Xerox
Scan to PC Desktop® Professional 10
Solutions for the legal market

xerox

Legal industry profile

The legal industry is drowning in paper. The cost to create, manage and store case and client information at law firms is staggering. The requirements to document court proceedings and build case documentation is a tedious and costly manual process that needs to be streamlined. By transforming their paper-based workflows into electronic workflows, private practices and the courts can decrease costs, improve customer service, securely protect client information and increase productivity.

In transitioning to this method of paper management, scanning has emerged as a critical business practice for law firms. Through this process, PDF has been adopted as the preferred file format for sharing and archiving case information because it retains the look and feel of paper, while providing valuable digital services such as password security, e-signatures and electronic markup tools.

Legal industry business drivers

- **Securing case documents**
- **Court eSubmission mandates**
- **Converting paper and PDF into editable documents**
- **Reducing administrative costs with digital archives**
- **Reducing fax and overnight delivery costs**

Solution overview

Nuance and Xerox have developed a solution to help your organization bridge the gap between paper, Microsoft Office and PDFs, and to significantly improve the way every person in your organization uses and shares documents every day. The Scan to PC Desktop Professional 10 solution, leveraging Xerox Extensible Interface Platform™ technology, is designed for seamless integration with Xerox multifunction printers (MFPs), and to facilitate productive scanning and PDF workflow. The Scan to PC Desktop Professional 10 solution includes the following Nuance components:

- **PaperPort Professional 11**
- **OmniPage Professional 16**
- **PDF Converter Professional 5 Enterprise**
- **Image Retriever Professional 9**
- **PSP Server 2 for Xerox Scan to PC Desktop**

These components combine and work with your Xerox multifunction devices to help your legal organization become more organized, secure and cost-effective.

Key challenges in legal

Q. How do you store client and case files?

Scan to PC Desktop Professional is an affordable way to replace paper files with document management on the PC.

Q. How do you organize and share information within your practice or court?

Scan to PC Desktop Professional turns any document into a PDF file that can be easily secured, viewed and shared.

Q. How do you archive papers with the courts?

Scan to PC Desktop Professional allows easy migration from manual to electronic (PDF) submissions that are fully searchable.

Q. Are you interested in streamlining your paper handling processes?

Scan to PC Desktop Professional uses a single keyword or phrase to find documents fast.

Q. Do you want to use PDF as a way to secure documents?

Scan to PC Desktop Professional supports creating PDF files from any PC application, scanning to PDF from any Xerox multifunction device and adding security to PDF files.

Q. Do you need to edit interrogatories, contracts or other documents received as paper or PDF?

Scan to PC Desktop Professional instantly converts paper and PDF files into fully-formatted documents that you can easily edit.

Q. Do you scan and archive client documents?

Scan to PC Desktop Professional simplifies batch scanning to searchable PDF, TIF or other format into any document management system.

Q. Do you work with PDF files? Do you need to create, edit or convert PDF files? Do you need to repurpose content found in PDF files?

Only Scan to PC Desktop Professional combines PDF creation, editing and conversion into a single, affordable solution.

Submitting documents to the court

Current work process:

A law firm must submit all client documents to the court by a specific time deadline. The client files are in many formats, including paper, Microsoft Word, Microsoft Excel and PDF. The legal assistant must print out all the electronic files in each of these formats, then manually combine the separate documents as one paper file, and finally scan each page to combine them all as a single PDF file to be submitted to the court.

Work process with Scan to PC Desktop Professional:

Scan all paper documents automatically to the desktop as a PDF image file. Combine the PDF, MS Word and MS Excel files into a unified PDF document with a single click of the mouse. Send to court automatically via email.

Storing and archiving client files

Current work process:

A law firm must archive and store all client documents and case files. These documents are stored, in paper format, in file cabinets and bankers boxes on site at the law firm, using valuable office space. The legal assistant must invest significant amounts of time searching through these stored files to retrieve required documents.

Work process with Scan to PC Desktop Professional:

The legal assistant scans all client records to PDF image files. Scan to PC Desktop Professional is set to automatically convert all image files to secure searchable PDF files and store in digital archive. Client documents can now be retrieved instantly using text-based searches of digital archives.

Processing interrogatories

Current work process:

While working on a case, a law firm receives an interrogatory (a series of written questions, each of which requires a formal written response) via courier from the opposing counsel. The legal assistant must manually recreate the interrogatory by retyping the document in Microsoft Word, so that the answers to each question can be added to the document in the correct order and section. The completed interrogatory is printed and then manually delivered to the court and opposing counsel. This work must be accomplished in a set period of time as required by the opposing counsel and the court schedule.

Work process with Scan to PC Desktop Professional:

The legal assistant scans the interrogatory to a PDF image file. Scan to PC Desktop Professional is set to automatically convert the interrogatory to Microsoft Word. The new Microsoft Word file is sent to the paralegal who enters the required responses to each question directly into the Microsoft Word file. The completed interrogatory is then printed to PDF using Scan to PC Desktop Professional, and automatically sent back to the court and opposing counsel via email.

Scan to PC Desktop Professional 10 includes

PaperPort Professional 11

OmniPage Professional 16

PDF Converter Professional 5 Enterprise

Image Retriever Professional 9

PSP Server 2 for Xerox Scan to PC Desktop

Minimum systems requirements

Please refer to the following URL for a complete list of the minimum systems requirements for Scan to PC Desktop Professional 10:

www.xerox.com/scan2pc

Or **www.nuance.com/scan2pc**
(Note: English only web site)

Flexible software licensing srrangements

Xerox and Nuance offer the Scan to PC Desktop Professional 10 solution in a multitude of flexible software licensing arrangements:

- **Small Business Edition =** Fixed (5) seat license package

- **Workgroup Edition =** Fixed seat license packages of 10 seats and higher

- **Multi-seat or enterprise site license agreement.** These license agreements are scaled to the specific number of users across your organization.

- **Upgrade Pricing multi-seat or enterprise site license agreements.** If you are a current user of the Scan to PC Desktop solution (or you have competitive OCR software), your organization will qualify for significantly discounted pricing on the Scan to PC Desktop Professional solution.

These software licensing arrangements are available to your organization directly from Xerox and may vary by geography.

Xerox products/services supported

Scan to PC Desktop Professional 10 supports most scan enabled Xerox MFPs as well as complementary scan solutions such as Xerox SMARTsend®. For a complete list of supported Xerox devices and solutions refer to:

www.xerox.com/scan2pc

Contacts

More information on Scan to PC Desktop Professional 10 and a virtual demonstration can also be found at:

www.xerox.com/scan2pc

Or **www.nuance.com/scan2pc**

For more information on volume license and enterprise license agreements for Scan to PC Desktop Professional 10, please contact your local Xerox sales representative.

Scan to PC Desktop®
powered by NUANCE

xerox Alliance Partner