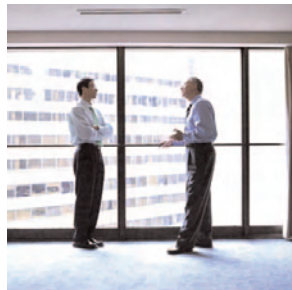
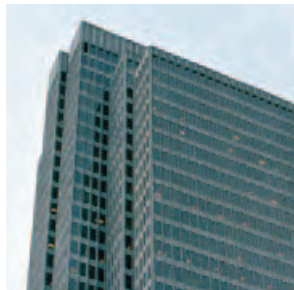


HP Document Management Solutions®

HP and Microsoft® Office SharePoint® Portal Server 2003



Streamline business processes, enhance information workflows and enable effortless information collaboration with HP MFPs, HP AutoStore and Microsoft SharePoint Portal Server.

Document capture and management = instant access to information

Together HP MFPs, HP AutoStore and Microsoft SharePoint Portal Server provide a superior document capture and management framework, giving you increased access to business information and the ability to easily share the information—for a reduction in costs and more efficient workflows.

Businesses experience a constant challenge in managing and accessing the volumes of documents generated each day, including e-mails, faxes and a range of other materials. In addition, information is stored in a variety of ways and in a variety of locations, making it difficult to find the right document at the right time. Complex paper-based systems result in ineffective, time-consuming and costly business operations.

With the HP/Microsoft document management solution (based on Microsoft SharePoint Products and Technologies), you can quickly and easily find, share and publish electronic information, enabling collaboration among individuals, teams, business units and the enterprise. Automating manual paperwork processes accelerates workflows, while reducing administrative and labor costs and ensuring compliance with government and industry regulations. And electronically processing and archiving documents saves valuable storage space and decreases physical storage costs.

Solutions highlights

HP capture devices

HP provides a full line of document capture products from HP LaserJet MFPs to networked HP digital senders, to PC-connected HP Scanjet dedicated desktop scanners. These devices act as automated “on-ramps” into the content capture and management solution. Integration with HP AutoStore allows for maximum flexibility and easy manageability of devices from the HP AutoStore server.

HP AutoStore

HP AutoStore captures electronic files and digitized documents, processes the information as required by your unique workflows and routes it to Microsoft® Office SharePoint® Portal Server 2003 through a seamless integration with the server. A flexible and intuitive “drag and drop” interface allows you to manage all of your capture devices’ front panels from the HP AutoStore server to make indexing easy and intuitive. HP AutoStore supports extensive processing capabilities such as bar codes, forms and image enhancement.

Microsoft SharePoint Products and Technologies

Microsoft SharePoint Portal Server enables immediate access to critical business information across the enterprise, connecting users, teams and knowledge and increasing efficiency. Microsoft SharePoint Portal Server makes information collaboration simple by putting features such as document locking, versioning and publishing at your fingertips, and integrates easy-to-use document management features with the tools and applications you use every day.



HP MFPs and HP AutoStore

Superior document management begins with HP MFPs, enabling fast, simple scanning and indexing of all your paper documents. HP MFPs and HP AutoStore work together to digitally capture, process and route paper-based data and electronic content to multiple destinations, including Microsoft® Office SharePoint® Portal Server 2003.

As the integration middleware between HP capture devices and SharePoint Products and Technologies, HP AutoStore processes documents and offers optimized routing functionality that integrates into your online document management process. HP AutoStore facilitates the delivery of multiple file formats, including PDF and XML, from multiple sources including desktops, scanners, MFPs, digital copiers and even e-mail files.

HP MFPs boost your productivity and improve workflows with intuitive multifunction capabilities and world-class reliability. An easy-to-use interface and advanced finishing features simplify office processes and reduce training time. And compared to the combined cost of several single-function products, an HP MFP saves office space and maximizes your investment.

“We wanted to scan all our paper and file it electronically so that people could search for documents from their desk. We looked at HP’s high-end multifunction printers and it became immediately clear this was the key to our solution.”

Mike Palmer, Computer Systems Administrator,
City of Langford

“A big advantage to the MFPs is that they are a complete solution. And it saves us money because the cost of a single MFP is lower than the cost of the individual pieces of equipment. It also makes our operation more efficient, which gives us savings in personnel costs.”

