# Scanning at Hertford College

Hertford College copiers also provide scanning facilities.

Go to a copier; tap your Bod Card against the card reader to login automatically.



If don't have your Bod card on you then log in using your printer ID number.
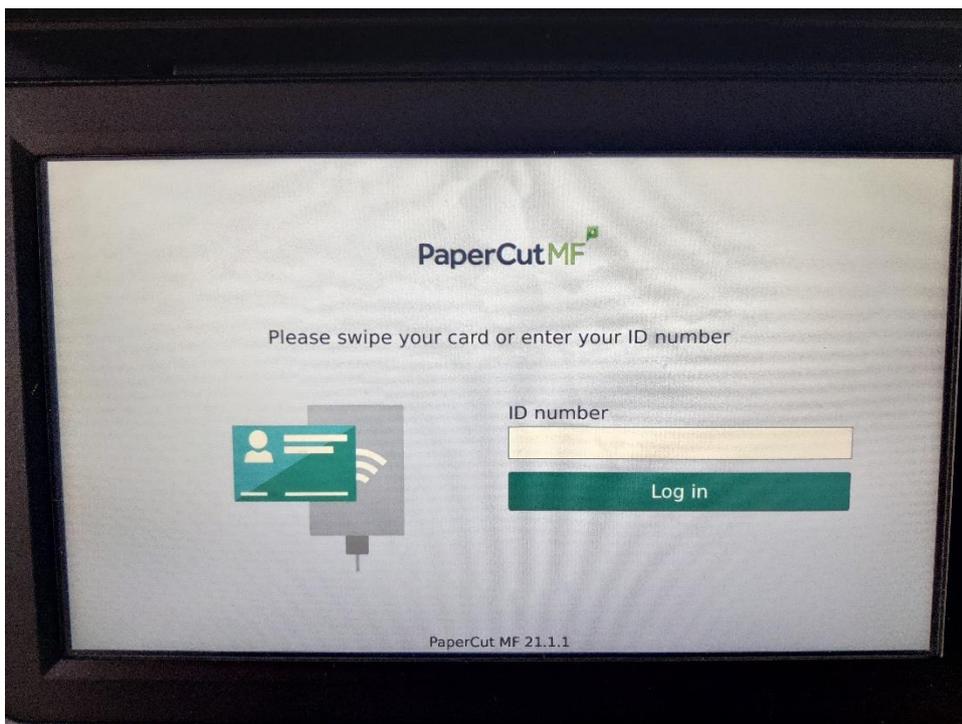


You are then presented with the Papercut welcome screen:
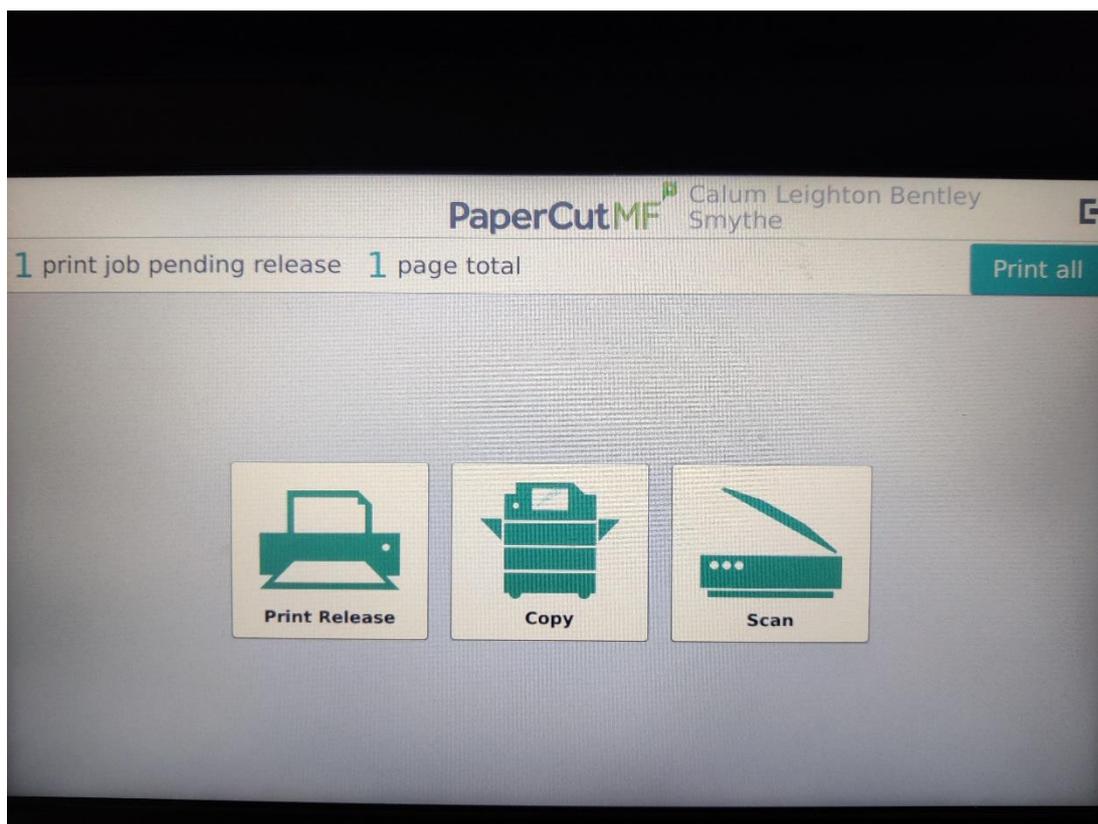
Press **Scan** to enter the scanning menu:
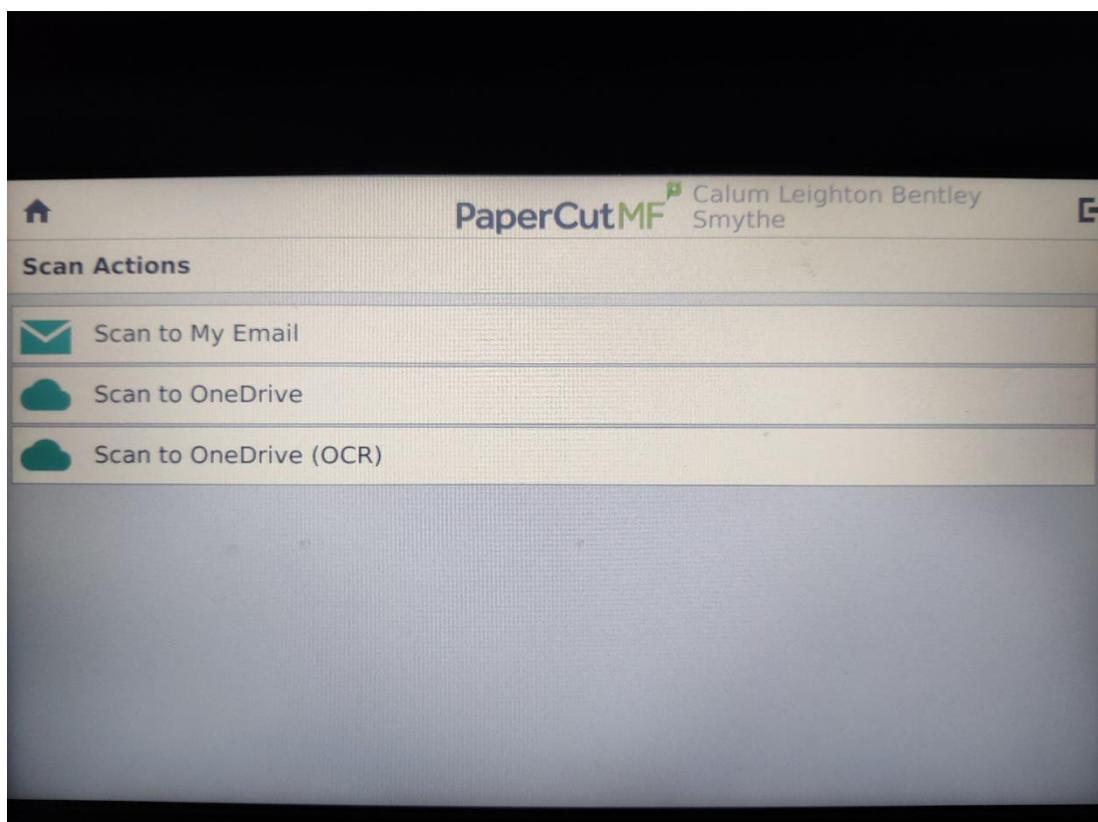
# Scan to email

