

## Print from Cloud Service





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# 1 Preface

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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?

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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

### 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

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### 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

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

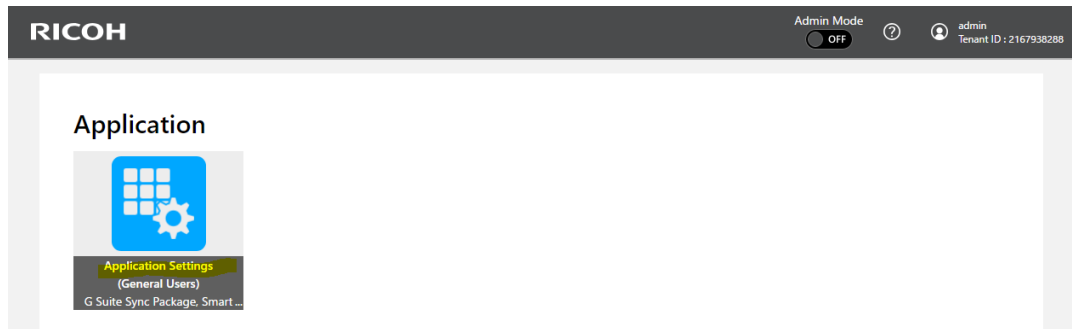
**Refer to Smart Integration Cloud Service Connection User Guide for step by step instructions.**

## 4 Configuring default Values

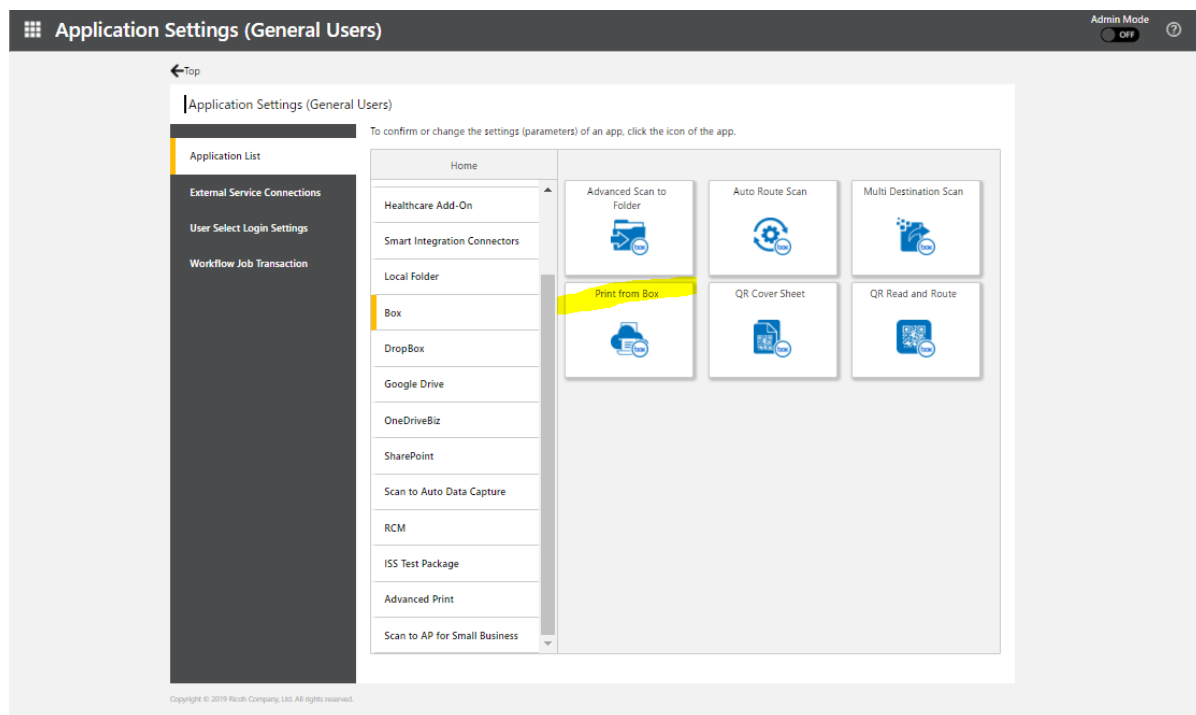
### Smart Integration User Configuration Site URL

<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.



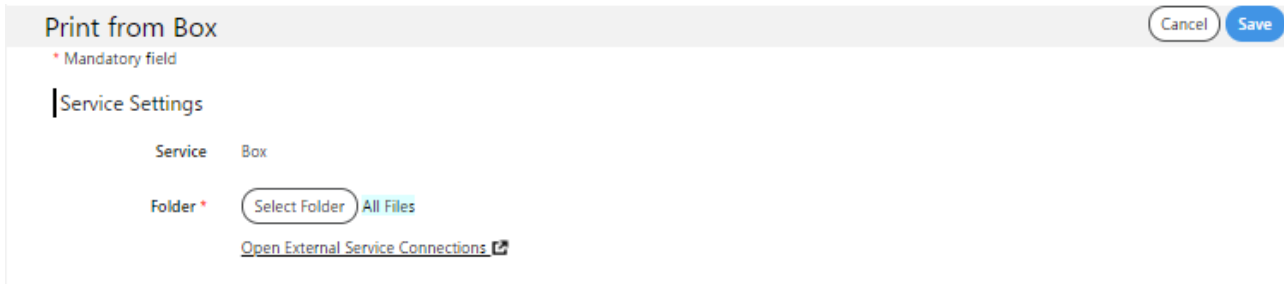
Click on 'Application settings'



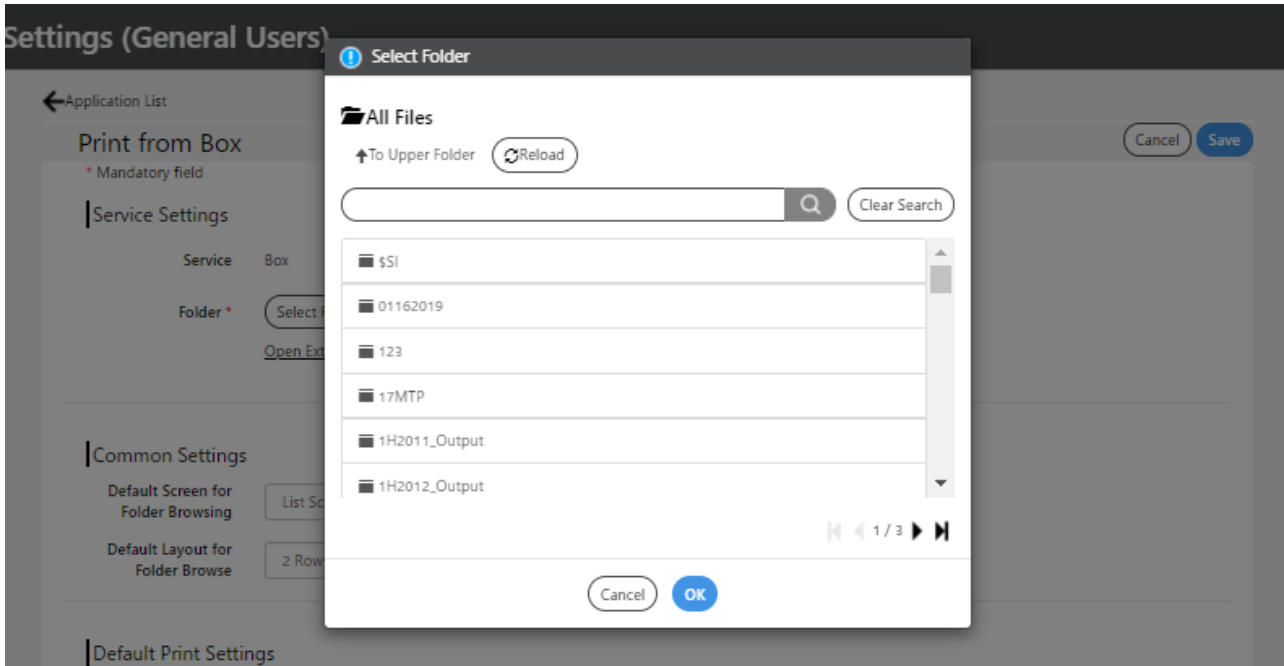
Click on 'Print from Box'

