



omtool

Product Suite Overview

AccuRoute[®]

Enterprise-Class Document Capture and Workflow Platform

The AccuRoute® platform from Omttool is the server-based document capture, fax and workflow software solution to capture, process, deliver, and archive critical business documents. AccuRoute delivers flexible, distributed document capture out-of-the-box. Combined with a highly scalable infrastructure and configuration flexibility AccuRoute has the ability to easily implement solutions involving hundreds or millions of documents per month.

Omttool AccuRoute

AccuRoute is recognized as the standard and award-winning software platform that delivers the ability to capture, process, and distribute documents that originate in paper (and often electronic format). Paper documents are “captured” (scanned) from any networked scanner, scan-enabled digital printer, copier, fax, or multi-function peripheral (MFP) and prepared for processing by the AccuRoute Server.

Omttool AccuRoute

The AccuRoute Server converts documents to a variety of formats, collects and provides document-related metadata, validates information, compresses the documents, and then delivers the documents to the destinations required. During the conversion process, documents may be OCR'd (with support for over 45 languages) and/or converted to any variety of formats including PDF, text-searchable PDF, DOC, JPG, RTF, TIF, TXT, and XLS, among many others.

Many document processes require capturing the information contained on or with the document that is passed along to the destination with the document image. The metadata collection for this document can be implemented with AccuRoute through a number of options including:

- ⊕ Profiling documents using native document management interfaces and screens
- ⊕ Extracting data from the document
- ⊕ Printing/scanning with prompts to capture new information at the MFP panel when scanning
- ⊕ Validating collected data against pre-defined values

FEATURE HIGHLIGHTS

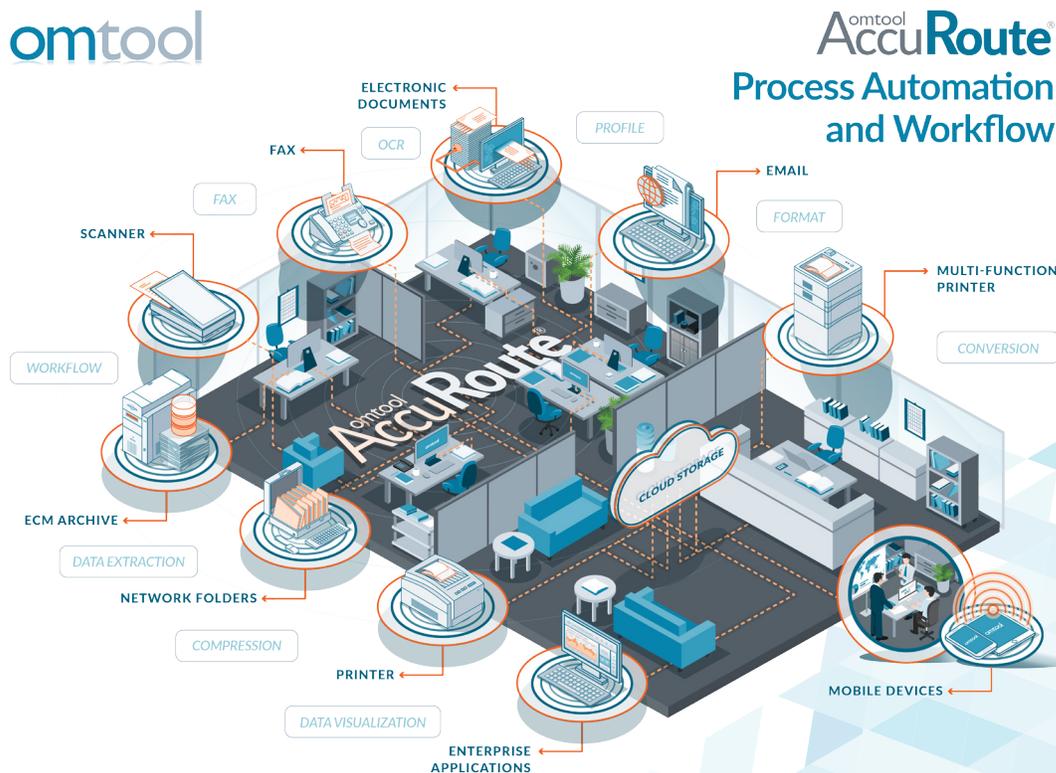
- ▶ **Capture:** paper and electronic documents for efficient document handling with distributed access
- ▶ **Compatible:** with any networked scanner, scan-enabled digital printer, copier, fax or multi-function peripheral
- ▶ **Convert:** documents into a variety of different formats (PDF, TIF, JPG, DOC, RTF, XLS, TXT...etc)
- ▶ **Combine:** paper and electronic information to “mixed-mode” documents
- ▶ **Compress:** documents up to 80% of file size reducing bandwidth and storage requirements
- ▶ **Create:** personal and public document handling rules (embedded directives) that may be saved for re-use and are accessible from any “smart” MFP
- ▶ **Communicate:** information to various destinations and recipients simultaneously
- ▶ **Consistent:** user-friendly desktop interface that leverages existing applications and interfaces, eliminating the need to learn proprietary screens
- ▶ **Comply:** with corporate record retention policies and document archive requirements with comprehensive tracking and document archiving

