Ricoh Products and Services Can Help Your Organization Become More Sustainable

Sustainability and workplace productivity shouldn’t be mutually exclusive. With the right partner, processes and technology, you can take charge over your environmental impact while giving your people the tools they need to do their jobs well.

Our broad portfolio of printers, multifunction devices, AV products, software and services can save paper, reduce energy consumption and keep reusable materials out of landfills. Ricoh products are designed to promote environmental sustainability and distinguish themselves in the productivity benefits they provide. So while you elevate your organization’s sustainability efforts, you can also enhance productivity and even lower your costs.
Modernize Printers

- Enjoy built-in advanced energy management features — such as Sleep Mode and Quick Start-Up
- Utilize the Smart Operation Panel with built-in green printing awareness reporting
- Use energy efficient toner

The U.S. Environmental Protection Agency (EPA) has recognized Ricoh as a ENERGY STAR® Partner of the Year (2016-2017)

Use Digital Processes

- Reduce carbon footprint with digital mail delivery
- Reduce paper and junk mail
- Replace paper records with digital files
- Use electronic processes for data and photos

Electronic-only filing can decrease paper storage space in an office by half over five years — saving nearly 8% in office operating costs*


Create a Sustainable Workplace

- Reduce the need for print output with electronic projected visuals and digital collaboration hardware
- Increase productivity, bring people together and reduce the CO2 impact of travel with video teleconferencing devices
- Collaborate with Ricoh to meet sustainability mandates and discover ways to conserve energy and resources
- Access needed IT capability from green data centers that apply environmental best practices

By 2020, 50% of the workforce will be working from non-traditional locations*


Print Efficiently

- Make eco-friendliness the norm with print rules
  - Force Duplex, Toner Saving Mode, Automatic Job Routing
- Reduce waste caused by printing mistakes with Secure Document Release
- Reduce non-work related prints and increase accountability with User Tracking, Reporting & Charge-back
- Reduce waste caused by abandoned prints with convenient Mobile Printing
- Use energy efficient MFPs to print from legacy host systems
- Reduce output that is ultimately discarded with Digital Job Submission and digital proofing
- Measure changes in environmental impact against goals using Green Reports and metrics for CO2 impact
- Leverage on-site best practices for sustainable copy/print operations
- Understand paper and approximate power consumption and their impact on costs and CO2

U.S. offices could reduce annual paper use by 20% by increasing double-sided copying (duplexing)*


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Becoming Sustainable

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Becoming Sustainable

Ricoh technology can help you save paper and energy in many areas of your day-to-day operations. From print processes to digital workflows to facility design and optimization, we can help you discourage waste and meet environmental initiatives.

Modernize Printers

Many Ricoh devices deliver superior energy performance by adopting unique technologies and features — such as Quick Start-Up (QSU), energy efficient toner and low Sleep Mode electricity consumption. Ricoh has been a strong supporter of ENERGY STAR®, and we strive for “practical” energy performance to achieve the ENERGY STAR qualification while maintaining ease of use.

Ricoh is a charter member of the EPEAT® (Electronic Product Environmental Assessment Tool) program — a comprehensive environmental procurement standard (IEEE 1680.2) for imaging equipment that helps customers identify greener products through the rating of various environmental attributes. This includes energy efficiency, materials selection, indoor air quality and various take-back programs.

Print Efficiently

Sustainability and workplace productivity can, and should, go hand-in-hand. A green technology infrastructure can give you the tools to solve your workplace printing challenges while reducing energy usage and resource waste. We understand how easy it is for an unmanaged print fleet to generate significant waste. Taking control over your devices and practicing environmental stewardship can be difficult if you don’t know exactly where the problems are — and how to fix them. Ricoh’s intelligent hardware and software can help you make the most of your print infrastructure, giving you powerful capabilities such as Device Usage Reporting, User Tracking & Charge-back, Rules-based Printing and more.

Ricoh print solutions can help you extend environmentally friendly printing to everyone — including mobile employees and guests. Mobile friendly capabilities — such as Secure Document Release — help provide flexibility while combating potential energy, paper and toner waste.

Active print management can cut your office print costs by 10% - 30%.

Use Digital Processes

Moving from paper to digital is a great way to reduce your environmental impact — but if you lack an efficient way to get the job done, you might face a number of challenges along the way. Ricoh’s comprehensive technology can help you go green by going digital — enabling seamless document conversion, high-quality image capture, paperless file storage, digital collaboration and more.

A comprehensive sustainability improvement plan takes into account many kinds of processes that rely on paper. Ricoh solutions give you the tools to capture, classify and route various data formats to where you need them. From digital delivery of mail to paperless accounting processes to enabling electronic signatures to be captured in the field, we can help you create an efficient digital workflow that saves paper, saves energy or both.

