

**RICOH**  
imagine. change.

# RICOH

## Meeting Room Services

Workplace Services



## Make Your Workspace Work for You

Annual costs for a meeting room in a large city can exceed \$20,000 (USD)<sup>\*</sup>. With the rooms empty nearly 50% of the time, how much of those costs are wasted<sup>\*\*</sup>? There has to be a better way to leverage available resources to improve occupancy efficiency and reduce costs. But where do you begin?

Look around. Are meeting rooms booked, but empty? Are other meetings double-booked? Choose RICOH<sup>®</sup> Meeting Room Services to help uncover underutilized meeting room space and reduce real estate expenses. And, we make it possible to share meeting room and event information with attendees in moments. We do it by capturing real-time data and studying your meeting room patterns — including typical users and busy times — and devise a customized optimization plan to transform how your organization uses meeting room space. Using detailed reports, we can drive continuous optimization with measurable cost savings for meeting rooms throughout your organization.

## Transform Your Workplace

You know how things work in your office. But, do you know how to make it better? Ricoh is a global services leader that partners with organizations in nearly every industry to identify strategies to help reduce unnecessary expenses. Ricoh Meeting Room Services brings a wealth of workspace and workflow expertise — as well as market-leading technology from Condeco — to help reduce the amount of empty or underutilized meeting space in your office. We begin with a comprehensive assessment to identify opportunities for improvement. Then, we customize service offerings to meet your needs. We'll continue to partner with you during the implementation via project management, service management and organizational change management to ensure objectives are met and sustained during the entire engagement.



## Everything for Everyday Control

Highly efficient organizations operate seamlessly. People and technologies work in concert to help everybody work more productively — using less time and fewer resources. Ricoh Meeting Room Services integrates seamlessly into your workflow. We can implement meeting room signage that's operated by an enterprise-wide booking system. We can add wireless sensors to measure and track room utilization. And, we can determine whether you're making the best use of meeting rooms and office space. Because we offer end-to-end services, we can standardize processes, help you manage costs and make smarter decisions to streamline workflows and improve occupancy ratios.



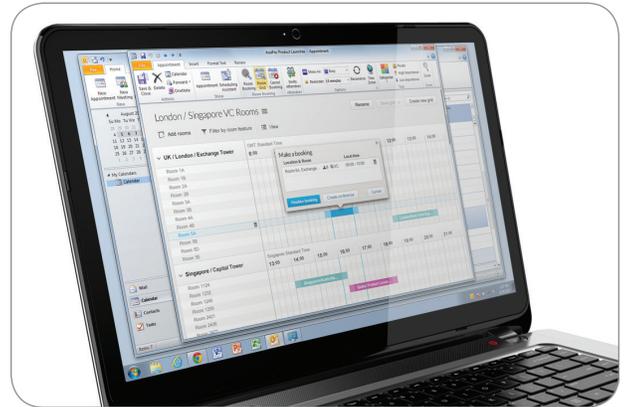
<sup>\*</sup>DTZ Research Occupier Perspective, "Global Occupancy Costs — Offices 2013, Cost savings opportunities in weak markets", January 2013

<sup>\*\*</sup>Johnson Controls, "All In A Days Work: A Global Perspective of Workplace Trends", March 2012

# Add Efficiency to Any Space

## Make Room for More Efficient Scheduling

You have a great idea. You want to share it as soon as possible — but you're bogged down by cumbersome meeting scheduling tasks. What room is available? What kind of invite should be sent? Do you need video conferencing? Are you serving lunch? Ricoh Meeting Room Services helps to optimize meeting room preparation, from setting up A/V equipment to initiating video conferences to managing visitors, caterers, vendors and more from a centralized dashboard location. We also use customized reporting tools to monitor administration time and costs and make more informed decisions moving forward.



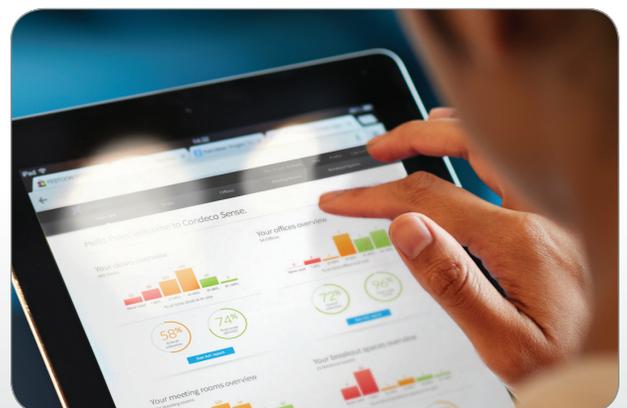
## Share Meeting Room Information with Ease

In fast-paced office environments, decisions must be made quickly and decisively. Ricoh Meeting Room Services incorporates digital signage outside of conference rooms to display room availability and to facilitate booking "on the spot" for ad hoc meetings. Use it to share real-time information about meeting room availability and eliminate awkward booking conflicts. With a quick glance, employees know precisely when a room is available. Users simply swipe their ID card or enter their PIN code to book rooms, manage no-shows, begin meetings and release rooms. When paired with an enterprise booking system, you can use Active Directory, Outlook diary, no-show management, detailed reporting and more to create exceptional, seamless integration throughout the enterprise.



