

## PaperCut Hive Scanning Guide

v1.0

PaperCut Hive offers you 2 scanning options:

- **Scan to email**
- **Scan to OneDrive**

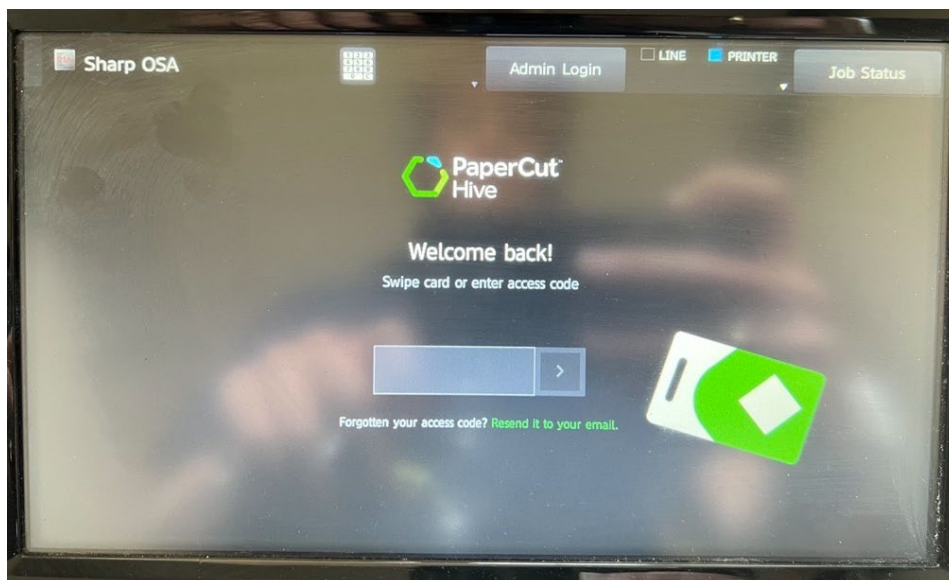
### Login to the printer with your Oxford University card or Login Code:

To begin scanning using PaperCut Hive you'll need to locate one of the two designated student printers within the college, which can be found in the **West Wing Library** (Ground Floor) or the **Annexe Common Room** (2<sup>nd</sup> Floor).

You can login with either your **Access Code** (included in your PaperCut Hive welcome email) or your **Oxford University card**.

Please make sure that you have already **associated your Oxford University card with your PaperCut Hive account**. If you have not already completed that task, please reference the '**PaperCut Hive Setup Guide**' which is available for both Windows and Mac computers.

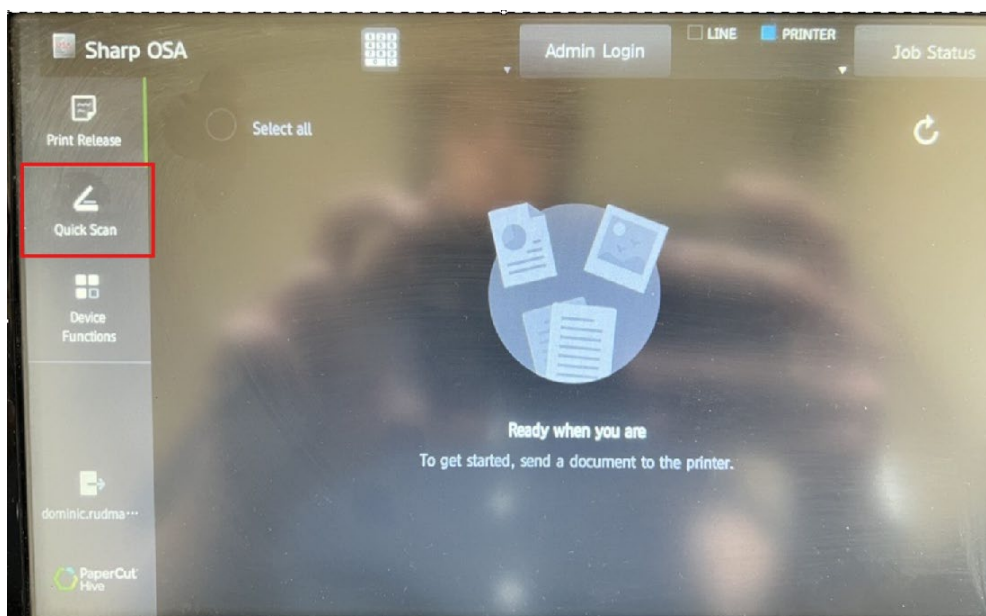
Touch the screen of the printer and you will see the PaperCut login screen:



