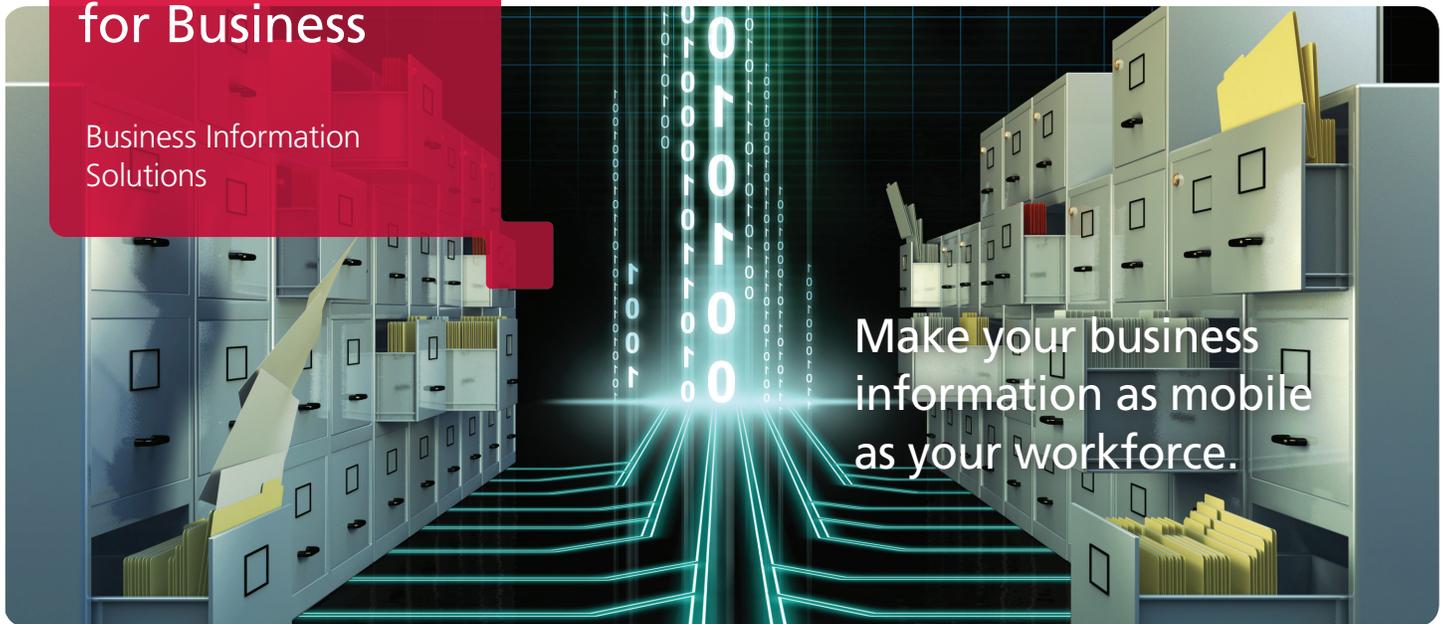


# Ricoh Digital Imaging Solutions for Business

Business Information Solutions

**RICOH**  
imagine. change.



Make your business information as mobile as your workforce.

## Does This Sound Like Your Current Situation?

Most businesses are awash in information: electronic and paper-based, structured and unstructured. These are often stored in digital silos. But as document volumes – and mobile technologies – continue to grow, so does the demand for reliable, convenient and secure access to business information.

**Your information: Captured. Organized. There when you need it.**

Your workers might be on the go, using smartphones and other devices to drive speed, productivity and collaboration. But your information may not be keeping pace. Even organizations that have invested in document management systems often face persistent challenges – such as tackling backlogs of legacy documents, the need to continually extract data from paper-based files and unstructured information, and pressure to make it all available when and where employees need it.

### Your Challenge: Unlocking the value of legacy information

**Our Solution:** Ricoh leads the industry in advanced technologies for efficient scanning and capture of even the largest backlogs of physical documents. Our capabilities include high-speed scanners, sophisticated scanning software and advanced indexing of database files, barcodes, OCR, ICR, and OMR plus support for virtually any large format (such as TIFF, JPEG and PDF). From there, we can automatically load digitized documents into your document management system or business process, or deliver the information to you in the format(s) you need. Ricoh can scan files at your site or in one of our secure document processing centres.

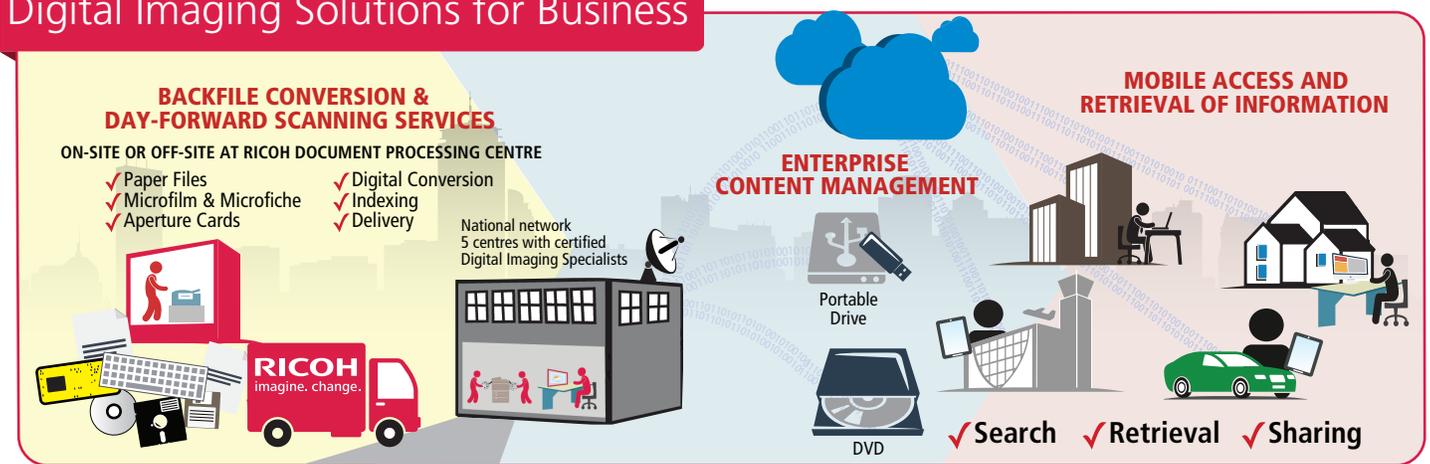
### Your Challenge: Capturing content during day-to-day operations

**Our Solution:** The proliferation of mobile devices and new ways of working are driving up the amount of information that every organization is generating. Even today, a significant amount of that information resides in an unstructured and/or paper-based format – presenting ongoing challenges around document capture, integration and management. Ricoh's day-forward scanning support includes ongoing file scanning, indexing and preparation for input to your electronic document management system. With our support, you can reduce physical storage space, maximize the value of unstructured information and avoid amassing a backlog of physical files.

### Your Challenge: Supporting Information Mobility through enterprise content management

**Our Solution:** Digitizing information is a crucial first step – but the key to Information Mobility is making it available when and where your workers need it. An enterprise content management system provides an integration layer, bringing together critical information from multiple departments, locations and systems. With more than a quarter-century of experience, Ricoh offers the expertise and documented processes and best practices that underpin successful enterprise content management – transforming even unstructured data into usable information.

# Digital Imaging Solutions for Business



<p>Feature #1: Efficient information infrastructure</p>	<ul style="list-style-type: none"> <li>• Strengthen your ability to deliver access to information that is complete, accurate and timely</li> <li>• Rationalize enterprise information – enhancing relevance while minimizing redundancy</li> <li>• Increase employee productivity by reducing or eliminating time spent searching for or re-creating business information</li> </ul>
<p>Feature #2: Support for work-style innovation</p>	<ul style="list-style-type: none"> <li>• Support more effective collaboration by digitizing and organizing business information</li> <li>• Empower your employees with anytime, anywhere access to information</li> <li>• Reduce storage space and/or redeploy it to support revenue generation</li> </ul>
<p>Feature #3: Compliance and governance</p>	<ul style="list-style-type: none"> <li>• Deploy safeguards and audit trails for electronic information systems</li> <li>• Improve your ability to address mandates, such as the Personal Information Protection and Electronic Documents Act (PIPEDA).</li> </ul>

## Putting It All Together For You

Your business information should work for you – not against you. Whether you're drowning in legacy files, overwhelmed by new information or working to better manage digital documents and data, Ricoh Digital Imaging Solutions for Business can help you take control. With industry-leading infrastructure and expertise – as well as a legacy of leadership in work-style innovation – we are an ideal partner for supporting Information Mobility.