

RICOH

Smart Integration

Office 365 Package

User Guide

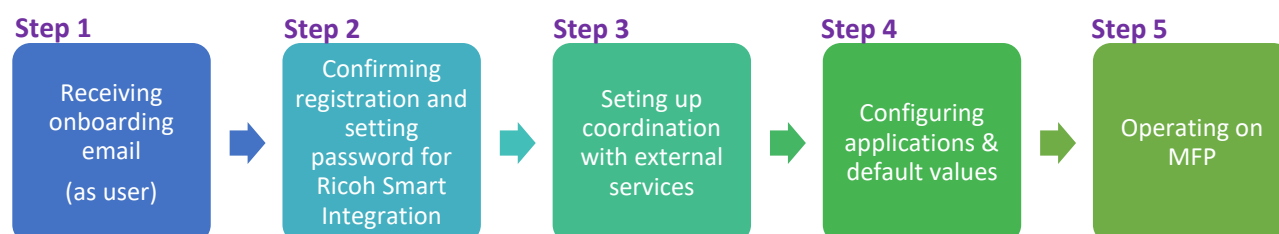
RICOH
imagine. change.

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1. Preface

This guide provides the details on how to use RICOH Smart Integration Office 365 package on Ricoh MFPs. The below illustration is a high-level flow chart for users to start using applications.



Prerequisite

- User registration by the administrator of your tenant is required.
- You need to have a cloud service account from Microsoft to use this package.

About This Guide

This guide is divided into following primary sections:

○ Introduction

This section provides the basic understanding of features of the package.

○ Getting started (Step 1 – Step 3)

This section describes how to activate your account and how to set up service Coordination with 3rd party cloud service account.

○ Configuring applications & default values (Step 4)

This section contains step-by-step instructions on how to configure settings related to the apps in this package.

○ Operation of application (Step 5)

This section contains step-by-step instructions on how to operate the apps in this package.

○ Appendix

Product limitation, etc

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

2. Introduction







What is RICOH Smart Integration?









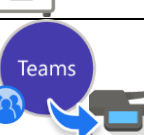

RICOH Smart Integration is a platform which provides cloud-based apps and workflow integration. It connects your multifunction printer (MFP) to external cloud services, enabling you to work smarter and increase productivity.

What is RICOH Smart Integration Package for Office 365?

RICOH Smart Integration Package for Office 365 is a suite of applications developed on RICOH Smart Integration platform. It enables users to easily scan and print documents from Office 365 storage and also enables users to send scanned documents using his/her Outlook email address on MFP operation panel.

Apps in the package

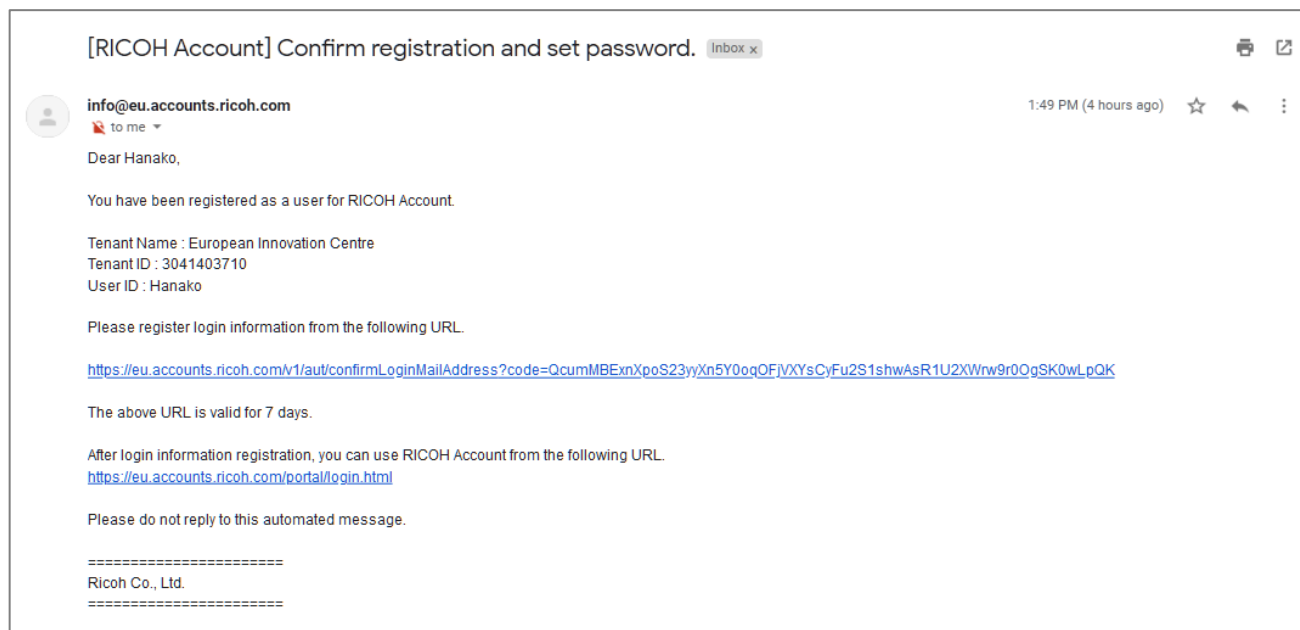
Application	Icon	Feature Description
Scan to Microsoft OneDrive		You can scan directly to a specific folder in Microsoft OneDrive for Business that is specified by your administrator to be shared among your organization.
Scan to My Microsoft OneDrive		You can scan directly to a specific folder in your Microsoft OneDrive for Business.
Print from Microsoft OneDrive		You can print directly from a specific folder in Microsoft OneDrive for Business that is specified by your administrator to be shared among your organization.
Print from My Microsoft OneDrive		You can print directly from a specific folder in your Microsoft OneDrive for Business.
Scan via Outlook Online		You can send scanned documents via Outlook Online that is specified by your administrator to be shared among your organization. (Sender email address is Outlook address shared among your organization and recipient is specified by you.)
Scan via My Outlook Online		You can send scanned documents via your personal Outlook Online. (Sender email address is your personal Outlook address and recipient is specified by you.)

Print from Outlook Online		You can print email from Outlook Online that is specified by your administrator to be shared among your organization. You can print both email body and email attachment.
Print from My Outlook Online		You can print email from your personal Outlook Online. You can print both email body and email attachment.
Scan to SharePoint Online		You can scan directly to SharePoint to various SharePoint sites and sub sites that is specified by your administrator to be shared among your organization.
Scan to My SharePoint Online		You can scan directly to SharePoint to various SharePoint sites and sub sites to which user has access to.
Print from SharePoint Online		You can print directly from various SharePoint sites and sub sites that is specified by your administrator to be shared among your organization.
Print from My SharePoint Online		You can print directly from various SharePoint sites and sub sites to which user has access to.
Scan to Microsoft Teams		You can scan directly to Files in Teams that is specified by your administrator to be shared among your organization.
Scan to My Microsoft Teams		You can scan directly to Files in Teams sites to which user has access to.
Print from Microsoft Teams		You can print directly to Files in Teams that is specified by your administrator to be shared among your organization.
Print from My Microsoft Teams		You can print directly to Files in Teams sites to which user has access to.

3. Getting started (Step 1 – Step 3)

Receiving registration email (Step 1)

After the administrator registers your user information, you will receive a confirmation email sent by info@eu.accounts.ricoh.com as the first step. In this email you are prompted to confirm your User ID and set your password.



Setting password for Ricoh Smart Integration (Step 2)

Please access to the site in the email above and enter the required field then save.

If you use your Microsoft Office 365 account as your Ricoh Smart Integration credential please click 'Sign in with Office 365 Account'.

RICOH
Login Information Registration

Login Information Registration

Log in with password
*Mandatory field

User ID

Email Address

Given name*

Family name*

Password ⓘ*

Password (Confirm)*

Registration

Log in with external service account

Sign in with Office 365 Account

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Microsoft

Pick an account

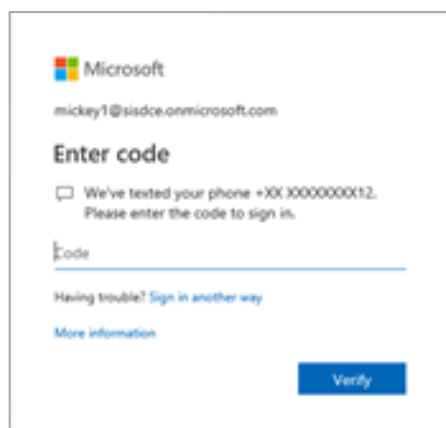
[Redacted account name]

[Redacted account name]

[Redacted account name]

Use another account

If dual authentication is active on your account, you will be prompted to enter your verification PIN number. You should have received instantly an email or text message with your PIN number.



