

## RICOH ICE Advanced Office Package



### Embrace digital processes

The RICOH Integrated Cloud Environment (ICE) Advanced Office Package increases productivity for all kinds of businesses. Many businesses are becoming increasingly digital as they work with and share important information — but critical data can still be found in hardcopy documents. Manually recreating information trapped on paper is labor-intensive, takes time away from more important tasks and can cause delays in getting the data where it needs to go. The Advanced Office Package unlocks new productivity-enhancing capabilities from your Ricoh device and helps you incorporate paper documents into your digital processes.

### Unlock information on paper

When employees have to spend valuable time manually re-creating data or struggling with managing a mix of hardcopy and digital documents, business results can suffer. With the Advanced Office Package, you can easily transform hardcopy documents into more usable digital information and say goodbye to re-typing. Ricoh ICE converts scanned documents into multiple digital file formats — including Word®, Excel® and PDFs. Optical Character Recognition (OCR) capabilities are built in, unlocking useful information from scanned paper documents and transforming them into practical information that can be searched, edited and shared.

### Enhance cloud productivity

Cloud apps such as G Suite™ (Google Apps), Office 365™, OneDrive® for Business and many others are becoming core business applications for many organizations. With the Advanced Office Package, hardcopy documents can be scanned and uploaded directly into these and many other popular cloud apps. Just choose a location, file format and desired settings, and your documents will appear as digital files in your chosen cloud app account. No more multi-step processes of scanning, saving, emailing and then uploading. When you can scan directly into the cloud services your business uses daily, important information becomes instantly accessible and ready to use or share.

### Simplify mobile printing

It's likely the majority of your people rely on smartphones. The Advanced Office Package makes mobile printing simple, enabling your location's employees, mobile workers and guests to submit print jobs from their smartphones or tablets to any ICE-enabled Ricoh device. There's no need to track down special print drivers. Just send an email to [print@ricohprintcloud.com](mailto:print@ricohprintcloud.com) with your files attached. Receive a security release code, visit any ICE-enabled Ricoh device and use the code to release your document for printing.

### Gain new productivity from Ricoh MFPs

Everyone can quickly enjoy newfound productivity from the Ricoh MFPs and printers in your office. Ricoh handles the technology behind the scenes and maintains the service, so users have the freedom to easily share and manage information without burdensome processes. Enhance your company efficiency with the Ricoh Integrated Cloud Environment Advanced Office Package.

#### With the ICE Advanced Office Package you can:

- Convert hardcopy documents to editable digital formats
- Scan and send by email from any ICE-enabled Ricoh device
- Scan directly into G Suite (Google Apps), Office 365, OneDrive for Business and more
- Print your documents from tablets and smartphones

*\*For full package details and a list of supported cloud apps visit: [www.ricoh-cloud.com](http://www.ricoh-cloud.com)*



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