



Cloud Connect Guide



TABLE OF CONTENTS

ABOUT THIS GUIDE	2
CLOUD CONNECT	4
• USE CLOUD CONNECT	4
SENDING A SCANNED DOCUMENT BY GMAIL OR EXCHANGE	7
• GMAIL CONNECT FUNCTION	7
• EXCHANGE CONNECT FUNCTION	8
• SETTINGS SCREEN	9
CONFIGURING CLOUD CONNECT AND E-MAIL CONNECT SETTINGS	11
• ENABLE CLOUD CONNECT AND E-MAIL CONNECT	11
• CONNECT CLOUD CONNECT AND E-MAIL CONNECT TO THE NETWORK	11

ABOUT THIS GUIDE

This guide details methods to link the cloud services and exchange data by using the connector applications installed in the machine.

Please note

- This guide assumes that the persons who install and use this product have a working knowledge of their computer and web browser.
- For information on your operating system or web browser, please refer to your operating system guide or web browser guide, or the online Help function.
- The explanations of screens and procedures are primarily for Internet Explorer®. The screens may vary depending on the version of the operating system or the software application.
- Wherever "xx-xxxxx" appears in this guide, please substitute your model name for "xx-xxxxx".
- Contents of this manual are general descriptions of products including other models. Therefore, this manual includes descriptions of features that are not available for your model.
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorized service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorized service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations, operation panel, touch panel, and Web pages in this guide

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. For some functions and procedures, the explanations assume that devices other than the above are installed. Depending on the content, and depending on the model and what peripheral devices are installed, this may not be usable. For details, refer to the User's Manual.

This manual contains references to the fax function and Internet fax function. However, please note that the fax function and Internet fax function are not available in some countries, regions and models.

The explanations in this manual are based on American English and the North American version of the software. Software for other countries and regions may vary slightly from the North American version.

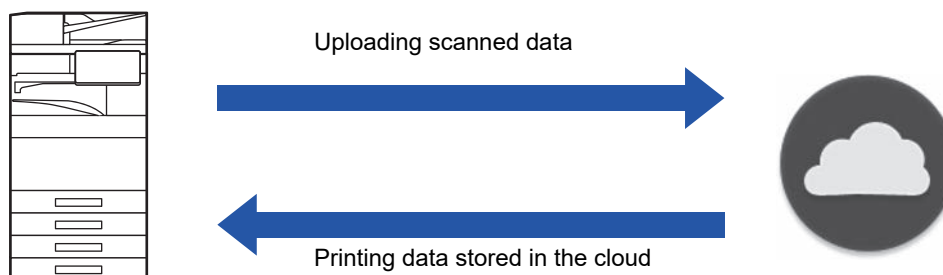
- The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.
- The touch panel, illustrations, and setting screens in this manual are for reference only, and may vary by model, installed options, settings changed from the default state, and country or region.
- This manual assumes that a full-color machine is being used. Some of the explanations may not apply to a monochrome machine.

Cautions when using the Cloud Connect function

- Print results using the Cloud Connect function may not have the same quality as print results using other print methods (printer driver, etc.).
The contents of some files may cause incorrect printing or prevent printing.
- It may not be possible to use some or all Cloud Connect functions in some countries or regions where the machine is used.
- It may not be possible to use the Cloud Connect function in some network environments. Even when the Cloud Connect function can be used, processing may require a longer time or may be interrupted.
- We do not extend any guarantees regarding the continuity or connection stability of the Cloud Connect function.
With the exception of instances provided for by law, we bear absolutely no responsibility for any damages or loss suffered by the customer due to the above.

CLOUD CONNECT

The Cloud Connect function is used to connect the machine to a cloud service on the Internet, enabling you to upload scanned data and print data stored in the cloud.



The machine can connect to the following cloud services:

- **Google Drive: An online storage service provided by Google**
This is authenticated using the user's Google account.
- **Microsoft OneDrive®: Storage service within the "Microsoft 365" service**
Only login using a user account with the Microsoft 365 standard ID/password authentication method is available.
Supports Microsoft OneDrive for Business (Free version of OneDrive is not supported)
- **Microsoft SharePoint® Online: Portal service within the "Microsoft 365" service**
Only login using a user account with the Microsoft 365 standard ID/password authentication method is available.
This supports subsites, custom libraries, and document properties (metadata).

