



Scanning to Google Drive

Canon Copiers

You'll Need Your PaperCut Pin Code

- If you don't know your pin code, you can find it by [logging in to PaperCut](#).
- Log in to the system using your Portal username (without the @prosper-isd.net) and password.
- Click Log in.

A screenshot of the PaperCut login interface. At the top is the Prosper Independent School District logo. Below it are two input fields: 'Username' with the text 'tmctesterson' and 'Password' with masked characters. A green 'Log in' button is positioned below the password field. At the bottom, there is a language selector set to 'English'.

- Click show to reveal your pin code.

A screenshot of a user profile page in the PaperCut system. The page has a dark sidebar on the left and a main content area. The main area has a green header bar and a 'Summary' section. In the 'Summary' section, there is a 'CARD/ID' field displaying '12345 [hide]'. A green '[show]' button is located below the 'CARD/ID' label. A red-bordered callout box with the text 'Click **show** to reveal your PaperCut pin code.' has a yellow arrow pointing from the '[show]' button to the '12345 [hide]' text.

Go to a Convenient Copier

- On the copier screen, enter your PaperCut pin code where it says **ID number** and click **Log in**.
 - These instructions are for the new Canon copiers. If your location has not yet transitioned, use the [Ricoh instructions](#) instead.

Please enter your ID number

ID number

Log in

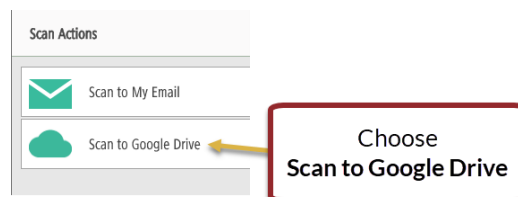
- Once you are logged on, choose **Scan**.



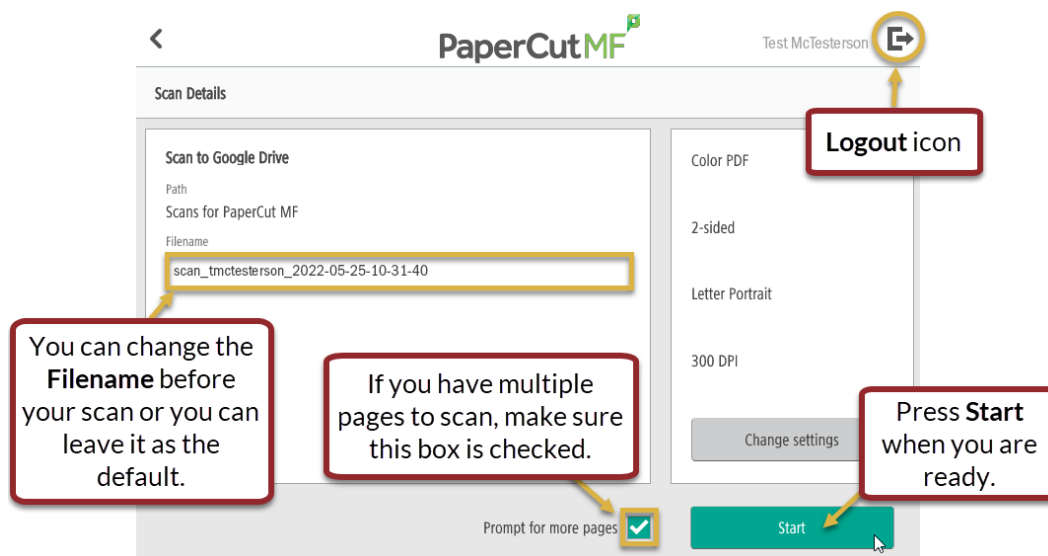
- You will have two options:

- Scan to My Email
- Scan to Google Drive

- Choose **Scan to Google Drive**.



- Place your document in the Auto Document Feeder or face-down on the class.
- Look over the scan options and press **Start** when you are ready.

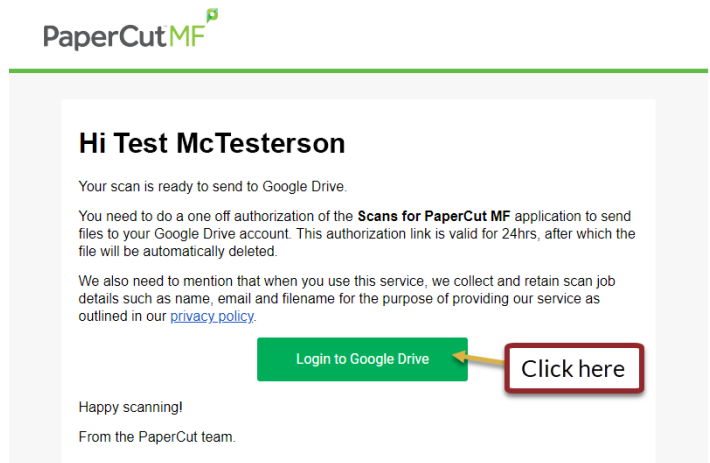


- Make sure you **logout** after you are finished scanning.



The First Time You Scan to Google Drive...

- You will receive an email from “Scans for PaperCut” with the subject “Authorize Scans for PaperCut MF to save your Google Drive.” Open this email.
- Click the button to **Login to Google Drive**.



- You will be asked to choose an account. Choose or sign in to your Prosper ISD account.
- When you successfully signed in, you will see a message confirming your success.
- Your first scan will now appear as described in the next section.



Fantastic! You did it!

You've successfully authorized Scans for PaperCut MF to upload to your Google Drive account.

Your files are uploading. If they aren't there already, they won't be far away.

From Now On When You Scan to Google Drive...

- You will receive an email from “Scans for PaperCut” notifying you that your scan has been sent to Google Drive.
 - To view your scan, you have two options:
 - Open the notification email and click the **Go to your scan!** button
 - Open your Google Drive and look in the folder named **Scans for PaperCut MF**.
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Happy scanning! 😊

Contact the Helpdesk if you need further assistance.

Submit a Ticket:



<https://prosper.sherpadesk.com/portal/>