



INTELLIGENT DOCUMENT DELIVERY



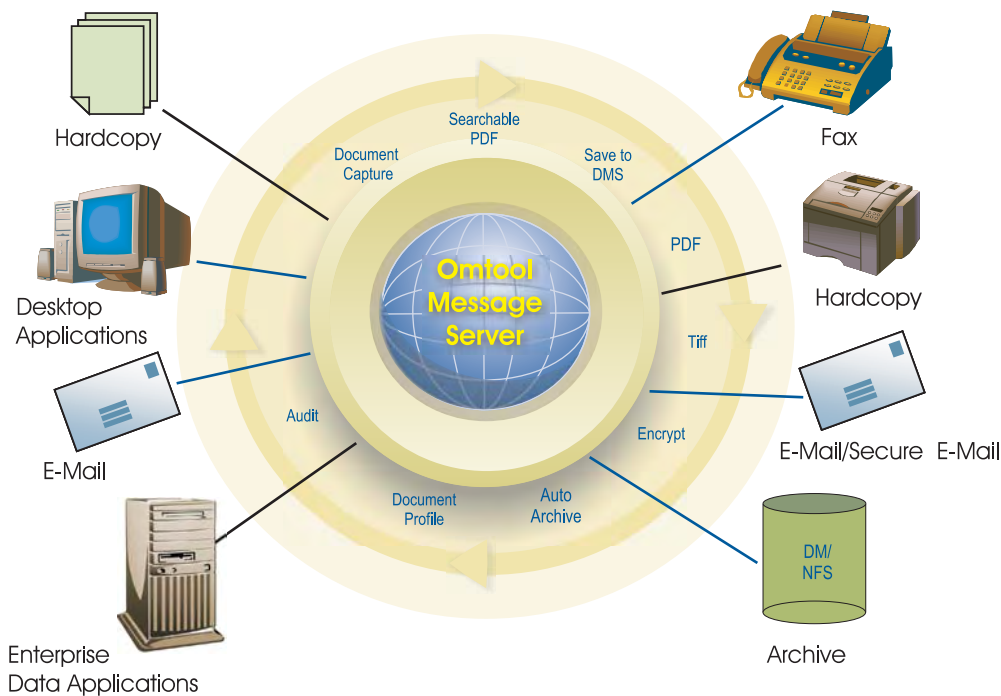
Document Delivery & Management System



No matter how or where you send and receive business documents —
 AccuRoute provides one-system, easy-click, intelligent electronic document delivery.

Control and Management of Business Documents Made Easy. Document-based information enters a company in a multitude of ways; by mail or courier, fax and e-mail, either digital or paper formats. The various processes used to manage this information contained on paper or in faxes, e-mails and application files are often de-centralized, making it difficult for employees to access and exchange the knowledge

assets buried in company files, on individual computers, on networks. Now imagine all those processes compiled into one centrally organized and managed system where information can be simultaneously directed to multiple destinations REGARDLESS of format. AccuRoute captures and moves information from one format to another, from one location to others, efficiently and cost-effectively.



The Omtool Message Server resides at the core of the AccuRoute system. Incoming documents, both electronic and paper-based, are received for processing and output as fax or e-mail, archived to a document repository or sent to a network printer.

What is AccuRoute? AccuRoute is a modular, scalable enterprise document delivery and management application consisting of a core server and desktop software with a robust feature set that serves as both a paper on-ramp and a messaging based digital document exchange system. Optional system components add world class enterprise fax and document security features to an already robust platform. Why purchase, install and maintain separate fax, scan-to-archive or secure mail systems? AccuRoute provides all of the functionality you need, in a single Windows Server based, MMC managed system.

What does Omtool offer? Omtool's document exchange applications streamline workflows, reduce costs and ensure secure, confidential e-document transactions. Omtool products are tightly integrated with industry-leading e-mail messaging, enterprise resource and document management systems to add secure delivery and high volume fax functionality to a company's existing communications infrastructure. Because paper remains an integral part of many business processes, Omtool provides technology incorporating electronic delivery, security and billing functionality utilizing standard multifunction and scanning devices. The company strives to connect people and information contained in documents through a focused document delivery channels that enable compliance with security and privacy regulations.

