

## Managed Print

Stop printing away your profits.

It's amazing how the costs of printing documents can add up and up and up. Without proper management and monitoring, your daily 'print run' can have a big impact on your budget, your security and the environment. But, by using your assets more intelligently and efficiently, you can put an end to unpredictable print costs. Reducing waste also shrinks your carbon footprint and ensures you meet compliance and 'green' aims. And if you're continually paying for expensive repairs and downtime, regular monitoring and maintenance makes sure your print capability is ready to go at all times and problems are prevented. Any company concerned about confidentiality should take steps to protect private and sensitive printouts, as information that is printed but not retrieved can be accessed by anyone at the printer. Capita Managed IT Solutions gives you the simple solution: central control and management.

### Impact on the Business

Fail to get on top of your printing processes and you could face:

- Spiralling printing costs and excessive waste if paper, toner and support needs are not addressed.
- Inability to meet "carbon footprint reductions" if your organisation has signed up to improve your environmental impact.
- Inability to print urgent or key business

documents, proposals, tenders, invoices if the proper printing facility is not available, which could mean lost business or income.

- Leaks of important information to competitors or into the public domain, which could have financial, legal or HR repercussions.

### Business Requirements

To ensure efficient, secure and reliable print functions, you need:

- An effective solution that is well managed and reduces costs.
- Greater efficiency and reduced use of consumables such as paper and toner to reduce carbon footprint.
- A reliable system that will ensure the documents you need are produced when required, to help your organisation run smoothly.
- A means of ensuring that only printing that is necessary is carried out, and that the printed document is accessed only by the person who initiated the print.

### The Capita Managed Print Solution

- We assess your current and anticipated needs and also look at your printing resources. Working in partnership with you, we change the appropriate elements and processes to

deliver predictable costs and improved productivity.

- Our pro-active remote monitoring looks after your consumables, automatically dispatching them on an as-needed basis. Capita's centralised system can also see to it that savings are made by facilitating double sided copying and putting in place managed colour printing (users who never require colour copies would automatically have all print requests directed to a black and white printer). Capita also works with accredited disposal services.
- We look after all aspects of support and maintenance (lifecycle management) to ensure your printing estate is functional and effective at all times.
- Through Multifunction Printing capability, 'follow me' printing can be set up to allow users to print 'generic' documents even when away from their usual printer. Using a personalised print card to assure security, the user can pick up documents from any printer.

## Benefits of the Capita Managed Print Solution

The Capita solution stops runaway print costs with a centralised system that simplifies management and budgeting.

- Reduced, predictable operating costs throughout your printing estate help you budget more effectively.
- Improved availability and reliability boosts staff morale and business output.
- Print processes and rules are business-led, not ad-hoc, so you have greater efficiency and control. Yet this system also has the flexibility to enable your print capabilities to change with your business.
- A more environmentally friendly office.
- Enhanced security, giving you the confidence that company sensitive material remains that way. Confidential printed documents are only seen by the people authorised to see them.

"Inadequacies in printer device control, hardcopy wastage, usage monitoring (with associated cost implications), as well as detachment from the IT network were major concerns for us. Capita Managed IT Solutions worked with us to design and implement a solution which reduced printing costs and gave us greater control over all forms of printing and copying. The Managed Print Service provided by Capita has taken the pressure off and allowed us to concentrate on implementing other College initiatives".

College, Northern Ireland

