

A stylized graphic of a financial data table. The table is tilted and features a green circular arrow on the left side. The data is organized into columns and rows, with some cells containing numbers and others containing percentages. The colors of the cells alternate between green, blue, and red.

21.95	0.34%
29.47	-0.13%
488.06	0.47%
117.02	-0.29%
20.84	-0.84%
21.31	-1.59%
31.66	0.64%
34.51	1.09%
33.43	-1.55%
29.79	-0.47%
21.35	-1.86%

AccuRoute® Document Capture and Handling
For Financial Services

Tell your documents where to go. . .

Financial services companies are currently experiencing the greatest IT challenges in their history. Consider the following:

- How many times a day does a document change hands?
- How do you know each transition is secure?
- How do you insure the privacy of your customers' and employees' information?
- What are the compliance implications of how our documents are handled today?
- How do you insure you won't lose important paper documents?
- How do you insure your documents are accessible?
- At the same time, how can you make your employees most productive?

While many enterprises have invested heavily in the creation of reliable IT infrastructures with unprecedented power, they have only solved 80% of the problem. The remaining 20% of critical business information — the paper — remains housed in the company's file drawers and is distributed through traditional and often unsecured routes. **AccuRoute for Financial Services was designed to answer these questions.**

In the wake of corporate scandals, compliance requirements have forced companies to address the way in which they handle corporate documents (both paper and electronic) and their associated information management infrastructure. Financial services companies are revisiting their document retention policies based on specific compliance requirements such as Sarbanes-Oxley, Gramm-Leach Bliley, the Security Exchange Act of 1934 (SEC 17a), Anti-Money Laundering (AML), etc. in order to insure required documents are retained for the specified period of time and are immediately accessible.

There is a solution. AccuRoute is a handling platform combining the best of the digital and paper worlds — allowing for a simple, efficient, and controlled electronic distribution into a variety of information systems — simultaneously. AccuRoute provides enterprise-wide access, flexibility, and digital security that financial services companies require as they struggle to cope with the challenges of harnessing their paper documents, converting them to electronic formats, distributing those documents to multiple destinations simultaneously, and archiving them for compliance and general safe keeping.

- **Capture** paper and electronic-based information for efficient document handling with distributed end-user access
- **Compatible** with any networked scanner, scan-enabled digital printer, copier, fax or multi-function peripheral (MFP), and accessible from any desktop or "smart" MFP

- **Convert** paper and electronic documents into a variety of formats including a text-searchable PDF, TIFF, JPEG, DOC and TXT file
- **Combine** paper and electronic-based information to create "mixed-mode" documents
- **Create** personal and public document handling rules that may be saved for reuse and are fully accessible from any "smart" MFP
- **Compress** documents up to 80% of original file size — reducing electronic transmission (bandwidth) and storage requirements
- **Communicate** information to various destinations and recipients simultaneously such as "send to" desktop, fax, e-mail, network folder and printers (with full enterprise fax capabilities from Omtool) and/or "save to" document repositories, document management systems (DMS), records management systems (RMS), and enterprise content management (ECM) — even hand-held devices
- **Consistent**, user-friendly desktop interface that directly leverages existing applications eliminating the end-user's need to learn proprietary screens by using native interfaces
- **Comply** with corporate record retention policies and document archive requirements with comprehensive tracking and document archiving functionality

AccuRoute Enables End Users to...

- Create customizable instructions for full control of formats, delivery recipients, and locations — including both personal and public distributions
- Define document distribution and workflows from desktop
- Increase productivity with distribution rules that can be archived for "re-use" — eliminating redundant work
- Leverage a user-friendly desktop interface that utilizes familiar (native) user interfaces from existing applications, enabling "in-the-business" workflow for both workgroups and individuals
- Engage document handling where and when it is needed most. AccuRoute offers both "device-front panel entry" and desktop client options for the ultimate, flexible environment
- Maintain comprehensive security and tracking functionality throughout the document capture, encryption, and distribution system to handle secure electronic, bi-directional information deliveries

AccuRoute for Financial Services

AccuRoute is a document capture, conversion, and distribution platform combining the best of the digital and paper worlds - allowing for a simple, efficient and controlled electronic distribution into a variety of information systems simultaneously.

The Benefits of AccuRoute

AccuRoute is helping financial institutions, worldwide, address and solve key business challenges today. Following are some of the common themes that run through the growing number of AccuRoute customers.

