

Legal

cost recovery, workflow
and secure printing

Verticals V101

Paper River Consulting Ltd are a leading developer of distributed capture and printing solutions for Hewlett Packard multifunction printers & distributed capture devices.

Our legal solution incorporates all of the functionality required by the legal industry. We accommodate cost recovery, workflow and secure printing using simple easy to use interfaces with some of the most advanced distributed capture technology available today.



Key Features

- Single point authentication for all functionality
- Choice of software or hardware login mechanisms
- Matter reconciliation against user login or global search
- Bi-directional real-time workflow integration into document management
- Secure pull printing from any device in any location
- Full cost recovery for all functions against matters
- Simple intuitive interfaces

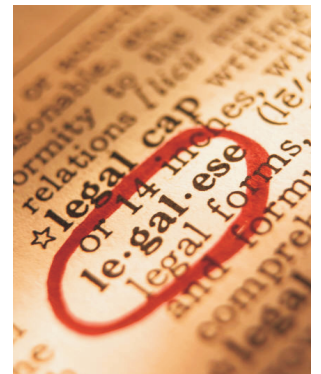
Our FlowMatrix product has been designed as a completely software embedded solution that seamlessly integrates into the extended range of Hewlett Packard digital sending enabled devices.



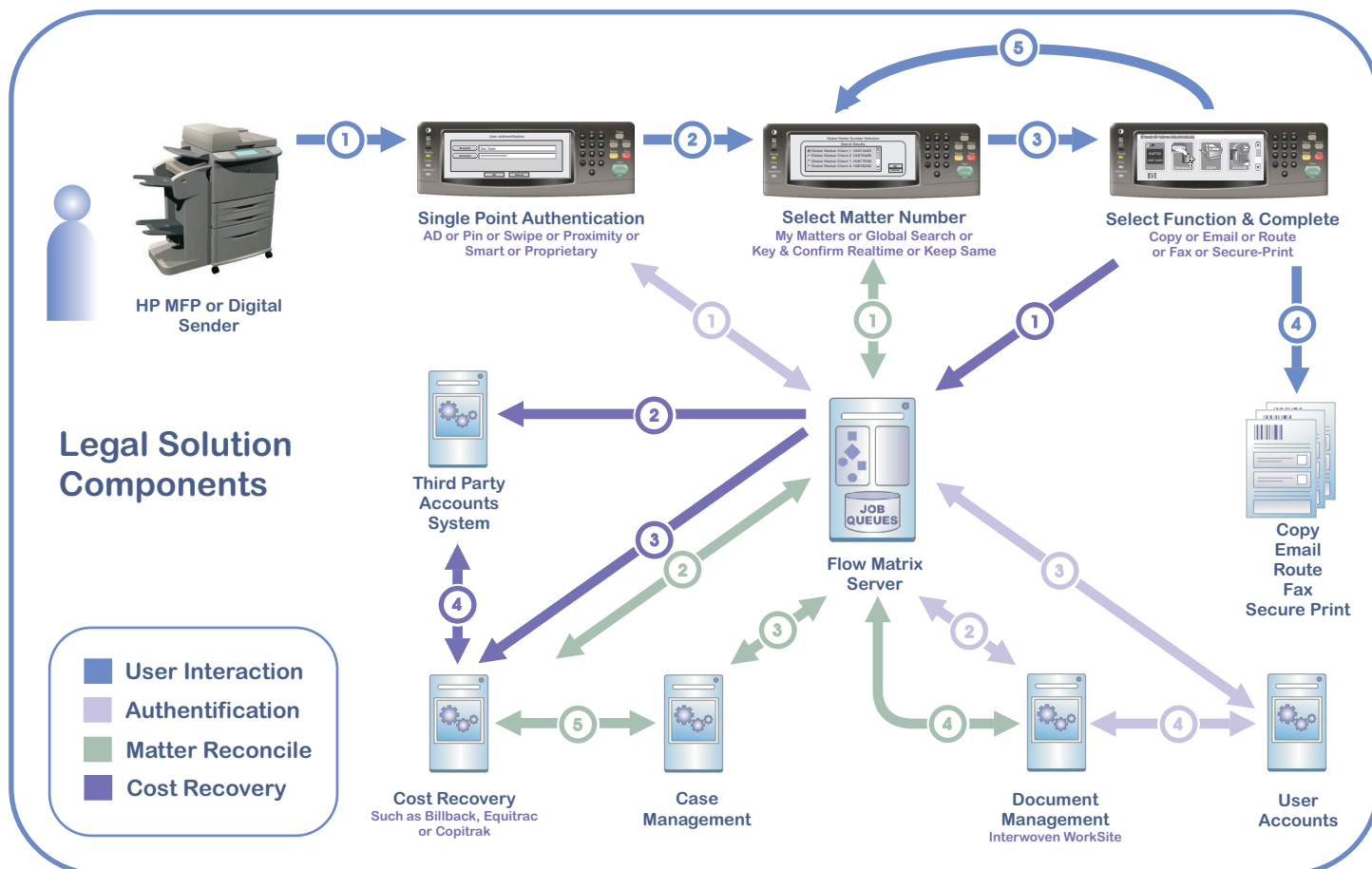
Using simple to follow and intuitive functionality a user can easily interact with essential document management productivity tools such as Interwoven WorkSite and third party cost recovery and case management tools. Our solution can facilitate full auditing of all scanning and printing events against a matter number with a full user audit trail back to the first point of process.

