



Moran Towing discovers the easy scanning advantages of the Kodak Scan Station 100

SITUATION

Too much paper in the old filing system at the corporate headquarters of Moran Towing. Existing scanner is aged and inefficient.

OBJECTIVE

Shift from a paper-based system to a digital imaging solution and find a modern, easier, readily accessible way to scan documents.

SOLUTION

A **Kodak** Scan Station 100.

COMMENT

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~Joe Baviello,
Manager of IT, Network,
and Infrastructure,
Moran Towing



Kodak Scan Station 100 —
a revolution in ease of use and
office productivity.

Although you might not guess it from their name that's more likely to conjure up images of your old car breaking down along the interstate, Moran Towing is a major corporate provider of maritime towing and related services. These include ship docking, marine transportation of petroleum and dry bulk products, and assistance with liquid natural gas activities. Moran's fleet of 96 tug boats and 30 barges serves the Atlantic and Pacific Coasts, Great Lakes, Gulf of Mexico, and inland waters of the eastern seaboard.

Corporate headquarters are in New Canaan, CT where 80 of the 500+ nationwide Moran employees work. Before updating their document imaging situation, Moran had some experience with scanning, utilizing a combination scanner/copier unit. "That unit was old and not located in a central area," says Joe Baviello, Manager of IT, Network and Infrastructure for Moran. "It was down in the mail room. People didn't especially enjoy making the trek and then having to wait if the copier was in use." Despite the mailroom scanner, most of Moran's document creation, filing and storage was paper based. Like many companies, they had amassed a significant collection of filing cabinets filled with paper over the years.

After exploring various options, Baviello decided on a **Kodak** Scan Station 100 supplied through the Concord, NH office of Biz Tech Solutions, Inc. Moran's initial objectives were fairly simple: an easy scanning solution — accessible to several people in their Operations Group — to capture documents with high quality and dependability.

Once their **Kodak** Scan Station 100 was in place in July 2006, Moran's main office began scanning invoices, print outs, packets of contracts and other business-related forms and documents. Today, documents are e-mailed to clients, scanned to folders on the desktop or network, and printed when needed.

Moran takes advantage of several features of the Scan Station 100. It works with existing office networks, so there is no additional hardware or software required. Users can scan to —

- E-mail
- Folders
- Print
- Portable USB "flash" drives

And scan in these formats —

- Searchable PDF
- PDF
- TIFF
- JPG

Ease of use is aided by an on-screen color preview for real-time confirmation of image capture and transfer. Kodak's Perfect Page image processing is built in, delivering exceptional image quality automatically. Portable USB drive connectivity also allows for image storage and the creation of user configuration profiles.

"We're really at the initial stages of exploring a more in-depth document management strategy and solution," Baviello notes.

"As a starting point, the Scan Station 100 has been ideal. The interface and use is easy, and there's almost no learning curve. Some other departments — such as finance and accounting — are starting to use it, and we're considering purchasing another unit. So I'd say it's all positive in terms of the size, convenience and quality of the images it provides."

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