

Folders full, search empty?

Your NAS becomes searchable.

Twelve years of filing on the NAS, scans with names like Scan_0047.pdf. This guide shows how PaperOffice connects to your NAS via SFTP or WebDAV, reads every document and makes it findable. Nothing is installed on the NAS itself.



TRY IT YOURSELF IN 30 MINUTES

Eleven files from twelve years: PaperOffice finds the lease in “Scan_0047.pdf”, flags the copy in the “Old” folder as a duplicate and follows when you rename a file. With a test folder to try it yourself.

WHY THIS GUIDE

The NAS is full. It knows nothing.

Many companies have been storing everything on a NAS for years: contracts, invoices, scans, reports. Everything is stored. Little is found.



A NAS is good storage. But it does not know what is in a file. A scanned contract is called Scan_0047.pdf, an invoice sits in three folders, and the search only knows file names. Anyone who needs the lease for Hall 3 clicks through twelve years of folders.

This guide shows how PaperOffice connects to your NAS without you installing anything there. PaperOffice reads every document, recognizes type and content and makes everything searchable, including for your AI assistant. Your folders stay as they are. Every step is backed by images from the app. With our test folder, you can try it yourself in 30 minutes.

Daniel Schönland

Founder and CEO, PaperOffice

WHO THIS IS FOR

Management

You want twelve years of filed knowledge to be findable again.

IT and administration

You look after the NAS, the shares and remote access.

Departments

You look for contracts, invoices and reports and have no time for folders.

WHAT YOU CAN ACHIEVE AFTERWARD

Connect your NAS via SFTP or WebDAV, choose between index and import, have folders read with their subfolders, search by content, ask your AI assistant and bring in legacy files in one go.

OVERVIEW

Contents

01	Twelve years of filing	04
02	Why search finds nothing	05
03	The process at a glance	06
04	What your NAS needs	07
05	In the app: connect storage	08
06	Index or import	09
07	Set up the Connector	10
08	Read like any document	11
09	Rename, move, delete	12
10	Find instead of search	13
11	Ask in the app, Claude or ChatGPT	14
12	Legacy files and your own storage	15
13	What teams ask at the start	16
14	Try it yourself in 30 minutes	17
15	Film and more on the topic	18
16	A searchable NAS in five days	19
17	Checklist and start	20

AT A GLANCE

- PaperOffice connects to your NAS via SFTP or WebDAV. Nothing is installed on the NAS.
- In “Index” mode, the originals stay on the NAS. PaperOffice also reads subfolders and follows when you rename or move files.
- Every document is read like an upload: type, content, keywords, fields. You set the depth per Workspace.
- Afterward, you find documents by their content, in the app and via Claude or ChatGPT.
- The import assistant brings in legacy files in one go. It skips files that already exist in the Workspace.

01 · TWELVE YEARS OF FILING

The lease is there. But where?

Tuesday, 10:40 a.m. At Northstar Industrial Systems in Hamburg, the lease for warehouse Hall 3 is up for renewal. The contract is somewhere on the NAS.



Since 2014, the team has filed everything on the NAS: in year folders, in “Scans”, in “New folder” and in “Old”. The lease was scanned in 2014 and is called Scan_0047.pdf. A maintenance invoice from 2016 exists twice, once as a copy in the “Old” folder.

The NAS search does not find “lease”, because no file is named that way and the scan contains no text. So someone opens one file after another.

THE REAL HURDLE

Everything is stored. What is missing is knowing what the files contain. That is exactly what PaperOffice delivers, without you rebuilding your folders.

02 · WHY SEARCH FINDS NOTHING

Four reasons. Everyone knows them.

A NAS sorts files by folders and names. What is written in a document stays hidden from it.

Scans without text

A scanned page is an image. No file search can find words like "lease" or "Hall 3" in it.

Names without meaning

Scan_0047.pdf, IMG_4471.pdf, New document 2024-11-05.pdf: the name says nothing about the content.

