

KYOeasyprint 3.0

PRODUCT INFORMATION

Version 1.1, June 27th, 2012



Document Output Management

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1. FEATURE OVERVIEW

In all office environments complex workflows exist that are time-consuming to process. Document output related workflows may for instance require that copies of a document are delivered to different recipients, and that for each copy different finishing options and settings have to be realized, like usage of paper and stationery, watermarks and form overlays. Compliance with all these workflow requirements is compulsory for all employees, and at the same time requirements are to work efficiently and process all documents within the shortest time possible. Consequently, companies need to consider how to simplify and improve internal workflows in order to increase efficiency.

One way of rationalizing document output workflow is to employ a **document output management** application. Document output management includes all aspects of managing, monitoring, tracking and delivering all documents that are generated in the course of business, paper or electronic.

KYOeasyprint 3.0

KYOeasyprint is an easy to use output management software that automates print workflows. Even complex print workflows consisting of multiple print jobs with different settings each can be reduced to only one step for the user. A workflow has to be set up only once within KYOeasyprint 3.0 as a printer queue and can be operated with one click as often as required.

A KYOeasyprint printer queue can consist of any number of individual print jobs on different printers, with any settings that are supported by the respective printers.

KYOeasyprint ensures that all prints are being printed exactly where and how they are needed, automating even complex output management workflows and minimizing the effort of output management. This automation of print processes with KYOeasyprint makes many recurring process steps unnecessary, resulting in saved time and improved productivity.

Additionally, forms, watermarks and insert pages can be added to the printouts. Thus, all business papers can be printed in-house on demand.

USP: KYOeasyprint is the only application of this market segment that allows to combine any number of individual print jobs to different printers and/or printer trays into one print job, making it possible to reduce complex document output workflows to only one step for the user.

Feature Overview

- **Print Job Pooling:** By combining multiple print jobs into one printer queue KYOeasyprint makes it possible to reduce complex print workflows to one step for the user.
- **Multiple Printing Options:** It is possible to print on multiple devices and in different formats – all with one print job. Even different paper trays or finishing options can be selected for all individual printouts.
- **Distributed printing:** If many copies of a document are required, the print job can easily be distributed to different devices. The prints can be distributed to any number of printers, and with one click all individual printouts will start automatically, making sure that the print job is finished within the shortest time possible.
- **Duplicate Control:** With its multiple printing options KYOeasyprint can automatically create duplicates of any print. The duplicates can be labelled with a corresponding watermark, and they can be printed on the same printer, on the same printer coming out of a different tray, or on any other printer. It is also possible to automatically send duplicates of any print into an electronic archive.
- **Custom Stationery and Forms:** Stationery, forms and text templates that have been created with any editor can be added to KYOeasyprint 3.0 for automatic integration into any document.
- **Multiple Watermarks:** The easy-to-use watermark feature enables instant customization of any print or duplicate with an individual watermark – independent of the type of document or the application the document was created with.
- **Transfer to archives:** documents can automatically be delivered to electronic archives, e-mail systems or fax devices.

New in Version 3.0

- New licensing system

With the new licensing system, a limit in the number of devices that can be used for output has been introduced. For instance, the 5 Device License limits the number of output devices to 5. Note that a virtual device like PDF printer also counts as an output device.

An activated license can be used on one server. The virtual printers can be shared within the network without limitation

The following Device License packs exist:

- 5 Device license
- 10 Device license
- 15 Device license
- Upgrade 5 to 10 Devices
- Upgrade 10 to 15 Devices

If more devices need to be supported, customization is possible.

