



KONICA MINOLTA

The essentials of imaging



Konica Minolta

Unity Document Suite

Powerful integrated document processing



Document capture & distribution Unity Document Suite



Streamlined document workflows from the desktop

In many office environments, busy employees are dealing with large amounts of paper-based and electronic information. Their challenging task is to establish a reliable, personal and flexible electronic document system with which to capture, organise, edit, retrieve and share documents efficiently.

Most business users of multifunctional output devices look to streamlining their document-based processes to improve their own productivity, increase efficiency and save costs. Konica Minolta's Unity Document Suite is the ideal desktop document management solution that provides all the scanning, organising, search and archiving features they need to manage their desktop more efficiently.

■ Unity Document Suite is a user-friendly suite of applications that integrates fully into existing applications and business processes. The personalised scanning platform enables seamless document capture, conversion, routing and management directly from a Konica Minolta bizhub MFP.

■ As a powerful desktop document management solution, Unity Document Suite enables its users to create and convert PDF files, assembling documents of any type, performing OCR (Optical Character Recognition), annotating files and editing images.

Unity Document Suite includes these capabilities:

- Supports PDF creation from any application, enabling users to assemble custom PDF documents with drag-and-drop speed and simplicity
- Instantly converts paper documents and PDF files into editable Microsoft® Office documents
- Scans and converts documents into XML, PDF, TIFF and other formats
- Facilitates creating searchable PDF files, locate scanned documents, file electronic forms, share documents via Email and much more.



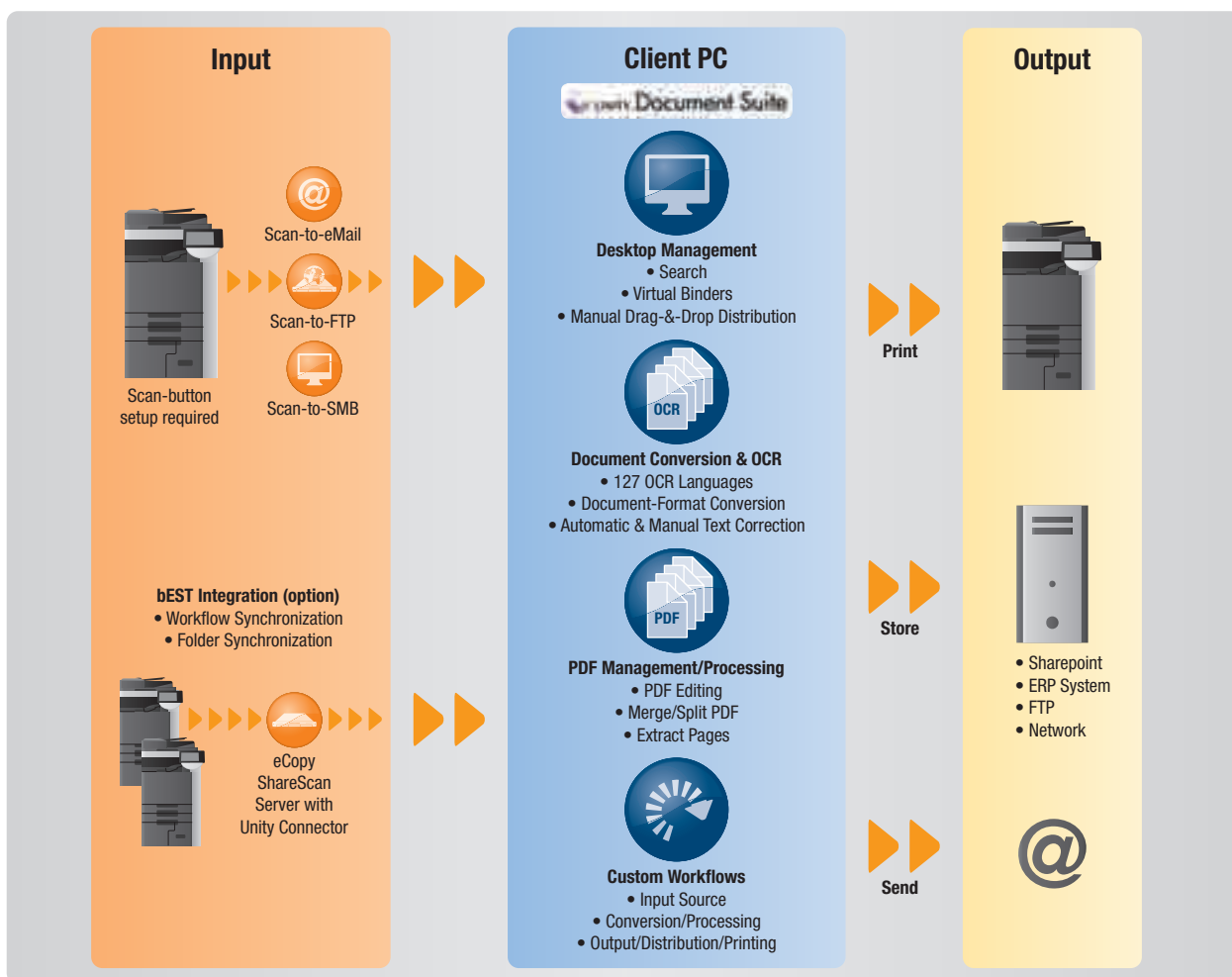
The complete desktop document management solution lets users take better advantage of their bizhub multifunctionals.

