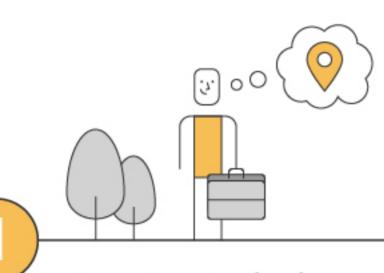
# The Upgrade Journey to Value



Investing in a multifunction printer (MFP) is not about what the technology can do. It is about what the technology enables you to do, and the value that comes from that.

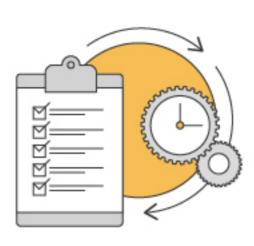
An MFP is light years from a traditional printer. As the hub of an automated workflow solution, it is a gateway to digital transformation. It frees your people from menial tasks, improving job satisfaction and productivity, while automated content management protects your data and helps you nimbly respond to customer needs.

### Here are some steps you can take to realize this value sooner.



#### Know Your Destination

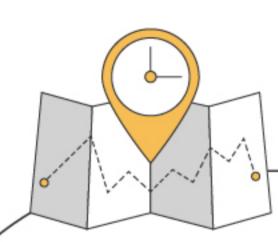
The flow of information is integral to your operation. Establish goals and prioritize outcomes for productivity, remote access, security, compliance, data capture, IT support, workflow automation and process improvement.



#### Make the Business Case

There are many quantifiable benefits to digitizing, automating and optimizing your organization's document workflows. And when you harness the power of data, the possibilities for new value creation are virtually limitless.

- 45% of workers' activities can be automated with existing technologies<sup>1</sup>
- 17.2% Less time spent per week on document-related tasks2
- 42.3% Reduction in use of paper documents<sup>2</sup>



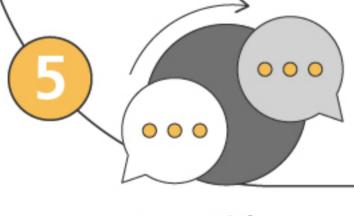
#### Map Out a Plan and Timeframe

To minimize downtime and disruption, don't change too much, too quickly and avoid implementing changes around your busiest times.



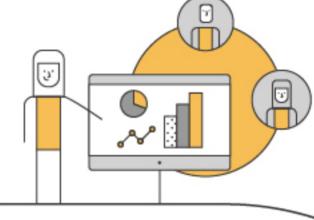
#### Get Everyone on Board

If users do not adopt the technology, it cannot yield value. Find out what users and key stakeholders want from document management and gain their support by helping them understand how an intelligent, cloud-based system could benefit everyone.



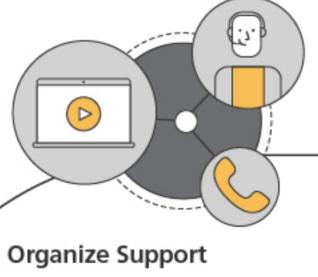
# Open a Dialogue

Change can be challenging, but communication can work wonders. Make sure everyone knows what to expect during the upgrade process.

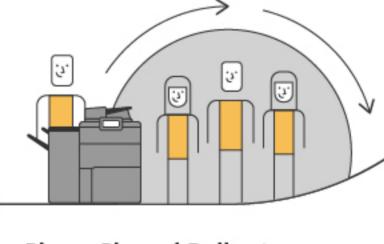


## **Prime Your Team**

Once you have convinced users of the benefits and attained buy-in, it is essential to provide them with proper training. A good comfort level can shorten your time-to-value.



Once the equipment is installed and configured, make sure users know where to turn for help. Whether this takes the form of a hotline, in-house automation guru, or instructional videos, you can optimize value and mitigate risk by ensuring everyone has the resources they need.



## Plan a Phased Rollout

Your new MFP will usher in new ways of working, so it should be integrated gradually, in phases. Start by conducting tests with smaller groups and/or rolling out subsets of features on a staggered schedule. This will reveal issues so you can make adjustments as needed prior to a full launch.



## Celebrate

Implementing workflow automation with a new MFP is an achievement. Recognize your users' willingness to adapt and learn, and show your appreciation. This is also an opportunity to engage your best users as evangelists who can lead and inspire others to share the wins.

Now that you have a basic roadmap, let's take a deeper dive with "4 Keys to a Successful Printer Upgrade."

Sources: