



KONICA MINOLTA

Nuance[®] eCopy[®] ShareScan[®]

Category



Document
Capture &
Management

Characteristics

- Document capture
- Document processing
- Document distribution
- Content management





EASY DOCUMENT CAPTURE FOR EFFICIENT ELECTRONIC PROCESSING

Nuance® eCopy® ShareScan® lets users capture documents at multifunctional Konica Minolta devices (MFPs) and route them to multiple destinations and applications simply by pressing a button.

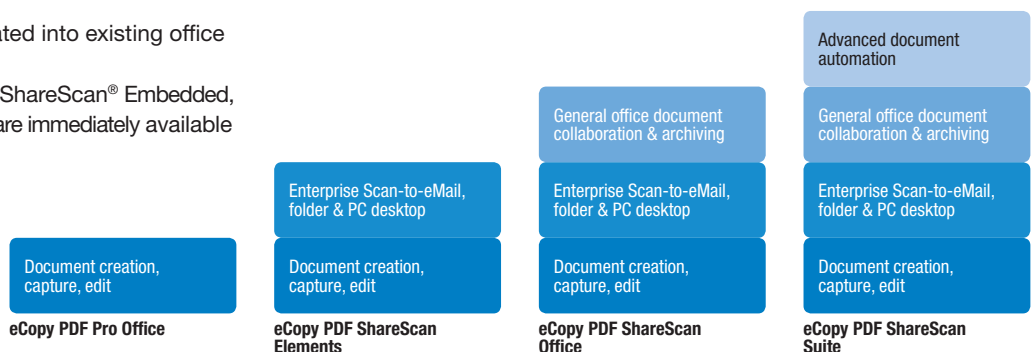
The Nuance eCopy document imaging solutions connect Konica Minolta bizhub systems to enterprise applications for instant capturing, distribution and management of paper-based information. Users can scan documents securely and seamlessly via their multifunctional office systems into numerous business applications that support electronic business processes.

With Nuance® eCopy® ShareScan® Elements, eCopy® ShareScan® Office, and the Nuance® eCopy® ShareScan® Suite, three software versions of the application are available to satisfy the varied demands of small offices and larger enterprises. Each version can be enhanced with a custom set of connectors to business applications in the areas of content management, enterprise resource planning and document archiving.

eCopy ShareScan can be integrated into existing office environments in two ways:
The first is with Nuance® eCopy® ShareScan® Embedded, all configured capturing workflows are immediately available

on the panel of the bizhub MFP, dynamically synchronised with the central eCopy ShareScan server applications where workflows only need to be configured once. Alternatively, the Nuance® eCopy® ScanStation™ provides external hardware to connect to any bizhub without embedding possibilities or other multifunctional device.

By employing Nuance eCopy ShareScan, users benefit from efficient scanning and capturing capabilities; they can process and manage, distribute and deliver their scanned documents electronically, and can also take advantage of numerous content and document management possibilities via the desktop document management software eCopy® PDF Pro Office, which is included with eCopy ShareScan free of charge.



KEY FEATURES

Document capture

- **Scanning hard copy documents:** Information from hard copy documents can be captured at the MFP and is then converted into electronic data. Personalised and departmental scanning (user & group management) are also available.
- **Scanning to predefined destinations:** Users can scan documents with relevant data into business processes or directly to predefined destinations within their Active Directory account (Scan-to-eMail, FTP, SMP, etc.). The digitisation of paper-based documents as well as the central definition of scan settings is conveniently possible in the Active Directory (own or other e-mail; home or other directory). The range of settings available to the end user can be defined via the administrator's console.

Document processing

- **Scan optimisation at the MFP panel:** With a convenient scan preview function, all pages of a business document can be reviewed and optimised for later usage. This includes features such as automatic orientation, re-ordering, and removal of blank pages. Furthermore, scan settings like scan format, resolution and colour can be selected to fit the business process.
- **Document conversion with OCR & OMR:** The integrated OCR engine recognises 120 languages and enables automatic conversion into a wide range of electronic formats. Various text and audio output formats (CSV, DOC, PDF, XLS, etc.) as well as image output formats and PDF/A are supported. OCR text recognition enables text extraction from electronic or paper documents, while optical mark-up recognition (OMR) reads the content of completed forms, such as surveys, questionnaires, etc. Relevant text is automatically captured during scanning and stored in the defined target destination, which could be a business application, a database, a file or even a custom e-mail.
- **Document splitting:** Documents can be split page by page, after each blank page or after specified page numbers. The barcode function enables users to separate individual scanned pages or whole documents by inserting barcode sheets between documents before scanning document batches.

Document distribution

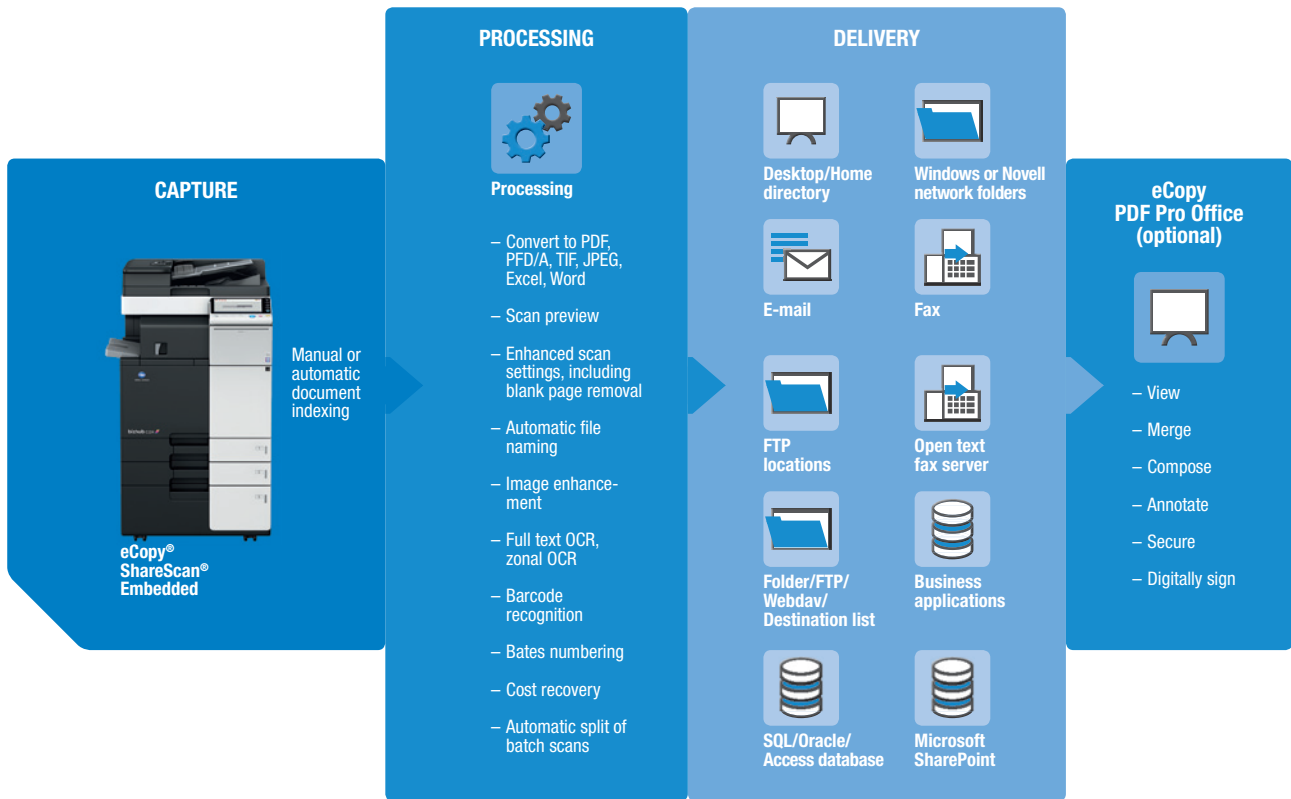
- **Automated routing and workflows:** Users can be notified whenever new documents are delivered into specific folders. Scanning options and multi-step buttons on the MFP can be customised to provide personalised scanning destinations and to automate workflows. With the Business Automation Services add-in, encryption for data transfer is supported.
- **Document routing and storing:** This functionality includes Scan-to-Desktop, File/Network folder, SMTP via LDAP Mail, Exchange & Notes Mail and SharePoint. Workflows can be started by sending files from the MFP to different destinations (folders, applications and internal/external mail addresses). Scans can be delivered to any network location or directly uploaded to an FTP server or hot folders. Sensitive documents and critical information can be safeguarded with secure encryption and permission controls.
- **Mail routing:** Scans can be sent to databases (MS Access, SCL, Oracle, Excel, CSV), http, e-mail recipients, printers, SFTP, SharePoint, WebDav, etc.
- **Connectors to ERP, DMS, CRM, ECM:** A wide choice of connectors to third-party business applications/backend applications is available, enabling connection to popular Enterprise Content Management solutions. Connectors to ERP, DMS, CRM, and ECM environments (like SharePoint, DocuWare, Windream, etc.) are available. Users benefit from the dynamic, native connection between the MFP and SharePoint – all changes made in SharePoint automatically appear on the MFP panel.

Content & document management

- **Effective and secure collaboration:** Using the desktop document management software eCopy PDF Pro Office, which comes free of charge with eCopy ShareScan, documents can be annotated and highlighted. Notes, stamps, Bates stamps and watermarks can be added; incorrectly oriented or skewed documents can be auto-rotated and converted to other formats. Documents can be merged, i.e. combined (in virtual binders) and separated to create multi-page or single-page documents. The functionality also includes features for editing and assembling documents directly within a PDF file, adding pages, rearranging words and even changing graphics. Documents can be made safe by applying password protection and digital signatures.
- **Connect to ECM applications:** The wide range of available connectors to existing document management systems, archives and other back-end systems makes eCopy ShareScan a powerful tool for logical electronic filing and efficient content management.



WORKFLOW



TECHNICAL SPECIFICATIONS

SYSTEM REQUIREMENTS

Operating systems	Windows XP Professional (32/64)* Windows Vista Business (32/64)* Windows Vista Enterprise (32/64)* Windows 7 Home/Premium/Professional/Ultimate (32/64)* Windows Server 2003 (32/64)* Windows Server 2008 (32/64)* Windows Server 2008 R2 (64)
Memory	2 GB physical memory (minimum) recommended
Hard disk space	5 GB disk space (including SQL server and prerequisites)
CPU	CPU size depends on the number of supported MFPs
Supported languages	English, French, Italian, German, Spanish, Dutch, Portuguese (Brazilian)
Important specifications	Performance and speed are enhanced if the processor, memory and available disk space of your computer exceed the minimum requirements. In particular, this applies to the conversion of very large colour PDF files. Hyper-thread enabled or multiprocessor systems can deliver a better performance.
Requirements for MFPs	i-Option Web browser: LK-101 v3 (LK version depending in MFP model) i-Option memory extension: UK-204

* ScanStation supports only 32-bit operating systems

The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.