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Why now is the right time to consider Smart Lockers

Ricoh Smart Lockers use connected technologies to deliver secure storage space and manage transactional processes. From workspace management to verifiable document delivery and device management, our Smart Lockers can help you manage business services and the distribution of items and automate processes leading to greater efficiency.

From personal lockers to automated processes designed to the distribution of items, Ricoh Smart Lockers have easy-to-use software, providing leadership teams with data insight to make business-critical decisions.

Our Smart Lockers deliver secure authenticated 24/7 access with cloud-based monitoring providing real-time visibility, tracking, insights, and reporting. Now you can know who used what, when, and where. 24/7, and you can set up automated alerts and notifications

to reinforce established processes and monitor activity patterns. Plus, the electronic audit trail provides detailed documentation for automated compliance management. Ricoh cloud-connected Smart Lockers enable you to innovate, improve processes and enhance your employee and customer experience.

- Contactless distribution of all types of items, asset and devices
- Leading-edge cloud-based software with full visibility and real time reporting
- 24/7 access
- Real-time reporting for audits and alerts
- Full accountability and traceability of devices/assets/items
- High-quality modular design
- Open API providing integration with third-party systems including ServiceNow





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Why choose Ricoh for Smart Lockers?

Smart lockers are an essential part of your digital infrastructure. Choosing a solution must go beyond the physical locker, assembly and installation. Understanding digital integration and harnessing data intelligence is crucial to leverage the full benefits of smart lockers. With Ricoh, you will have an expert by your side. With 80 years of designing, manufacturing and integrating digital services within diverse global environments, you can rely on Ricoh to deliver value.

Our service portfolio offers an end-to-end solution from onsite surveys to onsite support. With a range of easy-to-assemble-and-install smart lockers and accessories, you can rely on Ricoh, with twenty five thousand lockers installed in Europe alone, to help you achieve your goals.

- 150 installs per week across Europe
- Providing contracted services for 25 000 lockers in EMEA (1.3 million doors)
- Support from 4,800 certified field service engineers in EMEA
- Complete life-cycle management under one service-level agreement



2.1 Your Digital Services Partner

Time and time again, we observe that advancing digital technology is as much about understanding people as it is about installing hardware and software. Our specialist knowledge in digital transformation gives us an expert perspective on the common challenges businesses face when implementing digital strategies. We can work with you to shift your organisational culture and internal attitudes to nurture user adoption, ensuring you can leverage the full return on your investment.

We proactively approach any project and seek to identify opportunities to streamline processes where possible. Our global service and support network means we can design, build, maintain and optimise your technology as your business changes.

- An expert end-to-end solution provider with the scale to deliver solutions and services globally
- Highly experienced in handling complex digital integrations into existing organisational settings
- Independent manufacturer providing complete cost transparency and ongoing service delivery
- Multiple solutions for enterprise, medium and small organisations
- Supported by an extensive, multiterritory installation, service and support network, all provided by a single service-level agreement

2.2 Working with your organisation in challenging conditions

We have adapted our approach to digital services to help organisations spot opportunities and thrive during challenging conditions. Our team partners with you on a consultative basis, exploring your short-term needs and long-term goals to strengthen your organisation.

2.3 Ricoh, the industry-leading Smart Locker provider

With over 80 years of experience designing and integrating technology into the workplace, we collaborated with customers to develop and manufacture our new Smart Locker solutions to meet current trends and deliver for the future workspace. Our Smart Lockers have embedded high-security standards and simple user and management functionality in aesthetically attractive units that won't look out of place in your space. Whether it's Asset Management and IT Inventory Management Lockers you're looking for, or Click & Collect Smart pickup Lockers, Ricoh has a solution for you.



How Ricoh Smart Lockers can benefit your organisation

Research by the IDC suggests that by 2023, 55% of organisations will design intelligent, digital workspaces that allow managers to respond to employee needs and requests with more context, in less time, and with prioritised actions better aligned to the best-analysed outcomes.

Ricoh Smart Lockers align the needs of the organisation with those of the user. Our lockers have many functions suitable for the office and workspace, warehousing, retail and customer-facing environments. We can also supply bespoke Smart Locker systems for highly specialised sector use cases.

