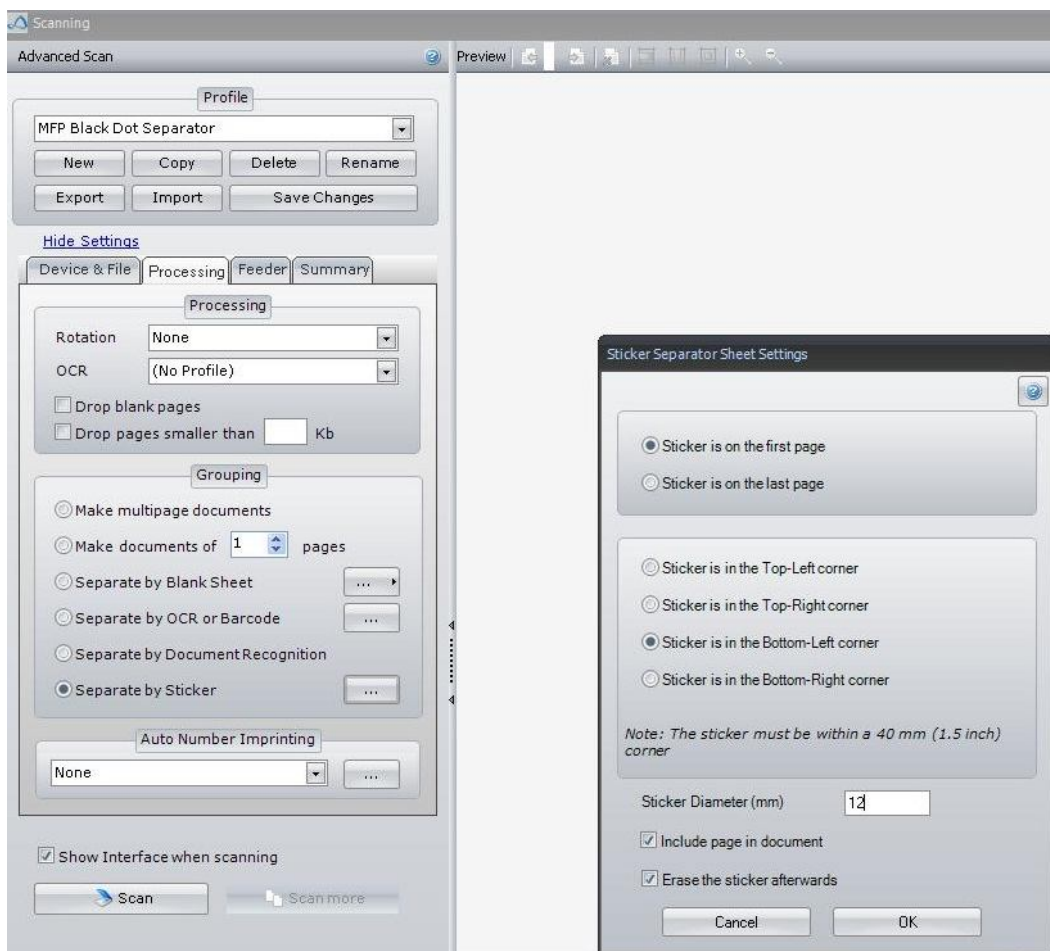


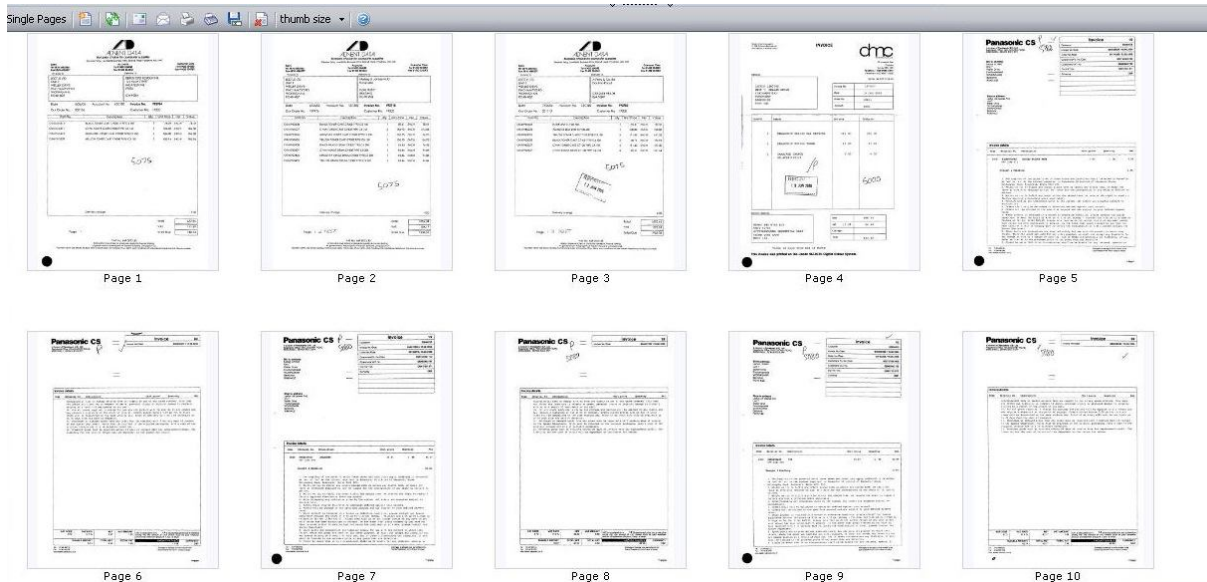
## FILE Stream Scan Profiles can be used with Image type documents scanned in using a multifunction copier/scanner/printer device or imported electronically

Scanning documents with varying numbers of pages is always time consuming. Users would normally have to separate and scan each document one at a time. File Stream users with directly connected scanners have tools available in the scanning interface to help with this. They can set up different profiles to separate the documents in a variety of ways such as by Blank page separator sheets / OCR Text / Barcode / Black Dot Sticker. These features are now available within the In-tray so that several multi-paged documents scanned in together via a networked multifunction device (Printer / Copier / Scanner) or imported electronically can be split into individual documents. To set up an example for Black Dot Separators, follow the steps below:

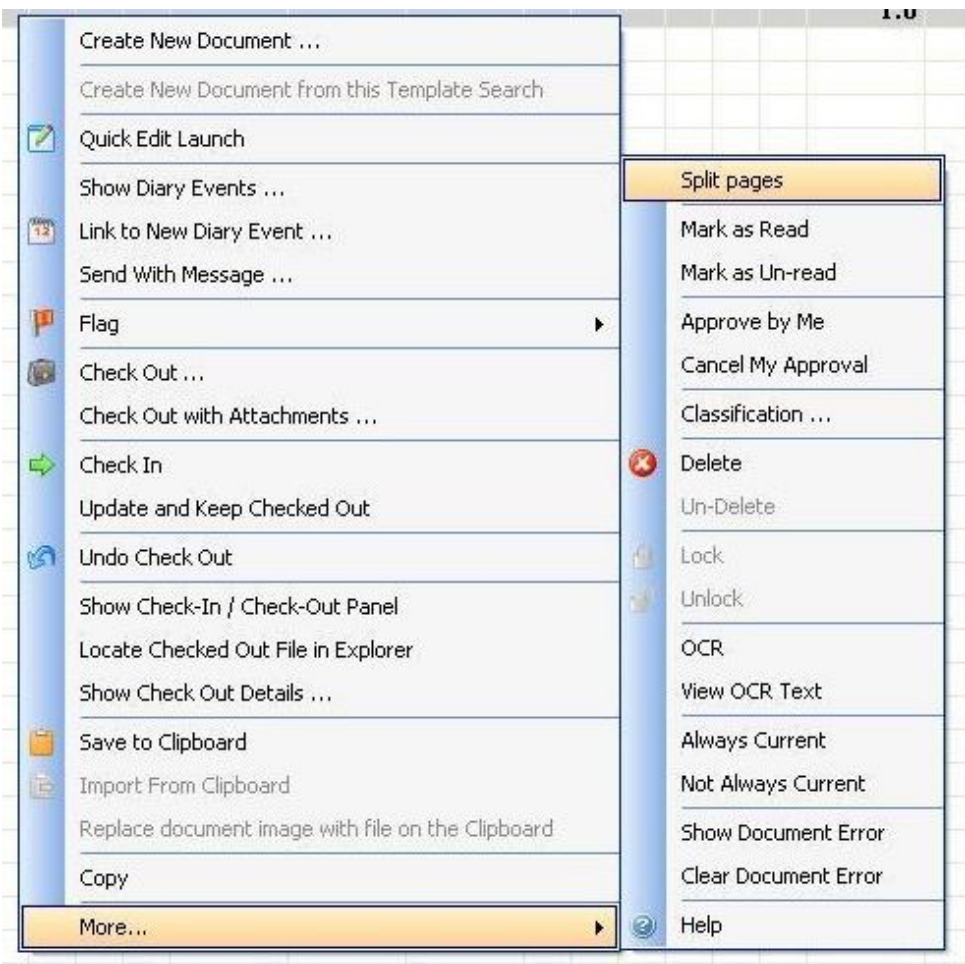
- Go to the Advanced Scan Column in File Stream and set up a new profile. Give the profile a name- maybe “MFP Black Dot Separator” There is no need to enter any other information under the “Device and File” Tab
- Open the “Processing” Tab and go to the “Grouping” Section
- Select the “Separate by Sticker” Option
- Complete the information required – Where to find the sticker, what page it is on etc. We find a 12mm black circle works well. We can give you a name of a supplier for the DOTS if required.
- Once this section is completed, just save the changes, there is no need to enter any other information on the scan panel.



