



81 Two Bridges Rd./Bldg. 2
Fairfield, NJ 07006
TEL: (201) 575-0500/TLX: 219267

Dear Inquirer:

Thank you for your interest in CompuScan's FormsReader products.

The FormsReader is a highspeed page and document reader addressing those customers whose data entry/data processing requirements include direct entry of forms to magnetic tape or directly on-line to data processing systems.

Handprint, mark sense, and machine printed data can automatically be entered at speeds of up to 5,800 documents per hour in a single scanner configuration or higher speeds in multiple scanner configurations. Pricing is dependent upon system configuration.

The enclosed brochure highlights the specifications, features, and benefits of the Laser FormsReader Data Entry System. I am sure this information will provide you with a starting point for further discussions. We welcome the opportunity to show you how other organizations are utilizing CompuScan's OCR based data entry systems to improve data entry functions and lower costs.

If you would like a sales representative to discuss your data entry needs and our capabilities in more detail, please contact our Telemarketing Department at 1-800-631-0951.

Sincerely,

A handwritten signature in black ink that reads "Marlena E. Ralph". The signature is written in a cursive, flowing style.

Marlena E. Ralph
Supervisor,
Telemarketing Department

MER:cp
Enclosure

*FormsReader
Laser
Data Entry
System*

CompuScan[®]
INC.

*A complete data
entry/data processing
system...tailored to
meet your document
processing needs.*

System Overview

The Laser Data Entry System (LDES) combines total data management capabilities with an automated alternative to manual data entry.

The LDES eliminates the need to rekey paper-based information by scanning and capturing data directly from your source documents. You will find it particularly useful for time-sensitive and/or high volume data collection and management applications.

Each Laser Data Entry System consists of one or more Laser III FormsReaders,[™] a 32 bit super-minicomputer system, and CompuScan's unique Application Program Generator (APG) which allows you to create custom programs for new applications.

Fast

The LDES captures typed, marked, machine or handprinted data and images such as signatures *directly* from source documents at speeds as high as 5800 documents per hour—a must for time-sensitive applications and/or peak workload periods.

Accurate

Rekeying and verifying source document data is eliminated. So is human error. The LDES is far more accurate than manual key entry. Characters are read and edited against predetermined criteria. Any characters that are questionable and/or don't match your criteria are flagged and displayed for easy correction.

Economical

If manual data entry is a significant portion of your DP operation, you are spending more time and money than necessary. Automatic data capture and verification reduces document processing costs.

Controlled

You can access data randomly or sequentially and can generate detailed data analyses, management reports and turnaround documents.

Flexible

There are several LDES configurations to choose from, and a number of options available within each configuration. You select what you need today, adding to your system if, and when, necessary. Up to 128 data entry workstations can be supported.

Our unique, menu-driven Application Program Generator (APG) enables you to add applications in hours, as opposed to days or weeks.

Since the LDES minimizes the labor-intensive aspects of data entry, you can tackle peak workloads in less time and minimize the effects of personnel fluctuations.



- A. Laser III FormsReader with Magnetic Tape Option
- B. System Console
- C. Data Entry Terminal
- D. Data Entry/Graphics Terminal
- E. Super-Minicomputer
- F. System Printer





Broad range of applications

Data Entry

Data entry begins with the Laser III FormsReader, a highly reliable scanner that captures images, such as signatures, and machine printed, handprinted or typed data from source documents 2.5" x 2.9" to 8.5" x 14" on 15 lb bond to 100 lb card stock.

Up to 1500 documents can be stacked in the input hopper. A jam-free document transport prevents skewing and the feeding of more than one document at a time.

A high degree of accuracy is made possible with laser technology. This light source enables the Laser III to read less-than-perfect, "real world" documents. Information that is not in a scannable format can be key-entered.

Downstream Correction

Source documents often contain characters that are not machine-recognizable. With this in mind, CompuScan designed a system that lets your operator make corrections quickly and easily—as soon as the first document is read, during scanning, or at your operator's convenience.

The LDES captures a video image of a questioned character and presents it, enlarged, on a graphics terminal for verification and correction. Your operator does not need to stop to retrieve and reference the source document to determine what the character is.

Each record is also checked against *your* specific criteria. If your criteria are not met, the record with the error is flagged for correction. Error checking features such as range checks, hash totals, batch totals, modulus checks and table look-ups are standard.



