



WORKPLACE EFFICIENCY

Drive Employee Productivity
with Efficient IT Technologies

BUYER'S GUIDE

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Workplace in a Digital Economy

The onset of digitization had led to higher proliferation of technology into every walk of life. So, no wonder that our offices are no exception. Smarter and more efficient workplaces are becoming a norm as these enhance productivity, collaboration, and efficiency.



Why Workplace Efficiency Matters

New technologies have drastically changed the way organizations communicate and collaborate.

A research for a future workforce polled nearly 4,000 full-time employees from small, medium, and large businesses in 10 countries and found that over 57% of employees expect to be working in smart offices within the next 5 years.¹

An efficient workplace enables:



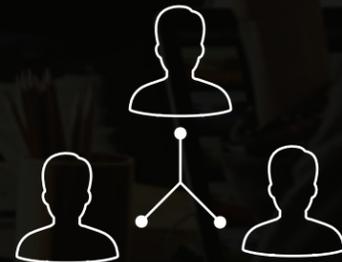
Better Collaboration



Higher Employee Productivity



Higher Employee Satisfaction



Increased Power and Cost Savings



Better Policy Enforcement and Control

Why Lenovo For Workplace Efficiency

#1

**IN BUSINESS
LAPTOP
RELIABILITY***

34%

**BETTER THAN
INDUSTRY
AVERAGE***

80

**AWARDS AT
CES 2018**

“ Putting a ThinkPad X1 at the fingers of a touch-typist is like placing a Stradivarius in the hands of a violinist.

- LAPTOP

'Understanding you' has become a cliché...till we met Lenovo. It was like we were talking to a peer in our industry. They already knew what we wanted, and how we operate. We haven't looked back since then. No wonder business owners swear by Lenovo.

*-Emma Williams
Owner and IT in-Charge
Singularis Design, London, UK*

ThinkPad is such a portable and powerful tool, with its versatility and ability to upgrade components. You can build a robot without ever having to touch a tool.

*-James Doherty
Spartan Robotics Team*

Lenovo has created a viable modular system that will fill IT hearts with joy - and one of the nicest, sanest, all-in-ones on the market. ”

- PCWorld

Key Challenges

Organizations Face with Workplace Efficiency

End Users

Flexibility to choose the device that suits their job role the most

Seamless working from anywhere and have access to the company data remotely

Workspace which offers effective collaboration and spaces for unhindered ideation and thought



IT Users

Centralized Management of end user devices

Enforcing security policies while not compromising on employee flexibility

Effective automation to ensure the deployment cycles are more efficient

Cut down on IT opex



Crafting an Effective Workplace Efficiency Strategy

Three Key Aspects to Consider



Workspace Optimization

Shrinking workspaces and increasing operational costs makes optimizing workspace one of the core aspects in the strategy.

Downtime Reduction

*'A survey by ITIC in 2016 revealed 81% of respondent businesses said one hour of downtime cost them over \$300,000, and 33% of the organizations stated an hour of service outage cost them anywhere between \$1million and \$5 million.'*² Clearly the second most important aspect is downtime reduction.

