



## TYPES OF SOLUTIONS

# Green Office Partner Types of Solutions



## Green Office PARTNER

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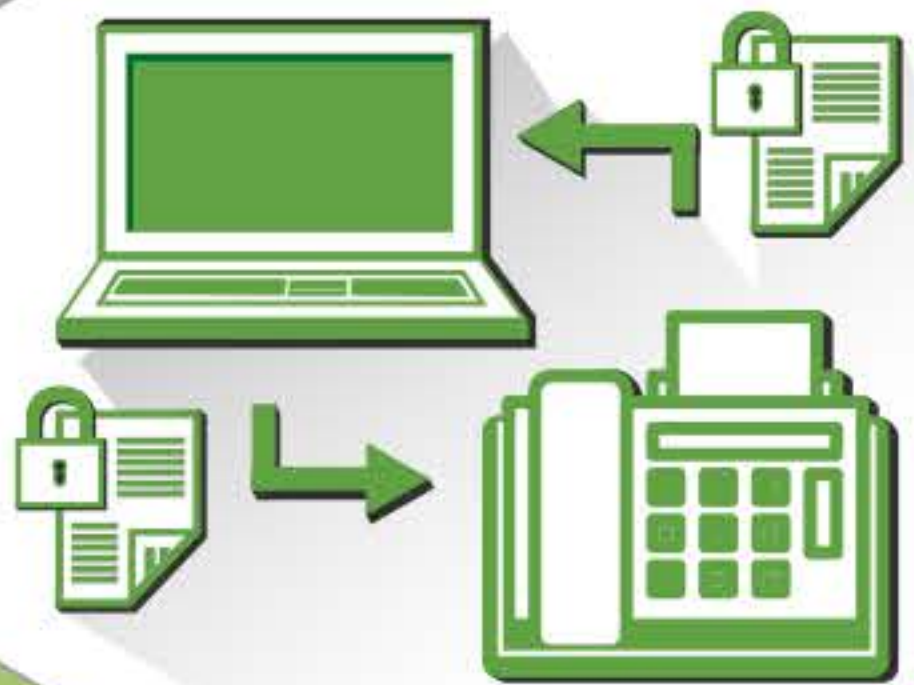
Green Office Partner has partnered with leading software companies to create a robust program of solution offering that streamline processes, reduces time, and aids in controlling employee costs. We offer the ability to manage documents while maintaining top-level security of information.

The Green Office Partner Solutions Team (GOPST) will partner with your organization to create long-term workflow improvement strategies designed to capture, manage, deliver and secure information within your organization.



## Print Management

GOPST will provide your organization with centralized technology to monitor, report, manage and control your printer fleet. This will reduce cost, user management and waste.



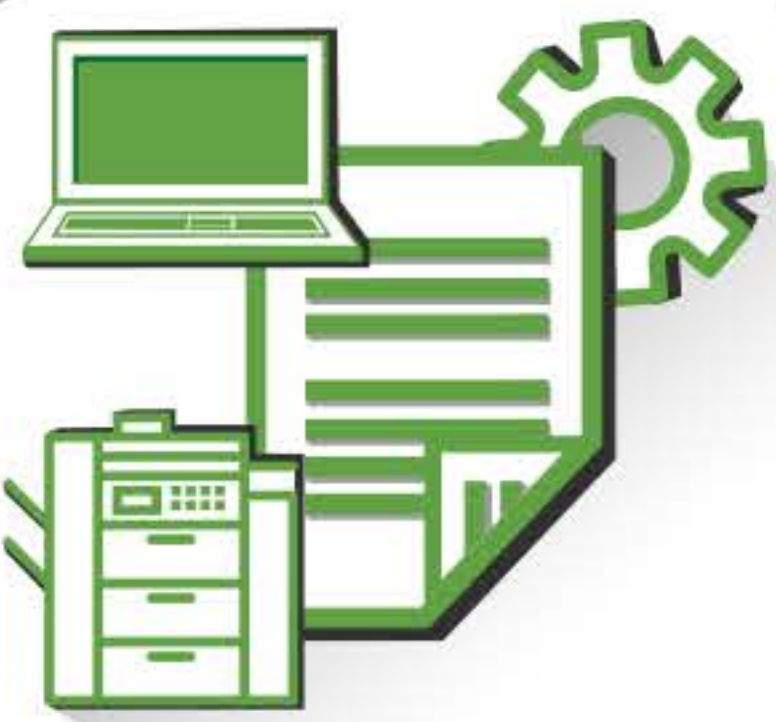
## Fax Solutions

GOPST offers digital fax solutions that help your organization convert and send documents quickly and securely from any PC or Mobile device.



