Cilantro®

PaperCut™ MF

Manage Legal Documents

Share scan, print and copy documentation and user account activity between PaperCut MF and Lexis Affinity.

LexisNexis®

- Automate workflows
- Reduce errors
- Recover costs

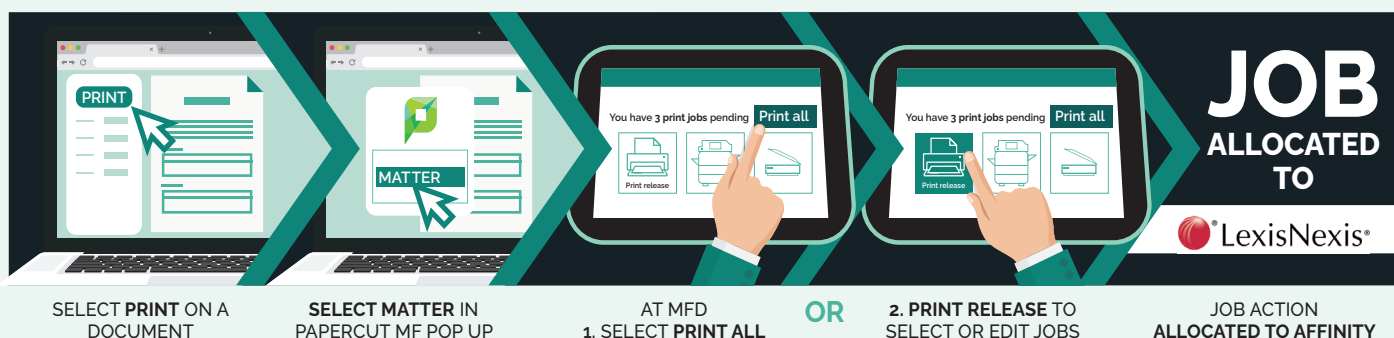## 1. Scan a document to matter in Lexis Affinity

User scans a document at the MFD directly into the matter in Lexis Affinity

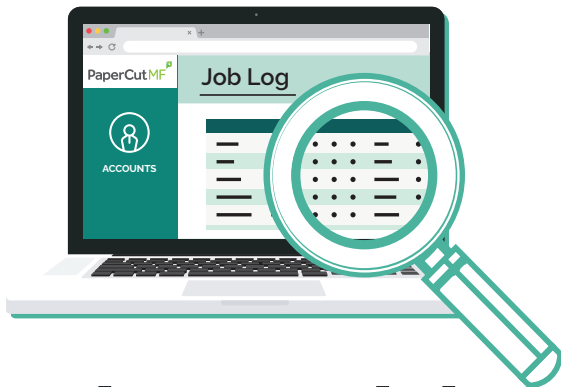| AT MFD SELECT **SCAN** | CHOOSE MATTER IN THE MENU | SELECT **'SCAN TO AFFINITY** | DOCUMENT **SCANNED AND SAVED** TO MATTER IN AFFINITY! |

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 Lexis Affinity

| 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 AFFINITY |

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

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PaperCut MF

LexisNexis®

View activity!

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

View scans!

Visit a matter in Lexis Affinity 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 Lexis Affinity

Recover Costs

Synced transactions are detailed with costs in Lexis Affinity

Automatic Sync

In Lexis Affinity transactions are programmed to synced daily from PaperCut MF

QRDOC.IO

V1.0

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