



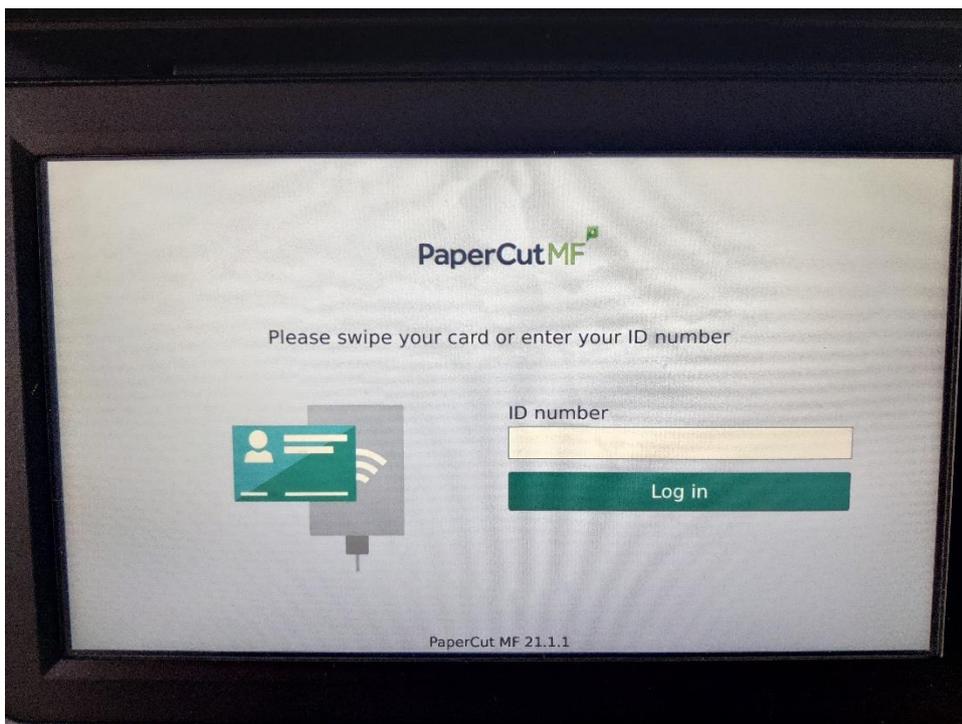
Scanning at Hertford College

Hertford College copiers also provide scanning facilities.

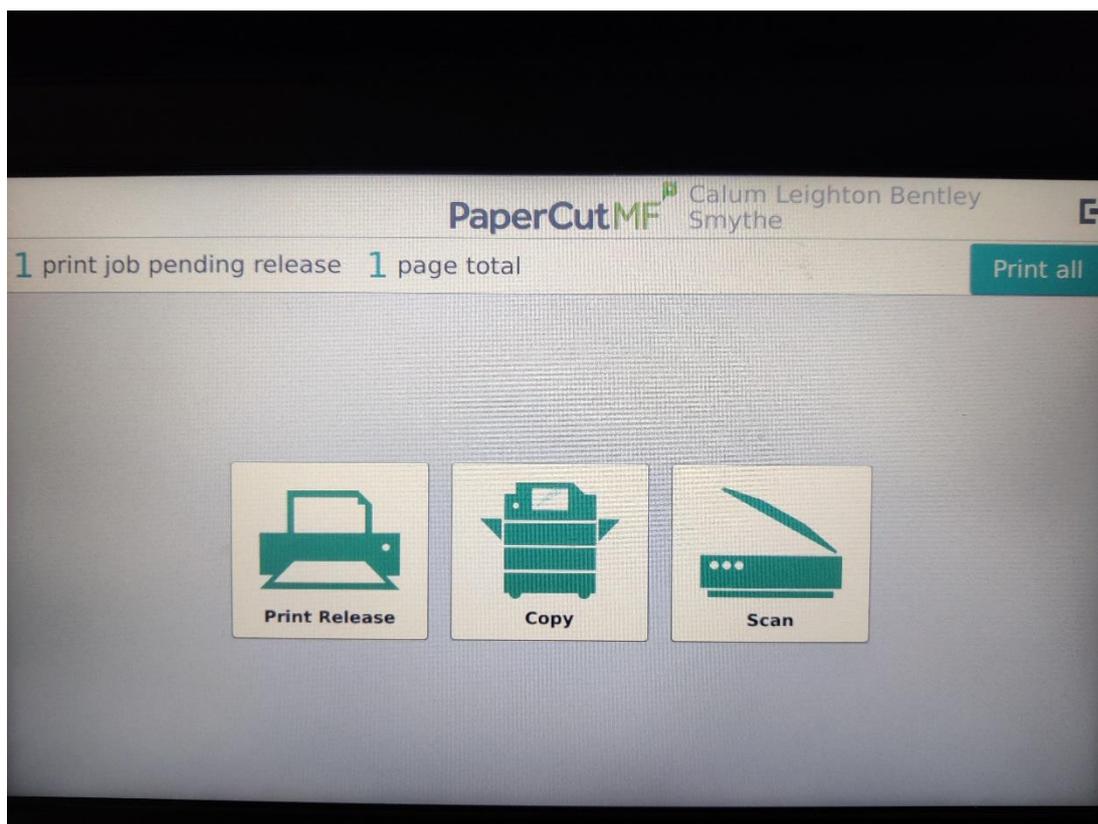
Go to a copier; tap your Bod Card against the card reader to login automatically.