## Document Routing

GOPST offers the ability to scan a volume of documents and separate them based on a fixed number, a unique word, barcode, etc. This will eliminate repetitive tasks, catch errors and automatically route the document appropriately. Document Routing is a stand-alone solution that will complement any existing document management solution.



## Document Management

The GOPST helps clients take paper-based processes and convert them to automated workflows that minimize manual processes and improve employee productivity. We offer various Document Management Solutions and, after in-depth assessment, will determine the best solution for your organization. GOPST will implement the identified solution and successfully integrate it within your organization.



## Multifunction Printer Apps

Apps are a gateway to new possibilities of increased productivity and efficiencies for your team. Integrate your existing programs with your Xerox Multifunction MFP through Green Office Partner award-winning Apps suite portfolio.

# Print Management

The Green Office Partner Solutions Team (GOPST) will provide your organization with centralized technology to monitor, report, manage and control your printer fleet. This will reduce cost, user management and waste.



## Output Management

Control where and how your documents print based upon your specific environmental requirements, with network cloud-based strategies and/or mobile device integration.

## Print Security

Security that puts peace of mind center stage. Green Office Partner provides the only FedRAMP certified solutions that is used by the Department of Defense. Physical measures protect documents throughout their entire lifecycle – and end-to-end encryption keeps data as breach-proof as possible.

## Print Fleet Management

The Green Office Partner Solution will provide you a portal to monitor the devices installed at your premises. Access, in real-time, all of your data and indicators such as device volume, group usage, and cost.

## Statistics

Control your costs down to the penny and user. Our print management software interfaces directly with MFP hardware to track functions (copy/scan/fax) directly with your copier. We will be able to provide you the true costs associated with the ownership of your printer fleet, down to the function and user.

## PaperCut

PaperCut is the market leader in print management, cost control, content security and mobility print software. Designed to be layered on top of printer fleet, PaperCut is packed full of features that will encourage better printing habits, implement reasonable usage quotas, and enable a full pay-for-print and print chargeback policies. This print management software is helping hundreds of millions of people around the globe to minimize waste while having a secure and easy printing experience.

### ■ Secure and Easy Follow-Me Printing

Everyday users can simply hit print and securely pick up documents on any printer in your fleet.

Give your roaming users the freedom to print at any office without assistance of IT support. PaperCut automatically installs print drivers for roaming workers as they move from office to office, saving IT countless hours and increasing the efficiency of your mobile workforce.

### ■ Print Security

Authorize who, when, and how users print with ID cards or cell phones via embedded MFD software for quick 'tap and release' of print jobs.

### ■ Mobile Printing

Use your mobile device to send your print job to any print queue. Then retrieve your jobs from any printer.

### ■ Cutting Edge Scanning

Use cloud and OCR scanning technology to store documents into Google Drive, OneDrive, SharePoint, Box, Dropbox, etc.

## Xerox Workplace Suite

Xerox Workplace Suite (XWS) is the pinnacle in print management, cost control, content security and mobility print. Designed for on-site deployment, this solution provides you with the licensing model that will fit your business needs, regardless of the number of devices you have or size of your organization.

### ■ Authentication and Access Control

The (XWS) allows for practically endless authentication options. You use a badge/card, pin codes, mobile device-based workflows, the Xerox print portal app, and/or a QR code to unlock devices. Take control of costs and restrict access to copiers.

### ■ Content Security

Safeguards protect your organization against data loss by searching all documents copied, scanned, or printed through a device for specific user-defined terms or text strings, i.e. "confidential, internal use only, etc." If a match is found, an alert will be sent and recorded to management.

### ■ Mobile Printing

Managed and BYOD systems are all covered. Securely print from Chromebooks, Android, macOS, iOS, and Windows devices with ease.

### ■ Accounting, Reporting, and Rules

XWS provides administrators the ability to set access controls, print rules, and closely monitor printing across the organization. Xerox Workplace Suite integrates with any backend network accounting system.



# Fax Solutions

The Green Office Solutions Team provides businesses with a simple and secure method to send and receive faxes. We can help you eliminate fax servers, fax software, fax machines, and phone lines.

## Unlimited Scalability

No organization is too small or too large. You can scale up or down as your business needs change — and pay only for what you use.

## Audit Standards

We bring your organizational faxing into alignment with compliance and regulations, such as HIPAA, SOX and GLBA, as well as third-party standards such as PCI-DSS.

