

# Empower Yourself Through Digital Transformation

**KYOCERA Smart  
Information Manager**



# KYOCERA Smart Information Manager



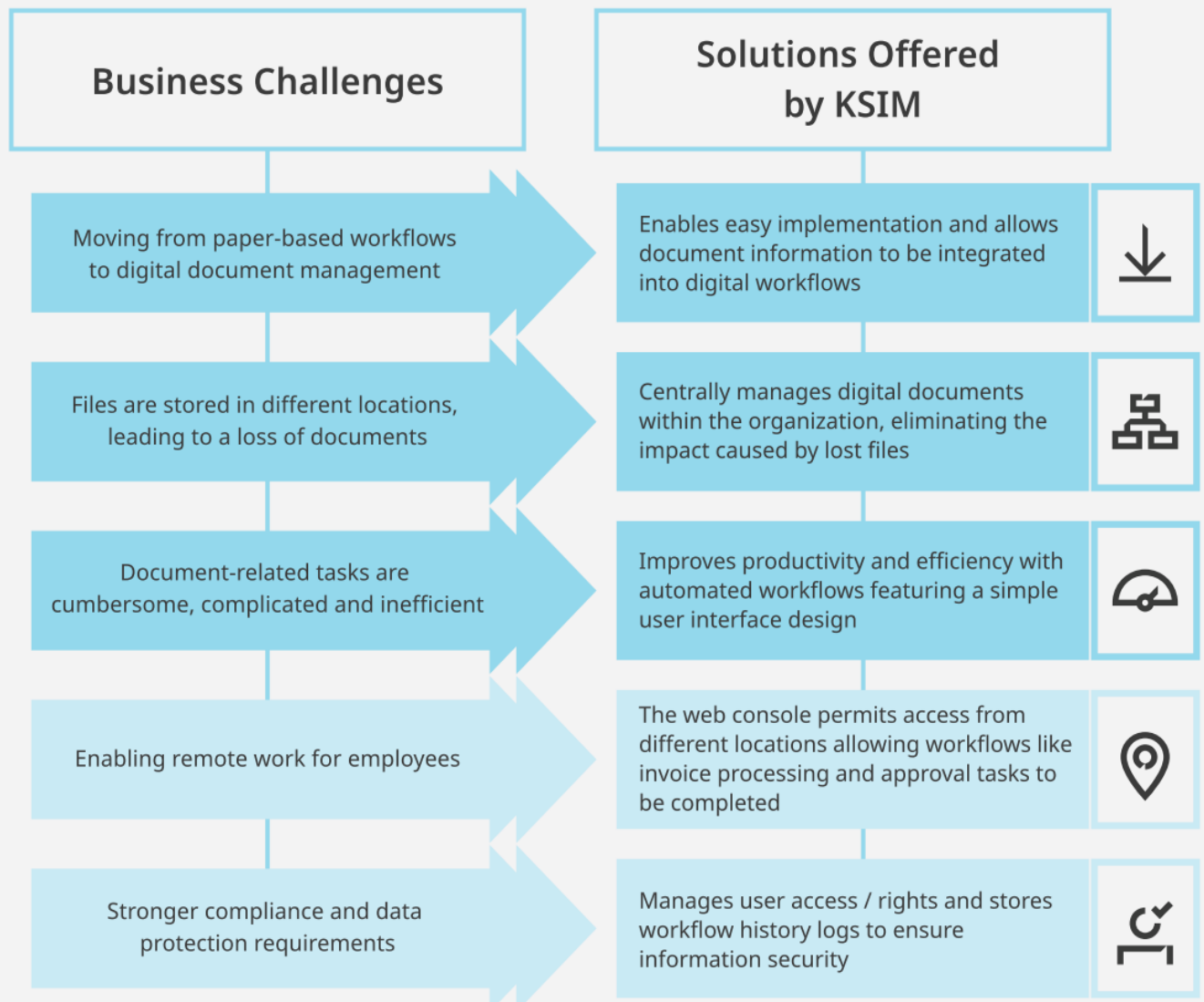
Easy-to-implement, user-friendly solution for small and mid-sized businesses to move from paper-based to digital document management

Are you looking for ways to reduce your paperwork in the office?

For company or organization who is seeking digitization tools which can be easily implemented, KYOCERA Smart Information Manager is an optimal solution. It integrates diverse information sources such as paper documents, electronic contents, and scanned images into automated workflows such as invoice processing and approval tasks.

Offering ease of use with a simple user interface design, KYOCERA Smart Information Manager contributes in digitizing the workplace and enhancing business productivity.

## Business Challenges & Solutions

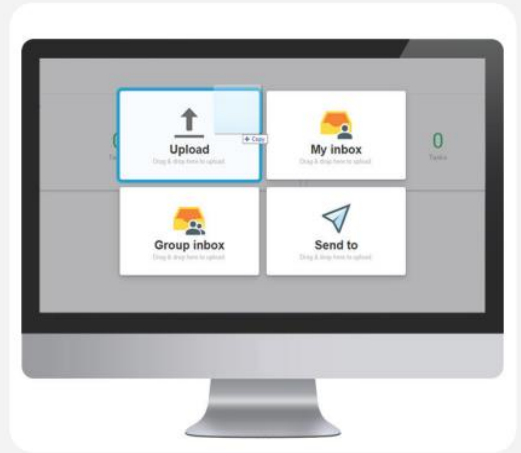


# Key Features

## Document Import

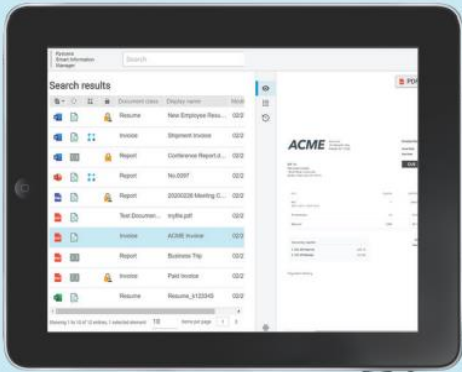
Users can import document information from various platforms including MFPs (multifunctional printers), smartphones, tablets and emails. Furthermore, users can extract and send attribute information to the KYOCERA Smart Information Manager.

For example, when processing an invoice, information such as the company name, address, invoice amount, and payment due date can be extracted from the document and sent to the KYOCERA Smart Information Manager to be used in workflows. In addition, users can convert their document from MFPs to a searchable PDF, MS Word, MS Excel and MS PowerPoint.



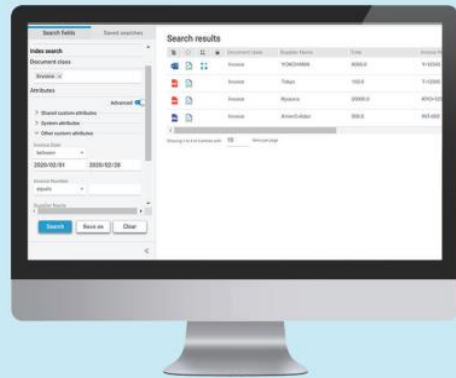
## Document Management

KYOCERA Smart Information Manager enables the management of the entire document lifecycle from data import to usage, archiving, and disposal. Users can browse imported documents and edit attribute information. Security is ensured by enabling access control.



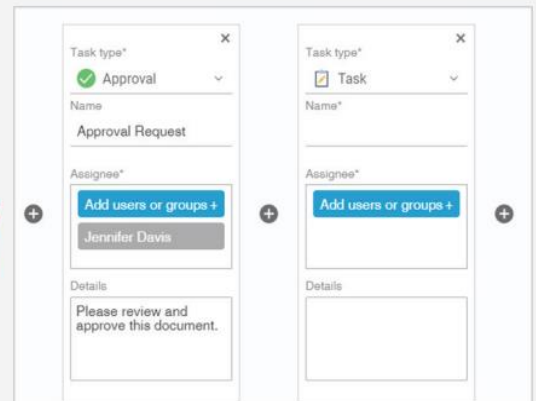
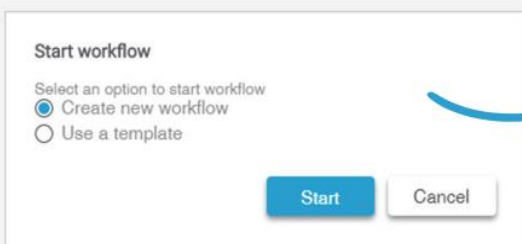
## Document Search

As an alternative solution to full text search which often takes time to complete and provides undesired files, KYOCERA Smart Information Manager allows users to search using filters. For example, when searching for an invoice a user can provide a certain payment amount or issue date to help refine the results.



## Automated Workflows

Document data imported from various formats are shared in automated workflows, enabling organizations to share information more quickly and accurately for circulation or approval. KYOCERA Smart Information Manager offers workflows for specific tasks which can be customized prior to installation based on user needs, enabling easy implementation and easy use regardless of the user operational skills.



# System Requirements

**Server Specifications** Microsoft Windows Server 2019 / 2016 / 2012 R2  
2 cores CPU  
8 GB RAM  
5 GB disk space for installation  
50 GB or more disc space for document storage

**Browser** Google Chrome, Microsoft Edge, Mozilla Firefox

Features may vary by product license. Specifications and design are subject to change without notice.  
Google Chrome is a trademark of Google Inc. Microsoft Windows Server and Microsoft Edge are trademarks of Microsoft Corporation.  
Mozilla, Firefox are trademarks of the Mozilla Foundation in the US and other countries. Other trademarks are property of their respective owners.



## Go Digital and Forget about Distance

**Find Products and Solutions for Your Country / Region**

The availability of our products and solutions differs by each country or region.  
Please ask the Kyocera Document Solutions sales company near you.



**KYOCERA Document Solutions Hong Kong Limited**  
16FL, Mita Centre, 552-566 Castle Peak Road, Tsuen Wan, N.T HONG KONG  
Tel: +852 3582 4000 Fax: +852 3185 1399  
[www.kyoceradocumentsolutions.com.hk](http://www.kyoceradocumentsolutions.com.hk)