

NUANCE

The experience speaks for itself™

DATASHEET

eCopy® Bates Numbering Extender™

Automatically label and identify documents as they are scanned

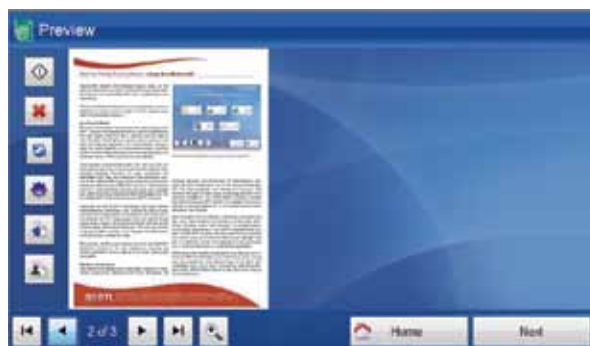
With the eCopy Bates Numbering Extender, as paper documents are scanned, a unique number is automatically applied to the image. By enabling users to easily add a customized Bates Number to each scanned page, a uniform method can be established to identify documents and pages.

- Preview the Bates Number position to confirm location does not conflict with text or photos, eliminating need to re-scan
- Auto-scaling preserves image integrity, ensuring stamp is not overlaid on top of critical information
- Color font support ensures adherence to Court-mandated color schemes
- 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

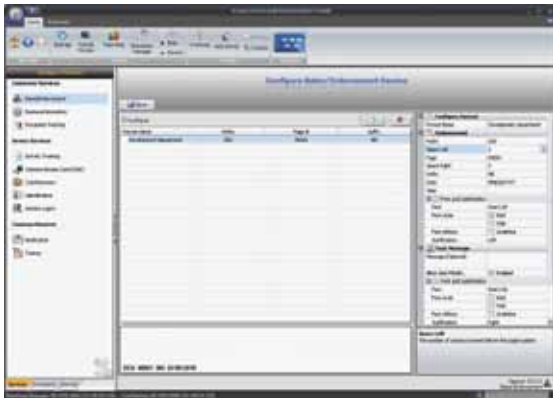
When used in conjunction with the eCopy Forms Processing Extender or other custom/3rd-party forms Extenders, the Bates Numbering Extender supports bi-directional data publishing. Data contained within a document can be integrated into the unique stamp; data contained within the Bates Number can be passed along to index and name the document, reducing both the amount of time workers spend dealing with paper, and data-entry user errors, ensuring greater accuracy and efficiency.



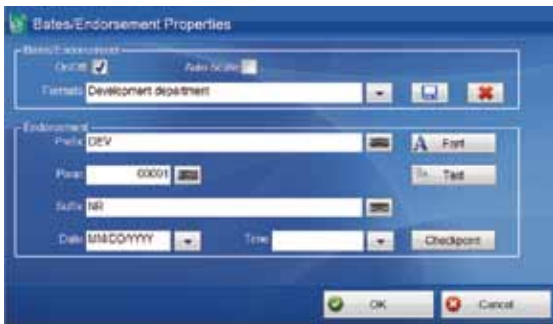
To use eCopy, the user simply places the paper document in the digital copier's paper tray, and selects an eCopy option. The user selects the Bates stamping button and chooses the format appropriate for their document.



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



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, you 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.

System Requirements

- eCopy ShareScan® v5.0

For the latest supported platforms for eCopy ShareScan, please visit:
www.ecopy.com/support/platforms.htm

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