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Paul Negus, Managing Director of Genus, welcomes you to GENUS News. Hopefully you will have noticed that we have changed our Newsletter to full colour and made our new group name of Genus more prominent. We talked about the reasons for the new group name of Genus in our last Newsletter but just to recap:-

With the purchase of OIT UK Ltd in the summer of last year we are now heavily involved in the document management and imaging industry. The purchase of OIT brought the number of group companies to four so we felt that we needed a new overall name to market the products and services of all of the companies.

With our group companies offering all available types of technologies within the "document management" industry - microfilm, paper, imaging - we wanted to have a name that would offer a complete solution using a combination of those technologies rather than just talking about the technologies themselves.

We wanted to try and avoid any confusion that might exist in our customers minds with all these different company names.

Hence we are now using the Group name of "Genus - providing access to your information" to cover all of the areas that we are involved in. However we will not be losing the individual company names, they will just be marketed as part of the Genus group. The following companies now form the Genus Group:-



The Microfilm Shop -

www.microfilm.com - the widest range of microfilm consumables and equipment available worldwide. We

manufacture and distribute an enormous range of products including spools, jackets, film, diazo, cabinets, reader printers, cartridges, duplicators and film scanners, to name but a few.

OIT UK LTD OIT (UK) Ltd - www.oituk.com -

The exclusive European distributor for the OIT Inc Docfinity suite of Document and Records management software products. With over 3000 installations worldwide in local government, healthcare, central government, banking, insurance, manufacturing and general retail the Docfinity suite of products can offer Workflow, Electronic Document Management, Records Management and Content Management solutions.

GRAPHIC PRESS Graphic Press Print and Design -

www.graphicpress.co.uk - Offering a complete printing and graphic design service. From one colour all the way through to full colour, Graphic Press can print your letterheads, business cards, compliment slips, catalogues, brochures, leaflets and business stationery.

Microfilm Factory - The only UK manufacturer of microfilm jackets and one of only four worldwide. In addition the Factory manufactures cartridge leaders and trailers, jacket protection sleeves, processing leaders plus a number of polyester products.

The Microfilm Shop, OIT (UK) Ltd, Graphic Press and The Microfilm Factory are all part of the Genus Group of companies.



Genus - www.genusit.com - Complete solutions and systems to capture, store, access and archive your corporate information.

Ensuring you have instant access to your information whilst securing that information in a long term archive. Genus can offer a combination of paper, microfilm and imaging based solutions dependant on your corporate needs.

Microfilm Shop News



New Chemical Manufacturing facility - In January 2004 the client base and product offering of Silver Lining was acquired by the Genus Group. Silver Lining was owned and run by Tim Andrews. Tim is a trained chemist and has been in our industry for longer than he would like to admit! He is

also known to a lot of people due to his early career with Anacomp. As part of the deal Tim is staying on as a consultant to the Genus Group. All manufacturing facilities have been moved to Nuneaton. As a result we now manufacture the following products:-

Ammonia – Available in 3 types – Blue Cap (SG 0.930), White Cap (SG 0.910) and Black Cap (SG0.890). Normally available in 5 litre bottles but we can supply in any quantity or bottle type. We can also supply in other strengths as well.

Absorber – We can supply this in a ready to use liquid form or in crystals for our Export customers. Both types have our colour indicator mixed in so that you know when the maximum amount of ammonia has been removed from your diazo duplication process. When the liquid turns from Orange to Blue no more Ammonia can be absorbed.

Systems Cleaner – for cleaning processor developer tanks. We have two types of Systems Cleaner

a) FMSC – this is our most popular cleaner, available in a ready to use 5lt bottle, it is a very effective tank cleaner.

b) FMSC/HD – this is a new cleaner which comes as a 3 bottle pack. You mix two of the bottles together and add water to make a total of 20lt of solution. After cleaning you then dilute and add the neutraliser and flush through the machine. As this solution does not contain chromium it can be disposed of very easily.

Descaling Solution – for cleaning lime deposits from your processor wash tanks. We have two strengths available depending on the amount of lime build up you have.

Monobath Developer – This solution is a combination of fixer and developer in one bottle. Originally designed for the Canon 161 processor this is very simple to use as it fixes and develops at the same time. It also means that you can not over develop or over fix the film.

Film and Disc Cleaner – We have two versions of this cleaner which is applied to a processed film to clean off grease marks and fingerprints

a) **Silver Film Cleaner** – Available in 1lt bottles, just wipe this on the silver film to clean off grease etc. The solution then just evaporates to leave a clean film. This solution is ideal for silver film as it contains no water which can soften the gelatine on the silver film.

b) **Diazo Film Cleaner** – similar to the silver film cleaner this does contain water which helps dissolve a number of substances better than pure alcohol can. Again it just evaporates after use.

Wetting Agent – Put this in your wash tanks and it will stop water droplets forming on your processed film and leaving drying marks.

