



The **InfoVision21** Document Imaging & Conversion Bureau offers solutions to convert, manage and store your documents electronically. Our Evidence Management Solutions allow you to retrieve, view and print your documents efficiently utilizing a wide variety of litigation support software applications.

In the fast-changing world of law office technology, it's vital to keep pace. That's why imaging services are so important. **InfoVision21's** imaging service is a complete imaging resource using the most current technology. The document-intensive environment of litigation especially demands an automated solution to the management and retrieval problems presented by a paper system. **InfoVision21**, a company which has been at the forefront of innovation with products and services for lawyers since 1998, offers the industry's most comprehensive array of capabilities to lead your law practice to greater efficiency and growth.



The **InfoVision21** Document Imaging & Conversion Bureau offers proven solutions to convert, manage and store your documents electronically. We have invested in a variety of state of the art production scanners that can handle duplex and color as well as features that capture images with the highest quality. Our trained and experienced Scanning Operators assure that the original paper documents provided are handled and returned with care.

Range of Services:

- Bar-code controlled, high-speed conversion of paper documents into industry-standard digital black and white TIFF Group IV or color JPG images and PDF documents.
- Online inspection of images during capture process and comparison to originals during Quality Control (QC).
- Automatic litigation numbering and renumbering for document tracking and evidence productions, up to 20 alpha-numeric digits.
- Fielded indexing during document recapture.
- Accurate Optical Character Recognition (OCR) and zonal OCR.
- Ability to print litigation number as a bar code at bottom of page and 26-digit character string describing the documents, such as "Confidential", "Attorney's Eyes Only", etc.
- Electronic sub-set creation and renumbering capability.
- Objectively or subjectively coded database construction; automated or manual, domestic and offshore (Infovision21, Inc. owned and operated).
- High-speed document printing with slip sheets to determine original document unitization for accurate physical representation and reconstruction.
- Data integration into existing client software and systems such as CT Summation[®], Concordance[®], IPRO[®], Doculex, Opticon[®], Trial Director[®], Sanction[®], Ringtail[®], JFS[®] and Adobe[®] Acrobat[®].
- Imaged documents stored on magnetic, CD-ROM (up to 20,000 images per disk) or DVD (up to 150,000 images per disk).
- Customized training for clients as required.



Image Capture / Quality Control

Image quality begins during the capture process using state-of-the-art equipment and processes.

InfoVision21 employs an interactive approach in image creation providing greater quality control than automated scanning procedures alone. Scan operators visually review each image during the capture process. If the scan operator determines that a displayed image is not up to quality standards, adjustments will be made and the page rescanned.

InfoVision21 employs scanners with Image Processing Controller (IPC) cards built in. This add-on hardware automatically adjusts brightness and contrast to provide the best possible image. This eliminates the need for the operator to constantly manually adjust, a process that impedes daily scan throughput and increases imaging costs. Furthermore, the IPC technology can drop out some background colors automatically due to its contrast correction algorithms. This too increases image quality while maintaining decreased file sizes, speeding the post production process and reducing storage costs.

After a given batch of documents has been scanned, two additional quality control procedures are implemented. First, a physical comparison is made between the original paper document and the imaged document. Checks are made to ensure all documents and all sides were in fact scanned and that the image orientation and quality are up to standard. Next, our production capture QC software module performs a variety of programmatic checks. These include a review of the integrity of the TIFF images; the database tables and numbering schematics that provide the image to database link. Tools are available to manipulate and correct the data according to the QC report should errors be encountered. Data is then moved through the system for additional processing as required.

Imaging Hardware / Software

InfoVision21 employs the Kofax VRS® hardware and software solutions in our imaging processes. With Kofax® we add robust image enhancement features that further reduce the need for manual intervention in our imaging process. VRS professional® allows us to render difficult-to-read or damaged documents legible, auto-rotate documents to the same orientation, and automatically switch between color and black & white modes without adjusting the scanner's settings. With Kofax VRS® we can:

- ◇ Scan challenging documents using dense background patterns, security paper, wrinkled paper, dirty paper or thermal paper etc..
- ◇ Achieve higher productivity and efficiency, minimizing various manual pre-scan preparation functions. Automatically performs these functions during the scan process - removal of blank pages, organize in one direction etc..
- ◇ Paper documents may be disposed immediately after scanning and still maintain compliance with government and industry regulations. With Kofax® we offer the assurance that the digital representations required as replacements are legible.
- ◇ Duplex scanning capability detects and deletes blank pages 'on the fly' and will never miss back side of a page. Maintains very high throughput even in duplex mode.

Key features include:

- ◇ Advanced clarity makes most 'unreadable' images legible.
- ◇ Automatic image orientation adjusts skewed images, even completely rotating upside down images - making all captured images oriented in the same direction.
- ◇ Intelligently determines blank pages and eliminates from the workflow.
- ◇ Removing Imaging noise helps create compact file sizes, thereby reducing network traffic and storage requirements.

For further information, please contact:

InfoVision21, Inc.
6077 Frantz Road, Suite 105 Dublin, Ohio 43017
(614) 761-8844 Fax (614) 761-7788
contact@infovision21.com
www.infovision21.com