

# Cloud Workflow Solutions

## Smart Integration Workflows Package



### Automate your multi-step workflows

Not all workflows are point-to-point — sometimes they involve several related steps or multiple destinations. If your workflows have a lot of “moving parts” or several touch points, you can automate your processes with a Smart Integration Workflows Package — part of Ricoh’s Cloud Workflow Solutions. Instead of dealing with multiple steps, you can route information to multiple destinations at the same time. Need to take your hardcopy documents to digital formats? Scan to readable text with OCR. The package makes it easy to simplify multi-step processes with several included workflows and supported cloud accounts.

### Make QR codes work for you

With the Smart Integration Workflows Package, you can use convenient QR code features to easily get information where it needs to go. Start by printing a cover sheet with an embedded QR code — which will contain attributes defined by the user at the MFP. Then, simply place the cover sheet on top of each document to be scanned for automatic routing. You can also scan a document with an embedded QR code and route it to the appropriate location. No matter which method you use, destination folders and files are created and named based on the attributes provided.

### Scan directly to cloud accounts

Have you found yourself completing multiple steps to get information where it needs to go? Say goodbye to scanning, saving, emailing to yourself and then uploading. Instead, scan directly into the cloud services you use daily. Convert scanned documents into multiple digital file formats — including Word®, Excel® and PDF. Just choose a location, file format and desired settings, and your documents will appear as searchable and editable digital files in your chosen cloud account. Advanced Scan-to-Folder lets you scan and organize documents with consistent folder and file naming conventions — making it easy for users to find documents.

### Simplify mobile printing

Instead of dealing with complex drivers and infrastructure, you can make mobile printing easy and intuitive for both workers and guests. Enjoy on-demand printing of documents stored in your cloud accounts. Print files from a cloud repository — such as Box™, Dropbox™ or Google Drive™ — by browsing and selecting files from the MFP operation panel.

### Getting started is easy

Because included capabilities are delivered via the cloud, there’s no complex IT needed. Get up and running fast — with no capital expenditures, onsite servers or special software to implement — and focus on the work that you do best.

### Why Cloud Workflows?

- Save time spent on manual data export and reduce data entry errors
- Automate multi-destination routing
- Use OCR to convert hardcopy documents to digital formats
- Scan directly to cloud accounts and print without hassle
- Print from tablets and smartphones
- Enjoy an easy on-boarding process
- Receive version updates automatically — no IT involvement required

### Included in this package

<u>Included workflows:</u>	<u>Supported Cloud accounts:</u>
<ul style="list-style-type: none"> <li>• Advanced Scan-to-Folder</li> <li>• Cloud Service Print</li> <li>• Multi Destination Scan</li> <li>• QR Cover Sheet</li> <li>• QR Read and Route</li> </ul>	<ul style="list-style-type: none"> <li>• Box™</li> <li>• DropBox™</li> <li>• Google Drive™</li> <li>• OneDrive® for Business</li> <li>• SharePoint®</li> </ul>

### Getting started is easy

*All Ricoh Cloud Workflow Solutions packages are available by subscription. Contact your Ricoh sales representative to ask a question, get a quote or learn about available FREE trial opportunities.*