

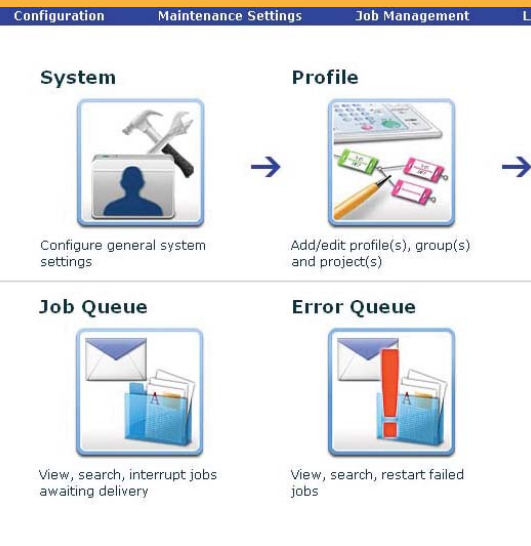
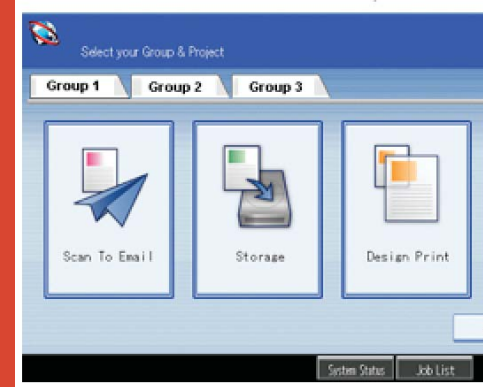
GlobalScan™ NX Office Edition
Capture & Distribution Solution
Energize Critical Workflows

