

Sorting mail by hand?

Never again.

140 emails, two stacks of physical mail, one scanner, and every morning the same question: Who gets what? This guide shows how PaperOffice separates, recognizes, and routes every incoming item to the responsible team.



TRY IT YOURSELF IN 30 MINUTES

Batch scan in, individual documents out, every deadline found.
With a test package to try it yourself.

WHY THIS GUIDE

The inbox determines how fast everything else runs.

Every process begins with an incoming item. Those who assign it accurately save countless follow-up queries later on.



In many companies, the inbound mail setup looks similar: multiple shared mailboxes, a scanner at reception, folders on the server, and colleagues who decide every morning who gets what. This works—until someone is out sick or a deadline is missed.

This guide shows the path we built at PaperOffice: consolidating all channels into one inbox, recognizing documents instead of sorting them manually, handing exceptions to people, and tracking every document's history. Every step is illustrated with screenshots from the app. With our test package, you can try it out yourself in just 30 minutes.

Daniel Schönland

Founder & CEO, PaperOffice

WHO THIS IS FOR

Office & Reception

You open, scan, and distribute mail and want to reduce manual sorting.

Team Leaders

Accounting, Legal, Sales, or HR: You want your mail complete and on time.

IT & Organization

You connect channels, manage permissions, and route data to specialized systems.

WHAT YOU CAN ACHIEVE AFTERWARD

Consolidate all channels into a single inbox, let batch scans separate automatically, formulate rules in your own words, review exceptions strategically, and launch a pilot project with measurable results within five days.

OVERVIEW

Contents

01	A typical Monday morning	04
02	What a scattered inbox costs	05
03	The process at a glance	06
04	Connecting channels	07
05	Splitting and reading	08
06	In the app: set up the Split Agent	09
07	In the app: split a batch	10
08	Recognition and extraction	11
09	Routing by rules	12
10	Control and exceptions	13
11	What teams ask at the start	14
12	Handover to core systems and AI assistants	15
13	Security and permissions	16
14	Try it yourself in 30 minutes	17
15	Videos on the topic	18
16	Your first inbox in five days	19
17	Checklist and start	20

AT A GLANCE

- All channels converge into a single entry point: Email, scanner, upload, mobile app, folders on NAS or server, and the REST API.
- Split Agent separates batch scans. Each document is recognized by content without templates, regardless of the sender.
- Rules in your own words decide which Workspace an incoming item belongs in and what happens next.
- Whatever a person should see lands in a review task.
- With the test package, you can experience the entire process in just 30 minutes within your own account.

01 · A TYPICAL MONDAY MORNING

Mail from everywhere. No one is responsible.

Monday, 8 AM. Mail arrives via email, physical post, and the reception scanner. By noon, everything should be routed to the correct team.



The shared inbox holds 140 new emails: invoices, a termination notice with a deadline, two job applications and an inquiry that already arrived on Friday. At reception there are two stacks of paper mail; the scanner has turned them into a single 60-page file.

A payment reminder appears twice—once via email and once by post. Whoever opens it first creates a duplicate case. The termination notice remains in the wrong mailbox until Wednesday.

THE REAL HURDLE

The inbox is not a sorting problem, but an assignment challenge: Who needs to see this, by when, and does it belong to an ongoing process?

02 · WHAT A SCATTERED INBOX COSTS

Four approaches to handling mail. Only one truly delivers.

Most teams rely on the first three methods, well aware of their daily drawbacks.

Forward everything

Everyone receives a copy. Nobody knows who is responsible, and deadlines fall through the gaps.

Manual sorting

One person opens, reads, and distributes. This consumes time every morning and depends entirely on their availability or substitute coverage.

Rules per sender

Classic systems require a template for each sender. New senders and new forms inevitably fall through the cracks.

A controlled intake process

All channels converge into a single entry point, with recognition based on content, rules defined in plain language, and exceptions handled by humans.

DO THE MATH YOURSELF

Entries per day $\times$ Minutes per entry $\times$ Working days per year $\div$ 60 = hours per year

'Minutes per entry' means: open, read, decide, forward, file. Example: 150 entries $\times$ 3 minutes $\times$ 220 days $\div$ 60 = 1,650 hours per year spent solely on distribution.

Add to this the cost of missed deadlines or duplicate payments.

THREE TYPICAL ERROR PATTERNS

Double Processing

The same payment reminder arrives via both email and postal mail. Two colleagues handle the process, which in the worst-case scenario leads to duplicate payments.

