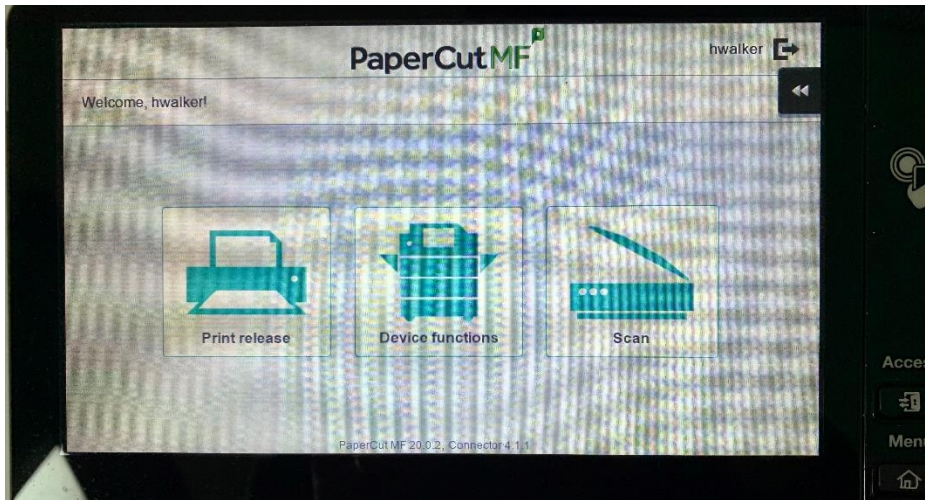
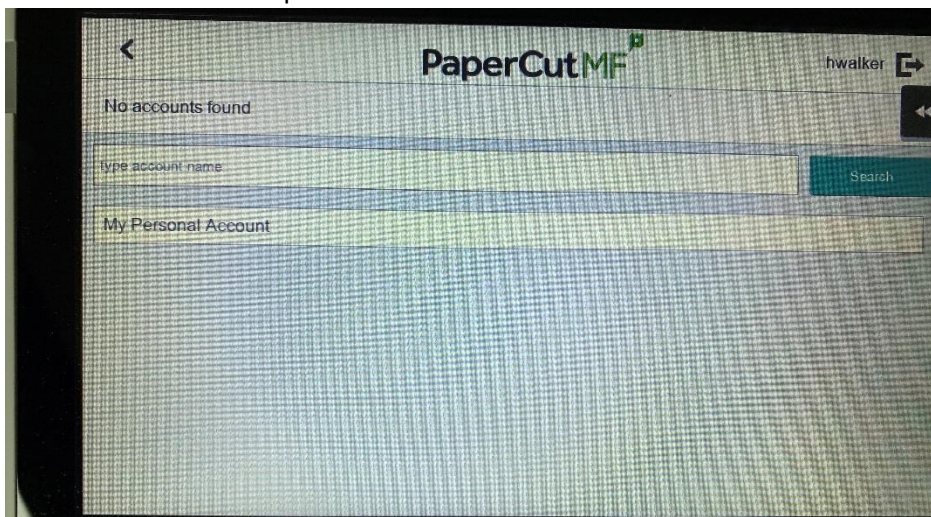