Faster, More Efficient Workflow

Immediacy is at the soul of document distribution. So is the expectation that what is implemented today will be utilized tomorrow. AccuRoute's scalability and ease-of-use allows for immediate return on investment while laying the foundation for future enterprise content management systems and integrations. This coupled with the availability to archive and re-use distribution rules eliminates the need for redundant work and significantly enhances productivity.

Business Without Boundaries

Device independence is critical. Being able to work with any networked, scan-enabled digital printer, desktop scanner, copier, or multi-functional peripheral (MFP) allows for enterprise-wide deployment quickly and cost-effectively. Also, AccuRoute's flexibility protects your software against the inevitable changes of future, cost-effective hardware upgrades or new purchases.

Improved Accountability and Compliance

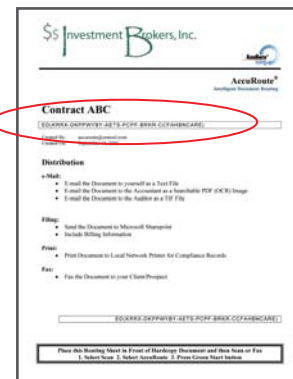
AccuRoute, by design, is fully self-documenting — ensuring the ability to audit and retain every document. When considering new and changing legislation and the need to both retain and archive records, AccuRoute provides tremendous value.

Improved Customer Satisfaction and Retention

Providing your clients the information they want, when they want it, quickly and easily, evokes satisfaction. AccuRoute enables this. You can also deliver matter-centric documents to multiple recipients simultaneously and re-use the list as often as you like for as long as you like.

Reduction in Cost, Waste, and Risk

This is a continuous theme that emerges with AccuRoute customers. It is simply more cost-effective to control scanning and routing projects in-house than it is to outsource to an agency. Having the tools to manage sensitive matter, control distribution and delivery, reduce unnecessary paper documents (via electronic storage), and provide enterprise-wide connectivity is a significant cost savings and one that should not be ignored.



Use Document Handling Rules Where They Are Needed Most

AccuRoute offers multiple and simultaneous routing options available from end users desktops or from “smart” scan devices. Distributed document capture places the ability to handle documents in the hands of end-users when and where they need it the most. The availability of “smart” multi-function printers (those that include embedded software) extend the reach of AccuRoute from beyond the desktop to the interfaces of these smart devices available from providers such as HP, Lexmark, Ricoh, and Xerox. Now users can manage their document capture, conversion, and distribution of documents from their desktops, an MFP, or even from their hand-held devices.

An average organization:

- makes 19 copies of every document
- loses one out of 20 documents
- spends 400 hours per year searching for lost files
- and spends another 25 hours re-creating each lost document

Source: PricewaterhouseCoopers Study

... and what to do when they get there.

"Compliance has forced companies to look at document imaging technology differently, shifting it from a useful side technology to a necessity in many cases." — Linda Briggs, ITCi

AccuRoute Customer Services

Omtool offers comprehensive services to help clients realize the immediate benefits of AccuRoute quickly and cost-effectively.

Omtool's professional services include:

- Site survey, assessment, and recommendations
- Training, installation, and integration
- Advantage Support for maintenance, upgrades, and support
- Full range of professional services including software customization and consulting services

Compression

AccuRoute, through Adobe, provides advanced image file compression capabilities as part of its document routing and distribution solution. AccuRoute's image compression engine within its Compose process takes the images from the server and compresses them with either a JBIG2 or JPEG compression technique. The result is a dramatic reduction in document size ranging from 50% to 80% smaller.

AccuRoute is the product of choice when you:

- Have continuous and spontaneous document integration requirements
- Require documents to be captured from a number of different devices and of different types (i.e. would like hardware independence)
- Need distribution of documents into multiple destinations such as fax, e-mail, document or records management system, etc. - simultaneously
- Integrate paper into electronic file structures to capture both paper and electronicbased documents ("mixed mode" documents)
- Desire de-centralized document integration and scanning functionality
- Enable end users with their personal embedded document directives (or embedded directives)

**Document capture/
distribution is no longer a
centralized, back-office process
necessitating large and
expensive machines.
It is now an everyday,
front-office process that uses
much simpler devices.**

Corporate Headquarters

Omtool, Ltd.
6 Riverside Drive
Andover, MA 01810
Tel: 978.327.5700
Fax: 978.659.1300
Sales: 800.886.7845

Omtool Europe, Ltd.

25 Southampton Buildings
London WC2A 1AL UK
Tel: +44 (0) 203 043 8580
Fax: +44 (0) 203 043 8581
E-mail: salesuk@omtool.com

www.omtool.com

Omtool, AccuRoute 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.