Are You Making the Most of Your Photocopier?

Four
Digital
Solutions

Getting the most out of your photocopier can save you time, money and make your office a great place to work.

10 ways to use your photocopier

1 Banner printing

Photocopiers have the ability to print directly to a banner roll (1.2m long and the height of an A4 sheet (297mm)). Set it up to manually feed through a photocopier and print out wide format prints to promote your products to customers, celebrate employees' birthdays or work anniversaries. Whatever you can create you can print it big.

2 Save money and space on document storage

Does your business struggle with storing high volumes of files and documents? Cut down on paper copy storage requirements and make the most of your copier's scanning ability. Do away with costly storage and free up office space by scanning your important documents to secure areas directly on your server or the cloud.

3 Retrieval system of scanned documents

Retrieving your stored documents is easy. Utilise optical character recognition (ORC) and simply type in the search terms or file names and the system will recall all documents with this information in it. So, no more sifting through hundreds of files!

4 Creating booklets

Need to print the company handbook? Or maybe a booklet of your products and services? Whether it's A4 or A5, you can create and print 80-page booklets that are centrally stapled and highly professional for both customer or employee use. So, if you need to print a technical manual, "a how to guide" or training booklet that needs continually updating, this could be an ideal method of making it look and feel highly professional whilst remaining flexible.
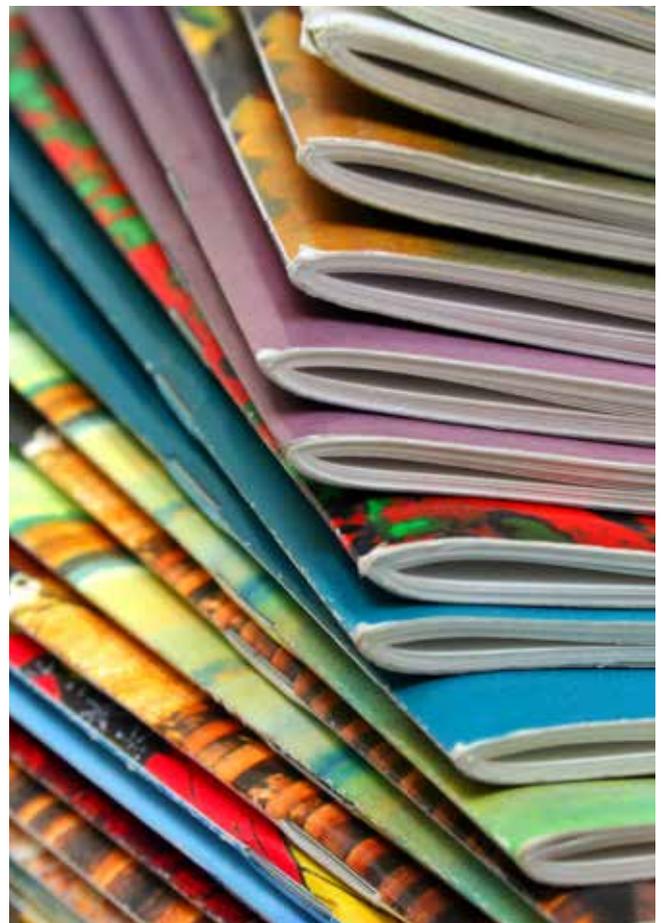
5 Make your photocopier a work of art

How often do your employees comment on how great the photocopier is? Never! Why not turn your photocopier equipment into works of art that make your staff and clients see that you're a different type of business? Personalise your copier with your branding, pick a quirky theme that works for your office, the possibilities are endless!

www.brandedcopier.co.uk

6 Print from your phone

If you have multiple offices with employees traveling in between, or guests/clients who frequently visit, mobile printing provides a quick and easy solution for multiple users to print as and when needed.
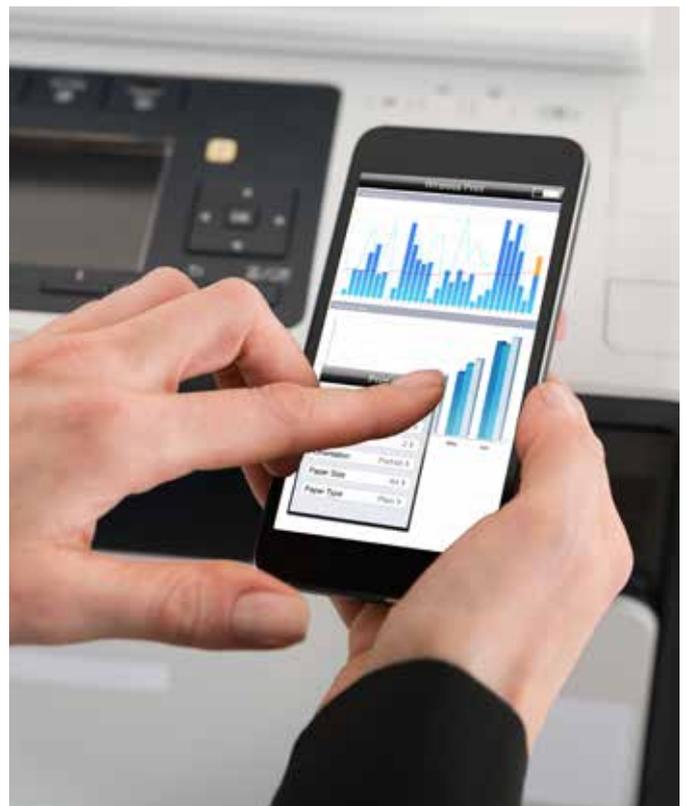
7 Document to presentation

Have a Word document you'd like to quickly and easily turn into a Powerpoint presentation? Easy! OCR software allows you to upload the document you want, format, edit and make amends to make it work for your PowerPoint presentation. Save precious time and duplicating work with this feature.

