

TOSHIBA

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS**

Operator's Manual for e-BRIDGE Plus for SharePoint® Online




Preface

Thank you for purchasing our product. This manual describes instructions on how to use e-BRIDGE Plus for SharePoint Online for printing and scanning originals with the Microsoft 365 service (SharePoint Online) provided by Microsoft Corporation. Read this manual before using it.

■ How to read this manual

□ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using the equipment.

 WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, serious damage, or fire in the equipment or surrounding assets.
 CAUTION	Indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.
	References describing items related to what you are currently doing. See these references as required.

□ Target audience of this manual

This manual is aimed at general users and the administrator who manages the system of equipment and applications.

□ Screens in this manual

The details on the screens shown in this manual may differ depending on the equipment model, the installed options, and the installed applications.

□ Abbreviations in this manual

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

□ Trademarks

Company and product names given in this manual may be the trademarks of their respective companies.

1

Using e-BRIDGE Plus for SharePoint Online

This chapter provides instructions on how to setup and use e-BRIDGE Plus for SharePoint Online.

About this Application	6
Precautions	6
For administrators	6
For users	7
Preparing to Use this Application	8
Installing this application	8
Setting the authentication at the startup of this application.....	10
Changing the application settings	11
Setting how to select the SharePoint Online sites	13
Registering this application on the home screen of the control panel display	15
Using this Application from the Control Panel Display	17
Signing in to SharePoint Online	17
Changing the SharePoint sites	19
Creating folders.....	22
Filtering the files on the screen	23
Printing documents	24
Scanning originals	28
Closing this application	32
Troubleshooting.....	33

About this Application

e-BRIDGE Plus for SharePoint Online, called “this application” in this manual, is an application that you install in our multifunctional printer, which is called “this equipment” in this manual, for use. Users who have each individual account for the Microsoft 365 service (SharePoint Online) can start this application from the control panel of this equipment to use the service.

- Printing files stored in SharePoint Online
- Scanning originals and uploading the files to SharePoint Online

Note

The available service depends on your Microsoft 365 account (the contract with Microsoft Corporation). For details on the service and its functions, refer to the information and help provided by Microsoft Corporation.

■ Precautions

- To use SharePoint Online, a Microsoft 365 account is required.
- This application is installed in this equipment and connected to a cloud service (SharePoint Online). Check the configuration in your network environment such as proxy server connection.
- Be sure to set the time correctly in this equipment. If this is not done properly, certificate verification fails and network connection may be impossible.
- When you quit using this application, it is recommended to remove the permission given to this application in each cloud service for security purposes.
- Do not share or disclose the PIN code given on the e-mail received from this application.
- This application can only be used with an account for a workplace or school for Microsoft 365.

■ For administrators

The administrator concerned should set up this application after checking the points below. Use TopAccess for the preparation and setup. For details on the operation and screens to set the functions, refer to the **TopAccess Guide/TopAccess**.

□ Points to be checked

The administrator needs to check the points below.

- This application should be compatible with this equipment.
- The license should be activated to continue using this application beyond the trial period.
- The OCR option (license) should be installed in this equipment to recognize scanned characters.
- This equipment should be connected to a network environment.
- If required, the user or department authentication should be set with TopAccess.
- The [Save as Local HDD] or [Save as Local Storage Device] setting should be enabled with TopAccess.
- The roles that contain the privileges to use [Print Function] and [Scan Function] should be assigned to users with TopAccess: general users usually have these privileges unless otherwise restricted.
- To sign in to a cloud service by scanning a two-dimensional code, arrange your environment so as to be able to access the following sites.
login.ecl.toshiba-solutions.com
api.login.ecl.toshiba-solutions.com
Moreover, before starting to use, confirm that you can access the following site.
<https://login.ecl.toshiba-solutions.com/test>
- To sign in to a cloud service by using an e-mail, carry out the following settings.
 - Enable [Email Send] in TopAccess. Moreover, [From Address] should be specified and [Editing of Subject] and [Body Strings Transmission] should be enabled in the Email Setting page.
 - When [Enable] is selected for [User Authentication] and [User Authentication According To Function] in this equipment and [Disable] is selected for [Authentication] in Application Details, specify [Disable] for [Scan] in [User Authentication According To Function].
- When connecting to a cloud service, this application uses the Account ID and Password entered in Proxy Setting of TopAccess.

□ Setup

The administrator needs to set up this application with TopAccess in advance so that user can use it. This manual explains the following setup procedures. Read them in order for the setup.

1. Install this application in this equipment.
📖 P.8 “Installing this application”
2. Set up this application to enable or disable the authentication at startup.
📖 P.10 “Setting the authentication at the startup of this application”
3. Change the settings such as the login method of this application.
📖 P.11 “Changing the application settings”
4. Register the SharePoint sites as the featured sites so that users can easily select one of them.
📖 P.13 “Setting how to select the SharePoint Online sites”
5. Register this application on the home screen so that users can sign in to the Microsoft 365 service (SharePoint Online) from the control panel.
📖 P.15 “Registering this application on the home screen of the control panel display”

As a user, the administrator can print documents and scan originals. Read the operation procedures explained below for users.

■ For users

Refer to the following references to use this application.

- To sign in to the Microsoft 365 service (SharePoint Online) on the control panel of this equipment
📖 P.17 “Signing in to SharePoint Online”
- To use SharePoint Online for printing and scanning
📖 P.19 “Changing the SharePoint sites”
📖 P.22 “Creating folders”
📖 P.23 “Filtering the files on the screen”
📖 P.24 “Printing documents”
📖 P.28 “Scanning originals”
- To troubleshoot
📖 P.33 “Troubleshooting”

Preparing to Use this Application

The administrator needs to follow the procedures below for setting up this application.

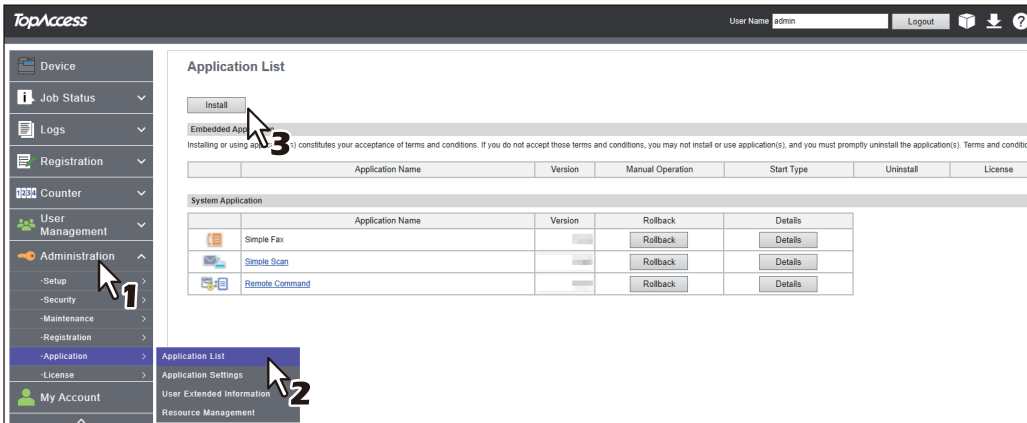
■ Installing this application

Use TopAccess to install this application in this equipment.

Note

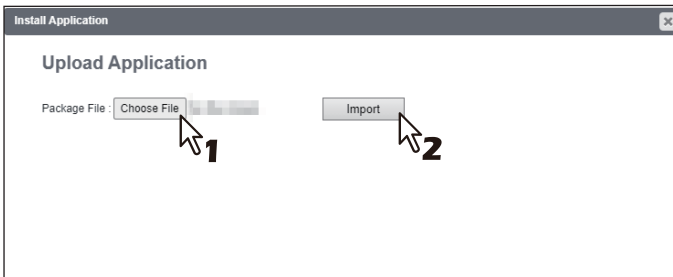
You need to log into TopAccess as an administrator to install this application. For more information about using TopAccess, refer to the **TopAccess Guide/ TopAccess**.

- 1 Start TopAccess and log in as an administrator.
- 2 Click the [Administration] > [Application] > [Application List] to open [Application List] and click [Install].

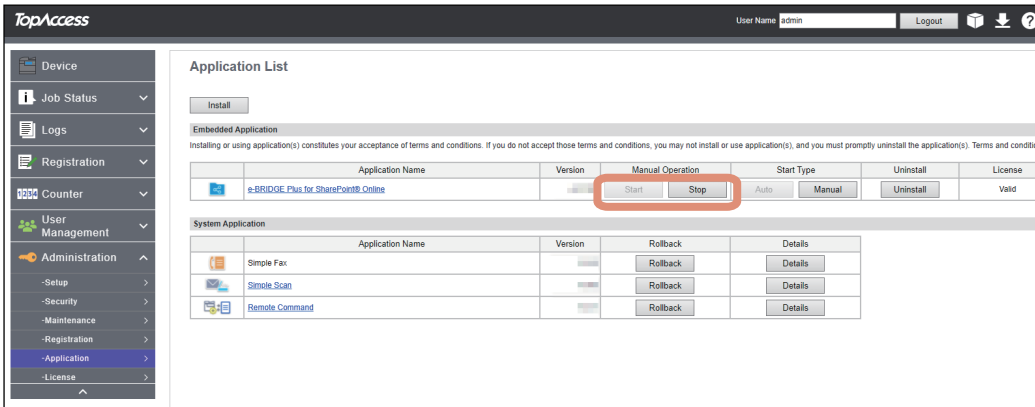


- 3 Click [Choose File*] to select the installation file of e-BRIDGE Plus for SharePoint Online and click [Import], and then follow the on-screen instructions to complete the installation.

* The name of the [Choose File] button varies from one browser to another.



- 4 Confirm this application has started: you see the dim [Start] button.



Note

To sign in to the cloud service, this application should be running. When you click [Stop], the sign-in operation will fail.

