Integrated Cloud Environment
Google Apps for Work Drive
User’s Guide

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1 Preface

This guide provides the details on how to use the Integrated Cloud Environment Google Apps for Work Drive 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 Google Apps for Work Drive Integrated Cloud Environment Application
   This section contains step-by-step instructions on how to scan and print documents using the Integrated Cloud Environment Google Apps for Work Drive 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).
This page intentionally left blank to allow for duplex printing.
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

<table>
<thead>
<tr>
<th>Application</th>
<th>ICON</th>
<th>Feature Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Apps for Work Drive</td>
<td><img src="image" alt="Google Drive" /></td>
<td><strong>Scan to Google Apps for Work Drive</strong> allows you to send hardcopy documents to your Google Apps for Work Drive account. It supports OCR, PDFA, Text, Word, and Excel formats. It also supports printing documents from your Google Apps for work Drive account. <strong>Default Scan Folder: Scan2GoogleDrive</strong></td>
</tr>
</tbody>
</table>


3 Google Apps for Work Configuration

3.1 Google Apps for Work Configuration in Admin Console

Step 1: Login to Google Apps for work Admin Console:

URL: https://admin.google.com and login with Google Apps for Work administrator’s account

Select ‘Security’ in this screen
**Step 2:** In 'Security'. Select 'Advanced Settings'
Step 3: In ‘Advanced Settings’. Select ‘Manage API client access’
**Step 4:** In “Manage API client access”, input service account’s Client ID and four API scopes. Press ‘Authorize’.
For Client ID and scopes, please copy and paste the following:

**Client ID:**

299068203810-0au0k4tgeur32gra0lvsbrfnfmvfg8qp.apps.googleusercontent.com

**API Scopes:**

3.2 Google Apps for Work 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’ -> Google Apps Drive -> Google Apps Configuration

Enter

1. GoogleApps Domain
2. GoogleApps Administrator Email address

Note: Before the above step, you need to complete the configuration in GoogleApps administration console, as described in previous section.

Press ‘Verify’ to verify the validity of Domain and administrator email address. Once the verification successful, press ‘Apply’ button.
Step 3: Select ‘Settings’ -> Google Apps Drive -> Users Configuration

Click on to synchronize users from Google directory.
Step 4: MFP User ID and Google Account mapping

Click on to export User list

Click on 'Export Data'. This will save a CSV file. Open CSV file.
Add MFP userLoginID in column A which associates to Google ID.

Save the file.

**Step 5:** In GoogleApps User Configuration click on ![Browse icon](image) to import CSV file saved above.

Click on ‘Browse‘ to select the file
Click on ‘Open’

Click on ‘Import’
User Import result is displayed.

Result of updated User list based on User List import.
4 Google Apps for Work Drive

4.1 Google Apps for Work Drive Screens and Operations

This section provides an overview of the Google Apps for Work Drive 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 Google Drive icon to access the Google Apps for Work Drive application.
4.2 MFP Device Authentication Disabled Workflow

**MFP Device Authentication Disabled Workflow**

**User List Screen**

When MFP Device authentication is disabled, this screen is displayed. This screen lists all the users in Google Apps for Work account. Select your Google Account in this screen. After selecting the user Scan Setting Screen is displayed.

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

**Search**: Search Users by Email or First Name or Last Name. Select Email or First Name or Last Name to select search criteria.
After Selecting user in User List screen, the Scan setting screen is displayed.

Setting the Scan Workflow
The following Settings are available:
1. Mode: Color or B&W
2. Scan File Format: PDF
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.
4. File Name: Max Chars (32)

Home: Return to Main Menu screen [Application List].
Scan: Scan documents to Google Apps for Work Drive [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 Google Apps for Work Drive™. 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.
4.3 **MFP Device Authentication Enabled with Card Authentication Package (CAP) Workflow**

Login to MFP using your access card or by pressing ‘Login’ button and entering your login User name and password as shown below.

Enter ‘Login User Name’
Enter 'Login Password'

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 Google Drive icon to access the Google Apps for Work Drive application.

