Version 1.2

RICOH

Print from Cloud Service

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1 Preface

This guide provides the details on how to use the Ricoh Smart Integration workflow Print from Cloud Service

About This Guide

This guide is divided into following primary sections:

1. **Introduction**

   This section lays the foundation for understanding the workflow specification.

2. **Cloud Service Connection**

   This section describes how to service connection with external cloud Services like Box, Dropbox, Google Drive, OneDrive for Business, SharePoint Online, RICOH Content Manager.

3. **Configuring Default Values**

   This section contains step-by-step instructions on how to configure settings related to Print from Cloud Service application in Smart Integration User Site.

4. **Operation of Print From Cloud Service Application**

   This section contains step-by-step instructions on how to operate Print from Cloud Service application on MFP Operation panel.

5. **Limitations**

   Product Limitations.

6. **Appendix**

   This section contains additional reference materials.

Note: The operation panel screen shot images and RICOH Smart Integration User Site 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).

2 Introduction

What is Print from Cloud Service workflow?

Print from Cloud Service is a workflow application developed on Ricoh Smart Integration Platform.

This workflow enables users to easily select documents stored on Cloud services, from Multi- Function Device Operation panel and print them. Users can also select Job finishing options from Operation panel like, Duplex, Color, Staple etc.

Following Cloud Services are supported.

1. Box
2. Dropbox
3. Google Drive
4. One Drive for business
5. SharePoint Online
6. RICOH Content Manager

Workflow Specification

- Maximum file size for Print from Cloud applications is 300MB
- Print from Cloud applications support these file types: pdf, doc, docx, xls, xlsx, ppt, pptx, jpeg, jpg, png, gif, htm, html, tif, tiff, jpeg, .txt

3 Cloud Service Connection

What is Cloud Service Connection?

Before using Print from Cloud Service workflow, user need to establish OAuth with Cloud service of choice. As of now following Cloud Services are supported.

1. Box
2. Dropbox
3. Google Drive
4. OneDrive for Business
5. SharePoint online
6. RICOH Content Manager

For each Cloud Service there is a separate Print from Cloud Service application is available On MFP Operation Panel.

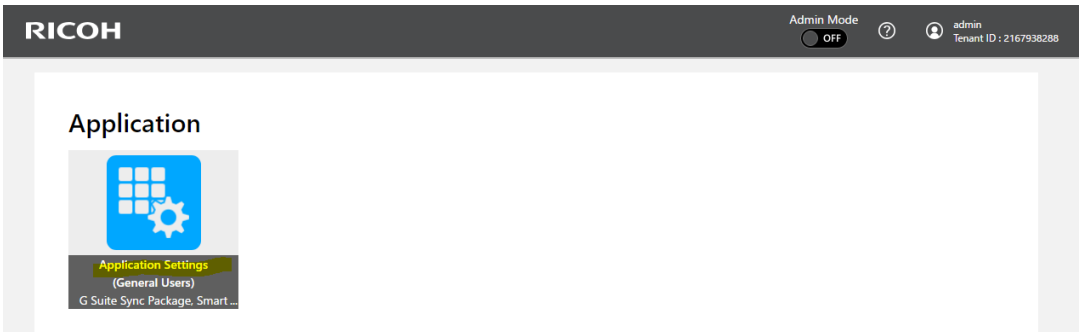
Refer to Smart Integration Cloud Service Connection User Guide for step by step instructions.

4 Configuring default Values

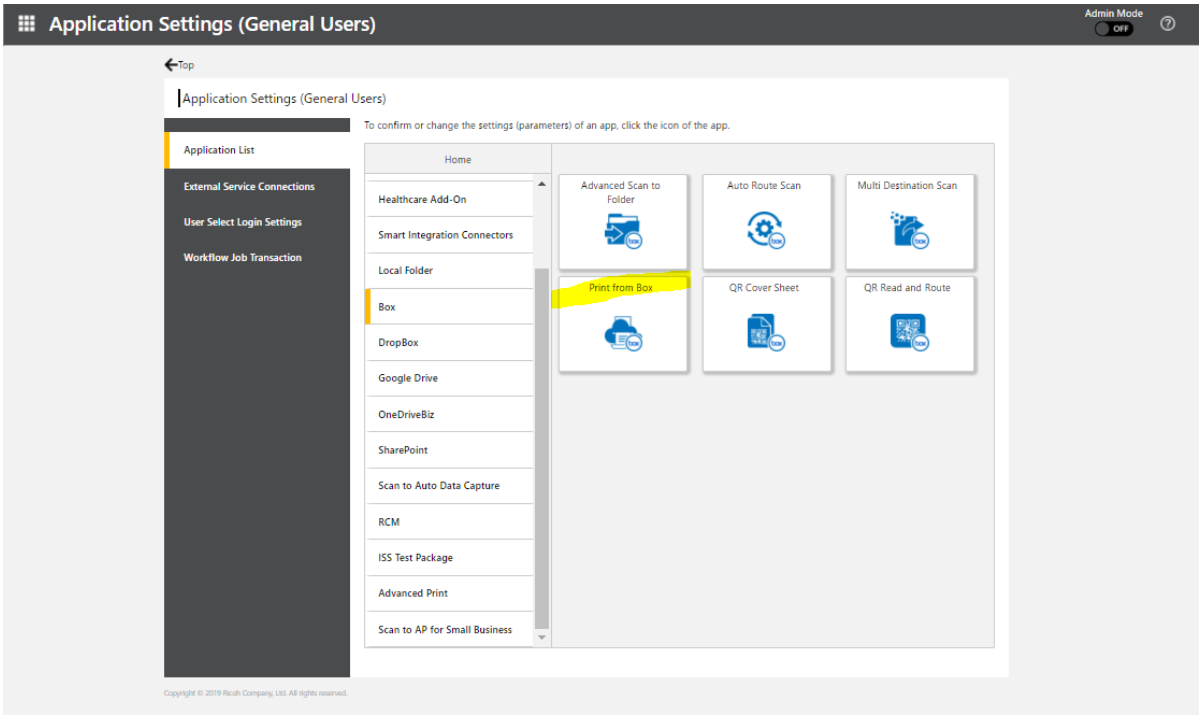
Smart Integration User Configuration Site URL

https://na.accounts.ricoh.com/portal/login.html

To configure Print from Cloud Service, it is necessary to login to workplace, if you are an admin, turn off 'Admin Mode', use the user mode to configure application settings.



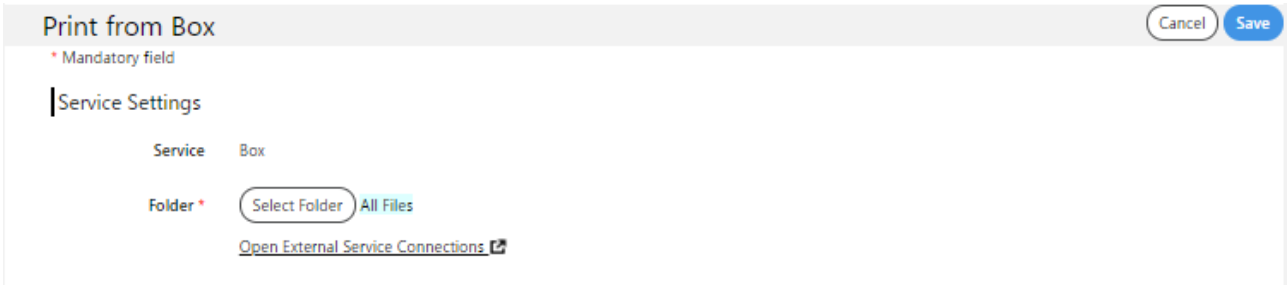
Click on 'Application settings'



