

Maximize Fridays to Make Mondays a Breeze

Here are a few tips that will help you maximize your time at the end of each week so your Mondays are easier and more fun.

Plan out your week ahead. This includes adding reminders to your calendar and taking care of the details so you are prepared and not anxious about your upcoming week.

Make plans to meet with people during the week. Plan a few things to do that you look forward to, whether it is new sales prospects or mentor meetings. Keep it business-related, but let it be the fun part of your business week.

Finish something big. This could be a major project or a task at hand that is important and needs to be done. Commit and do it. You will feel lighter from having finished it and happier with your achievement.

Think about your workweek and make a few changes. What habits do you have that are dragging you down? Whether it is chatting with your co-workers too much or it's drinking too much coffee, think about what makes you stressed and how you can handle it better.



Before Buying a Printer Ask These Three Important Questions First

1. Will I need to print color?
2. How many users will be sharing the printer?
3. How many pages will I be printing each month?

NUMBER OF USERS: The number of users that will be sharing a single machine is a good indicator of how large of a printer your office needs. If more than one user will be sharing the printer, you will want to look at a printer with networking. Work team printers are generally best for 2-5 users, while workgroup printers are suited for 5-10 users. Department-sized printers can be shared with 10+ users.

PAGES PER MONTH: The number of pages you need to print per month is another determining factor when deciding which printer model to choose. The best way to get an understanding of the duty cycle of a printer is to look at how many pages the toner cartridge yields. If you're printing 10,000 copies per month and the largest toner available for that printer is only 2,000 pages, it would be a better choice to upgrade to a larger machine.

Printing Principles

Since becoming digital devices, just about all copiers are really digital print engines with digital scanners on top. As soon as you add network connectivity and the appropriate print controller, you've got a really nice high volume network printer.

The cost of printing on a standard digital copier is far less than that of printing on a cartridge based desktop printer. Anytime you can move volume from cartridge based devices to digital copier based device, you've got the opportunity to save a lot of money on printing costs.

The majority of today's digital multi-function devices are available with either a Postscript or PCL option. For the most part your best option is a MFP with PCL option - it is well suited for printing common business documents.



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The True Potential of Scanning Solutions

Many companies operate under the impression that scanning documents is a simple, but limited method for document storage. Although scanning does indeed reduce storage costs, there are many more benefits to implementing a scanning solution than storage alone. In fact, electronically archiving your business records is just one small step you can take toward improving operational efficiency and lowering document costs.

Regardless of your specific industry, a successful scanning solution will reap many benefits, all of which will ultimately have an impact on your bottom line. Once your documents are scanned, document management software ups the ante by adding a laundry list of practical benefits that can save your business time and money.

Imagine the amount of time you spend hunting down specific documents. Now multiply that amount of time by your total number of employees. If time is money, a successful scanning solution will turn back the clock.

Here are just a few of the many benefits of a scanning solution:

- Increased productivity
- Shortened document retrieval time
- Increased compliance
- Reduced labor costs
- Streamlined auditing
- Reduced storage costs

It's easy to imagine just how valuable combining a scanning system with a document management solution can be. And it's also simple to see how inefficient it is to manage your business documents without these tools. For example, without a proper system in place, a customer might call with a question regarding his or her order. Because of the many steps involved in a given purchase, your employee must follow a veritable trail of breadcrumbs in order to answer the customer's inquiry.

Oftentimes, this results in time lost, which, for your average customer, is frustration gained. A successful scanning and document management solution will allow all the documents associated with particular orders to be accessed by anyone at any time. This way, when the customer calls, your employee is ready with the correct answer almost immediately.

So, while scanning business documents is often useful, it is barely scratching the surface of scanning potential. Embrace the process of real-time scanning, and watch as your company's workflow drastically improves.



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MFP Security Issues

One of the issues surrounding MFP scan-to-email systems is the disassociation of e-mail communication from the core user's e-mail log. By integrating directly via Exchange, a company will route e-mails through the MFP, but the log is recorded against the user's e-mail account, as if they had sent the email from their desktop.

