

IMAGE ARCHITECTS, INC.

ScanMail Product Description

Release 1.1

Headquarters

248 West 35th Street, 7th Floor
New York, New York 10001
Telephone: (212) 967-2780
Facsimile: (253) 369-6107
Internet: www.imagearch.com

The information furnished in this schema is proprietary to Image Architects, Inc. and, therefore, is privileged and confidential. It shall not be disclosed outside the organization for any reason without the prior written approval of Image Architects Inc., or duplicated, used or disclosed in whole or in part, for any purpose other than to evaluate the contents. This restriction does not limit your right to use data contained in such information if obtained from any other source without restriction.

Table of Contents

1	INTRODUCTION	3
1.1	BACKGROUND	3
1.2	FEATURES AT A GLANCE	3
2	WHAT'S INCLUDED.....	3
2.1	BARCODE LABEL PRINTER	3
2.2	OUTLOOK AND LOTUS NOTES INTEGRATION SOFTWARE	3
2.3	SCANMAIL SCANNING MODULE FOR KOFAX	3
2.4	IBM CONTENT MANAGER ONDEMAND OPTION	4
3	USING SCANMAIL.....	4
4	READING YOUR MAIL.....	6
4.1	MAIL WITH ATTACHMENTS	6
4.2	MAIL USING IBM ONDEMAND.....	6

1 INTRODUCTION

1.1 Background

The ScanMail solution is a complete mail automation and distribution system using your company's existing email system. Incoming mail is scanned and distributed via email using Microsoft Outlook or Lotus Notes. The end result is a system that delivers incoming mail that increases mailroom productivity, saves time, and is easy to use. Features include:

1.2 Features at a Glance

- Scan mail using Kofax Ascent Capture 5
- No Manual indexing required
- Send Email via Microsoft Outlook or Lotus Notes
- Barcode printer included with package
- Send Email as PDF or TIFF document attachments without purchasing Adobe Exchange software.
- Send Email as links to a shared filesystem
- Send Email as links to IBM Content Manager OnDemand

2 WHAT'S INCLUDED

The ScanMail solution is a three-part system of interlocking pieces. Each piece is designed to seamlessly integrate into your existing email environment.

2.1 Barcode Label Printer

ScanMail comes with a specially configured barcode label printer that attaches to any PC using a USB or serial port connection. This PC does not have to have the scanner attached. This means that mail can be labeled in one area and then scanned in another location.

2.2 Outlook and Lotus Notes Integration Software

ScanMail integrates with your existing email system. The software that comes with the package can read the Contacts database of Outlook or Notes. Alternatively, you can use any ODBC compliant database that contains valid email addresses.

2.3 ScanMail Scanning Module for Kofax

ScanMail is scanned using the industry-leading Kofax Ascent Capture 5 software. Kofax supports the latest scanners from Fujitsu, Bell & Howell, Kodak, Panasonic, HP and many others. You might already even have one of these scanners.

After installing Kofax Ascent Capture 5, you just install the ScanMail Release Module and ScanMail configuration programs.

You're now ready to scan email and safely distribute the mail to any recipient using Outlook or Notes.

2.4 IBM Content Manager OnDemand Option

ScanMail has a built-in option that stores the scanned documents in IBM's Content Manager OnDemand system. By invoking this option, the mail is stored in an IBM archive and the email contains a link to this archive. The recipient clicks on the link and after logging into OnDemand the email is displayed.

This option has the added benefit of highly-secure, centralized document storage without clogging the email system with file attachments.

In order to use this option, you must also install the OnDemand Web Enablement Kit. For more information and pricing, please contact Image Architects or your IBM Business Partner.

