

# INSTANT SUITE



Instant Suite is the management and optimisation solution for your workspaces

Instant Suite is an **ecosystem** integrated into your **digital work environment**. The innovative solutions offered by the Instant Suite platform respond, within your buildings, to the realities and needs of your employees (mobility and cooperation).

By installing Instant Suite, you ensure a **completely secure integration with your existing technological tools** (messaging, social media, HR applications, videoconferencing equipment...), boost your workspaces, reduce real estate costs as well as your ecological footprint.



The organisation of meetings, to save time



Flex office management, to optimise workspaces



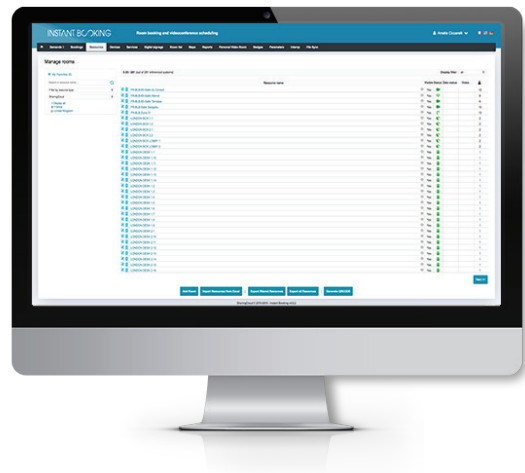
Visitor management, to enhance the fluidity of the reception



Corporate communication, to inform and involve

## MEETING ORGANISATION

- **Book your meeting room** in advance via our Instant Booking and Instant Mobile platform or simply via your email. On the fly with RoomPad® and GroomPad.
- **Manage the services associated** with your meeting room (room services, computer equipment) and **report an issue** (broken bulb...).



## FLEX OFFICE

- **Optimise your workspaces:** display desktop availability on 3D maps and book a shared desktop temporarily.
- **Improve your ROI:** manage no-shows and optimise the occupancy rates of your spaces.

## GUEST RECEPTION MANAGEMENT

- **Simplify the work of receptionists:** print the visitor badge or GuestTag which can be customized with Instant Guest.
- **Re-humanise** the exchanges between the receptionist, who has a list of expected people, and visitors.



## CORPORATE COMMUNICATION

- **Stream all types of multimedia content** (RSS feeds, video, images, IPTV...) **on your company's screens**, including RoomPad®, SignPad and GroomPad.
- **Manage the creation and distribution** of your content centrally, thanks to Instant Signage and Instant TV.