Missed Deadline

The termination notice is buried in a shared mailbox among numerous invoices. By the time someone reads it, the deadline has almost expired.

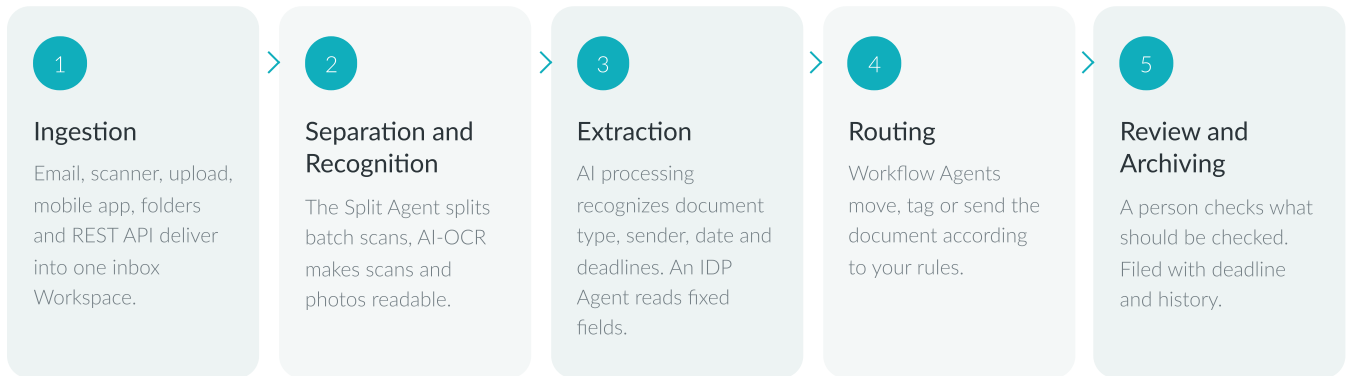
Wrong Department

Job applications end up in accounting, while government correspondence goes to sales. Each forwarding step costs a full day.

03 · THE PROCESS AT A GLANCE

Five stations. One workflow.

Every document follows the same path, regardless of the channel through which it arrives.



STATION	PAPEROFFICE HANDLES THIS STEP	DEFINED BY YOUR TEAM
Ingestion	Automatically fetches new documents from all connected channels	which mailboxes, scanners, and folders are associated
Recognition	document type, sender, date, deadlines, and amounts	custom document types if the existing ones are insufficient
Forwarding	applies the rules to every incoming item	the rules themselves and who is responsible
Review	highlights unclear items with references in the document	who processes and decides on the review tasks



04 · CONNECTING CHANNELS

All paths lead to a single entry point.

Every channel delivers into the same inbox Workspace.



Scanners and Multifunction Devices



Mobile App: Photograph documents on the go



Folders on NAS or Server

CHANNEL	HOW IT IS CONNECTED	GOOD TO KNOW
Email Mailbox	Connector via IMAP; retrieval defaults to every 15 minutes, adjustable down to 5 minutes	Unread messages are fetched; attachments become separate documents. Sign in with a password, an app password or via Microsoft 365 and Google.
Network Scanner	The scanner sends via SFTP or FTP to the PaperOffice inbox, target folder /inbox	New scans appear in the upload dialog under "Scanner". A Connector can import them automatically.
Upload	in the web app, via drag-and-drop or Ctrl + V	Even saved emails (.eml): Attachments become individual documents.
Mobile App	Pairing via QR code, no app store: the app goes straight onto your home screen	Photograph paper on the go and send it directly to your inbox.
Folder on NAS or Server	Connector via SFTP or WebDAV; server behind the firewall via Reverse SSH	The import retrieves new files from a folder; afterward, the source file remains, is moved, or deleted.
REST API	Your own applications submit documents and retrieve results	Available in all plans, with identical processing.

CHECK FOR YOURSELF

Which channel brings you the most mail? Start with that one; additional channels will later feed into the same inbox.

05 · SPLITTING AND READING

A stack in. Individual documents out.

The scanner turns a stack of letters into one file. The Split Agent turns it back into individual documents.



Split Agent

It sees where a document ends from content, sender, date and layout. Attachments and follow-on pages stay with the document; each part gets a name.

AI-OCR

It renders scans, photos, and PDFs readable in over 120 languages, preserving the position of every line. Tables are processed using Ultra mode.

