

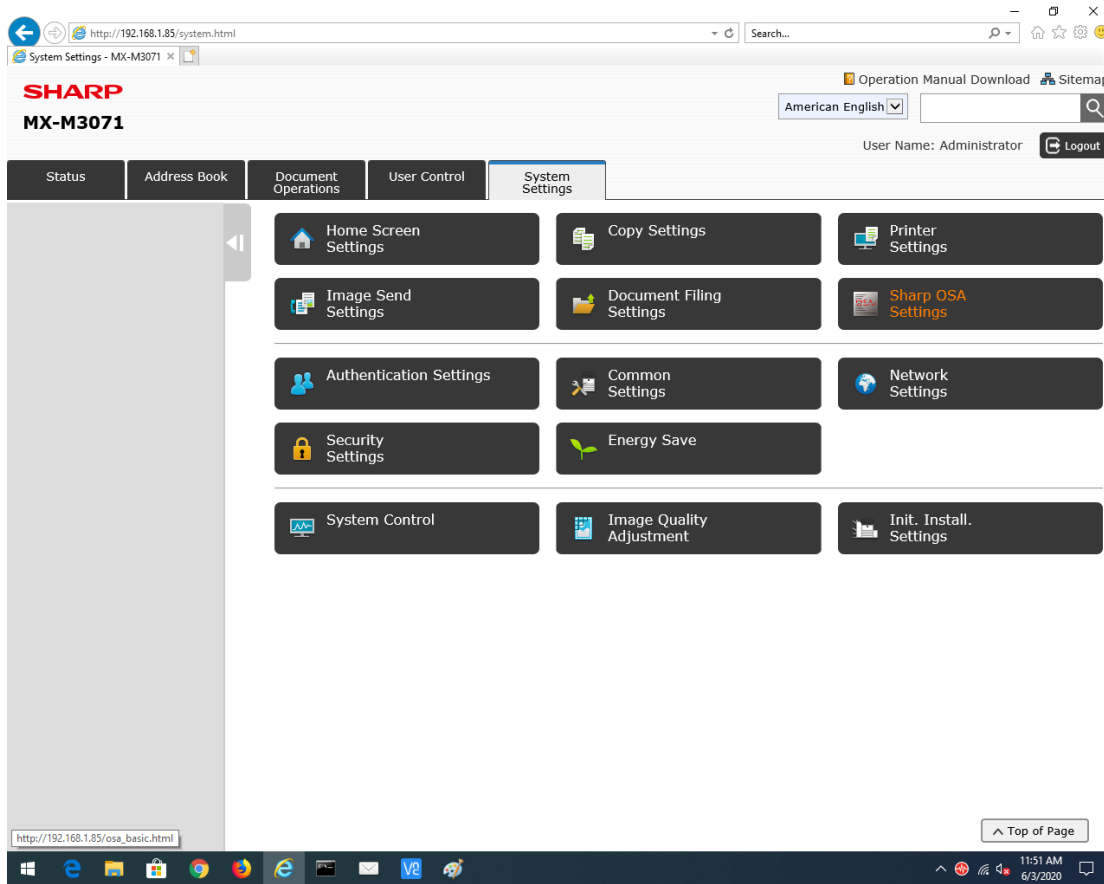


Instruction Sheet

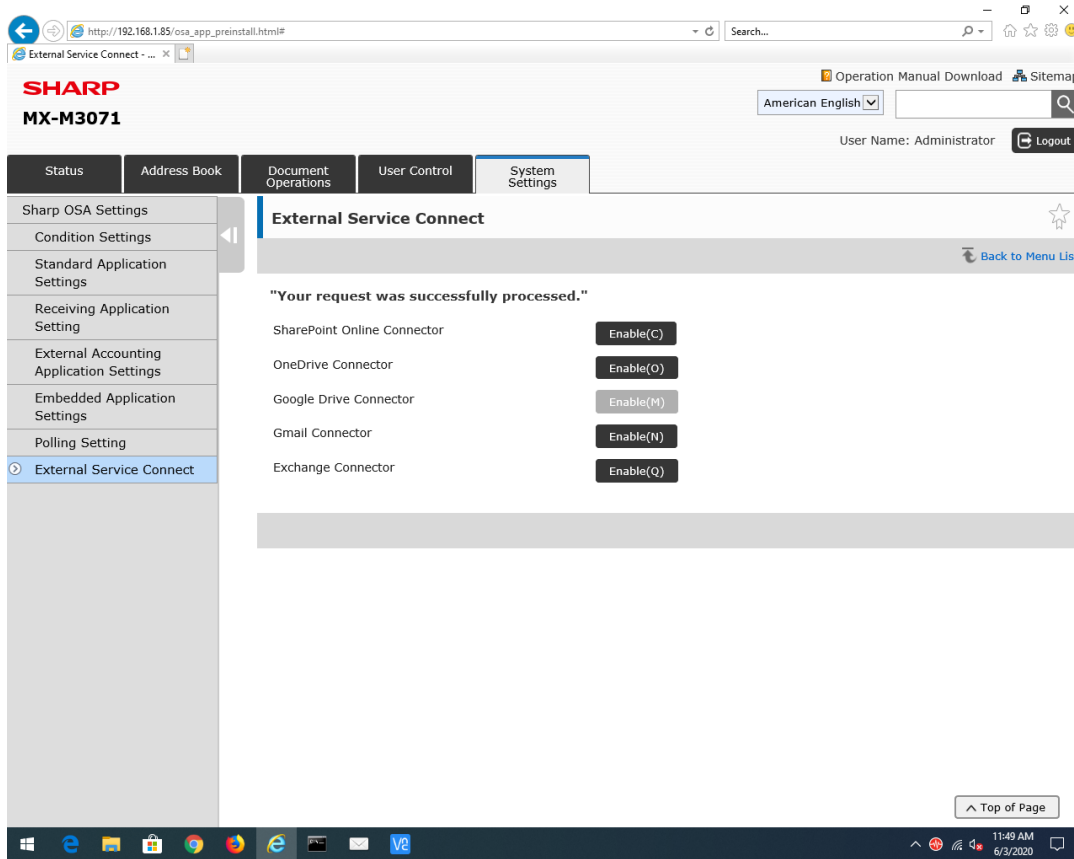
Setting up Google Drive

**Multiple Google Drives require user authentication set up

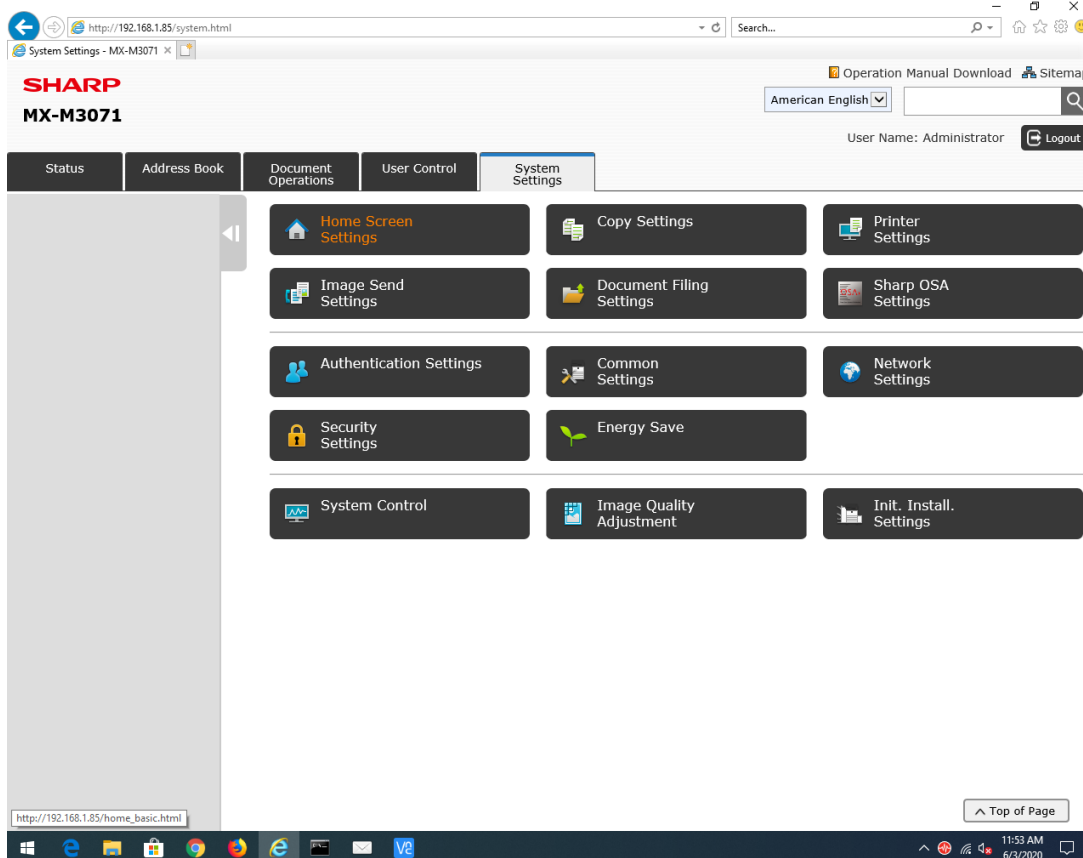
1. The default Sharp implementation for Google Drive is to use a single Google Drive account with the copier. This could be set up with a generic company Gmail account for use by all the employees. However, if the copier were set up with User Authentication that requires all users to log in first before they can make a copy, each user can have their own custom copier display, including their own Google Drive icon.
2. This tutorial will first show how to set up the MFP with Google Drive without authentication.
3. Open your web browser and go to the copier web page. Click **Login** in the upper right corner. The password is **admin**.
4. Click on the **Sharp OSA Settings** button.



