

## Data Capture



### Give hardcopy data new life

What types of formats do you think of when you hear the word “information”? Hardcopy forms? Invoices? What about data found in wordless formats, such as captured images? It’s not enough for an environmental strategy to focus on only the obvious sources of hardcopy resource usage. A truly effective green-friendly plan takes all kinds of data origins into account. Ricoh Data Capture solutions are here to help, giving you the tools to capture, classify and route various data formats to where you need them. With the right partner, your Data Capture strategy can discourage waste while encouraging efficient data management.

### More accuracy, less paper

You can reduce both paper output and energy usage by accurately transforming paper formats into digital files. It starts with a scan, using features such as OCR to lift text from the page. Then, **Extracted Data** becomes a road map for automated document classification, so you can replace expensive and wasteful sorting, filing and data entry processes. Best of all, there’s no need to print out a copy of the original — because it’s always available.

### Capture images, save toner

It’s been said that ‘a picture says a thousand words.’ Images taken in the field or from specialty cameras can be important sources of information. Without the right capture processes, this data is forced to live on paper for traditional filing — requiring toner and paper to produce. Trade environmentally costly image filing for **High Quality Image Capture** — and

give your images the freedom to interact with your digital systems.

### Eliminate redundant copies

Whether you have field agents, traveling salespeople or just a large office, you probably already know the challenge of sharing important information. Instead of making multiple hardcopies of purchase orders, contracts, etc, give your people the ability to utilize **Mobile Capture** technology. By leveraging employees’ mobile devices, you can route captured data to those that need it faster — and eliminate unnecessary resource expenditure.

### Digital data that moves

Despite all of the green benefits a digital workflow creates, user difficulty can discourage workers from embracing the system completely — perhaps even falling back into old, wasteful habits. Ricoh Data Capture solutions can give you an **Automated Workflow**, so your day-to-day processes are easier than ever before. When your data has the freedom to move to where it needs to go — automatically — your people can truly embrace green business practices.

### Track your data, without the paper trail

Legal, healthcare, education and many other industries must meet rigorous standards for confidentiality and data security. Once your data has been captured, utilize **Audit Trail** features to track every interaction with that data. Easily answer audit inquiries with a few keystrokes, and eliminate the need to use valuable natural

resources to keep track of the lifecycle of your documents.

#### Made Possible by Ricoh Technology

Our portfolio of software from Ricoh and industry-leading partners enables effective Data Capture that can benefit your business while helping the environment.

#### Driving Sustainability for Our Future

Ricoh is committed to supporting the environment through practical energy efficiency, fleet and print optimization, equipment take back and toner recycling programs. Take advantage of our unique sustainability offerings, uncover savings and distinguish your business as a leader...all while driving sustainability for our future.