



Save Paper, Save Time

As a small Canberra-based accounting firm, ClearCorp works extensively with paper. Though the firm's workload is consistent throughout the year, it experiences an annual peak around tax time, which puts a strain on the office of 10 employees.

The Issues

While the company relies heavily on computers and electronic documents, office manager Therese Clark describes trying to integrate hardcopy documents into the company's electronic processes as a difficult task.

When time came to re-evaluate workgroup printers, Therese decided to search for a solution that would help manage the enormous paper load generated by the business.

"As an accounting firm, we generate a lot of paper. We're trying to work towards a paperless office," describes Therese Clark, "but dealing with paper and electronic documents together was a real pain point."

At a glance

Company

ClearCorp
www.clearcorp.net.au

Industry

Accounting

Canon products used

eCopy Scan Station
imageRUNNER C2570

Benefits

Integrated fax support to each desktop reducing the need to print
Improved workflow and efficiency



The Solution

After consideration, ClearCorp decided to upgrade its incumbent device to a Canon imageRUNNER C2570 multifunction printer and eCopy Scan Station to help handle the delivery of documents to each desktop within the business.

“This solution can be used in other industries and smaller organisations who don’t necessarily want to go down the full document management path, but want to manage archives and records effectively and efficiently.”

- Peter Matthews.

Work documents are scanned and then saved into the organisations Handisoft application, where they can later be accessed in a fraction of the time required to look up archived paper versions.

The company is working towards a 60 percent reduction in the use of paper inside a year, but points to extra benefits like integrated fax support to each desktop as clinchers.

“We view the ability to handle faxes from the desktop a step in the right direction towards a paperless office,” explains Therese.

The Results

Therese Clark describes the implementation of the multifunction printer in the ClearCorp office as smooth and straightforward, saying “the professional services representative took care of the setup. We didn’t notice any real break to our workflow.”

“This solution can be used in other industries and smaller organisations who don’t necessarily want to go down the full document management path, but want to manage archives and records effectively and efficiently”, says Peter Matthews, Market Segment Manager, Software, Services & Solutions, Canon Australia.

ClearCorp has seen an improvement in workflow and business efficiency since installing an imageRUNNER MFP and eCopy Scan Station, stating that “the installation of an imageRUNNER C2570 and eCopy Scan Station has helped us improve how we run our business”.

For more information on Canon’s business solutions visit
www.canon.com.au/en-AU/Business

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