



Ensure control  
over your documents  
thanks to OptimiDoc!

## What is OptimiDoc?

OptimiDoc is a server application, which will help you increase the efficiency of work with corporate documents. It simplifies and speeds up the work of your employees, protects your documents and minimises corporate costs. All thanks to its tools for security, printing, scanning, control of costs and monitoring of the device state.



### SAVINGS

- A complete overview of not only printing costs with distribution by individual location, device, department or user.
- Automation of the processing of incoming documents through scanning processes with bar-code or zone OCR support.
- Setting of limitation of colour printing or copying to ensure minimisation of costs.



### PRODUCTIVITY

- Printing on any device with the option to set finishing functions such as stapling or duplex print directly on the device.
- Scanning of documents at a click to Word or a searchable PDF file directly from the device.
- Printing of documents from mobile devices with Microsoft Office, PDF format support.



### SECURITY

- Securing of the device and documents pending login to a concrete device by card, PIN or user name & password.
- Possibility for the administrator to check printed documents with details of the given task such as the number of pages or document preview.
- Definition of printing, scanning, copying access rights for the individual departments or persons.



By using OptimiDoc, you expand the options of the multifunctional devices with functions and tools that ease your everyday work.



With the OptimiDoc solution,

you get up to 30%

savings on printing costs!

## Device monitoring

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Monitor the device status directly from the OptimiDoc web interface. Thanks to this, you will know about any defect on the device or depletion of toner or paper.

## Security

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With the security function, you lock the multifunction device against unauthorised persons. Authentication is via card or PIN. By this, you not only reduce the costs of unauthorised usage, but mainly prevent alienation of corporate data. At the same time, you can also define user access rights to the individual device and OptimiDoc functions.

## Printing

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Enable your employees to print documents on any device more easily and faster. The user is no longer restricted to the specific device to which he sent the document, and can simultaneously administer individual print tasks directly on the device or set the resultant document format directly on the device. Using the mobile print function, the user can send own documents for printing directly from his mobile phone.

## Scanning

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Scanning ensures the digitalisation of your documents using the application directly in the multifunction device. It can subsequently process and archive these documents in your storage. Within the scope of processing, it is capable of converting the document to editable format, dividing it according to the bar-code or reading specific information from a given point in the document.

## Reporting

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Reporting and monitoring help you get an overview of the load of the print devices and print costs of the individual users and departments. OptimiDoc is capable of monitoring print costs not only on large multifunction devices, but also small USB printers.

# SECURITY

## AUTHENTICATION SYSTEM

It is possible to connect a card reader to the multifunction device and enable the users to use cards for login and authentication on the multifunction device. Customers with an already implemented card system, e.g. attendance, may use their existing cards thanks to the wide range of supported card standards.

If the customer does not use any card system or the user has forgotten his card, he can login with his PIN or user name & password.

For easy implementation of the solution at the customer, it is possible to use tools like automatic PIN generation, where the system itself sets the PIN for the individual users and sends it to the e-mail box. After which, the user upon login to the system using an unknown card enters his PIN and thus assigns the card to his account.

## ACCESS RIGHTS SYSTEM

Through the access rights, it is possible to allocate rights to individual groups, for instance, for colour print, copying or scanning templates. The rights can also be set for individual sections of the web interface and thus, for instance, enable access of selected persons to an own department.

## SECURED DATA TRANSFER

OptimiDoc utilises SSL protocol for communication with the device and receipt and delivery of print data from the user to the device. At the same time, it utilises the SSL protocol to deliver scanned documents from the multifunction device to the server. All data is thus encrypted and secured.

**"THE DEVICE REMAINS LOCKED PENDING CARD AUTHENTICATION, AND NO UNAUTHORISED PERSON CAN USE OUR DEVICES!"**

# MONITORING

## MONITORING OF DEVICE STATUS

Monitoring of device status regularly checks the individual statuses of the devices and consumables. Thanks to this, the administrator via web interface gets information about the print environment and simply responds to arising problems. Within the scope of monitoring, it is possible to monitor the following information:

- Device status
- Paper level in the individual containers
- Toner level
- Status of other consumables

## NOTIFICATION SYSTEM

Within the scope of the notification system, it is possible to configure regular notification to e-mail in case of a change of device status or drop of consumables below the pre-defined level.

The email can contain information about a specific device on which the problem has occurred, but also a detailed description of the problem or type of consumable, which should be replaced.

By deployment of the notification system, it is possible to forego failures of individual print devices or to ensure quick resolution of faults.

# PRINTING

## PRINT TERMINAL

Directly on the print device, each user can not only view own print jobs, but also view detailed information about each job, such as the name, number of pages or preview of the entire document.

Before actual printing, he can also specify whether the documents should be printed in B/W, duplex or stapled.

## SECURED PRINT & FOLLOW-ME

Print documents are sent to OptimiDoc. They are stored there until the user requests them on a specific device. Thanks to the fact that OptimiDoc knows the device via which the user is connected, it can target the documents to any device in the network thus enabling the print function anywhere.

OptimiDoc thus does not only archive your documents securely on the server until you login, but also enables you to print them on any device.

A further print option is print in a direct queue. This will print the document directly on the selected device. The only difference is that OptimiDoc will ensure the billing of this operation to the relevant user.

## PRINT RULES

The set of print rules makes it possible to perform operations above individual documents on the basis of predefined conditions. In this way you ensure observance of print policy in your company.

You can thus execute all print jobs from Outlook in B/W or duplex.

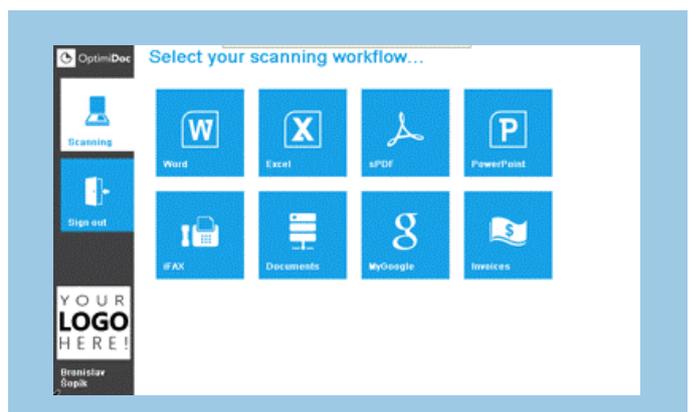
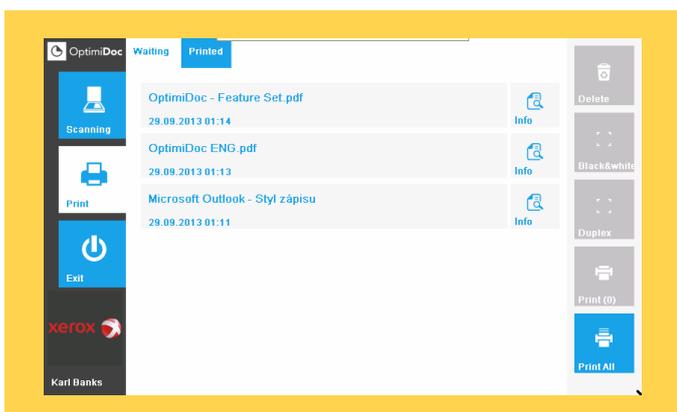
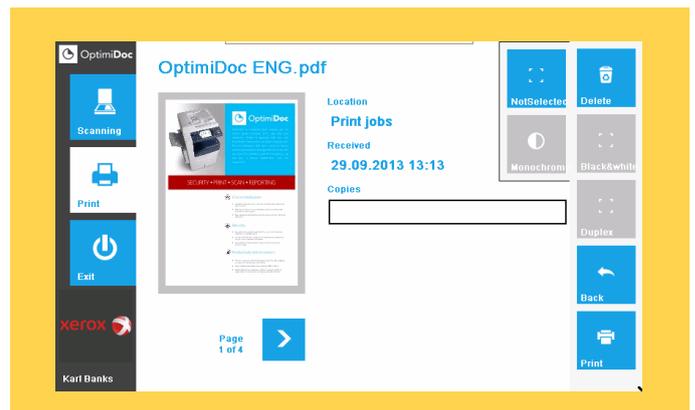
## MOBILE PRINT & CONNECTORS

