

OKI

YOUR GUIDE
to **SAVING**
up to **30%**
on your print & document **COSTS**

Think Smart. Think OKI





Have you considered the hidden costs of your business

10,000
pages per year
are printed by the
average office worker

Smarter print management - Controlling costs and environmental impacts, OKI, March 2009

Most businesses have the systems in place to keep a tight control on their overheads, however, in an increasingly competitive world being the leanest and most cost and environmentally efficient can be the difference between success and failure.

At OKI we are determined not only to support organisations to deliver superior quality documents but also to help you identify one of the last hidden costs in your business; avoidable print related costs.

Have you considered the amount of unnecessary printing that occurs in your organisation every day or the time allocated to managing and maintaining your printer fleet?

How much of your cash flow is tied up in consumables or invested in equipment and how much of your office is taken up storing paper and toner cartridges?

What impact does your organisation have on the environment from old energy hungry devices, wasted paper from unnecessary printing or consumables that are thrown away rather than being recycled?

It's surprising when you think about it...

10%

of an organisation's printing costs lie in **HARDWARE, CONSUMABLES, MAINTENANCE, PAPER AND POWER**¹

Only **20%**

of employees' prints are **DUPLEXED (2-sided)**²

19.5%

LOSS of organisation's total productivity from **CHALLENGES RELATING TO WORK WITH DOCUMENTS**³

“ Many organisations face existing IT systems that are unable to deliver on the transformation agendas that their businesses require. Inflexible IT, minimal scalability, rising management costs and other challenges add up to IT infrastructures that impede, rather than enable, meaningful innovation and growth. ”

“Leading Through Connections: Insights from the Global Chief Executive Officer Study,” IBM Institute for Business Value, May 2012.

“ Failure by executives to address the fully burdened impact of documents within their business seriously impacts the opportunity to dramatically reduce costs, improve process efficiencies, and increase shareholder value. ”

Eddie Riddell, CEO, ALL Associates Group



¹ALL Associates Group - Company size between 500 and 5,000 employees across all industry types; ²IDC, An easy and often missed opportunity for CIOs - MPS, April 2012; ³IDC, Bridging the information worker productivity gap in Western Europe: New challenges and opportunities for IT, Sept 2012

