

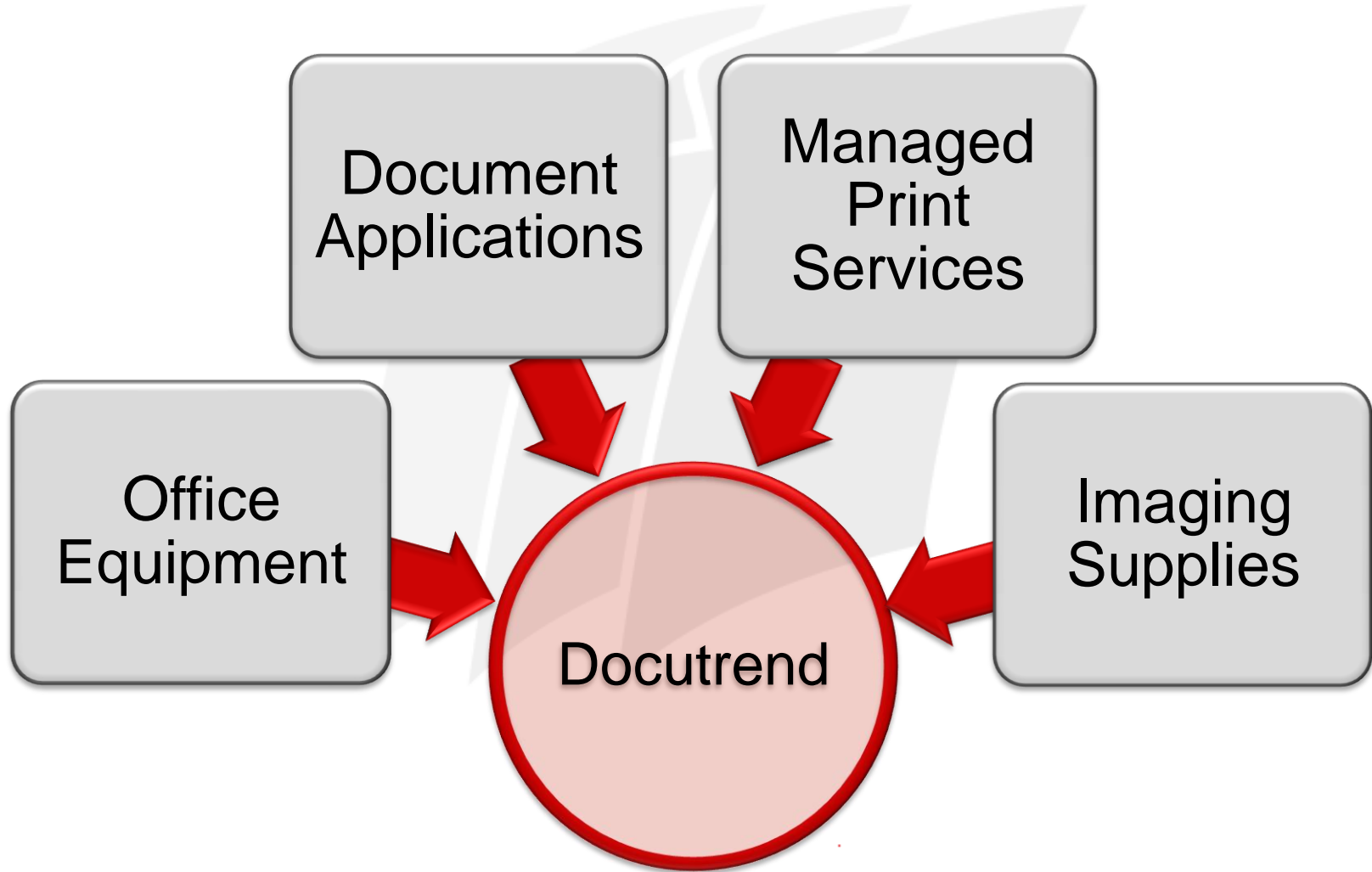
DOCUTREND WEBINAR SERIES:

Strategies for Reducing Printer Related Costs:

Cost Recovery / Reporting

November 3rd, 2011
2:00pm – 3:00pm EDT

DOCUTREND



- Webinar Housekeeping:
 - ***Everyone is muted during the webinar***
 - ***If you have a question as we proceed, please type it into the box on your screen***
 - ***Questions will be addressed both during and after the webinar***
 - ***We will send everyone the PowerPoint after the webinar***
 - ***The Webcast will be recorded***

AGENDA

Print Tracking and Reporting

Do you know your total print cost (printing per month)?