3 USING SCANMAIL

3.1.1 Open the mail

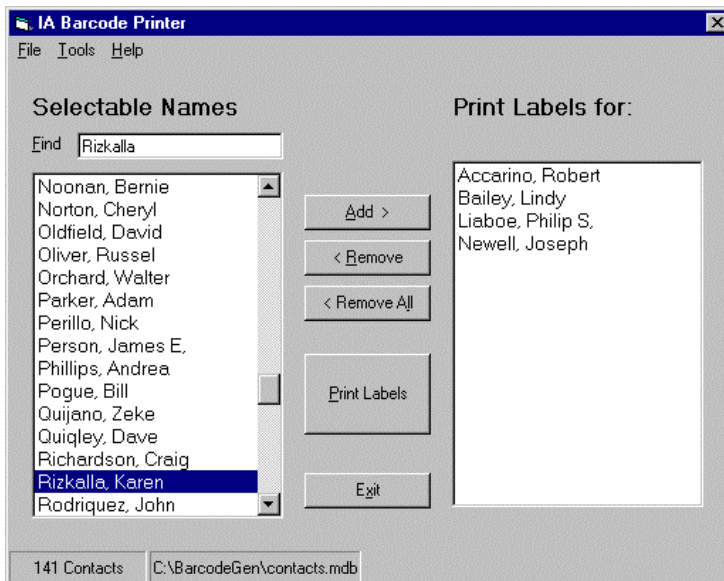
The process begins with opening the mail. The mail does not have to be sorted or in any way separated. Just remove paperclips and staples as you normally would for any scanning or photocopying operation

3.1.2 Print barcodes for the recipients

ScanMail links to your Outlook or Notes database so you can display a list of recipients. Just click on each one that has mail and Add it to the Print List.

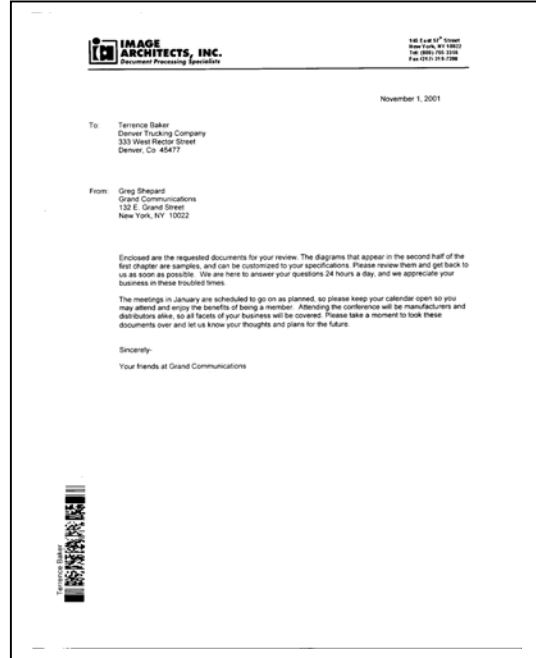
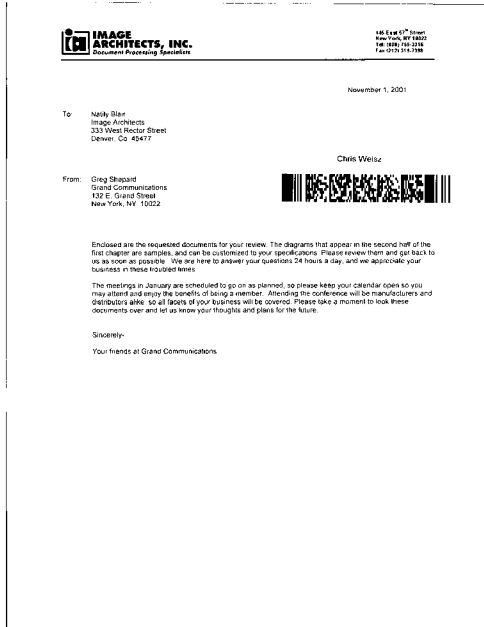
If a recipient has more than one piece of mail just add them a second time. The labels will print in the order of the Print List so you just keep the same order.

If your list of Recipients is very long, you can enter the first few characters of their name and that name will be displayed.



3.1.3 Place barcodes anywhere on the mail

After printing the barcodes, just place the barcode anywhere on the first page of the mail. It can be on the top, bottom, or middle of the page. You can also place them vertically or horizontally on the page.



