




KYOCERA Document Solutions


中小企成功雲端經驗分享

Functions & Features

1. Scanning to cloud
2. Scan with indexes and barcodes





| | |
|--------------------------------------|---|
| Application number |  |
| Family name | Kytsui |
| Given name(s) | Tsui |
| DOB | 11/12/2007 |
| Admission scheme | JUPAS Admissions |
| Require student visa | N |
| 1 st choice curriculum | 0857 BA |
| Country of study | UK |
| Other country | n/a |
| Type of programme of current studies | HKCEE |



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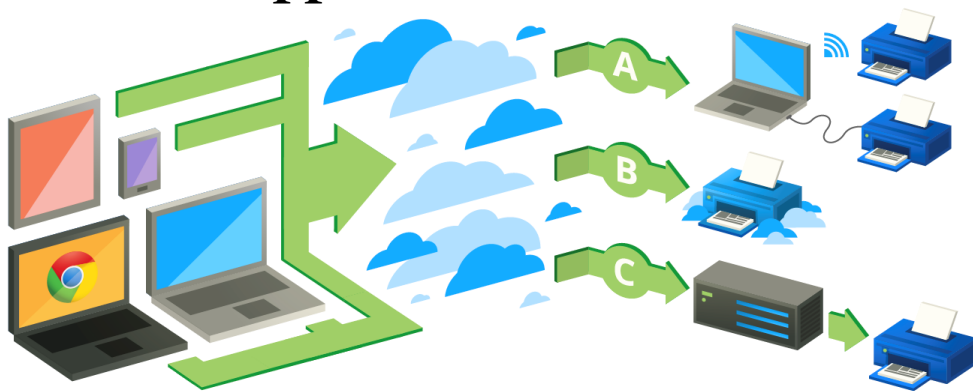


1. Scanning to Cloud Solution

All-round cloud office solution for enhanced work efficiency

“One Click to Cloud”

- **Predefined workflow in the touch panel**
- **Users can complete the process by pressing the logo**
- **Scan to group form multiple email address supported**



1. Scanning to Cloud Solution



Capture anything.



Access anywhere.



Find things fast.



1. Scanning to Cloud Solution

Scan to HKT's cloud is installed on MFP, ...



**Scan anywhere.
Print anywhere.**



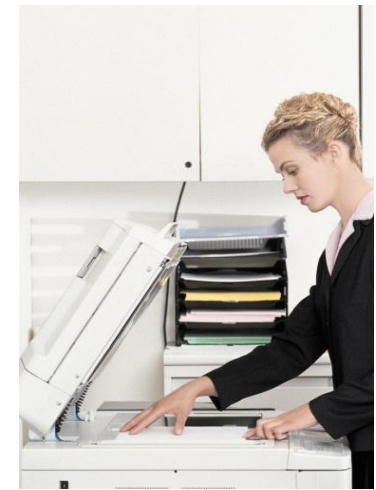
Share Anywhere



View anywhere.

1. Scanning to Cloud Solution

- **This solution appeals to various users as collaboration with MFP.**
 - Satellite office
 - Copy shop
 - Advertising agency

