Instructions for Scanning to OneDrive in Open Computer Labs
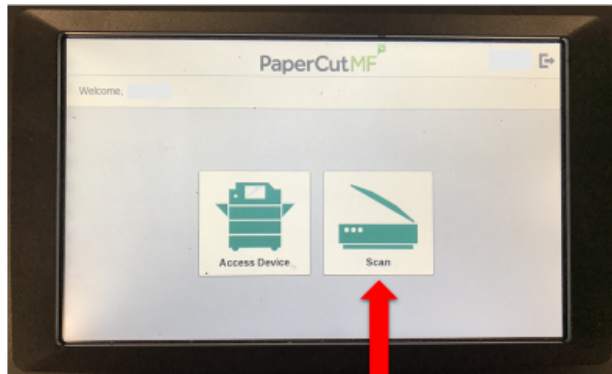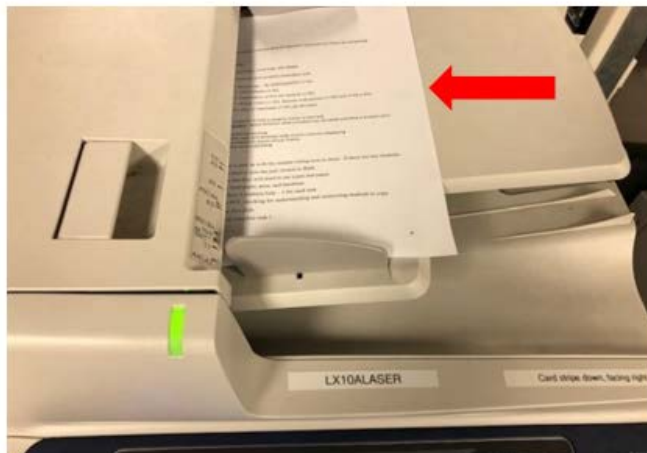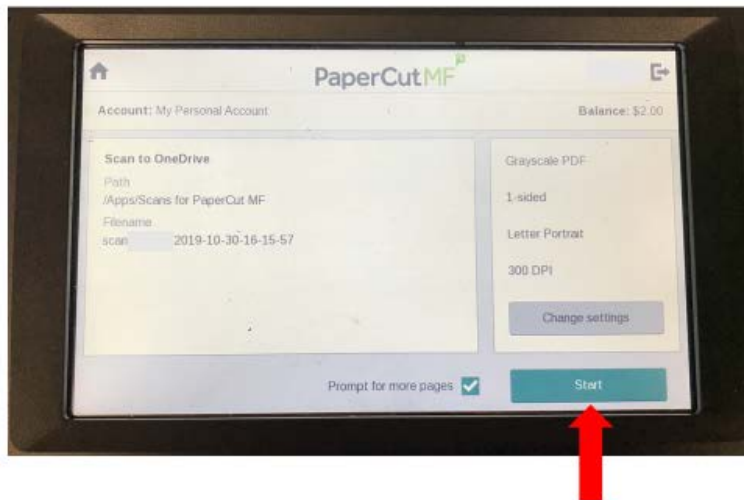
1) Login to the Xerox device by swiping your Warrior Card

