

## Simplified Scanning FAQ

### OVERVIEW

[Simplified Scanning](#) enables users to digitize physical documents directly from their MFDs. Whether sending files via email, uploading them to cloud storage, or saving them to network folders, Simplified Scanning offers fast, secure, and centralized scanning options.

### How can Simplified Scanning benefit my organization?

Typically, users scan to default locations buried in device menus or shared drives, with little guidance or standardization. Files get misplaced, access permissions cause delays, and IT ends up fielding tickets for issues ranging from “Where’s my scan?” to “I can’t access the folder.”

Vasion’s Simplified Scanning gives you the control and visibility IT teams need with the simplicity end users expect. Users can scan and send documents to email, cloud storage, or network folders—all from one consistent experience at the MFD. Admins can manage destinations, permissions, and default settings centrally through the Admin Console, leading to fewer tickets, tighter security, and time back for your team to focus on other priorities.

### Can I support Simplified Scanning in my environment?

Simplified Scanning is available for Vasion Print customers in both Vasion SaaS and Vasion Virtual Appliance environments.

### What scan destinations are available?

- **Scan To Email:** Send scanned documents as email attachments.
- **Scan To Cloud:** Upload files directly to cloud storage providers like OneDrive, SharePoint, Google Drive, and Box.
- **Scan To Network:** Save files directly to designated folders on your organization’s local network drives.

### Does Vasion support mobile scanning?

Yes. With the Vasion App, users can scan paper documents into digital, searchable formats and send them directly via email, text, local network folders, or cloud storage like OneDrive or Google Drive. For more information, see our [Mobile Printing Solution Brief](#).

## Which devices and manufacturers support Simplified Scanning?

Simplified Scanning is available via the Control Panel Application (CPA), an embedded application installed on your printers and supported on MFDs across the following major manufacturers including, but not limited to:

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

To verify a specific printer model, use our [Printer Apps](#) page.

## How do users access Simplified Scanning on the printer?

Users can log in to the CPA with a variety of authentication options like their username credentials, a PIN, QR code, release code, Vasion App, or a badge. 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.

## How do I configure Simplified Scanning 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 global scan settings like paper size, orientation, and color mode, and allow users to override those settings from the CPA if you choose. From here, you can:

- Enable **Scan to Email** embedded application within the global settings.
- Set up **Scan to Storage** folder destinations for specific users, devices, groups, or departments as needed across your organization based on the configurations available in your preferred Identity Provider.
- Finally, deploy the configured scanning settings to supported MFDs by installing the CPA for each printer manufacturer.

Once the configuration is complete, your end users can start scanning documents from MFDs and mobile devices.

## How does Vasion secure scanned documents?

Scanned documents are secure from end-to-end. In order to use Simplified Scanning, all users must authenticate their identity at the MFDs via badge swipe, username, release code, QR code, or PIN credentials before scanning.

Scanned files are also encrypted in transit, whether sent via email or uploaded to cloud storage (HTTPS over port 443). For Scan to Storage, mobile documents remain local to the device where the scan occurred. Vasion Print does not retain scanned content, only metadata for reporting, helping you stay compliant with security and privacy regulations.

## 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 user, device, group, or department.

## What do I receive when I scan multiple documents of varying sizes?

All scans are compiled into a PDF, JPEG, or multi-TIFF attachment, depending on your Global Scan Settings or what the user selects at the printer. Scans of smaller sizes will display in their original size on a background.

## Scan to Email:

### Can my users scan and send a document to any email address they choose?

Yes—if you have enabled that option. You can choose whether users are allowed to send documents to any email address, including those outside your organization's domain, or if they're limited to a predefined address book of approved internal contacts.

To enable open email sending, go to **Global Scan Settings** and select **Users to adjust email address** to allow users to send documents to any email address. Alternatively, you can set up an internal address book to restrict sending to verified recipients within your domain. This helps ensure sensitive information is delivered securely to the right inboxes.

### Do I still need to configure my MFDs for SMTP setup?

No. SMTP is pre-configured within Scan To Email to handle email sending at this time, so there's no need to manage the configurations for each of your MFDs. In future versions, admins can set up and configure SMTP directly from the Admin Console.

### I'm trying to scan a lot of documents and send them in the same email, but the email won't send. What can I do?

This is likely happening because you've exceeded the maximum email attachment size. The current file size maximum is 20MB in this version of Scan To Email. Any scans larger than that size cannot be sent via email. We recommend doing a few separate scans in order to reduce the file size. Future versions of Scan To Email will allow you to configure your own SMTP and set a file size maximum for your organization.

## Scan to Storage:

### Where can my users store and access their documents?

Admins can configure preset folder destinations by user, device, group, or department.

- **Scan To Cloud** currently integrates with OneDrive, SharePoint, Google Drive, and Box and allows users to scan to the exact folders they need.
- **Scan To Network** allows scanned files to be saved directly to designated folders on your organization's local network drives.

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

### How do I know when a scan has been uploaded to 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.

### What size files can I scan?

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.

### Where can I learn more?

Contact your Customer Success Manager or [schedule a demo](#) to learn how Simplified Scanning can benefit your organization.