Select a Google account to associate with your MFP login credential

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

Search: Search Users by Email or First Name or Last Name. Select Email or First Name or Last Name to select search criteria.
Check your google account email to confirm user association

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

Follow instructions in the email to complete User association to Google Account
After user association is complete, next logs in to MFP and Press on the [ icon to access the Google Apps for Work Drive application from ICE Portal, Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

1. Mode: Color or B&W
2. Scan File Format: PDF
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.
4. File Name: Max Chars (32)
**Home:** Return to Main Menu screen [Application List].

**Scan:** Scan documents to Google Apps for Work Drive [The 'Start' key can also be used to initiate scanning].

**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 Google Apps for Work Drive™. 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.
4.4 Scan to GoogleDrive Default Scan Folder

Default Scan Folder: Scan2GoogleDrive

Note: Devices which support Smart Operation Panel, user can browse and select a specific folder as scan destination folder.
5 Scan to Google Apps for Work Drive Smart Operation Panel

5.1 MFP Device Authentication Disabled Workflow

This section provides an overview of the Scan to Google Apps for Work Drive application and its operation on a Smart Operation panel supported devices.

### MFP Device Authentication Disabled Workflow

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

Integrated Environment application portal is displayed. Press on 'Google Drive' ICON.
Select a User from this list. List displays users from Google Directory.
Following Settings are available:

1. Mode: Color or Grayscale
2. Scan File Format: PDF
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 users obtained from Google Directory.

**Scan:** Scan documents to Google Apps for Work Drive

**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 Google Apps for Work Drive. If filename is not entered filename with Time stamp and 3 digit random number is created. See Appendix for details.
5.2 MFP Device Authentication Enabled with Card Authentication Package (CAP) Workflow

Touch the IC card to the reader to login.

Log In Using Keyboard

Change Language | English

Touch the card to login or touch on 'Log In Using Keyboard' to login
Touch User Name field to enter User Name with Soft keyboard

Enter User Name & press 'Done'
Enter password & press ‘Done’

Touch ‘Login’ button to login to Multi function device
Select ICE Shortcut ICON from home screen, this will display ICE Portal.

Integrated Environment application portal is displayed. Press on "Google Drive" ICON.
MFP User ID not associated to Google ID

When MFP Log in user not associated to Google ID, above screen is displayed. Select your Google ID from this screen.

An email is sent to your Google ID. Please check email to complete MFP User ID to Google ID association. Once this step is complete, when you login to MFP, you will be able to access Scan and Print functions in Google Apps for work Drive application.
Follow instructions in the email to complete User association to Google Account
MFP User ID associated to Google ID

Following Settings are available:

1. Mode: Color or Grayscale
2. Scan File Format: PDF
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]
Scan: Scan documents to Google Apps for Work Drive

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 Google Apps for Work Drive. If filename is not entered filename with Time stamp and 3 digit random number is created. See Appendix for details.
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**
  - Scan job has been stopped.

- **Device is not ready**
  - Device is not ready.

- **User has cancelled Scanning**
  - Scan has canceled.
Message during scanning from glass

Spinner during Scanning

Spinner during Uploading scanned image to ICE Server
6 Google Apps for Work Drive Print Workflow

6.1 Google Apps for Work Drive Print Workflow Smart Operation Panel Screens and Operations

This section provides an overview of printing documents from Google Apps for Work Drive using Smart Operation panel. This feature is available only on devices which support Smart Operation Panel and Browser NX.

Screen Shot

Select ICE Shortcut ICON from home screen, this will display ICE Portal.

Integrated Environment application portal is displayed. Press on 'Google Drive' ICON.
Select ‘Print’ Tab

**Note:** If the user is selecting ‘Print Tab’ for the very first time, a PIN is sent to the user through Email. If the user selects ‘Print’ Tab next time, PIN is not emailed. User is expected to remember the PIN or create a new PIN using ‘Forgot PIN’ button.

