

RICOH Content Manager

Document Management Solution



True document management as a cloud service

In the course of business, your organization deals with everything from paper to electronic office documents to images, faxes and entered data. Poor data storage is all too common — and leaves a lot of knowledge just out of reach. Your information should be more useful, easier to locate and more mobile.

RICOH Content Manager is a cloud-based document management solution that gives you the structure and control to move information into the hands of people that need it. It is flexible enough to meet the needs of a single individual, a workgroup or hundreds of users throughout the organization. RICOH Content Manager delivers true document management and provides many advantages over other, widely used internet file-sharing solutions. Not only do you have the capability to securely upload and store documents, you can categorize documents by type and manage them throughout their lifecycle, collaborate with individuals and departments, easily search and locate the correct file, access a full audit trail of all activity and much more.

Why RICOH Content Manager?

- Controlled distribution of documents and files
- Managed documents means quick retrieval
- Versatile sharing and collaboration
- Ideal for remote offices, mobile workers and partners
- Detailed activity reporting
- Easy-on cloud-based service



More than just file storage

RICOH Content Manager advantages



Security & control

Control who accesses information, and whether they can only view files or can make changes to documents.



Versatile sharing

Email files from RICOH Content Manager to others or send links to download — no attachments required.



Document versioning

“Check out” a document for editing — the document is automatically versioned and a history is maintained.



Scan & upload documents

Scan paper documents directly into your RICOH Content Manager account using your Ricoh multifunction printer (MFP).



Fast search & retrieval

Locate documents by type, such as invoices, purchase orders and customer records — or by criteria, such as vendor name, invoice number and more.



Collaboration

Work as a team. Mark up / annotate documents without editing the original file, get notifications of changes and stay in sync.



Detailed audit reporting

Produce detailed records with auditing capabilities — including an audit trail on each document, as well as the entire account.



More advantages

- Mobile App access
- Specialized tools for CAD files and other complex applications
- Replicator provides folder mapping and high volume transfers of documents between RICOH Content Manager, local PC and network drives

Features at-a-glance

All RICOH Content Manager accounts include the following capabilities:

Import

- Drag and drop documents and folders from the desktop
- Batch import / indexing (using Express Import)
- Direct scanning with OCR from Ricoh MFPs (requires RICOH Content Manager browser firmware installed*)
- Email documents into designated cabinets and folders

Search

- Full text search
- Search by document types and index fields (can be defined by administrator)
- Advanced search by index attributes

Access & manage

- View documents without having the native application
- Subscriptions — fast access to frequently used cabinets, folders or documents
- Notifications — receive alerts when properties of subscribed content are updated
- Check in / check out documents for editing
- Versioning

Collaborate

- Add markups and annotate without altering the original document
- Email out — send attachments or links to documents (requires username and password)
- Share a direct link to a document with permissions embedded (no username / password required)

Audit reports

- Detailed reports show who accessed a document and the actions taken
- Audit trail with account history

Administration

- Manage users and groups (7 access levels)
- Unlimited permission sets
- Set security and permissions for a cabinet, a folder or a document
- Indexing templates — provide consistent indexing

Included add-ons

- Replicator — upload the contents of a designated desktop or network folder
- Mobile Apps — access your account using Free iOS and Android mobile apps
- MFP Browser Firmware — enable 2-way secure scanning to RICOH Content Manager using Ricoh MFPs

* RICOH Content Manager Browser firmware installation performed by technician and charge may apply.

Implementation

Scanning options

In addition to direct scanning from Ricoh MFPs using the RICOH Content Manager MFP Browser, various scanning options are supported — including batch processing, Ricoh scanning solutions or special integrations with third-party products. We also offer document scanning and digital file conversion services.



Upload agent (optional service)

Upload Agent provides reliable and secure transmission of large batches of scanned documents and XML metadata to a RICOH Content Manager account — along with upload process monitoring and management.

Scanning solutions (additional Ricoh products)

RICOH's Integrated Cloud Environment (ICE) is a separate solution that lets you scan documents directly from Ricoh MFPs* into popular cloud services accounts — including RICOH Content Manager. RICOH Streamline NX with Scanning Option is an on-premises software solution that can scan and route documents into RICOH Content Manager accounts from Ricoh MFPs*.

Third-party software integration

Designed to integrate with industry-leading scanning and indexing software, RICOH Content Manager offers an API level integration option for qualified partners.

Ricoh document conversion services

Ricoh can provide document scanning and file conversion services including paper documents, forms, images, microform, microfiche and more — as well as solution design and consulting.

** Requires compatible Ricoh multifunction printer (see website for details).*

Purchasing the service

Customers who subscribe to RICOH Content Manager have the choice of different user, storage and term length accounts to suit their business requirements. As needs grow, customers can add users and/or storage to their subscription.

Cloud service / infrastructure



- Multi-tenant document management software solution
- 2048-bit SSL, encrypted transmission over the internet
- Developed on the EMC Documentum Platform
- Ricoh-owned SSAE-16 compliant data center

Additional options & services*

Workflow services define a series of steps and process owners for automatic document routing.

Retention policy services define and implement automated processes for reviewing, maintaining and destroying documents.

IP filtering limits access to RICOH Content Manager based on IP address.

Branding option customizes login page and application user interface with company logo.

Export service provides a copy of data stored in your RICOH Content Manager account on an encrypted password protected hard drive.

** Available for an additional cost*

RICOH
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