

# The Complete Guide to Effective Print Management



## Why Print Management Matters

As print environments grow more complex, inefficiencies become harder to ignore—and more costly to fix.

If you're exploring solutions to reduce overhead, support hybrid work, and improve visibility across your print environment, now's the time to evaluate your options.



**Nearly half of organizations cite IT admin burden from legacy print servers as their top challenge.\***

— Quocirca, Cloud Print Services Landscape 2024

## Common Print Challenges

When print isn't centrally managed, small issues can quickly escalate. Businesses that delay modernization face persistent roadblocks like:



**Limited visibility** into device usage, supply consumption, and user behavior.



**Inconsistent access** for hybrid and remote workers.



**Manual oversight** of updates, maintenance, and print drivers.



**Security risks** from unsecured endpoints and abandoned print jobs.



**Uncontrolled costs** from inefficient use and lack of oversight.

These issues don't just impact printing, they undermine efficiency, security, and user experience.

**Cloud-based print management** helps streamline oversight, improve scalability, and deliver consistent experiences across locations.




**Print should support your business — not slow it down.**

# Print Management Models

Simplicity, control, or support—what does your print environment need most?


*Need a solution that's easy to scale and light on IT?*



**Cloud**

Cloud print management offers flexibility, remote access, and minimal maintenance—ideal for SMBs, hybrid teams, and growing businesses.


*Want complete oversight and control?*



**On-Premises**

On-premises solutions offer maximum customization and compliance, making them a strong choice for regulated environments.




*Prefer to leave print to the experts?*



**Managed Print Services (MPS)**

MPS outsources day-to-day print management, reduces complexity, and frees up internal resources while keeping costs predictable.

Every print environment has trade-offs. Here's how they compare.

	 Cloud	 On-Premises	 Managed Print Services (MPS)
IT Burden	Low	High	Minimal
Scalability	High	Medium	High
Security Control	Moderate	High	High (via provider)
Setup Speed	Fast	Slower	Varies
Maintenance	Managed externally	Internal IT	Fully managed
Ideal for	SMBs and hybrid teams	Regulated and/or compliance-heavy environments	Organizations outsourcing print ops

Now that you've seen how they compare, the next step is knowing what to ask when evaluating solutions.

“ When print runs efficiently, your organization benefits — saving time, cutting costs, and keeping teams productive.

# What to Look for in a Solution

Every organization has different priorities, whether reducing complexity, tightening security, or improving day-to-day efficiency.

## Key Evaluation Criteria

The first step in choosing the right setup is understanding what capabilities matter most to your organization. Use this checklist to assess which features are essential for your business needs.



### Security

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**Advanced Authentication** – Support for PIN, card, mobile, FIDO2, and network login for controlled access across multiple environments.

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**Locked Print or Pull-Printing** – Release only after user authentication, safeguarding sensitive documents.

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**Continuous Updates** – Ensure devices perform reliably, securely, and stay up to date with the latest features.

☐

**Zero Trust Architecture** – Apply strict access controls and user authentication across your print environment.



### Workflow Integration

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**Automated Scan Workflows** – Streamline document capture and routing with one-touch, customizable scanning.

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**AI-Driven Data Extraction** – Enables intelligent capture workflows for faster, more accurate processing.

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**Cloud and Third-Party Integrations** – Connect to Microsoft 365, Google Workspace, Universal Print, and leading card reader systems for a seamless print experience.



### Analytics and Reporting

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**Usage Tracking** – Monitor print activity and supply consumption trends.

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**Cost Allocation** – Track print spend by team, department, or project.

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**Audit Trails and Compliance** – Track user activity and document workflows to support regulatory audits and internal oversight.



## Remote Access and User Convenience



**Mobile Printing Support** – Print securely from smartphones or tablets anywhere.



**Cloud-Based Device Management** – Configure and update devices remotely through cloud-based management tools.



**Location-Aware Printing** – Print and securely retrieve documents from the nearest available printer, improving convenience.



## Scalability and Management



**Centralized Control** – Manage devices, users, and policies from one dashboard.



**Mixed-Brand Fleet Support** – Manage diverse device brands and models through a unified platform.



## Cost Management



**Print Quotas and Rules** – Control usage and reduce waste through enforceable green policies.



**Real-Time Monitoring** – Track device activity and detect inefficiencies immediately.



## Key Considerations



Best-fit deployment: cloud, on-premises, or hybrid



Integration with Microsoft 365, SharePoint, billing systems, and card readers



Security and compliance aligned with industry standards and policies



Support for distributed teams and multiple office locations



Onboarding, training, and support that match internal capacity



Flexibility to scale as business needs evolve

# Modern Print Management: Simplified, Secured, and Scalable

Use this checklist to evaluate print management options and shape productive conversations with your provider.

## ◆ Common Pain Points

- |   |   |
|---|---|
| <input type="checkbox"/> Limited IT resources and rising helpdesk tickets | <input type="checkbox"/> Difficulty supporting hybrid or mobile workers |
| <input type="checkbox"/> Rising costs and lack of visibility              | <input type="checkbox"/> Security and compliance risks                  |
| <input type="checkbox"/> Inconsistent user experience across locations    |   |

## ◆ What to Look For

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Centralized control</b> of print devices, users, and policies           | <input type="checkbox"/> <b>Integration</b> with Microsoft 365, billing systems, and card readers  |
| <input type="checkbox"/> <b>Secured cloud-based access</b> for hybrid and remote teams              | <input type="checkbox"/> <b>Cost management:</b> quotas, print rules, and usage reports            |
| <input type="checkbox"/> <b>Security:</b> user authentication, tracking, and print release controls | <input type="checkbox"/> <b>Flexible deployment:</b> cloud, on-premises, or managed print services |

## ◆ Key Discussion Topics

- |  |   |
|--|---|
| <input type="checkbox"/> Which model best fits our size, structure, and IT capacity—cloud, on-premises, or hybrid? | <input type="checkbox"/> What security and compliance features are included?        |
| <input type="checkbox"/> Can it integrate seamlessly with our current platforms and systems?                       | <input type="checkbox"/> What training and support options are available?           |
| <input type="checkbox"/> Does it support remote users across all locations?  | <input type="checkbox"/> How easily can we scale or transition if our needs evolve? |



## Getting Started

Start by identifying your biggest print challenges, then prioritize the features that matter most.

# About Ricoh

With over 85 years of experience, Ricoh delivers reliable print and device management solutions with built-in protection for your business data. Trusted by organizations of all sizes, and backed by a global support network, we're here to help you improve day-to-day operations and scale with confidence.

Our solutions—



[Ricoh Smart Integration](#)



[Ricoh CloudStream](#)



[Ricoh Streamline NX](#)

—evolve with your business and provide flexible, scalable tools to streamline operations and strengthen security.

## The Ricoh difference:

We deliver the technology, expertise, and service to keep your business secured, productive, and ready for what's next—while helping you reduce IT burden, support hybrid teams, and better manage costs.



## Ready to take print management off your plate?



[Contact us](#) to get started.



[Visit Ricoh USA](#) for more solutions.

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