



# LOFFLER

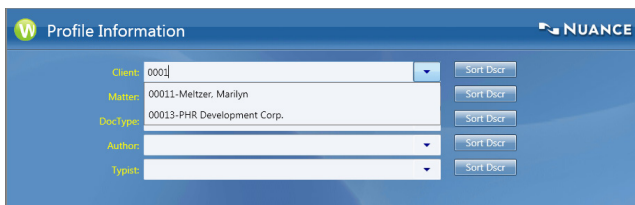
## Worldox Connector for eCopy ShareScan or ScanStation

With Loffler's Worldox Connector for eCopy ShareScan or ScanStation, paper documents can be scanned at an eCopy networked document scanner or digital copier/MFD and sent directly to the Worldox document management system.

### With Loffler's Worldox Connector for eCopy

**ShareScan or ScanStation**, hard copy documents are quickly converted into digital files to be stored in the Worldox enterprise document manager. Document profiling information (such as client and matter) and any Worldox attributes are input at the eCopy-enabled scanner or digital copier/MFD. Documents can be sent directly to the specified location within Worldox for storage where it is immediately available for retrieval by authorized Worldox users.

Now, Worldox users can easily include paper documents in their digital workflows and supporting document lifecycle management processes. Loffler's Worldox Connector for eCopy ShareScan or ScanStation is directly integrated with Worldox functions, assuring customers that eCopy-created image files will be stored, indexed and managed consistent with their existing document management procedures.



*Right at the scanning device, users have the ability to authenticate and profile paper documents into Worldox just as they would with electronic files at their workstation.*



### About Worldox Connector for eCopy ShareScan or ScanStation

- Scan directly from a digital copier or document scanner into Worldox repository
- Authenticated users can access the knowledge repository
- Manage the entire lifecycle of paper records
- Fast, easy setup and administration
- Select from various file formats for documents scanned into Worldox
- Provides the means for employees to collaborate effectively and intelligently with paper as well as electronic files
- Provides audit trail for regulatory compliance

### Minimum Requirements

- eCopy ShareScan or ScanStation version 5.0 (SP4 or beyond)
- Worldox GX3/GX4

### About Worldox

Worldox® has an install base of over 6000 companies in 52 countries worldwide. It integrates directly with major Office Suites, email, accounting and productivity applications. For more information about Worldox visit [www.worldox.com](http://www.worldox.com).



# Worldox Connector for eCopy ShareScan or ScanStation

## Process for Scanning to Worldox via eCopy Connector

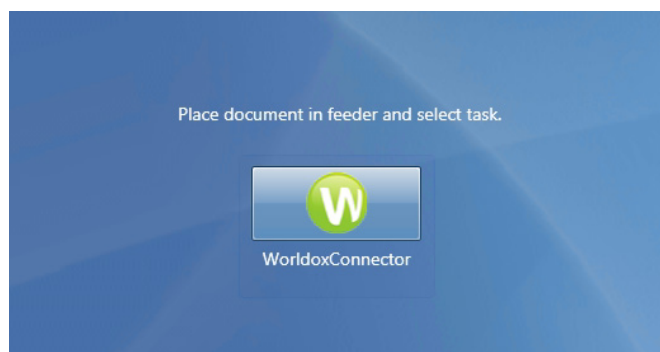
1.

Place Documents in Document Feeder or on Glass



2.

Select Worldox Connector and Scan the Document



Document Description:	Client: 00013	Save Selections
Test Description	Matter: 0110	
File Name:	DocType: AGR	
00001219	Author: AALLISON	
Comments:	Typist: AC	
TestComments		
Profile Group:		
Client File:		

3.

Authenticate to Worldox;  
Input Document & Profile Information

4.

Store in Worldox & retrieve for review  
or processing as applicable