AccuRoute's document capture, delivery and management features makes it easy to centralize valuable company information, store, share and exchange it securely, conveniently, and efficiently.



Drastically Reduce Paper Processing Overhead

Consider the separate mechanisms required to process paper documents being faxed, e-mailed and couriered in and out of your organization. The cost of handling this information is reflected in printers, copy machines, fax machines, dedicated telephone lines and modems, consumables like toner, paper and the expenses of routine maintenance and replacement, not to mention manual labor. Now replace all this by converting your office printer/scanner/copier to the workhorse it should be - a powerful document dispatcher designed to capture and route paper efficiently and cost effectively.

AccuRoute harnesses the capabilities of your standard office grade multi-function device (MFD), providing the delivery mechanism to integrate paper into the more manageable electronic workflow. It does this by taking the electronic file created by the MFD's scanning feature and dispatching that e-file to multiple locations simultaneously, depending on where the user has decided to send it. Choices might be to a fax machine, an e-mail address, a network printer and/or a document management system for archiving.

Supports Easy Access to DMS

Many companies have invested in document management systems from Documentum, Hummingbird, iManage Filenet and LiveLink, to name a few, in order to manage document-based knowledge assets more efficiently and productively. These systems are only as effective as how well documents are profiled and organized. Getting users to accurately describe documents and saving them to the document management system is a significant obstacle to organizations achieving the full benefit of their DMS and content management system investments. When the cost and difficulty of attempting to scan and profile office documents after the fact is added to the mix, it is easy to understand why *"not all important documents"* end up in the DMS or compliance processes. AccuRoute is the first enterprise class messaging application that both simplifies and improves the user's workflow while at the same time providing better corporate document management and control.

Integrates With Existing Applications, Workflows

Users will not have to learn new procedures to process their daily workload, the system is integrated tightly within the existing communications infrastructure, with user friendly, intuitive menus and screens. Best of all, the documents can be automatically archived as searchable PDF files, so valuable information is never lost.

AccuRoute Feature Highlights

- Flexible and scalable to meet changing needs
- Cost efficiently concentrates processing power into fewer servers
- Supports multiple DMS's, even simultaneously
- Easy installation and deployment
- Simple user interfaces
- Customizable document routing sheets
- Notification messages sent when saving documents to a DMS and on completion of routing tasks
- Billing feature (for cost recovery) available
- Conveniently share, store and reuse routing sheets

System Adds Functionality As Organization's Needs Evolve

AccuRoute is a modular, component-based application. Adding functionality as you go is a basic design of the system. From a list of optional components, organizations can start with a basic system that converts paper documents to electronic files and stores them, with profiling, to a document management system. From there, you can add fax and secure e-mail functionality, as well as additional processing modules and specialized application clients.

With AccuRoute, documents in any format can be captured and archived.

DMS

Send-to-DMS

With AccuRoute you can automatically scan, profile and archive hard-copy documents directly into a document management system, where they are fully searchable as PDF's and easily accessible. At your desktop, you create an intelligent routing sheet, selecting recipients and methods of delivery, which in turn is encoded in the document routing instructions – including profiling the document for archiving to your DMS.

Fax

Send-to-Fax

Using AccuRoute's full-featured enterprise class fax capability, your document can be captured and routed to:

- E-mail inbox
- Standalone fax machine
- Another multifunction device



Expand document delivery possibilities using an office multifunction device. and AccuRoute.

Network Printer

Scan-to-Print

AccuRoute lets you print a document on any network-connected printer automatically. This delivers the document to any printer connected on a:

- Local Area Network
- Wide Area Network

SecureE-mail

Scan-to-E-mail, better yet, Scan-to-Secure E-mail (Available soon)

In addition to providing scan-to-e-mail functionality, AccuRoute offers a cost-effective method of delivering confidential and sensitive documents electronically:

- Convert hardcopy documents into encrypted, tamper-proof PDFs
- Authenticate the recipient of a scanned hardcopy document
- Confirm delivery
- Access personal and corporate address books for more convenient and assured deliveries
- Comply with HIPAA and other federal regulations

What is an intelligent routing sheet?

AccuRoute's intuitive menu enables a user to quickly and easily select recipients and methods of delivery, as well as preferred format.

