



DD PowerDoc is powered by:
ImageDirector™
Document Manager

ImageDirector™ is an easy-to-use, image capture interface that is designed to be part of the “copying process”. **No additional steps required!**

ImageDirector automatically converts hard copies to digital files for instant access and archives those documents for storage.

Our software provides complete copying and archiving capabilities in an easy to use document capture-and-delivery system. The entire process is managed from an intuitive, touch-screen control panel – no computer skills necessary!

ImageDirector interfaces with most TWAIN compliant multifunctional product.

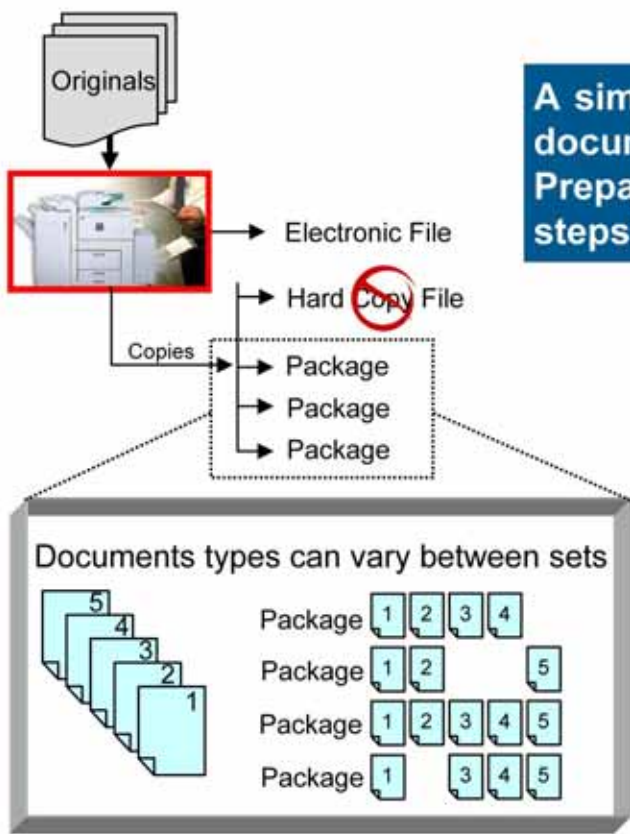


Figure 1: ImageDirector™ Control Panel.

A simple, yet productive solution to converting paper documents to electronic files - all from your copier. Prepare and archive documents with no additional steps!

PROCESS

1. The staff member identifies the *File/Account Number* at the beginning of the process using the keyboard on the touch screen interface. All of the documents that require copying or archiving are then copied, just as you would today.
2. ImageDirector builds a Package of all document types. Once completed, the Package is produced on the copier, including any finishing options, such as staple and punch.
3. Items selected for archiving are automatically captured without any additional scanning or indexing.



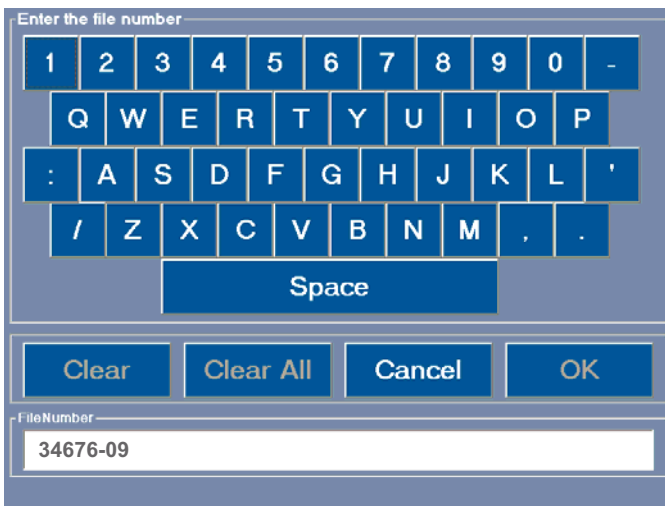


Figure 2: File Number Entry Screen.

FEATURES

- Each File is treated as a batch for release to an archive server for storage.
- Documents are stored by File Number. *Figure 2*
- Document control and processing is accomplished in the Control Panel. *Figure 1*
- Document Types are easily configured to your specifications and managed in the Control Panel.
- Different numbers of copies, finishing options and whether or not to archive may be selected by Document Type and is based upon your procedures and requirements.
- Print Packages are designed, so a user does not need to specify their printing criteria each time. The print package can be saved and easily retrieved and applied to the next set of scanned documents. *Figure 3*
- TWAIN compliant interface
- Can be emailed by any MAPI product.
- Compatible with industry standard archive systems.

System Requirements:

- Pentium IV PC
- CD-ROM drive for installation only
- Microsoft 2000 Professional (SP4) or Windows XP (SP1)
- At least 256 MB RAM
- Touch Screen Monitor
- Multifunction Product

Easy to Learn ~ Easy to Use No Additional Steps

- Archiving and Indexing are by-products of the copying process

Increase Efficiency with Configurable Print Packages

- Print Packages are designed, so that the user will not need to specify the printing criteria each time.
- The print package can be saved and easily retrieved and applied to the next set of scanned documents.
- Users can create a new print package, verify an existing package and/or edit and save the changes.

Archiving/Storage – Electronic Format

- Eliminate manual filing and paper storage

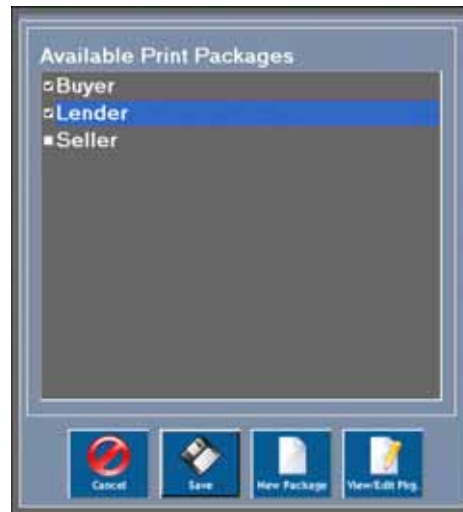


Figure 3: Print Package Edit Screen. Users can create a new print package, verify an existing package and/or edit and save the changes.

- Documents are indexed and retrievable by File Number, Document Type, Scan Date
- No separator sheets or manual indexing

Instant Access

- No more lost or mis-filed documents
- Centralized Document Repository

Online Access

- Packages are copied using a touch screen interface that is integrated with the copier
- User Selects Number of Copies, Finishing Options and whether or not to archive
- Documents are Automatically Archived and Retrievable by:
 - » File Number
 - » Document Type
 - » Copy Date

- Documents may be added to files at a later date i.e. recorded pages
- Electronic archival of documents – No more lost or mis-placed files
- Online access by file number, document type, and/or scan date