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Kyocera ‘Advises’ Law Firm On Managing Their Day-To-Day Workflow

THE SITUATION – An efficient document management system is critical in any work environment, especially law firms. Lawyers scan, file, and archive critical records every day—and need to retrieve those files quickly and easily. Their success depends on it. One law firm used Kyocera MFPs to scan and send files to folders, but never established a consistent folder hierarchy or naming protocol. The result? Files were frequently lost or misplaced. To make matters worse, the firm’s lawyers stopped scanning paperwork for fear the documents would be lost in the digital system. Completed job jackets spilled out of cabinets, waiting to be scanned.

THE CHALLENGE & THE SOLUTION – The firm’s administrators began looking for an alternate solution. Specifically, they asked for a document workflow system that would make it easy to scan and file documents—and just as easy to retrieve them. Plus, they wanted the firm’s managers to have secure access to all files. The firm’s Kyocera dealer suggested equipping the existing Kyocera devices with two Kyocera developed business applications, DMS Link and PinPoint Scan. The dealer explained that DMS Link would connect the Kyocera MFPs to the firm’s current document management system; it would also facilitate a folder hierarchy and naming convention for simplified storage and filing. PinPoint Scan would allow employees to scan documents to their PCs or Macs with a secured PIN directly from their network connected Kyocera MFP, allowing for secure access to folders as well as easy document retrieval at their desktop. The administrators liked the idea and went ahead with the installations of both business applications. The Kyocera dealer set DMS Link to offer two folder trees, and to prompt the user for client and document names. The dealer also added a keyboard to use at the MFP to help speed data entry. PinPoint Scan was setup to provide PIN based access to management specific folders on their PC or Mac.

THE RESULTS – The firm’s employees immediately found the new system easy to use. They sent new documents as well as archived paperwork to the proper folders—with a consistent naming protocol. The files could now be retrieved more effectively, and thanks to PinPoint Scan, management had secure access to their specific files.

THE BENEFITS – Once the Kyocera business applications were installed, the firm had a document management system that matched its business model. Its lawyers can scan data, file documents, and retrieve information in seconds. Better still, client records are easily accessed on employee desktops and protected by a management folder. This total document solution increased the firm’s productivity in one of its main orders of business: the processing of critically important documents.