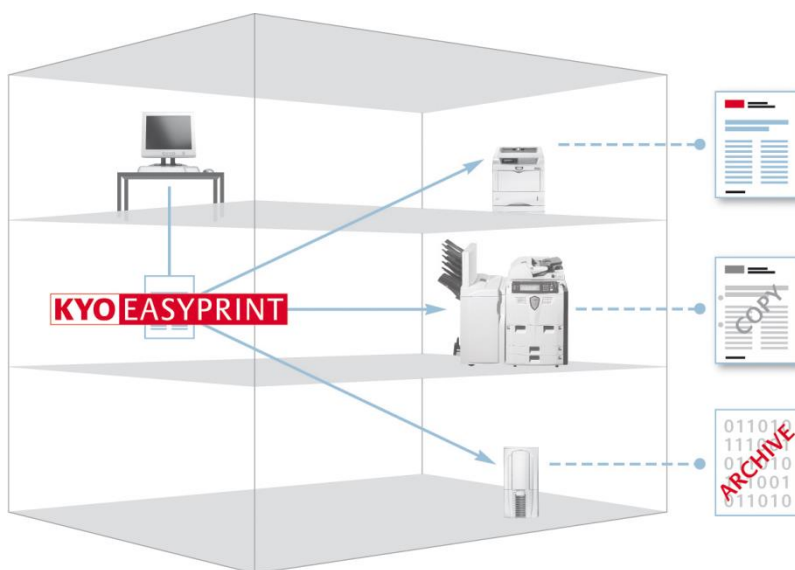
- Updated for full support of latest operating systems

Compatible with Windows Vista (SP2), Server 2008 (SP2), 7 and later
Supports 32 and 64 bit technology
Supports virtual systems

Features in Detail

Pooling of Print Jobs

With KYOeasyprint all printers that are installed on the server can be integrated into the workflow processes. To reproduce a complex document output workflow it is possible to generate a printer queue that contains multiple print jobs with individual settings. Thus, for every individual workflow a separate KYOeasyprint queue can be created, containing any number of individual print jobs on different printers and/or with different settings. If the queue is selected in the printer dialogue, the workflow will automatically be processed according to the settings in KYOeasyprint.



Automated Print Distribution

With one click of the mouse copies of a print can be sent to printers in different departments that need them, making it redundant to print multiple times and send the prints to the departments by interoffice mail or to start multiple print jobs. With KYOeasyprint it is also possible to transfer documents to archives and mail or fax systems.

In KYOeasyprint's automated distribution of prints it is not only possible to send copies to different printers, but also to send them to different printer trays. This makes it easy to organize workflows that require different paper qualities (e.g. premium paper, draft paper, business stationery) or formats.

Finishing Options

It is possible to determine the finishing options for each individual print job that is contained in a KYOeasyprint print queue. Prints can for instance be separated,

collated or stapled. Any finishing option that is offered by the printers that will execute the individual print can also be selected by KYOeasyprint.

Forms, Watermarks and Insert Pages

KYOeasyprint offers the functionality to assign templates, e.g. forms, watermarks and insert pages, to print jobs. The templates can be created with any application, e.g. with MS Office or with a desktop publishing application.

- **Forms**

Stationery and letterheads as well as text inserts or forms can be assigned to a print job. Any page that is printed within this print job will be overlaid with the assigned form.

For instance, to print on official business stationery the user can create a document in his word processor that fits the stationery format, and he can print it out using the relevant KYOeasyprint printer queue. Without having to insert any pre-printed stationery or choosing any settings, the document will be printed on the official business stationery.

- **Digital Watermarks**

With KYOeasyprint custom-made watermarks can be allocated to any document or to single pages only. For instance, original and duplicates could be labeled by watermarks for clearer distinction. Watermarks could also be generally used for draft prints or to label prints for different departments.

- **Insert Pages**

Insert pages are pages that are not superimposed a print like watermarks and forms, but that are physically inserted into a print job. Typical insert pages would be the General Terms and Conditions or Price Lists.

There are many options for insert pages, e.g. they can automatically be inserted as a cover sheet, after every page, only after the first or last page of a print job, or even after any given number of pages (e.g. every two pages).

Duplicate Control

Some business papers need to be printed as one original and a number of copies. With KYOeasyprint it is easy to generate duplicates than can securely be told apart from the original print, e.g. by using different watermarks.

Scenarios of Use

- **Invoice with 2 copies**

The requirement: An invoice has to be printed three times, in each case on different paper, and sent to different departments. The original has to be printed on business paper and sent to the processing department for dispatch. One duplicate has to be printed on draft paper and sent to the accounting department, marked as a duplicate by watermark. The other has to be printed on draft paper and with a watermark as well, but additionally it needs to have a form field printed onto the invoice. This second duplicate has to be sent to the controlling department.

