



Lexmark™

扫描到 SharePoint Online

版本 2.0

管理员指南

2020 年 12 月

www.lexmark.com

目录

修改历史.....	4
概述.....	5
部署准备查对表.....	6
配置 SharePoint 服务器设置.....	7
配置列.....	7
Azure AD 权限和同意要求.....	8
配置应用程序.....	9
访问“嵌入式 Web 服务器”.....	9
访问应用程序的配置页.....	9
配置应用程序设置.....	9
配置代理设置.....	10
导入或导出配置文件.....	11
使用应用程序.....	12
访问 SharePoint Online 服务器.....	12
扫描文档.....	13
打印文档.....	13
疑难解答.....	15
应用程序错误.....	15
无法连接到 SharePoint 服务器.....	15
无法验证用户.....	16
无法访问我的站点.....	17
无法访问站点或在列表中找到它.....	17
无法扫描或打印文档.....	18
无法用彩色扫描文档.....	19
上载多个页面时出错.....	19
当打开文档库时应用程序退出.....	19

注意事项.....	20
索引.....	29

修改历史

2020 年 12 月

- 添加有关 Azure AD 权限和同意要求的信息。
- 删除有关配置 Azure Active Directory 的信息。
- 删除有关应用程序客户端 ID 的信息。

2020 年 3 月

- 添加有关“光学字符识别”特性的输出格式的信息。
- 添加有关许可证移除的信息。

2019 年 4 月

- 更新有关将 SharePoint Online 注册到 Azure Active Directory 的信息。

2018 年 10 月

- 带有类似平板触摸显示屏的多功能产品的初始文档发布。

概述

使用应用程序将文档从打印机安全扫描到安置在 **Microsoft SharePoint Online** 服务器上的站点。您还可以执行以下操作：

- 导览至基于 **SharePoint Online** 的网站。
- 创建文件夹。
- 打印文档。

本文档提供有关如何配置、使用和解决应用程序问题的信息。

部署准备查对表

确认：

- 您有 SharePoint Online 服务器。
- 您有 SharePoint URL（站点集的 URL）。

如果您的网络配置了一个代理服务器来访问 Internet，您有以下信息：

- 代理主机名

- 代理端口号

配置 SharePoint 服务器设置

配置列

SharePoint 允许您添加属性列到文档库中。这些列包含有关保存在 SharePoint 服务器中的文件的信息。在扫描之前，应用程序会提示用户添加属性值到扫描文档。

- 1 打开 Web 浏览器，然后键入 SharePoint URL。
- 2 使用管理员帐户登录。
- 3 选择文档库，然后单击**库**选项卡。
- 4 单击**创建列**。
- 5 从创建列对话框，配置列。

应用程序只支持以下列类型：

- 单行文本
- 多行文本
- 选择
- 数字
- 货币
- 日期和时间
- 是/否
- 用户或用户组
- 超链接或图片

注意：

- 使用“快速编辑”创建的列名可能与应用程序显示的文件信息中的列名不匹配。
- 对于“数字”列类型，选择**显示为百分数**会在应用程序中将值转换为一个小数。例如，如果在 SharePoint 服务器中的值是 50%，那么应用程序会在文件信息中将值显示为 0.50。

- 6 单击**确定**。

Azure AD 权限和同意要求

“扫描到 SharePoint Online” 需要用户同意以下 API 权限：

API	权限	类型	描述
SharePoint	AllSites.Write	委派	读写所有站点集中的项目
Microsoft Graph	User.Read	委派	登录并读取用户配置文件

注意：这些权限不需要管理员同意。授予所需的权限后，应用程序可以代表登录用户读取和写入访问评论。

授予管理员同意

根据预配置的 Azure AD 设置，可以限制非管理员用户同意应用程序代表他们访问公司数据。在这种情况下，必须授予应用程序管理员同意才能访问组织数据。

要授予管理员同意，用户可以尝试以下一项或多项：

从同意提示

当登录到应用程序时，管理员用户可以考虑直接从同意提示启用管理员同意。

从 Azure 门户

登录后，如果应用程序已经添加到 Azure Active Directory 中，则可以通过企业应用程序授予管理员同意。

配置应用程序

访问“嵌入式 Web 服务器”

