This past summer 2023, a new feature on the campus printers is the option to Scan to OneDrive. The following instructions will guide you through this process.

1. To begin, either **swipe your Centre ID** (on the side of the printer) or on the touch screen, **click on ID number** and **enter your Centre ID number**. (*Image 1*)

PaperCutMF	Login	
	Welcome.	
То	continue, swipe your authentication o or select the login method below.	ard
	Username and Password	-
	ID Number	

Image 1

Note: The Scan to OneDrive or Email features will not work if you enter in a copy code. You <u>must</u> use your Centre ID number or swipe card.

If you choose the Scan to email option, this will scan your document and send it to your email.

2. Select the **PaperCut Scan** option. If you do not see this option on the first screen, advance to the second screen. (*Image 2*)



Image 2

3. Select the Scan to OneDrive option. (Image 3)





4. Next, if you need to change any of the settings, click the **Settings** button (*Image 4*) to make those changes. For example, if you wanted to scan your document in color or two sided. (*Image 5*)

PaperCutMF Scan to C	DneDrive	PaperCutM	Setti	ings		
Path /Apps/Scans for PaperCut MF	Grayscale PDF 1-sided	Duplex mode	2-sided	File type		
Filename scan_candace.wentz_2023-06-23 -15-28-29	Letter Portrait 300 DPI	Portrait Paper size	Landscape	200 Color mode	300 400	500
		Letter	Legal	Color	Grayscalo	B&W
Start Prompt for more pages	Back Settings	Start	rompt for more pages		Back	
Image	4		In	nage 5		

5. Click the **Start** button located in the lower left-hand corner (*Image 6*)



6. Your document will begin scanning. (Image 7)



Image 7

7. A message appears to confirm that the Scan is completed. (Image 8)



Image 8

8. Click the Home button (Image 9) to logout of the printer. If you do not click anything, you will automatically be directed to the main screen and can click the Logout button (Image 10) to sign out of the printer.





 The document you scanned is now located in your One Drive < Apps < Scans for PaperCut MF folder. (Images 11 and 12)

Name	Status	Name		Status
Scans for PaperCut MF	0	🔤 scan_candace.	-29-29	6
Image 11		Image 1.	2	

10. The first time you choose Scan to OneDrive, you will receive an email message to **authorize permission** for PaperCut to access your OneDrive. Click the **Login to OneDrive business** button to grant access. (*Image 13*)

Hi Candace 1 Your scan is ready to send to OneDrive for Business. You read to do a one off authorization of the Scans for PaperCut MF application to send files to your CheDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted. We also need to mention that when you use this service, we collect and relain scan job details such as name, email and filename for the purpose of providing our service as outlined in our <u>privacy policy</u> .
Your scan is ready to send to OneDrive for Business. You need to do a one off authorization of the Scans for PaperCut MF application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted. We also need to mention that when you use this service, we collect and relatin scan job details such as name, email and filename for the purpose of providing our service as outlined in our <u>privacy policy</u> .
You need to do a one off authorization of the Scans for PaperCut MF application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted. We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our <u>prevary policy</u> .
We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our privacy policy.
Login to Chedonie for Business
Happy scanning!
From the PaperCut team.
Why do I need to do this?
PaperCut MF needs permission to save your scans to OneDrive for Business. Your files will be saved in the /Appa/Scans for PaperCut MF folder.
What happens when I scan again?
Simply tap and scan

Image 13

11. Once you give PaperCut MF permission to access your OneDrive, you will receive an email message from Scans to PaperCut MF saying permission was a success. (*Images 14*).

Note: You will only need to give permission the first time.



Image 14

(

12. You will receive a second email message from Scans to PaperCut MF with a direct link to the scanned document in your OneDrive. (Images 15 and 16)

) Scans for PaperCut MF	We've sent your scan "scan_candace.	29-29" to OneDrive for Busin
	Image 15	
	Hi Candace	
	Your scan scan_candace29-29 is now waiting for you in OneDrive	
	If you want to go straight to it, just click the button below.	
	Go to your scan!	
	Or, you can find it in OneDrive for Business under /Apps/Scans for PaperCut MF.	
	Happy scanning!	
	Even the Development of the sec	

Image 16

13. If something goes wrong and the file does not upload correctly to OneDrive, you will receive an email notification. (*Image 17*)



Image 17

14. You have successfully scanned a document to OneDrive.