



KI Smart Solutions®

Incorporating SmartBox® and SmartFile®



SAVING
YOU TIME
& SPACE

Time and Space

The way we work, where we work, who we work with; these concepts drive today's organisations to be increasingly dynamic. To achieve this there are two critical requirements - effective communication and efficient access to information. This is the management of time and space. KI's advanced filing and storage solutions are key to saving time and space.

KI developed KI Smart Solutions®, which incorporates SmartBox® and SmartFile® ranges, specifically to meet the filing and storage needs of today's dynamic organisations. KI Smart Solutions is a deceptively simple, flexible and efficient multi-purpose box and file system. Whether stored in the cabinet, removed and used at the workstation, taken to a meeting or wherever work takes you, KI Smart Solutions is ideal for the management of time and space.



KI Smart Solutions® - Saves Time

SmartBox is designed to be easily accessed in working environments which involve hot desking or hotelling. This reinforces SmartBox's flexibility and suitability for constantly changing working environments.

Whether rushing out of the office, or simply to use at your workstation, SmartBox is easily picked up and taken to wherever it is needed – without any re-organisation of the filing system.

SmartFile makes fast retrieval of documents easy by using colour coded and alpha-numeric tabs.

KI Smart Solutions® - Saves Space

KI Smart Solutions maximises the benefits to organisations utilising filing and storage system solutions.

SmartBox optimises filing densities by using the entire capacity of the box, and by eliminating wasted space common to more traditional filing methods.

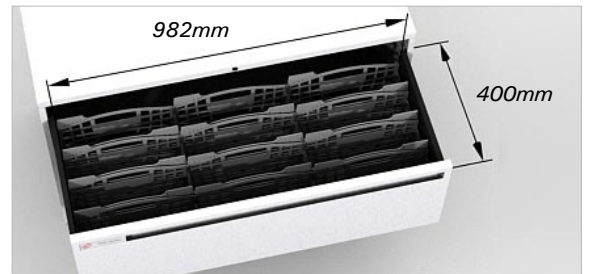


SmartBox® Saves Space

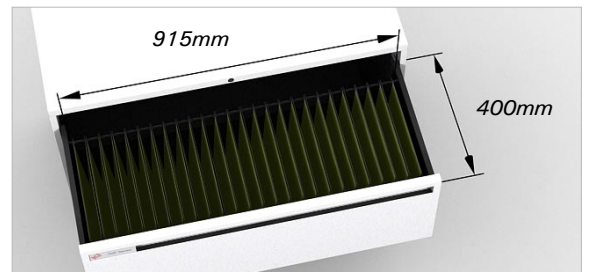
As illustrated above, KI's 1067mm wide drawer system combined with 12 A4 SmartBoxes, stored in 3 rows of 4, utilises all available drawer space, maximising capacity.

This provides the unusually high filing capacity of 1.2 linear metres per drawer, compared to 0.9 linear metres in a drawer of a 1000mm wide cabinet. An increase in filing capacity of over 30% is achieved with a 7% increase in the size of the cabinet.

In addition, vertical capacity is increased by specifying KI's 267mm high drawer option.



12 SmartBoxes in a 1067mm wide unit drawer provides 1.2 linear metres of filing space.



Side-to-side suspension files in a 1000mm wide unit drawer provides 0.9 linear metres of filing space.



SmartFile® Saves Time

The key to efficient and effective document management is providing fast and simple access to critical information.

KI developed the SmartFile range for organisations to maximise the benefits of top retrieval.

The SmartFile top retrieval system reduces mis-filing because the files are identified by multiple index options and colour distinguished by coded top tab labels. In addition the index on the SmartFile enables the user to identify and retrieve the file quickly.

SmartFiles are made from 100% recycled and recyclable material.



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SmartBox® is Compatible

SmartBox is not an “all or nothing” filing solution – it may be partially adopted by individuals or departments.

Full scale conversion is not compulsory, as SmartBoxes work well side by side with other filing media.

For example, as illustrated, a combination SmartBox and suspension pockets may be appropriate to meet particular requirements.



SmartBox

- is suitable for use on shelves or in drawers.
- is equally suited to bulk, team and personal storage applications.
- provides efficient storage of active and semi-active documents.
- provides effective use of storage space.
- reduces damaged file replacement costs by protecting file contents and storing files upright.
- uses indexing and label options to enable fast and efficient document identification and retrieval.
- allows all types of media to be stored efficiently.
- works side by side with other media.
- maximises filing and storage capacity.
- is ideal for both active and archive applications.
- is available in Silver as standard (stocked). Other colours are also available in quantities of 2000 + .
- can be tailored to a customer's corporate identity.
- can be hung from furniture industry standard tool rails with the optional universal hanging clip.
- can be used in other manufacturers' storage units.



Personal and Stationery Storage.

SmartBox is a highly portable and flexible personal storage solution. New enclosed side panels ensure small items do not fall out.

Also new is the new horizontal pen tray and vertical stationery box. Both are designed to hang either from the SmartBox or independently from furniture industry standard tool rails.

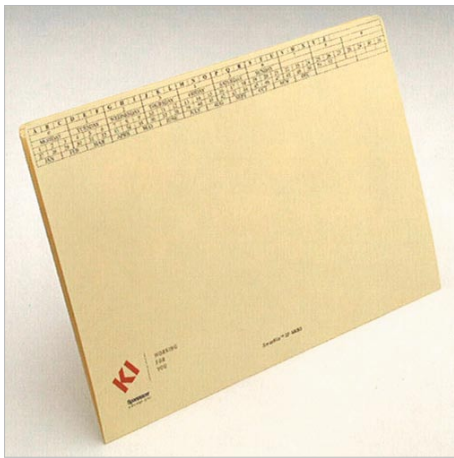
SmartBox is ideal for the personal storage requirements of flexible workers.