2) Select "Scan" to scan documents to your OneDrive

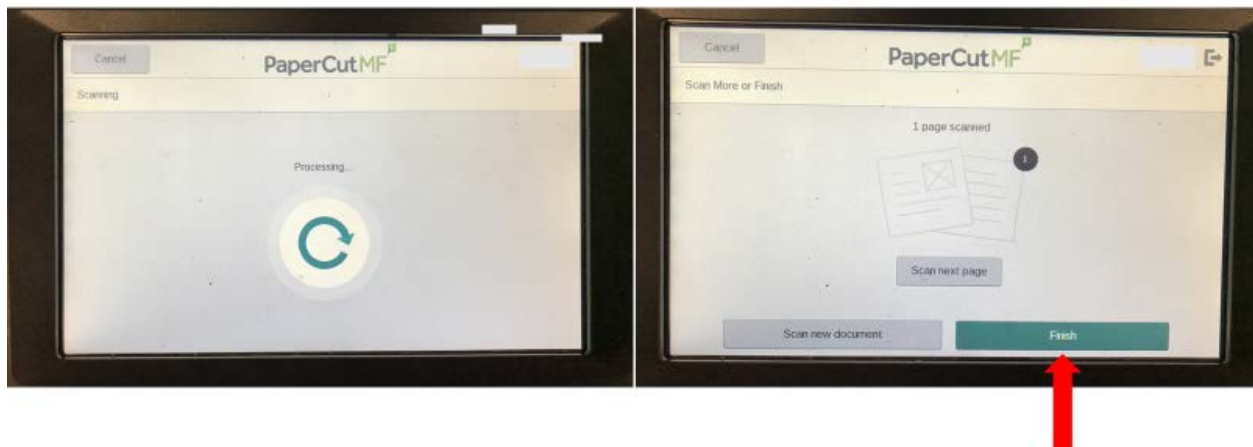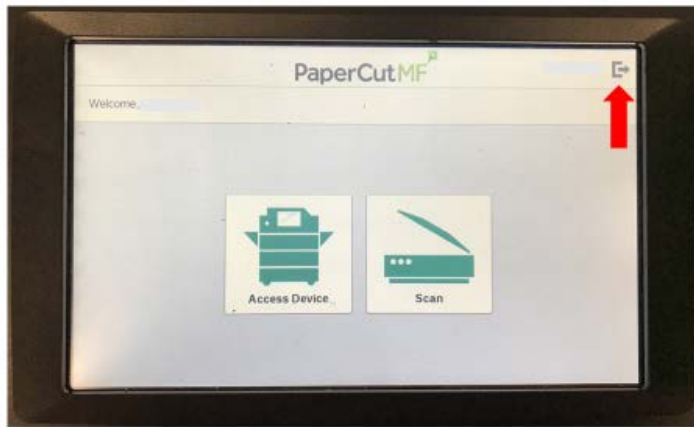
3) Place your document(s) on the scanning tray

4) Select "Start" to begin scanning to OneDrive

5) Let the job process, then select "Finish"

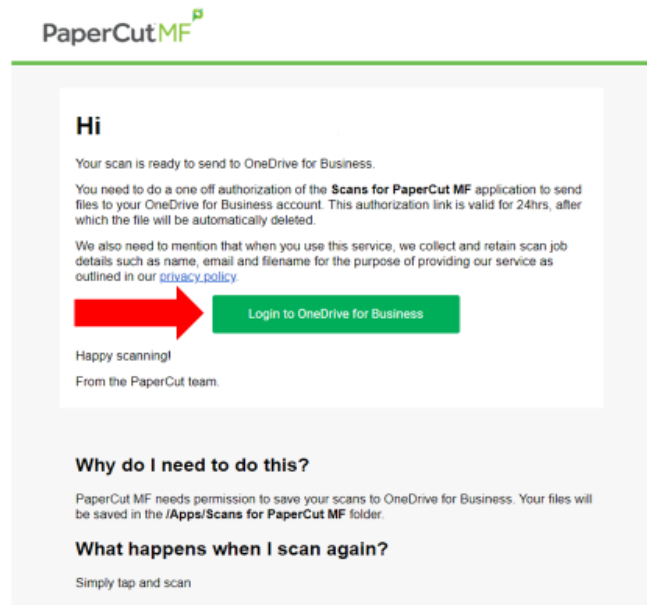6) Log out of the Xerox device

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"

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]

Happy scanning!

From the PaperCut team.

Why do I need to do this?

PaperCut MF needs permission to save your scans to OneDrive for Business. Your files will be saved in the **/Apps/Scans for PaperCut MF** folder.

What happens when I scan again?