USE CLOUD CONNECT

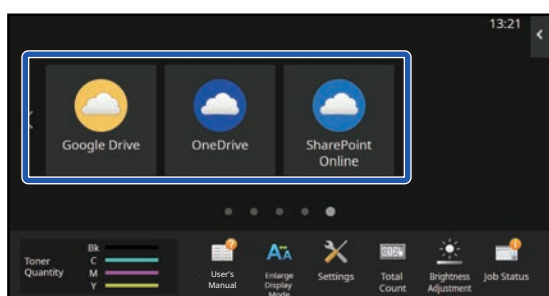


Before using the Cloud Connect function, first configure the setting in "[CONFIGURING CLOUD CONNECT AND E-MAIL CONNECT SETTINGS \(page 11\)](#)".

Upload scan data

This machine can scan data, and upload this data to a cloud service.

1



Tap [Google Drive], [OneDrive], or [SharePoint Online] in the home screen.

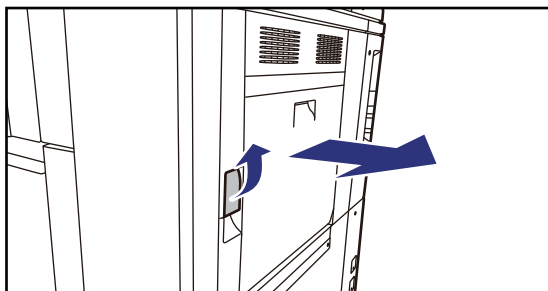
- The login screen of the selected cloud service appears.
- When user authentication is enabled on the machine, the login screen will not appear after the first time you successfully log in to the cloud service.
(If a user changes a path or other parameter, it will be necessary to log in again.)
- When using OneDrive or SharePoint Online, you can only login using your standard Microsoft 365 user account for ID/password authentication.

2

Enter your user account information for the cloud service.

A screen for selecting tasks appears.

3



Tap the [Scan a document] key.

- The scan settings screen appears.
- Specify a "File Name", "Address", and "Upload Data Scan Settings".

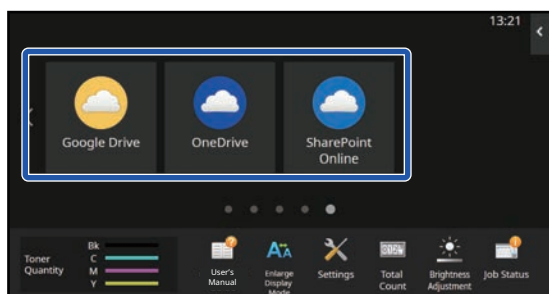
4

Execute Scan or Preview.

Print data

You can print data from cloud services on the machine.

1



Tap [Google Drive], [OneDrive], or [SharePoint Online] in the home screen.

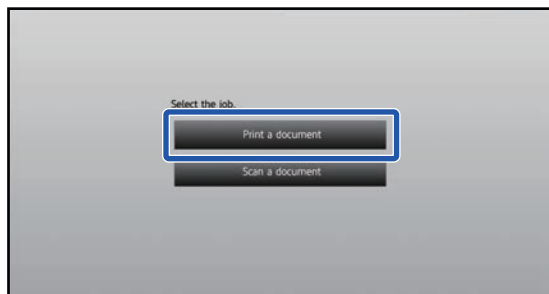
- The login screen of the selected cloud service appears.
- When user authentication is enabled on the machine, the login screen will not appear after the first time you successfully log in to the cloud service.
(If a user changes a path or other parameter, it will be necessary to log in again.)
- When using OneDrive or SharePoint Online, you can only login using your standard Microsoft 365 user account for ID/password authentication.

2

Enter your user account information for the cloud service.

A screen for selecting tasks appears.

3



Tap the [Print a document] key.

The file selection screen appears.

- Tap the [Narrow Down] key to filter files by file extension. Select the file extension you want to use to filter the files.
- Select the file and tap the [Choose Print Settings] key to display the print settings screen.
- File formats that can be printed are PDF*¹, PS*¹, PRN, PCL, TIFF, TIF, JFIF, JPE, JPEG, JPG, PNG, DOCX*², PPTX*², XLSX*².

*¹ Depending on the model, the optional PS3 Expansion Kit may be required.

*² Depending on the model, the optional Direct Print Expansion Kit may be required.

