



KONICA MINOLTA

**I WANT  
DOCUMENT  
SERVICES**  
THAT MAKE  
LIFE EASIER  
FOR ME  
AND MY  
STUDENTS



IMPROVING  
**EDUCATION  
WORKFLOWS**

# A SINGLE STEP TO BETTER DOCUMENT SERVICES

With knowledge becoming an ever more important resource, education is evolving into a key success factor all over the world. At the same time, the fast and furious changes taking place in society today – and especially in the way we access and manage information and communicate – are challenging educational institutions on the whole. As a result, schools, colleges and universities find themselves in an increasingly aggressive environment characterised by financial pressure, staff shortages, higher competition and the unceasing demands for better technology and greater convenience for students.

## ▀ The changing world of education

The educational institutions of today face challenges from various directions:

- With foreign exchange, part-time and online degree students, the modern student population is more varied, obliging institutions to provide new and innovative ways to deliver services. As digital natives, students of the new generation expect 24/7 connectivity and device flexibility. The integration of social networks into academic life is a must and the bring-your-own-device (BYOD) phenomenon commonplace.
- The new approach to knowledge transfer encompasses multiple concepts, from open universities to web-based lifelong learning: Massive open online courses (MOOCs) target different age groups and a much wider range of the public. Virtual learning environments (VLEs) allow content and information exchange on multiple channels.
- All these changes are taking place in a highly complex environment characterised by cost effectiveness and tight budgets. On top of that, there is increasing competition among European universities promoted by the Bologna process. As a consequence, educational institutions urgently need to make significant changes in their structures and processes to enable greater complexity and heterogeneity.

In this situation Konica Minolta can help you lower your administrative costs, deliver your services more efficiently, and improve your ability to focus on your primary mission of serving students and effectively managing your operations.

**We take you an important step ahead – with everything from multifunctional print devices to complete hardware and software solutions covering academic life, scientific research and administrative tasks.**





## How you benefit from Konica Minolta solutions

### In academic life:

- Save time and boost productivity by elaborating and communicating learning materials in electronic form
- Enhance efficiency with the fast and simple integration of subject matter into MOOC and VLE contexts
- Secure access to electronic as well as paper-based information
- Provide convenient, flexible and secure payment systems for printed material
- Offer students and staff the flexibility of a user-friendly environment
  - Print submission from your own computer, tablet or smartphone anytime, anywhere
  - Define print settings conveniently and quickly
  - Print jobs on any device in your institution – only at your request and with user identification
- Promote the environment- and cost-friendly use of resources:
  - Enhance electronic document transmission
  - Avoid unnecessary prints
  - Direct prints to the most effective device – a multifunctional printer or the print room

### For administrators and scientific research:

- Control of print, copying and scanning costs per faculty, department or user
- Effective protection of sensitive data in electronic or hard-copy form:
  - Document encryption
  - Rules to user access and rights
  - Register of prints done
- Increased efficiency in workflows and security in archiving through the integration of scanning and data collection processes into your general administrative workflows

**Want to find out more about how we can help you? Turn the page!**





# CUSTOMISED SOLUTIONS TO IMPROVE YOUR PRINT OUTPUT

Educational institutions vary greatly in size – from small schools to big universities with in-house or external printing facilities. Whatever your size, Konica Minolta can offer you a customised output solution to meet your specific needs. That is because our education specialists are trained to tailor their proposal to your exact requirements. Although no two schools, colleges or universities are alike, your customised solution may contain these typical output services:

## Small institutions:

- Convenient, unattended copying and printing: a self-service system with coin-only or hybrid payment systems (including a card payment option)
- Precise accounting and efficient payment
- Support for students without additional administrative or network burdens
- Easy maintenance with no need for a server- or network-based infrastructure
- Lower costs as no dedicated IT administrator is required

## Mid- to large-sized institutions:

All-in solutions to meet the demands of today's digital natives

### Mobile printing:

- BYOD: Compatibility with university devices, student computers, tablets and smartphones
- Simple centralised printing solution requiring no driver installation

### Follow-me printing:

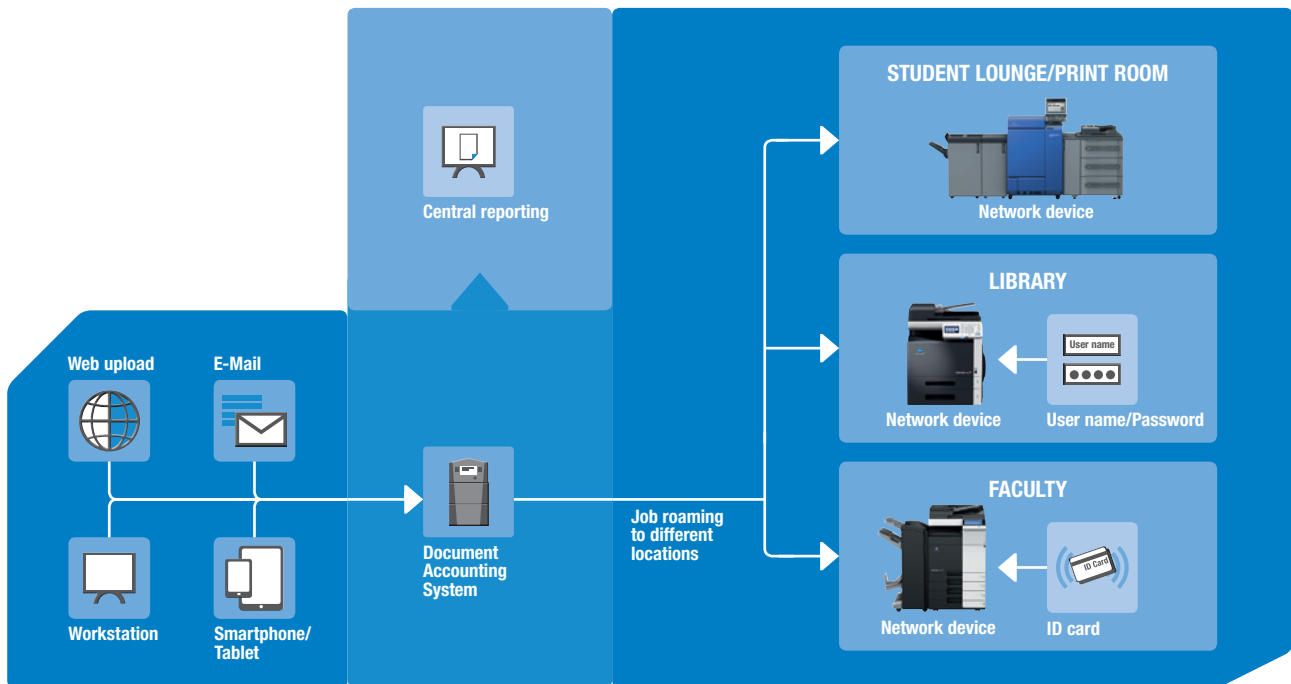
- Availability of print jobs at any output device, whenever and wherever needed
- Flexible and convenient for students and beneficial for your institution since print jobs are brought in from off-campus locations
- Avoid the cost of print jobs left on the device

### Authentication and accounting:

- Means of monitoring and charging for print volumes
- Security: No printed material can fall into the wrong hands

## Accounting server features:

- User authentication
- Follow-me printing
- Ruled-based routing
- Accounting functionalities
- Graphic visualisation of reports and statistics
- Mobile printing



**How this set-up works:**

1. A student has a network-registered device and a print account.
2. When the student submits a print job from that device, a pop-up window displays the account balance and the cost of the current job.
3. The print job is stored and can be released after authentication at the required output device.
4. The student receives access to his/her print jobs, selects the job to be printed, and is informed of the remaining credit after printing is completed.

**Larger institutions with dedicated print rooms:**

- All-in solutions to support students and staff in an on-demand world
- Workflow solutions for on-campus print rooms, including web-shop-based work processes and accounting tools
- Job routing from office to print room based on defined rules
- Production printing of high-volume and/or complex print jobs, with special features such as:
  - Imposition, spiral binding, gluing and other types of finishing
  - Print-on-demand facility for frequently used and/or regularly updated documents (e.g. catalogues)
- Wide-format posters, marketing materials and specialist document needs of technical universities (e.g. building plans)

**Clear benefits:**

**Print room\* features**

- Full automation of production
- Automatic impositioning
- All relevant make-ready functionalities
- Status tracking
- Pre-flighting

\* Also applies to external print providers

**Specific advantages for institutions with critical print volumes**

- Flexible production of learning materials
- Cost control with the potential to reduce costs and generate additional revenue
- Assignment of costs to individuals, departments and faculties
- Greater data security through avoiding printing sensible material in external facilities
- Good planning and management of printing facilities

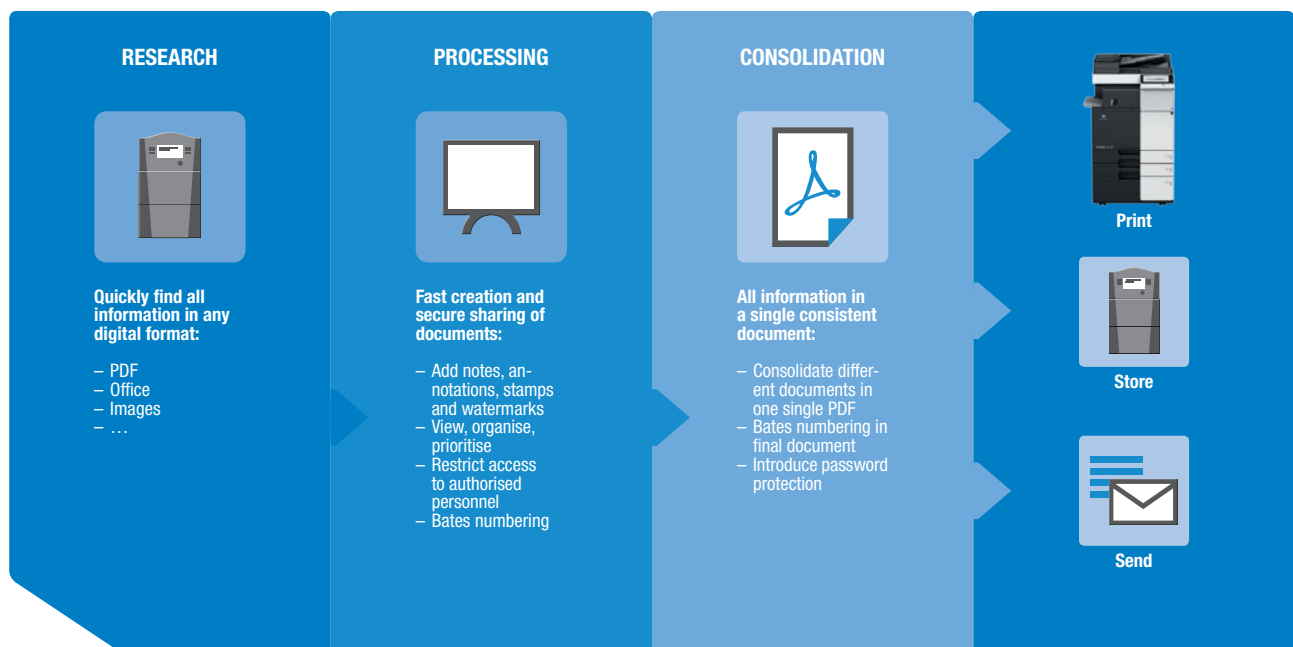
# COMPILE COURSE MATERIAL MORE EASILY

Nowadays, students and teachers mostly work with digital documents, whether the original information was contained in digital or paper-based files. To establish efficient workflows you must provide your educational staff with a convenient solution that enables secretaries, teachers and lecturers to compile content from different sources by digitising and converting documents into a single printable file. This is then easily transmitted to colleagues or published for students. Here, Konica Minolta can support you with customised, automated solutions for compiling course material.

## Effective document management solution

Once a Konica Minolta solution has been installed, secretaries and lecturers can quickly and easily create and compile extensive documents as course material:

- Scan paper documents and convert electronic files to PDF format
- Assemble the individual PDFs to a single, comprehensive PDF
- Do all this with simple and convenient drag & drop



This is how fast, simple and straightforward the creation and preparation of teaching materials will be from now on!



### Clear benefits

#### Security gains:

- Data consistently available for queries, reports, and data exports
- All issue-related information fast available via a search function
- Catastrophe recovery
- Established role-based access rules
- Introduction of security measures for intellectual property

#### Increased efficiency:

- Top-quality course material
- Shorter paper-to-digital document cycles
- Lower paper costs through more electronic documents
- Fewer lost or misfiled data, worksheets and files
- Less time wasted in searching for data or retrieving lost information
- Clear and complete audit trails to facilitate administrative procedures
- Updated information checks
- Less office space needed for storing and archiving paper files

### Students also benefit from scan-to-cloud

The benefits of automated workflows in compiling course material are clear. But what advantages do automated workflows bring to students? Since digitisation is a highly relevant issue for today's cloud savvy students, our scan-to-cloud solutions are also important for your institution as well.

- Increased workflow efficiency
- Faster digitisation of documents
- Greater convenience for digital natives

### Scan-to-cloud workflow

1. The student is given access to the output device.
2. He/she scans a document.
3. He/she enters the relevant account data in the cloud via the device panel.
4. The document is sent directly to the student's cloud.



# STUDENT LIFECYCLE SOLUTIONS

## MANAGE ENROLMENT AND STUDENT RECORDS EFFICIENTLY

Although new IT services have considerably reduced the administrative workload of educational institutions, you can further enhance their performance by integrating efficient data capturing and document management systems. When enrolling, students traditionally have to complete several digital or paper-based forms and hand in various paper documents, such as certificates. To establish a simple but secure system for managing such data, the documents from the different sources need to be integrated into a single password-protected or encrypted PDF file.

### Enrolment: Document capturing and distribution

Our enrolment and record management solutions enable a school or university office to perform better, for example with regard to:

- Delivery of advanced student services and support for ongoing student success
- Secure and accurate maintenance of students' records
- Faster registration and change form processing
- Improved information sharing and cross-campus collaboration
- Adaptation to the new challenges universities are facing:
  - New Bologna study structure with customised, more flexible qualifications
  - Cooperation with other institutions (universities, private-sector companies, professional associations, research centres, etc.), often on international level
  - New services such as MOOCs, master degree courses or seminars for professionals

### Student records: Document management

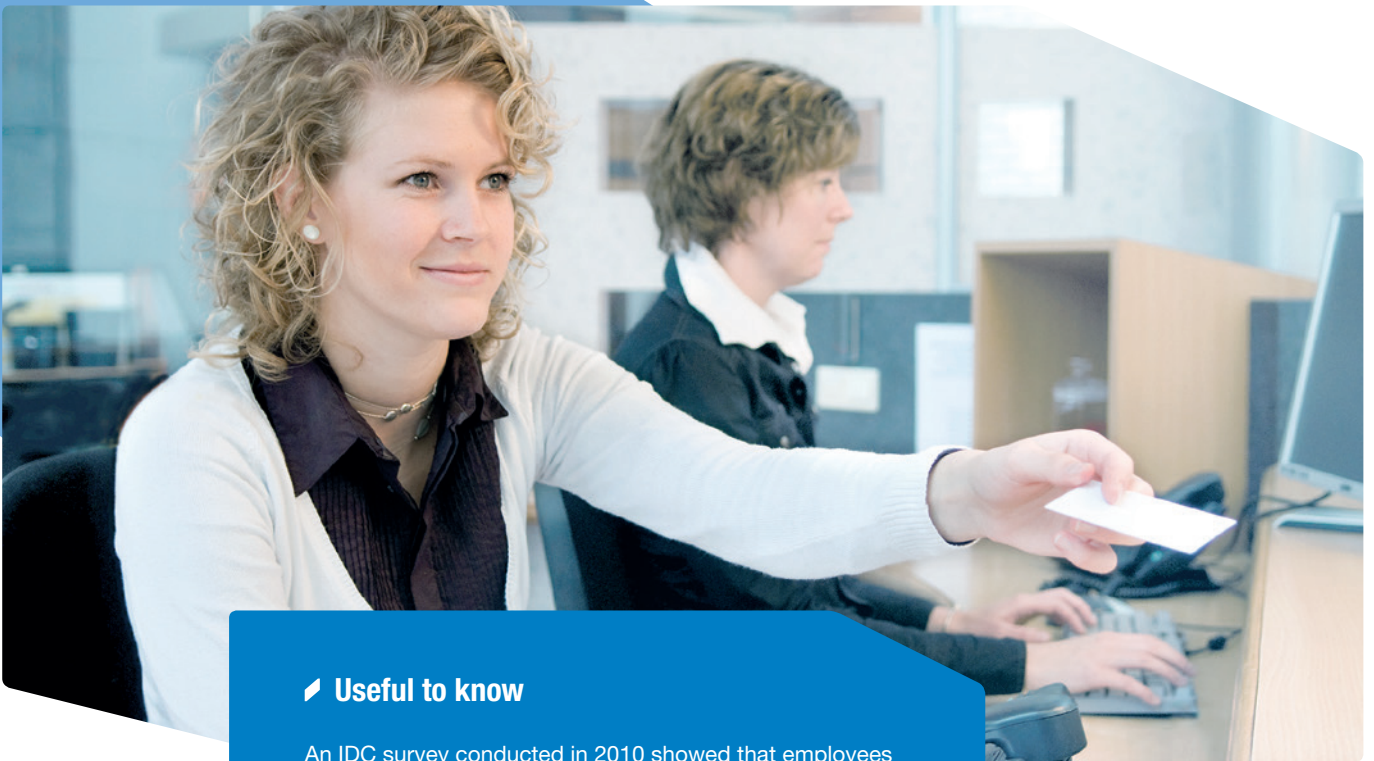
To retain student records, efficient student lifecycle solutions are essential. In practice this means that student documents need to be efficiently and securely delivered to a university database and the appropriate student file, e.g. with a predefined scanning workflow. Such processes must comply with strict security standards that respect the confidentiality of student data. Consequently, our digital record management solutions feature quick and search-supported access and an easy, comprehensive overview of a student's data and performance. That saves a great deal of time and money compared to traditional paper-based archiving.



### Clear benefits

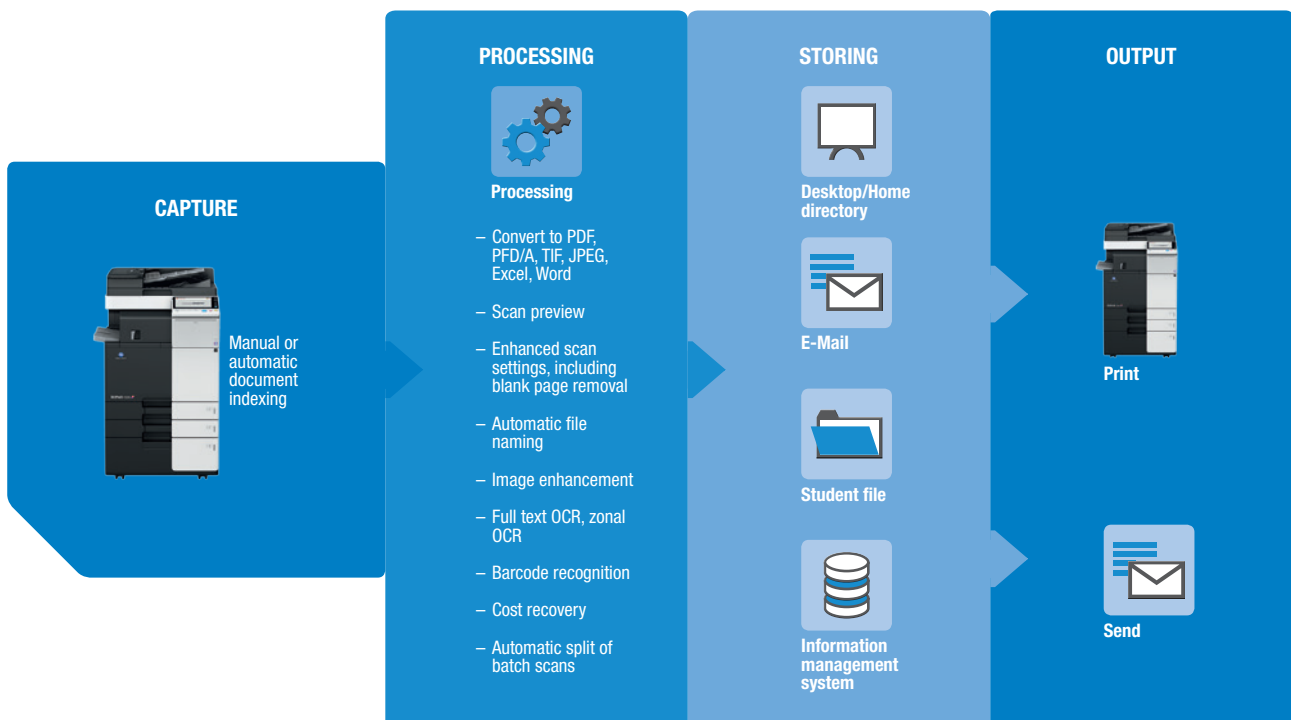
- Direct redaction of information within the PDF file
- Consolidation of information from different sources and in different formats to a single PDF/A document ready for printing or sending
- Automatic search function with data available from any format – no more searching through file cabinets and boxes





### Useful to know

An IDC survey conducted in 2010 showed that employees spend an average of 7.4 hours a week searching for data. That doesn't have to be the case in your educational institution.



Smart, intuitive and fast document handling: An application connects Konica Minolta's multifunctional systems to education software applications for instant capturing, distribution and management of paper-based information. That means you can scan documents securely and seamlessly simply by pressing a button.

# CUT YOUR DOCUMENT COSTS AND INCREASE EFFICIENCY

Do you know how high your printing costs really are? Did you realise that purchasing hardware and toner only accounts for a small proportion of these costs? With the right partner you can precisely calculate your institution's overall printing costs and save a great deal of money.

- **Achieve cost transparency:** The key is not just to record your general printing costs, but also the costs per user, department or faculty. This is the basis for performing precise analyses and increasing the cost-consciousness of all those using the printers.
- **Optimise your printer fleet to save costs:** Our effective monitoring tools enable you to keep your printer fleet under control and spot potential savings immediately. Printing costs can be easily controlled, for example by defining who is allowed to print in colour, stipulating that only efficient systems are to be used for large print jobs or making duplex printing the default setting.
- **Save time and money through digitisation:** Digitisation provides rapid access to information, increases productivity and often reduces the amount of material that needs printing. What's more, an electronic archive can free up valuable office space. The bottom line is time and money saved.
- **Avoid unnecessary prints:** Follow-me printing ensures that users have to release their prints on a device of their choice. That avoids unnecessary printouts, which only waste paper and toner.

## Let us worry about your printing infrastructure

Konica Minolta has developed a professional approach to find and implement the right printer landscape for your educational institution. Our Optimized Print Services (OPS) also include a long-term management service, which frees up time for IT departments to spend on their core competencies. From now on, all you have to worry about is your core business of education.



