

# Maximize Space | Minimize Time

### Intelligent office storage solutions



Office solutions from Kardex Remstar: Increased space, enhanced security, improved accessibility: attractive, efficient storage systems for all.





# SOUTHWESTSOLUTIONSGROUP business organization systems



Passionate about storage: Kardex Remstar specializes in providing solutions that deliver improved working practices, increasing productivity and optimizing storage space.

At Kardex Remstar, we've made a science out of storage and retrieval, offering intelligent office solutions to improve your business processes.

Working closely alongside you, we can identify the benefits of tailored storage solutions, devising innovative strategies and offering practical advice to help drive your organization forward to its corporate goals.

Paper records, files, stationery, CD/DVD, credit cards, library, and X-ray; light industrial applications, sample vials, artifacts, valuables collectors' items, guns, sports equipment, check books, certificates and licenses... we understand that companies have to contend with an ever-widening range of media. That's why we've developed solutions to suit any of these applications, which will save space, improve security and productivity, comply with the latest legislation, deliver a greener office environment and save you money.

So, whether you are relocating, refurbishing – or simply looking to do things better – you can rely on Kardex Remstar for fresh, 'out-of-the-box' thinking to solve an ageold problem.

#### Benefi ts at a glance

- Reduce floor space by up to 70%
- Increase staff productivity by 100%
- Improve security and control over contents
- Comply with state and industry specific record retention laws
- Manage paper and digital files in parallel

#### in parallel

- specific record retention laws Manage paper and digital files
- Comply with state and industry

Improve security and control over

www.southwestsolutions.com



# Whatever your industry sector we have a solution that will help to improve your business processes.



### Intelligent storage and retrieval solutions - increasing productivity, and reducing overhead.

We love a technical challenge and are always striving for perfection. We are continuously developing innovative solutions, always with the goal of meeting and exceeding the requirements of our customers. Our track record, we have already installed over 140,000 systems in the office, warehouse and manufacturing sectors.

Kardex Remstar is one of the world's leading manufacturers of storage and retrieval solutions. Each system is specifically designed to make your working processes more productive and efficient as a result of integrating well thought out concepts with proven technologies.

Our tailor made storage and retrieval solutions allow you to optimize storage capacity whilst at the same time reducing the cost of handling goods. The degree of automation used, can be selected to suit the application ranging from manual systems right up to fully automated robot assisted solutions.

#### Represented worldwide

Global thinking means being and thinking everywhere. Our market is the global market. Our customers often operate on an international scale or are global players with worldwide activities: Kardex Remstar adapted to this very early on. We are where you need us – we have subsidiaries and agencies in almost every country of economic importance in the world, keeping us up close and personal to all of our customers. But we go one step further: as part of the Kardex Group, which has over 2200 employees, we can transfer our expertise directly to your organization, in the form of service, support and training.

#### Quality and safety

We want to fulfill your expectations in every way – because we know that sustained quality creates trust in a company. That's why we make such great demands on ourselves. All systems manufactured by Kardex Remstar are subjected to the strictest quality guidelines at our factories in Bellheim and Neuburg (Germany) and in Lewistown (USA).

Where applicable our products are certified to the following standards, among others:

- UL-tested and approved
- Compliant with CE norms
- RAL quality standards in Germany
- Certified to TÜV-GS and and TÜV C-NRTL\_US

Our production facilities work in accordance with Quality Management Systems which comply with ISO9001 and 14001.



Toll Free 1-800-803-1083

www.southwestsolutions.com

# Kardex Remstar Lektriever<sup>®</sup> Vertical Carousel: Space-saving, secure, controlled access to confidential media.

kardexremstar lektrieve www.southwestsolutions.com Toll Free 1-800-803-1083



Embrace new technologies: the Lektriever's wide range of internal fitments provides maximum flexibility for mixed media storage.



Designed to suit every situation: Whatever your industry, wherever your installation, however complex the challenge, we can tailor a solution specifically for you.



#### Filing and storage

High-density storage of important documents gives quick and easy access for users in a secure and controlled environment. With only authorized staff allowed to retrieve files and all transactions being recorded using track-and-trace software, breaches in security are minimized and the possibility of lost files is considerably reduced.