Tip

You can click the following buttons for this application listed under [Application List].

- Click [Stop] to stop this application.
- Click [Auto] to start up this application automatically. To start it up manually, click [Manual].
- Click [Uninstall] to remove this application.
- Click [Details] to read the detailed information about this application.

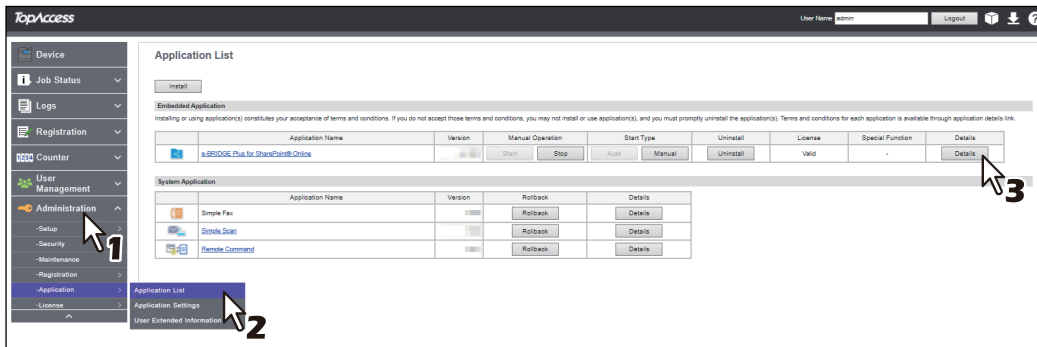
■ Setting the authentication at the startup of this application

Use TopAccess to enable or disable the authentication at the startup of this application.

Note

You need to log into TopAccess as an administrator to set the authentication. For more information about using TopAccess, refer to the **TopAccess Guide/ TopAccess**.

- 1 Start TopAccess and log in as an administrator.
- 2 Click the [Administration] > [Application] > [Application List] to open [Application List] and click [Details] of [e-BRIDGE Plus for SharePoint® Online].

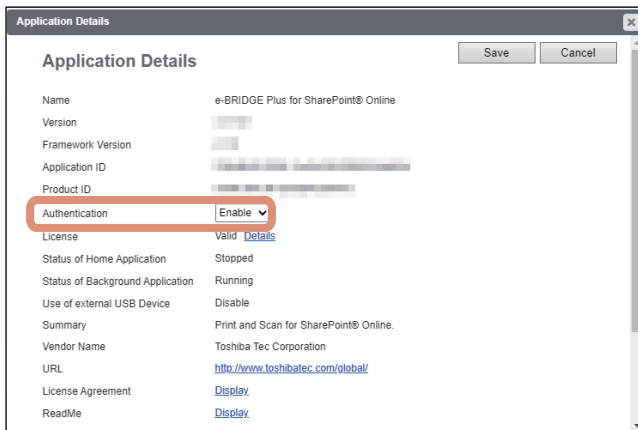


- 3 Select [Enable] or [Disable] from [Authentication].

- **Enable:** You need the department or user authentication every time you start this application on the home screen of the control panel.
- **Disable:** You need the authentication at printing or scanning with this application if [Print] or [Scan] is enabled under [Department Setting] or [User Authentication Setting]. If the function authentication is disabled, no authentication is required.

Note

For more information on the setup, refer to the **TopAccess Guide/ TopAccess**.



- 4 Click [Save].

Click [Cancel] to close the [Application Details] screen without changing the setting.

■ Changing the application settings

You can change the settings of this application as required.

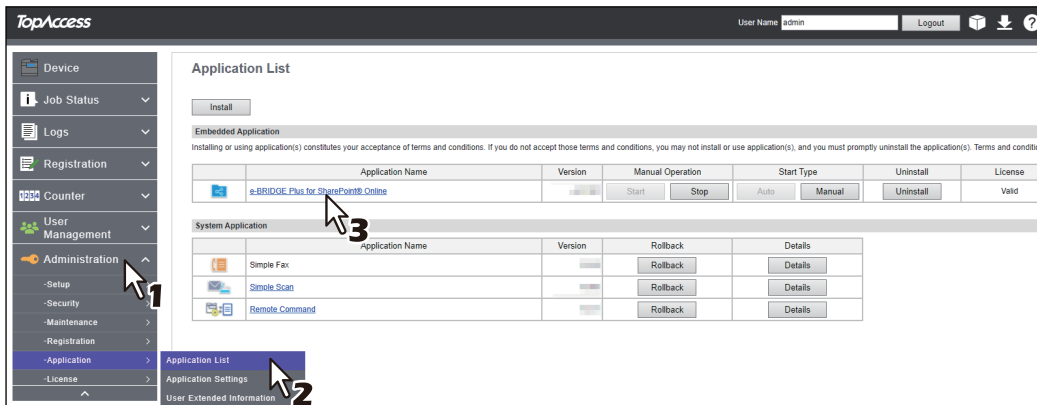
Note

You need to log into TopAccess as an administrator to change the application settings. For more information about using TopAccess, refer to the **TopAccess Guide/ TopAccess**.

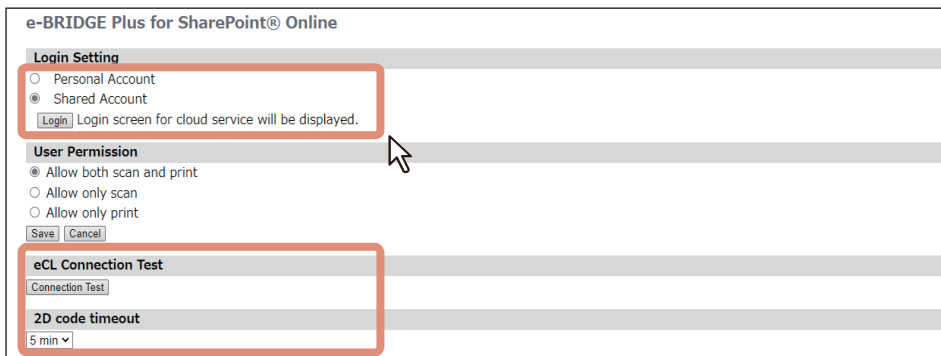
□ Login setting

You can set an account for signing in to a cloud service or the timeout display time of a two-dimensional code. Moreover, you can perform a connection test.

- 1 Start TopAccess and log in as an administrator.
- 2 Click the [Administration] > [Application] > [Application List] to open [Application List] and Click [e-BRIDGE Plus for SharePoint® Online].



- 3 Set each option.
Select [Personal Account] or [Shared Account] in [Login Setting].



- **Login Setting**
 - **Personal Account**
You can log in with a personal account.
 - **Shared Account**
You can log in with a shared account. Click [Log In] and register a shared account to use in this application. When registration is completed, an account name for the shared account is displayed.
- **eCL Connection test**
By your clicking [Connection Test], the connection test to a server (e-BRIDGE Cloud Login) for signing in to a cloud service is performed.
- **2D code timeout**
You can change the display time of a two-dimensional code to be displayed on the [Login] screen.

4 Click [Save].

Note

If some settings are wrong, a message appears. Correct them and click [Save] again.

5 Click [OK] on the confirmation screen.

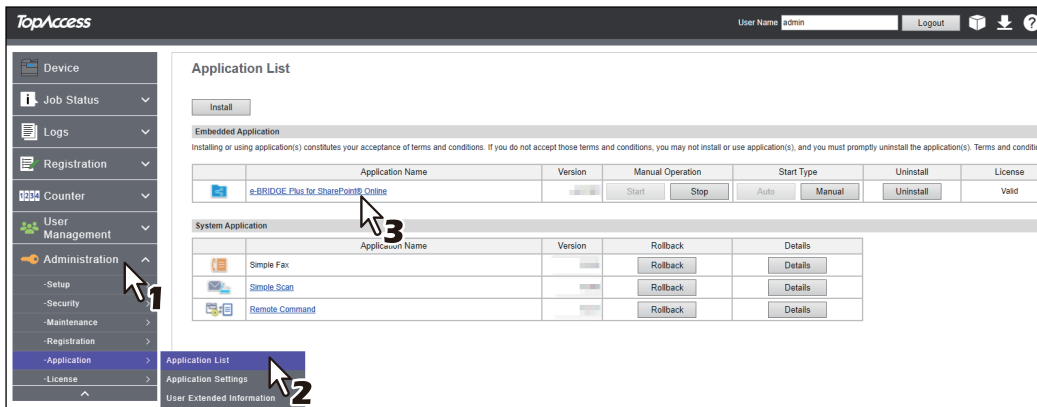
Click [Cancel] to discard the settings.

❑ Setting functions available in this application

You can set whether or not to allow users to perform scanning and printing.

1 Start TopAccess and log in as an administrator.

2 Click the [Administration] > [Application] > [Application List] to open [Application List] and Click [e-BRIDGE Plus for SharePoint® Online].



3 Set [User Permission].

Select from [Allow both scan and print], [Allow only scan] or [Allow only print].



4 Click [Save].

Note

If some settings are wrong, a message appears. Correct them and click [Save] again.

5 Click [OK] on the confirmation screen.

Click [Cancel] to discard the settings.