## Even more efficient: smooth document workflows

With Optimized Print Services (OPS) from Konica Minolta all your document processes are thoroughly analysed with the aim of designing and implementing improved workflows. The benefits include time and money savings as well as enhanced efficiency.

- We find, record and assess the bottlenecks and improvement potentials in your institution, e.g. document infrastructure, data security, expenditure and environmental impact.
- We substantiate investments and guarantee a solution that ensures a rapid ROI.
- We enable you to create the necessary internal support.

## How your institution will benefit from OPS

- Single-source provider – one point of accountability
- Minimal management effort, risk and interference with your daily operations
- Reduced costs, e.g. through intelligent routing of print jobs to the most suitable printer
- Trouble-free document processes
- Simpler administrative processes
- Quick and intuitive access to required documents
- Documents securely printed, copied or scanned
- Data-transmission processes securely automated
- Verification that document processing services are performing properly
- Step-by-step implementation of necessary changes
- Future-proof investment

Can you afford to be without OPS?



# SAFETY FIRST – FOR YOUR DATA AND THE ENVIRONMENT

A “safety first” attitude to data security and the environment is essential for any educational institution. By entrusting your document capturing, distribution and management to Konica Minolta, you are working with an industry leader in data security and environmental standards.

## Reassuring data security

By giving data security a very high priority in all our document solutions, we deliver clear benefits to any educational institution:

- **Secure network integration:** Our IEEE 802.1X SSL and IPsec protocol authentication methods allow easy integration into protected networks as well as secure network communication. Virtually all our multifunctional systems comply with the highly strict security standards of ISO 15408 EAL3.
- **Confidential documents protected:** We ensure confidential data stay safe on a printer’s hard disk or output tray through solutions such as data encryption, secure deletion, watermark copy protection and PDF signatures.
- **Access control and user rights:** Individual printer access rights can be defined for each user, with authentication undertaken via a magnetic card, PIN code or biometric fingerprint scan.
- **Secure print:** Since authentication is required at a device prior to printing, our “secure print” feature prevents sensitive information from falling into the wrong hands.

## Proven environmental responsibility

Konica Minolta displays its responsibility for the environment through the promotion of sustainable strategies and eco-friendly approaches throughout the lifecycle of its products. We work to promote recycling-oriented societies, prevent pollution and minimise potential risks. And all this helps to reduce the carbon footprint of your fleet of multifunctional devices. The benefits include:

- **Reduced power bill:** More energy-efficient devices through tools such as Dynamic Eco Timer (for defining an automatic on/off function), scanner LEDs and Eco Print
- **Lower paper consumption:** Less paper required to draft documents
- **Less wasted paper:** Functions such as automatic suppression of white prints, double-sided printing by default, follow-me printing and document preview reduce paper wastage
- **Improved working conditions:** Less noisy machines for a better office environment
- **Commitment to recycling:** Recycling-friendly devices and consumables and the use of high-quality recycled paper
- **Green innovations:** Polymerised toner manufactured with a third fewer CO<sub>2</sub> emissions than conventional toner, for example

After joining the UN World Pact in 2008, Konica Minolta entered the Global 100 classification of companies most engaged in sustainable growth in 2011. Currently, Konica Minolta is 70th in the Global 100, the highest ranking of any printing technology company.

For more details of our environmental credentials see [www.konicaminolta.eu/environment](http://www.konicaminolta.eu/environment).



**ROBECOSAM**  
Sustainability Investing



KONICA MINOLTA

- All specifications refer to A4-size paper of 80 gsm quality.
- The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (5% coverage of A4). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any prices or specifications mentioned will be error-free.
- All brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.

Your Konica Minolta Business Solutions Partner:

**Konica Minolta**  
**Business Solutions Europe GmbH**  
Europaallee 17  
30855 Langenhagen 🇩🇪 Germany  
Tel.: +49 (0) 511 74 04-0  
Fax: +49 (0) 511 74 10 50  
[www.konicaminolta.eu](http://www.konicaminolta.eu)