



Scan to Network

Business Need

How can I easily convert hardcopy documents and store on a shared destination?


What is Scan to Network?

Scan to Network is an efficient and easy way to capture hardcopy documents, convert to a digital format and save to a predefined location in a shared network folder, facilitating the automatic conversion of hardcopy to softcopy document management.

Examples of use

- Back Office softcopy management
- Centralized archiving on file system
- Legal Practice softcopy management
- Ad hoc scanning of print ads, brochures, receipts, etc.

How does Scan to Network work?

1. Lexmark Expert Partners can access the [Lexmark Virtual Solution Centre](#) to download the application.
2. Install the Scan to Network application. (Please read the Installation Guide available from the website).
3. Select the Scan to Network Icon on the eTask interface. 
4. Select the network folder destination (i.e., H: Drive) for the document.



5. Define the name and document settings.

Line of Business Folder

Save In: / Change...

File Name: customer Change...

Print Confirmation: No Change...

Scan Settings: A4 (210 x 297 mm) 1 Sided Portrait/PDF/Txt/Photo... Change...

< Back Scan It ?

6. Select 'Scan It' to digitally send the document to the network folder.

Print Less, Save More

Save Time

The automated Scan to Network solution helps you easily manage files and lowers the risk of errors.

Saves Space

Reduce your need to keep hardcopies in the office, and, avoid filling your email box with scanned documents.

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