

Digital Records Management for Legal

Business Information Solutions

RICOH
imagine. change.



Does This Sound Like Your Current Situation?

Your firm relies on large archives of paper-based records to support your key business processes. You have a difficult time managing documents because you lack the appropriate IT resources or knowledge to institute a digital workflow and records management plan. You find it hard to access and utilize information that is contained on paper. And you're running out of physical storage space. All of this is starting to negatively impact your productivity, security and profitability.

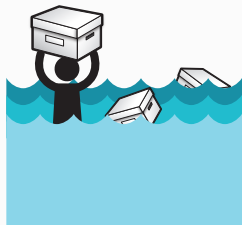
Ricoh's Digital Records Management for Legal solution converts paper-based documents into an electronic format resulting in an efficient digital workflow. What does this mean for you? Information is captured quickly and accurately, making it easily accessible and more secure whilst also maintaining a proper chain-of-custody. Our solution helps you improve service levels, increase billable hours, free-up valuable office space and seamlessly implement a records management plan. What's more, Ricoh's BIS production centres are located in Canada, keeping all data on Canadian soil, avoiding unnecessary exposure to foreign laws on data treatment.

Let Ricoh digitize and protect your legal documents.



Your Challenge: Instant Access to Information

Our Solution: Searching for physical documents wastes time and resources that could be better leveraged for increasing billables. In addition, the ability to capture, share and access data is critical – especially in this age of information mobility. Our solution improves efficiencies, saves time and labour, and makes information instantly accessible—in short, we make information work for you!



Your Challenge: Data Recovery and Security

Our Solution: What would be the impact to your business if paper files were lost forever, especially important records that must be retained? Documents that are not backed up represent a significant business risk made more acute if you're a smaller firm that doesn't have a records management strategy in place. Furthermore, maintaining a proper chain-of-custody with physical documents as well as controlling the security and access of those documents residing in boxes presents an ongoing concern. With Ricoh's solution, all of your data is hosted in a secure cloud environment, so you have instant access anywhere on any device. Images can also be easily stored.



Your Challenge: Reducing Storage Costs

Our Solution: Paper is expensive to constantly archive. Everything from file cabinets to warehousing adds to costs and takes up valuable space that could be used for more productive purposes. With Ricoh, storage issues are eliminated because paper records are digitized, so you retain critical information at a much lower cost. In addition, a digital document workflow allows for more efficient routing, reviewing and collaboration.