Office & Workspace

- IT Inventory Management
- Smart collection and return
- Personal lockers

Logistics & Warehousing

- Asset Management
- Smart collection and return
- Personal lockers

Retail

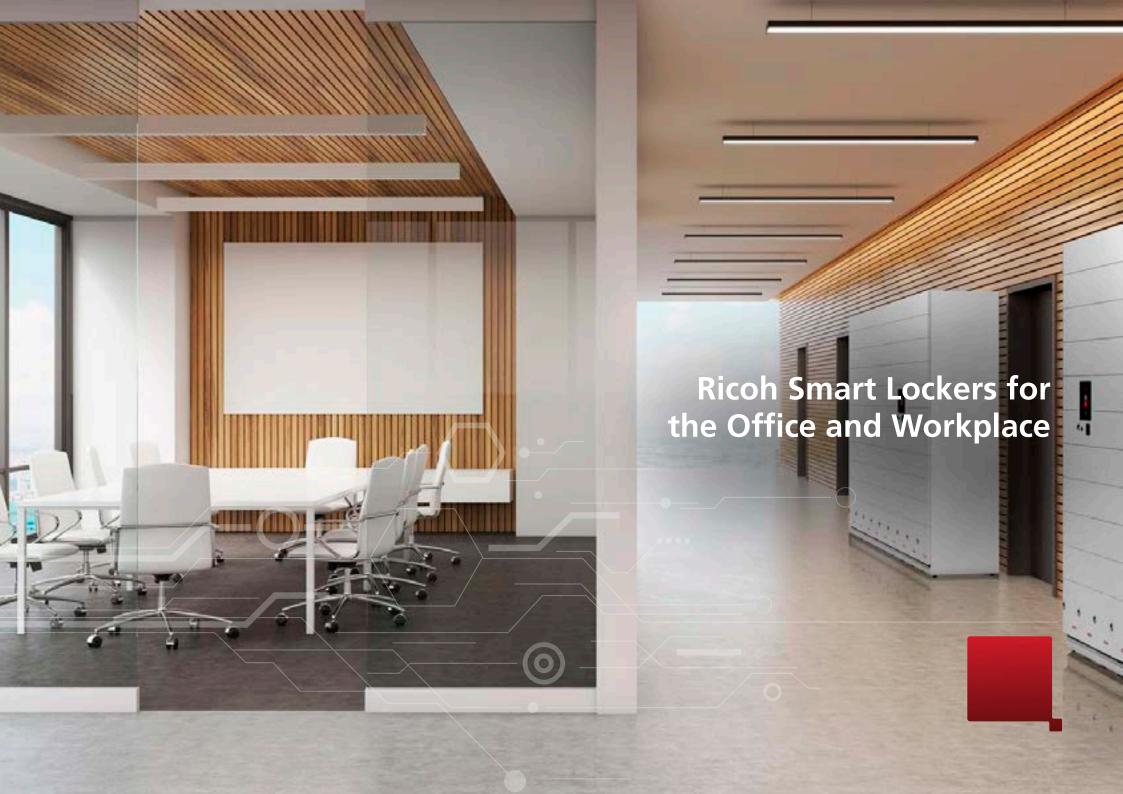
- Click & Collect/Smart collection and return
- IT Inventory Management
 Asset Management

Education

- Smart collection and return
- IT Inventory Management

Public sector

- Smart collection and return
- IT Inventory Management







Ricoh Smart Lockers for the Office & Workspace

Hybrid working is driven by employee demand for flexibility and enabled by the rise of connected technologies such as the Internet of Things, Cloud computing and Web 2.0. This change in working practices postpandemic has increased the need for intelligent automated solutions that facilitate best working practices. Ricoh Smart Lockers enable companies to operate a hybrid working environment whilst providing a better user experience across multiple locations.

Research by the IDC suggests that digital transformation and business volatility will drive 70% of G2000 organizations to deploy remote or hybrid-first work models, redefining work processes and engaging diverse talent pools. The research also indicates that 88% of enterprises have made or are planning investments to update physical spaces to make them more suitable for flexible work models.

Ricoh Smart Lockers Solutions support your workforce with secure personal storage, internal parcel and document delivery and efficient device distribution, ensuring your employees have immediate access to the tools they need to work effectively.

4.1 IT Inventory Management

Operational resilience starts with ensuring your employees have access to the necessary technology they need when they need it.

Ricoh Smart Lockers empower your business with the secure, traceable distribution of IT assets and devices within your organisation, significantly reducing the time ICT spend supporting basic employee needs by up to 95% and freeing your skilled workforce to focus on business-critical operations. Centralised reporting automatically monitors and tracks the distribution of assets and devices, providing complete visibility of loaned IT peripherals such as replacement laptops, chargers and toners distributed to employees and new starters.

IT Inventory Management Smart Lockers allow you to provide a seamless user experience for business-critical assets such as laptops, projectors or tablets. Users can now log a request through your service management tool (e.g. ServiceNow) for a device to be left securely in a locker. IT can process the request, sending a pickup code for the end user to collect the device from a Smart Locker. Equally, this process can simplify device dropoff for returns and repairs and provide an efficient method for IT programs such as laptop refresh. Ricoh Smart Lockers makes the device management process less manual for everyone involved, saving time while providing an end-to-end audit trail for high-value items.