8 Secure print release

If you have confidential, sensitive information to print – for an individual's eyes only – then secure print is an absolute must for your business. (It also demonstrates that you are serious about GDPR compliance.) Secure print saves that mad dash to the printer and also helps to prevent security breaches. It does this by requiring the user to use a PIN, fob, proximity card, biometrics (finger print) or mobile phone to verify their identity. The print job is then released as the individual arrives at the printer.

9 Charge it on

Obtain full visibility of the use of your printer. Monitor usage of your machine by person or client – thereby allowing you to allocate costs to jobs, departments or clients. Manage the cost of printing in your business by identifying where print waste is originating from, or where a digital alternative may be used. Understanding your true usage can help save money and time.

10 Follow me printing

Avoid the queues and save time! Follow me printing allows your print job to be released on the printer of your choice once you've arrived … so, if your office has multiple floors and printers, you pick the printer with the least 'traffic'!
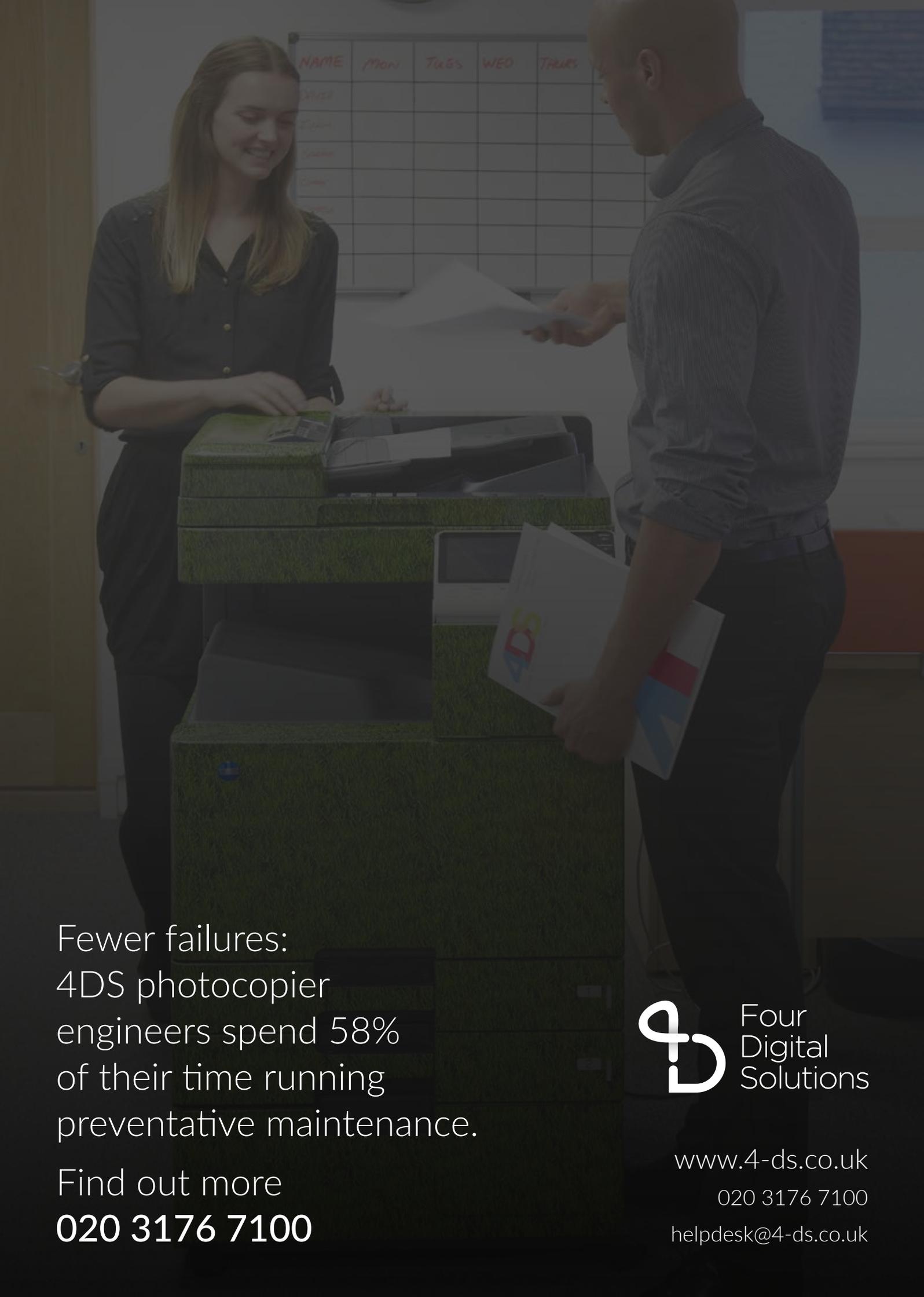
Fewer failures:
4DS photocopier
engineers spend 58%
of their time running
preventative maintenance.

Find out more
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