

# Manage Legal Documents

Scan a documents from PaperCut MF to a folder within a workspace and view it from within iManage.



- Automate workflows
- Reduce errors
- Drive efficiency

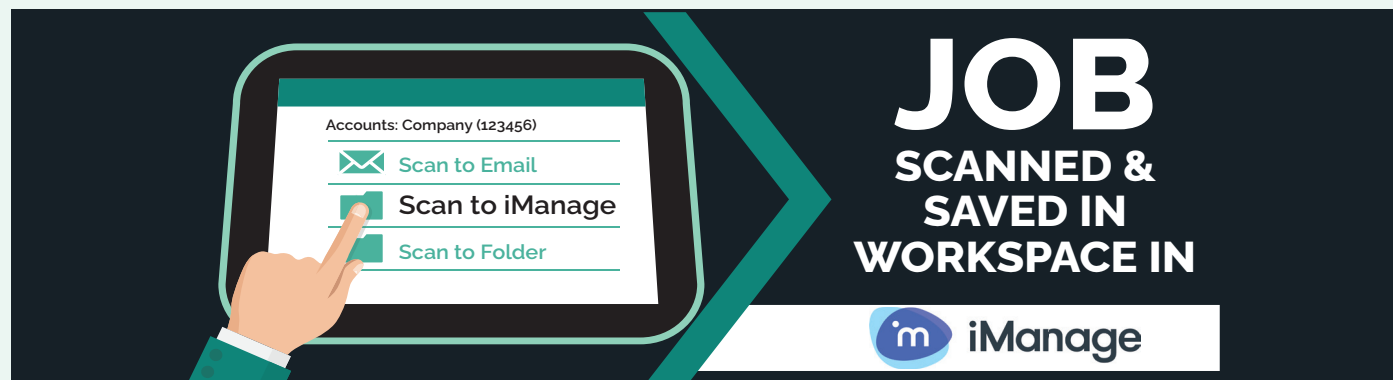
## 1. Scan a document to workspace in iManage

User scans a document at the MFD directly into the a workspace in iManage



AT MFD  
SELECT **SCAN**

CHOOSE THE WORKSPACE  
IN THE MENU

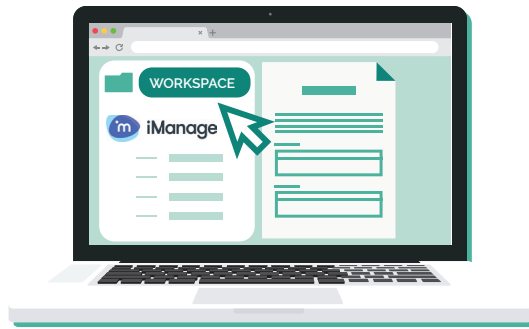


SELECT 'SCAN  
TO iMANAGE

DOCUMENT **SCANNED AND  
SAVED** TO WORKSPACE IN  
iMANAGE!

**JOB  
SCANNED &  
SAVED IN  
WORKSPACE IN**





## View scans!

Visit a workspace in iManage to view scanned documents



### Secure & Compliant

Increase security with authentication at the MFD and securely send documents to iManage



### Increase Efficiency

Seamlessly scan documents to a workspace from the MFD with easy to follow prompts



### Automatic Sync

Scanned documents are automatically available in the iManage workspace

QRDOC.IO



V1.0