

**LANIER**

# DocumentMail™



SOLUTION

*On-demand document management software service*

*Rely on this secure, software-as-a-service solution to store, manage and share documents with exceptional ease and efficiency*

# Secure Document Management Software Service

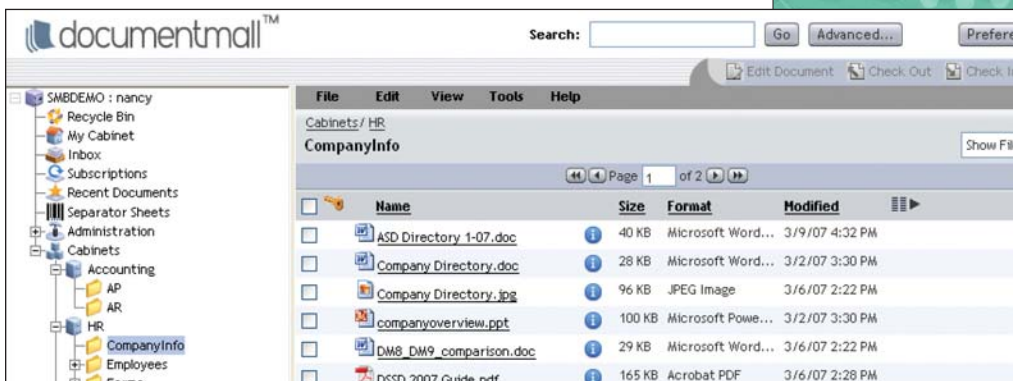
DocumentMall from Lanier is a powerful, Web-enabled document management and storage solution that provides secure, 24/7 access to documents. It allows users to consolidate hardcopy and electronic files in a secure online repository for real-time access from anywhere in the world. With a computer and Web browser, authorized users can easily store, share, track, revise, retrieve, print and distribute documents.

Designed to help any size organization, DocumentMall provides the tools, security and flexibility to streamline productivity in a wide range of workflows. Specifically, it integrates with select Lanier multifunctional products (MFPs) and Internet fax systems, creating an automated solution that supports disaster readiness, archiving, regulatory compliance and other processes.

## **Timely and Efficient Collaboration**

Business-critical documents — including contracts, proposals, product specifications, presentations and reports — change constantly. Often, they require review and input from multiple stakeholders. Use DocumentMall to organize, share and manage dynamic documents with ease and efficiency.

- Optimize performance and shorten the learning curve for new users with the updated Web interface, featuring point-and-click navigation and intuitive menu-driven functionality.
- Drag and drop documents to DocumentMall directly from the desktop.
- View all kinds of documents — including CAD files and other specialized documents — without running the native application.
- Annotate documents and edit confidential information without changing the original file.



*The DocumentMall interface is designed for easy viewing and navigation from a standard Web browser.*

- Subscribe to frequently used documents and folders for instant access, and receive notifications when these documents are updated.
- Complete projects faster, allowing team members to access time-sensitive information immediately, regardless of time zone and geographic location.
- Share large files that may exceed e-mail size limitations.

## **Eliminate the Costs and Limitations of Hardcopy Documents**

Use DocumentMall to scan paper documents from a Lanier MFP and deliver them directly to a secure yet accessible central repository.

- Defend against catastrophic data loss with the Replicator option. This tool automatically uploads large volumes of documents and folders to DocumentMall. It can run at night or in the background, as well as upload files whenever they are created or edited.
- Convert hardcopy documents to searchable PDFs simply by scanning them into DocumentMall. Create business-specific Document Types (such as invoices, purchase orders, contracts or patient records) and define searchable fields that make it easy to find documents quickly.
- Accelerate workflow in document-intensive environments by taking advantage of DocumentMall's integration with a long list of third-party applications for document capture, conversion, management and distribution.
- Route incoming faxes directly to DocumentMall from Lanier Internet fax systems and protect sensitive documents from unauthorized viewers.

## **Affordable, Scalable and Immediately Deployable**

DocumentMall provides the convenience and productivity of an in-house enterprise document management system at a fraction of the cost.

- No large up-front investment in capital or IT resources.
- Ideal for any company, large and small, in any industry.
- DocumentMall can be implemented immediately.

## **Improve Document Security and Business Continuity**

Secure documents are vital to any organization, so DocumentMall employs sophisticated technologies and a secure online environment to protect documents while enabling collaboration inside or outside the firewall.

- Support disaster readiness and business continuity planning via DocumentMall's secure data center — a world class, state-of-the-art facility that utilizes both physical and virtual security measures.
- Support regulatory compliance with detailed audit reports that itemize all transactions for individual documents, folders or the entire account.
- Use administrative permissions to make sure only authorized viewers have access to sensitive and confidential documents.



*DocumentMall establishes a secure online environment where employees, vendors, customers and other stakeholders can share documents and collaborate with 24/7 convenience.*



*When integrated with Lanier MFPs, DocumentMall is the only solution of its kind that encrypts documents while scanning them directly into its online repository.*

## An Ideal Solution for Any Industry

### Healthcare

DocumentMall enables medical offices, hospitals and clinical services to store, share and retrieve patient records in a secure environment with strict controls that prevent unauthorized access, and decrease reliance on error-prone paper files.

### Financial Services

Safeguard and control access to confidential financial documents. With DocumentMall's encryption technologies, financial services firms can also securely distribute and share files.

### Legal

Eliminate time-consuming fax and e-mail exchanges. DocumentMall offers legal departments the ability to collaborate on case files, contracts, briefs and wills in a secure online environment.

### Advertising/Marketing

Ensure faster project turnaround with an accessible, real-time collaboration platform. Writing and design teams can store documents, track revisions and share large files, including high-resolution graphics and interactive media.

### Real Estate

Consolidate listings, offers, appraisals, loan and closing documents in one secure repository that can be accessed by all parties. Scan, e-mail, fax and upload all documents related to a client into DocumentMall and retrieve them in seconds using advanced indexing and searching.

### Engineering/Architecture/Manufacturing

Use DocumentMall as an alternative to plan rooms for sharing drawings, bids and proposals, as well as project plans, BOMs and budgets. Users can view and mark up drawings without native applications installed locally, so time-sensitive material is available immediately. DocumentMall also eliminates overnight shipping charges and improves the efficiency of globally distributed project teams.

## Critical Business Benefits

- Streamline workflow via integration with Lanier MFPs
- Share documents and collaborate — anytime, anywhere
- Reduce costs associated with hardcopy handling, storage and shipping
- Improve project turnaround time and reduce time-to-market
- Create a dynamic archive for disaster readiness and business continuity
- Implement sophisticated document management at a fraction of the cost of in-house solutions
- Support regulatory compliance with HIPAA, Sarbanes-Oxley, Gramm-Leach-Bliley and others

