# Xerox FreeFlow™

Organizations are under great pressure these days to cut costs, streamline business processes and improve efficiencies. Today, integrated fax solutions are simple and close at hand to help provide efficient and cost effective distribution of business information through automating the delivery of business documents. Network fax systems enable you to automatically send, receive and store your fax documents.

**Reduce Costs** – network fax servers help eliminate the labor, equipment and supply costs associated with manual faxing. In addition, there is generally a reduction in phone costs because of the consolidation of phone lines needed.

**Office Productivity** – the availability of fax functionality at the desktop helps to reduce time consuming manual processes for delivering business documents (i.e. fax, mail, courier and overnight mail).

**Secure and Reliable** – because of the ability to send right from desktop application or receive incoming faxes electronically, there is no need to worry about lost faxes. In addition, fax servers provide the capability for an audit trail of all sent and received faxes.

**Reduce Support** – fax servers allow you consolidate fax services – fax modems, phone lines, or stand alone fax machines.

Xerox's OfficeFax Pro provides integrated, server-based fax functionality -- extending powerful fax capabilities to the desktop and enabling walk-up fax capabilities in the Xerox multifunctional systems.

Office Fax Pro is a cost effective network server based fax solution that enables the following capabilities:

- Send and receive faxes from a Work Centre Pro device
- Distribute from the desktop using the "File/Print" methodology via the Office Fax Pro print driver – send via fax line and/or email
- Deliver PDF files to a group e-mail address public folder, networked printer or Work Centre Pro devices
- Create PDF files using the Office Fax Pro print driver
- Monitor and archive all incoming and outgoing faxes using the Audit Log History
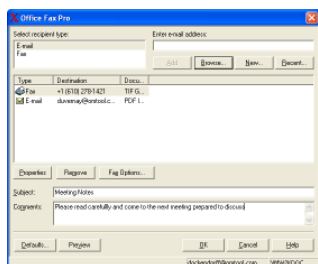
*SMARTer Document Management*
**Save Time,**
**Reduce Costs,**
Accelerate Work*flow*
*SMARTer Ways to work*

**Xerox makes your work…*flow***

## *Bring the power of email and fax*



### *… to the desktop*

**Integrated** - Fax submission and email routing from the desktop, in addition to walk-up fax capabilities with Xerox WorkCentre Pro multifunction systems. Full integration with user email address book.

**Economical** - Powerful, scalable fax server capabilities at an entry-level price. Eliminates multiple fax machines and their dedicated phone lines.

**Efficient** - Eliminates lost faxes, paper clutter, unnecessary trips to fax machine, and waiting in fax queue

**Ease of Use** -Convenient and easy to use. Easy-to-use user interface, whether at the desktop or the multifunction device.

**Xerox**
**FreeFlow**™

Digital Workflow Collection

A collection of tools offered by Xerox, which impacts nearly every aspect of document workflow in the office and print production space.

FreeFlow applications for the office:

Office Fax Pro
Scan to PC Desktop
Xerox Business Partners

## Minimum System Configurations:

### Server Requirements:

Windows 2003 Server or Windows 2000 Server (or Advanced Server) with Service Pack 4.
- 1 GHz Pentium III
- 512 MB RAM
- 20GB hard drive with minimum 1 GB free
- Internet Explorer 6.0
- At least one open PCI slot for the fax modem card(s). Server requires a 3 or 5 volt, 32 bit, 33 MHZ PCI slot.

*NOTE: One dedicated server can support several WorkCentre Pro devices, depending on the volumes of faxes sent per day/server.*

### Desktop Operating System for PC Clients:
- Windows XP Professional
- Windows 2000 Professional
- Windows 98SE

### Email Client:
- Outlook 2000, 2002, 2003
- Notes 5.x and 6.x
- GroupWise 5.x

### Internet Browser:
- Internet Explorer – 6.x only (required)

### Supported Multifunction Devices:
Office Fax Pro supports the following Xerox multifunction products:
- WorkCentre Pro 35/45/55
- WorkCentre Pro C32/C40
- WorkCentre Pro 65/75/90

The Work Centre Pro must be enabled with the optional Network Fax accessory and TCP/IP must be enabled

**For more information on the FreeFlow Digital Workflow Collection** call **1-800 ASK XEROX,** visit us on the web at: **www.xerox.com** or contact your Xerox representative.

For more information on Xerox Business Partners please visit: www.xerox.com/partners/xbp or call **1-800-428-2995**.