## 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

	PaperCutMF	brad.fielke
Welcome, brad.fielke!		
Print release	Device functions	Scan
	PaperCut MF 22.0.10, Connector 4.3.0	

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

<			PaperCutMF	brad.fielke
Scan A	ctions			
$\sim$	Scan to My Email			
	Scan to OneDrive	Ē		

(\*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:

Microsoft	
brad.fielke917@s	chools.sa.edu.au
Permission	s requested
Scans for P App info	aperCut MF
This application your organisatio	is not published by Microsoft or n.
This app would lik	ke to:
✓ Have full access	s to your files
✓ Maintain access	s to data you have given it access to
✓ View your basic	: profile
Accepting these perm your data as specified Statement. <b>The publi</b> : <b>for you to review.</b> Yo https://myapps.micros	issions means that you allow this app to use in their Terms of Service and Privacy sher has not provided links to their Terms u can change these permissions at soft.com. Show details
Does this app look su	spicious? Report it here
	Cancel 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.