



your trusted partner for handling *all the paper*



Ending the Paper Chase Means:

- *Rapid Return on Investment*
- *Reduced Business Risk*
- *Faster Processing Time*
- *Smaller Eco-Footprint*
- *Stronger Compliance*

“Imagine a system that will scan, OCR, and send a copy of Tolstoy’s “War and Peace” 42 times an hour. That is the foundation Omtool products are built on.”

Bob Voelk,
President and CEO
Omtool

Since 1991, Omtool has been helping organizations of all sizes bridge the gaps in their paper-intensive business processes and workflows. Applying a suite of innovative technologies, Omtool helps companies efficiently and cost-effectively translate their document-related challenges into innovative solutions to capture, route, store, and retrieve information.

We have been dedicated to delivering solutions that address the ongoing document management challenges related to critical business processes. Our award-winning AccuRoute® platform incorporates both our extensive experience in high-volume document processing and our vision of what it takes to address *“all the paper.”*

Today, Omtool helps the world’s largest corporations cost-effectively solve sophisticated, document-intensive workflow and document-automation challenges. Omtool’s solutions are built on an expanding platform of secure and scalable document capture, processing, delivery, and archive capabilities. Our clients include some of the world’s largest financial institutions, hundreds of healthcare organizations, many of the top law firms, and companies in virtually every industry. By partnering with Omtool, our clients reduce their costs, complexity, compliance risks, and environmental footprint – to advance their business.

your trusted
partner

when you need to handle **all the paper**

Expanding the power of networked multi-function peripherals, Omtool provides secure, scalable solutions that help companies capture, process, deliver, and store paper electronically to streamline document processes and workflows. By ending the wasteful paper chase, Omtool clients save money, increase productivity, shrink their eco-footprint, automate processes – and accelerate their businesses.

Streamlining Your Document Processes and Workflows

DOCUMENT CAPTURE

Omtool's enterprise-class platform integrates with all leading scanners and multi-function peripherals (MFPs) to deliver flexible, distributed document capture. Using the hardware you already have in place, Omtool AccuRoute allows you to capture information from all of your paper documents and integrate it with sophisticated back-end processes and workflows. Place the documents in the MFP tray and touch a few buttons – or even use an intelligent cover sheet containing processing instructions – and then you're done. You can easily handle millions of documents a month without time-consuming implementations or lengthy learning curves.

ENTERPRISE FAX

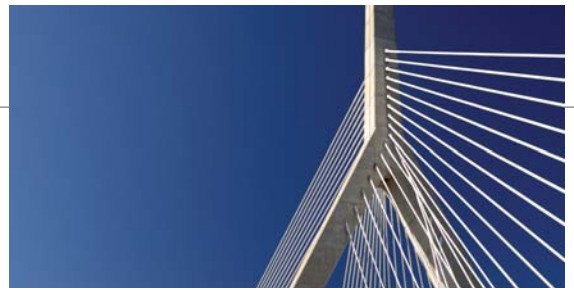
Fax remains essential to content management and communications. Through our pioneering fax technologies, you can easily send faxes directly from the MFP device with all of the manageability, usability, and cost effectiveness of a centralized, digital fax infrastructure. For electronic documents, it's as easy as sending a fax directly from your desktop without ever leaving the computer.

DOCUMENT PROCESS WORKFLOWS

Once the paper is captured, Omtool extends the value of your documents by making them more accessible to multiple users for a variety of purposes. We do this by converting documents into a variety of formats, compressing the files, extracting metadata, reading barcodes, sharing them among users, and then integrating with back-office applications and repositories. Omtool workflow solutions help ensure your documents can be managed manually, integrated with line-of-business (LOB) applications, and centrally stored. This cuts retrieval time, streamlines and accelerates your document workflows, and reduces overall costs, leaving you with a superior level of document-process automation. With Omtool, you control the paper to and from any user in any format, in any location, at any time.

DOCUMENT ARCHIVES

Omtool manages documents (forms, images, and metadata) through its own archive system in any file format or type – with complete security. It also integrates with all leading content management, document management, and archiving systems that offer the best-in-class features that many enterprises require.



omtool's product suite

ACCURROUTE DOCUMENT CAPTURE

AccuRoute is Omtool's enterprise-class platform for document process automation. This server-based document capture platform provides the foundation, capabilities, configuration, and simplicity needed to implement solutions to capture, process, deliver, and archive documents for organizations of all sizes and industries.

