

## Ricoh Capture & Distribution Solutions

From major corporations and government agencies to small businesses, workers today face the difficult task of managing enormous quantities of information between global office locations, as well as sharing this information with clients. While technology has increased the speed of document transmission, it has also increased the amount of information to be managed.

Ricoh Document Solutions and Services helps you leverage technology to improve your document management efforts. With a range of flexible Capture and Distribution solutions, Ricoh can help your organization increase productivity, maximize efficiency, ensure accuracy and safeguard important company documents.

### Scan, Share and Distribute Documents

Ricoh has years of experience developing tested, proven Capture and Distribution solutions. Particularly helpful for the legal, healthcare and financial industries, Ricoh Capture and Distribution solutions help companies convert paper-intensive processes to digital workflows for efficient, electronic distribution. Work with Ricoh to create a user-friendly, secure document management system that promotes collaboration.

### Industry Leading Solutions

Through close relationships with industry leaders, such as Documentum®, Captaris, Interwoven®, Stellant™, Captiva, Omtool™, nQueue® and OpenText, Ricoh solutions integrate seamlessly with proven document management systems you currently have in place.

### User-friendly Interfaces

Intuitive, easy-to-use interfaces increase the rate of end-user adoption for Ricoh solutions. In addition, Ricoh partners with leading vendors so users can continue working with the interfaces they are accustomed to, reducing the need for additional training.

### Streamlined Business Scanning

Ricoh solutions leverage and extend the capability of multi-functional products by offering network scanning software that eliminates the need for multiple desktop devices. These solutions convert paper documents and incoming faxes into digital files for streamlined distribution to various network resources.

### Integrated Workflow

Ricoh solutions are compatible with your existing corporate e-mail and local address books, including Microsoft® Outlook®/Exchange®, Lotus Notes® Domino® and LDAP/LDAPS/SMTP/SMTPS/POP3 protocols.

### Single Point of Management

Ricoh offers server-based solutions that facilitate device management from a central location. Network administrators use server-based controls to extend or limit user features, including scan settings, resolution, color and file format. Centralized management tools display the total number of multi-functional products registered on the server with visual status indicators for each connected device.

## Enterprise-level Solutions

Ricoh's enterprise-level document scanning and routing solutions for medium- to large-sized companies eliminate overnight courier needs and faxing and reduce document storage and handling costs.

## Flexible Options

In addition to server-based solutions, Ricoh supports the industry's first serverless scanning and routing solution for companies that lack IT infrastructure or IT staffing. Providing enterprise document scanning and routing directly on multi-functional products, serverless scanning is part of a new platform concept developed to deliver advanced functionality at an affordable price and fast ROI.

## Document Security

Ricoh Capture and Distribution solutions support password protection, 128-bit encryption and network log-in authentication to integrate directly with your network security scheme. Activity tracking can also report on who used a device, what they did, where files were sent and when an event took place. In addition, customized authentication support is provided for LDAP/ LDAPS and NDS.

## Scalability

Whether you're a small company with 10 users, a workgroup of 25 users or a large-scale enterprise, Ricoh solutions accommodate one to hundreds of devices, allowing your operations to scale as needed.

### PARTNER SOLUTIONS

- Documentum®
- FileNet®
- Hummingbird® DM 6
- Interwoven® WorkSite™
- LiveLink™
- NSi AutoStore™
- Kofax®
- Omtool™ AccuRoute®
- Stellent™

## E-mail and Address Book Support

Ricoh Capture and Distribution solutions support LDAP directory service allowing you to access unlimited addresses from your e-mail system through your global address book. LDAP support also relieves the administrative burden of pre-registering e-mail addresses as changes to your e-mail server are reflected instantly on all your multi-functional products.

## Global Reach

Ricoh multi-functional products and embedded solutions enable one-touch distribution of documents to multiple worldwide locations.

## Flexible Platform

Ricoh's flexible technology platform ensures compatibility with your existing systems and applications. Plug-ins and frameworks extend the benefits of Ricoh solutions by integrating with a wide range of content management software for additional capabilities.

## Services & Support

Ricoh software services include versioning, bug fixes and patches to support Ricoh-installed software. Additionally, Ricoh's trusted support team delivers expert help desk assistance and field visits for Ricoh hardware.

## Fully-Integrated Applications

Ricoh offers industry-leading middleware that integrates with existing mission critical applications to simplify and improve document workflow. Integration applies not only to Ricoh devices and software but also to third-party hardware and software.

Dedicated to fulfilling the needs of a wide array of workplace configurations, Ricoh can tailor solutions to meet specific requirements based on company size, IT policies and existing architecture, design requirements and workflow complexity.

Ricoh Capture and Distribution solutions deliver these important benefits:

- Convert paper documents to digital formats to reduce paper volume, save time and eliminate manual filing and retrieval
- Reduce or eliminate mail delivery costs
- Server-based solutions simplify management tasks and enhance network security
- Improve response time through rapid distribution of time-sensitive documents
- Dramatically reduce physical storage costs and floor space allocation through electronic formatting
- Automatically scan a wide range of paper sizes and types
- Convert paper documents to a variety of electronic formats, including PDF, JPEG, TIFF, TIFF-F and PNG
- Compatibility with pre-existing software and hardware eliminates the need to re-train users

## About The Document Solutions & Services Division (DSS)

The Document Solutions & Services Division (DSS) of Ricoh is leading the industry with a portfolio of solutions that transform paper documents into information that easily integrates into existing business workflows to measurably improve document workflow efficiencies. DSS is committed to creating new “document-centric” customer value that will revolutionize how individuals and businesses use digital and paper-based information.

DSS offers a complete package of products, services and support programs to all our channels, comprising of direct and indirect operations under the Ricoh, Savin and Lanier brands.

## About Ricoh

Ricoh Americas Corporation is a leading provider of document solutions. Ricoh’s fully-integrated hardware and software products help businesses share information efficiently and effectively by enabling customers to control the input, management and output of documents. Ricoh’s line of document management devices include color and black & white digital imaging systems, facsimile products, printers, scanners, digital duplicators and wide format engineering systems. Additionally, Ricoh offers a wide variety of document and printing solutions directly and through strategic alliances, enhancing office productivity and document workflow. Ricoh’s document management software enhances workgroup collaboration and offers secure storage, retrieval and sharing of critical information.

***For more information, visit us online at [www.ricoh-usa.com](http://www.ricoh-usa.com)***