

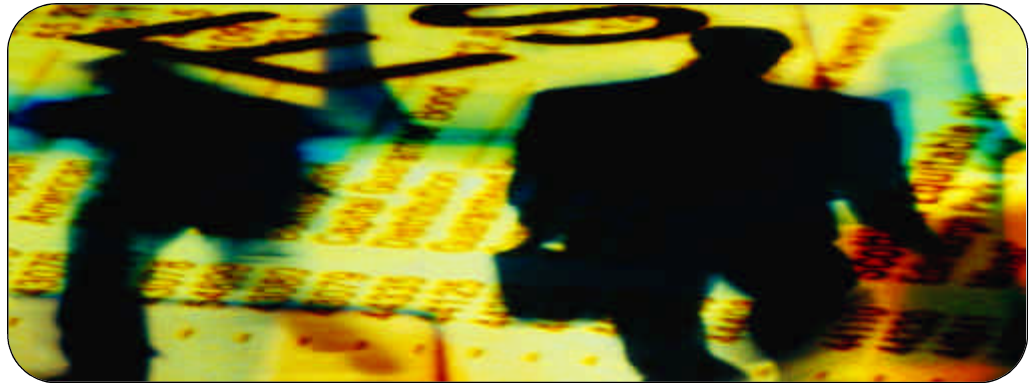
AccuRoute[®]: for Enterprise Business Continuity and Information Security

Insuring Critical Information Access in the Event of a Disaster

Industry Commentary

// The sight of millions of paper documents clogging the streets of lower Manhattan in the aftermath of the attack testified to the fact that contracts, letters, statements, memos, checks and other paperwork are still at the heart of the business process. //

- Perry Lunt
"Recovery in the Wake of a Disaster"
Transform Magazine



Whether naturally-occurring or man-made, disasters have a direct impact on enterprises and their ability to resume normal operations and insure the security of its corporate information. In efforts to experience minimal corporate business interruption and to provide a plan in the event of a disaster, corporations are adopting business continuity plans, often as a part of larger organizational efforts to reduce operational risk and improve security.

The International Standards Organization and the British Standards Institute set business continuity best practices under "ISO/IEC 17799:2000 Code of Practice for Information Security Management" and "BS 7799 Information Security", respectively. These standards provide guidance for handling critical corporate information. Specific recommendations included are those relevant to the preservation of confidentiality and secure information as well as document integrity. Document integrity requires safeguarding the accuracy and completeness of informa-

tion and accessibility (ensuring that authorized users have access to information and associated files when required).

Primarily, there are three main objectives of business continuity: ensure data integrity, maintain critical infrastructure and recover quickly and completely from a failure. Paper-based customer and business records are extremely volatile. In order to recover quickly and effectively, companies must consider document replication stored in a secure offsite location. Many companies are opting to capture these hardcopies and store them into document management or archival systems in order to have immediate access in the event of a disaster.

The Business Continuity and Information Security Imperative

It is imperative IT organizations of every size adopt a document business continuity plan that contemplates the accessibility of critical business information, regardless of format, in the event of a disaster.



AccuRoute®: the enterprise document capture, conversion and distribution platform

Industry Statement

Business continuity and security policies and information security have direct and specific impact on corporate information, in particular paper documents and how they're captured, managed and stored.

Business continuity and security policies must address "mixed-mode" documents (those comprised of both electronic and paper). A sound IT infrastructure will consider both disparate origination and destination sources for all mixed-mode documents as paper documents will continue to be a part of core business processes.

AccuRoute® - is the platform for enterprise document capture, conversion and distribution that enables businesses to handle complex document distribution and routing requirements efficiently and cost-effectively. By integrating paper and electronic documents into a single, efficient and managed system, AccuRoute allows users to define document archive and distribution requirements and accomplish multiple, complex document routing tasks easily. This is performed while providing the company with increased control over business continuity and information security related issues, all from the users' desktop.

AccuRoute captures and distributes mixed-mode documents to multiple recipients, multiple electronic information systems, and archival systems simultaneously including document repositories, document management



AccuRoute® provides the "on-ramp" for paper-based document integration to help insure business continuity in the event of a disaster.

systems (DMS), records management systems (RMS), enterprise content management, knowledge management, and business intelligence systems. In addition to these record archival systems, distribution is performed with fax and e-mail, desktop or network shared files and/or printing to a network device.

