

# 8 Steps for Choosing the Right MPS Partner

How do you determine your office needs?

# The right partner makes all the difference.

Managed print services (MPS) promise big savings, not simply by cutting down on the number of documents you print but also by reducing the total time your IT department spends on printing issues.

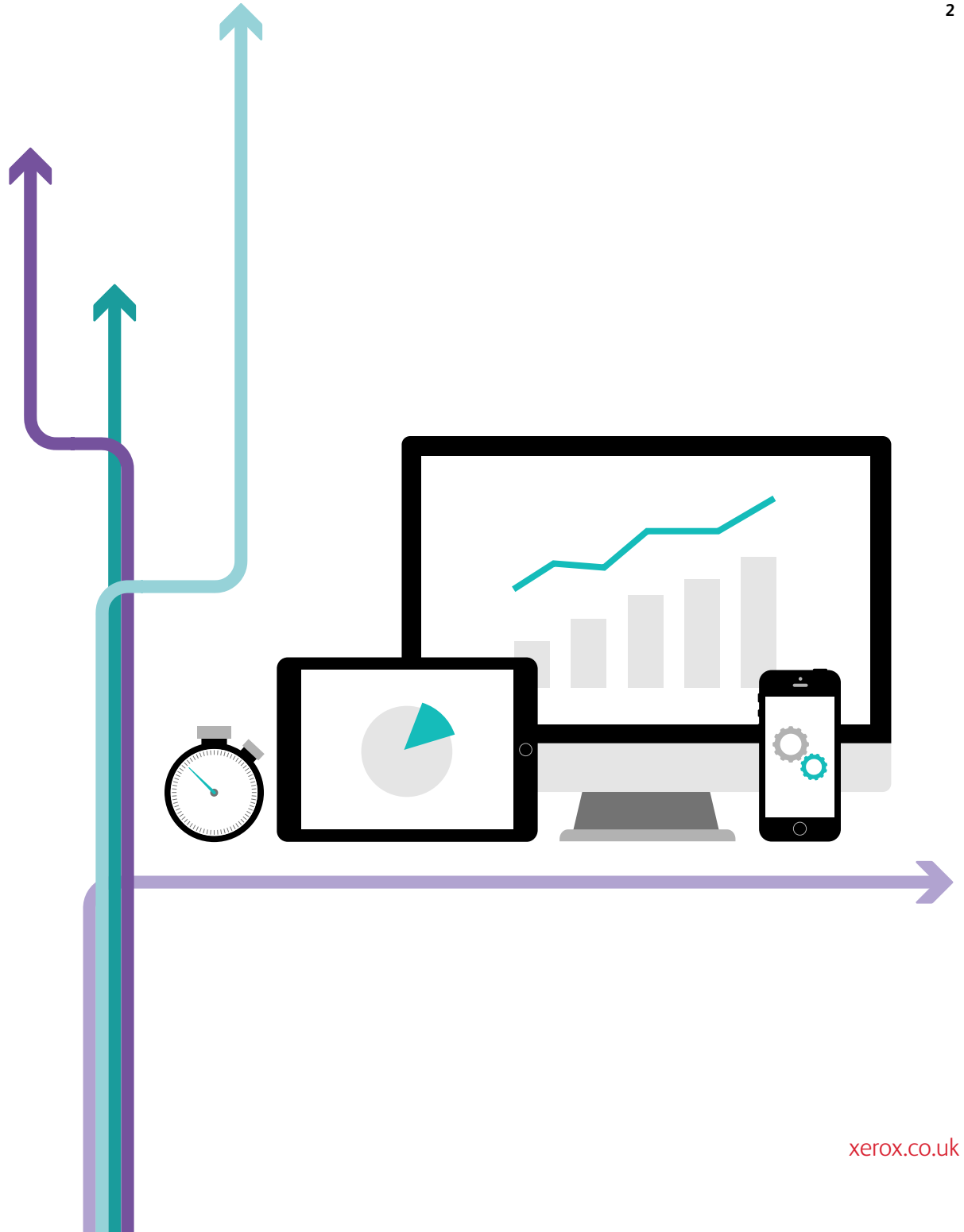
Getting the full value of your investment means working with a partner who, along with knowing the ins and outs of MPS, will take the time to understand your business and identify opportunities to streamline document processes.

# 1

## Success starts with analysis.

MPS is not a one-size-fits-all solution. Ask potential MPS partners how they size up your needs. Do they have analytical tools to tell you how much time and money you're spending to print, scan and manage documents?

See how Xerox Authorised Business Partners use analysis to identify opportunities for saving time and money.