Silver Precipitating Solution – This can only be used on reversal processing and/or after you have used our FMSC systems cleaner. You apply our solution to the resultant chemicals and it clings to the silver and turns into a sludge. This sludge sinks to the bottom of the tank so that it is easily removable and can thus be sent off for refining.

Waste Treatment Service – we can collect your used fixer and developer and issue you with a certificate to prove that it has been properly disposed off. We also credit you with any silver found in the fixer solution. Give our sales office a call to see how we can set you up on our disposal service.

Sterilising solution – For cleaning bacteria and slime off your wash tanks. In fact you can even use it to clean your garden paths!

Gold Toning – this is a very rare service but one that is gathering more interest. We can coat your valuable silver films in this Gold solution which, in effect, gold plates the silver image on the microfilm and makes the image more stable. Very rough estimations are that it can prolong the life of your silver films from 500 years to 1000 years if processed and stored correctly.

As you can see we possess a lot of knowledge on microfilm related chemicals. If you have any specific requirements in terms of bottle size, chemical strength, delivery etc then please do not hesitate to contact us.

Multifly – we mentioned this in our last Newsletter but we wanted to mention it again due to the interest that it has attracted. There are currently two units that have been sold now and a further 8 for 5 other customers are close to finalising.

The Multifly is a specialist carrier that can fit onto the Canon MS300/350/400/500 and 800 and the Kodak 2400 and 3000DSV (Minolta 6000 and 7000). The Multifly is an automatic fiche/jacket carrier that allows you to turn your on-demand Kodak or Canon microfilm scanners into production fiche/jacket scanners. Once the fiche/jacket has been inserted into the conventional glass carrier section the scanner can be left alone to scan the fiche/jacket automatically. One of the unique advantages of this carrier is that it specialises in being able to cope with mixed image size fiche and jackets. If you have combination jackets (with 16mm and 35mm images) or just different sized 16mm images in the same jacket (cheques, A4, computer print out and A3) then the Multifly will be able to cope with it. As the Multifly is actually a carrier that can be removed at any time quickly and easily it means that it is ideal for the bureau application – allowing the bureau to be able to switch between different jobs and not have several machines dedicated to just one type of film.

We now have a demonstration unit available in Nuneaton for anybody who has an interest in this product.



New ScanPro Range – We have been selling the ScanPro universal microfilm/fiche scanner for 3 years now and it has proved to be one of our best sellers due to its reliability and economic price. Over the Christmas period our little ScanPro has been very busy, so much so that he now has a whole new family! There are now four members of the ScanPro family:-

a) **ScanPro 200** – Digital Reader Printer – This model is a print only version but it requires no PC and as well as a fiche carrier and one lens the price includes its' own laser printer! Therefore you can gain the advantages of a digital print (as opposed to an analogue print) without the need to buy or tie up a PC.

b) **ScanPro 300** – Microfilm Scanner with USB connection. Scan all of your microfilms direct to PC. ScanPro 300 price includes scanning software (to allow you to e-mail, fax,

network, print and store to CD or PC), connecting cable, fiche carrier and one lens. The 300 is the new version of our old ScanPro Scanner but with the USB connection, 30% faster scanning time and improved scan quality.

c) **ScanPro 400** – Digital Reader Printer AND Microfilm Scanner with USB connection all in one unit! The ScanPro 400 is basically a combination of the 200 and 300. Price includes scanning software, connecting cable, laser printer, fiche carrier and one lens. You can use the 400 as a digital reader printer (through the included laser printer) and at any

time just connect the 400 to your PC and use it as a microfilm scanner.

d) **ScanPro 35** – 35mm Microfilm Scanner. Scan all of your 35mm roll film and aperture card images. Price includes scanning software, auto ImageAssembler software, connecting cable, aperture card/fiche carrier and one low magnification lens.

As you can see the ScanPro range really is an all-encompassing range. Please call us to arrange for a demonstration or talk through the very competitive prices.

Digital Document News

SMA 21 – This full colour A1 document scanner has attracted a lot of attention in the Archive world due to the very high quality of the final image. It's ability to pick out very faint pencil marks, coloured inks, watermarks etc at scanning speeds of one scan every two seconds has seen it become very popular.

It also has one of the lowest light pollution lamp systems available. It has an optional book cradle and it applies the minimum of pressure on the original document.

After independent tests against rival scanners in Sweden the SMA 21 has proved to be the scanner of choice for the Swedish National Archives. *Please ask for more details.*



INFORMATION GOVERNANCE TRAINING

New Intranet/Internet Training courses – All of your employees have responsibilities towards the requirements of “Information Governance”, in particular where ISO 17799, Data Protection Act 1998, Caldicott Principles, Data Quality and the Freedom of Information Act fit into their daily work. However, how well trained are your employees on these matters, even if they have been issued with handbooks and basic notes?

Genus has been involved in numerous document management projects especially helping to design them to comply with all of the latest legislation. One of the key requirements, post installation, is for the system users and even the non system users to be properly trained so that their actions are fully compliant.