The solution with KYOeasyprint:

With KYOeasyprint this complex workflow requires just one click on the print button after the process has been set up. For every document (original and copies) the destination printer and printer tray that contains the correct paper can be set up. There is no need to send the documents to the respective departments by interoffice mail, and delivery to the designated receiver is guaranteed. For every copy or even page of the document individual settings can be applied, e.g. a watermark or an overlaid form as in the example. Thus, the requirements of the process of invoice dispatch can be modeled exactly by KYOeasyprint. The user only needs to choose the correct printer in the printer dialogue for the process to be followed and is guaranteed to save a lot of time. Additionally, the process is likely to be less error-prone.

- **Order Confirmation with Business Conditions on Reverse**

The requirement: An order confirmation has to be created for the customer that contains the business conditions on the reverse. It needs to be printed on premium business stationery and sent directly to the customer. At the same time copies of the order confirmation need to be sent to the sales and accounting department and to the electronic archive. The copies need not contain the business conditions on the reverse nor do they need to be printed on business stationery.

The solution with KYOeasyprint:

The stationery template and business conditions are created with external applications and assigned to KYOeasyprint as print templates. For every scenario an individual printer queue is created that may contain any combination of available printers, settings and templates. Thus it is possible to determine that for the printer queue Order Confirmation four different print jobs are set up. The first one is the original print for the customer that gets printed on premium business paper. It is assigned the template for business stationery, and the first page will be printed duplex with the business conditions on the reverse. The second and third print job are copies of the original without the stationery and business conditions, but they are sent to different printers each. The fourth job is also a copy that is sent to the electronic archive.

Scenarios of use from different industries

The multi brand car dealer

A multi-vendor car reseller (in this case, BMW and Mini) has to use different forms, logos and trade conditions for each brand, which makes it difficult for the reseller to organize all different forms and documents.

With KYOeasyprint, the company has created for each brand dedicated virtual printers. Depending on the sale, the staff will use the dedicated printers for each different brand. This greatly facilitates the handling of the different brands for the dealer. As he does not have to put preprinted forms on stock, he saves money and time.

The car repair shop

In the car repair shop, the repair order is printed in duplicate by the order desk, usually with a line printer. One order is given to the customer, and the other is put into a basket for the mechanic to fetch. When the mechanic has finished a car, he will go to reception to fetch his next orders.

To save the mechanics time, an additional printer was installed inside the garage where the mechanics are working. When order desk is now printing an order, 2 printouts are made automatically: 1 printout in colour for the customer, including the terms and conditions, and 1 printout inside the garage for the mechanic.

This saves the company a lot of time and increases efficiency. The quality of the printout for the customer has also been improved.

FAQs

Does KYOeasyprint have an editor to create forms and watermarks?

No, there is no editing functionality integrated into KYOeasyprint. All forms, templates and watermarks can be created with any editor (e.g. MS Office application, DTP software etc.) and – regardless of the application they have been created with – imported as a print template by simply recording the print of the template. The template will then automatically be imported into KYOeasyprint's file format and can be used as a print template for any document.

The clear advantage of this procedure is that the templates can be created with any application of the user's choice, be it a spreadsheet, word processing or desktop publishing application. Editing functionality is not subjected to any limitations, as would inevitably be the case with an internal editor.

Can I have my Terms and Conditions generally printed on the back of the first page?

Yes, this is possible if your printer supports duplex prints.

The configuration would be as follows:

- Add the target printer and activate duplex print
- Set the page range to 1 – 1 (i.e. the setting is applied only to the first page)
- On the tab *Insert-Pages* activate your *Terms & Conditions* template.
- Add other elements if required.

- Add the same target printer again and deactivate duplex.
- Set the page range to 2 - 0 (i.e. to the end of the document).
- Add other elements if required.

This configuration ensures that the Terms and Conditions will be printed on the back of the first page of any document, no matter how many pages the document has.

Can I transfer a custom configuration to other workstations?

Yes, it is possible to easily transfer configurations to other workstations.

- On tab *Import/Export* choose *Export*.
- Enter a file name for the configuration and click OK.
- You will find the configuration in folder *Konfigs* of the installation directory.
- Copy the file into the *Konfigs* directory of the workstation of the computer that you wish to import the settings to.
- On tab *Import/Export* choose *Import*.
- Keep in mind to also copy the content of the forms subdirectory, in case the settings include special forms.

How many printers can I access and use with KYOeasyprint? To what extent can I use the printers?

In the KYOeasyprint port configuration all printers that are installed on a computer are listed as available printers. How many devices can be used is determined by the license.

