



KONICA MINOLTA

WORKPLACE
OF THE FUTURE™

You Protect Your Clients' Rights. We Help Protect Your Office.

The Receptionist for iPad®

Connect. Do you still use pen and paper to sign visitors and clients into your law firm? Sharpies to write name badges? Do you constantly have clients and visitors waiting in the lobby? Are deliveries constantly coming throughout the day? The Receptionist for iPad® can help you solve these specific challenges. It is the most versatile, effective, easy-to-use, cloud-based visitor management system available. This simple visitor logging system can manage your client flow and track, print badges and so much more.

The Receptionist for iPad is just one way Konica Minolta is reshaping the future of the legal arena, helping you work smarter, more productively and more collaboratively. Giving shape to ideas that will transform your law firm now and in the future.

iPad is a registered trademark of Apple Inc., registered in the U.S. and other countries.

Visitor	Contact	Button	Check In
Alexis Smith - Legal Billing Specialist NDA	Luis Ochoa	Check In	04/29/2016 1:51pm
Pierre Harding - Case Manager NDA	Luis Ochoa	Check In	04/29/2016 12:32pm
Stephanie Jones, Esq. - Lawyer NDA	Luis Ochoa	Check In	04/29/2016 12:03pm
Jack Michaels, Esq. - Lawyer NDA	Suzanne Birsa	Check In	04/29/2016 11:55am
Jon - Case Manager NDA	Gene Patton	Check In	04/29/2016 11:38am
Chester - Legal Analyst NDA	Gene Patton	Check In	04/29/2016 11:37am
Rick Smith, Esq. - Lawyer NDA	Nicholas Wells	Check In	04/29/2016 10:37am
Craig - Legal Assistant NDA	Jesus Lebron	Check In	04/29/2016 10:00am
Kendal Williams, Esq. - Lawyer NDA	Luis Ochoa	Check In	04/29/2016 9:53am
Mike Pentz - Legal Analyst NDA	Heather Davalos	Check In	04/29/2016 9:14am

The Receptionist

Put the Receptionist for iPad to Work for You.

Making it easy and seamless to sign visitors and clients into your law firm is essential for ensuring your clients and legal environment are secure. The Receptionist for iPad helps you do just that. It's fully customizable, built to function the way you need it to and as simple or complex as you want it to be. You can brand the solution by uploading your law firm's logo, customize the layout and colors of your buttons, icons and check-in slider. This will provide your firm with a high-tech finish to complement your firm's professional image.



Manage Your Visitor Flow

Using pre-registration and The Receptionist for iPad's proprietary button architecture, you can create a unique check-in experience for each of your high profiled clients and visitors. Once your visitor checks in, they are connected directly to the person they are visiting.

Track Who's Coming and Going via Real-Time Visitor Logs

Say goodbye to the paper visitor log (and the illegible handwriting on it to maintain the confidentiality of your law firm's clients). The Receptionist for iPad is continuously collecting and storing information about every visitor in the visitor log. Since the information is stored in the Cloud, you can see who visited in real-time as well as export or print a detailed record of the day, week, month or year from anywhere in the world.

Connect with Visitors via Text, Email or Slack

When a visitor comes to your law firm, you can be notified via text message, email or Slack to streamline the communication between the client or visitor with their host. It's your choice. Also, utilize return visitor recognition to expedite the check-in process for returning guests. Once you're notified, using the proprietary Receptionist for iPad two-way messaging, you can respond back to the iPad and let visitors know you'll be right there. You can also set up automatic message forwarding so another contact can be notified if you're unable to respond.

Set Up Delivery Options

Never miss a package or food delivery. The Receptionist for iPad allows you to create a delivery button, choose carriers and even select message options for the delivery, such as "requires signature," "left delivery at counter" or a custom message. Delivery drivers can simply connect with the recipient—virtually anywhere they are.

Print Badges to Identify Visitors

The days of using markers and handwritten name badges are history. As soon as the visitor completes the check-in process, a badge is automatically printed. The badge can include your logo, a picture of the visitor, their name, who they're visiting, date and time.

Enable Photos and Capture Signed Documents

Utilizing the iPad's front-facing camera, you can enable the photo capture option, which takes a photo of your visitor when they check-in. You can also add NDAs or other legal documents that your visitors or clients can sign right on the iPad with their finger. All the information is then stored within the visitor log.

The Receptionist for iPad is Just One of the Innovative Solutions Behind Konica Minolta's Workplace of the Future.

As work becomes less about a place you go, and more about what you get done, Konica Minolta brings you the law firm of the future, a growing portfolio of unified smart legal solutions that allows your team to work smarter, more productively, and more collaboratively from anywhere, at anytime.

For more information on The Receptionist for iPad or Konica Minolta's Workplace of the Future, please contact your local sales representative.

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Partnership.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

Information Management

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility
eDiscovery Services

IT Services

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects

Technology

Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services



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KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

reshapework.com



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