

PC Scanning Innovations

The new generation of technology in the copy machine business is to upgrade and transition to multifunctional devices. A multifunctional device allows you all of the previous features a businessperson is accustomed to with the added benefit of newer technology. One of these new features is scan to email and scan to PC.

These two capabilities allow a person to heighten their workflow speed by automatically taking a paper document and turning it into an electronic document. Just think what time will be saved in the workplace when businesses no longer have to have documents typed and saved into PC's and then distributed by email. This time effective tool only takes moments to perform and moments to receive.

Companies set up both scan to PC and scan to email so they have a diverse document flow in which they can receive information. The scan to PC is vital to a company who has to get information out to several employees and in a timely fashion. The scan to PC feature allows a person to send a document to one or more PC's by inserting the file into a folder in which employees have permission to view. One common use for this feature is sending company information to employees by scanning documents into a public folder. Company information may include company news, memos, company forms and so forth. Scan to PC can also be arranged to send information to departments or to specific individuals. Setting up folders in which to scan to allows this. Just as you can scan information to a public folder, you can also scan information to department folders or to just one person's PC. This is a feature you can customize any way that suits your business needs.