

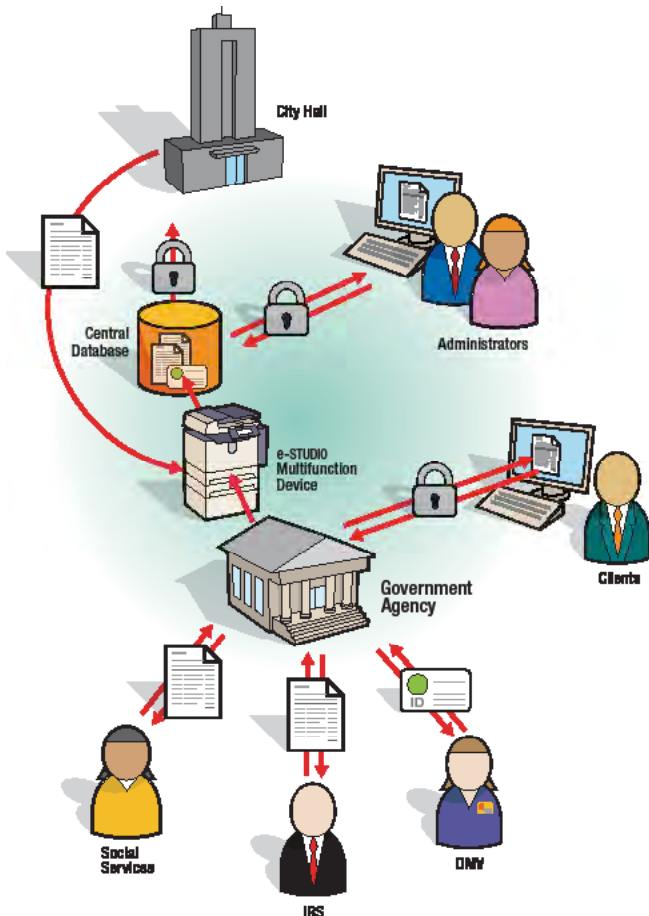


government

Toshiba Provides Solutions

for Government

Government agencies today are struggling to work within strict budget guidelines and to be more accessible to the public. At the same time, many agencies are dealing with aging IT infrastructures, mountains of archived paper documents, and a huge volume of forms that must regularly be produced, mailed out and data-captured upon return.



Government agencies deal with massive amounts of paper-based documentation which are often shared among a variety of organizations and clients.

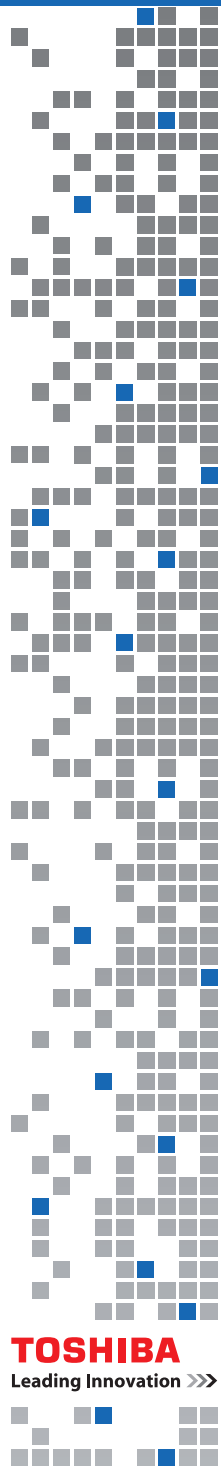
- > **Regulatory Compliance (GPEA, DoD)**
- > **Safeguarding Privacy**
- > **Managing Massive Amounts of Paper-based Documentation**
- > **Quick Search and Access to Government Records**
- > **Adding Information and Updating Existing Records**
- > **Efficient and Convenient Data Transmission**

Now, more than ever, government agencies need efficient capture and distribution of data from data centers all the way to the end recipient. Toshiba Document Solutions combine Toshiba e-STUDIO systems with powerful software applications and targeted business process improvements to enable organizations to more effectively organize and distribute their documents and manage their devices. At many levels of government, our Solutions are converting data so it can print to LAN-based printers, eliminating preprinted forms, and enabling electronic filing to help organize documents. Here are a few examples of how our Solutions are contributing.

