



# Configuration Sample - Law Firm

**Clients**

**Month/Year or Document Date**

**Free text description**

**Notices**

- Services**
- Personal
  - Business
  - Family
  - Criminal
  - Planning
  - Consulting
  - Real Estate

- Will
- Confidentiality
- Liability
- Letter
- Notice
- Suit
- Estate
- Partnership

**Scanning Files**

Reference To:  Customer  Claims

Header: Tab Identifier:  Document Type:

Document Date:  Description:

GroupBox5: Scan Size:  Color Type:  Black / White  Color

Save As:  Scan Source:

Resolution:

Click Start after loading document into scanner.

Scan/View:

No pages scanned.

Actions:

Fit Screen  Full Size Zoom:

**Standard letter or legal size or set your own height and width**

**Set the scan quality to low, medium or high.**

**Email, preview or process documents.**

**Preview your scanned document before saving**