- 1 获取打印机 IP 地址。请执行下面的任一操作：
 - 在打印机主屏幕上找到 IP 地址。
 - 在“网络概述”部分或“网络/端口”菜单的 TCP/IP 部分中查看 IP 地址。
- 2 打开 Web 浏览器，然后键入打印机 IP 地址。

访问应用程序的配置页

- 1 从“嵌入式 Web 服务器”，根据您的打印机型号，执行下面的操作之一：
 - 单击应用程序。
 - 单击设置 > 应用程序 > 应用程序管理。
 - 单击设置 > 设备解决方案 > 解决方案 (eSF)。
 - 单击配置 > 嵌入式解决方案。
- 2 单击应用程序名称，然后单击配置。

配置应用程序设置

- 1 从“嵌入式 Web 服务器”，导览至应用程序的配置页。
- 2 执行下面的任何操作：

注意：如需有关每一个设置的更多信息，请参阅鼠标悬停的帮助。

定制应用程序图标

从主屏幕部分，指定出现在主屏幕上的文本和图像。

配置 SharePoint 设置

- a 从 SharePoint 设置部分，键入 SharePoint URL。

注意：排除站点的默认页面、文档库或文件夹。例如，要添加 `http://SharePointURL/Docs/default.aspx`，请只键入 `http://SharePointURL/Docs`。

- b 键入“我的站点”的 URL 方案。

将 `%s` 用于 SharePoint URL，而 `%u` 用于用户 ID 变量。例如，如果“我的站点”URL 是 `http://SharePointURL/personal/user1`，其中：

- `http://SharePointURL` 是 SharePoint URL
- `personal` 是路径名称
- `user1` 是用户 ID

那么方案就是 `%s/personal/%u`。

注意：如果您使用 SharePoint Online，请键入准确的“我的站点” URL。例如：

https://company1-my.sharepoint.com/personal/user1_onmicrosoft_com。由于 SharePoint URL 在作为“我的站点” URL 使用时会被修改，所以您不能使用变量“%s”。例如，如果您的 SharePoint URL 是 **https://company1.sharepoint.com**，那么它被修改为 **https://company1-my.sharepoint.com**。

c 在筛选位置字段中，键入您想要在打印机显示屏上隐藏的文档库的名称，用逗号分隔。

注意：文档库列表显示在打印机显示屏的左边。

d 在默认开始位置字段中，键入您想要在启动应用程序时默认出现的文档库的名称。

注意：

- 您也可以使用列在打印机显示屏左边的站点作为默认的开始位置。
- 指定的默认开始位置不应该是已筛选的位置。
- 如果子站点和文档库具有相同的名称，那么应用程序会使用子站点作为默认的开始位置。
- 子站点名称是区分大小写的。确认使用正确的大写键入子站点名称。例如，如果子站点名称是 ABC，请用大写字母键入 **ABC**。

e 如果您希望用户在上载扫描文档时键入签入注释，请选择**要求签入注释**。

f 在提示可选数据菜单中，选择您想要提示用户的列。

g 如果需要，请配置时间戳设置。

h 在个人站点使用菜单中，选择应用程序使用个人站点的方式。

- **包括个人站点**—用户可以访问他们的个人站点和共享的文档库。
- **只允许个人站点**—用户只能看到他们的个人站点。
- **不使用个人站点**—“我的站点”按钮不可用，用户只能看到共享的文档库。

i 启用打印和扫描。

配置扫描设置

从扫描设置部分，配置设置。

注意：

- 需要打印机硬盘才能使用自定义作业和扫描预览特性。
- 选择**启用自定义作业**来提示用户从自动文档传送器 (ADF) 或扫描仪玻璃上扫描。
- 当扫描包含多页的文档时，请选择 **TIFF** 或 **PDF** 作为文件格式。

