

Case Study

Bordesley Green Primary School
Education
Office Solutions

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Large Birmingham primary school saves £500 every month using Ricoh print solution



After selecting a Ricoh Print solution, Bordesley Green Primary School has seen spending on colour printing drop by an estimated £500 a month, with further savings in paper and toner costs. Print services for staff have been streamlined, which considerably reduces

time wasted walking between the print room and the classroom. Security has also been increased, allowing the school to better meet its commitments under the Data Protection Act.

Executive summary

Name: Bordesley Green Primary School
Location: Birmingham, UK
Size: 672 pupils, 90 staff
Activity: Primary education

Challenges

- Increasing cost, complexity and inefficiency of print resources
- Teachers losing work and wasting time going from classroom to print room and back
- Often too risky or difficult to print sensitive and confidential documents

Solution

- Ricoh Print Solution

Benefits

- Cuts colour print costs by £500 a month by reducing unnecessary printing
- Easier to control costs, manage print activity and increase user efficiency
- Makes better use of staff time by enabling on-demand printing at device
- Increases security for confidential documents helping to better meet Data Protection rules
- Makes print much more environmentally friendly and energy efficient

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Challenges

Bordesley Green Primary School is a large primary school located in an urban area on the south side of Birmingham. It has a school roll of 672 pupils, and around 90 staff working onsite. The IT department, which manages 150 laptops and 70 desktops, is also responsible for printing within the school.

Paper materials still play a key role in the school because printed documents, such as work sheets for children and lesson plans for teachers, are used in the classroom every day.

The school was already using Ricoh products for printing and copying documents. It has a mono and a colour multifunction product (MFP) and a colour printer, which are located in the school's central print room. These are used by staff, but can also be accessed by pupils which made printing confidential information complicated.

While the Ricoh equipment performed very well, the print set up in the school meant there was a lot of waste and unnecessary expense. For example, the school estimates that it was wasting around 500 pages of printed paper every day, amounting to a carton-full by the end of the week. Bordesley Green further estimated that it was over spending as much as £500 a month on colour printing alone.

A major contributor to the school's high printing costs was the time lag between printing and collecting. The school's IT manager, Steven Long, highlights the problem, "Staff can be located as much as 200 yards, or a good few minutes walk, from a printer. While there was no misuse as such, sometimes other staff or pupils could walk away with another user's documents."

Also, teachers were not always able to leave the classroom as soon as they had printed a document. Print jobs could be forgotten only to be printed again, or simply abandoned entirely. There were also security implications, as the school has certain requirements to meet when it comes to confidential documents under the Data Protection Act.

All of this made printing costly, complicated and difficult for users to manage their time efficiently when printing during the school day.

Solution

While Ricoh already had an established relationship with the school, the school needed to carry out a public tender to find a print management solution and, as such, Ricoh still faced competition from a number of other companies.

"We looked at a whole range of different solutions to our print issues, but there was only one that really addressed all our needs and that was Ricoh's Equitrac," says Long. "Solutions from other companies only seemed to address one or two of our issues. Equitrac is very effective because it allows you monitor who is printing what, pre-define print quotes and report on how print equipment is being used. Equitrac gives a clear picture of what is going on and gives you much more control."

The school also decided to use Equitrac because of the level of service Ricoh had provided in the past and the trusted relationship that existed between the school and Ricoh.

Bordesley Green has deployed a Ricoh Print Production solution in the school that combines the existing Ricoh devices with Equitrac to create a single, integrated and managed print solution. Equitrac, Ricoh's server-based print management solution specifically for use in educational establishments, is designed to help reduce waste, make more efficient use of staff time and increase security.



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Benefits

"In our Friday meetings with staff a teacher would bring out a box piled up with all the wasted print paper for the week. Everyone would look shame faced," says Long. "But since we've started using the Ricoh solution, the box is usually pretty empty."

Equitrac is also helping the school reduce wasted toner. "Ricoh has saved the school two or three toner cartridges a month. Prior to Equitrac, I was replacing toner cartridges nearly every week. Now I replace one every two to three weeks," says Long.

By using Ricoh's Equitrac solution to reduce waste and make the printing function more efficient, the school is saving on toner and paper every month, with around a £500 reduction in spending on colour printing.

Other features like a print expense management tool allocates costs to users, allowing budgets or printing credits to be set. This makes it easier to set specific budgets for printing and stick to them.

The school is able to use Equitrac to control access to all its print equipment and significantly increase security. Now only staff are able to release documents for printing using either a swipe card or PIN number. The swipe card enables a teacher to ask a pupil to collect documents. This further frees up the teacher's time, and can also be used by teachers to help develop more responsibility in pupils.

The security features of Equitrac are a key part of the solution for Bordesley. It saves time and cuts down on unnecessary printing such as misprinting, double or even triple printing. Long explains, "Say for example you've printed ten documents but you realise you don't need two of them, you can just cancel them at the printer before starting the print run."

Equitrac's monitoring capability means Long can now see exactly how a printer or copier is being used and by whom. This information allows the school to implement more intelligent print practices, so that now print jobs can be given to the device best suited to the job. Equally, a universal cost per page means that teachers can save time by doing things like printing 30 copies of a document instead of printing one and then having to photocopy it.

Since the school started using Equitrac, one feature that has proven favourable is the extensive reporting facilities. Reports monitor printing use and provide summary, detailed, and complete details on activity. The reports are fully customisable depending on what kind of information the schools needs.

"Now, because of Equitrac and Ricoh there's little wastage - just a couple of blank sheets and pupils' work left aside. It saved a lot of money, it helps the environment, and helps reduces our energy bills because we are printing less," says Long.

Ricoh Solution/Products

- Ricoh Equitrac Express 4 Small Campus Bundle
- Ricoh mono and colour MFP
- Ricoh colour printer

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Steven Long, IT Manager, Bordesley Green Primary School



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