Microsoft
mickey1@sidce.onmicrosoft.com

Enter code

☐ We've texted your phone +XX XXXXXXXXX12.
Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)
[More information](#)

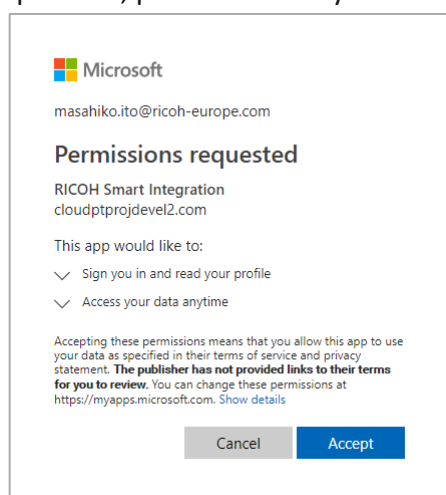
Verify

2[REDACTED]8
Use this code for Microsoft verification

From there, you will be asked to give permissions to RICOH Smart Integration to:

- Sign you in and read your profile
- Access your data anytime

These permissions are only to allow the system to interact with your Office365 account for authentication. Your data are not exploited in any other way by the system. If you have any question, please contact your IT administrator.



Microsoft
masahiko.ito@ricoh-europe.com

Permissions requested

RICOH Smart Integration
cloudptprojdevel2.com

This app would like to:

- ✓ Sign you in and read your profile
- ✓ Access your data anytime

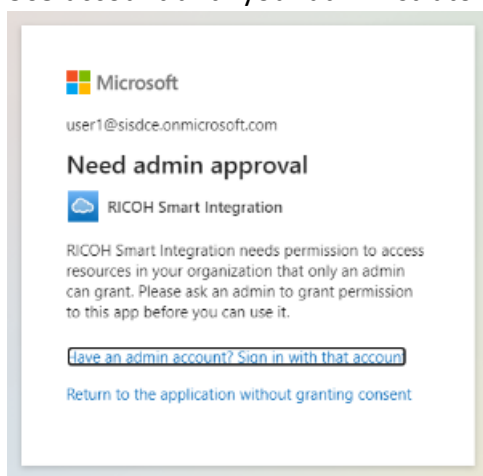
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Cancel Accept

Click on 'Accept' to grant the permissions. Your registration and activation are completed.

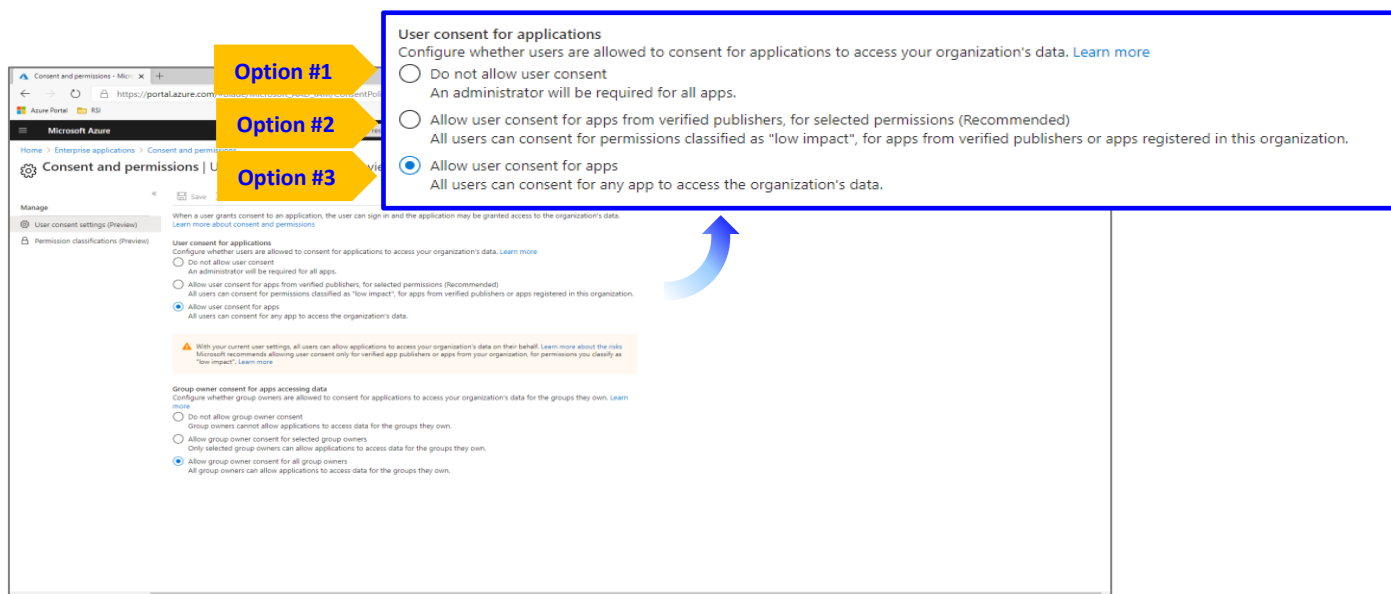
'Need admin approval' for Office 365 configuration

In case you see a message like below, you can not proceed to make a configuration with your Office 365 account until your administrator makes some changes in settings in Office 365.



Please contact the administrator to make the necessary change in Office 365, or you are the administrator of Office 365 please refer to the following information.

'Need admin approval' message comes up in case the following option #1 or #2 is selected in Consent and permissions setting in Office 365.



In order for general users to proceed to make configuration between RSI and Office 365, the administrator of Office 365 needs to do one of the followings.

- 1) To make a configuration between RSI and Office 365 first (then general users will become able to proceed to configure it afterwards)
- 2) To select Option #3 in Consent and permission setting in Office 365.

Cloud Service Configuration (Step 3)

What is Cloud Service Coordination?

Before using RICOH Smart Integration Standard Package, users need to establish OAuth with 3rd party cloud service with which user integrate with our service.

*OAuth (Open Authorization) is an open standard for token-based authentication and authorization on the Internet. It allows your account information (such as Google, Microsoft Office 365, etc) to be used by RICOH Smart Integration without exposing your password.

User Site URL (the second URL in the on boarding email)

<https://eu.accounts.ricoh.com/portal/login.html>

Login to above site using your credentials. Click on 'Application Settings (General Users)'.



Select 'External Service Connections' then click on 'Configure' for Office 365.

The screenshot shows the 'Application Settings (General Users)' page. On the left, the 'External Service Connections' menu item is highlighted. The main content area shows a table of external services. The 'Office 365' row is highlighted, and its 'Configure' button is circled. A success message 'Success' is displayed at the top of the main area.

Service Name	Coordination	Configure	Unconfigure
Box	Unconfigured	Configure	Unconfigure
Dropbox	Unconfigured	Configure	Unconfigure
Google	Unconfigured	Configure	Unconfigure
OneDrive	Unconfigured	Configure	Unconfigure
Office 365	Unconfigured	Configure	Unconfigure
Docuware	Unconfigured	Configure	Unconfigure

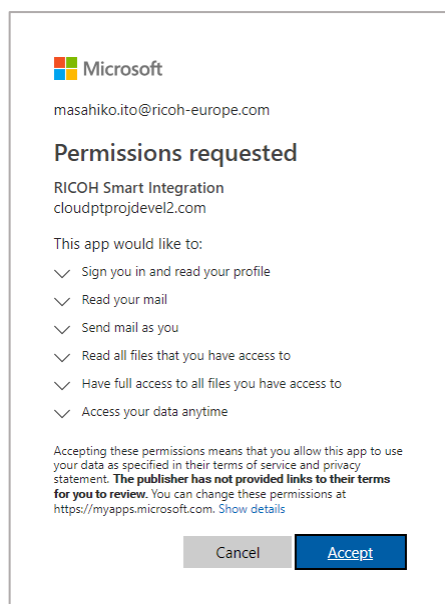
This configuration is to integrate with 'OneDrive for Business', 'Outlook Online' and 'SharePoint Online'.

Please check if your Office 365 subscription includes 'SharePoint Online' and 'OneDrive for Business'. In general the following edition supports these services, however this may differ country by country or this may change. Please check with your IT administrator for more detail.

SharePoint Online : Office 365 Business Premium / Office 365 Business Essentials

OneDrive for Business : Office 365 Business / Office 365 Business Premium / Office 365 Business Essentials

You will be asked to authenticate to Office365 to grant the Office365 services permissions. These permissions are used to interact with OneDrive for Business, Outlook Online and SharePoint Online services.



