

A close-up photograph of two hands holding a single, vibrant green leaf against a background of rough, textured wood. The hands are positioned on either side of the leaf, with fingers gently gripping its edges. The wood's grain is vertical and shows signs of weathering and peeling bark. The lighting is natural, highlighting the textures of the skin, the leaf, and the wood.

canotec, delivering
the **less paper**
office

Let's be clear here, Canotec's pioneering work on delivering the 'Less Paper Office' has been about saving money!

- >> Greater visibility and control of costs.
- >> Greater efficiency and productivity.
- >> Rationalisation and standardisation.
- >> Greater optimisation of space and flexibility/mobility.
- >> Tighter integration enhancing your current systems.

This approach has delivered spectacular savings for our customers in running costs, dramatic reductions in wastage and a far more effective and efficient business.

The effective Green "Bi-Product" of this approach has been less devices, less landfill and recycling, less energy, less paper wastage, less carbon footprint, less cost.

THE GREEN FILES



the less paper office

Delivering the less paper office is about delivering a **greener, leaner** office for our customers. One that is more efficient, productive and ultimately delivers a better return for your business. Our “Green Template” is about helping improve your bottom line not just helping you to do your but for the environment!

Canotec's pioneering work on “The Less Paper Office” has been primarily about reducing costs and wastage, space optimisation and greater efficiency and productivity through a “joined up approach” to all your document creation, management and distribution needs. Helping you to work smarter not harder, I suppose.

These **leaner** offices have also proven to be far **greener** when the impact of our recommending changes and improvements have been measured. It is often, however, not the main driver for change. We know that in today's even more challenging business climate, any changes you are likely to make are going to be driven by a need for greater efficiencies and savings in your business not doing your bit for the planet, no matter how much you may feel you would like to do your bit! Well maybe you can achieve both with Canotec's help...



* A tree used for paper pulp, creates approx 8,300 sheets of paper – source www.conservatree.com

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Document wastage

Look around most busy office environments and you will see unclaimed print jobs on most printers and copiers and waste paper bins, filling up daily.

According to IDC, 50% of employees find other peoples documents left unclaimed at the printer. 30% of documents will be printed, read and thrown in the bin.

Three issues arise more... **wastage, unnecessary print and confidentiality.**

Now imagine how much could be improved with a print delivery solution that offers flexibility device sharing for where they collect their print jobs, prompts the user at the device to decide whether they still need it, the print job defaults to double-sided unless it is justified and only releases the print job when convenient – this could be by a simple pin release or smart card for example.

The users get flexibility, security and print jobs where and when they need them. The business gets accountability, cost control and greater efficiency with less wastage (**typical 15 – 20%**) and less required devices (**typically 50 – 60%**) **fewer devices** required to deliver for the same volume.

did you know?

- >> According to Government backed "Envirowise", the average U.K. office worker uses 1584 sheets of paper per month! Staggering. That's just over 2 trees per person per annum, according to Conservatree.
- >> Canotec's own work with different sectors have shown some, such as Legal, Finance and Education to be even higher with Legal averaging nearly 2,000 sheets per month/per employee.
- >> An typical office of 100 staff will use a conservative estimate of 170 trees per annum and spend £30K-£40K creating those documents. That's £300-£400 per employee on document creation, a figure that can be halved with Canotec's "Less Paper" office approach.
- >> According to IDC, 50% of print jobs are found left unclaimed on the printer.
- >> Approx. 30% of documents will be printed, read and then thrown in the bin.
- >> Paper use continues to rise. The demand in printing is rising especially with the impact of e-mail, www and digital communications and document distribution. Some put growth as much as 20% per annum, your overheads could follow!
- >> Energy costs are volatile right now and the long term trend could continue upwards. Energy efficiency needs to be focused on for cost and carbon footprint impact.



what's our point ?...

If printing and document creation continues to rise and so will your costs. This is about money, waste and inefficiencies that effect your bottom line. If there was a way of improving the bottom line, working smarter and greener, then shouldn't we embrace it?



just one example of our “less paper” office...

what compelling arguments are there for us to change?

“The LA story”

California dreaming? No, this one is a local U.K. business success story, for the firm, their customers and the planet!

Employing 300 staff, across four locations, leading law firm Lester Aldridge have always embraced more efficient ways of working, especially if it is good for the customer and good for the bottom line.

