

# Inter Optimis, LLC

**Inter Optimis** provides high-speed production scanning, transforming paper documents, microfilm, and microfiche to a digital image file format, which can be accessed via computer. Using today's most advanced technology, **Inter Optimis** is uniquely qualified to provide a full range of services.

**Inter Optimis** has state of the art paper, 16/35 mm microfilm, microfiche, and aperture card scanning systems ready to convert your files to digital format.

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## Our Services:

High Speed Scanning  
Database Development  
Software Integration  
Data Conversion  
Web Hosting

**C.O.L.D. - Computer  
Output to Laser Disk**

**C.O.L.D.** involves the processing, indexing and storing of computer generated reports to CD-ROM. When switching to a **C.O.L.D.** system, COM (Computer output to microfilm) and paper systems can be eliminated resulting in substantial savings.

### Two *huge* advantages of **C.O.L.D.** over COM or paper are:

- ♦ **access information directly from the desktop and**
- ♦ **the ability to quickly index and cross reference data for easier retrieval.**

**C.O.L.D.** systems typically store 500,000 pages of compressed data on a CD-ROM, compared to 15,000 pages per CD-ROM for scanned images. **C.O.L.D.** data is commonly used by CFOs, CEOs, accounting and customer service departments.

Data is received from and sent back to the customer in one of several ways:

- ♦ On magnetic media (tape or disk - any variety)
- ♦ Via File Transfer FTP
- ♦ Direct electronic transfer to a pre-established server

### Our Service To You...

- ♦ **Inter Optimis** processes the data, extracting indexes established by

the customer to facilitate retrieval using the more commonly used indexes

- ♦ In addition, **Inter Optimis** indexes all words to facilitate searching by content (e.g. find all documents containing "green apples")
- ♦ Also the data may be consolidated with previously processed data producing a common database to simplify the search process
- ♦ Further Quality Assurance is performed to ensure data integrity and verify report and file sizes
- ♦ A full backup is made to be retained by **Inter Optimis** for safety and security
- ♦ Finally the processed results are returned to the customer to be deployed at the customers site or set up and hosted by **Inter Optimis** on the web

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## Benefits of Digital

*Images vs.*

*C.O.M. or Paper*

- ◆ Eliminate outdated Microfiche Readers
- ◆ Reduce time consuming image retrieval from fiche
- ◆ Store up to 500,000 images on a single CD
- ◆ No-charge single-user search engine to enable data retrieval from any PC with CD-ROM drive and Windows 95/98 and NT
- ◆ Instant access to millions of images
- ◆ Images can be printed, faxed or e-mailed
- ◆ Multiple users can access images at the same time over a network
- ◆ Images can be viewed using a web browser
- ◆ Inter Optimis can optionally deliver your documents in other formats such as PDF, JPEG, etc.

## DID YOU KNOW...?

- ◆ 90% of corporate memory exists on paper

- ◆ Of pages that get handled in the office, 90% are merely shuffled
- ◆ The average document gets copied 19 times
- ◆ Companies spend \$20 in labor to file a document. \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document
- ◆ 7.5% of all documents get lost, 3% of the remainder get misfiled
- ◆ Professionals spend 5-15% of their time reading information but 50% looking for it
- ◆ There are over 4 trillion paper documents in the US alone, growing at a rate of 22% per year

*Source: Coopers & Lybrand*



# C.O.L.D. (Computer Output to Laser Disc)

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**Get rid of COM!**  
(Computer Output to  
Microfiche)

Store up to 500,000 images on one  
CD

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