You will be asked to give permissions to RICOH Smart Integration to:

- Sign you in and read your profile
- Read your mail
- Send mail as you
- Read all files that you have access to
- Have full access to all files you have access to
- Access your data anytime

These permissions are to allow the system to interact with your Office365 account in order to pull documents to be printed and push scanned documents. Your data are not exploited in any other way by the system. In particular, your email is not read for any other purpose but displaying the information on the Ricoh Smart Integration user interface. If you have any question, please contact your IT administrator.

After accepting to grant the requested permissions, Office365 services like OneDrive for Business, Outlook Online and SharePoint Online are configured.

*Please also refer to the previous section : Need admin approval' for Office 365 configuration

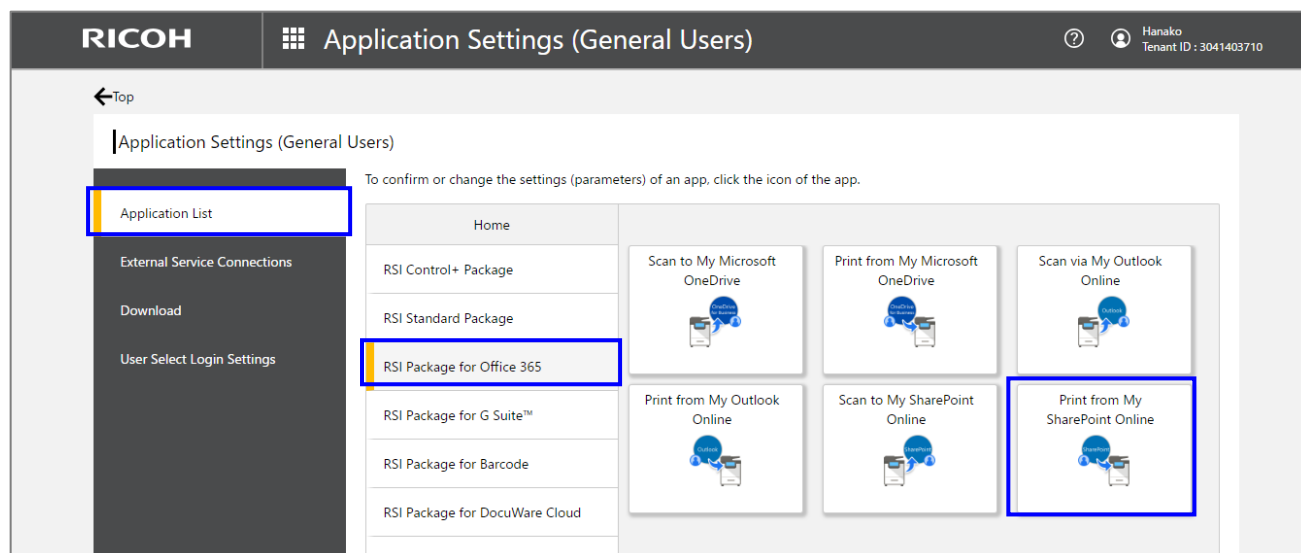
Once successful, it shows 'Configured'

The screenshot displays the 'Application Settings (General Users)' page. A green success message 'Success' is shown at the top. Below it, a table lists external service connections. The 'Office 365' service is highlighted with a blue box, showing a 'Configured' status with a checkmark. Other services like Box, Dropbox, Google, and OneDrive are listed as 'Unconfigured'.

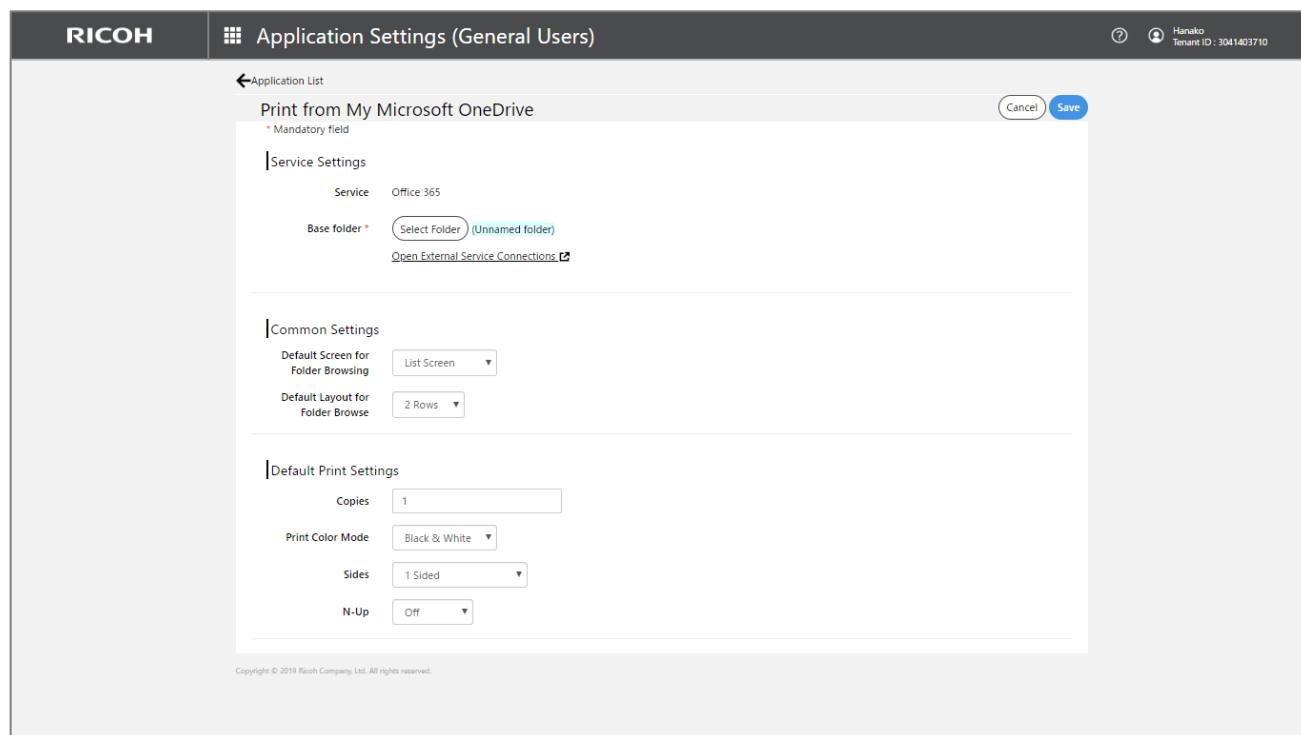
Service Name	Coordination	Configure	Unconfigure
Box	Unconfigured	Configure	Unconfigure
Dropbox	Unconfigured	Configure	Unconfigure
Google	Unconfigured	Configure	Unconfigure
OneDrive	Unconfigured	Configure	Unconfigure
Office 365	Configured ✓	Configure	Unconfigure

4. Configuring applications & default values (Step 4)

In 'Application Settings (General Users)', click on 'Standard Package' under 'Application List' and select an app in the package. This will display a page where all necessary parameters can be configured.



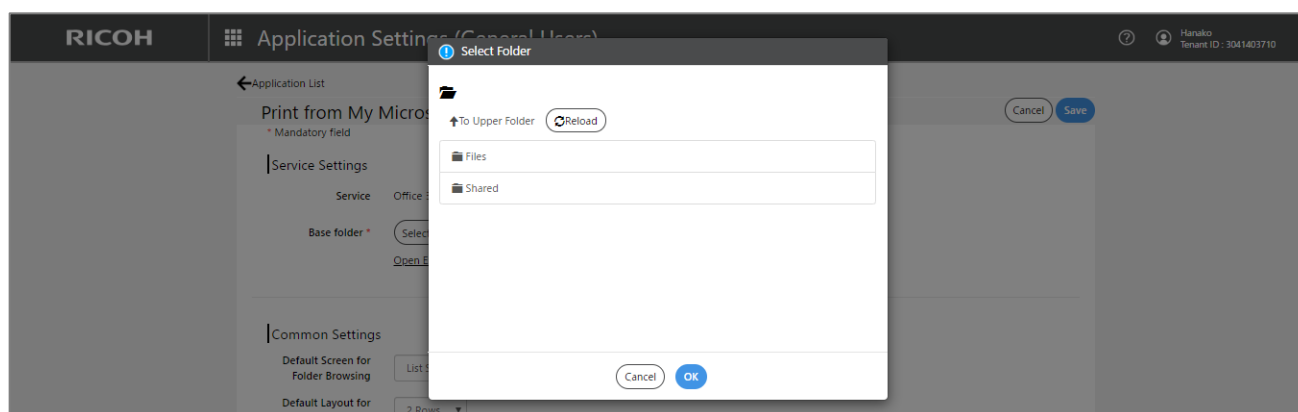
<Print from My Microsoft OneDrive / Print from My Outlook Online>



Above settings are available to configure.

