



eBOOK

K-12 Print Management: 12 Relevant Capabilities & Cost-saving Controls Worth Hitting This Book For.

Written with Superintendents,
Accounting teams and IT
Directors in mind, we'll
explore ways to print, scan,
and share documents securely,
efficiently, and cost-effectively.



*This Education eBook
also sheds light on how to
ensure FERPA/HIPAA
compliance — and
confidence.*



*Manage
necessary
printing.*

*Maximize
necessary
budgets.*



In overseeing the delivery of technology across a school district, superintendents must maximize all necessary spend to ensure a secure and leading-edge classroom environment. Nowhere is this more relevant than in the realm of print management.

They must maximize the budget. From eliminating wasteful printing habits, to least-cost job routing and streamlined print rules and policies, cost-effective printing leads to freeing up available funds that add value to education.

They must maximize teacher/student satisfaction. Accommodating a modern learning environment means adapting to the use of Chromebooks, iPads, smartphones and supporting the ability to easily print/scan to applications such as Google Cloud.

They must maximize security and user access. Controlling “anywhere, anytime” access with authentication measures, while accounting for student privacy laws governed by HIPAA and FERPA, security becomes a serious balancing act for district leadership.

In this eBook, we’ll share **12 capabilities and controls** to effectively manage a print fleet district-wide. Ready for insights in optimizing print spend, enhancing security, and maximizing your budget in a student-friendly print environment?

We think this eBook is worth hitting right now!



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As the IT Director, has the amount of devices you support multiplied from, say, 300 to 3,000 in recent years?

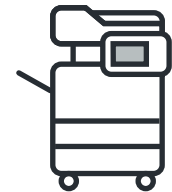


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With phones, iPads and Chromebooks scattered across multiple campuses every day, secure user authentication provides invaluable peace of mind in your cybersecurity efforts.

Secure Print From Anywhere, Anytime.

“No student likes to be confined to his or her desk. With the advent of mobile technology inside the classroom, students are certainly on the move.”

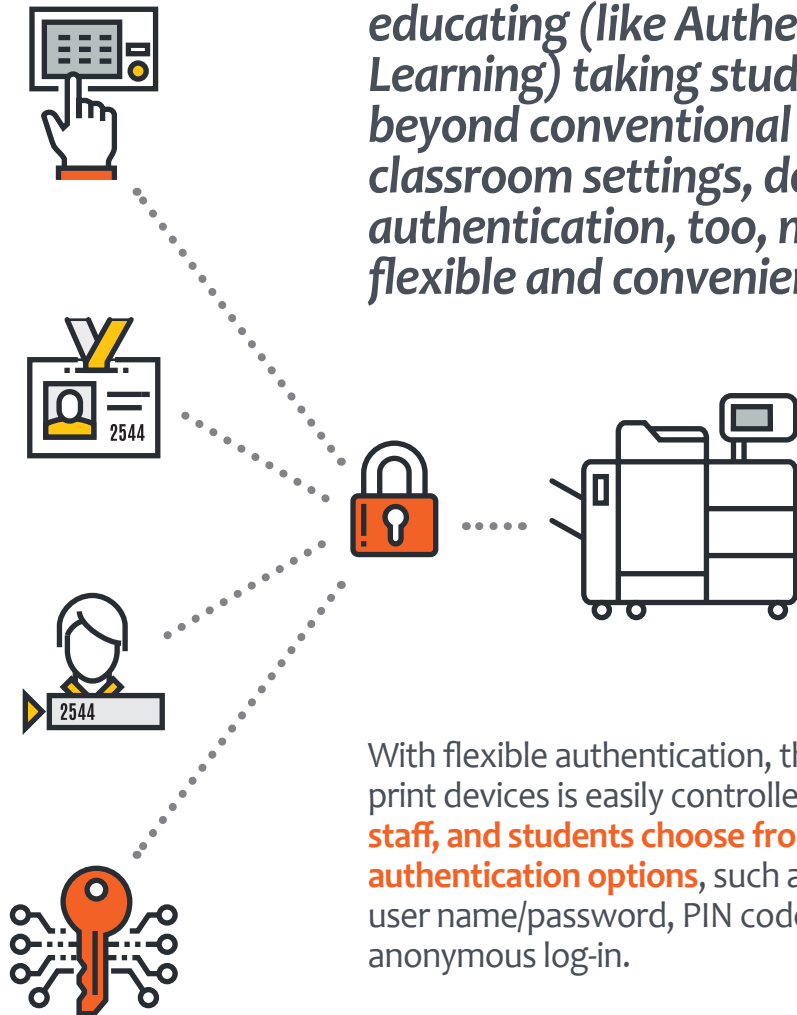


Users utilizing Secure Print technology can print with authentication from wherever they're teaching, learning, or administering. They can print via email, mobile app, Apple AirPrint® or Google Cloud Print™. Powered by the Remote User Interface, no matter how a print job is submitted, it will be held in a personal print queue until released with secure user authentication.

Authentication also plays a vital role in meeting **HIPAA and FERPA-associated security standards.**

Flexible Authentication @ Device.

“With new, innovative styles of educating (like Authentic Learning) taking students beyond conventional classroom settings, device authentication, too, must be flexible and convenient.”



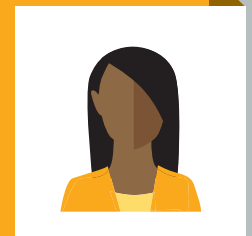
With flexible authentication, the access of print devices is easily controlled. **Educators, staff, and students choose from multiple authentication options**, such as card log-in, user name/password, PIN code, job code, and anonymous log-in.



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Flexible device authentication, beyond the benefits of added user convenience, enables rights options that will help an IT Director control access to users based on their role.



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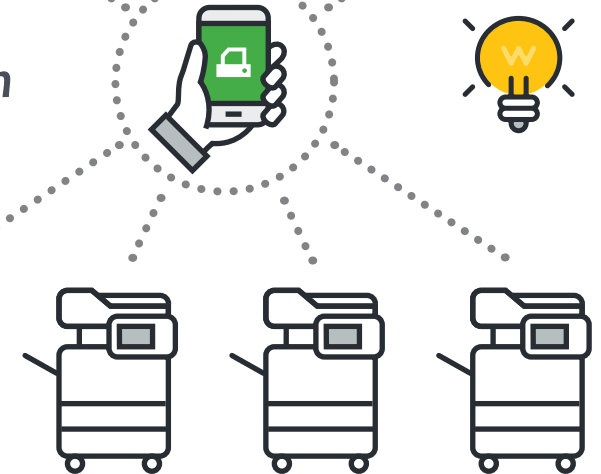
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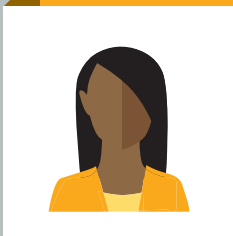
Remote Printing Via Smart Phone or Tablet.



“Tablets (& smart-phones) are as prevalent today as a traditional text book in the K-12 environment. Printing from them is essential.”



Regardless of their physical location, your users can leverage their compatible smartphones or tablets to **submit and release their print jobs in a managed setting**. Whatever the preferred method your user chooses to submit a job, it will appear in their personal Secure Print queue, they'll be accounted for, and charged back correctly. Users are even able to register multiple email addresses, allowing them to submit jobs from personal and work email accounts.



