



OneDrive and SharePoint® Support in HP FutureSmart 5.8

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Microsoft OneDrive and SharePoint® requirements

Microsoft OneDrive and SharePoint® require an HP supported device (see the **Supported printers** section in this document) that is running HP FutureSmart firmware version 5.8 or newer.

Microsoft OneDrive and SharePoint® application requirements

The following prerequisites are required to enable Microsoft OneDrive and SharePoint® for HP FutureSmart firmware.

HP FutureSmart 5.8 firmware uses an Enterprise Application named **HP Enterprise application for OneDrive and SharePoint** in Microsoft Entra ID to integrate with Microsoft OneDrive and SharePoint®. This application uses OpenID Connect and OAuth and will be added to Entra ID during the initial scan from the organization's first configured device.

For the application to function, tenant-wide administrator consent to the permissions requested by the application is required, or users must be able to grant consent. This can be completed during the initial scan process or directly in Entra ID (Enterprise Applications - **HP Enterprise application for OneDrive and SharePoint** - Permissions).

Once the **HP Enterprise application for OneDrive and SharePoint** application has been added to Entra ID and administrator or user consent has been granted, then the setup of subsequent devices requires no additional configuration and consent. Users require appropriate licensing and permissions to scan to Microsoft OneDrive and SharePoint®.

Microsoft Entra ID requirements

The following permissions are required in Microsoft Entra ID.

HP recommends that the user performing the setup of the initial device has the Global Administrator role in Entra ID, as well as OneDrive and SharePoint® licensing and permissions for testing.

Users must have access to OneDrive and SharePoint® services. For organizations with strict separation of duties in Entra ID, multiple users may be required to complete the setup. For reference, the possible roles required are as follows:

- Adding the **HP Enterprise application for OneDrive and SharePoint®**:
 - Application Administrator, Cloud Application Administrator or Global Administrator
- Granting admin consent:
 - Privileged Role Administrator or Global Administrator

Specific required Enterprise Application Permissions for the **HP Enterprise application for OneDrive and SharePoint** are listed in the table below.

API name	Claim value	Permission
Microsoft Graph	User.Read	Sign in and read user profile
Microsoft Graph	openid	Sign users in
Microsoft Graph	profile	View users' basic profile
Microsoft Graph	Files.ReadWrite.All	Have full access to all files user can access

Microsoft endpoints

For Microsoft 365 endpoint requirements, see the Microsoft documentation regarding endpoints at [Microsoft 365 endpoints](#). These endpoints must be accessible from the device.

For device configuration, the endpoint options are outlined in the table below.

Endpoint options	Best for
Microsoft Graph global service	Best for organizations operating globally (worldwide and GCC)
Microsoft Graph for US Government L4	Best for US Government organizations (GCC High)
Microsoft Graph for US Government L5 (DOD)	Best for US Government organizations (DoD)
Microsoft Graph - Custom URL	Best for customer-specific Entra ID and Graph endpoint configuration

Account types

Supported Account Types for the Scan to OneDrive feature include options for flexible access (Common), personal use (Consumers), professional or educational use (Organizations), and restricted access to specific tenant IDs or domains for enhanced security or department-specific control.

- **Common: Allow Microsoft accounts and work or school accounts**

This option is suitable for environments where both personal Microsoft accounts and organizational accounts are in use. For example, a small business or educational institution where users might use personal devices alongside organization-issued ones.

- **Consumers: Allow only Microsoft accounts**

This setting is ideal for personal or family use, where all users have personal Microsoft accounts. This setting ensures that only personal accounts are used.

- **Organizations: Allow only work or school accounts**

Use this setting in professional or educational environments where users only access work or school OneDrive accounts. This setting ensures that documents scanned are stored in a controlled, organizational environment, which is crucial for maintaining data security and compliance.

- **Specific tenant ID: Allow only the specified tenant ID or domain name**

This is the most restrictive option, best for high-security environments or specific departmental use within a larger organization. This setting allows only users from a specific domain or tenant ID to use the Scan to OneDrive feature, providing tight control over who can scan and where those scans are stored.

For SharePoint®, the options for access include professional or educational use (Organizations), and restricted access to specific tenant IDs or domains for enhanced security or department-specific control.

- **Organizations: Allow only work or school accounts**

Use this setting in professional or educational environments where users only access work or school SharePoint® accounts. This setting ensures that documents scanned are stored in a

controlled, organizational environment, which is crucial for maintaining data security and compliance.

- **Specific tenant ID: Allow only the specified tenant ID or domain name**

This is the most restrictive option, best for high-security environments or specific departmental use within a larger organization. This setting allows only users from a specific domain or tenant ID to use the Scan to SharePoint® feature, providing tight control over who can scan and where those scans are stored.

Service access and certificates

The required service endpoints must be accessible from the device. Additionally, Certificate Authority certificates for the service endpoints may need to be installed on the device.

For details, see the **Configure Scan to OneDrive on the HP printer** and **Configure Scan to SharePoint® on the HP printer** sections in this document. Troubleshooting includes additional information to assist with identifying required certificates.

Login options

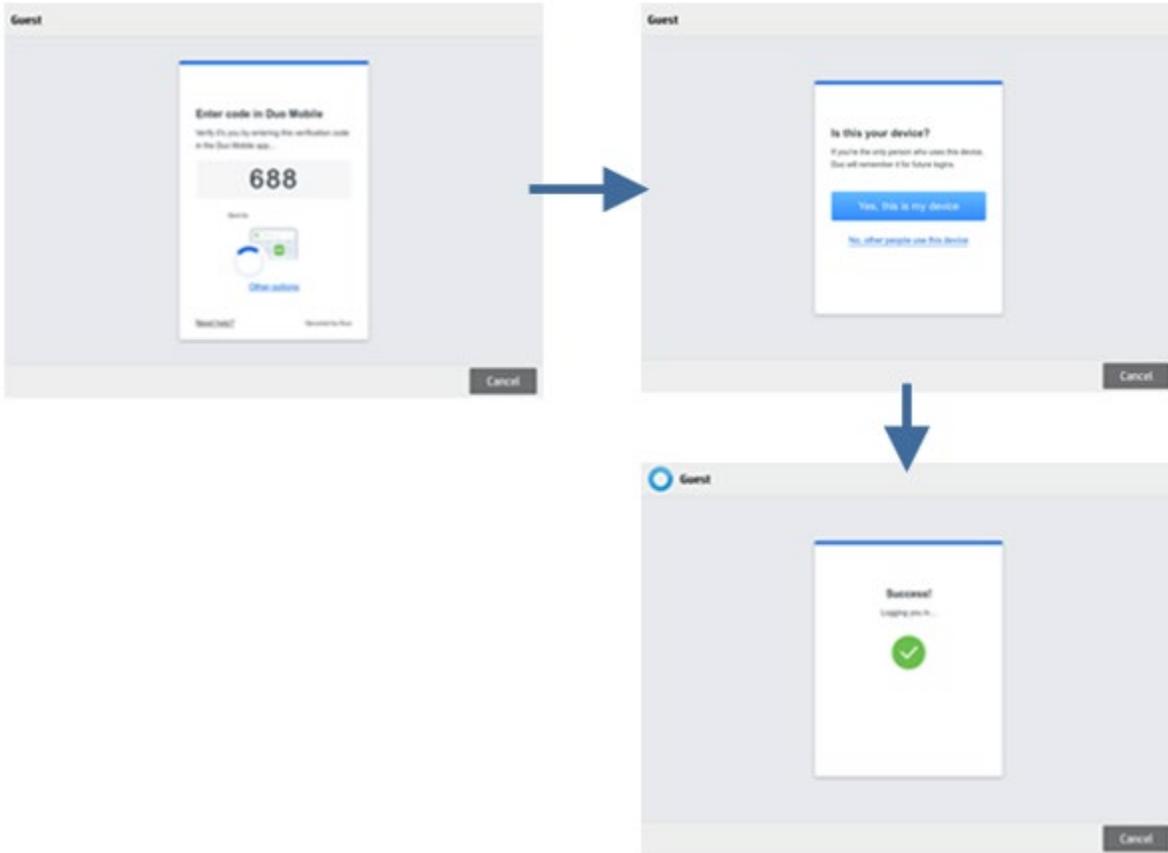
Microsoft Azure allows organizations to set up a variety of login and authentication policies which are configurable by administrators within Azure. Commonly used methods supported by the **HP Enterprise application for OneDrive and SharePoint** are below. Organizations may combine these methods.

- **Password-based login:** Users sign in with their email, phone number, or Skype ID along with a personal password.
- **Certificate-based login:** Some organizations require logins using personal certificates for enhanced security. These certificates must be pre-installed on the users' devices or tokens.
- **Other multi-factor authentication (MFA):** These include authentication apps and other MFA approaches.

For certificate-based login, select “Use a certificate or smart card” when presented with the option as in the prompt below.



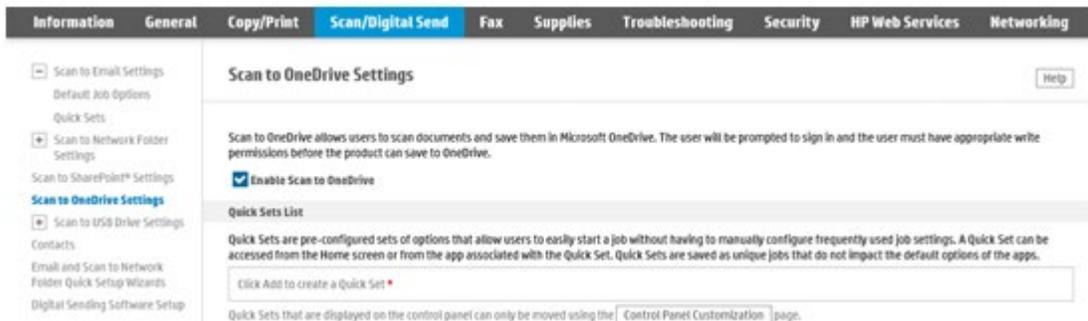
To use MFA with an app such as Duo Mobile, proceed through the prompts as with any other client.



Configure Scan to OneDrive on the HP printer

To configure Scan to OneDrive on the HP printer, follow these steps:

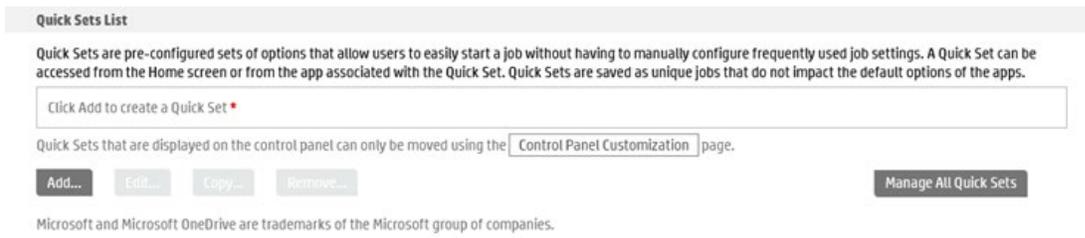
1. In a supported browser, open the printer's EWS using the printer's host name or IP address.
2. On the top navigation bar, click the **Scan/Digital Send** tab, and then click **Scan to OneDrive Settings** in the left pane.



