

Back to the Office: Tips from Xerox on Effective Print and Document Management

As the “Back to School” advertisements flood our televisions and summer vacations wind down, we find ourselves in the middle of the calendar year’s third quarter. Local businesses can leverage their re-energized staff to make a fresh start toward achieving business goals that will improve the bottom line - including improving document processes to reduce costs and enhance productivity. The following tips from Xerox are ways for companies to realize cost savings in their print and document environments this fall:

- **Educate end users:** train employees on paper-use reduction strategies. In order to notice a real difference in printing costs, end users need to understand how small changes on their end make a large difference for the organization as a whole.
- **Make a personal commitment to printing responsibly:** ask each department and individual to examine their printing habits and actively reduce paper usage.
- **Implement an assessment of the document management infrastructure:** track print trends to identify inefficiencies and ways to improve productivity and cut costs. Study employees’ daily work processes to make sure that their needs will still be met when changes are made.
- **Consider multifunction devices:** sustainability efforts resonate with employees, who will be more willing to change their habits when they understand that efficient multifunction devices reduce paper consumption, decrease power usage and eliminate landfill waste.
- **Identify redundancies and non-value added steps in processes:** work with employees to eliminate duplicate efforts and unnecessary steps to save time and money.
- **Maintain a positive internal culture:** a positive attitude, ongoing training and recognition for success go a long way when asking employees to support new ways of working.

Approach this fall with a new sense of vigor and encourage your colleagues to do the same. Placing a focus on streamlining document processes, an often overlooked opportunity for cost savings, might help your 2009 bottom line in December.

For more on Xerox’s involvement in the local business community, please call us at 267-468-6056 or email us at Michael.Guerin@Xerox.com.