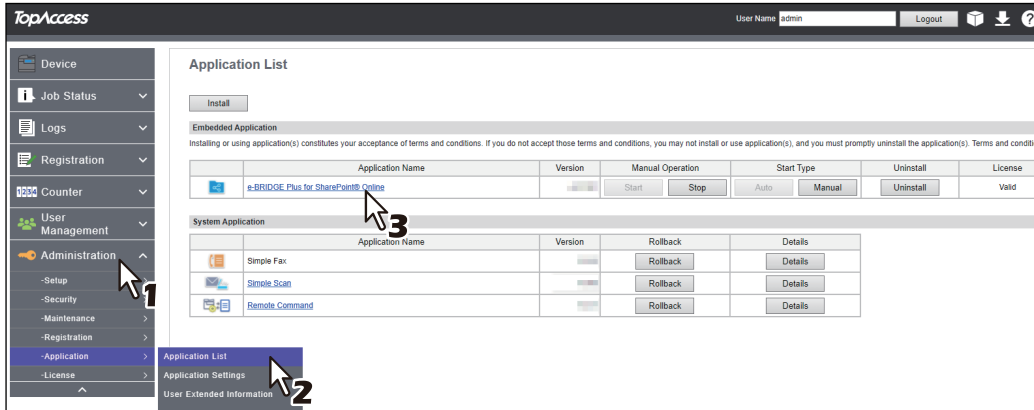
■ Setting how to select the SharePoint Online sites

When you use SharePoint Online, you need to select a site for printing and scanning. If the administrator has registered the featured sites, users can select the necessary site easily. The administrator can also set up this application so that users can directly specify an arbitrary site other than the featured sites.

Note

You need to log into TopAccess as an administrator to allow users to specify a site path and register the featured sites. For more information about using TopAccess, refer to the **TopAccess Guide/ TopAccess**.

- 1 Start TopAccess and log in as an administrator.**
- 2 Click the [Administration] > [Application] > [Application List] to open [Application List] and click [e-BRIDGE Plus for SharePoint® Online].**




3 Enter [Label] and [Site Path] to set a featured site.

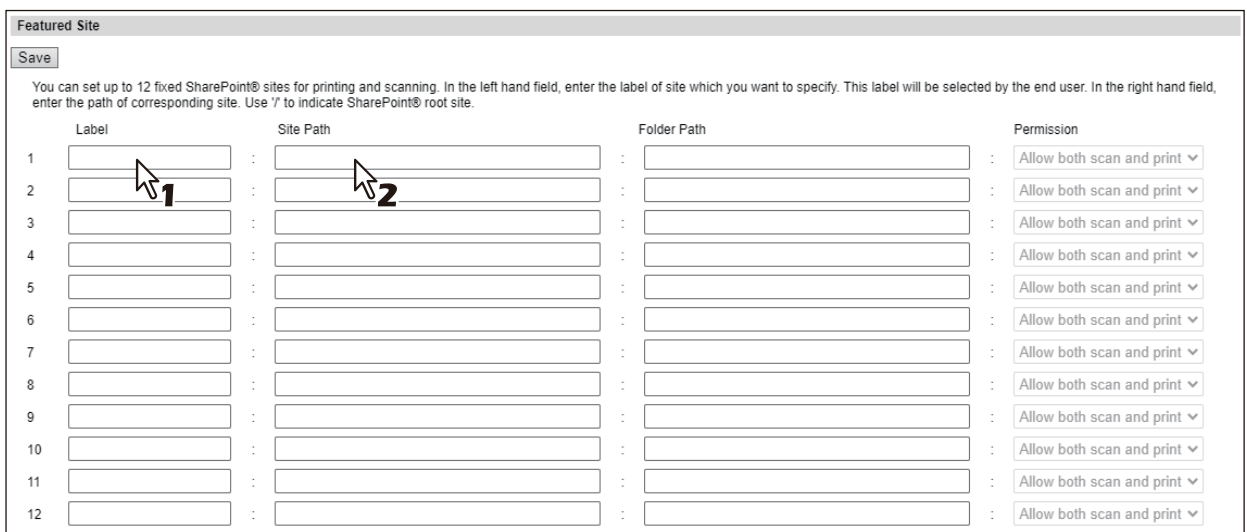
You can register up to 12 sites.

- **Label:** You can enter up to 16 characters for a site name. Users can select one of these names on the control panel.
- **Site Path:** You can enter up to 1024 characters for a site path, except * : < > ? \ + | “.
- **Folder Path:** You can enter up to 1024 characters, except * : < > ? \ + | “, for a site path. Enter a path if required. You can let this remain blank.
- **Permission:** You can set whether or not to allow users to perform scanning and printing on each site. Select from [Allow both scan and print], [Allow only scan] or [Allow only print].

Tip

Functions which are not selected in [User Permission] of the application setting cannot be used even if their use is allowed in each site.

 P.12 “Setting functions available in this application”



Featured Site

You can set up to 12 fixed SharePoint® sites for printing and scanning. In the left hand field, enter the label of site which you want to specify. This label will be selected by the end user. In the right hand field, enter the path of corresponding site. Use '/' to indicate SharePoint® root site.

	Label	Site Path	Folder Path	Permission
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Allow both scan and print"/>

Tip

How to confirm the site path and the folder path

Site path

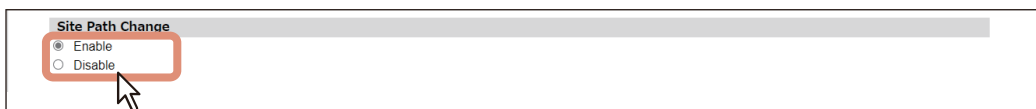
1. On the top page of the SharePoint site to be registered, click [Site contents].
2. Check the site name with the displayed URL.
The site name is from “/sites” before “/_layouts”, after the host name.
e.g.: When the URL is “xxx.com/sites/ABC/_layouts/xxx”, the site name is “/sites/ABC”.

Folder path

1. On the same page in which the site name is confirmed, select the document library which the folder path is to be specified.
2. Check the folder path with the displayed URL.
The folder path is after the site name before “/Forms” by adding the folder name.
e.g.: When the URL is “xxx.com/sites/ABC/123/Forms/xxx” and the folder name to be specified is “document”, the folder path is “/123/document”.

4 Select [Enable] or [Disable] for [Site Path Change].

- **Enable** (Default): Users can specify a site directly on the control panel.
- **Disable:** Users cannot specify sites directly on the control panel.



Site Path Change

Enable

Disable

5 Click [Save].

Note

If some settings are wrong, a message appears. Correct them and click [Save] again.

Tip

If there is no slash (/) at the beginning of the specified site path, they will be added automatically.

6 Click [OK] on the confirmation screen.

Click [Cancel] to discard the settings.

■ Registering this application on the home screen of the control panel display

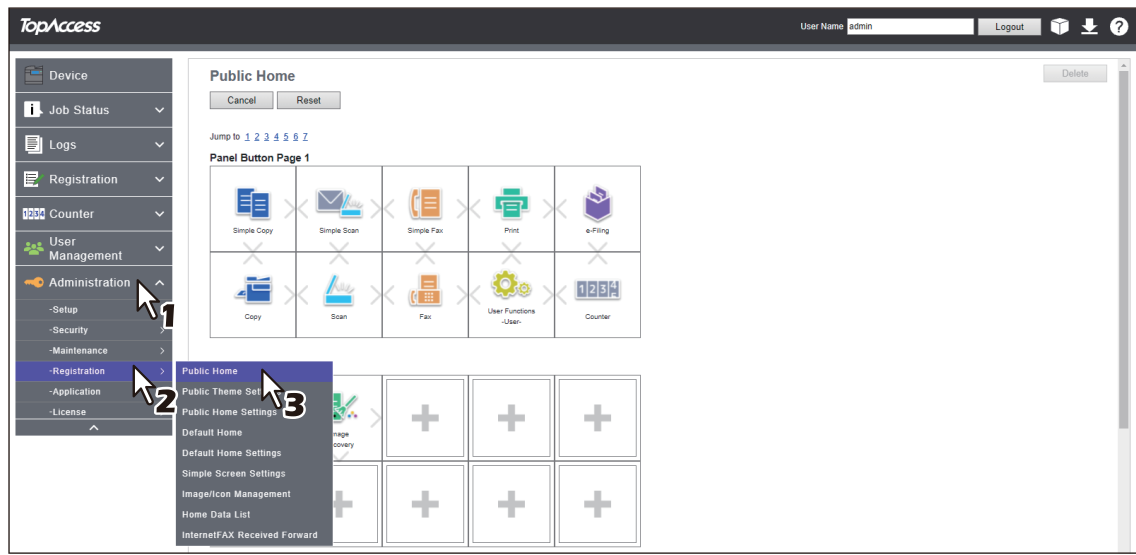
Register this application with the control panel or TopAccess so that users can use the SharePoint Online service on the control panel of this equipment. This manual describes how to register this application with TopAccess. For more details, refer to the **TopAccess Guide/ TopAccess** or **Quick Start Guide/ Basic Operation**.

Note

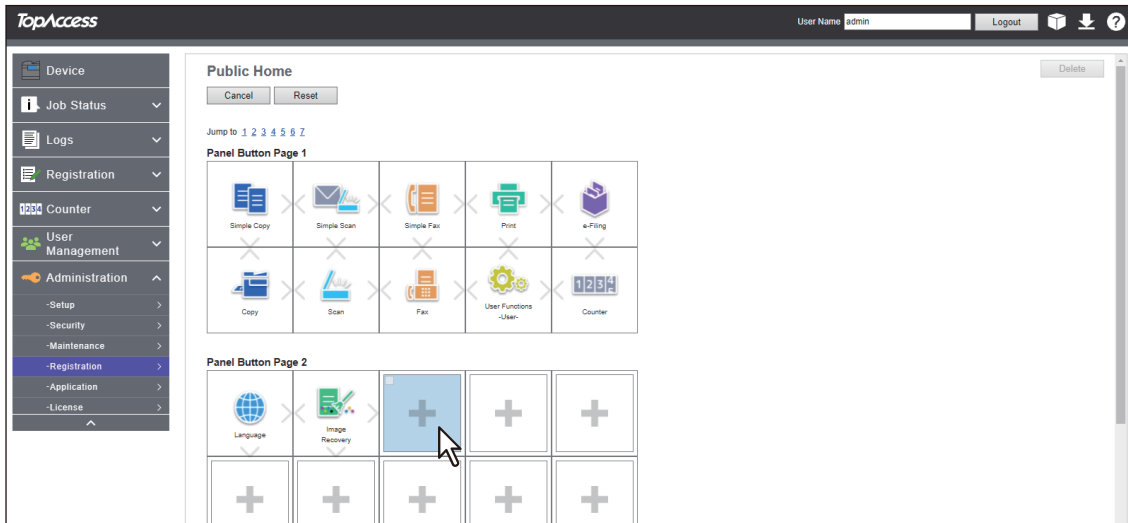
You need to log into TopAccess as an administrator to access the [Registration] menu on it. For more information about using TopAccess, refer to the **TopAccess Guide/ TopAccess**.

