



# OVERVIEW

## FEATURES AT A GLANCE

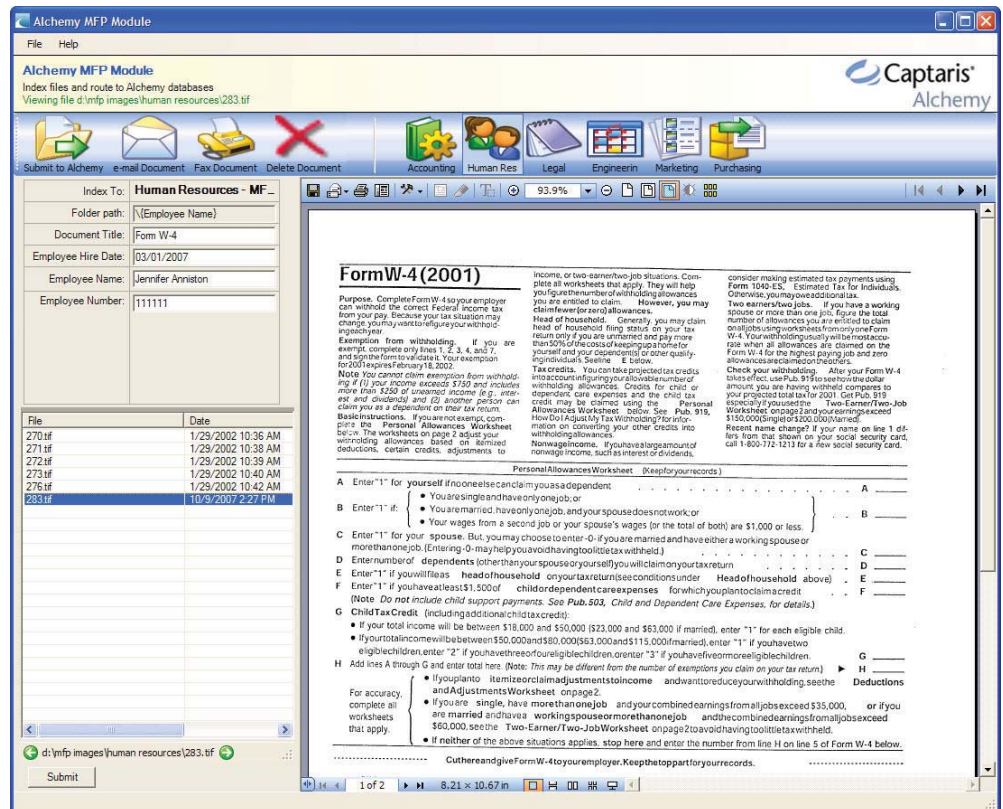
- A customizable interface to open documents scanned at an MFP, then index and add the documents to a secure archive repository
- Simplifies archiving documents into application-specific archives such as Accounts Payable, Human Resources, Purchasing, etc.
- Automated full-page OCR on TIF images makes 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

## Captaris® Alchemy® MFP Module

### OVERVIEW

Alchemy MFP Module is an easy to use electronic filing cabinet for your multifunction device. It simplifies scanning, storing and retrieving your documents by providing the ability to take documents scanned from any MFP device, index them, and archive them to the proper repository.

**“Every misfiled document is estimated to cost \$125.00 in lost productivity!” –Analyst, Fortune Magazine**



## HOW IT WORKS

The Alchemy MFP Module or “electronic filing cabinet” is very simple to use. Simply place documents into the bin of your MFP or scanner and hit the “Scan” button. Next, go to your networked PC, double click on the Alchemy 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! Now that document has been routed to the appropriate folder in your secure Alchemy archive and can be searched, emailed, routed or printed.

**“Every 12 filing cabinets require an additional employee to maintain.” –GIGA Features**

## REQUIREMENTS

- Requires one of the following Alchemy client licenses to be installed first on the same computer: Alchemy Gold Administrator, Alchemy Index Station or an Alchemy Server Administrator
- Since this program will consume the Alchemy license while it is open, we highly recommend the Index Station license.
- The OCR feature requires an Alchemy Scan license.
- Available in English globally through Captaris Alchemy resellers

## ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. The products of Captaris and its subsidiary Castelle, including Captaris RightFax®, Captaris Workflow™, Captaris Alchemy and the Castelle FaxPress line of products, are distributed through a global network of leading technology partners. We have customers in financial services, healthcare, government and many other industries, and our products are installed in all of the Fortune 100 and many Global 2000 companies. Headquartered in Bellevue, Washington, Captaris was founded in 1982 and is publicly traded on the NASDAQ Global Market under the symbol CAPA. For more information, please contact us at **Toll Free 1-866-730-1700** or via email **info@atechnologies.com**.

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