Authenticating a user at a device could not be simpler. FlowMatrix allows users to logon using standard generic user databases such as Active Directory, or more specific legal user reconciliation against products such as Interwoven WorkSite.

Alternatively users can authenticate using swipe, proximity or even chip and pin smart cards. FlowMatrix will synchronise between all necessary login mechanisms providing true single point authentication. We believe our solution to be the most cost effective and function rich offering available on the market today. Call us for a demonstration.



Workflow Proposition



Data capture consumes four-fifths of the running costs of an information management system. It is an almost universally accepted fact that eighty percent of all corporate information is unstructured. And when that information is held on paper, it can be difficult to process, expensive to store and awkward to utilise.

The cost of accepting, posting, copying, indexing, storing, retrieving and sending paper is huge, but very difficult to establish with precision. A major UK-based organisation, for example, bound by paper-intensive processes, once commissioned an independent study that concluded that it was costing it more than £4.50 over the life cycle for every single document it processed.

Producing that figure was not easy. Almost all the costs it uncovered were hidden costs and difficult to calculate. Paper, therefore, represents one of the last bastions of inefficiency in nearly every information processing organisation in the world.

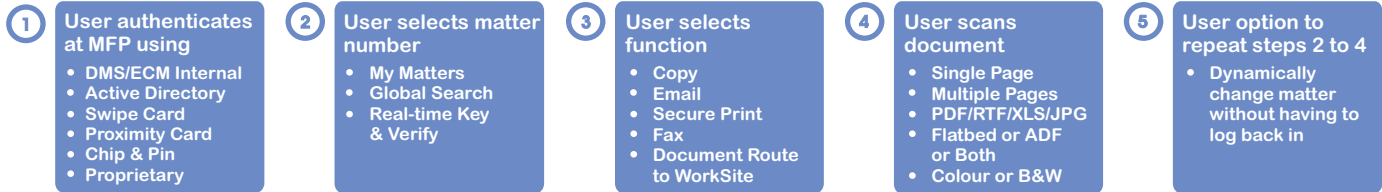
Take a close look at the life cycle of the document and you can see where the cost of nurturing its very existence begins to mount: the time spent on storing, finding and retrieving them; wasted storage space; time and money spent on photocopying, hosting the photocopier, manual indexing, physical re-distribution and so on.

The problem is that as soon as a document or content management system is implemented, about eighty percent of the running costs of that system can relate to capture by implementing badly designed centralised capture and poor methodology for business process re-engineering.

