

Ricoh
Communication
Services



Make your meetings more productive and efficient.



Introduction

While it seems simple, effective business communication and collaboration is a challenge for organizations of every size. Employees are diverse. They work in different ways. And the methods they use to “get things done” might be vastly different than the person sitting directly across from them in a meeting.

Quite simply, the solution to effective communication and collaboration isn't more tools, it's the right ones.

Today's digital shift is only exacerbating the problem. As companies reinvent themselves, more and more people are working remotely or connecting to company assets on a wide variety of devices. Trying to gather all the necessary people together so important decisions can be made is getting harder than ever.

In light of these issues, many organizations are trying to address the problem, but the tools and technologies they either have in place or are adopting are only making the situation worse. Collaboration solutions have become increasingly complex and filled with disparate systems that lack common user experiences—so most users simply avoid using them. Need more proof? Gartner recently found that a work environment can have a significant impact on employee effectiveness and engagement, yet only 11% of workers report being completely satisfied with their workspace.* So what's a business like yours to do?

Quite simply, the solution to effective communication and collaboration isn't more tools, it's the right ones. Success is achieved by adopting the integrated solutions that make meetings more efficient and your employees (and possibly partners and customers) more engaged, collaborative and productive. It's the solutions you'll find with Ricoh.





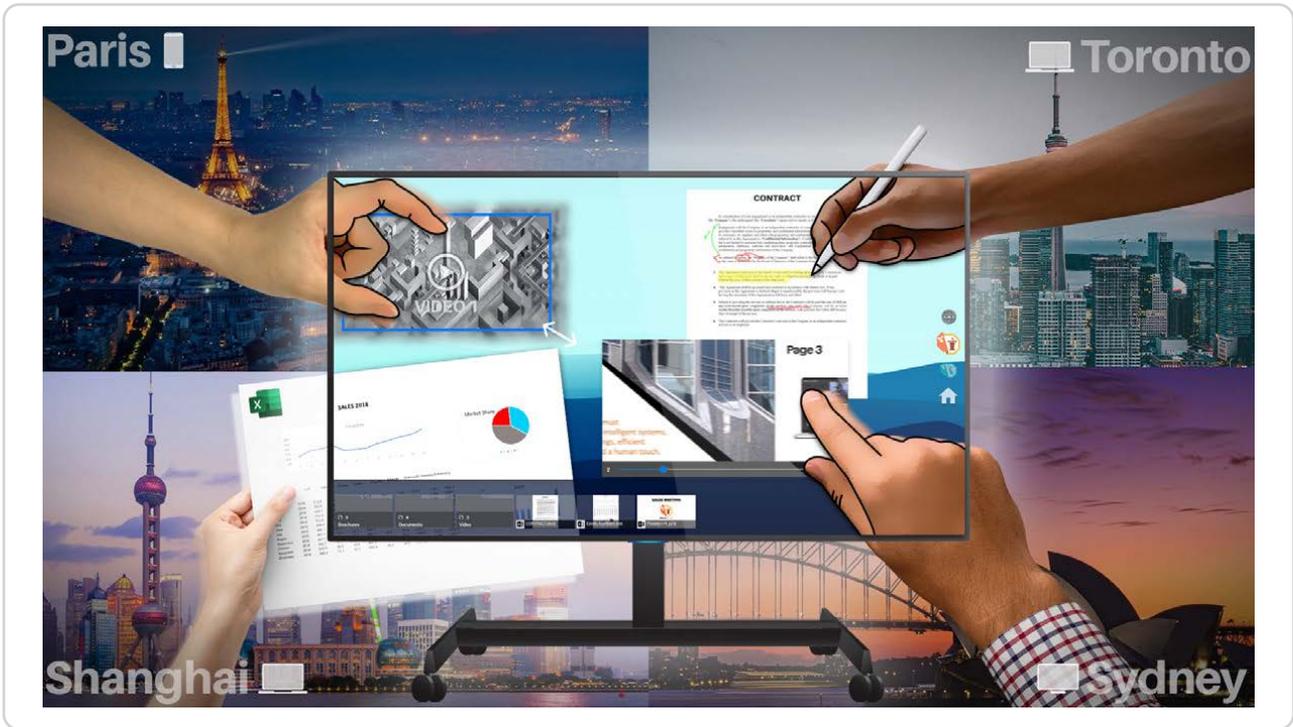
Increase employee communication and collaboration with Ricoh Communication Services

With a long, proven heritage serving our customers, Ricoh Communication Services has become an industry leader in delivering easy-to-use solutions that enhance communication and collaboration, elevating workstyles in virtually every type of industry. Today, our family of interactive whiteboards (IWBs) are fully integrated solutions, combining the latest hardware innovation with the user-friendly and intuitive Reactiv SUITE of collaboration software.

