



KONICA MINOLTA

**Single-step filing** allows your bizhub multifunctional device to scan hard-copy documents and deliver electronic files to Recollect automatically.

**Auditing and tracking** can provide document trails from the moment of scanning, so your organization meets compliance standards.

**All significant words** in every document are indexed for search.

**True Fuzzy Logic search** compensates for spelling or OCR errors.

**Versatile search capabilities** by keywords, phrases, subjects, titles and dates as well as full-text search, Boolean, wildcard and metadata.

**Search results** are displayed by relevance with thumbnail views.

**Full text results** are displayed within the pages of documents.

**Side-by-side viewing** of page images and OCR'ed text.

**Bates Stamp** documents with one click.

**Share documents** with coworkers and let Recollect manage the versioning and auditing of changes.

**Email documents** directly from Recollect to save time in distributing documents.

**Print and fax** to your bizhub multifunctional product directly from Recollect.



**Filing and Retrieval Solution.** Paper. Faxes. Emails. Every incoming document or file – in a format you can edit, access, search and retrieve on a single system. Along with high-speed bizhub scanning, it's a one-step solution that brings information into your workflow faster.

# Recollect®



The essentials of imaging



# Recollect®

## Recollect Specifications

### SYSTEM REQUIREMENTS: Recollect OCR, Courier, Client PC:

Intel® Pentium® II, 333 MHz and higher CPU  
64 MB RAM  
500 MB free hard-disk space  
VGA monitor  
CD-ROM drive  
10/100 Network card  
Windows 95/98/NT/2000/XP operating system  
Keyboard  
Mouse

### Recollect Enterprise for Microsoft NT or Novell NDS: MINIMUM CONFIGURATION:

Intel® Pentium® III, 500 MHz and higher CPU  
256 MB RAM  
1 GB free hard-disk space  
10/100 Network card  
VGA Monitor  
CD-ROM drive  
Windows NT 4.0/2000 Server or Novell 4.x, 5.x or higher  
Keyboard  
Mouse

### RECOMMENDED CONFIGURATION:

Windows NT/2000 Server  
Dual Pentium 1 GHz processors  
1 GB RAM  
36 GB SCSI HD  
RAID-based storage for fault tolerant  
Windows-compatible Display  
CD Drive  
3.5" floppy drive  
Keyboard, Mouse  
High-bandwidth-based  
Network card

Design & specifications are subject to change without notice.

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## Store, share, manage and retrieve.

Recollect® is a simple, cost-effective solution to the problem of filing and retrieving paper documents. Integrating files in different formats. Finding misfiled information – or chasing down a file whose name has been misspelled.

While your bizhub multifunctional device is scanning hard-copy documents, Recollect performs automatic OCR (Optical Character Recognition) and creates an index of every significant word on every page. Recollect can manage paper, fax, web text, spreadsheets, even microfilm and microfiche information in a single active archive.

Recollect is like the indispensable office assistant you couldn't do without – the person who knows where everything is and can find it when you need it.

### Document Search and Retrieval:

- Patented True Fuzzy Logic: find the right information regardless of OCR accuracy.
- Powerful search tools: full context, Boolean and wildcard searching, plus keyword, tagnotes and index searching means you get your critical information faster without repeating searches.
- Results are ranked based on relevance, increasing your chances of identifying the information you need.
- Recollect will point to the exact location in the document where your search phrase has been found, so you won't need to launch another application to do a second search for phrase location.
- International language support: Recollect supports 11 European languages.

### Filing and Scanning:

- Less work: one-step filing to/from your bizhub multifunctional device means you can file without extra work or IT support.
- Automatic filing: Emails, images or multimedia files can be saved into Recollect's Hot Folder – and Recollect will automatically batch-process these documents.
- Multizone indexing: you can set up Recollect to extract text only from certain areas of documents such as invoices or patient records.

### Document Editing and Sharing:

- Combine electronic documents: drag and drop to combine word processing files with scanned paper documents.
- Copy and create: copy pages from different documents to create a new document.
- Maintain originals: your original image can be saved, date-stamped and untouched to meet compliance standards.
- Proof and edit: documents can be quickly edited by pushing a button within Recollect to launch your word processor.
- Bates Stamp documents with any alphanumeric value that you enter.
- Unstack multi-document stacks into separate documents with the click of a button.
- Share documents with coworkers without making multiple copies of one document – Recollect will manage the versioning, track changes and provide audit trails to meet compliance standards.
- Extract text and images: Recollect can extract text and images to be used in other applications without launching another application.

### Document Processing:

- A software-based solution: performance increases as PC computing power increases.
- Hot Folder customizing: individual users can schedule processing time and automate high volume batch processing by setting up Hot Folders on their own PCs.
- Fast, automatic indexing: preselect templates and associate keywords to documents, eliminating the need to type in index words manually as you process documents.

### Network Support, Data Migration:

- Support for multiple servers: even in mixed Novell/Windows environments, Recollect can automatically import users and rights as specified in the servers – there's no need to recreate user lists or replicate data from one server to the next.
- Recollect provides multiple levels of user rights, useful for document access and sharing.
- External connectivity to email and databases: you can export data through ODBC interfaces and e-mail images from any MAPI-compliant interface.
- Patented Portable Document Index: even if your network goes down, you can access your electronic filing system using the last backup to CD or DVD without having to connect to the network.

### Recollect System Components:

- Recollect OCR: next-generation OCR (Optical Character Recognition) software that automatically turns hard-copy pages, faxes and unstructured documents to editable form.
- Recollect Courier: powerful Windows-based applications for scanning, indexing, storage and intelligent retrieval using patented True Fuzzy Search capabilities.
- Recollect Enterprise: a distributed server application for Microsoft NT or Novell Netware environments. Combines Recollect Server, Officemate client for scanning, indexing, storage, search and retrieval, and Retriever searching and retrieving tool.