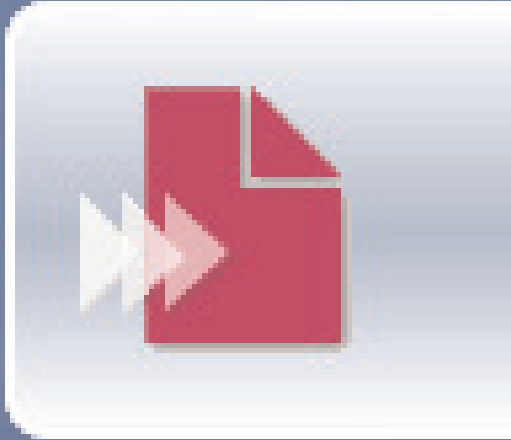


eCopy ScanStation OP
Simplify Document Scanning,
Management & Distribution

RICOH

scan



manage



share



eCopy ScanStation OP

The New Standard in Workflow Efficiency

Ricoh and eCopy unite to address your needs for document management – to scan, share and file documents enterprise wide. When installed on a Ricoh MFP, eCopy ScanStation OP enables businesses to achieve greater workflow efficiency by converting paper “information” into easily managed digital files. Designed for paper-intensive offices, such as legal, healthcare and financial organizations, Ricoh and eCopy help speed the exchange of information. Supported functions include: Scan-to-Email, Fax, Folder, Desktop or Printer. And to further organize information assets – for easy access and retrieval – eCopy integrates with popular Enterprise Content Management (ECM) systems.



The ergonomic design includes a height-adjustable color touch-screen panel and keyboard, supporting 508A Disabilities Act Compliance.

ScanMailScanFaxScanDesktopScanFolder

The Ultimate Scan Hub

Engineered to boost your bottom line, Ricoh MFPs and eCopy ShareStation OP take care of business in the following critical ways...

- **Reduce Costs with Paperless Communication – Scan-and-Mail**
Scan in hard copy documents and e-mail just as you would from your desktop. Your document is instantly forwarded as an attachment to e-mail, with a copy sent to your "Sent Items" folder. With Light-weight Directory Access Protocol (LDAP) and local address book support, selecting destinations is a snap!
- **Control Document Workflow – Scan-to-Desktop**
Forward scanned images directly to a Scan Inbox and control the files from your workstation using the 10-license bundle of eCopy Desktop software...
 - View, e-mail, fax, print or archive documents in seconds.
 - Select from scan formats including: TIFF, PDF image, PDF text and CPY (eCopy file format).
 - Collaborate on documents using annotation tools to edit files on-screen.
- **Increase Productivity – Scan-to-Folder**
Increase productivity of geographically dispersed workgroups on your network by allowing users to scan directly to a designated network folder.
- **Bridge the Gap...Between Paper and Digital Workflows – Scan-to-ECM**
Leverage your current ECM investment through advanced security, indexing, file type, search and retrieval functionality with Ricoh MFPs and eCopy.

Safeguarding Your Information Assets

Safeguard confidential documents sent over your network, control access to the MFP and protect valuable data.

- **Authentication**
eCopy ShareScan software utilizes your existing network log-on credentials.
- **Encryption**
To prevent unauthorized access to sensitive documents, a password-encrypt option with password release can be enabled on the fly.
- **Audit Trail**
Standard administrative controls include built-in tracking activity that assist with federal regulations, such as HIPAA and Sarbanes-Oxley. Your Ricoh MFP can create audit trails allowing network administrators to report on who was at the device, what was done, where a file was sent and when the event took place.

Special eCopy ShareScan Software Features

- **Preview**
Save time by previewing the scanned image before sending a file. Review settings, adjust image quality, rotate, add or delete pages, change indexing data, and more.
- **Quick Connect**
To meet your organization's specific departmental or enterprise-wide needs, customize ShareScan using unique "Scan-to" profiles. For example, press the "Orders" button when scanning order forms, with the file deposited in the "Sales" folder.



Confirm scan results by previewing the document before processing.



Receive automatic notification of files in a Quick Connect folder – in real time.



Touch-Screen panel technology allows for easy access of eCopy functions.

Main Unit

Hardware Components

Monitor, keyboard, keyboard mount, support frame, PC, PC cover

Software Components

eCopy ShareScan Client, eCopy ShareScan Administration Console, eCopy ShareScan Service Manager, eCopy Desktop (bundled with 10-user license); documentation (installation/administration/user)

Supported Ricoh Devices

Please visit www.ricoh-usa.com for complete and up-to-date list of supported devices

Software Connectors & Services

Bundled with base product:

- Captaris RightFax
- Lotus Notes
- Microsoft Exchange/Outlook
- Scan-to-Desktop
- Scan-to-Printer
- Scan-to-Folder

Mail Servers

Microsoft Exchange 2003; Lotus Domino; other mail servers supporting LDAP/SMTP

Mail Clients

Microsoft Outlook 2003, Lotus Notes 6.5+; Novell GroupWise 6.5+; other MAPI-compliant mail applications

Scan Compatibility

TWAIN (ISIS drivers, VRS TWAIN, EFI Fiery TWAIN are not supported)

Network Fax Compatibility

SMTP; Lotus Notes; Microsoft Exchange; Omtool Fax Sr.; Genifax Filescan; Biscom FAXCOM; Captaris RightFAX; Equisys Zetafax; other commercially-available fax server products

Image Format Support

TIFF Fax – Group 3, 2D, 1 bit (compatible with fax machines)
 TIFF – Group 4 (2D, 1 bit), Grayscale 8-bit, and color 24-bit
 PDF – (Easy to e-mail)
 CPY – (eCopy Desktop file format)

Security Features

Device authentication;
 128-bit encryption;
 password encryption;
 activity tracking

OCR Compatibility

ReadIRIS Pro/Corporate Edition;
 ScanSoft Omnipage Pr; Textbridge

Options

Add-On Connectors and Services

- **Bates Stamping**
 Easily add a unique identifier stamp to each scanned page right at your Ricoh MFP using the optional Bates Stamping Service to meet judicial requirements for document identification.
- **Cost Recovery**
 Quickly track and assign individual client costs with the optional Cost Recovery Service, including the ability to charge back for paper documents scanned in from your Ricoh MFPs. Document costs are transferred automatically to time and billing packages for speedy billing.
- **Enterprise Content Management**
 Integrate with ECM systems such as: Documentum 5.2+, Hummingbird Enterprise DM 5.1+, Interwoven WorkSite 8.0+, OpenText Livelink 9.1+, and many more.

For the latest information, please contact your Ricoh sales representative.

