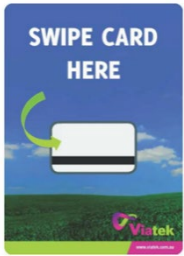



Scan to OneDrive Instructions

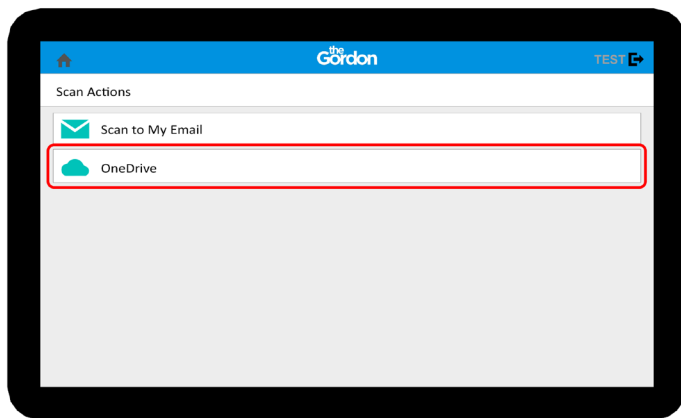


SWIPE CARD TO LOG IN

Once logged on, click **Scan**  – you will arrive in the **Scan** page (fig 1)

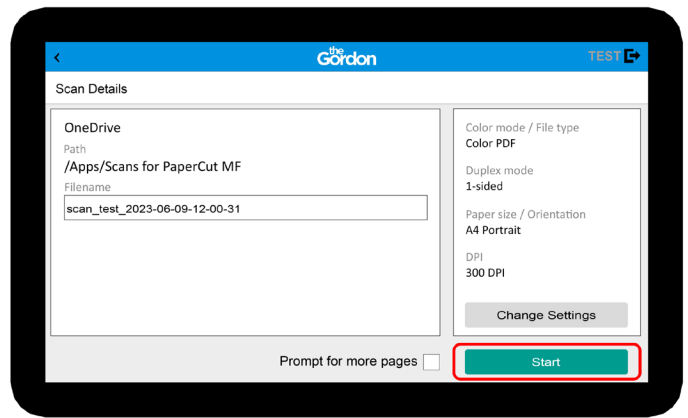
You will have the option to place your document into the **Document Feeder** or into the **Scanner Glass bed** (for odd size documents).

1. Select **OneDrive**



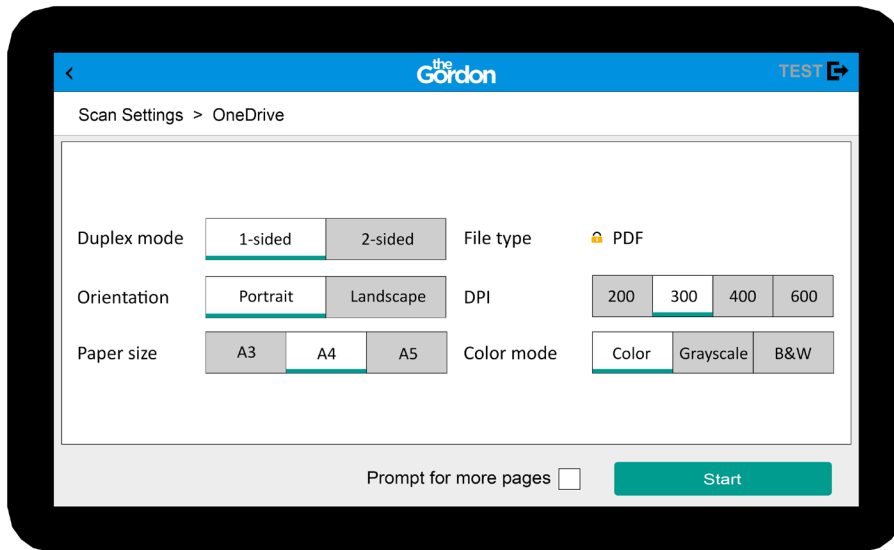
(fig 1)

2. Click **Start** (fig 2)



(fig 2)

