



*Document
Management*



Discover a fully integrated document management solution.

Business today requires keeping your documents and information organized and easily accessible. Document management is the most effective and efficient way to store, retrieve and distribute important project files, marketing pieces, contracts and any other strategic documents.

Datamax provides your company with a single solution for all your business document management and production needs. Our document management expertise and years of experience have prepared us to deliver

integrated solutions using the latest technology in document storage, distribution, output, network systems and applications.

We understand your need for increased document security, shared access, reduced external risk and more efficiency at a lower rate of investment. Our document solutions are designed to fit how your business works and still meet your bottom-line budget projections. Take a closer look to learn more about why Datamax is the valuable resource for all levels of your company.

Datamax provides your company with these benefits:

Document storage and retrieval - Fast access, enhanced security, disaster recovery and



Improved productivity

Datamax provides software, hardware, and outsourcing solutions that transform your paper documents into an easy-to-manage digital database. We ensure that your document database can easily be shared, distributed, printed and emailed all electronically. All of this is done in a secure environment down to the document level controlled by our customers. Document life cycle integrity and protection is also provided using versioning of all electronic documents. All of this delivers to our customer's peace of mind, reduced costs, improved profits, and greater worker productivity.

Document distribution - Send information immediately and cost effectively

Put all of your technology to work for you, by sending information to anyone, anywhere, any time. We can create a customized, communication network that uses technologies, such as MFPs, scanners, desktop workstations and network servers to improve your day-to-day efficiency. These solutions can integrate seamlessly into your current email systems global address book for automated management and hassle free use. This improved efficiency also helps you save money by delivering documents throughout your office, down the street or around the world in minutes with no additional delivery cost.



Centralized printing and On demand Printing - Internally print and finish jobs on time and on budget
Datamax enhances your internal capabilities. Easy-to-use software tools coupled with cost-effective output devices will empower your workers to produce presentations, catalogs, proposals, manuals, reports and other professional documents. Our solutions improve production speeds, which reduce turnaround time to minutes or hours instead of days or weeks. This efficiency allows you to initially print less, waste less, and still meet all your critical deadlines. This is all done at a cost significantly lower than those associated to outside vendors or even older in-place technologies.

Web Based Fulfillment - Enhancing your customers experience and boosting profits
Datamax understands your needs, your customers and your internal processes. This knowledge allows us to design complete end-to-end support for all stages of the fulfillment process - from order taking and production tracking to final distribution. We track every step of this process and communicate with the appropriate people involved, both internally and externally. We also incorporate an internal job management tool that allows every job and process stage to be planned and monitored either on-site or remotely. The overall goal of using these technologies is improved communications, streamlined distribution and most importantly, lower costs.

Document Output Management and Tracking - Monitoring device usage and reducing costs

Datamax helps you save money by allowing you to track all company-wide print and copy output devices using activity reports and departmental billing codes. This system also utilizes enhanced tools to maintain a private and secure printing environment for both internal and remote users.



Document Conversion - Converting paper documents into shared information

Our ImageCare™ Outsourcing Group provides document conversion services. We have the capabilities and resources to convert large volumes of paper documents to digital information and deliver them back to our clients in a variety of widely used formats. We develop a customized conversion plan designed around your unique needs and financial budgets by concentrating on how the imaged documents will be used. We can also help you manage this digital information resource on an ongoing basis depending on your needs.

Print Outsourcing - A resource for your largest and most complex jobs

Datamax's production team can handle all aspects of your specific print job. Our investment in equipment and expertise allows us to quickly respond and easily handle your most difficult projects. We offer unlimited capacity for document imposition, duplication and unique inline finishing for both color and black and white work. Our team is fully equipped to handle all types of jobs from simple books and manuals to totally customized work requiring complex variable data printing.

Datamax Value Statement:

Datamax is a single solution provider structured and continuously investing to bring together all of today's leading technologies that include documents, networks, applications and outsourcing. We offer more possibilities and functionality to improve workflow and process efficiency throughout your company. We are not general solution providers. Our focus is dedicated to select markets where our years of experience unite your technology investments, people resources and outsourcing into one cohesive strategy. Our charter in everything we do is to help our customers increase sales, improve customer service, reduce cost and ultimately grow bottom line profitability.

Services

Document Imaging

- Complete scanning and conversion of paper documents into electronic images placed on CD-Rom or other media
- Converts scanned TIFF images into a searchable text file
- High speed PDF capture and OCR capabilities to create keyword searchable information for quick retrieval of specific information
- Cataloging - full text search of multiple PDF document collections
- Add security to protect your confidential documents

Database Coding

- Adds document indexing to scanned files, enabling database searches for quick access to relevant information

Electronic Job Manipulation and Management

- All projects can be Bates Labeled with complete multi-line, alphanumeric capabilities
- Numbering of both TIFF and PDF images
- All types of pre-press and imposition services
- Color space management consulting

Document Printing

- High-speed printing and copying
- Inline insertion of both tabs and full color media
- All sheets can be bound or collated based on your project needs
- Tab printing in both color and black and white
- Variable data printing in both color and black and white

Color Printing

- Complete color printing services for any document size
- PowerPoint presentations, manuals, books, newsletters, brochures, etc.
- High quality digital offset printing
- Digital printing consulting and proofing solutions

Web Submission, Tracking, and Streamlined Fulfillment

- Software Solutions for order taking
- Solutions for total printing process accountability
- Web enabled project fulfillment and job tracking
- Web based forms management

Databases

- Specific database development and deployment
- Database customization
- Trouble shooting and maintenance services
- Complete end to end onsite management and consulting

Network Support

- On-site technical experts to assist your company with any network, Internet or e-mail issues
- Proactive Network Infrastructure Development
- Totally Managed Network Resource Outsourcing
- Software deployment services
- Security and disaster recovery planning and implementation

Convenience

- Project pickup and delivery
- E-mailed job status notifications
- Online job requests over secure web site
- FTP site for sending jobs



documents



networks



outsourcing



applications



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