In parallel with normal business operations, AccuRoute routes documents to archival systems to insure document preservation in support of business continuity.

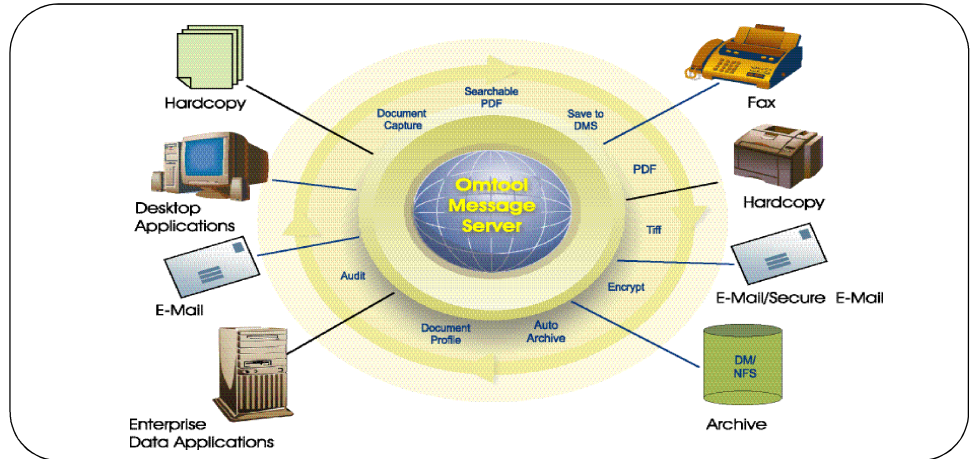


Tell your documents where to go...

AccuRoute®: delivering comprehensive mixed-mode document handling for business continuity and security requirements

Solutions

AccuRoute's mixed-mode document capture, delivery and management features make it easy to centralize critical company information and to store, share, and exchange content conveniently while supporting business continuity requirements.



AccuRoute maintains comprehensive document routing capabilities through its document capture, encryption and distribution system to handle secure electronic, bi-directional information delivery.

AccuRoute® for Business Continuity and Security

Comprehensive Document

Retention - Capture mixed-mode documents and distribute to required destinations simultaneously. Distribution rules (electronic filing, destinations, formats, etc.) represented by "embedded directives" may be re-used and shared to eliminate redundancy.

Document Integrity - Create electronic versions of documents that preserve the documents' original appearance.

Information Security - Maintain document security and information privacy

through AccuRoute's secure integration and delivery as well as its tracking features.

Document Accessibility - Process and store mixed-mode documents in one central location or in multiple locations (simultaneously) as well as create text-searchable documents for archival and retrieval in the event of a disaster.

AccuRoute is the device-independent solution that delivers the flexibility of scanning documents for integration into a variety of electronic information systems simultaneously without being tied to a particular hardware or software application. Omtool, through its comprehensive AccuRoute platform, delivers the business continuity and security solution to your mixed-mode document handling requirements.



...and what to do when they get there

AccuRoute[®]: enabling effortless business continuity and information security

Text Searchable



About Omtool[™], Ltd. - Omtool, Ltd. (NASDAQ: OMTL) is a leading provider of document routing products and services that enable organizations to manage the capture, process, and delivery of mixed-mode documents containing both paper and electronic documents into electronic information systems. Omtool's enterprise-level products are used by organizations worldwide whose business processes frequently include paper-based documents and/or stringent compliance requirements that include secure handling, storage, integration, and tracking of a variety of documents into corporate systems. The company's flagship product, AccuRoute, is a document capture, conversion and distribution platform that makes it easy to centralize valuable company information and distribute it to multiple systems simultaneously—all from the users' desktop. Based in Salem, NH, with offices in the UK, Omtool can be contacted at 800-886-7845 or www.omtool.com.



Ultimately,
AccuRoute
conveniently and
cost-effectively
helps support
business continuity
objectives!

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