

Open Text Document Server MFP Module

An easy to use electronic filing cabinet for your multi-function device

Overview

Thousands of organizations across the globe use Open Text Document Server, Alchemy Edition as their centralized imaging and archival platform for business critical documents. The Open Text Document Server MFP Module turns your MFP into a digital onramp to an electronic filing cabinet, allowing you to collect and share documents instantly between geographically dispersed locations. The MFP Module simplifies scanning, storing, and retrieving your documents by providing the ability to scan documents at any MFP or networked scanner, index them, and then archive them to the proper repository.

Benefits of Integrating Document Server with MFPs:

- Reduce Total Cost of Ownership (TCO) -- integrate paper documents into electronic business processes
- Increase Productivity and Efficiency -- allow users to fax, print, copy, and scan from one device to save time and improve workflow processes

- Manage Risks Associated with Paper Documents -- integrate user authentication and access to business applications through dynamic integration, audit trails, document tracking, document scanning, and file encryption

Features at a Glance

- Simplifies archiving documents into application-specific repositories such as Accounts Payable, Human Resources, Purchasing, etc.
- Automated full-page OCR on TIF images makes it easier to retrieve the file
- Automatic routing into an archive folder based on the index fields
- Automatically displays and indexes TIF or PDF files
- A customizable interface to open documents scanned at an MFP, then index and add the documents to a secure archive repository

How It Works

The MFP Module or “electronic filing cabinet” is very simple to use. Simply place documents into the bin of your MFP or scanner and press the “Scan” button. Next, go to your networked PC, click on the Document Server icon, select the appropriate archive button to see a list

of documents that were scanned and click on an image. You can index the document from here. That’s it! The document has been routed to the appropriate folder in your secure Document Server archive and can be searched, emailed, routed or printed.

MFP Module Requirements

The MFP Module requires either the Open Text Document Server Administrator Client or Document Server Index Station Client to be installed on the same computer.

In order to utilize the OCR feature, an Open Text Document Server Scan Module license is needed.

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