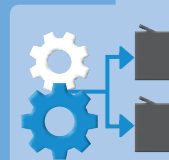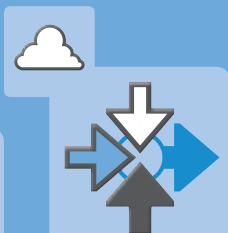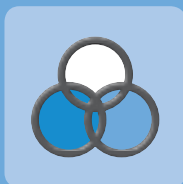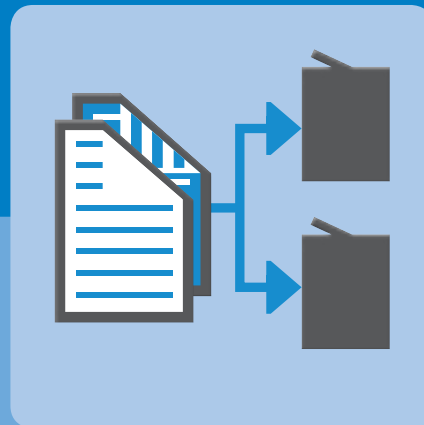# CDT GROUP

KONICA MINOLTA

# OUTPUT MANAGEMENT

## Characteristics

– Unified print room management
– Print policies and rules
– Product-based job processing
– Print queue management
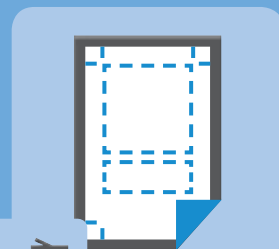
APPLICATIONS
**OUTPUT
MANAGEMENT**

Giving Shape to Ideas

## KONICA MINOLTA
### APPLICATIONS

Colour Management • Web-to-Print • Variable Data Printing • Print Automation • Make-Ready • Document Capture & Management • Security • Connectivity • User & Cost Management • Output Management • Device Management • Cloud & Mobile Printing

# FOCUS ON
# COMPLETE CONTROL
# OF PRINTED OUTPUT

**At a time of limited budgets and companies' commitments to sustainable conduct, environments with high document throughput are well advised to avoid uncontrolled printing, regardless of whether the print volumes are generated on a production level, in an in-house print room, or in large corporate departments and offices.**

Sending a print job to an output device of your choice is the simple and straightforward part of the print workflow. The complex task is controlling the output and directing it in such a way that you and your team, department or company make optimal use of all available printers, thus ensuring that your printing workflows are productive and cost efficient.

– On a production level, you cannot afford to have your staff wasting time having to contend with the different digital front ends (DFEs) that usually drive the various controllers and output devices installed in a print room. Rather than training your operators on each new piece of equipment, you need to streamline your print room management by unifying prepress operations. Only this will ensure that your print operators use their resources efficiently.

– You need to monitor and control the job flow to output devices so that these are used to capacity while print jobs are produced in the shortest time at the lowest cost.

– In corporate environments, you have to avoid your employees printing their documents more than necessary – which they are likely to do without guidance.

– It is essential that you establish viable, secure printing procedures wherever output devices are installed centrally and can be accessed by many users. By controlling and limiting printer access, you not only ensure confidentiality of corporate information but also keep print volumes in check and enhance staff efficiency, avoiding users having to sort through piles of waste prints to find their own output.

Opting for effective Output Management mechanisms enables you to unify your print room management and enhance staff efficiency by keeping print operators from having to repeat similar work procedures again and again. With the support of intelligent software, you introduce suitable print policies and rules in your organisation that will influence the printing behaviour of your staff and help you keep output volumes in check. With product-based job processing and proper print queue management, you can streamline printing workflows, minimise printing errors as well as misprints, and enhance the overall reliability and efficiency of your print room.

# TYPICAL CAPABILITIES AND
# WHAT THEY MEAN FOR YOU

## Unified print room management

The organisation of the print room should be streamlined by establishing a single user interface (DFE) to access the different controllers and printers. As long as such a digital front end integrates all output devices, its brand is of secondary importance.