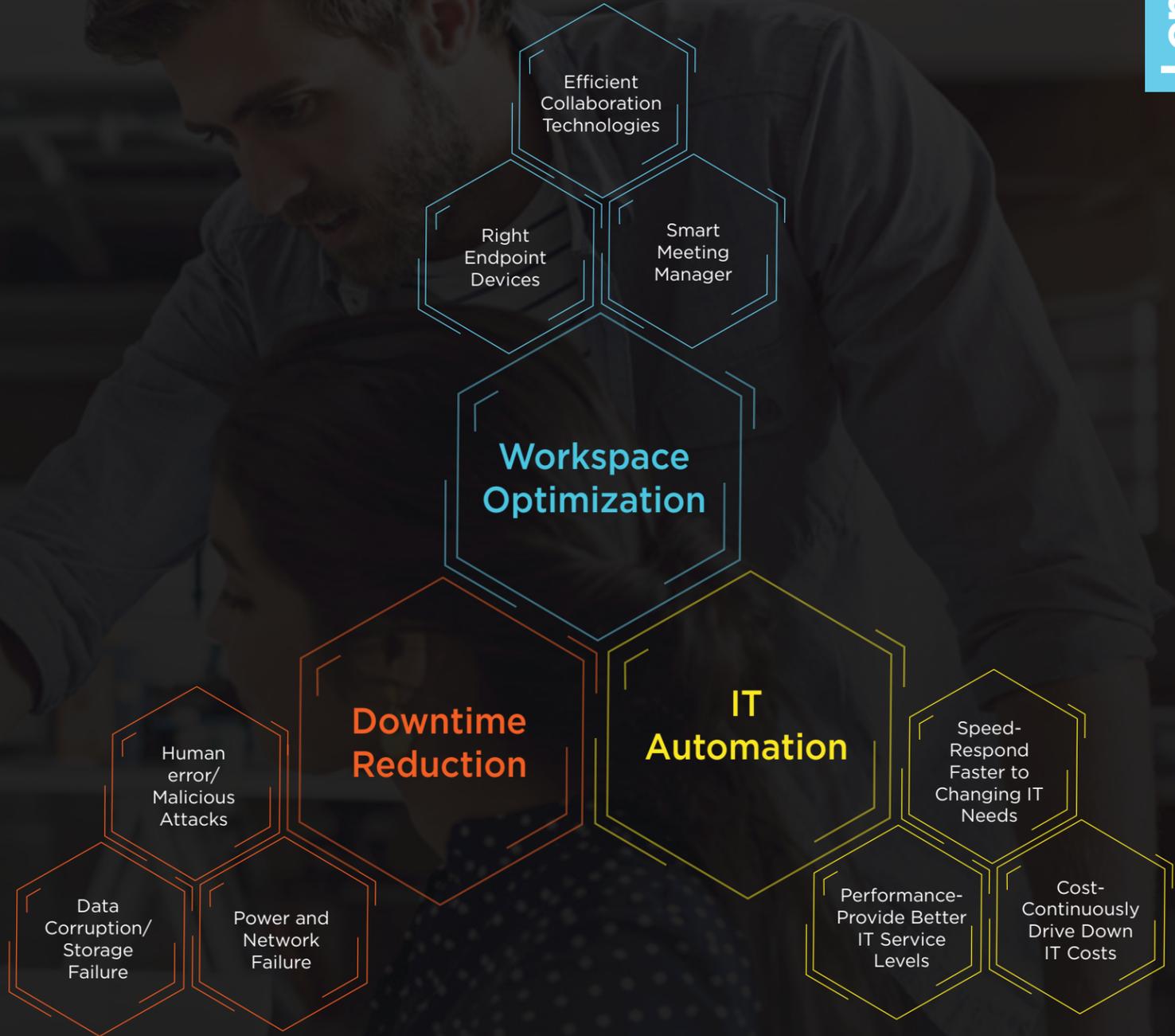


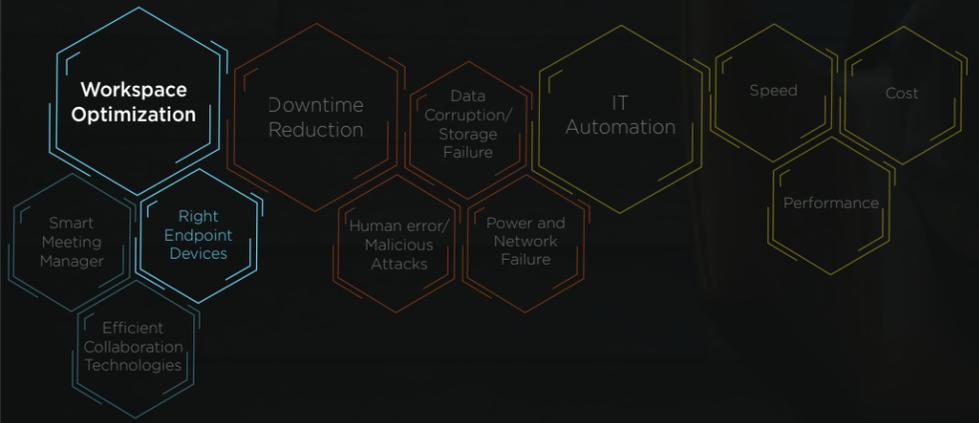
IT Automation

Deploying PC solutions manually is a time-consuming task for the IT. And even after that, the users usually deal with technical glitches while working on the new hardware. Automated IT deployments and routine task management can go a long way in improving workplace efficiency.

[Click here to explore Lenovo solutions](#)

Decoding Workplace Efficiency





Workspace Optimization

*'Most offices worldwide are 50% under-utilized always, due to changing work styles, mobile technologies, and business needs.'*³

Organizations are actively taking up an approach to activity-based working which enables employees to work in ways suitable to them. This not only optimizes the usable space but also saves power costs. In addition, devices running **Windows 10 Pro** enable creativity to boost employee productivity and teamwork. Together with Office*, Windows equips users with the broadest and most comprehensive set of apps and services, giving them tools they need to produce their best work, and flexibility and choice in how they connect, share, and communicate. Ways in which you can accomplish this are:



Workspace optimization can be enabled by:

Right Endpoint Devices

Equip your employees with the right endpoint devices to reduce cubicle clutter and enable mobility without compromising on efficiency.