Folders by gut feeling

Year folders, department folders, "Scans", "Old": everyone files differently. The same document sits in two places.

Knowledge in people's heads

Individual colleagues know where things are. When they are on vacation, everyone else searches.



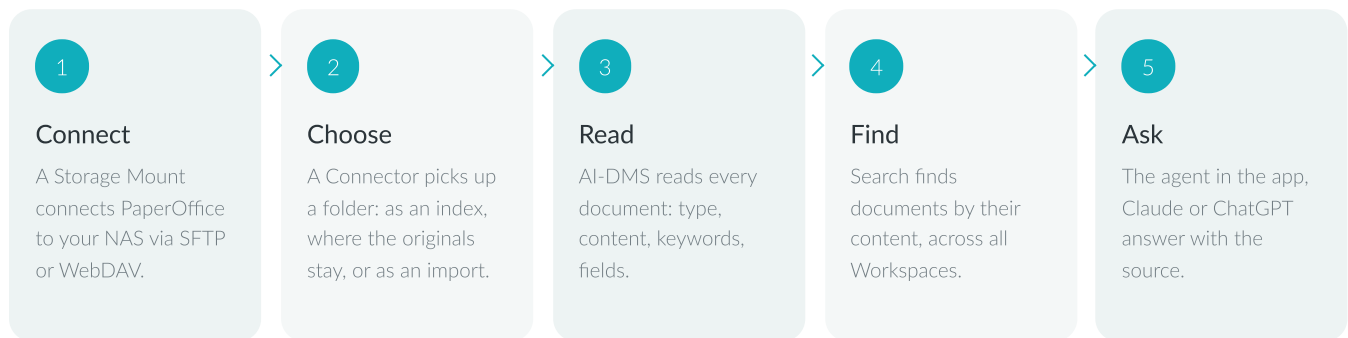
WHAT CHANGES

PaperOffice reads every document, including scans and photos. After that, what counts is what is inside, not what the file is called or which folder it is in.

03 · THE PROCESS AT A GLANCE

Five steps. Your folders stay as they are.

From the NAS to the answer to your question. Setup takes an hour; reading then runs on its own.



STEP	WHAT PAPEROFFICE DOES	WHAT YOUR TEAM DECIDES
Connect	checks the connection without changing anything on the NAS	which user and which folder
Choose	fetches new and changed files on a schedule	index or import, how often
Read	recognizes text in scans and photos too	which AI-DMS tier the Workspace has
Find	searches the content, not just the name	who sees which Workspaces
Ask	answers with the document's name and location	which assistant may access

04 · WHAT YOUR NAS NEEDS

SFTP or WebDAV. And a way in from outside.

PaperOffice works with what your NAS already offers. You do not need an app or program on the NAS.

WHAT	HOW TO SET IT UP
Protocol	Turn on SFTP (SSH), or WebDAV, such as the Synology WebDAV share. For the index, WebDAV needs HTTPS.
Reachability	The NAS is reachable from the internet: via a fixed address or DynDNS and port forwarding in the router. PaperOffice only connects to publicly reachable servers.
Without port forwarding	“Connect local folder via Reverse-SSH”: a computer in your network sets up the connection from the inside.
User	A dedicated user just for PaperOffice, with access to the folder PaperOffice should read.



OUR RECOMMENDATION

SFTP with a dedicated user and a shared folder, for example /volume1/Archive. That way, PaperOffice sees exactly what it should read.

05 · IN THE APP: CONNECT STORAGE

Host, user, folder. Then “Test Connection”.

Under **Document AI** > **Storage Mounts** , create the connection to your NAS with “Add Storage Mount”.

Name for this Storage Mount *

NAS Archive

A unique name to identify this Storage Mount.

Purpose *

First choose whether PaperOffice should store files here or import files from there. This selection cannot be changed after creation.

