

## To access copy/scan functions:

Please swipe your Fisher ID or enter your Username & Password.

Press the **Print Release** button to access held print jobs.

Press the **Access Device** button to make copies or scan to an email address.

Press the **Scan** button to scan to your email, Google Drive or OneDrive.



### Scan Actions

 Scan to My Email

 Google Drive

 OneDrive

The first time you scan to your Google Drive or OneDrive, you will need to authorize PaperCut to send files to your account. Click the link in the email you receive to complete authorization.

PaperCut<sup>MF</sup>

Hi 

Your scan is ready to send to Google Drive.

You need to do a one off authorization of the **Scans for PaperCut MF** application to send files to your Google Drive account. This authorization link is valid for 24hrs, after which the file will be automatically deleted.

We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our [privacy policy](#).

[Login to Google Drive](#)

😊  
Happy scanning!

From the PaperCut team.

PaperCut creates a new folder for your scans. On Google Drive it's named **Scans for PaperCut MF**; on OneDrive it creates an **Apps** folder that contains the **Scans for PaperCut MF** folder.