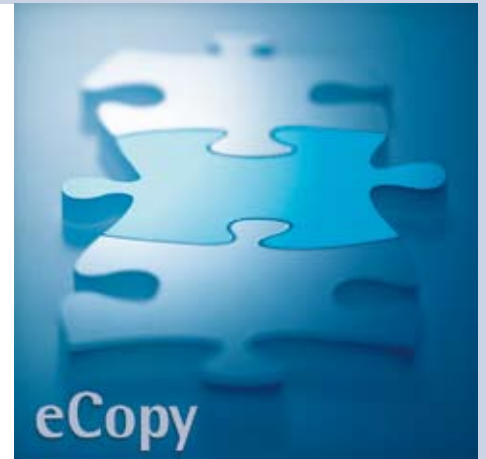


# productinfo



## CONNECT to eCopy™

### DocuWare Connector for eCopy ShareScan®

*Utilizing the functionality of eCopy to integrate paper documents into the workflow of critical business applications, users can - at the touch of a button - scan and send their documents to a DocuWare file cabinet of choice, fully indexed and immediately available for further action.*

Using DocuWare CONNECT to eCopy with multifunctional digital copier/scanning features means there is now an easy and convenient way of storing paper-based information in the DocuWare central document pool.

#### Application

You select the DocuWare option at the scanner. For authentication into DocuWare, a user name and password is requested, or a predefined user name can be used. Next, scan the document(s), then select a DocuWare file cabinet and store dialog. Enter the index terms you want to use for the document via a keyboard or a soft keyboard on the scanner's display. The document is then stored in the selected DocuWare file cabinet and is immediately visible to all authorized users.

CONNECT to eCopy can be used with any eCopy-enabled multi-function device.



#### Installation

The Connector is based on a client-server architecture. Installed on the server are eCopy ShareScan, DocuWare CONNECT to eCopy and a DocuWare Client version 5.1 or higher. The eCopy ShareScan client software is installed on the client.

There are two variants for the installation: with an eCopy ScanStation and embedded.

If you use a ScanStation, for example a separate computer next to the scanner, you must install both the client and the server software on this computer. In addition, the ScanStation normally has a touch screen and a keyboard. The touch screen guides the user through the program and displays the digitized documents. The user simply enters the index words on the keyboard.

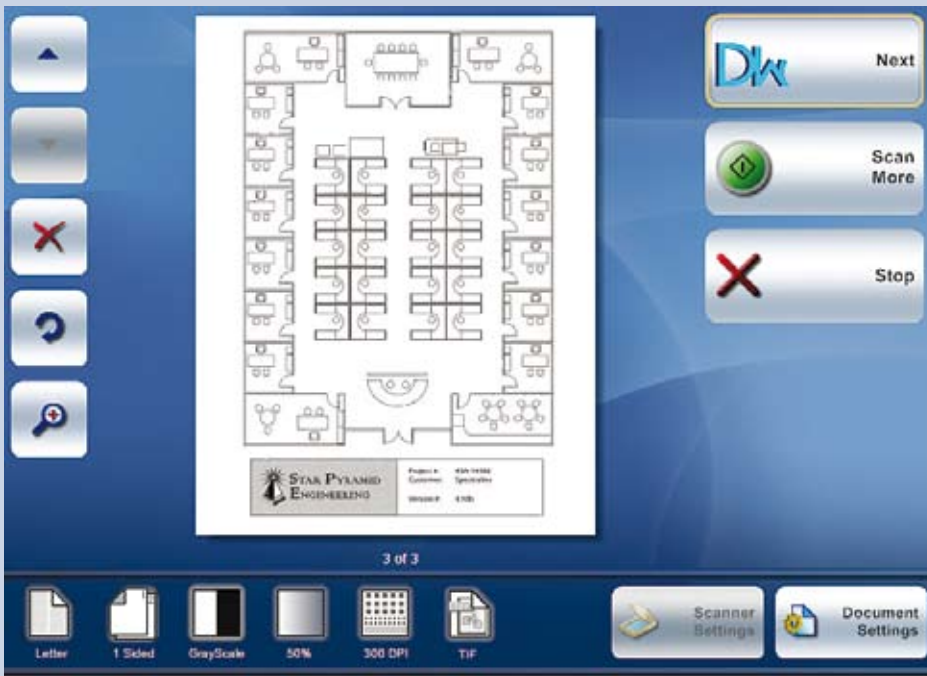
#### Benefits

- Seamless integration of eCopy in DocuWare
- Scan, index and store right from the scanner
- Documents are immediately available to all authorized users

#### System requirements

- eCopy-compatible multifunction digital copier/scanner with ShareScan OP Version 4
- Server: Windows 2000, XP, Server
- DocuWare Client 5.1 or higher installed on eCopy server

For the Embedded software, you install the client software directly on the scanner. The server software runs on separate server hardware. In this case the scanner's display is used as the user interface for displaying the digitized documents and for entering the index words on the soft keyboard.



*With DocuWare CONNECT to eCopy scanned documents are immediately displayed on the ScanStation, indexed and then stored directly in DocuWare.*

### Configuration

Software configuration is done in the ShareScan administration. Here you can specify whether to use a fixed login for DocuWare or whether each user must log in directly on the scanner. You can also determine, when scanning multiple pages, whether you want to create a multi page TIFF document, or a document with multiple single-page TIFFs.

If the indexing will be done on the scanner display, it is worth defining special store dialogs with a limited number of index fields for the application. Since no 'real' keyboard is available with this method, special dialogs will make storage simple and fast.

Simply define these special store dialogs in DocuWare Administration. Give these dialogs a name with a prefix, such as "eCopy". You can then define, in the ShareScan administration, that only these store dialogs will be available.

Store dialogs for the DocuWare Client, as well as for the ShareScan can contain predefined entries and read-only fields. The software also allows you to assign special select lists.

## Features

- Store scanned documents directly in a DocuWare file cabinet
- Use with ScanStation or Embedded
- Login with fixed predefined user or individual login
- Save all scanned documents as one multiple-page TIFF or create individual documents as TIFF images
- Select the file cabinet in DocuWare 5 mode to store the scanned documents
- Select the store dialog for indexing of documents
- Simplify indexing with select lists as on DocuWare Client
- Optional: Read-only fields allowed in the store dialog
- Optional: Fixed entries allowed in the store dialog
- Configure special store dialogs for eCopy
- Provide only special store dialogs for selection in eCopy

For more information please visit our website at [www.docuware.com](http://www.docuware.com)