



Operating Instructions

App for Universal Print

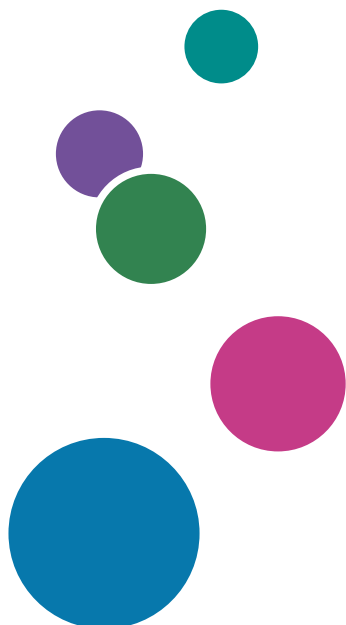


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How to Read This Manual

Symbols

This manual uses the following symbols:

Important

Indicates points to pay attention to when using functions. This symbol indicates points that may result in the product or service becoming unusable or result in the loss of data if the instructions are not obeyed. Be sure to read these explanations.

Note

Indicates supplementary explanations of the product's functions and instructions on resolving user errors.

[]

Indicates the names of keys or buttons on the product or display.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

Note

Contents of this manual are subject to change without prior notice.

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

1. Before Using This Product

This section describes the information that you need to know before using this product.

Overview of App for Universal Print

1

Once App for Universal Print is installed on an MFP, the MFP can print Universal Print data.

Print Mode

Print from PC (direct printing)

Printing commands from a computer immediately print the print data from Universal Print. See page 7 "Print from PC (Direct Printing)".

User Privileges

User privileges include "user" and "administrator".

User

Users can print Universal Print data and can change print settings.


Administrator

The administrator can change the application settings in addition to what the privileges of the user can do.

Starting App for Universal Print

1

This section describes the procedure for starting App for Universal Print and the top screen.

1. Press , the Home icon, at the bottom of the screen in the center.
2. Press [App for Universal Print].



If the App for Universal Print icon is not displayed on the Home screen, flick the screen, or press , the Application list, to display the App for Universal Print icon, and then press the icon.

The top screen appears.

Top Screen

Menu button ()

Press to change various settings for App for Universal Print. When the user authentication function is set on the MFP, only the device administrator can change the settings.

- [Deregister from Universal Print]
Deregisters Universal Print; when the registration of Universal Print is cancelled, the print data on the Universal Print server will be deleted.
- [Version]
Displays the version of the application

Specifying App for Universal Print


When App for Universal Print is launched for the first time, the administrator must configure the following settings:

Registration to Universal Print

Specify the information for the device to be registered for Universal Print.

★ Important

- Register yourself with Microsoft Azure in advance.
- The information required to register to Universal Print, such as a Microsoft Azure tenant ID, must be prepared by yourself.

1. Press [Check] when "Please register to Universal Print." is displayed.
2. Enter the information to register for Universal Print, and then press [OK].
 - Printer Name
Enter a name for the user to identify the printer.
 - Tenant ID
Enter the Microsoft Azure tenant ID.
 - Client ID
Enter the ID that identifies App for Universal Print in Microsoft Azure.
3. When the code is displayed, press [Copy to Clipboard] to copy the code.
4. Press [Open Browser].
5. Press and hold the code entry field to paste the code that you copied in step 3.
6. Sign in to Microsoft Azure with an account that has administrative privileges.
7. When asked for permission to access, accept it.
8. Press , the Home icon, at the bottom of the screen in the center.
9. Press [App for Universal Print].



10. When the registration is successfully completed, press [Check].

2. Printing

This section describes how to print the Universal Print data.

Print from PC (Direct Printing)

Printing commands from the computer immediately print the Universal Print data.

2

★ Important

- Set "Restrict Functions of Each Application" so as to allow the use of printer functions.
- User authentication of the MFP should be deactivated.
- When the administrator is logged in, the printing will not be done. Log out when printing.

1. Select Universal Print on the printer when printing from a computer.

Print data is sent to the Universal Print server and is printed immediately.

↓ Note

- Even if App for Universal Print is not displayed on the MFP's screen, it will still print.

3. Troubleshooting

This section describes what to do when a message appears.

If a Message is Displayed during Operation

This section describes the machine's main messages. If other messages appear, follow their instructions. If the message still appears, contact your sales representative for details about the error.

