

## Simple Tips to Simplify Everything

Here are a few simple tips to help simplify your life, so that you can be more productive at work and happier in life.

- 1. Have Purpose:** Before you dive into your list of "to do's," spend some time focusing on your goals. Determine what's important to you in terms of your career, your family, and your values, so that you can create a system of prioritizing that matches your vision.
- 2. Musts and Wants:** Figure out what your "must" tasks are and what your "want" tasks are. "Musts" are things that have to be done, and "wants" take a back seat on the priority list. Create your schedule so you can accomplish your "must" tasks first, but also schedule in time for "want" tasks to balance things out.
- 3. Eliminate Clutter:** Clutter leads to confusion, and comes in many forms. It can consist of anything from paper and media you have accumulated, to material goods, and even mental clutter. When things pile up and are left un-addressed, it is very difficult to have simplicity in your life. Eliminate clutter as much as possible and keep things simple.



## Discover Your Employees' Hidden Talents

Putting employees in positions that bring out their best increases their engagement, and subsequently their productivity. Find and unleash your team's hidden skills and talents and put them in a position to excel, making the most of what you already have. Here are ways to identify and uncover these talents.

- **Seek volunteers** – Instead of assigning responsibilities all the time, ask for volunteers. This is a great way to find out what people are interested in doing, which is usually something they are good at.
- **Give them the chance** – Provide employees with authority and responsibility. The opportunity to shine often brings out the best in people. Having their name attached to something is great motivation to work hard.
- **Survey them** – Use employee surveys to do the investigative work for you. Ask your staff what they feel their skill sets are, and if they are being utilised properly.
- **Mix it up** – From time to time, have people handle responsibilities outside of their usual role. Perhaps they might even be unaware of their hidden strengths, and this is a great way to uncover them.

Discovering your employees' hidden talents and putting them in a position to maximise them will increase their engagement while boosting their productivity, resulting in a win-win situation for everyone involved.

## Don't Let Email Hijack Your Productivity

Stop letting email dictate your daily actions and suck up your valuable time. Here's how:

- **Check email only at specific times** – Try to check your email no more than three times during the work day.
- **Set realistic expectations** – Let your clients and colleagues know not to expect immediate responses via email. If they need you right away, it's faster – and more efficient – to just pick up the phone.
- **Don't be a slave to your phone** – Use mobile email out of necessity and convenience, but don't constantly let it interrupt your life.
- **Turn off inbox alerts** – All these do is interrupt your day and your productivity every five minutes. Change your email settings so you're not tempted to check every email the moment it comes through.

**CONTACT US TODAY!**

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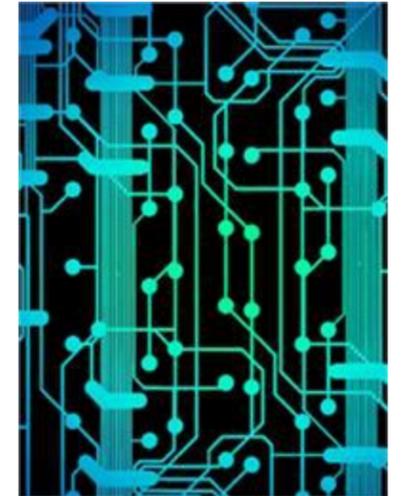
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## What Can ECM Save You?

Enterprise Content Management (ECM) has become a very popular solution employed by businesses worldwide. Capturing, managing, storing, delivering, and preserving your content through an ECM solution has many benefits, perhaps most important of all is the savings your company will realize. So, what can an ECM solution save your business?

- **Money** – Converting your documents from paper to electronic data will eliminate storage costs, as well as operational costs. And digitizing your content enables documents to be moved both inside and outside of your office much more cost effectively. Not to mention reductions in e-discovery costs.
- **Time** – Document-intensive processes such as manually filing and searching for paper are extremely inefficient and waste a great deal of time. Eliminating these outdated processes and speeding up access to your data will create savings in your employees' precious time.
- **Hassle** – By storing all of your files in one central location, lost, missing, or misfiled documents are a thing of the past. Documents can quickly and easily be retrieved on demand, from almost anywhere. Automated workflows increase productivity and maximize efficiency in your business processes.
- **Space** – With all of your documents stored electronically, rather than on paper, the space required to store all of your information is drastically reduced. Physical storage space is no longer necessary. The space previously taken up by bulky file cabinets can now be used for other, more important purposes.
- **From going out of business** – Disaster recovery is essential for any company, to protect against both natural and data disasters. Gartner, the world's leading information technology research and advisory company, estimates that only 35 percent of SMBs have a comprehensive disaster recovery plan in place. And according to the National Archives & Records Administration in Washington, 93 percent of companies that lost their data for 10 days or more filed for bankruptcy within one year. ECM protects your critical business data through backups, archives, and off-site storage, preparing you for a worst-case scenario.



These are just a few of the ways ECM brings value to a business. Isn't it time your company realized these savings? Contact us today to get started.

**YOUR SPEED**

**New Faster Color**  
With increased speed and color quality, feel free to floor it.

Toshiba's newest e-STUDIO color MFPs deliver up to 65 brilliant color pages per minute while providing your company with increased security and connectivity. Take control of your color printing environment with some help from Toshiba.

