

MILNER INC.

MANAGE. COPY. PRINT. SCAN. FAX. VIEW. STORE.

WE KNOW WHAT DOCUMENTS GO THROUGH



November-December 2009

New 22-45 ppm Color bizhub MFP's Introduced



Konica Minolta Business Solutions U.S.A., Inc. (KMBS) recently launched the next wave of color multifunctional printers (MFP's – print, copy, fax, scan all-in-one system) in the award-winning bizhub product line. These new color systems, which include the bizhub C452, bizhub C360, bizhub C280, and bizhub C220, are designed to meet the diverse needs of small- to mid-sized office workgroups, both for color as well as black and white environments, from end-users needing only occasional color or have graphic output requirements to those that mainly generate monochrome output. They can handle a heavy workload with their robust and efficient productivity features, and offer the same functionality and features at different speeds, ranging from 45 pages per minute (ppm) to 22 ppm.

These full-color MFP's offer color-specific tools for the art professionals such as unique Pantone colors, advanced queue management and/or need for additional processing speed, as well as Fiery support for broader and more specific color requirements. By producing the same robust productivity of a black and white device, the new office systems are an ideal replacement for current monochrome users seeking an efficient, high quality replacement to transition to color output.

Fast color and cost-effective black-and white output, industry-leading warm-up time and first copy time are just a few of the features that make these devices stand out and showcase how end-users can count on Konica Minolta for all of their digital imaging needs. Furthermore, these devices are designed to protect the environment with Konica Minolta's exclusive Simitri HD color polymerized toner, Energy Star compliancy, low operating noise, low emissions, lower temperature fusing for less power consumption, easily recyclable toner bottles/cartridges and plastic parts. In addition, for total flexibility, users can leverage Bluetooth wireless printing, a standard-front panel USB connector for conveniently saving files to and printing from a USB thumb drive, USB memory printing with document preview, and the ability to import/export files via USB memory to and from individual user boxes.

Contact your Milner sales representative to schedule a bizhub demonstration.

Milner Document Products, Inc.

MILNER is one of the nation's largest independent office product dealers representing premier brands like HP, Ricoh, Konica Minolta and Oki Data. Leveraging technologies from these vendors as well as Comsquared, EFI and others, Milner offers customers "best in class" products and solutions to save money, improve efficiencies and gain competitive advantages. From print/copy/scan/fax devices, managed print services to document management solutions, Milner professionals will help you address your business challenges.

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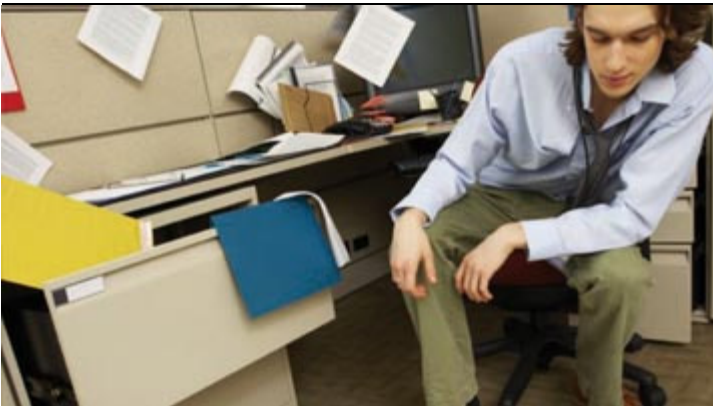
(800) 875-5042

Ricoh Introduces Personal Paperless Document Manager Product

Ricoh Americas Corp. has announced the "Personal Paperless Document Manager" (PPDM), a new desktop application that makes document scanning and conversion with network multifunction products (MFPs) easier and more personalized and effective. Developed with Nuance Communications, Inc., PPDM is designed for the Ricoh family of MFP's under the Ricoh and Lanier brands available from Milner Document Products Inc. PPDM empowers users to eliminate paper processes by scanning documents directly to folders on a desktop and into ECM solutions.

