Catalogue for a **future-proof & competitive organisation**

RICOH
imagine. change.

SOLUTIONS & SERVICES THAT GROW WITH YOUR ORGANISATION

Organisations must constantly embrace new innovations in order to stay competitive in the ever-changing market. While these create new opportunities on the one hand, they also create huge challenges on the other. **Whether you are looking for solutions to reduce your costs, ensure business continuity, work remotely, ensure the security of your business data, seek more productivity.... We offer it all!** All our solutions are fully scalable to your company's business needs.

- **Digitising & automating** processes
- Efficient **communication & meetings**
- Automating **logistics operations**
- Intelligent **printing & scanning**
- Reliable & scalable **IT environment**

DIGITISING &
AUTOMATING
PROCESSES

Digital Mailroom | **AUTOMATION** OF PROCESSES

Digitise and automate ALL your work & document processes

You will never have to empty your mailbox again - the Digital Mailroom will take care of everything for you! **It receives the mail, digitises it, stores it and distributes it in the desired format to the right people.** And it does so in full compliance with GDPR legislation. Besides digitising your documents, it can also automate your document processes. On top of that, the Digital Mailroom can also be linked to your business applications, such as your CRM, so you really don't have to do anything anymore. If a new document is added, the system can automatically notify the right person. These are just examples, the possibilities are truly endless.

YOUR **ADVANTAGES**

Digitising your incoming documents and associated processes allows you to work from **anywhere**.

Your business can just keep running without you or your colleagues having to go to the office.

You never have to search for documents again, you can find them in the blink of an eye.

Each process can be fully personalised to your business' needs.

Digitise your documents for quick retrieval

Ricoh ensures that both your incoming documents and your paper archive are flawlessly digitised and can be retrieved quickly and easily right from the start. Your invoices, contracts, incoming mail and all other documents are immediately digitised on arrival via smart scanning applications. Document indexing is integrated into the scanning and storage process. This way, **they are ready for further processing in the necessary format faster than ever before**. Documents are much easier to retrieve without search time and information can be shared quickly. Get rid of superfluous cumbersome operations and make things a lot easier and more convenient for your employees. Document processes fully supported by us will run more smoothly thanks to digitisation and archiving. Now and in the future. Our range of smart scanning solutions can take place either at your own location (on-site) or at one of Ricoh's production centres (off-site).

YOUR **ADVANTAGES**

Automatic indexing ensures better and faster access to information.

Risk of **human error is minimised.**

Complies with current laws and regulations.

Ensures greater efficiency and productivity in the workplace.

Optimise your document and process management to retrieve information effortlessly

Managing documents is an essential part of a company's success. But handling, forwarding, approving, digitising, searching,... documents (invoices, orders, payslips, complaints,...) are routine tasks that require a lot of time and energy from your employees. **With the all-in-one solution "DocuWare", you can automate the management of your documents and processes. Regardless of the size of your organisation, the sector and department you work in - DocuWare can be fully adapted to your business situation and needs.** Allowing you and your employees to focus on what really brings in money!

YOUR **ADVANTAGES**

Save time by using a search engine to retrieve information.

Reduce the processing time of your documents through **automated work processes.**

Reliable and secure GDPR-compliant platform for all your document processes.

Approve documents **from wherever you are.**

Click & Post | **YOUR VIRTUAL POST OFFICE**

Send your documents 20% cheaper, from wherever you are

With **Click & Post's communication platform, you can send your (registered) letters, e-mails, SMS and/or fax in just a few clicks**. Thanks to this platform, your employees can continue their business activities from wherever they are. In addition, you are not tied to fixed monthly costs, but you only pay when you use it! Invoices, contracts, quotations, etc. are sent securely from any laptop or smartphone. How? Simply upload the documents to be sent, together with the address file, and then click 'send'. **'Click & Post' takes care of the rest!**

YOUR **ADVANTAGES**

With just one single operation, you can **print, prepare, stamp and send your business communications.**

You no longer have to travel to send your **registered letters.**

Thanks to the **advanced Track & Trace**, you always have a view on the progress of your shipments.

