Ricoh Document Scanning Services

Proven Experience.
Unparalleled Infrastructure.
Despite the prevalence of digital technologies, many organizations still maintain large archives of hard-copy records. Some continue to rely on paper to house critical assets to support key business processes. And yet, if your organization is downsizing physical space, completing merger and acquisition activity, or addressing risk management and compliance requirements, you may be seeking a new and better approach to managing your paper and film-based information.

While it may not be possible to eliminate hard-copy records and processes altogether, imaging, indexing and data capture technologies can help in overcoming challenges and achieving goals around resource optimization, regulatory compliance, environmental sustainability and ongoing process improvements.

**End-to-End Capabilities**

For nearly a quarter-century, Ricoh has been providing imaging and related services to organizations across industries. Over that time, we’ve amassed a wealth of project management and engineering expertise. We’ve also built a large, world-class infrastructure equipped to meet your needs and exceed your expectations.

Ricoh offers a full spectrum of scanning, indexing, data capture and related services. Our team excels at tackling one-time conversions — including even the largest, most complex projects. We also provide scanning services on an ongoing basis. Using our highly configurable data capture software tools, we’re also able to assume end-to-end responsibility for complete business processes.

- **Scanning** — Ricoh can scan at your location or through our network of more than 40 processing centers coast to coast.
- **Conversion** — Ricoh can manage image and data conversion to and from virtually any system, any format and any media with quality built into every step of our production process.
- **Indexing and Classification** — To drive business value, scanned images must be organized and accessible. Using barcode, database, optical mark recognition (OMR) and intelligent character recognition (ICR) tools, Ricoh performs automated index capture and document classification. If your project requires manual indexing, we can assemble an optimal combination of on-shore and/or off-shore resources to meet your needs.
- **Data Capture** — Ricoh also offers advanced capture processing for a range of business processes, including accounts payable, accounts receivable, remittances, explanations of benefits and auto-redaction for public service agencies. We have developed DISCimage, our own solution for image document management, and we also utilize a range of other innovative tools.
- **Related Services** — Ricoh may also provide other services based on your organization’s unique needs. Some clients count on us for mail opening, sorting and screening; check scanning and indexing; or bank balancing and reconciliation services.

The Ricoh approach is driven by the Managed Document Services (MDS) strategy — which brings together industry-leading experience, strong technology expertise, services and tools to optimize the way documents are managed and document management fleets are deployed. MDS is an ongoing, collaborative process, consisting of three critical stages: Total Fleet Management, Intelligent Device Rationalization and Optimized Business Processes.
The third stage of MDS, Optimized Business Processes, provides end-to-end business process reengineering through a true consultative approach. We thoroughly review your current business processes, applications and workflows in order to design, plan and implement streamlined process improvements that can drive real cost savings for your organization.

The Ricoh Difference
At Ricoh, our goal is to do nothing less than delight our clients, who continually seek our support because of our:

- **In-depth scanning knowledge and quality management.** Ricoh has more than 25 years of direct experience delivering end-to-end backfile conversions, ongoing scanning and related services. We maintain quality control checkpoints at every step in the process.

- **Strong project management.** For large projects, a high-level project manager is assigned to you. With deep experience and disciplined processes, our project leaders help to ensure that work is delivered on time, on budget and with consistently high quality.

- **Engineering expertise.** Ricoh has the technical knowledge to design and engineer high-value solutions that deliver maximum benefits for our clients.

- **Flexible, configurable tools.** When it comes to document scanning services, Ricoh is continually exploring, testing and deploying innovative new tools for performing scanning, indexing and data capture. Because of the breadth and depth of our experience, we are able to assemble the right combination of capabilities for your specific needs.

- **National network of processing centers.** With more than 40 centers coast to coast, Ricoh is uniquely equipped to address large, complex scanning needs in an efficient and timely manner.

### Document Scanning Services
- **Using 30 of our centers, Ricoh developed and executed a backfile conversion solution for our own human resources department. We scanned, indexed and delivered more than 2.3 million images covering 23,000 individual employee files across 38 HR file locations across the U.S.**

- **We are also delivering a massive project for a major healthcare organization. The first phase had an aggressive timeline of 10 weeks, during which Ricoh securely scanned and indexed 2.3 million pages covering 123,000 patient files. We scanned more than 45 million pages over a five-month period using 42 of our processing centers.**

- **Ricoh scanned more than 114 million images for multiple departments within a major insurance company.**

### Any Media, System or Format.
Ricoh can manage conversion of images and data from most media:
- Aperture cards
- Microfiche
- Roll microfilm
- Paper of all types and sizes
- Optical platters, tapes, DVD, CD, hard drive, FTP

Ricoh can manage conversions to and from virtually any system.
Ricoh believes that the key to transforming the way companies work starts with harnessing the collective imagination of people. This idea, paired with our award-winning technology and services, is how we are breathing new life into established forms of knowledge sharing — helping companies to move beyond paper and beyond the office so they can collaborate like never before. Services-led, technology-enabled and people-driven, Ricoh is committed to helping companies leverage the powerful information and knowledge that already exists throughout their organizations — often untamed, untapped and buried — to create the future they want.

***Getting Started***

Whether you’re seeking help with a one-time backfile scanning project or assistance with an end-to-end business process, turn to Ricoh. We welcome the opportunity to learn more about your challenges and opportunities and recommend the right services and solutions for your organization.

**Ricoh Document Scanning Services:**

More than 40 processing centers across the U.S.