

Five Savings of Document Management

Time – By working with digital rather than paper documents, time once wasted manually filing and retrieving documents or searching for lost or missing documents can be spent more productively servicing your customers or growing your business.

Money –The cost of physical storage for paper documents adds up, including the manpower to manually file and retrieve paper documents. Other savings come from reducing the amount of postage, ink/toner, and paper your business uses. Not to mention the costs associated with lost or missing documents, the replacement of which is estimated at \$250 apiece.

Space – Electronic documents take up a fraction of the space that paper versions do. Off-site storage becomes unnecessary and the space once taken up by filing cabinets can be put to better use.

Legal Woes – Document Management provides access control, protecting sensitive or classified information by limiting who can access it. Audit trails track whoever views and edits your documents. These measures help businesses ensure regulatory compliance.

Your Business – Yes, most important of all, a Document Management system can help save your business. From going out of business. Paper files and records can be irretrievably lost due to corporate espionage, fire, flooding, or natural disaster.



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 company-wide 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.

Why You're Killing Yourself Working Overtime and How To Stop

Throughout my 18-year corporate life, I would find myself staying late in the office more often than not. If I'm brutally honest with myself, I did it for two reasons – to try to stay caught up with what I felt was a massive workload, but also, to show management that I was a very hard worker.

Read the full story on our blog:

www.sctechnologygroup.com.au/news

CONTACT US TODAY!

165 West Fyans Street
Newtown VIC 3220
P: (03) 5221 2511 (AEST)
www.sctechnologygroup.com.au

TOSHIBA
beyond workflow

Improve Efficiency with Digital Mailroom

While there is plenty of talk of the paperless office, one department that is often overlooked is the mailroom. However, the same technology can be applied to traditional mailing methods as well. Companies are inundated with business correspondence on a daily basis, much of it vital to their operation. A digital mailroom can increase the efficiency of an office by streamlining document-centric business processes and eliminating labor-intensive processes.

Digitising and automating your mailroom can eliminate manual processes with the automatic processing of incoming documents, and quickly disseminate and share them throughout an organization. The digital mailroom captures paper correspondence at the point-of-entry, processing the information electronically from the start. This applies to any type of correspondence or document, paper or digital, including mail, faxes, email, forms, invoices, etc.

In the digital mailroom, the content of incoming mail is captured, removing the original paper copy and distributing the digitized information throughout an organization. The information is archived for safekeeping and the workflow processes are auditable for compliance purposes. By automating the handling of documents and extraction of its content, information is processed more quickly and efficiently.

The benefits of a digital mailroom include:

- Reduced operational costs
- Improved processing speed and efficiency
- Better customer service
- Increased security
- Quicker responses
- Enhanced data collection and reporting
- Decreased errors
- Regulatory compliance
- Disaster recovery and business continuity

Contact us today to learn more about how a digital mailroom can improve the efficiency of your business!



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 >>>

Toshiba's e-STUDIO457 Receives Accolades from Buyers Laboratory

Respected Industry Source Recognizes Multifunction Product's Exceptional Reliability, Print Quality and Security Features

With its exceptional performance in Buyers Laboratory LLC's (BLI) rigorous testing, Toshiba's e-STUDIO457 received the leading independent analytical information provider's Highly Recommended rating.

Upon completing BLI's arduous two-month trial - including its 150,000-impression stress test - graders at the analytical firm took particular note of the Toshiba product's impressive reliability, print quality and array of top-shelf security features. The e-STUDIO457 scored favorably within 13 of BLI's primary testing categories including ease-of-use, feature set, administrative utilizes and value.

"Demonstrating outstanding reliability, along with above average image quality and overall ease of use, the Toshiba e-STUDIO457 proved itself worthy of BLI's Highly Recommended rating, said Kaitlin Pendagast, BLI research editor. Read the [press release](#) to learn more.



What Can ECM Save You?

Enterprise Content Management (ECM) has become a very popular solution employed by businesses worldwide. What can an ECM solution save your business?

- **Money** – Converting documents from paper to electronic data will eliminate storage costs, as well as operational costs. Digitizing your content enables documents to be moved throughout your office much more cost effectively.
- **Time** – Document-intensive processes such as manually filing and searching for paper are inefficient and waste a great deal of time. Eliminating these processes and speeding up access to your data will create savings in your employees' time.
- **Hassle** – By storing all of your files in one central location, lost documents are a thing of the past. Documents can quickly be retrieved on demand, from almost anywhere. Automated workflows increase productivity and maximize efficiency.
- **From going out of business** – Disaster recovery is essential for any company to protect against both natural and data disasters. ECM protects your critical business data through backups, archives, and off-site storage.



Making the Right MFD Decision

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

- **Know what you need.** It's one thing to understand that an MFD 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, or just basic copy, print, scan, and fax functionality?
- **Evaluate the long-term costs.** Knowing the total cost of ownership, or TCO, means considering the long-term upkeep of your device.
- **It need not be rocket science.** Having an MFD that can perform a myriad of tasks is great, but having an MFD 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 MFD that matters—it's also your solutions provider. We support our customers with fast response times and excellent service.

Passionate Employees are Productive Employees

We often hear about the importance of happiness, satisfaction, and engagement among employees. These are cited as key ingredients to a successful company. However, in reality the most productive employee is a passionate employee. If you want to get the most out of your staff, evoke passion in them.

Passionate employees are enthusiastic and motivated; they willingly come in early, stay late, work harder, take pride in what they do, and go the extra mile for their employer and customers. Passion inspires people to be innovative and creative. No one is motivated to move mountains unless they truly care about what it is they are doing.

However, despite the importance of passionate employees, most workers in American offices do not qualify. According to research by Deloitte's Center for the Edge, only 11 percent of U.S. workers are passionate about their jobs. John Hagel, director of Deloitte Consulting and co-chairman of Center for the Edge, stresses that this is hardly ideal. "Unleashing the passion that is latent within existing employees is a long-term solution versus narrowly focusing on just recruiting passionate people," Hagel says. "Passionate people will naturally drive their organization to the next level and set up their employer for longer-term success."



Hot Products

PaperCut MF

Reduce your printing costs!

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.

e-STUDIO2050C

Ideal for small to medium sized businesses

As companies continue to look for new ways to cut costs while maintaining or improving performance, Toshiba offers the ideal solution. The e-STUDIO2050c makes MFPs available for use by small businesses and home offices.



- Print speeds: up to 20 ppm in Color and B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 11" x 17"
- ENERGY STAR Qualified



e-STUDIO307LP

Environmentally sound. Technologically advanced.

The e-STUDIO307LP is a revolutionary design in Toshiba's award-winning MFD lineup. It's the first MFD of its kind to incorporate a unique, erasable toner enabling the output to be erased and reused multiple times. By reducing paper consumption, you help reduce solid waste streams and air and water pollutants. This all-in-one MFD will help your small to medium workgroup save money and the environment.

Toshiba's new MFD enables organizations to set an example for their employees while asserting their ecological leadership. By reusing the same sheet as many as five times, users dramatically minimize paper usage while lessening CO2 emissions by up to 57 percent, as validated by the British Standards Institute, a global national standards organization.

- Black & White MFP
- Up to 30 PPM
- Small/Med Workgroup
- Copy, Print, Scan, Fax
- Secure MFP
- Fully Erasable Toner
- EPEAT Registered