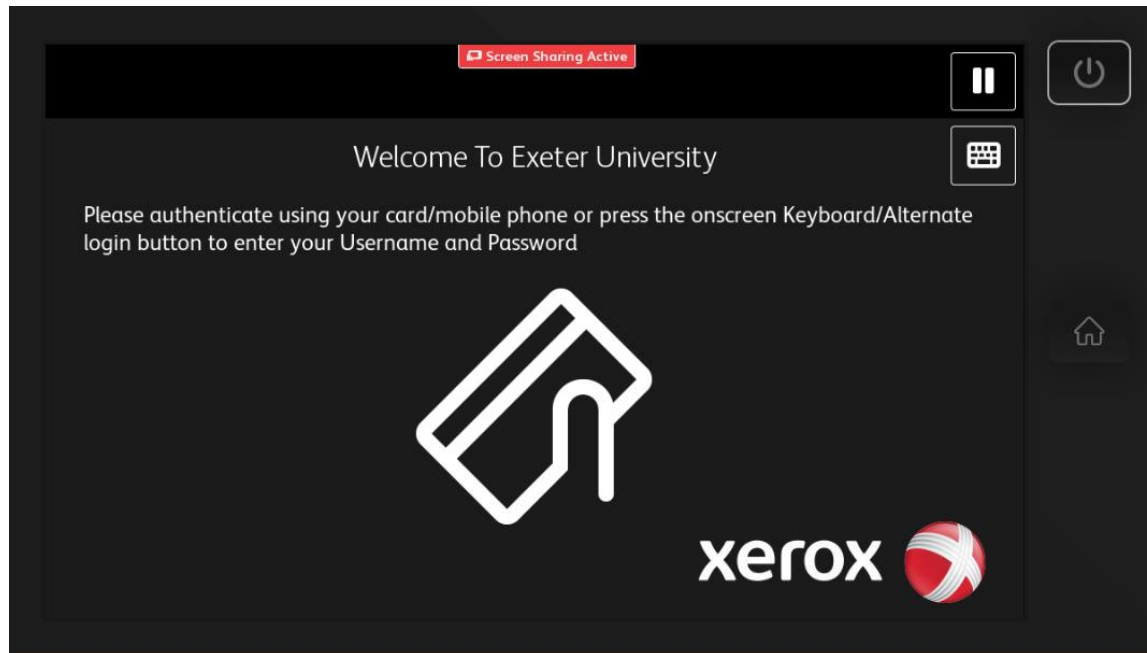


## Student Scan – How To Guide

- 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.