**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

### Common Settings

Default Screen for Folder Browsing

Default Layout for Folder Browse

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### Default Print Settings

Copies

Print Color Mode

Sides

N-Up

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

## 5 Operation of Print from Cloud Service Workflow Application

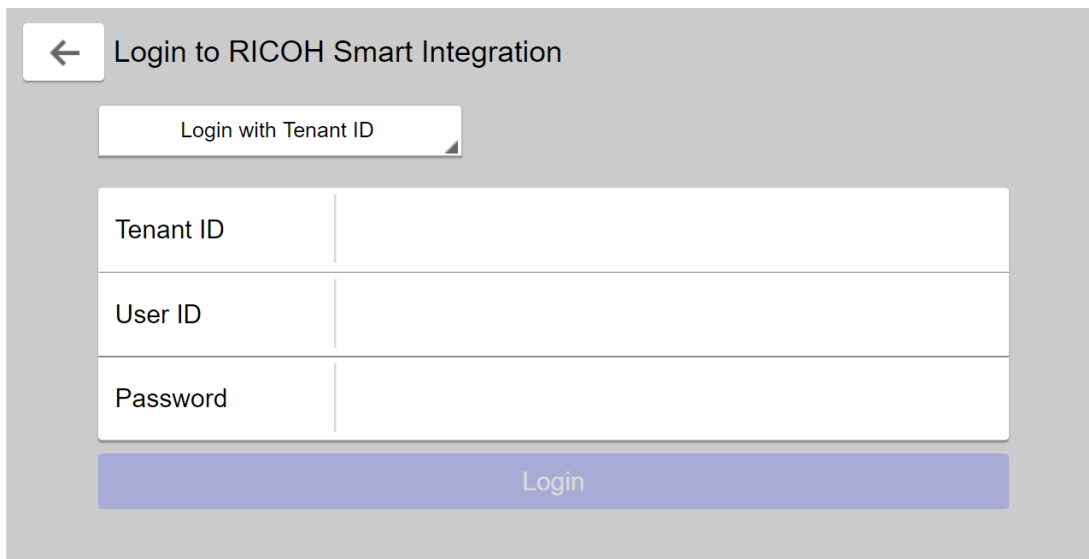
### Smart Integration MFP BrowserNX URL

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

### Ricoh Smart Integration Initial Login

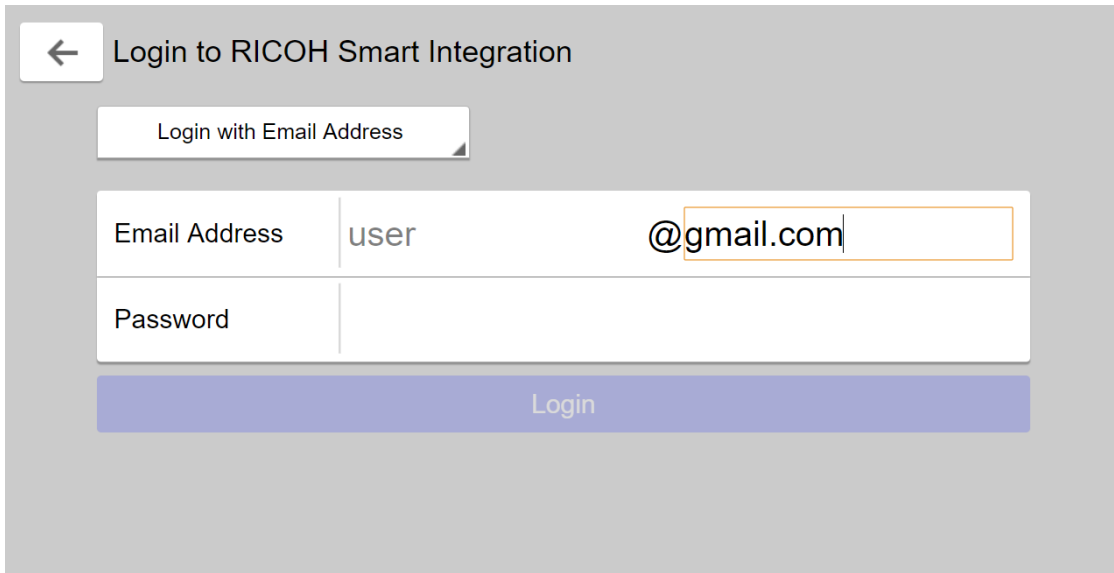
Above URL is available as Bookmark ICON on MFP. Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.

Option 1: Login with Tenant ID



The screenshot shows a login interface for 'RICOH Smart Integration'. At the top left is a back arrow icon. Below it is a dropdown menu with 'Login with Tenant ID' selected. Underneath are three input fields: 'Tenant ID', 'User ID', and 'Password'. At the bottom is a blue 'Login' button.

