Utilize a secure, reliable and scalable online document service.

Document Management Services from RICOH® gives small- and medium-sized businesses a cost-effective way to leverage all the advantages of a secure, Web-based document management application without making a significant capital investment or devoting extensive internal resources to ongoing administrative tasks. With these services, your critical documents are hosted by Ricoh at our world-class, ultra-secure data center. Ricoh Technology Services professionals can handle setup, user training and even ongoing management. Choose the Basic package (1 GB storage for up to 5 users) or Advanced package (5 GB storage for up to 25 users). Best of all, each package is scalable so you only pay for what you need.

Powered by DocumentMall™

Ricoh Document Management Services are powered by DocumentMall™—a Web-based document management and storage solution.

- Consolidate hardcopy and electronic files in a secure online repository for real-time access from anywhere in the world.
- Allows authorized users to easily store, share, track, revise, retrieve, print and distribute documents, using only a computer and Web browser.

Improved productivity and business continuity

Ricoh Document Management Services provide the tools, security and flexibility to enhance productivity in a wide range of workflows.

- Both the Basic and Advanced packages can be upgraded to integrate with select Ricoh multifunctional products (MFPs) and Internet fax systems.
- This integrated approach creates automated solutions to support business collaboration, disaster readiness, business continuity planning, archiving, regulatory compliance and other processes.

Timely and efficient collaboration

Use Ricoh Document Management Services to organize, share and manage dynamic documents with ease and efficiency among multiple stakeholders.

- Allow team members to access time-sensitive information immediately (regardless of location).
- Share large files that may exceed e-mail size limitations.
- Access critical business data without having to access your network.
- The Web-based user interface features point-and-click navigation and intuitive menu-driven functionality, so it is easy to learn.

Affordable and immediately deployable

Ricoh Document Management Services provide the convenience and productivity of an in-house enterprise document management system at a fraction of the cost.

- There is no large up-front investment in capital or IT resources.
- The DocumentMall platform can be implemented immediately.

Service options

Implementation/setup  Includes setting up users, permission sets, document types and enabling turnkey access and operation from any computer with Internet access.

Consulting services  On-site workflow analysis, consulting on replication and scheduling, engaging Brava Viewer.

Training  On-site administrator training, and on-site or remote user training.

Management/maintenance  Help Desk support.

Account options

E-mail upload  Enables documents to be sent to a cabinet or folder within an account via e-mail or Scan-to-Email.

Subscription service  Provides quick access to frequently used documents and folders with a notification feature that alerts you when documents change.

Viewer  Lets you see all kinds of documents (including CAD files and other specialized documents) without running native applications.

Replicator  Provides automatic or manual high-volume replication of electronic documents stored on a local network or computer.

Integration with Ricoh MFPs  Enables secure scanning to folders in your account directly from Ricoh MFPs.

Bar Code Service  Adds indexing capabilities and automates document upload into your account from Ricoh MFPs and Internet fax machines.

Export service  Provides a backup copy of data stored in your account on DVD.

Upload agent  High-volume upload from applications such as Captiva Input Accel, DocuLex Goby Capture, Fabsoft Reform and Kofax Ascent Capture.