



Using Scan to UoN OneDrive app

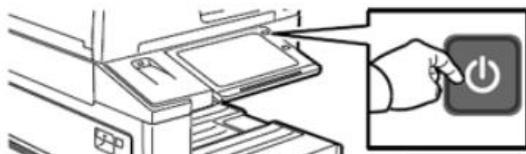
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This user guide provides the steps to using the Scan to UoN OneDrive app on Xerox printers.

1. Logging into the printer

Option 1: ‘Wake’ the printer by pressing the green button at the top of the control panel or the power button as shown below. Place your University ID card above the card reader – you will then be logged in.



Option 2: If you don’t have your University ID Card, touch **Alternate Login** on the screen, then enter your University username and password and press enter.

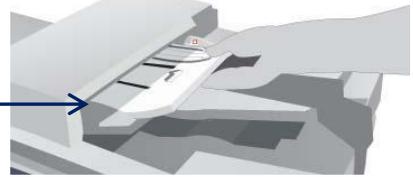
2. Starting the Scan to UoN OneDrive app

From the Home screen of the printer, you will see the OneDrive icon – press this to start the app. You will be automatically signed into your University Office 365 OneDrive account ready for scanning.



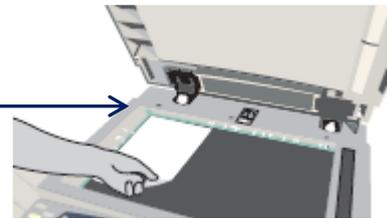
3. Loading documents to be scanned

Option 1: Original documents can be loaded face-up into the document feeder



Or

Option 2: face-down onto the glass next to the arrow in the corner



4. Run automatic scan

Now select either the **OneDrive (PDF Searchable)** or the **OneDrive (Multipage TIFF)** option from the app home screen. TIFF is used for scanning to an image (*or multi-layered image if more than one page is scanned*).

After pressing the PDF Searchable or Multipage TIFF button, scanning will complete automatically. The scanned file will then be saved to a **'My Scans'** folder on your University OneDrive.

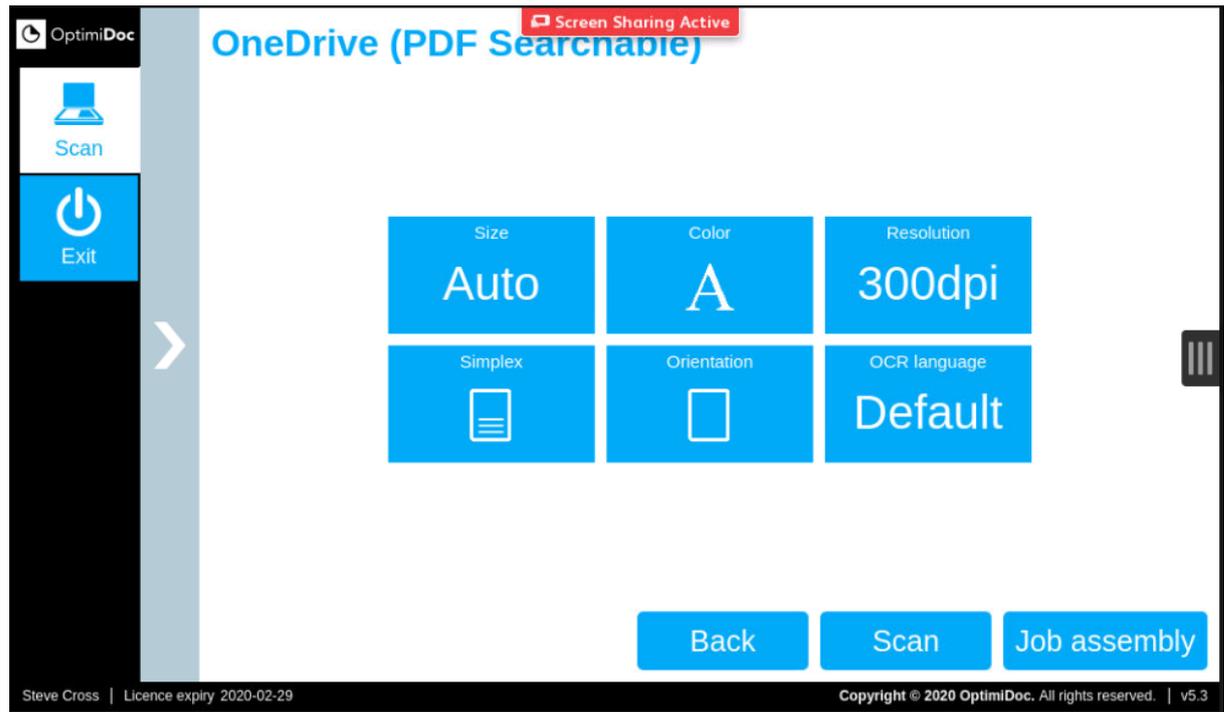


5. Options for scanning

To change any scanning options, instead of pressing the main 'PDF Searchable' or 'Multitpage TIFF' button, press the cog icon next to the file format you wish to scan in.



