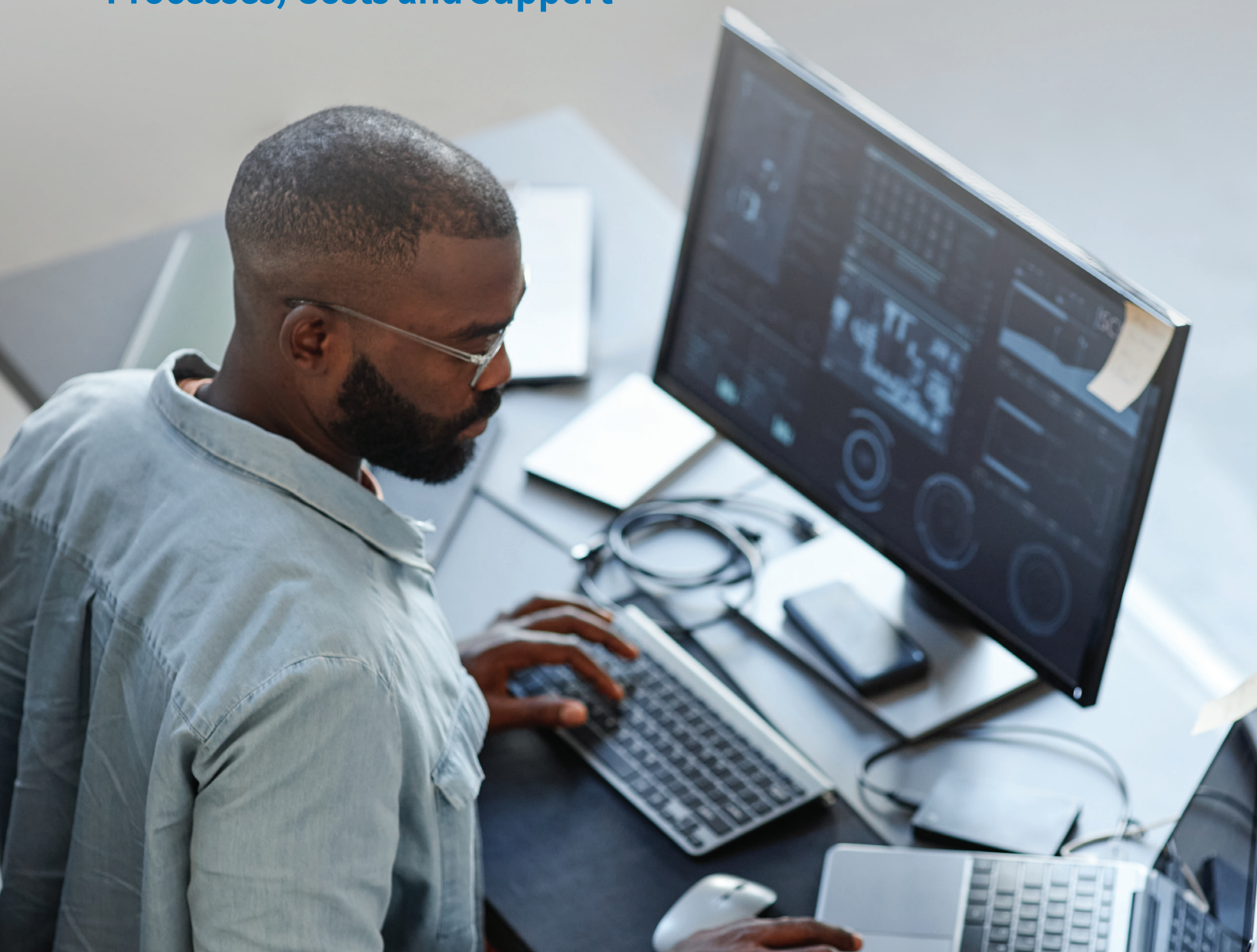
KONICA MINOLTA

THE SMARTER WORKPLACE TECHNOLOGY CHECKLIST

10 Questions to Help You Evaluate Your Office Technology, Document Processes, Costs and Support





Technology should make work easier—not add unnecessary steps to the workday. Use this checklist to take a closer look at how technology and information move through your organization.

