



InfoPrint's Automated Document Factory Solution

*Optimizing your print and mail
operations*



The vicious cycle

Your output is a critical customer touch point that allows you to communicate your offerings, brand and value proposition. Yet you can't adjust your output to respond to customer expectations and marketplace demands with an inflexible infrastructure. Manual processes can cause each stage of production—data creation, formatting, printing, finishing and mailing—to be disconnected from the next, requiring manual administration that is prone to error and inefficiency. Many output systems lack the flexibility, scalability and resilience to adapt to changing demands. There needs to be a better way.

The solution, our specialty

InfoPrint Solutions Company™, a Ricoh-IBM® joint venture, understands the complexities of these core systems and offers an end-to-end solutions approach that takes the automation of your print and mail processes to the next level. How? With a toolbox called InfoPrint ProcessDirector (IPPD), which helps you to control, manage and automate your print and mail operations. Putting the control of your production environment firmly where it belongs—in your hands.





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The ABCs of IPPD

InfoPrint ProcessDirector (IPPD) manages applications, processes and devices throughout your entire print and mail operation. It's much more than just a tracking and reporting system. It controls all types of print and mail processes and uses business intelligence to optimize the workflow. It integrates multi-vendor software and devices to go "beyond print" to achieve higher cost savings and improve the integrity of your output.

IPPD contains core technology unique in the industry. Document pool enables you to break jobs into their smallest elements and use powerful indexes to modify or reassemble the jobs for a more efficient flow - automatically. This can help increase postal discounts, reduce sorter requirements, and allow you to efficiently drive fewer devices – increasing your productivity with equipment you already have.

A dashboard and a modern user interface provide controlled access, many advanced usability features and detailed real-time information on all aspects of your operation. This dashboard allows management to see real-time status for every job, in every process, at every site.

There are three key areas of your operation that InfoPrint's ADF solution can help you improve:

- Output management
- Postage costs
- Mailroom integrity

You can determine where to start and how to best implement an advanced workflow in your operation.

Improving output management

- Move jobs across multi-vendor machines, datastreams, and sites with ease to improve asset utilization. Meet your production commitments and unexpected changes without adding staff, shifts, or equipment.
- Optimize job batches to more efficiently drive printers and inserters by batching small jobs and automatically determining the optimal flow for your operation.



- Automatically track performance throughout production based on customer service level agreements – see when jobs are on time, late, or in jeopardy from a single interface.
- Touch-and-toss – easily move to a hands-off environment so you can guarantee every piece is printed and mailed on time – and have the audit trail to prove it.
- Bring in new types of work – by implementing an ADF you can have unique identifiers for every document, so you can easily make changes, accept new requests and complex jobs, and more easily transition to color.
- Enjoy business continuity with automatic failover across devices, between sites, or around the world.

Lowering postage costs

- Postage is the single largest cost for most producers of print and mail – usually 65% of the total cost. By using advanced postal sortation, you can reduce postage costs by pre-processing mail.
- To achieve higher postal densities you can merge documents from many different jobs (commingling). The higher the volumes you can bundle together by category, the lower your postal costs become.
- Optimize your internal or external sorter operations by having the ability to manage and control the document sortation process. Use less equipment and staff to sort more documents faster by minimizing the number of passes required for each job through electronic sorter optimization.



Improving mailroom integrity

- IPPD provides centralized real-time job tracking and control throughout the print and mail processes to help prevent lost jobs and prevent the wrong document from going to the wrong customer.
- Jobs are tracked from arrival through insertion, bottlenecks are identified, and late jobs are flagged and monitored. With this real-time information, true operational automation is achieved.
- Automatically manage reprints by connecting print and insertion – move to a “touch-and-toss” environment where jobs are automatically completed – across different vendors, equipment and across sites.
- Automatic audit trails are created, which allow you to easily demonstrate compliance with government regulations and corporate standards – and take full accountability for every document that comes through your operation.

Maintenance and support

Our partnership approach provides for flexible support – full, shared or self-maintenance. Regardless of which one you choose, you can ramp up your automated solution knowing you have experts backing you up from day one. Our global, 24/7 operations make it easy for you to make one call to get the help you need.

Print - Mail - Reap

Low utilization or lack of throughput. High postal costs or little to no job and tracking control. Whatever your problem or concern with your print and mail processes, InfoPrint Solutions Company can help you develop an easy-to-use, automated, end-to-end solution to put the control back in your hands. We can optimize every step of the print and mail cycles. The result is fewer errors, greater efficiency, and reduced costs. When it comes to delivering the right print and output solutions, we're listening.

Financing your Automated Document Factory solution

Through our relationship with IBM Global Financing (IGF), we offer total solution financing including hardware, software and services. Our Fair Market Value (FMV) lease offering provides the lowest cost of use for InfoPrint hardware products and may address capital investment issues by providing operating lease expenses versus capital lease expenses. Further, IGF can address all of your end-of-life-cycle printer needs, including environmentally-friendly disposal of unmarketable printers and overwrite services that help reduce data security exposures. Look to InfoPrint as your one-stop-shop for both your Automated Document Factory and financing solutions.

Learn more

To learn more on how InfoPrint Solutions Company can help develop a solution for you, visit:

www.infoprint.com/adf



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Printed in the United States of America
May 2008

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IPB03016-USEN-02