



Remote Home Office Optimization Services

Basic Edition

Whether you or your employees have been working remotely for years or had to adapt to working from home recently, there are numerous key aspects that can make or break productivity. Ricoh's Remote Home Office Optimization Services are designed to help the remote workforce be as productive, professional and healthy as possible — from the comfort of their homes.

Productivity

Expensive, high-tech resources such as video rendering workstations, color proofing systems, light booths, workgroup printers and other specialty tools are easily shared among team members in a centralized workspace. Home office workers often miss out on these advantages, so getting the most out of the available home office technology becomes essential to maintain productivity and retain the level of quality your clients expect.

Professionalism

Video conferences are quickly becoming the new way to conduct business. It's an important tool to stay connected and can lead to much more meaningful interactions than communication by email or phone. Professional appearance and good sound are almost as important as the content of the conference itself. Ricoh's Remote Home Office Optimization Services provide feedback and guidance on how to set up webcams, backdrops, lights, microphones and other tools to look and sound as professional as possible — even on a small budget or no budget.

"A survey of 700 Zoom users revealed that 82% of users felt greater trust and more accountability and 91% said there was greater engagement that led to better understanding through nonverbal communication." Source: ZOOM Blog

Health

A long day in the typical office can take its toll and the couch at home may seem like a welcome retreat. While at first it may seem more comfortable to rely on comfort zones like the bed, a couch or a hammock as the new workspace, remote workers quickly experience fatigue and pain due to sub-optimal ergonomic conditions. Home office workers may not have access to top-of-the-line ergonomic equipment, but the thorough ergonomic consultation included in Ricoh's Remote Home Office Optimization Services can help them find the most suitable workspace and adopt best practices to keep healthy and productive.

Basic Remote Home Office Optimization Feature Summary:

- Business Leadership consultation to establish desired remote worker guidelines
- Physical workplace evaluation and consultation via video and/or photo
- Ergonomic workplace assessment and consultation based on OSHA guidelines
- Consultation for professional appearance during video/audio collaboration



Talk to your Ricoh representative about your home office optimization needs.

If you are not a current Ricoh customer, our services are brand agnostic, which means we can help regardless of the brand of equipment used by your team. To request more information, use the "contact us" form on [TakeLookatRicoProduction.com](https://www.ricoh.com/usa/production)



Remote Home Office Optimization Services

Professional Edition

Ricoh's Professional Remote Home Office Optimization Services include the same features as the Basic edition, plus additional tools and consultation geared towards color-critical professionals who require the best possible color accuracy from their home office workspace.

Color Management Tools

Provided with each engagement are the X-Rite i1Display Pro colorimeter that ensures colors will be displayed as accurately as possible on any given monitor and the Pantone® Coated Bridge Guide, which helps set appropriate color management expectations. The Bridge Guide also contains a lighting indicator to quickly test if the ambient light is suitable for educated color management decisions. A Ricoh Color Expert will provide in-depth guidance on the correct use of these tools and will recommend best practices for maximum productivity.

Color Management Centric Workspace Assessment

Not all workspaces are created equal, especially when it comes to making educated color management decisions. A Ricoh Color Expert will analyze the home office worker's remote space through video conference or via exchange of photos to evaluate if distractions exist that may affect how color is perceived.

Best Practices Design Application Setup

There are a host of default settings in today's design applications and they don't always work for everybody. This is especially true when working in a decentralized team where multiple designers work on a common project. The professional version of Ricoh's Remote Home Office Optimization Services includes a deep dive into best practice settings that are customized to individuals, teams or even entire organizations.

Professional Remote Home Office Optimization Feature Summary:

- All features of the Basic Remote Home Office Optimization Services
- Lighting evaluation (with Pantone Swatch book and X-Rite i1Display Pro colorimeter)
- Color management optimization in Adobe® applications
- Desktop printer settings evaluation
- Professional monitor calibration



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Are Ricoh Home Office Optimization Services right for you? Take the questionnaire below to find out.



QUESTIONS:

1

In your home office workspace, do you need guidance on how to set up webcams, backdrops, microphones and other tools to look and sound as professional as possible during video conferences?

Yes No

2

As a home office worker, are you experiencing fatigue and pain due to sub-optimal ergonomic conditions in your workspace?

Yes No

3

Do you require the best possible color accuracy in your home office workspace?

Yes No

4

Do you feel less productive when working from your home office?

Yes No



If you answered "yes" to any of these questions, **talk to your Ricoh representative** about your home office optimization needs.

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Ricoh is a global technology company specializing in office-imaging equipment and production print solutions. We are dedicated to helping you address unique and varied business challenges as they emerge.