

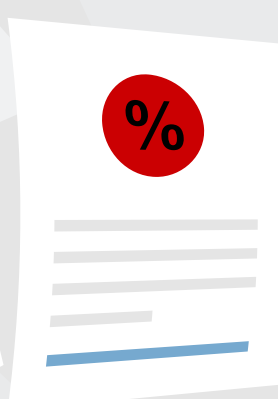
# The Power of Print Management

Multifunctional devices (MFDs) help to improve productivity by enabling workers to easily print, copy, scan, fax, store, and transmit documents from a networked device.

A print management solution lets you proactively monitoring activity and helps to ensure devices are available and fully utilized.



**55%** of all documents employees use are under paper format<sup>1</sup>



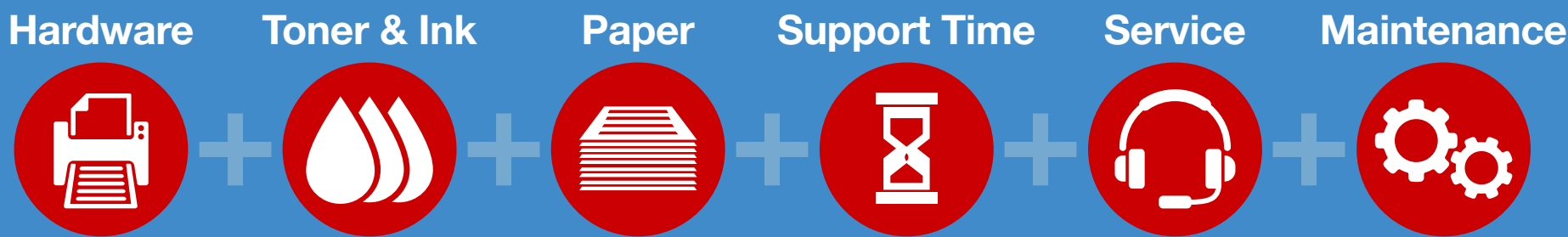
**Print can be expensive.** Printing costs can run in the range of **3-6%** of revenue<sup>2</sup>

**85%** of 8.5x11" paper in US offices is printed on **only one side**<sup>3</sup>

## Signs of an Unmanaged Environment:

- ✓ Total costs are unknown
- ✓ Purchasing of devices and supplies is decentralized
- ✓ Supplies are stored in desks, file cabinets, and closets with many going unused
- ✓ A mix of devices from multiple vendors
- ✓ Many desktop devices and the ratio of users to devices is low
- ✓ There are no policies on the use of devices
- ✓ Devices often lack supplies
- ✓ Users don't know how to get service when a device requires repair
- ✓ Workers can't print unless they are at their workstation
- ✓ MFDs are unlikely to play a role in workflow

### The cost of...



**= \$733 a year per office worker annually<sup>4</sup>**

## Benefits of Print Management:

Organizations can save up to **30% or more** over current costs.<sup>5</sup>



**15%** of organizations see savings of up to **41% or more**<sup>6</sup>

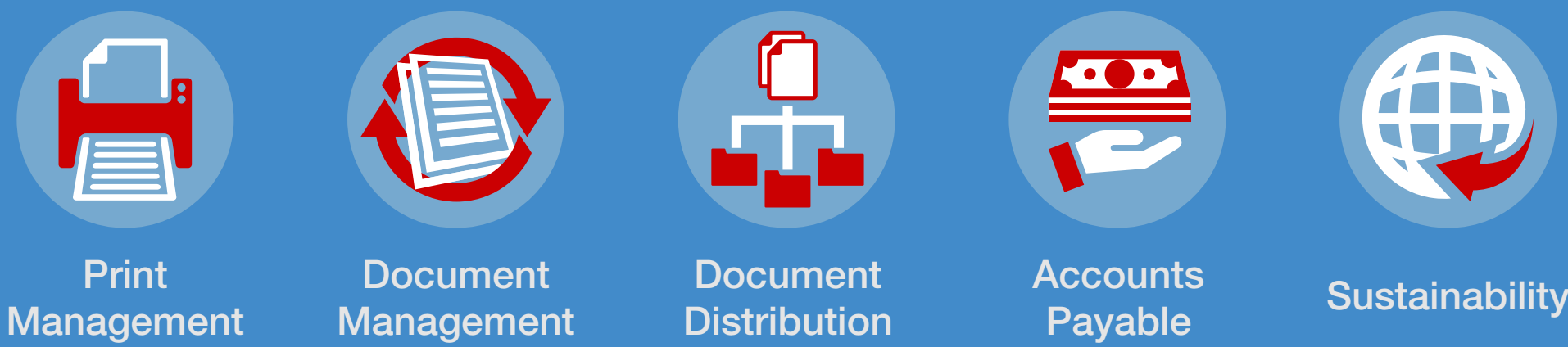
- Asset Visibility:** Track all assets on the network and leverage data to ensure policies are in use.
- Time Savings:** Spend less time purchasing supplies, arranging services, and struggling with device features.
- Increased Employee Satisfaction:** Automatically routing jobs to the best device means staff spends less time monitoring and managing devices.
- Continuous Improvement:** Focus on goal attainment and efficiency with periodic reviews for continuous improvements.
- Increased Security:** Authenticate users and secure release of all documents.
- Improved Cost Accounting:** Usage data from print management software helps allocate costs at more granular levels and automatically populates your accounting system.
- Environmental Improvements:** Establish two-sided printing as a default. A 10% improvement can help yield annual savings of \$25/employee.

## Tips for managing your print environment

- Audit your current environment to determine your existing assets, costs, requirements, and to identify existing inefficiencies.
- Gain an understanding of the average number of devices per user.
- Implement behavior policies to reduce costs and train end users to utilize available features effectively.
- Implement tools that provide real-time data on your fleet. These will allow you to optimize your fleet and ensure devices are available when needed.

## TAKE THE PRODUCTIVITY CHALLENGE

This web-based document workflow assessment tool from Canon Solutions America helps you evaluate business process performance in 5 KEY AREAS:



Benchmark your performance against other organizations and find out where to focus your efforts for the most impact.



[productivity-challenge.com](http://productivity-challenge.com)

Sources:  
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3 InfoTrends  
4 InfoTrends and All Associates data  
5 InfoTrends, U.S. & European Managed Print Services Study, 2012.  
6 InfoTrends, U.S. & European Managed Print Services Study, 2012.