



Do More with MESSAGEmanager

Document Management Systems (DMS) and MESSAGEmanager FAX

Fax is essential to a range of key business processes across all industries. In many organisations, fax machines are “out on the floor”—using traditional scanning and printing technologies for input and output—and that contradicts many regulatory and governance requirements. Faxes arrive and depart without careful logging or routing. Not surprisingly, many get lost before they reach their intended recipient.

The huge installed base of more than 200 million fax machines, sending more than 120 billion faxes each year, is a dominant force that requires intelligent fax technology to play a central role in document management. If you want to conduct business and remain in compliance, a fax document management strategy is a nonnegotiable requirement.

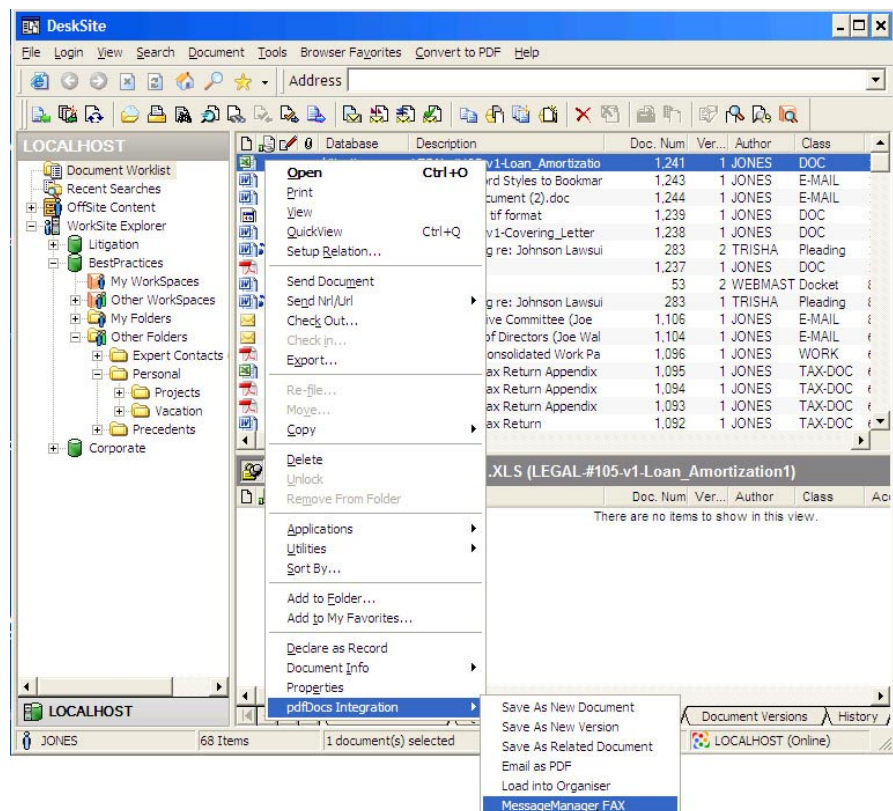
MESSAGEmanager FAX integrates with all popular Document Management Systems including Hummingbird DM4, DM5 and DM6, Interwoven (Worksite / iManage) and Trim Context.

- Fax, SMS and telex messages can be sent and received by MESSAGEmanager with Hummingbird, Interwoven, Microsoft Exchange and Outlook, Notes and Domino, GroupWise, SMTP or any Multi Function Device.
- Outgoing messages, outgoing message results and incoming messages can be automatically captured via the native email profiling of the Document Management System.
- Incoming messages can be received into one or more folders for custom processing by the Document Management system. Received faxes can be stored as single page TIFF, multipage TIFF or searchable PDF.

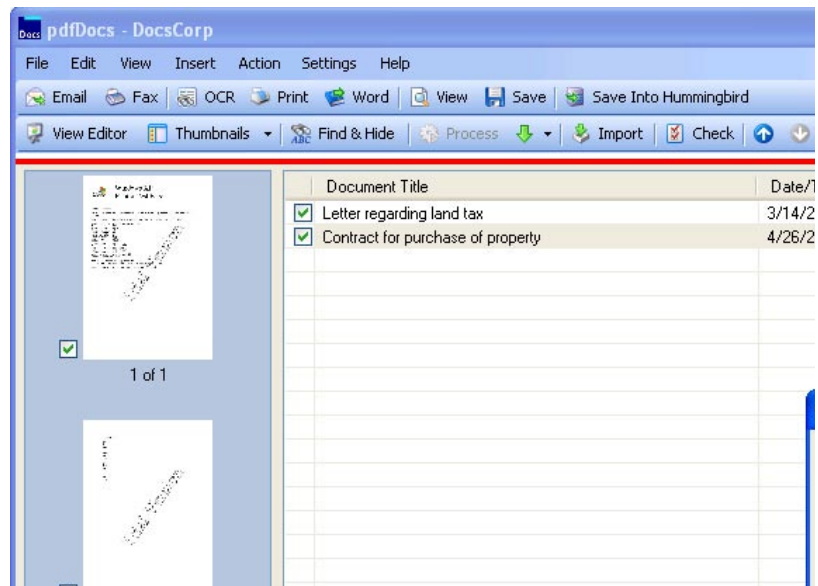
Sending Facsimiles from Hummingbird and Interwoven

MESSAGEmanager, integrated with pdfDocs Desktop, provides instant access to fax from within the DMS.

To send a Fax you simply right-click from the Options Menu in Hummingbird DM and Interwoven to launch the MESSAGEmanager desktop GUI, complete the destination and message details and click Send!



The DMS automatically passes PDF file location and name, billing code/charge code, subject which is displayed in message queues/email notifications for message tracking, unique id for profiling the record, userID for notifications, senders name, company or dept, to the MESSAGEmanager desktop GUI.



When a message has been sent or has failed to be sent, notification of the results is mailed back to the user for profiling in the DMS.

Receiving Faxes

Incoming facsimiles generally contain insufficient information to automatically profile the message. User intervention is required to manually profile the document after the content has been read.

MESSAGEmanager can be configured to route messages to a “watchfolder” directory where it will automatically launch pdfDocs Desktop to manually profile the message.

Alternatively incoming faxes can be routed direct to user mailboxes by mapping DID numbers to users’ mailboxes. MESSAGEmanager also supports routing to public folders, manual routing by the Administrator to a user’s mailbox or redirection to a printer or MFD.

Messages are delivered in TIFF or searchable PDF format as a mail attachment and can be displayed on workstation or printed.

pdfDocs Desktop Features

With pdfDocs Desktop you can convert documents and reports to PDF. The look and feel of the original document is maintained with layout, fonts and images intact.

You can combine multiple documents into a single PDF, add or remove individual files or pages from the final document, rename files and rearrange the order in which the documents and individual pages are collated within the final document.

You can also convert graphic files to PDF using Watchfolders.

The PDF file can be marked up electronically with sticky notes, or any number of business stamps such as “Approved” to indicate the document status and you can add graphics such as signatures and “sign here” sticky notes to the document to indicate action items.

With pdfDocs Desktop you can add watermarks, page numbers, stationery and bookmarks to enhance the document and to help your readers navigate through the final document.

Documents can be secured with a password to prevent readers from changing or copying document content.

PdfDocs System Requirements

Operating Systems

Windows 2000 (SP3 or above)

Windows XP Professional workstation (SP1 or above)

Licensing

pdfDocs Desktop is licensed per user.