Example user journey: laptop break fix

Raises ticket using internal ITSM tool.

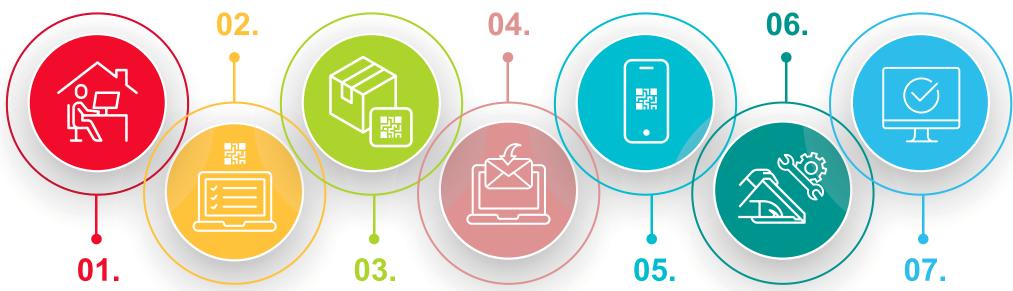
Ticket managed by Service Team.

Unique Delivery & Pickup Code created for ticket.

End-User receives unique Swap-Out Code sent by ITSM tool/email.

Service Team receive notification that "swap-out" has taken place.

Service Engineer scans unique Pickup Code at Smart Locker and removes broken laptop for repair.



End-User is working from home...

Service Engineer scans unique Delivery Code at smart locker. Replacement laptop loaded into Smart Locker. End-User visits the office at their convenience and scans unique Swap-Out Code at Smart Locker.

- 1 Removes replacement laptop
- Places broken laptop inside locker

ITSM tool is updated with the ticket being resolved.



- Efficient distribution of assets and devices
- Automated device collection with minimal IT interaction required
- Remote management and distribution of devices limiting check-in and check-out time
- Convenient charging facilities make sure devices are ready to use on collection

Technical features:

- Keyless user access via a touchscreen or ID card reader
- Allocate IT devices and receive notification of collection and return
- Easy to assemble and install modular and scalable solution
- API allows integration with third-party platforms including ServiceNow and Remedy

Case study:

Coventry City Council provides local government services to 360,000 people in the UK. The council wanted to implement a digital transformation programme to improve the operation and delivery of services to the community and staff.

Using the IT Inventory Management Lockers, Coventry City Council transformed the distribution and management of valuable IT assets. Previously, the ICT team struggled to track equipment usage, especially for small IT peripherals. Now they have efficient management and distribution of IT inventory.

Coventry City Council

Ricoh Smart Locker solutions at the main Council House building feature Click & Collect Smart Lockers which are used to assist hybrid/blended working through the easy distribution of equipment for staff and new starters. With the Ricoh Smart Locker Solutions fully integrated with the council systems, service requests are now automatically activated to a locker and a key code is sent to the relevant user,

With the Ricoh Smart Locker solutions, Coventry City Council has successfully transitioned to a more efficient, streamlined model supporting agile hybrid working through IT support, asset management, and distribution.

- A Click & Collect unit for new and replacement IT equipment
- An IT Inventory locker unit that currently houses 16 laptops and peripherals
- Ongoing support from Ricoh's services team







4.2 Smart collection and return

Ensuring your employees receive the correct mail and documents can be challenging when your workforce is based at multiple locations. Hybrid working can make this process even more complex. The challenge used to be the volume of packages, but increasingly, ensuring a secure chain of custody for any parcel or document is more important, especially when items must be delivered to an employee when they return to the office. Ricoh Smart Lockers offer a convenient, contactless collection point for

external and internal deliveries.

In a modern workspace, Smart
Lockers create a professional and
automated system for deliveries
and can save time for everyone
involved in the process. Packages
are allocated to a locker; an
application or device will alert
the addressee and provide pickup
instructions. Alternatively, the Ricoh
Smart Locker can be used without
integration into an existing system
and still offer notifications to
the recipient.