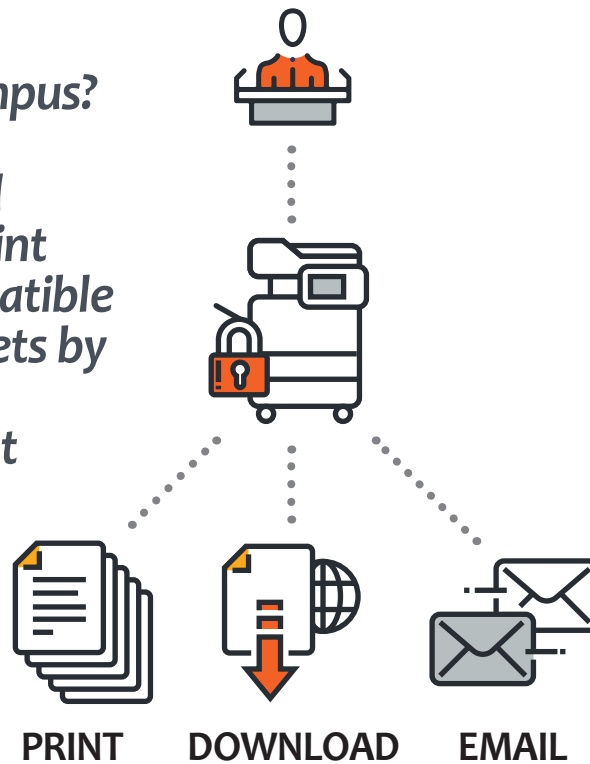
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Printing from a Chromebook doesn't have to be a hassle. With remote printing functionality, IT Directors don't just add capabilities that students and teachers value. They manage a remote print environment with equally-rich visibility into what's being printed ... and what shouldn't be.

Guest Email & Printing.

“Guest teacher on campus?”

Temporary users and guests can submit print jobs from their compatible smartphones or tablets by simply sending the documents they want to print to a specific email address.”



Whether it’s a visiting instructor, presenter, or important administrative guest, your temporary user will receive an email containing a temporary job code for authentication at the device, **offering an easy way to print presentations, curriculum or other documents** securely.

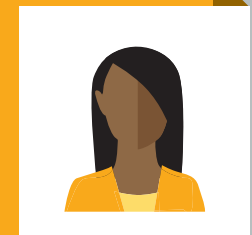
Additionally, solutions exist that allow mobile users to print an email’s body and attachments from their device.



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The sudden need (and inability) to print a guest document doesn't have to be one additional IT request on your list. This email and print solution provides minimal or no inconvenience on the guest user or the IT Director, with no need set up accounts or network access.



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SUPERINTENDENT

Printing lean and seeing measurable cost improvements will help Superintendents balance the books and pursue initiatives that position the district as a leader in education – not trying to reconcile unnecessary (and frankly, wasteful) costs associated with printing.

Least-cost Print Job Routing.

“Realize measurable improvements in printing practices by students, teachers, and administrators, and associated costs by redirecting jobs appropriately.”



Teachers and students sharing printers? Absolutely. With least-cost job routing, IT administrators can restrict small print jobs to be routed to smaller desktop laser printers while directing larger jobs to be **rerouted to faster more cost-effective MFPs**. Additionally, higher toner coverage color jobs can be routed to the most cost-effective output device.

Have a production unit on campus? Large print jobs with complex requirements can be rerouted to robust Production Print Systems.

Integrated Cost Tracking & Control.

“Just as student progress should be monitored and tracked for optimal results, so too should printing.”



TRACK

ASSESS

ALLOCATE

To ensure that schools control costs and reduce waste, they must first visualize how the printing budget is being spent. **The ability to track, assess, and charge back all printing, copying, scanning, and faxing costs on any enabled device is key in discovering real savings.** It also enables the implementation of rules, routing of jobs to cheaper devices or automated deletion of jobs after a specified time has elapsed before job release, all of which means additional savings.

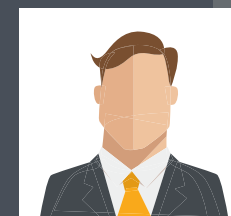
Is high color volume a concern? These jobs can be routed to more appropriate, cost-effective devices (or restricted all together when department funds are depleted).



