

Scan From Copier to Email or Google Drive

The color copiers offer two delivery options for scanned documents. Scanned documents can be sent by email or saved directly to Google Drive in PDF format.

To get started, use your badge to log on to the copier. From the home screen, click the Scan button.

[image](#)

[image1119×621 53.9 KB](#)

Choose either To Email or To Google Drive.

[image](#)

To Email

[image](#)

[image1204×781 93 KB](#)

1. The Subject of the email can be changed. Click to access the onscreen keyboard.
2. The File name can also be changed in the same manner.
3. Click the Setting button for 2-sided scanning and many other options.
4. Place the document in the document feeder or on the scanner bed and click Start.

[image](#)

The document will be delivered to your email in pdf format. Note the sender is Tech.

To Google Drive

[image](#)

[image1220×766 96.3 KB](#)

1. The Filename can be changed. Click to access the onscreen keyboard.
2. Click the Setting button for 2-sided scanning and many other options.
3. Place the document in the document feeder or on the scanner bed and click Start.

The document will be saved to your Google Drive in a folder called Scans for PaperCut MF.
Note: you will also receive an email from Scans for PaperCut with a link to the scanned document.

[image](#)

[image888×492 16.2 KB](#)

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