

The MFP — Your Document Portal

Documents are fundamental to many business processes, and dealing with paper, as well as electronic documents efficiently, presents organizations with a new set of IT and Business Process challenges.

Ricoh's Document Solutions & Services offers a unique framework for simplifying and improving this document workflow. The Document Solutions Framework is derived out of a deep understanding of our customers' document-related business processes as well as respect for the considerable IT investments that have been made.

Network Infrastructure

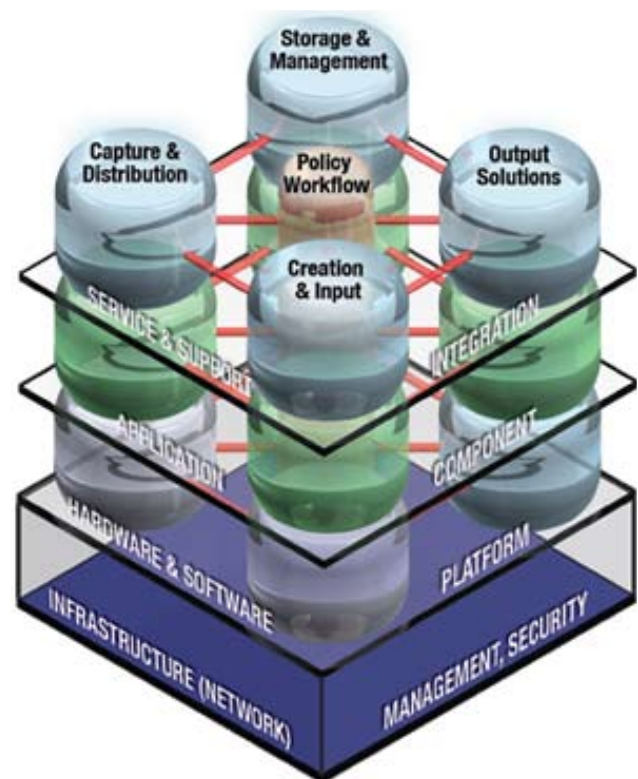
Central to this framework is Ricoh's commitment at each level starting with the Network—your network. Ricoh provides full compatibility at your network's infrastructure and security level. Ricoh's hardware devices and software solutions are proven and tested for reliable operation with major network infrastructures, operating systems and applications.

Hardware & Software

Ricoh's industry leading hardware products are powerful computing devices in their own right providing a platform upon which an organization's document workflow can be established or enhanced. From Document Creation, to Digital Capture & Distribution across the network, to Storage and Management, and efficient Print Output, Ricoh's devices streamline processes while supporting the organization's Workflow Policies.

Applications

Ricoh's best-in-class software development has resulted in a broad portfolio of document-related software solutions that extend the value and expand the role of Ricoh MFPs in the organization. This portfolio consists of: stand-alone desktop and server-based software applications, Software-as-a-Service on-demand solutions delivered using the Internet, software that runs on the MFP, plug-ins, utilities and drivers. These solutions power our customers' ability to: scan, route, store, and retrieve documents electronically, output data, recover costs for printing, improve device relationship management, reduce support costs, establish document security and much more. A strong Alliance network of third-party software vendors extends the solution portfolio with products that enhance Ricoh's hardware devices or complement Ricoh's software solutions.



Services & Support

Finally a multi-faceted professional services and support offering can help determine and put in place needed document processes and deploy and maintain needed equipment and technologies. Ricoh Business Consulting Professionals bring the necessary expertise to engineer efficient business processes while addressing corporate information handling policies as well as federal, state and compliance requirements.

By leveraging the Document Solutions Framework, you can go beyond copy, scan and print and get more from your MFP.



Whereas an “Information Portal” provides a way for people to access diverse data using a common interface, similarly, your Ricoh MFPs can serve as a common access & control point for document related tasks. Think of your MFP as a Document Portal that lets people tap into information and establish smart processes throughout the organization.

Total Cost of Ownership

Many departments can benefit from easy paperless distribution of documents by using an MFP plus a scanning software solution. Documents can be scanned and routed to any email address or group list which can be selected from the MFPs touch panel—or scan and convert a paper document into an editable file that is routed and stored to a shared drive.

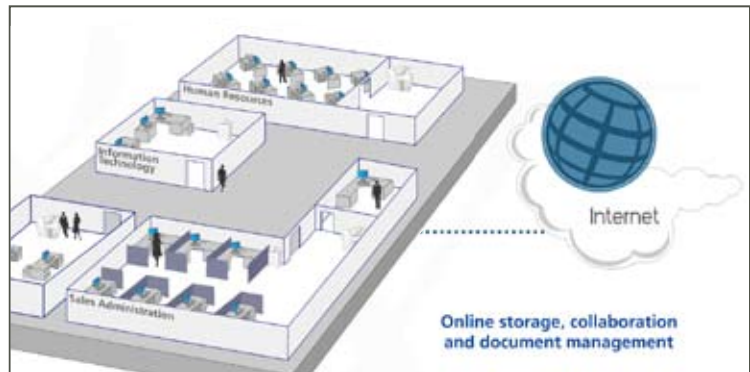
Plug-ins for leading enterprise software applications let you scan directly into content management software, fax servers, intranets and other back-office systems. For example—Finance can scan physical documentation of transactions (such as receipts) at the MFP and have images of those receipts transferred directly into their accounting software and then correlated to the transaction.

Depending on the nature of scanned documents, distribution policies can vary. Ricoh MFPs support the security policies for documents at the different stages in their lifecycle.

Document Management

In another workflow - paper order forms are sent to the Sales Administration Dept. and some orders might be sent in by email. The paper order forms can be scanned at the MFP and turned into electronic PDF files, then transferred securely to Ricoh’s online storage, collaboration and document management service.

Software-as-a-service solutions require no server hardware to buy or software to maintain and little to no IT resources to setup. The use of an online storage service ensures that files are kept offsite in the event of a disaster and any authorized person with Internet access can search and retrieve the scanned or electronic order forms from wherever they are.



Security

MFPs tackle security of information in several ways – one is by letting users control where and when their print output is released. Instead of confidential documents sitting out in the open, a person working on a project plan can ensure their documents only print when they are ready to retrieve them. And if a close-by MFP is busy, the confidential jobs can be printed at whichever MFP the owner of the documents prefers.

Device Relationship Management

IT personnel can take advantage of software tools, several of which are web-based, that deliver the data and control needed for: efficient asset management, cost optimization, compliance initiatives and security.

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