

# RICOH ICE Office Package

**RICOH**  
imagine. change.



## Boost efficiency with digital processes

The RICOH Integrated Cloud Environment (ICE) Office Package makes it easy to use modern digital processes to achieve new productivity for your organization. Businesses today deal with all kinds of information in many different formats. Often this includes hardcopy documents, such as customer records, order forms, accounting documents, signed contracts and more. Tedious and time-consuming document conversion and upload processes make it difficult for your office staff to deal with hardcopy information. The Office Package is designed to boost businesses efficiency with digital processes — without any technical hassle or steep learning curve.

## Benefit from information on paper

A lot of information enters a business on paper, but it can be difficult to manage, takes up a lot of space and isn't easy to locate and share with others. With the 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, transforming scanned pages into practical

documents that can be searched, edited and shared with those who need them.

## Eliminate workarounds

Processes for uploading scanned files into popular cloud applications — such as Dropbox™, Google Drive™, Box™, Evernote® and many others — can become cumbersome and inefficient. With the Office Package, what was once a multi-step process of scanning, saving, emailing and uploading is replaced with one simple step. Just choose a location, file format and desired settings, and your documents will appear as digital files in your chosen cloud app account. When you can scan directly into the 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 Office Package makes mobile printing simple, enabling office 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 office efficiency with the Ricoh Integrated Cloud Environment Office Package.

### With the ICE 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 Google Drive, Dropbox, Box, Evernote 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)*



**INSIGHT**

**Insight Systems Ltd**  
w: [www.insightsystems.co.uk](http://www.insightsystems.co.uk)  
e: [sales@insightsystems.co.uk](mailto:sales@insightsystems.co.uk)  
t: 01732 880600