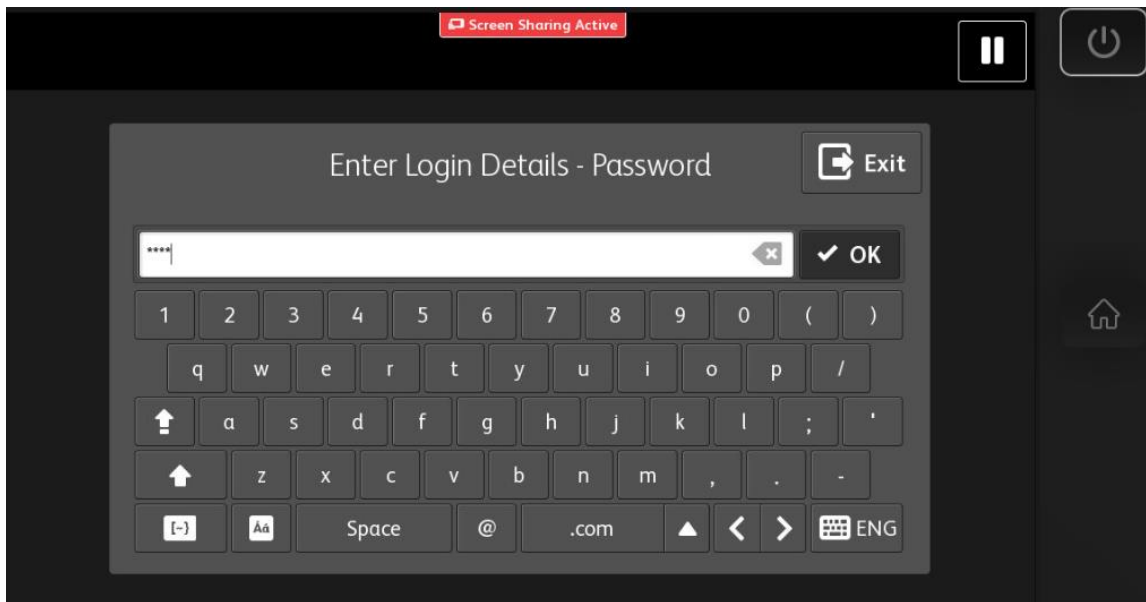
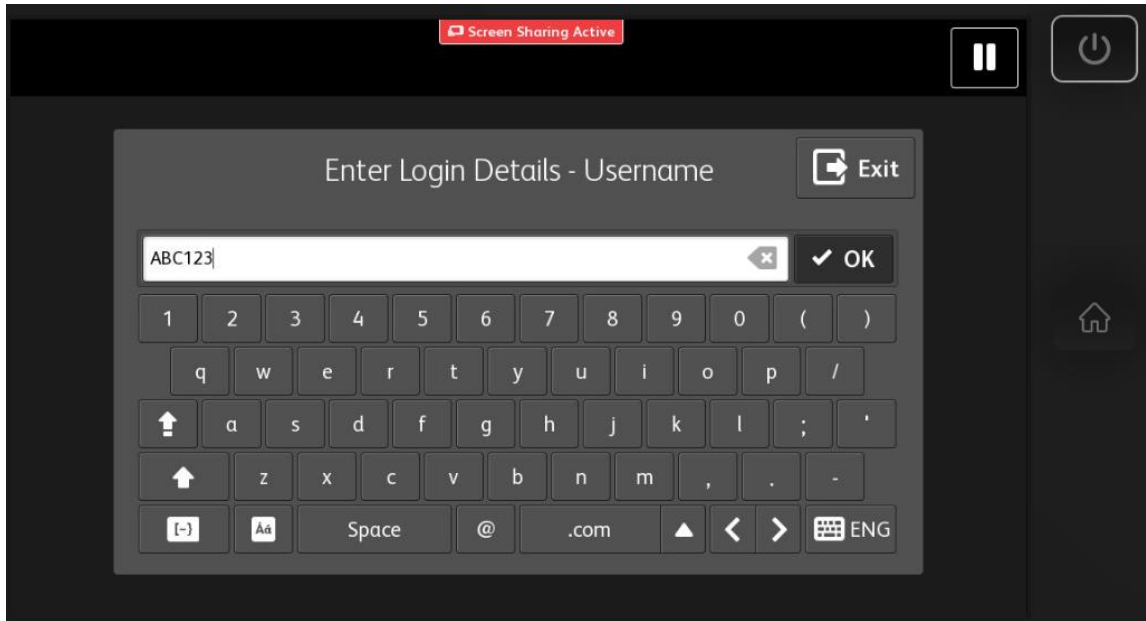


- 3) Present the Mobile Phone App to the panel next to the screen where you see this icon (Bluetooth must be turned on).



