

The School District of Phillips joins colleges, universities, technical colleges, libraries, and a large number of K-12 institutions in bringing Network Print Management on board in 2008.



printing

PRINT MANAGEMENT

Print Management System Common Component of 21st Century Design

Schools Reap Benefits of Network Print Management

Corporations across America implemented Print Management Systems well over a decade ago with a goal of running their companies more efficiently and increase revenue by streamlining business processes, maximizing resources and eliminating redundant operation.

The process proved to do just that, and more. In fact, the news of enhanced workflow and increased productivity throughout Corporate America quickly made its way to the educational platform where colleges

and universities identified a need and moved forward.

Implementing Print Management Systems quickly became a popular choice for technical colleges across the country. This tool, proven effective, then began migrating to K-12 schools from coast-to-coast and is now a common practice in such environments.

The School District of Phillips has joined forces with EO Johnson in an effort to utilize the practices of higher educational institutions, Corporate America, and fellow K-12 schools.

The School District of Phillips has been researching the use of Print Management Systems in the K-12 environment for nearly 12 months. The results of such research were

conclusive. We have produced this document to assist the staff of the School District of Phillips in understanding the benefits of a Print Management System. We will also do our best to provide you with answers to the questions that have come to the forefront of this process.

Please feel free to contact us with any further questions you may have as we will be happy to share the information with you and your peers.

Increased Printer Speeds.

Prior Average Printer Speed 12.8ppm

New Average Printer Speed 46.4ppm

Estimated 5 Year Cost Savings

\$50,285.40

It is a fact that the implementation of a Network Print Management System in the School District of Phillips will produce an estimated five year cost savings of \$50,285.40. These costs have been calculated using data that was taken from the School District of Phillips as of 2007-08.

An overview of the compiled information is available for review upon request. The estimated total is, in fact, a low-end estimation as the cost savings may very well be greater than the number listed. This savings was calculated based upon our current practices.

Important Dates to Remember

Where Do I Go?

Phillips Middle School Training
Middle School Front Office
Phillips High School Training
High School Front Office
Phillips Elementary School Training
Elementary School Front Office

Monday, May 5th 2008
Phillips Middle School
Day 1 Printer Installation

Thursday, May 8th 2008
Phillips Middle School
Day 2 Printer Installation

Thursday, May 8th 2008
Phillips Middle School
Printer Training
Session 1: 11:32am-12:17
Session 2: 12:21pm-1:06
Session 3: 3:30pm - 4:00pm

Monday, May 12th 2008
Phillips High School
Day 1 Printer Installation

Monday, May 12th 2008
Phillips High School
Printer Training
Session 1: 11:30am-12:10
Session 2: 12:30pm-1:10
Session 3: 3:30pm - 4:00pm

Monday, May 19th 2008
Phillips Elementary School
Day 1 Printer Installation

Monday, May 19th 2008
Phillips Elementary School
Printer Training
Session 1: 11:00am-12:00
Session 2: 12:30pm-1:00
Session 3: 3:30pm - 4:00pm

Frequently Asked Questions

What types of printers will be available to me?

The School District of Phillips will have black & white laser printers, color laser printers, black & white mfp devices and color mpf devices for your use.

What is a MFP?

A MFP (Multi Function Printer) is an office machine which incorporates the functionality of multiple devices in one. A typical MFP may act as a combination of some, or all, of the following devices:

Printer, Scanner, Copier, Fax, Email Device

Where are the printers located?

Building maps have been designed so you may easily locate the device that you wish to use. These maps will be available online/email as PDF attachments. Please save them when they become available.

Printing confidentiality is an issue– isn't it?

No. In fact, the Print Management Systems allows the user full control of when their print job(s) arrives. By default your computer is set up to print directly to the printer or MFP device at the click of the mouse, however, you have the option of sending your print job to the printer or MFP using a personal code. The print job is then sent to the printer and will be stored in the hard drive until you arrive. Once you arrive you will simply type in your code and your

print job will print immediately.