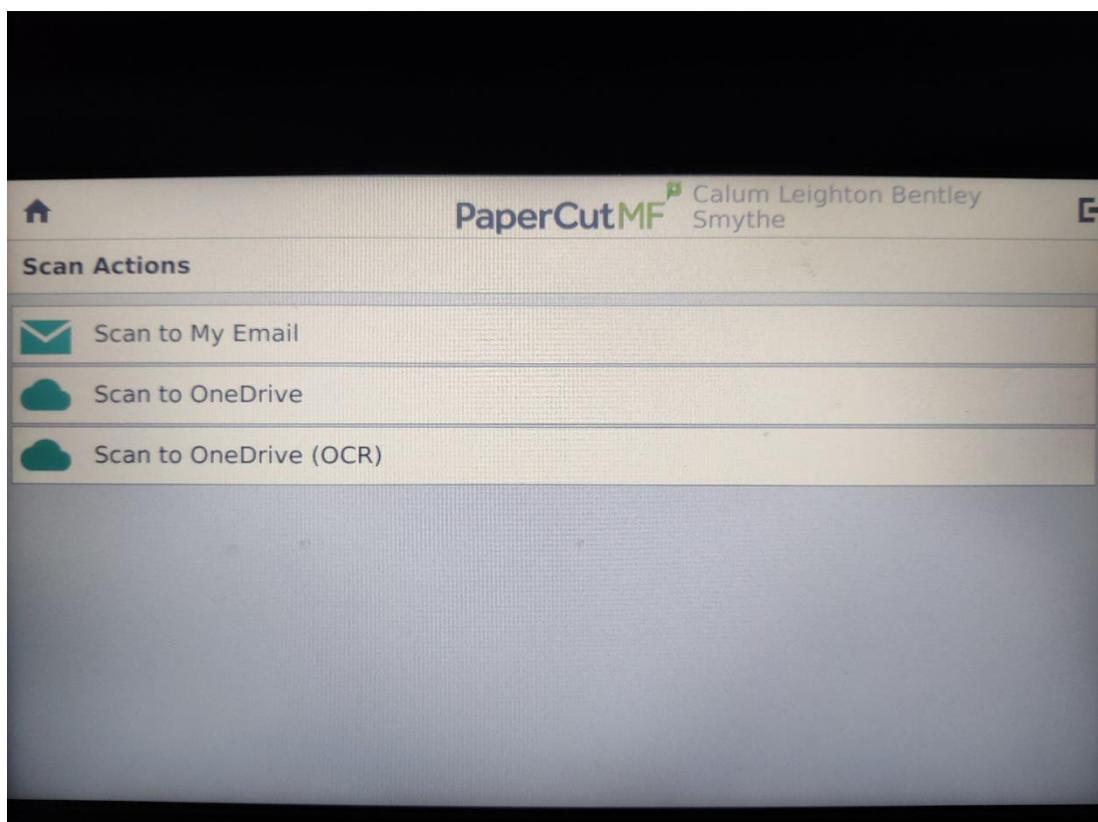
If don't have your Bod card on you then log in using your printer ID number.



