Xerox® Scan to PC Desktop®
Professional 12

Increasing Your Office Productivity
by Enhancing Document Efficiency

xerox ®

Improve the way your organisation uses and shares documents.

Your single greatest challenge to streamlining document-based processes is the fact that three largely incompatible document formats – paper, Microsoft® Office and PDF – dominate the office, creating silos of information contained within each.

Xerox® Scan to PC Desktop is the complete desktop document management solution. Using the power of Xerox® multifunction systems, now you can capture paper documents and productivity-enhancing applications to organise, combine and share your scanned documents, Microsoft Office and PDF files in one place – so you can be more productive and efficient.

Do more great work – every day.

Now you can significantly improve the way every person in your organisation uses and shares documents every day. The Xerox® Scan to PC Desktop Professional 12 solution, leveraging Xerox Extensible Interface Platform® (EIP) technology, is designed to seamlessly integrate with Xerox® multifunction devices.
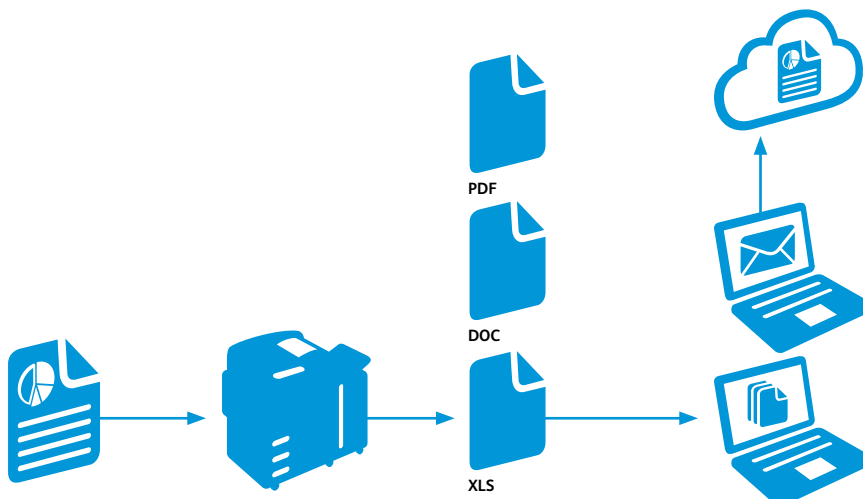
Five Key Benefits

Save time and increase productivity with personalised scanning at the Xerox® multifunction device.

Simply log into the Xerox® multifunction device and the touchscreen panel presents you with personalised scanning destinations which are already familiar to you. Press the scan button and your document is delivered to your computer or other specified destination, in the desired format, quickly, reliably, conveniently and securely. Features like Superior Optical Recognition (OCR) let you enjoy accurate documents in dramatically less time. You can even change local and network folders and preferences immediately or send files directly to your computer without extra steps.

Turn your Xerox® multifunction device into a high-speed on-ramp to your digital workflows.

Xerox® Scan to PC Desktop makes distributed document capture easy, secure and productive. Now you can effectively replace manual paper processes with efficient document sharing over email, the Web and document management systems.

Xerox® Scan to PC Desktop® makes distributed document capture easy, secure and productive.

PDF

DOC

XLS

Awards

Xerox Corporation
Scan to PC Desktop Professional 12
Outstanding Desktop
Document Management Solution

BLI Pick of the Year Award
Outstanding Desktop Document Management Solution
Buyers Laboratory LLC, Winter 2014

Certificate   Article

Xerox Corporation
2014 Document Imaging Solutions
Line of the Year

BLI Line of the Year Award
2014 Document Imaging Solutions Line of the Year
Buyers Laboratory LLC, Winter 2014

Certificate   Article

- The Nuance® Cloud Connector application (included) provides access to a number of cloud services including Microsoft® Live SkyDrive®, Google Docs™, Box.net® and many more. The connector has the ability to integrate directly with Microsoft Windows® providing easy drag-and-drop access directly to cloud services.

- Turn complex tasks into a single button press on the Xerox Extensible Interface Platform®-enabled multifunction device with a greatly enhanced Workflow Assistant with more features, options and destinations.

- Empower everyone with File-It Assistant and CoverSheets Office – Automatically convert and properly file documents using a simple paper cover sheet that does all the work.

- Capture paper documents from the Xerox® multifunction device and send them directly to emails, Microsoft SharePoint®, FTP, Web folders and ODMA supporting content management systems.

- Extend your reach – Open and save PDF files directly to iManage, Open Text and LexisNexis® CaseMap®.

Simplify how you create and assemble PDF documents.

Xerox® Scan to PC Desktop® handles everything your office manages now, plus elements that Microsoft Office and SharePoint don't handle well – like scanned paper and PDF. No more frustration from being unable to edit your PDFs. Simply create compact, searchable, editable and universally readable PDF documents (100 % compatible with, but not requiring Adobe®

Acrobat®) from multiple word-processing, spreadsheet or scanned paper documents using simple drag-and-drop. You can also:

- Create and send multi-format PDF portfolios without changing native files types – it's more versatile than zipping files

- Stay secure with government standard 256-bit encryption, password protection and digital signatures

- Create fillable forms from scanned forms or previously-static PDFs

Communicate and collabourate without limitations.

