Dispatcher Phoenix Legal

COMPETITIVE ADVANTAGES

EASY-TO-USE GRAPHICAL INTERFACE

- User-centered design with drag-and-drop functionality, icons, buttons, slider controls
- Provides multi-view options *(preview, design, or split view)*
- Offers zoom (in or out), fit to width, and fit whole page options
- Allows your own documents to be used as samples

MULTIPLE COUNTERS

- Numeric
- Alphabetic
- Roman numeral
- Incremental and decremental
- Lower or uppercase output

WIDE VARIETY OF STAMPING ELEMENTS

Supports counters, text and auto-populating elements, including:

- Date
- Time
- Page number
- Total page count
- File name
- File metadata
- File extension
- File size
- Image width and height, etc.

MANY OPTIONS FOR STAMPING FREQUENCY

Stamps can be placed on:

- Every page
- Every odd page
- Every even page
- First page only
- Last page only
- User-specified page range *(e.g., 1-5, 10, 25-n)*

VIEWABLE MARGINS

- Printer-specific margins can be defined to view the printable area of the page

ADDITIONAL FEATURES

- Available as automated processes and also from your bizhub MFP control panel
- Customizable stamp background *(color and opacity)*
- Support for redaction
- Support for highlighting

BATES STAMPING NEEDS	DISPATCHER PHOENIX LEGAL
Creating and Saving Document Profiles	Profiles *("workflows")* can be saved, copied, and reused at any time. Sample workflows are included for use as templates.
Bates Stamping Alignment	The Bates Stamp is placed in a "box"; within the box, the stamp can be justified *(left, center, right)* or aligned *(top center, center, bottom center)*. Bates stamps can be placed anywhere on the page, either horizontally, vertically, or at a rotated angle.
Document Type & Alignment	Documents can be identified by type: Confidential, Privileged, Responsive, Non-responsive or Attorney's Eyes Only. Common legal terms along with any other text can be placed anywhere on the page.
Character Size & Fonts	Users can choose font type, font size, font color, whether the font is bold and/or italicized, etc. Color opacity can also be customized.
Watermarks	Watermark features are available; Bates numbers and watermarks can be on the same page.
Annotation	Annotations can have an unlimited number of lines. Annotations can be placed in any position on the page: top, bottom, center, sides, etc. with horizontal, vertical, or rotated orientation.
Page Reduction / Page Shifting	Page reduction and shifting features ensure that Bates numbers, dates and annotations never obscure page content.
Preview	Preview features enable you to see where the Bates number and annotations are positioned on each document before printing.
Edit / Add Bates Stamps at MFP Control Panel	As needs change, users can add, customize, or remove Bates stamps with just a few taps of a button at the bizhub MFP control panel.

KONICA MINOLTA

Visit kmbs.konicaminolta.us/legal for the most recent information on Konica Minolta Legal Solution Partners.

Visit kmbs.konicaminolta.us/certifications for the latest Konica Minolta certifications.

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KONICA MINOLTA

Dispatcher Phoenix Legal®

A DOCUMENT SOLUTION TO MEET ANY LEGAL CHALLENGE

Dispatcher Phoenix Legal is Konica Minolta's unique solution to simplify document processing, control workflows to speed distribution, convert files to searchable PDF using OCR, and provide advanced capabilities for Bates stamping, redaction, document indexing, highlight and other essential methods to identify and classify legal documents.

For legal professionals, Konica Minolta streamlines and automates the handling and identification of case files, transcripts, affidavits and other legal documents. With rules-based distribution, Dispatcher Phoenix Legal can send documents to different destinations — including document-management systems such as Microsoft SharePoint, litigation-support systems, and output devices. Your documents can be automatically prepared for viewing without the need for repetitive text-based or manual annotation.

And there's more. The ability to OCR important documents for text searching is essential to the discovery process — and Dispatcher Phoenix Legal can convert files to a variety of PDF formats, including PDF, Searchable PDF, PDF/A, and Searchable PDF/A. You can also identify pages with Bates stamping, protect sensitive information using intelligent redaction technology, classify documents with watermarking, and add highlights, annotations, notes and other essential information that legal documents require. For even speedier workflows, Dispatcher Phoenix Legal allows you to customize your Bates stamps and redact/highlight/strikeout search terms, index your documents, and browse through your PC folder structure to choose a scan destination — all at your MFP control panel.

In legal applications, where time is money and tight deadlines demand fast turnaround, you can count on Dispatcher Phoenix Legal to meet any legal challenge — both quickly and efficiently.

EnvisionIT
LEGAL

Dispatcher Phoenix Legal

A FASTER, SIMPLER WAY

TO HANDLE YOUR CASELOAD.

