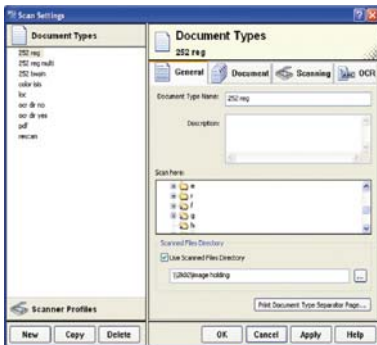




## FEATURES AT A GLANCE

- Operates many popular scanners
- Converts paper to a TIF, JPEG or PDF file
- Automatically extracts index data
- Automatically creates full text files and indexes
- Includes barcode recognition



## Captaris® Alchemy® Scan Input Module

**Alchemy Scan is an extension for the Alchemy Administrator or Index Station clients. It is the easiest way to convert paper-based documents into a secure electronic repository that is also immediately accessible and searchable.**

When installed, Alchemy Scan is completely integrated within the Alchemy client program. It captures paper documents directly into repository folders, using a wide selection of popular scanners and advanced OCR to create searchable text.

You can index the scanned images using one of several methods: data entry, batch profiling, OCR zoning, OCR full-page, OCR drag-and-drop or barcodes. Scan's unique drag-and-drop OCR feature populates a profile field with words dragged right from the image. Scan also reads barcodes and stores the information in profile fields in the repository.

Scan is versatile and scalable. It can be used in smaller environments where one scanner is connected to the system and relatively low volumes of information are maintained. It works equally well in larger environments where an Alchemy Server is implemented and multiple Scan stations are present. Scan supports batch scanning and batch OCR indexing.

Here's how Scan works. First, you scan documents into an Alchemy folder. Then you create searchable full-text or key fields using the OCR or barcode feature. You can also key in data using profile cards. You can then edit the scanned images—rotate, flip, invert, cut, clear—or add annotations.

The number of pages a Scan station can process in a day is dependent on several factors, including the scanner speed and automation features, the document size, simplex or duplex, resolution, black and white or color and OCR indexing.

## FEATURES IN SCAN 8.2

**New Scan Interface** a completely re-designed user interface designed to maximize scan productivity by providing a simple-to-use, yet powerful and comprehensive set of controls.

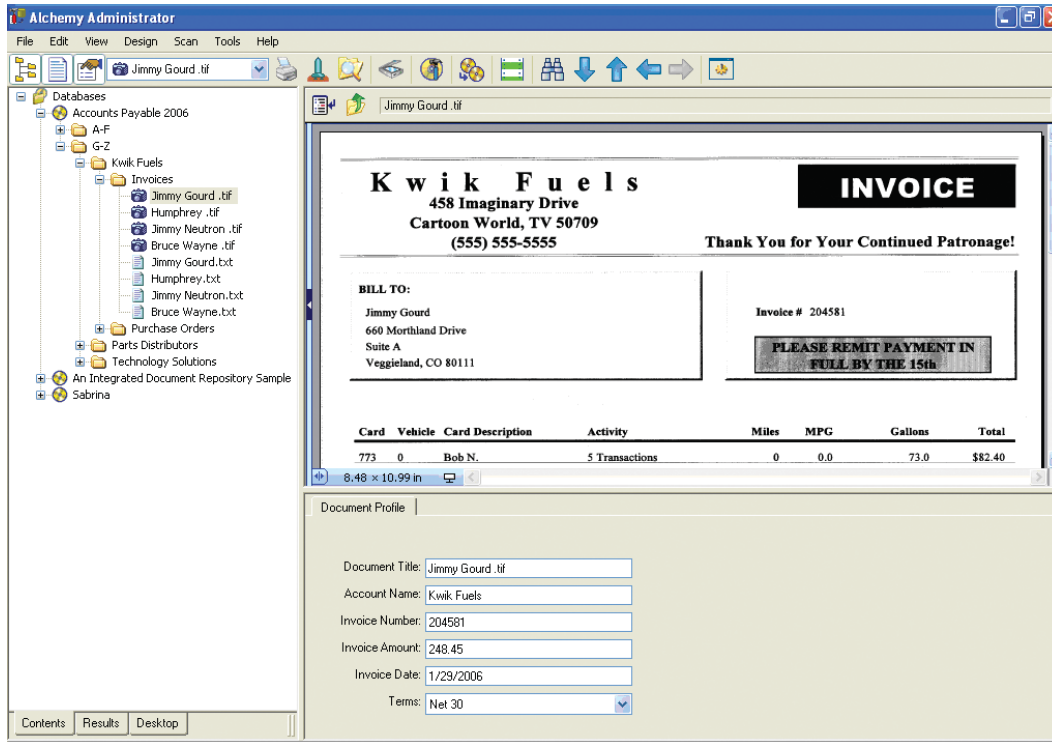
**Scan-to-PDF** includes the ability to capture paper documents as PDF; Options are image-only PDF or Image and Text PDFs that are fully searchable. Allows several different views such as image only, text only, or combined view, so that search-hit highlights appear on the image document itself.

**Scanner Profiles** create multiple scanner profiles to support a wide variety of capture needs. Whether it's a dozen scanners each with their own settings or a single scanner with a dozen settings for specific forms capture needs, Alchemy Scan 8.2 does it.

**Document Type Profiles** create pre-defined document profiles that include scanner profiles, OCR templates, routing directions to place documents in a specific repository location and more.

**Improved OCR** includes a sophisticated data extraction capability that uses three different OCR engines and accuracy voting algorithms to ensure that the data is accurate the first time.

# Captaris Alchemy Scan Input Module



## 1. Fully integrated within the Alchemy client

Unlike other content and document imaging applications where the scan and repository management applications are separate, Alchemy Scan runs within the Alchemy Administrator or Index Station client. This gives the operator full access to existing database properties and profile fields, and to all the content management functionality within that Alchemy client.

## 2. Manage diverse document types

Makes it easy to manage scanning applications where different document types are involved. For example, you can scan an invoice using zone OCR to extract the customer name and account number, then scan a contract using OCR full text and finally scan some related photos. You can preset each document type and then simply click to select it before scanning that type. Or you can fully automate this by inserting the document type separator page into the batch.

## 3. Scan directly to a repository folder

This is a very popular, timesaving feature of Alchemy Scan. Because Scan is so tightly coupled to the repository, newly scanned documents and images are immediately available to other users for search and review; even on the Internet through Alchemy Web.

## Scanner

- A supported Image Scanner Interface Standard (ISIS) or TWAIN compliant scanner installed on your PC.

## ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. Our product suite of Captaris RightFax, Captaris Workflow™ and Captaris Alchemy® is distributed through a global network of leading technology partners. We have customers in financial services, healthcare, government and many other industries, and our products are installed in all of the Fortune 100 and many Global 2000 companies. Headquartered in Bellevue, Washington, Captaris was founded in 1982 and is publicly traded on the NASDAQ National Market under the symbol CAPA. For more information, please visit [www.Captaris.com](http://www.Captaris.com).

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### Alchemy is Represented by: