



## Document Capture and Cost Recovery for Today's Law Firm

Scanning capabilities built into today's advanced multifunction printers (MFPs) have transformed law firms' document workflows. At the same time, firms have only recently begun to realize there are significant recoverable costs in matter-centric workflows such as routine or low-volume scanning on MFPs.

But the complex operation and high cost of third party software solutions have limited the firms' opportunities to make best use of their MFPs' scanning capabilities. By contrast, an integrated, simple and inexpensive document capture and cost recovery solution can allow firms to spend less and do more - by simplifying the creation and routing of scanned documents and helping to manage and maximize recovery of this client-reimbursable expense.

### All-in-one document capture and cost recovery with Scan-To-Me® simplicity.

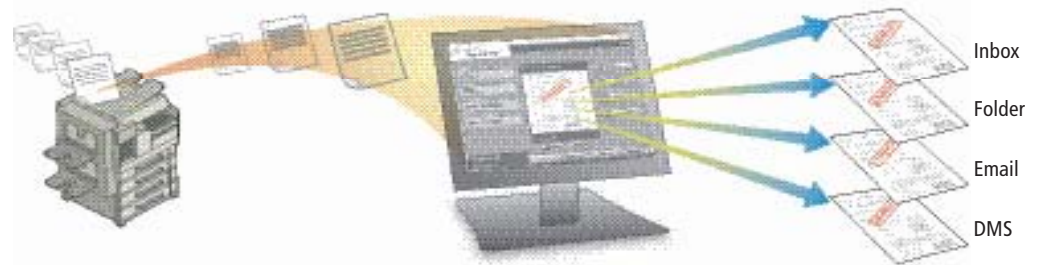
Now, with Equitrac TouchPoint® Document Capture and Equitrac Professional® 5 cost recovery software, you can:

- Provide convenient and simple-as-copying Scan-To-Me® capabilities on every MFP.
- Automatically route scanned images to your own inbox, other email addresses, shared network folders, Document Management Systems (DMS) or your firm's workflow applications.
- Capture user and client/matter cost allocation information for every scanned document as part of a consistent and familiar MFP workflow.
- Increase recovery and management of scanning and related storage expenses with automatic, error-free matter-centric cost tracking.
- Boost productivity and improve quality with full-color scanned image preview to make sure it's right the first time.
- Accept multiple scanned images to create one document.

### Seamlessly integrated for streamlined workflow.

Equitrac TouchPoint Document Capture speeds and simplifies MFP-based scanning. Users can easily view and confirm images on the large LCD touch screen of TouchPoint Console® and then send the document to a network folder, an authorized recipient or – with Scan-To-Me® capability – automatically to their own email address without having to type it in.

Equitrac TouchPoint Document Capture also provides a tightly integrated solution for firms using Omtool AccuRoute® and document management systems such as Worldox and Autonomy iManage WorkSite. Right on the TouchPoint Console, users can easily choose any desired scan destination or pick an available personal or global AccuRoute® Embedded Directive. With the integration to Worldox and WorkSite, users can easily profile scanned documents right at the TouchPoint Console and quickly save them into the DMS.