### Government

In many Government departments Lektrievers are called upon to store and retrieve the widest range of products and materials from military uniforms to personnel records. In each case security and integrity are of key importance as well as the savings in floor space and productivity.



### Stationery storage

Controlling the usage of stationery can be difficult. Lockable and secure, the Lektriever will protect contents from dust and sunlight fade, while at the same time improving housekeeping and avoiding excessive and unjustified expenses. FastPic Office software and user administration functions can restrict access to approved employees only.



### Pathology

In hospitals and laboratories, storage and retrieval needs to be handled with clinical precision. The Lektriever's special trays for housing samples provide efficient access, preserve security and minimize sample loss. Maximizing floor to ceiling clearance saves valuable floor space, while the introduction of automation increases staff productivity.

### www.southwestsolutions.com



The Kardex Remstar Lektriever's proven technology is transferable across many business sectors. With infinite applications, it's the storage solution that works.



### Towels and laundry

The sheer volume of table linen, towels and laundry in hotels and hospitals presents a storage and retrieval conundrum. The installation of Lektrievers can simply and effectively overcome the challenges posed by automating the process of handling and ensuring safe, dry, clean and secure access to the items as required.



### Sports and Leisure

No matter the sport; the equipment needed for victory requires careful handling and can be difficult to store. The Kompakt Mobile Storage System is the perfect solution to store odd sized sports equipment in a compact footprint. From hockey sticks, to helmets, to golf clubs, to soccer balls our storage solutions can store all your sports and leisure equipment in one central location.



### Weapons Storage

Weapons storage requires the highest security and safety. Vertical Lift Modules and the Lektriever with an automated security door provide secure storage physically blocking access to the stored weapons to operators without a password. With the addition of FastPic5 inventory management software all transactions can be recorded; detailing the storage and retrieval actions of each individual.



### General storage

From presentation documents to Christmas decorations, from telephone message pads to tableware, there are innumerable different items requiring storage in today's offices – quite apart from everyday filing. With the benefits of automation, the Lektriever is perfectly designed to accommodate everything from the fundamental to the far-fetched.

Toll Free 1-800-803-1083

### www.southwestsolutions.com

## Features and benefits:

Space-saving systems that offer easy access to items of every dimension, from confidential files to other essential media formats.



Revolutionize the process of filing and mixed media retrieval in your office with the Kardex Remstar Lektriever.



#### Ergonomics and accessibility

- A simple and user-friendly track-and-trace software tool
- User management: login password offers access rights to contents by shelf or machine type
- Transaction logs on users, activity type, and date
- List of overdue documents and items



#### FastPic Office software

- Automated retrieval brings stored items to the user
- Freedom from walking, bending and stretching to retrieve files and media increases users productivity and work accuracy
- Automation ensures that all users have equal ability to access and work with the system irrespective of any personal ability or limitation

### www.southwestsolutions.com







#### Door options

Automatic Security Door

- Level 1: supervisory pass-code or PIN allows one individual to open Lektriever
- Level 2: up to 25 individual user PIN
- Level 3: restricts users to certain shelves within the unit
- Level 4: integrated with FastPic Office software where all transactions are logged and generates audit reports
- All machine movements are carried out with the doors in the closed position
- Manual Door
- Bi-parting manual door for lower security general use



#### Posting board options

- Electrically adjustable posting board enables users to alter the height between 30.3 - 39.4 in for personal setting preferences, with up to four pre-set positions
- Mechanically adjustable posting board allows users to select heights at 2 in intervals between 303 - 39.4 in for individual preferences
- Static posting boards can be fixed at either 29.5 - 39.4 in for seated or standing access
- Fold down posting board in either a seated or standing position offers additional working space when required



#### Color and finish options

- Available in a range of standard RAL colors to suit your office decor
- Posting boards available in a range of colors and materials, to complement décor or specifi c applications

www.southwestsolutions.com

# Space and Productivity: Make your office space work harder.

Avoid counting the cost of inefficient storage! Kardex Remstar intelligent storage solutions can optimize your office accommodation, minimizing wasted space and maximizing employee productivity.

