

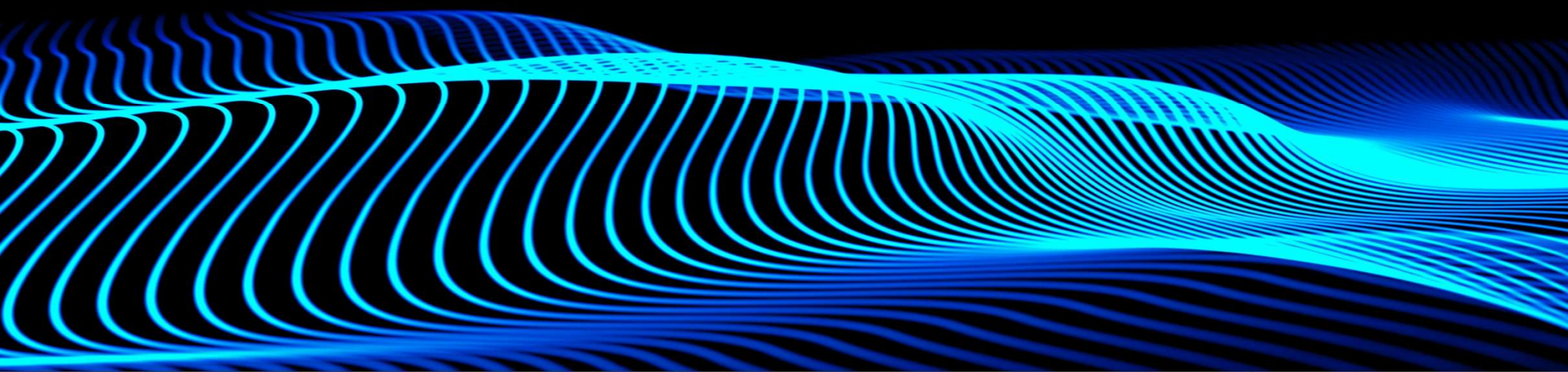
From Paper to Performance: How AI & IDP Are Transforming Document Management



From Paper to Performance:

*How AI & IDP Are Transforming
Document Management*

PFU
A RICOH Company



Ricoh Document Scanners

- Top-selling and most trusted scanner brand for over 25 years
- Manufactured by PFU Limited and formerly sold under the Fujitsu brand
- Now part of Ricoh Group since 2022. Separate company from Ricoh USA.
- Widest selection of business-focused document scanners
- Innovative scanning & image enhancement software to drive NextGen AI recognition solutions



Survey Question: Which industry sector do you belong to?

Government – (FED, ST, or Local)

Healthcare

Financial

Education

Manufacturing

Other



Poll Question: What is your job position?

Records Management

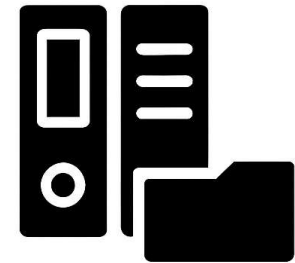
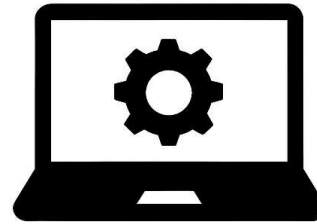
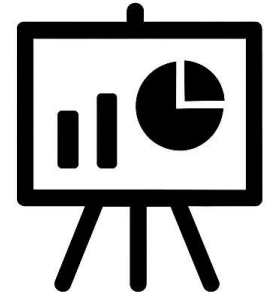
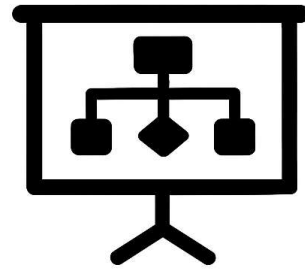
Information Technology

Line of Business

Management

Solution Architect

Other



Data Democratization

Getting Data to Everyone in the Organization

Accelerate Decision Making With Improved Outcomes

Complete Business Processes Faster & Reduce Errors

Increase Capacity While Improving Customer Service

Accelerate Productivity & Focus on Work That Matters



LLM & GenAI Enable Data Democratization.

Your Paper Based Assets Have Significant Value to Your Organization.

Your Role Is Evolving — Lead the Shift

Go beyond compliance — reposition records management as a strategic asset.

Grow your role from being a Data Steward or Records Manager to an Information Enabler.