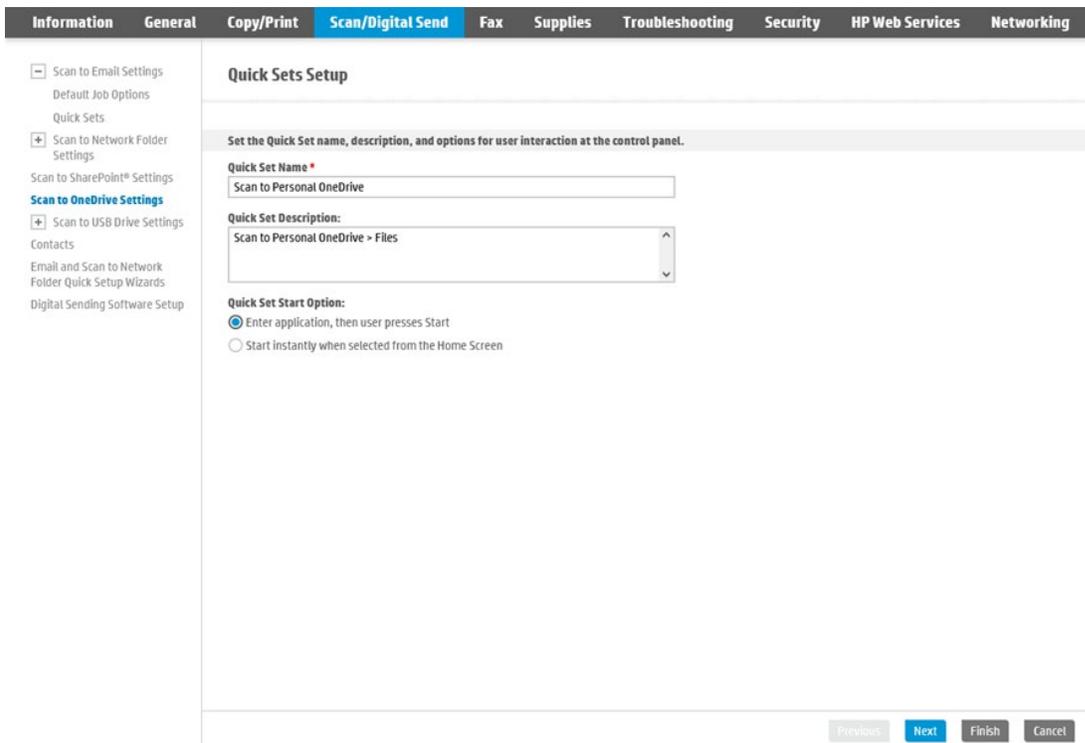
3. Select the check box next to **Enable Scan to OneDrive**.

Enable Scan to OneDrive

4. Click the **Add...** button to create the Quick Set.



5. In the **Quick Set Name** field, enter a name for the quick set, and in the **Quick Set Description** field, enter a description (if desired). Under **Quick Set Start Option**, select one of the radio buttons, and then click **Next**.



6. Configure the OneDrive Settings (which are required), including the optional **Custom Subfolder** for scan files. The **Authentication Settings** field will automatically be set to “Sign in with Microsoft.” Click **Next** to continue configuration or click **Finish** to configure defaults.

Information General Copy/Print **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

[-] Scan to Email Settings
Default Job Options
Quick Sets

[+] Scan to Network Folder Settings

Scan to SharePoint® Settings

Scan to OneDrive Settings

[+] Scan to USB Drive Settings

Contacts

Email and Scan to Network Folder Quick Setup Wizards

Digital Sending Software Setup

Quick Sets Setup

OneDrive Settings

A Scan to OneDrive Quick Set allows a scan to be sent to a OneDrive location.

Custom Subfolder:

Files

If no Custom Subfolder is specified, scans will be saved to the OneDrive home folder (My files).

Authentication Settings:

Sign in with Microsoft

Overwrite existing files

Previous Next Finish Cancel

- Under **Conditions on Which to Notify**, click the drop-down list and select the desired option, and then click **Next**.

Information General Copy/Print **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

[-] Scan to Email Settings
Default Job Options
Quick Sets

[+] Scan to Network Folder Settings

Scan to SharePoint® Settings

Scan to OneDrive Settings

[+] Scan to USB Drive Settings

Contacts

Email and Scan to Network Folder Quick Setup Wizards

Digital Sending Software Setup

Quick Sets Setup

Notification

Condition on Which to Notify

Do not notify

Prompt user prior to job start

Note: The email address associated with a user's account is used for job notification when a user signs in at the product. If not signed in, the user must enter an email address before notification is sent. The product must also be set up to use an SMTP server for sending email jobs.

Previous Next Finish Cancel

8. Select the desired Scan Settings, and then click **Next**.

Quick Sets Setup

Scan Settings

Original Size: Any Size

Original Sides: 1-sided

Scan Mode: Standard document

Pages flip up

Optimize Text/Picture: Mixed

Content Orientation: Portrait

Sharpness: 3 - (Normal)

Background Cleanup: 3 - (Normal)

Darkness: 5 - (Normal)

Contrast: 5 - (Normal)

Image Preview: Make optional

Cropping Options: Do not crop

Automatically Straighten
When enabled, pages that are skewed during scanning will automatically be straightened.

Erase Edges
Specify width of edge margins to be erased.

Previous Next Finish Cancel

9. Select the desired File Settings, and then click **Next**.

Quick Sets Setup

File Settings

File Name Prefix: Document

File Name Suffix: %DEVICE_DATE_YYMMDD%_%DEVICE

File Name Preview: Document_240702_230135.pdf

File Numbering Format: _X-Y

Resolution: 200 dpi

Quality and File Size: Medium (default)

High Compression (smaller file)
Resolution must be set to 300 dpi.

PDF Encryption
User will be prompted to enter a password to encrypt the PDF when sending or saving the file.

Color/Black: Automatically detect color or black

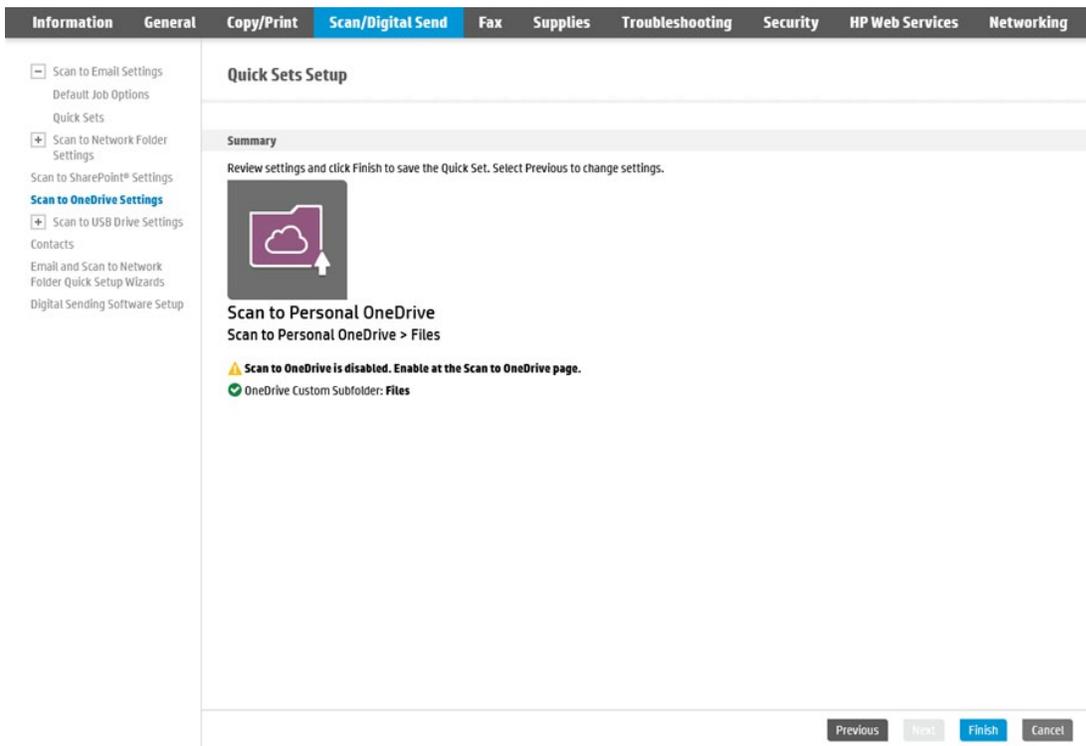
Suppress Blank Pages
Blank pages within the original document are not saved.

Meta Data File Format: None

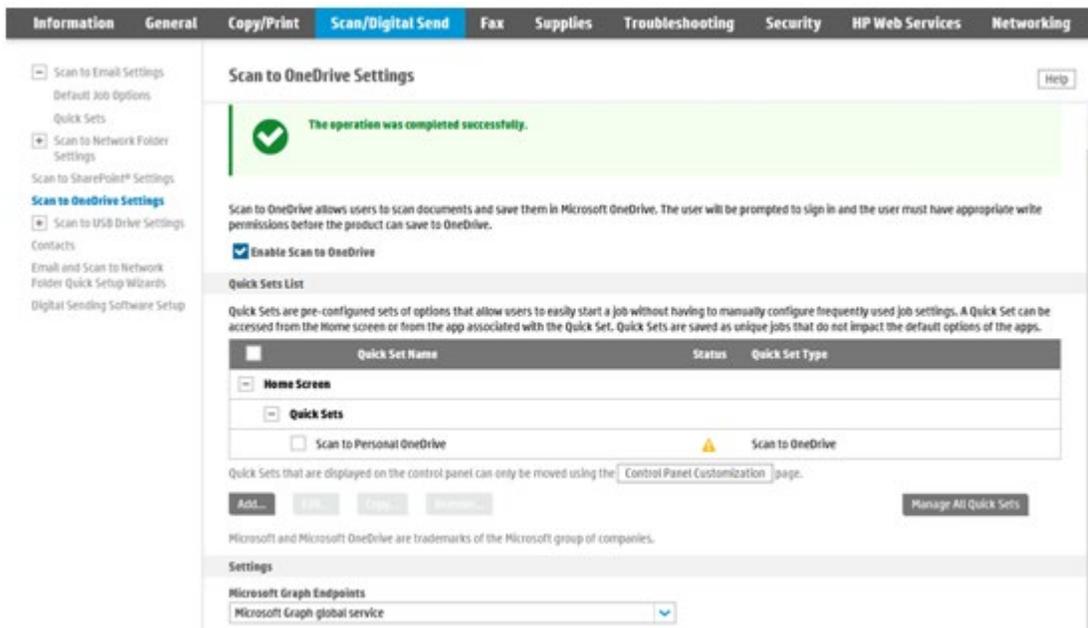
Create Multiple Files
Scan pages into separate files based on a specified number of pages.

Previous Next Finish Cancel

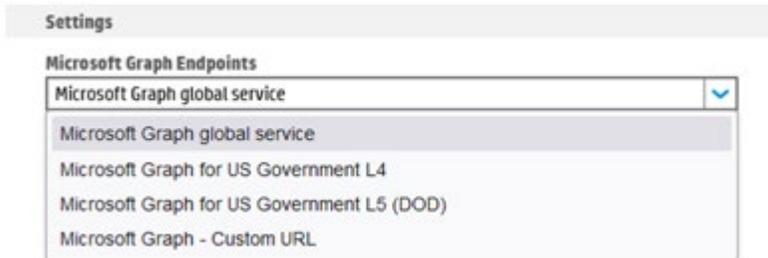
10. Review the Summary and then click **Finish** to complete the Quick Sets Setup. To return to the configuration, click **Previous**. To exit the Quick Sets Setup without saving the Quick Set, click **Cancel**.



Once the Quick Sets Setup is complete, the Scan to OneDrive Settings screen displays. On this screen, the Quick Sets status displays a yellow triangle (⚠) indicating that the Scan to OneDrive configuration is not complete. Continue to the next step to complete the Scan to OneDrive configuration.

