

Managed Print

Reduce your school's costs and environmental impact



Without effective management and monitoring, your daily print requirements can have a major affect on your school's budget, security and the environment. Badly formatted pages, personal printing, little awareness of the costs and impact on the environment are all examples of waste which impact your budget and increase your costs.

Impact of Failure to Act

- Spiralling printing costs and excessive paper and toner wastage
- Impact on the environment due to wastage and print quantities
- Impact on costs and resources as support and maintenance issues increase
- Risks of confidential information being misplaced or accessed by unauthorised staff or students

Capita's Managed Print Solution

Working in partnership with you we assess your current printing resources and deliver a solution which best meets your needs in order to deliver predictable costs and an improved service.

We offer flexible service levels from basic supply and installation of the solution giving you full control over the ongoing management, right up to a fully managed service where we look after all aspects of support and maintenance including lifecycle management of printers and a help desk service.

Key Features

Print Release & Pull Printing - Flexible & Secure Printing to Any Printer

The managed print solution offers secure print release and pull printing capabilities with any network printing device. Print jobs can be paused and held on the network print queue, providing students and teachers with the flexibility to access their print job from any location around the school. The document can then be released for print or discarded if no longer needed, reducing potential waste and impact on the environment. Authentication is required to release or discard the print job, providing greater security and confidentiality.

Mobile Printing - Flexible Printing for Staff, Students & Guests from Anywhere

Mobile, cloud printing provides staff, students and guests with the ability to connect and use printing services from their own laptops, PCs or mobiles from any location without the need for print drivers or software to be installed. Documents can be either uploaded from anywhere with an internet connection or sent via email.

This removes the costs, security and support overheads associated with configuration of personal devices and providing easy access to printers particularly for guests. It also provides students and staff with the flexibility to send class lessons and coursework to print from home without connecting

to the network. Print jobs can then be securely held until released at any printer within the school.

Authentication - Secure Printing with Biometric, Card Reader or Password Integration

For secure print release and pull printing, users are required to authenticate themselves in order to release or discard their queued print jobs. Capita offers biometric integration, touch screen terminal or password authentication solutions to support this.

Usage & Cost Monitoring & Reporting

All staff and student's print activity is recorded, including the user name, date/time, document, work station, printer and cost of the job. These transactions are logged centrally and reports produced to provide analysis of for example, user activity and potential misuse, device under/over utilisation and department or location grouping. Costs can be set per device, paper size, duplex and colour.

Quota Management & Policy Enforcement

Rules can be set to restrict what can be printed and print 'credits' can be assigned using quotas and limits based on value. Balance checking allows users to check their own account balances, raising the awareness of print costs and providing school's with greater control over print costs and wastage.

Flexible & Predictable Pricing

Capita understand the budget pressures schools are facing and therefore offer a flexible pricing model which is based on revenue rather than capital spend. Pricing can either be based on an overall solution cost or based on cost per print pricing model.

Example Managed Print Cost	Sample Capital Investment Cost		Sample Leasing Cost - No capital investment required	
School - Average secondary school Contract Term - 5 years Number of Printers - 14 Min. Print Volume - 11m	Capital Investment on Equipment	£111,238.93	Quarterly Payment	£12,870
	Quarterly Service Charge (inc consumables)	£5,500.00	Quarterly Service Charge	£5,500
	Cost Per Print	2p	Cost Per Print	3p

"The managed print solution has resulted in significant cost savings for the academy and considerable reductions in the volume of printing. Helping both our budget and the environment.

The solution provides us with useful information such as levels of print demand at each printer and per swipe card which can be used in budgeting decisions and detailed reporting on utilisation.

We continue to work in partnership with Capita to take advantage of innovations in ICT in improving the teaching and learning experience and managing our costs down."

Tom Megahy, Executive Principal, Trent Valley Academy

Benefits of the Capita Managed Print Solution

- Reduced costs in terms of management, maintenance, consumables and wastage
- Improved control and management of print & copy resources
- Reduction in waste and misuse as user printing is monitored and controlled
- Environmental compliance through quota management and policy enforcement.
- Improved security and confidentiality with users authentication required to release print jobs
- Supports flexible working both within school and from home with pull printing and mobile printing features