The premiums paid for useable office space mean that you need to consider seriously the most effective way to store and retrieve all of the different types of media in your office. Optimizing your accommodation to create more meeting rooms or work stations for additional business teams – or simply to increase your efficiency – will pay dividends in the long run.

Performance and productivity are key criteria to bear in mind when contemplating the type of storage system that would suit your needs best. Kardex Remstar intelligent storage solutions address both criteria and score highly on each.

#### Maximum storage performance

The number of filing metres that can be accommodated within the footprint of any storage system is a key efficiency indicator: there can be a dramatic variance between the capacity of different solution types.

By taking advantage of cubic volume and not square area, the Lektriever automated vertical carousel optimizes floor space. The unit can be built right up to ceiling height, and when considered at the design stages of a building, can even be built to go through a number of floors while maintaining the same footprint. Compared to other solutions, it is one of the most efficient in terms of linear storage metres per square foot of floor space – up to twice as efficient as drawer and lateral cabinets.

#### Increased productivity

Productivity can simply be measured by establishing how long it takes for users to access key information or retrieve certain items. Is there an unnecessary amount of non-productive activity, such as walking around the office, bending or stretching, to carry out the task? What happens if the item being searched for is not there, lost or misplaced? How much time is then spent searching or lost items?

By introducing automation in filing and storage, the Lektriever enables tasks to be carried out from one seated or standing location, without the need to move away from the workstation. Time and motion studies clearly show that productivity gains of over 100 percent are experienced by users of Lektrievers, when compared to manual systems such as drawer and lateral cabinets as well as static and mobile shelving.



### www.southwestsolutions.com

# Security and Control: Ensure your key documents are secure.

Don't leave document security to chance! The Kardex Remstar Lektriever comes with peace of mind built in, with a full range of security measures designed to preserve your documents' confidentiality.



Locking shelves on the Kardex Remstar Lektriever ensures files are stored securely

With state and industry specific record retention laws these days businesses need to consider carefully the creation and management of records.

How companies store and retrieve their records is just as important as what information is contained within them. File security can have a real impact on an organizations bottom line and it is becoming more important than ever to protect files and documents from unauthorized access. Managing files and documents to ensure their usability, reliability, authenticity and preservation for the mandated time period can be a costly and overwhelming task.

#### **Built-in security measures**

Kardex Remstar has unique expertise in storing records safely, to ensure their usability, reliability, authenticity and preservation for as long as they are needed. Using the Lektriever in conjunction with our FastPic Office software ensures that compliance is much more achievable and manageable than with any manual file systems. Built-in security features can be adapted to suit companies' specific requirements, ranging from supervisory pass-codes or PIN that will allow individuals to open Lektriever to full integration with FastPic Office software where all transactions are logged and audit reports are generated. It is also possible to identify certain shelves within the unit and restrict access to those shelves alone. The fact that all machine movements can be carried out with the doors in the closed position further guarantees security.

www.southwestsolutions.com

# Accessibility and Ergonomics: Guarantee effortless access for all.

Make sure your business is equality compliant! The Kardex Remstar Lektriever is designed to offer accessibility for all staff, meeting both disability standards and health and safety requirements.



The Americans With Disabilities act of 1990 prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established. To comply with this act, organizations need to make reasonable adjustments so that disabled employees aren't discriminated against.

These reasonable adjustments can apply to the working arrangements for staff, including tailoring their working hours, for example, and to any physical aspects of the workplace, such as providing an adapted piece of equipment to help carry out the job. The job must 'fit the person' in all respects, and the work situation should not compromise human capabilities and limitations.

#### Preventing future injury

As well as catering for disabled staff, employers need to be mindful of not causing future disabilities. You must ensure that your equipment does not cause repetitive strain injuries, which can develop over time and can lead to long-term disability.

Ergonomics can help. Described as 'the science of designing the workplace environment to fit the user', ergonomics involves:

 Designing equipment and systems, so that they are easier to use and less likely to lead to errors in operation

- Designing tasks and jobs so that they are effective and take account of human needs such as rest breaks and sensible shift patterns, as well as other factors such as intrinsic rewards of work itself
- Designing equipment and work arrangements to improve working posture and ease the load on the body, thus reducing instances of repetitive strain injury or work related upper limb disorder.

