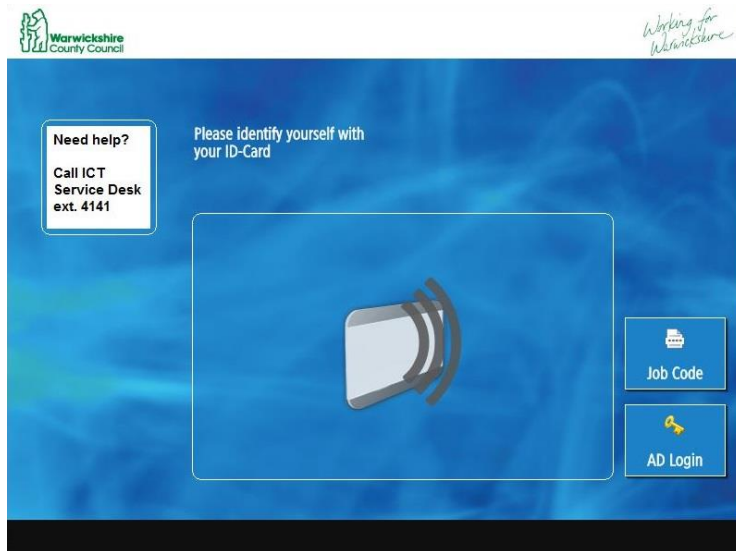# Scan to Google Drive

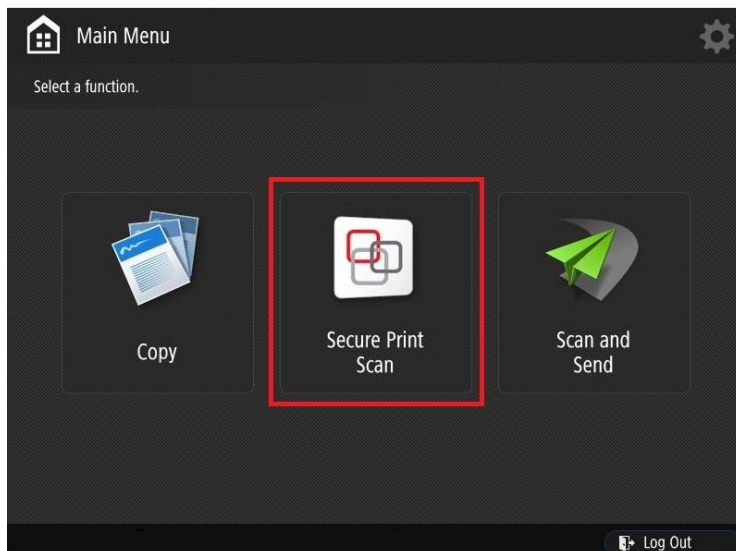# Quick Reference

Guide

Scan to Google Drive

Scan to Google Drive enables staff to scan documents from any Canon MFD direct to your Google Drive in a searchable PDF document format.

First time users will need to follow the steps below to register their Google account on the printing system.
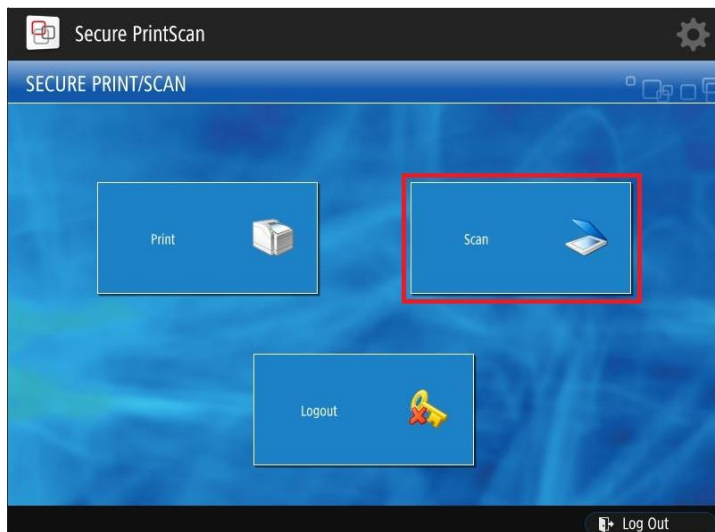
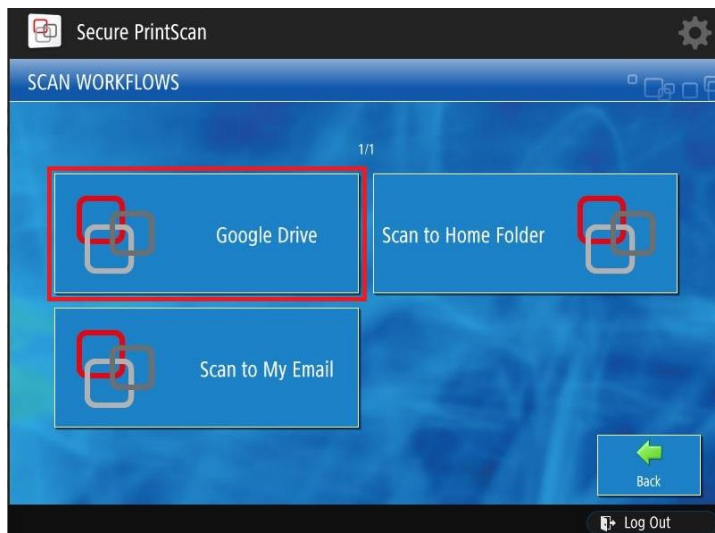1. Log in to the device as normal.
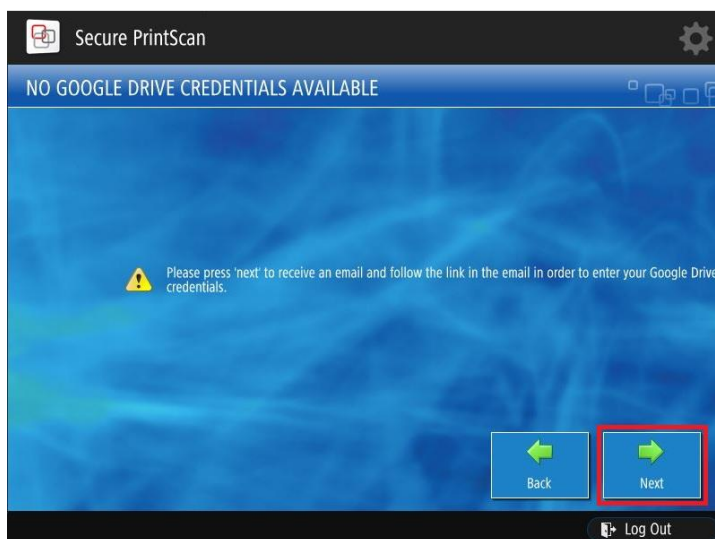