PAGES	RECOGNIZED AS	NAME ASSIGNED BY THE SPLIT AGENT
1	Payment Reminder / Dunning	Payment_Reminder_2026-10-14_Nordlicht_Energie_GmbH
2-3	Contract	Maintenance_Contract_2026-10-01_Kaltwerk_Kältetechnik_GmbH
4	Termination Notice	Termination_Notice_2026-10-13_Lagerhaus_Süd_GmbH_&_Co_KG
5	Request for Quotation	Inquiry_2026-10-13_...

Actual result of our test run on October 16, 2026, using the batch from the test package: 5 pages, 4 documents.

GOOD TO KNOW

You decide when to split: one click on “Split” is enough, and the original batch is kept. The next two pages show it in the app.

06 · IN THE APP: SET UP THE SPLIT AGENT

Create once. Use for every batch.

This is how we configured the agent for the test package. You can find it under [Document AI](#) › [Split Agent](#) › [Create Split Agent](#) .

Language for AI output
Summaries, filenames, document types and status are written in this language. The PDF itself does not have to be in this language.

English (United States)

SPLIT AGENT INTELLIGENCE TIER

Basic

Fast and cost-efficient for simple digital PDFs with clear boundaries.

- ✓ Reliable page splitting
- ✓ Best for clear digital PDFs
- No AI metadata for filenames

Speed:

Understanding:

Vision:

Reasoning:

Premium

Recommended

Best default for mixed batches, templates, filenames and reliable document types.

- ✓ Document type, date and sender
- ✓ Smart filename fields and templates
- No detailed split reasoning

Speed:

Understanding:

Vision:

Reasoning:

Ultra

Maximum

Highest accuracy for difficult scans, mixed archives, tables and complex attachments.

- ✓ Everything from Premium
- ✦ Detailed AI reasoning for review
- ✦ Best for scans and complex archives

Speed:

Understanding:

Vision:

Reasoning:

1 **General.** Name "Inbox Stack", language for AI output "English (United States)", tier Premium: the recommended choice for mixed batches and scans.

General **Split method** Filename & metadata Storage target AI-DMS IDP Agent

Rule shortcuts

Automatic Entity file Case cover Doc type Separator Every N pages Custom

2 **Split method.** Rule shortcut "Automatic". For special cases there are Case cover, Separator, Doc type, Every N pages and Custom.

TARGET WORKSPACE
Choose whether split results go into a new Workspace or an existing Workspace you can access.

New Workspace
Create one Workspace for all extracted PDFs from this split run.

Existing Workspace
Import split results into a Workspace you already have access to.

Search Workspaces...

Search Workspaces...

SELECTED WORKSPACE: Inbox Guide

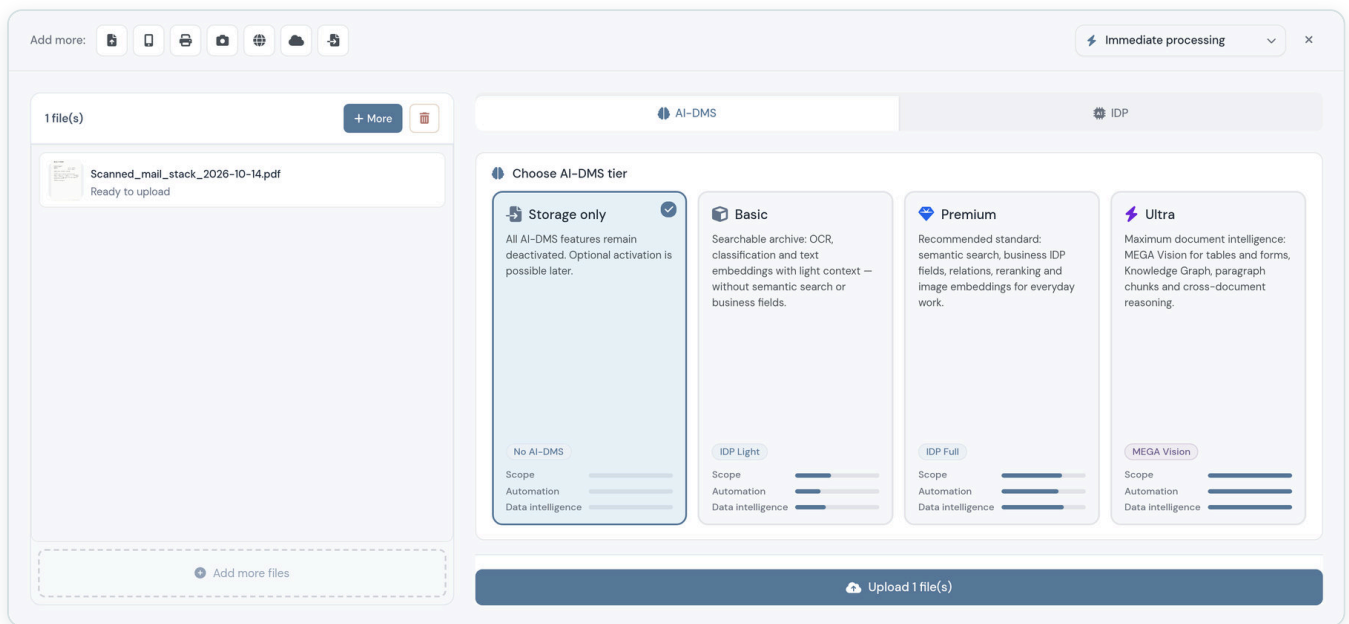
3 **Storage target.** "Existing Workspace", here "Inbox Guide". The split documents go there and run through AI processing. Then "Save changes".

