# iTag delivers affordable, scalable document management

## Kyocera ushers in new era of office productivity with user-friendly solutions

THE NEED FOR A SIMPLIFIED DOCUMENT MANAGEMENT SOLUTION is pervasive across virtually all businesses and organizations. The sheer volume of documents passing through today's businesses and the rising tide of regulatory requirements such as Sarbanes-Oxley have escalated this need in recent years.

In the past, a reliable, scalable, and cost-effective document management solution has been out of reach for most organizations. Some lack the right infrastructure while others do not have the personnel to deploy and manage the solution. And still others lack the budget necessary for a truly comprehensive and scalable solution.

Now Kyocera has unveiled iTag, an out-of-the-box document management solution that is both easy to install and flexible in order to meet rapidly changing business needs. iTag is developed specifically for small businesses and departments as a solution for efficient document management. The result is a simplified solution without the need for an existing document management back-end system and without the tedious, expensive, and time-consuming processes encountered when filing, organizing, and sharing large numbers of documents.

*iTag comes bundled with Microsoft Windows® SharePoint Services, a document management repository that handles the storing of documents and images while interfacing seamlessly with a user's work environment.*

### EASE OF USE PLUS FLEXIBILITY

Take a typical office, for example. Every business has at least one hard-copy critical business document that is used on a daily basis, such as an invoice or purchase order. With three simple steps, iTag makes quick work of scanning and storing this document for easy search and retrieval:

1 Fill in index fields/"tags" at the Control Panel of an iTag-enabled Kyocera multifunctional product (MFP)
2 Press Start to send the document to Microsoft Windows® SharePoint Services
3 Search for and retrieve scanned documents at any PC or workstation

While iTag is a new offering, it is based on the core technology from KYOcapture, Kyocera's award-winning, server-based document capture workflow solution. iTag integrates with select Kyocera MFPs and ships with the iTag Validation Station, a Dell™ server preloaded with the iTag software, Microsoft Windows® SharePoint Services, and one MFP device connection for out-of-the-box functionality.

### ONE-TOUCH DOCUMENT MANAGEMENT

The iTag Validation Station lets users review a scanned image and then quickly and easily reorder or remove pages from a multipage file. All this and more can be done with the touch of a button.

With iTag, department administrators can easily manage both document security and document access. Users, meanwhile, have all the flexibility they'll need to share and access information quickly, giving their productivity a big boost.

### AS YOUR NEED GROWS

As the needs of iTag users continue to grow, iTag offers the option to upgrade to KYOcapture. Having the capability to integrate with existing or new document/content management systems, KYOcapture works as an intelligent document capture workflow solution for capturing, processing, and routing large document workloads. KYOcapture also gives users enhanced capabilities to route documents to multiple locations, including a database, PC, or other document/content management solutions.

*For more information about Kyocera's Document Management Solutions, visit www.kyoceramita.com*

**KYOCERA**

## And the winner is...

There is nothing like the praise of independent third-party test groups and laboratories to validate the reliability and service of technology products, and Kyocera has certainly earned its share lately. Highlighting a number of industry awards earned by Kyocera is the one from J.D. Power and Associates. The firm recently named Kyocera the "#1 Copier/Multifunctional Product in Overall Customer Satisfaction Among Business Users" in its annual satisfaction survey. Indeed this study was based on responses from 1,730 decision makers with 16 brands being evaluated.

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