Office Solutions

We'll make your work flow.

We'll get your documents moving more efficiently through your organisation. Admin will be easier and more secure, and you'll be able to react to your customers more quickly.

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imagine. change.

# Get your information under control.

Think of all the documents you've seen this week. Emails, reports, spreadsheets, invoices, instructions.

Our working lives are ruled by information. The more effectively we can manage it, the more efficiently we work. And the more costs we can cut.

In fact most companies could save up to 30 per cent of their yearly document production costs by improving the way documents move through their business.

That's where we come in.

Managing documents through their full lifecycle typically costs organisations between 5 per cent and 15 per cent of revenue. We can change that.
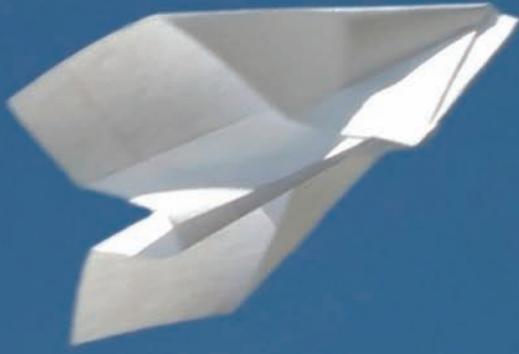
Improvements from start to finish.

We'll look at the big picture and audit how you work with documents and information, and how many people are involved. Then we'll design a solution that helps you to make the changes you need to grow your business.

Our document workflow process is separated into four steps.

Capture

Manage

Store & Retrieve

Output

Capture

Converting documents into electronic format.

Problems you might have

- Antiquated systems for document processing.
- Document and information storage backlog.
- The cost of processing and sending documents.

How we can help

We'll work with you to audit and analyse your current situation. We then design a process to capture your document workflow and provide a solution that allows for easy information retrieval.

Manage

Routing electronic documents to the right place.

Problems you might have

- Unproductive, lost time looking for documents.
- Inefficient document workflows due to paper-based document processes.
- Accidental loss or destruction of documentation.

How we can help

Our solution will allow you to route documents to the right destination in your organisation, making your business more efficient, productive and reducing your costs.

Store & Retrieve

Securely store & retrieve documents.

Problems you might have

- Unsecure documents, easy to read and copy sensitive information.
- Storage of paper based information occupying valuable space.
- Remaining compliant with legislation.

How we can help

We'll provide you with a solution that is suited to meet your needs, makes document retrieval easy for users and ensures that security is always maintained.

Output

Managing your output costs, ensuring you are using the right device for the right print job.

Problems you might have

- Older devices that don't offer the features you need.

- Educating users to recognise the cost and impact of printing.

- Changing user habits to maximise the devices you use.

How we can help

Our solutions include print management and monitoring software for devices to ensure that a correct rules and routing strategy is enforced and maintained.

"The Ricoh solution has transformed printing at Tulip. We've seen a significant reduction in costs and significant improvements in the way print services are delivered to the business. What has been important about the solution is the information that we now have which enables us to manage print much more efficiently and refine the quality and cost effective of the service still further."

Tony Brown, Group IS&T Director, Tulip

Large Birmingham primary school saves £500 every month using Ricoh print solution

"In our Friday meetings with staff a teacher would bring out a box piled up with all the wasted print paper for the week. Everyone would look shame faced. But since we've started using the Ricoh solution, the box is usually pretty empty."

Steven Long, IT Manager, Bordesley Green Primary School

But is it worthwhile?

In short: yes. By giving you a more efficient way of getting your documents into, through and out of your company, we'll make you more productive, mobile and sustainable, and help you cut costs too.

More productive

With better processes and technology, you'll be able to share information more easily and react to your customers faster. So you'll be free to grow your business.

More mobile

We'll get you into the cloud, so you'll be able to print straight from your smartphones and tablets and access your documents on the move. You could even get your reception's printer into the cloud for visitors to use.

More sustainable

With Total Green Office Solutions you can improve your workflow and cut your carbon footprint at the same time. We'll give you the most eco-friendly technology and help you settle on a printing process that's good for your business, your people and the planet.

For example, you could choose to use our Eco-Line range of MFPs. We recycle around 250 of these MFPs a month in accordance with BS 8887.2 - a British Standards criteria for remanufacturing. By the time we're done they're as good as new and loaded with the latest firmware.

Cut costs

We can set up your printers to follow certain rules. So you can control how much printing people do, force default settings (like black and white only to save on toner) and automatically route big printing jobs to your print room rather than individual machines around the office.

Documents account for up to 60 per cent of office workers' time and 45 per cent of labour costs.

Making printers work harder

The Westgate School in Berkshire had a confusing selection of old printers and copiers scattered around campus. We set up multifunctional devices and hooked all their machines up to a central network. So now after clicking 'Print' they can collect the document from any printer they like by passing a quick fingerprint test. And anything they scan goes straight to their inbox.

Safe as houses.

With the Data Protection Act and Sarbanes-Oxley, data security has never been higher up the agenda.

Modern MFPs come with a built-in hard drives that retain images of every job. So even after you've replaced them, that stored information could still be recreated if it gets into the wrong hands.

Our MFPs overwrite those images regularly using a Data Overwrite Security System that reduces the risk of information theft.

Just to be sure, we'll completely sanitise your device when it comes back to us at contract end. We'll also check for any documents that might be stuck in the inner workings. And if you need it, we can give you certification that proves we've cleared the device.

Take control of your printing

Documents left in the printer tray constitute one of the most common office security breaches. We can set your system up so that printing or copying a document is secure, with users identifying themselves at the device before releasing their print job. We have various methods for user authentication ranging from pin-code release to biometric (fingerprint scanning). That way it'll be impossible for a user to click print and leave sensitive or confidential information sitting on the device for everyone to see.

About Ricoh

Ricoh is a global technology company specialising in office imaging equipment, production print solutions, document management systems and IT services. Headquartered in Tokyo, Ricoh Group operates in more than 200 countries and regions. In the financial year ending March 2012, Ricoh Group had worldwide sales of 1,903 billion yen (approx. 23 billion USD).

The majority of the company's revenue comes from products, solutions and services that improve the interaction between people and information. Ricoh also produces award-winning digital cameras and specialised industrial products. It is known for the quality of its technology, the exceptional standard of its customer service and sustainability initiatives.

Under its corporate tagline, *imagine. change*. Ricoh helps companies transform the way they work and harness the collective imagination of their employees.

For further information, please visit **www.ricoh.co.uk**

Get in touch

We're on hand to talk you through any of this information and help get you started with managing your documents.

Call us on **0800 90 40 90**

Or email us on **ukinfo@ricoh.co.uk**

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