



IKON DocSend Server

A Powerful, Digital Solution for Paper-Intensive Businesses

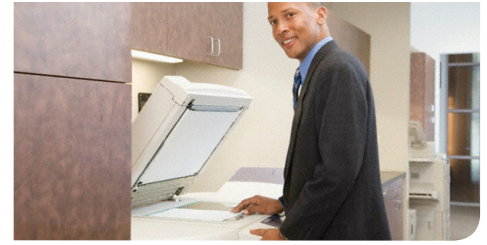
Office Solutions



Digitally Manage, Distribute and Store your Paper Documents in a Simple, Secure Way

The **IKON DocSend®** Server simplifies document distribution and management of paper-intensive businesses. With its interactive and intuitive user interface, the document capture and distribution solution allows you to quickly and easily convert paper documents into digital files then securely manage, distribute and store the files more efficiently. Its flexible framework also is cost-effective and provides a high return on investment because it supports all industry-standard modes and seamlessly connects to all Ricoh multi-functional peripherals (MFPs).





IKON DocSend Server offers incredible flexibility for capturing and distributing documents.

Scan to Microsoft Word, Excel or PDF Quickly and Easily

IKON DocSend Server offers incredible flexibility for capturing and distributing documents. Any file can be quickly captured and converted into a Microsoft® Word, Excel or PDF file for editing, reformatting or distributing. This powerful functionality eliminates the need to re-type documents that are only available in paper format, saving you time and resources.

Capture and Distribute Documents Safely and Securely

The IKON DocSend Server can be fully integrated into your existing business infrastructure easily, allowing you to capture and distribute documents internally or externally via e-mail and fax. It also allows you to store them on shared drives or upload the files to document management systems. In addition, the solution provides powerful document distribution capabilities with state-of-the-art security measures by using your existing corporate authentication schemes to get the same protection and audit trail as sending e-mails from your desktop using Microsoft® Exchange or other e-mail applications.

Take Advantage of Your MFP's Touch Screen

The IKON DocSend Server leverages your MFP's LCD panel for a complete thumbnail preview. The intuitive touch screen allows you to walk through each step of the scan, email, file and distribution process for multiple documents in their desired formats, eliminating the need for you to go back to the source material on your desktop to make the necessary changes.

Benefit from Advanced Scanning and Editing Features

With the IKON DocSend Server, you can meet any job requirement by changing your scan settings to accommodate different page types (e.g., single, duplex and rotation), resolutions and color modes.

Make Previewing and Editing Thumbnails Simple and Fast

Eliminate any last minute errors by previewing document thumbnails and making changes in a snap as often as necessary.

Capitalize on Easy Administration of MFP Clients

Installing, configuring and managing MFP clients takes three simple steps with the IKON DocSend Server, saving you time, resources and money. Once the software is installed and configured for your environment, any MFP client that is registered to the licensed Windows® server can be easily added to the list of centrally managed MFPs. As your business requirements change, the flexible system allows you to easily register additional MFPs or remove idle engines.

Achieve Maximum Federal Compliance using Powerful Authentication Features

The system's powerful sender authentication and audit trail features keep you in compliance with all Federal regulations. The solution allows you and your employees to utilize your enterprise log-in IDs and passwords on the copier LCD panel. The server then authenticates your credentials before allowing you access to the destination screen. Once your log-in has been verified, your e-mail address appears in the "from" field and a copy of the message is stored in your Sent Items folder in Exchange. You even can ask for "Read & Delivery Receipts," so no anonymous e-mails can be sent throughout your organization.

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Print to Win

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