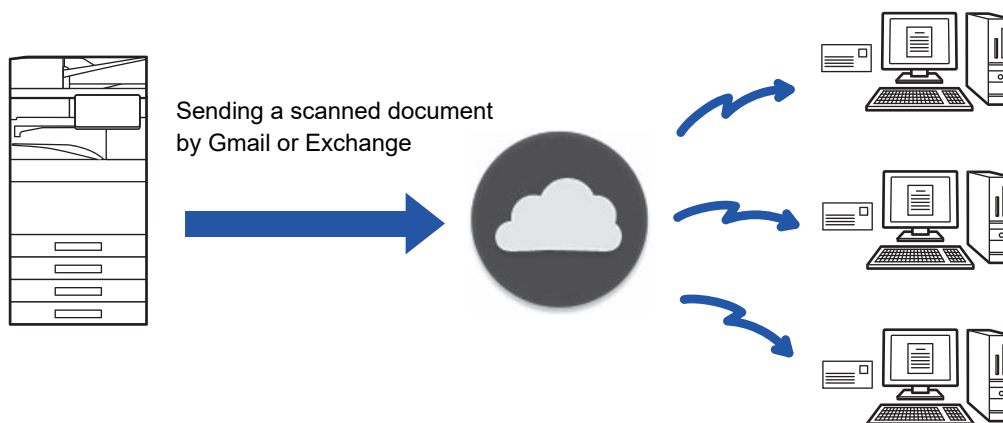
4

Execute printing.

SENDING A SCANNED DOCUMENT BY GMAIL OR EXCHANGE

You can send e-mail from the machine using Gmail or Exchange.

Using this function means that sending of mail is possible simply by connecting to the network, instead of using an SMTP server. By using addresses stored in the address book, this eliminates the step of entering e-mail and of storing information in the machine address book. The search function lets users search for destinations in the address book registered with the account.



EMAIL CONNECT FUNCTION

Gmail Connector is a function for sending scanned documents by e-mail via the Gmail server using a Google account. To use Gmail Connector, you must log in using an account that has a Gmail address in the format "****@Gmail.com".



Before using Gmail Connector, first configure the settings in "[CONFIGURING CLOUD CONNECT AND E-MAIL CONNECT SETTINGS \(page 11\)](#)".

Sending a scanned document by Gmail Connect function

The steps for scanning a document on the machine and sending the scanned image by Gmail are explained below.

1

Tap the [Gmail] key in the home screen.

The Gmail login screen appears.

2

Enter your Google account information.

The settings screen appears.

3

Select the address of the recipient and scan settings.

For the address and scan settings, refer to "[SETTINGS SCREEN \(page 9\)](#)".

4

To view a preview of the scanned image, tap the [Preview] key.

5

Tap the [Start] key.

The sent e-mail is managed in "Sent Mail" of Gmail.

EXCHANGE CONNECT FUNCTION

The Exchange Connect function uses Exchange Server and Exchange Online provided by Microsoft to send scanned files by e-mail.

You can connect to "Microsoft Exchange Server 2010/2013/2016/2019" or "Exchange Online (Cloud Service)".



Before using Exchange Connect function, first configure the settings in "[CONFIGURING CLOUD CONNECT AND E-MAIL CONNECT SETTINGS \(page 11\)](#)".

In addition, perform operations described in "[Exchange Online: Authorizing as an administrator \(page 13\)](#)".

Sending a scanned document by Exchange

The steps for scanning a document on the machine and sending the scanned image by Exchange are explained below.

1

Tap the [Exchange Connector] key in the home screen.

The Exchange login screen appears.

2

Enter the user name and password used to connect to the Exchange server or the Exchange Online.

The settings screen appears.

If the settings screen does not appear, perform operations described in "[Exchange Online: Authorizing as an administrator \(page 13\)](#)".

3

Select the address of the recipient and scan settings.

For the address and scan settings, refer to "[SETTINGS SCREEN \(page 9\)](#)".

4

To view a preview of the scanned image, tap the [Preview] key.

5

Tap the [Start] key.

The sent e-mail is managed in "Sent Mail" of Exchange.

SETTINGS SCREEN

This section explains the settings screen of Gmail Connect function and Exchange Connect function. You can use this screen to enter recipient settings, the e-mail subject, a message, and the name of the file to be attached. You can also change the account used to log in and select advanced scan settings.

Recipient settings

- Enter the desired recipient addresses in the To, Cc, and Bcc text boxes.
To enter multiple addresses, separate the addresses by commas. You can also search for addresses in the address book.
- If set [Default Address Setting] in "Settings (administrator)" → [System Settings] → [Image Send Settings] → [Default Address Setting] and the recipient address is an E-mail address, the address is selected when the connector is activated.
- You can search and select your address from the address book of login user by tapping [Find My Address] button.

Search screen

You can tap  next to the To, Cc, and Bcc text boxes to search for a saved address. Enter the text you want to find in the text box and tap [Search Start]. A list of the addresses that begin with the entered text will appear. You can select multiple addresses from the list. When searching for an address, you can switch between the regular address book and a global address book. To search again, enter the text you want to find in the text box and tap [Search Again].