2. Select 'Secure Print Scan'

3. Select Scan.

4. Select Google Drive.

5. Press 'Next' to receive an email where you will need to enter your Google credentials to register.

6. When you receive the authorisation email in your Google mailbox, follow the link and select your Warwickshire Google account, followed by 'ALLOW' on the next screen. Please note, this should be your personal mailbox and not any shared mailbox you may have access to.
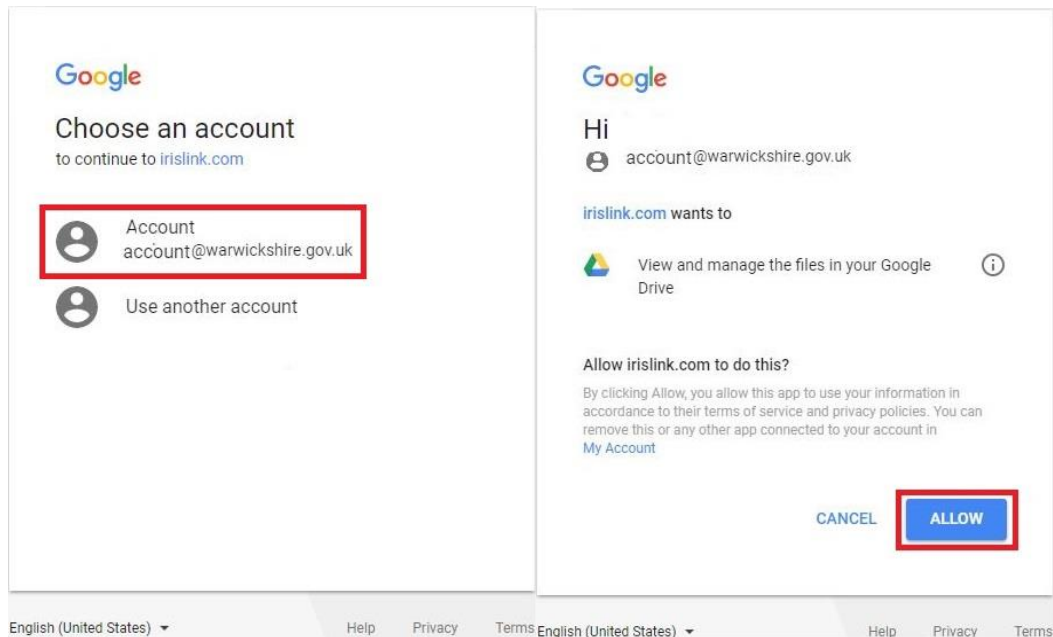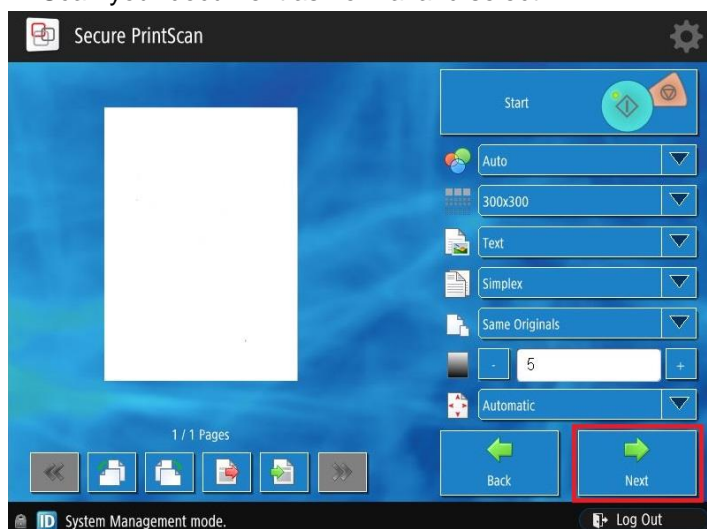