You can **archive all your documents for 11 years** in a secure platform.

EFFICIENT
COMMUNICATION
& MEETINGS

Smart meetings in smart rooms

Meetings, collaborations, trainings... are part of the daily business life. To make this efficient and seamless, it is important to have the right technologies in place. **By transforming office spaces into smart meeting rooms, employees can share, present and further develop their work and ideas effortlessly and dynamically, on-site or remotely.** Based on floor plans and your goals, we look at which type of meeting room best suits your organisation. We also consider which technology is best suited to your needs. Since we are not tied to particular brands, we always have the right solution(s). Does your organisation have a specific request? Then we would be happy to find a solution that meets your expectations.

YOUR **ADVANTAGES**

Connect a mobile device directly to the screen. You can also make adjustments directly from the screen.

Increased efficiency results in more **effective meetings**, making people more productive.

Even external parties can virtually attend a meeting while you are in the meeting room.

The aim of our smart meeting rooms is that **everyone should be able to use it.**

Ricoh Spaces | **SMART WORKPLACE MANAGEMENT PLATFORM**

The complete toolkit for a better workplace

On average, only 35-50% of available workspaces are used optimally. **If you find that the needs of your business and your employees are changing faster than you can adapt your workspaces, then you are not alone**. RICOH Spaces is a Cloud hosted workplace improvement platform designed to optimise your business with areas such as desk bookings, space bookings, signage, workplace insights and more. You can also automate and optimise work processes, easily introduce new innovations and provide the best possible employee experience while achieving customer value.

YOUR **ADVANTAGES**

Can be linked to your existing tools to create a single source of data and automation.

Match effortlessly the use of office and meeting rooms to current needs and make adjustments in real time.

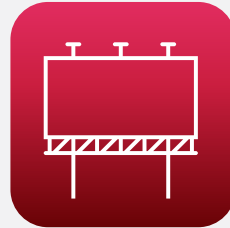Adjust ineffective practices**, increase cooperation and reduce costs.**

Through **continuous dynamic space management**, Ricoh Spaces enables efficient use of workplaces.

Digital Signage | COMMUNICATION VIA **DIGITAL SCREENS**

Communicating clearly and visually with employees and customers

By equipping your buildings with Digital Signage, you can post personalised messages so that they no longer go unnoticed. For example, you can post announcements, highlight new solutions, welcome guests, give job applicants a great first impression.... Your brand will be visible anytime and anywhere within your buildings. Does your organisation have several locations? Then you can publish personalised messages there too - all done via an online platform. With Digital Signage, you show that your company is a professional, progressive and innovative company to work with or for.

YOUR **ADVANTAGES**

Increases your organisation's **visibility and image.**

Efficient way to **communicate clearly and visually.**

Each screen Can be **personalised individually.**

Leave a **professional impression.**

AUTOMATING **LOGISTICS OPERATIONS**

Bringme Box | **SMART PARCEL LETTERBOX**

The solution for internal logistics

The number of logistics operations in companies continues to grow: **distributing orders, providing IT equipment, handing over items to colleagues, accepting private parcels,.... they are all hidden attention-getters and time-wasters that cost companies loads of money**. Bringme takes the work and burden of all those logistical operations out of your hands! The Bringme Box acts as an automatic service desk and takes orders or shipments in a safe and discrete way, signs off and informs the right person in real time via the free app.

YOUR **ADVANTAGES**

No one has to interrupt their work anymore to pick up packages at the reception desk or sign off for receipt.

Everyone receives a **unique digital key**. This way, a parcel only ends up in the hands of the employee who ordered it.

Arrange everything with the **free Bringme app (available for iOS & Android)!**

The Bringme Box handles everything itself: receiving and signing off. But also returns and dispatches.

Vending machine for office supplies and business equipment

Every organisation has a certain stock of office supplies **and IT equipment such as stationery, notepads, consumables, headsets, keyboards and so on...** Does an employee need something? Then he/she can collect materials via the Smart Locker itself - just like a vending machine. **What makes this locker special is the fact that it takes care of complete inventory management.** Thanks to advanced & smart functionalities, you never lose track of the status of your inventory. You know exactly who has collected what and when, what has been returned and what condition it is in, what the stock status is... The Smart Lockers stores all this information and notifies you in time if you need to take action.

