

THE HYBRID OFFICE CHECKLIST

Is your tech keeping up with the way your team works?

MAILING & DOCUMENT WORKFLOWS

- ☐ Cloud-based postage solutions for remote or multi-site teams
- ☐ Digital document workflows to reduce paper dependency
- ☐ Folder Inserters or mail outsourcing to streamline bulk mail
- ☐ Address validation tools to avoid returns and delays
- ☐ Secure mailroom protocols (for sensitive or HIPAA-compliant documents)

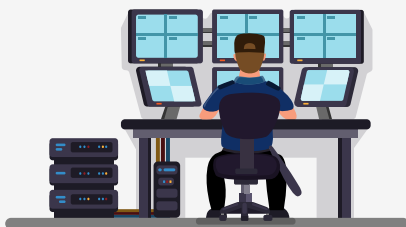


AV & COLLABORATION TECH

- ☐ Video conferencing systems that work across offices and remote settings
- ☐ Conference rooms equipped for hybrid meetings (cameras, mics, displays)
- ☐ Digital signage to keep in-office teams informed
- ☐ Cloud-managed AV systems for easy remote support
- ☐ Scalable AV setups for growing teams or reconfigurable spaces

PRINT & DOCUMENT MANAGEMENT

- ☐ Printers/copiers with secure print release and mobile print options
- ☐ Managed Print Services to control costs across locations
- ☐ Automated supply replenishment (so no one's ever out of toner)
- ☐ Cloud-based document storage & retrieval
- ☐ Workflow automation for approvals, scanning, and distribution



BUSINESS SECURITY SYSTEMS

- ☐ Video Surveillance with cloud storage and remote access
- ☐ Smart access control (badges, mobile credentials, visitor management)
- ☐ Alarm systems that cover both headquarters and satellite offices
- ☐ Centralized dashboard to monitor multiple locations
- ☐ Alerts & activity logs for compliance or audits.

BUSINESS PHONES AND CONTACT CENTERS

- ☐ VoIP phones that travel with your team (mobile & desktop apps)
- ☐ Auto-attendants and smart call routing for hybrid schedules
- ☐ Unified messaging: voicemail-to-email, SMS, chat
- ☐ Integration with video, chat, and productivity platforms.