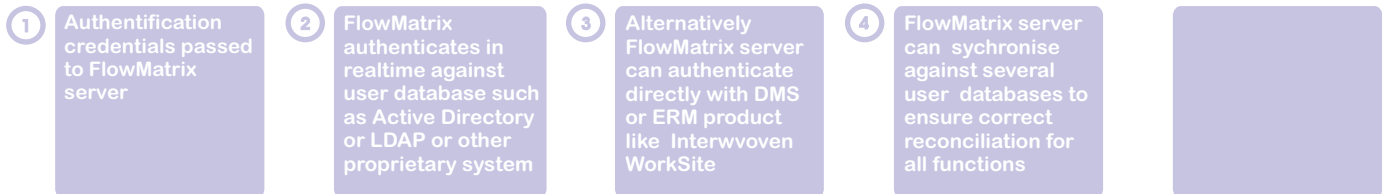
In other words, eighty percent of the cost of running an electronic information management system still involves paper, only this time, it is the activity of scanning it in.

Workflow Proposition

User Interaction



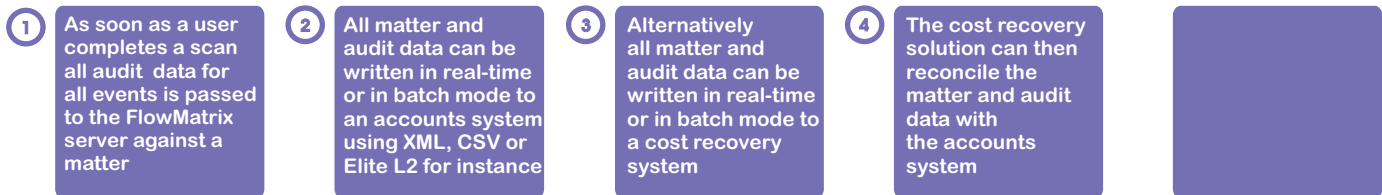
Authentication



Matter Reconcile



Cost Recovery



Our workflow tools integrate seamlessly into the new paradigm known as "matter centric collaboration," . MCC represents a fundamental, user-centric design, which, for the first time enables legal practitioners to do in the electronic world what they have done for more than 100 years in the physical world.



MCC creates the true electronic equivalent of a case file by consolidating documents, e-mails, billing, contacts, and all other relevant content for any given matter in a single integrated file that is accessible both internally and externally across departments and locations.

The diagram above shows the key features of the FlowMatrix distributed capture and how it interacts with the process of matter centric collaboration. We can bridge between document capture, case management, cost recovery and document management solutions.

Four ingredients for effective capture

- **Document Ownership** - owners know most about a document and how to send it
- **Distributed Capture** - leveraged scanning cost and logistics
- **Direct profiling** - realtime interrogation of DMS/ECM/ERM/EDRM
- **Dynamic Workflow** - intelligent rules based management of information

Authentication and Matter Selection

One of the most important features of our FlowMatrix product is floating matter selection against a function. A user is able to first authenticate onto a HP MFP device and then dynamically change matter numbers without having to log back out of the device. The solution incorporates a 'floating' matter icon.

When a user first authenticates they can be automatically presented with their own matter list presented in realtime, or similarly perform a global matter search or key & check. At any point the user can select a different matter number and apply it to a different option such as copy or email.

User selects 'Click to Login' icon from Hewlett Packard MFP control panel touch screen. All functions can be locked until a user authenticates.

1



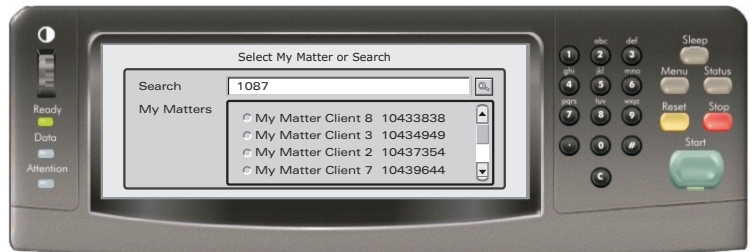
The user authenticates using the preferred system in real time. Paper River FlowMatrix is able to synchronise with client access for credentials for any other connected systems in the background such as case management.

