

Canon

CANON SOLUTIONS AMERICA



OFFICE SERVICES

Do what you do best; outsource the rest.

SMART CHANGE STARTS HERE.

OFFICE SERVICES BY THE EXPERTS

Canon Solutions America provides Office Services built on the foundation of Canon's approach to operational and technological innovation. By leading the way in the areas of workflow management, process optimization, security features, cloud-based applications, mobility, and analytics, we deliver comprehensive enterprise programs through a combination of our robust imaging technology portfolio, streamlined processes, and skilled resources. Whether your obligations are on premises, off-site, or a hybrid of the two, our team has you covered with solutions that can help you adapt quickly to meet the unique needs of your organization, allowing you to focus resources on **mission-critical business functions**.

BUILD YOUR CORE STRENGTH TO OVERCOME TODAY'S OBSTACLES

Allow us to handle the basics, so you can free up valuable time and internal assets to support increased profitability, operational efficiency, and productivity, while providing you with superior service.

We can set up and manage essential functions using our skillful personnel to help solve challenges faced when operating in a hybrid work environment. While your employees concentrate on foundational business needs, our team can handle the non-core, yet still critical, functions of your organization—both on premises and remote. Our value-focused sourcing model can even provide the option of Canon Solutions America recruiting and interviewing qualified individuals from your current staff, making employment offers as appropriate, and providing successful candidates with benefits, training, and a career path, all while reducing your own burden, overhead, and management of these resources. We use a multi-pronged approach to recruit the ideal blend of professionals to support your organization.

RECRUITING SOURCES FOR ON-SITE PERSONNEL

EXPERIENCED PERSONNEL

Highly skilled individuals currently working within Canon

CURRENT PERSONNEL

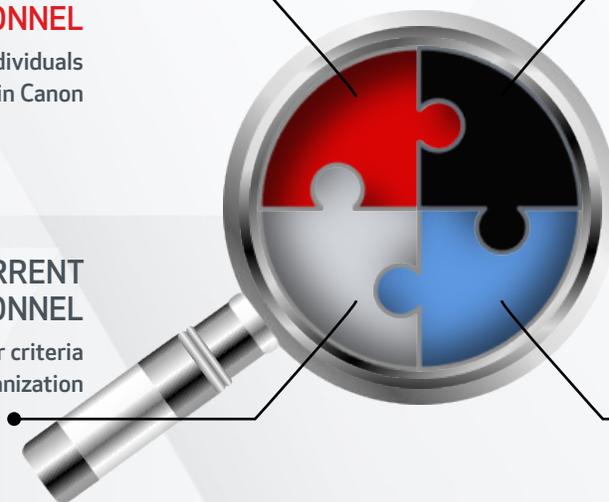
Individuals meeting our criteria within your organization

REGIONAL SITE REPRESENTATIVES

Full-time, fully benefited Canon employees who cover absences, vacations, or other unplanned circumstances

EXTERNAL CANDIDATES

Sourced through applicant files, employee referrals, business contacts, traditional and online resources (job boards, Internet searches), government outreach programs, veterans' programs, advertised open houses, local colleges and universities





Managed Print Services

Is print secure among your distributed workforce? Whether your staff is working from home or on-site, Canon Solutions America can help manage your printer fleet for excellent convenience and functionality. Our trusted team can deploy desktop printers for your off-site workers, and on-site staff can supply device care and cleaning. With proactive device monitoring software and help desk services at the ready, we facilitate fleet maintenance and consumables management. Our experts can also work to implement and manage print policies, reporting, and analysis.



Production Print Services

Are you spending too much on print outsourcing? Whether you're having trouble managing large print jobs with a distributed workforce or you simply need to cut costs, we can help. Let our team create, equip, and staff an in-house print shop. Or, leverage our Canon or partner facilities to provide large-run, specialty, and overflow printing, and even distribution—all with unrivaled Canon quality and without the headache of managing it on your own.



Mail, Shipping, and Receiving

How are your employees receiving their mail today? Let our staff handle all your mailroom needs, from receiving and sorting to scanning and distributing mail. Are you incurring unnecessary expense by repacking and sending physical mail to remote workers? We can leverage our Digital Mailroom solutions to take mail content and integrate it into systems that will automate processes, driving cost reduction, efficiency, and convenience.



Reception, Pantry, and Conference Room

How are you managing office space for your mobile workforce? Our team can handle your reception needs either in person or via a remote receptionist. We can also support conference room reservations and workspace hoteling to uphold your social distancing plan and help maintain a safe and clean environment for those using your facilities.



Scanning, Indexing, and Archiving

How are your remote workers accessing physical documents in the office? We can provide your staff the same level of access to information regardless of where they are working. Scanning and archiving printed documents can help you take advantage of opportunities to reduce real estate costs by condensing file cabinets. Our services provide backfile conversion, (on- or off-site) scanning, indexing, and storage to enable access and compliance with records retention schedules and destruction protocols.



Technical Support

How is your distributed workforce obtaining technical support? Let us keep track of software versioning and firmware updates to help keep your fleet secure and productive. Our team will provide on-site or remote technical support services for Canon-supplied hardware and software, including advanced troubleshooting and rapid escalation.



Facilities Services

How are you managing changes to your real estate footprint? Our team can successfully manage many of the functions you need to maintain an efficient work environment for staff in the office. We can manage office openings and closings, staff moves, and workspace set-up. We also provide services for hoteling of office space, supply stocking, assets such as AV equipment and shared devices, as well as the servicing of equipment.

OPTIMIZE YOUR ENVIRONMENT

Customization is key. It's not all or nothing—select the level of services specific to your organization and we'll work closely with you to provide an assessment and make recommendations for how we can best provide you with non-core, business-critical support tailored to fit your definitive needs.

But it doesn't end there. Our team is with you every step of the way, from implementation to change management to ongoing analysis, through periodic reviews, so that the program remains effective and meets or exceeds your goals.

Our efforts incorporate the development of a highly effective, personalized program that is built on communication. We go above-and-beyond to guide organizations toward understanding why specific changes are made, what to expect, what the impact will be internally, and how the invigorated processes will ultimately breed positive results.

With Canon Solutions America's Office Services, it's not simply a one-and-done process. We stand by you from start to finish, managing the assessment, implementing the system, and helping you succeed. Let our dynamic approach support the ongoing advancement of your business.

Learn more about our Office Services at csa.canon.com/OfficeServices

