

Straightforward Tips to Enhance Your Leadership Skills

Show your humanity. Demonstrate your personhood, rather than simply being a figurehead within your company. Doing so builds trust and, ultimately, respect.

Know your staff. Get to know your staff. Know their children's names and how they spend their weekends. If you show interest in your employees, that care will trickle down to your customers.

Admit when you're wrong. Leadership is about accountability, not about confusing errors for weakness. A simple apology can go a long way, moving your team in a positive direction.

Be quick to praise. Let your team know when you are impressed with their work, dedication, flexibility, creativity, or attitude. Doing so is a pivotal part of staff retention and boosting individual and team morale.

Be slow to criticize. Rather than acting on emotion, ensure that you have collected and analyzed all relevant information before reprimanding or criticizing individuals or workgroups.



How to Maximize Cloud Potential and Protect Business Data

How can you make the most out of cloud storage, while maintaining strict security standards concerning your business data? Here's a quick overview:

Optimize Your Cloud – Cloud computing allows for continual collaboration across systems, making all of your business data available to your team regardless of physical location. Files stored in the cloud are automatically updated, or synced, across all devices, ensuring that the most recent version of your document is available at all times. When it comes to data backup, cloud services simplify the process through automation. Also, cloud storage services should be scalable, so that you only pay for the storage space you use.

Protect Business Data – If secured correctly, data can be better protected in the cloud than on the hardware containing sensitive business data in your physical office. Working with your IT partner or in-house staff to ensure that firewalls are updated and consistent security encryption policies are in place is key. Data should be encrypted both during transmission to the cloud and while "resting" in the cloud, guaranteeing that only authorized users can access, modify, or print your files, whether they are on a laptop, mobile device, or desktop computer.

Email vs. Voicemail: When to Use Each and Why

Email is essential to modern business communication. Here are some reasons why: You can respond to an email on a noisy subway train or in a crowded business convention. It's more difficult to make a phone call in these settings, so email is often preferred for business travelers or busy professionals who are in and out of meetings all day. Additionally, many Millennials and smartphone-savvy business execs prefer emails as their main form of communication.

However, voicemail still has its merits, including the following: A voice conveys much more than written text, and can communicate tone much easier than a written message. So, use voicemail to communicate sensitive messages. Additionally, those with limited access to technology or who consider themselves technology novices prefer voicemail.



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Ensure MPS Success with These Tips

Managed Print Services (MPS) is catching on—fast. In the never-ending attempt to gain a competitive edge and maximize profits, small- to medium-sized businesses understand the value that MPS adds to their companies.

Those who have employed MPS have seen a tremendous return on their investment, with the latest data showing that the service can cut document-related costs by up to 30 percent. Moreover, businesses can rely on their MPS provider to take care of streamlining print fleets, monitoring networks for use and performance, finding solutions to issues that may arise, and providing replacement consumables on time.

If you've recently introduced MPS to your business, or are considering doing so in the future, it's important to ensure you are making the most of your services. Here are some tips to help you along the way:

State Clear Objectives – Whether you want to cut printing costs in the first six months or get your dedicated IT staff back on task this quarter, make sure that you delineate specific benchmarks with your MPS provider. These goals will allow you to measure your progress along the way and evaluate the effectiveness of your services.

Consider Scalability – Is your MPS provider concerned with the future of your business as much as you are? They should be. Taking future growth into account, and understanding its impact on your business's print infrastructure, is something that should be discussed with your provider throughout your MPS contract. As your company grows, your vendor should take the lead to manage the scaling of your print environment.

Leverage Your MFPs – Multifunction printers (MFPs) can be found in most modern offices and offer outstanding workflow tools to help with important daily tasks—particularly for HR, legal, and accounting departments. Your MPS provider should take a thorough look at your workflow processes to gain a deeper understanding of your business's unique needs and functions, and can recommend software tools to help you maximize productivity straight from your MFP devices.

Keep in Touch – One of the functions of MPS is to make it easier to manage your print environment. By staying in touch with your MPS provider, you can ensure you're always getting the full value out of your services. Make sure to return your provider's calls or emails regarding the status of your MPS goals, current outputs, hardware maintenance, and consumable supplies. Regularly speaking with your provider helps to keep benchmarks on track.

Contact us today to setup a FREE print assessment, or to learn more about how to implement an MPS solution that will produce maximum results for your business.



Based in Winston-Salem, North Carolina, Kelly Office Solutions is locally owned and operated, and has been servicing the Triad since 1947. Kelly Office Solutions is proud to offer a wide selection of copiers, printers, digital duplicators, fax machines, and multi-use systems. With three of the most reputable digital imaging companies backing us — Savin, Canon, and Konica Minolta — we can evaluate your needs and provide the solution that fits. Whether you are looking for a small black & white copier, or a full-scale networked color multi-use system, our sales team can show you how to get the most out of your digital imaging investment.



Call us today for a free consultation:
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The Rise of the Virtual Workforce: How Remote Employees Can Benefit Your Business

Admittedly, working remotely isn't the best option for all businesses. But for those contemplating the idea, here are a few ways that having remote employees can benefit your business.

