

Serious Business. Seamless Solutions.



DOCUMENT MANAGEMENT
SOLUTION

iTag 
Don't file it, Tag it

KYOCERA
SOLUTIONS



Document Management Made Simple

Every business deals with the frustration of misfiled or misplaced paperwork, as well as the costs associated with shipping or storing hard copy documents. Large enterprises are taking advantage of complex solutions to store and manage documents electronically that are simply out of reach for small businesses and workgroups. Wouldn't your business benefit by having a document management solution, and a central location to store your critical documents and quickly retrieve them as needed? Well, now you can...





iTag from Kyocera is an easy-to-use solution that enables businesses like yours to jump start a document management strategy without the hassle of a complex implementation process or the need for a highly technical IT staff.



Find Everyday Documents, Every Time

All businesses have that one critical business document that they use on a regular basis – a form, invoice, etc. Most likely, these documents are hardcopy and stored in a traditional filing cabinet, or in a stack of paper sitting on a desk. More often than we'd like to admit, these documents get misfiled or misplaced during the course of a very busy workday – something you don't realize until you try to locate them. This situation could potentially hinder the smooth operation of business activities.

iTag is a Simple and Cost-Effective Solution

Just scan hardcopy documents through a Kyocera multifunctional (MFP) device, and store them in a central repository for easy retrieval or collaboration. Now all that time spent at the filing cabinet is eliminated because the scanned and indexed documents are available in a central location, accessible at the click of a mouse.

Out-of-the-Box Functionality

iTag comes to you completely equipped and virtually ready to go. Bundled with a Dell™ Server, iTag Software and components, and Microsoft Windows® SharePoint Services, iTag's out-of-the-box solution lets businesses immediately start storing and retrieving hardcopy documents electronically.

Once you get started, you'll wonder how you ever got along without it!



iTag >>>
Don't file it, Tag it

"Tag" Your Documents for Easy Retrieval

Just like you label file folders in a file cabinet you can choose index fields to "Tag" that document.

- **Create** "Tags" for all of your scanned documents (i.e. invoice number, client name, etc.)
- **Store** your documents with the "Tags" linked to them in SharePoint Services
- **Search** for documents by that "Tag"

Now you are assured of easy and accurate document storage and retrieval.



The Benefits of iTag

iTag takes the frustration out of electronic document storage. Simplifying the process of scanning and storing ensures that document integrity and business processes are improved, resulting in higher productivity and peace of mind.

- Scan and "Tag" your documents directly from any iTag enabled Kyocera MFP
- Store documents in a Microsoft Windows® SharePoint Services customized database for retrieval at the click of a mouse
- Share electronic documents directly from your desktop without the need for additional software

iTag Components

- Validation Station with Touch Screen Monitor
- Single Kyocera MFP device license
- Dell™ Server Hardware pre-loaded with Windows® Server 2003
- Pre-Licensed iTag Software and components (KYOCERA core technology)
- Microsoft Windows® SharePoint Services with 15 Client Access Licenses
- Auto Color Recognition capabilities from select Kyocera MFPs*



Touch Screen
Validation Station



Dell™ Server Hardware
running Windows® Server 2003



Kyocera
Multifunctional
Device

*Only available on MFPs with color scanning functionality



Scan and Store Documents with Ease

1. Select your critical business document(s) to be scanned
 2. Fill in required index fields / "Tags" directly at the MFP control panel
 3. Scan the document(s) at the Kyocera MFP
- Your documents are now stored electronically in Microsoft Windows SharePoint Services



1 >>>>
Select a document



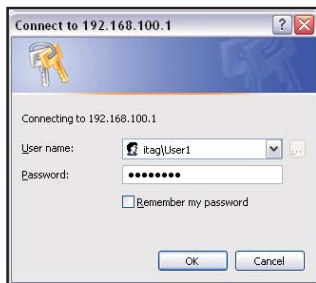
2 >>>>
Type in index field
(i.e. invoice 1234)



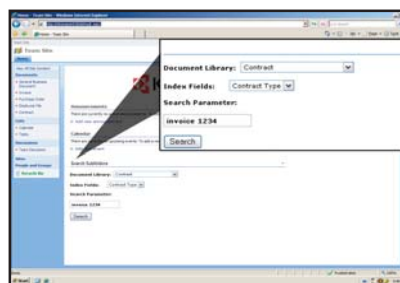
3
Scan document at the
Kyocera MFP

Retrieve Stored Documents

1. Logon to SharePoint Services at the desktop
2. Search for documents by the index data entered
3. Open desired documents and begin working



1 >>>>
Logon to
SharePoint Services



2 >>>>
Type in search "Tag"
to retrieve document
(i.e. invoice 1234)



3
Retrieve document

iTag helps small businesses and workgroups realize the immediate results of improved productivity while reducing the costs typically associated with a document management strategy. As your business needs evolve, iTag's upgrade to KYOcapture in conjunction with Kyocera's Professional Services Group can assist you in implementing a more robust solution tailored to your specific requirements.

DOCUMENT MANAGEMENT SOLUTION

iTag TECHNICAL SPECIFICATIONS

► **MFP Compatibility**

iTag is compatible with:

- KM/CS-3060, 2560
- KM/CS-5035, 4035, 3035
- KM/CS-5050, 4050, 3050
- KM/CS-8030, 6030
- KM/CS-C3232, C3225, C2520
- KM/CS-C4035E, C3232E, C3225E, C2525E

► **Software Specification**

Operating System: Windows® Server 2003, Standard Edition, Includes 15 Client Access Licenses (CALs)

- SQL Server Embedded Edition

KYOcapture powered by AutoStore

- Single Kyocera MFP Device License
- Server Component License
- Kyocera MFP Capture Component
- Basic Image Enhancement
- Image Validation
- Watermark
- ABBYY Basic OCR
- Send to Folder
- Send to Printer
- Send to Microsoft Windows® SharePoint Services

► **Scanning Specifications/Defaults**

- File Formats: TIFF, PDF
- Scan Resolution: 200, 300, 400, and 600 dpi
- Default Scan Settings: Black & White
- Multi-page TIFF*
- Auto Color Detection

* Single page TIFF, and/or PDF can be enabled through the iTag software

► **Hardware Specifications**

Base Unit: PE840; Dual Core 3050 Processor, 2MB 2.13GHz, Xeon, 1066MHz, Front Side Bus

Memory: 2GB DDR2, 667MHz, 2x1G, Dual Ranked DIMMs, PowerEdge 8x0

Hard Drives (3): 160GB 7.2K RPM Serial ATA 3 Gbps 3.5-in Cabled Hard Drive

Hard Drive Controller: PERC 5i; SAS Internal RAID Adapter, PCI-Express

NIC: On-board Network Interface

CD-ROM / DVD-ROM Drive: 48x CD-RW/DVD IDE Combo Drive Half-Height, TSST

Monitor: Touch Screen Monitor

Keyboard: Dell Quietkey USB Keyboard NMB

Mouse: USB, 2-BTN Mechanical Mouse Wheel

iTag Server Stand Dimensions:

19.0"W x 30.0"D x 36.5"H

► **Microsoft Windows® SharePoint Services**

- 15 Client Access Licenses (CALs)
- Role-based Security
- Check in / Check out
- Document Versioning
- Search / Filter Feature
- Integration with Microsoft Office 2003 and 2007

► **Options**

- Additional Kyocera MFP Device License
- Upgrade Pack to KYOcapture Basic Server Package (Upgrade to KYOcapture provides full compatibility with optional components)

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