MPS Enables You to Achieve More with Less

Even in the digital age, it's difficult to imagine offices functioning without printers. They are a tremendous resource for facilitating professional productivity. However, the reality is these beneficial devices can be a source of frustration at times. We've all experienced the stress of being unable to print a document when you need to because you're out of toner or the device is down due to a technical issue that needs servicing. Or, have you suffered a case of severe indigestion due to the amount of your budget consumed by printing?

Issues like these are why schools, small businesses, and large corporations all turn to Managed Print Services (MPS). With MPS, you outsource the management of your printing environment to a reputable third-party provider, putting the day-to-day responsibilities that come along with your fleet in the hands of trained professionals. This includes managing and optimizing your devices to maximize uptime, ensuring you have access to the right technology, and keeping your printers operating at peak efficiency.

These benefits will pay dividends both literally and figuratively across your organization. Here's why:

Eliminate service and supply headaches
With Managed Print Services, printer supplies such as ink or toner are automatically ordered and delivered before you run out. Costly downtime that leads to bottlenecks in your workflows will be minimized thanks to routine servicing that will identify and mitigate problems before they happen.

Experience lower costs and predictable monthly billing
MPS provides a more cost-effective way of printing and makes the overall management of your print fleet easier. From identifying and eliminating redundant, inefficient, or obsolete devices and reducing your overall print volume by curbing or eliminating wasteful printing, MPS will lower your overall printing expenses by up to 30 percent. In addition, fixed monthly billing will enable you to budget more accurately while sparing you the shock of costly surprises.

Increase document security
Organizations across all industries and vertical markets are more concerned with the security of their information than ever and with good reason. MPS will help improve the security of your company's documents through rules-based printing —a practice requiring user authentication through a PIN or ID badge to release documents at the printer—and system monitoring that allows you to see who is printing and what they're printing.

Through benefits such as these and numerous others, Managed Print Services allows businesses of all sizes to achieve more with less. Contact us today to get started.
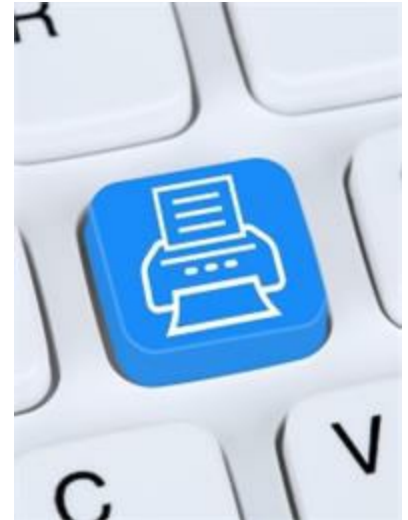
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Email Etiquette: Common Mistakes to Avoid

Email blunders can make us look bad, frustrate our clients and co-workers, and cause unnecessary tension in the workplace. Let's take a look at some of the common mistakes to avoid.

Unhelpful Subject Lines – A relevant, descriptive subject line will help recipients prioritize their messages and make it easier for them to find them in the future.

Grammatical/Spelling Errors – These are careless mistakes that reflect poorly on you, making you look unprofessional. Before hitting 'send,' always perform a spell check and proofread your message to look for mistakes a spell check won't catch.

Reply All – No one likes to receive a reply from every other recipient of an email unless it actually pertains to them. Leave people off of your reply unless it requires their attention.

Ignoring Senders – Ignoring someone is hardly good etiquette, even if you don't have an answer to their question or inquiry. Always follow up in a reasonable amount of time, even if it's simply to let them know you're working on the matter.

Things to Consider Before Choosing Your Next Office Printer

You've decided it's time for a new office printer. Regardless of why you're moving on, before you begin looking for your new printer, take time to consider your office environment and its needs to help ensure you choose the right device.

Having a clear understanding of what you expect from a printer and what type of work you will be doing with it will help you decide the type of device that best suits your needs. Are you only going to print documents to be used in-house, or will you produce high-quality documents to be shared with clients and prospects? How about the approximate volume of your outputs and number of employees using your new machine? Do you just need a device that prints, or would you benefit from a multifunction printer (MFP) that includes scanning, copying, and faxing capabilities as well?

It's also important to dig deeper and consider things you likely didn't have to the last time you shopped for a printer, such as whether you have an agile, mobile-centric business environment that would find mobile or wireless printing invaluable. Before you choose a new printer, put the time in to thoroughly evaluate your unique workplace and its printing needs.

If You Want Them to Follow the Leader, You Must Sound Like One

Pause, think, answer – It's difficult to sound confident and trustworthy when you're constantly filling gaps in your speaking with filler words such as "um" and "uh." An effective way to eliminate filler words from your vocabulary is by pausing and thinking before speaking, giving yourself a moment to gather your thoughts.