▸ A unified DFE decreases the learning curve of the print room staff. It is no longer necessary to adopt new operation procedures for every new printer or controller. Print room operators benefit from such unified print room management by reducing errors as well as misprints and increasing their operation speed.

## Print policies and rules

Defining a clear print policy is essential for cost-effective printing, especially in document-intensive office environments. Suitable and professional applications provide the means to centrally establish and control a print policy that takes into account company budgets and reflects a commitment to thrifty and sustainable print behaviour. Whether it is a question of not printing every e-mail, ensuring that only certain documents are printed in colour, or routing documents to more cost-effective output devices, professional output management solutions must fulfil these and other individual customer requirements.

▸ Enforcing clear print policies and rules can efficiently reduce a company's overall printing costs, thanks to the optimised usage of all available output devices, which ideally are used to capacity. A welcome side effect of this approach is a change in users' attitudes to printing.

## Product-based job processing

With this, the processing of print jobs is organised in such a way that it focuses on the final printed product. The software intelligently determines which output device is available and suitably equipped for the job, has the correct paper size and type loaded, and automatically adjusts the output system to the correct settings. Such a product-based workflow relieves the operator from having to spend unproductive time on making the proper selections and adjusting machine settings individually for each new print job.

▸ Product-based job processing is less error-prone and reduces the time required for proofing. Decreased job cycle times allow you to process higher print volumes within a shorter time span. Thus, users and print room operators can increase their productivity. The approach releases print room operators from repetitive tasks, reduces errors and misprints, and increases the overall efficiency of the print room. Departments and print rooms benefit from increasing their throughput without having to increase their manpower.

## Print queue management

Administrators and print room managers need to control all print queues and incoming print files centrally, via a single interface and a unified print queue. Only this enables the setting of different queue properties, such as "direct printing", "secure print release", "shared print queues", "load balancing", and so on. Users and print operators no longer need to set up print properties separately for each new job, as long as a suitable print queue is made available for each required print workflow – whether it be a simple secure print, or transmitting a complex job ticket for the production of an extensive print job.

▸ Thanks to the individually defined print queues, this approach to print job processing brings companies numerous benefits: prints are only produced after secure authentication, after approval, after payment or other criteria fully dependent on the working environment. While maintaining the convenience of simply printing and picking up the job, the quick and simple central management of print properties and their deployment to users' workstations is extremely time efficient, provides high end-user convenience and guarantees completely secure printing.

**With professional Output Management software, you upgrade the productivity and efficiency of your printing environment, whether on a corporate or on production level. By unifying DFEs, adopting product-based job processing and introducing viable print queue management, you streamline workflows, free up manpower and reduce error rates. Formulating print policies and rules for corporate printing helps you keep print volumes in check. Konica Minolta's extensive software application portfolio offers you a choice of suitable Output Management applications for your specific purposes.**

