Business

Connector for OneDrive for Business

Application for your Konica Minolta MarketPlace

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OVERVIEW

The Connector for OneDrive for Business application allows you to directly access OneDrive for Business, Microsoft's solution for storing, sharing, and syncing work files in the cloud that is an integral part of Office 365. With this application, you can scan files into OneDrive for Business, print files from OneDrive for Business, and perform basic file and folder operations - all at the MFP. This application also features a finger-swipe touch control interface, maximizing your productivity at the MFP.

This guide provides step-by-step instructions on how to use the application. To begin, access the application from your MFP's control panel by tapping on the MarketPlace icon; then tap the Connector for OneDrive for Business icon on the Konica Minolta MarketPlace home screen.

Connector for OneDrive for Business icon

CONFIGURING THE APPLICATION

You can configure the application by using the Konica Minolta MarketPlace App Manager. When entering the App Manager, you will be asked to supply your Konica Minolta MarketPlace credentials (user name and password). Enter credentials in the available fields; then tap on the Login button.

To configure the application, tap on the Settings button next to the Connector for OneDrive for Business listing. You can do the following:

Manage Settings Information

Choose whether or not to stay logged in using the Allow Keep Logged In drop-down list. This allows for single sign-on; with this feature enabled, users who have been authenticated at the MFP will not have to also enter their log-in credentials for OneDrive for Business. Instead, only one login is required to access the Connector for OneDrive for Business application. If you specify "No" here, you will not be able to change this setting in the application's Settings screen. You can also specify whether to Allow Keep Logged in for Public User.
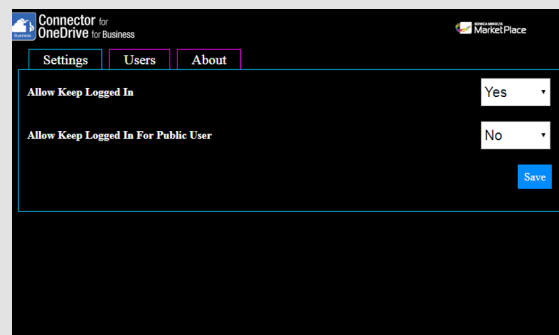
Tap on the Save button when you are done.

View User Information
On the Users tab, administrators can view a list of registered MFP users. To free up disk space, you can use this screen to delete users.
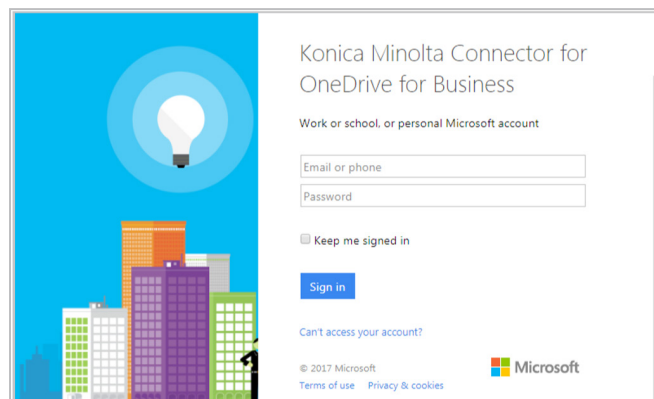

View Application Information
On the About tab, you can view information about the application.

SIGNING INTO THE APPLICATION

When you first access the Connector for OneDrive for Business application, you will be asked to log into your OneDrive for Business account. After you have entered your Microsoft account's username (email or phone number) and password, you can also specify whether to keep signed in to your account. Tap on the Sign in button to log in. The Log In screen resembles the following illustration:

USING THE APPLICATION

Using The Menu Icons

The Connector for OneDrive for Business application includes tool bar icons at the right-hand side of the screen that allow you to configure settings, view MFP user information, and log out of the application.
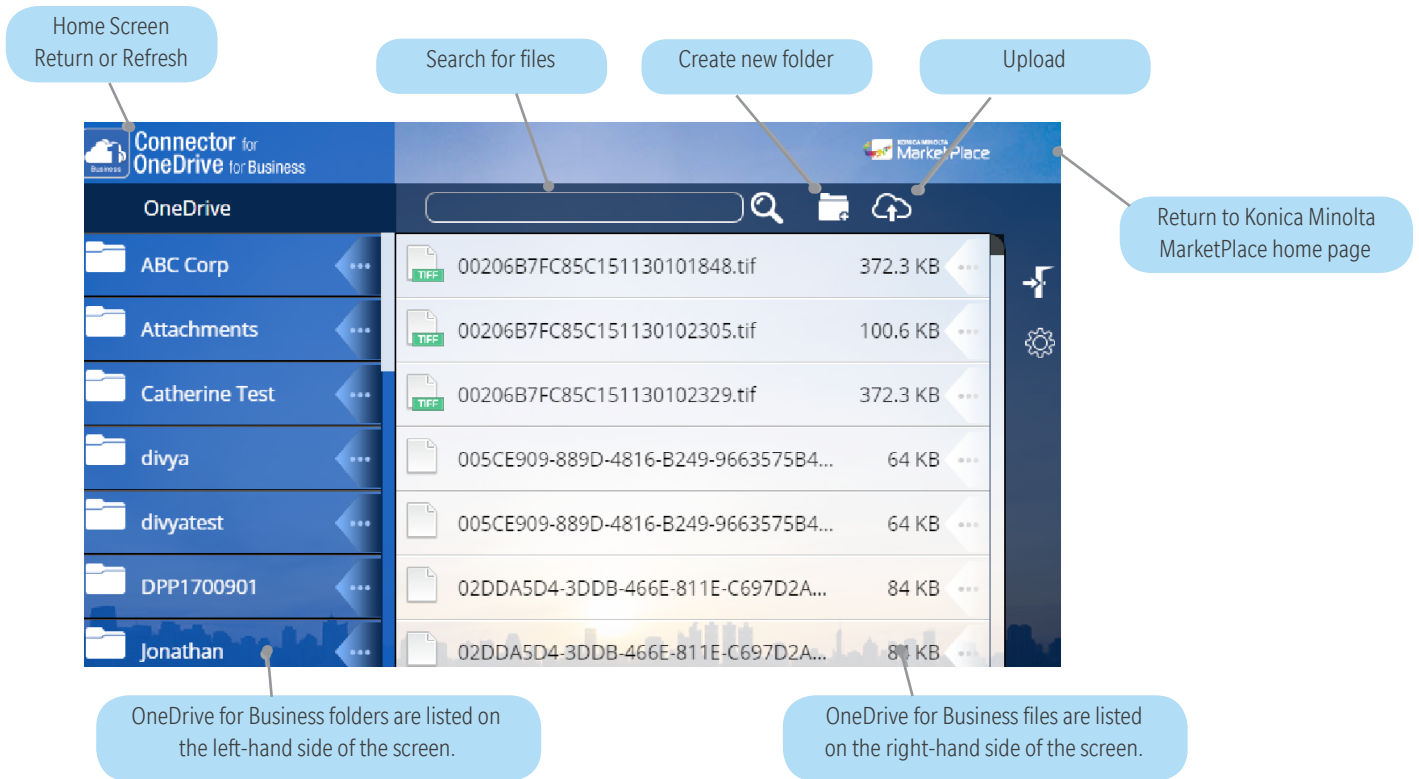
Tap on this icon to log out of the application.

Tap on this icon to configure default settings for the application. A pop-up screen will appear. To keep the user logged in by default, select **Yes**. To require the user to log in each time, select **No**.

Getting Started

Once logged in, the application's Home screen will appear, displaying your OneDrive for Business folders and files.

Home Screen Return or Refresh

Search for files

Create new folder

Upload

Return to Konica Minolta MarketPlace home page

OneDrive for Business folders are listed on the left-hand side of the screen.

OneDrive for Business files are listed on the right-hand side of the screen.

