RICOH
imagine. change.

WORKSTYLE INNOVATION
6 Ways to Drive Effective Change

It's a New World of Work.
Can your workstyle keep up?

Today, many trends can place a heavy burden on your resources – both physically and financially:

- Shifting demographics
- Increased mobility and anytime access to information
- Consolidation of real estate
- Need for information governance

As a result, it may be the right time to drive change with a focus on Workstyle Innovation. Your company can benefit from a more agile work environment where employees are engaged, space and technology are optimised and costs are reduced.

Read on for 6 strategies to drive Workstyle Innovation for your workplace.

1

Collaboration that Erases Distance

Is your workplace prepared to include remote and mobile workers as full participants in collaboration? Workstyle innovation empowers your people to use information effectively – no matter where they are located.

Video conferencing is a great way to achieve face-to-face collaboration without being in the same room – but anchored telepresence hardware can't keep up with today's mobile workforce.

Ricoh Connect & Collaborate solutions leverage digital technology to help improve the way you work and communicate. Imagine conducting

a video conference from anywhere – using an appliance the size of an average laptop.

Pair this with an interactive whiteboard that everyone can see and anyone can draw on or add annotations. No more frantically taking notes from a standard whiteboard in order to type and email the meeting minutes and files to everyone.

End the Meeting Room Scramble

Your colleagues are trying to meet last minute to brainstorm a new strategy for a project... but you can't find a meeting room. Double-bookings, changing schedules and lack of space can bring productivity to a screeching halt.

Do you know how your meeting spaces are being utilised? How frequently they are booked or requested?

Ricoh Meeting Room Services can help turn chaos into order. With the integration of unique motion sensor technology, you have real-time insight into meeting room utilisation and occupancy trends.

Use your existing email calendar system or an app on your devices to check space availability and send a booking request. You can also invite required recipients, notify reception about visitor arrival times and, if required, book additional audio-visual equipment – right from your smartphone or tablet.

When conference and meeting room spaces are readily available, you can enhance employee productivity and collaboration for your enterprise.

Our consultants can help you optimise your space and end meeting room bottlenecks

3

Leave the Paper, Take the Data

Employees need critical information at their fingertips in order to make important business decisions. The quality and timeliness of information residing in your business systems relies primarily on when and how that information is captured.

A flexible mobile-friendly scanning solution extends the capture of documents, data and images to those in the field, to remote offices or to anyone who originates or handles critical business data.

If your organisation has volumes of hardcopy records in filing cabinets, digitising these records can help make them accessible. Ricoh Document Management and Centralised Scanning solutions make it easy to convert hardcopy documents and organise them in a central repository.

Employees who need access to critical information on- the-go can rely on File, Sync and Share technologies – which allow them to pull up, review or mark up a form, presentation or contract from any mobile device.

Scan, Print, Fax... the Modern Way

Customise and enhance your print infrastructure to meet the needs of your organisation. Ricoh helps customers evaluate their current print infrastructure, maximise cost savings and improve productivity.

It starts with rationalisation of the MFD fleet to help ensure that the devices you use are being effectively managed and deliver the features that are most important to your company. We work closely with our clients to optimise output device fleets and the processes that influence scan, print and fax volumes.

Processes can become more streamlined, automated and aligned with your employees' roles and responsibilities. Even multi-step scanning or faxing processes can be reduced to just a few key touches. When your workforce can perform frequent functions in seconds, you can keep productivity high and projects moving forward.

MFDs that connect with Cloud services can make printing convenient for mobile workers and guests. Mobile printing options – include public Cloud deployments or private Cloud options that keep data inside the company firewall when printing from mobile devices.

5

Modern Makeover for "Snail Mail"

How do you handle mail delivery when recipients are traveling or don't work at assigned desks? What about mail sent to the wrong place that has to be manually re-routed?

When you have remote employees, it is important to make sure that they are not missing out on critical mail information. Digital mail can speed up snail mail, helping you make sure project deadlines are not missed, invoices are paid on time and critical decisions are made with the latest information.

Intelligent Delivery takes mail digitisation even further to bring accountability and speed delivery

of critical information. Ricoh can put in place automated processes to scan and capture relevant data from the outside of envelopes and the content within.

Critical information is digitised upon receipt, and the recipient can choose when and where to receive it via email. Analytics tools give you the data you need to improve inbound mail processes. See what's coming in and where it goes.

Uncover Hidden Opportunities

Not sure where to begin? Ricoh has consultants in the areas of Business Collaboration, Process Agility, Enterprise Mobility, Governance, Risk & Compliance and Organisational Change Management.

Ricoh is a global leader in innovation. Our approach to consulting is no different. We work with your organisation to help you improve processes, develop and implement paperless strategies, meet compliance requirements and ensure success through change management.

