WORKFLOW OPTIMIZATION SUITE

Choice
OFFICE EQUIPMENT

STREAMLINE
YOUR OPERATION.

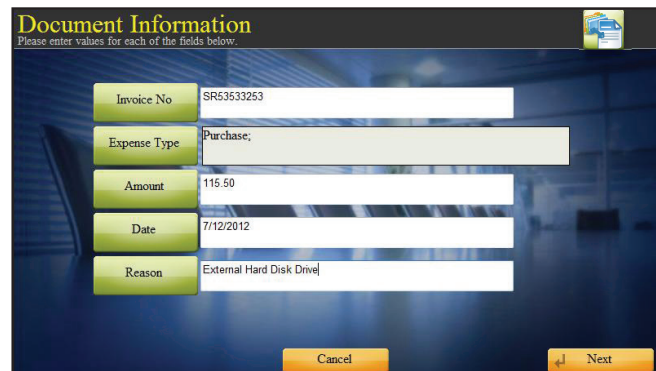## AUTOMATE WORKFLOW. INCREASE EFFICIENCY. STAY CONNECTED.

KYOCERA'S WORKFLOW OPTIMIZATION SOLUTIONS BOOST OPERATIONAL EFFICIENCY BY ENABLING YOU TO STREAMLINE CONVENTIONAL HARDCOPY DOCUMENTS INTO VERSATILE, DIGITAL WORKFLOWS.

DOCUMENT MANAGEMENT SYSTEMS THAT EMPOWER CORPORATE WORKFLOWS

As today's businesses look to drive long-term success in a highly competitive environment, they are embracing Document Management Systems (DMS) as a means to realize measurable gains and productivity. More than simply a means to convert hardcopy documents into digital files, the optimal document management system is intimately aligned with a company's workflow. It offers the tools and capabilities for easy document retrieval, enhanced security, and simplified routing that enable it to play a critical role in a business' day-to-day operations.

As a leader in document workflow solutions, KYOCERA offers a **Workflow Optimization Suite** of business applications for paper-intensive environments. Comprised of DMS Link, DMConnect and third party software, it sets the standard for excellence, benefitting businesses of all sizes, and across diverse industries.

DMConnect and DMS Link are two powerful business applications that turn your KYOCERA MFP into an on-ramp for capturing and converting hardcopy documents, which are then processed based on your organization's workflow. Both applications provide administrators the necessary tools, such as Workflow Wizard and Workflow Studio to create customized workflows within their existing infrastructure.

DMS Link's customized indexing fields allow users to enter accurate and searchable details for every document scanned.

DMS LINK: WORKFLOWS THAT ALIGN WITH YOUR BUSINESS PROCESSES

The ability to create customized workflows helps businesses improve document handling and empowers users to collaborate more effectively. DMS Link provides efficiency-boosting capabilities for businesses with existing document management systems, as well as those for whom document management systems may be too costly to deploy. For those without a document management system already in place, DMS Link leverages a connected KYOCERA MFP to enable users to scan directly into their existing folder structure and create more streamlined workflows. For those businesses that already have a supported document management system in place, DMS Link streamlines entry of business-specific data (indexing) and hardcopy scanning. And it all takes place simply, with the touch of a button, at the KYOCERA MFP's control panel.

Familiar touch-screen operations enable fast entry of business-specific data (indexing) and scanning of hardcopy documents. The electronic file is automatically routed to a designated document repository. From a network computer, indexed files including purchase orders, invoices, contracts, and more are easily searchable from a central database.

Protection of sensitive information is a major concern in today's business environment. The powerful combination of KYOCERA MFP technology and embedded DMS Link creates a secure system for digital imaging, distribution, retrieval and long-term archival.

With the standard DMS Link package, users in Windows environments can create searchable PDFs with Optical Character Recognition (OCR). For more robust capabilities, your organization can create editable file types such as Microsoft® Word, Microsoft Excel® and PDF using the optional Optical Character Recognition (OCR) powered by Nuance® OmniPage®. Enhanced functionality lets you fully extract content while preserving the format of each element, whether it is text, image or spreadsheet, thus saving you time and increasing productivity.