By tapping on or swiping the arrow on the files and folders listed, you can access additional functionality. You can also tap on the scroll bar or finger swipe the screen to scroll through folders and files.

## Working With OneDrive for Business Folders

You can do the following:

1. Create a new folder or sub folder by tapping on the Create New Folder icon. The New Folder pop-up screen will appear, as in the following illustration:
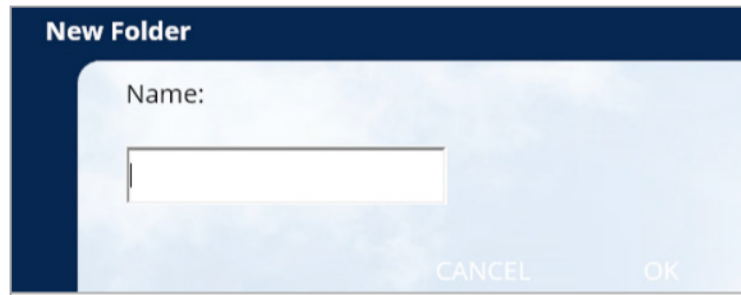
-   Enter a name for the new folder in the Name field; then tap on OK. The new folder will appear in the Folder area.

2. View a folder's contents by tapping on the folder name. You can navigate around folders by tapping on the Previous arrow that appears.

3. View a list of actions that you can perform on the folder by swiping or tapping on a folder's arrow. Swiping or tapping on the arrow again will hide those options.


Cut   Copy   Delete
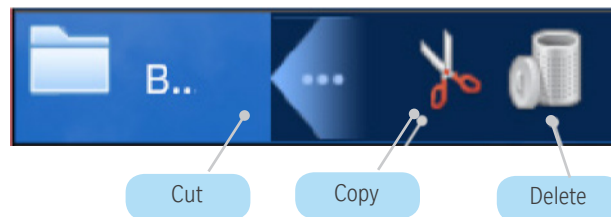
-   To move a folder, tap on the Cut or Copy icon. A pop-up screen will appear, allowing you to choose where to move the folder. Tap on a folder to move the original folder into; then tap MOVE.
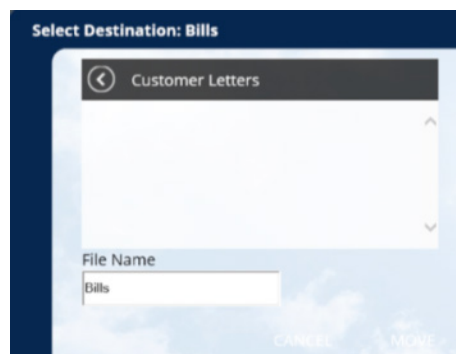
- To delete a folder from OneDrive for Business, tap on the Delete icon. A message will appear, asking you to confirm the delete operation.

4. Rename a folder by pressing and holding down on the folder name. The Rename pop-up screen will appear, as in the following illustration:
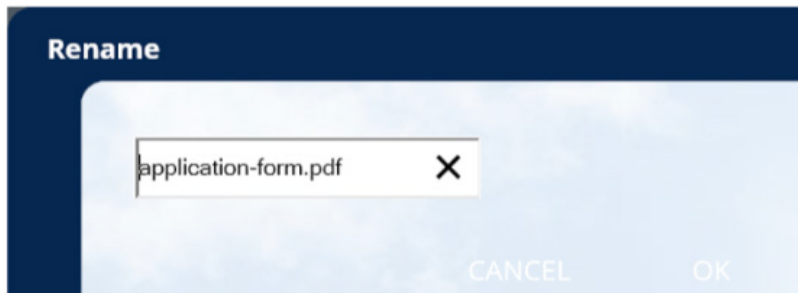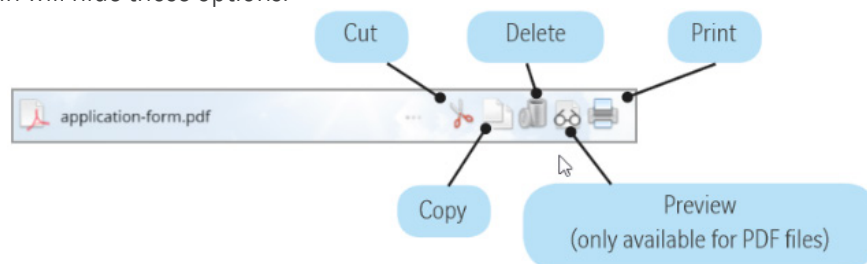