Key factors to consider



Role of the Employee



Device Footprint



Hardware Performance and Flexibility



Accessories, Software, and Services Ecosystem

³LinkedIn Workplace Optimization Solutions

[Click here to explore Lenovo Solutions](#)



Lenovo Solutions

Mobile Users | Non-mobile Users | Specialist Users

ThinkPad X1 Tablet



ThinkPad X1 Yoga



ThinkPad X1 Carbon



ThinkPad X1 Series

The ThinkPad X1 Series of devices are designed keeping the modern workforce and workstyle in mind. Featuring a slim, stylish yet durable form factor, ThinkPad X1 Series of products are perfect for collaboration; switch from content creation, to brainstorming, to making presentations, flexibility that suits your work style. Powered by **Windows 10 Pro**, these devices empower the multi-generational workforce to be more creative with capabilities such as touch and Windows Ink, while collaborating with teams and getting their digital workplace organized.

Key Features



Lenovo Vantage to update drivers, run device diagnostics, request support, and discover other useful apps*



Robust security features like multifactor authentication powered by Intel® Authenticate

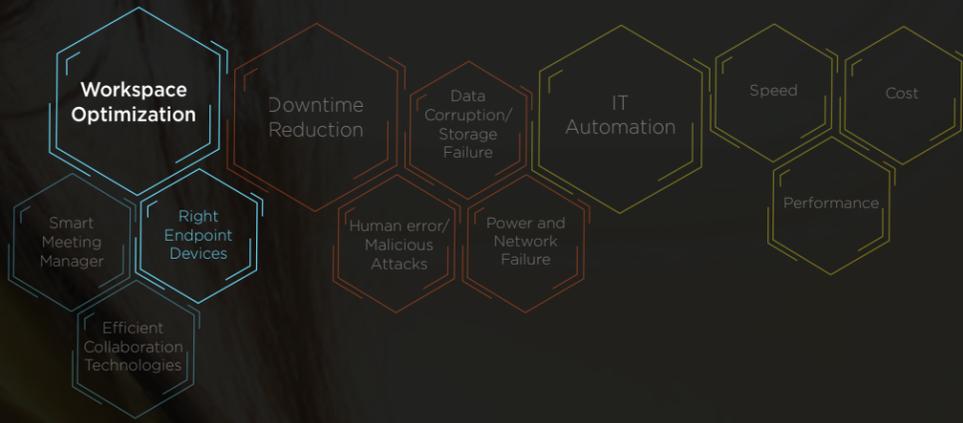


Flexible usage modes to suit the user requirements*
(*only on X1 Yoga and X1 Tablet)



Turbo charging with RapidCharge Technology

*Lenovo systems already running Windows 10 Pro will automatically receive Lenovo Vantage as an update, and it will be preloaded on newer systems



Mobile Users | Non-mobile Users | Specialist Users

Lenovo V Series

The Lenovo V Series is designed specifically for the small-business professional. Simple and powerful, these no-nonsense laptops provide reliable technology and long-term performance. In addition, **Windows 10 Pro** enables detection, investigation, and response to advanced and targeted attacks that help maintain business continuity – using Windows Defender Advanced Threat Protection.

Lenovo V730



Lenovo V330



Key Features



Skype-certified dual-array mic and speakers allows crystal-clear audio conferencing



Connect multiple accessories easily with Type-C USB



Privacy with touch-type fingerprint reader* and camera shutter
*Touch type fingerprint reader is optional



QuickCharge (30wh battery only) and Ultrabay™ battery – and maximize go time



Mobile Users | **Non-mobile Users** | Specialist Users

ThinkCentre Series

Whether you run a small business or the IT department of a massive enterprise, you can have confidence in ThinkCentre's desktops.

The ThinkCentre Small Form Factor desktops boost efficiency, productivity, and grow in line with your business. Likewise, the ThinkCentre Tiny packs a punch while being compact — giving you the same performance as a regular desktop. Plus, **Windows 10 Pro** provides visibility and control over security tools that maintain the integrity and compliance of devices used across the organization — using Windows Defender Security Center.

ThinkCentre M910 SFF



ThinCentre M910 Tiny



Key Features



Compact in nature, can fit anywhere



Customize desktop components such as CPU, memory HDD, and graphics card (only for SFF)



Trusted Platform Module 2.0 for robust data protection



Tiny-in-One compatibility: create your own all-in-one PC and save desk clutter



Mobile Users | Non-mobile Users | **Specialist Users**

ThinkPad T Series

The ThinkPad T Series is designed for professionals that need true business class notebooks. Built upon superior design with powerful long-term performance and durability to help keep you up with your on-the-go work schedule. Plus, More intuitive navigation in **Windows 10 Pro** helps users quickly access the information they need when they need it – resulting in fewer help desk calls. And the deep integration with Microsoft 365 Business means that users can collaborate more effectively from a workspace, a conference room, or remotely – helping reduce costs while improving how the people in your organization work together.