Press **Scan to My Email**
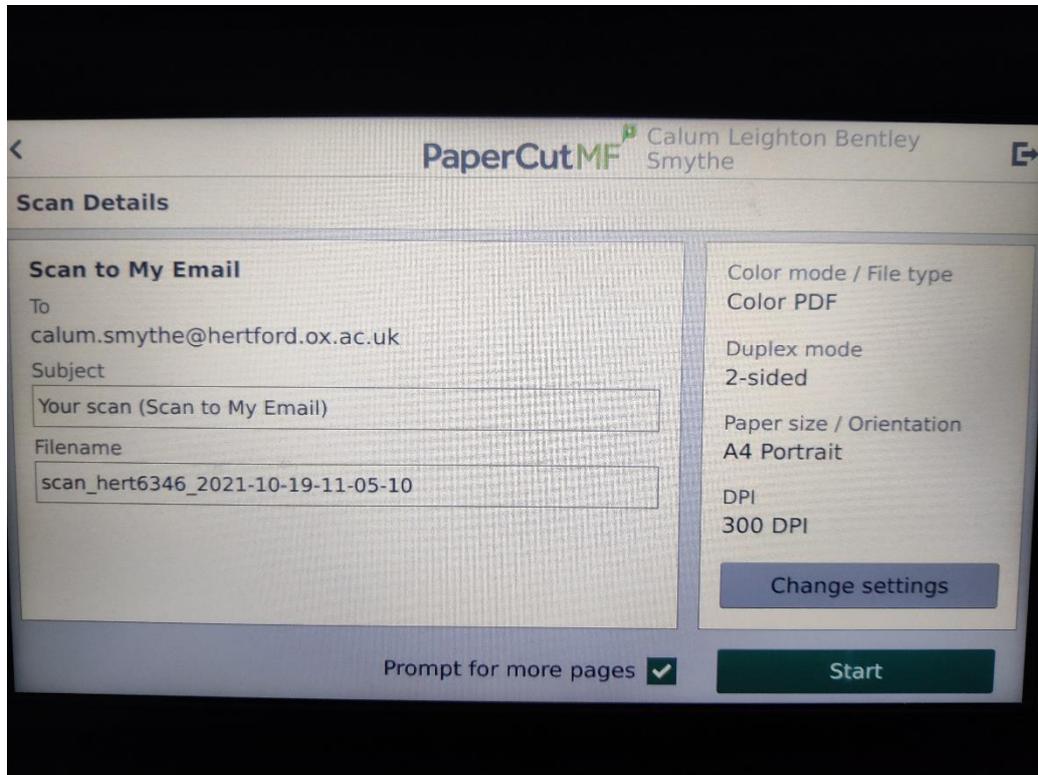


Your email address is automatically filled and cannot be changed.

The Subject of the email, attachment Filename and scan settings can be amended as needed.

The maximum size for scans sent to email is 20MB.  If you are scanning a large document you may need to reduce the resolution (DPI settings) or scan in sections.

Press **Scan** to scan your document which will be delivered to your email.

# Scan to OneDrive

Papercut can send scans directly to your University OneDrive.  There is also the option to have Optical Character Recognition (OCR) applied to the scan, resulting in a searchable PDF file.  The maximum size for scans sent to OneDrive is 40MB.

Press **Scan to OneDrive** or **Scan to OneDrive (OCR)**
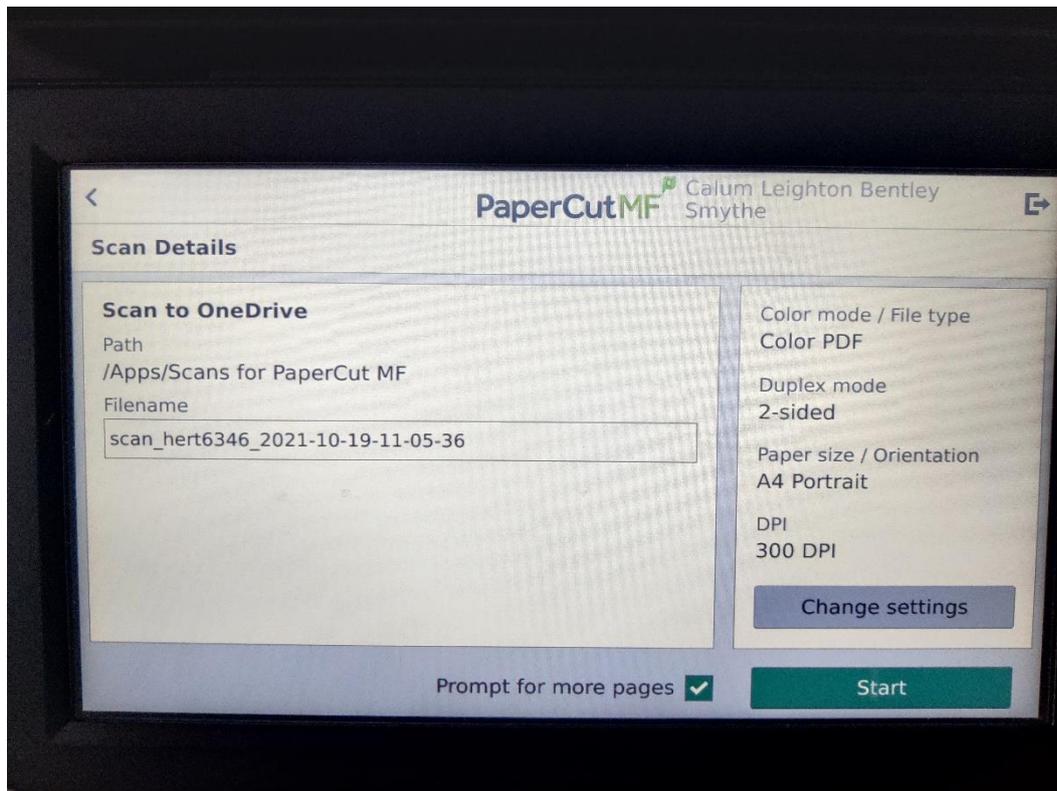


The Path is the folder in OneDrive where your scan will be saved and cannot be changed. The Filename and scan Settings can be amended as needed.

Press **Scan** to scan your document.

The first time you use the service you will receive an email from scans@papercut.com asking you to authorise access to your OneDrive.

Click the link **Login to OneDrive for Business** then log in with your SSO account to authorise access to your OneDrive.

After this initial authorisation subsequent scans will be automatically saved to the Apps\Scans for PaperCut MF\ folder in your OneDrive.

You will be sent an email from scans@papercut.com when your scan is ready.

When you are finished scanning press **Log out** (the button in the top right of the screen)**.**