

Complete

Document Imaging & Management Solutions

including Training

"No configuration hassles. No software conflicts. No Ph.D. required."



PaperlessXpress™ Solutions

- ❖ Improve access to important documents
- ❖ Simplify distribution of information
- ❖ Reduce paper storage requirements



PaperlessXpress™ Advantages

- ❖ **No configuration hassles** -- all hardware is pre-configured and tested to ensure 'out-of-the-box, power on' functionality.
- ❖ **No software conflicts** -- all programs are pre-installed and optimized to operate efficiently with supplied hardware.
- ❖ **No Ph.D. required**
 - ▶ Document Imaging & Management tools are instantly accessible via the user-friendly **PaperlessXpress™ Desktop** and **Taskbar**.
 - ▶ **Hands-on projects** teach you Document Imaging & Management essentials through **step-by-step** instructions presented on-screen in non-technical, plain English.
 - ▶ **"One Call Takes Care Of It All" technical support** helps you resolve hardware, software and training issues if they arise.



The Origins of PaperlessXpress™

"At the core, we're a high volume Document Imaging & Management Service Bureau," relates **Terry Fagen**, President of **Paperless Archive Master Inc.**

"We use industry standard hardware and software tools everyday. We're extremely busy, day-in and day-out, so the tools have to be **robust, reliable, accurate**, and most of all, **easy-to-use** so we can train new staff on-the-fly.



Custom Solutions For Corporate Clients

"For our corporate clients, we typically provide high volume Document Imaging and Management services, **while also designing and configuring** custom, low to medium volume **Imaging & Management Solutions** for their day-to-day, in-house operations.

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Growing Demand

"Over the years, the number of requests for custom Imaging & Management solutions has grown significantly, due in part to the great success we've had in the past.

"Our corporate clients love us, and word of mouth is great for PR.

"Plus, more and more organizations and business professionals are beginning to understand and utilize the unique benefits of 'going paperless' -- and they're calling us for advice on how to get started doing it for themselves.

Truly 'Turn-key' Developments

"With demand growing, we decided to sit down and take a good hard look at the system components and abilities our customized solutions were built on -- with a view towards standardizing everything and providing a true 'turn-key' system that would be **ready to go, out-of-the-box...**

**"Out of the box.
Power on.
Get to work."**

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Research

"An important part of the development process involved looking outward -- searching for what was already out there in terms of 'turn-key' imaging and management solutions.

"Surprisingly, many 'solutions' were, a) comprised of little more than a high volume scanner and some expensive software, or b) forced the user to convert documents to a 'proprietary' file format that could not be distributed or viewed without paying additional licensing fees.

Simple, Powerful & Complete

"After much deliberation, experimentation and debate, we focused our efforts on the development of two robust, truly 'turn-key' solutions that would be:

- ❖ Ready to go out-of-the-box.
- ❖ Reliable, accurate, and easy-to-use.
- ❖ Flexible in terms of output, providing a wide range of standard, non-proprietary file formats, including **Adobe** Portable Document Format (which may be viewed by anyone with the FREE, downloadable Acrobat Reader).
- ❖ Bundled with Training and Technical Support.
- ❖ Capable of satisfying a wide variety of other Document Imaging & Management needs.



Products

"Well, we're very excited -- they're here. We call them our **PaperlessXpress™ Complete Document Imaging & Management Solutions.**

"Configurations include 5 key components:



- ❖ **Pentium II PC** with CD Writer
- ❖ **Professional Scanner** with Automatic Document Feeder and High Speed Interface
- ❖ **Software** -- Scanning, Conversion, OCR, Image Enhancement, Document Management, Word Processing/Office
- ❖ **PaperlessXpress™ Taskbar** and **Training** -- user-friendly, instant access, on-screen
- ❖ **Technical Support** -- Toll Free "One Call Takes Care Of It All"

"All components are pre-configured and ready to go, out-of-the-box."



