

EOJconnect

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INSIDE
PGS. 2-3

A message from Chris Fullarton, Sr. Vice President-Imaging

As we prepare to close out the summer months and head back to school, there is much to reflect upon. The past few months have been a whirlwind. Like many businesses, we moved our entire workforce from the office into their home offices. Virtual meetings through Microsoft Teams became the norm, and sometimes included the family dog or kids popping in for a quick "hi." No matter where we work from, that sense of family is important to us.



In the midst of so much change, and as we strive to preserve our organizational culture, it is notable that one of our core values is stability. And that cornerstone core value has helped us greatly throughout these challenges. During this pandemic, we can clearly see how our stability over the last 63 years has allowed us to weather this storm and ensure that we are here for another 63+ years.

Since the beginning of this crisis, the importance of supporting local- and family-owned businesses has become clear. Like EO Johnson, many organizations rely on their local communities for survival. These businesses are what give our communities character, grow jobs for our people, and give joy to our lives. While the months ahead may be uncertain, we know that supporting locally owned businesses and shopping at locally owned stores ensures the preservation of what makes our communities special. I hope you will join me in finding creative ways to support these businesses.

In this edition of EOJ Connect, we share some of the services and resources we provide that can help make Your Business. Better. Some you may know about, but there's one that's entirely new for us and has assisted many K-12, higher education and commercial businesses: our PPE (Personal Protective Equipment) offering. We've taken the extraordinary step to secure supplies including masks, sanitizers, and face shields, because we care deeply about the collective wellbeing of our community. Whether you need to place an order for your return to the office, or if you just need a backup vendor due to unpredictable supply flows, our team is honored to help.

From all of us at EO Johnson Business Technologies, have an enjoyable end to the summer and a safe start to the upcoming school year. And remember: Support Local. Shop Local.

To your continued health and safety.

Christopher Fullarton

With the reality of a long-term remote workforce before us, securing the best productivity solutions is essential to keeping your business both productive and relevant.

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Three Essential Tools for Secure and Productive Remote Work



Dan Rickert, Director of Solution Sales



For businesses to thrive in today's economy, it's critical to invest in tools that will strengthen your organization for the long-term. As business productivity experts, we've assembled the most effective business solutions to help you make your business as strong and resilient as possible, by maximizing productivity, capitalizing on new efficiencies, and creating seamless project flows for the remote working world. To get there, we recommend the triple threat of document scanning, document management and Microsoft Teams.

1. Document Scanning

Files deteriorate over time—no matter what format they're in. More, finding documents or back files is time consuming and costly...not to mention, limited to one user at a time. But with a document scanning strategy, we can digitize your files so that they are always safe and always accessible. Electronic documents free up staff to fulfill their primary responsibilities by speeding retrieval times. Best of all, several staff can access the same document at once, even collaborating within that document by adding annotations and electronic document workflows.

The cost savings of document scanning solutions can be significant. Consider how much staff time is used in trying to find misplaced paper files. Consider, too, the dated tech, equipment, file cabinets, etc. you have to maintain and purchase to store physical files, as well as the square footage that could be better used making money for your business. And because we know security is a non-negotiable, we guarantee confidential document destruction and data erasure with your approval.

The cost of document scanning can also be managed to meet your organization's needs. Particularly now, when you may find you have staff who are underutilized. These same staff can be reassigned to organize your existing files and expedite the scanning process, saving your company money on this valuable process while maintaining headcounts until demand for their expertise surges again. In addition, we offer a variety of payment options to suit your needs. So, we can strategize with you to provide the solutions you need today, while developing a payment plan for those solutions that won't cause additional financial strain on your business.

2. Document Management

When your business suddenly manages the productivity of a remote workforce, a number of new challenges can arise. Among them: how to manage access to essential documents. The simplest solution is a remote document management system. Remote document management enables a dispersed workforce to easily access the files they need from wherever they are, using a company device or their own PC, while still protecting your company's network and data. In short, staff can store, route and retrieve documents electronically, without sacrificing your company's security.

