

# Capture information easily for quick ROI

## HP Capture and Route 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?
- Increase productivity by making it easy to find, access, and distribute documents?
- Eliminate fax lines and save long-distance charges every month?
- Implement a capture and route solution without additional training, or a lengthy upgrade process?
- Extend enterprise document capture and routing capabilities to your remote and mobile employees on smartphones or tablets?

### The challenge

Overwhelming amounts of paper and electronic information can impact productivity. Managing and storing this information can be costly and time-consuming. Especially if you want it done accurately and efficiently.

Turn information into action. Convert paper-based and electronic documents into digital files to streamline workflow—reduce costs, increase productivity, and enhance security. With simple, one-time digital capture, you can have immediate access to documents for easy distribution and tracking.

### Solution overview

Find and retrieve documents faster than ever before with a seamless, cost-effective way to scan and send information. HP Capture and Route enables easy conversion of paper documents into a variety of digital formats—including PDF, TIFF, Microsoft® Word (DOC and DOCX), JPG, and RTF. Route information wherever it's needed—including fax, email, content management systems, network file folders, and cloud-based storage—with one-button simplicity. You can also extend these capabilities to smartphones and tablets with the Mobile Client for HP Capture and

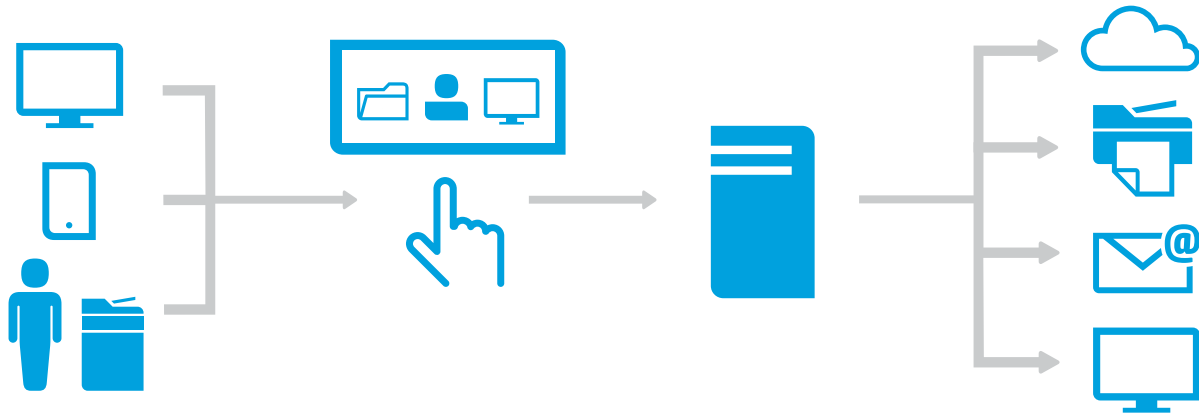
Route, which lets you upload any document or image file from your mobile device or create a scan reservation in HP Capture and Route for later processing from almost any scanner or multifunction printer (MFP).

This scalable, easy-to-deploy, and easy-to-use solution can help you realize a quick return on your investment. Capturing digital information supports record retention and privacy requirements. On top of that, it can help increase document security and encourage paper conservation. Because it's scalable, HP Capture and Route can be customized to meet your needs. You can also license a digital fax-only version of HP Capture and Route to replace your analog fax lines—reducing overhead costs while enjoying full integration with your network of MFPs, scanners, and digital senders.

### Benefits and features

#### Transform document capture

- Capture documents quickly, accurately, and efficiently.
- Easily share content to back-office applications, online destinations such as Microsoft SharePoint® and Autonomy iManage, and cloud-based repositories such as Dropbox.



**User:**

- Creates distribution lists, workflows, and scan reservations from desktop
- Captures, distributes, and creates mobile scan reservations from the mobile device
- Scans document at MFP, scanner, or digital sender

The 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.

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

The 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.

