

Store all your documents with unmatched security, access and convenience.

## Technical Requirements

### Recommended Workstation Requirement

Microsoft Windows 2000, 2003, XP

Intel Pentium 4 processor

Microsoft Internet Explorer 5.5 or newer, with 128-bit SSL encryption

Broadband Internet connection

For more information visit:  
[www.kodak.com/go/DigitalArchive](http://www.kodak.com/go/DigitalArchive)

Eastman Kodak Company, Document Imaging,  
Rochester, NY 14650 1-800-944-6171  
Kodak Canada, Inc.,  
Toronto, Ontario M6M 1V3 1-800-465-6325

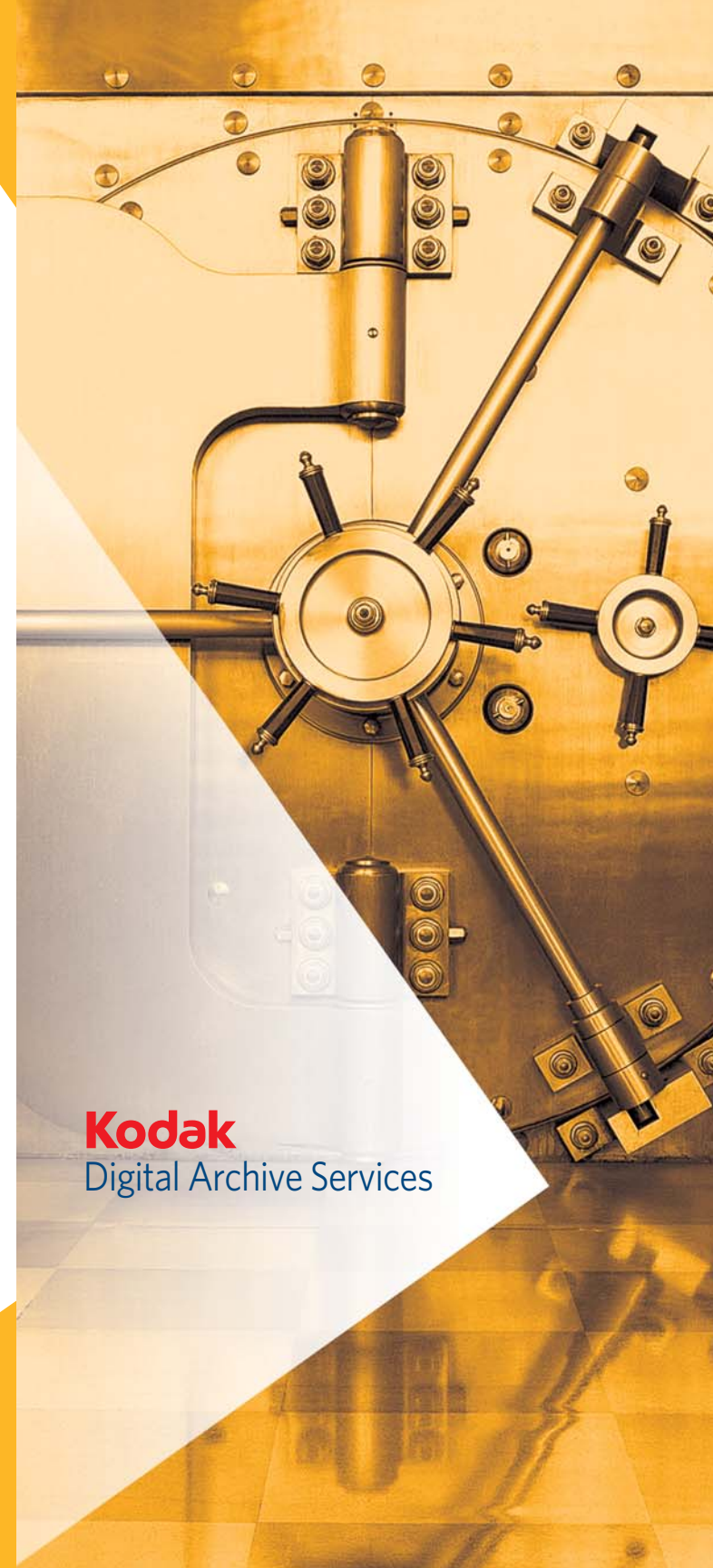
Innovation you can count on™

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A-5766 CAT No. 863 3331

**Kodak**

**Kodak**  
Digital Archive Services



## A secure digital archive for all your critical business information.

Decades into the digital era, much of business still runs on paper. Organizing, storing and accessing all those documents is a real challenge. Breakdowns at any stage can lead to inefficiency, extra expense, unhappy customers, and noncompliance with Sarbanes-Oxley, HIPAA or other government regulations.

