HP

EASY CAPTURE
QUICK ROI
SCALABLE SOLUTION

What if you could…

Simplify capture tasks on MFPs, making capturing data as easy as pressing the "copy" button?

Reduce costs associated with distributing paper documents, such as postage and shipping?

Increase productivity by making it easy to find, access, and distribute documents?

Eliminate fax lines and save on phone lines and long-distance charges every month?

Implement a capture and route solution as needed across the organization, with no additional training or lengthy upgrade process?

HP Capture and Route solution

Organizations of all types are facing an overwhelming amount of paper and electronic information. Managing, updating, and storing this information—accurately and efficiently—can be costly and time-consuming.

Converting paper-based and electronic information into digital files can increase productivity and streamline document workflow processes by making information more accessible. This also reduces errors, saves money, and enhances security. Through simple, one-time digital capture, documents become immediately retrievable, and easy to distribute and track.

HP Capture and Route at a glance

With an easy, cost-effective way to digitize information, customers can find and retrieve documents faster than ever before. The HP Capture and Route solution enables users to easily convert paper documents into a variety of digital formats—including PDF, TIFF, and Microsoft® Word .doc, .docx, JPG, and RTF—making it one-button simple to route information where it is needed. Companies or departments of any size can realize a quick return on investment with this scalable, easy-to-deploy, and easy-to-use solution.

Capturing digital information supports record retention and privacy requirements, helps increase document security, and encourages paper conservation. HP Capture and Route is a scalable solution that can be configured and deployed as needed.

Easy document-capture experience

- Capture documents quickly, accurately, and efficiently.
- Capture documents and easily share content to back-office applications and online destinations, including Microsoft® SharePoint®.
- Simply press a button and information is captured and automatically routed to the desired destinations—with little to no end-user training.
- Create routing rules at the desktop or MFP and customized buttons will be ready for use at the device.
- Integrate seamlessly with HP Access Control, for authentication and enhanced security.

See how companies can save money and increase productivity with capture and route solutions

Problem: A large law firm loses time and money in handling, storing, and retrieving paper documents critical to their cases.
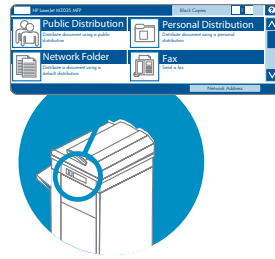
Solution: The firm could quickly realize ROI, reduce environmental impact, and reduce document management costs—saving thousands of dollars.

Problem: A global company needs a comprehensive solution for automating its fax, scan, and document-distribution processes for thousands of employees.

Solution: The company could reduce costs with a consolidated fax infrastructure. Employees could comply with mandates by faxing from secured desktops or any secure network-connected scanning device, while keeping a full audit trail of communications.

1. User scans document at MFP, scanner, or digital sender.

2. User captures, converts, and profiles the document. If MFP requires authentication, the user can choose from a list of personal or secure document routing options.

3. HP Capture and Route distributes the document to a predetermined destination(s).

4. Destination options include a DMS/ECM system, network folder, desktop, fax machine, printer, or email. Users can Scan-to-Self, Scan-to-Distribute, Scan-to-Store, and Scan-to-Line-of-Business.

Quick return on investment

- Reduce printing and shipping costs associated with processing and distributing paper documents.
- Eliminate dedicated fax lines and stacks of incoming faxes piling up in paper trays—the MFP serves as a fax on-ramp, making faxing a part of the digital workflow.
- Free up valuable office space and save money on facility fees for document storage and retrieval.
- Increase productivity by creating digital information that is easy to find, access, and share.

Scalable, upgradable solution

- Easily manage and deploy—based on the HP Open Extensibility Platform (OXP), and supported by HP Web Jetadmin, and works seamlessly with HP Access Control.
- Integrate seamlessly into workflow, document management, and archival systems.
- Implement in one department with the ability to expand across the business as needed.
- Support five to 30,000 device licenses—from HP and multi-vendor MFPs, networked scanners, and digital senders.

Get started

Contact your local HP representative to:

- Set up a workshop to assess your specific business needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your company save money.

To learn more, visit www.hp.com/go/DocumentCapture

HP three-part approach

HP works with you to assess, deploy, and manage an imaging and printing environment tailored to meet your business needs, while reducing costs, conserving resources, and simplifying document-intensive processes with our three-part approach:

Optimize infrastructure	Manage environment	Improve workflow
HP can help you achieve a balance between your total cost of printing and your needs for user convenience and productivity.	Working together, HP can help you maintain your optimized infrastructure while improving business efficiency and tightening security.	By streamlining your document-intensive processes, HP can help you deliver a more efficient environment for capturing, managing, and sharing information.