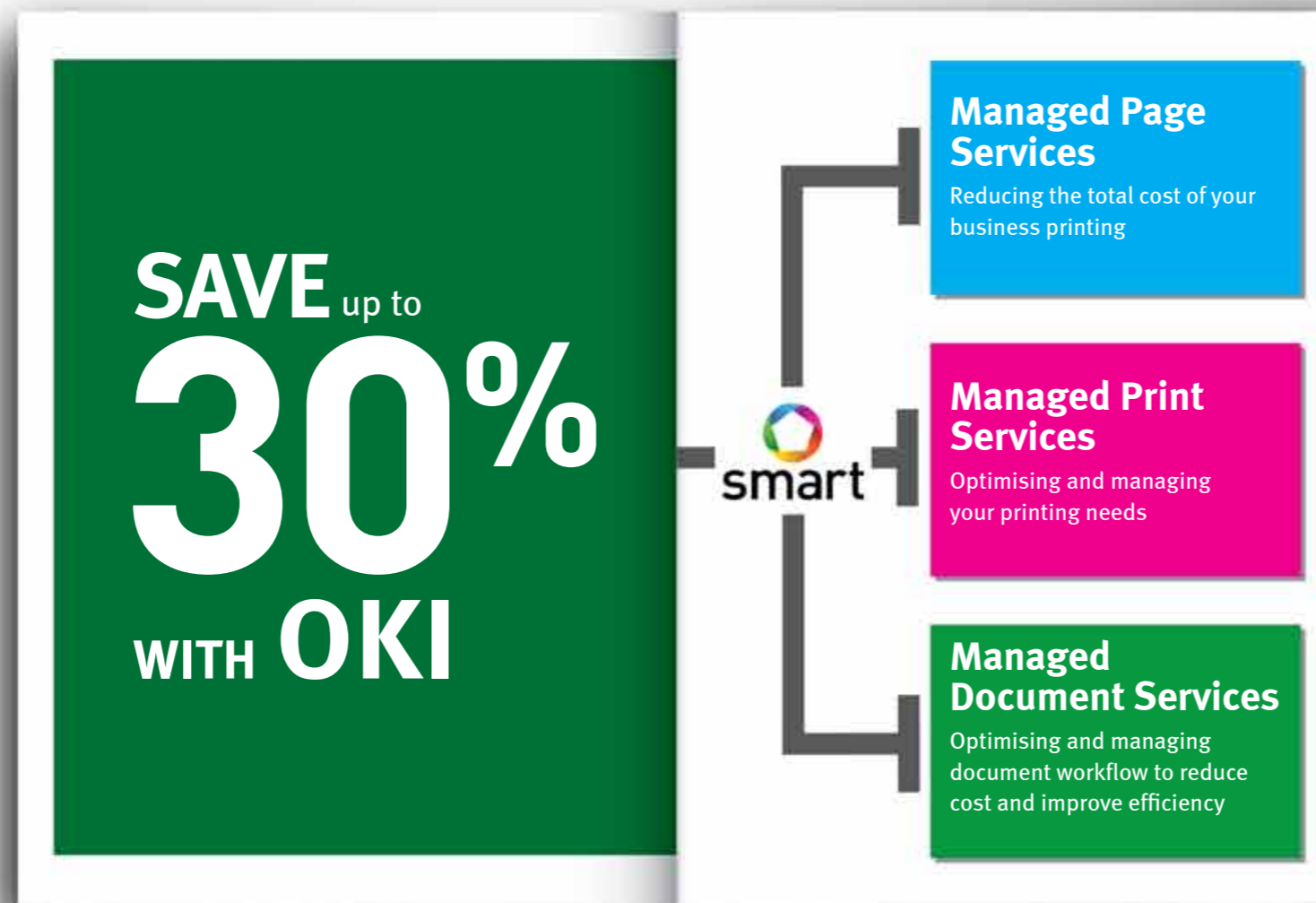
Take control of your print and document costs

To help our customers tackle the hidden costs associated with printing and document management processes OKI has developed Smart Managed Document Solutions; a portfolio of services that offers a flexible solution for any size of business, allowing you to reduce your hidden costs and improve efficiency within your organisation.

Optimisation of your printer fleet and document workflows is central to Smart Managed Document Solutions. By identifying the right service for your business we aim to reduce your printing costs, improve efficiency and your document workflow and provide you with the latest technology to simplify your business processes.

Whether you are a small business that needs to reduce your printing costs and the amount of time you spend managing your printers and devices, or an enterprise that is looking for a way to improve document workflow and efficiency, Smart Managed Document Solutions from OKI can provide the answer.

Through a process of consultation and analysis we will identify your printing needs and work with you to recommend a flexible solution that is bespoke to your business.



“Implementing MPS has been a real boost to our business and to save 30% on printing costs is a major benefit, especially in this economic climate.”

Howard Hastings,
Managing Director,
Hastings Hotel Group,
N Ireland

“From my point of view as IT manager, the main benefit of standardising on OKI and adopting an MPS approach is that it has made the whole process of delivering IT support a lot easier for us.”









Paddy Devine,
ICT Infrastructure Manager,
Chain Reaction Cycles,
N Ireland

Hassle free printer management that saves you money

“ We have seen a significant decrease in support calls. Toner cartridges now arrive automatically when we need them and we no longer have to scabble around looking for toners at the last minute. ”

Paddy Devine,
ICT Infrastructure Manager,
Chain Reaction Cycles, N. Ireland

Benefiting your business

 Fixed cost package based on usage	 Reduced total cost of ownership	 Managed consumables	 Remote monitoring of equipment
 Efficient device maintenance	 Upgraded hardware	 Financial visibility	 Scheduling and workforce management

Consumables recycling

Through OKI's free consumables recycling service you can be assured that we are minimising your impact on the environment, reducing your carbon footprint.

