

HP MULTI-FUNCTION PRINTER ONEDRIVE POSTER GUIDE



AT THE PRINTER



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.

Hi	
Your sca	n is ready to send to OneDrive for Business.
You need This auth	I to do a one off authorization of the Scans for PaperCut ME application to send files to your OneDrive for Business account. crization link is valid for 24hrs, after which the file will be automatically deleted.
We also the purpo	need to mendion that when you use this service, we collect and refain scan job details such as name, email and filename for see of providing our service as outline in our praver policy. Legin to OxeStee for Review
Happy so	anningi
From the	PaperCut team.
Why o	to I need to do this?
PaperCu MF folde	tMF needs permission to save your scans to OneDrive for Business. Your files will be saved in the /Apps/Scans for PaperCu r.
What	happens when I scan again?
Cimelate	p and scan

5. In the Permissions request Microsoft dialogue box that @harrisburgu.edu appears, click on Consent Permissions requested on behalf of your Scans for PaperCut MF App info organisation then Accept. This application is not published by Microsoft or your organization This app would like to: Have full access to your files Maintain access to data you have given it access to You'll then ur organization see a eans that you allow this app to use ns of service and priva **Fantastic!** ovided links to their te Fantastic! You did it You did it! You've successfully authorized Scans for PaperCut MF to upload to your OneDrive for Business account. box appear. Your files are uploading. If they aren't there already, they won't be far awa

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