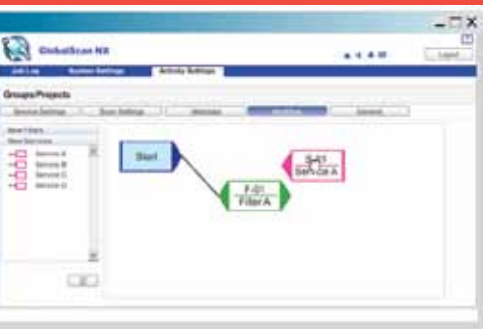


**GlobalScan™ NX Server 5/  
Server 32/Server 750**  
Capture & Distribution Solution  
Energize Critical Workflows

**RICOH**



**easy**



**GlobalScan NX**  
Server 5/Server 32/Server 750

**convenient**

**intelligent**



# Ricoh GlobalScan™ NX Server 5/Server 32/Server 750

Manage scanned documents quickly and conveniently. Maintaining precise control over the flow of paper and electronic documents can improve productivity and profitability in any organization. RICOH® GlobalScan NX Server 5/Server 32/Server 750 makes it easy with an essential set of tools for document scanning, distribution and management. Accessible right from the touchscreen display of Ricoh multifunction products (MFPs), this flexible software enables users to integrate paper documents into electronic workflows, automate complex document processes, reduce the risk of errors and ramp up enterprise efficiency.



GlobalScan NX Server 5/Server 32/Server 750 is a simple, intuitive software solution that lets users perform a scanning and routing operation by selecting one button.



# ScanDistributeManageImprove

## Productive Scanning Tools

**With GlobalScan NX Server 5/Server 32/Server 750, incorporating paper documents into electronic workflows is fast, easy and automatic — which makes a significant impact on enterprise productivity.**

- Capture hardcopy originals with a quick scan from the MFP's flatbed or automatic document feeder using ABBYY® intelligent OCR software, then distribute the scanned files directly into network folders, e-mail and fax applications, FTP sites and WebDAV platforms.
- Accommodate workflows in virtually any business environment. Track and capture invoices, purchase orders, bills and other critical documents in small businesses or larger enterprises.
- Create specialized scanning workflows to automate distribution of important business documents, streamline communications among remote offices and reduce the risk of manual errors.
- Send incoming faxes directly to a network folder for digital distribution with built-in fax routing — without a fax server.
- Cut costs by dramatically reducing the need to store physical documents, process them manually or distribute hard copies via fax, mail or courier.

## Convenient, Customizable Interface

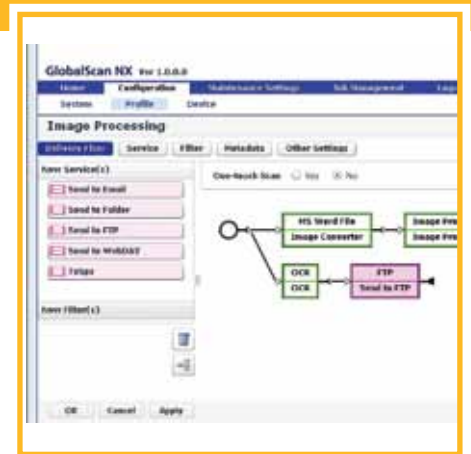
**The centerpiece of GlobalScan NX Server 5/Server 32/Server 750 is a clean, colorful graphical user interface (GUI) that can be customized to suit your specific needs.**

- Send scanned files to specific destinations with preset formatting and embedded indexing data for convenient search and retrieval, including dynamic search and extraction of metadata from an external CSV file. The customized, interactive icons give users one-step “select and go” scanning functionality.
- Customize the user interface with point-and-click configuration tools. Drag and drop icons to create predefined fields for capturing metadata and establish unique rules for distributing scanned files.
- Benefit from the user-friendly design. Features include larger buttons with helpful text and images, and preset configurations that can be recalled at the touch of a button. To speed entry of document metadata, external keyboard support is offered for Ricoh MFPs.

