



Ricoh Managed Workplace

Do you feel pulled away from your core business keeping up with the demands of your facility? Ricoh Facilities Management Services can help. With years of experience in optimizing work environments across industries, we have the people, the processes and the technologies to help improve the way you work. We begin with a facility assessment – looking for opportunities to optimize your workspace, enhance mobility, reduce costs and increase morale and engagement.

Optimize Your Facility

Once you have the right data, it's time to turn information into action. After your workplace audit, Ricoh can help determine the workplace design that will best encourage collaboration within your organization. We address issues such as layout, lighting and office furniture to create a productive atmosphere. Ricoh can also assist with move management, enabling your people to embrace the new workspace with as little disturbance as possible.

Reception Coverage & Visitor Management

Does your reception staff scramble to create security passes when guests arrive? Imagine a streamlined process where easy-to-use software gives advanced notice to receptionists about upcoming visitors. Security badges can then be ready and

waiting when your visitors arrive, saving valuable time. Ricoh Facilities Management Services makes this possible – uniting your office workflow with your reception personnel, so everyone is on the same page.

Flexible, Mobile-friendly Workspaces

With the increasing costs per square foot of office space, it's important to maximize your workspace investment. Why not make the most of it? Ricoh Facilities Management Services can help you convert legacy office layouts into user-friendly workspaces. Provide temporary workspace for your remote workers with software that can determine the right space for the job. Help visitors feel at home with interactive floor maps – so they can easily view workspace availability online or via their existing email platform.

On-site Print, IT, AV Services

Not sure where to start? That's where we come in. From optimized print management to call monitoring to IT and AV services, Ricoh has the knowledge and the experience to help ensure that you have the technology you need, when and where you need it. Request the equipment you need through Ricoh Facilities Management software. Your rooms can then be set up and configured quickly and efficiently, with on-site specialists ensuring you have the technology you need.

Smart, Productive Buildings

Building operational costs are a major portion of your facilities spend. Applying big data analytics to the way your facilities operate can lead to uncovering new ROI and added value. Not only can smart buildings help your bottom line, but they are also important for the planet's environmental health. Ricoh can help you meet sustainability mandates and show you ways to conserve energy and resources.

Why Facilities Management Services?

- Capitalize on mobile worker trends
- Effectively utilize existing space
- Reduce overhead expense in non-core business areas
- Solve frequent turnover for reception personnel
- Meet AV inventory management challenges
- Address building security policy gaps

You may also be interested in:

- Workplace Collaboration Services
- Intelligent Lockers
- Meeting Room Services