Category	Item	Option
Service Settings	Base Folder	
Common Settings	Default Screen of Folder Browsing	List Screen, Search Screen
	Default layout of Folder Browsing	1 Row, 2 Rows
Default Printing Settings	Copies	1 – 999
	Print Color Mode	Black & White, Full Color
	Sides	1 Sided, Open to Right/Left, Open to Top, Bind (Open to Left), Bind (Open to Right)
	N-Up	Off, 2 Pages, 4 Pages, 6 Pages, 8 Pages, 9 Pages, 16 Pages

Selecting Default Root folder



Click on 'Select Folder' to select required default folder for this application.

Select required folder and click 'OK'

Print settings

Default Print Settings

Copies

Print Color Mode

Black & White ▾

Sides

1 Sided ▾

N-Up

Off ▾

Default print settings can be configured here

<Scan to My Microsoft OneDrive>

Application Settings (General Users)

Admin Mode: OFF | Tenant ID: 3059657520

← Application List

Scan to My Microsoft OneDrive

* Mandatory field

Service Settings

Service: Office 365

Select Folder: [Select Folder](#) (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

OCR language: German

File type: PDF/A

Remove Blank Page: Yes

Hide in application: ☐

Create one file per page: Yes

Hide in application: ☐

Filename

Filename:

☒ If Filename is not entered, the initial value is set to today.

Date Label:

Date Delimiter:

Date Format: YYYY-MM-DD

Dictionary Label:

Dictionary Delimiter:

Dictionary: Dictionary

Dictionary Column Width: Standard

History Label:

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 300 dpi

Document Size: Auto

Manual Density: 0

Scan Method: Normal

Preview: On

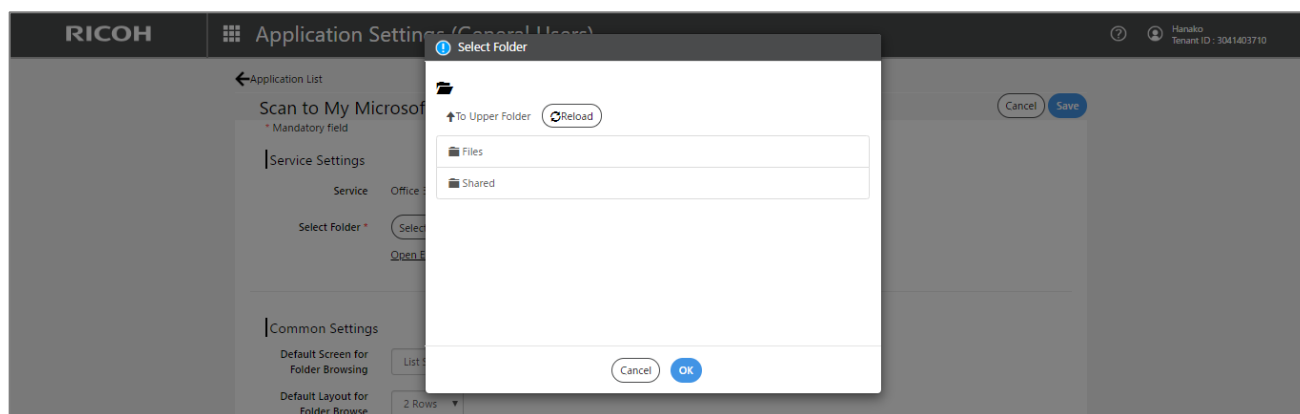
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Above settings are available to configure.

Category	Item	Option
Service Settings	Select Folder	
Common Settings	Default Screen of Folder Browsing	List Screen, Search Screen
	Default layout of Folder Browsing	List of Two Columns, List of One Column
Default Parameter Settings	Filename	
	OCR language	None, Catalan, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Spanish, Swedish, Russia, Turkish
	File type	PDF, PDF/A, Word, Excel, PowerPoint
	Remove Blank Page	Yes, No
	Create one file per page	Yes, No

Filename	Filename	
	Date Label	
	Date Delimiter	
	Date Format	YYYY-MM-DD, YYYYMMDD, MM-DD-YYYY, MMDDYYYY, DD-MM-YYYY, DDMMYYYY
	Dictionary Label	
	Dictionary Delimiter	
	Dictionary Column Width	
	History Label	Wide, Standard, Narrow
Default Scanning Setting	Scan Color Mode	Auto Color Select, B&W Text, B&W Text/Photo, B&W Text/Line Art, B&W Photo, Gray Scale, Full Color Test/Photo, Full Color Photo
	Original Sides	1 Sided, 2 Sided (Open to Right/Left), 2 Sided (Open to Top), Spread
	Document Orientation	Readable Direction, Unreadable Direction
	Scan Resolution	100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
	Document Size	Auto, Mixed, A3 (Horizontal), A4, A4 (Horizontal), A5, A5(Horizontal), JIS B4 (Horizontal), JIS B5, JIS B5(Horizontal), 5 ½ x 8 ½, 5 ½ x 8 ½ (Horizontal), 8 ½ x 11, 8 ½ x 11 (Horizontal), 8 ½ x 13(Horizontal), 8 ½ x 14(Horizontal), 11 x17 (Horizontal)
	Manual Density	3, 2, 1, 0, -1, -2, -3
	Scan Method	Normal, Batch
	Preview	On, Off

Selecting Default Root folder

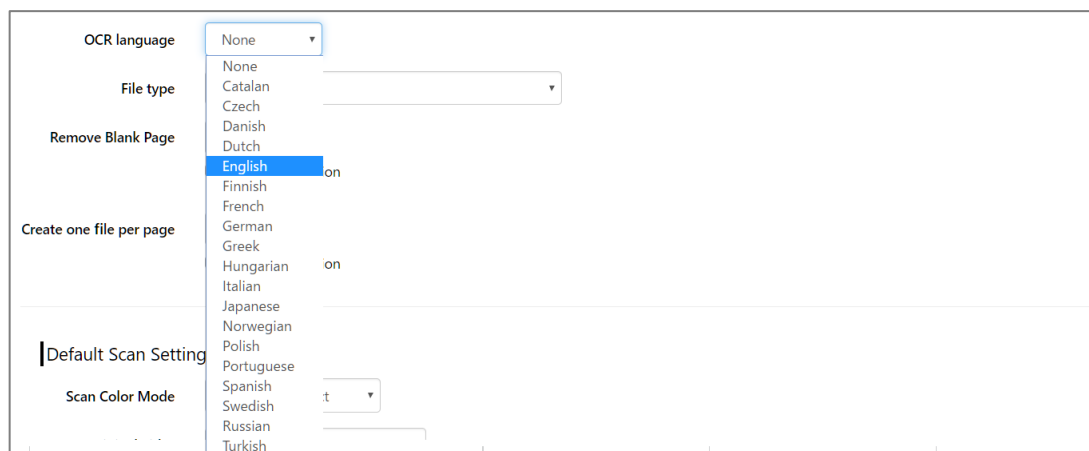


Click on 'Select Folder' to select required default folder for this application.

Select required folder and click 'OK'

OCR (Optical Character Recognition)

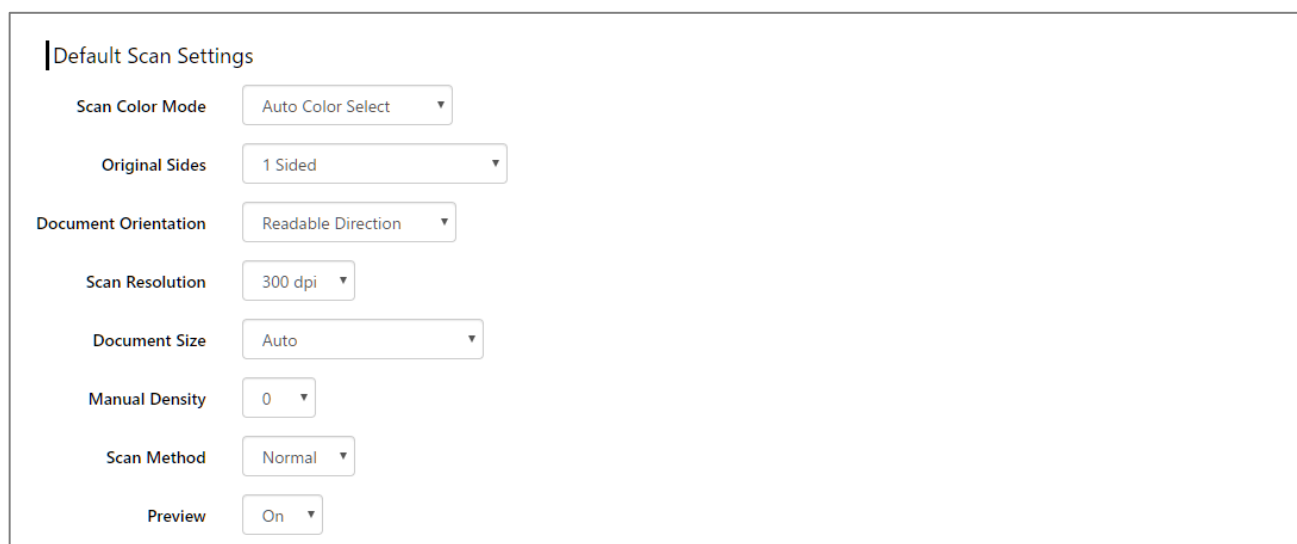
Default value for OCR language (original document language) can be configured.