Guide: Scan to Cloud

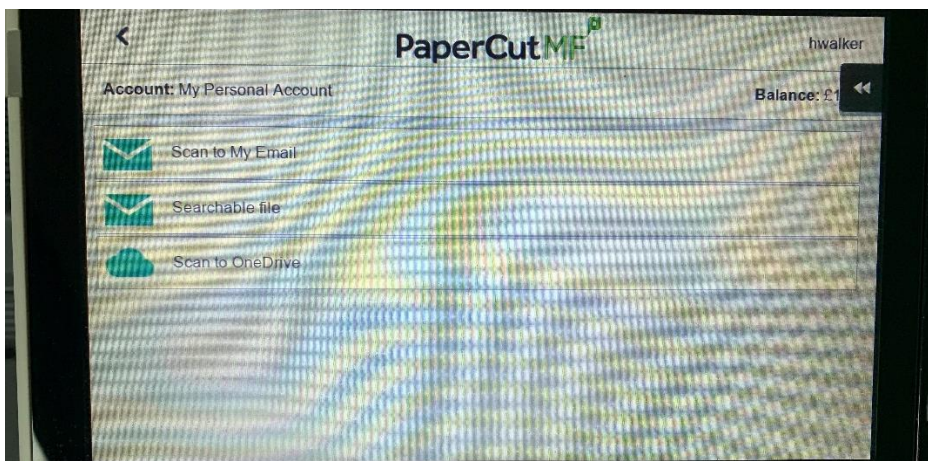
Sign into a KM printer



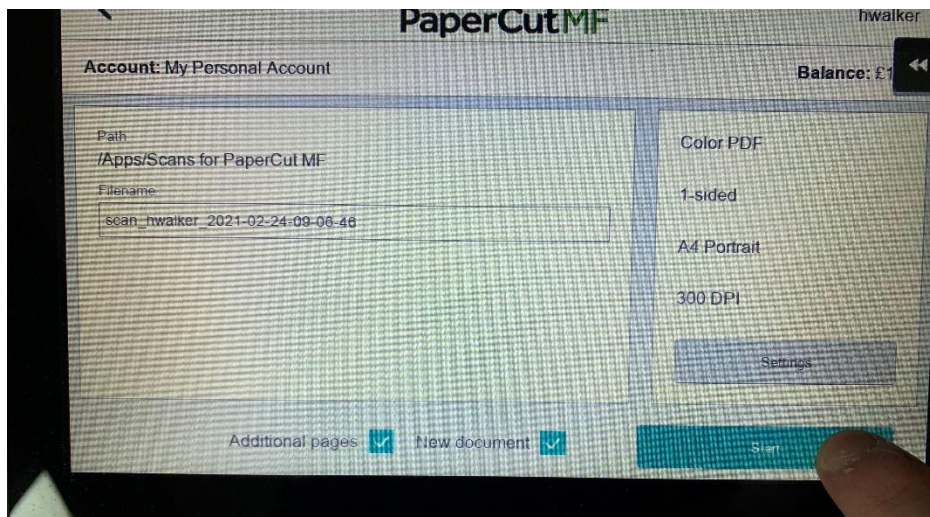
Select "Scan" on the PaperCut main screen



