Scan to SharePoint

Administrator's Guide

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Overview

Use the application to scan documents securely from the printer to sites housed on SharePoint servers. You can also do the following:

- Navigate to SharePoint-based Web sites.
- Create folders.
- Print documents.
- Scan documents to a Lexmark Document Distributor (LDD) server.

A working knowledge of SharePoint is required. For more information, see your SharePoint documentation.

Configuring the application

Adding or editing a profile

1 From the Embedded Web Server, access the configuration page for the application.

2 From the Configure, Profile, or Profiles page, add or edit a profile.

3 Modify the settings, and then apply the changes.

Configuring user authentication settings

1 Add or edit a profile.

2 Configure the authentication settings.

Notes:

- Some authentication types are available only in select printer models.
- If your SharePoint server is running on Windows Server 2008 or later, then select either **NTLMv2 credentials** or **Use MFP credentials** as the authentication type.
- For more information on each setting, see the mouse-over help.

3 Apply the changes.

Configuring SharePoint settings

1 Add or edit a profile.

2 Configure the SharePoint settings.

Notes:

- Exclude the default page of the site, document libraries, or folders when typing a URL. For example, to add **`http://abcde/Docs/default.aspx`**, type only **`http://abcde/Docs`**.
- For more information on each setting, see the mouse-over help.

3 If you want to send the scanned documents to the LDD server, then configure the settings in the LDD Forwarding section.

4 Apply the changes.

Configuring scanning options

1 Add or edit a profile.

2 Configure the scan settings.

Notes:

- Select **Enable Custom Job** to prompt users to scan from the automatic document feeder (ADF) or on the scanner glass.
- When scanning documents that contain more than one page, select either **TIFF** or **PDF** as the file format.
- For more information on each setting, see the mouse-over help.

3 Apply the changes.

Configuring confirmation options

1 Add or edit a profile.

2 Select how you want the print or scan job to be confirmed.

Note: For more information on each setting, see the mouse-over help.

3 Apply the changes.

Customizing the application icon

1 From the Embedded Web Server, access the configuration page for the application.

2 Specify the text and image that you want to appear on your home screen.

Note: Some applications require changing the settings from the profile page.

3 Apply the changes.

Configuring PKI Authentication

Note: If you plan to attach a SmartCard reader to your printers, then install and configure PKI (*public key infrastructure*) applications to the devices.

Use Lexmark PKI applications on supported Lexmark devices to take advantage of the enhanced security features of the PKI capabilities of your network. The applications include:

PKI Authentication—This provides the mechanism for authenticating and authorizing printer users.

PKI S/MIME Email—This enables users to sign and encrypt e-mail messages.

PKI Scan to Network—This enables users to scan documents to a network file share.

PKI Held Jobs—This holds print jobs securely at the printer until released by an authorized user. This application is also called Print Release Lite.

The PKI Authentication application is required, but all other applications are optional and can be installed as needed.

For information on setting up PKI-enabled devices and PKI Authentication, see the *Pre-Installation Guide* and the *Installation and Configuration Guide* that came with the PKI applications package.

Using the application

After the application is installed, SharePoint users can use additional scan features on the printer when scanning to a SharePoint server.

Prompts may vary depending on the profile set by the administrator.

Scanning documents

Before you begin, enable scanning in the Embedded Web Server.

1. Load an original document into the ADF tray or on the scanner glass.

   Note: For more information, see the printer *User's Guide*.
2. Touch the application profile icon.
3. If prompted, enter your credentials.
4. Select a destination for the scanned document.

   Note: You can add a folder.
5. If prompted, adjust the scan settings.

   Note: If no printer hard disk is installed, the maximum file size is 20MB.
6. Scan the document, and then follow the instructions on the display.

Printing documents saved on SharePoint

Before you begin, enable printing in the Embedded Web Server.

1. From the control panel, touch the application profile icon.
2. If prompted, enter your credentials.
3. Navigate to the SharePoint site or folder where your document is saved.

   To open your personal site or folder, touch **My Site** from the navigation bar.
4. Select a document, and then print it.

Troubleshooting

An application error has occurred

Try one or more of the following:

Check the system log

1 Open a Web browser, and then type the printer IP address.

Note: View the IP address in the TCP/IP section of the Network/Ports menu.

2 Click **Settings** or **Configuration**.

3 Depending on your printer model, do one of the following:
- Click **Apps** > **Apps Management**.
- Click **Device Solutions** > **Solutions (eSF)**.
- Click **Embedded Solutions**.