When selections are completed, AccuRoute creates a 'routing sheet' which can be printed and scanned together with the document. The routing sheet contains embedded data which directs AccuRoute to deliver the document as specified.

Once the document with routing sheet is scanned, it is ready for delivery by AccuRoute. AccuRoute takes the file, reads the 'embedded directives' and executes delivery to all specified locations.

The routing sheet takes the place of tedious keyboard typing at a multifunction device, and eliminates multiple steps involved in processing documents for electronic delivery.

Paper in Flight: In Two Steps

In two easy steps, users can scan-and-send hardcopy documents to single or multiple recipients, as well as document management systems.

Step One: Create the AccuRoute cover page at your desktop. The user creates and prints a routing cover sheet at the desktop with AccuRoute's Cover Page Generator. This enables the user to work at their convenience right from the desktop.

Step Two: Scan. Place the cover page on top of the hard-copy document and scan it. Your file is now ready for delivery to the recipients of your choice, in the format you choose.

AccuRoute is a component-based application that enables an organization to cost-effectively implement a streamlined, high productivity electronic workflow.

Flexibly supports structured deployment

Organizations' communications requirements are continually evolving to include security, centralization, monitoring, tracking etc. in response to world and market conditions as well as customer/client needs. Many companies may not be ready to deploy a full capability system right from the start. Adding functions as needed is a more viable solution. AccuRoute, in fact, the entire structure of Omtool products, is designed for modular growth, so it can be implemented incrementally.

Powerful message server foundation

AccuRoute is built on a highly integrated document processing architecture that is the core for all Omtool's messaging products. This makes it possible to add additional messaging components (and capabilities) easily with a minimum of disruption. AccuRoute is based on Microsoft's most advanced technologies with full support for system fail-over, running on SQL-based message queues and administered within Microsoft Management Console.

Add functionality as needed

Need fax? You can choose to integrate a full featured, enterprise level fax system that incorporates PDF capabilities and security features. AccuRoute's fax option provides companies with the ability to truly manage and control critical business document delivery, and makes it easier to comply with regulatory mandates.

For law firms, with specialized document handling requirements, the AccuRoute legal desktop provides customized capabilities including right click integration with leading legal DMS applications.

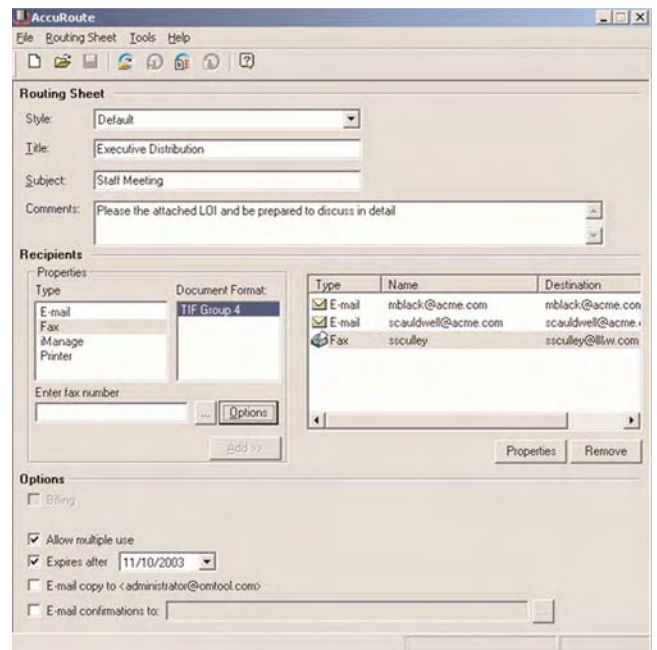
The Secure Send delivery component, which will allow you to send confidential documents securely by e-mail, will also be available as an add on.

AccuRoute can handle all your messaging needs as they arise so that no matter how you grow, you can add functionality as necessary.

Enabling Compliance with Security, Privacy Mandates

Many companies are implementing protective document policies in response to emerging mandates developed through legislation such as HIPAA, Sarbanes-Oxley, as well as internal or industry regulatory directives. Ensuring compliance can be problematic, especially when affected information is handled through multiple channels, such as fax, courier, and e-mail. How do you attempt to contain and control all these diverse document delivery conduits?