In the print distribution dialogue the printer queue can be set up by adding printers and determining the settings. The settings are a combination of KYOeasyprint settings (e.g. page range of the document, number of copies) and the settings of the individual printer. This makes sure that the full functionality of the printers can be utilized.

So it would be possible to print a document on every available printer, or to separate a document so that every page is printed with different settings and/or on different printers.

Can I use KYOeasyprint to print high-volume print jobs faster?

There are several options to speed up printing with KYOeasyprint.

First of all, it is possible to split large print jobs so that the parts will be printed on different printers simultaneously. For instance, a 1,000 pages print job could be split up so that 5 printers print 200 pages each. Obviously, all parts need to be collected and merged after the print, which may prove impractical in some cases.

Likewise, it is possible to distribute multiple copies to different printers, to speed up printing. So if 1,000 copies of a document are needed, they can be evenly distributed among the available and suitable printers.

However, KYOeasyprint does not support load balancing, which means that it will always follow the rules that have been set up in the printer queue, independent of the device status or speed of the different printers. If any of the printers are offline and busy with other print jobs, KYOeasyprint will not be able to bypass them.

Does KYOeasyprint help reduce printing costs? Is it able to determine the most economical device for a print job?

As KYOeasyprint simplifies document output workflows and helps increase productivity, it contributes to the reduction of costs in general. For instance, waste paper costs will be reduced by printing always on the right paper. Also, with KYOeasyprint pre-printed stationery and forms are no longer needed, which can be a significant cost factor.

However, KYOeasyprint does not determine the most economical device for a print job, but it will always precisely follow the workflow that has been set up. If you are looking for an application that can significantly reduce printing costs by routing to the most economical device for each print job, check out **KYOroute!**

What if, due to device problems (paper jam, out of toner etc.), one of the prints doesn't get printed? Will KYOeasyprint inform accordingly?

The printer that has not been able to print successfully will return an error message, same as in any regular print job.

2. SPECIFICATIONS

System Requirements

Windows Vista (SP2), Server 2008 (SP2), 7 or later
Internet Explorer 6.0 or later.

KYOeasyprint supports Windows-based hardware and software print devices, such as laser printers, fax printers, TIF printers and PDF printers, plus all virtual printers available on the Windows host system as printer objects.

KYOeasyprint is available as a server license only. The server edition is installed centrally on the server, and any user can install the KYOeasyprint printer queues locally. There are no additional workstation licenses required. Settings for the queues can only be accessed on the server from within the application, which means that the workstation users cannot change the settings.

Note: The size and number of printing spools that need processing simultaneously may result in varying hardware requirements.

Licensing

There are 3 base licenses and 2 upgrade licenses.

Base Licenses	Explanation
5 Device License	Up to 5 devices can be used for output.
10 Device License	Up to 10 devices can be used for output.
15 Device License	Up to 20 devices can be used for output.

Upgrade Licenses	Explanation
Upgrade 5 to 10 Devices	The license upgrades from 5 to 10 supported devices.
Upgrade 10 to 15 Devices	The license upgrades from 10 to 20 supported devices.

Upgrade Process

KYOeasyprint doesn't allow to combine licenses. For example, if a customer has a 10 Device License and wants to add another 5 devices, he cannot purchase another 5 Device License and combine both. He needs to purchase the Upgrade License (10 to 15 Devices) and install it like a regular license. Please see the documentation for details.

Trial license

If used without a license code, KYOeasyprint will display a watermark on all printouts. Therefore it can be used without any time limits as a demo version, but not for productive use.

Product Registration

In order to activate KYOeasyprint, the customer needs to have the Product ID that was delivered by e-mail and follow the registration process as described in the documentation.

3. MARKETING INFORMATION

Targeted Customers

Targeted customers are SMB companies or departments with recurring document output workflows.

One of the facts of doing business in a paper-based system is that manual processes inevitably create operational bottlenecks that may have an impact on company profits or its competitive position. The results are increased costs and an inability to respond quickly to the market, beat competitors, or meet customer expectations. Using KYOeasyprint companies can reduce or eliminate manual document output processes, accelerate document output and increase process efficiency.