Simply tap and scan

9) Login to OneDrive by entering your <u>full</u> Stan State email, click "Next", then enter your password
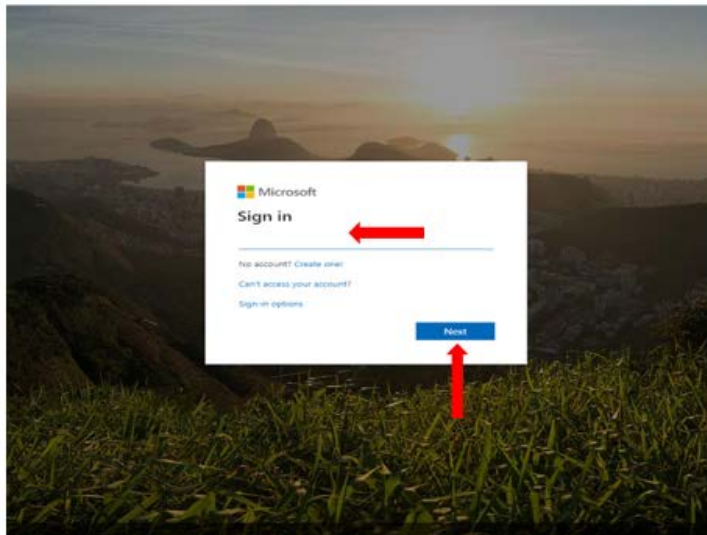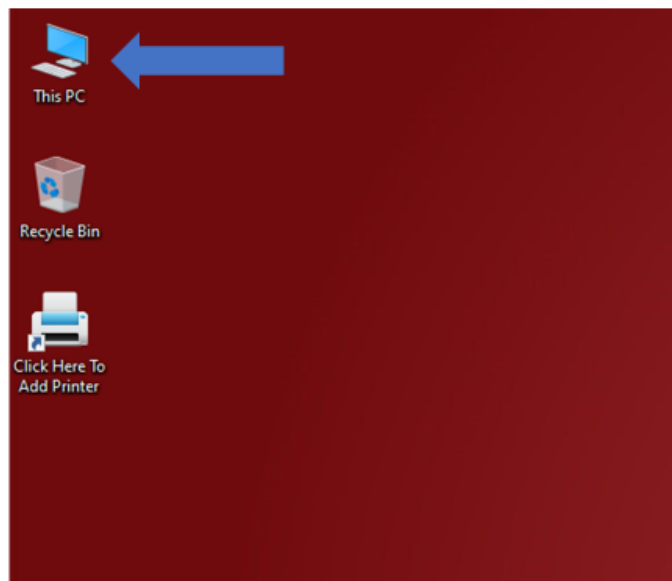
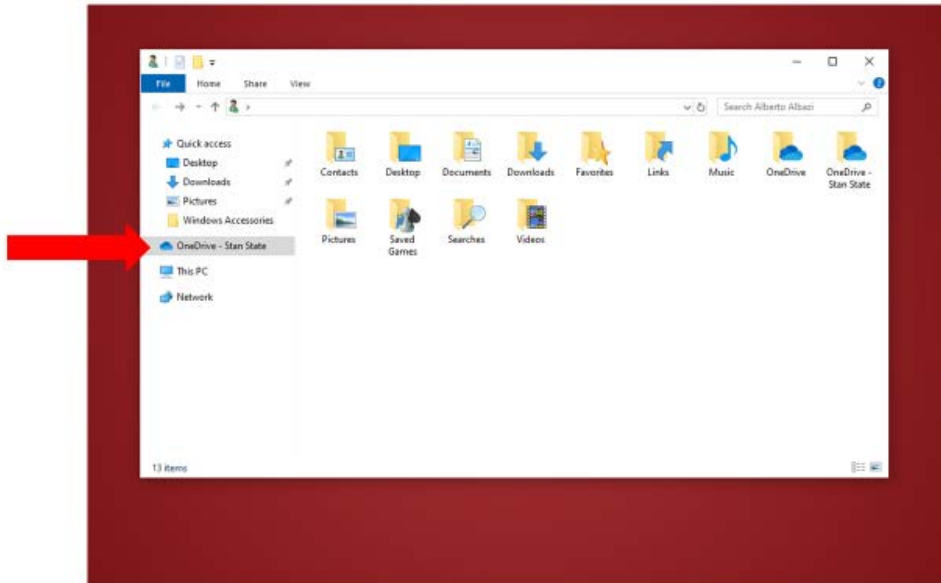## 10) Click "Accept" to authorize scanning to your OneDrive
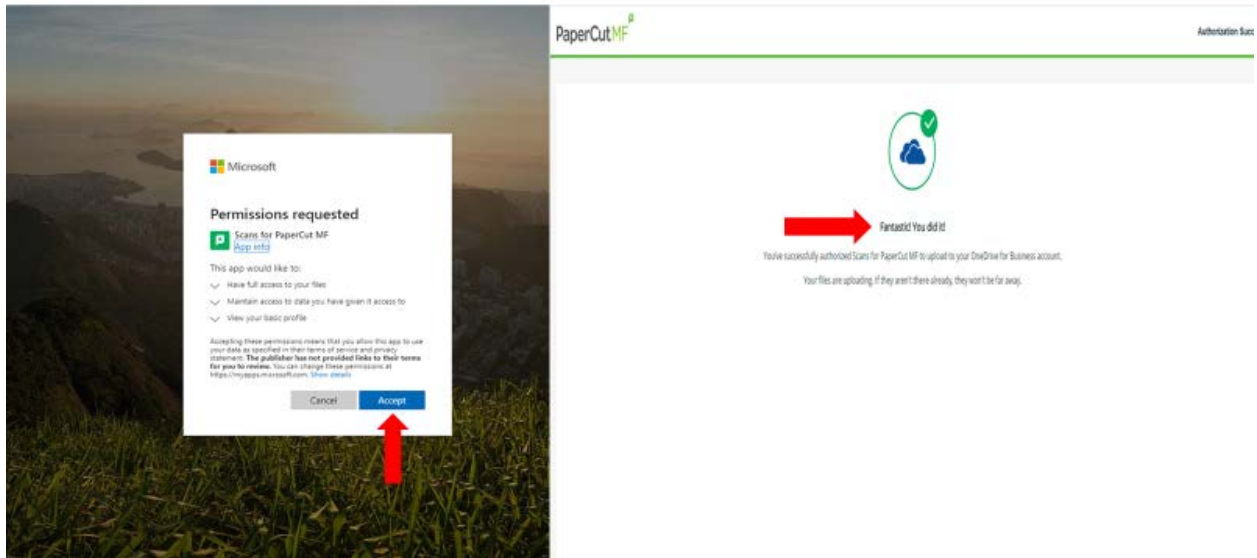
