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Solution Components

Professional Version:

- DocuShare (10 Client Access Licences (CALs), Outlook Client, Interact Module)
- Xerox Scan to Desktop (10 seats)

Standard Version:

- Same as Professional excluding Interact Module

System Requirements

Xerox DocuShare

Windows 2000/2003 & Linux Servers
DocuShare Server with 50 CALs and up to 300,000 Documents

- Intel or AMD platforms running Windows 2000 Server with SP4, Windows Server 2003 Standard Edition with SP1, Red Hat Linux Enterprise AS or ES v.2.1 or 3, an SUSE Linux Standard or Enterprise Server v.8.0
- 2.2 GHz Xeon Processors each with 1 MB cache or AMD Opteron 200 Series Processor or better
- Minimum 2 GB memory
- Dual on-board 10/100 MB NICs
- Minimum 80 GB Ultra3 SCSI Hard Drives
- Uninterruptible Power Supply

Notes:

1. DocuShare is also supported on Solaris 8, 9 (or higher) platforms. Solaris is recommended for large or enterprise DocuShare implementations. For such implementations, please contact your Xerox Systems Analyst for system specifications.
2. If document storage volumes exceed the number outlined above, please contact your Xerox Systems Analyst for information regarding the High Capacity option.

Client Requirements:

- Netscape Navigator 6.x or 7.x
- Internet Explorer 5.5 SP2 or 6 SP1
- Mozilla 1.7.1, Mozilla Firefox 1.0
- Opera 7.52

Xerox FreeFlow™ Scan to PC Desktop

To install and run Xerox FreeFlow™ Scan to PC Desktop software, your Windows-compatible PC must meet or exceed the following requirements:

- Intel or Intel-compatible Pentium™ or higher processor.
- SVGA monitor with 256 colors or more, and 800x600 minimum pixel resolution.
- Microsoft Windows® 98 Second Edition (SE), Windows NT 4.0 with Service Pack 6 (SP6) or higher, Windows 2000, Windows Me, or Windows XP.
- For Windows 98 SE and Me, 128 MB RAM minimum or higher.
- For Windows NT 4.0 SP6, Windows 2000, and Windows XP: 128 MB RAM or higher recommended, 128 MB minimum.
- Hard disk with a minimum of 80 MB free space.
- Microsoft Internet Explorer 4 or higher.
- CD-ROM drive for installation.

Xerox FreeFlow™ Scan to PC Desktop supports TWAIN and WIA (Windows Image Acquisition) compatible scanners. FreeFlow™ Scan to PC Desktop does not support the following older scanners: Visioneer Mx, lx, Vx, and Strobe; HP 4S, and Compaq Scanner Keyboard.

FreeFlow™ Scan to PC Desktop also supports TWAIN and WIA compatible digital cameras, and enables you to obtain and manage images from other sources, such as Windows Explorer or the software program provided by the camera manufacturer.

Work Together..... Even When You're Apart



The Web Based Team Collaboration
Tool for Your Business

Collaborate

Around the Corner

Around the World



The way we work has changed dramatically over the last decade. Laptops, Personal Digital Assistants (PDAs), wireless computing and the internet have expanded the boundaries of the traditional office. We work from airports, hotel rooms, home, customer sites, and even donut shops! Project teams are often geographically dispersed and their ability to collaborate easily can be a challenge.

The Xerox Collaboration Suite is an easy-to-use, cost-effective software solution that integrates with Xerox multi-function devices. This web-based solution enables user communities to work collaboratively on projects of all sizes without a significant investment in technology.

The Xerox Collaboration Suite enables teams to use the Internet to create project spaces where they can collaborate on documents using a series of powerful built in functions to ensure swift, up to date information exchange. This directly benefits organizations faced with reducing expenses and office space and who need new ways for team members to communicate effectively.

Barriers to information exchange are eliminated with the Xerox Collaboration Suite's robust, common document platform that streamlines existing work processes, improves productivity and reduces costs.

Xerox also provides valuable services that will ensure the solution meets the organization's goals while minimizing the impact on IT during the implementation phase.

By choosing Xerox, you are selecting a technology provider who will work with you every step of the way. Your organization can be assured that the solutions and services provided will meet your organization's goals to streamline information exchange, empower the user community to embrace the technology and reduce costs.



Scanning



Hardcopy documents can be easily scanned to the desktop using Xerox Multifunction devices or TWAIN compliant scanners into PDF format.



Document Search and Retrieve

enables you to **quickly find information** such as files, folders, discussion topics, calendar events and more in your repository through the advanced search capability of DocuShare.

Document Versioning

allows you to **create and keep a digital "paper trail"** of a **document's history** by saving a new version along with the date and time the version was added to the collection, the user who added it and any user-provided comment.

Document Routing

saves you time by **automating the routing of documents** to users for review, approval or editing via a Routing Slip.

DocuShare Subscriptions

keeps you current by **immediately notifying you of changes** to any content stored in DocuShare.

DocuShare Discussions

enables the freedom and flexibility of an **online exchange of ideas** and provides a **thread to these discussions**.

DocuShare Calendar

allows you to **share a calendar to manage and keep track of tasks, schedules, appointments, meetings, and other activities**.

DocuShare Outlook Client

enables the **sharing and management of e-mails and attachments** by directly interacting with the DocuShare repository through **Microsoft Outlook™**.

Optional:

DocuShare interact

(Available in Collaboration Suite Professional)
enables users to **create Web Pages** for a specific task or project and easily add, revise, and share page content.

Annotations

Users can **quickly convert electronic files to PDF format** and use powerful annotation and markup tools for document level collaboration.

Drag and Drop to DocuShare

Once documents are marked up, **it's simple to drag and drop the document to DocuShare** to continue the collaboration cycle.

