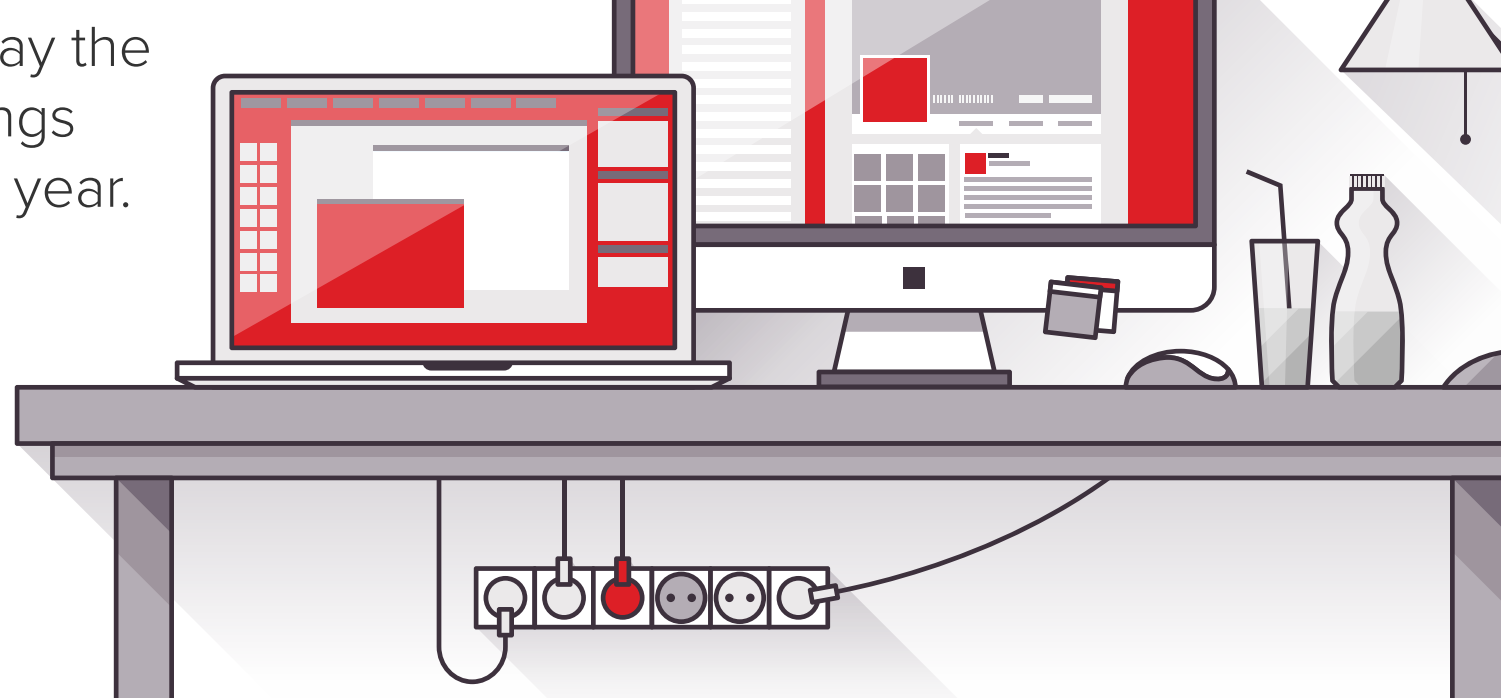


# 7 ways to cut down your office print costs without disrupting productivity

**Reduce your print costs** - these seven tips will help lay the foundations for savings of up to 41% year on year.



“IT managers are not having as much success controlling operational costs associated with printers as they are with other systems, namely servers and PCs. A focused effort at optimizing printer expenses, therefore, could be a hidden opportunity for many organizations.”

– [IT Fails To Restrain Print Costs](#) – Computer Economic

## 1 Rationalise your printers

Chances are you have more printers than your business really needs. Even replacing personal desktop units with workgroup alternatives will significantly reduce print costs.



**Hint:** Find out how many printers you have compared to other organisations in your industry.



“Organisations can save as much as **65%** of total printing costs through printer consolidation, making this a very compelling savings initiative.”

– [Info-Tech Research Group](#).

## 2 Standardise your printers

Choosing standard printers for your business simplifies the sourcing of consumables as well as support and training provision, and creates a common user experience, opening up economies of scale.



## 3 Increase accountability and transparency

Using a print management system (pull-print or card-based printing), you can track how the system is being used. Apply printing charge-back policies or ask users to log in with a PIN or swipe their entry cards to collect their print, and you will reduce print costs as unnecessary usage falls away.



## 4 Re-educate your staff

Bad printing habits can all too easily become established ways of working. Save money by encouraging your staff to eliminate printing from their workflows or simply cutting down use of consumables such as paper.



