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PRINT MANAGEMENT

A TOOL FOR COST CONTROL AND SECURITY



WHAT PRINT MANAGEMENT IS, AND WHY YOU NEED IT

You probably don't think about print tasks that often, but you should. Print management solutions help organizations coordinate all of the processes that take place between a user and the devices that print, copy, scan, and fax documents. By implementing intelligent rules and policies, print management can help improve workflow, increase user satisfaction, and save money.

MANAGING HIDDEN PRINT COSTS

Despite efforts to go paperless, printed information remains a reality in every organization today. With many companies still relying heavily on paper forms, records, and documents to get the job done, managing the print environment becomes critical to controlling print related expenses and improving overall efficiency within the workplace. With 3%-6% of corporate revenues spent on printing, overlooking your print environment (including the individual printing habits of users) could be costing your organization more than you realize.

Today's advanced technology can provide insight to the hidden costs of printing and help you efficiently manage your print environment for a competitive advantage. Daily operations can become easier and more productive as you regain control of these costs and efficiencies.

Print management solutions can help you manage usage, reduce waste, and lower costs while protecting sensitive information. System authentication and fleet optimization can help you achieve increased security, decreased IT related maintenance time, and increased sustainability.





BE PROACTIVE WITH SECURE SOLUTIONS

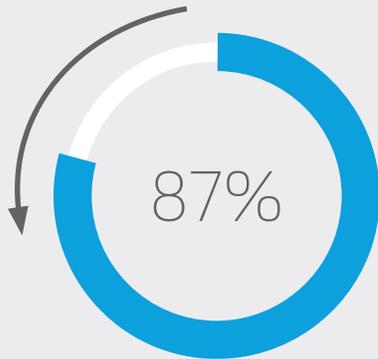
Are your confidential documents as secure as they could be? Companies are realizing the immediate need to secure confidential information in all areas of their business, including print. The multifunction printer (MFP) has always been an area in which security can be compromised, based simply on the fact that one of the most common security breaches is confidential information being printed and left in the output tray, unattended and perhaps forgotten. Securing documents at the printer by authenticating user access based on employee identity, or by implementing data encryption, helps protect against unauthorized use of print and imaging devices.

Requiring user identification at the device can also make users more conscious of how extensively they print, and help to eliminate unwanted print jobs—resulting in a decrease in printing costs.

According to a recent study led by consulting firm Photizo Group, after the implementation of print management solutions, large organizations realized:

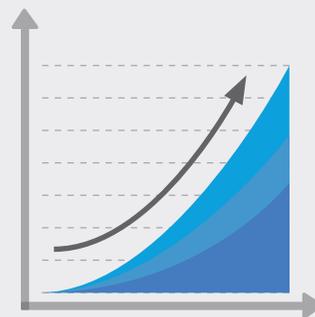
- 22% increase in secure printing environments
- 87% reduction in print volume

PRINT VOLUME



Decreasing

PRINTING ENVIRONMENT



22% increase in secure printing environment

INCREASE SATISFACTION WITH MOBILE SOLUTIONS

You can increase the productivity of your mobile workforce by providing the ability to print anywhere, anytime via wireless networks. Converged mobile, cloud, and print technologies can help to increase worker productivity and cost savings. According to the Photizo study, there has been a 29% increase in the number of users able to print from their mobile devices, which helps enhance overall user productivity. Employees have print access to any location or device on the business network—without compromising security.

According to a recent study led by consulting firm Photizo Group, "Print management software has a positive impact on user satisfaction with 86% of respondents saying that user satisfaction has increased."



PRIOR TO
PRINT MANAGEMENT SOFTWARE 46.2% ▶



AFTER
PRINT MANAGEMENT SOFTWARE

75.0% ▶

GAIN BETTER CONTROL OF YOUR ENVIRONMENT

There are large savings to be realized by fleet optimization. In fact, 97% of organizations state they have saved up to 15% of IT related maintenance time, helping to reduce the burden on their IT organization.

Optimizing your fleet provides users with a better understanding of the printer fleet in order to improve and control your environment more effectively and efficiently. Many companies do not know how many print devices they have, how they are being used, and their true costs. By monitoring and tracking usage, you can change users' behavior; the results of the Photizo study show that 79% print less when they know the full impact of their actions.

It is also important to understand the age and number of devices per user. Older print technology lacks the features and capabilities of new devices that help reduce operating costs. Understanding the inefficiencies of your current environment will help when designing a program to optimize device utilization.

How does optimization help you?

- Increases device utilization, which decreases cost per page.
- Improves productivity by routing print jobs to the most efficient device.
- Built-in reporting systems help you easily track printing costs.

A "department charge back" feature can save a 1,000 employee company \$80,000 per year or 16% of the annual imaging budget.

PROMOTE A MORE SUSTAINABLE APPROACH

Photizo Group states that by printing to more efficient devices, less energy is used, resulting in reduced greenhouse gas emissions and money saved.

Dedicated efforts have been made by many organizations to adhere to sustainability and environmental regulations. Insufficient visibility, accountability, and control related to printing costs can build up daily, creating hidden expenses and increased paper waste. Print management

MANAGED PRINT SERVICES

Managed Print Services (MPS) is the provision and oversight of business document output needs by an external service provider. An MPS program begins with a requirements assessment to define your organization's objectives and review the current environment. The next step is to make recommendations on the number and type of devices, as well as replacing outdated and inefficient technology. From that point, the MPS provider oversees and services hardware and provides parts and supplies, and monitors the program on an ongoing basis to ensure continuous improvements are made as needed.

solutions encourage responsible printing and help achieve sustainability. In fact, research shows carbon emissions can be reduced by up to 60% after implementing a Managed Print Services program. Documents that are printed and abandoned mean wasted paper and toner, but can easily be prevented.

Experts agree that implementing print management solutions encourages users to print less. Through accurate reporting, you can encourage responsible printing by sharing the environmental impact with users.

By engaging an MPS provider to manage your print infrastructure and document workflow, you not only benefit from their experience, you gain an expert advisor that can tailor a program to meet your unique business needs. MPS can help you gain insight into your print environment to help your organization save money, produce less paper waste, and increase workflow efficiency.

References:

1. *Photizo Group: A Guide to Managed Print Services*
2. *How To Get More Value Out Of Your MPS Engagement - BPO Media*



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For more information, call or visit
1-800-815-4000 CSA.CANON.COM