



# Using M-Files® with ScanSnap



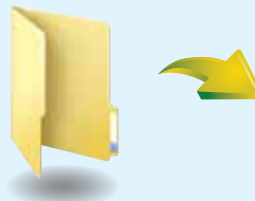
Fujitsu ScanSnap document scanners take the complication out of scanning paper with one button ease of use. Perfect for the desktop, ScanSnap offers convenient double-sided multi-sheet scanning to everyone. M-Files helps you easily organize, manage and find your documents and other important information, so that the RIGHT information is instantly at your fingertips when you need it. M-Files is also great for automating business processes like invoice processing, contract management, HR onboarding, email archiving and more.

Automatically store and organize your scanned documents.

Register, download and install a free 30-day evaluation of M-Files



ScanSnap saves searchable PDFs to a folder on your PC or network



M-Files automatically tags and stores the scanned files in the M-Files Vault.



Note: A complete guide for configuring the ScanSnap and M-Files is available at <http://www.m-files.com/scansnap>

## Using M-Files and ScanSnap

1. Register, download and install a free 30-day evaluation of M-Files.
2. Configure the ScanSnap to save scanned files to a folder on your PC.
3. Configure M-Files to monitor the ScanSnap folder and automatically store scanned files to the vault.

## Benefits of using M-Files with ScanSnap include:

- Fast Search: Instantly locate file by searching on either tags (i.e. properties or "metadata"), file contents in searchable PDF files, or both.
- Support all Windows Applications: Use standard File Open and Save commands from any Windows application.

- Secure Access Permissions: Allow only authorized access to confidential information on a per document basis.
- Version Control: Always have access to the latest version
- Check-in / Check-out: Improves collaboration and prevents data loss by ensuring that only one person can edit a document at a time
- Workflow: Automate common business processes like invoice processing or review/approval processes with email notifications and reminders
- Location independence: Access the vault from any PC in the office or remotely. A web interface allows access from Mac and Linux PCs.
- Supports ANY File Type: Email and attachments, office documents, CAD files, images and pictures, and so on.

For more information regarding ScanSnap, visit <http://us.fujitsu.com/scansnap> email: [scansnap@us.fujitsu.com](mailto:scansnap@us.fujitsu.com) or call 1-888-425-8228.

For more information regarding M-Files, visit <http://www.m-files.com> email: [sales@m-files.com](mailto:sales@m-files.com) or call 1-800-224-4074

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