



# DM ARCHIVES MODULE

PRODUCT DATASHEET

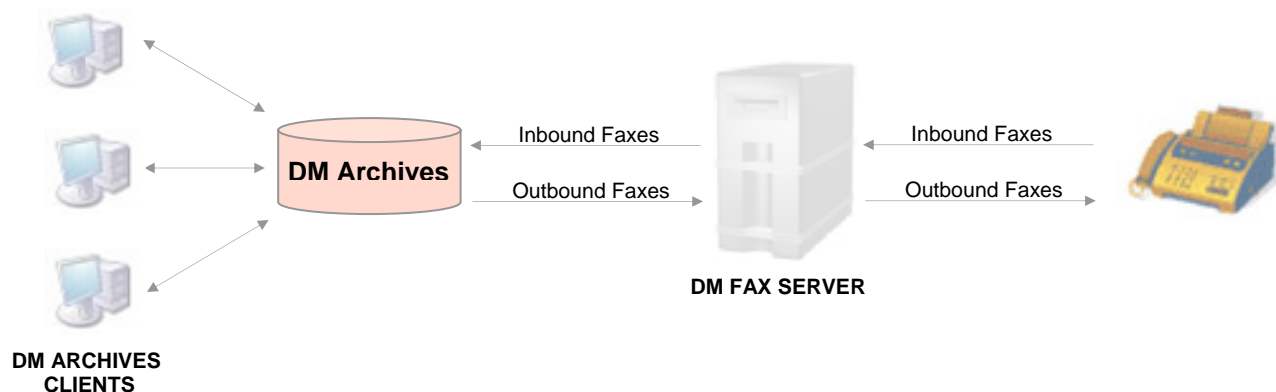
## DM Archives Module™

Robust, easy-to-use automatic fax archival system for all inbound and outbound faxes.

### OVERVIEW

The DM Archives Module is a powerful tool used for automating the archival of all incoming and outgoing faxes being processed by the DM Fax Server and/or DM Application Connectors. Faxes sent and received are instantly archived in a relational database system where they may then be rapidly retrieved, annotated, forwarded to any network, e-mail or fax user, printed, re-transmitted, or automatically purged for long-term storage.

**Figure 1:** With DM Fax Server and DM Archives, you can automatically archive all inbound and outbound faxes. With features for quick search and retrieval, tracking, and purging, organizations can quickly implement a robust, easy-to-use electronic fax management and tracking system and comply with regulations like Sarbanes-Oxley.



### SIMPLE & ORGANIZED FAX MESSAGE STORAGE

DM Archives is designed to automatically store all sent and received faxes in a two-tiered relational database system for both short and long term storage. All inbound faxes are stored in one archive directory and all outbound faxes in a separate archive directory. Short term archival allows for easy access and processing of all archived faxes, while long term archiving includes automatic purging of your important documents to tape back up, CD ROM, DVD-ROM, and other forms of backup media. Automated deletion of faxes based on length of archival is also available.

### QUICK SEARCH & RETRIEVAL

DM Archives allows for quick search and retrieval of all archived faxes. DM Archives offers many search criteria options for both inbound and outbound faxes. Standard search fields include: Sender's name, recipient's name, recipient's fax number, company, subject (key word), date of transmission, transmission report status, etc.

### CUSTOMIZED SEARCHES

DM Archives also allows for customize searches. For outbound faxes, up to four (4) additional fields may be used in personalizing search criteria. For outbound faxes, one (1) additional company cover page field representing a database field may be used.

## AUTOMATIC PURGING

The long-term storage features of DM Archives allows for automatic saving and purging of stored faxes to storage media – tape backup, CD ROM, Zip Drive, etc. Simply configure DM Archives Administration to specify your purging parameters.

## AUTOMATIC BATCH PRINTING

Automatic batch printing of archived faxes can be accomplished by selecting the directory containing all faxes and scheduling the automatic printing (i.e. every three days, every two months, etc.).