**Kodak** Digital Archive Services provides a secure, convenient, efficient and cost-effective way to deal with the paper pileup. Documents are scanned — either by your staff or an Authorized Reseller of **Kodak** Products — then transmitted via the Internet to secure digital repositories. Authorized personnel can then quickly and easily download the documents from any location you designate.

With a legacy of imaging experience and innovative technologies, Kodak has the resources to bring you industry-leading archiving performance and support anywhere you do business.

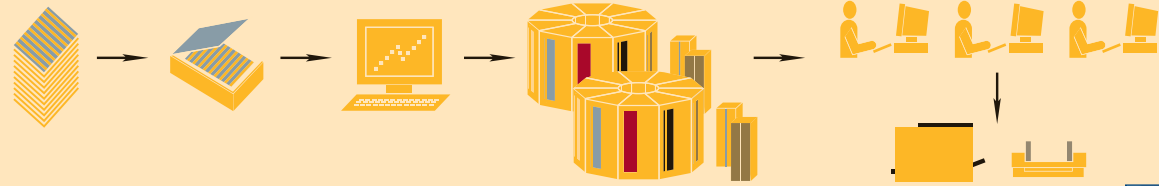
## Enhance customer service and productivity.

- Easily access information across your entire organization.
- Respond quickly to client inquiries.
- Simplify document retrieval with robust indexing and searching.
- Improve operational efficiency.

## Assure business continuity in the event of a disaster.

- Offsite storage at two highly secure, fully redundant locations protects you from data loss.

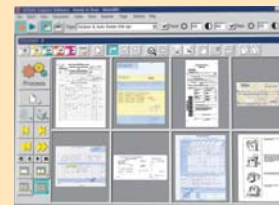
## Convenience, security and easy access



1. **CAPTURE** superior quality images of your documents, or have your Authorized Reseller of **Kodak** Products scan them for you. Advanced image processing technology such as **Kodak** Perfect Page, built into all **Kodak** Scanners, can ensure consistent quality.



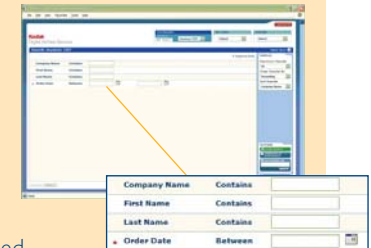
2. **UPLOAD YOUR ARCHIVE** to **Kodak** Digital Archive Services using **Kodak** Capture Software or other capture software.



3. **STORE** your document images in a secure repository with dual hot sites to speed recovery in the event of a disaster.



4. **RETRIEVE** your documents quickly and easily via the Internet based on your search criteria. Multiple users can simultaneously access the same document. Retrieved documents can be printed, e-mailed, faxed or downloaded.



## Free up resources to focus on your core competency.

- Avoid a major up-front investment.
- Eliminate the need to maintain technology and specialized technical resources.
- Scale the service as required, from one department to your entire organization, with an unlimited number of users and retrievals.

## Enjoy the peace of mind that comes with unparalleled security.

**Kodak** Digital Archive Services employs a number of safeguards to help ensure the integrity and confidentiality of your images and data.

- **Secure Data Transfer**—Transmissions are fully encrypted and authenticated.
- **Security Administration**—User ID and password protection is used at several security levels. In addition, a web-based module lets you designate which document groups each user can access.

- **Disaster Recovery**—To help ensure business continuity in the event of a serious technical breakdown or disaster, all of the data you entrust to us is automatically backed up and stored at two secure, independent sites.
- **Built-in Security**—**Kodak** Digital Archive Services adheres to stringent security control policies and risk management procedures. Data transmission is protected through: 128-bit SSL encryption of all Internet traffic; VeriSign digital certificates on web servers for server authentication; browser cookie encryption using the Triple DES algorithm; user ID and password access control with strict password change rules; and a detailed audit trail on all access activity.