

# Ricoh Smart Integration

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imagine. change.



## Making your workload lighter and digital

The paperless office. We've been talking about it since the early 1990s but need a little more help to get there. That's where Ricoh's range of Smart Integration apps for your MFP excels. Sign up, and you'll be able to scan paper copies of all of your documents and convert them into a digital format. Send them straight to your cloud storage account.

Going paperless means helping to protect the environment, but you also become more efficient at work. Thumbing through stacks of paper to copy or scan it, misplacing important documents – or worse – a key page, slows you down. Digital documents can be stored, indexed, and shared in an instant online. The best part is, you can use all of your favourite apps to do it.

- Enjoy an MFP that operates like any other smart device to simplify everyday tasks
- Use less paper to go green, but also save costs on printing and copying
- Automate your filing system to free up more time for tasks that grow your business
- Connect with cloud services to keep all of your documents in one accessible place
- Get a free trial on every package we offer to make sure it's the right one for you



## Apps for smarter working

### App-driven document handling is easier, cheaper, and needs less maintenance

Ricoh's Smart Integration package for your MFP is liberating. You don't have to be tied to one machine or network to access the documents you need. Teams can work from anywhere and stay connected, viewing and sharing files from their own personal devices.

There's no on-site installation or costly maintenance programme. Like any other app-based system, you download the application and get to work. Turn one paper file into multiple copies of a shareable, editable, digital document.

### You'll save money by scanning, copying and sharing documents in the cloud

Ricoh's MFPs are compact, not clunky. They're intelligent, not featureless. And rather than frustrate you, they're intuitive to use. And with Smart Integration, you have the freedom to work remotely yet collaboratively without restriction.

Print documents straight from the cloud without any need for an IT server. That means less manual work to maintain an IT infrastructure. Less staff to keep your document handling network running. And no expensive visits from outside IT contractors.

### Setting up Smart Integration is as easy as clicking on a link

Change is tough. You know there's too much paper in the office, the filing system is a bind, and the archives are a mess, but it can feel like a mammoth job to switch processes. Thankfully, our cloud integration packages are designed so you don't have to change at all.

Whichever popular cloud service you choose to use, one of our packages will connect your MFP straight to it. You might be handling invoices, expenses, or working on documents as a team. With Ricoh, you can start processing those documents virtually, right now.

### Choose a package that best suits the way you work and try before you buy

With a cloud connection comes flexibility. Scan documents straight to email. Print from Google Drive. Convert documents to a format that's compatible with your internal company systems.

We integrate with Office 365, G Suite, DocuWare and other niche document handling software.

**Take a look at the different options on offer. You can use any of our packages for FREE for the first 30 days to check you're happy with it. There are no set up costs or appointments. The rest is easy.**

# Cloud connection apps and packages

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## Startup Package (free)

Convert hard copies into digital documents.  
Scan to cloud repositories.

### Included applications:

- Scan to e-mail
- Scan to Box
- Scan to Google Drive
- Scan to Dropbox
- Scan to OneDrive

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## DocuWare Package (paid)

Convert hard copies into digital documents.

Scan to DocuWare cloud directly from the multifunction printer.

Advanced optical character recognition system (OCR) in 19 European languages to create searchable PDFs.

### Included applications:

- Scan to Docuware Cloud

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## Standard Package (paid)

Convert hard copies into digital documents. Directly scan to and print from cloud repositories using your multifunction printer.

Advanced optical character recognition system (OCR) in 19 European languages to create searchable PDFs.

Convert your hard copies into Microsoft Office editable documents.

### Included applications:

- Scan to e-mail
- Scan to Box / My Box
- Print from Box / My Box
- Scan to Google Drive / My Google Drive
- Print from Google Drive / My Google Drive
- Scan to Dropbox / My Dropbox
- Print from Dropbox / My Dropbox
- Scan to OneDrive / My OneDrive
- Print from OneDrive / My OneDrive

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## Control+ Package (paid)

Convert hard copies into digital documents. Send print jobs from your mobile to the cloud from any location and then release from your multifunction printer.

Control+ offers useful functionality to meet your office needs including Auth/Print/Scan/Reporting/Device Management.

Cloud-based easy installation and easy maintenance helps efficient management of customers and internal users.

### Included applications:

- Easy Setup
- Scan to e-mail
- Pull Print
- Authentication
- Job Log Reporting

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## Office 365 Package (paid)

Convert hard copies into digital documents. Directly scan to and print from cloud repositories using your multifunction printer.

Advanced optical character recognition system (OCR) in 19 European languages to create searchable PDFs.

Convert your hard copies into Microsoft Office editable documents.

### Included applications:

- Scan to Outlook Online / My Outlook Online
- Print from Outlook Online / My Outlook Online
- Scan to Sharepoint Online / My Sharepoint Online
- Print from Sharepoint Online / My Sharepoint Online
- Scan to OneDrive for Business / My OneDrive for Business
- Print from OneDrive for Business / My OneDrive for Business

# Additional Features / Cloud Connection Packages

Cloud Apps	Startup Package	Standard Package	Office 365 Package	DocuWare Package	Control+ Package
Free trial					
Scan to e-mail					
Scan to personal cloud account from the multifunction printer					
Scan to OCR in 19 European languages					
Scan to searchable PDF, MS Word, PowerPoint and Excel file formats					
Serverless printing					
Mobile pull printing					
<b>USER MANAGEMENT</b>					
Secure HTTPS admin site for customers					
Add new users and manage app settings					
Unlimited users					
Password control					
Admin site skin and logo customisation					
<b>SECURITY AND ACCESS</b>					
Single sign-on (SSO) to apps					
Secure 256-bit data encryption					
Scan/print authentication via CAP or PIN code					
Tier 3 data center within EU					
Job log reporting, including by device, department, user					
Manage device asset information and device status					
Easy app setup					
99.9% uptime 24/7, 365 days per year					
Real-time updates					
No onsite installation required					

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