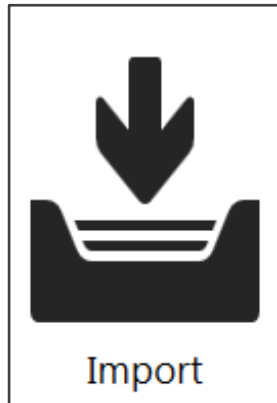


## Import



- > Documents can be Imported to an In-tray or a Cabinet.
- > Any existing electronic file can be browsed to using Windows Explorer.
- > Multiple documents can be Imported at one time.
- > Documents can be Imported by Dragging and Dropping into an In-tray or Cabinet on the HOME screen.
- > Documents can be Imported by Dragging and Dropping into an open In-tray or Cabinet whilst in LIST VIEW.
- > Documents can be Imported to an In-Tray or a Cabinet from the SCAN interface (OfficioDM Pro).
- > Import from Outlook. Highlight email from Outlook, right-click on In-tray or Cabinet to import.