Managing data capture

Many governmental agencies are working with IT infrastructures that are either somewhat outdated or have been "pieced together" over the years. One challenge for their IT departments is to efficiently manage the capture of data as it is received and input that data into host data systems.

Toshiba can help automate the data entry process by utilizing the scanning capability of the e-STUDIO multi-function printer combined with a software program that reads the input data in either machine print, hand print, or marked form and places that data into host system databases. This process improves the accuracy and speed of data entry and eliminates the need for additional personnel as volume increases.



TOSHIBA
Leading Innovation >>>



Saving costs on preprinted forms

Another area in which Toshiba Document Solutions are making an impact is that of preprinted forms. Governmental agencies send out a huge quantity of forms that are part preprinted, part overprinted. When the preprinted area of the form changes, it can mean expensive reprogramming and the waste of thousands or millions of obsolete preprinted forms—forms that take up warehouse space, another cost.

Toshiba has a software application that takes print data streams from host data systems, processes the data, and distributes the output when and where it is required, without reprogramming the original application. It manages data in a wide variety of formats, including print and flat files, XML, and e-mail, and prints the data to Toshiba LAN printers, yielding business communications that are more professional and effective.

Key benefits of Variable Data Printing

> REDUCED COSTS FOR OUTPUT MANAGEMENT

In addition to eliminating the need for preprinted forms, Toshiba's Variable Data Printing solution provides flexible and customizable solutions for all output needs. Immediate savings result from replacing preprinted forms with cut-sheet paper and from reduced misuse and obsolescence waste, administration, and forms warehousing. And, revisions and new forms design can be developed and implemented without expensive IT services.

> MORE RELIABLE, COST-EFFECTIVE PRINTING

Data is sent to LAN-based Toshiba printers versus older legacy system printers, meaning higher output levels at a lower operating cost. Plus, Toshiba multifunction devices (e.g., our e-STUDIO systems) can also be used to copy, fax, and scan. And they offer full finishing services like duplexing, stapling, hole punching, and saddle



stitching.

> FEWER CALLS TO GOVERNMENT HELP LINES

New, user-friendly forms help recipients find important details easily, so there are fewer calls from people trying to decipher their information.

> REPLACING PAPER WITH ELECTRONIC FILES

It's common for governmental bodies to be almost literally swimming in paper documents. Historically, most of the transactions between governmental agencies and citizens have been on paper, and copies of those documents must be archived. This has created problems for government staff in almost all areas: lost documents, wasted time searching for records, acres of filing cabinets, and limited access to the printed documents. Microfiche has helped, but there's a much more powerful solution.

Toshiba and Integrated Document Management

Another of Toshiba's Document Solutions is an integrated document management system used to organize millions of documents and electronic files. Using a Toshiba e-STUDIO system, paper documents are scanned, and electronic documents are imported into an electronic storage area, including e-mail messages. Then with the software, you can OCR, edit, index, and store the information, which can then be searched and retrieved from your office or from anywhere in the world via Web search.

> OTHER BENEFITS OF INTEGRATED DOCUMENT MANAGEMENT:

- Multiple users can access the same document simultaneously, collaborating on documents and instituting version control.
- Document access is far easier and faster. Users can search for a document at their desks by browsing file folders, searching for a specific index value, or by a text search for any word or phrase within the document. In virtually all cases, the system will locate a document in a database containing millions of pages in less than one second.
- Passwords and IDs can be required to access certain documents, ensuring that restricted documents cannot be viewed by unauthorized parties, altered, or destroyed.
- Remote databases can be synchronized with the home office so that data consistency is established.

Call us for more information

These are just a few examples of how Toshiba Document Solutions can help governmental agencies increase efficiency and drive down costs. To find out how Toshiba Document Solutions can help your organization, please contact your authorized Toshiba dealer.