# 2

## Does the provider have a proven track record?

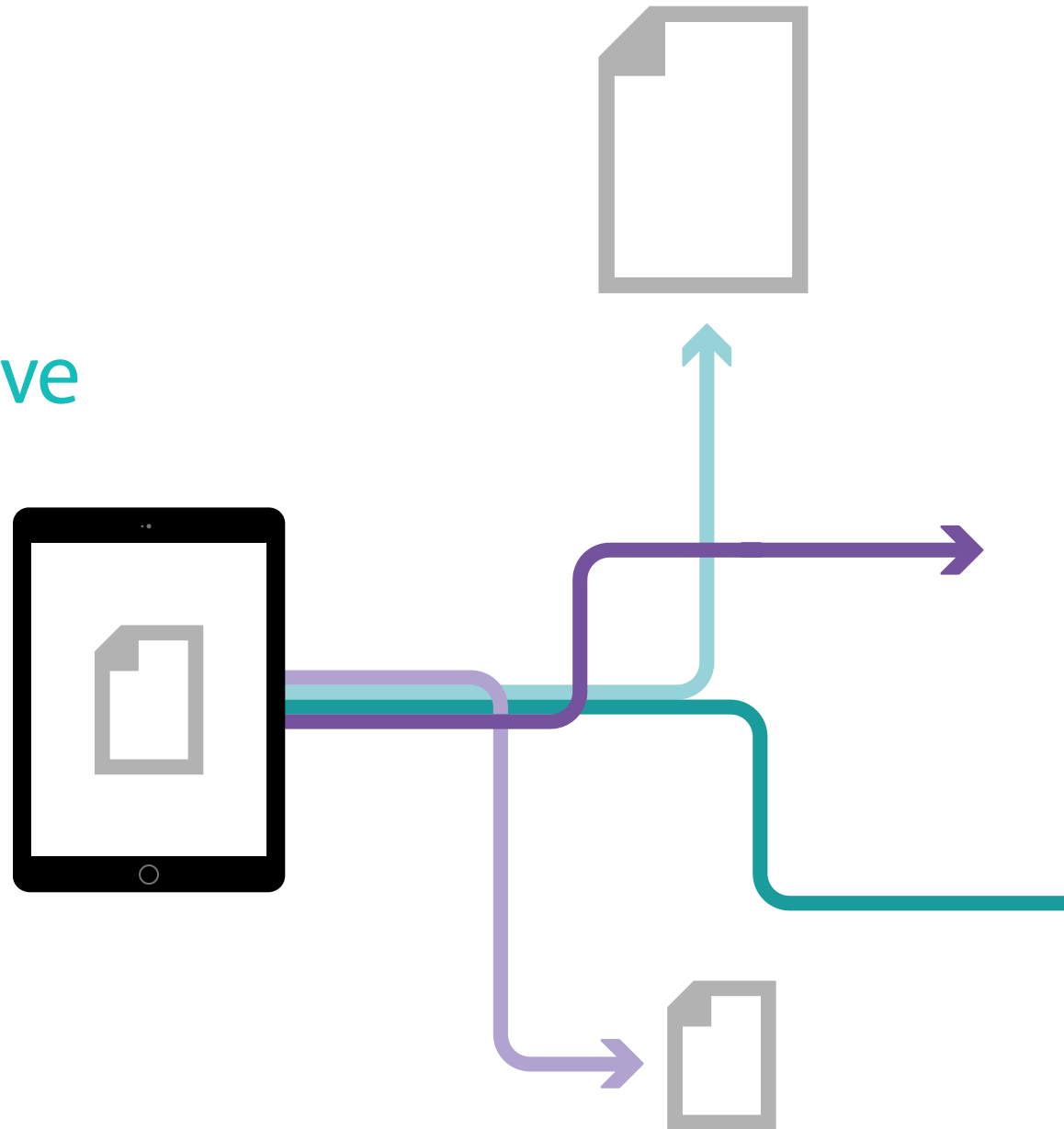
Does the provider have experience delivering MPS solutions? What do previous clients have to say about their experience working with the provider? Did they deliver as promised?

[Read why Xerox is a leader in MPS.](#)

# 3

## Can the provider improve document workflow?

Businesses today rely on both hard copy and digital documents. Depending on the workflow, digital documents need to be printed, hard copy documents need to be digitised, and sometimes both. Find out how well a potential managed print services partner can integrate digital and hard copy processes so that information flows smoothly, predictably and efficiently through your organisation.





# 4

## Ask about integration.

Will a proposed solution integrate with your current IT infrastructure? How much of your existing investment will it leverage? Will it let you connect seamlessly to the cloud applications you use? Will it make mobile printing easy?

[View how](#) one university used MPS to empower mobile computing.