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Accounting teams must “account” for all spending on campuses, but the Superintendent remains fully accountable to expenditures. Setting up cost centers by department, by campus, or otherwise, and billing back to each group offers visibility and accountability.

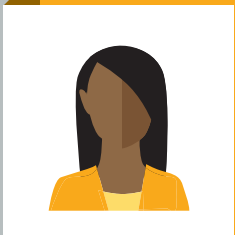


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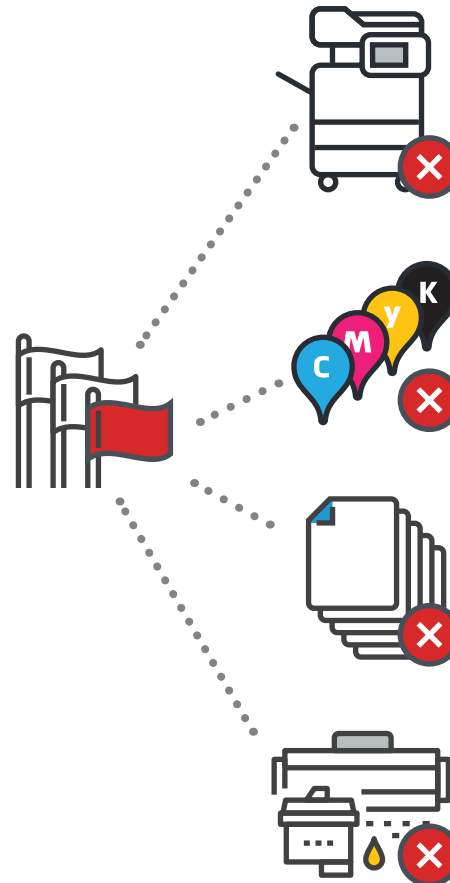


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A device on one campus is out of toner. At the high school, three are displaying error messages. IT Directors, meanwhile, put in the miles to support the fleet. With a global fleet view, and customized workflows to receive notifications, IT Directors can make the miles count in support efforts.

Device Monitoring, Alerts & Reporting.

“Supporting devices across campuses feel like herding kindergartners? Without the right controls in place, device status can be cumbersome to track.”



With device status monitoring, alerts, and reporting, **IT personnel can monitor the status of your entire enabled print fleet**, facilitating control of all devices. They can then send automated department and user device usage reports to the Superintendent.

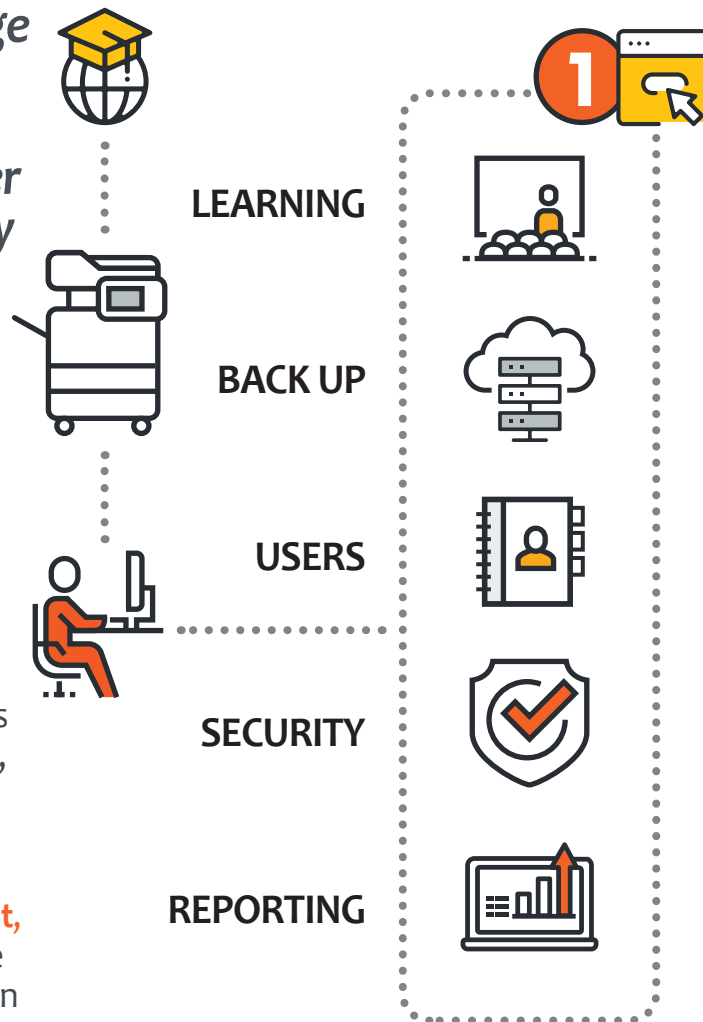
They benefit from an instant overview of every enabled device in their location, including media and toner levels. The system can be configured to send out change-of-device status notifications. Customized workflows can also be created for a range of status changes including device error, out of paper, or out of toner.

