

CAPTURE &
DISTRIBUTION

SHARE KNOWLEDGE

OUTPUT MANAGEMENT

PARTNER SOLUTIONS

XEROX OFFICE SOFTWARE SUITE

Xerox CentreWare[®] Scanning Services



To:	Distribution
From:	A. B. Smith
Date:	May 4
Subject:	Vary

All
The company party has been rescheduled for Saturday, June 1 from
May 28. Please notify your family and friends of the change.

Thank you,
A. B. Smith

internal memo



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DIGITAL
THE DOCUMENT COMPANY
XEROX

Centre

share

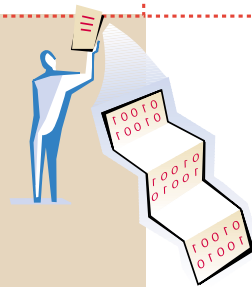
1 Scan hardcopy documents to...



CentreWare® Scanning Services

Document editing

- Scan and edit
- Job status reporting
- Network LAN
- Scan to PC Desktop™



2 Distribute to
DocuShare®
repository for
knowledge
sharing and
management



3 Connect via
PrintXchange®
to your entire
network print
environment





reduce costs

Ware

Scanning Services

One of today's main business challenges is finding easy, affordable ways to transform paper documents into digital knowledge to leverage the power of the Internet and your company's network. Thanks to CentreWare Scanning Services, that mission is accomplished.

The on-ramp to the digital highway

CentreWare Scanning Services enables your Document Centre multifunction device(s) to capture paper documents electronically.

Through comprehensive, easy-to-use features, CentreWare allows you to scan, edit and distribute documents via your Document Centre quickly, easily, and cost-effectively.

With CentreWare, scanning is as easy as copying. You simply input paper documents into your Document Centre with CentreWare as if you were copying them. With the mere touch of a button, the paper documents are digitized and can then be shared in a number of formats, to any number of people, anywhere on the planet.

CentreWare Scanning Services can become a major player in the quality of your business documents because professional-level Optical Character Recognition (OCR) software easily transforms scanned documents into editable files. Files can be scanned directly to your desktop, where you can use a variety of complementary software packages, like ScanSoft TextBridge® Pro and PaperPort®, to add value to the documents. Then, when it's time to share those files, you have the control to ensure that they will be accurate, up-to-date, and professional-looking.

Our Scan to PC Desktop™ Standard Edition offering is intended for individuals to manage their own documents, while our Deluxe Edition is ideal to manage the documents of entire workgroups.

FlowPort™

Document distribution and transformation

- Scan and distribute
- Document Token™/quick document retrieval
- Pre-defined document distribution (user selectable)
- Job status reporting

- Document management
- Collaboration
- Security and version control
- Search, retrieval, view, and print capabilities
- Instant global distribution

- Enhanced operator control
- Load balancing
- Distributed printing
- Job status reporting

accelerate work processes

At Xerox, we've set out to redefine the office environment for today, and into the future. We are committed to developing total solutions that help you gain complete control over your documents and the knowledge they contain. The innovative software products that make up the Xerox Office Software Suite work together to improve every facet of your office's knowledge management.

Bottom line: the Xerox Office Software Suite helps you share and control knowledge faster, easier, and better than ever before.

knowledge

XEROX OFFICE SOFTWARE SUITE

Xerox CentreWare® Scanning Services

Features and Benefits

Versatile Scanning Options

- Automatic Scan to PC Desktop™ feature enables easy drag and drop into over 180 popular applications, including word processing, publishing, forms, and document management packages.
- Scans directly to Microsoft® Exchange, Lotus Notes®, or DocuShare® folders, or to a growing list of GroupWare applications such as Documentum® workflow, Adobe® Capture, etc.
- OCRs scanned images with ScanSoft's TextBridge® and saves files in word processing, PDF or other formats.
- Scans images and OCR'd text directly to e-mail addresses on a preprogrammed distribution list (requires a MAPI 32 compliant mail system).
- Automatically moves or copies scanned documents to multiple network directories, which enables workgroups to share documents, facilitate a workflow, or temporarily store documents for later processing.

Advanced Capabilities

- Notifies users when a document has been scanned into a network directory.
- Enables the creation of new scan templates to be shared among multiple Document Centre devices.
- Provides easy access to CentreWare Scanning Services features through a simple Windows task bar tray icon.
- CentreWare Internet Services allow authorized users to access, operate and monitor any connected Document Centre from anywhere.

Minimum System Configuration

CentreWare Operating System Requirements

- Windows® 95, 98, or NT.
- CD-ROM drive.
- 10 MB available disk space.
- 16 MB RAM.

Scan Destinations

- Scan to Network, Scan to PC Desktop with ScanSoft PaperPort®, Scan to E-mail (32-bit MAPI client), Scan to Application (workflow, EDMS).

Scan Applications Included

- CentreWare Scanning Services, ScanSoft PaperPort®, ScanSoft TextBridge® Pro, Document Centre Image Retriever™, DocuShare® (try and buy).

Available Scan Applications

- DocuShare®, Lotus Notes®, Domino.doc™, MS Exchange Public Folders, FlowPort™, Documentum®.

CentreWare Internet Services

- Scan Template Utilities.
- Client requirements: TCP/IP protocol and Netscape® 4.0 or higher or Internet Explorer 4.0 or higher.

For more information on CentreWare Scanning Services or other Xerox Office Software Suite solutions, visit us on the web at: www.centroware.com or call 1-800 ASK XEROX.

KEEP THE CONVERSATION GOING.
SHARE THE KNOWLEDGE.



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