



DATASHEET · CAPTURE · NETWORK SCANNER

Scan to the PC first, then upload? Your scanner delivers straight to PaperOffice.

PaperOffice gives your network scanner or multifunction device its own SFTP inbox. New scans appear in the upload dialog or reach a Workspace automatically through a Connector. Built for reception, office teams and anyone who scans paper every day.

AT A GLANCE

An inbox of its own for each scanner: PaperOffice generates the user and password, and the target folder is /inbox. Repeated failed logins block the source IP, and each endpoint has 1 GB.

01 · WHAT IT IS ABOUT

The stack sits at the scanner. The scans are already in.

At reception, people scan to a PC folder or email the scans to themselves. Then someone uploads everything by hand. With the Scanner Endpoint, the device drops every scan straight at PaperOffice, and you pull it into the Workspace in the upload dialog or through a Connector.

PROTOCOL

SFTP on port 2022, legacy FTP on port 21 for older devices

TARGET FOLDER

/inbox on the endpoint; PaperOffice generates the user and password

PATH INTO THE WORKSPACE

Upload dialog,

Scanner

tab, or automatically through a Connector

PROTECTION

A sealed folder per endpoint, IP block after failed logins, 1 GB quota


PaperOffice runs the inbox

PaperOffice operates the SFTP server. The device connects outbound to `sftp.paperooffice.ai` on port 2022.

Credentials per endpoint

PaperOffice generates a user and a random 20-character password. As the account owner, you can view them again in the app at any time.

Live in the upload dialog

On the `Scanner` tab, new scans appear as soon as the file has finished transferring. You choose the Workspace and AI-DMS tier as for any upload.

Automatic via Connector

A Connector pulls new scans into exactly one target Workspace on a schedule, every 30 minutes by default and adjustable from one minute, or at once via webhook.

Half-written files stay out

A scan is offered only once its size and timestamp stay the same across two checks. It is deleted only after a verified upload.

Sealed per endpoint

Each endpoint has its own folder, and `/inbox` is the one writable path. After 3 failed logins, the source IP is blocked for 24 hours.

02 · HOW IT WORKS

Set it up once. Then just scan.

The Scanner Endpoint is a Storage Mount that PaperOffice provides for you. You create it once in the web app and enter its details on the device as a scan destination.

1

Provide the endpoint

Under **Document AI** > **Storage Mounts**, click **Add Storage Mount**, choose **Use as import source** and select **Provide as Scanner Endpoint** as the connection type.

2

Set up the device

Create an SFTP scan destination on the scanner: host and port from the app, user and password, and exactly **/inbox** as the target folder.

3

Scans in the upload dialog

In the Workspace, choose **Add document** and open the **Scanner** tab. New scans are ready there to upload.

4

Or automatic via Connector

Under **Document AI** > **Connectors**, create a Connector on the endpoint. It imports new scans into the target Workspace on a schedule.

TECHNICAL DATA

FEATURE	DETAILS
SFTP	sftp.paperoffice.ai, port 2022, user and 20-character password from the app
Legacy FTP	ftp.paperoffice.ai, port 21, passive mode on ports 21000 to 21100; SFTP is the encrypted choice
Target folder	/inbox, the endpoint's one writable folder
Quota	1 GB per endpoint; files stay in the inbox for up to 24 hours
Protection	Own folder per endpoint, 24-hour IP block after 3 failed logins within 10 minutes
After import	Delete the file in the inbox (default) or keep it
Plan	Each endpoint counts as one Storage Mount in your plan

03 · IN PRACTICE

One device, many paths. How teams work with it.

Reception scans the mail

The multifunction device at reception scans to the endpoint via SFTP. A Connector brings every scan into the inbox Workspace every 30 minutes, and a Split Agent separates stacks when needed.

Separated by department

Accounting and HR each get their own endpoint with their own Connector, so every department's scans land in its own Workspace.

Targeted uploads

For individual papers, a clerk opens the upload dialog in the right Workspace. The new scans wait on the Scanner tab and are uploaded from there.

FREQUENTLY ASKED QUESTIONS

Which devices can I connect?

Network scanners and multifunction devices that send scans to a server via SFTP with a user and password. Older devices use legacy FTP. Send a test scan to get started.

What happens to the files in the inbox?

After a successful upload or import, PaperOffice deletes the file in the inbox, or keeps it if you choose. After 24 hours at the latest, the inbox clears itself.

Why is no scanner showing in the upload dialog?

On the endpoint's Action tab,

Provide as scanner source in the uploader must be switched on. For newly created endpoints it is on by default.

Can I view the credentials again later?

Yes. As the account owner, you can show the endpoint's host, user and password again in the app at any time, for example for a second device.

GET STARTED

Connect your first scanner today

Create an account at app.paperoffice.ai, provide the Scanner Endpoint under [Document AI > Storage Mounts](#) and enter `/inbox` as the target folder on the device.

paperoffice.ai/en/ai-network-scanner-scan-to-sftp-multifunction-printer



MORE ABOUT THE MODULE

paperoffice.ai/en/ai-network-scanner-scan-to-sftp-multifunction-printer

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