Why are we the test school?

We are not. Print Management Systems are used across the country in hundreds of K-12 schools. The numbers are only growing and we are certainly not the first.

Printing is only going to slow down, right?

Wrong. In fact, this process will only speed things up. While most believe that because we have to walk to our print jobs that this process is now taking longer the average page per minute speed has increased from 12ppm to 46.4ppm. You will be in and out in no time. Please note: Printing in color is approximately 22ppm, which is over 15ppm faster than the model you may have previously had access to.

What if I cannot leave my classroom to retrieve a print job?

A suggestion might be to assign a student-assistant within your classroom to assist you when necessary. This is not a practice that will occur on a daily basis and the student is welcome to retrieve the print job when you are not able to do so.

What if I want to bring my printer in from home?

This practice is prohibited and not an option at this time.

Did You Know?

PC Faxing.

You will now have the capability of sending a fax directly from your computer!

Scan to Email.

What an excellent feature. Have you ever wished you could make a copy of a document and save a copy on your computer? Now you will be able to. You will be able to place the document in the copier/MFP, push a button, and instantly send a copy of that document to your email. Store it for future use, forward it on via email, and never scan or copy it again!

Automatic Toner Order.

Ever run out of toner when you need to print? No need to worry. Our new system will automatically place an order when the cartridge nears its life cycle. An email will automatically be sent to EO Johnson and they will have a cartridge shipped out in less than 24 hours. Secretaries will no longer have to manage cartridge orders!

Equipment is Current.

Implementing a Print Management System will allow the School District of Phillips the opportunity to utilize cutting-edge technology that is current. Students will have the opportunity to use technology they will see in the future.

More Frequently Asked Questions

What printer is available to me during off hours?

A printer will be added to each faculty room for use throughout the day and during off-peak hours.

Is training minimal?

No. EO Johnson has dedicated their staff to assist our staff with training needs. We have established various training times during our installation days and future training is available if necessary.

Help cards would be nice.

“Cheat cards” will be available via EO Johnson at each of the devices for your convenience. These cards will give you the steps necessary to complete a task and learn the functionality of the device if nobody is available to assist you. These cards will also be made available to you online.

Is it true that there is only one printer per building and it's located in the staff work room?

No. That is completely false. There are at least 8 printers/devices that will be available in each of the buildings. Your computer will have a printer that is designated as the default location, but that may be adjusted at any time.

Do I always have to type in a code when I get to the printer to get my print job?

No. You will be able to choose whether or not you want to use a code to retrieve your print job. If the document is confidential you would likely choose to type a code in. If you choose to type in a code for your print job the print job will remain on the hard drive of the printer/copier until you arrive. It will not matter how long it takes for you to arrive.

What if a printer or MFP goes down?

EO Johnson is virtually on-call to assist us in our needs should a printer or MFP go down during the course of the day. A technician will be available to service our equipment within 4 hours of notification.

Are all of the printers on the network?

Yes. All of the printers and MFP devices are on the network.

When will our old equipment be removed from our classroom?

The tentative date for removal is Friday, May 23rd. This MAY CHANGE if your printer is in need of service, a new cartridge, or is utilizing network access that is needed. If so, your printer will be removed upon the installation of the new equipment.

Can I just buy my own printer and bring it in?

This practice is prohibited. The School District of Phillips will no longer maintain 3rd party equipment nor any equipment that is not a part of the Print Management System.

Can I buy my old printer?

Any equipment that is removed from your building/classroom may be available through public auction per Board Policy. This information will be posted if/when it is available for your convenience.

If I have questions who may I ask?

You are welcome to ask any questions you may have to your building Technology Committee Representative. In addition, all Technology Committee Meetings are open to the public and you are welcome to attend.

If you have any further questions you may contact Lori Becker or Trevor Raskie.

Further Updates.

LOOK FOR FURTHER UPDATES VIA EMAIL.