Unity Document Suite:

- Works with the bizhub's document capture capabilities, enabling business users to convert, edit, organise, combine, search and share scanned documents, Microsoft® Office and PDF files.
- Provides a user-friendly interface between the bizhub MFPs and desktop applications, including enterprise document management and content management systems, to optimise the way users capture, manage, work with and share documents on a daily basis.

- Is reliable and eliminates common concerns about file compatibility or security.
- Users have the choice of implementing Unity Document Suite into their working environment either via Scan-to-SMB or via a dedicated Scan-to-Unity Connector (see page 7). This integrates the application with existing scanning and distribution workflows and provides direct access from the MFP panel.

Workflow





Efficiency and flexibility for daily office work

The powerful capabilities of Unity Document Suite enable businesses to replace inconvenient and time-consuming, paper-based corporate procedures with streamlined and highly efficient electronic workflows. Employees benefit from a personalised and flexible document management system that accommodates individual requirements while providing maximum reliability and security.

➔ Convert paper and PDFs into editable, searchable documents

Unity Document Suite lets users access information in paper documents by turning them into electronic files that can be searched and edited. Thanks to Unity's comprehensive OCR capabilities, the converted documents look just like the original – complete with fully formatted columns, tables, bullets and graphics – saving users having to retype the document. Unity Document Suite provides capabilities that allow users to:

- Transform paper and PDF documents into editable Microsoft Office and Corel WordPerfect files
- Correct typos and change text colours, fonts, point size
- Search all content within scanned and converted documents by alphanumeric pattern or text
- Use Logical Form Recognition™ to turn paper forms into writeable PDF or Microsoft Word forms
- Copy graphics, charts and text from PDF files and put them into Microsoft Office documents
- Easily extract data from filled PDF or printed forms for inclusion in spreadsheets and databases
- Convert paper and PDF files into .WAV audio files

➔ Create industry-standard PDF files

The Unity Document Suite enables users to instantly create 100% industry-standard, universally viewable PDF files, including all PDF and PDF/A versions, from any PC application – completely avoiding problems with compatibility that might affect productivity. A single click while browsing with Windows will convert Microsoft® Office documents to PDFs or create PDF files of any document.

Unity Document Suite also provides accurate conversion of PDF files into XPS, Corel® WordPerfect® and Microsoft Office documents. Support for Windows 7 Jump Lists provides quick access to recent files as well as common PDF creation and conversion tasks. Users can for example:

- Create universally viewable PDF files
- Combine scans and photos with word processing, spreadsheet and presentation files for automatic conversion to PDF format
- Combine all pages of a PDF document into a single Microsoft Excel® worksheet

Collaborate effectively and securely



Unity Document Suite lets co-workers communicate and collaborate like never before. The suite's complete set of annotation tools enables users to propose edits, exchange ideas, and provide direction quickly and easily. There's also a convenient Comment Panel for users to view, organise, prioritise and update all their comments. It is possible to:

- Add notes, annotations, stamps, watermarks, and Bates Stamps
- Redact or highlight important information
- Secure documents by applying password protection and digital signatures



Flexible personal scanning workflows

With Unity Document Suite users can customise MFP scanning destinations, document formats, and more — directly from their computer desktop. After logging into the MFP, the user is presented with a personalised set of options. They only need to press the scan button to have their documents digitised and saved directly to a desktop folder or other specified destination — such as Web folders, email, FTP, or enterprise document management systems — in their preferred format. The whole operation is quick, secure and absolutely reliable.

Users can even combine options, destinations and formats into a single step to be executed from the MFP with the press of a button, saving time and making more efficient use of high-traffic devices. With Unity Document Suite, it is easy to:

- Set or change scanning preferences such as file formats, destinations, and other details, directly from their PC
- Send scanned files directly to a specific desktop folder where they can be easily found
- Customise the scanning options and multi-step buttons available on the MFP





Comprehensively featured for **everyone's benefit**

The extensive range of the Unity Document Suite capabilities streamlines and speeds up the work of absolutely everyone in the company. IT specialists and administrators benefit just as much as individual users.

