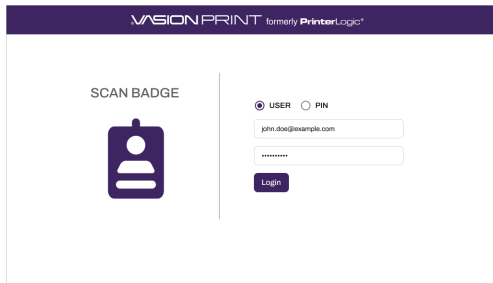


Scan To Storage Guide

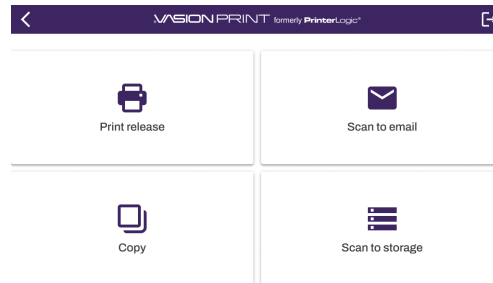
You can scan documents or images and send the scanned files to a cloud storage location. You can access this functionality directly from the control panel on supported printers.

Scan to Storage

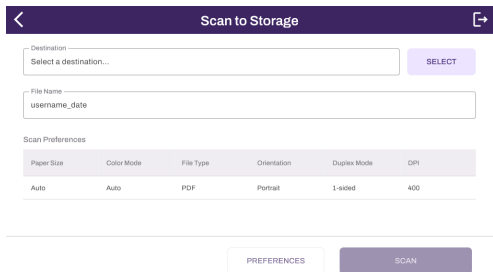
1. Sign in to the CPA.



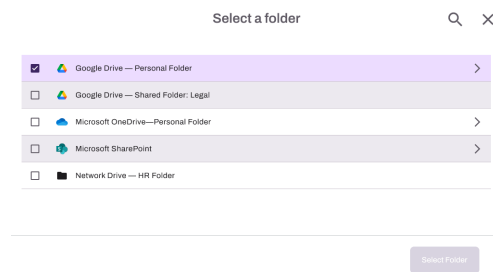
2. Select **Scan to Storage**.



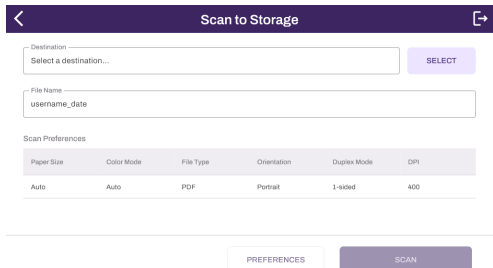
3. Press the **Select** button.



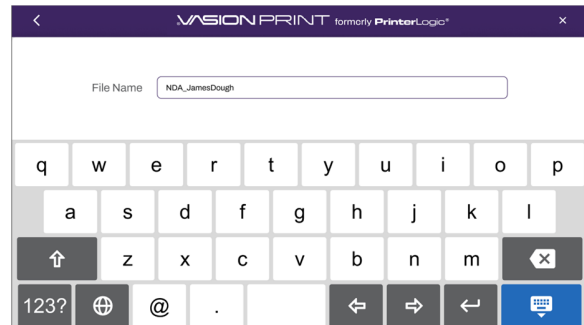
4. Select the desired location. A search bar is also available to narrow your selection options.



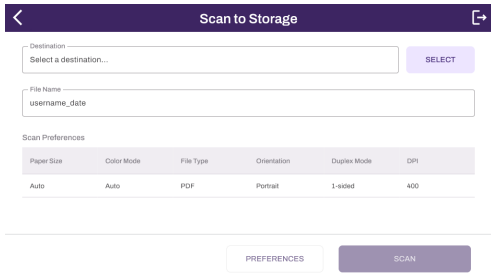
5. You can modify the file name if you select the **File Name** field.



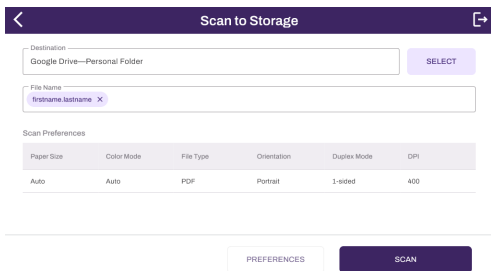
6. Use the on-screen keyboard to modify the file name. Use the **Hide Keyboard** key.



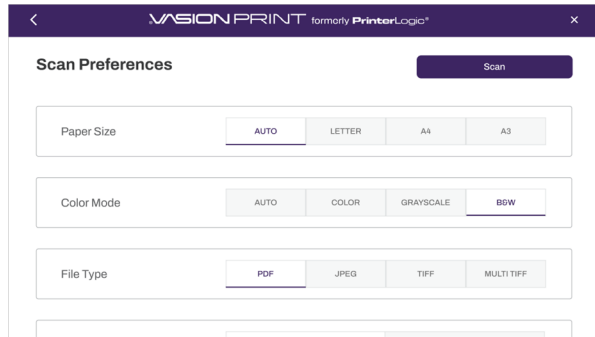
7. If you want to adjust any scan preferences, select **Preferences**.



8. Select **Scan**.



7a. Make any adjustments as needed.

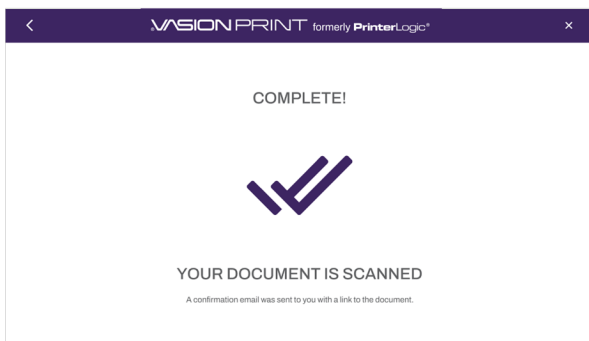


The *In Progress* screen displays while the document is scanned.



Scan Notifications

When a scan completes successfully you see the following:



When a scan completes with errors you see the following:

