

# **AXIS 700 and Imaging Flow**

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## **Introduction**

This document applies to the AXIS 700 Network Scan Server with software release 1.0 and subsequent releases until otherwise notified.

It describes how to use your AXIS 700 together with Imaging Flow, Imaging Professional Edition's work flow component. The document contains the following information:

- Stages of a flow procedure
- Setting up a flow procedure using Scan-to-File
- Setting up a flow procedure using Scan-to-E-mail

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## Stages of a Flow Procedure

Flow is a component of Eastman Software's Imaging for Windows Professional Edition. It is designed to automatically capture, process, and output image documents. An intelligent and graphical procedure called a flow defines and controls the workflow.

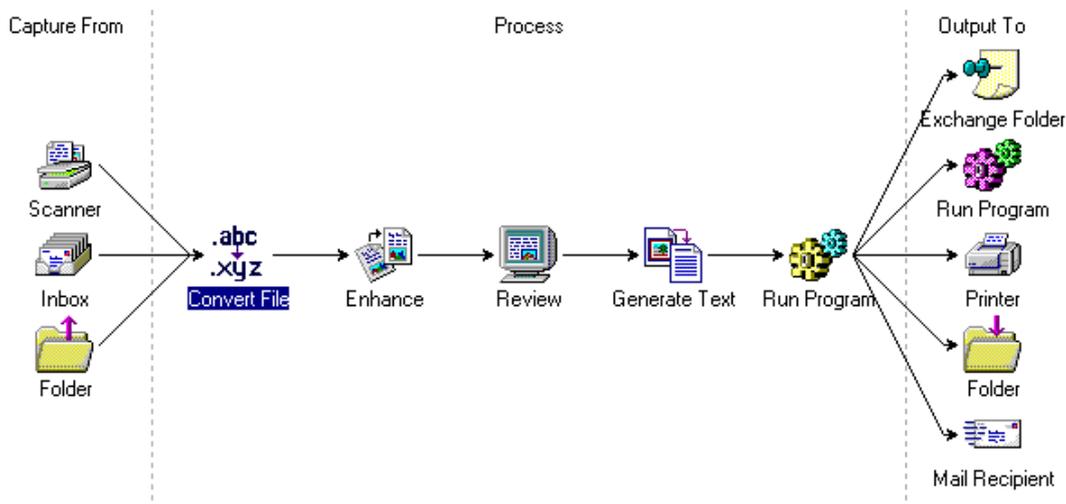
You can use the Axis 700's *Scan-to-E-mail* or *Scan-to-file* features and build a Flow procedure using *Inbox* or *Folder (Capture)* tools in the Imaging Flow to automate a scanning process.

A flow consists of three distinct stages:

**Capture From** Depending on the flow tools included, a flow can capture image documents from TWAIN compatible scanners, MAPI-compliant inboxes, and local or network folders.

**Process** Depending on the flow tools included, a flow can convert file types, apply compression, enhance and display images, generate text (via OCR), and invoke a user-defined program. This program performs custom processing tasks on image documents in the flow or image documents associated with the flow.

**Output To** Depending on the flow tools included, a flow can output image documents to Eastman Software Imaging 1.x Servers, user-defined programs, Microsoft Exchange folders, Eastman Software DMX documents, local or network folders, printers, and e-mail recipients.



The different stages of a flow procedure

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## Setting up a Flow Procedure

After you have installed *Imaging for Windows Professional Edition*, run the Flow application from the Imaging folder. Use the Flow Wizard to set up a flow procedure, and/or the Flow Editor to create simple or sophisticated flows of your own.

### Using Scan-to-E-mail

1. Create an e-mail destination for your e-mail account using the Axis 700 Administration utility.
2. Start your mail client.
3. Run Imaging Flow.
4. Select **Inbox** as **Capture From**.
5. Select the **Process** tools you want to use.
6. Select one or more **Output To** options.
7. Click the **Run Now**  button to activate the procedure.

