Lanier GlobalScan Workflow Suite provides a flexible, robust platform for document capture, processing and distribution.

- **Accounting.** Streamline accounts receivable and accounts payable workflows to minimize processing time and improve cash flow.
- **Human Resources.** Deliver complete documentation packages, identify errors and omissions, and accelerate the acceptance process for new hires.
- **Records Management.** Automatically capture and securely store mission-critical information for fast, easy retrieval, tracking and compliance support.
- **Legal.** Reduce the time and cost required to process litigation support documentation in law firms and corporate legal departments.
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- **Financial.** Eliminate the need for outsourced scanning and document delivery, and shorten time to access for critical information.
- **Transportation.** Deliver bills of lading and manifests upon arrival to significantly reduce the billing and payment cycle.

**Powerful Applications for Your Industry**

Lanier’s GlobalScan Workflow Suite Family automates traditionally time-consuming, document-intensive business processes with remarkably flexible technology for capture, processing and distribution. This powerful software helps organizations of all sizes enhance productivity, efficiency and overall profitability.

**GlobalScan Workflow Suite Standard Edition** provides “out-of-the-box” connectors that scan documents directly to common destinations and business applications. The Workflow Suite Standard Edition offers additional capture, management, storage and distribution of documents scanned from GlobalScan-enabled multifunctional devices.

**GlobalScan Workflow Suite Standard Edition** supports the transmission of scanned documents to:

- E-mail
- Network Folders
- FTP
- ODBC-Compliant Database
- Any Enterprise Document Management System
- Scan-to-Printer
- Scan-to-Desktop PC
- Any ODBC-Compliant Database
- Any Enterprise Document Management System
- (That supports XML data exchange)
- Scan-to-Printer
- Scan-to-Desktop PC

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**GlobalScan Workflow Suite Full option** enables additional functionality to GlobalScan Workflow Suite Standard, including:

- Basic image clean-up
- Basic barcode recognition
- Workflow reports (who, when and where), notifications via e-mail, fax and print of job completion/failure to the user
- It also supports connections to competitive MFPs from HP, Kyocera Mita, Sharp and Xerox.

**GlobalScan Workflow Suite Full option** enables additional functionality to GlobalScan Workflow Suite Standard, including:

- Capture from more than 24 enterprise document management systems and advanced image clean-up with additional options for forms processing, Bates stamping and intelligent cover sheet routing.

For a complete list of GlobalScan capabilities and supported enterprise document management systems, please visit www.lanier.com.

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Automate document capture, processing and distribution.

Maximize Simplicity, Efficiency and Productivity

Across multiple industries, productivity depends on smooth document workflow. The challenge is ensuring simplicity. Document-intensive processes involve multiple types and formats, several levels of software, storage and other IT architecture, plus a network of devices for input and output.

The LANIER® GlobalScan™ Workflow Suite Family greatly simplifies this situation, replacing manual steps and work-around fixes with automation and efficiency. This versatile software accommodates virtually any document format, line-of-business application and content management software. The LANIER GlobalScan Workflow Suite Family offers a range of options that can easily adapt to specific workflows and line-of-business applications in many industries.

Streamline Time-Consuming Processes

This open, scalable, server-based solution allows you to capture, process and distribute documents with unprecedented flexibility.

• Enhance connected multifunctional products (MFPs) and copiers with an "Auto Scan" feature. Send scanned files directly to network folders, line-of-business applications, remote servers or in-house systems and applications.
• Capture virtually any file format (text, presentations, spreadsheets) from any source (desktops, scanners, digital cameras, MFPs, digital copiers and servers from most manufacturers).
• Ensure security with network authentication, including support for Kerberos.
• Secure scanned files using 128-bit encryption and the HTTPS protocol, the industry standard for secure Web transactions.
• Protect scanned files using 128-bit encryption and the HTTPS protocol, the industry standard for secure Web transactions.
• Connect up to 250 MFPs through one server, eliminating desktop scanners.
• Transmit scanned files to multiple locations. Overwrites include e-mail, folders, the LANIER GlobalScan Enterprise Document Management System, FTP and STFTP Microsoft SharePoint, Lotus Domino docs and any ODBC-compliant database.
• Create custodian workflows in any enterprise document-management system that supports PDF.
• Ensure security with network authentication, including support for Kerberos.
• Protect scanned files using 128-bit encryption and the HTTPS protocol, the industry standard for secure Web transactions.

Support Other MFP Brands

GlobalScan Workflow Suite Express option adds device support and workflow tracking.

• Access all the capture, processing and distribution tools using hardware from HP, Xerox, Kyocera, Konica Minolta, Canon and many others.
• Monitor every document transaction. Workflow tracking makes it easy to generate detailed reports that show when users deliver specific documents into automated workflows.
• Capture metadata with basic barcode recognition.

Robust Connectivity

GlobalScan Workflow Suite Full option provides more application connectors.

