Capture & Distribution Solutions

Transform hard copy document distribution and storage into a simplified, digital workflow
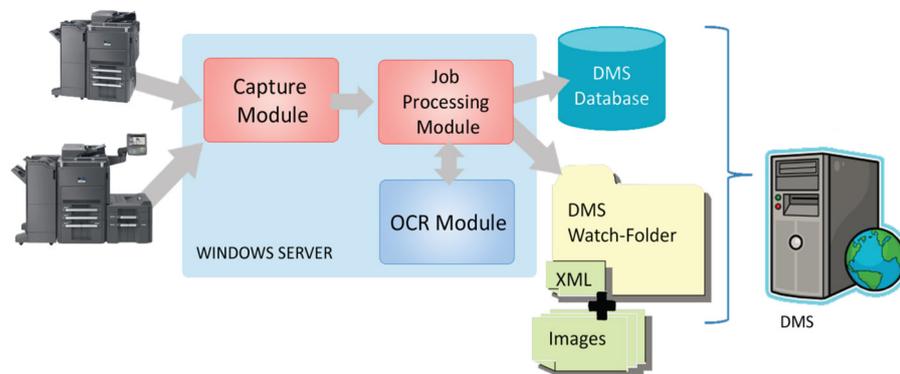
DMS Link 4.0

Automate paper-intensive workflows

As easy as 1...2...3...

Document-related costs can be significantly reduced when organization implements a digital document management system (DMS). Today, businesses have embraced DMS software solutions in order to realize measurable gains in productivity. DMS solutions play a critical role in many corporations.

BENEFIT

- Enable a Scan-directly-to-DMS feature from the control panel of select KYOCERA MFPs
- Access to embedded application that facilitates the paper-to-digital conversion process
- Allows for a full extraction of document content while preserving the format of each element

HIGHLIGHTS

- Easily implemented; users can scan documents directly to existing DMS folder structures
- Access scanned images with the click of a button; enter index data at the MFP to create database records and store a link to the image files
- Automate document indexing to minimize mis-filing errors
- Save time when scanning with OCR which converts static text into searchable and editable content like text documents.
- Automatically recognize specific barcodes containing valuable index data, speeding up document conversion and storage
- Group MFPs according to predefined workflow requirements - one workflow for accounting, another for purchasing - each can be unique
- Centralized administration and control; it improves IT service level and minimizes IT resources moving from devices to configure scan flow

HOW IT WORKS

As a seamless on-ramp to your back-end document management system, DMS link 4.0 is flexible enough to meet your document management goals. This powerful and scalable solution delivers on a promise to help every organization achieve maximum efficiency and enhanced R.O.I.

- From the MFP touch screen control panel, the user browses to the target folder, for example, "Invoices" or "Purchase Orders" and then enters the required fields

- The scanned documents is indexed based on the field entries (metadata), and then stored in the DMS database or shared network folder

- From a PC, the file can be viewed, printed, forwarded or archived

Scanned Documents → DMS Link 4.0 Processing Output Format → **Searchable PDF JPEG, TIFF & Text Pictures** → Output Location → **Folder / Email**

APPLICABLE TO
General Office Environment

Challenges : Most corporations are going into paper-less environment. More and more documents are stored into File server or DMS server. Different setting of the scan function and unstructured folders created by users may cause duplication; multiple sets of document will be stored in the server. This can be taxing for the server and its performance will be affect badly. It will not be productive for users to search thousands or millions of documents in unstructured folders.

Solutions : DMS Link is able to streamline scan setting format, output to structure folders and is able to capture metadata for fast searches, convert to editable documents or searchable PDF for DMS and File Servers. Users will be able to narrow down their search area and improve productivity.

SYSTEM REQUIREMENTS
Operating System:

- Windows XP SP3, Vista S1 and Windows 7
- Windows Server 2003 SP2, Server 2008 and 2008 R2
- Both 32 and 64 bit platforms are supported
- Minimum CPU Requirement: 1GHz Pentium or equivalent
- Recommended RAM: at least 512MB
- Free haed disk space required: 2GB

Compatibility

- TASKalfa 7550ci / 6550ci / 5550ci / 4550ci / 3550ci / 3050ci / 2550ci* Color MFPs
- TASKalfa 8000i / 6500i / 5500i / 4500i / 3500i Black & White MFPs
- ECOSYS FS-C2626MFP / C2526MFP*, ECOSYS FS-3640MFP / 3540MFP*, ECOSYS FS-6530MFP 6535MFP
*Requires optional CF Card

KYOCERA
Document Solutions