RICOH
imagine. change.

EMPOWERING
DIGITAL WORKPLACES

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B U S I N E S S   S O L U T I O N

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 worksites EMPOWERING DIGITAL WORKPLACES will transform your activities and enable true knowledge creation while enabling you to work smarter.

CORPORATE   **FINANCE**   **EDUCATION**   **FRONTLINE**

WORKFLOW > **WORKPLACE** > **WORKSTYLE**

WORKFLOW

THE TRADITIONAL OFFICE IS CHANGING

WORKFLOW is the first step in making information work for you with it being easily accessible anytime, 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, and not only making it FULLY EQUIPPED, but FULLY UTILIZED and FULLY CONNECTED.

WORKSTYLE

INTERCONNECTION BETWEEN DEVICES IS THE NEW FUNDAMENTAL

The new way to work, maximizes 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.

OFFICE SOLUTIONS

Cloud Connectivity

Device Management Solution

Document Management Solution

Cost Management & Security

Capture & Process Management

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 workflow. 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.
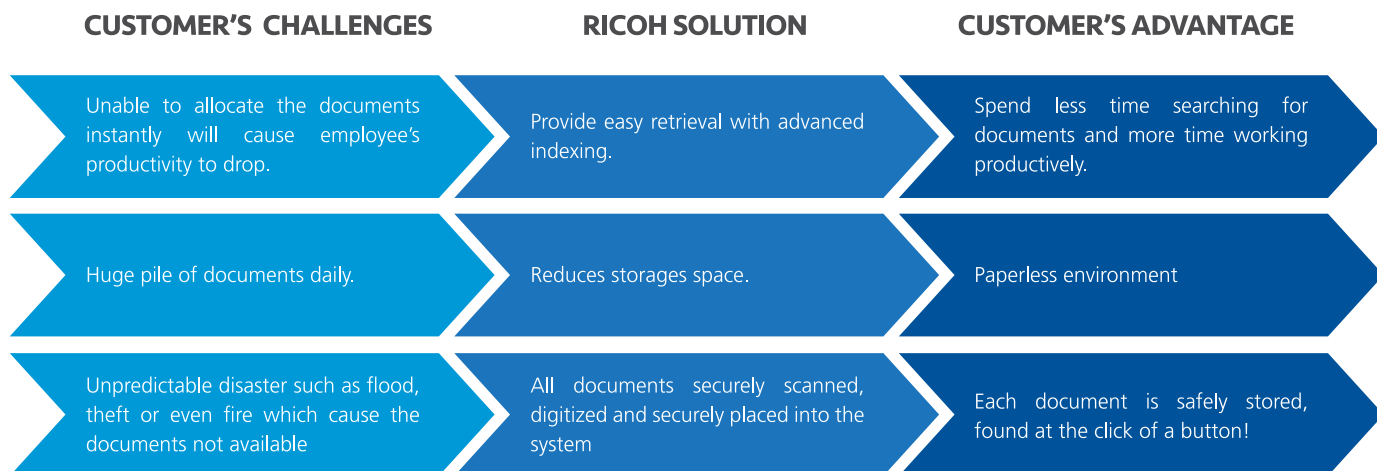
DMS

