IQmfp

...the **electronic filing** solution that makes you more **efficient** and more **profitable.**

Independent studies by major auditing firms indicate that most businesses lose one out of every twenty documents they create or receive. The costs associated with lost or simply misfiled documents mount quickly.

In partnership with **HP**, *Informa Software* delivers a solution that eliminates the time wasted looking for documents and the cost of making unnecessary copies.

Simply scan from the front panel of an HP mfp and file your document with a few keywords. Unlike copier-based mfps, IQ*mfp* allows the input of index keywords from your desktop. All document types and search fields are custom-definable. IQ*mfp* will also capture documents from MS Office applications or any Windows file type through the native Windows "Send to" feature with a few keystrokes.

Security at the document type, user and group levels insure that only authorized users gain access to documents.

Using an intuitive browser-based search, IQ*mfp* can find documents by keywords or data ranges. Documents are displayed in the industry-standard Adobe® PDF Reader, allowing you to save, print, e-mail or even fax as necessary.

IQ*mfp* saves you money by dramatically reducing labor and other operational costs. Fewer trips to the filing cabinet and copier mean more employee productivity. Finding information quicker means being more responsive to customers, which translates directly into a competitive advantage.

Documents stored in paper form are subject to loss in the event of natural disasters such as flood and fire. IQ*mfp*'s document archival capabilities give you peace of mind by converting paper documents into an electronic format that can be stored and protected as part of your disaster recovery program.f chasing paper? Try IQ*mfp* to immediately put your hands on the documents you need every day. Why look in filing cabinets or on someone else's desk when you can find it quickly with IQ*mfp*?
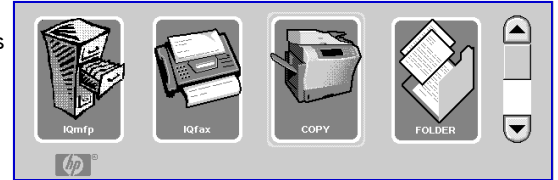
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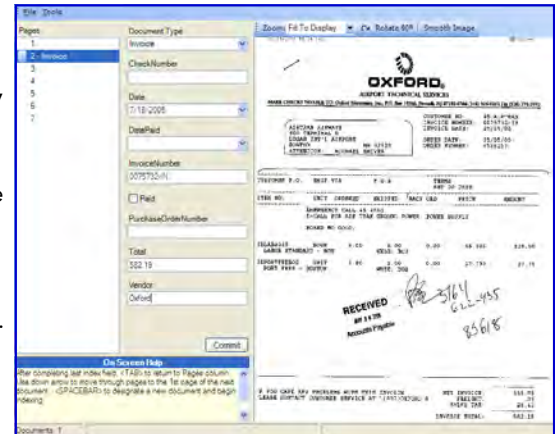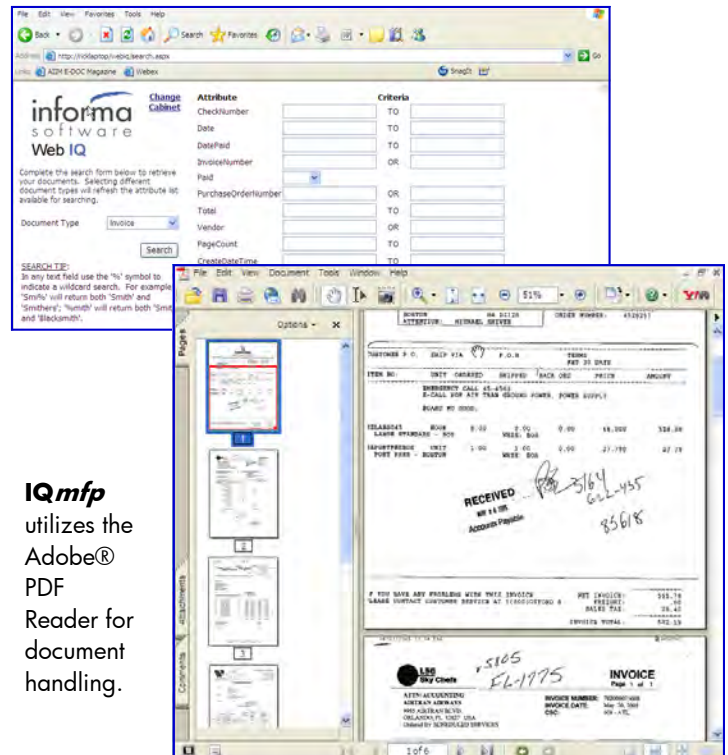
Scan documents using the HP mfp's intuitive front panel.