2



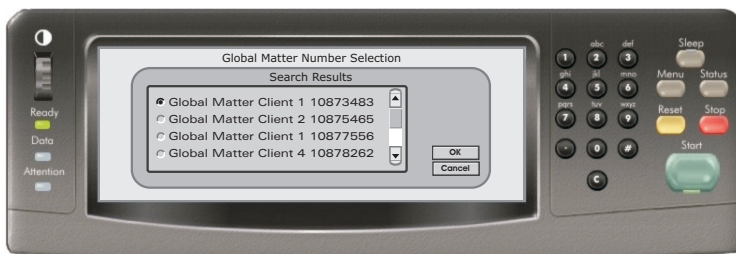
Once authenticated the user is presented with a list of their own matters from their document or case management solution. Alternatively the user can browse for global matters within the organisation using various search criteria, or simply key & check

3



Once the user has performed a global search, typed & validated in realtime or simply selected from their own personal matter list the matter is then set within the MFP device and used for audit and cost recovery for the selected functions the user has access too.

4



Any function that requires auditing or cost recovery can now be performed and set against the nominated matter. At any point and without having to log out of the system the user is able to select the dynamic matter icon and reselect the matter number using steps 3 and 4

5



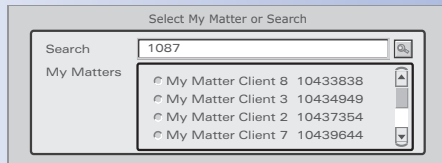
Functionality

FlowMatrix offers a vast range of functions once a user has authenticated.

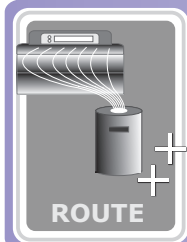
In addition to proprietary applications such as email, fax and copy FlowMatrix also supports bi-direction workflow into content and document management products such as Interwoven WorkSite.

We also offer unique solutions such as 'pull' printing where users can send print jobs from their desktop and then 'pull' from any device in any location with full cost recovery. This provides great security and flexibility for users. We can provide comprehensive and extended information on all the functions we have listed below.

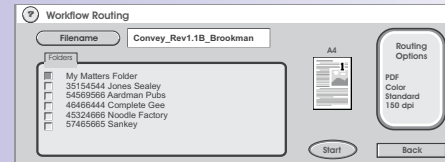
Matter Audit



- Floating Matter Icon
- Global Matter Search
- Key & Check
- My Matters List on Logon
- Full Cost Recovery

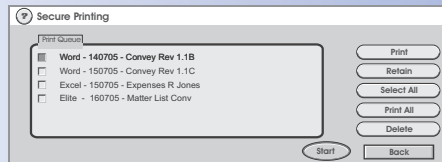


- Bi-Directional Workflow Into ECM/ERM/EDRM/DMS
- Full Attribute Upload
- Type and Translation Ahead
- Live Schema Folder Look-up
- Matter Centric Integration
- Conversion to RTF, PDF, XLS etc.



Route

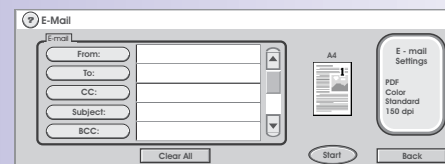
Secure Print



- Pull Printing with Cost Recovery & Tracking
- Push Printing with Cost Recovery & Tracking
- Manage Print Jobs from MFP with Retain & Delete Features
- Security & Flexibility

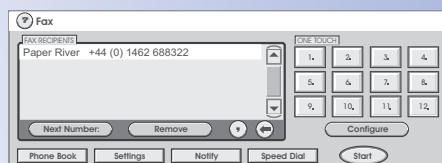


- Fully Featured Client Email
- LDAP Synchronisation
- Multiple Email Destinations
- Send Colour or Black & White
- Supports PDF, JPG and TIF
- Auto 'From' Field Propagation
- Totally Secure