Under "Filename & metadata" you define how the parts are named. The default is document type, date and sender.

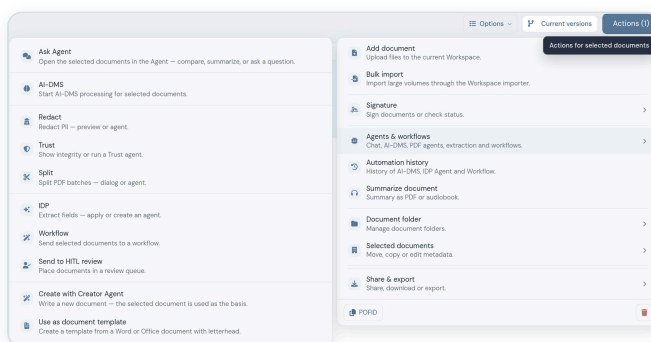
07 · IN THE APP: SPLIT A BATCH

Upload, mark, start split.

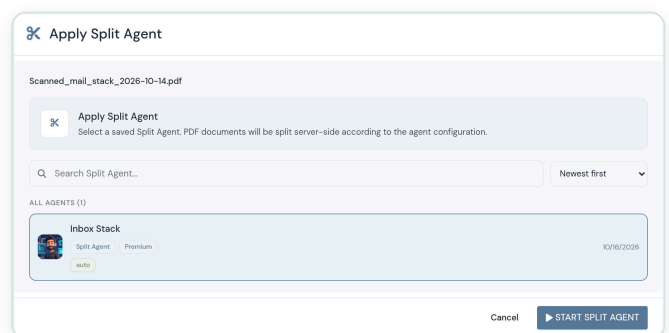
Three steps per batch. After about a minute, the individual documents are in the Workspace.



- 1 **Upload.** Add document and choose the batch. Tier "Storage only": the batch itself does not need to be read, each part is read after splitting. That saves Credits.



- 2 **Select and start.** Tick the batch, then **Actions** > **Agents & workflows** > **Split**.



- 3 **Choose the agent.** "Run via Split Agent", then "Inbox Stack" and **Start Split Agent**.

WITHOUT A SAVED AGENT

For a single stack, you can also proceed interactively: Select "Interactive dialog" in the same menu and set the split points yourself.

08 · RECOGNITION AND EXTRACTION

Recognized by content. Not based on a template.

AI processing reads every document to identify type, sender, date, deadlines, and amounts. No template per sender is required.

