

DigiDocFlow[®]



& Scan to email

Experience the simplicity of scanning

DigiDocFlow brings the power of scanning simplicity to everyone. DigiDocFlow offers you the possibility to create a digital archive by scanning directly from your Ricoh Family Group multifunctional device. In just three simple steps, your document is scanned and intelligently stored within your network. Simply place the document on your multifunctional device and select a predefined workflow, by pressing the hot button of your choice. The document will be scanned and stored in the correct location, as a text searchable PDF file. Retrieve the scanned document within seconds, by doing a simple key word or phrase search.

Email capability

DigiDocFlow offers the possibility to scan a document and send it directly to an email address. DigiDocFlow converts the scanned document into a text searchable PDF file, which is then attached to an email and sent with one press of a button. Email scanned documents with the use of authentication for a personalized scanning experience, or email without authentication and experience the simplicity of scanning and emailing documents.



Easy scanning

With authentication

After authentication on a Ricoh Family Group MFP, users get access to their personalized scan menu which enables users to scan documents and send these directly to a personal mailbox. As after authentication all user information is sent to DigiDocFlow, it is not necessary to fill in any details.

Quickly search for another person's email address with use of the LDAP connector. With the use of LDAP, the user can browse through a company's address book to find the appropriate contact. After emailing a scanned document, DigiDocFlow will automatically store a copy of the email in the sent items list of the user's mailbox.

Without authentication

Without the use of authentication, users can still scan a document and send it directly to an email address. Simply select the correct workflow and fill in all needed details, such as a subject and the email address of the receiver. Press the green button and DigiDocFlow will email the scanned document directly to the appropriate contact.

DigiDocFlow[®]



Emailing scanned documents

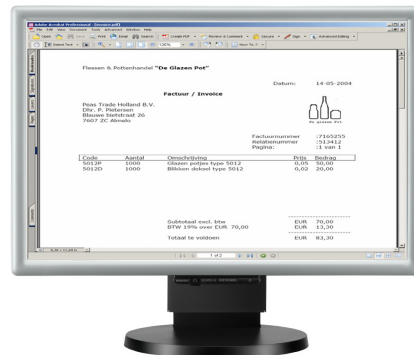
With DigiDocFlow users can capture a document and send it directly to an email address. Simply select the predefined workflow and enter the needed details. DigiDocFlow will scan the document, convert it into a text searchable PDF file and attach it to an email that can be send with one press of a button. Now every user can experience the simplicity of scanning documents! By using authentication, you have the ability to email scanned documents directly to your personal mailbox. Or capture documents and send these to other persons, such as colleagues. Enter the first letter(s) of the colleague's name and a list of possible names appears on the display of the MFP from which you can select the correct person. DigiDocFlow will email the document as a text searchable PDF file to the correct email address and store a copy of the sent document in the sent items list of your mailbox.



Place the document you want to send on the MFP and select the predefined workflow.



DigiDocFlow displays a list of all email addresses stored in the address book. Select the person to whom you want to send the document, by browsing real-time through the list.



The document is scanned and converted into a text searchable PDF file. After this, the document is sent to the selected person.

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