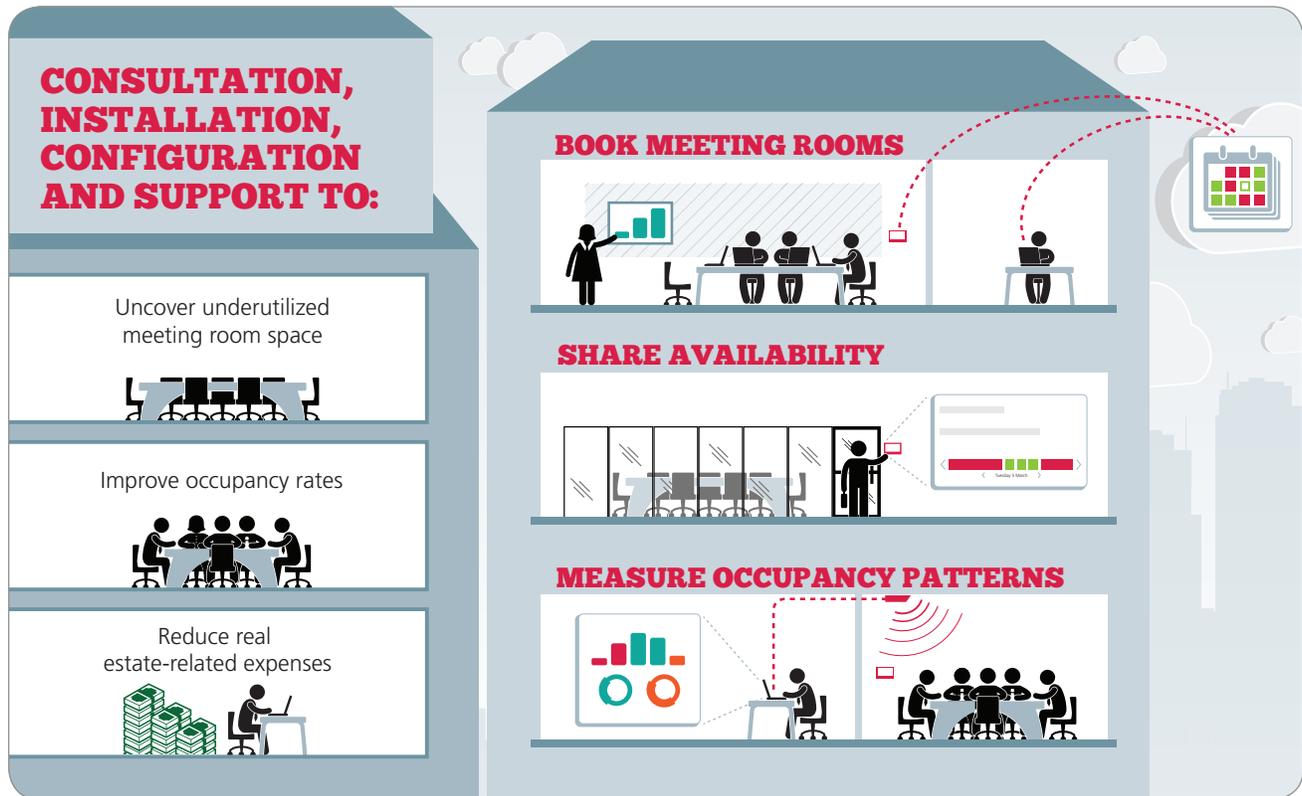
## Gather Data to Make Informed Decisions

It's easier to make decisions when you know they're the right ones. That's why Ricoh Meeting Room Services helps facilities managers understand how meeting rooms are used. Our experienced consultants analyze meeting room utilization data to create strategic roadmaps that can improve efficiencies and help reduce operating costs throughout your enterprise. We also help you reallocate resources to optimize the way employees occupy available meeting rooms.



## Adaptive, Customized Support for More Compelling Results

Why pay for meeting rooms if you're not using them? Ricoh Meeting Room Services offers proven, global experience identifying which strategies and technologies will work best for each client, and more importantly, knowing how to implement them. From consultation to installation to configuration and support, we offer integrated and on-going services that are not only the right fit for your office — but also the right fit for your budget.



Ricoh Meeting Room Services offers expertise to simplify how meeting rooms are booked, reduce “no shows” and measure occupancy data to optimize the workspace and help reduce costs throughout the enterprise.

### The Ricoh Adaptive Model

Ricoh Meeting Room Services is delivered through the Ricoh Adaptive Model — a proven, five-phased approach that enables us to adapt our services to fit your business needs. We partner with you to develop and maintain first-hand knowledge of your business. Then, we provide Project Management, Service Management and Organizational Change Management along with supporting technologies to help optimize business practices. But, that’s only the beginning. A Ricoh partnership is a journey where we continue to learn about one another — and from one another.

