

# Introduction to the Sustainable Office: Changing Work Styles

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Solution Project Management,  
Solution Service Development Group  
Fuji Xerox Co., Ltd.



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## Work style Fuji Xerox aims for

Fuji Xerox aims to create various values through sustainable work way.

### Three Values Created through the Sustainable Work Way



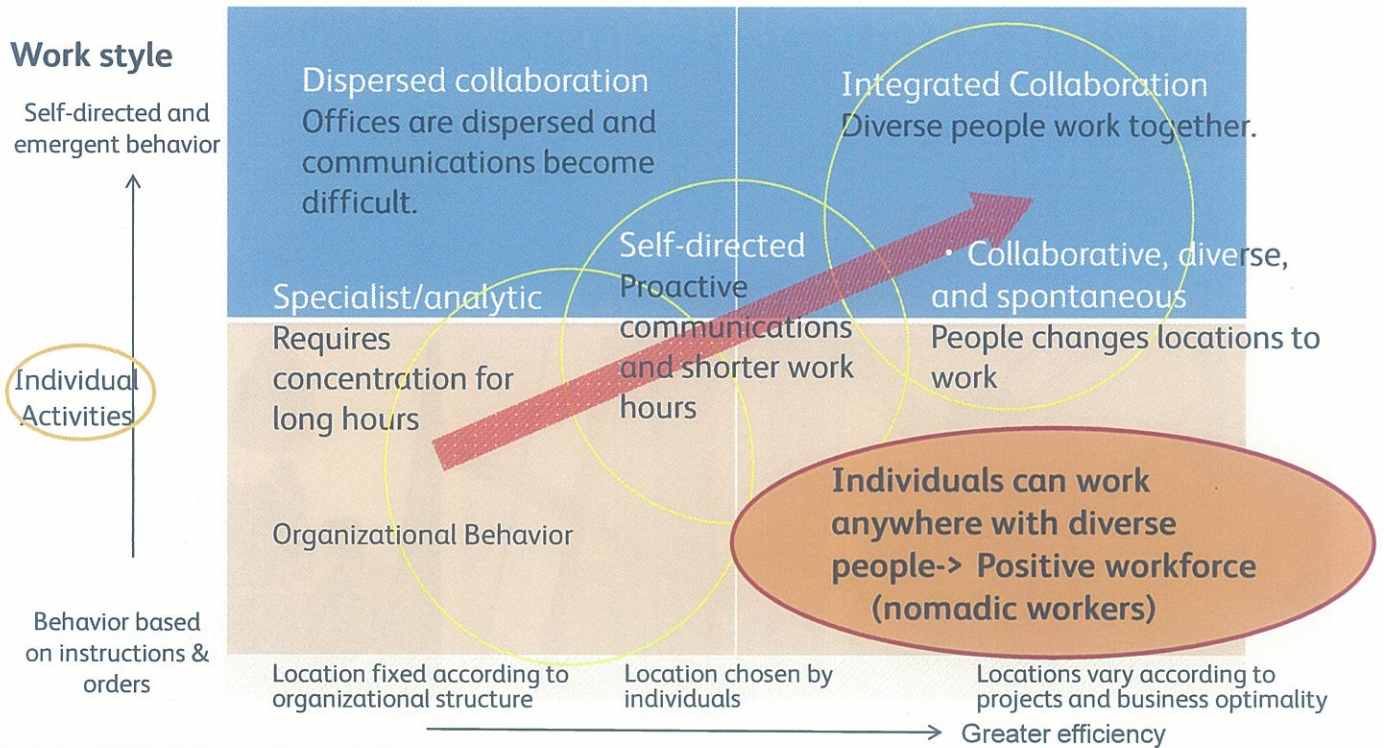
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# Future work way concept and styles

## Self-directed, emergent and speedy organization:

An active office to support positive workers.



## Active office: Project-based, non-territorial office

69 offices (60 hoteling offices and 9 hot desks) are shared by 210 staff.

Advanced seat reservations can be made or members can book the hot desk on the spot.

