

DOCUMENT MANAGEMENT SOLUTIONS FOR **Aficio™** SERIES

# GlobalScan

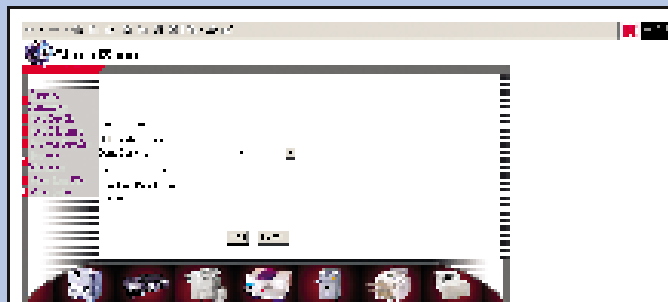


**Efficient Document Capture and  
Management for Enterprise Environments**

# Optimum Management of Critical Business Information



Managing the enormous quantity of documents generated and disseminated from national and global locations is an increasing difficult task. This is especially so for major corporations, government agencies and service providers. By introducing GlobalScan, Ricoh offers enterprise environments a complete document capture and management solution that performs as a digital document distribution centre. This state-of-the-art software solution scans documents and creates, delivers and stores digital files for electronic transmission via e-mail. Powerful yet easy-to-use, GlobalScan integrates seamlessly with your existing infrastructure and provides your enterprise environment with the most efficient tool to meet your every document management need. GlobalScan's motto? Helping you work faster and smarter!



**GlobalScan allows you to scan documents and send them directly as e-mail attachments: the ideal tool to streamline your entire document workflow.**

# Flexible Document Capture, Storage and Distribution

For many businesses managing the capture, retrieval and distribution of information is becoming more and more complex. Ricoh's GlobalScan was designed with enterprise environments in mind. This sophisticated document capture and management solution allows you to scan documents and send them directly as e-mail attachments: an excellent way to streamline your document workflow!

## Two Modules at your Disposal

Ricoh's document capture and distribution system GlobalScan consists of two components: GlobalScan Multi-functional Device software and GlobalScan Server. By allowing you to scan directly to e-mail, this innovative software combination eliminates any time-wasting procedures and maximises your work efficiency.

## Powerful Network Scanning

Via GlobalScan Multi-functional Device software, your Ricoh Aficio™ multi-functional system is turned into an efficient network scanner. Using the system's operation panel, you can directly scan documents to any valid Internet e-mail address. Combining the print, copy, fax and scan capabilities of your multi-functional device with GlobalScan's e-mail functionalities has numerous benefits. Not only do you eliminate the cost of multiple desktop scanners, you also obtain an efficient document workflow system.

## Digital Document Routing

Ricoh's GlobalScan Server software takes care of all digital document routing. This capture and distribution system accepts scanned documents and stores them. It then creates digital files for electronic transmission over the network via e-mail. As the files are delivered directly as e-mail attachments, your workflow productivity is bound to benefit. And GlobalScan integrates seamlessly with your existing e-mail infrastructure so no need for extra costs and training.

## Global Address Book Access

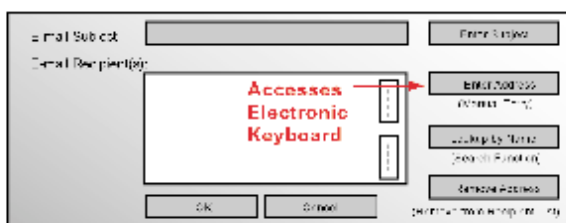
GlobalScan Server uses LDAP, a protocol directory service that runs over TCP/IP lines and serves multiple databases at the same time. As users and destinations do not have to be pre-registered at GlobalScan Server, time-consuming administrative tasks are avoided. An unlimited number of addresses from your company's global address book and/or multiple databases can be entered. Access is easy: selecting addresses can be done directly from the operation panel of your multi-functional device.

## Ad Hoc E-mail Address Entry

Thanks to Ricoh's GlobalScan Multi-functional Device software, e-mail recipients do not necessarily have to be pre-registered in any address book. Any valid Internet e-mail address can be used. Via the operation panel of your multi-functional system, you can manually enter single or multiple addresses. The address is transmitted along with the scanned documents to GlobalScan Server, which then sends the e-mail to the corresponding recipient.

## Maximum Security

GlobalScan offers NT authentication at the multi-functional device. The user will have to log in by typing his user name and password on the touch screen of the multi-functional device. In addition, GlobalScan communicates over the network by using a secure SSL connection.



When scanning to e-mail, single or multiple addresses can be entered manually at the pop-up electronic keyboard of the multi-functional device.



Using GlobalScan Server you can enter an unlimited number of addresses from your company's global address book and/or multiple databases.

## Specifications

### Minimum Requirements

#### GlobalScan Server software

- Windows® 2000 Server
- IIS 5.0 with ADSI 2.5 and MSXML 3.0 active X controls
- TCP/IP network access
- Access to global address book via LDAP
- 1 GHz processor
- 512 MB RAM
- 40 GB Hard Disk Drive
- E-mail capability through one or more of the following:
  - Lotus Notes
  - Microsoft® Exchange
  - Any SMTP server

#### GlobalScan Multi-functional Device software

- 96 MB memory
- Optional Network Interface Board (NIB)
- Local Hard Disk Drive
- TCP/IP network access

GlobalScan supports up to 100 MFP's

### Supported Authentication Protocols

- LDAP
- Windows® NT4.0/2000

### Supported Protocols

#### GlobalScan Server software

- TCP/IP
- HTTP/HTTPS
- LDAP
- SMTP, XML, ADSI

#### GlobalScan Multi-functional Device software

- TCP/IP
- HTTP/HTTPS

### Supported File Formats

- Standard: Multi-page TIFF  
PDF image  
JPEG

### Available Versions\*

- 5 MFP version
  - 25 MFP version
  - 100 MFP version
- \* The different versions include a server license and MFP licenses. A 5 MFP upgrade package is also available, containing 5 additional MFP licenses without server license.

### Languages

- English, German, French, Italian

For supported models, please consult your local Ricoh supplier.



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