



# CONTROLLING PAPER WASTE



**Systems  
Technology**

Creating a smarter workplace

# How to reduce your print wastage and save money

As children, we were told that money doesn't grow on trees. Fast forward to today and the mountain of waste paper in our offices certainly holds some irony. But waste paper costs more than you think. For each sheet used, a company incurs not only purchasing costs, but also storage, printing, copying, mailing, disposal, and recycling – that adds up to a lot.

Creating paper from trees needs a lot of natural resources too, which should be on your agenda. However green you choose to be, you're guaranteed to save your company money by reducing the amount of paper being wasted. We have many ways to help you reduce your printing and paper use. Let us show you how.



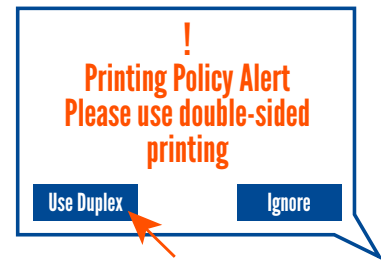
**REDUCE  
WASTE AND  
SAVE**

## Double-sided Printing

Printing on both sides could save you £3,000 per year

Use your printer's double-sided option as the default, and you make significant cuts in paper consumption. It takes just 4 seconds to switch to double-sided printing – yet this simple change can save you £3,000 a year. Using Print Management software, you can even force duplex printing from chosen applications, such as Outlook.

(Based on an annual paper consumption of 50 reams/head in an office of 50 employees with a 40% paper saving with duplexing, purchasing paper at £3/A4 reams)

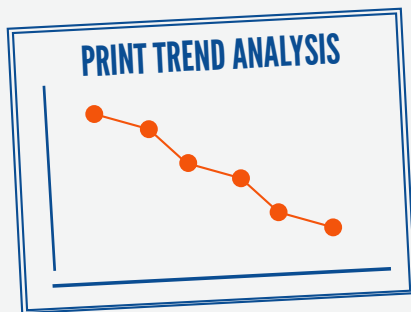


## Secure Print Queues

Reduce the number of print jobs that are never collected

We're all guilty of it, perhaps even you. However well intentioned, sometimes we simply forget to collect prints, impatiently send a print job a second time when the first hasn't arrived quickly enough, or accidentally print one document instead of another.

Print Management Secure Print Queues require users to release their prints at the device, where they pick their jobs from their personal list. Any unneeded or duplicate prints can be manually deleted, or automatically deleted after a time e.g. 24 hours.



## Implement Quotas or Charge for Printing

Recover the cost or simply keep users accountable for their printing

Set individual or departmental print quotas to help managed the volume of printing being carried out and educate users to see print as a valuable resource that shouldn't be wasted. Even charging users a fraction of the actual print cost can quickly adapt their behaviour when they associate value with a previously abused resource.

### Printing Cost Report

ID	USER	JOBS	COST
4	Jon	23	£2.07
2	James	323	£29.07
32	Jason	452	£40.68

## Incoming Faxes to PDF

Are you still printing your faxes?

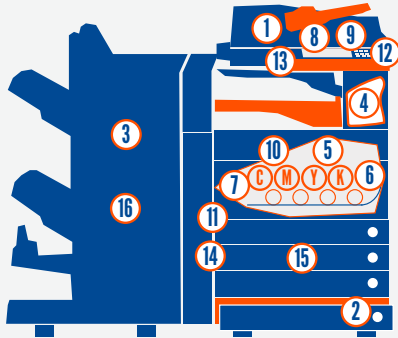
Did you know that you can convert your incoming faxes to PDFs? Fax is certainly on its last legs, but ambitious types still insist on "retro spamming" promotional messages via fax, which cost you every time they're received. Rather than creating more wasted paper, your incoming faxes can be converted to PDFs and routed to an administrator's email account for distribution to the correct recipients, or be deleted. There's virtually no cost and it's waste free.



## Why don't you scan it instead?

Distributing physical paper documents is slow, expensive and wasteful

Paper flows in, around and out of your business every day. But much of the information contained on paper could be sent far more efficiently. Using scanning devices, your documents can be delivered to multiple destinations or replace conventional processes, like mailing and faxing, all helping to reduce waste.



## Preventative Maintenance

A service that pays for itself by reducing waste

Our pioneering Preventative Maintenance service identifies and corrects potential printing faults before they occur. Unlike the typical Reactive Maintenance, this means that you will experience fewer paper jams, consistent print quality and ultimately reduce the number of pages that you would otherwise have to throw away.

## Document Management Systems

Store, retrieve and share your documents without wastage

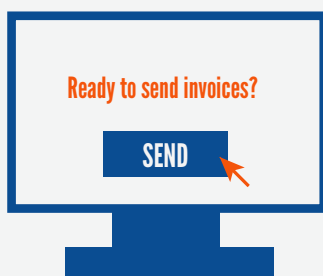
One of the most-overlooked benefits of a Document Management System is its positive effect on reducing paper waste. For example, documents received electronically don't need to be printed out to be filed because they're already digital. And if you wish to share a document, there's no need to make multiple paper copies when electronic versions can be quickly distributed. Just think how this can work for your office.



## Email invoices instead of printing them

Convert your variable data to PDFs for emailing

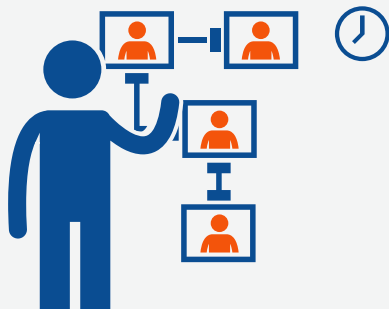
Most invoices start out electronically and end up electronically. In between they are frequently printed, posted or faxed and scanned, all to be typed in again at the other end. If you're still printing invoices and statements because your legacy software isn't capable of emailing, we have the solution. Variable data software can take your print stream data and convert it into personalised PDFs with automatic emailing. You'll become more efficient and reduce paper wastage, all in one go.



## On Demand Printing

Reduce waste by only printing what you need, when you need it

Advances in printing hardware and software mean that you can now print fully finished documents, quickly, efficiently and on demand. Rapid fusing technology, such as induction heating fixing, readies the printer in seconds. Digital Mailboxes and Document Servers hold libraries of frequently used documents for printing when required, reducing waste and ensuring you use only the most update-to-date documents.



## Document Workflow

Halt the exponential growth of waste documents

The more people in the workflow, the greater the likelihood of paper being wasted. Each time an additional document or a revision is added to a workflow process it creates duplicate copies for each member. They in-turn may make copies for reference, rough editing or filing. Think how this could grow and grow. With Document Workflow software, the process occurs in a digital environment. Paper files are converted to PDFs, and digital files are easily added, all without the need to print onto or waste paper.

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