11) All scanned documents will now be sent directly to your OneDrive
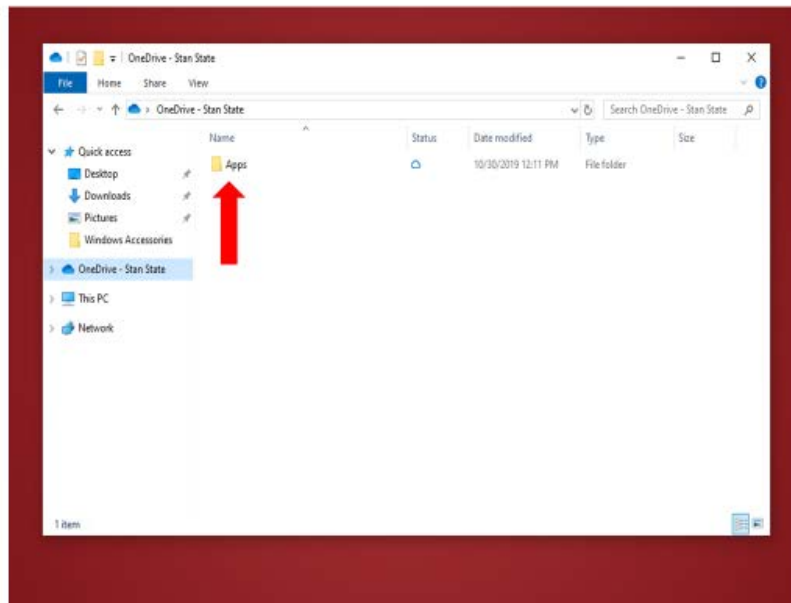
11a) On lab computer, from the desktop double-click on "This PC"
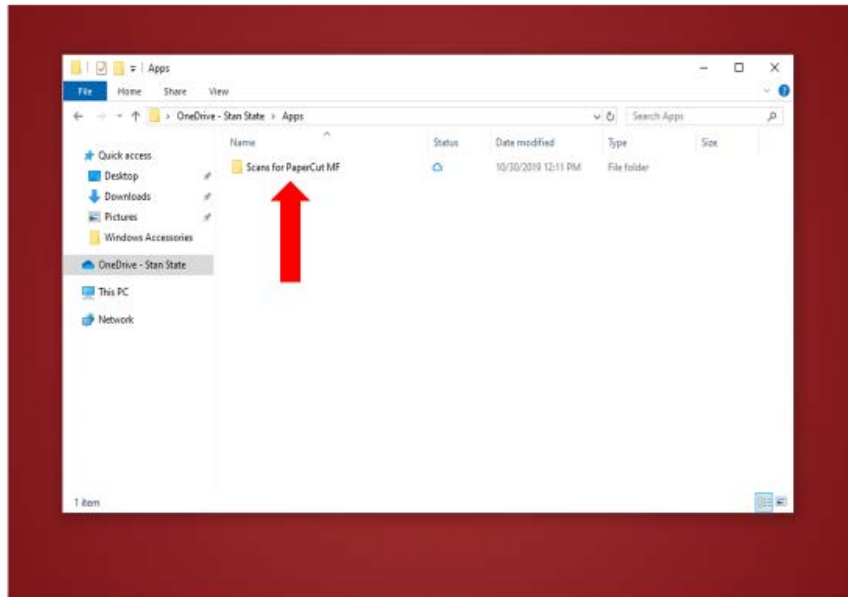
11b) Click on "OneDrive - Stan State"

11c) Click on "Apps"

11d) Click "Scans for PaperCut MF"

11e) All your scanned documents will be located here