



OPTIMISED PRINT SERVICES FIVE CORE QUESTIONS

- How have you organised your internal procurement of printers and MFPs?
- How do you manage your documents, and how do you retrieve them?
- Do you or does anyone else have full control of the costs related to document production and management?
- Do you know how to minimise the environmental impact of your hardware?
- How satisfied are you with the current situation?

Konica Minolta and OPS provide the answers

What you get ...

- **One source – one provider:** A single point of accountability for all models and makes
- **Print (document imaging) infrastructure and services** that fit your business needs like a glove
- **Carefully managed transition** with a 360° view
- **Full transparency** of fleet and service performance
- **Active adaptation of assets, services and TCO** to changing business needs during operation
- **A manufacturer as a partner** with a clear focus on and high investment in permanent innovation

... and what it means for you:

- **Minimal management effort** and administrative overheads – **minimal risk**
- **Optimal printing (document imaging) functionality and services** with minimised TCO
- **Minimal risk and interference** with daily business operations – maximum acceptance by your organisation and users
- **Maximum control** with minimal effort
- **Flexibility and support** that grows and changes with your business needs
- You can be sure to remain at the **cutting edge of technology**

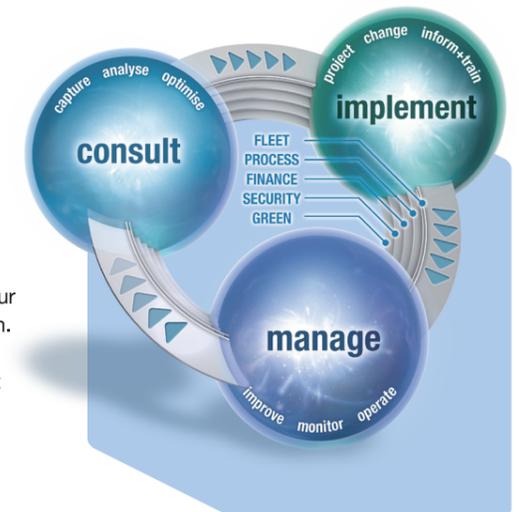




JUST THE RIGHT SOLUTION FOR YOU

Konica Minolta has the solution for you: our Optimised Print Services (OPS) approach combines consultancy, hardware and software implementation, workflow management, and automated services and supplies – all to lower your costs and improve your workflow efficiency.

The OPS concept focuses on right-sizing your document output fleet, optimising your business processes, reducing the support workload, establishing the firm foundation. You need to minimise your total cost of ownership and lower the environmental impact of your printing infrastructure, while also driving the continuous improvement of services. Konica Minolta's OPS approach to managed print services combines three essential aspects to support you flexibly right from the start.



ENHANCING YOUR CORPORATE EFFICIENCY

The flood of essential documents keeps on growing, needs have changed, technologies advanced. So many businesses still rely on a patchwork of printing and imaging devices that do not work well together, are not optimally utilised and not managed or supported to keep up with today's challenging information demands.

Here are just some of the difficulties businesses face today - issues that get in the way of overall corporate productivity and cost-efficiency. The added challenge is that many enterprises aren't even aware of the encumbrance, and they certainly don't know what to do about it – yet the solution is evident:

- **Lack of cost control:** More than half of all organisations admit to having no idea what their document environment costs them. Another third could only hazard a rough guess.
The solution: Monitor all document costs and allocate them to their originators.
- **Soaring printing costs:** Most enterprises with a sizable print fleet are faced with high annual costs.
The solution: Introduce managed print services and optimise your fleet to reduce hardware costs by an average 30%.
- **Workplace inefficiency:** Maintaining old print devices that regularly break down and managing numerous models is both inefficient and unnecessarily complex.
The solution: Optimise document-based business processes to streamline workflows and avoid interruptions.
- **Security risks:** 50% of all employees regularly see confidential documents in output devices.
The solution: Restrict access using authentication and personal follow-me printing to keep sensitive information from falling into the wrong hands.
- **Sustainability:** The average print fleet of a large organisation produces the same amount of CO₂ as 16 cars.
The solution: A streamlined fleet of printers and using all devices to capacity will dramatically reduce energy consumption and emissions.

Consult

We begin by analysing the actual document output infrastructure and finding out about all your processes and document workflows, namely scanning, printing, archiving and outsourcing.

Our findings will pinpoint your opportunities to increase productivity throughout your company and realise enterprise-wide cost, energy and paper savings. We'll work closely with you to propose the right-sized device fleet for your actual business needs. Depending on what you require, we will include measures to optimise security protection for documents and devices, with multiple options for user authentication, account tracking, data encryption and network security.

Implement

In this phase, we migrate your document output infrastructure to the optimised solution.

Our project management system, which conforms to PRINCE² standards, ascertains maximum control while ensuring minimal interference with your day-to-day business. Even more important for the success of your print optimisation project: we help you design and execute an internal promotion and education campaign, thus managing user acceptance and full realisation of the business benefits that you are targeting.

Manage

From day one, we ensure that your equipment keeps operating at peak performance. Our service delivery operation will provide world-class support for your entire infrastructure, including automated meter reading, proactive maintenance, and timely delivery of consumables.

Remote monitoring reduces your administrative costs and frees your IT staff, allowing them to concentrate on the really important business objectives. It also enables us to systematically identify the next opportunities for further improvement of your printing services and your document solution, tailoring both to your ever-changing business needs. Having us by your side also gives you the benefit of Konica Minolta initiatives for minimising energy consumption, reducing pollution, and recycling consumables effectively.

Optimised Print Services – your advantages

- **Full transparency** of the device fleet and service performance
- **Document workflows** that precisely fit your business needs and goals
- **Carefully managed transition** with a 360° view
- **One-provider strategy**, offering a single point of accountability for all models
- **Active adaptation of assets, services and TCO** in accordance with changing business needs
- **Maximum control** with minimal effort
- **Optimised services and satisfied users** balanced with minimised costs