**Hint:** Techniques like [gamification](#) and printing defaults can help.

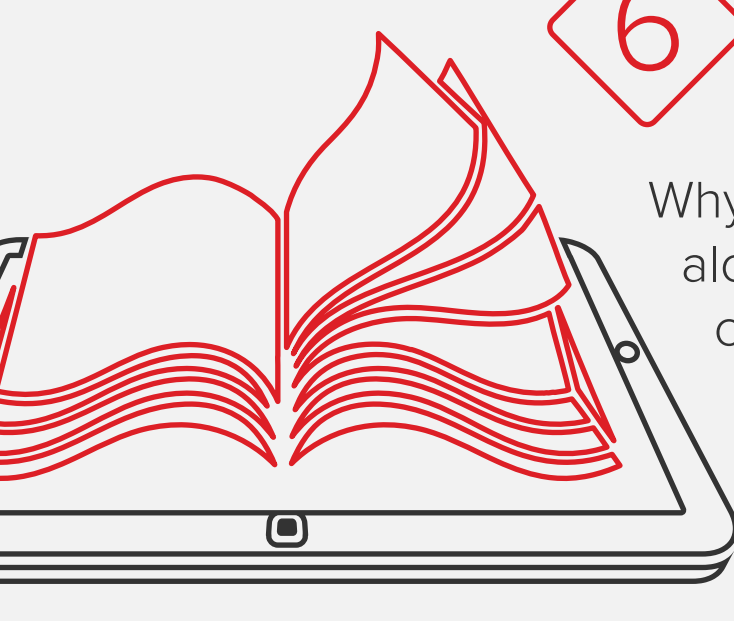
## 5 Implement intelligent print job management

By holding print jobs until users are ready to collect them from the printer, you can help eliminate duplicate and unwanted print-outs and reduce costs further.



## 6 Dump the paper and go digital

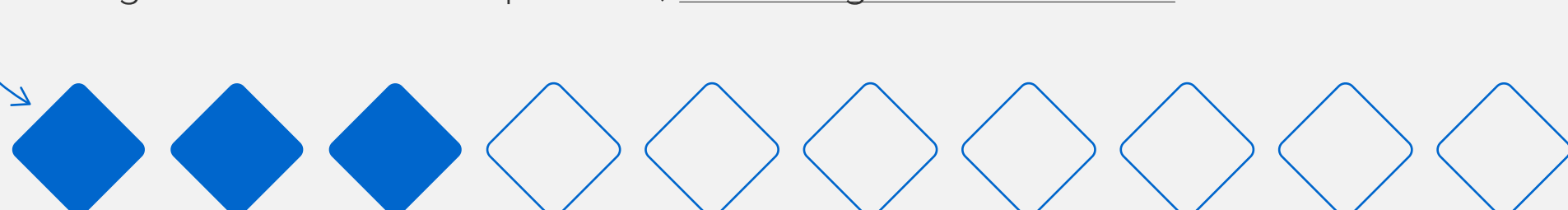
Why continue to pay out for print consumables? Paper alone is costly and inefficient. While it might be difficult to completely eliminate printing, you can reduce your dependence on it. Let your staff share data seamlessly and access document management systems using their choice of device.



**Hint:** Most paper-heavy processes have digital alternatives.

## 7 Outsource printer management

**30%** of businesses could make more savings by outsourcing print management to a service provider, [according to IDC research](#).



Outsourcing printer management can help you achieve all of the six goals above and produce a strategic plan for ongoing document management.

**Hint:** In the short term, you may well have legacy requirements for print. A good MPS provider will work with you to support or integrate with legacy systems, depending on the situation.

“Ongoing initiatives achieve an average of **41%** greater annual cost savings than one-time initiatives.”

– [Info-Tech Research Group](#).

### Takeaways

**41%**

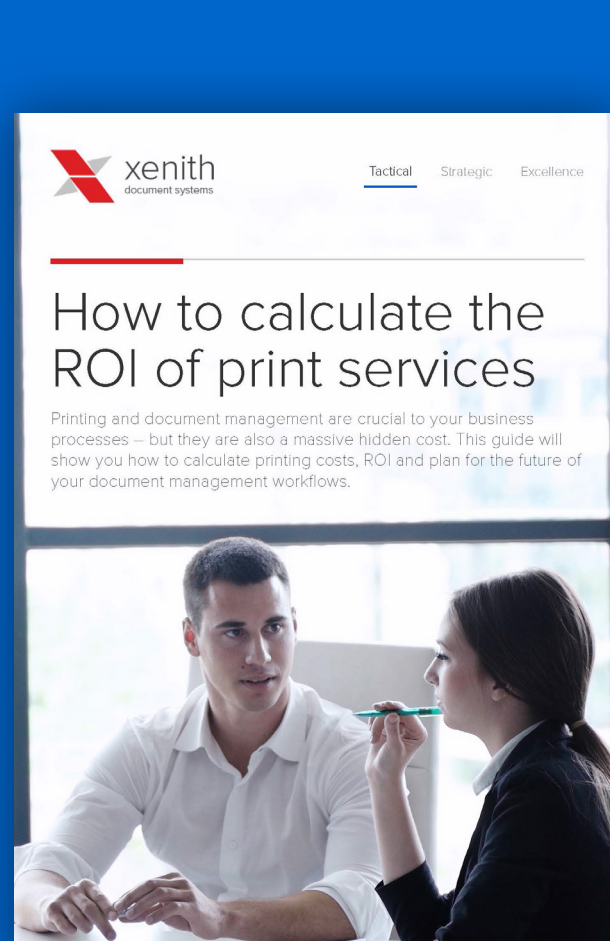
A good print cost reduction programme could save **41%** year on year.

**26%**

Headline print costs mask other costly factors like **inefficient process, inability to locate information, and errors caused by transcribing data from printed sheets.**

**26%**

Printing costs continue to increase – at a rate of **26%** year on year.



Discover exactly how much your business could save by improving or outsourcing print service management in your free copy of

**How to calculate the ROI of managed print services**

[DOWNLOAD NOW](#)