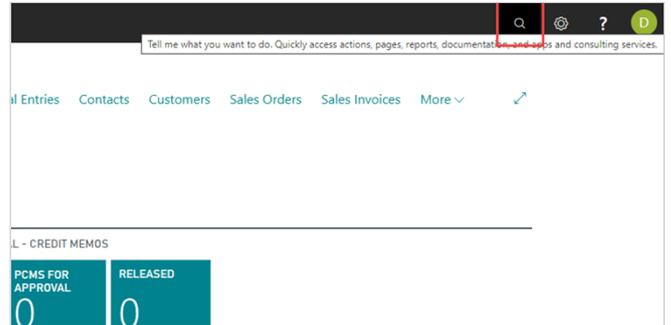
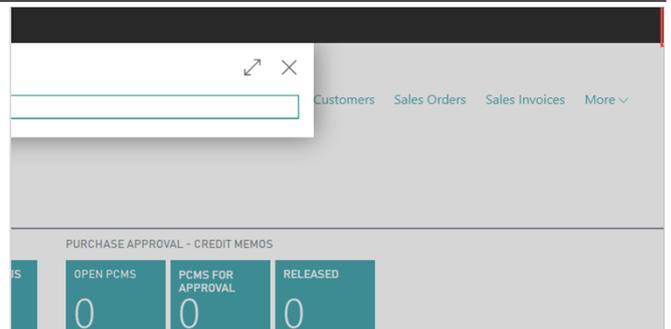


Having configured Document Capture with the ABBYY On-Premises OCR service, you must setup the necessary properties to have the OCR service automatically download the incoming e-mails, that are sent to the invoice mailbox. Please notice. When changing the configuration on this page, you must always export the OCR configuration files.

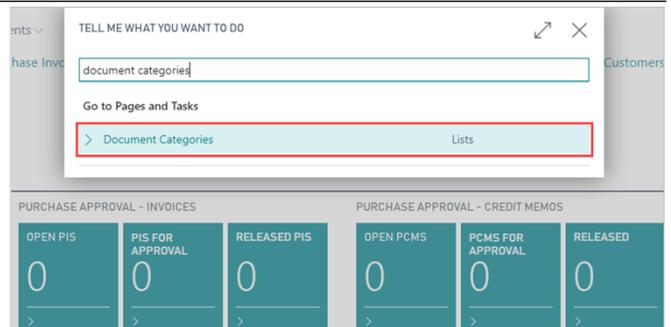
Select the **magnifier** to find the Document Categories.



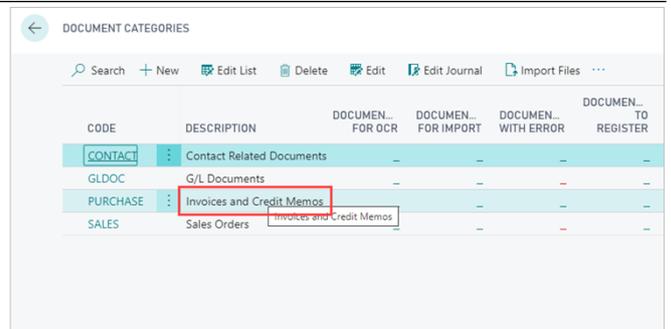
Enter the text: **"document categories"** to start searching.



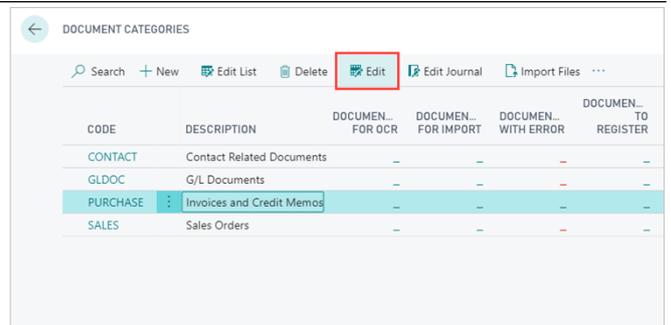
Select **"Document Categories"**.



Select the document category, you want to configure. In this session the **"Purchase"** category is the one to look at.



Select **"Edit"** in the ribbon.



Scroll down to the fasttab e-Mail.  
Fill in the "**Server Address**" with the name or IP of the mailservers used.

OCR Processing >

E-Mail

IMAP

Server Address ..... 192.168.1.12

Server Port ..... 993

Username ..... invoice@company.com

Password ..... .....

Delete After Download

Import and Archive E...

The "**Server Port**" is the protocol port through which the connecting to the e-mail server is established. The IMAP protocol port is usually 993 with an SSL connection and 143 without SSL.

OCR Processing >

E-Mail

IMAP

Server Address ..... 192.168.1.12

Server Port ..... 993

Username ..... invoice@company.com

Password ..... .....

Delete After Download

Import and Archive E...

Each mail address used in Document Capture must be linked to a specific username.  
In the field "**Username**", please enter the network account that holds the e-mail address used for this specific document category.

OCR Processing >

E-Mail

IMAP

Server Address ..... 192.168.1.12

Server Port ..... 993

Username ..... invoice@company.com

Password ..... .....

Delete After Download

Import and Archive E...

The "**Password**" field is the password for the username above.

OCR Processing >

E-Mail

IMAP

Server Address ..... 192.168.1.12

Server Port ..... 993

Username ..... invoice@company.com

Password ..... .....

Delete After Download

Import and Archive E...

When the On-Premises OCR service downloads the documents from the e-mail server, you can have the e-mails automatically deleted from the e-mail server. This results in the original e-mail being deleted. The default configuration is set to "**Disable**".

OCR Processing >

E-Mail

IMAP

Server Address ..... 192.168.1.12

Server Port ..... 993

Username ..... invoice@company.com

Password ..... .....

Delete After Download

Import and Archive E...

The last field on this page is the **"Import and Archive E-Mails"**. When enabling the field, Document Capture archives the e-mails, that delivered the document files, together with the registered documents. This enables the accountants, auditors, and other users of Document Capture to have direct access to the e-mail that delivered the document. The default configuration of this field is set to "Enable".

OCR Processing >

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E-Mail

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IMAP

Server Address ..... 192.168.1.12

Server Port ..... 993

Username ..... invoice@company.com

Password ..... .....

Delete After Download

Import and Archive E...