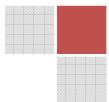




# OFFICE PRINTING





## Office Printing Solutions

### Challenges

1. Do we know the number of printers used in our organization?
2. How many pages does each printer print in a month?
3. What is the cost per page?

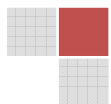
We face a severe challenge in controlling our printing costs and understanding our printing requirements / work flow. CMS plays a crucial role in understanding and suggesting a suitable solution.

### Structured analysis

CMS can help you cut costs and improve printing workflow in your office with a structured Office Assessment. CMS can undertake a survey to understand the print document flow in your office and assess the associated cost implications. During this process, CMS will interact with end users, collect information on print volumes, work flows etc. And will include end user preferences in the assessment.

#### CMS Will Consider

1. Work group requirements (network/stand-alone)
2. Centralized/De-Centralized Printing
3. Cost Centers associated
4. Print volumes per month etc.,



The CMS Office Assessment report will give you a clear insight into your printing challenges and the recommended solutions to enable you choose from the options available. CMS can also provide you with user / group wise print usage every month for you to analyze and budget printing requirements.

If you implement the recommendations you can expect to:

- Reduce your costs
- Streamline your business processes
- Improve employee productivity
- Allocate costs to individual business units based on print usage

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