PPDM makes scanning personal by allowing users to customize the MFP touch-screen menus directly from their PC, without the need for IT resources or intervention. The solution allows scanning at the MFP with single icons for scanning to the desktop, network locations and content management systems. Finally, PPDM makes scanning far more effective by making it easy to accomplish many tasks—such as scanning to the desktop, creating a searchable PDF and converting to a formatted Word document—with one selection at the MFP.

PPDM simplifies scanning with features that allow users to combine scanned documents with existing Microsoft Word, Excel and PowerPoint content – all with drag and drop ease. Contact your Milner sales rep to learn more about this application and another document management solutions that may be right for your business.



Building a Business Case for Document Imaging

Cost Containment -

Paper environments are costly to maintain and paper files take up valuable real estate. Document imaging can eliminate most of these expenses. Imaging translates to cost savings in real estate and it opens up that space for other business activities.

Customer Service -

In implementing imaging for customer files, employees can instantly retrieve documents through their computers -while on the phone or face-to-face with the customer speeding up the resolution of problems.

Collaboration -

Document imaging allows several users to access the same file at the same time, enhancing the collaborative process.

Compliance -

Some regulations require organizations to produce, on demand, financial data and other information for reporting and auditing purposes.



Managed Print puts Costs in the Can

Most office output devices are not being managed and enterprises are missing opportunities to control assets and costs. To help track, manage and improve the total cost of ownership of output environments, professional consulting services have created new managed print software tools and services.

These services and software allow professionals to help customers effectively manage their office output devices in order to drive costs down and productivity up. Most office output devices are not being managed by their enterprises today, so many companies are missing huge opportunities to truly control costs, reduce unnecessary assets and drive efficiency. These new software programs and streamlined services often combine document management expertise and office consulting services to give customers significant advantage in the race to cut costs and improve productivity. For example, typically, very few companies understand how much they're spending to support output devices for TCO, including consumables. Manage Print Services can help a company decide things like where to move a device, when to take it out of service, whether color or multifunction is needed. Contact a Milner rep to arrange print analysis of your business.

Content Central: The all-in-one, browser-based document capture and retrieval solution that's easy to deploy, use and maintain

Few companies store paper files in one location. Many records exist in different areas of the office; some live off site. Turn your dream of centralizing these documents into reality. Because Content Central automatically names each PDF file with the document's information, your efforts to create backups will be enhanced by knowing exactly what data you're dealing with at any given time.

How many times have you found yourself searching endlessly for a document and never finding it? What began as a quick stroll to the file cabinet rapidly evolved into a fishing expedition for that misfiled or sometimes lost record. Content Central will convert that paper into PDF (Portable Document Format) files that can never be misfiled or lost—ever again!

Security represents two distinct concepts when dealing with documents and information. First, sensitive records should always remain beyond the reach of low-level personnel and customers. Second, your information should be protected from unexpected disasters.

Contact your Milner sales rep or solutions specialist to schedule a demonstration.

▶ **HOT** Products

NEW OKI CX2033 Color MFP

Print, copy, scan, and fax for increased productivity. Print speeds of up to 20 ppm in color, 32 ppm in black & white. High Definition Color printing technology for outstanding print and copy quality. Hassle-free networking; easy-to-use functionality. Full-featured analog fax and Scan to PC/network/e-mail or FTP site. Plus, 50-sheet auto document feeder and 400-sheet paper capacity. For 11 x 17 printing, check out the OKI CX2633 Color MFP.



Equitrac Print and Cost Management Solutions Integrated with bizhub MFP's

Konica Minolta Business Solutions U.S.A., Inc. (KMBS) and Equitrac Corp. have partnered to integrate Equitrac's print management software with KMBS MFP's. Part of the Equitrac Office and Equitrac Express family of print and cost management software solutions, Equitrac Integrated—with elements of Equitrac Office and Express—takes full advantage of Konica Minolta's bEST open API platform and bizhub OP system structure. This integrated solution on select Konica Minolta MFP's delivers enhanced document security, protected personal information, and the user mobility and convenience of Equitrac's Follow-You printing without terminals to purchase, install or maintain.

