

RICOH



Integrated Cloud Environment OneDrive for Business User's Guide

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1 Preface

This guide provides the details on how to use the Integrated Cloud Environment OneDrive for Business Application on Ricoh MFPs.

About This Guide

This guide is divided into three primary sections:

1. Introduction

This section lays the foundation for understanding the Integrated Cloud Environment, and related application.

2. Operation of OneDrive for Business Integrated Cloud Environment Applications

This section contains step-by-step instructions on how to scan documents using the Integrated Cloud Environment OneDrive for Business application.

4. Appendix

This section contains additional reference materials.

Note: The operation panel screen shot images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).


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2 Introduction

What is Integrated Cloud Environment?

The Integrated Cloud Environment is a collection of Web applications running within the “Ricoh Cloud.” An appropriate MFP device, with Browser Unit, is used to access these web applications. These web applications provide various document management services, like Scanning, OCR, Cloud Printing, and connectivity to popular document storage services.

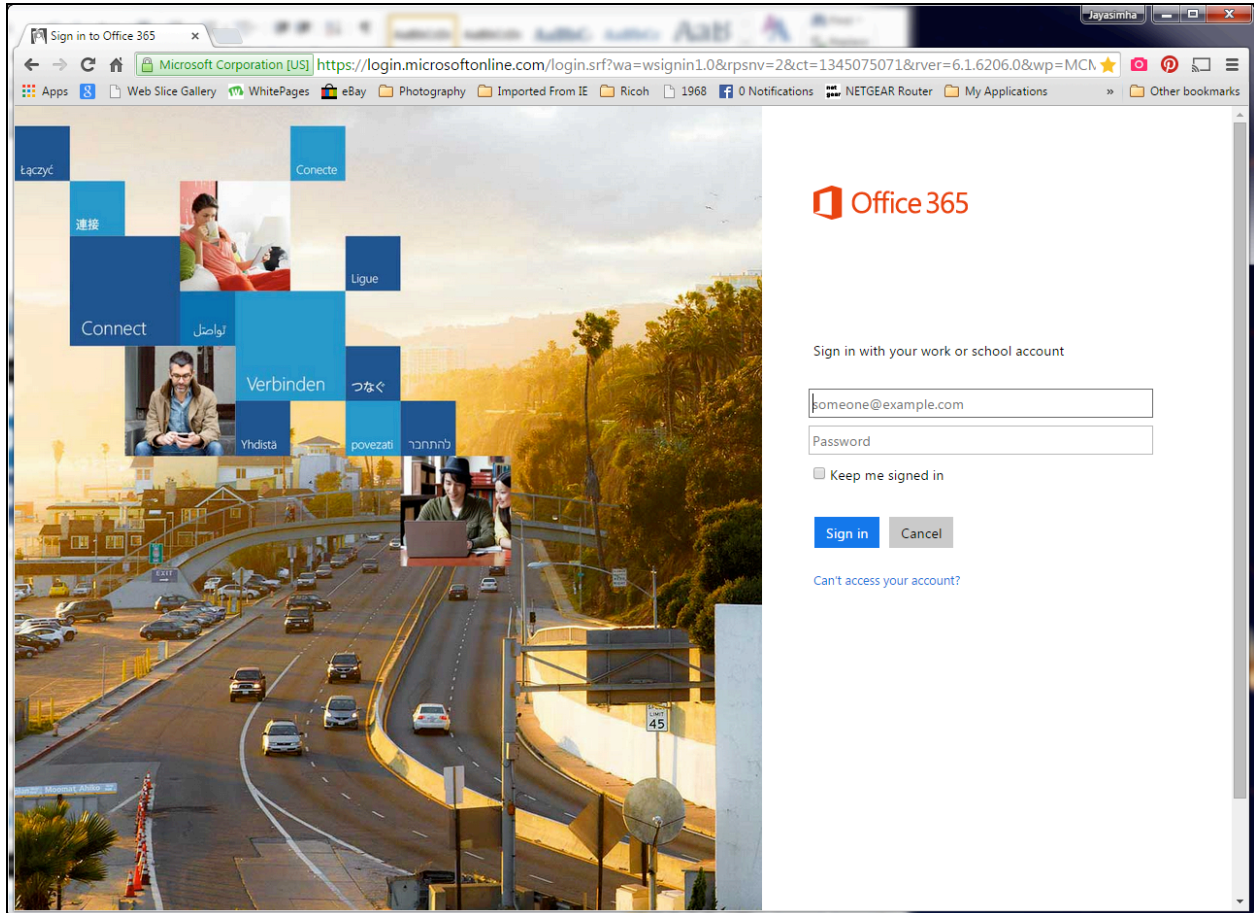
Application

Application	ICON	Feature Description
Scan to OneDrive for Business		<p>Scan to OneDrive for Business allows you to send hardcopy documents to your OneDrive for Business account. It supports OCR, PDF/A, Text, Word, and Excel formats.</p> <p>Default Scan Folder: Scan</p>

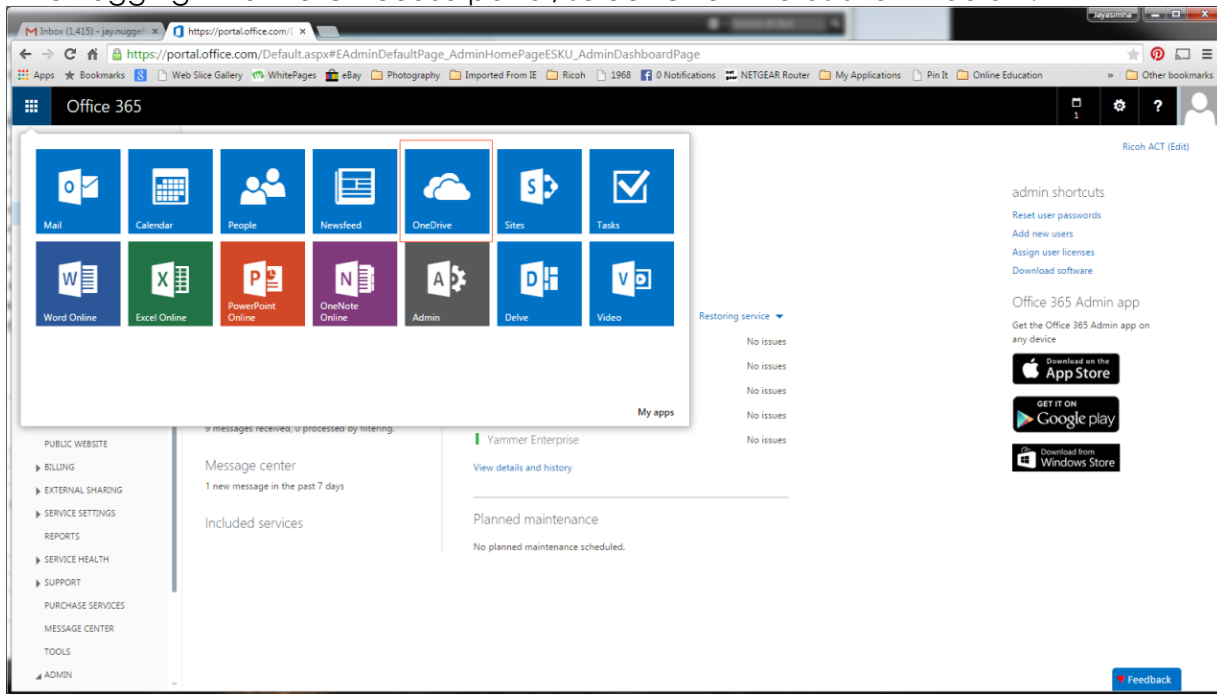
3 Scan to OneDrive for Business Configuration

3.1 Identifying Team Site, Document Library and Folder

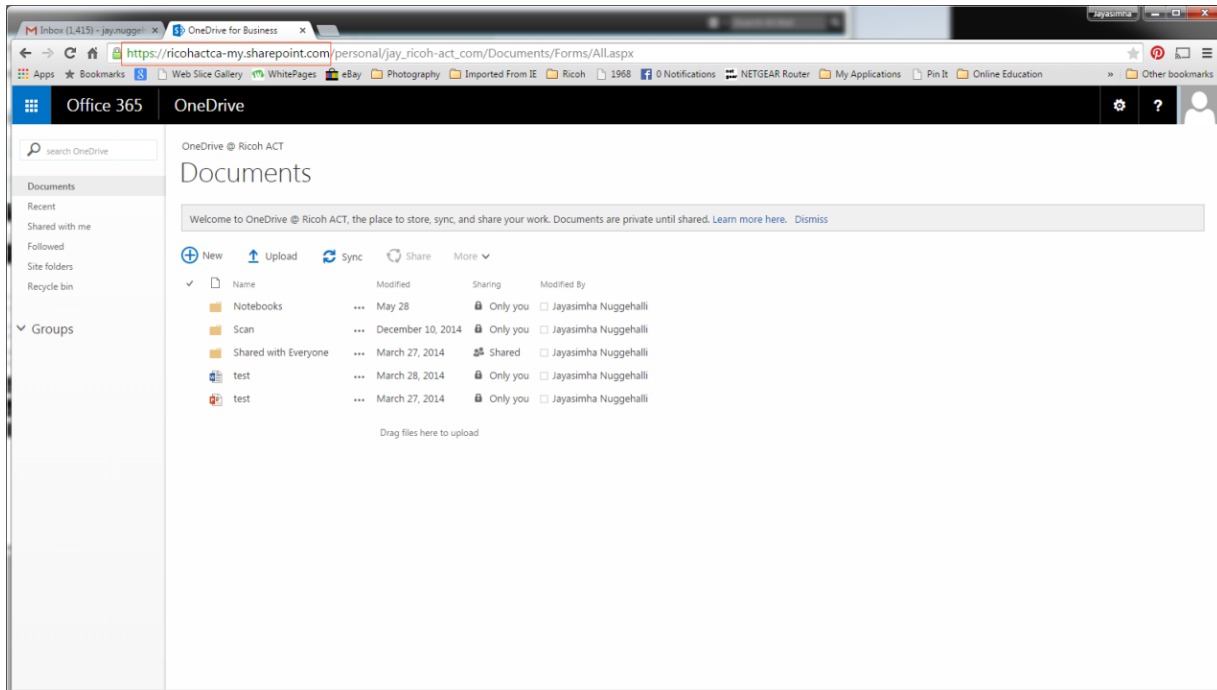
Login to Office 365 account from your PC/MAC



After logging in to the Office365 portal, select OneDrive as shown below.



Identify the OneDrive for Business Site URL as shown below. Please make a note of it. This has to be entered in ICE RAMP Subscriber console as described.

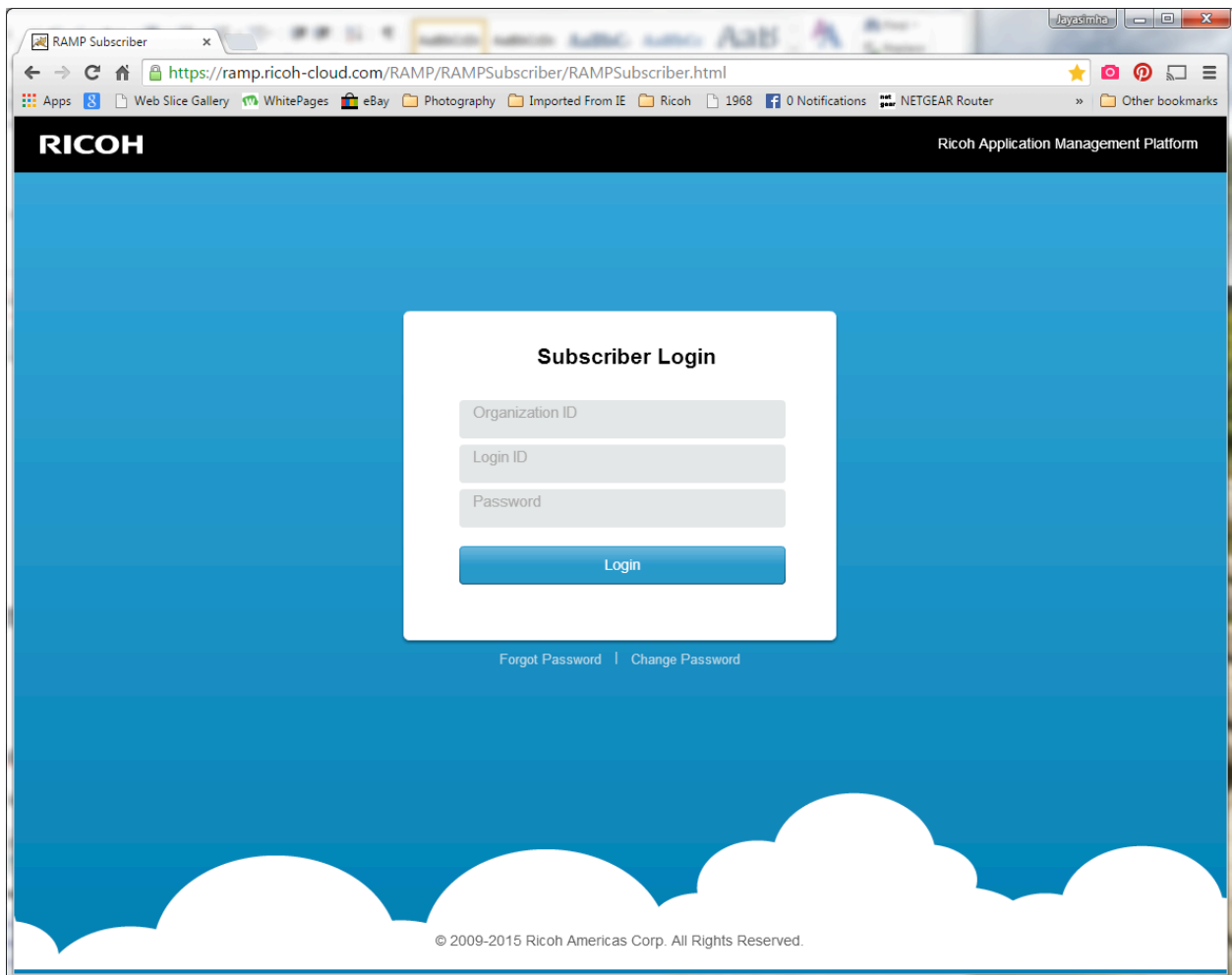


3.2 Site Configuration in RAMP

Step 1: Login to RAMP Subscriber Console:

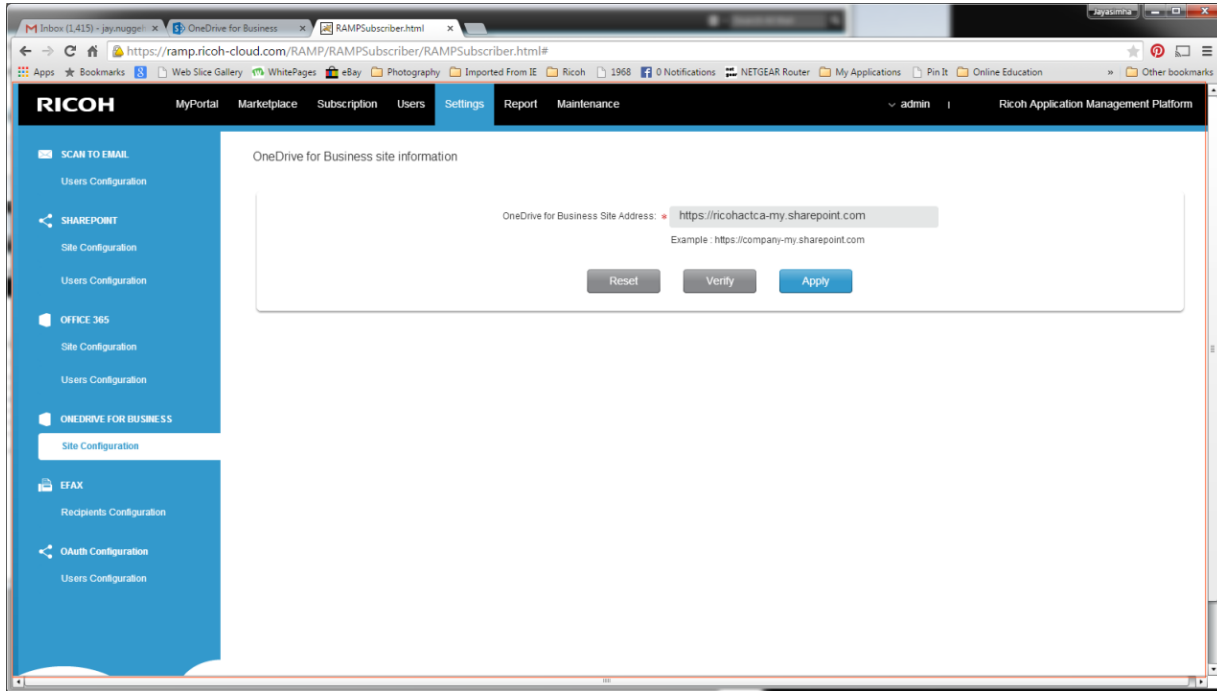
URL: <https://ramp.ricoh-cloud.com/RAMP/RAMPSubscriber/RAMPSubscriber.html>

Note: You need to know your Organization ID, Login ID & Password



Step 2: Select '**Settings**', under 'OneDrive for Business' select '**Site Configuration**'

Enter the site address.



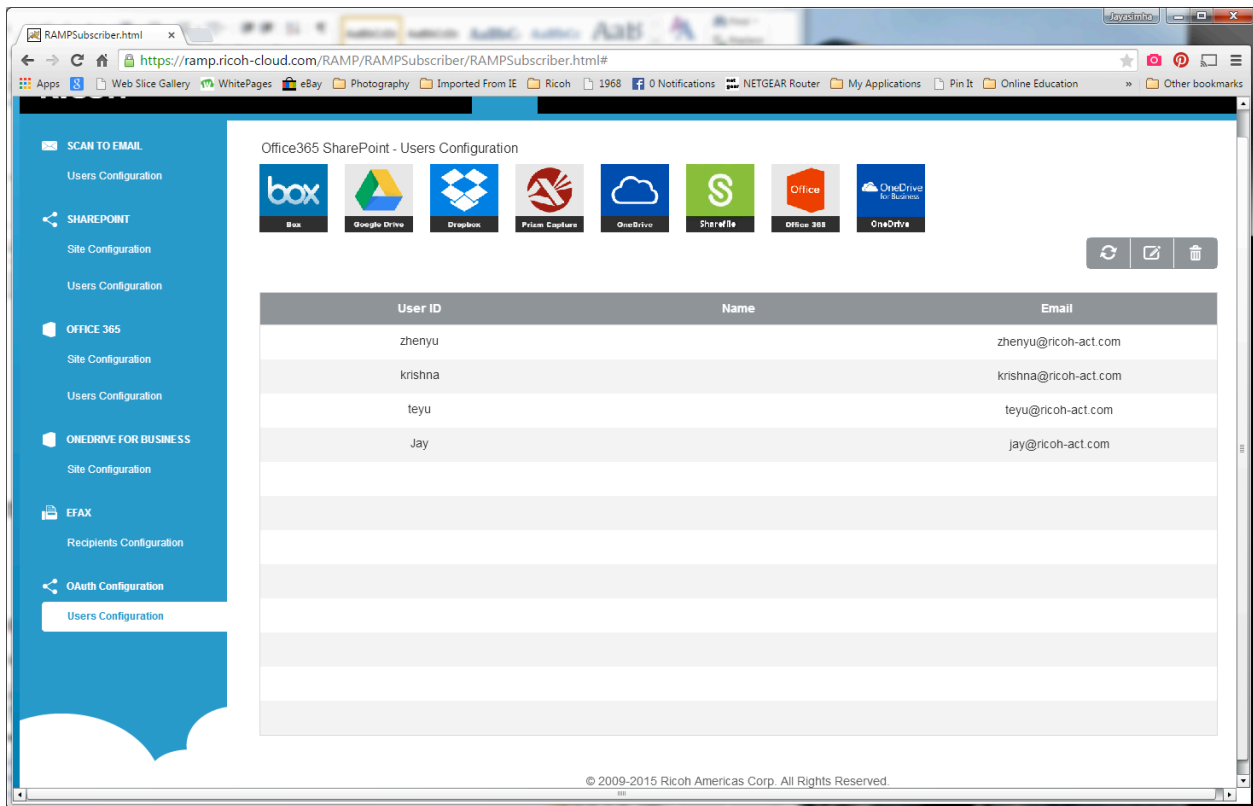
3.3 Deleting registered Users

Administrator can delete users who have registered to Scan to OneDrive for Business application through OAuth process. [Refer to Scan to OneDrive for Business New User Registration Section]

Select '**Settings**', under '**OAuth Configuration**' select '**Users Configuration**'

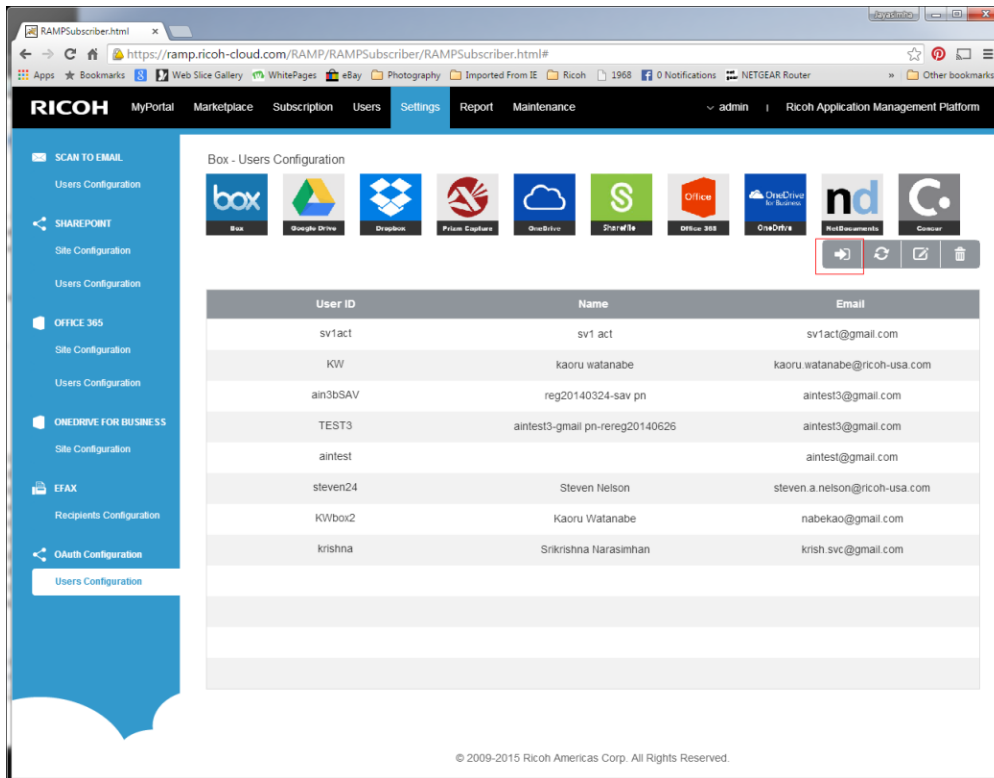
Press 'OneDrive for Business' ICON. This will List users who have registered to this application.

Select User from the list and click on  ICON to delete User.

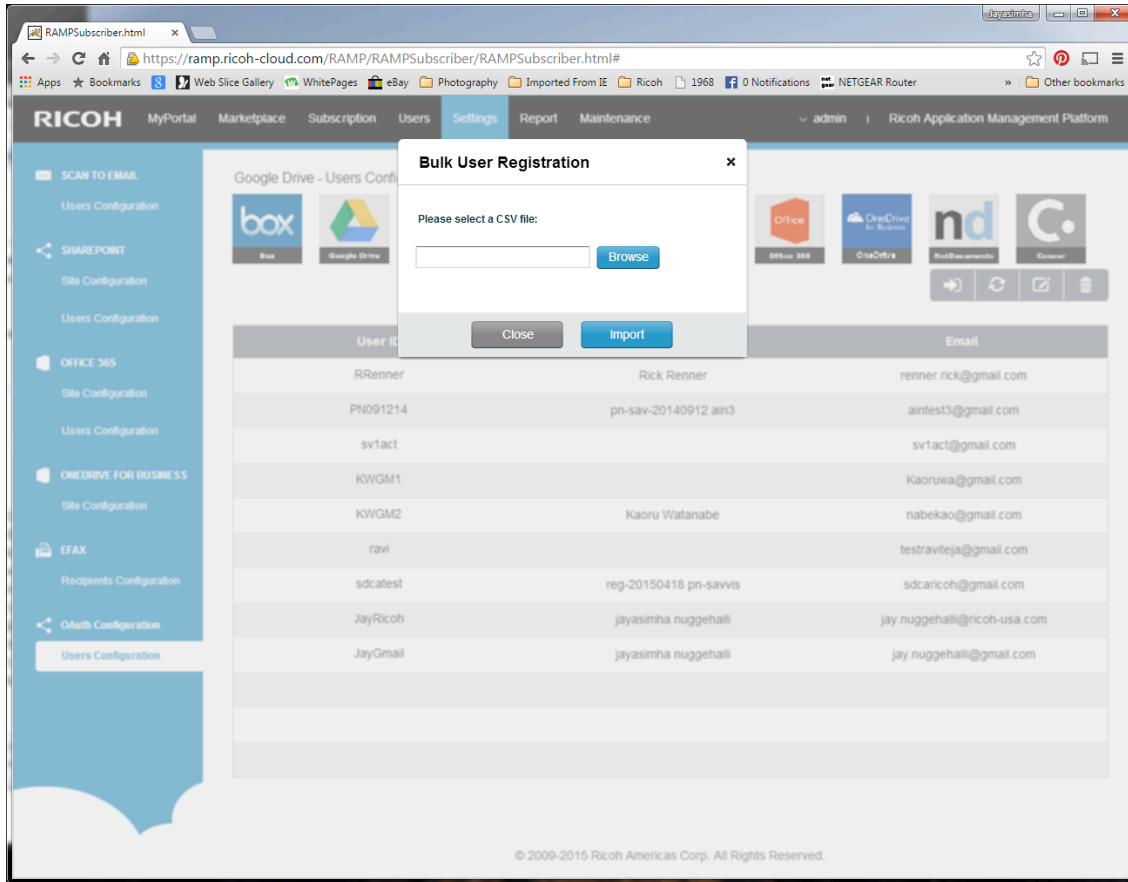


3.4 Import Users for OAuth Registration

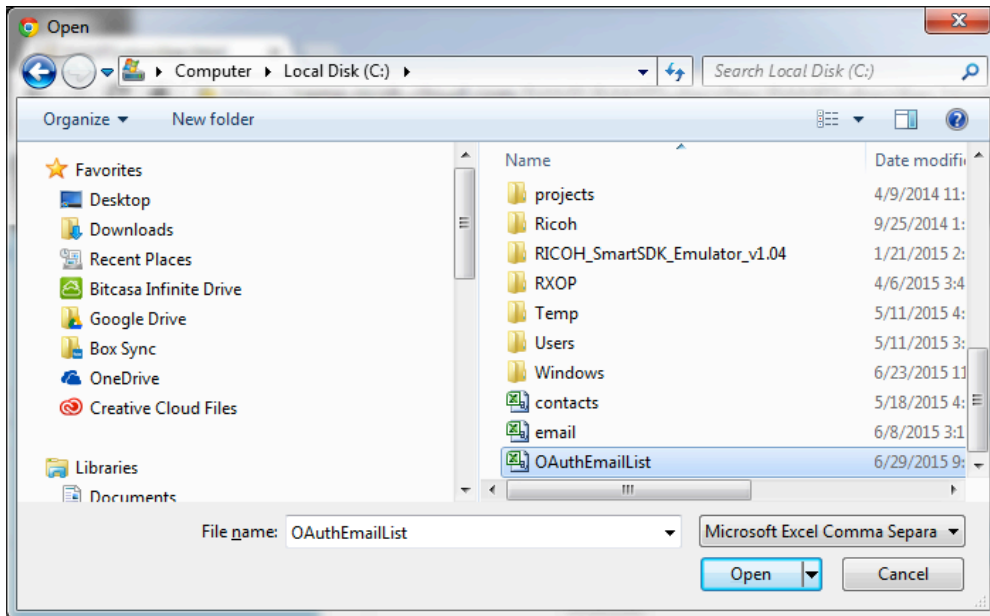
In this screen Administration can import a CSV file which contains list of user's email to initiate user registration. Each user will get an email to start the registration process.