With this powerful combination, employees can avoid the madness of incompatible systems and interfaces, siloed data stores and technology snafus that commonly impact meetings. Instead, they can now communicate easier,

collaborate better and be more productive, both individually and as a team. Just as important, with Ricoh's global footprint and ability to offer the same solutions worldwide, it doesn't matter if your employees are in Toronto or Tokyo, they get the same consistent user experience. Plus, they're always backed up by Ricoh's industry-leading service and support teams which are just a phone call away.

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Reactiv SUITE not only engages every participant but captures their creativity

So what makes Ricoh Communication Services and our amazing line of IWBs so effective? The secret is a unique software platform that revolutionizes the way users connect, share documents and consume content, regardless of where they may be located. Reactiv SUITE effectively merges the simplicity of manipulating and writing on paper with the digital ability to share and communicate effortlessly. What it creates is an amazingly seamless workflow that enhances any size or type of meeting.

Reactiv creates a “Digital Table” where multiple users can access and push content (such as Microsoft Word, PowerPoint, Excel, MP4, PDF, JPEG, GIF) for everyone’s use. All users can simultaneously use or view the content and mark it up to make changes and capture decisions that arise in the flow of a meeting—all in real-time. The software renders these documents as pieces of paper that can be manipulated individually, and seamlessly tracks the changes, while managing and archiving the different versions.

Reactive SUITE is comprised of two components—STAGE and SCRIBBLE—that work in a single ecosystem defined by the type of meeting: presenting, ideation, brainstorming and project management to name a few.



Reactiv STAGE

Reactiv STAGE is a powerful, non-linear storytelling and presentation tool that enables teams to shift focus from managing the content to the narrative of a presentation. STAGE allows users to open, render, mark up, and present content of any format that is routinely used to present information. Whether you are giving a lecture, training a team, pitching a product to your clients, or having any other type of meeting, STAGE can dramatically reduce mistakes, improve retention, and allow your team to walk away with deeper insights.



Reactiv SCRIBBLE

Reactiv SCRIBBLE is a digital whiteboard that serves as a breakthrough brainstorming and layout tool. It creates an infinite canvas, allowing any user to collaborate and sketch, write ideas, mark up pages and develop dynamic layouts that accurately represents the overall team vision. Users can combine a variety of different file types, including web content and natural handwriting, into meaningful pages that can be easily shared or distributed. SCRIBBLE also helps simplify complex ideas, visually communicate vision and intent, and allow your team to capture team decisions while reducing miscommunication.

Key features that make your meetings more effective

With the powerful combination of Ricoh IWBs and Reactiv SUITE, your employees can get an easy-to-use collaboration tool that teams actually want to use—because it makes meetings more efficient and productive. Here are just a few of the ways this integrated solution is unique:



Save files exactly where you want

Unlike other solutions that save the file to the IWB with a set of numbers as a file name, Reactiv time- and date-stamps the file and saves it wherever you prefer—on the whiteboard, to Active Directory, a cloud destination or even a USB stick. Your documents now have an audit trail in their naming convention and even follows your organization's network security protocols so there are no security risks.



Share different content among multiple screens

Using Reactiv SUITE, you can share the entire screen or, if you like, only a portion of the screen to the left, to the right or above. For example, a teacher could have a video running on the IWB, have questions about the video on the right side, a homework list on the left side and tomorrow's agenda up above.



Present, edit and save multiple file formats

Unlike other collaboration solutions that force you to create PDFs to then make edits, Reactiv SUITE allows you to annotate or edit in the native file format—all during the course of a meeting or presentation. Employees can make comments and notes directly into documents to minimize annotation mistakes. Then, after team members return to their desks, they can make further changes and even erase the ink to create a clean copy.



Brainstorm without barriers

Reactiv SCRIBBLE creates an “infinite canvas,” which means your IWB screen size no longer limits the ideas from flowing. As you fill the screen, just slide it over and continue brainstorming without any interruptions in your meeting. Once the session is complete, you can save everything your team has created and share it with the participants.



Lay out and merge content of any file format

With SCRIBBLE, you can also lay out multiple types of content (regardless of file format), anywhere you want and any way you want. Grab pages from written documents, screenshots from videos, or make handwritten comments—whatever you need to do to get your point across to the team.



