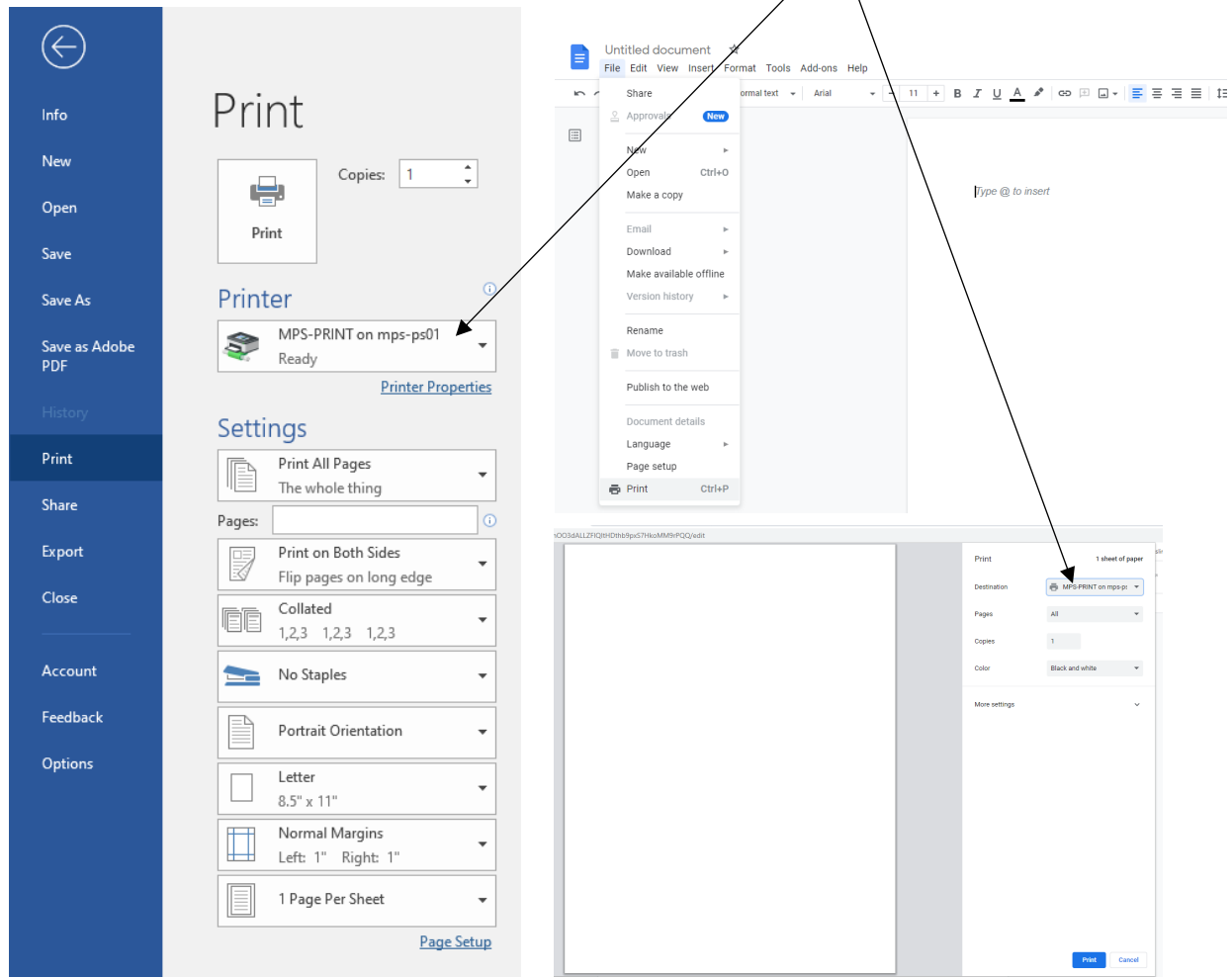


New Xerox Printer/Copiers & PaperCutMF Application:

When you're ready to print your document - Select the Printer: **MPS-PRINT on mps-ps01**
From Microsoft Word OR Google Docs



Go to any Xerox Printer/Copier

If you have 2 ID's – it's very important to take your ID's out of holder and use the one that is for your primary school (**look on the back of your ID for the following info. In the left bottom corner**):

MHS: BLUE HID LOGO iCLASS DP

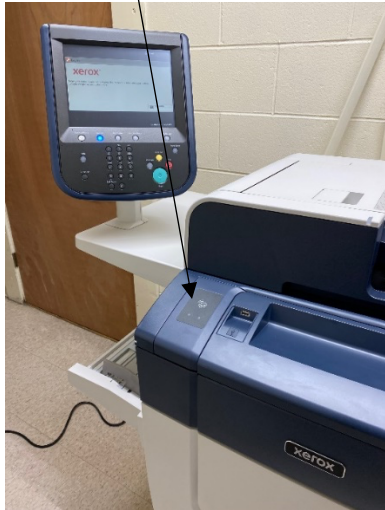
OTHER SCHOOLS: SCHLAGE LOGO or BLANK

If you work at the MHS and no other school, please return your "Other School" ID to Marcia Holmgren as soon as possible. Thank you!