ThinkPad T580



ThinkPad T480s



ThinkPad T480



Key Features



LTE-A (4G) connectivity: seamless access to all your data even if you are out of WiFi range
(not available in all countries)



MIL-SPEC tested- for everyday bumps and bruises



Remotely access PCs to discover, activate, monitor, protect, and manage, independently of its power state enabled by Intel® Active Management Technology (AMT)



PowerBridge technology that lets users swap batteries without shutting down



Mobile Users | Non-mobile Users | **Specialist Users**

ThinkPad P Series

The ThinkPad P Series is designed keeping in mind the users who need the power of a workstation to handle intensive work in a thin, and light package. The ThinkPad P Series products feature ISV-certified applications, lightning-fast graphics, and cutting-edge technology to enable users to be at their best.

ThinkPad P71



ThinkPad P52s



Key Features



Move massive files, images, and videos up to 8x faster with Intel® Thunderbolt™ 3 technology



Super-fast SSD Storage for quick boot ups and recovery from standby



PowerBridge technology that lets users swap batteries without shutting down



Optional ThinkShutter for device security*
*available in ThinkPad P52s



Windows 10 Pro for Workstations helps power through advanced workloads with server-grade data protection and performance



Accessories Ecosystem - Get More From Your Device Investment

ThinkPad Thunderbolt™ 3.0 Docking Solution



Docking Solutions

The ThinkPad Thunderbolt 3 Dock is an unmatched docking solution powered by Intel® Thunderbolt 3 technology. It delivers definitive 4k video performance with lightning-fast data transfer. You can have your most productive and space-saving workstation simply by connecting your notebook or tablet to the ThinkPad Thunderbolt 3 Dock.

ThinkCentre Tiny Under-Desk Mount Bracket

An attractive space-saving solution made of high-grade steel and mounts easily with four screws. The Under-Desk Mount Bracket enables more desktop and floor space while providing a secure solution to protect the Tiny PC.

ThinkCentre Tiny Under-Desk Mount Bracket



Lenovo Ultra Slim Wireless Keyboard and Mouse Combo



Lenovo Ultra Slim Wireless Keyboard and Mouse Combo

Get rid of those wired input devices with the full-size keyboard and mouse combination for a modern wireless workplace. The quiet key design of the keyboard helps you focus on the task at hand. And the wireless mouse includes a sleek design, precise control features that operates on almost any surface.

Services for that Added Peace of Mind

Premier Support

Premier Support is a service package designed for customers who want to bypass basic troubleshooting and experience shorter waiting times, reduced repair times, and higher first-time fix rates. It's a direct line to advanced-level phone support and is designed to expedite problem resolution. Premier Support is designed to give your customers the best service experience available with our Onsite Next Business Day (NBD) warranty service.





Efficient Collaboration Technologies

Collaboration is an absolute essential in modern workspaces. But how do you choose a solution that fits your business needs?

Key factors to consider



Easy integration with the present IT infrastructure



Deployment services to ease out the execution phase



Infrastructure ensuring maximum uptime

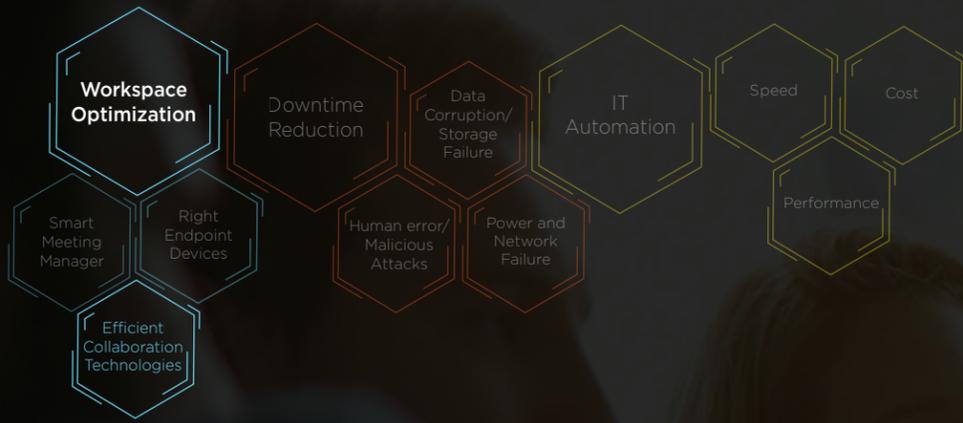


Lenovo Unified Workspace

The Lenovo Unified Workspace enables organizations to securely deliver the right apps and content, to the right users — anytime, anywhere, and on any device. So, users can have the flexibility, policies, and tools they need to be more creative, productive, and collaborative.

