



KONICA MINOLTA

Improving Operational Efficiency with Konica Minolta Education Solutions

Giving Shape to Ideas™



At Konica Minolta, we are constantly evolving with the times. With over 30 years of experience in the digital imaging industry, we have the privilege to serve small and medium to large enterprises of diverse industries. Through experience, we've discovered that each industry has a different set of needs and challenges to overcome. As the solutions provider for Education Institutions, we're dedicated to serving your needs better, that's why we've introduced customised education solutions catered specifically to your trade.



Operating in the highly competitive Education Sector is very challenging. Many institutions are constantly challenged with staying efficient and flexible in their operations while struggling to provide the best curriculum, student experience, faculties and education affordability. In this situation, Konica Minolta is able to anticipate your

issues and problems to provide the right solutions to help you improve operational productivity and service in your campus. Our team of professional consultants will work hand in hand with you to understand your business needs & processes and design the most suitable Konica Minolta Education Solutions for you.

Improve Data Management in Higher Learning Institutions

INDUSTRY CHALLENGE |



Education Institutions today deal with extensive and ever-increasing amounts of paper documentation ranging from student records to lecture training materials and tutorial notes. Without proper data management, these overwhelming amounts of physical and softcopy documents may lead to various issues:

- Difficulty locating, searching and retrieving vital documents.
- Dissatisfaction of students over the lack of efficiency in the management of campus operations.
- Inability to capture business data from physical and softcopy documents for important decision making.
- Unmanageable flow of information and data leakage.

THE SOLUTION



Efficient Data Management

Staff at Education Institutions constantly experience difficulty searching and retrieving documents they need due to inefficient filing systems and unorganised data. Konica Minolta's Document Management Solution helps you to easily and accurately manage your hardcopy and softcopy documents so that your information is properly indexed and easily accessible. With all your information carefully digitised in a well-organised system, all students, lecturers, administrative and support staff will enjoy greater productivity and a more seamless user experience.

Rights Management with Administrator's Control

Majority of Document Management Solution today require the help of Management Information System (MIS) staff to configure permissions to files and documents. This process causes some confidential documents to be leaked.

At Konica Minolta, security is always top of mind. Our hassle-free Document Management Solution gives you authority to manage permissions and access rights control so you can secure your own files and documents independently. This allows you to safeguard confidential business information through rigorous security policies and role-based access control (RBAC) in which authorised users alone are allowed to view certain files or documents.



Business Intelligence Report for Decision Making

At Konica Minolta, we understand the power of information in any business. With the information that the system captures from your documents, we can help you to analyse the data and generate business intelligence reports according to your needs, for example: intake sizes, course popularity, student demographics, etc. These business intelligence reports allow you to make better decisions on areas such as recruitment strategies, university affiliation, course scheduling, etc.

Backlog Scanning

Many institutions suffer from the long and time consuming procedure of processing and storing enormous quantities of paper documents into Document Management System (DMS) or Enterprise Content Management (ECM) databases. Konica Minolta's Backlog Scanning team provides you with hassle-free services for tasks like analysing, preparation, scanning, indexing and transferring your paper documents without any hardware, software and labour investment. So your team has time to focus on more important tasks.

On top of that, with Konica Minolta backlog scanning, you can free up precious office space through digitising all physical documents. All kinds of electronic data are effectively protected in the database and can be stored to avoid the loss or damage of important information.

Reduce Operational Cost with bizhub Multi-Function Printer (MFP)

Digitising your hardcopy documents requires a High-end Document Scanner which can be very costly to purchase and involves expensive maintenance. With Konica Minolta's bizhub MFP, you can replace your document scanner and enjoy all the benefits of print, copy, scan and fax on a single device. Plus Konica Minolta's OpenAPI system gives you the ease and flexibility to scan and index your documents with a few simple clicks of the button. Now your scanned files are automatically archived into Konica Minolta's DMS or into a third-party application such as DMS and ECM.

Flexible Document Management System

Recognising the changing environments and unique business processes, Konica Minolta's Document Management Solution provides you with a highly flexible system which you can customise according to your industry and business needs. You can now optimise your workflow efficiently and increase productivity within your institution.

Manage Costs & Printing Policies with Better Print Transparency

INDUSTRY CHALLENGE



For many Education Institutions, managing and maintaining a printing infrastructure with so much printing activity occurring on campuses every day, can be a challenge. Without the right solutions, campuses can face:

- Difficulties controlling internal staff with printing, copying, scanning and faxing responsibly.
- Hard to monitor printing activities of students and members of staff for chargeback purposes.
- Inability to support students with accessing the printing facilities from their own devices (BYOD).

THE SOLUTION



Gain Visibility of All Printing Costs

With the introduction of Konica Minolta's Cost Accounting Solutions in your campuses, your staff will be able to effectively and accurately monitor printing and copying activities. This enables them to record the general printing costs for each student, staff and faculty member for costing and chargeback purposes. Besides, our solutions can be applied to both pre-paid and post-paid payment options to assist you in tracking and billing relevant users accordingly.

Works with Existing ID Cards

Easily link our Cost Accounting Solutions with existing student and employee ID cards to allow convenient access to your Konica Minolta MFP while you maintain the ability to monitor and track all activities.

Supports Bring Your Own Device (BYOD) & Cloud Printing

In this generation, people expect 24/7 connectivity and device flexibility in Education Institutions. Konica Minolta's Cost Accounting Solutions support both BYOD and cloud printing so your students and

lecturers can enjoy easy and flexible access to printing infrastructures. Instead of printing from computers, now students and staff can easily print documents via cloud storage or by connecting their mobile devices to your printing facilities.

