- 1) All Xerox printers in the new fleet offer scan to email and scan to One Drive.
- 2) Walk Up to the Xerox MFD and authenticate.



3) Present the Mobile Phone App to the panel next to the screen where you see this icon (Bluetooth must be turned on).



4) Alternatively enter your University of Exeter username and password.

Screen Sharing Active	
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5) Once logged on click on the Scan icon.

PaperCutMF	Abdulla, Aqeel	C+	Û
Welcome, Abdulla, Aqeel!			
Print Release			ŵ

- 6) Ensure you have credit.
- 7) Select Scan to My Email or Scan to One Drive.

↑	PaperCutMF	Abdulla, Aqeel	€÷
Scan Actions			
Scan to My Email			
Scan to One Drive			
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- 8) Scan to My Email will automatically be populated with your email address.
- 9) Change any setting as required and press Start.

Scan to My Email	Color mode / File type
То	Color PDF
Subject	 Duplex mode
Your scan (Scan to My Email)	T-sided
Filename	Paper size / Orientation A4 Portrait
scan_aa395_2019-06-28-11-45-10	
	400 DPI
	Change settings

10) Scan to One Drive - Change any setting as required and press Start.

< PaperCut MF	Abdulia, Aqeel
Scan Details	
Scan to One Drive Path /Apps/Scans for PaperCut MF Filename scan_aa395_2019-06-28-11-47-05	Color mode / File type Color PDF Duplex mode 1-sided Paper size / Orientation A4 Portrait DPI 300 DPI Change settings
Prompt for more pages	Start

11) When finished Logout by clicking on your user name (top left of screen) and click on Log Out.



- 12) Or present the Mobile Phone App again which will also log you out.
- 13) Or click on the Papercut MF icon if you wish to initiate another function.