



Guide to Print Management

The term 'print management' can be applied to any situation where printers are used, but its actual meaning can be interpreted in many different ways. For example, a manager asking his or her employees to limit the number of emails they print could definitely be seen as an active step towards managing their organisations' printing. However, this is on a very small scale and the benefits of this would be slow in coming and minimal. Businesses are increasingly taking a much more proactive approach to the way in which they manage this process by setting rules to ensure that it is owned wholly by the IT department.

This new level of control involves employees having to use an MFP that is shared with others in the company rather than their own personal one. While staff may not be behind this decision at first, if a detailed explanation into the reasons behind it is given, along with the benefits, most are quick to buy into the idea.

Using an MFP allows employees to take advantage of the many features that come as standard with this kind of technology. It isn't just about printing documents anymore, in managing the printing process staff can also use the same machine to staple, get a better overall quality, be more secure, the list goes on. Ultimately though, the benefits result in long term benefits for both the user and the IT department, speeding up processes and reducing costs.

But this isn't where the benefits stop – moving on from the actual hardware, the IT department can set up alerts to manage the process even further. Tools that monitor and measure the newly deployed devices can inform IT of any potential issues before they can occur, enabling them to prioritise and manage their time better. Certain personnel within the company can be nominated to receive emails that tell them when paper or toner is going to run out. They can then remedy the problem before it affects anybody else.

An effective print management programme also has a positive impact upon the environment. A printer that prints double-sided and policies which limit the number of non-vital documents, like emails, being printed, automatically reduce an organisations use of paper, toners and energy. With the environment being such a major focus at the moment, businesses must make allowances for this, and print management seems as good a place to start as any.