Inbox Guide							Options	Current versions	Add document
	DOCUMENT	DOCUMENT TYPE	KEYWORDS	DOCUMENT STATUS	ADDED	AUTOMATION			
	Payment_Reminder_2026-10-14_Nordlicht_En... First Payment Reminder for Invoice RE-2026-0847 Nordlicht Energie GmbH sends a payment reminder to Northstar Industrial Systems GmbH regarding an outstanding invoice amount of EUR 1,284.50 due by October 24, 2026.	Payment Reminder / Dunning	Nordlicht Energie Northstar Industrial Syste... Payment Reminder Accounts Receiv... +4	Unpaid	4 minutes ago 10/16/2026, 09:39 PM	AI-DMS Premium AI-DMS Premium			
	Maintenance_Contract_2026-10-01_Kaltwerk_... Maintenance Contract for Refrigeration and Air Conditioning Systems This document is a maintenance contract issued by Kaltwerk Kältetechnik GmbH to Northstar Industrial Systems GmbH for servicing refrigeration and air conditioning systems at Hafenstraße 18, Hall 2. The...	Contract	Kaltwerk Kältetechnik Gm... Northstar Industrial Syste... Maintenance Contract Refrigeration Sys... +4		4 minutes ago 10/16/2026, 09:39 PM	AI-DMS Premium AI-DMS Premium			
	Termination_Notice_2026-10-13_Lagerhaus_S... Notice of Termination for the Lease Agreement Regarding Storage Area Hall 3 Lagerhaus Süd GmbH & Co. KG issues a notice to Northstar Industrial Systems GmbH to terminate the lease agreement MV-HALLE3-2019 for storage area Hall 3, effective March 31, 2027.	Termination Notice	Lagerhaus Süd Northstar Industrial Syste... Termination Notice Lease Agreement +4		4 minutes ago 10/16/2026, 09:39 PM	AI-DMS Premium AI-DMS Premium			
	Inquiry_2026-10-13_Northstar_Industrial_Syst... Inquiry: Quotation for four geared motors with installation Brandtner Logistik sends an inquiry to Northstar Industrial Systems requesting a quotation for four 1.5 kW geared motors including installation and commissioning for their warehouse in Kiel.	Request for Quotation	Brandtner Logistik Northstar Industrial Syste... geared motors quotation request +4		4 minutes ago 10/16/2026, 09:39 PM	AI-DMS Premium AI-DMS Premium			
	Payment Reminder RE-2026-0847 Nordlicht En... First Payment Reminder for Invoice RE-2026-0847 Nordlicht Energie GmbH sends a payment reminder to Northstar Industrial Systems GmbH regarding an outstanding invoice amount of EUR 1,284.50 due by October 24, 2026.	Payment Reminder / Dunning	Nordlicht Energie Northstar Industrial Syste... Payment Reminder Accounts Receiv... +4	Unpaid	3 hours ago 10/16/2026, 07:02 PM	AI-DMS Premium AI-DMS Premium			

✓ The result in the Workspace. At the top the four documents from the batch, below them the payment reminder from the email, at the very bottom the original batch. Both payment reminders are recognized and marked "Unpaid".

ENTRY	RECOGNIZED IN THE PAYMENT REMINDER	WHERE YOU SEE IT
Document type and status	Payment Reminder / Dunning, unpaid	List and Properties
Sender and subject	Nordlicht Energie GmbH, First Payment Reminder for Invoice RE-2026-0847	List and Properties
Payment deadline	24.10.2026	Properties, Connections
Amount and invoice number	EUR 1,284.50, RE-2026-0847	Export, REST API, Webhook, MCP

Result of our test run with AI-DMS Premium. For fixed fields with a source in the original document, such as IBAN or order number, create an additional IDP Agent.

09 · ROUTING BY RULES

Define where documents should go. The agent will follow your instructions.

Create forwarding rules in plain language. Workflow Agents applies them as soon as a document has been fully processed.



TEAM	DOCUMENT TYPES	RULE IN PLAIN LANGUAGE
Accounting	Invoice, Payment Reminder, Bank Statement	"Move payment reminders to the Accounting Workspace and email them to the team lead."
Legal	Contract, Termination Notice, Official Correspondence	"Move termination notices to the Legal Workspace and submit them to the legal department for review."
Sales	Inquiry, Order, Complaint	"Move inquiries to the Sales Workspace, submit complaints for review."

How an agent works

Triggers, instructions, and tools: Set document type, move documents, submit for review, or send via email.

Test First

Prompt Studio runs a rule against a test document before it goes live. Write actions are simulated only.

Plan

Workflow Agents are included in the Professional plan. Tasks appear in the web app and in the mobile app.

10 · CONTROL AND EXCEPTIONS

A human reviews unclear cases, not the wrong team.

A rule is only as strong as its handling of exceptions. That is why human judgment remains essential wherever it truly matters.

Review Task with Reference

A HITL Agent creates a review task when a mandatory field is missing or when a Workflow Agent submits the document for review. The reviewer sees each field in its original position and can approve or correct it.

