

Document & Data Safeguard Solution **RICOH** for State & Local Government

imagine. change.

Business Information Solutions



Want more from your
existing technology?
Ricoh helps you
maximize efficiency.

Does This Sound Like Your Current Situation?

After the financial crisis, state, county and local budgets were tight. Now that funding is starting to inch up, you have fresh opportunities to enhance service to constituents.

But if your state, county or local agency is like most, you can't afford brand-new software or hardware. Instead, you're looking to make better use of what you already have – which likely includes a variety of functional software packages and a host of devices for scanning, faxing and printing.

Ricoh recognizes the importance of retaining your existing investments. And we know how to make those investments work harder by bridging legacy software with a new, more efficient solution.

Do More With Your Existing Infrastructure.

Faster, more efficient workflows. Better safeguard precautions. Lower costs. You don't have to discard your current IT and communications infrastructure to achieve better key outcomes. The Ricoh Document & Data Safeguard Solution for State & Local Government – powered by NSI™ Autostore® – helps you get more use from your existing infrastructure .

Your Challenge: Automating workflows for greater speed, accuracy and efficiency

Our Solution: Are your users still scanning files to their own email, saving documents on their hard drives and manually uploading content to your back-end systems? Working with Ricoh, you can build fully automated workflows. Whether they arrive via email, fax or traditional mail, documents can be automatically captured and routed through your pre-determined, tailored workflows.

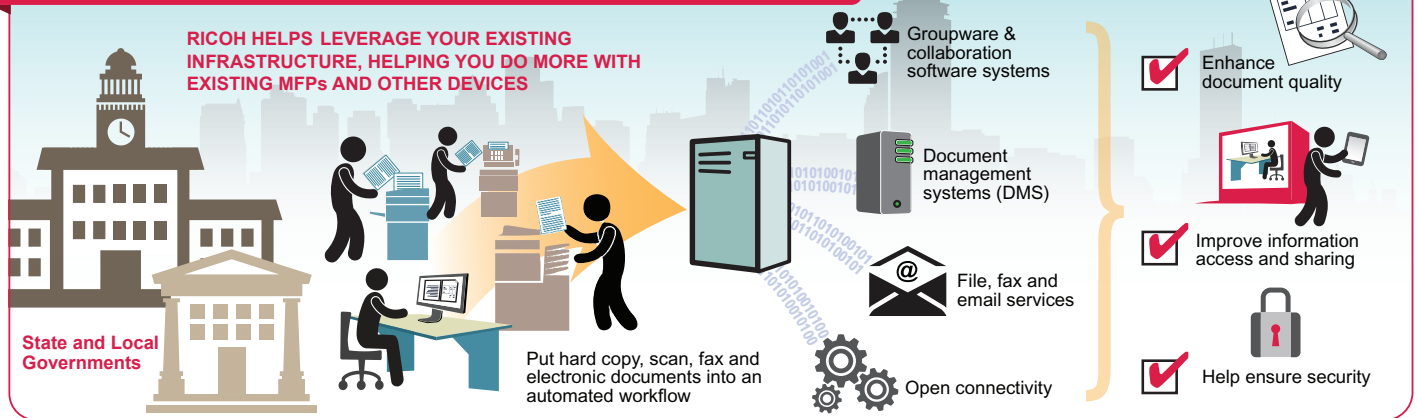
Your Challenge: Safeguarding documents and information

Our Solution: If you have vulnerabilities in your fax devices, data-entry stations, email devices and print platforms, you may be at risk of losing or leaking politically sensitive information. The Ricoh Document & Data Safeguard Solution for State & Local Government – powered by Notable Solutions – helps you address those gaps. A streamlined platform delivers greater visibility and control, along with a verifiable audit trail – even for faxed documents.

Your Challenge: Keeping an eye on costs

Our Solution: Budgets may have stopped shrinking, but you're still working hard to make every dollar count. With this solution, Ricoh helps you identify opportunities to cut both hard costs (like reducing the number of fax lines, or complexity of your fleet of printers, scanners and fax machines) and soft costs (such as addressing underutilization of your fleet or reducing the time your personnel spend on filing and searching for documents).

Document & Data Safeguard Solution for SLG



<p>Capture and Integrate Paper and Electronic Documents</p>	<ul style="list-style-type: none"> • Capture documents from almost any source: output devices, emails, faxes, network folders, FTP sites, Microsoft Office applications. • Consolidate paper and electronic documents into pre-determined, customizable workflows. • Speed workflows through access to critical information the moment it reaches the network.
<p>Enhance Document Quality</p>	<ul style="list-style-type: none"> • Transform paper documents or image files into text-searchable PDF documents – for faster, more accurate index searching, improved document security and more effective communications. • Remove imperfections (hole punches, skewed angles, borders, dust and more) to produce cleaner, more professional documents. • Overcome bandwidth and storage challenges by compressing files – without compromising clarity.
<p>Improve Information Access and Sharing</p>	<ul style="list-style-type: none"> • Create customized scanning workflows with one-touch automated operation, enabling users to route docs to multiple people or back-end systems – right from the MFP control panel. • Send scanned documents to an email recipient with one press of a button. • Scan documents to Microsoft SharePoint and retrieve them using a simple search.

Putting It All Together For You

Look around your environment and you'll probably find plenty of valuable tools and technologies. Look to Ricoh and you'll find an effective solution for leveraging the value of those investments. We'll work with you to strengthen the connections between your software, systems and devices – so you can start digitizing content, automating workflows, and improving document and data security.

www.ricoh-usa.com

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