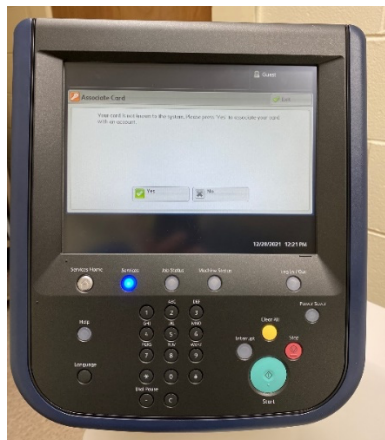
If the green Power Saver button is ON – press it



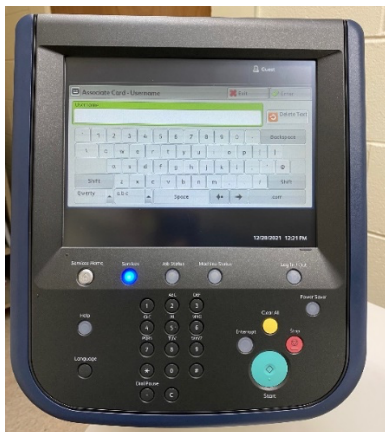
Scan your ID



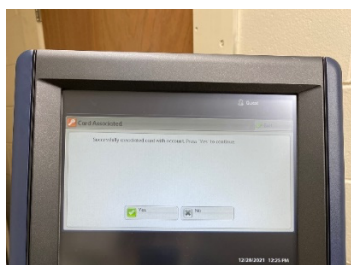
If your ID isn't already registered - Hit **YES** to Register Your ID Badge



Enter your Computer Login Username (ex: cdistefano – not email address) – Press **ENTER**
Enter your Computer Login Password (not email password) – Press **ENTER**

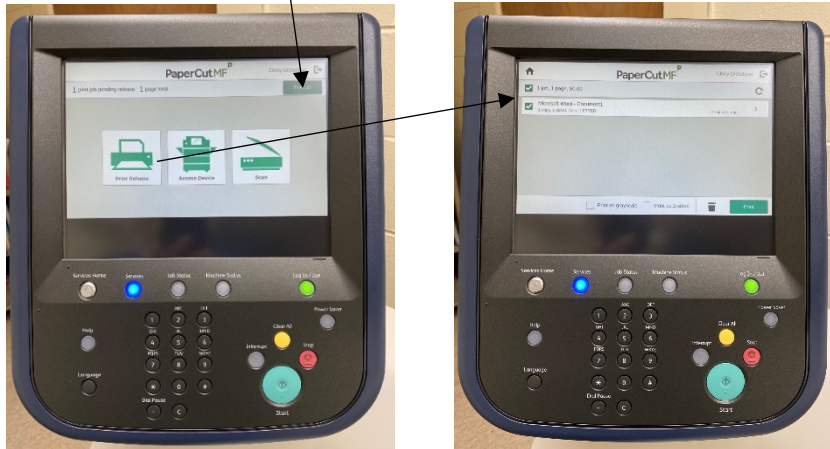


Press **YES** to Continue



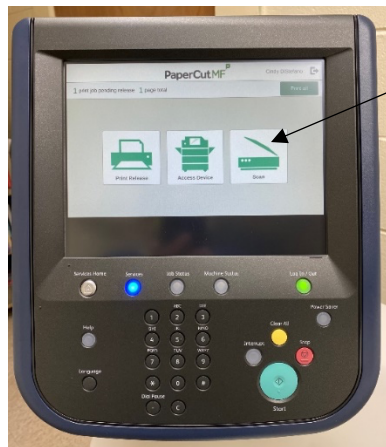
Either press **PRINT ALL** or **PRINT RELEASE** (if you only want to print selected documents)

Remember to **LOG OUT**



Scanning Documents & Sending to Email or Google Drive:

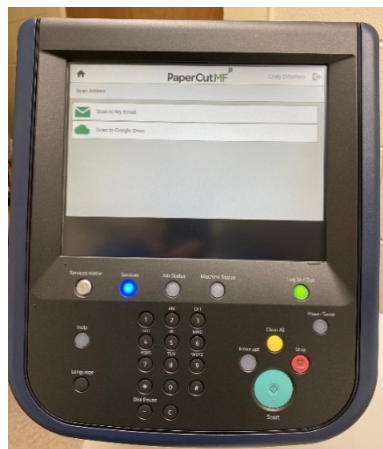
Put document on scanner bed or in feeder – Press **SCAN**