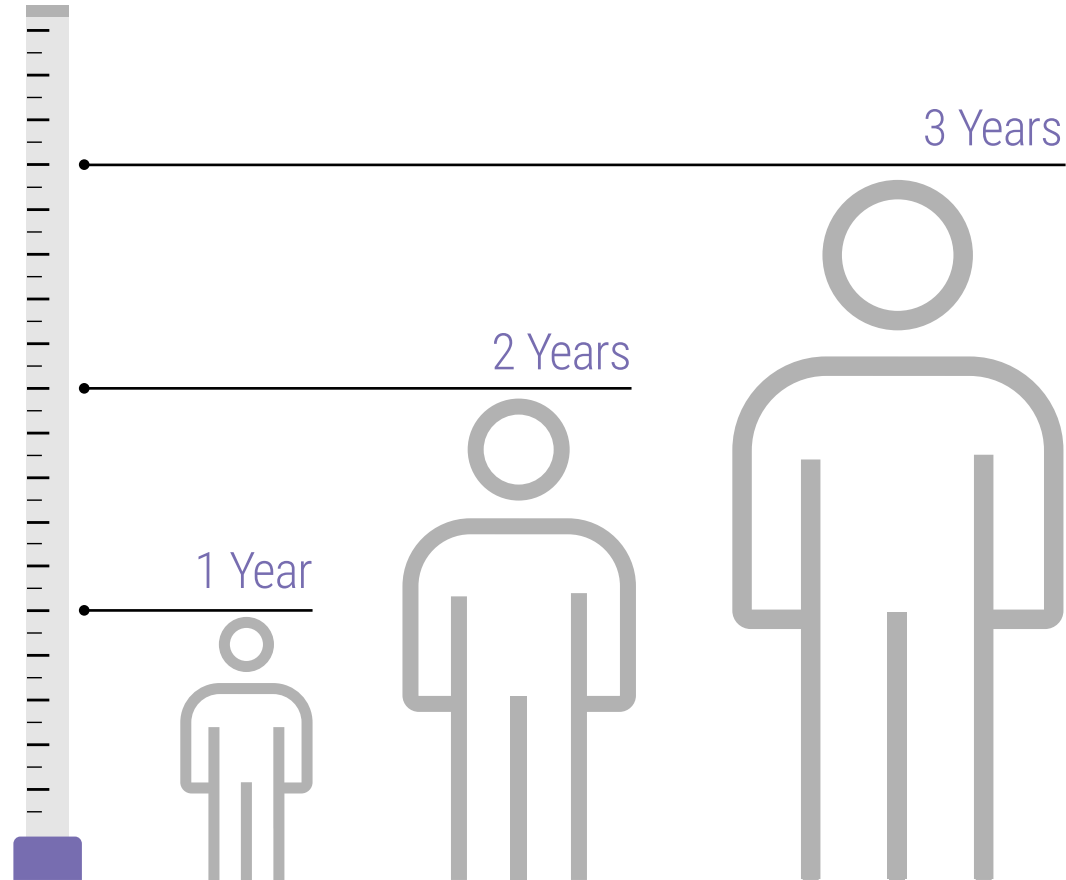
# 5

## Will MPS grow with you?

This is a big investment.

Can a potential MPS partner meet your needs for the next six months? The next year? How easily and quickly can you change or upgrade? And how much will it cost?

Take this opportunity to future-proof your investment.



# 6

## A little paranoia is a good thing.

More than 50,000 new security threats emerge worldwide each day, and a growing number of them are targeted at printers and multifunction printers. Ask how MPS will thwart them. Ask whether the plan includes embedded hardware security solutions from best-in-class sources such as Intel Security (formerly McAfee).

[Read how Xerox® ConnectKey® Technology protects MPS.](#)



82%

of U.S. companies indicated they had a paper-related data loss\*

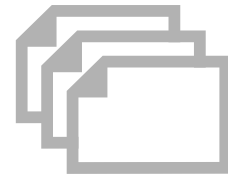


# 7

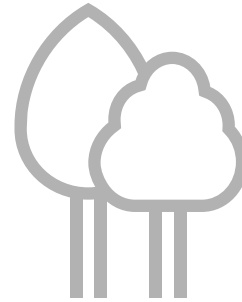
## It's not easy being green.

Sustainable printing goes beyond two-sided printing. Ask how MPS can use cloud services such as Dropbox or Microsoft Office 365 to reduce printing. How energy efficient is the technology? Are recycling and waste reduction part of the managed print service?

[Learn how](#) one city reduced its environmental footprint through print governance.



