

Getting the Most Out of Your MFP

If you're only using your multifunction printer (MFP) to print flyers, copy reports, and scan documents, you're not getting the most out of your office equipment. Here are some ways to incorporate your MFP into your business processes:

- **Automate Paper Workflows** – By simply connecting your MFP to a business application, you can scan paper documents on your MFP and quickly move them to a business process. You may route the scan directly to a document management system, or email it directly to a client. This allows you to automate your processes.
- **Maximize Faxing** – Fax files directly to desktops on your network to improve productivity and enhance your ability to collaborate with colleagues on office projects.
- **App it Up** – Some MFPs now come equipped with cloud connectivity and app capabilities, allowing you to do all sorts of things. Connect to your Google account or upload a file to your CMS by using simple, user-friendly apps at the MFP.
- **Incorporate Vertical-specific Solutions** – Many MFPs allow users to customize and enhance their devices for their specific industry. Solutions for education, healthcare, legal, government offices, and many more are available.



Is Mobile Printing Right for Your Business?

On-Demand Printing and Agility

Mobile employees need access to information and documents, but read-only access isn't enough. Mobile team members need to be agile, able to create, use, and share notes, invoices, and fact sheets. Mobile printing eliminates cumbersome workarounds (like emailing documents to yourself or a client) and can even allow guests and clients to print.

Considerations:

- **Security** – Passwords, ID cards, and two-factor authentication can all be leveraged in mobile printing solutions to prevent data loss. Of course, BYOD (Bring Your Own Device) policies are mandatory.
- **Costs** – Mobile printing can reduce hardware expenses by freeing your team to use smartphones and tablets instead of costly laptop computers. Note that you'll still need some central management to oversee your mobile printing solution.
- **Ease of Use** – Depending on your needs, you may prefer email-to-printer, browser-based solutions, independent applications, or Managed Print Services (MPS) tools to get your documents from device to paper.

3 Ways to Avoid Office Politics

...and politics in general

1. **Keep perspective!** An effective strategy in avoiding office politics is keeping things in perspective. In any closed environment, it is easy to lose perspective and inflate the importance of other people's drama. But, the next time you're in the middle of some gossip, remind yourself that far more important things to focus on exist.
2. **Dive deep!** Oftentimes, life in the corporate world can be monotonous. When you find yourself bored, it is easy to slip into office politics as a way of making the day go by faster. Treat your work like a challenge and dive deep. Suddenly, you will be less likely to start or engage in office politics.
3. **Be nice, even if you don't feel like it!** Remind yourself to be kind—even to those who might not return the favor. If someone else is succeeding faster than you,



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Get IT Back To Business

It's time to let your IT staff focus on critical tasks, instead of printers!

In many companies, high-paid IT departments spend countless hours of valuable time on the administration and management of your company's output devices. That's right, your already over-worked IT staff gets pulled away from critical, profit-generating tasks all the time to service and maintain the copiers and printers in your office.

According to Gartner Inc., the world's leading IT research company, 25 percent of help desk calls are printer and copier related – that's a quarter of your IT department's time spent dealing with non-critical areas.

Even simple supply orders, regular repairs, or standard installations require your IT staff dealing with several vendors and service personnel. Additional frustrations arise from the downtime and cost-inefficiencies of using multiple suppliers.

A recent survey by Gartner revealed that the top priorities of IT professionals should include:

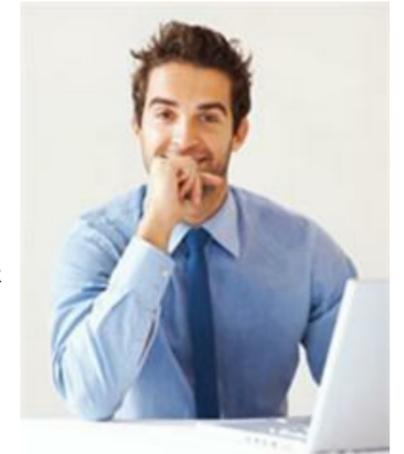
- Analytics and Business Intelligence
- Cloud Computing and Virtualization
- Building your Infrastructure
- Improving your CRM and ERP
- Managing your Network

Notice what's NOT on that list – servicing your printers! Printer-related tasks take away from mission-critical functions that grow your business. Don't take any more time away from your IT staff. Instead, improve your business and technology processes by shifting the management of your print fleet to us.

With a single point of contact and one bill, a Managed Print Services (MPS) Program provides you with peace of mind and a simplified plan to manage your output devices and streamline supplies and maintenance. Whether it's new hardware or maintenance on existing machines, all of your output devices will be taken care of – regardless of the brand.

Your IT managers will be free from the burden of managing tedious administrative tasks, so they can focus their core skills on lucrative projects that will make your business more profitable.

Reduce frustration and administrative costs while increasing the productivity of your valuable IT staff. Contact us today, and we'll help your IT department get back to business!



Case Study: Make A Wish Tri-Counties

We feel so fortunate to be in the position to help other businesses be the best at what they do, especially when we form partnerships with amazing organizations like the Make A Wish Foundation. We were able to donate a copier through our Copiers For Charities Program to their office in Camarillo and replace a machine that was on its tail end. Not only did we provide them a much more robust machine, but using a special program through Canon we were able to cut their cost per copy pricing in half as well as put them on a maintenance plan so we could assist in monitoring all of their toner needs. It is a win-win for Make a Wish and for Document Systems because we love to see Non-profits like these that make such a difference in Ventura County flourish.



Make sure to get your tickets for their 8th Annual Wish Night 3/3/17 !
Visit their website to RSVP: tri-counties.wish.org



Overcome Unproductive Document Searches with Electronic Document Management

Electronic Document Management (EDM) helps to solve the problem of document chaos. Capture documents, record the contents in searchable format, and link metadata with an EDM system. Once digitized, documents can be managed, distributed, searched, and archived with ease.

Benefits of EDM

- **Time Savings** — Time formerly spent on traditional paper- and disk-based document searches is freed for value-adding work.
- **Optimal Security** — Electronically-managed documents can be backed up and are better protected from disasters and loss due to human error, misfiling, or theft.
- **Better Searching** — Indexing and Optical Character Recognition (OCR) makes searching digital documents fast and thorough. Look for keywords, account numbers, names, or other metadata.
- **Stronger Compliance** — Digital document storage is simple and automated, storing documents for auditing or regulatory purposes.
- **Easier Sharing** — With an EDM system, documents can be instantly shared or viewed. Version history and audit trails protect information and preserve transparency.



Faith Grows with Reduced Costs

Cost and manageability advantages are old hat when it comes to outsourcing printing. Organizations opting for managed printing today are seeking to streamline their print infrastructure. Most church's who don't know the cost of their printing including printers, and consumables and toners that they use in a year can blame it on a fragmented and disparate printing environment. Signing up with a print managed service can take institutions straight into a laser printer environment with a centralized printing and billing system, making it easy to calculate and control printing costs.

This is the case with most church's that are getting into a print environment by outsourcing the task to specialist firms. In today's church offices, the print environment demands the same strategic focus as other elements of the IT infrastructure. The benefits of a managed print environment are many. Some benefits include that there are no capital and operational expenditure, pay-per-use model, keeping a tab on printing costs and who's printing what and helping support environmental targets through more efficient printing practices.

Big Benefits of In-House Color Printing

Here are a few benefits of bringing color printing in-house:

Flexibility – You have more flexibility when you can print in-house, because you can turn jobs around at a faster rate and don't have to "get in line" behind other print customers at your local print shop. You can print the documents you need when you need them, anytime and without delays.

Efficiency – You can also choose to purchase or lease a color machine that is much more eco-friendly than the production printers commonly used at office supply stores and print shops. Many color printers and MFPs are highly efficient and use eco-friendly inks and toners.

Customization – When you bring color in-house, you can decide exactly what features you'd like included on your machine. This way you'll get everything you need, and you won't have to pay for extra services at the print shop.

Savings – The cost per page on an in-house device is usually significantly lower than what a print shop would charge to print the identical piece of the same quality.



Hot Products

Ricoh MP C4504

Includes a FREE Panasonic Scanner- a \$595 value!



Use what you know about your everyday tasks to customize digital workflows on the RICOH MP C4504/MP C6004 Color Multifunction Printer (MFP) with our Workstyle Innovation Technology.

- Print Speed: up to 45 PPM B&W and color
- Network Ready
- ENERGY STAR Qualified
- Max Paper Size: 12" x 18"
- Max Paper Capacity: 4,700 sheets

Product Not Available

Please add a product

ImageRunner Advance C5540i

Includes a FREE Panasonic Scanner- a \$595 value!



The imageRUNNER ADVANCE C5500 Series is designed to improve office productivity and to deliver high-quality color output for demanding office environments. These intelligent systems provide an intuitive user experience and support Canon's holistic business solutions.

- Print Speed: Up to 40 ppm
- Maximum Print Resolution: 1200 dpi x1200 dpi
- Network Ready
- Standard Duplexing