Using the mobile print function, the user can print own documents directly from his mobile device. It will cope with everything thanks to support for Google Cloud Print, AirPrint or the email client on his telephone, tablet or notebook.

With the technology integrated in OptimiDoc, you can print not only PDF files or images, but also Microsoft Word, Excel or PowerPoint format files without the need to have Microsoft Office installed.

The connectors allow browsing and printing of documents in your storage directly on the device panel and it does not matter whether this is an ordinary directory of the personal Google Drive.

"I CAN CHOOSE IF THE DOCUMENT WILL BE PRINTED IN B/W OR DUPLEX DIRECTLY ON THE DEVICE!"



# SCANNING



## SCAN TERMINAL

Paper documents may be digitalised via the touch panel of the multifunction device. Thanks to direct integration in the device, we can display the OptimiDoc interface directly on the display of the multifunction device. The user can thus select the correct scanning process and enter document information without having to use another device or workstation.



## HOT FOLDERS

HotFolders functionality can be used for processing paper documents already in digital form or scanned using scan devices without possibility for integration of OptimiDoc.

OptimiDoc enables the creation of an unlimited number of folders from which all incoming documents shall be processed. Each HotFolder can be defined with different file processing and storage.



## DOCUMENT QUALITY ENHANCEMENT

OptimiDoc performs a range of image processing functions to improve the quality of document images. This improvement is the basis for quality recognition or further archiving of the document.

The supported document quality enhancement functions include:

- Automatic detection of page orientation
- De-skewing of pages
- Image enhancement
- Separation of facing dual pages
- Deletion of empty pages

“END OF MANUAL REWRITING OF DOCUMENTS, USING OPTIMIDOC I CAN COPE WITH IT AT A SINGLE CLICK!”



## BAR CODE RECOGNITION & SEPARATION

The bar codes can also be recognised and used for processing the documents in the document management system or for indexation, naming and classification of documents. OptimiDoc supports recognition of over 20 most common 1D and 2D bar codes.

Document separation is used very often in the case of batch scanning of multiple documents at once. Thanks to this functionality, you need not scan all documents separately. OptimiDoc automatically separates the documents by detection of an intervening blank page, fixed number of pages or redefined document text.



## DOCUMENT CONVERSION

OptimiDoc can convert scanned documents into more than 10 different file types. The most commonly used are not missing: Microsoft Word, Microsoft Excel, searchable PDF or ordinary TXT file format.

Thanks to advanced document conversion, OptimiDoc not only converts the document to plain text but can preserve formatting, paragraphs, and images in the right place.



## ZONAL OCR

OptimiDoc Zonal OCR can be used to extract text or bar code data from a predefined section of a scanned document. At the same time, it is possible through the filters to limit the text to a specified template or select only a certain part of the recognized text. This functionality enables you to automate the acquisition of required data from structured documents.



## DOCUMENT ARCHIVING

OptimiDoc distributes and stores documents based on the selected workflow, which defines the document repository. OptimiDoc can use the given parameters and user information for definition of the final destination and document name. At the same time, thanks to the wide range of connectors, OptimiDoc is capable of storing the documents in a folder, email, Microsoft SharePoint, Google Drive and other supported repositories.

# REPORTING

## MONITORING

OptimiDoc enables monitoring of individual print devices regardless of whether they are large multifunction devices or local USB printers. Moreover, by securing the devices, we get information not only about the prints, but also copies or scanned documents. We subsequently keep the information so acquired for system reports.