You are then presented with the Papercut welcome screen:



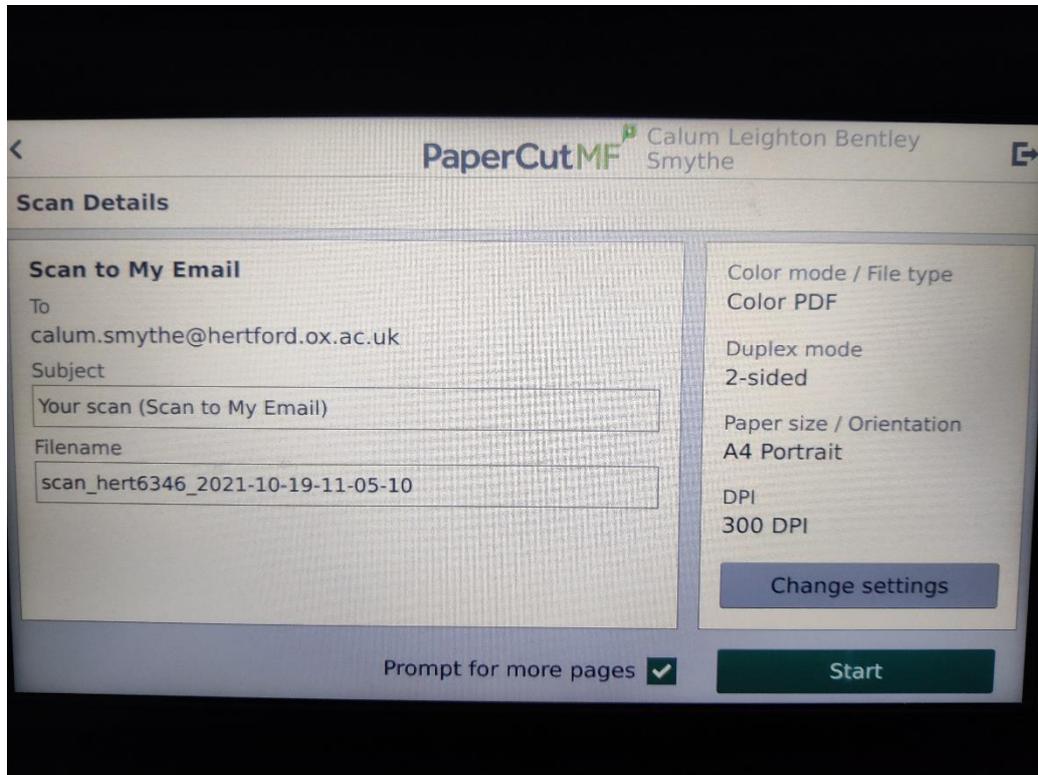
Press **Scan** to enter the scanning menu:





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.

