

Christmas Party Time!!!

Kelly Office Solutions is always happy to celebrate with our outstanding staff and this year was no different. We had a spectacular Christmas party with tasty sides and desserts from our team as well as ham and turkey provided by Honey Baked Hams. We also celebrated with prizes given away to our employees for all of their hard work throughout the year. We're thankful to have such dedicated team here at Kelly Office Solutions. Happy Holidays and Happy New Year to all!



How to Choose a Managed IT Partner

All Managed Service Providers (MSPs) are not equal, and something as critical to your business as its IT infrastructure cannot be entrusted to just anyone. Here are a few prerequisites to keep in mind during your search for and evaluation of an MSP partner.

Possesses the necessary experience and certifications – An MSP should have the knowledge and expertise to adequately manage your IT environment. Inquire about the experience of their staff, their core areas of expertise, and their industry certifications.

Is available when you need them – IT emergencies don't abide by normal business hours—your MSP shouldn't either. As your business depends on technology to function, it's crucial that an MSP offers 24/7/365 support available to immediately address any issues regardless of the day or time.

Has a stellar reputation – Your MSP should have a proven track record of providing IT excellence. Ask candidates to demonstrate this in the form of references and case studies outlining how they solved particular problems for clients. Any reputable provider will be happy to provide them.

Utilize this checklist during your search to help identify the right MSP for your business.

Why Your Company's Website Matters

As the saying goes, "you never get a second chance to make a first impression." In the Digital Age, a company's website is often the first contact point with potential customers and ultimately is responsible for its first impression on them. With telephone directories going the way of the rotary phone, people now search the internet for products and services. Add to that the fact most consumers make decisions based on their online experience and the importance of a good-looking, well-designed website cannot be understated.

It's essential for your website to make a good impression on its visitors and leave them with a high opinion of your business. That's why the appearance, usability, and functionality of your website are so important. It's not enough to simply have a website; it needs to be a good one. A poorly designed or appearing website negatively impacts your brand and credibility, giving your competition the upper hand.



Contact Us Today!

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Signs Your Organization Needs Document Management

If your business is like most, you still rely on paper documents in your day-to-day operations. However, many companies are benefitting from converting these documents into digital versions and working with them electronically through document management. Are paper documents bogging down your workflows and business processes, while hampering your regulatory compliance? To determine whether it's time for your organization to implement a document management solution, here are some of the warning signs to be aware of.

Too much human error.

To err is human, but in business mistakes cost money. By automating manual filing processes through document management, you will eliminate human error and put an end to lost or misfiled documents and missed deadlines.

Too many versions of your documents.

Wondering whether you're working with the right version of a document can be extremely frustrating. Even worse, employees working on different versions of the same document is counterproductive. Document management provides version control, ensuring you are always working on the most up-to-date version of a particular document.

Too much time spent looking for documents.

Time spent looking for documents is time that could be spent more wisely. When the amount of time searching is significant, it is negatively impacting your employees' productivity. Document management eliminates manual searches by enabling you to search your files digitally by keyword, which takes much less time.

Too little audit preparedness.

Many industries face regulatory requirements they must comply with when it comes to protecting, storing, and archiving their documents. With a document management solution, your business will be prepared in the event of an audit by ensuring the secure, compliant retention of your documents and quick, easy access to audit information.

If your workplace is exhibiting one or more of these signs, you'd benefit from implementing document management. Contact us today to learn how we can customize the perfect solution to meet your organization's unique needs.



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
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Marine Toys for Tots

At Kelly Office Solutions we always strive to support our community in all their efforts especially those to help families in need. Around the holidays sometimes we can all get caught up in the parties, presents, and festivities that we forget about those in need. We wanted to help our community this year by contributing a box of toys for the Marine Toys for Tots program. This is a beautiful way to help the community, and we're so blessed that we could participate in it this year. Thank you to our Marines and all to this fantastic program. If you would like to learn more, please [click here](#).



Why the MFP is the MVP of So Many Offices

The multifunction printer (MFP) is an invaluable solution for so many businesses, providing an impressive one-two punch of:

Big Savings – By replacing multiple devices with one multifunction printer, your company will realize savings in the form of:

- **Money** – While an MFP costs more than a single-purpose printer, it will cost you significantly less than multiple single-function devices when you add up the purchase or lease price, maintenance, supplies, and electricity.
- **Time** – With one single device serving all of your office workflow needs, employees can accomplish all of their tasks in one step from one piece of equipment.
- **Space** – Office space is at a premium for many businesses. By combining all of your single-function devices into one MFP, you'll reduce the footprint of your office technology and free up valuable space.

Increased Versatility – Modern MFPs provide so much more in the way of features than their predecessors, making them more versatile than ever before. Smart MFP apps provide users a plethora of digital capabilities to increase productivity and collaboration.



Color Printing is on the Rise

Color printing continues to play a big role even in the increasingly digital world in which we do business. Not only are workers still printing in color, but the amount of color printing taking place in American offices is on the upswing. In a recent survey by Keypoint Intelligence/InfoTrends, almost 50 percent of general office workers in the U.S. said the amount of color printing required for their job is increasing. Optional color printing in the office is also on the rise, with 40 percent of respondents claiming their optional work-related color printing is increasing as well.

This increase is due to a number of factors. For starters, the price of color printers continues to decline, making them a viable option for more businesses and expanding employees' access to them. Secondly, color printing—traditionally significantly more expensive than printing in black and white—has become drastically more affordable over the years. Finally, in the Keypoint Intelligence/InfoTrends survey, one of the reasons respondents gave for increasing their color printing output was that color adds more value to documents, making them easier to read and more influential. Adding color to a document increases the impact it has on anyone who reads it, explaining the upswing in such printing.

If your business is still only printing in black and white or needs to upgrade your current color machine, contact us today to learn more about our wide selection of color printers and MFPs.



Finding the Right Fit: It's All about the Interview

Interviews are one of the most difficult steps in the hiring process, but they are essential to prevent you from repeating the exercise much sooner than you'd like. Are you adequately prepared to interview job seekers and weed out the wrong candidates?

Throw them a changeup. Most interviewers come armed with stock questions that experienced interviewees have heard many times before and can answer in their sleep. That's why it's imperative for you to get creative and catch candidates off guard by asking questions they're not expecting.

Don't jump to conclusions. Resist the urge to fall for someone who makes a great first impression and withhold judgment until after you've completed your entire interview.

Listen more than you talk. The purpose of a job interview is to learn more about a candidate, so they should be doing the majority of the talking. Asking open-ended questions is an effective way to get them talking and enable you to get to know them better.

By improving your interviewing skills, you can improve your chances of finding the right candidate for the job.

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