

ACCELERATE BUSINESS PROCESSES WITH STREAMLINED DOCUMENT CAPTURE

HP and Omtool Document Capture and Workflow Solution

Every day, organizations of all sizes are faced with handling stacks of paper documents—forcing businesses to improvise ways to organize, update and store documents that are costly, time-consuming and leave room for error.

Converting paper-based information into digital formats helps ensure documents are easily distributed, stored securely, retrieved instantly and tracked. By capturing documents quickly and streamlining the document workflow, organizations can reduce costs, minimize errors and increase productivity—while ensuring compliance and reducing environmental impact.

What if you could...

Combine paper and electronic document workflows into one efficient system across the entire organization?

Route documents to the right person, in the right place, at the right time—just by pressing a single button?

Reduce the number of files being lost, misfiled or misdirected to the wrong recipient?

Strengthen privacy, corporate governance regulations, and compliance to reduce risk to the organization and its shareholders?

SOLUTION OVERVIEW

HP and Omtool AccuRoute solutions help you quickly and easily capture, process, deliver and archive large volumes of documents, saving you time, effort and overhead. The four key capture categories—scan-to-self, scan-to-distribute, scan-to-store and scan-to-line-of-business-application—improve and simplify your document workflow, no matter the source or destination:

- Content management systems
- Industry-specific processes (such as e-filing)
- E-mail
- Fax
- Printer
- Distribution list
- Network folder

Users can access document workflows from their desktop or networked HP MFPs—all with one-button simplicity. HP and Omtool AccuRoute solutions help improve document-based processes, such as:

- Secure document capture
- Litigation and e-discovery
- Branch capture
- Electronic filing (e-filing)
- Contract management
- Secure and scalable MFP-based faxing
- Employee records
- Medical records

OMTOOL WORKFLOW COMPONENTS

Omtool workflow solution components provide that documents can be integrated with your line-of-business applications, managed personally in workflow queues and centrally stored. The added ease of access cuts retrieval times, streamlines workflows and reduces overall costs. Workflow components from Omtool AccuRoute include Image-In Connect, Image-in Queue, ObjectArchive and AccuRoute Extensions for Microsoft® SharePoint®. For more information, please see the Omtool workflow solutions brief.

HIT PRINT
INTELLIGENTLY



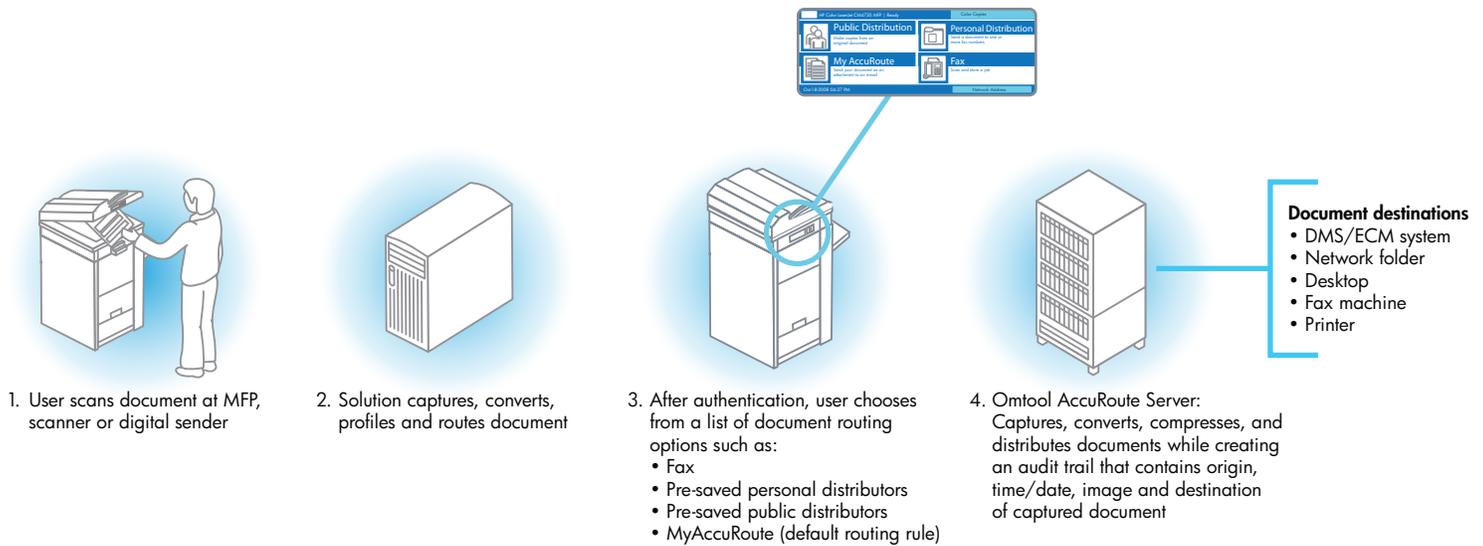


Figure 1. The HP and Omtool Document Capture and Workflow Solution

HP AND OMTOOL AT WORK

A large global investment bank reduced operating costs, enhanced data security and tightened compliance by using HP LaserJets and MFPs and Omtool AccuRoute to capture and distribute bank documents electronically. The bank also increased productivity and reduced document processing times from 45 minutes to less than ten minutes.

Facing a big office move, a large, London-based law firm converted its paper documents to digital documents using Omtool AccuRoute and HP MFPs. The firm saved over \$1 million by storing documents digitally instead of renting the physical space previously needed to store paper records.¹

WHY HP AND OMTOOL?

For more information contact:

HP is recognized as a global leader in imaging and printing solutions. Omtool is an industry leader for document process automation and streamlining workflows in the most effective and cost-efficient way.

Working closely with Omtool, HP identifies the right set of solutions to fit your organization's specific needs today—and into the future. Our combined leadership in imaging and printing plus document capture means your organization can benefit from:

- A broad choice of solutions
- Leading, innovative support practices
- Environmentally responsible imaging and printing

HP three-part approach

HP imaging and printing solutions help customers reduce costs, increase worker efficiency and accelerate business results. Specifically, we work with you to:

Optimize infrastructure

By aligning specific IT operations with business goals, HP and HP partners can help solve today's issues and build a plan for the future to address your most critical challenges.

Manage environment

Working together, we can help you focus more on your business, reduce support and supplies costs, and tighten security.

Improve workflow

By streamlining your document-intensive processes, we can help you deliver a more efficient and accessible environment for managing and sharing information.



Visit www.hp.com/go/printingsolutions for additional details.

¹ HP Omtool Case Study—<http://h20147.www2.hp.com/hpgsc/solView.aspx?solID=1790>

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