

December 2018

Signs Your Organization Needs Document Management

If your business is like most, you still rely on paper documents in your day-to-day operations. However, many companies are benefitting from converting these documents into digital versions and working with them electronically through document management. Are paper documents bogging down your workflows and business processes, while hampering your regulatory compliance? To determine whether it's time for your organization to implement a document management solution, here are some of the warning signs to be aware of.

Too much human error.

To err is human, but in business mistakes cost money. By automating manual filing processes through document management, you will eliminate human error and put an end to lost or misfiled documents and missed deadlines.

Too many versions of your documents.

Wondering whether you're working with the right version of a document can be extremely frustrating. Even worse, employees working on different versions of the same document is counterproductive. Document management provides version control, ensuring you are always working on the most up-to-date version of a particular document.

Too much time spent looking for documents.

Time spent looking for documents is time that could be spent more wisely. When the amount of time searching is significant, it is negatively impacting your employees' productivity. Document management eliminates manual searches by enabling you to search your files digitally by keyword, which takes much less time.

Too little audit preparedness.

Many industries face regulatory requirements they must comply with when it comes to protecting, storing, and archiving their documents. With a document management solution, your business will be prepared in the event of an audit by ensuring the secure, compliant retention of your documents and quick, easy access to audit information.

If your workplace is exhibiting one or more of these signs, you'd benefit from implementing document management. Contact us today to learn how we can customize the perfect solution to meet your organization's unique needs.



YEAR END IS APPROACHING... Call us TODAY to make sure your account is up to date!

Our Customer Service Team will keep you informed of the status of your account by sending Account Statements on the 15th of every month as well as phone and email notifications. Our Billing System monitors all accounts. It will automatically place an account on HOLD once an invoice has reached 45 days old, thus suspending service and supplies until satisfied and released.

Tips to avoid your account being put on hold:

- > Remit payments according to your terms.
- > Immediately call customer service upon receipt of a disputable bill.
- > Review billing address & contact information to avoid a delay in receipt.
- > Ask about our payment options which include check, credit card & ACH.

CALL US
800.537.4613
ext. 200

Why Diversity in the Workplace Matters

A staff made up of people of different sexes, races, nationalities, and sexual orientations gives you several significant advantages over a homogenous team. Diversity provides companies access to a far greater range of talent. More and more workers list diversity as a major factor in deciding where to work, with people **naturally drawn to businesses that embrace diversity. It's far easier for a job candidate to see themselves comfortably working in an environment in which they feel they will fit in.** Similarly, employees are more likely to stay with a company that embraces an inclusive environment.

Diversity also plays a big role in the effectiveness and success of a business because diverse teams of employees outperform staffs comprised of similar people. Research has shown that diverse teams solve problems faster, make quicker decisions, and are more innovative than teams lacking diversity. Why? Researchers say around similar people, employees feel pressure to conform and are less likely to stick their necks out, stifling creativity and innovation. Additionally, employees comfortable in the environment in which they work are more likely to be engaged and confident, both of which lead to better results.

Maintaining a staff of people with different backgrounds, experiences, and skills will better position your company for success.



How to Choose a Managed IT Partner

All Managed Service Providers (MSPs) are not equal, and something as critical to your business as its IT infrastructure cannot be entrusted to just anyone. Here are a few prerequisites to keep in mind during your search for and evaluation of an MSP partner.

Possesses the necessary experience and certifications – An MSP should have the knowledge and expertise to adequately manage your IT environment. Inquire about the experience of their staff, their core areas of expertise, and their industry certifications.

Is available when you need them – IT emergencies don't abide by normal business hours—your MSP shouldn't either. As your business depends on technology to function, it's crucial that an MSP offers 24/7/365 support available to immediately address any issues regardless of the day or time.

Has a stellar reputation – Your MSP should have a proven track record of providing IT excellence. Ask candidates to demonstrate this in the form of references and case studies outlining how they solved particular problems for clients. Any reputable provider will be happy to provide them.

Utilize this checklist during your search to help identify the right MSP for your business.

Why Your Company's Website Matters

As the saying goes, "you never get a second chance to make a first impression." In the Digital Age, a company's website is often the first contact point with potential customers and ultimately is responsible for its first impression on them. With telephone directories going the way of the rotary phone, people now search the internet for products and services. Add to that the fact most consumers make decisions based on their online experience and the importance of a good-looking, well-designed website cannot be understated.

It's essential for your website to make a good impression on its visitors and leave them with a high opinion of your business. That's why the appearance, usability, and functionality of your website are so important. It's not enough to simply have a website; it needs to be a good one. A poorly designed or appearing website negatively impacts your brand and credibility, giving your competition the upper hand.

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Naughty or Nice: Navigating the Office Holiday Party

The holiday season is upon us and that means it's party time. Here are a few tips to help you celebrate responsibly and remain in good standing with your boss.

Don't dress inappropriately – You don't want your boss or co-workers talking about what you wore in the days to come. If the invitation doesn't describe the attire requested, ask for clarification or stick to your everyday dress code.

Don't bring just anyone – If you're not married or involved in a relationship, be careful about who you choose for your '+1.' Your guest's behavior reflects upon you; how well do you really know that person you just started dating?

Don't go on an empty stomach – If alcohol is being served at your company party, eat something before you go. There's no guarantee when the food will be rolled out, and drinking on an empty stomach in a professional setting is hardly a good idea.

Don't drink excessively – It's never a good idea to drink too much and embarrass yourself in front of your employer and co-workers. Set a reasonable limit before you get there and stick to it. No matter what.