The screenshot shows a configuration window with a sidebar on the left containing labels: 'OCR language', 'File type', 'Remove Blank Page', 'Create one file per page', 'Default Scan Setting', and 'Scan Color Mode'. The 'OCR language' dropdown menu is open, displaying a list of languages. 'English' is highlighted in blue. Other visible languages include None, Catalan, Czech, Danish, Dutch, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Spanish, Swedish, Russian, and Turkish. The word 'ion' is partially visible next to 'English'.

Scan Settings

Default Scan settings can be configured.



The screenshot shows the 'Default Scan Settings' panel. It contains the following settings, each with a dropdown menu:

- Scan Color Mode:** Auto Color Select
- Original Sides:** 1 Sided
- Document Orientation:** Readable Direction
- Scan Resolution:** 300 dpi
- Document Size:** Auto
- Manual Density:** 0
- Scan Method:** Normal
- Preview:** On

<Scan via My Outlook Online>

RICOH Application Settings (General Users) Help Hasaki Tenant ID: 3041403710

← Application List

Scan via My Outlook Online Cancel Save

* Mandatory field

Service Settings

Service: Office 365

Default Parameter Settings

Send to Me: Yes ▼

To address:

CC address:

OCR language: None ▼

File type: PDF ▼

Email subject:

Email text:

☐ Hide in application

File name format*: YYYYMMDD-HHMMSS ▼

Remove Blank Page: Yes ▼

☐ Hide in application

Default Scan Settings

Scan Color Mode: Auto Color Select ▼

Original Sides: 1 Sided ▼

Document Orientation: Readable Direction ▼

Scan Resolution: 300 dpi ▼

Document Size: Auto ▼

Manual Density: 0 ▼

Scan Method: Normal ▼

Preview: On ▼

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Above settings are available to configure.

Category	Item	Option
Default Parameter Settings	Send to Me	Yes, No
	To address	
	CC address	
	OCR language	None, Catalan, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Spanish, Swedish, Russia, Turkish
	File type	PDF, PDF/A, Word, Excel, PowerPoint
	Email subject	
	Email text	
	File name Format*	YYYYMMDD-HHMMSS, MMDDYYYY-HHMMSS, DDMMYYYY-HHMMSS, YYYYMMDD, MMDDYYYY, DDMMYYYY
	Remove Blank Page	Yes, No
	Create one file per page	Yes, No

Default Scanning Setting	Scan Color Mode	Auto Color Select, B&W Text, B&W Text/Photo, B&W Text/Line Art, B&W Photo, Gray Scale, Full Color Test/Photo, Full Color Photo
	Original Sides	1 Sided, 2 Sided (Open to Right/Left), 2 Sided (Open to Top), Spread
	Document Orientation	Readable Direction, Unreadable Direction
	Scan Resolution	100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
	Document Size	Auto, Mixed, A3 (Horizontal), A4, A4 (Horizontal), A5, A5(Horizontal), JIS B4 (Horizontal), JIS B5, JIS B5(Horizontal), 5 ½ x 8 ½, 5 ½ x 8 ½ (Horizontal), 8 ½ x 11, 8 ½ x 11 (Horizontal), 8 ½ x 13(Horizontal), 8 ½ x 14(Horizontal), 11 x17 (Horizontal)
	Manual Density	3, 2, 1, 0, -1, -2, -3
	Scan Method	Normal, Batch
	Preview	On, Off

*means mandatory field

Email related Settings

Default value for OCR, recipient email address, email contents can be configured.

Default Parameter Settings

Send to Me Yes ▾

To address

CC address

OCR language None ▾

File type PDF ▾

Email subject

Email text

☐ Hide in application

File name format * YYYYMMDD-HHMMSS ▾

Remove Blank Page Yes ▾

☐ Hide in application

Create one file per page No ▾

☐ Hide in application

Scan Settings

Default Scan settings can be configured.

Default Scan Settings

Scan Color Mode

Auto Color Select

Original Sides

1 Sided

Document Orientation

Readable Direction

Scan Resolution

300 dpi

Document Size

Auto

Manual Density

0

Scan Method

Normal

Preview

On

<Scan to My SharePoint Online>

Application List

Scan to My SharePoint Cancel

* Mandatory field

Service Settings

Service: Office 365

Site URL List:

+

Select Folder * There is no folder selected.

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

OCR language: None

File type: PDF

Remove Blank Page: Yes

☐ Hide in application

Create one file per page: Yes

☐ Hide in application

Filename

Filename:

☒ If Filename is not entered, the initial value is set to today.

Date Label:

Date Delimiter:

Date Format: YYYY-MM-DD

Dictionary Label:

Dictionary Delimiter:

Dictionary

Dictionary Column Width: Standard

History Label:

Default Scan Settings

Scan Color Mode: Auto Color Select

Original Sides: 1 Sided

Document Orientation: Readable Direction

Scan Resolution: 100 dpi

Document Size: Auto

Manual Density: 3

Scan Method: Normal

Preview: On

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Above settings are available to configure.

Category	Item	Option
Service Settings	Site URL List	
	Select Folder	
Common Settings	Default Screen of Folder Browsing	List Screen, Search Screen
	Default layout of Folder Browsing	1 Row, 2 Rows
Default Parameter Settings	OCR language	None, Catalan, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Spanish, Swedish, Russia, Turkish
	File type	PDF, PDF/A, Word, Excel, PowerPoint
	Remove Blank Page	Yes, No

	Create one file per page	Yes, No
Filename	Filename	
	Date Label	
	Date Delimiter	
	Date Format	YYYY-MM-DD, YYYYMMDD, MM-DD-YYYY, MMDDYYYY, DD-MM-YYYY, DDMMYYYY
	Dictionary Label	
	Dictionary Delimiter	
	Dictionary Column Width	
	History Label	Wide, Standard, Narrow
Default Scanning Setting	Scan Color Mode	Auto Color Select, B&W Text, B&W Text/Photo, B&W Text/Line Art, B&W Photo, Gray Scale, Full Color Test/Photo, Full Color Photo
	Original Sides	1 Sided, 2 Sided (Open to Right/Left), 2 Sided (Open to Top), Spread
	Document Orientation	Readable Direction, Unreadable Direction
	Scan Resolution	100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
	Document Size	Auto, Mixed, A3 (Horizontal), A4, A4 (Horizontal), A5, A5(Horizontal), JIS B4 (Horizontal), JIS B5, JIS B5(Horizontal), 5 ½ x 8 ½, 5 ½ x 8 ½ (Horizontal), 8 ½ x 11, 8 ½ x 11 (Horizontal), 8 ½ x 13(Horizontal), 8 ½ x 14(Horizontal), 11 x17 (Horizontal)
	Manual Density	3, 2, 1, 0, -1, -2, -3
	Scan Method	Normal, Batch
	Preview	On, Off

<Print from My SharePoint Online>

RICOH Application Settings (General Users) Haruko Tenaris ID : 3041403710

← Application List

Print from My SharePoint Online Cancel Save

* Mandatory field

Service Settings

Service Office 365

Base folder * Select Folder (Unnamed folder)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing List Screen

Default Layout for Folder Browse 2 Rows

Default Print Settings

Copies 1

Print Color Mode Black & White

Sides 1 Sided

N-Up Off

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Above settings are available to configure.

