Collaborative Room Solutions
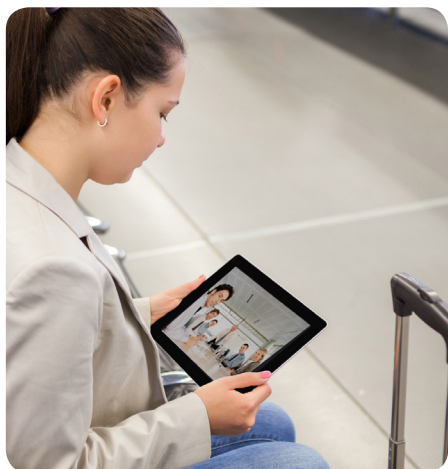
RICOH
imagine. change.

Connect and Collaborate

More than ever, success in today's faster, more connected workplace depends on visual communication and easy, secure access to your documents — wherever they may be stored. With our end-to-end solutions for modern huddle, meeting and conferencing rooms, you can share documents and collaborate with people in remote offices or on mobile devices as if you were all in the same room. Now, reduce travel time and costs for face-to-face meetings, improve meeting productivity and stay better connected.

Thrive in flexible offices

In today's new workplace, you often have to collaborate with or train people who are using different devices, apps and office productivity suites. How do you ensure that your collaboration rooms and open spaces run smoothly without annoying interruptions because you or your remote participants don't know how to use—or can't use—the technology?

Ricoh provides a complete portfolio of and end-to-end solutions to help you efficiently transform your workspace with our inclusive technology, giving you the flexibility to use your mobile devices, apps and cloud services. You won't have to worry about whether you might need IT's help to collaborate with remote participants simply because they are using different devices.

Key Benefits

Improve communications with minimal capital expenditure and operating costs	Increase employee productivity and provide a better work-life balance	Reduce the costs and employee time lost from travel to meetings
Reduce your environmental footprint	Encourage greater collaboration across global operations	Better integrate remote offices and operations

Huddle Rooms and Spaces

The demand for ad hoc collaboration to help agile teams make better, faster decisions has helped fuel the growth of modern huddle rooms. These small conference rooms are equipped with visual communications technology that allows teams to meet at a moment's notice. According to Wainhouse Research*, modern huddle rooms should be integral to every organization's meeting/collaboration strategy, due to preferences by millennial workers and the increased need to support open work spaces, telecommuting and distributed workforces.
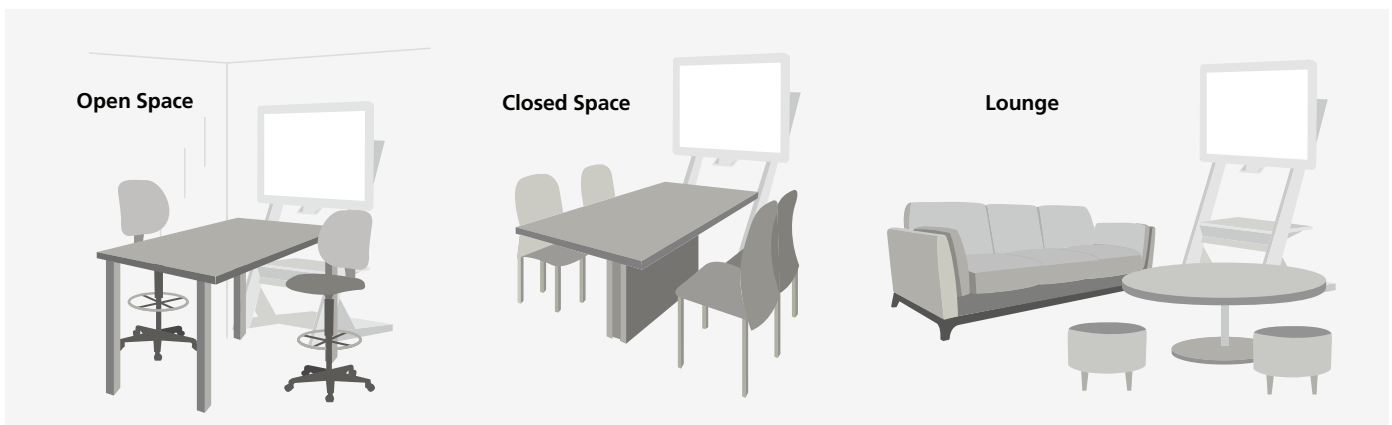
Rethink your office space

Increasingly, organizations of all sizes are adding more huddle rooms to help streamline ad hoc collaboration. If five or fewer team members, along with one or more remote workers, need to casually meet to discuss a single topic, why should they take up a large meeting room that requires formal scheduling?

Instead, huddle rooms allow teams to meet up quickly and easily like football players to plan their next move in a flash—and reach desired outcomes even faster. In addition, it can be far more cost-efficient to equip several huddle rooms with visual communications technology than a single large formal meeting room that may often go unused or underused.
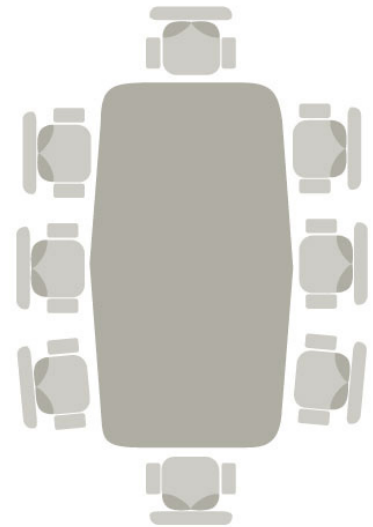
Huddle up with Ricoh

We can help accelerate your adoption of modern huddle rooms with our end-to-end solutions, which include consultation and design services to assess the right audio-visual technology for your unique communication needs. Additionally, we can engineer and install your huddle rooms in a variety of designs (see below). With our partnership, you can optimize these ad hoc spaces for current and changing business needs.