**Cancel:** Return to ‘Scan’ Tab

**Forgot PIN:** User can request a new PIN

**Submit:** Pressing this after entering PIN will validate the user and displays ‘Print’ screen
Sample Email showing Print PIN

Following Settings are available:

1. Copies: 1-999
2. File: Browse and Select file to be printed.
3. Duplex: One Sided, Open to Left, Open to Top
5. Color: On/Off
6. Staple: On/Off

Home: Return to Main Menu screen [Application List]

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

Print: Print selected document

Pressing ICON displays file selection dialog box
**Search:** Enter filename to Search

In this screen user can browse and select files or use ‘Search’ option to find and select files.

**Sample Search Result**
After selecting the file, touch on ‘Print’ button to print. After downloading the file from Google Apps for Work Drive, document will be printed.
Forgot PIN

Step 1

User can press ‘Forgot PIN’ to create a new PIN.

Step 2

Enter your google account email address.

Note: Some PDF files generated by Google Drive may not be compatible for printing.
Step 3

A new PIN is sent to the User’s email address. Enter the new PIN to access the Print workflow.
### 7 Appendix

#### 7.1 Scan File Name

The “Scan File Name” by default will have following format:

<table>
<thead>
<tr>
<th>Scan File Format</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>YYYYMMDDHHMMSS_XYZ.pdf</td>
</tr>
</tbody>
</table>

YYYYMMDDHHMMSS = Time Stamp based on MFP device  
XYZ = 3 digit Random Number

<table>
<thead>
<tr>
<th>OCR File Format</th>
<th>File Name</th>
</tr>
</thead>
</table>
| PDF            | Scan Image file name _OCR_.pdf  
Example:  
1. YYYYMMDDHHMMSS_XYZ_OCR_.pdf |
| Word           | Scan Image file name _OCR_.docx  
Example:  
1. YYYYMMDDHHMMSS_XYZ_OCR_.doc |
| Text           | Scan Image file name _OCR_.txt  
Example:  
1. YYYYMMDDHHMMSS_XYZ_OCR_.txt |
| Excel          | Scan Image file name _OCR_.xlsx  
Example:  
1. YYYYMMDDHHMMSS_XYZ_OCR_.xls |

**Note:** If the user enters a ‘File Name’ in the scan settings screen,  
‘YYYYMMDDHHMMSS_XYZ’ will be replaced by user entered name.
### 7.2 Messages related to Scanning

<table>
<thead>
<tr>
<th>Message</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Warning] Scanning...</td>
<td>While Scanning in progress. This message is displayed.</td>
</tr>
<tr>
<td>![Warning] Scanning was finished.</td>
<td>This message is displayed momentarily, when scanning is finished.</td>
</tr>
<tr>
<td>![Warning] An error has occurred during scanning.</td>
<td>If any device error occurs during scanning. This message is displayed.</td>
</tr>
<tr>
<td>![Warning] No original(s) on ADF or the exposure glass. Set original(s).</td>
<td>This screen is displayed when no paper is inserted in ADF or on the platen glass.</td>
</tr>
<tr>
<td>![Warning] Ready to scan. Set the next original(s) within 58 sec, then press the Start key. If none, press ( # ).</td>
<td>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.</td>
</tr>
</tbody>
</table>
Messages During Scanning [Smart Operation Panel Only]

When Scanning is interrupted

Device is not ready

User has cancelled Scanning

Screenshots show some of the messages during scanning.
Message during scanning from glass

Set next original(s) within 55 sec. Then press [Continue]. If none, press [Finish].
7.3 Scan to Google Apps for Work Drive 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. In the 'Print' workflow, file selection dialog box, files which can be downloaded as PDF from Google Apps for Work Drive are listed. Google Apps for Work Drive does not support conversion of all file formats in to PDF. (Example: Office files like *.docx, *.xlsx etc)

3. Some PDF files downloaded from Google Apps for Work Drive may not be compatible with Ricoh MFP for printing. In this case printing will fail.
8 Notes:
Please use this page, and the following page, for future reference information.