DocuWare

Connect to OKI

ProductInfo

Turn your OKI MFP into a portal to DocuWare

With DocuWare and an OKI MFP, busy offices and workgroups can adopt a truly digital workflow—and communicate more efficiently. Leverage your company's investment by extending your MFP's capabilities from the control panel to the desktop—making it easier than ever to get the job done.

Designed to facilitate document distribution and storage, DocuWare module Connect to OKI enables companies to organize and efficiently manage the flow of information, both internally and externally, anywhere you have an MFP.

Archive and index documents as you scan

- Save time at the MFP with personalized scanning.
- Scan and let Intelligent Indexing Service take over and fill in the fields for you.
- Easily create and assemble PDF documents.
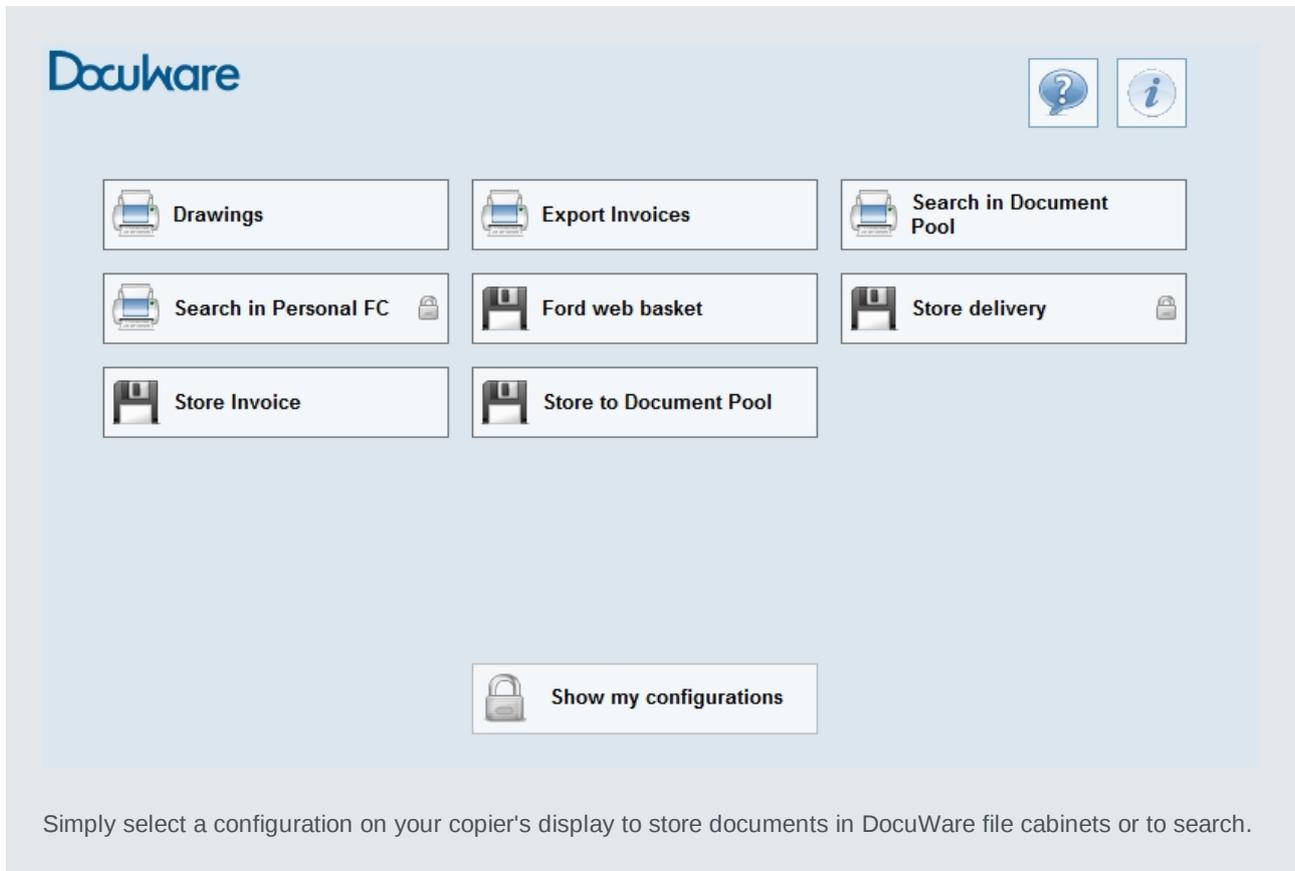- Send files directly to your computer in the fewest possible steps.

Step up to the OKI MFP, open DocuWare, and the touch screen panel changes to reveal personal scanning destinations and indexing options. Press the scan button and documents are delivered quickly, in the right format, conveniently and securely to your DocuWare system.

Easily customize the OKI MFP to view your DocuWare file cabinets, even baskets in the Web Client, as scanning destinations.

Benefits

- **Optimized processes**
  Seamless and fast integration of your OKI MFP and DocuWare.

- **Easier work**
  Index and archive documents in a single step as you scan.

- **Practical work**
  Search, select and print archived documents on the MFP.

- **Flexible**
  Capture, retrieve and print documents at remote locations without the need of a PC or any other device.

The Start Dialog on the Copier

Simply select a configuration on your copier's display to store documents in DocuWare file cabinets or to search.

Select and print archived documents on the MFP

Find your stored documents directly on the copier's panel and print them quickly and easily to take with you. Documents are immediately available, anywhere there is an MFP

Customizable workflows allow you to combine options, destinations, and formats into a single step on the OKI MFP.

Imagine you are working in a haulage firm where the drivers always need their respective delivery notes in paper form. Using predefined task lists, each driver can quickly and easily print out his required documents directly on the MFP.

Search using Term Hierarchy

The entries of index terms of previously archived documents are listed hierarchically, as in a folder structure. By selecting an index folder, you transfer the search term to DocuWare.

Storing with an Input Field for Index Terms

Please enter the index entries for the document to be scanned

Search similar index set

Home

Indexing

Settings

Scan

Company

Brandl Office|

Contact

|

Doc.-Type

|

Start date

End date

Cancellation notice

|

Amount

Status

|

Next User

|

ESC	q	w	e	r	t	y	u	i	o	p	ü
⇥	a	s	d	f	g	h	j	k	l	ö	ä
.?123 $%&	z	x	c	v	b	n	m	↰		Cancel	
⇧	Space					⌫	←	→	Continue		

There are two options for indexing a document: You can apply the entries from an existing document or fill in the fields separately using the soft keyboard or the select lists.

System Requirements

On the DocuWare side

- DocuWare Version 6.1 installation
- Can be used with all DocuWare Server Editions: BUSINESS, PROFESSIONAL and ENTERPRISE
- DocuWare client license, one per machine.

Supported OKI MFPs
- ES9460 MFP / ES9470 MFP
- ES9160 MFP / ES9170 MFP
- MB760 / MB770
- MC760/ MC770 / MC780
- ES7470 MFP / ES7480 MFP
- ES7160 MFP / ES7170 MFP
- ES9475 MFP / ES9465 MFP / ES9455 MFP

This document can also be found here:

http://pub.docuware.com/en/connect-to-oki

For more information please visit our website at

www.docuware.com