

# HP digital sending and document capture



## Optimize document workflows, reduce costs, and enhance productivity with HP's advanced document-capture solutions.

Far too often office workflow processes are inefficient, manual, and expensive. The Association for Information and Image Management estimates upwards of 90% of all business information is still held on paper. And according to IDC, business professionals spend 60% of their time handling paper-based documents, plus more than 40% of internal office communication is still handled via hardcopy. IDC also reports producing, distributing, and storing documents accounts for up to 40% of an organization's labor costs and 15% of its revenue. With U.S.-based businesses spending up to \$100 billion per year processing paper, according to IDC estimates, the paperless office so sought after in the 1990s remains an elusive myth for the vast majority of organizations.

While you may never be able to eliminate paper entirely from the equation, innovative HP digital-sending and document-capture technology lets you incorporate hardcopy documents into an electronic infrastructure that streamlines decentralized, paper-intense business processes and workflows to help you:

- **Reduce operational costs** – Automating manual paperwork processes can significantly reduce costs since users are able to share electronic copies of documents

quickly without relying on interoffice mail, couriers, or regular mail. The scan-to-email functionality inherent in every HP MFP, scanner, and digital sender also eliminates the need for standalone fax machines, for which the dedicated phone lines alone typically cost \$30-50 each per month. In addition, HP digital-sending and document-capture solutions free up increasingly valuable real estate currently dedicated to storing and archiving paper documents.

- **Improve efficiency** – IDC reports the typical enterprise with 1,000 knowledge workers wastes \$6 million to \$12 million every year “searching for nonexistent information, failing to find existing information, or recreating information that can’t be found.” And both printing and storage costs can be inflated if end-users output multiple copies of documents and save them in different places. Electronically transmitting and archiving documents can help reduce the time it takes to distribute, store, and retrieve information. It also accelerates access to information, which helps expedite decision-making processes so your organization can respond more quickly to changes in the marketplace. And easy, instant access to useful information like customer profiles, past purchases, and regional statistics can help improve customer service and retention.
- **Maintain regulatory compliance and mitigate risk** – You can help ensure your organization complies with government and industry regulations like HIPAA, Sarbanes Oxley, the Patriot Act, and SEC rules, as well as reduce litigation exposure, by securely and reliably capturing and routing the sensitive information in

## HP document-capture devices support an array of digital-sending capabilities.

	HP LaserJet 4345mfp	HP Color LaserJet 4730mfp	HP LaserJet 9040mfp	HP Color LaserJet 9500mfp	HP Officejet 9130 All-in-One	HP Scanjet 5590 scanner	HP Scanjet 7650 scanner	HP Scanjet 8250 scanner	HP Scanjet 8290 scanner	HP Digital Sender 9200C
Analog fax	●	●	●	●	■					
Scan to email	■	■	■	■	■	■	■	■	■	■
Authentication	■✘	■✘	■✘	■✘	▶					
Scan to folder	■✘	■✘	■✘	■✘	■✘	■✘	■✘	■✘	■✘	■
Scan to LAN fax	✘	✘	✘	✘	▲	▲	▲	▲	▲	✘
Scan to workflow	✘	✘	✘	✘	◆★	◆★	◆★	◆★	◆★	✘
HP AutoStore support	◆	◆	◆	◆	★	★	★	★	★	◆

● Option available on this device.

■ Functionality is embedded within the device.

✘ Functionality is available via optional HP Digital Sending Software 4.

▶ Functionality is available via optional C8267A Secure Digital Sending Solution.

▲ There are many third-party fax applications that work without an analog phone line, and any HP Scanjet scanner or HP Officejet All-in-One should work with them.

◆★ Functionality is available via optional HP AutoStore software. In addition to providing many of the features available via HP Digital Sending Software 4, HP AutoStore offers extensive document-processing options and integrates with most third-party document-management and groupware repositories.

★ Functionality is available via optional third-party Paperport software available from Nuance Communications. Visit <http://www.nuance.com/paperport> for details.

scanned documents into document-management systems and other document repositories for authorized retrieval and reporting. Adopting these practices can also help facilitate business continuity in the event of disasters like floods and fires.<sup>1</sup>

## HP delivers a single-vendor solution for document capture.

HP's comprehensive portfolio of document-capture hardware, software, and services allows you to craft a solution that's right for your organization. These industry-leading tools – which are designed to work together seamlessly so you can grow and expand the solution as your organization's needs evolve – include:

- **Document-capture devices** – Unlike many competing multifunction products and digital copiers, all HP LaserJet and Color LaserJet MFPs feature embedded scan to email and security authentication (LDAP), plus many can scan to file folders and scan to fax right out of the box.<sup>2</sup> HP's extensive suite of document-capture devices – which, in addition to MFPs, includes networked digital senders, Officejet All-in-One devices, and Scanjet desktop scanners – provide you with ideal, automated onramps into document-capture and document-management solutions.
- **HP Digital Sending Software 4** – Building on the embedded scanning functionality of HP MFPs and standalone digital senders, HP DSS 4 is an invaluable link between these document-capture devices and electronic distribution and storage. This server-based

solution provides up to 250 MFPs at a time per server with network-authentication and optical-character-recognition capabilities, plus it lets users scan to FTP sites, network folders, printers, and LAN, Internet, and Windows fax services. Customizable keys help users select correct indexing information before they scan hardcopies – reducing the risk of losing critical documents – and LDAP support simplifies email addressing by letting users access company directory information (like email addresses and distribution lists) and auto-complete email addresses at the device. Plus you can configure processes specific to your organization at the server and make them consistent across all enabled devices or unique to each device – the choice is yours.

