



# Top Five Reasons to Archive Fax Documents with RightFax

## OVERVIEW

Every day people throughout your organization use Captaris RightFax to send, receive and manage faxes. These documents are vital to your business, providing a history of communications and transactions with customers, suppliers and partners. If you do not have a strategy for maintaining these communications over the long-term, you are putting your organization at risk. Document management capabilities integrated with RightFax can help you mitigate this risk, enabling your organization to maintain records and audit trails for compliance, customer service and possible litigation purposes.

## TOP FIVE REASONS TO ARCHIVE FAXES AND INTEGRATE DOCUMENT AND RECORDS MANAGEMENT WITH RIGHTFAX

### One: Support Regulatory Compliance

Sarbanes-Oxley, HIPAA, Basel II, the Patriots Act and other regulations place strict rules on how organizations process, record, track and disseminate information. Organizations can meet fax-retention requirements and enhance regulatory compliance efforts by combining the automated and secure document delivery capabilities of RightFax with a long-term, centralized electronic repository for archiving fax documents and metadata.

### Two: Security and Audit Trail

Fax documents are central to all kinds of business transactions. Protecting valuable information and you knowing by whom, where and when faxes are accessed is essential for business continuity and overall security. By adding Captaris Alchemy Document Management capabilities with RightFax, fax messages can be electronically indexed and archived in a secure, central repository with access granted only to authorized users. Role-based security, version control and audit trail capabilities protect critical business and customer information.

### Three: Retain Corporate Knowledge

Paper faxes are easily lost or destroyed. If your organization loses its fax communications, it can also lose irreplaceable operational knowledge. This can be costly, time-consuming and result in unnecessary delays. By integrating long-term document management archival capabilities with RightFax, your organization can electronically store important fax documents to retain invaluable corporate data and documents.

### Four: Improved Productivity

You do not need to waste time manually archiving or hunting down old faxes. Alchemy software is integrated with RightFax to automate archiving, retrieval and distribution functions. It provides powerful search and retrieval tools that give authorized users fast access to archived faxes. Combining these capabilities with RightFax boosts employee productivity and customer service by making it quick and easy to store, locate, deliver and view any fax record.

## Five: Improve RightFax System Performance

As they accumulate, faxes stored on the server or email Inboxes across the organization can bog down your RightFax Server. RightFax system performance can be optimized by offloading long-term fax storage to a separate repository designed specifically to manage fax records.

### ABOUT RIGHTFAX ARCHIVELINK FOR ALCHEMY DOCUMENT MANAGEMENT

The RightFax Archive Link for Alchemy provides an out-of-the-box integration for RightFax, the leading fax server and document delivery solution, and Alchemy. The combined solution enables organizations to easily comply with fax-retention requirements, provides any department with quick access to fax documents, lowers the cost of archive storage, and responds rapidly to discovery demands. The RightFax Archive Link for Alchemy also integrates fax documents and data into the Alchemy records management system along with all other document types, thus meeting IT demands for vendor consolidation and a common electronic records management environment.

### FOR MORE INFORMATION

Captaris Business Information Delivery solutions help organizations of all sizes automate the information and document flow throughout the information lifecycle (capture, process, deliver, manage and archive). With a comprehensive suite of software and services, Captaris helps organizations to grow revenues and increase profits while meeting compliance goals. Through a global distribution network of leading enterprise technology partners, Captaris has installed more than 90,000 systems in 95 countries in companies of all sizes, including the entire Fortune 100. For more information, visit [www.captaris.com](http://www.captaris.com) or call 1.800.443.0806.

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