Create a Sustainable Workplace

Improving sustainability goes beyond just your documents and print processes. Ricoh can help you reduce your overall environmental impact through changes in your workplace — from transforming meeting and conference spaces to reducing discarded handouts with digital presentation technology. Video collaboration between remote offices or with customers can reduce a portion of required travel and its associated CO₂ impact.

In addition to helping customers meet sustainability mandates and discover ways to conserve energy within their facilities, Ricoh is delivering data center computing capacity and IT services from facilities that employ sound environmental practices. Take advantage of our unique sustainability offerings, uncover savings and distinguish your business as a leader — all while driving sustainability for our future.

40% or fewer respondents perceive strong senior management support for key platforms that enable employee mobility

41 days — The amount of time a single invoice can require for processing in a manual, paper-based environment

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4 Addressing Information Gridlock, an IDC InfoBrief commissioned by Ricoh, July 2015.
## Products and Services for Sustainability

### Hardware

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<tr>
<th>Product</th>
<th>Description</th>
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<tr>
<td>ENERGY STAR Certified and EPEAT Rated MFPs with Smart Operation Panel</td>
<td>Enhance productivity and sustainability with an informative interface and advanced energy saving features.</td>
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<td>Projectors</td>
<td>Give high-quality digital presentations with projectors designed to meet the needs of all kinds of environments.</td>
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### Software

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<td>Assessment &amp; Cost Recovery</td>
<td>Gain the tools to understand and optimize users’ printing habits, reduce waste and increase accountability.</td>
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<td>Mobile Printing</td>
<td>Empower your mobile workforce so they can contribute to your workflow faster, without tedious workarounds.</td>
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<td>Production Print</td>
<td>Request production print jobs with an easy-to-use web platform that gives you better control over print options.</td>
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<td>Distributed Scanning</td>
<td>Go from paper to digital with efficient hard copy capture, OCR capabilities and scan to workflow processes.</td>
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<td>Unified Communication System (UCS)</td>
<td>Provide real-time interactive audio and video communication via the Internet and help reduce travel.</td>
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<td>Interactive Whiteboard</td>
<td>Customize presentations with remote image sharing, smooth handwriting tools and intuitive editing features.</td>
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<td>Secure Document Release</td>
<td>Help keep printed information in the right hands with features like pull printing and user authentication.</td>
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<td>Variable Data, Host Printing, Form Printing</td>
<td>Enable professional laser output from back-office and host systems for a reduced IT burden.</td>
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<td>Device Management</td>
<td>Automate many of the tasks necessary to effectively manage your device fleet and speed up IT response times.</td>
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<td>Document Management</td>
<td>Take unstructured data in multiple formats and organize it so that it’s accessible and searchable.</td>
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Becoming Sustainable

Centralized Scanning
Extend the capture of data and images to those in the field and in remote offices with batch scanning processes.

Advanced Faxing
Send faxes efficiently without high telephony costs by leveraging email, MFPs and back-end applications.

Managed Print Services
Optimize your print processes, environmental impact and cost of operation.

Intelligent Delivery
Combat mail delivery challenges, shorten delivery times and bring postal and digital mail together.

Capture, Conversion and Digitization Services
Choose Ricoh to convert your hardcopy documents, images and legacy formats to digital files.

AP/AR Solutions
Offload the burden of day-to-day AP and/or AR management for improved productivity and optimized information.

Facilities Management Services
Discover opportunities to optimize your workspace, enhance mobility, reduce costs and increase engagement.

Analytics/Integration
Configure and inventory assets, determine device usage and eliminate manual data entry.

eForms
Design forms easily, utilize approval routing and eliminate the costs of pre-printed forms.

Copy/Print Services
Utilize efficient on-site and off-site copy and print services with sustainable environmental practices built right in.

Records Management Solutions
Harness the value of important information with efficient records conversion, storage, access and control.

Workflow Automation Services
Reduce manual data entry and speed up your workflow with automated document routing processes.

Workplace Collaboration Services
Connect your people with interactive whiteboards, portable video conferencing, digital signage and more.

Data Center Services (mindSHIFT)
Leverage IT services from hosting to disaster recovery in an environmentally responsible data center.
# Guide to Products & Services

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• Analytics/Integration Software  
• Workflow Automation Services |
| | Send and receive faxes without generating waste by enabling communication between desktop computers, fax machines, MFPs and other devices | • Advanced Faxing Software  
• Workflow Automation Services |
| | Replace hardcopy signatures and forms with digital processes | • eForms Software  
• Workflow Automation Services |
| | Enjoy completely digital accounting processes | AP/AR Solutions |
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