

What is

# Managed Print?

An Introductory Guide to  
Controlling Print Usage  
& Costs by Optimizing  
Your Print Environment



Educational eBook Series



## Do you know your print volumes and costs?

If not, you're not alone. It's estimated that close to 90% of business leaders don't. In fact, as businesses continue to find ways to cut costs, the last place they often look is their print environment.



Many businesses don't realize that office printing tends to be a TOP 4 business operating expense behind payroll, rent and utilities. Overspending and wasteful printing is often caused by the lack of a holistic managed print strategy, no user restrictions, and the responsibility of purchasing print devices, service contracts and supplies split between IT and Finance leaders.

Traditionally, finance would handle the copiers and MFPs while IT would handle the printers that connected to the network. Now everything connects to the network.

## MANAGED PRINT DEFINED

Managed Print Services (MPS) is an agreement between a business and an MPS provider to optimize and/or manage a company's document output and print environment. The Managed Print Provider normally provides everything except paper and hydro for a monthly fee. This may include managing existing equipment, adding new print devices where needed, servicing the equipment and providing proactive supplies replenishment to avoid downtime and overstocking.

A good provider will perform a detailed assessment of your current print equipment, usage patterns and costs to understand who, how, how much, and where your team prints. This type of data driven analysis is non-intrusive and also takes into account your document workflows and identifies security vulnerabilities as you make the successful transition from an unmanaged to a managed print environment.

### Stats & Facts

**90%** of businesses have no formal print management strategy.

Fortunely

Approximate **23%** of IT helpdesk calls are printer related.

IDC

**35-41%** of print related expenses avoid formal procurement approval.

OfficeTechInsider

# Could Your Business Benefit from Managed Print Services?

## Common Challenges

Unmanaged printing is a cost and resource drain.



**Uncontrolled Printing/Spending**  
No insight into print usage



**Reactive Toner Ordering**  
Halts productivity



**IT Resource Drain**  
Waste of valuable IT time to deal with printer issues



**Multiple Vendors/Invoices**  
Fragmented Buying & Approval



**Cybersecurity Risks**  
Printers are often an overlooked vulnerability

## Popular Solutions

Managed Print controls costs, increases productivity, and boosts security.



**User Restrictions/Usage Reporting**  
Cost Control & Budget Predictability



**Automated Toner Fulfillment**  
Simplified Purchasing



**Printer Support/Serverless Printing**  
Reduced IT Burden



**One Vendor/One Invoice**  
Accountability & Simplicity



**Secure Print Devices**  
Risk Mitigation



## Self Assessment Questions

Find out if a Managed Print Services solution is right for your business.

	YES	NO
1. Can you measure your exact monthly print-related spend?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you implemented user restrictions on your printers?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your organization have a print strategy?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you ordering toner on a reactionary basis?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you deal with multiple "print" vendors?	<input type="checkbox"/>	<input type="checkbox"/>

Did you answer "no" to most questions? You're just like most businesses out there. We suggest you start with a print assessment to receive fact-based reporting on your actual print volumes and costs including your current print processes and behaviors that may need to be adjusted.

Need help? We're ready when you are.

### About Modern Office Methods

Modern Office Methods (MOM) has been a business technology provider since 1957. Throughout our more than 60 years in business, we have experienced steady growth and evolved to provide a holistic suite of business technology products and services to help our customers be more productive, control expenses and protect their confidential data. We are active in the Ohio communities we serve and have earned a pristine reputation for personalized service. You can count on MOM.

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