RICOH Content Manager

Document Management Cloud

A smart place for your documents

Your digital information needs a place to reside — a place where it's protected, where it can be found again by the right people and where the wrong people can't get to it. RICOH Content Manager is a cloud service operated by Ricoh. It gives you the convenience of being a cloud destination for your documents and files, but it also goes beyond simple file storage solutions. You get the necessary document management control and audit trails to handle content used by teams, departments or company functions.

Why RICOH Content Manager?

- Retention policies determine document lifecycle **NEW**
- Single Sign On makes use of company authentication credentials **NEW**
- Complements your Ricoh MFPs
- Smart repository for scanned documents
- Better than simple cloud file storage
- Contains content access controls
- Ability to find files fast
- Audit trails for accountable processes
- Cloud solution — just open an account to start

Keeping you organized. Protecting your information.

Are your files piling up on hard drives?

When you scan a document and convert information to a digital format, where does it go? There are many options — like email, a desktop folder, shared drives or a cloud storage account. Sooner or later, however, the issue evolves into something more than simply having enough space. The focus shifts to managing and protecting the information. A content management solution that's easy to use does just that.

Digital processes need a smart file repository

When digital content is stored in a hierarchy of folders with contributions from multiple people, it's only a matter of time before naming conventions and filing rules are broken — making it easy to lose important content, which can sometimes be hiding in plain sight. Your information should be useful, easy to locate and mobile. A smart, properly managed file repository not only knows where a file is, but also what kind of file it is, who added it and various attributes that will make for quick retrieval.

Bring your different kinds of content together

From paper and electronic documents to images, faxes and entered data, intelligent content management can unify records around customers, topics, vendors, projects and more. Scanned signatures and hand-written pages can be managed right alongside digital files.

Trace activity and demonstrate compliance

Produce detailed records with auditing capabilities — including an audit trail for each document and for the entire account. Determine the lifecycle of a document or folder with retention policies.

Get started quickly — no need for IT support

RICOH Content Manager is an easy-on cloud service that requires no capital expenditure or IT work to get started — just open a subscription account. It is flexible enough to meet the needs of a single individual, workgroup or hundreds of users throughout your organization.

RICOH
imagine. change.

RICOH Content Manager

RICOH Content Manager Cloud Solution

Retention	Collaborate	Mobile
View	Search	Versioning
Content Upload & Import		
Security	Administration	Audit / Report
Single Sign-on	Content Repository (Encrypted)	
Scalable Infrastructure		

* RICOH Cloud Workflow Solutions upload screen shown

Better than cloud storage

Everything you like about cloud storage services and more!

RICOH Content Manager provides many advantages over other, widely used internet file-sharing solutions. Like other solutions, you can securely upload, store files and share access and links to content with others — but with RICOH Content Manager, you get true document management that's also approachable. You don't have to be a specialist to benefit from advanced capabilities — including the ability to categorize documents by type and manage them throughout their lifecycle, collaborate with individuals and departments, version content, easily search and locate the correct file, enable access from mobile devices and much more.

Complements your Ricoh equipment

The perfect destination when scanning from Ricoh multifunction printers

If you're using Ricoh equipment to scan documents and have wondered, "How do we stay organized with these scanned files we're creating?" — RICOH Content Manager makes an ideal combination when used with our devices. Upload scanned documents into RICOH Content Manager in various ways depending on your needs. Paper documents can be scanned directly into your account using the RICOH Content Manager MFP Browser — a firmware upgrade performed on compatible multifunction printers. It also enables batch processing from the MFP, file conversion and optical character recognition (OCR) to turn scanned documents into editable files.

For a complete cloud solution that requires no machine upgrade, use RICOH Content Manager with RICOH Cloud Workflow Solutions — an easy to start subscription that provides file conversion, OCR and direct upload of scanned documents and files.

Proper security and control

Maintain a full chain of custody you can audit

RICOH Content Manager gives you the structure and control to protect information while moving it efficiently into the hands of people that need it. Use the Retention Policy Manager to dictate retention policies by document or folder. Control content distribution by setting access permissions for users and groups. When users "check out" a document for editing — the document is automatically versioned and a history is maintained that shows who accessed a document and the actions taken. RICOH Content Manager also provides comprehensive activity tracking. Detailed reporting includes full audit trails with account history, even down to the individual document and user level.
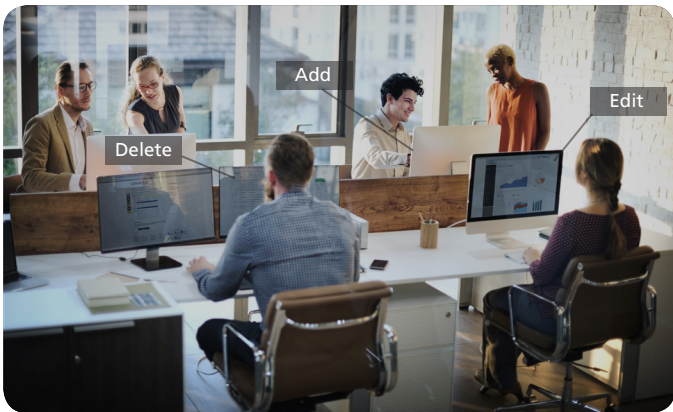
Collaborate with others

Mark up documents, stay in sync and work as a team

Work as a team on a document — no need to rely on emailing files around and risk losing track of the latest version. Mark up and annotate documents without editing the original file, get automatic notifications when there are changes and stay in sync. RICOH Content Manager's versatile sharing and collaboration capabilities are ideal for remote offices, mobile workers and outside vendors or partners. Email files directly from RICOH Content Manager to others or send links to download — no email attachments required.

Easy to add and find content

Feed in or find content in the office or on the go

The payoff of properly managed content is quick retrieval when you need to find a document or file. Drag and drop edited or new documents into your account from your desktop or add files by emailing them to RICOH Content Manager. You can rely on powerful full text search that includes the content in your files. You can also filter documents by type — such as invoices, purchase orders and customer records, or filter by criteria — such as vendor name, invoice number and more. You decide which attributes make sense for your department, project or process so that information is quickly available to those who need it.

Getting started is easy

RICOH Content Manager accounts are available by subscription. Contact your sales professional to ask a question or get pricing.

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