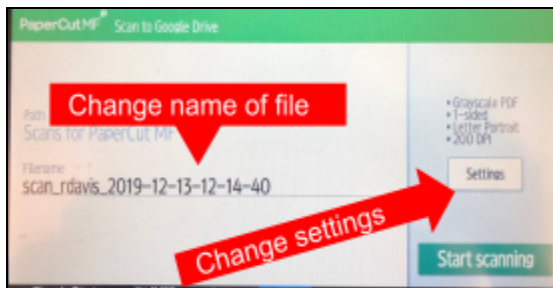
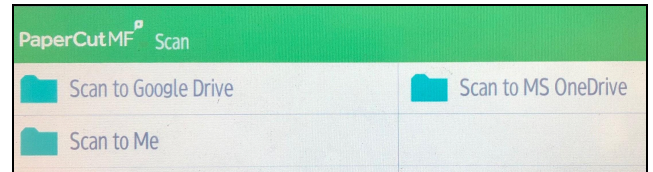
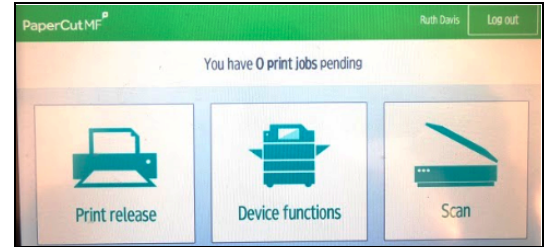


Scanning Documents to Google Drive/One Drive

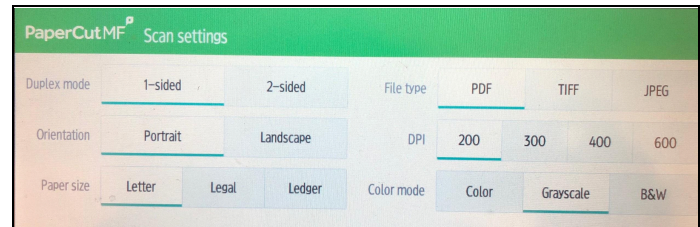
The ability to scan directly to Google Drive or One Drive has been configured for all 6-12 staff and students. Follow the instructions below to set up scanning:

1. Scan your ID at the copier (or enter your ID #)
2. Place document in the document feeder or on the glass for scanning
3. Select **SCAN**
4. Choose the location where you would like the scan to go.
 - a. Google Drive - staff and students
 - b. One Drive - staff and students
 - c. Scan to Me - staff only repository



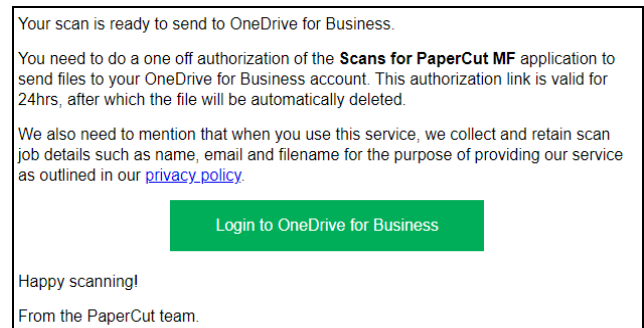
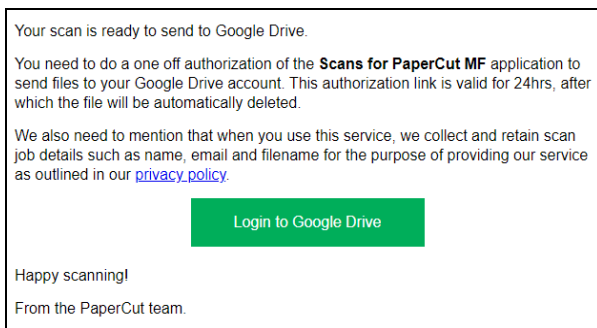
5. You can rename the scanned file under **FILENAME** and/or adjust the settings by clicking **SETTINGS**. *NOTE: It is best to leave the DPI set to 200 to avoid a large file size.*

6. Select **START SCANNING** to scan files
7. Logout of copier.



ONE TIME SET-UP: When scanning for the first time, you must give permission for PaperCut to have access to your Google Drive and/or One Drive. Log into your email on your laptop or desktop computer to complete the following:

8. You will receive an email from PaperCut for authorization. This will require you to enter your login credentials.



9. After successful authorization, you will see a message that says **FANTASTIC! YOU DID IT!**
10. Your files will be placed in a folder called **SCANS FOR PAPER CUT MF** if using Google Drive or a folder called **APPS** if using One Drive.

