



A CUSTOMER GUIDE TO DIGITIZATION

Make your digital documents **smart** and **efficient**

Upload, locate, search, and edit scanned documents in no time with PaperCut's streamlined document processing and digitization solutions.

Challenge

You want users to focus on their key projects. But the reality is they lose a lot of time looking for keywords in an 85-page document, or trying to figure out how to edit a pesky read-only PDF, or – in the case of university students – going through a bunch of slow steps to scan course work to cloud storage.

So if you have ...

- ▶ users struggling to easily locate information in a scanned PDF
- ▶ users recreating whole documents from scratch, just to add a few text edits
- ▶ staff or students spending way too much time moving documents to personal cloud storage accounts
- ▶ the need to securely scan confidential documents to fax

... you'll reach peak efficiency with PaperCut.

30%

Data workers waste 30 percent of their time - on average 14 hours per week - because they cannot find, protect or prepare data.

Source: [IDC The State of Data Discovery and Cataloging](#)

20%

They waste another 20 percent of their time - 10 hours per week – building information assets that already exist.

Source: [IDC The State of Data Discovery and Cataloging](#)

A growing list of cloud storage providers:





Solution

With PaperCut's Integrated Scanning and OCR (optical character recognition), users waste less time locating documents and finding the right information inside them.

1. Integrated Scanning

Get an all-in-one solution with preconfigured Scan Actions that slot in effortlessly with your business systems. PaperCut's easy one-click scanning reduces the amount of time a user spends at the multi-function device (MFD) and lets them digitize smart documents to a variety of destinations. With the job done in record time, users can get back to business as usual.

2. Scan to Cloud Storage

Seamlessly and securely scan to a range of cloud storage providers using PaperCut's intuitive digitization workflow. It works with all the big players, like Google Drive, OneDrive, SharePoint Online, Dropbox, and Box, with more being added regularly.

It also supports scanning to personal accounts – not just shared business accounts – so students in particular will love it. As for security: a one-time authorization is needed to allow an MFD access to any personal accounts, so scans stay protected.

3. Scan to email, folders, or fax

Users simply scan documents directly to their email account, or to pre-configured personal and network folders with just one click. Files will no longer be sent into one hectic 'Scanned documents' folder – and that means less time wasted searching for documents.

For organizations that require faxing, PaperCut has streamlined and secured that process as well.

4. OCR

With OCR, you can turn unlimited scans into text-searchable and editable smart documents to retrieve information easier than ever. PaperCut's one-click OCR works right out of the box for all kinds of workplaces. And depending on your organization's needs, you can process these smart files via PaperCut Cloud Services, or within your local IT infrastructure.

Benefit

3 ways PaperCut enhances your document digitization needs



1. Spend less time searching for keywords

within your smart scanned documents



2. Avoid recreating documents from scratch,

to make a handful of edits



3. Scan with one click

to email, folders, and personal or shared cloud storage accounts

Contact us to explore more benefits and features

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PaperCut™