

Scanning to OneDrive using the Campus Printers

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)



Image 1

Note: The Scan to OneDrive or Email features will not work if you enter in a copy code. You **must** 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)

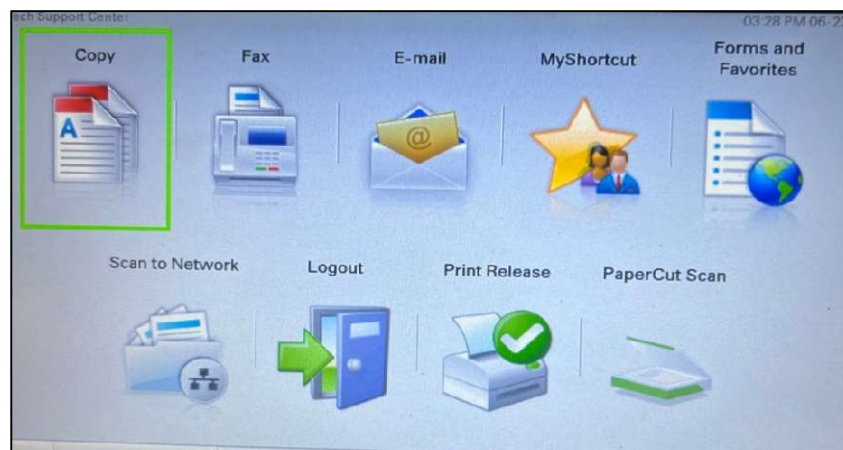


Image 2

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

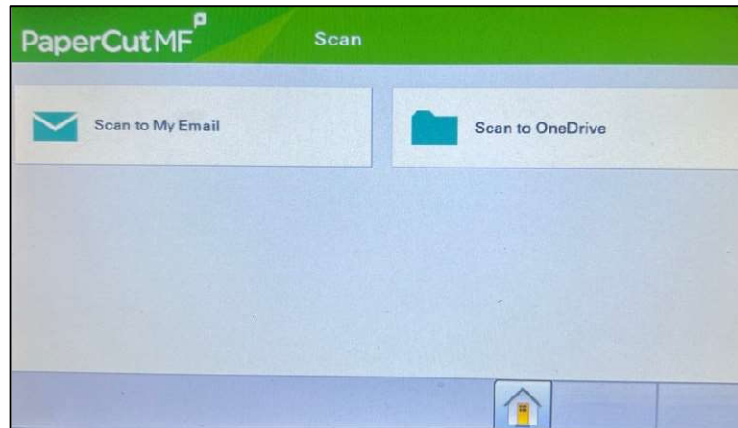


Image 3

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)

