Savin Storage and Management Solutions

Storing and managing information in the workplace has never been a bigger challenge. With companies struggling to keep track of both paper and electronic files, sound document management solutions are becoming a critical element to ensuring compliance and helping offices work efficiently. In addition, many companies lack the proper infrastructure to support a collaborative environment, which is essential to compete in a global marketplace.

Fully Integrated With Your Existing Office

To accommodate the growing need for reliable document storage and management strategies, Savin Document Solutions and Services has developed a suite of solutions that enhance your network capabilities while leveraging your existing hardware investment.

Savin storage and management solutions help your IT staff better manage document flow while reducing the risks and physical storage constraints associated with paper filing. Unlike using e-mail servers or other in-house methods, these solutions are specifically designed to accommodate your need for sophisticated document archiving and storage.

Easy search and retrieval mechanisms aid compliance and enhance security initiatives. In addition, hosted solutions offer an alternative to the expense of IT infrastructure and IT staffing needs for in-house storage methods, while providing a searchable, centralized repository.

On-Demand Document Storage

KEY INDUSTRIES INCLUDE:

- Legal
- Financial Services
- Real Estate
- Shipping

For a cost-effective, low-risk method of electronic document conversion, storage and management, Savin provides on-demand application service provider (ASP) solutions in a secure, hosted environment. With Savin-hosted solutions, you can manage and share documents inside and outside your corporate firewall without changing internal security policies. Off-site electronic document storage also allows for disaster recovery options. In addition, the ability to perform full-text searches and retrievals of scanned images improves compliance and archiving efforts. By combining industry-leading security with powerful document management and collaboration features, your employees, customers, vendors or other groups can access a secure document repository for storing, sharing, retrieving and tracking documents from remote offices using a web browser interface. Perfect for companies that manage large amounts of paperwork, Savin's simple, secure file storage and sharing solutions reduce required storage space and paper-handling costs.

Document Archiving

Integrating seamlessly with MFPs, faxes and scanners, Savin provides electronic document-archiving solutions for departments and workgroups. These solutions capture, scan and automatically index documents for secure, in-house storage and fast retrieval and can work independently or as an on-ramp to larger, enterprise-wide content management systems.

Acting as a centralized document repository, Savin document-archiving solutions integrate with Microsoft Outlook and provide full-text and keyword indexing for easy document searches and retrieval. Stored documents can be shared within workgroups or remote offices through web access to increase collaboration. For international offices, you can store multi-lingual documents with OCR support. In addition, access controls can be adjusted to restrict documents and aid compliance efforts.

Enhancing business continuity, files are easily retrieved and document-retention scheduling can be set up automatically. Savin document-archiving solutions also allow for reliable back-up and disaster recovery. Additionally, Savin partners with multiple vendors so you can choose the appropriate back-up solutions for your business. Document-archiving solutions offer input utilities that enable integration with third-party document capture and indexing software applications and can even integrate into established workflow processes for e-mail back-up and compliance.

Personal Document Management

For efficient file organization and retrieval for virtually any company or industry, Savin offers personal document-management solutions that help you organize desktop files using folders, thumbnail views and keyword searching. You can also combine a variety of document formats and print them together. With these solutions, you can easily convert files to PDF and share them with colleagues or customers for improved collaboration.

Cost-effective Document Management Solutions

Savin's affordable storage and management solutions are a great answer for small- and medium-sized businesses or for departments within larger organizations. Particularly helpful if you manage large amounts of invoices, POs, contracts or other documents, these solutions can help your company dramatically improve workflow while reducing the risks associated with document storage and management. Additional benefits include:

- Automatically store and manage documents inside and outside your corporate firewall without changing internal security policies

- Allow for disaster recovery with off-site electronic document storage

- Easily retrieve scanned images using categories, criteria, full-text and keyword indexing to improve archiving and compliance

Document
**Solutions & **
Services

- Enhance collaboration using online tools for storing, sharing, retrieving and tracking documents

- Reduce the need for physical storage space

- Cut storage and paper-handling costs

- Improve organization of documents

- Increase collaboration with advanced document management features, such as versioning and audit trails

- Share stored electronic documents within workgroups, departments and remote offices

- Automate document retention to alleviate unecessary document storage

- Reduce in-house IT staffing requirements

- Store millions of pages with scalable solutions that grow with your company

About The Document Solutions & Services Division (DSS)

The Document Solutions & Services Division (DSS) of Savin is leading the industry with a portfolio of solutions that transform paper documents into information that easily integrates into existing business workflows to measurably improve document workflow efficiencies. DSS is committed to creating new "document-centric" customer value that will revolutionize how individuals and businesses use digital and paper-based information.

DSS offers a complete package of products, services and support programs to all our channels, comprising of direct and indirect operations under the Ricoh, Savin and Lanier brands.

About Savin

Savin's broad line of award-winning products helps customers succeed in finding the right document-management system to meet their needs, delivering solutions and services that increase efficiency, reduce cost, and improve document workflow. Savin's solutions include digital multi-function products (color and monochrome), printers (color and monochrome), multi-function facsimile, scanners, digital duplicators, wide-format systems, as well as a full range of software applications for printing and document management. Savin is a brand of Ricoh Americas Corporation, based in West Caldwell, NJ.

For more information on Savin products, visit www.savin.com