Aficio®

SOLUTIONS

GlobalScan™
SERVER
SOFTWARE

Network Delivery Service

RICOH®

Major corporations, government agencies and service providers are facing the difficult task of managing the enormous quantity of documents generated and disseminated from both national and global locations.

While technology has improved productivity in the workplace, managing the capture, distribution, and retrieval of information has become more complex.

Ricoh® can offer enterprise environments both optimum efficiency and flexibility in capturing documents and distributing them, as well as storing and retrieving them.

With Ricoh's GlobalScan™ Server, productivity increases, efficiency is maximized, accuracy is preserved and security, guaranteed.

Sophisticated options address key applications as your company's business evolves ….. and all made simple through Ricoh's advanced technology.

ONE PRODUCT FOR ALL YOUR BUSINESS NEEDS

Ricoh's GlobalScan Server serves as a digital document routing system that accepts scanned documents and creates digital files for electronic transmission over your network as an attached e-mail.

GlobalScan turns your Ricoh Aficio Multi-Function Product (MFP) into a network scanner. Efficient and timely document capture and distribution, all done with one trip to the MFP Operation Panel, with all functions accessed through the Operation Panel.
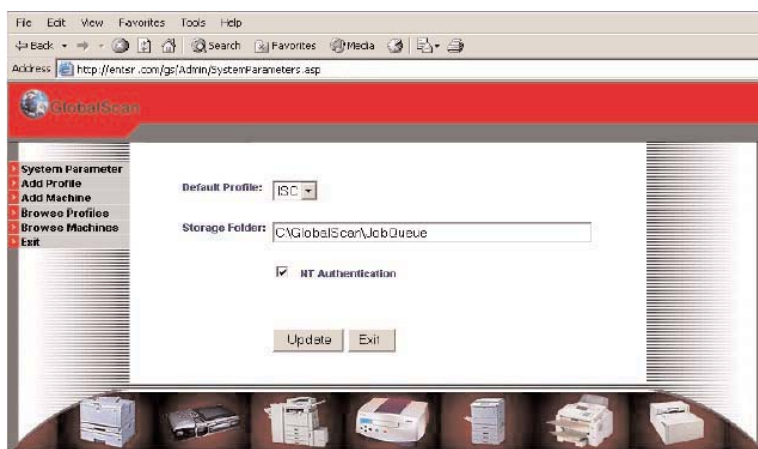
GlobalScan Main Setup Screen

"One Network, One System"

Control Panel Screen Shots

Allowing authorized employees the ability to scan and email documents

Security Screen

Specific Address Book Screen

List of All Employees
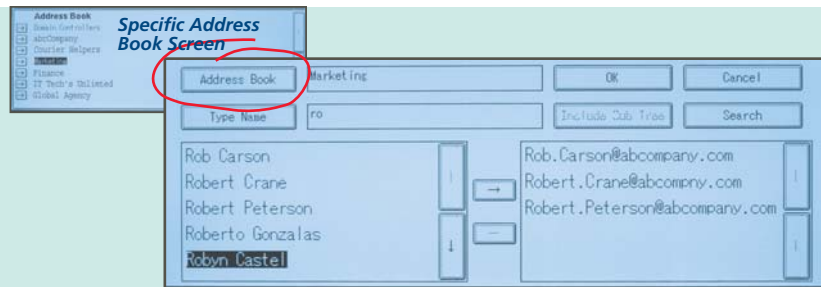
e-mail Destination Screen

GLOBALSCAN HIGHLIGHTS

Network Scanning

• Up to 100 MFP's connected through one (1) server

• Saves you the high cost of multiple desktop scanners

• Scanner, copier, printer and fax operations are combined into one office machine

• No additional network connections required

Global Address Book Access

• Unlimited addresses can be accessed from your company's e-mail system by accessing the company's Global Address Book and/or multiple databases as specified

• Addresses are displayed at MFP Operation Panel

• Changes made to your e-mail server are reflected instantly through the MFP

Electronic Document Distribution

• Rapid distribution of scanned documents

• Optional Document Management utilities for file storage and fax management
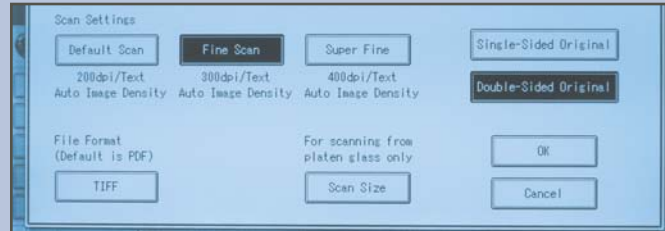
Ad Hoc e-mail Entry

• Entry of any valid Internet e-mail address from the MFP Front Panel

Multitasking at it's best!