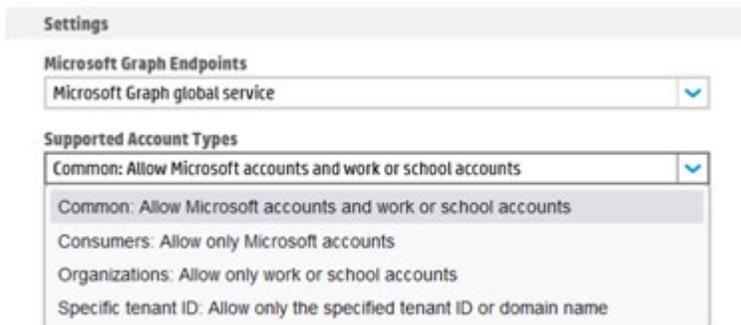


11. In the **Settings** area on the Scan to OneDrive Settings screen, configure the following settings:
- Under **Microsoft Graph Endpoints**, click the drop-down menu and choose the appropriate Microsoft Graph option for the organization (refer to the table below for information about the graph options). Then configure the custom URLs as required. For detailed information, please refer to Microsoft’s official documentation.



Graph options	Best for
Microsoft Graph global service	Best for organizations operating globally (worldwide and GCC)
Microsoft Graph for US Government L4	Best for US Government organizations (GCC High)
Microsoft Graph for US Government L5 (DOD)	Best for US Government organizations (DoD)
Microsoft Graph – Custom URL	Best for customer specific Entra ID and Graph endpoint configuration

- Under **Supported Account Types**, click the drop-down and select the appropriate account type for the organization (refer to the bulleted list below for information on account types).



- Common: Allow Microsoft accounts and work or school accounts**
 This option is suitable for environments where both personal Microsoft accounts and organizational accounts are in use. For example, a small business or educational institution where users might use personal devices alongside organization-issued ones.
- Consumers: Allow only Microsoft accounts**
 This setting is ideal for personal or family use, where all users have personal Microsoft accounts. This setting ensures that only personal accounts are used.

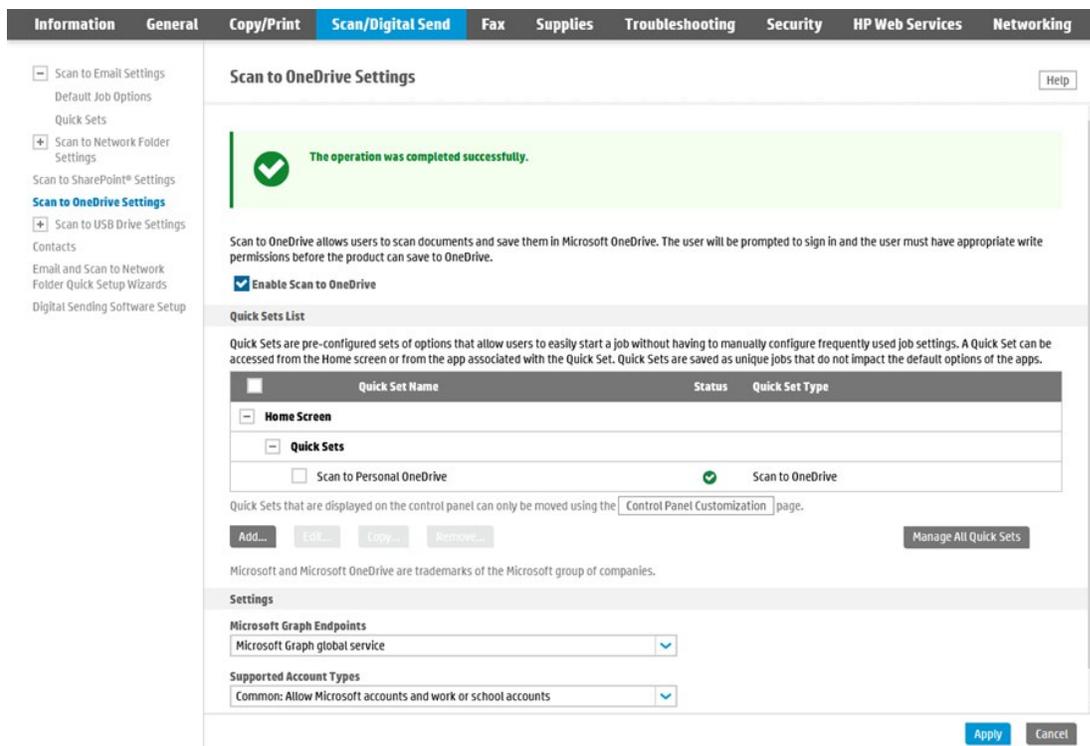
- **Organizations: Allow only work or school accounts**

Use this setting in professional or educational environments where users only access work or school OneDrive accounts. This setting ensures that documents scanned are stored in a controlled, organizational environment, which is crucial for maintaining data security and compliance.

- **Specific tenant ID: Allow only the specified tenant ID or domain name**

This is the most restrictive option, best for high-security environments or specific departmental use within a larger organization. This setting allows only users from a specific domain or tenant ID to use the Scan to OneDrive feature, providing tight control over who can scan and where those scans are stored.

12. After selecting the Microsoft Graph Endpoints and Supported Account Types, click **Apply**. The Quick Set Status changes to a green circle (✔) to indicate that the application is enabled.



13. To install any required CA certificates, follow these steps:

NOTE: For more information about CA certificates, see <https://learn.microsoft.com/en-us/azure/security/fundamentals/azure-ca-details?tabs=root-and-subordinate-cas-list>.

- a. On the top navigation bar, click the **Security** tab, and then click **Certificate Management** in the left pane.
- b. To upload any required Server CA Certificate, under **CA Certificates**, click **Choose File**, and then select the certificate.

NOTE: The device supports .der, .cer, .pem, or .p7b files.

- c. Once the certificate is uploaded, click **Install** to install it.

Information General Copy/Print Scan/Digital Send Fax Supplies Troubleshooting **Security** HP Web Services Networking

General Security
Account Policy
Access Control
Protect Stored Data
Manage Remote Apps
Certificate Management
Email Domain Restriction
Web Service Security
Security Log
Self Test

Certificate Management

Help

Certificates Certificate Validation

Certificates are used for data encryption and identification of the product on the network.

Identity Certificates

A self-signed identity certificate is installed by default. Though it ensures data security through encryption, it is not accepted for authentication because it is not signed by a trusted Certificate Authority (CA). If trusted authentication is required, a new certificate signed by a CA must be installed.

Create New Self-Signed Certificate

Click the button below to create a new identity certificate signed by the product. This operation will overwrite the current self-signed certificate.

Create...

Create Certificate Signing Request

Click the button below to create a Certificate Signing Request (CSR) to be signed by a Certificate Authority (CA). The resulting signed certificate is installed using the "Install Identity Certificate from CSR" option.

Create...

Install Identity Certificate

Install Identity Certificate from CSR
Install the certificate that is the result of a CA signing the CSR that was created above. This option is available only if there is a CSR pending.

Import Identity Certificate with Private Key

This certificate cannot be fully protected by the Trusted Platform Module (TPM). HP recommends creating a CSR above, which can be fully protected by the TPM.

Note: When FIPS mode is enabled, this product makes use of an embedded FIPS 140-3-validated cryptographic software module. If TPM is used to generate the product identity certificate, cryptographic operations requiring the certificate will use the TPM instead. The TPM is not FIPS 140-3 validated.

Choose File Choose File **Certificate Password**

Only .pfx files are accepted. Enter the same password that was used to encrypt the private key.

Mark private key as exportable

Install

CA Certificates

When this product connects securely to a server, for example, an SMTP or LDAP server, the CA certificate is used to validate authenticity of the server so that data is not exchanged with an imposter. To validate server identity, install the certificate of the CA that issued the server certificate.

Choose File Choose File

The accepted formats are ".der", ".cer", ".pem", and ".p7b".

⚠ Installing an Intermediate CA certificate might limit the scope of authentication.

Scan a document to Microsoft OneDrive

To scan a document to Microsoft OneDrive using the HP printer, follow these steps:

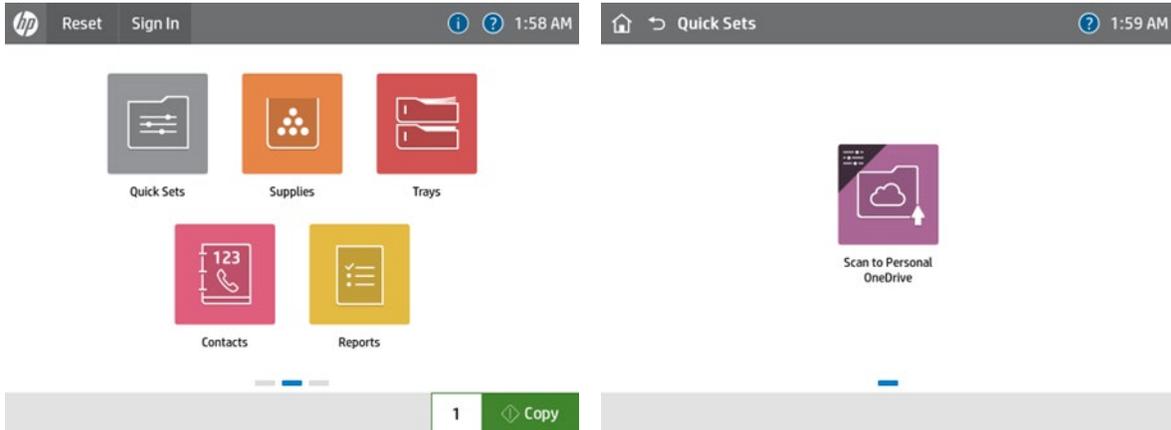
NOTE: Images of both the smaller (4.3-inch) and larger (8-inch) control panel screens are shown in the steps below. The 4.3-inch control panels require scrolling on the screen to view all the menu icons.

1. From the Home screen on the printer control panel, touch the **Quick Sets** icon, then touch the appropriate Scan to OneDrive Quick Set. Alternatively, touch the **Scan** icon, touch **Scan to OneDrive**, and then touch **Select...** under Quick Sets. Touch the appropriate Quick Set and then touch, **Load**.

4.3-inch control panel screen

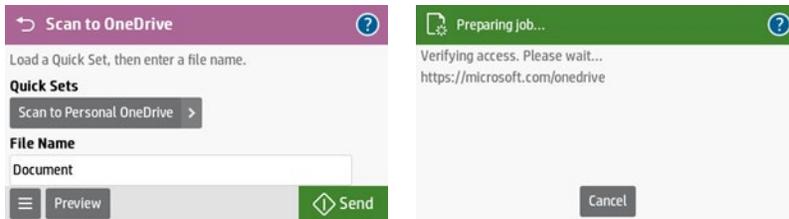


8-inch control panel screen

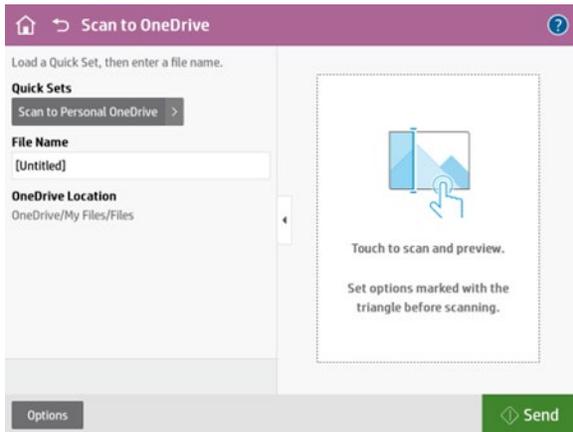


- 2. To configure scan options touch **Options**, or to preview the document and configure scan options, touch **Preview**. (Selecting options and previewing are optional). When the document is loaded to scan, touch **Send**.

