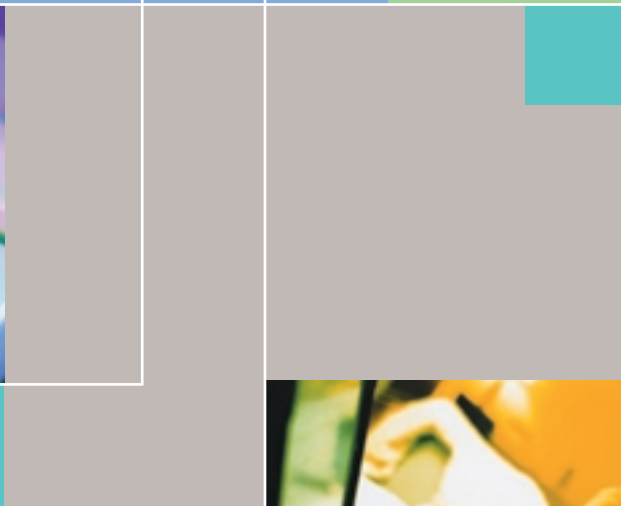
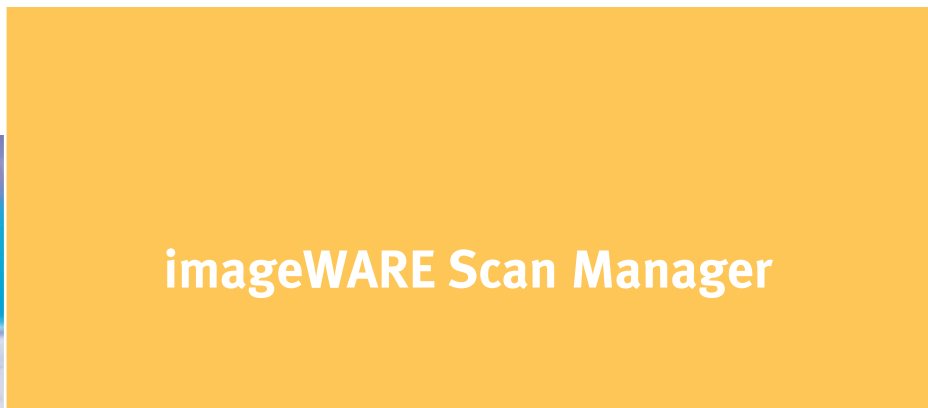


**Canon**



imageWARE®

## imageWARE Scan Manager



Intelligent Indexing System



# imageWARE™ Scan Manager

## Intelligent Indexing System

Rely on imageWARE™ to simplify your complex tasks and improve your enterprise productivity as it adapts to support your imaging and workflow requirements.

### Save Time and Reduce Mistakes

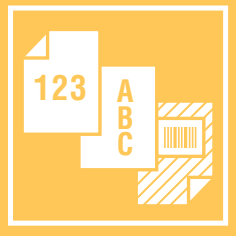
imageWARE™ Scan Manager is an intelligent indexing system that simplifies batch scanning and indexing. Specialized for high-volume jobs, imageWARE Scan Manager offers businesses of all sizes the production-level support they need to process documents quickly and accurately. Automatically index documents using zone OCR, or use the Scan Manager's pre-indexing, post-indexing, and input-masking functions for improved accuracy and reliability. Take advantage of the Scan Manager job templates and forms or bar-code recognition to further increase throughput of document processing.



### Digitize Hard-copy Workflow

Imagine reducing manual labor costs by more than 15%, and document processing time by more than 50%. Although every business is different, one thing is universal—converting hard-copy workflow to a digital stream of information saves both time and money. Business documents can be automatically indexed rather than hand-stamped and notated. Set up zones within a document to identify important data that needs to be indexed for future search and retrieval. Populate indexes by collecting information from these zones. Using this method, you can eliminate substantial manual labor costs by automating operator tasks and hard-copy document processing. Also, indexes can be entered before and after scanning is complete for data entry flexibility. Let imageWARE adapt to any imaging and workflow requirement to help you work smarter.