Work Flow
Manage, Review, Approve Documents through user defined workflow
①

Document Management
Create Folder, Upload Documents Copy, Move and Share
②

User/ Group Management
Create Users, Create Groups Active Directory
③

Email
Email Notification & Attachment
⑩

OCR
Search text in Images. Supports PNG, GIF, JPEG, TIFF and BMP
⑨

Permission
Manage permissions on Documents based on Users and Groups
④

Document Recovery
Recover accidentally deleted documents
⑧

Metadata
Assign tags to folders and documents
⑤

Versioning
Track changes with minor or major versioning
⑦

1.0
1.1

Search
Content Search, File Search, Metadata Search
⑥

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, multi-media records, and other resources. Basically, it is a super-sized, high power DMS.
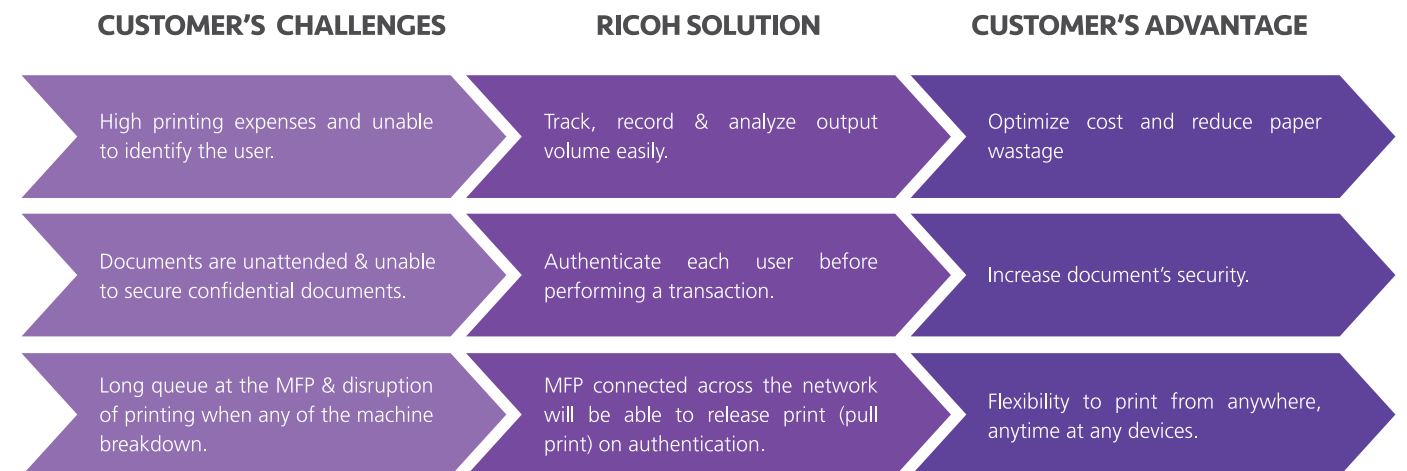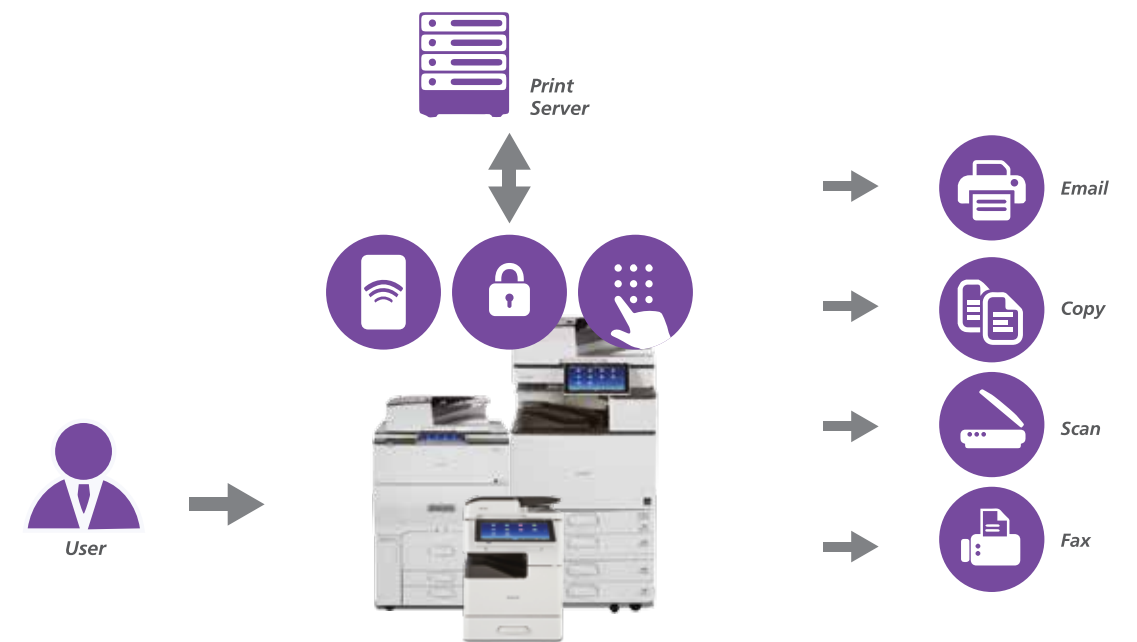
1
DIGITIZE DOCUMENTS
Create an electronic filing cabinet by converting your documents from paper to digital

2
ORGANIZE DOCUMENTS
Easily categorize your documents and manage them in a secure, central location

3
AUTOMATE PROCESSES
Improve accountability by digitizing your processes with electronic forms

4
STREAMLINE PROCESSES
Gain more visibility into your operations and increase the efficiency of cross-functional processes

5
TRANSFORM PROCESSES
Drive innovation and transform your processes by leveraging analytics

CUSTOMER'S CHALLENGES	RICOH SOLUTION	CUSTOMER'S ADVANTAGE
Unable to allocate the documents instantly will cause employee's productivity to drop.	Provide easy retrieval with advanced indexing.	Spend less time searching for documents and more time working productively.
Huge pile of documents daily.	Reduces storages space.	Paperless environment
Unpredictable disaster such as flood, theft or even fire which cause the documents not available	All documents securely scanned, digitized and securely placed into the system	Each document is safely stored, found at the click of a button!

