

Workflows That Work for K-12 Districts

The RICOH SD Series helps keep educators and administrators connected, productive, and focused on supporting student success.



From student enrollment to academic records and support services, K-12 schools manage a constant flow of information that needs to be captured, secured, and easily assessed. The **RICOH SD Series**, integrated with advanced scanning technology, helps simplify these everyday document workflows, reducing administrative burden and keeping information moving.

Benefits built into every workflow



Simplify student enrollment

Capture birth certificates, residency documents, handwritten forms, and other enrollment records quickly with automatic deskew, auto-rotation, and blank page removal—at scan speeds up to 200 images per minute.



Protect data and support compliance

Help protect sensitive student and staff information with built-in safeguards that support compliance requirements and reduce the risk of unauthorized access or data exposure.



Connect departments

Connect information across front offices, classrooms, and administrative teams by capturing mixed-size documents in a single pass with a straight paper path and minimal manual adjustments.



Reliable, sustainable performance

Keep workflows moving with reliable performance, energy-efficient operation, and features designed to help reduce waste and environmental impact.

Ready for K-12: digitize information quickly, accurately, and efficiently

The three A3 models in the RICOH SD Series—IM C3510SD, IM C4510SD, and IM C6010SD—are color multifunction printers (MFPs) designed to scan mixed-size and non-traditional originals in a single workflow with minimal manual adjustments.

Capture whatever comes through your school



Enrollment and identity documents—captured at registration and front-office intake

Birth certificates:

Fed in backwards
—auto-rotation corrects
orientation automatically

Proof of residency:

Standard letter-size
utility statement or
lease document

Emergency contact forms:

Captures checkboxes
and handwritten
signatures accurately



Academic records—processed by registrar and curriculum staff throughout the year

Transcripts:

Multi-page academic
records scanned quickly
in batches

Report cards:

Smaller-format documents
captured with automatic
size detection

Test scores:

Dense data and small
print captured clearly
and accurately



Health and support services records—maintained by health offices and special education

Health history:

Worn or creased
handwritten
originals captured
clean—deskew fixes
the rest

Vaccination records:

Small card-format
document captured
with auto-size
detection

Evaluations/IEP:

Thick, 100+ page
evaluation files
scanned fast with a
high-capacity feeder

Behavior report:

Ratings, checkboxes,
and notes captured
with precision

Let's talk

With a consultative approach, we work with you to deliver solutions that simplify everyday school document challenges. Backed by 90 years of innovation and trusted by over 2,900 schools with 5 national contracts, Ricoh is dedicated to helping school and districts stay connected and deliver better results for students, staff, and families.

Contact us today to speak with a Ricoh expert or [watch a short demo](#).

RICOH
imagine. change.

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