Ricoh Consulting Services can help you realise a number of workstyle improvements – including empowering employees to make business decisions on-the-go, improving access to critical information, helping your workforce stay engaged and improving productivity.

After getting to know you, your organisation and your unique challenges, our consultants will deliver a strategic roadmap and be there throughout the implementation process to ensure a successful transition.

Workstyle Innovation

6 Ways to Drive Effective Change

1 **Collaboration that Erases Distance**
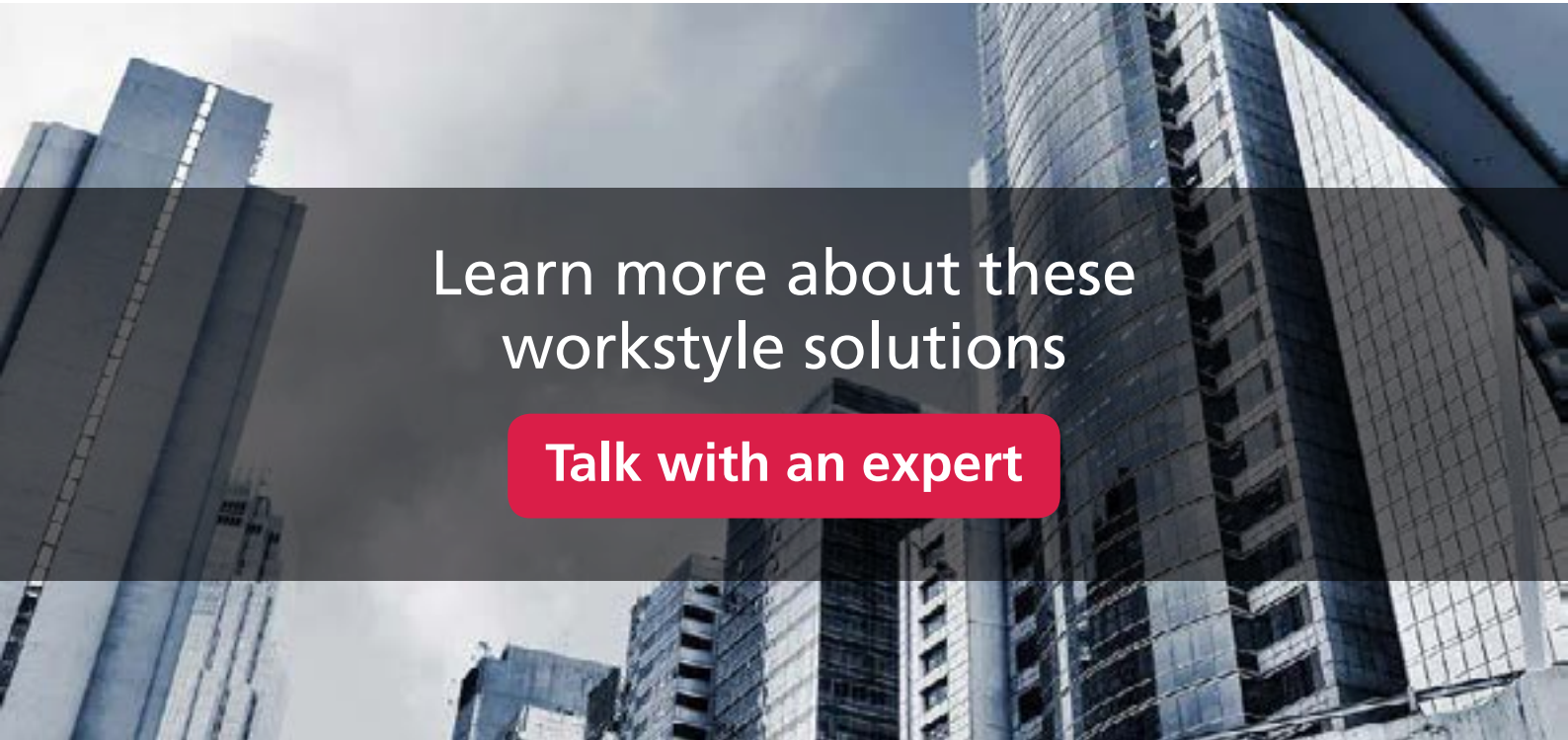Improve collaboration with powerful communication and file sharing technologies

2 **End the Meeting Room Scramble**
Maximise meeting spaces and empower staff with user friendly booking tools

3 **Leave the Paper. Take the Data**
Reduce information bottlenecks with document conversion and intelligent data capture

4 **Scan, Fax, Print... the Modern way**
Extend capabilities to the growing number of on-the-go employees

5 **Modern Makeover for 'Snail Mail'**
Modernise mail delivery while offering metrics and accountability

6 **Uncover Hidden Opportunities**
Transform the way you work and find out how to begin.

Learn more about these workstyle solutions

Talk with an expert