Lexmark™

Smart Document Capture for Education

Streamlined document processing built for your school

The burdens of paper-based processes continue to weigh heavily on today's public and private schools. Classroom materials are constantly in need of being replaced and updated, while administrative documents need to be filed away and accessible for future reference. That combination presents a unique set of challenges when it comes to finding efficient, secure ways to facilitate information storage, visibility and control. To solve these challenges, initiatives focusing on automating manual and paper intensive processes are top of mind.

Lexmark's Smart Document Capture for Education helps you automate manual and paper intensive processes that are slowing you down and keeping teachers away from the classroom. With capture technology that's designed specifically for education needs, you'll be able to leverage Lexmark's smart MFP platform to streamline paper-based processes, drive greater efficiency and ease of use and even improve security across your school district.

Get paper documents into digital formats sooner

Processing paper-based information is a challenge, especially when those processes need to span across multiple locations and involve a number of different schools, teachers, and administrators . Paperwork is easily lost, difficult to move and keeps teachers and administrators from finding exactly what they need, when they need it.

With Smart Document Capture, you'll have the power to convert paper documents into digital formats from the moment they're received. From the Lexmark MFP customizable interface, teachers and administrators simply scan in paperwork, and facilitate automatic capture and routing to your core systems. As a result, information makes it into the hands of those who need it faster, without the hassle of shuffling paper.

Drive greater efficiency, speed and savings

School administrators often spend a great deal of time manually processing paperwork, and then correcting the errors associated with keying in data. These processes are expensive, slow--at times requiring multiple days to complete--and keep your teachers from attending to more valuable, education-related tasks.

Smart Document Capture enables you to eliminate once-manual processes to reduce operational costs, increase the speed with which employees are able to work and drive greater efficiency and accuracy. By leveraging devices in school offices to easily capture and send data, you'll minimize shipping and storage costs associated with hardcopy documents. And since the MFP interface is easy and intuitive to use, implementation is fast so you can increase overall accuracy and reduce paperwork redundancies.

Boost security and compliance

The painstaking tasks of meeting ever-changing compliance regulations and enforcing standardized processes can reduce efficiencies and lead to expensive fees. Not to mention, confidential information found on paper documents are at greater risk for security leaks and breaches.

Smart Document Capture makes it possible to capture paperwork from the point of receipt, so you'll eliminate document loss and at-risk information. And, since information is converted from paper to digital, you'll be able to employ stronger security measures, facilitate storing and archival, and conduct searches and audits effortlessly.

Customize functionality to your needs

At Lexmark, we understand that no two school districts are alike. Your processes, systems and information requirements are unique to your business, and a rigid, one-size-fits-all solution just won't do.

That's why we built Smart Document Capture to be agile and customizable. When it comes to choosing what's right for your school district, you get to decide what level of capture intelligence best meets your specific needs. In addition, our versatile integration options ensure flexibility in your infrastructure, and allow you to more tightly connect and unite your processes and systems.

Key features for next-level capture

▸ **School-wide usability:** Capture that's fast and simple to implement and use across your organization

▸ **Smart process management:** Intelligent technology that makes it easy to print on demand, capture from the device and identify any missing documents to drive process accuracy and compliance

▸ **Seamless integration:** Agility that makes it easy to unite capture processes with existing infrastructure and systems

At work across your enterprise

Smart Document Capture wasn't designed for just a single process or area of your school system. Rather, it was built to streamline, digitize and simplify information management all across your school :

Process student enrollment applications with ease: Quickly scan in documents and route information to its proper place for increased automation and speed

Protect sensitive special education information: Scan documents directly into students' special education files, where they can be monitored for optimal privacy

Automate document classification and data extraction: Automate classification and extraction for fewer manual tasks and greater productivity and accuracy

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