YOUR **ADVANTAGES**

Access can be granted by a code to be entered via the touchscreen or **by scanning with a badge.**

Receive a **clear overview of who collected what** to prevent misuse.

Decide on the sizes and colours of your lockers and equip them with a power socket if necessary to avoid dead batteries.

Earn back your investment in no time.

INTELLIGENT
**PRINTING &
SCANNING**

Intelligent copiers | WIDE RANGE OF **INTELLIGENT COPIERS**

Equipped with technology that grows with your organisation.

A printer that is always up-to-date, flexible, secure and durable? That's possible!
Our latest generation of copiers have been developed with technology that grows with your needs and requirements. The asset of this generation is that the copiers can be connected to external services so you can work even smarter and become more productive. At the touch of a button, you can convert documents to Word®, Excel® or PDF, among others, and print directly from or scan to Office applications such as OneDrive, Google Drive, Outlook, SharePoint, and/or Box. Moreover, you will no longer have IT worries. Ricoh has a wide range of intelligent copiers - too many to list here.

YOUR **ADVANTAGES**

Always have the latest firmware version, organisations do not need to perform updates themselves.

Receive **remote support** from our Service Engineers. They take control of your device from their PC.

Download applications to **link external cloud services** with a Ricoh device.

User-friendly interface - anyone can work with it.

Scalable, integrated document management applications and utilities

Streamline NX is a modular suite that uses one platform for your document-related processes. **This includes management for devices and drivers, card verification, refund credits, extensive reporting, scanning, secure and mobile printing**. Streamline NX users can access all functions from the multifunction printer's interface. Administrators can manage the software from a single management console. And because Streamline NX is modular, it simply grows with you. The software offers user-friendly access to functions and information. This gives you a complete solution that makes it easier for IT departments to manage machine fleets. Moreover, the software offers users greater ease of use.

YOUR **ADVANTAGES**

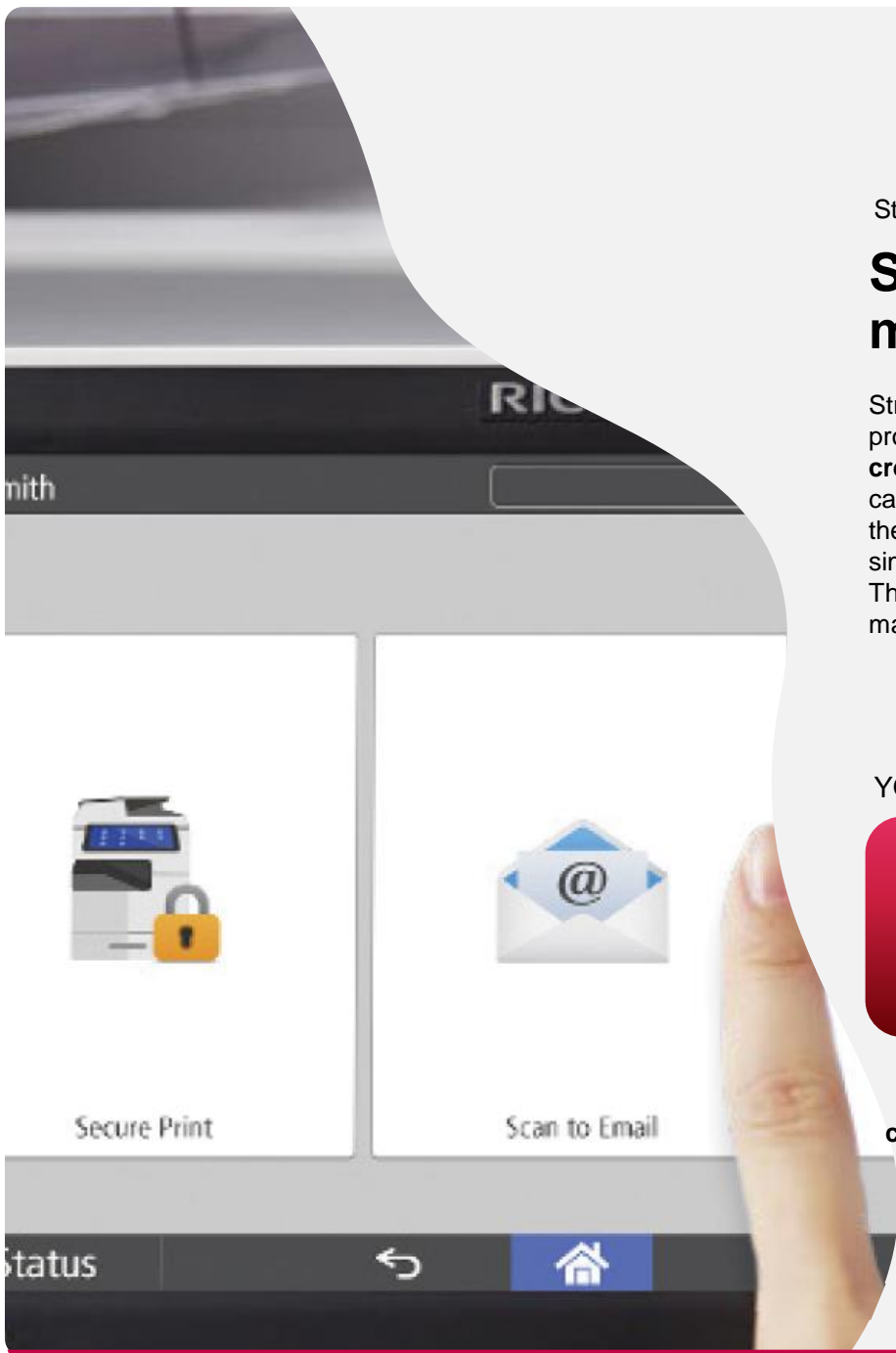**Reduce operational costs** and save time.

