



WORKPLACE SERVICES

Strategic support to help drive your success—today and tomorrow



WORKPLACE SERVICES BY THE EXPERTS

Canon U.S.A. provides Workplace Services built on a foundation of operational and technological innovation. By leading the way in the areas of workflow management, process optimization, security features, cloud-based applications, mobility, and analytics, we deliver comprehensive enterprise programs through a combination of our robust imaging technology portfolio, streamlined processes, and skilled resources.

Whether your obligations are on premises, off-site, or a hybrid of the two, our team has you covered with solutions that can help you adapt quickly to meet the unique needs of your organization, allowing you to focus resources on **mission-critical business functions**.

BUILD YOUR CORE STRENGTH TO OVERCOME TODAY'S OBSTACLES

Allow us to handle the basics, so you can free up valuable time and internal assets to support increased profitability, operational efficiency, and productivity, while providing you with superior service.

We can set up and manage essential functions using our skillful personnel to help solve challenges faced when operating in a dynamic work environment. While your employees concentrate on foundational business needs, our team can handle the non-core, yet still critical, functions of your organization—both on premises and remote.

Our value-focused sourcing model also provides the option of Canon U.S.A. recruiting and interviewing qualified individuals from your current staff, making offers to join the Canon team as appropriate. Successful candidates will enjoy the same comprehensive benefits, training and development resources, and rewards and recognition programs as all Canon U.S.A. employees. This attractive employment package ensures quality staff for your organization while actually reducing your burden related to the overhead and management of these resources.

RECRUITING SOURCES FOR ON-SITE PERSONNEL



EXPERIENCED PERSONNEL – Highly skilled individuals currently working within Canon.



AREA SITE REPRESENTATIVES – Full-time, fully benefited Canon employees who cover absences, vacations, or other unplanned circumstances.



CURRENT PERSONNEL – Individuals meeting our criteria within your organization.



EXTERNAL CANDIDATES – Sourced through applicant files, employee referrals, business contacts, traditional and online resources (job boards, internet searches), government outreach programs, veterans' programs, advertised open houses, and local colleges and universities.

PRODUCTION PRINT SERVICES

Is your current print setup holding you back?

If you're struggling to manage high-volume print jobs with a mobile workforce, relying too heavily on expensive outsourcing, or looking for more control over production timelines, Canon can help. Our team can create, equip, and staff an in-house print operation tailored to your needs. Or, tap into our Canon or partner facilities to provide large-run, specialty, overflow printing, and distribution.

With Canon, you get more than just cost savings. You can gain faster turnaround times, improved process efficiency, consistent product quality, and the confidence of working with a trusted technology leader.

MAIL, SHIPPING, AND RECEIVING

How is your workforce and other supported groups receiving their mail today?

Let our staff handle all your mailroom needs, from receiving and sorting to scanning and distributing mail and parcels. Are you incurring unnecessary expenses by repacking and sending physical correspondence to remote workers? We can leverage our Digital Mailroom solutions to take mail content and integrate it into systems that will automate processes, driving cost reduction, efficiency, and convenience. Additionally, we have the capability to modernize your mail services by supplying access to the latest technology like smart lockers, accountable mail tracking, and mail security innovations.

SCANNING, INDEXING, AND ARCHIVING

How is your workforce accessing physical documents?

To help enhance overall productivity, we can provide your staff with [seamless access to information](#) regardless of where they are working. Scanning and archiving printed documents can help you take advantage of opportunities to reduce real estate costs by condensing file cabinets. Our services provide backfile conversion, (on- or off-site) scanning, indexing, and storage to enable access and compliance with records retention schedules and destruction protocols.

TAKE CONTROL OF YOUR WORKSPACE WITH OFFICE SERVICES

RECEPTION, PANTRY, AND CONFERENCE ROOM

How are you managing office space for your entire workforce?

Our team can handle your reception needs. We can also support conference room reservations and workspace hoteling to help maintain a highly functional environment for those using your facilities.



OPTIMIZE YOUR ENVIRONMENT

Customization is key. It's not all or nothing—select the level of services specific to your organization and we'll work closely with you to provide an assessment and make recommendations for how we can best provide you with non-core, business-critical support tailored to fit your definitive needs.

But it doesn't end there. Our team is with you every step of the way, from implementation to change management to ongoing analysis, through periodic reviews, so that the program remains effective and meets or exceeds your goals.

Our efforts incorporate the development of a highly effective, personalized program that is built on communication. We go above-and-beyond to guide organizations toward understanding why specific

changes are made, what to expect, what the impact will be internally, and how the invigorated processes will ultimately breed positive results.

With Canon U.S.A.'s Workplace Services, it's not simply a one-and-done process. We stand by you from start to finish, managing the assessment, implementing the system, and helping you reach your objectives. Our dynamic approach is designed to support the ongoing growth of your business, helping you to achieve both short-term and long-term goals with a partner who is fully invested in your success. This is our unwavering commitment to you.

STRATEGIC ASSESSMENT SERVICES

VALUABLE INSIGHTS TO HELP GUIDE YOU IN YOUR NEXT STEPS.

Canon's strategic assessment services are available in two flexible formats: as part of the onboarding process for new service engagements, or as a standalone, billable consultancy, leveraging our experience to help elevate your performance—with no obligation to move forward beyond that point.

In both cases, we take an objective, expert-driven approach to evaluating your current environment, workflows, and processes to identify improvements. Our team delivers practical recommendations tailored to your specific goals, helping you identify areas to streamline operations, improve performance, and strengthen your program. Whether you're looking for a partner to implement change or just need strategic guidance, we're here to help.

Learn more about our Managed Services by visiting usa.canon.com/business.



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