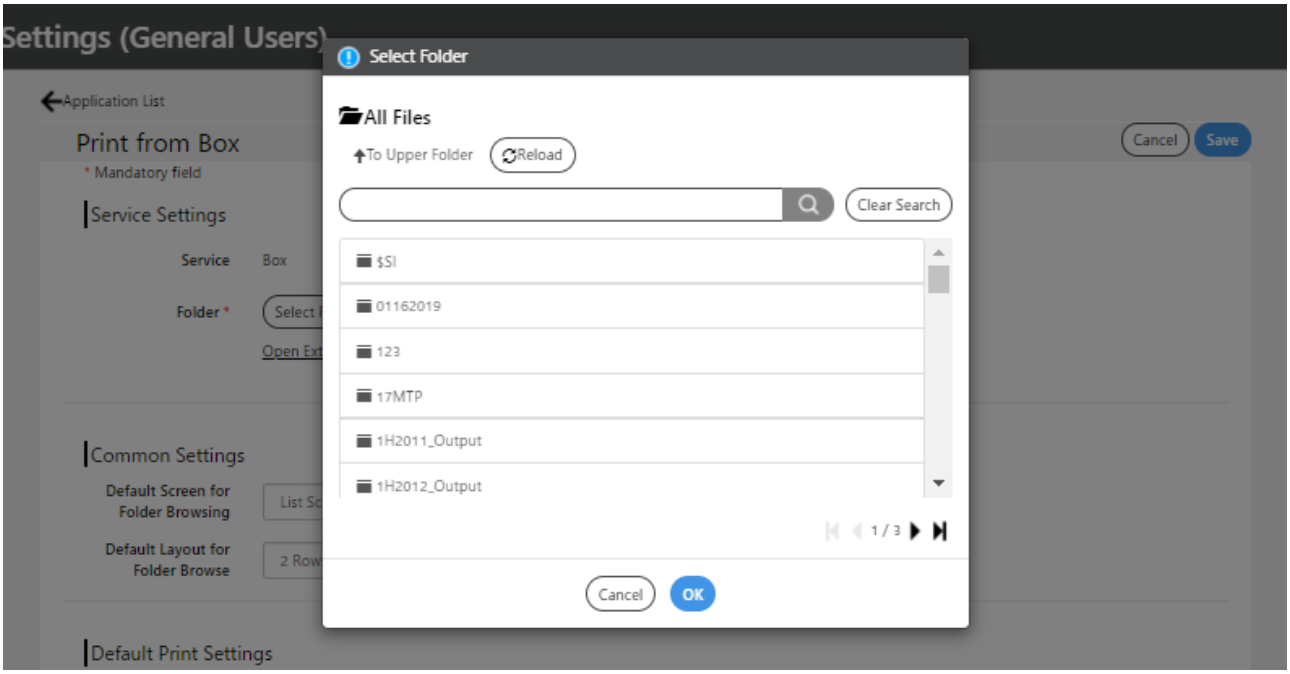
Click on 'Print from Box'

Note: Instructions for 'Print to Box' application is described here. Instruction for other Print from cloud Service applications are similar to 'Print from Box'

Selecting Default Root folder



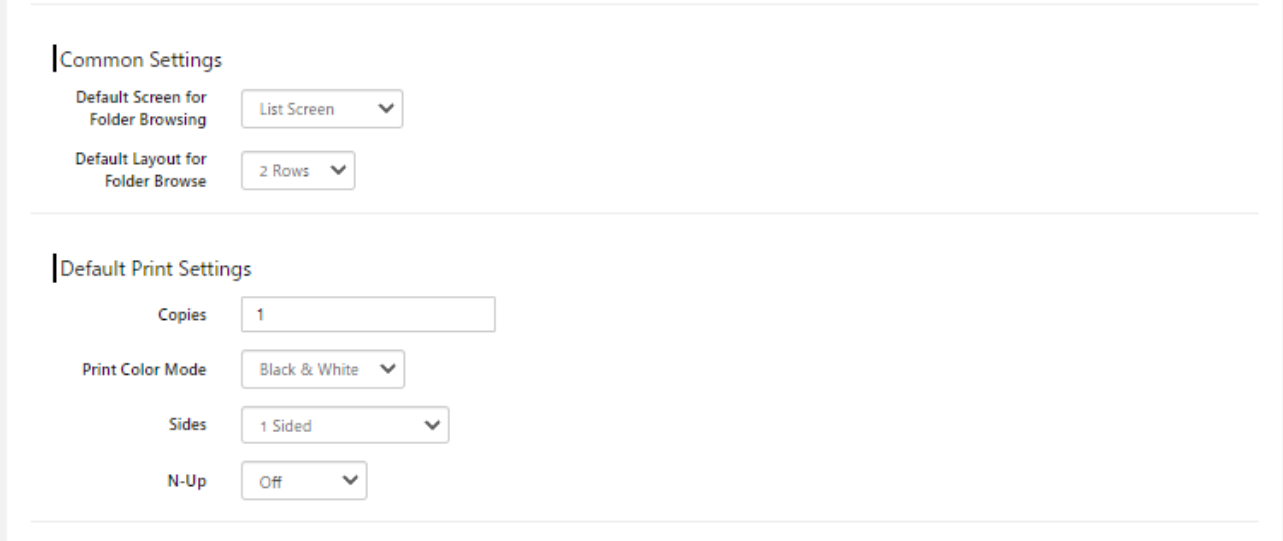
Click on 'Select Folder' to select required default folder for this application.



Select required folder and click 'OK'

Print Settings

Default Print settings can be configured here



After selecting default values, click on 'Save' button.