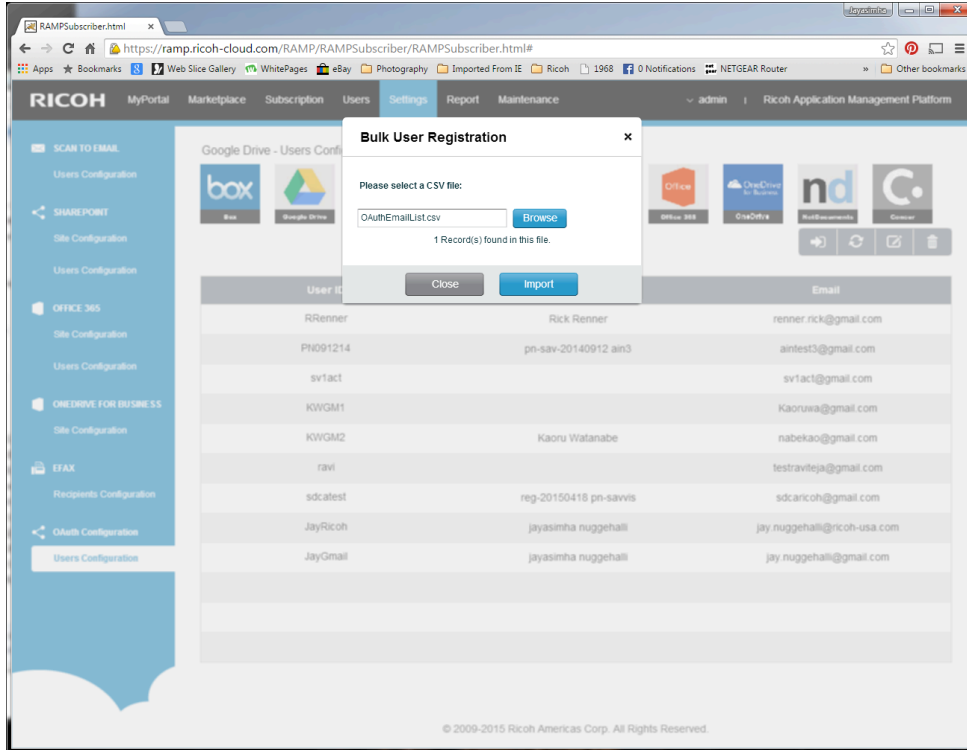


Click on 'OneDrive for Business' ICON. Click on import  ICON

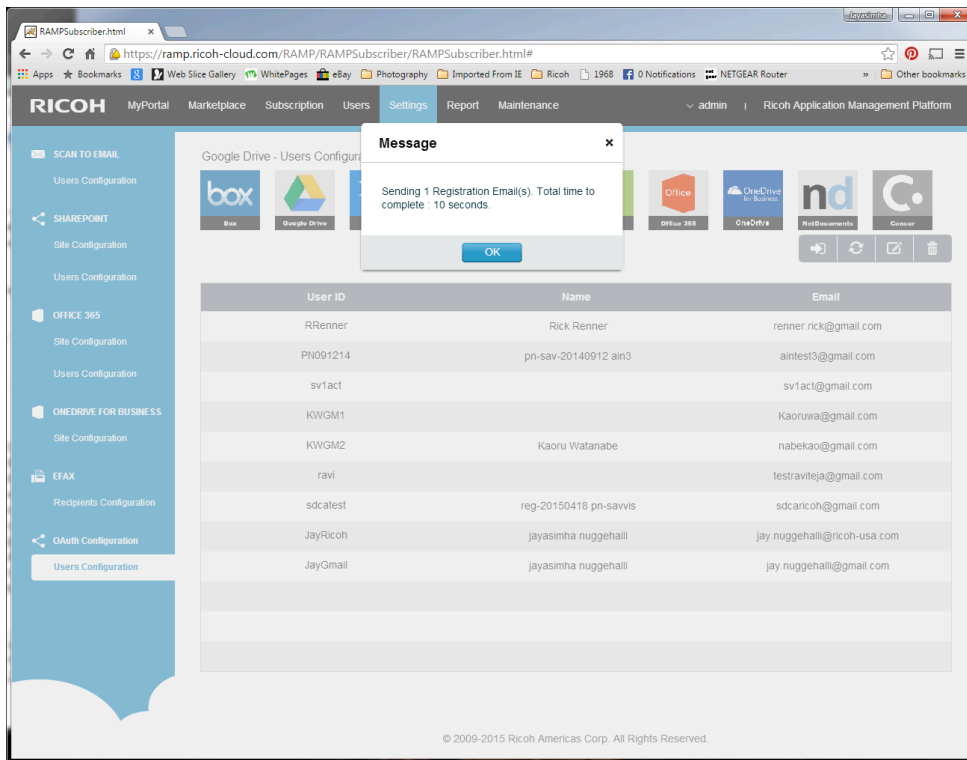


Browse and select a file



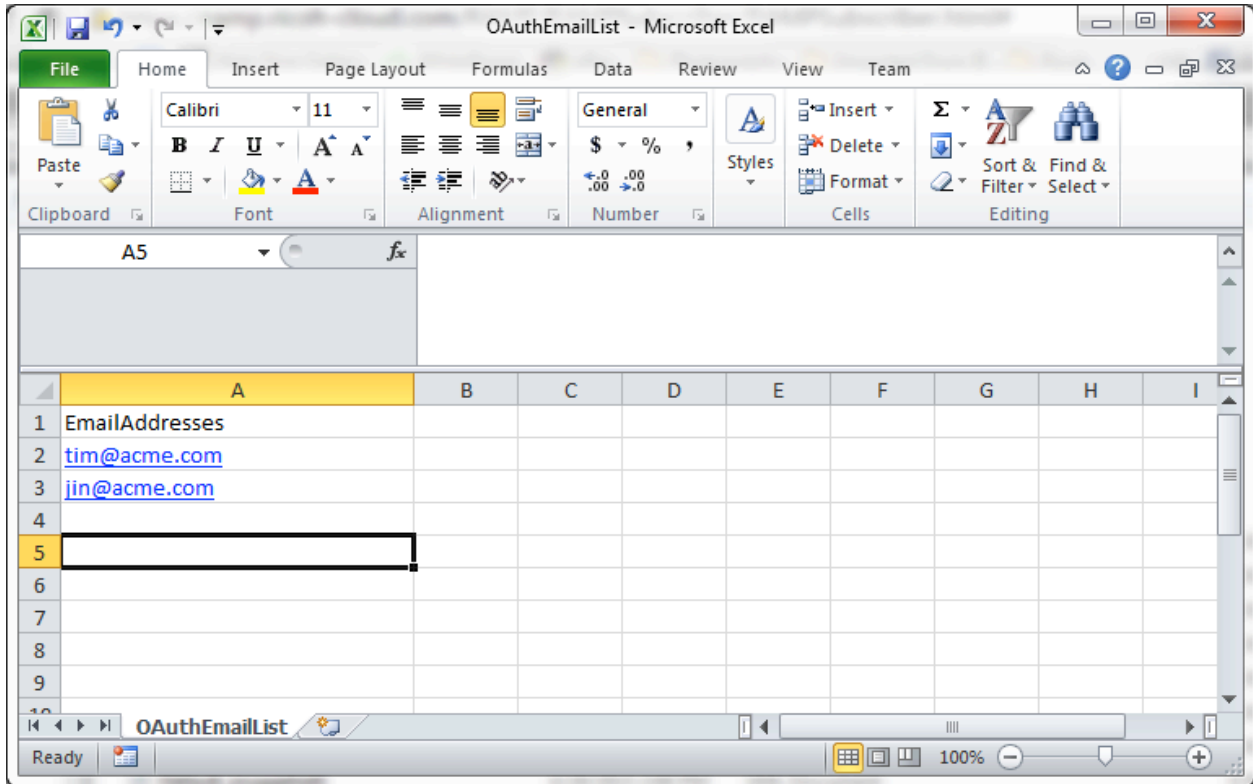


Press on 'Import' to import the file.



Time to complete sending registration emails is displayed.

Sample CSV File



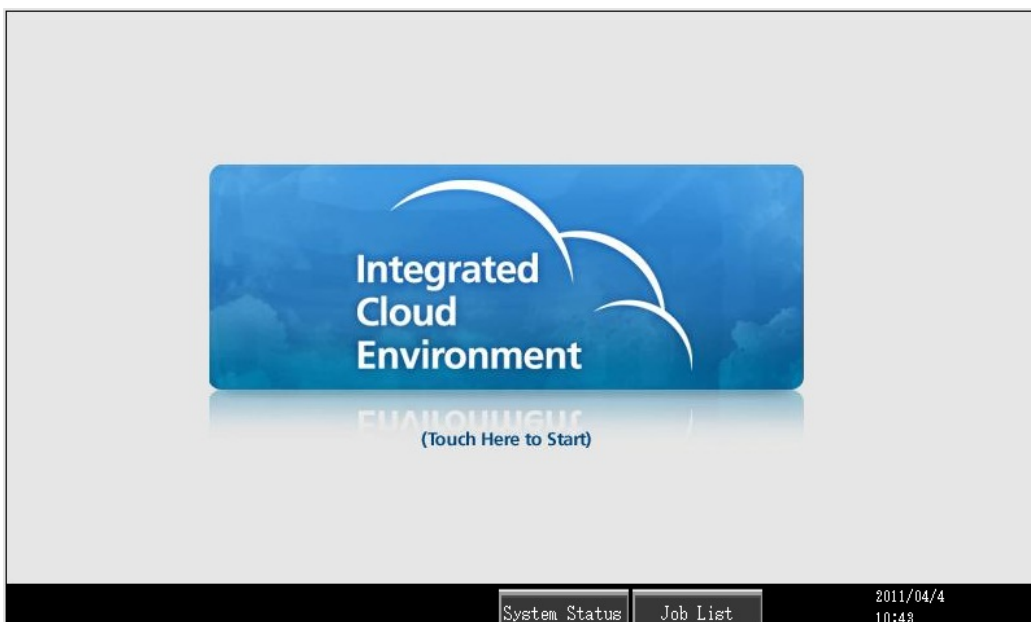
4 Scan to OneDrive for Business

4.1 Scan to OneDrive for Business Screens and Operations

This section provides an overview of the Scan to OneDrive for Business application and its operation.

Screen Shot

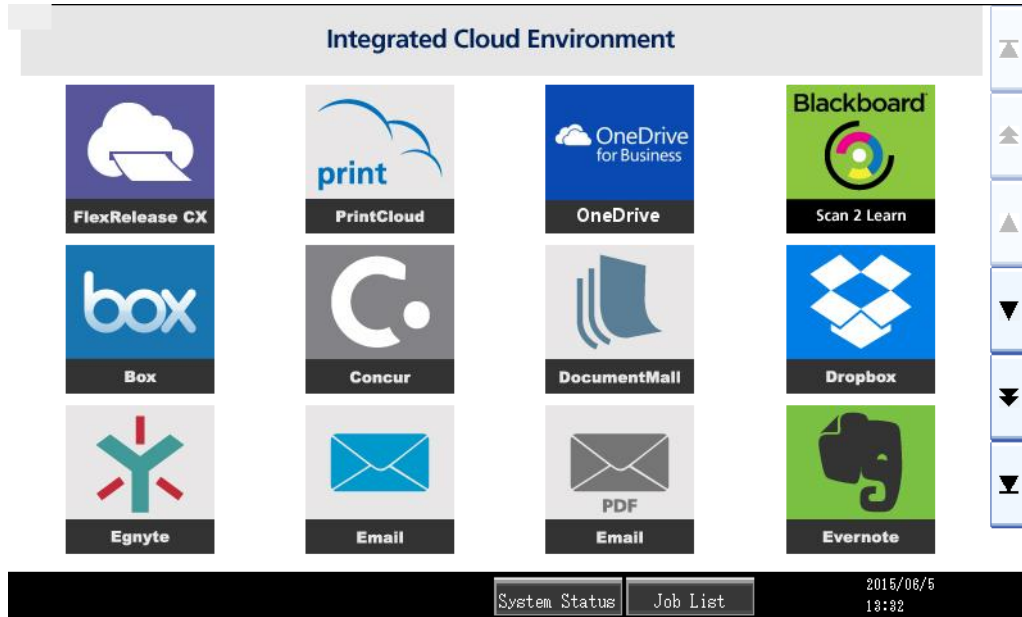
ICE Splash Screen



Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed.
Note: If more than one application is available select the [Browser] button.

This is the startup screen for the Integrated Cloud Environment.

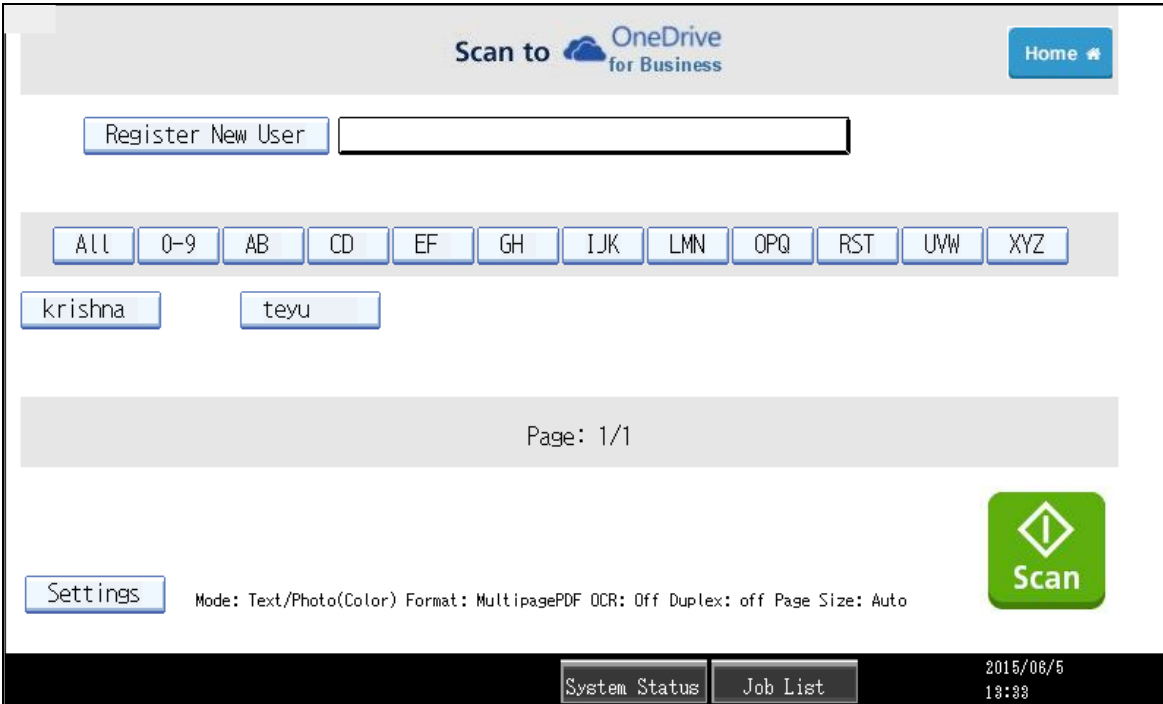
ICE Portal Screen



This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to.

