

## InfinityDesk: Improve group collaboration

Toshiba Document Solutions combine Toshiba e-STUDIO multi-function devices with powerful software applications and targeted business process improvements to enable you to more effectively *distribute, manage, and organize* your information.

InfinityDesk is a browser-based groupware application that provides a suite of 19 integrated tools for improving collaboration among groups of five to ten and up to 200 or more. It allows groups to Collaborate, Communicate, Manage Information, and Manage Resources more easily, even with outside partners.

Running on Windows operating systems, it has modest system requirements—ideal for small and mid-sized companies. It integrates with existing e-mail systems, and it's compatible with PDAs. Plus, InfinityDesk offers some unique and powerful features when working with Toshiba e-STUDIO multi-function devices.

### 19 integrated functions

#### **Collaborate**

##### **Schedule**

View and arrange group members' schedules

##### **Discussion**

Post and view on-going discussion threads

##### **Cabinet**

Store scanned and electronic files and documents to be shared by group members

##### **Project**

Track projects from launch to completion

##### **Address Book**

Manage contact information

##### **User List**

Quick access to users' e-mail addresses

#### **Communicate**

##### **WebMail**

Send and receive e-mail via multiple e-mail accounts

#### **Whereabouts**

Check group members' locations and leave them messages

#### **Workflow**

Route approval forms automatically through the approval chain

#### **Circulation**

Circulate questions or poll group members

#### **Report**

Create, send and comment on reports

#### **Information**

Send brief information, with four levels of urgency

#### **Manage Information**

##### **To-Do**

Assign tasks to selected group members

##### **Expense**

Track expenses, claims and payment status

##### **Notepad**

Write short notes for storage

#### **Manage Resources**

##### **Time Card**

Track hours worked, days off and absences

##### **Facility**

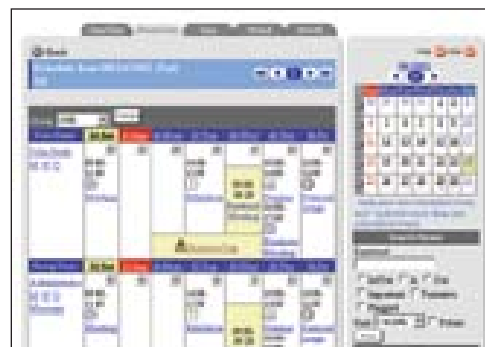
Reserve meeting rooms and facilities

##### **Store**

Sell everyday items, such as stationery

##### **Inventory**

Manage stock levels of common items



The schedule function allows you to view and arrange group members' schedules.

# solutions

## InfinityDesk software

### Integration with Toshiba multi-function devices

InfinityDesk and Toshiba e-STUDIO multi-function devices provide a powerful synergistic tool for information distribution and group collaboration.

Approval forms, reports, photos, designs—they can all be converted from paper to electronic form and shared by group members, saving time and money.

### Cabinet: a central repository for documents

Using e-STUDIO's scanning function, paper documents can be scanned directly into a **Cabinet** folder of InfinityDesk and stored as an electronic file. Cabinet's flexible structure allows users to create as many folders as needed. Basic information about a stored document can be quickly grasped with either a detail view or thumbnail image view: Users can add notes to a file, and they can grant access rights to other group members, either by folder or by document. Cabinet contents can be accessed from anywhere in the world via the Web.

### Attach scanned documents

Several of InfinityDesk's functions allow users to attach files as supporting information—even if the file currently exists only on paper. For example, a user can scan a receipt, invoice, or note and place it in the Cabinet, attach it to an electronic approval form within the Workflow function, and route it through the approval chain. The unique integration of e-STUDIO's scanning feature with InfinityDesk's Cabinet function creates new ways to improve productivity.

### Robust security and administration

InfinityDesk's robust security and administration features provide a combination of control and flexibility. The InfinityDesk administrator has complete access to and control over all applications and content. Access logs show activity by application and by user, and server disk space can be tracked by application and by

user. And to keep costs low: once InfinityDesk is installed on the server, it can be administered by non-IT personnel.

### InfinityDesk and Toshiba e-STUDIO devices

InfinityDesk and Toshiba e-STUDIO devices can help improve group collaboration and keep your

Scan-to-Cabinet keeps documents organized, enables collaboration and improves productivity within a workgroup

information and documents organized. Call your Toshiba representative today for more information on how InfinityDesk and other Toshiba Document Solutions, working with Toshiba e-STUDIO devices, can help *your* organization.



With cabinet, you can store scanned and electronic files and documents to be shared by group members.

# TOSHIBA

**Don't copy. Lead.**

#### Corporate Office

2 Musick  
Irvine, California 92618-1631

#### East Coast

959 Route 46 East, 5th Floor  
Parsippany, New Jersey 07054  
Tel: 973/316-2700 Fax: 973/263-2393

#### Midwest

8770 W. Bryn Mawr Ave., Suite 700  
Chicago, Illinois 60631  
Tel: 773/380-6000 Fax: 773/380-8077

#### South

4855 Peachtree Industrial Blvd., Suite 210  
Norcross, Georgia 30092-3024  
Tel: 770/209-8540 Fax: 770/209-8556

#### West Coast

142 Technology, Suite 150  
Irvine, California 92618  
Tel: 949/462-6262 Fax: 949/462-2700

#### Web Site

[www.infinitydesk.com](http://www.infinitydesk.com)  
and [www.copiers.toshiba.com](http://www.copiers.toshiba.com)

# INFINITYDESK