



# ReThink Print

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**M**ore than 30% of U.S. employees are expected to continue working from home in the next year. That means it's time to rethink the way printing resources are deployed. Can you ensure your staff can still scan, print and manage documents, even from home? Are your important documents safe and secure?

Your office almost certainly has changed from last year. Here is how Managed Print Services can reimagine the workspace and manage documents no matter where your staff may be.

## TAKE REMOTE OFFICES SERIOUSLY

When working in an office building, staff are often protected by physical barriers, security cameras, software firewalls, network tracking tools and print management software. When working from home, none of that is often available.

It's time for remote offices to have the same protections and applications as an office.

An estimated 70% of organizations have suffered a print-related data breach. That means your remote printers need to be connected to the home office with remote monitoring, firmware and security updates. Businesses should also consider adding authentication and follow-me printing to home office machines. That way, you can still track usage, monitor for intrusions and staff can print to devices anywhere on the network. Home office workers could scan an image at one machine and have it available for printing at any other device on the company network.

## RETHINK SUPPORT

And for those working remotely, the reality is that they will still need help with their printers. Printers will continue to break down and toner cartridges do not deliver themselves. Remote workers will require managed print services for home offices.

2020 has been a year of change. Here's how to make sure your print technology stays ahead of any challenges your business may face.



## WORKFLOWS THAT WORK

When another business or customer wants to send you a fax, it's tempting to say, "Can't you just email me a PDF?" Fortunately, there's a better way that allows you to ditch the fax machine, dedicated phone line, and all of the associated hassles of faxing while still accommodating those who need to send you faxes: fax forwarding.

Imagine one department needs a fax, but the appropriate staff is 30 minutes away at home. Modern multifunction devices can automatically forward received faxes and scanned documents to another destination. With conditional routing, faxes, emails and scanned documents will find the appropriate person, no matter where they are working.



## TOUCHLESS WORKFLOWS

According to the CDC, 80% of infectious diseases are transmitted by touch.

Now is the time to automate and digitize routing and processing of documents with as little human intervention as possible.

For example, the Canon Remote Operator's Software Kit provides alternative access for users, emulating the imageRUNNER control panel and allowing users to operate all system functions, including copy, print, fax, scan, and send from a network connected device. Similarly, the RICOH Smart Device Connector lets you remotely copy, print, scan and fax and even change copy settings like the number of copies, color or black and white and switch between simplex or duplex printing.

## ON-RAMP TO YOUR NETWORK

Your multifunction device (MFD) is not just a printer, copier and scanner. It can be the on-ramp for your digital workflows. For example, output management software like UniFLOW can now send scanned documents directly into a managed content solution such as Laserfiche.

In a traditional office environment, documents are printed or faxed and then handed off to the appropriate reviewer, approver or recipient. Now, scanned documents are entered directly into your workflow and approvals are part of an automated, digital workflow.



## THE BOTTOM LINE

The fact is we all still need physical, paper documents to be printed. We also know there will always be unscrupulous people who want to steal confidential information on those documents.

GFC is an industry leader with our imageCARE+ Managed Print Service and we'd love to talk about the technology challenges you might be facing. In addition, our Managed IT services group, Elevity, can help any organization secure all of its technology and networks, including printer fleets and remote workers.

Reach out to us today for a free, no-obligation technology or printer assessment.

<sup>i</sup>Morgan Stanley Research

<https://www.cdc.gov/handwashing/why-handwashing.html>

<sup>ii</sup><http://www.nationalcybersecurityinstitute.org/general-public-interests/small-business-cyber-security-risks-with-printers/>