3

Messages About Starting Up

Message	Causes	Solutions
"This function is not available because user authentication has been set. Please contact the administrator. The application will be closed."	The user started App for Universal Print when user authentication was set.	Check with your administrator.
"You do not have the privileges to use this function. The application will be closed."	The user started App for Universal Print when the printer function was set to not be available under the Restrict Functions of Each Application.	Check with your administrator.
"Please register to Universal Print."	The administrator started App for Universal Print without registration to Universal Print.	Register to Universal Print. For details, see page 5 "Registration to Universal Print".
"Not registered to Universal Print. Please contact the administrator. The application will be closed."	The user started App for Universal Print without registration to Universal Print.	Check with your administrator.
"Sign in to Microsoft Azure."	The administrator started App for Universal Print without being signed in to Microsoft Azure.	Sign in to Microsoft Azure with an account that has administrative privileges. For details, see page 5 "Registration to Universal Print".

Message	Causes	Solutions
"Signing in to Microsoft Azure is necessary. Please contact the administrator. The application will be closed."	The user started App for Universal Print without being signed in to Microsoft Azure.	Check with your administrator.

3

Messages About Settings

Message	Causes	Solutions
"Failed to register to Universal Print. Check the settings."	<ul style="list-style-type: none"> Authority verification not accepted. The Universal Print setting was incorrect. 	Check the settings and try again.
"Failed to sign in to Microsoft Azure. The application will be closed."	<ul style="list-style-type: none"> Authority verification not accepted. Microsoft Azure sign-in failed for some reason. 	Check the settings and try again.
"Failed to deregister from Universal Print."	Deregistration of Universal Print failed for some reason.	Check the settings and try again.

Messages About Printing

Message	Causes	Solutions
"Sign in to Microsoft Azure from the App for Universal Print."	The administrator tried to print from a computer while not signed in to Microsoft Azure.	Sign in to Microsoft Azure with an account that has administrative privileges. For details, see page 5 "Registration to Universal Print".
"Signing in to Microsoft Azure is necessary." "Please contact the administrator."	The user tried to print from a computer while not signed in to Microsoft Azure.	Check with your administrator.

Message	Causes	Solutions
"Files which exceed the printable size have been deleted."	There was print data in a document list that exceeded the maximum file size that the application can print.	Make the file size smaller than 20 MB.

Other Messages

Message	Causes	Solutions
"Network communication has failed. Check whether there are any network problems."	The network settings are incorrect.	Check the network settings.
"There is a problem with Microsoft Azure. Please check."	A problem with the Microsoft Azure configuration occurred when the administrator was logged in.	Check that your Microsoft Azure settings are correct.
"There is a problem with Microsoft Azure. Please contact the administrator. The application will be closed."	A problem with the Microsoft Azure configuration occurred when being used by a user.	Check with your administrator.
"Sign in to Microsoft Azure."	The password for the Microsoft Azure account was changed when the administrator was logged in.	Sign in to Microsoft Azure with an account that has administrative privileges. For details, see page 5 "Registration to Universal Print".
"Signing in to Microsoft Azure is necessary. Please contact the administrator. The application will be closed."	The password for the Microsoft Azure account was changed when being used by a user.	Check with your administrator.
"The printer has been deleted from Universal Print server. It will be deregistered from Universal Print."	A registered printer was deleted from Universal Print server when the administrator was logged in.	Register for Universal Print. For details, see page 5 "Registration to Universal Print".

Message	Causes	Solutions
"The printer has been deleted from Universal Print server. Please contact the administrator. The application will be closed."	A registered printer was deleted from Universal Print server when being used by a user.	Check with your administrator.
"An error has occurred on Universal Print server. Check whether there are any problems on Universal Print server."	An error occurred on Universal Print server for some reason when the administrator was logged in.	Check for problems with the Universal Print server.
"An error has occurred on Universal Print server. Please contact the administrator. The application will be closed."	An error occurred on Universal Print server for some reason when being used by a user.	Check with your administrator.
"An error has occurred. The application will be closed."	Other errors occurred.	Check the settings and try again.

Note

- When an error occurs in the MFP, such as running out of paper or toner, or a paper jam, you can check the [Check Status] indicator or messages on the control panel. For details, see the operating instructions for the MFP.

4. Appendix

Trademarks

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