“ Each month we save a few hundred Euros, any supplies of toners are automatically reordered when empty and any problems which have arisen with the devices are repaired within 24 hours. ”

Gabriele Grube, Bursar
Louisenlund Boarding School, Germany

Smart Managed Page Services is a comprehensive but flexible service for smaller organisations and businesses that takes away the hassle of managing your printers, allowing you to concentrate on your business.

OKI will work with you to identify your print and document requirements and recommend the right printing device and a tailored all-inclusive printing plan, that covers all your consumables and servicing, improving productivity in the workplace. This together with the implementation of print policies will help you take control of your print costs with a flat monthly fee and no hidden costs.

Efficient consumables management

OKI provides a complete hassle-free service with all consumables managed on a pan-European scale through our automated monitoring system. This not only delivers many efficiencies and cost savings but also simplifies business processes through a transparent ordering process, combined with fast delivery and reduced wastage.

Continual monitoring and management of your printing processes allows us to proactively address any maintenance issues, including the timely supply of consumables. This reduces printer downtime as well as cutting the amount of money tied up in consumables and the space required to store them. Through complete visibility of your organisation's printing behaviour you can implement print policies to reduce unnecessary printing, reducing not only your costs but also your impact on the environment.

How Smart Managed Page Services works

Through a consultative approach we will analyse your printer usage and recommend the right printer and package to meet your needs and help reduce your printing costs. This may involve the replacement of old equipment or maintaining existing equipment, however, this is facilitated through a contract based on print usage.

OKI's partner, PrintFleet remotely monitors your printer fleet to measure usage, store and deliver consumables when required and maintain your devices efficiently to minimise any downtime. This allows OKI to take away the hassle of printer management whilst also optimising your print usage and reducing your costs.

“ Having access to accurate data is allowing more businesses to analyse and actually manage their printing cost, rather than simply discovering it later. ”

Dave Collinson,
PrintFleet European Advisory Board

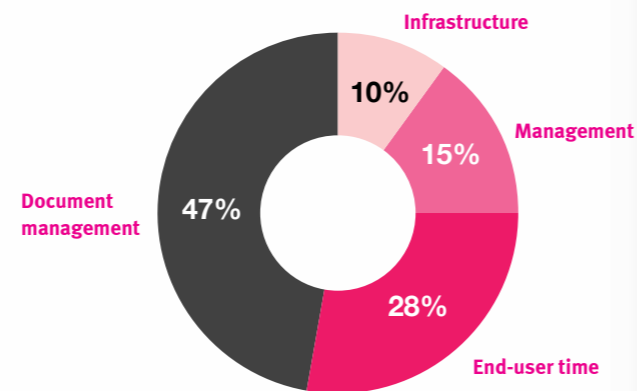
Cutting

down your costs through smarter print management

“The MPS implementation has given us a much greater level of control over and visibility of our print operations. Today, we know exactly what printers we have, where each device is located, and precisely how much printing is costing us.”

Department for Environment, Food and Rural Affairs (Defra)

The hidden cost of print within an organisation



ALL Associates Group – Company size between 500 and 5,000 employees across all industry types

“Few organisations realise the total cost of ownership (TCO) of their printing and imaging fleet. This not only relates to direct costs such as hardware, supplies, maintenance and IT support but also indirect costs such as loss of employee productivity due to device downtime.”

Quocirca, Effective print management, Oct 2012



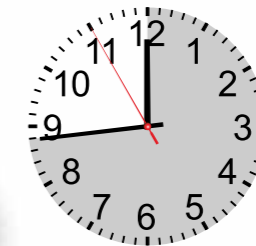
Identifying your hidden costs can be a difficult task in complex organisations, whether they are visible costs such as hardware, consumables and paper, or management costs relating to support, administration and maintenance.

OKI's Smart Managed Print Services is a print optimisation and management service which provides a smarter approach, installing the right product in the right place. Locating your printers in optimal positions within the workplace according to workgroup and individual needs helps reduce wasted time and promotes more cost-efficient printing, therefore maximising the productivity of your staff.

Through our detailed assessment we are able to identify where significant cost and efficiency savings can be made and help you to change employee behaviour, reducing the amount you print, cutting costs and your carbon footprint.