4.3-inch control panel screen



8-inch control panel screen



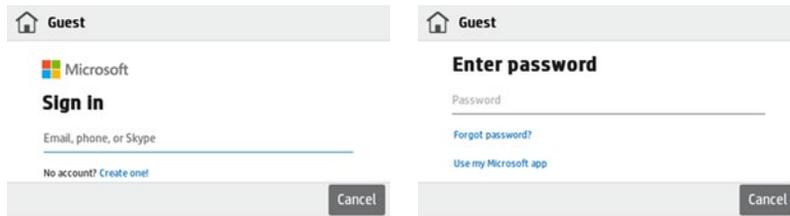
- 3. When prompted, sign in with the Microsoft user account and password, Microsoft app, enterprise credentials, or enterprise app.

NOTE:

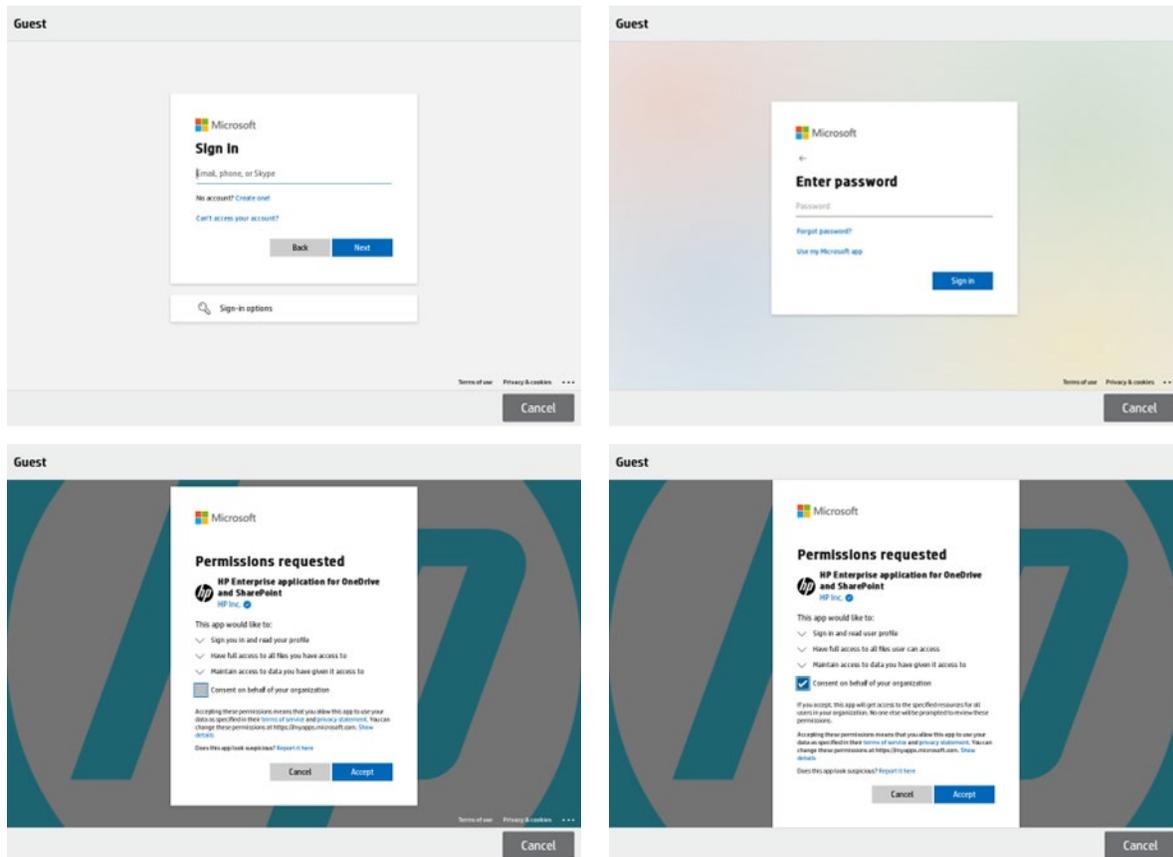
If a "Permissions requested" message displays, touch **Accept**. With appropriate admin roles, administrators can select **Consent on behalf of your organization** before touching **Accept**.

If a “Need admin approval” message displays indicating that the app needs permissions, consult with the Azure admin to grant permissions for the Enterprise Application.

4.3-inch control panel screen



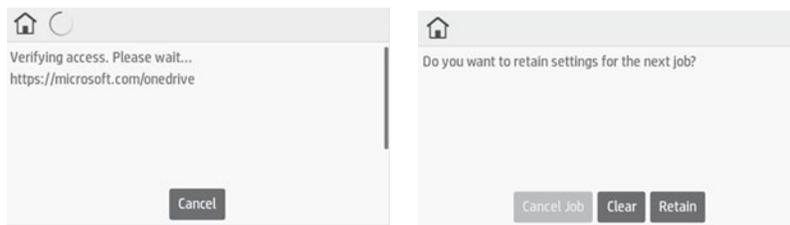
8-inch control panel screen



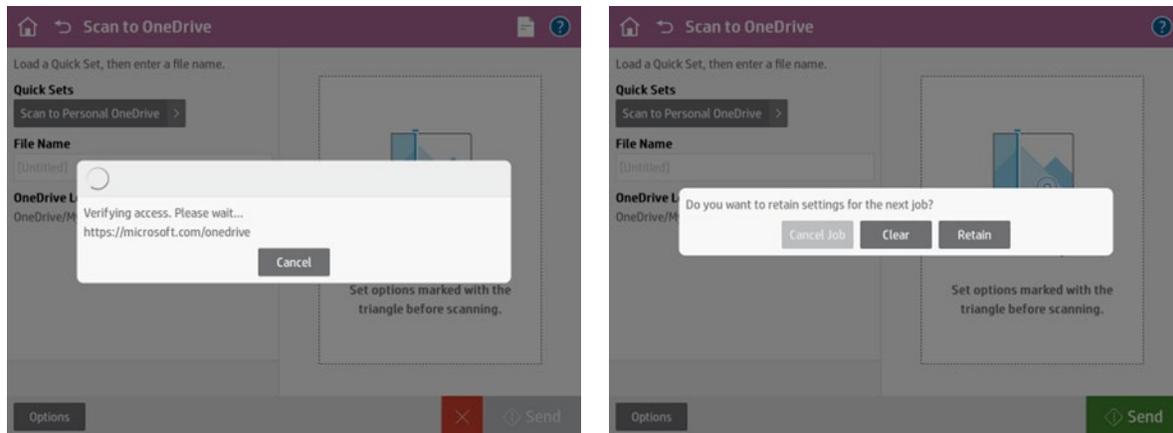
4. The app will verify access and scan to Microsoft OneDrive. Touch **Clear** or **Retain** to either clear or retain the settings for the next job.

NOTE: To end the current user session and prevent new scan jobs, click **Sign Out** or **Reset** on the control panel. Alternatively, the user session will end when the control panel inactivity timeout is reached.

4.3-inch control panel screen



8-inch control panel screen

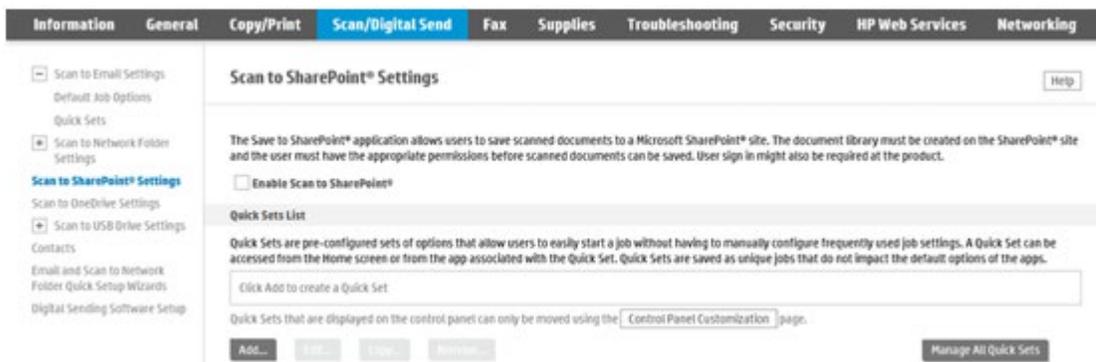


5. Confirm delivery of the scanned image file using the OneDrive account.

Configure Scan to SharePoint® on the HP printer

To configure Scan to SharePoint® on the HP printer, follow these steps:

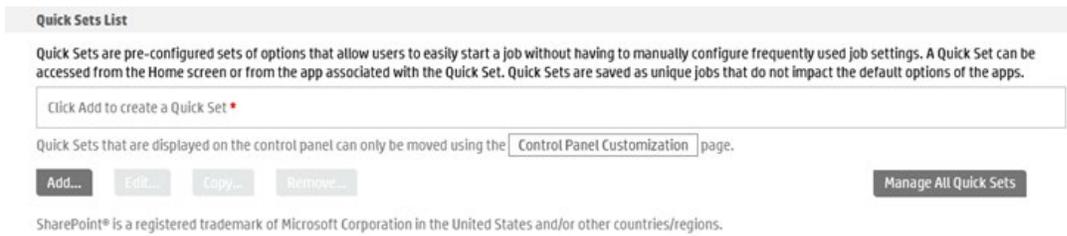
1. In a supported browser, open the printer's EWS using the printer's host name or IP address.
2. On top navigation bar, click the **Scan/Digital Send** tab, and then click **Scan to SharePoint® Settings** in the left pane.



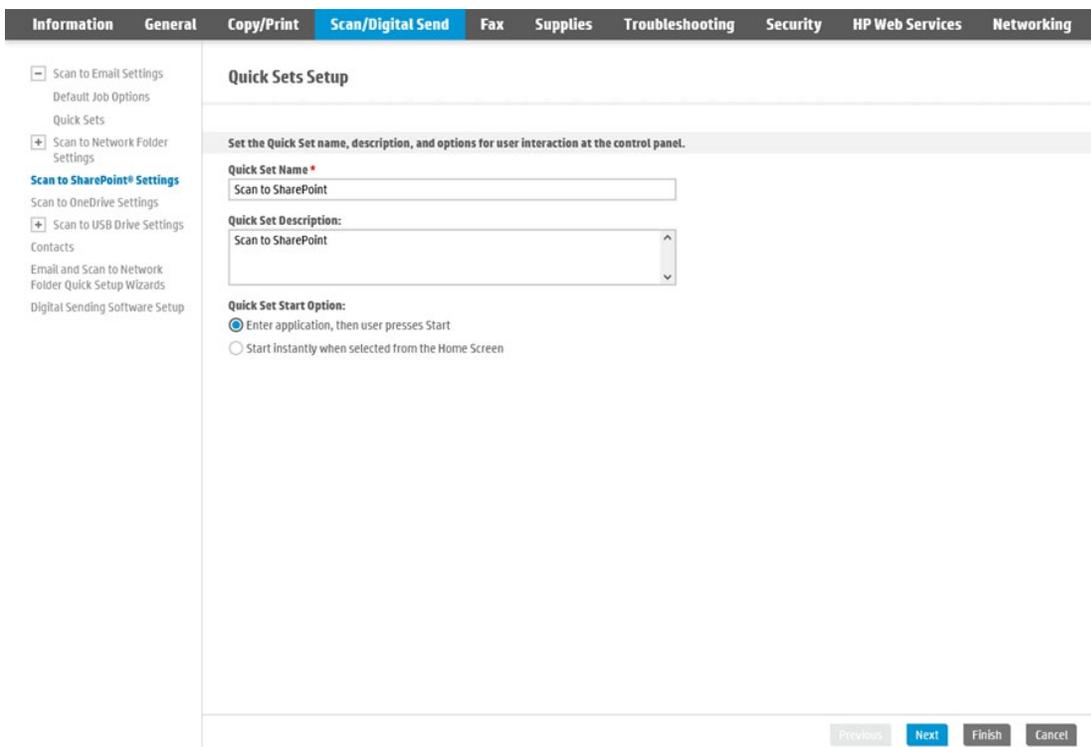
3. Select the check box next to **Enable Scan to SharePoint®**.



