LOGIXAL
decisions made... simple

THE MASTER GUIDE TO WORKPLACE EFFICIENCY

The future of business productivity, redefining document management.

CUT YOUR COSTS
Where is the money really going?

Despite the growth of mobile and cloud based operations in business, more than a third of day to day business processes rely on print with 75% of small medium sized businesses saying print is critical to their activities.

40 to 60% of all IT helpdesk calls are print related meaning inefficient print solutions cut into valuable budget and time. Most people are surprised by these figures in fact management is usually around 70% off in their estimations and nearly 60% have office devices they don't realise are redundant or out of service.

It is easy to underestimate the real cost of your print services, the key is to correctly analyse your print environment and become familiar with the cost cutting efficiencies available for your business.

"With print being such a vital process, the average company finds that it represents a whopping 15% of the overall budget and at least 12% of IT resource"

1 Poor document processes lead to significant business risk, IDC. 2 Quocirca. 3 Quocirca SMB MPS Study, 2014. 4 Quocirca SMB MPS Study Europe USA High Level Exec Summary January 2014. 5 Xerox research 6 Xerox RealBusiness Magazine – Gartner ITxpo Issue, 2012.
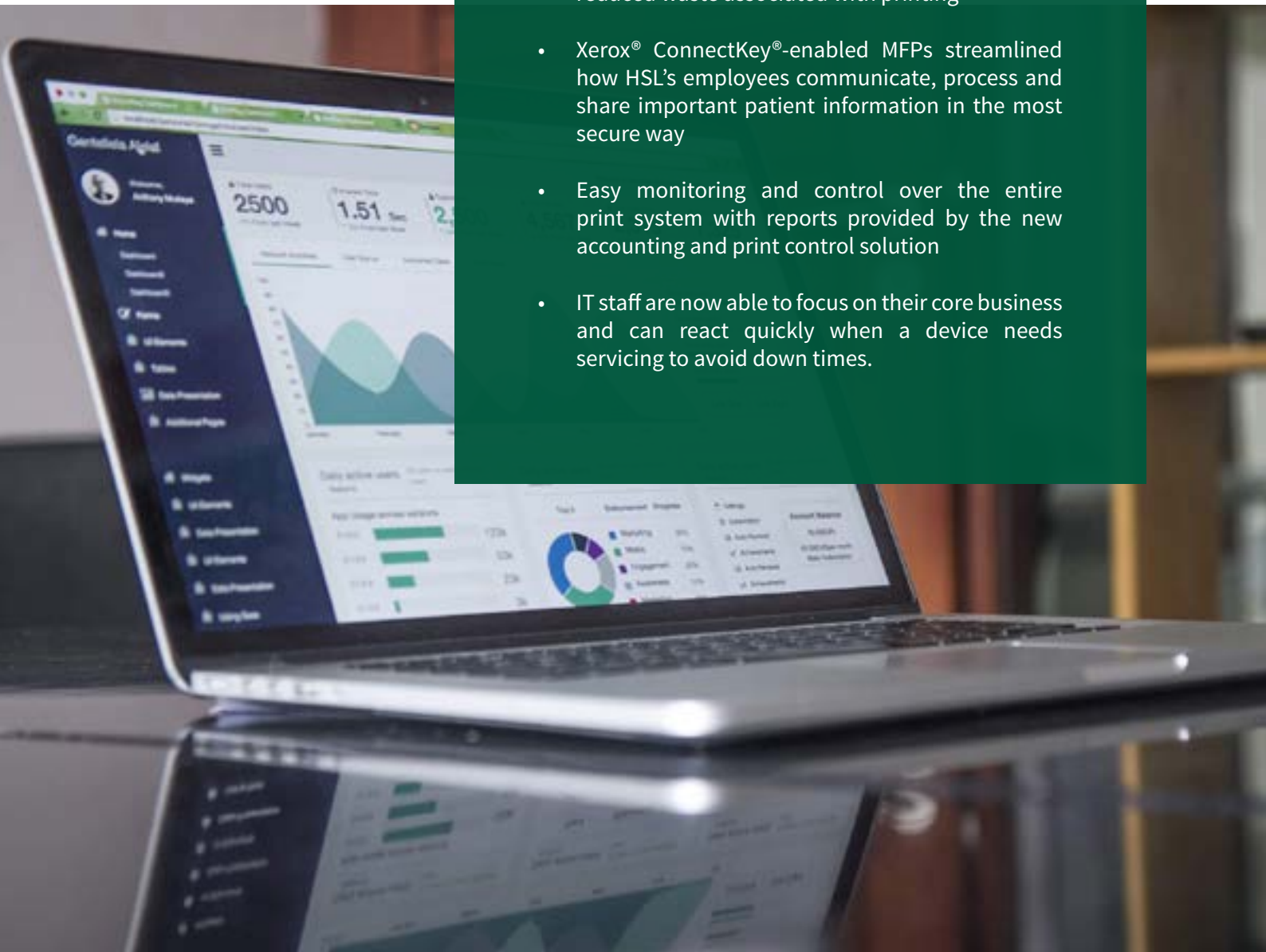
CASE STUDY