Options screen:



Make any changes you wish to the scan settings and then press **Scan** to scan a single document on the glass or page(s) placed in the document feeder.

For scanning multiple documents on the glass or document feeder into a single PDF, use the **Job assembly** button – see next page for more.

6. Multi-page PDF scanning

To scan multiple pages into a single combined PDF, follow either of these options depending on the type and size of document you wish to scan:

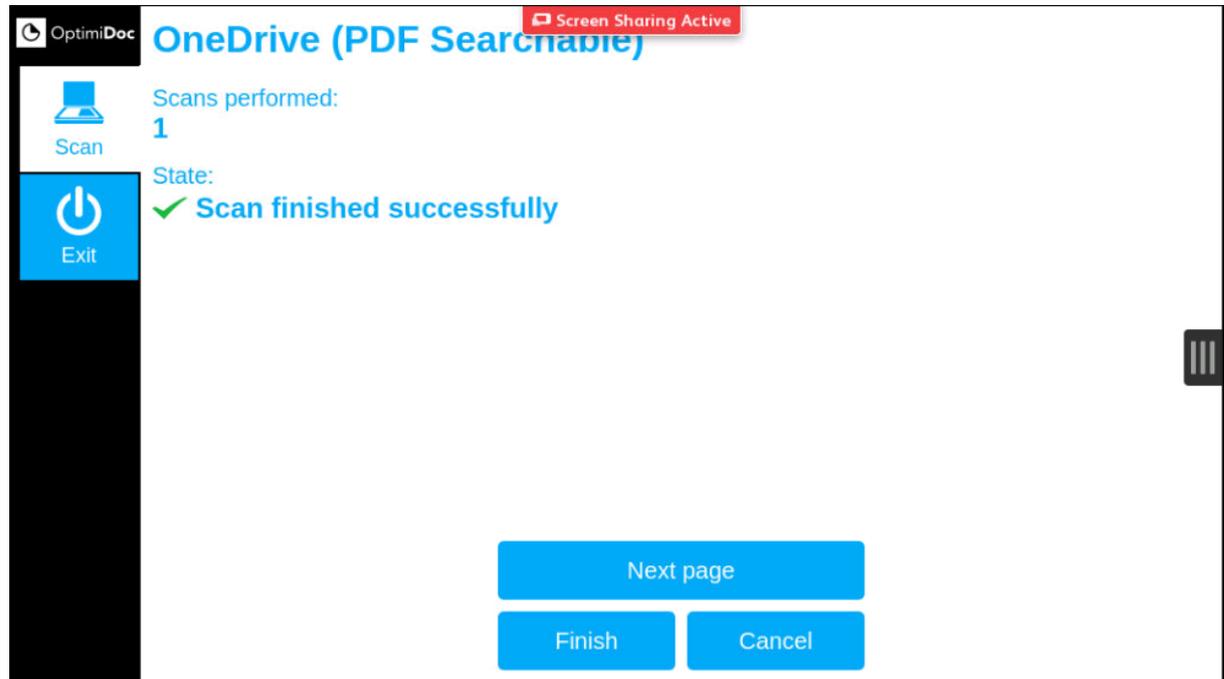
Option 1: Place sheets into the top **document feeder** and press the OneDrive (PDF Searchable) button from the app home screen to start the scan automatically. Or press the cog icon to make any changes to the scan settings as shown above and then press Scan.



Option 2: Place your first document / page(s) on the **glass** or into the **document feeder** and press the cog icon next to the OneDrive (PDF Searchable) button.



Change any scan settings or leave as automatic. Next press **Job assembly** to start the first scan. The following screen will then appear:



Now place the next document / page(s) on the glass or in the **document feeder** and presses **Next page** to scan it into the job.

Once all documents / pages have been scanned, press **Finish** and the scan will be submitted and saved onto your OneDrive in the 'My Scans' folder.

7. Help and support

Please contact the IT Service Desk on 0115 95 **16677**, following option 1 and then option 2 when you reach the Xerox helpdesk or Log a support call online at:
<https://www.nottingham.ac.uk/go/selfservice>

You can also visit a Smart Bar on campus, visit here for times and locations:
<https://www.nottingham.ac.uk/go/smartbar>