



Xerox® ConnectKey® for DocuShare®

Easy, intuitive scanning to business processes.

Automate, simplify and digitize your paper-based processes.

In today's digital and mobile world, many organizations still deal with large quantities of paper. Although paper-based processes are cumbersome, error-prone, and risk lost or misfiled information, many organizations are reluctant to adopt capture solutions thinking that they would be too costly or complicated for business users. And workers now want scanning to mesh seamlessly into their business activities.

Enter Xerox® ConnectKey® Software for DocuShare®—a highly productive scanning solution that's easy to set up and use. It's just what you need for capturing your documents to business workflows, whether they're deployed on your organization's DocuShare server or on a secure Xerox DocuShare Private Cloud.

Simplified Scanning

Perform simple, one-button scanning to:

- DocuShare, whether on-premise or in the cloud
- Email
- Shared network folders
- Scan workflows, created by business users
- Automated solutions

At the multifunction printer (MFP) touch screen, also browse DocuShare or a shared network folder to pick a scan destination.

Powerful Database Lookup

Gain powerful data lookup, without the big price tag:

- Speed data entry and ensure data consistency across systems
- Associate the document with property values pulled from your company CRM, ERP, or other external database of choice
- Create easy hierarchical menus from your database to be used at the MFP touch screen – such as linked menus for Automotive Year, Make, and Model with no programming required
- Auto-fill query based on one or more key ID fields (Invoice Number, or Patient ID) that you enter at the MFP

Business Intelligence

Capture documents with intelligence:

- Enter metadata (properties) as you scan to automate filing or processing
- Auto-create new collections on the fly (such as invoice or customer number)
- Create a library of scan workflows on the MFP, in a convenient template hierarchy
- Leverage LDAP/Microsoft Active Directory, and Xerox® MFP built-in security and encryption

Simple steps for intelligent capture.

You may want to archive certain documents such as signed forms and legal agreements, and scan others into review and approval workflows, on site or in the cloud. For example, incoming invoices, contracts, orders, or correspondence may require an automated workflow.

Xerox® ConnectKey® for DocuShare® Steps in a Typical Workflow



Step 1

Place document in the MFP feeder.



Step 2

Press Xerox® ConnectKey® for DocuShare® scan button for your department, such as Finance.



Step 3

Enter any properties requested, such as Invoice Number.



Step 4

Press the green scan button.

Key Features

- Easy, intuitive scanning to business processes. The one-button scan button triggers an entire workflow to your department (for example, an Invoice button for accounts payable), a team or personal folder, or to an email address.
- Database lookup automatically fills other fields with the right values pulled from your company's external database.
- Document is stored with properties you entered at the MFP or the data values that were pulled from your database system—making it easy for people to find and process the document.

IT friendly. Easy configuration by IT or business administrators.

- Quick install reduces administration and IT burden
- Easy setup and intuitive interface requires little user training
- Ability to add and manage new MFPs quickly
- Easy workflow automation setup
- Dynamically updates when changes are made to DocuShare or external databases
- Seamlessly works with your MFP and network security
- Integrates with Microsoft Active Directory or LDAP
- Documents captured in Adobe Portable Document Format (PDF): PDF/A (for archiving), as well as highly compressed mixed raster content
- Minimal IT support required

Secure, personalized scanning that integrates seamlessly into your organization.

Xerox understands that your business information must stay securely in your organization. Our interfaces give every business user a personal view of Scan buttons, based on login credentials. And the Xerox® ConnectKey® for DocuShare interface can be customized with graphics, logos and text from your organization.



Enable a customized and personalized experience.

Set up ConnectKey for DocuShare with Scan buttons for each department or work group, eliminating guesswork to ensure scanned documents arrive at the correct location.

ConnectKey for DocuShare gives you ironclad security integration.

- Safely log into ConnectKey with a simple swipe of a Xerox® Secure Access Unified ID Badge on the networked MFP.
- Secure scanning technology is built into Xerox® MFPs – encryption and secure connections offer you peace of mind when routing your documents.
- Works with Microsoft Active Directory or LDAP, so users see only their own workflows.
- Enables Scan buttons to be login protected, so only authorized users can access a workflow.

Match your needs to an extensive selection of Xerox MFPs.

ConnectKey for DocuShare works with a wide range of Xerox Extensible Interface Platform® multifunction printers as well as MFPs that are built on ConnectKey technology.

Xerox® DocuShare® 6.6 or higher software installed on a Microsoft® Windows® server is required for ConnectKey for DocuShare. For a complete list of supported devices and system requirements, please visit docushare.xerox.com.

Want to know more? We're standing by.

To learn more about ConnectKey for DocuShare and how it can help your organization, please contact your Xerox sales representative or call 1.800.735.7749 (or see docushare.xerox.com).



MFP users can log into a ConnectKey MFP by swiping a key card on a secure access reader, attached to the device.