AccuRoute supports compliancy initiatives in a number of ways: first, by providing an easy way for users to deliver paper-based doc-



The AccuRoute Intelligent Routing Sheet is easily created from a user friendly menu that lets you specify the recipients, the formats for delivery, optional billing charges, and e-mail confirmations all from one easy-to-read screen.

uments electronically, the system enables streamlining and centralizing transactions - vital for controlling documents. Secondly, once they are part of the electronic workflow, documents can be automatically tracked, with receipt notifications, and easy archiving - making it possible to implement system-wide rules. Thirdly, both the fax and e-mail options contain security features protecting documents against unintended delivery to unauthorized recipients, or making it difficult if not impossible to view protected documents.

Lastly, the user experience is intentionally made simple, with easy to understand menus and prompts. Encouraging users to properly archive and profile their documents in the resident DMS, for example, is easy when all it requires is a simple mouse click.

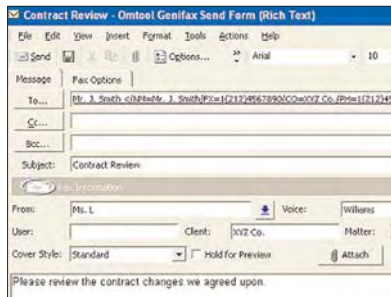
Optional components provide additional functionality as the organization grows; start with scan to DMS, then add fax, secure e-mail or more processing modules to handle document workflow as it expands.

Add state-of-the-art fax capability

By incorporating AccuRoute’s fax capability, organizations can obtain a full featured, enterprise fax system providing high performance, stability, flexibility, true scalability, and ease of deployment.

Utilizes searchable PDFs

PDF has been selected as the default document format. While TIF has been the standard for fax, the PDF’s ability to be text-searchable renders it much more useful. The system can be configured to receive faxes as PDFs, which can be easily profiled and saved into a document repository. You can also choose to send documents in text-searchable PDF as well.



AccuRoute fax send form

Integration with popular applications

Integration with desktop applications provide users with two distinct benefits. First - the convenience of being able to fax documents to any location from within any MS office application. Second - creating and sending faxes using the integrated send form results in the highest quality document reproduction because the process employs the same print driver and rendering software used to print documents on a local or networked printer. The result is a fax document that looks the same as it would if it were printed.

Secure fax feature

Achieve compliance with HIPAA guidelines, as well as other external or internal privacy mandates, using the secure fax feature. The system can be configured to send faxes only to authorized recipients (for example, only HIPAA-compliant business partners), thereby eliminating the possibility of confidential information being sent inadvertently to an incorrect fax address.

Add Secure Send option (Available soon)

Better than traditional courier services, AccuRoute’s Secure Send component features the same confirmation of delivery, tracking, logging and even signatures that you get with

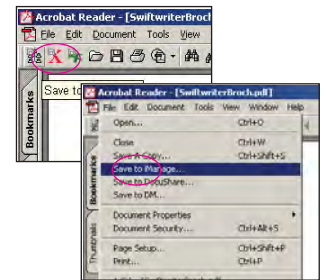
those services, only it’s faster, easier, cheaper, and available when you need it!

Multi-level Security

The system allows multiple levels of security from basic PDF conversion to certificate-based encryption. Its flexible use saves the expense of investing in multiple security programs for various situations.

Add a PDF power tool

Swiftwriter is a productivity boosting desktop application that provides unparalleled PDF capability with one-click convenience. The application allows users to quickly and easily convert documents to PDFs, then save them to a favorite document repository or management system with profiling. Now when viewing incoming PDFs, just click and save to the DMS, seamlessly. Streamline your document management process with this simple-to-use PDF power tool!



Save a PDF to your DMS from the File drop down window (bottom screen) or simply clicking on the icon in the toolbar. (top screen)

Add additional processing modules

When scalability is a concern, instead of adding expensive servers and hardware to handle increased processing volume, you can more cost-efficiently configure additional composer modules to offload processing. For example, one composer might handle conversion to searchable PDFs, while another module handles high volume traffic from an ERP system.

Add specialized clients

Law firms, for example, need all the benefits of automated document routing offered by AccuRoute, but also have special requirements, such as integration with legal DMSs and cost recovery. The legal desktop client makes it easy for users to access document routing from their legal applications.