Key benefits:

- Ensure employee mail, parcel and document deliveries are collected by the right person
- Hold deliveries until workers are back on-site
- Enable a secure chain of custody for critical and confidential documents
- Save on delivery time and reduce re-deliveries
- Support digital transformation and agile working solutions
- For documents that require a secure chain of custody, your in-house print room can use Smart Lockers to ensure documents arrive with the right people within the business

Technical features:

- Keyless access via a touchscreen keypad, barcode reader or ID card
- Detailed tracking and reporting
- Secure Authenticated 24x7 access
- Stand-alone or 3rd party integration such as mail management software through our API
- Easy to assemble and install modular and scalable solution



4.3 Personal lockers

Unlike traditional lockers, Ricoh Smart Lockers are easy to use and manage and can be reassigned electronically with keyless access, ensuring lost keys are no longer an issue.

Before attending the office or hosting visitors, employees can

book lockers for specific time slots through a computer or mobile application or directly via the locker touchscreen. Ricoh Smart Lockers are easy to assemble and install and offer flexible storage for your employees and visitors.



Key benefits:

- Safe and secure storage for employees
- Remote booking offers frictionless workplace experience for hybrid/blended workers
- Seamless integration with business systems for end-to-end remote management and monitoring

Technical features:

- Keyless user access via touch screen or smartphone
- Easy to assemble and install modular and scalable solution
- Can be supported by cloud or on-premises infrastructure

Case study:

Ricoh deployed a personal

Smart Locker solution for a large UK
building society as part of their move
towards hybrid working and agile working
practices. Our team was able to identify fewer
lockers were required in comparison to a traditional locker
solution. The organisation found that a flexible solution
worked effectively and could be upscaled or downscaled
based on requirements. Data demonstrating locker utilisation
was used to facilitate future planning of office relocations.

- Smart lockers used to provide items for new starters and drop off for leavers
- No need for annual locker audits
- Maximum utilisation of square footage in prime London locations





Ricoh Smart Lockers for Logistics & Warehousing

The volume of organisations selling their goods in the global marketplace has grown in recent years, fuelled by digitisation and international trade. To cater to increased demand and remain efficient, warehousing and logistics firms must enhance staff productivity. Ricoh Smart Lockers help organisations improve efficiency, reduce cost and automate manual tasks.

When your devices are business-critical, Ricoh Smart Lockers remove the delays and inefficiencies of manual distribution of handheld terminals to employees, with a 68.5%* reduction in time taken for the manual handover of terminals to the picker and a 50%* reduction in asset losses and damages over a 12-month period. Ricoh Smart

Lockers give you complete visibility of your devices, manage fast-moving workforces, minimise loss, and avoid queues. With our unique options, you can customise your lockers to meet your specific needs, with routers to mitigate against network failure, USB outlets for charging, sensors and lighting.

- Reduce asset/device handover time and damage
- Real-time accurate reporting on who uses what, where, when and for how long
- Deliver starter packs including laptops
- Distribute assets for employees
- Internal packages and documents distribution

^{*} Industry average





Distribution of hand-held terminals, scanners, finger pickers and headphones to employees at the beginning or end of their shift can be time-consuming. Equally, it can be challenging to manage employees who take devices without following protocol. These factors can cause your organisation to lose valuable picking minutes and create a lack of accountability for high-value devices.

Ricoh Smart Lockers are easily accessed using a PIN code, barcode or ID card, reducing employee wait times. The integrated software provides a complete audit trail of each asset transaction, including real-time notification of a supervisor if a device is not returned within a specific rule. Our easy-to-use cloud-based software lets decision-makers get the data they need to monitor and control business-critical assets.

Key benefits:

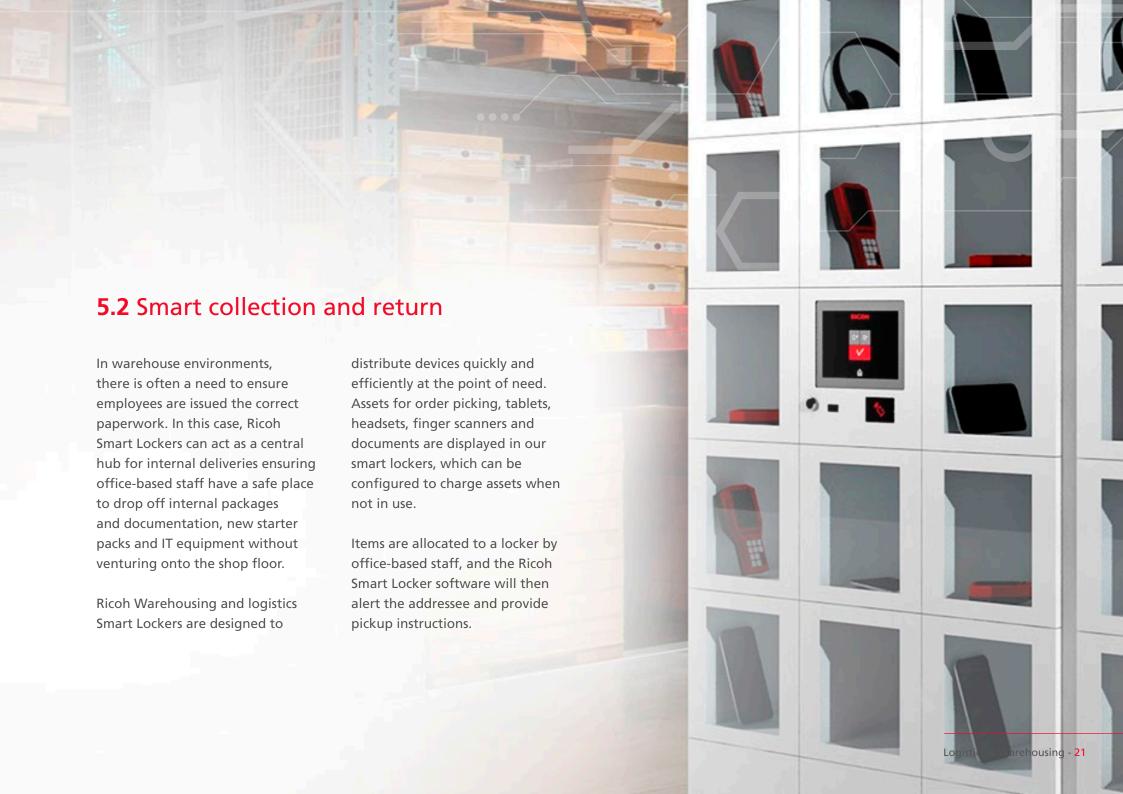
- 68.5%* reduction in asset handover to picker
- Schedule real-time notifications
- 50%* reduction in asset loss and damage over 12-month period
- Asset cycle management ensures even device usage across the estate
- Remotely manage hand-held terminals, voice and radio equipment at strategic locations conveniently placed around your facility
- Reduced supervisor distractions and workload for management
- Real-time accurate reporting on who uses what, where, when and for how long – cross-charge agencies for damaged devices
- Reduced need for manual distribution of devices

* Industry average

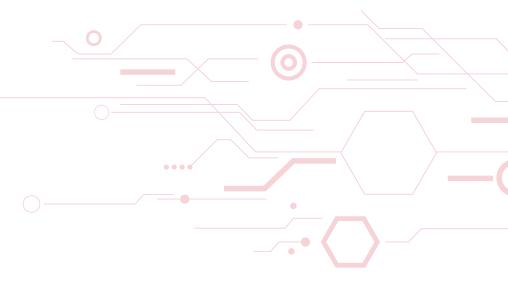
Case study:

DHL Supply Chain is the world's leading contract logistics provider. Using Ricoh Smart Lockers, DHL Supply Chain increased its visibility and control over business-critical handheld scanners, cutting loss rates, improving device performance, and saving time.

- The organisation benefited from greater control over business-critical devices and forged standardised processes for collection and return, increasing the lifespan of assets
- As every Smart Locker transaction was recorded in a cloud-based data repository, this provided site managers with 24/7 visibility into usage
- Full traceability of all assets not returned with visibility of ownership







5.3 Personal lockers

Ricoh personal Smart Lockers for logistics and warehousing provide accessible and flexible storage for staff. In a fast-moving environment like a warehouse, your people need to be able to start their shifts efficiently. Ricoh Smart Lockers are easy to administrate and can be reassigned electronically, ensuring lost keys are no longer an issue.

This is a crucial benefit when employing agency staff and dealing with high staff turnover.

The Ricoh Smart Locker cloud-based software provides an overview of your entire Smart Locker estate, allowing saving administration costs and unnecessary manual activity.

