In legal practices and corporate law departments, management of knowledge drives business success as lawyers, paralegals and administrative staff create, capture and share knowledge. That “knowledge” starts in the form of information, perhaps a deposition, brief, affidavit, contract or will. These mission-critical documents require a secure, accessible system for people to leverage content day in and day out.

These fast-paced legal offices require that documents - whether in paper or digital form - be available at a moment’s notice. That makes management of document workflow so critical and in recent years, has accelerated the development of robust Enterprise Document Management (EDM) solutions.

Microsoft SharePoint® is one of the world’s most popular EDM solutions and has become increasingly popular in legal services. This server-based application enables legal personnel to easily collaborate by facilitating access to and the sharing of essential information. Authorized users can browse their secure SharePoint Document Library from any network PC, making it simple to search the repository for client-related information, review records/timelines, and share files with partners, colleagues, clients, clerks and courts alike.
The bottom line: SharePoint Connector for Legal helps build collaborative work environments, thereby enabling legal professionals to increase productivity, document security and, ultimately, competitive standing.

**BENEFITS OF SHAREPOINT® CONNECTOR FOR LEGAL**

- 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.
- Enable the MFP to serve as an on-demand printing solution, with comprehensive indexing and retrieval tools.
- Offer enterprise-wide access to information, with support for multiple SharePoint servers.
- Increase return-on-investment by moving paper-intensive legal environments to efficient digital workflows, reducing operating expenses and overhead.
- Enhance usability by mirroring existing SharePoint folder structures.
- Support automatic document indexing using optional OCR capabilities for streamlined workflow and greater accuracy.
- Provide a secure, easy-to-deploy platform for rapid integration throughout any legal organization or department.
- Improve decision-making by providing legal staff with readily accessible, up-to-date client information.

**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

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.

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Specifications and design are subject to change without notice.

For the latest on connectivity visit usa.kyoceradocumentsolutions.com.

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