KYOCERA
DMS LINK 4.0 FOR LEGAL

AUTOMATE DOCUMENT IDENTIFICATION, ROUTING AND RETRIEVAL.

THE CASE: TOO MANY DOCUMENTS, SO LITTLE TIME.

WITH DMS LINK 4.0 FOR LEGAL, AND KYOCERA MFPs, THE MANAGEMENT OF LARGE DOCUMENT VOLUMES IS AUTOMATED FOR EASY IDENTIFICATION, RETRIEVAL AND ROUTING.

The legal industry is part of every aspect of our society. Whether a potential client is seeking legal advice or a lawyer is facilitating contract negotiations and representing clients in court proceedings, large volumes of documents accompany each engagement.

The process of capturing, retrieving and distributing these documents, such as counsel minutes, depositions, rulings and contracts, is time-intensive and costly. In most cases, paralegals and legal document assistants (LDA) are tasked with the tedious job of managing electronic and paper content to ensure that files are securely stored, yet readily accessible.

In recent years, document scanning solutions have helped automate once error-prone hardcopy filing and archival processes by transitioning paper into a digital workflow, most often via a network-connected Multifunctional Product (MFP). Scanned pages are quickly routed to an e-mail recipient, client folder or Document Management System (DMS). As a result, law firms of all sizes have embraced the efficiency gains, environmental sustainability and security inherent in digital imaging technology.

SEAMLESS, SECURE INTEGRATION ACROSS THE FIRM

The integration of KYOCERA MFPs with innovative KYOCERA business applications provides the legal industry with the tools needed to support best practices from document origination through distribution. Through the MFP's intuitive touch screen control panel, users can automatically index documents (contracts, maps, surveys, rulings) at the point of scan. And since not all law firms operate the same way, custom workflows can be easily integrated into DMS Link 4.0 for Legal to fit in virtually any environment. Quick to deploy and easy to learn, KYOCERA products and business applications integrate seamlessly with existing infrastructures and applications for maximum efficiency and profitability.

KYOCERA
Document Solutions

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HYPAS

KYOCERA's HyPAS (Hybrid Platform for Advanced Solutions) is a powerful and scalable software solution platform. Through direct enhancement of the MFP's core capabilities, to the integration with widely accepted software applications, HyPAS will enhance your specific document imaging needs, resulting in improved information sharing, resource optimization and document workflows.

THE VERDICT: DEPLOY KYOCERA MFPs WITH EMBEDDED DMS LINK 4.0 FOR LEGAL

To deliver the ideal hardware/application mix, law firms are turning to high-performance KYOCERA MFPs with embedded DMS Link 4.0 for Legal, a KYOCERA business application that automates the management of large document volumes for easy identification, retrieval and routing. DMS Link 4.0 for Legal adds Bates Stamping to your scanned documents and Legal Expert Database capabilities to its impressive list of core system capabilities. Additionally, using Bates Stamping, a unique alpha-numerical sequence based on the client ID/case is placed on every page of the file.

For law firms that also handle litigation, Legal Expert Database workflow enables staff to maintain a single database for contact information, testimony and other resources in order to promptly identity consultants and potential witnesses. For Windows environments, your firm can create editable file types such as PDF, Word and Excel using the optional Optical Character Recognition powered by OmniPage® OCR. Its robust capability lets you fully extract content while preserving the format of each element, whether it is text, image or spreadsheet, thus saving you time and increasing productivity.

APPLICATION SCENARIO

THE CHALLENGE:
A mid-sized law firm specializing in real estate transactions and litigation has a large client roster that includes developers, entrepreneurs and government agencies. In this paper-intensive business, significant document workflow inefficiencies have been identified by the law firm itself. Specifically, the scanning of hardcopy documents to the firm's document management system is creating bottlenecks; multiple steps are required to incorporate paper into their digital workflow, which is further complicated by the lack of easy document tracking and retrieval. The challenge is to replace outdated machines with state-of-the-art KYOCERA document imaging devices.

THE PROPOSAL:
The proposal called for the installation of five KYOCERA Color MFPs and DMS Link 4.0 for Legal, a highly scalable business application that would integrate the MFP with existing processes that the law firm already had in place. DMS Link 4.0 for Legal's pre-set workflows support Bates Stamping and Legal Expert Database functionality, which would help simplify content capture and management.

THE RESULT:
After deployment of the high-performance KYOCERA MFPs enabled with DMS Link 4.0 for Legal, the firm realized far-reaching benefits; MFP users enjoy easy document indexing, scanning, archival and retrieval, which in turn boosts office productivity and improves document security.

ITEM CODE	DESCRIPTION
855D200635	DMS Link 4.0 for Legal
855D200636	DMS Link 4.0 for Legal powered by OmniPage® OCR

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