Centralize and Manage Document-Centric Content

When the processing is complete, AccuRoute will deliver the document image and its related information to the destinations desired, simultaneously. While the image need only be captured once, AccuRoute enables multiple processing tasks and delivery to any number of destinations all based on the single scan. Delivery destinations include:

- **Scan-to-Self:** email, network folder, or web folder
- **Scan-to-Distribute:** email, fax, printer, and distribution list
- **Scan-to-Store:** enterprise content management (ECM) including document management, litigation support systems, and traditional enterprise content management systems, repository, archive, network folders, or cloud-based storage systems
- **Scan-to-Line-of-Business:** integrate paper processes with your enterprises software of choice

Companies can now centralize and manage document-centric content with the AccuRoute platform. Specifically designed to integrate with a variety of office hardware and software applications, AccuRoute supports the ability to meet specific regulatory mandates as well as corporate policies regarding document accountability and record retention.



Tell Your Documents Where to Go, and What to Do When They Get There...

Convert Paper Into Electronic Formats

With the transition of paper into electronic workflows, documents become increasingly more accessible. As a result, employees enjoy increased productivity by being able to quickly locate documents, especially in the case when the documents are text-searchable. Electronic documents are inherently less likely to be lost, misplaced, misdirected, or consume valuable real-estate costs related to storing paper.

Centralize and Manage “Mixed Mode” Documents

AccuRoute is not limited to the capture of paper documents. Electronic documents can also be converted and distributed through AccuRoute, all from the user's desktop. One of the key benefits of AccuRoute is the ability to combine paper and electronic documents (or “mixed- mode” documents) into one distribution. With AccuRoute there is no longer a need for separate processes to handle electronic documents versus paper documents.

Create Protected PDFs and Perform Document Compression

So many business processes today require documents in specific formats such as a PDF or TIFF file. Further, IT storage limitations and transmission restrictions require documents be compressed whenever possible. With AccuRoute, documents can be automatically converted to PDF and compressed as they are passed through the AccuRoute Server and delivered or saved to the required destination(s).

You even have the option to produce a password-protected PDF file to ensure your information is only viewed by those you intend to view it. Recipients will be able to open the document once they receive the password from the document sender.

Utilize Document Handling Rules Where They are Needed Most

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Routing Sheets - Not a Document of the Past

AccuRoute's flexible menu enables a user to select recipients (including document information systems), method of delivery, and preferred file format. AccuRoute creates a routing rule which is stored on the Server and can be printed to an Intelligent Routing Sheet as a barcode or character string (as circled in red). The Routing Sheet is scanned together with the document and delivered according to the user-specified instructions.

The Routing Sheet is re-usable, and eliminates multiple steps in processing documents for electronic delivery. Routing Sheets were once thought a thing of the past. However, specific business document workflows lend themselves well to Routing Sheets. Imagine an environment where no desktops are available (such as in healthcare) or where certain scanning functions are highly repeatable by the same person. In this case, one Routing Sheet can be reused to greatly increase productivity through replicated tasks.

As an alternative to Routing Sheets, users may opt to print barcodes or routing IDs to a label page and use in place of routing sheets and for batch scanning.