5 Operation of Print from Cloud Service Workflow Application

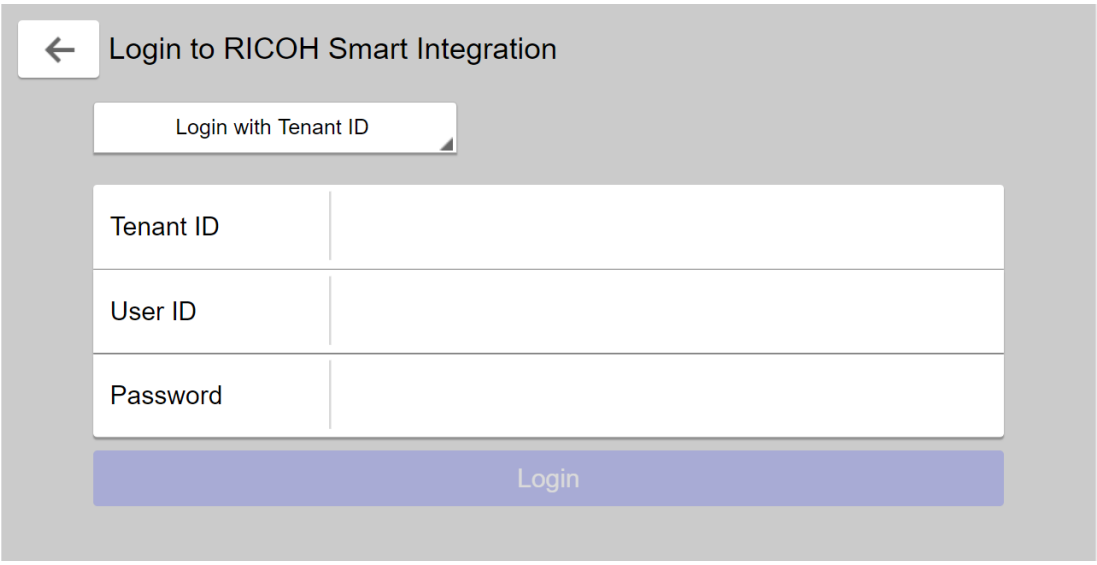
Smart Integration MFP BrowserNX URL

https://www.na.smart-integration.ricoh.com/si-apps/pub/index.html

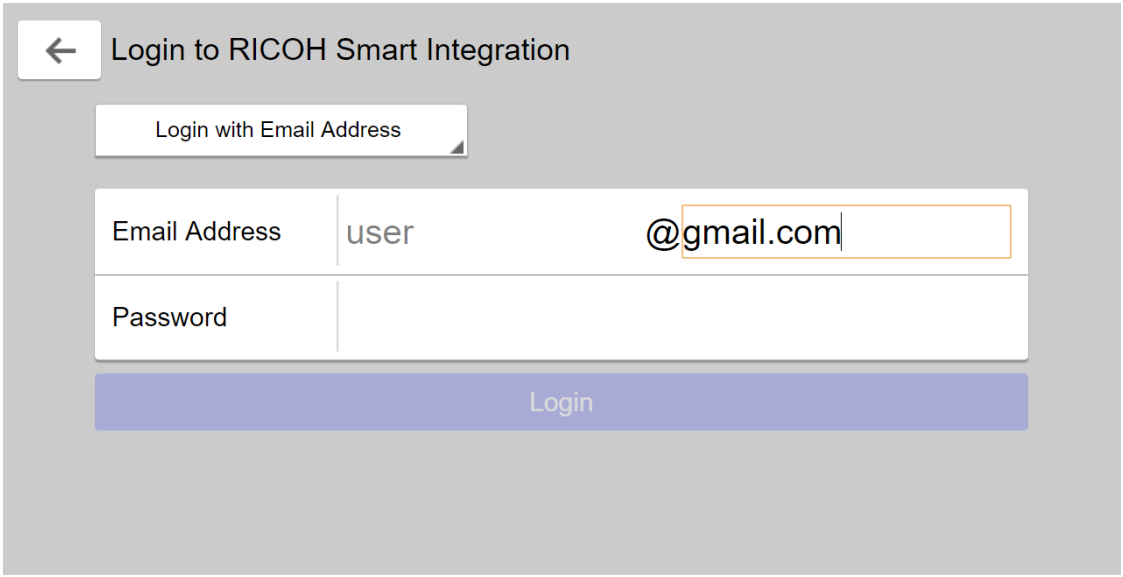
Ricoh Smart Integration Initial Login

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

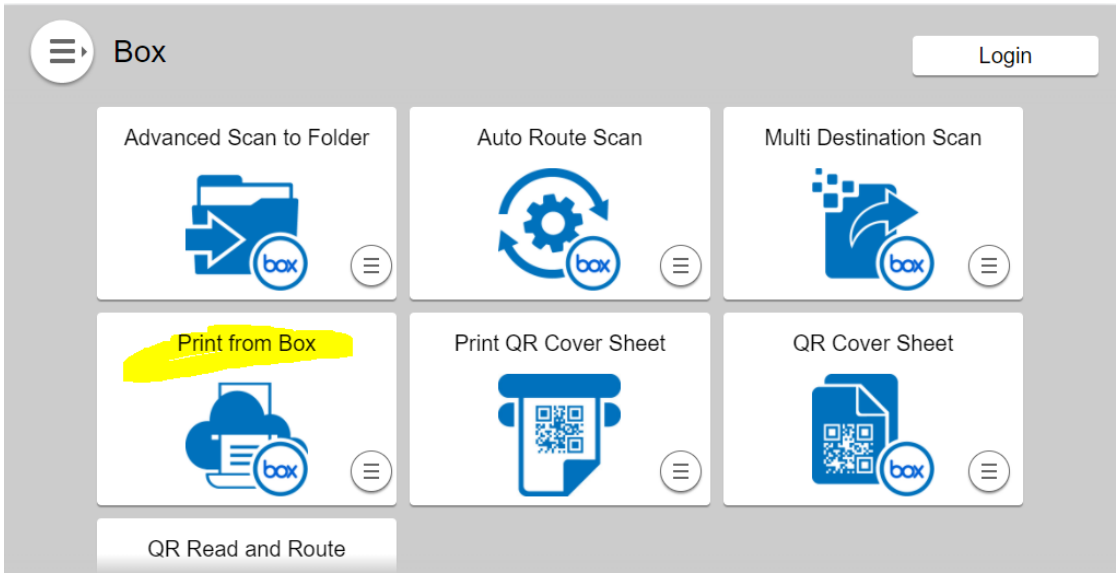
Option 1: Login with Tenant ID



Option 2: Login with Email Address



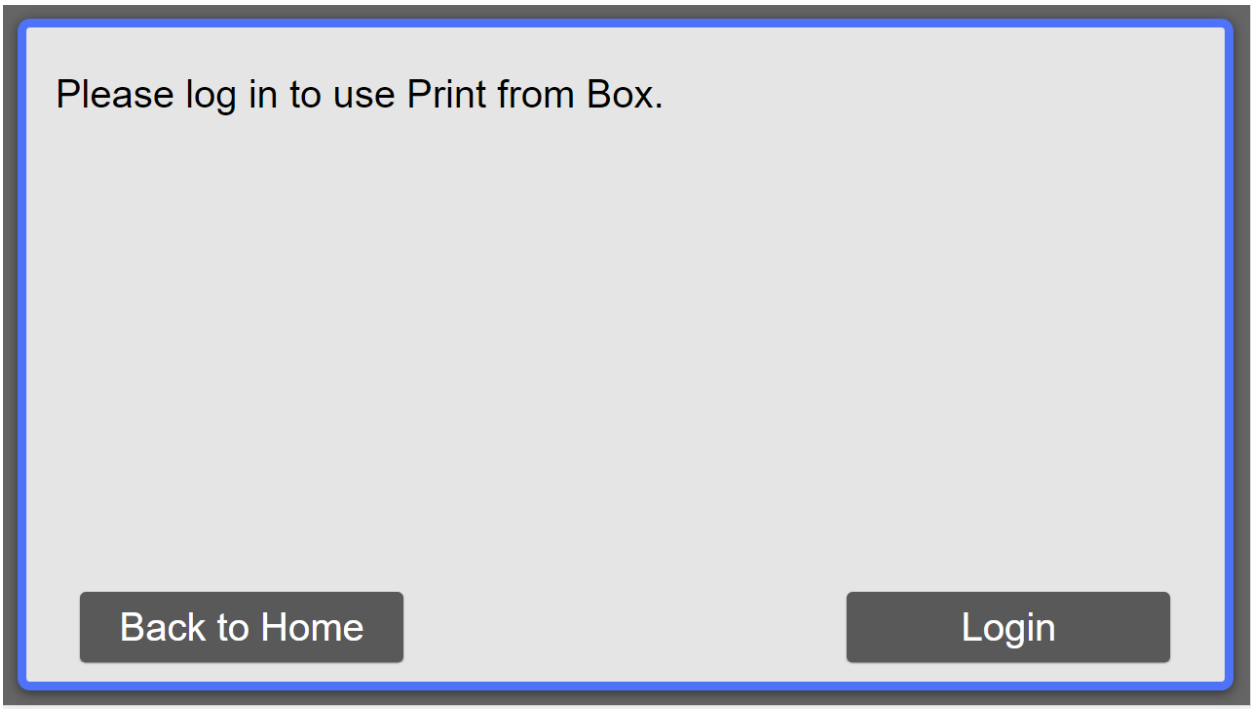
After administrator login subscribed application will be displayed



Above screen shows workflow application related to Box Cloud service.

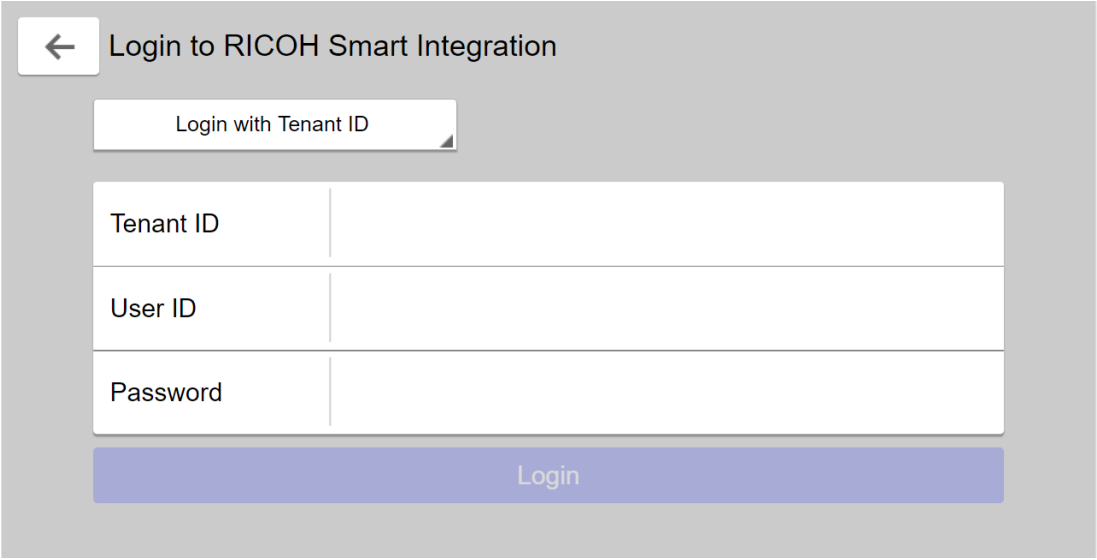
Select 'Print from Box' application

End User is requested to Login. Press 'Login' Button to Login.

