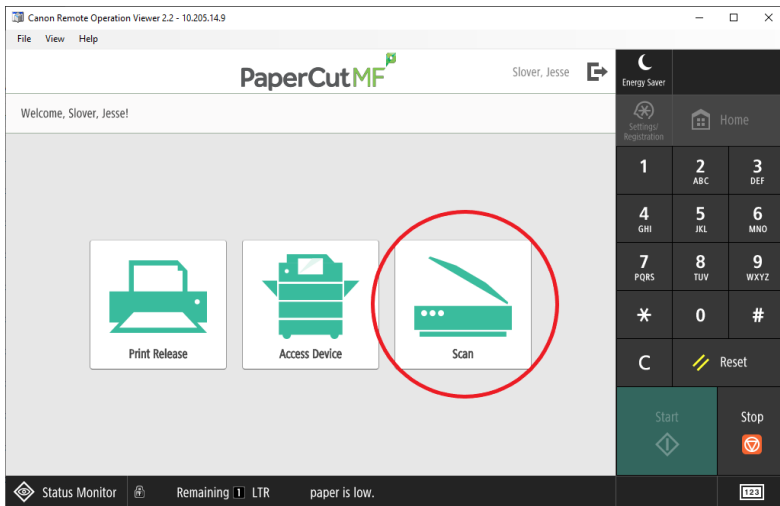


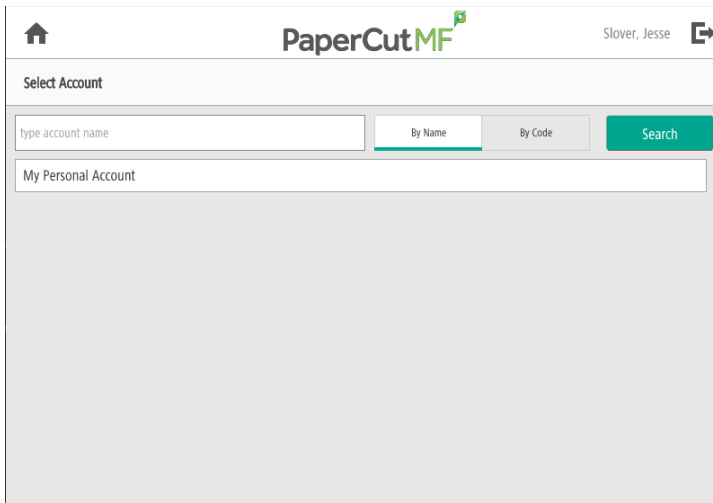
# PaperCut: Scan

This page outlines the different options for scanning within PaperCut.

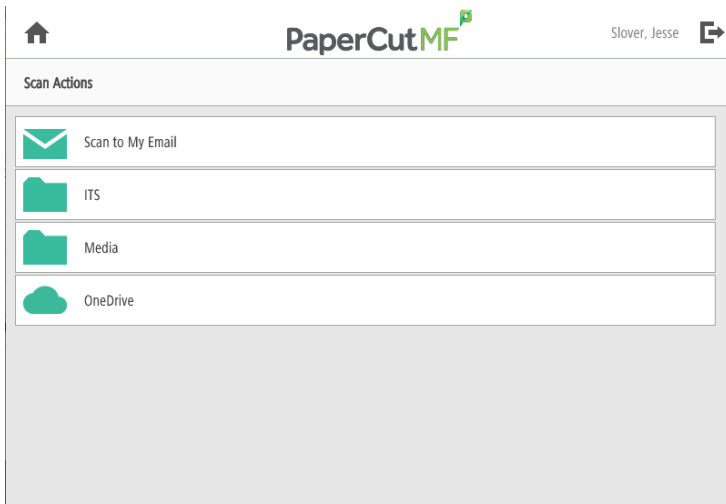
Login into the printer and select 'Scan'



Choose which account you want to bill (If Applicable)



