

# Pfeiffer University Copiers

## How to Scan

The logo for SHARP, featuring the word "SHARP" in a bold, red, sans-serif font. A small registered trademark symbol (®) is located to the right of the word.

SHARP BUSINESS SYSTEMS

The logo for Pfeiffer University, featuring the word "Pfeiffer" in a large, yellow, serif font. Below it, the word "UNIVERSITY" is written in a smaller, black, sans-serif font.

## Service Requests and Supplies

For technical support, get in touch with the Help Desk at 704-463-3002 or email them at [techsupport@pfeiffer.edu](mailto:techsupport@pfeiffer.edu). In addition, access to your support request and frequently asked questions can be found at <https://techsupport.pfeiffer.edu>.

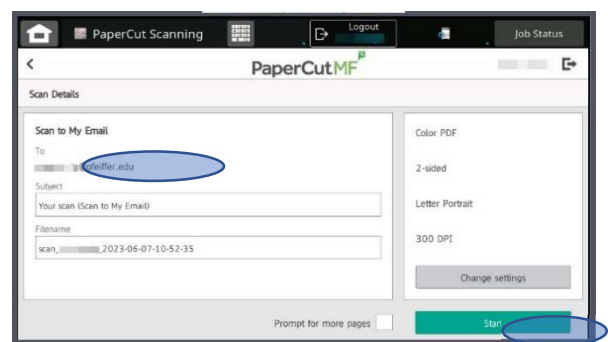
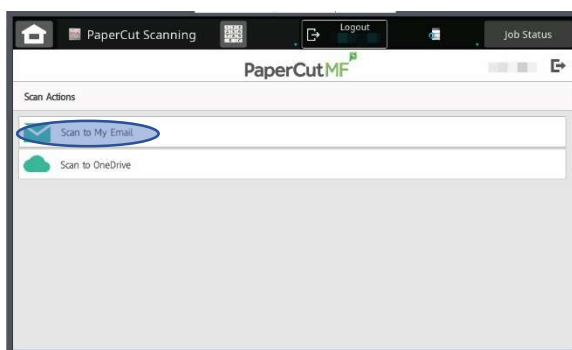
# Scanning to Email

- Press Scan to Me



- Press Scan to my Email

- The MFP will show your email address.
- To use the default settings, two sided but will not give you blank sheets, letter, 200 dpi, PDF and keep color as original, press **Start**.
- To customize settings, press **Change Settings** and make your selections.
- To change the default subject or file name, type into the white

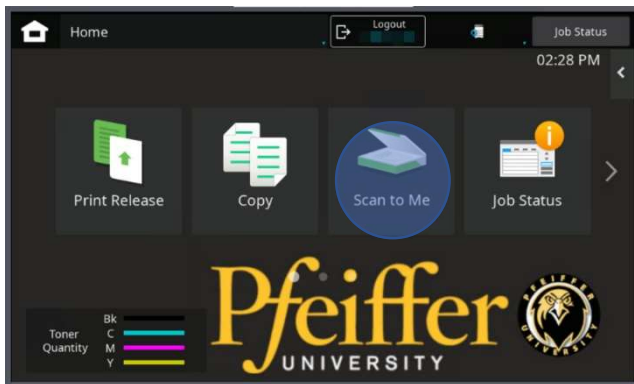


boxes above **Subject** and **Filename** using the onscreen or pull-out keyboard.

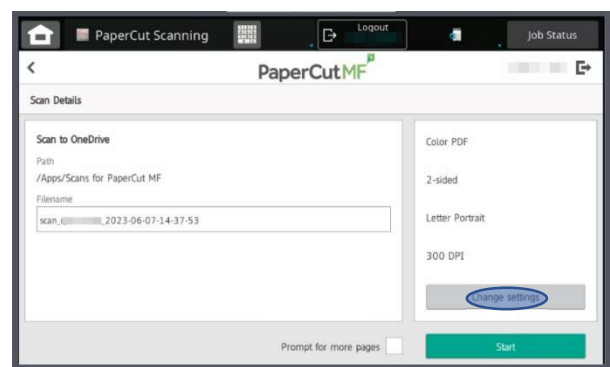
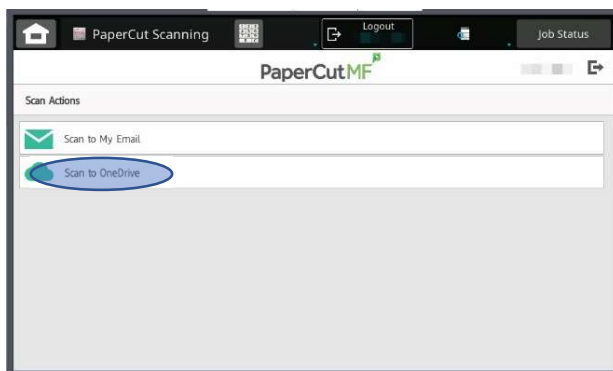
- Press **Start**

# Scanning to OneDrive

- Press Scan to Me



- Press Scan to OneDrive



- To use the default settings, two sided but will not give you blank sheets, letter, 200 dpi, PDF and keep color as original, press **Start**.
- To customize settings, press **Change Settings** and make your selections.
- To change the default subject or file name, type into the white boxes above **Subject** and **Filename** using the onscreen or pullout keyboard.
- Press **Start**

**(To find your scanned document in  
OneDrive, click on APPs then Scans for  
PaperCut MF)**

### **FIRST TIME ONLY**

When you scan the first time, the copier will send you an email requesting you verify that Papercut can scan to your OneDrive. Once you approve the email, you will receive your scan. After that, your scans will go straight to your OneDrive to the Scans for PaperCut MF folder.