

Scan, Store, Share, and Search Paper and Digital Content

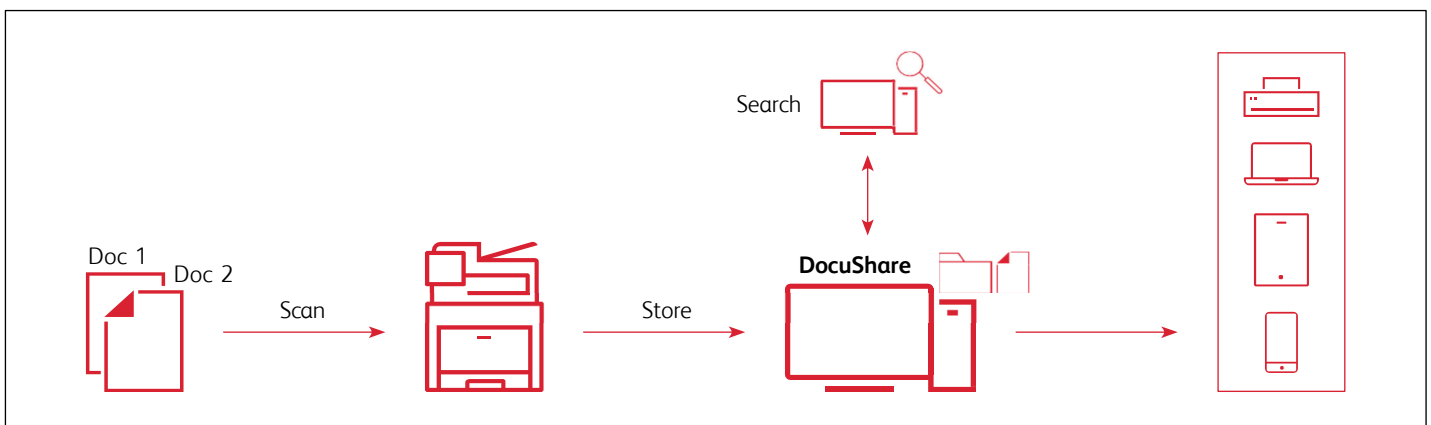
Xerox® DocuShare® Express - Solutions that Optimize.



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

Requiring minimal IT support, DocuShare Express is easy to install and maintain. It's so intuitive that teams can get up and running in minutes with minimal training. 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 paper-based documents into one centralized content repository. Using 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 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, accelerating efficiency and supporting compliance. Using a web browser, every worker has secure access to information when needed.
- **Search:** DocuShare Express automatically indexes document properties and content for easy search and retrieval. When everyone can find what they need in seconds, paper-based file cabinets become obsolete – so you save time, storage space, and money.



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

Xerox® DocuShare® Express

MANAGE DOCUMENTS AND PROCESSES

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

DELIVER SCANNED DOCUMENTS TO DOCUSHARE EXPRESS

DocuShare Express, coupled with Xerox Extensible Interface Platform® (EIP), 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.

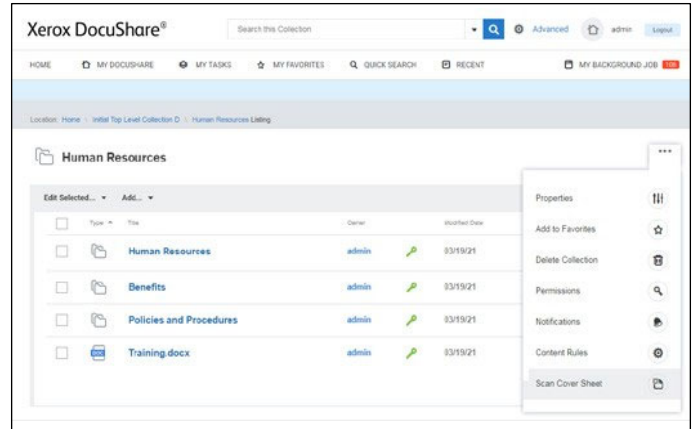
Bottom line benefits:

- Up to 80% time savings to find information
- Reduced reliance on paper- and space-consuming filing cabinets
- Increased productivity with automated workflows
- Seamless integration with your chosen imaging solution

DOCUSHARE EXPRESS SUPPORT AND SERVICE

The 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.



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

Customers love the flexibility, convenience, and ease of use that Xerox® DocuShare® offers.

“It is extremely easy to set up and deploy. Getting started is so much simpler than most products. It is in a class of its own.”

For more information on how DocuShare Express can bring greater efficiency and productivity to your organization, visit <https://www.xerox.com/docushareexpress> and [xerox.com/ecm](https://www.xerox.com/ecm).