Let Scanning Add Some Color to Your Business

Despite the common myths perpetuated about color scanning, here are the truths about color scanning that you need to know:

• **Business documents are not only black and white** – Color is being used more and more frequently in offices around the world. The prevalence of color printers has shifted the balance, and businesses are increasingly using color in the forms and documents they create.

• **Color scanning is not slow and methodical** – Technological advances have vastly increased the speeds at which color documents can be scanned. Many scanners can process a color document just as quickly as B&W documents.

• **Large file sizes from scanning color documents do not make storing them fiscally unreasonable** – The costs associated with data storage continue to fall, making storing these files more affordable than ever; and JPEG compression enables color files to be stored using much less space than you might imagine.

With the myths about color scanning dispelled, isn't time you got on board and added some color to your business?

Document Management Makes Life Easier for SMBs

Did you know that staying organized with tools like document management software can actually save you time and money? Here are a few key ways document management makes life for SMBs easier.

Streamlines Records – With document management, you reduce the amount of physical storage needed to maintain records. Better still, the software is designed to help you remain compliant, so you don't have to worry about your next audit.

Facilitates Communication – Document management provides an SMB with the ability to easily communicate, as teams operate without fear of misplacing a paper document or working on an outdated version of a file.

Enhances Security – This software allows you to limit access to HR and accounts payable records containing bank account information, social security numbers, credit card information, and more, keeping your confidential data secure.

Improves Disaster Recovery Backups – Document management solutions nearly always come with a disaster recovery plan that backs up your data in the event of an emergency or if your files are held for ransom (ransomware).

Tips to Avoid Unproductive Conference Calls

Set a time limit - Thanks to our fleeting attention spans, humans find it difficult to focus on one thing for longer than eight seconds. The longer a conference call, the more likely that the participants will find other things to occupy their minds. Set your next conference call for 10 minutes or less.

Keep the guest list short - Another way to increase productivity in a conference call is by ensuring only those vital to the meeting participate in the call. A general rule of thumb is that a conference call should involve five people or fewer.

Have a set agenda - If you're unsure of the need for a conference call, then it may be likely that you don't need one. Having a clear agenda helps expedite a conference call and keep it within the parameters of its purpose. You can outline goals, keep track of decisions made, and easily pick up where you left off. This makes a quicker, less painful process for everyone.

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Quick Fixes for Everyday Print Problems

Little printing problems happen to everyone — it's the nature of the beast! Fortunately, most small hiccups are easy to address without calling for expert backup. Follow these tips for tackling some of your everyday print problems:

Paper Jam
Open the printer and locate the trapped paper (the user interface will usually tell you where to find the jam). Gently pull the paper out, making sure to keep the paper straight and your pressure even. If you end up tearing the sheet, be sure to retrieve all of the pieces before starting up again.

Printing Too Slow
If it's taking way too long for your printer to produce outputs, double-check the size of the file that you are attempting to print. How big is it? If you're asking too much of your printer's memory, reduce the file size or collapse memory-hogging layers. If the file size is reasonable, try printing in draft (or fast) mode. Save paper **and** speed by switching from double-sided printing to multiple pages-per-sheet. If it's not the print settings, you may need to check your network connection or upgrade to a printer with better memory and processor speed.

Nothing Printing
If your printer isn't acknowledging your job, first check with your coworkers — did your document end up on their machine? Go to printer settings and make sure the correct device is set as the default. If you're printing to the correct machine, check that the paper tray is stocked and the cable or network connection is secure. As elementary as these tactics may sound, they are common solutions to having nothing happen when you click "print." If all else fails, restart your computer or printer and attempt the process again.

Poor Print Quality
Make sure that the image on the file that you're printing matches your print setting specs—usually, 300 dpi. If not, poor print quality may mean that you need to resize the image or find a better one. Poor quality can also result if your paper type is incorrect. For smudges and lines, print a few empty pages to clear the toner head.

If you run into any of these common printing woes, don't worry—the solution is usually within reach. If things are more serious or fixes don't seem to be working, call in the professionals. Their specialized knowledge and tools will keep little problems from becoming big issues.

Modern Employee Motivation Techniques

Motivating employees is a simple task in theory. However, understanding what motivates each unique individual on your team and then adjusting your management style accordingly is easier said than done. Consider these four steps to motivate your employees by making them feel good about the work they do:

Let Them Know Their Work Matters
Share the context of the work they are doing—how is this task relevant to the organization, project, and/or team as a whole? Employees are motivated when they know their work is an important part of the big picture.