• Capture files from the servers, local or remote folders, FTP sites, Bayesian and plain-text files, ODBC, digital copiers and scanners, or capture e-mail.
• Deliver files to e-mail applications, Microsoft SharePoint, Lotus Domino, other servers, desktops and Microsoft Office applications.
• Deliver files to email applications, for servers, folders, secure FTP sites and ODBC-compliant databases, or to output devices.

Advanced Indexing

Available with GlobalScan Workfow Suite Full, optional SMARTicket software often fast, easy workflow automation via bar-code recognition.

• Each printed or electronic ticket enables you to process documents from an MFP based on predetermined, customized workflow.
• Optional SMARTicket software ensures consistent content capture, indexing and validation.
• Secure Global Distribution

GlobalScan Workflow Suite Standard transforms MFPs into document portals for capture, management, storage, retrieval and distribution.

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The Lanier GlobalScan Workflow Suite offers a range of options that can easily adapt to specific workflows and line-of-business applications in many industries.

Streamline Time-Consuming Processes

This open, scalable, server-based solution allows you to capture, process and distribute documents with unprecedented flexibility:

• Enhance connectivity to all business products (MFPs) and copiers with "scan-to" capabilities. Scan scanned files directly to network folders, Microsoft® and Lotus® memory, network connected databases, Web sites, and industry-standard electronic storage, retrieval and distribution.

• Capture virtually any file (text, presentations, spreadsheet) from any source (printouts, scans, digital cameras, MFPs, digital copiers and scanners, or capture in real-time or batch). Interpreting files with ease, GlobalScan Workflow Suite family processes documents via OCR, IC, bar code reading and/or forms recognition.

• Automate manual document workflows: Use simple workflow-based processing to capture, manipulate and distribute paper or electronic documents — such as various job applications or other forms — according to your specific business needs.

• Create automated document pathways from IT systems into business or virtual software, including line-of-business applications and enterprise content management systems. This helps support compliance with HIPAA, Sarbanes-Oxley and other regulations.

• Enhance productivity with the hardware and software you already own. GlobalScan Workflow Suite Family offers optimal support for MFPs, digital copiers and copiers from most manufacturers.

Empower Your Team

The document distribution tools in this software suite provide your staff with new ways to increase productivity and reduce costs:

• Process documents rapidly. The combination of an intuitive interface and advanced workflow options significantly reduces processing time.

• Reduce labor costs. Scanning files directly into critical applications ensures employees to file lines, increases accuracy and enhances workflow efficiency.

• Eliminate bar and optical document with an extensive audit trail that confirms delivery of every distributed file.

• Enable documents to move the workflow system, including overnight and long-distance delivery.

Secure Global Distribution

GlobalScan Workflow Suite Standard transforms MFPs into document portals for capture, management, storage, retrieval and distribution.

• Connect up to 250 MFPs through one server, eliminating desktop scanners.

• Transmit scanned Electorecognizable documents to print or email with various content management systems, as well as a wide range of industry-specific line-of-business applications.

• Ensure security with network authentication, including support for Kerberos.

Protect Your Investment

GlobalScan Workflow Suite Express options add device support and workflow-tracking automation:

• Access all the capture, processing and distribution tasks using hardware from any Kyocera Mita, Sharp or Xerox.

• Monitor every document transaction. Workflow tracking makes it easy to generate detailed reports that users deliver specific documents into automated workflows.

Robust Connectivity

GlobalScan Workflow Suite Full option provides more application connectors:

• Capture files from the same, local or remote file system, FTP sites, e-mail or paper files, OCR, PDFs, text, electronic forms, EDMS (Enterprise Document Management System), ERP and Lotus Domino.doc and any ODBC-compliant database, or to output devices.

• Secure file-to-content management workflow software (including Microsoft SharePoint, Documentum, Interwoven, IBM CM, FileNet, OpenText and many others).

Advanced Indexing

Available with GlobalScan Workflow Suite Full, optional SMARTicket™ offers fast, easy workflow automation via bar code recognition:

• Each printed or electronic ticket enables you to process documents — whether hardcopy or electronic — according to your rules.

• Send files into content management software, including SharePoint, Documentum, Interwoven, IBM CM, FileNet, Lotus Domino.doc and any ODBC-compliant database.

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Maximize Simplicity, Efficiency and Productivity

Across multiple industries, productivity depends on smooth document workflow. The challenge is ensuring simplicity. Document-intensive processes involve multiple types and formats, several levels of software, storage and other IT architecture, plus a network of devices for input and output.

The LANIER® GlobalScan™ Workflow Suite Family greatly simplifies this situation, replacing manual steps and work-around fixes with automation and efficiency. This versatile software accommodates virtually any document format, line-of-business application and content management software. The end result is a new benchmark for fast, flexible document management. The Lanier GlobalScan product offers a range of options that can easily adapt to specific workflows and line-of-business applications in many industries.