BI for everyone is here — be the one who brings it to your organization.

Early adopters win — moving first creates a lasting competitive edge.

Security and ethics are non-negotiable — and the right tools exist to enforce them.



Poll Question: Has Your Company or Organization implemented a Generative AI Solution?

Yes

No plan at this time

Actively researching potential solutions

Project in progress



Poll Question: Is your company or organization storing paper records?

Yes, we're storing them on-site

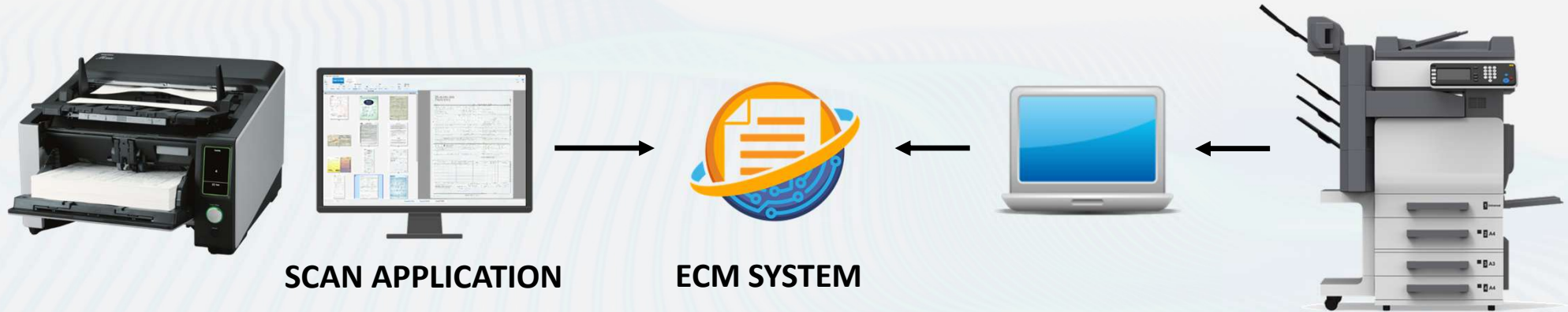
Yes, we're storing them off-site

Yes, we're storing them on-site and off-site

No, we're 100% Digital



Capture Workflow Bottlenecks Can Stall Information Processing



- Too many steps for knowledge worker
- Potential for errors
- Decreases productivity
- Hinders customer engagement