1 Start TopAccess and log in as an administrator.

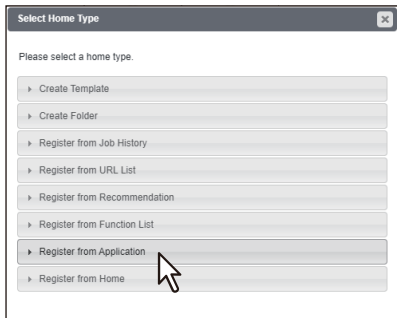
2 Click the [Administration] > [Registration] > [Public Home].



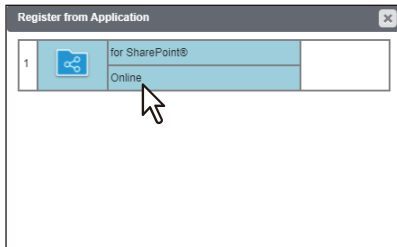
- 3 Move to the panel button position where you want to register this application and click the link.**
Click a number on the right side of [Jump to] to move directly to the list that contains the target position.



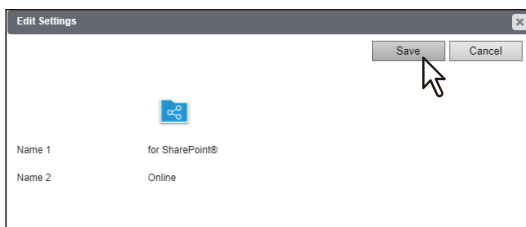
- 4 Click [Register from Application] on the [Select Home Type] screen.**



- 5 Click [e-BRIDGE Plus for SharePoint® Online] on the [Register from Application] screen.**



- 6 Click [Save] on the [Edit Settings] screen.**
Click [Cancel] to close the [Edit Settings] screen without registration.



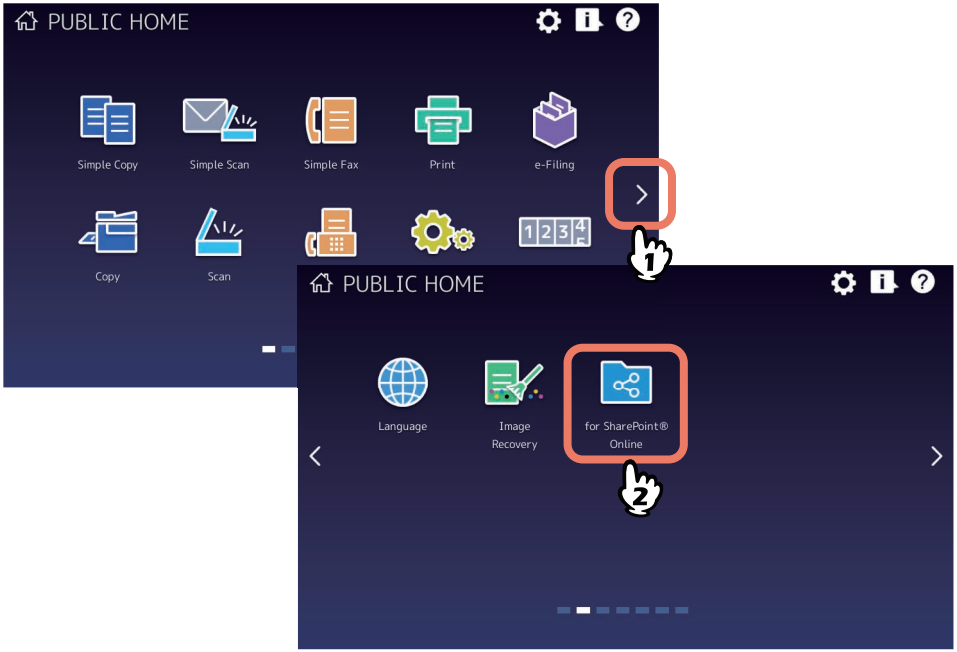
Using this Application from the Control Panel Display

You can use SharePoint Online from the control panel display.

■ Signing in to SharePoint Online

You can sign in to SharePoint Online from this application registered on the home screen of the control panel display.

- 1 Press  ([HOME] button) on the control panel.
- 2 Look for the icon of this application and press it.

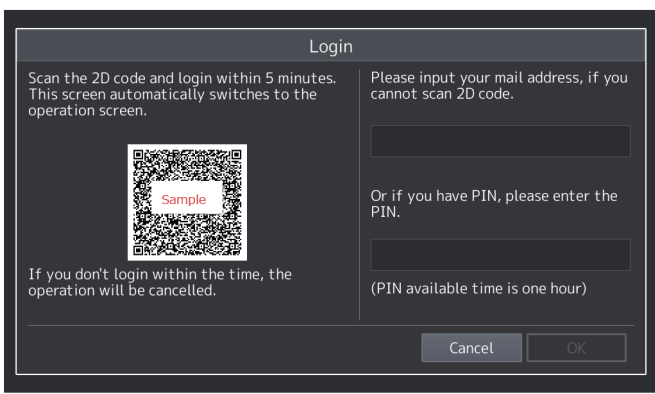


- 3 When the [Department Code] or [User Authentication] screen appears, enter your department code or your user name and password, and then press [OK].
If the authentication has been disabled for TopAccess and this application, the authentication screen does not appear. Proceed to the next step.

Note

The timing to show the authentication screen varies depending on the authentication settings of TopAccess and this application. You might be required to pass the authentication at printing or scanning after the startup of this application. For more information, consult the administrator.

- 4 When the [Notice] screen appears, read the message and press [OK].
- 5 Sign in when the [Login] screen appears.
Click [Cancel] to stop this application.



Note

In order to make the [Sign in] screen display properly, enable the JavaScript setting of the browser.

Tip

When [Enable] is selected for [User Authentication] in this equipment, the sign-in operation can be skipped since signing in is automatically carried out by using the account of the last successful authentication. However, the signing-in operation is required each time when you log in by Built-in users.

To sign in by scanning a two-dimensional code

1. Scan the two-dimensional code displayed on the control panel display by a mobile terminal to display the sign-in screen.
2. Enter the account and the password for the cloud service and press [Sign in].

To sign in by an e-mail

Tip

- The sender name of the e-mail will follow the registration in the [Email Setting] page.
- If [Default Body] is disabled in [Administration] > [Setup] > [Email] > [General] from TopAccess, you cannot sign in by using an e-mail.
Moreover, if [Default Subject] is disabled, the e-mail subject entered in TopAccess of the MFP side is indicated for [Subject] of the e-mail. If [Default Subject] is enabled, "Toshiba MFP : Log in to your cloud service" is indicated for the subject.

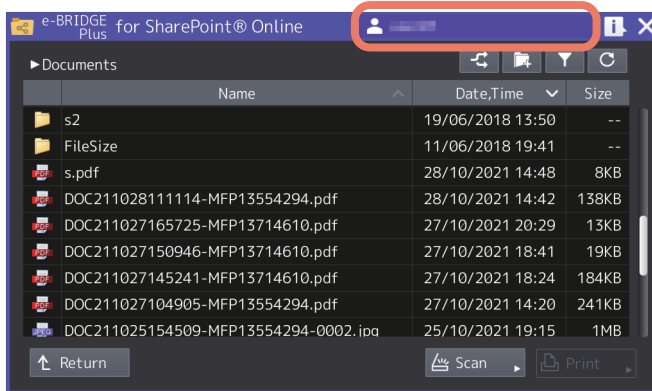
1. Enter the e-mail address in the entry field of the control panel display. An e-mail is sent from the application.
2. Click the URL described on the e-mail to display the sign in screen.
3. Enter the account and the password for the cloud service and press [Sign in].
4. If [Disabled] is selected for [User Authentication] in this equipment or login by Built-in users is attempted, a PIN code is issued. After signing in, start the application. Enter the PIN code given in the e-mail into the entry field of the control panel display.

6 Make sure that the [e-BRIDGE Plus for SharePoint® Online] screen appears on the control panel display.

- To use SharePoint Online, proceed to the following references.
 - 📖 P.19 "Changing the SharePoint sites"
 - 📖 P.22 "Creating folders"
 - 📖 P.23 "Filtering the files on the screen"
 - 📖 P.24 "Printing procedure"
 - 📖 P.28 "Procedure for scanning"
- When you press the user name (or account name) on the upper right of the screen, you can change the sign-in user. Press [Yes] on the confirmation screen.

Tip

- If you switch the users in the same terminal, check that you can perform the sign-in operation in advance by means of its browser.
- To stop the operation, press [No] or [X] on the confirmation screen.



■ Changing the SharePoint sites

You can change the SharePoint Online sites.

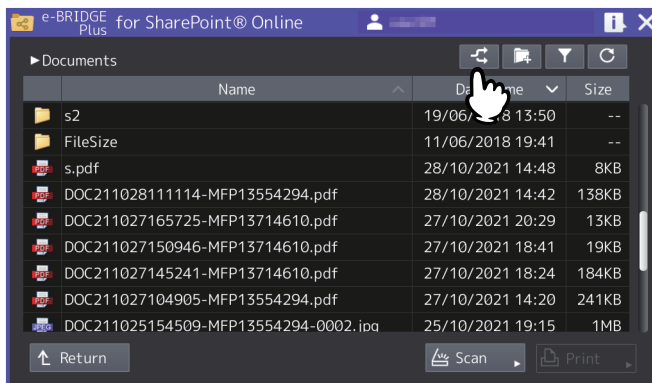
1 Start this application from the control panel and open the [e-BRIDGE Plus for SharePoint® Online] screen.

📖 P.17 “Signing in to SharePoint Online”


Note

The screen shows the list of the site that you have opened last. If you are not authorized to open the site, you are prompted to change the site. Press [OK] to close the message screen and proceed to step 3.

2 Press (Change Site).



Tip

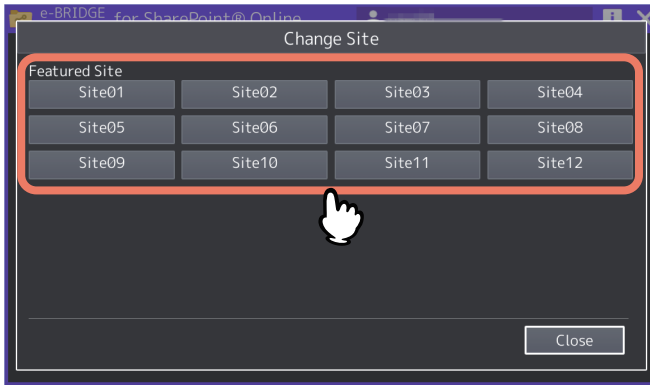
Press  (Update) to update the list.

3 Select the site that you want to open.

Press the [Featured Site] button for the site that the administrator has registered. If the administrator has enabled [Site Path Change] in this application, you can specify the site directly.

By selecting the [Featured Site] button

- Press the button that shows the site name.
- Press [Close] to cancel the site change and close the screen.



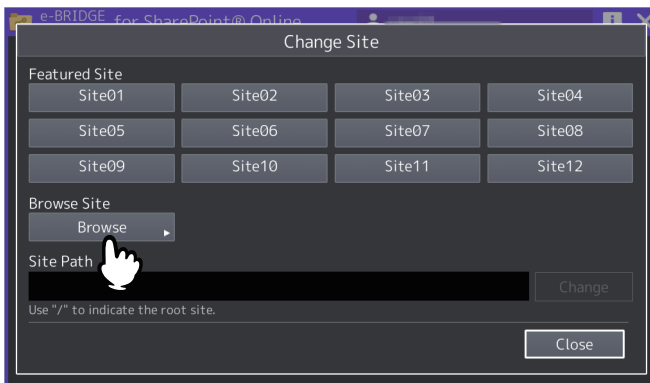
Tip

The administrator can register up to 12 [Featured Site] buttons for the sites. If you do not find the desired site, ask your administrator.

By selecting the site directly

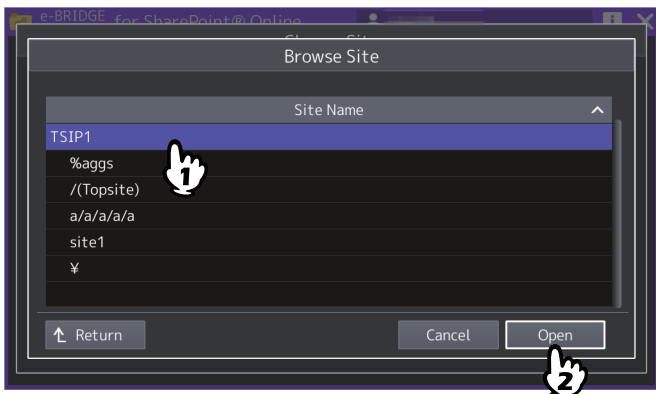
If the administrator has enabled [Site Path Change] in this application, you can specify the site directly.

1. Press [Browse].



2. Press the site name.
 - Select the site name and press [Open] to show the subsite in the selected site. Press the name of the site that you want to open.
 - Press [Return] to go back to the upper layer.

- Press [Cancel] to stop the site change and close the screen.

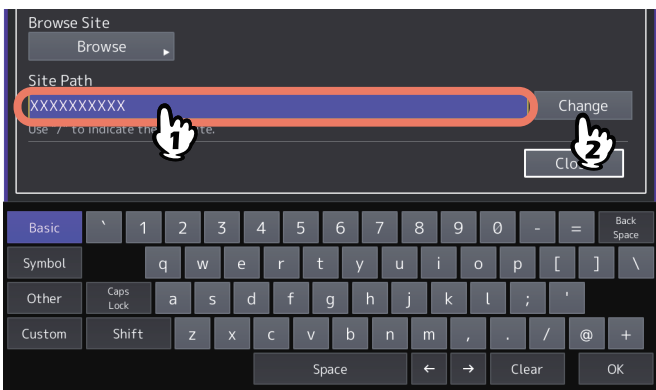


Tip

To go back to the root (top level) site, enter a slash “/” in the entry box for [Site Path] and press [Change]. For the operation, refer to the next explanation ““By entering the site directly””.

By entering the site directly

If the administrator has enabled [Site Path Change] in this application, you can specify the site by entering the path directly. Press the entry box for [Site Path] to show the keyboard, so that you can enter the site path directly and press [Change]. You can enter up to 1,024 characters for the site path.



Note

You cannot enter the following characters.
* : < > ? \ + | "

4 Press the folder to open it when necessary.

Press [Return] to go back to the upper layer.

Proceed to one of the following references.

- P.22 “Creating folders”
- P.23 “Filtering the files on the screen”
- P.24 “Printing procedure”
- P.28 “Procedure for scanning”

■ Creating folders

You can create new folders in the folder which is presently opened.

1 Start this application from the control panel and open the [e-BRIDGE Plus for SharePoint® Online] screen.

📖 P.17 “Signing in to SharePoint Online”

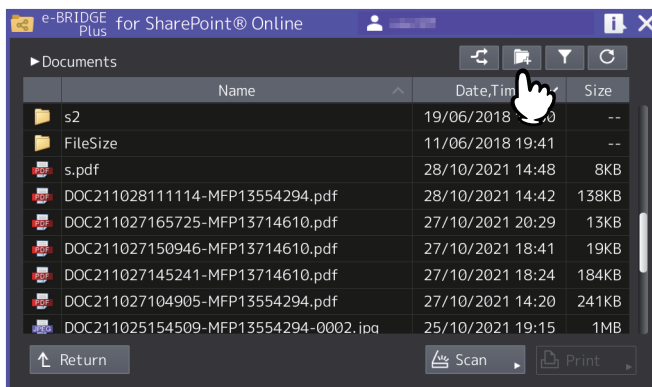
Note

The screen shows the list of the site that you have opened last. If you are not authorized to open the site, you are prompted to change the site. Press [OK] to close the message screen and proceed to step 3.

2 Open the folder on the list.

- The site name currently selected and the path for the opened folder are displayed on the upper left of the screen. (The path will be omitted if it is too long.)
- Press [Return] to go back to the upper folder. Pressing [Return] while the root folder is displayed goes back to the server select screen.

3 Press (folder creation).

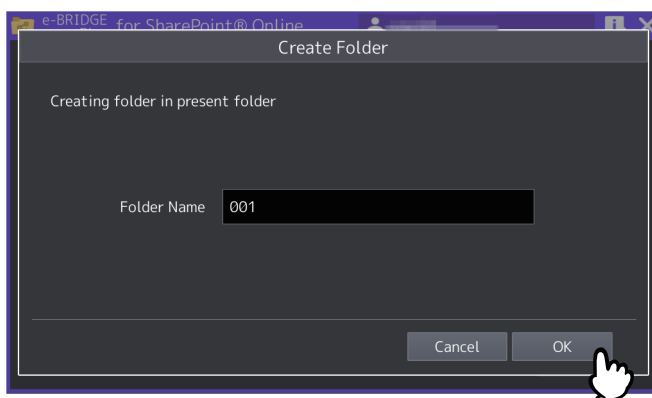


Note

If the root folder is displayed on the list, creating a new folder is not possible.

4 Enter a folder name and press [OK].

- When you press the entry box, the keyboard appears. You can enter up to 128 characters except \ / : * " ? < > |.
- Press [Cancel] to stop the folder creation and go back to the list screen.



5 Confirm that the created folder is displayed on the list screen.

■ Filtering the files on the screen

Among the files stored in the cloud, you can display the ones in the list screen of the control panel display by narrowing down to the file formats supported by this application.

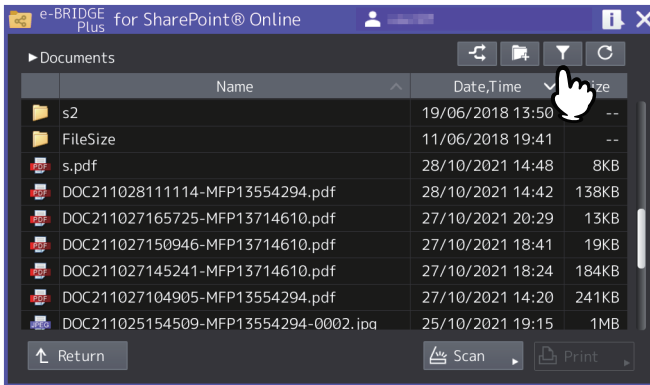
Note

When you sign out and sign in again, the filtering setting is not retained.