Effortlessly edit, annotate, correct typos, add or clean up scanned images, create fillable forms and even touch up objects directly within PDF files. You can also change colours, fonts or point sizes, copy graphics, charts and text from PDF files and place them in Microsoft Word, Excel® or PowerPoint®. Now you can communicate clearly and precisely with edited PDF files.

- Touch up text and images directly within PDF files

- Edit PDFs more efficiently – "Looks Like" search and redact enable you to find critical information and protect sensitive data quickly and efficiently

- Add notes, annotations, stamps, watermarks and Bates stamps

- Turn static PDFs into rich multimedia files – add audio or video files to your PDF documents

Xerox® Scan to PC Desktop Professional 12 includes the following components:

For the Desktop

- Nuance PaperPort® Professional 14 – The professional choice for scanning, organising and sharing all your documents.

- Nuance PDF Converter Enterprise 7 – The smarter choice for creating, converting, editing, assembling and sharing PDF files.

- Nuance OmniPage® Professional 18 – Transform paper and PDF files into documents you can edit, share and archive.

- Image Retriever® Professional 11 – Personalise Xerox® multifunction device scanning menus directly from the desktop.

- Nuance Cloud Connector

- PaperPort®

For Multifunction Personalisation

- PSP Server 4 for Xerox® Scan to PC Desktop – Personalise device access, settings and user requirements for one or more Xerox® multifunction devices

Xerox® Scan to PC Desktop®
A Complete Desktop Document Management Solution

Say goodbye to static documents.

Xerox® Scan to PC Desktop lets you unlock information stored in paper documents and turn them into files you can edit in seconds. Your converted documents look exactly like the original – complete with columns, tables, bullets and graphics.

What's even more exciting is that the fully-formatted documents are easy to edit the right way, with flowing text across columns, saving hours of document recreation.
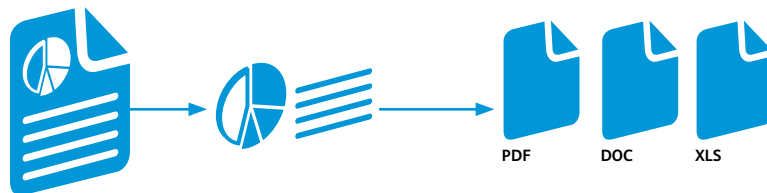
In addition, the personalised workflow options allow you to modify the behaviour of the document conversion process so it is specific to your document requirements. Improved OCR accuracy lets you turn your paper and PDF documents into editable, searchable text documents, eliminating the need to re-type. You can also:

Create forms on the fly – Nuance® Logical Form Recognition® (LFR) allows paper forms to be turned into PDF or Microsoft® Word forms that can be edited or filled out.

Eliminate manual processes – Automatically extract data from filled PDF or printed forms into spreadsheets or databases with automatic data collection.

Make information even more usable – Nuance's built-in RealSpeak® engine allows you to convert paper and PDF files into WAV audio files that can be listened to anytime and anywhere.

Improved OCR accuracy lets you turn your paper and PDF documents into editable, searchable text documents.

PDF   DOC   XLS

Xerox® Scan to PC Desktop Professional 12 includes:

- PaperPort® Professional 14
- OmniPage® Professional 18
- PDF Converter Enterprise 7
- Xerox® Image Retriever® Professional 11
- PSP Server 4 for Xerox® Scan to PC Desktop
- Nuance Cloud Connector
- PaperPort®

Minimum System Requirements

Please refer to the following URL for a complete list of the minimum system requirements for Xerox® Scan to PC Desktop Professional 12: **www.xerox.com/scan2pc**.

Flexible Software Licensing Arrangements

Xerox offers the Scan to PC Desktop Professional 12 solution in a multitude of flexible software licensing arrangements:

- **Small Business Edition:** Fixed five seat license package.
- **Work Group Edition:** Fixed seat license packages of 25 seats.
- **Multi-seat or enterprise site license agreement:** These license agreements are scaled to the specific number of users across your organisation.

These software licensing arrangements are available to your organisation directly from Xerox and may vary by regions.

Xerox® Products/Services Supported

Xerox® Scan to PC Desktop Professional 12 supports most scan-enabled Xerox® multifunction devices as well as complementary scan solutions. For a complete list of supported Xerox® devices and solutions, refer to: **www.xerox.com/scan2pc.**

More information on Xerox® Scan to PC Desktop Professional 12 can also be found at: **www.xerox.com/scan2pc.**

For information on volume and enterprise license agreements for Xerox® Scan to PC Desktop Professional 12, please contact your local Xerox sales representative.