



# Scan documents directly into Microsoft SharePoint

## Scan to SharePoint

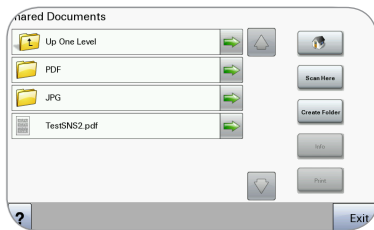
### Business Challenge:

Implementing a quick and convenient solution for scanning hardcopy documents into Microsoft SharePoint® 2007 and Microsoft SharePoint® 2010.

### Lexmark's Solution:

Lexmark Scan to SharePoint allows you to easily scan documents directly from a Lexmark MFP into Microsoft SharePoint® 2007 and Microsoft SharePoint® 2010 enterprise content management software. With real-time scanning, you ensure each document is sent to its proper location.

## Features



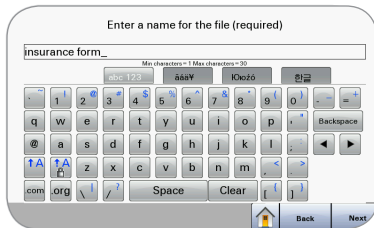
### MFP Scanning

Scans documents into digital format and inserts image into the content management system.

### What are the advantages of Scan to SharePoint?

#### Easy to use

- Instantly scans documents into digital format
- Automatically inserts image into Microsoft SharePoint

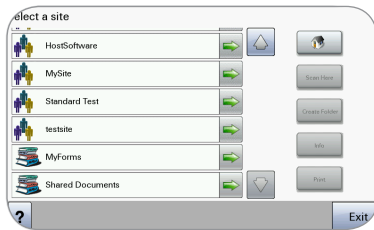


### Indexing

Permits you to manually enter indexing information for both required and optional fields at the MFP using the touch screen.

#### Saves time

- Simplifies document insertion
- Eliminates indexing at workstation
- Document instantly available for collaboration in SharePoint

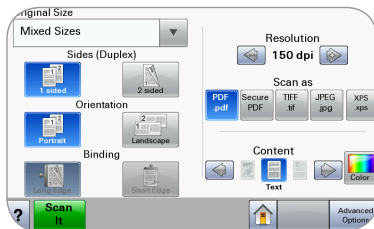


### Confirmation

Displays the scanned file name on the touch screen when the image has been inserted into the content management system.

### Getting Started

Lexmark Scan to SharePoint requires the MFP to have a minimum of 256MB RAM and a hard disk.



### Printing

Enables you to select PDF, JPEG, TIFF, HTML, and TXT files from the touch screen and print these files on the MFP.