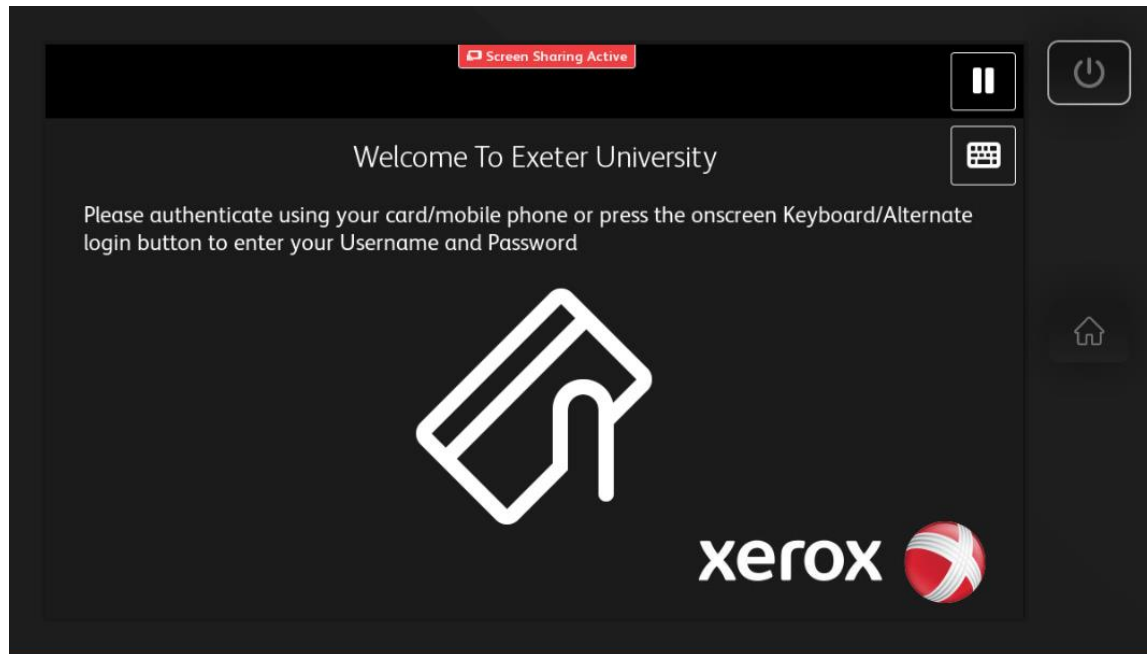


Staff Scan to Email / Scan to OneDrive How To Guide

- 1) All Xerox printers in the new fleet offer “Scan to My Email” and “Scan to One Drive”.
- 2) Walk Up to the Xerox MFD and authenticate.