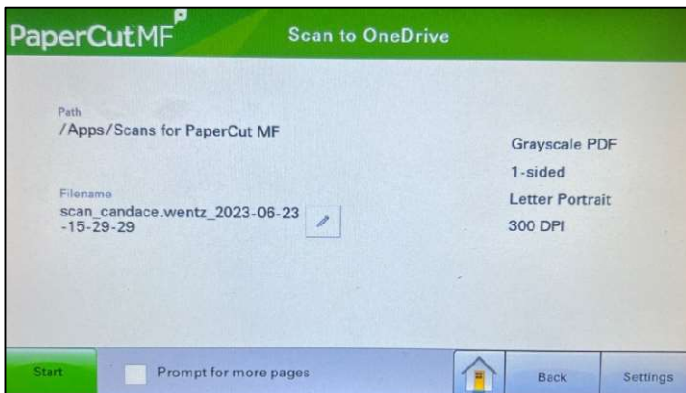


Image 4

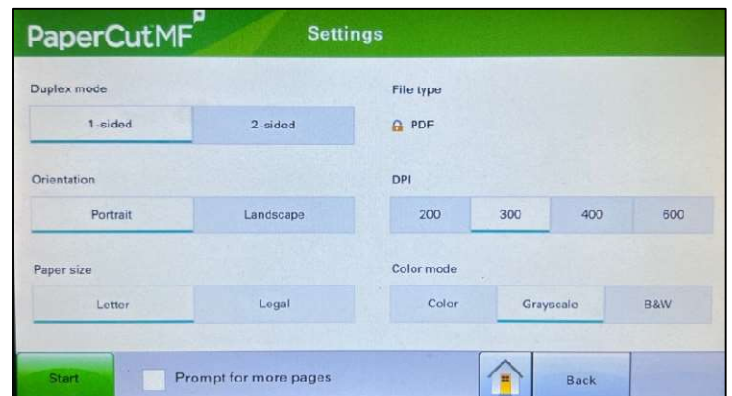


Image 5

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

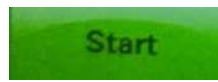


Image 6

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

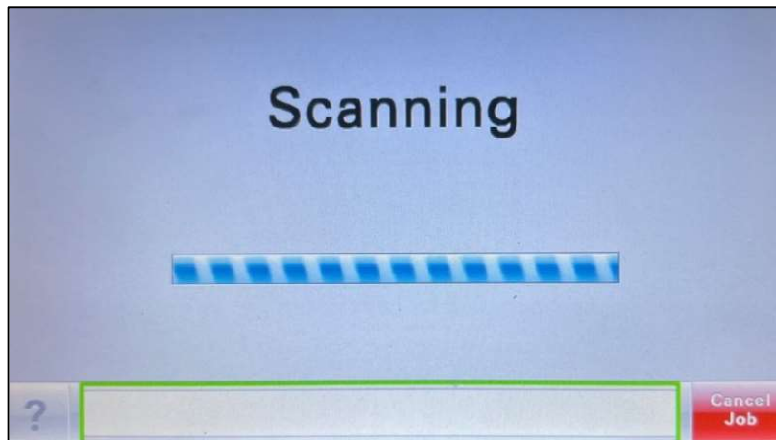


Image 7

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

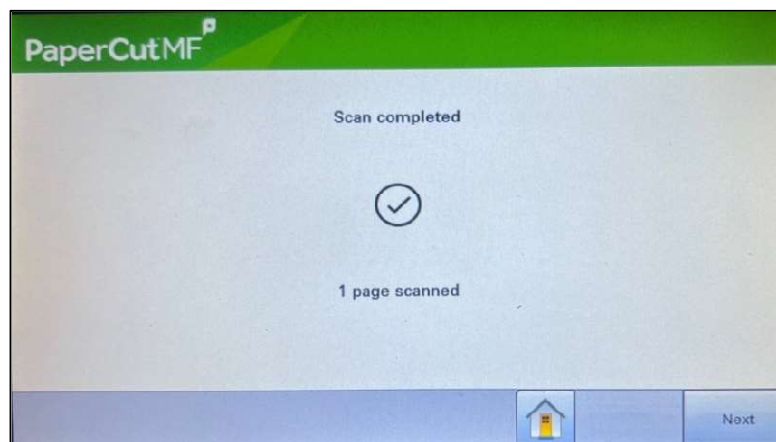


Image 8

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.



Image 9



Image 10

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



Image 11



Image 12

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)

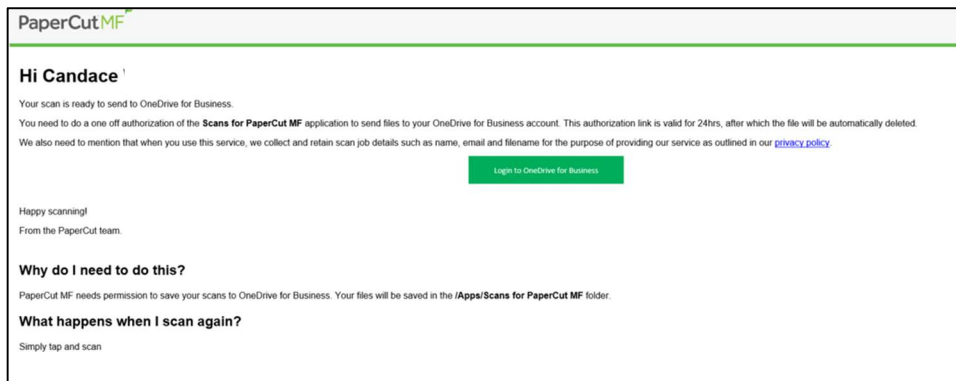


Image 13

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.