Business benefits of Lenovo Unified Workspace:

- Maximize employee engagement and productivity
- Enable workforce and business innovation
- Drive relevance and profitability



Lenovo Solution

Cloud Solutions

For agile, practical, and cost-effective IT infrastructure to run all collaboration applications, build data solutions, effectively store information, efficient product development, and delivery – Cloud is the answer. Quickly deploy IT solutions and applications, respond faster to emerging opportunities with Cloud solutions from Lenovo and Microsoft. When combined with Lenovo’s comprehensive suite of services – the industry’s top-rated systems from Lenovo with advanced capabilities of Microsoft Hyper-V – the Lenovo Cloud offerings for Microsoft Hyper-V enable you to take the guess-work out of Cloud. And with proprietary network management solution xClarity™, ensure maximum reliability and availability.



ThinkCentre M700q Thin Client



ThinkCentre Thin Client

Thin Client enables your business to enjoy many client virtualization and Cloud computing benefits, including cost and manageability. In addition to powerful processing, multi-display support, and high-speed USB ports, this versatile, rugged computer boasts an intelligent tool to help simplify thin-client management and deployment. The ThinkCentre Thin Client is:

- Compact and versatile — deployable anywhere
- Certified to run industry-leading desktop and app virtualization software
- Lenovo Thin Client manager software — enabled to manage Thin Clients easily from one place



Smart Meeting Manager

Any modern workspace is incomplete without smart meeting solutions. Given that meetings are a norm; 15% of an organization's collective time is spent in meetings, and more than \$37 billion per year is spent on unproductive meetings.⁴

97% of meeting rooms have projectors/display and audio speaker phones

Not Supporting Video conferencing

- Poor UX for remote participants
- Hardware not connected to Unified Communications platform

Not Optimized for Collaboration

- 1 presenter only
- Historical for status/decision meetings
- Whiteboard not connected to technology

Key Factors To Choose the Right Device



All in one devices offering projector, audio, camera together.



Seamless content sharing across different participants



Support for the most common meeting software



Compact and cable-free



Lenovo Solutions

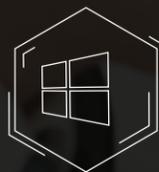
ThinkCentre Tiny with Intel® Unite®

Get your meeting underway instantly by connecting wirelessly to your big screen from your device* using the ThinkCentre with Intel® Unite®.

Key Features



Enhance productivity by quickly sharing content and collaborating



Supports devices running on **Windows 7, Windows 8.1, Windows 10 Pro, and OSx.**

(Now available for iPad, Android tablet, Chromebook, & Linux)



Enterprise ready - a room solution with the performance, security features, and manageability powered by Intel®vPro™ technology

ThinkCentre M910 Tiny



ThinkSmart Hub 500

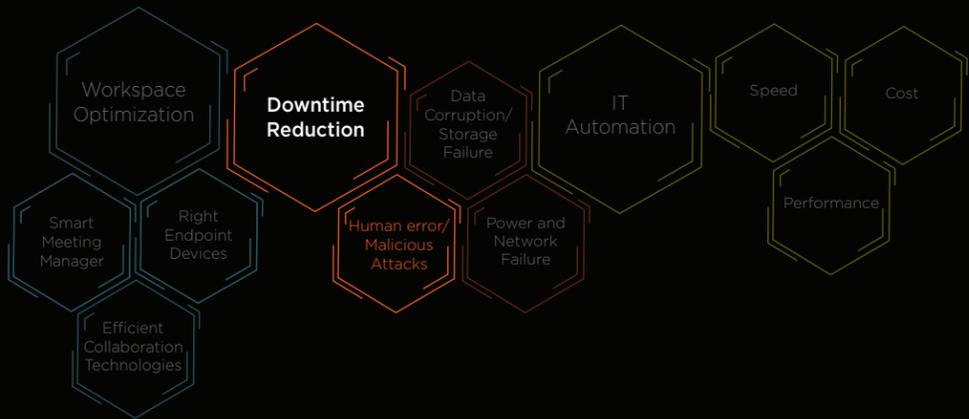
All-in-one, purpose-built Skype Room Systems device powered by **Windows 10** IoT is the key to more efficient meetings. Start on time with one tap of your finger, hear what everyone has to say, loud and clear, and see the difference this makes to your organization's efficiency and productivity. The Intel® vPro™ processor enables fast and wireless content sharing capabilities and the **built-in Skype Room Systems app** provides security with universal lockdown feature.

The ThinkSmart Hub 500 has:

- **A 360° rotatable display** – democratizing the meeting to everyone in the room
- **Integrated audio speakers and microphones** – eliminating the need for separate speakers and phones for meeting rooms
- **Lenovo Cable Management Door** – secure cable management door to hide wires and prevent unauthorized access.

ThinkSmart Hub 500





Downtime Reduction

Downtime occurs because of various reasons, from outdated technology, human error, storage/power failure to a natural disaster.

A study by IDC showed average downtime cost at \$70,000 per hour.⁵

It is essential to have the right IT infrastructure to help you overcome errors and cyber-attacks without impacting your productivity.