## No Fax Maintenance

We eliminate the need for expensive phone lines. Never again pay for hardware, software, or to maintain your fax infrastructure.

## Fax Online

Give your team the power to send and receive faxes from any device.

## Xmedius XM Fax

Xmedius XM Fax is a secure solution that is as easy as sending an email. Faxes can be sent from a computer, mobile device or from a wide variety of MFPs. Xmedius is the perfect solution for faxing patient records, prescriptions, contracts, legal documents and other confidential information over the internet.

### ■ Cost Savings

We provide excellent ROI by eliminating the need for expensive phone lines, unreliable fax machines, and associated consumables.

### ■ Scalable

XM Fax is available as Cloud, Hybrid, or On-Premises software.

### ■ Secure Fax API

Simple interface allows rapid implementation in any environment.

### ■ HIPPA Secure Fax

Out of the box HIPAA compliance provides complete integration with your systems. We can meet any HIPAA compliance need or requirement.

## WestFax

In most small offices and home offices, fax can still play an important role, especially where security is a high priority. WestFax provides multiple ways of sending a fax, making the process simple and painless. By using the WestFax Print to Fax driver, you don't even need to walk away from your computer. Once you have installed it, sending a fax is as easy as printing a document.

### ■ Fax to Email

No hardware is required. We will port over your existing number or give you a new number (toll free available as well). Our plans scale with your organization. From SMB to enterprise-level solutions, we can manage all your fax needs.

### ■ Broadcast Fax

It's one of the quickest ways to reach out to many people simultaneously. Busy numbers are redialed and failed calls are reported back to you in a detailed report.

# Document Routing

Automate the routing and approval of your documents to boost productivity with enhanced quality and consistency. We will enable you to build dynamic workflows using sophisticated logic.



## Automated Routing

Build automated workflows to print, store and index data and documents electronically.

## Smart Approval Forms

Develop custom forms that cumulate information and initiate the document approval process.

## Easy to Create Workflow Builder

Create and train your team in the process of creating specialized workflows utilizing a simple, easy to use, drag and drop interface.

## Performance and Status

Easy-to-manage workflow dashboards provide a process to track and monitor documents as they route through the approval process.

## Mobile Access

Using your mobile device, your employees will be able to capture data and information in the field.

## Square 9 Global Capture

Easily capture, classify and validate high volumes of documents, including paper, PDF, email messages and their attachments. No matter how documents enter your organization, Capture Automation transforms them into usable data that drives improved decision-making and business outcomes.

### ■ Capture Essentials

Designed for organizations looking to introduce document capture automation with or without a document management system. Documents can be released to your Windows file system, SharePoint®, OneDrive®, etc.

### ■ Integration With Your MFP

With direct access from the Multifunctional Printers (MFPs) touch panel, GlobalCapture simplifies your workflows and allows your multifunction device to become the starting point for document automation.

### ■ Save Time with Forms Learning

Train GlobalCapture to automatically recognize your document formats and apply the correct data extraction rules. With its easy-to-use wizard-driven designer, anyone can create new forms, without the support of IT or an administrator.

### ■ Transform paper form processes

Stop collecting information on paper and start creating quick and easy custom web forms, through a highly intuitive drag and drop platform. Eliminate human error, missing information and speed up data collection.

## Umango

Umango is a batch scanning application that delivers speed and efficiency in scanning, naming, indexing, and storing documents.

It provides the ability to scan documents from Multifunction Printers, scanners, or imported from network folders. Once captured, the data will be processed using OCR, barcodes, or keywords. Documents are quickly indexed, named, stored, and ready for future retrieval.

Umango can even create a Directory Tree based on document index values.

### ■ Extract Data

Provides batch scanning for any size organization who needs to scan, index, and store documents quickly and easily.

### ■ Convert Formats

Provides automated conversion of a wide range of file formats into a unified file name and file format without requiring user intervention.

### ■ At the MFP

Select your job, scan your documents, extract the document data and profile the document details all at the copier level. Fast, easy and efficient!

# Document Management

Identify paper-based processes to create automated workflows that improve employee productivity by decreasing manual processes. Green Office Partner offers various scalable Document Management Solutions. Our team of experts will determine the optimal solution for your organization. The Green Office Partner Solutions Team will implement the identified solution and seamlessly integrate it within your organization.



## Digitize Documents

Create an electronic filing cabinet by converting documents from paper to digital.

## Organize your Documents

Easily categorize your documents and manage them in a secure and centralized location.

