



OVERVIEW

FEATURES AT A GLANCE

- The electronic file cabinet for a small office or workgroup
- Archives and manages all PC file types
- Creates CD and DVD archives
- Fast search and retrieval
- Up and running in minutes; no server required

ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. Our product suite of Captaris RightFax®, Captaris Workflow™ and Captaris Alchemy is 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 National Market under the symbol CAPA. For more information, please visit www.Captaris.com.

Alchemy is Represented by:

Captaris® Alchemy® 8.2 Gold Small Office Edition

The Ideal Electronic File Cabinet Solution for Small Offices and Workgroups of fewer than 25 People

With more than 5,000 installations and 10 years in use, you can trust your valuable archives with Alchemy Gold.

Small offices and workgroups within larger companies often need to create and share their own document archives, but don't have the time or resources to deploy a complex document management system. They are looking for a simple, affordable solution that has the key features found in more expensive client/server systems. They are not happy with the "lite" products offered by other vendors.

Alchemy Gold was designed to meet their needs by providing an out-of-the-box and very robust solution that users can have up and running in minutes and that requires no special IT skills or third-party software.

This is not a "lite" version. Key functionality includes:

- An Alchemy Administrator license to create and manage archive repositories
- Drag-and-drop interface to add any PC file to the archive
- Support for multiple repositories
- Document viewers for more than 200 PC file formats including PDF and email
- Full text search and retrieval
- An Alchemy Search license for read-only access by another user
- Support for CD and DVD archiving
- Support for up to 25 Alchemy Search users (licenses sold separately)
- Can be upgraded with Alchemy Scan imaging or DataGrabber computer report archiving modules (licenses sold separately)
- Repositories can be added at any time to an Alchemy Server system. They can also be shared with another Alchemy system at thousands of organizations around the globe

To ensure document integrity and comply with regulations, all files are archived within a secure container file that is not accessible outside of Alchemy. This means the archives can be stored on any PC storage device. To control access and protect sensitive documents, the administrator can also add password-protection at the repository, folder or even document level.

Archives can be published to a CD or DVD using the integrated tools. This creates a complete stand-alone archive and retrieval system on each disc that includes the data, the indexes, the search engine and a copy of the Alchemy Search viewer program. There are many uses for this feature, which was pioneered by Captaris in 1993.

- Share archives with other offices in your company
- Share archives with customers
- Produce records for discovery
- Satisfy requests for information from auditors

UPWARDLY MOBILE AND EXPANDABLE

Unlike other small office solutions that have no scalability or require you to purchase a completely different system to grow, with Alchemy Gold you can expand at any time to the Alchemy Server enterprise solution. Plus all your repositories are fully compatible with the rest of the Alchemy document management suite. Need to integrate your data with other enterprise applications? No problem—the repositories support open integration standards.