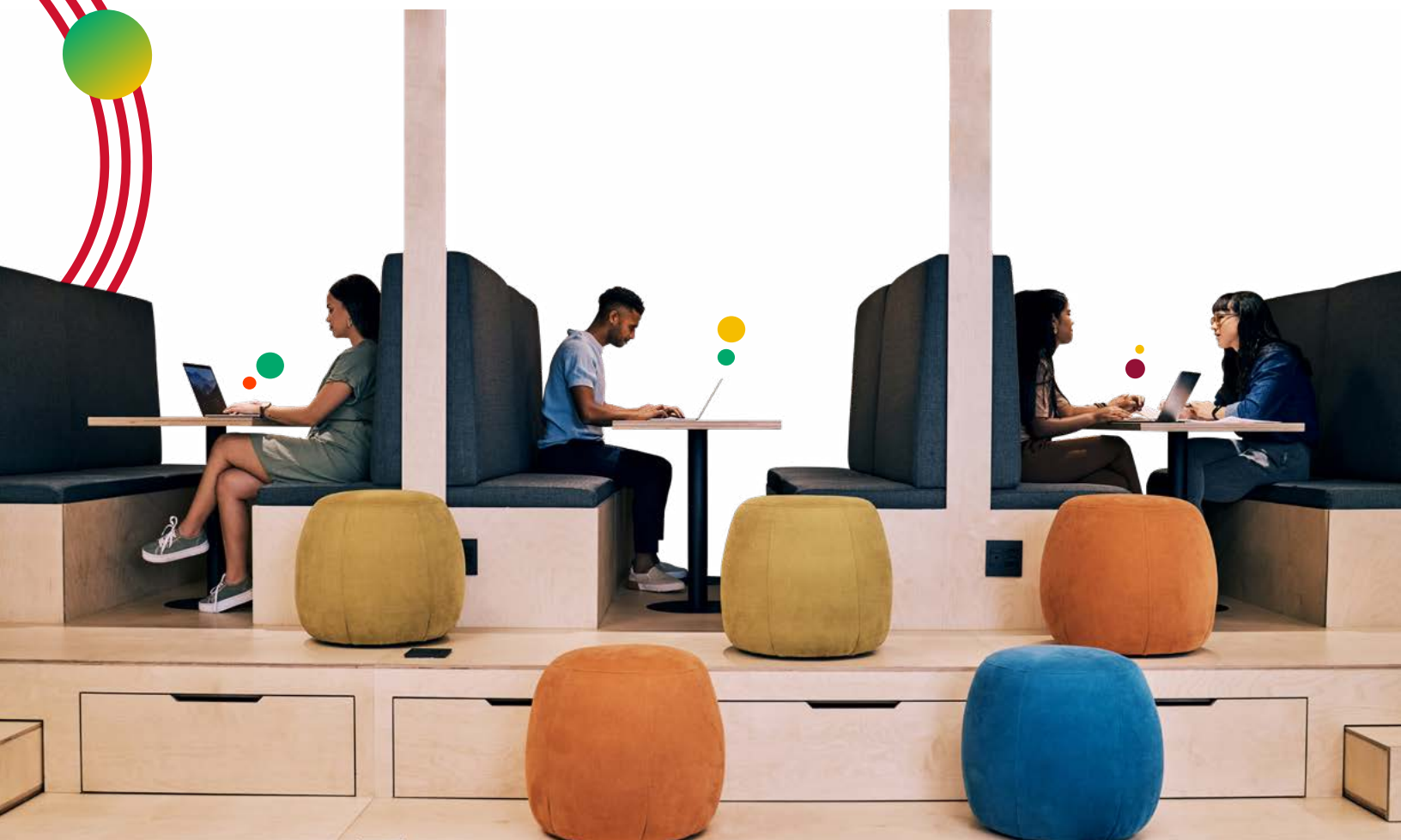# RICOH Spaces

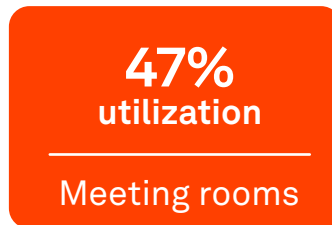## Unify your people, places, and information with our digital workplace management system.

Ricoh Spaces is a cloud-based workplace experience tool that makes it easier than ever for people to reserve meeting rooms, huddle spaces, desks or parking spots; order IT equipment and catering services; check in and check out at the front desk, and even find their way through the office.
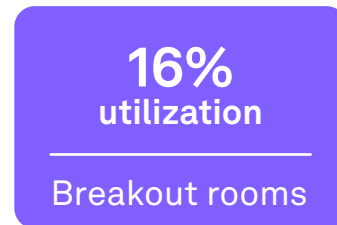
Is the workplace, working?
What the numbers say.

[1] Global workplace utilization is less than **30%**

In the U.S. that number is even less, at **19%**

1 XY Sense, Workplace Utilization Index Q4 2023 and 2024 Prediction

But most workers, around the world, believe they should be spending more time in the office than they currently do to maximize productivity and benefit from socialization, collaboration, relationship-building, training and career advancement.

47% utilization
Meeting rooms

VS

16% utilization
Breakout rooms [2]

There's a shift in how the office is being used by today's hybrid-first workers.

In fact, even traditional desk use is waning. It's clear that when people come to the office, there's a higher demand for spaces that enable more activity-focused work than simply unstructured, open collaboration areas.

1/2 of individual workstations are occupied for less than 1 hr.

So how do companies create a better, more flexible and enticing workplace experience that brings employees back together in the office for productivity and innovation that supports business outcomes?

The answer is RICOH Spaces

What is RICOH Spaces?

RICOH Spaces is a single, enterprise-grade platform to manage every touchpoint of the in-office work experience.

Designed to simplify the hybrid-first work experience, RICOH Spaces takes the hassle out of coming into the office. From booking a desk or meeting room to reserving a parking spot, you can support in-person experiences with ease and flexibility from digital, self-serve tools.

Choose from multiple modules to enhance your workplace experience.

Desk Booking

Enable employees to effortlessly locate and book available desks using interactive 3D floor plans and web schedule views. Teams can create work zones or neighborhoods that help colleagues find and reserve workspaces together for seamless collaboration.

Added feature includes integration with Ricoh's Smart Lockers, making it more convenient for employees to book desk space and personal storage from a single app.

Room & Space Booking

Synced with Office 365 or Google Workspace, users can access complete web schedule views, 3D interactive floor plans and room panel options. Enable additional features like approvals, service or equipment requests, catering options, and linked spaces, such as Ricoh Smart Lockers.

We're always growing our list of space types that can be booked through this module and supported by 1st party resources.

Parking Management

Take the hassle out of getting to the office with an easier way for employees to manage parking. Including bespoke integrations to on-site parking barriers or other services. Vehicle management is also included with this module.

Visitor Management

Make a great first impression, increase security and improve your employees' productivity with a customizable, digital sign-in experience. Control who enters the building, what data you collect from them and eliminate manual paper-based visitor logs. Pre-book visitors for a touchless sign-in and automatically notify hosts of their arrival.

Analytics and Insights

Make data-driven decisions with workplace insights. Data from across the different modules are collected and displayed to provide you with powerful information about desk occupancy, space utilization, attendance levels, and resource allocation, amongst a host of other real-time data captured from IoT devices.

Leverage the reporting and analytics feature to empower smarter decisions about real estate portfolios, workspace design, organizational dynamics, and even hybrid work policies.

IoT Platform

Add the latest sensor technology to your workspace and collect detailed, real-time data about your spaces and touchpoints.

This data is integrated directly into your workspace reporting to provide valuable insights that are tailored to your business needs. We offer both turnkey solutions as well as bespoke integrations when required. IoT sensors can also be used to trigger automated workflows such as auto-cancelling unoccupied meeting rooms.

Advanced Mapping

Bring your workplace to life with interactive digital floor plans that enable easy booking and management of desks, rooms and spaces. With advanced mapping you can keep track of where your teammates are sitting and offer visual wayfinding for guests and visitors.

Display your 3D digital floorplan on any screen to put visitors and new employees at ease and provide them with a frictionless journey through the workspace.

Experience the benefits of RICOH Spaces

- Create an effortless workplace experience to keep employees and visitors coming back
- Transform office space to better suit more flexible work styles
- Empower leaders with data and information for smarter decisions about space utilization, collaboration policies, operating costs and more
- Improve workflow efficiencies, security and space management practices

Why Ricoh?

RICOH Spaces is a turnkey, open platform solution that can connect to technologies you already have. But if you're missing something, don't worry. We've got you covered with our Managed Services to help you better understand your space utilization, procure new hardware and even install additional workplace tech solutions.

Make the office a destination of choice. Start with RICOH Spaces.

Contact us to learn more.

RICOH
imagine. change.