



Equitrac® TouchPoint Document Capture

Document Capture and Cost Recovery for Today's Law Firm

Scanning capabilities built into today's advanced multifunction printers (MFPs) have transformed law firms' document workflows. At the same time, firms have only recently begun to realize there are significant recoverable costs in client-centric workflows such as routine or low-volume scanning on MFPs.

Today, an integrated, simple, and inexpensive document capture and cost-recovery solution can allow firms to spend less and do more — by simplifying the creation and routing of scanned documents and helping to maximize recovery of this client-reimbursable expense.

Equitrac Document Capture leverages a MFP's existing scan function while providing additional control to administrators with pre-configured destinations, output types, and scan aliases. It is designed to meet the specific scanning and conversion needs of law firms, including the ability to scan to Document Management Systems and convert documents to searchable PDF, Microsoft Word, Excel, and text files.

All-in-One Document Capture and Cost Recovery with Scan-to-Me® Simplicity

Now, with Nuance Equitrac TouchPoint® Document Capture and Nuance Equitrac Professional® 5 you can:

- Provide convenient and “easy-as-copying” Scan-To-Me® capabilities on every MFP.
- Automatically route scanned images to your own inbox, email addresses, shared network folders, Document Management Systems (DMS) or your firm's workflow applications.

- Capture user and client/matter cost allocation information for every scanned document, as part of a consistent and familiar MFP workflow.
- Increase recovery and management of scanning and related storage expenses.
- Boost productivity and improve quality with full-color scanned image preview to make sure it's right the first time.
- Convert documents to searchable PDF, Microsoft Word, Excel, and text.
- Improve compliance with court mandates with enhancements such as scanning to PDF/A and file-size controls.

Seamlessly Integrated for Streamlined Workflow

Equitrac TouchPoint Document Capture simplifies MFP-based scanning. Users can easily view and confirm images on the large LCD touch screen of TouchPoint Console® and then send the document to a network folder, an authorized recipient, or — with Scan-To-Me capability — automatically to their own email address without having to type it in.

Equitrac TouchPoint Document Capture also provides a tightly integrated solution for firms using Omtool AccuRoute® and document management systems such as OpenText Document Management, eDOCS Edition, Worldox, Autonomy iManage WorkSite, and Prolaw. Users can quickly and easily choose any desired scan destination or pick an available personal or global AccuRoute® Embedded Directive. With built-in integration to Worldox, OpenText, WorkSite, and Prolaw, users can easily profile scanned documents right at the TouchPoint Console and quickly save them into the DMS.



All-in-one scanning, cost recovery, routing and MFP management

Equitrac TouchPoint® Document Capture, together with Equitrac Professional® 5 software, provides a single integrated solution to capture, review, approve, route and accurately bill for every document scanned on any manufacturer's equipment anywhere in your firm.

Universal Scan Management
Through the TouchPoint Console® user interface, Equitrac Document Capture provides matter-centric scan management for virtually any MFP.

Choice of Destination
Documents can be sent to a network folder, emailed to a colleague or client, or routed to the users's own email box. Integration with Omtool and DMS vendors supports pre-configured Embedded Directives and Intelligent Routing Sheets, or scanning directly into a DMS.

Document Preview
Scanned documents are previewed on-screen, on the industry's largest LCD.

Integrated MFP Tracking
Scans, Copies, Faxes, Finishing Charges and Disbursements and even Follow-You Secure Document Release are all only a touch away with the fully integrated Equitrac TouchPoint Console.

Scanning doesn't get any easier or convenient than with Equitrac TouchPoint Document Capture and Scan-To-Me capability.

- 1 Logging into any Equitrac TouchPoint Console brings up a user's personal settings and preferences. Selecting Scan-To-Me automatically inserts the user's email address as the scan destination. No typing required.
- 2 Insert one or more documents and scan them. Scan is previewed on large LCD screen of TouchPoint Console.
- 3 Selecting "Complete" accepts the scan and sends it to your inbox.



System Requirements (See individual product specifications for complete details)

- Equitrac Professional 5.3 and higher
- Equitrac TouchPoint Console 1.1.3 and higher
- MFP or Scanner delivery to Network Folder Capability
- OmTool AccuRoute 2.1 and higher (Optional)
- Supported Document Management Systems:
 - Autonomy iManage WorkSite version 8.x (Optional)
 - Open Text Document Management v 5.1 or 5.2 (Optional)
 - Worldox GX2, Worldox GX, SP1 (Optional)
 - Prolaw version 11 or 12 (Optional)

For more information on how Equitrac products can meet your unique needs, please contact us at sales@equitrac.com or call 1.800.327.0183.

For additional product information please visit www.equitrac.com.

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