Then choose the location you want to scan to



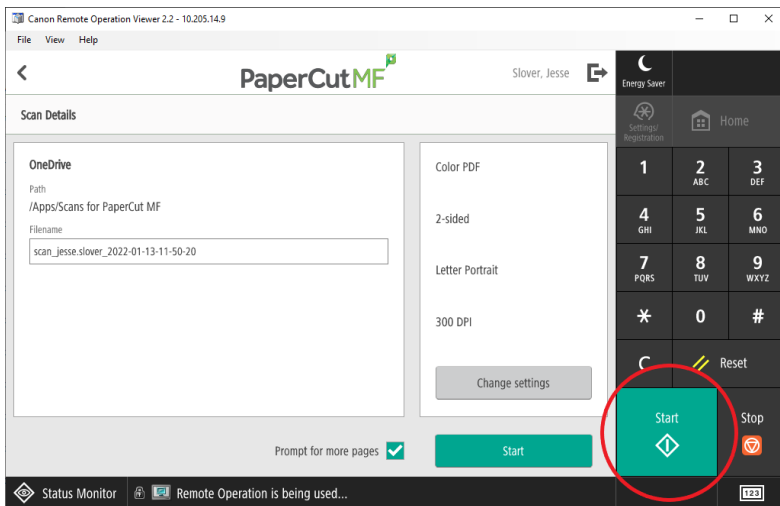
## One Drive:

Follow these steps to authorize PaperCut to scan to your OneDrive.

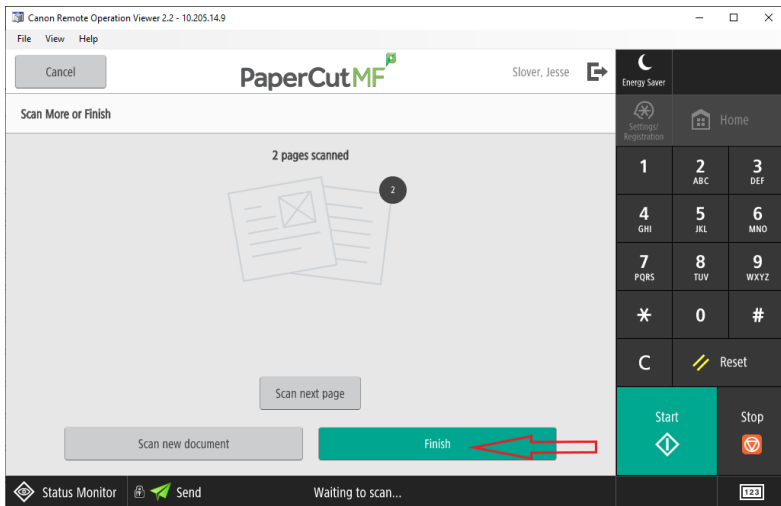
PaperCut will create and utilize the following path for scans: \OneDrive - Princeton Theological Seminary\Apps\Scans for PaperCut MF\

You will also receive an email confirmation each time a scan is successfully sent, and it will contain a link to view the scan.

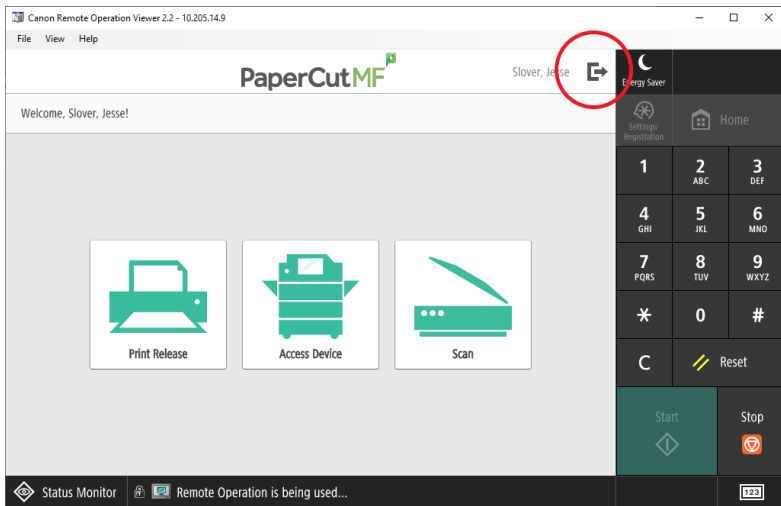
Change the name of the document and adjust any settings you wish to, then tap 'Start'



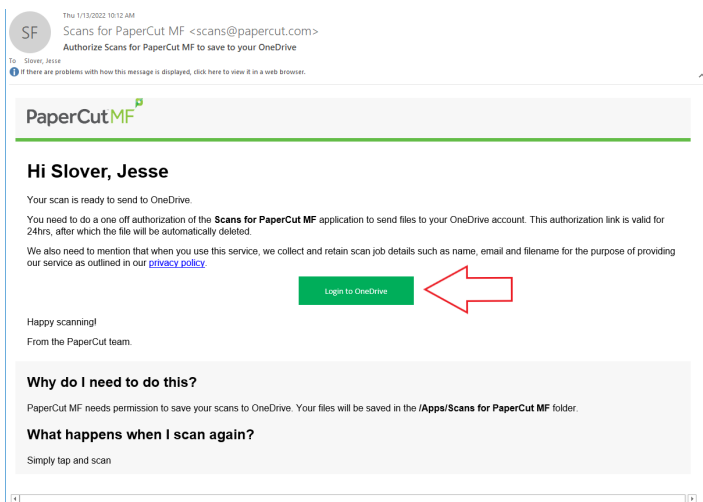
Once your scan completes, click 'Finish'



Be sure to log out of the printer before leaving



The first time you complete a Scan to OneDrive, you'll receive an Authorization Request email. All you have to do is click the 'Login to OneDrive' link in the email and sign in to authorize PaperCut to access your OneDrive.



**Departmental Share:**

You can change the name of the file and edit settings

The screenshot shows the PaperCutMF Scan Details interface. At the top, there is a back arrow, the PaperCutMF logo, and the user name 'Slover, Jesse' with a share icon. Below this is a 'Scan Details' header. The main area is divided into two columns. The left column is titled 'ITS' and contains a 'Filename' field with the text 'scan\_jesse.slover\_2022-02-16-10-31-06'. The right column contains settings: 'Color PDF', '2-sided', 'Letter Portrait', and '300 DPI'. Below these settings is a 'Change settings' button. At the bottom of the interface, there is a 'Prompt for more pages' label with a red arrow pointing right, and a green 'Start' button.

## Scan to Email:

You can change the name of the file and edit settings

The screenshot shows the PaperCutMF Scan Details interface for 'Scan to Email'. At the top, there is a back arrow, the PaperCutMF logo, and the user name 'Slover, Jesse' with a share icon. Below this is a 'Scan Details' header. The main area is divided into two columns. The left column is titled 'Scan to My Email' and contains fields for 'To' (jesse.slover@ptsem.edu), 'Subject' (Your scan (Scan to My Email)), and 'Filename' (scan\_jesse.slover\_2022-02-16-10-34-20). The right column contains settings: 'Color PDF', '2-sided', 'Letter Portrait', and '300 DPI'. Below these settings is a 'Change settings' button. At the bottom of the interface, there is a 'Prompt for more pages' label with a red arrow pointing right, and a green 'Start' button.

Use included articles to learn about our new print service, PaperCut!

- [PaperCut](#)
- [Register your ID Badge](#)
- [Setup for macOS](#)
- [Setup for Windows](#)
- [Web Printing](#)
- [Charging a Departmental Print Code](#)
- [Retrieve 'Follow You' Print Jobs](#)
- [Copy](#)
- [Scan](#)
- [Sign-In Options](#)