At EO Johnson Business Technologies, we know businesses depend on speed, which is why we get your business set up with hosted document management fast—often in just a day or two. And at a cost that is generally less than \$3,500, including training, it's an affordable solution for small to medium sized businesses.

If you're ready to make the leap to remote document management, we're here for you. Simply contact us for more information about how a remote document management system can help your business stay productive, even potentially increase productivity, all with a virtual, remote workforce.

3. Microsoft Teams

The massive shift to working from home has led to extraordinary adoption rates of Microsoft Teams, a comprehensive productivity platform. From automating and managing processes, to improving collaboration, to saving companies time and money, Microsoft Teams has a lot to offer in today's shifting working world.

If you would like to learn more about Microsoft Teams, join us for our free video learning series, "Mastering Microsoft Teams." Simply contact your EO Johnson Account Executive or one of our certified Microsoft Teams consultants below for access—free of charge. This ongoing series gets at the common questions users encounter when using Teams, and will help you build your expertise on the platform.

And if you're interested in scheduling time with our Microsoft Teams consultants, who can help you with everything from

Microsoft Teams

A fundamentally different way of working.



Streamlines collaboration and improves teamwork

When you invest in collaboration and teamwork, teams are five times more likely to perform at a high level.



Increases productivity

Create dedicated channels so teams know where to find information quickly.



Customizable workspaces

Compatible with many applications using built-in connectors to easily keep track of key business updates or information specific to job roles.



Efficient communications

Invite teams you work with to chat, meet, call and collaborate all in one place, no matter where you are. Seamless video conferencing, easily share live presentations through screen share, record meetings and brainstorm on the digital whiteboard.



Robust security features

Built on the Microsoft 365 and Office 365 hyper-scale cloud, it delivers the advanced security and compliance capabilities you expect.

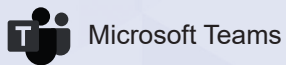
licensing to training to integration and change management, contact us directly.

It's clear that a remote workforce is a long-term solution for many businesses. The benefits are still emerging, but one thing is certain: to make it work for your company, you need the right tools in place. That includes tools that create efficiencies, improve productivity, encourage robust communication, and enable seamless continuation of your vision. With these recommendations in mind, you're sure to be better prepared for the road ahead.

If you're ready to put this plan in place for the future of your business, reach out to your Locknet or EO Johnson Business Technologies Account Executive, or call 844-365-4968.

Ready to make the most of Microsoft Teams at your organization?

We can help! Contact our Microsoft Teams Consultants today.



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A Message from our CEO and Owner, Mary Jo Johnson



We are caring. This is one of the pillars of our company, a core value upon which we base our daily decisions. It is the core value closest to my heart. And it is the core value I return to time and again as we face these headwinds, together.

At EO Johnson Business Technologies, we embody this tenet by embracing and helping our clients embrace the keys to our new work-from-home environment. We know new technologies can present new challenges, and that is why we are here for you from start to finish providing solutions for today's pressing issues. We can help by bolstering your organization's remote security with the tools and cybersecurity training you and your staff need; improving your company workflows; collaboration and communication with Microsoft Teams; and streamlining access and productivity with our document scanning services and document management. We can even drop-ship printers, copiers and multifunction devices to your home, and service them as needed—often contact-free. With these tools and our expertise, empowering your remote workforce has never been easier.

But we also know not all of us can stay home forever. When facing the unknown, we all must adapt and find new ways to forge ahead. So, we've even begun providing PPE—from gloves to face shields, masks, and disinfectants—giving you a trusted, local source for these business and school essentials. It's our way of demonstrating our core values and showing you how deeply we care about your safety, the safety of those you serve, and the wellbeing of our communities.

I am so proud to say that caring is at our core, just as it has been since day one. To me, that is the beacon of hope, the lighthouse in the midst of even the greatest storms of life. Caring ensures we are there for one another, come what may. Caring calls us to be lifeguards for our collective future, to help one another stay afloat, keep strong and remain hopeful. We are so grateful for the myriad ways you've cared for us by entrusting us with your business needs. Thank you for being our customers. We are honored to extend our core value of caring to you and yours by supplying all you need for your business to remain secure, efficient, and productive through this storm and for the calmer seas just beyond the horizon.

Mary Jo Johnson

Locknet's Best Practices for Network Security with a Remote Workforce

- ✓ Only use company-owned computers for work, never use personal computers.
- ✓ Continue to expire and change passwords
- ✓ Use trusted WiFi or hotspots and avoid open WiFi networks
- ✓ Use virtual private networks (VPNs)
- ✓ Require multi-factor authentication (MFA) to access VPN, Office 365 and other key systems
- ✓ Keep performing updates on schedule, including patching and system updates
- ✓ Encrypt all devices
- ✓ Enroll employees in a reputable online Security Education and Awareness Program and track that they are all completing their training



Earlier this year, EO Johnson Business Technologies acquired print finishing equipment solutions company Standard Dynamics, Inc. based in Burnsville, Minnesota. The move extends EO Johnson's Production Print division to include additional finishing equipment, supplies, service and expertise.

With the acquisition, EO Johnson became the sole Standard Horizon authorized dealer in much of the Midwest: the only dealer that provides the Standard Horizon finishing line in North Dakota, South Dakota, and Minnesota, and one of two in Wisconsin.

From start to finish, EO Johnson can now provide a comprehensive production print and finishing solution for your business. Let us know how we can help you.

**Stronger together.
From start to finish.**

A4 Printers: An Ideal Solution for Working from Home



Johnny Coates, Inside Sales Representative-Imaging

Working from home comes with its challenges, and finding a solution to your printing needs is near the top of the list. Let's face it, those widely-available home printers are often anything but a dream. Between paper jams and mysterious blinking lights to difficulty sending jobs...and of course frequently replacing the inkjet cartridges, a home printer can cause some serious headaches for remote workers. Suddenly you're your own printer technician, not to mention your own purchasing department.

There is an easier way: the A4 printer

"An A4 printer tends to be smaller and more compact, so it's great for at home use," explains Johnny Coates, Inside Sales Representative for the Imaging Division of EO Johnson Business Technologies. "It can handle small sizes, such as postcards and envelopes, and then it can handle up to letter and legal-size paper as well. And they're perfect for your basic printing and copying needs." In addition, Coates says, A4 printers can be an effective print solution for small businesses and any at-home printing environment with lower volumes.

Single function A4 and multi-function A4 printers

Every job comes with unique printing needs. Some remote staff just need to print documents periodically. Others need a printer with more complex capabilities, like faxing, copying and scanning in addition to printing. A4 printers come in a variety of options, including single function and multi-function, so whatever your job requirements at the home office, chances are good an A4 printer could be a match for you.

Benefits of A4 printers

A4 printers have many benefits for the at-home office, particularly when you partner with EO Johnson Business Technologies to find the right printer for you.

- **Save time**
You'll save tons of time researching printers, and virtually eliminate the risk of buying the wrong one for you. Our experts know what questions to ask, so they can understand your process, and what kinds of print jobs you need done. The result: we match you with the right printer for you. More, you won't have to order toner online that could cause problems in your new printer. And you'll have confidence in your print outcomes—meaning you'll waste less time troubleshooting and reprinting.
- **Save money**
When you partner with EO Johnson Business Technologies, we can help lower your cost per copy and get toner at a lower

cost. You'll save money over frequently purchasing replacement printers. First, our A4 printers are of superior quality. Second, parts of A4 printers are often replaceable, so when issues arise, the ability to replace parts can give your printer a longer life.

- **Save space**

A4 printers are compact, and can fit neatly into the home office environment.

- **Save headaches**

"Our Print Image Help Desk helps users over the phone, to troubleshoot and set up, without actually being in front of it," Coates explains. "It eliminates having the customer do it themselves."

In addition, remote diagnostics make it possible for EO Johnson's experts to identify issues, update firmware, and even repair problems remotely. "Our remote diagnostics solution sends analytics back to us and tells us what's going wrong now, or what's going to go wrong soon," Coates says.

