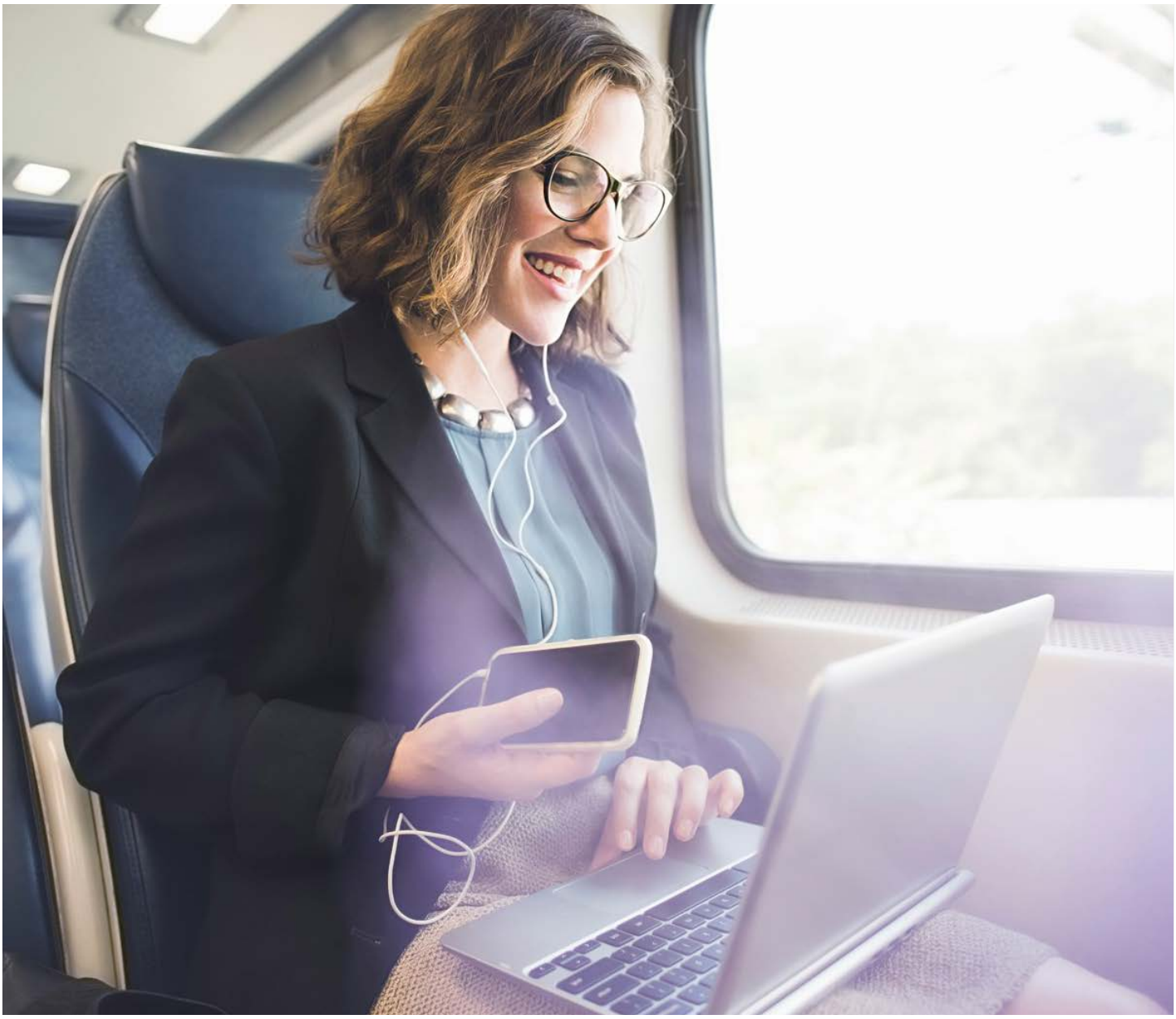
Unstoppable productivity wherever work happens.



XEROX® WORKFLOW CENTRAL PLATFORM

xerox™

Is work getting in the way of work?

Flexible work is here to stay — shouldn't workflows be as flexible as your needs? With teams working in multiple locations, on multiple devices and with multiple document formats, staying connected, secure and productive is a must. And now you do can do so from anywhere and on any device.

