

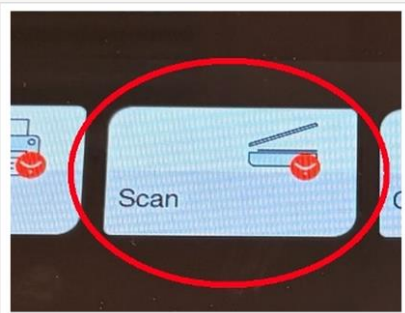


Scan to OneDrive or email

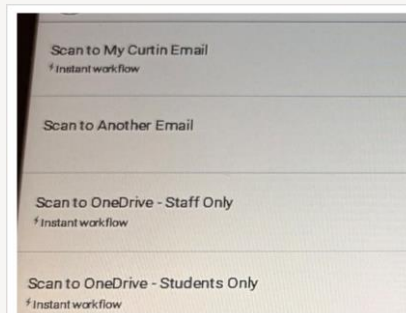
Curtin Managed Print is integrated with OneDrive. Scans have no file size limit, so scanning to OneDrive beats scanning to email.

- 1 Sign in at the machine**
Tap or swipe your **Curtin ID card** on the reader, or enter your username and password.
- 2 Select Scan and load your document**
Choose **Scan**, then put your document in the feeder or face down on the glass.
- 3 Choose your scan destination**
Pick from **My Curtin Email**, **Another Email**, **OneDrive – Staff Only** or **OneDrive – Students Only**.
- 4 Press Start**
Press the blue **Start** button. Documents in the feeder begin scanning straight away. To add more pages to the same file, load them and press **Start** again.
- 5 Press Finish, then Start to send**
Finish ends page collection; **Start** begins the transmission. A confirmation email follows, with a link to your OneDrive **Scans** folder if you chose it.

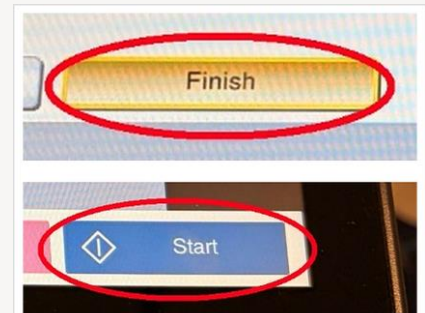
WHAT YOU'LL SEE



Choose Scan on the panel



Choose your destination



Finish, then Start to send

WARNING

Students must choose **OneDrive – Students Only** and staff **OneDrive – Staff Only**. Picking the wrong one returns a scan failure notification.

TIP

Scans default to 300 dpi, auto colour and 2-sided — change these with the **gear icon** next to your destination.

Need help? Visit the Library Helpdesk in B105.L2. Or head to SupportU >