3.1.4 Scan the mail

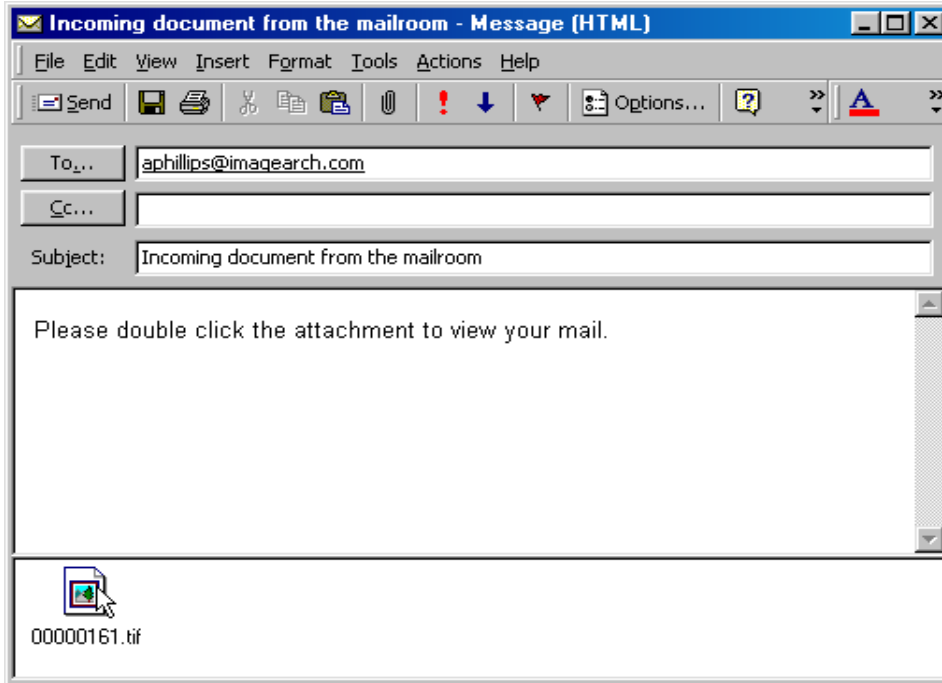
Collect all the barcoded mail and place it in the scanner. You just have to run the Kofax Scan module and select the ScanMail batch class. ScanMail then does the rest

Just make sure the Kofax Release Module is running. This is explained in more detail in the Kofax Installation manual.

4 READING YOUR MAIL

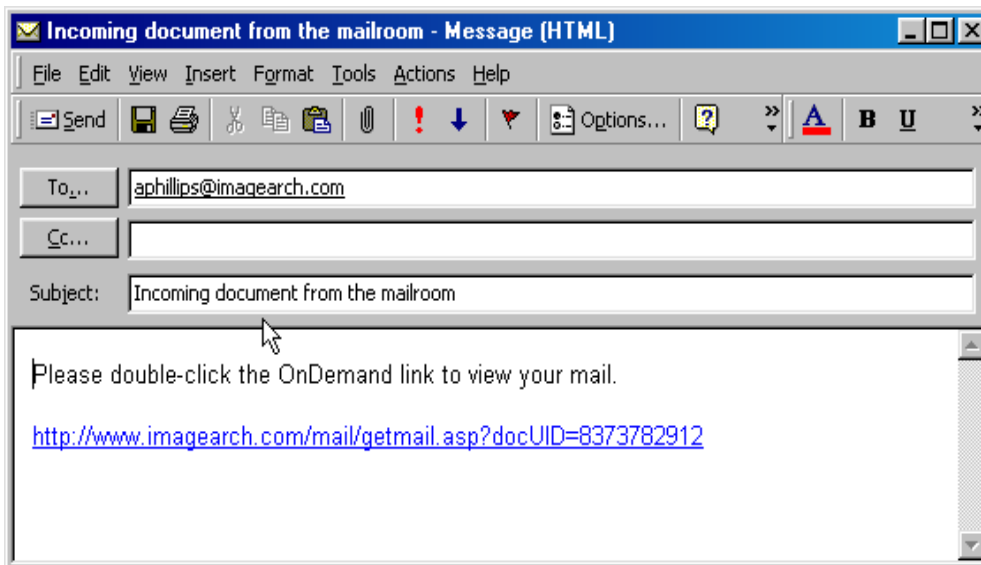
4.1 Outlook or Notes Mail with Attachments

If you have sent mail as attachments you will see a screen very much like the one below.



4.2 Mail using IBM OnDemand

If you have sent mail as a link to OnDeman you will see a screen very much like the one below.



After clicking the link you will be asked to login to OnDemand. Your screen may look something like the following.



After completing the login, your mail will be retrieved and displayed.

