

How to  
**Print Less & Spend Less**  
on Office Printing



**Discover Why a Managed Print Strategy  
is Vital for Your Business**



## Is your office printing out of control?

### You can Print Less and Spend Less

At DocuFlow, we specialise in Digital Transformation, Document Management, Hybrid Mail and Managed Print Services.

We have relationships with many of the leading software developers and hardware manufacturers but are affiliated to none. This means that we can tailor recommendations to meet our client's requirements.

We live and work in an undeniably digital world. However, many industries are still heavily reliant upon printing and paper to perform core business functions, we have helped many organisations reduce their reliance on in-house printing and manual processes with our EDM and digital transformation software solutions, but the paperless office is still a long way off for most businesses. In fact, according to recent studies presented by our partners at Ricoh, roughly 40% of all business processes still require hardcopy documents, that is a lot of printing with often uncontrolled associated costs.

In this guide, we will show you facts which you may find surprising around office printing, which supports the need for organisations to develop an EPP (Employee Print Policy). As electronic documents, forms and digital workflows continue to replace and complement printing and paper, this guide will provide advice how you can manage your current and future print infrastructure and help you find solutions that you can implement for a modern office Managed Print Service.

**"40%  
of all business  
processes still  
require hardcopy  
documents"**

**- Ricoh**

## Here are some preliminary questions we ask our clients looking to Print Less and Spend Less.

- Do you currently have a print policy?
- Do you know exactly how many printers you have throughout your organisation?
- Do you know how much you are spending on office printing every month?
- Have you recently completed a print assessment?
- Do you have an effective recycling program for empty print cartridges and paper?

If you answered **NO** or you were not sure about your answer to any of questions above, chances are you are likely printing and spending more than you need to. Often clients that need assistance answering the questions will engage an Docuflow representative to perform our complimentary print assessment to help them better understand their current state.

**“90%  
of companies don’t  
know how many  
printers they have  
or how much they  
spend on print.”**

**- Gartner**



## What is a Print Assessment?

A non-intrusive process that includes deploying a simple software application to collect fact based data on an organisations current print devices, volumes and costs. Gaining insight into the current state allows people to quickly identify opportunities to print less, spend less and improve document related workflows that boost employee productivity.

## Shocking Office Printing Stats and Facts

If you think your office is the only one with room for improvement, here are some recent industry stats and facts that highlight the inefficiencies happening in most offices right now.

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### Office Print

is one of the highest expenses after property costs and payroll.

It costs approximately **£188** per year in energy costs to power a small office copier or MFP.

**70%**

of used print cartridges are not recycled creating landfill that takes hundreds of years to decompose.

The typical office worker prints **10,000** pages per year at an average annual cost of **£500**.

The average life span of a printed document is less than **5 minutes**.

**37 to 41%**

of print related expenses are uncontrolled and a hidden cost.

**40-60%**

of IT help desk calls are print related.

**4:1**

is the ratio of prints made for every copy.

**17%**

of printed documents are never used.

## DID YOU KNOW?

A typical automobile gas tank filled with ink jet liquid toner would cost over **£28,000** to fill

## What is an Employee Print Policy?

An Employee Print Policy is a set of understood "guidelines" or "rules" followed by an engaged office worker. Some print policies are loosely managed and others include specific directives on what a person can print, how much they can print and on which print device.

**Can you relate to some of these points in your office?**

## Why has office printing evolved to an uncontrolled state?

Depending on your age, you may remember the days when the office copier was the only paper producing piece of office equipment in the office. This of course was before the computer which gave rise to the office printer with an ink jet or a laser print engine. With more devices capable of producing hardcopy information in an “unmanaged” print environment, it’s easy to see why print volumes and costs can become an issue.

### Common Office Printing Challenges



#### Fractured Ownership (IT vs Purchasing)

Who owns the overall print strategy in your office? In many cases, the Purchasing Department buys or leases the copiers and the IT department buys the printers and supplies?



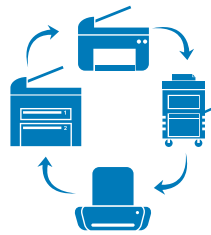
#### Unpredictable Budgets

The cost of often printing often rivals other operating costs such as utilities and communications which tend to be more predictable because there are better controls and methods to gain expense visibility.



#### Uncontrolled Colour Printing

Due to the high cost of printing in colour vs black and white, many organisations wrestle with keeping costs down when a page printed in colour costs 5 to 10 times the cost to print the same page in black and white.



#### Redundant Devices

Do you have more print capable devices than you really need? Most offices have too many print devices and replace like for like when contracts are due for review, causing them to spend more on maintenance, energy, consumables, and office space.



#### Low Cost Visibility

With no means of tracking your print usage across all devices, it becomes extremely difficult to know how much you’re actually spending on office printing.



#### Multiple Invoices

Most offices receive different print related invoices from a variety of print related vendors. Each invoice requires processing and payment which can be avoided by streamlining your imaging relationship to one vendor.



#### No User Restrictions

Essentially anyone with a mouse can make a buying decision each time they print in black and white or colour. Despite the fact that most companies have placed restrictions on employee use of mobile phones, fuel expenses or use of courier services, office printing often lacks rules for employees to follow.



#### Expensive Supplies

The high cost of print consumables makes the toner inventory in the typical supplies cabinet worth more than you may think. Managing a variety of different print devices also creates the need for expensive inventory and waste that is avoidable under a managed print program.



# Docuflow

Workplace Solutions



## What is Managed Print Services?

Our exclusive Managed Print programs provide everything you need to remove the burden of print from your high value workers. Professional on-site and remote service support keep your systems up and running. Improved usage and cost visibility create the opportunity for predictable budgeting and a greener print strategy.

## Business Outcomes:

- ✓ Cost Savings
- ✓ Predictable Budgeting
- ✓ Improved Uptime
- ✓ Waste Reduction
- ✓ Reduced IT Burden
- ✓ Recycling Opportunities

## Practical Ideas to Print Less and Spend Less

To get you started, here are some easy to implement, field proven ideas you can use to impact your print volumes and costs.

- ✓ **Re-set print driver default settings**  
Set print drivers to print two sided and black and white as standard defaults.
- ✓ **Print colour only when necessary**  
Colour should not to be used for internal documents.
- ✓ **Avoid printing emails when possible**  
mails are the #1 culprit of avoidable waste.
- ✓ **Print multiple images on one page**  
Reduce paper consumption and cost for presentations, reports, etc.
- ✓ **Reduce the font size before printing text documents**  
Include more text on a page to reduce avoidable waste.
- ✓ **Send larger print jobs to a larger print device(s)**  
Get your jobs completed faster and improve the reliability of smaller devices.
- ✓ **Use digital documents when possible**  
Avoid printing by scanning, storing and sharing digital documents.
- ✓ **Turn devices off at the end of the day**  
Power down to save energy during evenings and weekends.
- ✓ **Recycle used print cartridges**  
Place used print cartridges in their original packaging for recycling.

## Need help? Let's start with a print assessment.

Sometimes it's best to get all the facts first to determine the most effective print strategy.

Print assessments provide business leaders with immediate insight into their organisations' actual printing behaviors, volumes and costs with nominal effort. Newer monitoring software technology makes the process very easy to monitor print devices and capture data over a predetermined period of time. The data collected is used to create a fact-based report of findings to evaluate an organisation's current state and identify possible opportunities to reduce costs, boost employee productivity and reduce avoidable waste.

## Docuflow's Fact-based Reporting Includes:

**Inventory of all Print Devices** – Networked and offline devices

**Usage by Device** – Black and white, and colour print volumes

**Actual Print Costs** – By page, by device and overall

**User Activities** – By department or end user level

**Energy Consumption** – For all hard copy devices

**Recycling Practices** – Used cartridge disposal



Upon review of the findings, business leaders are able to make educated decisions on short-term and long-term opportunities that may include benchmarking against similar organisations.

## Three popular print assessment opportunities

**1. The One Day Print Assessment:** Let us give you a snapshot of what your current printing volumes in less than 24 hours! We'll come to your facility before work hours to collect meter reads on your print devices and do the same at the end of the day. You'll receive a snapshot of your current print volumes and costs to identify immediate opportunities to save or improve.

**2. Complimentary Print Assessment Service:** Our most popular service! You get access to our print monitoring software which automatically collects fact based data on your actual print volumes and costs. You'll receive a detailed report of our findings so you can make an educated decision on specific opportunities for your business. Most organisations identify opportunities to save up to 30% from this exercise alone.

**3. Professional Services:** For larger organisations that may have multiple locations or an international footprint, we suggest a more strategic approach to collecting and analysing a client's data on a larger scale. You benefit from our industry specific experience with benchmarking metrics and proven best practices to achieve your business objectives.



**Docuflow**  
Print Scan Workflow

## ABOUT DOCUFLOW

Docuflow have been providing workplace solutions and services since 2012. We are experts in office print and infrastructure, professional print, hybrid mail, software, automation, workflows and digital transformation. Our customers reflect the diversity of the UK economy in terms of size, sector and ownership structure. We have extensive experience to implement the most appropriate technology services and solutions, on-site, off-site and in the "Cloud".

Our services and solutions are supported by highly trained sales and UK based support teams, providing true end-to-end solutions for our customers, with innovative workplace infrastructure, that enhances their working environments.

## OUR SERVICES



**DOCUMENT  
MANAGEMENT**



**DIGITAL  
TRANSFORMATION**



**HYBRID  
MAIL**



**MANAGED PRINT  
SERVICES**



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