

RICOH Smart Integration

Advanced Workflows



Lighten your workload, boost speed and save time

Your Ricoh multifunction printer (MFP) can do a whole lot more than copy, print, scan and fax. It can also transform scanned documents into searchable, usable data and automate the process of uploading digital files for storage. Typically, this is a multi-step, time-consuming and error-prone process. When you add the RICOH Smart Integration Advanced Workflows package, your Ricoh MFP can do the work for you — automatically.

With RICOH Smart Integration working for you, there are multiple conversion and classification steps you no longer have to think about. Digital documents are converted, categorized and named correctly, then automatically routed to local folders or supported cloud accounts — including native integration with SharePoint®. The process is fast, accurate and saves employees time.

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

Why RICOH Smart Integration Advanced Workflows?

- Improves productivity by automating multi-step document scanning workflows
- Prepares digital files properly so they can be retrieved and used
- Automatic naming, document classification, metadata extraction and routing of files
- Intelligent integration with SharePoint®
- It's an affordable subscription service that's easy to get started

The Smart Integration Advanced Workflows Package



Automate processes for speed and efficiency

Ricoh's proprietary technology runs in the cloud to automate multiple document conversion steps, including optical character recognition, data extraction, document classification, adding metadata, file naming, file splitting and routing — all without any actions by staff.

Maximize SharePoint Online® and cloud storage accounts

SharePoint® users can scan documents directly into a SharePoint® account and pull files to print right from the Ricoh MFP's front panel. Metadata fields will automatically populate when scanning to a SharePoint Online® document library. Users can also scan directly to a wide range of cloud accounts¹.

Simplify mobile and guest printing

Printing from a tablet or smartphone should be easy for you and your guests — and now it is. With RICOH Smart Integration, 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 Advanced Workflows 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 ²	Base Packages				Add-On Packages		
	Essentials	Connectors	Workflows	Advanced Workflows	Device Enhancement	Legal	Healthcare
Features							
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 ¹		✓	✓	✓			
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 ³					✓		
Digital Bates Stamping						✓	
Automatic file splitting to meet court file size requirements (Court eFile Prep)						✓	
Scan to Legal Practice Management System ⁴						✓	
Scan to Electronic Health Records (EHR) System ⁵							✓
Patient onboarding and integration with EHR ⁵							✓

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

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

³ Requires a fax module on the MFP

⁴ Currently supported Legal Practice Management System is Zola Suite

⁵ Currently supported EHR is DrChrono



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