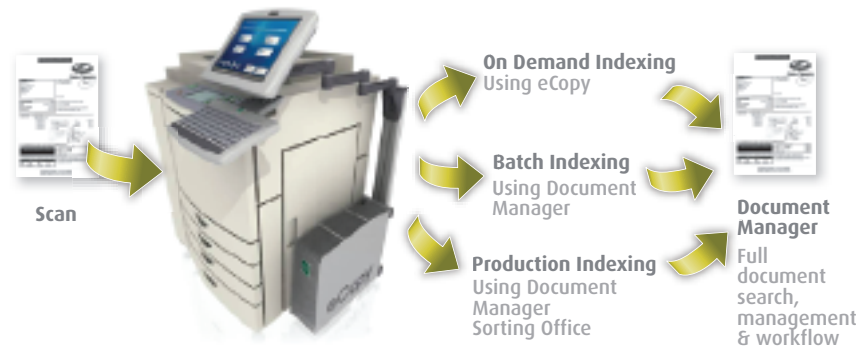


# Scan, search and print directly from your digital copier

Users can also perform large scale scanning, such as archive or post room, with fully or partially automated indexing

With the Document Manager Connector for eCopy ShareScan, digital copiers become multifunctional document management devices that allow users to scan documents into their DM system and accurately index the contents, all from their digital copier. When they want to retrieve documents, the connector allows users to search the DM system and print documents, using only their digital copier.

The Document Manager Connector for eCopy ShareScan turns digital copiers into efficient document scanning and indexing stations.



### On demand scanning and indexing

Users can scan, index and store documents on the fly from their copier. They select the document type they want, then save the document into an existing folder, or create a new folder. Indexing accuracy is maintained using drop-down lists of index information such as product or customer names, codes etc...

### Batch scanning & indexing

The Connector allows the user to scan batches of documents and forward them to their own in-tray for indexing later at their workstation.

### Production scanning & indexing

Users can also perform large scale scanning, such as archive or post room, with fully or partially automated indexing (which can read barcodes, type and hand-writing directly from scanned documents). Additional index information can be automatically sourced from other systems. Document Manager centrally manages the document flow and presents each document to authorized users for indexing or checking (if OCR requires verification).

## Document Manager Connector for eCopy ShareScan offers industry firsts

- 1st to give users the option to create new folders via the copier.
- 1st to link indexing directly to other business systems.
- 1st to offer on-demand, Batch and Production indexing.
- 1st to permit searching and printing of documents directly from the copier.

### Searching and printing using the Document Manager Connector



The Document Manager Connector enables users to search for documents in the Document Manager DM system directly from a digital copier. The system allows users to save and re-use previous searches to quickly locate documents, and it provides sophisticated filters to refine searching. Full security is enforced to ensure that users can only view documents they are permitted to access.

The system enables the user to select and print documents via the copier. Users can select the required print driver and manage the print setup via the eCopy touch panel.

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The Document Manager Connector enforces all access rights and privileges assigned to the user from the moment they log in. Document Manager manages the drawers and folders that documents can be saved into, and the different types of documents that can be created.