



Teams Connector Guide

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ABOUT THIS GUIDE

This guide explains the functions of "Teams Connector" such as uploading scanned data and printing files using Microsoft 365 account provided by Microsoft to link "Microsoft Teams" with the multifunction 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.
- Considerable care has been taken in preparing this guide. If you have any comments or concerns about the guide, 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 guide without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this guide is subject to change without notice.

Illustrations, the operation panel, the touch panel, and the Web page setup screen shown 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.

The display screens, messages, and key names shown in the guide may differ from those on the actual machine due to product improvements and modifications.

The information described in the guide assume a full-color multifunction machine is being used.

Some contents may not be available on a monochrome multifunction machine.

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Cautions when using the Teams Connector function

- Print results using the Teams Connector 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 Teams Connector functions in some countries or regions where the machine is used.
- It may not be possible to use the Teams Connector function in some network environments. Even when the Teams Connector 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 Teams Connector 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.

BEFORE USING Teams Connector

Before using Teams Connector, the Teams Connector application must be installed on the multifunction machine. For how to install the Teams Connector application, please contact your dealer or nearest authorized service representative.

Basic requirements and system requirements for Teams Connector

Item		Description
Multifunction machine	Sharp OSA (BP-AM10)	Required
	Port Control	The following ports are enabled. • Server Port: Sharp OSA (Extended Platform): HTTP • Client Port: HTTPS
	Direct Print Expansion Kit	Required when printing xlsx, docx, and pptx files.
	Other Network Settings	Change the settings such as the IP Address, Subnet Mask, Default Gateway, DNS server, and Proxy Server as necessary.

Initial value settings on Teams Connector

Click the [Detail] key on the page which will have been displayed after selecting Teams Connector from the [System Settings] → [Sharp OSA Settings] → [Embedded Application Settings] under the "Setting (Administrator)" to configure the following items.

Item	Description
File Name	Sets the initial value of the scan data File Name to store.
Include Date in File Name	Sets whether the date and time is included with the File Name.

Import or export the initial value file

The following explains how to export the initial values used on a Teams Connector which a multifunction machine is using in order to use them on another Connector that is on the other machine, and how to import an exported file which contains an initial value setting.

Select Teams Connector from the [System Settings] → [Sharp OSA Settings] → [Embedded Application Settings] under the "Setting (Administrator)".

Import the initial value file to register the following items in the detailed settings of the Teams Connector.

Item		Description
Scan settings	File Name	Specify the initial value for the scan data File Name to store.
	Include Date in File Name	Sets whether the date and time is included with the File Name.
	Colour Mode	Specify the color mode.
	Resolution	Specify the resolution.
	File Format	Set the file format of the data to be saved.
	Original	Specify the originals.
	Exposure	Specify the density of the image.
	Job Build	Set the use of Job Build.
	Blank Page Skip	Set the use of Blank Page Skip.

Item		Description
Print settings	Paper Size	Set the print size.
	2-Sided Print	Specify 2-sided printing.
	N-Up Printing	Specify N-Up Printing.
	Sort/Group	Sorting and groups for output can be set.
	Staple Sort*	Specify staple sorting.
	Punch*	Specify punching.
	B/W Print	Prints the file in black and white.
	Fit To Page	Print with the file expanded to the full paper size.

* Installation of an inner finisher, a finisher or a saddle finisher is required to use "Staple Sort".

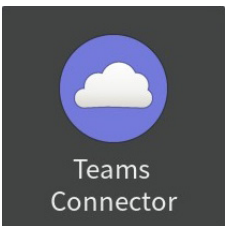
Installation of a punch module in addition to an inner finisher, a finisher or a saddle finisher is required to use "Punch".

Perform initial operation by administrator

When using Teams Connector for the first time, "Operation for permissions" and "Operation for permissions on behalf of general user" by the Microsoft 365 administrator (tenant administrator) are required.

Once you perform the operation with a multifunction machine, it is not necessary to perform the same operation on other multifunction machines even if you use multiple multifunction machines. Also, the general user can use Teams Connector without acceptance operation.

1



Teams
Connector

Tap the [Teams Connector] key on the Home screen.



If you cannot find the Teams Connector icon on the Home Screen, register the Teams Connector to the Home Screen in the Home Screen Settings of the machine System Settings.

2

Since the Microsoft Teams login screen is displayed, enter the Microsoft 365 tenant administrator ID and password to sign in.

When you sign in successfully, "Permissions requested" screen will be displayed.