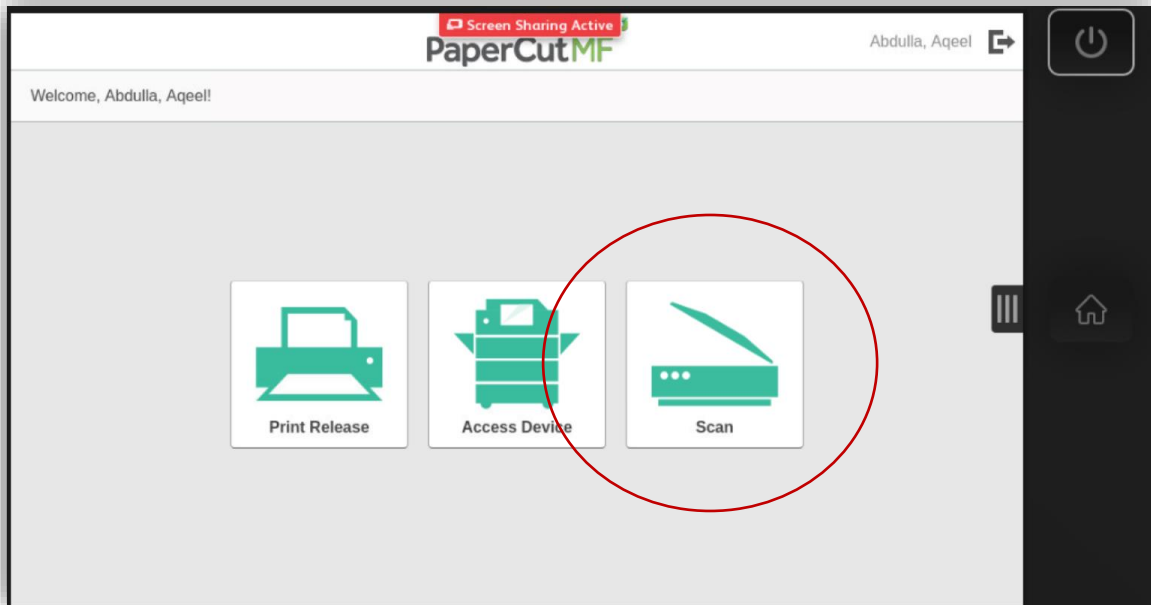
# Student Scan – How To Guide

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



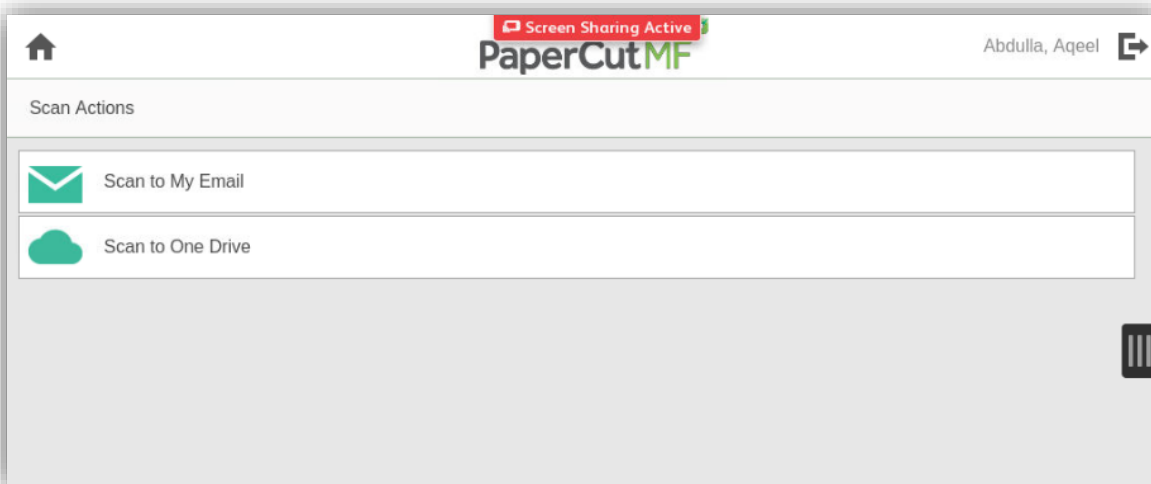
# Student Scan – How To Guide

5) Once logged on click on the Scan icon.



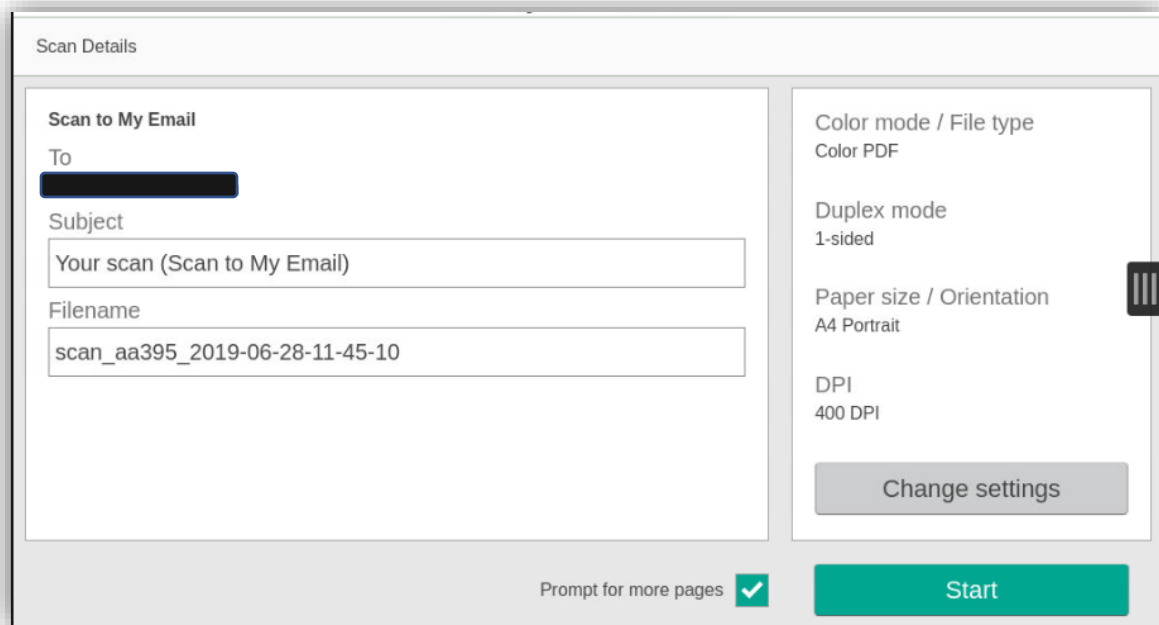
6) Ensure you have credit.

7) Select Scan to My Email or Scan to One Drive.

