

Aficio®

SOLUTIONS

USER-FRIENDLY
FLEXIBLE



RICOH®
DeskTopBinder™
V2 Professional

Digital
Document
Management
Solutions

RICOH®

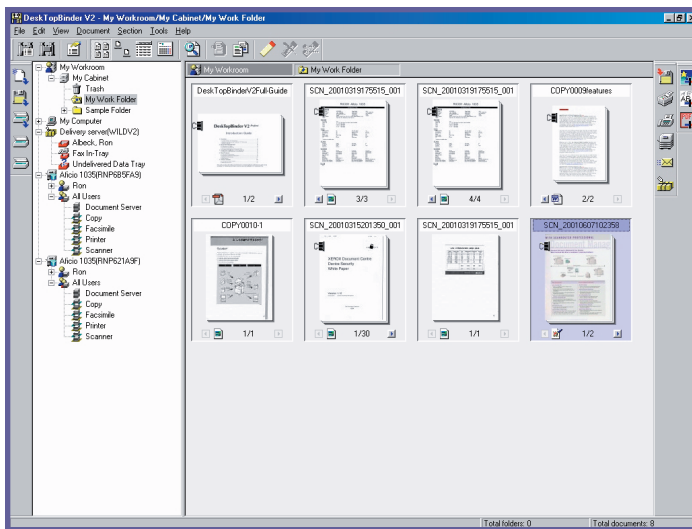
Simplify the Management and Retrieval of all Documents

Companies today are seeking tools which help manage both electronic and paper files while increasing productivity. DeskTopBinder™ V2 Professional is a document management program from RICOH® that enables users to store and view any application file or image file effortlessly.

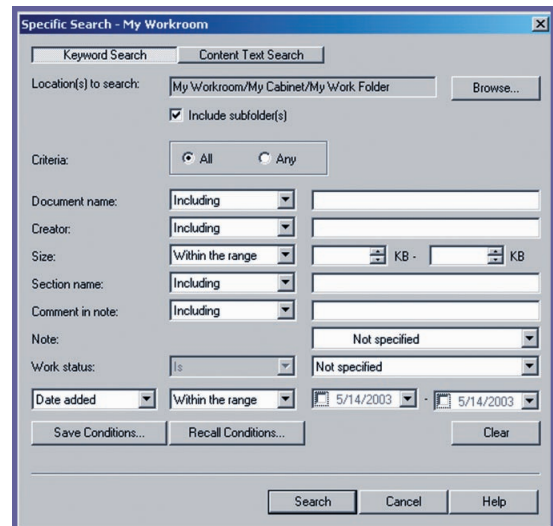
Any file can be seamlessly integrated into customized In-Trays that you create. Locating a file is equally simple with thumbnail displays of every document you have added to your folders or In-Trays.

Viewing them is even easier through the DeskTopBinder Viewer. Imagine scrolling through multiple documents instantly or examining entire documents produced in applications such as Word, Excel and PowerPoint, or any type of image file including TIFF, JPEG, BMP and PNG, without having to open a program.

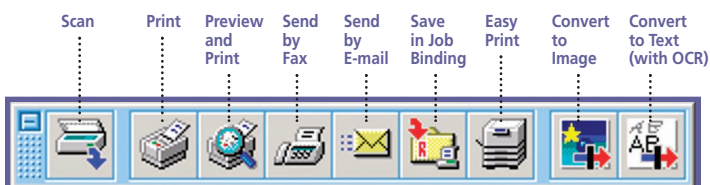
DeskTopBinder displays documents you've saved and allows you to create notes, view and combine different documents and formats, and print them directly from the standard toolbar, all from a single application.



Tree View shows customized folders, Delivery Server In-Trays, Document Server, My Computer, Recycle Bin Files, etc. **Thumbnail View** displays saved files for easy retrieval. Multiple application files and/or images can be **clipped** together as one document. **Notes** can be added for key information.