Your answers can help reveal what is working well and where there may be opportunities to save time, simplify processes and improve employee experience.

Select the answer that best describes your current environment:

Yes	Working well
Sometimes	May need improvement
No/Not sure	Worth a closer look

1

Does your office technology support the way your team works today?

Consider whether employees can easily print, scan, share and access information from the office or while working remotely.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Technology should support the needs of your team without creating unnecessary steps, delays or workarounds.

2

Are your printers and scanners appropriately matched to how they are used?

Consider device location, print volume, document types, scanning needs and the number of employees relying on each device.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: The right technology in the right place can make everyday tasks easier while helping avoid underused devices, unnecessary costs and productivity bottlenecks.

3

Can employees easily find the documents and information they need?

Consider how much time employees spend searching through shared drives, email attachments, paper files or multiple systems.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Consistently organized information can reduce search time, improve collaboration and help employees work with the correct document version

4

Is information captured without unnecessary manual data entry?

Consider device location, print volume, document types, scanning needs and the number of employees relying on each device.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Automated document capture can reduce repetitive work, improve accuracy and give employees more time for higher-value activities.

5

Do documents move efficiently to the right people and systems?

Think about approvals, client or customer records, invoices, employee forms and other documents that require review, processing or follow-up.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Streamlined document workflows can help reduce delays, improve visibility and keep information moving through the organization.

6

Do you have a clear view of your monthly office technology costs?

Consider whether invoices and service charges are consistent, understandable and easy to budget for.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Greater cost visibility makes budgeting easier and helps reduce the administrative effort associated with reviewing and reconciling technology expenses.

7

Is managing your office technology simple and efficient?

Consider the time employees spend reporting meter readings, reviewing invoices, requesting supplies or coordinating service.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Simplifying routine technology administration can reduce the workload placed on employees and make the overall experience easier to manage.

8

Do you know exactly where to turn when you need technology assistance?

Consider whether your team has a clear point of contact and receives timely, consistent communication.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Clear communication and responsive support can help address questions quickly and reduce the time employees spend coordinating assistance.

9

Does your technology provider understand your business and changing needs?

Consider whether your provider offers ongoing guidance, periodic reviews and recommendations based on how your organization works.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: Technology needs change over time. Regular conversations can help identify improvement opportunities and keep your technology aligned with your business priorities.

10

Are your devices, documents and business information appropriately protected?

Consider device settings, user access, secure scanning destinations, document storage, remote access, backup and recovery.

○ Yes ○ Sometimes ○ No/Not Sure

WHY IT MATTERS: A thoughtful, layered approach can help reduce information risk and support secure access for authorized employees.

A Tally of Your Results

Yes	Sometimes	No/Not Sure

Understanding Your Results

Mostly Yes — Your Foundation is Working Well

Your technology environment appears to support many of your current needs. Regular reviews can help maintain performance and identify opportunities as your business evolves.

Several Sometimes — Opportunities to Improve

Some areas may be creating extra work, limiting visibility or making technology more difficult to manage. Begin with the questions that have the greatest impact on employees and everyday operations.

Several No/Not Sure — Worth a Closer Look

Your organization may benefit from a more detailed review of its technology, document processes, costs or support.

Prioritize the areas where delays, repetitive work or uncertainty occur most often.

Choose Your Priorities

Based on your answers, which areas would you most like to improve?

- Office printing and scanning
- Document capture and organization
- Workflow automation
- Technology costs and billing
- Service and ongoing support
- Information and device security
- Not sure—I would like guidance