- To perform global address search while being connected to Exchange Online, perform operations described in "[Exchange Online: Authorizing as an administrator \(page 13\)](#)".
- To search using regular address book while being connected to Exchange Online, set the number of addresses in the address book to about 500. If there are too many addresses, search results may not be obtained.

Checking an address

You can tap the [Address List] key to show the list of addresses to be used. You can check the addresses in To, Cc, and Bcc. You can also remove addresses from the list. To remove an address, select the address and tap the [Delete] key.



When a contact is selected in the list, no additional contacts can be directly entered.



When an address is entered in To, Cc, or Bcc,  appears. To cancel all addresses that are displayed, tap .

Subject, message, and file name settings

Enter a subject for the e-mail, a message, and the file name of the scanned image to be attached. When [Send Destination Link] is checked, the scanned data is not sent, it is saved on the local drive of the machine and the URL of that file is sent to an address.

Changing the login account

You can change the account currently used for login to a different account. Tap the [Switch Accounts] key to open the Gmail or Exchange login screen, and enter the user name and password of the account that you want to use.

Scan settings

To select advanced scan settings, tap the [Detail] key.

Details screen

The scan settings below can be selected.

Setting	Description
Color Mode	Auto, Mono2, Grayscale, Full Color
Resolution	100x100dpi, 150x150dpi, 200x200dpi, 300x300dpi, 400x400dpi, 600x600dpi
Format	[Color/Grayscale] tab Format PDF, Compact PDF*¹, Compact PDF (Ultra Fine)*¹, PDF/A-1a*², PDF/A-1b*², PDF/A*³, Compact PDF/A-1a*⁴, Compact PDF/A-1b*⁴, Compact PDF/A*^{1, 3}, Compact PDF/A-1a (Ultra Fine)*⁴, Compact PDF/A-1b (Ultra Fine)*⁴, Compact PDF/A (Ultra Fine)*^{1, 3}, Encrypt PDF, Encrypt/Compact PDF*¹, Encrypt/Compact PDF (Ultra Fine)*¹, TIFF, XPS, TXT(UTF-8)*², RTF*², DOCX*², XLSX*², PPTX*² OCR Settings*² Language Setting, Font, Detect Image Direction, File Name Auto Extraction, OCR Accuracy Compression Ratio Low, Middle, High, Reduce Colors [B/W] tab Format PDF, PDF/A-1a*², PDF/A-1b*², PDF/A*³, Encrypt PDF, TIFF, XPS, TXT(UTF-8)*², RTF*², DOCX*², XLSX*², PPTX*² OCR Settings*² Language Setting, Font, Detect Image Direction, File Name Auto Extraction, OCR Accuracy Compression Mode None, MH (G3), MMR (G4)
Original* ⁵	Scan Size Auto [AB] tab A5, A5R, B5, B5R, A4, A4R, B4, A3, 216 x 340, 216 x 343, Long Size [Inch] tab 5-1/2" x 8-1/2", 8-1/2" x 11"R, 11" x 17", 5-1/2" x 8-1/2"R, 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 11", 8-1/2" x 14", Long Size Image Orientation Portrait, Landscape Duplex Setup 1-Sided, Book, Tablet
Job Build	Enabled, Disabled
Blank Page Skip	Off, Skip Blank Page, Skip Blank and Back Shadow

*¹ Depending on the model, the Enhanced Compression Kit may be required.

*² Depending on the model, the OCR Expansion Kit may be required.

*³ On models that have OCR function as standard or that have the OCR Expansion Kit mounted, this item will not be displayed.

*⁴ Depending on the model, installation of the Enhanced Compression Kit or OCR Expansion Kit may be required.

*⁵ Depending on the model, the sizes that can be selected may be restricted.



- E-mail that is sent may be limited by the settings and specifications of the Gmail or Exchange server.
- In some network environments, the machine may not be able to use the Gmail or Exchange connection functions, or sending may be slow or may stop before the job is completed.
- Sharp Corporation does not in any way guarantee the continuity or stability of Gmail or Exchange connection functions. With the exception of instances provided for by law, Sharp Corporation bears no responsibility for any damages or loss due to the customer's use of these functions.

Gmail is a trademark of Google LLC.

CONFIGURING CLOUD CONNECT AND E-MAIL CONNECT SETTINGS

This section explains the settings that must be configured before using the Cloud Connect function and E-mail Connect function.

ENABLE CLOUD CONNECT AND E-MAIL CONNECT

Enable the Cloud Connect or Email Connect that you want to use.