## ADMINISTRATION

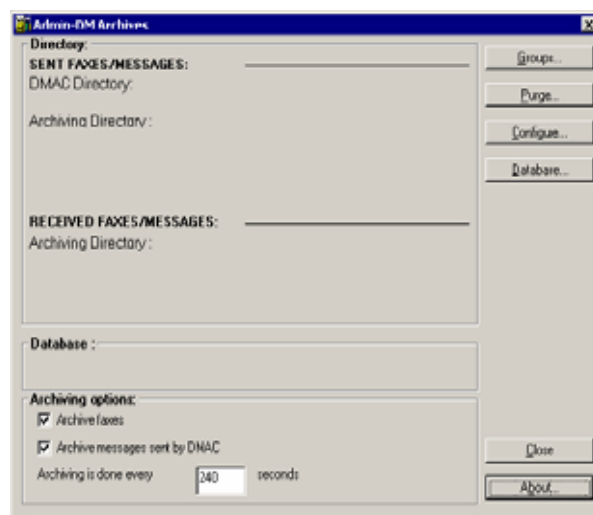
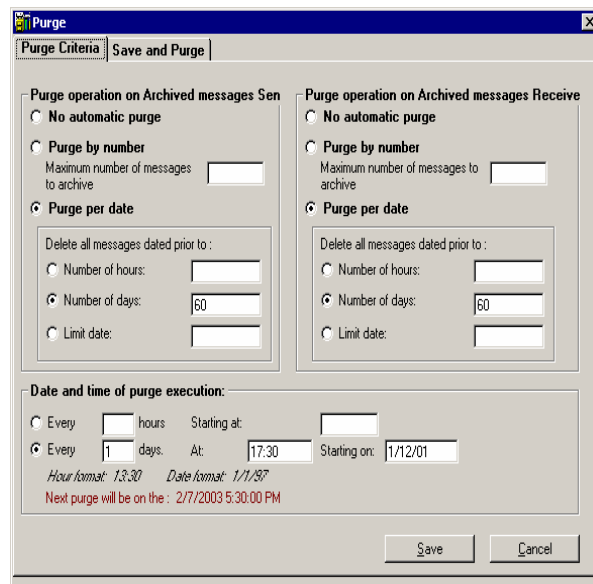
From the DM Archives Administration Console, the fax administrator specifies directory paths to store all inbound and outbound faxes and configures group, purging, and other management parameters. Once these settings are specified, the fax administrator can proceed to install DM Archives Clients onto workstations and desktop PCs requiring access to fax archives.

## ACCESSING FAX ARCHIVES

The DM Archives Clients act as the user interface for fax users needing to access archived faxes. Users can perform a variety of functions, such as quick search and retrieval, printing, routing, and save and purge, of any archived fax.

## SARBANES-OXLEY COMPLIANCE

Sarbanes-Oxley requires publicly traded companies to maintain all communications, application data and records between themselves and their public auditors for a period of five years. This means that organizations must keep track of digital documents - how they are delivered, who delivers and receives them, and how they are stored. Serious consequences exist if the rules and regulations outlined by Sarbanes-Oxley are not followed. As a result, organizations must improve the efficiency and reliability of how documents are managed and tracked. Together, DM Fax Server and DM Archives will enable you to store inbound and outbound faxes electronically in a secured network storage device, archiving system or database. They can also track fax history, provide verification of fax delivery, and route incoming faxes to individuals' fax or email inboxes, providing electronic fax storage and deep audit trails to help meet the requirements of Sarbanes-Oxley



## MINIMUM SYSTEM REQUIREMENTS

The following are minimum server requirements for Imecom Group's DM Fax Server and DM Archives Module.

- Intel Pentium III (or equivalent) 733 MHz Processor
- 256 MB RAM
- 10 GB Hard Disk
- Network Interface Card (NIC)
- VGA adapter and monitor
- CD-ROM Drive

## OPERATING SYSTEM SUPPORT

DM Fax Server and DM Archives Module can be installed on the following operating systems.

- Windows Server 2003
- Windows 2000 Server or Advanced Server
- Windows 2000 or Windows XP Professional **(DM Archives Client Only)**
- Windows NT Server 4.0

## ABOUT IMECOM GROUP, INC.

Imecom Group is a leading provider of technology solutions and services that enable organizations to integrate and automate the flow of documents and data efficiently, and to secure and protect PCs, information, and applications across the enterprise. Imecom develops, sells, and supports network fax server and image conversion solutions that streamline electronic document processing, delivery, and receipt throughout entire organizations.

Imecom Group, Inc. was founded in 1989 and is headquartered in New Hampshire. Imecom is a member of the Prologue Software Group which is headquartered in France. Together, Imecom Group and Prologue Software Group have established a customer base that includes 2,100 development partners and 5,300 value added resellers, which in turn have established 650,000 installations across the globe. There are now more than 2,200,000 users of Prologue products worldwide.

For more information, please contact us at: [www.imecominc.com](http://www.imecominc.com) or call 1.603.569.0600.