RICOH

convenient



GlobalScan NX



easy

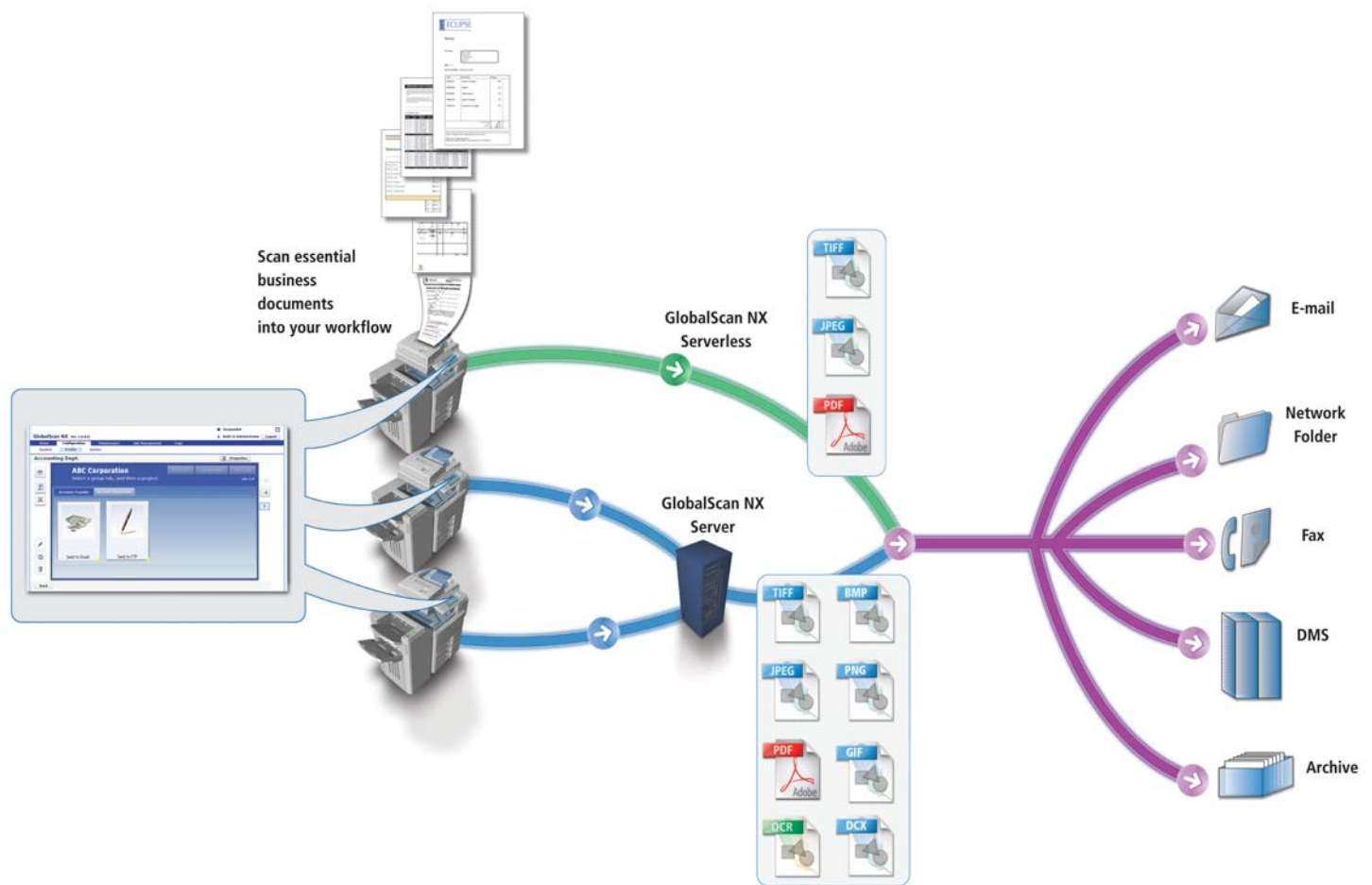
intelligent



Ricoh GlobalScan™ NX Office Edition

Control Documents Easily and Efficiently

Maintaining precise control over the flow of paper and electronic documents can improve productivity and profitability in any organization. RICOH® GlobalScan NX Office Edition makes it easy with an essential set of tools for document scanning, distribution and management. Accessible right from the touchscreen display of Ricoh multifunction products (MFPs), this flexible software enables users to integrate paper documents into electronic workflows, automate complex document processes, reduce the risk of errors and ramp up enterprise efficiency.



With GlobalScan NX Office Edition, any organization can create customized workflows that deliver scanned files to multiple destinations – automatically.

ScanDistributeManageImprove

Next-Generation Scanning

With GlobalScan NX Office Edition, incorporating paper documents into electronic workflows is fast, easy and automatic — which makes a significant impact on enterprise productivity.

- Scan hardcopy originals directly into digital document environments, including e-mail and fax applications, network folders and archives.
- Integrate files into industry-leading enterprise document management (EDM) systems, right from the MFP.
- Accommodate workflows in virtually any business environment. Track and capture invoices, purchase orders, bills and other critical documents in small businesses or larger enterprises.
- Create specialized scanning workflows to automate distribution of important business documents, streamline communications among branch offices and reduce the risk of manual errors.
- Send incoming faxes directly to a network folder for digital distribution with built-in fax routing — without a fax server.
- Expect easy integration with existing IT platforms, which helps lower setup costs.

Convenient, Customizable Interface

The centerpiece of GlobalScan NX Office Edition is a clean, colorful graphical user interface (GUI) that can be customized to suit your specific needs.

- Use the interactive icons for one-step “select-and-go” scanning functionality. Icons can be customized to send scanned files to specific destinations with preset formatting and embedded indexing data for convenient search and retrieval.
- Customize the user interface with point-and-click configuration tools. Just drag and drop icons to create predefined fields for capturing metadata and establish unique rules for distributing scanned files.
- Enjoy the user-friendly design. Features include larger buttons with helpful text and images, and preset configurations that can be recalled at the touch of a button. The size and location of buttons are customizable, which helps improve usability.

Two Powerful Configurations

GlobalScan NX Office Edition is available in server-based and serverless versions, so organizations can find the right match for their existing IT infrastructure.

- Choose GlobalScan NX Serverless to streamline document workflow in smaller offices. This configuration offers excellent value and helps reduce total cost of ownership (TCO) because there is no server to buy or maintain.
- Select GlobalScan NX Server for larger scanning environments. Advanced image processing features include OCR and extended PDF. The Business Server edition accommodates up to 32 scanning devices.



The user-friendly interface simplifies the process of creating unique workflows that can be accessed with a single button.



Entering metadata adds a layer of indexing to scanned files so it is easy to search and retrieve documents after they reach their destination.



Server-based and serverless versions allow GlobalScan NX Office Edition to integrate easily in a wide range of IT environments.

