

# Xerox® DocuShare® Express Platform

Scan, store, share, and search paper and digital content

**Xerox® DocuShare® Express** brings proven, award-winning paper and digital content management capabilities to small workgroups and businesses at a very affordable price.

DocuShare Express is easy to install and easy to maintain, requiring little IT support. Teams are up and running in minutes, and it's so intuitive, little training is needed. With DocuShare Express, you can quickly and easily manage your document-driven processes without missing a beat in your business operations.



## Scan

Move toward a paperless office by scanning your paper-based documents into one centralized content repository. Using Xerox® ConnectKey® Software for DocuShare, scan cover sheets, or the touch screen of an EIP-enabled multifunction printer, you can send documents into specific folders to instantly organize, archive, and use your paper-to-digital content.



## Store

Back up your documents to protect them against accidental loss, including natural disasters or other business interruptions. With an electronic repository, you can reduce your physical file storage requirements.



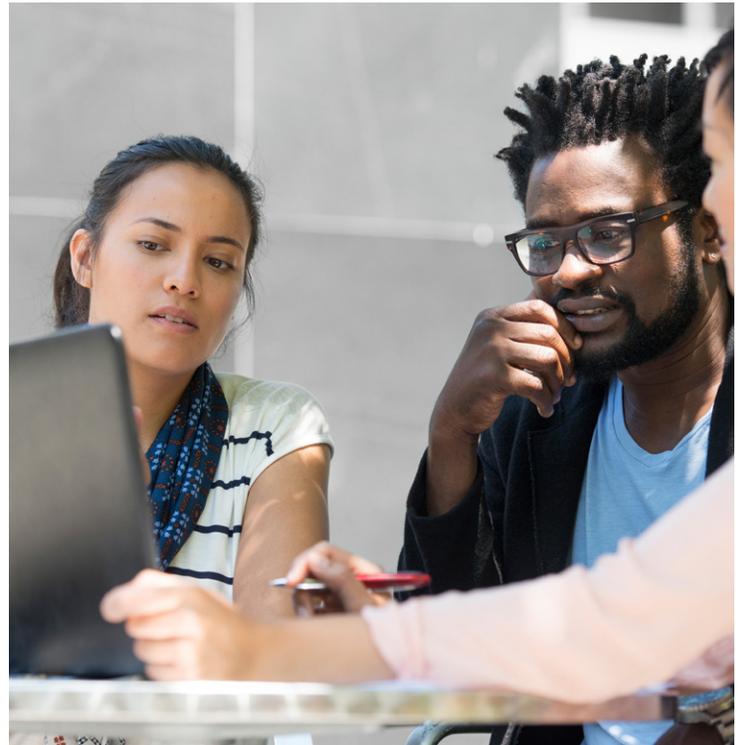
## Share

All team members can get the most current version of a document at any time, which speeds efficiency and supports compliance. Using a Web browser, every worker has secure access to information when needed.

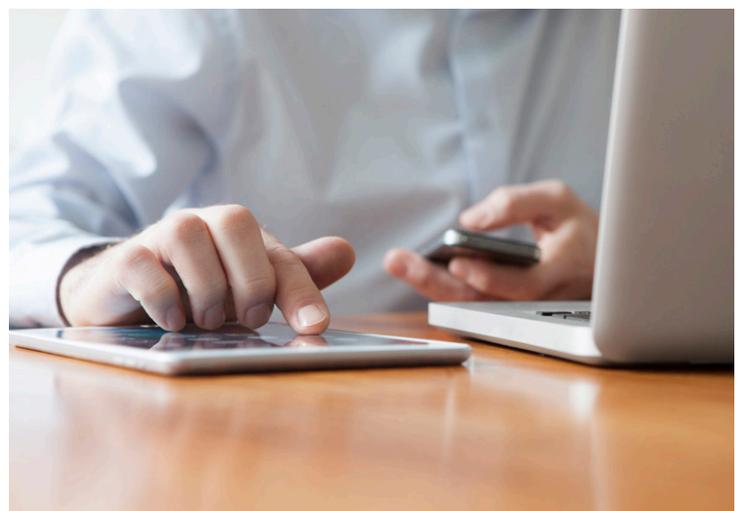


## Search

DocuShare Express automatically indexes document content and properties for easy search and retrieval. When everyone can find what they need in a matter of seconds, paper-based file cabinets become obsolete – so you save time, storage space, and money.



“DocuShare stands out as a uniquely powerful web-based document management and collaboration platform.” - Buyers Lab



## Manage Documents and Processes

Users can control access to documents and other content that they own or manage. To streamline document review and approval processes, users can easily route documents to team members.

