Copier and Printer Optimization

Current and Desired State

1/31/07
Copier and Printer Solution

Current Situation

- 900 print devices
  - 300 of those devices cost 25 cents per sheet vs. 1 cent per sheet that we could achieve with a different device
- Copiers 16 Manufacturers and 5 models per Manufacturer
- Printers, 87 unique Models
- 2 Million prints per month
- $1 Million in cost, not including expense for paper. This would be consumables, ink, toner, parts, maintenance. And this cost does not include the print shop
- Students and have no set amount per semester or month for printing
- Support for these devices is not consistent, it ranges from contracts with vendors baked into the purchase price to ink jets that when they experience a problem get pitched into the dumpster and a new one purchased
- Our use of disposable ink jets is not very environmentally conscious. We get rid of 300 devices every 12-15 months.
- We have a printer sitting next to a fax machine sitting next to a copier sitting next to a scanner

Desired Situation

- Right size our printing fleet to meet our needs
  - Place the right kind of devices in the areas they are needed
- Move to a standard vendor and standard suite of models
- In situations where multiple services are needed one device will perform printing, faxing, scanning and copying needs
- Implement a printing quota, and charge a nominal fee for any prints over the quota
- Adopt standard model of support from 1 vendor who will supply
  - Training
  - Maintenance
  - Supplies
- Implement MFP code which will allow for confidential printing on a shared device
- Better reliability of printing devices
- Faster printing capability
- Enhanced document creation such as collate and staple from desktop
- Cost reduction and operational efficiency which can be reallocated to other areas of need
Advantages and Disadvantages

Advantages

- Better reliability
- Operational efficiency
- Cost reduction
- Enhanced features
  - Desktop faxing
  - Desktop collate and staple for handouts
- Better printing speed
- Better support for our printing fleet
- Positive impacts on our environment by not investing in disposable short lifecycle products
- Better opportunity for departmental communications “the water cooler effect”
- Health benefits of walking to the shared device

Disadvantages

- Some users who have a device sitting right next to their desk will have to walk to a shared device
- Convenience for small 1-2 page print requests
Conclusion

- In conclusion we have a large opportunity to increase operational efficiency, reduce cost, improve reliability, functionality and speed of printing devices. The only downside is perceived inconvenience of printing to a shared device which should be cancelled out by the speed advantages of a better printing device. From first hand experience printing to an inkjet vs. printing to a laser MFP I could wait 5 minutes or more (if the dang thing worked at all) for a 20 page inkjet document or walk 25 feet to the MFP and have the document waiting for me when I arrived.

- The successful bidder for our contract will deliver all the requirements specified in the desired situation and work with each department on a building by building basis on their specific equipment placement needs based on: An in person needs investigation, evaluation of historical printing quantities and finally specific service needs (whether printing, copying, faxing or scanning is needed)

- Everyone will have their printing, copying, scanning and faxing needs met, in many cases where we have slow, inefficient, unreliable devices we will see great improvement in service. In all areas we will see operational efficiency gains and cost reduction.