Green Office Pet Peeves

According to a survey released this week by Xerox of the top "Green" Office Pet Peeves, you're at risk of offending your colleagues with these top two blunders. The results of a survey conducted for Xerox by Harris Research identified the top environmental pet peeves in the workplace. Specifically:

- Mindless printing irked the most workers (40%)

- Lights left on in empty offices (37%) followed close behind

- Having nowhere to toss the recyclables came in third (33%)

The survey also asked respondents to assess their own eco-awareness, and grade how "green" they considered themselves. Employees in the Northeast gave themselves the lowest marks with 17% stating they were "extremely" or "very green," comparing to 27% of their Western counterparts.

Mobile Printing: What's All the Buzz About?

We work in a global economy, and many people are constantly on the move – travelling for business or on vacation – but still in need of access to their information. Laptops, smartphones, and tablets facilitated the mobilization of offices; now cloud computing is enabling people to not only stay in contact but to do their job from almost anywhere, by providing access to their files and information, even when they're nowhere near their desk.

When you upload and store your data in the cloud, it can be accessed remotely— at the airport, a hotel room, another office, or even in a meeting at a client's facility. But what happens when you need to print your documents while you're out of the office?

Mobile printing provides you with access to not only your electronic files, but to actual hard or paper copies, as well. With on-demand, mobile printing you can print any type of file from many remote locations. Being away from the office no longer means being away from a printer.

This convenience empowers you to freely and successfully work independent of/from your office, and that's why there's such a buzz about mobile printing.

The Co-Existence of Digital and Paper Documents

Investment in information technology now accounts for over one-half of the United States' gross investment in equipment. It has been estimated that U.S. businesses spend more than $100 billion on hardware alone.

Documents are a vehicle that can turn the expense of gathering information into an asset - they are one aspect of information processing that can be quantifiably measured and improved. A document strategy is vital because it monitors, directs and improves document systems and can ultimately determine the real value of the information you have gathered and the technology used to collect it. Corporations must confront the co-existence of digital and paper documents for the foreseeable future.

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Color Makes Business Sense

What is it about color that makes business communications more powerful than black and white? Recent studies show that using color and graphics in sales and marketing materials has a significant impact on customers.

Take a look at the following important facts:

- Readers decide whether to read or toss out a pamphlet or direct mail piece in 2.5 seconds.

- Reader attention span is increased up to 82% when color is used.

- Color gains readership by 80%.

- People are 55% more likely to pick up a full-color piece of mail first.

- Color reduces search time by as much as 80%.

- Errors decrease by up to 80% when information is highlighted in color.

- Information highlighted in color can be located 70 % faster.

- Color increases comprehension by as much as 73%.

- Color can improve brand recognition by up to 80%.

Not only does color capture attention, but it also increases readers' attention spans and recall. Color also increases the ease with which documents can be identified, sorted and filed. This in turn reduces the number of people and hours required to complete arduous office tasks. Using color to emphasize critical internal and external correspondence; and of course, marketing material conveys a sense of professionalism. First impressions, after all, are lasting.

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Being In the Know About Toner

There are many reasons to look for recycled toner cartridges for your office needs. Among them are the need to save money, keep budgets in check and being environmentally conscience, for example. However, if you're like a lot of people you have some questions before you commit.

1. I've heard that recycled cartridges suffer from quality problems. Why would I want to run that risk?

I've tried recycled toner cartridges before and they didn't work! So what's changed? Patents and contracts have expired, and some of the companies that were previously restricted from selling recycled important after market parts; now can; and do. In fact, recyclers have had to do a lot of experimenting and have developed new techniques for making these cartridges better.

2. Will I get the same number of printed pages from a remanufactured toner cartridge as a new cartridge?

Check with your individual recycler. You'll find most guarantee the same number of pages as a new toner cartridge.

Managed Print Services 101

Managed print services (MPS) is the effective management of your hardcopy device fleet and printed output through outsourcing, resulting in a dedicated print strategy to improve both your bottom line and business processes. By outsourcing the management of all of your printing devices and needs to a single, trusted provider, your staff is free to focus on your core business activities, leaving all of your print requirements, including maintenance, to that single vendor.

According to Gartner, a leading IT industry research and advisory company, "Firms that actively manage their printer fleets can save up to 30% of printing costs." MPS allows you to realize these savings by consolidating all of your devices and solutions into a single comprehensive contract, and implementing a streamlined printing infrastructure tailored to meet your business' needs.

The modern office is overwhelmed with enormous amounts of data and documents, and managing all of this information can often prove to be quite a challenge. MPS provides you with worry-free document management, improving your document processing and business efficiency. It brings all of your hardcopy machines and document workflows under control, while providing your employees with access to the information they need, when they need it, all in a secure, confidential environment.

Document Management Enables Workflow Automation

Your staff searches for information, acts on it, moves it, and archives it every day. This process, with its manual searching, faxing, photocopying, and hand distribution, is costly and time-consuming. The inefficiencies of this process can prevent your employees from making productive use of the information.

Document management solutions with an automated workflow feature deliver more efficient and cost-effective document-centered work processes. A workflow solution reduces costly paper handling with intelligent document routing, and saves time and money by reducing photocopying, hand delivery, and repetitive dragging and dropping.

A workflow solution enables your organization to do the following:
• Create a virtual work process model.
• Design rules-based routing systems to streamline document-handling procedures.
• Copy and move documents using routing services and your computer network.
• Automatically notify staff when certain events, such as placement of a document in a folder, opening of a document, or a change in an index field, take place.

If You're Going to Print, Print Efficiently

Printing remains an integral **part of business. We're not going to** stop printing in the near future, but you can take steps to ensure that what you do print is done efficiently. Here are few ways to minimize the amount of money your company spends on printing, and its impact on the environment.

Think before you print – Resist the urge to print everything and print only what you need. Do your reviewing and editing at your computer, rather than with a printed document. Before printing from a **website, use 'Print Preview' to make sure you aren't printing pages full** of ads, sidebars, or blank spaces.

Ration your ink – Set grayscale as the default mode on your printers, and only print in color when absolutely necessary, as color ink is more expensive than black ink. Use draft mode when printing documents that don't *need* to be high quality.

Get more out of less - Format documents you must print to reduce the amount of ink and paper required. Use smaller font sizes and ink-friendly fonts such as Ecofont or Evergreen; eliminate unnecessary spaces and images/graphics; and reduce the margins of your documents.

Use energy-efficient printers – ENERGY STAR certified printers use less power and prevent wasted paper. Buy or lease machines with ENERGY STAR certification.

▶ Hot   Products

Print and Copy Control

Print & Copy Control™ helps you simultaneously control MFP access, manage account codes, track use, increase user mobility and minimize waste. Eliminate the setup, maintenance and hassle of external copy control terminals with Print & Copy Control software.

- Simple to install
- Auto-discovery of devices
- Remote installation support
- Configuration changes done at server
- Software is easily installed on select Java-enabled MFP

ImageRunner Advance C5540i

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
- EnergySTAR qualified

MP C4504

You take your work personally. Why not use it to your advantage? 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.
Create one-touch shortcuts to automate manual tasks. Place your own information-rich widgets on the control panel and check settings and critical details with a single glance. Produce more types of jobs in more formats — including brilliant color prints on a wide range of paper stocks — with speed and convenience without compromising security or wasting resources. Add user authentication to protect information and to encourage more responsible printing. And take advantage of mobile technologies to remain productive from anywhere.

- 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