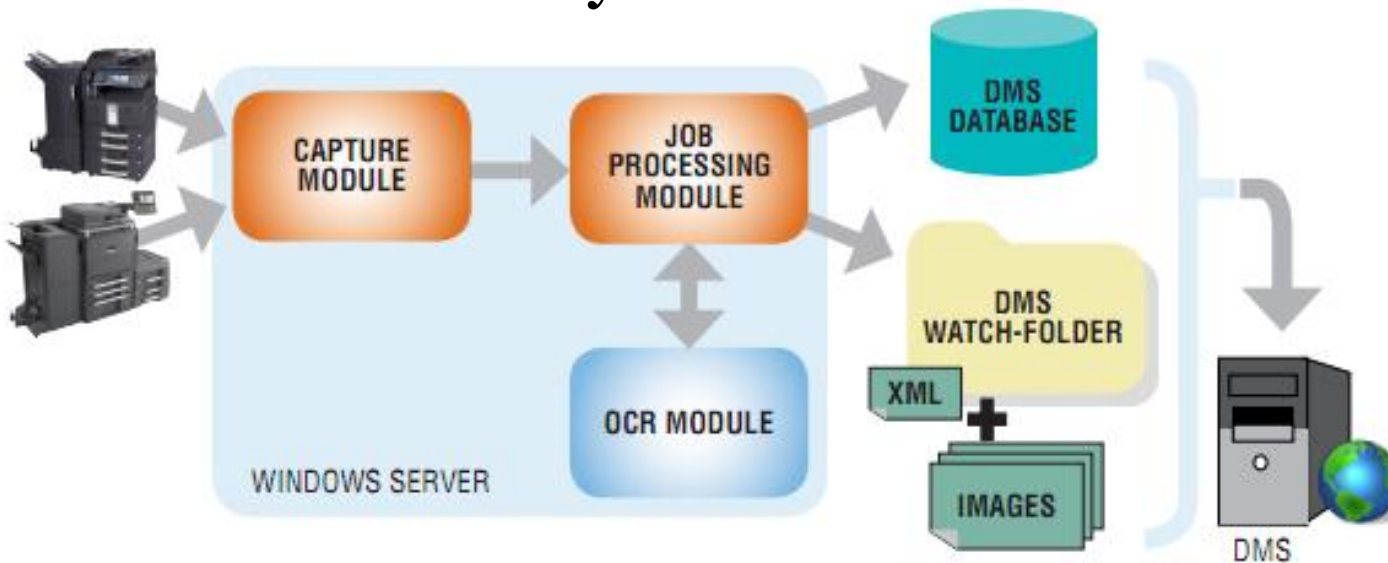


- It is a good tool to record everything, especially SME office because enterprise users have their company's own security policy.

2. Scan with index and barcode

Kyocera DMS Link 4.0

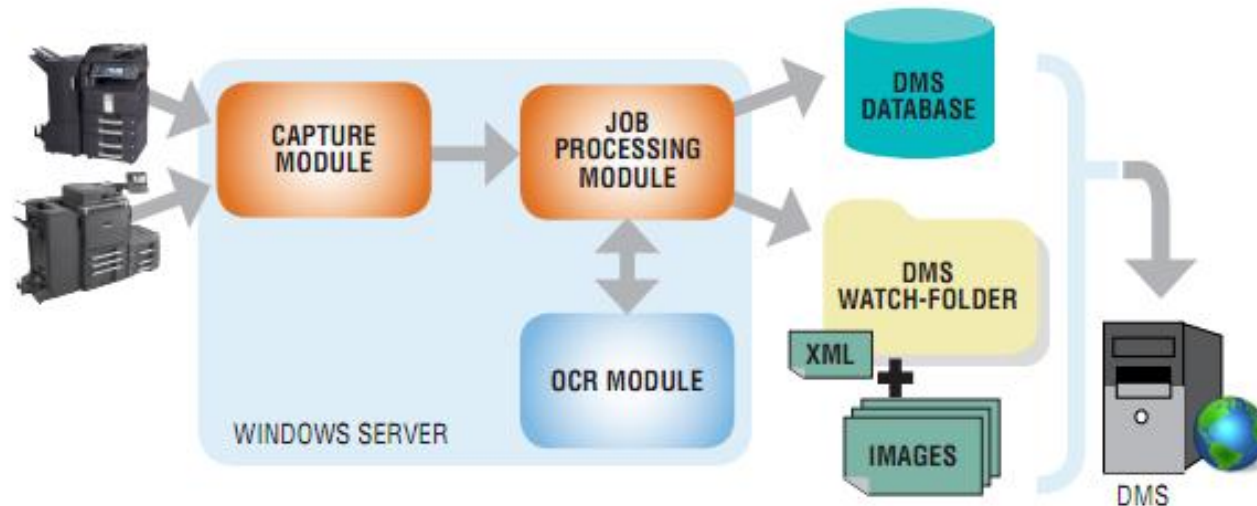
- An embedded solution (HyPAS) for select Kyocera MFPs
- Provides indexing, barcode recognition & OCR entry and processing
- Directly integrate to Document Management Systems or a shared-network folder system.