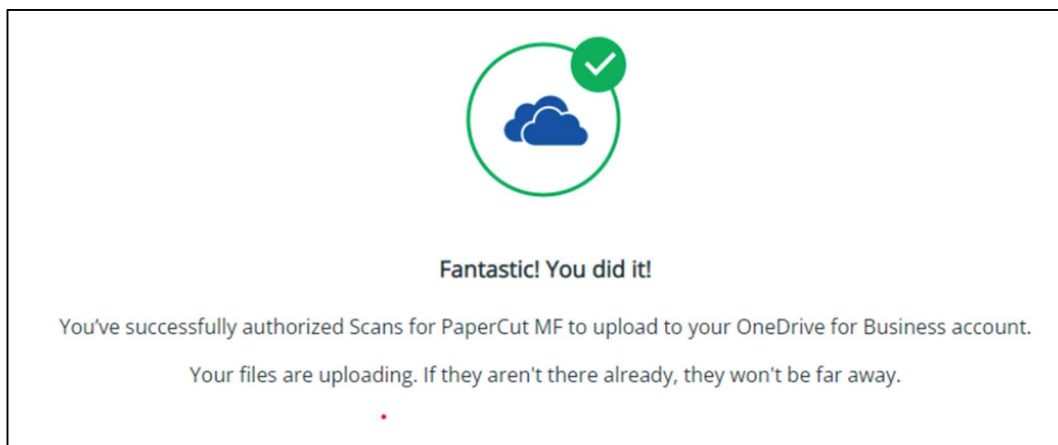


Image 14

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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*)

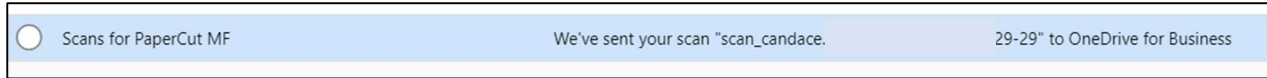


Image 15

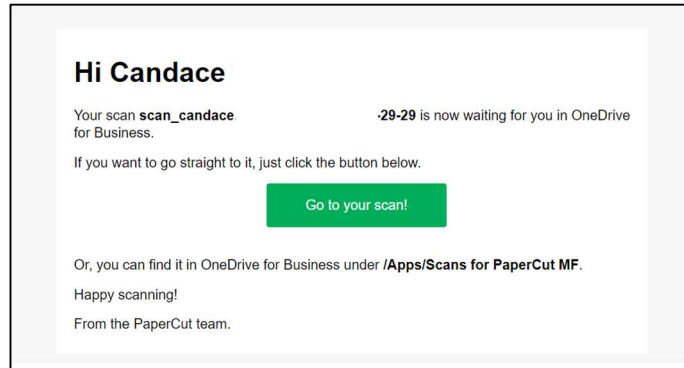


Image 16

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

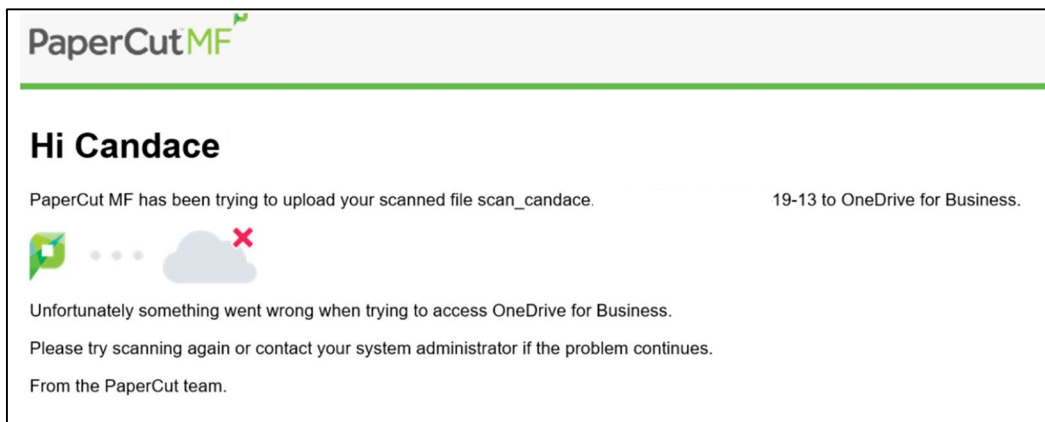


Image 17

14. You have successfully scanned a document to OneDrive.