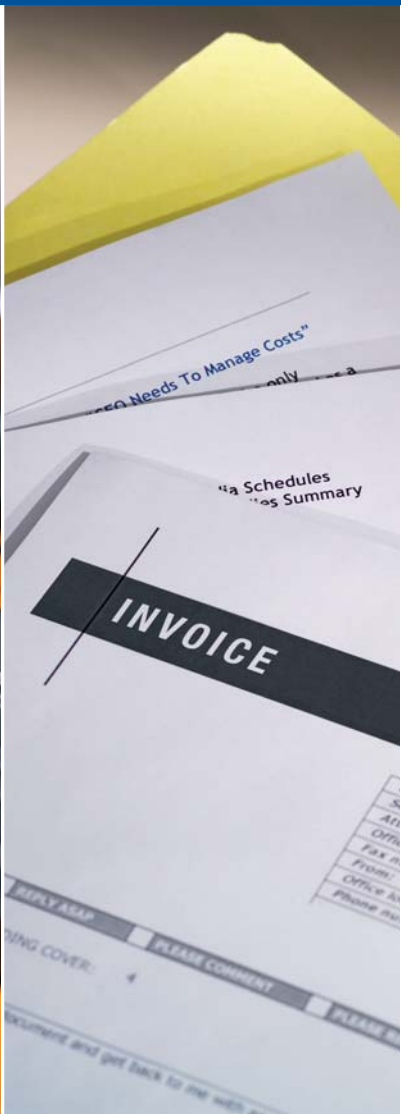




Personal Paperless Document Manager

SCAN > CAPTURE > MANAGE > INTEGRATE > **STREAMLINE >**



Improve productivity with a simple, personalized scanning platform.



Make your documents work for you.

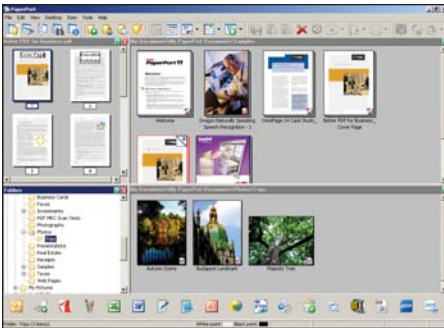
One of the biggest challenges to streamlining document processes is the incompatibility of paper documents, PDFs and files from applications such as Microsoft® Office. The Personal Paperless Document Manager (PPDM) from SAVIN® solves this problem, integrating seamlessly with Savin multifunction products (MFPs) to capture, combine, convert and share documents regardless of the original format. This simple solution enables users to create personalized workflows for an efficient experience that improves processes and significantly increases productivity.



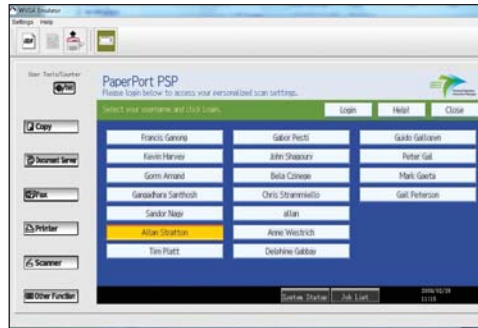
When you walk up to the MFP and log in, the touch-screen interface shows a complete list of your pre-configured and personalized scanning and distribution workflows, each with its own one-touch icon.

Personal Paperless Document Manager

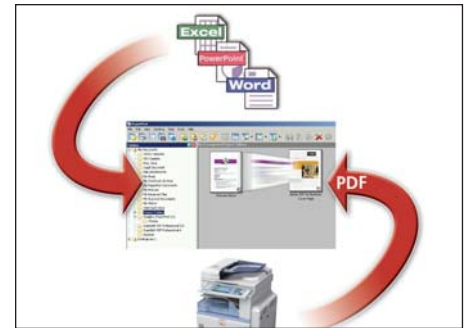
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PPDM allows users to customize MFP touch-screen interfaces directly from a desktop PC, without the need for IT intervention.



Users authenticate to the MFP and are given access to all customized workflows from their desktop.



Combine scanned and electronic files from multiple formats into a cohesive PDF file that can be shared, stored or printed.

Simple, Personalized Scanning

Establish complete control over scanning by setting up custom workflows, right from your desktop computer.

- Know exactly where scanned files are going without guesswork. Just define a workflow at your computer. When you login at the Savin MFP, the touchscreen interface reveals your personalized scanning destinations.
- Complete common tasks more quickly, without reprogramming scan-to destinations every time you walk up to the MFP.
- Scan and format files directly to your computer — or many other destinations — in the fewest possible steps conveniently and securely.
- View any Savin MFP on the network from your desktop computer and change the destinations, workflows and scanning preferences available to you on that device. Changes require no assistance from IT.
- Improve user productivity immediately to achieve faster ROI.

One-Touch Distribution

PPDM makes document distribution easy, secure and productive. Use it to send paper and electronic files from Savin MFPs to virtually any destination.