Categorize and **electronically file** documents scanned from your mfp—store files directly from Office applications or from any folder.

Search and retrieve documents using a browser-based application from anywhere on your network.

IQ*mfp* utilizes the Adobe® PDF Reader for document handling.

Finding and retrieving a document using an electronic filing system is significantly faster than the same process with a paper-based system. With IQ*mfp*, you can search for documents from your desktop PC or through secure access on a web portal. Within a split second, every document that contains the specified criteria will appear on the computer screen. IQ*mfp* quite simply eliminates the effort spent filing, searching, retrieving and re-filing paper documents. The amount of time saved is enormous and gives a business the option of either re-allocating an employee's time to more productive tasks, or reducing the size of its workforce. The example below illustrates this point.

Why ROI and DR under the same heading? Of what value are your paper files and documents in the event of a natural disaster? This question makes it obvious why one of your major concerns about ROI should focus on business continuity.

IQ*fax* increases the utility of the HP mfp by adding the power of Captaris RightFax. Two-channels of LAN fax enable faxing from the mfp or from any desktop application. Save time and money with the efficiency of network faxing.

An add-on to IQ*mfp*, DocCenter provides additional functionality including ad hoc workflow (routing), annotations and document history (audit trail).

Number of documents handled per day		25
Hourly wage (fully burdened)		$15

	Paper	IQmfp
Minutes to file or retrieve each document	6	2
Hours per Year	625	208
Labor Cost	$9,375	$3,125
Annual Cost Savings		$6,250
Monthly Cost Savings		$520

This illustration assumes 25 documents per day and 1 employee. What if you have 5 employees touching 50 documents per day? The monthly cost savings would increase by a factor of 10!

System Requirements

HP LaserJet mfp

HP Server (or equivalent) with P4 processor

1 GB memory

Mirrored 80 GB Hard Drives

Windows Server 2003 or Windows XP Pro SP2**

Windows IE 6 or higher

*IQ*fax* requires Windows Server 2003

HP mfp products supported by IQ*mfp*

HP LaserJet 4345mfp

Print, copy, color scan, and optional analog fax

Speeds up to 45 ppm (black)

Optional stapler/ stacker or 3-bin mail- box accessory

HP LaserJet 4730mfp

Print, copy, and scan in color or B&W

Send to email or folder, optional analog fax

Speeds up to 31 ppm (letter color or B&W)

Optional stapler/ stacker or 3-bin mail- box

HP LaserJet 9500mfp

Print, copy, color scan, analog fax

Speeds up to 24 ppm

Color printing and copying up to 11" x 17" media

HP Image REt 4800 ensures continuous commercial-press quality

HP LaserJet 9040/9050mfp

Print, copy, color scan, and optional fax

Speeds up to 50 ppm (black)

Best-in-class network- ability

Up to 11" x 17" media capability

HP 9200c Digital Sender

Scan and send to email, Internet fax, work flow or network folder

Speeds up to 47 ipm black and white or up to 30 ipm color

600x600 resolution

Support page sizes of 3.9" x 5.8" to 8" x 14"

HP LaserJet-based mfps offer:
HP Smart printing technology—saves you time and lowers overall printing costs.
HP JetDirect networking for reliable sharing in large networks.
HP Webjetadmin for simple remote management.