Use as import source

PaperOffice fetches files from scanners, folders, buckets or mailboxes and imports them automatically.

Change

Connection Type *

SSH / SFTP

Connect an existing SSH/SFTP server, NAS or Linux server.

Change

SSH / SFTP Connection

Secure, encrypted connection to NAS, Linux servers, Raspberry PI and all SSH-enabled devices.

Host / IP Address *

nas.northstar-industrial.example

Port

22

Username *

paperoffice

Test Connection

Connection + Auth + SFTP + base path OK Checked read-only; nothing was changed at the storage location.

- 1 **Add Storage Mount.** Purpose “Use as import source”, connection type “SSH / SFTP”, plus host, port, username, password and base path (above with example values). Below, the result of “Test Connection” with the test NAS: checked read-only, nothing was changed at the storage location.

Stored securely

PaperOffice stores credentials in encrypted form and never displays the password again.

Always in view

The “Availability” column shows whether the NAS is reachable. With “Notify by email when problems occur”, a message goes to up to five addresses; the all-clear follows on its own.

Included in the Free plan

One Storage Mount is already included in the Free plan. Larger plans include more.

06 · INDEX OR IMPORT

Leave the originals on the NAS. Or bring them in completely.

A Connector fetches the files from a folder of your Storage Mount. It works in one of two modes, which you choose when you create it.

	INDEX	IMPORT
Originals	remain unchanged on the NAS	are brought in; then kept, moved to an archive folder or deleted
Subfolders	are read too (default)	the selected folder
Rename, move	PaperOffice follows the file	the file has already been brought in
Delete on the NAS	the document goes to the trash, with a safety brake	the document stays in PaperOffice
Sync	on a schedule, as often as every 15 minutes	on a schedule, as often as every minute
Good for	large collections that should stay on the NAS	an inbox folder that gets emptied

Working copy

For reading, PaperOffice keeps an encrypted working copy. The original on the NAS stays untouched.

Wake-up URL

In addition to the schedule, a secret webhook URL starts the sync immediately, for example from a script.

Keep permanently

"Keep permanently" stores a permanent, encrypted copy of an index document and detaches it from the index. The original stays as it is.

GOOD TO KNOW

You set the mode, folder and target Workspace when you create it. For another route, simply create a second Connector.

07 · SET UP THE CONNECTOR

Choose the folder, “Index” mode, target Workspace.

Under **Document AI** > **Connectors** , you connect a folder of your Storage Mount to a Workspace.

Select import source *

NAS Archive (SFTP · server) ▼

No matching import source? Create import source →

NAS Archive

SFTP · server:22/en

Connection type and credentials are managed in the Storage Mount.

Watched folder *

/en

Browse

Target Workspace *

NAS Archive ▼

Which Workspace should receive the imported documents? Processing and automations are controlled there.

Mode

Import

PaperOffice takes over the files and stores them encrypted in the Workspace. The source file can then be kept, moved or deleted.

Index

The files stay on your storage and are never changed. PaperOffice makes them searchable and keeps the index up to date when they change.

The mode cannot be changed after the Connector is created.

- Create connector.** The import source is the Storage Mount “NAS Archive”, the watched folder is its base path, the target is the Workspace “NAS Archive”. In “Index” mode, the files stay on your storage and are never changed. How often PaperOffice checks is set in the “Action” tab; in the test, every 15 minutes.

Target Workspace

The documents land in a Workspace of your choice. There, you set the AI-DMS tier.

System folders

PaperOffice skips recycle bins, preview and snapshot folders on its own, such as #recycle and @eaDir on Synology.

New files

PaperOffice reads a new file only once it has been unchanged for five minutes. That way, only fully copied files arrive.

08 · READ LIKE ANY DOCUMENT

Scan_0047.pdf becomes a lease.

A few minutes after the first sync, the files are in the Workspace, with type, summary and keywords.