- Replace manual, paper-based processes — dramatically reducing wasted paper and toner — with efficient document distribution via e-mail, the Web, document management systems and other tools.
- Capture paper documents and send them to e-mail systems, FTP sites, Web folders, Microsoft SharePoint servers and ODMA-supporting content management systems.
- Combine options, destinations and formats into one seamless operation available as a single button on the Savin MFP's touch-screen interface.

- Open and save PDF files directly from your desktop computer with native support for SharePoint 2007, Interwoven, Open Text and LexisNexis CaseMap.
- Take advantage of advanced workflow capabilities to combine complex document conversion and routing operations into one easy, automatic step.

Create and Assemble PDFs

Create compact, universally readable PDFs from text files, spreadsheets and scanned paper using drag-and-drop tools — just as easily as assembling paper.

- Scan, create and combine industry-standard PDF files from applications that are compatible with — but do not require — Adobe® Acrobat®.
- Share color documents easily with super-compressed scanned color PDF files that are up to eight times smaller than conventional JPEGs.
- Merge documents from different folders — such as one from your computer and another from Microsoft SharePoint — with the innovative split-desktop feature.
- Keep information confidential with 128-bit security that requires recipients to enter a password in order to view, change or print a PDF.
- Create searchable PDF files to easily locate text within scanned files, right from your desktop PC or an enterprise document management system.
- Create empty, ready-to-fill forms from scanned forms or static PDF forms.
- Organize multiple document types and simplify sharing with PDF packages.

Edit PDFs With Precision

PPDM makes it simple and easy to edit PDFs, without the need for expensive or complicated software applications.

- Perform a wide range of editing operations: annotate, redact or highlight text; clean up scanned images; touch up text and images; add stamps, watermarks and Bates stamping; and change colors, fonts or text size.
- Copy graphics, charts and text from PDF files and place them in Microsoft Word, Excel or PowerPoint.
- Streamline collaboration using sticky notes and highlighting tools that allow you to emphasize text or images during the review process.
- Add bookmarks and hyperlinks to quickly find a place in a document, or embed a link so readers can skip ahead to important information quickly.
- Energize conventional PDF files with application, audio or video files.

Advanced File Conversion

PPDM offers an array of sophisticated document conversion tools that redefine the possibilities of workflow efficiency.

- Eliminate the need to recreate existing documents by converting static paper and PDF documents into editable text documents in seconds. Converted files retain original formatting (columns, tables, bullets, graphics) and text flow.
- Use Logical Form Recognition™, an advanced form conversion technology, to turn paper forms into PDF or Microsoft Word forms that can be edited or filled.
- Extract data from filled PDF or printed forms into spreadsheets or databases. For example, you can automatically collect employee information from a benefits form and convert it into a sortable, searchable spreadsheet.
- Convert paper and PDF files into WAV audio files that can be listened to any time and anywhere.

SPECIFICATIONS

SYSTEM REQUIREMENTS — DESKTOP APPLICATIONS

PaperPort Professional 11

OmniPage Professional 16

PDF Converter Professional 5 Enterprise

Computer with an Intel® Pentium® or higher processor

Microsoft Windows® XP (32/64-bit) SP2 or above, Windows Vista® (32/64-bit) SP1 or above, Windows 7 compatible

Microsoft Internet Explorer 5.5 or above

256 MB RAM (1 GB recommended)

1 GB free hard disk space for application and sample files plus 70 MB working space during installation

SVGA monitor with 256 colors, preferably 16-bit color (called Medium Color in Windows XP and Vista) and 800 x 600 pixel resolution

Windows-compatible pointing device

CD-ROM drive for installation

To save DOCX, XLSX and PPTX files (for Microsoft Office 2007 applications such as Word, Excel and PowerPoint) or to load and save XPS files (XML Paper Specification), users need Microsoft .NET Framework 3.0, which is part of the Windows Vista operating system.

SYSTEM REQUIREMENTS — SP SERVER 2

Computer with an Intel® Pentium® or higher processor.

Microsoft Windows® XP (32) SP3, Windows Server 2003 (32-bit) SP2 or above, Windows Server 2008 (32-bit) SP1 or above, Windows 7 compatible

Microsoft Internet Information Services (IIS) 5.0, 5.1, 6.0 (or 7.0, only on Windows 2008 Server, installed with "World Wide Web Services" and "FTP services")

Microsoft Internet Explorer 6.0 or above

256 MB RAM, 1 GB recommended

20 MB free hard disk space for application files plus 5 MB working space during installation

SVGA monitor with 256 colors, preferably 16-bit color (called Medium Color in XP and Vista) and 800 x 600 pixel resolution

Windows-compatible pointing device

CD-ROM drive for installation

Microsoft .NET Framework version 2.0 (selectable component during installation)

Web Services Enhancements 2.0 SP3 Runtime for Microsoft .NET (selectable component during installation)

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Bringing Savin Value to Your Organization

Savin technology offers a diverse portfolio of solutions to help your organization stay competitive and move ahead. Let Savin show you how to empower your business to improve critical processes, keep information secure, ensure compliance and promote environmental sustainability while reducing the total cost of ownership.

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