Universal Driver Management.

“Have a hodge podge of printer models spread across campuses? Consider one driver for every student, every teacher, every administrator.”

Universal Driver Management technology allows users to choose any network printer from which to release a job, regardless of model or manufacturer. This ensures correct output and, in turn, cuts waste. It also cures constant IT headaches.

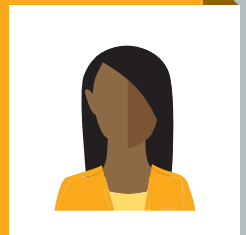
Global Driver Management, similarly, serves as a device brand independent solution that works on the widest possible range of printers out of the box.



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Any IT director traveling frantically from campus to campus, administering device after device, craves simplicity. Imagine one system, one set of rules, and one universal print driver district-wide. It's that simple.



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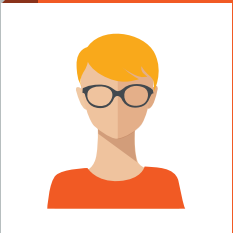
Create Intelligent Document Processes.

“Document management for any accounting team must be manageable – schools are no exception.”



With Intelligent Document Processes at play, accounting teams can scan documents directly from their MFP copiers and scanners into **relevant workflow processes that can be customized** according to individual needs.

Clear and intuitive user interface and personalized “Follow-Me” scan workflows can help users experience measurable gains in productivity and overall business processes.



ACCOUNTING

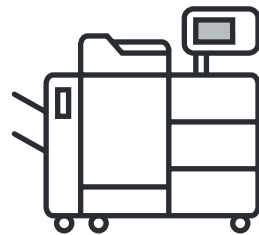
Accounting staff needs any number of workflows for any number of jobs - approval workflows, paying vendors, form-fills, etc.

By investigating these workflows, and creating complete scan management methodologies, efficiency becomes a reality on campus.

Distribute Documents Wherever Needed.

“Once accounting-related documents are captured and processed, they must be distributed to specific campuses, departments, or school administrators.”

Flexibility is a key component of distribution. With the right document sharing capabilities, your users can easily distribute them to a variety of destinations.



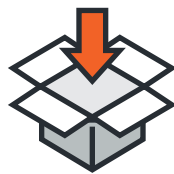
Any number of collaborative applications (like Microsoft Sharepoint, Laserfiche) or cloud-based destinations like **OneDrive, DropBox, or Google Drive**, can be part of your desired destinations.



CLOUD



DMS

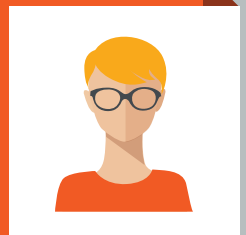


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Multiple workflows to multiple areas of a school district means, inevitably, multiple destinations. Accounting teams can benefit greatly from the flexibility to distribute files as needed to appropriate parties, without creating unnecessary bottlenecks.