Option 2: Login with Email Address



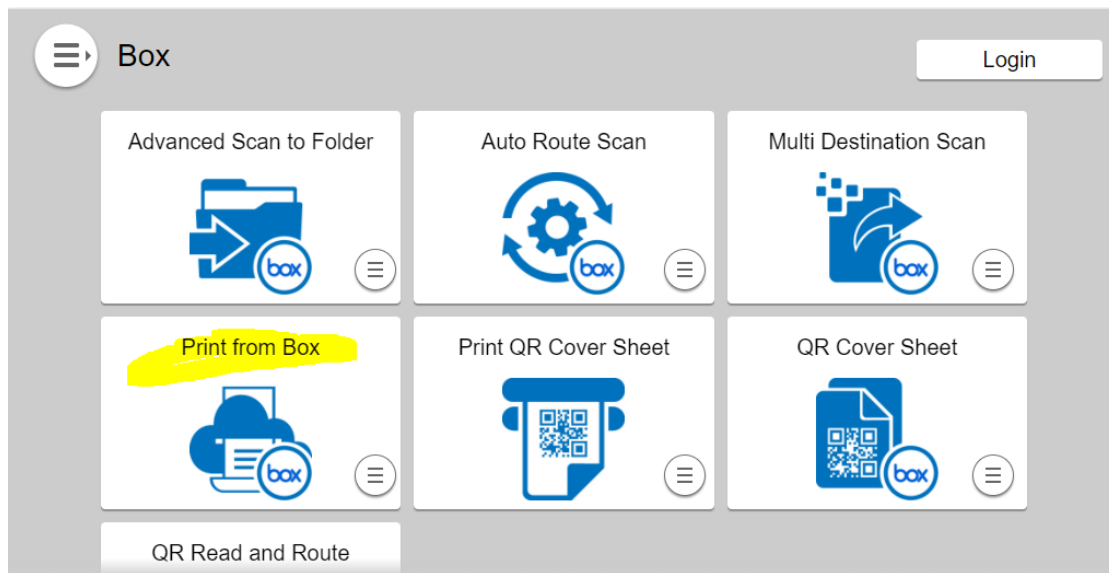
← Login to RICOH Smart Integration

Login with Email Address

Email Address	user	@gmail.com
Password		

Login

After administrator login subscribed application will be displayed



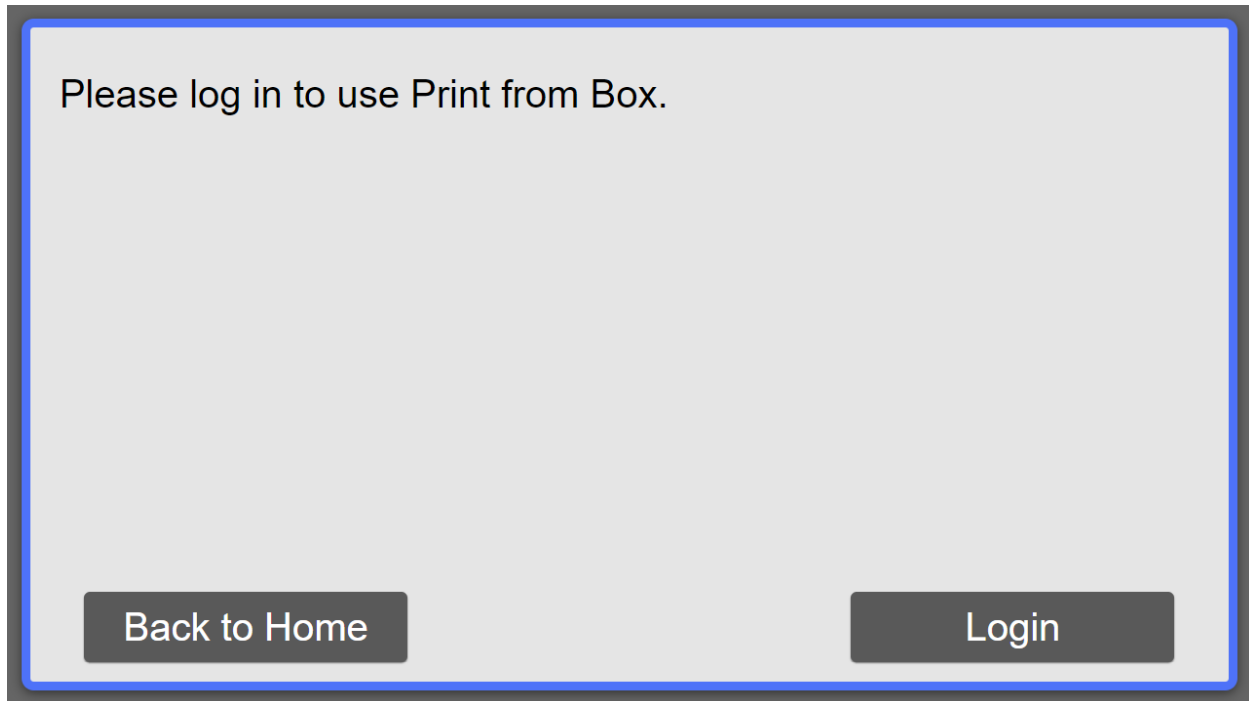
☰ Box Login

- Advanced Scan to Folder
- Auto Route Scan
- Multi Destination Scan
- Print from Box
- Print QR Cover Sheet
- QR Cover Sheet
- QR Read and Route

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

The screenshot shows a login interface titled "Login to RICOH Smart Integration". At the top left is a back arrow icon. Below the title is a dropdown menu currently set to "Login with Tenant ID". The form consists of three stacked input fields: "Tenant ID", "User ID", and "Password". At the bottom of the form is a blue "Login" button.

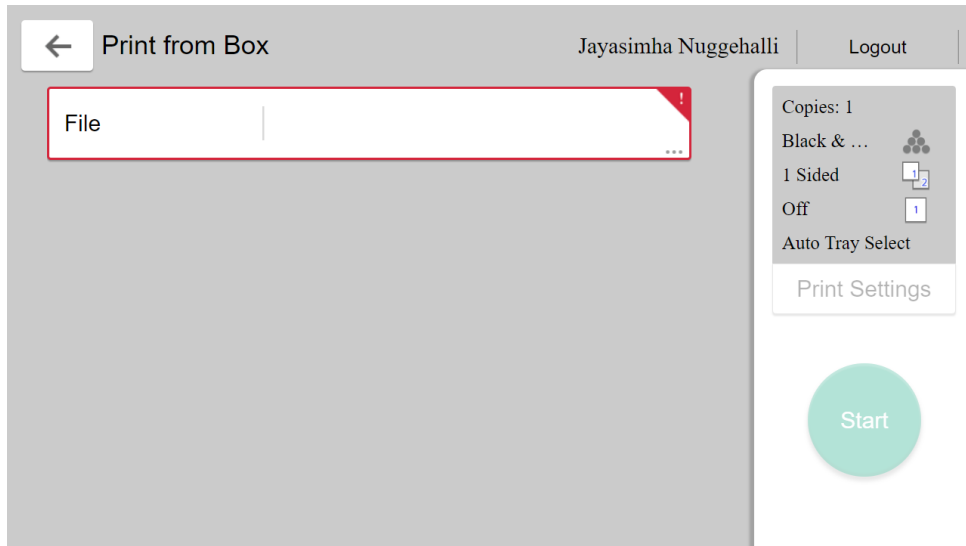
Option 2: Login with Email Address

The screenshot shows a login interface titled "Login to RICOH Smart Integration". At the top left is a back arrow icon. Below the title is a dropdown menu currently set to "Login with Email Address". The form consists of two stacked input fields: "Email Address" and "Password". The "Email Address" field contains the text "user" followed by "@gmail.com" which is highlighted with an orange border. At the bottom of the form is a blue "Login" button.

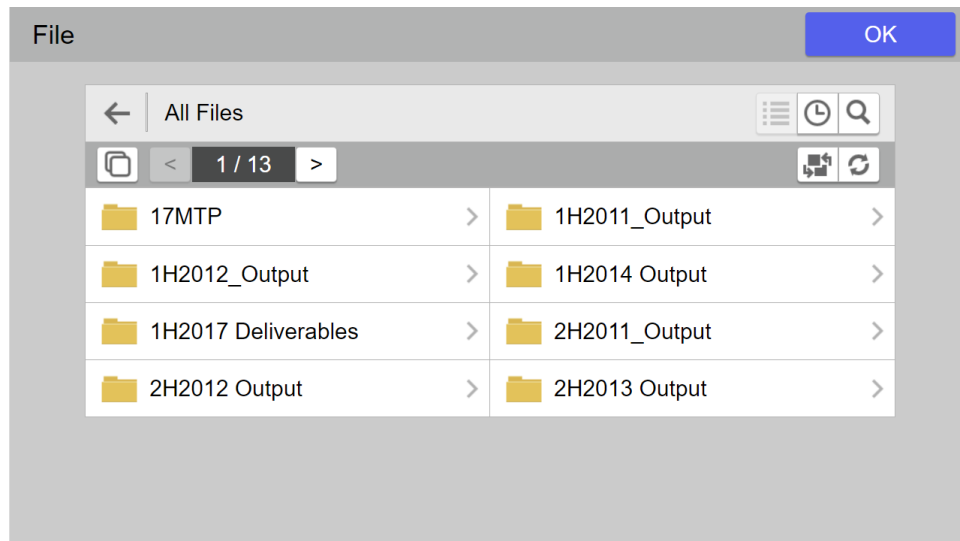
After successful user login 'Print from Box' Application Screen is displayed