Improve processes and increase productivity.

Protect sensitive information by integrating paper documents into secure digital workflows.
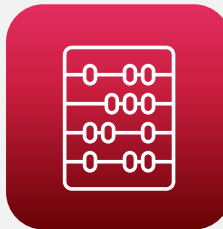
Simplify complex **legal and regulatory issues.**

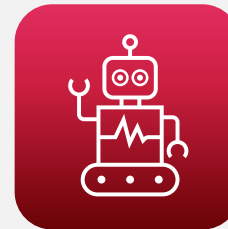Control+ | **SMART APPLICATION** TO MANAGE YOUR FLEET

Affordable cloud solution to reduce your costs and increase productivity

Does your organisation possess two or at least a handful of intelligent Ricoh printers? Then we recommend you equip them with our smart application "Ricoh Control+". It can make your work, and that of your colleagues, much easier! Since this application resides in the cloud, **it offers numerous functionalities to manage your Ricoh fleet of machines (from wherever you are) and efficiently prints & digitises documents in a secure manner.** All without having to invest in servers!
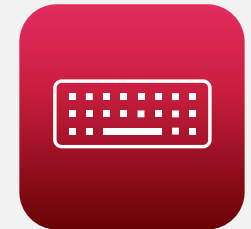
YOUR **ADVANTAGES**

Full **control** over your **costs**.

Bring manual operations to a minimum

Numerous security options to prevent unauthorised individuals from accessing your documents.

Manage your Ricoh fleet from wherever you are and receive notifications in case you need to intervene.

Home Office Printers | **PROFESSIONAL PRINTERS** FOR HOME-BASED WORKERS

Maintain the same efficiency as in the office

Today, working from home has become the new standard. So, employees are expected to do the same work from home as when they are in the office. However, some jobs now require printing and/or digitising paper documents. **Since not everyone has a printer at home, employees cannot achieve the same productivity as in the office**. This is why Ricoh has come up with this exclusive offer. At affordable prices, you can equip your employees with a multifunctional printer.

YOUR **ADVANTAGES**

Unlimited colour **scanning.**

Mobile printing.

