

# NUANCE

The experience speaks for itself™

## DATASHEET

### eCopy Bates Numbering Service

#### Automatically label and identify documents as they are scanned

With the eCopy Bates Numbering Service, as paper documents are scanned, a unique number is automatically applied to the image. By enabling users to easily add a customized Bates Number to each scanned page, a uniform method can be established to identify documents and pages.

- Preview the Bates Number position to confirm location does not conflict with text or photos, eliminating need to re-scan
- Retain the continuity of the Bates number when separating large documents, making the documents easier for recipients to work with
- Capture Bates Number information in the activity log for cost recovery purposes
- Use pagination checkpoints to preserve the integrity of the Bates Number information of documents scanned in at different times
- Customize the Bates Number “on the fly” to better represent the image being scanned and to ensure uniqueness

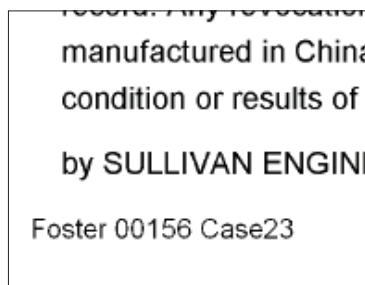
ShareScan Essentials for scanners helps organizations save time, reduce costs, and increase business results through an automated solution that securely puts paper documents directly into their electronic workflows.



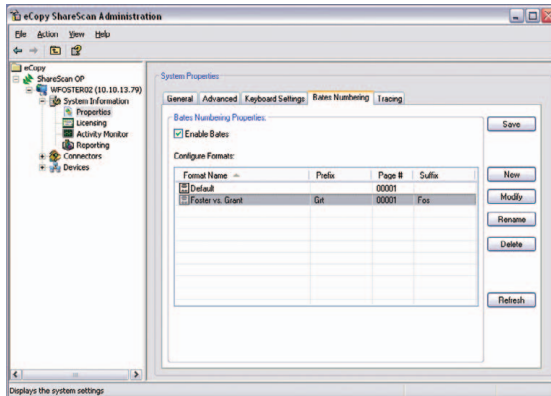
To use eCopy, the user simply places the paper document in the digital copier's paper tray, and selects an eCopy option. The user selects the Bates stamping button and chooses the format appropriate for their document.



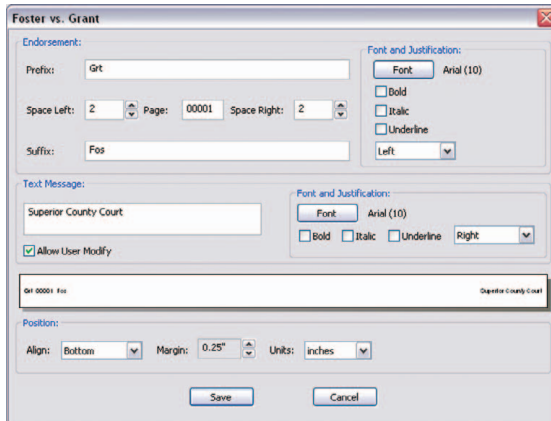
Once the paper is scanned, select the Bates stamping button on the preview screen to apply a Bates Number to the scanned document



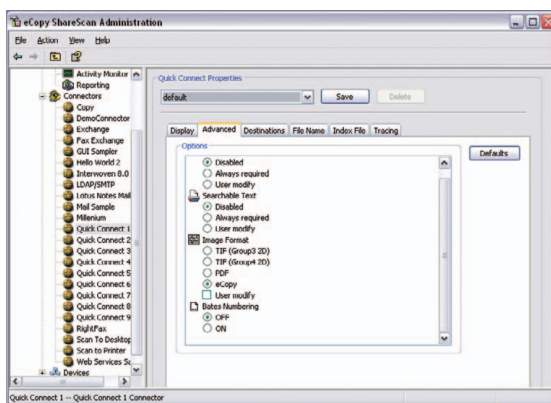
Document is clearly marked with Bates Number, enabling users to find documents quickly and easily



The Administrator can modify the format. Additional formats can be selected at the copier. If enabled, users can add the date and time for additional historical information of the scanned image.



When creating a new format or modifying an existing format, the Administrator can change the endorsement, the text message, and the position of both on the page. Endorsement fields include: Prefix, Space Left, Page Number, Space Right, Date/Time info, and Suffix, as well as the Font and Justification. The Text Message field allows you to add an additional text message.



When you have configured the general Bates Numbering settings, you can specify which of the installed Connectors (i.e., Scan and Mail, Scan and Fax, Scan to Document Management System, etc.) should use the stamping feature.

## System Requirements

- eCopy ShareScan® v4.2

**Target industries:** Legal, Government, Financial Services, Manufacturing, Insurance, Department within any vertical

**For the latest supported platforms for eCopy ShareScan, please visit:**  
[www.ecopy.com/support/platforms.htm](http://www.ecopy.com/support/platforms.htm)

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