



KONICA MINOLTA

DOCUMENT NAVIGATOR ESSENTIALS

Category



Document Capture & Management

Characteristics

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



DOCUMENT NAVIGATOR
ESSENTIALS

Giving Shape to Ideas



DOCUMENT AUTOMATION FOR DAILY OFFICE TASKS

As an easy and intuitive capturing solution, Document Navigator Essentials saves time, effort and money by automating daily work routines. It retrieves documents from different sources, then processes and delivers them, requiring no manual intervention, in the preferred format and to the specified destination. By organising daily office routines with Document Navigator Essentials, users gain time for really important tasks.

Today's office work is characterised by daily recurring jobs, especially when it comes to document handling. Large amounts of paper-based documents have to be scanned and digitally distributed every day. The recipients frequently have to reconstruct these documents before they are able to work on them. Before or after processing, documents need to be stored electronically for instant availability without time-consuming searches. This usually involves entering metadata and manual storage. All in all, numerous tasks are required for the processing of a single document.

Document Navigator Essentials puts an end to these extensive and time-consuming workflows. After scanning all

incoming originals in a single operation, documents are automatically separated, doing away with the need to scan each document individually. The application converts documents into editable files like Microsoft Word or Excel documents so that users do not need to retype or reconstruct the text. Next, the document is sent to the archiving solution and metadata are added depending on the document content. The same also applies to document naming, etc.

These improvements to daily office routines related to document capture, processing and distribution result in big time savings and let employees focus on their core tasks instead of wasting time on administrative work.

KEY FEATURES

Document capture

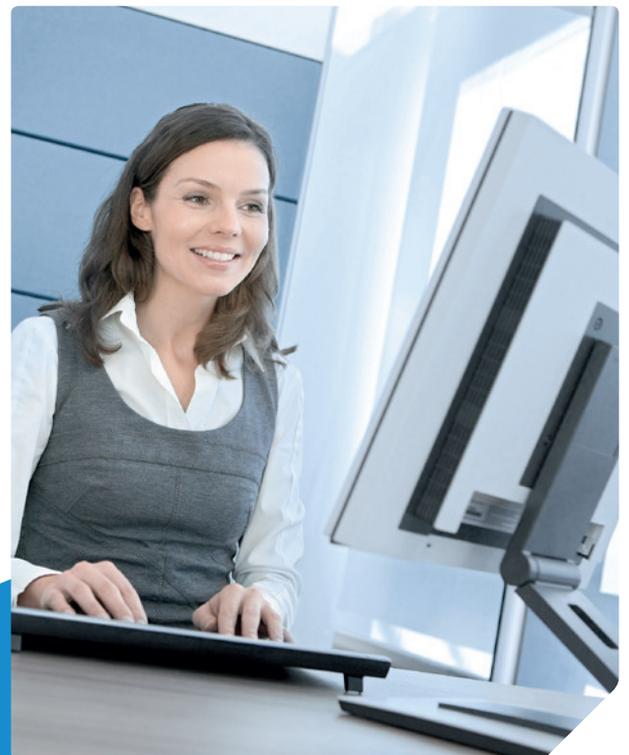
- **MFP-embedded:** Workflows start directly on the panel of the multifunctional bizhub device (MFP). This provides a convenient means to enter additional workflow information if required, such as naming the document, selecting destinations, adding metadata.
- **Limitation of scanning options:** The administrator can assign scan settings to specific workflows, for example to control the file size for storage. In this case, he might only permit the use of larger resolutions for important graphical documents and determine b/w scanning for documents and workflows that do not require digital colour output.
- **Windows folder structure:** Documents are captured from predefined Windows folders. Whenever a document appears in the specified folder, it is automatically picked up and processed according to the workflow specification.
- **Secured access:** It is possible to restrict access to Document Navigator Essentials from the bizhub device only to users who authenticate with their Windows or Active Directory details.

