

Ricoh's Production Print and Mail for Higher Education



Print and mail your high-volume university communications.



Your institution's critical communications when you need them

With budget cuts underway and fierce competition for prospective students, sending out your most critical communications is more important and potentially more challenging and costly than ever before.

We can help

We understand the unique challenges of your institution's production print and mail operation. Whether you're experiencing a seasonal workload spike and need additional resources, looking to make your operation run more efficiently or are ready to lean on a trusted partner for print and mail fulfillment support, we can help. We're your go-to resource for any or all of your production print and mail needs specific to higher education including the handling of high-volume communications such as acceptance letters and highly regulated or confidential documents such as student records.

Explore a better way

Imagine running your university operations without the high cost of production print and mail infrastructure and space and staff investments that these processes require. Suddenly you've freed up energy and resources to dedicate to revenue-generating and student and staff initiatives.

By tapping into our capabilities, services and support, you can focus your attention on growing your institution and eliminate the challenge of meeting document guidelines, hard deadlines and USPS compliance regulations. Plus, save on labor and staff costs by only staffing up when your busy season of production print and mail rolls around — such as admissions letters, reward letters and seasonal athletics schedules and promotions.

Whether you want to keep your production print and mail operation on campus, move them off campus to one of Ricoh's dedicated production and distribution facilities or create a blend of the two, we'll work with you to ensure your needs are met and your high-volume and critical communications are printed and sent out with quality and efficiency. With Ricoh as your partner, you'll deliver an excellent, error-free product, every time.

Demand for high-volume print and mail is created by various key departments within your institution including:

Admissions

- Recruitment solicitation
- Welcome/congratulatory letters
- Open house/events
- Missing document notices
- Enrollment dates
- FAFSA deadlines
- Financial aid information
- Grant and reward letters

Alumni & donors

- Alumni events
- Alumni relations
- Institutional advancement (fundraising)
- Annual homecoming communication

Athletics

- Game schedules and promotions
- Targeted mail for student athletes
- Athletic donor relations

Staff communications

- Statements
- Explanation of benefits
- Check processing

General university communications

- Campus visit dates
- Specific "School of" announcements and communications
- Tuition payment information

And more.

Why Ricoh

We have years of experience working with higher education institutions along with the production and distribution capabilities of a dedicated team of experts. Combine that with a history of helping institutions solve their biggest print and mail challenges and the results are true collaboration, flexibility and scalability.

We are a global brand, with years of proven experience across a number of printing technologies and services within the higher education industry, not to mention a leader in hardware innovation. We partner with more than 2,000 higher education institutions across the country and work to improve information mobility, workflow management processes and innovative classroom technologies, as well as modernizing campus mail and admissions operations to meet the needs of changing student behaviors. Our expertise, strategically located production and distribution facilities, and trained staff when needed translates into real and immediate benefits for your institution.

By leveraging state-of-the-art technologies, each document goes out the door with integrity and efficiency to ensure your institution's communications are delivered on time, on budget, in compliance and eligible for the highest postal discounts.



We offer:

- Multiple production and distribution facilities, strategically located across the U.S.
- The ability to leverage a variety of strategic partnerships
- State-of-the-art hardware and technologies
- Highly-trained personnel, ready on day one
- Technology to support you beyond the printed page

Stay ahead

By working together on your production print and mail needs, you are choosing more than just a service provider with space and equipment. You're going with an industry leader who can help you stay ahead of the demands of rapidly evolving technologies and regulations in the higher education space. We deliver confidence and peace of mind with comprehensive disaster recovery and business continuity provided by dual hosting TIER IV data centers that are a part of our multiple production facilities. If something were to happen on or around your institution, we've got you covered, ensuring you won't miss out on critical times of the year to communicate with your students, prospective students and staff.

1. Scale to fit your needs

We recognize that you may have production print and mail processes at your institution that are working and currently meet your needs. We can work with you to leave your existing and successful operations in place and help meet your needs when the demand for production print and mail at your institution stretches beyond your capacity, which may only be certain times of the year. Whether you want us to take over your operations from start to finish, or use us to handle some of your select production print and mail needs, we can work together to find a solution to fit your needs.



2. Manage and mitigate risk

When you're dealing with sensitive information like student records and financial information you need a process you can trust. Our certified secure production facilities enable operations to run smoothly at your institution and help mitigate the risk of a compliance violation. Leverage our resources and move forward with confidence.



3. Optimize production and postage technology

State-of-the-art inserters and other mail equipment coupled with the latest workflow software and automation solutions optimize your total mail operation. From bulk runs to presort automation, we continuously look for ways to use technology to drive efficiency and help your institution cut costs.





Ricoh print and mail operations can help you meet regulatory compliance, regardless of industry, leveraging ISO 9001:2008 production capabilities, ISO 27001 data centers, SSAE Audit, HIPAA & PCI compliance certifications.

Get more information

To learn more about Ricoh's solutions for Production Print and Mail and explore how we can best support your critical communication needs, speak to your Ricoh specialist or visit our Production Print and Mail section under Customer Communications Management on Ricoh-USA.com.

Ricoh is a global information and technology company and a leader in information mobility for today's changing workforce. With a strong legacy of introducing new technologies into the workplace and a deep expertise in managing and accessing information, Ricoh is changing the way people work today with innovative products and dynamic solutions that harness the power of today's worker in a new world of work.

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