Print Reporting

The Reporting module gives Education Institutions a comprehensive overview and audit of their print environments. Whether you want to analyse costs for your entire campus, a single department, an individual employee, a student or understand how each individual printer is being used, the easy-to-use reporting module provides all the information you need.

Rule-Based Printing Module

Control and minimise your printing costs with Konica Minolta's Cost Accounting Solutions. Our Rule-Based Printing module allows you to implement common cost saving rules (e.g.: forced duplex printing, forced black and white printing and print to mail) and to create rules specific to your printing environment. You can also control which MFPs are allowed for usage by employees or students.

Flexible Examination Solutions

INDUSTRY CHALLENGE |



Education Institutions invest a lot of money to purchase Optical Mark Recognition (OMR) scanners for the examination department. However, the OMR scanners typically used by campuses today are expensive to maintain and also inefficient. The typical OMR scanner is:

- Expensive to maintain and requires special OMR sheets to be purchased in large minimum quantities.
- Designed to only detect markings made with 2B pencils.
- Rejects whole examination sheets when multiple answers are detected.

THE SOLUTION



Low Maintenance Cost with Konica Minolta's All-in-One System

With Konica Minolta's All-in-One system, you no longer have to invest in a separate OMR device and special OMR sheets. Konica Minolta's Examination Solutions give you the ability to design, print, capture and analyse data, all in a single system. You'll have the freedom to design your own OMR sheets with any of your favourite applications such as MS Office, Adobe Product, etc and print-on-demand in any quantity at any time to save time and money. On top of that, you will get to enjoy low maintenance cost on the hardware and full flexibility and ease on all changes in your processes at any time.

Simplified & Accurate Grading System

Konica Minolta's Examination Solutions have the ability to detect indications made with various ink devices including pens, pencils and markers to give you better data recognition. In addition, it will indicate the presence of multiple answers without rejecting the entire answer sheet, making the process of grading examination papers and processing grade reports both easy and effortless.

Survey Analysis

Aside from examinations, Konica Minolta's Examination Solutions can also be used to conduct other purposes such as survey analysis. Our survey research analysis feature allows you to gather information regarding popular courses, quality of teaching by lecture staff etc so you can learn about their characteristics, opinions, attitudes or previous experiences to help you make more informed decisions and service improvements.

Generate Instant Reports

With Konica Minolta's built-in analysis and reporting package, you can grade tests and tabulate your survey style forms with a simple click of the button. The software provides many standard reports as well as customised reports according to your business needs. Additionally, you can also export reports to various formats (PDF, Excel, HTML and more) to be sent to different divisions via email so you can make important data-driven decisions quickly and efficiently.

Improve Privacy & Control with Print Room

INDUSTRY CHALLENGE |



Education Institutions produce a lot of communication and printed materials that include student prospectus, course guides, invitation cards, flyers etc. Without their own print rooms, the production of these materials usually gets outsourced to third-party printers resulting in:

- High printing costs.
- Large minimum order quantities.
- Inconsistencies in the communication materials and corporate identity (CI).
- Exposure of internal information to external parties.





THE SOLUTION



Control Printing Activity & Save Cost

Streamline document production and conduct all your printing activities in house with Konica Minolta's Print Room Solutions. You get to enjoy full privacy and control over internal and student information as well as reduce printing costs to save money. Furthermore, you no longer have to worry about minimum order quantities, excess production or lengthy lead times and most importantly, you get to ensure CI compliance for all your communications.

Effective Web-to-Print Application

With Konica Minolta's Online Web2Print Solutions (Web2Flows), students and staff can benefit from easy and flexible print job submissions via the web. Our solutions allow you to customise your artwork to maximise the consistency of your communication materials. You can also track your job status and leave comments on services without the need to make calls to follow up on your print jobs.

Introductory Support Training & Consultancy

We understand that operating a new print room without any experience may be a challenge to you. To help you with that, Konica Minolta will conduct trainings and consultancy to help members of your staff learn the use and flow of our printers so they can run the print rooms smoothly and effortlessly. On top of that, our consultants will advise you on the staff recruitment process so that you can operate your print room at the right capacity.

Consider these benefits for your campus



Business Process Automation (BPA)

BPA gives more control over a campus's operations so it can monitor, and maintain tasks and processes in real time.



Collaborative Tools

Stimulate students to create, innovate, learn and dream of new possibilities with our innovative technologies and innovative curriculum.



IT Services

Our certified engineers can assist you with adopting new technologies to keep your campus relevant in a changing world.



Security and Compliance

Student records and course content are valuable and vulnerable. We offer lockdown protection with professional safeguard services.



Mobility

White boards, iPads and apps are common classroom tools. Our suite of solutions makes mobile printing and collaboration easy.



Print Management

Our managed print services program and device management solutions will bring accountability and control of printed output.





Through our understanding of the challenges that respective business units face, Konica Minolta is committed to bringing you flexible and customisable solutions to answer your unique business needs.

With our team of professional consultants, we'll design holistic and efficient solutions that will help you to enhance your operations and improve business productivity.

To find out more, call us now at **03-7801 2611** or visit **www.konicaminolta.com.my/business**



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KONICA MINOLTA BUSINESS SOLUTIONS (M) SDN BHD (72640-P)

Infinite Centre, Lot 1, Jalan 13/6, 46200 Petaling Jaya, Selangor, Malaysia.

Contact Us:

Sales & Marketing:

Tel : +603-7801 2611

Fax : +603-7954 8316

Email: marketing.1@konicaminolta.com

Technical Support:

National Service Contact Center: 1-300-Call-KM (2255-56)

www.konicaminolta.com.my/business

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