SOLUTION BENEFITS

- ▶ **Increase customer satisfaction** and save time when you automate processes and go digital with increase accessibility allowing you to get back to the customer faster than ever.
- ▶ **Empower your staff** with one extensible, easy-to-use platform that takes documents and puts them into a single, highly-accessible archive.
- ▶ **Lower your total costs** by consolidating fax infrastructure by relying on Fax over IP technology that enables least cost routing.
- ▶ **Reduce risk** by using a highly-scalable, reliable infrastructure that seamlessly supports a wide range of geographically dispersed financial institutions.
- ▶ **Streamline mission-critical document workflows** for legal teams such as, e filing, scanning to document management systems (DMS), and managing sensitive intellectual property- while maintaining high levels of document integrity and security.
- ▶ **Protect sensitive data** thanks to the ability to set custom business rules, such as holding documents until authorized users can access them.

A Suite of Acclaimed Technologies to Streamline Document Driven Workflows

Extending AccuRoute's Reach to Distributed "Smart" MFPs

AccuRoute is fully integrated with smart MFPs such as devices from HP, Ricoh, Samsung, and Xerox enabling walk-up users to easily access AccuRoute's advanced document capture, process, and delivery capabilities. Users are able to scan to AccuRoute from these devices by selecting from numerous, customized options. Omtool leverages and integrates with the identification or authentication provided by most MFPs, allowing users to access their personal distribution lists.

- ⊕ Scan to Personal or Public Distribution Rules
- ⊕ Scan to MyAccuRoute (default document distribution rules)
- ⊕ Scan with Routing Sheet or Routing IDs
- ⊕ Scan to Fax
- ⊕ Customizable Options

Enable Workers On-the-Go

AccuRoute Mobile is an extension to Omtool's AccuRoute document capture platform that transforms your smart phone or tablet into a document capture device. You can submit document images for scanning and processing including format conversions, OCRing and creating pdfs. AccuRoute Mobile will deliver those images to any destination available to you from within the office including fax, email, content management systems, network file folders, printers, and more. You can even capture documents and photos from your mobile device or a cloud-based repository such as Dropbox, Box, Microsoft Sharepoint, GoogleDocs, or AccuRoute MyFiles.

Leveraging Existing IT Investments

AccuRoute is designed to be an enterprise-class, fully scalable document capture and routing hub. By working with virtually any network-enabled scan device or MFP and a myriad of information systems, AccuRoute becomes the foundation for all your document capture, process, and delivery needs from any document source to any destination or document repository. Because enterprise fax is an integrated part of the AccuRoute platform, companies can also benefit from significant cost savings through the consolidation of scan and fax machines.

Configure to Your Infrastructure and Enable Remote Connectivity

The flexibility of AccuRoute's configuration and the enterprise-class quality of the underlying AccuRoute Server allows AccuRoute to align with your business needs. When configuring the servers and location of users, it will be up to you to define how the access to AccuRoute is enabled. Users at one location share an AccuRoute Server that can also be accessed by remote users through the company WAN or over HTTP. Omtool also offers the option of satellite servers for your smaller offices and web-based clients that may need to access AccuRoute while on the road. The configuration is completely up to you.

Enterprise Fax with AccuRoute

Included with every AccuRoute platform, organizations can utilize a full-featured, enterprise fax system with high performance, flexibility, and scalability, as well as full integration with the advanced routing capabilities of AccuRoute. Because enterprise fax is an integrated part of the AccuRoute platform, companies can benefit from significant cost savings through the consolidation of scan and fax machines. Further, to achieve compliance with regulatory requirements, corporate record retention policies, or HIPAA guidelines, AccuRoute can enable the system to send faxes only to authorized recipients, thereby eliminating the possibility of confidential information being sent inadvertently to an incorrect fax number.

AccuRoute is compatible with the latest Voice-over-IP (VoIP) and Fax-over-IP (FoIP) technology. Increasingly forward-thinking enterprises are seeking to deploy new networks to support voice, video, and data on a single, unified IP network. AccuRoute Fax may also be configured to support outbound routing through cloud-based fax services.

Enterprise-Class Document Capture, Fax and Workflow

Create a Single, Integrated Workflow

Many business documents processed every day are both electronic and paper-based. Instead of maintaining disconnected systems to manage them, AccuRoute allows users to combine documents, then convert and deliver these documents to specified destinations. A routing rule can also have attached electronic documents. When a hard copy document is scanned using that routing rule, both formats are merged into one electronic file.

Compress Large Files

AccuRoute's Compose Engine compresses images embedded within PDF documents. Black and white images are compressed using JBIG2 and color images are compressed with JPEG and JPEG2000 technology. Standard images from fax and scanners can be compressed up to 80 percent, dramatically reducing file sizes, saving bandwidth and file storage resources.

