

Sharp Network Scanning: A Powerful Business Tool

➤ What is the business value of scanning?

Scanning saves time and money on many daily activities. Business owners are discovering that Send to E-mail provides a way to distribute information rapidly and cost effectively. As businesses grow, the dissemination of information can become a costly factor. Overnight mail and priority services can be complicated to manage, thereby easily cutting into profitability. Other factors driving business owners to adopt scanning solutions include document storage, safety and retrieval, all of which are addressed with network scanning.

➤ How does scanning provide DISTRIBUTION advantages?

The major impact of scanning is in distributing information, where speed, productivity and cost play a key role. Companies can drastically improve their productivity by scanning documents and using E-mail, fax and Internet fax to deliver them instantaneously. Not only does this method of sharing information significantly reduce overnight mail charges, but it also provides an efficient communication avenue to a broad base of users.

Sharp's Image Sending technology enables users to scan a file and send it directly to any PC, E-mail address, FTP server Internet site, or fax number, making document distribution almost instantaneous. With scanning, users can easily share data with multiple colleagues - regardless of their location. Simply scan the file and attach it to an E-mail, or transmit it to any fax number. With the advanced faxing capabilities of Sharp's multifunction products, hundreds of destinations can be selected at one time, from a one-touch list or from group keys available through the control panel of the MFP device. Scanning enables companies to capitalize on the investment already made in Sharp Digital Copier/Printer products. Network scanning expands a company's ability to rapidly distribute, store and efficiently retrieve important documents, photos, diagrams or graphics to anyone who needs them. In addition, it's easier to duplicate digital records (i.e. "back up") for secure storage off-site. Plus, users can add powerful security features to control the access and distribution of confidential data.

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➤ How does scanning provide PRODUCTIVITY advantages?

Sharpdesk's user-friendly interface offers sophisticated functionality such as OCR, image editing and document composition—all with familiar drag and drop simplicity.

Optical Character Recognition (OCR) software converts a digital document into an editable file which can be saved in your favorite office application, including Microsoft Word™, Excel™, WordPerfect™, Lotus™, and more. Consider the improved accuracy and faster turn-around of OCR vs. manual retyping.

With Sharpdesk's Image Editor, users can add text comments, graphics, text stamps, sticky notes and highlights to specific images or specific areas of a document. They can also enhance the image quality, straighten the page or change the page orientation. Sharp's unique Composer feature offers flexibility in combining multiple document types into a single document for simple printing and/or distribution. No more cutting and pasting from multiple applications! Simply select the documents, reorder the pages, add a cover page and then print or distribute them instantly.

➤ How does scanning provide storage and RETRIEVAL advantages?

The benefits of scanning are immediately realized in cost and time savings. Rather than needing to store volumes of printed files, documents can be scanned into digital format and filed electronically on desktop PCs, network servers and/or removable media.

Sharp's scanning solutions improve efficiency and save time. Users can scan documents through the automatic document feeders of many Sharp multifunction devices. Sharp's Digital MFPs are incredibly fast—much faster than any manual filing process. Think of the increased productivity!

The retrieval of stored hard copy documents can be time-consuming and cumbersome. By contrast, digital documents can be accessed from a workstation through simple search functions and a few mouse clicks.

Sharp provides several ways to manage digital files with Sharpdesk, which is included with the Network Scanner Expansion Kit. Sharpdesk enables users to easily browse through their workstation for files and folders. With Sharpdesk, documents can be located on a traditional computer folder/tree structure, just as users do within Microsoft Windows. Users can also view thumbnail images of a document's first page and/or view the document in full screen format.