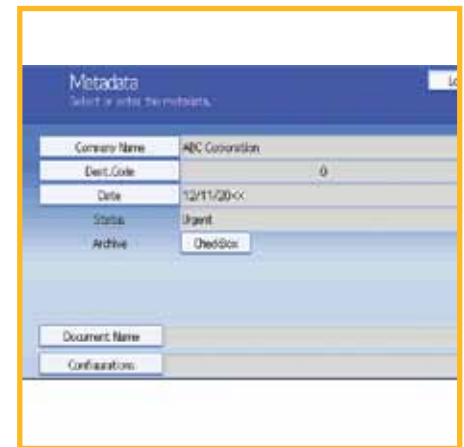
## Three Powerful Configurations

**GlobalScan NX Server 5/Server 32/Server 750 allow organizations to find the right match for their existing IT infrastructure.**

- Choose GlobalScan NX Server 5 or GlobalScan NX Server 32 to streamline document workflow in office environments with up to 5 or 32 scanning devices, respectively. In these configurations, support for failover and the Kerberos authentication protocol are optional.
- Select GlobalScan NX Server 750 for larger environments of up to 750 scanning devices. The software comes standard with support for Kerberos authentication protocol. Support for failover and load balancing is optional.



Browser-based admin tools give administrators the ability to create unique workflows and centrally manage groups, MFPs, devices and more.



Adding a layer of indexing to scanned files by entering metadata, speeds the search and retrieval of documents after they reach their destination.



Administrators can use the configuration tools to easily customize the user interface, program function buttons, review job logs and more.

# Capture Deliver Distribute Archive

## Next-Generation Capabilities

**Designed to optimize productivity in all types of organizations, GlobalScan NX Server 5/Server 32/Server 750 comes equipped with advanced technology.**

- View scanned pages in thumbnail form with Scan Image Preview. This allows users to verify image integrity and check for errors, reducing the need for re-scans.
- Get to work immediately with pre-configured templates. These tailored scanning workflows are ready to deploy out-of-the-box and address industry-specific needs for accounts payable, higher education, health care and many more.
- Customize or reconfigure templates to suit highly specific needs with an intuitive template interface available directly from the MFP's touchscreen display.
- Avoid downtime and costly delays with the failover feature (optional with Server 5 and Server 32 configuration). Failover allows a secondary server to automatically assume control of all delivery responsibilities if the primary server is unavailable.

## Advanced Workflow Support

**GlobalScan NX Server 5/Server 32/Server 750 offers a full line of plug-ins designed to accommodate a variety of workflow requirements.**

- Correct imperfections in scanned documents with the Image Enhancement Plug-in, which comes standard with all three configurations. It automatically removes hole punch marks, de-skews and de-speckles scanned files to improve quality.
- Send documents directly to any public or private address stored on a networked RightFax server with the optional RightFax Plug-in.
- Generate folders and associated information for distribution to Microsoft Office SharePoint Server 2007/2010 or Microsoft Windows SharePoint Services 3.0 with the optional SharePoint Plug-in.
- Identify and distribute documents using barcodes with the optional Barcode Plug-in. This filter reads barcodes in scanned files, enabling highly efficient management to network folders.
- Convert paper documents to popular formats such as searchable PDF, Microsoft Word, Excel and Word Perfect with OCR technology.

## Exceptional Security

**Multiple security features protect scanned files from unauthorized viewing or reception, before, during and after delivery.**

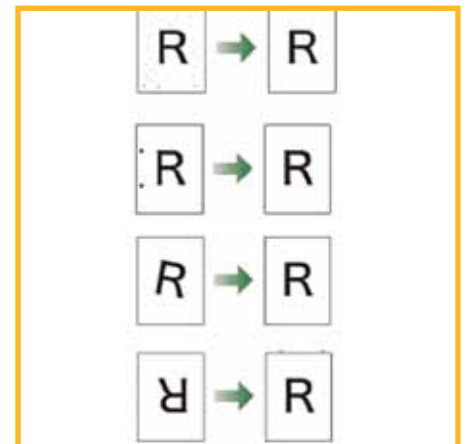
- Maximize delivery security with the Kerberos Plug-in (optional with Server 5 and Server 32 configuration), which supports the powerful Kerberos protocol for authenticating users before initiating send-to-folder and send-to-WebDAV Services jobs.
- Convert scanned documents to the PDF/A file format and support compliance for both visual reproduction and the document's tagged structure.
- Minimize user wait-time with single sign-on. GlobalScan NX Server 5/Server 32/Server 750 integrates with Card Authentication Package software from Ricoh to accept network login credentials and eliminate the need to log in again to use GlobalScan NX.
- Activate 128-bit encryption to protect scanned documents at the MFP.
- Enhance security for all scanned documents. GlobalScan NX Server 5/Server 32/Server 750 does not use the MFP's hard disk drive for image storage, so no information remains vulnerable after jobs are completed.



Industry-specific templates simplify scanning workflow, allowing you to initiate complex tasks immediately after installation.



Check scanned files at a glance with Scan Image Preview and eliminate the risk of delivering incorrect or incomplete documents.



Automatically clean up scanned originals and improve quality with the standard Image Enhancement Plug-in.

# SpeedEaseConvenienceWorkflow

## Easy Administration

**GlobalScan NX Server 5/Server 32/Server 750 can make life easier for users and administrators.**

- Create custom workflows easily with the Workflow Configuration Wizard to replace time-consuming, paper-driven document processes.
- Expect easy integration with existing IT platforms — including network authentication, e-mail and fax services, and enterprise content management (ECM) tools — which helps lower setup costs.
- Import metadata to any XML/WebDAV-compliant system with full compliance to metadata standards. GlobalScan NX Server 5/Server 32/Server 750 verifies indexing data prior to delivery to make sure files reach their intended destination.
- Maximize choice with the software's open architecture, which enables independent software developers to create unique application connectors.

## Customizable, One-Touch Document Workflow

**With GlobalScan NX Server 5/Server 32/Server 750, users can press one button and execute numerous common and customized workflows.**

- Deliver invoices from a branch office to an accounting server at headquarters.
- Save purchase orders in an archive along with a customer name and ID number.
- Integrate legacy hardcopy files into an EDM application.
- Send an annotated planning document to ten reviewers instantly.
- Convert paper files to searchable PDFs and store them in an archive.



Accessible right from the MFP, GlobalScan NX Server 5/Server 32/Server 750 allows users to scan paper documents into electronic files and route them to network folders, e-mail addresses, fax servers and other destinations with ease.

# Ricoh GlobalScan™ NX Server 5/Server 32/Server 750 Specifications

## Server 5/Server 32/Server 750\*

### Computer for Installing GlobalScan NX Server Application and Admin Tool

<b>Main Unit:</b>	PC/AT compatible
<b>CPU:</b>	Intel Xeon 5000's or faster recommended, RAM 4.0 GB or more
<b>Hard Disk Space:</b>	1 GB for software, 3 GB for data
<b>Operating Systems:</b>	Microsoft Windows Server 2003 Standard Service Pack 2 (32bit/64bit)/Enterprise Server Pack 2 (32bit/64bit)/R2 Standard (32bit/64bit)/R2 Enterprise (32bit/64bit) Microsoft Windows Server 2008 Standard Service Pack 1 and 2 (32bit/64bit)/Enterprise Service Pack 1 and 2 (32bit/64bit)/Standard without Hyper-V Service Pack 1 and 2 (32bit/64bit) /Enterprise without Hyper-V Service Pack 1 and 2 (32bit/64bit)/R2 Service Pack 1 (32bit/64bit)
<b>Web Server:</b>	Built-in Web Server; Microsoft Internet Information Services 6.0, 7.0, 7.5
<b>Network Protocol:</b>	TCP/IP**
<b>Communication Ports:</b>	An HTTP and HTTPS port is required

