

# Advanced device technology

## Powerful, built-in multifunction performance

### **Comprehensive document management solutions**

Employees in virtually every organization print, copy, scan, and fax documents every day. As a result, Lanier digital devices can maximize productivity and minimize operating costs. Document and device management workflow, however, varies significantly for each organization. As business applications evolve, organizations may require advanced device technologies to meet emerging document management challenges.

Lanier digital multifunction products (MFPs) offer a wide range of features to streamline document and device management workflow in workgroups, departments, and high-volume production environments. Many Lanier MFPs offer built-in capabilities that enhance scan, fax, print, security, and device management functionality to help users and IT managers produce, distribute, and protect documents more efficiently.

### **Maximize workflow efficiency**

Lanier MFPs offer exceptional manageability and security for a wide range of applications. Lanier MFPs enable organizations to improve productivity and reduce costs by:

- Leveraging best-in-class hardware and software
- Reducing the administration burden on IT personnel
- Minimizing network traffic
- Distributing electronic documents quickly and cost-effectively
- Minimizing the risk of misplaced documents
- Eliminating unauthorized device usage
- Monitoring devices remotely

### **Enhanced functionality**

Lanier MFPs offer industry-standard connectivity for easy network integration. As a result, users can take advantage of advanced functionality and improve document management efficiency throughout their organization.

*Lanier digital  
multifunction  
products (MFPs)  
offer a wide range of  
features to streamline  
document and device  
management  
workflow in  
workgroups,  
departments,  
and high-volume  
production  
environments.*

## Technology Components — Network Scanning and Faxing

### Network scanning for efficient distribution

Paper document delivery and storage methods are time-consuming, error-prone, and expensive. Lanier MFPs enable organizations to convert paper-based documents into digital files that can be sent, shared, and archived efficiently.

Scanning capabilities include:

- **Scan-to-Email:** Scanned documents are sent to email addresses from the MFP control panel. Scan-to-email offers instant delivery to the recipient's email inbox, which eliminates internal and external document delivery costs.
- **Scan-to-Folder:** Originals are scanned and routed to a shared folder on a specific desktop or to a server in the workgroup, using destinations stored in the MFP's address book.
- **Scan-to-FTP:** Operating under the same principles as scan-to-folder, scan-to-FTP facilitates electronic file sharing via local area networks (LANs) and wide area networks (WANs) and among users of different platforms, including Windows, Macintosh, and UNIX. Files are uploaded to an FTP site, where they can be downloaded at the recipient's convenience.
- **Scan-to-Novell:** Users in Novell environments can scan documents and deliver them over the network to a specific folder on any connected PC.
- **Scan-to-URL:** Documents can be scanned and stored directly on the MFP hard drive as specific recipients are sent an email with a URL link for access to the stored document. Recipients click the link and view the document via the Web interface of the MFP. Scan to URL has no file size limits — the documents bypass email servers for reduced network traffic.
- **LDAP:** IT administrators manage the company email address book from a lightweight directory access protocol (LDAP) database server. Modifying employee information in the LDAP server updates LDAP-enabled network MFPs, which eliminates time-consuming manual updates to the distribution list.

### Cost-effective faxing

Emerging technologies are changing the way we share information, but fax transmission remains a viable and cost-effective method of communication. Fax option capabilities include:

- **Paperless Fax Distribution:** Incoming faxes can be converted to a PDF, TIFF, or JPEG and routed to specified email addresses to eliminate print costs. This gives employees in remote locations an easy way to receive faxes.
- **Fax over IP:** Allows organizations to send faxes internally via network IP addresses, or to internal network recipients and external non-network recipients via Voice over IP (VoIP) technology. Because Fax over IP does not rely on phone lines, it offers instant delivery. Plus, Lanier can integrate Fax with VoIP systems, which enables organizations to use least cost routing to reduce or eliminate long-distance fax costs.
- **Internet Fax:** Documents are converted to electronic files and sent via Internet to email addresses. It eliminates telephone transmission costs. Users can send up to 11" x 17" documents securely — only the intended recipients can view the faxes from their email inbox. Faxes sent to other Internet Fax-enabled devices can be printed automatically.
- **LAN Fax/Virtual Fax Server:** Electronic files are sent from the desktop to a designated fax machine via the LAN. Users do not have to walk to a fax machine or print out documents before faxing them. LAN fax ensures optimal image quality and reduces costs.