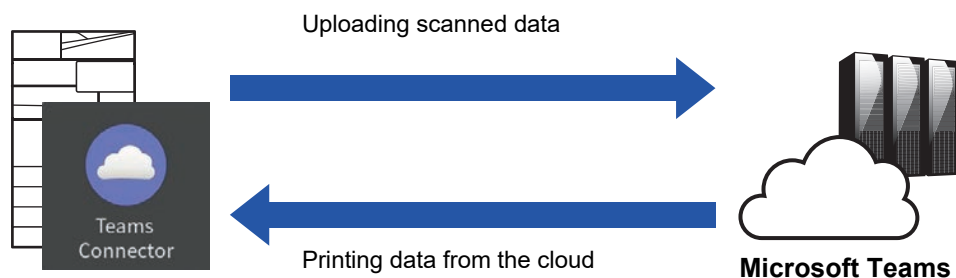
3

Select [Consent on behalf of your organization] and then select [Accept].

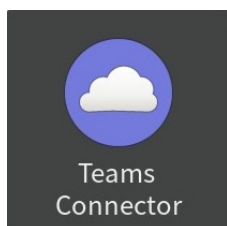


If you accept without selecting [Consent on behalf of your organization], the general user cannot use Teams Connector. In this case, access the Azure portal site with a web browser, open "Azure AD" page > "Enterprise applications" page, and delete "Teams Connector (Sharp)" from the Enterprise applications list. Perform the initial operation of Teams Connector again after deleting.

USING Teams Connector



1



Tap the [Teams Connector] key on the Home screen.

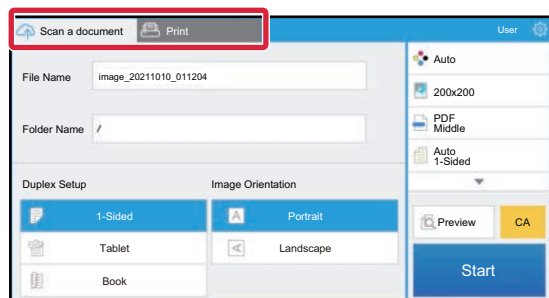


If you cannot find the Teams Connector icon on the Home Screen, register the Teams Connector to the Home Screen in the Home Screen Settings of the machine System Settings.

2

When the Microsoft Teams login screen is displayed, enter the Microsoft 365 ID and password used for login, and tap the [OK] key.

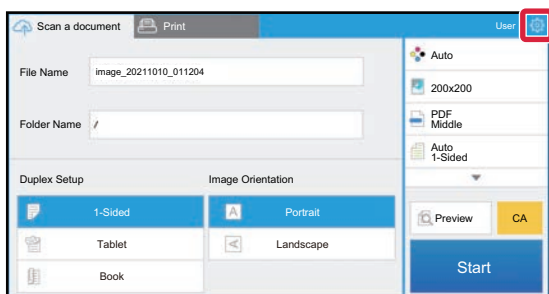
3



To scan the originals and upload the scanned data, tap the [Scan a document] tab.

To print the file, tap the [Print] tab and switch to the print screen.

4



When you are done and want to log out, tap  and tap [Switch Accounts]. Returns to the login screen.

Print data

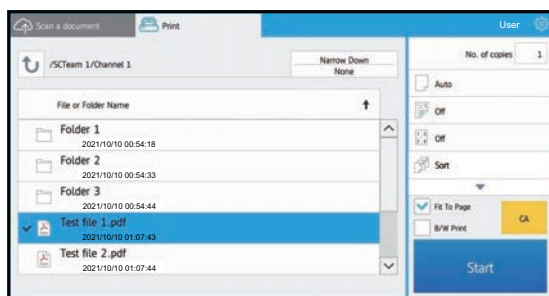
Select the files that you wish to print.

Up to 10 files can be printed simultaneously. Up to 16 print jobs can be reserved.

1 In the screen displayed after login, tap the [Print] tab and select the team or the channel that contains the file that you wish to print.

The files that are in the team or channel are displayed.

2



Tap the files that you wish to print.

If the file that you wish to print is contained in the folder, select the folder.

Print settings can be changed from the menu on the right side of the screen.

3

Tap the [Start] key.

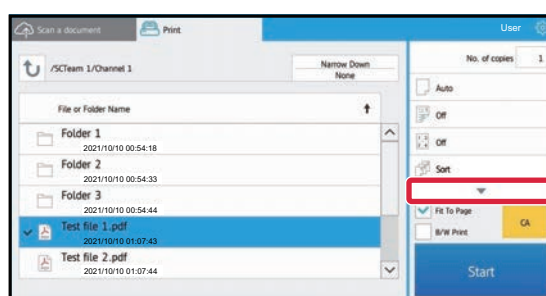
The selected file will be printed.

