EMPOWERING DIGITAL WORKPLACES

Ricoh Improves Workplaces Using Innovative Technologies & Services Enabling Individuals to Work Smarter.

A digital revolution is emerging in all corners of the world, with changes in society, including work practices and the acceleration of technological innovation. From conventional office environments to workplaces that encompass various industries and workstyles. EMPOWERING DIGITAL WORKPLACES will transform your activities and enable true knowledge creation while enabling you to work smarter.
WORKFLOW

THE TRADITIONAL OFFICE IS changinG

WORKFLOW is the first step in making information work for you with it being easily accessible anywhere. Transition from traditional paper-based to cost-effective digital workflows, transform your business and empowers your workplace.

WORKPLACE

EVERY WORKPLACE IS UNIQUE

We know that workspaces are simply unique in its own way. Ricoh understands your requirements to not only see the right fit for you, but making it FULLY EQUIPPED, but FULLY UTILIZED and FULLY CONNECTED.

WORKSTYLE

INTERCONNECTION BETWEEN DEVICES IS THE NEW FUNDAMENTAL

The new way to work, maximize mobile applications and communication technologies to help improve productivity and efficiency. It transform your workplace into a dynamic working environment. Ricoh is enabling you to work smarter by EMPOWERING DIGITAL WORKPLACES by anyone, anytime, anywhere.

DOCUMENT MANAGEMENT SOLUTION

Ricoh’s Document Management Solution (DMS) or Enterprise Content Management (ECM) can help you tame the chaos of information overload. We will help you create a strategy and a system that makes sense of the data you have.

- Document Management Solution (DMS)

DMS is most effective in managing simple archives for small organizations. It manages how documents are created, surveyed, collaborated on and channeled through workflows. DMS allows your organization to organize and control documents electronically. Moreover, Document Management Software permits data sharing between clients and ease of collaboration, particularly virtual groups.

- Work Flow
  - Manage, Review, Approve Documents through user defined workflow

- Document Management
  - Create folders, upload documents
  - Copy, Move and Share

- User Group Management
  - Create Users, Groups, Active Directory

- OCA
  - Search text in images
  - Supports PDF, CR, JPEG, TIF and BMP

- Document Recovery
  - Recover accidentally deleted documents

- Metadata
  - Assign tags to files and documents

- Search
  - Content search, File search, Metadata search

- Versioning
  - Track changes with minor or major versioning

- Permissions
  - Manage permissions on documents based on users and groups
**ENTERPRISE CONTENT MANAGEMENT**

- **Enterprise Content Management (ECM)**
  Where DMS is merely a software, Enterprise Content Management is a set of systems joined with powerful Enterprise Management Software. Content Management Services involves the accessibility, systematic collection and logical organization, delivery of the contents and records to the preferred audience.

Although (ECM) deals with file types related to document management, ECM commonly concentrates on the management of unstructured electronic document formats, for example, email graphics, pictures, web content, video, multimedia records, and other resources. Basically, it is a super-sized, high power DMS.

**DIGITIZE DOCUMENTS**
- Create an electronic filing cabinet by converting your documents from paper to digital.

**ORGANIZE DOCUMENTS**
- Easily categorize your documents and manage them in a secure, central location.

**AUTOMATE PROCESSES**
- Improve accountability by digitizing your processes with electronic forms.

**STREAMLINE PROCESSES**
- Can move visibility into your operations and increase the efficiency of multifunctional processes.

**TRANSFORM PROCESSES**
- Drive innovation and transform your processes by leveraging analytics.

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**COST MANAGEMENT AND SECURITY**

- **Cost Management and Security**
  Organizations are constantly seeking new ways to trim costs and increase their bottom line. Ricoh’s cost management and security solutions help you to do just that.

We offer a wide range of solutions to help users achieve the optimal usage of resources. Ricoh works with an organization to implement tools for routing print jobs, controlling access and reducing waste, providing and changing back output costs and controlling reporting and management of the output environment.

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**CUSTOMER’S CHALLENGES**
- Unable to locate the documents instantly and cause employees productivity to drop.
- Pile of documents daily.
- Production processes start such as fires, theft or even fire which cause the documents not available.

**RICOH SOLUTION**
- Provides easy retrieval with advanced searching.
- Reduces storage space.
- All documents securely scanned, digitalized and securely placed into the system.

**CUSTOMER’S ADVANTAGE**
- Spend less time searching for documents and more time working productively.
- Passwordless environment.
- Each document is safely stored, found or the click of a button.

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**CUSTOMER’S CHALLENGES**
- High printing expenses and unable to identify the costs.
- Documents are unattended & unable to secure confidential documents.
- Long queue at the MFP & disruption of printing when any of the machine breakdown.

**RICOH SOLUTION**
- Track, record & analyze output volume each.
- Authenticate each user before performing a transaction.
- MFP connected across the network will be able to release print (pull print) on authentication.

**CUSTOMER’S ADVANTAGE**
- Optimize cost and reduce paper waste.
- Increase document’s security.
- Flexibility to print from anywhere, anytime at any device.
DEVICE MANAGEMENT SOLUTION

Ricoh’s Device Management Solution

Helps you to save time and reduce costs through enhanced integrated control of MFPs and printers.

Be promptly updated on what is working and what is not, where your supplies are and how much your fleet is costing you. This will help reduce the negative impacts on your business processes and customers due to malfunctioning machines or missing supplies.

FEATURE

MANAGE
- Device Status Information
  - Usage per device
  - Security auditing

CONTROL
- Configuration
  - Device Settings
  - DRP Application
  - Firmware

VISUALIZE
- Reporting
  - Device Summary
  - Usage Consumables
  - Status
  - Group

CUSTOMER’S CHALLENGES
- Multifunctional printer having issue
- It’s burden in handing various multifunctional devices
- Infrastructure for the Admin to monitor the devices & provide maintenance assistance

RICOH SOLUTION
- Enables devices to communicate directly with Ricoh Contact Centre.
- Remotely configured and centrally managed.
- Automated meter reading, service alerts, service low alerts & remote firmware updates.

CUSTOMER’S ADVANTAGE
- Issues can be addressed quickly and proactively.
- Allowing users to remotely monitor & manage local devices at a glance.
- Time free & time saving.

WORKFLOW, CAPTURE & PROCESS MANAGEMENT

Workflow, Capture & Process Management

Distributing, sharing and handling of documents digitally, Simple and user friendly interface. Transforming paper documents into electronic file formats including Microsoft Word, Excel, PowerPoint, PDF, searchable PDF, TXT, TIFF, JPEG, etc.

CUSTOMER’S CHALLENGES
- Too many steps to scan one document to multiple destinations.

RICOH SOLUTION
- Streamline processes are solved by administrators and mapped to user-friendly distribution to multiple destinations at once.

CUSTOMER’S ADVANTAGE
- Reduce the number of steps to complete a scanning job.
- Time consuming for the users to resolve the documents from the scan copy.
- OCR capability allowing handling of documents more efficiently.
- Increases the efficiency and effectiveness of office work.
CLOUD SCANNING SOLUTIONS

- **Ricoh's Cloud Scanning Solution**

  Let you power up your Ricoh Multifunctional Printer (MFP) with powerful scanning, Optical Character Recognition (OCR) file conversion, document delivery and mobile printing as cloud services. With just an opening of an account, Cloud Scanning Solution is easily enabled without any purchases required.

  Ricoh’s cloud services provide a flexible, secure and cost-effective platform for linking your Ricoh printers and MFPs to the devices mobile workers prefer to use, including smartphones and tablets. Our cloud platform can help you boost your document infrastructure without the need for costly capital investment or the risk that this will be under or over-utilized.

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**CUSTOMER'S CHALLENGES**
- Need to retrieve documents urgently
- Unavailable at off site locations
- High file server cost & maintenance
- Limited file format to scan to cloud

**RICOH SOLUTION**
- Enable you to directly scan to host of popular cloud services
- Integration with Ricoh Cloud services
- Optical character recognition feature

**CUSTOMER'S ADVANTAGE**
- Access and reach documents on the go
- No technical hassle & low maintenance
- Right information in the right format

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