

RICOH Smart Integration

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Workflows



Your processes can flow smoothly

Your Ricoh copier can do a whole lot more than copy. It can help you improve productivity by automating time-consuming document workflows that involve several related steps or destinations. The RICOH Smart Integration Workflows package simplifies multi-step workflows and routes your documents to local folders and supported cloud accounts.

Now you can get your documents where they need to go, in the right format and with the right file name, including sending to multiple destinations at once. Get the most from your multifunction printer (MFP), and there's no need for new hardware, software or infrastructure.

It's easy to get started: just add the RICOH Smart Integration Workflows package to your RICOH MFP, and you'll be working smarter within minutes.

Why the RICOH Smart Integration Workflows package?

- Improves productivity by automating multi-step workflows and routing to multiple destinations, including local folders and cloud accounts
- It's affordable — no new hardware, servers, IT support or maintenance required
- It's easy to get started — your Ricoh multifunction printer is already capable of doing all of this, and more

The Smart Integration Workflows Package



Scan to folders & cloud accounts

Instead of taking multiple steps to get scanned information where it needs to go, scan files directly into a local folder or a supported cloud account¹. Convert hardcopy documents to usable formats with optical character recognition (OCR) and deliver your document with logical file naming.

Quickly route documents using QR codes

Scan documents with embedded QR codes and route them to the right location. Print a cover sheet with an embedded QR code and place it on top of each document you want to scan for automatic routing, folder/file creation and naming.

Simplify mobile printing

Printing from a tablet or smartphone should be easy for you and your guests — and now it is. With the Smart Integration Workflows package, you get simple, efficient, secured mobile printing — with no need for complex print drivers or infrastructure. Protect your confidential information with secured document release, which requires a print release code to be entered before your document is printed.

Get more from your MFP

The RICOH Smart Integration Workflows package is the perfect pairing for RICOH Intelligent MFPs. Capabilities are delivered via the cloud, so it's easy and affordable to get started. There's no capital expenditure, onsite servers or special software to implement.

RICOH Smart Integration Service Packages ²	Base Packages				Add-On Packages		
	Essentials	Connectors	Workflows	Advanced Workflows	Device Enhancement	Legal	Healthcare
Features							
Scan to email	✓	✓	✓	✓			
Convert scanned documents to editable, searchable files	✓	✓	✓	✓			
Print documents from phones and tablets	✓	✓	✓	✓			
Scan to Microsoft 365 (O365) and Google Mail		✓	✓	✓			
Scan from your Ricoh device into your cloud accounts ¹		✓	✓	✓			
Scan to local folders			✓	✓			
Automatically create folders and files with naming conventions			✓	✓			
Route scanned files to multiple destinations			✓	✓			
Route scanned documents using QR codes			✓	✓			
Print documents stored in the cloud at your Ricoh device			✓	✓			
Automatic routing based on document classification				✓			
Scan directly into SharePoint Online with metadata				✓			
Automatic data extraction from scanned documents				✓			
Split scanning jobs into separate files based on page count				✓			
Secured print release from a job queue (or job list)					✓		
Secured device access with user authentication including ID card support					✓		
Device management and status monitoring					✓		
Accounting and Reporting on user and device utilization					✓		
Inbound Fax Routing to a cloud destination ³					✓		
Digital Bates Stamping						✓	
Automatic file splitting to meet court file size requirements (Court eFile Prep)						✓	
Scan to Legal Practice Management System ⁴						✓	
Scan to Electronic Health Records (EHR) System ⁵							✓
Patient onboarding and integration with EHR ⁵							✓

¹ Supported Cloud accounts: Box™, Dropbox™, Google Drive™, OneDrive®, OneDrive® for Business, SharePoint®, DocuWare® Cloud, ShareFile®, Egnyte™, Rubex by eFileCabinet®, eFax®, eGoldFax™ by GoldFax™

² Available for Smart Operation Panel equipped RICOH multifunction printers (Gen 2.0 or later)

³ Requires a fax module on the MFP

⁴ Currently supported Legal Practice Management System is Zola Suite

⁵ Currently supported EHR is DrChrono

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