RICOH Smart Integration for Legal

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Support more attorneys with new productivity and speed

Improve productivity for your law office by simplifying and automating common document workflow tasks. If you've ever had to scan, email, convert, upload or organize stacks of case files, you know how time consuming these manual tasks can be. RICOH Smart Integration with the Legal add-on empowers you to quickly scan and route your documents to the right place, in the right format and with the right file name. You can also speed up court eFiling processes, achieve Bates Stamping efficiency and enjoy simplified printing from smartphones and tablets.

It's easy to get started: just add the Legal add-on to the RICOH Smart Integration solution of your choice, and you'll unlock even more capability for your MFP within minutes.

Why RICOH Smart Integration with the Legal add-on?

- Improve law firm productivity by automating mundane manual tasks
- Scan directly to local folders, cloud storage services and legal practice management software
- Easily prepare documents for court eFiling in the appropriate file formats and sizes
- Automatically give scanned documents unique identifiers with Bates Stamping
- It's an affordable service that's easy to get started — just add it to RICOH Intelligent MFPs and other models

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Route files to the right place

Simplify manual and time-consuming tasks with automated scanning and routing processes — so you can send your documents to the right destination with the push of a button. Email a delivery receipt to multiple people and store a client record in two systems. Send your documents to a local folder, a cloud account (such as Box™, Dropbox™, Google Drive™, DocuWare® Cloud, ShareFile®, Egnyte™, eFax® and more[1]) as well as SharePoint® or the Zola Suite legal practice management system.

Convert files to the right format

Smart Integration makes it easy to convert hardcopy documents to editable, searchable formats with optical character recognition (OCR). Scanned documents can be converted to various file formats — including Word®, Excel®, PDF and PDF-A.

Retrieve quickly with the right file name

Converted documents are only useful if attorneys and staff can find them later. With Smart Integration, you can organize documents with consistent folder and file naming conventions, as well as document metadata, making it easy to find documents when you need them.

Prepare documents for court

When it's crunch time, the right tools can help you meet deadlines with confidence. The RICOH Smart Integration Legal add-on makes it simple to meet court eFiling guidelines. Scan and convert documents into the appropriate file formats and easily split them into approved file sizes. When you need to apply unique identifiers to documents, digital Bates Stamping can automatically label during the scanning process. Just set the starting number.

Keep staff productive

When time-consuming tasks get in the way of other mission-critical projects, it can impact everyone on the team. If staff is spending too much time on manual document workflow tasks, it's time for your multifunction printer to work harder on their behalf. With automation, you can free up their time for other important projects that better serve the needs of attorneys and clients.

Contact your Ricoh sales representative to ask a question, get a quote or learn about available FREE trial opportunities.

RICOH Smart Integration Service Packages[2]	Base Packages				Add-On Packages		
	Essentials	Connectors	Workflows	Advanced Workflows	Device Enhancement	Legal	Healthcare
Features							
Scan to email	✓	✓	✓	✓			
Convert scanned documents to editable, searchable files	✓	✓	✓	✓			
Print documents from phones and tablets	✓	✓	✓	✓			
Scan to Microsoft 365 (O365) and Google Mail		✓	✓	✓			
Scan from your Ricoh device into your cloud accounts[1]		✓	✓	✓			
Scan to local folders			✓	✓			
Automatically create folders and files with naming conventions			✓	✓			
Route scanned files to multiple destinations			✓	✓			
Route scanned documents using QR codes			✓	✓			
Print documents stored in the cloud at your Ricoh device			✓	✓			
Automatic routing based on document classification				✓			
Scan directly into SharePoint Online with metadata				✓			
Automatic data extraction from scanned documents				✓			
Split scanning jobs into separate files based on page count				✓			
Secured print release from a job queue (or job list)					✓		
Secured device access with user authentication including ID card support					✓		
Device management and status monitoring					✓		
Accounting and Reporting on user and device utilization					✓		
Inbound Fax Routing to a cloud destination[3]					✓		
Digital Bates Stamping						✓	
Automatic file splitting to meet court file size requirements (Court eFile Prep)						✓	
Scan to Legal Practice Management System[4]						✓	
Scan to Electronic Health Records (EHR) System[5]							✓
Patient onboarding and integration with EHR[5]							✓

[1] Supported Cloud accounts: Box™, Dropbox™, Google Drive™, OneDrive®, OneDrive® for Business, SharePoint®, DocuWare® Cloud, ShareFile®, Egnyte™, Rubex by eFileCabinet®, eFax®, eGoldFax™ by GoldFax™
[2] Available for Smart Operation Panel equipped RICOH multifunction printers (Gen 2.0 or later)
[3] Requires a fax module on the MFP
[4] Currently supported Legal Practice Management System is Zola Suite
[5] Currently supported EHR is DrChrono

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