



Committed to the Success of Your Business

Toshiba Solutions will make your business more productive,
more efficient, and more profitable.



manage

document capture and routing

organize

document output

distribute

organize

manage

distribute

document workflow





Toshiba works for you.

Toshiba Solutions' array of software and services provide tangible savings with a significant, positive impact on your productivity.



According to research conducted by leading analyst firms, the average company spends up to 15 percent of its annual revenues on document storage, document retrieval, and document capture/scanning. This accounts for millions of dollars in lost profit annually, due to poorly managed document production infrastructures.



Toshiba Solutions give you the tools to control and manage documents more efficiently and more affordably through every phase of their existence.



ENCOMPASS Right from the start.

Toshiba's Encompass Document Analysis Program is a Six Sigma-based process utilizing a comprehensive review and action plan to reveal "hidden" cost drivers associated with copiers, printers, and fax devices as well as the use of inefficient and costly manual-based document production procedures.

With Encompass, your company receives definitive device management solutions and strategies which directly increase business productivity, enhance employee and operational efficiency, and reduce document production and management costs by up to 40 percent.

Toshiba works with you to consolidate your workgroup document output systems. In doing so, we uncover opportunities to more efficiently and effectively manage your existing equipment.

How It Works...

A detailed physical walk-through of your office is followed by a complete inventory of your document equipment fleet—every machine in every location. We discern usage patterns throughout the document life cycle, from creation and storage, through retrieval, distribution, and disposal as well as all support, service, and vendor programs.

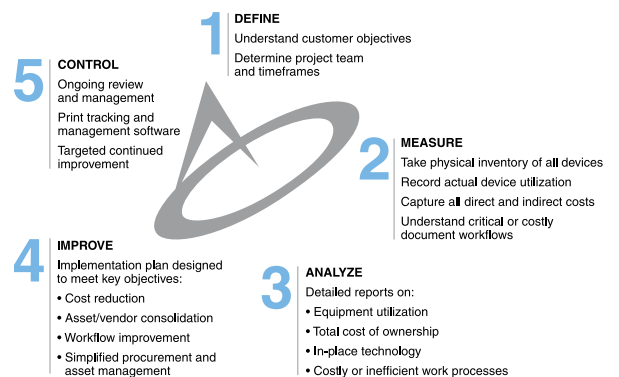
We look for problems such as:

- Underutilized and stand-alone equipment
- Inefficient allocation of resources
- Multiple vendor contracts
- Storerooms overflowing with mismatched and outdated consumables

Then we work with you to design a new configuration that will achieve maximum efficiency from every machine in every department at the lowest possible cost.

What is Six Sigma?

Six Sigma is a process-improvement methodology using data and statistical analysis to identify opportunity areas and fix problem ones. Benefits include cost reduction, increased revenue, improved process speed, higher quality levels, enhanced employee experiences, and committed customer relationships.





Toshiba Device Management puts solutions to work for you.



Toshiba Document Solutions focus on software-based solutions and services that will reduce your costs and improve return on investment by deploying multifunction peripherals (MFPs).

As a world leader in office computing and networking products, we've partnered with leading software developers. Toshiba Document Solutions combine Toshiba MFPs with powerful software applications targeting business process improvements and/or Toshiba hardware to help with document-centric processes in the office.

Toshiba Document Solutions more efficiently distribute, manage, and organize your documents, addressing:

- ▶ *Document Output*
- ▶ *Document Capture and Routing*
- ▶ *Document Workflow*

Toshiba offers comprehensive solutions for document storage and retrieval, along with document capture and scanning.

The SOLUTIONS you want. The SECURITY you need.



▶ *Data storage safeguards*

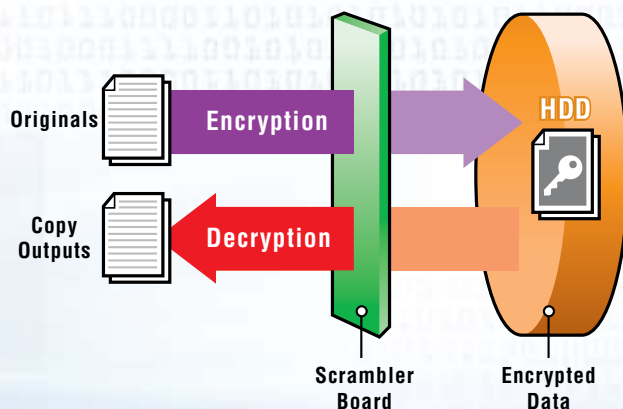
Specifically designed to prevent unauthorized access by controlling access to devices and storage, provide data tracking and accountability, and protect sensitive corporate data.

▶ *Total network security*

The same level of data integrity and accountability occurs regardless of whether data is sent from inside or outside the network firewall.

▶ *Regulatory compliance*

Toshiba security features address security requirements for HIPAA, GLB Act, FERPA, SOX, CCEVS, and DoD.





DISTRIBUTE your documents more efficiently and with less expense.

Toshiba Document Solutions help you distribute documents, reduce costs, and save time and frustration.

Distribution-based solutions enable you to:

Manage the Output Process

Manage output flow

Take command and control to rerun, reroute, reprioritize, delete, and hold jobs. Jobs and/or devices can also be clustered together for increased efficiency when printing large jobs by redistributing a single job across multiple printers, or by sending multiple copy requests of it to multiple printers.

Improve efficiency

Convert paper documents into usable electronic formats and distribute over the network to directories, fax servers, Email, and desktops to increase the flow of communications and automate document delivery.

Increase functionality

Unlike legacy system printers, Toshiba's e-STUDIO MFPs can be used for other tasks including copying, faxing, and scanning.