Laser technology: economical in consumption and ink cartridges do not dry out.

Technical support via our **hotline**.

Easy printing, superior performance

Our range of production systems allows you, as a graphic media company or central repro, to meet your customer's quality requirements. Whether you are looking for a rotary production system to print large volumes of invoices, or a large-format production system for posters at an exhibition, our energy-efficient products provide you with great image quality and smart features for specialised tasks.

YOUR **ADVANTAGES**
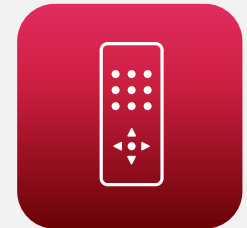
Professional colour quality – lifelike images and vibrant, consistent colours.

Productive and reliable – production speeds of up to 136 pages per minute.

Numerous applications and finishing options.

Intuitive to use.

Direct To Garment Printer | **TEXTILE PRINTER**

Print clear and vivid messages on textiles

Like any business, you most likely wish to stand out from the competition. Therefore, it is important to increase your company's visibility. You can easily do this by equipping your staff with personalised clothing bearing your company logo or your own unique design. You will then not only ensure that they look neat, but also give your company a professional image and recognition. **Purchase an affordable textile printer that is easy to use. It does not require any special training**. So, what are you waiting for? After all, the best method to make your business stand out is by making it move.

YOUR **ADVANTAGES**

More visibility of your organisation.

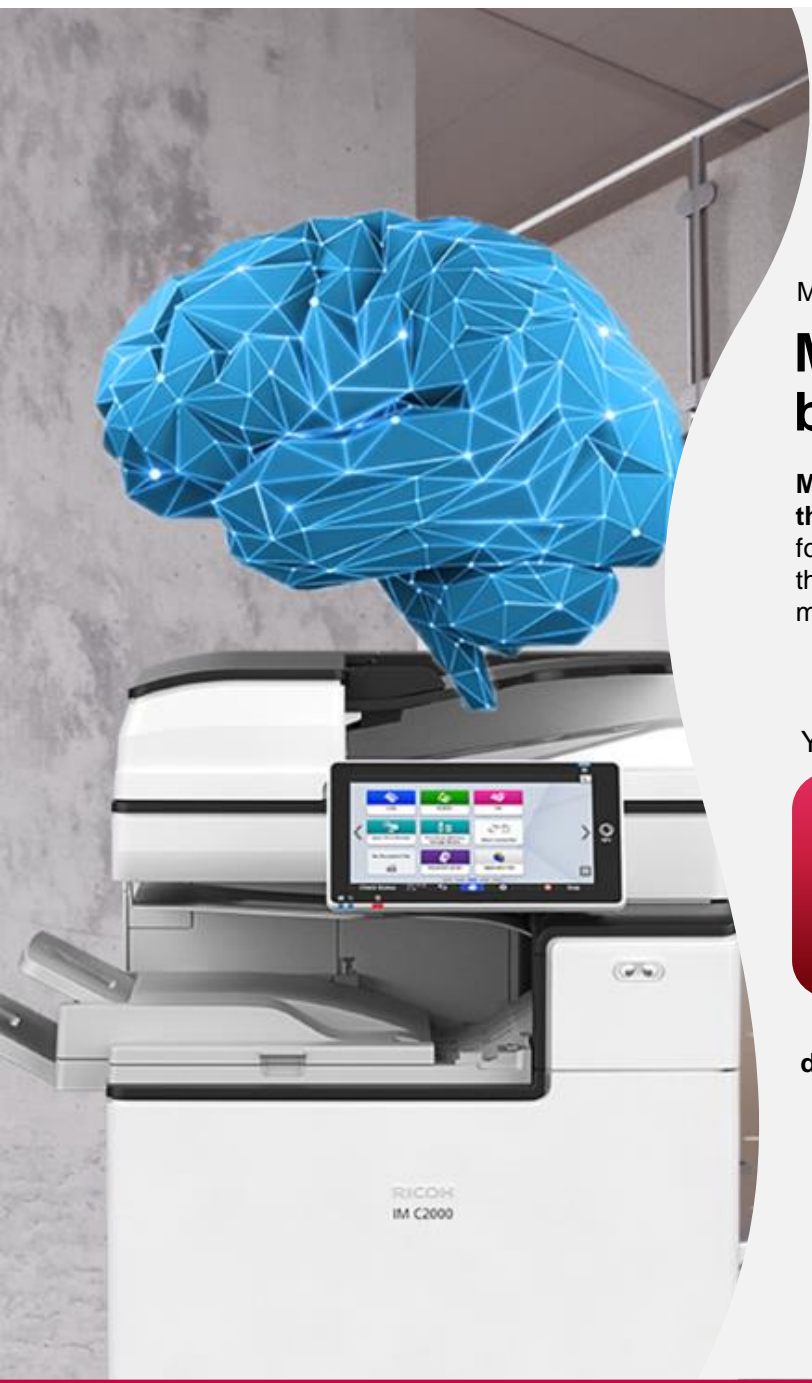Anyone can use it - as it features **extremely intuitive control.**

