Synchronizing Cloud Directory Services Guide

When synchronized with a cloud directory service such as Microsoft 365 or Google Workspace, you can store scanned data in a shared folder in the cloud and search for contacts by synchronizing with a contacts list in the cloud.

To add this function, you need to update the printer to the latest firmware.

From the printer's panel, select **Settings** > **General Settings** > **System Administration** > **Firmware Update** > **Update**, and follow the instructions on the panel.

For Administrators

The following explains the procedure necessary for printer administrators to synchronize with cloud directory services.

Synchronizing the Printer with Microsoft 365

The following functions are available when you synchronize your printer with Microsoft 365.

To use these functions, the printer must be connected to the Internet, and you need to register a shared folder for saving data in the cloud storage to the printer's contacts.

Scanning and Saving to Cloud Storage

You can save scanned data directly to a shared folder at work or school in Microsoft Teams, SharePoint Online, or OneDrive for Business.

You need to sign in with your Microsoft 365 work or school account from the printer.

Synchronizing with Fax Machines (Only for Models that Support the Fax Function)

You can set up a shared folder at work or school in Microsoft Teams, SharePoint Online, or OneDrive for Business as the save or forward target for the following functions.

❏ Forwarding faxes

❏ Forwarding documents from fax storage

❏ Sending fax backups

❏ Outputting fax reports

Sending Data in Storage to Cloud Storage (Only for Models that Support the Storage Function)

You can save scanned data directly to a shared folder at work or school in Microsoft Teams, SharePoint Online, or OneDrive for Business.

To send data, select **Storage** on the printer's control panel and open the storage containing the data. Select the data you want to send, select **Send/Save**, and then specify the cloud service as the target.

Searching for Scan and Fax Recipients from Contacts for Microsoft

You can select recipients for scanning or faxing from your synchronized Microsoft work or school contacts.

To use Microsoft work or school contacts, you need to set the search attributes for the contacts.

Signing in to Microsoft to Authenticate Your Printer

To synchronize with Microsoft 365, sign in with your Microsoft work or school account using Web Config.

1. Enter the printer's IP address into a browser to access Web Config.

   Enter the printer's IP address from a computer that is connected to the same network as the printer.

   You can check the IP address of the printer from the following menu.

   Settings > **General Settings** > **Network Settings** > (**Standard**) > **Network Status** > **Wired LAN/Wi-Fi Status**

2. Enter the administrator password to log in as an administrator.

3. Select in the following order.

   Network > **Microsoft 365** > **Sign In**

4. Click **Sign in with Microsoft**.

5. Copy the authentication code displayed on screen, and then click the URL displayed to open the authentication screen.

6. On the authentication code entry screen, enter the code you copied in step 5, and then click **Next**.

7. On the Microsoft sign in screen, enter your work or school account details, and then click **Next**.

   Enter the name of an account that has global administrator privileges.

   When authentication is complete, the following screen is displayed.



Registering Cloud Storage to Contacts

Register the cloud storage shared folder (Microsoft Teams, SharePoint Online, OneDrive for Business) where scanned data will be stored to contacts.

1. Enter the printer's IP address into a browser to access Web Config.

   Enter the printer's IP address from a computer that is connected to the same network as the printer.

   You can check the IP address of the printer from the following menu.

   Settings > **General Settings** > **Network Settings** > (**Standard**) > **Network Status** > **Wired LAN/Wi-Fi Status**

2. Enter the administrator password to log in as an administrator.
3. Select in the following order.

   Scan/Copy > **Contacts**
4. Select the contacts number you want to register, and then select **Edit**.
5. Select the **Type** of cloud storage you want to register.
6. Access the shared folder where you want to save scanned data.
7. Copy the shared folder link.
8. Return to Web Config and enter the address you copied in step 7 in **Save to**.
9. Enter the other information and click **Apply**.

Setting Search Attributes for Work or School Contacts

Setting search attributes for your work or school contacts allows you to search using the email addresses, fax numbers, and other details of users registered to the synchronized cloud service.

1. Enter the printer's IP address into a browser to access Web Config.

   Enter the printer's IP address from a computer that is connected to the same network as the printer.

   You can check the IP address of the printer from the following menu.

   Settings > **General Settings** > **Network Settings** > (**Standard**) > **Network Status** > **Wired LAN/Wi-Fi Status**
2. Enter the administrator password to log in as an administrator.
3. Select in the following order.

   Network > **Microsoft 365** > **Search Settings for Microsoft Entra ID (Contacts)**
4. Set each item.
5. Click **OK**.

Search Setting Items for Your Organization's Contacts

Item	Settings and Explanation
Number of search entries	Specify the number of search entries between 5 and 500. The specified number of the search entries is saved and displayed temporarily. Even if the number of the search entries is over the specified number and an error message appears, the search can be completed.
User name Attribute	Specify the attribute name to be used when searching for a user name. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: userPrincipalName

Item	Settings and Explanation
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: displayName
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail
Fax Number Attribute	Specify the attribute name to be used when searching for a fax number. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: faxNumber

Synchronizing Your Printer with Google WorkSpace

The following functions are available when you synchronize your printer to Google WorkSpace.

To use these functions, the printer must be connected to the Internet, and you need to register a shared folder for saving data in the cloud storage to the printer's contacts.

Scanning and Saving to Cloud Storage

You can save scanned data directly to a shared folder on Google Drive.

You need to sign in with your Google business account from the printer.

Synchronizing with Fax Machines (Only for Models that Support the Fax Function)

You can set a Google Drive shared folder as the save or forward target folder for the following functions.

- ❏ Forwarding faxes
- ❏ Forwarding documents from fax storage
- ❏ Sending fax backups
- ❏ Outputting fax reports

Sending Data in Storage to Cloud Storage (Only for Models that Support the Storage Function)

You can save scanned data directly to a shared folder on Google Drive.

To send data, select **Storage** on the printer's control panel and open the storage containing the data. Select the data you want to send, select **Send/Save**, and then specify Google Drive as the target.

Signing in to Authenticate Your Printer

To synchronize with Google WorkSpace, sign in with your Google Business account using Web Config.

1. Enter the printer's IP address into a browser to access Web Config.

   Enter the printer's IP address from a computer that is connected to the same network as the printer.

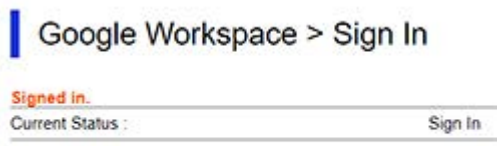
   You can check the IP address of the printer from the following menu.

Settings > **General Settings** > **Network Settings** > (**Standard**) > **Network Status** > **Wired LAN/Wi-Fi Status**

2. Enter the administrator password to log in as an administrator.
3. Select in the following order.

   Network > **Google Workspace** > **Sign In**
4. Click **Sign In**.
5. Copy the authentication code displayed on this screen, and then click the URL displayed to open the authentication screen.
6. On the authentication code entry screen, enter the code you copied in step 5, and then click **Next**.
7. On the Google sign in screen, enter your Google Business account details, and then click **Next**.

   When authentication is complete, the following screen is displayed.



Registering Cloud Storage to Contacts

Register the cloud storage shared folder where scanned data will be stored to contacts.

1. Enter the printer's IP address into a browser to access Web Config.

   Enter the printer's IP address from a computer that is connected to the same network as the printer.

   You can check the IP address of the printer from the following menu.

   Settings > **General Settings** > **Network Settings** > (**Standard**) > **Network Status** > **Wired LAN/Wi-Fi Status**
2. Enter the administrator password to log in as an administrator.
3. Select in the following order.

   Scan/Copy > **Contacts**
4. Select the contacts number you want to register, and then select **Edit**.
5. Select the **Type** of cloud storage you want to register.
6. Access the shared folder where you want to save scanned data.
7. Copy the shared folder link.
8. Return to Web Config and enter the address you copied in step 7 in **Save to**.
9. Enter the other information and click **Apply**.

For Users

The following procedures are for standard users regarding functions that can be used by synchronizing with cloud directory services.

Scanning and Saving to Cloud Storage

To save to cloud storage, make sure the cloud storage shared folder you want to save to is registered to contacts.

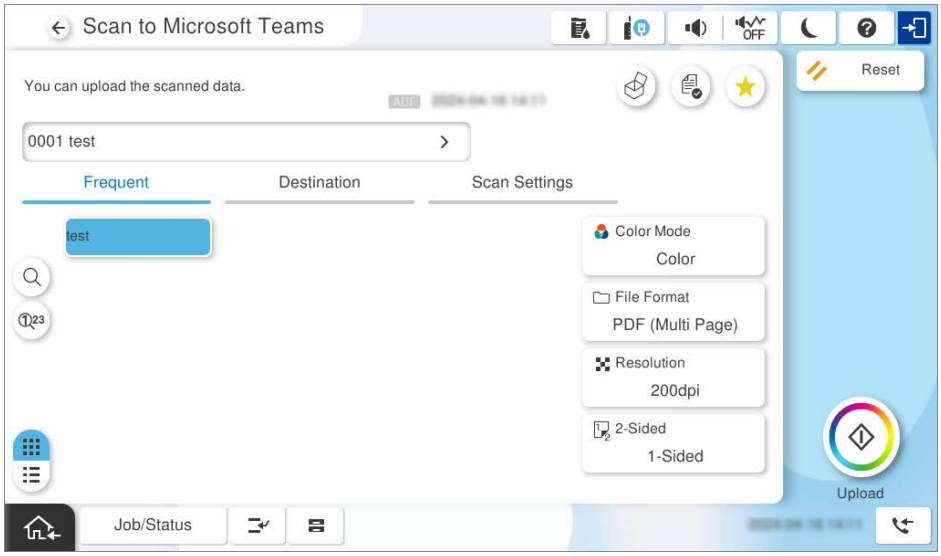
1. Load the document.

   See "Loading Documents" in the User's Guide for details on loading documents.

2. Select **Cloud Storage** on the control panel.

3. Select the cloud storage you want to save to.

4. Enter the save location.



   For more information on available cloud storage providers and shared folders, contact your system administrator.

5. Make settings for scanning.

   See the User's Guide, "Descriptions of the Scan Settings Menu" for a description of the scan settings.

6. Tap ◇.

Solving Problems

Cannot Find Recipients Added to Microsoft Organization Contacts

Users are not displayed immediately after adding them to contacts

Solutions

Adding users to contacts takes time; wait for a while and then try again.

Cannot Find Cloud Storage Icon

The scan function is disabled due to the printer's access control settings.

Solutions

In Web Config, go to **Product Security** > **Access Control Settings** and select **Scan** and **Cloud Storage (Upload)** to allow the functions to be used.

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