Duplicates

PaperOffice compares invoice numbers, sender, amount, and reference against all documents you have access to. In testing, it identified the payment reminder from the email as a duplicate of the one in the batch. Both are retained, with the match noted in the review task.



TRIGGER	HOW IT ENTERS REVIEW	WHY
Mandatory field missing	"Required field missing" template on the IDP Agent	Without a reference, secure assignment is not possible.
Termination with deadline	Workflow Agent submits for review	A missed deadline costs more than a follow-up question.
New bank details	Workflow Agent submits for review	A new IBAN is the most common pattern in payment fraud.
No matching type	Workflow Agent submits for review	An incorrect document type routes the document to the wrong team.

Example. You write the instructions yourself. Like Workflow Agents, HITL Agents are included in the Professional plan.

YOU REMAIN IN CONTROL

Deadlines, payments and terminations are approved by a person before anyone acts. Everything else runs by itself.

Seven Questions Before the Switch



Must every sender be set up manually?

No. Our AI analyzes content and layout to automatically identify the type, sender, date, and deadlines without requiring a template for each sender.

What happens with unknown document types?

Create your own document types under Document AI › Document Types. Anything that fits no type is submitted for review by a Workflow Agent.

How are duplicates detected?

By invoice number, sender, amount and reference, across all Workspaces you have access to. Nothing is deleted automatically.

How does paper mail enter the system?

Via the network scanner or the mobile app. The Split Agent splits a batch: tick it, then Actions › Agents & workflows › Split.

Who gets notified upon receipt?

Define this per rule: The agent moves incoming documents to the team's Workspace, routes them for review by a specific group, or forwards them via email.

Can we start with just one mailbox?

Yes. Additional channels can be integrated later into the same inbox, and your existing rules will apply to them as well.

How do the data get into our core system?

Via export, REST API, webhook, or automation tools like n8n. More details are on the next page.

12 · HANDOVER TO CORE SYSTEMS AND AI ASSISTANTS

The document remains in Workspace. Your system receives the extracted data.

Verified entries are sent with their details to your ERP, CRM, or ticketing system. The original stays in PaperOffice.



Export

Records as XLSX, CSV, JSON, or PDF; originals as ZIP.

REST API

Query or submit documents and fields. Available in all plans.

Webhooks

The event `document.processed` reports the fields, signed with HMAC-SHA256.

n8n and more

Standard nodes HTTP Request and Webhook; Make and Zapier via their HTTP modules.

```
// Example: webhook after processing (shortened, values from the test package)
{
  "event": "document.processed",
  "document_type": "Payment Reminder / Dunning",
  "key_fields": {
    "sender_name": "Nordlicht Energie GmbH",
    "invoice_number": "RE-2026-0847",
    "total_amount": 1284.50,
    "due_date": "2026-10-24"
  }
}
```

ASK CLAUDE AND CHATGPT

AI assistants query your incoming documents via MCP: 'Which payment reminders arrived this week?' The assistant operates with your permissions and sees only what you are authorized to view.

13 · SECURITY AND PERMISSIONS

Everything flows through the inbox. Including sensitive information.

Contracts, complaints, official correspondence, and applications all arrive via the same channels. Therefore, robust access rights and strict separation are built in from the start.



Client-Specific Separation

Companies, locations, or departments receive their own dedicated Workspaces with customized rules and permissions.

Security Levels

Workspaces come in three tiers: Standard, Business and Compliance. Compliance Workspaces open only with an SMS code or approval by two people; downloads carry a watermark.

Segregated Handling for Sensitive Mail

Applications and health documents are moved by a Workflow Agent into a Workspace visible only to the responsible group. Before forwarding, the Redact Agent redacts personal data.

Traceability

Every document has an automation history. Approvals have their own log, and audit-proof documents additionally feature a log of every change.

WORKSPACE	LEVEL	ACCESS PERMISSIONS
Inbox	Business	Reception and Review
Accounting	Business	Accounting Team
Legal and Contracts	Compliance	Legal Department, Executive Management
Human Resources	Compliance	Human Resources Department

Example of a structure. You assign permissions per Workspace.

14 · TRY IT YOURSELF IN 30 MINUTES

Download test package. Watch what happens.

Two files show the whole process: split a batch, recognize documents, read deadlines.