Recognize and Value Their Efforts
Acknowledging your employees' contributions is effective in sustaining their motivation. Recognizing goal achievements, project completions, and exceptional results make employees feel appreciated and ultimately will keep them motivated.

Assess Your Own Motivation
Employees are attuned to their leader's involvement in the workplace. If they can sense that you are not motivated about the work you're doing, their morale also drops. Ensure that you are as engaged and motivated as you expect your employees to be, and they will reciprocate.

Dramatic Business Improvements

By leveraging technology to eliminate manual processes, including the manual identification, sorting, and routing of documents, companies are dramatically improving their productivity— and slashing their document processing costs. In the current economic climate, companies are becoming more aware of the pains caused by relying on manual document sorting, manual data entry, and other manual processes. classification technology allows users to replace inefficient manual document sorting and manual data entry with an effective, easy-to-use automated solution to cut labor costs, boost productivity, and prevent processing bottlenecks.

Cut costs and boost productivity when you:

Eliminate the need to manually pre-sort documents

Eliminate manual document identification

Eliminate the manual routing of your documents or document images

How to Manage Needy Employees

Assess the Source of the Neediness
The first step is taking a look at what may be causing this neediness in your employee. Take the time to consider both your employee's past experiences as well as their current situation. There are several reasons an employee could feel the need to have their projects double or triple-checked, and figuring out the underlying factors is a great starting point to address the issue.

Begin a Dialogue
Once you've given the underlying reasons some thought, have an open and honest conversation with the employee. It's crucial in this step to come from a place of understanding and problem solving; be mindful not to come off condescending or get impatient with your employee.

Set Clear Boundaries
When assigning work, be sure that you are clear with your expectations and deadlines. Think ahead to answer any questions your employee may have before they arise by giving specific and detailed instructions. If the needy behavior continues, begin implementing boundaries to help your employee become conditioned to working independently.

Reconsider Their Role and Responsibilities
If the behavior persists after implementing these steps, it may be a sign that there is a deeper issue affecting your employee's job performance. Take the time to reevaluate your employee's role within the company.

Monochrome Printers Are Growing in Popularity

Monochrome, or black-and-white, printers are used extensively across the globe by offices, organizations, universities, and in homes. This trend is expected to grow, according to a new report penned by TMR Research titled "Monochrome Printer Market - Global Industry Analysis, Size, Share, Trends, Analysis, Growth, and Forecast 2017 – 2025." The sustained demand for paperwork in sectors such as retail, education, and government—as well as the growing demand for printers in the workplace and to maintain office workflows—are key developments in the growing popularity and expected increase in demand for monochrome printers. Other key factors cited for this growth include:

• growing demand for user-friendly and scalable printing solutions among workplace supplies and stationery
• manufacturers are launching customizable solutions to meet the demand for specific workflows in various office environments
• the advent of automatic monochrome printers with intuitive user-interfaces

Black-and-white printers continue to be a fixture in the modern office and will remain so well into the next decade.

▶ Hot Products

imageRUNNER ADVANCE C5250

The imageRUNNER ADVANCE C5200 Series transforms workflow from a series of individual processes to an integrated flow of shared information. A beautifully compact communications hub, this Series can drive your organization to new levels of performance and productivity.

- Print Speed: 45 PPM in Color / 50 PPM B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 12" x 18"
- ENERGY STAR Qualified

imageRUNNER ADVANCE C2225

The imageRUNNER ADVANCE C2200 Series delivers effcient workflow in a small footprint to help workgroups, branch offces, and small businesses work faster and smarter. Business processes are seamlessly integrated, and a streamlined user experience enables high performance and productivity.

- Print Speed: 25 PPM in Color and B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 12" x 18"
- ENERGY STAR Qualified

MP C3504

Welcome to Workstyle Innovation. Now you can integrate multiple processes and simplify complex tasks across an office or throughout an organization with ease. Enjoy a new way to work, powered by Ricoh's new Workstyle Innovation Technology.
Use the RICOH MP C3504 to print, scan, copy and fax information in multiple formats to a wider range of audiences quickly and easily. Use the advanced 10.1"-wide Super VGA Smart Operation Panel to create your own digital workflows — with shortcuts, advanced scan-to capabilities and time-saving automation — so you can deliver your messages effortlessly with a simple flick, pinch or swipe. Add richer colors, sharper resolution and professional finishing to highlight information and impress audiences every time.

- Print Speed: up to 35 PPM B&W and color
- Network Ready
- ENERGY STAR Qualified
- Maximum print resolution: 1200 x 1200 dpi
- Max Paper Capacity: 4,700 sheets