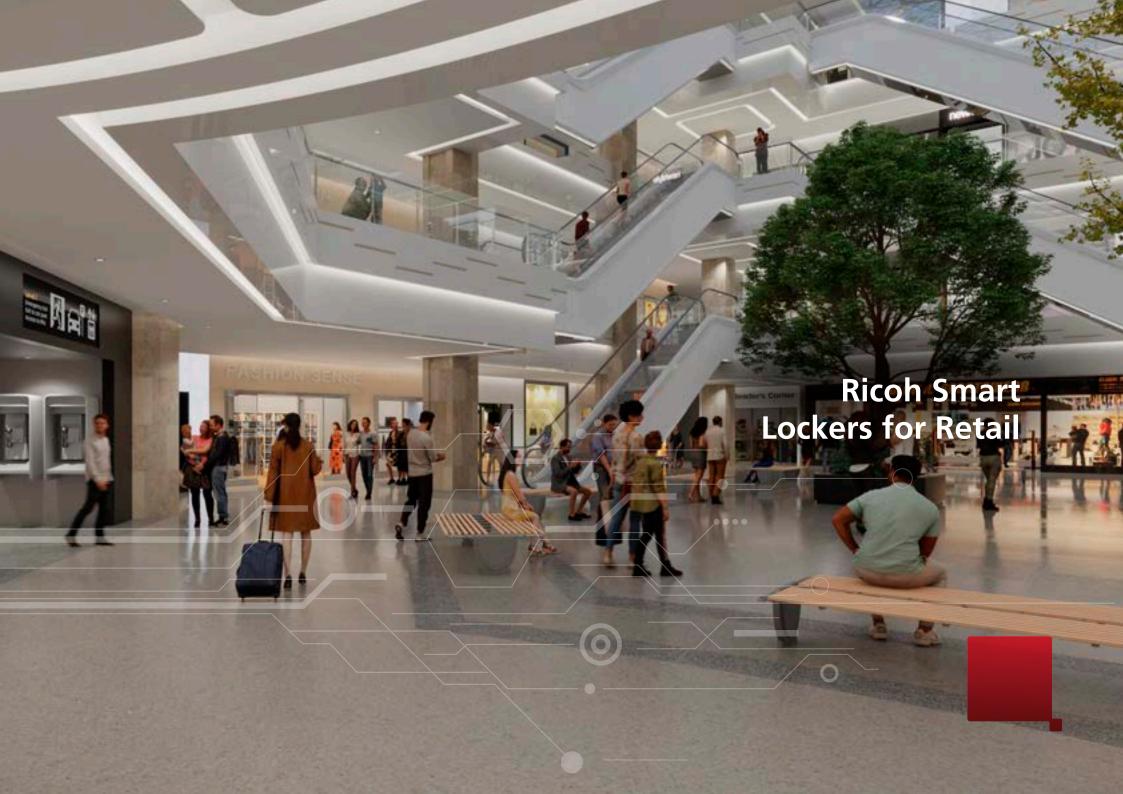


- Ensure employees can store personal items easily and securely
- Simple administration and hassle-free credential assignment
- Range of lock formats including NFC chip cards, large touchscreen, and smartphones



Ricoh worked with a Global eCommerce company to deploy smart day lockers for fulfilment centre in France. With 24x7 operations, thousands of employees change shift at distribution centres almost continuously, and naturally want to store belongings securely during work. The main challenge was to create a more efficient and convenient working environment, the company looked to provide easy-access storage for all workers.

- Smart Lockers kept the working environment safe and secured
- Employees shared positive attitudes about having secure day storage
- The Smart Locker System enables the company to allocate personal storage in a dynamic, agile way: workers request and administrators assign lockers for the duration of shifts, then re-allocate for the next rotation – ensuring every worker enjoys access to secure personal storage





6.1 Ricoh Click & Collect/Smart collection and return

If you want to enhance your in-store experience across your locations, then Ricoh Smart Lockers provide a unique customer experience.

Nearly a quarter of all Click & Collect consumers make additional purchases in-store. In a retail customer survey, 81% of customers believe self-service options allow them to control their experience better, 92% of those who use Click & Collect lockers would use them again, and 41% of Click & Collect customers made additional in-store purchases while collecting orders. Ricoh Click & Collect Smart Lockers provide a user-friendly, customerfocused experience for collection and returns of stock, opening an opportunity for retailers to innovate, increase footfall, drive sales and free staff to focus on assisting customers.





- Open API enables full integration with ServiceNow and Remedy
- Trackable faster customer care
- Enhanced customer experience
- Integrate with Ecommerce, Order Management Systems, ServiceNow
- Easily branded
- Buy Online Pick Up in Store (BOPIS)

The UK's largest sporting goods retailer has 400+ stores. When they needed to increase store traffic and enable customers to Click & Collect, they came to Ricoh. We deployed 15 lockers containing 285 locker doors across 6 locations. So far, the results show more than 8,000 customer pickups, with 90% of orders loaded before store opening.

- Reduced Click & Collect fulfilment time from 5 minutes to 10 seconds and cut the cost from £25.00 to £0.83 per day
- 8,000 customer pickups, 90% orders loaded before store opening
- The retailer is now exploring replicating the Smart Locker system in other stores as part of a refit strategy





6.2 IT Inventory Management

Our IT Inventory Management Lockers provide secure storage and charging for devices used for in-store HHTs, iPads and mobile printers. They also make the ideal way to deliver documents, printouts and labels. With the Ricoh cloudbased software, you can track all interactions anywhere in the world. Ricoh Smart Lockers integrated software provides a complete audit trail of each asset transaction, including real-time notification if a device is not returned within a specific rule. Our easy-to-use cloud-based software lets decision-makers get the data they need to monitor and control business-critical assets.



Key benefits:

- Schedule real-time notifications
- Reduction in asset loss and damage
- Asset cycle management ensures even device usage across the store
- Automatically manage hand-held devices, voice and radio equipment at strategic locations in your place/store
- Reduced supervisor distractions and workload for management

An American multinational corporation that is engaged in the design, development, manufacturing, and worldwide marketing and sales of footwear, apparel, equipment, accessories, and services.

- Management of staff iPhones and cradles for the main flagship store in Paris
- Smart lockers enabled smooth and easy access to assets for more than 300 employees during day shifts
- Customers are served better and faster

6.3 Asset Management

Ricoh Smart Lockers remove the slow, inaccurate problem of manual distribution of handheld terminals to employees, with a 68.5%* reduction in time taken for the manual handover of terminals to the picker and a 50%* reduction in asset losses and damages over a 12-month period. Ricoh Smart

Lockers give you complete visibility of your devices, manage fast-moving workforces, minimise loss, and avoid queues. With our unique options, you can customise your lockers to meet your specific needs with routers, charging outlets, sensors and lighting.





• 68.5%* reduction in asset handover to picker

• Schedule real-time notifications

Key benefits:

- 50%* reduction in asset loss and damage over 12-month period
- Asset cycle management ensures even device usage across the warehouse
- Remotely manage hand-held terminals, voice and radio equipment at strategic locations conveniently placed around your facility
- Reduced supervisor distractions and workload for management

* Industry average

A large fashion retailer headquartered in Sweden with over 4,800 stores worldwide and present in 75 markets needed to move from obsolete manual processes in their warehouses. Ricoh delivered the Asset Management Smart Locker Solutions for Zebra handheld scanners in warehouses, including asset maintenance services.

Our consultative approach is underpinned by a range of solutions, all supported by our EMEA-wide service network of 4,800 certified technicians.



Ricoh Smart Lockers for Education

Ricoh Smart Lockers serve students and staff with safe, easy-access solutions that can easily scale across multiple education centres while being monitored from a single location. Our smart lockers are safe, secure and designed to make access easy, with access for people with disabilities starting at just 350mm.

7.1 Smart collection and return

Ricoh Smart Lockers serve as secure collection and return points for books, print, post and packages, documents, PPE and stationery for staff. They can also be used to distribute teaching aids such as projectors, laptops, tablets, headsets and keyboards.

Ricoh Smart Lockers ensure students and teachers can access seminar work and exam papers easily. With built-in sensors, you have complete transparency and reporting showing when items were removed, by who and if returned.

Ricoh Smart Lockers improve the student and staff experience by providing products at the point of need. From exam papers to dissertations, Ricoh Smart Lockers remove the need for queuing and ensure the correct item gets to the right person.



Key benefits:

- Manage the use of high-value items for staff, exam papers, work for students and teachers and documents
- Library book collection and return
- Post and package distribution for onsite mailroom
- Low access height at 350mm to enable easy access to people with disabilities
- Large intuitive touchscreen

Case study:

A public research university in the Netherlands with over 30,000 students asked Ricoh to optimise and reduce costs associated with distributing packages and printed materials. Deploying Ricoh Click & Collect Smart Locker solutions in the university corridors ensured teachers and students benefited from 24/7 access without queues.

- 24/7 access
- Students also use lockers for private deliveries
- Distribution is now much close to teachers and students, and they can benefit from easy and comfortable access every day and at any time.
- No more queues before the counter



Ricoh Smart Lockers provide IT with a secure place to leave devices and peripherals for staff and temporary staff. With large touchscreen accessibility, all assets are easy to access and secure. Ricoh Smart Lockers integrated software provides a complete audit trail of each asset transaction, including real-time notification if a device is not returned within a specific rule.

