

A photograph of a tree branch with vibrant green leaves, positioned at the top and sides of the page. A semi-transparent blue rectangle is overlaid on the center, containing the main title.

WAYS TO MAKE YOUR OFFICE 'GREENER'



**Systems
Technology**

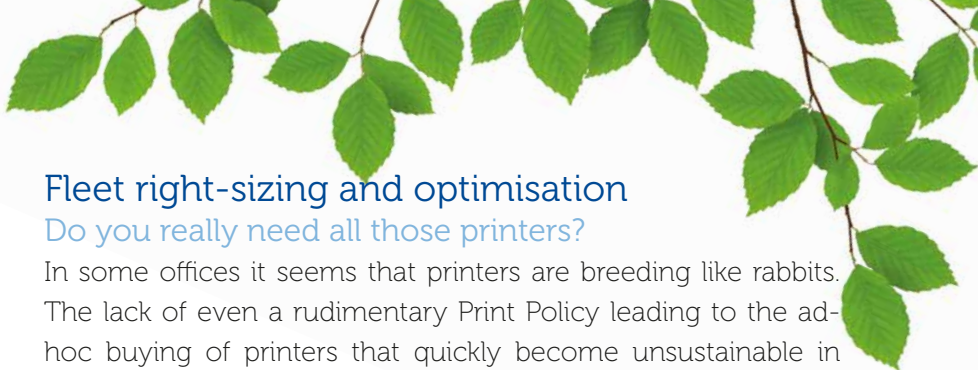
Creating a smarter workplace



How we can help your business print more sustainably

There is no doubt that becoming less wasteful and reducing our energy use is a good thing. Look around your office right now, can you see areas where you could be 'greener'? Turning off the lights isn't a practical solution, but there are many aspects of printing that can use fewer resources and conserve more energy.

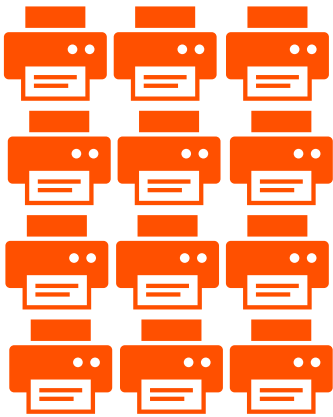
We are here to help you get to grips with all aspects of print and document management, including their effect on the environment. However 'green' you choose to be you are guaranteed to save your company money through more efficient document working practises. Let us show you how.



Fleet right-sizing and optimisation

Do you really need all those printers?

In some offices it seems that printers are breeding like rabbits. The lack of even a rudimentary Print Policy leading to the ad-hoc buying of printers that quickly become unsustainable in terms of energy use, running costs and management.



As part of our Managed Print Service we assess usage patterns and optimise device placement to minimise redundant or under-utilised copiers/faxes/printers. We look to deploy more energy efficient centralised multifunction printers (MFPs), that can copy, fax, print and scan, wherever possible and limit the deployment of inefficient single-function devices.

Recycling toner cartridges, parts & machines

Helping you save time and be 'greener'

We know that the management of disposing of used toner cartridges, toner bottles and machines can be confusing. What is recyclable? Is a toner cartridge an electrical item or not? Where do you dispose of a whole photocopier?

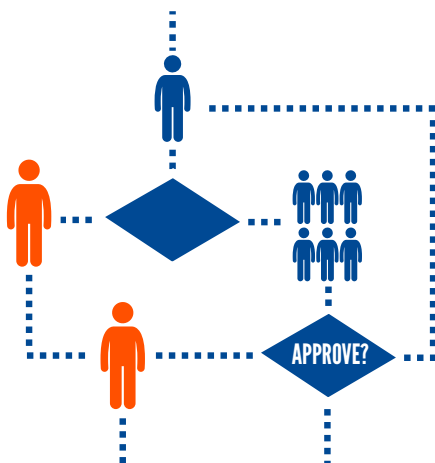
We can help you manage all of your printer assets by proving environmentally-friendly return, reuse and recycling services as standard. We can arrange free post return of toner cartridges and advise on which items can go into your general recycling. And at the end their useful life, we can collect and ethically dispose of and recycle your print equipment, all in line with our ISO 14001 accreditation.



Gravitating you towards e-documents over paper

Inefficient analogue processes in a digital age

Think about it. Traditional "analogue" document workflows are inefficient. Moving paper from A to B requires printing, postage, travel time, labour time and lots of other factors that add costs and use resources.



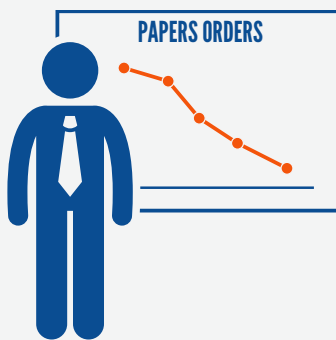
Electronic Document Workflows reduce the amount of hard copy output. By using scan-to-email technology to distribute documents electronically and storing scanned documents in a Document Management System, you not only save time and increase productivity but also reduce costs and use fewer resources.



Redirecting printing to the most-efficient device

Automatic rules for automatic savings

Energy and resource savings can be found in everyday printing by using the most-suitable device for the task at hand. Rules-based printing using Print Management software automatically redirects print jobs to the most suitable output device to optimise energy consumption, ensure use of resource-saving features and control access to colour output.



Reduce paper usage

Your quickest and easiest way to be more sustainable

Whether it is encouraging double-sided printing, reducing the number of uncollected print jobs or making users accountable for their print use, there are many ways to reduce paper waste and usage. Print Management software, Electronic Document Workflows, Document Management Solutions, and our Managed Print Services, all have a positive effect on minimising paper use.

Mobile access to documents

Enable your employees to work from where they are

With Document Management software your employees can securely access company files and records from anywhere at any time; reducing the need for them to visit office locations and make unnecessary and inefficient journeys. They will use less fuel, less paper, less time and produce more. It's a win-win.



Eco Technology

Designed to be 'greener' from the start

When it comes to 'green' technology our Tier 1 manufacturers - Canon and Ricoh - are clearly discernible from their competitors. In their pursuit of sustainability, they have developed printing technologies such as Polymerised Toner, which uses 30% less energy, and Quick Start-Up Technology, which enables MFDs to recover quickly from energy-saving modes. If sustainability is important to your company then these technologies can make a difference when choosing your supplier.

Minimising power consumption

Clever energy saving technology built in

From cars with stop-start technology to TVs that automatically go into stand-by, we experience automatic energy conserving technology every day. Your office can be just as efficient by using up-to-date print technology.

All our devices contain the latest in low power consumption technology, with incredibly short warm-up times ensuring eco-friendly service without affecting productivity. Ultra low power sleep modes with adjustable time settings and ECO night modes that turn off machines at dusk are Energy Star compliant, saving you money and automatically reducing your office's environmental impact.



Find out more by booking your free review meeting today. Call 0800 279 0300

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