135,000  
pages  
unprinted



16  
trees saved



1,700 kg  
CO<sub>2</sub> emissions  
eliminated

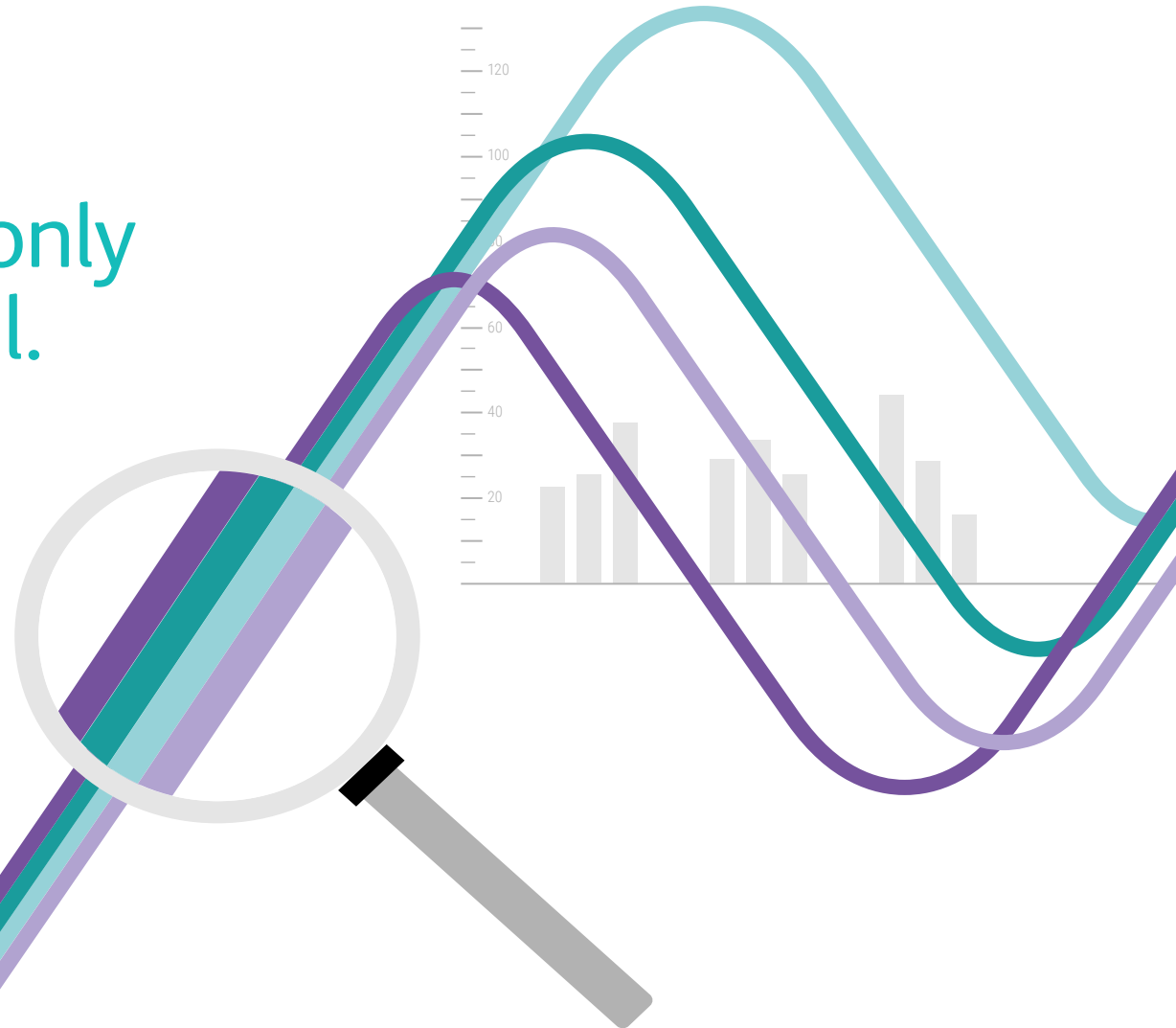
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In a month, 1,000 users didn't print 135,000 pages—saving 16 trees and eliminating 1,700 kg of CO<sub>2</sub> emissions—by using MPS.\*

# 8

## Metrics matter, but only if they're meaningful.

At the end of the day, you want assurance that your MPS investment was—and continues to be—worthwhile. What analytics, reporting or client dashboards do they provide? Require that every proposal includes easy-to-use tools for analysing cost savings and performance.



Managed print services can be a game changer. Done right, you can spend less time managing documents and more time on your core business. Asking tough questions up front will help you get the best ROI down the road.



## About Xerox

Xerox is helping change the way the world works. By applying our expertise in imaging, business process, analytics, automation and user-centric insights, we engineer the flow of work to provide greater productivity, efficiency and personalisation.

We conduct business in 180 countries, create meaningful innovations and provide business process services, printing equipment, software and solutions that make a real difference for our clients – and their customers.

Learn more at [xerox.co.uk](http://xerox.co.uk)