

Document & File Storage



Go green with digital files

Paper is everywhere. It's in your briefcase. It's sitting in stacks on desks. It's in an envelope to be mailed to another office. It's stored in filing cabinets waiting to be needed. In the New World of Work, we deal with more information than ever before — and high volumes of stored and shared paper make it difficult to reduce dependency on valuable consumables. Every document costs paper, toner and energy to produce. Ricoh solutions for Document & File Storage can help you create, store and share important information the green way. From converting legacy documents to creating an efficient digital workflow, we have the tools to help you meet environmental initiatives while improving the way you work.

Reduce paper abuse, your way

When it comes to conquering your dependence on paper, what's right for the business next door may not be right for you. That's why Ricoh offers both **On-premise and Cloud Solutions**. Whether you have an on-site document management server or want to utilize Cloud storage, we have the knowledge and experience to get you up and running. With Ricoh on your side, you can do what's right for the environment and what's right for your business.

Print less, store more

With **Scan-to-File** capabilities, you can convert legacy paper records to digital files with just the touch of a button. Electronic database on-premise storage and/or Cloud storage

can give you the convenience of digital files while reducing your dependence on paper and toner. Because you can scan directly to your on-premise or Cloud-based Document Management application instead of dealing with multi-step workarounds, you can convert your hardcopy files with minimal energy impact.

Simplify processes, save trees

Purchase orders, invoices and other types of documents are often shared by multiple teams within an organization. Getting everyone the information they need often puts a strain on company resources. Do you print out multiple copies for hand delivery — using valuable ink and paper? Do you spend device energy scanning copies to your desktop so you can send them as email attachments? **Automated Routing** replaces high-cost, multi-step processes with a low-cost, electronic workflow. Pre-defined processes route important information quickly and efficiently — no need to print, copy or mail.

Find what you need, without filing cabinets

Instead of thumbing through hardcopy files, search for the information you need with **Advanced Search** capabilities. Not only can you find data faster, but digital search functions help eliminate the need for traditional filing cabinets — saving you valuable office space. No need to spend large amounts of ink and paper to have your data close at hand.

More control over printed data

Even with the efficiency of digital files, you may still want to print on occasion. In order to control paper waste when you print, start by regulating paper output. With **Security-based Access**, workers only have access to information relevant to them — based on pre-set security settings — discouraging unnecessary print and consumable usage.

Made Possible by Ricoh Technology

Our portfolio of software from Ricoh and industry-leading partners enables effective Document & File Storage 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.