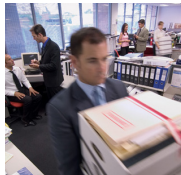KONICA MINOLTA

Dispatcher Pro Phoenix Legal Edition

A DOCUMENT SOLUTION TO MEET ANY LEGAL CHALLENGE.

Konica Minolta's unique software to simplify document management, control workflows to speed distribution, convert files to searchable PDF using OCR, and provide advanced capabilities for Bates stamping, watermarking, highlighting, redaction, notation and other essential methods to identify and classify legal documents.

For legal professionals, Konica Minolta has created a unique software solution that streamlines and automates the handling and identification of legal documents. With rules-based distribution, Dispatcher Pro Phoenix Legal Edition can send documents to different destinations, such as litigation-support systems, document-management systems, or 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 Pro Phoenix Legal Edition can convert files to a variety of PDF formats, including PDF, searchable PDF, PDF/a, and searchable PDF/a formats. You can also identify pages with Bates stamping, protect sensitive information with redaction, classify documents with watermarking, and add highlights, annotations, notes and other essential information that legal documents require.

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

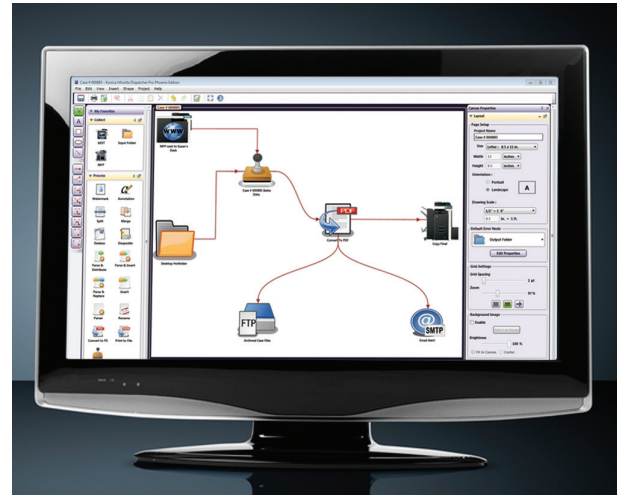# Dispatcher Pro
Phoenix *Legal Edition*

LiveFlo

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.

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 Pro Phoenix Legal Edition: a solution specifically designed to help you cope with rising document demands– and work smarter, not just harder.

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.

Handling legal documents like a pro.

Dispatcher Phoenix Pro Legal Edition automates the process of scanning, printing and distributing legal documents. You can create and validate workflows using Workflow Builder, a highly intuitive graphic 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 Pro Phoenix Legal Edition can also convert files to various PDF formats using OCR for text search – 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.

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.

Advanced Bates stamping and marking capabilities.

Along with LiveFlo document management, your Dispatcher Pro Phoenix Legal Edition software also automates 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 stamping, rotate stamps at any angle, highlight essential passages, and add multi-line annotations and action notes or comments to a document.

You can also perform redaction on text, automatically blacking out or displaying it in gray with a single click – and after documents are exported, the redacted text can't be retrieved by searching. And you can preview the result to see how your document will look when printed.

Every bizhub and bizhub PRO device offers a full range of legal printing capabilities, including Bates stamping, watermarks, overlays and more. Dispatcher Pro Phoenix Legal Edition makes your bizhub document solution even more powerful.

The information contained in this contract has been transcribed using electronic recording devices. As such, certain materials could be modified at a later date once contractor and subcontractor have reviewed materials.

CONSTRUCTION CONTRACT

This Construction Contract Agreement is made this 11th day of July, 2010

Between Contractor: **John DOE** (as an agent / representative of [XYZDOE Builders)
License#: 123456

Note:
Obtain Address

And Subcontractor: **Jane DOE** (as an agent / representative of [ABCDOE Builders)
License#: 123456A

The CONTRACTOR and SUBCONTRACTOR for good and valuable consideration Agree to the Terms set forth below.

I. **CONTRACT DOCUMENT**: The Contractor documents for this contract consist of this agreement, the agreement between and the owner(s) and Contractor, the drawings and specifications including changes made prior to construction, and changes made during construction between the owner(s) and Contractor and agreed upon by the parties to this contract. All of these documents form this contract and are fully part of this contract.

II. **THE WORK**: The Subcontractor shall perform all of the work and provide all of the materials called out by this contract for Subcontractor's trade including but not limited to work/materials described as follows:
The work and materials are to be provided to any and in accordance with the plans and specifications for construction site. All labor and materials shall meet and be in accordance with acceptable building trade practices. No work shall be deemed acceptable until final inspection and approval is received from the Contractor.

III. **TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**: Subcontractor

Confidential

DOE 00001

DOE 00001

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.

Dispatcher Pro Phoenix Legal Edition: Competitive Advantages

EASY-TO-USE GRAPHICAL USER 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 for user's 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 extension • File size • Image width and height, etc.

VIEWABLE MARGINS

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

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)

ADDITIONAL FEATURES

- Customizable stamp background (color and opacity)
- Support for redaction
- Support for highlighting

Bates Stamping Needs:	Dispatcher Pro Phoenix Legal Edition features:
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 be made at the top and bottom of the page Annotations can have an unlimited number of lines Annotations can be placed in any position on the page Horizontal, vertical, or rotated orientation is possible
Page Reduction	Page reduction features enable Bates numbers, dates and annotations to fit on any size page
Preview	Preview features enable you to see where the Bates number and annotations are positioned on each document before printing
Page Shifting	Page shift functions are available for Bates stamping and annotation Users can shift the contents of a page so that the Bates stamp does not obscure important information