Press on the [OneDrive for Business] icon to access the Scan to OneDrive for Business application.

User List Screen



Registered user can select their User ID which has associated OneDrive for Business account.

- User IDs are displayed as a button; pressing one will show the OneDrive for Business account address next to 'Register New User' button.
- Pressing the buttons: '0-9', 'AB' ... 'XYZ'. Will Show User IDs starting from with the selected numeric or letter.
- Pressing 'All' will show all users' registered
- Up to 7 users per row is displayed, and up to two rows. If the number of registered users exceeds fourteen (14), then "Page Navigation" buttons are displayed.

Home: Return to Main Menu screen [Application List].

Scan: Scan documents to OneDrive for Business[The 'Start' key can also be used to initiate scanning].

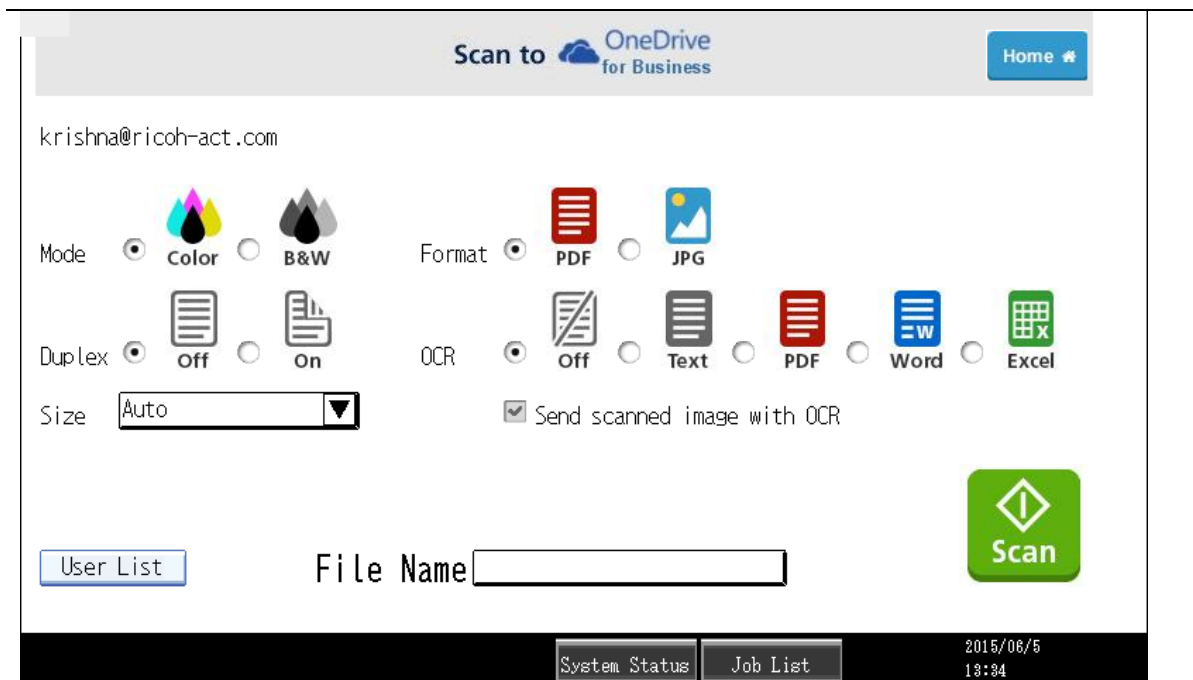
Settings: Displays the "Scan Settings" screen.

Register New User: New User can be registered, by pressing this button and entering email associated with OneDrive for Business account

<<First, <Prev, Next>, Last>> :

- These buttons are for Page Navigation, within the User List.

Note: These buttons are displayed only if there are more than one page, '<<First', '<Prev' buttons are **not** displayed in First page, 'Next>', 'Last>>' buttons are **not** displayed on the last page.



After pressing [Scan Setting] in User List screen, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

1. Mode: Color or Grayscale
2. Scan File Format: PDF or JPG
3. Duplex: Simplex or Duplex
4. OCR: Off, Text, PDF, Word, Excel
5. Page Size: Auto, Letter, A4, Legal, 11x17 or A3

Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.
2. Use Letter, A4, Legal, A3 or '11x17', if you are scanning non standard sizes, such

as 'Receipts' etc., depending on the size of the original or when the device does not support Auto paper size detection.

3. Models like MPC400, MPC305, MP301 and SP5200S/SP5210 etc show only 'Letter', 'A4' and 'Legal' size.
4. File Name: Max Chars (32)

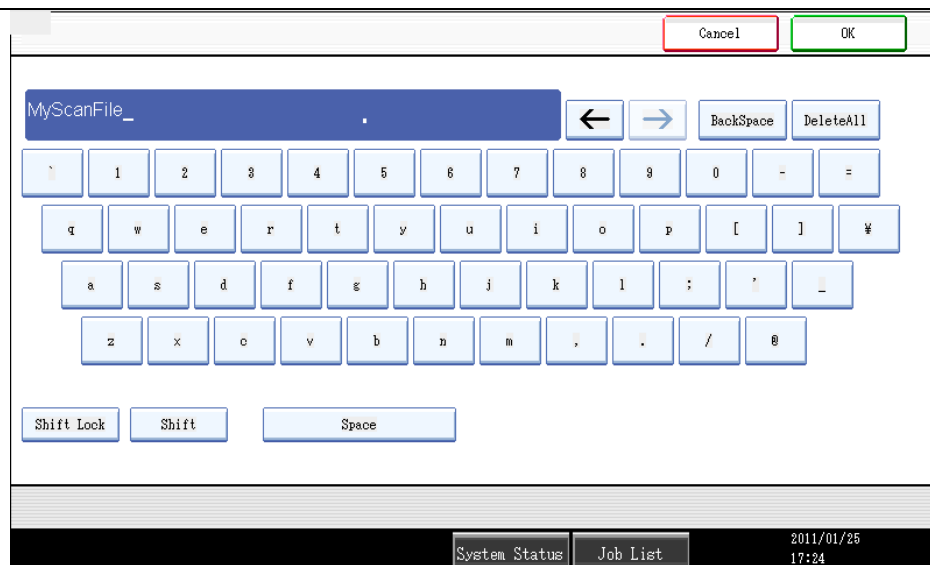
Home: Return to Main Menu screen [Application List].

Scan: Scan documents to OneDrive for Business [The 'Start' key can also be used to initiate scanning].

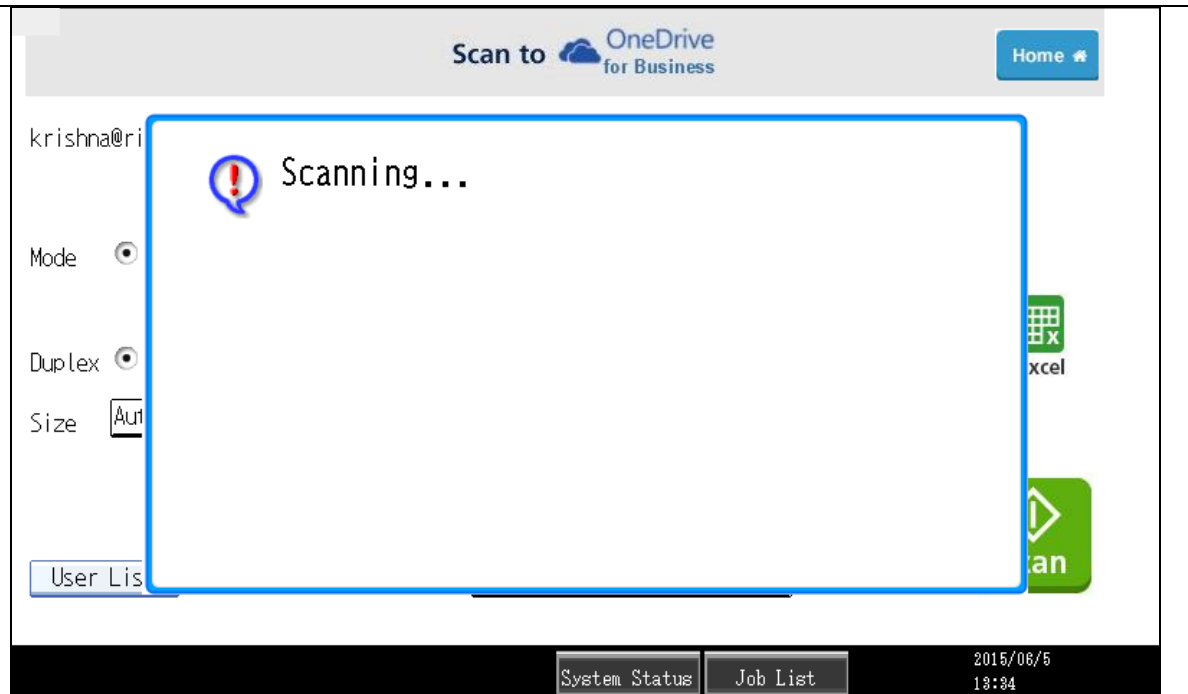
User List: Return to User List Screen

Send scanned image with OCR: When checked, both the Scanned image and the OCR file are uploaded. This setting is available only when OCR setting is not set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in OneDrive for Business. If the filename is not entered a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.



Scan File Name: Enter File name [Max 32 Characters.]



Note: Refer to Troubleshooting section for additional error messages related to scanning.

When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a 'Scanning was Finished' message is displayed momentarily.

Also 'Sending...' is displayed during scan data transfer between MFP and web server.

4.2 Scan to OneDrive for Business New User Registration

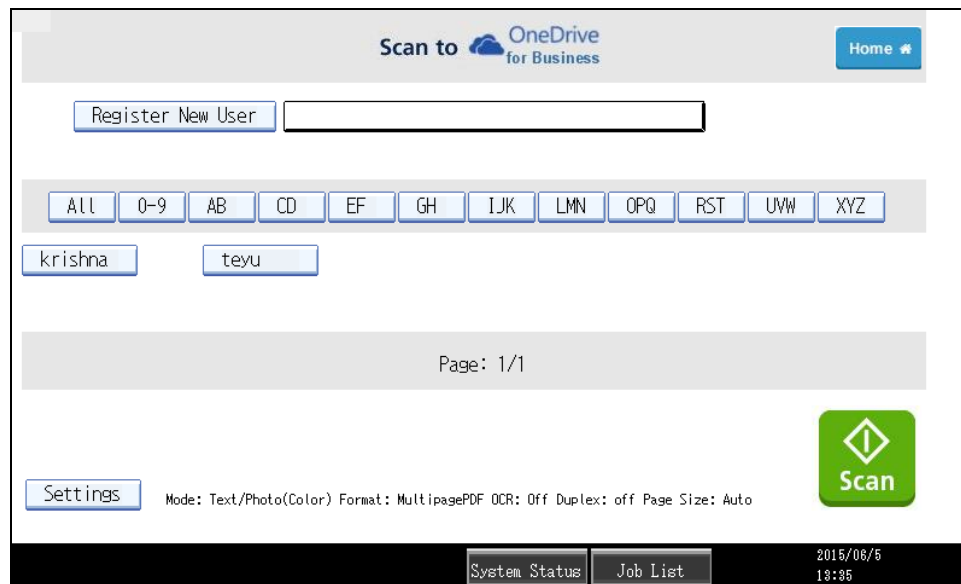
This section provides an overview of how to register a new user into Scan to OneDrive for Business application. Registered user can scan without login to the application, by just selecting their registered user ID.

Limitations:

1. When no user is registered, a User with global admin access for Office 365 account needs to register as a user.
2. Microsoft invalidates token after 90 days. User with invalid token will be automatically deleted. An email notification is sent regarding this. User need to re-register after 90 days.

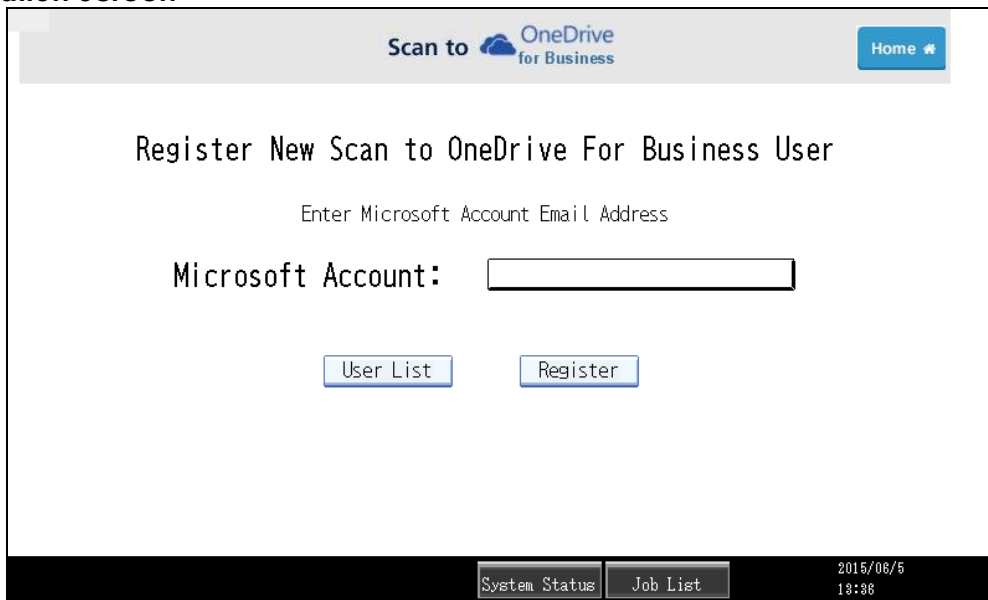
Screen Shot

User List Screen



Press on 'Register New User' button.

