



Secure document scanning

HP Access Control Scan solutions



Enabling the digital workplace

Technology has made workers more productive than ever. Mobile devices, reliable and fast wireless networks, and powerful cloud platforms let employees work however, whenever, wherever they want.

But behind the scenes, to deliver on this promise of an “always on” workplace, IT departments must strive to automate manual processes and digitize the countless documents used in everyday business transactions.

HP Advance output management software helps organizations of all sizes and industries use business information in a secure and efficient manner. We make data easier and safer to share, less expensive to store, and more useful for employees and customers alike.

Image capture and optimization

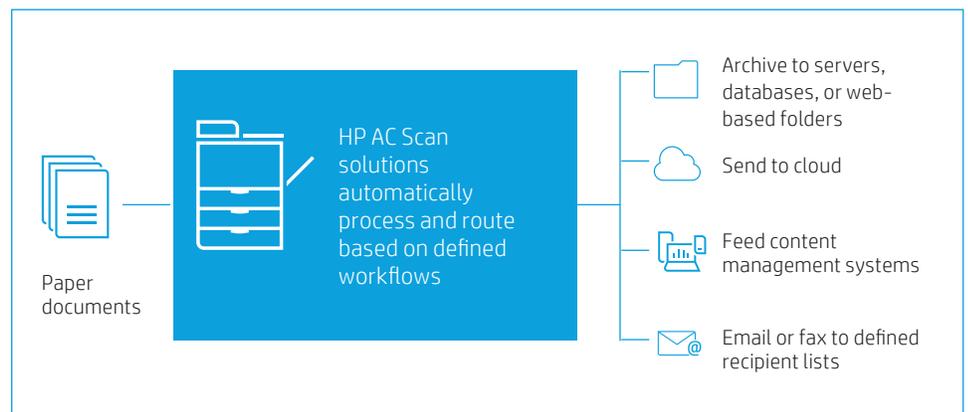
Digitization is the process of turning paper-based material into electronic content. That's the first step. To fully realize the benefits of the digital workplace, however, you need to do more than simply scan documents and save them to a network drive.

Using HP Access Control (AC) Scan software, you can improve the appearance and usefulness as part of the document capture process. Advanced optical character recognition (OCR) functions turn scanned pages into searchable data. You can also help users make connections between documents by adding metadata. Powerful image processing tools make it easy to get rid of stray marks, hole punch spots, and other scanning artifacts that distract users from the information they need to do their jobs.

Automating document workflows

For most organizations, documents drive business processes and ensure that workers remain productive and on task. When documents must be processed uniformly, HP AC Scan software can automate the capture, indexing, merging, decollating, and other data-optimization steps.

The result is a highly streamlined document workflow that helps your organization utilize the valuable information locked in your printed documents, while saving time for your employees and money for the business. Different user groups can access custom data capture workflows specifically designed to help them perform in the most efficient, secure, and thorough manner.



Scan, optimize, share, and store your critical documents

It takes a lot to transform physical document workflows to digital. HP software solutions help you take control of your information and simplify each step of the process by giving your organization the ability to:

Scan and capture hardcopy documents

Right from the control panel of your multifunction printer (MFP), HP AC Scan helps you capture content and turn it into searchable, actionable data that drives business processes.

Process and optimize document images

Upside-down, skewed, or blank pages, punch-hole marks, and other problems can impact the usability of scanned documents. HP AC Scan makes it easy to clean up scans, add metadata tags, delete blank pages, and use OCR to turn stacks of paper into digital assets.

Share document-based data throughout your organization

As an integral part of the HP Advance holistic output management solution, HP AC Scan solutions let you share digitized documents in a variety of ways. Custom workflows can be designed to let users email documents or save them to a local server or portal, cloud storage solution, or other destination.

Store data assets for reuse and compliance

Once digitized, archived content is easier to manage and much less expensive to store. Whether stored in a content management system, corporate portal, ODBC-compliant database, or the cloud storage provider of your choice, your document data is easy to access, search, and use.

HP AC Scan document workflows

Business documents and IT assets take many forms, which is why HP has a powerful suite of document capture components to help you tailor your infrastructure for the digital workplace.