Enlarged image of questioned character

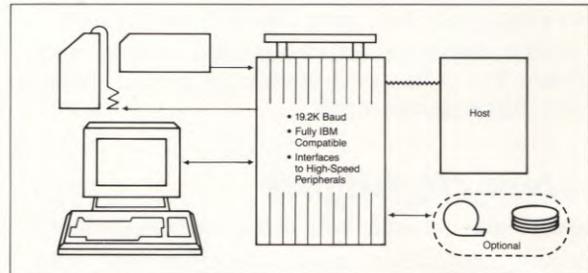
All information that is transferred to your data base is error-free.

Menu-Driven

The LDES is extremely easy to use. System operations, even programming additional applications, are menu-driven, with simple prompts to guide your operator through all phases of processing from set-up, to scanning, to error correction and data output. Installation is quick and specific to your needs.

Communications

A variety of communication capabilities are available. IBM® 2780/3780 and 3270 protocols are supported. Network operation is reliable. Industry-standard protocols and techniques are used. Your operator is relieved of modem control, handshaking protocol, error detection, recovery, making line connections and disconnections, etc.



Audit Trail

The LDES can print an audit trail of all transactions. Information that is entered via the scanner or through operator terminals can be logged and tracked automatically with operator reports available as needed.

Applications Program Generator (APG)

When you need to modify or add applications, the LDES makes it easy. CompuScan's unique APG software enables an operator to add new applications in a few hours instead of days or weeks—without the aid of a programmer or additional hardware.

Some Applications

The LDES inputs any readable data from standard forms and is especially cost-effective when the volume of forms is significant, the turnaround time is critical, and the manual entry costs are excessive. Here are some examples of how the LDES is used.

- To input data from time-sensitive turnaround documents such as order forms, proxy cards, payment stubs, renewal documents, billings, meter readings, and inventory documents, etc.
- To input data from standard forms such as applications, license requests and renewals, and call reports.
- To expedite the redemption of rebates, coupons, returns, refunds, and other, related documents.
- To input data from market research studies, tests, surveys, and voting documents.
- To input personnel information such as time and labor distribution, exception reporting, and personnel changes.
- To update and maintain in-house files such as inventory lists, price lists, parts lists, and mailing lists.
- To input data regarding tickets used (such as lottery tickets, bus tickets, etc.), services performed, invoices, and shipping documents.

System Highlights

- Uses highly accurate laser recognition technology.
- Is fully menu-driven for easy operation and programming.
- Reliable, automatic, jam-free document transport system prevents skewing and double feeds.
- High-capacity input hopper holds up to 1500 documents at a time before reloading.
- Provides rapid inquiry into and reporting from scanned and keyed data files.
- Expandable number of data entry units, CPU memory, disk storage capacity and output devices.
- Economical enough to add more scanners and peripherals for increased throughput and/or redundancy.

Capabilities

- Reads forms from 2.9" wide by 2.5" long to 8½" wide by 14" long on 15 lb bond to 100 lb card stock.
- Reads alphanumeric handprint, mark-sense, and a variety of computer-printed fonts selected from E13B MICR, 1403 numerics, Farrington 7B, OCRA, and OCR-B.
- Reads data printed with dark, carbon-based ballpoint and felt-tip pens and pencils.
- Prints a programmable 1 to 16 digit number on each accepted document for use as an audit trail, batch ID, sequential number, etc.
- Reads intermixed form types, including multi-page forms, identifying each by a form number preprinted on the document.
- Reads and processes up to 5800 documents per hour.
- Loads programs from disk rapidly.



Holds up to 1500 documents at a time

- Scans data into multiple data bases or sequential files.
- Performs on-line and off-line edits, table look-ups, and inserts definable constants.
- Displays unrecognized characters at graphics terminals for re-entry.
- Generates formatted screens with prompts and reports with headings.
- Sorts, formats, and outputs fields of data in desired order, depending upon application requirements.

Summary

With data entry costs soaring and timetables tightening, it is essential that you take a careful look at the LDES. CompuScan's state-of-the-art technology eliminates the need to manually key and verify data from a variety of forms. Instead of many people handling documents further and further from the source of information, you can accurately capture, correct, and verify information in one easy step.

CompuScan data entry systems have earned a reputation for high quality and reliability. CompuScan has been a leader in scanning technology since 1968. Today, CompuScan has a large, worldwide installed base performing word processing, data processing, communications, data entry, graphic arts, and other applications.

Specifications are subject to change

CompuScan[®] *Imagine what our input*
INC. *can do for your output*

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