Steve Ternent, Treasurer, City of Langford

Case study

The City of Langford is one of the fastest growing communities in British Columbia, Canada. As the area continues to expand, commercial and residential development is on the rise.

Countless entities create a variety of documentation necessary for development—rezoning applications, building permit applications and a host of other documents. Local municipalities require quick, easy access to these documents, and with the pace of the community’s growth, staff for the city found themselves inundated with paperwork and bogged down by inefficient processes.

The city knew it needed a better, more productive way to manage and access information. The implementation of a document management solution from HP and Microsoft allowed the City of Langford to focus on its development—not a backlog of paper.

“It became immediately clear this was the key to our solution,” explained Mike Palmer, Computer Systems Administrator for the City of Langford.

The city noticed immediate benefits with the introduction of an HP MFP, including faster printing and scanning times. The staff let the MFP do the work for them, scanning the applications into an optical character recognition (OCR) system and converting the documents into PDF format. Working with the HP MFP, HP AutoStore simplified the process even further with intuitive indexing and routing of the electronic documents into Microsoft SharePoint Portal Server.

“What used to take days or weeks can now happen within 24 hours. The HP MFPs have always been very easy to install and configure on the network. HP’s printing background is second to none,” said Palmer.

With the city’s critical paperwork now in electronic form, all documents can be quickly and easily accessed—even by people in the field. A building inspector or subdivision coordinator can go directly to Microsoft SharePoint and find the document they need.

“They can do a keyword search and retrieve documents in a matter of seconds, whether they’re in the office or outside of the office,” commented Palmer.

The implementation of the joint HP and Microsoft document management program increased the City of Langford’s productivity and saved 400 square feet of office space. The city realized a reduction in operating costs between \$90,000 and \$100,000 and enabled the transfer of thousands of documents to offsite storage.



HP document capture devices

The solution you can count on

HP capture devices, working with HP AutoStore, streamline business processes and seamlessly integrate with Microsoft® Office SharePoint® Portal Server 2003 for fast, easy information collaboration. With HP MFPs as part of the solution you can:

Increase productivity

- Quickly and easily scan, print, copy and fax.
- Optimize document management workflows by converting paper documents to electronic files.
- Get fast, intuitive access to electronic documents from the desktop and share the information across the enterprise.
- Extend MFP capabilities from the workgroup level to the enterprise level.
- Take advantage of advanced finishing features, including stapling, collating and folding.
- Depend on high-level, HP LaserJet reliability.

Reduce costs

- Save money—one powerful HP MFP costs less than several single-function products.
- Save office space—easy access to electronic documents means you can transfer paper documents to offsite storage.
- Maximize your investment in Microsoft® Office SharePoint® Portal Server 2003.
- Rely on simple integration with line-of-business software applications.

A more adaptable infrastructure

Deploying MFPs also makes your imaging and printing infrastructure more adaptable to changing user needs, thereby protecting your technology investment. For example, by relying on HP MFPs to fulfill the lion's share of general-office imaging and printing needs and using supplemental single-function devices and solutions to meet the needs of departments, workgroups and individuals, you can easily redistribute imaging and printing resources as user needs evolve.

Document capture devices

HP offers a full suite of document capture devices designed specifically for your business environment. Specific HP devices that support document capture at various levels in your organization include:

Department/production level:

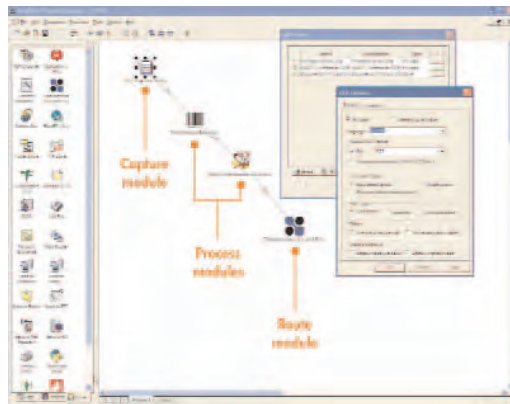
- HP LaserJet 9040/9050mfp
- HP Color LaserJet 9500mfp