- Enter a new name for the folder in the blank field provided; then tap on the OK button.

Working With OneDrive for Business Files

You can do the following:

1. View a list of actions that you can perform on the file by swiping or tapping on a file's arrow. Swiping or tapping on the arrow again will hide those options.


- To move or copy a file, tap on the Cut or Copy icon. A pop-up screen will appear, helping you choose which folder to move the file into. Choose a folder to move the file into; then tap on the MOVE or COPY button.
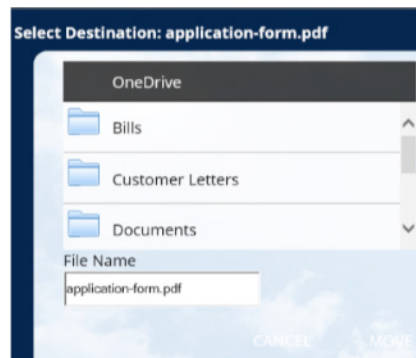
- To delete a file, tap on the Delete icon. A message will appear, asking you to confirm the delete operation.
- To print the file, tap on the Print icon. A pop-up screen will appear, which allows you to specify print options, such as number of copies, stapling, one-sided/two-sided, hole punch, color or B/W, collating, and collating/grouping; then tap on the Print button when you are done.
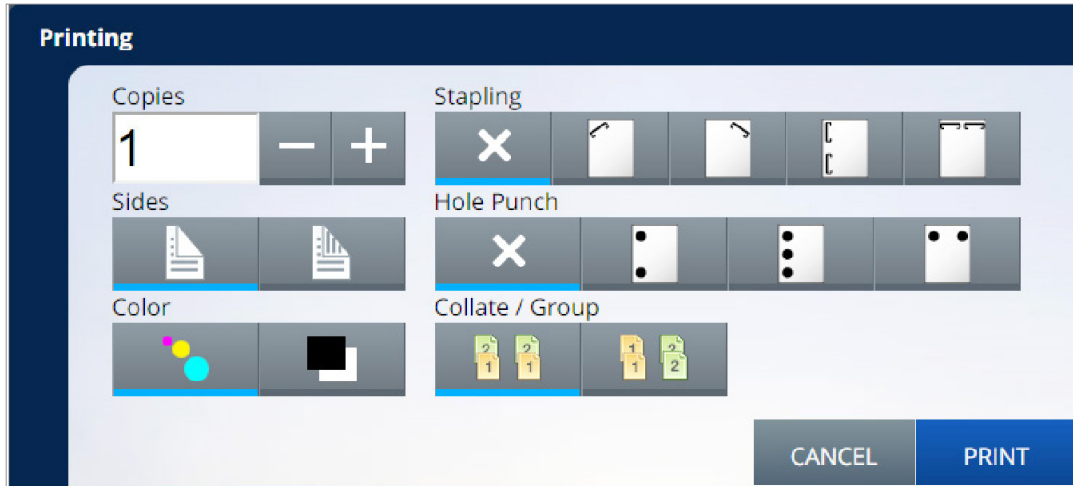
Note: If you are having problems printing a specific file (of any supported document format), try using the PageScope Web Connector Direct Print feature to print the file. If the problem persists, contact your Konica Minolta representative with the file at issue.

