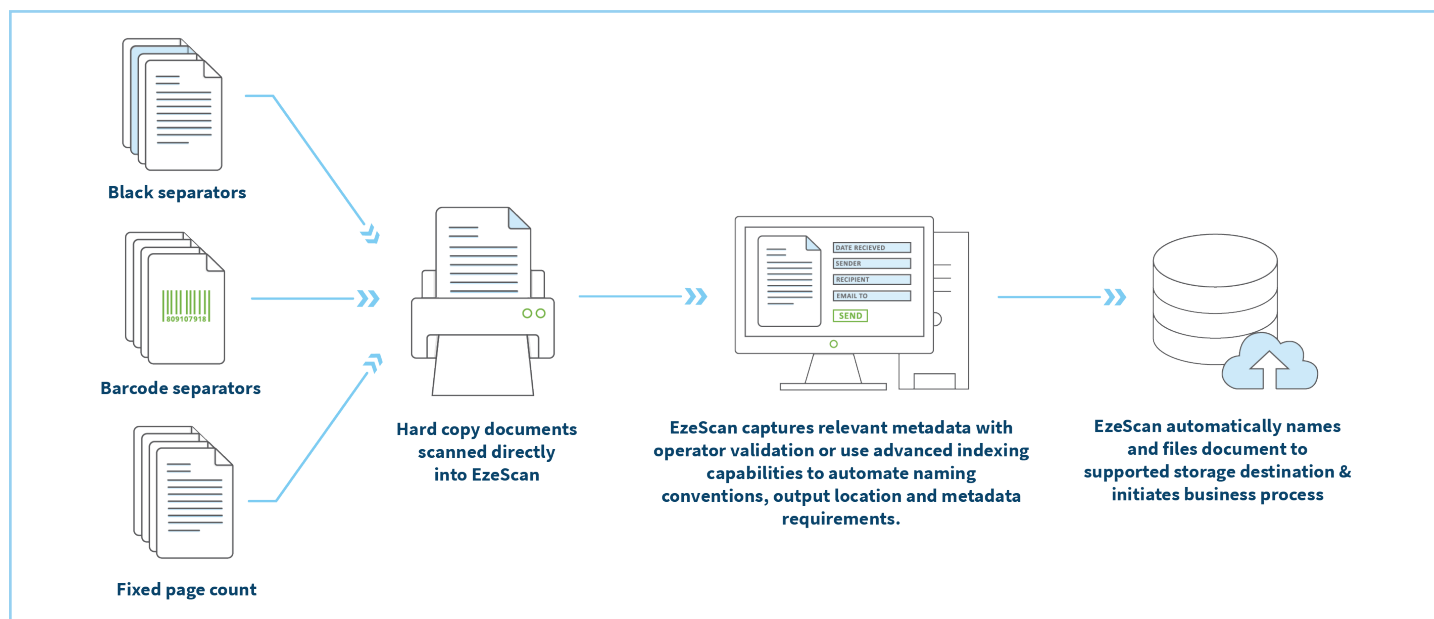


How It Works



Functionality and Features

Scanning / Import Features

- No volume based restrictions on scanning
- Supports ad-hoc or batch scanning using TWAIN/
- WIA (optional ISIS interface available on request)
- Supports low, medium and high volume scanners
- Supports flatbed, ADF and large format scanners (up to A0 in size)
- Supports single and double sided scanning
- Supports scan capable MFD via TWAIN/FTP/UNC/POP3
- Import directly from folder, UNC/FTP/POP3
- Import Microsoft Office documents
- Append, insert, replace, delete or move pages
- Annotation with Redaction/FOI capabilities
- Import TIF, PDF, JPG, GIF, BMP from file or folder (one or more levels deep)
- Save unlimited number of scan/output job workflows for easy re-use
- Easily import/export job settings.

QA Features

- Verify image quality by scrolling through thumbnails
- Option to enforce QA of scans before output
- Option to add audit stamp output pages.

Batch Processing

- Supports separator pages to split documents
- Supports fixed page count to split documents
- Optional support for barcode to split documents
- Automatically process document output.

Image Enhancement Features

- Manually or automatically apply enhancements
- Deskew, despeckle and negate
- Auto binarise coloured pages (convert to B&W)
- Delete blank pages
- Erase and crop border
- Auto page rotation
- Split/reorder pages for book scanning.

Output Features

- Output as single or multipage TIF or PDF
- Output as image only or text-searchable PDF, PDF/A
- Documents can include B&W and colour pages
- Supports JPEG/LZW compression for TIF and PDF
- Supports auto naming of output files
- Output to folder, UNC or email
- Supports naming using MD5#.

Ease of Use

- Job button menu for regular scan jobs
- Save scan/output settings to individual job buttons
- Shortcut keys for common functions including navigating pages and zooming
- Combined thumbnail/page viewer
- Undo and Redo to remove/add last alteration
- Tag multiple pages for QA/enhancement.