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.

- Click show to reveal your pin code.

Go to a Convenient Copier

- On the copier screen, enter your PaperCut pin code where it says **ID number** and click **Log in**.

    o These instructions are for the new Canon copiers. If your location has not yet transitioned, use the Ricoh instructions instead.
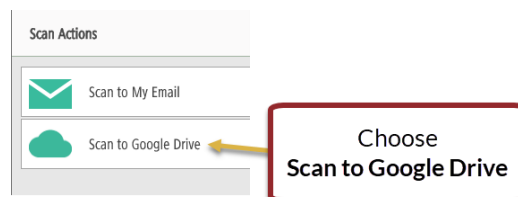
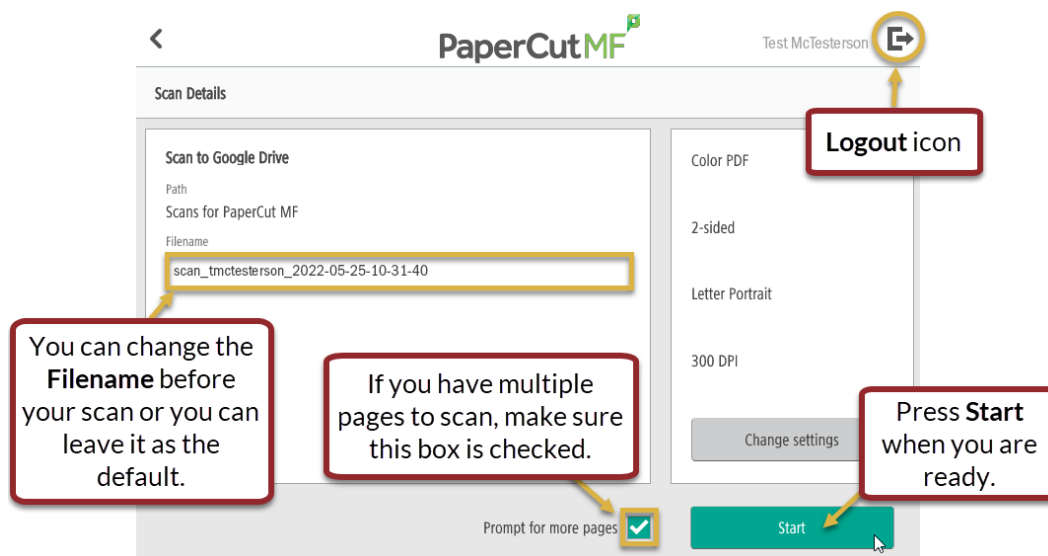- Once you are logged on, choose **Scan**.

- You will have two options:

    o Scan to My Email

    o Scan to Google Drive

- Choose **Scan to Google Drive**.

- Place your document in the Auto Document Feeder or face-down on the class.

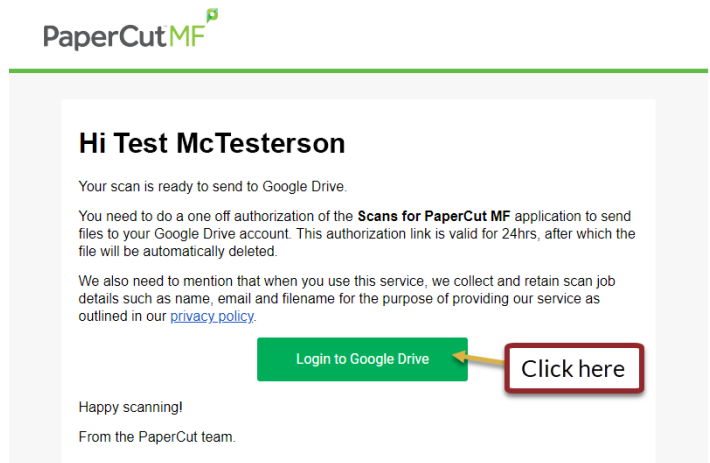- Look over the scan options and press **Start** when you are ready.

- 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.

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**.

Happy scanning! 😊

Contact the Helpdesk if you need further assistance.

Submit a Ticket: