



# Change the way you work

Streamline your business with  
Fuji Xerox Capture solutions — EzeScan

# EzeScan solutions

Paper documents are still common records of business activities. They are a trusted record of every transaction. But there's a much simpler, easier and faster way to keep business documents exactly where you need them, so you can find them quickly whenever you need them. Turn your paper documents into digital documents with EzeScan.

Capturing paper documents and digitising them has never been easier. EzeScan, a Fuji Xerox Australia and Outback Imaging partnership solution, lets you batch

scan paper documents to your content management system or folder library, and file, share and action documents quickly and easily. In doing so you'll be able to access the contents of hard copy forms, manipulate the contents and process them quickly and efficiently.

You'll work faster, achieve more, and save time — and money. You staff will be freed from the time consuming chores of filing, archiving, retrieving and reprinting printed documents.

## Some of the benefits of EzeScan include:

### Optical Mark Recognition (OMR)

EzeScan can recognise marks placed in check boxes

### Optical Character Recognition (OCR)

EzeScan can read and recognise computer generated characters

### Barcode Recognition (BCR)

EzeScan is able to recognise barcodes. When different types of forms are used, barcodes can be used as document identification mechanisms to invoke pre-programmed processing instructions. Once recognised by EzeScan, documents can be processed quickly and easily according to these instructions.

### Intelligent Character Recognition (ICR)

EzeScan can read and recognise handwritten characters.

**Company name**  
ABN: xx xxx xxx xxx  
101 Example Rd  
Sydney, NSW, 2000, Australia  
P: (02) xxx xxx  
F: (02) xxx xxx

**Customer Contact Details/Action Form**

Order     Service     Run up tech     Delivery Co-Ord     Copy to SE     Telesmart

**Customer Details:**  
Mr A Name  
161 Test Street  
0602 000 000

**Special instructions:**  
Please call 24 hours prior to delivery

**Administrational use only**

Purchase contact	Phone	Fax	Email
Name	Number	Number	Address
Receiving contact	Phone:	Fax:	Email:
IT contact	Phone:	Fax:	Email:
Cust Sat	Phone:	Fax:	Email:
Mr Name	Phone:	Fax:	Email:

Description: 4 additional paper trays

Serial Number: 4 1 1 0 8 1 6 6 9 2

Model Number: 5 4 9 7

Quantity: 3 2

Run up technician: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred delivery date: \_\_\_\_\_ Delivered by: \_\_\_\_\_

Signed (Delivery Co-ord): \_\_\_\_\_ Date of delivery: \_\_\_\_\_

Special delivery instructions: \_\_\_\_\_

Trade-in details: \_\_\_\_\_

And you can be assured that we're right behind you all the way. Fuji Xerox has one of the largest professional sales and technical services teams, alongside one of the strongest support organisations covering all states and territories of Australia. Wherever you are, we're ready to assist you.

Fuji Xerox technology is used to print more than eight billion pages and scan more than 10 million documents every year in Australia. More businesses rely on our expertise and technology every year as they make the transition to a digital world.

Why? Because Fuji Xerox solutions let you create electronic documents and take advantage of their ability to streamline so many business processes, while still using paper documents when they are required.

A suite of Fuji Xerox document solutions gives you complete control of all your documents, so they are at your fingertips, wherever you are, whenever you want them.

We call it "making paper in the digital world".

### Eze Applications

EzeScan's capabilities can be applied to many processes including (but not limited to):

- Process both hardcopy and electronic documents
- Extracting survey data for market research
- Populating databases
- Electronic filing of hardcopy documents
- Improved scanning throughput by batch processing, with 3 modes of separator technology – black separator pages, fixed page count or barcodes
- Automatic naming and index field generation for documents
- Integration with market leaders in document management
- Invoice data capture with integrations with MYOB and xero
- Other processes where traditional manual data entry processes would have been used.

### Eze Versatility

EzeScan is available in two main configurations, for extra versatility:

- EzeScan Lite
- EzeScan Pro.

Make the move to a digital office today. It will make the world of difference to your business.



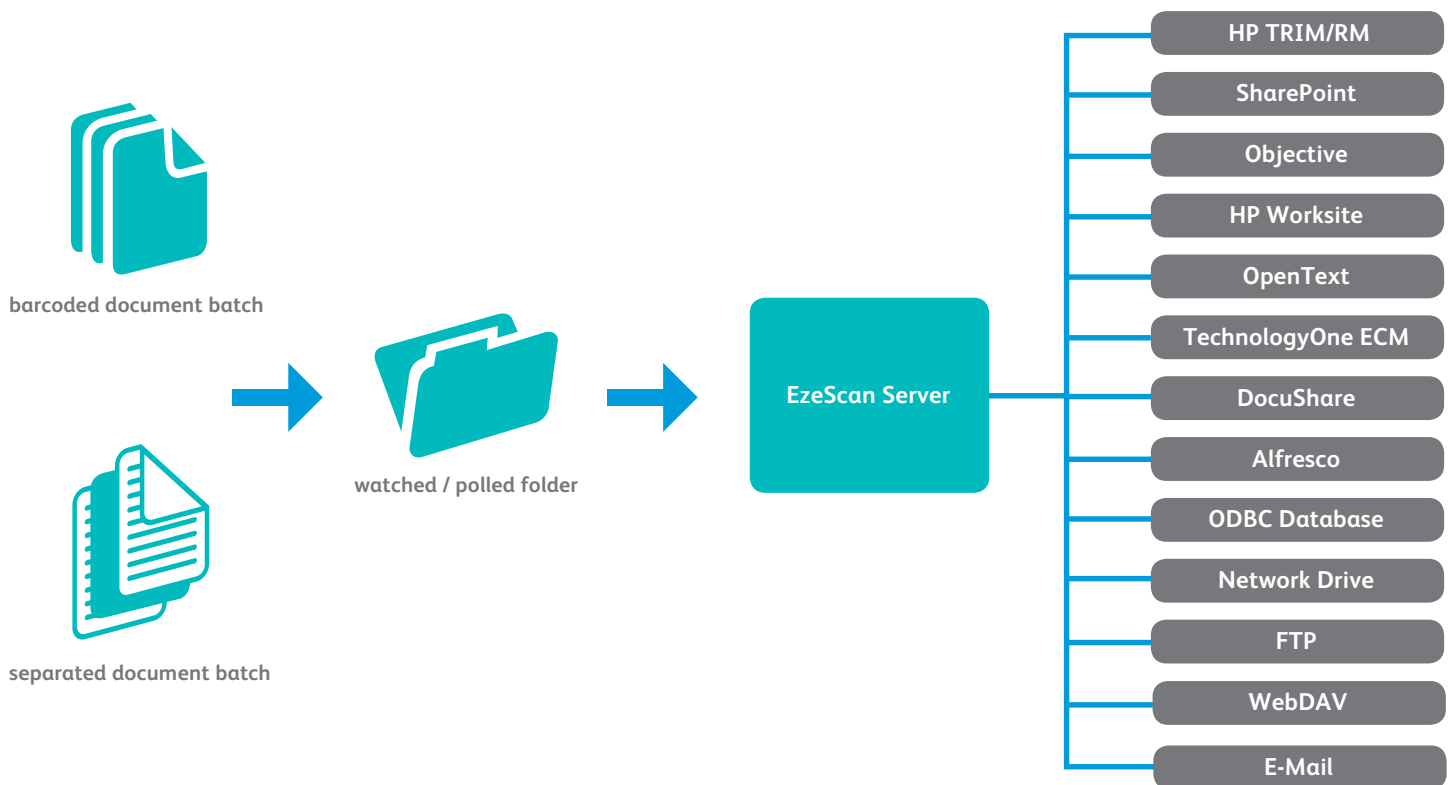
# EzeScan SERVER and EzeScan PRO – transforming paper documents into organisation wide knowledge quickly and cost effectively

EzeScan solutions from Fuji Xerox take the time and headache out of digitising your hardcopy documents. Specifically EzeScan solutions will simplify back scanning, automate invoice processing, forms data extraction, mailroom and correspondence management. They also enable highly integrated EDRMS imaging.

Using either Multi-function devices or dedicated scanners EzeScan SERVER will automatically route incoming documents to designated recipients, network folders, ODBC compliant databases or EDRM systems. It does this using either bar coded documents or documents accompanied by an index/metadata file. This happens automatically without relying

input from the desktop and can also run independently on a server as a service. If needed the operator can add metadata at the time of scanning to populate fields in the EDRM system or server location. Documents can be processed individually or in batches creating a cost effective and flexible decentralised scanning model.

EzeScan PRO is also available to support and streamline batch scanning and document imaging, it is high volume production tool with image enhancement features, image annotation and redaction/FOI capabilities. It outputs in TIF and text searchable PDF, PDF/A image formats and will support a wide range of scanners and MFD's to facilitate document management and information control across an organisation.



[fxillawarra.com.au](http://fxillawarra.com.au)



87 Auburn Street, Wollongong NSW 2500  
P: 02 4220 5000