

Device Safeguard Solutions for Business

Business Information Solutions

RICOH
imagine. change.



From the data centre to the C-Suite, securing documents and data is top of mind. Have you considered how your MFPs could be putting business information at risk?

Does This Sound Like Your Current Situation?

Across industries, businesses continually work to protect their technology systems and data. While it's impossible to eliminate all security risks, there are ways to mitigate them. Yet, when building security strategies and tactics, many organizations have neglected to consider vulnerabilities around their MFPs. How is your business addressing potential MFP-related risks to your business information? Have you explored ways to use your MFP to migrate away from costly and potentially risky paper-based workflows?

Information is always on the move. Find better ways to safeguard it.

We've designed Ricoh Device Safeguard Solutions for Business to help you address both human and digital risks to business information. Ricoh's information capture and storage capabilities empower you to convert paper-based documents into electronic workflows – potentially avoiding some of the most common opportunities for an internally driven breach. In addition, Ricoh MFPs offer safeguarding features to help protect business information stored on your MFPs throughout the document lifecycle.

Your Challenge: Capturing information to automate potentially risky paper-based processes

Our Solution: Paper-based processes drive up printing and storage expenses, hinder information mobility and can expose sensitive information. That's because security and privacy breaches aren't always digital in nature. They can also occur in "old-fashioned" ways – such as someone misplacing paper files or retrieving the wrong hard-copy output from an MFP. Ricoh information capture and storage solutions help you build a more effective "on ramp" into electronic workflows, so you can enhance efficiency while better safeguarding information as it moves throughout your organization.

Your Challenge: Protecting data on the MFPs

Our Solution: The hard drive in any MFP can contain a wealth of data – much of it confidential or otherwise sensitive. Have you ever considered how that business information could be at risk after you decommission a device? Any time you change devices within your environment, you need to ensure that you address those potential risks. With our hard drive removal service, Ricoh makes it easy for you to maintain control over that data at the end of the device's service life. This option enables you to request removal of the MFP hard drive before the device leaves your facility.

Your Challenge: Deleting data from MFP hard drives

Our Solution: For some organizations, simply removing an MFP hard drive at the end of its service life may not be adequate to ensure data security. In these cases, you need a mechanism for overwriting residual data in real time while it is in service so that it cannot be compromised at any point. Ricoh's Data Overwrite Security System (DOSS) accomplishes this.

CAPTURE INFORMATION

STREAMLINE WORKFLOW FOR INCREASED PRODUCTIVITY

- Help protect data by tracking all scanning activity
- Organize documents for easy retrieval
- Create text searchable documents
- Route, share and access with ease

CONTROL INFORMATION

HELP SAFEGUARD DATA, DOCUMENTS AND ACCESS

- Easy one-touch scanning
- PIN and user ID protection
- Pull printing
- Detailed audit reports

PROTECT INFORMATION

MAINTAIN CHAIN OF CUSTODY TO SUPPORT REGULATORY COMPLIANCE

- Retain MFP hard drive at site
- Triple hard drive overwrite



Improve information capture and storage

- Improve your document "on ramp" for greater efficiency, safeguarding and Information Mobility
- Convert paper into digital files to support more automated processes
- Create text-searchable PDF files from scanned originals, so it's easier for knowledge workers to use the information you capture

Enhance information protection as it moves from MFPs to multiple systems

- Organize documents in an electronic file system for easy retrieval
- Support regulatory compliance with detailed audit reports that itemize all transactions – for individual documents, folders or an entire user account
- Leverage document encryption and access controls for knowledge workers – helping address compliance with privacy, security and process controls of sensitive and regulated information

Control chain of custody of MFP data

- Ensure that hard drives are removed before decommissioned MFPs leave your facilities
- Maintain control of your information and have it destroyed via the method of your choice
- On the majority of Ricoh MFPs, overwrite residual data

Putting It All Together For You

Ricoh's Device Safeguard Solutions address some of the most common security vulnerabilities enabling you to better safeguard information throughout the document lifecycle. We provide a full complement of security features, functionality and tools to help protect classified, personal, confidential and sensitive information.

Ricoh helps make information work for our customers by providing fast and efficient anywhere, anytime access to information while helping to meet mandated information security standards.