# Scanning Documents to @health account OneDrive

Brian - 2021-03-25 - [Desktop Computing and Printing](#)

Note: Do not use this option to scan any sensitive information as it may not be encrypted with the proper standard required by law. For scanning sensitive or HIPAA containing documents, please choose the Scan to My Email option.

Swipe your card to sign into the Copier/Printer you wish to use for the scanning process. If you have not registered your card, please do so before beginning the copy operation.

After swiping or signing into the Copier, select the Scan option.

Next, select the Scan to OneDrive option.
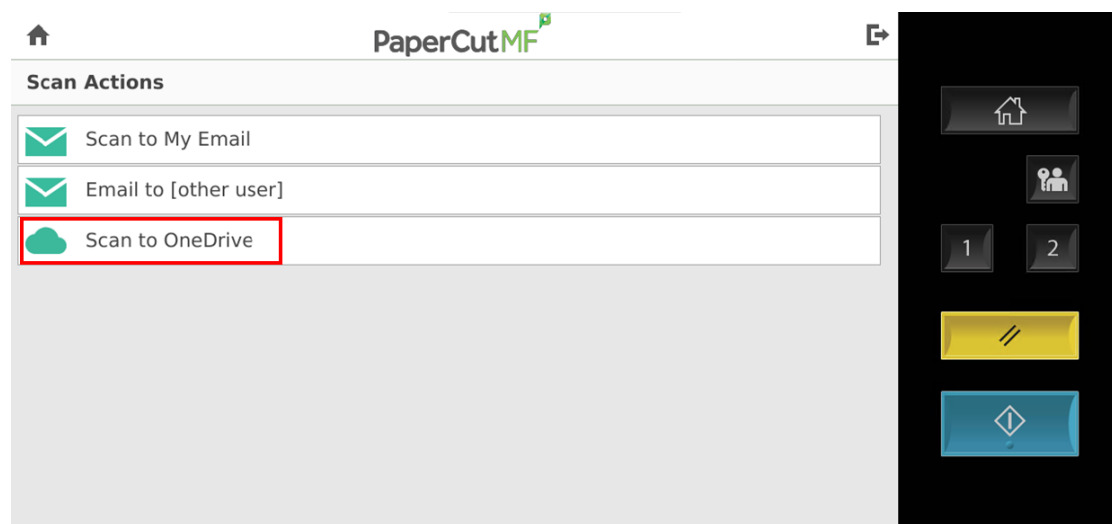
Verify the settings are correct and tap Start to begin scanning. If you are using the glass to scan rather than the auto feeder, leave the 'Prompt for more pages' option selected, otherwise you can disable this option.


If this is your first time scanning to OneDrive, you will receive an email from PaperCut, like the one below,

asking you to sign into the OneDrive account you wish this and all future document scans to OneDrive to be saved in. DO NOT use your personal OneDrive account, use the OneDrive associated with your @health email address. The Path is not editable and can't be changed; all scans will be put in the Apps/Scans for PaperCut MF folder.
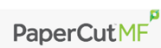
PaperCut MF

Hi

Your scan is ready to send to OneDrive.

You need to do a one off authorization of the **Scans for PaperCut MF** application to send files to your OneDrive 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.

[Login to OneDrive]

Happy scanning!

From the PaperCut team.

Why do I need to do this?

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

What happens when I scan again?

Simply tap and scan

PaperCut MF