Registration Screen

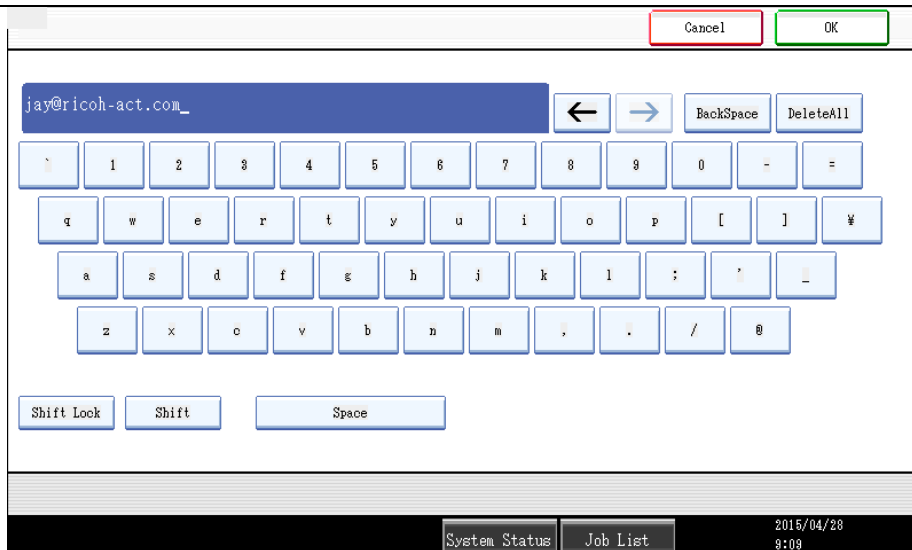


Now press the entry field for the Microsoft Account, Soft key board opens. Enter the Email address used to login to OneDrive for Business account (Office 365 login).

Home: Return to Main Menu screen [Application List].



User List: Return to User List screen

Register: This will start the registration of new user



Enter your Microsoft Account [Email address used to login to] using the soft keyboard.

Email Address: Max Chars (256) Press OK.

Scan to  OneDrive
for Business Home 

Register New Scan to OneDrive For Business User

Enter Microsoft Account Email Address

Microsoft Account:

User List
Register



System Status
Job List
2015/06/5
18:37

Press [Register]. This will start Registration process.

Home: Return to Main Menu screen [Application List].

User List: Return to User List screen

Register: This will start the registration of new user

Scan to  OneDrive
for Business Home 

Please check Email to complete registration process.

Continue

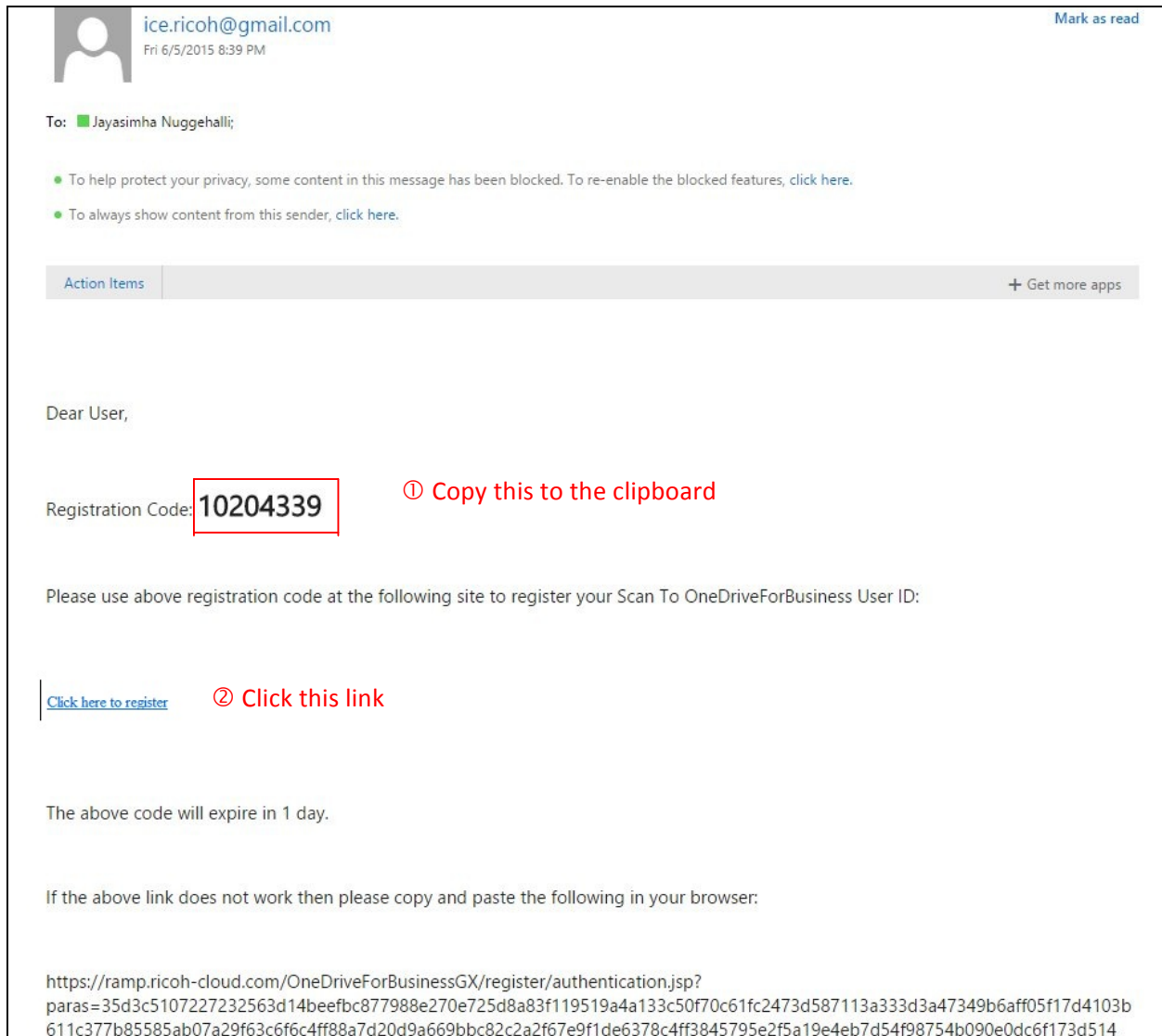
System Status
Job List
2015/06/5
18:40

Email is sent to Email address entered [OneDrive for Business Account Email address]. Please follow instructions to complete registration.

Refer to User Registration section below on how to complete registration.

Continue: Return to application's User List screen

Step 1: On your PC or Mac, check your email.



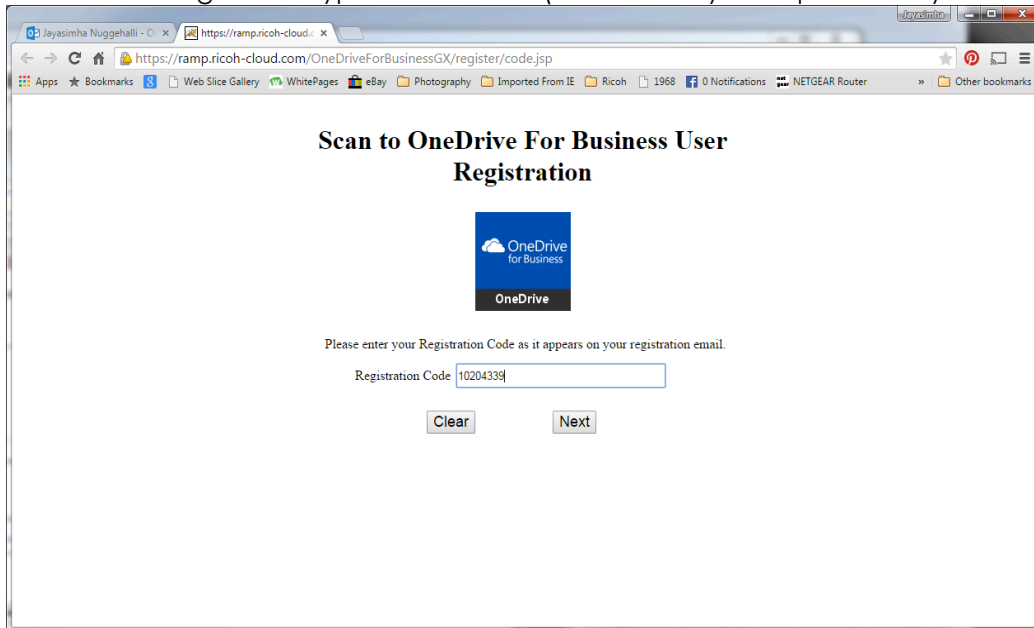
The screenshot shows an email interface. At the top left is a profile icon and the sender's name 'ice.ricoh@gmail.com' with the time 'Fri 6/5/2015 8:39 PM'. At the top right is a 'Mark as read' link. The recipient is 'Jayasimha Nuggehalli'. Below this are two privacy notices. A grey bar contains 'Action Items' and '+ Get more apps'. The main body of the email starts with 'Dear User,'. It then displays 'Registration Code: 10204339' where the code is highlighted in a red box. To the right of the code is a red instruction: '① Copy this to the clipboard'. Below this, it says 'Please use above registration code at the following site to register your Scan To OneDriveForBusiness User ID:'. A blue link 'Click here to register' is provided, with a red instruction '② Click this link' next to it. The email continues with 'The above code will expire in 1 day.' and 'If the above link does not work then please copy and paste the following in your browser:'. At the bottom, a long URL is provided for manual registration.

Click the URL ,



Step 2: Login to your OneDrive for Business account (if not logged in)

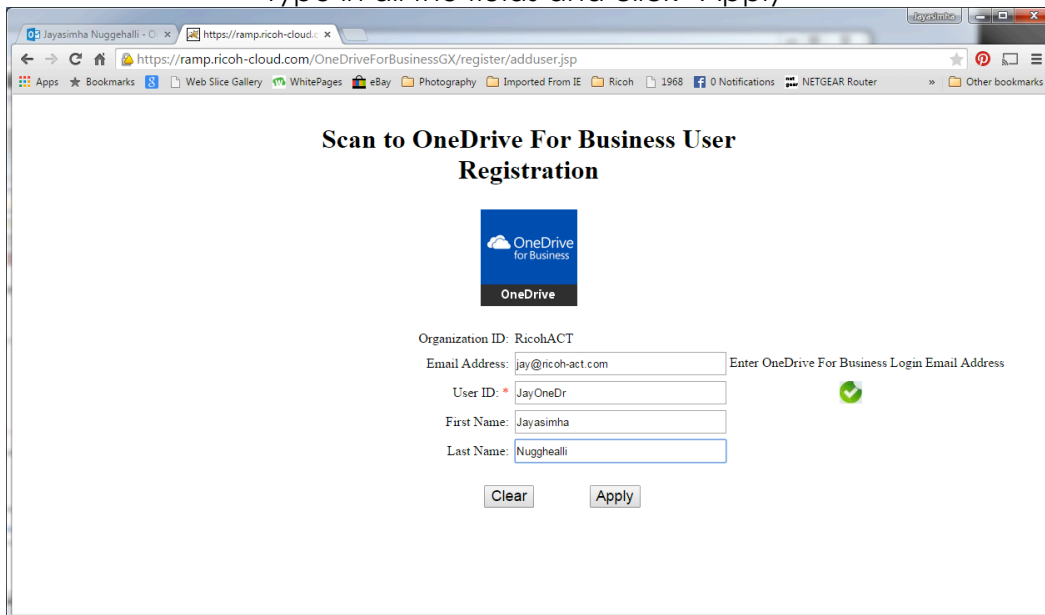
In the following UI and type in the code. (or Paste it if you copied from your email)



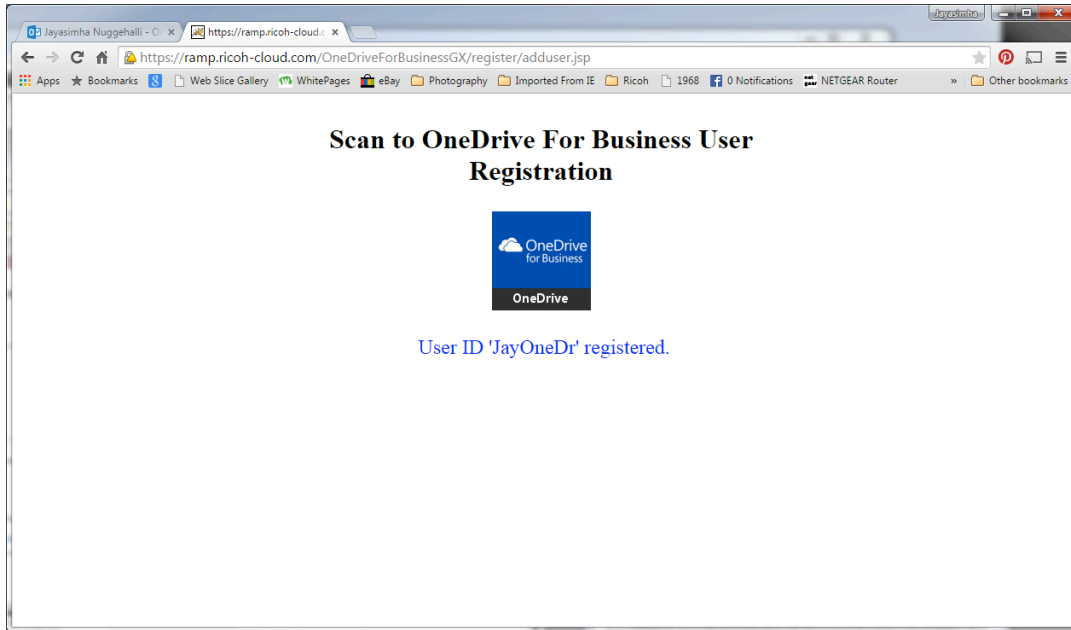
The screenshot shows a web browser window with the URL <https://ramp.ricoh-cloud.com/OneDriveForBusinessGX/register/code.jsp>. The page title is "Scan to OneDrive For Business User Registration". It features the OneDrive for Business logo and a text prompt: "Please enter your Registration Code as it appears on your registration email." Below this is a text input field containing the code "10204339". There are "Clear" and "Next" buttons at the bottom.