Following Settings are available:

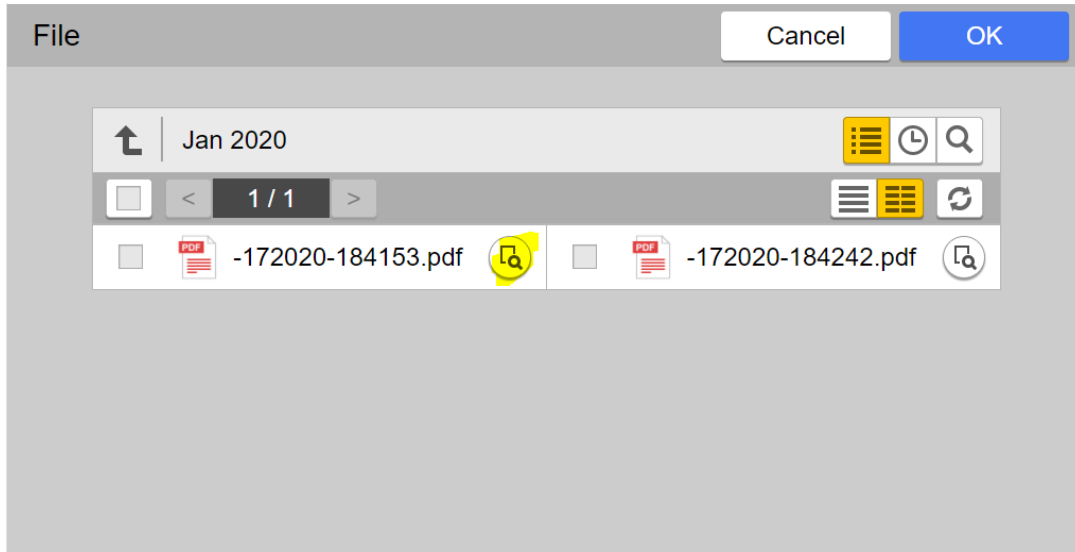
- A. File: Select desired file to print



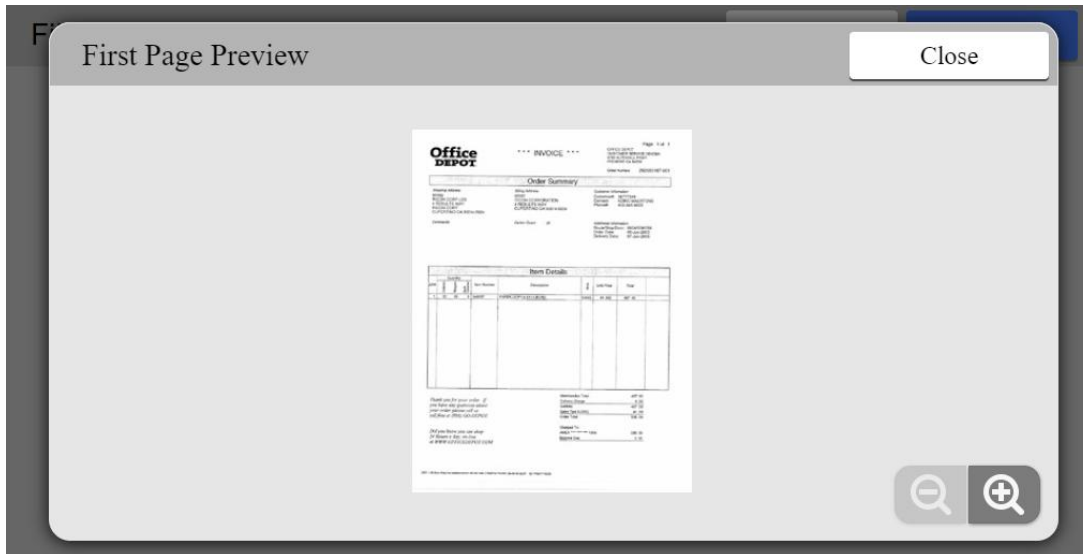
Touching on File field above displays file selection dialog

