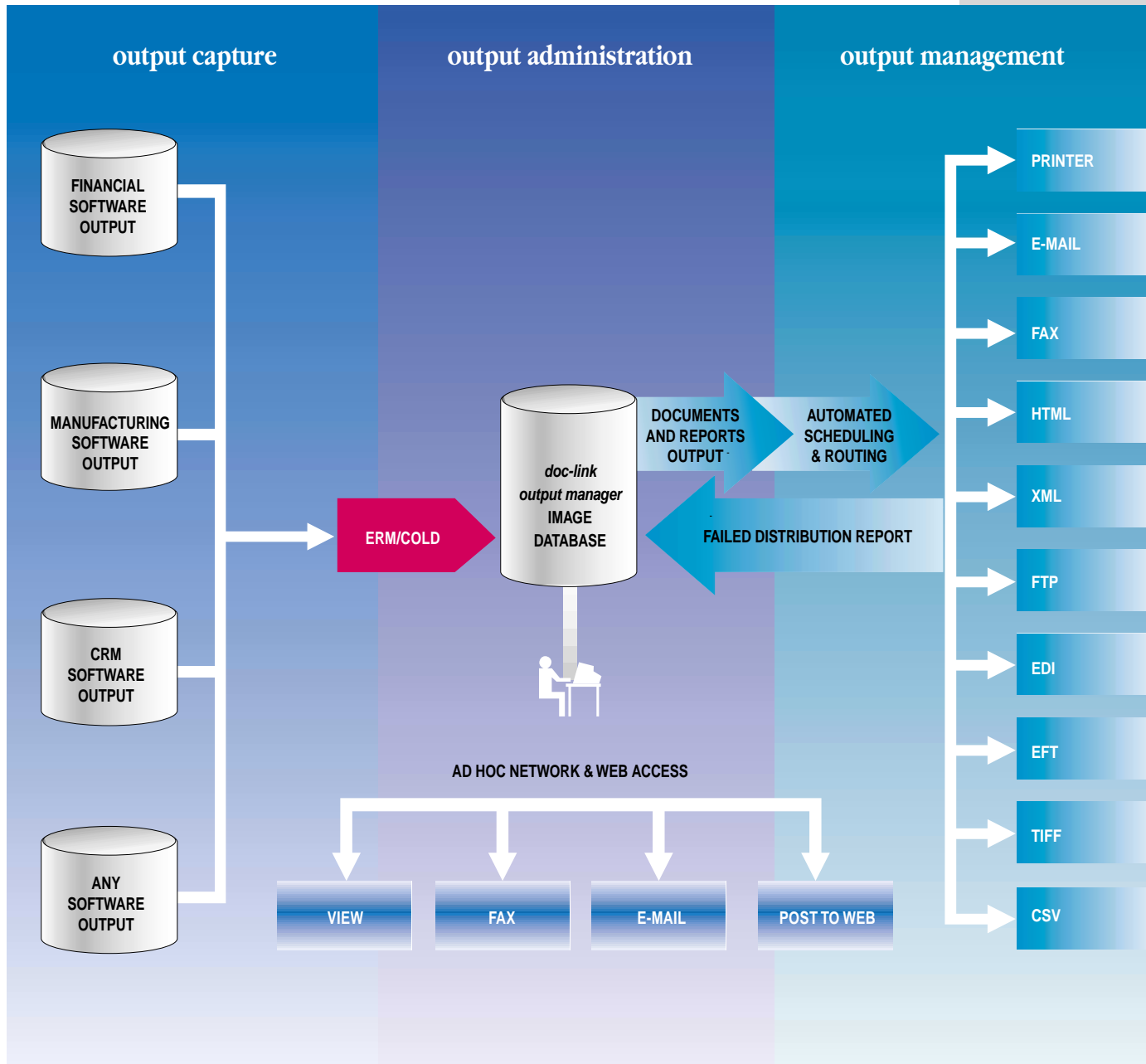


doc-link Output Manager



Microsoft
CERTIFIED

Partner
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Why choose Output Manager?

Output Manager[™] is a one-stop solution for faster, more economical, and safer document distribution.

Output Manager grows with your company. No matter how large your distribution and archival needs become, *Output Manager* will always be the right program.

Output Manager is compatible with Crystal Decisions and FRx.

Output Manager is scalable. Add *doc-link* modules to capture unstructured documents like hand written purchase orders and signed delivery receipts. Then process it through your accounts payables department and create electronic file cabinets for all of the documents in the vendor file.



saves time

- Drastically reduce cycle time.
- Eliminate standing at the copy machine and decollating and processing by hand.
- Recapture hours and days lost waiting for paper documents to be transported by courier or mail.
- Increase customer satisfaction with immediate access to electronically stored and retrievable documents.
- Never again place a customer on hold to locate a paper document stored in space-wasting files, or copy the document and physically walk it to the fax machine or mailbox.
- Use *Output Manager* to directly distribute the document in whatever format the customer wants with the click of a button.
- Gain time for core business activities when freed of cumbersome paper sorting and distribution.
- Spend more time making new business contacts or visiting customers.

saves resources

- Save the cost of paper. With *Output Manager*, especially when used with *doc-link*, your office can be truly paperless.
- Broaden the power of your annual budget when you decrease the amount of paper purchased.
- Save the cost of postage — a cost that only continues to rise.
- Pay for distribution just once with *Output Manager*. Large or small, each document goes immediately to any number of recipients — all for the same price.
- Save duplication costs. Toner, copier maintenance, and electricity all take valuable money from your budget and bottom-line.
- Save filing space. As companies have expanded, so have their staff and business space. Use your space wisely — let *Output Manager* do the storing and reclaim your office space.
- Stop paying for external storage facilities that house boxes of old paper. *Output Manager* maintains archives and frees you from the annual chore of cleaning out and sending aged records off site for storage.

saves personnel power

- Hire fewer personnel when *Output Manager* does your filing. Without hiring additional people to manage and push the paper that typically comes with new business, you have more time to interact with customers and increase core business.
- Automatically decollate and distribute large reports electronically. Let employees use their hands to close deals not to shuffle paper.
- Avoid rekeying data by sending documents, forms and reports in a format that allows the data to be re-purposed.

