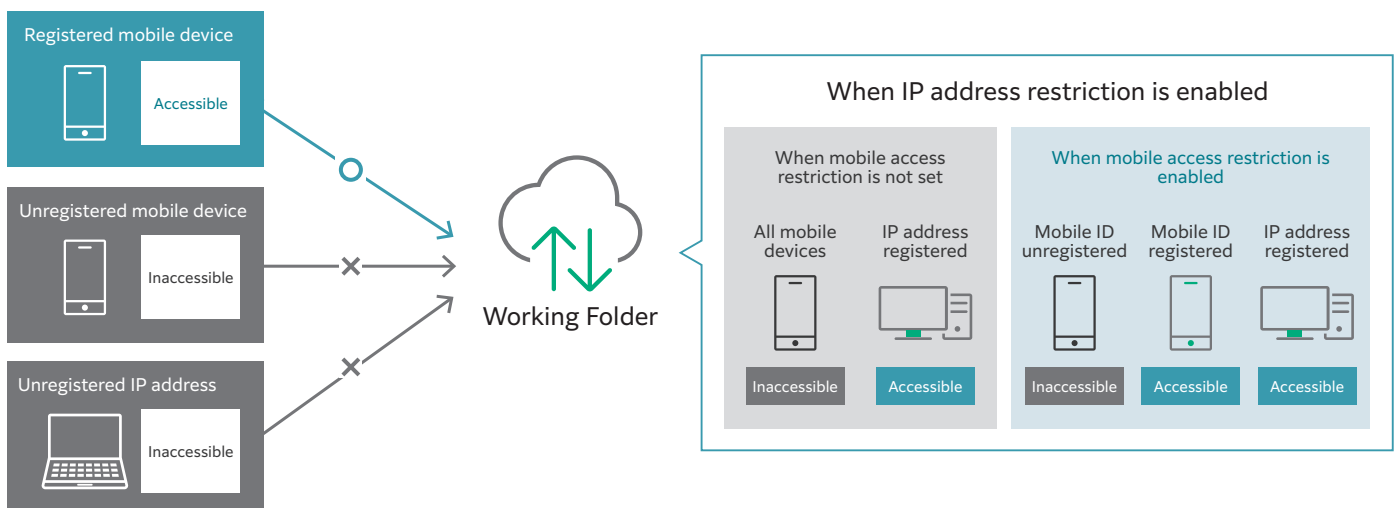
With DocuWorks Viewer Light (for iOS/Android), you have access to Working Folder at any time to view a document on the spot. This edition provides screen presentations tailored to web browsers of mobile devices.



## Access control is possible for each mobile device individually

You can restrict access from unregistered mobile devices by registering on Working Folder *mobile application IDs*, which are issued for DocuWorks Viewer Light (iOS/Android) to identify devices.

Also, access control tailored to customer needs is possible by also using IP address restriction.



# Working Folder Operating Environment

## Web Browser (PC Version)

Item	Description	
Supported Operating System <sup>*1,2</sup>		Windows 11 (64bit) Windows 10 (32bit/64bit) Windows 8.1 (32bit/64bit) macOS 11 Big Sur macOS 10.14 Mojave macOS 10.13 High Sierra macOS 10.12 Sierra iPad OS 13 / 14 iOS 11.0 / 10.0 Android™ 6.0 / 7.0 / 8.0 / 9.0 / 10.0
	Web Browser	Windows Internet Explorer 11 Microsoft Edge 95 <sup>*3</sup> Mozilla Firefox ESR 91 Google Chrome™ 96 Mac Apple Safari 12.0 / 14.0 <sup>*4</sup> iOS iOS standard Web browser Android™ Android™ standard Web browser
Required Hardware	iOS	iPad compatible Android™ <sup>*5</sup> Multi-touch screen: 1280 x 768 pixels or more

\*1: English, Korean, Chinese (Traditional), Thai, Vietnamese and Japanese versions.  
\*2: Touch operation for Windows 8.1 or later is not supported.  
\*3: Microsoft Edge runs only on Windows 10.  
\*4: Apple Safari 14.0 runs only on macOS 11 Big Sur.  
\*5: Please note that not all hardware terminals are being tested.

## Web Browser (Mobile Version)

Item	Description	
Supported Operating System	iOS 11.0 / 12.0 / 13.0 / 14.0 Android™ 6.0 / 7.0 / 8.0 / 9.0 / 10.0	
Web Browser	iOS Android™	iOS standard Web browser Android™ standard Web browser
Required Hardware	iOS Android™ <sup>*1</sup>	Terminals with supported OS other than iPod touch 5 <sup>th</sup> / 6 <sup>th</sup> Tablet devices and smartphones

\*1: Please note that not all hardware terminals are being tested.

Refer to our official web site for the latest information concerning the Working Folder operating environment and supported devices.

**60 DAY FREE TRIAL** Experience the benefit of Working Folder with free 60-day trial. Refer to our official web site: Products > Software > Working Folder


For the latest information about Operating Environment and Supported Models, please visit our company's official site.  
[fujifilm.com/fbhc](http://fujifilm.com/fbhc)

# FUJIFILM

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**For Your Safety**  
 Before using the product, read the Instruction Manual carefully for proper use. Use the product with the power source and voltage specified. Be sure to establish ground connection. Otherwise, electronic shock may result in the case of a failure or short circuit.

The information is as of December, 2021. PIC-0182 HK (2112)