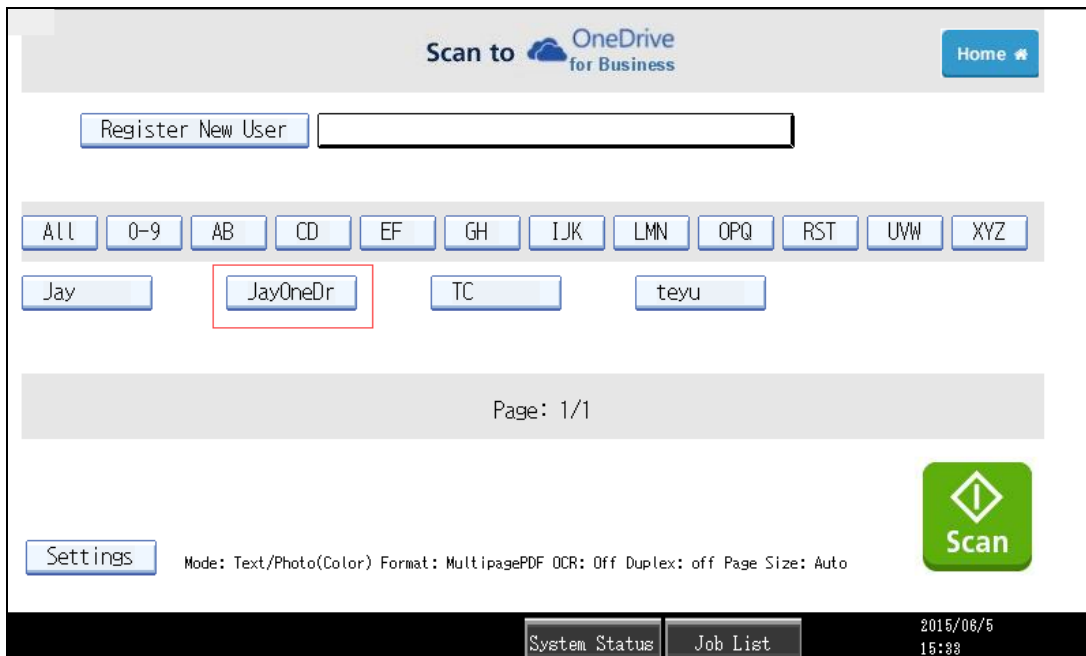
Step 4: Finally, you will choose USER ID that shows up on MFP display panel. Type in all the fields and click "Apply"



The screenshot shows a web browser window with the URL <https://ramp.ricoh-cloud.com/OneDriveForBusinessGX/register/adduser.jsp>. The page title is "Scan to OneDrive For Business User Registration". It features the OneDrive for Business logo and a form with the following fields: "Organization ID: RicohACT", "Email Address: jay@ricoh-act.com" (with a note "Enter OneDrive For Business Login Email Address"), "User ID: JayOneDr" (with a green checkmark), "First Name: Jayasimha", and "Last Name: Nugghealli". There are "Clear" and "Apply" buttons at the bottom.

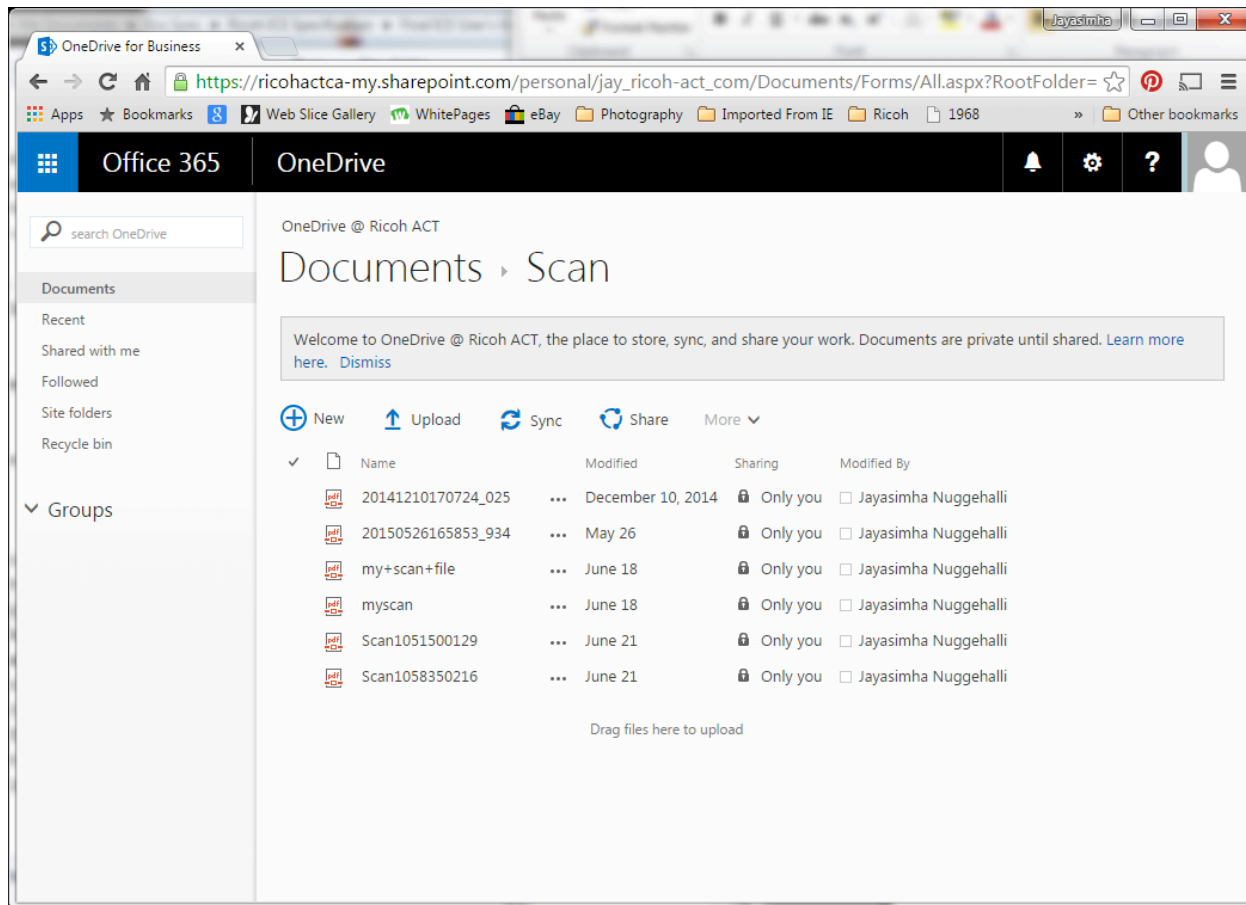


You will see the newly registered user's button appearing on the MFP display panel.



4.3 Scan to GoogleDrive Default Scan Folder

Default Scan Folder: Scan

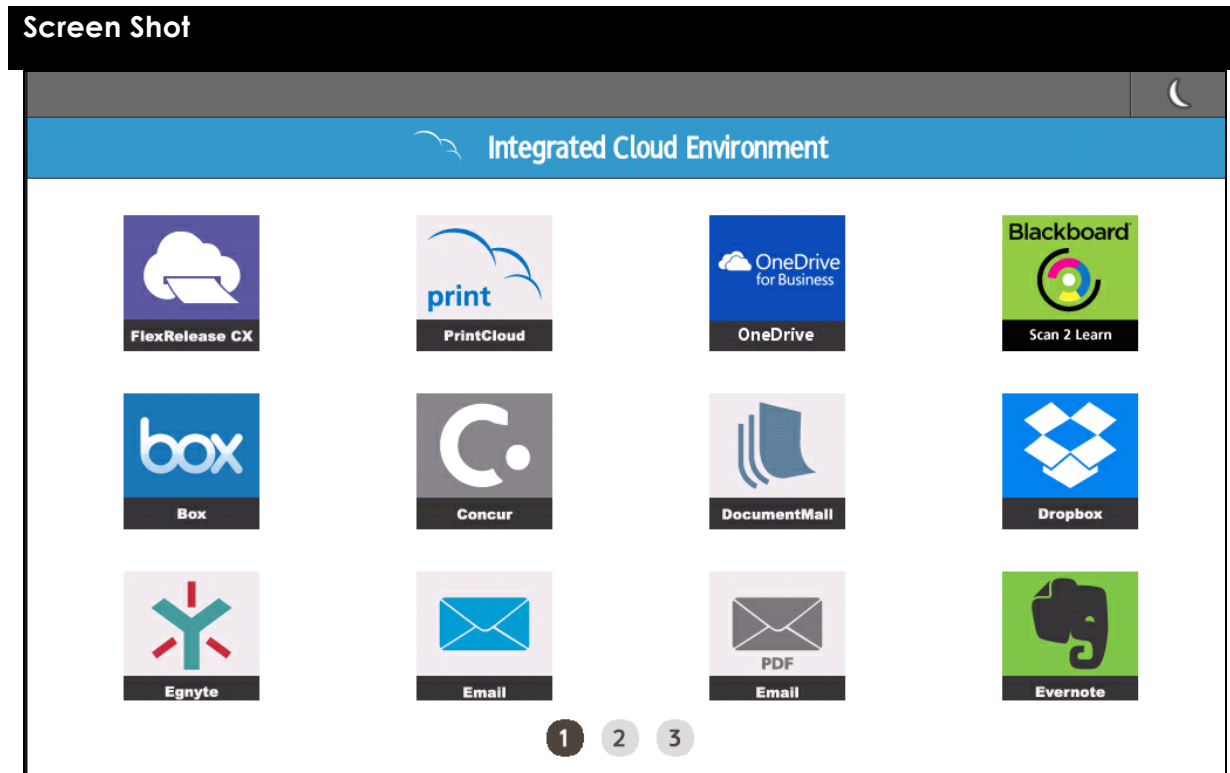


Note: Devices which support Smart Operation Panel, user can browse and select a specific folder as scan destination folder.

5 Scan to OneDrive for Business Smart Operation Panel

5.1 Scan to OneDrive for Business Smart Operation Panel Screens and Operations

This section provides an overview of the Scan to OneDrive for Business application and its operation on a Smart Operation panel supported devices.



Press the ICON on home screen to launch Browser NX application with Integrated Cloud Environment URL.

Integrated Environment application portal is displayed. Press on 'OneDrive for Business' ICON.

Note: Before scanning a preregistered user need to be selected by pressing 'Users' button.

Following Settings are available:

1. Mode: Color or Grayscale
2. Scan File Format: PDF or JPG
3. Duplex: Simplex or Duplex
4. OCR: Off, Text, PDF, Word, Excel
5. Page Size: Auto, Letter, A4, Legal, 11x17 or A3

Note:

1. Select Size as 'Auto' for all standard sizes recognized by MFP.
2. Use 'Letter', 'A4', 'Legal', 'A3' or '11x17', if you are scanning non standard sizes like 'Receipts' etc, depending on the size of paper.

File Name: Max Chars (32)

Home: Return to Main Menu screen [Application List]

Users: Pressing this button opens a pop up dialog, which contains list of pre-registered users through OAuth.

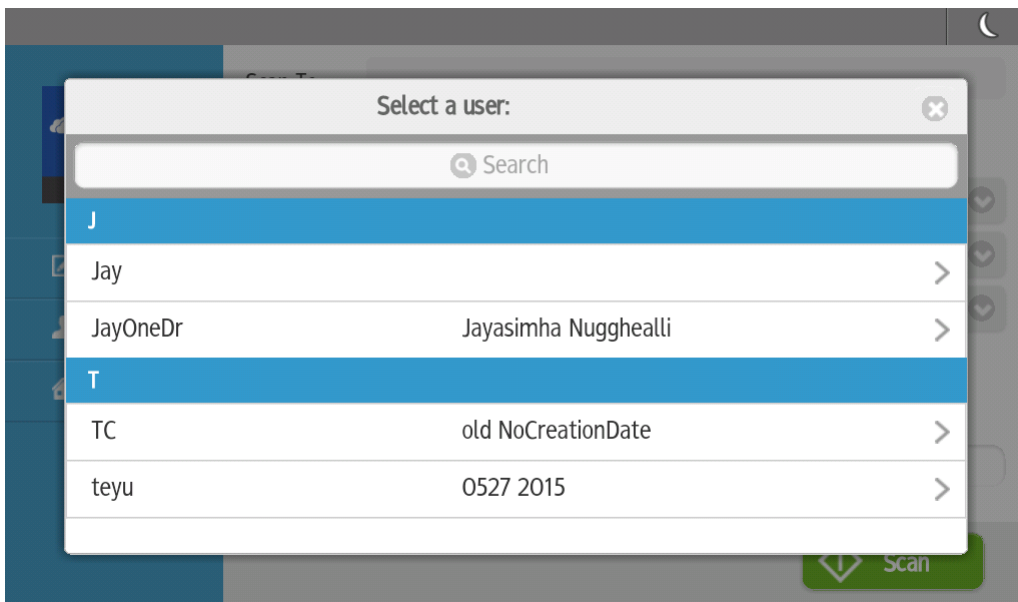
Register: Pressing this opens a dialog, user can enter their Microsoft account Email address to start user registration process

Scan: Scan documents to OneDrive for Business

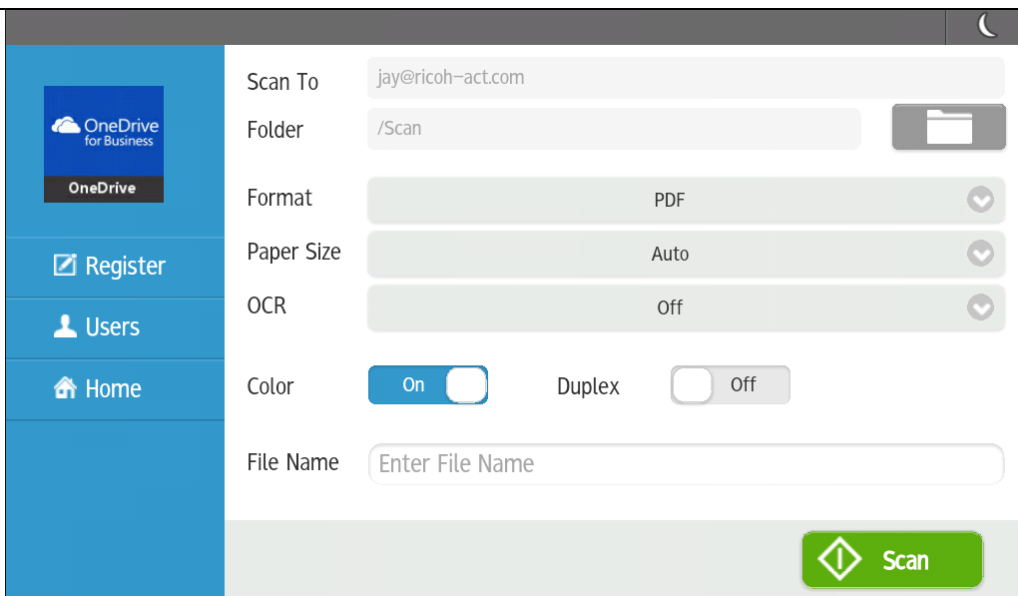
Send scanned image with OCR: When checked both Scanned image and OCR file is uploaded. This setting is available only when OCR setting is not 'Off'.

