

Use PaperOffice inside Claude

The same AI-DMS — connected to Claude in minutes via the MCP connector. Test instantly with the demo workspace or connect your own account.

Step 1 – Demo or your own account

Choose a path. The Claude connection below is identical for both.

RECOMMENDED FOR TESTING

Try it instantly — no account

No token needed: in step 3, click “Try the demo” in the PaperOffice window. You get a read-only demo workspace with sample documents.

FOR YOUR OWN DOCUMENTS

With your own PaperOffice account

Create your account and a User token (po_ut_ / po_gt_) — po_sk_ is blocked for MCP. In step 3, paste it in the PaperOffice window and click “Connect my account”.

- 1 Create your PaperOffice account**
Register for free at app.paperoffice.ai. Your workspaces, documents and processes are ready to use straight away.
- 2 Create a User token (po_ut_ / po_gt_)**
In PaperOffice create a User or Group token (po_ut_ / po_gt_) — not po_sk_ or po_pk_.
- 3 Paste your User token here**
Copy po_ut_ or po_gt_ and enter it in the field below — it is shown again in step 3.

Step 2 – Connect PaperOffice in Claude

Recommended: via the PaperOffice entry in the Claude directory. Identical for demo and your own account.

- 1 Open PaperOffice in the Claude directory**
Open our listing on claude.com and click “Add to Claude”, or in Claude open Customize › Connectors and search the directory for PaperOffice. Then click “Connect to Claude”.
- 2 Connect in the PaperOffice window**
Claude opens the PaperOffice window on mcp.paperoffice.ai. To test, click “Try the demo”: no account, no token, read-only. For your own documents, paste your User token (po_ut_ / po_gt_) from step 1 and click “Connect my account”. po_sk_ is blocked for MCP.
- 3 PaperOffice is connected**
Back in Claude, you see “Connected to PaperOffice.” and the PaperOffice entry shows “Connected”.
- 4 Set tool permissions**
In Claude, open Customize › Connectors › PaperOffice. Our recommendation: set “Read-only tools” to “Always allow”, so Claude doesn’t ask on every lookup. Keep “Write/delete tools” on “Needs approval”, so every change waits for your confirmation. The decision is yours, and you can change it at any time.
- 5 Start chatting with Claude**
PaperOffice is connected. Try the sample prompts below.

Alternative: custom connector

For example if your Claude app doesn't show the directory, or you prefer to enter the MCP URL yourself. The PaperOffice window and all following steps stay the same.

1 Open Connectors and choose +

Under Customize select Connectors, click + at the top right and choose Add custom connector.

2 Fill in the connector dialog

Paste name and MCP URL using the copy buttons — leave advanced settings collapsed. Then click Add.

Then continue with step 3.

Step 3 – Example prompts

Works for the demo workspace and your own account — paste into Claude.

"Which documents are in my workspace?"

"Summarize the most recent document."

"Find all invoices and list their amounts."

"Which contracts contain a notice period?"

Rights and tokens. Yes. Chat, phone and ticket agent, REST API and MCP server work with the workspace permissions, there is no special access. Stored locally in your browser and shown again in step 3 — not the demo token.