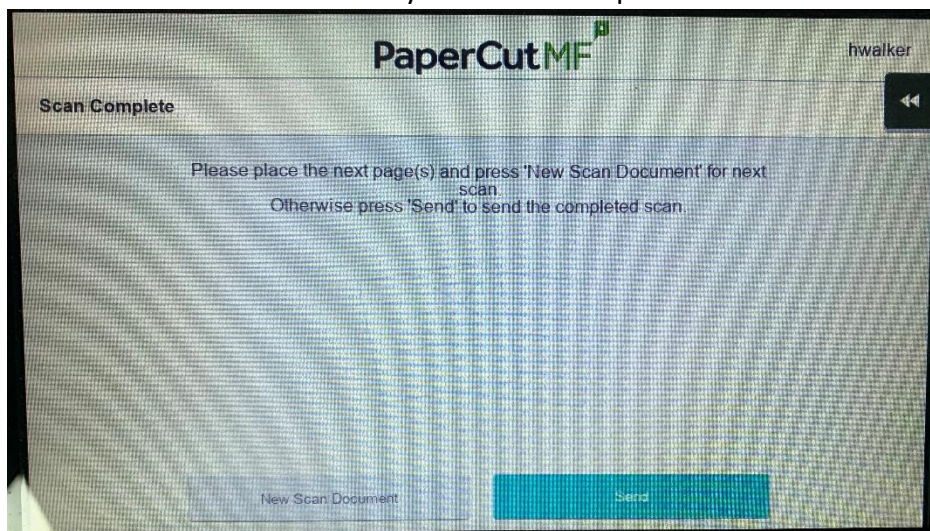
Choose your account



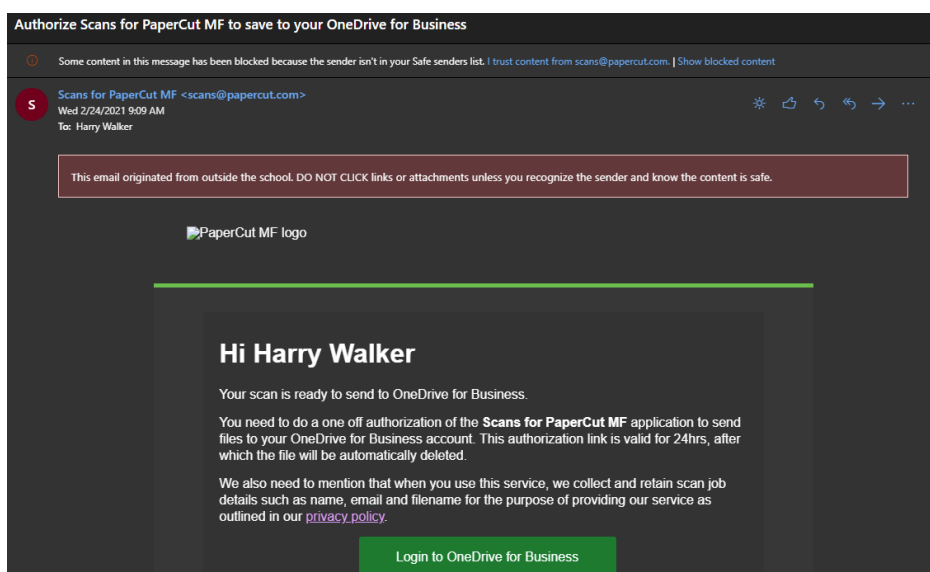
Choose "scan to Onedrive"



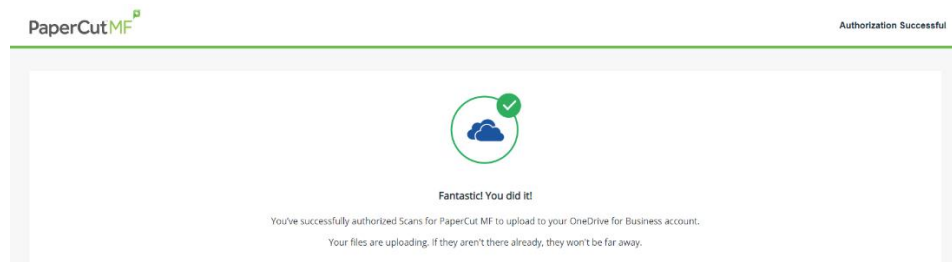
When the documents are ready to be scanned press “start”



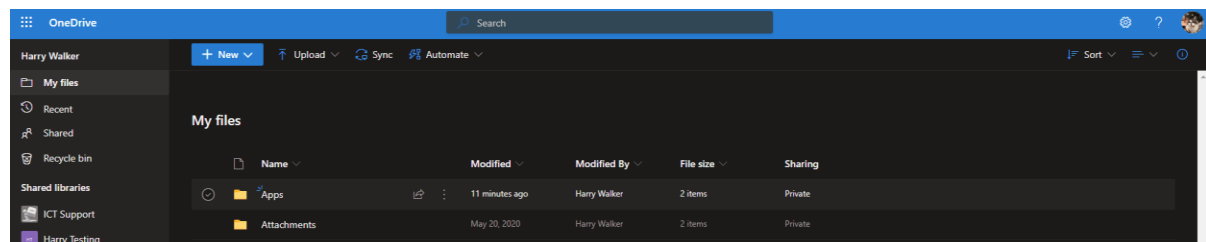
You can scan more documents or send them to your OneDrive, when complete press “send”



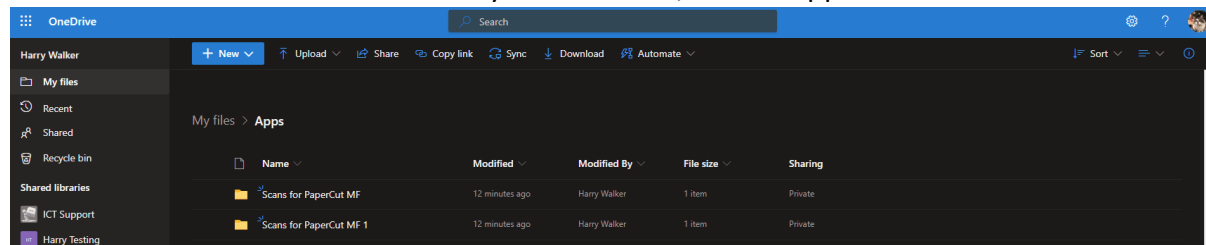
The first time you can to cloud you will receive this email, follow the green link and sign in.



This means Scan to cloud documents will go straight to your OneDrive.



Scanned documents can be found in your OneDrive, in the “Apps” folder.



Scanned documents will appear as a .PDF