Human error/Malicious Attacks

A report shows that human error accounts upto 22% of downtime.⁶

Many of the human errors can be countered by investing in right endpoint devices. Be sure to look for:



Convenient coverage in case of damage



Durable to withstand extreme temperature, pressure, dust, humidity, and vibration testing



Preloaded software that can prevent malware attacks



Windows 10 Pro - to protect against credential theft and for secure access to corporate devices

⁵IDC's Reducing Downtime and Business Loss Whitepaper

⁶CLOUDSCENE



Lenovo Solutions

Precision Keyboards

With precision and the user-experience always top of mind, ThinkPad keyboards have risen to the head of the pack. All ThinkPad keyboards are legendary for the typing experience offered. **The precision keyboard on all ThinkPad models, have spacious layout with efficient footprint for comfort, accuracy, and tactile feedback.**

Not just that, **ThinkPad keyboards are built to be spill resistant** to protect internal components from accidental spills thereby enhancing reliability and investment protection for customers. Many ThinkPad models have drainage holes to ensure accidental liquid spills can be drained out completely. **Optional back light feature** ensures users can use ThinkPads comfortably at night without disturbing others.*



*not available in all models



MIL-SPEC Tested

ThinkPad devices are proven to survive extreme environmental variables, including temperature, pressure, dust, humidity, and vibration testing. **Each ThinkPad passes through around 200 rigorous tests to ensure a reliable system for various real-world usage scenarios.**

BUFFERZONE®

Without restricting or inconveniencing employees, BUFFERZONE protects endpoints and trusted organizational resources from any kind of malware. It isolates browsers and applications that come into contact with the internet and other untrusted sources, in their own, virtual environment.

BUFFERZONE'S advanced endpoint security solution features:

- **Virtual Container:** a secure, isolated environment for accessing content from any potentially risky source
- **Secure Bridge:** a configurable process for extracting data from the container to enable collaboration between people and system
- **Endpoint Intelligence:** detailed reporting and integration with SIEM and Big Data analytics to identify targeted attacks

Accidental Damage Protection (ADP)

Accidental Damage Protection (ADP) belongs to the family of Lenovo Protection Services and complements Lenovo Warranty Services with the option of protection due to unintentional electrical surge, liquid spills, drops or bumps, and LCD damage.

[Click here to explore Lenovo Solutions](#)



Data Corruption/Storage Failure

*Data corruption and Cyber crime causes 22% of downtime.*⁷ Data degradation is the gradual corruption of computer data due to an accumulation of non-critical failures in a data storage device. Data is valuable for any organization, so utmost care needs to be taken in storing it.

Key factors to consider



Protects and secures user-identity



Auto data backup solutions which ensures almost real-time data backup



Alerts when an attack/threat to the device is nearby

Lenovo Solutions

Lenovo Vantage

Enables Lenovo WiFi security that detects and analyzes in real-time any nearby threats or attacks and distinguishes between legitimate networks and possibly risky and malicious networks. This keeps your network free from uninvited elements.

*Now a standard preload on all Lenovo systems running Windows 10 Pro; existing systems received Lenovo Vantage as an automatic update in December



Full Drive Encryption (FDE)

Full Drive Encryption provides factory-enabled anti-theft security and hard-drive passwords. Lenovo estimates that the manual implementation of encryption can take customers an average of 120 minutes per device. Reduces technician and deployment time. Offers customers a reliable single-source solution and saves time and expense. Saves onsite technical staff valuable time spent to run encryption on every device.



Fast Identity Online (FIDO)

Fast Identity Online (FIDO) authenticates and wraps your online credentials by three layers of security while working on a ThinkPad. This global solution creates better security for online services, reduces costs for organizations, and is simpler and safer for users.



Hardware Enhanced Multifactor Authentication

ThinkPad laptops are integrated with Intel® Authenticate solution. This gives the IT the flexibility to create and deploy customized and fortified user-identity protection for access to the corporate domain, network, and VPN. It provides a simple self-service enrollment tool for end users to quickly get started, eliminating calls to the IT.

Online Data Backup (OLDB)

Lenovo's Online Data Backup is easy-to-use, includes automatic online backup and recovery solution for software. With this tool, organizations and user groups can share a pool of storage without the administrator assigning storage to specific users.

- Requires no capital expenditures for hardware; low upfront investment with minimal maintenance overhead
- Relative to tape-based approaches, OLDB is more efficient, less intensive for the operator, and not as prone to human error





Power and Network Failure

Power and network failure can have adverse effects on your business and can lead to a frustrating downtime, leading to higher costs and reduced efficiency. Gartner® pegs the average hourly cost of downtime for networks of small to medium-sized business at \$42,000⁸. So, how do you ensure that downtime does not affect your efficiency?

Key factors to consider



Assistance in case of system crash



Intelligent Cooling Technology



Prompt response rate

Lenovo Solutions

Cooling Technology in Lenovo Devices

Staying cool and working efficiently under pressure is a prized quality in business. The cooling technology of ThinkPads and the Intelligent Cooling Engine (ICE) in ThinkCentre ensures you can do just that by maintaining temperatures at an optimal level for high-performance computing while carefully controlling power consumption. It allows ThinkPads to be up-to 15% cooler and 10% quieter when a user is working with the ThinkPad placed on the lap. **And the acoustics mode in ThinkCentre cools the device while delivering extra-quiet performance making it perfect for office use.**

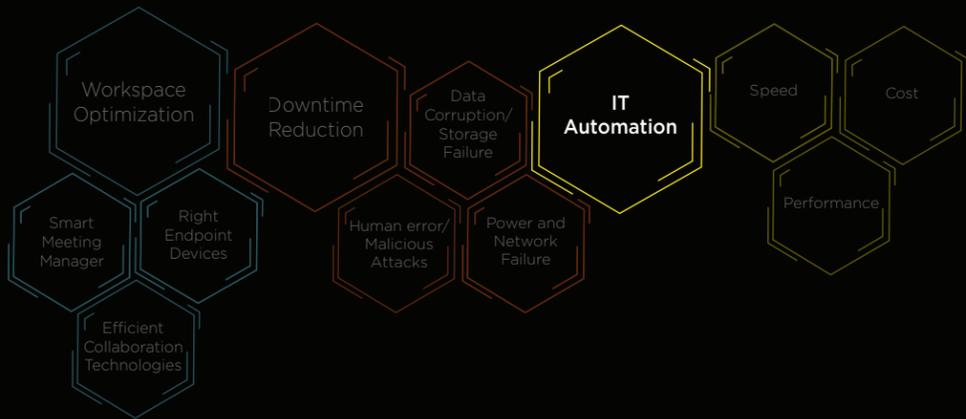


Lenovo Vantage

Never Crash Strategy provides system crash assistance through Lenovo Vantage that recognizes system crashes, informs and shows users crash information and sends diagnostic data to the support team, who then resolves the issue. **Smart Messaging through Lenovo Vantage⁷ monitors the system health and notifies users if any apps or drivers are crashing, thus ensuring your employees never lose efficiency due to downtime.**

⁷Now a standard preload on all Lenovo systems running Windows 10 Pro; existing systems received Lenovo Vantage as an automatic update in December

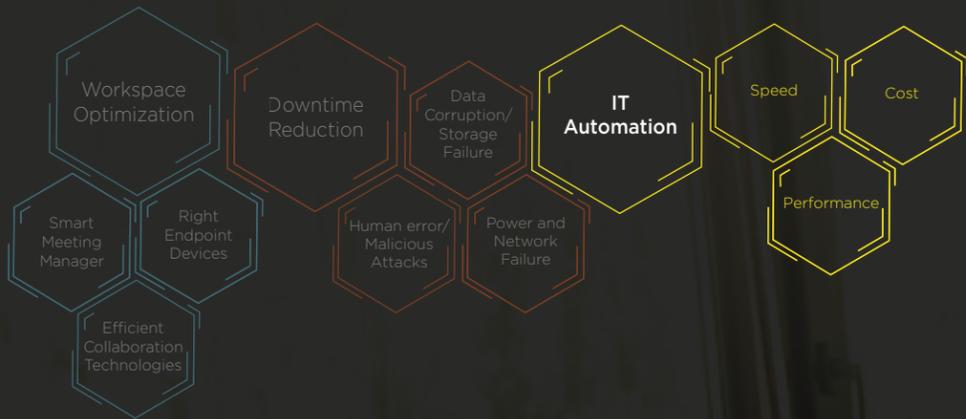
⁸NetworkWorld from IDG



IT Automation

With automation implemented strategically, **IT can provide a competitive advantage to their organization.** IT Automation helps reduce the time spent on routine tasks and speed up the process of deployment. Thereby, facilitating better manageability and easier upgrades.





Three Key Factors that IT Automation Enables are:

Speed – Respond Faster to Changing Business Needs

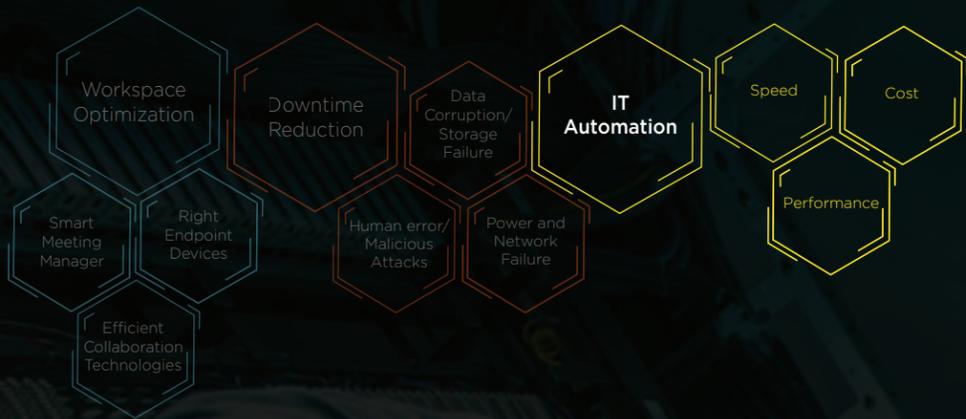
IT automation helps respond faster to changing business needs which improves the ability to quickly develop and integrate applications, data, and workflow that support new business requirements. With Intel® Active Management Technology, IT teams can remotely apply security patches or software updates, repair a system, or recover a compromised system out-of-band.

Performance – Provide Better IT Service Levels in Support of Business

Substitute manual work with automation and improve the performance of IT operational elements that support the business process. Establish end-to-end management capabilities to provide better IT operating performance and increase work efficiency.

Cost – Continuously Drive Down IT Costs

Simplify business processes cost-effectively. Deploying self-service options to users for the most commonly performed support tasks can enable businesses to focus on delivering higher IT service-level performance with the right infrastructure.



Lenovo Solutions

Custom Preloads

Lenovo has ability to offer standard preloads to customized images. One of the newest customized preloads **Ready to Provision Plus (RTP+)** allows adding up to any five apps on the image.

Basic Provisioning with Lenovo ADS and Windows AutoPilot*

Lenovo devices can be enabled to support Windows AutoPilot to help speed up the process of deploying and configuring new devices. Basic registration through AutoPilot for Microsoft suite of products together with the Lenovo Advanced Deployment Service (ADS) provides the ability to customize deployment. This eliminates the need for IT to perform imaging tasks and automates the out-of-box experience for business imaging.

*On CTO models only

Full Provisioning with Key EMM Partnerships

The global strategic partnership of Lenovo and MobileIron EMM ensures **secure provisioning and simplifies endpoint device management.**

It incorporates identity, context, and privacy enforcement to set the appropriate level of access to business data and services. MobileIron secures data-at-rest on the mobile device, in mobile apps, desktop, and in Cloud storage. Additionally, the MobileIron EMM platform secures data-in-motion as it moves between the corporate network, devices, and various on-premise and Cloud storage repositories.

Image Storage and Recovery with Lenovo Cloud Deploy

Lenovo Cloud Deploy solutions provide the optimal restore, deploy, and recover experience with the ability to store images in Cloud and have access to it, anywhere, anytime.



Think Deployment Resources – Tap into our expertise for free

The Think Deployment Resource Center on Lenovo.com is a portal to provide content and documentation for customers who are performing their own operating system deployments of Lenovo business products. The resources are aimed at making this process as fast and as easy as possible.

- **Deployment Recipe Cards:** an ideal starting point when beginning the development of a custom image on a new Lenovo ThinkPad, ThinkCentre or ThinkStation.
- **SCCM Driver Packs:** provides the fastest, easiest way to add the hardware drivers you need to your deployment.
- **Deployment Engineer Resources:** find white papers, tools and links to useful reference materials for the deployment process.
- **Community Tools:** includes a Driver Grabber and Driver & Software Matrix for Admins

Lenovo Vantage - Leverage Built-in Capabilities of Think PCs

Lenovo Vantage unclutters the PC experience and makes it easier for customers to get the most out of their Lenovo devices. It is a new application that replaces Companion and many other Lenovo apps by combining their functions and adding new features so that users can easily protect and customize their PCs automatically. Several automation features reduce the breadth of routine and mundane tasks that an IT department has to perform. Lenovo systems running **Windows 10 Pro** will automatically receive Lenovo Vantage as an automatic update, and it will be the only Lenovo branded app preloaded on newer systems.

Its features include:

- **System Update:** check for new software and driver updates for your computer
- **Customization:** get helpful information and recommendations based on your device and the way you use it
- **Lenovo WiFi Security:** detects and analyzes, in real-time, any threats or attacks that are present in the vicinity of the laptop and enables it to distinguish between legitimate networks and risky, possibly malicious networks



Conclusion

Lenovo offers the best-in-class solutions to make the organizational workplace efficiency a reality. Starting from endpoint devices which enable workspace optimization to IT automation services, we bridge the gap between user requirements and IT deployments.

Lenovo has a rich legacy of over three decades of delivering powerful, cutting-edge IT products, solutions, and services to consumers, small and medium businesses, and enterprise clients across the world. Backed by deep expertise and supported by a global network of trained and certified technical service professionals, Lenovo should be your first choice to enable workplace efficiency.

5 reasons why Lenovo is a difference maker



Trusted around the world



Expertise across categories



Confidence in our products



Business-boosting technology



Flexible support network