DMCONNECT: ROBUST CAPABILITIES BRING ADDED BENEFITS TO DOCUMENT WORKFLOWS

DMConnect takes workflow optimization capabilities up a notch, offering everything found in DMS Link plus advanced features including multi-destination workflows, user group restrictions and searchable list fields, to organizations that require them. Documents can be faxed, e-mailed and stored in a document management system, or secure network folders. In addition, the application's intuitive indexing capability speeds time to retrieve business-critical documents.

ENHANCE EMPLOYEE PRODUCTIVITY WHILE IMPROVING ROI

DMConnect enables businesses to leverage their existing infrastructure to improve ROI. The ability to share information across multiple groups enables workers to better collaborate and service their customers. What's more, reusable and sharable routing rules increase employee productivity by eliminating repetitive manual processes. Advanced functionality to directly assist in enhanced productivity include:

› **Bates Editor** allows viewing and resetting of bates counters as needed for clearer document identification, commonly used by companies in the legal and finance industries.

› With DMConnect, users can select to remove **blank pages** that may be hidden within a document, allowing for cleaner documents and the ability to avoid unneeded pages.

› The ability to send documents to **multiple destinations** with only one scan allows users to save time and increase efficiency.

› With **searchable list field** capability, users can easily input keywords based on predetermined, business-defined criteria, minimizing potential errors.

DMConnect's enhanced indexing capabilities include calendar date selection and customizable help icons.

MAINTAIN SECURITY WHILE PROVIDING AUDIT TRAIL COMPLIANCE

The ability to access documents is critical for any organization. Yet, unauthorized access to documents can pose security risks. With DMConnect's ability to restrict groups or departments through Active Directory integration, you can be assured that sensitive documents remain protected, and your business adheres to security compliance requirements.

Recording document transactions plays an integral role in an organization's voluntary or mandated compliance initiatives. For organizations required to maintain audit trails and controls, DMConnect will notify users via e-mail that document workflow has been initiated.

DMConnect provides robust document capture, processing, retrieval and archival capabilities directly from the control panel of the KYOCERA MFP to help eliminate lengthy manual error prone processes, which in turn increases productivity.

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MEANINGFUL SOLUTIONS TO MEET YOUR BUSINESS CHALLENGES

Optimizing business processes is what we at KYOCERA do each and every day. We take the time to understand what is truly at the core of your print-related challenges and develop practical, effective solutions that are free of unneeded complexity. We offer a diversified range of multi-functional products, printers and business applications, along with industry-leading service and maintenance capability that will be there when you need it.

KYOCERA's **Workflow Optimization Suite** comprised of DMS Link, DMConnect and third party software, accommodates the widest range of business workflow needs, from those of small businesses to multi-national enterprises.

Feature	DMS Link 4	DMConnect
Nuance OmniPage OCR Option	✓	✓
Workflow Wizard and Templates	✓	✓
Workflow Studio for Custom Workflows	✓	✓
Index Data Security	✓	✓
Bates Stamping	✓	✓
Bates Editor		✓
Blank Page Detection/Removal/Split		✓
User Group Restrictions		✓
Multi Destination Workflows		✓
E-Mail Notification		✓
Searchable List Fields		✓
Auto Populate User Index Data (HID)		✓
Network Attached Storage (NAS) Support		✓

DOCUMENT CAPTURE AND SECURITY FOR THE ENTERPRISE

For enterprises with specialized or highly customized requirements, we offer NSi AutoStore™, a server-based application that orchestrates the capture and secure delivery of paper and electronic documents into an enterprise's line of business applications. Internal staff, external partners and customers can easily contribute to the business workflow, wherever they may be, using any device at their disposal. Whether handling invoices, claims, applications or order forms, NSi AutoStore can automate your document driven business processes to help lower costs, improve operational efficiency, communication and collaboration, and help support legal and regulatory compliance requirements.

For detailed system requirements, contact your authorized KYOCERA dealer or visit our website at www.kyoceradocumentsolutions.com/us

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