Email

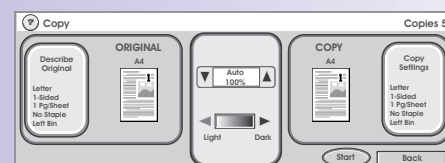
Fax



- Internet Fax
- Analogue Fax
- Network Fax
- Global Fax Lists
- Multiple Fax Sending
- Fully Auditable for Cost Recovery



- Colour Copying
- Back & White Copying
- Virtual Colour Copying
- Fast Photocopying Speeds
- Paper Handling Options
- Full Cost recovery



Copy

User Interface

The latest range of HP Multi Function Printers and Digital Senders incorporate the very latest embedded CHAI software

This java based programming language and framework tool has allowed us to create unique functionality such as bi-directional workflow integration and secure printing to interact with back-office solutions in realtime. Our solutions are completely software embedded.

Applications can share single point authentication using mechanisms without the need to install an onerous plethora of external and expensive screens and devices

The user interface incorporates a fully customisable touch screen with the ability to develop 'flow-through' screens and functionality that exactly suits the requirement of the customer.

At all data entry points the user is presented with a full QWERTY touch screen keyboard and a simple contrast toggle on the device allows the screen to be easily readable in all lighting conditions.

Paper River can even limit user access to functions based on a user login and profile

Key Benefits

- Identical interface for all HP MFP and digital sending devices
- Fully software embedded functionality
- Simple user training & very intuitive usage
- Logon dependent access to functionality
- Simple centralised configuration
- Balanced deployment with pix & mix from complete Hewlett Packard product range



Hewlett Packard MFPs are designed for workgroups, departments and offices.

They come in form factors from small space-saving desktop units to full floor models with multiple paper trays and advanced paper handling features.

MFPs are important tools if you plan to digitise and print documents for workflow, to send off-site for backup, or as part of a document retention program. Most importantly the full range of MFP devices all share the same user interface.



We would be happy to send you a suite of data sheets for the full range of Hewlett Packard MFP and Digital Sending devices: or otherwise visit www.hp.com

HP Multi Function Printers & Digital Senders

HP LaserJet
9040/9050 MFP

40/50 pages
a minute

A3/A4

Full Duplex
Colour
Scanning

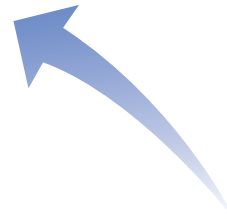


HP LaserJet
4345 MFP

45 pages
a minute

Compact A4

Full Duplex
Colour
Scanning



One Control
Panel
=
Same User
Experience



HP LaserJet
9500 MFP

Full Duplex
Colour
Printing

A3/A4

Full Duplex
Colour
Scanning



HP 9200c
Digital Sender

Network
Scanning

50 pages
a minute

Full Colour

Contact Information

Paper River work closely with Hewlett Packard and have clients in Government, Finance, Education, Legal, Construction, Pharmaceutical and Manufacturing.

Our clients include Vodafone, House of Commons, Scottish Crown Office, An Post, PWC, London Stock Exchange and Financial Services Authority to name but a few.



Paper River in conjunction with Hewlett Packard are able to provide piloting programs and demonstrations both on-site and off-site for our full range of products and services.

We have demonstration facilities in London, Bracknell, Letchworth and Manchester and would be happy to accommodate customer visits. We also operate a number of worldwide offices and in conjunction with our global installation team and worldwide business partners are able to install and maintain solutions in any location.

We are also an official HP Business Partner and Solutions Developer & Integrator for the HP Global Solutions Catalogue.

Enquiry Number 0845 638 0727

Our Value Promise

Paper River believe that we offer the best functionality available today.

We guarantee to be more cost effective than any comparable solution in the market and will adjust and guarantee our pricing accordingly



The Dome

We have a full demonstration suite of our products and the latest devices from Hewlett Packard in the 'Dome' at our sales office in Letchworth in Hertfordshire.



Business Partner