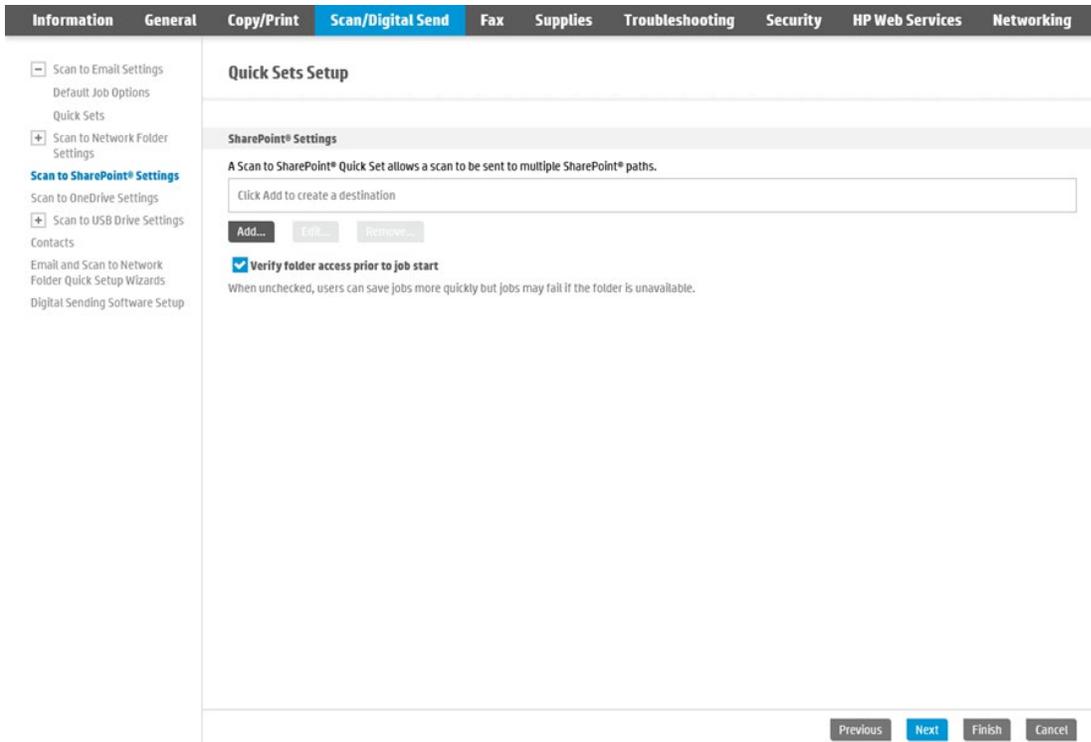
4. In the “Quick Sets List” area, click the **Add...** button to create a Quick Set.



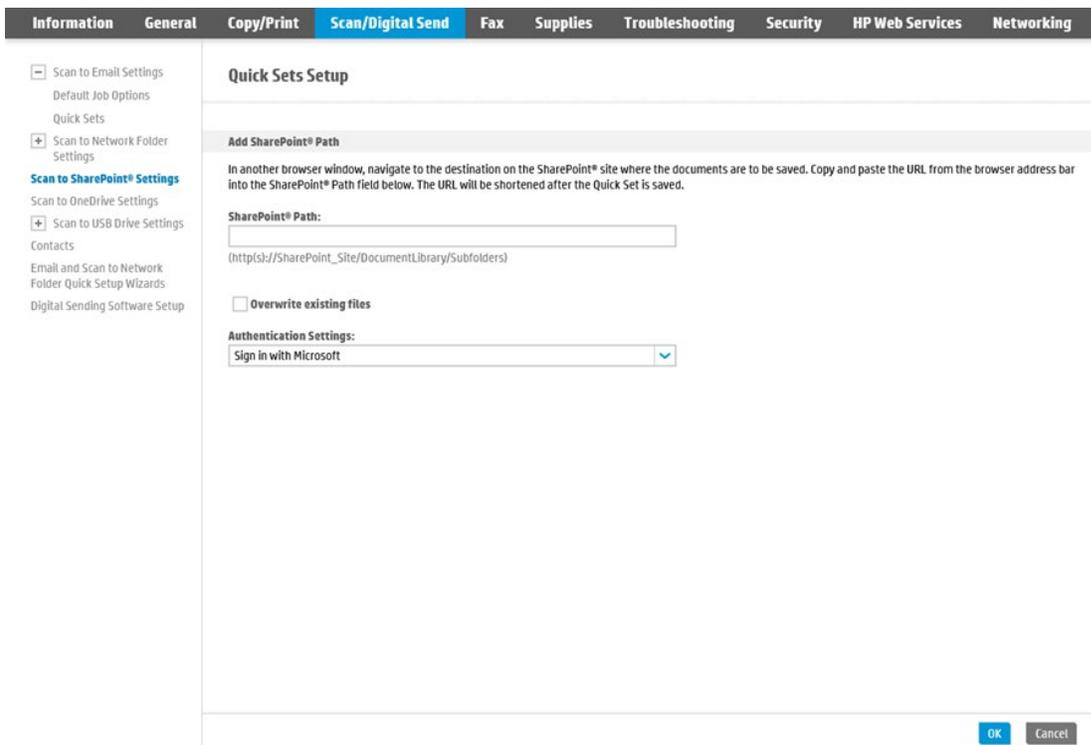
5. In the **Quick Set Name** field, enter a name for the quick set, and in the **Quick Set Description** field, enter a description (if desired). Under **Quick Set Start Option**, select one of the radio buttons, and then click **Next**.



6. Click the **Add...** button to create a SharePoint® destination.



7. In the **SharePoint® Path** field, enter the path of the SharePoint®, and under **Authentication Settings**, click the drop-down menu and select the appropriate setting. If desired, click the check box next to **Overwrite existing files** (this is an optional setting). Click **OK** to save the settings.



- Select other SharePoint® settings as required, and then click **Next** to continue configuration, or click **Finish** to configure defaults.

The screenshot shows the 'Quick Sets Setup' configuration page. The top navigation bar includes 'Information', 'General', 'Copy/Print', 'Scan/Digital Send', 'Fax', 'Supplies', 'Troubleshooting', 'Security', 'HP Web Services', and 'Networking'. The left sidebar lists various settings categories, with 'Scan to SharePoint® Settings' highlighted. The main content area is titled 'Quick Sets Setup' and contains a section for 'SharePoint® Settings'. Below this, there is a text box explaining that a Scan to SharePoint® Quick Set allows a scan to be sent to multiple SharePoint® paths. A table lists a 'SharePoint® Path' with a checkbox and the URL 'https://.sharepoint.com/sites/Test532/Shared Documents/General/'. Below the table are 'Add...', 'Edit...', and 'Remove...' buttons. A checkbox labeled 'Verify folder access prior to job start' is checked, with a note below it: 'When unchecked, users can save jobs more quickly but jobs may fail if the folder is unavailable.' At the bottom right, there are 'Previous', 'Next', 'Finish', and 'Cancel' buttons.

- Under **Conditions on Which to Notify**, click the drop-down list and select the desired option, and then click **Next**.

The screenshot shows the 'Quick Sets Setup' configuration page, specifically the 'Notification' section. The top navigation bar and left sidebar are identical to the previous screenshot. The main content area is titled 'Quick Sets Setup' and contains a section for 'Notification'. Below this, there is a section titled 'Condition on Which to Notify' with a drop-down menu currently set to 'Do not notify'. Below the drop-down menu is a checkbox labeled 'Prompt user prior to job start' which is unchecked. A note below the checkbox reads: 'Note: The email address associated with a user's account is used for job notification when a user signs in at the product. If not signed in, the user must enter an email address before notification is sent. The product must also be set up to use an SMTP server for sending email jobs.' At the bottom right, there are 'Previous', 'Next', 'Finish', and 'Cancel' buttons.

10. Select the desired Scan Settings, and then click **Next**.

Information General Copy/Print **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

Scan to Email Settings
 Default Job Options
 Quick Sets
 Scan to Network Folder Settings
Scan to SharePoint® Settings
 Scan to OneDrive Settings
 Scan to USB Drive Settings
 Contacts
 Email and Scan to Network Folder Quick Setup Wizards
 Digital Sending Software Setup

Quick Sets Setup

Scan Settings

Original Size: Any Size

Original Sides: 1-sided Pages flip up

Scan Mode: Standard document

Optimize Text/Picture: Mixed

Content Orientation: Portrait

Sharpness: 3 - (Normal)

Background Cleanup: 3 - (Normal)

Darkness: 5 - (Normal)

Contrast: 5 - (Normal)

Image Preview: Make optional

Cropping Options: Do not crop

Automatically Straighten
 When enabled, pages that are skewed during scanning will automatically be straightened.

Erase Edges
 Specify width of edge margins to be erased.

Previous Next Finish Cancel

11. Select the desired File Settings, and then click **Next**.

Information General Copy/Print **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

Scan to Email Settings
 Default Job Options
 Quick Sets
 Scan to Network Folder Settings
Scan to SharePoint® Settings
 Scan to OneDrive Settings
 Scan to USB Drive Settings
 Contacts
 Email and Scan to Network Folder Quick Setup Wizards
 Digital Sending Software Setup

Quick Sets Setup

File Settings

File Name Prefix: +
 Not user editable

File Name: Document User editable

File Name Suffix: +
 Not user editable

File Name Preview: Document_240703_014452.pdf

File Numbering Format: X-Y Add numbering when job has just one file (ex. _1-1)
 Used when the job is divided into multiple files

File Type: PDF User editable

Resolution: 200 dpi

Quality and File Size: Medium (default)

High Compression (smaller file)
 Resolution must be set to 300 dpi.

PDF Encryption
 User will be prompted to enter a password to encrypt the PDF when sending or saving the file.

Color/Black: Automatically detect color or black

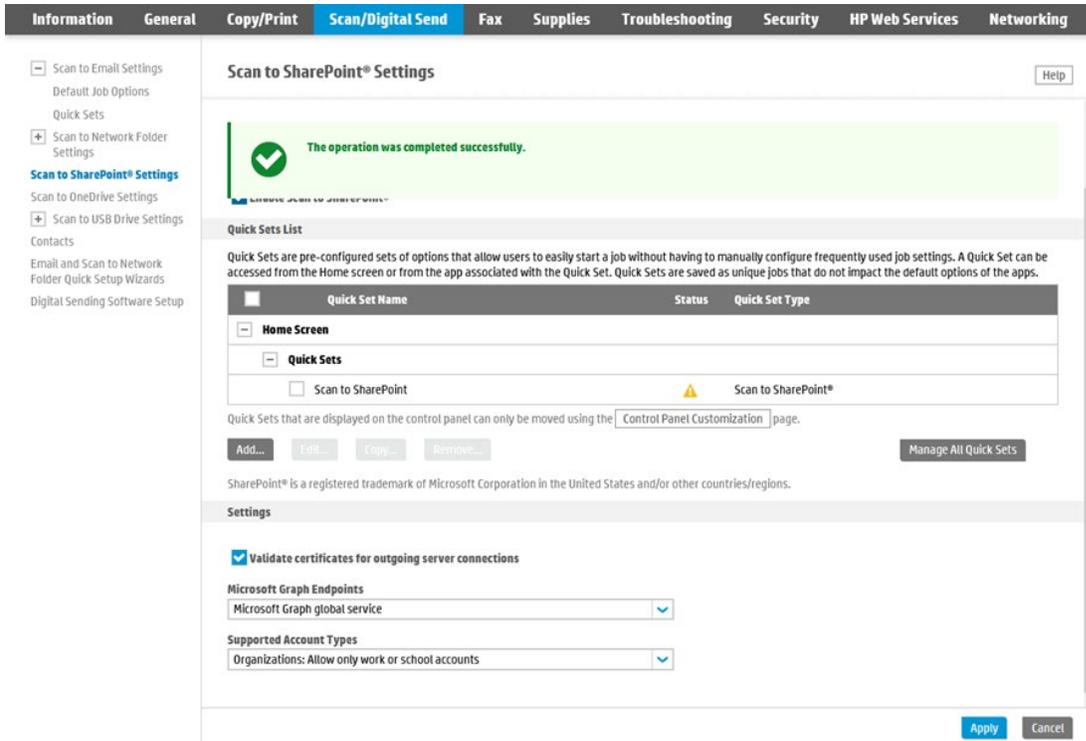
Suppress Blank Pages
 Blank pages within the original document are not saved.

Meta Data File Format: None

Create Multiple Files
 Scan pages into separate files based on a specified number of pages.

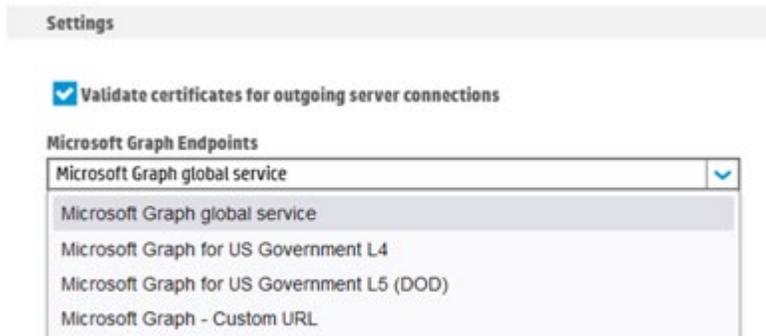
Previous Next Finish Cancel

- Review the Summary and then click **Finish** to complete the Quick Sets Setup. To return to the configuration, click **Previous**. To exit the Quick Sets Setup without saving the Quick Set, click **Cancel**.



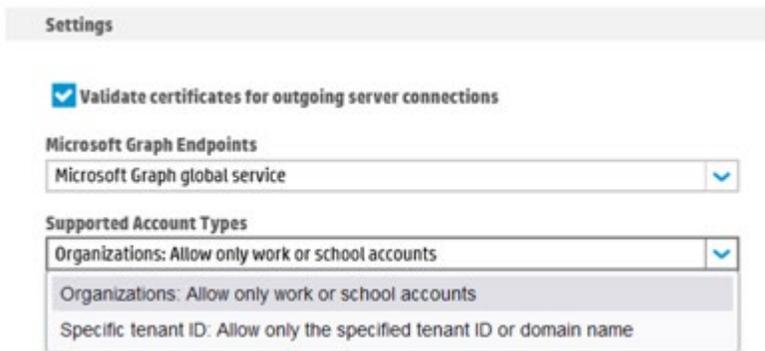
Once the Quick Sets Setup is complete, the Scan to SharePoint® Settings screen displays. On this screen, the Quick Sets status displays a yellow triangle (⚠) indicating that Scan to SharePoint® configuration is not complete. Continue to the next step to complete the Scan to SharePoint® configuration.

- In the **Settings** area on the Scan to SharePoint® Settings screen, configure the following settings:
 - Under **Microsoft Graph Endpoints**, click the drop-down menu and choose the appropriate Microsoft Graph option for the organization (refer to the table below for information about the graph options). Then configure the custom URLs as required. For detailed information, please refer to Microsoft’s official documentation.



Graph options	Best for
Microsoft Graph global service	Best for organizations operating globally (worldwide and GCC)
Microsoft Graph for US Government L4	Best for US Government organizations (GCC High)
Microsoft Graph for US Government L5 (DOD)	Best for US Government organizations (DoD)
Microsoft Graph - Custom URL	Best for customer specific Entra ID and Graph endpoint configuration

- b. Under **Supported Account Types**, click the drop-down and select the appropriate account type for the organization (refer to the bulleted list below for information on account types).



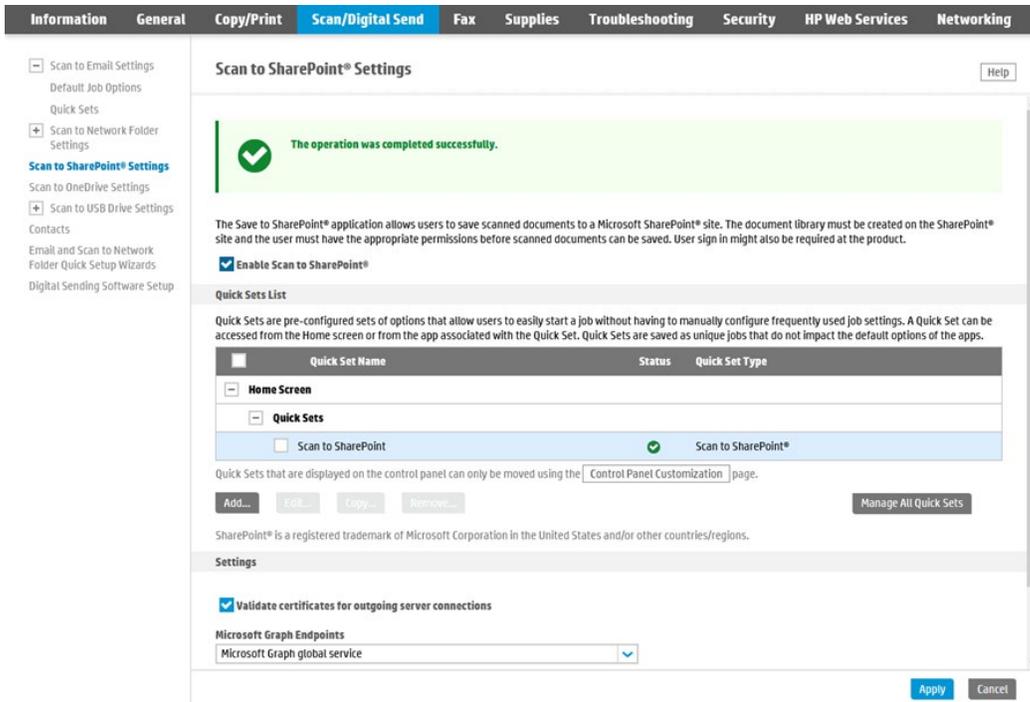
- **Organizations: Allow only work or school accounts**

Use this setting in professional or educational environments where users only access work or school SharePoint® accounts. This setting ensures that documents scanned are stored in a controlled, organizational environment, which is crucial for maintaining data security and compliance.

- **Specific tenant ID: Allow only the specific tenant ID or domain name**

This is the most restrictive option, best for high-security environments or specific departmental use within a larger organization. This setting allows only users from a specific domain or tenant ID to use the Scan to SharePoint® feature, providing tight control over who can scan and where those scans are stored.

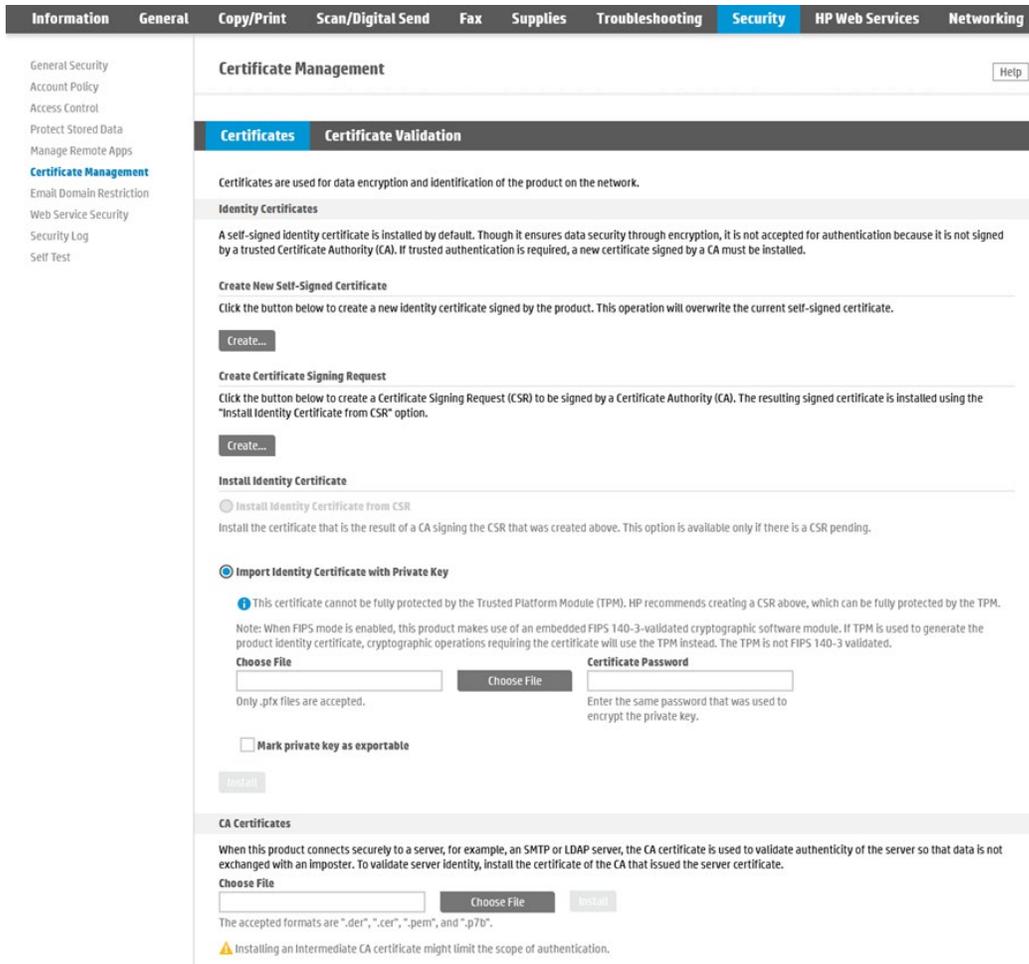
- c. After selecting the Microsoft Graph Endpoints and Supported Account Types, click **Apply**. The Quick Set Status changes to a green circle (🟢) to indicate that the application is enabled.



14. To install any required CA certificates, follow these steps:

NOTE: For more information about CA certificates, see <https://learn.microsoft.com/en-us/azure/security/fundamentals/azure-ca-details?tabs=root-and-subordinate-cas-list>.

- a. On the top navigation bar, click the **Security** tab, and then click **Certificate Management** in the left pane.
- b. To upload any required Server CA Certificate, under **CA Certificates**, click **Choose File** and then select the certificate. The device supports .der, .cer, .pem, or .p7b files.
- c. Once the certificate is uploaded, click **Install** to install it.



