

Smart Office Scan

Easy scanning and archiving: simple, fast and efficient

Smart Office Scan allows users to quickly and efficiently integrate documents into their digital workflows. Office workers can now easily capture, store and distribute documents to any location on their network, directly from an HP multifunction device. Using Smart Office Scan's hot button interface, users can simply select the desired storage location with the press of a button. Smart Office Scan ensures that the document is stored in the correct folder as either a non-editable, text searchable file format such as a PDF file, or as text searchable format like Word or Excel.

Scan directly into your Windows file structure

Any employee who wants to digitize a paper document can place it on the HP multifunction printer (MFP). The document's destination can be easily selected at the MFP and Smart Office Scan can automatically create a new folder anywhere in the file structure based on details in the document such as date, time, etc. Smart Office Scan also has the ability to add data that can be used to create a file name or to fill in other file properties. After pressing the start button, the document is scanned and stored in the selected location as a text searchable PDF, Word, Excel or Open Office file or as static Tiff or JPEG file.

Scan to anywhere

Smart Office Scan is able to digitise and store documents in the correct location within your Windows File Structure, Document Management, Accounting, CRM, ERP or Legal applications. Integrating directly with these applications and databases, Smart Office Scan can store the document directly within your application based on one or two questions answered on the MFP.

Key benefits

- Integrates seamlessly with your existing workflows
- Money and time saving
- Easy to use and affordable
- Optimizing efficiency
- Create text searchable files
- Scan to anywhere
- Scan directly into your business application

Features and benefits

FEATURE	DESCRIPTION	BENEFITS
<p>DATA RECOGNITION</p> 	<p>Using Zone OCR, create a search option for values mentioned on documents or pre-select areas where metadata can be found. The retrieved values will be used to fill PDF properties, name documents, create folders and route documents to a destination. Smart Office Scan also offers the ability to read and interpret barcode fonts to extract data and use it to store the document in a location.</p>	<ul style="list-style-type: none"> - No more data entry on the MFP - Optimize efficiency - Simplify batch scanning - Extract data from documents
<p>SCAN TO ANYWHERE</p> 	<p>Scan and store directly into your Windows file structure or your business applications. Smart Office Scan connects real-time to your business applications and integrates digitized documents into your existing workflow to increase productivity and efficiency.</p>	<ul style="list-style-type: none"> - Increase productivity and efficiency - Integrates easily with your existing workflow - Scan directly to your Windows folder structure, email address, home directory or your business applications
<p>TOTAL EMAIL SYNCHRONIZATION</p> 	<p>Scan documents and send these directly from the MFP to any email address. Prior to scanning, Smart Office Scan displays a list of all email addresses generated from the Active Directory. Select your contact's email address and scan the document. Smart Office Scan will convert the document into a text searchable PDF file, which is then attached to an email and sent with the press of a button. Simultaneously, a copy of the email is automatically stored in the your mailbox.</p>	<ul style="list-style-type: none"> - Quick emailing of scanned documents - Sent emails are easily retrievable - Increase efficiency and productivity
<p>BATES STAMP & AUDIT TRAIL</p> 	<p>Bates Stamp is used in many businesses especially within the Legal and Financial sector, to sequentially number or date/ time-stamp documents as they are scanned, to guarantee authenticity for legislation purposes. Users have the ability to customize the text and/or number that is stamped on the document as well as the position and orientation of the stamp.</p>	<ul style="list-style-type: none"> - Guarantee authenticity by sequentially numbering or date/time-marking documents as they are scanned - An audit file is kept by the system, allowing the system administrator or any authorized person to keep track of when a scan was made and what the bates stamps consists of
<p>PERSONALIZED TEMPLATES AND AUTHENTICATION</p> 	<p>Allows for personalized scan menus based on a unique User ID, name/password or the swipe of a smart card. As a user logs on to the MFP via the authentication module, the user's credentials will be validated and all needed information is populated offering greater control and security.</p>	<ul style="list-style-type: none"> - Access to personalized scan templates - Access to personal home folder - Authentication via Active Directory or via external applications, like Equitrac or Xerox Secure Access - Greater control and security to scan destinations
<p>MULTIPLE DESTINATIONS</p> 	<p>Scan to multiple destinations at the same time with Smart Office Scan. Often users need to scan and store a document, but also want to share that document by email or fax. Using Smart Office Scan this can be done with one press of a button.</p>	<ul style="list-style-type: none"> - Scan to multiple destinations with one press of a button - Save time - Increase efficiency
<p>MULTIPLE OUTPUT FORMATS</p> 	<p>Smart Office Scan can convert scanned documents into different file formats such as PDF, JPEG, TIFF, Word, Excel or OpenOffice. Word and Excel output files can be used for editing after scanning the document and PDF/A for the purpose of electronically archiving. As PDF and PDF/A files are made text searchable, the scanned documents can easily be retrieved.</p>	<p>Output of editable and text searchable documents include:</p> <ul style="list-style-type: none"> - MS Word - MS Excel - Open Office