Redirecting Desktop Prints to MFPs

Do you know how much desktop prints are costing versus multi functional printers

Color Budgets and Control

Do you know if & how much you can save if all unnecessary color printing is eliminated?

Accurate Chargeback to Project or Departments

Do you print documents from external clients and how do you recover cost from them?

Fair Allocation of Printing Budget that is Actually Based on True Usage

Do you have easy means to allocate print costs to departmental budgets?

Accounting for Overage Costs

Who is accountable? How do you determine your copier contract volumes?

Thank You!

Robbie Jacobs

Director of Sales

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Canon

uniFLOW

How are You Managing your Office
Printing?

Solution and Services Management Division

BOSS

Marketing

**IT
CHIEF**

Logistics



Accountant

Specialist



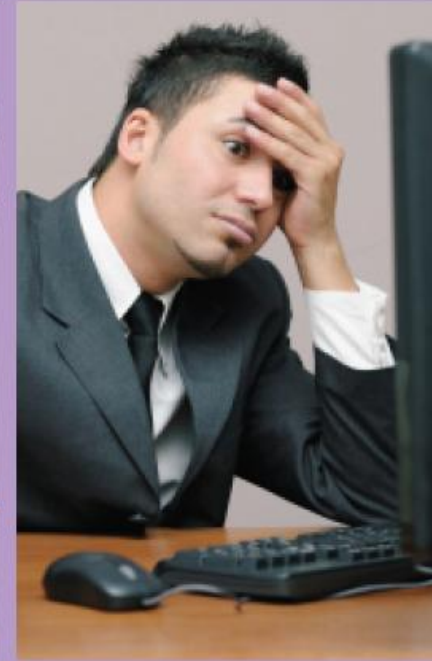
Controlling Costs of Printing



I always print everything in color!



Why are our print costs rising?



How do I bill my print costs to clients?

COST RECOVERY

If you are a typical organization...

- You may not know how many hardcopy output devices you have...
- You may have more output devices than you actually need
- You do not know how much you spend on document output
- You may not know what documents are being printed
- You may be concerned about what is being printed in color

**... you do not have an
office print strategy**

Why Track Printing Output?

Main reasons

1. Chargeback

- Charging users for their print costs
 - e.g. Student / University
- Charging departments for their usage
 - E.g. in a normal company
- Charging clients for printing made on their behalf
 - E.g. a service provider such as a lawyer or architect

2. Print audits

- Finding out what is going on to make changes or buy new equipment
- Create Policies to assist in reducing rising copier and supply costs
- Make users accountable for what they are printing and cpying

3. Green Initiatives

- Reduce paper wastage and encourage duplex printing

Why Focus on Printing?

**"Actively managing
your office printing will
reduce your spending by
10% to 30%."**

(Gartner, May 2009)

“Organizations that fail to rein in their office printing risk seeing costs spiral higher as users print more image-rich and color-intensive documents.”