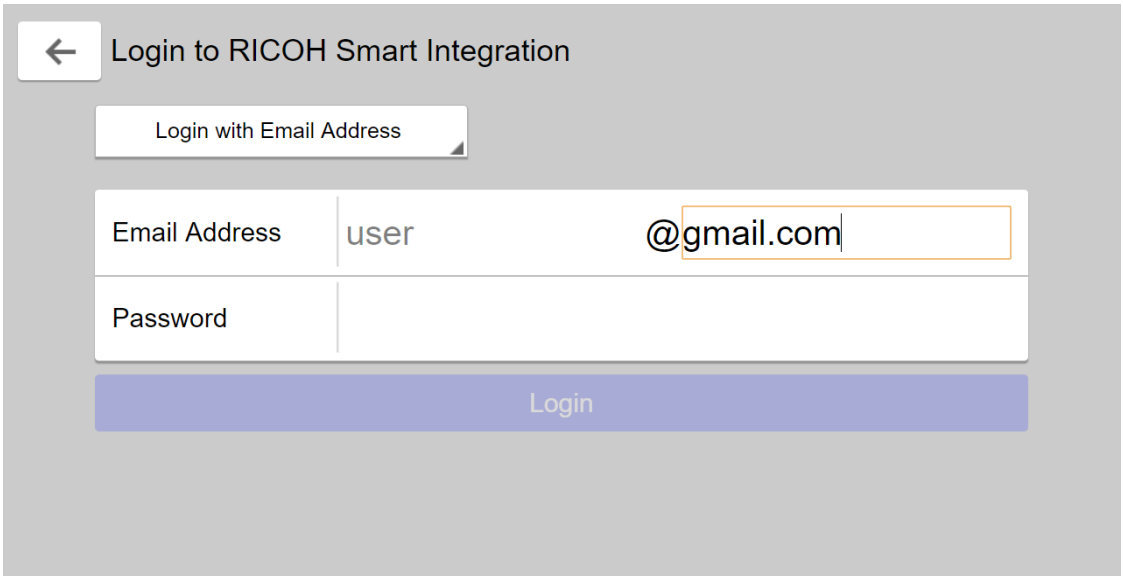


User need to login to the site either using Tenant ID, User ID and Password or Email address and password.

Option 1: Login with Tenant ID



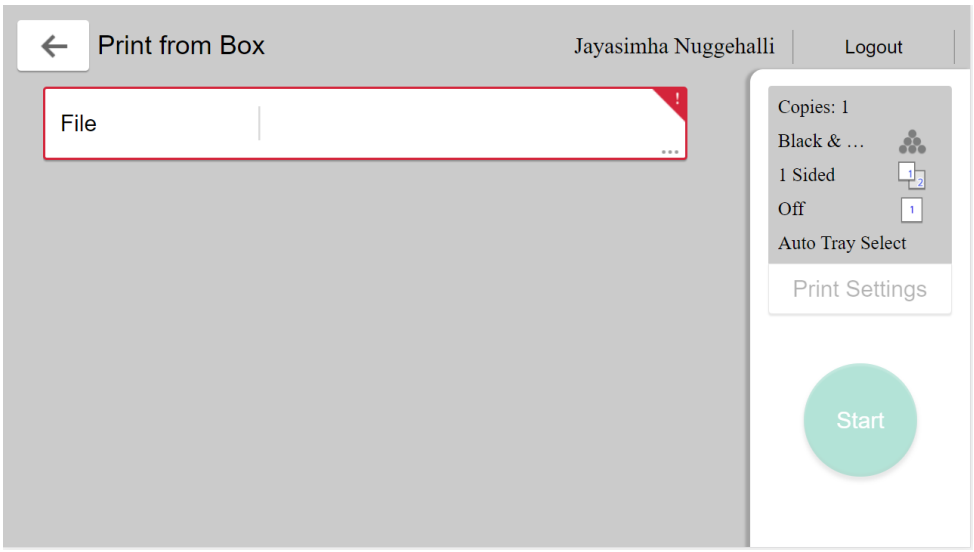
Option 2: Login with Email Address



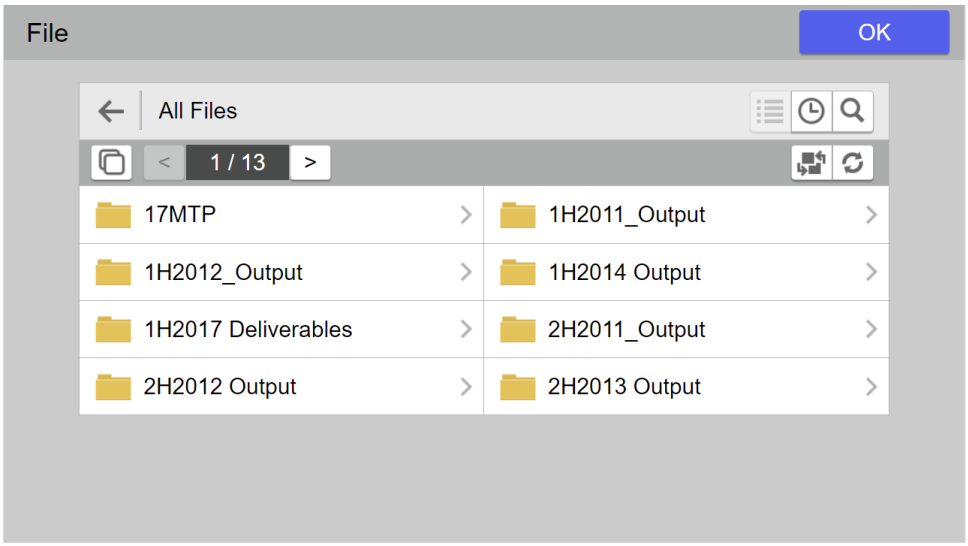
After successful user login 'Print from Box' Application Screen is displayed

Following Settings are available:

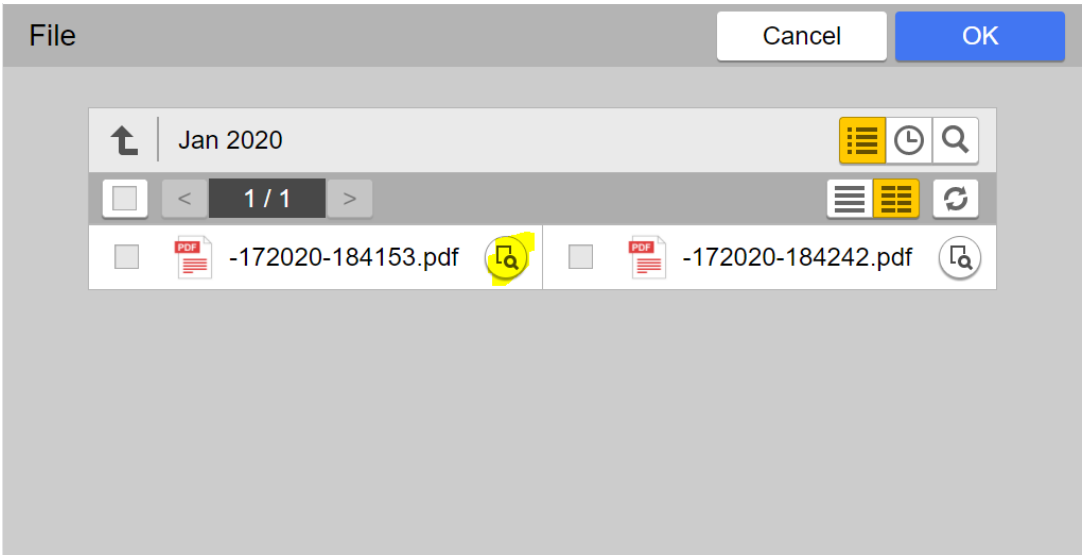
A. File: Select desired file to print



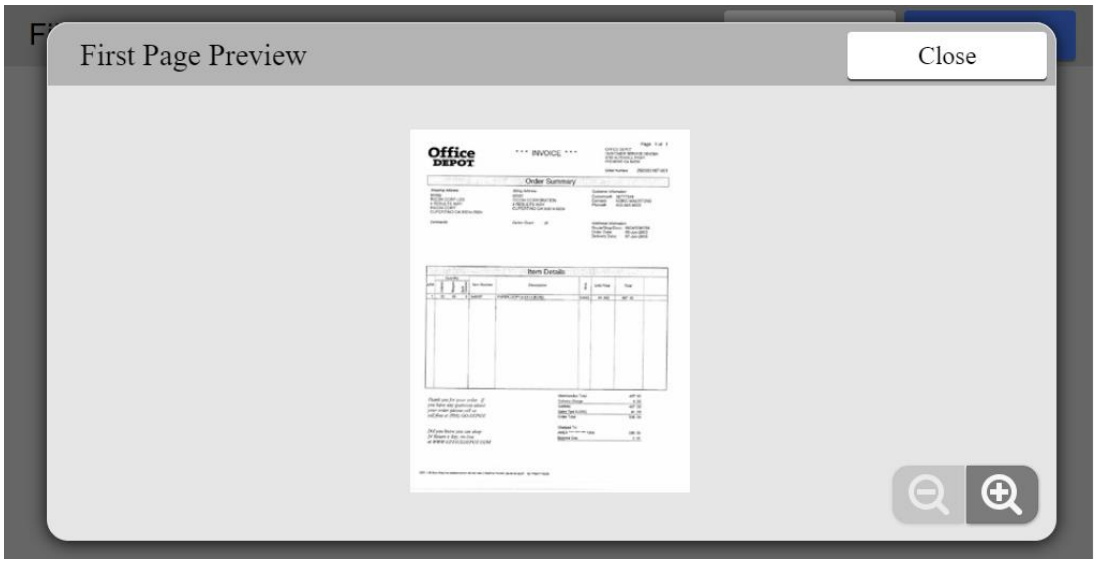
Touching on File field above displays file selection dialog

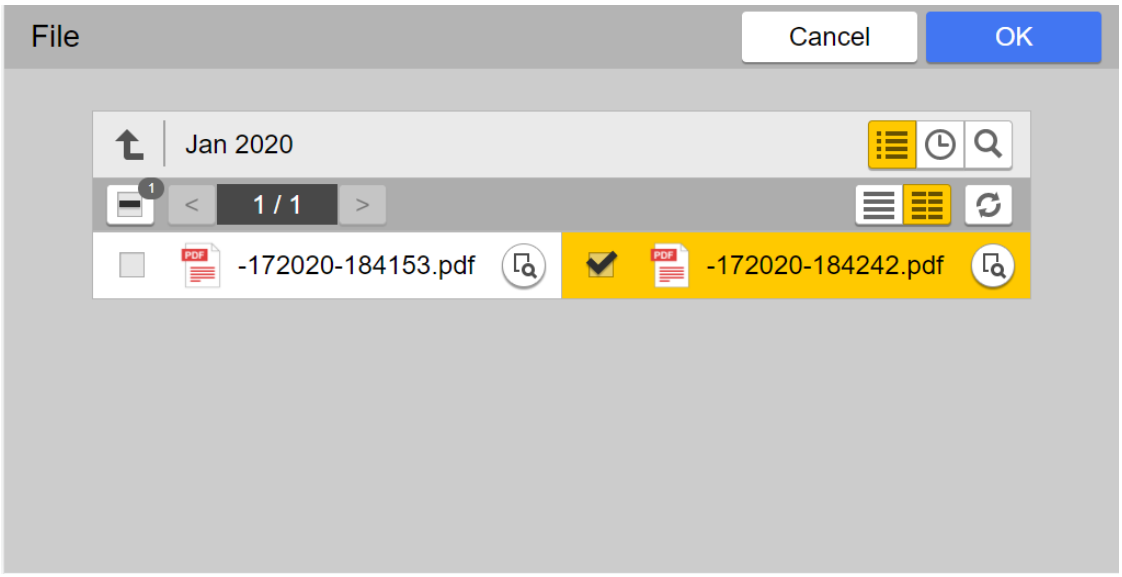


Browse folders and select desired folder



There is first page preview option available, by touching on the highlighted area above, will open first page preview.

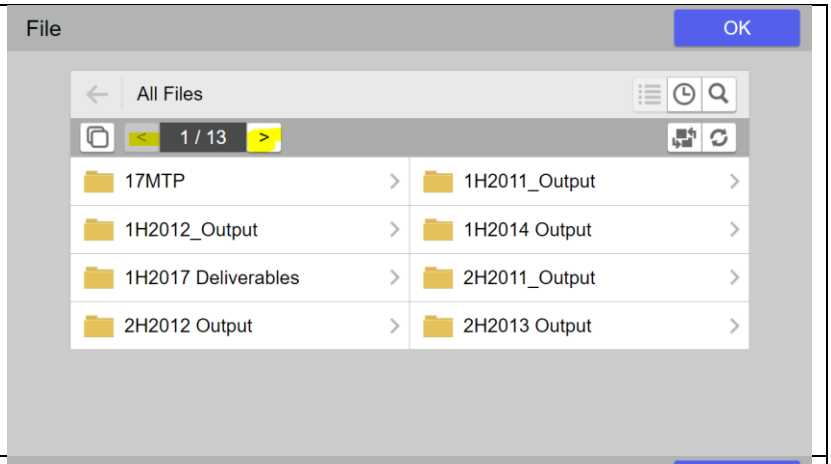




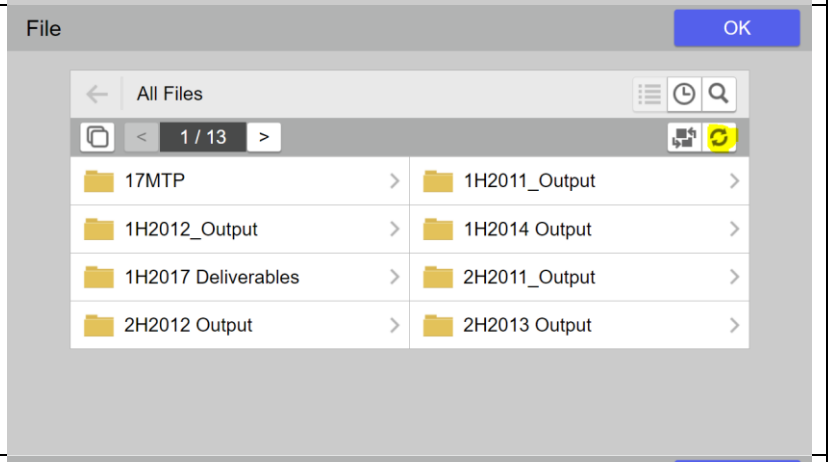
Select desired file and touch on OK button.

File Selection Screen Controls

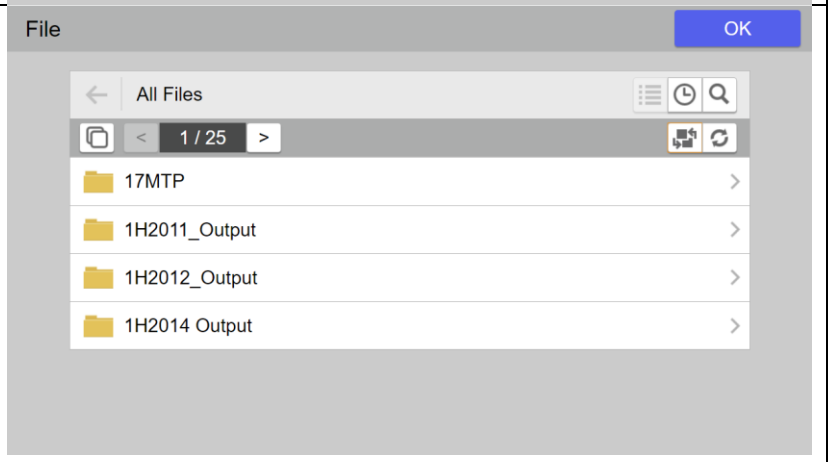
Pagination Control
By touching on '<' and '>' You can move to back/next page of folder list

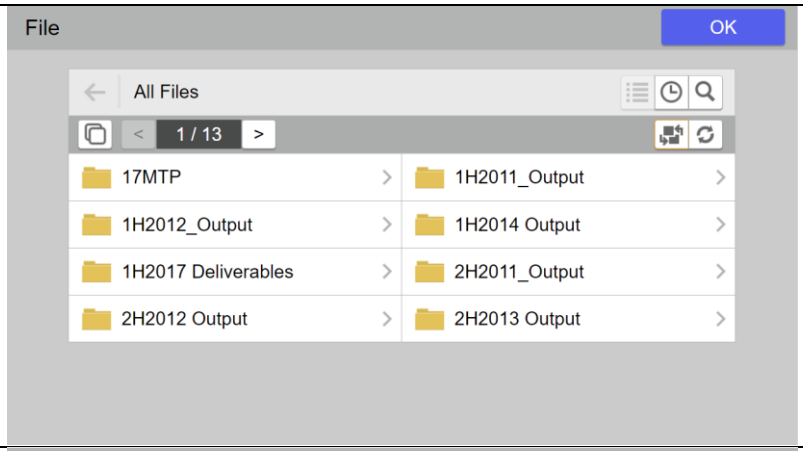


Refresh Button



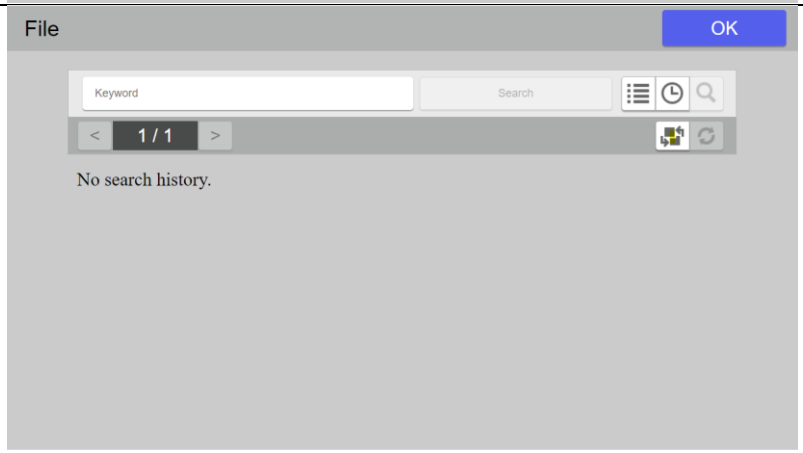
Switch between Two Columns and One Column list



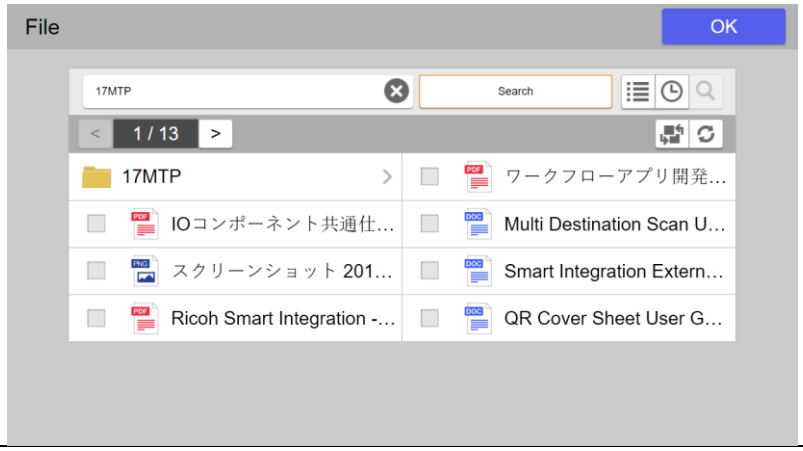


Search & History

Touching on above ICON, will open up search option and also displays previous search history.

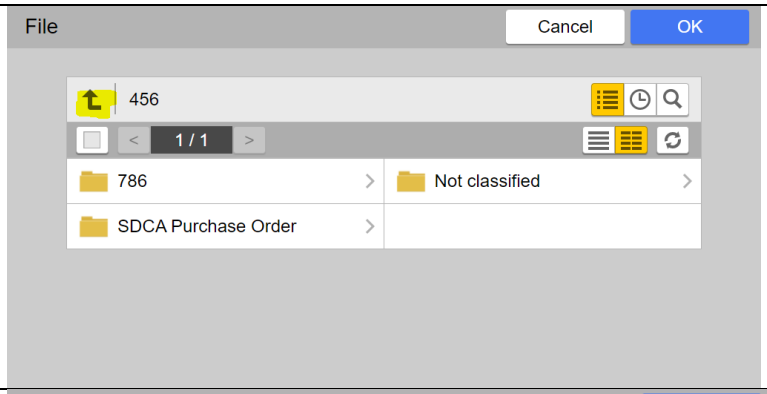


Enter Search keyword and touch on 'Search' button
Search Results



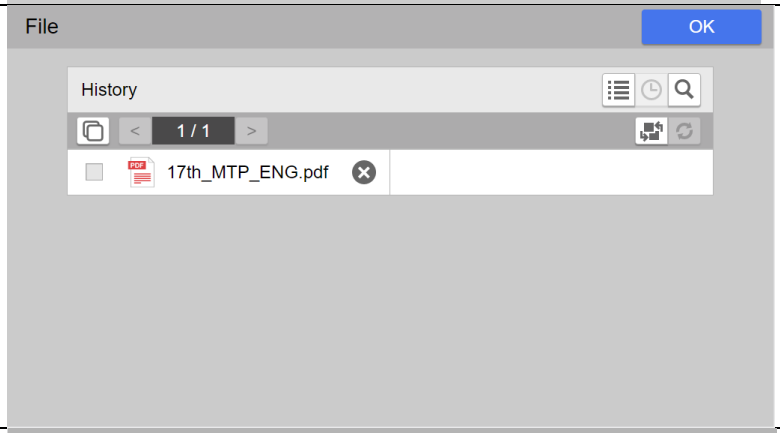
Back Button

Touching on this displays parent folder.



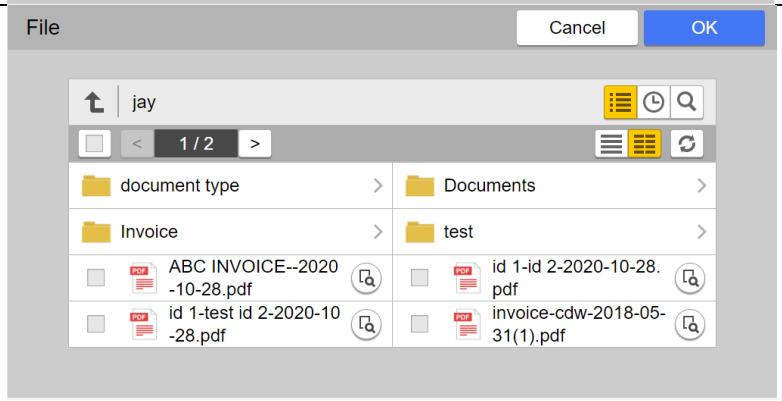
Print History

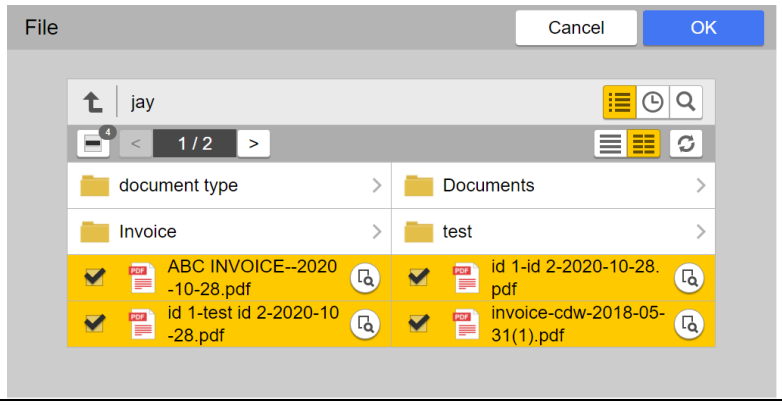
Touching this button displays previously printed documents



Select All/Deselect All

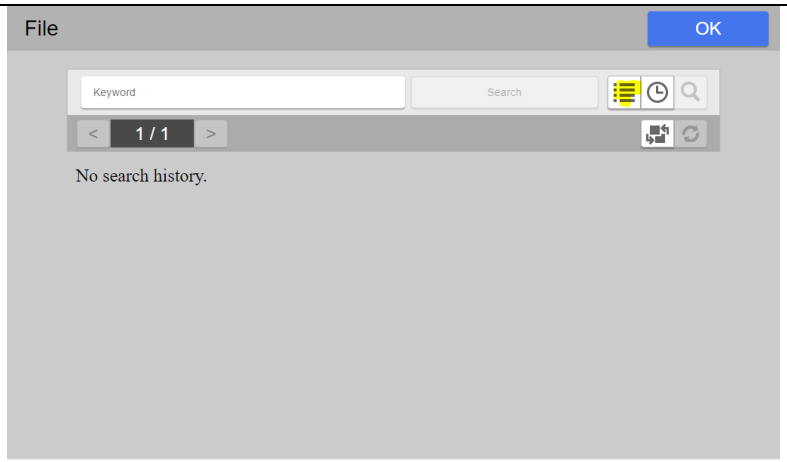
Touching on this button will Select or Deselect All files in the list