2. Scan with index and barcode

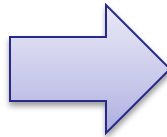
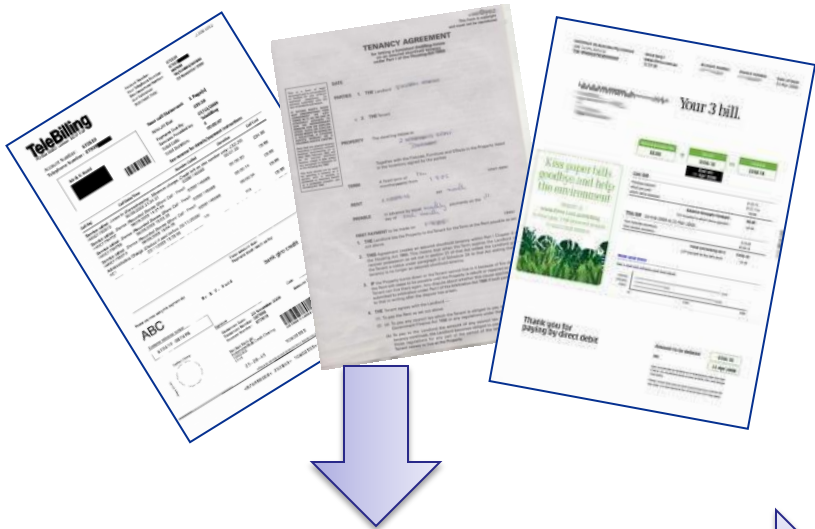
Functions & Features

- Access specific, pre-set workflows Kyocera MFP control panels.
- Index documents for easy retrieval from your desktop.
- Scanning with OCR which converts static text into searchable and editable content
- Connect to any existing document management system or simply select a shared folder on the network.



2. Scan with index and barcode

DMS Link 4.0



Application number **726438904**

Family name Kysui

Given name(s) Tsui

DOB 11/12/2007

Admission scheme JUPAS Admissions

Require student visa N

1st choice curriculum 0857 BA

Country of study UK

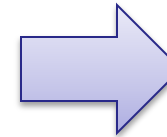
Other country n/a

Type of programme of current studies HKCEE

條碼分類

Barcode serves to separate folder locations and input index values for scanning documents in large batches.

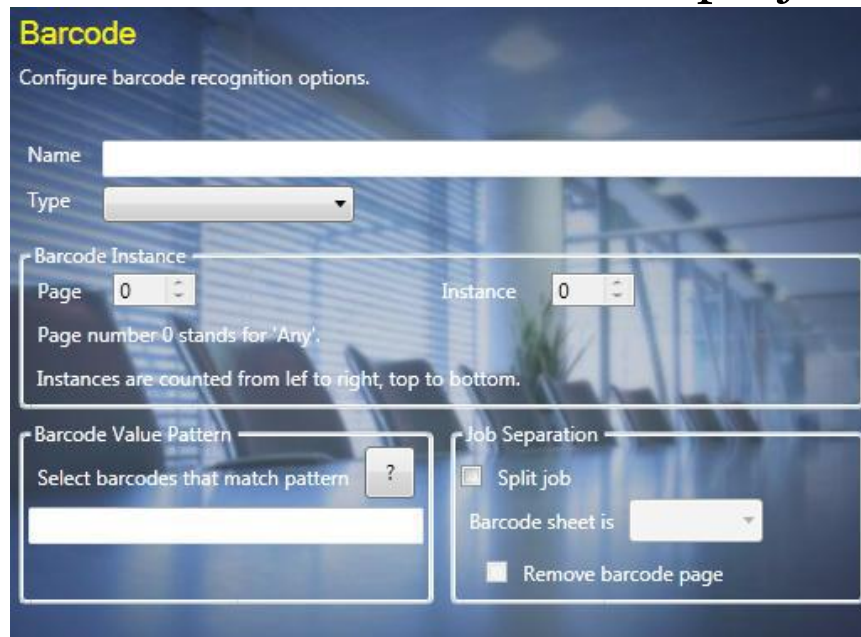
當掃描大量文件時，可利用條碼把影像自動分類到不同的文件夾及為文件加入索引。



2. Scan with index and barcode

Barcode

- Workflows can take advantage of index data contained in barcodes printed on documents
- Allows configuring the type of barcode to scan for.
- barcodes can be used as ‘separators’ – to automatically split the scanned document into multiple jobs.



Barcode
Configure barcode recognition options.