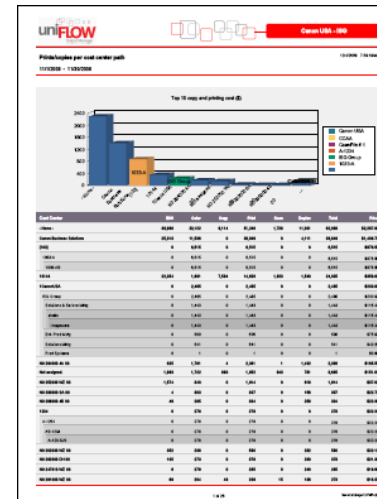
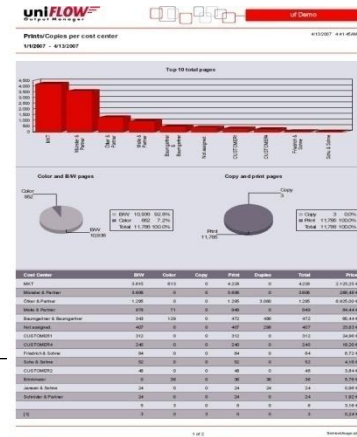
(Gartner, May 2009)

uniFLOW - Print and Copy Accounting

uniFLOW provides full print and copy accounting for networked and desktop printers and multi functional printers

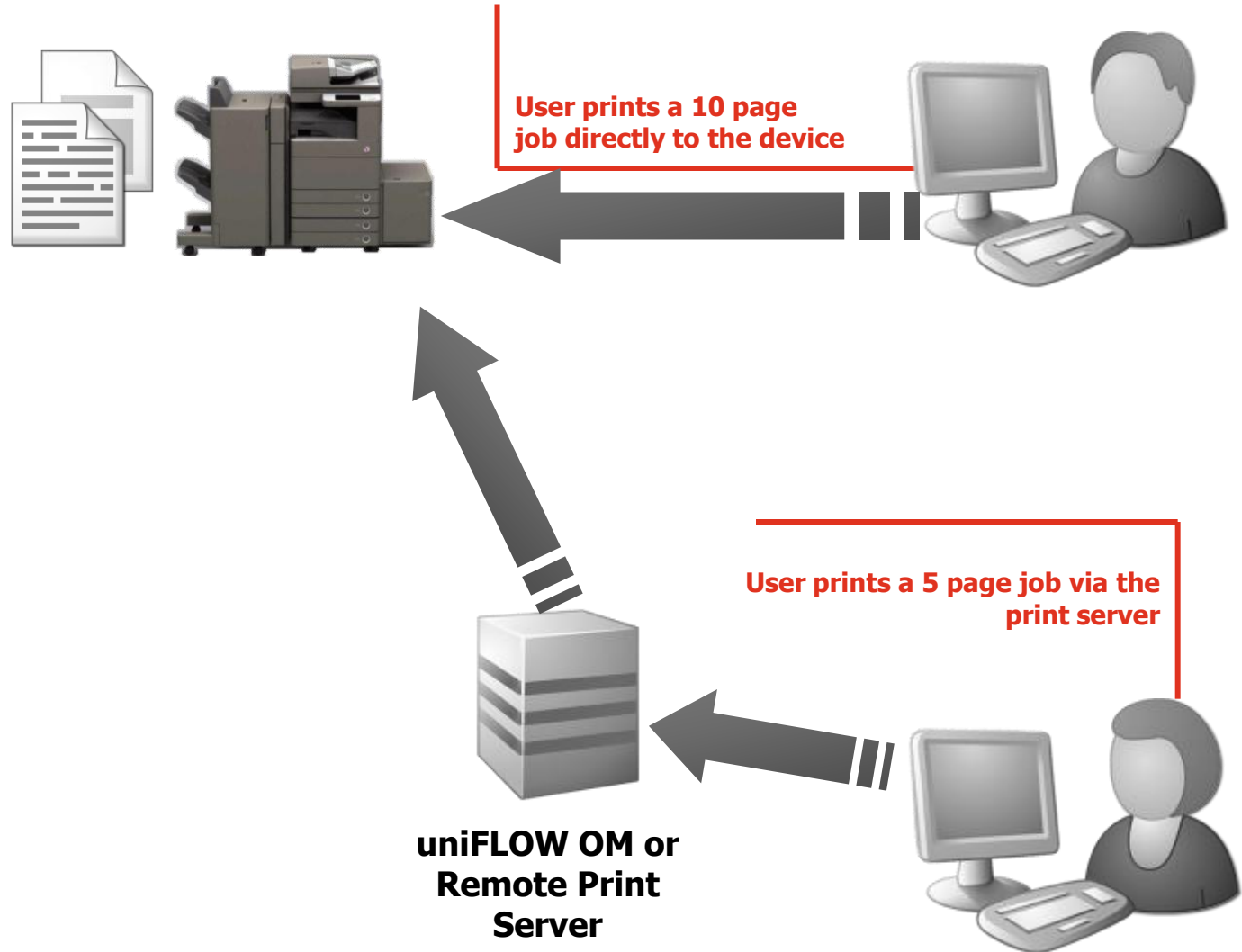
Accounting provided on:

1. Who printed the job?
 2. Which department?
 3. Which cost centre to charge the work to?
 4. Where was the job printed?
 5. Was it printed single or double sided?
 6. Was the job B/W or color?
 7. Which paper tray was used?
 8. How many pages?
 9. How many copies?
 10. Highest used printer
 11. Highest printer usage by an employee
 12. Highest color usage by an employee
- And many more.....

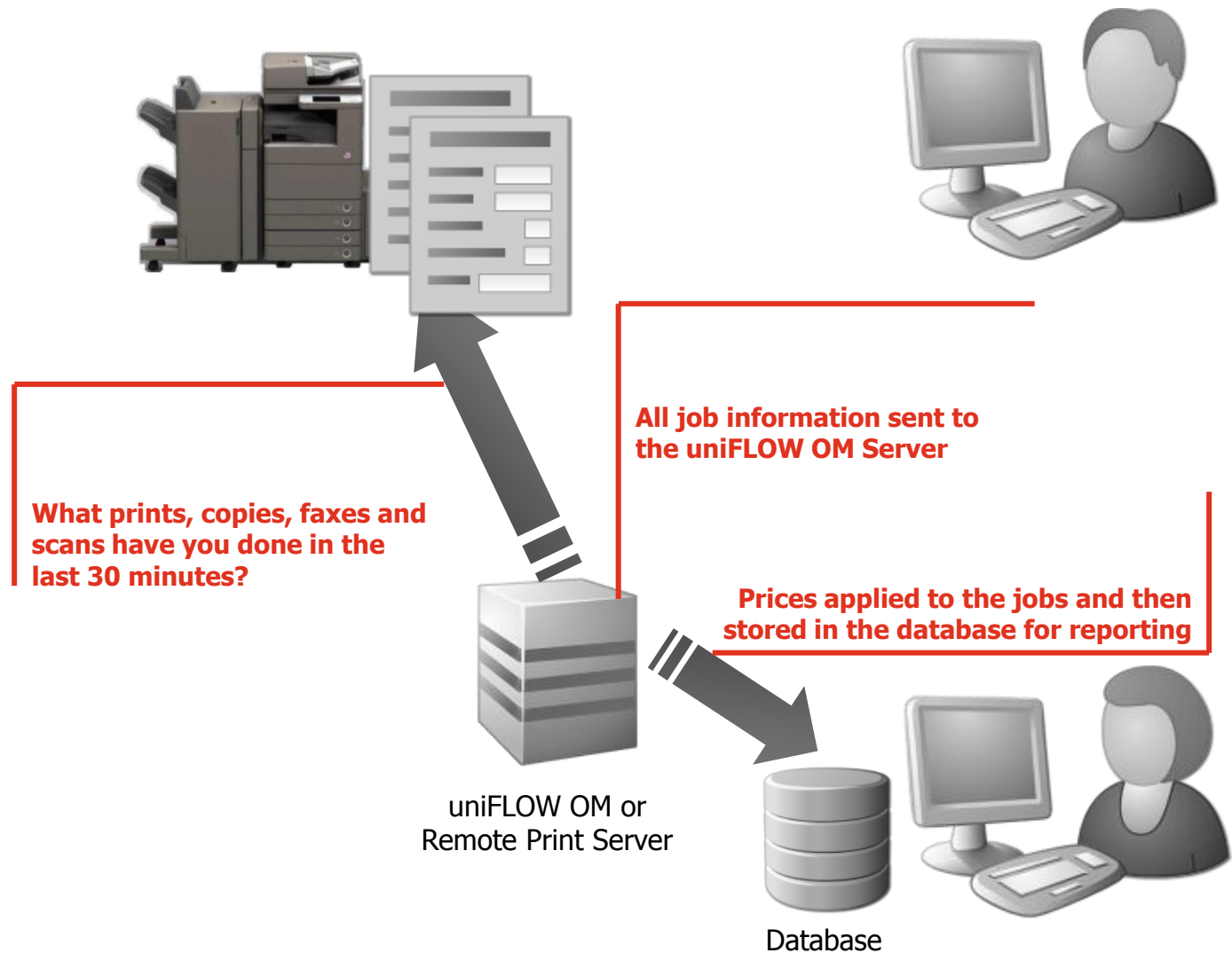


How does uniFLOW track usage?