Streamline Time-Consuming Processes

This open, scalable, server-based solution allows you to capture, process and distribute documents with unprecedented flexibility:

• Enhance connected multifunction products (MFPs) and copiers with “scan-to” capabilities. Scan scanned files directly to network folders, local files, document repositories, databases, and email systems.
• Capture virtually any file types (photographs, spreadsheet) from any source (flatbeds, scanners, digital cameras, PDFs, digital copiers and more).
• Capture any document into any process. Capture hardcopy documents via LAN MFP, digital copiers or scanners, or capture email or files.
• Manipulate files with ease. GlobalScan Workflow Suite family processes documents via OCR, IC, bar code reading and other forms of recognition.
• Automate manual document workflows. Use rule-based processing to capture, manipulate and distribute paper or electronic documents — such as rejection, job applications or other forms — according to your specific business needs.
• Create automated workflows (from MFPs into business critical software) using files-of-business applications and enterprise content management systems. This helps support compliance with HIPAA, Sarbanes-Oxley and other regulations.

Protect Your Investment

Improve productivity with the hardware and software you already have in place and support centralized IT administration:

• Simply integrate with enterprise software. The GlobalScan Workflow Suite family offers built-in integration with most leading document and customer management systems, as well as a wide range of industry-specific line-of-business applications.
• Enhance the hardware you already own. GlobalScan Workflow Suite family offers optional support for digital copiers and scanners from most manufacturers.

Empower Your Team

The document distribution tools in this software suite provide your staff with new ways to increase productivity and reduce costs:

• Process documents rapidly. The combination of an invariant interface and advanced software features significantly reduces processing time.
• Provide faster access. Scanning files directly into critical applications ensures employees receive the files quickly, enhancing accuracy and reducing workflow routing.
• Eliminate the need to print documents or transmit them to a central location that confirms delivery of every distributed file.
• Eliminate documents around the workplace, without the cost of overnight courier service or long-distance filing.

Secure Global Distribution

GlobalScan® Workflow Suite provides standard transmission and integration into electronic document portals for capture, management, storage, retrieval and distribution:

• Connect to as many MFPs through one server, eliminating desktop scanners.
• Transmit secured files to multiple locations (intervenents) in email, flat files, electronic document management systems (EDMS), FTP and other Microsoft SharePoint, Lotus Domino sites and any ODBC-compliant database.
• Create custom workflows in any enterprise document management system that supports XML.
• Ensure security with remote authorizations, including support for Kerberos.
• Protect scanned files using 128-bit encryption and the HTTPS protocol, the industry standard for secure Web transactions.

Support Other MFP Brands

GlobalScan® Workflow Suite Express add-on device support and workflow tracking:

• Access all the capture, processing and distribution tools using hardware from over fifteen manufacturers. It plugs into any multi-functional device (MFP), copier or scanner.

With every device transaction, workflow tracking makes it easy to generate detailed reports that allow users deliver specific documents into automated workflows.

• Protect scanned files using XML bar code recognition.

Robust Connectivity

GlobalScan® Workflow Suite Full option provides more applications connectors:

• Capture files from the servers, local or remote folders, FTP sites (secure and open) files (batch, XML, text, delimited formats, ASCII), scanners.
• Deliver files to e-mail applications for servers, folders, secure FTP sites, EDMS (Enterprise Document Management Systems), FTP and SFTP, Microsoft SharePoint, Lotus Domino, OpenText and many others.

Advanced Indexing

Available with GlobalScan® Workflow Suite Full, optional SMARTicket offers an easy workflow automation via bar code recognition:

• Each printed or electronic document makes it easy to process documents from a server with predefined, automated workflows. The ticket-based system has a variety of acquisition methods including manual entry, automated reading, bar code reading and other forms of recognition. Delivery and tracking data can be used repeatedly. Every document with the bar code covers the document and is processed according to your site's.
Lanier GlobalScan Workflow Suite provides a flexible, robust platform for document capture, processing and distribution.

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- **Human Resources.** Deliver complete documentation packages, identify errors and omissions, and accelerate the acceptance process for new hires.
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GlobalScan Workflow Suite Standard Edition provides "out-of-the-box" connectors that scan documents directly to common destinations and business applications. The Workflow Suite Standard Edition offers additional capture, management, storage and distribution of documents scanned from GlobalScan-enabled multifunctional devices.

GlobalScan Workflow Suite Standard Edition supports the transmission of scanned documents to:

- **E-mail**
- **Network Folders**
- **FTP/SFTP**
- **Microsoft SharePoint**
- **Lotus Domino**
- **Any ODBC-Compliant Database**
- **Any Enterprise Document Management System (that supports XML data exchange)**
- **Scan-to-Printer**
- **Scan-to-Desktop PC**

**Versatile, Any-to-Any Document Management**

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GlobalScan Workflow Suite Standard Edition supports the transmission of scanned documents to:
- E-mail
- Network Folders/Home Folders
- Fax
- FTP/SFTP
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- Lotus Domino
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- Scan-to-Printer
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