Name

Type

Barcode Instance

Page Instance

Page number 0 stands for 'Any'.
Instances are counted from left to right, top to bottom.

Barcode Value Pattern

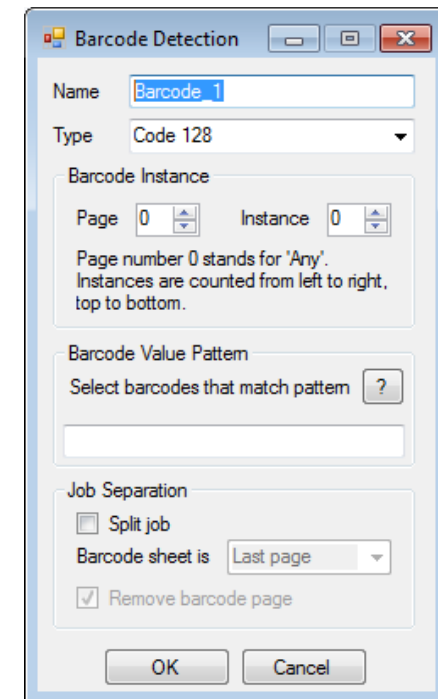
Select barcodes that match pattern

Job Separation

Split job

Barcode sheet is

Remove barcode page



Barcode Detection

Name

Type

Barcode Instance

Page Instance

Page number 0 stands for 'Any'.
Instances are counted from left to right,
top to bottom.

Barcode Value Pattern

Select barcodes that match pattern

Job Separation

Split job

Barcode sheet is

Remove barcode page

OK Cancel

2. Scan with index and barcode

(1) Access specific, pre-set workflows Kyocera MFP control panels

- Select predefined workflow according to doc requirements – one workflow for accounting, another for purchasing



