

# Personal Paperless Document Manager NX

Advanced Capture Solution

**RICOH**  
imagine. change.

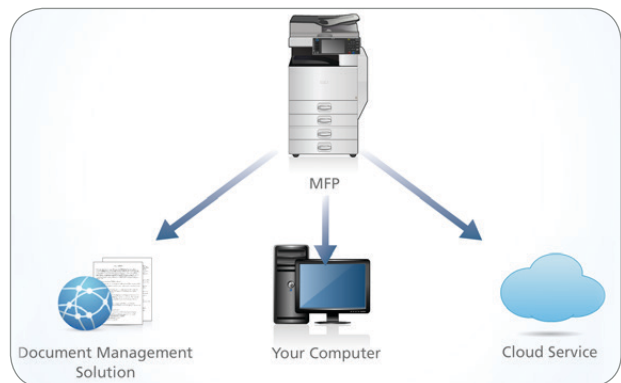


## Manage more information in more places

"Where are you getting your information?" It's a question that's become a lot less relevant. Information can come from anywhere at any time. What you do with that information is what sets you apart. Transform any document or image into a dynamic file that you can edit freely. Easily convert files to MP3 format for audio playback. Store and manage documents on your PC, network and in the most common Cloud-based applications for fast, easy access anywhere. With Personal Paperless Document Manager NX (PPDM NX) integrated seamlessly with RICOH® multifunction printers (MFPs), you can manage and share documents in nearly any format all with one-touch operation from your desktop. Use it to simplify complex document-driven processes so you can perform more everyday document tasks with unprecedented ease and convenience.

### Simplify how you manage and distribute files

The moment information stops is when your business crashes to a halt. Choose PPDM NX to ensure the right people have the right documents at the right time. With all the various ways you can receive information, this convenient software enables you to bring all of it together and collaborate with ease in the format you prefer. Find documents quickly. Turn digital photos of documents into editable files. Distribute and store documents intuitively with drag-and-drop tools to save you time. You can even use it to access information in email systems, file shares, FTP sites and document management solutions such as SharePoint®.



### Use the Cloud to work quickly, efficiently

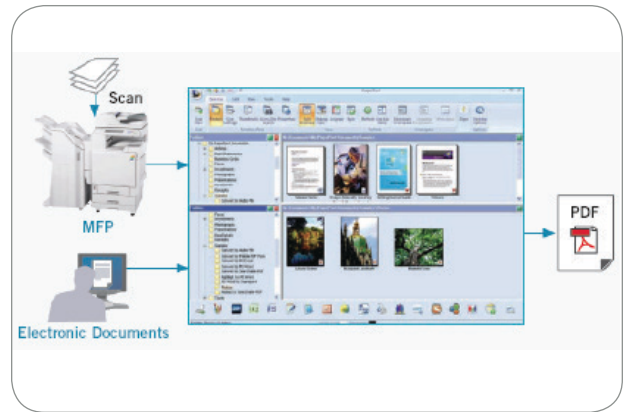
You never know where you'll be when critical information is needed. Make certain you can use those documents the way you need to from any location. Scan documents from Ricoh MFPs to folders and workflows on your desktop. Use PPDM NX with Nuance® Cloud Connector with some of the most popular Cloud-based applications — including Box, Google Docs™, Windows Live®, SkyDrive®, Office 365, Evernote®, Dropbox and more — and access and manage important folders, files and documents from any device at any time.



# Customize every document, from everywhere

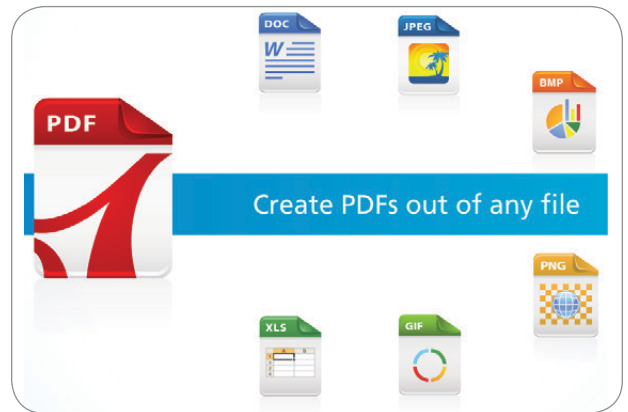
## Create scanning workflows for your convenience

When you have key information at your fingertips, you want to access it and share it with others as soon as possible. You don't want to have to recreate it. And you don't want to spend time waiting for IT assistance or trying to figure out how to scan it to your preferred format. With the PPDM NX, you can personalize scanning workflows and begin managing, editing and distributing critical information in documents almost immediately. Use the intuitive touchscreen to customize scan settings, including conversion instructions, when you log in at any Ricoh MFP on the network.



