

Hosted Legal Hold

RICOH
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Streamline and simplify your legal hold process with Ricoh's easy-to-use workflow.

Legal Hold can be complicated and time-consuming, especially when managed using manual processes. Ricoh's **Hosted Legal Hold** is a comprehensive and automated workflow that is simple to administer and uses time-saving features that help track even the most complex matters.

Simple legal hold process

With just a few clicks from its web-based case management portal, you can easily manage your next legal hold workflow from Ricoh's solution including issuing and monitoring legal hold notices and ESI (Electronically Stored Information) collection. The system also offers customizable templates and auto alerts to meet your specific requirements.

In the case of existing legal holds, our team of experts can help you easily migrate to Ricoh's Hosted Legal Hold solution. Once complete, simply copy and paste your custodian lists or upload directly from the active directory.

Relevant reporting and analytics

Track and audit the progress of all the legal holds your team is managing with complete, actionable metrics and a feature-rich analytics dashboard. This includes audit reports and ESI collection workflow tracking for full visibility and custodian management.

Enhanced security features

The Ricoh Legal Hold solution is hosted within Ricoh's Microsoft® Azure™ cloud environment —where data is not only encrypted as it moves over the network and between applications, but also while it resides (or rests) in storage. This ensures your legal hold information is protected.

Predictable costs

Hosted Legal Hold is available at a fixed monthly rate, regardless of the number of holds or custodians.

Why Hosted Legal Hold?

- Create, issue and manage legal holds using a simple user interface
- Identify and notify custodians
- Customize templates and auto alerts based on your specific requirements
- Track progress through a feature-rich dashboard including detailed reports and a full audit trail
- Keep your data safe, hosted in Ricoh's Microsoft® Azure™ secured environment

Engage with one of Ricoh's eDiscovery Specialists today to learn more.

www.ricoh-usa.com/en/ediscovery

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