

PS PaperStream
Capture Pro

Modern Mailroom Innovation with Envelope Stacks and Smart Scanning



RICOH
imagine. change.

In the ever-evolving world of modern-day offices, the mailroom remains a fixture. Copious amounts of paper envelopes, monotonous sorting, and inevitable errors. Picture your team buried under yesterday's mail. Why are the envelopes wrinkled? Where is the invoice that was scanned last Tuesday? Are there others that may be lost?

Think hard about your workflow. Are you still processing "the old way"? Specifically opening each envelope one-by-one, pulling out the contents, unfolding and straightening each page, popping staples, and scanning. Hours are lost through staples jamming feeders and misplaced or missorted documents. Industry data shows the more that manual mail handling occurs, the higher the error rates. Errors can cost hundreds of dollars per incident and translate to 20+ % lost time. ^{1,2}

Enter PaperStream Capture Pro, an application that digitizes mailroom workflows through innovation and efficiency and streamlines scanning into something effortless. The star: Our envelope detection and separation, enabling envelope stacking. Harness the envelope stack to batch-process mail like a pro. Use the envelopes themselves as the separators needed to automatically break up stacks of different documents. The envelope stack is backed by our staple detection – another prominent guardrail for uninterrupted safety.

Here's the workflow:

Slit open an envelope, check for staples, and drop its contents, multi-page docs included, behind the envelope, positioning it as a natural separator in the stack. Repeat for several envelopes, creating a bundled pile, (jog them a bit, but only for fun) and then feed it all through the scanner at once. Our built-in sensors do the rest. Envelopes register automatically, as the detector flags it instantly, auto-splitting the envelope from contents into separate, pristine files, ready for OCR and indexing.



Consider the specs:

Standard 28 lb. bond, 8.5x11-inch sheets, folded into thirds fit on average about 8-12 per #10 envelope. Old-school scanning demands 10-15 touches per item including unfolding, de-stapling, re-scanning. Now? One batch, one scan. Studies show similar systems reduce processing times by up to 90%. Error rates and costs significantly drop as well, equating to thousands saved annually per team ^{1,2}

Don't forget safety guardrails, namely, staple detection: If a staple is accidentally forgotten and left in the batch, the scanner stops immediately and notifies the user with an alert. This averts jams, tears, and downtime. No more ruined batches, lost time, or troublesome restarts.



Ease into it with a 5-minute demo showcasing envelope separation. Compatible with fi-Series scanners, no overhauls needed. In digital-first times, why cling to analog aches? PaperStream Capture Pro converts paper to pixels, empowering mailrooms to thrive.

Ditch the delays—demo envelope detection today and watch your efficiency soar.

¹Septiadana et al. (2025). Digital transformation in administrative mail management. *Kajian Pendidikan, Seni, Budaya, Sosial, dan Lingkungan*, 2(2), 140-151; ²Recordsforce. (2024). A look at digital mailroom statistics.