Traditional one-off awareness presentations to staff can be effective in the short term although usually expensive and time consuming. Due to this training is usually provided too infrequently to be effective in the long run. Also how can you economically cope with staff turn over and changes in legislation?

As a result Genus can now offer a series of training sessions via your intranet or the internet which mean that all of your employees can be trained quickly and economically. Our courses offer the following features:-

<p>Intranet or Internet based training delivered to the end users desk top.</p> <p>Content developed in conjunction with numerous trusts and authorities</p> <p>Fully customisable material</p> <p>Tests employees understanding of key issues with thorough topic and end of module questions</p> <p>Full test monitoring via a Learning Management System produces detailed training records and analysis tools</p> <p>Detailed reports identify areas of poor awareness</p> <p>Records employee acceptance of your policies</p> <p>Delivered in “Full Course” or short “E-Bulletin”</p> <p>Where to get further advice and guidance from your help desk, Data Protection Officer or others</p> <p>Glossary of Terms</p> <p>Regular Updates through maintenance</p>	<p>WHO SHOULD BE USING OUR TRAINING COURSES:-</p> <p>UK Police Forces (covers IS, GPMS, DPA & Freedom of Information)</p> <p>NHS Trusts (covers all Information Governance issues)</p> <p>Local Authorities (covers IS, DPA, FoI, Social Services & Caldicott Issues)</p> <p>Any organisation implementing an EDMS or EDRMS system for their clients</p> <p>BENEFITS OF OUR TRAINING COURSES:-</p> <p>Significantly reduced cost of training</p> <p>Flexibility of Content</p> <p>Fast route to a comprehensive training programme</p> <p>Automatic generation of training records</p> <p>Training needs analysis if required</p>
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Graphic Press. Founded in Coventry in 1926 Graphic Press was bought by the Genus Group in 1998 and moved to Nuneaton due to its production of fiche and aperture card guide cards, outsignals, printed fiche envelopes, printing on jackets, printed acid free boxes, cartridge and box labels etc. Since then the company has also been increasing its more conventional print customers in the Coventry area supplying clients such as Estate Agents, Sports Clubs, Hospitals, Pension companies, Transport companies and General Commerce. Due to its ownership by Genus it now also has a number of microfilm and scanning bureau clients!

Graphic Press can print all of your business stationery needs including letterheads, business cards and compliment

slips but in addition it can print full colour catalogues and brochures, flyers, leaflets, booklets, labels, tickets, triplicate forms/books, presentational folders and newsletters.

In fact to provide you with a sample of what Graphic Press can print, this very Newsletter was printed by them!

Graphic Press can also perform a number of finishing jobs including guillotining, folding, stapling, gluing, padding, sequential numbering, perforating, binding and collating.

We also provide a graphic design service so that we can help you design logos, layouts, adverts, catalogues and promotional items.

Therefore if you would like to have a quotation for your printing needs then please give Genus a call.

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Wicks and Wilson - Launched in March at the AIIM show in New York is the brand new high speed RS300 roll film scanner from Wicks and Wilson.

The RS300 can scan at speeds of up to 325 images per minute (200 dpi, bitonal, A4) making it one of the fastest roll film scanners in the world. In addition to this very high speed it also has the ability to produce both greyscale and bitonal images simultaneously.

Up to 600 dpi scanning, manual framing, cropping, deskew, rotation, multi-level blip and edge detection makes the RS300 a truly versatile production tool.

Optional auto-deskew, auto-centering, 256 level grey scale, 1000ft (300m) spools and PDF output add to the appeal of this scanner.

Come and see the demo unit now or ask us to scan some images and we will report back with a true production throughput for your application.

New Web Sites

If you haven't already seen we have two new web sites:- www.genusit.com - this is our new Group web site which gives details of the total solutions that we can offer for your document management issues.

www.microfilm.com - this has just been updated to show our new microfilm colours of purple and blue rather than our previous orange colour.

For further information on any of the topics or products covered in this Newsletter please call us on **024 7625 4955**, fax us on **024 7638 2319**, e-mail us at info@genusit.com or visit us at our web site www.genusit.com and fill in the online enquiry form in our Newsletter section.



Seminars - The Information Culture Change - series of seminars - If you are involved in the public sector or NHS, including nursery schools, doctors surgeries, right through to Central government departments then this series of seminars will help you through the minefield of the Freedom Of Information Act, Data Protection Act, Regulation of Investigatory Powers Act and Section 8 of the Human Rights Charter.

This series of seminars is organised by The Green Sheet magazine in conjunction with British Standards - see www.green-sheet.net for more details and the electronic booking form.

Dates and Venues are:-

MANCHESTER	-	12TH MAY 2004
READING	-	1ST JULY 2004
LONDON	-	22ND SEPTEMBER 2004
CARDIFF	-	3RD NOVEMBER 2004

"Genus/The Microfilm Shop will be one of the exhibitors at this conference."



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