

# Secure Document Scanning

## MFPsecure/Scan solutions from LRS

### Enabling the Digital Workplace

Technology has made workers more productive than ever. Mobile devices, reliable and fast wireless networks, and powerful cloud platforms let employees work however, whenever, wherever they want.

To deliver on the promise of this “always on” workplace, IT departments must automate manual processes and digitize the countless documents used in everyday business transactions.

LRS<sup>®</sup> Enterprise Output Management software helps organizations of all sizes and industries use business information in the most secure and efficient manner. We make data easier and safer to share, less expensive to store, and more useful for employees and customers alike.

### Image Capture and Optimization

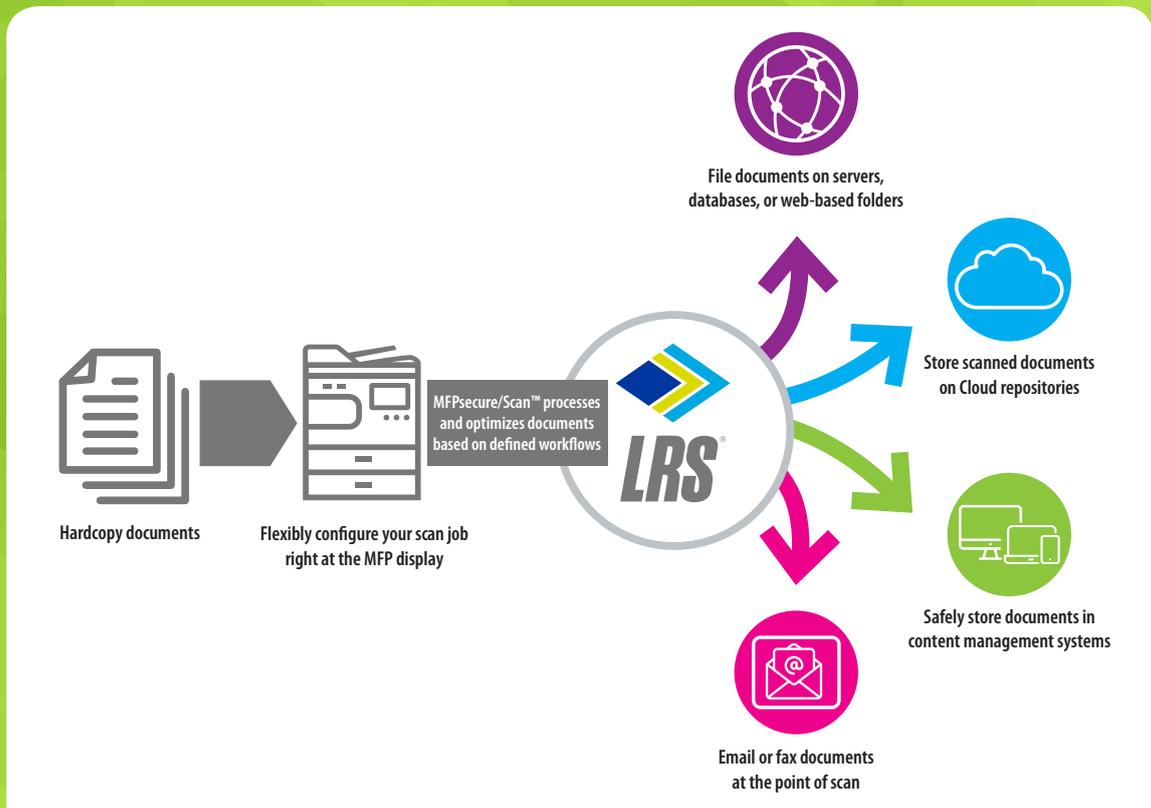
The first step in this effort is converting hardcopy documents to digital form. But to fully realize the benefits of the digital workplace, you need to do more than simply scan your documents and save the images on a network drive.