ACCURROUTE FAX

Whether an integrated component of the full AccuRoute system or a licensed subset of fax-specific functionality, Omtool's enterprise fax functionality is expanded to leverage networked MFPs and existing company fax infrastructures to deliver a streamlined fax experience for your end users. Using the newest generations of MFPs, AccuRoute Fax allows you to easily send faxes directly from networked MFPs.

IMAGE-IN™ CONNECT

Seamlessly integrate virtually any line-of-business application with their related paper and electronic documents. Instead of storing documents separately from the business applications, Image-In Connect lets users scan, upload, and view paper and electronic documents – directly from within their business applications.

IMAGE-IN QUEUE

Manage in-process documents that require manual intervention or external system access to address deficiencies and exceptions (such as missing information or signatures). Image-In Queue specifies the stages a document must flow through, automatically identifies documents that have not met all the criteria for their defined process, and provides the capabilities needed to manage these queues through to completion.

OBJECTARCHIVE™

Store documents, forms, images, and metadata information captured through the AccuRoute platform in virtually any type or format in this secure, high-performance document archive system for immediate access where and when information is needed or required.

document . processing

delivering document process automation



LEGAL

From depositions and contracts to court filings, invoices, and compliance/archiving requirements, Omtool helps law firms and legal departments of all sizes manage their growing piles of paper. We're experts in document and record management, case management, contracts, discovery, litigation support, cost recovery, and more. Our strong dedication to improving legal document processes is displayed throughout our large customer base, with a majority of the top 100 law firms relying on AccuRoute to streamline the capture, processing, and delivery of their legal and business documents. Legal solutions include:

- District attorney and attorney general case management
- Electronic court filings (e-Filing)
- Inbound fax management
- Invoice processing
- Litigation support
- Matter-centric document management
- Mailroom automation

FINANCIAL SERVICES

Corporate governance issues have led to broad regulatory frameworks that require companies to re-examine how they handle corporate documents (both paper and electronic), and their associated information management infrastructure. As a result, financial services companies are implementing rigorous document tracking policies based on specific compliance requirements, especially for "regulated" employees, to ensure required documents are retained and immediately accessible. Our financial services solutions include:

- Branch capture
- Business continuity
- Compliant document capture
- Contract management
- Fax integration/consolidation
- Forms automation
- Loan processing
- Records management and retention adherence

solutions to organizations of all sizes, worldwide



SOLUTIONS FOR EVERY BUSINESS

Across virtually every industry and for businesses of all sizes, Omtool provides document process automation solutions that can be broadly applicable or highly customized to specific business workflows. Omtool minimizes risk by preserving the security of high-value documents, increasing productivity, lowering costs, and supporting compliance requirements by integrating paper into the corporate electronic information infrastructure. General business solutions include:

- Branch and retail outlet communications
- Business continuity
- Claims management
- Compliant document capture
- Contract management
- Credit applications
- Employee and student health records
- Expense management
- Fax integration/consolidation
- Forms automation
- Green initiatives to reduce paper consumption
- HR records
- Invoice processing
- Loan processing
- Order processing and fulfillment
- Procurement and contract bidding
- Requests for quotes and proposals
- Student records and IEPs

HEALTHCARE

From admission through discharge, Omtool helps healthcare providers and payers carefully manage the complex forms, patient documents and charts, verification data, and much more – all of which are carefully governed by clinical practices, strict patient confidentiality, regulatory frameworks, and reimbursement issues. Overcome paper-intensive challenges within healthcare such as:

- Document imaging
- Electronic health records
- Explanation of benefits (EOB) processing
- HIPAA compliance
- Inbound fax management
- Claims management
- Prescription routing

TRADE AND LOGISTICS

From the initial order through to the final delivery of goods, logistics movements rely heavily on communications and a multitude of documents required at each step of a shipment's lifecycle. Omtool is able to enhance your document processes while providing traceable communications and saving valuable time and money. Our solutions help freight forwarders, customs brokers, third-party logistics companies, importers, shippers, warehouses and carriers efficiently automate paper-intensive processes in their everyday business such as:

- Shipment processing
- Document capture and delivery
- Long-term compliant document storage
- Freight/duty audit and pay processing
- Pick-up and delivery processing
- Regulatory compliance practices

all the paper



omtool[™]
www.omtool.com

Corporate Headquarters

Omtool, Ltd.
6 Riverside Drive
Andover, MA 01810

t. 978.327.5700
f. 978.659.1300
sales 800.886.7845

European Headquarters

Omtool Europe, Ltd.
25 Southampton Buildings London
WC2A 1AL UK

t. +44 0 203.043.8580
f. +44 0 203.043.8581
email: salesuk@omtool.com