## Deliver Scanned Documents to DocuShare Express

DocuShare Express coupled with Xerox® ConnectKey® for DocuShare makes it simple to scan new documents to DocuShare Express as well as view, print, and route stored documents from the touch screen of EIP-enabled Xerox multifunction printers, including the Xerox® ColorQube® Multifunction Printer Series.

In addition, DocuShare Express integrates with these popular imaging solutions:

- Xerox SMARTdocument Travel® Software
- Xerox® Scan to PC Desktop® Kit
- Nuance eCopy ShareScan
- Nuance PaperPort\*
- Nuance ScanFlowStore

\* Requires DocuShare Windows Client installed on user's computer.

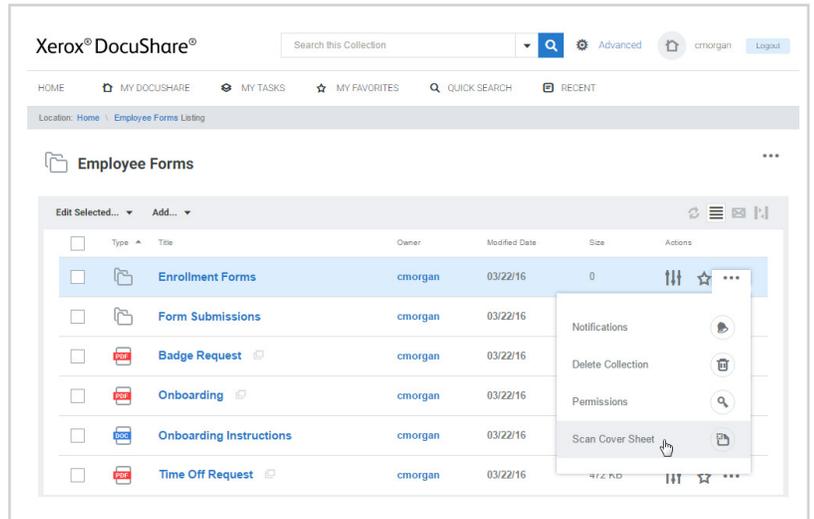
## DocuShare Express Support and Service

DocuShare's global support organization provides 24/7 phone and email support\* to help keep your DocuShare system operating most effectively.

\*Support after standard business hours in English only.

## Want to learn more?

For more information on how DocuShare Express can bring greater efficiency and productivity to your organization, please visit [www.docushare.com](http://www.docushare.com) or call 1-800-735-7749 (US and Canada Only).



With DocuShare Express you can create scan cover sheets that let you easily send your documents directly to specific folders. This saves time, keeps you organized, and enables fast searches for easy access to your digital content any time, from your computer or mobile device.

## Consistent Industry Recognition

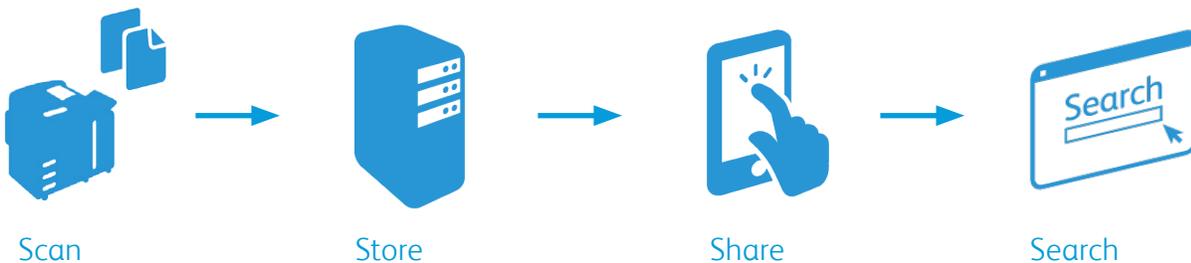
DocuShare recently received the prestigious BLI Pick Award for Outstanding Document Management Solutions. DocuShare Express has earned high marks in BLI's evaluation for ease of use, ease of administration, customer and dealer support, and overall value.

"DocuShare stands out as a uniquely powerful web-based document management and collaboration platform. Xerox has loaded DocuShare with a raft of features, yet the browser-

based interface delivers convenient Web conventions such as a home page and a history list that make using the system a snap.

DocuShare Express is suitable for smaller companies or departments within larger organizations that need the most common document management features on a platform that can grow as their needs evolve." --Buyers Lab

Xerox Extensible Interface Platform® streamlines scanning directly to DocuShare Express.



For more information, visit [www.docushare.com](http://www.docushare.com).