- **HP AutoStore** – HP AutoStore captures and routes images and data to nearly any third-party document-management or groupware repository, including Microsoft® SharePoint, Documentum, Hyland OnBase, Hummingbird, iManage, and many others. In addition, this server-based solution can recognize barcodes and route documents to multiple destinations, plus it boasts extensive document-processing options, including OCR/ICR, image-enhancement, and forms-automation capabilities. HP AutoStore can also be configured to extract data from documents and convert documents from TIFF and other formats into searchable PDFs, making it easier for users to later locate the information they need from within their existing content-management applications. And the software's graphical process designer allows administrators or authorized users to configure their document-capture processes in an intuitive, drag-and-drop manner.

- **HP services and solutions** – An array of hardware and software deployment, maintenance, management, and support services is available via HP Pay-per-use for Imaging and Printing and HP Care Pack Services. HP Pay-per-use for Imaging and Printing — which includes LAN fax services and HP Digital Sending Software and AutoStore configuration and installation — is a complete menu of customizable assessment, deployment, management, and support services and flexible financing options that provide IT departments with a comprehensive approach to managing enterprise imaging and printing environments. HP Care Pack Services — which includes HP AutoStore support and extensive support options for HP MFPs and digital senders — allow organizations

both small and large to improve device uptime, user productivity, and the return on their technology investments by cost-effectively upgrading or supplementing their standard limited warranties with easy-to-buy, easy-to-use support packages.

## Take the next step with HP.

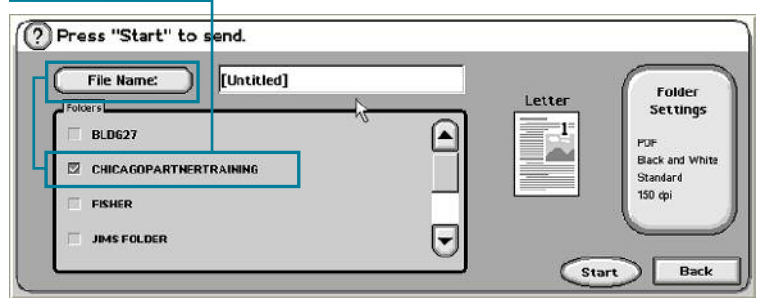
To determine which HP digital-sending and document-capture solutions best meet your organization's specific needs, contact your HP sales representative or authorized reseller. For more information, you can visit HP on the Web at [www.hp.com/go/documentcapture](http://www.hp.com/go/documentcapture) or phone 1-800-407-9701.

### HP digital-sending technology offers unsurpassed ease of use.

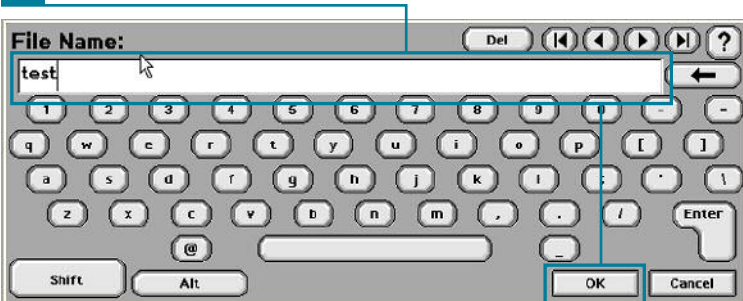
- 1 With HP, digital sending is as easy as counting from 1-4. In this end-user example, the intuitive control panel of an HP Color LaserJet 4730mfp has scan-to-folder functionality enabled. To scan to folder, you simply click the "Folder" button...



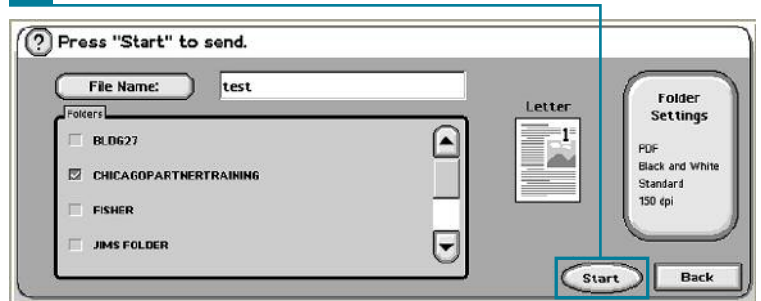
- 2 ...after which the following screen appears. Then you simply pick the right folder to scan to and click the "File Name" button...



- 3 ...which takes you to this keyboard, where you can name the document. Once you've named the document, all you have to do is press "OK" and...



- 4 ...press "Start" to scan the document to the folder you selected.



1 While HP Digital Sending Software 4 offers strong authentication and is thus helpful in securing MFPs and other data-capture devices as document onramps, compliance is usually best achieved by deploying HP AutoStore in conjunction with a third-party document-management or content-management system like ECM Documentum ApplicationXtender. Visit [www.hp.com/go/documentcapture](http://www.hp.com/go/documentcapture) for additional details.

2 You may need to obtain optional software from HP to scan to file folders and scan to fax.

