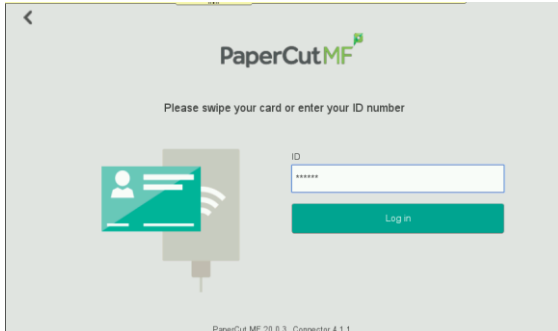


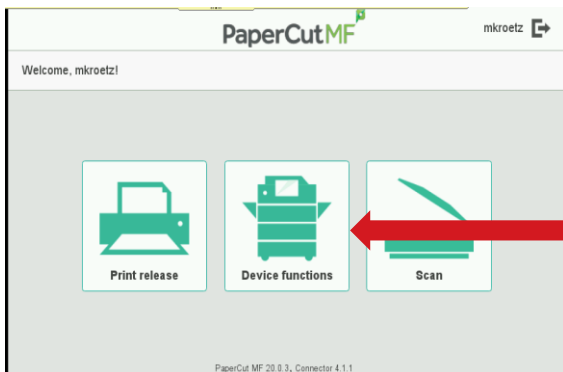


Reference Guide for Papercut with Konica Minolta copiers

How to make copies with PaperCut



Input your PIN and press Log In



Press Device Functions



Make selections on Copy Screen

Click here to change number of copies or leave at 1 for 1 copy

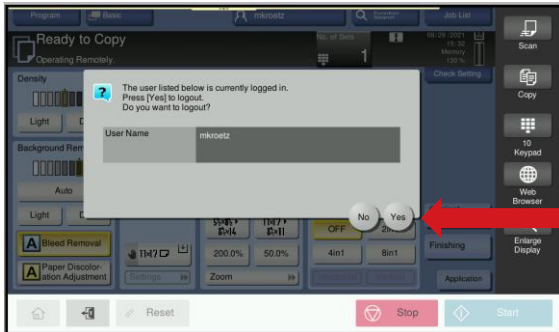


Press start to make your copies

How to make copies with PaperCut

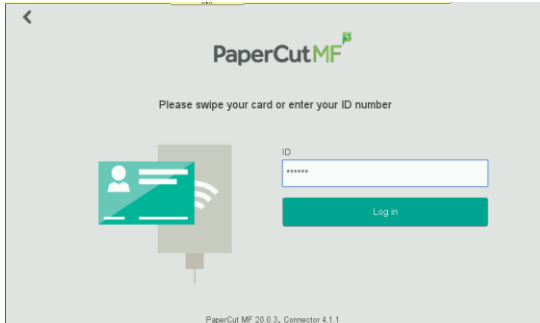