Using MFPsecure/Scan<sup>™</sup> software from LRS, you can improve the appearance and usefulness as part of the document capture process. Advanced optical character recognition (OCR) functions turn scanned images back into searchable data. You can also add useful metadata to help users make connections between documents. Powerful image processing tools make it easy to get rid of stray marks, hole punch spots, and other scanning artifacts that distract users from the information they need to do their jobs.

### Automating Document Workflows

In many organizations, documents drive business processes and ensure that workers remain productive and on task. When documents need to be processed in a uniform way, MFPsecure/Scan software can automate the capture, indexing, merging, decollating, and other data optimization steps.

The result is a highly streamlined document workflow that helps your organization utilize the valuable information locked in your printed documents while saving your employees time and your business departments money. Different user groups can have access to custom data capture workflows specifically designed to help them do their jobs in the most efficient, secure, and thorough manner.



# Scan, Optimize, Share & Store your critical documents.

It takes a lot to transform physical document workflows into digital ones. LRS software solutions help you regain control of your information and simplify each step of the process by giving your organization the ability to:

## Scan and capture hardcopy documents

Right from the control panel of a multi-function print device (MFP), LRS software helps you capture document images and turn them into searchable, actionable data that drive business processes.

## Process and optimize document images

Problems with scanned documents like punch hole marks, upside-down, skewed or blank pages, and other problems can impact the usability of your scanned documents. The MFPsecure/Scan solution makes it easy to clean up image files, add metadata tags, delete blank pages, and use optical character recognition to turn paper documents back into digital information assets.

## Share document-based data throughout your organization

As an integral part of LRS' holistic output management solution, MFPsecure/Scan software lets you share digitized documents in a variety of ways. Custom workflows can be designed to let users email documents, save them on a local server or portal, cloud storage solution, or other destination.

## Store data assets for reuse and compliance

Once converted to digital form, documents are easier and less expensive to store. Whether stored in a content management system, corporate portal, ODBC-compliant database, or the Cloud storage provider of your choice, your document data is easy to access, search, and use.

## MFPsecure/Scan Features & Benefits

FEATURES	BENEFITS
Intuitive user interface to simplify personal document scanning operations for users	Fosters greater end-user productivity and increased adoption of digitalization across the enterprise
Consistent embedded control panel software across a wide variety of MFP makes & models	Offers increased hardware flexibility, reduces training costs, and protects your software investment over time
Single sign-on capability and integration with Microsoft Active Directory, Exchange, etc.	Streamlines end user and administrator tasks related to user authentication & system maintenance
Customizable scanning workflows based on user or group credentials	Helps users perform their work more accurately, more quickly, and with far less effort
Advanced document retouching and OCR capabilities	Improves document fidelity and usability by producing true digital copies of original hardcopy documents

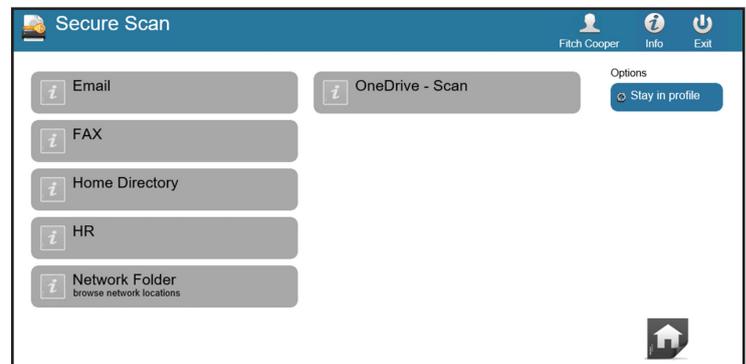
## MFPsecure/Scan Document Workflows

Your business documents and IT assets take many forms, which is why LRS has a powerful suite of document capture components to help you tailor your infrastructure for the digital workplace.

MFPsecure/Scan software can run on numerous touchscreen-enabled MFPs from most leading print hardware manufacturers. From the interface built into your multifunction devices, users can scan documents and send them to a printer, file folder, portal, email address, FTP server, and other destinations as well as leverage built-in Optical Character Recognition (OCR) capabilities.

