



KONICA MINOLTA



Konica Minolta bizhub® makes Document Management easy...

Your Konica Minolta bizhub...
The start of your new document management system.



DocRecord™

With your Konica Minolta bizhub, true document management is closer and easier than you think...

Your Konica Minolta bizhub is an all-in-one digital printer and scanner – it is the perfect office tool that allows you to easily and automatically scan your documents to document management software.

Konica Minolta bizhub MFPs make digital scans as easy as they make copies... simply place the documents in the feeder and press Start.

And, after your documents are in your document management system, you can retrieve them at the touch of a button, send them to others for review, make them instantly available over your network or the Internet, and a lot more.



Benefits to Your Organization

- Substantially reduce costs
- Instant search and retrieval of documents
- Reduce physical filing cabinets
- Increase employee and operational efficiencies

- Documents available to many users simultaneously
- Instantly share documents locally or remotely
- Reduce the need for offsite document storage

DocRecord is an intuitive, easy-to-use document management system - designed to seamlessly work with your Konica Minolta bizhub MFP.

What DocRecord Does

DocRecord stores all your electronic files and content and makes them instantly accessible across your organization. In addition to storing all your electronic documents, DocRecord can also store e-mail, multimedia files, CAD-CAM drawings, and more... displaying over 300 file types without having the native application installed on your PC.

1 CAPTURE YOUR DOCUMENTS

Enter your documents into DocRecord through a number of sources – scanned directly from your Konica Minolta bizhub or from a production scanner (for heavy duty scan requirements), through eCopy™, from e-mail capture, directly from the desktop, or through your Microsoft® Office® application such as Word, Excel, PowerPoint, and Outlook.

Your documents can be entered individually or in batches. And, DocRecord has a number of tools that expedite the simple and efficient batch scanning and filing of documents – such as generating barcoded cover sheets for automatic indexing and filing, splitting up a mixed batch of different document types, or splitting a batch scan of similar documents into single documents.

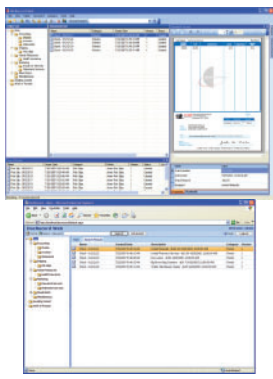
DocRecord and bEST – DocRecord also utilizes Konica Minolta's exclusive bizhub Extended Solution Technology (bEST). bEST allows a seamless interface from your bizhub MFP to DocRecord and permits scanning, image manipulation and clean-up, and indexing directly into DocRecord – all from bizhub's intuitive, touch-screen control panel. Save significant time, money, and efforts using bEST with DocRecord. bEST is part of Konica Minolta's industry-leading and proprietary bizhub OP (Open Platform) control system.

2 INDEX AND STORE YOUR DOCUMENTS

DocRecord can perform a variety of process functions for your documents. These functions include optical character recognition (OCR) that converts a scanned image into a text document, automatically assigns indexing information, converts the file type into a TIFF or PDF, and much more. OCR can be performed for a full page, selected regions, indexing "zones," or for barcodes..

Once completed, your documents are auto-filed into the correct folders within DocRecord. These folders are created by you prior to document filing or automatically created via OCR templates, and there is no limit as to the number of folders created.





3 SEARCH, RETRIEVE, AND VIEW YOUR DOCUMENTS

Now that your documents are stored in DocRecord, they are available for searching and retrieving by others. Searches can be done locally by users (from the DocRecord Client) on the network or remotely through an Internet browser (on the DocRecord Web Client). Searches can be as simple, advanced, or custom as required. Perform key word searches on the full text of the document – DocRecord will return all documents that match with the keywords highlighted. You can also view related documents that are cross-referenced based upon common indexing information.

Returned documents are then displayed in the interface with a preview of the selected document. View over 300 document types.



4 EDIT YOUR DOCUMENTS

Once you have retrieved your documents you can edit, annotate, markup, apply comments and stamps, redact private information, and more. For example, you may want to electronically stamp an invoice paid, a packing slip shipped, or a shipment delivered.

You can also Bates stamp your documents with serialization, dates, and other information that is required for outside document distribution. And, automatically or manually, clean up your scanned images for imperfections, hole punches, dots, lines, and much more.



5 SHARE YOUR DOCUMENTS

Share your documents with others. DocRecord tells you who has checked out a document and when. It can also track employee work progress and manage quality; this allows you to increase process throughput and eliminate bottlenecks. You can publish your documents automatically to a CD/DVD for off-line storage or for sharing with others.

Expand your document management system with Prism's other offerings: DocForm and DocSystem. DocForm automatically creates all types of variable data documents such as statements and promotional offerings. DocForm can also dynamically create eForms and eDocuments and publish them to the web for fill-in and electronic signature. DocSystem is a powerful workflow application. All Prism applications are fully integrated to provide your organization with a complete processing system of electronic document creation, management, workflow, and printing.

6 SECURITY AND YOUR DOCUMENTS

DocRecord provides a highly secure document system that uses Windows security. Permission settings are based upon existing Active Directory groups and users. Secure access can be defined at the document level.

Audit trails are available to track document events such as check-in and -out, forwarding, modifications, deletions, and more. Version control, versioning history, and roll-back to prior versions can be easily accomplished with DocRecord.

7 PRINT YOUR DOCUMENTS

After you've retrieved the documents that you need, you can print them on your Konica Minolta bizhub – a high quality digital printer for both color and black-and-white prints.

For All Organizations

- Education
- Legal
- Manufacturing / Distribution
- Healthcare
- Finance & Mortgage
- Insurance
- Retail
- Utilities
- Automobile dealers
- Transportation
- and more...



Key Features

- Microsoft Office integration
- eMail capture
- Optical character recognition (OCR)
- View over 300 file types
- Local network and Internet use
- Annotation & editing
- Bates stamping
- Check-in & check-out
- Audit trails & version control
- Batch scanning & auto-filing



Your Konica Minolta bizhub is the start of your document management system... Complete it with **DocRecord**.



DocRecord Key Features (for a complete list of features please visit www.prismsoftware.com)

DOCUMENT CAPTURE	Scan into DocRecord through your Konica Minolta bizhub MFP or a production batch scanner Manually capture directly from Windows desktop Send to DocRecord automatically from Microsoft Office applications – Word, Excel, PowerPoint, and Outlook Automatically capture email from your email server Route documents to DocRecord from other applications through DocRecord's API interface Capture variable data documents from automatically from Prism Software's DocForm
AUTOMATED BATCH CAPTURE	Automatically assign index values and route to appropriate folders within DocRecord using OCR technology Create barcoded cover sheets with full automatic indexing and filing of batch documents Split batch scans into multiple indexed documents Automatically split a batch scan of mixed documents into single documents
MICROSOFT OFFICE INTEGRATION	Microsoft Office integration through Word, Excel, PowerPoint, and Outlook
AUTOMATED OPTICAL CHARACTER RECOGNITION (OCR)	Perform full page, zonal, and barcode OCR on TIFF and PDF images, and other standard file types Convert image files, such as TIFFs, into full-text searchable documents Create searchable PDFs from TIFFs and other image scans
STORING	Document indexing (metadata) information is stored in Microsoft SQL Server – a scalable database
LOCAL NETWORK SEARCHING	Searches are conducted from the local user's desktop through the DocRecord Client Search stored documents by a wide variety of attributes – keywords, index information, document data, cross-referenced documents, and much more
INTERNET SEARCHING	Internet searches are conducted by users through their Internet browser application Same types of searches can be conducted as from local searches Provide remote access to documents
RETRIEVED DOCUMENT VIEWING	Retrieved documents from local network searches can be viewed at the user's desktop View over 300 file types including Microsoft Office applications, CAD-CAM files, multimedia files, and much more
DOCUMENT MODIFICATION	Modifications are accomplished through the DocRecord Desktop Client or through the document's native application Modifications include image enhancement and clean up, removing punch holes, staple marks, dots, and more Create Bates stamping on documents that must be tracked and distributed to others Bates stamping fields and serialization are user-defined
AUDIT CONTROLS AND TRAIL	Audit events – such as check-in, check-out, and others – are user-specified Audit logs can be created globally and be kept for the individual document level
HISTORY AND VERSION CONTROL	New versions of existing documents are automatically noted Keep track of previous versions of documents View or roll back to previous versions when required
SECURITY	Secure documents using Windows security; permissions based upon the Active Directory groups and users Customize security from the folder level down to the individual document level

DocRecord System Requirements

OPERATING SYSTEM	Microsoft Windows 2000 / Microsoft 2003 Server (Retail and higher) Microsoft XP Professional (Retail and higher) Microsoft Vista (Business, Ultimate, and Enterprise)
ADDITIONAL SOFTWARE	Microsoft .NET framework v 2.0 (can be acquired through the Microsoft update process)
HARDWARE	100% IBM compatible computer Intel Pentium IV, 2 GHz or greater 2 GB of system RAM or greater 500 MB of free hard disk space on the primary "C" partition (for program files) 100 GB of free hard disk space on the primary "C" partition (for file storage; more space may be required depending on document storage) 12x CD-ROM or greater
STORAGE	Microsoft SQL Server 2000, 2005, and 2008 (used for DocRecord database; purchased separately by customer)

Additional Information

Have questions about your Konica Minolta bizhub? Visit www.kmbs.konicaminolta.us

Have questions about DocRecord and how you can improve your organization with electronic document management?

Contact Prism Software at sales@prismsoftware.com.



KONICA MINOLTA

Konica Minolta Business Solutions U.S.A., Inc.
100 Williams Drive, Ramsey, NJ 07446

www.kmbs.konicaminolta.us

www.kmbs.konicaminolta.us/solutions



Prism Software Corporation
15500-C Rockfield Blvd. Irvine CA 92618

www.prismsoftware.com

sales@prismsoftware.com

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