File Name: Touch the edit box next to Filename, this will open up softkey board. Enter file name [Max 32 Characters] of the document to be stored in OneDrive for Business. If filename is not entered filename with Time stamp and 3 digit random number is created. See Appendix for details.

User Selection

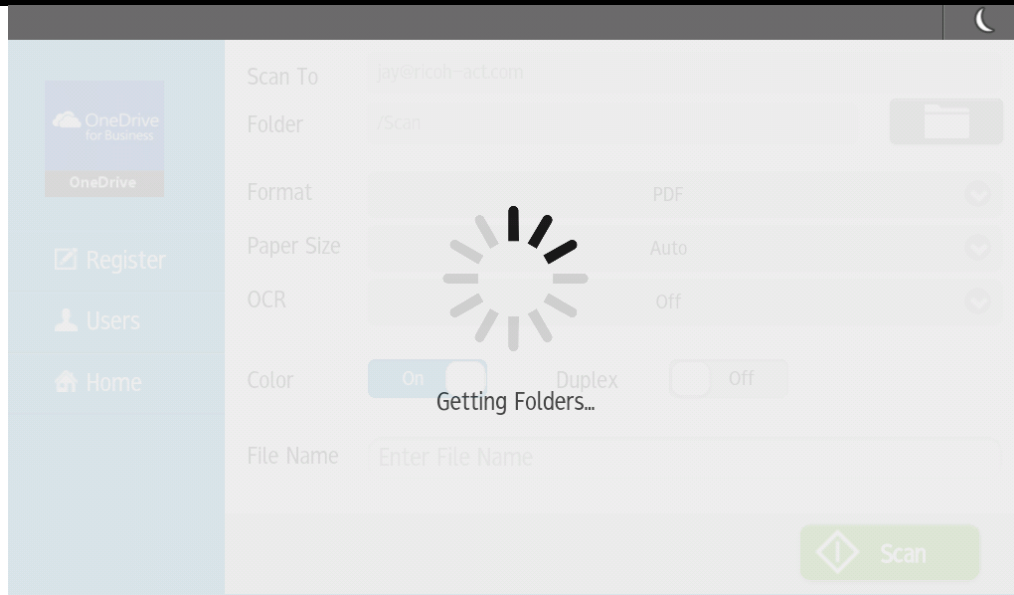


Pressing 'Users' button displays the pre-registered users list. Select your user id from this list.

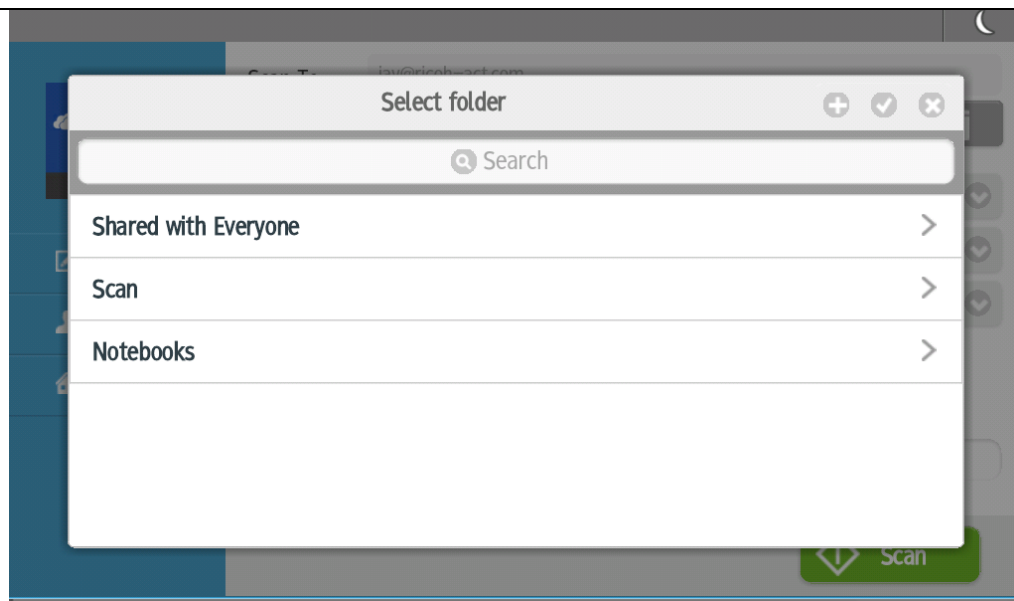


Once the user is selected in the previous step, User's email address & User's scan folder is shown next to Scan to and Folder respectively.

Folder Selection



Pressing  ICON displays folder selection dialog box.



Pressing this displays a new folder creation dialog box.



Pressing this switches the dialog in to folder selection mode from folder browsing mode



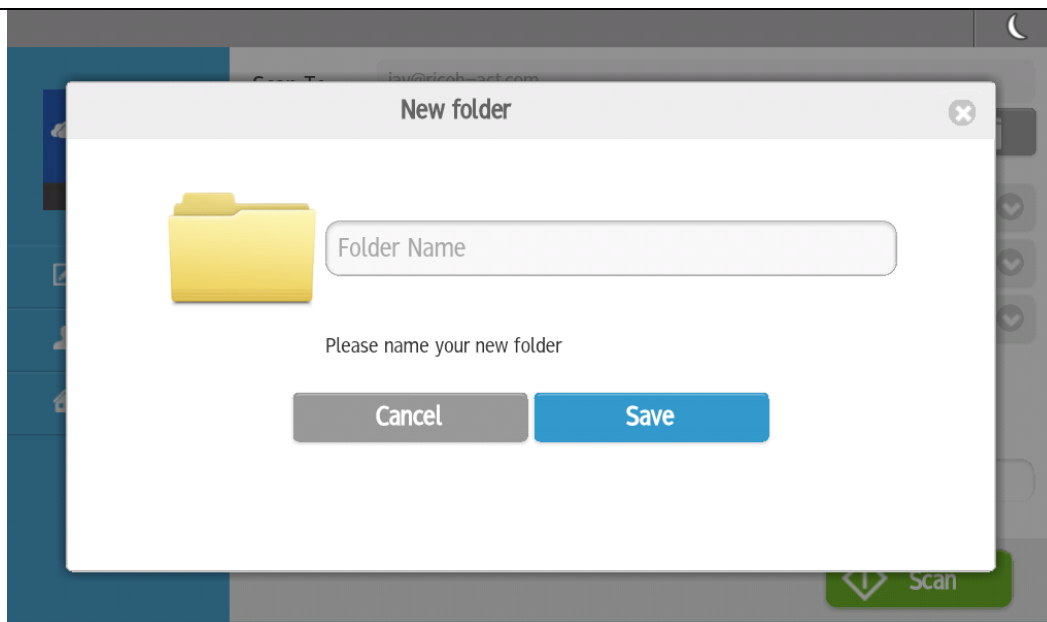
Pressing this dismisses the dialog

> Pressing this arrow next to the folder name displays sub folders under that folder

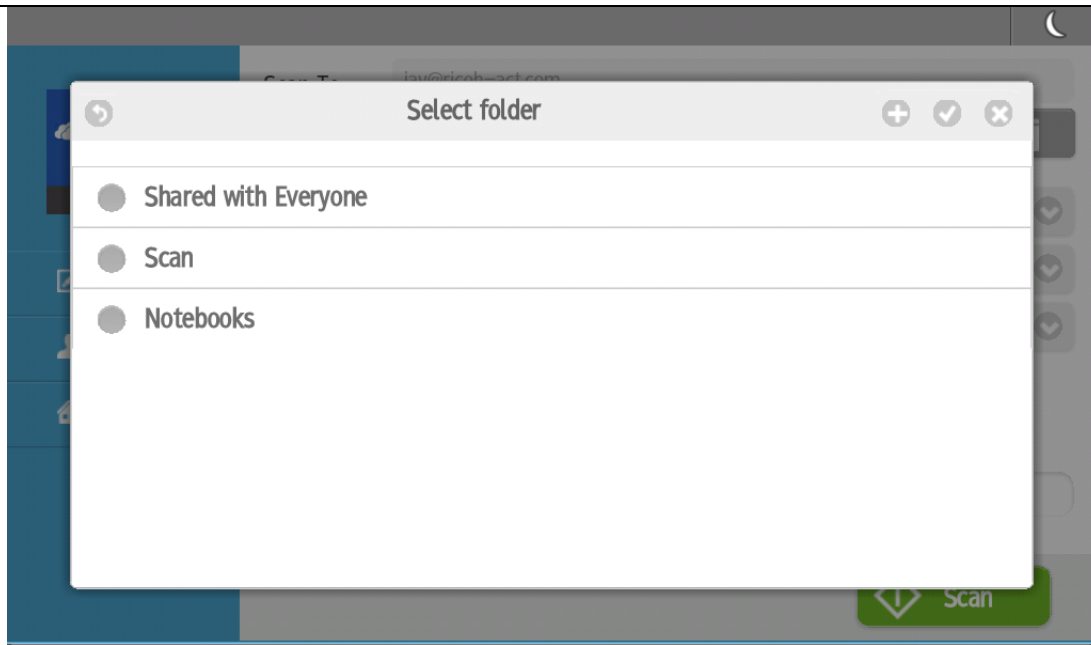
Search Filter



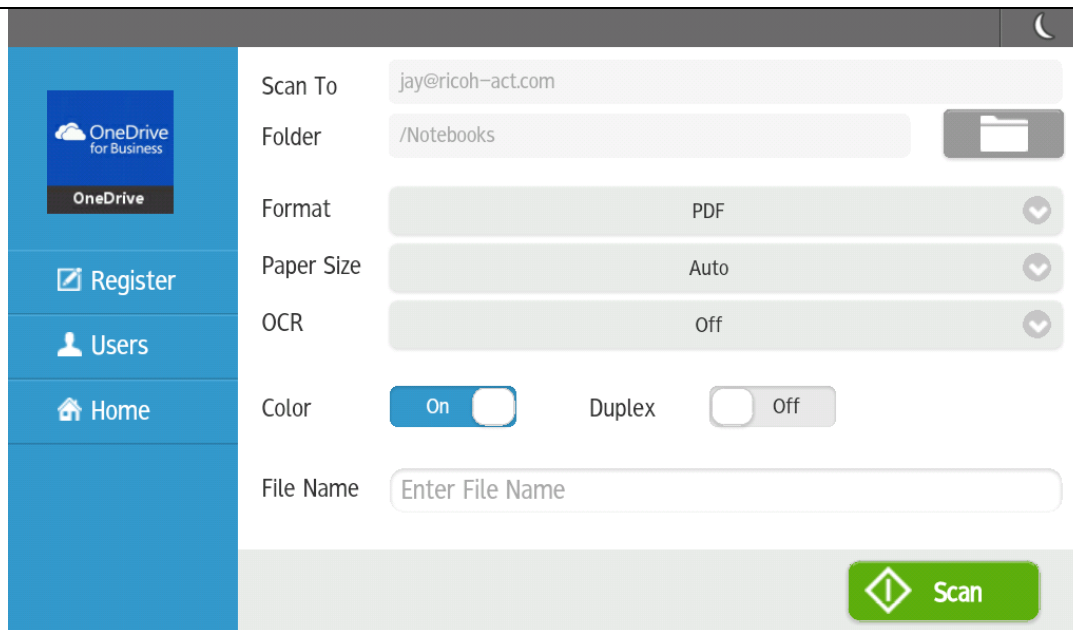
Pressing this displays soft keyboard, enter a search keyword. A filtered folder list based on this keyword is listed.



Pressing this in 'Select folder' dialog displays a new folder creation dialog box, as shown

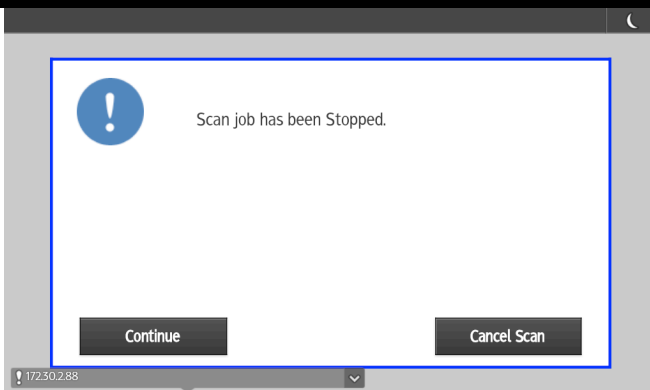


 Pressing this in Select folder dialog switches the dialog in to folder selection mode from folder browsing mode. Select the Scan folder in this view

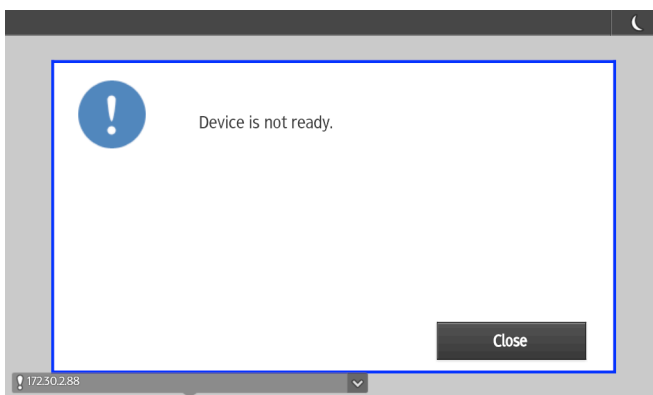


Selected folder in previous step is displayed next to the 'Folder' label.