Log out by selecting the log out button

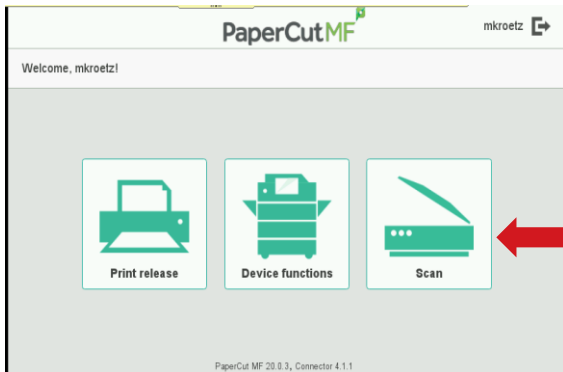


Confirm by pressing Yes

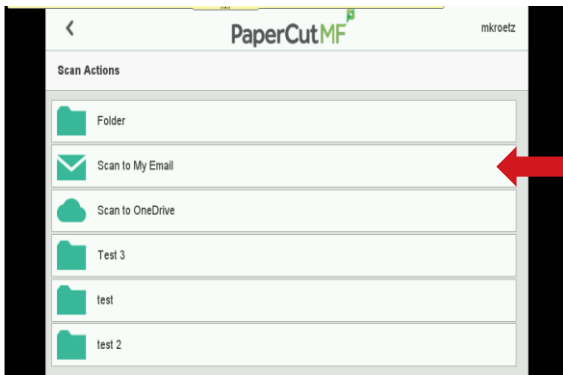
How to Scan to Email with PaperCut



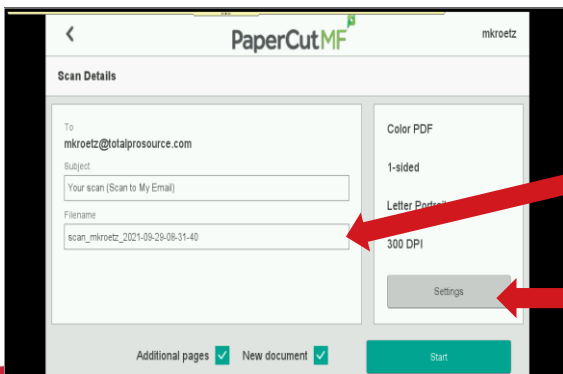
Input your PIN and press Log In



Press Scan

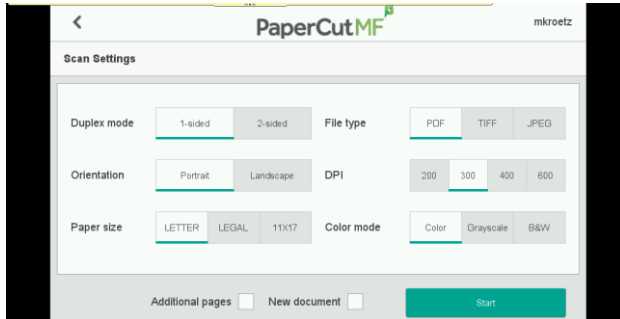


Press Scan to My Email

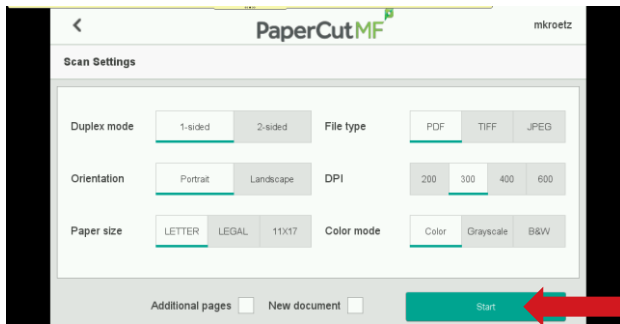


From here, you can change the file name or select Settings to change default scan setting. (optional)