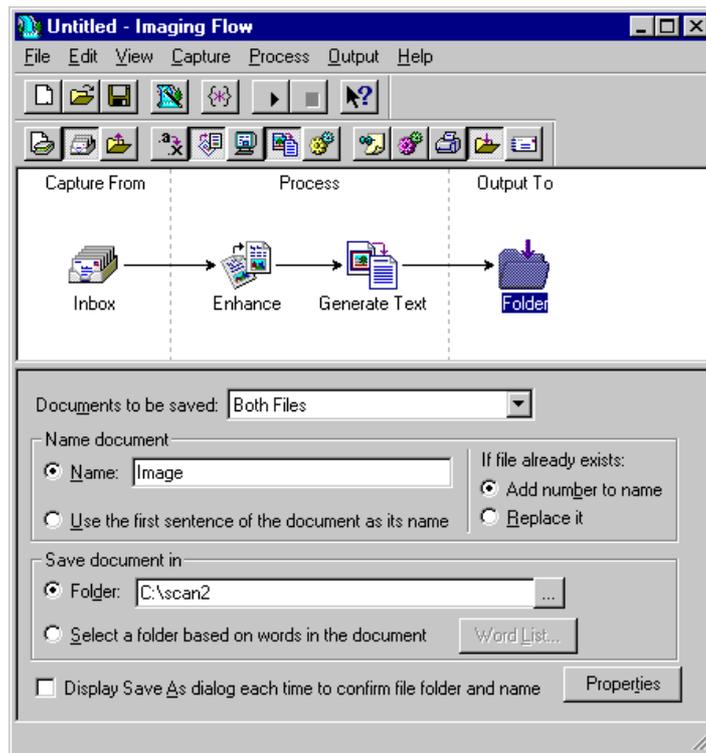
Any incoming mail with a IFF or JPEG file as attachment will automatically pass through the *flow* procedure. PDF files can not be processed via Flow.

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**Note:** You can not perform OCR on a JPEG file.

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This is a typical procedure for converting an incoming TIFF file to text and saving the result in a folder:




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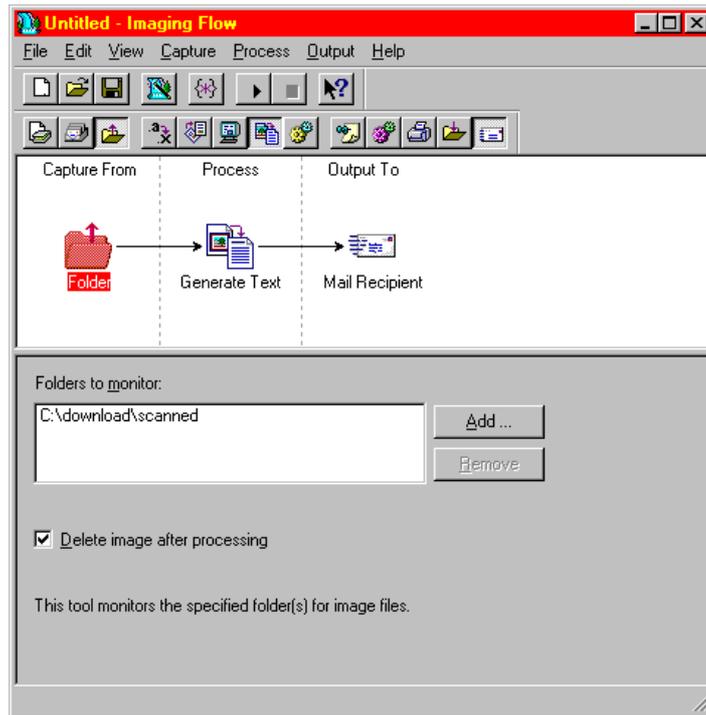
Note: You can use any combination of the tools in a flow procedure.