1 Start this application from the control panel and open the [e-BRIDGE Plus for SharePoint® Online] screen.

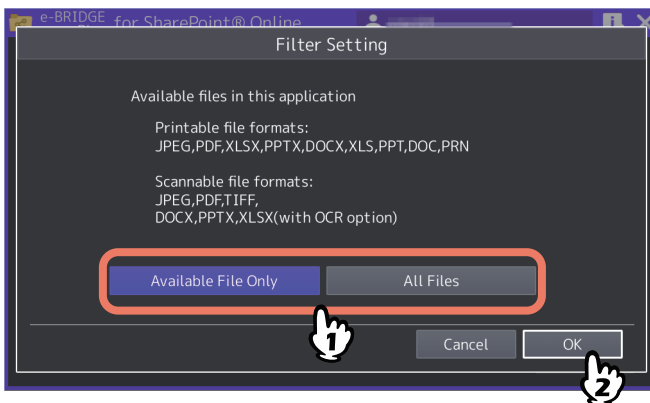
📖 P.17 “Signing in to SharePoint Online”

2 Press [Filter Setting] (filter setting).



3 Select [Available File Only] or [All Files] and press [OK].

- **Available File Only:** The list screen shows the files in the following formats that this application can handle.
 - Printable file formats:
JPEG, PDF, PRN, XLSX, PPTX, DOCX, XLS, PPT, DOC
 - Scannable file formats:
JPEG, PDF, TIFF,
DOCX, PPTX, XLSX (only when the OCR option has been installed)
- **All Files:** The list shows all the files stored in the site.
- Press [Cancel] to cancel the operation and close the screen.



Proceed to one of the following references.

- 📖 P.24 “Printing procedure”
- 📖 P.28 “Procedure for scanning”

■ Printing documents

You can print JPEG, PDF, PRN, DOCX, PPTX, XLSX, DOC, PPT, and XLS files stored in SharePoint Online.

Note

Only PRN files created by a TTEC printer driver can be printed.

Tip

- Printing of an Excel file and PPT file exceeding 1 MB sometimes fails.
- You can print Office files (DOCX, PPTX, XLSX, DOC, PPT, and XLS) as PDF files.

□ Printing procedure

1 Start this application from the control panel and open the [e-BRIDGE Plus for SharePoint® Online] screen.

📖 P.17 “Signing in to SharePoint Online”

2 Select the site and open the folder when necessary.

You can print files stored in the selected site and the opened folder.

📖 P.19 “Changing the SharePoint sites”

3 Filter the files to show on the screen when necessary.

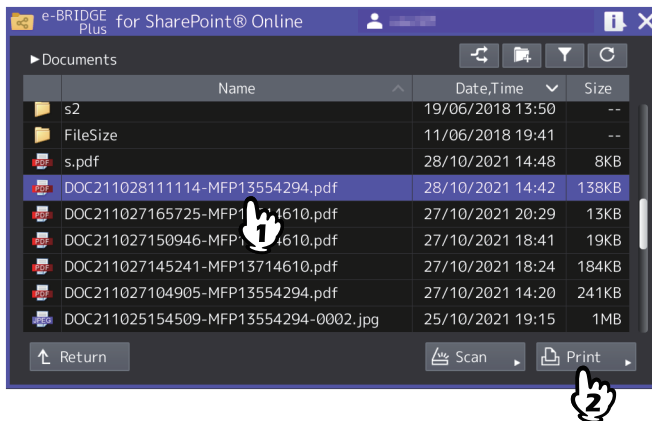
📖 P.23 “Filtering the files on the screen”

Tip

If there are many files, select [Available File Only]. You can easily select files.

4 Select a file and press [Print].

When you press a JPEG, PDF, DOCX, PPTX, DOC, or PPT file, the thumbnail on the first page appears. If it has no thumbnail image to show, a blank page appears. Press [X] to close the [Thumbnail] screen.



Tip

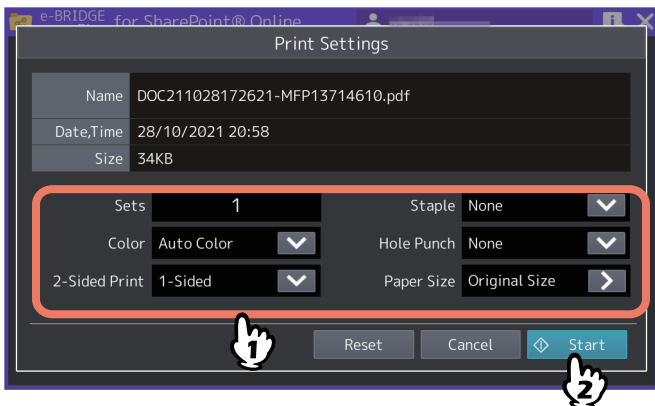
When your administrator sets to allow printing, [Print] can be selected. For details on the application settings, refer to the following reference.

📖 P.12 “Setting functions available in this application”

📖 P.13 “Setting how to select the SharePoint Online sites”

5 Select the print settings and press [Start] (or the [START] button on the control panel).

- For details on the screen and print settings, refer to the following reference.
📖 P.26 “[Print Settings] screen”
- Press [Cancel] to cancel the print operation.
- Press [Reset] (or the [FUNCTION CLEAR] button on the control panel) to make the changed settings to the default ones.



Tip

- When the [Notice] screen appears, press [OK] to close the screen or it automatically closes after 2 seconds.
- You can return to step 2 to print another file.

6 To print an encrypted PDF file, press the blinking i (Information) to show the [Secure PDF Print] screen. Enter a password and press [OK].

- Press the password entry box so that the keyboard appears. You can enter up to 32 characters for the password.
- Press [Cancel] to cancel printing.
- Press [Close] to close the [Secure PDF Print] screen.

Tip

- If other encrypted PDF files remain, the [Secure PDF Print] screens appear continuously for them.
- If encrypted PDF files are left unprinted without pressing the blinking icon:
 - When this application starts next time, the icon blinks and prompts you to enter the password. If the user authentication is enabled, it is possible to print only the encrypted PDF files left by the authenticated user. If the user authentication is disabled, they might be left by other users.
 - The remaining encrypted PDF files are deleted after 24 hours when this application starts.

7 When finished, press 🏠 ([HOME] button) on the control panel to exit from the operation screen.

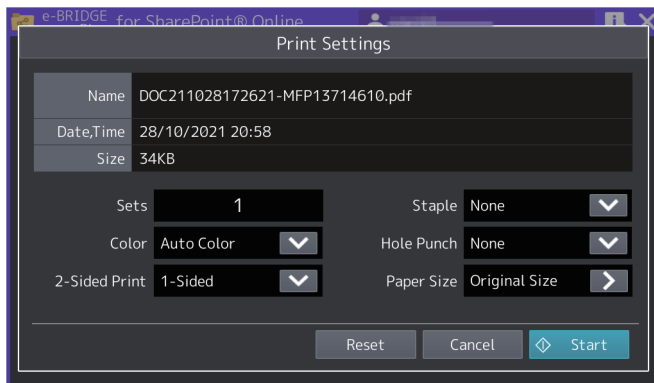
This application also stops by pressing [X] on the upper right of the screen.

❏ [Print Settings] screen

You can select the following print settings on the [Print Settings] screen of this application.

Tip

When you attempt to print a PRN file, only [Sets] can be specified. Printing is performed with the paper size of the original.



Name

The name of the selected file is shown.

Date, Time

The creation day and time of the selected file are shown.

Size

The size of the selected file is shown.

Sets

Enter the number of copies (1 to 999). When you press the entry box, the keyboard appears.

Color/Toner

- Select the color mode (Auto Color, Full Color, or Black).
- Select the toner mode (Black or Erasable Blue) for e-STUDIO3508LP/4508LP/5008LP.

Tip

When the user authentication is enabled but the authority for color printing is not assigned to a user, this option cannot be set.

2-Sided Print

Select the surface (1-Sided, Book, or Tablet) to print files.

Staple

Select the staple position (Non, Upper Left, or Upper Right).

Hole Punch

Select the hole punch position (None, Middle Left, or Center Top).

Paper Size

Press [>] to show the [Paper Size Setting] screen. Select the following settings and press [OK]. To discard the changed settings, press [Cancel].

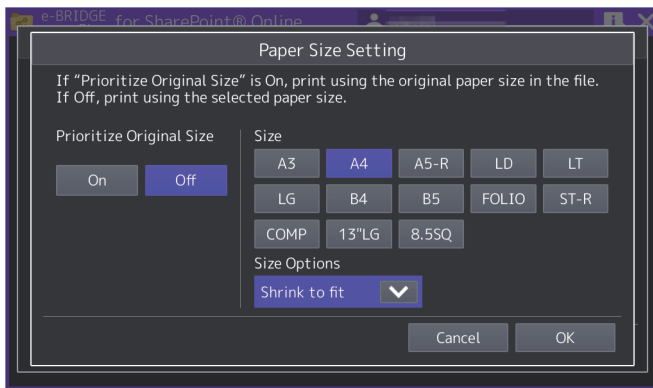
Note

The paper size to display on the [Paper Size Setting] screen varies depending on the equipment models. For details about the available paper sizes, refer to the **Specifications Guide/ Specifications**.

- **Prioritize Original Size**
Select [On] to print with the paper size stored in the selected PDF file.
- **Size**
Select an original size (paper size) when [Off] is selected for [Prioritize Original Size].
- **Size Options**
Select the following settings when [Off] is selected for [Prioritize Original Size],
 - Select [Fit page] to enlarge or reduce printing by fitting the original size to the selected paper size.
 - Select [Shrink to fit] to reduce printing if the original size is larger than the selected paper size. Printing is done without enlargement if the original size is equal to or smaller than the selected paper size.

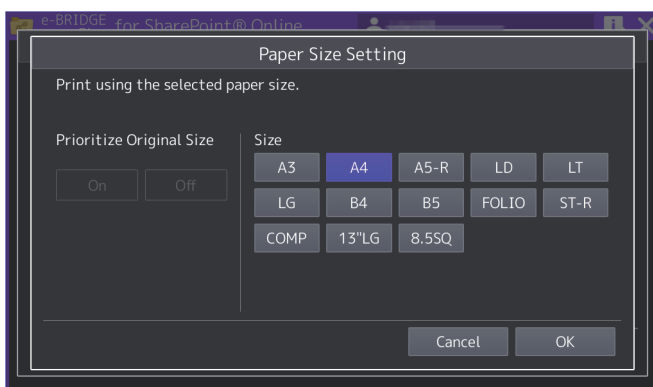
When printing a PDF file

The paper size to display on [Size] varies depending on the equipment models.



