



KONICA MINOLTA

SCANNING SERVICES



LESS PAPER.
**MORE POWER FOR
YOUR BUSINESS.**



SCANNING SERVICES POSITION YOUR BUSINESS FOR GROWTH.

Save money. Save time. Save space.

Most of all, save your peace of mind.

(Isn't that the most important thing of all?)

You may be a small, growing business. But if there's one challenge any busy office faces today, it's the towering amount of paper documents you generate. Digital files are safer; easier to store; and faster and less costly to use. But scanning all your paper documents or microfilm data and converting them to digital formats takes time, effort and money that you may not currently have available. The Konica Minolta Scanning Practice does the job for you. Using a highly secure process, our state-of-the-art equipment and world-class scanning solutions create high-quality images that replace time- and space-consuming paperwork.

BENEFITS OF SCANNING DOCUMENTS TO ELIMINATE PAPER



SAVE TIME, MONEY AND SPACE

Discard file cabinets that take up valuable employee workspace; destroy unsightly banker's boxes and other cardboard cartons used for paper storage; find documents quickly and easily; and reclaim time and money you can use to focus on growing your business.



PEACE OF MIND

For security, you'll be able to control access to your documents to protect them from unauthorized employees or users. You can even track all file activity.



MANAGE DATA BETTER

Ease your employees' frustrations with lost or misfiled documents, and respond to requests without threat of penalty. They can access scanned documents instantaneously anytime, from anywhere.



PRESERVE DATA FOR THE LONG-TERM

Scanning lets you protect important information from fires, floods and natural disasters. Digital images can be backed up, placed on a server or on the Cloud.



DECLUTTER

Digital documents allow your staff to declutter their work space and become more productive.



ENVIRONMENT

Less paper means a greener planet. And that benefits all of us.

KONICA MINOLTA SCANNING PRACTICE, THE RIGHT CHOICE

ATTENTION TO DETAIL

We work to understand your business needs, current shortfalls and budget. We'll go over the volume of documents you have, including sizes, types, bindings and disposal preferences (shred, reassemble, destroy). The point is to ensure we accurately assess your project. Whether you want to switch scanning providers or start with us, we focus on your small business needs to ensure long-term digital document preservation.

ON-SITE EXECUTION

Our team comes to you. There's no transfer process to waste time, no extra labor to get documents prepared for pick up and removal to an off-site location. We use your space for a rapid start and no-hassle execution.

SUPERIOR QUALITY

This is what we do. You'll have dedicated professionals doing your scanning, not employees busy with other tasks or assigned as secondary responsibilities.

EARLIER COMPLETION

In-house scanning and conversion can be time-consuming and distracting for managers and administrative personnel. We complete your project on-time and within budget—and your core business has the full attention of your staff.

EXPERIENCED TEAM

We take pride in pinpointing your needs and meeting them accurately and consistently. We're happy to answer questions or concerns you may have as we work together. And more than anything, we see your potential for growth and want to help make sure you meet your goals.

“ Statistics show users spend 5 to 15% of their time reading information—and 50% looking for it.*

KONICA MINOLTA HELPED MY EMPLOYEES BE MORE PRODUCTIVE—AND MADE SURE MY SMALL BUSINESS WASN'T A STATISTIC.”



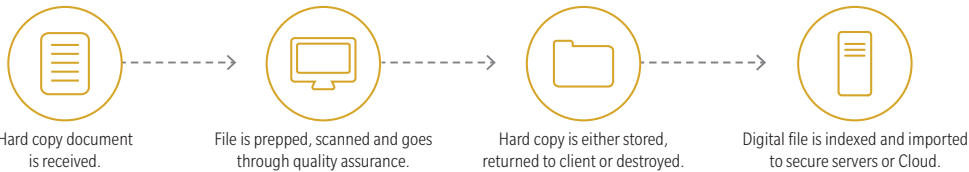
REDUCING PAPER MEANS

- Fewer file cabinets taking up office space your employees could be using
- Less time spent searching for paper documents
- Putting an end to off-site storage and associated costs
- Decreased worries about fire, flood or theft at the warehouse because your digital documents will be on a CD, server or up in the Cloud



SCANNING PROCESS

Once we establish your preferences, we'll prepare the documents for scanning, scan and go through a quality check. We'll take care of document destruction unless you need the hard-copy returned. Finally, you'll receive your digital documents on CD's or they will be imported onto your server.



“ One 100 GB disk drive was able to hold the information we'd stored in 110 four-drawer filing cabinets. THAT'S AN INORDINATE AMOUNT OF SPACE TO SAVE.”

Whether you've just started your business, or are successfully growing already, Konica Minolta can help your small business face the challenges of managing documents. Helping to position your business to more easily scale-up in the future and face change in your workplace of the future.

LET'S GET STARTED. Contact your Konica Minolta Sales representative to learn more or reach out to us via email: scanning.info@kmb.konicaminolta.us.

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PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT

- Enterprise Content Management (ECM)
- Document Management
- Automated Workflow Solutions
- Business Process Automation
- Security and Compliance
- Mobility
- eDiscovery Services

IT SERVICES

- Application Services
- Cloud Services
- IT Security
- Managed IT Services
- IT Consulting & Projects

TECHNOLOGY

- Office Multifunction Business Solutions
- Commercial and Production Printers
- 3D Printers
- Wide Format Printers
- Laptops, Desktops and Computer Hardware
- Servers and Networking Equipment
- Managed Print Services (MPS)
- Managed Enterprise Services



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