

# features at a glance

- Centralise management of multiple types of information
- Powerful workflow tool to automate business processes
- Complete auditing and security controls
- Manage information assets throughout their life cycle
- Seamless integration with Microsoft Windows®, Office® and SharePoint®



## Laserfiche®

## RICOH

A complete Enterprise Content Management Solution that helps organisations operate more efficiently

### Laserfiche®

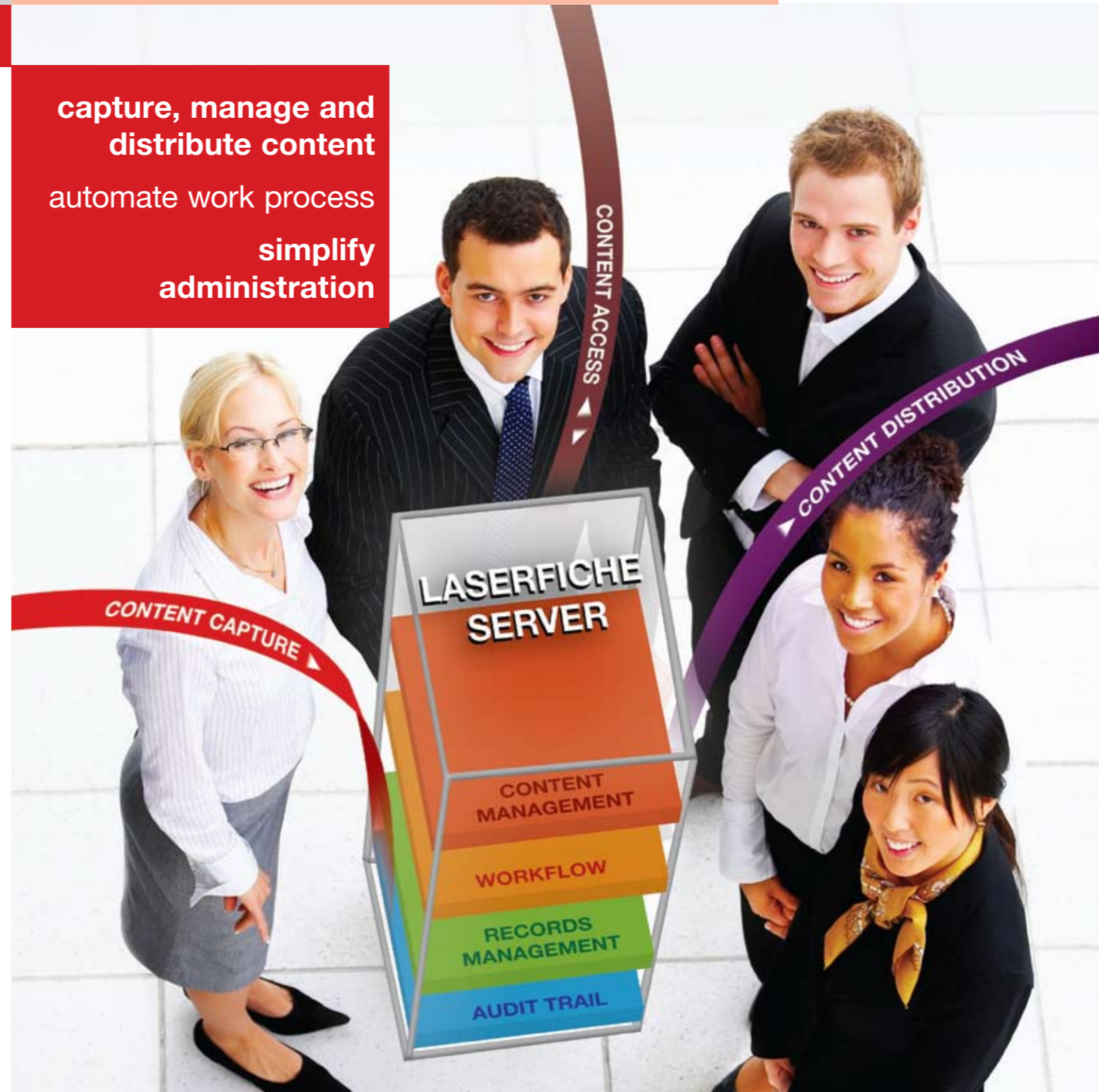
### SPECIFICATIONS

LASERFICHE SERVER REQUIREMENTS	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
CPU	1.8 GHz or faster	Dual core processor
Memory	2 GB RAM	4 GB RAM or more
Operating system	Windows XP (Service Pack 2 or later) Windows Server 2003 (Service Pack 1 or later) Windows Server 2003 Release 2 Windows Vista Windows Server 2008	Windows Server 2003 (Service Pack 1 or later) or Windows Server
Database engine	MSDE (Service Pack 3) Microsoft SQL Server 2000 (Service Pack 3) Microsoft SQL Server 2005 Express Edition (Service Pack 2) Microsoft SQL Server 2005 (Service Pack 2) Oracle 9i Release 2 (9.2.0.6) Oracle 10g, Oracle 11g	Microsoft SQL Server 2000 (Service Pack 4) Microsoft SQL Server 2005 (Service Pack 2) Oracle 9i Release 2 (9.2.0.6) Oracle 10g, Oracle 11g

LASERFICHE CLIENT REQUIREMENTS	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
CPU	700 MHz or faster	1 GHz or faster
Memory	128 MB RAM	256 MB RAM or more
Operating system	Windows XP (Service Pack 2 or later) Windows Server 2003 (Service Pack 1 or later) Windows Vista Windows Server 2008 Windows 7	
Web browser	Internet Explorer 6.0	

LASERFICHE SCANNING REQUIREMENTS	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
CPU	1 GHz or faster	2.4 GHz or faster
Memory	256 MB RAM	1 GB RAM or more

capture, manage and distribute content  
automate work process  
simplify administration



## RICOH

**Laserfiche**  
Authorized Reseller

1011-ECM-LF01

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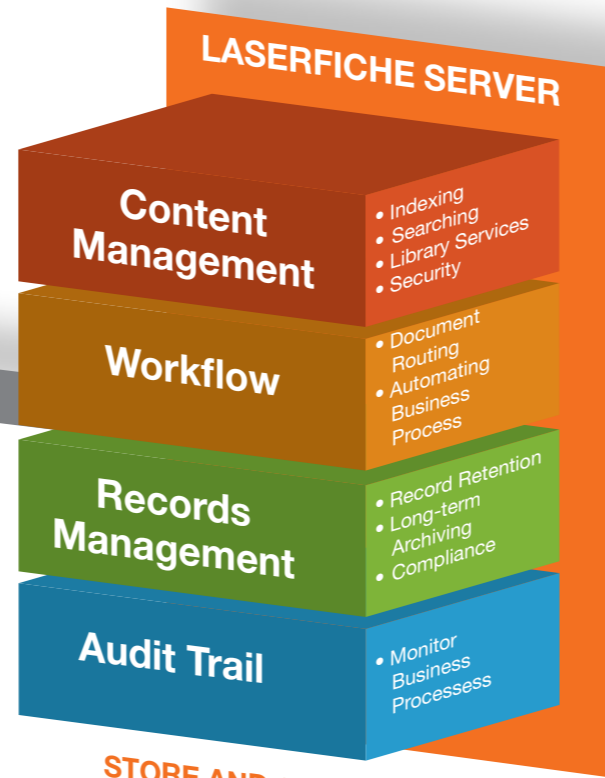


### Winner of the BLI Solutions 5 star award

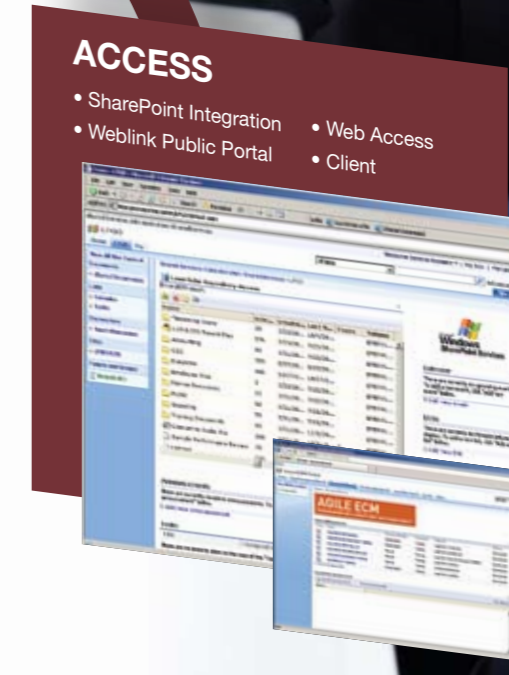
Laserfiche® is a digital archiving solution for MFP's which allows for easy retrieval of documents.

Laserfiche Avante™ and Laserfiche Rio™ systems are state of the art Enterprise Content Management (ECM) solutions designed to support your organisation to operate under a centralised infrastructure. Built on top of the Microsoft® platform, it deploys quickly and easily with flexible scalability to accomodate new users and high-volume repository growth, allowing you to quickly adapt to the fast-changing business environment.

# Laserfiche system – Streamlining Information Flow



- HOW DO I ... ?**
- Capture, share or access information easily
  - Protect documents and records with maximum security
  - Eliminate the need for copying, transport and storage of paper documents
  - Simplify workflow and administration
  - Automate work process within individual departments



## BENEFITS

- Capture and manage all your information**  
Scan paper documents, import electronic documents or convert it into unalterable images – all in a easy-to-use interface. Fully integrated into your existing infrastructure, Laserfiche supports both distributed and centralised capture models and enables your organisation to work with whatever capture methods that suit your needs.
- Integrate information with automated business process**  
With workflow, documents are automatically moved, copied or deleted based on pre-determined rules, while automatic notifications ensure prompt action and simplified supervision. Combined with comprehensive security reporting of Audit Trail, you can assess your business processes to maintain performance comparisons and track document-related activity to improve quality, accountability and productivity.
- Unify records management with your document management platform**  
The US Department of Defense 5015.2-certified records management enables your organisation to track the life cycle of your records and comply with demanding regulatory requirements. The fully integrated Records Management tools lets you reliably manage your information assets in one central, secured repository for your mission-critical records.

- Ensure compliance with regulations**  
Laserfiche provides the tools to comply with the crucial regulations that impact your business, such as SEC, FINRA, Sarbanes-Oxley, HIPAA and other rules. It also gives you the tools to simplify disaster recovery and business continuity planning – allowing you to shorten recovery time.
- Balance access and security**  
Laserfiche's comprehensive security controls let you set and track both access rights and feature rights, as well as redaction tools to protect confidential information.
- Simplify administration**  
Laserfiche is easily deployed, easily managed, easily customized and easily integrated, with support for both Microsoft® and Oracle® database platforms. With open architecture, the tools you need to speed system integration and support for custom application development, Laserfiche® fits smoothly into your existing networked environment without a major investment of programming time.

