Optimizing your Print Environment

A Device-centric Managed Print Strategy

You've initiated an HP Managed Print Services (MPS) program and HP is managing the day-to-day needs of your print fleet. Now you are ready to take the next step to optimize your print environment. Optimization projects can result in balanced deployment of print devices throughout your organization.

1. Manage Devices

2. Optimize Print Environment

3. Improve Workflow

What is Optimization?

Optimization is a term HP uses when conducting analysis of your organization's print fleet with goals to improve the end-user experience, work flow processes, and help lower overall costs of printing. At the beginning of an MPS engagement a baseline is established. Through remote monitoring HP can document make, model, serial number and pages printed. Once an HP MPS contract is signed and devices are entitled in the HP database, we add additional information such as the unique printer identification number, service history, and a description of device locations within buildings or departments.

Optimization analysis reviews all data points. Actual print volumes are compared to recommended monthly print volumes for each device. Use data determines if monthly print volumes are above, within or below recommendations. Analysis of over or under utilized devices can result in scenarios for swapping devices to better meet printing needs within the organization while helping to drive down printing costs.

During customer business review meetings, service histories can be reviewed to recommend replacement of trouble devices. Legacy devices may be identified for replacement when the introduction of new technology would bring needed efficiencies and additional cost savings. New device purchases are recommended based on the needs of the entire print environment or when additional software solutions are needed to improve work flow processes.

Optimization recommendations address the following issues:

- Updating an aged fleet (typically 7+ years)
- Centralizing print device purchase decisions
- Reducing excessive number of locally attached or standalone print devices
- Establishing print policies and cost controls
- Standardization of models/types based on print policies
- Lease-end device replacement decisions

Ongoing optimization occurs when HP MPS clients take action on recommendations provided during customer business reviews. Reports are provided to support recommendations. When followed, these recommendations result in balanced deployment of devices with efficiencies gained at a controlled pace over time.

Optmization Projects

Sometimes Optimization changes are needed organization-wide within defined timeframes, especially when new print environment strategies are anticipated. MPS clients can qualify to engage in an Optimization Project.* Onsite projects are typically governed by a Statement of Work (SOW) and have an end goal of balanced deployment where customers start to realize new efficiencies while gaining lower overall printing costs quickly.

HP provides three approaches to an Optimization Project:

- **Paper-based analysis** resulting in change recommendations and device specific analysis
- **Sample onsite optimization** may be recommended at the initiation of a large project to provide overall proof of concept
- **Onsite walk-through** resulting in deliverables and maps

A Practical Approach

HP takes a practical approach to Optimization and considers the impact to users when making recommendations for change. Optimization Recommendations will consider the following:

- **Utilization:** Print use v. recommended monthly print volume
- **Walking Distance:** Acceptable walking distances for employees by location
- **Workflow Process:** Consideration is given for unique processes by industry or user
- **Device Standardization:** Minimizes invoicing, vendor management and training
- **Security Protocols:** Industry security standards balanced with user needs

Note: User to device ratios are a secondary consideration in an HP Optimization Project due to differing organization types (warehouse v. cubicles v. school), business process needs, and overall optimization goals.

When to conduct an Optimization Project

HP MPS Sales Consultants and Account Managers provide ongoing Optimization Recommendations when holding customer review meetings. However, if you have a more immediate need and think an Optimization Project would be beneficial to your organization, please speak with your HP MPS Sales Specialist.

*Fee may apply.

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