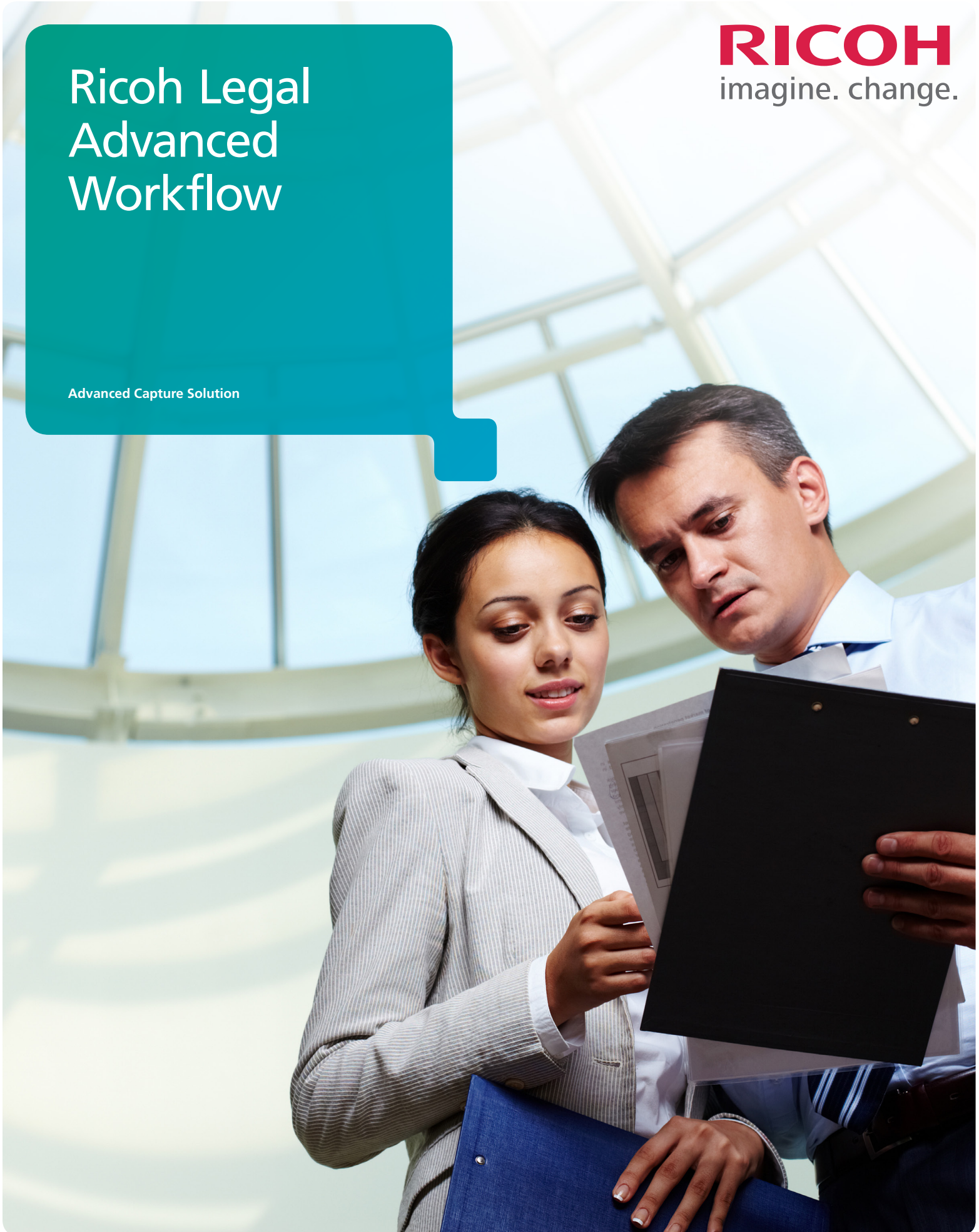


RICOH
imagine. change.

Ricoh Legal Advanced Workflow

Advanced Capture Solution



Make your case with faster, automated legal scanning

You file hundreds of pages of documents — depositions, background research, contracts and countless other forms — for every case, sometimes every day. Each piece of information has to be delivered to the right people at the right time, so they can make the right decisions. With RICOH® Legal Advanced Workflow (RLAW), you can automate legal scanning workflows to manage, access and share this critical information in fewer steps while helping to reduce cost. Eliminate file size guesswork when preparing court filings, expedite Bates Labeling and distribute documents into document management software (DMS) systems directly, so information is readily available when your firm, your clients and the courts need it most.