配置确认选项

从确认页部分，选择您要如何确认作业。

3 单击应用。

配置代理设置

当您的 SharePoint 服务器在您的网络之外时，请提供代理设置。

1 从“嵌入式 Web 服务器”，访问应用程序的配置页。

2 从“代理设置”部分，键入代理的主机名和端口号。

注意：如需更多信息，请参阅鼠标悬停的帮助。

3 单击应用。

导入或导出配置文件

导入配置文件会覆盖现有的应用程序配置。

1 从“嵌入式 Web 服务器”，访问应用程序的配置页。

2 请执行下面的任一操作：

对于 eSF 5.0 或更高版本

a 单击导入/导出配置。

b 请执行下面的任一操作：

- 浏览配置文件，然后单击**导入**。
- 单击**导出**。

c 单击**保存**。

对于 eSF 4.0 或更早版本

a 请执行下面的任一操作：

- 单击**导入**，浏览配置文件，然后单击**开始**。
- 单击**导出**。

b 单击**应用**。

使用应用程序

安装应用程序之后，SharePoint 用户可以在扫描到 SharePoint 服务器时使用打印机上的其他扫描特性。提示可能因管理员设置的配置文件而异。

访问 SharePoint Online 服务器

作为首次来宾用户访问

- 1 从打印机主屏幕，触摸应用程序图标。
- 2 在打印机显示屏上触摸**创建配置文件**。
- 3 键入配置文件名。您还可以通过输入 4 位 PIN 码来保护您的配置文件。
注意：建议只使用字母数字字符。
- 4 请按照打印机显示屏上的说明进行操作。

作为返回来宾用户访问

- 1 从打印机主屏幕，触摸应用程序图标。
- 2 从 SharePoint Online 配置文件的列表选择一个配置文件。
- 3 如果该配置文件受到保护，请输入 4 位 PIN 码。



作为首次验证用户访问

- 1 从打印机主屏幕，触摸应用程序图标。
- 2 通过使用内部盒安全性或通过网络身份验证方法（如 LDAP 或证章验证）登录。
- 3 请按照打印机显示屏上的说明进行操作。

作为返回验证用户访问

- 1 从打印机主屏幕，触摸应用程序图标。
- 2 通过使用内部盒安全性或通过网络身份验证方法（如 LDAP 或证章验证）登录。

注意：

- 验证码仅在 15 分钟内有效。
- 验证码只能使用一次。
- 最多可以创建 50 个来宾配置文件。
- 要删除配置文件，请选择一个配置文件，然后触摸  或触摸  > 删除。
- 经过身份验证的用户必须在更改其帐户密码时重新进行身份验证。
- 如果用户没有在 90 天内登录，那么该用户在下次登录时必须重新进行身份验证。

扫描文档

注意：

- 在您开始之前，在“嵌入式 Web 服务器”中启用扫描。
- 打印机和 SharePoint 服务器中的超时设置可能会影响扫描文档的上载。如果您扫描多个页面，请确认增加打印机和 SharePoint 服务器中的超时设置。

1 将原始文档放入 ADF 进纸匣中，或放在扫描仪玻璃上。


注意：如需更多信息，请参阅打印机*用户指南*。

2 从主屏幕，触摸应用程序配置文件图标。

3 如果出现提示，请输入您的凭证。

4 导览至您要保存扫描文档的文档库或文件夹。

注意：

- 要添加文件夹，请触摸扫描按钮旁边的 ，然后触摸**创建文件夹**。以下字符不能用于文件夹名称：~ "# % & * : < > ? / \ { | }
- 您只能在文档库内创建文件夹。

5 触摸**扫描**。

6 键入有关扫描文档的信息。

注意：如果在 SharePoint 服务器中选择**显示为百分数**，那么您在“数字”字段中输入的值会被转换为百分数。例如，如果您输入 **50**，它在 SharePoint 服务器中会显示为 **5000%**。

7 如果需要，请键入签入注释。

8 键入扫描文档的文件名，然后触摸**确定**。

注意：以下字符不能用于文件名：~ "# % & * : < > ? / \ { | }

9 如果需要，请调整扫描设置。

注意：

- 如果没有安装打印机硬盘，最大的文件大小是 **20MB**。
- 如需支持的文件类型列表，请参阅*自述文件*。
- 您可以选择 **CSV** 作为“光学字符识别”特性的输出格式。

10 触摸**发送**。

11 发送文档，扫描下一页，或者取消作业。

打印文档


注意：在您开始之前，在“嵌入式 Web 服务器”中启用打印。

1 从主屏幕，触摸应用程序配置文件图标。


2 如果出现提示，请输入您的凭证。

3 导览至保存您的文档的文档库或文件夹。

注意：

- 要打开您的个人站点或文件夹，请触摸**我的站点**。根据默认的开始设置，您可能需要滚动到“我的站点”。
- 要查看文件和文件夹或只查看文件，请触摸  > **筛选**。

