



eCopy ShareScan Office

Document scanning and OCR to boost the productivity of document-intensive offices

Every day, knowledge workers, managers and administrative personnel need to get more done in less time by transforming paper into electronic documents. More than ever, on-demand scanning solutions are key to increasing productivity and accelerating business processes by automating workflows that anyone can access right at the copier.

eCopy ShareScan Office lets you scan paper documents and bring them into your daily collaboration, desktop publishing and archiving workflows. In addition to secure scan-to-mail, scan-to-PC and scan-to-file functionality, ShareScan Office can automatically convert those scanned documents into searchable PDFs or editable Microsoft Word and Microsoft Excel files and connect to your document management system.

eCopy ShareScan Office can also be expanded with numerous Nuance partner connectors and extenders to further automate and integrate document workflows. From simple scanning to sophisticated conversion, eCopy ShareScan Office delivers exceptional speed, accuracy, productivity and cost savings.

Features and benefits

- **The best MFP scanning and OCR solution for productivity** - Our best-in-class UI eliminates training, ensures rapid adoption and generates the fastest ROI.
- **Superior usability** - From single sign-on and one-button OCR and routing, to scrolling/fly-out menus and fast access to personal favorites, ShareScan Office is the easy answer streamlining paper-intensive office workflows. See a preview image, select from your personal e-mail address book or choose e-mail distribution lists - right from the copier's touch screen.
- **Automatically convert hardcopy originals into accurate, formatted, editable softcopy** - Scan, convert and edit Microsoft Word, Excel and PDF files - including columns, graphic and tables. You save time and money with high accuracy and less reformatting.
- **Industry-leading mail and file system integration** - Access global and personal address books and browse folders right at the copier - no need to go back to your desk to file or route documents. The „express“ mode automates routine email distributions and sent e-mail appears in the user's personal „sent items“ folder. And offline processing and notification means you can submit large batches and return to your office before completion.



Features and benefits (cont.)

- Streamlined archival with flexible ECM options** - eCopy ShareScan Office provides complete integration to content management, network folders, SQL databases and more. Connect with your choice of leading ECMs, such as SharePoint, RightFax, EMC Documentum, iManage WorkSite, OpenText DM or OpenText eDOCS.
- Leverage Microsoft investments** - ShareScan Office integrates with Active Directory, Exchange, SharePoint, Access, as well as additional application connectors created by third-party software companies using the ShareScan SDK.
- Lower document-processing costs** - Fast, accurate recognition and conversion means you can automate more processes, improve productivity, and keep your business moving faster

Device compatibility

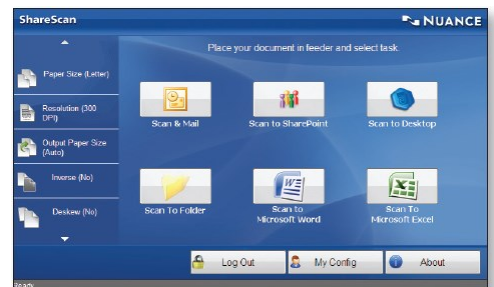
ShareScan Office is available on select MFPs and scanners and includes server software for document processing and integration to back-end networks and systems. Please contact us for the latest supported platforms for ShareScan Office.

MFP configurations

A software client for select MFPs enables eCopy ShareScan to be accessed from the MFP's touch screen and server software.

Scanner configurations

eCopy Scan Station includes a free-standing touch screen and keyboard that connects easily to all ISIS-certified scanners, and many TWAIN scanners. The ScanStation includes all the hardware and software required to run eCopy ShareScan Office.



A simple interface enables users to quickly scan and send documents to their destination - right from the copier (touch screen user interface may vary by device).

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