



## OVERVIEW

### FEATURES AT A GLANCE

- Long-term, secure fax storage
- Search and retrieval capabilities
- RightFax performance enhancements
- Compliance support
- Simplified fax archival and retrieval
- Cost controls

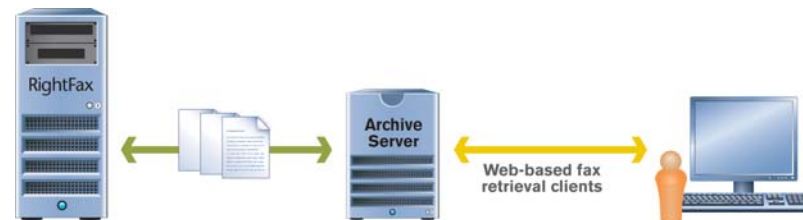
## A Complete Fax Management and Record Keeping Solution

Easy Integration Between your RightFax Server and the Alchemy Server

### OVERVIEW

The RightFax archive solution provides long-term, secure fax storage, search and retrieval capabilities. It enables organizations to improve RightFax performance, support compliance efforts and reduce the time, cost and complexity of fax archival and retrieval. The RightFax Archive Link for Alchemy provides easy integration between your RightFax Server and the Alchemy Server; the RightFax administrator can configure intelligent and automated archiving from the fax server directly into secure and highly scalable repositories.

### RightFax Archive Link for Alchemy Components



The solution consists of the RightFax Archive Link for Alchemy and a Standard or Advanced Alchemy Server. Both servers provide the functionality for:

- Managing a large number of repositories located on diverse storage options
- Managing a large number of user connections
- Managing the input module and client licenses
- Microsoft® Windows Active Directory integration
- Backup, SMS support and remote administration
- RightFax Archive Link for Alchemy uses one Alchemy Administrator license. Customers are encouraged to plan for that usage when purchasing Administrator licenses for the Alchemy system.

The Standard Server is the basis for RightFax archiving. It can be used for other applications such as imaging, email archiving and computer report archiving in addition to the functionality just listed. Extra administrator licenses are available to manage these additional applications.

The Advanced Server is the basis for controlling the life cycle of documents in your organization. It includes server side functions which are important in controlling and auditing document access for compliance purposes, in order to support applications requiring integrated document management and records management.

The license includes:

- Library services (check-in, check-out and version control)
- Audit logging
- Role-based Access Control (RBAC) with Microsoft Active Directory
- Support for the optional Alchemy Records Manager Module
- Alchemy Standard Server functionality

Once you have an Alchemy Server, you can easily expand its use to create and manage other repositories for archived content such as scanned document images, PDFs, email and other unstructured documents.

## Key Fax Archiving Questions Companies Should Answer

**1. Does every department have direct and fast access to vital documents?** Customer service staff in a financial service company; doctors and nurses in an emergency room; claims processing operations managers in insurance companies; salespeople in a mortgage loan processing firm—these are examples where “at-your-fingertips” access to fax documents can make a huge difference.

**2. Are your fax documents an “isolated information silo” or can they easily be integrated into your enterprise applications?** The information contained in fax documents can be vital to other applications. Do you have an integration platform to enable fast retrieval and display of fax documents inside applications such as call-center software, ERP or health information management systems?

**3. Are you storing documents in the most cost-efficient way?** Paper storage is costly, wastes valuable office space and retrieval can take forever. Keeping them on a fax server is inefficient because it takes up valuable space on a high-performance transactional server. Are your archives consolidated, or do you have separate fax server archives and paper archives?

**4. Is your fax server running at peak performance?** Many operations rely on guaranteed fast delivery of vital documents and so the fax server must be kept in top performing condition. As old faxes accumulate on the server, even the most efficient and scalable fax server in the world—RightFax—may experience degradation in overall performance. Optimize your fax server for what it does best; sending and receiving faxes. Off-load long-term fax archival processes that might bog down your server.

**5. Is your current archive strategy fully compliant with regulations?** Most regulations and legal jurisdictions require that a copy of the archive must be stored on a nonerasable storage medium, that archives be protected from any tampering or unauthorized access, and that documents and indices must be exportable. Can you afford not to address all of the above challenges?

To learn more about the RightFax Archive Link for Alchemy visit [www.Captaris.com/alchemy](http://www.Captaris.com/alchemy) or contact a member of the Captaris Alchemy sales team in your area at [http://www.Captaris.com/contact\\_us/](http://www.Captaris.com/contact_us/).

## ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate document-centric business processes. Captaris specializes in document capture, recognition, routing, workflow and delivery. Captaris integrated solutions provide interoperability with leading line of business applications and technology platforms. Captaris products include RightFax, Captaris Workflow, Alchemy, FaxPress, DOKuStar, RecoStar, Single Click Entry and ID-Star which are distributed through a global network of leading technology partners. Captaris customers include the entire Fortune 100 and the majority of 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. [www.Captaris.com](http://www.Captaris.com).

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