4 Click **System** > **Log**.

5 Select and submit the appropriate filters to view the log entries.

Adjust the scan settings

1 From the Embedded Web Server, access the configuration page for the application.

2 From the scanning options, select a lower scan resolution or turn off color scanning.

3 Apply the changes.

Contact your solutions provider

If you still cannot resolve the problem, then contact your solutions provider.

Application cannot authenticate user

Try one or more of the following:

Check the application settings

Make sure that the authentication options and SharePoint settings in the application configuration page match the settings for the SharePoint server. For more information, see "Configuring SharePoint settings" on page 4.

Make sure that you specify the correct user name and password

For more information, see "Configuring user authentication settings" on page 4.

Contact your solutions provider

If you still cannot resolve the problem, then contact your solutions provider.

Application cannot connect to SharePoint server

Try one or more of the following:

Make sure that the application settings match the SharePoint server settings

For more information, see "Configuring SharePoint settings" on page 4.

Make sure that the printer is connected to the network

Make sure that the network cables are securely connected and that the network settings of the printer are configured correctly. For more information, see the *Networking Guide* that came with the printer.

Check the system log

1. Open a Web browser, and then type the printer IP address.

   Note: View the IP address in the TCP/IP section of the Network/Ports menu.

2. Click **Settings** or **Configuration**.
3. Depending on your printer model, do one of the following:
   - Click **Apps** > **Apps Management**.
   - Click **Device Solutions** > **Solutions (eSF)**.
   - Click **Embedded Solutions**.
4. Click **System** > **Log**.
5. Select and submit the appropriate filters to view the log entries.

Users cannot access a site, or site does not appear in the list

Try one or more of the following:

Make sure that the application settings match the SharePoint server settings

For more information, see "Configuring SharePoint settings" on page 4.

Make sure that users have permission to access to the site

For more information, see the SharePoint documentation.

Contact your solutions provider

If you still cannot resolve the problem, then contact your solutions provider.

Cannot scan or print documents

Make sure that scanning or printing is enabled

1. From the Embedded Web Server, access the configuration page for the application.
2. From the Configure, Profile, or Profiles page, add or edit a profile.
3. In the SharePoint Settings section, enable scanning or printing.
4. Apply the changes.

If you cannot print a PDF file, then make sure that it is not encrypted

Make sure that users have permission to access to the site

Make sure that users can scan to the SharePoint server or print files saved on SharePoint. For more information, see the SharePoint documentation.

Make sure that your LDD settings are correct

If you are scanning documents to an LDD server, then make sure that the server settings and user credentials are correct. For more information, see the *Lexmark Document Distributor Administrator's Guide*.

Cannot scan documents in color

Configure the application to scan documents in color

1. From the Embedded Web Server, access the configuration page for the application.
2. From the Scan Color menu, select **On**.
3. Apply the changes.

License error

Try one or more of the following:

Make sure that the application is licensed

For more information on purchasing a license, contact your Lexmark representative.

Make sure that the license is up-to-date

1. Open a Web browser, and then type the printer IP address.

   Note: View the printer IP address in the TCP/IP section of the Network/Ports menu.

2. Click **Settings** or **Configuration**.
3. Depending on your printer model, do one of the following:
   - Click **Apps** > **Apps Management**.
   - Click **Device Solutions** > **Solutions (eSF)**.
   - Click **Embedded Solutions**.
4. Click the license status of the application from the list.
5. Update the license.

Appendix

Accessing the configuration page for the application using the Embedded Web Server

1 Open a Web browser, and then type the printer IP address.

Note: View the IP address in the TCP/IP section of the Network/Ports menu.

2 Click **Settings** or **Configuration**.

3 Depending on your printer model, do one of the following:
- Click **Apps** > **Apps Management**.
- Click **Device Solutions** > **Solutions (eSF)**.
- Click **Embedded Solutions**.

4 Select the application from the list, and then click **Configure**.

Exporting or importing a configuration file using the Embedded Web Server

1 From the Embedded Web Server, access the configuration page for the application.

2 Export or import the configuration file.

Notes:

- If a `JVM Out of Memory` error occurs, then repeat the export process until the configuration file is saved.
- If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

Licensing applications

Applications require a valid electronic license to run on select printers.

For more information on purchasing a license for an application, or for any other licensing information, contact your Lexmark representative.

Checking the version of the Embedded Solutions Framework

1 From the Embedded Web Server, click **Reports** > **Device Settings**.

2 In the Embedded Solutions section, note the value associated with “Framework =.”

Note: To view the complete list of supported printers for each version of the Embedded Solutions Framework, see the *Readme* file.

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