![Ricoh - imagine. change.]

Smart Lockers for Mail & Parcel Management

Incredible efficiency for your mailroom

Today's mailrooms are still a busy place and the number of commercial and personal packages delivered puts increasing pressure on your business. Add to that a more distributed and remote workforce, and mail delivery has become a less manageable process. Logging deliveries, tracking the packages, and gathering recipient information all fall to the mail management team. But with more items delivered to the workplace, it becomes even more time-consuming and less efficient for your team to manage.

Ricoh Smart Lockers for Mail and Parcel Management enable you to boost productivity and efficiency in your mailroom. With secured and trackable locker facilities, you can provide mail tracking and storage until the recipient is available or can retrieve their own items.
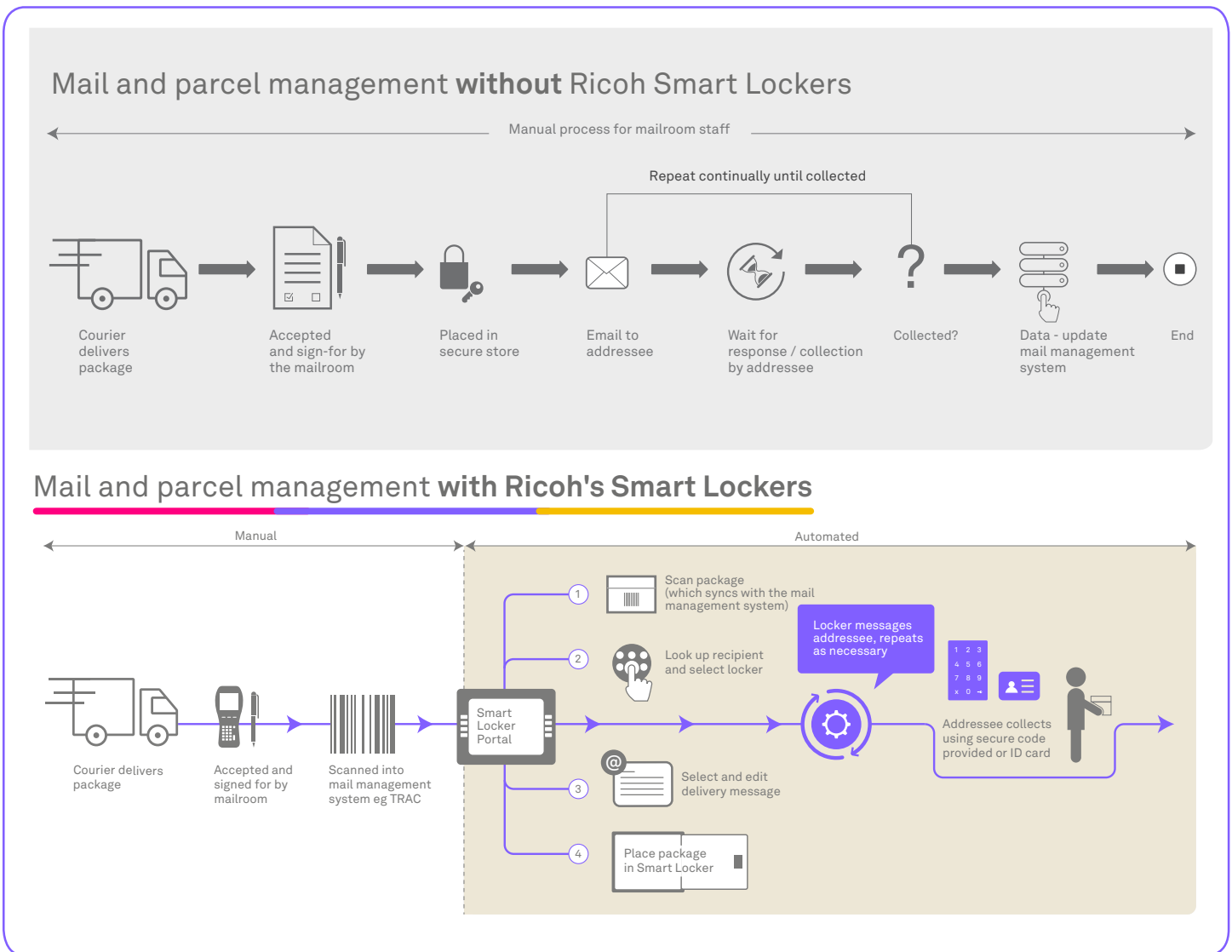
Key benefits:

With enhanced security, 100% accountability, and less margin for human error, Ricoh Smart Lockers come with considerable benefits:

- Greater efficiency and governance over your mailroom with secured and easy-to-manage storage
- Communication with smart devices
- Package drop-offs and pickups recorded with automated tracking
- Integration with existing mail management system, or a turnkey solution with management and lockers
- Security with strict chain-of-custody
- Convenient package collection with 24hr employee access

Smart Lockers for agility and accountability

Today's mailroom and facility managers need to create agile environments that can support the demands of flexible work. That means more automated processes, fewer repetitive tasks, and optimized staffing resources. Ricoh Smart Lockers not only support these efforts, but also provide visibility, control, and reporting for greater accountability across the organization. Our lockers dramatically improve package delivery logistics with individual compartment control and secure, key-free access.

Our Smart Lockers also use remote software, so that mailroom staff can scan, register, track and manage the physical delivery to lockers and report on all stages of the process for full accountability. Furthermore, our open API allows you to integrate Smart Lockers with your existing mailroom systems seamlessly.

Mail and parcel management **without** Ricoh Smart Lockers

Manual process for mailroom staff

Repeat continually until collected

| Courier delivers package | Accepted and sign-for by the mailroom | Placed in secure store | Email to addressee | Wait for response / collection by addressee | Collected? | Data - update mail management system | End |

Mail and parcel management **with Ricoh's Smart Lockers**

Manual | Automated

Courier delivers package → Accepted and signed for by mailroom → Scanned into mail management system eg TRAC → Smart Locker Portal

1. Scan package (which syncs with the mail management system)
2. Look up recipient and select locker
3. Select and edit delivery message
4. Place package in Smart Locker

Locker messages addressee, repeats as necessary

Addressee collects using secure code provided or ID card

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