

# Archive Studio™

*Storage and Management Solution*

*A business-ready enterprise content management solution*



**RiSVP**

INDEPENDENT SOLUTIONS  
VENDOR PROGRAM

### Archive Studio Document Management Software

Information drives today's economy, and the companies that fare best in this competitive climate are those that manage information in a way that best supports their core business processes. A wide range of businesses rely on ready access to information to serve their customers and manage their operations.

An enormous amount of unstructured content is created and handled daily across any organization and often between multiple geographic locations. Archive Studio products make it easy for knowledge workers, regardless of location or system, to securely capture, manage and share electronic content, significantly increasing efficiency and productivity while reducing the costs associated with maintaining paper and unstructured electronic files. Its seamless integration with Lanier multifunctional products eliminates the need for additional hardware and software.

### The DocuLex Archive Studio Difference

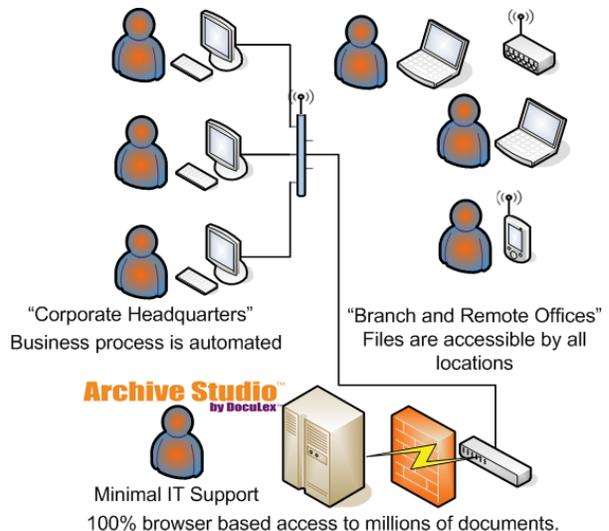
Archive Studio offers a full range of scalable products, servicing everything from basic content management needs to enterprise-wide document management, workflow and distributed or centralized image capture.

Archive Studio is easily customizable and fully compatible with Active Directory, plus full integration capabilities with other line-of-business applications. Using Archive Studio, organizations can tightly control the lifecycle of all valuable information assets by directing the flow of documents from capture and indexing to access and collaboration to policy-based destruction. Archive Studio's scalability and versatile features makes it one of the highest value content management solutions on the market today.

### Enhancing Organizational Productivity

Archive Studio offers innovative methods of personalizing capabilities to meet your specific needs, along with virtually limitless scalability and exceptional performance. It provides:

- True browser-based document management and security
- Email archiving for compliance automation
- Records and retention lifecycle policy management
- Workflow with integrated activity list
- Online collaboration between users, groups and temporary guests
- Business continuity for disaster recovery
- Image, electronic file and email capture
- API for integration with line-of-business applications
- Compatible with third-party capture applications
- Conversion from legacy ECM systems
- Scalable architecture and support for non-proprietary open standards



*A single on-site or on-demand location managing access permissions, activity logs, email compliance, collaboration, workflow and records retention.*

For more information, please contact your Lanier sales representative.