SHARP

SIMPLIFYSCAN®

SIMPLIFYSCAN - A sharp choice in intelligent scanning

NUANCE

EASY AND INTUITIVE SCANNING WITH **SIMPLIFY**SCAN

IN TODAY'S fast-paced business world, having information immediately accessible is a necessity, not a luxury. However, business processes and workflows are only as efficient and expedient as their weakest segments. And with finite amounts of money, time, and resources at your disposal, "solutions" that are difficult to use or administrate can hurt more than they can help. Locating and retrieving lost or misfiled information and distributing paper documents wastes time, money, and resources better spent on more productive work and creates analogous processes that never quite mesh with your digital workflows.

To span this digital divide, you need a solution that is as accessible to all users and is seamlessly woven into the fabric of your business processes. You need a way to quickly and easily unlock information from paper and integrate it into the processes that drive your business.
You need to process information in seconds or minutes, not days or weeks. You need security and flexibility.
You need SimplifyScan.

Using SimplifyScan, integrating documents into digital workflows is as simple as making a copy. In a few short, simple steps, users quickly and easily capture, store, and distribute information – previously locked in static paper documents – to any network destination directly from Sharp MFPs the first time, every time. SimplifyScan's simple hot button-driven workflows automate previously manual processes, saving you time and money by making information available immediately and slashing the downtime spent searching for lost or misfiled information. Simply scan a document, select your designed workflow, and send or store fully-indexed, text-searchable electronic files across the globe, down the hall, or onto your network.

Secure, Personalized Scanning
SimplifyScan's authentication module creates personal scanning experiences for every User, based on their login credentials. Users can only access those applications (or destinations within applications) to which they have access at their workstations. Tying scanning activity to users, rather than general, device-linked accounts, adds another layer of security and provides valuable, detailed audit trails.

SimplifyScan authentication can leverage both single sign on and smart card logins and integrates with:

- Equitrac
- Active Directory
- SecureJet
- SafeCom

Designed with both security and flexibility in mind, SimplifyScan allows users to store documents as either secure PDFs, PDF/A, editable Microsoft Office- or Open Office-compatible files for further collaboration and editing. Leveraging the unparalleled power of Nuance's OmniPage OCR engine, SimplifyScan creates text-searchable files with unrivaled accuracy. Bi-directional connectivity to your databases and back-end systems makes information accessible when and where your users need it; they simply browse and print from back-end systems, right at your Sharp MFP. What's more, SimplifyScan is designed to become "invisible" to users – they simply work directly from the Sharp MFPs with which they are already familiar – no training required.

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EXAMPLE FEATURES OF **SIMPLIFY**SCAN

SHARP PARTNER PROGRAM

FEATURES & BENEFITS

Feature(s)	Description	Benefit(s)
Zonal OCR & Barcode Recognition BARCODE	SimplifyScan's data recognition capability allows users to quickly process content in large batches and eliminates the need to manually enter document index information at the Sharp MFP. Barcode recognition can be used to either separate documents by coversheets or name and index scanned files. With Zonal OCR, users can create value-based document templates to locate specific information on a document, or pre-select areas where metadata is located.	• Eliminate misfiled or misrouted information resulting from user error • Decrease processing times • Eliminate delays and added costs of processing paper
Bates Stamping	Bates Stamps sequentially number or date / time mark documents as they are scanned. Users can customize the text and / or numbers, as well as the position of the stamp.	• Guarantee document authenticity • Efficiently manage information • Maintain compliance – Audit trails track the "who, what, where, & when" activity of scanned documents
Audit Trails	Audit trails track the "who, what, where, & when" activity of scanned documents, giving administrators insight into scanning activity.	• Stay compliant and maintain transaction logs of all scanning activity
Total E-Mail Synchronization	SimplifyScan converts scanned documents and attaches them to an outgoing e-mail message. Users can browse company address books to locate appropriate contacts or enter addresses manually. Sent items are tied to users, not devices, and copies of all sent e-mails are delivered to user's "Sent Items" folder.	• Send as yourself • Save time spent selecting recipients • Easily retrieve sent items right at your desktop
Personalization & Authentication	Scan menus can be personalized based on a user's unique ID and password. User information and preferences can be validated either by Active Directory or locally.	• Increase efficiency – empower users to work how they need to, when they need to, from any Sharp MFP • Maintain greater control and security over scanned documents
Multiple Format Output	Convert scanned documents into different formats, such as PDF, PDF/A, JPEG, TIFF, Word, Excel, and OpenOffice. Files can also be made text searchable, making it even easier to locate the information you need, when you need. With SimplifyScan, both security and collaboration are just a click away.	• Do more with the documents you scan • Save time spent re-creating documents or re-purposing information – simply scan to editable formats for easy modification
Advanced image processing	The quality of a scanned image is largely dependent upon the original document. SimplifyScan can apply corrections such as de-speckle, de-skew, and auto-rotate, to clean-up common image blemishes and deliver scanned documents that are clearer and more useful.	• Save time spent re-creating documents • Make scanned images clearer and more useful
Scan to Anywhere	Scan and store documents anywhere, whether it is a Windows file structure, content management system, or other business application with push-button simplicity.	• Eliminate administrative headaches – seamlessly tie scanning into your existing workflows • For a detailed list of available integrations, please speak with your Sharp representative or visit www.simplifyscan.com

SIMPLIFYSCAN®

ADD VALUE TO YOUR WORKFLOWS WITH THE PUSH OF A BUTTON

When you need to…	SimplifyScan enables you to…
Reduce the paper shuffle and make your business process and workflows more efficient	• Scan and store indexed, text-searchable files directly into your Windows files structure or business applications from Sharp MFPs
Retrieve, edit, and distribute documents	• Scan to anywhere • Scan to multiple destinations at the same time • Use OmniPage Optical Character Recognition (OCR) to create text-searchable PDF, Word, Excel, or OpenOffice files • Combine scanned documents with other electronic files into a single PDF
Collaborate and share information	• Scan directly to e-mail from your Sharp MFP • Scan directly to fax, network folders, or databases • Output scanned documents as editable Microsoft Office or Open Office files
Secure scanned documents	• Use PDF security measures • Authenticate users against • Maintain audit trails • Create PDF/A compliant files
Process large volumes of contents, such as forms	• Leverage Zonal OCR to extract metadata from documents and use it to fill PDF properties, name documents, create folders, and route documents to appropriate destinations • Use barcode recognition to streamline batch scanning and eliminate metadata entry at the Sharp MFP

Supported Sharp Devices

For more information about supported Sharp devices, please contact your Sharp representative or visit www.simplifyscan.com.

SHARP

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

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