The solution offers single sign-on via proximity cards, PIN codes, and other authentication methods. Advanced features offer faster, more flexible OCR capabilities, advanced barcode recognition, automated faxing, as well as integration with Microsoft Exchange, SharePoint, and leading Cloud storage platforms. The basic MFPsecure/Scan software gives walk-up users a set of ad-hoc document capture options to improve personal productivity. However, administrators can also create custom workflows tailored to a given user role or team profile. Such workflows facilitate true business process automation that improves organizational efficiency while reducing the risk of human error.

For example, administrators can specify that all employees with Active Directory credentials linked to the Legal department should be presented with a specialized workflow at the MFP panel. With a single touch of the button, this custom workflow scans and OCRs each page of the document. Based on a customer number located on the top of each page, the software can break individual client orders into separate documents, adding a 'COPY' watermark, then saving the documents in special folders associated with the various clients. This makes filing a breeze, saving both time & money.



MFPsecure/Scan software supports both ad-hoc and custom automated workflows.

## Multiple versions to meet your specific needs

Every organization has different document needs, so LRS offers both MFPsecure/Scan and MFPsecure/Scan Pro versions. The table below lists the capabilities of each.

	MFP SECURE/SCAN	MFP SECURE/SCAN PRO
<b>USABILITY FEATURES</b>		
Append Scanned Documents to Existing Files	●	●
One-Touch Multi-Route Delivery	●	●
Validation & Formatting of User Input Values	●	●
Folder Browsing from MFP	●	●
Database Lookup from MFP	●	●
Send Success/Failure Notifications	●	●
Search Global Address Books	●	●
Search Personal Contacts	●	●
Send Email as Authenticated User	●	●
<b>SECURITY FEATURES</b>		
Control User/Group Access to Workflows	●	●
Control Device Access to Workflows	●	●
Prompt for Passwords as Required	●	●
Ability to Cache Passwords	●	●
Support "Single Sign-on" of Users at MFP	●	●
<b>IMAGE PROCESSING FEATURES</b>		
Image Cleanup & Auto-Rotate of Pages	●	●
Barcode Recognition	●	●
Decollate/Split Scanned Document	●	●
Add Watermarks	●	●
Optical Character Recognition (OCR)	●	●
Zonal OCR	●	●
<b>DATA CONVERSION FEATURES</b>		
Create Searchable-Text PDF	●	●
PDF Compression and Security (Password, Encryption)	●	●
Create Word, Excel and PowerPoint File Formats	●	●
<b>META DATA FEATURES</b>		
Extract Zonal OCR Fields	●	●
Full-page OCR as single zone variable	●	●
Input Values from User at MFP	●	●
Retrieve data using Database Lookup	●	●
Create File/Folder Names using Meta Data	●	●
Support Regular Expression Logic	●	●
Support Boolean Expressions for Routing Rules	●	●
<b>DESTINATIONS</b>		
Folders, FTP servers, Email, and Fax	●	●
Box, Google Drive, Microsoft OneDrive and SharePoint	●	●
Database & WebDAV	●	●

● indicates that the feature/function is fully supported. ● indicates that the feature/function is not currently supported.

## The LRS Output Management Solution

LRS secure document scanning software is a simple yet effective solution for reducing costs and protecting confidential information. It is also an integral part of LRS' robust, scalable output management platform that helps organizations:

- Reduce spending on paper, toner, and other consumables
- Consolidate or eliminate printers, print servers & other costly print infrastructure components
- Enhance user and IT staff productivity by eliminating the burden of print management

A recent analyst study concluded that the LRS customers reported a five-year ROI of 486% and a payback period of just six months.

For nearly four decades, LRS has maintained a singular focus on providing the world's most reliable and feature-rich enterprise output management solutions. LRS software is running on six continents in more than 5,000 installations, helping customers from nearly every industry sector save money through improved output management.

**Discover the benefits of secure output scanning in your organization.**

Visit [www.LRSOutputManagement.com](http://www.LRSOutputManagement.com) to learn more about LRS output management solutions.



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