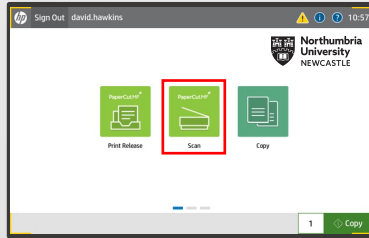
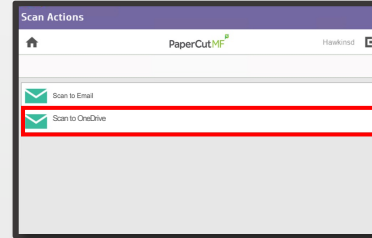


AT THE PRINTER

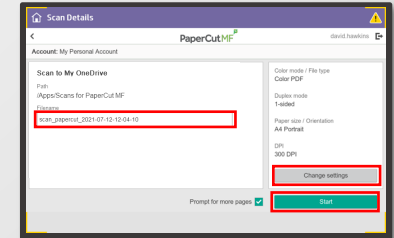
1. **Sign In** then select **Scan** from the home screen options.



2. Select **Scan To OneDrive** from the scan options



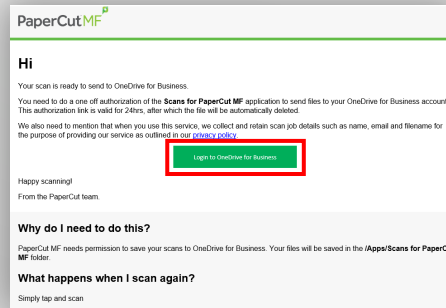
3. Change the Filename and tap **Change Settings** to change scan settings. Tap **Start**.



FIRST-TIME SET-UP

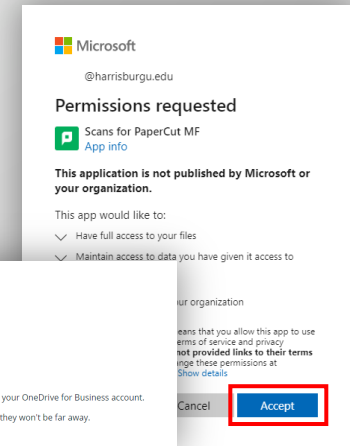
On your first scan attempt, you'll need to login to your OneDrive on your PC to grant access for **PaperCut MF** scans to go to your OneDrive folder. After you've sent your first scan you'll will receive an email with a button to login.

4. In the email, click the **Login to OneDrive for Business** button linked to your OneDrive account and login using your email address and password.



PLEASE NOTE: The link is active for 24hrs after which it will become unusable.

5. In the Permissions request dialogue box that appears, click on **Consent on behalf of your organisation** then **Accept**.



You'll then see a **Fantastic! You did it!** box appear.

