

# SOLUTIONS



**RICOH®  
DOT OFFICE**

**Do-it-Yourself  
Data Printing  
Software**

## Do-it-yourself data printing in Windows®

RICOH® brings you a wide range of printing solutions that help you work more efficiently. With new DOT Office (Document Output Technology), you can say goodbye to cumbersome impact printers and expensive pre-printed stationery, and easily create your own distinctive menu of forms.

DOT Office conveniently allows you to take data from your back office systems and databases, then manipulate it in the Windows desktop. Now you can quickly and simply create invoices, finance reports, mail campaigns, dockets, receipts, invitations, or anything at all that requires a form.

### 3 Simple Steps to Document Output Savings

#### Step 1

Direct the variable data output from your host applications to the PC with DOT Office loaded.

#### Step 2

Simply draw your form in the WYSIWYG Viewer and save it.

input

Wide Area Network

proc

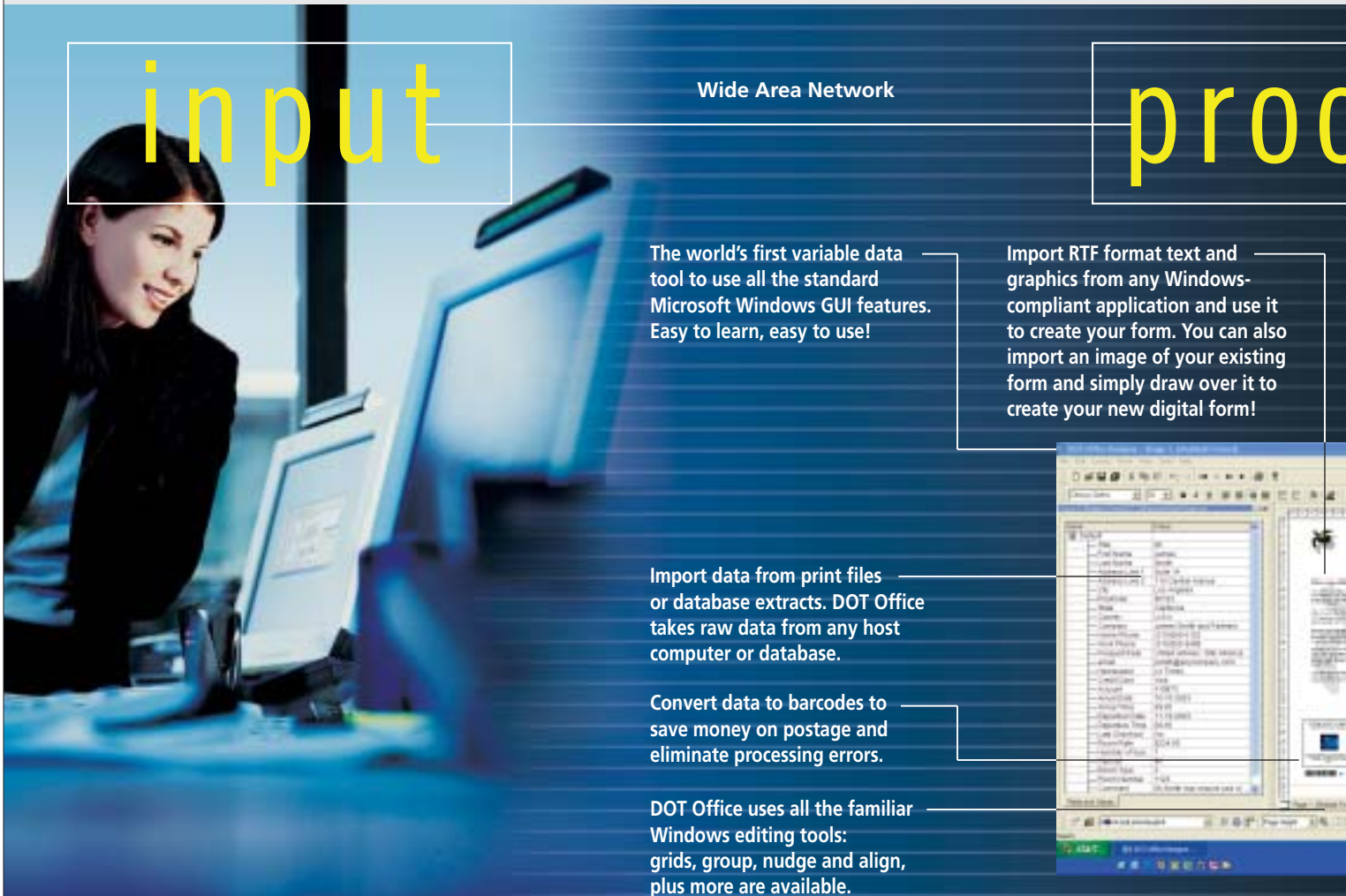
The world's first variable data tool to use all the standard Microsoft Windows GUI features. Easy to learn, easy to use!