Examples:

- Sales and accounting
Sales and accounting companies or departments can profit from the automatic distribution of documents to all relevant recipients and the automatic integration of forms or Terms and Conditions.
- Administration and offices
Multiple copies with different watermarks can be created with one click, which is a valuable feature for use in office environments.

Document Output Management

KYOeasyprint is an entry-level **Document Output Management** application for the SMB channel.

Document Output Management includes all aspects of managing, changing, tracking and delivering all documents (electronic and paper) that are generated during the course of business. Some examples include print management, job accounting, or document distribution.

End Customer Benefits

KYOeasyprint makes complex output workflows easier and faster to follow and reduces costs at the same time.

Automation of Workflows: Acceleration and Simplification of Internal Processes

- Once a document output workflow has been set up, the user only needs to click the relevant name in the printer dialogue for the process to be followed. The user need not necessarily be aware of all details of the process, and he

need not have any special training or ability. Complex and lengthy processes can be reduced to the minimum and are guaranteed to be followed correctly.

- The delivery of documents to various recipients can be significantly accelerated. The delivery to all recipients of a document can even occur simultaneously, depending on the workflow.
- Manual archiving processes are also reduced as the documents can automatically be delivered to a digital archive.

Result: Increased Productivity

- This automation of labor intensive tasks leads to an increased productivity as employees need not perform repetitive manual print processes and need not learn how to follow them.

Reduction of Costs

- Using KYOeasyprint, companies can dispense with preprinted stationery and forms that are not only expensive but also laborious to use.
- KYOeasyprint also reduces costs that are typically induced by misprints and repeated prints.

Maximum Flexibility

- The print queues can be tailored exactly to the needs and requirements of the customer
- KYOeasyprint works with any printer environment and is manufacturer independent; changes to the customer's equipment are not required.
- With KYOeasyprint it is possible to print from any application - including applications that do not easily support the use of templates like spreadsheets and browsers – onto customized stationery.

Easy to Set Up, to Implement and to Use

- Users can easily create their own printer queues with KYOeasyprint – they need no programming skills or special requirements.
- Following an automated workflow does not require any special training, apart from a short explanation. Even unskilled employees are enabled to follow the required workflows.

Relevant Key Trends

Business Process Efficiency – Workflow Automation

Workflow automation is a technology that automates a business process. The aim of workflow automation is the reduction of manual processes, resulting in improved productivity. In contrast to that, there is also business process re-engineering, which means that processes of a company are analysed and improved, i.e. changed. In workflow automation, processes are only reproduced, not changed.

Today's companies face a multitude of challenges. Apart from developing new services and products they have to deal with global competition and continually have to reduce their costs to remain competitive. Accepting manual processes and their inevitable bottlenecks will slow down their business and enable competitors to take more market share. Some of the problems of manual business processes are the following:

- **Complexity**
Business processes can consist of a variety of predefined steps. Usually a process will be more complex the more steps are involved. Consequently, following a process may not only take time, but may also be difficult.
- **Lack of Documentation**
Many processes are not documented, but are sometimes passed along as part of an informal on-the-job training. This increases the risk that the processes are not accurately followed.
- **Hard to Track**
If several employees are involved in the execution of a process, it can be difficult to track its progress and conclusion.
- **Proneness to Errors**
Manual processes are more prone to errors than automated processes. Required steps of a process can be unintentionally omitted, with a variety of potential serious consequences. For instance, if a customer transaction document (e.g. an invoice) gets lost, additional work results correcting the error, or the company might lose money if the invoice is not correctly billed.
- **Amount of Work and Time Required**
As manual processes inevitably take longer than automated processes, they may actually slow down the business. For instance, if goods and services are delivered slower than by the competition, this may have an impact on customer behavior and result in a decline of sales.
- **Low Flexibility**
As manual processes often require training and experience, they cannot be executed easily by any untrained employee. So in case of a responsible employee's vacation or illness the process may be slowed down or delayed.

In view of these problems it is obvious that companies should try to rid the business of as many manual processes as possible, to achieve cost reduction and to contribute to an improvement of productivity, as the automation of processes can have a direct impact on the company's profitability and competitive position.

Many companies are in fact striving to make their business processes more efficient and have a mid- to long-term strategy to optimize productivity by digitizing document workflows and automating processes. This makes KYOeasyprint one potential solution for companies that begin to understand the importance of improving processes to achieve cost reduction and increase efficiency.

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