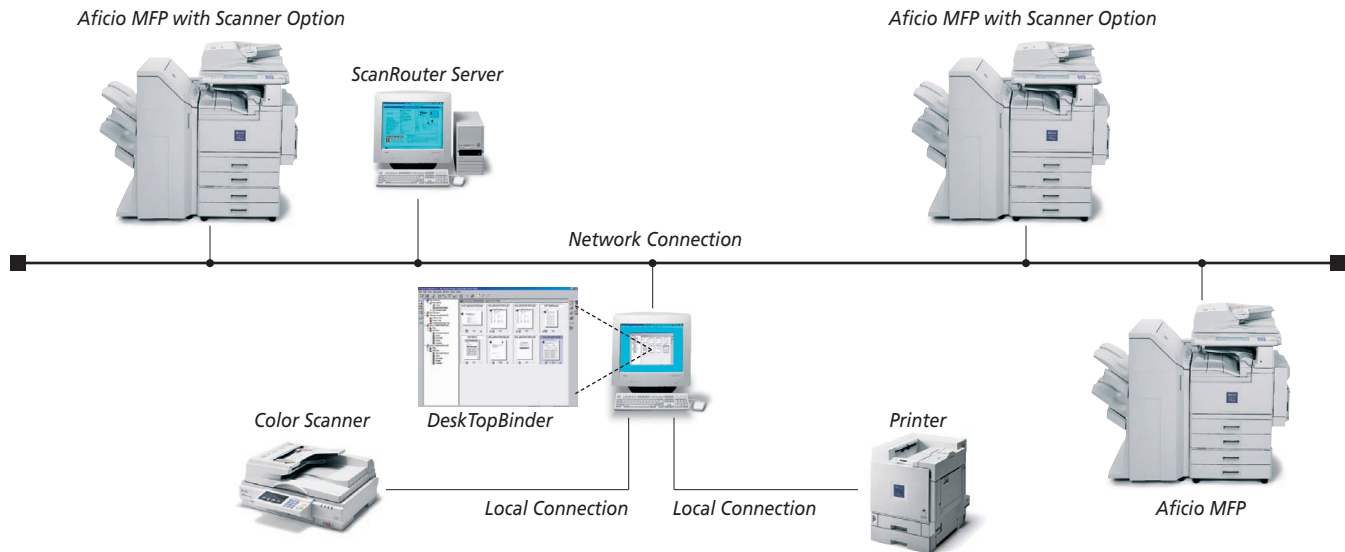
Searching for files is as easy as entering a document, section name, note content or date.



Input, Output and File Conversion are easily accomplished by dragging files to the **Function Palette** and dropping them on the function of choice without opening the DeskTopBinder application.

Document Manag

Document Retrieval Is Optimized At Your Desktop When Combined With Ricoh's ScanRouter V2 Professional Software



With DeskTopBinder V2 Professional

Easily Accessible Files

- ▶ Multiple stored files can be viewed in Thumbnail, Icon, Detail and Calendar views.
- ▶ Related files can be clipped together and managed as one document.

Conversion and Exporting Files

- ▶ Scan printed documents to the DeskTopBinder and convert to digital text using the included Optical Character Recognition (OCR) program.
- ▶ Export files to specific applications without conversion of file format.
- ▶ Post documents on the Internet/Intranet without a working knowledge of Hyper Text Markup Language (HTML).

Direct Access to E-mail

- ▶ E-mail directly from the DeskTopBinder window and attach and/or forward stored files.

Graphic Editing on Digital Images

- ▶ Cut and paste entire images or parts of images to clipboard.
- ▶ Add text or stamps to images and save the edits.
- ▶ Draw lines or shapes to emphasize focus or details.
- ▶ Using Job Binding pre-RIP files at your PC, view them on your desktop, rearrange the pages in any order and treat them as one document when printing. Available when using Ricoh's RPCS Print Driver.
- ▶ Print magazine and booklet formats using supported RPCS drivers.

With ScanRouter V2 Professional

Network Scanning

- ▶ Saves you the high cost of multiple desktop scanners.
- ▶ Scan, copy, print and fax with one office machine.

Electronic Document Distribution

- ▶ Rapid distribution of faxes and scanned documents.
- ▶ Automatically notifies network client of incoming documents at their desktop.

User & Group Address Book

- ▶ Up to 200 destinations and 200 senders can be registered as users.
- ▶ Users are displayed at MFP Network Scanner Operation Panel.

Document Storage and Retrieval

- ▶ Documents are easily viewed or downloaded.
- ▶ Users set options for viewing lists of stored documents (Thumbnail, Icon, Detail and Calendar Views).

Send & Receive Digital Faxes

- ▶ Faxes are automatically routed to the correct user/group folder at the desktop PC.
- ▶ Store and scan documents simultaneously.
- ▶ Extract key words to automatically name a document.

Document Made Easy

ScanRouter V2 Professional Provides All the Tools You Need To Streamline Your Document Distribution Process

ScanRouter Professional software serves as a digital document delivery system that can scan printed documents, photos, schematics and handwritten reports to create digital files that can be electronically transmitted over your network. ScanRouter also functions as a network scanner and electronic inbound fax routing system.

