

Service Advantage

RICOH
imagine. change.

Smart Lockers for Parcel Management

Delivering incredible efficiency to your
mailroom, all in one package



Smart Lockers
for Personal
Storage



Smart Lockers
for Parcel
Management



Smart Lockers
for Inventory
Management
/ Smart Asset
Management
Lockers



Smart Lockers
for Retail

What is a Smart Locker?

Smart Lockers are an innovative combination of flexible workspace storage and the latest connected technology. They provide advanced storage solutions that offer 24/7 manageable access, end-to-end tracking of usage, new more efficient business processes, automation and full management reporting capabilities.

They have a variety of applications across your business to provide powerful and dynamic storage solutions, which do not compromise on security. With in-built software they automate time-consuming activities and introduce new efficient processes. Smart Lockers will transform the way you manage many aspects of your workplace, from managing incoming mail and parcels to controlling an inventory of valuable devices or equipment.

Smart Lockers also improve accountability, governance and enable connectivity with other smart devices for more flexibility and ease of use by users and facilities management. Much more than just a locker, our Smart Lockers give your business:

- Improved flexibility and usage
- Greater security and governance

- New processes and efficiency
- End-to-end user visibility and management
- 24hr access with different security options
- Reporting and accountability tracking

Why your business needs to think Smart

As businesses continue to work in new, and more agile ways, the needs of employees change too. A mobile workforce and visitors require an office environment that provides secure day storage space for their personal belongings.

Similarly, as flexible working increases, this also impacts on mail and parcel volumes coming into the mailroom, placing further pressure on existing business processes. Dealing with accountable mail and parcels requires a chain of custody, so locating employees who work flexible hours and locations can cause backlogs and inefficiencies.

Lastly, time spent handling valuable assets and inventory, such as stationery items, IT equipment or PDA's, can be reduced significantly and usage better monitored to reduce misuse and improve departmental cross-charging.

Where Smart Lockers can help your business

Ricoh Smart Lockers come with four key applications, to suit your business needs and future-proof your office space. Ricoh provide four key types of locker, which are all customisable to suit your office environment.



24/7 keyless access

Smart Day Lockers

With the introduction of agile working and hot-desking, your workforce require personal, and in some cases, team locker space. Smart Day Lockers offer secure temporary storage, whilst at the same time providing greater control of your property portfolio. With Smart Day Lockers employees are able to reserve a locker in advance via their mobile device, or on-demand via a touch screen console.



100% accountability

Smart Mail and Parcel Lockers

Smart Mail and Parcel Lockers enable today's mailroom to deal with increasing parcel and secure mail volumes easily, providing a new approach to distribution management. Offering end-to-end accountability, Smart Mail and Parcel Lockers increase convenience for your employees, and save on time and the workload of your mailroom staff. This solution enhances security and simplifies productivity chains.



Streamline management

Smart Inventory Lockers

Ricoh Smart Inventory Lockers can help with better governance of your business inventory including IT assets, consumables and stationery. By providing visible, self-service secure storage users can select and access stock easily. Smart security allows for easy tracking, reporting and cost centre billing.

Smart Asset Management Lockers

Smart Asset Management Lockers give you control of hand held devices, tools and calibrated instruments typically found in a warehouse environment. The cloud based system controlling the locker offers secure check-out and check-in, meaning you always know who has used a device, when it was returned and whether it is broken or damaged.



Click & Collect

Smart Locker for Retail

Click & Collect (or Delivery Orders) are used to pass items through a locker via a one-time delivery code and one-time pickup code. In the IT space the locker may be preloaded with replacement items or kits of items, or the delivery may take place after a specific request for equipment is made. Once the equipment is delivered to the locker and the user is approved to collect that item, the pick-up code is sent to the user (via email, text message or similar) who can enter it or scan it on a barcode reader, which in turn opens the relevant door allowing the collection of the appropriate items.

What makes a Locker Smart?

The technology that makes our Lockers Smart will revolutionise the way you see storage. Our management software enables end-to-end custody of mail, full accountability and visibility of ownership, and governance of your inventory. The keyless digital locking technology means that losing keys is no longer an issue, and Smart Lockers also connect easily with your IT network, existing applications and a multitude of devices.



Smart Mail and Parcel Lockers for efficient, accountable mailrooms

Today's mailroom is a busy place. The number of commercial and personal packages being delivered puts ever-increasing pressure on your business. By 2023 the parcels market is expected to reach 2.3 billion items, meaning your business needs to think ahead now.*

A mobile workforce means parcel delivery has become a less manageable process. Logging deliveries, tracking the packages and gathering recipient information all falls to the mail management team. So as more items are delivered to the workplace, it becomes even more time-consuming and less efficient for your team to manage.

Our solution enables you to better manage your mailroom. With secure and trackable locker facilities, you can provide tracked storage for mail until the recipient is available. Ricoh Smart Lockers provide a new approach to parcel management.

Rather than hiring more full-time employees, it's worth investing now in the long term process management in your business. This enables your current staff to move away from laborious tasks, and get back to adding more value to your business.