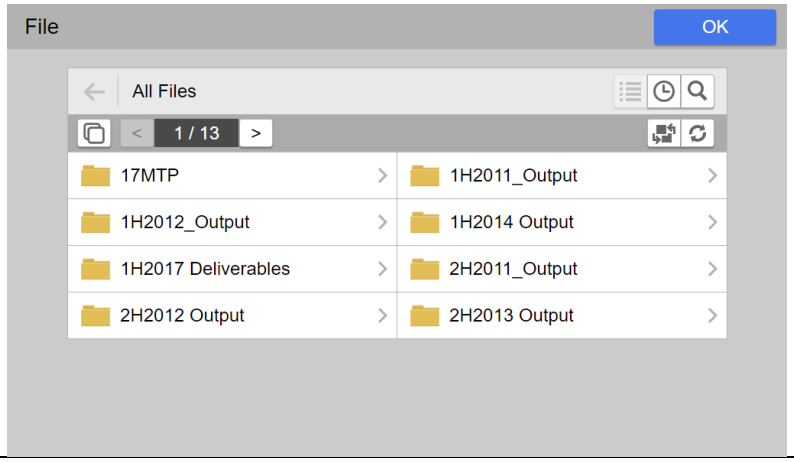




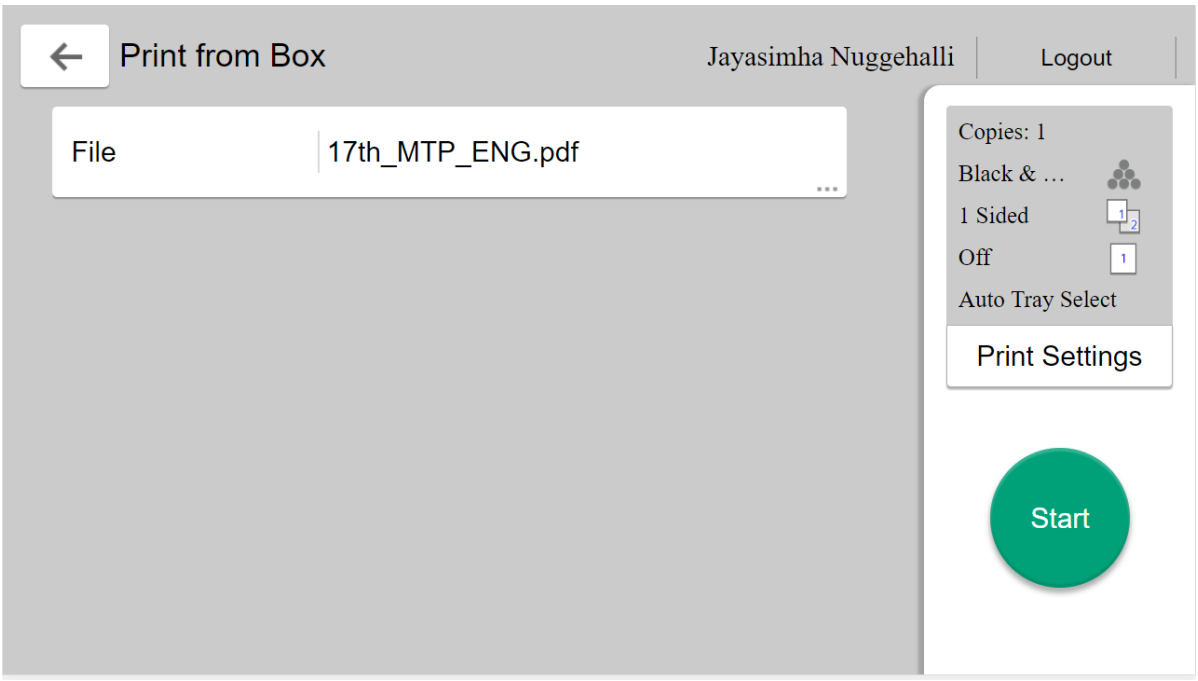
List View

Touching on this, when in Search view, will return to File List view

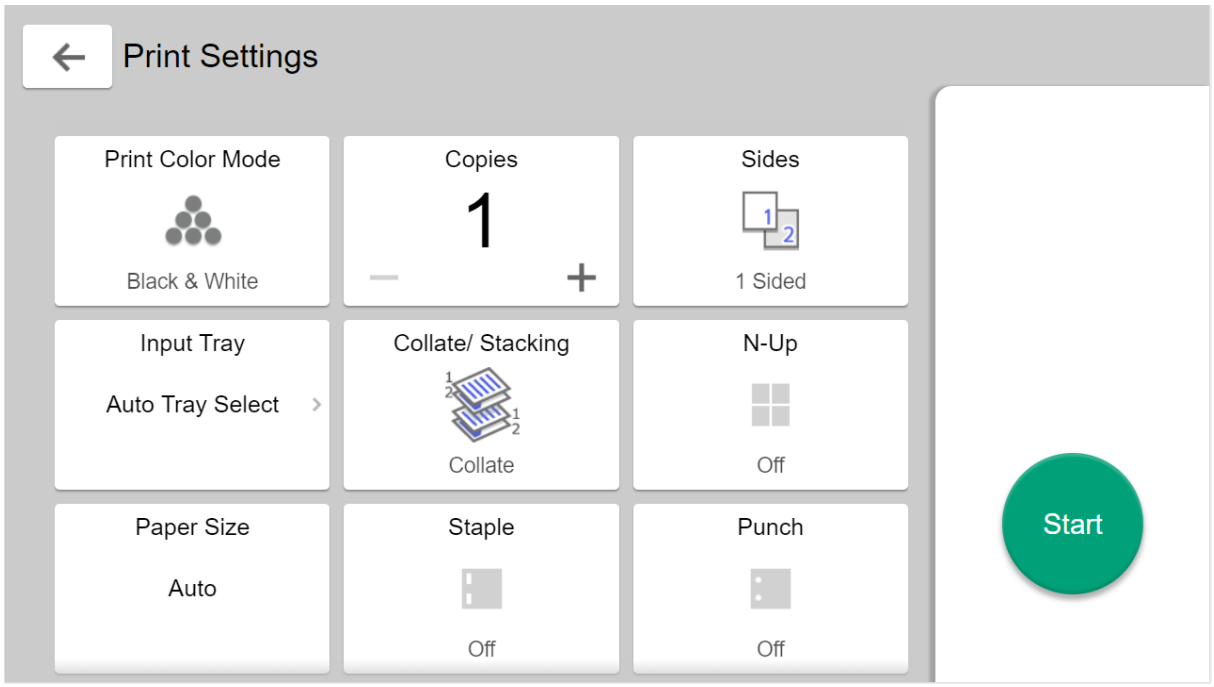


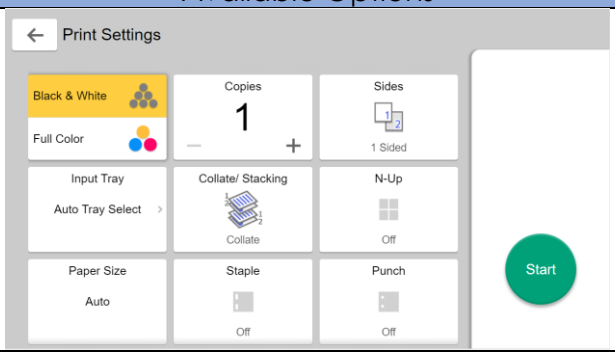
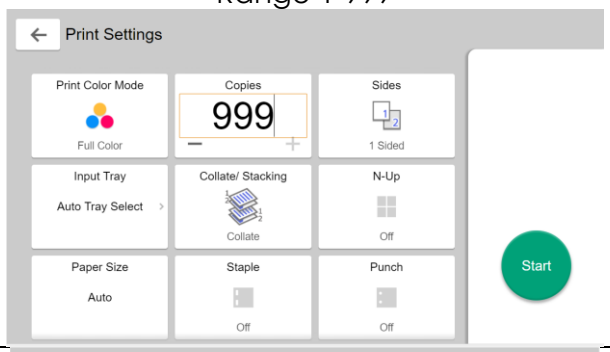
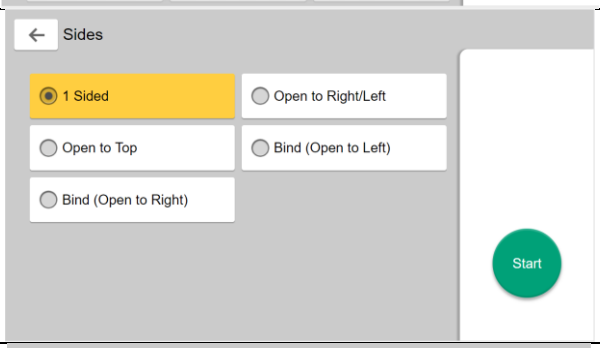
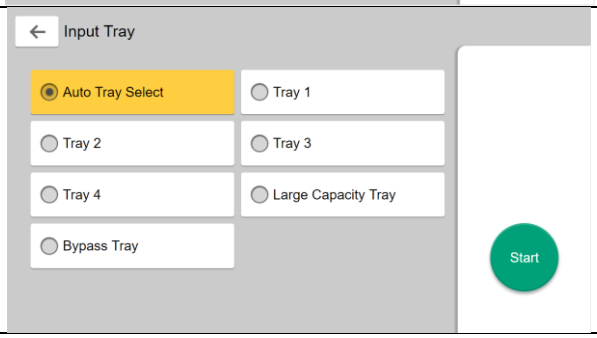


