VASION PRINT
formerly **PrinterLogic** ®

Scan To Cloud

OVERVIEW

Scan to Cloud allows your users to scan a physical document on an MFD with the Vasion Print Control Panel Application, or your mobile phone with the Vasion Print App, and share those files directly to cloud storage locations of your choice, such as Google Drive, Box, OneDrive, and SharePoint.

VASION PRINT formerly **PrinterLogic** ®

Scan To Storage

Scan

Preset Destination	Select Destination ▼
Scan Path	
File Name	username_data

Scan Preferences

Paper Size	Color Mode	File Type	Orientation	Duplex Mode	DPI
Auto	Auto	PDF	Portrait	1-Sided	400

Change Preferences

How does Scan To Cloud support the move towards digital transformation?

Scan To Cloud bridges the gap between analog and digital processes by digitizing paper documents and storing them in cloud storage folders. This makes documents easily accessible from anywhere, reducing the need for constant printing, sharing, and storing hard copies in physical storage cabinets, helping organizations save time, improve efficiency, increase security, and reduce costs.

Vasion Print's Simplified Scanning feature saves you and your end users time and resources with manual document handling to enhance collaboration, productivity, and security. While your end users can easily share and access digital copies of their paper documents, you can enjoy time back in your day with simple feature configuration, management, and visibility into user scan activity, all from the Admin Console.

Can I support Scan To Cloud in my environment?

Scan To Cloud is available for Vasion Print SaaS customers within a Core license. Support for the Vasion Print Virtual Appliance will be available at a future date. Vasion Print Webstack is not supported.

Which devices and manufacturers support Scan To Cloud?

Scan To Cloud is available via the Control Panel Application (CPA), an embedded application installed on your printers and supported on MFDs across the following major manufacturers:

- HP
- Xerox
- Sharp
- Toshiba
- Ricoh
- Canon
- Konica Minolta
- Fujifilm
- Lexmark
- Kyocera

The Vasion Print App supports Mobile Scanning to email with iOS and Android devices as well.

Where can my users store and access their documents?

Scan To Cloud currently integrates with OneDrive, SharePoint, Google Drive, and Box. Within those cloud storage providers, you can set preset file destinations for specific departments or user groups based on their typical scanning needs. Your end users can simply scan to the exact folders they need.

For example, a Legal team can scan NDAs, legal forms, contracts, and client information to specific folders assigned that are only visible to their team.

How do users access Scan To Cloud?

Users can log in to the CPA and the Vasion Print App with any of the available authentication options you configure as an admin with their username credentials, or if at an MFD, a PIN, or badge swipe.

If your printers support Single Sign-On (SSO), users can authenticate and access all functions of the CPA (print release, scanning, copying, etc.) without having to re-authenticate between each feature. The CPA can function as either an SSO "provider," the primary sign-on interface, or an SSO "listener," which can bypass authentication on the printer if the user has already signed in through another app.

How do I enable Scan To Cloud in my Vasion Print instance?

Navigate to Scanning settings in the Admin Console and select *Enable Scanning with Printer Default Settings*. From here, you can modify default scan settings like paper size, orientation, and color mode, and allow users to override those settings from the CPA if you choose. Then, you can set up cloud storage folder destinations for specific devices and departments as needed across your organization. Once configuration is complete, your end users can start scanning documents from MFDs and their mobile phones.

How do I know when a scan has been uploaded to cloud storage?

After you have scanned your document(s), wait a few minutes. You will receive an email from Vasion letting you know the file was scanned successfully, with an attachment of the file ready to download.

Does the solution provide Optical Character Recognition (OCR) functionality?

Not yet. OCR functionality will be supported in a future release of Simplified Scanning. At that time, users can convert their scanned documents into searchable and editable text to improve the searchability and accessibility of documents saved in cloud storage locations.

How do I see scanning activity in my environment?

Within the Print Job Records tab in the Admin Console, you can access the Simplified Scanning Jobs report and view all user activity, including the device, user, group, or department.

What are the security measures in place to protect documents stored in cloud storage?

Scan To Cloud requires all users to authenticate their identity at the MFD or on the Vasion Print App before scanning. All scanned files are encrypted and sent over port 443 when sent to cloud storage locations, ensuring your documents remain secure from the scan tray to the storage folder. Mobile documents are local to the device they were scanned by.

With SSO functionality on the CPA, you can manage user access to MFDs to ensure only those that you have authorized can access printing and scanning functions. They must authenticate their identity at the CPA via badge swipe or username and PIN credentials before scanning. This ensures that anything your users do after login is tracked to their usernames.

What file types are available for scan and upload?

File types are supported based on the MFD and cloud storage provider capability, with common formats being TIFF, PDF, and JPEG.

Can the Scan To Cloud solution handle large file sizes?

There is no maximum file size set when scanning. However, if the file exceeds the amount of storage space available in the cloud storage folder or exceeds the limits set by the administrator, the file will not upload. Check the maximum file size for the cloud storage provider you use.

What are the compatibility requirements in terms of devices and operating systems?

Scan To Cloud is currently compatible with the Windows Service Client in this current release.