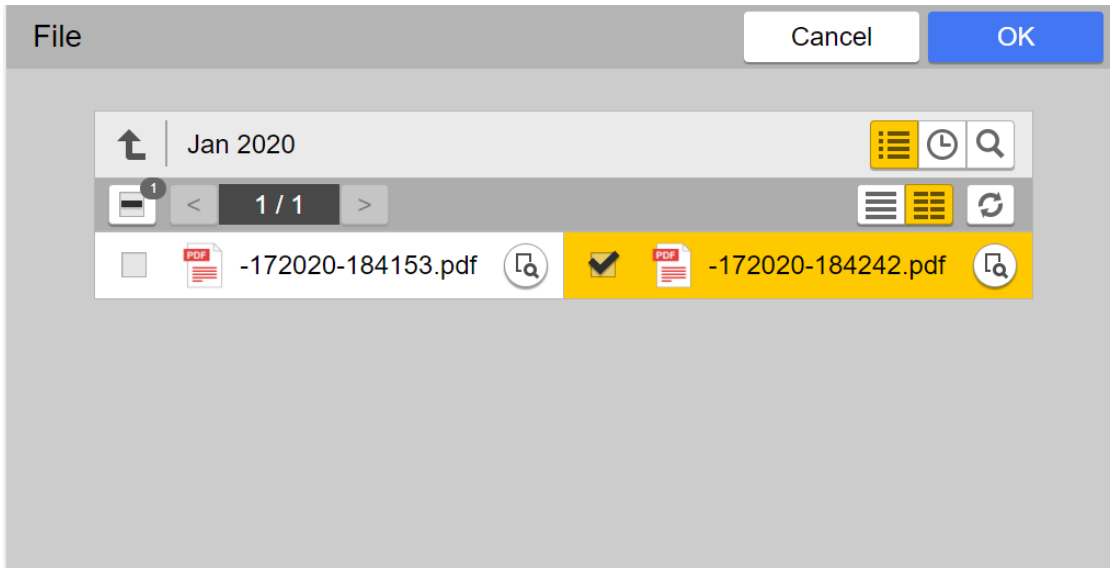


Browse folders and select desired folder



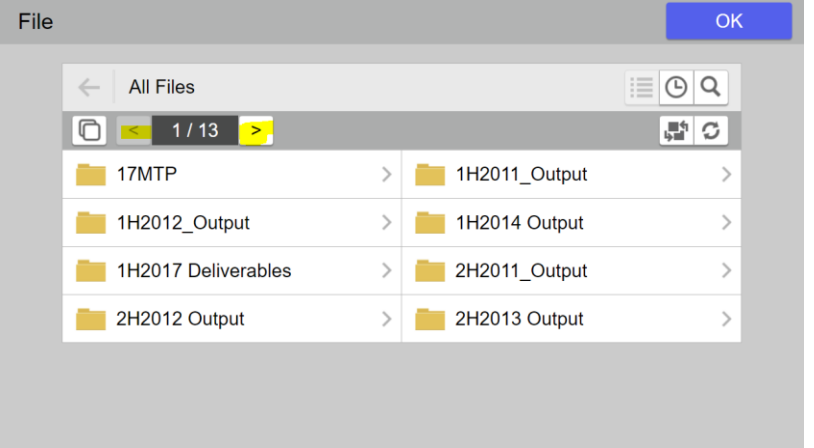

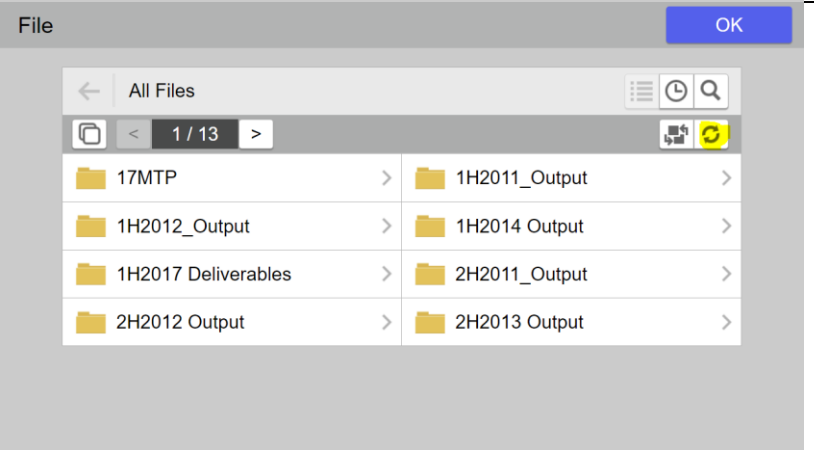

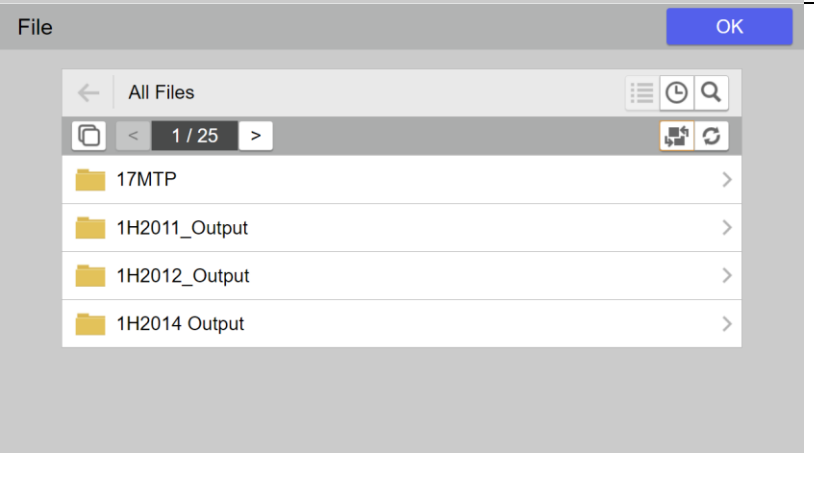
There is first page preview option available, by touching on the highlighted area above, will open first page preview.

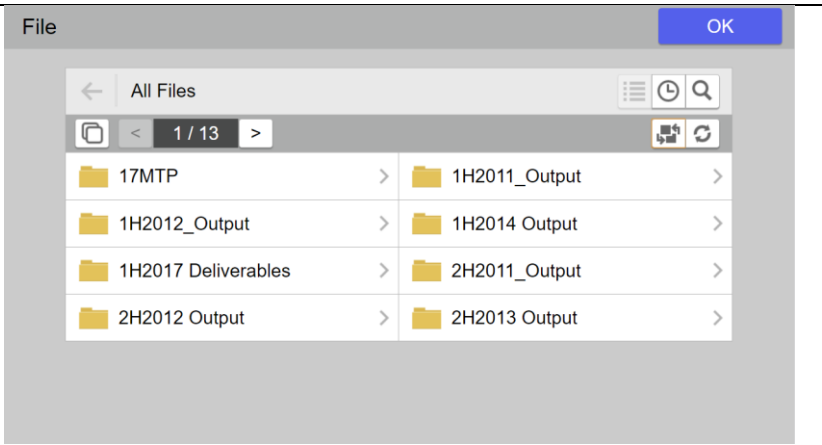
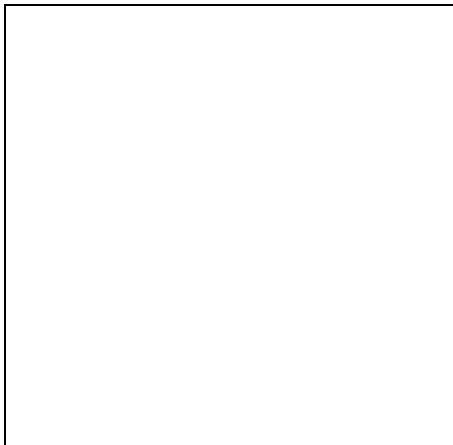





Select desired file and touch on OK button.

## File Selection Screen Controls

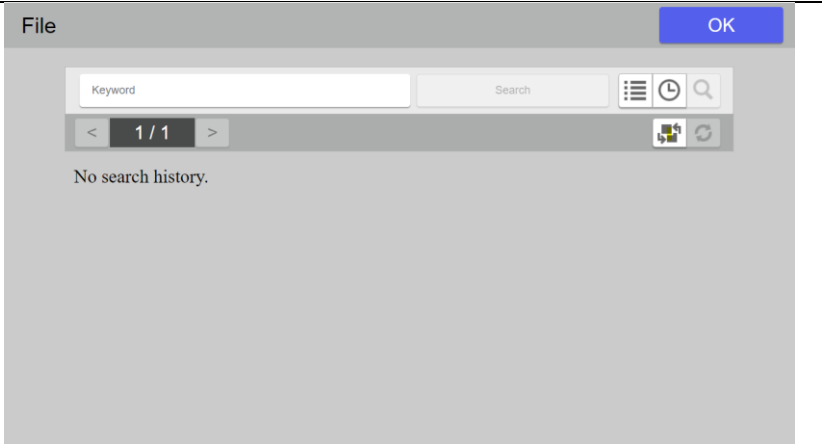
<p><b>Pagination Control</b> By touching on '&lt;' and '&gt;' You can move to back/next page of folder list</p>	 <p>The screenshot shows a 'File' selection screen with a two-column list of folders. The pagination bar at the top indicates '1 / 13' items, with left and right arrow buttons for navigation. The folders listed are: 17MTP, 1H2012_Output, 1H2017 Deliverables, 2H2012 Output, 1H2011_Output, 1H2014 Output, 2H2011_Output, and 2H2013 Output.</p>
<p><b>Refresh Button</b></p> 	 <p>The screenshot shows the same 'File' selection screen as above, but the refresh button in the pagination control is highlighted in yellow, indicating it is the active control being demonstrated.</p>
<p><b>Switch between Two Columns and One Column list</b></p> 	 <p>The screenshot shows the 'File' selection screen with a one-column list of folders. The pagination bar at the top indicates '1 / 25' items. The folders listed are: 17MTP, 1H2011_Output, 1H2012_Output, and 1H2014 Output.</p>



