

Insuring Critical Information Access in the Event of a Disaster

Industry Commentary

“ The Lawyer.com reported on UK firms desperately trying to come to terms with the loss of 170,000 files destroyed in a massive east London warehouse fire. The publication noted that in the aftermath of the fires, one firm has new plans to convert all paper documents to electronic records. ”

*Tom Collins,
morepartnerincome.com*

Fire Destroys 170,000 Law Firm Files

Recovery in the Wake of a Disaster

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 their corporate information. Disasters such as Hurricane Katrina are forcing corporations to adopt business continuity plans, often as a part of larger organizational efforts to reduce operational risk and improve security.

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 client and legal documents are extremely volatile. In order to recover quickly and effectively, companies must consider document replication stored in a secure offsite location and electronic “back-ups” of all paper documents. Many companies are opting to capture these hardcopies and

store them into document management or archival systems in order to ensure 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.

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.

In partnership with



AccuRoute®

The enterprise document capture, process and distribution platform

Industry Statement

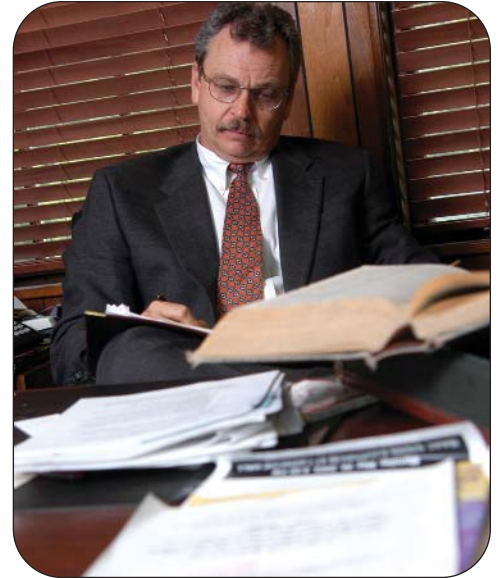
“ Millions of irreplaceable documents were destroyed by Hurricane Katrina and are at risk from Rita. Will the catastrophe jumpstart efforts to digitize important records? ”

*Brad Stone,
Newsweek*

AccuRoute® is the platform for enterprise document capture, process 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.

In preparation for potential disasters, law firms and other organizations are adopting AccuRoute to get contracts, communications and historical documents into an electronic format. **Valuable information is now stored and co-located in safe locations.**

AccuRoute captures and distributes mixed-mode documents to multiple recipients, multiple electronic information systems, and archival systems simultaneously including document repositories, document management systems (DMS), records management systems (RMS), litigation support, cost recovery, accounting, enterprise content management, knowledge management, and business intelligence



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

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

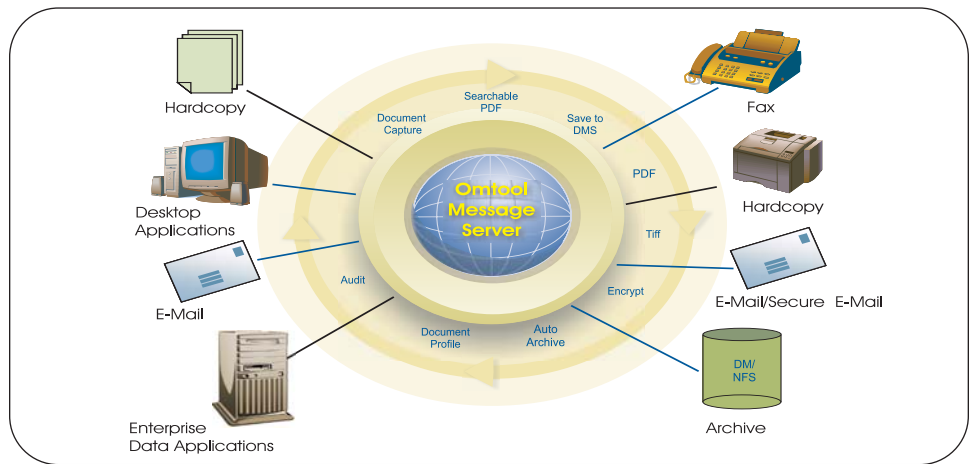
Industry Statement

“Recent floods and storms show that lawyers need to be prepared to shift into emergency practice modes to speed recovery for clients and themselves.

”

*Debra Baker,
ABA Journal*

In partnership with



Together with HP, Omtool is able to offer distributed document capture.

AccuRoute® for Business Continuity and Security

Comprehensive Document Retention

- Using an HP MFP such as a 4345 model, in conjunction with AccuRoute, users can 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 combined with HP MFPs, delivers the turnkey 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

Disaster Recovery

“ When we finally got access to our building after Hurricane Katrina, we found pages and pages of paper floating in waste-deep water. Converting our paper documents will avoid this from happening again. ”

*Large Defense Contractor
New Orleans, LA*

About Omtool™, Ltd.

Omtool, Ltd. is a leading provider of document handling solutions that simplify the integration of paper and electronic documents in enterprise information management systems. Our flagship product, AccuRoute, streamlines the capture, conversion and communication of paper and electronic documents, enabling fast, secure, simultaneous distribution to multiple destinations in multiple formats. Available at any network-enabled scan device or from users' desktop computers, AccuRoute provides faster, more efficient workflows, while reducing cost, complexity and risk. Omtool solutions are used worldwide by businesses in document-intensive industries that demand secure handling, integration and tracking of documents in full compliance with a range of regulatory requirements. Based in Andover, Massachusetts with offices in the United Kingdom, Omtool can be contacted at 1-800-886-7845 or www.omtool.com.

About HP

HP is a technology company that operates in more than 170 countries around the world. The company explores how technology and services can help people and companies address their problems and challenges, and realize their possibilities, aspirations and dreams. HP applies new thinking and ideas to create more simple, valuable and trusted experiences with technology, continuously improving the way our customers live and work. HP provides infrastructure and business offerings that span from handheld devices to some of the world's most powerful supercomputer installations. Their comprehensive portfolio helps us match the right products, services and solutions to our customers' specific needs.

www.hp.com

In partnership with



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.

ARLEGALAPPNOTE AUG 2006

omtool