SmartBox

- is manufactured from 100% recycled and recyclable plastic.
- is delivered flat-packed and is easy to assemble. Strong snap-fit connections allow SmartBox to be assembled quickly by anyone.
- is flexible and hardwearing, easy to carry around, protecting your documents while still providing easy retrieval.
- is available in Foolscap/Legal and A4 widths, 50mm, 100mm and 150mm deep.
- has a highly visible top label which makes document location quick and easy.
- has quick reference re-order codes for simple ordering.
- is delivered in quantities of 20 in an archive box.
- will fit in all widths of unit.
- fits neatly into Hotbox® personal storage boxes.
- in A4 size provides optimum densities, front to back, in imperial width cabinets; 762mm (30"), 914mm (36") and 1067mm (42").
- in Foolscap/Legal size provides optimum densities, front to back, in metric width cabinets; 800mm, 900mm and 1000mm.



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SmartFile® Range

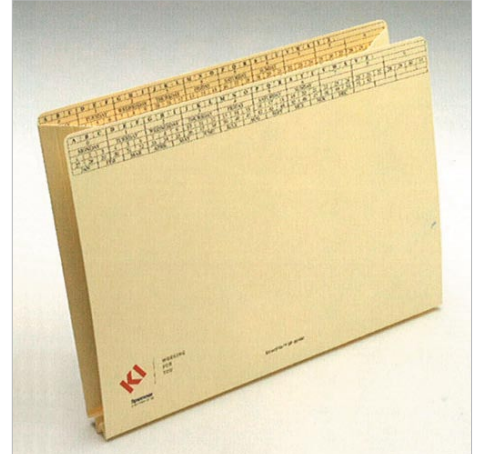
Lightweight file SF-40050
Designed for 50 A4 sheets and readily portable.



Middleweight file SF-40200
Designed for 200 A4 sheets, enabling easy access to loose leaf files and secure storage.



Heavyweight file SF-40350
Designed for 350 A4 sheets with the same features as the middleweight.

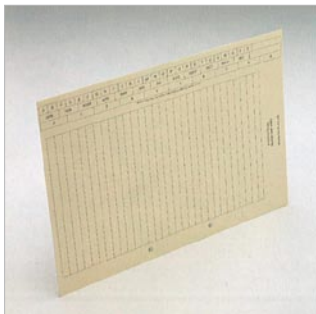


Heavyweight file SF-40450
Designed for 450 A4 sheets, in a rigid material to give stability and security to a file with such large capacity.

SmartFile® Accessories

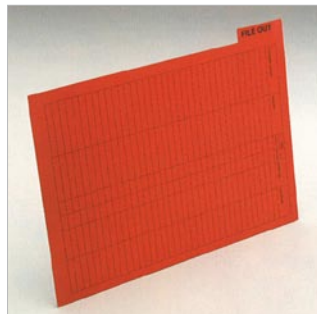
SmartFile Divider Card SF-40160

Designed to subdivide sections within the SmartBox. For example, the divider card would signify the department within a company then the files would be held alphabetically by name within each department.



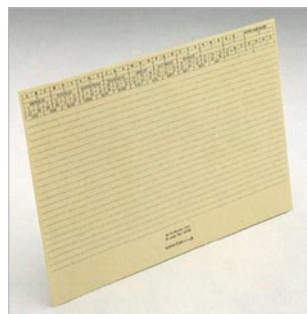
SmartFile File Out Card SF-40260

In a bright red material to identify the file is being used. The current user would normally fill out the card to identify where the file is.



SmartFile A4 File Divider SF-40080

Designed to subdivide sections within the SmartFile. The A4 File Divider is punched to allow use in conjunction with the Self-adhesive Clip.



SmartFile Self-Adhesive Clip SFC-41000

Easily assembled and attached to any of the three heavier weight SmartFiles



SmartFile® Top Tab Labels

KI have two types of label in 14 colour variations, Top tab self-adhesive label with mylar protection for SmartFile and the self-adhesive label designed to attach to the SmartBox top tab.

The SmartBox labels can be used on the archive box to integrate it with the colour coded environment. The 14 colour variations are standard on both labels and can be used in a colour coded identification system.



SmartFile® Archive Box

The SmartFile archive box is designed to house SmartBox or SmartFile and allows quick and efficient archiving of old documents no longer required for fast retrieval.

Archival is made easy as no transfer to a new folder is required. SmartFiles may simply be removed from the SmartBox and placed in archive boxes.

SmartBoxes are delivered flat packed in an archive box in quantities of 20. Archive boxes may be ordered separately.

KI Services Include:

Filing system analysis and design.

KI offers a solution based service which includes a complete audit of existing document management systems and recommendations to improve techniques and efficiency.

Filing conversion.

KI can set up creation software for labels on customer databases. KI also offer the services of pre-labelling all files and the transfer of documents from old files to new files.

End Tab filing.

KI also has specialist knowledge in End Tab filing and can offer solutions upon request.

Custom manufactured products.

KI is flexible and has the facility to offer custom made products to suit specific business needs.

Bar Coding & RFID

RFID (Radio frequency identification) systems are able to electronically track individual folders, ensuring greater security and retrieval.



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