

What is Set Numbering ?



Set Numbering is an automated function that helps you to track your important documents by adding a sequential number to each set that you make. Because it is embedded on the Multifunctional Product, there is no need to install additional hardware or software. Set Numbering eliminates the need for manual document stamping and will free up your institution's resources, allowing time to perform more important tasks.

Case Study Snapshot

A university in Thailand

Customer Concerns

With over twenty thousand students studying at the university, examination papers are printed and distributed in their thousands. Part of the university's strategy to diminish the possibility of cheating amongst students was to serialise the exam papers so that they could track the papers being handed out and the papers being returned. This process was performed by first printing the exam papers, manually sorting them and then stamping the first page of each paper with a Bates stamping tool. The university was concerned by the amount of time it was taking to carry out this task and this led them to seek an alternative and more efficient solution with Ricoh.

After consultation with Ricoh, the university implemented the Set Numbering solution. The Set Numbering application was embedded on their Ricoh Multifunctional Product which allowed them to completely automate their current workflow by automatically numbering and sorting their examination papers.

Benefits

Human resources were effectively freed up to perform other tasks. Overtime expenses were significantly reduced.

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0711-02M-SN01

RICOH

Set Numbering

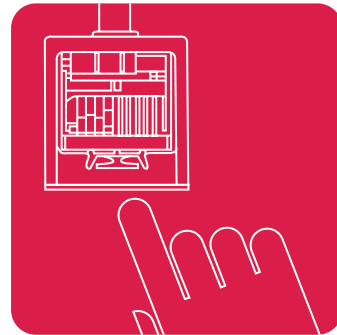
Document Tracking Solution





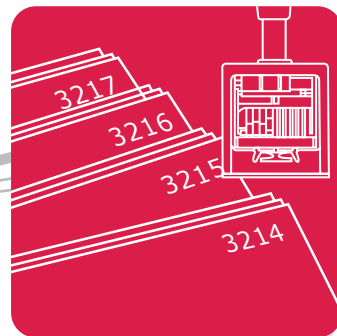
Manual Stamping

Manual stamping is a labour-intensive and time consuming method which can leave room for human error and additional costs.



Time consuming

- Manual printing and duplex copying of documents is needed prior to stamping



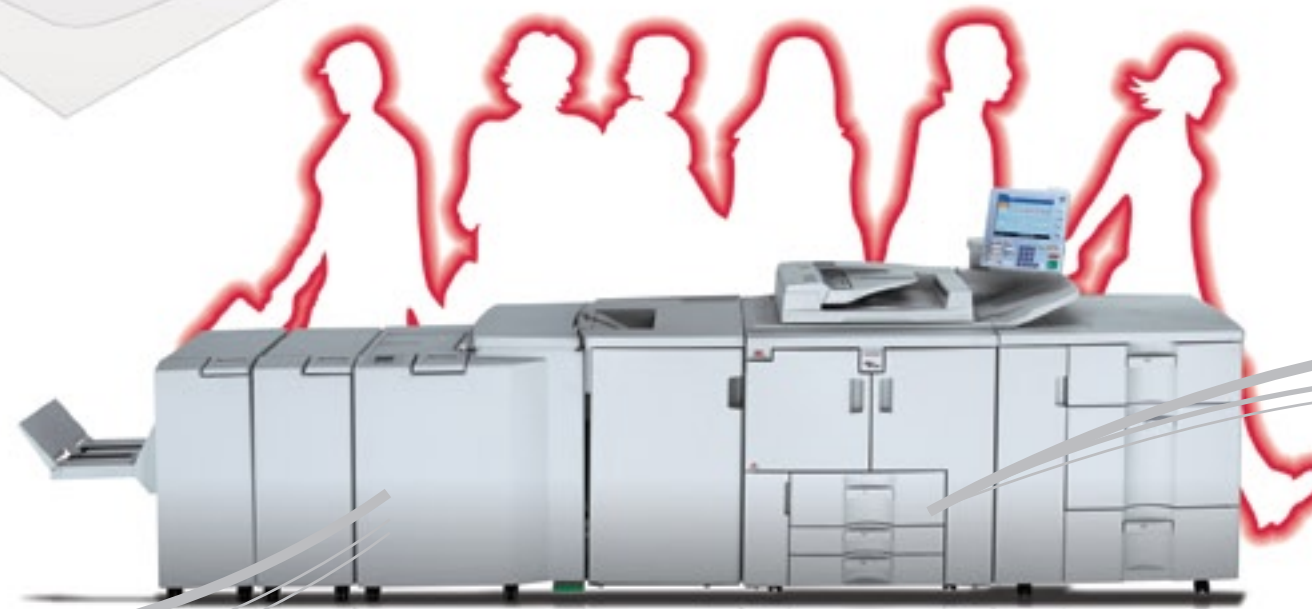
Labour intensive

- Additional manpower and overtime needed to manually stamp each document



Room for error

- Manual sorting can lead to human error e.g. missing numbers or documents



The Set Numbering solution is particularly beneficial to those in the legal and educational industries where document serialisation is common practice.

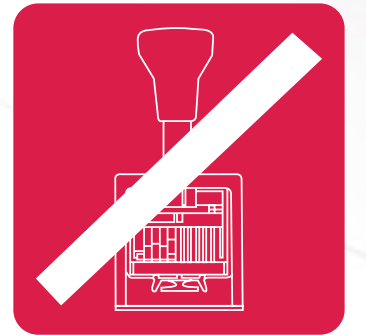


Set Numbering

Set numbering allows you to copy documents in much the same way as a regular photocopy program but contains additional features specifically designed to assist with your organisation's workflow – with a familiar user interface that is easy to use.

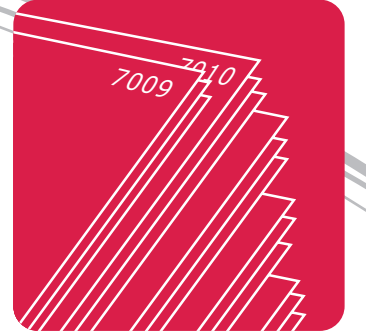
Single-sided or duplex copies

- Select the number of copies you need with either single-sided or duplex printing with ease



Serialise your documents

- Assign a single or 4-digit number to your documents
- Serial numbers can be applied on the cover page or in every page of the document



Convenient and accurate

- Error-free
- Multiple finishing options available



Benefits

- **Eliminate time-consuming manual sorting of documents and duplex copying:** Manual document numbering and sorting can be extremely time consuming. By automating this task, you can increase your organisation's efficiency.
- **Reduce man-power costs:** By implementing this solution you can reduce your over-time expenses which are often incurred when staff work longer hours than normal in order to manually stamp and sort documents.
- **Eliminate risk of human-error:** Because Set Numbering is automated, it eliminates the risk of human error associated with performing tasks manually.