How much time do your employees spend going back and forth to the printer?

The graphic below outlines how much time can be wasted by employees retrieving documents from poorly located devices and the cost to business. OKI is able to address this through its Smart Managed Print Services.



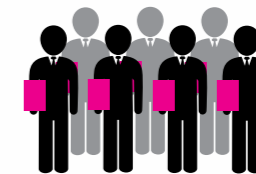
44minutes¹

Average time spent on print retrieval per person, per month



€20.82²

Average cost of print retrieval per person, per month



€10,411.50

Cost of print retrieval, 500 workers per month



€624,690

Cost to business for wasted end user time over a five year period

1 Assuming MFP is located 10-steps away where 1-step is equal to 1-second. Hence, each print retrieval and return to desk requires 20-seconds
 2 Based upon average knowledge worker salary = €60,000 (www.statistics.gov.uk and www.epp.eurostat.ec.europa.eu)

Optimise

your printing needs in five simple steps



1. ASSESS
OKI will observe and analyse your working processes to assess your current and future requirements.

2. RECOMMEND
OKI will propose the most suitable and optimised solution for your business.

3. IMPLEMENT
Through a detailed transition period OKI will implement recommendations smoothly and with minimum impact on your business.

4. MANAGE
Through remote monitoring OKI will replenish consumables, identify faults and react immediately to minimise downtime.

5. REVIEW
OKI provides detailed reporting as well as statistics on the efficiency of printing across your network. This ensures continued improvements and you benefit from a technology refresh strategy and advanced solutions.

“The analysis OKI and mc-Technik Jundel GmbH carried out has given us a clear picture of our output requirements, procedures, and total costs. The practical tailored solution implemented has fully convinced us both economically and in terms of improving existing work processes.”

Peter Frahm, General Manager
Stadtwerke Eckernförde GmbH, Germany

“Altogether, the MPS analysis and the consolidation of the hardware landscape to OKI devices has helped not only to standardise the output infrastructure but also to optimise our business processes such that today we can work with less stress and better quality.”

Daniel Aumer,
Process & ICT Director,
Randstad, Switzerland

Streamlining

**your document workflow
to reduce cost and
improve efficiency**

Designed for larger businesses and organisations, Smart Managed Document Services extends the principles of managed print services to the document workflow throughout your organisation. This holistic approach analyses all aspects of your document workflow processes to improve efficiency and make a real difference to the productivity of your business.

The central premise of Smart Managed Document Services is the digitisation of your document processes through the combination of hardware and software to optimise the way that your organisation manages documentation from input to throughput and output.

OKI will analyse, optimise and improve your document workflows and through this process we can improve the productivity and efficiency of your organisation and deliver significant savings.

By combining OKI's hardware and software, we ensure that your document capture, distribution, management and output is efficiently executed and implemented, improving the productivity of your staff. This can be done through sXP (smart Extendable Platform) a web services based platform that enables seamless integration of your OKI MFP with your corporate applications or 3rd party solutions. At the heart of your business productivity, sXP helps streamline your document intensive business processes.

“Business process document workflows are inefficient - nearly 50% of paper documents are keyed into computer systems, and over 25% of printed digital-origin documents are re-keyed into computer systems.”