### Service Experience Arena Layout

69 Seats



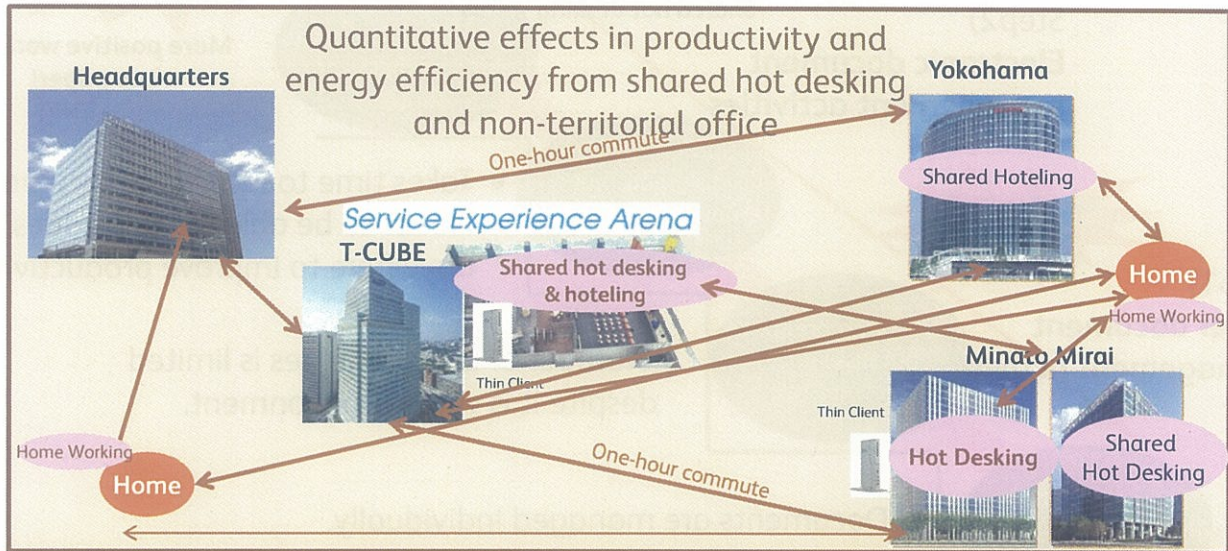
Office Space: 190 m<sup>2</sup>  
Shared Space: 438 m<sup>2</sup>

4.1 m<sup>2</sup> per desk (including shared area)  
No. of people using Arena: 210  
Hoteling users: 57  
Fixed desk users: 4  
Hot desk users: average 7/day

# Active office case study: Shared hot desk service

This is not simply a hot desking office, but offers a new work style that improves business efficiency adopting the “sharing” concept.

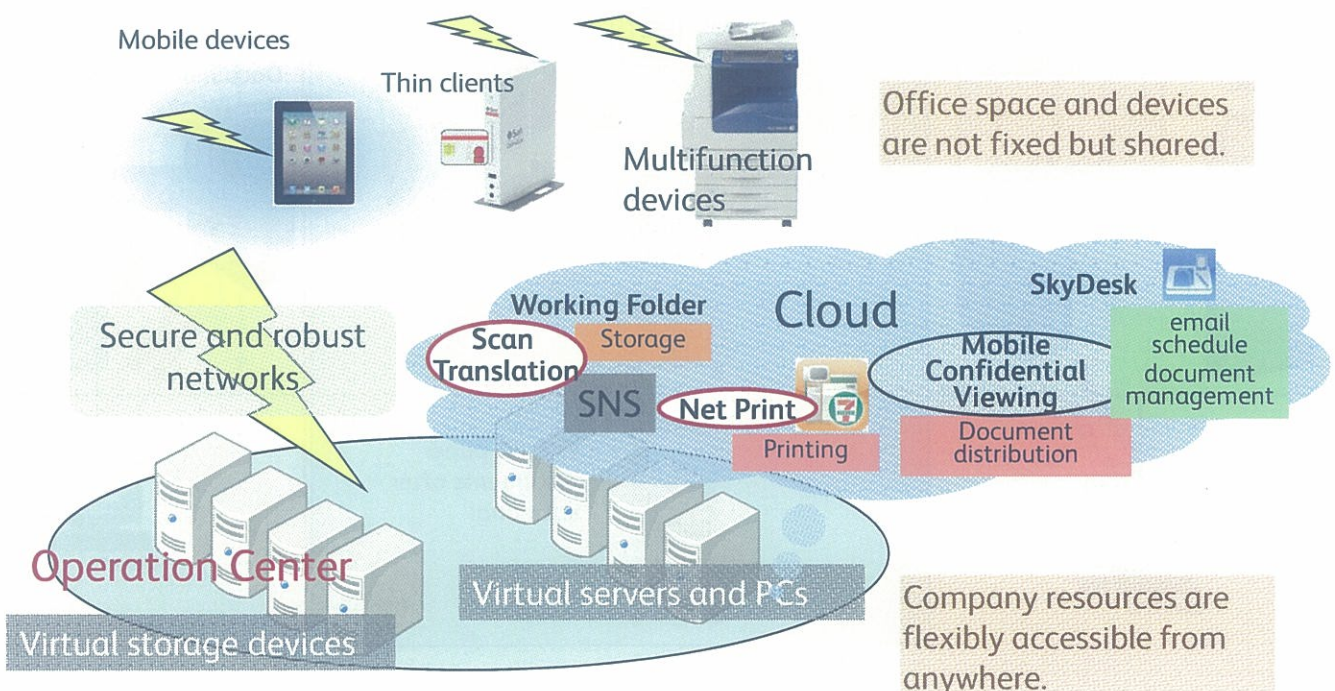
Promotes “emergence” through incidental communications.