#### The ergonomic solution

The Lektriever is perfect for both scenarios, not only catering for staff with disabilities but also preventing future repetitive strain injuries. An automated retrieval system, which brings the item requested to the operator at an ergonomic access position, it does away with the activities associated with manual systems such as pulling open drawers, reaching and bending.

In addition the Lektriever unit can be fitted with either an electrically or mechanically adjustable posting board (work surface) so casual users can use the unit at standing height, and longer file operations can be done in a more comfortable seated position.

# Systems Integration: All your filing together within one system.

### Can't merge your physical and digital files into one business process? The Kardex Remstar Lektriever allows all files of every format to be integrated into one business solution.

These days, many companies, whether for regulatory or other specific reasons, need to keep business-critical original documents safe and secure, alongside their matching digital image.

If you work with signed agreements, leases, contracts, policies, evidence or loan files – in fact, any document where its loss would prove commercially damaging to your business or expose it to litigation – then you'll understand how difficult it is to develop a workable strategy for parallel document storage. The most obvious response is off-site storage, however, this is not only expensive, but it is time-consuming and there are issues relating to control.

### Intelligent systems for integrating storage

Kardex Remstar offers a solution to this problem: uniquely intelligent systems that help manage both the physical and digital document in parallel, which are space-saving and staff-friendly – and can actually be built within your office. This one, simple solution instantly removes the need for costly off-site storage and overcomes the growing concerns about loss of control and security breaches.

The Lektriever combines proven software and hardware technologies to enable your company to find the physical hard copy file when you need it.



Adapting to your individual needs At Kardex Remstar, we understand that each company's requirement is different and have a long track record of working with our customers to design tailored solutions. With all the expertise and "know how" to bring recommendations to life, Kardex Remstar consultants will carry out file audits and space planning, proposing options that will lead to the most significant improvements in your overall business process.

### www.southwestsolutions.com

# Corporate Responsibility and Sustainable Solutions: Reduce your impact on the environment.

Take responsibility for the way your company's storage works. The Kardex Remstar Lektriever will ensure your business's sustainability by improving its impact on your people and the planet.

How's your company's Triple Bottom Line? Also som etimes known as the 3Ps, i.e. planet, people, profits, the Triple Bottom Line (TBL) captures a business's essence of sustainability by measuring the impact of their activities on the world. A positive TBL reflects an increase in the company's value, including shareholder value and its human and environmental capital.

A company's premises plays a key part in its TBL; whether the business optimizes its building stock can significantly influence its sustainability positively or negatively.



#### A green revolution

In fact, the building sector, which consumes more than one third of the world's energy and in most countries is the largest source of greenhouse gas emissions, is a major contributor to the global environmental problem. Fortunately, the building sector can play an even bigger part in the solution, providing some of the most cost-effective and expedient ways to tackle climate change.

According to the Intergovernmental Panel on Climate Change (IPCC), building-related greenhouse gas emissions could almost double by 2030. However, the IPCC's most recent report has also found that, with proven and commercially available technologies, energy consumption in both new and existing buildings could be cut by an estimated 30-50 percent without significantly increasing investment costs.

Today, a global network of green building councils is at the forefront of galvanising action, within industry, government and the community. This coalition of more than 50 green building councils is transforming the global property market and building industry through green building rating systems, education and advocacy.

A number of independent studies confirm that buildings certified by green building councils can consume 85 percent less energy and 60 percent less potable water, and send 69 percent less waste to landfill than non-certified buildings.



#### A positive impact

The Lektriever can play a significant role in helping organizations to achieve the necessary standards to meet these reductions and add to their Triple Bottom Line. By offering a saving of 50 percent in office floor space compared to conventional storage products, the Lektriever ensures businesses can use less electricity for heating and lighting. Not only does the Lektriever have a positive impact on the planet, but its ability to improve accessibility and productivity for all users, irrespective of ability or physical impairment, improves both its economic and social impact, ultimately making a positive contribution to the company's sustainability and profitability.

www.southwestsolutions.com

# Kardex Remstar Megamat<sup>®</sup> RS: Maximum load capacity within minimum footprint.



The Kardex Remstar Megamat RS has been specifically designed for office applications where the load is heavy and the floor space tight.

