# HOW TO KNOW
# WHEN IT'S TIME TO REPLACE YOUR PRINTER

## 1 YOUR PRINT COSTS ARE HIGHER THAN THEY SHOULD BE

There are simple ways to cut your printing costs that don't require you to do less printing. Evaluate your total number and age of all of your printers. Look at replacing older devices that no longer meet your technical needs and consolidating multiple personal desktop devices into a more advanced workgroup alternative. You can also enable a print management system to track how your devices are being used.

## 2 IT DOESN'T HAVE THE LATEST SECURITY FEATURES BUILT-IN

43% of cyber attacks involve small to medium sized businesses. The common office printer is one of the most surprising vulnerabilities. If your printer doesn't have these security features built-in, it may be time to consider a new one.

- Authentication
- Print encryption
- Password protected scanning

## 3 IT CAN'T HELP YOU IMPORVE WORKFLOWS OR BOOST PRODUCTIVITY

The right device should have the capability to help you streamline your document workflows and improve productivity. Several apps can make everyday tasks simpler and faster.

## 4 IT'S NOT MOBILE & CLOUD READY

For a productive, efficient office, your team needs to be able to connect and print from any device, anywhere, and at any time. You should also have the ability to scan and print from cloud services.

## 5 IT DOESN'T TRANSLATE

While this may not be a concern for every business, the need to translate documents can be a major concern and expense for some.
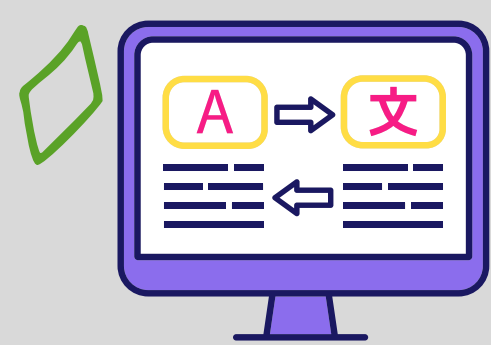
## 6 IT HASN'T GROWN WITH YOUR BUSINESS

Growth is important for nearly every SMB. If you are among them, then you'll want an MFP that can grow with you.

- Look for features using smart devices
- Ways to share content with a few clicks
- Administration tools
- Security features with automatic software updates

## 7 TOO MANY SERVICE CALLS

Devices with chronic service issues will cost you more in time and productivity than upgrading. Parts and service availability can also diminish as the device ages. Look for devices that have video tutorials built in right on the control panel. A quick video can help a user clear a paper jam in minutes vs. waiting for service to arrive.