

# Passport<sup>®</sup> 4000 Small Business Edition

## Key Benefits

- Reduce costs through centralisation and virtualisation.
- Fax-enable users at their desks for improved efficiency.
- Integrate back office and in-house applications for greater control.
- Fast and secure document distribution through direct routing.
- Meet business and regulatory compliance.

Passport 4000 Small Business Edition (SBE) is a fully featured fax and messaging server that delivers the core benefits of the full Passport 4000 solution but is presented in 2 and 4 line configurations aimed at the needs of smaller businesses or departments within larger organisations. It is a cost effective, easy to use, simple to manage, centralised fax solution suitable for any business or business unit that:

- Sends and or receives anywhere up to 2500 pages of fax in an 8 hour working day.
- Wants to improve efficiencies and enable desktop faxing for staff.
- Has a need to send faxes from a back office system or in-house application.
- Would like to implement Fax over IP.
- Is looking for a new technology fax solution.

## Lower fax costs

Savings take many forms from hardware rationalisation to infrastructure consolidation and lower call charges. Passport 4000 SBE Fax Server can deliver cost reductions in a number of ways. The seamless integration of fax into an efficient communications system enables intelligent and automatic delivery of information to and from users, workgroups or workflows, whether they are inside or outside your organisation, without user intervention.

Consolidation of fax operations into a single robust fax server reduces the number of distributed fax lines required and makes better use of the lines being used. Savings are realised by cancelling expensive direct analogue exchange lines for stand alone fax machines and freeing up costly extensions on the in-house PBX. Most stand alone fax machines are idle for the majority of the day but they are still using electricity and taking up valuable office space; Passport 4000 SBE eliminates these costs and, as it uses no consumables, further savings can be made when stand-alone machines are removed.

In a Fax over IP installation the fax server environment can be virtualised saving valuable computer room rack space and further consolidating communications over your IP network. Centralising fax traffic through Passport 4000 SBE over the network reduces IT management time associated with operating multiple fax implementations across the company. Tracking of inbound and outbound faxes and monitoring fax configuration anywhere on the network becomes a simple task. Many organisations may already have a mix of various fax server systems and stand alone fax machines resulting in high maintenance fees. Much lower annual maintenance costs can be achieved by consolidating all fax functions into Passport 4000 SBE and retiring stand alone fax machines.