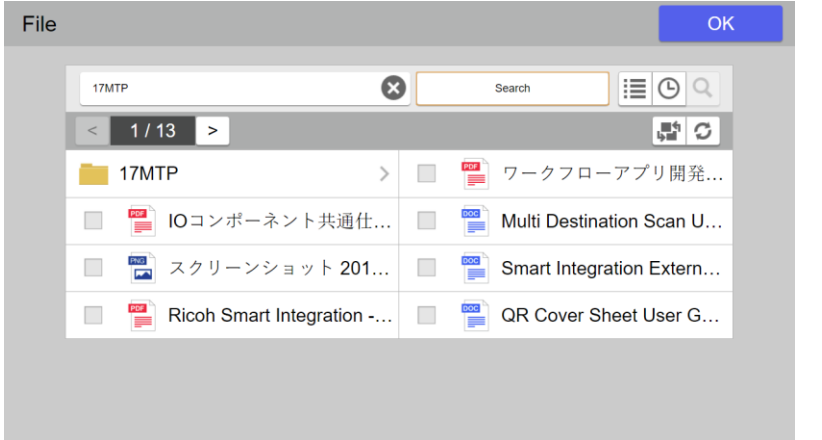
**Search & History**




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



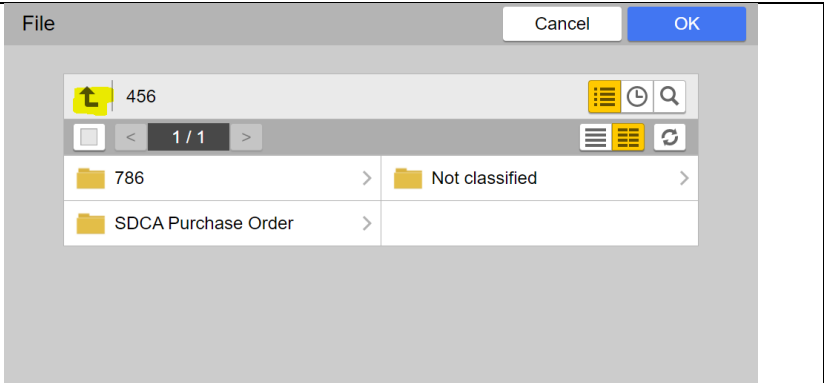
Enter Search keyword and touch on 'Search' button  
Search Results



**Back Button**



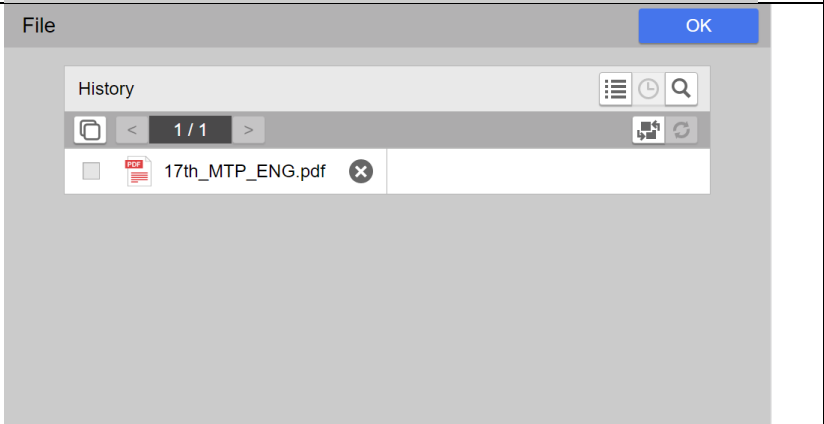
Touching on this displays parent folder.




**Print History**



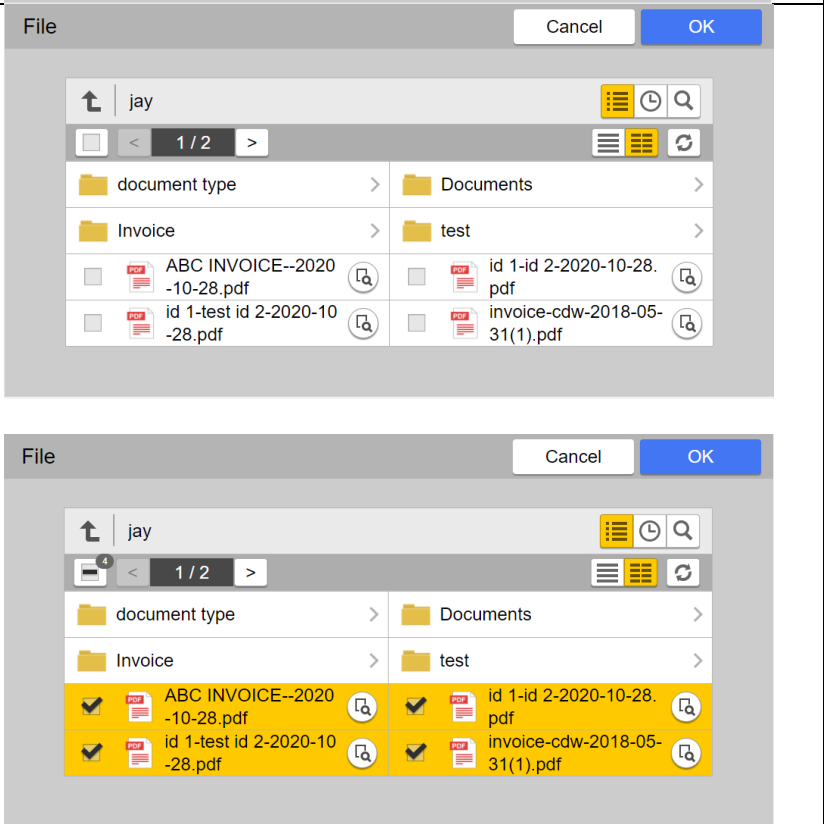
Touching this button displays previously printed documents



**Select All/Deselect All**



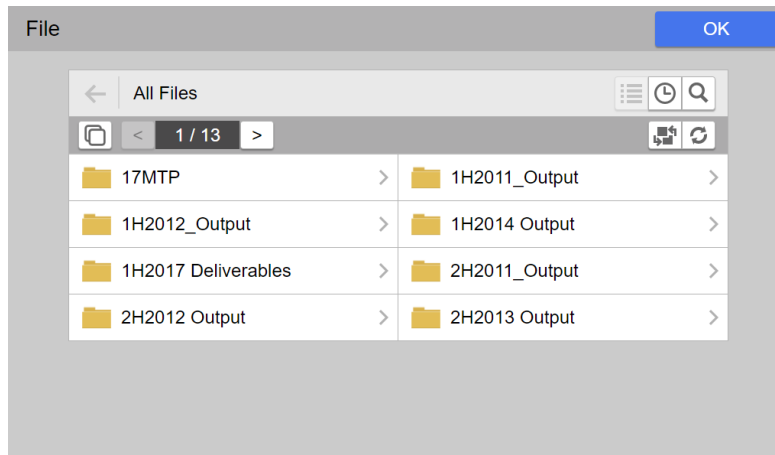
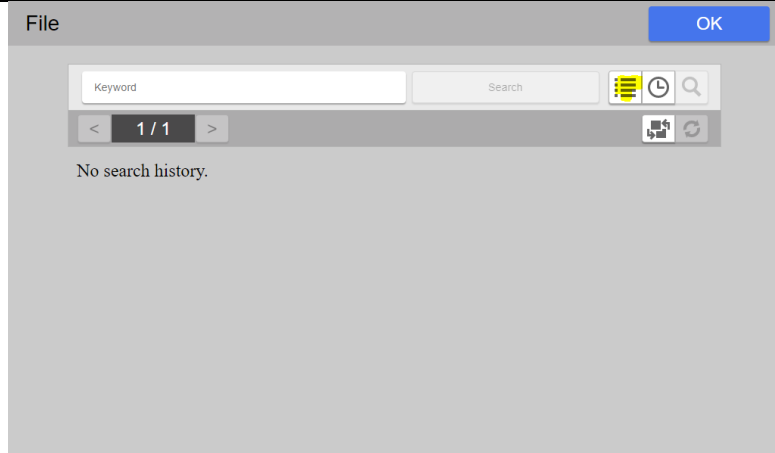
Touching on this button will Select or Deselect All files in the list