3. If you want to **change the settings** (fig 3) prior to scanning click



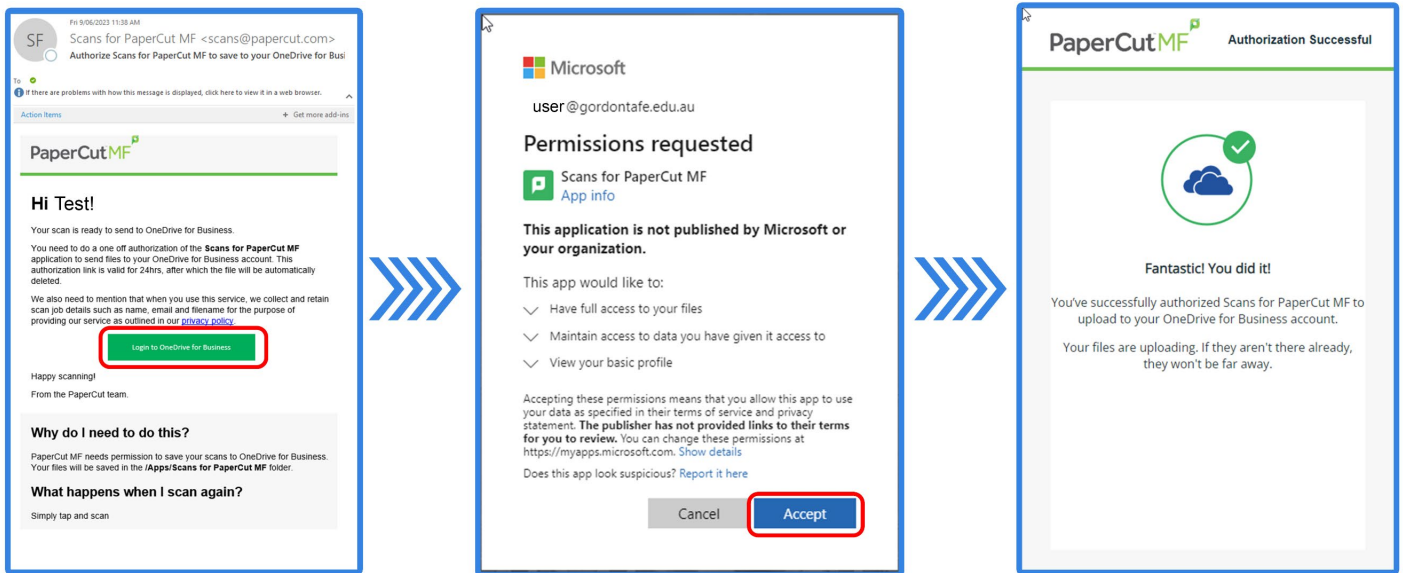
(fig 3)

When happy with the changes click  **Start** to start scanning.

4. Initially you will be prompted to authenticate **PaperCut**.

(The authentication process is only required once per user.)

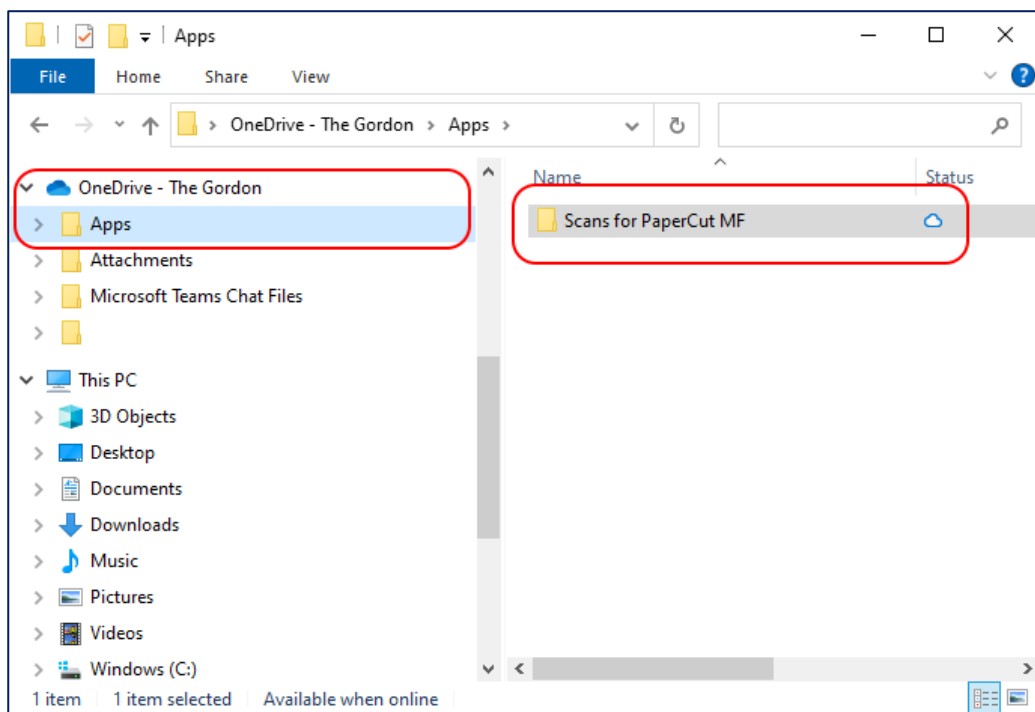
Open your **Gordon Email** and **accept** the permissions requested by **PaperCut**.
Follow the steps below from left to right (Fig 4)



(Fig 4)

5. **Scan Completed!** You can locate all of your OneDrive completed scans when you navigate to:

C:\Users\user\OneDrive - The Gordon\Apps (fig 5)



(fig 5)