

Capture & Distribution Solutions

What are Capture & Distribution Solutions?

From major corporations and government agencies to small businesses, workers today face the difficult task of effectively managing and sharing enormous quantities of information between global office locations. While technology has increased the speed of document transmission, it has also increased the amount of information to be managed. Ricoh Document Solutions & Services help you leverage technology to improve your document management efforts. With a range of flexible Capture & Distribution solutions, Ricoh can help your organization increase productivity, maximize efficiency, ensure accuracy and safeguard important company documents.

What business issues do Capture & Distribution Solutions address?

- Document capture converts paper files into digital files
- Document distribution sends the resulting electronic files to individuals via fax or e-mail, storage systems, or to document management systems
- Enables central device management from a server-based or server-less solution

- Integrates seamlessly with existing document management systems
- Leverages and extends the capability of multi-functional products (MFPs) by offering network scanning software and eliminating the need for multiple desktop devices
- Allows for one-touch document distribution to multiple locations worldwide

What can Capture & Distribution Solutions offer your customers?

- Intuitive, easy-to-use interface to improve end-user adoption and promote collaboration
- Flexible technology platform that ensures compatibility with your existing systems and applications
- Improved document security with password protection, encryption and network log-in authentication that integrate with your existing network security scheme
- Document scanning and routing directly from MFPs for advanced functionality and fast ROI

Capture & Distribution Solutions: Key Features and Benefits

- Convert paper documents to digital formats to reduce paper volume, save time, eliminate manual filing and retrieval, and reduce mail delivery costs
- Simplify central device management and enhance network security with server-based or server-less solutions
- Reduce physical storage costs and floor space allocation with electronic formatting
- Minimize necessary end-user training with systems that are compatible with existing software and hardware

Portfolio of Capture & Distribution Solutions

Personal Document Management Software

Organized and efficient document management is essential in busy offices and workgroups. Ricoh solutions offer simple, intuitive electronic filing systems so users can easily catalog, retrieve and share documents, and improve productivity in the process.

Key benefits include:

- Easily convert documents to PDFs to share with colleagues or customers for increased collaboration
- Improve organization, save time and print a variety of documents as one package to eliminate collating
- Find stored documents quickly using folders, thumbnail views and keyword searching
- Save time and printing costs by pre-printing files at your PC and previewing them on your desktop

Scan, Share and File Documents

Paper-intensive offices will achieve greater workflow with improved digital document filing and sharing. Ricoh solutions allow users to convert paper documents to digital files that are easily stored, shared and archived for improved workflow and faster exchange of important information.



Capture & Distribution Solutions give organizations the ability to convert paper documents to digital files and distribute them to a variety of destinations.

Key benefits include:

- Increase workflow efficiency by converting paper documents into easily managed digital files
- Extend MFP capabilities to bridge between paper and digital workflows
- Manage multiple MFPs from a central location to streamline workflow and reduce IT administration requirements
- Improve document security with device authentication, encryption, password protection and activity tracking

Enterprise Scanning and Routing

Streamline document scanning and distribution across enterprise-level networks with a Ricoh solution. With simple document conversion to digital files, Ricoh solutions leverage existing devices while improving workflow.

Key benefits include:

- Convert paper documents and incoming faxes into digital documents for fast and easy distribution
- Leverage and extend network MFP scanning capabilities by offering network scanning without multiple desktop scanners
- Save time, labor and cost associated with manually filing, distributing and retrieving documents

Industry-Specific Document Capture

Ricoh solutions enable users to integrate vital hardcopy documents with digital accounting software. By scanning hardcopy documents on an MFP, users can link the electronic files to specific transactions to enhance productivity and speeding critical workflow.

Key benefits include:

- Link vital electronic documents to specific accounting transactions for easy retrieval and improved financial management
- Increase profitability by reducing labor-intensive document filing
- Ease audit readiness preparations and provide support for compliance initiatives, such as Sarbanes-Oxley

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