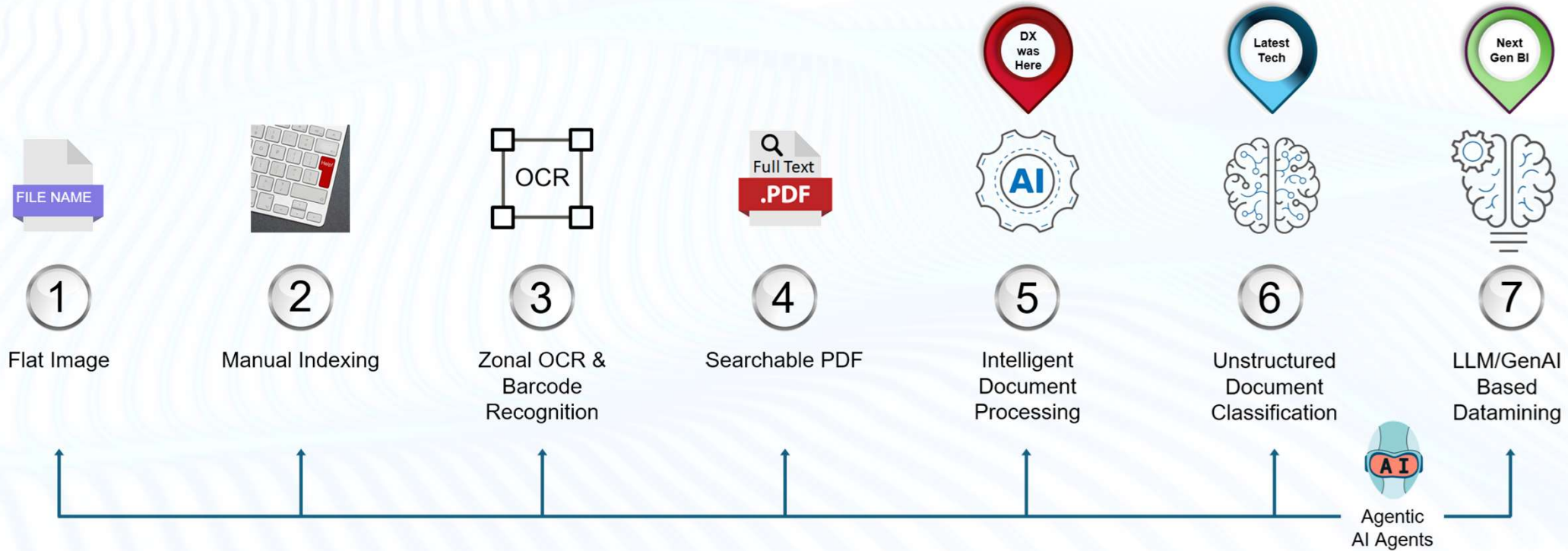


- 1 SCAN
- 2 QC
- 3 Index/Add metadata
- 4 Name File
- 5 Choose File Location

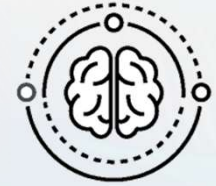


- 1 Walk to MFP
- 2 Navigate control panel
- 3 Scan file
- 4 Send to email
- 5 Walk to desk
- 6 Open email & save attachment
- 7 Name & Save file to ECM

The Evolution of Document Classification



How Does Intelligent Document Processing Work?



Machine Learning



Data Modeling

1 Digitize Document

2 Image Enhancement

3 Create Image & Text Layers

4 Natural Language Processing



5 Classification & Validation



6 Q/A - Error Handling



7 Export to Application



8 Data Availability

Poll Question: On average, how much does a data error cost an organization?

\$25 (About a dozen eggs)

\$50 (Half tank of gas)

\$75 (2 drinks & a hot dog at the game)

100\$ or more!



