Google Drive

Administrator's Guide

March 2015

www.lexmark.com

Contents

Overview....3

Configuring the application....4

Acquiring a Google account....4
Accessing the configuration page for the application....4
Customizing the application icon....4
Setting up the function access control....4
Removing OAuth tokens....5
Configuring confirmation options....5
Configuring scan settings....5

Using the application....6

Connecting the printer to your Google account with OAuth....6
Printing documents....6
Scanning documents....6
Filtering and searching for documents or folders....7

Troubleshooting....8

An application error has occurred....8
Cannot send e-mail....8
Documents do not appear in the list....9
Cannot authenticate user....9

Appendix....10

Notices....11

Index....12

Overview

Use the application to access your Google Drive documents from the printer control panel. The application lets you print documents from your Google Drive folders and scan documents to them. You can also delete, filter, or search your documents and folders.

Note: This application requires a Google account and a printer hard disk.

Configuring the application

Acquiring a Google account

Before configuring the application, make sure you have a valid Google account, taking note of your user name and password. If you do not have access to a Google account, then go to the Google Web site and create one before configuring these settings.

Accessing the configuration page for the application

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**.

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.

Setting up the function access control

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** > **Security** > **Security Setup**.
3. From the Advanced Security Setup, configure a building block.
4. Set up a security template using the previously configured building block.

5 Click **Access Controls**, and then depending on your printer model, do either of the following:
   - Click **Device Apps**, and then locate the application and select the previously configured security template.
   - Select an unused solution function (Solutions 1 to 10), and then select the previously configured security template.
6 Click **Submit**.

Removing OAuth tokens

1 From the Embedded Web Server, access the configuration page for the application.
2 From the OAuth Token Management section, select how you want to remove tokens.

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

Configuring confirmation options

1 From the Embedded Web Server, access the configuration page for the application.
2 Select the confirmation screen message that you want to appear.
3 Apply the changes.

Configuring scan settings

1 From the Embedded Web Server, access the configuration page for the application.
2 Configure the scan settings.

   Notes:
   - If default file name is not specified, then provide a file name when scanning documents.
   - 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.

Using the application

Connecting the printer to your Google account with OAuth

When you first access the application, it prompts you to authorize the printer to access your Google account. The authorization process starts when you access the application from the printer home screen. Make sure to complete the process within 30 minutes.

1. From the home screen, touch the application icon.
2. From the authorization screen, print the instructions or e-mail the instructions to yourself.
3. Follow the Web site instructions to complete the authorization process.
4. Touch **Next** on the control panel.

   Note: Wait about 30 seconds before accessing the application again. Your next access automatically connects to your Google account.

To disconnect the printer from your Google account, access the account security settings, and then revoke access to the application. For more information, see the help information for Google.

Printing documents

You can send documents to a printer registered to your Google account from a Web-connected device.

1. From the home screen, touch the application icon.
2. If necessary, select a folder.
3. Select a document, and then print it.

Scanning documents

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. From the home screen, touch the application icon.
3. If necessary, select a folder to which you want to scan the document.
4. Scan the document, and then follow the instructions on the display.

   Note: Make sure to type a file name, and then if necessary, configure the confirmation options and scan settings.

Filtering and searching for documents or folders

1. From the home screen, touch the application icon.
2. Do either of the following:
   - To filter documents, touch **Filter**, and then select a category.
   - To search for documents or folders, touch **Search** or , and then type the name of the document or folder. Touch **Next**.

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.

Contact your solutions provider

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

Cannot send e-mail

Try one or more of the following:

Make sure that the SMTP settings are configured properly

From the Embedded Web Server, access the e-mail settings, and then check the SMTP configuration. For more information, see the printer *User's Guide*.

Contact your solutions provider

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

Documents do not appear in the list

Try one or more of the following:

When using the filtering feature, make sure to select a category that contains documents

Make sure that all appropriate network cables are securely connected and that the printer network settings are correctly configured

For more information, see the printer *User's Guide*.

Contact your solutions provider

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

Cannot authenticate user

Try one or more of the following:

If you are using an older version of the application, update it to version 2.0 or later

Make sure that the user credentials are correct

Make sure that all appropriate network cables are securely connected and that the printer network settings are correctly configured

For more information, see the printer *User's Guide*.

Make sure that your OAuth token is still active

If your OAuth token has been removed from the printer, then register your account again.

Contact your solution provider

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

Appendix

Exporting or importing a configuration file

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**.

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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March 2015

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Index

A

accessing the configuration page 4
application error 8
application icon
  customizing 4
application prerequisites
  configuring 4

C

cannot authenticate user 9
cannot send e-mail 8
configuration file
  exporting or importing 10
configuration page for the application
  accessing 4
configuring confirmation options 5
configuring scan settings 5
confirmation options
  configuring 5
connecting the printer to your Google account with OAuth 6
customizing the application icon 4

D

documents
  filtering 7
  printing 6
  scanning 6
  searching for 7
documents do not appear in the list 9

E

Embedded Solutions Framework
  checking version number 10
exporting a configuration file 10

F

filtering documents 7
folders
  searching for 7
function access control
  setting up 4

G

Google account
  configuring 4

H

home screen icon
  customizing 4

I

importing a configuration file 10

M

managing OAuth tokens 5

N

notices 11

O

OAuth tokens
  managing 5
  removing 5
overview 3

P

printing documents 6

R

removing OAuth tokens 5

S

scan settings
  configuring 5
scanning documents 6
searching for documents 7
searching for folders 7
setting up the function access control 4

T

troubleshooting
  an application error has occurred 8
  cannot authenticate user 9
  cannot send e-mail 8
  documents do not appear in the list 9