Employees need relevant, timely data—whether they are working in the office, from home or on the road. If your processes are manual or reliant on paper, employees will have trouble accessing the information they need to do their jobs. Ricoh will digitize your paper-based workflows so employees can quickly find, retrieve and use critical business information.

**Backfile Scanning Service**

Ricoh’s Backfile Scanning Service will clear the piles of paper from your cluttered storage rooms while creating a modern, digital repository of documents that employees can quickly and easily access.

Workers waste 20%-30% of their week managing documents or document-based information.
—Gartner

**Our Backfile Scanning Service can:**

- Digitize and archive files to reduce (or eliminate) the space, expenses and hassles of storing and maintaining hard copies
- Secure your business-critical data
- Improve your compliance by helping you maintain records and audit trails
- Classify and index your digitized data and formatting it to meet your specifications
- Create a searchable content repository that makes it easy for employees to find information

Ricoh Document Imaging Specialists can work onsite to digitize items that can’t leave your premises. We can also transport your files to one of our Document Processing Production Centres located throughout Canada for fast, efficient conversion.
Are you ready to work faster, smarter and more securely?

Learn how Ricoh Scanning Services can streamline your processes, secure your sensitive documents and minimize your paper usage—while promoting employee collaboration and productivity.

Let’s talk! Contact a Ricoh Consultant, email enquiries@ricoh.ca, or visit www.ricoh.ca.