The Rule of 1:10:100 - The Cost of Data Errors

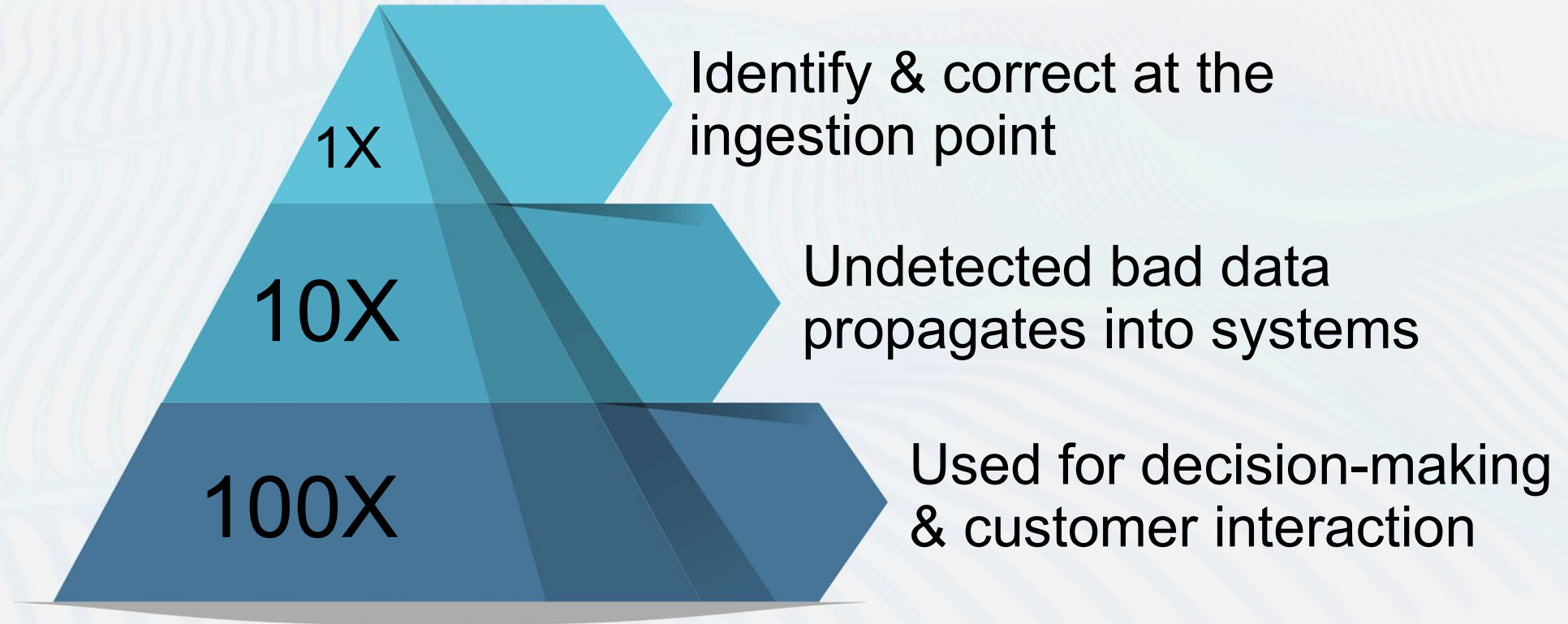
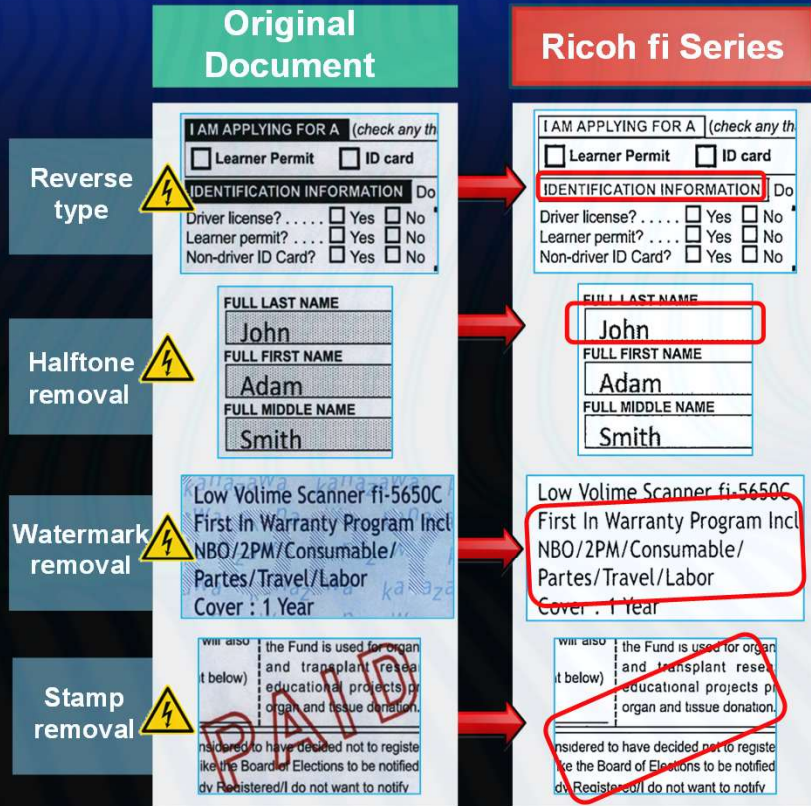


Image Enhancement Produces Clean Data



Poll Question: What type of devices do you use to scan paper documents?

Document Scanners

MFPs

Both document scanners & MFPs

None of the above



The Right Tool for the Right Job!



Paper
Handling



Image
Quality



Data
Integrity



Reliability



Easy
to Use



Automatic

Poll Question: How does your company or organization add metadata to your scanned documents?

Manually entering the data (e.g. Key from image)

No metadata, we're just naming files manually

Using automation (Zonal OCR, IDP, RPA, etc.)

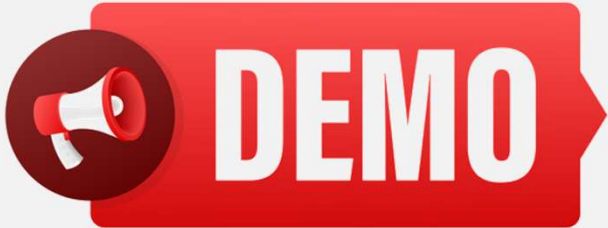
We're not scanning documents



Unstructured Document Classification



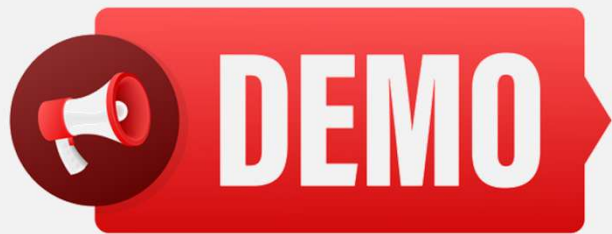
After Scan Correction



Advanced Document Separation



Hand Print Recognition



Document Redaction



Key Elements of a Top-Tier Document Capture Platform



Best in Class Scanning

Ricoh Document Scanners combine excellent paper handling and stellar image quality to ensure that documents are quickly and reliably digitized



Intelligent Image Processing

Automated document processing removes image artifacts and background noise to improve recognition accuracy & enhance the presentation of images



Advanced File Separation

Versatile multi-page document separation capabilities maximize scanner ADF capacity & overall throughput by reducing manual processing requirements.



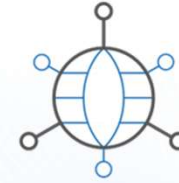
Automated Data Extraction

Utilize a host of different methods to classify & index documents to extract information and accelerate retrieval in content management systems.



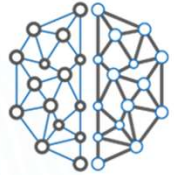
Effective Quality Assurance

Streamline QA workflow with an easy-to-use visual UI assisted by innovative features to highlight & correct difficult images.



Multi-Station Architecture

Scale the size, speed, and capacity of the capture solution by distributing the scanning, indexing, and QA workflow over multiple stations.



Seamless Integration

Multiple integrations with content management and cloud service solutions allow for fast and easy transfer of documents & metadata.



Best Practices for Data Hygiene

Capture your data with the correct equipment & settings

Identify and remove redundant data from file archives

Automate the classification & indexing process

Implement metadata for access rights

Chain of custody – Who, Where, & When, and How

Anonymize / Redact Sensitive Information

Document Relevance/Ranking



ROI Check Point

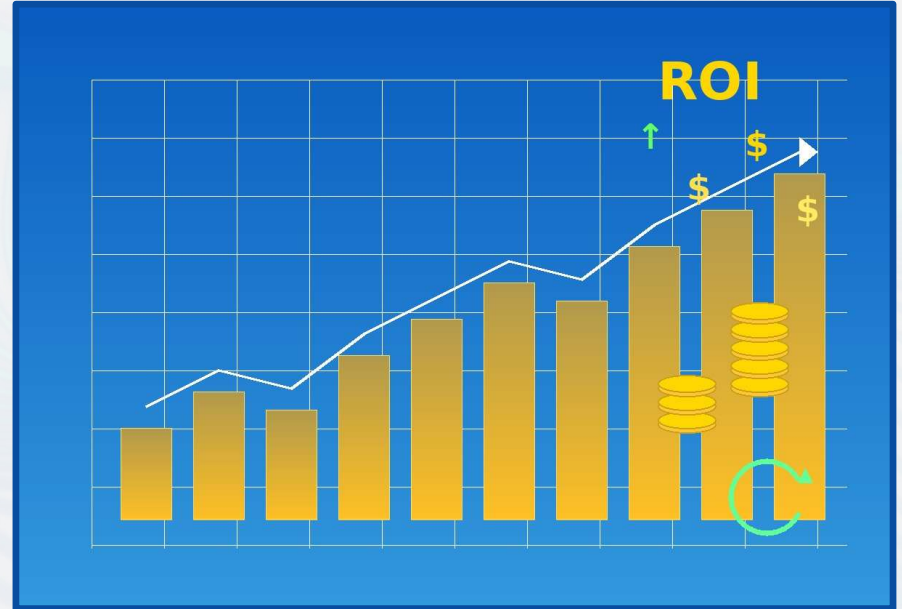


Scanning Process

Classification & Indexing

Workflow / Error Handling

Data integration with ECM/ERP



Resources to Help You Succeed



Solution Consultation



Scanner
Demonstration



Document Scanning
Assessment



Product Evaluation &
Software Trial



Ricoh Document Scanner FADGI Solutions

FADGI Scanner Bundle Models



fi-8190



fi-8290



fi-7600



fi-7700



fi-8820



fi-8950



fi-8930

Includes Service, Consumables, and Test Chart

ScanCare On-Site Service
Inc. Installation & Training

FADGI Test Chart &
Scanner Calibration
Software



Preventative Maintenance
Cleaning Visits (PM)

Consumables



Note: Bundles do not include GoldenThread NXT Software. It can be purchased from Image Science Associates at <https://www.imagescienceassociates.com/>

Thank you!

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