# WORKFLOW
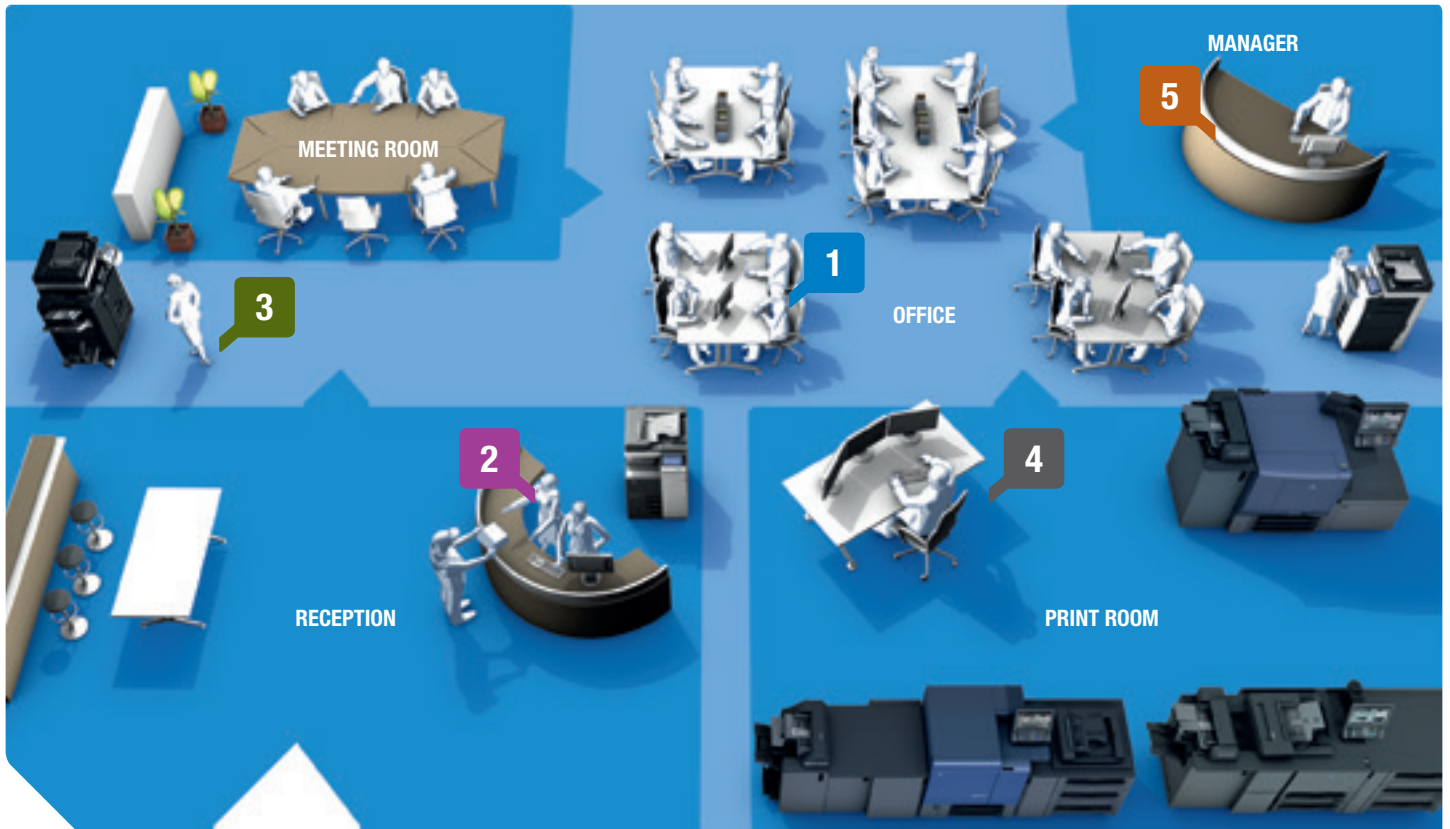


**Some examples for typical workflow scenarios**

## Colour print policies

**1**   A user wants to print an e-mail in colour. In line with the company's print policy, the mail is automatically converted to B/W and the user informed of this change.

## On-demand printing of documentation and complex print jobs

**2**   A technician requests the latest product documentation for one of the technical products manufactured in the company. The receptionist submits the print job on demand to the print room via the product-based processing system; and the technician receives his documents within minutes.

## Reprinting documents

**3**   A team leader prints her documentation right before a meeting. Since more colleagues than expected attend, she simply reprints the documents from her follow-me print queue.

## Unified management of print queues

**4**   The print room operator effectively manages multiple output devices by linking them in a **unified print queue.** Print **job processing** is **automated** according to desired finishing settings and other print parameters, with printer selection based on availability, capacity and capabilities. For faster completion of print runs, the operator distributes high-volume jobs among several printers with **load balancing.** He can **split colour jobs** into colour and B/W pages for separate and cost-efficient printing on the most economical output devices.

## Automatic routing of large print jobs

**5**   Before visiting a trade conference, the company manager wants to produce 50 prints of his 20-page handout. The office print queue simply reroutes this large job to the print queue for large jobs (print room) where the print room operator prints the job with load balancing in less than 5 minutes.