



KONICA MINOLTA

YOU

WANT A DIGITAL
TRANSFORMATION
STRATEGY

WE

CAN AUTOMATE YOUR
BUSINESS PROCESSES



UNLEASH YOUR DIGITAL POTENTIAL

KOMI Doc offers a comprehensive set of intuitive features that make filing, searching and sharing of business documents, quick and easy.

- Specifically designed for business units looking for a simple yet powerful solution to manage business information, KOMI Doc offers great features :
 - Eliminate paper and organize all your documents in a central place
 - Search and instantly retrieve any document right from your computer, tablet or smartphone
 - Automate your processes, review and approve your documents faster thanks to our advanced workflow engine
 - Create in a few clicks an online, private and secure portal to enhance customer relationships by providing a complete 24/7 access to business documents

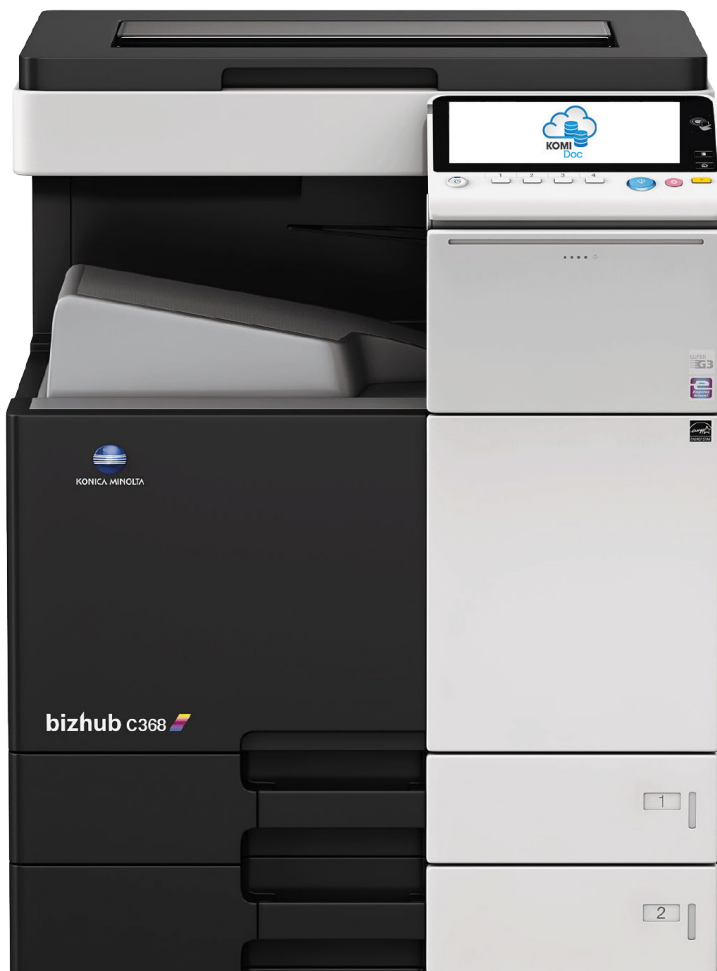
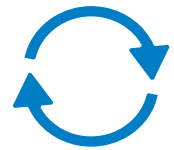


CENTRALIZE & MANAGE EFFECTIVELY ALL YOUR BUSINESS DOCUMENTS



- File any Word, Excel, PowerPoint documents or Outlook emails, right from the ribbon of your Microsoft Office application.

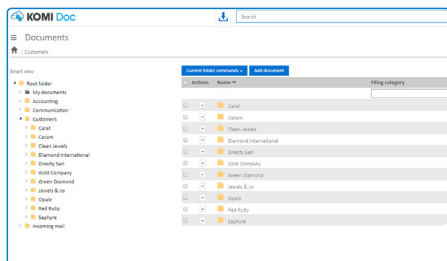
- Back up your files all in one place, and keep them synchronized across all of your computers and devices (smartphone, tablet).



