

Scanning to Email and OneDrive

To start you may log in with your user name and password, OR swipe your Neumann ID card in the card reader to log in

PaperCutMF[®]

Please swipe your card or enter your username and password.



Username

Password

Log In

PaperCut MF 18.3.4

Select **SCAN**

PaperCutMF[®]

Copy 1 - Admin

Log Out

Welcome.



Device functions




Scan

PaperCut MF 18.3.4

Here select where you want the scanned document to be sent to

< Home PaperCut MF ^P Log Out

Account: Personal Account Balance:

 Scan to my email (PDF)

 Scan to OneDrive

You will then be prompted to rename the file you are sending to either your **email or OneDrive**, then press **START**

< Back PaperCut MF ^P Log Out

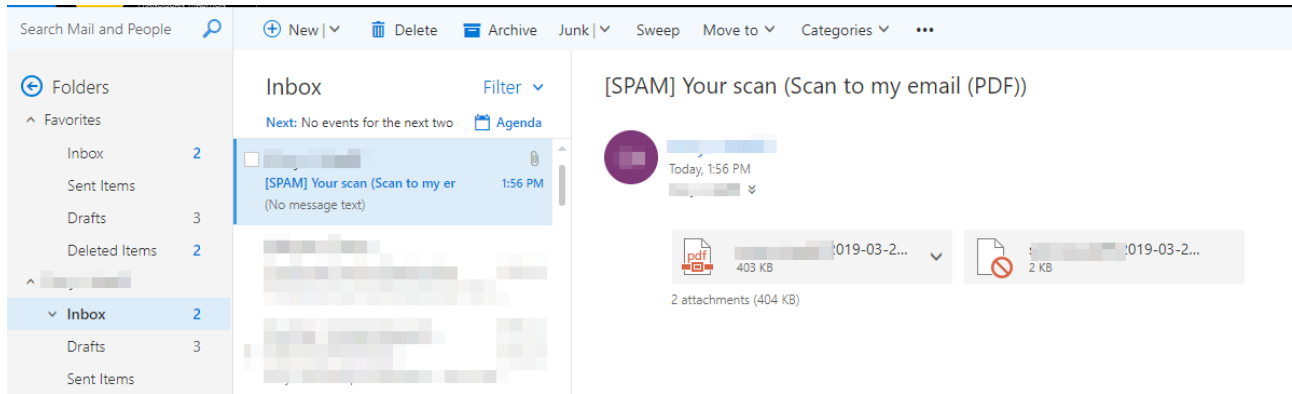
Path

Filename

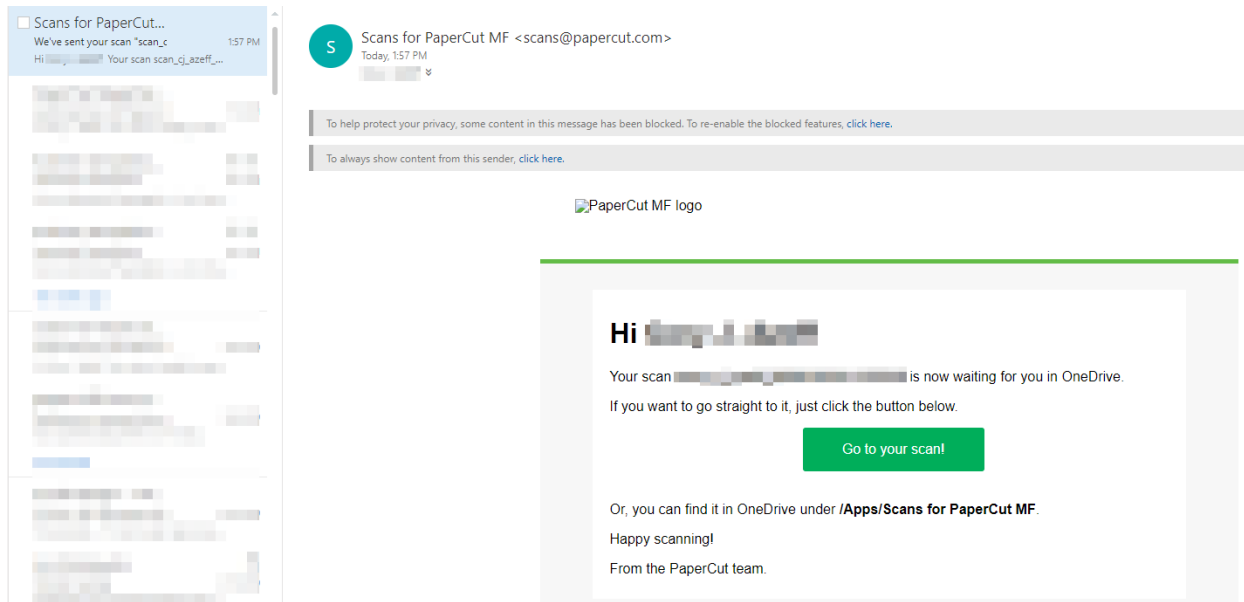
- » Color PDF
- » 1-sided
- » Letter Portrait
- » 300 DPI

Once completed you should then select **LOG OUT**

If you selected for the document to be sent to your email, it will show up as a new email in your inbox.



If you selected for the file to go to your OneDrive, you will first receive a confirmation email. You may select **GO TO YOUR SCAN** from here.



* You may also access your OneDrive

Once you enter OneDrive, your file will be located in the APPS folder

Name	Modified	Modified By	File Size	Sharing
Apps	33 minutes ago			Private
Attachments	January 10, 2018			Private
Email attachments	September 11, 2017			Private

Drag files here to upload

Within the apps folder you will see a Scans for PaperCut MF folder, here is where your scanned document is

Files > Apps

Name	Modified	Modified By	File Size	Sharing
Scans for PaperCut MF	43 minutes ago	Cory J. Azeff		Private

Drag files here to upload



Name	Modified	Modified By	File Size	Sharing
scan_2019-03-20-13-55...	43 minutes ago		140 KB	Private

Drag files here to upload