- ◆ Out of 210 staff, 60 became positive workers and an average of seven use a hot desk each day.
- ◆ Productivity improvement in this case is 69 minutes/person, in a total of 2,100 hours/year. The greater the number of users or commuting hours, the greater the effect.
- ◆ Incidental communications also promote emergence and productivity improvement.

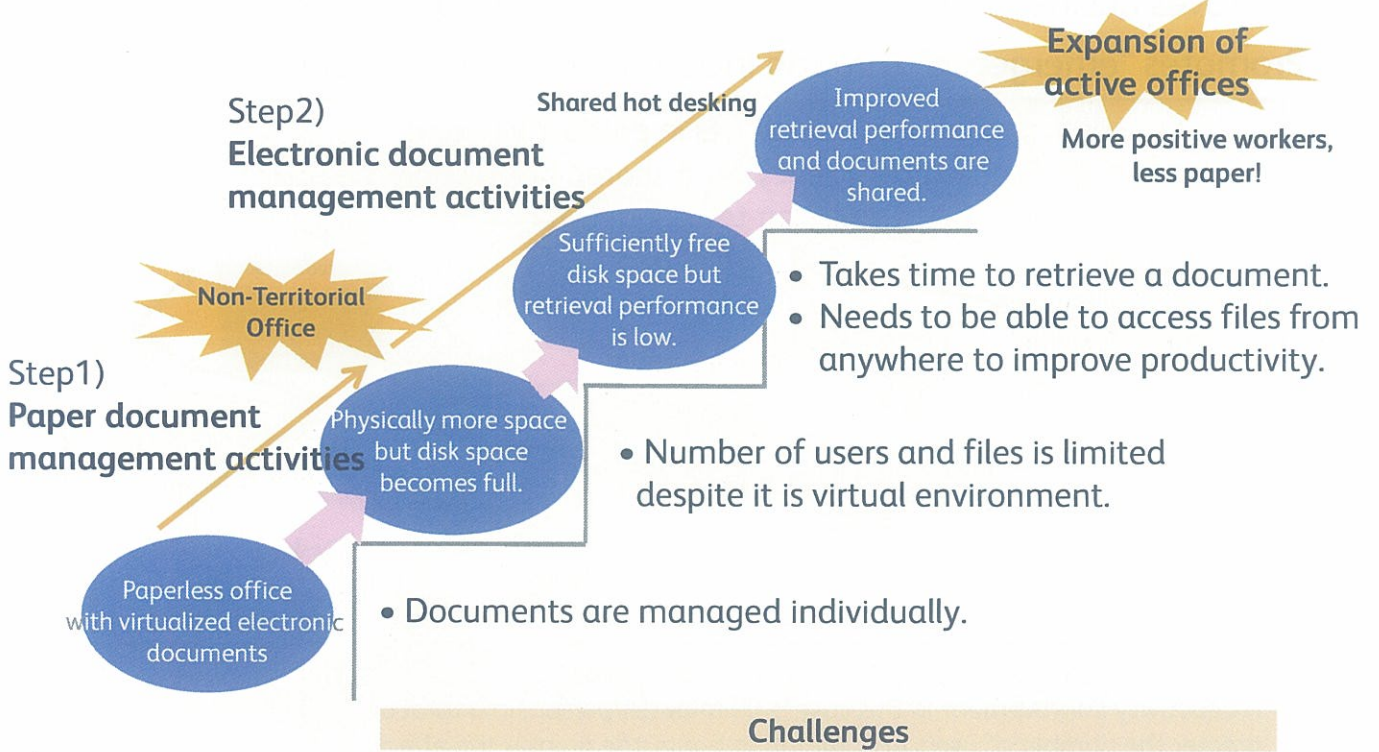
# Active office virtualizes office flexibly

Active office: Supported by thin clients, multifunction devices, and smart phones backed up by virtualization and cloud networks. Offers flexible work style.