## OPERATIONS TRACKING

The administrator can track actual events in the print environment. Thanks to this, he sees who and what the concerned is actually printing, scanning or copying. At the same time, he can also see the detail of the individual operations, get their price or even preview print documents and thus ensure that nobody is printing personal documents.

## WEB REPORTS

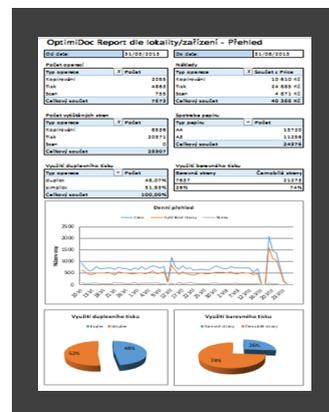
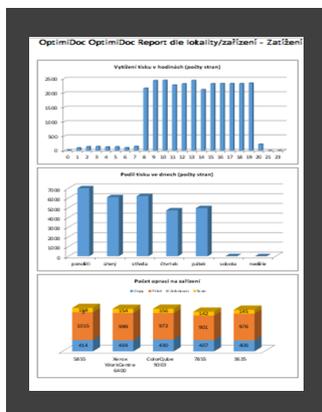
Through web reports it is possible to quickly create the basic overview of costs by device, department or user directly via the OptimiDoc web interface. These reports can simply be filtered by users, departments or other parameters.

The web interface is also available to each user only with his statistics. The user does not see full statistics, but can check own costs and performed operations.

## PROJECT ACCOUNTING

Monitoring of the costs of individual projects or distribution of print into corporate and private is possible using project accounting. OptimiDoc allows creation of a set of projects within which individual prints are assigned. The user when printing decides the project to which the actual print shall be assigned.

**“I FINALLY KNOW WHO IS PRINTING HOLIDAY PHOTOGRAPHS OR RECIPES IN OUR COMPANY!”**



## EXCEL REPORTING

OptimiDoc allows export of data directly to Microsoft Excel. Together with a predefined report template you can monitor paper consumption, use of duplex print or even the workload of the devices on individual days and times.

An obvious aspect is also the option to export data to XML, CSV or HTML format for own processing.

## OLAP CUBE

For customers with millions of operations within their printing environments, the OLAP Cube is a powerful tool for simple and quick creation of reports above such a number of operations.

At the same time, the user is not limited by the specific form of the report, but can create it according to own requirements.

# MOBILE APPLICATIONS AND ANDROID TERMINAL



## MOBILE TERMINAL

The mobile application brings the OptimiDoc user interface directly into the mobile telephone or tablet. The user thus has full functionality available on the device for printing, scanning and authentication.

The print application allows not only browsing and administration of own print documents in OptimiDoc, but also sending of the documents to the print device, which he selects from the available devices or scanned QR codes.

Scanning brings a new option to use a camera to acquire corporate documents and their direct integration into the corporate processes. The user can thus take a photograph of a document and send it directly to the accounts office.

At the same time, the user can unlock the device directly from a mobile telephone. The necessity to log in or use expensive card readers is thus eliminated.