Attachments recorded with the email log do not always come into play with MFP scan-to-email routed directly through the SMTP mail server. Thus, without integrating through Exchange or Notes, even if the Chief Security Office (CSO) knew that confidential information had been leaked, he or she would have no means of identifying the culprit.

The first step to limiting this security risk is to force authentication on all communication and scanning devices, thus creating an audit trail. The process is simple, requiring the administrator to set up a capture phase, a processing phase, and a route.



The Different Types of IT Security: What You Need to Know

Understanding of the different types of IT security will provide you with peace of mind, and will help you decide which aspects of IT security you need to improve.

Physical Device Security: When it comes to things like laptops, tablets, phones, and flash drives, practice due diligence by keeping these items turned off when not in use. Also ensure that any device that can be password-protected *is* password-protected.

Network Security: Do not click "Remind me later" on your antivirus software, especially before a trip. Update your software and perform regular maintenance to ensure your network remains secure.

Data Security: Passwords are your best friend when it comes to security. Make sure you invest time in creating thorough passwords for all your devices. As a rule, regularly back up your data. Cloud backup is a great option if you need to access your information while you're on the go.

Contact us today to learn more about IT security solutions and how we can help!



Make Your Conference Calls More Productive

Here are several tips to improve your conference call practices.

Agenda: Send out an agenda to everyone involved before starting the conference call. This will add structure and ensure everyone is prepared to contribute to the discussion.

Introductions: Have everyone introduce themselves and explain their role.

Relevant: Keep your conference calls relevant to the topic at hand, and only have these calls when you need them. Otherwise, it's a waste of time.

Timing: Keep your meetings on a schedule with a clear start and end time.

Delegate: Assign people specific tasks to keep the meeting moving forward.

Summarize: Summarize the conference at the end and assign action items to each person. It's also nice to thank everyone for their participation and end on a positive note.

Digital Printing Technology

Today, digital printing technology provides savings for new business models. Digital printing technology is also constantly expanding its market share. Comprehensive integration in a digital workflow, qualitative and short runs, fast turnarounds and reduced stock risk are paramount considerations in today's printing environment. Digital printing means flexibility and a quicker response towards the changing market and demands, which equals more opportunity for growth of a company.

Digital printing begins a new way of thinking. It speaks to individual needs and print reference with efficiency. Digital printing makes way for a new world of customized products that can be ordered over the internet and delivered directly to purchasers' homes. Digital printing is the future. The technology opens the door for a new set of challenges and opportunities, such as the printing of very complex one-off designs. If you have not embarked on this trend, embrace it now. Go digital, for it is your connection to the future!



Hot Products

bizhub PRO 951

The bizhub PRO 951 delivers real value to any print production environment -- with high-speed 95 ppm B&W output, high paper and toner capacity, standard built-in print control and compact footprint to save space on your production floor.



- Print Speed: 95 ppm in high-resolution B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 12" x 18"
- Max Paper Capacity: 9,000 sheets



bizhub C654e

Award-winning INFO-Palette design now incorporates enhanced functionality for a faster, smoother workflow. The bizhub C654e color MFP brings powerful benefits for accessing more sources of information while protecting client, student and patient confidentiality.

Communicating more effectively, in more directions – even on the go. Sharing information with greater speed and security. Improving your image quality. Increasing your output while reducing your cost. And helping you protect the environment more effectively. Welcome to the future of business information – where multifunctional productivity rises to meet 21st-century challenges.

- Print Speed: 60 PPM in Color / 65 PPM B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 12" x 18"
- ENERGY STAR Qualified

bizhub C554e

Print like the pros with the bizhub C554e, the high-speed, high volume print/copy/scan solution that increases your output and powers up your productivity. Our evolutionary INFO-Palette control panel design features enhanced multi-touch functionality that's as easy as operating a tablet PC.



- Print speed: 55 PPM in Color and B&W
- Network Ready
- Standard Duplexing
- Max Paper Capacity: 6,650 Sheets
- ENERGY STAR Qualified