Small investment that makes you stand out from the competition.

Contains **eco-friendly ink** that ensures bright colours and a soft feel.

MyQ's secure printing and scanning solutions boost your workplace

MyQ enables organisations to accelerate the pace of workflow digitisation and support their printer fleets more effectively. MyQ print solution enriches printers with flexible features for mobile and remote document work, airtight security and unique fallback printing. You also get the ability to set up personalised one-click document workflows and a variety of tools to help you manage your printing costs.

YOUR **ADVANTAGES**

Print your **documents from wherever you are**, thanks to Cloud features.

Extensive protection to ensure no data leaks.

You get your work done within **a few seconds.**

Improve the **carbon footprint** of your sustainable print work.

RELIABLE
& SCALABLE
IT ENVIRONMENT

With more than
200 experts we
take care of your IT

Ricoh, known to you as a specialist in office solutions, has expanded its IT offerings with the acquisition of specialised IT companies "UpFront" and "Orbid". Both have a wide range of IT solutions & services to help organisations with their IT operations.

UpFront
A RICOH Company

Orbid
A RICOH Company

iTalk | **PROFESSIONAL CLOUD TELEPHONY**

Save up to 80% on your phone costs

Does your organisation use 5 or more phones? Then you will definitely benefit from bringing in iTalk, a VoIP solution. iTalk is a business telephony service that replaces traditional phone lines with a platform in the cloud. By making calls over the internet using your phone, smartphone or computer, you can save up to 80% of your communication costs. **For a fixed monthly fee, you can not only make calls over the internet but also enjoy advanced services** such as personalised voicemails, video or voice conferencing, cloud collaboration.... **Moreover, you do not have to make large investments and pay maintenance fees.**

YOUR **ADVANTAGES**

Unlimited simultaneous calls: this way, you won't miss a single call.

Call international numbers at **cheap rates.**

Personal voicemail and sending messages via e-mail.

Flexible and scalable: grows with your organisation.

Cloud solutions | **FUTURE-PROOF WORKPLACE**

Create a scalable IT environment

Secure, place- and time-independent working is becoming increasingly important for companies. Employees want to be able to access their programmes and files on the go or from home, from any device. And employers naturally want the security of their ICT environment to be guaranteed. By creating an intelligent workplace with cloud solutions, you can meet this challenge. By moving to the cloud, organisations need to invest less in IT infrastructure. **They also no longer have to worry about management, updates and security. The cloud takes all this from them so they can focus on their core business and enjoy a future-proof workplace.**

YOUR **ADVANTAGES**

Guaranteed Business Continuity!

Flexible: Need extra capacity? This can be arranged in the blink of an eye.

Save costs: Stop buying expensive servers and spending money on their maintenance.

Always up-to-date: Waste no more time performing updates. Thanks to the cloud, you always have the latest version.