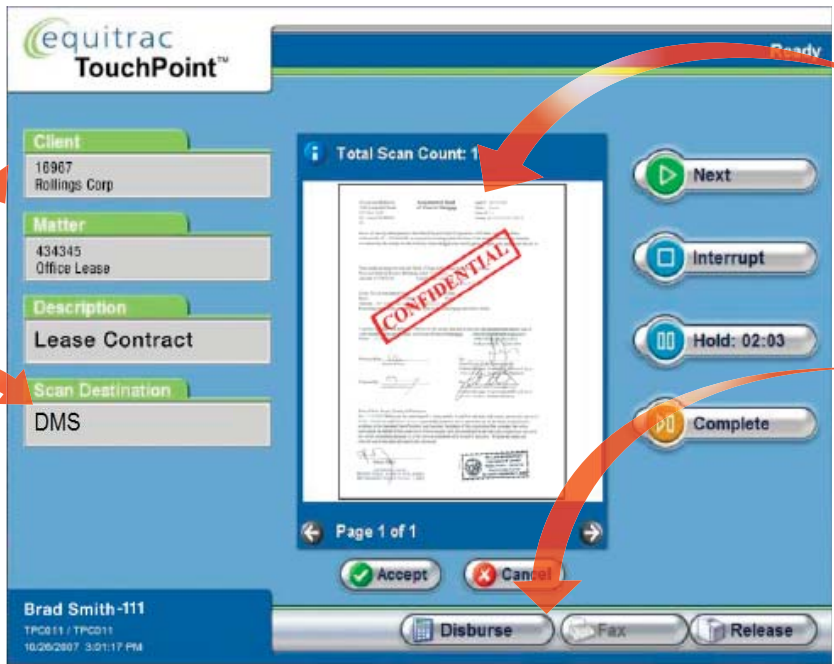
*"Equitrac's TouchPoint Document Capture delivers everything we need to provide easy-to-use MFP scanning and matter-centric document intake while providing full MFP fleet management, cost recovery and usage reporting."*



# Equitrac TouchPoint Console Document Capture

## All-in-one scanning, cost recovery, routing and MFP management.

Equitrac TouchPoint Console® Document Capture, together with Equitrac Professional® 5 software, provides a single integrated solution to capture, review, approve, route and accurately bill for every document scanned on any manufacturer's equipment anywhere in your firm.



The screenshot shows the Equitrac TouchPoint Console interface. On the left, there are fields for Client (16967 Rollings Corp), Matter (434345 Office Lease), Description (Lease Contract), and Scan Destination (DMS). The main area displays a scanned document with a 'CONFIDENTIAL' stamp. On the right, there are buttons for Next, Interrupt, Hold: 02:03, and Complete. At the bottom, there are buttons for Disburse, Fax, and Release. The interface also shows 'Total Scan Count: 1' and 'Page 1 of 1'.

**Universal Scan Management**

Through the TouchPoint Console® user interface, Equitrac Document Capture provides matter-centric scan management for virtually any MFP.

**Choice of Destination**

Documents can be sent to a network folder, emailed to a colleague or client, or routed to the user's own e-mail box. Integration with Omtool and DMS vendors supports using pre-configured Embedded Directives and Intelligent Routing Sheets, or scanning directly into a DMS.

**Document Preview**

Scanned documents are reviewed on-screen, on the industry's largest LCD.

**Integrated MFP Tracking**

Scans, Copies, Faxes, Finishing Charges & Disbursements and even Follow-You Secure Document Release are all only a touch away with the fully integrated Equitrac TouchPoint Console.

Equitrac provides firms the best enterprise-wide copy, scan, print and fax cost recovery solution available today, with the TouchPoint Console integrating multi-vendor and legacy equipment.

## Scan-To-Me: the easiest scanning solution available today.

Scanning doesn't get any easier or convenient than with Equitrac TouchPoint Document Capture and Scan-To-Me® capability.

- 1 Logging into any Equitrac TouchPoint Console brings up a user's personal settings and preferences. Selecting Scan-To-Me automatically inserts the user's email address as the scan destination. No typing required.
- 2 Insert one or more documents and scan them. Scan is previewed on large LCD screen of TouchPoint Console.
- 3 Selecting COMPLETE accepts the scan and sends it to your inbox.



## System Requirements

- Equitrac Professional 5.3 and higher
- Equitrac TouchPoint Console 1.1.3 and higher
- MFP or Scanner delivery to Network Folder Capability
- OmTool AccuRoute 2.1 and higher (Optional)
- Autonomy iManage WorkSite version 8.x (Optional)
- Worldox GX2, Worldox GX (SP1 or higher) (Optional)

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