

Reap the business benefits of effective document governance



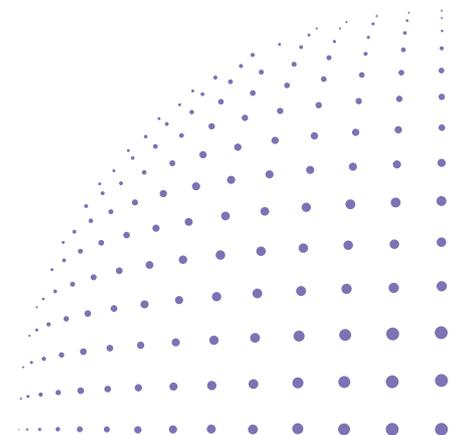
Maximise efficiency and significantly reduce costs

IDC¹ estimates that the use of document solutions and print management services can lower total costs by up to 30-40%.

Document governance is being used by organizations to control and manage their business documents. It includes effectively managing the costs, technology, sustainability and security of documents across their operations².

¹Source: IDC's Document & Print Management Solutions Conference Series 2009

²Source: Coleman Parkes Research Ltd., 2009



Take cost-efficient control of your document environment

Ricoh's Streamline NX® is a powerful suite of scalable, integrated document management applications that helps you reduce costs by maximising the effectiveness and efficiency of your document governance.

IDC* research revealed that the average costs associated with creating, capturing, storing, retrieving, sharing and printing documents within a company accounts for up to 5-10% of total sales revenues, while the cost for the hardware and consumables are only a fraction of this total. Clearly, indirect factors are driving a large part of printing costs that could be saved with more effective document management.

- **Reduce Total Cost of Operations with improved document governance.**
- **Enjoy significant process improvements – convert paper documents to digital for fast electronic distribution and easy sharing and storage.**
- **Improve document security and aid regulatory compliance with robust authentication and accurate reporting.**

Intelligent document management

Implement a standardised intelligent document management solution in every office, globally with Ricoh's Streamline NX suite of integrated applications and tools. This powerful solution will help you realise significant operational cost savings alongside process improvements whilst achieving your security, compliance and sustainability objectives.

An all-in-one application

Ricoh's Streamline NX helps both staff and IT managers enhance their business efficiency by integrating both user and IT administrator interfaces with all the key elements of the solution.

An Integrated Management Tool

IT administrators can manage each of the versatile solution components and all the multifunctional products on their network via a single window Integrated Management Tool.