NAS Archive							Options	Current versions	Add document
DOCUMENT	DOCUMENT TYPE	KEYWORDS	DOCUMENT STATUS	ADDED	AUTOMATION				
 Delivery Note LS-24-17730 - Northst... Index Delivery Note LS-24-17730 Brandtner Logistik issued a delivery note to Northstar Industrial Systems containing 24 Euro Pallets, 12 Rolls of Stretch Film, and 200 Pieces of Corner Protection.	Delivery Note	Brandtner Logistik Northstar Industrial Syste... Delivery Note LS-24-17730 +4		2 minutes ago 10/18/2026, 10:21 AM	AI-DMS Premium AI-DMS Premium				
 Leak Test Inspection Report PP-202... Index Leak Test Inspection Report Kaltwerk Kältetechnik GmbH issued a leak test inspection report for Northstar Industrial Systems regarding the refrigeration system in Hall 2. The system was found to be leak-tight with no leaks detected, and...	Inspection Report	Kaltwerk Kältetechnik Gm... Northstar Industrial Syste... Leak Test Inspection Rep... Refrigeration sys... +4		2 minutes ago 10/18/2026, 10:21 AM	AI-DMS Premium AI-DMS Premium				
 Lease Agreement MV-2014-0219 Haf... Index Lease Agreement for Commercial Premises This document is a lease agreement between Hafenimmobilien Elbe GmbH (Landlord) and Northstar Industrial Systems GmbH (Tenant) for warehouse Hall 3 in Hamburg. The contract was issued on February 14,...	Lease Agreement	Hafenimmobilien Elbe G... Northstar Industrial Syste... Lease Agreement Commercial Pre... +4		2 minutes ago 10/18/2026, 10:21 AM	AI-DMS Premium AI-DMS Premium				

- 1 The Workspace after the sync. The scan from the 2014 folder appears in the list as "Lease Agreement for Commercial Premises", with landlord, hall and date. Every row carries "Index": the original stays on the NAS.

Possible Duplicate This document likely already exists: "Invoice Kaltwerk.pdf" in "NAS Archive" from 10/18/2026.

[Same Content](#)
[Same Document Number](#)
[Same Issuer](#)
[Same Amount](#)

[Open Original](#)
[Not a duplicate](#)

[Indexed from NAS Archive \(Index\) \(NAS Archive\) · /en/Archive/Old/Copy of Invoice Kaltwerk.pdf. The original file stays at its storage location.](#)
[Keep permanently](#)

- 2 The copy from the "Old" folder. PaperOffice reports "Possible Duplicate" with a reference to "Invoice Kaltwerk.pdf": same content, same document number, same issuer, same amount. Below, it shows where the document comes from.

Type and content

Contract, invoice, policy, report: PaperOffice recognizes the document type and summarizes the content.

Fields

Numbers, dates, amounts and parties are available as fields, in full depth with AI-DMS Premium.

09 · RENAME, MOVE, DELETE

You tidy up the NAS. PaperOffice follows.

In “Index” mode, the NAS stays the source. Whatever you change there, PaperOffice catches up on its own.

ON THE NAS	IN PAPEROFFICE
Rename file	Path and file name follow, at the latest after a little over an hour. The name under which PaperOffice shows the document, such as the one from AI-DMS, stays.
Move file	The path follows. Notes, fields and links stay.
Change file	With AI-DMS, a new version of the same document is created, at most one per hour. Without AI-DMS, a new document replaces the old one.
Delete file	If it is missing in two complete syncs and for at least six hours, the document goes to the trash. If the file reappears, PaperOffice brings the document back on its own.

