

# TOTAL DOCUMENT SOLUTIONS

## It's About Time, Efficiency & Productivity

- ◆ Increase Productivity with Document Solution Tools
- ◆ Lower Total Cost of Ownership with Right Sized Devices
- ◆ Improved Client Service with Easy Access to Information
- ◆ Improve Return on Investment in Office Solutions

The focus of our business is YOUR document productivity



## 4 Key Areas of Focus to Serve You

- ◆ **Document Management**  
docUcapture hosted (cloud based) document management for ease of entry into secure file storage and retrieval  
SentryFile electronic document management, fully scalable from workgroup to enterprise installations  
File360 Ultra secure transactional document management  
Capture Plus and NSI Autostore for document process & workflow design
- ◆ **Network Printers & Multifunction Printers**  
Managed document systems to maximize the value of print device investments using integrated software tools for scanning, fax, file storage and processing  
Highly qualified field support resources for connectivity, hardware and software  
Colour output devices with advanced capabilities from the desktop to the enterprise
- ◆ **IT Services and Hardware—Full Managed Service Programs**  
IT network design, installation and support including hardware and software tools  
Microsoft software licensing, anti-virus, backup, onsite support
- ◆ **Mailing Systems**  
Francotyp-Postalia postage meters, folder inserters, shredders



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## Examples of How Our Clients Have Improved Their Operations

### Support to Insurance Industry—Large Scale Scanning

This client had a large volume of paper files which were being received from their customers and which needed to be distributed to third parties for review. They were using large multifunction devices to scan these files but found that the process took too much time and was inconvenient.

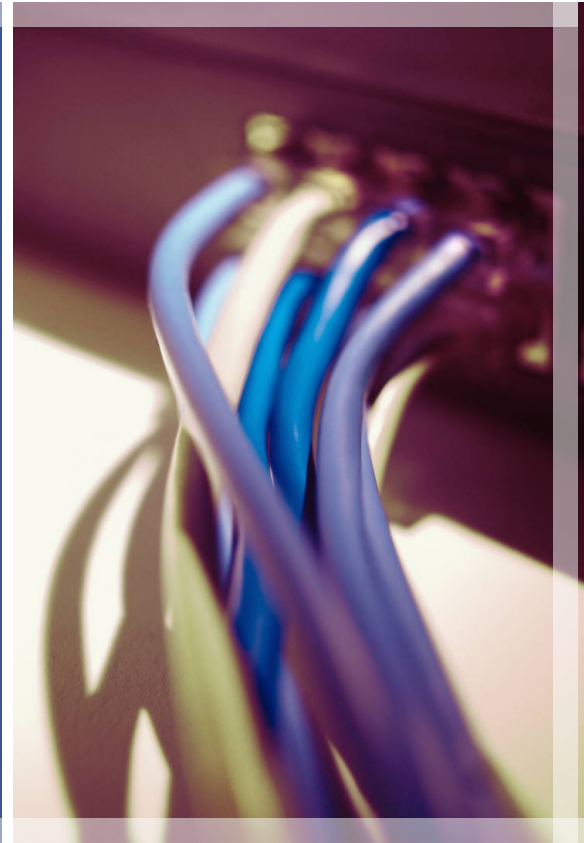
#### Our Solution:

We assisted the client to acquire and deploy several high speed Kodak production scanners coupled with Kodak Capture Pro software.

#### The Result:

A substantial increase in through put. Much fewer paper jams and happier employees who found the tasks much easier to perform.

Timely processing, more cost effective use of employee time....



## Document Filing Solution

### Not For Profit Agency

This client had a large filing challenge. After over ten years of service to many clients their filing systems were out of control. Finding records and accessing them was an increasingly frustrating and challenging task.

#### Our Solution:

Installing a SentryFile Document Management System in their offices has permitted them to organize their files, use a custom file index structure so they can easily and instantly find any of their records. By concentrating on the implementation while they were launching a new component of their service they know that the increased load this will create will no longer add to their filing nightmare.

#### The Result:

Over time the back files will be processed into the new system but using resources efficiently the go forward need is addressed first.

## Colour Print Solution

**Multi branch financial services company** was ready to replace their long serving mono multifunction printers. Utilizing their website to house marketing materials for serving their members they deployed new Kyocera TASKalfa colour mfps to each branch for point of sale delivery of quality colour marketing materials at lower cost and with more flexibility.

## IT Network Managed Support

### Retirement Home

This client operates two retirement home properties including a full service restaurant in each location. To facilitate their operations they count on Leppert IT support to manage their complete IT system.

This includes workstations, two servers, connected print devices (including chit printers in the kitchens), and touch screen library computers used by the residents.

Based upon a **monthly subscription formula** the client has a predictable cost base for all of their IT needs while knowing that response is only a phone call or e-mail away.

Using advanced network tracking software our team is able to keep an eye on the systems even when not onsite, so that problems can be addressed as soon as early indicators show.

**The result:** Better service at lower cost