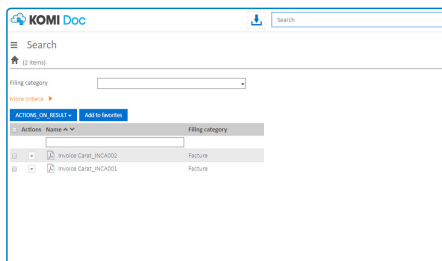
- Scan and electronically file all your business paper documents in a structured and logical way, right from your KONICA MINOLTA multifunction printer's control panel.
- Automate the distribution of all your business documents such as invoices, order forms, delivery note, pay slip... right from your software application.

RETRIEVE INSTANTLY ANY DOCUMENTS

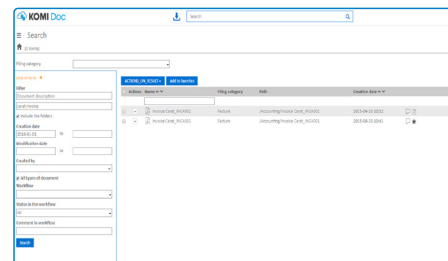
KOMI Doc enables you to retrieve documents instantaneously according to highly relevant search modes that are fast and easy to use.



Browse your Windows type folders structure to precisely locate a file.



Retrieve any documents right from your KONICA MINOLTA multifunction printer's control panel and print them on demand.



Benefit from OCR technology and from a «Google like search box» to retrieve file on content.

EASILY ACCESS YOUR FILES FROM ANYWHERE



➤ Easily get to your business documents, presentations, and photos while you are on the go with the KOMI Doc Mobile App.

- View files directly on your smartphone or tablet
- Retrieve any documents within seconds through the powerful search engine
- Share pictures taken on the field with your team
- Save files to your device for offline access
- Manage your approval tasks

MANAGE SECURITY ON CONTENT

➤ Share documents in confidence and collaborate on content with your teammates, business partners, customers, ...

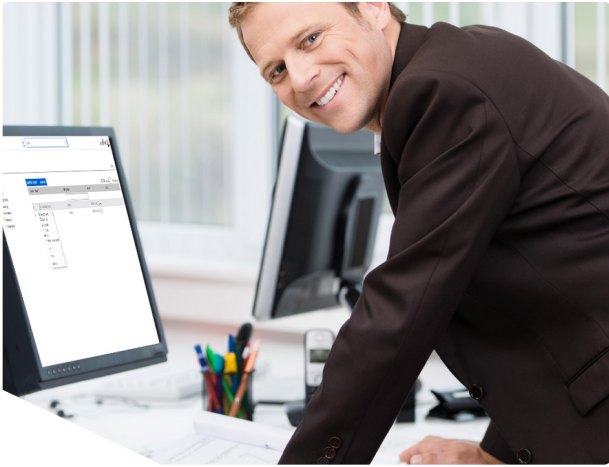
Keep everyone informed, control who gets to see what and make sure your documents are always up to date.

- Control who can access file
- Ensure data integrity of your content
- Protect the confidentiality of your files with encryption
- Get comprehensive reports and audit trails



SHARE YOUR DOCUMENTS WITH OTHERS IN A FEW CLICKS !

KOMI Doc lets you share easily and securely documents with your co-workers, customers or business partners regardless of file size.



Up to date Intranet

- Publish in one single location the most accurate business documents (product specs, catalogue, price lists, manuals...) and share them instantly with your mobile work force (sales, technical team, etc.)

Customer / Partner Extranet

- Easily set-up secured digital workspace and invite your business contacts to view content and to exchange feedback in one place
- Save time and money by automating the electronic delivery of whole batches of invoices to your customers



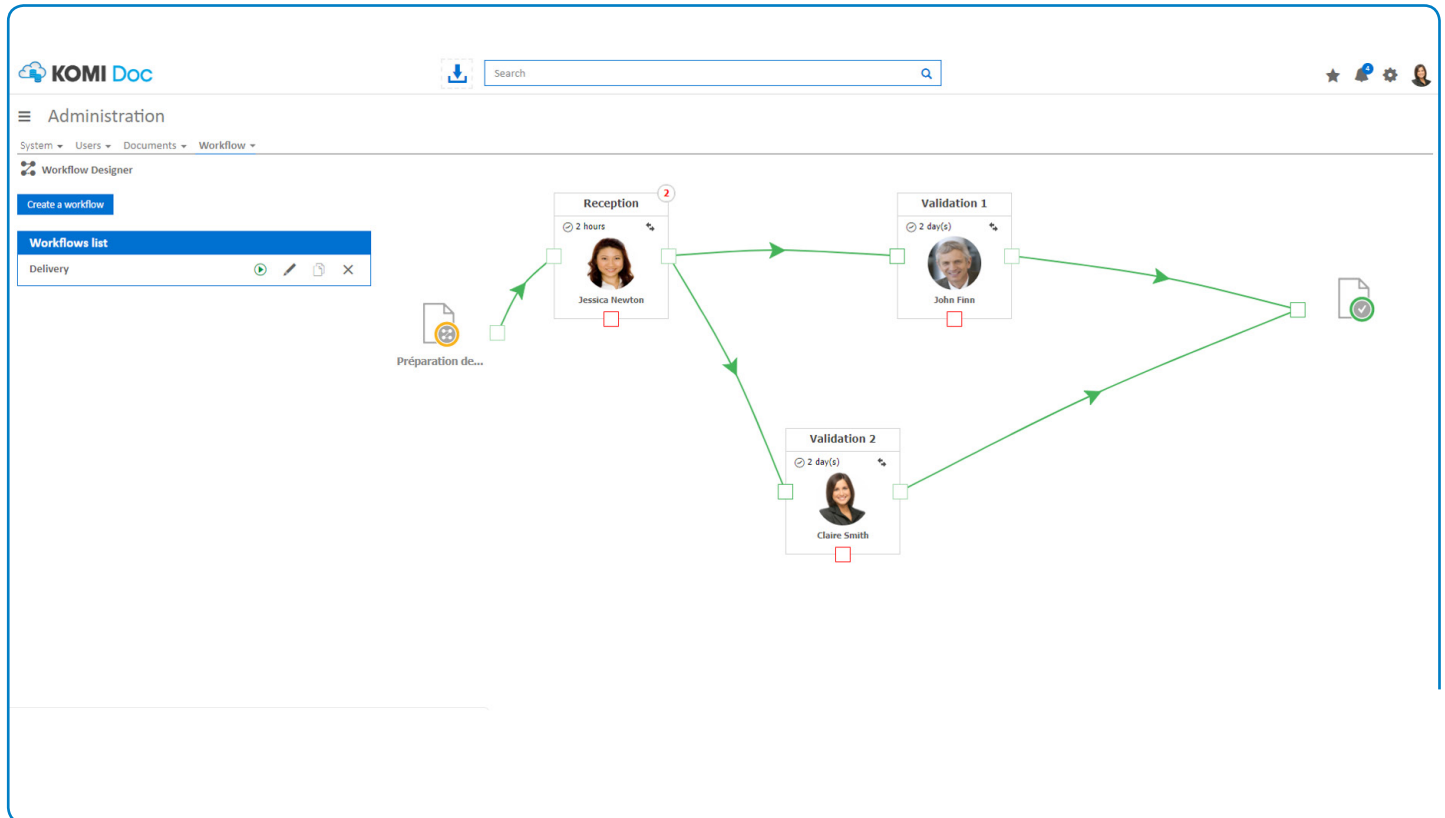
Easy file sharing

- Easily share password protected documents or folders using a link
- Reinforce security by managing expiration dates and restricted download access

COLLABORATE IN REAL TIME

The ready to deploy yet easily extensible Workflow Manager engine of KOMI Doc provides you the possibility to set-up standard and advanced document routing and approval processes.

Replace undependable email or paper based document approval process, eliminate bottlenecks and improve operational efficiency.