The screenshot displays the PaperOffice user interface. On the left, a document titled "HAFENIMMOBILIEN ELBE" is shown, which is a lease agreement for commercial premises. The document content includes details about the property (Hafenstraße 18, 20457 Hamburg) and the lease terms. On the right, the interface shows a navigation pane with tabs for Overview, Properties, Data Fields, Storage Paths, Activities, Audit, and Revisions. Below the navigation pane, there is a summary section for the document, titled "Lease Agreement MV-2014-0219 Hafenimmobilien Elbe 2014.pdf". This section includes a brief description of the document and a list of recent actions, such as "Added by Kevin Flynn on Today at 11:21 AM" and "Last modified by Kevin Flynn on Today at 12:36 PM". At the top of the document preview, a notice states: "Indexed from NAS Archive (Index) (NAS Archive) · /en/Archive/2014/Lease Hall 3.pdf. The original file stays at its storage location." Below this notice, there is a warning box indicating that the document is "Not revision-secure" and that "WORM can be activated for this document." A button labeled "Activate WORM retention" is provided to address this issue.

- 1 After renaming. On the NAS, Scan_0047.pdf became "Lease Hall 3.pdf". The notice at the top shows the new path. Name, summary and fields stay as they were.

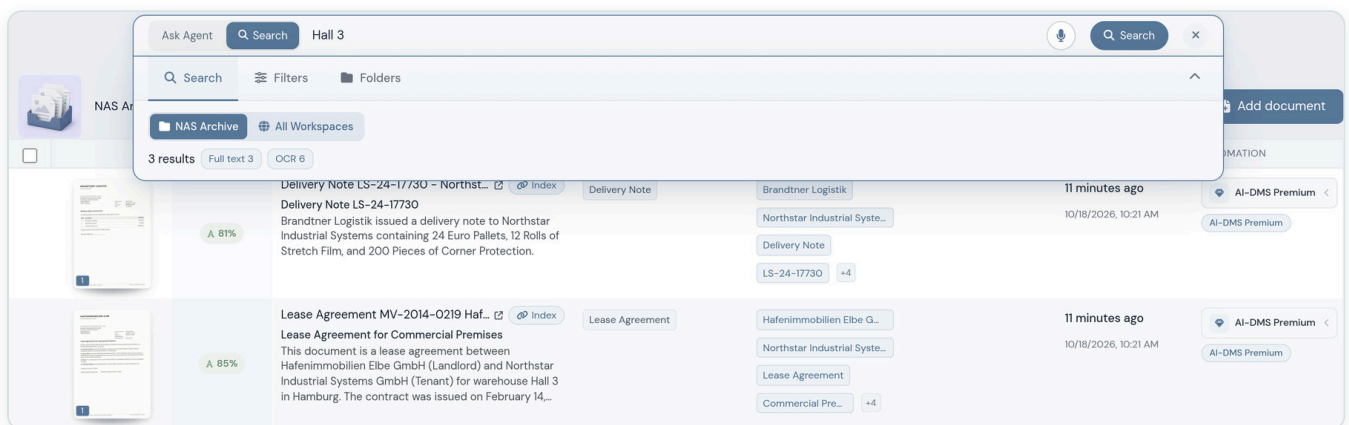
SAFETY BRAKE

If many files suddenly go missing, from 500, or from 20 and more than ten percent, for example because a drive is not mounted, PaperOffice moves nothing to the trash. The syncs keep running; an admin releases the removal with "Confirm removal". If the folder returns no files at all, it only counts as empty after "Folder is really empty".

10 · FIND INSTEAD OF SEARCH

Type “Hall 3”. Find the lease.

The search knows the content of every document. You find the contract by what it says, not by its file name.



- 1 Search for “Hall 3” in the Workspace. “3 results”: the delivery note, the lease from the scan and, below, the invoice for the roller door at Hall 3. Every result shows its relevance.

SEARCH TERM	FOUND IN THE TEST
“Hall 3”	Lease (Scan_0047.pdf), invoice MK-23-0412, delivery note LS-24-17730
“refrigeration system”	Inspection report 2024, Kaltwerk invoice from 2016 with its copy from “Old”, notice from the district office
“inspection”	Notice from the district office in “New folder”, inspection report 2024
“coverage”	Business liability policy from 2022

GOOD TO KNOW

With “All Workspaces”, PaperOffice searches everything you are allowed to see: the documents from the NAS and all others.

