

XEROX®

Technology | Document Management | Consulting Services

Scanning

made fast, easy and
secure



Increase your productivity by unleashing the power of scanning.

Use the power of scanning to transform the way you do work. It's possible with SMARTsend software. You can use SMARTsend and your Xerox multifunction system to scan paper documents into digital form and distribute them to multiple destinations to make more information accessible to more people.

Work processes made smarter

SMARTsend software helps you simplify information management. Now sharing documents is easier than ever.

- Share hardcopy information in seconds. Scan a document and SMARTsend will transform it to digital and send it to destinations you've pre-programmed in a workflow – to multiple email addresses, repositories, network folders, FTP folders, web URLs or remote printers.
- Use the Scan to Home button to send documents to your personal email or network folder. Implement as a single scan workflow requiring network authentication or PIN number entry, or as individual scan workflows for each walk-up user.
- When creating workflows for distribution, there's no need to type in email addresses as you'll have direct access to your global mail directory.
- If one workflow requires PDFs or TIFFs, and another Word or Excel files – no problem. SMARTsend Pro converts your documents to the formats you specify for each destination in your workflow. And with multiple file formats available (including text searchable PDF, Word and Excel), there's less work needed to edit, store and access documents.

- Powerful Optical Character Recognition (OCR) capabilities (Pro Version) ensure scanned documents are accurate at retaining page layout and formatting in a wide range of file formats.
- Turn hard copy documents into indexed knowledge that's immediately available in your document management system. Just use SMARTsend Pro to convert your scanned document into a text searchable PDF and distribute it directly to DocuShare or other supported repositories.
- Receive delivery confirmations. You never have to ask, "Did it get there?" because you can set up automated email or printed confirmations.

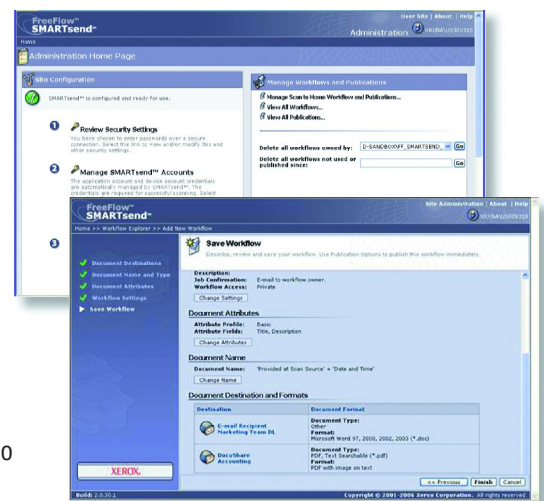
A smart network citizen

SMARTsend software is incredibly IT friendly. It takes the workload off system administrators.

- Easy to install – there's no additional client software involved.
- Leverages network user profiles for security and easy access. So there's no need to set up individual users. Or if you'd rather limit access, you can do that too.
- Provides automatic device discovery so users can easily locate the most convenient multifunction system.

- Multiple security features including secure encrypted end-to-end filing via HTTPS, secure device discovery and configuration via SNMPv3, integrated network authentication and password protected private workflows provide maximum security for your sensitive information.
- Tracks workflow usage. The activity log ensures all workflows have an audit trail.
- Allows automatic deletion of expired or outdated workflows.

Easy administrative set-up and maintenance



Wizards intuitively guide users through every step of the workflow

Technologically advanced

SMARTsend software's leading-edge features are designed to optimise your network investment and take your business processes into the future.

- Built on the Microsoft .NET architecture. This allows easy integration with customer environments and third party solutions. It works seamlessly with your existing Windows® network and is accessible across the enterprise.
- Supports multiple Xerox products, including new black and white and colour WorkCentre Pro advanced multifunction systems, as well as legacy DocumentCentre scan enabled devices. You can enable one scanning solution across the enterprise.
- Makes finding documents simple. SMARTsend technology enables you to add indexing information (metadata) to documents – then use that identifying data later to search for them.
- Employs patented TrueMatch linguistics technology (available in Pro version) for search and retrieval from DocuShare and Microsoft SharePoint repositories*.
- An External Application Service Connector provides a method of integration with third party offerings without creating custom connectors.