Cyber security | **MUCH MORE THAN A SIMPLE ANTIVIRUS**

Complete security, for everyone

Today, we have instant access to all information, and this wherever we may be. But the evolution of technology is accompanied by the increase in cyber attacks. Even without dangerous behaviour, you, or your employees, can lose confidential and personal data with a single click, fall victim to a breakdown or see your information being used. It can happen to anyone: organisations of all sizes and sectors can be affected. **Our Cybersecurity Package offers you the most extensive protection available thanks to an integrated solution on machines. More than just an antivirus for workstations, our package allows you to protect not only your devices and infrastructure, but also users and their devices.** And this from wherever they are!

YOUR **ADVANTAGES**

Both **users and equipment are protected** from potential threats.

Analyses unknown files, **blocks** attacks and suspicious Internet connections even before they are established.

Analyses and detects dangerous behaviour and then **proactively blocks attacks on infrastructure.**

Defines threat history and context, **blocks malware** with one click and **collects threat information.**

Support Packages | **SUPPORT** WITHOUT WORRIES

Get the best out of IT, without worries

Technology is great as long as it works. However, if it doesn't work then it becomes a nightmare. This is why it is important for your organisation to have professional, efficient and available support. **We provide a dedicated and experienced team that can provide remote support, take over control remotely, come on-site, etc. On top of that, you can also call on our IT experts if you are short of time or people.** Or are you experiencing a peak workload? Looking for a temporary replacement? Do you need specific know-how or knowledge in a particular domain? Then you can also count on our IT expertise here.

YOUR **ADVANTAGES**

Continuity of service thanks to flexible support tailored to your needs.

Your own **employees** can **focus on their main tasks.**

Service desk, 24/7.

Fixed cost, allowing you to **budget perfectly.**

Wireless network without worries

Nowadays, it has become unthinkable to not have access to wireless Internet in the office. Wifi has become the standard in both business and personal life. **More and more applications run on the network and the number of devices connected to the network also continues to grow.** Therefore, it is more important than ever to have a high-performance, reliable and secure wireless network. With iWaas, you are not tied to an investment but you purchase a wireless network as a service. What makes iWaaS so unique is that it is intelligent. **The intelligent APs (Access Points) ensure that you always have the fastest wireless network connection**. Not every device has the same frequency, so a classic wireless network connection will always send out the lowest frequency.

YOUR **ADVANTAGES**

Accelerated business processes thanks to a high-performance network connection.

Provide **a reliable and fast wireless network** to your guests.

You don't have to buy anything; a limited budget no longer needs to be the threshold.

Access to the **fastest network connection** at all times.

YOUR PARTNER FOR
ALL YOUR BUSINESS NEEDS

ShortRent | **SHORT-TERM** SOLUTIONS

Your plan B in case of an emergency!

A fire, cyber attack, force majeure, etc. are calamities that jeopardise business continuity. After all, the IT infrastructure is the beating heart of any organisation and its operation helps determine its success. That is why it is important to always have a plan B! **Through ShortRent, organisations can rent IT solutions for a short term to continue their business activities in case of a disaster**. In fact, this Ricoh service takes care of everything: device(s), software, installation, delivery and support! While you fix the damage, your employees can continue business activities regardless of their location. Are you organising a trade fair, seminar, training course or other event? Then you have come here to the right place as well.

Discover our full range at **shortrent.be**

" WHAT IS YOUR **PLAN B**?

| Print- & scan-solutions | Notebooks | Software | Monitors | Servers | Network |

RICOH
imagine. change.

Solutions that grow with your organisation

It is no coincidence that Ricoh is the global leader in sustainable IT and document management solutions. **We prove that organisations of all sizes can work more efficiently, sustainably and productively. You can also save costs and manage them better.**

Through intensive cooperation, creative thinking, consulting and training, we deliver personalised and efficient solutions. These simplify all your document-intensive processes, allowing you to manage information better and to always have access to the right information.

We translate your wishes into smart ideas and concrete solutions. imagine. change.

+750
employees

+200
IT-specialists

+200
technicians

Local
service desk

www.ricoh.be

Ricoh Belgium - Luxembourg

Ricoh Belgium

Ricoh Belgium | Vilvoorde – Nivelles – Aarschot – Merelbeke – Lokeren – Woluwe - Evere