



KONICA MINOLTA

# OPT FOR SECURE DOCUMENT MANAGEMENT

✦ Trip Advocaten & Notarissen, Netherlands

Trip Advocaten & Notarissen is the largest firm of lawyers and notaries in North Netherlands. Eighty legal specialists and business advisers work in three branches in Assen, Groningen and Leeuwarden. The firm operates in all legal sectors except criminal law, and concentrates mainly on the business and public sectors. Trip Advocaten & Notarissen is working with Konica Minolta to optimize their document flows.



SUCCESS STORY  
**LEGAL**

## ▀ Fitting in with the infrastructure

Geert Jan Veldthuis is Manager for Finance and ICT at Trip Advocaten & Notarissen. “We had a need for extra functionality of our existing printing solutions. In addition, our existing contract was ending. We spoke to a number of suppliers. Expert advice about optimizing our document flows and favorable financial conditions were decisive in our opting for Konica Minolta. They thought well along with us about the optimum fit of the printing solutions in our infrastructure. One of the aims was to enable printing, copying and scanning in color in all departments. Thanks to Konica Minolta, we now have quite a number of color multifunctionals.”

**An extra security solution became available to Trip Advocaten & Notarissen in Konica Minolta’s OPS Secure.**

## ▀ Increasing digitalization

A second aim of Trip Advocaten & Notarissen was to find a solution for the increasing digitalization of their information flows. For instance, scanning to the document management system is becoming increasingly important. According to Veldthuis, “The thirty-four MFPs from Konica Minolta fulfill this desired scanning functionality. Increasing numbers of documents are being scanned and added to dossiers. In spite of many documents still being copied for sending to the Court and elsewhere, digitalization is pushing ahead briskly.”

## ▀ Secure document management

For printing, the option preferred was the principle of ‘follow me printing’ with SafeQ, which allows users to send their print instructions to a printer pool and then print them out on the multifunctional of their choice. Veldthuis explains further: “This solution now ensures that documents are never left unattended at a printer. You can also easily fetch prints from another printer if your regular printer is busy. SafeQ is also used for avoiding printed matter like annual accounts and financial documents being left lying around. With SafeQ, users first have to identify themselves before their printing task is performed. Before implementation, we had wondered whether our secretaries would find it time-consuming to have to enter a code first before their copies would come out of the multifunctionals. They are pleased with this procedure, however. It saves them much hunting around the place for the prints of all employees.”



An extra security solution became available to Trip Advocaten & Notarissen in Konica Minolta’s OPS Secure. With this service, all hard disks of the multifunctionals are destroyed at the end of the duration. “In this way, confidential information from dossiers can never get out,” claims Veldthuis.

## ▀ User sessions

According to Veldthuis, Konica Minolta supervised the implementation project well. “User sessions were organized at all branches, when users’ ideas and wishes were discussed. Solid support was found for the project. I have rarely experienced a radical implementation that went quite so quietly and flexibly thanks to the good preparation. Konica Minolta advised and guided us perfectly in this preparatory phase. The advice was well harmonized with our wishes and needs. An advantage was that Konica Minolta has experience in the legal and notarial profession.”

## ▀ Future challenge

Veldthuis thinks that future developments in which Konica Minolta could play a role lie in the area of mobility. “The board of Trip Advocaten & Notarissen has decided that all their notaries and lawyers will have an iPad at their disposal. Using iPads gives staff extra convenience. Access to emails and agendas is important for the legal specialists, but also an app that provides direct access to the documents in the document management system creates many possibilities. It is important that the iPads will soon be able to be linked securely to the printing solutions. We are curious about the solutions from Konica Minolta.”