**How it works**

**Problem**

A large law firm loses time and money in handling, storing, and retrieving paper documents critical to their cases. The firm also wants to use less paper and consolidate its fax infrastructure.

**Solution**

Using HP Capture and Route, the firm can automate its fax, scan, and document distribution processes for employees across several locations. Managing documents in digital form instead of paper allows the firm to reduce fax lines, environmental impact, and administrative costs—saving thousands of dollars per year.

- Simply press a button to capture information and automatically route it to the desired destinations—with little to no end-user training.
- Create routing rules at the desktop or MFP to give users customized buttons accessible directly at the device.
- Stay more productive on the go, using the Mobile Client for HP Capture and Route on your smartphone or tablet. Submit digital text and image files to multiple destinations, or create a scan reservation and then send files to your personal distribution list or other workflow options.
- Turn scanned documents into editable text in more than 40 languages, using optical-character-recognition capabilities.
- Keep your documents safe. HP Capture and Route is a secure and compliant solution that not only utilizes user authentication and validation, but data at rest encryption, along with a number of other security features.

**Achieve rapid 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. HP Capture and Route makes faxing a part of the digital workflow, and it can also be licensed as a fax-only solution.
- 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.

**Easily integrate and upgrade**

- Easily manage solutions and work seamlessly with HP Access Control—supported by HP Web Jetadmin.<sup>1</sup>
- HP Capture and Route and HP Access Control are designed to work together, providing a secure, convenient capture and authentication solution. Increase productivity and expand mobility when you add HP ePrint Enterprise.<sup>2</sup>
- Enable users to authenticate once for multiple solutions. Integrate HP Access Control, and you'll receive enhanced security, as well as single authentication capabilities for using both HP Access Control and HP Capture and Route.<sup>3</sup>
- Preview scanned images, then zoom, rotate, reorder, insert, and delete content. HP Capture and Route is compatible with HP Image Preview—available on select HP LaserJet devices—so users can easily scan and review images on the device touchscreen.
- Integrate seamlessly into workflow, document management, and archival systems.
- Implement in one department with the ability to expand across the business as needed.
- Support just a few devices—or up to 30,000 device licenses—spanning HP and multi-vendor MFPs, networked scanners, and digital senders.

## Technical specifications

For a list of HP imaging and printing devices that are compatible with HP Capture and Route, visit [hp.com/go/compatibilityguide](http://hp.com/go/compatibilityguide).