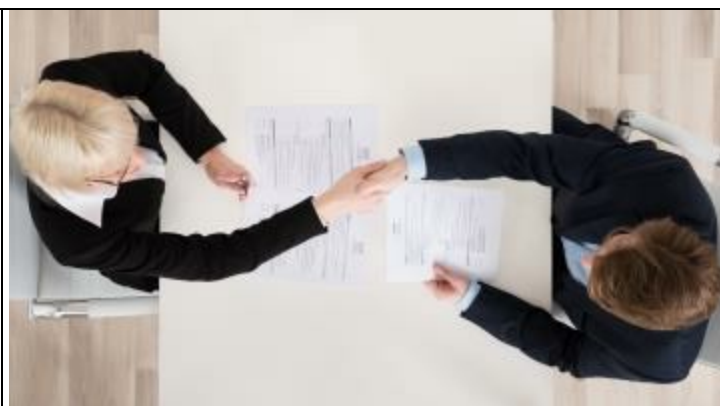


Color Printing is on the Rise

Color printing continues to play a big role even in the increasingly digital world in which we do business. Not only are workers still printing in color, but the amount of color printing taking place in American offices is on the upswing. In a recent survey by Keypoint Intelligence/InfoTrends, almost 50 percent of general office workers in the U.S. said the amount of color printing required for their job is increasing. Optional color printing in the office is also on the rise, with 40 percent of respondents claiming their optional work-related color printing is increasing as well.

This increase is due to a number of factors. For starters, the price of color printers continues to decline, making them a viable option for more businesses and expanding employees' access to them. Secondly, color printing—traditionally significantly more expensive than printing in black and white—has become drastically more affordable over the years. Finally, in the Keypoint Intelligence/InfoTrends survey, one of the reasons respondents gave for increasing their color printing output was that color adds more value to documents, making them easier to read and more influential. Adding color to a document increases the impact it has on anyone who reads it, explaining the upswing in such printing.

If your business is still only printing in black and white or needs to upgrade your current color machine, contact us today to learn more about our wide selection of color printers and MFPs.



Finding the Right Fit: It's All about the Interview

Interviews are one of the most difficult steps in the hiring process, but they are essential to prevent you from repeating the exercise much sooner than you'd like. Are you adequately prepared to interview job seekers and weed out the wrong candidates?

Throw them a changeup. Most interviewers come armed with stock questions that experienced interviewees have heard many times before and can answer in their sleep. That's why it's imperative for you to get creative and catch candidates off guard by asking questions they're not expecting.

Don't jump to conclusions. Resist the urge to fall for someone who makes a great first impression and withhold judgment until after you've completed your entire interview.

Listen more than you talk. The purpose of a job interview is to learn more about a candidate, so they should be doing the majority of the talking. Asking open-ended questions is an effective way to get them talking and enable you to get to know them better.

By improving your interviewing skills, you can improve your chances of finding the right candidate for the job.

Why the MFP is the MVP of So Many Offices

The multifunction printer (MFP) is an invaluable solution for so many businesses, providing an impressive one-two punch of:

Big Savings – By replacing multiple devices with one multifunction printer, your company will realize savings in the form of:

- **Money** – While an MFP costs more than a single-purpose printer, it will cost you significantly less than multiple single-function devices when you add up the purchase or lease price, maintenance, supplies, and electricity.
- **Time** – With one single device serving all of your office workflow needs, employees can accomplish all of their tasks in one step from one piece of equipment.
- **Space** – Office space is at a premium for many businesses. By combining all of your single-function devices into one MFP, you'll reduce the footprint of your office technology and free up valuable space.

Increased Versatility – Modern MFPs provide so much more in the way of features than their predecessors, making them more versatile than ever before. Smart MFP apps provide users a plethora of digital capabilities to increase productivity and collaboration.



Hot Products

LEXMARK XC6152

Save time with the Lexmark XC6152's integrated software and solutions. Stay productive with print and scanning speeds fast enough to keep work moving. Look sharp with gorgeous color and finishing options. Copier capabilities in an affordable, space-saving device.



- Print Speed: Up to 52 ppm B&W and color
- Print Resolution: Up to 1200 x 1200 dpi
- Monthly Duty Cycle: Up to 200000 pages per month
- Network Ready
- Standard Duplexing

RICOH C7210X

Go beyond CMYK with Ricoh's 5th Color Digital Production Systems to produce high-value, premium applications that stand out from the competition with the ability to print clear, white, neon yellow, neon pink and invisible red toner.



- Print Speed: up to 95 ppm in Color and B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 13" x 49.6"
- Max Paper Capacity: 16,200 sheets



CANON imagePRESS C750

CANON imagePRESS C850/C750 digital color production presses offer end-users outstanding quality, productivity, and versatility in a compact, scalable footprint. Designed for small-to-medium commercial, franchise, in-plant, transactional and quick printers.

imagePRESS C750 Series is equipped to handle a variety of media options up to 110 lb Cover, including heavy, coated, textured stock and envelopes at an outstanding level of reliability and performance. Built upon the successful imagePRESS C800 Series platform, the imagePRESS C850/C750 offer users even more capabilities, ease of use and productivity. The imagePRESS C850/C750 color digital presses offer automatic, real-time calibration.

- Network Ready
- Print speed: up to 75 ipm
- Maximum paper size: 11" x 17"
- Maximum paper capacity: Up to 7,650 sheets
- Automatic Duplex