4 触摸文件名。**注意：**

- 要查看文件信息，请触摸  将它们添加到快捷方式。
- 如需支持的文件类型列表，请参阅 *自述文件*。

5 触摸打印。

注意：当正在打印时，屏幕超时被禁用。

疑难解答

应用程序错误

请尝试下列办法中的一个或多个：

检查诊断日志

- 1 打开 Web 浏览器，然后键入 **IP/se**，其中 **IP** 是打印机 IP 地址。
- 2 单击**嵌入式解决方案**，然后执行以下操作：
 - a 清除日志文件。
 - b 将日志级别设置为**是**。
 - c 生成日志文件。
- 3 分析日志，然后解决问题。
注意：为了避免内存不足问题，在分析完日志之后，将日志级别设置为**否**。

限制您创建的配置文件的数量

如果配置文件太多，您可能会遇到问题。如果打印机内存是 2GB，我们建议只创建最多 80 个配置文件。

调整扫描设置

- 1 从“嵌入式 Web 服务器”，导览至应用程序的配置页。
- 2 添加或编辑配置文件。
- 3 从扫描设置部分，选择较低的扫描分辨率或关闭彩色扫描。
- 4 单击应用。

联系利盟代表

无法连接到 SharePoint 服务器

请尝试下列办法中的一个或多个：

确认 SharePoint 服务器正在工作

如需更多信息，请与您的 SharePoint 管理员联系。

再次触摸应用程序图标

当服务器处于“睡眠”模式时，它可能需要几秒钟才会响应。

确认应用程序设置与 SharePoint 服务器设置相匹配

如需更多信息，请参阅[第 9 页上的“配置应用程序设置”](#)。

确认打印机已连接到网络

如需更多信息，请参阅打印机*用户指南*。

检查诊断日志

- 1 打开 Web 浏览器，然后键入 **IP/se**，其中 **IP** 是打印机 IP 地址。
- 2 单击**嵌入式解决方案**，然后执行下列操作：
 - a 清除日志文件。
 - b 将日志级别设置为**是**。
 - c 生成日志文件。
- 3 分析日志，然后解决问题。

确认您有 SharePoint URL 的访问权限

- 1 打开 Web 浏览器，然后键入 SharePoint URL。
- 2 使用管理员帐户登录。

注意：如果您没有管理员帐户，请与 SharePoint 管理员联系。
- 3 从登录页面，单击设置图标，然后单击**站点设置**。
- 4 从“用户和权限”部分，单击 **网站权限 > 检查权限**。
- 5 键入您的用户名。
- 6 单击**立即检查**。

注意：拥有只读或仅查看访问权限的用户也许不能通过应用程序连接到 SharePoint 服务器。如需更改您的权限级别，请与 SharePoint 管理员联系。

联系 Lexmark 代表

无法验证用户

请尝试下列办法中的一个或多个：

检查应用程序设置

确认应用程序配置页中的验证选项和 SharePoint 设置与 SharePoint Online 服务器的设置相匹配。如需更多信息，请参阅[第 9 页上的“配置应用程序设置”](#)。

确认您指定正确的凭证

确认您有 SharePoint URL 的访问权限

1 打开 Web 浏览器，然后键入 SharePoint URL。

2 使用管理员帐户登录。

注意：如果您没有管理员帐户，请与 SharePoint 管理员联系。

3 从登录页面，单击设置图标，然后单击**站点设置**。

4 从“用户和权限”部分，单击 **网站权限 > 检查权限**。

5 键入您的用户名。

6 单击**立即检查**。

注意：如果您拥有只读或仅查看访问权限，请与 SharePoint Online 管理员联系以更改您的权限级别。

联系 Lexmark 代表

无法访问我的站点

请尝试下列办法中的一个或多个：

确认您为应用程序配置页中的“我的站点”指定正确的 URL 方案

如需更多信息，请参阅[第 9 页上的“配置应用程序设置”](#)。

确认在 SharePoint 服务器中正确配置“我的站点”

如需更多信息，请与您的 SharePoint 管理员联系。

无法访问站点或在列表中找到它

请尝试下列办法中的一个或多个：

确认应用程序设置与 SharePoint 服务器设置相匹配

如需更多信息，请参阅[第 9 页上的“配置应用程序设置”](#)。

确认您能够访问 SharePoint 服务器并拥有适当的网站权限

如需更多信息，请与您的 SharePoint 管理员联系。

确认所有子站在网站集中列出

- 1 登录到 SharePoint 服务器。
- 2 从计算机，启动 SharePoint 服务器管理中心网站，然后单击**应用程序管理 > 网站集 > 查看所有网站集**。
- 3 确认您的站点是否在列表中。

