cilantro®

PaperCut™ MF

Manage Legal Documents

Share print and user account activity between PaperCut MF and InfinityLaw

InfinityLaw

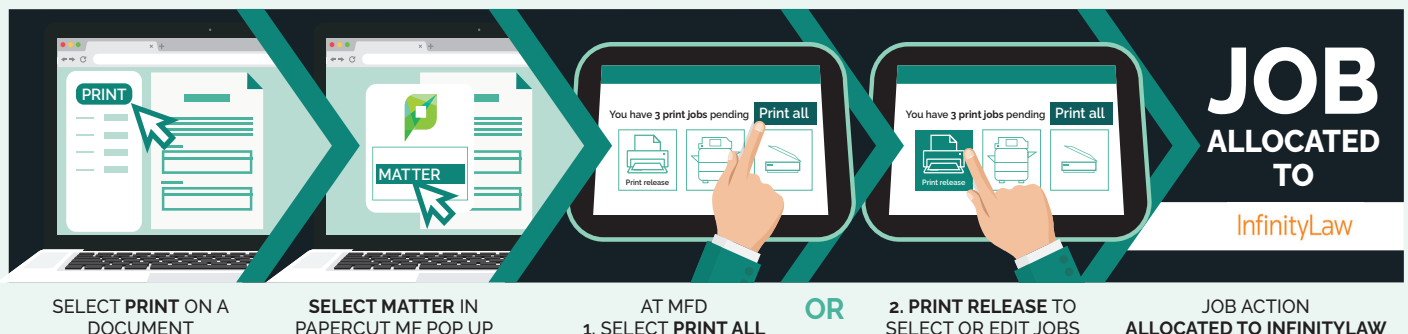- Automate workflows
- Reduce errors
- Recover costs

1. Capture and allocate scan costs to a matter in InfinityLaw

User scans a document at the MFD and selects matter to assign cost to

Search accounts — MATTER

Accounts: Company (123456)
- Scan to Email
- Scan to Folder

COSTS CAPTURED & ALLOCATED TO MATTER

InfinityLaw

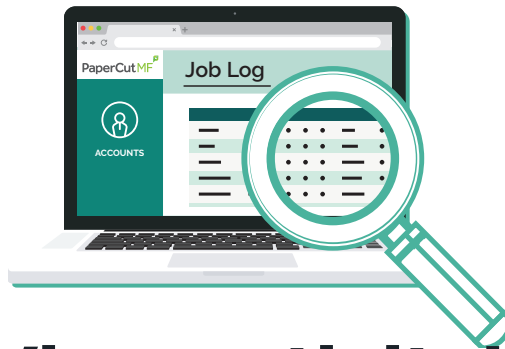| AT MFD SELECT **SCAN** | CHOOSE MATTER IN THE MENU | SELECT '**SCAN TO**' Destination | SCAN COST CAPTURED & ASSIGNED TO MATTER IN INFINITYLAW! |

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 InfinityLaw

PRINT

MATTER

You have **3 print jobs pending** — Print all — Print release

You have **3 print jobs pending** — Print all — Print release

JOB ALLOCATED TO

InfinityLaw

| SELECT **PRINT** ON A DOCUMENT | SELECT MATTER IN PAPERCUT MF POP UP | AT MFD 1. SELECT **PRINT ALL** | OR | 2. **PRINT RELEASE** TO SELECT OR EDIT JOBS | JOB ACTION **ALLOCATED TO INFINITYLAW** |

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

cilantro®

PaperCut MF

InfinityLaw

Job Log

ACCOUNTS

View activity!

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

Secure & Compliant

Increase security with secure print release
at the MFD

Recover Costs

Synced transactions are detailed
with costs in InfinityLaw

Seamless Sync

Cilantro performs a daily export from
PaperCut MF in a InfinityLaw optimised file
for seamless sync

QRDOC.IO

V1.0

TACO