When at-home servicing is needed, we can be at your office within four hours of a service call. Our service technicians take your safety seriously—so they do repairs when it's convenient to you and your family, and they follow important safety protocols like wearing masks and using hand sanitizer. Need a higher level of safety measures? Our experts will work with you to meet your needs.

Want know more about A4 printer options?

We can help with everything from selecting the right printer for you to set-up. Learn more on our website, www.eojohnson.com, contact your Account Executive, or give us a call at 844-365-4968.




EO Johnson Ready to Supply PPE to Organizations and Schools


Our country has begun to open up again, including schools and businesses. To do so safely, many are relying on personal protective equipment (PPE) and sanitizing supplies, which are in much demand. Unfortunately, supply chains are unpredictable right now, and delays are common. The result: some are finding it difficult to get their orders fulfilled when they need them. Yet failing to protect staff, students, and customers is simply not an option. That's why many are wisely partnering with several PPE vendors to ensure they get the supplies they need, when they need them.

Even better, working with a trusted local company near you can provide the peace of mind you need to move into the new normal with confidence.

Below are the COVID-19 prevention supplies we can secure for you to make your school or workplace safer.

- Reusable face shields
- 3-ply face masks
- KN95 masks
- Children's 3-ply face masks
- Hand sanitizers—various sizes
- 3M™ TB Quat Disinfectant
- Disposable Nitrile gloves

 **Want to know more? Contact your EO Johnson Account Executive at 844-365-4968.**




3M TB Quat Disinfectant Ready-to-Use Cleaner, Quart

EPA registered disinfectant formula cleans hard, nonporous surfaces; non-acid, non-abrasive cleaner; complies with OSHA's Bloodborne Pathogen Standard for disinfecting surfaces

Case Price: \$125.88

Case = 12; minimum order of one case.
Discounted pricing available on bulk purchases.




MediPro Children's 3-Ply Mask with Nose Strip

Sized to fit children ages 4-12 years; soft and comfortable; ear-loops, products tested at Nelson Laboratories (USA) achieve BFE filtration efficiency of 95%

Case Price: \$742.00

Case = 1,400 masks
Minimum order of one case.



Responsible 1-Gallon Gel Hand Sanitizer with Pump

Made in the USA; 70% isopropyl alcohol; FDA registered; kills 99.99% germs; made with plant extracts and skin conditioner

Case Price: \$119.72

Case = 4, minimum order of one case.




Powder-Free Disposable Blue Nitrile Gloves

4 mil thickness; single use and latex free; soft, comfortable and flexible fit, ambidextrous. Small, medium, large and X-large sizes available

Case Price: \$260.00

Case = 10 boxes (100 gloves per box)
Minimum order of one case.



Responsible Hand Sanitizer

New and improved; 70% isopropyl alcohol; kills 99.99% of germs. **Case Price:**

2 oz.	\$322.80	case = 120
8 oz.	\$104.16	case = 24
16 oz.	\$70.20	case = 12

Minimum order of one case. Discounted pricing available on bulk purchases.




Responsible Reusable PPE Face Shields

9" optically clear, 0.012" plastic shield; adjustable headband, hat sizes small to XXL; comfortable foam liner allows shield to be worn over glasses; suitable for extended wear

Case Price: \$1,282.50

Case = 190, minimum order of one case.



Responsible 3-Ply Disposable Face Mask with Ear Loop

Soft and comfortable; 3-ply non-woven material; disposable, elastic ear loop

Case Price: \$810.00

Case = 1,800 masks
Minimum order of one case.



S&C Imports KN95 Masks

3-ply disposable face masks, >95% filtration efficiency; independently laboratory tested in USA

Case Price: \$33.80

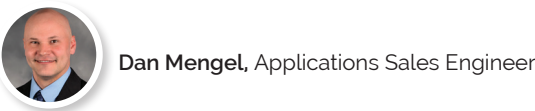
Case = 10 masks
Minimum order of one case.

All products currently in-stock; however, lead times may vary based on customer demand, typically 5-7 business days. Freight is not included in price and will be assessed at time of purchase, this excludes pallet orders of hand sanitizer.



COVID-19 Risk Reduction and Shared Office Equipment

Reduce or eliminate touching shared surfaces with today's tech



As we slowly begin to return to the traditional office, it's essential we look out for one another's wellbeing. In today's world, that means reducing the risk of virus spread at the office. One simple step we can take in the office environment to protect employees is to reduce our physical contact with shared office equipment. Best of all, touch-free technology for printing and faxing can provide an extra layer of protection for your staff.

The Advanced Applications team at EO Johnson Business Technologies assists clients in implementing this tech regularly, and can help you make your workplace safer. Here are some of the ways we approach this challenge.

QR print options
Imagine being able to up your office safety without a huge financial investment into new office equipment. With QR print options, your employees are able to access print options securely from their smartphones. Your staff can use the camera function of their phone to scan a QR code posted on your print device.

The scan prompts a print release app or web address on their phone, showing their list of print jobs. From that list, they can select jobs for print, or delete them as needed. Best of all, this technology can be used with most of the popular smartphones on the market today, and it works in conjunction with most models of copiers and printers.

Badge and/or fob print options
Our Advanced Applications team members can also install card readers for badge or fob authentication and print release. With this technology, employees simply swipe their badge or fob across the card reader to release prints without touching the shared print device. Copiers and printers can be configured to automatically release user print jobs immediately after the swipe, reducing the risk of staff gathering around the device. Your business may be able to use existing badges or fobs, with a potential cost savings.

Cloud-based fax solutions
Secure cloud fax solutions can be a valuable tool to reduce shared spaces in the office. With cloud-based fax solutions, employees can easily send and receive fax communications from their home office. More, they can avoid touching any print device altogether by faxing directly from their email account. With this technology, you can use your existing fax number. And perhaps most importantly, secure, cloud-based solutions allow your business to remain complaint and even more secure.

Touch-free and low-touch technology have been within reach for years, but now with a heightened interest in employee and client safety, its time has come. Our Advanced Applications team can help implement safe print and copy technologies that will help reduce viral spread. Contact us to learn more about the safer way to print, copy and fax.

Commitment to Service and Safety



Frank Paulich, Vice President—Service

Greetings everyone! Through the challenges and uncertainty of these past several months, one initiative has been at the forefront of our pandemic response: the health and safety of our employees and customers. While we transitioned most of our office staff to work from home, our Imaging Field Technicians have continued to be essential workers, servicing customer equipment in the field and delivering the solutions we provide to all manner of businesses.

With a staff of nearly 70 technicians covering the six states we serve, it was imperative early on in this crisis that we source and distribute personal protective equipment. Face masks, hand sanitizer, safety glasses and gloves have been at the top of our shopping list since mid-March and have been distributed to all Field Technicians. Our vendor partners also developed proper disinfecting guidelines for their various equipment so that we could provide end use training on how to keep the machines safe to use without causing damage to the sensitive operating panels.

Through the use of advanced software applications that work with our multifunction copiers and printers we can enable “touch free printing” in office and education settings to help reduce the number of people coming into contact with the device. Several other integrations for scanning and printing are also available to help support remote workers, enable social distancing, and encourage safe office practices.

All of our employees are continuously provided with additional personal protection supplies, and face masks are currently required in our offices and customer sites. Employees are also asked to stay home if they are not feeling well or are experiencing any of the symptoms related to coronavirus.

The safety and wellbeing of our employees and customers are of the highest importance to us at all times and we are doing our best to follow the latest information from health care professionals. To our customers, I thank you for your continued business and partnership. To our employees, I thank you for your dedication to Customer Vision.

Stay safe everyone!

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- ✓ Essential Tools for the Future of Remote Work: A Comprehensive Guide
- ✓ 4 Keys to COVID-19 Safety for Schools
- ✓ Microsoft Team Project Management: Getting Started
- ✓ Migrating to Microsoft Teams?
- ✓ Pandemic Plans: Business Continuity Planning for a Global Crisis
- ✓ Printer Security: A Key Issue in Education
- ✓ Protecting Your Business from Coronavirus Online Scams

We're here when you need us!

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