Resolution, Duplexing, Paper Size, File Type - .tif, .jpg, .pdf

see options for additional formats

Scan Settings
Default Scan | Fine Scan | Super Fine | Single-Sided Original
200dpi/Text Auto Image Density | 300dpi/Text Auto Image Density | 400dpi/Text Auto Image Density | Double-Sided Original
File Format (Default is PDF) | For scanning from platen glass only | OK
TIFF | Scan Size | Cancel

Scan Setting Screen

Allowing authorized employees the ability to scan and email documents

Email Subject: Monthly Sales Report | Enter Subject
Email Recipient(s):
Rob.Carson@abcompany.com
Ron.Albeck@ricoh-usa.com
Rod.Brewster@abcompany.com
salesgroup@abcompany.com
Rob.Carson@abcompany.com
Document Name
Lookup by Name (Search Function)
Enter Address (Manual Entry)
Remove Address
OK | Cancel | (Remove from Recipient List)

e-mail Send Screen

Scan-to-folder

• Folders reside in the Windows or Novell network share drive

• Scan to local PC as long as the user who logged on has rights to access the local PC

• From the MFP the user can selects any folder or drive they have access to and place the scanned document in the folder/drive

Security

• Network Log-In Authentication

• Scanned documents are encrypted with 128 bit encryption using HTTPS

Scan Using Your Global Address Book

Ricoh realizes the administrative burden of pre-registering addresses and also, how limiting the number of destinations can contradict your productivity efforts.

Ricoh's GlobalScan Server uses LDAP, a protocol directory service that runs over TCP/IP lines. It can be configured to serve multiple databases at the same time. You can select e-mail destinations from your e-mail system on the fly.

The GlobalScan Server does not maintain its own address book. It uses your company's Global Address Book to access each user or group. This access is available directly from the MFP front operation panel.

Ad HOC e-mail Address Entry

The combination of GlobalScan and Ricoh Multi-Function Products allows users to scan to any valid Internet e-mail address through the Front Panel.

Recipients do not need to be pre-registered in any address book. Single or multiple addresses can be entered manually at the MFP by accessing the pop-up electronic keyboard on the MFP. The address is then transmitted along with the scanned documents to the GlobalScan Server, which then sends the e-mail to the appropriate party.

Ricoh continues to help you expand your application possibilities by expanding functionality of your MFP with GlobalScan options.

Through strategic alliance's, with industry leaders such as Documentum, Kofax, Captaris, iManage, Stellent, Captiva, OpenText and Equitrac to name a few,

Ricoh's GlobalScan Server provides flexibility to large organizations already utilizing industry proven document management systems.

Be it data capture, document distribution, back-end filing and retrieval or scanning to fax locations, GlobalScan has the right solution for your business needs.

Ask your Ricoh sales representative for information about our GlobalScan Server options.

RICOH®
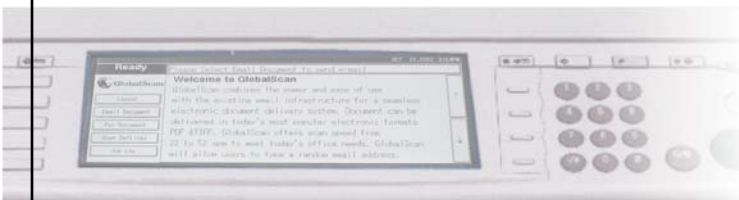
Requirements and Specifications

GlobalScan Server Specifications

Windows 2000 Server

IIS 5.0 with ADSI 2.5 and MSXML 3.0 Active X Controls, IE 6.0

TCP/IP Network Access

Access to Global Address Book via LDAP

1 GHZ Processor

512 MB RAM

40 GB Hard Drive

e-mail capability through one or more of the following:
 Lotus Notes
 Microsoft Exchange
 Groupwise
 Any SMTP Server

Up to 100 MFPs supported by one GlobalScan

MFP Requirements

Aficio 1022, 1027, 1035, 1045, 3800CMF, 1060, and 1075

96 MB memory required with the 1022/1027/1035/1045;
256 MB memory required for the 1060/1075/3800CMF

Network Interface Board (NIB) Option

Local Hard Drive

TCP/IP Network Access

Authentication Protocols Supported

LDAP

Windows NT / 2000

Novell NDS

Protocols Supported

GlobalScan Server:	TCP/IP HTTP/HTTPS LDAP SMTP, XML, ADSI
Multi-Function Products:	TCP/IP HTTP/HTTPS

File Formats Supported

Standard:	Multipage TIFF PDF Image
*Optional:	PDF Image Plus Text XLS (Microsoft® Excel) RTF (Microsoft® Word)

GlobalScan™

Ricoh's Strategic Alliance's
Extend the Power of GlobalScan Servers
Ask your authorized Ricoh Sales Representative for details regarding the optional plug-ins available to meet all of your expanding business needs.

RICOH®
Image Communication

CA-0212