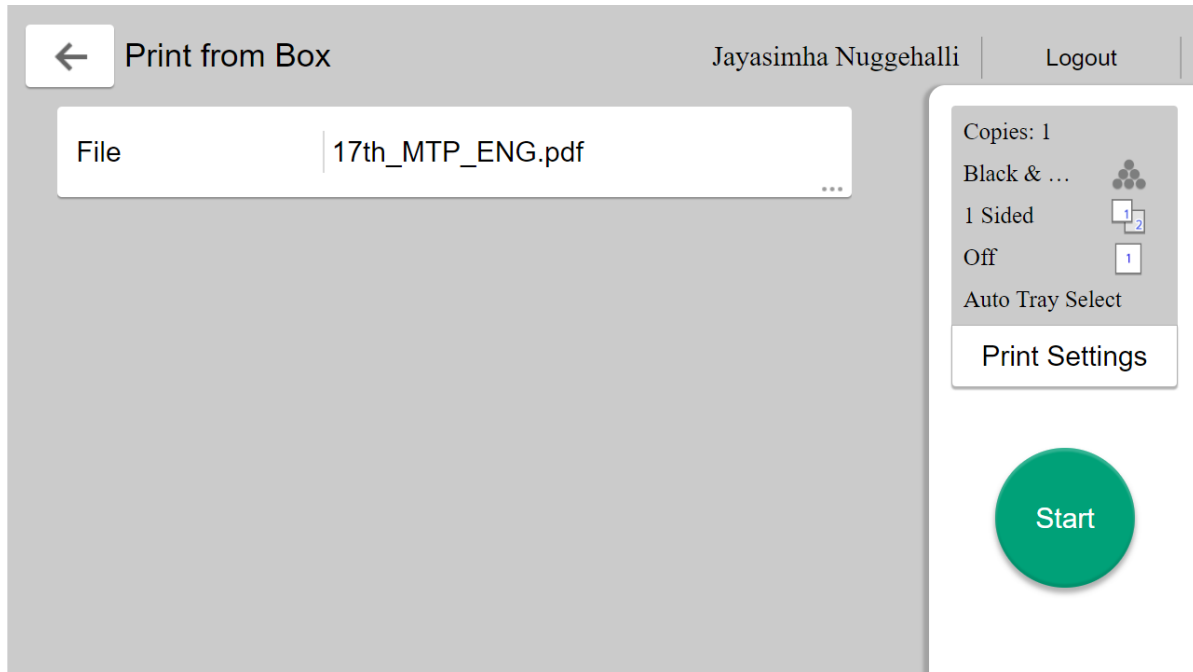
### List View



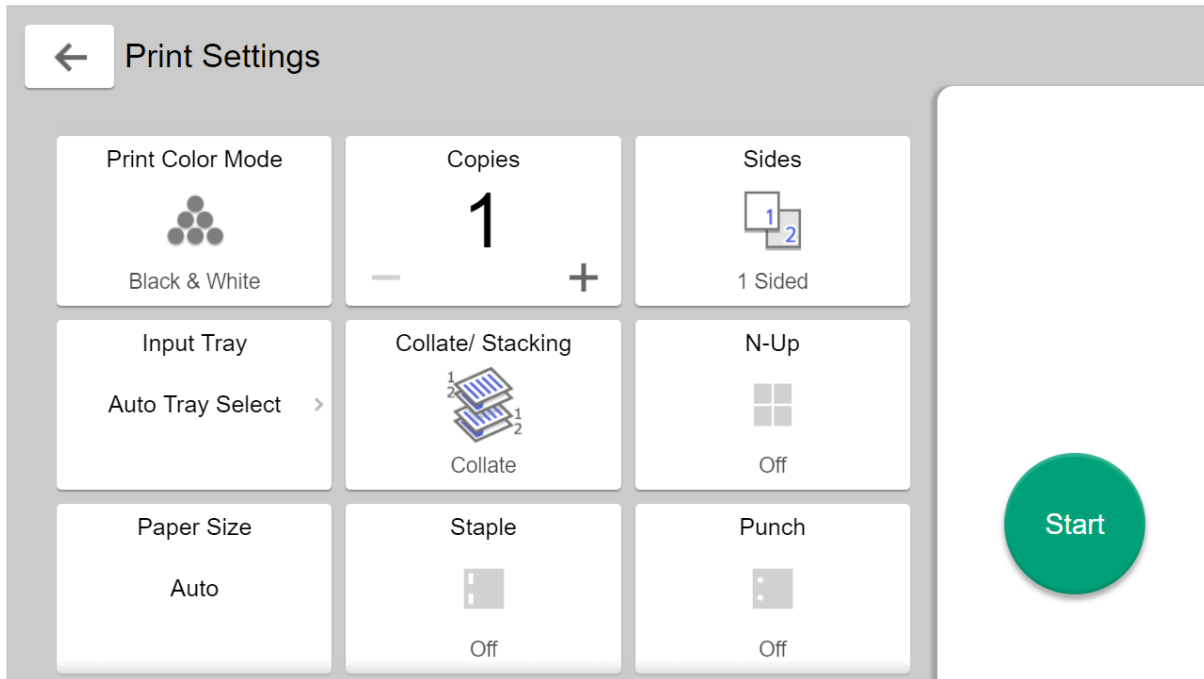
Touching on this, when in Search view, will return to File List view

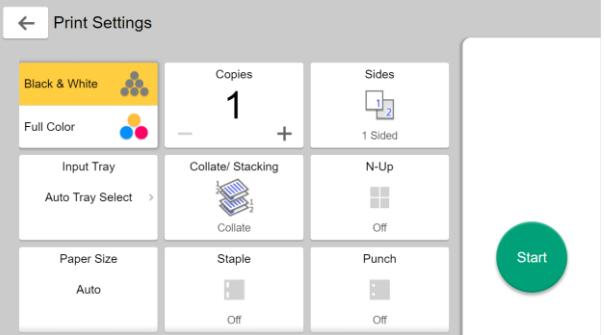
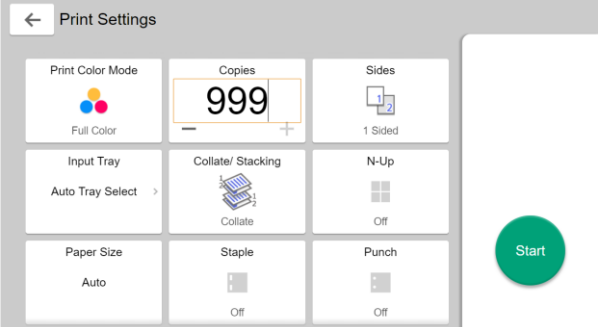
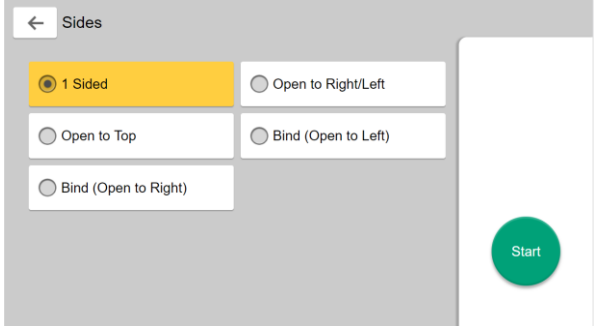
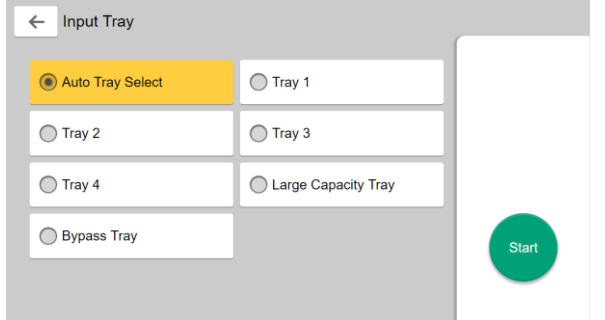


### Print Settings



Touch on 'Print Settings' to display Print Settings Screen



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

	<p>Print Settings</p> <ul style="list-style-type: none"> <li>Full Color</li> <li>1 Sided</li> <li>Collate</li> <li>N-Up</li> </ul> <p>Start</p>
<p>N-Up</p>	<p>N-Up</p> <ul style="list-style-type: none"> <li>Off</li> <li>2 Pages</li> <li>4 Pages</li> <li>6 Pages</li> <li>8 Pages</li> <li>9 Pages</li> <li>16 Pages</li> </ul> <p>Start</p>
<p>Paper Size</p>	<p>Paper Size</p> <ul style="list-style-type: none"> <li>Auto</li> <li>A4</li> <li>A5</li> <li>JIS B5</li> <li>Double postcard (Japan)</li> <li>SRA4</li> <li>Letter</li> <li>Executive</li> <li>C6</li> </ul> <p>Start</p> <p>Paper Size</p> <ul style="list-style-type: none"> <li>Envelope (Youchou 3 (Youkei 0))</li> <li>Envelope (Youkei 4)</li> <li>A3 (Horizontal)</li> <li>A4 (Horizontal)</li> <li>A5 (Horizontal)</li> <li>A6 (Horizontal)</li> <li>JIS B4 (Horizontal)</li> <li>JIS B5 (Horizontal)</li> <li>JIS B6 (Horizontal)</li> <li>Double postcard (Japan) (Horizontal)</li> </ul> <p>Start</p> <p>Paper Size</p> <ul style="list-style-type: none"> <li>Postcard (Japan) (Horizontal)</li> <li>SRA3 (Horizontal)</li> <li>SRA4 (Horizontal)</li> <li>11 x 17 (Horizontal)</li> <li>Legal (Horizontal)</li> <li>Letter (Horizontal)</li> <li>Invoice (Horizontal)</li> <li>12 x 18 (Horizontal)</li> <li>C6 (Horizontal)</li> <li>Envelope (Youchou 3 (Youkei 0)) (Horizontal)</li> </ul> <p>Start</p>

	<p>← Paper Size</p> <table border="1"> <tr> <td><input type="radio"/> Legal (Horizontal)</td> <td><input type="radio"/> Letter (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Invoice (Horizontal)</td> <td><input type="radio"/> 12 x 18 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> C6 (Horizontal)</td> <td><input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Youkei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)</td> </tr> </table> <p>Start</p>	<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)	<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)	<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)	<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)										
<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)																				
<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)																				
<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)																				
<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)																				
<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)																				
<p>Staple</p>	<p>← Staple</p> <table border="1"> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input type="radio"/> Saddle Stitch</td> </tr> <tr> <td><input type="radio"/> Top Left</td> <td><input type="radio"/> Top Left Slant</td> </tr> <tr> <td><input type="radio"/> Top Right</td> <td><input type="radio"/> Top Right Slant</td> </tr> <tr> <td><input type="radio"/> Bottom Left</td> <td><input type="radio"/> Bottom Left Slant</td> </tr> </table> <p>Start</p>	<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right	<input type="radio"/> 2 at Top	<input type="radio"/> Saddle Stitch	<input type="radio"/> Top Left	<input type="radio"/> Top Left Slant	<input type="radio"/> Top Right	<input type="radio"/> Top Right Slant	<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant										
<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right																				
<input type="radio"/> 2 at Top	<input type="radio"/> Saddle Stitch																				
<input type="radio"/> Top Left	<input type="radio"/> Top Left Slant																				
<input type="radio"/> Top Right	<input type="radio"/> Top Right Slant																				
<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant																				
<p>Punch</p>	<p>← Punch</p> <table border="1"> <tr> <td><input type="radio"/> GBC Left (Multiple Holes)</td> <td><input type="radio"/> GBC Right (Multiple Holes)</td> </tr> <tr> <td><input type="radio"/> GBC Top (Multiple Holes)</td> <td><input type="radio"/> 4 at Left</td> </tr> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> </table> <p>Start</p> <p>← Punch</p> <table border="1"> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 4 at Top</td> <td><input type="radio"/> 3 at Top</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input checked="" type="radio"/> Off</td> </tr> </table> <p>Start</p>	<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)	<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top	<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off
<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)																				
<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left																				
<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left																				
<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right																				
<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right																				
<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left																				
<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right																				
<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right																				
<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top																				
<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off																				

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

## 6 Limitations

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### Print From Cloud Service Limitations

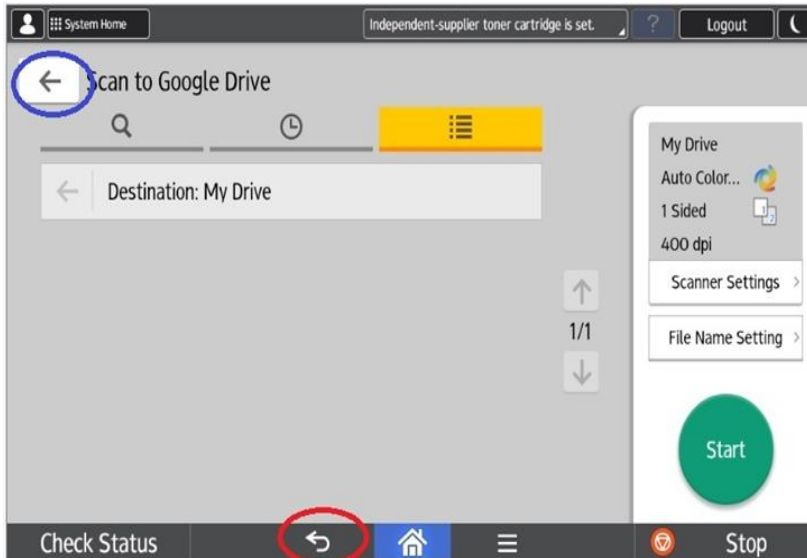
- Print from Cloud Service supports these file types: pdf, doc, docx, xls, xlsx, ppt, pptx, jpeg, jpg, png, gif, htm, html, tif, tiff, jpeg, .txt

### 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.