ScanRouter V2 Professional Can Help

- ▶ Reduce the volume of paper on the desktop.
- ▶ Produce multiple copies for distribution to personnel.
- ▶ Save time and money distributing faxes via e-mail.
- ▶ Provide long-term document archive requirements.
- ▶ Electronically organize documentation such as handwritten reports, ledgers, images and photos, faxes, personnel records and forms.

Web Enabled Document Viewer

Ricoh Web Document Viewing software enables your staff to view and manage images scanned with ScanRouter Professional. In addition, Web Document Viewer makes it easy to share or manually download fax communications and scanned documents.

ScanRouter V2 Professional Software

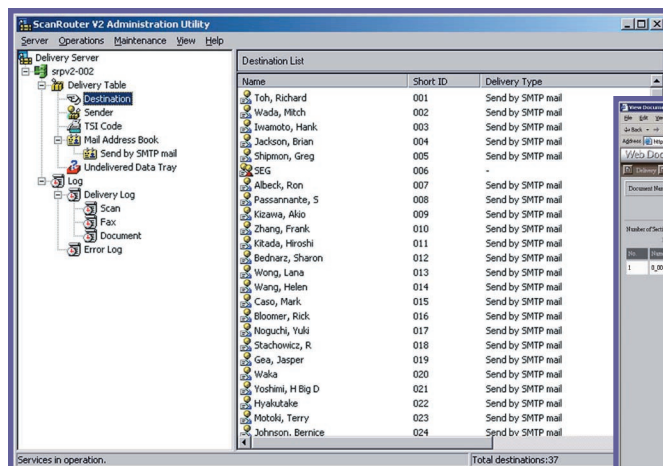
Loads on to a server PC and directly interfaces with your MFP, network scanner or internet fax. Your network administrator can create and modify system settings at the ScanRouter Professional Station. Personal In-Trays for all registered users are located here.

Auto Document Link

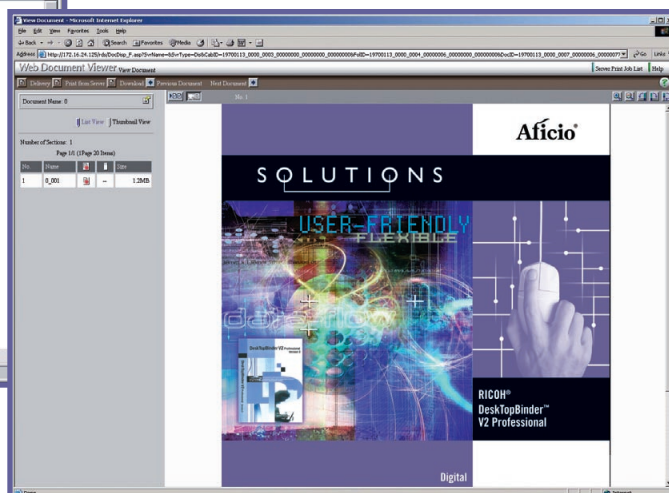
Using this simple tool, users can monitor the delivery server In-trays (ScanRouter V2 Lite/Professional and ScanRouter Enterprise) in the network, local Windows® folders and files received from networked fax. Users can receive notification of faxes or files on their computer. Auto Document Link automatically transfers these files to DeskTopBinder V2 Professional folders or Windows® folders. Also, Auto Document Link gives users the ability to notice and/or retrieve documents stored on the ScanRouter delivery server from their desktops.

Scan—Don't Copy

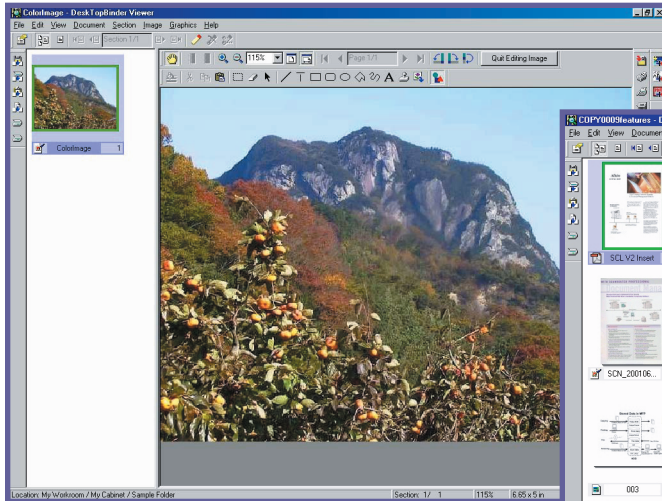
It's as easy as sending a fax, making a copy or sending an e-mail. All the operations for scanning and distributing documents are accessed with one trip to the MFP or Network Scanner Operation Panel.



