



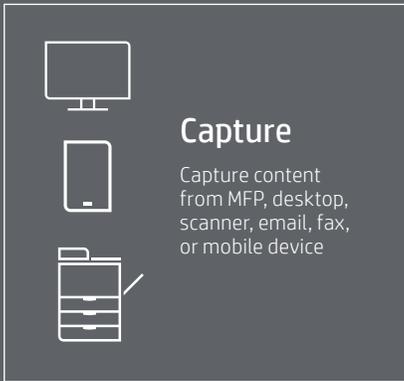
# Document capture, fax, and workflow platform

HP Capture and Route



## Capture information easily for quick ROI

HP Capture and Route is a server-based, enterprise-class document process automation platform that provides solutions to capture, process, deliver, and archive critical business documents. This out-of-the-box, highly scalable solution enables capture, fax, and document workflow solutions from a single, unified platform.



## Image capture and optimization

HP Capture and Route can drive simple or complex solutions involving millions of documents per month directly from your desktop or any “smart” multifunction printer (MFP).

The Capture and Route Server converts documents to a variety of formats including PDF, text-searchable PDF, bookmarked PDF, DOC, JPG, RTF, TIF, TXT, and XLS, then collects and provides document-related metadata, validates information, OCRs and compresses and delivers documents to the destinations required.

## Data collection

The metadata collection for this document can be implemented with Capture and Route by:

- Profiling documents using native document management interfaces and screens
- Extracting data from the document
- Printing/scanning with prompts to capture new information at the MFP panel when scanning
- Validating collected data against pre-defined values.

## Data delivery

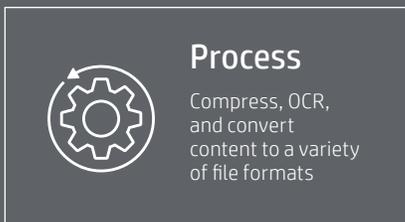
When processing is complete, HP Capture and Route simultaneously delivers the document image and its related information to the desired destinations. The solution enables multiple processing tasks and with a single scan, delivers to any number of destinations, including:

- Scan-to-Self: email, cloud repository, network folder, or web folder
- Scan-to-Distribute: email, fax, printer, and distribution list
- Scan-to-Store: enterprise content management (ECM) including document management, records management, litigation support systems, cloud repositories and traditional enterprise content management systems, repository, archive, or network folders
- Scan-to-Line-of-Business (LOB) Application: financial systems, time and expense management, CRM, etc.

## Device integration

HP Capture and Route offers a high level of document management efficiency by providing capture, conversion, and delivery capabilities from the desktop or from the front panel of an MFP. The solution leverages and integrates with the required identification or authentication provided by most MFPs, allowing users to access their personal distribution lists. Options include:

- Scan to Personal or Public Distribution Rules
- Scan to MyFiles (default distributions)
- Scan with Routing Sheet
- Scan to Fax
- Or other customizable options



## Solution use cases



### Legal

- Records scanning
- IP document processing
- Invoice processing
- Litigation support
- Document management
- Mailroom automation
- E-filing



### Healthcare

- Accounts payable and receivable
- Centralized billing
- Secure fax-based communications
- Human resources and employee management
- Medical claims processing



### Financial services

- Branch capture
- Compliant capture
- Contract management
- Forms automation
- Loan processing



### Enterprise

- Branch and retail communications
- Contract management
- Credit applications
- Fax integration and consolidation
- Order processing
- Procurement
- RFQs and RFPs
- Student Records

## Enterprise fax

With every HP Capture and Route platform your organization can utilize a full-featured fax system compatible with any networked, scan-enabled device, fax machine, or digital MFP. Your organization will strengthen security and can avoid significant costs through the consolidation of scan/fax machines and third-party fax providers. Customize your fax server to send faxes only to authorized recipients, helping to eliminate any accidental release of confidential information. HP Capture and Route also supports mixed fleets (vendors and models).

## Simultaneous document conversion and distribution

HP Capture and Route enables end-users to merge mixed-mode (printed and electronic) documents, compress them, and convert them to numerous formats, including e-filing preparation (splitting and merging files based on their file size or page count). Users can also define their choice of multiple document destinations, from email, to fax, to DMS. All routing rules can be user-driven, taking the burden off IT staff.

## Customizable for small businesses to large enterprises

HP Capture and Route has solutions for businesses of all sizes that can be customized based on end-user and hardware needs. The solution is enterprise scalable, deployable, and manageable, granting organizations the freedom to grow at their own pace.

## HP Capture and Route extensible platform

HP Capture and Route is an all-inclusive document capture platform that includes tools that help automate manual document-related tasks while making storage of those documents easier. With integrations for most major cloud repositories, vertical-specific business applications, and a database application of its own, Capture and Route can propel any company towards progressive business processes.

## HP Capture and Route Apps

This up-to-trend interface is the workflow hub for all HP Capture and Route products. With functionality complementary to Capture and Route Queue and the Capture and Route Mobile Client, Capture and Route Apps allows for the Capture and Route platform to be more customized than ever. Users can “pin” and “unpin” their favorite workflows to their Capture and Route Apps home screen, leverage image preview and release, and incorporate workflow options.



Customize HP Capture and Route Apps by pinning your favorite workflows to your home screen



## Features and benefits at a glance

### Features

Intuitive and customizable UI

Flexible capture and delivery

Extensible platform

Full-featured fax system

Highly scalable

### Benefits

Simplify scanning operations across the platform to help improve end user productivity

Transform capture, processing, and routing by enabling a wide variety of endpoints

Make storage easier by integrating with cloud repositories, vertical-specific business applications, and more

Strengthen security, maintain compliance, and reduce costs by upgrading your fax environment

Gain a customizable solution that will support your business as it grows

*“We wanted a solution that would let our people work at their desks and then simply walk up, place their documents into the document feeder, push a button, and let the system handle all of the conversions and routings. We wanted the utmost flexibility.”*

— Monroe Horn, CTO, Sunstein, Kann, Murphy & Timbers

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