Document processing

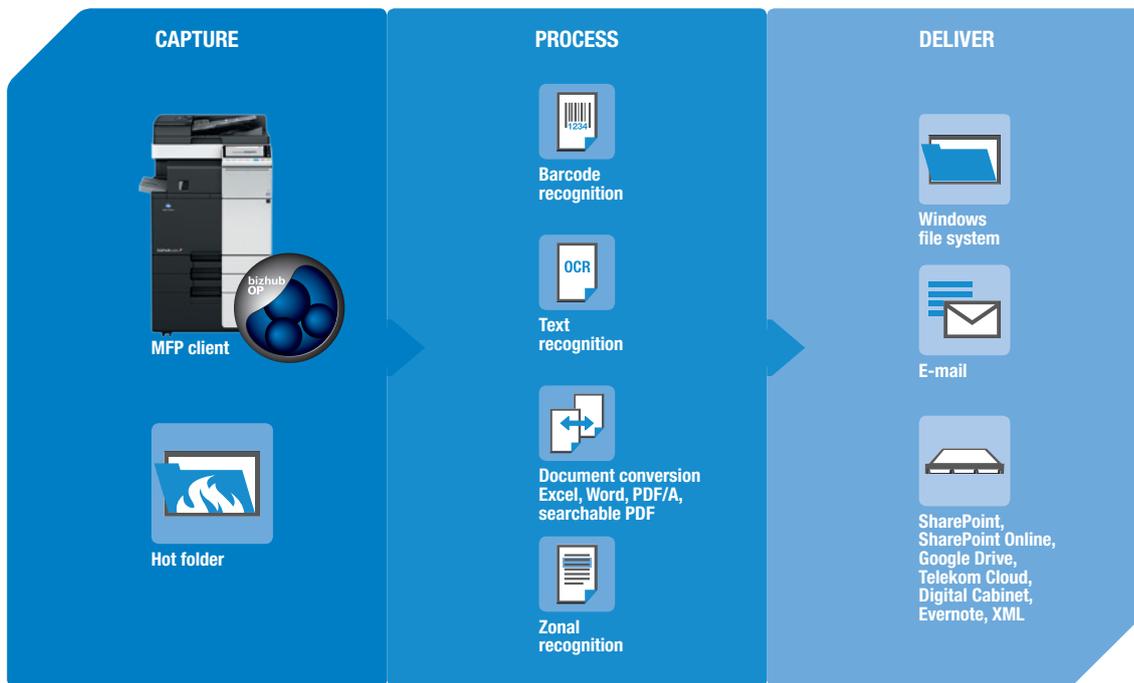
- **Reliable OCR text recognition:** Thanks to the ABBYY OCR engine, textual content is reliably recognised in electronic and paper documents and transformed into editable, extractable or searchable content.
- **Popular file formats:** Automatic conversion into the most popular electronic formats is supported, including Word, Excel, PDF, sPDF, JPEG, TIFF, XML, PDF/A.
- **Barcode recognition:** With the integrated barcode reader, 1D barcodes can be read and the recognised values used for document processing. In addition, documents can be separated by inserting sheets with barcodes before scanning. Users can thus combine multiple documents into a single scan job. The barcode separators ensure individual processing.
- **Zone recognition:** This enables recognition according to predefined zones. This capability is extremely useful for automation, since content can be read out and set for example as metadata or included in the document name.
- **Image improvement:** Empty pages are automatically detected and deleted. And if the scanning of a document is not completely straight, any slant is corrected with the automatic page rotation.

Document distribution

- **Network location:** Scanned documents are delivered directly into desired network folders, which can be selected on the MFP panel or are automatically addressed according to the workflow specifications.
- **Connectors to most popular solutions:** Documents can be stored in several systems, including SharePoint, SharePoint Online (Office 365), Google Drive, Telekom Cloud, Digital Cabinet, Evernote, and others. Even an XML generator is provided, ensuring support of most electronic systems.
- **E-mail address:** The forwarding of digital documents to any internal or external e-mail address is easy, with the address either pre-set or selectable in the MFP panel. In Document Navigator Essentials, even small e-mail address books can be configured.



WORKFLOW



TECHNICAL SPECIFICATIONS

SYSTEM REQUIREMENTS

Operating systems	Windows Vista SP2 (32/64) Windows 7 (32/64) Windows 8 (32/64) Windows Server 2003 SP2 (32/64) Windows Server 2008 SP2 (32/64) Windows Server 2008 R2 (64) Windows Server 2012 Windows Server 2012 R2
Memory	2 GB
Hard disk space	40 GB
CPU	Dual Core 2 GHz
Network	100 Mbit
Supported languages user interface	English, French, Italian, German, Dutch, Lithuanian, Polish, Russian
OCR recognition	Albanian, Armenian, Azerbaijani, Basque, Byelorussian, Bulgarian, Catalan, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Frisian, Gaelic Irish, Gaelic Scottish, German, Greek, Hungarian, Icelandic, Italian, Kurdish, Latin, Latvian, Lithuanian, Maltese, Macedonian, Norwegian, Polish, Portuguese, Romanian, Romany, Russian, Sami, Serbian, Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian, Welsh

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.