



KONICA MINOLTA

# **bizhub Evolution** **CONNECTOR** **MICROSOFT ONEDRIVE /** **ONEDRIVE FOR BUSINESS**

▮ User's Guide

▮ Version: 1.2



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## "Connector Microsoft OneDrive/OneDrive for Business" supports you

Integrate Microsoft OneDrive / OneDrive for Business into your document processes.

You can use the "Connector Microsoft OneDrive" or "Connector Microsoft OneDrive for Business" to expand your local document and storage system:

- Print documents directly from Microsoft OneDrive / OneDrive for Business.
- Upload finished files that have been edited using a bizhub Evolution service to Microsoft OneDrive / OneDrive for Business.

## Requirements

To use "Connector Microsoft OneDrive" or "Connector Microsoft OneDrive for Business", please ensure that:

- You have access to bizhub Evolution.
- You are registered on bizhub Evolution.
- You have a Konica Minolta multifunctional printer available in your bizhub Evolution environment so that you can print from Microsoft OneDrive / OneDrive for Business, for example.
- The "Connector Microsoft OneDrive" / "Connector Microsoft OneDrive for Business" and "Pull Print" services are assigned to you.
- Another service, such as "Convert to Word", which can be connected to the Connector, is assigned to you.
- You are connected to the Internet.
- You have a Microsoft OneDrive or OneDrive for Business account.

## How to use "Connector Microsoft OneDrive" / "Connector Microsoft OneDrive for Business"

### Print from Microsoft OneDrive / One Drive for Business (Pull Print)

1. Authenticate yourself on the multifunctional printer.
2. Start up the bizhub Evolution "Pull Print" service.
3. Select your cloud storage service.
4. Select the file you wish to print.
5. Start printing.  
The file is printed.

### Establish a Microsoft OneDrive / OneDrive for Business connection

1. Start up your bizhub Evolution, e.g. on your PC.
2. In the menu bar, select [MY SERVICES] and then [Connector Setup].
3. Click on the OneDrive / OneDrive for Business connector.
4. Log into your cloud storage service.
5. Confirm your approval.

### Block access to Microsoft OneDrive / OneDrive for Business

1. Start up your bizhub Evolution, e.g. on your PC.
2. In the menu bar, select [MY SERVICES] and then [Connector Setup].
3. Click on the OneDrive / OneDrive for Business connector.  
A security prompt is displayed.
4. Click on [OK].  
Confirmation that you have blocked access to the cloud storage service is displayed.
5. Click on [OK].  
Access to the cloud storage service is blocked.

#### **NOTE**

*To unblock access, simply click on the Microsoft OneDrive / OneDrive for Business connector again.*

**Select Microsoft OneDrive / OneDrive for Business as the storage location**

1. Start up your bizhub Evolution, e.g. on your PC.
2. Start up the "Convert to Word" service, for example.
3. Drag and drop your file into the "Files" window.  
The file is uploaded.  
**or**  
Click on [browse] and select your file via the file selection window.  
The file is uploaded.
4. Click on the "Choose target" window.
5. Specify [OneDrive] or [OneDrive for Business] as the storage location.
6. Click on [Convert to Word].
7. Confirm the status message with [OK].  
Conversion starts. The files are then saved in the storage location you selected or sent to you by e-mail.

## Have any questions?

If you have any questions about how to use this service or if you encounter any problems, please contact the system administrator in your company. If your system administrator is not able to answer your questions or resolve your problem, they can contact Konica Minolta Support for further assistance.



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