## CLOUD PRINT SUPPORT

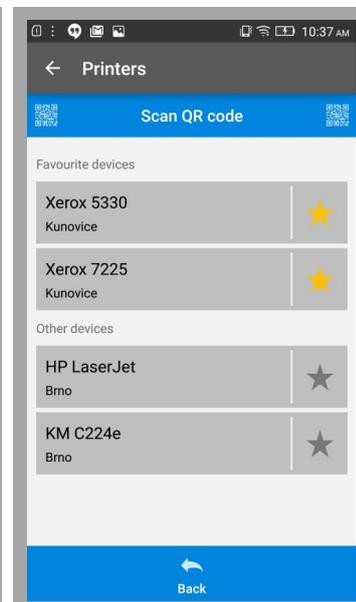
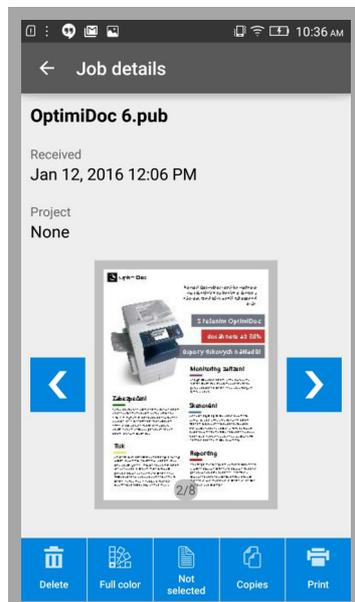
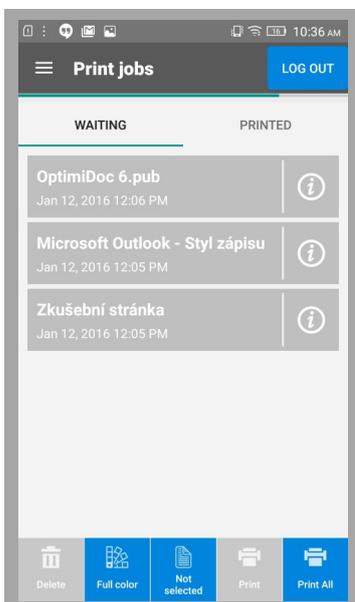
OptimiDoc allows printing from any device via the email client. For Android devices, it is possible to also use the native Google Cloud Print technology. The user can thus print to OptimiDoc just like on any other printer.



## ANDROID TERMINAL

The Android terminal allows use of the mobile application for Android in the mode when the tablet is firmly linked to a specific device. This tablet can thus be used by users who will want to pick their prints from this device. This mode also has card reader support.

“I CAN SEND PRINTS TO ANY DEVICE DIRECTLY FROM MY MOBILE TELEPHONE!”



# ARCHITECTURE

 **DISTRIBUTED ARCHITECTURE**

Through distributed technology, OptimiDoc allows implementation of a complete solution not only in one location, but also within the individual branches. This technology provides central administration via web interface with minimum data transmission between the head office and the branches.

Basic components of distributed technology:

- OptimiDoc Server - the central server provides a web interface for administration and configuration of OptimiDoc in the entire network including the branches. It ensures processing of scanned documents, login to devices, access rights, visualisation of the interface on the device and collection of accounting information. OptimiDoc Server may be connected in a cluster via Windows Network Loadbalancing technology and thus ensure distribution of the load or ensure functionality in case of the failure of one of the servers.
- OptimiDoc Print Node – a component that ensures the receipt of print jobs and their subsequent distribution to specific print devices. This component can be installed on the local server or on individual workstations to minimise data transmission between the central server and the branches. OptimiDoc Print Node ensures printing in case of failure of the central server. During the failure, it continues to receive print jobs and upon restoration of individual jobs, it registers on the central server and facilitates their printing. In case of failure, it is also possible to print directly to a given device without the need for the user to wait for restoration of the connection.

 **QUICK IMPLEMENTATION**

The OptimiDoc installation packages are ready for simplest implementation at the customer's end. For this reason, they automatically detect whether everything on the server is correctly configured and eventually configure the missing settings. This allows the administrators or providers to implement the product with a few clicks.

 **LDAP SUPPORT**

OptimiDoc supports synchronisation of user information from systems such as OpenLDAP or Active Directory. Together with user information, it also supports synchronisation of groups through which it is possible to configure access rights.

 **WEB INTERFACE**

All configuration and setting runs via the central web interface. The administrator thus need not search for the individual applications for reporting, configuration or monitoring of the actual operations in the print environment in a complicated manner.

At the same time, not only the administrator can connect via web interface, but also the user. He can view own actual print jobs or download scanned documents.

Your partner: