# PaperVision® Message Manager
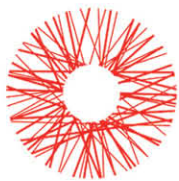
## Store and Index Email Messages for Easy Retrieval

*Automatically capture email messages and attachments in PaperVision® Enterprise or ImageSilo®. Index messages for faster retrieval and apply user-defined rules to govern where and which messages are stored in the secure Enterprise Content Management (ECM) system.*

### Simplify Email Management

- Manage messages without changing email software, as Message Manager works with virtually any system, including Yahoo!®, Gmail™ and UNIX®- and LINUX®-based email systems.

- Enhance user adoption with automated capture policies and indexing capabilities that do not require users to modify the way they use email accounts.

- Set up the system in minutes—just define policies and forward or journal messages to a mailbox monitored by Message Manager.

### Reduce Email Management Costs

- Save days retrieving archived email by utilizing automatically generated indexes to search for email in your ECM system.

- Conserve valuable storage space with user-defined policies that filter out unwanted email.

- Reduce costly delays by leveraging incoming email to promptly kickoff an automated business process.

**NUCLEUS RESEARCH**

*"Most companies have recognized email is a communication of record that needs to be managed, but few have integrated it into their overall information management strategy. Digitech Systems' Message Manager rounds out the company's complementary technology options and provides companies of all sizes with a cost-effective email management, information management and compliance strategy."*

- Rebecca Wettemann, Vice President, Nucleus Research, Inc.

### Comply with Regulations

- Create a complete email records system by capturing archived and real-time messages.

- Prove that stored messages have not been altered and verify integrity with non-repudiation technology.

- Respond to legal requests in a timely manner using full-text searches to retrieve messages in seconds.

- Ensure system integrity by tracking capture policy changes.

**For a complete product listing and technical information, please visit www.digitechsystems.com or call toll free 866.374.3569.**

# PaperVision® Message Manager

## Store and Index Email Messages for Easy Retrieval

*Email messages are important business records. PaperVision Message Manager allows an organization to automatically route messages and attachments into PaperVision® Enterprise or ImageSilo®, index messages and govern where and which messages are stored in the secure Enterprise Content Management (ECM) system.*

### Email at Your Fingertips

Capture email messages and attachments, and sort and store messages based on user-defined policies. Automated capture and indexing reduce errors and administrative workload, while organizing email based on sender, receiver, date, subject, attachment name or other index values. Instantly retrieve any message based on these values and pinpoint keywords or phrases using full-text search. By implementing PaperVision® Enterprise Tools, users can also upload existing email directly into PaperVision Enterprise or ImageSilo projects without ever leaving Microsoft® Outlook. Whether regulations require businesses to store all messages or only critical business communications, Message Manager will control every email you need.

### Email Integrity and Authenticity

Using non-repudiation, companies can verify stored messages haven't been altered and use this proof to comply with government regulations. Non-repudiation assigns a unique value to each message and compares messages with originally captured versions. If messages are changed, the unique values do not match, and the system won't display the altered message.

### Flexible System Options

Capture email messages from virtually any email account, including UNIX®- and LINUX®-based email systems, and web-based systems like Yahoo!® and Gmail™. For Microsoft® Exchange mail systems use the journaling feature to capture messages. For web-based and other email providers, simply forward email messages to a mailbox monitored by Message Manager.

### Archived Email Included

Easily capture archived messages from Microsoft® Outlook and Exchange mailboxes. Message Manager gathers email messages that have already passed through the email system and are now stored in .pst files or .msg-formatted messages. Capture and index message content for storage in the ECM system. Message Manager organizes everything into one convenient, searchable location.

### Powerful Functionality

Messages imported into the ECM system are indexed and retrieved using the features and functionality of PaperVision Enterprise or ImageSilo. Message Manager leverages all the security, scalability and reliability of the ECM system to guarantee the integrity and availability of the data. Stored messages are safeguarded and tracked by the same information security controls.

### Email On-Demand

Access archived email remotely, anywhere, anytime! Combine Message Manager with ImageSilo and enable compliance, disaster recovery and information management with a simple service that doesn't require expensive hardware, consume capital resources or burden IT personnel.

# PaperVision® Message Manager

## Technical Specifications

*PaperVision Message Manager is an optional, separately licensed module of PaperVision® Enterprise and a separately purchased service for ImageSilo®. PaperVision® Message Capture Server provides a solution for capturing and evaluating email messages as they traverse your email delivery system. PaperVision® Message Manager Harvester captures historic email messages. Both are included with the purchase of PaperVision Message Manager. Message Manager is part of a suite of Enterprise Content Management products that includes solutions for automated document routing and COLD/ERM print stream processing.*

### System Overview

- PaperVision® Message Manager captures both active and archived email messages
- Works with PaperVision® Enterprise WorkFlow to automatically route email messages and attachments, initiating workflow processes and email notifications
- Rules-based capture ensures necessary messages are retained and unwanted messages are filtered out based on user-defined criteria
- Full-text search of email messages and attachments allow pinpoint accuracy in locating data
- Automatic indexing of email is based on metadata, including sender and recipient information
- Powerful search capabilities locate and retrieve messages in seconds
- Simplified capture through journaling or by forwarding active and archived messages
- Non-repudiation and integrity verification assist in complying with industry and government regulations, including electronic discovery, Federal Rules of Civil Procedure (FRCP), SEC, SOX and more
- One-step setup captures all email for quick installation
- Message compression can occur before storage to conserve space
- All upgrades are included with annual maintenance, ensuring access to the latest product features and benefits
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- Toll free, legendary technical support is eager to assist with any questions you may have

### Security

- This add-on product is fully protected and supported by the same security features and capabilities of PaperVision Enterprise or ImageSilo (see ImageSilo and PaperVision Enterprise product sheets for details)
- Encryption can occur during data capture

- Non-repudiation detects tampering of email message content
- Secure connection with PaperVision Enterprise to update policies and settings

### Scalability and Reliability

- Message Manager can be configured to include as many or as few mailboxes as necessary
- System can consolidate messages from unlimited locations and servers
- Organizations can add Exchange servers, other email servers or mailboxes at any time
- A single message can be captured for storage in multiple PaperVision Enterprise or ImageSilo projects

### Integration

- Message Capture Server captures active messages from virtually any email system, including Microsoft® Exchange Server, POP3 and IMAP-compliant mail systems and UNIX®- and LINUX®-based email systems
- Message Manager Harvester collects historic messages from Exchange Server or Microsoft® Outlook .pst files
- Message Manager integrates with Microsoft® Active Directory® and LDAP to simplify IT management
- Simple setup requires no integration with mail servers

### System Requirements

- Windows 2003 Server® or Windows Server® 2008 (Message Capture Server)
- Microsoft® Windows® XP or higher (Message Manager Harvester)
- Approximately 20 MB of hard disk space
- Additional storage space for stored email
- Microsoft® Outlook or the Microsoft® Exchange System Manager utility, such as Exchange 5.5, 2000, 2003 and 2007 (Message Manager Harvester)

**For a complete product listing and technical information, please visit www.digitechsystems.com or call toll free 866.374.3569.**