Operating Environments

Operating System: Windows 98

Taking advantage of the benefits offered by the Windows 98 operating system, **PaperlessXpress™ Solutions** may be effectively utilized as:

- a) Independent, **self-contained** Document Imaging & Management workstations for local document conversion, archiving, access and distribution.
- b) **Central** or **departmental** Document Imaging & Management workstations on a network, where documents may be converted before uploading to a central server for archiving, network management and distribution over an enterprise-wide electronic document management system.
- c) Stand-alone or networked **Revenue-Generating** workstations within Professional Service Bureau environments.



Flexibility

PaperlessXpress™ Solutions contain the tools you need to:

- ❖ **Convert paper** documents into high quality electronic files (including PDF, TIFF, JPEG, GIF, BMP and other standard, non-proprietary file formats).
- ❖ Convert **electronic** documents into **Adobe** Portable Document Format for archiving and/or rapid, secure distribution via corporate intranets, the Internet and CD-ROM.
- ❖ Complete high quality **Optical Character Recognition** to enable keyword search and indexing features or export of text to word processing programs.
- ❖ Create indexed, **searchable** collections of PDF documents.
- ❖ Create user-friendly, text-searchable **Virtual Filing Cabinets** that may contain electronic documents of any type.
- ❖ **Archive** documents on CD-ROM for archiving, backup, disaster recovery and distribution.
- ❖ **Distribute** documents via corporate intranets, the Internet and on CD-ROM.



Configurations

PaperlessXpress™ Solutions are available in 3 flexible configurations to suit a variety of Document Imaging and Management needs.

PaperlessXpress PRO

Suitable for Office, Business, Professional and Service Bureau environments where imaging and processing requirements range up to 1,000 pages daily.

PaperlessXpress HV

Suitable for Office, Business, Professional and Service Bureau environments where imaging and processing requirements range up to 3,000 pages daily.



PaperlessXpress PRO Corporate Edition

Includes:

- ❖ Pentium III 800 MHz PC
- ❖ Windows 98
- ❖ 19" Monitor
- ❖ Extended Keyboard
- ❖ Mouse with Scroll Dial
- ❖ 56K Modem & NIC
- ❖ Sound Card & Speakers
- ❖ 50x CD-ROM
- ❖ CD Writer with High Speed Interface
- ❖ Professional Quality Scanner (15ppm, color, grayscale, b/w) with Automatic Document Feeder and High Speed SCSI Interface
- ❖ Scanning, Image Enhancement, Document Conversion, OCR, Document Management Software
- ❖ Virtual Filing Cabinet and Microsoft Office Software
- ❖ PaperlessXpress™ Taskbar
- ❖ PaperlessXpress PRO Training Program
- ❖ Training Program Project Materials
- ❖ Imaging Options Project Analysis Form
- ❖ Toll Free "One Call Takes Care Of It All" Technical Support
- ❖ Optional:

HP LaserJet 2100 printer, 21" Monitor, Additional Processing and Management Software



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PaperlessXpress PRO Corporate Edition

by PaperlessXpress™ includes High Quality components by:



Also available:

PaperlessXpress PRO Service Bureau Edition: includes Imaging Options Project Analysis Form with PRO Service Bureau Pricing, Extended Service Bureau Training Manual, Sales & Marketing Guide, Authorized Service Provider Evaluation Projects, Access to Authorized Service Provider Secure Website, etc.



PaperlessXpress HV Corporate Edition

Includes:

- ❖ Pentium III 800 MHz PC
- ❖ Windows 98
- ❖ 19" Monitor
- ❖ Extended Keyboard
- ❖ Mouse with Scroll Dial
- ❖ 56K Modem & NIC
- ❖ Sound Card & Speakers
- ❖ 50x CD-ROM
- ❖ CD Writer with High Speed Interface
- ❖ Professional Quality Scanner (40ppm, grayscale, b/w) with Automatic Document Feeder and High Speed SCSI Interface
- ❖ Scanning, Image Enhancement, Document Conversion, OCR, Document Management Software
- ❖ Virtual Filing Cabinet and Microsoft Office Software
- ❖ PaperlessXpress™ Taskbar
- ❖ PaperlessXpress HV Training Program
- ❖ Training Program Project Materials
- ❖ Imaging Options Project Analysis Form
- ❖ Toll Free "One Call Takes Care Of It All" Technical Support
- ❖ Optional:
 - HP LaserJet 2100 printer,
 - 21" Monitor, Additional Processing and Management Software



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PaperlessXpress HV Corporate Edition

by PaperlessXpress™ includes High Quality components by:



Also available:

PaperlessXpress HV Service Bureau Edition: includes Imaging Options Project Analysis Form with HV Service Bureau Pricing, Extended Service Bureau Training Manual, Sales & Marketing Guide, Authorized Service Provider Evaluation Projects, Access to Authorized Service Provider Secure Website, etc.



“A specially designed PaperlessXpress™ Taskbar ensures that your Document Imaging & Management Tools, Training Modules, and Project Materials are readily available at all times.”

The PaperlessXpress™ Desktop



The PaperlessXpress Computer Based Training Program

The **PaperlessXpress** Computer Based Training Program was designed to help you gain a clear understanding of Document Imaging & Management Concepts, Solutions and Techniques.

The program is divided into a series of modules. Each module is focused on a particular aspect of Document Imaging & Management. Modules are presented on-screen in one of two formats:

- ❖ **Multimedia Introductory Modules** present document imaging & management concepts, project descriptions and finished project previews.
- ❖ **Project Modules** are conducted through instruction windows that remain open on top of other programs to guide you step-by-step through the completion of each hands-on project.



Projects

Original files (paper documents and/or electronic documents) are included for each projects. Projects on the creation of Document Imaging & Management Solutions that may be applied directly to problem solving for your business.

Topics Covered Include:

- ❖ An Introduction to PaperlessXpress™ and the Training Program
- ❖ Batch Scanning Techniques
- ❖ Converting Paper Documents to PDF
- ❖ Converting Paper Documents to PDF with full OCR
- ❖ Linking Documents to an Index via an Electronic Cover Page
- ❖ Adding Thumbnails and Security features
- ❖ Scanning Graphics
- ❖ Electronic File Management
- ❖ Archiving Finished Projects on CD-ROM
- ❖ Creating Electronic Cover Pages
- ❖ Adding Document Annotations
- ❖ Extracting Pages
- ❖ Document Imaging & Management Terminology
- ❖ Adobe PDF
- ❖ The Document Imaging Process
- ❖ Adding Bookmark Enhancements
- ❖ Utilizing Document Information Fields
- ❖ Converting Other Electronic Document Formats to PDF
- ❖ Pure Optical Character Recognition for Export to Word Processing Programs
- ❖ Organizing Files in Virtual Filing Cabinets
- ❖ Cleaning & Straightening Images (PRO/HV)
- ❖ Adding Navigational Links
- ❖ Rotating Pages
- ❖ Text & Cross Document Search Capabilities
- ❖ And much more...



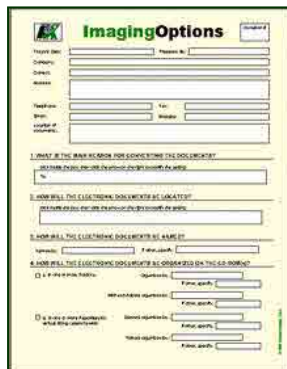
When Your Training Is Complete

You're **not on your own** until you feel comfortable with the concepts and techniques you've learned – **Review, New Projects, Project Summaries & Help** topics guide you through the completion of your own projects, plus...

The ImagingOptions Project Analysis Form*

ImagingOptions is an interactive electronic form designed to simplify the process of evaluating, estimating and completing **PaperlessXpress™** Document Imaging & Management projects.

The form consists of two parts: a) a Project Evaluation section, and b) a Process Order section that includes a detailed list of processing instructions.



