

## Content Central™ Document Management Software

### What is Content Central?

Content Central is a browser-based document management solution designed to help both small businesses and larger enterprises become more productive in the office as it relates to the creation, storage, and distribution of documents and other content. The software application lets users capture, index, retrieve, and manage documents using a standard Web browser.

Once installed on a Microsoft Windows Server platform, Content Central can be accessed from virtually any Windows, Mac, or Unix workstation on the network (LAN or WAN).

Content Central contains a Java-based scanning applet, DirectScan™, which allows users to image paper documents to the Web browser using any TWAIN-compliant desktop scanner. It also provides functionality to upload files of any type using drag-and-drop browser technology.

Users can access the optional *Ricoh Content Central Connector* from display panels on compatible Ricoh MFP devices. This applet lets users perform walk-up scanning and indexing, which is then routed to the Content Central server.

Additionally, Content Central captures electronic files of any type, and integrates with Microsoft Office.

### What business issues does Content Central address?

- As paper costs rise and businesses grow, companies actively seek for ways to make document-management practices more efficient and productive.

- The *Approval Queue* eliminates the inbox and outbox, providing an easy-to-use interface for any number of approval processes, complete with deadlines and e-mail notifications.
- An advanced workflow engine simplifies the routing and manipulation of documents through various business processes.
- One-click editing of documents and other content shortens any form of production cycle.
- A built-in search engine slashes retrieval periods.
- More than one party can view a single document simultaneously from any location.

### What can Content Central offer your customers?

- Automated e-mail notifications keep personnel aware of new document arrivals, approval requests, status reports, and more.
- Security permissions defined at the document-type level, including *Add*, *Edit*, *Search*, *View*, and *Delete*, can be set for users and/or groups.
- Folder and filename rules automatically organize documents on the file system according to their unique index properties.
- Administrator-defined retention policies automatically remove expired content.
- Content Central deploys on a single server. Individual workstations require only a standard Web browser to access the application.
- Users access 24-hour support technicians from a live-chat interface inside the application.

## How to qualify and engage a Content Central opportunity

### Ask the following questions:

- Does your organization have a document-management strategy in place?
- Would you be interested in a method to convert your physical filing areas to a single digital repository that can be accessed from each user's desktop computer?
- Do you know the monthly volume of paper documents generated and filed in each department?
- Would you like to streamline approval processes and accounts-payable activity?
- Would you like to simplify the way documents are distributed among vendors, customers, and personnel?
- Would you like to give management more business information in a shorter amount of time to make higher quality decisions?



Paper documents can be scanned to Content Central using the DirectScan Web-browser scanning applet or the Ricoh Content Central Connector MFP applet.

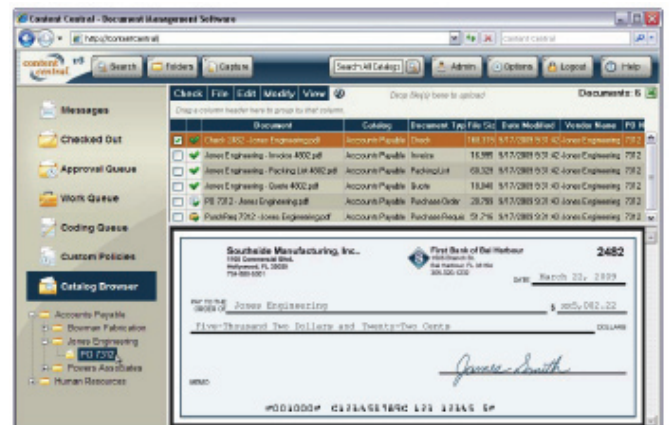
### After you identify an opportunity, a Content Central demo is the next step.

Contact your sales engineer or visit <http://www.ademero.com/demo/> and schedule a live demonstration, providing information about your prospect. Indicate your contact info in the 'already working with' fields.

Also remember:

- Every customer with or without on-site paper storage requirements is a candidate for Content Central.
- Document management is about more than imaging paper documents. It's also about making personnel more productive by having both quick access to the information that drives business transactions and better tools to process and distribute that information.
- Schedule a meeting that includes you, your sales engineer, the customer's purchasing decisionmaker, a manager from the department with the greatest need for the solution, and the customer's IT representative.

For additional information, please visit [www.riohconnects.ca](http://www.riohconnects.ca)



Content Central can be accessed from any local or remote workstation using a standard Web browser. Users have access to only the areas and tools administrators provide.

# RICOH

[www.rioh.ca](http://www.rioh.ca)

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