

## Ricoh On-Demand Web Services & Professional Consulting

More and more, companies face the growing difficulty of document management and storage. From compliance and risk management requirements to cost reduction initiatives, document-intensive industries are particularly challenged to seek innovative ways to effectively manage documents.

Although technology holds the key to making this process more efficient, not all companies can afford the newest hardware and software needed to streamline document management. In addition, many organizations lack the proper staff to develop and maintain these solutions. So how can you improve these document processes without overspending on IT infrastructure? Ricoh provides the answer, with on-demand web services and professional consulting — what we call NetSourcing Solutions.

### A Portfolio of Services & Solutions

The most agile companies today are using outsourced technology solutions to dramatically improve document management and storage. If your company has document management challenges, Ricoh Document Solutions and Services can help your company explore alternatives to paper filing, while enhancing security and compliance with a range of hosted applications, software services and IT consulting to help you stay focused on what you do best – your business.

### Hosted Solutions

If you are looking for a cost-effective, low-risk method of electronic document conversion, storage and distribution, Ricoh provides on-demand application service provider (ASP) solutions in a secure, hosted environment.

With Ricoh hosted solutions, you can manage and share documents inside and outside your corporate firewall without changing internal security policies. Off-site electronic document storage also allows for disaster recovery options. In addition, full-text search and retrieval of scanned images capabilities improve compliance and archiving efforts.

By combining industry-leading security with powerful document management and collaboration features, your employees, customers, vendors or other groups can access a secure document repository for storing, sharing, retrieving and tracking documents from remote offices using a web browser interface.

Perfect for companies that manage huge volumes of invoices, POs, contracts or other documents, Ricoh's simple, secure electronic file storage and sharing solutions reduce storage and paper handling costs.

In addition, Ricoh hosted solutions can be embedded in vertical and horizontal applications for field-specific solutions that require document management and storage.

### HOSTED SOLUTION INDUSTRY SCENARIOS

#### Legal

- Access documents from court
- Share depositions with opposing council

#### Manufacturing

- Collaborate on design specs with plant and suppliers, R&D

#### Real Estate / Mortgage

- Share loan applications and closing documents with lenders
- Store listings for agent or customer access

#### Medical

- Medical office can share with medical billing provider, insurance providers

#### Human Resources

- Securely store, retrieve and share confidential employee files with worldwide employees and benefits providers

#### Financial Services

- Share banking documents between branch offices

## Bundled Solutions

Ricoh integrates with industry-leading document capture vendors as a cost-effective solution for high volume scanning and storage of large volumes of back-file data. By working together as a team with these partners, Ricoh offers additional powerful options for document management and storage.

## Solutions Consulting

Through the Solutions Consulting Group, Ricoh also delivers Total Cost of Ownership (TCO) consulting that begins with analysis of your company's document workflow, output devices and your unique document processes. We provide a structured, methodical, activity-based approach to address the document lifecycle and all aspects of document management and storage – from form design to the length of time a document is reviewed, as well as the rules around document storage and archiving to address both internal and external compliance issues. We help you establish business processes to ease compliance and we can work with you to design workflow solutions and document management strategies to help you grow and succeed.

## A Single Source

It's important to choose an IT partner to fit your business as it grows. Ricoh's range of flexible NetSourcing solutions deliver access to best-in-class technology without the need for large investments in IT staff and technology infrastructure. Additional benefits include:

- Minimal maintenance
- Full integration with third party document capture solutions
- Scalable solutions that can grow with your business
- Reduced in-house IT staffing requirements
- Cost-effective 24/7 support

## 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)*

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