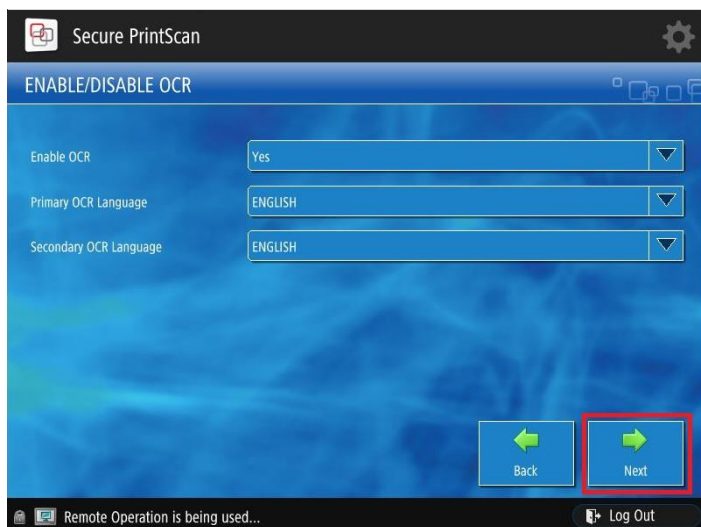7. You should now see a message to confirm you have registered successfully.

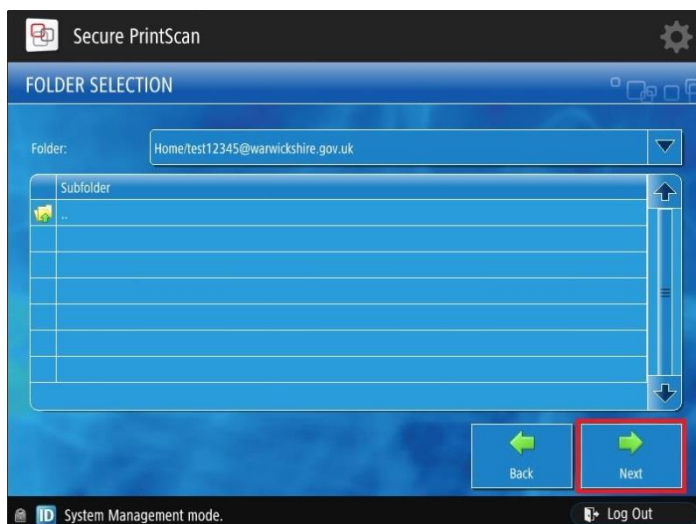**To use Scan to Google Drive**

A. Follow steps 1-4 above.

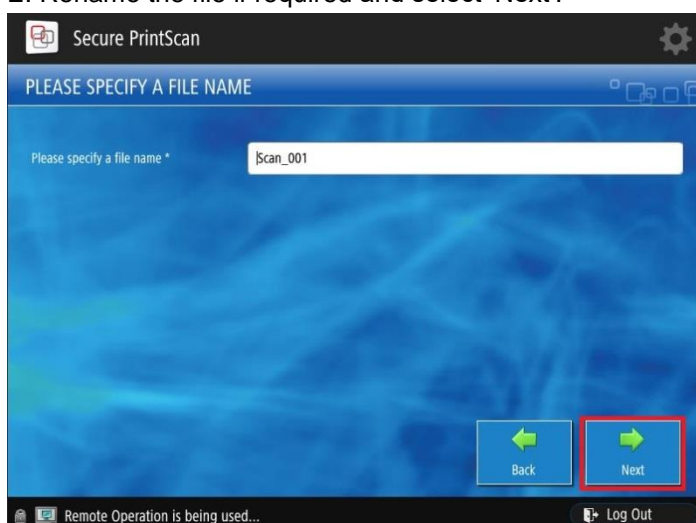B. Scan your document as normal and select 'Next'.

C. Select 'Next' again. The OCR (optical character recognition) settings cannot be changed.

D. Select the folder in your Google Drive where you would like the scanned document to be saved to and select 'Next'.

E. Rename the file if required and select 'Next'.

Your document will now appear in your Google Drive.

For more information on available courses

(and more hints, tips and FAQs) visit:

warwickshire.learningpool.com

For support please contact the
ICT Service Desk
using the 'Service Desk Online' icon
on your PC desktop or,
if you have a problem to report,
call on **01926 41 41 41**

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