Document Systems

March 2017

Maximize Your Profit Center With a Single Source Solution

In today's fast-paced work environment you can't afford to miss a beat. Working with a single-source solution provider streamlines the process and ensures maximum efficiency and accountability.

Facilities management is a function that businesses are finding cost-effective to outsource. This streamlines document workflow and ensures accountability and reporting. Also, from streamlining operations to serving customers more effectively, outsourcing functions that enhance document flow management ensure the latest document imaging technologies are at your fingertips. Vendors can even bring the capture process right to you. Lastly, locating a vendor that provides IT consulting in addition to facilities management and document imaging services enables clients to maximize the benefits of single-sourcing.

A single-source solutions provider that offers all of these business-critical services is well worth the effort.

Simplify Invoicing
Streamline workflows for accounts payable

In a busy office environment, staying in touch with multiple vendors can be extremely time-consuming and distracting – especially for your accounting department, which must process separate invoices for each one. Often, the biggest inefficiencies stem from your printer fleet when it comes to dealing with multiple vendors for parts, service, and repairs – making billing a nightmare for your accounting department.

But, by simplifying accounts payable and billing processes, your accounting department will operate much more efficiently. With a **Managed Print Services (MPS) Program**, all print-related issues are consolidated under one vendor and billed on one monthly invoice, enabling predictable billing and freeing up your internal resources for more productive tasks.

With MPS, you'll enjoy the benefits of working with one trusted provider for all your printing needs – from service, to supplies, and billing. Not only will you realize increased efficiency with consolidated billing, but you'll also achieve greater accountability and lower your printing costs.

Contact us to learn more, and simplify your invoicing processes with MPS today.

Why the Fax Machine Refuses to Die: Benefits of Faxing in Business

What are the benefits of faxing in a modern office?

Security – Unlike email or other electronic devices, a fax machine can't be hacked. This ensures that your sensitive documents don't end up in the wrong hands. Also, don't forget that fax machines are invulnerable to viruses.

Speed – Modern fax machines have come a long way in terms of speed and efficiency from the slow, lumbering versions common in the 1990's.

Price – Fax machines are reasonably priced when compared to other office technology. They are available as part of most multifunction devices (MFPs), which offers better bang for your buck.

Ease – A fax machine can be easily installed by anyone, allowing your IT department to focus on more critical tasks. Also, training your team to use your device is a simple process that can be done in mere minutes.

Proof – Sending a file via fax provides you with hardcopy evidence and confirmation of all of your transmissions.

Contact Us Today!

(805) 650-6482 • (818) 715-9500
www.documentsystems.com

http://www.documentsystems.com • Document Systems • (805) 650-6482

Document Systems

March 2017

Document Management Myths Debunked

There are plenty of misconceptions about document management that hold businesses back from making the switch to electronic documents. We've separated the myths from the facts so you can make an informed decision.

Myth #1: Document Management Is Too Expensive
Businesses of all sizes are looking to cut costs, not spend more on things that they're already doing. A common misconception is that document management systems are too expensive to be worth the investment. But, on the contrary, document management actually saves businesses time, money, and resources. Employees at every level spend up to a third of their time searching for documents and recreating lost or misfiled papers. Those hours add up to lost money and productivity. With document management, any document is available with just a few clicks, and hours spent searching are reduced to minutes. The company begins saving money on document processes, and employees spend more time on mission-critical tasks.

Myth #2: Going Paperless Is Impossible for Our Business
Many offices and industries—legal, medical, etc.—are so dependent on paper files and records that they don't think they'll ever escape the paper pile-up. But that's like refusing to go to the doctor because you have too many health problems. Document management aims to improve workflows by reducing your dependence on paper, rather than eliminating paper from every aspect of your business.

Myth #3: Paper Is More Reliable and Secure
The tangibility of paper documents leads many people to believe that they are the more stable and reliable medium. But, too often paper documents are inaccessible to the people who need them. Sometimes another co-worker has the file you need, or the document you're looking for has been lost or misfield. That's not reliability. Digital documents are much easier to find, index, and share. Additionally, paper documents are prone to theft, loss, and natural disasters. Once a paper document is gone, it's gone forever. But digital documents are properly backed up and can be secured to prevent unauthorized access.

Myth #4: We Don't Have the IT Staff to Maintain a Document Management System
Digital systems are designed to make business processes faster and easier. They are also user-friendly, so with very little training everyone in the office will be able to use the system efficiently. There's no need for a dedicated IT staff to support your document management system.

Contact us today to learn how document management can benefit your business.

Document Systems — COPY R OFFICE SOLUTIONS — Since 1965

Case Study: Access Specialty Animal Hospitals

As part of our mission at Document Systems we hold ourselves responsible for helping our clients achieve their business goals. Whether it takes one year or ten, we are with them every step of the way to see it through.

We are very proud to have been able to assist Access Specialty Animal Hospitals, headquartered in Culver City, in achieving an 85% paper reduction to support their ACCESS Sustainability Environmental Program. After completing an assessment of their print environment, we worked with their operations director on implementation of a new fleet of multi-function devices as well as a data and document capture software solution.

With our recommendation we were able to help them free up office space and create organized workflows while incorporating more sustainable processes to accommodate their company's green initiative. By allowing us to manage their print environment they have been able to pour their energy into providing for their clients, allowing them to expand their business even further. They will even be opening a new location this year!

Color Copier: The Office Standard Every Company Should Have

Color copiers used to be a luxury for most businesses. However, with recent advancements in technology, today's small to mid-sized businesses have found color copiers to be an affordable option that can actually save time and cut back on outsourcing costs. Color copiers are fast becoming the norm in the workplace, where high-quality machines can produce high resolution results in a quick and efficient manner.

Rather than outsourcing color projects at marked-up prices to local print shops, businesses are finding that in-house color copiers can produce the same high quality results with a lower cost per copy. Not only is it a cheaper option, but it provides fast results and it eliminates the hassles involved with outsourcing.

Contact us today for more information on affordable color copiers and ways they can improve your bottom line!

Document Imaging Defined

Document imaging is defined as the conversion of paper documents into electronic reproductions that are saved digitally. With these images stored on your computer, quick and easy access is at your fingertips. More and more companies are finding document imaging to be a superior alternative to the old-fashioned and outdated paper filing systems. The benefits of document imaging include:

• Reduced printing and storage costs
• Providing backups for critical documents
• Eliminating time spent searching for documents
• Heightened information security
• Increased productivity
• Allowing central access to your employees across a network
• Improved customer service

Breakthroughs in technology have made converting paper documents to digital images quick, simple and cost-effective. Electronic "index cards" can attach information to a document such as an author, reference number, or date created. Files can still be viewed, printed, shared and stored, but imaging offers the added advantage of providing documents active content.
The paperless office is a myth, but storing documents in a digital format will create the next best thing: the "less paper" office.

Taming the Total Cost of Ownership

An unmanaged print environment leads to lower productivity and inefficiencies for end users as well as creating support headaches for help desk staff and problems relating to managing the process of stocking and reordering supplies as they are depleted. When it comes to the total cost of ownership (TCO), most organizations do not fully understand the hidden costs of printing.

This relates not only to the upfront printer purchase price but also the running costs. A fragmented and disparate printing environment is unmanageable, strategically ineffective and costly—but through better print management these problems can be mitigated. Often organizations try to assess their print environment using internal resources to save the cost of running a more expensive third-party assessment. However, more often than not, because of the scale, complexity and escalating costs of their printer usage, many are turning to managed print services offered by outside specialists such as device manufacturers or other specialist providers.

▶ 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

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

Grow With Us

Recent Acquistion of Copy R Office Solutions

I am pleased to announce that we are joining forces with Copy R Office Solutions in Burbank, California. The last 23 years have been an incredible journey for Document Systems , inc. and none of this would be possible without our amazing team and our loyal partners. We couldn't have done it without you.

Document Systems, Inc. has been working with business leaders throughout the Tri-County Area since 1994 and with the addition of the wonderful team at Copy R Office Solutions we will be able to increase support for our Los Angeles County clients.Both Document Systems and Copy R Office Solutions share a vision to change the world by empowering business leaders by directly impacting communication in their organization with the most cutting edge document technology on the market.

By bringing Copy R Office Solutions on board with us we will be able to fulfill our mutual desire to craft value-add, customer-focused solutions while also building a great team and culture.Going forward, I want to assure you that our mission remains unchanged and we will simply have more resources to continue providing products and solutions that delight our customers.

Thank you to everyone along the way who helped make this possible!