When printing a JPEG file

The paper size to display on [Size] varies depending on the equipment models.



Note

- For printing JPEG files, [On] and [Off] of the [Prioritize Original Size] setting are not selectable. In addition, the [Size Options] setting does not appear.
- The [Prioritize Original Size] and [Size Options] settings appear for printing PDF files.

■ Scanning originals

You can scan originals and upload the files to save them in SharePoint Online.

□ Procedure for scanning

Tip

There is no limitation in the size of scanned files which can be uploaded to SharePoint Online. It might take a long time to upload large files to the server.

1 Start this application from the control panel and open the [e-BRIDGE Plus for SharePoint® Online] screen.

📖 P.17 “Signing in to SharePoint Online”

2 Select the site and open the folder when necessary.

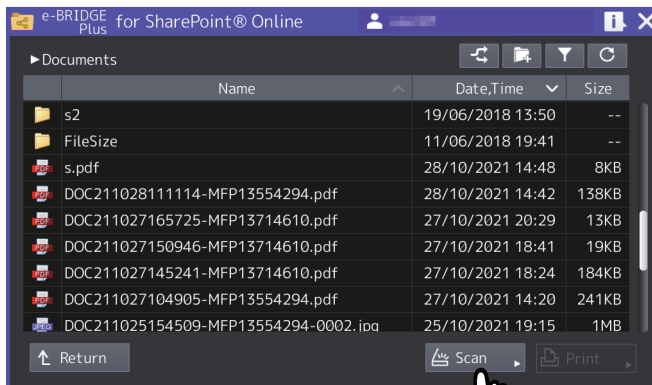
You can save the scanned files in the selected site and the opened folder.

📖 P.19 “Changing the SharePoint sites”

3 Place the first page on the original glass or place originals on the original feeder tray of the Automatic Document Feeder.

For help, refer to the **Paper Preparation Guide/ Preparation of Paper**.

4 Press [Scan].



Tip

When your administrator sets to allow scanning, [Scan] can be selected. For details on the application settings, refer to the following reference.

📖 P.12 “Setting functions available in this application”

📖 P.13 “Setting how to select the SharePoint Online sites”

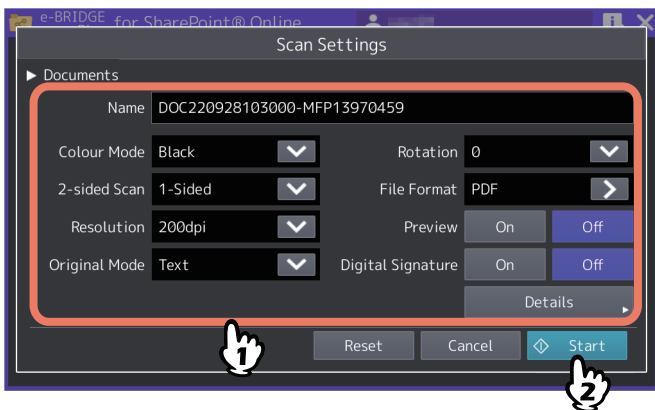
5 Select the scan settings and press [Start] (or the [START] button on the control panel).

- For details on the screen and scan settings, refer to the following reference.

📖 P.30 “[Scan Settings] screen”

- Press [Cancel] to cancel scanning.

- Press [Reset] (or the [FUNCTION CLEAR] button on the control panel) to make the changed settings to the default ones.



6 Wait until scanning is complete.

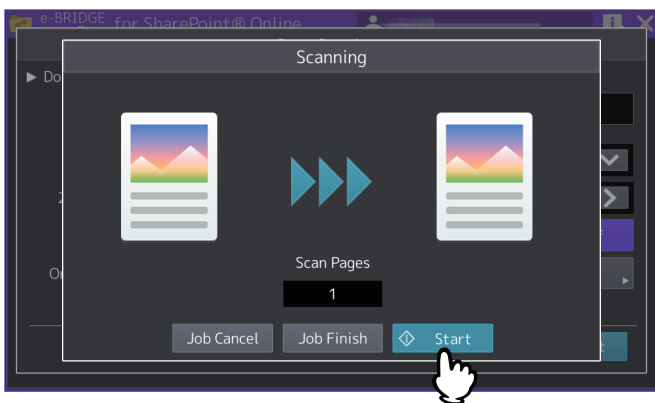
- When you have placed a page on the original glass, wait until the [Scanning] screen appears.
 - To continue scanning more than one page, proceed to step 7.
 - To finish with only one sheet, proceed to step 9.
- When you have placed originals on the Automatic Document Feeder:
 - If [Preview] has been [On], proceed to step 7.
 - When continuing to scan by placing another original on the Automatic Document Feeder (ADF) while [Preview] has been [Off], press [Continue] and proceed to step 7.

Tip

To stop the scanning operation while using the Automatic Document Feeder, press [Stop].

7 Place the next page on the original glass and press [Start] (or the [START] button on the control panel).

- When [Preview] has been [On], the preview screen shows the scanned pages.
- Press [Job Cancel] to cancel the scanning operation and delete the job. When the confirmation screen appears, press [Yes] to delete the job or press [No] to cancel the deleting operation.



8 Repeat the above steps 6 and 7 until you finish scanning the last page.

9 After the scanning process is complete, press [Job Finish].

When [Preview] has been [On], the preview screen shows the scanned pages.

- Press [<] or [>] to change the preview pages.
- When you press a preview page, the screen shows the enlarged page. To delete the page, press [Delete Page]. When the confirmation screen appears, press [Yes] to delete the page or press [No] to cancel the deleting operation. To cancel the enlargement, press the enlarged preview page again.
- Press [Job Cancel] to delete the current job. When the confirmation screen appears, press [Yes] to delete the job or press [No] to cancel the deleting operation.

- To delete the page being previewed, press [Edit] and then **X** on the page to be deleted. However, **X** is not displayed if only one page is being previewed.
- To change the order of the pages being previewed, press [Edit] and then **◀** or **▶**.
- When a PDF file is being previewed, its page can be rotated. Press [Edit] and then **R** on the page to be rotated. The page is rotated by 90 degrees by each time **R** is pressed.

10 Wait until the postprocessing is complete.

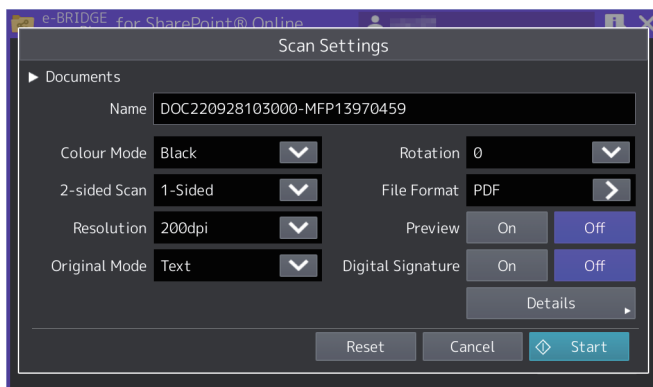
- The process to create the scanned files continues.
- If the PDF file format for OCR has been selected, the OCR processing continues.
- When you press [Job Cancel] during the process, you can stop it and go back to the [Scan Settings] screen.

Tip

- If [Omit Blank Page] has been [On], the confirmation screen appears. Press [OK] to close the screen or wait until the screen closes automatically after 5 seconds.
- The created file is uploaded to the server in the background.
- When necessary, you can return to step 2 to scan another original.

❑ [Scan Settings] screen

You can select the following scan settings on the [Scan Settings] screen of this application.



Tip

The original size when scanning from the original glass is displayed depending on the equipment model. For details about the original sizes, refer to the **MFP Management Guide/ User Functions**.

Path

The name of the selected path is shown. You cannot change it on this screen.

Name

The file name is shown. Press the entry box to show the keyboard so that you can change the file name. You can enter up to 128 characters except \ / : * ? " < > |.

Note

- Periods located at the end of the file name and spaces are converted to underscores.
- If the file with the same name exists in the server, it is replaced with a new one.

Color Mode

Select the color mode (Black, Gray Scale, Full Color, or Auto Color).

2-Sided Print

Select the surface (1-Sided, Book, or Tablet).

Resolution

Select the resolution (100, 150, 200, 300, 400, or 600dpi).

Original Mode

Selects the original mode (Text, Text/Photo, Photo, or Blue Original*).

* You can select this option for e-STUDIO3508LP/4508LP/5008LP.

Rotation

Select the angle of rotation (0, 90, 180, or 270).

File Format

Press [>] to show the selection screen and select the file format (PDF, Secure PDF, Slim PDF, PDF/A, PDF (OCR), Secure PDF (OCR), Slim PDF (OCR), PDF/A (OCR), JPEG, TIFF(Single), TIFF(Multi), DOCX, XLSX, or PPTX). When you select [Secure PDF] or [Secure PDF (OCR)], you need to set [Secure PDF Setting] on the [Details Setting] screen.

Note

The OCR option is required to recognize characters with the OCR function for the PDF(OCR), Secure PDF(OCR), Slim PDF(OCR), PDF/A(OCR), DOCX, XLSX, and PPTX file formats. For information on the OCR option, refer to the **Scanning Guide/ Scan**.

Preview

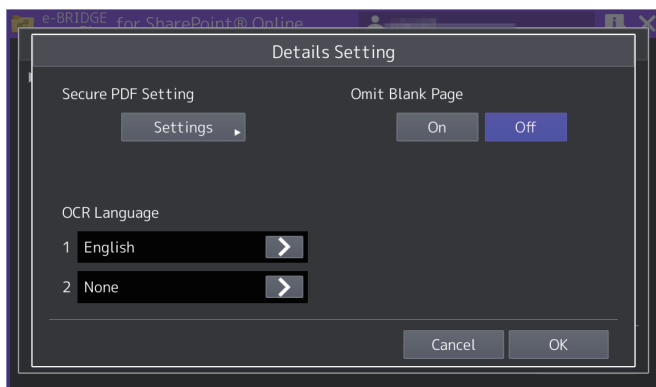
Select [On] to preview the scanned pages.