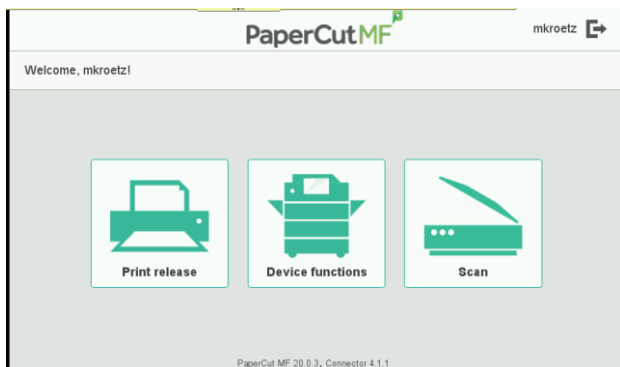
How to Scan to Email with PaperCut



Adjustable scan setting

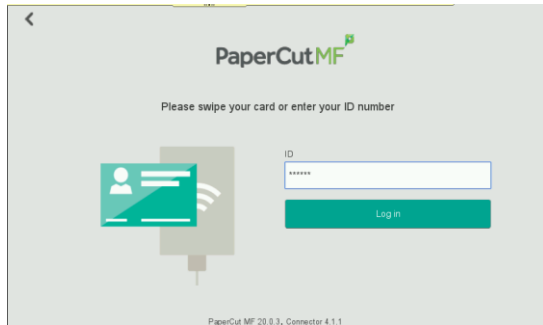


Press Start when finished

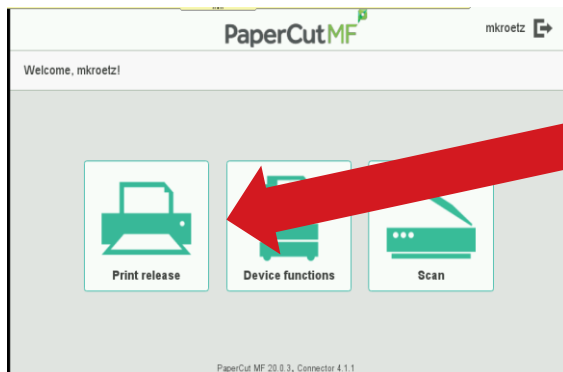


Press Exit to log out

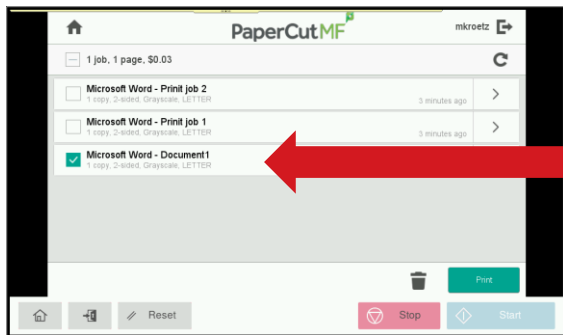
Print Release with PaperCut



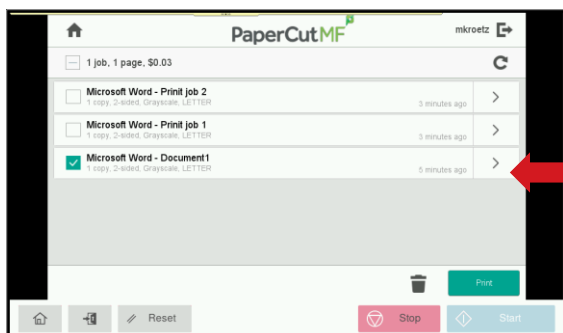
Input your PIN and press Log In



Press Print Release

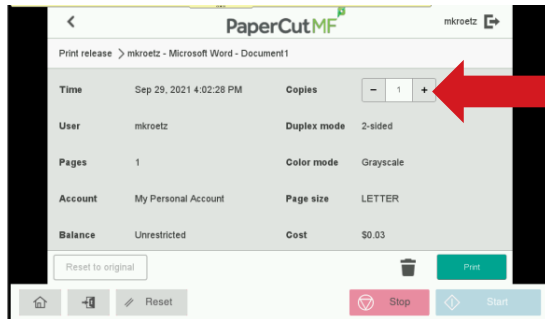


Select the print job you would like to release by selecting the box

