



DATASHEET

RightFax Archive Link for Alchemy

Support Compliance and Improve Record Keeping with Long-term Fax Archival, Search and Retrieval Capabilities

OVERVIEW

With heightened demands to retain and manage information for compliance and risk reduction purposes, organizations are under more pressure than ever to provide long-term, secure storage of fax messages. RightFax Archive Link for Alchemy is the long-lasting, reliable and robust archive solution needed to support organizations' record-keeping and compliance goals. As an add-on module from Captaris Alchemy tightly integrated with Captaris RightFax, it allows users to easily store, search and retrieve inbound and outbound fax messages and their histories.

BENEFITS

The RightFax Archive Link is the ideal solution for organizations that want to improve fax management and record keeping capabilities by off-loading long-term archiving to a secure repository. It is specifically designed to complement RightFax and provide an extensive solution with the following benefits:

Simple Minimizes end-user training costs and optimizes IT investment with the intuitive user interface of Alchemy. Easily creates extensible fax archives that allow authorized users to quickly search, view and retrieve stored faxes and their histories to support organizational record-keeping and compliancy goals.

Secure Protects valuable business and customer information and ensures access is granted to only the right people by leveraging role and user-based security from existing IT systems as well as providing security at the individual document level.

High Storage Capacity Enables organizations to meet long-term, high-volume storage requirements by providing robust fax archival capabilities that scale to terabytes of data and reduces the cost of managing paper documents.

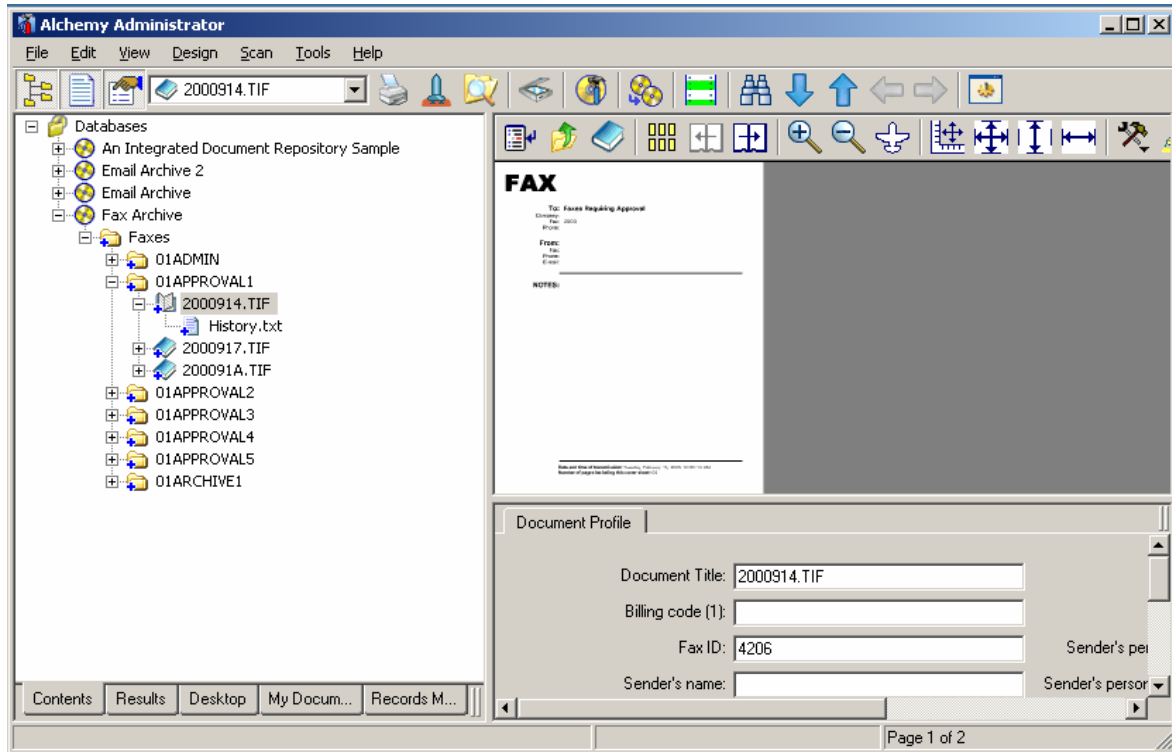
Improved RightFax Performance Minimizes the need for businesses to expand hardware infrastructure as fax archival is off-loaded to the Alchemy database or a Microsoft SQL Server database optimizing RightFax Server performance and disc allocation.

Flexible Built on storage-neutral Alchemy technology, RightFax Archive Link stores fax archives on hard disk, NAS, CD, DVD, UDO, ProData, optical libraries or WORM, allowing companies to leverage existing IT investments.

Searchable Allows quick, reliable access to critical information and improves employee productivity, as all fax messages and attachments are indexed by full-text contents and can be searched by metadata. Additionally, Alchemy Scan enables full text of documents after OCR has been applied, making specific information retrieval even easier.

Supports Compliance Mandates Makes supporting regulatory and record-keeping requirements such as HIPAA and Sarbanes-Oxley easier; RightFax Archive Link utilizes a rules-based policy engine to control the selection and duration of archived faxes.

Single-source Leverages more than 20 years of experience Captaris provides in all aspects of Business Information Delivery—from enterprise fax to document management—to provide RightFax users an end-to-end complete answer for automating fax delivery, management and archival requirements.

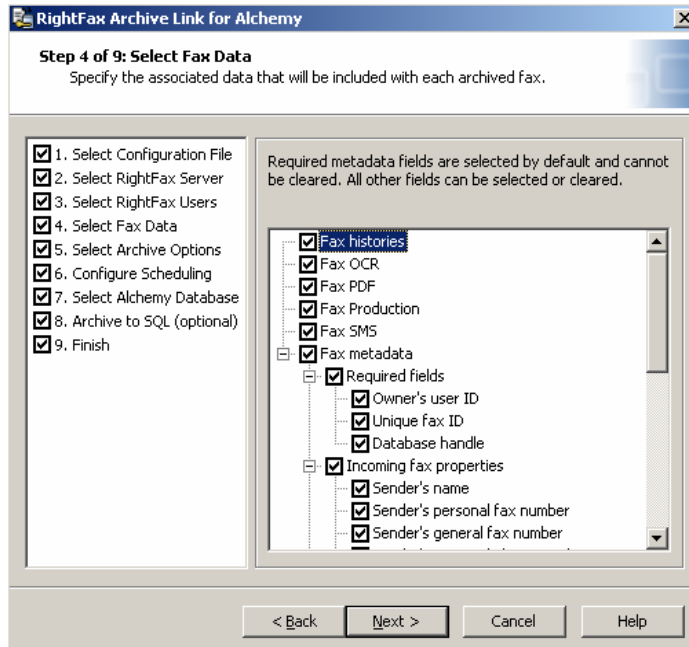


Flexible Alchemy Web, Desktop or Server-based clients provide secure access to fax archives, including the ability to search, navigate and view faxes or other stored information. OCR and annotation capabilities are also available.

FEATURES OF RIGHTFAX ARCHIVE LINK

RightFax Archive Wizard

- Uses a simple Wizard to set up archiving rules and configure archives for one or more RightFax Servers
- Provides enterprise reliability and fault-tolerant fax storage and indexing
- Sets archiving policies based on fax metadata
- Extracts content from fax and attachments to enable full-text metadata search
- Stores faxes to different archive repositories based on fax metadata
- Stores archives onto CD, DVD, UDO or ProData WORM discs to comply with regulations calling for non-rewritable, non-erasable media



RightFax Archive Application

- Schedules and automates the configuration and operation of specific archiving processes
- Creates and views archive logs
- Enhances RightFax system performance by removing faxes from the server

Alchemy

- Creates fully portable fax archives
- Searches and retrieves stored faxes by metadata fields within minutes of a request
- Offers database, folder and document-level access controls to safeguard security and support compliance
- Provides document viewer for more than 200 PC file formats including TIF, PDF and email
- Offers upgrade path to more advanced features including audit logging and roles-based access control

FOR MORE INFORMATION

Captaris Business Information Delivery solutions help organizations of all sizes automate the information and document flow throughout the information lifecycle (capture, process, deliver, manage and archive). With a comprehensive suite of software and services, Captaris helps organizations to grow revenues and increase profits while meeting compliance goals. Through a global distribution network of leading enterprise technology partners, Captaris has installed more than 90,000 systems in 95 countries in companies of all sizes, including the entire Fortune 100. For more information, visit www.captaris.com or call 1.800.443.0806.

©2005 All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of Captaris. Captaris products Alchemy, Interchange, RightFax and Captaris Workflow are trademarks of Captaris. All other company, brand and product names are the property and/or trademarks of their respective companies. MC0010236