Scan to a Microsoft Teams site

To scan to a Microsoft Teams Site, the document folder path URL should be like the following examples:

URL example 1: <https://domain.sharepoint.com/teams/Test/Shared%20Documents/>

URL example 2: <https://domain.sharepoint.com/sites/Test/Shared%20Documents/General/>

Scan a document to Microsoft SharePoint®

To scan to Microsoft SharePoint® using the HP printer, follow these steps:

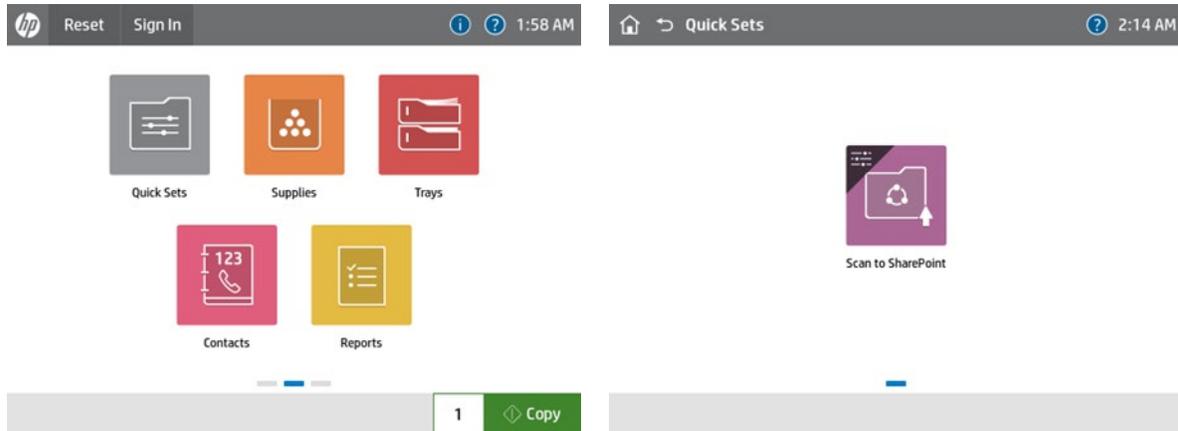
NOTE: Images of both the smaller (4.3-inch) and larger (8-inch) control panel screens are shown in the steps below. The 4.3-inch control panels require scrolling on the screen to view all the menu icons.

1. From the print device control panel Home screen, touch the **Quick Sets** icon, then touch the appropriate Scan to SharePoint® Quick Set. Alternatively, touch the **Scan** icon, touch **Scan to SharePoint**, and then touch **Select...** under Quick Sets. Touch the appropriate Quick Set, and then touch **Load**.

4.3-inch control panel screen

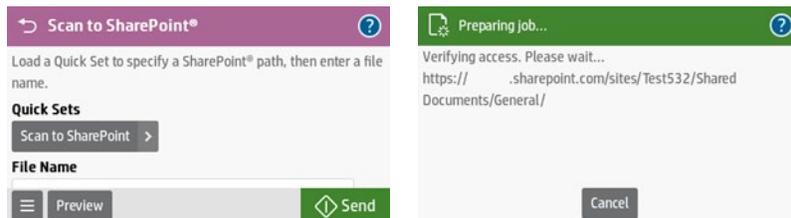


8-inch control panel screen

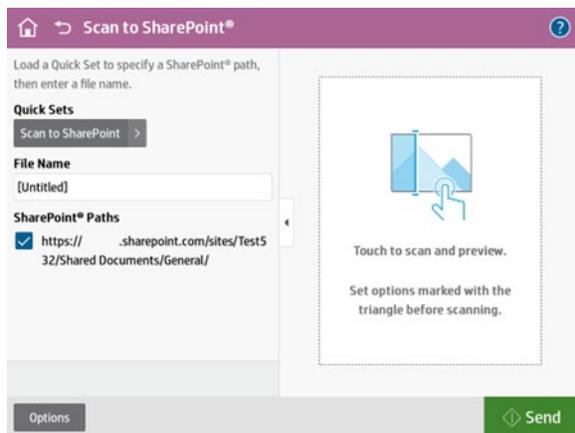


2. To configure scan options touch **Options**, or to preview the document and configure scan options, touch **Preview**. (Selecting options and previewing are optional). When the document is loaded to scan, touch **Send**.

4.3-inch control panel screen



8-inch control panel screen



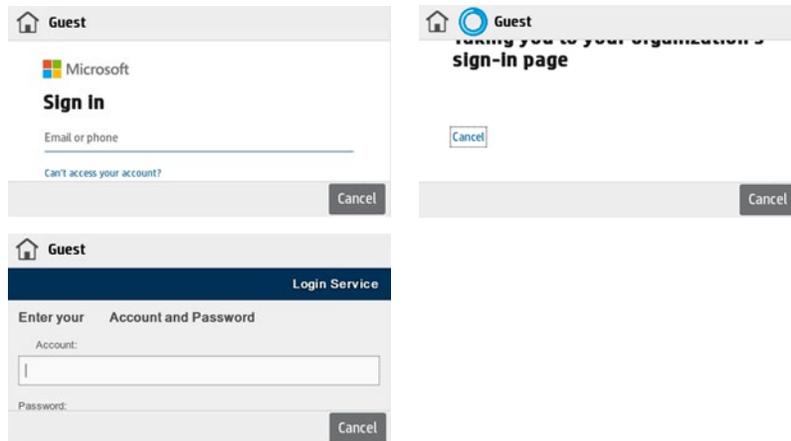
- When prompted, sign in with the Microsoft user account and password, Microsoft app, enterprise credentials, or enterprise app.

NOTE:

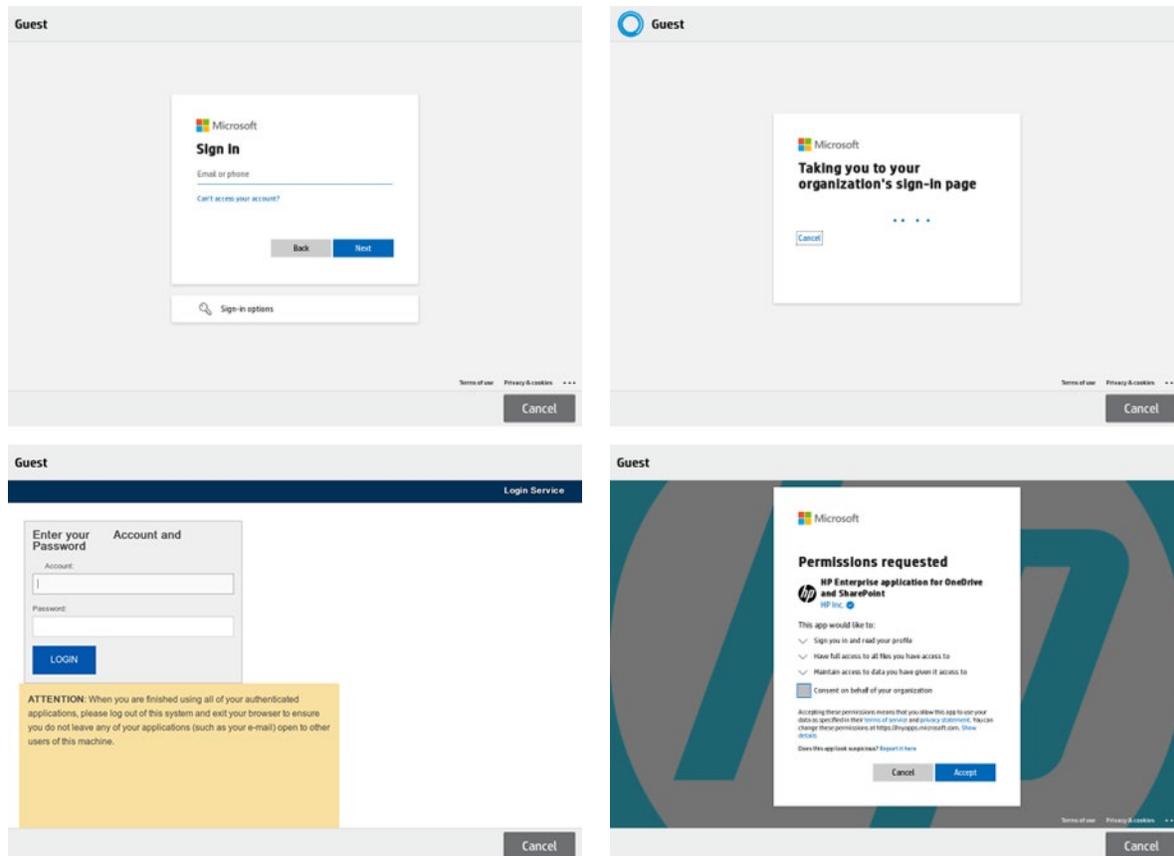
If a “Permissions requested “ message displays, touch **Accept**. With appropriate admin roles, administrators can select **Consent on behalf of your organization** before touching **Accept**.

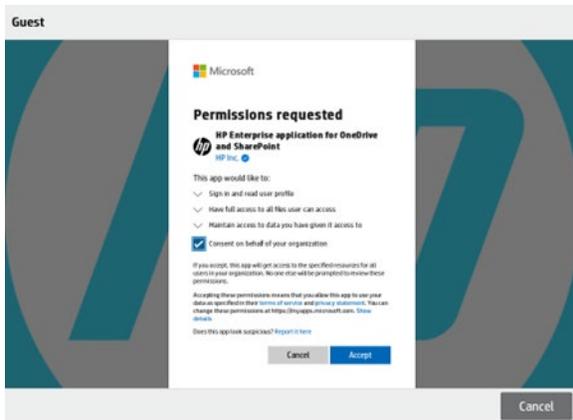
If a “Need admin approval” message displays indicating that the app needs permissions, consult with the Azure admin to grant permissions for the Enterprise Application.

4.3-inch control panel screen



8-inch control panel screen

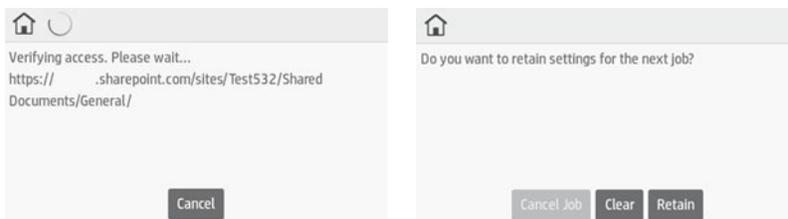




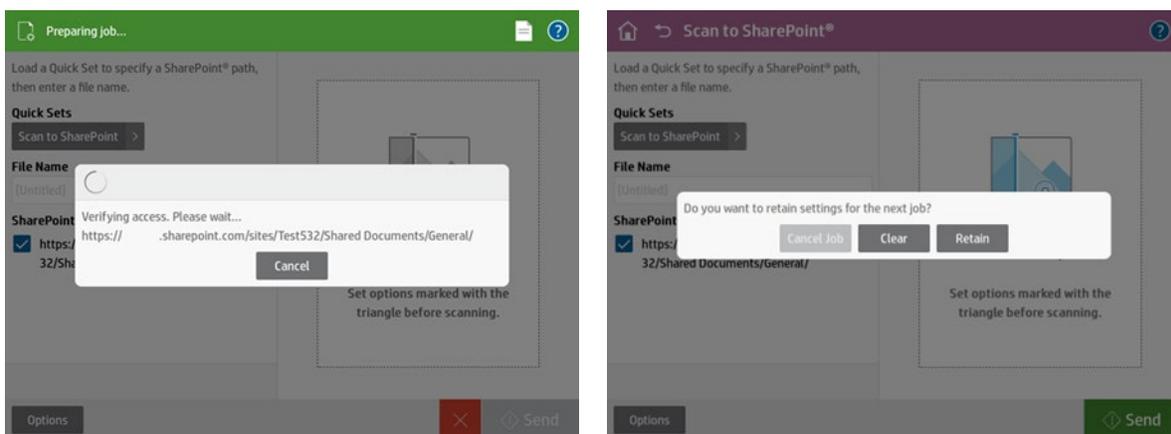
- The app will verify access and scan to Microsoft SharePoint®. Touch **Clear** or **Retain** to either clear or retain the settings for the next job.