Reduced Overhead – If those with adaptable, remote-friendly jobs worked from home for just half of their working hours, a typical business would save \$11,000 per person, per year, according to a Global Workplace Analytics study.

Increased Productivity – According to Inc. Magazine, remote employees tend to be 20 percent more productive and are almost twice as likely to work more than the standard 40 hours per week. Moreover, employees working outside of the office take fewer sick days than their in-office counterparts.

Happier Employees – The Microsoft whitepaper, *Work without Walls*, notes that employees site increased work-life balance as the most important benefit of working remotely. Avoiding long commutes and traffic also made the list of benefits employees appreciate most when working from home. These perks increase work and personal satisfaction for such workers, and happier employees lead to higher job satisfaction and lower turnover for business owners.



What to Consider before Your Next MFP Purchase

Consider these factors if you're thinking of leasing or buying an MFP:

Size – MFPs are available in a variety of sizes for your convenience and workflow needs. Choosing the best option for you will depend on your output needs, as well as the physical space available in your office.

Connectivity – Modern MFPs allow you to print from desktops connected to a server, USB port connections, or wirelessly. Make sure that the connections that work best for your business needs—whether you plan to print from your desktop computer or remotely from your mobile phone or tablet—are available on your new MFP.

Total Cost of Ownership – You will incur additional costs throughout the lifespan of your new MFP on things like consumables and maintenance. Working with a Managed Print Services (MPS) provider can help optimize your print environment, keep supplementary costs low, and maintain your entire print fleet at a fair price.

Contact us today and let us help you choose the MFP that best suits your business needs.



Overcome Procrastination with These Simple Tips

For those who want to mitigate stress and stop procrastinating, consider the following simple tips.

Break Larger Goals into Smaller Tasks – Breaking a monumental project down into smaller, more manageable parts makes achieving your goal seem much more manageable and less overwhelming. Doing so also provides the perk of small victories.

Avoid Social Media – Your favorite social media websites can be a huge waste of time, furthering your procrastination habit. If you can't go cold turkey, dedicate 15 minutes to check your favorite sites before getting started. Then, pre-set a specific time to check again during your first work break, and stick to it. If you find yourself slipping to check too early, both Windows and Mac offer software that allow you to block social media sites.

Use a Timer – Set a predetermined amount of time to work on a project and resolve to commit to your promise. Oftentimes, you will find that much more can be accomplished in the time allotted than you initially thought. Checking off your to-do list quicker than expected builds confidence and sets you up for success in your next timed challenge.

Printing Rules to Reduce Your Office's Carbon Footprint

Implementing the following printing rules can help keep your business's environmental impact in check.

Consolidate Your Machines – Instead of having an individual scanner, fax machine, copier, and printer, an easy way to green your print fleet is to consolidate your efforts with one or more multifunction printers (MFPs). By switching to an MFP, you'll not only decrease your carbon footprint, but you'll also use less energy and fewer supplies, decrease your overhead investment, and free up office space.

Set Pop-up Warnings – Most modern printers will allow for pop-up warnings to alert users of printing rules and the environmental impact of their printing choices when attempting to print. Rather than printing indiscriminately, pop-up warnings will remind users to think twice before printing certain documents, like emails or website pages.

Digitize, Whenever Possible – Providing digital copies of documents is a much greener practice than printing hardcopy handouts. Document management software can significantly help with your efforts to digitize and meaningfully store your business data.



Hot Products

Pure Water Technology

Ente PHSI Pure Water Technology®, a bottleless water cooler supplier, manufactures state-of-the-art water purifiers for the workplace. Our multi-stage water filtration system represents the best-in-class bottleless water cooler alternative: superb drinking water, improved sustainability program and immediate cost savings for most commercial applications, from the office to manufacturing to retail. As a premier bottleless water cooler supplier, PHSI supports small through FORTUNE 500 businesses with a nationwide water cooler sales and service network. Often referred to as a point-of-use water purification system, our extensive pure water dispenser line has been certified to NSF/ANSI water filtration standards by the Water Quality Association and earned the ENERGY STAR for energy efficiency and cost saving capability.



MP C6003

The Savin MP C6003 Multifunction Product (MFP) is engineered to work the way you do. It combines high-quality, full-color output with productivity-enhancing capabilities so you can leverage a wider range of information in newer, smarter ways.



- Print Speed: 60 PPM in Color and B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 12" x 18"
- ENERGY STAR Qualified



A True IT Partnership

An IT partner not provider. We understand why your critical business services are so important to your daily operations. This is why we spend so much time aligning our technology support with just such business services.

We've built a program focused on how we can increase profits and reduce risk with IT. We will provide proactive monitoring, management, support, and planning to ensure optimum uptime for your business and help you keep up with technology changes.

One of the major challenges in maintaining IT operations is ensuring reliability and trying to predict what will fail and when. We can build a plan to ensure reliability and predictability in your IT operations by gaining a full understanding of your current structure and outlining a plan to stabilize and standardize that includes a predictable budget.

This solution is so effective, our customers see almost immediate results. A regularly maintained network means fewer failures, yielding higher productivity and savings on support costs for you. At the same time, your exposure to security risks is dramatically lessened, and frustration from unstable IT resources almost vanishes. We allow our customers to focus on their core business functions by taking the worry out of owning a computer network.