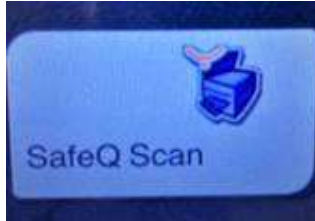
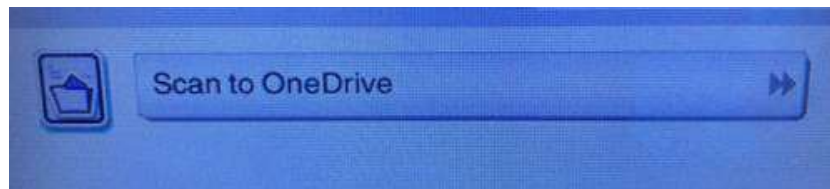


How to Scan a document from an on-campus printer to your OneDrive - TUS (Midlands Campus)

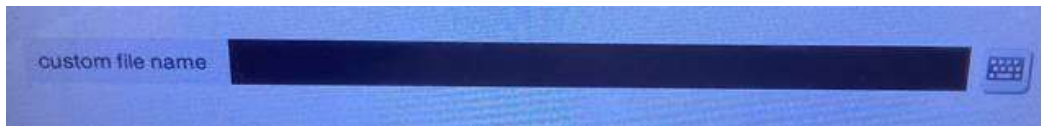
1. Login to the Multi-Function Device (MFD) i.e. the printer as normal by scanning your staff card.
2. Select the SafeQ Scan Option.



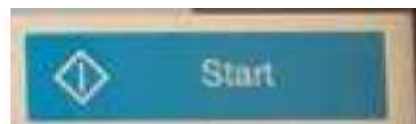
3. Select the Scan to One Drive Option.



4. You can call the file a specific name by entering the filename in the custom file name box.

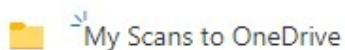


5. Press ok when finished naming the file. Alternatively, you can press ok and the device will generate a file name.
6. Press the Start button



7. The file will then start scanning

The file will be saved to a folder called *My Scans to OneDrive* on your OneDrive (the folder will be automatically created by the system)



All future Scan to OneDrive scans will automatically go into the *My Scans to OneDrive* folder. You will get an email from safeq@ait.ie confirming the scanned file has been delivered.