Scan and Combine Large Documents Compress Large Files

The AccuRoute solution can easily combine multiple documents into one merged document. For extremely large documents that exceed the limit of an automatic document feeder on a scan device, you can scan the document in multiple scans using the same multiple-use routing rule and the pages will be automatically combined into one document.

Batch Scan Multiple Documents

Multiple documents can be stacked and scanned in one scan operation. Simply separate each document using a Routing Sheet and AccuRoute will separate the batch into individual documents and process accordingly.

AccuRoute's wide-ranging, yet flexible features allow both administrators and users comprehensive control over document processing and routing.

AccuRoute Web Client

The AccuRoute Web Client is a web-based application that provides users with a convenient method of managing document workflows, it enables them to create document routing rules, generating Routing Sheets, send messages, and monitor pending fax and scan jobs. Using the AccuRoute Web Client, a user can send documents digitally, electronically as an e-mail message or a fax message.

AccuRoute Extensible Platform

Not only does the AccuRoute product family deliver traditional document capture and processing capabilities, it also provides an extensible platform for document process workflow solutions that are configurable and distributable throughout an enterprise. In fact, one of the key features that makes AccuRoute unique is its enterprise-class capabilities. In order to deliver a platform for enterprise-level use, solutions must fulfill the DESIRE of the smallest to largest corporate requirements from a single department or small business use to large, multi-location corporate deployments. Document process solutions must be:

- Ⓢ **Distributed** — accessible from any desktop or MFP within an enterprise
- Ⓢ **Easy to Use** — for every end user and leverage integrations with currently available native application interfaces
- Ⓢ **Scalable** — from the smallest company or departmental application to enterprise-wide solutions
- Ⓢ **Interconnected** — with the existing IT infrastructure and corporate compliance requirements
- Ⓢ **Reliable and Supportable** — as with any missioncritical application
- Ⓢ **Extensible** — in order to support the current integration requirements and build a platform for expansion in the future

A Suite of Acclaimed Technologies to Streamline Document-Driven Workflows

AccuRoute™

Omtool's enterprise-class document- process automation platform lets you cost-effectively capture, process, deliver, and archive critical business documents. AccuRoute goes above and beyond with out-of-the-box solutions for the four most popular document capture tasks: scan to self, scan to distribute, scan to store, and scan to business application. AccuRoute solutions seamlessly integrate paper documents with critical business processes so that organizations enjoy faster, more efficient, and compliant document processes, while reducing associated costs, complexity, and risk.

AccuRoute Fax

AccuRoute Fax builds on Omtool AccuRoute's innovative technology to make faxing and archiving documents easier, faster, and more cost-effective. Using AccuRoute Fax, you can fax directly from the MFP device with all of the manageability, usability, and cost effectiveness of a centralized digital fax infrastructure.

Image-In™ Connect

Image-In Connect seamlessly integrates your paper documents with line-of-business (LOB) applications so that you can scan, upload, and view paper and electronic documents directly from within your business applications without reprogramming, changing those business applications, or entering redundant data.

Image-In™ Queue

Some document processes, even automated ones, require manual intervention to review or manage deficiencies and exceptions—such as missing approvals or signatures. Image-In Queue lets you view in-process documents requiring manual intervention and automatically identifies areas that need additional review and expert intervention for numerous types of paper document processes.