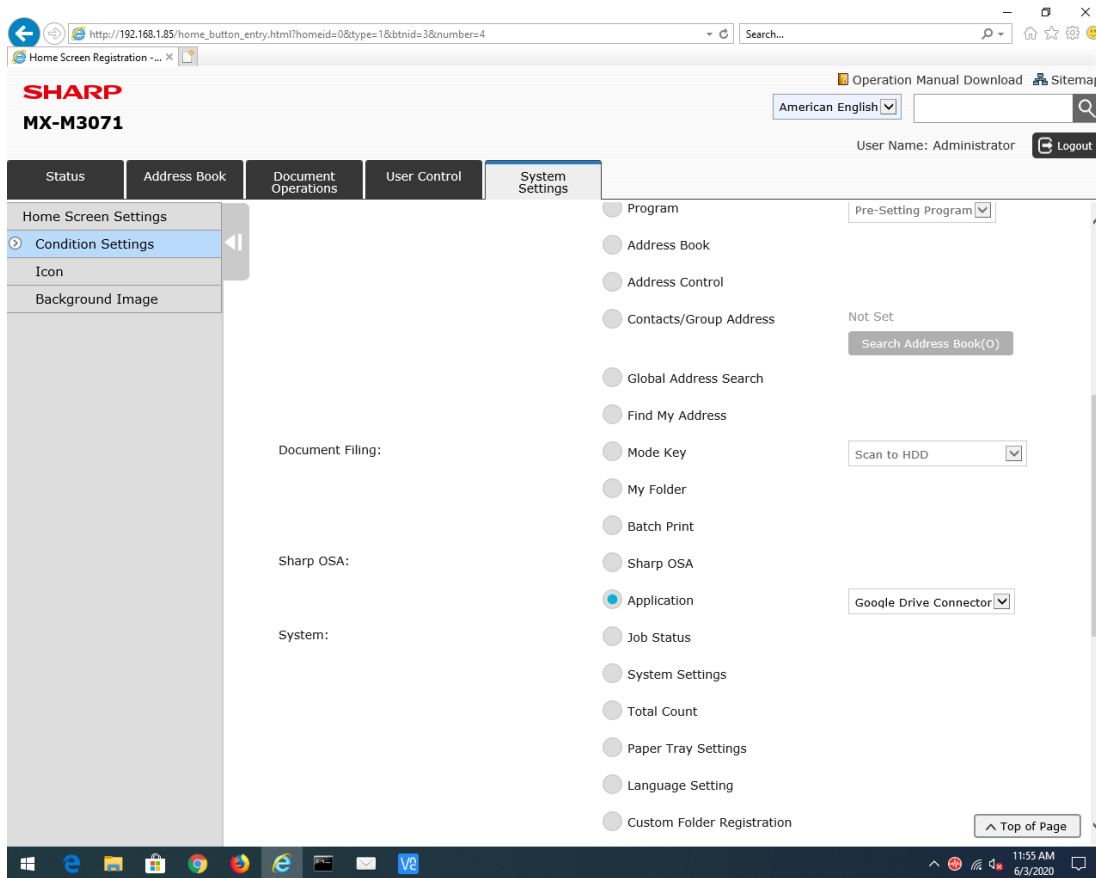
5. Go to **External Service Connect** and click **Google Drive Connector** to enable it.



