Document Sharing & Collaboration

RICOH

Document duplication = waste

Whether you're heading to a meeting, hitting the road or just trying to communicate project changes to your team, legacy paper-based processes can put a big strain on your sustainability goals. Making multiple copies for yourself or others requires paper, toner and energy to produce — limited resources that can better serve other areas of your business processes. Collaboration can suffer as well, with important information trapped in non-flexible formats. With Ricoh as your partner, you can bring efficiency to your Document Sharing & Collaboration efforts while improving sustainability.

Digital materials reduce waste

Creating and distributing hardcopy printouts for every meeting or collaborative session requires more than just ink and paper to produce. Each handout represents energy expenditure as well. Ricoh solutions can help you **Reduce Print Device Usage** by giving you the tools you need to share documents digitally via the Cloud. No more spending precious time and resources to print, collate, bind and distribute meeting materials.

Everyone on the same page

When important work is done on paper, it can be difficult to share the changes with everyone that needs to know if a change has been made. The responsibility falls on the shoulders of the person holding the hardcopy document — and extensive changes can require a whole new print, costing both paper and energy. With automatic **File Synchronization & Share** capabilities, you can reduce your dependence on paper while collaborating more efficiently with digital information. When one user alters a shared document, changes will be visible to all authorized users.

No need to print copies

Have you ever printed a copy of something from your own desktop computer — just so you can access it while traveling? Why spend precious resources to recreate information you already have? Ricoh can help free your information from traditional device and file format boundaries, giving you **Instant Access to Cloud Files** from any authorized device. Reduce your dependency on paper while enjoying the benefits of information that's as mobile as you are.

Guilt-free annotations

When you need to collaborate with partners in another department or location, how do you handle annotating documents? You could print out hard copies and make edits by hand, but that leads to increased paper output — not to mention using energy to scan your new copy in order to send it to other team members. Ricoh can give you access to **Digital Annotation Tools**, so you can make annotations without having to exit your solution interface. Go through multiple rounds of markups without ever printing a single page — and reduce your impact on environmental resources.

Say goodbye to paper files

Not only do traditional filing cabinets take up valuable office space, they also represent a store of spent resources. You can create backup copies of important information without needing to constantly print hard copies of documents. Many Ricoh solutions offer **Automatic File Backup** features — so you can reduce your dependency on paper without sacrificing your long-term strategy for the lifecycle of your information.

Made Possible by Ricoh Technology

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