

RICOH Smart Integration



Employee time is too valuable to waste

Digital documents and files can help an organization operate effectively, wherever employees work. However, transitioning from physical to digital information can also create a lot of time-consuming steps for staff. Even when files are digital, workflows can still be manual, tedious and error-prone. There's a better way — one that's automated, efficient and smart.

Let your Ricoh multifunction printer (MFP) — which can do a lot more than copy, print, scan and fax — do the work for you. Adding RICOH Smart Integration can help you improve productivity by simplifying and automating common tasks like organizing, preparing and uploading scanned files. With RICOH Smart Integration, you can quickly scan and route your documents to the right place, with the right name and in the right format — saving time and reducing errors.

It's easy to get started. Just choose a RICOH Smart Integration package and add the service to your RICOH MFP. You'll not only be working smarter from day one, you can also gain back valuable time for staff to tackle higher priorities.

Why RICOH Smart Integration?

- Improves productivity by using your Ricoh device to do more
- Simplifies scanning to email (including Microsoft 365 and Google Mail)
- Streamlines scanning to cloud accounts including Box™, Dropbox™, Google Drive™, DocuWare® Cloud, SharePoint®, OneDrive® and more
- Automates multi-step processes when preparing and uploading files to SharePoint® and other business systems
- Provides a convenient mobile print and guest print solution
- It's affordable and easy to get started

Boost productivity with RICOH Smart Integration

Send documents with the push of a button

No matter where you need your files to go, RICOH Smart Integration can help you get them there efficiently. Scan and send from your Microsoft 365 or Google Mail email address. Scan directly to a local folder or into a cloud account (such as Box™, Dropbox™, Google Drive™, DocuWare® Cloud, SharePoint®, OneDrive®, cloud fax services and more¹).

Automate your workflow processes

Digital documents are only useful if you can find them when you need them. If a document hasn't been added to a cloud service like SharePoint® or to a business system with the right file name, format and

descriptive metadata, it becomes difficult to effectively retrieve that file later. RICOH Smart Integration technology can automate the process for you. It extracts searchable content as well as descriptive metadata from scanned documents. Then, it automatically prepares and uploads digital files in one step.

Simplify mobile printing

Printing from a tablet or smartphone should be easy for you and for your guests. With RICOH Smart Integration service packages, you get simple, efficient, secured mobile printing — no need for complex print drivers or infrastructure. You can also protect confidential information with secured document release, which requires a print release code to be entered before a document is printed.

Get more from your MFP

A RICOH Smart Integration service 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. Choose a base package depending on your needs. Add-on packages provide additional enhancements and industry-focused capabilities.

Contact your Ricoh sales representative to ask a question, get a quote or learn about available FREE trial opportunities.

RICOH Smart Integration Service Packages ²	Base Packages				Add-On Packages	
	Essentials	Connectors	Workflows	Advanced Workflows	Device Enhancement	Legal
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 accounts¹		✓	✓	✓		
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						✓

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



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