11 · ASK IN THE APP, CLAUDE OR CHATGPT

Ask your NAS. The source comes with it.

What PaperOffice has read from the NAS, the agent can answer too: in the app with “Ask Agent” or in Claude and ChatGPT via the PaperOffice connector.

WORKSPACES

01



NAS Archive

11

×

THIS ANSWER

02



New document
2024-11-05.pdf

Official Notice · NAS Archive

+

03



Lease Hall 3.pdf

Lease Agreement · NAS Archive

+



The deadline is September 30, 2026. The lease for Hall 3 (contract MV-2014-0219 between Hafenimmobilien Elbe GmbH and Northstar Industrial Systems GmbH) runs from April 1, 2014 with a ten-year initial term and then renews automatically in three-year periods unless terminated with six months' notice before the end of the current term — so the current renewal period ends March 31, 2027, and termination must be received by the landlord by September 30, 2026. That's all in "Lease Hall 3.pdf" in the NAS Archive. Should I check whether a termination notice already exists in the archive?

Show in Workspace: notice

✓ Answered · 3 steps · 13.1 s Details

- 1 “Ask Agent” in the Workspace “NAS Archive”. The agent reads the deadline from the scanned contract, factors in the renewal and names “Lease Hall 3.pdf” as the source.

In the app

“Ask Agent” at the top of PaperOffice. The Workspace you are in is already set as the source.

In Claude or ChatGPT

With the PaperOffice connector, the assistant searches on its own and names the document and Workspace. The AI assistants guide shows how.

With your permissions

The assistant sees what the connected key may see, Workspace by Workspace.

QUESTION	THE AGENT'S ANSWER IN THE TEST
By when must the lease for Hall 3 be terminated?	by September 30, 2026: the initial term ended on March 31, 2024, and the lease now runs until March 31, 2027
When is the next inspection of the refrigeration system due?	on March 12, 2025, so already overdue, according to the inspection report of March 12, 2024
What is the coverage limit of the business liability insurance?	EUR 5,000,000 for personal injury and property damage, EUR 500,000 for financial loss

12 · LEGACY FILES AND YOUR OWN STORAGE

Bring in everything at once. Or store it on your own NAS.

Two routes for special cases: the import assistant for large legacy collections and your own storage for Workspaces whose documents should live on your NAS.

Import assistant

Under “Document AI” > “Workspaces”, select the Workspace, then “Actions” > “Import Documents”. The source is a ZIP archive up to 5 GB or a folder of your Storage Mount including subfolders. Up to 2,000 files per job. Included from the Starter plan.

Own storage (BYOS)

When you create a Workspace, choose “Own storage (BYOS)”. Each document is then stored as an encrypted archive (AES-256) on your SFTP storage, protected with your encryption password of at least 16 characters.

Review import

Check selection, processing and possible conflicts.

Ready for import: 11 · 835.6 KB

11
Files

835.6 KB
Total Size

11
Folders

Review result

- File formats are supported
- As in Workspace - AI-DMS Premium

File preview (first 20)

Forklift lease.pdf	55.5 KB
Invoice Kaltwerk.pdf	56.7 KB
New document 2024-11-05.pdf	102.6 KB
Copy of Invoice Kaltwerk.pdf	56.7 KB
Liability insurance policy.pdf	59.4 KB
Scan_20190314_001.pdf	103.2 KB
Quote 2025-118.pdf	63 KB
RE-2023-0412.pdf	59.8 KB

☒ Automatically skip duplicates (hash-based)

Files with identical SHA-256 content hash that already exist in this Workspace will be skipped. Disable to consciously re-import duplicates.

- Review import.** Source Storage Mount, folder /Archive: eleven files in eleven folders. “Automatically skip duplicates (hash-based)” is checked. Afterward, the documents go through the same recognition as any upload.

