Scanning to Email

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.
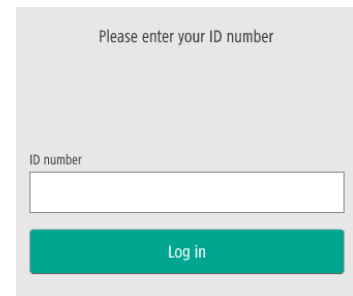
- Click Log in.

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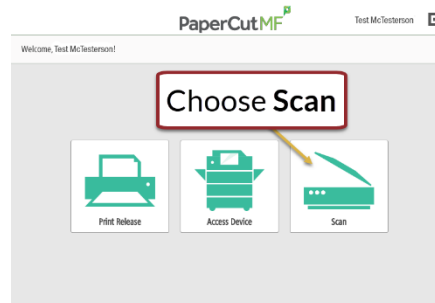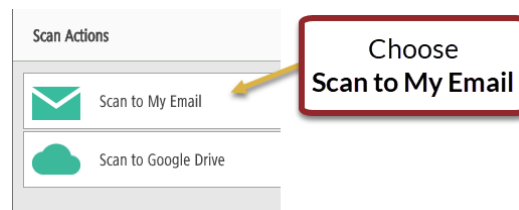
- Once you are logged on, choose **Scan**.

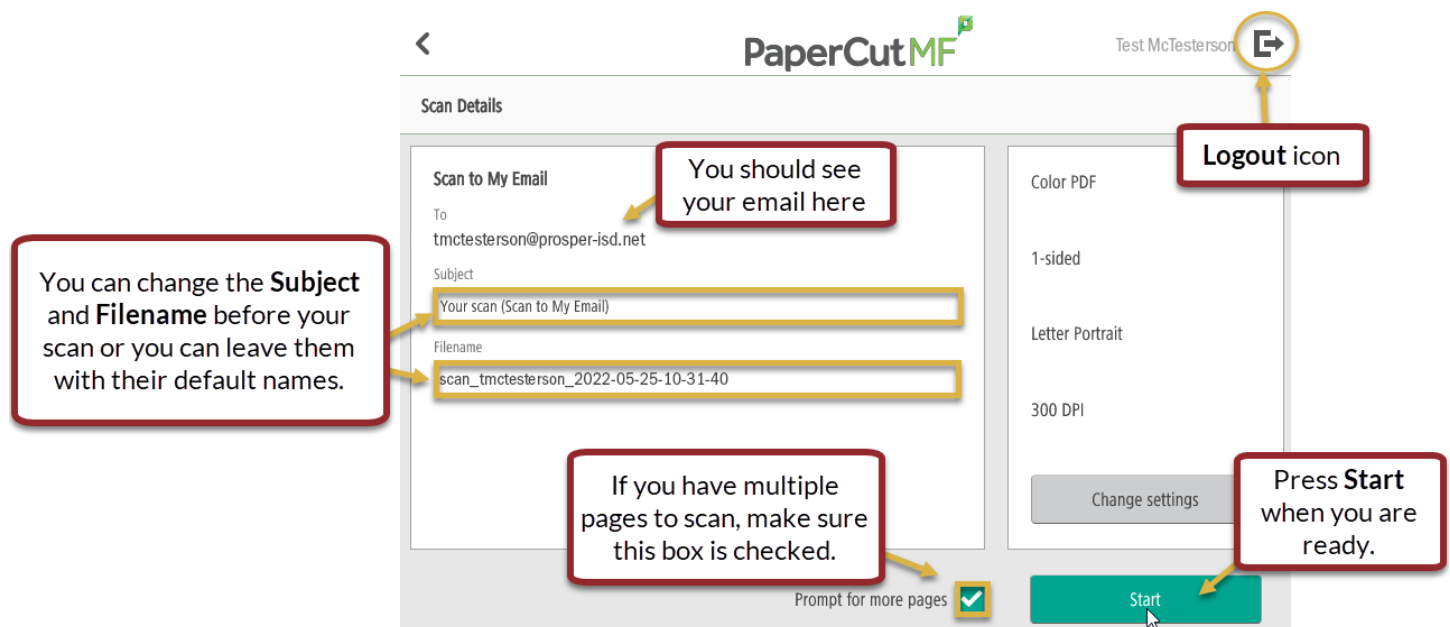   Choose **Scan**

    Print Release   Access Device   Scan

- You will have two options:

    o Scan to My Email

    o Scan to Google Drive

    Scan Actions

    Scan to My Email

    Scan to Google Drive

    Choose **Scan to My Email**

- Choose **Scan to My Email**.

- 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.

    PaperCut MF   Test McTesterson

    Scan Details

    Scan to My Email

    To
    tmctesterson@prosper-isd.net

    You should see your email here

    Logout icon

    Color PDF

    Subject
    Your scan (Scan to My Email)

    You can change the **Subject** and **Filename** before your scan or you can leave them with their default names.

    Filename
    scan_tmctesterson_2022-05-25-10-31-40

    1-sided

    Letter Portrait

    300 DPI

    If you have multiple pages to scan, make sure this box is checked.

    Change settings

    Press **Start** when you are ready.

    Prompt for more pages ☑   Start

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

Check your email

- You will have received an email from yourself with the subject heading you specified with an attachment of your scan. If you left the default name for the Subject, it will show as an email from **"me"** with the subject heading of "**Your scan (Scan to My Email)**".

Happy scanning! 😊

Contact the Helpdesk if you need further assistance.

Submit a Ticket:

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