The brief:

Rationalise and simplify printing scanning and communication tools for the benefit of the staff and clients.

Make it easier to share and distribute documents and reduce the ever growing paper mountain for the staff, speed up communication to clients.

In addition the firm wanted to get visibility, and control of a ever growing overhead – document creation, distribution and retrieval.

Working with Canotec a long standing partner, the Lester Aldridge IT team headed up by Neil Prevett, (Director of IT) identified true volumes and costs, wastage, duplication and bottlenecks in the current systems. Although savings were a key driver, business efficiency and client facing services could not be compromised. A “Less paper Law firm” was the goal and very deliverable but at what cost or impact?

A phased approach was adopted using the latest eCopy scanning and Safecam, secure print release technology on a Canon platform, winning the hearts and minds as they went, Canotec and Neil’s team achieved staggering results...

Total output volumes dropped by 160,000 pages/month or in green terms 19 trees/month and the bottom line... the business is **leaner** and **greener** saving £45K per annum along the way, in running costs alone, let alone energy savings.

Who says going green can’t deliver serious measurable bottom line results!

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Energy efficiency

“Many printer and copier fleets, still use old- fashioned, energy – hungry technology”.

“The explosion of networked printers in many companies means an increasing energy bill and carbon footprint”.

When comparing the impact of old Canon Technology versus new generation Multi Functional devices, the results couldn’t be more dramatic.

The energy consumed on the old generation products in some cases was enough to microwave Two Roast Chickens every Hour! Today, Canon’s latest generation device on the same settings, can use as low as 1W in Standby... That is 15 times less than energy saving light bulb!

how to deliver your “less paper” office

First and foremost it is about helping you get visibility and an understanding of your current costs, wastage, duplication and inefficiencies and then giving you the ability and ideas to do something about it!

Working closely with our customers, to understanding your business we will suggest appropriate improvements that will help you achieve your desired results and show handsome returns for you along the way.

Step 1 Instant Health Check

Full visibility of your entire network fleet of printers and copiers, costs, volumes, trends, reliability and duplication. A 3 month snapshot at our cost, using our industry leading fleet management and cost control tools.

Step 2 Understand your Business

Understand where your challenges and opportunities are and how technology or proven best practice could help your business be more efficient.

Step 3 Review data

Review data, look at wastage, investigate areas where greater efficiency could be gained and rationalisation delivered. Look at energy saving not just running costs.

Step 4 Smarter working

Share with you smarter ways of working to improve productivity and cut costs. Such as:

- >> Document distribution – delivering documents and faxes electronically (to cut postage and speed up delivery)
- >> Document capture – getting paper based information into your core systems to share knowledge and vital business information, easier.
- >> Document creation – simple printing tools to standardise drivers, reduce waste, manage colour costs and take the stress and hassle out of printing.
- >> Document Management – not just easy filing and easy retrieval but the simple management or “Rules” of printing the document (ie) default mono and duplex, re-direct large jobs to appropriate devices and electronic document creation and delivery (PDF) not paper.

Document Capture and Distribution

Why create paper documents in the first place?

Our most impressive work on reducing costs, paper use and increasing productivity is around document capture and distribution.

Reducing paper use dramatically, can be achieved through electronic capture and distribution solutions such as e-copy (Secure, Zero cost delivery of paper based originals) allowing you to convert paper easily to electronic formats (PDF etc) and send via e-mail or distribute to back office systems.

Traditionally large transactional print volumes such as statements, invoices, policy reports can be automated to offer choice, dynamically generation distribution to the individual based on rules or preferences ie, post, e-mail, fax or publish on web (extranet or on-line customer portal) rather than just traditional mass mail merges. Customer facing documents can be personalised and enhance your message further without adding to the pile of post and paper we all receive daily, or indeed the cost of adding message enhancing colour, which is traditionally unavoidable in print.



THE GREEN FILES

the outcome...

- >> Reduction in output volumes of 15-30%.
- >> Reduction in tree use and a greener office.
- >> Reduction in overall costs of 20-35% minimum.
- >> Get visibility, accountability and control of a major overhead.
- >> Release valuable space, taken up by that ever growing fleet of printers, faxes and copiers.
- >> Get improved business efficiency, through smarter technology and working methods.

order your “less paper” office installation kit today!



includes **FREE** 3 month “Cost & Volume” fleet management software

visit www.lesspaper-office.co.uk
or call 0800 123 456



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