Paper files are one thing, but what if a heavier load-bearing capacity is required in your office?

The Megamat RS has been purpose designed for office applications where loads can reach above 330 lbs per shelf or in areas with above average ceiling heights. Offering all of the same functionality of the lighter weight automated carousel Lektriever, it is perfect for those situations where a bit more muscle is required.

Examples include applications such as computer tape storage, where not only will the extremely densely packed mixed media result in a significant increase in the weight of items to be stored, but also in the sheer volume of material to be stored, with each main Megamat shelf level being capable of division into another two or three intermediate levels.

The Megamat is equally useful at storing books and CDs and DVDs, and fits easily into a hospital situation where samples and liquids need to be securely stored.

www.southwestsolutions.com

# Kardex Remstar Shuttle<sup>®</sup> XP: High volume capacity in a compact footprint.



The sky is the limit with the Kardex Remstar Shuttle XP, where modular design and intelligent storage principle meet together to provide unrivalled storage capacity and flexibility.

The Shuttle XP is a vertical lift module (VLM) storage system, which involves an extractor tray moving vertically between two static bays of shelving, and bringing the selected tray to a central access point for the user to retrieve the items requested.

#### Optimized storage density

Available in varying heights, ranging from 8.4 feet right up to 98 feet, the Shuttle VLM offers massive capacity, yet inhabits only the smallest of footprints. A key player in Kardex Remstar's portfolio of intelligent storage systems, the Shuttle includes a product height detection system, located at the access and loading point.

By automatically sensing the height of goods to be stored, and allocating the optimum location within the system, the Shuttle is able to maximize storage density without wasting any space.

dimensions	
dth	42.4 to 172.4 in
	100.3 to 1,183

#### Unit height pitc

W De He

4 inch steps

Performance dat

djustable up to 78.74 in. per secon

Storage/retrieval speed adjustable up to 27.56 in. per second

Gross loading capacity max. 67/120 t

#### Trays

49

49.2 to 159.4 in. 24 to 50 in.

# Modular design and an intelligent storage principle offer the double benefit of future proof flexibility irrespective of location and storage medium.

#### Through floors and on the outside of buildings

By incorporating the Shuttle technology into the design and planning of the building, companies are able to gain maximum benefit from the system's innovative concept. Units can be installed through several floors of a building in much the same way as a lift-shaft is integrated into a plan, or can be positioned on the outside of the building if open-plan design is required. The Shuttle can easily be clad in a weather-proof material and becomes an integral part of the building. Inside, access points to the Shuttle can be allowed for at each or as many floors as required.

#### Benefit: Saving space

The Shuttle XP has a high capacity in a small footprint. Compared with conventional methods, the system requires a footprint that is up to 80 percent smaller. On an area of only 108 square feet, it provides up to 21,560 square feet of storage space.

# Benefit: Increased safety security and control

Safety of personnel and operators is always of paramount importance. The Shuttle XP offers maximum protection for users and contents alike by providing a shutter door and light barrier in the access opening.

### Benefit: Improving productivity

The design of the Shuttle XP means that it can be built through several floors of a building giving access points at up to six different levels. This means that files and items to be shared across different departments on several floors can be served from the one unit increasing productivity and retrieval times by up to 100 percent.



### Benefit: Systems Integration

All of your filing and mixed media requirements are housed in the one system. When managed by FastPic Office the Shuttle becomes a central depository of all types of media satisfying both the retrieval of hard copy documents and physical media as well as digital files.

### www.southwestsolutions.com

# Kardex Remstar FastPic Office: Innovative software – bringing together digital and physical technologies.



FastPic Office software works with your processes and Kardex Remstar hardware solutions to provide higher levels of security and control for all of your essential documents.

For over 20 years Kardex Remstar has been developing and implementing software solutions to help customers reach the goal of systems integration, where both the physical and digital world can work together in perfect harmony.

Paper growth statistics and our continued reliance on proof of evidence within the existing regulatory and legal systems means that "the paperless office of tomorrow" heralded so many years ago is unlikely to come to reality for several generations.