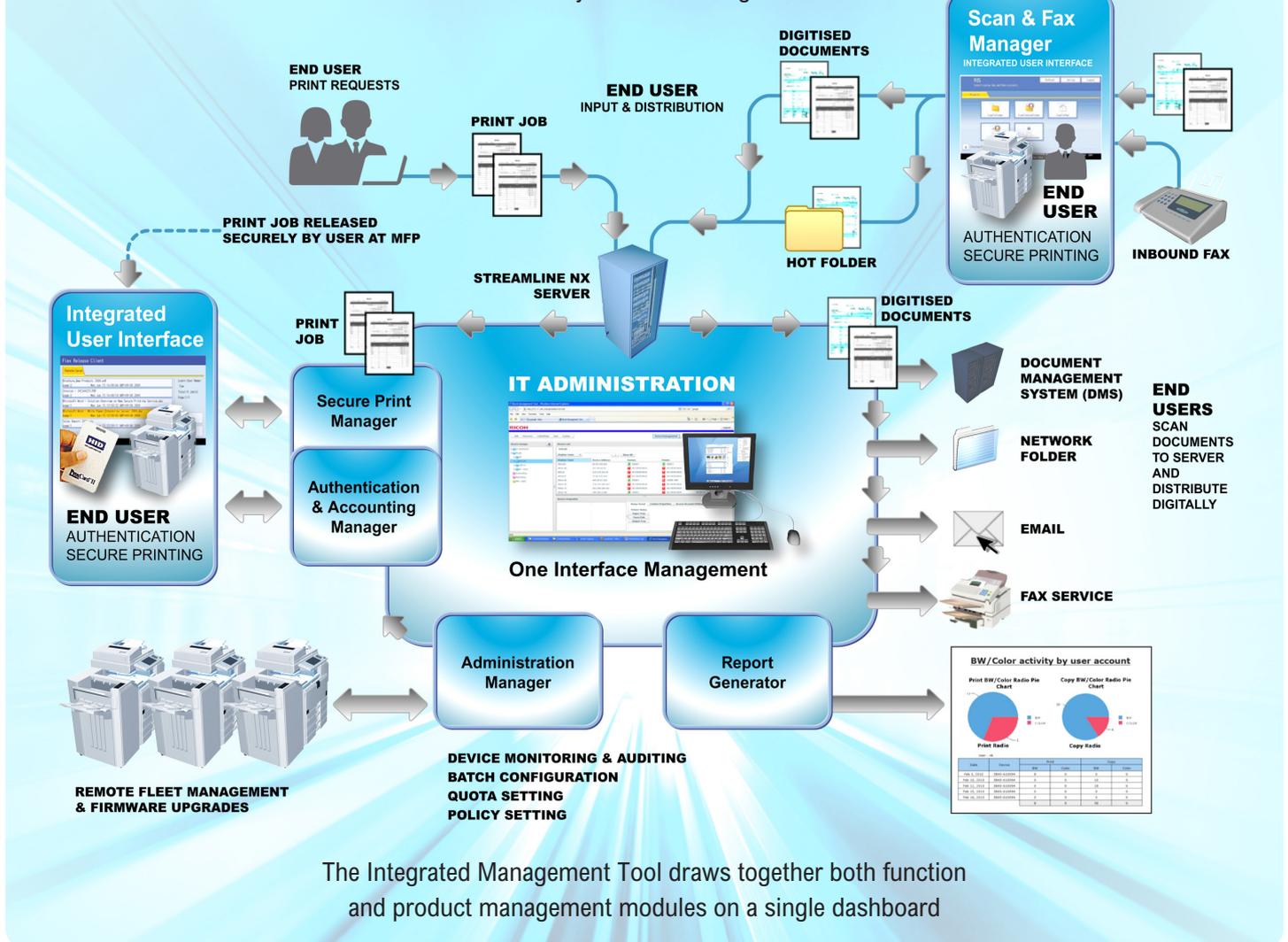
End user authentication

Authentication at the multifunctional product (MFP) ensures that only authorised users can gain access to scan, print, fax, copy and digital distribution functions. Authentication and Authorisation can be done by either swiping a registered card, or manually entering a log-in password. Individual user access differs depending on which group users belong to and what level of authorisation has been granted.



*Source: IDC's Document & Print Management Solutions Conference Series 2009

Streamline your document governance



Simplify user access to key features

Users can access all key features with a single sign-on direct from the intuitive and easy to use integrated user interface. After authentication, users can release printed documents held securely on the Streamline NX Server and scan and distribute documents electronically.

Streamline NX users can benefit from personalised workflows that reduce human errors and enhance efficiency. Personalisation of the integrated user interface is easy with the web-based drag & drop configuration tool.

One Interface Management

The Administration Manager module enables comprehensive device monitoring and auditing, batch configuration, policy setting, remote fleet management and Firmware upgrades. The Scan & Fax Manager controls user access to scanning and digital distribution, while the Secure Print Manager ensures safe document release by authenticated owners at the MFP. In addition to controlling and monitoring user access, the Authentication and Accounting Manager allows Quota Management which is an effective way to raise each user's cost awareness.

- Take control of document related costs with an integrated end user and administrator solution.
- Manage user access and printing activity with robust authentication and quota setting.
- Improve business productivity with streamlined, personalised workflows.
- Visualise detailed usage of devices and costs with comprehensive accounting and reporting.

Enforce cost-efficient governance

Reduce operational costs

Maximise procurement efficiency with an all-in-one application suite from a single world class vendor. Reduce operational expenditure and save time and money by simplifying management, monitoring and control for IT administrators. Increase staff efficiency and satisfaction with a Unified User Interface that delivers a consistent end user experience.

Improve processes

Make it easy for staff to scan and distribute documents digitally to improve company wide document access and workflow. Increase accuracy and improve staff collaboration and productivity by quickly putting information where it is needed most.

Protect sensitive documents

Keep confidential documents away from unauthorised viewing with the secure document release feature that restricts output to document owners only. Protect sensitive information in line with company security policies by merging vulnerable paper documents into your secure digital workflows.

Simplify complex compliance issues

Fulfil the need for well documented and consistent processes. Use accurate and comprehensive tracking for proof of compliance and access job log by users for audit purposes.

- **Simplify scanning and digital document distribution to improve processes.**
- **Use quotas to enforce maximum usage of devices and ensure the most cost effective settings.**
- **Use detailed reporting to monitor cost efficient use of devices.**
- **Support your sustainability goals, eliminate wastage and save money.**



Simplify and control user access

Streamline NX is one of Ricoh's range of cost-effective document solutions designed to simplify your working life and move your ideas forward.

For a demonstration or more information, please contact your Ricoh Account Manager.

RICOH

Office Solutions Production Printing Managed Document Services

www.ricoh-europe.com

For more information, please contact

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