Digital Signature

Select [ON] to add a digital signature to a PDF file. This function cannot be set depending on the equipment model.

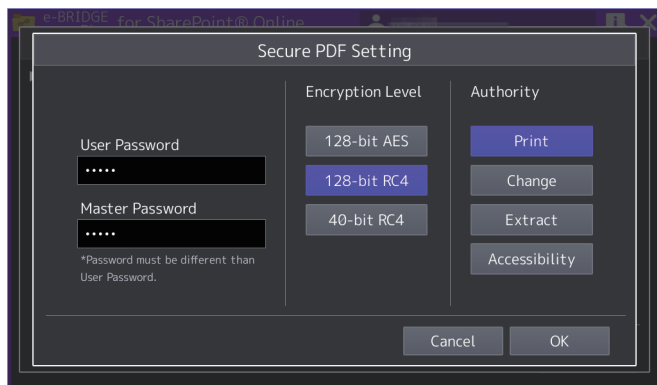
Details

Press [Details] to open the [Details Setting] screen. After you change the following detailed settings, press [OK]. To discard the changed settings, press [Cancel].



- Secure PDF Setting

If you have selected [Secure PDF] or [Secure PDF (OCR)] for [File Format], press [Settings] to open the [Secure PDF Setting] screen. Change the settings for encryption and press [OK]. To discard the changed settings, press [Cancel].



- User Password

Enter a password to open the encrypted PDF file. When you press the entry box, the keyboard appears. You can enter up to 32 characters.

- Master Password

Enter a master password to change the settings for the encryption level and the authority. Press the entry box to show the keyboard. You can enter up to 32 characters.

Note

Be sure to set either [User Password] or [Master Password] to encrypt PDF files. When you set both, be sure to set a different password for each.

- Encryption Level

Select one of the encryption levels.

128-bit AES - Encryption level that is compatible with Acrobat 7.0, PDF V1.6

128-bit RC4 - Encryption level that is compatible with Acrobat 5.0, PDF V1.4

40-bit RC4 - Encryption level that is compatible with Acrobat 3.0, PDF V1.1

- Authority

Select the authority for the following functions. Press the button to make it blue so that you are allowed to use the function. Press the button to make it black so that you are prohibited from using the function.

Print - Printing encrypted PDF files

Change - Changing encrypted PDF files

Extract - Copying or extracting the contents of encrypted PDF files

Accessibility - Using the accessibility function

Note

When [40-bit RC4] is selected for Encryption Level, [Extract] and [Accessibility] are set in conjunction. When [Extract] is enabled, [Accessibility] is also activated accordingly. When [Extract] is restricted, the use of [Accessibility] is limited accordingly. On the other hand, when the setting of [Accessibility] is changed, that for [Extract] is also altered accordingly.

- OCR Language

Select the first and second OCR languages for the file formats for OCR that you select from [File Format]. Press [➤] to show the selection screen. Select one of the following languages and press [OK]. To discard the changed settings, press [Cancel].


None*. English, German, French, Spanish, Italian, Danish, Finnish, Norwegian, Swedish, Dutch, Polish, Russian, Japanese, Chinese (Simplified), Chinese (Traditional), Brazilian Portuguese, European Portuguese, Turkish

* You can select [None] for the second OCR language.

Note

- If no languages appear on the [OCR Language] screen, check that the OCR supported file format is selected for [File Format].
- The OCR option is required to recognize characters with the OCR function For information on the OCR option, refer to the **Scanning Guide/ Scan**.
- Omit Blank Page
Select [On] to omit scanned blank pages from the files to be saved.

■ Closing this application

Press  ([HOME] button) on the control panel or [X] on the upper right of the [e-BRIDGE Plus for SharePoint® Online] screen. This application is ended and the [HOME] screen appears.

Troubleshooting

The operation status is recorded in the application log of TopAccess. If any trouble should occur, refer to the log and the following table to clear it. If you do not know the trouble situation and the countermeasures, ask your administrator.

Message	Trouble Status and Measure
Application Error.	An error other than the following has occurred. Reboot the equipment. If the error still persists, contact your administrator or service representative.
The cloud connection was lost. This application will close.	The connection to SharePoint Online has failed due to network error such as LAN cable disconnection or communication block. Contact your administrator.
The login failed. This application will close.	The signing in to the cloud service has failed or a network timeout has occurred while connecting to the cloud. Sign in to the cloud service again.
The PIN is invalid or login not completed. Please confirm your Email. PIN available time is 1 hour.	The entered PIN code is invalid or the signing in to the cloud service is not completed. This application will close. Check the PIN code given in the e-mail and enter it within 1 hour after the e-mail has been sent. Moreover, when this message is displayed even if the PIN code is entered correctly, signing in to a cloud service may not be done properly. Reattempt the sign-in operation from the URL described in the e-mail.
This server is busy now. Please retry later.	The number of concurrent accesses to the cloud service has exceeded the maximum. This application will close. Wait for a while and reattempt the operation.
The confirmation timed out.	It may not have connected with e-BRIDGE Cloud Login correctly. (This message is displayed on your terminal when you attempt to sign in to a cloud service.) Contact your administrator.
Login confirmation is not available on your device. Please check back at the MFP panel.	The JavaScript setting may be disabled in your browser. (This message is displayed on your terminal when you attempt to sign in to a cloud service.) Enable the JavaScript setting. For how to enable JavaScript, refer to the manual or help of your terminal or browser. If you cannot enable the JavaScript setting of the browser while it supports the permission site, register the URL of your cloud service in it. When the list screen of this application is shown on the control panel display even if this message has appeared, the login operation has succeeded. In such a case, you can use this continuously.
Network error.	This may occur due to the following causes. Check them and take the appropriate actions. <ul style="list-style-type: none"> The connection to the cloud service has failed since a network error such as disconnected LAN cables and disconnection occurs. Contact your administrator. No space is left on a cloud storage. Decrease the number of files from the cloud storage and reattempt the scanning. If the problem still persists, ask your administrator.
Connection Timeout Error.	A network timeout has occurred while connecting to the cloud. Retry signing in to SharePoint Online.
File or directory not found.	The selected file or folder does not exist in the cloud storage. Check whether the specified folder or file exists or not in the list screen.
Too many files in Cloud Storage.	There are too many files in the cloud storage, exceeding the limit. Remove unnecessary files from the cloud storage.

Message	Trouble Status and Measure
Cloud storage is out of service.	The cloud service is not working. Check that SharePoint Online is working.
No space left on cloud storage.	There is no cloud storage left for the sign-in user. Remove unnecessary files from the cloud storage.
Authorization failed. (*HTTP_STATUS*)	The license authorization of this application has been canceled. The license needs to be activated again. Contact your administrator or service representative.
Scan quota is empty.	Because the assigned quota is empty, you cannot scan originals. Ask your administrator to initialize the quota or change the quota setting.
Print quota is empty.	Because the assigned quota is empty, you cannot print documents. Ask your administrator to initialize the quota or change the quota setting.
No authority to scan.	No authority to scan. Ask your administrator to assign the role for scanning to you.
No authority to print.	No authority to print. Ask your administrator to assign the role for printing to you.
The received security certificate is not trusted.	The certificate provided by the cloud service is not trusted. Contact your administrator or service representative.
Recovery process is completed.	This application has stopped abnormally because of power-off to this equipment and other reasons. Ask your administrator to restart this application.
File path name length limit exceeded.	The path is too long to upload the file to the server. Take the following measures. <ul style="list-style-type: none"> • Select another site located in the shallower layer. • Shorten the file name when scanning the original.
Cannot print the document.	You cannot print secure PDF files encrypted at the level that this application does not support. Print secure PDF files encrypted at the 128-bit AES, 128-bit RC4, or 40-bit RC4 level that this application supports.
Local Storage is full.	The local storage of this equipment is too full to store files. Ask your administrator.
Specified site could not be found, please set the valid site.	The specified site is not found in the server. Confirm the SharePoint Online site and ask your administrator to check if the site path is correctly registered as the featured site.
The specified site does not have permission to access.	You are not permitted to access the specified SharePoint Online site. Specify the site you can access or ask the administrator to check if the site path you can access is registered as the featured site.
Trial Day will expire in a few days. Remaining day(s): XX	The trial use will expire in X days. ("X" indicates the remaining number of days.) You cannot use this application after the expiration. To continue using it, ask your administrator to activate the license.
Background application was not started.	This message will appear when the control panel is operated while this application is stopped. Ask your administrator to restart the background application.
Canceled all jobs because background application was stopped.	Because this application or this equipment has stopped while processing jobs, uncompleted jobs are discarded. After restarting this application or turning on this equipment, retry and complete the operation. Be sure not to stop this application nor turn off this equipment until the processing is complete.

Message	Trouble Status and Measure
Failed to create folder.	<ul style="list-style-type: none"> • No write permission: Quit this application and ask your administrator to obtain the writing privilege for the folder. Restart this application. While having the write privilege, sign in to SharePoint Online and then create a new folder. • No opened folder: The folder which is opened during the operation has been deleted. Press the Update button on the list screen to confirm if there is a folder or not. • Too long folder path: Shorten the folder name or move to a different folder to shorten the path.
-	<p>If you cannot sign in to the service, the message appears on the screen of the control panel.</p> <p>Ask your administrator to enable the connection if the accessing to user data by the application has been prohibited on the management screen of the service.</p>

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS**
Operator's Manual for e-BRIDGE Plus for SharePoint® Online

Toshiba Tec Corporation

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

©2018 - 2022 Toshiba Tec Corporation All rights reserved
Patent; <https://www.toshibatec.com/en/patent/>



R180520V1704-TTEC
Ver04 F Issued in Nov. 2022