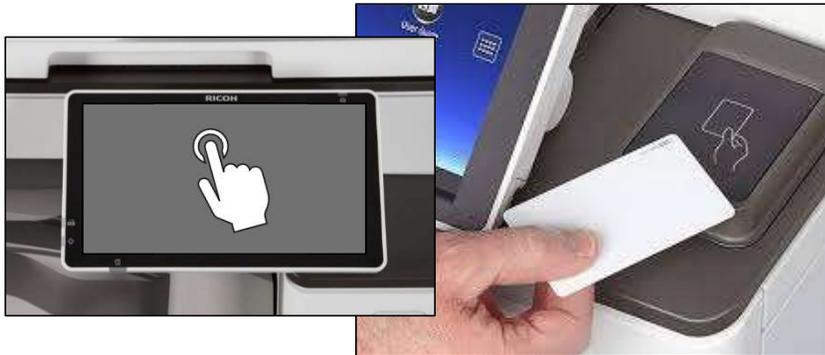


Using
Scan to
OneDrive

RICOH
imagine. change.

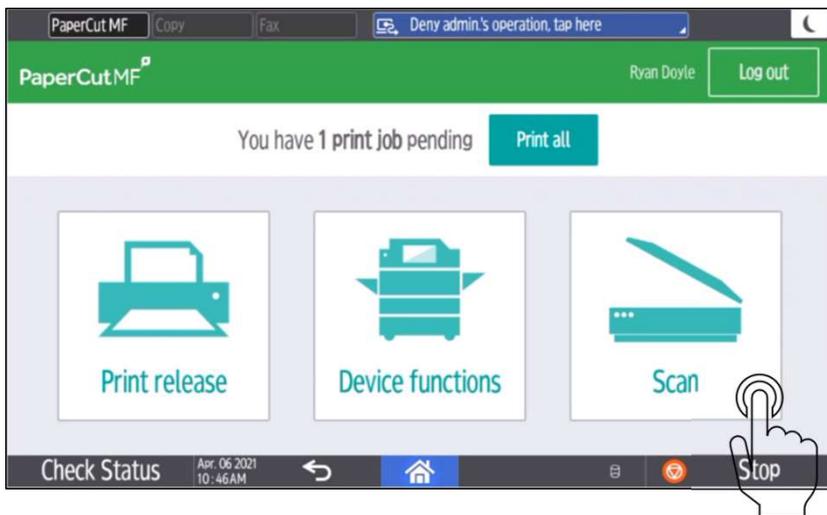


Scan to OneDrive



STEP 1:

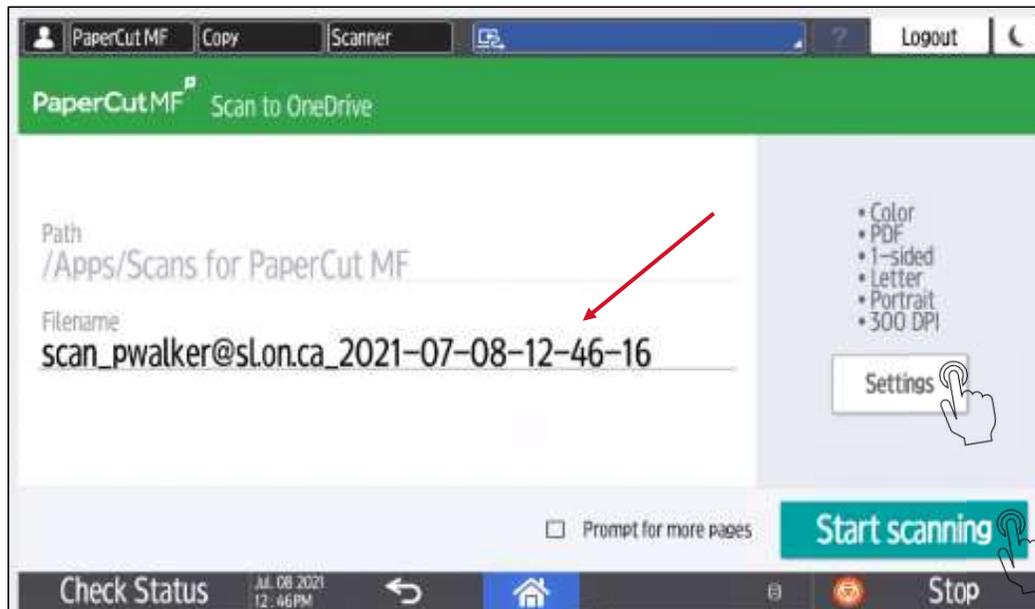
Touch the screen to come out of energy saving mode. Tap your SLC student or staff card on the card reader at the RICOH device.



Note: The first time use you scan to OneDrive an email will automatically be sent to your email account with a OneDrive token acceptance request.

Once accepted you will then be able to scan to OneDrive.

Scan to OneDrive



STEP 4:

You can adjust the filename for your scan by pressing on the *Filename* field.

You can also press **Settings** to change the default settings

OR

Press **Start scanning**.

Scan to OneDrive – Scan Settings

You can make the following adjustments in Scan Settings:

Duplex Mode - (Single or 2-Sided)

Paper Size – Letter, Legal Ledger

Auto detect size – Same or Mixed Sizes

Orientation – Portrait or Landscape

File Type – PDF, JPEG, TIFF

DPI – 200 to 600 DPI (dots per Inch)

Colour Mode – Color, Grayscale or BW

PaperCut MF Scan settings

Duplex mode: 1-sided, 2-sided

Paper size: Letter, Legal, Ledger, Auto detect size: Same, Mixed

Orientation: Portrait, Landscape

File type: PDF, TIFF, JPEG

DPI: 200, 300, 400, 600

Color mode: Color, Grayscale, B&W, Auto

Prompt for more pages

Start scanning

Check Status Apr. 06 2021 11:02 AM Stop

Once ready press **Start scanning** and don't forget to Logout when finished.