Solution brief

Capture information easily for quick ROI

HP Capture and Route solution

What if you could…

- Simplify capture tasks on MFPs, making capturing data as easy as pressing the copy button?
- Reduce costs associated with distributing paper documents?
- Increase productivity by making it easy to find, access, and distribute documents?
- Eliminate fax lines and save long-distance charges every month?
- Extend enterprise document capture and routing capabilities to smartphones and tablets?
- Help secure the data and content of documents being scanned within your organization?

With HP Capture and Route—you can.

The challenge

Overwhelming amounts of paper and electronic information can impact productivity. Managing and storing this information can be costly and time-consuming. And finding the information you need is difficult.
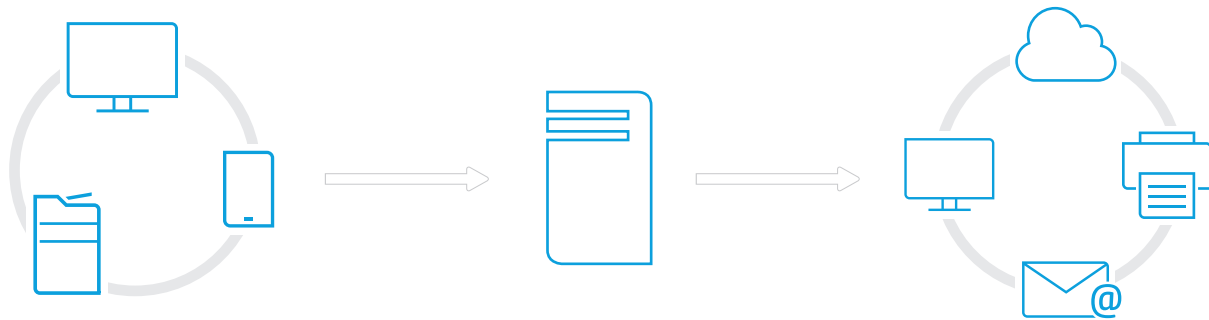
Solution overview

Turn information into action. Convert paper-based and electronic documents into digital files to streamline workflow—reduce costs, increase productivity, and enhance security. With simple, one-time digital capture, you can have immediate access to documents for easy distribution and tracking.

HP Capture and Route enables easy conversion of paper documents into a variety of digital

formats—including PDF, TIFF, Microsoft® Word (DOC and DOCX), JPG, and RTF. Route information wherever it's needed—including fax, email, content management systems, network file folders, and cloud-based storage—with one-button simplicity. You can also extend these capabilities to smartphones and tablets with the Mobile Client for HP Capture and Route.

This scalable, customizable, easy to deploy and use solution can help you realize a quick return on your investment. Capturing digital information supports record retention and privacy requirements. It can help increase document security and encourage paper conservation. You can also license a digital fax-only version of HP Capture and Route to replace your analog fax lines—reducing overhead costs while fully integrating with your MFPs, scanners, and digital senders.

Capture

Capture content from MFP, desktop, scanner, email, fax, or mobile device

Process

Compress, OCR, and convert content to a variety of file formats

Route

Deliver content to any number of destinations including DMS/ECM systems, network folders, cloud repositories, fax, printers, and email

How it works

Problem
A large law firm loses time and money in handling, storing, and retrieving paper documents critical to their cases. The firm also wants to use less paper and consolidate its fax infrastructure.

Solution
Using HP Capture and Route, the firm can automate its fax, scan, and document distribution processes for employees across several locations. Managing documents in digital form instead of paper allows the firm to reduce fax lines, environmental impact, and administrative costs—saving thousands of dollars per year.

Benefits and features

Transform document capture
- Capture documents quickly, accurately, and efficiently.
- Easily share content to back-office applications, online destinations such as Microsoft SharePoint® and DMS iManage, and cloud-based repositories such as Dropbox.
- Simply press a button to capture information and automatically route it—with little to no end-user training.
- Create routing rules at the desktop or MFP to give users customized buttons at the device.
- Stay more productive on the go, using the Mobile Client for HP Capture and Route on your smartphone or tablet. Submit digital text and image files to multiple destinations, or create a scan reservation and then send files to your personal distribution list or other workflow options.
- Turn scanned documents into editable text in more than 40 languages, using optical character recognition (OCR) capabilities.

Achieve rapid return on investment
- Reduce printing and shipping costs associated with paper documents.
- Eliminate dedicated fax lines and stacks of incoming faxes. HP Capture and Route makes faxing a part of the digital workflow, and it can also be licensed as a fax-only solution.
- Free up valuable office space and save money on facility fees for document storage and retrieval.
- Increase productivity by creating digital information that is easy to find, access, and share.

Easily integrate and upgrade
- HP Capture and Route and HP Access Control are designed to work together, providing a secure, convenient capture and authentication solution.
- Preview scanned images, then zoom, rotate, reorder, insert, and delete content. HP Capture and Route is compatible with HP Image Preview—available on select HP Enterprise devices.
- Integrate seamlessly into workflow, document management, and archival systems.
- Implement in one department, and expand across the business as needed.
- Support just a few devices—or up to 30,000 device licenses—spanning HP and multi-vendor MFPs, networked scanners, and digital senders.

Increase document and data security
- HP Capture and Route integrates with authentication solutions such as HP Access Control to ensure users only see the workflows they are authorized for.[1]
- HP Capture and Route is a compliant solution that keeps a complete audit trail of what was scanned, who scanned it, and when it was scanned.
- Document data is encrypted while in transit and at rest on the server.
- HP Capture and Route Data Loss Prevention functionality allows documents to be analyzed for sensitive words such as "confidential" or patterns such as a Social Security number. If a user initiates a job that violates policies, several actions can be taken to prevent a data breach and to identify responsible individuals.

Technical specifications

To see which devices are compatible with HP Capture and Route, please see the HP JetAdvantage Compatibility tool at:
https://z.hpsalescentral.com/#/learn/solutions/printingsolutions/jetadvantage

Supported operating systems	Microsoft Windows Server® 2012 R2 (64-bit), Windows Server 2016 (64-bit) and Windows Server 2019 (64-bit)
Server minimum system requirements	Dedicated dual-core server, 2.6 GHz with 100 GB of disk space and 8 GB of RAM; a quad-core processor with at least 16 GB of RAM is preferred.
Server installation prerequisites	Windows® Active Directory®, disabled Internet Explorer® Enhanced Security Configuration (Windows component), Acrobat® Reader 7.0 or later, IIS v.8 or later with SMTP and WWW services enabled; Internet connection **Note**: Do not run any other enterprise application on the HP Capture and Route server.
Database server requirements	Microsoft SQL Server® or Express 2012 or 2016 will be installed during installation. If you have a highly available SQL instance, HP Capture and Route can be connected to it.
Intelligent device client requirements	The Intelligent device client requires a system that meets the server minimum requirements. In addition, a Windows NT domain system runs in the same domain as the server and is not a domain controller. If the system is in a different domain, the domain must have bidirectional trust with the HP DCR Server domain. Intel® Pentium® III-compatible processor, 1 GHz, 512 MB RAM, 500 MB available hard disk space, DVD-ROM drive, and Microsoft mouse or compatible pointing device, Windows 2008 (64-bit), and 2003 Standard Edition Service Pack 2 (64-bit). IIS with the following components: common files, World Wide Web service, and Internet information services manager; HP server installation DVD; and Windows user account that belongs to the administrators group.
Supported devices	Works with any multifunction devices that can scan to email or network folders, and network-connected scanning devices (some devices may require a routing sheet). Certified on all HP OXPd 1.6 and OXP 1.8 devices.
Supported composer formats	PDF text, PDF image, PDF image plus hidden text, PDF/A, TIFF image (single- or multipage), DOC/DOCX, RTF, XML, XLS/XLSX, WPD, or TXT The composer can be used to apply document compression and meet the archiving standards set for composing PDF/A formatting.
Included connectors	HP LAN Fax Connector, document management system (DMS) SharePoint Connector, DMS FileShare Connector, FileScan Connector, Printer Connector, SMTP Connector, Telco Connector, XML Connector, Database Connector, DMS iManage, DMS DropBox
Ordering information	HP Capture and Route Base Server (B3Q22AAE) HP Capture and Route Failover (B3Q23AAE) HP Capture and Route Single Device (B3Q24AAE) HP Capture and Route 10 Devices (B3Q25AAE) HP Capture and Route 11-99 devices (B3Q26AAE) HP Capture and Route 100 Devices (B3Q27AAE) HP Capture and Route 101-499 Devices (B3Q28AAE) HP Capture and Route 500 Devices (B3Q29AAE) HP Capture and Route 501-999 Devices (B3Q30AAE) HP Capture and Route 1,000 Devices (B3Q31AAE) HP Capture and Route 1,001+ Devices (B3Q32AAE) HP Capture and Route Server License Extension to support Mobile Client applications (F3J75AAE) HP Capture and Route Mobile Client Pack for mobile application access (F3J76AAE) Additional Compose Threads to be added to HP Capture and Route system (F3J77AAE) HP Capture and Route per-device license for fax (F3J74AAE) HP Capture and Route Fax 2 Ports (B3Q33AAE) HP Capture and Route Fax 4 Ports (B3Q34AAE) HP Capture and Route Fax 8 Ports (B4G09AAE) HP Capture and Route Fax 12 Ports (B4G10AAE) HP Capture and Route Fax 24 Ports (B4G11AAE) HP Capture and Route Fax 30 Ports (B4G12AAE) HP Capture and Route Workflow Startup kit 50 Devices (B3Q35AAE) HP Capture and Route First Workflow Single Device (B3Q36AAE) HP Capture and Route Additional Workflow Single Device (B3Q37AAE) HP Capture and Route Data Loss Prevention (3FJ22AAE)

Get started

Contact your local HP representative or document solution reseller to:

• Set up a workshop to assess your specific business needs

• Establish a plan to implement the best solution for today and into the future

• Identify a business-scanning solution and strategy that can help your company save money

Learn more at
hp.com/go/hpcr

[1] An additional password is required when you send information to a password-protected end repository.

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