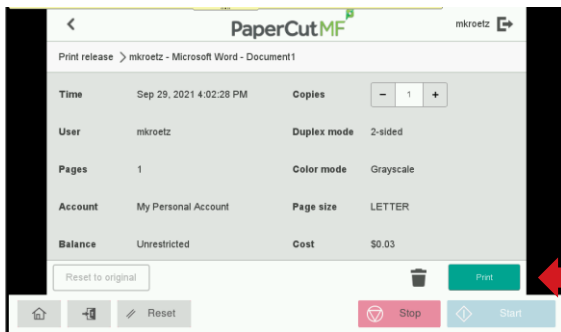


To change the number of prints

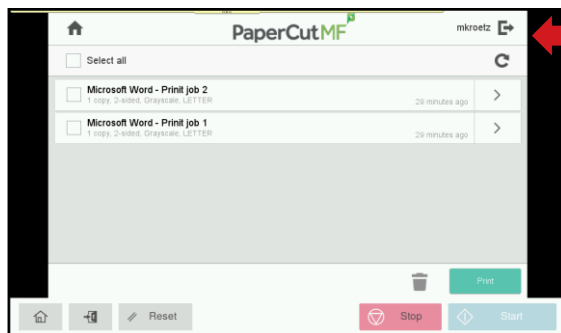
Print Release with PaperCut



Number of prints and current print setting



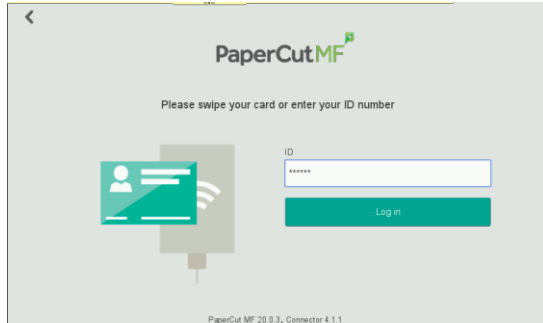
Select Print to release your job



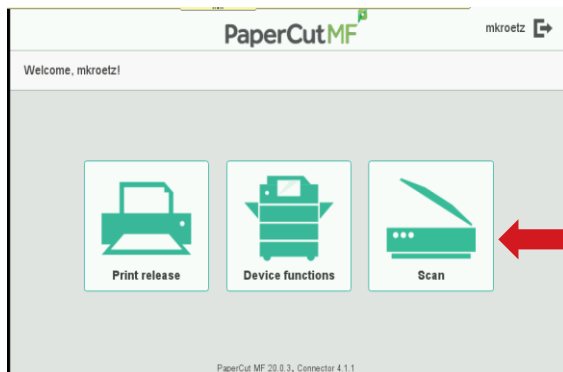
After release of your print job, press log out button to exit Papercut

Any print jobs not released, will be automatically deleted by the Papercut software. Time for deletion set by your Papercut Administrator.