Legal documents have special needs, and keeping up with your paperwork can compromise your productivity. Konica Minolta bizhub® MFPs and production printers have broad experience in serving the document demands of legal applications. To make them even more powerful, we've created Dispatcher Phoenix Legal: a solution specifically designed to help you cope with rising document demands — and work smarter, not just harder.
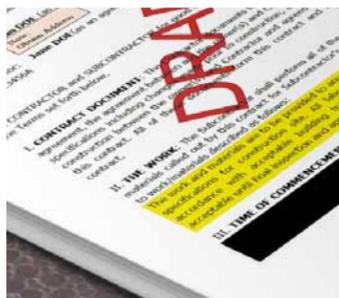
HANDLING LEGAL DOCUMENTS LIKE A PRO.

Dispatcher Phoenix Legal automates the process of scanning, processing and distributing legal documents. You can create and validate workflows using the Workflow Builder, a highly intuitive graphical tool with drag-and-drop functionality, colorful icons and user-friendly design. Workflows can be started at the click of a button or scheduled to run at a particular date and time. Unique LiveFlo technology lets you watch a real-time view of your workflow as it runs — a great way to identify bottlenecks and make certain that inputs, processes and outputs are set correctly.

Dispatcher Phoenix Legal can also convert files to various PDF formats using OCR for text searches — the key to productivity in legal applications. Our Bates stamping process lets you place sequential numbers, date/time and other variables anywhere on your documents — a necessary step when preparing for trial. Identifying marks can include static text, counters (numeric, alphabetic, and Roman numeral), total page count, file name and extension, file size, image height/width and other special characters that enable attorneys and researchers to keep track of materials more easily.

Dispatcher Phoenix Legal's redaction process uses intelligent technology to permanently remove sensitive information from documents. You can also automatically highlight or strikeout text in a document as requirements change.

The result is an end-to-end legal document solution, where hundreds of documents in one folder can be copied, deskewed and despeckled, Bates stamped with case number and date, annotated with sequential pagination, and sent to a printer for final output — all automatically.

Workflow Builder:
An easy-to-use graphical interface that helps you automate the best workflow for each case file based on user-defined rules that help you save repetitive steps each time more documents arrive.

Automated Processing:
As you scan documents, you can automatically despeckle and deskew, convert files to PDF formats using OCR for searchable text, add Bates Stamps, redact or highlight and much more.

LiveFlo Functionality:
You'll be able to monitor your workflows in real-time to verify that all inputs, processes and destinations are correct and identify bottlenecks that may slow down your distribution.
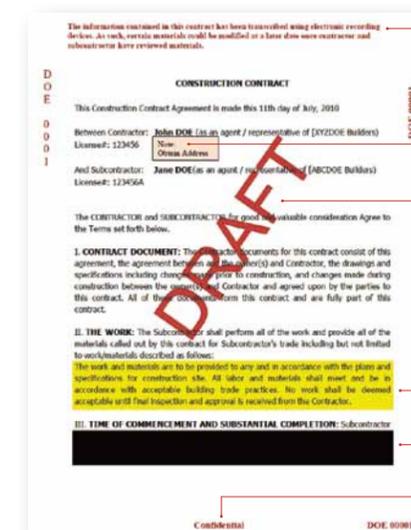
ADVANCED BATES STAMPING AND MARKING CAPABILITIES.

Dispatcher Phoenix Legal streamlines one of the most time-consuming demands of legal documentation: applying the identification marks that each document and case requires.

Bates stamping lets you place sequential numbers and/or date/time marks on documents as they are scanned or processed — for example, during the discovery stage of preparations for trial. You can add multiple Bates stamps to each page in various positions, customize Bates stamp text with advanced formatting options, shrink and/or shift pages to accommodate Bates stamps, rotate stamps at any angle, highlight essential passages, and add multi-line annotations and action notes or comments to a document. You can also preview the result to see how your document will look when printed.

Dispatcher Phoenix Legal's intelligent redaction, highlight and strikeout features allow you to permanently black out confidential information with a single click as well as highlight or strikeout important text. And redacted text cannot be retrieved by searching after documents have been exported.

All of these features are available as fully automated processes and also as operations that can be modified from your bizhub MFP control panel. You can edit your Bates stamp and redact and highlight/strikeout search terms with just a few taps on the MFP.

Multiple line annotations can add important reference information.

Multi-position Bates stamping can identify each page of a document.

Notes can be added to call attention to action requirements.

Watermarking can identify the nature of a document.

Highlighting can quickly call attention to essential information.

Redaction can "black out" information that cannot be revealed.

Disposition can maintain confidentiality or limit distribution.

Bates stamps can include case number, document number, file size, etc.

Edit Bates stamps or customize redact, highlight or strikeout search terms directly on the MFP.

Dispatcher Phoenix Legal

LiveFlo