

# Automate your document-driven business processes.

Capture and secure delivery of paper and electronic documents into business applications

## What is Nuance AutoStore®

AutoStore is a server-based application which orchestrates the capture and secure delivery of paper and electronic documents into business applications. It is well suited for organizations of all sizes who want to eliminate error-prone manual document handling. Whether you're handling invoices, claims, applications or order forms, AutoStore can automate your document-driven business processes to help lower costs, improve operational efficiency, communication and collaboration, and support compliance with laws and regulations.

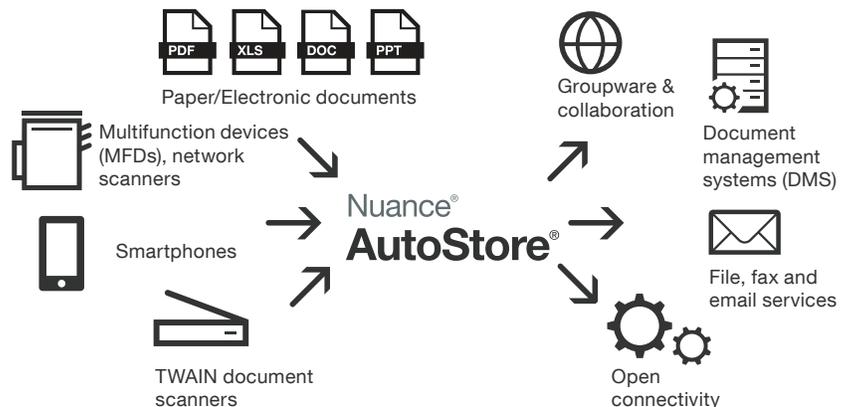
AutoStore utilizes your existing infrastructure and captures information from your multifunction peripherals, smartphone, emails, fax servers, shared/public folders, FTP sites, Microsoft® Office® applications, PC desktops, XML data streams and other sources. The captured information is then processed based on your organization's predetermined workflow. Scanned images are enhanced for improved readability, text can be converted into editable electronic information, barcodes can be read, resulting in rich information to be used for later retrieval. Once processing is complete, the documents and the keywords describing them are distributed to any number

of locations. Destinations can be faxed, emailed, stored in a document management system (DMS), on FTP sites, in secure network folders, or even multiple destinations simultaneously. All of this is performed effortlessly with just the push of a button on the front panel of the device. That's it. The workflow happens immediately, ensuring your information goes where you want it to go quickly and accurately every time.

This is all possible due to AutoStore's customizable workflows and personalized MFP menu panels. With the help of the AutoStore Process Designer, workflows can be pre-configured and saved to reduce the amount of manual steps required by the end user. This simple and easy to use capability eliminates manual processes, which helps reduce user errors and results in accurate and efficient document processing.

## Key features

- Works with all major manufacturers
- Integrated LDAP connector
- Bi-directional database lookups
- Document image processing
- 40+ free backend connectors
- 1D/2D barcode recognition
- Capture paper and electronic documents from any source
- Front panel browse-to-scan
- Route to SharePoint®
- One touch multi-route
- PDF & PDF/A support
- Personalized scan menus
- Capture from any email account
- Send to email
- MRC PDF compression
- Open XML document support
- Camera and smartphone image processing



## Capture

Join paper and electronic document streams into uniform processes. Capture both paper and electronic documents from virtually any source—a desktop PC/Mac, a network scanner MFP/MFD or copier, and even your smartphone. AutoStore works with all leading copiers, smartphones, scanners and MFPs and works the same way across all platforms, every time. With AutoStore, changing or introducing a new device is as easy as plugging it into the network.

## Process

Process all types of documents including images and forms into a variety of formats such as text, searchable Adobe® PDFs or Microsoft® Word. Easy to use image enhancing features help improve document quality. Process using OCR, barcode, image management, document services and document conversion to bring up your network.