Now, either **tap your card against the card reader** or enter your **Access Code**. will be a **QR** code featured on the front of the printer (see below example) that you can scan with your mobile device to begin the setup:

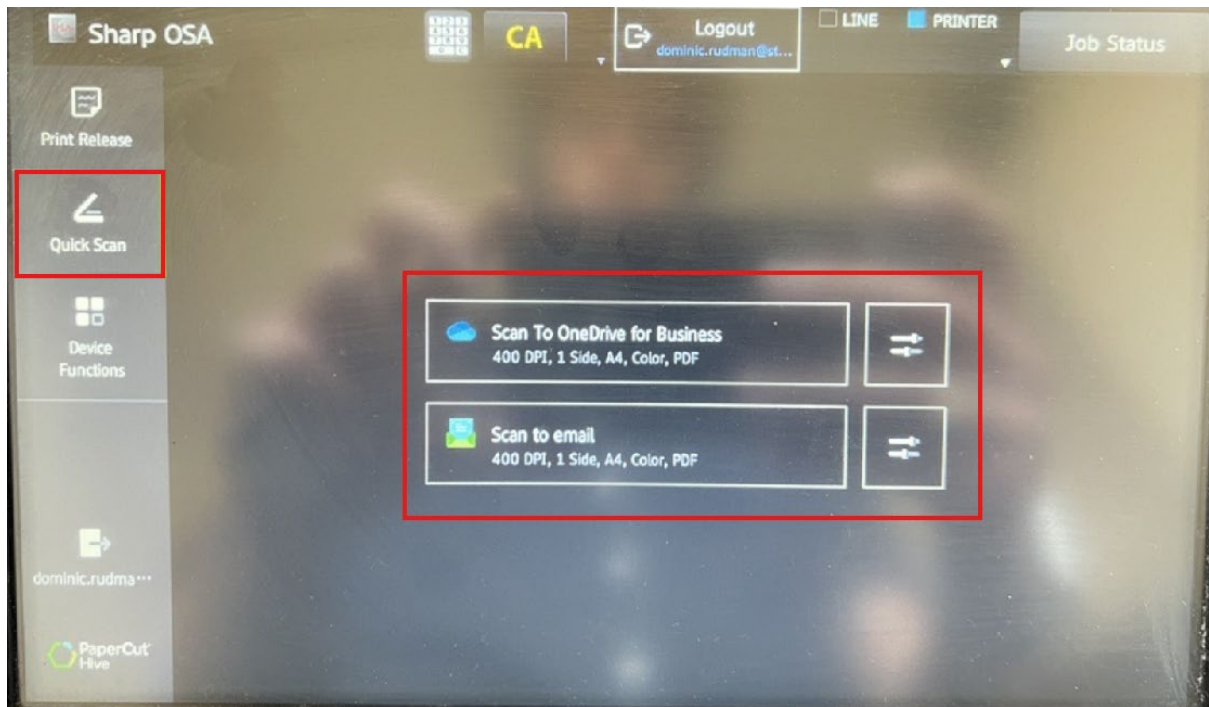


Once you've logged in, press the **Quick Scan** button on the left-hand side of the menu:



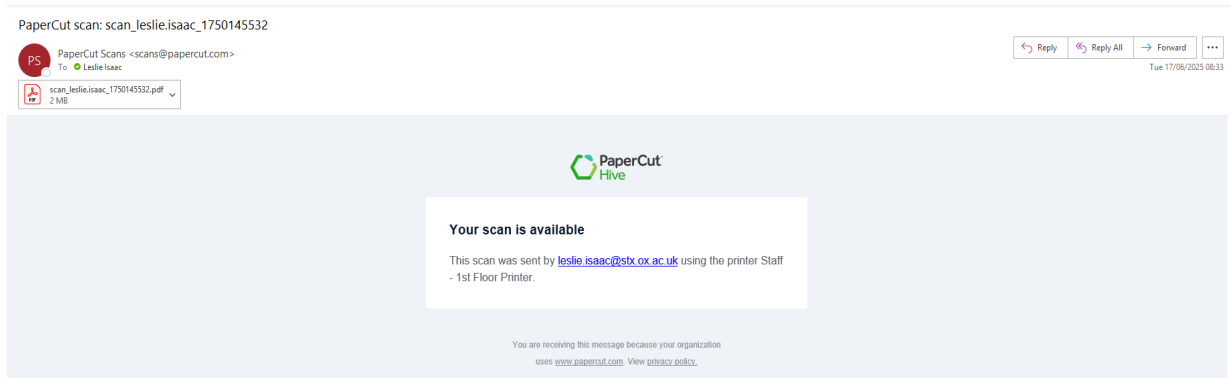
You will now see the 2 primary scanning options to choose from, along with the default scanning settings:

- **400 DPI Resolution**
- **1-Sided**
- **A4**
- **Colour**
- **PDF**



## Scan to Email

**Scan to email** will allow you to scan a document **up to 25MB** in size. This document will be delivered directly to your Inbox, as an attachment from [scans@papercut.com](mailto:scans@papercut.com):



If your **Scan to Email** document **exceeds the 25MB limit**, you will receive an email with a secure download link from PaperCut Hive, which will allow you to download the document:

PaperCut scan is available for 24 hours - scan\_leslie.isaac\_1750144365.pdf

PaperCut Scans <scans@papercut.com>  
To: Leslie Isaac

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply Reply All Forward  
Tue 17/06/2023 08:13

#### The scan is available for 24 hours

The scan was too big to attach but don't worry! We've saved it to our secure cloud.

It's available to download for next 24 hours.

Sender's subject line:  
PaperCut scan: scan\_leslie.isaac\_1750144365

Sender's email message:  
This scan was sent by [leslie.isaac@stx.ox.ac.uk](mailto:leslie.isaac@stx.ox.ac.uk) using the printer Staff - 1st Floor Printer.

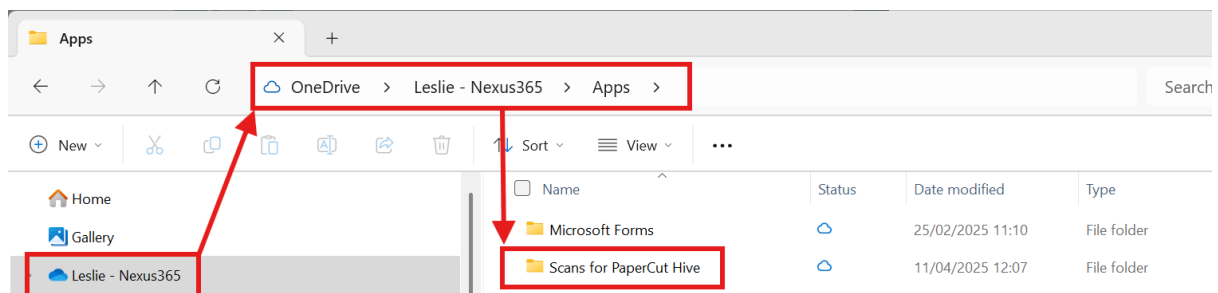
[Download now](#)

Or [copy link](#) to your browser.

<https://storage.googleapis.com/pc-scan-uk-email/0226987/qscan-TPaY2ahVaw5JOV7bCZbEgYbcB/1750144365581749497?Expires=1750230798&GoogleAccessId=pcscan-uk%40appspot.gserviceaccount.com&Signature=Zb%2B10fob8C%2Z05phqUw6GJ28wMxm%2B1TawCmfP24ErtTOJ0R0P%24zhQPos%2FqNw0PhXegout305TPZQuIt7aYFvGnM23Nf%2F7ZnQYHtemdN012r3DRDeqkX%2BHLJubCYRQ4mJvKukco%2B0QzH26pnrU4n18ua%2F86N8C1vmZaanes38pMetB1SevVfDCn17bJyHvJ2xsbelSnaku2Q28i%2Bsil7k5ahInCIA107XPT2xtCmqU0VfKanc%2Fq%2Bq811LP0ovJUHxkmz%2FxdXoGwX9cE%2FkxeadqKSp14b5zhajSdQa%2F4wzRHG7mNwVESQ20zRopBvw%3D%3D>

## Scan to OneDrive for Business

Scan to OneDrive for Business will allow you to scan a document directly to your **Microsoft OneDrive**, all scans will appear in a sub-folder of your OneDrive called **Apps/Scans for PaperCut Hive**:



You will also receive an email confirmation from [scans@papercut.com](mailto:scans@papercut.com) with a handy **Go to your scan** button or a **URL link** that will also take you directly to your scanned document:

PaperCut scan is ready: scan\_leslie.isaac\_1752753796

Scans for PaperCut <scans@papercut.com>  
To: Leslie Isaac

Personal

Reply Reply All Forward  
Thu 17/07/2023 13:06



#### Your scan is available

Your scan scan\_leslie.isaac\_1752753796 is now available on your OneDrive for Business folder Apps/Scans for PaperCut Hive.

To go straight there, just click the button.

[Go to your scan](#)

Or copy this link to your browser.

[https://unioxfordnexus-my.sharepoint.com/personal/lotss1172\\_ox.ac.uk/Documents/Apps/Scans%20for%20PaperCut%20Hive](https://unioxfordnexus-my.sharepoint.com/personal/lotss1172_ox.ac.uk/Documents/Apps/Scans%20for%20PaperCut%20Hive)

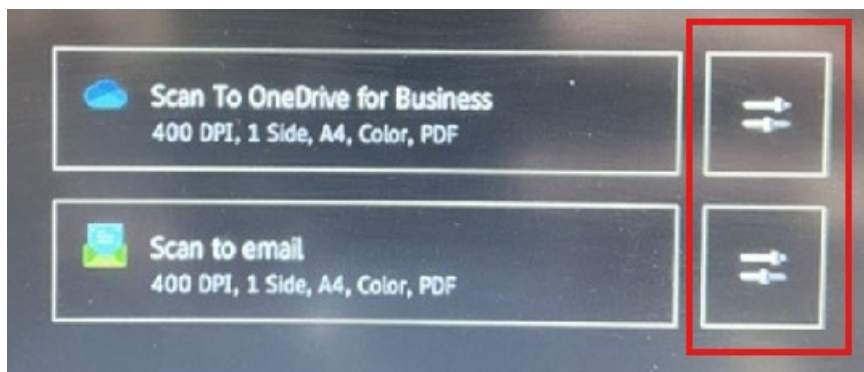
Happy scanning!

You are receiving this message because your organization uses [www.papercut.com](https://www.papercut.com). View [privacy policy](#).