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Does your accounting team spend enormous amounts of time manually coding documents including receipts or checks? Accounting Departments can automatically pre-fill index information or convert documents to workable formats.



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Process All Captured Information.

“Digitizing documents is only part of the document capture process. It continues by leveraging broader scan engine functionality.”



Users can process documents using extremely accurate OCR scanning or barcode functionality to extract information from document. This capture “to” and “from” process supports a variety of applications, such as Google Chrome, Apple AirPrint, and Google Cloud Storage. In addition, features such as high compression of scanned files and blank page recognition can enable efficient workflows **and be integrated into routine document processes.**



Personalized Follow-Me Scan Workflows.

“Your users can have different scanning requirements, depending on their district role.”

Utilizing more than 30+ scan connectors / scan destinations and optional project-based design of scan workflows, **your school’s administrative team can to decide precisely what should happen when users scan a document.** Thus, this creates optimal productivity. They can also grant different access rights to workflows for single users and groups. These workflows follow users around the organization.



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From capital expenditure requests to operations requests, documents must pass through multiple departments before approval. In the routing process to employees, lines can get crossed. Follow-Me Scan workflows individualize processes and expedite productivity.



ACCOUNTING

Capabilities & Controls Checklist



- PREVIEW SCANNED DOCUMENTS BEFORE SENDING TO DESTINATION
- DEVELOP & DEPLOY WORKFLOWS FOR A VARIETY OF PROCESSING REQUIREMENTS
- UTILIZE PRINT SHOP OR CRD JOB-TICKET SUBMISSION
- PROVIDE MOBILE PRINTING & SCANNING FOR GUESTS AND USERS
- INTEGRATE PRINT COST TRACKING & CONTROL
- BRING YOUR OWN DEVICE (BYOD) INCLUDING CHROMEBOOK PRINTING
- SYNCHRONIZE USERS & PRINTING WITH GOOGLE SUITE
- TRANSITION AWAY FROM TRADITIONAL PRINT SERVERS
- INSTALL AND MANAGE SINGLE PRINT DRIVER ACROSS CAMPUS
- SCAN & SELECT SPECIFIC FOLDERS ON NETWORK OR GOOGLE CLOUD STORAGE
- BROWSE & PRINT FILES FROM CLOUD STORAGE AT THE COPIER/MFP

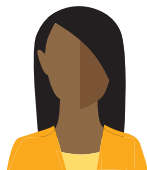
Relevant Technology Checklist



- PRODUCTION PRINT
- IT CONSULTING
- MANAGED NETWORK SERVICES
- NETWORK SECURITY
- SOFTWARE TRAINING
- UNIFIED COMMUNICATIONS
- DOCUMENT/CONTENT MANAGEMENT
- MANAGED COMPLIANCE SERVICES (HIPAA)

Consider your own print environment. From the capabilities and controls listed on the left, to the complete breadth of technology services available above, ask yourself **“what’s the most relevant to our district’s needs?”**





How do *we* get started controlling our print?

Click Here



to schedule a print assessment to discuss how to improve printing in your school today!

Can't Wait?

Let's visit! Call us for more information at:

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- ▶ TIPS
- ▶ State Contract
- ▶ NASPO



- ▶ Sourcewell (formally NJPA)
- ▶ Premier Tier 2



- ▶ SLED
- ▶ TIPS



- ▶ TIPS (Texarkana Only)

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We are a Microsoft Gold Certified Partner, and enjoy collaborative alliances with companies including Canon, Konica Minolta, Lexmark, and Laserfiche. Discover how our sixty-plus years of insightful thought process can empower you with the freedom to focus on what you value the most — your forte — your business. At Datamax, we're all about **Creating Raving Fans®!**