Savin On-Demand Web Services & Professional Consulting

More and more, companies face the growing difficulty of document management and storage. From compliance and risk management requirements to cost reduction initiatives, document-intensive industries are particularly challenged to seek innovative ways to effectively manage documents.

Although technology holds the key to making this process more efficient, not all companies can afford the newest hardware and software needed to streamline document management. In addition, many organizations lack the proper staff to develop and maintain these solutions. So how can you improve these document processes without overspending on IT infrastructure? Savin provides the answer, with on-demand web services and professional consulting — what we call NetSourcing Solutions.

A Portfolio of Services & Solutions

The most agile companies today are using outsourced technology solutions to dramatically improve document management and storage. If your company has document management challenges, Savin Document Solutions and Services can help your company explore alternatives to paper filing, while enhancing security and compliance with a range of hosted applications, software services and IT consulting to help you stay focused on what you do best – your business.

Hosted Solutions

If you are looking for a cost-effective, low-risk method of electronic document conversion, storage and distribution, 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, full-text search and retrieval of scanned images capabilities improve 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 huge volumes of invoices, POs, contracts or other documents, Savin's simple, secure electronic file storage and sharing solutions reduce storage and paper handling costs.

In addition, Savin hosted solutions can be embedded in vertical and horizontal applications for field-specific solutions that require document management and storage.

HOSTED SOLUTION INDUSTRY SCENARIOS

Legal

- Access documents from court
- Share depositions with opposing council

Manufacturing

- Collaborate on design specs with plant and suppliers, R&D

Real Estate / Mortgage

- Share loan applications and closing documents with lenders
- Store listings for agent or customer access

Medical

- Medical office can share with medical billing provider, insurance providers

Human Resources

- Securely store, retrieve and share confidential employee files with worldwide employees and benefits providers

Financial Services

- Share banking documents between branch offices

Document Solutions & Services

Bundled Solutions

Savin integrates with industry-leading document capture vendors as a cost-effective solution for high volume scanning and storage of large volumes of back-file data. By working together as a team with these partners, Savin offers additional powerful options for document management and storage.

Solutions Consulting

Through the Solutions Consulting Group, Savin also delivers Total Cost of Ownership (TCO) consulting that begins with analysis of your company's document workflow, output devices and your unique document processes. We provide a structured, methodical, activity-based approach to address the document lifecycle and all aspects of document management and storage – from form design to the length of time a document is reviewed, as well as the rules around document storage and archiving to address both internal and external compliance issues. We help you establish business processes to ease compliance and we can work with you to design workflow solutions and document management strategies to help you grow and succeed.

A Single Source

It's important to choose an IT partner to fit your business as it grows. Savin's range of flexible NetSourcing solutions deliver access to best-in-class technology without the need for large investments in IT staff and technology infrastructure. Additional benefits include:

• Minimal maintenance

• Full integration with third party document capture solutions

• Scalable solutions that can grow with your business

• Reduced in-house IT staffing requirements

• Cost-effective 24/7 support

About 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