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, allocating and charging back output costs and centralizing reporting and management of the output environment.

PROFIT SUMMARY

Print Server

User

Email
Copy
Scan
Fax

CUSTOMER'S CHALLENGES	RICOH SOLUTION	CUSTOMER'S ADVANTAGE
High printing expenses and unable to identify the user.	Track, record & analyze output volume easily.	Optimize cost and reduce paper wastage
Documents are unattended & unable to secure confidential documents.	Authenticate each user before performing a transaction.	Increase document's security.
Long queue at the MFP & disruption of printing when any of the machine breakdown.	MFP connected across the network will be able to release print (pull print) on authentication.	Flexibility to print from anywhere, anytime at any devices.

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.
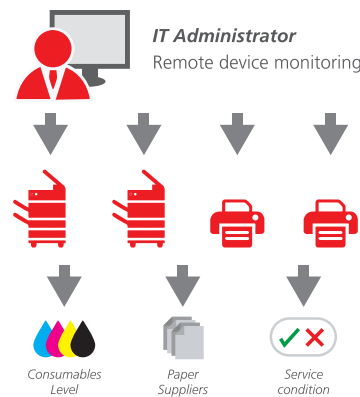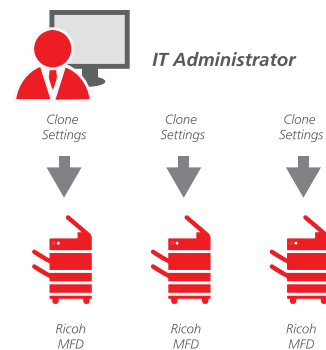
FEATURE

MANAGE

Device Status Information
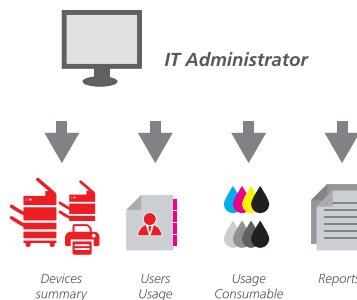- Usage per device
- Security auditing

IT Administrator
Remote device monitoring

Consumables Level | Paper Suppliers | Service condition

CONTROL

Configuration
- Device Settings
- SDK Application
- Firmware
- Logs

IT Administrator

Clone Settings | Clone Settings | Clone Settings

Ricoh MFD | Ricoh MFD | Ricoh MFD

VISUALIZE

Reporting
- Device Summary
- Usage Consumable
- Green
- Counter
- Status

IT Administrator

Devices summary | Users Usage | Usage Consumable | Reports

CUSTOMER'S CHALLENGES	RICOH SOLUTION	CUSTOMER'S ADVANTAGE
Multifunctional printer having issue	Enables devices to communicate directly with Ricoh Contact Centre.	Issues can be addressed quickly and proactively.
IT's burden in handling various multifunctional devices	Remotely configured and centrally managed.	Allowing users to remotely monitor & manage total devices at a glance.
Inconvenienced for the Admin to monitor the toner's level & provide meter reading monthly.	Automated meter reading, service alerts, toner low alerts & remote firmware updates	Hassle free & time saving.

