

Scanning in the Libraries

Christopher Grossi - 2023-09-27 - Comments (0) - MyPrint

As part of the improvements made to the student MyPrint system, making photocopies and scanning to OneDrive are now available on OIT-managed MyPrint devices. Multifunction devices (MFD) are located on the 1st floor of the Rockefeller Library, and on Level A of the Sciences Library.

Making photocopies has just gotten much more convenient. You can walk up to one of the MFDs at either library and copy your documents in just a few easy steps. As with printing on MyPrint, photocopies are charged per page (see [Cost of Printing to MyPrint](#)). For more information on how to make copies, see the [Copying in the Libraries](#) article.

Scanning, unlike copying, is not charged, as it does not produce a printed page. Scans can be sent to either your email, home folder, or OneDrive. If scanning to OneDrive, visit the [Scanning to OneDrive](#) article for step-by-step instructions.

After sending a scanned document to OneDrive, you'll receive an email notification from Papercut that your scan is available. Papercut is the engine behind the MyPrint system that mediates the scanning process. When you send your first scan, Papercut will send an email requesting permission to communicate with your OneDrive folder. After that, scans will show up automatically in your OneDrive folder whenever you use the service.

For instructions on how to give Papercut permission to communicate with your OneDrive, please visit [Authorize Papercut for use with OneDrive](#).