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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).
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>Scan to OneDrive for Business</td>
<td><img src="image" alt="OneDrive" /></td>
<td><strong>Scan to OneDrive for Business</strong> allows you to send hardcopy documents to your OneDrive for Business account. It supports OCR, PDFA, Text, Word, and Excel formats.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Default Scan Folder: Scan</strong></td>
</tr>
</tbody>
</table>
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/RAMPSsubscriber/RAMPSsubscriber.html](https://ramp.ricoh-cloud.com/RAMP/RAMPSsubscriber/RAMPSsubscriber.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

![Sample CSV File](image)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EmailAddresses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><a href="mailto:tim@acme.com">tim@acme.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><a href="mailto:jin@acme.com">jin@acme.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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Page 13
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.

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
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.


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.

Press on ‘Register New User’ button.
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.
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

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.

![Email](image)

**Registration Code:** 10204339

1. **Copy this to the clipboard**

Please use above registration code at the following site to register your Scan To OneDriveForBusiness User ID:

![Registration URL](image)

2. **Click this link**

The above code will expire in 1 day.

If the above link does not work then please copy and paste the following in your browser:

```
https://ramp.ricoh-cloud.com/OneDriveForBusinessIX/register/authentication.jsp?
paras=35d3c31072272325d3d14b8f9bc877988a270725d9a93f119319ea4a13c30f7261f2c4773d387113a333d347349b6aff05f17d4103b61f377b85585ab07e74f63d6f6c4ff88a70d20d9a669bb1b82c2a2f67e9f1def6378c4ff3f845795e2f5a19e4eb7d54f8754b090e0dcd673d574
```

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)

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

![Image of OneDrive for Business]

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 ![folder 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
Set next original(s) within 55 sec. Then press [Continue]. If none, press [Finish].

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:

<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>
<tr>
<td>JPG</td>
<td>YYYYMMDDHHMMSS_XYZabcd.jpg</td>
</tr>
</tbody>
</table>

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.]

<table>
<thead>
<tr>
<th>OCR File Format</th>
<th>File Name</th>
</tr>
</thead>
</table>
| 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

<table>
<thead>
<tr>
<th>Message</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Image" alt="Warning" /> Scanning...</td>
<td>While Scanning in progress. This message is displayed.</td>
</tr>
<tr>
<td><img src="Image" alt="Warning" /> Scanning was finished.</td>
<td>This message is displayed momentarily, when scanning is finished.</td>
</tr>
<tr>
<td><img src="Image" alt="Warning" /> An error has occurred during scanning.</td>
<td>If any device error occurs during scanning. This message is displayed.</td>
</tr>
<tr>
<td><img src="Image" alt="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><img src="Image" alt="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>
<tr>
<td>Messages During Scanning [Smart Operation Panel Only]</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>When Scanning is interrupted</td>
<td></td>
</tr>
<tr>
<td><img src="image1.png" alt="Screenshot" /></td>
<td></td>
</tr>
<tr>
<td><img src="image2.png" alt="Screenshot" /></td>
<td></td>
</tr>
<tr>
<td>Device is not ready</td>
<td></td>
</tr>
<tr>
<td><img src="image3.png" alt="Screenshot" /></td>
<td></td>
</tr>
<tr>
<td><img src="image4.png" alt="Screenshot" /></td>
<td></td>
</tr>
<tr>
<td>User has cancelled Scanning</td>
<td></td>
</tr>
<tr>
<td><img src="image5.png" alt="Screenshot" /></td>
<td></td>
</tr>
<tr>
<td><img src="image6.png" alt="Screenshot" /></td>
<td></td>
</tr>
</tbody>
</table>

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].
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.