WITH A MIRROR

For your own storage, you can add a second SFTP NAS as a replication target. Every change is transferred there. A Workspace's storage mode is fixed once it is created.

Seven questions before you start.

**Do we need to install anything on the NAS?**

No. PaperOffice uses SFTP or WebDAV; your NAS provides both.

Does PaperOffice modify our files?

In “Index” mode, the originals stay unchanged. In “Import” mode, you decide whether the file stays, is moved or is deleted.

Which NAS work?

Any NAS with SFTP, such as from Synology, QNAP or ASUSTOR. Over WebDAV, the index works only with HTTPS. PaperOffice recognizes Synology port 5006 as HTTPS on its own.

Our NAS cannot be reached from outside.

Then “Connect local folder via Reverse-SSH” connects a folder from the inside. A computer in your network holds the connection.

How many files can the index handle?

Up to 200,000 files per sync. Above that, a sync counts as incomplete, and nothing is treated as deleted. For larger collections, create several Connectors on subfolders.

Who sees the documents?

Anyone with access to the target Workspace. You assign permissions like for any Workspace, via User Groups.

What does it cost?

Every sync and every processing step costs Credits. The pricing page shows exactly what: paperoffice.ai/en/pricing.

14 · TRY IT YOURSELF IN 30 MINUTES

Put the test folder on your NAS. Then search and ask.

Eleven fictional files from twelve years, in a folder structure like on many NAS: year folders, "Scans", "New folder", "Old".

TEST FOLDER NAS AS DMS

Eleven files in eleven folders and instructions (README.txt)

2014/Scan_0047.pdf Lease for warehouse Hall 3, scanned

2016/Invoice Kaltwerk.pdf Maintenance invoice

2019/03/Scan_20190314_001.pdf Logistics invoice, scanned

2021 to 2025 Forklift lease, policy, invoice, inspection report, delivery note, quote

New folder, Old Notice from the district office, copy of the 2016 invoice

paperoffice.ai/downloads/paperoffice-ai-test-folder-nas.zip



- 1 **Create the folder:** copy the "Archive" folder from the ZIP to your NAS, for example to /volume1/paperoffice-test.
- 2 **Create a Workspace:** on app.paperoffice.ai, for example "NAS Archive Test", with the AI-DMS tier "Premium".
- 3 **Storage Mount:** SFTP with host, user, password and base path /volume1/paperoffice-test, then "Test Connection".
- 4 **Connector:** the watched folder is the base path, mode "Index", target the test Workspace.
- 5 **Search and ask:** once the documents are in, search for "Hall 3", then "Ask Agent".
- 6 **Rename:** on the NAS, rename Scan_0047.pdf to "Lease Hall 3.pdf" and wait for the next sync.

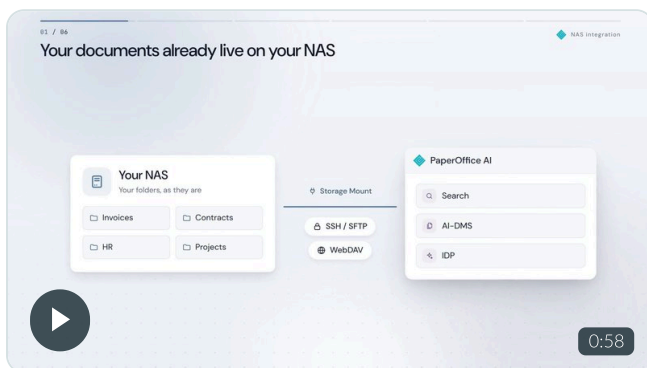
What the test costs is shown on the pricing page: paperoffice.ai/en/pricing

All companies, names, addresses, numbers, and amounts in the test folder are fictional.

15 · FILM AND MORE ON THE TOPIC

Prefer to watch? The film on connecting a NAS.

A short film on paperoffice.ai, in English. Scan the QR code with your phone camera or open the link.



