

# Manage Legal Documents

Share scan, print and copy documentation and user account activity between PaperCut MF and LEAP



- Automate Workflows
- Reduce Errors
- Recover Costs

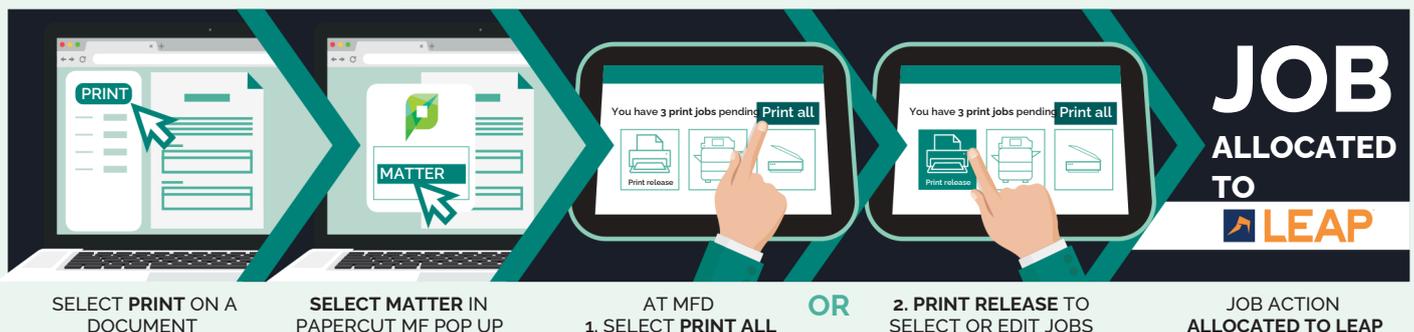
## 1. Scan a document to matter in LEAP

User scans a document at the MFD directly into the matter in LEAP.



## 2. Release and print a document against a matter code\*

User prints a document using PaperCut MF mobility print to a virtual queue and allocates the job to a matter in LEAP



\* If secure print release is not installed on the MFD the job will be available without further steps at the MFD



## View Activity!

Visit the PaperCut MF admin web interface to view activity against a Matter.



## View Scans!

Visit a Matter in LEAP to view scanned documents.



## Secure & Compliant

Increase security with secure print release at the MFD and immediate allocation of scanned documents into the matter in LEAP



## Recover Costs

Synced transactions are detailed with costs in LEAP



## Automatic Sync

In LEAP transactions are programmed to synced daily from PaperCut MF



v1.2