# Sustainable Printing Services - Using 'Scan to OneDrive' on University Printers

The 'Scan to OneDrive' feature on the new printers allows you to scan a physical document directly to your personal OneDrive folder, to then access it digitally from your device.

How to use Scan to OneDrive

1. Log into (authenticate with) the printer using your University ID card or University a-number / password.

2. Place the document you want to scan, into the printer document feeder or the glass panel.

3. On the printer interface, select **Scan** and then **Scan to My OneDrive**.
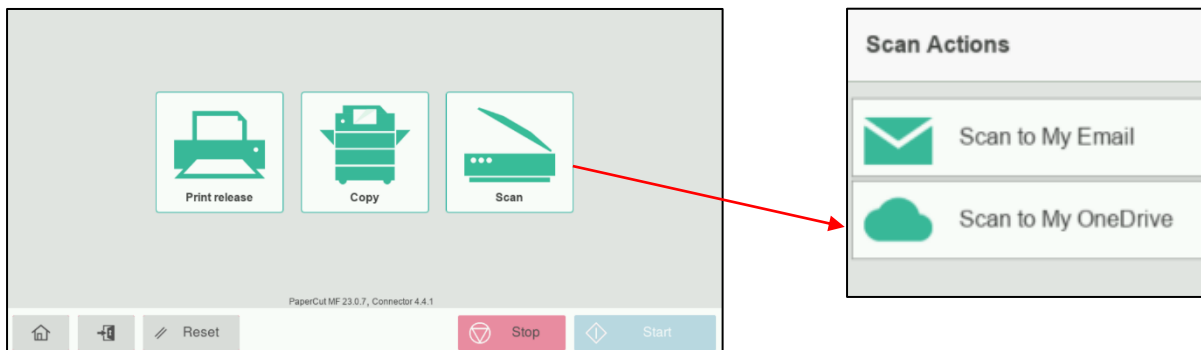
4. Select **Settings** to make any setting adjustments you require for the scan.

5. Select **Start** (the green button) to initiate the scan. When the scan is finished, collect your original document and log out of the printer. The scanned document will be sent to your University OneDrive account. Follow the remaining steps to access your scanned document.
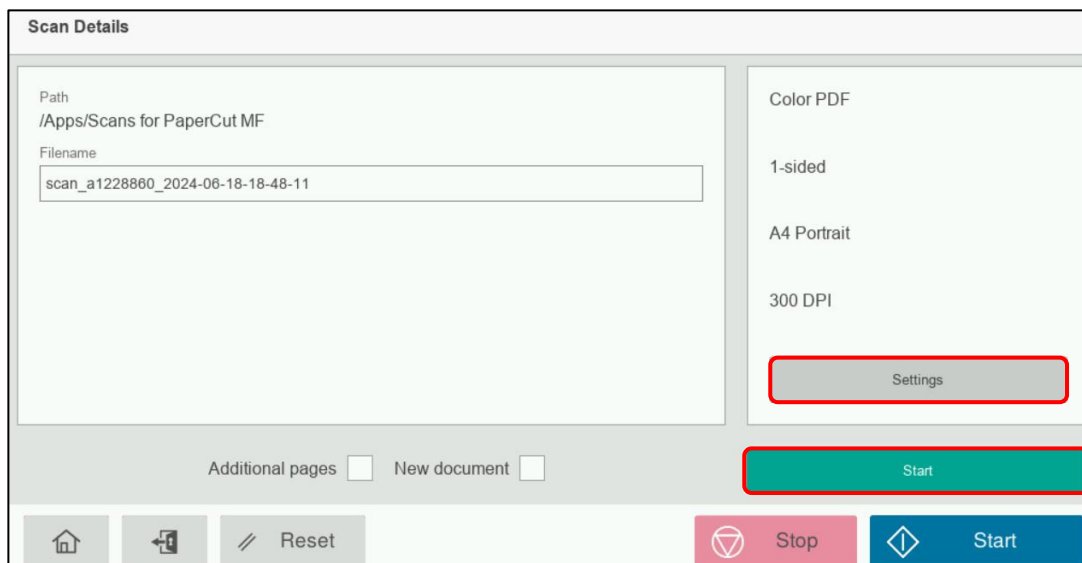
6. *(one-time only process for your first OneDrive scan)*

   After using Scan to My OneDrive for the first time, check your University mailbox for the below 'PaperCut MF' email (it might take up to 24 hours to arrive and may appear in your Spam / Junk folder). Click '**Login to OneDrive for Business**' to authorise your OneDrive account with PaperCut. If successful, the 'Fantastic!' browser page should be displayed.

   PaperCut MF

   ## Hi

   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]

   ✓

   ### Fantastic! You did it!

   You've successfully authorized Scans for PaperCut MF to upload to your OneDrive for Business account.

   Your files are uploading. If they aren't there already, they won't be far away.

7. Shortly after the 'Fantastic!' browser page is displayed (and for all future OneDrive scans you do) you will receive a 'PaperCut MF' email containing a link to your scanned document. Click the '**Go to your scan!**' button to open the scan.

   PaperCut MF

   ## Hi

   Your scan **scan_2024-06-18-15-16-07** is now waiting for you in OneDrive for Business.

   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**.

8. To access all the scans you've done to date, go to your personal OneDrive folder and navigate to the '**Scans for PaperCut MF**' folder. Below are two methods you can use to access OneDrive.

Access OneDrive via a Browser
In your preferred browser, sign into the [Microsoft OneDrive](#) site with your University credentials and navigate to '**My Files → Apps → Scans for PaperCut MF**' to find your scanned documents.
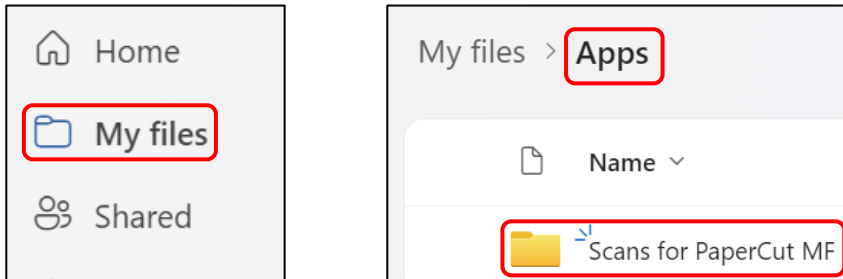
Access OneDrive via Teams
In Teams, click the three dots on the left-hand panel, click the OneDrive app and navigate to '**My Files → Apps → Scans for PaperCut MF**'.