Finance Dept

Sale Dept

Service Dept

Admin Dept

2. Scan with index and barcode

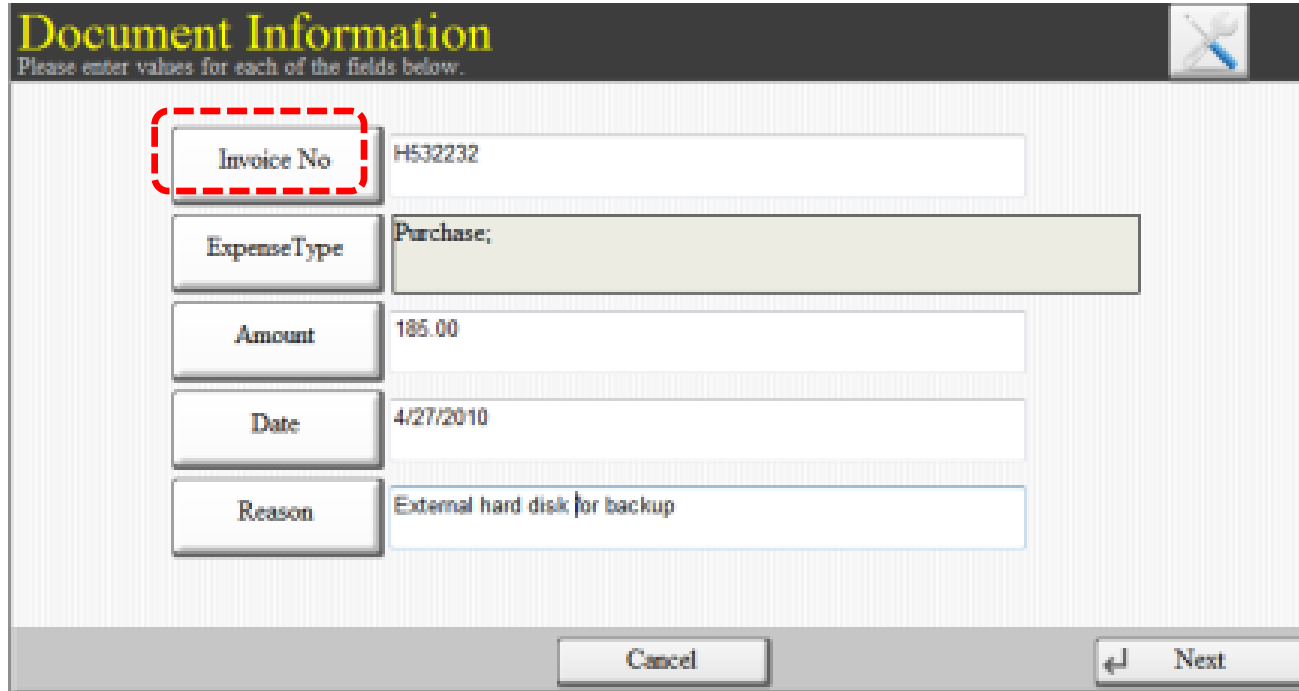
Benefits

- Group MFPs according to predefined workflow requirements –e.g. one workflow for accounting, another for purchasing
- Easily implemented; users can scan documents directly to existing DMS folder structures
- Enter index data at the MFP; access scanned images with the click of a button;
- Automate document indexing to minimize misfiling errors
- Save time when scanning with OCR which converts static text into searchable and editable content
- MFPs, DMS Link requires no additional middleware or server add-ons

2. Scan with index and barcode

(2) Index documents for easy retrieval from your desktop.

- Enter index data at the MFP to create database records and store a link to the image files
- Automate document indexing to minimize misfiling error



Document Information
Please enter values for each of the fields below.

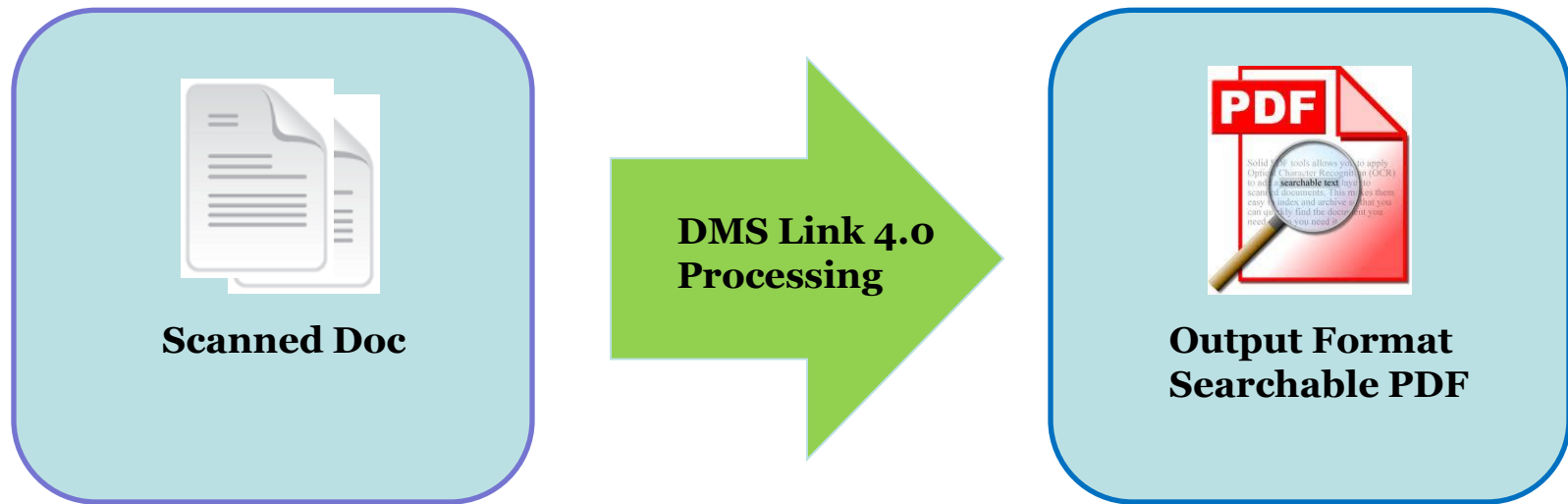
| | |
|--------------|-------------------------------|
| Invoice No | H532232 |
| Expense Type | Purchase; |
| Amount | 185.00 |
| Date | 4/27/2010 |
| Reason | External hard disk for backup |

