



Scan and Fax Solution for Higher Ed Admissions

Business Information Solutions

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Does This Sound Like Your Current Situation?

Buried with applicants' information? Concerned about security and privacy? Under pressure to enhance the student experience?

For many admissions departments, prospective student applications may be online, but almost everything else arrives on paper, by fax, via email attachments or from other data sources. Without full process automation, your department may be challenged by delays and inefficiencies. And students may be frustrated that they can't provide information directly into your workflow and learning management systems – or see their application status.

In addition, you may be accepting and processing student information via unsecured fax lines and devices, email and even snail mail. That approach can introduce challenges around the security and privacy of personal information. It can also make it difficult to maintain an audit trail.

Your Challenge: Making information work throughout the admissions process

Our Solution: Ricoh assesses your workflow and identifies opportunities to apply industry-leading capture solutions. Convert paper documents to digital files to create a fully automated workflow. Documents from all sources are converted to electronic images and stored in a centralized system. Because files are indexed, they're easy to find using a variety of search fields. With Ricoh's data extraction tools, information that was previously read from the page and manually typed into your learning management system is automatically converted by the software. That reduces time and errors and can increase information security and student service levels.

Your Challenge: Safeguarding documents and information

Our Solution: Documents sent via traditional fax can be lost or misdirected, and creating an effective manual audit trail is difficult and time consuming. Ricoh's Scan and Fax Solution for Higher Ed Admissions includes a leading enterprise fax solution. Through centralized, server-based faxing, you can integrate fax and document distribution with your email, desktop content management applications and line of business applications – while validating sent fax transmissions in your efforts to address the Personal Information Protection and Electronic Documents Act (PIPEDA).

Your Challenge: Serving students in the digital world

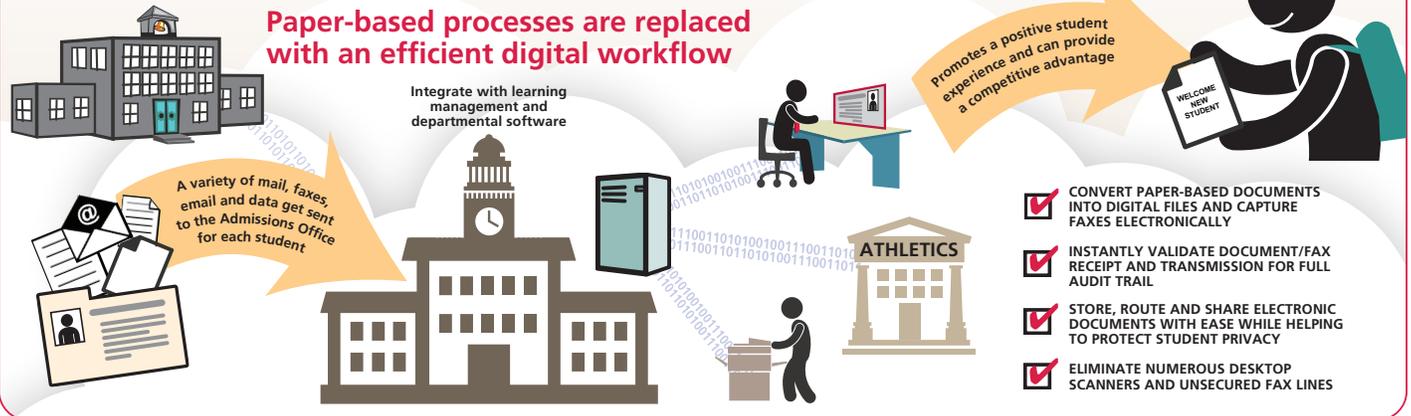
Our Solution: Ricoh's Scan and Fax Solution for Higher Ed Admissions makes it possible to digitize virtually all of the information related to your admissions process. That lays the groundwork for improved responsiveness and visibility – so your school can meet or exceed expectations for a great student experience.

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Capture and integrate paper and electronic documents

- Whether received via email, fax or “snail” mail, consolidate paper and electronic documents into pre-determined, customizable workflows.
- Distribute documents instantly to multiple destinations to help ensure that the right reviewers and departments have access to the right information.
- Address document quality and compatibility by using tools for image enhancement and conversion.

Automate fax and document distribution

- Increase productivity by sending, receiving and managing faxes from almost any desktop or email application.
- Cut costs and improve processes by integrating your enterprise fax solution with your school’s core back-end systems.
- Eliminate the cost of operating and maintaining standalone fax machines – while also reducing or eliminating the cost of long-distance phone charges.
- Build a full audit trail of all faxes sent and received.

Create a platform to enhance student experience

- Implement end-to-end electronic workflows that support greater speed and efficiency.
- Build a foundation for a more convenient, transparent admissions process.

Putting It All Together For You

With everything your school has to offer, don’t let an outdated admissions process deter candidates from applying to and enrolling in your college or university. Ricoh’s Scan and Fax Solution for Higher Ed Admissions provides you with the workflow expertise and technology solutions necessary to make information work for your enrollment process. You will digitize and seamlessly integrate documents, take control of faxed files and streamline and automate your end-to-end workflow. The final outcome: Information Mobility at work to make admissions run smoothly for both the school and the applicant.