

Digitise your way  
to a better work experience.



XEROX® MANAGED PRINT SERVICES

xerox™

# Let's make boosting productivity easier.

In an era of constant change, enabling your workforce to work smarter, more collaboratively and more securely can feel like a challenge. But it doesn't have to. Xerox® Managed Print Services has the digital tools you need to gain more time in your day and do more with less effort. With a full range of options from simple apps to full-scale process automation and content management systems, you can enjoy secure access to the content and tools you need from wherever you are – and make short work of just about anything.

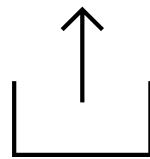


## **DISTRIBUTED CAPTURE & WORKFLOW APPS**

**Redefine your workflow, instantly.**

Xerox® ConnectKey® Technology-enabled Multifunction Printers (MFPs) with ConnectKey® Apps are more than printers. They are cloud-enabled workplace assistants that allow people to effortlessly work from anywhere. Move paper documents into digital workflows with distributed capture at the multifunction printer or on your mobile device. Boost your productivity by downloading ConnectKey® Apps from the growing collection in the Xerox App Gallery.

- Automate time-consuming tasks like redaction, proofreading and translation with the power of AI.
- Effortlessly convert paper documents into a range of versatile formats – including audio files.
- Use connectors (like Salesforce, Box and OneDrive) to integrate with the core systems and processes you use every day.
- Empower your distributed and mobile workforce with capabilities that perform in the office and on the go.
- Have custom apps created for your specific business process needs.



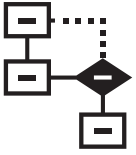
## **CAPTURE SERVICES**

**Going paperless made effortless.**

What if you could easily extract data and streamline business processes? Enabling document scanning and conversion from the mobile device, web browser or multifunction printer can transform the way you interact with content. Making everything more intuitive, accessible, seamless and secure:

- Organise critical business data using machine learning and AI for improved collaboration, faster business processes and improved customer experience.
- Automatically capture, classify and catalogue key information from paper and digital documents.
- Prepare information for feeding into back-end processes instantly.
- Protect sensitive business and customer data and maintain regulatory compliance with fully automated records management.



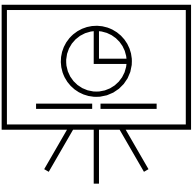


## WORKFLOW AUTOMATION

**Push the limits of productivity.**

We can help you shave time and unnecessary steps from business processes and automate complex, repetitive tasks so you can focus on doing more important work:

- Automatically feed information into back-end processes to streamline data-intensive work.
- Streamline controlled information management by making documents more traceable and improving audit reporting.
- Efficiently manage compliance-related documentation from creation through to destruction by automating publication, distribution and expiration.
- Automate document processing and storage, and digitise manual steps like paper checks and remittance documents.
- Track the entire employee on-boarding process and monitor tasks across departments through a centralised location.



## ANALYTICS

**Turn mountains of data into insights you can act on.**

Using analytics residing within your workplace, we can uncover opportunities to automate paper-intensive workflows, improve processes and provide a clear roadmap to a higher-performing, more agile workplace.

- User analytics examine printing behaviour, applications used and chargeback codes.
- Document analytics explore the reasons why people print and uncover early opportunities for digitisation.
- Process analytics identify document-intensive workflows and the time and cost necessary to make a change.
- Understand how, where and why documents are used to identify opportunities for digitisation, workflow optimisation and automation, and distributed access.



## CONTENT MANAGEMENT

**Make digital collaboration easier and more secure.**

There's no easier way to access, share and collaborate than with Xerox® DocuShare®. Our cloud-based or on-premise platform manages the storage, retrieval and retention of documents and encrypted data. So you can start working better, immediately:

- Capture, index and store paper and digital documents from any source – via multifunction printer, desktop or mobile app.
- Categorise, organise and manage business content throughout its entire lifecycle in a secure, central repository.
- Promote teamwork and communication through document-level collaboration capabilities that help departments and distributed teams work more efficiently.
- Make core business processes predictable, trackable and efficient with user-friendly routing tools, content rules and automated workflows.
- Protect sensitive data and minimise your organisation's risk through user- and group-based access, auditable tracking and reporting and retention.
- Use powerful search capabilities to find business-critical content, whether you're online or offline, at a desktop or multifunction printer – or on a mobile device.
- Improve legal and corporate compliance, security and efficient content refresh processes.



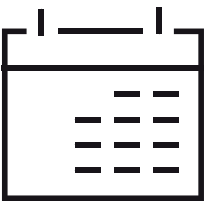
## XEROX® MANAGED PRINT SERVICES

Xerox® Managed Print Services is a streamlined and secure way to deliver a more seamless work experience across paper and digital platforms.

With this world-class combination of analytics, workflow automation, content management, security solutions and print infrastructure optimisation, your work environment can be more efficient, your employees can be more productive and your data, documents and printers can be more secure.

# More competitive. More digital. More powerful.

An explosion in information and data circulation is forcing organisations around the world to rethink the way they work. Only Xerox provides the range of digital tools you need to stay ahead. We can help you take control of information to make data management work smarter, make security tighter and make work processes more automated.



## **100 YEARS OF PAPER RECORDS GO DIGITAL**

### **Family Services Toronto**

Since 1914, Family Services Toronto has connected distressed Torontonians with counselling, community development, advocacy and public education. As their services and clients grew over time, so did their paper records. When they realised how much time they were spending on manual data entry and validations, they turned to us for help.

With Xerox® Managed Print Services, they were able to digitise their paper-based records system and automate applications that help drive a number of daily business processes.

#### **Results**

- Achieved 20% ROI on digitisation of documents
- Digitised 500 bankers' boxes of paper records for easy access and retrieval
- Reduced audit times
- Increased amount of available office space
- Gained compliance with record retention requirements
- Reduced invoice processing time by 60% and added a multichannel payment notification system
- 25%–35% savings in cost, time and storage space

#### **Take work further than ever before.**

With Xerox® Managed Print Services, you can use digital tools to do just about anything. Save time and lower costs. Help your teams collaborate better. Make more proactive business decisions. Reduce errors and improve compliance. The only limit is what you decide to do with it.

Learn more at [www.xerox.co.uk/en-gb/services/managed-print](http://www.xerox.co.uk/en-gb/services/managed-print).