"Our customers will be able to increase efficiencies and reduce costs through the rich print management functionality and convenience of having Equitrac solutions integrated in their Konica Minolta MFP's," said Kevin Kern, Vice President, Marketing, KMBS "Customers can now take control of print output costs and help eliminate print waste in their networks."

The Equitrac Integrated for Konica Minolta solution delivers world class features and benefits to save time and increase productivity.

For added convenience, network login or ID entry on the device provides users instant authentication to access the full power of the Konica Minolta MFP without having to continually re-enter credentials for copying, scanning, faxing or email services. Fully standards-based, Follow-You printing is compatible with IPSec encryption and supports alpha-numeric login, PIN entry, and magnetic stripe or proximity card authentication.

Ricoh Aficio MP W3600

Wide Format

The Ricoh Aficio MP W3600 wide format system allows you to print up to 6ppm (D-size). Digital imaging technology means you can securely print, copy, scan, distribute and archive with one compact unit. Produce crisp, clear black & white documents with 600 dpi resolution. Store documents on standard 80GB hard drive Document Server for up to 180 days. Create details and fills with 256-grayscale levels. Choice of two controller options: Embedded Printer Controller or External RW-3600 Printer Controller or Embedded scanner with GW architecture.

Konica Minolta Offers High-Quality Prints and Finishing Variety with bizhub PRO 1200 Series

Konica Minolta Business Solutions U.S.A., Inc. (KMBS) has launched the bizhub PRO 1200 Series of monochrome production print systems. Comprised of the bizhub PRO 1200, the bizhub PRO 1200P, and the bizhub PRO 1051, this high-end series is purpose-built to be a professional replacement for offset systems in the digital era.

The newest series in Konica Minolta's award-winning line of monochrome digital presses, the bizhub PRO 1200 Series combines long-run reliability and image quality with fast output speeds - 120 pages per minute (ppm) on the bizhub PRO 1200 and bizhub PRO 1200P and 105 ppm on the bizhub PRO 1051. Featuring a modularity for more than 40 system configurations to allow end-users to match capability to workflow needs, the new series proves to be a one-stop-shop for all production print needs. Once installed, commercial printers, print-for-pay environments and large CRD's will benefit from new screening technologies and monthly duty cycles of up to 3 million pages.

Customized options on the bizhub PRO 1200 Series include: saddle-stitching up to 200 pages, perfect binding for booklets up to 600 pages, multi-position and variable-length stapling of up to 100 sheets, six types of folding including gatefold and z-fold, as well as hole-punching and post-insertion functions.



Ensuring the Future of your Documents

Concerns about future readability make organizations hesitant to implement a document management system. To address these concerns, document management systems should use non-proprietary image and text formats. To ensure the future readability of documents, a document management system should store files in a non-proprietary format. Given the prevalence of TIFF, JPEG and PDF file formats, it is reasonable to assume that no matter what format is developed in the future, the developers of the new format will have a vested interest in providing a conversion for these standards.

For records managers concerned with archival storage, it's crucial to determine if you are considering a digital document management solution or a records management application. Records management is a specialized branch of document management that deals with information serving as evidence of an organization's business activities. Records management includes a set of practices related to the life cycle of that information; including - identifying, classifying, archiving, and destroying records.

Paper Care is Priority #1

Keeping your paper and envelopes fit for the machines in your office is as important as proper maintenance. Take these tips under consideration and save time and efficiency in the office.

- Use manufacturer recommended materials.
- Use equipment at the same temperature/humidity.
- Store materials in a safe, cool, dry environment.
- Always store paper and envelopes flat.
- Keep paper in its wrapper and in its carton.
- Condition materials to the area while wrapped/boxed.
- After printing immediately use the materials.

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