## **Guide: Scan to Cloud**

Sign into a KM printer



Select "Scan" on the PaperCut main screen

No accounts fou	nd		
type account name			Search
My Personal Act	count		

Choose your account



Choose "scan to Onedrive"

Path /Apps/Scans for PaperCut ME	Color PDF
Filename	1-sided
sean_hwaiker_2021-02-24-09-06-46	A4 Portrait
	300 DPI
	Setungs
	Settings

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.

PaperCutMF <sup>P</sup> Auto	rization Successful
Fantastic! You did it!	
You've successfully authorized Scans for PaperCut MF to upload to your OneDrive for Business account.	
Your files are uploading. If they aren't there already, they won't be far away.	

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

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

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Scanned documents will appear as a .PDF