



Be more  
productive  
in the office.

you can

**Canon**

# Today is all about new **efficiencies.**

Maximising productivity. Staying competitive. Creating added value for your customers. These are just some of your business goals – and your office devices must help you achieve them.

By streamlining the workflow of your documents, sharing information more easily and reducing the time you spend searching for documents, Canon will help you be more effective in the office, every working day.

“Managers spend  
up to **25%**  
of their time searching  
for information”\*


**Improve business efficiency**

With Canon you can concentrate on what matters most – growing your business. Since our hardware and software is optimised to work together, you can access and share information more easily and gain new business efficiencies.

**Work faster and smarter**

You need to produce great looking documents that create the right impression with your customers. And you need to do it quickly and easily.

Canon solutions help you to speedily find the information you need for any task, so you work faster and smarter.



Searching for documents, poor sharing of information and printer downtime will all drain your organisational efficiency. In fact, 40% of employees spend 1 hour every week dealing with printer downtime\* and an average of over 4 hours per week looking for information\*\*. Canon solutions rid your business of these problems and ensure you're running a high-performance organisation that's focused on productivity.

# Your organisation - **organised.**

## **Increasing uptime**

Canon devices already offer you renowned reliability. We can also cost-effectively manage your fleet of multifunctional devices to resolve issues and ensure maximum uptime. You will never need to pick up the phone to make a service call or even re-order toner. Both tasks are handled automatically thanks to our remote diagnostic solution which can be integrated with your devices to save administration time.

## **Optimising workflow**

If your employees can access information quickly, they can use it to maximum value – for example, to improve customer service. We also improve the way your employees share information, freeing up time that can be used on other core business tasks.



“We now work in a virtually paperless environment. We are more efficient... and we pass that benefit to customers”

Terje Aarborg, DHL Express

## CASE STUDY: DELOITTE


# Deloitte.

### Problem

With 15 offices across Belgium, Deloitte had a problem with the delivery and sharing of sensitive documentation. Documents that arrived at the headquarters, for example, were often couriered to another office – an inconvenient and time-consuming process.

### Solution

Canon seamlessly integrated a document management solution that covers scanning, data capture and software. With documents stored centrally, every Deloitte employee now has secure access to the required documents. And since documents are automatically redirected to the right person, employees can now respond faster to issues and queries.



What do you need to create and finish professional-looking documents faster? The answer is quicker information retrieval, speedier document creation and less sorting, collating, folding and booklet-making. Canon solutions offer you all of these – with centralised retrieval solutions, drag and drop publishing on-screen, and print devices that reduce the manual finishing that takes up to 75%\* of your administration time.


## Work faster and smarter.

### **Automate document creation**

Good looking documents create the right impression with your customers, but the time and effort in creating them can be a huge drain on time and resources. With Canon hardware and software you can create great looking materials quickly and easily. We remove the pain of creating documents or reports from numerous source files and you can quickly collate information on-screen using drag and drop, rather than printing and collating manually.

### **Gain speedy retrieval**

Searching for documents is not only frustrating, it's a drain on productivity. By using electronic data capture and Canon's archiving and sharing solutions, you can reduce paper archives and cut search times from hours to seconds. The time your people save can be used more productively on other business tasks.



“We regularly pull together 200 and 400-page manuals. This used to take one individual around 13 hours. Canon enabled us to cut this process down to just a couple of hours.”

Svend Erik Andersen, Team Learning AS

## CASE STUDY: PARITY



### Problem

Parity provide development opportunities for adults with multiple disabilities. The organisation was undertaking costly off site printing with long production lead times, and wastage of materials due to minimum order requirements.

### Solution

Canon investigated Parity's needs and proposed iW360, a publishing Manager application that helped make everyday tasks quicker and easier. No outsourcing is now necessary which saves money and Parity can create everything from impressive fundraising materials to newsletters and annual reports - in far shorter timescales.

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