

Lean and Green Solutions in Document Management!

By Janet Jackson
Account Executive, IKON Office Solutions

Are you looking for ways to cut costs in your office and create a “greener” solution at the same time? Do your copiers and printers make you productive and efficient or do you dread the interaction with “the Beast”? Having a Green Initiative with respect to your printing and copying while saving money can be an elusive undertaking. There are devices that can help with paper conservation, toner saving and energy efficiency, but how do you know where to start?



- How can I tell what we’re spending on our overall printer and copier fleet?
- I just buy the paper and the toner and service the machine when it needs it!
- I buy my toners at the cheapest place possible. That’s saving the store money, isn’t it?

We all get busy and perhaps don’t realize that the decisions we make while being “efficient” may be costing us money. The true way to cut costs and conserve is to measure things regularly. There are technologies available that can help you measure and a good consultant will offer those services for free. Think about how your store would function if you didn’t measure your financials every month?

Regular assessments allow you to ask the right questions. Are you leasing a copier? When is the best time to re-negotiate your lease? Assessing things prior to expiration and timing the negotiations can mean huge savings.

Can my current solutions help with compliance issues? MFP’s (Multi-Function Products) assist with compliance matters surrounding Red Flag, Privacy Act, Audits and other important aspects of running your store. MFP’s support the tracking and archiving of Employee and Customer Information.

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Today’s solutions include:

- Electronic Document workflows to reduce hard copy output.
- Scan to Mail technology for distribution and storage.
- On Demand printing technology to conserve hard copy production.
- Multi-function devices that copy, fax, print and scan within one unit.

But new technology costs money right? Many times an old copier costs MORE than a new model due to toner yields, service costs and the lack of current technology. The best way to really know for sure is to know what you spend on documents in your store.

We’ve found that even the most budget-conscious of us does not know what’s spent on document management. Questions and issues arise like:

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ADOMA
Board Meeting
Saturday, March 20th
Toyota of Irvine

ADOMA
2010 Education
Conference
June 24th - 27th

Chapter Meeting Info

Inland Empire, Los Angeles & Orange County ADOMA Chapters

Leverage what you have to maximize what you're doing with documents! *Best Practices*



Janet Jackson is a document consultant with IKON Office Solutions and will be sharing best practices on how to:

- Cut expenses in document processing
- Increase productivity with technology
- Make your copier your new BFF!

Join Janet for a fact-filled presentation about the new office equipment technologies and how to leverage what you have to maximize what you're doing with documents! She'll educate you on some state-of-the-art solutions to handle some of the age-old problems. Janet has been saving her clients 15-20% around their total document costs for almost 4 years now. She wants to share her knowledge and experience with YOU!.....and you will want to meet the REAL Janet Jackson, right? Autographs upon request ☺

Bring your entire office staff!

REGISTRATION INFORMATION:

INLAND EMPIRE Date: Tuesday, March 23rd

Time: Social 6:00 PM, Dinner 6:30 PM

Cost: \$35.00 Members, \$45.00 Guests

Location: Sizzler—Banquet Room
6631 Clay, Riverside (Van Buren & Clay)

Register by **Friday, March 19th** by phone, email or our website at www.adoma.org Reservations not honored will be billed for the full meal fee. **Make checks payable to ADOMA-IE: c/o Jane Knight, Lexus of Riverside**
3150 Adams St.,
Riverside, CA 92504
tel. 951/354-4150
email: jane-knight@lexusriverside.com

All first-time dealers / vendors are welcome to attend a meeting on us! Dinner & Program!

Join as a Member of ADOMA and save on chapter meeting registration fees and be included in the upcoming ADOMA networking directory!
Visit www.adoma.org

LOS ANGELES Date: Wednesday, March 17th

Time: Social 6:00 PM, Dinner 6:30 PM

Cost: \$35.00 Members, \$45.00 Guests

Location: Stevens Steak & Seafood House
5332 Stevens Place, City of Commerce

Register by **Monday, March 15th** by phone, fax or our website at www.adoma.org Reservations not honored will be billed for the full meal fee. **Make checks payable to ADOMA-LA:**

c/o Cherie Harris
Ford of Montebello
2747 Via Campo
Montebello, CA 90640
Tel: 323/838-6920 fax: 323/838-6912
Email: cheriedharris@yahoo.com

ORANGE COUNTY Date: Thursday, March 18th

Time: Social 6:00 PM, Dinner 6:30 PM

Cost: \$35.00 Members, \$45.00 Guests

****New Location:** Black Angus Restaurant
1350 N. Tustin, Santa Ana, CA 92701
(714) 558-3057

Register by **Monday, March 15th** by phone, fax or online at www.adoma.org **All reservations require immediate payment. Make checks payable to ADOMA-OC:**

c/o Sherri Johnson, Treasurer
Allen Cadillac GMC
28332 Camino Capistrano
Laguna Niguel, CA 92677
Tel: 949/485-3700— Fax 949/364-0110
Email: sjohnson@allenaautos.com

...continued “Lean and Green Solutions in Document Management”



Regular assessments help with costs and with conservation. Industry experts tell us that as much as 10% of an organization’s revenue is spent on document management. Of that 10% of your revenue, here’s how that expense calculates:

- 5% Administration & Purchasing — Overhead costs, orders, billing, stock control, related stationery purchasing, etc.
- 10% Hard Costs — Hardware purchase, lease, rentals for printers, copiers, faxes and MFP’s, toner, paper, maintenance, power, etc.
- 10% IS Support & System Infrastructure — Servers, network connections, mainframe conversions, application report generation, formatting and updating, Asset Management installation drivers, decommissioning and moving, etc.

- 28% End-User Production Processes — Time and activity, intervention, using copiers, faxes, etc.
- 47% Document Management Processes — Filing, storage, binding, folders, retrieval, postage, pre-printed forms, electronic forms, creation, etc.

What does this all me for you? As Peter Drucker, the father of modern management, said, “YOU CAN’T MANAGE WHAT YOU DON’T MEASURE.” By learning how to calculate your own probable Document Management expenditures, you’ll be in a better position to manage that portion of your business. You’ll be leaner, greener and you might have time to take a Lunch!

By Janet Jackson
Account Executive
IKON Office Solutions

Are Your Documents a Drain on Your Revenue?

IKON can help you turn that revenue drain into a source of business savings. With our consultative approach, IKON first seeks to understand your needs, then applies and integrates the hardware, software and services that will best address your document management requirements.

Ready to boost profits and productivity? Set up an appointment with an IKON representative: Janet Jackson at 949-440-2512.

1-888-ASK IKON www.ikon.com



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The platinum program is designed to meet the needs of our vendors looking for expanded marketing opportunities.

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- 1 annual membership
- 1 full-page newsletter ad
- 1 full-page ad highlighted on the Vendor Sponsor of the Month page on the ADOMA website, as well as a wealth of other benefits.

Visit our website at www.adoma.org or contact the office today for an application—714-832-5741.




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MARCH 2010
for Controllers, Business
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in the Southern California Area.

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Janet Jackson
Account Executive
949-440-2512



UPCOMING MEETINGS
IN MARCH!
REGISTER TODAY!

ADOMA Inland Empire
Tuesday, March 23rd

ADOMA Orange County
New Location
Thursday, March 18th

ADOMA Los Angeles
Wednesday, March 17th

See pages 2 for details!
Visit www.adoma.org often for updated
program information.

Save the Dates!

**2010 ADOMA
EDUCATION
CONFERENCE**
Del Mar Hilton
June 24th - 27th

Race for Knowledge
"Join us in the Winner's Circle of
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The Hilton San Diego / Del Mar, CA
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