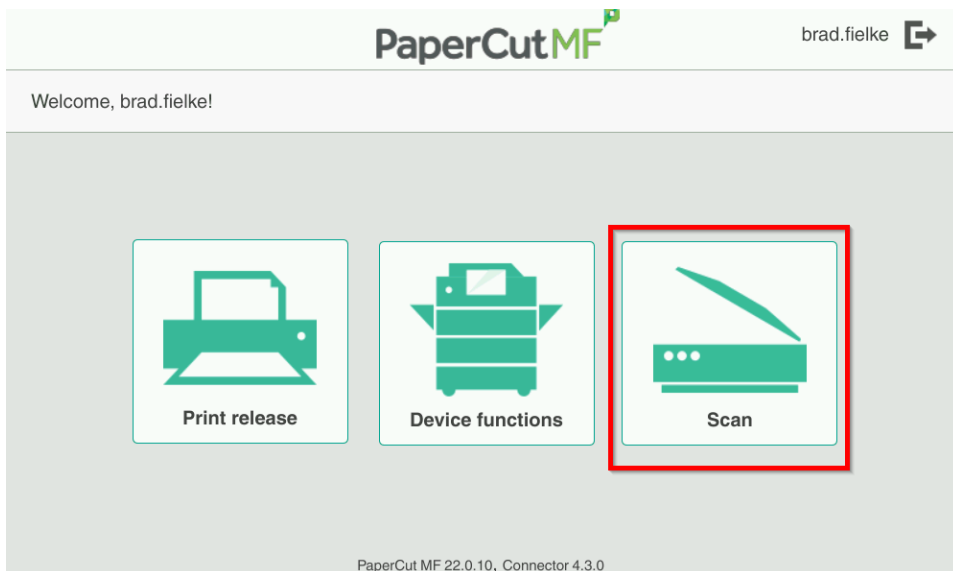


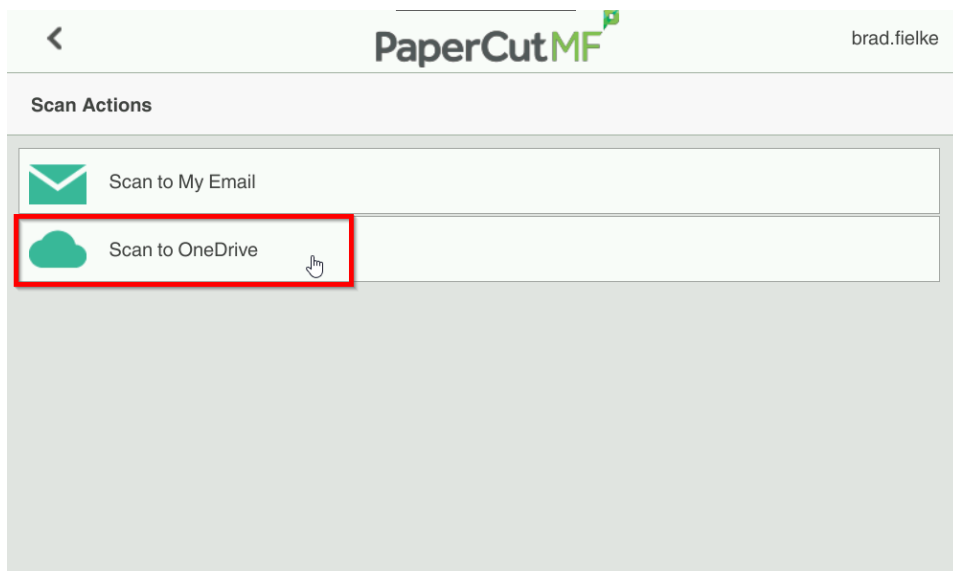
# How To: Scan to OneDrive

*Note: This is for large form photocopiers, not office printers.*

- 1) To begin, scan your ID or log into the Photocopier
- 2) At the PaperCut menu, select **Scan**



- 3) In the Scan menu, select **Scan to OneDrive**.



*(\*NOTE\* You can also use Scan to Email in this menu)*

- 4) Complete your scans. Once finished, Click the **Send** button
- 5) A few moments after sending the scan job, you should receive an authorization email from PaperCut. From this email, click **Login to OneDrive for Business**

Hi Brad Fielke

Your scan is ready to send to OneDrive for Business.

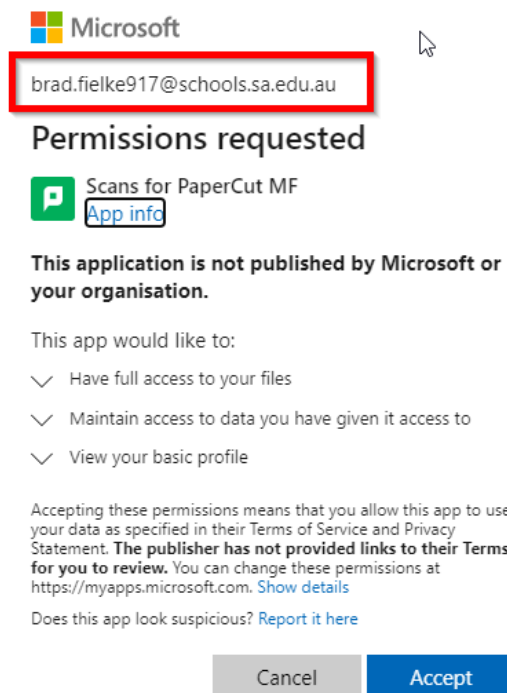
You need to do a one off authorization of the **Scans for PaperCut MF** application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted. We also need to mention that when you use this service, we collect and 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 OneDrive for Business

Happy scanning!

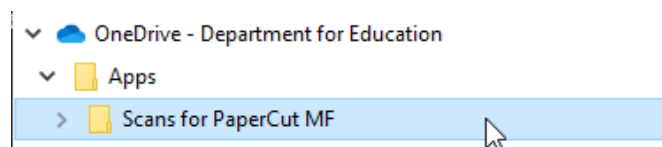
From the PaperCut team.

- 6) This button should follow to a webpage requesting permission for PaperCut Scans to access your OneDrive. Click **Accept**  
**\*\*\*IMPORTANT\*\*\*** Make sure the email address in the permission request window is your **@schools** email address before you accept:



*This process only needs to be completed the first time you use Scan to OneDrive*

- 7) After a few moments, you should receive a notification email saying your scan is ready to view. Your scans are saved in **OneDrive > Apps > Scans for PaperCut MF**:



*If you have any issues with this process, such as not receiving your scans, please submit an IT service request through the staff portal.*