

DigiDocFlow®



Secure and Easy Scanning

Experience secure and easy scanning through personal templates

About DigiDocFlow

With DigiDocFlow it is very easy to use the application which you use already for the storage of information use as well for the storage of scanned documents. DigiDocFlow makes scanning and archiving easy. All documents can be digitalized without having to install software on local workstations. DigiDocFlow runs on a non-dedicated central server. In addition DigiDocFlow is a middleware application, which means that the user does not 'see' the software when working with it. Benefit of this is that product training is not necessary. Everyone can use it straight away.

About Equitrac and PCC

To ensure that Equitrac cost accounting solutions can be tailored to specific customer requirements, Ricoh offers a variety of dedicated, integrated options, including Ricoh's unique embedded Print & Copy Control (PCC) module. This solution creates a secure environment where only authenticated users can release their templates through a PIN code, a user ID/password combination or an identification card. Alternatively, users can gain access through Equitrac's PageCounter™, an external print/copy control terminal.



Secure Scanning

Single sign on

Log on easily by swiping a smartcard or entering username and password on the device.

Secure scanning

The machine is only released when the user is identified by PCC.

Easy Scanning

Text searchable PDF Files

Documents are automatically converted into 100% text searchable PDF files.

Scan-to-Mail

By logging on to the device a user can scan and send the document to their personal mailbox with only one press of a button.

Scan-to-Home

By logging on to the device a user can scan and send the document to their home directory with only one press of a button.

Personal Templates

Users can only see their own personal templates, through the user group they belong to, on the display of the multifunctional.

DigiDocFlow®

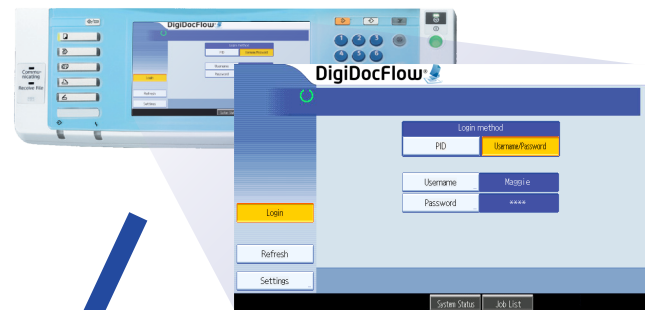


Secure and easy scanning with DigiDocFlow and PCC

PCC and DigiDocFlow are a powerful combination that gives users a personalized scan experience at the MFD. An employee simply logs on to the device by swiping a smart card or entering a pincode allowing them to access personal scan destinations such as their email address or home directory. The machine authenticates the user and sends the information to DigiDocFlow. Because DigiDocFlow knows the user information, it's not necessary to enter an email address or define a home directory; all information needed is populated via the authentication process. Additionally, it is possible to define user groups. This means that in addition to scanning to a personal email and home directory, people can also see the templates they have access to through their user group. With this functionality it's easy to define which user is allowed to scan which type of documents. Fast, Secure and Easy.



Log on to the machine by swiping a smart card or entering a pincode allowing for access to personal scan destinations.



For example: Employee Maggie belongs to the back office group. Besides the fact that she can easily scan to her home directory or email box by just logging on to the Ricoh device, she can also see the templates which she has access to through the user group she belongs to. People who don't belong to the back office user group, can't see the back office templates. Maggie can scan letters directly into the ERP application through her personalized templates.



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