

RICOH Spaces

Bringing people, places and experiences
together with one solution



Your intelligent workspace management solution

Ricoh's integrated workplace experience management platform, RICOH Spaces, is designed to help organisations optimise their office spaces, enhance employee experiences, and support hybrid work models. With RICOH Spaces, you can seamlessly manage desks, rooms, parking, lockers, visitors, and undertake occupancy and environmental monitoring, all from one intuitive platform.

It provides organisations with data analytics and insights to support decisions regarding occupancy and utilisation, while enabling users to manage their workspace preferences and collaborate with colleagues.

A single platform for an optimised workplace

Empower team collaboration and streamline workspace management

The platform enables employees to effortlessly book the right workspace for their needs, whether its a desk, parking spot, locker, collaboration area or meeting room – all accessible via the web or mobile app. Effectively manage room availability in the platform by releasing unused spaces, establish waitlists and schedule recurring reservations. It integrates effortlessly with existing systems and synchronizes seamlessly with Microsoft Outlook and Google calendars.



Support employee privacy with features like 'hide my name' for sensitive bookings and enhance planning with real-time visibility of office attendance. RICOH Spaces helps organisations create a workspace that truly meets the needs of their people, fostering collaboration and optimising office space usage for hybrid working.

Streamline visitor management and create exceptional guest experiences

Ensure a seamless and professional visitor journey, and leave a positive impression on your guests. Simplify check-in and check-out processes, reduce wait times, and enhance operational efficiency – all through one intuitive platform.

With Ricoh's workplace experience management platform, organisations can deliver an effortless visitor experience while maintaining a smooth, secure and welcoming environment.



Data analytics and insights

Real-time analytics provide valuable insights and data into space usage, popular areas and ongoing trends, enabling you to adapt and optimise your workplace effectively.



Improve workspace intelligence with occupancy and environmental add-ons



When integrated with IoT sensors, the platform add-ons provide real-time data analytics. This enables organisations to make informed decisions about occupancy and environmental policies, as well as maintaining a healthy workspace environment.

Occupancy add-on

The occupancy add-on delivers detailed insights into space usage, identifying ghost meetings (rooms that are booked, but not used) and occupancy rates.

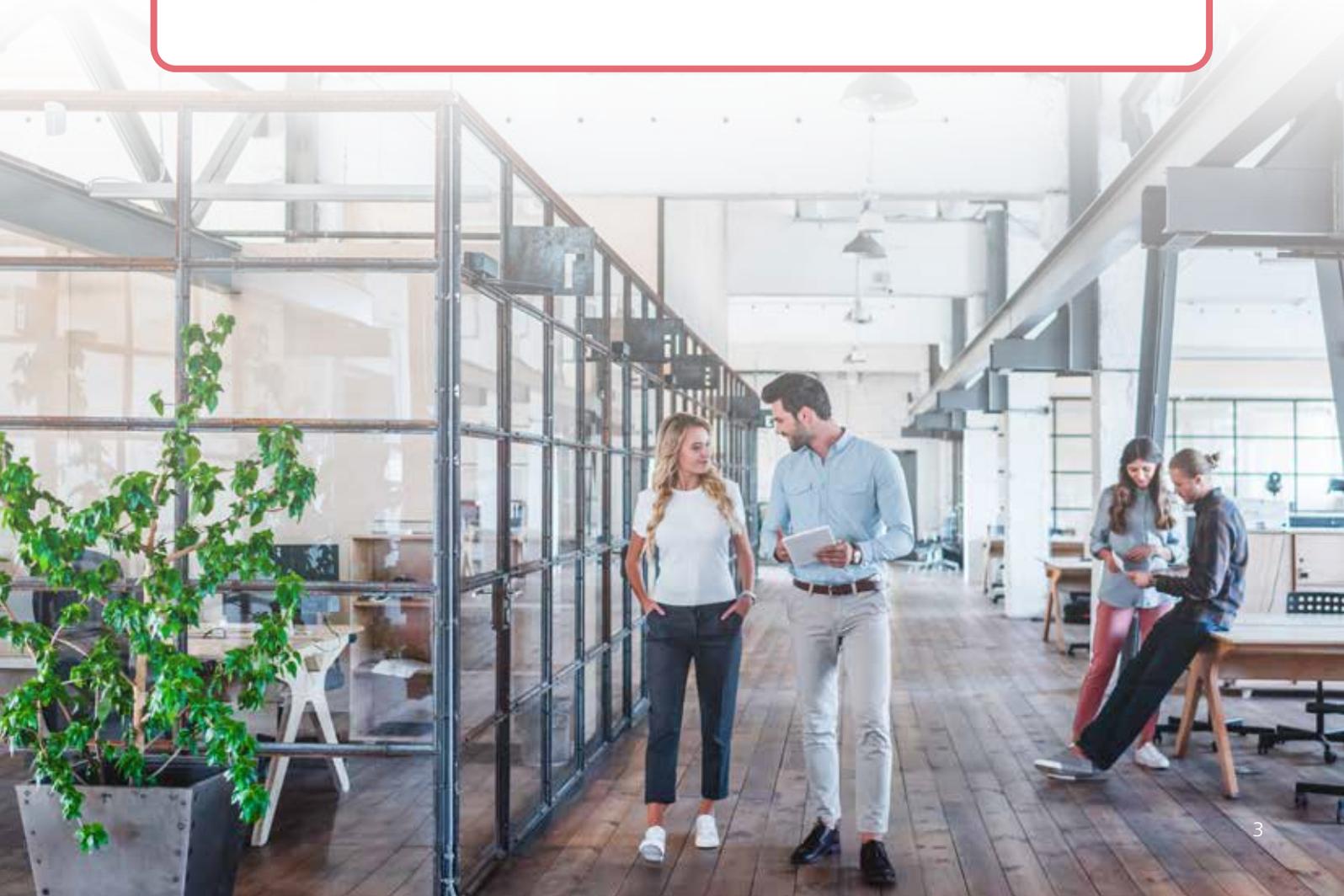
The add-on also helps identify the most underutilised spaces, enabling organisations to eliminate wasted space and better predict future occupancy, helping to create a workplace that truly works for its people.



Energy and environmental add-on



The energy and environmental add-on offers real-time data on air quality, comfort and health scores, enabling organisations to optimise workplace productivity and meet ESG reporting requirements.

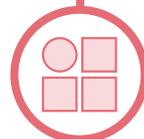


Improve workplace efficiency with Asset management and Issue management add-ons

Asset management add-on

The Asset management add-on enhances workplace efficiency by visualising registered assets on digital floor plans and storing essential details like serial and model numbers.

Easily locate assets such as printers and AV equipment with interactive wayfinding, and streamline issue resolution by integrating with the Issue management add-on.



Issue management add-on

The Issue management add-on enables users to quickly identify, track and resolve workspace or asset-related issues, minimising disruptions and boosting efficiency.

Users can visually submit issues related to the workspace or the registered asset via the platform, ensuring faster resolution.



The workplace goes beyond managing spaces – it's about creating seamless experiences that empower people to thrive. At Ricoh, we envision a work environment where employees can focus on what truly matters – innovation, collaboration and meaningful connections.

Speak to your local Ricoh representative today to find out more and book a demonstration.

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