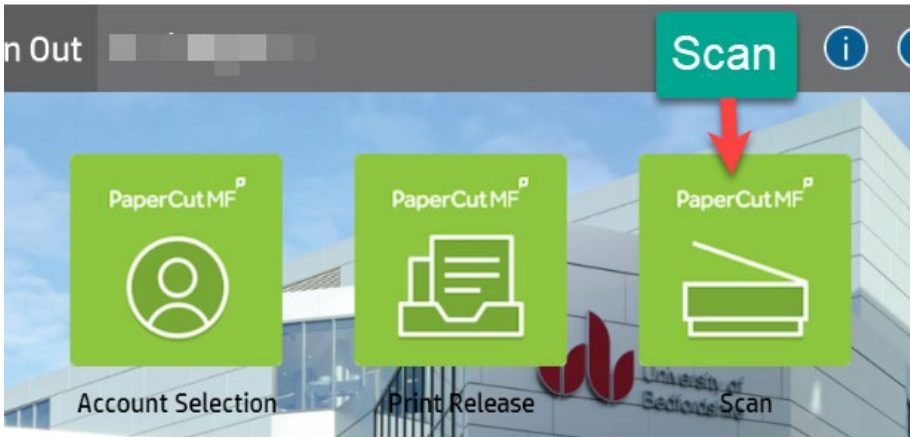


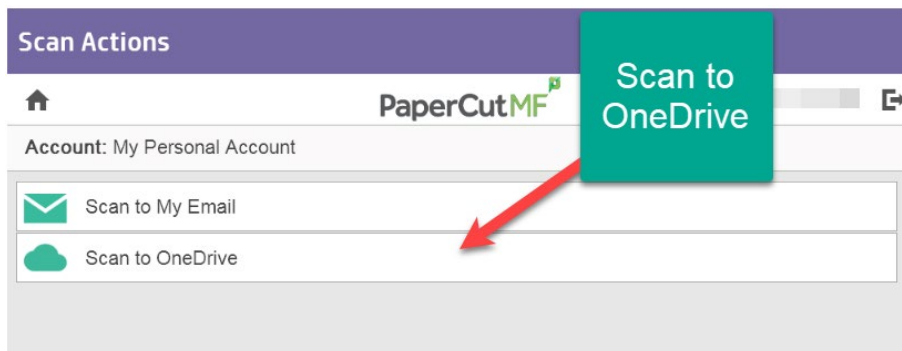
# Scan to OneDrive

## Scanning documents to your UoB OneDrive account

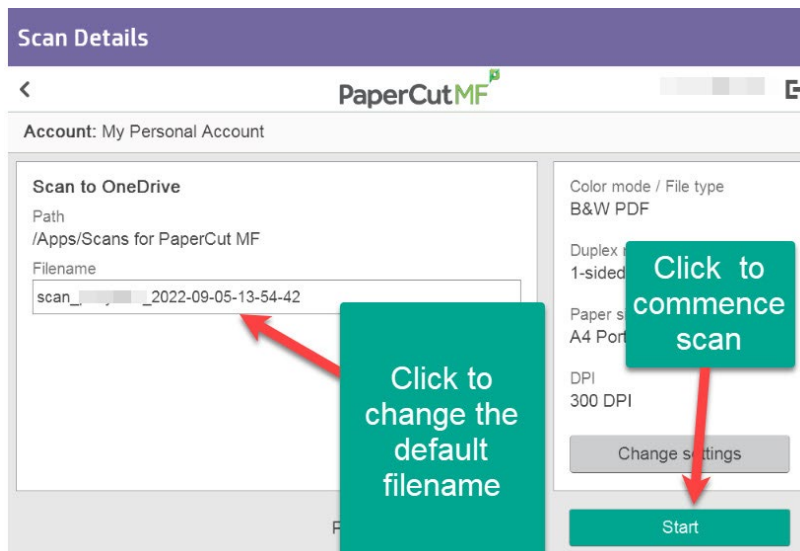
1. After swiping your card at the device select the scan option.



2. Select Scan to OneDrive.



3. Here you can change the default filename to one of your own.



- By clicking on Change settings, you can change the scan options such as document size, resolution etc

Scan Settings > Scan to OneDrive

Duplex mode	<input checked="" type="radio"/> 1-sided <input type="radio"/> 2-sided	File type	<input checked="" type="radio"/> PDF <input type="radio"/> JPEG <input type="radio"/> DOCX
Orientation	<input checked="" type="radio"/> Portrait <input type="radio"/> Landscape	DPI	<input type="radio"/> 200 <input checked="" type="radio"/> 300 <input type="radio"/> 400 <input type="radio"/> 600
Paper size	<input type="radio"/> A3 <input checked="" type="radio"/> A4 <input type="radio"/> A5	Color mode	<input type="radio"/> Color <input type="radio"/> Grayscale <input checked="" type="radio"/> B&W

- When you click Start, your document will be scanned and processed. You may receive a confirmation email which will ask you to authenticate and one with a link to your scanned file(s).

Hi [redacted]

Your scan [redacted]\_2022-09-05-14-09-51 is now waiting for you in OneDrive for Business.

If you want to go straight to it, just click the button below.

[Go to your scan!](#)

Or, you can find it in OneDrive for Business under **/Apps/Scans for PaperCut MF**.

Happy scanning!

From the PaperCut team.