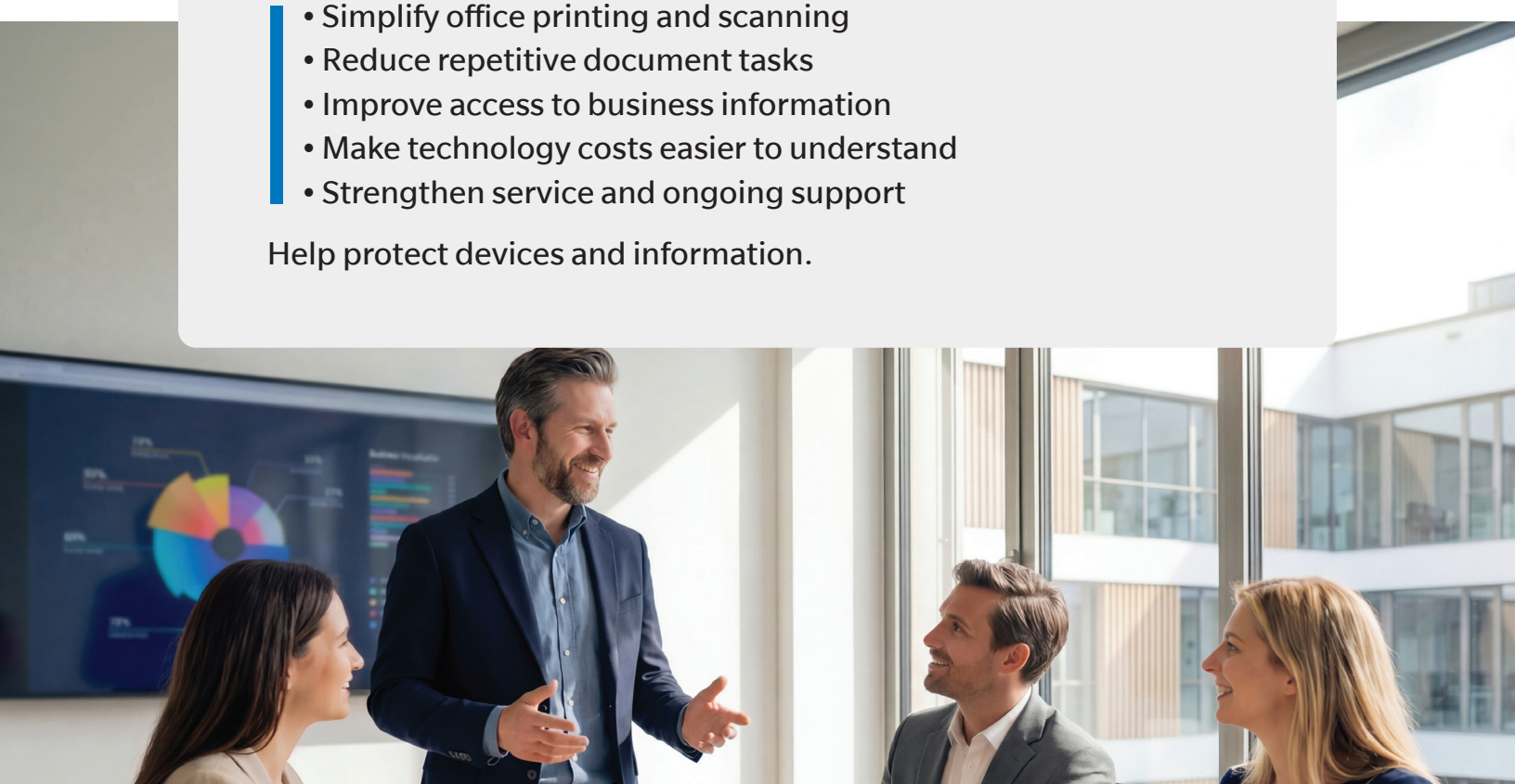
Take the Next Step

Your checklist results provide a starting point. A workplace technology review can help you take a closer look at your current environment and identify practical opportunities for improvement.

Konica Minolta can help you explore ways to:

- Simplify office printing and scanning
- Reduce repetitive document tasks
- Improve access to business information
- Make technology costs easier to understand
- Strengthen service and ongoing support

Help protect devices and information.





Discover How Konica Minolta Can Help Your Workplace Work Smarter

REQUEST A WORKPLACE TECHNOLOGY REVIEW

Disclaimer: This checklist is intended as a general educational resource and does not constitute legal, regulatory, cybersecurity or compliance advice. Technology needs and requirements vary by organization. A more detailed assessment may be required to evaluate your specific environment.

For complete information on Konica Minolta products and solutions, please visit: **CountOnKonicaMinolta.com**

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