Open Space

Closed Space

Lounge

*Wainhouse Research, "Understanding the Huddle Room: Maximizing the Value of these Underutilized Spaces" (white paper). October 2015.
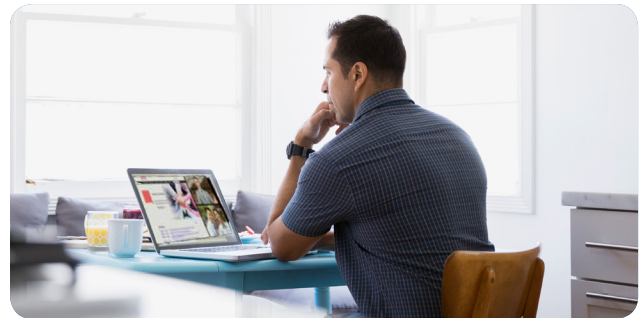
Meeting Rooms

While informal, ad hoc collaboration may take up the majority of your workplace meetings, formal meeting rooms still serve important purposes. We can help make these spaces more accessible to your remote workers, partners and customers so that your meetings can be more effective and inclusive.

Get more work done in less time

With our solution for collaborative meeting rooms, you can go beyond merely presenting documents in your meeting. Draw, edit, and brainstorm. Receive feedback from participants joining from remote locations and make changes to your presentation on the spot, leaving no ambiguity. By adding videoconferencing, you can see their subtle expressions and reactions as if you were in a face-to-face meeting. Your teams can focus better and reach decisions faster, turning ideas into actions with renewed efficiency.

Strengthen your relationships

We can help you inspire greater engagement and participation in your team projects and partner communications. Become better connected and maintain stronger relationships with employees, clients and contractors. By modernizing your meeting room experiences, you can encourage your employees to be more active while you help to build confidence that your organization is fully invested in their success.

Onsite and Remote Training

When technology meets learning.

Important technical components for successful remote training rooms include:

1. **Videoconferencing**
2. **Interactive touch-panel displays**
3. **Wireless projection**
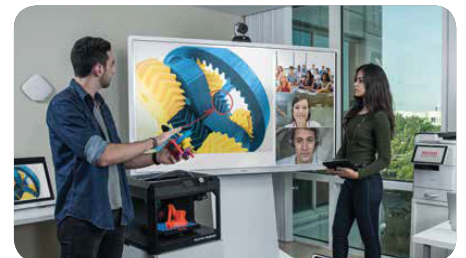4. **Multifunction printers**
5. **Mobile collaboration tools**

Get active with training

Upgrade your organization's traditional remote training into active learning experiences that enhance employee engagement with collaboration on complex materials. Both our onsite and remote training solutions can include interactive touch-panel displays that are as easy to use as a personal mobile device. Our interactive displays help to increase real-time participation on training materials by letting employees use their fingers or a stylus to handwrite, and mark up with natural gestures.

Captivate your employees

Keep teams of all sizes engaged by showing interactive visual content on our large, brilliant HD and 4K displays. Whether you prefer to use an interactive touch-panel display or project your training materials to large groups of employees, you can easily get access to your training content wherever it is stored. Also, easily print or send works in progress with handwritten notes directly to cloud storage, email or a social media app.

Reduce travel time and costs

Save time and lower your training costs by offering more remote training rather than flying training professionals to multiple locations. Ultimately, improve your effectiveness as you train more employees in less time and enable more productive remote collaboration on training materials.

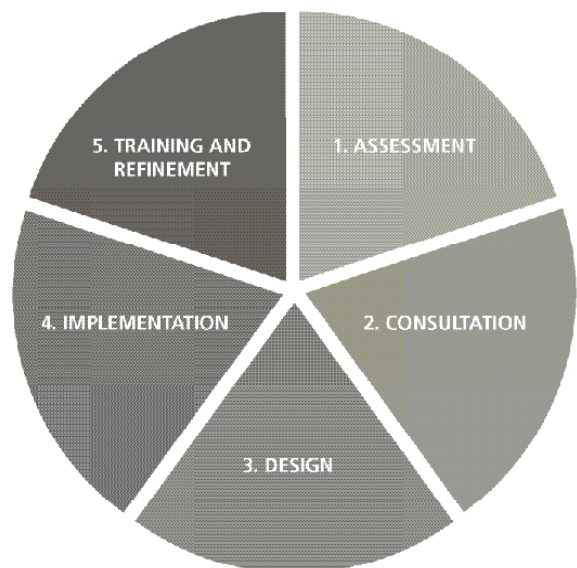# Ricoh Services for Visual Communications

Ready to get started? With our full menu of integrated solutions and services, you'll have one go-to source for consulting, delivery, management and support for your virtual communication technology and collaboration rooms. We can plan, design, install and maintain end-to-end solutions that include system programming and training to help ensure optimal operation and satisfaction.

Available services include:

• Assessment and consulting to identify the communications technologies and strategies to help you meet your objectives, followed by a targeted plan to implement our recommendations.

• Development and presentation of turnkey collaborative room solutions that include full design and furnishing, along with installation of visual communications equipment and software.

• Worldwide support for deployment and business services to help streamline adoption within your organization, including user training, project management, service management and change management.

Partner with Ricoh

5. TRAINING AND REFINEMENT
1. ASSESSMENT
2. CONSULTATION
3. DESIGN
4. IMPLEMENTATION

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