- This application allows you to print the following types of files: PDF (Portable Document Format); XPS (XML Paper Specification); TIF (Image format); JPG (Image format); DOCX (Office Open XML Text Document); XLSX (Office Open XML Spreadsheet Document).
- To view a PDF file, tap on the Preview icon. You can choose to print, view, or save the file in the MFP's User Box. Please note that PDFs over 5 MB may not be able to be previewed.

2. Rename a file by pressing and holding down on the file name. The Rename pop-up screen will appear, as in the following illustration:
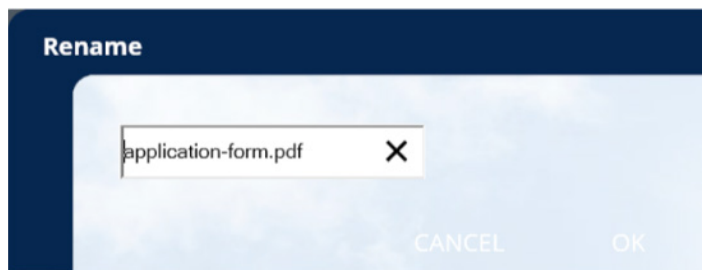
- Enter a new name for the file in the blank field provided; then tap OK.

Uploading Documents To OneDrive for Business

To scan a file into OneDrive for Business, tap on the Upload icon. The File Upload pop-up screen will appear, as in the following illustration:
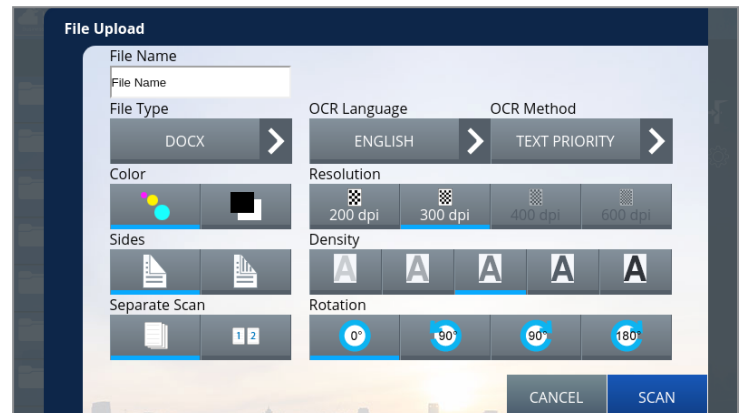

1. On this screen, you can do the following:

   • Choose scan settings:

     — **File Type.** Swipe or tap on the arrow button to choose from a list of supported file types (PDF, Compact PDF, Searchable PDF, TIFF, XPS, Compact XPS, JPG, DOCX or XLSX).

     — **Resolution.**

     — **Color.** Color or black/white.

     — **Density.**

     — **Sides.** One-sided or two-sided.

     — **Rotation.** 0°, 90° Left, 90° Right, 180°.

     — **OCR Language.**

     — **OCR Method.**

OCR Language & Method options will be shown when you select a file type that uses OCR. OCR Language determines which OCR dictionary to use. OCR Method is used for DOCX and XLSX files to determine text or image priority when during the scan process.

     — **Separate Scan.** If you are scanning a document with a large number of sheets, use the separate scan option to compile multiple scan jobs into one file. This feature only appears on MFPs with firmware that supports IWS 2.5.5.

   • Specify a name for the uploaded file in the File Name field.

2. Tap on the SCAN button when you are done.

3. The uploaded file will appear in OneDrive for Business once the scan/upload operation is complete.

   Note: If you receive a "Job Failed" error when scanning a large file (high-resolution, etc.), you should change the length of time until a connection with the server times out. On the MFP, go to screen 3 of WebDAV Client Settings (System Settings > Admin Settings > Network Settings > WebDAV Settings > WebDAV Client Settings) to change the Connection Timeout value. The range is 5 to 300 seconds.

File Size Limitations

If you attempt to upload a file that is greater than 100 MB, you will receive an error. This limit is imposed by Microsoft.

Searching for Files

To search for files, enter characters into the Search field; then tap on the Search icon. To release the filter, tap on the X icon.