WORKFLOW, CAPTURE & PROCESS MANAGEMENT
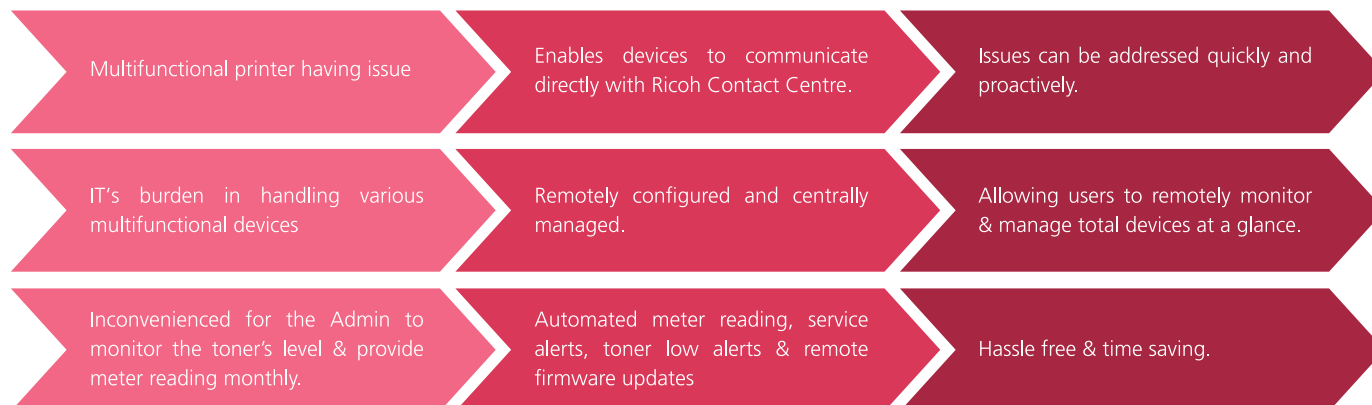
■ Workflow, Capture & Process Management

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, JPG, etc.
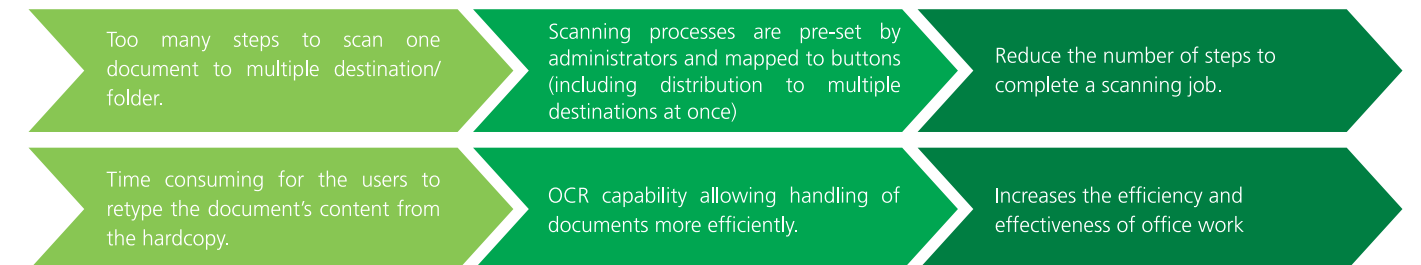
Papers Documents → TIF / JPG / PDF / OCR → Email / Network Folder / DMS / Scan to Fax