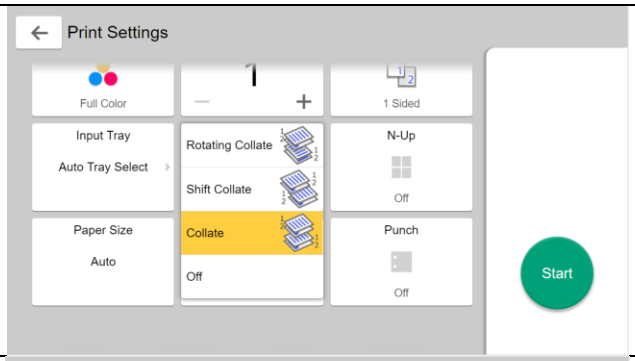
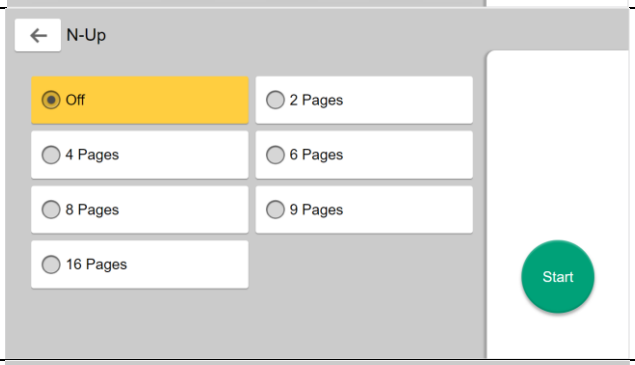
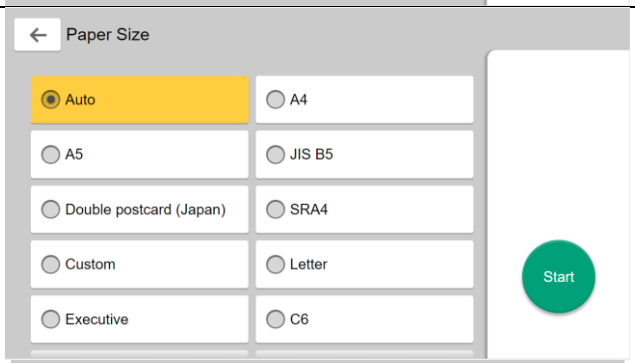
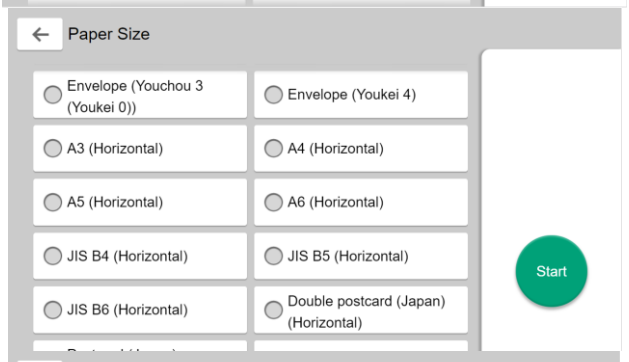
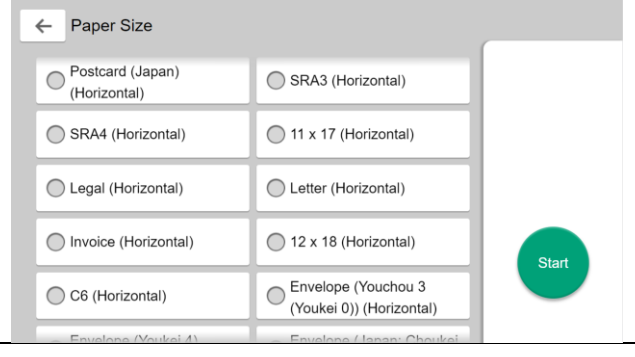
Print Settings

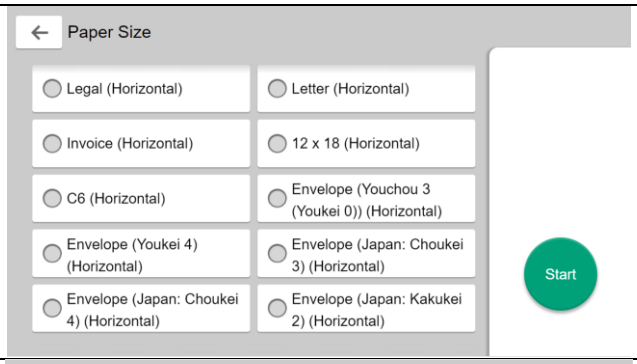
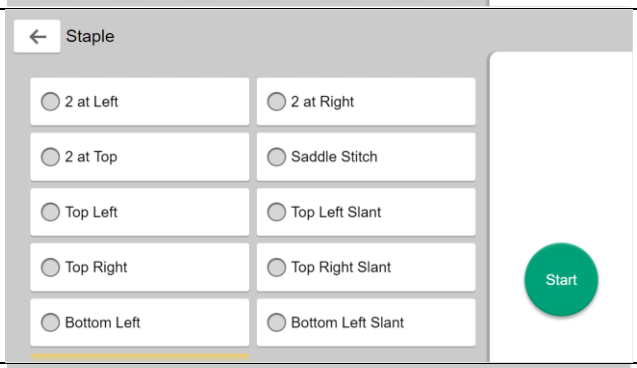
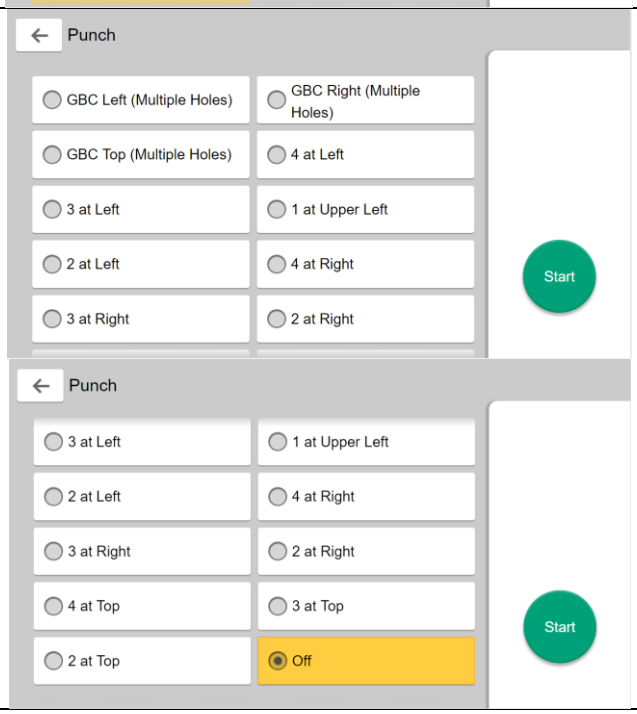


Touch on 'Print Settings' to display Print Settings Screen



Print Settings	Available Options
Print Color Mode	
Copies	Range 1-999 
Sides	
Input Tray	
Collate/Stacking	

	
N-Up	
Paper Size	  

	
Staple	
Punch	

Note: Some finishing options like Staple and Punch are available only when appropriate finishing unit is installed with Multifunction Device

6 Limitations

Print From Cloud Service Limitations

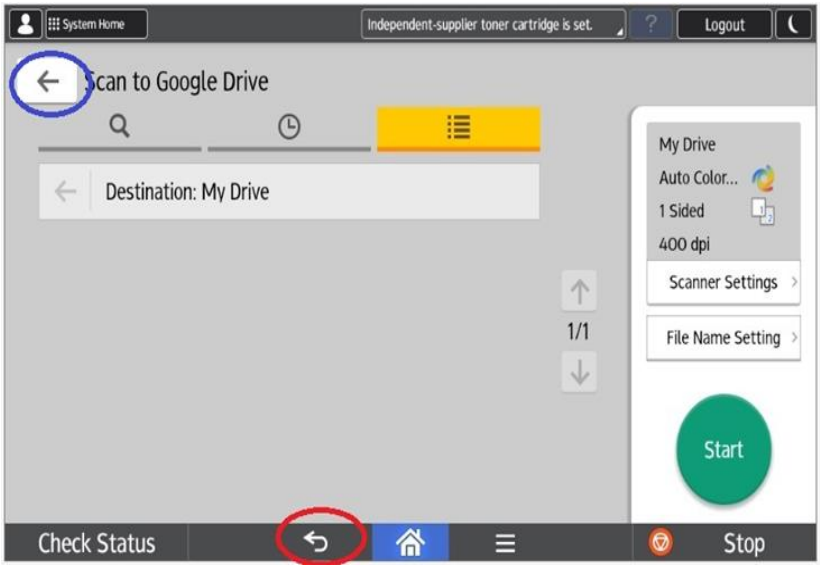
- Print from Cloud Service supports these file types: pdf, doc, docx, xls, xlsx, ppt, pptx, jpeg, jpg, png, gif, htm, html, tif, tiff, jpeg, .txt

User Site Limitations

- 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

General Limitations

- Once Administrator has logged in to a Tenant on MFP, administrator from another tenant cannot login to same MFP. Refer to guide on 'How to remove registered device'
- 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.