### Automatically Recognize Document Content

Advanced recognition capability improves the accuracy and usefulness of transforming paper documents into digital content.

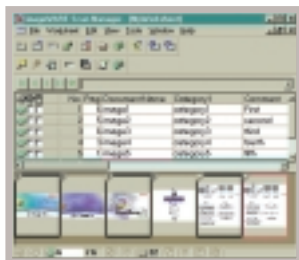
- Form recognition places control into the operator's hands by allowing the definition of custom form types that apply to your business. imageWARE Scan Manager can even determine different form types within the same batch.
- imageWARE Scan Manager offers bar-code recognition that includes support for UPC-A, UPC-E, JAN/EAN, and other types of industry-standard bar-code formats. The operator can choose to recognize all formats in one job, or only selected types of bar-code formats.
- Optical character recognition, or OCR, recognizes hand-printed alphanumeric characters, matrix matching, omni-font output from most printers in multiple languages, and optical marks, such as check marks on a questionnaire.

### Integrate with imageWARE Document Manager

imageWARE Scan Manager can interface directly with imageWARE Document Manager for storing digital documents and business-specific indexes. Capture images from electronic sources, such as office applications and imageWARE Publishing Manager, and then import the content from scanners and multifunction devices with ease. Export images and indexes to Document Manager for continuous collaboration between workgroups, departments, and satellite offices. Experience never-before-seen productivity and cost-savings.

### Benefits

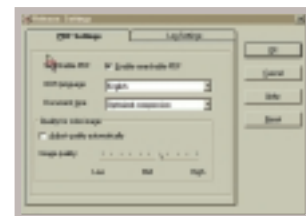
- **Automate scanning and indexing** to quickly capture large volumes of documents.
- **Improve the validity and quality of your data** with easy-to-use tools.
- **Lower manual labor costs** and use limited resources more efficiently.
- **Convert hard-copy documents to digital documents** that are easier to locate and cheaper to back up.
- **Integrate data capture with storage and retrieval** using one seamless and affordable solution.



Main Screen



Automatic Post Indexing



Release Settings



## Real-world Solutions

**Archival**—Now you can reduce the storage space used to contain static, hard-copy information and make that information immediately accessible to end-users, without a dedicated file management and distribution staff. Organizations that store paper documents in dedicated file rooms and cabinets can reduce storage costs by replacing physical space with digital storage space. Give your team the keys they need to produce more in less time.

**Hard-copy-to-digital Workflows**—Inevitably, digital documents will be printed and hard copies will be scanned. Link hard-copy and digital workflows together for a comprehensive, total solution for processing documents efficiently and quickly. Import electronic files and scanned images for a seamless image capture solution.

**Real-time Processing**—Use imageWARE Document Manager Gateway to process documents in real time, and distribute current information for daily decision-making. These imageWARE utilities, which are included with imageWARE Document Manager, open a direct connection between Scan Manager and any source that supports the file transfer protocol, or FTP. Now, batches of invoices, post mail, applications, and other forms can be sent from Canon's FTP-enabled devices—like imageRUNNER, file servers, and Web servers—while they are automatically indexed. Export thousands of indexed documents to imageWARE Document Manager, and realize optimum performance and connectivity.

Visit our website at [www.imageWARE.com](http://www.imageWARE.com)

A Smarter Way to Work

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## Specifications

### Minimum Requirements

#### Operating System

- Windows® 95 (OSR 2 or later, IE 4.01 or later required)/98/Me/2000/Windows NT® 4.0 (Service Pack 4 or later), or XP

#### Hardware

- Intel® Pentium®-based, IBM®-compatible PC/AT
- 64MB or greater recommended
- 70MB or greater hard disk space required
- ISIS- or TWAIN-compatible Scanner
- CD-ROM

#### Software

- imageWARE Document Manager

**Canon** KNOW HOW™

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