## Printing, Document Security, and Remote Device Management

### Faster, easier printing

Lanier MFPs include comprehensive printing functionality across multiple network environment platforms. Multiple workgroup users can take advantage of fast output, multiple print sizes, and finishing options from a single device. Advanced printing capabilities include:

- **PDF Direct Print:** Users can receive and print PDF files without a print driver or Adobe Acrobat. PDF files are sent directly to the MFP for printing, which streamlines workflow and reduces network traffic.
- **Document Server:** Frequently used documents (such as forms) are scanned or printed to the MFP hard drive and stored electronically. This allows users to conveniently retrieve, print, and distribute documents on demand from the MFP control panel or remote via the Web interface. Plus, it eliminates paper storage, which minimizes misplaced documents.
- **Additional Printing Enhancements:** Locked print holds a print file until the user enters a valid password at the control panel. Hold print offers a virtual mailbox that holds multiple print files until the appropriate user code is entered at the control panel. Stored print offers similar functionality, but it stores commonly used files for fast printing in the future. Sample print only prints the first set of a multiple-set print job, which allows users to review and eliminate costly mistakes before the entire batch is printed.

### Reliable document security

To protect mission critical information on the network, organizations demand that networked devices offer protection against security threats. As a result, Lanier MFPs offer built-in security features that help prevent information theft, leaking, and falsification of electronic data. Security capabilities include:

- **DOSS:** Designed for government, military, and large enterprise environments, as well as MFP reconfigurations and relocations, the Data Overwrite Security System (DOSS) accessory option automatically overwrites information on the MFP hard drive after each copy, scan, or print job. Because it erases confidential information from the hard drive, it offers protection should hard drive security be compromised.

- **Copy Guard Protection:** With the RPCS print driver, Lanier MFPs prohibit unauthorized copies of sensitive documents. If Copy Guard originals are copied, text is masked and rendered illegible with a masking pattern or blocked out with a special watermark.
- **Windows Authentication:** Users enter their Windows log-on (username and password) at the control panel to access MFP functions. Administrators can prevent unauthorized usage and limit specific functions (e.g., color printing), to specific users or groups for cost-effective print management.
- **User Codes/Basic Authentication:** Administrators can track MFP use by individuals or department. A user code and password must be entered at the control panel to access specific MFP functions. It eliminates unauthorized use and limits group access to specific functions.

### Remote device management

Intuitive device management capabilities simplify daily maintenance of connected MFPs, improving efficiency for network administrators and end users. Device management features include:

- **Web Image Monitor:** Administrators can access any MFP control panel and document server from a remote desktop location without installing client software. Users can view, edit, and print documents, populate the MFP address book, and monitor device status from a desktop PC.
- **Email Alerts:** A report is sent to designated email addresses to notify device administrators or technicians that the MFP has detected an abnormal status. This allows them to respond to paper jams, low toner and paper alerts, and other issues quickly.
- **On-demand Email Alerts:** Device administrators and technicians can send an email to the device to check system status. A detailed report — including configuration status, supply information, and network status — is sent via email in response.

### **Lanier DOCutivity® Analysis**

The DOCutivity® analysis process gives Lanier a distinct advantage over other providers. It offers you measurable return on investment (ROI) through recommendations and solutions that can effectively manage the document-related technology, processes, and people in your organization.

Lanier approaches document management by first understanding the customer's business perspective, including enterprise goals, current IT infrastructure, and specific business process requirements. DOCutivity enables Lanier to create an actionable blueprint to design, implement, and support a document management solution that improves productivity and reduces total cost of ownership.

### **Seamless Integration**

Lanier creates value by integrating tools, technologies, processes, and services in a comprehensive solution that fits an organization's specific application requirements.

With advanced functionality, Lanier MFPs can improve productivity and reduce document-related spending throughout your organization. Choose Lanier MFPs for powerful, robust scanning; fast and easy fax delivery; efficient printing; reliable document protection; and proactive maintenance from a single device.

Please contact your Lanier representative for more information about Lanier's advanced device technology, or to find the correct document solution for your organization.

### **About Lanier**

Lanier Worldwide, Inc. is a wholly owned subsidiary of Ricoh Corporation, the Americas sales and marketing unit of Ricoh Company, Ltd., a \$17.1 billion global manufacturer of digital copier/printers. Lanier helps its customers succeed by understanding their unique document management needs and delivering systems and services that increase efficiency, reduce cost, and improve document workflow. Award-winning solutions include digital multifunction products (color and monochrome), printers (color and monochrome), multifunction facsimile, scanners, digital duplicators, and wide format systems, as well as facilities management and outsourcing services.

### **Lanier, a world of difference**

*The Lanier philosophy is embodied in Customer Vision®: a commitment we make every day. It means seeing the business through your eyes, responding to your needs and exceeding your expectations.*

