

20 Steps to Make your Office Printer More Secure and Cost Effective

Printers are often overlooked when it comes to security and cost management. Yet they handle sensitive information daily and can quietly drain budgets if left unmanaged.

Here are 20 practical steps to strengthen security and save money in your print environment.

Security First: Protecting Data and Access

- 1. Enable user authentication** – require staff to log in or badge in before releasing print jobs.
- 2. Set up secure print release** – ensure documents don't print until the authorised user is at the device.
- 3. Encrypt print jobs in transit** – stop data being intercepted as it travels across the network.
- 4. Apply role-based access** – restrict who can print, scan, or copy sensitive documents.
- 5. Regularly update firmware** – close vulnerabilities by keeping devices up to date.
- 6. Apply pull-printing across multiple locations** – users can release jobs securely at any device
- 7. Disable default admin passwords** – one of the simplest but most common security gaps.
- 8. Use audit trails** – log all print activity to prove compliance and investigate incidents.
- 9. Shred unclaimed or outdated documents** – physical security is just as important as digital.
- 10. Train staff in print security** – people are often the weakest link; awareness reduces risk.

Cost Efficiency: Reducing Waste and Saving Budget

11. Set print defaults to duplex – cut paper use in half by making double-sided the default.

12. Implement digital workflows for frequent jobs – scan-to-email or scan-to-cloud instead of paper trails.

13. Track usage by department – visibility drives accountability and reduces waste.

14. Right-size devices to demand – match printers to actual usage instead of “one size fits all.”

15. Consolidate devices – fewer, smarter devices reduce energy and maintenance costs.

16. Automate supply ordering – avoid rush purchases and ensure toner arrives just in time.

17. Use energy-saving modes – reduce electricity costs with sleep and power-off settings.

18. Analyse print behaviour trends – identify which departments or times cause spikes in waste.

19. Leverage vendor reporting tools – many printers have built-in analytics that go unused.

20. Review regularly – audit print policies, costs, and security at least once a year.

Key Point - A secure, efficient print environment isn't just about protecting data, it's about freeing staff from frustration, cutting hidden costs, and giving leaders visibility.

Want to see how your organisation measures up?

Book a free print audit today - www.orchardsystems.co.uk/audit