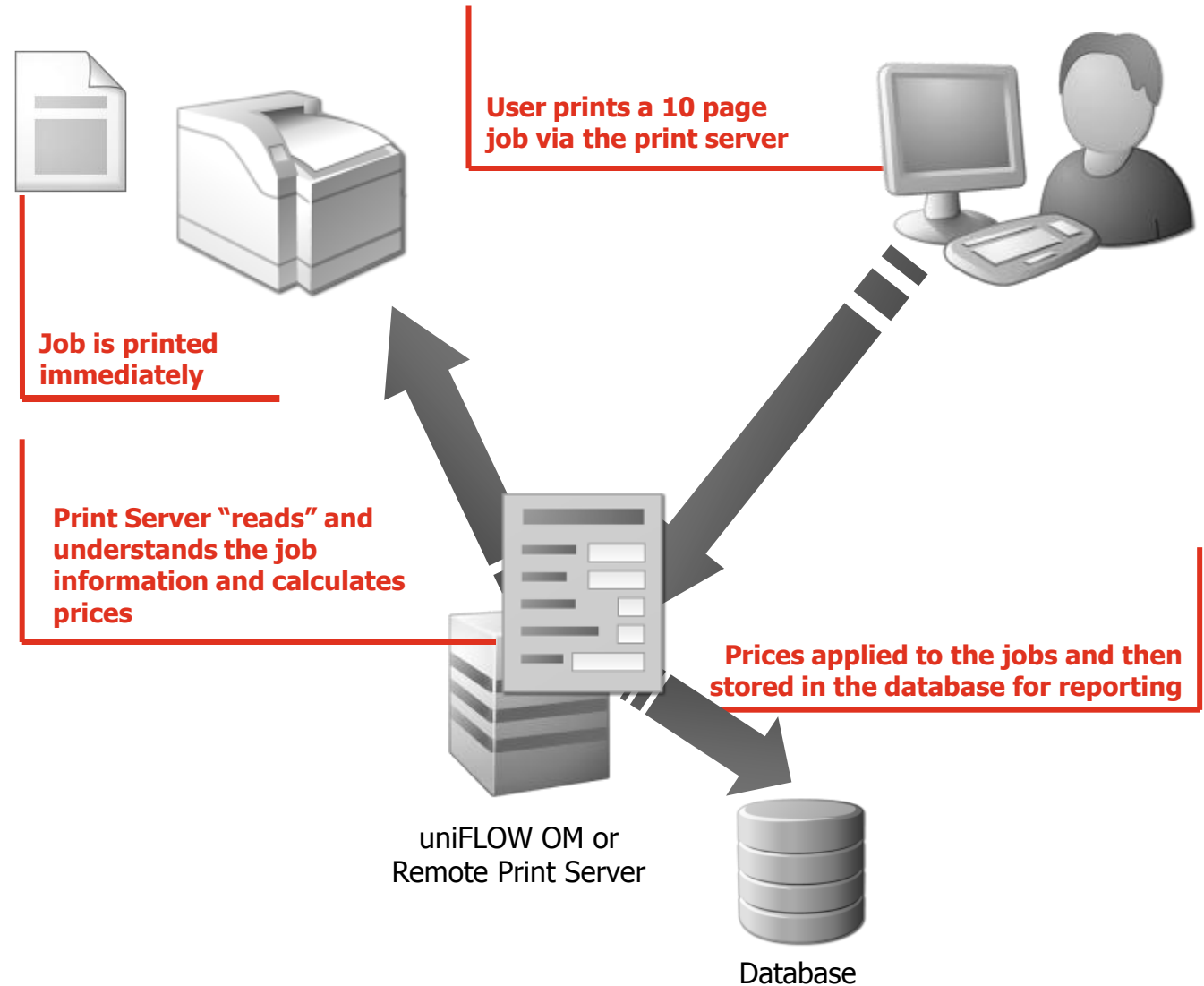
Accounting on Multi Function Devices



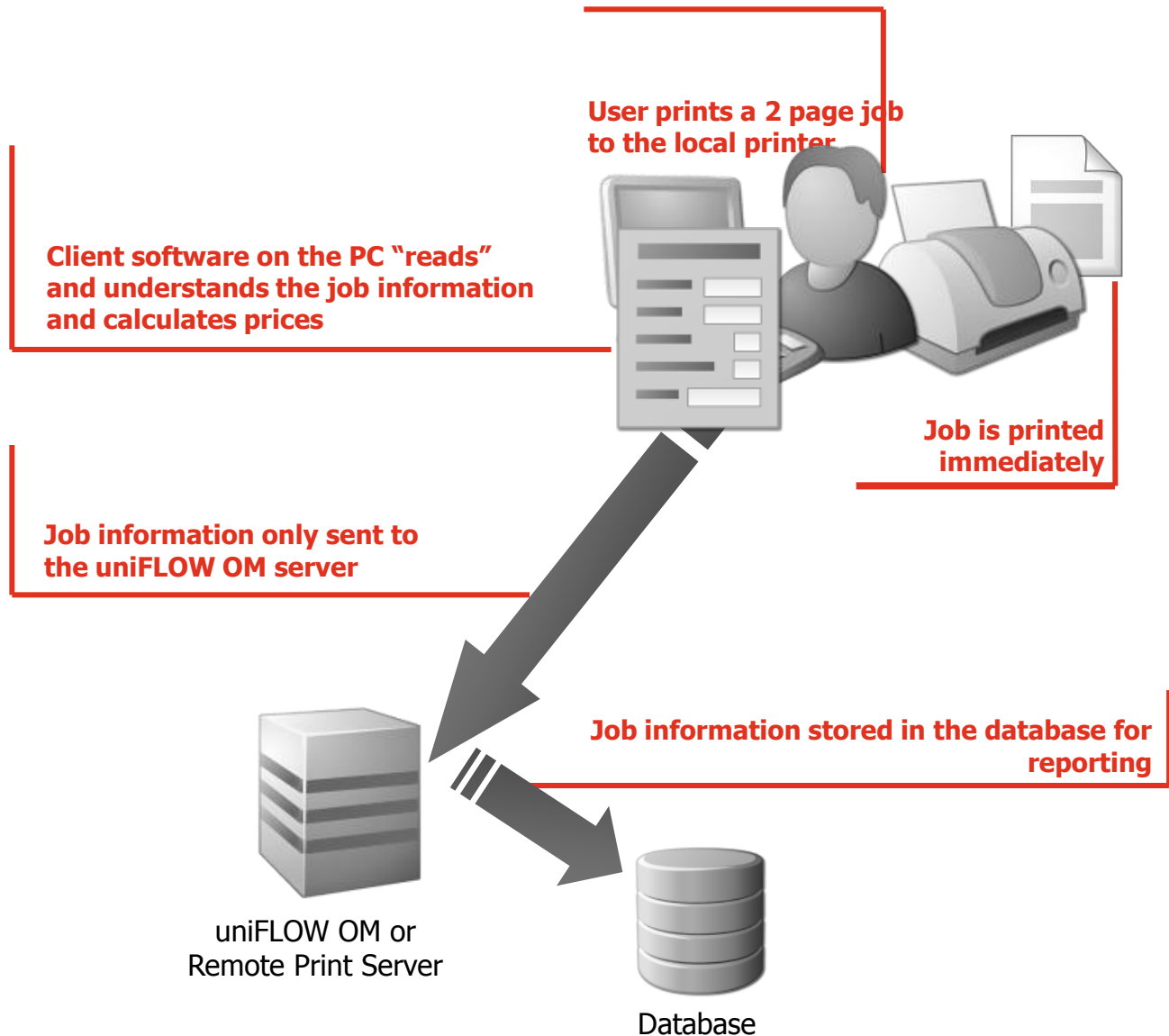
Accounting on Canon devices



Accounting on Network Laser Printers

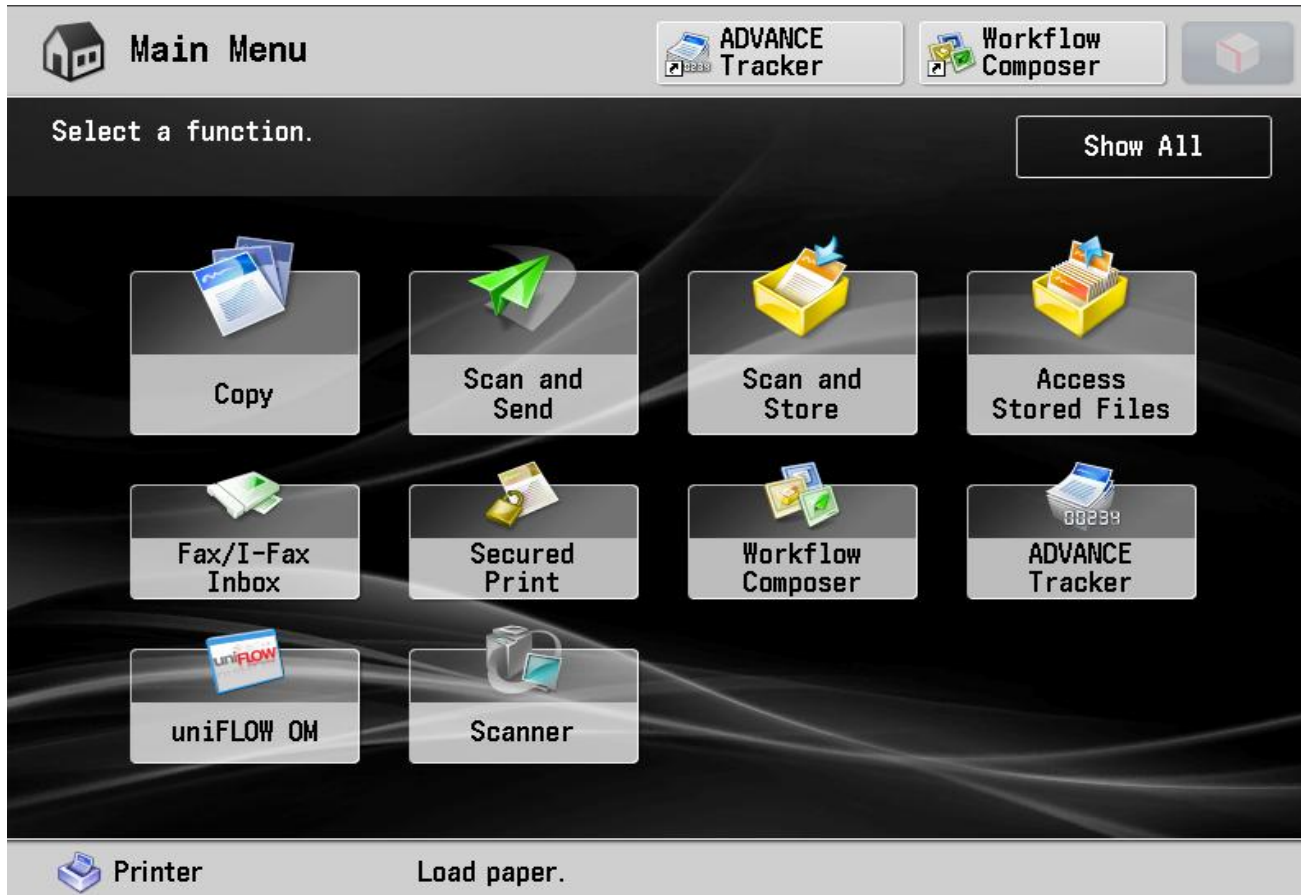


Accounting on Desktop Printers



Copy accounting on Canon imageRUNNER

1. Copier panel is "locked" until the user identifies themselves with proximity card, pincode or their network username or password
2. Once copies are made, uniFLOW records the data in its database automatically



Cost Center Selection on imageRUNNER

COST CENTER SELECTION

Search

Path **Path** Top Level / 1CanonUSA / ISG Group ▼

	Name	Description	
	Ent. Prod Mktg	no decc	↑
	Prod Systems	no desc	
	Solutions & Service Mktg	no desc	