Category	Item	Option
Service Settings	Base Folder	
Common Settings	Default Screen of Folder Browsing	List Screen, Search Screen
	Default layout of Folder Browsing	1 Row, 2 Rows
Default Printing Settings	Copies	1 – 999
	Print Color Mode	Black & White, Full Color
	Sides	1 Sided, Open to Right/Left, Open to Top, Bind (Open to Left), Bind (Open to Right)
	N-Up	Off, 2 Pages, 4 Pages, 6 Pages, 8 Pages, 9 Pages, 16 Pages

<Scan to My Microsoft Teams>

Application List

Scan to My Microsoft Teams [Cancel] [Save]

* Mandatory field

Service Settings

Service: Office 365

Select Group: [Select Folder] internal team

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: [List Screen]

Default Layout for Folder Browse: [2 Rows]

Default Parameter Settings

OCR Language: [None]

Output File Format: [PDF]

Remove Blank Page: [Yes]

File Name

File Name: []

☒ If File Name is not entered, the initial value is set to today

Date Label: []

Date Delimiter: []

Date Format: [YYYY-MM-DD]

Dictionary Label: []

Dictionary Delimiter: []

Dictionary: []

Dictionary Column Width: [Standard]

Default Scan Settings

Scan Color Mode: [Full Color Text/Photo]

Original Sides: [1 Sided]

Document Orientation: [Readable Direction]

Scan Resolution: [300 dpi]

Document Size: [Auto]

Manual Density: [0]

Scan Method: [Normal]

Preview: [On]

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Above settings are available to configure.

Category	Item	Option
Service Settings	Select Group	
Common Settings	Default Screen of Folder Browsing	List Screen, Search Screen
	Default layout of Folder Browsing	1 Row, 2 Rows
Default Parameter Settings	OCR language	None, Catalan, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Spanish, Swedish, Russia, Turkish
	Output File Format	PDF, PDF/A, Word, Excel, PowerPoint
	Remove Blank Page	Yes, No
Filename	Filename	
	Date Label	
	Date Delimiter	

	Date Format	YYYY-MM-DD, YYYYMMDD, MM-DD-YYYY, MMDDYYYY, DD-MM-YYYY, DDMMYYYY
	Dictionary Label	
	Dictionary Delimiter	
	Dictionary Column Width	
	History Label	Wide, Standard, Narrow
Default Scanning Setting	Scan Color Mode	Auto Color Select, B&W Text, B&W Text/Photo, B&W Text/Line Art, B&W Photo, Gray Scale, Full Color Test/Photo, Full Color Photo
	Original Sides	1 Sided, 2 Sided (Open to Right/Left), 2 Sided (Open to Top), Spread
	Document Orientation	Readable Direction, Unreadable Direction
	Scan Resolution	100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
	Document Size	Auto, Mixed, A3 (Horizontal), A4, A4 (Horizontal), A5, A5(Horizontal), JIS B4 (Horizontal), JIS B5, JIS B5(Horizontal), 5 ½ x 8 ½, 5 ½ x 8 ½ (Horizontal), 8 ½ x 11, 8 ½ x 11 (Horizontal), 8 ½ x 13(Horizontal), 8 ½ x 14(Horizontal), 11 x17 (Horizontal)
	Manual Density	3, 2, 1, 0, -1, -2, -3
	Scan Method	Normal, Batch
	Preview	On, Off

<Print from My Microsoft Teams>

Application Settings (General Users)

Admin Mode: OFF

Print from My Microsoft Teams

Service: Office 365

Select File * (Mandatory field)

Select Folder /

Open External Service Connections ☒

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Print Settings

Copies: 1

Print Color Mode: Full Color

Sides: 1 Sided

N-Up: Off

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Above settings are available to configure.


Category	Item	Option
Service Settings	Select File	
Common Settings	Default Screen of Folder Browsing	List Screen, Search Screen
	Default layout of Folder Browsing	1 Row, 2 Rows
Default Printing Settings	Copies	1 – 999
	Print Color Mode	Black & White, Full Color
	Sides	1 Sided, Open to Right/Left, Open to Top, Bind (Open to Left), Bind (Open to Right)
	N-Up	Off, 2 Pages, 4 Pages, 6 Pages, 8 Pages, 9 Pages, 16 Pages

5. Operation of application (Step 5)

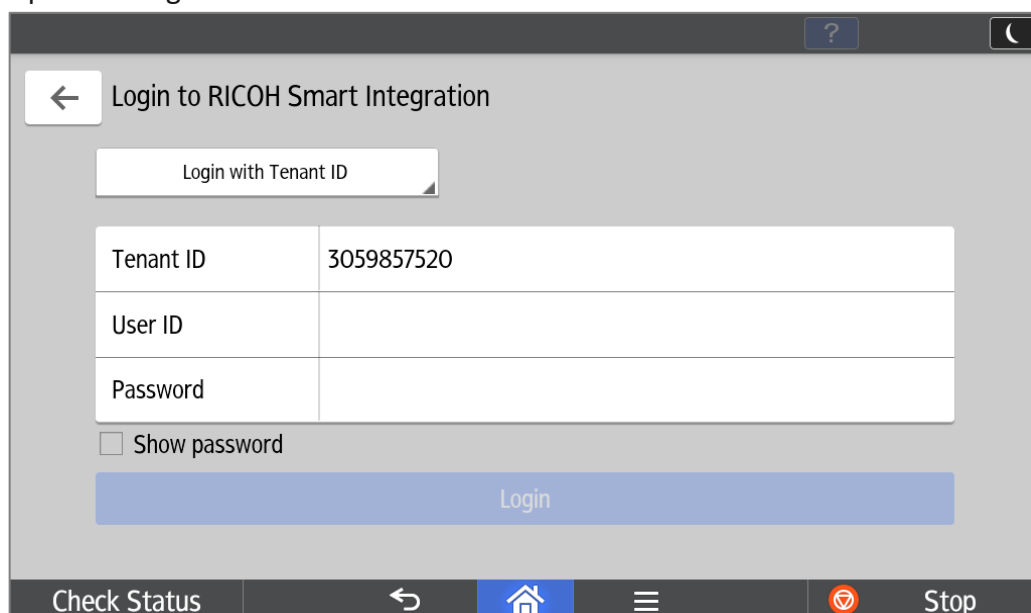
RICOH Smart Integration MFP BrowserNX URL

<https://www.eu.smart-integration.ricoh.com/si-apps/pub/index.htm>

RICOH Smart Integration Initial Login

Above URL is available as Bookmark ICON  on the operation panel of MFP. **Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.**