## Route

Using the most current information, eliminating delays and using speed for a competitive advantage is what the real-time enterprise is all about. Deliver your documents instantly to one or multiple destinations, including PCs, fax applications, line of business applications, email, FTP sites, network folders and archives, as well as document management systems.

### Unite paper and electronic forms processing\*

Forms processed or signed electronically are converted to images equivalent to those generated through manual paper driven document processing.

*\* Requires Nuance Business Connect license. (Formerly NSi Mobile)*

## What sets AutoStore apart?

### Works with all major manufacturers

With AutoStore, changing or introducing a new device is as easy as plugging it into the network. You can switch to another copier or scanner that best suits your business needs without having to switch to another capture workflow technology.

### Integrated LDAP connector

Using the front panel of the multi-function device, it's easy to browse through your company's contact list to find the contact you wish to email. Just select and confirm to scan securely to one or multiple addresses. Or, search by domain name and have AutoStore return a list of addresses that can be selected with just a touch.

### Bi-directional database lookups

Easily search and retrieve database information for display on the MFP panel. With the database lookup capability, the value entered in one index field triggers a database search to fill the other fields automatically, accelerating the indexing task while delivering greater accuracy.

### Document image processing

Clean images are essential to any document imaging workflow. AutoStore advanced document image processing functions are a powerful collection of functions that can rid scanned documents of artifacts and imperfections such as hole punches, skewed angles, borders, dust speckles and more.

### 40+ free backend connectors

AutoStore uses backend connectors to connect seamlessly with popular enterprise software applications to become an enterprise content management tool that delivers

results. Our connectors are free and directly supported and maintained by Nuance.

### 1D/2D barcode recognition

AutoStore can automate routine, error-prone tasks such as naming, batching, splitting, filing and indexing scanned documents using information contained in 1D/2D barcodes printed within the documents. Documents can be routed and indexed using barcode information, or separated based on detection of a barcode.

### Capture paper and electronic documents

Join paper and electronic business activities into a uniform process. AutoStore captures documents from devices and digital copiers, and also content from smartphones, emails and faxes, network folders, FTP sites, Microsoft® Office applications, PC desktops, web clients, XML data streams and other sources.

### Front panel browse-to-scan

Browse-to-scan using the front panel of your multifunctional device. Send your documents to any accessible Windows® network folder or Microsoft® SharePoint® document library. Once the destination is set, your documents will automatically be digitized, indexed and stored in the appropriate location and format of your choice.

### Route to SharePoint®

Scan directly into Microsoft® SharePoint®. Your documents can be stored as searchable PDFs or standard Microsoft® Office file formats, allowing you to retrieve them using a simple search within SharePoint. A document's SharePoint URL can be emailed back to you automatically, providing an easily accessible link for future reference.

### One touch multi-route

Route your documents to multiple people simultaneously or to multiple backend systems with just a push of a button. Create specialized scanning workflows that can be associated with customizable buttons on the MFP's front panel. One touch of a button automates distribution of invoices, purchase orders, bills and other time-critical documents to streamline internal communications and reduce the risk of manual errors and expensive rework processing.

### PDF and PDF/A support

Scan your documents to text-searchable PDF or PDF/A formats that can be searched for information easily and accurately.

### Personalized scan menus

Once a user is authenticated, personalized scan menus appear which are specific to the individual or department. The MFP front panel user interface can be enhanced using custom icons and names to represent the workflow action on screen accurately.

### Capture from any email account

Capture email and other documents as soon as they enter the organization. Turn them into actionable digital information, (including header, body text and all attachments) and deliver the information into business applications for immediate, appropriate processing or archive them for corporate compliance purposes.

### Send to email

Send scanned documents directly to an email address with one press of a button. Select the correct workflow, fill in the needed details and AutoStore will scan the document, convert it to your format of choice (e.g., text-searchable PDF file) and attach it to an email. Send it to yourself or to multiple addresses. After sending the document, a copy of the email can be stored in the sent items list of your mailbox.

### MRC PDF compression

Attack file bloat at the core by automatically creating highly compressed PDF files 1/10th the size of the original, reducing storage needs and minimizing impact on slower mail servers and choked bandwidth.