DO MORE WHEREVER WORK HAPPENS

Instead of going to work, work comes to you — in a variety of formats, on all of your devices and at all different times.

Language barriers, funky file formats or reports that are longer than your lunch break don't have to slow you down. With Xerox® Workflow Central, an ever-expanding suite of cloud-based, single- and multi-step workflows means that you'll always have the right tools to tackle whatever the job requires.

Convert physical and digital files in a snap. Meet process needs on the fly. Flex between locations, devices and formats without missing a beat. And do it all securely with one-platform consistency across computers, mobile devices and multifunction printers (MFPs).

DON'T TACKLE YOUR TO-DO LIST. AUTOMATE IT.

Take the hassle out of your hustle with the Xerox® Workflow Central Platform Workflow Automation Tool. Create your own custom, automated workflows with this easy-to-use feature.

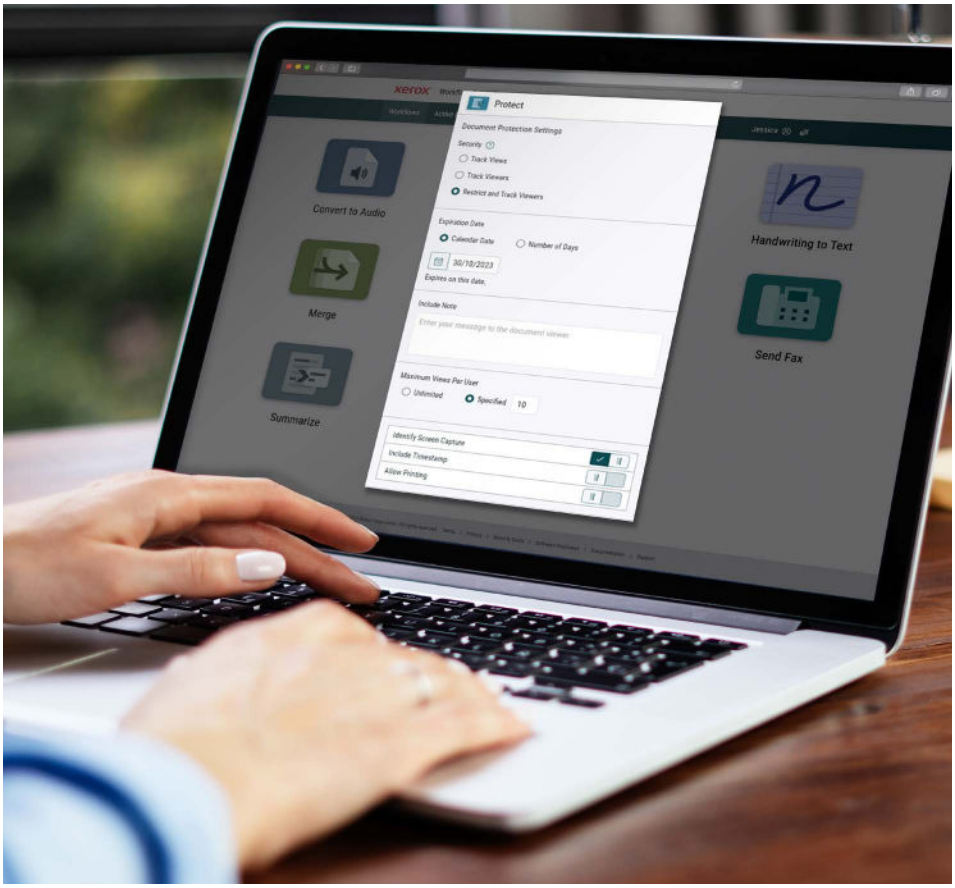
Our ever-evolving library of workflows makes it simple to:

- Change documents into audio files for easy listening whenever, wherever
- Convert PDF or image files to popular Microsoft formats for shareability with a wider audience
- Turn handwriting into legible, editable, and shareable text
- Translate to/from over 40 different languages
- Automatically redact Personal Identifiable Information using set words or phrases
- Create a smaller, summarized file that's easier to digest
- Merge up to 5 different files to create a new, single master file
- Create text-searchable and/or archival PDFs from image-only files
- Send outbound faxes digitally from anywhere
- Protect files by applying document rights management to control data spread

Pro Tip: Maximize your productivity gains by taking advantage of workflows with pre-set combinations.

Stay productive and protected.

When it comes to everyday workflow challenges, incompatible file types are just half the battle — what about enhanced security before and after you hit "send?" We've got you covered with the Protect workflow.



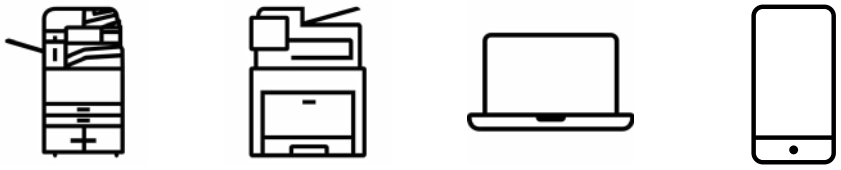
SET YOUR LEVEL OF PROTECTION

Risk is everywhere, even within the confines of your firewall. Regain control over your documents, even after you hit "send." The Protect workflow helps control and secure your documents, so your data is safe at all times — from both genuine mistakes or malicious attacks.

- **Track Views**
  Monitor how many times your document has been viewed and engaged with.
- **Track Viewers**
  Open access, however viewers are required to enter their email address so you can see who's viewed your document.
- **Restrict and Track**
  Limits access to who can access your document to specific domains and email addresses.
- **Expiration**
  Set expiry parameters for viewing, such as a specific date or a certain number of views. You can also do an immediate expiration in the event your file is sent to the wrong person.
- **Screen Capture ID**
  Deter unauthorized screen captures with identifiers that imprint the recipient's name into the document.
- **Print Controls**
  Restrict printing capability to further safeguard your sensitive documents.

HOW THE PROTECT WORKFLOW CAN HELP YOUR BUSINESS

File sharing is only part of what makes hybrid work, work. It's more important than ever, and with the Protect workflow, it can now be done more securely than ever — from any device, from any location, at anytime.



Note: i/OS mobile devices cannot open protected documents at time of launch, download to a PC or Mac is required.

Automate automation on your terms.

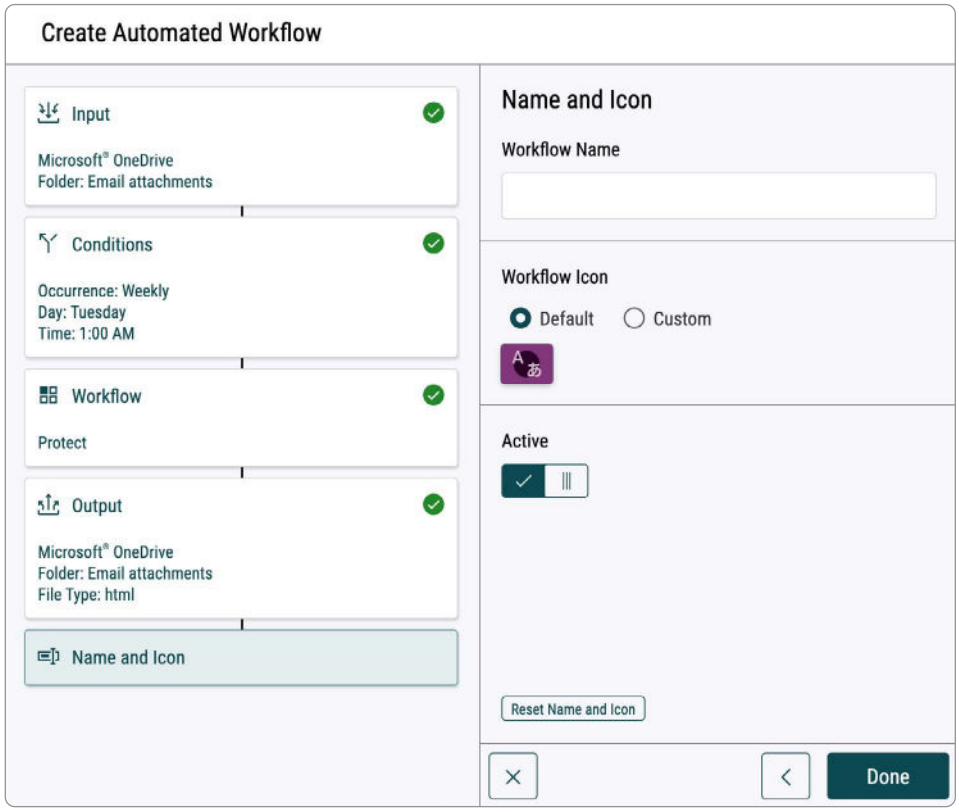
Tired of the daily grind of doing the same manual, time-consuming tasks over and over again? Put productivity on repeat instead of your tasks with the Workflow Automation Tool. Use conditional formatting to create custom workflows, so your tedious to-do list takes care of itself — all without the need for special training or complicated set up.