Cancel Next

2. Scan with index and barcode

(3) Scanning with OCR converts into searchable & editable content

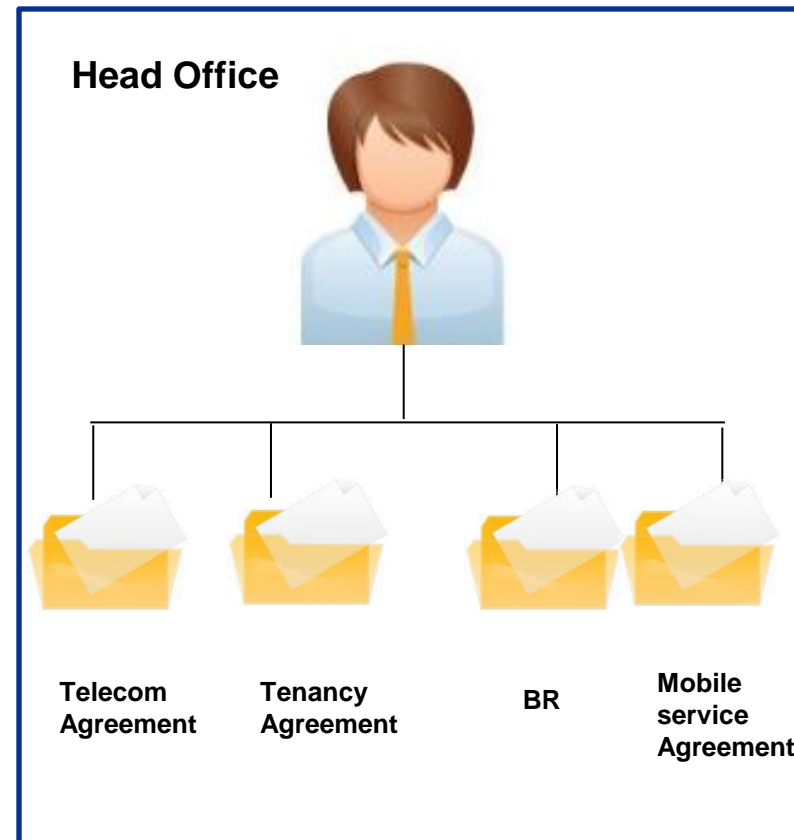
- Convert Scanned Doc into Searchable PDF for Keywords Search
- English Text is applicable only



2. Scan with index and barcode

(4) Connect document management system or a Networked shared folder

- DMS Link enables a Scan-directly-to-DMS feature from



2. Scan with index and barcode

Benefits

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2. Scan with index and barcode

Thank You



客戶分享

- **AFL Logistics (高盛國際物流有限公司)**
- 專注在南/中美洲和加勒比國家的空運市場，同時，也是墨西哥航空公司 (AM) 的香港銷售總代理 (GSA)
- 被任命為美國航空 (AA)和英國航空公司 (BA) 的香港貨運銷售代理
- 為客戶提供一站式的電子商務解決方案 (ECOSS)，其中包括：倉庫管理、配送、銷售貨物的原產地、多式聯運 (包括跨境服務)及 B2C小郵包服務

1. 如何在數秒內找到相關文件？

Eg., 送貨單, 合約, 發票

京瓷的解決方案:

- 將一貫的文件掃描加入自動索引
- 文件在儲存時按索引性質分類
- 只需輸入文件類型、條碼編號或客人名稱, 「你」現



2. 如何按權限閱覽相關文件？
- 文件類型有合約、報價單和會計金額
 - 每位同事將同一檔案儲存於個人電腦，不能確定那一份是最新版本

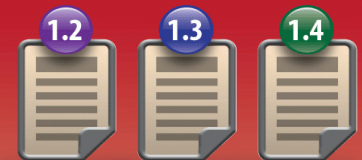


京瓷的解決方案：

- 只需儲存一份，即可放
- 按員工所屬部門和權限，設定可開啟的文件
- 在同一份文件，反映每次修改的版本



CAPTURE CHANGES
IN THE BI ECOSYSTEM





3. 如何妥善儲存文件？

- 經過打孔和釘裝，一份份放入文件夾，被妥善地儲存了
- 在需要找回往日的文件時，總是埋頭苦幹地倒出一個個文件夾

京瓷的解決方案：

- 只需在影印機掃描一次，已把檔案儲存了
- 往後要找文件，只需安坐系統面前
- 紙張文件只在需要正本時，才要取出

