

# ALTERNATIVES

*Printing & Imaging News for ALT Customers*

## Enable Paperless Processes. Increase Productivity.

*Part three of a four-part series on "How to Cut Costs and Go Green While Increasing Employee Productivity"*

Welcome to part three of our four-part series on how to cut costs and go green while increasing employee productivity! In part one, we learned that by optimizing your printer fleet, you can achieve significant savings by "right-sizing" equipment to reduce the number of devices, boost device utilization, and achieve significant savings from reduced maintenance and support fees. In part two, we covered the environmental impact of right-sizing your printer fleet. By implementing a Managed Print Services (MPS) program, focus is put on more efficient devices, greener printing practices and on the reduction of energy costs thereby reducing your company's carbon footprint.

You simply install software to monitor and analyze your processes...Armed with this insight, you can identify opportunities to migrate to an electronic format.

Part 3, "enable paperless processes" is a logical extension of both. Paperless processes, or document management as it is typically called, allows you to optimize your fleet through greener printing practices. You simply install software to monitor and analyze your processes; determine the "who, what, and how" of print volumes; and map your processes to assess which ones are truly dependent on printing, copying, and faxing. Armed with this insight, you can identify opportunities to migrate to an electronic format. In some cases, this will require using enterprise applications with

intelligent routing and networked, multi-function devices to accomplish some of the following example tasks:

- Direct the scanning of documents, such as travel and expense receipts, directly to any employee's personal "home folder" so they can be uploaded into an expense management application and automatically routed to the correct manager for approval
- Send employee pay-check information via a PDF or other file instead of a printed form to minimize paper costs and speed delivery of information
- Pay providers and issue invoices electronically for faster, more efficient processing

Increasingly, companies, that have traditionally resisted the idea of a paperless operation, are moving to paperless information capture and transfer, even in areas of reporting, invoicing, and payments. A key element of success in reducing the reliance on paper documents is the ability to integrate imaging equipment into the enterprise application environment. Learn more about how to bridge that gap through SentryFile on page 2 or **contact ALT** at 1.800.888.9752 to learn more.

Article written by "The DocuMentor" October 2009 Published on ZDNet.  
Modified by LRC Marketing Group, April 2010.

### IN THIS ISSUE

- + Spotlight on SentryFile—ALT's Document Management Software Solution
- + Free KYOCapture/KYOCapture Express Software
- + Just the Facts—How to save this tax season

**FREE KYOCAPTURE SOFTWARE  
WITH THE PURCHASE OF A  
COPISTAR CS 620/820 MFP!!  
(SEE PAGE 2 FOR DETAILS)**

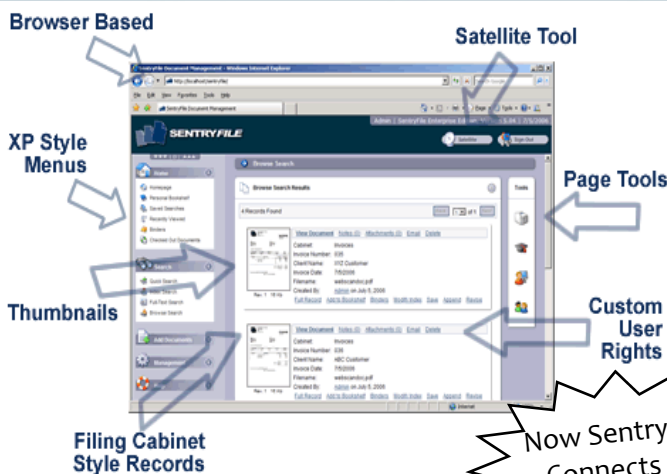
**Solutions That Work™**



# SENTRYFILE

Document Management

**The only document management software you'll ever need.**



**Now SentryFile Connects to KYOCapture!**

Over the past century the traditional office has changed dramatically, yet it is estimated that 80% of all business information is stored solely on paper. This part of the modern office has never changed. Paper documents are still filed away in traditional filing cabinets. Retrieving these documents can be an aggravating experience. Often documents are lost or misplaced. There is rarely a backup of this data. **Bottom line: A disaster could easily destroy 80% of a business's proprietary data.** This is what document management is designed to improve.

Document management is the process of digitizing your paper documents into a searchable online library of information.

SentryFile allows you to integrate paper documents and electronic documents into an online filing system. It has all the tools that today's digital office demands, in a single, web-based package. Quickly create a complete digital library of all your important business documents and rest assured

that in the event of a disaster your data is safe.

**What makes SentryFile Unique?**

SentryFile minimizes complexity therefore only requiring minimal training. It uses only standards-based technology to make sure that your data is accessible no matter how future technologies change and simplified "server-based" licensing ensures that as your organization grows, you

## FREE KYOCapture Software!!

**Now for a limited time, get KYOCapture FREE with the purchase of a Copystar CS 620/820 black and white MFP.**

The Copystar CS 620/820 delivers the ultra-reliability, productivity and superior performance that every high-volume business environment requires. Engineered for durability and dependability, the CS 620/820 MFP offers an exceptional array of features designed to boost workplace performance. At an impressive rate of 62ppm/82ppm and 82 ipm (scan to copy), the CS 620/820 can meet the most rigorous business demands for printing, scanning and copying.

**What is KYOCapture?**

KYOCapture is a full-service document capture software that enables companies to better manage their paper and electronic documents while improving productivity, security and compliance. Whether your business requires barcode recognition, advanced forms processing, or a connection to a document/content management system, KYOCapture components are available to solve your business requirements.

**How It Works**

KYOCapture is used to create custom documents "processes". These processes consist of a "Capture" component (e.g. Kycocera MFP), one or more "Process" components (e.g. OCR, Barcode), and a "Route" component (e.g. SentryFile Document Management). This allows you to build a custom document process based on your needs, then finally route the document into a filing cabinet in your SentryFile Document Management System.

Watch productivity soar! Contact us at 1.800.888.9752 to learn how KYOCapture, SentryFile and Copystar MFPs can transform your office!



### 3 Ways to Save This Tax Season

- + Scan your documents! Once scanned, you can upload them to the IRS, post them on a file sharing web site or email them to your accountant —all without ever printing!
- + Archive documents using a document management software such as SentryFile.
- + Use remanufactured toner cartridges for documents that will be printed.

## Sales. Service. Solutions. Savings.

Applied Laser Technologies (ALT), an award-winning leader in eco-friendly print management and optimization solutions, has been helping clients manage expenses and increase productivity since it opened its doors in 1989.

ALT is your unbiased, single source provider for printer, copier, scanner, multifunction and fax systems, on-site service and supplies including OEM compatible toner cartridges. *We take pride in being your independent dealer and advisor so that you get the best product at the best price for your company's needs.*

ALT is an authorized dealer for:



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 Toll-Free: (800) 888-9752

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*(SentryFile continued)*

won't incur additional software costs.

These concepts ensure that SentryFile offers the lowest total cost of ownership of any software package your organization uses.

Contact your ALT representative today at 1.800.888.9752 to learn more or visit [www.altconnect.com/document.asp](http://www.altconnect.com/document.asp).

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