

# SHARP



**SIMPLIFYSCAN**

A sharp choice in intelligent scanning





# SIMPLIFYSCAN: A SHARP CHOICE IN INTELLIGENT SCANNING

Easily capture documents and distribute copies to any location on a network, directly from a Sharp MFP. Using the SimplifyScan interface, users simply press the hot button of their choice and select the destination to store a document. Quickly and efficiently integrate documents into digital workflows. SimplifyScan ensures that the document is stored in the proper folder as a text searchable file. This can be files for archiving, like PDF or PDF/A files, or editable files, like Word or Excel files.

With SimplifyScan it's possible to have real-time bidirectional communication with your network and/or database. The correct repository can easily be selected on the display of the Sharp MFP, by browsing through all possible repositories and/or by using tabs and filters. Processes that previously needed to be done manually, and took several minutes to complete, can now be finished automatically in a matter of seconds. SimplifyScan combines ingenuity with user friendliness and can be integrated into any business process.

SimplifyScan also makes it possible to browse for documents that are stored in a Windows file structure, Microsoft SharePoint, Open Text LiveLink or eDocs and print any print ready file, such as PDF, JPG or TIFF, without the use of a PC directly from the display of the MFP.

SimplifyScan is supported by Sharp's OSA platform. The OSA 2.0 and OSA 3.0 platform are both supported.

## KEY BENEFITS

- Affordable and easy to use
- Integrates seamlessly with existing workflows
- Easy to use hot buttons
- Optimize productivity and efficiency
- Create text searchable files
- Scan to anywhere

# DIGITAL ARCHIVING HAS NEVER BEEN EASIER, WITH SIMPLIFYSCAN!

## Scan directly into your Windows file structure

Any employee who wants to scan a document can put it on the Sharp multifunction printer (MFP). The destination of the scanned document can be entered on the display of the MFP. It's even possible for users to browse through their Windows file structure and/or use tabs and filters to select the correct folder to store their document in. Create new folders directly on the display of the MFP, anywhere in the file structure, based on information in the document like the date, time, etc. It's also possible to add additional data to the scan. This data can be used to create a filename or to fill the document properties. After pressing the start button, the document is stored as a text searchable file in the desired output format on the correct location.

## Scan to anywhere

SimplifyScan is able to scan and store documents in the correct location within your Windows file structure. But when you use another application, like a financial, document management, CRM, ERP or legal application, all the information about the business relations, invoices, etc, is listed in the database of that application. In this case it would be much easier to scan and store documents directly in that application. SimplifyScan can store the document directly in the right location in your business application based on one or two questions answered on the multifunction printer. For more information about connectors to these business applications, please visit the website [www.simplifyscan.com](http://www.simplifyscan.com).



# FEATURES AND BENEFITS



## SCAN TO ANYWHERE

### Description

Scan and store directly into a Windows file structure, Microsoft SharePoint or a business application. SimplifyScan integrates real-time with the business application you use. Easily integrate SimplifyScan into existing business processes to increase productivity and efficiency.

### Benefits

- Integrates easily with your existing workflow
- Scan to Windows folder structure, email address, home directory or your business application



## EMAIL CAPABILITY

### Description

SimplifyScan can convert a document into a text searchable PDF file and attach it to an email. Simply browse through a company's address book to find the appropriate contact and email the document with one press of a button. A copy of the email is automatically stored in Sent Items folder of the users mailbox.

### Benefits

- Quick emailing of scanned documents
- Easily retrieve sent items



## DATA RECOGNITION

### Description

Automatically process files with Zone OCR. Let SimplifyScan search for values mentioned on documents or pre-select areas where metadata can be found. Use the retrieved data to fill PDF properties, route documents to a destination, etc. Use the Barcode module to read barcode fonts found on documents. SimplifyScan will read the value and extract the data to be used as metadata.

### Benefits

- Extract data from documents and enable batch scanning



## BATES STAMP & AUDIT TRAIL

### Description

Bates Stamp is used in the legal and business fields to sequentially number or date/time-mark images or documents as they are scanned, to guarantee authenticity. 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.

### Benefits

- Guarantee authenticity by sequentially numbering or date/time-marking documents as they are scanned
- An audit file is kept by the system, meaning that the system administrator or any authorized person will be able to see when a scan is made and what the bates stamps consist of



## PERSONALIZED TEMPLATES

### Description

As a user logs onto the device, a personalized scan menu will appear. It's not necessary to enter an email address or define a home directory; all information needed is populated either via Active Directory or local users.

### Benefits

- Personalized scan menus
- Greater control and security over scan destinations



## NO CLIENT APPLICATION

### Description

SimplifyScan resides on one centrally located server and is only accessed by the IT administrator. It requires no software to be installed on individual user workstations. This allows for easy installation and eliminates the need for end user training.

### Benefits

- No product training required
- Central installation, no installation on local workstations

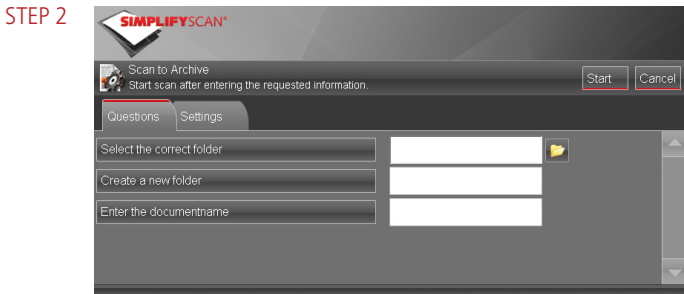


# EASY STEPS FOR INTELLIGENT FILING



STEP 1

Place the document you want to capture on the Sharp MFP.



STEP 2

Click on the hot button of your choice to select the destination where you want to store the document.



STEP 3

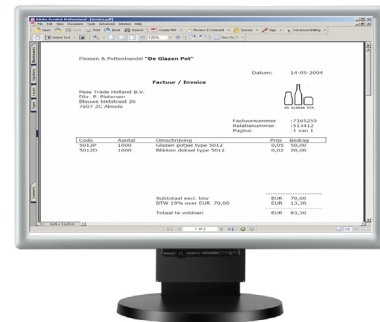
With Simplifyscan bidirectional communication between the Sharp MFP and your network/database is possible. Easily select the correct repository from a list generated out of your database on the display of the Sharp MFP. select the correct repository from a list generated out of your database on the display of the Sharp MFP.

STEP 4 Press the start button to capture and store your document. Simplifyscan can deliver the scanned documents in any desired output format: PDF/A, JPEG, Excel, Word, TIFF or OpenOffice files.

STEP 5



The document is stored in the correct location on the network in the desired output format based on the input you entered on the Sharp MFP. It's not only possible to store documents in your Windows file structure, but also in many other financial, document management, CRM, ERP or legal applications.



**Nuance Communications, Inc.**  
Worldwide Headquarters  
1 Wayside Road  
Burlington, MA 01803  
United States

www.simplifyscan.com  
info@simplifyscan.com

**Nuance Communications International**  
Guldensporenpark 32  
9820 Merelbeke  
Belgium

www.simplifyscan.com  
info@simplifyscan.com

**Supported Sharp devices**

For more information about supported Sharp devices, please contact your Sharp representative or visit [www.simplifyscan.com](http://www.simplifyscan.com).