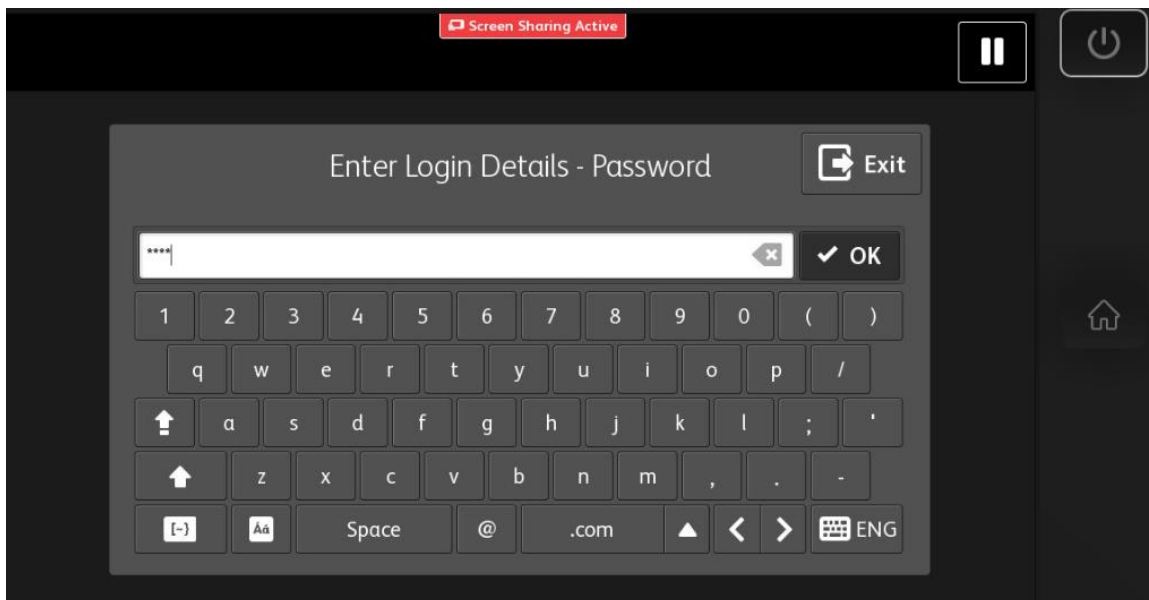
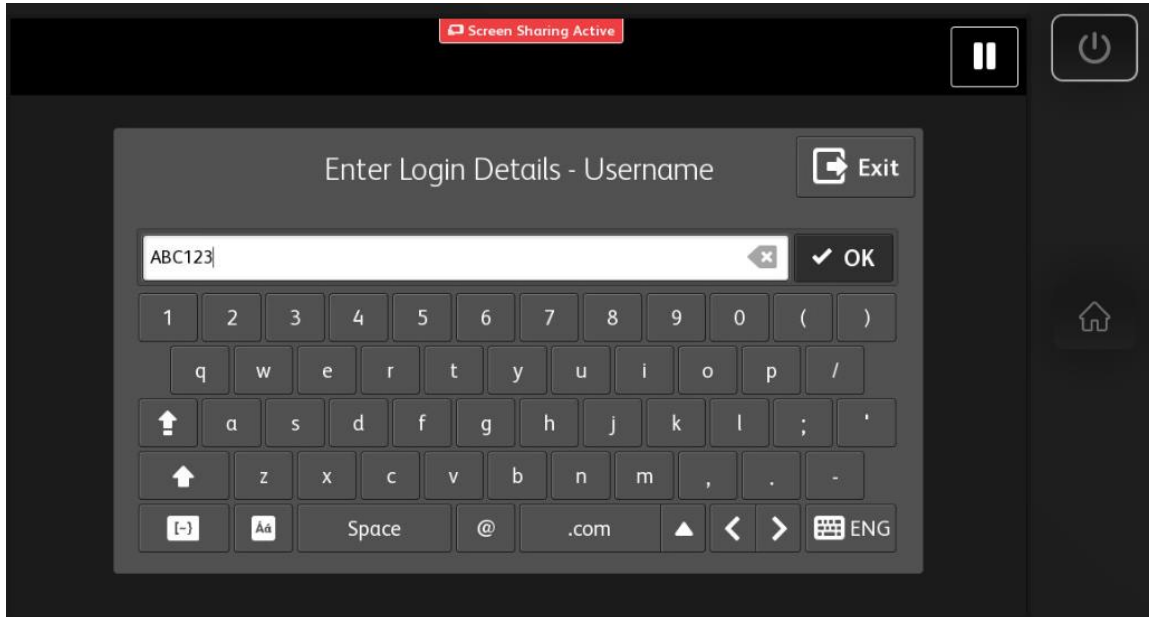


- 3) Present the Mobile Phone App to the panel next to the screen where you see this icon (Bluetooth must be turned on).