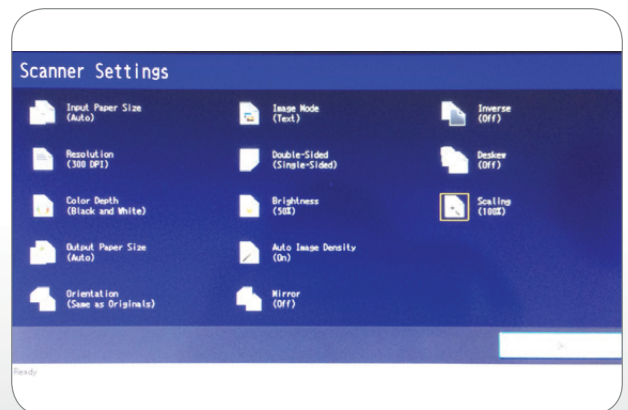
## Transform documents and change the way you work

Information is only useful if you know how to use it. With the PPDM NX, you can capture files from almost any source — including XPS, Word, Excel, PowerPoint, JPG, BMP and more — and convert them to whatever format you prefer. Have a long trip coming up but don't want to carry a stack of papers? Simply convert paper or PDF files into an audio file and play it as an MP3 from your smartphone or tablet. Convert to EPUB files and send to a wide variety of popular eBook readers for easy review at your convenience. See a great sign, image or other key piece of information while on the go? Take a photo using a digital camera or smartphone and convert it easily into an editable text file.



## Eliminate unnecessary steps to save time and money

You're inundated with information from seemingly everyone and everywhere. Don't worry, you can manage it all in one place in one easy step. Edit any PDF —even those converted from static files — with annotation, watermarks, highlighting, new text, touch-ups and more, so every document has accurate information every time. When you need to find specific information in a document, use advanced Optical Character Recognition (OCR) to recognize, search text and extract the data you need in moments. Worried about large files? Convert even the largest colorful images into a PDF file that's 8 times smaller than conventional PDFs for fast, easy email delivery or publishing.



# Ricoh Personal Paperless Document Manager NX

## SPECIFICATIONS

### PPDM NX Components

- PaperPort Professional 14.5
- OmniPage Ultimate
- PDF Converter Enterprise 8.2
- DesktopDelivery PSP 11.5
- ShareScan Scan to PPDM Server

### Operating System Support – Desktop Components

- Microsoft Windows XP SP3 (32-bit)
- Microsoft Windows 7 (32-bit and 64-bit)
- Microsoft Windows 8 (32-bit and 64-bit)
- Microsoft Windows 8.1 (32-bit and 64-bit)

### General System Requirements – Desktop Components

- 1 GHz Intel Pentium III or higher, or equivalent processor. Multi-Core processor recommended for advanced performance.
- Microsoft Internet Explorer 8 or higher
- 1 GB memory (2 GB recommended)
- 1.5 GB free hard disk space for application files plus additional 1 GB working space during installation. If the system is not up to date and the installer has to update it, additional disk space may be required, up to 1 GB.
- 1024 x 768 pixel color monitor with 16-bit color or greater video card
- DVD-ROM drive for installation
- Windows compatible pointing device
- Sound card and speaker for reading text aloud
- Noise-cancelling headset microphone for using Dragon Notes
- 2 Megapixel digital camera with auto-focus or higher for digital camera text capture
- Web access is needed for online product activation, obtaining live updates for the product and Scanner Wizard database updating.
- Web access is also needed for using Nuance Cloud Connector, Dragon Notes, Evernote, and DropBox features of the product.

### ShareScan Scan to PPDM Server Minimum System Requirements\*

- Microsoft Windows 7
- Microsoft Windows 8 (embedded only)
- Microsoft Windows Server 2003 (32-bit and 64-bit)
- Microsoft Windows Server 2008/Server 2008 R2
- Microsoft Windows Server 2012/Server 2012 R2
- 4 GB recommended, refer to Installation and Sizing Guide for embedded environments with multiple MFPs\*.
- Virtual Environments: VMWare or Microsoft Hypervisor

\* System requirements for eCopy ShareScan for embedded or integrated devices may vary, depending upon configuration. Refer to the product documentation for the Installation and Sizing Guide for specifications.



Personal Paperless Document Manager NX empowers users with personalized document capture at the MFP, conversion at the desktop and access in the Cloud.

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