Sírio-Libanês Hospital (HSL) serves more than 120,000 patients annually. HSL is capable of treating many more patients and wants to grow the number of beds available from 429 to 710 by 2016 with the opening of two new wings in the hospital. To be able to reach this objective, there is a need to revise the workflow system of the hospital, which has become costly and a burden on Human Resources.

SOLUTION
HSL signed an agreement for Managed Print Services using Xerox's world standard machines. The service includes management of all printing devices that will be handling 2.5 million pages per month produced by users in all Hospital facilities, including the new wings.

RESULTS
- Proactive management of the entire workflow through the GDC

- Introduction of solid ink MFPs, Xerox® ColorQube® 8900, has decreased energy consumption and reduced waste associated with printing

- Xerox® ConnectKey®-enabled MFPs streamlined how HSL's employees communicate, process and share important patient information in the most secure way

- Easy monitoring and control over the entire print system with reports provided by the new accounting and print control solution

- IT staff are now able to focus on their core business and can react quickly when a device needs servicing to avoid down times.

SIMPLIFY PROCESSES

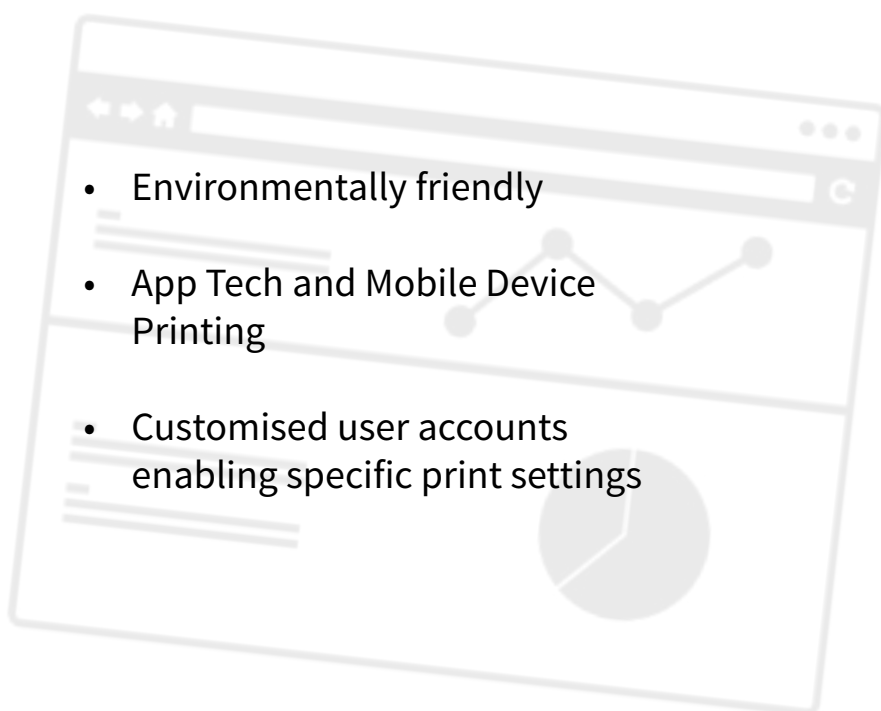## What hidden inefficiencies are complicating your day to day?

MOST COMMON EFFICIENCY PRIORITIES

- Prioritising confidentiality

- Ensuring security for your company's data and network

- Integrating billing systems

- Costing projects and tracking expenses accurately

- Environmentally friendly

- App Tech and Mobile Device Printing

- Customised user accounts enabling specific print settings

SELF ASSESSMENT: HOW SHOULD THINGS LOOK?

Once you have a detailed understanding of your print environment you can really start figuring out how to make improvements. So use this checklist to get a better sense of what that looks like now, and then use the tips in the next section to figure out what to aim for. **CLICK HERE TO TAKE THIS ASSESSMENT ONLINE**

1 MAPPING YOUR PRINT ENVIRONMENT

a How many printers, copiers and MFPs do you have? ....

b How many brands of printers, scanners, copiers and MFPs do you use?...

2 USER TO PRINTER RATIOS

a How many average users per printer or MFP?..

b How far do people walk for shared printers?..

c How many 'personal' printers are there?...

3 CONTROLLING HARD COSTS

a.) How many printers offer color?..

b.) How many people actually need color?..

c.) How many people actually buy toner cartridges for printers?...

d.) Are all your devices standardized on economy settings?..

e.) How many printers switch into low-power mode when lying unused?..

f.) Do people use printers on weekends?..

4 CONTROLLING SOFT COSTS

a.) What percent of your helpdesk calls are print-related?..

b.) How many print vendors and related invoices do you manage and process every month?

....

5 SECURING YOUR ENVIRONMENT

a.) Are your printers set up to only release documents after users have validated themselves (pull printing)?

....

 b.) Do your MFPs give you an audit trail about users, documents and when jobs were run?

....

c.) How many printers have documents lying in the printer tray? ....

6 CONNECTING YOUR ENVIRONMENT TO WORKFLOW

a.) If people need to print from cloud apps such as SharePoint, Dropbox etc. how many steps does it take them?

....

b.) Are you set up for mobile printing? ....

c.) Do you have any filing cabinets filled with hard copies you don't legally need to keep? ....

d.) How long does it take you to configure a brand new printer or MFP? ....

IT MAY BE QUICKER TO DO THIS ONLINE, WE WILL EMAIL YOU THE RESULTS
CLICK HERE TO COMPLETE THE ASSESSMENT ONLINE

TRANSFORMATIVE SOLUTIONS

IMPROVE YOUR SECURITY
One of the biggest reasons to optimize your document workflow is security. Documents left in print trays may have internal or commercial sensitivity. Network security can be compromised by unauthorized third-party apps downloaded to enable mobile printing.

DIGITIZE WORKFLOWS
Get rid of the repetitive steps needed for common processes. You can create customized, one-touch digital workflows (such as scanning an invoice and saving it to a specific shared folder) using the front panel interface on your MFP. Then, once you've defined the workflow, you can save it as an 'app' so that users can finish those tasks in one step.

INTEGRATE WITH MOBILE
Give your users easier ways to connect and print, from any device, anywhere at any time. Choose a cross-platform solution that's integrated with your regular applications and makes printing as easy as sending an email. In the process, you'll eliminate the need for some users to install third-party solutions, which increase the burden on IT support and could create security issues.

INTEGRATE WITH THE CLOUD
Remove unnecessary steps by integrating your print infrastructure into new cloud productivity and storage tools like Dropbox and Google Apps for Work. Most users typically have to use email or their desktops to send print commands, even though they're already using these cloud apps. By integrating these apps with your printers, you cut one step out of the process and free your users up to connect to any systems they need.

IT SUPPORT EFFICIENCIES

OUTSOURCE YOUR PRINT HELPDESK
Reducing the burden of the 40% of print-related helpdesk calls that waste both IT and employees' time starts with smarter workflows. But if you really don't want to be fielding those calls, consider outsourcing your print helpdesk to an expert.
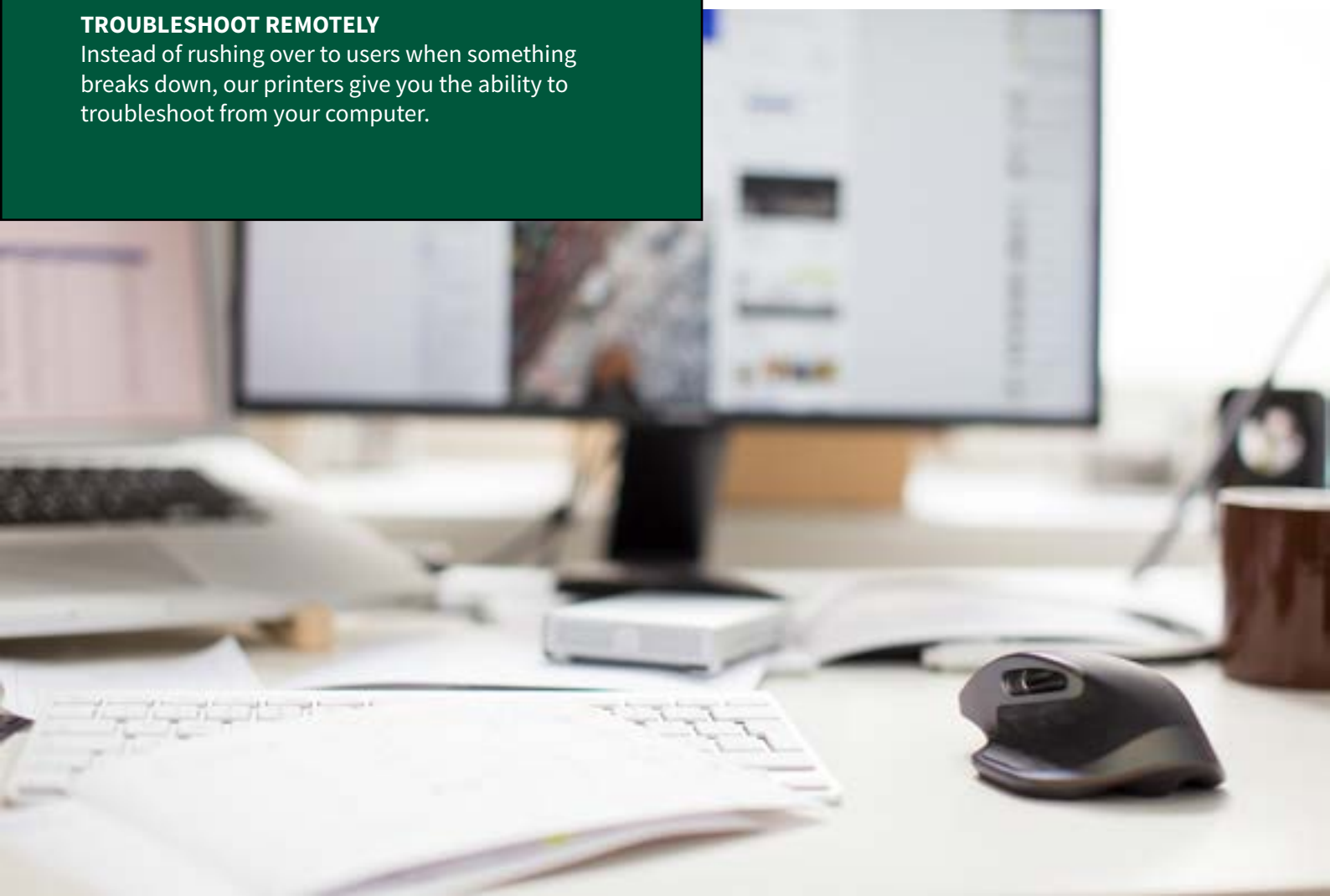
ORDER SUPPLIES PROACTIVELY
Our printers can alert you or your IT partners when they're running low on toner. This goes a long way towards removing the waste caused by different people buying toner and supplies at different times.

SIMPLIFY CONFIGURATION
Instead of manually configuring and setting up every single new printer, we can just 'clone' the configurations from a previous machine and apply it to any new ones. It's faster, easier and less prone to error.

TROUBLESHOOT REMOTELY
Instead of rushing over to users when something breaks down, our printers give you the ability to troubleshoot from your computer.

WE'RE HERE TO HELP

Given the importance of document workflow to business, and the complex nature of print environments, it may make sense to outsource the entire process to a partner. Here at Logixal, we will seamlessly manage your print infrastructure, letting you focus on business. This provides significant benefits for companies of all sizes.

THE BENEFITS

- A single point of contact for all print management issues

- Peace of mind knowing that you're monitoring, managing and optimizing your entire print environment, regardless of brand

- An optimized mix of devices, providing a balance that serves your people and your budget best

- A common UI experience for consistency across offices, easy hot swaps and a low training curve

- A proactive approach that solves print management problems fast and ensures constant supplies replenishment

- A roadmap for the future, including ongoing automation of routine tasks and a move from paper based processes to digital ones

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SPEAK TO US

**GET A FREE QUOTE
ONLINE OR BY PHONE**

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