January 2019

Why Your Business Should Switch from Landline to VoIP

Technology has certainly changed the way we communicate in business, but the telephone remains a constant in the day-to-day operations of the modern office. You're sure to see a telephone on the vast majority of desks in any workplace you survey. However, while we still make phone calls in the course of doing business, the technology we use to facilitate these calls has changed drastically from the traditional landlines we've relied on since the 19th century.

Voice over Internet Protocol (VoIP) is a telecommunications solution that many businesses have adopted as an alternative to landline technology. As opposed to plain old telephone service (POTs)—which uses conventional telephone lines for connectivity—VoIP technology uses the internet to facilitate calls. It bypasses old-fashioned copper phone lines by converting the user's voice into a digital signal, transmitting that signal over the internet as data. This technology provides a number of benefits that make the switch from POTs to VoIP a smart business decision. Here are a few of the advantages of a VoIP solution:

Lower Costs – Perhaps the biggest reason most businesses opt for VoIP over landlines is the notable cost difference. VoIP is significantly cheaper due to lower set up/installation, equipment, monthly service, and maintenance fees. Such an impact on a company's bottom line makes VoIP an enticing option to cost-conscious organizations.

Mobility/Portability – The mobile workforce can be better accommodated with VoIP than old-school phone lines. Employees no longer have to be at their desk to access their office phone, as an internet connection or mobile device are all you need to make and receive calls via your business number.

Increased Functionality – VoIP solutions are feature-rich services that provide functionality landlines do not. This includes auto attendants, voicemail to text or email, video calling, automatic call redirection, and the ability to integrate with third-party tools and software, such as CRMs.

Scalability – Businesses need to be able to accommodate growth and change in order to survive. VoIP is a scalable communication solution that makes it easy and inexpensive to expand or contract to evolve along with your company.

Regardless of the size of your organization, you're sure to reap the benefits from switching over from a traditional landline to a VoIP solution. Isn't it about time you picked up the phone and inquired about making a change?

Do you want to **manage your account** at your fingertips?

Of Course You DO!

And it's easy through KDI Office Technology's Client e-Info Website! e-Info knows all of your equipment information and is mobile friendly!

Use this information to make your job easier!

SIGN UP TODAY! https://service.kdi-inc.com/einfo

Benefits of LinkedIn for Business

LinkedIn company pages offer a number of benefits to businesses. First, they serve as an important recruitment tool, with which businesses can find candidates and fill positions within their company. LinkedIn is one of the first places professionals go these days when looking for employment, so it behooves businesses to have a presence there. Company pages also offer organizations the opportunity to post targeted, engaging content to help communicate with their followers. By posting content via your company page, you'll provide exposure and visibility for your business. In fact, it is the preferred channel for B2B marketers to distribute content, driving more traffic to B2B blogs and sites than any other social media platform.

In addition to its role as a professional networking tool that enables users to make business contacts and build their personal brand, your LinkedIn profile is essentially an online resume. It presents users in a professional way, showcasing their education, employment history, skills, and career achievements. Headhunters and recruiters commonly search for job candidates using LinkedIn, which enables them to perform targeted searches to efficiently find candidates with the qualifications they desire. Your personal profile also allows you to take advantage of LinkedIn groups, which makes connecting with other professionals even easier while providing you with a platform to build your credibility and establish yourself as an expert.

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 MFP 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.

When it comes to office technology devices, less is actually more when a multifunction printer is involved.

Naughty or Nice: Navigating the Office Holiday Party

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. (And leave the clubwear at home.)

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? Going solo is smarter than taking a risk.

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.

Working Remotely is a Win-win Scenario

Why are so many businesses allowing their employees to work remotely? Because it's a win-win situation for everyone involved, as both sides benefit from remote work.

Increased productivity: Studies show that remote employees are actually more productive than their counterparts in the office. Remote workers have fewer distractions to deal with, are more comfortable, and are more inclined to work outside of normal business hours.

Improved morale: Eliminating commutes and incessant distractions lowers employee stress levels. Working from home also leads to better work-life balance, lower absenteeism, and reduced burnout rates.

More eco-friendly: Telecommuting naturally reduces pollution and fuel consumption by eliminating trips to and from the office, while working from home results in less electricity, paper, and plastic used than in the office.

Less costly: Happier, healthier employees lead to less turnover, which any business owner knows will save them the money it costs to hire and train new workers. Having fewer employees in the office also reduces overhead and operating costs through reduced monthly rent, utilities, and supply costs.

Signs Your Organization Needs Document Management

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. 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 document.

Too much time spent looking for documents. Time spent looking for documents is time that could be spent more wisely. Document management eliminates manual searches by enabling you to search your files digitally by keyword, which takes much less time.

Too little audit preparedness. 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.

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. 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.

Different Colors: How Come Your Prints Don't Match Your Monitor?

Images on a monitor are composed of light-emitting diodes in the form of pixels. However, printers work with paper, which is not made up of light and pixels. Printers are forced to work with dyes and pigments to replicate colors on paper. Each device uses different technology to create the finished product, sometimes resulting in mismatching colors.

Computer monitors use RGB color modes to create colors on the screen, while printers rely on CMYK color modes to put these colors on paper. RGB mixes the primary colors red, green, and blue in different quantities to create the colors on your screen. The RGB gamut is composed of every color that exists in light, therefore the pixels on a monitor can each display almost 17 million colors. CMYK, on the other hand, creates color by combining four base colors: cyan, magenta, yellow, and key (black) in varying degrees. This limits the distinct colors that can be created using CMYK to only a couple of thousand. Colors from your monitor are being converted from RGB to CMYK during the printing process. Because of the technology they rely on **to print, printers cannot replicate all of the colors a monitor can display. CMYK's** limited color options oftentimes yield duller and darker colors than those you see on your screen.

▶ 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

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.

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

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.

This advanced system expands the creative possibilities of digital printing and opens up the door to new opportunities. Take advantage of oversized sheet options and proactively offer customers new creative ways to tell their story while expanding your base and increasing your bottom line. **Benefit from next generation technologies, including a 17"** Smart Operation Panel with remote capabilities, white plus CMYK in a single pass and inline sensors that maximize uptime and enhance output quality.

- 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