Select – **Scan to My Email (File Size Limited)**

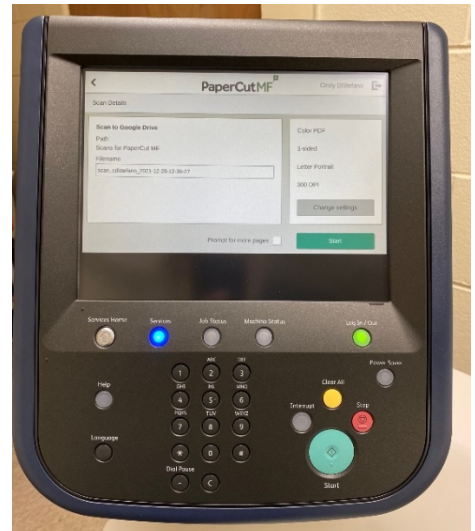
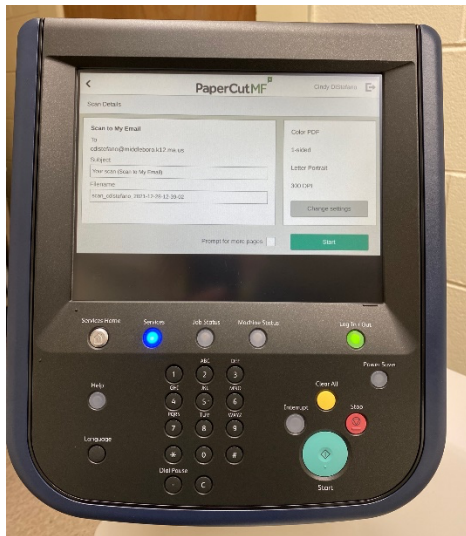
or **Scan to Google Drive (Larger Capacity File Size – But Also Limited)**

If you receive a FAILED email – Scan less pages

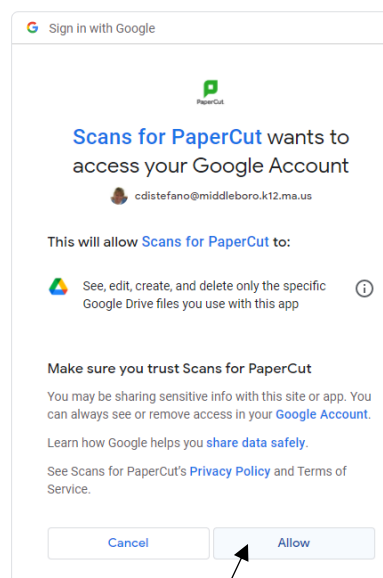
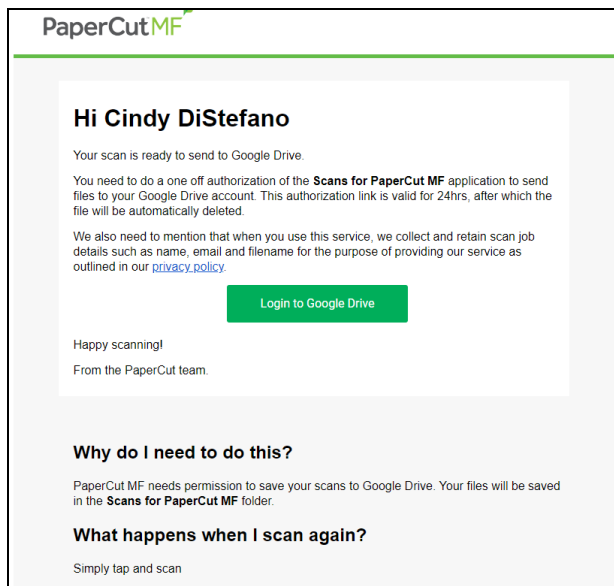


Email: Change Subject and Filename if you wish – **Press START**

Google Drive: Change Filename if you wish – **Press START**



When using the Google Drive feature, you'll receive an email to authorize the **PaperCut MF Application** to send files to your Google Drive account. After reading, press Login to Google Drive...



Select **ALLOW**



Fantastic! You did it!

You've successfully authorized Scans for PaperCut MF to upload to your Google Drive account.

Your files are uploading. If they aren't there already, they won't be far away.

Your Google Document will be located in a Scans for PaperCutMF Folder in your Google Drive.
If you have any questions regarding the new Xerox Printer/Copiers please submit a Schooldude.
Thank you!