Legal

Maintain Data Integrity With Ricoh Industry-Leading Document Scanners

The legal industry is defined by precise documentation, and each move made by law firms and legal professionals is meticulously recorded by paralegals and legal assistants who generate a mountain of paperwork.

Ricoh scanners and state-of-the-art imaging software capture data with glorious precision—so all the data is captured right the first time and is never misinterpreted or lost. They enable legal firms to maintain a detailed record management system which helps mitigate risk, streamline discovery, and keep costs down.

RICOH

imagine. change.

Digitize piles of paperwork for increased efficiency

Precedents and case laws vary by state—and there's no one-size-fits-all solution to how to prepare for a case. Using high-quality Ricoh imaging solutions, lawyers, legal assistants, paralegals, and more are able to:

- E-file high-quality scans for the court—no need to deliver documents in person or hire a courier service
- Improve the speed of document processing for client onboarding, evidence gathering, trial prep, etc., to resolve cases and bill clients faster
- Improve the accuracy of client records, discovery, and invoices to reduce duplication, misfiling, and loss
- Provide records upon request to meet compliance or share with other firms
- Remove physical storage of documentation, freeing up valuable office space
- Produce exceptionally clean images, maintaining data integrity

Save time, paper, and space by scanning

Consulting agreements

Corporate bylaws

Durable powers of attorney

Marriage licenses

Non-disclosure agreements

Partnership agreements

Property deeds/titles

Wills and living trusts

Keep meticulous records and cases on track

Ricoh has a wide selection of scanners with the right capture software to help accelerate your digital transformation process. To meet the unique needs of your legal practice or enterprise law firm, we recommend the following models—for scanning at reception desks, in conference rooms, or in law offices.

fi-8170

The world's best-selling scanner just got better

- Lets you get more done in a day with fast scan speeds and reliable feeding
- Fast, double-sided scanning of up to 70 pages per minute
- Prevents paper jams through a combination of sound and image detection
- Scans various sized documents up to 240" long and thick documents including IDs and pamphlets
- Improves scanned images and OCR performance with industry-recognized PaperStream software
- Keeps scanned projects moving and on track with stable feeding and high-quality materials

Continued

ScanSnap iX1600

Capable of digitizing large volumes of papers quickly, it simplifies the scanning process and is a great choice for e-filing

- Has an intuitive 4.3" touch screen that can be customized for various tasks and users
- Allows up to 30 pre-configured profiles, optimizing scan workflow
- Lets you scan wirelessly to PC, Mac, iOS, or Android mobile devices
- Scans batches of documents in color fast
  - 30 ppm color scanning
  - 50-sheet Automatic Document Feeder (ADF)
- Features smooth scanning with Manual Scan and Receipt Guide
- Keeps images clean with Dust Detection and Streak Reduction
- Easily manage, edit, and utilize data from documents, business cards, and receipts with ScanSnap Home

fi-7700

This heavy-duty yet compact scanner is equipped with both ADF and flatbed, built for continuous high-volume scanning

- Achieves scanning speeds of 100 ppm/200 ipm (A4 landscape, color, 200/300 dpi)
  - Loads up to 300 sheets at a time
  - Scans up to 44,000 sheets a day
- Capable of scanning various documents—thin paper, plastic cards, books, envelopes, and long-page documents—with Manual Feed Mode
- Ensures stable paper feeding with straight paper path and Paper Picking Control
- Protects important documents with Paper Protection function and Skew Reducer
- Improves scanned images and OCR performance with industry-recognized PaperStream software