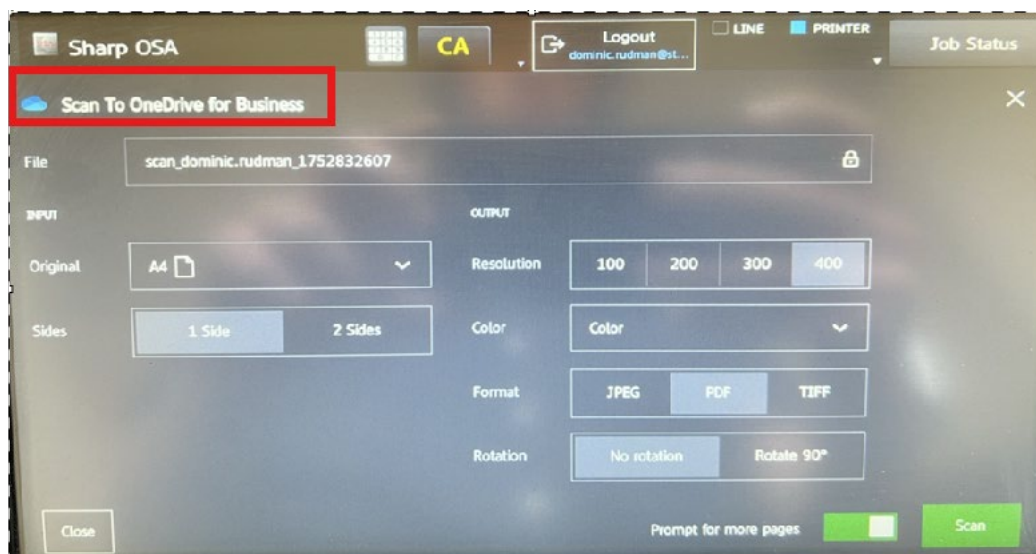
Although there is no 25MB limit in place, when using **Scan to OneDrive for Business**, you are still subject to the Oxford University **100GB storage limits** for OneDrive.

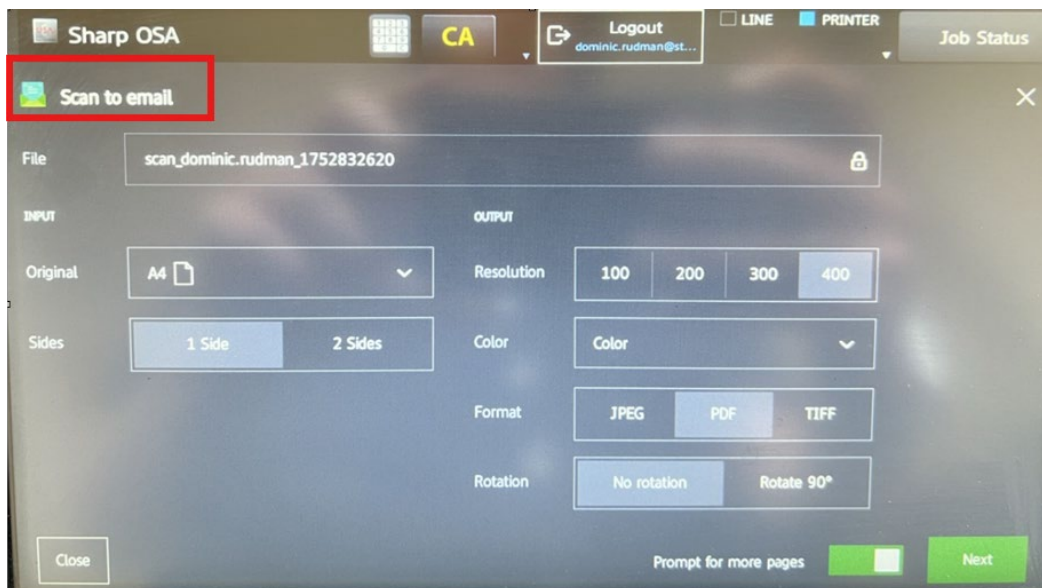
### Changing the Default Scan Settings:

If you want to change any of the default scanning settings for **Scan to Email** or **Scan to OneDrive for Business**, press the **Scan Settings** button (highlighted below):



You can now adjust the default scan settings for both scanning applications:





### Logging out of the printer:

Once you have finished scanning your documents, please remember to **Log Out** of the printer by pressing the door icon button, that features your email address:

