

Document Conversion



Efficient and earth-friendly

Moving from paper to digital is a great way to reduce your environmental impact — but if you lack an efficient way to get the job done, you might face a number of challenges along the way. Ricoh's comprehensive technology can help you go green without the hassle. Instead of complicated multi-step processes, take your information from hardcopy or legacy digital files right to the Cloud. Access your data faster with paperless processes, and reduce the time and cost of recreating information locked in non-editable formats. With Ricoh Document Conversion solutions, improving the way you work while reducing consumable and energy waste is as easy as touching a button.

Lift text from paper

Without conversion accuracy, the green benefits of going digital become overshadowed by other business concerns. Ricoh Document Conversion solutions utilize powerful **OCR** capabilities to capture text effectively, delivering up to 99.8% accurate paper-to-digital conversion. Getting text conversion right the first time means that you have a smooth transition from paper-heavy documentation to environmentally-friendly digital processes.

Green file formats

Scan directly to **Searchable PDF** and create a file that you can easily mine for content — with a simple search command. No more skimming through multiple paper files, trying to find what you need. Ricoh Document Conversion solutions make it easy to improve your workflow while conquering resource waste.

No 'consulting the original'

Have you ever scanned a document as an image file, only to find you've lost some of the important details? Green benefits are minimized when you have to keep the original on hand for accuracy checks. Robust Document Conversion processes give you **High-Quality Images**, so you can recycle the hardcopy originals with confidence. Enhance document quality with advanced imaging processing functions and support a variety of image file formats — including TIFF, JPEG, PNG, DCX, BMP and GIF.

24/7 storage, no prints needed

Say goodbye to rows of filing cabinets. Ricoh Document Conversion can give you access to your files from anywhere via **Scan to Cloud** capabilities. Provide workers with seamless connectivity to popular Cloud services, directly from your Cloud-enabled Ricoh MFP. Because you can scan and send documents to Cloud services in a single step, not only do you save paper efficiently but save energy output as well.

Robust digital documents

Ricoh technology builds bridges between your devices and your **Content Management** services — making it even easier to meet your green business goals. Activate only the services you use on the MFP touch screen menu for an intuitive user experience. Automatically deliver electronic files according to instructions and give workers access to their folders, files and documents from their mobile devices. Ricoh helps make digital work for you — and for the earth.

Made Possible by Ricoh Technology

Our portfolio of software from Ricoh and industry-leading partners enables effective Document Conversion 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.