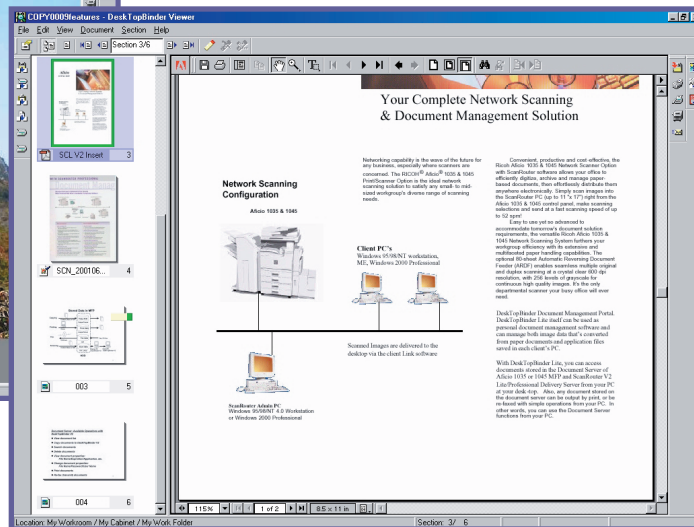
The ScanRouter Administration screen identifies individual users/groups' In-Trays for easy access.



Client/users can view and retrieve scanned documents using Ricoh Web Enabled Document Viewer.



Document Viewer offers the **Image Editing Toolbar** when working with image files. Add text or line shapes, or paste stamps and illustrations on the image. File types are displayed for reference.



DeskTopBinder Viewer enlarges the selected page of a document or image. If selected document has multiple sections/files attached, each section is displayed as a **Thumbnail**. **Drawing Tools** allows user to work with image files.

Expand Your Capabilities With DeskTopBinder Extended Features

Most file types stored in DeskTopBinder Folders/In-Trays can be moved, copied, viewed, edited and printed. Image files can be rotated, graphically enhanced and even altered by erasing desired areas.

You can easily activate the Extended Features to become even more organized and productive:

- ▶ Access your e-mail program from within DeskTopBinder, attach a stored document and send it.
- ▶ Input any of your paper documents directly into DeskTopBinder from your scanner as new documents or incorporated into existing ones.
- ▶ Convert image files into text files through the OCR program included in DeskTopBinder.
- ▶ Export files to specific applications without converting the file format.
- ▶ Network users can create shared file folders and establish authorized access control.
- ▶ Convert multiple formatted documents into a single format (TIFF, BMP, JPEG, PDF and PNG).
- ▶ Integrates with ScanRouter DocumentServer for all your Document Management filing needs.

- ▶ Create custom print templates with Refined Printing Command Stream.
- ▶ Use Job Binding to electronically combine print images from multiple files into one new document.
- ▶ View the new document server built into the Ricoh Aficio 1035/1045 and Aficio AP3800C products and Redistribute, Share, Print, and Fax right from your desktop.

Combined With Other Ricoh Products Your Cost Effectiveness Increases

ScanRouter Professional is a cost-effective, productive document management and distribution solution. Compatible with Ricoh's Aficio Multifunction Products (MFPs) and Network Scanner, ScanRouter Professional turns your stand-alone copier/scanner into a rapid, digital, network-wide document distribution system. Quickly and easily deliver scanned documents and incoming faxes to up to 200 individuals or group names via your office network.

Functioning as a network image distribution center, ScanRouter Professional software is an integral component of a document management and distribution strategy.

RICOH DESKTOPBINDER V2 PROFESSIONAL

Requirements and Specifications

PC:	IBM PC/AT Compatible
Operating System:	Windows 95 (OSR 2 or later) Windows 98/98 Second Edition Windows NT Workstation 4.0 (Server Pack 5 or later) Windows NT Server 4.0 (Server Pack 5 or later) Windows 2000 Professional Windows Millennium Edition Windows 2000 Server (Service Pack 1 or later) Windows XP (Professional/Home Edition)
CPU:	Pentium 133 MHz minimum Pentium 266 MHz recommended
RAM:	48 MB minimum, 128 MB recommended
Hard Disk:	200 MB or more free disk space for saving documents 50 MB of free space is required for the program

