

Technology to support your smart and safe workplace

Empower your people with a smarter workplace



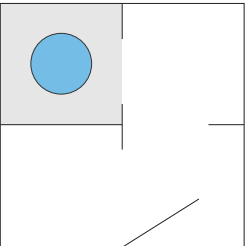
INTRODUCTION

As we consider a hybrid approach to our workplaces, it's important that you start with a people first approach. If you want to learn more about where to begin, take a look at our guide on [Seamless Collaboration in the New Era of Hybrid Work](#).

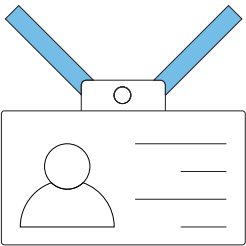
In this guide we take a look at the technology that can support you in providing an agile, flexible, smart and safe workplace for your people. This technology takes into consideration the evolving world of work and the ability to provide an optimized, compliant and inviting space.



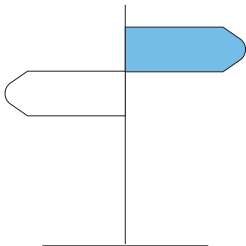
THE INTEGRATED **WORKPLACE EXPERIENCE**



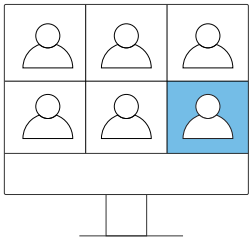
Desk, room and space booking



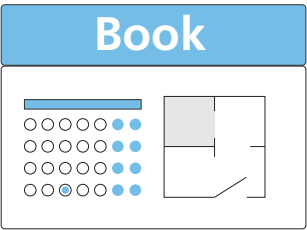
Visitor Management



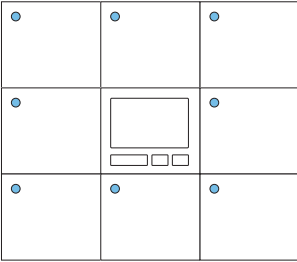
Digital signage / wayfinding



Unified Communications



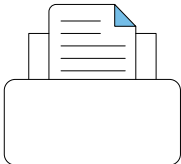
Smart Rooms



Smart Lockers



Print Management Cloud



Managed Print Solutions

Desk, room and space booking

Conveniently book a meeting room, space or desk even before you arrive at the office. Get real-time information on where your team members have booked. Allocate desks to individuals or departments that have to be on-site on certain days. Easily manage workspace capacity, availability and bookings in the event of space closure, repairs and more.

Space and resource bookings can easily be extended to car parking, cycle-racks, AV equipment or catering, all subject to user profile.

Read our guide on [Redefining the Return to the Office](#) and discover how you can optimize in-office spaces to support your hybrid workforce.



Benefits

- Manage space availability and utilization more efficiently
- Control areas as per operational needs and requirements
- Manage contact-tracing in case of sickness
- Support hybrid work and bring back in-office employees in a safe and controlled process
- Report on utilization to plan future demand
- Deploy with mobile applications

Find out more

Visitor Management

First impressions count. What better way to achieve that first impression the moment people come through the front door? Your visitors can be pre-booked and enjoy a 'touchless' and express check-in (with QR code) on arrival, automatically notifying the host.

Communicate essential information such as fire alarm tests, terms of on-site compliance and more. Transfer location and guidance maps to visitors' mobile devices in a contact-less manner or even through audio commands.

Through open API, visitor management solutions can easily be integrated with other workplace solutions like desk, room and space booking.



Benefits

- A warm and personalized welcome combined with efficient visitor management
- Deliver safety information and compliance on-site
- Conveniently screen employees, visitors, customers and suppliers
- Minimize waiting times and reduce queues
- Manage reception manpower and deployment
- Protect employee wellbeing and safety

[Find out more](#)

Digital signage / wayfinding

The art of good communication is ensuring messages are received and understood. Your people don't always have time to read every email, bulletin, newsletter or notice. What people have become adept at is watching video content and absorbing information via the screen.

Your solution can be tailored and scaled to meet your precise needs. From small offices right up to conference rooms, you can keep staff, visitors and customers informed and engaged with corporate news, safety information or travel updates.



Benefits

- Increase engagement with staff, visitors and customers
- Deliver to multiple screens: TV, PCs, laptops and mobile devices
- Schedule content to be delivered and repeated anywhere, anytime
- Simple to use via drag and drop content management solution
- Deploy and manage centrally over multiple locations, even globally
- Workflow and authentication management so only the right content is shared

[Find out more](#)

Smart Rooms

When it's meeting time, connecting for face-to-face video meetings with employees in other offices or working remotely should be as simple as clicking "Join Meeting." Simplify meeting connectivity with an end-to-end meeting room solution that provide industry-leading, easy-to-use technology.

From huddle spaces to large conference rooms, create environments for true collaboration and drive better productivity and engagement.

Smart Rooms options include:

- **Small meeting rooms** – up to 6 seats
- **Medium sized rooms** – up to 10 seats
- **Large conference rooms** – up to 25 seats

Each Smart Room bundle comes with a large format display, video camera, microphone, audio technology and simple one-touch controller — already tested for compatibility so you know it works well together.



Benefits

- Easily connect your people, whether they work on-site, remotely or hybrid
- Create environments for true collaboration
- Enjoy an easy, seamless user experience
- We integrate best-in-class technology from leading providers, and handle the vetting, testing, installation and support — so you don't have to

[Find out more](#)

Smart Lockers

Smart Lockers can help your organization adapt and be more efficient. The innovative solution transform time-consuming manual tasks into automated processes. Built with digital technology beyond simple keyless entry, Smart Lockers offer fully integrated reporting and real-time management. It can also provide dynamic personal storage for hybrid workplaces, automated device management in warehouses, flexible click and collect for retail stores and secure parcel delivery in any setting.