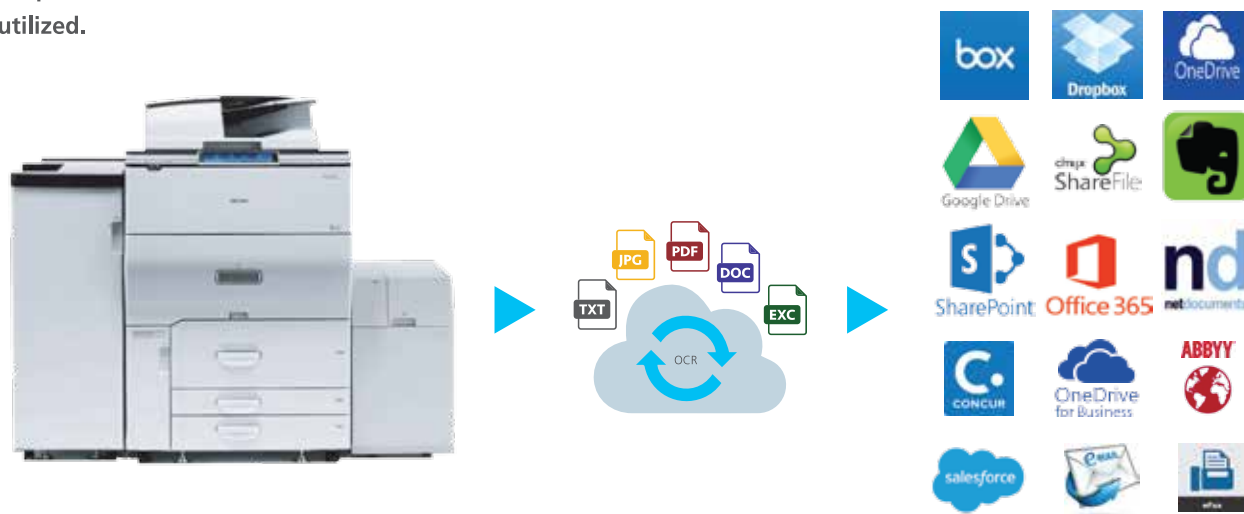| CUSTOMER'S CHALLENGES	RICOH SOLUTION	CUSTOMER'S ADVANTAGE
Too many steps to scan one document to multiple destination/ folder.	Scanning processes are pre-set by administrators and mapped to buttons (including distribution to multiple destinations at once)	Reduce the number of steps to complete a scanning job.
Time consuming for the users to retype the document's content from the hardcopy.	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.
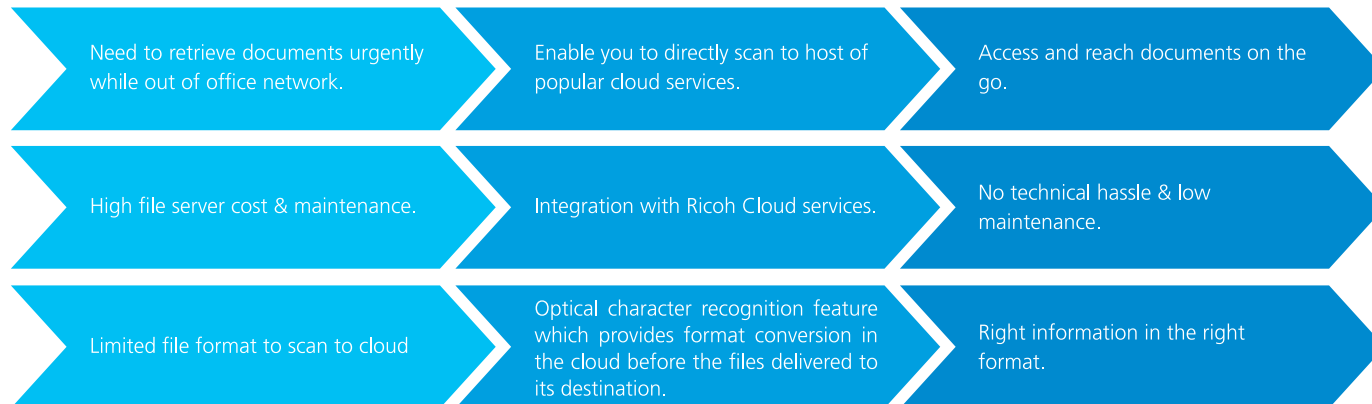
HEAD OFFICE

RICOH (MALAYSIA) SDN BHD. (10078-W)
Lock + Store, Level 1 & 3, No 5, Jalan Penyair U1/44.
Off Jalan Glenmarie, 40150 Shah Alam, Selangor Darul Ehsan.

BRANCHES

PENANG
No. 30, Lebuh Sungai Pinang Satu,   Tel   04 283 7354
11600 Jelutong, Penang.   Fax   04 283 7439

ALOR SETAR
Ground Floor, No. 3,
Taman Delima, Off Jalan Gangsa,   Tel   04 730 3299
05150 Alor Setar, Kedah.   Fax   04 730 2880

IPOH
No. 11, Horley Street,   Tel   05 254 9251
30300 Ipoh, Perak.   Fax   05 253 5377

MELAKA
No. 573, Taman Melaka Raya,   Tel   06 282 7500
75000 Melaka.   Fax   06 282 8931

JOHOR BAHRU
No. 59, 59-01, 59-02,
Jalan Molek 1/29, Taman Molek,   Tel   07 351 8311
81100 Johor Bahru.   Fax   07 352 3622

KOTA KINABALU
Ground Floor, Lot No. 6-0,
Wisma Kolombong,
Miles 5, Jalan Tuaran,   Tel   088 439 427
88450 Kota Kinabalu, Sabah.   Fax   088 432 845

CUSTOMER'S CHALLENGES	RICOH SOLUTION	CUSTOMER'S ADVANTAGE
Need to retrieve documents urgently while out of office network.	Enable you to directly scan to host of popular cloud services.	Access and reach documents on the go.
High file server cost & maintenance.	Integration with Ricoh Cloud services.	No technical hassle & low maintenance.
Limited file format to scan to cloud	Optical character recognition feature which provides format conversion in the cloud before the files delivered to its destination.	Right information in the right format.

www.ricoh.com.my

RICOH MALAYSIA (OFFICIAL)
RICOH MALAYSIA

RICOH CUSTOMER HOTLINE 1300 88 8228