- Design and run electronic workflows to manage all your company approval processes (purchase request, quote, holiday request, expense note, incoming mail...)
- Inform in real time your co-workers of the tasks to be performed and keep an eye on what is really going on with a particular workflow at any moment
- Use the in-built wizard to create on the fly workflow



STREAMLINE YOUR DOCUMENT MANAGEMENT PROCESSES WITH KOMI DOC

Accounting	Reduce costs and improve cash flow with faster invoice processing
Customer service	Find all customers related documents instantly to increase customer satisfaction and salesforce performance
Human Resources	Securely store and manage employee records from the first day to the last - and beyond
IT	Gain control with a structured digital filing system
Legal	Review and approve contracts faster
Purchasing	Manage effectively purchase orders approval process
Quality	Automate quality processes
R&D	Manage & share content for greater project management
Sales	Create an online intranet portal for the sales force
Secretary	Distribute incoming paper mail
Service / Technical Department	Create an online intranet portal for the technical team
Car dealers	Store customers documents related to rent /buy / lease or repairing of cars / fleet
Communication agencies	Share content and creating approval workflow of content
Hotels	Store Health and Hygiene forms, business events records, sharing information with various department
Law Firms	Create online customers portal (extranet)
Private clinics	Store patient records
Schools	Store student records



SOLUTIONS BENEFITS



Increase productivity

Simplify the management of your information. Automate your business processes to eliminate time consuming tasks and to boost your co-workers performance.

Grow your business

Sell more to existing customers by giving your sales staff a fast and up-to-date access to key information. Manage effectively your expanding customer relationships. Create partnerships with other businesses by sharing information and expertise.

Reduce costs

Save space by eliminating filing cabinets. Reduce your copies and printing costs. Lower your man hours and administrative costs by going paperless.



KONICA MINOLTA

Konica Minolta Business Solutions Middle East FZE

P.O. Box 261369, Dubai, United Arab Emirates

For more information please visit the bizhub web site at

www.konicaminolta.com/me

Email: marketing-me@konicaminolta.com

Telephone No: +971-4-880-8388

List of Partners in the Region

UAE

Juma Al Majid EST.

P.O. Box 156, Dubai - UAE

Telephone +971-4-2388807

Kingdom of Saudi Arabia

Hoshan Company Ltd.

P.O. Box 509, Riyadh 11421,

Kingdom of Saudi Arabia

Telephone +966-11-416 2323

Kingdom of Bahrain

Almoayyed Commercial Services

P.O. Box 26259, Manama,

Kingdom of Bahrain

Telephone +973-17716111

Kuwait

Bader Al Mulla & Brothers Company W.L.L.

P.O.Box 177,

Safat 13002,

Kuwait

Telephone +965-2242-3250

Qatar

Almana & Partners W.L.L

P.O. Box: 49,

Doha, Qatar.

Telephone +974 44417050

Sultanate of Oman

Mohsin Haider Darwish LLC

P.O. Box: 880,

Ruwi,

Postal code 112,

Sultanate of Oman

Telephone +968 24835500

Pakistan

Office Automation Group

8/1, Habibullah Road (off Davis Road),

Lahore, Pakistan

Telephone +92-42-36362835



Konica Minolta Business Solutions Middle East

Konica Minolta Business Solutions, a leading company in advanced document management technologies and solutions for the desktop to the print shop, brings together unparalleled advances in security, print quality and network integration via its award-winning line of bizhub® multi-function products (MFPs); bizhub PRESS® and bizhub PRO® production print systems; magicolor® color printers; and pagepro® monochrome printers. Konica Minolta also offers software solutions and optimised print services to reduce document output cost, **improve productivity and optimise office environment**, backed by impeccable service and support team.

Konica Minolta adopts a proactive effort in reducing global environmental impact through its green product lifecycle. In line with core message "Giving

Konica Minolta endeavours to respond to its customers' needs across the world with relentless creativity, innovation and advance technology.

Konica Minolta is a registered trademark of Konica Minolta, Inc. bizhub is a registered trademark of Konica Minolta Business Technologies, Inc trademarks mentioned in this document are the property of their respective owners.