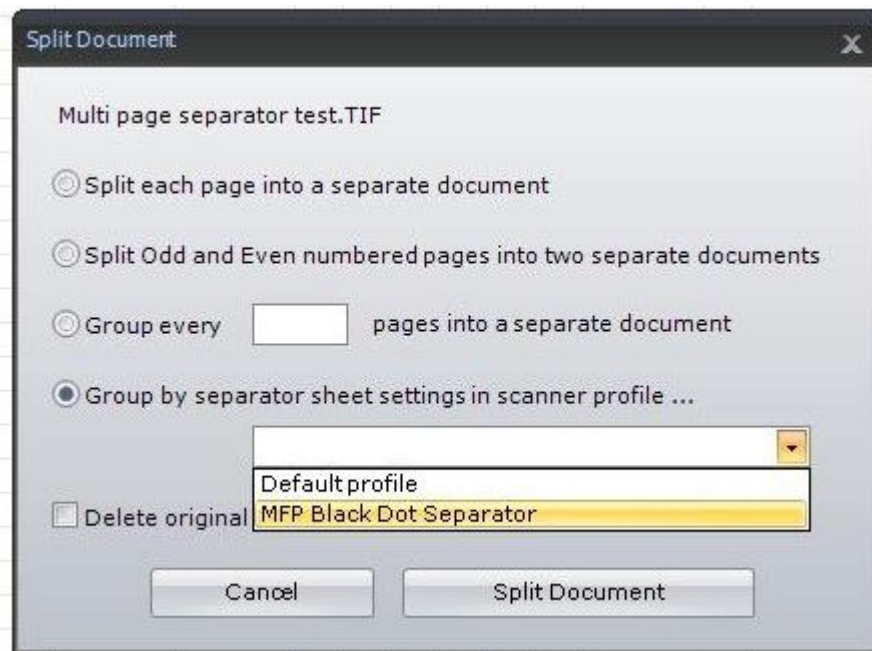
- Before Scanning the required documents as a Multi-page file, stick a Black Dot in the bottom left-hand corner (or wherever you have selected in the settings above) to show the system where each new document should start.
- Scan all pages in as one Document
- Find the document in your in-tray. Our screen shot below shows a sample image in “Single Page” view. Note the black dots depicting the start of a new document.



- Highlight the document in “List View” use the right mouse click to display a list of functions, select the “more” option at the base and then “Split Pages”



- A new window opens (See screen print below). Select the option “Group by separator sheet settings in scanner profile” and select the MFP separator profile from the list.



- Choose whether or not to delete the original multi-page image and then click the “Split Document” button
- You will see the individual documents appear in your in-tray

***Many of our existing users find this invaluable for scanning the morning post or multi-paged supplier invoices. Please give us a call if you would like to discuss the process or for information about supplying rolls of the black dots.***