



KONICA MINOLTA

TECHNOLOGY

SIMPLIFY WORK. IN AN INSTANT.



Minimize errors and reduce risk with Dispatcher® Phoenix's Guardian Connector.

To guarantee employees' eligibility to work, the U.S. Government requires that all employers complete I-9 forms for each individual. But complying with I-9 requirements can be labor intensive. Manually processing and handling these forms is extremely time consuming. Forms get lost or misplaced, and are often error-ridden. These I-9 documents also contain employees' confidential and personally identifiable information (PII), such as Social Security numbers, full names, driver's license numbers and passports numbers. Ensuring their security is paramount.

Many organizations turn to Guardian by Hyland Software's LawLogix™ to convert paper I-9 records into electronic versions, and store them in Guardian's online platform for central management. Now, using Konica Minolta's Dispatcher Phoenix Guardian Connector, Human Resource (HR) professionals and other users can easily scan supporting I-9 documents directly into Guardian from their multi-functional device.



MAKE TIME-CONSUMING MANUAL PROCESSES **A THING OF THE PAST.**

Using LawLogix's Guardian platform, organizations will increase efficiencies by switching to an electronic I-9 solution. Guardian reduces the potential audit risk; saves costs by eliminating costly paper I-9 storage fees; allows for easy tracking and managing e-verify deadlines; eliminates errors; and so much more. Without Dispatcher Phoenix's Guardian Connector, however, scanning and uploading I-9 documents into Guardian can be a time-consuming process. With one step, Dispatcher Phoenix's Guardian Connector streamlines this scanning and storage process.

Stricter control for the efficiency and security you need.

HR managers process countless I-9s which contain confidential PII. Manually processing such a large amount of I-9 documentation leaves organizations at risk for errors, including accidental disclosure of confidential PII. Dispatcher Phoenix's Guardian Connector eliminates major security risks with:

REQUIRED AUTHENTICATION

In order to access the Guardian platform at the MFP panel, the HR manager must securely authenticate by providing a unique PIN.

DIRECT CONNECTIVITY

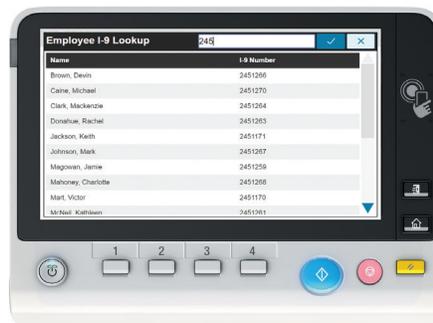
Eliminate any time-consuming, error-prone document handling processes. With this convenient connector, I-9 supporting documents are securely scanned directly into Guardian, eliminating any risks of accidental document handling mistakes.

Simply a better way to work.

Using Dispatcher Phoenix's Guardian Connector is simple:



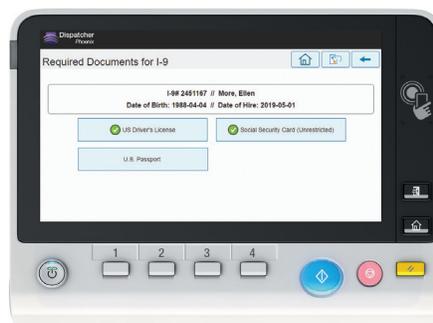
1. Log into the Guardian Platform at the MFP.



2. Take advantage of the Dispatcher Phoenix's Guardian Connector search feature to look up specific I-9 records at the MFP.



3. View all pending I-9 employee records retrieved from Guardian.



4. Scan and preview supporting I-9 documents to the appropriate employee record. Easy-to-follow verification messages indicate document upload and status.

For more information on Dispatcher Phoenix offerings, please visit: kmb.konicaminolta.us/dispatcherphoenix.

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KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com



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