6. Go back to the main Setting page and click on **Home Screen Settings**




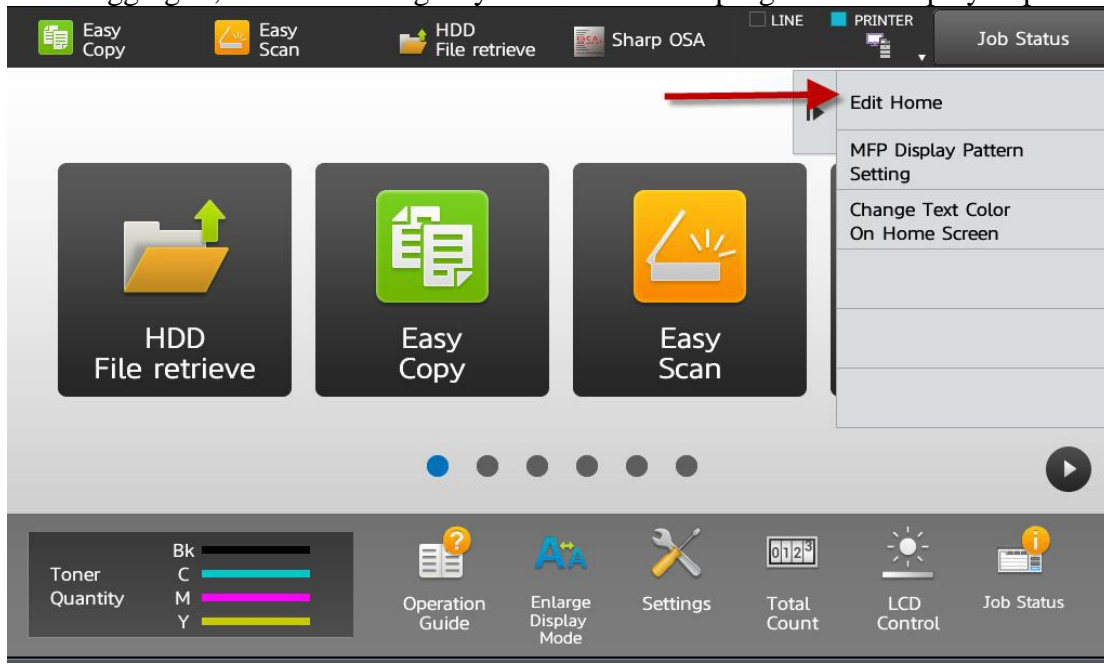
7. Look for an open (Not Set) slot in the Home Buttons and click on the **Not Set**. This will open a new page. Scroll down until you get to the Sharp OSA section, check **Application**, and Google Drive will appear.



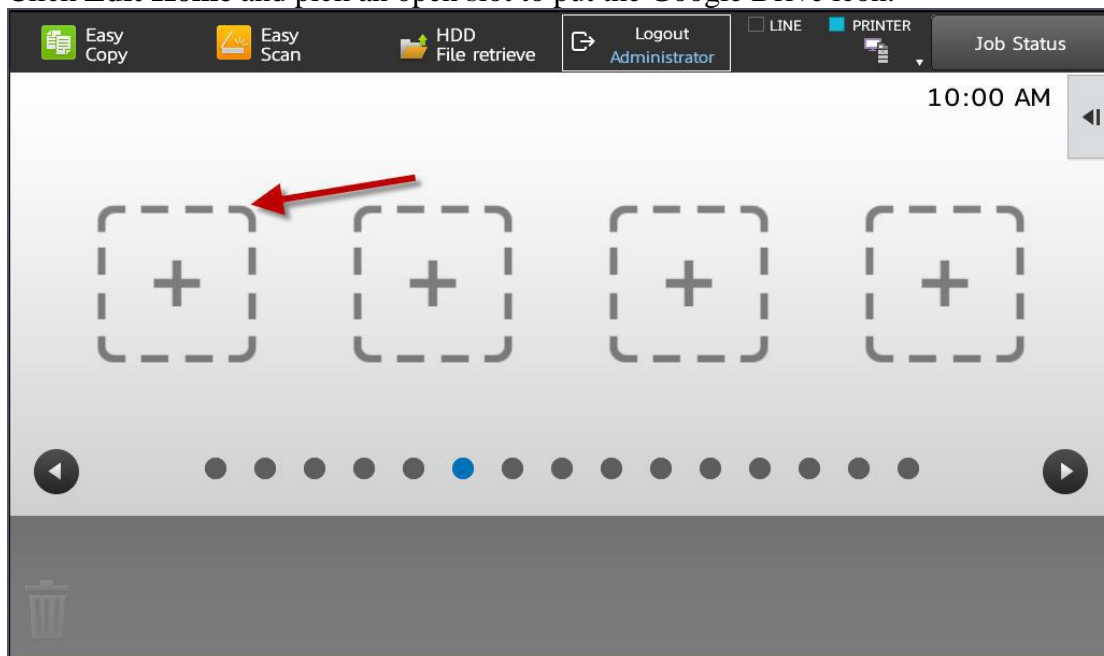
If more than Google Drive had been enabled then you will have to choose between the enabled Connectors.

8. The Google Drive icon will now appear on the copier screen. When you click on it the first time, Google's login screen will appear and you will need to enter the email and password. The MFP will remember this information so that you will not have to login again.
9. You will now have the choice to print a file already there or scan a new file to the folder.
10. If you have user authentication enabled, each user can customize their copier screen. After enabling Google Drive in **External Service Connect**, close the web browser and go to the copier.

11. After logging in, touch the triangle symbol  on the top right of the display to pull out the Action Panel.



12. Click **Edit Home** and pick an open slot to put the Google Drive icon.



Choose Google Drive from the list and Exit Home Edit Mode.