

March 24, 2020

As we navigate these difficult and unprecedented times, we understand each of you have unique challenges and circumstances that are disrupting your day-to-day operations. We've been working tirelessly to keep pace with hour by hour changes to how companies need to shift the way they operate in the short-term.

Service

We have staff available to service your equipment as promised. Our service staff is taking many precautions to ensure we can safely accommodate repair requests. We realize many of our clients provide essential services during this time of need. Any serviced equipment will be sanitized and disinfected by our staff.

Disinfecting MFP's, copiers, or shared printers

We all share a MFP, be it copying documents, scanning document, or faxing documents. Yes, you can sanitize your shared printer with disinfectant wipes. You can use wipes on flat plastic pieces, buttons, and digital touchscreens of your MFP. Given our current circumstances, it's not a bad idea to keep a container of disinfecting wipes near any shared office equipment to allow staff to sanitize the equipment before and after use.

Disinfecting wipes should be damp, but avoid wipes that are dripping.

Working from Home

Just announced, Governor Cuomo in New York has issued an order that force companies to require at least 75% of their workforce to work from home. Many other states are issuing similar guidelines. Is your company prepared for this shift?

While fax machines, scanners, and printers were common place in home offices just a few years ago, we are finding many of our clients do not have the needed hardware for employees working from home.

As your partner, we have a wide-variety of printing technology for home offices. We also have a warehouse of used home-office equipment that can be deployed immediately for those of you in a crunch.

Remote Access

Can your staff access their office computers? Many offices do not have secure virtual private networks configured for remote access. We have an affordable secure solution to allow remote access to office computers that can be rapidly deployed to staff to avoid any disruptions in access to business critical data. We can deploy remote-access software virtually, so do not hesitate to contact us for assistance at 1-(800)-893-2679.

Sincerely,

The team at Advanced Office Technology. **Contact us today at: 1.800.893.2679**