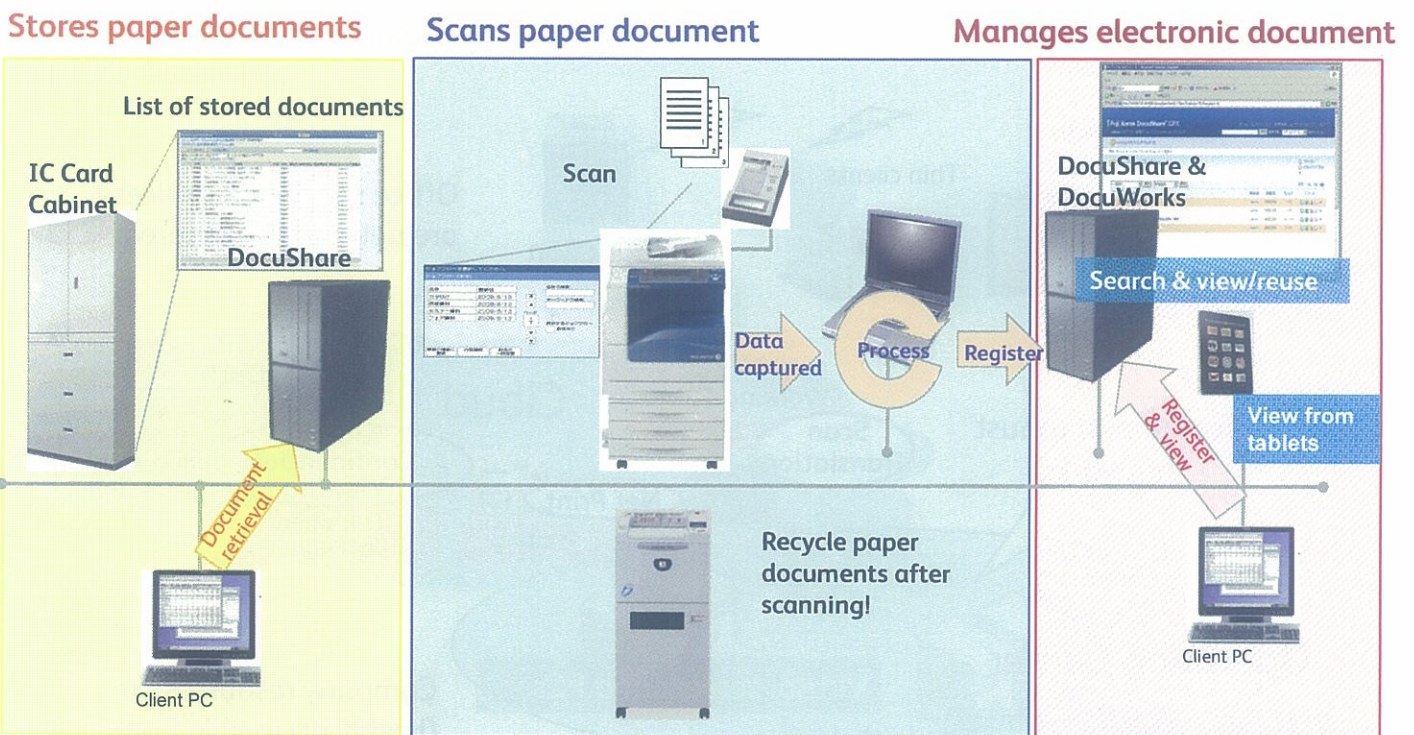


# Measures to improve productivity in the active office

Implement activities to resolve issues concerning document management.



## Key to enhance productivity for positive workers



# Leverage mobile devices and cloud services

Leveraging Fuji Xerox mobile and cloud services such as Working Folder, SkyDesk and Net Print, as well as other solutions/services, we practice new work style.