HP AC Scan solutions can run on numerous touchscreen-enabled MFPs from most leading print hardware manufacturers. From the MFP user interface (UI), users can scan documents and send them to a printer, file folder, portal, email address, FTP server, and other destinations, as well as leverage built-in OCR capabilities.

The solution offers single sign-on via proximity cards, PIN codes, and other authentication methods. Advanced features offer faster, more flexible OCR capabilities, advanced barcode recognition, automated faxing, and integration with Microsoft® Exchange, SharePoint®, and leading cloud storage platforms. The basic HP AC Scan software gives walk-up users a set of ad-hoc document capture options to improve personal productivity. With HP Scan Pro, administrators can also create custom workflows tailored to a given user role or team profile. Such workflows facilitate true business process automation that improves organizational efficiency while reducing the risk of human error.

For example, administrators can create custom workflows specifying that all employees with Active Directory credentials linked to the Legal department see a specialized workflow at the MFP. With a single touch of a button, the custom workflow scans each page of the document and runs OCR. Then, based on a client number at the top of each page, the software breaks individual client papers into separate document files, adds a “COPY” watermark, and then routes files to folders associated with the appropriate clients. This makes filing a breeze and saves both time and money.



Kick off pre-configured workflows at the touch of a button, or easily customize new workflows at the MFP

Features and benefits at a glance



Features

- Intuitive UI
- Consistent UI across a wide variety of MFP makes and models
- Single sign-on capability and integration with authentication tools such as LDAP, Active Directory, and Exchange
- Customizable scanning workflows based on user or group credentials
- Advanced document retouching and OCR capabilities

Benefits

- Simplify scanning operations to help improve end user productivity and increased adoption of digitalization across the enterprise
- Help increase hardware flexibility, reduce training costs, and protect your software investment over time
- Streamline end user and administrator tasks related to user authentication and system maintenance
- Help users perform their work more accurately, more quickly, and with far less effort
- Improve document fidelity and usability

Choose the version that meets your needs

Every organization has different document needs, so HP offers both HP AC Scan and HP AC Scan Pro versions. The table below lists the capabilities of each.

	HP AC Scan	HP AC Scan Pro		HP AC Scan	HP AC Scan Pro
Usability			Image processing		
Append scanned documents to existing files	●	●	Image cleanup and auto-rotate of pages	●	●
One-touch multi-route delivery	●	●	Barcode recognition		●
Validation and formatting of user input values	●	●	Decollate/split scanned document	●	●
Folder browsing from MFP	●	●	Add watermarks	●	●
Database lookup from MFP		●	Optical character recognition (OCR)	●	●
Send success/failure notifications	●	●	Zonal OCR		●
Search global address books	●	●	Metadata		
Search personal contacts		●	Extract zonal OCR fields		●
Send email as authenticated user		●	Full-page OCR as single zone variable		●
Security			Input values from user at MFP	●	●
Control user/group access to workflows	●	●	Retrieve data using database lookup		●
Control device access to workflows	●	●	Create file/folder names using metadata	●	●
Prompt for passwords as required	●	●	Support regular expression logic	●	●
Ability to cache passwords		●	Support Boolean expressions for routing rules	●	●
Support "single sign-on" of users at MFP	●	●	Destinations		
Data conversion			Folders, FTP servers, email, and fax	●	●
Create searchable-text PDF	●	●	Database and WebDAV		●
PDF compression and security (password, encryption)	●	●	Box, Google Drive™, Microsoft OneDrive®, and SharePoint		●
Create Word, Excel, and PowerPoint files		●			



The HP Advance output management solution

HP AC Scan solutions help you simply, yet effectively, reduce costs and protect confidential information. They are also an integral part of HP's robust, scalable HP Advance output management platform, which helps organizations:

- Reduce spending on paper, toner, and other consumables
- Consolidate or eliminate printers, print servers and other costly print infrastructure components
- Enhance user and IT staff productivity by eliminating the burden of print management

Contact HP to learn more about HP Access Control Scan and other HP Advance output management solutions.

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hp.com/go/advance

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4AA7-8044ENW, July 2020

