

# The 15-Point Cloud Print Infrastructure Readiness Checklist

Assess your readiness  
for cloud printing



Transitioning to cloud printing can seem overwhelming, but with some preparation, it can greatly reduce your IT administrative burdens and costs while improving secured print practices and processes.





Use this checklist to evaluate your business's readiness and understand the steps involved in making the transition.

## Questions to ask an existing or potential cloud partner

1. What financial benefits can cloud printing offer my organization?  
*(e.g., ROI, shift from CAPEX to OPEX, subscription-based pricing)*
2. How does cloud print affect document security, privacy and compliance?  
*(e.g., local data governance laws, federal requirements and industry-specific regulations)*
3. Is your solution a true cloud service or just hosted in the cloud?  
*(e.g. Infrastructure as a Service, SaaS)*
4. Can cloud printing integrate seamlessly with my existing IT infrastructure?  
*(e.g., multi-vendor print fleet compatibility, ERP systems, O365 and different network connections)*
5. What is the implementation process and user adoption strategy?  
*(e.g., installation complexity, staff training requirements and change management approach)*

# Cloud Print Transition Checklist

This checklist will help you assess your current printing environment, identify areas that need attention and prepare for a smooth transition to cloud printing.

Cloud Print Infrastructure Readiness Checklist		
No.	Description	(✓/×)
 <b>Security</b>		
1.	Can you enforce user authentication for every print job across all devices?	
2.	Are you able to track and audit all print activities in real-time?	
3.	Can your current workforce securely access printing resources from remote locations?	
4.	Can users securely print from any device to any printer in your organization?	
 <b>Resources</b>		
5.	Can you remotely monitor and manage all your print devices from a single dashboard?	
6.	Does your current print infrastructure allow for automatic software updates and patch management?	
7.	Are you able to easily scale your print resources up or down based on changing business needs?	
8.	Does your current system support automated workflow routing and document processing?	
 <b>Support</b>		
9.	Does your current system provide predictive maintenance to prevent device downtime?	
10.	Can you automatically generate detailed reports on print usage, costs, and efficiency?	
11.	Do you have access to expert support for your entire print infrastructure anytime?	
12.	Can you easily integrate your print infrastructure with other business applications (e.g., ERP, CRM)?	
 <b>Timeframe</b>		
13.	Can you deploy new print services or features across your entire organization quickly and timely?	
14.	Can you implement print policy changes simultaneously across all locations?	
15.	Do you have real-time visibility into print job statuses and device health across your network?	

**Don't miss out on the benefits of cloud print.**  
 Contact us today to schedule a free demo of RICOH CloudStream and let our experts guide you through the transition process.



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