ObjectArchive™

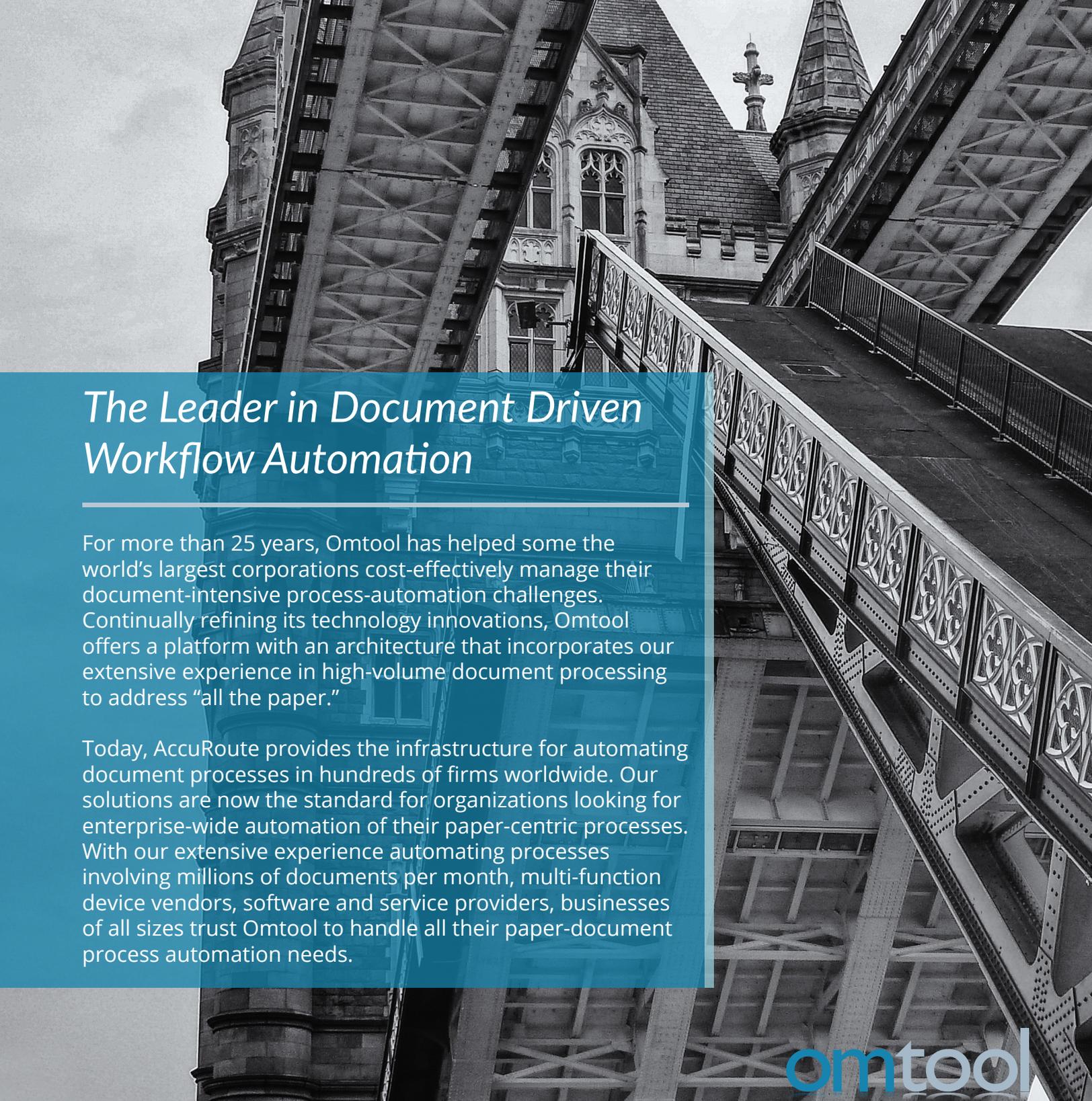
ObjectArchive is a high-performance file system that stores the documents, images, and metadata captured by AccuRoute in virtually any type or format. It provides immediate access to documents, forms, and records where and when they are required, while ensuring enhanced levels.

AccuRoute CX

AccuRoute CX is the software-based engine that automates the manual processing of forms-based documents. With AccuRoute CX forms processing, images are first classified as corresponding document types and then when information needs to be extracted, AccuRoute CX is able to automatically capture and validate the field-level data elements. Resulting document images and document sets are assembled and automatically routed based on the document type and metadata fields captured as part of the document processing workflow and delivered to line of business applications for further processing, content management systems or databases for storage or other destinations as desired.

SOLUTION BENEFITS

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The Leader in Document Driven Workflow Automation

For more than 25 years, Omtool has helped some of the world's largest corporations cost-effectively manage their document-intensive process-automation challenges. Continually refining its technology innovations, Omtool offers a platform with an architecture that incorporates our extensive experience in high-volume document processing to address "all the paper."

Today, AccuRoute provides the infrastructure for automating document processes in hundreds of firms worldwide. Our solutions are now the standard for organizations looking for enterprise-wide automation of their paper-centric processes. With our extensive experience automating processes involving millions of documents per month, multi-function device vendors, software and service providers, businesses of all sizes trust Omtool to handle all their paper-document process automation needs.

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