Supported Software:	Microsoft Office 97/98/2000/XP (Word, Excel, PowerPoint) Microsoft Word 98 Adobe Acrobat Version 4.0, 4.05, 5.0
----------------------------	---

Ricoh Related Software:	ScanRouter V2 Professional ScanRouter V2 Lite	ScanRouter DocumentServer ScanRouter Enterprise
--------------------------------	--	--

Scanner Options Supported:	Scanner Option Type 270 Scanner Option Type 450e Scanner Option Type 1027 Scanner Option Type 1045	Scanner Option Type 1075 Scanner Option IS330DC Scanner Option Type 2105 Aficio 3800CMF CL7000CMF
-----------------------------------	---	---

RICOH SCANROUTER V2 PROFESSIONAL

Requirements and Specifications

ScanRouter Professional System Requirements

Required NT 4.0 or Windows 2000 Server PC
Microsoft Windows NT Server 4.0 or higher with NT Server Pack 5.0 or higher, and Option Pack 4

Ricoh Aficio MFPs: 220/270/350e/450e/1022/1027/1035/1045/1060/1075/2090/2105/1224C S/P/1232C S/P/3800CMF/CL7000CMF

Ricoh Fax products: FAX5000L/FAX5510NF/FAX4410NF

Supported mail system (Microsoft Exchange, Lotus Notes) or any SMTP/POP3 compliant e-mail

ScanRouter Server PC Specifications

Operating System:	Microsoft NT Workstation 4.0 or NT Server 4.0
CPU:	Pentium 450MHz or faster
RAM:	128 MB minimum (256 MB recommended)
Hard Disk:	10 GB HDD w/200 MB available for installation
Network Protocol:	TCP/IP

ScanRouter Client PC Specifications (DeskTopBinder)

Operating System:	Microsoft Windows 95/98/NT 4.0 Server or Workstation Windows 95 (OSR2 or later) Windows 98 Windows NT Workstation 4.0 w/Server Pack 5 or later Windows 2000 Professional Windows Millennium Edition Windows XP (Professional/Home Edition)
CPU:	Pentium 266 MHz or faster
RAM:	64 MB
Hard Disk:	200 MB free disk space for saving document 50 MB of free space is required for the program
Network Protocol:	TCP/IP

ScanRouter Link

Reception Mode:	Automatic or Manual
Reception Interval:	1 to 60 minutes
Reception Notice:	Pop-up Window, Flashing Icon or Sound
Application:	Ricoh recommends Kodak Imaging to view scanned images (standard with Windows)
File Save Path:	In-Tray or Save to File
File Formats:	ScanRouter converts to format: TIFF (MH, MR, MMR), TIFF-F (MH, MR, MMR), PDF

E-mail Requirements

POP/SMTP/MAPI

Windows NT 4.0 ScanRouter Professional Server

Mail Server	MAPI Mail Environment	Mail Client Software
SMTP	—	—
Microsoft Exchange Server 5.0	Windows Messaging	Microsoft Exchange Client 5 or Outlook 97/98/2000/2002
Microsoft Exchange Server 5.5	Windows Messaging	Microsoft Outlook 2000 or later
Lotus Notes Server	Windows Messaging	Lotus Notes Client

Windows 2000 ScanRouter Professional Server

Mail Server	MAPI Mail Environment	Mail Client Software
SMTP	—	—
Microsoft Exchange Server 5.0	MS Outlook 2000 or later	MS Outlook 2000 or later
Microsoft Exchange Server 5.5	MS Outlook 2000 or later	MS Outlook 2000 or later
Lotus Notes Server	MS Outlook 2000 or later	Lotus Notes Client

Fax Requirement

	Software required	Software required for MAPI	MFP
Fax delivery over the network	—	—	Aficio 1022/1027/1035/1045/3800CMF/CL7000CMF/1224C S/P/1232C S/P
Fax delivery using RS232 fax delivery software	Included on ScanRouter Pro V1 CD-ROM	Windows NT Windows Messaging Windows 2000 Outlook 2000	Aficio 220/270 & Aficio 350e/450e

Document Format

User selectable file format for most common graphic file types including: PDF, TIFF, TIFF-F, JPEG

RICOH®
Image Communication

Ricoh Corporation • Five Dedrick Place, West Caldwell, NJ 07006
Phone: (973) 882-2000 • Website: <http://www.ricoh-usa.com>

 Printed in U.S.A. on recycled paper because Ricoh cares.

Ricoh is a registered trademark of Ricoh Company, Ltd.
All other trademarks are the property of their respective owners. © Ricoh Corporation

CA-0102-3