

2025 - VOLUME 3



YOUR END-OF-YEAR OFFICE TECH CHECKLIST FOR 2026

As 2025 winds down, taking time to assess your office technology can make a meaningful difference heading into 2026. Your printers, copiers, software, and connected devices play a central role in keeping your business running smoothly. Reviewing how these tools performed over the past year helps you identify areas where you can improve efficiency, reduce costs, and eliminate preventable issues before they disrupt your workflow.

A year-end check also strengthens long-term reliability. Confirming that your firmware, security settings, user access, and supplies are up to date ensures your office starts the new year prepared—not scrambling. Even small adjustments, like refining your scanning process or right-sizing your print fleet, can translate into major time and cost savings.

At CFBT Solutions, we're here to support you through every step of this evaluation. Our team can help you analyze usage trends, review security settings, suggest workflow improvements, and ensure your equipment is optimized for the year ahead. With expert guidance and proactive planning, your organization can enter 2026 confident, secure, and ready to grow.

THE OFFICIAL OFFICE
TECHNOLOGY COMPANY OF:



ARE YOU GREEN?

Scan the QR code to sign up for our Clean Planet Program, or visit CFBTSolutions.com/Green!

Please note that the Green Planet program has been revamped, and recurring customers may have to create a new login.

NEWSLETTER HIGHLIGHTS

2026 CHECK LIST

CHECK IT TWICE

SABRES PARTNERSHIP RENEWAL

UNDERSTANDING A SPORTS PARTNERSHIP

MAKE A LIST AND CHECK IT TWICE!

A quick year-end review helps ensure your devices, workflows, and security settings are all prepared for a smooth start to 2026. Use this simple checklist to evaluate where you're strong and where you may need updates or support.



REVIEW PRINT & COPY VOLUMES

Look at your actual usage for 2025 to see if your devices and contract levels still fit your needs.

UPDATE USER ACCESS

Remove former employees, add new users, and confirm the right permissions for printing, scanning, and authentication.



CHECK SUPPLIES & PREVENTIVE MAINTENANCE

Make sure you're stocked with toner, staples, and paper - and schedule any needed service ahead of January.

INSTALL FIRMWARE & SECURITY UPDATES

Verify that your printers and MFPs are running the latest updates, and review security settings to protect your network.



EVALUATE SCANNING & WORKFLOW PROCESSES

Identify manual or paper-heavy tasks that could be streamlined or automated in 2026.

REVIEW SERVICE AGREEMENTS & EQUIPMENT NEEDS

Check renewal dates, what's covered, and whether your current devices still match the demands of your business.



CFBT SOLUTIONS RENEWS PARTNERSHIP WITH THE BUFFALO SABRES FOR FOUR MORE YEARS



CFBT Solutions is proud to announce the renewal of our partnership with the Buffalo Sabres for another four years—continuing a strong, collaborative relationship built on shared values of teamwork, excellence, and community commitment.

This extension strengthens our presence across Western New York sports, where we also serve as the Official Office Technology Partner of the Buffalo Bills and the University at Buffalo Bulls.

As the Sabres' trusted technology provider, CFBT will continue delivering the advanced print, copy, and workflow solutions that keep their front office, arena operations, and team logistics running smoothly. From secure document handling to behind-the-scenes support on game days, our team ensures the Sabres have reliable, high-performance technology where and when they need it.

This renewed partnership reflects our broader dedication to supporting the organizations that bring pride, connection, and energy to Western New York.

Whether on the ice, on the field, or on campus, CFBT is honored to provide the dependable technology infrastructure that powers some of our region's most iconic teams.

We look forward to four more years of partnership, innovation, and hometown pride.



Buffalo Bills rookie cornerback Maxwell Hairston attended a Sabres Game seated behind our sign!

WHAT IT MEANS TO BE A TECHNOLOGY PARTNER FOR A MAJOR SPORTS FRANCHISE

When most people think of a professional sports team, they envision the athletes, the coaches, and the excitement of game day. But behind every major sports franchise is a large, highly coordinated organization with many moving parts. Dozens of departments work together to create the seamless experience fans enjoy, including:

DEPARTMENTS INCLUDE:

- Ticketing & Fan Services
- Marketing, Communications & Creative
- Finance & Administration
- Scouting & Player Personnel
- Medical & Training Staff
- Community Relations & Foundation Teams
- Arena or Stadium Operations
- Executive Leadership & HR



This level of complexity is exactly why partnering with a major sports franchise is such an honor for CFBT Solutions. As the Official Office Technology Partner for the Buffalo Sabres, Buffalo Bills, and University at Buffalo Bulls, we see firsthand the coordination and communication required to keep these organizations running at full speed.



OFFICE TECHNOLOGY USAGE:

- Printing and managing contracts
- Handling confidential player and medical documents
- Sharing scouting reports
- Producing marketing materials and game-day collateral
- Executing HR and administrative workflows
- Supporting high-volume operational tasks across multiple locations
- Executive Leadership & HR

Arenas and stadiums function like small cities, requiring fast, secure, and dependable document workflows every day - not just during games.

Providing this support is about more than equipment. It requires true partnership.

CFBT HELPS OUR PARTNERS:

- Understand their unique operational demands
- Maintain system uptime during high-pressure moments
- Anticipate needs and support rapid decision-making
- Deliver quick, on-site service when timing matters most



Being a technology partner to major sports franchises means contributing to the essential - but often invisible - backbone that keeps the organization moving. For CFBT, it's a privilege to help world-class teams operate with world-class efficiency.

We're proud to play a small role in the big moments - on the ice, on the field, and on campus - and we look forward to many more years of teamwork, innovation, and shared success.