

# Scan to Remote Destinations

You can scan to the following remote destinations:

- Cloud Services: Dropbox, Google Drive, and Microsoft OneDrive
- FTP and SFTP
- SMB

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## Scan to Cloud Services

The Scan To Cloud service is a licensed feature. Access to the service requires a feature installation key. To enable this option, on the Feature Installation page, provide a Scan to Cloud Licensing feature installation key. To purchase a Scan to Cloud Licensing feature installation key for your device, contact your Xerox representative.

Before you scan to a cloud destination, ensure that you configure the printer with the cloud service information. To scan a document and send it to a cloud service, do the following:

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the control panel, press the **Home** button.
3. Touch **Scan To**.
4. Touch **Dropbox**, **Google Drive**, or **Microsoft Onedrive**.
5. If prompted, type a valid user name and password in the login window of the cloud provider, then touch **Enter**.
6. Select a folder location for your scanned document, then touch **OK**.
7. To save the scanned document as a specific file name, touch the file name. Enter a new name using the touch screen keypad, then touch **Enter**.
8. To save the scanned document as a specific file format, touch the file format, then select the required format. Adjust scanning options as needed.
9. To begin the scan, touch **Scan**. The printer scans documents to the folder that you specified.

## Scan to FTP or SFTP Server

Before you scan to an FTP or SFTP server, ensure that you configure the printer with the server information. To scan a document and send it to an FTP or SFTP server, do the following:

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the control panel, press the **Home** button.
3. Touch **Scan To**.
4. Touch **FTP or SFTP**, then enter the server address.
5. If prompted, enter a valid user name and password, then touch **Enter**.
6. Select a folder location for your scanned document, then touch **OK**.
7. To save the scanned document as a specific file name, touch the file name. Enter a new name using the touch screen keypad, then touch **Enter**.
8. To save the scanned document as a specific file format, touch the file format, then select the required format. Adjust scanning options as needed.
9. To begin the scan, touch **Scan**. The printer scans documents to the folder that you specified.
10. If you are scanning from the document glass, when prompted, to finish, touch Done, or to scan another page, touch **Add Page**.

**Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.

11. To return to the Home screen, press the Home button.

## Scan to a Shared Folder on a Networked Computer

You can scan a document and save the scanned file to a folder on a networked computer. The Scan To App produces scans in .jpg, .pdf, .pdf (a), .xps, and .tif file formats.

**Note:** To scan to a user home folder, use the Workflow Scanning App.

Before You Begin

Before scanning to a folder on a networked computer, perform these steps:

- Create a shared folder on your computer:
  - For Windows, refer to Sharing a Folder on a Windows Computer.
  - For Macintosh, refer to Sharing a Folder in Macintosh OS X Version 10.7 and Later.
- Configure an SMB Folder. For details, refer to the System Administrator Guide.
- Use the Embedded Web Server to associate a Scan To destination with a Device Address Book contact.

**Note:** Ensure that the Address Book contains at least one contact with a scan-to destination.

## Scan to a Shared Folder on a Networked Computer

1. Load the original document on the document glass or into the automatic document feeder.
  2. At the printer control panel, press the **Home** button.
  3. Touch **Scan To**.
  4. To specify the destination of the scanned document, select one of the following options.
    - To scan to an SMB folder on a networked computer, touch **Network**. Browse to the required folder, or enter the network path name, then touch **OK**.
    - To scan to a folder associated with a contact in the address book, touch **Device Address Book**. Select the required contact, then touch the Scan To location.
  - To add another Scan To destination, touch **Add Destination**, then select the required destination.
  - To save the scanned document as a specific filename, touch the filename. Enter a new name using the touch screen keypad, then touch **Enter**.
  - To save the scanned document as a specific file format, touch the file format, then select the required format.
  - Adjust scanning options as needed.
  - To scan multiple pages using the document glass, or to change settings for different sections of the job, touch **Build Job**.
  - To begin the scan, press **Scan**.
  - If Build Job is enabled, when prompted, do these steps.
    - To change settings for the next segment of the document, touch **Program Segment**.
    - To scan another page, load the new document onto the document glass, then touch **Scan Segment**.
    - To finish, touch **Submit**.
  - To return to the Home screen, press the **Home** button.
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