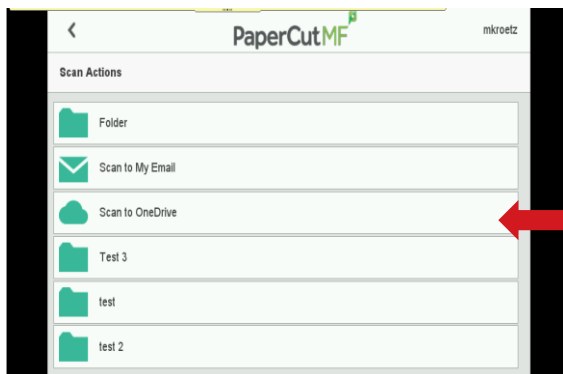
How to Scan to OneDrive with PaperCut



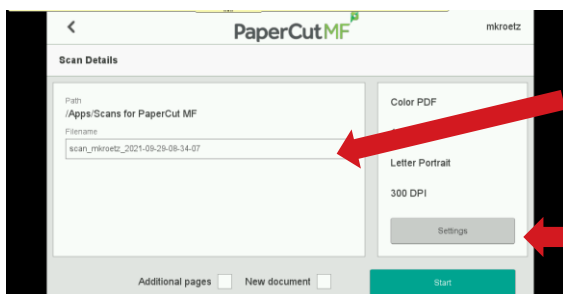
Input your PIN and Press Log In



Press Scan

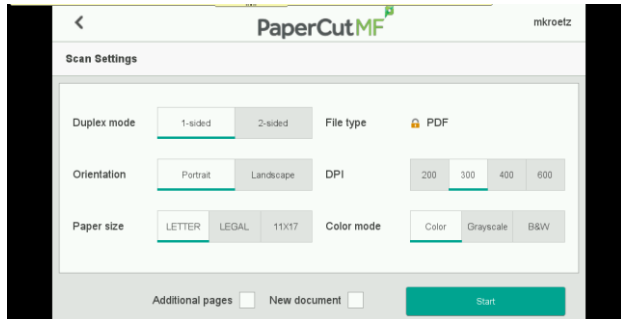


Press Scan to My OneDrive

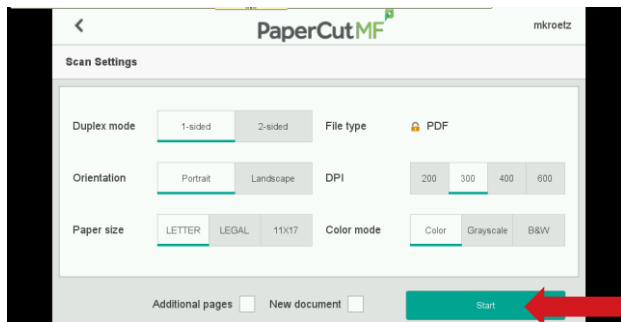


From here, you can change the file name or select Settings to change default scan setting.

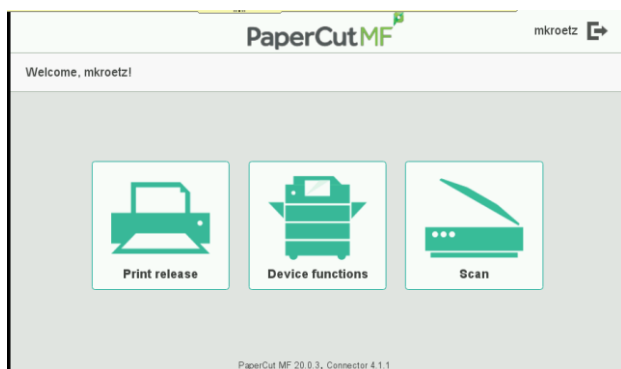
How to Scan to OneDrive with PaperCut



Adjustable scan setting



Press Start when finished



Press Exit to log out

When Scanning to OneDrive for the first time, you'll need a one-off authorization before Papercut can send files to your OneDrive Folder. You'll get an authorization email that you'll need to accept.



How to Scan to OneDrive with PaperCut

When Scanning to OneDrive for the first time, you'll need a one-off authorization before Papercut can send files to your OneDrive Folder. You'll get an authorization email that you'll need to accept.

Hi Mike Kroetz

Your scan is ready to send to OneDrive for Business.

You need to do a one off authorization of the **Scans for PaperCut MF** application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted.

We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our [privacy policy](#).



Happy scanning!

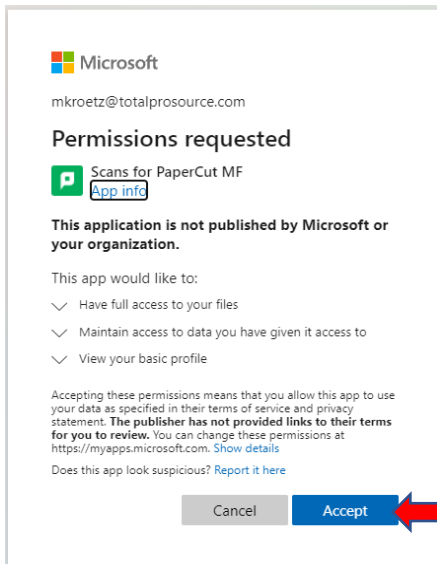
From the PaperCut team.

Why do I need to do this?

PaperCut MF needs permission to save your scans to OneDrive for Business. Your files will be saved in the `/Apps/Scans for PaperCut MF` folder.

What happens when I scan again?

Simply tap and scan



Once you click Log into OneDrive, "Accept" the Permissions Request to allow Papercut to scan to your OneDrive folder



How to Scan to OneDrive with PaperCut

Hi Mike Kroetz

Your scan **scan_mkroetz_2021-09-29-09-35-08** is now waiting for you in OneDrive for Business.

If you want to go straight to it, just click the button below.

[Go to your scan!](#)

Or, you can find it in OneDrive for Business under **/Apps/Scans for PaperCut MF**.

Happy scanning!

From the PaperCut team.

After completion,
you'll receive
another email
stating the file has
been send to your
OneDrive

File path= OneDrive > Apps > Scans for Papercut MF

A breadcrumb navigation path showing the location of the scan in OneDrive: > OneDrive - Infitech, LLC > Apps > Scans for PaperCut MF.