# Curtin Managed Print
How to scan to OneDrive

All Curtin staff and students have access to OneDrive for Business to store documents. Curtin Managed Print is integrated with OneDrive and users can scan to their personal OneDrive folder. Scans do not have a size limit restriction so a better alternative than scanning to email.

1. Swipe or tap your Curtin ID card on the card reader or type in credentials to begin
2. Select the **Scan** button and place document in feeder or on the glass
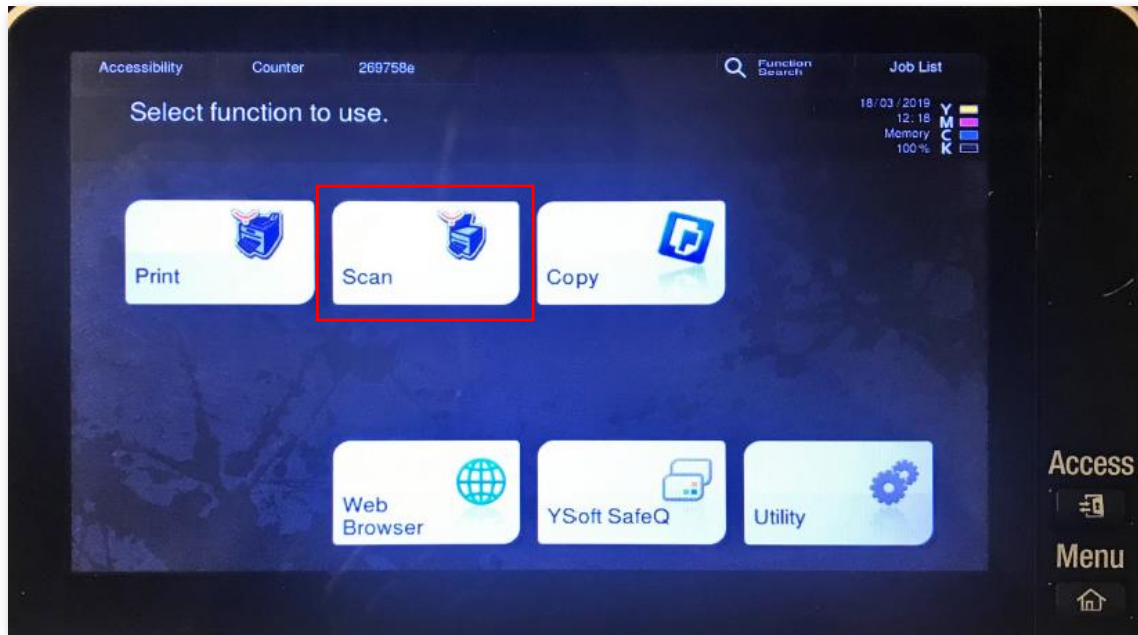
3. Select scan destination from list: If you are logged on as a staff member, select **Scan to OneDrive – Staff Only** or if you are logged on as a student, select **Scan to OneDrive – Student Only** (Note: if you select the incorrect OneDrive scan destination, you will receive a scan failure notification)
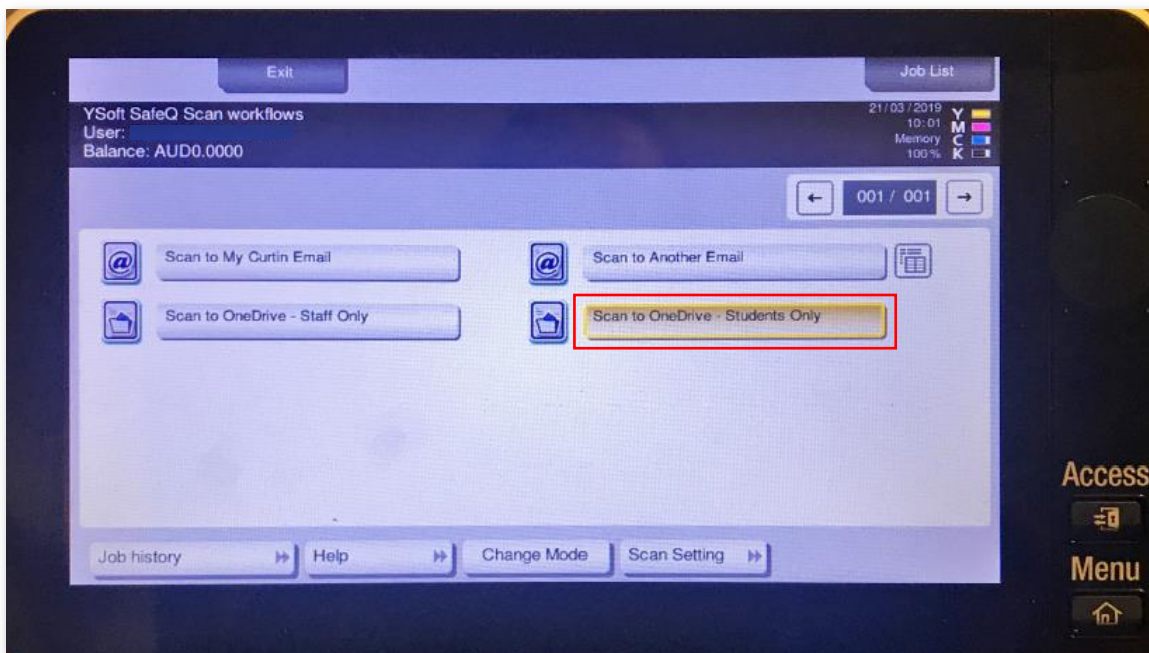
4. Press the blue highlighted **Start** button to start scan