**TOSHIBA**  
Leading Innovation >>>

## Making the Right MFP Decision

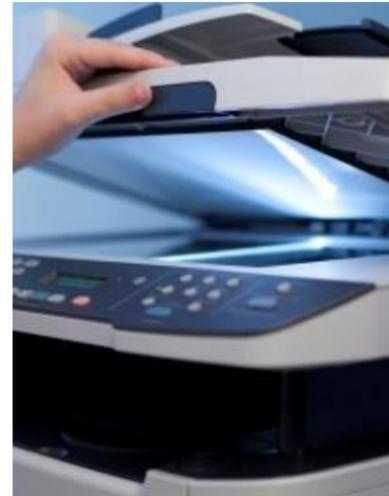
Consider the following tips before purchasing or leasing a multifunction printer (MFP) for your office.

**Know what you need.** It's one thing to understand that an MFP can do multiple things. It's another to understand what it can do specifically for you. What functions will you require? Do you need lots of finishing options for presentations, or just basic copy, print, scan, and fax functionalities?

**Evaluate the long-term costs.** Knowing the total cost of ownership, or TCO, means considering the long-term upkeep of your device.

**It shouldn't be rocket science.** Having an MFP that can perform a myriad of tasks is great, but having an MFP that is easy to use is even more important. Prevent workflow hiccups by selecting a user-friendly device.

**Be supported.** It's not just the MFP that matters—it's also your solutions provider that matters. We make every effort to support our customers with fast response times and excellent service.



### Your IT Budget Will Increase, Let Us Handle It!

Like it or not, your company's IT budget will likely increase. According to Tech Pro Research's 2015 IT Budget Trends, IT budgets for 2015 will be higher than in 2014 for 45 percent of organizations.

"The global steady growth rates are a calm ocean that hides turbulent currents beneath," says John Lovelock, research vice president at Gartner, the world's leading information technology research and advisory company. "The Nexus of Forces — social, mobile, cloud, and information — are reshaping spending patterns across all of the IT sectors that Gartner forecasts."

Small and medium businesses (SMBs) are not excluded from this growth. According to a survey of 1,000 SMBs published in Wasp Barcode Technologies' 'State of Small Business Report', 38 percent of SMBs stated they will increase IT spending in 2015.

Is your business prepared for the critical decisions that will come along with the changing tides of IT? **Contact us today to learn how letting us handle your IT needs will give you more time to focus on what your business does best!**



## Toshiba Wins Better Buys for Business' Innovative Product of the Year Award for Record Third Straight Year

To affirm its commitment to innovation, Toshiba Australia announces it has won Better Buys for Business' Innovative Product of the Year Award for a record third consecutive year.

The content management innovator won the independent office equipment research firm's 2014 version of the award for its e-STUDIO557/657/757/857 series of multifunction products (MFPs).

In Better Buys for Business' comparison testing, Toshiba's latest e-STUDIO products outperformed all other manufacturers' monochrome MFPs. Coupled with this series' high-speed output and robust feature set, the firm's analysts were also pleased about the print fleet's affordability.

Better Buys for Business took further note of the products' advanced security features, particularly the MFPs' Self-Encrypting Drive (SED).

## The Secrets to a Sustainable Business

Here are some keys to successfully creating a sustainable business:

**Don't limit yourself.** Don't limit your sustainability efforts to one particular area; make it a companywide endeavor. Put green initiatives in place all across your business.

**Make it a win-win proposition.** Come up with a strategy that not only helps green your business, but one that benefits you economically as well. Don't embrace sustainability while sacrificing your bottom line.

**Think outside of the box.** As in most other aspects of business, innovation is extremely important to your sustainability efforts as well. Be receptive to new suggestions, ideas, and ways to operate.

**Get your entire team on board.** For sustainability efforts to be successful, everyone must be behind them. This starts at the top – it is critical for management to lead the way and show your company is dedicated to going green. If management is not on board, the rest of the employees will not buy in to your vision.



## Hot Products

### e-STUDIO5560c

Where power meets performance.

Perfect for medium or large workgroups, the new e-STUDIO5560c has precise color matching, broad paper handling, and even mobile printing capabilities.



- Color MFP
- Up to 55 PPM Color/B&W
- Copy, Print, Scan, Fax
- Secure MFP & Open Platform
- Banners Up to 12" x 47"



### e-STUDIO06570C Series

Unmatched technology and precisely matched color.

The e-STUDIO06570C series boasts speeds up to 65 pages per minute, showcasing vibrant, accurate color, as well as speeds up to 75 pages-per-minute for precise black and white output. In addition, the latest generation e-BRIDGE platform provides impressive connectivity, manageability, and solutions readiness.

In addition to high-quality color, the e-STUDIO06570C series offers Gigabit connectivity, standard network scanning and printing, as well as optional dual-line, high-volume Super Group 3 faxing.

- Copy, Print, Scan, Fax
- 65 PPM Color
- 75 PPM B&W
- Net-Ready Next Generation e-Bridge Architecture
- Med/Large Workgroup
- Secure MFP
- EPEAT Registered\*

For more information, check out the [brochure](#).

\*e-STUDIO06560c/6570c only

### PaperCut MF

PaperCut's print management software has helped over 30,000 organizations reduce their print costs and their environmental impact. PaperCut MF allows businesses of any size to manage all copying and printing produced across their entire multifunctional copier and printer fleets using a single low cost software application.



PaperCut MF provides integration with Toshiba MFDs, enabling the tracking and billing of "off the glass" copying, faxing and scanning. The solution uses Toshiba devices' built-in touch screen to provide a rich set of application features for walk-up copier, fax and scan usage.