Business Success With Updated Technology

(NAPSA)—Whether you work in a doctor's office or a small business startup, it's likely that you deal with a seemingly endless mountain of paper.

This information is the lifeblood of any business and is critical to your business's success. But how can you best use this information to move your business forward?

To help, here are three ways that you can better store, manage and access your information:

•**Move documents to the cloud**—How many times have you turned your office upside down in search of a document? You know that it's on your desk or in a file cabinet somewhere, but you can't seem to locate it. You're not alone. According to International Data Corporation (IDC), the average employee will spend 2.5 hours a day searching for work-related information. With this in mind, small- to medium-sized business owners should consider adopting cloud-enabled IT systems to digitize important information, centralize data and reduce long-term costs.

•**Simplify tasks with multi-function technology**—Like most small businesses, it's typical for staff to manage multiple tasks at once, which can lead to miscellaneous documents strewn around the office. In today's world of digital information, scanning document files to the network or the cloud enables staff to clear the clutter and work more efficiently. Consider a multifunction printer

Embracing a new digitized workflow can help an office eliminate many of its paper-intensive processes.

that offers scanning, faxing and printing directly to the network or cloud, such as the HP LaserJet Pro MFP M521 or HP LaserJet Pro 500 color MFP M570. Both printers are equipped with an easy-to-use color touchscreen that gives users the ability to preview, edit and digitally send documents.

•**Embrace the new mobile office**—In today's 24-7 work world, business owners are providing employees with the appropriate technology to help employees work whenever and wherever they need. By utilizing mobile devices, such as tablets, paired with cloud-based document management tools, employees are better equipped to meet the needs of clients without sacrificing costs, mobility or security.

While paper will always have a place in the office, you can eliminate some paper-intensive processes and embrace a new, hybrid workflow that brings paper and digital together for ultimate productivity.