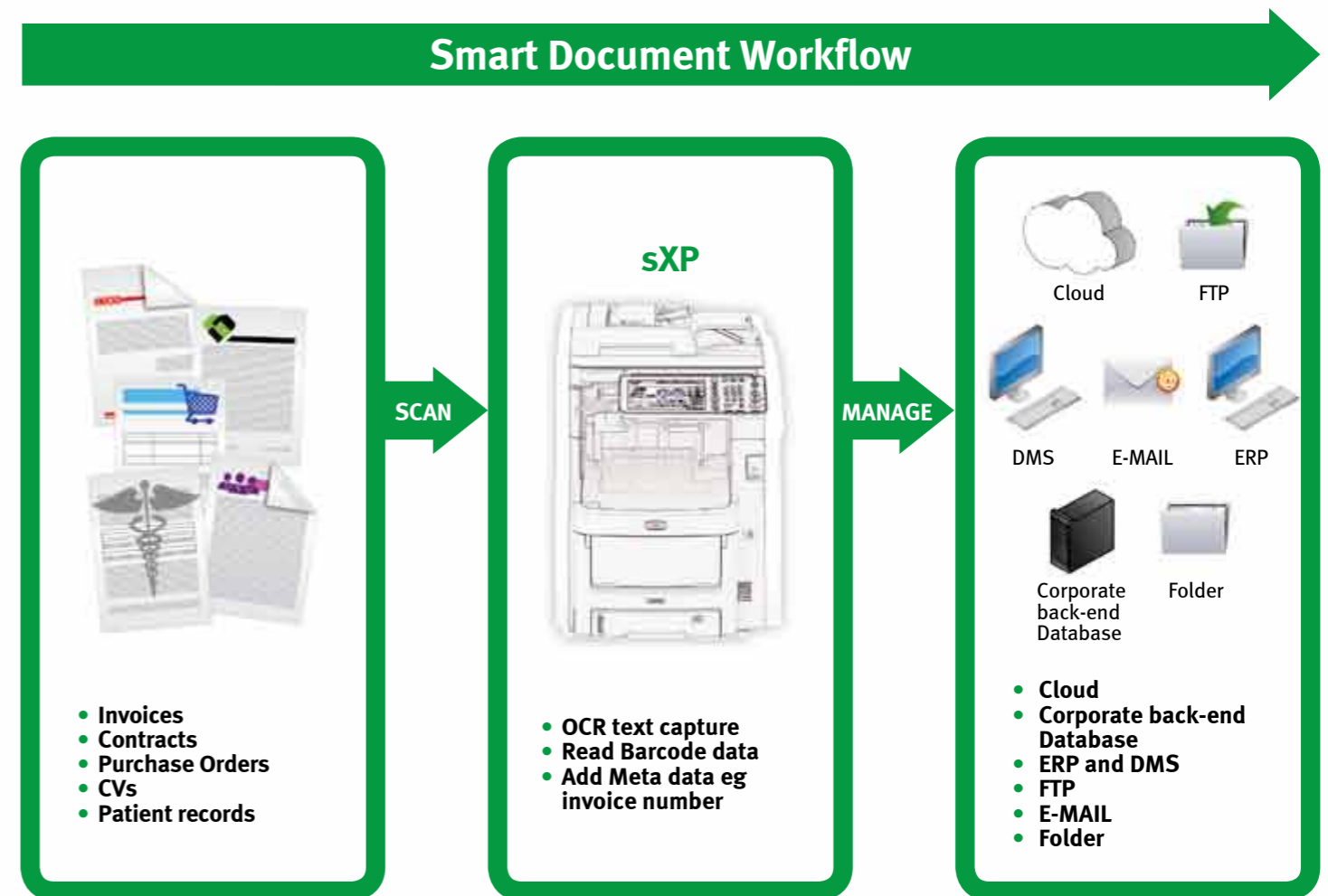
IDC, An Easy And Often Missed Opportunity for CIOs - MPS, April 2012

47%

of hidden costs lie in document management and workflow

- Input/Capture
- Management/Layout
- Output/Distribution
- Storage/Archival

ALL Associates Group – Company size between 500 and 5,000 employees across all industry types



Efficient processing of document workflows

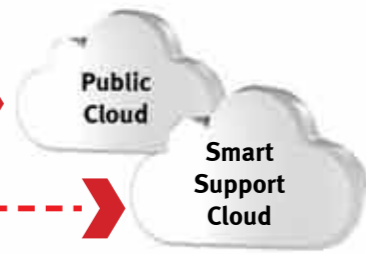
Automate invoice processing by electronically capturing documents such as purchase orders and invoices using Optical Character Recognition (OCR). This allows for seamless and complete integration into corporate ERPs and accounts receivable and payable processes. While also enabling easy access for retrieval, auditing and approving, saving time on manual paper based tasks.



Share, store, search, download, edit and merge documents to private/public storage clouds.



Manage direct mail campaign responses by scanning pre-defined forms to extract data into a CRM system for fast, accurate data capture, assisting with lead management and sales.



Workflows

- inbound workflow
- outbound workflow
- manual workflow



Secure capture and management of confidential HR documents digitally such as employee contracts, appraisal forms, job descriptions and candidate profiles, improving security, accessibility and removing the need for paper based files.



Customer letters can be indexed automatically in a document management system, CRM or ticketing system, simplifying customer management, and enhancing service levels, by tracking customer interactions.



Connect to a network, wireless or web-enabled printer through a smartphone or tablet to print on-the-go, for fast, secure and easy printing.



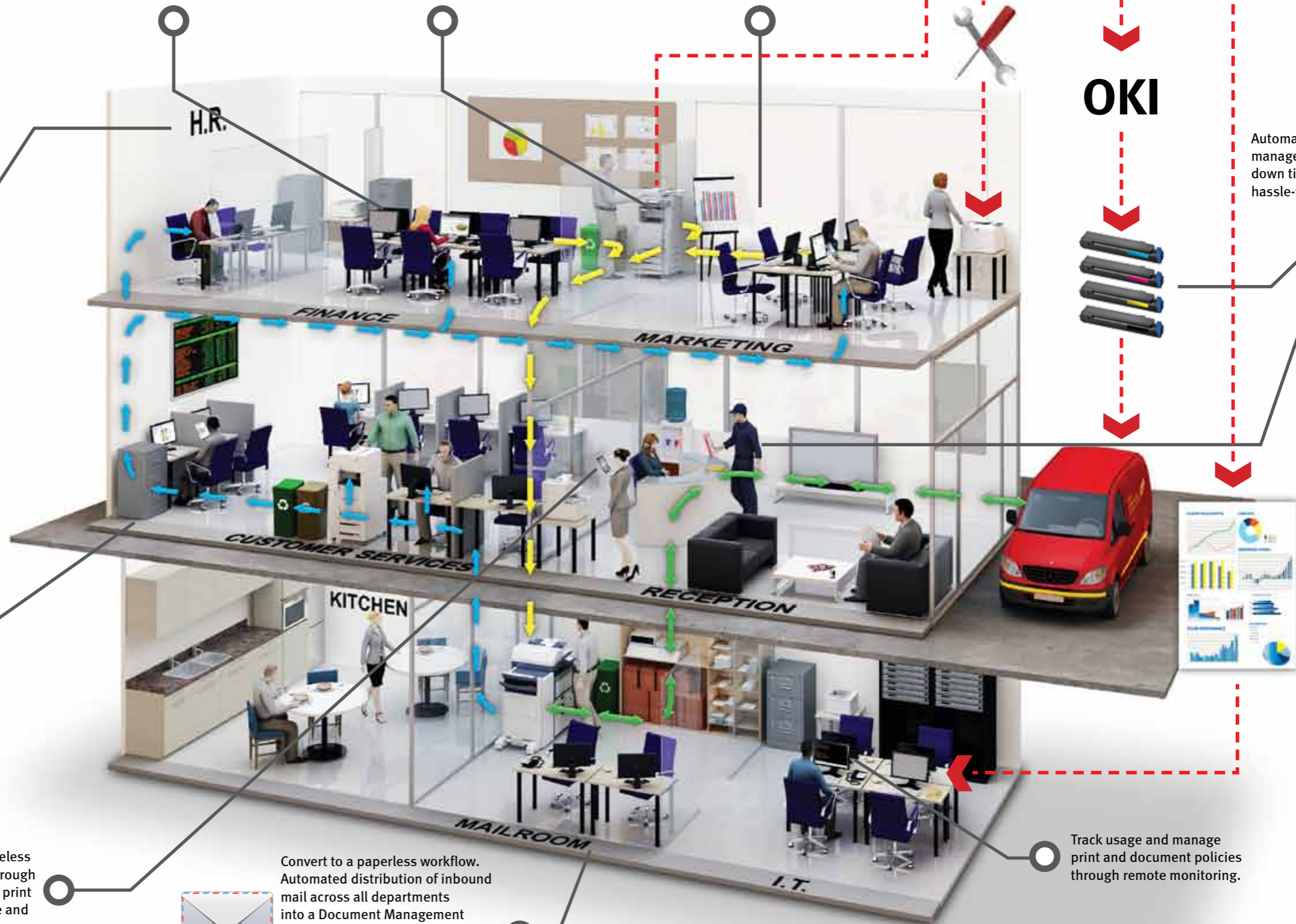
Convert to a paperless workflow. Automated distribution of inbound mail across all departments into a Document Management System (DMS) eliminates manual processes and significantly reduces time and administrative tasks whilst improving security.

OKI



Automated consumables management by OKI eliminating down time and toner storage for hassle-free printing.

Track usage and manage print and document policies through remote monitoring.



Integrated solutions to enhance your document workflow and management

Smart Solutions is an integrated suite of software and technologies that enhances the document workflow, management and security within your organisation. Through the use of these we are able to extend your document processes, ensuring a fully integrated and optimised solution that meets the needs and objectives of your business, whether office based, mobile or in the cloud.

Capture and Distribution	Document and Content Management	Security and Output	Mobility	Device and Contract Management
<p>Go digital – convert to paperless workflows with instant electronic access and routing by added metadata</p> <p>Generate your chosen editable and searchable output format such as PDF, RTF, Word and Excel</p> <p>Automatic filing, indexing and distribution to improve inter-department workflows and reduce administration</p> <p>Integration with CRMs, ERPs, document and resource management systems and other applications</p> <p>Set up rules-based workflows such as payment processing by routing invoices electronically</p>	<p>Centralised electronic storage with flexible retrieval</p> <p>Manage user rights for controlled document access levels</p> <p>Eliminate costs of physical storage and reduce manual document handling processes</p> <p>Send copies of documents instantly via email or fax</p>	<p>Secure device access rights applied to users:</p> <ul style="list-style-type: none"> Secure ID Secure PIN <p>Pull-printing: Print from any device and release securely at an enabled printer</p> <p>Print policy management: Customise policies and job restrictions, manage and track usage and reduce wastage</p> <p>Access real-time reporting and run audit trails</p> <p>Secure document access: Control confidential document output</p>	<p>Keep your business moving</p> <p>Print on-the-go</p> <p>Compatible with device agnostic mobile and cloud applications and solutions for user flexibility</p> <p>Print from any company owned device or BYOD</p> <p>To any device</p>	<p>Track device usage remotely</p> <ul style="list-style-type: none"> Copies printed Business printing activity Automated consumables management Automated fault notifications and service alerts <p>Monitor and control energy and toner consumption to reduce your carbon footprint</p> <p>Simple and easy to install software to help optimise your printing eco-system</p>
<ul style="list-style-type: none"> Secure, searchable electronic storage and distribution Capture documents electronically using OCR to automate processes Increase efficiencies by scanning to a specified location such as the cloud, a network folder, email inbox, FTP or desktop PDF encryption for security and compliance Generate PDF/A output format for long-term archiving of electronic documents 	<ul style="list-style-type: none"> Remote access and retrieval from a central repository using any device Organise documents in customised spaces Track interactions, edits and versions to assist approval processes Improve collaboration and response times 	<ul style="list-style-type: none"> Cost control and full visibility of print and copy usage (quota) by user or department Print jobs only released after user authentication Password protect sensitive documents Centralised administration for efficient configuration and system management 	<ul style="list-style-type: none"> Verify user credentials and print securely from different office locations or even outside your business network No set up required Fast, convenient and simple Documents checked for potential threats and viruses 	<ul style="list-style-type: none"> Automated reporting and meter readings Use historical trending reports to accurately forecast costs and plan ahead Remote online monitoring to measure performance and maximise service level agreements Manage output devices more efficiently

Smart Support

As an integral part of Smart Managed Document Solutions, Smart Support provides you with the transparency and peace of mind required to take control of the flow of documents through your organisation.

Monitor your printing device

Automated fault notifications and service alerts, as well as meter readings and high level reporting.



Automated consumables management

OKI's automated consumables management process automatically monitors your toner usage and replenishes stock efficiently, maximising uptime and eliminating emergency situations.



Smart Support Cloud

OKI

Complete visibility with detailed reporting

View current status reports, monitor page counts, view maintenance scheduling, and identify low productivity areas and inefficient devices. Use historical trending reports to accurately forecast costs and plan ahead.

Hassle-free billing

Simplify and improve your invoicing and workflow processes through automated billing.

Online management tool

Access service contract history, request assistance, order consumables and input meter readings easily. Accessible remotely, providing even greater flexibility.

Online Management Tool



A solution to suit the needs of any organisation

The diverse OKI product portfolio of printers and multi-functional devices allows us to specify the right product to meet the needs of different departments and work structures throughout an organisation, providing a complete solution no matter the size of business.

From mono A4 desktop printers to departmental multi-functional devices, OKI has the solution to improve productivity and efficiency in the workplace whilst also reducing your operating costs and carbon footprint.

	PERSONAL	VERY SMALL WORKGROUP	SMALL WORKGROUP	MEDIUM WORKGROUP	LARGE WORKGROUP	DEPARTMENTS
PRINTERS						
A4 MONO	•	•	•	•	•	•
A3 MONO			•	•	•	•
A4 COLOUR	•	•	•	•	•	•
A3 COLOUR		•	•	•	•	•
MFPs						
A4 MONO	•	•	•	•	•	•
A3 MONO					•	•
A4 COLOUR	•	•	•	•	•	•
A3 COLOUR			•	•	•	•



Scan here to find out more



For more information call
01784 274378 or
visit www.oki.co.uk/smart

A global organisation with a local approach to business

130+ Years of innovation within OKI Group

60 Countries within EMEA operations

60+ Years pioneering print technology

OKI Europe is founded on the principal of delivering products and services that are dedicated to business customers through a consultative and innovative approach to service, design and manufacture.

As part of the OKI Group, a company that has been leading the world in customer-led innovation for more than 130 years employing over 18,000 staff across 120 countries worldwide, we bring together the support of a global organisation with the approach of a local business.

The blend of advanced technology with practical know-how and printing expertise, has allowed us to develop products and services that encourage businesses to think differently about how they print and manage their documents, in a more efficient and productive way - empowering them to print smarter.

OKI, the smart choice for businesses

For over 60 years OKI has been delivering advanced printing solutions worldwide, introducing ground breaking technologies that have supported the needs of businesses large and small.

From printers to faxes and multifunctional devices to service led initiatives OKI offers a complete range of fast, high quality, reliable printer and innovative document solutions that help to improve business productivity and deliver cost savings and efficiencies.

A philosophy that delivers business excellence

We develop and design all our products and services based on three core principles:

Simple - the device should be easy to use and clean in design to suit today's modern office environments

Solid - the device should be well built, robust and reliable

Smart - the device should include intuitive features to make printing and document management easier



Professional quality printing and unrivalled media flexibility - in house

OKI's portfolio of products enables businesses to print sharp, clear and vibrant documents in a multitude of different media weights and sizes, in-house. Businesses can now save time, money and hassle by being in control of what they print, when they need it without having to rely on a professional print house or a high street print shop. This provides complete flexibility whilst reducing lead times and wastage.

20 years of LED Technology

OKI pioneered the development of digital LED technology in printers over 20 years ago. This innovation delivers High Definition printing – for more accurate, striking printed documents.

Thanks to this award winning digital LED technology, our printers are compact, environmentally friendly and energy efficient, using significantly less raw materials in the manufacturing process and consuming less energy. LED print heads have no moving parts, making our LED printers robust and ultra reliable.



Features that minimise environmental impact

OKI devices are designed to reduce an organisation's impact on the environment, whilst also reducing their costs. LED technology is inherently energy efficient and through additional energy saving functions, such as Eco Mode, Power Save, Deep Sleep and Auto-Off modes, we have further reduced the power consumption of our printers. Duplex printing, which is standard on most models, and a range of electronic document management functions help to reduce the amount an organisation needs to print and the paper they use.



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Open up your dreams