5. Defaults for this scan workflow:
    a. Resolution = 300DPI
    b. Colour = automatic
    c. 2-Sided sided
6. Default settings can be adjusted once scan destination selected, select **Scan Settings** and change any setting as required, press blue highlighted Start button to start scan
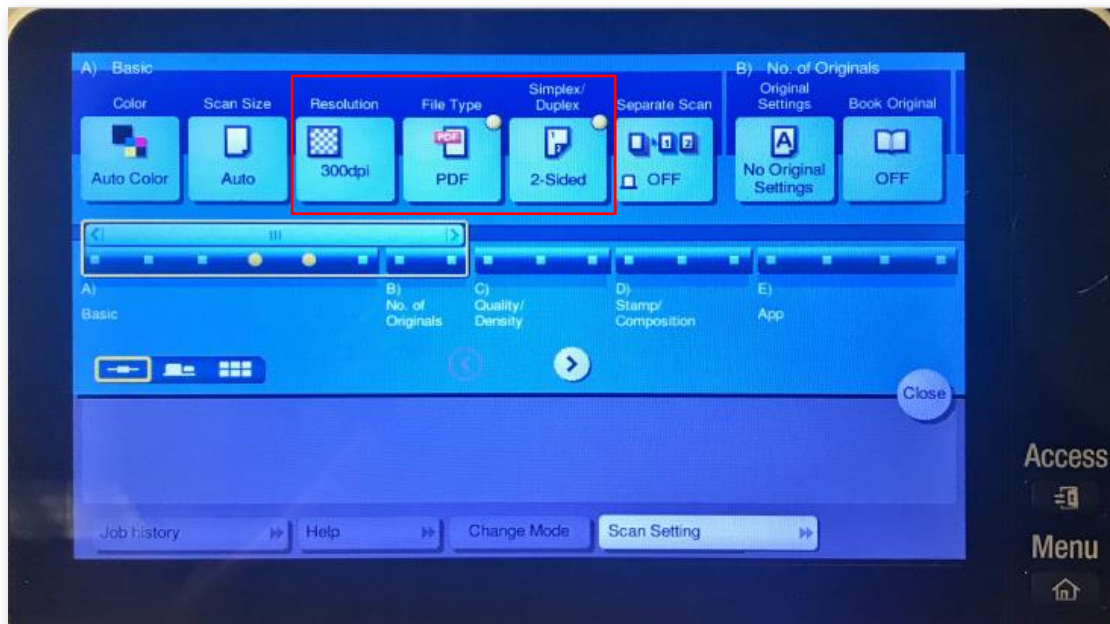
7. You will receive a Scan to OneDrive success email notification with a link to your OneDrive Scans folder to locate your scan easily