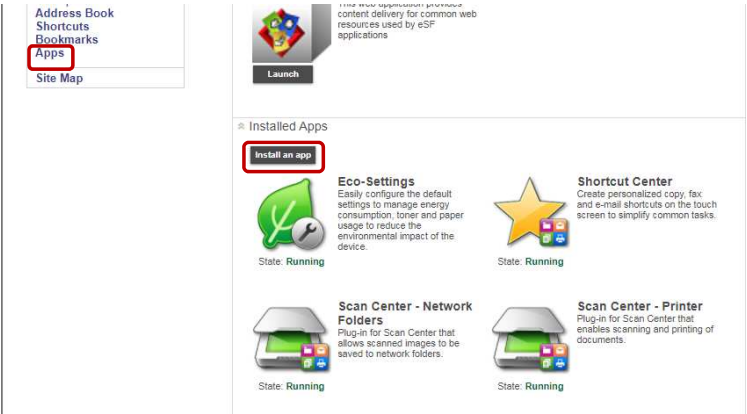
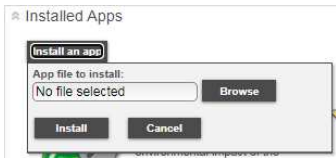


How to Install (Scan to SharePoint)

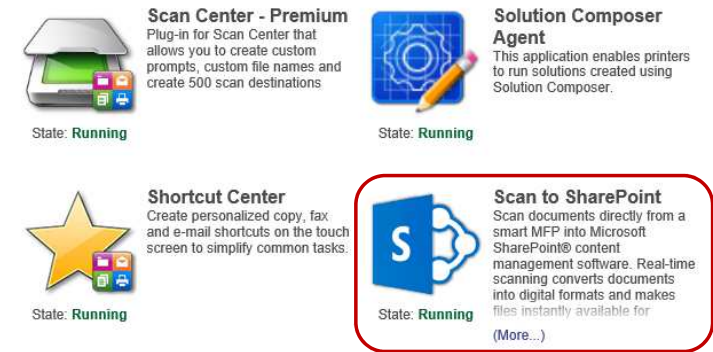
1. Download the Apps and store your PC.
2. Open a web browser, type machine IP address in the address field.
3. Click “Apps”, and “Install an app”.



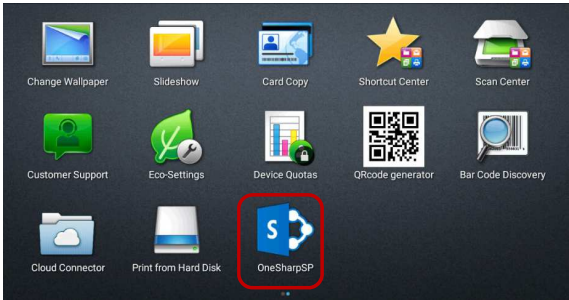
4. Click “Browse”, and select “scantosharepoint_xxxxx.flx” file then install.



5. When installation succeeds, the “Scan to SharePoint” icon automatically appears on the EWS.



6. After completing the SharePoint setting on the machine web page, the “SharePoint” icon appears on the Advanced Mode.



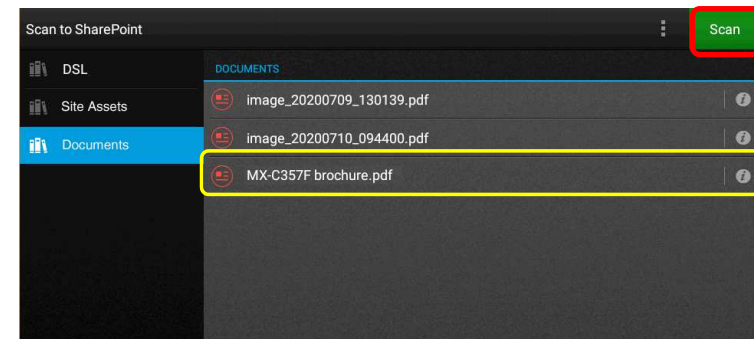
Scan to SharePoint Overview

Scans/Prints documents directly from/to MFP into Microsoft SharePoint® content management software.

The screenshot shows the 'Scan to SharePoint' configuration interface. It is divided into several sections: Authentication, SharePoint Settings, and Columns Settings. The Authentication section includes options for Authentication Type (NTLM, NTLM2, Kerberos), Use SSL (Disabled), and Credentials (Use default, Use session, or Prompt for user). The SharePoint Settings section includes fields for SharePoint URL, Connect To (SharePoint On-Premise or SharePoint Online), URL scheme, Filtered Locations, Default Start Location, Include User Name in File Name, Apply Time Stamp to Imported File Name, Time Stamp Format, Personal Site Use, and Columns Settings (Require Check-in Comments, Prompt Users for Column Data, Date Prompt Format, Time Preference, Enable Print, and Enable Scan).

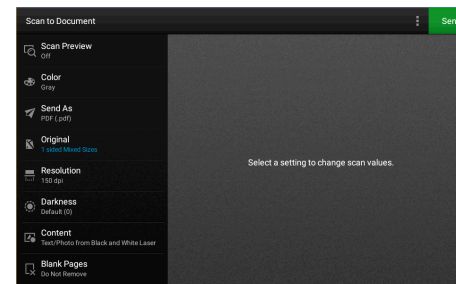
Setting Page

(Not only Connection information, default scanning setting can be made.)



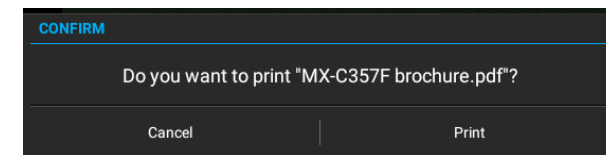
SharePoint Online Screen

Scan: When clicking the “Scan” button, the file name entry screen appears, then, the following screen appears. Users can change the scan setting on this screen.



Scan Setting Screen

Print: When clicking file name, the following screen appears and start print. (No print setting can be made.)



Print Confirmation Screen