

## Over Achievers Celebration

We had another successful Over Achievers Dinner for our first quarter. We're proud of all of our sales representatives that make it to this dinner. Kelly Office Solutions truly appreciates how hard they work as well as their strive day-to-day to be successful in all that they do. Way to go team!



## Office Technology: Should You Buy or Lease?

Should you buy or lease your next printer? Which option makes more sense for your individual company comes down to a number of factors.

Purchasing a new printer outright requires a significant capital investment up front that many small businesses are not in a position to make. However, by doing so you'll realize lower yearly costs compared to leasing when you factor in interest and finance charges, as well as be free of debt and monthly lease payments. These factors make purchasing a printer a solid long-term investment. That said, when you own a printer any maintenance issues are your responsibility unless you have a warranty or sign up for a maintenance plan upon purchase.

Many small- to medium-sized businesses (SMBs) opt instead to lease their office technology devices because of the low up-front costs. They may lack the capital or credit history to purchase a printer, but a lease enables them to have access to these devices at an affordable monthly rate that provides cash flow flexibility. Leasing also eliminates service hassles, as the maintenance of your device will be the responsibility of the lessor. Leasing also prevents you from being stuck with outdated technology or a device that no longer meets your needs.

Contact us today, and we'll thoroughly walk you through both options to help simplify your decision making.

## 3 Steps to Better Decision Making

**Distance yourself** – The concept of “sleeping on it” carries weight. By even taking merely minutes more to make a decision, you can improve the quality of your choices. This extra time of consideration enables our brains to focus on information most relevant to our decision while tuning out irrelevant distractions. Delay your decision to increase your odds of a better outcome.

**Make a list** – Rather than keeping all of the facts in your head, jot them down digitally or on paper to provide you with a clearer picture. Write down the pros, cons, and anything else that comes to mind regarding your decision. Seeing all of the data laid out before you will provide much-needed clarity.

**Consider the worst** – “Negative visualization” involves dreaming up the worst-case scenario that could result from your decision. By visualizing the potential costs of your options, you'll be in a better position to weigh the risks involved and make a more educated decision.



**Contact Us Today!**  
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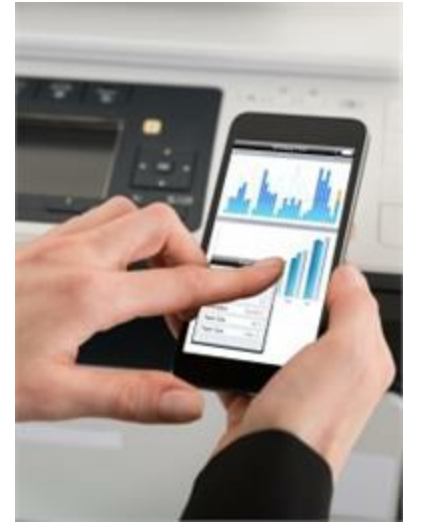
## Why Mobile Printing Matters in the Modern Workplace

Many companies have embraced the bring-your-own-device (BYOD) concept, allowing their employees to utilize their personal mobile devices for business purposes. Workers using their own smartphones, laptops, or tablets to accomplish work-related tasks is an all-too-common sight in the modern workplace. In fact, a recent study by Cisco revealed 69 percent of IT decision makers were in favor of BYOD, viewing it as a positive addition to any workplace policy, citing that workers are saving at least 81 minutes of time per week by using their own devices. Allowing your staff to use their own devices also results in reduced costs, increased flexibility, and greater employee satisfaction. Mobile devices are part of the ever-evolving office.

While many of the ways we do business have changed, one constant remains: the need to print. With so much work being done on our mobile devices, it only makes sense that we have the ability to efficiently and securely print the documents and files we need directly from them. That's why mobile printing is a necessity for the modern business. With a standard mobile printing solution in place, employees will have the convenience of printing from any device at any time—no matter where they're physically located—as well as the ability to capture and share documents both internally and externally.

While mobile printing is obviously beneficial for businesses, a BYOD-friendly workplace does present a new set of risks. Namely, the security challenges posed when you have employees working with sensitive information on their own devices. The flexibility and convenience mobile devices provide comes with a flipside in the form of threats, such as phishing scams, malware, network attacks, and app leakages. These security flaws must be countered to ensure the integrity of your sensitive data. This can be accomplished through a comprehensive BYOD policy and a high-tech mobile printing solution that includes effective security measures to protect your data.

Mobile printing is an innovative solution that can dramatically increase productivity in the modern workplace. Paired with effective security measures to mitigate the risks associated with BYOD, your business can reap these rewards while maintaining data integrity and peace of mind. Contact us today to learn more about securely leveraging mobile printing technology.



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:  
**1-800-34-KELLY**  
[www.kellyofficesolutions.com](http://www.kellyofficesolutions.com)

## What can Section 179 do for your Business

Those of you who are already thinking about tax season need to know about Section 179. I know that when numbers and codes are brought up in tax conversations most people I'm not an accountant so that I will leave this up to my accountant. Well in all actuality Section 179 is easy to understand and use for businesses. This tax code states that the IRS tax code allows companies to deduct the full purchase price of qualifying equipment/software purchased or financed in the last year. Have we sparked your interest? Read all about it [here](#).



### Why All Businesses Benefit from Managed Print Services

Managed Print Services (MPS) offers valuable benefits to businesses of any size in any industry, including:

**Lower costs** – By consolidating your printers and eliminating obsolete, inefficient, or unreliable devices, your company will streamline its print fleet and save money through subtraction. Combine that with reduced print volumes and predictable monthly billing, and MPS enables you to control your printing costs.

**Reduced downtime** – By outsourcing the management of your printing environment to a team of professionals, you'll also benefit from proactive monitoring, preventive maintenance, and auto-supply replenishment that will ensure your devices are always up for the challenge and your workflows don't grind to an unexpected halt.

**Better security** – Your MPS provider will help you protect sensitive information through measures such as regular firmware updates, encryption, and pull or follow-me printing, not to mention wiping printer hard drives at the end of your lease.

If your business isn't taking advantage of the benefits provided by an MPS solution, contact us today to schedule a free initial assessment of your print environment.



### Effectively Resolving Conflict in the Workplace

Here are a few strategies you can use to resolve conflict between co-workers.

**Set clear expectations** – Make it clear that you expect a culture of respect in your workplace, where behavior such as shouting, rudeness, and name-calling is unacceptable. When your employees know in advance this will not be tolerated, they are more likely to work out disagreements in a more constructive manner.

**Employ 'active listening'** – Prior to sitting the employees down to hash out their dispute, stress the importance of 'active listening' to each of them. Insist they actually listen when the other party is speaking, rather than formulating a rebuttal in their head, and repeat back the opposition's main points to ensure they hear and understand their side of things.

**Get a change of scenery** – A great way to diffuse a tense situation is to leave the scene of the crime. Take both of your employees to a neutral location to work things out. An off-site lunch on the company dime is a much more informal backdrop that is often better suited for resolving a conflict.

Conflict in the workplace may be unavoidable, but failing to effectively resolve it is an impediment to productivity and staff morale.

## Show us your Pink!

As we hope most of our customers are participating in Breast Cancer Awareness Month, we wanted to show our support for this cause as well. We got all three of our offices to wear pink in honor of those who are currently fighting, those who have won, and those who have fallen to this terrible sickness. We strive for a cure and keep cheering on those who are struggling today. Feel free to share your pink pictures with us on our [Facebook Page](#). For those who would like more information, the Breast Cancer Foundation click [here](#).



## Hot Products

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