TEST PACKAGE · DIGITAL MAILROOM

Two files and a guide (README.txt)

Scanned_mail_stack_2026-10-14.pdf 5 scanned pages: payment reminder, maintenance contract (2 pages), termination notice, inquiry

Payment_reminder_by_email.eml the same payment reminder again, as an email with a PDF attachment

paperoffice.ai/downloads/paperoffice-ai-test-package-inbox.zip



- 1 **Account and Workspace** at app.paperoffice.ai, for example "Inbox Test".
- 2 **Create the Split Agent** as in chapter 06: Premium, "Automatic", target: this Workspace.
- 3 **Upload the batch** with the tier "Storage only".
- 4 **Split**: tick the batch, Actions › Agents & workflows › Split › "Run via Split Agent".
- 5 **Upload the email**: Payment_reminder_by_email.eml with the tier "Premium".
- 6 **Check the result**: after about five minutes you see six entries.

EXPECTED RESULT	DOCUMENT TYPE	HOW TO IDENTIFY IT
Payment Reminder ... Nordlicht Energie (from the email)	Payment Reminder / Dunning	Status "Unpaid"
Payment_Reminder_2026-10-14_Nordlicht_...	Payment Reminder / Dunning	1 page, status "Unpaid"
Maintenance_Contract_2026-10-01_Kaltwerk_...	Contract	2 pages, kept together
Termination_Notice_2026-10-13_Lagerhaus_Süd_...	Termination Notice	Termination as of March 31, 2027
Inquiry_2026-10-13_...	Request for Quotation	1 page
Scanned_mail_stack_2026-10-14.pdf	Unclassified	Original, 5 pages

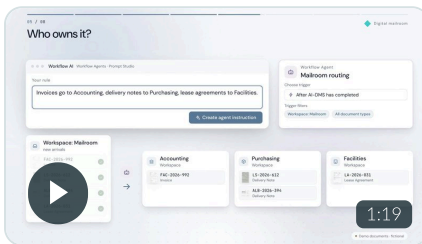
Find out the cost of the test on our pricing page: paperoffice.ai/en/pricing

Tip: upload the package only once into the same Workspace; PaperOffice detects identical files on upload.

15 · VIDEOS ON THE TOPIC

Prefer to watch? Six films on the digital mailroom.

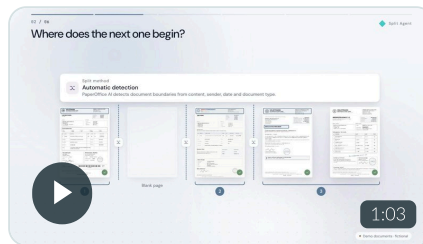
Short films on paperoffice.ai, all in English. Scan the QR code with your phone camera or open the link.



Digital Mailroom

The whole process in under a minute and a half.

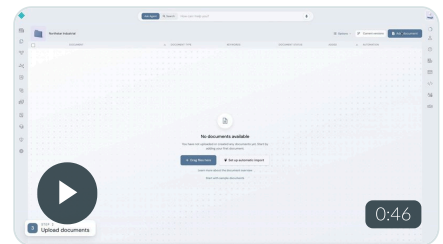
paperoffice.ai/l/loesungen-prozess-po-steingang



Split Agent

Split PDF batches into individual documents.

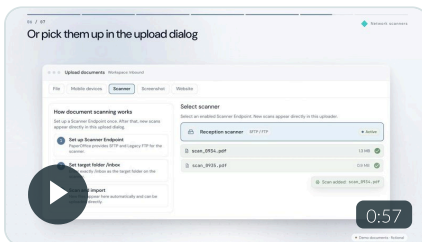
paperoffice.ai/en/academy/05-spezial-agenten/pdf-split-agent



Upload documents

First steps: upload and import.

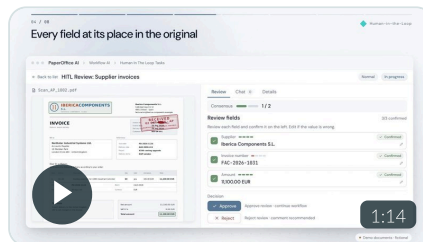
paperoffice.ai/en/academy/01-erste-schritte/dokumente-importieren



Network scanner

Connect a scanner via SFTP, scans in the upload dialog.

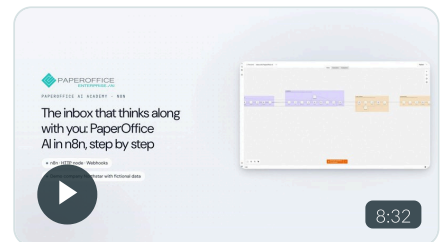
paperoffice.ai/l/integration-network-scanner



Review and approve

Human-in-the-loop: every field in its place.

paperoffice.ai/en/academy/04-idp-agenten/extraktion-pruefen



Webinar: The inbox that thinks along with you

PaperOffice AI in n8n, step by step.

paperoffice.ai/en/academy/07-integration/webinar-n8n



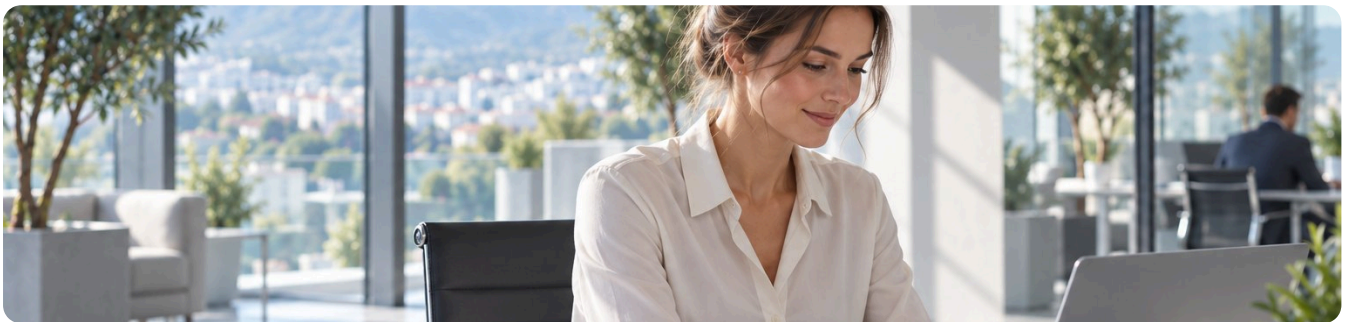
MORE IN THE ACADEMY

Find all lessons and webinars at paperoffice.ai/l/academy, organized by topic from your first Workspace to full integration.

16 · YOUR FIRST INBOX IN FIVE DAYS

Start small. Then scale with purpose.

For a smooth start, you only need an inbound Workspace, one mailbox, and twenty typical incoming documents from the past week.



1

Day 1 • Goals and Channels

Which mailboxes and scanners are involved? Who is responsible for which correspondence today?

2

Day 2 • Workspaces and permissions

Create the inbox Workspace and the team Workspaces, assign permissions.

3

Day 3 • Connect channels

Connect a mailbox via IMAP and the scan inbox, set up the Split Agent for batch scans.

4

Day 4 • Rules and Validation

Formulate forwarding rules in your own words, test them in Prompt Studio, and process review tasks daily.

5

Day 5 • Evaluate

Record metrics, refine rules, and define the next channel.

MEASURE THESE FOUR VALUES

Directly Correct

Proportion of inputs that land with the correct team without manual review

Reviewed

Proportion requiring human assignment

Time to Team

From intake to responsible party

Duplicates

Duplicate inputs detected rather than processed twice

Measure the same values manually for one week beforehand; only the comparison reveals the impact.

17 · CHECKLIST AND START

Before scaling up.

- ☐ Each channel feeds into the same intake.
- ☐ Batch scans arrive as individual documents via Split Agent.
- ☐ Each rule has an assigned team and a backup contact.
- ☐ Review tasks have a responsible person.
- ☐ Duplicate inputs are detected rather than processed twice.
- ☐ Sensitive mail is stored in a protected Workspace.
- ☐ Core systems receive only validated data.
- ☐ The four metrics from the pilot have been recorded.

GET STARTED NOW

Create an account, set up a Workspace, upload the test package. Start for free with the Free plan, no credit card required.

app.paperoffice.ai**READ MORE****SOLUTION**

Digital mailroom on paperoffice.ai

MODULE

Split Agent: split batch scans

MODULE

Workflow Agents: rules in your own words

QUESTIONS ABOUT THIS GUIDE?

Write to us if you have questions about your first inbox or your rules.

paperoffice.ai/contact

As of October 2026. Workflow Agents and HITL Agents are included in the Professional plan; Audit and process groups are part of AI-DMS Ultra. Images from the app are sourced from a test account. All examples, companies, names, and values in this guide are fictional. PaperOffice, paperoffice.ai.