➔ Key features

- Easy setup and installation
- Compatible with many office document types and an extensive range of scan (electronic) formats
- Enterprise-class PDF solution
 - Comprehensive PDF creation, editing and conversion functionality
 - Easy creation of writeable PDF forms, PDF portfolios, etc.
- Quick merging of documents
 - by merging documents of any type simply by drag & drop
 - by combining electronic and paper documents into virtual binders
- Optical Character Recognition (OCR)
 - Automatic conversion of paper-based documents and PDFs into electronic documents that can be searched and edited while retaining their layout
 - Dedicated legal/healthcare/financial dictionaries for scan recognition accuracy during conversion
 - Convenient document search by contents or keywords
- Automatic personalised conversion and scanning workflows
- Panel integration on bEST OpenAPI capable bizhub models, using the dedicated Scan-to-Unity Connector

➔ Key benefits

- Enhanced flexibility from a software suite that covers the functionality of several applications which usually need to be purchased and installed separately
- Increases work efficiency and performance with the fast conversion of documents into editable file formats and convenient combination of both electronic and paper documents into virtual binders
- Enables integrated document management workflows that save time and money with the easy conversion of paper-based and PDF documents into editable file formats, the easy merging of documents of any type and their convenient electronic distribution
- Accurate and reliable OCR minimises conversion errors
- Facilitates the effective, reliable and secure collaboration among co-workers
- Enhances user independence, providing personalisation and control of users' own document management, conversion and distribution workflows
- Maximises the value of the MFP investment



Complete integration with **Scan-to-Unity Connector**



Wishing to streamline their scanning processes for improved productivity, Unity Document Suite users can increase efficiency when scanning from their Konica Minolta MFP to the Unity Document Suite desktop application. For this purpose, the Unity Document Suite comes with a utility called Scan-to-Unity.

- The Scan-to-Unity Connector is a personalised scanning gateway that enables seamless document capture, conversion, routing and management directly from an integrated bizhub MFP. This component of the Unity Document Suite is installed on a server in the customer's office and is based on the Nuance eCopy ShareScan platform.
- This powerful document scanning gateway was designed specifically for integration with Konica Minolta multifunctional devices. The easy-to-use plug-in works with the bizhub's document capture capabilities, enabling users to trigger document scanning, conversion, Optical Character Recognition (OCR) and storage in various document management systems.
- The Scan-to-Unity Connector lets users personalise the scanning destinations and available workflows directly from their desktop. After logging into the MFP, users are presented with a personalised set of options. They simply select a choice from their preconfigured personal scanning destinations, press the scan button and their documents are delivered directly to a desktop folder or another specified destination in their preferred format — quickly, securely and reliably.
- Users can even combine options, destinations and formats into a single step to be executed from the MFP with the press of a button, saving time and making more efficient use of high-traffic devices. With the Scan-to-Unity Connector, users can:
 - Set and change scanning preferences, such as file formats, destinations, and others, directly from their PC
 - Easily apply any OCR workflow for document process automation
 - Send scanned files directly to a specific folder on the desktop PC
 - Customise the scanning options and multi-step buttons available on the MFP
 - Route documents directly to document management systems like Microsoft® SharePoint®, Interwoven, Hummingbird, Open Text and more for company-wide access
 - Safeguard sensitive documents with secure encryption and permission controls



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Technical specifications

Minimum system requirements for the components of the Unity Document Suite:

A computer with an Intel® Pentium® III or higher processor or equivalent. Dual-Core or Quad-Core processor recommended for advanced performance.

Windows XP 32-bit SP3 or above with 400 MHz processor

Windows Vista 32-bit or 64-bit SP2 or above (64-bit support is install-only)

Windows 7 32-bit or 64-bit with a 1GHz processor (64-bit support is install-only)

Microsoft Internet Explorer 7 or above

512 MB of memory (RAM), 1 GB recommended for advanced performance

1.21 GB of free hard disk space for the application files and sample files plus 70 MB working space during installation

1,024 x 768 pixel color monitor with 16-bit color or greater video card

A sound card for reading text aloud

A Windows-compatible pointing device

2 megapixel digital camera or higher for digital camera text capture

A compatible scanner with its own scanner driver software, if you plan to scan documents. See the Scanner Guide at Nuance's web site www.nuance.com for a list of supported scanners.

Web access is needed for product registration, activation, Scanner Wizard database updating and obtaining live updates for the program.

To save DOCX, XLSX and PPTX files (for Microsoft Office 2007 or 2010 Word, Excel and PowerPoint) or to load and save XPS files (XML Paper Specification), you should have or install Microsoft .NET Framework 3.0.

Nuance eCopy ShareScan v5 Server

Minimum Software Requirements*

Microsoft Windows XP Professional

Microsoft Windows Vista Business Edition

Microsoft Windows 2003 Server

Microsoft Windows Vista Enterprise Edition

*System requirements for eCopy ShareScan Suite for embedded devices may vary, depending upon configuration.

Note: Performance and speed will be enhanced if your computer's processor, memory and available disk space exceed minimum requirements. This is especially true when converting very large color PDF files. Hyper-thread enabled or multiprocessor systems can deliver better performance.

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