

Xerox® Digital Organizers

Everything you need to scan your way to organized bliss.

Xerox® Digital Organizer products offer complete document scanning and organizing solutions. More than just a document scanner itself, they don't just help **clean** the paper clutter, they **organize** it.



A filing system is only effective if you can find everything you need, when you need it.

Of all the types of clutter at home or in the office, paper clutter can be the most unsettling. Paper clutter represents lingering decisions and remaining to-dos, documents that you might need in the future and fear the pain from losing them. When surrounded by paper clutter, it's hard to know what's hiding at the bottom of the stack and what tasks need time and attention. But with a simple and functional organizing system in place, it can be easy to end paper clutter forever.

It's all too easy to let incoming mail, bills, receipts, medical & insurance forms and magazines turn into piles of chaos. The new Xerox® Digital Organizer products are complete document scanning & organizing solutions. More than just document scanners, they don't just help **clean** the paper clutter, they **organize** it.

Xerox® Digital Personal Organizer starts with a flatbed scanner that can scan up to 23 pages per minute or 46 images per minute in duplex (two-sided) mode, plus the letter-size flatbed handles variable paper sizes and delicate originals on the glass or volumes of pages through an automatic document feeder (ADF) that holds up to a generous 50 pages. Scan checks, documents, business cards, credit cards, photos or thick card stock with one touch simplicity. The front panel of the scanner provides simple single button control for at-device scanning to any of 9 preset and up to 99 completely customizable OneTouch scan profiles.

Xerox® Digital Desktop Organizer is based on a small sheetfed scanner that can scan up to 44 images per minute (ipm) in duplex and includes a 50-page Automatic Document Feeder (ADF) that handles everything from business cards to letter size documents. It has an exceptionally small footprint and will fit comfortably on any desk (especially when folded closed). The scanner allows users to scan to one of 9 preset "destinations" of their choice by pressing a single button, eliminating the multiple steps usually required to save scanned documents in popular file formats.

Xerox® Digital Organizer Software

Software to organize scanned images, create searchable and editable PDF files, share and file securely and safely. Plus an eBook to provide professional guidance on how to use these tools.

But having a scanner alone is not a system for managing paper. So we've included several tools to help you realize your goal of mastering the paper that seems to complicate your life and work.

- Software to organize scanned images, create PDF files & edit them, and automatically convert documents into files that are text-searchable.
- Cloud Service to avoid file loss with continuous cloud back up.
- Tools to share documents faster and more securely than mail or fax.
- eBook "Creating the Nearly Paperless Office" that explains in plain-english how to better capture, access and share your paper documents as digital files like an expert.

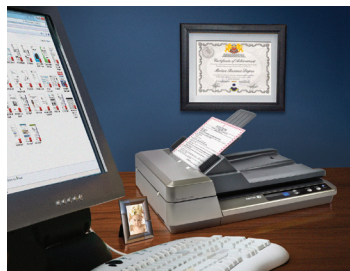
Any business or individual that needs to get better control of their paper volume will benefit from the Xerox® Digital Organizers. Real estate, insurance, education, financial services, retail, healthcare offices will be impressed with the ability to capture, share and securely process a variety of documents including plastic cards, photos, receipts, handwritten notes as well as business documents. These Xerox® Digital Organizers can be used for personal finances, organization, document archiving, backup, sharing documents by email or network, collaborating with a group, reusing text from a printed document into a new electronic document without retyping, etc. There is almost no limit to the ways users can be more productive and organized.

Free Advice & Guidance

The included eBook is your mentor in getting to this new organized world. Deal with new papers first, no matter how high the old piles are, begin by devising a system for the new arrivals. Make a plan, decide what to do with incoming papers and stick to it. But whatever you do, don't toss it into a pile. Once papers are scanned, any file can be found instantly with your smartphone, tablet or PC. It's time to conquer the clutter once and for all.



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Xerox® Digital Personal Organizer pictured on the left, and the Digital Desktop Organizer on the right.

Box Contents

- Xerox® DocuMate® 25 ppm scanner with document feeder (Xerox® Desktop Organizer)
- Xerox® DocuMate® 20 ppm scanner with flatbed glass & document feeder (Xerox® Personal Organizer)
- Power Cords
- USB Cable
- Power Supply
- Quick Installation Guide
- Technical Support Card
- DVD-ROM including:
 - User's Manual
 - How-to eBook on Creating Your Nearly Paperless Office
 - Nuance® OmniPage® Pro
 - Nuance® PaperPort®
 - Nuance® PDF Converter
 - Visioneer® OneTouch®
 - Visioneer Acuity
 - Scanner Drivers: TWAIN™, Microsoft® Windows® Image Acquisition (WIA) Driver, Visioneer DriverPLUS
 - Free 30-day Trial of Carbonite Online Backup System and a Free 3-months Subscription available when you sign up at carbonite.com

PC Minimum System Requirements

- Intel® Pentium® 4 or equivalent processor
- Windows 8 / 7 / Vista® / XP®
- 2GB RAM
- 350 MB available hard disk space
- DVD-ROM drive
- USB port

For more information about the Xerox® line of scanners, visit www.xeroxscanners.com