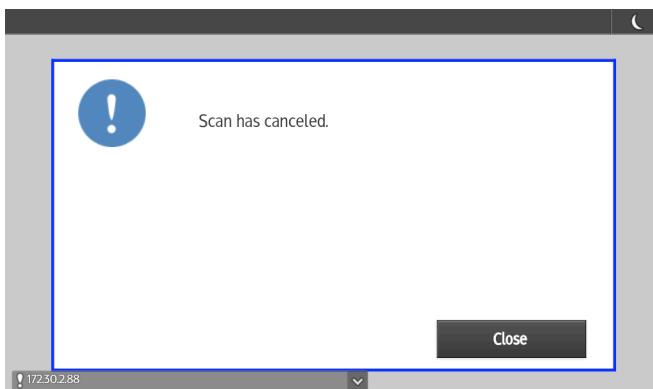
Messages During Scanning [Smart Operation Panel Only]



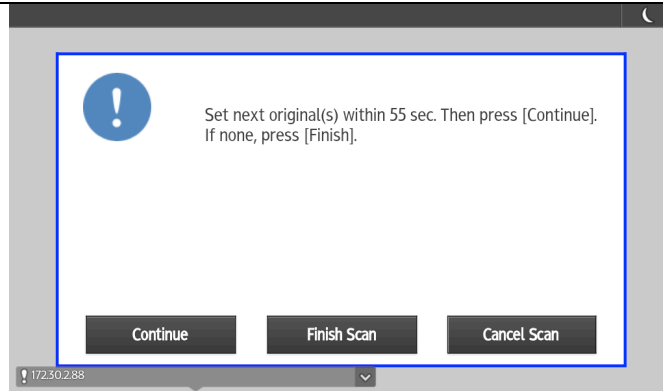
When Scanning is interrupted



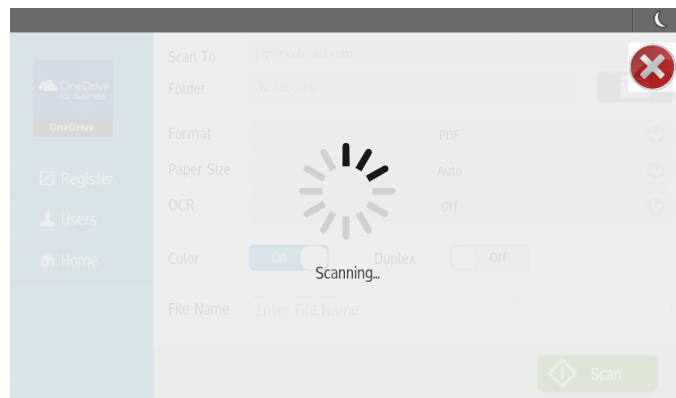
Device is not ready



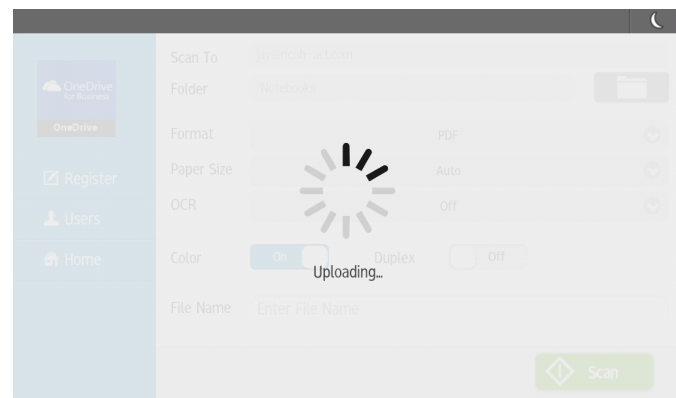
User has cancelled Scanning



Message during scanning from glass



Spinner during Scanning



Spinner during Uploading scanned image to ICE Server

6 Appendix

6.1 Scan File Name

The "Scan File Name" by default will have following format:

Scan File Format	File Name
PDF	YYYYMMDDHHMMSS_XYZ.pdf
JPG	YYYYMMDDHHMMSS_XYZabcd.jpg

YYYYMMDDHHMMSS = Time Stamp based on MFP device

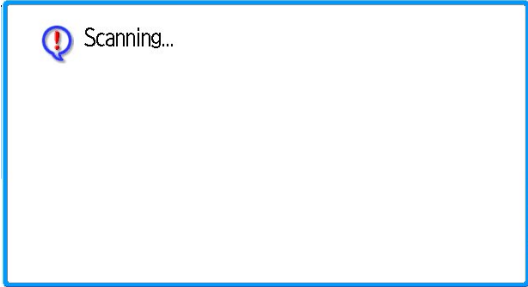
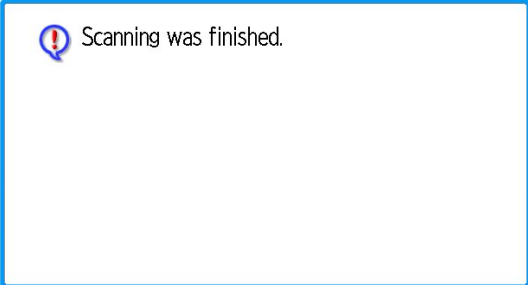
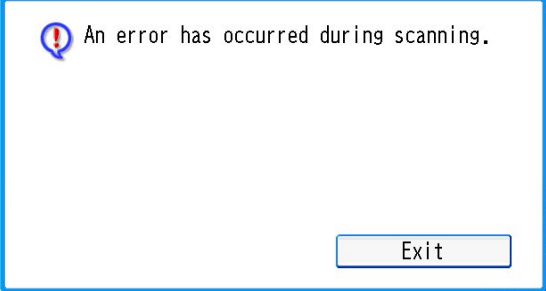
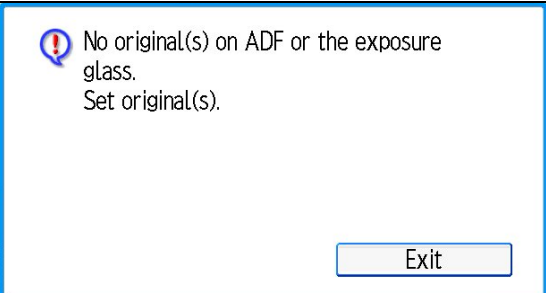
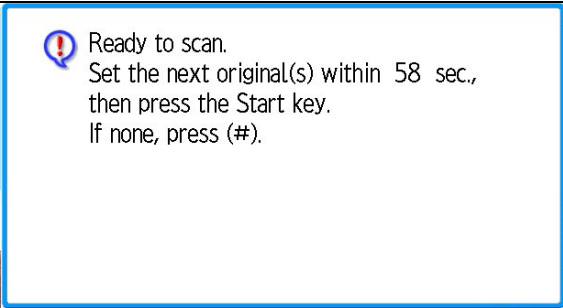
XYZ = 3 digit Random Number

Abcd = Counter, Starting from 0001 **[If multiple pages are scanned with the Scan File Format set as JPG, for each page, one JPG file will be generated, also if OCR is selected, a separate OCR files is generated for each page scanned.]**

OCR File Format	File Name
PDF	Scan Image file name _OCR_a.pdf Example: 1. YYYYMMDDHHMMSS_XYZ_OCR_a.pdf 2. YYYYMMDDHHMMSS_XYZabcd_OCR_a.pdf
Word	Scan Image file name _OCR.docx Example: 1. YYYYMMDDHHMMSS_XYZ_OCR.docx 2. YYYYMMDDHHMMSS_XYZabcd_OCR.docx
Text	Scan Image file name _OCR.txt Example: 1. YYYYMMDDHHMMSS_XYZ_OCR.txt 2. YYYYMMDDHHMMSS_XYZabcd_OCR.txt
Excel	Scan Image file name _OCR.xlsx Example: 1. YYYYMMDDHHMMSS_XYZ_OCR.xlsx 2. YYYYMMDDHHMMSS_XYZabcd_OCR.xlsx

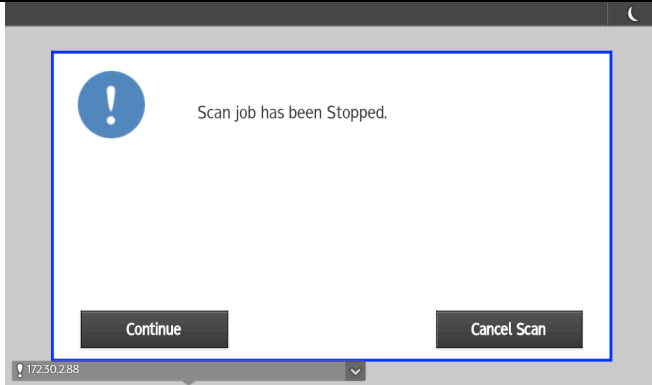
Note: If the user enters a 'File Name' in the scan settings screen, 'YYYYMMDDHHMMSS_XYZ' will be replaced by user entered name.

6.2 Messages related to Scanning

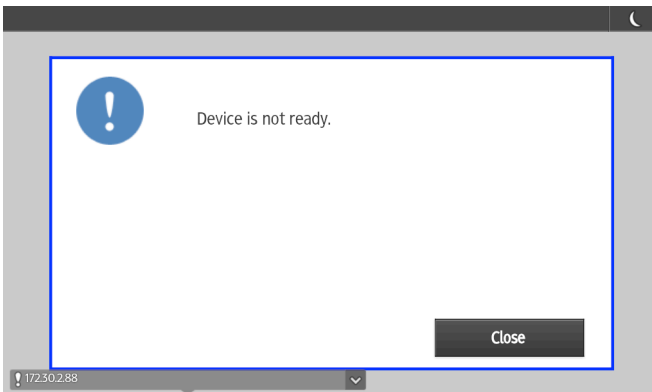
Message	Condition
 <p>Scanning...</p>	<p>While Scanning in progress. This message is displayed.</p>
 <p>Scanning was finished.</p>	<p>This message is displayed momentarily, when scanning is finished.</p>
 <p>An error has occurred during scanning.</p> <p>Exit</p>	<p>If any device error occurs during scanning. This message is displayed.</p>
 <p>No original(s) on ADF or the exposure glass. Set original(s).</p> <p>Exit</p>	<p>This screen is displayed when no paper is inserted in ADF or on the platen glass.</p>
 <p>Ready to scan. Set the next original(s) within 58 sec., then press the Start key. If none, press (#).</p>	<p>When scanning is done from the platen glass the user is prompted to insert the next sheet of paper, or to complete the scan job by pressing the (#) button.</p>

Messages During Scanning [Smart Operation Panel Only]

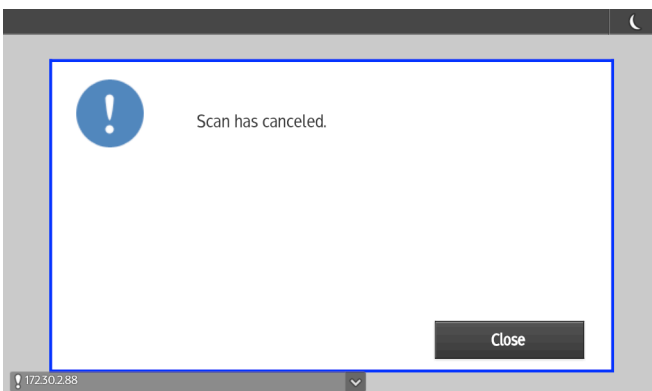
Screenshots show some of the messages during scanning.



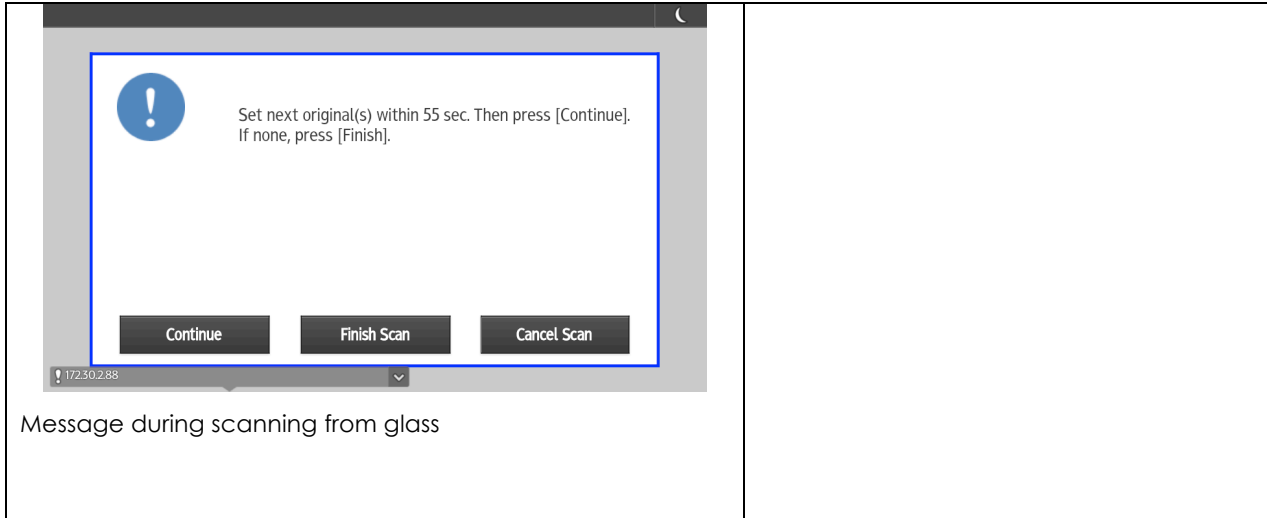
When Scanning is interrupted



Device is not ready



User has cancelled Scanning



Message during scanning from glass

6.3 Scan to OneDrive for Business Application Limitations

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP user gets notification only related to the transfer of the scanned image from the MFP to the application server.
2. Refresh tokens are good for maximum of 90 days. This is a limitation of OneDrive for Business service. Due to this registered users will be deleted if the refresh tokens are invalid.

User need to re-register to use the application.

7 Notes:

Please use this page, and the following page, for future reference information.
