

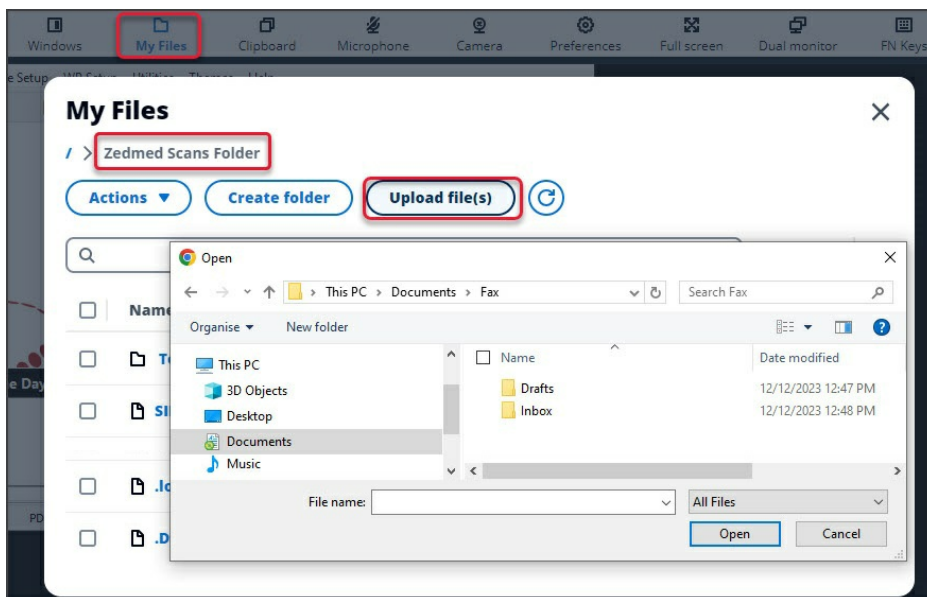
Cloud scanning

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Zedmed Cloud is a secure environment that is accessed via the internet so the scanning steps are different.

Scanning - local USB scanner

1. Scan the document using a local scanner and save it to a local folder.
2. From the cloud menu, select **My Files** > **Zedmed Scans**.
3. Select **Upload file/s** then locate and select the scan.



4. Use the **Clinical Scan** menu > **File List** to upload the scan to Zedmed and assign a patient and category.
Any scans uploaded will appear in the File List.
See screenshot below.

Scanning - network (multifunction) scanner

1. Scan the document using a network scanner and it will be saved to a designated practice computer.
Every 3 minutes, Cloud Middleware will copy the scan to Zedmed Cloud (can take 6 minutes to appear).
2. Use the **Clinical Scan** menu to assign a patient and category.