How SMARTsend™ software works

① Create the workflow

This is easy. You do it all at your PC using Workflow Wizards. Just indicate your document destinations, the digital format(s) you need, any data you'd like to attach to your document (name, format, title), whether it's a public or private workflow and how you want to publish it.

② Publish the workflow

You can publish a workflow in two ways:

a) At the device

Simply go to the Xerox multifunction system and scroll down the list of stored workflows on the user interface. Select the workflow you created. Then, scan the document for distribution, push the green button and away it goes!

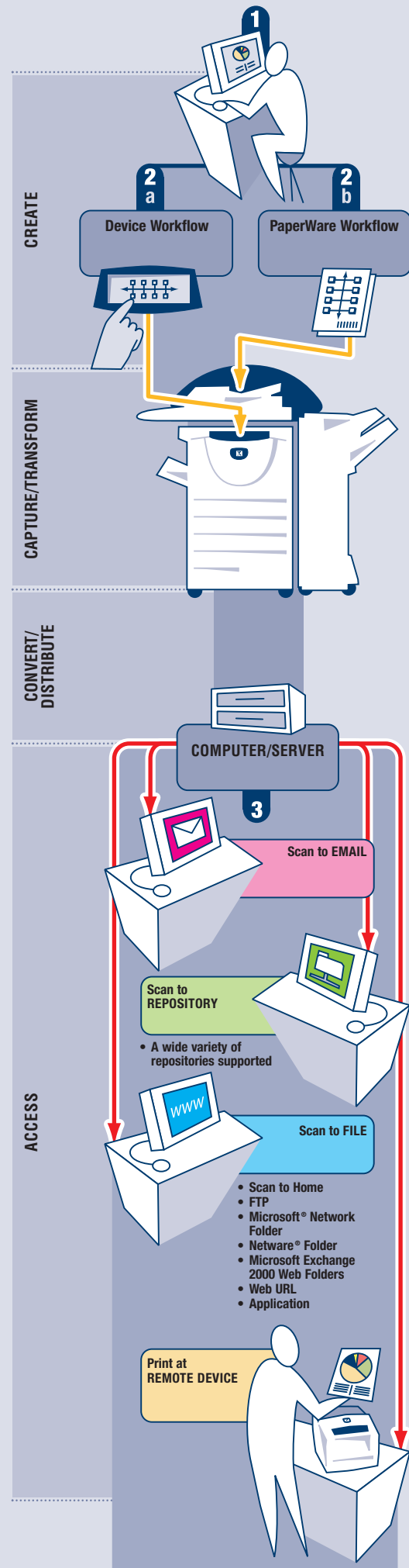
b) PaperWare cover sheet (Pro Version)

Distribution via a PaperWare cover sheet enables you to modify your destinations. So if you only want to send a document to five of ten destinations in your workflow, you don't have to create a whole new workflow.

You simply print out a PaperWare coversheet, which lists the destinations in your workflow. Then you check your desired destinations. Next, put the coversheet on top of the document, scan it and SMARTsend interprets the instructions and routes the document accordingly.

③ Enjoy the power of SMARTsend

In one single, simple workflow you've distributed information to multiple destinations and multiple people.



Download a free trial version at www.xerox.com/SMARTsend

*Search conducted in the English language only.