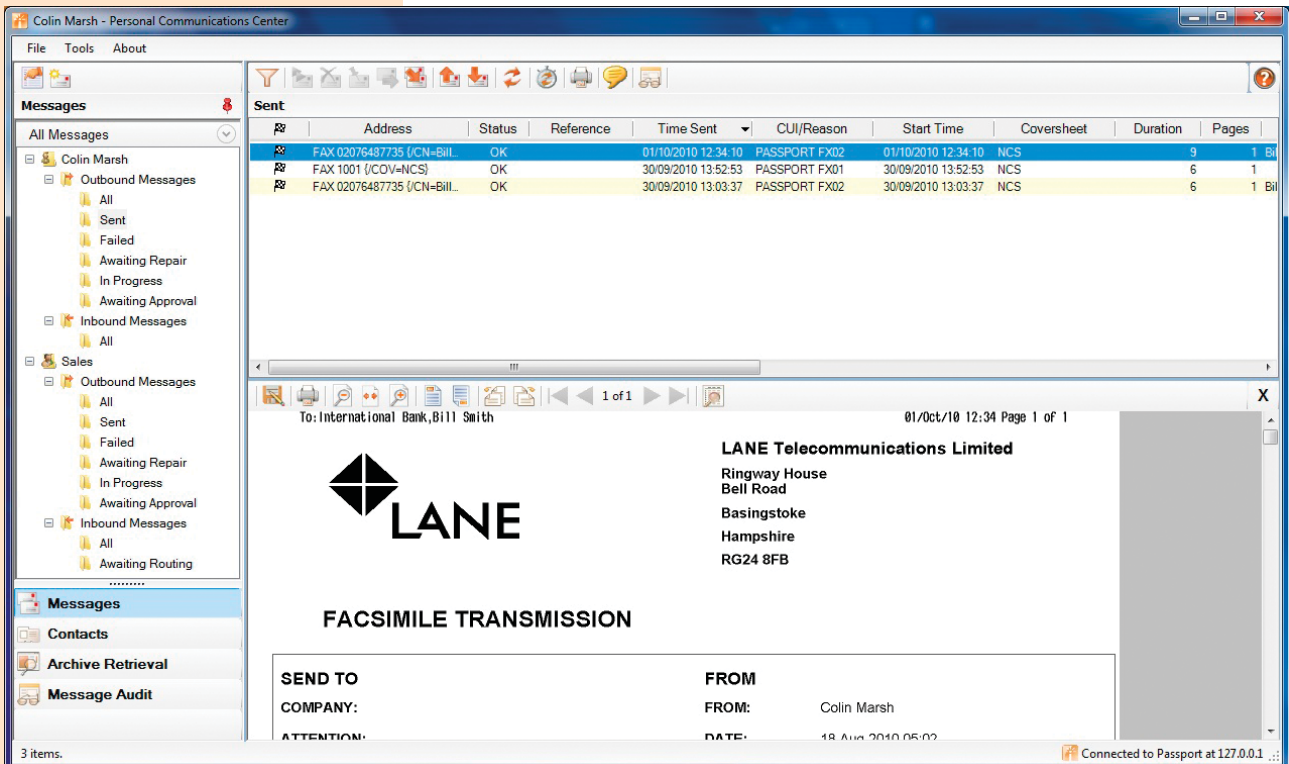


### Fax interface

Passport 4000 SBE is available in 2 line and 4 line configurations utilising either traditional telephony or Fax over IP (FoIP). With traditional telephony a physical fax card is utilised that is located in the fax server platform and connects directly to analogue or digital telephone lines. With FoIP the fax card is software based and connects to either an IP enabled telephone system or media Gateway via IP over the LAN/WAN. With FoIP the entire fax server is software which means it can be implemented in a virtual environment.

### Fax enable users at their desks

Personal Communications Center (PCC) is the main Passport 4000 SBE user application used for the preparation, sending, tracking and receiving of fax messages. PCC, which is Windows XP and Windows 7 operating system compliant, communicates directly with Passport 4000 SBE thus avoiding any email latencies, storage problems and audit compliance issues.



### Passport 4000 SBE Personal Communications Center is used for all fax functions

Received faxes can be routed directly to the recipient's desktop saving time in retrieving them from group fax machines and ensuring that the fax actually gets to the intended person. Inbound faxes can be annotated with a range of tools and rubber stamps before being saved to file, printed or forwarded. Departmental folders and sub folders can be created so that received faxes can be moved and stored in logical locations accessible by the entire department.

In-house email integration with both Microsoft Exchange and Lotus notes as well as any other SMTP email system provides users with the ability to conveniently send and receive faxes from within their familiar email interface such as Outlook and Notes client. Very little user training is required as the method of sending and receiving faxes is exactly the same as standard email. Users are notified within their email when a fax that they have sent has been delivered.



### ***Fax-enable back office systems and in-house applications***

Production and on demand faxing from back office systems and applications can be achieved very easily by interfacing those systems with Passport 4000 SBE through the built in SMTP interface. For systems that do not have SMTP functionality or if a more sophisticated interface is required then the Passport Message Objects COM API provides programmers with a method of building fax functionality into those systems.

### ***Fax distribution***

Received faxes can be automatically distributed directly to users or groups of users whether using their email client or PCC. This is performed either via DID routing based on the number to which the inbound fax was sent or line routing where all faxes received on a particular fax line are routed to the same user or group of users. Certain businesses may like to have a combination of routing setup where faxes for certain individuals are routed automatically and faxes received on the main fax number are routed to reception for manual electronic distribution. Electronic distribution saves time, improves service to customers, avoids lost documents and enhances security.

### ***The compliance challenge***

The regulatory environment in which many organisations operate has become far more stringent over recent years. And it's not just public companies which are subject to compliance requirements. Legal requirements under codes such as Sarbanes-Oxley, HIPAA, The Data Protection Act and Basel II compel many companies to follow a complex set of procedures for monitoring, logging and tracing transmitted documents.

As a result, organisations must ensure that all communications, including those through fax machines, are monitored and that the information transmitted is documented and archived. Passport 4000 SBE allows you to meet all current compliance requirements through seamlessly integrating fax and messaging into your broader communications environment. By monitoring and logging all incoming and outgoing documents it enables you to fulfil your compliance obligations.

### ***Specifications***

Model	Requirements
<b>Passport 4000 SBE 2S and 4S</b> <ul style="list-style-type: none"> <li>- 2 or 4 Standard Fax Ports (analogue or ISDN)</li> <li>- SMTP</li> <li>- 20 PCC User License</li> <li>- Document Conversion</li> <li>- Passport Message Objects COM API</li> </ul>	Dedicated physical platform with 3Gb RAM. One spare PCI Express (x4 lane 1.0a) slot. Microsoft Windows 2003 or 2008 (32 or 64bit) Server. Microsoft SQL Express (included in Installation) Microsoft .NET Framework (included in Installation) Microsoft Management Console (included in Installation)
<b>Passport 4000 SBE 2 IP and 4 IP</b> <ul style="list-style-type: none"> <li>- 2 or 4 IP Fax Ports</li> <li>- SMTP</li> <li>- 20 PCC User License</li> <li>- Document Conversion</li> <li>- Passport Message Objects COM API</li> </ul>	Virtual Machine or dedicated physical platform with 3Gb RAM. Microsoft Windows 2003 or 2008 (32 or 64bit) Server. Microsoft SQL Express (included in Installation) Microsoft .NET Framework (included in Installation) Microsoft Management Console (included in Installation)

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