



ScanRouter™ EX Professional

The Document Capture and Distribution Hub

Managing documents is complicated both in terms of setting up a logical distribution system and security. Yet, with documents containing most of your organisation's knowledge, it is essential they should be tracked, correctly routed, filed and managed. For workgroups using Aficio™ devices, Ricoh developed ScanRouter™ EX Professional, an easy to use and powerful solution. This solution allows you to capture, route, distribute and ultimately manage all your documents using one centralised focal point in the network. It will improve your document workflow, optimise office efficiency and maximise the utilisation of knowledge inside your company.

Modular Solution

ScanRouter™ EX Professional is the capture and routing module of Ricoh's integrated document management solution. You can use the software as a stand alone application, or as part of the integrated Ricoh document management solution.

Capture, Route, Distribute

Literally every type of document can be captured and managed with ScanRouter™ EX Professional: printed, scanned, faxed or copied documents and even e-mail messages with attachments. Once a document has been captured, send it by e-mail or FTP, or store it on the ScanRouter™ DocumentServer, on the user's client PC or in a folder somewhere in your Novell® or Windows® network. The system enables you to adjust it to your own requirements. Every machine connected to the ScanRouter™ EX Professional system can have its own destination address book, compiled from the main ScanRouter™ EX Professional address book. You can also simply import the company's general e-mail address book via LDAP.

Configuring: Everything, Once

ScanRouter™ EX Professional enables you to connect to 16 MFPs and manage all of their distribution lists in one operation. Do you want one machine to capture copies and another to distribute faxes and scans? No problem, ScanRouter™ EX Professional supports a detailed configuration of the entire document flow.

Security First

Security is an important first when working with documents. ScanRouter™ EX Professional supports Windows® authentication besides Ricoh's own authentication system. Users will need to identify themselves before they can access the information. Unauthorised people will no longer be able to view or access confidential information. If scanning is mission critical in your business, you can create redundancy by simply installing a second system. As soon as the main system goes offline, the second takes over without interrupting the application services.

Who Can Access What?

You have full control over document and machine based destinations by using Access Control Lists (ACL). These ACLs determine user permissions, allowing you to set up detailed policies for document security. With ACLs, you can even restrict users from viewing (parts of the) destination lists.



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Specifications

Commanding Paper

An innovative feature of ScanRouter™ EX Professional is ScanRouter InputOption™. This option enables you to use a paper form to instruct the ScanRouter™ Professional system what to do with the digital document. ScanRouter InputOption™'s 'cover sheets' are instant routing slips.

For Each Purpose, a Sheet

Cover sheets can contain the necessary commands for routing a document to a department. You can also add a separation sheet between a batch of documents or a series sheet to divide a stack of documents in parts. You can even add indexing data to the system, based on zonal Optical Character Recognition (OCR).

Simplifying the Workflow

The cover sheet goes on top of the scanning unit of your Aficio™ MFP. The subsequent document handling job will perform according to the instructions on the cover sheet. This simplifies the workflow as never before.

Access control (authentication):	Document delivery Tray access Destination
Delivery:	2000 destinations Multiple address books
Delivery method (output):	In-tray save Save as Windows® file Send by e-mail FTP delivery NetWare® delivery Delivery to ScanRouter™ DocumentServer
Delivery data (input):	Scanned data Received fax Windows® files Documents stored on ScanRouter™ DocumentServer Captured image E-mail
Maximum connected devices:	16
Image format:	TIFF JPEG PDF (high compression/text) PNG
How to specify destination:	Device's operation panel Sub address/TSI/confidential ID when receiving a fax By using 'Destination Sheets' from ScanRouter InputOption™
Optional processing:	Auto adjust image orientation Extract text as document name OCR Utilising ScanRouter InputOption™
Administrative functions:	Delivery log Backup cabinets (scheduled or manual) Backup system information Delivery job control
ScanRouter InputOption™:	Destination sheet delivery Delivery check tool Series sheet delivery Separation sheet delivery OCR form delivery

Functionality differs per model used. For availability of models, specific functionality, optional apparatus, system requirements and software, please consult your local Ricoh supplier.



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