Control the Format

Migrate away from proprietary systems

If you have print streams that require specific output devices, they can be converted to print on Toshiba e-STUDIO MFPs—drastically reducing the number of devices required and your total cost of ownership.

Eliminate preprinted forms and greenbar paper

On average, 20 percent of preprinted forms are thrown away. Convert to electronic forms without any changes to your existing systems. Re-format the information generated from an AS/400, mainframe, or older UNIX system onto cut-sheet paper that can be printed on Toshiba e-STUDIO MFPs for cleaner, more professional reports.

Eliminate custom programming

Change or add reports and documents without the need for expensive programming support. Add flexibility and responsiveness to your reporting capability. Print SAP and other ERP system reports including barcodes, without special equipment or custom programming.

Improve Document Presentation

Enhance visual impact

By including a visual change such as adding color or personalization, a document is 70 percent more likely to get the attention of the recipient. You can change the appearance of data center reports without having to change the legacy application.

Take advantage of finishing services

Printing to e-STUDIO MFPs enables your company to utilize a variety of available finishing services. Duplexing, N-Up printing, stapling, hole punching, saddle stitching, magazine sorting, and portrait or landscape output can be selected for any print job.





MANAGE your devices and reduce your costs.

Toshiba Solutions provide centralized controls and tools to track and report on the utilization of your business machines.

Benefits of management-based solutions:

➤ *Monitor usage and performance*

Monitor usage and performance of all of your Toshiba devices from one central location. This ensures not only that equipment is operating properly, but also that it is being deployed correctly based on the number of users and print volume, thus avoiding bottlenecks. The use of supplies such as toner and paper is also tracked, so replenishment is more efficient.

➤ *Charge back for usage*

Charge back for printing, copying, and other activities by department, individual, client, and even by project. This allows you to allocate costs correctly to users, and lets you enable print and copy vending if desired. The tracking results are automatically imported into your accounting system for chargeback. Simple.

➤ *Decrease usage cost*

Control who can print what on which machines. Control color printing. When users know they're being charged back, usage and waste decreases. This lowers your materials, operating, and maintenance costs.

➤ *Guarantee print delivery*

Ensure delivery of output to its intended destination whether it's a printer, fax server, mail server, or other location. If a device is down, the job is automatically re-routed to the next device, and users are notified.





ORGANIZE your documents via scanning and electronically storing, indexing, and retrieving them.

Toshiba Solutions help you organize your documents, reduce costs, and save time.

Benefits of organizational-based solutions:

 **Find documents faster**

No need to search through filing cabinets. Users retrieve documents in less than one second via text searches or by browsing electronic file folders that mimic your filing system. Plus, the chance of a document being misfiled or lost is greatly reduced.

 **Increase access to your documents**

Documents are stored on a LAN server instead of a local hard drive, so access to documents is increased. Off-site users can easily access documents via the Internet.

 **Lower your filing costs and free floor space for more productive uses**

Fewer file cabinets reduces your need for off-site storage and the associated maintenance costs, and allows you to use your valuable floor space more productively.

 **Ensure business continuity**

Filing documents electronically enhances your company's disaster preparedness and eliminates the risk of critical documents being accidentally destroyed or misplaced at a third-party storage facility.




 **Collaborate on documents**

Multiple users can access a specific document simultaneously and collaborate on its contents. Versioning can also be established as a document is revised.

 **Comply with industry/government regulations**

Utilizing Toshiba's Document Management tools, you put your company in a better position to comply with industry and government regulations by standardizing document processes and procedures, thus reducing the risk of fines or penalties.

And there's more...

-  Custom coding is not required. Toshiba Solutions are tailored to fit your needs.
-  In most cases, Toshiba Solutions are installed on a separate server. We'll work with you to develop an optimal configuration.
-  Toshiba Solutions don't create a drain on system resources and are easy to maintain.



Get the tools

you need to boost profits now.



Toshiba Solutions' innovative software and services provide you with a comprehensive answer to today's business needs. Contact your nearest Authorized Toshiba Dealer today.

About Toshiba America Business Solutions Inc.

Toshiba America Business Solutions Inc. (TABS) manages product planning, marketing, sales, service support, and distribution of copiers, facsimiles, multifunction printing products, network controllers, and toner products throughout the United States, Mexico, Latin America, and the Caribbean. Headquartered in Irvine, Calif., TABS has four divisions: the Electronic Imaging Division; the Toner Products Division; the Document Solutions Engineering Division; and TOPAC U.S.A., Inc., dba Toshiba Business Solutions (TBS), a wholly-owned subsidiary corporation of TABS that operates a network Authorized Dealers throughout the United States.

Named the most favored manufacturer seven times by the Business Technology Association (BTA), Toshiba's entire product line, customer support, and marketing distribution policies are markers for the industry. Among the many other awards garnered in recent years, Toshiba was named the "Copier Manufacturer of the Year" six times by the Marketing Research Consultants (MRC) and has twice been named to the *CIO 100* for being among the top 100 "bold" (2005) and "agile" (2004) companies in the world.

TABS is an independent operating company of Toshiba Corporation, the sixth largest electronics/electrical equipment company and the world's 72nd largest company in terms of sales. Ranked by *Fortune* magazine as the 9th Most Admired Electronics Company in the World, Toshiba Corporation is a world leader in high-technology products with more than 300 major subsidiaries and affiliates worldwide, and an annual revenue in excess of \$55 billion.

For more information on Toshiba copier, facsimile, multifunction printing products, network controllers, or toner products, or for a dealer in your area, call 1-800-GO-TOSHIBA or visit the TABS Web site at www.copiers.toshiba.com.

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