



## Document Management Made Easy At Copiers Plus



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As document management becomes popular in today's office environments, companies are inundated with technical jargon and acronyms of all sorts; especially when it comes to document scanning.

With today's multi-function copiers, the scanning feature is becoming the most important function. What can these scanners really do for you? Well, that depends generally upon the knowledge of your equipment provider and the willingness of your office staff to embrace new workflow processes.

With features such as Twain, Scan-to-Folder, Scan-to-FTP Scan-to-URL, Scan-to-Email, etc., what does it all mean?

Lets start with **Twain Scanning**. First, the meaning of "Twain" is "Technology Without An Important Name". I know it sounds crazy but that is what it is really called. Twain compliant scanners are very popular and are a requirement with many popular Electronic Medical Records programs and many other document management software programs. Twain scanning is available on virtually all scanning devices.

**X Scan-to-Folder**, is exactly how it sounds. With this technology you can scan directly from a multi-function copier to a folder on your computer or file server

using the SMB "Server Message Block" protocol. This is a very easy way to get documents from point A to point B.

**X Scan-to-Email**, This way of scanning is becoming extremely popular. Again, just as it sounds, many multi-function copiers allow you to scan directly to an Email recipient or directly to your own Email address, right from the keyboard of the copier. On some devices you can even name the file and attach a subject and a message to the file.

**X Scan-to-FTP, Scan-to-URL**, Scan-to-FTP (File Transfer Protocol) Scan-to-URL (Uniform Resource Locator /world wide web address) These two scanning

methods are used for scanning documents across wide area networks or the internet. Some available document management systems require you to scan and retrieve your documents from remote computer systems. Again, many multi-function copiers have this capability.

Another area of concern are the types of files these multi-function copiers can create. Some of the most popular are as follows:

**X PDF** (Portable Document Format) Extremely popular file format can be viewed using Adobe Acrobat Reader, a free software program found on most PC's. This is the format of choice when

sending documents via Email. Many organizations will only accept documents in PDF format.

**X TIFF** (Tagged Image File Format) another very popular format used for document and graphics images. Certain document management software systems require this file type.

**X JPEG** (Joint Photographic Experts Group) This file format is used mostly for color documents and photographs.

Document scanning is just the beginning step to a document management system office. Other important scanning features are the scanning speed, document size, the amount of pages the Automatic Document Feeder can accommo-

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date, duplex and full color scanning. Other considerations are the types of connectivity options and software compatibility.

At Copiers Plus we offer the Award winning Line of Lanier and Ricoh products. All of our multi-function copiers are capable of all the above-mentioned scanning features.

In addition, Copiers Plus Inc. is an Authorized **DocStar** Dealer. **DocStar** provides a complete Turnkey Document Management Solution providing a variety of electronic document storage and retrieval solutions. **DocStar** offers simple software solutions all the way up to complete turn-key document solutions.

To learn more please visit their website at [www.docstar.com](http://www.docstar.com)

Founded in 1986 by Robert and Debra Matthews, Copiers Plus Inc. enjoys serving as a traditional office equipment company. We offer office copiers, large format and blueprint copiers and printers; black & white and full color multi-function products, scanners, fax machines, and all the software to tie everything together. Please visit us at [www.copiersplus.com](http://www.copiersplus.com)

We also have a full service copy center at our Fire Road, Egg Harbor Township location, offering high speed full color copying and printing, large format printing and full color scanning, laminating and mounting, blueprint copying, and graphic design specializing in custom work.

Please feel free to contact this division at [graphics@copiersplus.com](mailto:graphics@copiersplus.com).

Copiers Plus now offers our products and services to all of southern New Jersey, with offices located in Egg Harbor Township, and Palmyra.

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