Connect a NAS

SFTP, WebDAV and your own storage, step by step.
paperoffice.ai/en/ai-nas-integration-sftp-webdav-byos



MORE IN THE ACADEMY

You can find all lessons and webinars at paperoffice.ai/l/academy, sorted by topic from the first Workspace to integration.

READ MORE

NAS
Synology

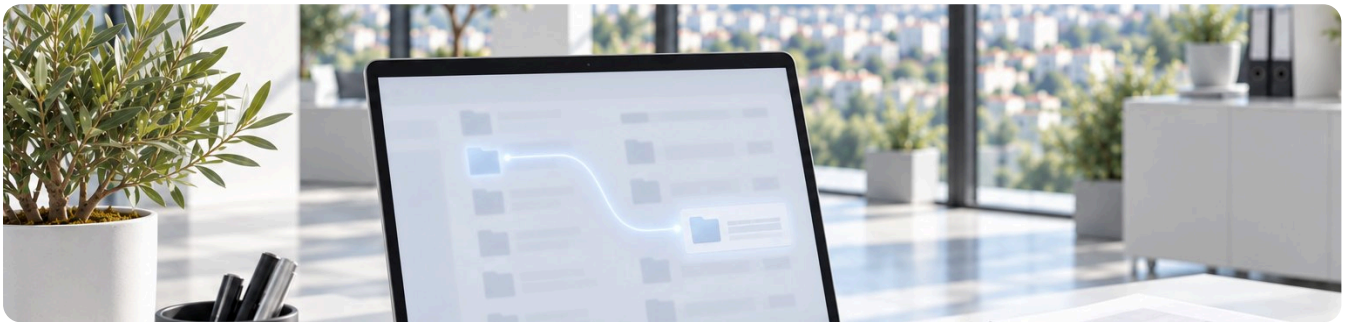
NAS
QNAP

NAS
ASUSTOR

16 · A SEARCHABLE NAS IN FIVE DAYS

Start with one folder. Then the whole NAS.

To get started, a Storage Mount, a Connector and one folder with a year of filing are enough.



1

Day 1 • Access

Turn on SFTP, create a dedicated user, set up remote access.

2

Day 2 • Connection

Create the Storage Mount, "Test Connection", turn on email alerts for problems.

3

Day 3 • First folder

Connector in "Index" mode on one year folder, Workspace with AI-DMS Premium.

4

Day 4 • Trial

Try ten typical everyday searches, plus questions to the agent.

5

Day 5 • Expand

Add more folders as Connectors, bring in legacy files with the import assistant.

MEASURE THESE FOUR VALUES

Read

share of files in the folder
recognized as documents

Found

share of the ten searches
with the right result

Time per search

from the question to the
document

Duplicates

duplicate documents
detected

Measure before and after the pilot. Only the comparison shows how much search time you save.

17 · CHECKLIST AND START

Before you expand.

- ☐ SFTP or WebDAV is turned on, with a dedicated user for PaperOffice.
- ☐ The NAS is reachable from outside, or a Reverse-SSH folder is set up.
- ☐ The Storage Mount passes "Test Connection" without errors.
- ☐ It is clear which folders come in via index and which via import.
- ☐ The target Workspace has the appropriate AI-DMS level.
- ☐ The team knows about content search.
- ☐ Legacy files are planned for the import assistant.
- ☐ A run with the test folder is done.

GET STARTED NOW

Create an account, set up a Storage Mount and Connector, have the test folder read. Start free with the Free plan, no credit card.

app.paperoffice.ai**QUESTIONS ABOUT THE GUIDE?**

Write to us if you have questions about connecting your NAS.

paperoffice.ai/contact

As of October 2026. The images from the app come from a test account. All examples, companies, names and values in this guide are fictional. Synology, QNAP and ASUSTOR are trademarks of their respective owners. PaperOffice, paperoffice.ai.