Ricoh GlobalScan™ NX Office Edition

Specifications

GlobalScan NX — Serverless

Computer for Installing AdminTool

Main Unit:	PC/AT compatible
CPU:	Pentium 4 1.5 GHz or faster recommended, RAM 1 GB
Hard Disk Space:	600 MB for software, 1 GB for data
Operating Systems:	Microsoft Windows 2000, XP, Server 2003, Vista
Web Server:	Built-in Web Server Microsoft Internet Information Services 5.0, 6.0
Network Protocol:	TCP/IP*
File Formats Supported B/W:	TIFF (MMR, single/multi-page), PDF (single/multi-page)
Grayscale/FC:	JPEG, PDF (single/multi-page)

GlobalScan NX OE — Server

Computer for Installing GlobalScan NX Server Application and AdminTool

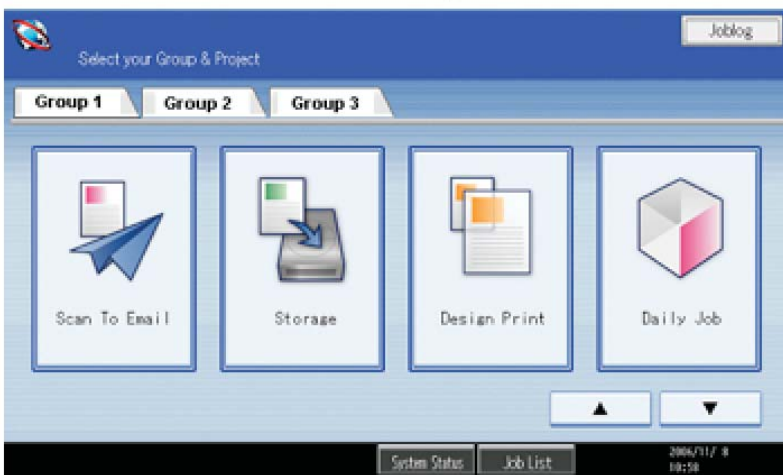
Main Unit:	PC/AT compatible
CPU:	Pentium 4 2.4 GHz or faster recommended, RAM 1.5 GB
Hard Disk Space:	600 MB for software, 1 GB for data
Operating Systems:	Microsoft Windows 2000 Server, Microsoft Windows Server 2003

Web Server:	Built-in Web Server Microsoft Internet Information Services 5.0, 6.0
Network Protocol:	TCP/IP*
File Formats Supported** B/W:	TIFF (MMR/MR/MH/uncompressed, single/multi-page), TIFF-F (MMR/MR/MH, single/multi-page), BMP (uncompressed), PNG, GIF, PDF (single/multi-page), High Compression PDF (single/multi-page), DCX (single/multi-page)
Grayscale/FC:	JPEG, BMP (uncompressed), PNG, GIF, PDF (single/multi-page), High Compression PDF (single/multi-page), TIFF (uncompressed, single/multi-page)
Available Authentication:	NT Authentication, Active Directory (Microsoft Windows 2000/Microsoft Windows Server 2003); LDAP Authentication, Active Directory (Microsoft Windows 2000/Microsoft Windows Server 2003); Novell Directory Service; OpenLDAP 2.0; Lotus Domino 6.5, 7.0

Mail Server:	Microsoft Exchange Server 2003, 2007; Postfix; Lotus Domino 6.5, 7.0
LDAP Server (Address Book):	Microsoft Active Directory (Microsoft Windows 2000/Microsoft Windows Server 2003); Microsoft Exchange Server 2003, 2007; Lotus Domino 6.5, 7.0; Novell Directory Service; OpenLDAP 2.0
Windows Shared Folder:	Shared folders on a network computer; Windows shared folder; NetWare 6.x FTP server; Microsoft Internet Information Services 5.0 (on Microsoft Windows Server Operating System)
Scan-to-FTP:	WebDAV server compatible with RFC2518
Scan-to-WebDAV:	

*It is also possible to install AdminTool on the operating systems listed above that run on VMWare ESX Server 3.0

**All PDF formats can be searchable PDF (image plus text format) and password protected PDF



GlobalScan NX Office Edition features a clean, intuitive and easy-to-navigate user interface that simplifies job setup.

RICOH
www.ricoh-usa.com

Bringing Ricoh Value to Your Organization

Ricoh technology offers a diverse portfolio of solutions to help your organization stay competitive and move ahead. Let Ricoh show you how to empower your business to improve critical processes, keep information secure, ensure compliance and promote environmental sustainability while reducing the total cost of ownership.

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