

## Easy Listening

We're all drowning in the data and content needed to do our jobs.

There is not enough time in the day to read reports, briefs, and important articles.



PC



Mobile



MFP



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## Merge and Convert to Audio

Merge and convert digital files for easy consumption anywhere. Consuming critical content (reports, proposals, trends emails, etc.) is as easy as listening to a podcast.

Note: Combination Workflows require Advanced subscription



PC



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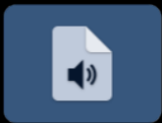
Dan is a sales lead and needs to distribute several new product bulletins to the team in the field.



He easily merges multiple files into a single PDF and converts it to an audio file so his team can listen on the road.



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## Convert to Audio

Convert image files for easy consumption anywhere. Consuming critical content (reports, proposals, trends emails, etc.) is as easy as listening to a podcast.



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Traveling, Don needs to catch up on an important business contract before his next client meeting but concerned onlookers might see sensitive information.



He uploads the digital file, chooses the summarize plus audio workflow, allowing him to listen to pertinent information on the go, hiding sensitive data from others nearby.

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## Summarize and Convert to Audio

Summarize and convert hard copy files for easy consumption anywhere. Consuming critical content (reports, proposals, trends emails, etc.) is as easy as listening to a podcast.

Note: Combination Workflows require Advanced subscription



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Tina needs to read and digest a lengthy business report for her first meeting early tomorrow morning.



She summarizes the report and converts it to an audio file so she can listen to it in the car on the way home.

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## Convert to Audio

### The case for automation

#### **The need.**

Accommodating communications for a diverse audience.

#### **The problem.**

Internal communications are being received by workers with reading difficulties.

#### **The automated solution.**

Individuals can set up an automated Convert to Audio workflow to monitor their inbox for all internal communications. Once received, the email body gets converted and emailed back to the worker for easy listening.



# Summarize

## The case for automation

### **The need.**

You receive daily business reports, several pages long, but you're due to go on a business trip or a much-needed vacation.

### **The problem.**

For two weeks, you'll be getting these filling up your inbox, which means a lot of catch-up time on your return.

### **The automated solution.**

An automated 'Summarize' workflow makes light work for you, by creating a summarized version of each missed report – you'll be able to catch up in no time.

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