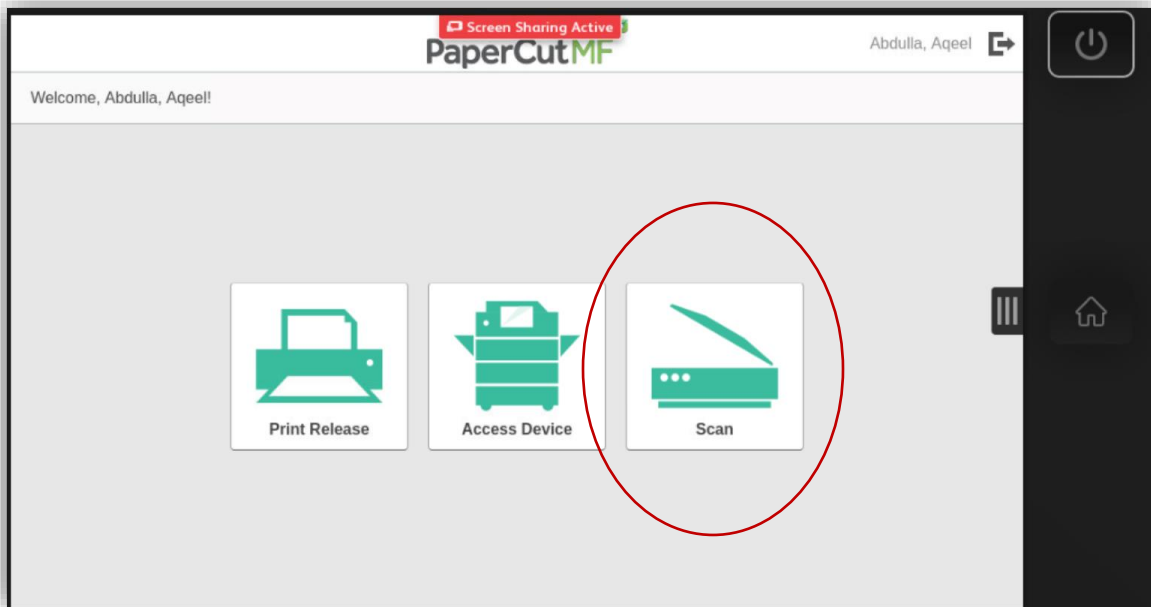
Staff Scan to Email / Scan to OneDrive How To Guide

- 4) Alternatively enter your University of Exeter username and password.

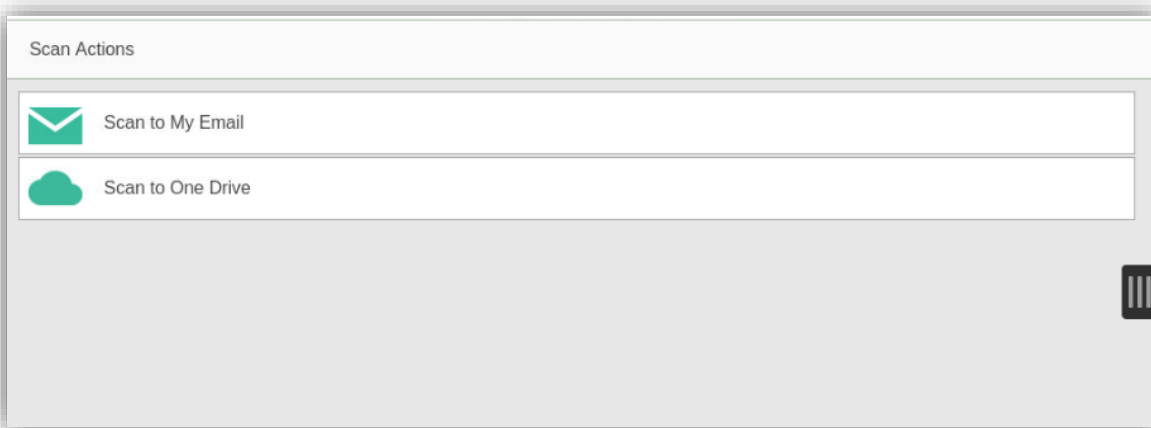


Staff Scan to Email / Scan to OneDrive How To Guide

5) Once logged on click on the Scan icon.



6) Select Scan to My Email or Scan to One Drive.



Staff Scan to Email / Scan to OneDrive How To Guide

- 7) Scan to My Email will automatically be populated with your email address.
- 8) Change any settings as required and press Start.

The screenshot shows the 'Scan Details' window for 'Scan to My Email'. On the left, there are three input fields: 'To' (with a redacted email address), 'Subject' (containing 'Your scan (Scan to My Email)'), and 'Filename' (containing 'scan_aa395_2019-06-28-11-45-10'). On the right, there are four settings: 'Color mode / File type' (Color PDF), 'Duplex mode' (1-sided), 'Paper size / Orientation' (A4 Portrait), and 'DPI' (400 DPI). A 'Change settings' button is located below these settings. At the bottom, there is a 'Prompt for more pages' checkbox which is checked, and a large green 'Start' button.

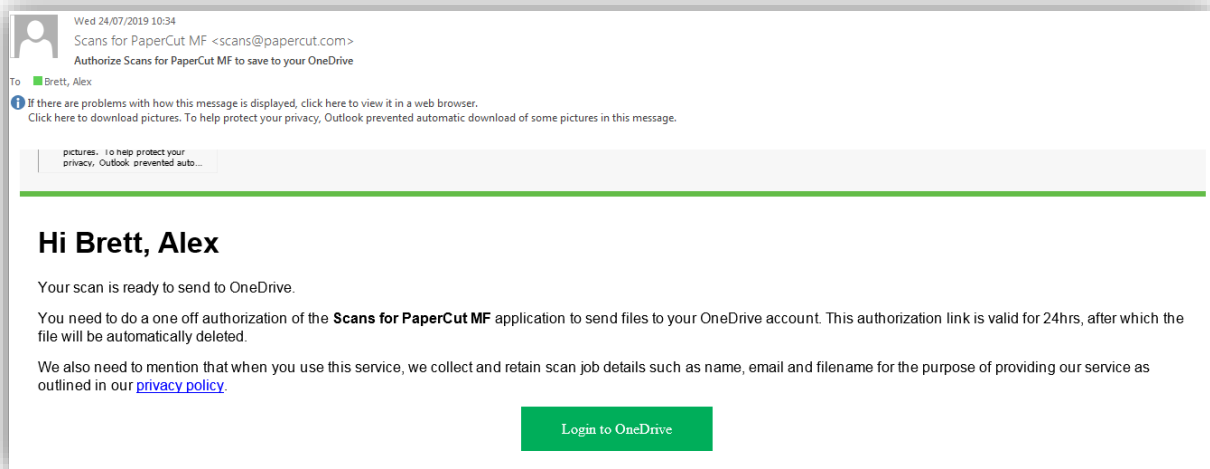
- 9) If you selected Scan to One Drive, change any settings as required and press Start.

The screenshot shows the 'Scan Details' window for 'Scan to One Drive'. On the left, there are two input fields: 'Path' (containing '/Apps/Scans for PaperCut MF') and 'Filename' (containing 'scan_aa395_2019-06-28-11-47-05'). On the right, there are four settings: 'Color mode / File type' (Color PDF), 'Duplex mode' (1-sided), 'Paper size / Orientation' (A4 Portrait), and 'DPI' (300 DPI). A 'Change settings' button is located below these settings. At the bottom, there is a 'Prompt for more pages' checkbox which is checked, and a large green 'Start' button.

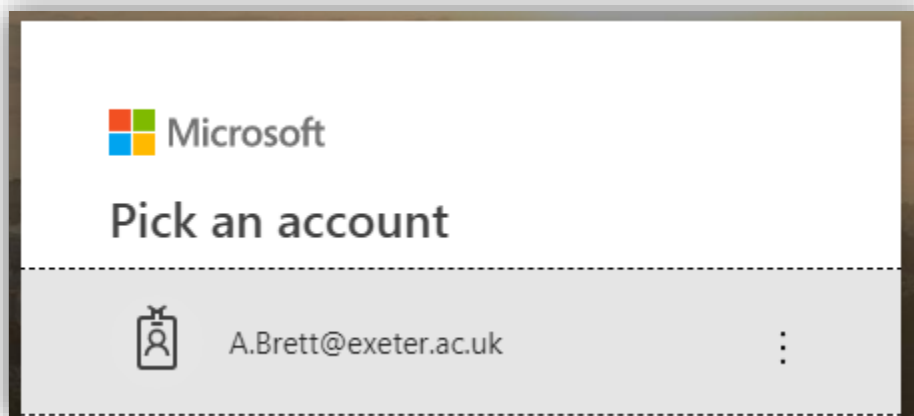
Staff Scan to Email / Scan to OneDrive How To Guide

10) The first time you use the service you will have to give permission for Papercut to access your OneDrive:

Step 1 – Click the nice big green button “Login to OneDrive”.



