

A simple yet smart solution, optimization is print management's methodology of right-sizing the print environment of an organization.

Among the first things a managed print services consultant analyzes during an assessment are how many different device types exist and where they are all situated. Businesses are often surprised to learn that over time they've accumulated a host of standalone devices, which are expensive to both operate and maintain. This leaves many businesses without the right mix of hardware, and placement of these devices that aren't ideal for their actual usage and employee locations. Discovering where single-function hardware should and should not exist in a print environment will deliver a strategic cost-saving rationalization. It also involves identifying where multifunctional products—capable of printing and digitizing documents—can be utilized for their ability to streamline or even automate business processes.

Of course there are exceptions, and MPS consultants understand that. For example, executives who each have a printer in their office or people in cubicles who handle sensitive documents and need their own printers—these are necessary for business operations. But in most situations, the reasons that an organization

should move toward a balanced printer and MFP model outweigh those for sticking with standalone devices.

HANDLE HARDCOPY AND DIGITAL DOCUMENTS WITH EASE

Today's business processes demand an easy-to-use device that creates workflow efficiencies by at least

several pages per minute. And for maximum efficiency, businesses need to be able to handle information in whatever form it arrives.

Businesses that prioritize scanning see it helping in vital business initiatives in multiple ways—in efficiency, security and employee productivity.

IMPROVE THE FLOW OF DATA

Your output hardware can do much more than just print. MFPs can digitize documents and—with the help of document management software—act as a platform to enable information to move through your organization faster. It's a whole new way of operating.

Many MFPs offer the ability to integrate with software, helping them become an onramp to improved worker efficiency and delivering on these potential benefits:

- One-touch scanning of files that can be dropped into document archives or common business software
- Cost control/recovery are enabled by assigning codes right at a device's control panel

Did You Know?

56% of organizations will increase their use of scanning in the coming years (no companies are decreasing).

66% of businesses report that scanning will improve efficiency, **55%** say it'll improve security, and **51%** believe the increase will boost individual employee productivity.

47% of workers in organizations that don't have any form of automated workflow spend more than 15 minutes per day retrieving paper documents—that's easily 65 hours per year!

- Creating or streamlining document workflows to eliminate manual processes

CUT COSTS THROUGH CONSOLIDATION

Single-function printers will continue to have a place in the office, but dedicated printers and scanners offer simplicity, and typically in a space-saving footprint, when other peripheral functions aren't necessary. Still, having too many of them can be a drain on your bottom line. The careful study that is central to managed print services puts this under review, to find a better hardware balance and harmonize your document imaging technologies.

In the total cost of ownership game, you want to come out ahead. MFPs can help your business realize that by consolidating functions into a single device. How?

- Replacing some printers with one MFP that can manage the load means fewer, significantly less expensive supplies to keep on hand and lower costs.
- Servicing many types of older, single-function devices can be a major expense and distraction for your staff, but having MFPs under a MPS contract will save money and free up time for more important tasks.

3 TAKEAWAYS

- Give users the comfort of scanning, copying and faxing from one interface rather than three
- An open platform—usually on MFPs, not printers—is a gateway to more efficient workflows
- With one do-it-all device, supplies, maintenance, energy and office space costs can be reduced

ABOUT INNOVEX

Technology is at the heart of every business organization. We are the single source developed to support your entire technology infrastructure, from your document systems to your servers — our focus is you.

Whether you use our Technology Products, Managed Services, or IT Professional Services, our integrated offerings simplify your business' operations, giving you the efficiencies you value. We stay current in technology that constantly changes, and are committed to providing you service excellence.

A 50-year-old independent, locally-owned company, we're also one of the fastest-growing companies.* We are here for you now and will be in the future.

*Providence Business News' Book of Lists, 2016

