In any given month, print volumes in public and private schools, colleges and universities can reach into the hundreds of thousands of pages. Teachers, professors and administrative personnel are preparing curriculum materials, memos, exams, calendars and newsletters. How schools fight budget constraints is through the targeted deployment of technologies that help them manage this workflow in the most economical manner possible.

By implementing process improvements centered on document management, operating costs can be significantly reduced. To achieve this goal, educational institutions leverage Enterprise Document Management (EDM) systems that enable people to efficiently create, archive and share content.

One of the most popular EDM solutions today is Microsoft SharePoint®, a server-based application that facilitates collaboration among teachers, professors and administrators alike. Presentations, class schedules, policy manuals and board minutes are simply scanned to a secure SharePoint Document Library, and then accessed from any network PC. Authorized users can search the repository for a specific file, as well as review correspondence records/timelines. SharePoint is a user-friendly application that seamlessly captures and distributes information, which is essential to every educational institution, regardless of size.
Your institution can create editable file types such as PDF, Word and Excel files, using the optional Optical Character Recognition powered by OmniPage® OCR. Its robust capability lets you fully extract content, while preserving the format of each element - whether it is text, image or spreadsheet - thus saving you time and increasing your productivity.

Digitizing hardcopy files is a simple process from the MFP's touch screen control panel. The indexed document is routed to the selected Document Library where it is immediately available to authorized users, whether around the corner or around the globe.

By migrating paper documents into a digital workflow, SharePoint Connector for Education facilitates peer-to-peer collaboration, improves teacher productivity, enhances student document confidentiality, and reduces district costs. It also ensures greater accountability by providing an audit trail of all document-related transactions. SharePoint Connector for Education offers fast, efficient access to information so administrative and teaching staff can spend more time on student-facing activities, not the time-consuming, error-prone process of handling hardcopy files.

**BENEFITS OF SHAREPOINT® CONNECTOR FOR EDUCATION**

- Increase security with Single Sign-on, which creates an audit trail of who accessed information when users authenticate to the MFP.
- Easily scroll through a user-created library list for an improved user experience through the new interface.
- Offers school-wide to district-wide access to information, with support for multiple SharePoint servers.
- Enable the Kyocera MFP to serve as an on-demand printing solution, with the ability to retrieve and print archived student records, class rosters, etc.
- Improve decision-making by providing administrative staff with readily accessible, up-to-date student information.
- Enhance usability by mirroring existing SharePoint folder structures.
- Provide a secure, easy-to-deploy platform for rapid integration throughout any education environment.
- Support automated document indexing using the optional OCR component for streamlined workflow and greater accuracy.

**SUPPORTED VERSIONS**
SharePoint Server 2010, 2013, 2016; SharePoint Online (Office 365)

**SYSTEM REQUIREMENTS**

**Operating Systems**

**Minimum Hardware Requirements**
2 GB of RAM, 2 GHz processor, 5 GB of available hard disk space

**Other Software Prerequisites**
Microsoft .NET Framework: v.4.6