Be engaging – Leaders should be entertaining when they speak so what they say resonates with their audience. Speak up, avoid being monotone, and be passionate when talking. Doing so will engage and influence your employees.

Have solutions to offer – Rather than just identifying problems for others, good leaders are always prepared to offer a resolution as well. Otherwise, you're merely finger-pointing, which is rarely an effective tactic.

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Email > CustomerCare@kdi-inc.com

Time to Get Rid of Your Time Clock?

The traditional 9-to-5 work week—also known as a fixed working schedule—is increasingly being replaced with flexible work schedules, in which employees don't have to adhere to set work hours. The benefits of a flexible work schedule include:

1. Increased productivity. Studies show that flexible workers are often more productive than those working fixed schedules.

2. Enhanced attractiveness to job prospects. According to The 2016 Deloitte Millennial Survey, a flexible schedule follows only salary and financial benefits as the leading factors considered when evaluating job opportunities.

3. Happier and healthier employees. A 2016 study published in American Sociological Review revealed employees who were given more control over their workdays reported lower stress, less burnout, and increased job satisfaction.

When you take all of this into consideration, it's easy to see why more companies are offering their employees flexible work schedules.

Maximize Your ROI: Document Management Best Practices

Here are the best practices you should follow to ensure you maximize the ROI from your document management solution.

Use a consistent naming convention.
With everyone using the same, logical file naming convention to ensure consistency, you'll see improved navigation and eliminate headaches when searching for files.

Replace folders with metadata.
Eliminate misfiled documents and cumbersome, nested folders—both of which lead to lengthy, time-consuming searches—by tagging your documents with metadata.

Control access to documents and files with permissions.
Restrict access to documents, files, and/or folders through role-based user permissions, allowing access to only those you deem necessary.

Implement a document retention policy.
This policy will prevent the deletion or modification of documents before they have reached their 'maturity date' and control who is able to perform these actions.

To learn more about maximizing your document management solution's ROI, contact us today!

Maybe Open Offices Aren't a Good Idea After All

Open office floor plans have a number of drawbacks that make them a bad fit for many organizations and departments.

Added Distraction - Open offices lead to more noise, and noise disturbs us. Our best work is done when we have total focus on what we are doing, and that level of concentration is difficult to achieve with the commotion and constant interruptions that plague an open office space.

Increased Stress - Open-plan offices are also responsible for increased stress levels among employees. All of the noise and distractions that are commonplace in open offices lead to over-stimulation and the inability to get your work done, which results in stress and irritability.

Off-topic Chatter - While open offices do increase conversation among employees, they aren't talking more about work-related matters. Employees are more likely to spend this bonus time talking about television shows, favorite restaurants, and weekend plans.

While it may seem tempting to ride the wave of open office layouts that has swept the country, think long and hard before knocking down walls.

Wide Format Printers - What You Need to Know

As with most technology, wide format printers have evolved over the years, increasing their value as everyday office tools. Some recent advancements in wide format printing include:

Print speed - While wide format printers enable users to print in sizes not available with traditional printers, this freedom comes at a cost: speed. However, modern wide format machines are faster than ever and are no longer the lumbering devices their predecessors were.

Print sizes – With wide format printing growing in popularity, so has the need for larger-sized outputs. To accommodate this demand, many wide format printers are able to support rolls of paper up to 64 inches wide.

Print surfaces – Modern wide format printers are capable of printing on a wide variety of media options, including vinyl, textiles, and thick cardboard cartons.

Would your business benefit from bringing wide format printing in-house? Contact us today to learn whether this technology would be a good fit for your organization.

Hot Products

XC6152

Save time with the 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

imagePRESS C650

From enterprises responsible for office type printing and the printing of previously outsourced high quality marketing collateral to franchises where paper handling, space, and budget are key concerns, the imagePRESS C650 offers production grade features at a budget friendly investment.

- Print speed: up to 75 ipm
- Network Ready
- Standard Duplexing
- Maximum paper size: 11" x 17"
- ENERGY STAR Qualified

Pro C7110X

The RICOH Pro C7110X digital color production system is designed with industry-leading features and functions to help our customers create new business opportunities and meet demanding workloads. It delivers fast turn-around times, accommodate a wide range of media and offer professional finishing options.

The Pro C7110X offers best-in-class color printing technologies and robust monthly volumes, and is Ricoh's first 5-station digital color production print system with the ability to print Clear and White Toner. This advanced system changes the Ricoh playing field, expands the creative possibilities of digital printing and opens up new business opportunities for our customers with high-value applications.

- Print Speed: up to 90 PPM in Color and B&W
- Max Paper Weight: 360 gsm
- Max Paper Size: 13" x 27.5"
- Max Paper Capacity: 16,200 sheets
- ENERGY STAR Qualified