



Visioneer OneTouch® Link Scans Paper to Microsoft® Office SharePoint® Unparalleled Ease of Use

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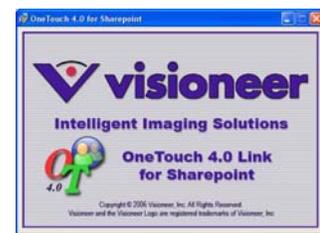
The reputation and value of Visioneer OneTouch as a solution for ease of use and productivity is well known. Scanner users have benefited from the simplicity of one button that scans a document at a preset configuration and saving up to 13 steps. Scan-to-print, -to-email and -to-Word are some of the most popular destinations for desktop scanner users using Visioneer OneTouch, but also some of the most basic.

Microsoft Office SharePoint allows users to derive more value from information assets over the entire lifecycle of electronic content through collaboration and electronic content management (ECM) tools. This electronic content is most often “born digital” documents (Word, Excel, PDF, etc.). These files are easily moved into the SharePoint work space.



Paper however needs to first be scanned to a digital format, and most MFPs and document scanner require multiple steps to configure, scan, store and then move the document into the SharePoint workspace. Because of these numerous steps, paper becomes a “lesser-class citizen” in collaboration tools such as SharePoint. Solutions that are not easy to use often don’t get used. This is usually not an acceptable situation since many documents in the collaboration effort are available only in paper usually since the source file is often not readily available.

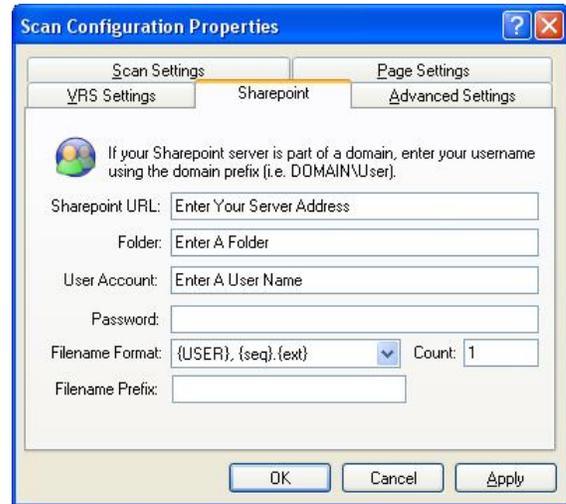
Enter Visioneer OneTouch, a solution specializing in ease of use and reducing steps in the scanning process. With the creation of a OneTouch link for Microsoft SharePoint, scanning to any SharePoint folder is as easy as the touch of a button. Let’s explore the process:



The OneTouch 4.0 Link for SharePoint installer creates a SharePoint destination in the OneTouch list. Next, configuring the SharePoint destination is as simple as supplying the SharePoint server site address, username and password. The server destination can be local or remote. Scanning configurations are pre-defined (and user definable as well) for color, resolution, resulting file format and scan settings such as paper size and auto crop. Filenames can also be predetermined for customized filing. This one-time set-up is all that is required.



SharePoint Destination in OneTouch



SharePoint Access Settings

Scanning is now a matter of loading your document in the scanner's document feeder and pressing a single OneTouch button on the scanner with no further interaction at the computer. Paper is scanned at rated speed and deposited into the SharePoint folder specified.

Other features to consider.

1. Most Visioneer OneTouch-enabled scanners have 9 destinations that are selectable from the front panel. Each of the 9 destinations can be configured to a different SharePoint server to allow maximum flexibility.
2. Kofax[®] VRS[™] image enhancement is an in-line add-on in Visioneer OneTouch. So before the paper document is sent to the specified SharePoint folder, the image is processed through VRS to optimal image quality. Imperfect originals become perfect scans.
3. Searchable PDF is a file format option in OneTouch. This invokes an OCR process to provide an image-over-text file where the integrity of the scanned page is preserved, and the OCR'd text is stored in an invisible layer below the scanned image so that the document can be searched by content.

Through the OneTouch Link to SharePoint, paper is now easier to move into a SharePoint folder than any electronic file. The multi-step configuration and scanning process is reduced to a single button. Training time is reduced. Furthermore, by simplifying this process, less expensive and non-specialized resources can be used to move paper documents into SharePoint. In the end, there is more productivity and efficiency in how documents are managed and the return on investment is realized surprisingly soon.

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