

Scan to OneDrive Authorization for the new Ricoh Printers

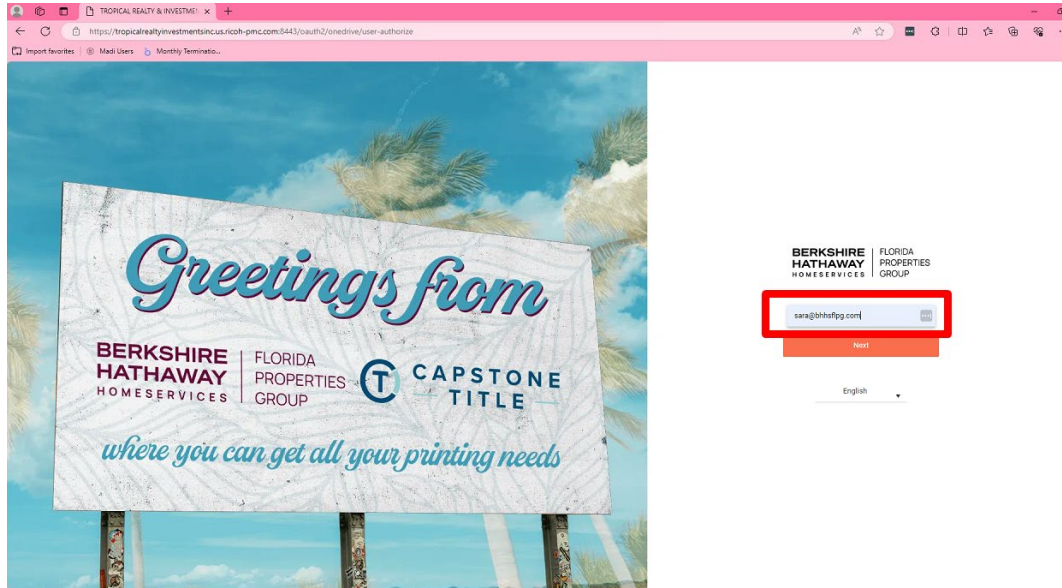
This feature is optional

If you are planning on using the Scan to OneDrive option on the new printers, then you will need to complete this task before you will have access to the feature.

Head over to your Ricoh Copier App Portal by clicking this link:

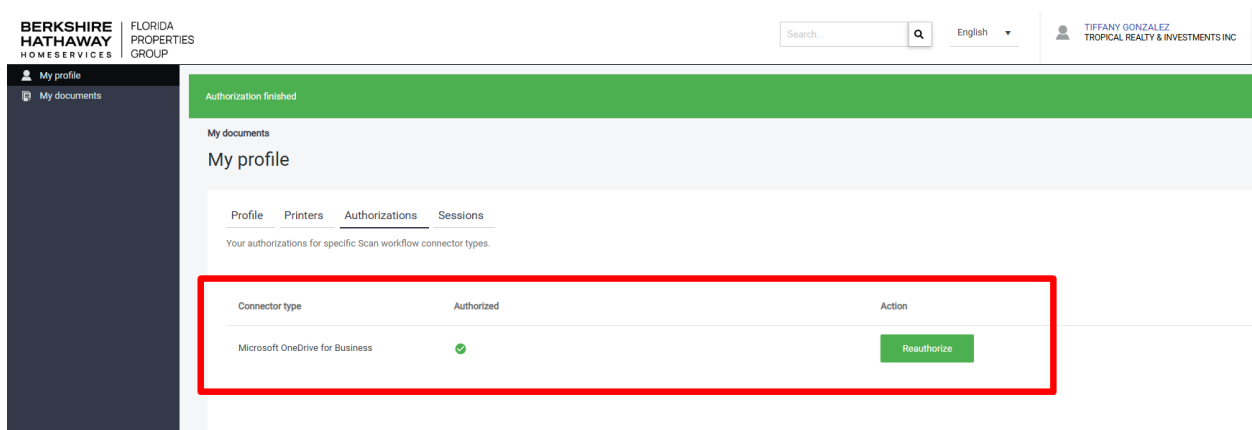
<https://tropicalrealtynvestmentsinc.us.ricoh-pmc.com:8443/oauth2/onedrive/user-authorize>

On the sign-in page, enter your Company email address and then click next



You may be prompted to login with your Company Microsoft Account. Please sign in. If you are already signed into your browser with your Microsoft Account, the sign-in step might be bypassed.

You should then be logged into the new Ricoh portal and see a green “Authorization finished” banner at the top of the page. You will want to bookmark the portal page for future use.



That's it! You've completed this task and are now ready to use the Scan to OneDrive feature when the new printers arrive.