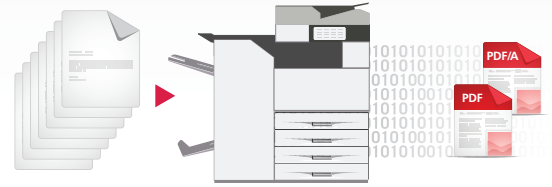
Use RLAW to automate everyday legal scanning workflows, so you can index, label, prepare, store, access and share critical information in only moments using fewer resources and less of your budget.

Automate scanning tasks to help reduce redundancies and costs

Prepare court files faster, more economically

You've built your case by leveraging the information you already know, not with assumptions or guesses. Shouldn't everybody on your team be given the same opportunity? Use RLAW to customize automated scanning workflows, so you can prepare documents for e-Filing accurately and share them with judicial recipients quickly. Every court has its own standards for filing, including electronic file sizes and preferred file formats. You can program each one into the RLAW platform, so when it's time to scan and distribute paperwork, you can meet the unique requirements for each court with the press of a button. Simply place the hard copy originals on the Ricoh MFP, select the court and begin the scanning process. When the allotted file size is reached, a new file is automatically created and converted to either a searchable PDF or PDF/A file, depending on the court's preferences.

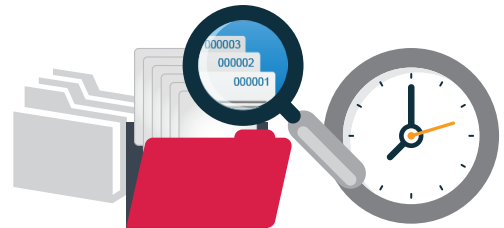
e-Filing Document Preparation



Label documents quickly for easier identification and retrieval

Information is your greatest differentiator, so it's critical that you can identify your most important documents quickly. With RLAW, you can simplify how you use Bates Labeling to endorse every case file page, so it can be accessed quickly from your database. Instead of printing labels or using an outside service to label documents, you can do it automatically — directly from the Ricoh MFP control panel. Specify unique identifiers, including fonts, starting numbers, leading zeros and other details to mandate or standardize your Bates numbering protocol. When you need to add pages to an existing document set, you can simply specify the start number and add the new label without rescanning the entire document.

Bates Labeling



Scan directly into your document management system

You document everything — with good reason. You never know when you're going to need very specific information for clients or the court. Use RLAW to put it in a central repository so you can access it immediately. Whether you use HP WorkSite, Worldox® or OpenText™ eDOCS DM, you can scan and profile hardcopy documents to these electronic document management systems automatically from the device. Or, you can send scanned files to your workspace where you can profile these documents later. You'll know exactly where every document is and you can avoid redundancy throughout your organization. Because anybody can scan easily with touchscreen control at the Ricoh MFP, your legal administrative assistants and IT staff can focus more time on other core responsibilities. More importantly, everybody knows exactly where to find information, so they can locate critical documents faster and improve productivity throughout the firm.

Scan to DMS



Ricoh Legal Advanced Workflow

Help protect your sensitive information

Whether your law firm has a document management system or not, one scanning device or dozens, you can use RLAW to help safeguard critical information and to improve accountability for every member of your team. With User Authentication, you can restrict access to authorized users for key scanning and distribution controls from the Ricoh MFP control panel. You can also take advantage of a wide range of encryption tools to help protect your electronic files from nefarious threats in transit.

Manage information for every legal task

The success of your firm depends largely on how you manage information. It's up to you to find it, secure it, retrieve it — and most importantly — present it to the right audience at a moment's notice. Does your firm have the technology, personnel and budget to manage information cost-effectively? Whether you're culling information during eDiscovery, storing it in databases, protecting it while in transit or maintaining the network so you always have access to it, you can eliminate hassles and operating costs by partnering with Ricoh — a technology and consultative leader who understands document management and how to make it work for your firm.

We offer a wide range of legal-specific document management services, including:

- Workflow Solutions for Legal
- Data Forensics for Legal
- IT Services for Legal
- In-House eDiscovery for Legal
- Managed Review Services for Legal
- Remlox™ Remote Data Collection Tool

Supported Environment and Options

The RICOH Legal Advanced Workflow software solution is compatible with all Ricoh A3 and A4 MFPs that support Ricoh Family Group's Embedded Software Architecture (ESA) and GlobalScan NX Server v2.3 or later. GlobalScan NX Server 5, 32 or 750 is required to provide platform functionality.

Choose from the following configuration options:

Bates Labeling and Electronic Court Filing Plug-in

OpenText eDOCS Plug-in

Worldox Plug-in

HP WorkSite Plug-in

* GlobalScan NX Server version (5, 32 or 750) must be specified. All configurations include one year of maintenance and support.



CORE Business Technologies
2224 Pawtucket Avenue
East Providence, RI 02914

1.800.234.CORE (2673)
www.corebtech.com
info@corebtech.com