FreeFlow™ SMARTsend™ Key Features

- A web-based software application that automates the digital transformation and distribution of hardcopy documents, making more information accessible to more people
- Scanning workflow creation via web browser wizards
- Send to multiple destinations with a single scan
- Add indexing information (metadata) to scanned documents
- Convert scanned documents into a variety of industry standard formats
- Vary the scanned image format by destination
- Scan to Home feature allows easy set up of scan destinations (email address, FTP site or network Folder) for walk-up users
- Secure encrypted transmission of scanned data via HTTPS
- Private Workflows (with multifunction system Network Authentication)
- Delivery confirmations via email or printed at multifunction system scan source

FreeFlow™ SMARTsend™ Pro Key Features

Everything in FreeFlow SMARTsend, plus:

- Workflow initiation via PaperWare (Scan Cover Sheets) enables scan destinations to be modified at the scan source
- Integrated Optical Character Recognition (OmniPage Capture SDK 12) facilitates automatic digital archiving and document conversion
- TrueMatch Search and Retrieval Workflow to retrieve documents from DocuShare and Microsoft SharePoint repositories*.

System Specifications

For best performance it is recommended that SMARTsend software is installed on a dedicated server/computer. The minimum requirements are:

- CPU: 1.0 GHz or faster
- Hard Drive: 750 MB or more free disk space
- RAM: 512 MB or more
- Network Protocol: TCP/IP (also supports HTTP/HTTPS)

SMARTsend may also be installed on a shared print or file server with the above minimum available specifications.

Operating Systems Supported

- Windows 2000 Server or Advanced Server with SP4 with all critical updates and Internet Information Services (IIS) 5.0 or higher installed
- Windows 2003 Server with ASP.NET enabled, all service packs and critical updates, and Internet Information Services (IIS) installed
- Windows XP Professional WorkStation SP2 Platform

SMARTsend may also be installed on the above operating systems in conjunction with VMwave® Virtual Infrastructure or Microsoft Virtual PC / Virtual Server.

Client Requirements

The SMARTsend client interface is web browser-based and can be accessed through the following supported web browsers:

Windows Clients

Microsoft Internet Explorer version 5.5 and higher

Windows/Mac Clients

Netscape Navigator version 7.0 and higher

Mac OS X v10.2 or later

Mozilla version 1.6 and later

Mozilla FireFox version 1.0.6 and higher

Linux/Unix Clients

Mozilla version 1.6 and later

Mozilla FireFox version 1.0.6 and higher

Capture Devices

WorkCentre® Pro 232/238/245/255/265/275

WorkCentre Pro 165/175

WorkCentre Pro 123/128

WorkCentre Pro 65/75/90

WorkCentre Pro 35/45/55

WorkCentre Pro C2128/C2636/C3545

WorkCentre Pro 32/40 Colour

Xerox® 4110

DocumentCentre® 555/545/535

DocumentCentre 490/480/470/460

DocumentCentre 440/432/425

Internet fax or email enabled device

(via PaperWare coversheets – Professional version only)

– WorkCentre M20i

– WorkCentre M118i

– WorkCentre M24 Colour

– WorkCentre Pro 685/785

WorkCentre Pro and DocumentCentre Requirements

- Scan to File enabled
- TCP/IP enabled
- lpr enabled
- DNS host name or static IP address assigned

Output Destinations and Repositories Supported

- Email
- FTP
- Microsoft Network Folder
- NetWare Folder (Novell® NetWare – version 5.x or 6.x)
- Remote Printer
- Web URL
- Domino.doc (version 3.1)
- Domino (version 5.x or 6.0)
- DocuShare 3.x, and 4.0
- Microsoft SharePoint Portal Server 2001 and 2003
- Microsoft Exchange 2000 Web Folder
- Hummingbird DM 5.1.0.5 (optional)
- Interwoven WorkSite 8.0 (optional)
- Documentum 5.2.5.SP3 (optional)
- Live Link Enterprise Server 9.5 (optional)

Other Xerox offerings for business transformation:

• Scan to PC™

Desktop Professional

Provides automatic device to desktop scanned image delivery, secure PDF workflow, professional desktop OCR and direct integration with enterprise content management applications.

• Xerox Alliance

Partners Programme

Links partners with the global resources and technology of Xerox to create customised solutions that extend the functionality of Xerox products. One solution is DocuShare – an intuitive, cost-efficient software solution for capturing, managing, retrieving and distributing information globally in a secure, web-based environment.

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