The solution

With Smart Mail and Parcel Lockers it is possible to dramatically improve package delivery logistics, and provide a means to

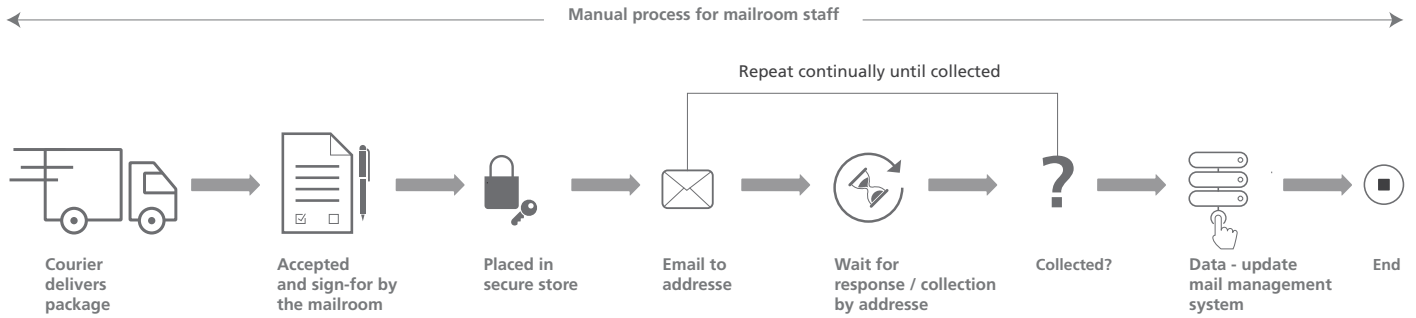
safeguard packages from end-to-end with MI and reporting. Employees can conveniently pick up packages in their own time, through secure, authenticated access. All package drop offs and pick ups are tracked automatically, ensuring strict chain of custody. Our solution offers a single package delivery solution, that will transform your mailroom. With enhanced security, 100% accountability and less margin for human error, Smart Lockers offer considerable benefits:

- Greater efficiency and governance over your mailroom
- Communication with smart devices
- Automated tracking - every package drop off and pickup is recorded and integration within existing mail management systems
- Security with strict chain-of-custody
- Convenient package collection with 24hr employee access
- Provides more secure and easy to manage storage

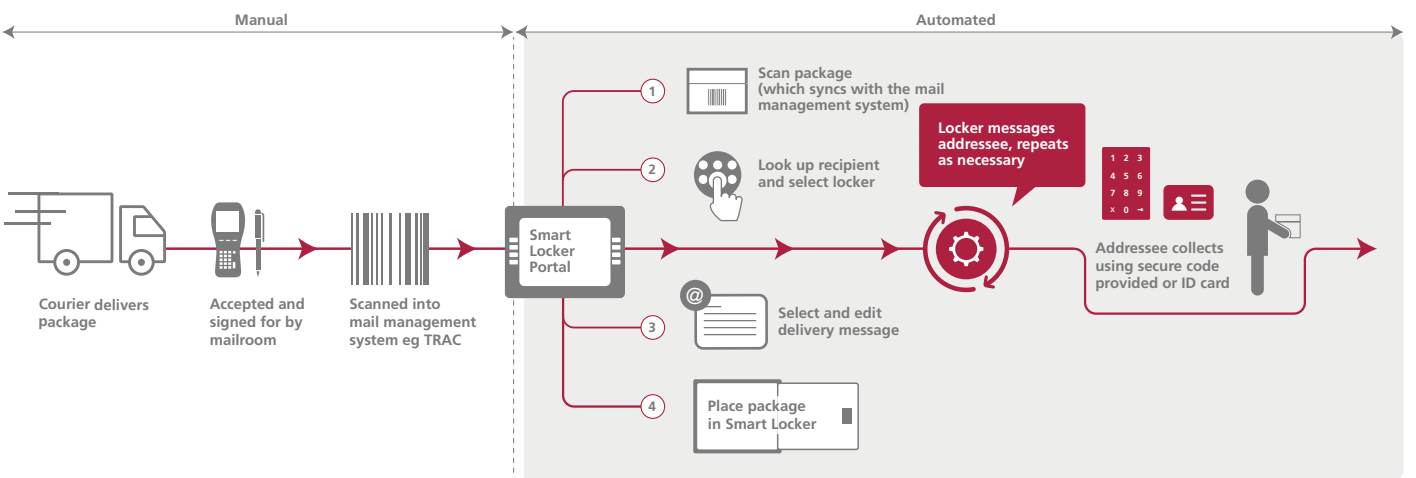
Agile management

Mailroom and facility managers need an agile, long-term management solution. One which can automate processes and reduce repetitive tasks. A solution that can limit the responsibility placed on employees and maintain a more organised and secure mailroom environment. Smart Lockers offer this, plus provide greater visibility, control and reporting.

Without Smart Lockers for Parcel Management



With Smart Lockers for Parcel Management



Accountability

Smart Mail and Parcel Lockers offer increased accountability and item control. By offering individual compartment control, and secure, key-free access, Ricoh Smart Lockers dramatically improves package delivery logistics within organisations.

This safeguards assets and offers an end-to-end chain of custody, for peace of mind and increased package throughput. Ricoh's Smart Mail and Parcel Locker solution introduces a new and smarter workflow for the mailroom. We also offer a full serviced solution, enabling you to focus on your business growth while Ricoh manage your mailroom for you.

Our Smart Lockers use remote software, so that mailroom staff can now scan, register, track and manage the physical delivery through our automated lockers, reporting on all

stages of the process for full accountability. Furthermore, our open API allows you to seamlessly integrate Smart Lockers with your existing mailroom systems.

