

# RICOH Electronic Signature

Enterprise Workflow Solutions



## Embrace a better way of doing business

Close business deals faster – no matter where you are and what device you use – with a solution that supports more than 200 million users in 188 countries and enables signing in 43 languages. Users everywhere can enjoy the benefits of digital agreement workflow and signing; a process which complies with local laws in most of the world for most documents. Electronic signatures allow you to eliminate the costs, hassle and delay of faxing, scanning, printing, courier and travel to obtain signatures. Our solution meets the requirements of, for example, the Personal Information Protection and Electronic Documents Act (PIPEDA) in Canada and the Electronic Signatures in Global and National Commerce (ESIGN) Act (2000) and Uniform Electronic Transactions Act (UETA) in the US.

Using digital signature is faster and often safer than traditional mediums, due to encryption that keeps documents secure, while providing people with the flexibility they need to review and approve documents where and when convenient. Electronic signature solutions can be programmed to automatically maintain a streamlined process if approvals are required from more than one person. This can be a first step towards higher information mobility that allows for increased workplace productivity through seamless document workflows.

When you use our eSignature platform, you get:

- √ A comprehensive audit trail with date and time stamp
- √ Legally valid signatures and encrypted documents
- √ Unique signatures that only the signer can create and use
- √ Cloud functionality to securely store any created signatures
- √ Customizable authentication methods as per user and transaction's security requirements

Sign business contracts or make procurement a breeze with a single step.

### Why Ricoh Electronic Signature?

#### Experience Matters

Ricoh professionals have deep, field-proven knowledge to draw upon, including matters of information mobility, security, compliance and understanding today's challenges in managing data.

#### Technology Leader

Our mandate is to empower digital workplaces. We specialize in office imaging equipment, production print solutions, document management systems and IT services.

#### Customer Centric

"Customer Centricity" is held as one of five Core Values at Ricoh and the recent 74.3 NPS score is reflective of company-wide efforts to live that ideal.

#### We'll Help Design Your Solution

Don't worry if you're not exactly clear on what you need or where to begin. Whether you are focused on compliance, internal rights management or external threats, we will discover, scope and recommend what is right for you.



## Keep Your Business Going Even on the Move

### Ricoh Electronic Signature Benefits



#### Access Ready-to-Use Document Templates

Access reusable templates to standardize processes, reduce document prep time and automate business document workflow from end-to-end.



#### Sign Documents via Any Mobile Device

Regardless of your preferred device, download our solution's easy-to-use app to create, tag, send and sign documents on the move, or use your mobile web browser.



#### Work with Any File Type

Our solution supports most document file types across most applications – from Microsoft Word, Excel, and PowerPoint to PDFs.



#### Maintain an Audit Trail

Track your document through every step of the process. Our electronic signature solution maintains a complete, automated history of every activity, which includes viewing, printing, sending, signing, or declining to sign a document.



#### Receive a Certificate of Completion

Our solution provides every signed document with a certificate of completion that provides proof of the signing process to all parties of the transaction.

### More Enterprise Workflow Solutions

#### Ricoh Advanced Capture & Workflow

Paper documents and processes are slow, complex and expensive. Speed things up while saving time and money with Ricoh's Document Capture & Conversion processes. Whether on-premises or cloud-based, we will help you digitize your paper documents making them accessible, easily transportable and more secure.

#### Ricoh Digital Rights Management

Enhanced document management can prevent unauthorized use or disclosure of digital files through encryption. Protect valuable information even beyond controlled boundaries of your security infrastructure - using data-centric security strategies.

#### Ricoh Enterprise Content Management

Not only is your ECM system a central information repository, but it can also be a processing hub for triggering pre-defined workflows. Route documents to ERP, accounting, compliance repos, approval chains and more.

**RICOH**  
imagine. change.

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