




KONICA MINOLTA

Giving Shape to Ideas

Integrated Solution for Print Management and Document Workflow



Dispatcher  Suite



Print is ubiquitous in all organisations be it big or small. To effectively manage and control your print environment and automate time-consuming tasks, a right-sized solution can help reduce dependency on IT service and support, improve print governance and document security and boost user's productivity.

Dispatcher Suite

Konica Minolta's Dispatcher Suite is an integrated platform offering cost reporting and advanced scanning by integrating two powerful applications: the new Dispatcher Paragon for print management and our award-winning Dispatcher Phoenix for document workflow.

The innovative solution combined with Konica Minolta multifunction printers help to improve organisation productivity and increase business efficiencies.

Dispatcher Paragon is an attractive solution for the effective management of the entire print environment. It secures the print fleet, provides detailed output & cost reporting. The solution offers print policies per user or user group in order to reduce costs and to keep track on who is printing what on which device. A complete Payment System to charge print costs back to the user as well as mobile printing completes this enterprise print management solution.

Dispatcher Phoenix lets users automate complex workflows at the press of a button, streamlining the process of collecting, processing, and routing files. This award-winning solution provides an effective way to simplify document processing tasks, index documents for future retrieval, and store files in document management systems and cloud applications.

Whether it's freeing up staff from having to do redundant manual work, reducing costs for outsourcing, or boosting productivity by document indexing and routing, we have the right solution for you.

Konica Minolta helps you overcome the challenges of today's fast-moving competitive environment. Dispatcher Suite, our new integrated solution can be applied across all businesses and organisations:



EDUCATION



FINANCE & BANKING



HEALTHCARE



LEGAL



OFFICE



GOVERNMENT

Here are some examples of how Dispatcher Suite can enable companies to effectively manage and reduce their print services costs, enhance efficiency by implementing digital workflows, and increase their document security:

CHALLENGES	BENEFITS
I want to reduce printing cost but have no visibility on departmental print spend.	Organisations can now track and generate reports based on defined rules, so that you know your current costs and print behaviour. Print governance can be implemented to manage cost. Print jobs can be released via authentication which allows users the option of deleting unwanted print jobs and securely print their documents, mitigating the risk of information leak.
How can we improve employee's efficiency and productivity?	With secure authentication and print roaming, users can release a print job to any available device regardless of location. Mobile workers can enjoy secure mobile printing via web or email to the MFPs. Users can also scan and upload their digital documents to SharePoint and DropBox, and also retrieve it through MFP.
How can I improve document security?	Prevent unauthorised access to your confidential documents during printing and scanning. User can release print securely with authentication via RFID, PIN, password or username. Print jobs can also be scanned and routed to pre-defined destination securely.



EDUCATION

Paper intensive processes can cause educators to feel overwhelmed and contribute to a decrease in productivity in schools. In order to allow educators to spend more time in the classroom, Dispatcher Suite is designed to assist the educators and administrators in managing important tasks like – sharing of documents for easy retrieval with authentication, digitisation of paper documents into searchable and editable text, indexing records at MFP panel and more. It also allows secure access to documents, keeps print in check and curtails unnecessary printing with print governance.



KEY BENEFITS:

- Secure and safeguard student records
- Manage content for all kinds of educational and support material
- Streamline student record management and print management
- Reduce paper wastage and reduce the amount of unnecessary printing
- Save cost by digitising paper documents

OTHER FEATURES INCLUDE:

- Automatically Extract Transcript Data
- Watermark and Annotation
- Highlight/Strikeout
- Image Enhancement
- Full Konica Minolta's MFP integration with visually enhanced display

Optional Add-ins:

Bubble Grader – An automated test and grade solution which makes it easy to extract and process data from forms. The Konica Minolta's MFP also makes it easy to generate tests and reports, grade results, scoring and assessment, and more. Say goodbye to tedious and outdated systems!

Last Name										First Name										Student Answer Sheet																				
W	A	L	C	A	G	E				A	B	B	E	Y																										
																				Instructor: <u>Peter Rook</u>																				
																				Exam Date: <u>5/1/2015</u>																				
																				Course Code: <u>HIST 202A</u>																				
Test ID										Student ID																														
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1
16	17	18	19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	
31	32	33	34	35	36	37	38	39	40	31	32	33	34	35	36	37	38	39	40	31	32	33	34	35	36	37	38	39	40	31	32	33	34	35	36	37	38	39	40	
46	47	48	49	50	51	52	53	54	55	46	47	48	49	50	51	52	53	54	55	46	47	48	49	50	51	52	53	54	55	46	47	48	49	50	51	52	53	54	55	
61	62	63	64	65	66	67	68	69	70	61	62	63	64	65	66	67	68	69	70	61	62	63	64	65	66	67	68	69	70	61	62	63	64	65	66	67	68	69	70	
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06	07	08	09	10	11	12	13	14	15	06	07	08	09	10	11	12	13	14	15	06	07	08	09	10	11	12	13	14	15	06	07	08	09	10	11	12	13	14	15	



FINANCE & BANKING



Banks and financial institutions are required to implement processes to ensure information integrity and confidentiality. With Dispatcher Suite, improper manipulation or information leakage will be greatly reduced.

Convert paper-based processes to automated processes from opening an account, credit application to approval processes can reduce lead time and improve transparency and allows for productivity gains. By digitizing and automating processes, a streamlined workflow enables businesses to focus on their core activities and provides time to increase their customer base.



KEY BENEFITS:

- ➔ Capturing financial records and storing in secured server
- ➔ Compliance with the relevant data security and protection regulations
- ➔ Transforming paper-based documents into process-ready data
- ➔ Digitised documents can be edited, stored and archived easily
- ➔ Eliminate bottlenecks and increase productivity through fast routing of financial documents and file processing



OTHER FEATURES INCLUDE:

- ➔ Intelligent Scanning & Routing
- ➔ Secure Handling of Sensitive Information
- ➔ Rules-based routing and indexing
- ➔ Scanning and converting financial documents (Microsoft, PDF & other formats)
- ➔ Extracting information via OCR
- ➔ Easy retrieval and printing through authentication and built-in security features
- ➔ Full Konica Minolta's MFP integration with visually enhanced display

Optional Add-ins:

Form Processing

Extract and process unique identifiers from forms

Connectors

For scanning, indexing, processing, and distributing files directly to popular document management systems

Others

Email Parsing, Advanced Bates Stamping, Page Count Route and Color Route for advanced job routing



HEALTHCARE

For healthcare organisations, providing quality care to their patients is their top priority. However, they constantly face great difficulties in finding the right solutions to reduce administrative costs and focus on providing better healthcare services. Konica Minolta's Dispatcher Suite is capable of addressing today's healthcare challenges by reducing clinical expenses, improving healthcare workflow through automation, and maximising operational efficiencies. It also allows secure access to documents, keeps print volumes in check and curtails unnecessary printing with print governance.



KEY BENEFITS:

- Cost-effective and easy-to-use solution
- Seamless integration with electronic health records (EHR) and third party systems
- Automating and optimising document-related processes to simplify information flows
- Making medical information accessible and compliant
- Reduces risk of human error and security breaches
- Centralised server for faster storing, sharing and retrieval of patient records
- Convert paper-based documents to electronic formats easily



OTHER FEATURES INCLUDE:

- Connection to storage and management systems
- Comply to security standards and other regulatory restrictions
- Customisable patient registration and discharge process
- Securely print patient prescriptions
- OCR technology facilitate fast and effortless processing and archiving
- Full Konica Minolta's MFP integration with visually enhanced display



LEGAL



Documents are the lifeblood of the legal profession. So not surprisingly they are created in greater numbers than in most other industries.

Although document redaction and management is largely carried out by traditional means, there is great potential to enhance the efficiency of legal workflows with Dispatcher Suite while ensuring compliance with legal regulations, professional standards and corporate governance requirements.



KEY BENEFITS:

- Streamlines and automates the handling of legal documents
- Automatically index and assign codes to documents for easy archiving and processing
- Convenient and secure workflow management
- Increase your document security with authenticated print release and protected scan



OTHER FEATURES INCLUDE:

- Bates Stamping, placing sequential numbers and/or date/time marks on documents
- Scan and convert printed materials into searchable and editable formats
- Intelligent redaction, highlight and strikeout features
- File management of legal documents
- Graphical Workflow Builder tool
- Full Konica Minolta's MFP integration with visually enhanced display

Optional Add-ins:

Form Processing

Extract and process unique identifiers from forms

Connectors

For scanning, indexing, processing, and distributing files directly to popular document management systems/cloud storage





OFFICE

Have you experienced processing mistakes due to human errors? Or time-consuming and resource-intensive processes? How about difficulty in sharing information among your team? Konica Minolta's Dispatcher Suite can solve your problems with a simple and low-cost solution. It helps businesses save time by automating document image processing, printing, and routing tasks via customisable workflows within the office. With a large variety of processing features, virtually everything is possible! It also allows secure access to documents and keeps print volumes in check.

Dispatcher Suite provides busy offices with the convenience and flexibility that they need.



KEY BENEFITS:

- Speed, flexibility and simplicity to manage the increasing documentation
- Optimising productivity and reducing labour costs with automated workflows
- Precise execution of even complex procedures
- Gain efficiencies through better management and control of your print infrastructure
- Scalable and customisable to suit changing business needs with ease



OTHER FEATURES INCLUDE:

- Converts documents into editable Microsoft Office formats, such as Word or Excel
- Equipped with the co-operative connectors - cloud storage providers and other content management systems
- Streamlining of operations through automation to eliminate the need for manual intervention
- Simplifying login with single sign-on support
- Full Konica Minolta's MFP integration with visually enhanced display





GOVERNMENT



Faced with rising costs, tight budgets, and growing expectations, government agencies are looking for ways to enhance productivity, security and significantly reduce costs. Document management plays an important role in modern e-government applications as authorities today have to face the challenges of increasing the efficiency and quality of their processes. A flexible and adaptable document management system is needed for large e-government applications to support the communication process between citizens and authorities and increase the efficiency of internal government processes.

KEY BENEFITS:

- Eliminates manual document process
- Converts paper-based data to store into secure server for easy access
- Secure capturing, storage and management of data
- Captures, processes and collaborates on critical documents and content
- Meets all of those requirements so to achieve compliance and protect confidential information

OTHER FEATURES INCLUDE:

- Automatically collects, processes and distributes
- Intelligent redaction, which permanently removes personal information from documents
- Integration with Secure Infrastructure
- Edits scanned images by converting files to Microsoft Office formats
- Converts paper-based files into PDF Searchable
- Full Konica Minolta's MFP integration with visually enhanced display

Optional Add-ins:

Form Processing

Extract and process unique identifiers from forms

Connectors

For scanning, indexing, processing, and distributing files directly to popular document management systems/cloud storage

Advanced job routing and Bate Stamping features





Dispatcher *Paragon*

Konica Minolta's Dispatcher Paragon

Konica Minolta's Dispatcher Paragon is a complete solution with comprehensive print management tools that deliver smart, secure print solutions. Providing controls, consolidate and standardize your printing operations. Employees can print securely anytime, anywhere and at any printer.

BENEFITS

- ➔ Streamlining processes to boost employee efficiency
- ➔ Documents are easily captured and correctly distributed
- ➔ Prevents unauthorised access of confidential documents
- ➔ Lowers printing and running costs

FEATURES

Print Authentication:

Assign access rights and workflows to ensure secure access to devices to manage sensitive documents.

Rule-Based Engine:

Based on a set of rules that define conditions and resulting actions. The rules applies to all incoming print jobs accordingly.

Print Roaming:

To print securely from any printer in the print environment with only one print driver. Scalable from one office to multiple offices globally.

Mobile Print:

Productivity increases as it enhances the flexibility of the printing process, enabling users to release print jobs securely with their mobile devices at anytime.

Reporting:

Analyses usage and costs for the entire organisation, department or individual users, making it easier to manage and oversee the company's printing needs.

Credit and Billing:

Allocates and tracks costs and manages pay-for-print accounts automatically.



Dispatcher *Phoenix*

Konica Minolta's Dispatcher Phoenix

Konica Minolta's Dispatcher Phoenix is a powerful document workflow application that can help any business save time by automating document image processing, printing, and routing tasks via customisable workflows. Even complex tasks can be simplified to a touch of a button.

Dispatcher Phoenix provides you with a low cost, user-friendly digitisation of office documents by combining various kinds of process functions like OCR, rename, file transfer, etc.

BENEFITS

- Integrates with Konica Minolta's bizHub MFPs
- Optimises productivity by eliminating manual workload
- Utilises the document effectively by converting documents into the various formats
- Clear and easy to understand interface
- Streamlines printing, routing and image processing
- Intuitive searching and sharing features

FEATURES

Document Capture:

Capturing documents and information with highly accurate Optical Character Recognition (OCR) and convert scanned documents to different formats (e.g. PDF).

Barcode Processing:

Barcode recognition allows you to route, split, name, and annotate files based on barcode value. Support for standard as well as 2D barcodes is provided.

Workflow Scheduler:

You can run network intensive process outside of work hours to maximise network performance and free up bandwidth during the work day.

Multiple Connectors:

Other connectors to popular content management systems and cloud storage service solutions are available, including SharePoint, Google Drive, Hyland OnBase and more.

MFPs Integration:

Documents can be scanned into a workflow of choice directly from Konica Minolta's MFP control panel. Users can do indexing, choose a folder to store files from their workstation, use search field, create new folders, etc.



FOR THE EARTH. FOR THE FUTURE.

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Printed on **bizhub PRESS** c8000 