### Computer for Browsing Admin Tool

<b>Web Browser:</b>	Microsoft Internet Explorer 7 (Only for Windows XP)/8/9, Firefox 7.0.1 Adobe Flash Player 11.0.1.152 or later
<b>File Formats Supported***</b>	
<b>B/W:</b>	TIFF (MMR/MR/MH/uncompressed, single/multi-page), TIFF-F (MMR/MR/MH, single/multi-page), BMP (uncompressed), PNG, GIF, PDF, PDF/A (single/multi-page), High Compression PDF (single/multi-page), DCX (single/multi-page)
<b>Grayscale/FC:</b>	JPEG, BMP (uncompressed), PNG, GIF, PDF, PDF/A (single/multi-page), High Compression PDF (single/multi-page), TIFF (uncompressed, single/multi-page)
<b>Available Authentication:</b>	NT Authentication, Active Directory (Microsoft Windows 2000/ Microsoft Windows Server 2003); LDAP Authentication, Active Directory (Microsoft Windows 2000/Microsoft Windows Server 2003); Novell Directory Service; OpenLDAP 2.0; Lotus Domino 6.5, 7.0

<b>Mail Server:</b>	Microsoft Exchange Server 2003, 2007; Postfix; Lotus Domino 6.5, 7.0 Lotus Domino 6.5, 7.0
<b>LDAP Server (Address Book):</b>	Microsoft Active Directory (Microsoft Windows 2000/ Microsoft Windows Server 2003); Microsoft Exchange Server 2003, 2007; Lotus Domino 6.5, 7.0; Novell Directory Service; OpenLDAP 2.0
<b>Windows Shared Folder:</b>	Shared folders on a network computer; Windows shared folder
<b>Scan-to-FTP:</b>	FTP server; Microsoft Internet Information Services 5.0 (on Microsoft Windows Server Operating System)
<b>Scan-to-WebDAV:</b>	WebDAV server compatible with RFC2518

### External Devices

Keyboard support for entry of document metadata to all Ricoh MFPs

\*GlobalScan NX Server 750 can connect and manage up to 750 MFPs but only 100 concurrent users can access the server simultaneously from the MFPs.

\*\*It is also possible to install GlobalScan NX and Admin Tool on the operating systems listed above that run on VMWare ESX Server 4.1/5.0.

\*\*\*All PDF formats can be searchable PDF (image plus text format) and password protected PDF.

Do not install other products on the same computer in which GlobalScan NX server application and Admin Tool are installed. DHCP is not supported. A static IP address must be set. GlobalScan NX server editions require a dedicated server. Do not install on a domain controller. Running other applications on GlobalScan NX and Admin Tool may cause serious problems, thus service performance is not guaranteed.

## GlobalScan NX Server 5/Server 32/Server 750 Available Plug-ins

### INCLUDED FREE

#### Image Enhancement Plug-in

Image processes that can be performed include hole punch removal, de-skew and de-speckle of scanned documents.

#### Change Image Resolution Plug-in

Reduces file size (for example from 600 dpi to 300 dpi) and network traffic associated with scanned documents without compromising the resolution and readability of barcodes.

#### Scan-to-Print Plug-in

Distributes scanned documents or received fax documents from a GlobalScan NX enabled MFP to another networked, compatible MFP for printing. For example, use this feature to send scanned or received color files from a black-and-white device to a color device for full-color output.

### OPTIONAL

#### "HotFolder" Plug-in

Lets administrators specify a folder to monitor. Files deposited into the folder are automatically imported by GlobalScan NX and delivered according to rules specified by the administrator.

#### RightFAX Plug-in

Enables the sending of documents from GlobalScan NX to a RightFAX address via the RightFAX server – all directly from the MFP control panel. Provides scanned document distribution by fax without the need for a fax-enabled MFP.

#### SharePoint® Plug-in

Allows GlobalScan NX Servers to scan documents into Microsoft SharePoint including automatic generation of folders and associated document information.

#### Barcode Plug-in

Gives GlobalScan NX Servers the ability to read barcodes in a document, route the document based on this data and extract document description information for processing. Linear and 2D barcodes supported.

#### DocumentMall™ Plug-in

Scanned documents can be routed into a DocumentMall online storage account. GlobalScan NX Servers automatically deliver the document with its metadata and generates a DocumentMall folder.

**RICOH**  
www.ricoh-usa.com

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Server 5/Server 32/Server 750

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