

AutoStore provides the solution for Hughes Hubbard & Reed.

AutoStore offers a uniform, accurate,
and speedy document capture solution.

Challenge

- Discover a cost-effective solution to automate the document workflow using existing Xerox multifunction devices (MFDs) and Interwoven document management system
- Capture documents from various sources and place them automatically into the Interwoven database

Solution

- Use AutoStore to create document workflows from PC desktops or web applications; the information is embedded into barcodes that are printed and used as cover sheets
- Scan documents to virtually any destination, including into different matter folders within the Interwoven database

Results

- All documents can be processed within seconds, and digitized information allows efficient storage and retrieval
- Sort, query and search are fast and easy—from desktop to device
- Seamless integration for all paper and electronic document capture and management needs

Profile

Hughes Hubbard is distinguished as an “A-list” law firm with expertise in mergers and acquisitions, public offerings, corporate reorganization, real estate, securities litigations, arbitration, and more —over 30 specialty areas operating in as many industries from Fortune 500 companies to private equity funds. With offices in New York, Washington D.C., Los Angeles, Miami, Jersey City, Paris and Tokyo, Hughes Hubbard employs over 600, including 340 experienced practitioners, all who provide a wealth of experience and a commitment to high-quality, high-value work.



Challenge.

As a top tier law firm, Hughes Hubbard deals with thousands of documents every day: contracts, legal research, memorandum, letters to judges, clients and opposing counsel, and deposition transcripts—just to name a few. So, to keep on top of the growing volume of paperwork and to reduce document processing time, Hughes Hubbard approached Nuance for a cost-effective solution to automate their document workflow using their Xerox MFDs and Interwoven document management system.

In particular, Hughes Hubbard wanted a way to capture documents from different sources—desktop, email, and paper, and to place them automatically into the Interwoven database. This would make documents more readily available for sharing, searching, accessing and archiving—not to mention cut down on the storage space needed to archive these documents. Hughes Hubbard was also looking for a way to batch scan documents easily using a barcode cover sheet system, creating a simplified system of sending many documents to multiple destinations.

Solution.

The solutions are endless with the patented AutoStore technology. Hughes Hubbard employees can now create document workflows from their PC desktops or web applications, embed that information into barcodes that are printed and used as cover sheets. Authorized users can then walk up to the Xerox MFD, access the workflow from the front panel, and, using the cover sheet, scan documents to virtually any destination—including into different matter folders within the Interwoven database.

Now, instead of processing documents manually and individually scanning documents to multiple locations, Hughes Hubbard has the AutoStore advantage of a seamless integration and solution for all of their paper and electronic document capture and management needs.

Results.

Getting a handle on document management when so many paper and electronic documents enter the workflow can be an expensive and time consuming task—particularly when the information is time sensitive and needs to be reviewed and stored in multiple locations. Often, document processing involves signatures or identifying stamps, which makes the consistency and accuracy of indexing critical, and a fast turnaround even more important. Using AutoStore with the barcode scanning technology has enabled Hughes Hubbard to process all documents within seconds, and to digitize the information for storage and retrieval. The information collected from each document allows sorting, querying and searching—from desktop to device. Hughes Hubbard is improving their employee productivity as they continue to provide the superior client services they are known for.

Hardware and software.

- Xerox (WorkCenter Pro)
- AutoStore, Smarticket™, Interwoven 8.2

To learn more about Nuance Document Imaging Solutions, please call 1-800-327-0183 or visit nuance.com

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