

Simplify and Expedite Legal Document Integration to Worldox

The **Scan to Worldox** application helps streamline, simplify and expedite the process of integrating hard-copy legal documents into the Worldox document management system. Now, users can step up to a Canon imageRUNNER ADVANCE device to quickly scan, classify and upload case documents to Worldox with confidence.



System Requirements:

Canon imageRUNNER ADVANCE MFP

- Scan to Worldox can be installed on any MEAP enabled, networked imageRUNNER ADVANCE MFP
- Application needs to be installed by a Canon Authorized Reseller and configured to point to your Worldox GX3 installation
- Administrator interface will need to be installed on a networked PC

Worldox

- Worldox GX3 and later
- Locally hosted or cloud-based installation
- Worldox Web

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*File format and scanning options are based on device capabilities.

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ADVANCED SOLUTIONS FOR Legal

- Simplify scanning into Worldox
- Integrate legal documents in fewer steps
- Index documents with ease
- Streamline document management
- Boost firm-wide staff productivity



SCAN TO
Worldox



Scan Documents Into Your Worldox Document Management System Faster and More Easily than Before

Paper documents are critical to how your firm practices law each day. Scanning hard-copy pages into a document management system is often a time consuming, manual, multi-step process. Now, **Scan to Worldox** enables your staff to quickly and easily send documents to Worldox directly from the touchscreen of your imageRUNNER ADVANCE multifunctional printer (MFP).



Scan To Worldox brings the essence of the Worldox desktop user interface experience directly to the imageRUNNER ADVANCE MFP touchscreen.

Integrate Documents Directly to Worldox from Your imageRUNNER ADVANCE MFP

To help your firm expedite casework and maximize productivity, Canon collaborated with World Software Corporation to develop **Scan to Worldox**.

Canon built this powerful, embedded application that brings the essence of the Worldox desktop user experience directly to the imageRUNNER ADVANCE MFP touchscreen.

The familiar user interface will enable your staff to quickly and easily scan and profile documents to Favorite Matters, Quick Profiles, Workspaces, and Bookmarks. The added profiling information makes the documents easier to find in Worldox.

Maximize Productivity Across Your Firm

Canon looked at how law firms handle documents, use MFP devices, and work with document management systems. It quickly became clear that the serverless Multifunctional Embedded Application Platform (MEAP) on Canon imageRUNNER ADVANCE devices could be leveraged to improve document access and integration tasks for law firms of all sizes.

Scan to Worldox is accessible directly from the Main Menu of imageRUNNER ADVANCE devices and supports both locally hosted and cloud based installations of the Worldox document management system.



The intuitive interface of the Scan to Worldox application helps minimize the number of steps needed to scan documents into a Worldox document management system.



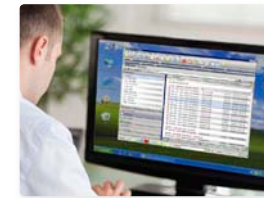
Facilitate A More Intuitive User Experience

The authentication process helps you maintain security while also maximizing productivity. Once **Scan to Worldox** is selected, the application immediately prompts the user to authenticate.

Once authenticated, files associated with the user's existing Worldox profile will appear in the touchscreen control panel. That staff member's most commonly used matters are presented in a simple list from which the user can easily select the relevant matter.

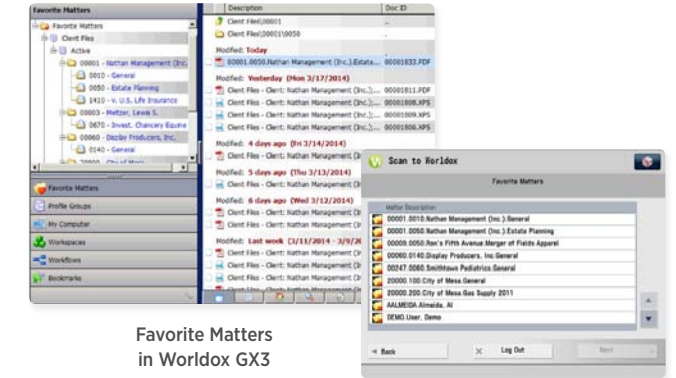
Integrate Documents the Way You Like To – Every Time

Very likely, staff at your firm access and archive their documents in Worldox in different ways. While one attorney may prefer to use a "Quick Profile," another may frequently use "Workspaces" or "Favorite Matters."



With **Scan to Worldox**, your staff has the same freedom when scanning documents. The application enables your legal staff to quickly locate whichever destination they'd like to store their files to — just like they do at their

desktop. Favorite Matters, Quick Profiles, Workspaces and Bookmarks are all dynamic. These areas can be used to quickly profile and store scanned documents with a minimal number of finger presses.



Favorite Matters in Worldox GX3

Favorite Matters in Scan to Worldox



Automate Indexing with FollowMe Favorites™

As users proceed, metadata fields like Client, Matter and Doc Type can be set to populate logically and automatically based on other matters they are currently handling. Your partners, attorneys and other staff will be able to quickly and conveniently edit these fields any time they are integrating a set of documents to Worldox.

For busy legal firms, this automated profiling can help provide a huge time savings — and make it easier to locate files later in Worldox.

Promote Speed and Efficiency without Sacrificing Flexibility

Because firms often handle black-and-white, single-sided documents that must be converted to PDF format, administrators can establish these settings as the default for each integration. This enables users with routine archiving tasks to speed through the process.

Default settings certainly don't limit user options, however. Authorized staff can leverage the full capabilities of the imageRUNNER ADVANCE device. Documents can be set to be saved in TIFF, XPS, Microsoft Word or PowerPoint file formats.* And, options such as OCR, password protection, and preview can be reviewed and adjusted directly through the touchscreen display before archiving or sending.

Advances like these enable your legal practice to access all important firm documents while giving your staff the flexibility to integrate documents in ways that make sense for their workload.

