

# RICOH Smart Integration

## Essentials



## Make working with documents easy

Your Ricoh copier can do a whole lot more than copy. It can help you improve productivity by automating common and time-consuming document tasks. The RICOH Smart Integration Essentials package simplifies scanning to email and printing from your tablet or smartphone.

Now you can quickly receive your documents in the right format and with the right file name, helping get the most from your multifunction printer (MFP) — no need for new hardware, software or infrastructure.

It's easy to get started: just add the RICOH Smart Integration Essentials package to your RICOH MFP, and you'll be working smarter within minutes.

### Why the RICOH Smart Integration Essentials package?

- Improves productivity by automating mundane manual tasks
- It's affordable — no new hardware, servers, IT support or maintenance required
- It's easy to get started — your Ricoh multifunction printer is already capable of doing all of this, and more

# The Smart Integration Essentials Package



## Scan to email

Smart Integration Essentials provides simplified scanning to email with no network setup. Send documents to multiple recipients at once or preprogram destinations and save to a button with unique naming and icon images.

## Convert documents to editable formats

Scanned documents often need to be converted to an editable or searchable format to be usable. The Smart Integration Essentials package converts the data in hardcopy documents to usable formats with optical character recognition (OCR) and delivers documents with logical file naming.

## Print from your tablet or smartphone

Printing from a tablet or smartphone should be easy for you and your guests — and now it is. With the Smart Integration Essentials package, you get simple, efficient, secured mobile printing — with no need for complex print drivers or infrastructure. Protect your confidential information with secured document release, which requires a print release code to be entered before your document is printed.

## Get more from your MFP

The RICOH Smart Integration Essentials package is the perfect pairing for RICOH Intelligent MFPs. Capabilities are delivered via the cloud, so it's easy and affordable to get started. There's no capital expenditure, onsite servers or special software to implement.

RICOH Smart Integration Service Packages <sup>2</sup>	Base Packages				Add-On Packages		
	Essentials	Connectors	Workflows	Advanced Workflows	Device Enhancement	Legal	Healthcare
<b>Features</b>							
Scan to email	✓	✓	✓	✓			
Convert scanned documents to editable, searchable files	✓	✓	✓	✓			
Print documents from phones and tablets	✓	✓	✓	✓			
Scan to Microsoft 365 (O365) and Google Mail		✓	✓	✓			
Scan from your Ricoh device into your cloud accounts <sup>1</sup>		✓	✓	✓			
Scan to local folders			✓	✓			
Automatically create folders and files with naming conventions			✓	✓			
Route scanned files to multiple destinations			✓	✓			
Route scanned documents using QR codes			✓	✓			
Print documents stored in the cloud at your Ricoh device			✓	✓			
Automatic routing based on document classification				✓			
Scan directly into SharePoint Online with metadata				✓			
Automatic data extraction from scanned documents				✓			
Split scanning jobs into separate files based on page count				✓			
Secured print release from a job queue (or job list)					✓		
Secured device access with user authentication including ID card support					✓		
Device management and status monitoring					✓		
Accounting and Reporting on user and device utilization					✓		
Inbound Fax Routing to a cloud destination <sup>3</sup>					✓		
Digital Bates Stamping						✓	
Automatic file splitting to meet court file size requirements (Court eFile Prep)						✓	
Scan to Legal Practice Management System <sup>4</sup>						✓	
Scan to Electronic Health Records (EHR) System <sup>5</sup>							✓
Patient onboarding and integration with EHR <sup>5</sup>							✓

<sup>1</sup> Supported Cloud accounts: Box™, Dropbox™, Google Drive™, OneDrive™, OneDrive® for Business, SharePoint®, DocuWare® Cloud, ShareFile®, Egnyte™, Rubex by eFileCabinet®, eFax®, eGoldFax™ by GoldFax™

<sup>2</sup> Available for Smart Operation Panel equipped RICOH multifunction printers (Gen 2.0 or later)

<sup>3</sup> Requires a fax module on the MFP

<sup>4</sup> Currently supported Legal Practice Management System is Zola Suite

<sup>5</sup> Currently supported EHR is DrChrono



[www.ricoh-usa.com](http://www.ricoh-usa.com)