Print settings

To print a single file, you can change the following settings. When multiple files are selected, only the number of copies can be changed. Initial values are used for the other settings.

Item	Initial values	Description
No. of copies	1	1 to 9999 copies can be set.
Paper Size	Auto	Set the print size.
2-Sided Print	Off	Specify 2-sided printing.
N-Up Printing	Off	Specify N-Up Printing.
Staple Sort*	Off	Specify staple sorting.
Sort/Group	Sort	Sorting and groups for output can be set.
Punch*	Off	Specify punching.
Print What*	Selected Sheet	Only displayed when printing an Excel file. Select whether to print one sheet within a workbook or the entire workbook.
Fit To Page	On	Print with the file expanded to the full paper size.
B/W Print	Off	Prints the file in black and white.

- * Installation of an inner finisher, a finisher or a saddle finisher is required to use "Staple Sort".
 Installation of a punch module in addition to an inner finisher, a finisher or a saddle finisher is required to use "Punch".
 Depending on the model, the Direct Print Expansion Kit may be required to use "Print What".



Tap ▼ to view all of the print settings that can be used.

Scan/upload data.

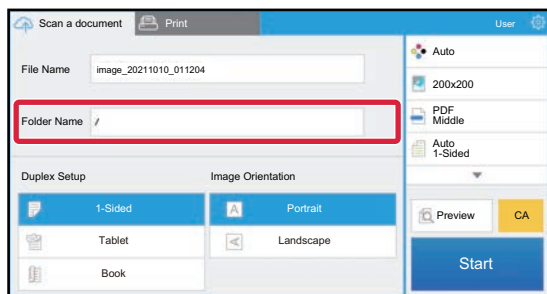
Upload the data scanned on the machine to Microsoft Teams. Select the folder where you want to store the file. Scanned data up to the size set in "Maximum Size of Data Attachments(FTP/Desktop/Network Folder)" of System Settings (Administrator) or up to 9999 sheets (pages) per file can be uploaded.

1

Set the original in the machine.

For the procedure for setting the original, see the manual of the machine.

2



Tap the Folder Name.

The team or channel registered in Microsoft Teams is displayed.

3

Select the team, channel, and folder that you wish to save.

Tap the team, channel, and folder that you wish to save and tap the [OK] key. Returns to the screen of step 2. The name of the selected folder is displayed as the folder name.

4

Tap the [Start] key.

The selected file will be scanned.

Scan settings

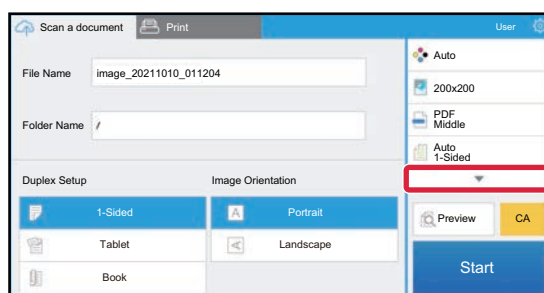
Base screen

Item	Description
File Name	Sets the file name. Initially, displays the "File Name" set in the detailed settings of Teams Connector. Displays the scanned date and time in the File Name entry box when the "Include Date in File Name" is enabled.
Folder Name	Sets the folder to store a file.
Duplex Setup	Performs the settings for a 2-sided scanning.
Image Orientation	Sets the orientation of the image.

Scan setting screen

When scanning, the following settings can be configured.

Item	Initial values	Description
Colour Mode	Auto	Specify the color mode.
Resolution	200 dpi	Specify the resolution.
File Format	PDF	Set the file format of the data to be saved.
Original	Auto	Specify the originals.
Exposure	Auto	Specify the density of the image.
Job Build	Off	Set the use of Job Build.
Blank Page Skip	Off	Set the use of Blank Page Skip.
Preview	-	A preview of the scanned data is displayed before the originals are scanned.



Tap ▼ to view all of the scan settings that can be used.

Apply the current value as the default value/Return default value to factory default

After changing each setting, tap , and tap [Apply the current value as the default value] to set the current value to the default value when logging in.

Tap [Return default value to factory default] to return the default value of setting to the factory default.

If a password entry screen is displayed, enter the administrator password of this machine.