Smart Rip

SCRIBBLE includes powerful advanced pagination to make it easier to edit documents and create new ones. Just as if you were working with paper, you can “rip” pages from one document and combine with another, or merge selected pages from multiple types of content to create custom layouts in just seconds.



Curate and Share

SCRIBBLE's multi-stylus support encourages engagement and participation. Multiple users can collaborate and annotate on the same screen on the same document or multiple documents simultaneously. This way, everyone is on the same page and the resulting output can then be easily shared for confirmation by all participants.



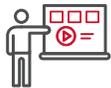
Device Connectivity

Reactiv SUITE integrates common wireless screen sharing protocols such as Airplay and Miracast. Your users can easily connect to the IWB, without installing any apps, and seamlessly share their screens, capture screen shots, and even upload media directly to the active workspace. This allows any participant to easily share screen visual or data instantly.



Powerful collaboration software. No training required.

Regardless of the industry you're in, Reactiv SUITE is so simple and easy to use that your team doesn't need training. It's so powerful that it can easily handle your demanding workflow, no matter what kind of work you do. Take a look at the following use cases and see how Reactiv can improve your team's collaboration and productivity.



Corporate Training

An essential part of any business, Reactiv SUITE makes it easier and faster for trainers to compile their digital files and media content. It dramatically reduces the wasted time dealing with the technology, projectors or managing multiple windows, and allows attendees to truly focus on the training.

With Reactiv, the trainer can toggle between digital files with ease, so their audience never loses interest. They can also mark directly into documents to emphasize certain information. Files can be saved and shared quickly. The result is improved retention and a deeper understanding of the materials.



Brainstorming

In any brainstorming session, activities like documenting multiple ideas and sketching out thoughts can become very tedious and time consuming. Using Reactiv SUITE, every attendee can collaborate and add their ideas simultaneously. This combined effort yields more ideas in less time as well as making everyone feel as if their voice has been heard.



Education

For teachers, Reactiv SUITE can make classroom lessons more impactful and memorable. Teachers can share any type of content with their class, mark up previous work, easily explain complex formulas, or show relevant videos—all without wasting time switching A/V equipment or computers. End result: it keeps students engaged and helps improve retention.



Presentation/Storytelling

Unlike static slideshows that deliver information in a one-way format, Reactiv creates truly interactive presentations where all team members can participate. Content from multiple formats can be combined in seconds to present to an audience, without wasting valuable meeting time switching between information sources. Additionally, participants can add comments directly into the document(s), then save all the presentation changes. This reduces the workload involved in meeting follow-up and dramatically reduces mistakes, improves retention and allows your team to walk away with a clear idea of what to do next.



Sports Teams

Gone are the days of sketching out plays on a blackboard and photographing them. With Ricoh IWBs and Reactiv, sports teams can use the infinite canvas software to brainstorm or map out an infinite number of plays and formations and easily save the file(s) for player distribution.



Technical Teams

Reviewing and editing schematics across multiple team members and locations can be a development nightmare. Now, with Reactiv, it's easy to ink, mark up, change and truly collaborate on designs and specifications. You can even save the versions in an auditable format to maintain version control and ensure all team members are in alignment on the development process.



Marketing Teams

Using Reactiv, marketing teams have an intuitive, flexible tool to review and edit video content, web pages, printed collateral and more. Plus, your creative teams can use the infinite canvas to develop new ideas or storyboard content, even across multiple locations.



Make your meetings more efficient and productive with Ricoh Communication Services

Especially in today's new world of work, creating effective meetings is imperative for every organization. Ensure your employees, even remote workers, are engaged and participating with the powerful combination of Ricoh IWBs and Reactiv SUITE of collaboration software.



“Our workplace is going through a digital transformation and Ricoh is a valued partner in that journey. Having up-to-date technology makes collaboration more effective, more efficient, more intuitive and more mobile. It empowers our employees to contribute to conversations and projects from wherever their work takes them.”**

Humza Teherany
Chief Technology and Digital Officer at Maple Leaf Sports & Entertainment

To learn more about Ricoh Communication Services and its family of integrated meeting room solutions, please contact your Ricoh Solution Advisor or [visit our website](#).

*Gartner Group Market Guide for Integrated Workplace Management Systems Published: August 21, 2018

** Humza Teherany: “MLSE invests in tech via Ricoh partnership,” Strategy Online, August 29, 2019