Workgroup level:

- HP LaserJet 4100mfp
- HP LaserJet 4345mfp
- HP Digital Sender 9200c

Individual/small work team level:

- HP Officejet 9130 All-In-One
- HP Scanjet 8250/8290 Digital Flatbed Scanner
- HP Scanjet 7650 Digital Flatbed Scanner



“Electronic document storage is saving us money and increasing our efficiency. It’s certainly far easier to access a file on the network than it is to locate a file in off-site storage. And there’s no question—hard-disk space is a lot less expensive than physical storage space.”

Diane Stewart, Systems Administrator,
Balukoff, Lindstrom & Co.



HP support

Count on award-winning support for HP MFPs, HP AutoStore and Microsoft® Office SharePoint® Portal Server 2003.

Support services for this content capture and document management solution include:

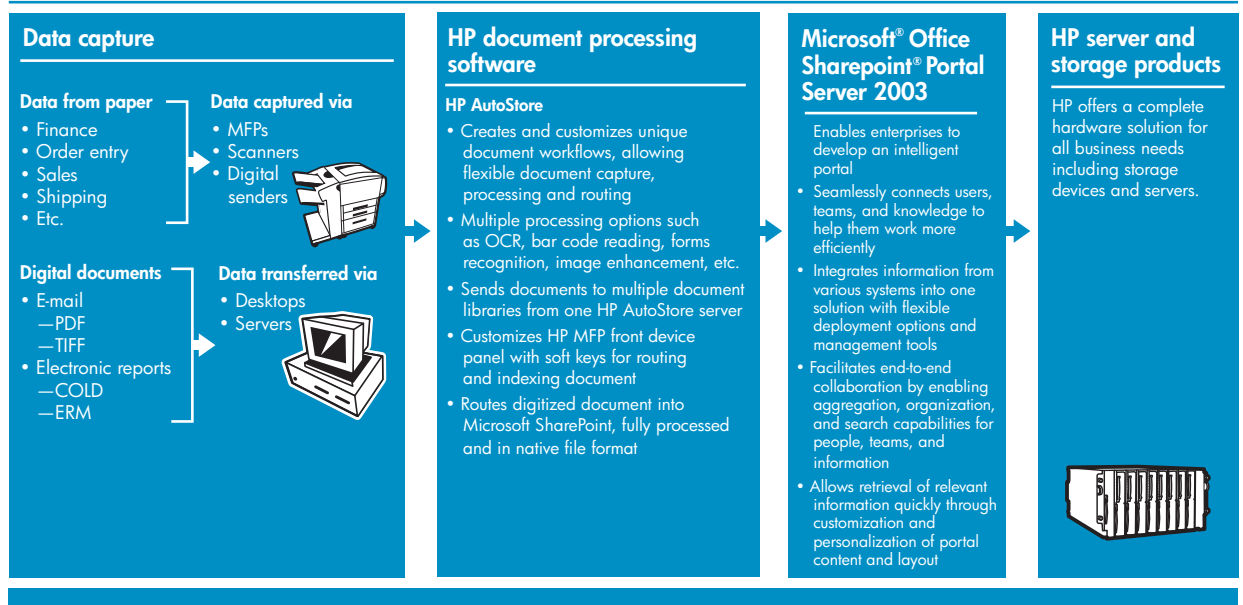
- A toll-free number that provides access to HP customer support representatives for complete support of HP MFPs, HP AutoStore and Microsoft® Office SharePoint® Portal Server 2003
- Major and minor upgrades for future releases and ongoing access to patches
- Support and maintenance to keep the environment current and trouble free

You can order a one-year HP Care Pack for these services directly through HP or through your HP authorized reseller. For more information, go to www.hp.com/hps/carepack. For an HP Support Services contract, contact your HP sales representative directly.

Take the next step.

Contact your HP sales representative for help assessing your document management needs or go to www.hp.com/go/documentmanagement to read more success stories and find information on MS Sharepoint and HP’s Document Capture solutions like HP AutoStore and DSS.

Distributed document capture system



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www.hp.com/go/documentmanagement

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