## Automate your Processes

Improve accountability by digitizing your processes with electronic forms.

## Streamline your Processes

Gain visibility into your operations & increase the efficiency of cross-functional/departmental processes.

## Transform Processes

Drive innovation and transform your processes by leveraging analytics

## DocuShare Flex

Transform your workspace and enhance workflows with "sharing made easy" document capture, management, and automation. Using the enhanced power of DocuShare Flex, you can search and view documents, perform mobile capture, and easily complete tasks.

### ■ Easy to Use

Simple to set up and configure, DocuShare Flex takes days, not months, with little to no training or IT support required. Access content anytime, anywhere.

### ■ Mobile

The DocuShare Flex App allows you to login, search and view documents, download, upload and share documents wherever you are.

### ■ Secure

Administrators can control the rights and permissions of who can access, author and view documents; enable reporting and security audit trails.

### ■ Cloud-Based

DocuShare Flex is in the cloud and no server is required.

## Square 9

Enable your organization to manage business more efficiently by simplifying the capture, retrieval and distribution of your business information. From small business applications to enterprise solutions, Square 9 goes to work for you, with powerful functionality that enables your business to reach new levels of efficiency.

### ■ Workflow Automation

Increase the enforcement of business rules by automating manual tasks like notifications and approvals, etc.

### ■ Integration Capabilities

Integrate with QuickBooks, Salesforce, and more! Square 9 enables full document capture and retrieval support right from the control panel of your office Multifunctional Printer.

### ■ Security & Auditing

Logs all document actions by date and user, with filtering and export options, to provide complete visibility.

### ■ Improve Collaboration

Share and collaborate between teams through a web-based platform.

# Printer Apps

The robust portfolio of Apps offered in the Green Office Partner/Xerox Apps Store will help you streamline your business processes directly from your printer or Multifunction Printer (MFP).



## Xerox App Gallery

The Xerox App Gallery offers an array of proprietary and third-party apps, each of which can simplify or automate tasks in a way that saves your business time and money

## GOP Home Screen App

The MFP Home Screen Slide Show allows you to easily upload and display a customizable slideshow on the front panel display of your Xerox devices. This solution is perfect for offices, education and general communication purposes.

## Xerox App Gallery

Businesses evolve, so the workflow apps you need today—say, a translation tool or scanning capability—may be different from the ones you need next year. That's where the Xerox App Gallery comes in. This collection of easily downloadable apps is a gateway to expanding and customizing the capabilities of your MFP or Xerox® ConnectKey® Technology-equipped printer.

### ■ Xerox® Touchless Access App

Keep employees safe by reducing the need to touch shared multifunction devices.

### ■ Connect App for DocuSign

Easily scan to and print from your DocuSign account without the extra step of using a computer or mobile device.

### ■ Connect for Salesforce®

Reduce the need to manually enter data into your CRM by instantly digitizing and organizing your most important client documents for timely review and follow-up.

### ■ Xerox® Note Converter App

Save time converting your notes to digital files. Using Google AI technology, this app let's quickly turn handwritten notes into legible, editable and shareable digital files.

## GOP Home-screen App

Easily seen and updated, turn the screen of your Multifunction Printer into digital signage and communicate necessary information to employees with ease.

### ■ Copier Display

The copier display is a unique medium seen by most employees—making for a communication opportunity with an attentive audience.

### ■ Announcements

Perfect for internal communications, announcements, training, employee events, and customer promotion programs.

### ■ Departmental Announcements

The workforce is becoming increasingly diverse; there is not a one size fits all method of communication. Imagine a slide show with content in multiple languages and across various departments.

### ■ Targeted Content

Simplicity is key. The MFP provides a low-cost, simple solution to communicate targeted content to employees and users.

# Types of Solutions

# FAQs

Would you like to know who is abusing the print output?

Would you like the ability to control user printing?

Do you have orphaned jobs left on the printer causing security concerns?

Would you like to know if someone prints a confidential file that they should not be printing?

Are you currently using fax for your business?

How much are you sending / receiving?

Do you have analog lines (POTs)?

Are you having any issues with faxing?

Do you have any file cabinets?

Do you have issues finding your stored paper or electronic files?

Do you need a way to get files ready for audits?

Do you have proper document retention processes?

What would happen if you had a fire or disaster?

What would happen to your business if you got ransomware or a virus?

Do you use any cloud repositories (Storage area)?

Do you use a cloud CRMs?

