



Compaq Services

Compaq Work Expeditor and
the Xerox Document Centre

Always Thinking Ahead

Turning paper into documents, and documents into knowledge

In today's office environment, business people spend 60% of their time handling documents. More than 40% of internal office communication is through hard-copy documents. E-mail is the most common method of distribution and print, and documents account for up to 40% of labor costs and 15% of revenue. No wonder we're all drowning in paperwork.

Responding to the need of knowledge workers to streamline information management, Compaq Computer Corporation and Xerox® Corporation have joined forces to bridge the digital and paper-based worlds. This joint solution connects paper-based information scanned using Xerox Document Centre® systems with *Compaq Work Expeditor* software—an industry-leading work management and collaboration solution that extends the capabilities of Microsoft® Exchange™ by adding automated and secure work management processes.

Benefits:

- Leverages your data infrastructure to enable instant communication and management of the information that is currently locked in paper-based documents.
- Streamlines information management and boosts productivity by combining copy, print, scan, and fax into one system serving an entire office over the network.
- Links Xerox Document Centre systems with Compaq Work Expeditor and Microsoft Exchange.

**XEROX DOCUMENT CENTRE
A STRATEGIC SOLUTION TO THE
NETWORKED OFFICE**

The Xerox Document Centre family is a comprehensive range of modular and upgradeable systems for printing, copying, faxing, and scanning—from 20 to 65 pages per minute—all specifically designed for the networked office. It lets you tap the full potential of your network—increasing productivity and simplifying management of network resources. The Xerox 220/230ST departmental systems integrate the document services you use most—copy, print, scan, and fax—into one system that serves an entire office over the network. Use it in “walk-up mode” or from any desktop PC, so you can point and click instead of walk and wait.

**A Unified Solution for
Document Management**

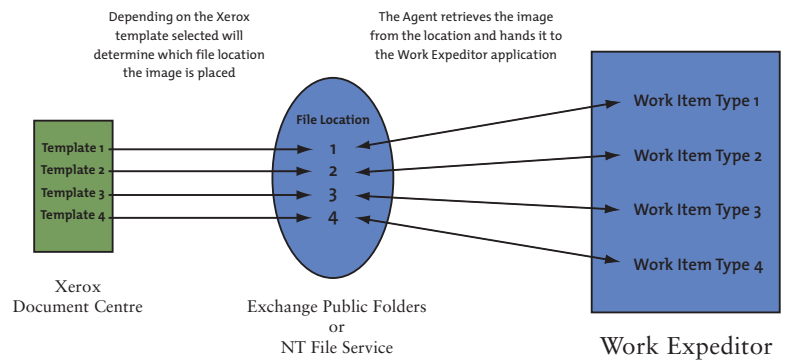
With the Xerox Document Centre family, users can now scan documents directly to the Microsoft Exchange Server. These documents can be shared locally by a team or replicated across a global enterprise through the use of Exchange Public Folders. Xerox and Compaq Services have developed a solution that permits an automated, single-step process for scanning images on Document Centre Systems and then moving them into work management processes defined by *Compaq Work Expedito*r software. These electronic documents and associated capabilities are available to users through the Microsoft Outlook client interface. The goal is to create easier and more efficient ways to capture, distribute, manage, and produce documents.

**From Document Centre
to Work Expedito**r

As users need to scan paper documents into their work management applications, they will go to the Document Centre and select a template form—such as Correspondence, Engineering Change, Investigative Case Folder—place the document(s) on the system and the scanning begins. The template the user selects will determine into which *Work Expedito*r application or work item the image is inserted. At that point, *Work Expedito*r software takes over. The scanned image may be routed to a given individual for review as part of a workflow process, put in a work folder along with other items and shared with a team of people, or included in any work activity typical for a *Work Expedito*r application.



**Compaq-Xerox Proof of Concept
Scanning Solution**



Take the next step

To find out more about *Compaq Work Expedito*r software and The Xerox Document Centre call 1-800-344-4825. Or visit the following web sites:

www.compaq.com/messaging
www.compaq.com/expeditor

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Part #0103-0699-A Rel. #372/99 06 64 20.0

“Microsoft Exchange customers will realize tremendous productivity benefits from the Xerox-Compaq solution through the new level of automation it brings to the work management process using Exchange. These two companies have created an exciting new way to deploy Microsoft collaboration technology.”

**John Connors, Vice President
Enterprise Application Group
Microsoft Corporation**