Instructions for Scanning to OneDrive in Open Computer Labs

1) Login to the Xerox device by swiping your Warrior Card
2) Select “Scan” to scan documents to your OneDrive

3) Place your document(s) on the scanning tray
4) Select “Start” to begin scanning to OneDrive

5) Let the job process, then select “Finish”
6) Log out of the Xerox device

7) Log in to your Stan State email and click on the message with the subject: “Authorize Scans for PaperCut MF to save to your OneDrive”

* This is a one-time process and will not be required for subsequent scans
8) Click on “Login to OneDrive for Business”

9) Login to OneDrive by entering your full Stan State email, click “Next”, then enter your password
10) Click “Accept” to authorize scanning to your OneDrive

11) All scanned documents will now be sent directly to your OneDrive

11a) On lab computer, from the desktop double-click on “This PC”
11b) Click on “OneDrive - Stan State”

11c) Click on “Apps”
11d) Click “Scans for PaperCut MF”

11e) All your scanned documents will be located here