- (1) In "Settings (administrator)", select [System Settings] → [Sharp OSA Settings] → [External Service Connect].

"External Service Connect" page appears.

- (2) Select the connector that you want to use, and tap [Enable] key.

Selected connector is shown on the home screen.

Additionally, the Cloud Connect and E-mail Connect functions enabled in system settings [Sharp OSA Settings] → [Standard Application Settings] and [Embedded Application Settings] are stored.



Models with the application communication function as standard and that have a Application Communication Module installed will have SharePoint Online, OneDrive, and Google Drive items displayed.

CONNECT CLOUD CONNECT AND E-MAIL CONNECT TO THE NETWORK

Set the settings for connecting to the cloud service and the initial value of the connector.

- (1) In "Settings (administrator)", select [System Settings] → [Sharp OSA Settings] → [Embedded Application Settings].

"Embedded Application Settings" page appears to show the installed connector.

- (2) Tap the connector that you want to configure.

"Embedded Application information" page appears.

- (3) Tap the [Detail] button.

The detailed setting screen appears.

Set the required items and tap [Submit].



Using [Export/Import] is possible to save the settings of the current embedded application and import its settings.

Embedded Application Settings

Google Drive

File Name

Enter File Name.

Include Date in File Name

Specify whether or not to add a save date after the file name.

OneDrive

File Name

Enter File Name.

Include Date in File Name

Specify whether or not to add a save date after the file name.

SharePoint Online

Domain Name

Set this when using the SharePoint Online Connect function.

Enter your Microsoft 365 domain name (the ***** part of *****.onmicrosoft.com).

Site URL

To connect to a subsite or site collection of the SharePoint Online server, enter the URL.

File Name

Enter File Name.

Include Date in File Name

Specify whether or not to add a save date after the file name.

Gmail

Subject

You can save a preset subject for transmitted files.

Body Text

You can save a preset e-mail subject and body message (fixed text).

File Name

Enter File Name.

Include Date in File Name

Specify whether or not to add a save date after the file name.

Exchange

Hostname

Enter the host name (FQDN) of the Exchange server.

Use Exchange Online

To connect to Exchange Online, set this to ☒.

Global Address Search

When connected to Exchange Online, select "Allow" to perform address search by using the global address list.



To use the Exchange connector after selecting "Allow" in "Global Address Search", perform operations described in "[Exchange Online: Authorizing as an administrator \(page 13\)](#)".

Subject

You can save a preset subject for transmitted files.

Body Text

You can save a preset e-mail subject and body message (fixed text).

File Name

Enter File Name.

Include Date in File Name

Specify whether or not to add a save date after the file name.

Cache Authentication Information for External Service Connect

This setting is available if user authentication is set, and [Store User Information] is enabled.

In "Settings (administrator)", select [System Settings] → [Authentication Settings] → [Default Settings] → [Cache Authentication Information for External Service Connect].

Set whether or not authentication information for connection to the cloud is retained as cache information.

When this setting is enabled, the authentication information of a successfully authenticated user is retained to enable smooth authentication when the user subsequently logs in.

When this setting is disabled, the previously retained cloud connection authentication information of all users is deleted and authentication information is no longer retained.



To delete cloud connect cache information:

In "Settings (administrator)", select [User Control] → [User Settings] → [User List] → [Delete Your Information for External Service Connect] to delete the external service connect cache used by the logged in user.

In "Settings (administrator)", select [User Control] → [User Settings] → [User List] → [Delete All Information for External Service Connect] to delete all external service connect cache information.

Exchange Online: Authorizing as an administrator

To connect to Exchange Online and use the global address search function, authorization by a Microsoft Azure administrator user is required.



If multiple SHARP multifunctional systems are installed in your Microsoft 365 tenant, authorization for only one machine is required. Authorization for other machines is not required.

(1) Tap [Exchange Connector] in the home screen.

The login screen of Exchange Online appears.

(2) Enter the user ID and password of the Microsoft 365 tenant admin user.

List of access permissions required for the Exchange connector appears.

(3) Check "Consent on behalf of your organization" in the displayed screen.

(4) Tap "Accept".

By this operation, the Exchange connector becomes usable for all users in your Microsoft 365.



If "Accept" is tapped without checking "Consent on behalf of your organization", the Exchange connector becomes unusable for any user except the administrator.

In that case, the tenant administrator of Microsoft 365 must access to the Azure portal page and delete "Exchange Online connector (Exchange Connector (Sharp))" from "Your Authorized Apps".

After deleting, perform the above authorization procedure again.