### Open XML document support

Now you can scan hardcopy originals to the latest Microsoft® Word® (\*.docx), Excel® (\*.xlsx) or PowerPoint® (\*.pptx) easily, and store them as accurate, properly formatted and editable Office documents.

## How AutoStore works

Successful information management can help elevate a company from startup to success. So, it's important to make sure your company has the best resources and technology available to handle both its print and electronic documents. With more than 150 integrations, AutoStore has the capability to help manage your information workload. The following is a partial list of our process and route components. Please visit our website at <http://www.nuance.com/for-business/autostore/index.htm> for a complete listing.

### Capture information from:

- Multifunction peripherals (MFPs)
- Smartphones
- Copiers
- Scanners
- Desktops
- Microsoft® Office® applications
- Email clients
- Email inbox
- Directory (network or local)
- Email (SMTP, POP3, IMAP)
- Fax servers
- Local or remote folders
- FTP sites (secure and unsecure)
- Files (batch, XML, delimited formats, ASCII)
- PC desktop
- XML

### Device features:

- Device importing and grouping (Sales, Marketing, Accounting, Post Office, etc.)

- One-touch multi-route
- Scan settings granularity controls
- Bi-directional database lookups
- Integrated LDAP connection
- Various index fields
- Encryption of jobs
- Generation of menus / forms

### Process using:

- Full text recognition
- Zonal text recognition
- Hand printed character recognition (ICR)
- Forms recognition (structured/semi-structured)
- Optical Mark Reading (OMR)
- Image Cleanup
- MRC PDF Compression
- Barcode recognition (1D/2D)
- Bates stamp
- Encryption/Decryption
- Forms Overlay
- Reporting
- Automated email notification

### Enterprise features:

- Load balancing
- Multi-CPU capable
- Multi-OCR engine capable
- Centralized management
- Authentication services

### Route information directly to:

- Network Folders
- Email
- Fax servers
- Printers
- ODBC-compliant databases
- Send to HTTP
- Secure FTP sites
- Send to XML & WebDav
- Document Management Systems and Cloud Services from vendors such as Microsoft®, Google®, EMC®, OpenText®, FileNet®, Interwoven®, IBM®, Docuware®, and more.)
- CSV, command files
- Captaris RightFax™

### Security features:

- Authentication (Common Access Cards, Windows, Active Directory, LDAP)
- Restricted network access
- Outbound fax or email validation
- Outbound fax filtering
- Redact sensitive information

## System requirements:

### Hardware

- Microsoft® Windows® operating system (OS) running on computer with at least a 2 GHz Processor
- Minimum 2 GB of RAM is necessary but 4 GB or greater is recommended
- Minimum of 10 GB of hard disk space
- NIC Card

### Operating System

Supported Microsoft® Windows® operating systems:

- Windows Server 2012 R2: Standard and Datacenter
- Windows Server 2012: Standard and Datacenter – with the latest service pack
- Windows Server 2008 R2: Standard, Enterprise, and Datacenter with the latest service pack
- Windows Server 2008 (32\64 bit): Standard, Enterprise, and Datacenter with the latest service pack
- Windows 8/8.1 (32\64 bit): Pro and Enterprise
- Windows 7 (32\64 bit): Professional, Ultimate, and Enterprise with the latest service pack

### Additional Software

- Microsoft® .NET Framework 3.5
- Microsoft® .NET Framework 4.0
- Microsoft .NET Framework 4.5

To learn more about Nuance AutoStore please call 1-800-327-0183 or visit [nuance.com/go/autostore](http://nuance.com/go/autostore)

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### About Nuance Communications, Inc.

Nuance Communications is reinventing the relationship between people and technology. Through its voice and language offerings, the company is creating a more human conversation with the many systems, devices, electronics, apps and services around us. Every day, millions of people and thousands of businesses experience Nuance through intelligent systems that can listen, understand, learn and adapt to your life and your work. For more information, please visit [nuance.com](http://nuance.com).

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