AUTOMATE THE MUNDANE TO FOCUS ON WHAT MATTERS MOST

Emails that need to be protected. Files that need to be converted. Personal information that needs to be redacted. Time-intensive tasks make it easy to be busy and difficult to stay productive. Not anymore. Using a simple "creation" approach, the Workflow Automation Tool frees you up to focus on higher value work. Here's how it could work for you:

Let's say you receive weekly business reports in different languages that need to be translated. You can create a workflow that automatically gets the job done.

1. **Set the input conditions to monitor for the email or file** dropping into a cloud folder
2. **Select "Translate" as the workflow** and define your translation settings
3. **Choose your desired output and destination**, such as an email address[1] or a cloud repository[1]
4. **Name and run your new workflow**, then get on with your day



HOW THE WORKFLOW AUTOMATION TOOL CAN HELP YOUR BUSINESS

Any of the barrier-busting workflows within the Workflow Central Platform can be automated based on your needs. The sample translation workflow above is just one example of creating an automated workflow that works wonders for your productivity. You can also use the Automation Tool to:

Protect: The cloud repository where the files are stored can automatically run the "Protect" workflow as new files are added to ensure only the right people can access them.

Redact: An automated "Redact" workflow can monitor an inbox for a specific case number or subject title to redact PII before the documents are shared publicly.

Summarize: Use the automated "Summarize" workflow to create a summarized version of your daily business reports while you're out of the office.

[1] Supported input destinations include email (MS Exchange Online) and Cloud Repositories (MS 365 SharePoint, MS OneDrive).

Xerox® Workflow Central Platform

BRING DOCUMENT CONVERSION TO ALL YOUR DEVICES. ANYWHERE.

Here's an overview of how you can instantly transform physical and digital files into usable formats. This is just the beginning of what's possible — imagine what you could do.

1

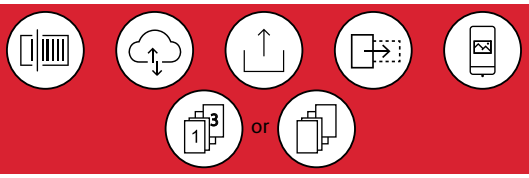
Select your physical or digital file

- Including handwritten notes, photos or a PDF

2

Set your digitization path

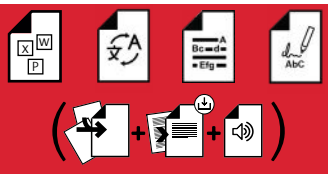
- Scan, upload, pull from cloud repository, drag and drop or capture
- Select specific pages or multiple files



3

Define your workflow

- Select individual or combination workflows
- Download interim files within combination workflows



4

Choose your output

- Email, download, print, add security, route to cloud repositories
- Single or multi-destination

4+1

Streamline repetitive tasks

- Create automated workflows that run in the background

UNSTOPPABLE PRODUCTIVITY WHEREVER WORK HAPPENS:

Whether paper or digital, it's easier than ever to convert and protect documents, photos and files from all your devices.

- 24/7 cloud connection — home, office, or on the go
- Subscription-based with instant access to a library of single and multi-step combination workflows
- Accessible from any Xerox® MFP, as well as mobile devices and computers
- Select the level and monthly or yearly page-based subscription that's best suited for your needs. Various options are available, all with unlimited users and unlimited devices
- It's easy to renew and upgrade as your needs and work evolve

SECURITY AT EVERY LEVEL

- Hosted on the secure global infrastructure of the Microsoft Azure platform
- Protection at every step of the document journey that encrypts data at rest and in motion
- Controlled accessibility with unique login credentials for each user
- Restrict access to non-corporate cloud repositories
- Choose workflows and features that will be visible to all
- Enhance document security with document rights management, creating a document password or using encrypt and track when sending converted files to email recipients

Get more out of every workday, wherever work happens.
Learn more and see how to try it out at **xerox.com/WorkflowCentral**.

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