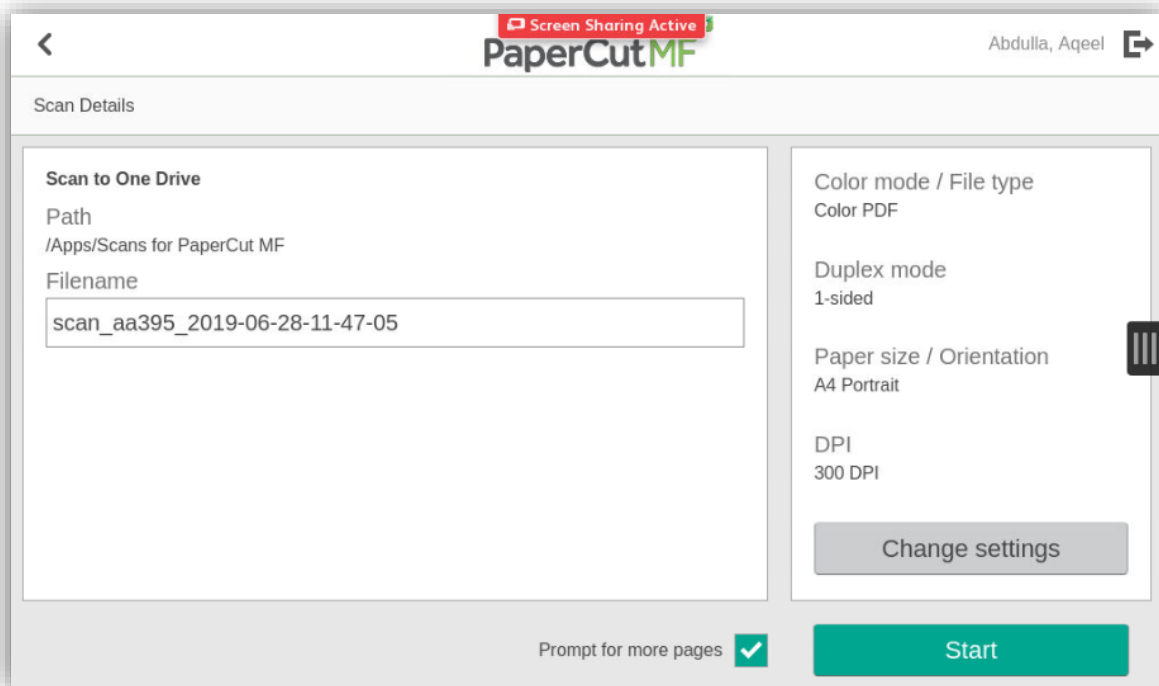


# Student Scan – How To Guide

- 8) Scan to My Email will automatically be populated with your email address.
- 9) Change any setting as required and press Start.

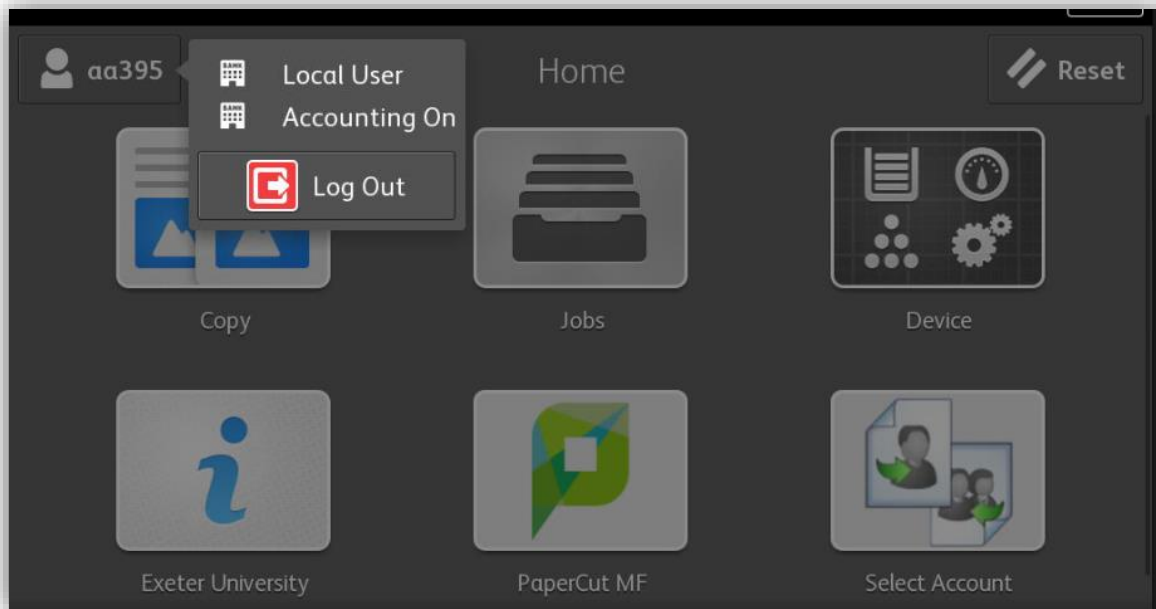


- 10) Scan to One Drive - Change any setting as required and press Start.



## Student Scan – How To Guide

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.