	Solutions Mktg	no desc	

Search Clear Recent Used Up Down Login

Move down to the next cost center

Cost center is selectable – no more cost centers available

Budget Setup

- **To reduce paper usage or color abuse, uniFLOW can setup printing budgets**
- **Budgets can be setup to restrict color usage or simply warn user (message via web pop-up or e-mail)**

User ■ Shalin J. Shah

General Groups Cost centers Budget Prices Workflow Addresses

Monitor Budget:

Reload:

Reload value:

Reload behavior:

On Exceeding:

Message type:

Warning Threshold:

Current Balance:

Charge to Budget:

Timestamp	User	Value
11/25/2009 4:28:03 PM		-0.01
11/25/2009 4:27:18 PM		-0.01
11/25/2009 4:23:50 PM		-0.02
11/25/2009 4:23:27 PM		-0.02
11/25/2009 11:40:01 AM		-0.08
11/24/2009 11:19:12 AM		-0.08
11/19/2009 1:29:09 PM		-0.08
11/19/2009 8:06:17 AM		-4.00
11/19/2009 8:06:17 AM		4.00
11/19/2009 8:06:17 AM		-4.00

Duplex printing

- uniFLOW allows tracking of users who use duplex printing and who don't.....
- uniFLOW can also enforce duplex printing

User	B/W	Color	Copy	Print	Scan	Duplex	Total	Price
Shalin J. Shah (C11165)	1,503	13,182	4	14,680	1	134	14,685	\$1,465.01
	32,330	3,202	17,470	14,187	3,875	2,118	35,532	\$569.02
Administrator (Administrator)	9,050	631	0	9,681	0	18	9,681	\$145.55
Joseph Michael Mansour (C12249)	3	1,816	0	1,819	0	1,500	1,819	\$130.31
Connie Bartkus (K01458)	15	1,240	0	1,255	0	0	1,255	\$124.15

**High
duplex
usage**

**Very low
duplex
usage**

Summary

- **Identify what's going on in their printing environment:**
-report on volume, cost, utilization of duplex, overuse/underuse, usage by person/group, use of color etc
- **Recover client/customer related costs easily**
- **Setup printing restrictions when needed to reduce abusive color printing**
- **Enforce duplex printing to encourage "Green Initiatives"**

Action





- Prints are laying on the tray for all to see
- Sometimes for hours
- What is the consequence?

**TRUE
FOR YOU
?**

- What is the consequence of that?
 - Loss of your job
 - Loss of trust



- Toner out
 - Do you have new toner?
- Device is busy with a long job
 - What do you do?
- Device is out of order?

**TRUE
FOR YOU
?**

quence?

■ Missed deadlines -
embarrassment

Thank You
&
Let's answer some of those questions.....