Information overload means that cutting through irrelevant data to get to the hard facts is taking the average worker 25 percent of his time. This has the knock on effect that wrong data is often processed and it takes us all longer to do our jobs as a result of having too much information

Here are some little known facts about today's office:

- The average document is copied
  9 times
- It takes 18 on average minutes to find a document
- 7.5 percent of all documents are lost
- 3 percent of all documents are misfiled
- Information volume is growing by 50 percent annually

Kardex Remstar can help you to control some of this overload by having improved processes in place. At Kardex Remstar we work in a multitude of industries where our core hardware products Lektriever and Kompak Mobile Shelving show significant improvements and savings in space, time and security. Only when these are linked to FastPic Office do all elements of the business improvement process come together into one integrated solution.

#### Security and Control

User management, login password, access rights for each operator by machine number or shelf number give full control over the security and integrity of all contents. This is of key

www.southwestsolutions.com



Functional, user-friendly and much more – so many reasons for having FastPic Office.



importance all industries but particularly so for those working within a highly regulated environment.

Providing access only to authorized users for certain files according to their user profile is the start of an improved process. Once files are removed from the system then transaction logs and reports can analyze usage by user, time and date, flagging overdue files and then having the ability to forward reserve files once returned.

#### Accuracy

File accuracy can be increased by the use of bar-code and pick by light systems which

guide the user to the correct section of the shelf where the requested file is located. In addition the introduction of a color coded filing and index system will help to pinpoint the correct folder. Color coding alone can speed up folder recognition by 40 percent when compared to non-colored systems.

#### Space optimization

By integrating FastPic Office with hardware solutions we allow organizations to save up to 75 percent of the valuable floor space previously committed.

#### Key features at a glance

- User management, login and dedicated access
- List of overdue documents and items
- Transaction logs based on user, activity type and date
- User friendly and easy to understand screens and layout
- Minimal user training and support required

#### support required

 Transaction logs based on user, activity type and date
 User friendly and easy to understand screens and layout
 Minimal user training and

www.southwestsolutions.com

# The Kardex Remstar service principle: 3 levels for your success – and more efficiency, sustainability, safety.



Kardex Remstar is always there for you – With over 500 factory certified technicians available 24 hours a day, 7 days a week- this is Kardex Remstar's service commitment to you. To achieve this, we have devised three practical service packages for you:

### ESSENTIAL

The ESSENTIAL service sets the foundation stone for a long-term and efficient operation of your dynamic storage systems. This not only covers the legal minimum requirements – our service goes way beyond that: qualified service technicians integrate Kardex Remstar expertise to protect and retain the value of your machines.

### PLUS

The PLUS Service secures the sustainability and economic efficiency of your dynamic storage systems. In addition to maintenance, priority-based telephone support with 365/24/7 availability and an efficient spare parts management system are the supporting pillars of the PLUS Service.

### EXTRA

If you require a little bit more, the EXTRA Service package is just right for you. Active maintenance management, implementation, modifications, training courses and regular software support make our services into a complete all round package for you.

We stand behind our products offering one of the most comprehensive warranties in the industry. Ask us about our warranties today

### www.southwestsolutions.com

# Kardex Group: The One-Stop Shop supplier for automated storage and material flow solutions.





### kardex remstar

Kardex Remstar is one of the world's leading manufacturers of automated storage and retrieval systems. Since 1973, we have installed over 140,000 systems successfully in the "Office", "Warehouse" and "Commerce" segments.

Each of our products has been developed with the aim of increasing your productivity and improving the efficiency of your work processes. Our tailor-made solutions allow you to make the best use of your warehouse space.

### kardexstow

For over 30 years, the aim of Kardex Stow has been to supply you with both low-cost and high-quality warehouse systems and equipment that are individually adapted to your applications. Besides the classic core product – the pallet rack – Kardex Stow has concentrated for many years on its core competence of developing solutions for small parts storage and the storage of long items (cantilever racks) and mezzanine constructions.

This type of storage system is gradually gaining importance, to be able to deploy staff and resources as efficiently as possible. Our storage systems assist you to shorten paths and optimize throughput times.

### www.southwestsolutions.com