

Ricoh Storage and Management Solutions

Storing and managing information in the workplace has never been a bigger challenge. With companies struggling to keep track of both paper and electronic files, sound document management solutions are becoming a critical element to ensuring compliance and helping offices work efficiently. In addition, many companies lack the proper infrastructure to support a collaborative environment, which is essential to compete in a global marketplace.

Fully Integrated With Your Existing Office

To accommodate the growing need for reliable document storage and management strategies, Ricoh Document Solutions and Services has developed a suite of solutions that enhance your network capabilities while leveraging your existing hardware investment.

Ricoh storage and management solutions help your IT staff better manage document flow while reducing the risks and physical storage constraints associated with paper filing. Unlike using e-mail servers or other in-house methods, these solutions are specifically designed to accommodate your need for sophisticated document archiving and storage.

Easy search and retrieval mechanisms aid compliance and enhance security initiatives. In addition, hosted solutions offer an alternative to the expense of IT infrastructure and IT staffing needs for in-house storage methods, while providing a searchable, centralized repository.

On-Demand Document Storage

KEY INDUSTRIES INCLUDE:

- Legal
- Financial Services
- Real Estate
- Shipping

For a cost-effective, low-risk method of electronic document conversion, storage and management, 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, the ability to perform full-text searches and retrievals of scanned images improves 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 large amounts of paperwork, Ricoh's simple, secure file storage and sharing solutions reduce required storage space and paper handling costs.

APPLICATIONS

- Storing and archiving
- Reliable back-up
- Disaster recovery
- Electronic document management
- On- and off-site web-based storage

Document Archiving

Integrating seamlessly with MFPs, faxes and scanners, Ricoh provides electronic document-archiving solutions for departments and workgroups. These solutions capture, scan and automatically index documents for secure, in-house storage and fast retrieval and can work independently or as an on-ramp to larger, enterprise-wide content management systems.

Acting as a centralized document repository, Ricoh document-archiving solutions integrate with Microsoft Outlook and provide full-text and keyword indexing for easy document searches and retrieval. Stored documents can be shared within workgroups or remote offices through web access to increase collaboration. For international offices, you can store multi-lingual documents with OCR support. In addition, access controls can be adjusted to restrict documents and aid compliance efforts.

Enhancing business continuity, files are easily retrieved and document-retention scheduling can be set up automatically. Ricoh document-archiving solutions also allow for reliable back-up and disaster recovery. Additionally, Ricoh partners with multiple vendors so you can choose the appropriate back-up solutions for your business. Document-archiving solutions offer input utilities that enable integration with third-party document capture and indexing software applications and can even integrate into established workflow processes for e-mail back-up and compliance.

Personal Document Management

For efficient file organization and retrieval for virtually any company or industry, Ricoh offers personal document-management solutions that help you organize desktop files using folders, thumbnail views and keyword searching. You can also combine a variety of document formats and print them together. With these solutions, you can easily convert files to PDF and share them with colleagues or customers for improved collaboration.

Cost-effective Document Management Solutions

Ricoh's affordable storage and management solutions are a great answer for small- and medium-sized businesses or for departments within larger organizations. Particularly helpful if you manage large amounts of invoices, POs, contracts or other documents, these solutions can help your company dramatically improve workflow while reducing the risks associated with document storage and management. Additional benefits include:

- Automatically store and manage documents inside and outside your corporate firewall without changing internal security policies
- Allow for disaster recovery with off-site electronic document storage
- Easily retrieve scanned images using categories, criteria, full-text and keyword indexing to improve archiving and compliance

- Enhance collaboration using online tools for storing, sharing, retrieving and tracking documents
- Reduce the need for physical storage space
- Cut storage and paper-handling costs
- Improve organization of documents
- Increase collaboration with advanced document management features, such as versioning and audit trails
- Share stored electronic documents within workgroups, departments and remote offices
- Automate document retention to alleviate unnecessary document storage
- Reduce in-house IT staffing requirements
- Store millions of pages with scalable solutions that grow with your company

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