Step 2 – Select the account you want your papercut to send scans to.

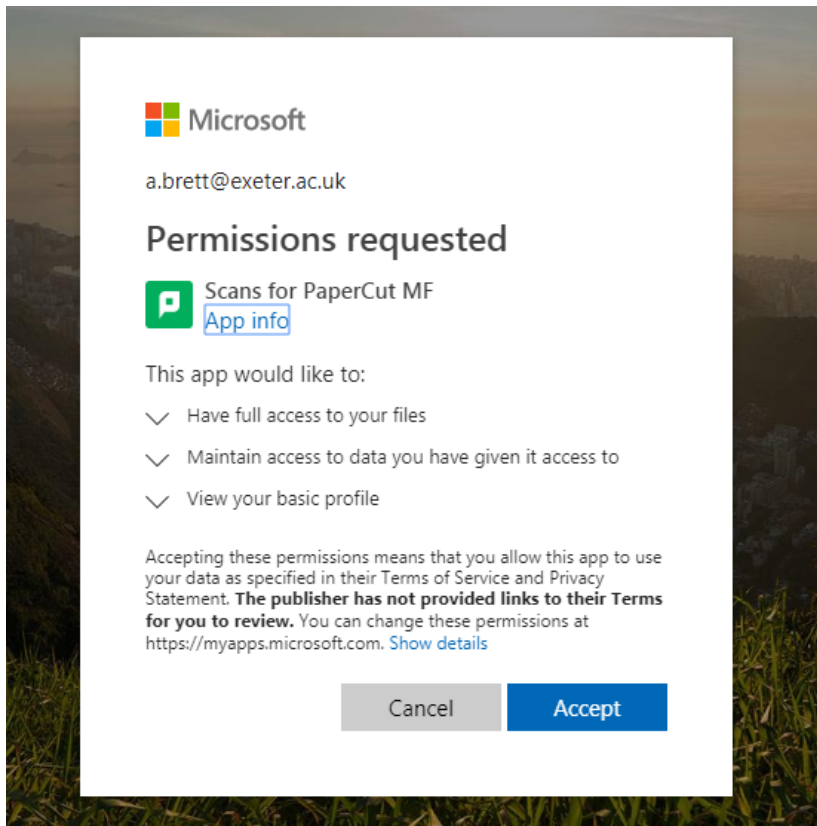


Staff Scan to Email / Scan to OneDrive How To Guide

Step 3 – Sign in from the company portal

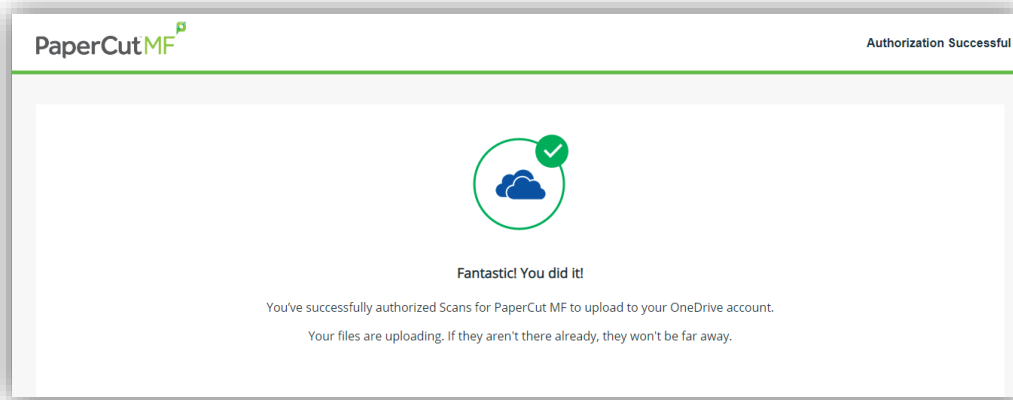


Step 4 – Select Accept

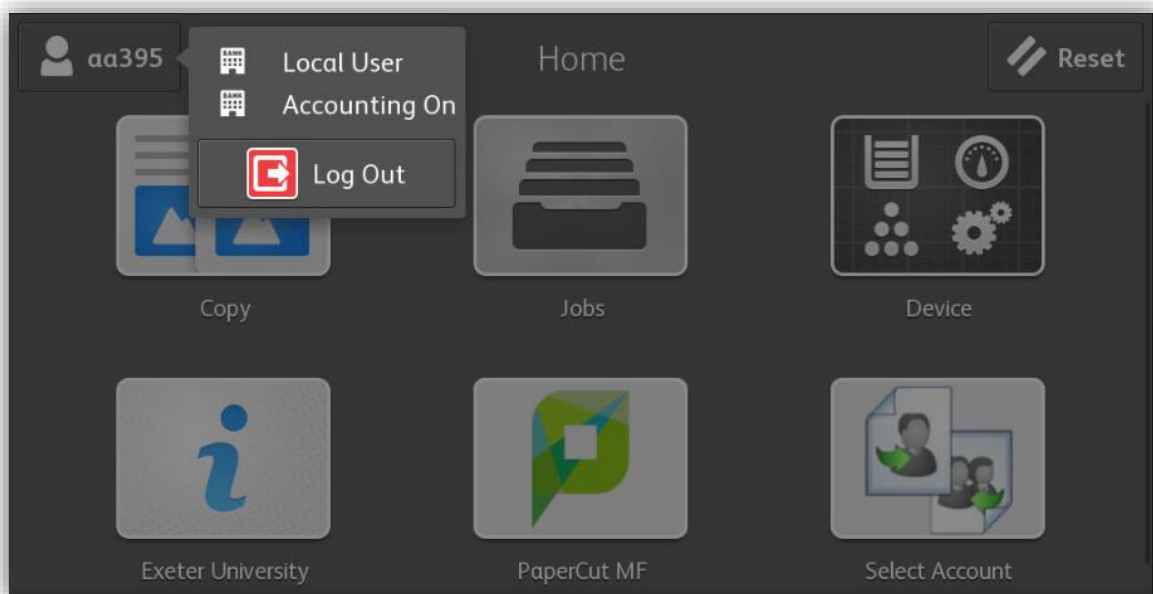


Staff Scan to Email / Scan to OneDrive How To Guide

Step 5 – Feel good about yourself you did it...



11) When finished Log Out by clicking on your user name (top left of screen) and click on Log Out.



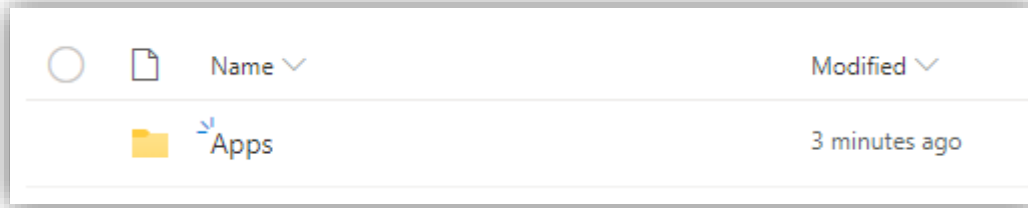
12) Or present the Mobile Phone App again which will also log you out.

13) Or click on the Papercut MF icon if you wish to initiate another function.

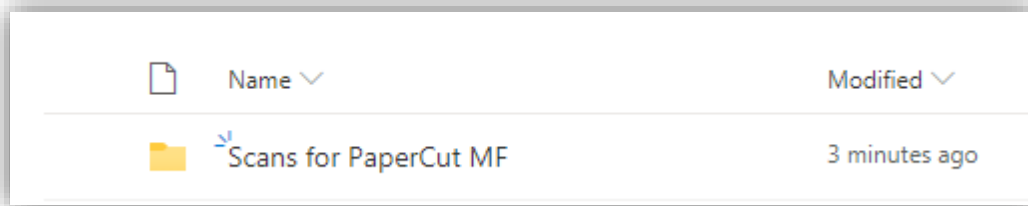
Staff Scan to Email / Scan to OneDrive How To Guide

14) To Access your document in OneDrive online:

Step 1 – Login to your OneDrive online, you will then see a folder called “Apps”. Click it



Step 2 – You will then see a folder called “Scans for PaperCut MF”. Click it.



Step 3 – You will then see you scanned document. Click your document to view it.