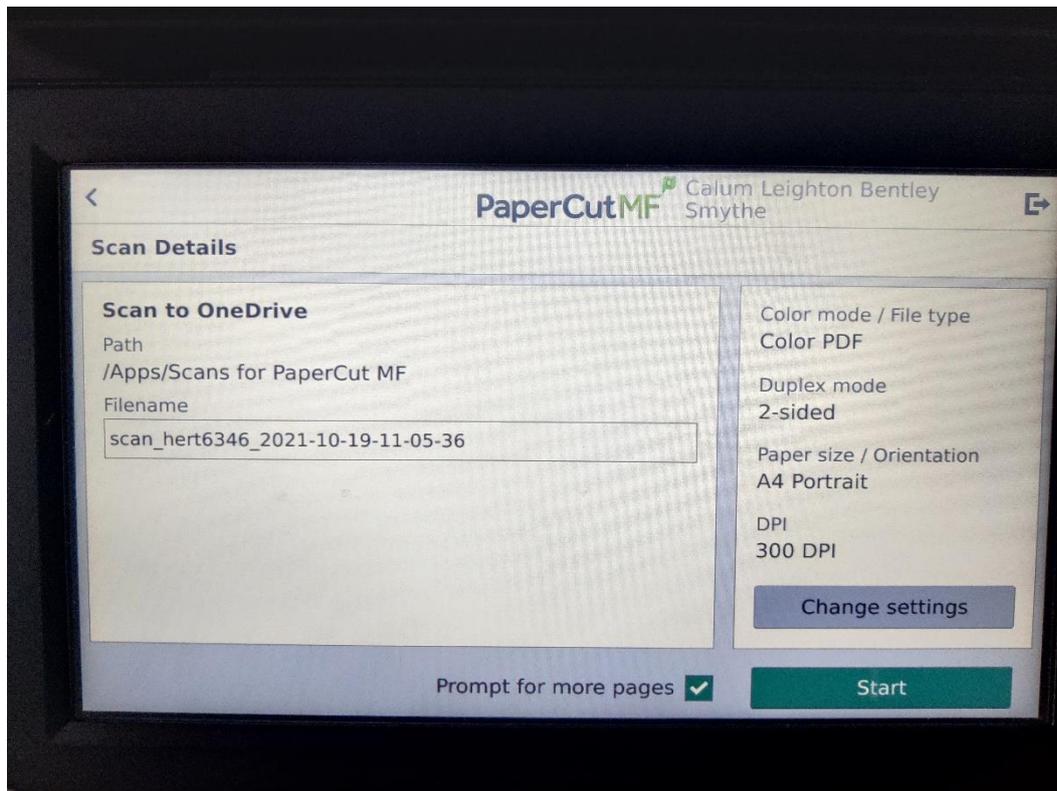
Press **Scan** to scan your document which will be delivered to your email.



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.



Authorize Scans for PaperCut MF to save to your OneDrive for Business - Message (HTML)

File Message Help Kofax PDF Tell me what you want to do

Helpdesk Mark Unread Find Zoom

Authorize Scans for PaperCut MF to save to your OneDrive for Business

SF Scans for PaperCut MF <scans@papercut.com>
To Stewart Tolhurst

Reply Reply All Forward

Fri 14/08/2020 16:00

if there are problems with how this message is displayed, click here to view it in a web browser.

Hi Stewart Roy Tolhurst

Your scan is ready to send to OneDrive for Business.

You need to do a one off authorization of the **Scans for PaperCut MF** application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted.

We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our [privacy policy](#).

[Login to OneDrive for Business](#)

Happy scanning!
From the PaperCut team.

Why do I need to do this?

PaperCut MF needs permission to save your scans to OneDrive for Business. Your files will be saved in the **/Apps/Scans for PaperCut MF** folder.

What happens when I scan again?

Simply tap and scan

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.



The screenshot shows a Microsoft Edge browser window displaying an email. The address bar shows the URL "We've sent your scan 'scan_ball4118_2020-08-14-16-0...". The email header includes the sender "Scans for PaperCut MF <scans@papercut.com>" and the recipient "To Stewart Tolhurst", dated "14/08/2020". The email body features the PaperCut MF logo, a greeting "Hi Stewart Roy Tolhurst", and a message stating that a scan "scan_ball4118_2020-08-14-16-04-58" is available in OneDrive for Business. A green button labeled "Go to your scan!" is provided. The email concludes with "Happy scanning!" and "From the PaperCut team." The bottom of the screenshot shows a scrollbar.

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