Option 1: Login with Tenant ID



← Login to RICOH Smart Integration

Login with Tenant ID

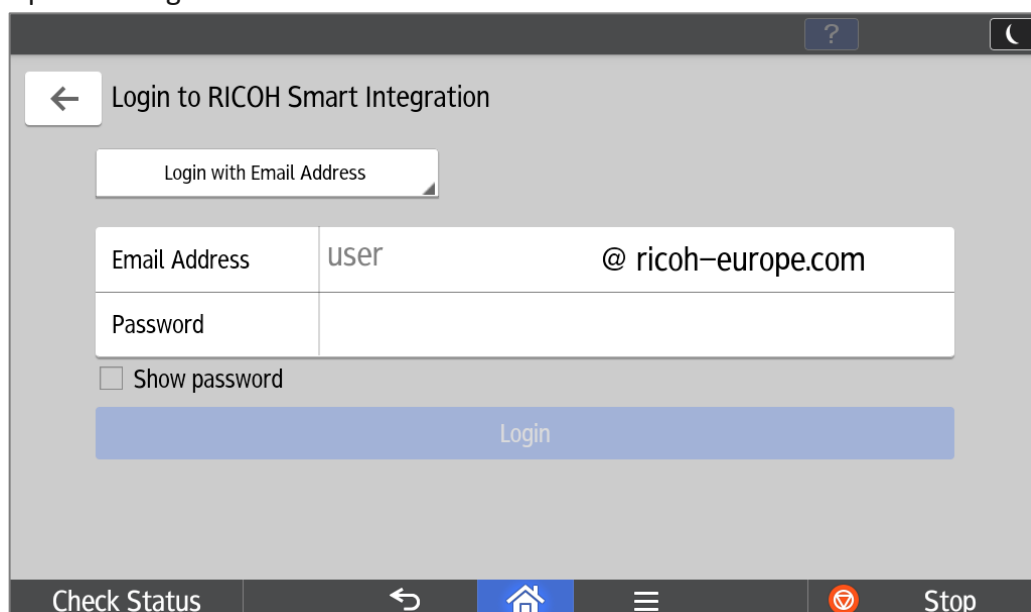
Tenant ID	3059857520
User ID	
Password	

☐ Show password

Login

Check Status ← Home ≡ Stop

Option 2: Login with Email Address



← Login to RICOH Smart Integration

Login with Email Address

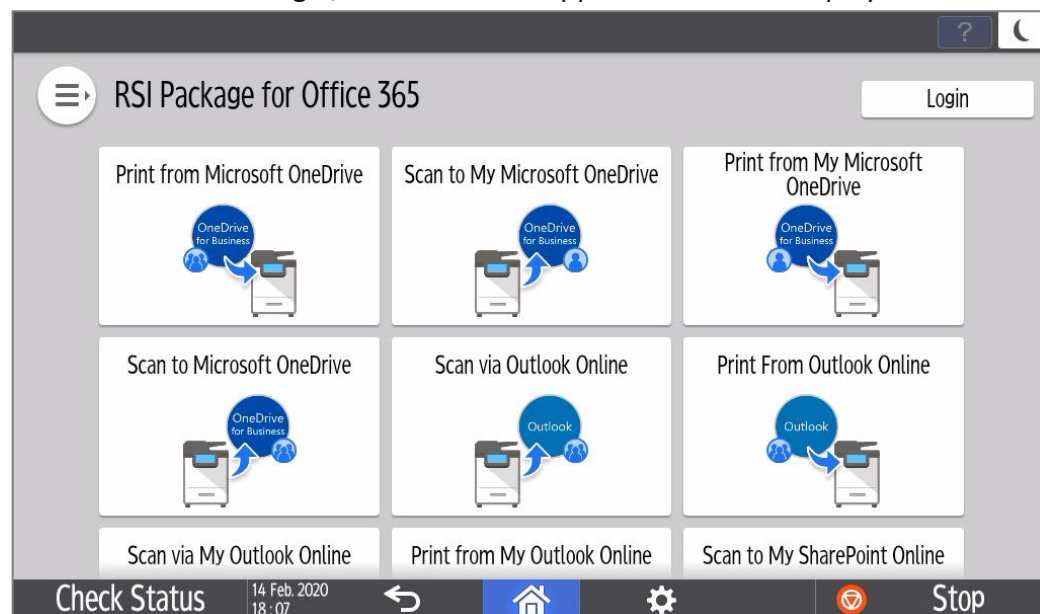
Email Address	user @ ricoh-europe.com
Password	

☐ Show password

Login

Check Status ← Home ≡ Stop

After administrator login, the subscribed application will be displayed

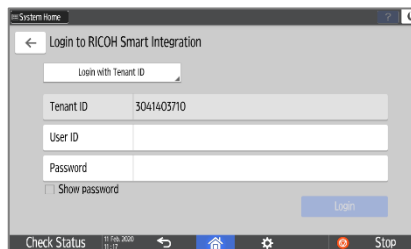

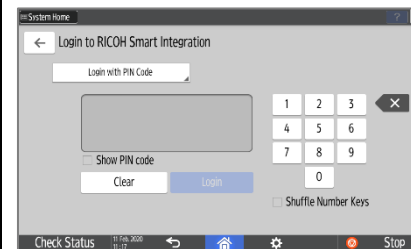
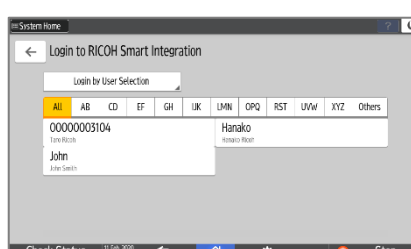
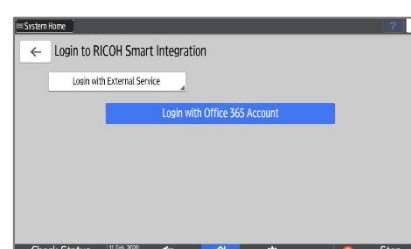


Above screen shows workflow application related to Standard Package. You are requested to Login when you select “My” type of applications. Other applications need to be preconfigured by user administrator.

As a user, you have the following options to login to RICOH Smart Integration.

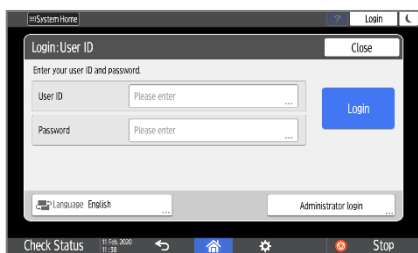
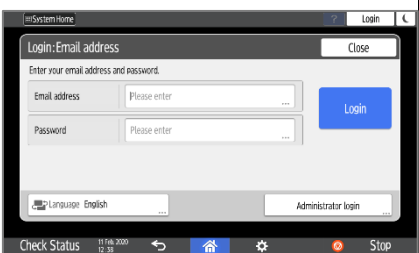
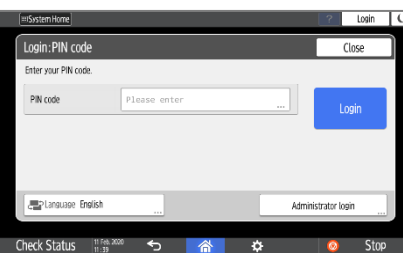
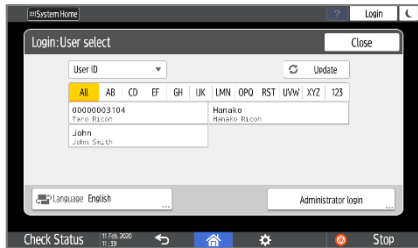
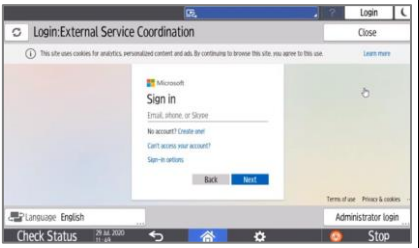
- Option 1: Login with Tenant ID & User ID (same as the screenshot in the previous page)
- Option 2: Login with Email Address (same as the screenshot in the previous page)
- Option 3: Login with PIN Code
- Option 4: Login with User Selection
- Option 5: Login with External Service (O365)

* Option 3, 4, & 5 are available depending on the administrator setting.

Tenant ID & User ID	Email Address	PIN Code
		
User Selection	External Service (O365)	
		

*If you have RSI Control+ package, you are required to login to a device with your RICOH Smart Integration credentials before you access to any functions of the device including RICOH Smart Integration.

*The administrator of your tenant will specify which login method is used.

User ID	Email Address	PIN Code
		
User Selection	External Service (O365)	
		

In each application the following settings are available:

<Scan to (My) Microsoft OneDrive>

- File name
- OCR language
- File type
- To address *only for "Scan to Email"
- CC address
- Remove Blank Page
- Create one file per page

← Scan to My Microsoft OneDrive Hanako Ricoh Logout Job log

* Mandatory field.

Filename *

OCR language * None

Select Folder * Files

File type * PDF

Remove Blank Page * No

Auto Color ...

1 Sided

Readable Di...

300 dpi

Scan Settings

Start

Check Status 21 Feb. 2020 15:02 Stop

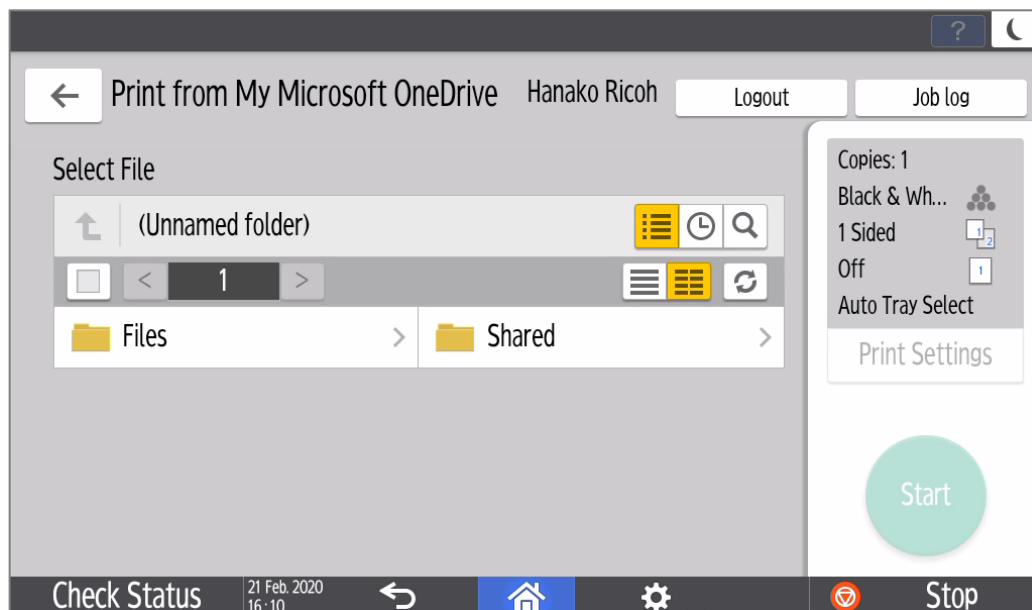
Note:

-Maximum file size for Scan to Email is 40MB.

<Print from (My) Microsoft OneDrive>

- Select File

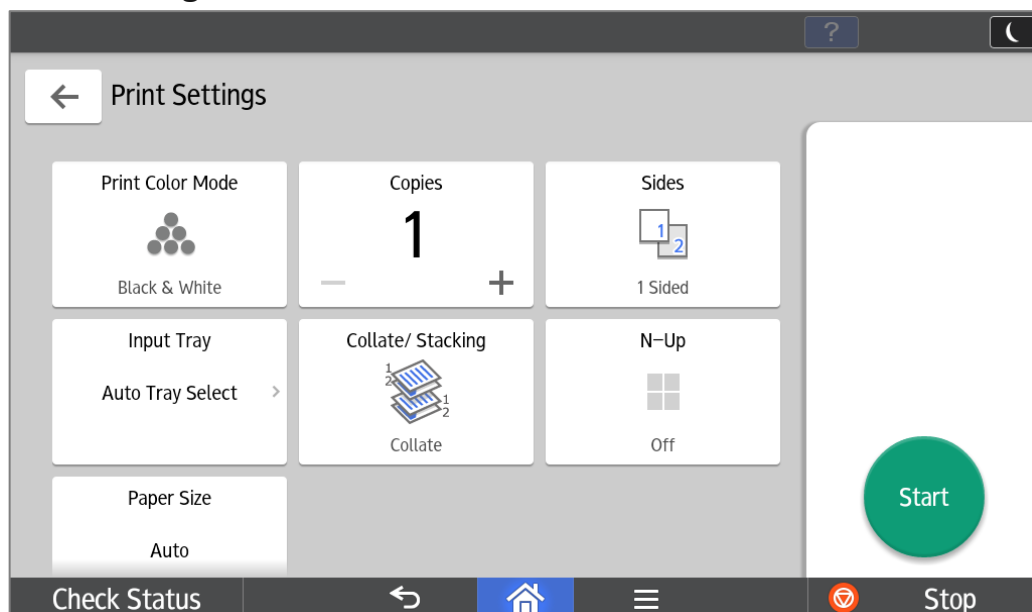
Select File



Note:

Maximum file size for Print from Cloud applications is 40MB.

Print Settings



<Scan to (My) SharePoint Online>

- OCR language
- File type
- Select Folder
- Filename
- Metadata
- Remove Blank Page
- Create one file per page

Note:

- File name length for Scan to Cloud application is limited to 200 characters
- Maximum file size for Scan to Cloud applications is 40MB

<Scan to (My) Microsoft Teams>

- Select Group
- File Name
- OCR Language
- Output File Format
- Remove Blank Page

Note:

- File name length for Scan to Cloud application is limited to 200 characters
- Maximum file size for Scan to Cloud applications is 40MB

6. Appendix

Known limitation of OCR

Category	Phenomenon	Description
Upside-down image rotation	Sometimes misrecognized	We identify the top and bottom from the image as pre-processing of OCR. We use information such as the direction of arrangement of letters, letter / picture / chart layout, ruled line position, etc. to infer which is upper. In the case of the following manuscripts, the OCR may also fail because the top / bottom discrimination fails. · Manuscript with only few letters · Manuscript with characters written diagonally · Documents with a dark background / background such as photos
OCR	Unusual fonts cannot be recognized	In OCR, it is based on standardly used fonts such as Arial / Verdana / Times New Roman for foreign languages, MS Ming Dynasty / MS Gothic / MS UI Gothic for Japanese. Therefore, recognition may fail in the following cases. · Using a special font · Using extremely large / small font size
	Input image is not clear	Although 200 dpi to 600 dpi is recommended, if the recognition rate is bad at 200 dpi, please raise the resolution and scan again. Also, if the input images are blurred or are not enough contrast, the recognition rate will not improve. Please use clear images.
PDF output	Output size is different	Due to the limitation of the current engine, the size of the output PDF page may increase by about 0.3 to 1.7 mm.

	Sometimes impossible to print PDF with Japanese OCR.	When you print PDF with Japanese OCR, if alternative font is not installed in MFP, it may not be printed correctly.
Word output	Layout collapse	The OCR engine writes the character string of the recognition result as Word text and uses the font size / font type / line spacing / text width etc. to try to make it as close to the original as possible, but it is difficult to match with the original perfectly. Therefore, the following phenomena may occur. · Although the manuscript was 2 pages, it became 3 pages / 1 page · Margins increase or decrease
	The number of blank pages increases	If you input multiple pages and try to output them in Word, blank pages sometimes increase.
	Sometimes the footer's page number is incorrect	When outputting a document with a page number in the footer section as an input, Word automatically counts the page count and may be out of alignment with the page number of the original document. Example: Manuscript: 2 pages of 3/8, 4/8 Word output result: 2 pages of 1/2, 2/2 (Since there are only 2 pages, Word automatically judges 2 pages, 8 replaces 2 and redoes the page)
	Doc format, that is created by OCR, cannot be displayed in iOS UIWebView	It is said that iOS does not officially support doc / xls etc., it may not be displayed normally on iOS devices. This is because the OCR function creates data in RTF format and then outputs it to doc format. Please use docx / xlsx.

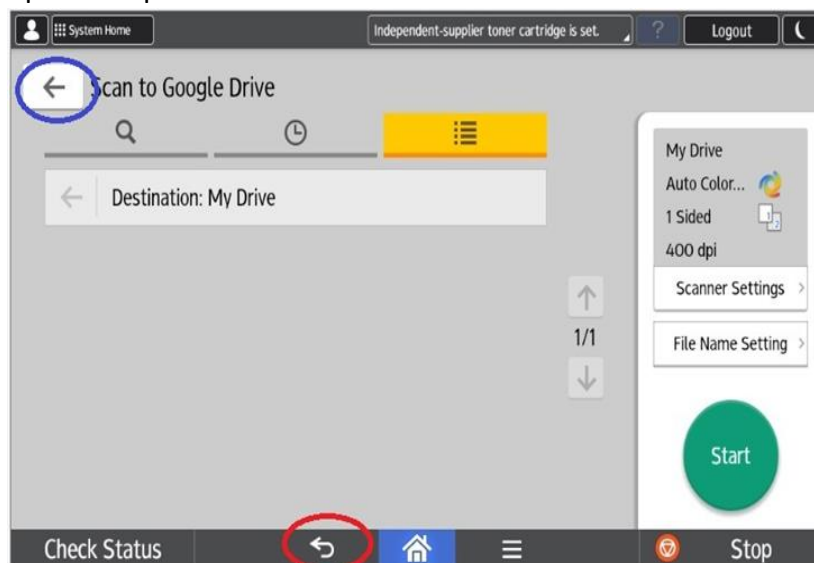
	Sometimes blank page is removed	In decision of the current OCR engine, blank page is sometimes removed. So, for example, 4 pages sometimes become 3 pages.
	Cell colour/ Frame border are lost	For Word output, the colour of the cell or the frame border of the table are lost during the transfer.
Excel output	Colour / figure / photo are lost	For Excel output, the colour of characters and cells is not reflected. Also, figures and photographs are not reflected. With regard to the part recognized as table, OCR engine uses the cell ruled line / cell combination to create table.

Other remarks

- Folder Name length and File Name length depends on each cloud service.
 - In case of "Scan to Email" the file name is limited to 120 characters.
- Maximum file size for "Scan to Email"/"Scan to Cloud application" is 40MB.
 - In case of "Scan via Outlook" it is 4MB
 - In case of "Scan via Gmail" it is 35MB.

If the file size exceeds the limit, your operation may fail and you will receive an error notification email from the system.
- "Print from Cloud applications" support these file types: pdf, doc, docx, xls, xlxs, ppt, pptx, jpeg, jpg, png, gif, htm, html, tif, tiff, jpe.
.txt files are not supported
- Supported Browsers for User Site are:
 - Internet Explorer: 11 or later
 - Edge: Latest Version
 - Chrome: Latest Version
 - Firefox: Latest Version
- Limitations for Home Screen/Applications
 - Home: Maximum 20 for each profile, Max 32 characters for the name.
 - Applications: Maximum 18 for each home screen, Max 32 characters for the name
- User Management
 - Email address is unique in the system; same Email address cannot be used even if user belongs to different Tenants
 - Users belong to same tenant cannot set different time zones
 - User cannot change their login Email address, need admins assistance to change email address

- Once Administrator has logged in to a Tenant on MFP, administrator from another tenant cannot login to same MFP.
- Back button inside application display screen must be used, instead for 'Back' button on the operation panel.



- Folder and File Search results varies from Cloud Service to Cloud Service, this depends on the Search API for each service.
- Following characters are not supported for folder and filename creation.
~"#%&*:;<>?/\{\}