See how cutting-edge Smart Lockers are helping these customers increase innovation, demonstrate commitment to efficient and sustainable business processes, and creating stronger client relationships. [Watch video >](#)

Discover how Smart Lockers helped a leading global logistics company enhance innovation, efficiency and build stronger client relationships. [Read Case Study >](#)



Benefits

- Single view, remote management of the entire locker portfolio
- Keyless entry via a keypad or ID access card
- 24/7 self-service access
- Flexible management modes suited to unique and changing business requirements
- Real-time management information and reporting
- Modular, customizable and extendable design
- Remote online booking via mobile device

[Find out more](#)

Unified Communications

Unified Communication (UC) supports your hybrid-working strategy, a collaboration platform that addresses voice calls, video calls, larger video conferencing and bigger events like webinars. Our technology-based approach to presentations and interactive technology helps you lower costs, and deliver a secured and seamless experience to your employees, customers and audience from anywhere.



Benefits

- Supports video and voice calls, video conferencing and webinars
- Supports business and operational agility
- Enables IT departments to manage systems from anywhere
- Removes shadow IT which increases risk of security breaches
- Improves the security, reliability and efficiency of communication platforms
- Reduces complexity and delivers better cost-savings

[Find out more](#)

Managed Print Solutions

Explore our combination of print software and services to make your print environment more cost-effective, sustainable and agile to enhance your smart workplace.

Managed Print Application Service (MPAS)

RICOH MPAS offers various combinations of implementation, cloud hosting and end-user technical support for print management software. Make better use of your print device, and easily scan and capture workflows. With MPAS, our team will manage and support your print applications, the IT infrastructure that supports it, and handle basic document output services for the number of devices you select so your IT team doesn't have to.

Managed Print as a Service (MPaaS)

RICOH MPaaS is a cloud-based subscription model that drives measurable cost reductions and supports your hybrid work strategy. MPaaS gives you a full range of both physical and digital print service options. With our on-demand physical print services, our on-site team provide supplies management, device deployment and physical device management. Digital offerings include remote print and device management, destination scan/route services and digital device management. In addition, gain access to a full suite of analytics capabilities which provides you with insights you can use to improve efficiencies, reduce costs, and create productive new workflows.

Benefits

- Enable a more cost-effective print operation
- Access to a team of experts for first-level support to your IT department and/or selected end-users
- Software and services with best-in-class security features to protect your networks and your data
- Scalable and flexible to meet your needs

[Find out more](#)

Print Management Cloud

With many organizations focusing on creating smart and safe workplaces, RICOH Print Management Cloud (PMC) allows for contactless printing, without having to physically touch the control panel. PMC is a unique all-in-one print infrastructure solution that enables organizations of all sizes to benefit from the agility and innovation of cloud technology. Streamline your print infrastructure, eliminate print servers, and reduce your IT burden with this cost-effective SaaS solution.

See how you can streamline your print infrastructure and management with PMC. [Watch video >](#)



Benefits

- Lessen the burden on IT by removing reliance on print servers
- Enable central management and virtually eliminate common IT helpdesk pain points
- Improve employee productivity while reducing maintenance and support with a universal print driver that standardizes the user experience across manufacturers
- Retain data sovereignty whether installed as a hosted SaaS solution or an on-premises hybrid cloud

[Find out more](#)

Key considerations for **hybrid work**



Use a people-first approach

It's never a one-size fits all approach. Always make the effort to understand what your workforce need to do their best work and achieve their full potential. Align the right digital solutions that best meet their needs and in achieving your organizational goals.

Empower employees with flexibility

Employees choose to return to the office for varying reasons, from scheduled meetings to face-to-face interactions with clients or as an alternative respite from working from home. Whatever the reason is, empower your employees with the flexibility to manage when they want to return to the office.

Invest in the right hybrid collaboration technology

With hybrid work here to stay, it is important to invest in the right technology to seamlessly support communication and collaboration between in-office and remote employees to ensure a productive and successful hybrid working environment.

Take a proactive approach to cyber security

With a distributed workforce, you need to ensure your organization's data is protected. Consider partnering with a trusted service provider to design and implement cyber security preparedness and response plans to keep your organization protected, and manage risks from cyber threats and attacks.

Continuously track your progress

A big benefit of digital technologies and services is the access they provide to real-time data and reporting. Use the insights from these data to track your progress and gain valuable insights for areas of improvement, allowing you to quickly adapt and evolve to support business agility.



Engaging with our experts

How Ricoh can help guide you to adopting the right workplace solutions that is tailored to your business and operational needs.

1. CONSULTANCY

You'll have the opportunity to discuss your unique requirements with a specialist.

2. ON-SITE Q&A

Opportunity for you to ask questions, discuss potential options and evaluate the fit with your environment.

3. BUSINESS CASE

You'll discuss the likely cost-savings and plan for integration with your current platforms and process.

4. RECOMMENDATIONS

You'll receive detailed recommendations covering suitable solutions, configuration and pre-installations.

5. QUOTATION

A detailed cost estimate will be provided to you.

Empowering the future of the workforce

While workplace innovation has been happening for decades, never has it been at the speed and scale we have seen recently. As hybrid work and smart flexible workspaces pave the way for the future, Ricoh can support your needs with solutions to help you redefine work and prepare you for tomorrow.

Let us help you redefine work and **change. For better.**

[For more information, get in touch with us today.](#)