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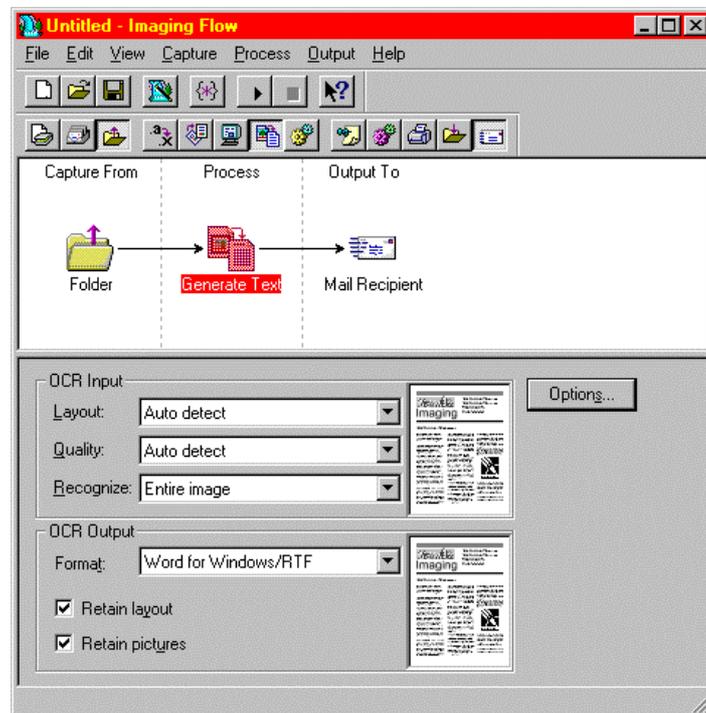
## Using Scan-to-File

1. Create a folder (directory) for the scanned files (accessed via FTP).
2. Create a *File Destination* using the Axis 700 Administration. The destination should have the directory created in step 1 as the destination directory.
3. Run Imaging Flow.
4. Select *Folder* as *Capture From* and assign the created directory.
5. Click the Add button to select which folder(s) to monitor.
6. Choose the *Process* tools you want to use.
7. Select one or more *Output To* options.
8. Click the *Run Now* or F5 button to activate the procedure. Any incoming TIFF or JPEG file will automatically pass through the *flow* procedure. Note: You can not perform OCR on a JPEG file.

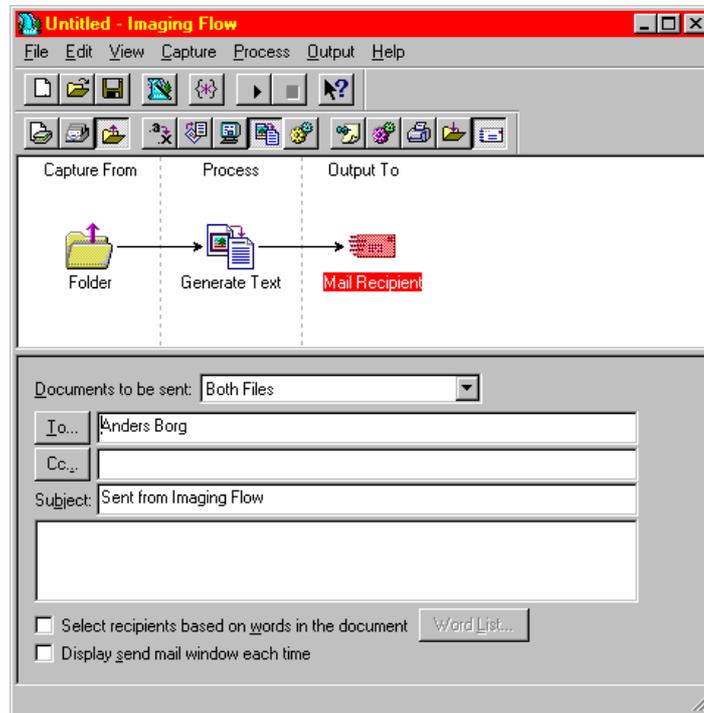
This is a typical procedure for converting a scanned TFF file to text and sending the result as an e-mail:



To monitor the *C:\download\scanned* directory for incoming files, select Folder as Capture From.



Select the **Generate Text** process to OCR the TIFF files. Keep the default values for OCR.



Select *Mail Recipient* as **Output To** to send the document with e-mail. Keep the default selection, **Both Files**, for **Documents to be sent**. This means that the original document will be sent as