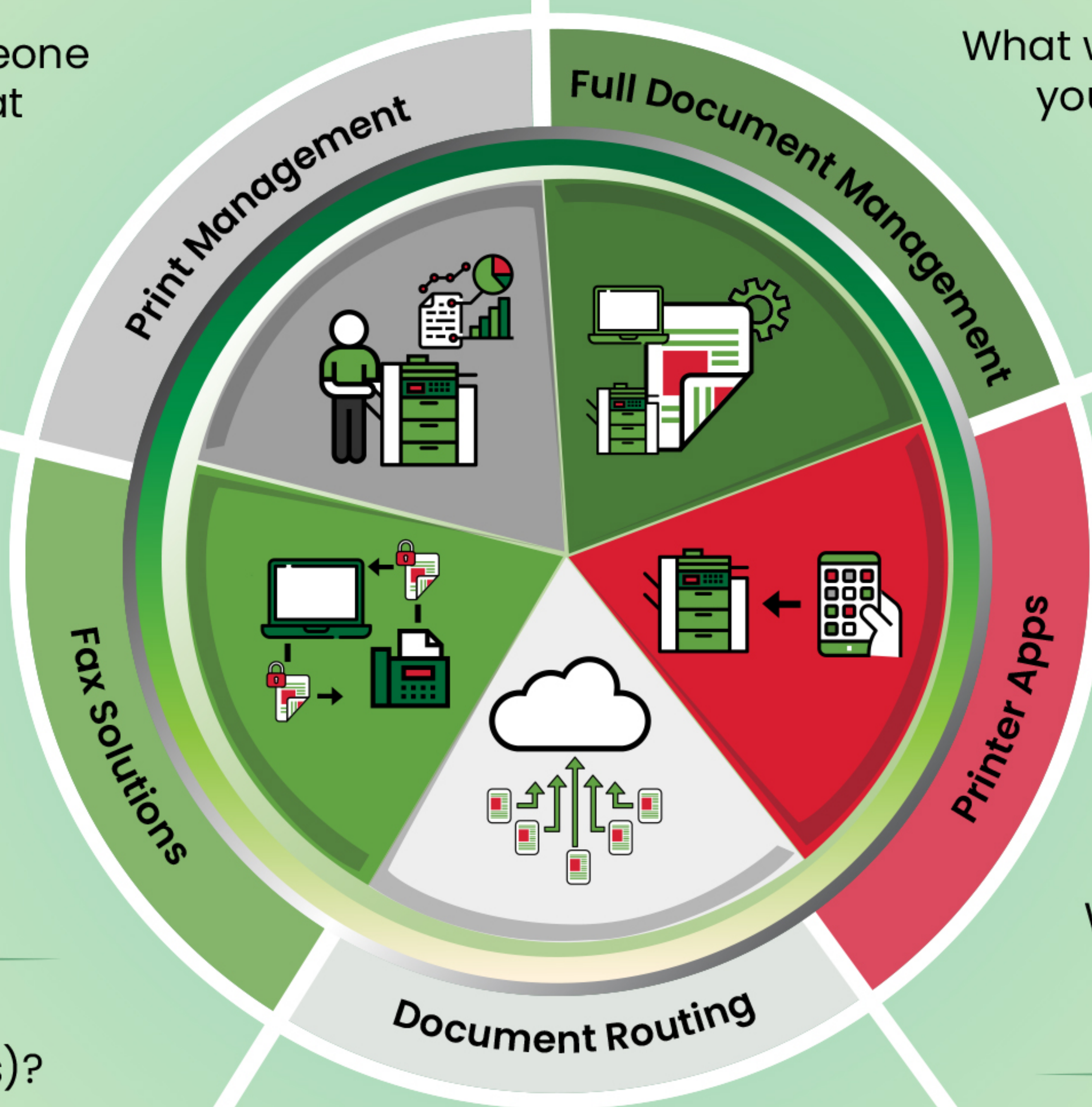
Would you like to be able to interact with those at the MFP?

Would SSO be helpful at the copier?

Do you spend more time than you would like to rename files after you scan them in?

Do you wish that after scanning docs they would automatically go where they are supposed to?

Do you have a document management system, but it still takes a lot of time to get your docs into it?







# Green Office

PARTNER

## How we conduct research:

Let us help you map out your existing process steps to discover and understand pain points, highlight areas of opportunity and help you find better ways to work. It is part of our service and is at no cost to you.

**Contact us now at**

 [Sales@greenofficepartner.com](mailto:Sales@greenofficepartner.com)

We will be helping you expose workplace inefficiencies and transforming them into cost-effective solutions.