

## ADVANCED IMAGE DISTRIBUTION



**POWERFUL SOLUTIONS  
FOR OPTIMISED  
DOCUMENT WORKFLOWS**



# HOW TO **ACHIEVE** SECURE, MORE EFFICIENT DOCUMENT WORKFLOWS

Recognising the need for more effective ways of communicating, Sharp has developed a range of document scanning, distribution, storage, retrieval and management applications, specifically designed to speed up document workflows within a networked infrastructure.

It gives you a full range of efficient and secure ways to distribute your documents to individuals and groups, including scan to email, scan to FTP, scan to desktop or hard disk and scan to fax, all from a single networked device.





## LIGHTWEIGHT DIRECTORY ACCESS PROTOCOL (LDAP)

LDAP is a powerful new feature that makes the distribution of scanned documents and faxes easier and quicker than ever before. It is used to access a directory database that contains email addresses and environment-related information, over a TCP/IP network.

LDAP makes it quick and easy for users to register and retrieve the correct email addresses and fax numbers when performing any of the following tasks: scan to email transmission, scan to fax, scan to i-Fax (fax to email) and scan to FTP with hyperlink destinations. A search facility for browsing email addresses and fax numbers is also included.

Simply browse the server-based directory from the machine's LCD panel and select one or multiple email addresses for instant transmission. Not only is it far quicker, it also eliminates the errors and frustration of a manual approach.

Because LDAP automatically synchronises with your primary email server, your address book will always be up to date. It's easy, too. Just enter the first few letters of the recipient's name and select your destination from a list of possible matches.

### at a glance...

Scan to individual and group email destinations

Scan to FTP with hyperlink destinations

Rapid registration of email addresses and fax numbers for Scan, Fax and iFax functions

A single device can connect to multiple LDAP servers

Search for destination addresses via the built-in keyboard

Store select addresses directly to the local address book

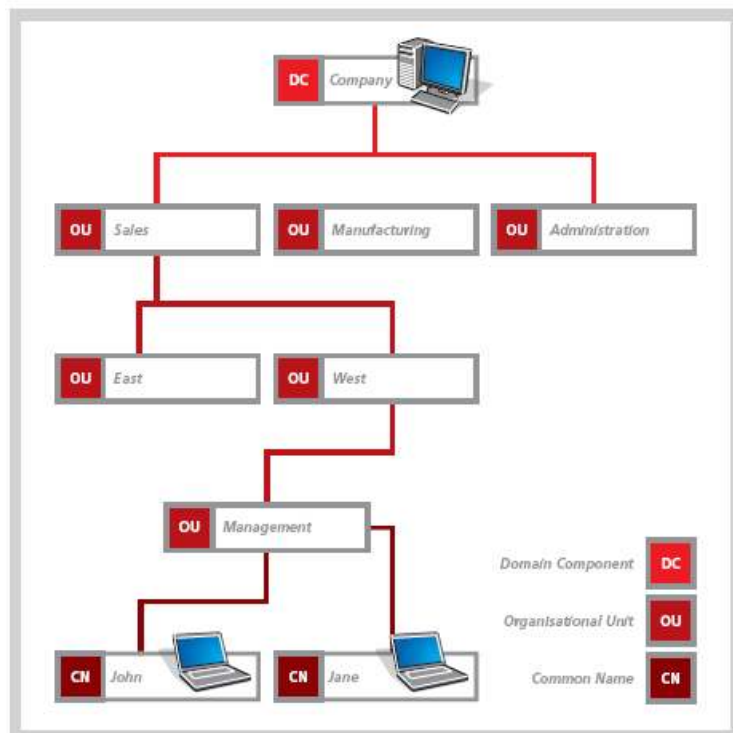


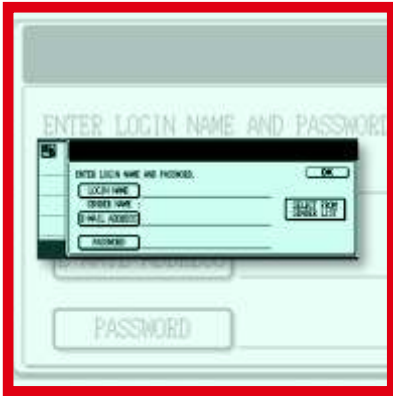
## LDAP

### Support for multiple authentication methods

The LDAP function supports any LDAP server that contains the 'cn' and 'mail' fields and allows the following authentication methods: simple, Digest-MD5, NTLM and Kerberos.

As well as transmitting to individual users, administrators can use the Active Directory enrolment features to create logical organisational units and groups that match the corporate structure. These organisational units, which can be created for each team, division and location, can also be subdivided into groups sharing similar characteristics.





## USER AUTHENTICATION

User authentication adds a top level of security and protects valuable network resources by limiting access to registered users with valid network accounts; requiring them to enter a username and password before using the network scanning function. This information is authenticated against the global address book on a designated server.

For added convenience, the user's e-mail address is automatically placed in the 'from' field once he or she has been authenticated. Additionally, the administrator can set a permanent 'blind copy' address for monitoring usage and automatically copying all sent documents to an archive. A log of sent documents is kept for auditing purposes.

The information that the user enters is also used to determine an appropriate authentication protocol to use, depending on the methods supported and allowed by the LDAP server. For example, Active Directory 2000 allows simple and integrated Windows (NTLM or Kerberos) authentication by default, but the administrator could choose to change these selections and limit connections to integrated Windows authentication only, in order to prevent the transmission of plain-text passwords across the network.



## EFFICIENT **FILING** FOR FASTER WORKFLOWS

Selected Sharp multifunction devices have a built-in document filing system\*. This application uses a dedicated internal hard disk to store documents and previous jobs (accessible from either the display or embedded web page), making the document workflow significantly more flexible and efficient. This is because recently completed print runs for example can be repeated without recreating the job, saving both on processing time and user intervention.

### At a glance...

**Quick Filing with temporary storage pages** – A certain number of pages (A4 at 6% coverage) that have been copied, printed, scanned or faxed can be stored on the hard disk and reused in future jobs without having to reload or rescan the original. (see table on back page for details)

**Advanced Filing for long-term storage pages** – A certain number of pages (A4 at 6% coverage) can be stored on the hard disk together with customised names and locations. (see table on back page for details)

Storage options include:

Main folder – for storing files in main public folder and sharing them across the workgroup

Custom folder – for storing documents in a private personal folder that has PIN code-protected access

**Secure Storage** – The optional Data Security Kit protects your data by encrypting it as it is stored



## AUTOMATED **WORKFLOW** AND DOCUMENT MANAGEMENT INTEGRATION

This customisable feature\* brings a new level of automation and integration to document scanning, distribution and filing. Before scanning, the user is prompted to enter details about the document, which can include, for example, keywords, instructions and other descriptive information.

This data, which is saved in an XML file, is attached to the scanned document where, on receipt, it can be read and acted on by third party fax servers and automated workflow and document management systems.



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