Import RTF format text and graphics from any Windows-compliant application and use it to create your form. You can also import an image of your existing form and simply draw over it to create your new digital form!

Import data from print files or database extracts. DOT Office takes raw data from any host computer or database.

Convert data to barcodes to save money on postage and eliminate processing errors.

DOT Office uses all the familiar Windows editing tools: grids, group, nudge and align, plus more are available.



A Microsoft Windows-compliant product, DOT Office captures data from your host systems and places it into forms you can readily design yourself, all ready to print. Once forms are designed, DOT Office works in the background to professionally send your vital business documents to print using any of Ricoh's diverse printing solutions.

Productivity-enhancing DOT Office enables you to change forms in minutes, print anywhere on your network, create a mail campaign in seconds, and make all your documents work exceptionally hard for you.

Plus, you can reduce the cost of producing data-generated documents. DOT Office eliminates expensive pre-printed stationery and allows you to use any printing device on your network, saving you money on document finishing, distribution and IT charges.

Because DOT Office is Wizard-driven, users of any level are up and running instantly.

***If you know how to use a PC, you'll know how to use Ricoh DOT Office!***

### Step 3

Run your host print jobs as you always have. DOT Office will automatically add the form and print.

cess

Wide Area Network

output



Insert the data from your host computer or database file wherever you want it to appear on the form. Just "drag and drop"!

Change forms according to the value of the data!

Simply right click and the standard Windows Property box is available to change your form instantly!

As with a true Windows process, you can design and print your forms while working on other tasks.

# RICOH DOT OFFICE SPECIFICATIONS

## Data Files

Import raw data from any host computer or database:

ASCII

EBCDIC

Database extract (CSV)

PCL encapsulated

Epson encapsulated

Custom (with additional module)

SCS (AS/400)

## Languages and Fonts

DOT Office is fully Unicode-compliant for languages such as Chinese, Japanese, Arabic, etc.

Utilizes any Windows font

Full range of barcode options including 2D formats

## Output Features

GDI output to print or Adobe PDF file

Duplex

Full color

Output tray selection

Input tray selection

Any paper size

## System Requirements

Windows NT SP6, 2000, 2003, XP

600 MHz CPU

128 MB RAM

SVGA 1024 x 768 Display for design

CD ROM

1.5 GB hard disk

Internet access for on-line support

## Key Features

Wizard-driven design process

Microsoft GUI standard, WYSIWYG

Cut and paste rich text from other Windows applications

Drag and drop variable data into Form text

Operates as a Windows Print Processor for full Windows integration

Truly "open" architecture. Independent of host or print devices

Built-in LPD service

Directory watch service

"Quickprint" for ad-hoc printing

Built-in mail merge and label functions

Utilizes Windows Control Panel for administration

Windows 32-bit operating systems

Automated job recognition

Overlay tool allows job prototyping and rapid forms development

Application flow chart view for logic testing

Spell checker

On-line help

Dockable toolbars

Import graphics

Conditional Forms based on data values

Full barcode support including 2D

Universal connectivity. Send data to a Windows print queue, LPD or Directory polling

Searchable Print and LPD logs

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Image Communication

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