

Case Study

Document management company makes a strong case for electronic documents

Law firm client goes digital with **Kodak Trüper** 3600 Scanners

TMG Document Solutions, a document management company in Hartford, CT is using advanced technology, including **Kodak Trüper** 3600 Scanners, to help its law firm clients lighten their workloads - while at the same time raising its own productivity by 30%.

Situation

TMG staffers were spending 75% of their time duplicating legal documents by photocopying or scanning, and had no way to extract relevant information from the documents.

Objective

Create an imaging system to capture documents digitally and give clients the ability to search for information within their documents.

Solution

A digital document workflow including two **Kodak Trüper*** 3600 Scanners, Image Capture Engineering's **LAW** Software and optical character recognition (OCR) software.

Results

TMG's imaging services have increased 15% to 20% since the installation of the new scanners. And the company has saved \$30,000 to \$40,000 on the cost of leasing trucks to carry paper documents, which amounts to 15% of the company's costs.

Specializing in copying, digital imaging and binding services, TMG Document Solutions is bringing a little more law and order to the way their legal firm clients manage documents.

Initially, TMG employees spent about 75% of their time duplicating legal documents. With each new project, they had to label, photocopy or scan 2,500 to 3,000 pages. "We would photocopy a set of depositions and paperwork for every lawyer working on a case," said Ron Peterson, Vice President of TMG.

The work was labor intensive. An employee would need to adjust contrast for each document to make sure critical information was visible. "Contrast is especially important when it comes to photographs used in accident cases," said Peterson. "Lawyers and juries need to be able to clearly see injuries and any damage to vehicles."

With the growing popularity of digital documents in and out of the courtroom, there was a strong case for TMG to purchase scanning equipment to convert large volumes of documents into digital files. After due process, the company selected two compact **Kodak Trüper** 3600 Scanners as the foundation of a digital solution.

“The **Kodak** Scanners need very little maintenance. We rarely even have to replace the feeder rollers.”

Ron Peterson, Vice President, TMG

Features that keep the work flowing

Peterson noticed immediately how the scanners increased productivity. Each **Kodak Trüper 3600** Scanner had a number of features that allowed operators to scan large daily volumes while keeping interruptions to a minimum:

- Automatic Document Feeder that handled up to 200 pages in each batch
- An auto contrast feature that created clearer images by automatically adjusting for variations between light and dark text
- Ultrasonic Multifeed Detection which increased efficiency by making sure that documents wouldn't get skipped by the scanner
- Multifeed Ignore helped the scanner stay productive by not misinterpreting irregular documents as multifeeds – such as sticky notes, labels and photographs affixed to pages and envelopes – keeping the workflow going

The result of all this advanced technology: the new workflow cruised through up to 10,000 pages a day at speeds of up to 62 pages per minute with outstanding reliability and durability.

Finding in favor of law firms

In addition to the **Kodak Trüper 3600** Scanners, TMG employed Image Capture Engineering's **LAW** Software and optical character recognition



software which allows clients to turn their scanned material into fully searchable electronic documents.

Attorneys could now index and organize needed document images and delete information unnecessary to a case. This saved law firm employees the time and trouble of sifting through boxes of paper documents to find the ones they needed. Creating digital files instead of duplicating paper also made it easier to share documents and access them simultaneously, by all attorneys working on a case.

The verdict is in

The new digital imaging workflow dramatically reduced the need for

warehouse space to store paper documents and cut the copier-related cost of paper, copier toner and maintenance. The company has also saved \$30,000 to \$40,000 on the cost of leasing trucks to ship boxes of hard-copy documents, which amounts to 15% of the company's costs.

The new digital workflow has also helped grow the business. Imaging services have increased 15% to 20% and the company now spends 55% of its time on scanning projects. Peterson says there is no question that the company will integrate more scanners into its operations as the demand for scanning services continues to grow.

Want to learn more?

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*At the time of purchase it was a **Böwe Bell + Howell Trüper** Scanner, more recently marketed under the **Kodak** Brand of document scanners. The **Kodak Trüper** Scanner 3600 has been replaced by the **Kodak i3200/i3250/i3400/i3450** and **i4250** Scanners with VRS bundle.

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