

Pfeiffer University Copiers

How to Scan

SHARP®

SHARP BUSINESS SYSTEMS

Pfeiffer
UNIVERSITY

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. In addition, access to your support request and frequently asked questions can be found at <https://techsupport.pfeiffer.edu>.

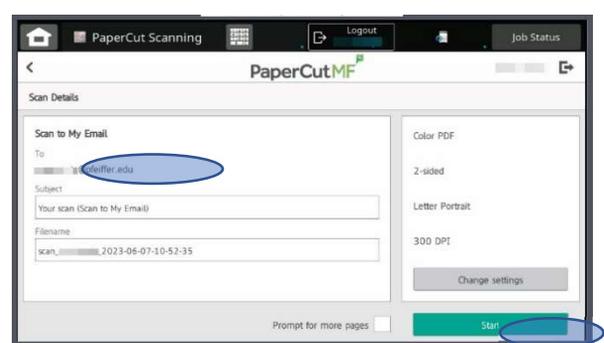
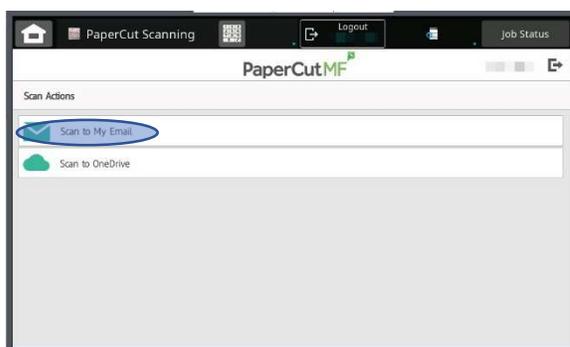
Scanning to Email

- 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.

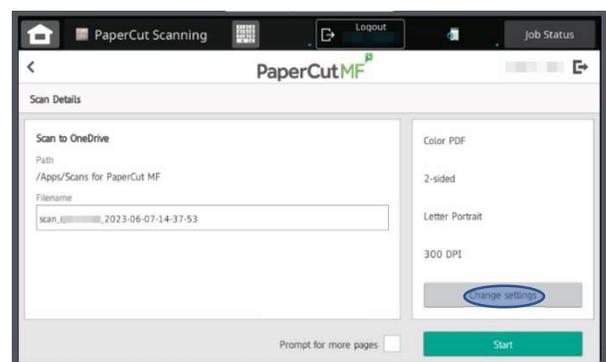
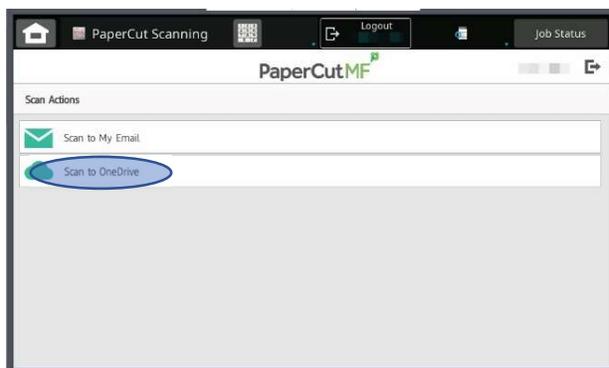
- Press **Start**

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.