

Hybrid Mail

Submit & process
ad hoc mail securely
& remotely

RICOH
imagine. change.



Ricoh's Hybrid Mail solution is perfect for organisations wanting greater agility in the era of digitisation, remote working and smarter cost control. Now you can replace manual mail processes with a simple, secure and streamlined solution. This enables staff to submit jobs from any location, allowing aggregation, cost savings and reduced processing times for print or multichannel customer mail.

The hidden price of outbound mail

Do you know the true cost of mail across your organisation?

Preparing and sending unstructured documents, such as contracts and outbound customer correspondence, is a time-consuming and manual process. Typically, it involves staff preparing, printing and inserting documents into envelopes for franking and postage. This also relies on numerous printers, consumables, pre-printed stationery and envelopes.

The process is often duplicated across multiple departments, making the overall costs a significant target for cost reduction and digitisation.

With more staff now working remotely, the costs and complexity increase and in-house procedures and turnaround times are potentially compromised. In turn, this creates security risks and IT challenges, making traditional processes unviable.

Transform the process

Ricoh's Hybrid Mail solution takes ad hoc mail into the digital age by streamlining and automating traditional and manual processes. Staff based anywhere can submit ad hoc mail easily and securely from any location. Mail volumes can be securely transferred to a defined centralised print facility where documents are aggregated, printed and enveloped.

Maximise business agility

With Ricoh's Hybrid Mail solution, traditional ad hoc processes are transformed via a completely digital process. Users print as they do today but then the entire process is managed via an online interactive document portal. This allows jobs to be created, digital stationery to be added and the final document to be previewed and submitted. A back-end automated workflow routes documents for approval and prints them at a defined location for batching and postage. As a result, organisations can achieve business continuity and reduce costs, while sending consistent customer communications without compromise.

Reduce your costs

Ricoh's Hybrid Mail solution frees up valuable time and removes the dependency on tactile and manual processes, making remote working a reality. Consolidating your organisation's ad hoc mail volumes will also enable greater efficiency and offer potential postal discounts while eliminating pre-printed stationery, envelopes and the dependency on local print devices.

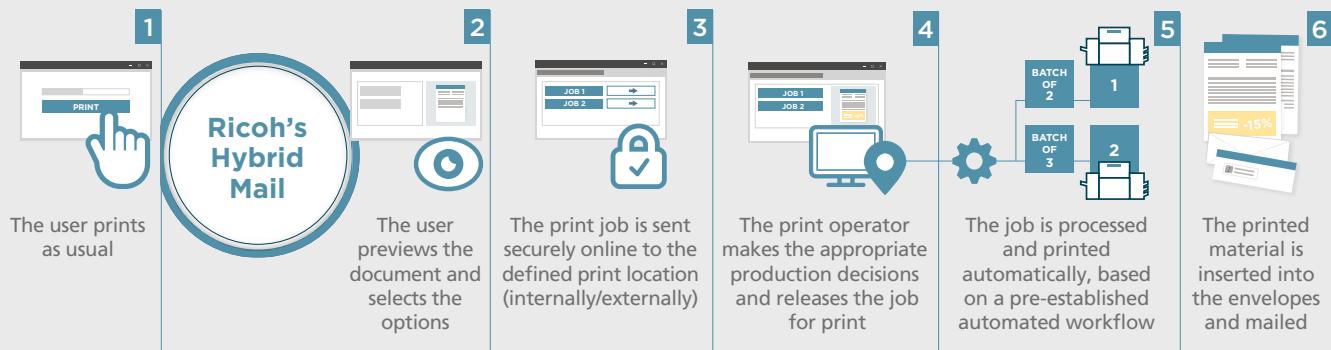
Stay in control, secure and compliant

Ricoh's Hybrid Mail solution allows you to stay in control of your ad hoc mail processes no matter where staff are located, giving your clients a reliable, seamless and on time service. All of this is achieved without compromising internal standards, processes and IT or security compliance.

Make dealing with ad hoc mail quick and simple

Ricoh's Hybrid Mail solution is designed for today's modern working environment, allowing staff to submit documents from any location, offering remote and secure transmission. You no longer need to rely on manual processes, local printing devices and stationery.

The solution offers maximum flexibility and security for customer service and sales teams, as well as office managers, mail room supervisors and IT. Now organisations can process outbound correspondence consistently, securely and without compromise.



It's easy for users

Employees everywhere can:

- Print from standard office applications
- Build and preview documents via an online portal
- Define stationery and envelopes digitally
- Add multiple digital signatures
- Preview envelope window and address block compatibility and identify errors upfront
- Receive alerts and notifications
- Submit jobs to a defined print location.

Grow the solution as your needs change

Benefit from print or multichannel output as you transition volumes from paper to digital. The solution can be expanded to handle other documents such as structured transactional documents. Mobile capture modules can be added to digitise other processes like HR employee onboarding and field-based services and distribution.

It's simple to deploy

Ricoh's Hybrid Mail is straightforward to deploy and maintain, with low maintenance and Microsoft™ certified driver deployment.

The solution is locally hosted, with cloud hosting options available. It can be configured and scaled as your business needs adapt and grow.

The solution can be configured to redirect mail volumes to an in-house print room or an external print facility where the service can be offered to single or multiple clients by a Print Service Provider.

Get an outstanding ROI

Drastically reduce costs related to traditional mail processes and implement a solution that digitises the process and the associated stationery. You can eliminate departmental duplication and the costs related to print islands. The subscription-based licence model gives you predictable costs, while you consolidate and aggregate print volumes to gain savings and a swift payback.

Discover more about Ricoh's Hybrid Mail today

www.ricoh-europe.com/hybridmail

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