注意：您需要管理权限才能添加站点。如需更多信息，请与您的 SharePoint 管理员联系。

联系 Lexmark 代表

无法扫描或打印文档

请尝试下列办法中的一个或多个：

确认扫描或打印已启用

- 1 从“嵌入式 Web 服务器”，访问应用程序的配置页。
- 2 从 SharePoint 设置部分，启用扫描或打印。
- 3 单击应用。

确认 SharePoint URL 不超过长度限制

如需更多信息，请参阅 SharePoint 服务器的帮助文档。

确认所有适当的网络电缆连接牢固并且打印机的网络设置配置正确

如需更多信息，请参阅打印机*用户指南*。

确认文件类型被支持

如需支持的文件类型列表，请参阅*自述文件*。

如果您不能打印 PDF 文件，请确认该文件没有加密

确认您有 SharePoint URL 的访问权限

- 1 打开 Web 浏览器，然后键入 SharePoint URL。
- 2 使用管理员帐户登录。
注意：如果您没有管理员帐户，请与 SharePoint 管理员联系。
- 3 根据您的 SharePoint Online 服务器，请单击设置图标或**网站操作**，然后单击**站点设置**。
- 4 从用户和权限部分，单击**站点权限 > 检查权限**。
- 5 键入您的用户名。
- 6 单击**立即检查**。

无法用彩色扫描文档

配置应用程序来用彩色扫描文档

- 1 从“嵌入式 Web 服务器”，导览至应用程序的配置页。
- 2 从扫描设置部分，在颜色菜单中，选择开。
- 3 单击应用。

上载多个页面时出错

请尝试下列办法中的一个或多个：

增加打印机超时

如需更多信息，请参阅打印机*用户指南*。

在 **SharePoint Online** 服务器中增加超时

如需更多信息，请与您的 **SharePoint Online** 管理员联系。

联系 **Lexmark** 代表

当打开文档库时应用程序退出

请尝试下列办法中的一个或多个：

确认 **SharePoint URL** 不超过长度限制

如需更多信息，请参阅 **SharePoint** 服务器的帮助文档。

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2020 年 12 月

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索引

A

- Azure AD 权限同意
 要求 8
- Azure AD 权限同意要求 8

B

- 部署准备查对表 6

C

- 查对表
 部署准备 6
- 创建文件夹 13

D

- 打印文档 13
- 代理设置
 配置 10
- 当打开文档库时应用程序退出 19
- 导出配置文件 11
- 导入或导出配置文件 11
- 导入配置文件 11
- 定制配置文件图标 9

F

- 访问 SharePoint Online 服务器 12
- 访问“嵌入式 Web 服务器” 9
- 访问应用程序的配置页 9

G

- 概述 5
- 更改历史 4
- 管理员同意
 授予 8

L

- 列
 配置 7

P

- 配置 SharePoint 设置 9
- 配置代理设置 10
- 配置列 7
- 配置确认选项 9
- 配置扫描设置 9

- 配置文件
 导出 11
- 导入 11
- 配置文件图标
 定制 9
- 配置应用程序设置 9

Q

- 嵌入式 Web 服务器
 访问 9
- 确认选项
 配置 9

S

- SharePoint Online 服务器
 访问 12
- SharePoint 设置
 配置 9
- 扫描设置
 配置 9
- 扫描文档 13
- 上载多个页面时出错 19
- 授予管理员同意 8

W

- 文档
 打印 13
- 扫描 13
- 无法访问我的站点 17
- 无法访问站点 17
- 无法连接到 SharePoint 服务器 15
- 无法扫描或打印文档 18
- 无法用彩色扫描文档 19

Y

- 疑难解答
 出现应用程序错误 15
- 当打开文档库时应用程序退出 19
- 上载多个页面时出错 19
- 无法访问我的站点 17
- 无法连接到 SharePoint 服务器 15
- 无法扫描或打印文档 18
- 无法用彩色扫描文档 19
- 应用程序无法验证用户 16

- 用户无法访问站点 17
- 站点没有出现在列表中 17
- 应用程序错误
 疑难解答 15
- 应用程序的配置页
 访问 9
- 应用程序设置
 配置 9
- 应用程序无法验证用户 16

Z

- 站点没有出现在列表中 17