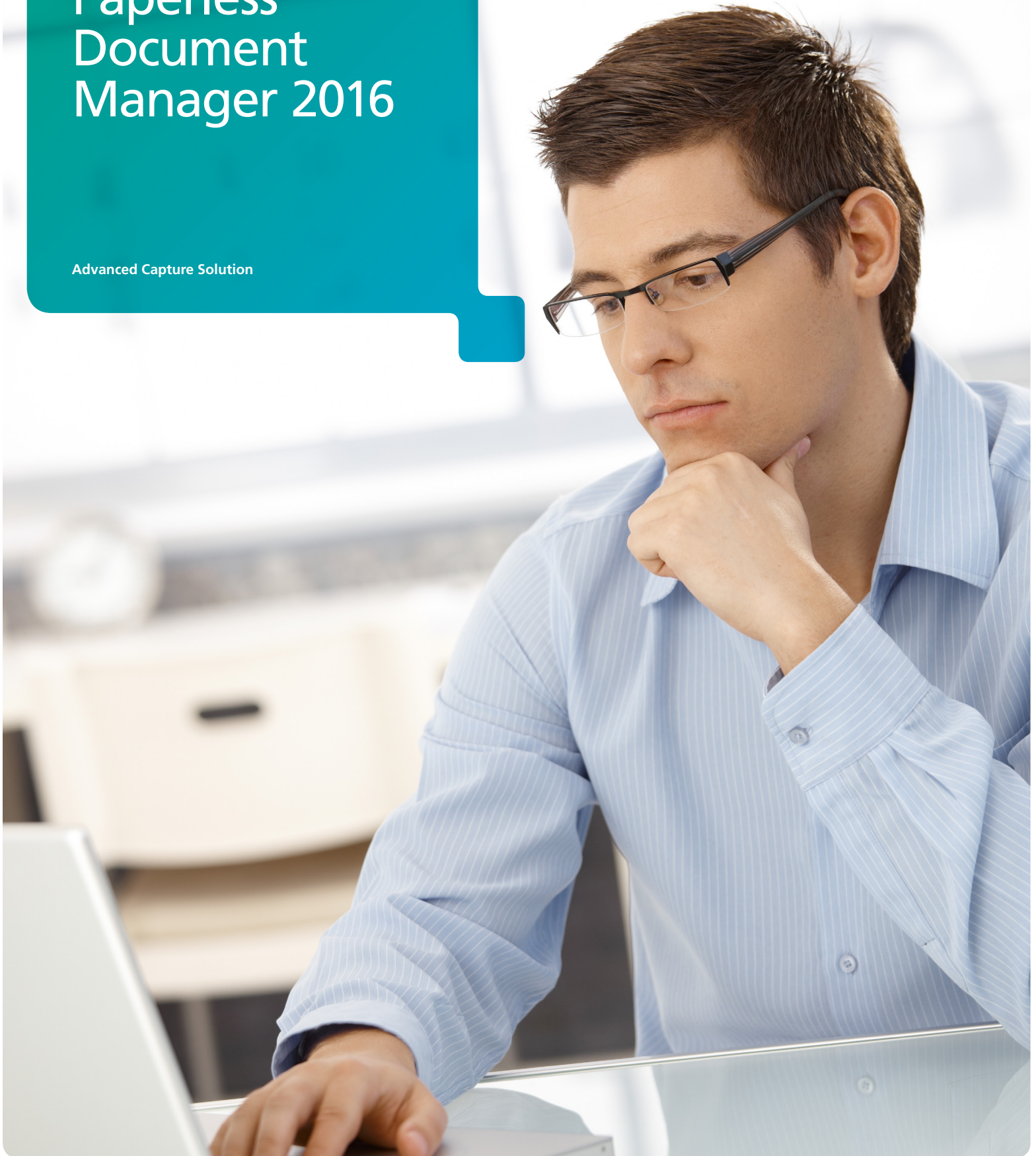


Personal Paperless Document Manager 2016

Advanced Capture Solution

RICOH
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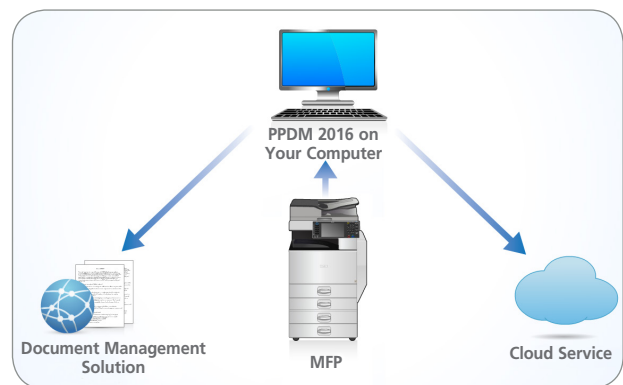


Transform information into action

You can find information anywhere, whether it's in file cabinets, inboxes, smartphones, online or in the Cloud. But can you use it the way you want, when you need it most? Use Personal Paperless Document Manager 2016 (PPDM 2016) to transform any document or image into a customizable file that you can edit, enhance and share with incredible speed and convenience from your desktop. Move information from paper and digital files directly to your favorite Cloud applications or everyday enterprise content management systems for faster, easier and more reliable collaboration using the formats you and your audience prefer. It's easy to install and affordable to manage. With PPDM 2016, you now have a single way to scan paper, create PDF files and access, view, edit and convert files right from your desktop to share in the Cloud.

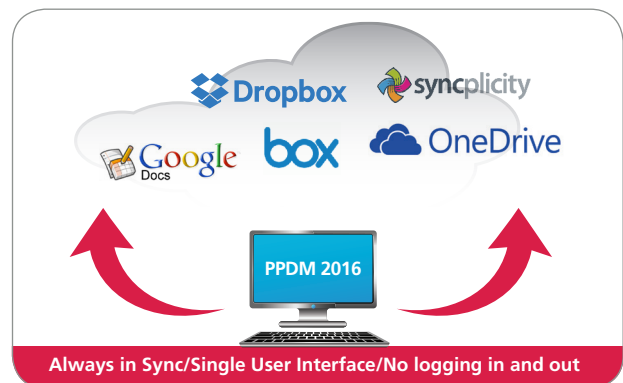
Make information more powerful

There are many ways to share information. But why struggle to figure out which way is best when you can manage every document — in every format — using a single solution? When you leverage a Ricoh or any third-party multifunction device or scanner with PPDM 2016, you can scan documents and convert them to common formats such as Microsoft Word® or Excel® in moments from your desktop. Take advantage of convenient drag-and-drop tools to move files between folders, Cloud applications and other locations without needing to revisit the original form or application. PPDM 2016 transforms even static documents into actionable information with fewer hassles and less cost. Use it to edit, annotate, redact, highlight and more and make information more relevant and compelling. You can even use your voice to add text using Dragon Notes.



Transform complex into compelling

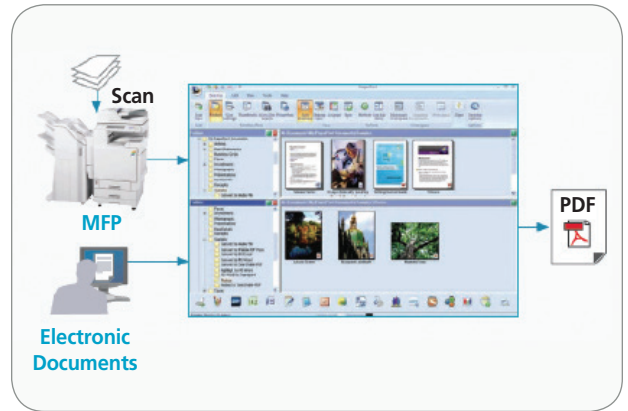
The paperwork piled high atop your desk has dwindled. Today, you gather information from a wider range of sources, including digital images and audio. Take advantage of PPDM 2016 software to merge all of it instantly into your format of choice without investing in expensive servers, Adobe® Acrobat® enterprise software or IT support. You can install the software yourself and use it immediately. For example, you can transform hardcopy notes into a PDF file that can be edited by others when you share it. Use your smartphone to take photos of the whiteboard, turn it into a PDF, add your own comments and distribute it digitally. You can even convert an MS Word® or PowerPoint® file into MP3 format and listen to it on your way to lunch.



Access more information with less paper

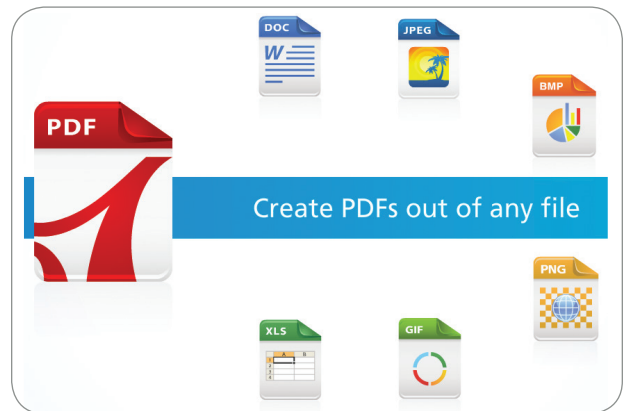
Be more productive with the Cloud

It doesn't matter where you are — only where your information is. Access files and share them from anywhere when you use PPDM 2016 with some of the most popular Cloud-based applications — including Box, Google Docs™, Evernote®, Dropbox and more — or with web-enabled content management solutions such as SharePoint®. Use it to stay productive on long commutes, client visits, plane trips and other locations when you're not connected to your company's network but want to collaborate and share critical information in real time. Manage XPS, Word, Excel, PowerPoint, JPG, BMP and other files with ease without carrying stacks of paperwork everywhere you go. Organize information in more than 150 different formats and view them as large thumbnail images for fast, convenient retrieval.



Share what you want, protect what you need

The best information only helps if you have it when you need it most. Turn content on paper into data and simplify the search and retrieval process with advanced Optical Character Recognition (OCR) capabilities via built-in OmniPage Professional workflows. Add metadata to PDF 1.7, PDF/A, MDF-MCR and other file types, so you can search and access data in moments from popular ECM systems and other storage locations. Search through groups of scanned hardcopies, PDFs, digital images and more — even bookmarks and comments — without opening them. In addition, you can add encryption and passwords and mask specific text to protect files with sensitive or confidential information.



Unleash your collaborative powers

You worked hard to gather and create important information. Now, you want to share it with others. Why waste time recreating it in a new format? Create PDFs and repurpose Microsoft Word, Excel and PowerPoint files, so you can make edits without compromising formatting — including complex columns, tables and graphics — or recreating the information from scratch. Convert documents into popular graphic formats including JPEG, TIFF, GIF and more. Each PDF is about 8 times smaller than conventional PDFs for easy distribution with fewer delays. With PPDM 2016 file conversion, transfer and sharing in the Cloud will not task valuable IT resources supporting server installations or integration. Documents can easily be dragged and dropped into various Cloud applications, repositories and network folders — eliminating the need to impact mail server bandwidth.



Personal Paperless Document Manager 2016

SPECIFICATIONS

PPDM 2016 Software Components

- Desktop Module 14
(PaperPort Professional 14.6)
- OCR Module 19
(OmniPage Professional 19.1)
- PDF Module 9
(Power PDF Advanced 1.2)
- DesktopDelivery SE 11.5

Operating System Support

- Microsoft Windows 7 (32-bit and 64-bit)
- Microsoft Windows 8 (32-bit and 64-bit)
- Microsoft Windows 8.1
(32-bit and 64-bit)
- Microsoft Windows 10 (32-bit and 64-bit)
- Supports Microsoft Office 2016

Minimum System Requirements

- Single-core processor (mobile or desktop), multi-core processor is recommended for advanced performance.
- Internet browser application
- 1 GB memory (2 GB or more is recommended)

- 1.5 – 2.5 GB free hard disk space for application files, plus additional 1 GB working space during installation. If the system is not up to date and the installer has to update it, additional disk space may be required, up to 1 GB.
- 1024 x 768 pixel color monitor with 16-bit color or greater video card
- DVD-ROM drive for installation
- Windows compatible pointing device
- Sound card and speaker for reading text aloud
- 2 Megapixel digital camera with auto-focus or higher for digital camera text capture
- Web access is needed for online product activation, obtaining live updates for the product and Scanner Wizard database updating.
- Web access is also needed for using Nuance Cloud Connector, Evernote, and Dropbox features of the product.

Cloud Connectors

- Nuance® Cloud Connector with Network Windows Drive
- AT&T Synaptic StorageSM
- Caringo® CASTM

- EMC® Atmos™ Online
- Amazon S3™
- Google Docs™
- Nirvanix™
- Mezeo™
- Windows Azure™
- Box
- OneDrive®
- OpenStack®
- PEER 1 CloudOne™
- Rackspace® Cloud Files
- WebDAV
- File Share Server
- FTP

OmniPage Connectors

- Evernote
- Dropbox
- Integration with SharePoint, 2003/2007/2013
- Integration with OpenText® eDocs®
- Integration with Autonomy Interwoven iManage™
- ODMA
- FTP