Additional components add true flexibility, scalability to any organizations's unique configurations and requirements.

Need additional processing horsepower? Or integration with your new DMS? However you grow, this system can keep pace with your needs.

DMS Connector	Organizations using multiple document management systems can flexibly connect to any or all supported DMS's via connectors.
Compose Connector	Depending on your processing workload, you can choose to designate specific compose components to handle specific jobs, thereby eliminating the possibility of bottlenecks. For example, one compose module can process PDF conversions, while freeing another composer to handle only files from the ERP.
Send Secure Connector	Send messages by secure e-mail, with tracking and notification assuring that important messages are received safely. (Available shortly as an AccuRoute component)
Fax Center Connector	This desktop component enables an operator to quickly pick through received faxes and redirect them to the appropriate recipient.
Groupwise Connector	The Groupwise connector allows law firms using Groupwise to integrate with their resident messaging system.
Cost Recovery Component	Messages can be assigned and tracked in order to facilitate chargebacks.
SSR Component	Server to server routing enables faxes to be sent from one location to another, so outbound faxes can be sent using a local calling area rather than long distance.
Telco Connector	Required for fax communications.
Exchange/Notes Connector	Select the connector required for your e-mail system.
SAP Connector	Omtool's SAP connector allows the system to communicate with your SAP.
SMTP	Enables communications between AccuRoute and your SMTP-enabled device.
Database Connectors for Oracle, SQL server	Links the system with Oracle or SQL database.
Archive Connector	The system integrates with many major document repositories.
Programmable Filescan Connector	Use the powerful Filescan feature for automating high volume communications.
COM API	Customize AccuRoute to meet your specific requirements.
Printer Connector	AccuRoute can print to any network-connected printer.
MFD connector	Supports HP, Xerox and other multifunction device manufacturers

Support Services

Omtool's Advantage Professional Services and Support are designed to help you realize the benefits of Omtool's software systems quickly and cost-effectively.

Professional Services

Successfully integrating Omtool products into a complex, interconnected communications infrastructure requires an experienced engineering staff. Omtool professional services team is adept at anticipating problems, adapting to rapidly changing environments and identifying previously untapped opportunities to achieve cost savings and a streamlined workflow.

Installation & Integration

Omtool engineers provide the skill and expertise necessary to make the installation and integration of Omtool products a success. This is achieved during a thorough checklist process that evaluates all the components required to ensure that installation proceeds smoothly, minimizes system disruption and prepares for fast deployment.

Advantage Support & Maintenance

All support programs enable contact with a live, knowledgeable support professional who is trained to solve a wide array of issues and concerns quickly and efficiently. All levels also include Web-based access to our Knowledge Base, an FTP site for software downloads and updates, full documentation and contact through channels that include e-mail, telephone and fax.

Training

The certified system administrator training jumpstarts the process of thoroughly understanding how to install, configure and maintain your enterprise messaging application from Omtool, and to keep it operating at optimal efficiency.



General Specifications*

The system where you will install the AccuRoute Client must meet the following requirements:

- Pentium®-class processor
- Windows® 98/2000 with SP3 or later/XP Professional
- 20 MB hard disk space
- 64 MB RAM (128 recommended)
- Supported document management system or document repository

The AccuRoute Client supports the following document management systems:

- Hummingbird® DM™ 5.1, DOCS Open® 3.9, PowerDOCS® 4.0
- XEROX® DocuShare® 2.2/3.0
- iManage® InfoRite®5.3, DeskSite™ 6.0.1
- Windows Fileshare

*Actual specifications are dependent on the particular AccuRoute system configuration purchased.

Corporate Headquarters

Omtool, Ltd.
8 Industrial Way
Salem, NH 03079
Tel: 603.898.8900
Fax: 603.890.6756
Sales: 800.886.7845

Omtool Europe, Ltd.

Cobb House, 2-4 Oyster Lane,
Byfleet, Surrey KT14 7DU UK
Tel: +44 (0)1932 334444
Fax: +44 (0)1932 342316
E-mail: salesuk@omtool.com

www.omtool.com

Omtool, AccuRoute, Genidocs, Genifax and the Company logo are trademarks of the Company. Trade names and trademarks of other companies appearing in this document are the property of their respective owners.