



LONDON BRIDGE BEST PRACTICE



Equitrac Print Management

Introduction

For a 400 strong integrated team at London Bridge Station Redevelopment (LBSR) the demands on the printers are understandably high. At Beazley House there are seven printer/scanner multi-function devices (MFDs) in use 24/7. Managing the devices and controlling the costs could quickly get out of control. Plus how do you conform to ISO27001 with regards to sensitive documentation?

The solution was to install Equitrac print management solution.

Unmanaged printing

People are lazy. Prints are sent to the MFDs without checking content, format, quantity, colour or black & white. They then resend print (once mistakes noticed) or print and forget to collect.



It was clear to all that the volume of uncollected prints piled up on the MFDs was as result of errors. Wasteful – certainly, but full cost to the project probably unknown.

Together with our IT service providers Serviced Office Group (SOG), a solution to the problem was found in Equitrac. The software was installed on the LBStation network and initially monitored the usage on each device. A two week trial of the managed service was then run to test its effectiveness.

Managed Solution

Staff had to register their site access cards to use the system and then received a tutorial on how to use the new service. After sending print jobs to the printer, staff would 'release' their prints after swiping their access cards on the side mounted card readers on each device.

Straightforward enough, but the system allows users to select the prints they really need, if prints have been sent in error and are not printed, then the system deletes the print – thus saving money by not printing it for it to be then thrown away. This method also ensures that sensitive documents are not lying around waiting to be collected.

The system allows administrators to monitor usage by device or by user, identify how many prints are single or double sided, what's been printed in colour or black and white. Most printing solutions charge per A4/A3 print and by whether they are colour or black and white. The system can verify invoice printing charges.



Benefits

- ISO27001 compliance
- Reduced paper supply costs
- Reduced power consumption
- Reduced toner usage
- Less wear and tear on devices prolonging life
- Fewer maintenance visits and downtime

Also there is the reduced carbon footprint through reduced paper needs, transport, manufacture, recycling costs.....

Summary and Savings

The two week trial together with the previous monitoring of usage identified the following stats:

- 1700 sheets of paper 'not printed'
- £100 saving in paper, printing and toner costs
- Zero visible pieces of paper lying about
- Zero sensitive documents at risk

When applied over 7 devices over 5 years the anticipated savings (after set up costs) are estimated to be £40,000.