Key benefits:

- Control usage remotely via cloud-based software
- Optimise IT spend with analytics and monitoring
- Low access height at 350mm to enable easy access to people with disabilities
- Large intuitive touchscreen
- Easy to assemble and install modular design



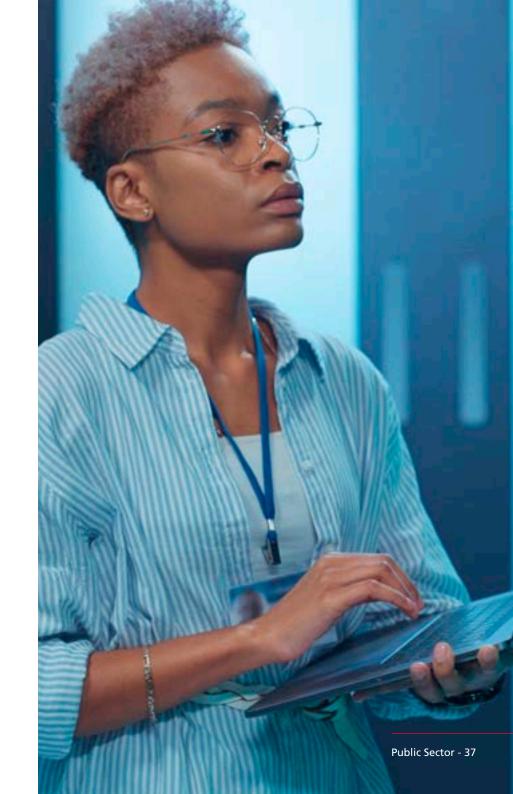


Ricoh Smart Lockers for Public Sector, Administration and Municipalities

Ricoh Smart Lockers automate processes that are timeconsuming, costly and not suited to today's user's needs. If you seek ways to drive efficiencies, improve internal services, and overcome resource issues, our Smart Lockers can help.

From lockers to serve citizens with fast and easy pickup of high-value documents such as passports to empowering employees with IT swap out, enabling staff to drop off an old laptop and pickup a new one.

- Secure and traceable distribution of classified documentation
- Luggage pickup/drop off
- IT swap out take new laptop, leave old laptop
- Distribution of toners and Printed Documents, Print pickup
- Onboarding new starters with laptops or smartphones





8.1 Smart collection and return

Ricoh Smart collection and return Lockers provide a secure and traceable distribution for classified documentation, high-value documentation such as passports and luggage pickup and drop off. By providing a 24/7 pickup and collection service of documents, you can reduce queuing, improve efficiency and better serve the community.

Smart collection and return benefits

- Efficient distribution of items
- Large touchscreen keypad
- Low-level easy locker access
- Automated device collection with minimal IT interaction
- Remote management and distribution of devices reducing check-in and check-out time
- Convenient charging facilities make sure devices are ready to use on collection

Technical features:

- Keyless user access via large touchscreen or ID card reader
- Secure user access, based on job role/ authority
- Allocate items and receive notification of collection and return
- API allows integration with third-party platforms including Service Now and Remedy

Case study:

The municipality of Glyfada creates a secure, convenient 24-hour Click & Collect service for official documents using Ricoh Smart Lockers, increasing citizen satisfaction and improving efficiency. The municipality of Glyfada is responsible for managing and delivering public services in one of the largest suburbs in southern Athens.

The municipality wanted to make life more convenient for its citizens outside the regular working hours. Items such as marital and birth certificates and records of real estate transactions required citizens to travel to Glyfada town hall during official opening hours.

Ricoh deployed Smart Lockers, complete with municipal branding, in an easy-to-find location just outside the town hall. Software allows the municipality to allocate mailboxes to citizens and know when they have been collected. Now citizens can collect official documents at their convenience, reducing queues at town halls and staff processing time.

"Our citizens are delighted with the greater flexibility of our new approach. When they complete the online document request form, 90% prefer to use the Ricoh Smart Lockers rather than collecting from an employee in the town hall."

Nikos Papadopoulos, IT Director at the Municipality of Glyfada



8.2 IT Inventory Management for employees

Optimising your employee experience means giving them the tools they need to work effectively. Often employees require replacement devices due to failure or loss, or new starters need a laptop or business cards to get them going. Using a smart locker saves time, simplifies the process and reduces the demand on your IT function.

Asset Management and IT Inventory Management Lockers allow you to

provide a seamless user experience for high-value assets such as laptops, projectors or tablets. Smart lockers provide a fast, secure and traceable service for IT swap-outs. Employees who require a replacement laptop, tablet or computer peripheral can contact IT and request a device be left securely in a locker. IT can process the request, sending a pickup code for the end user to collect the device from a Smart Locker.

Benefits:

- Efficient distribution of highvalue devices
- Low-level easy locker access
- Automated device collection with minimal IT interaction required
- Remote management and distribution of devices limiting check-in and check-out time
- Convenient charging facilities make sure devices are ready to use on collection

Technical features:

- Keyless access via a touchscreen keypad, barcode reader or ID card
- Detailed tracking and reporting
- Secure Authenticated 24x7 access
- Stand-alone or 3rd party integration through our API
- Easy to assemble and install modular and scalable solution



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