The screenshot shows the 'ImagingOptions' form. It includes a header with the PaperlessXpress logo and the title 'ImagingOptions'. Below the header are several input fields for 'Project ID', 'Company', 'Contact', and 'Address'. There are also fields for 'Phone' and 'Fax'. The main body of the form contains a series of numbered questions and checkboxes related to document processing, such as 'I WANT IN THE MAIN RECORD FOR ARCHIVING THE DOCUMENT?', 'I WANT TO ARCHIVE THIS DOCUMENT AS A SINGLE FILE?', 'I WANT TO ARCHIVE THIS DOCUMENT AS A FOLDER?', 'I WANT TO ARCHIVE THIS DOCUMENT AS A ZIP FILE?', and 'I WANT TO ARCHIVE THIS DOCUMENT AS A PDF FILE?'. Each question has a corresponding checkbox and a 'Print' button.



The screenshot shows the 'ProcessOrder' form. It includes a header with the PaperlessXpress logo and the title 'ProcessOrder'. Below the header are several input fields for 'Project ID', 'Company', 'Contact', and 'Address'. The main body of the form is a table with columns for 'Process', 'Status', and 'Action'. The 'Process' column contains a list of processing instructions, such as 'Scan', 'Index', 'Archive', and 'Print'. The 'Status' column contains checkboxes for each instruction. The 'Action' column contains checkboxes for each instruction. The form also includes a 'Print' button at the bottom.



With ImagingOptions, Project Evaluation Is As Simple As 1, 2, 3...

1. Project information is filled in, including Department, Contact Names and other relevant details.
2. Pre-defined answers to a few standard **ImagingOptions** questions are selected. As each selection is made, the **ImagingOptions** form automatically updates information in both the Evaluation and Work Order sections.
3. Finally, the Process Order may be reviewed and printed along with a completion time estimate and detailed processing instructions.

All project information is stored in the **ImagingOptions** database and may be retrieved at anytime.

The **ImagingOptions form is included with **PRO** and **HV** systems. A special edition of the **ImagingOptions** form is also available for **Professional Service Bureaus** (includes automatic project pricing estimation).*



“One Call Takes Care Of It All”

If you encounter problems with hardware, software or training on a **PaperlessXpress™** supplied product, **we're here to help**. Just contact our **Technical Support Team**.

Members of our friendly, experienced Support Team know the ins and outs of the hardware, software and training supplied as part of **PaperlessXpress™** solutions.

Help is available according to the conditions of the original product (hardware, software or training) warranty. Most issues may be dealt with efficiently as follows:

1. Consult the product manual.
2. Email unresolved questions to: **support@paperlessxpress.com**.
3. Call our toll free help line at **(800) 387-9001** -- please have your **PaperlessXpress™** product registration information ready for verification when you call.

Our **Technical Support Team** will determine the cause of the problem and direct your inquiry to the appropriate technical support department.

On-site maintenance/repair work will be arranged by our representatives according to the terms of your existing hardware, software or training warranty.



Business Opportunities

PaperlessXpress™ offers outstanding opportunities **for Valued Added Resellers, System Integrators, Franchisors and Investors**. For more information, call Terry at (800) 387-9001 (toll free in North America).

PaperlessXpress™ Authorized Service Providers

If you would like to become a PaperlessXpress™ Authorized Service Provider or would like more information, please complete the ASP Application Form on our website – see the Opportunities page at www.paperlessxpress.com.

PaperlessXpress™ Authorized System Consultants/Vendors

If you would like to become a PaperlessXpress™ Authorized System Consultant or VAR, please complete the ASP Application form on our website – see the Opportunities page at www.paperlessxpress.com.

Job Opportunities

Send your resume to jobs@paperlessxpress.com.



To order a **PaperlessXpress™ System**,
call

(800) 387-9001

(toll free in North America)

If you need more information about our

PaperlessXpress™ Complete Document Imaging & Management Solutions

(including pricing info), call the number above,



CONTACT US

Telephone

Sales (800) 387-9001
(Toll Free in North America)

Support (800) 387-9001
(Toll Free in North America)