NOTE: To end the current user session and prevent new scan jobs, click **Sign Out** or **Reset** on the control panel. Alternatively, the user session will end when the control panel inactivity timeout is reached.

4.3-inch control panel screen



8-inch control panel screen

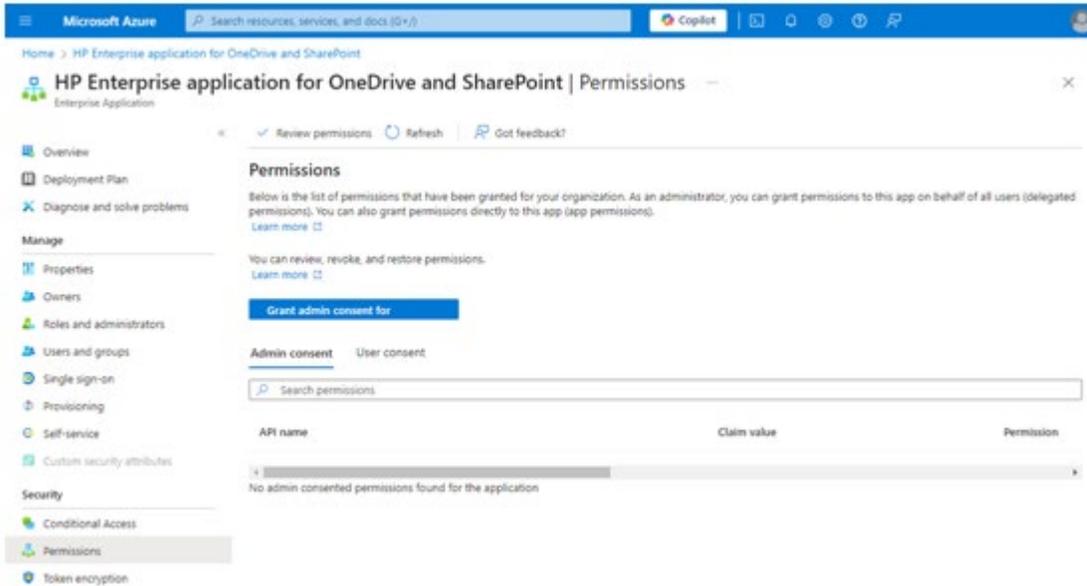


- Confirm delivery of the scanned image file using the SharePoint® account.

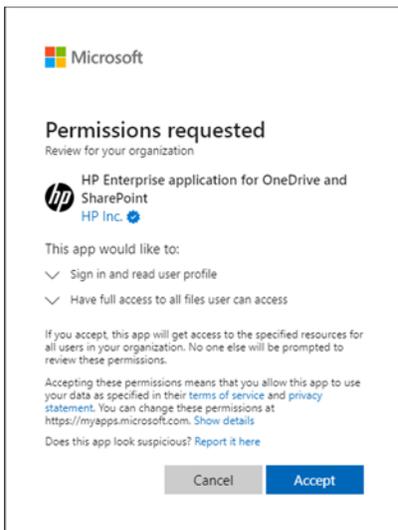
Configure Microsoft on the Azure portal

To grant admin consent for the entire organization using the Azure portal, follow these steps:

1. In the Azure portal, locate the **HP Enterprise application for OneDrive and SharePoint**, and then click **Permissions** in the right pane. On the Permissions screen, click **Grant admin consent for**.



2. When the “Permissions requested” dialog displays, click **Accept**.



Recommended OneDrive and SharePoint® scan tests

HP recommends that you perform the Microsoft OneDrive and SharePoint® scan tests outlined in the table below.

Scan test	Outcome
Configure a device for Scan to OneDrive and scan with a licensed and authorized user.	
Configure Scan to OneDrive with a Custom Subfolder and scan with a licensed and authorized user.	
If alternative authentication methods are available (e.g., smart card, app), configure Scan to OneDrive and scan by selecting alternative authentication methods in the Microsoft prompts.	
Configure a device for Scan to SharePoint® and scan with a licensed and authorized user.	
If alternative authentication methods are available (e.g., smart card, app), configure Scan to SharePoint® and scan by selecting alternative authentication methods in the Microsoft prompts.	
After removing or unregistering all HP printers, remove the HP Enterprise application for OneDrive and SharePoint Enterprise application from Entra ID.	

Known issues with HP Microsoft Scan to OneDrive and Scan to SharePoint®

The following table outlines known behaviors with the HP Microsoft Scan to OneDrive and Scan to SharePoint® solutions.

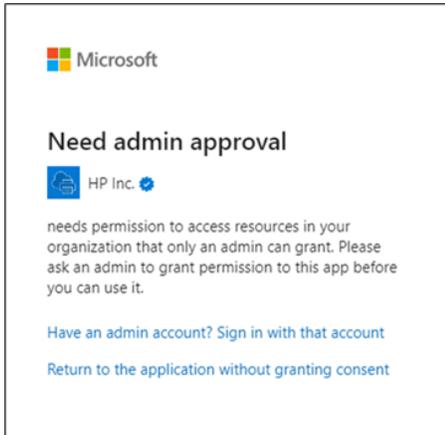
Behaviors	Resolution
FIPS Mode operations fail	A FutureSmart firmware update is pending for FutureSmart 5.8.1.1.
Using special characters in Scan to OneDrive root folder causes error in Quickset setup	A FutureSmart firmware update is pending for FutureSmart 5.8.1.1.

Troubleshooting

Following are some common issues that could occur when using Microsoft Scan to OneDrive and Scan to SharePoint® with an HP printer, including information about the cause of the issues and solutions to resolve them.

Issue #1

Issue: Need admin approval



Cause

This issue occurs due to lack of permissions to add the HP Enterprise application for OneDrive and SharePoint® to Entra ID.

Solution

To resolve, sign in with a user who has sufficient privileges. HP recommends that a user who is assigned the Global Administrator role in Entra ID performs the setup of the first printer. The Global Administrator role is required to grant tenant-wide administrator consent on the application.

Issue #2

Issue: Required CA Certificates are missing



Cause

This issue occurs because CA certificates for required endpoints are not installed for TLS.

Solution

The hostname will be identified in the error message, and the required CA certificate can be identified based on the hostname using a browser or other tool.

Issue #3

Issue: The **Scan to OneDrive** or **Scan to SharePoint®** app is missing from the Home screen on the printer control panel.

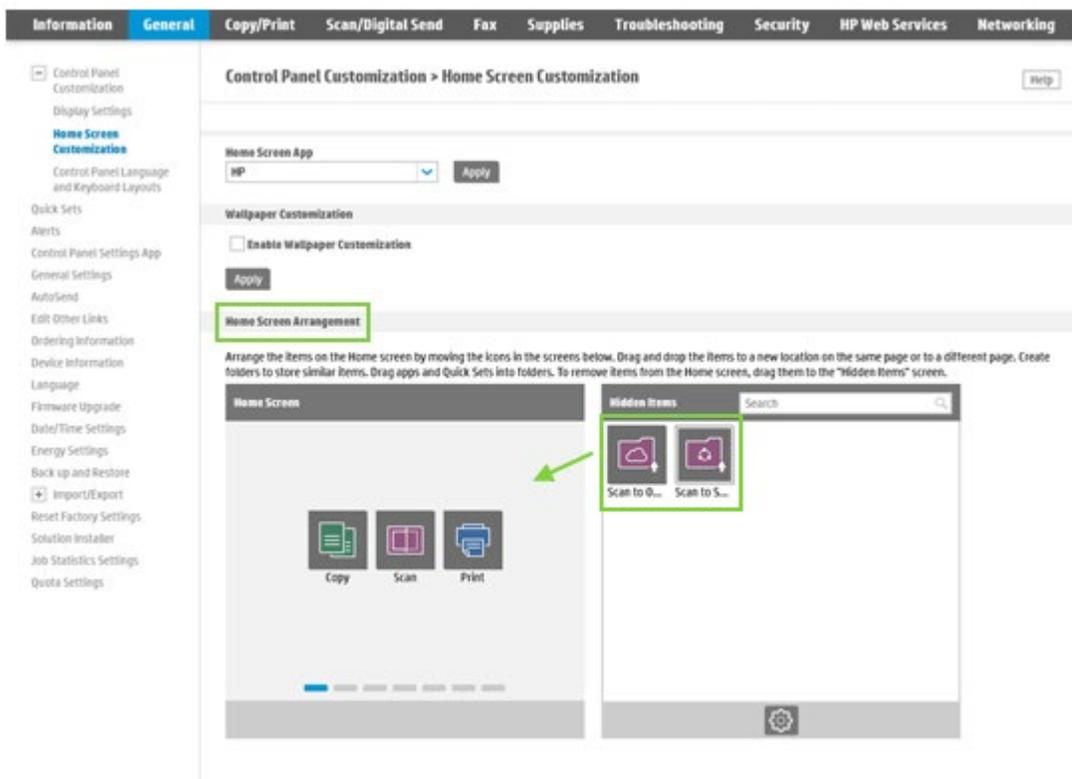
Cause

This issue can occur because the **Scan to OneDrive** or **Scan to SharePoint®** app is hidden.

Solution

To restore the icons to the Home screen on the printer control panel, follow these steps:

1. In a supported browser, open the printer's EWS using the printer's host name or IP address.
2. On the EWS Home page, on the top navigation bar, click the **General** tab. In the left pane, click **Control Panel Customization** to expand the options in that menu, and then click **Home Screen Customization**.
3. In the "Home Screen Arrangement" area, drag and drop any required hidden apps from the Hidden Items panel to the Home Screen panel.



Supported printers

The following printers support Microsoft OneDrive and Microsoft SharePoint when running HP FutureSmart firmware version 5.8 or newer:

- HP Color LaserJet Enterprise MFP M480
- HP LaserJet Enterprise MFP M430, M431
- HP Color LaserJet Managed MFP E47528
- HP LaserJet Managed MFP E42540
- HP LaserJet Managed MFP E72725
- HP LaserJet Managed MFP E73025/30
- HP LaserJet Managed MFP E72830
- HP LaserJet Managed MFP E73130/35/40
- HP Color LaserJet Managed MFP E78122
- HP Color LaserJet Managed MFP E78523/28
- HP Color LaserJet Managed MFP E78225
- HP Color LaserJet Managed MFP E78625/30/35
- HP LaserJet Managed MFP E82650
- HP LaserJet Managed MFP E82650/60/70
- HP Color LaserJet Managed MFP E87740/50/60/70
- HP Color LaserJet Enterprise MFP 5800
- HP Color LaserJet Enterprise MFP X57945, X58045
- HP Color LaserJet Enterprise MFP 6800, 6801
- HP Color LaserJet Enterprise MFP X67755, X67765

Additional support and feedback

If an error occurs that does not appear to be related to Microsoft infrastructure, or if you have feedback for solution improvements, please elevate through the standard post-sales support process and provide the following information:

- Printer model
- Printer firmware revision and date code
- Scan to OneDrive or SharePoint® configuration
- Test scenario
- Error code or description
- Observations
- Feedback
- Relevant screen capture or picture
- Diagnostic data (zipped debug information file or .jdp file, if possible)

www.hp.com/support/

Current HP driver, support, and security alerts
delivered directly to your desktop

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