<b>Supported operating systems</b>	Microsoft Windows Server® 2012 (64-bit) or Windows Server 2008 R2 (64-bit)
<b>Server minimum system requirements</b>	Dedicated dual-core server, 2.6 GHz with 100 GB of disk space; a quad-core processor with at least 16 GB of RAM is preferred.
<b>Server installation prerequisites</b>	Windows® Active Directory®, disabled Internet Explorer® Enhanced Security Configuration (Windows component), Microsoft .Net Framework 4.0, Microsoft Internet Explorer 7 or later, Acrobat® Reader 7.0 or later, IIS v.8 with SMTP and WWW services enabled; Internet connection NOTE: Do not run any other enterprise application on the HP Capture and Route server.
<b>Database server requirements</b>	Microsoft SQL Server® 2012 Express will be installed during installation. If you have a highly available SQL instance, HP Capture and Route can be connected to it.
<b>Intelligent device client requirements</b>	The Intelligent device client requires a system that meets the server minimum requirements. In addition, a Windows NT domain system runs in the same domain as the server and is not a domain controller. If the system is in a different domain, the domain must have bidirectional trust with the HP DCR Server domain.  Intel® Pentium® III-compatible processor, 1 GHz, 512 MB RAM, 500 MB available hard disk space, DVD-ROM drive, and Microsoft mouse or compatible pointing device, Windows 2008 (64-bit), and 2003 Standard Edition Service Pack 2 (64-bit). IIS with the following components: common files, World Wide Web service, and Internet information services manager; HP server installation DVD; and Windows user account that belongs to the administrators group.
<b>Supported devices</b>	Works with any multifunction devices that can scan to email or network folders, and network-connected scanning devices (some devices may require a routing sheet). Certified on all HP OXPd 1.6 devices.
<b>Supported composer formats</b>	PDF text, PDF image, PDF image plus hidden text, PDF/A, TIFF image (single- or multipage), DOC/DOCX, RTF, XML, XLS/XLSX, WPD, or TXT. The composer can be used to apply document compression and meet the archiving standards set for composing PDF/A formatting.
<b>Included connectors</b>	HP LAN Fax Connector, document management system (DMS) SharePoint Connector, DMS FileShare Connector, FileScan Connector, Printer Connector, SMTP Connector, Telco Connector, XML Connector, Database Connector, DMS Autonomy iManage, DMS DropBox, DMS Flow CM.
<b>Ordering information</b>	HP Capture and Route Base Server (B3Q22AAE) HP Capture and Route Failover (B3Q23AAE) HP Capture and Route Single Device (B3Q24AAE) HP Capture and Route 10 Devices (B3Q25AAE) HP Capture and Route 11-99 devices (B3Q26AAE) HP Capture and Route 100 Devices (B3Q27AAE) HP Capture and Route 101-499 Devices (B3Q28AAE) HP Capture and Route 500 Devices (B3Q29AAE) HP Capture and Route 501-999 Devices (B3Q30AAE) HP Capture and Route 1,000 Devices (B3Q31AAE) HP Capture and Route 1,001+ Devices (B3Q32AAE) HP Capture and Route Server License Extension to support Mobile Client applications (F3J75AAE) HP Capture and Route Mobile Client Pack for mobile application access (F3J76AAE) Additional Compose Threads to be added to HP Capture and Route system (F3J77AAE) HP Capture and Route per-device license for fax (F3J74AAE) HP Capture and Route Fax 2 Ports (B3Q33AAE) HP Capture and Route Fax 4 Ports (B3Q34AAE) HP Capture and Route Fax 8 Ports (B4G09AAE) HP Capture and Route Fax 12 Ports (B4G10AAE) HP Capture and Route Fax 24 Ports (B4G11AAE) HP Capture and Route Fax 30 Ports (B4G12AAE) HP Capture and Route Workflow Startup kit 50 Devices (B3Q35AAE) HP Capture and Route First Workflow Single Device (B3Q36AAE) HP Capture and Route Additional Workflow Single Device (B3Q37AAE)



## Get started

### Contact your local HP representative or document solution reseller 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 a business-scanning solution and strategy that can help your company save money

### Learn more at [hp.com/go/hpcr](http://hp.com/go/hpcr)

<sup>1</sup> HP Web Jetadmin is available for download at no additional charge at [hp.com/go/webjetadmin](http://hp.com/go/webjetadmin).

<sup>2</sup> HP ePrint Enterprise requires HP ePrint Enterprise server software. App-based option requires Internet- and email-capable BlackBerry® smartphone OS 4.5 or newer, iPhone® 3G or newer, iPad® and iPod touch® (2nd gen) devices running iOS 4.2 or later, or Android™ devices running version 2.1 or newer, with separately purchased wireless Internet service and the HP ePrint Enterprise app. Email-based option requires any email-capable device and authorized email address. Solution works with PCL5/6, PCL3, and PCL3GUI printers (HP and non-HP).

<sup>3</sup> An additional password is required when you send information to a password-protected end repository.

### HP three-part approach

HP and our partners work with you to assess, deploy, and manage an imaging and printing environment tailored to meet your business needs, while helping you reduce costs, conserve resources, and simplify document-intensive processes.

#### Optimize infrastructure

We can help you achieve a balance between your total cost of printing and your needs for user convenience and productivity.

#### Manage environment

Working together, we can help you maintain your optimized infrastructure while improving business efficiency and tightening security.

#### Improve workflow

By streamlining your document-intensive processes, we can help you deliver a more efficient environment for capturing, managing, and sharing information.

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