

Canon Solutions America helps a school district save green and stay green

Fonda-Fultonville Central School District seeks to save money and conserve resources through better document management.

Nestled at the base of the Adirondack Mountains in the town of Fonda, New York, Fonda-Fultonville Central School District (FFCSD) includes Kindergarten through Grade 12 and has approximately 200 employees. The District is comprised of one 285,000 square foot building serving approximately 1,500 students. They are completely off of the electrical grid and have been for over eight years now, running solely on natural gas, and the addition of photovoltaic cells to produce even more energy is scheduled for the near future. Keeping in line with these green efforts, the District continuously seeks new ways to conserve resources and preserve the environment.



IDENTIFYING THE CHALLENGE

One way the District could be more environmentally conscious was to analyze how faculty, staff and students were printing, copying and faxing documents. They discovered that there were many challenges with their print production, mostly stemming from having a multitude of single-function inkjet printers, copiers, and fax machines that were not connected to a network or managed in any way to limit or control costs.

Carey Shultz, District Treasurer, outlined the main problem. “Our previous system was made up of 12 copiers and 120 desktop printers across the District. The copiers were not networked and only half of them had scan to e-mail and fax capabilities. The majority of the copying was done in a Copy Center located within the District. Anyone that needed to make more than 10 copies was asked to take them to the Copy Center. The Copy Center had two very large copiers and was overseen by a full-time staff member. This system created constant bottleneck issues and was extremely inefficient. This setup also created issues with timing due to the location of the Copy Center and the size of the District. It was difficult for individuals located at the farthest part of the 315,000 sq. ft building to walk down, only to have to stand in line waiting to have copies made.

“Change in any public school district is extremely difficult. The copier contract and logistics of printing/copying had been the same for almost 20 years. To introduce a completely different setup both on the hardware and software side was going to be no easy task.”

CHOOSING A PARTNER

The District recognized the need to achieve significant cost advantages, increase employee productivity and reduce waste in order to be environmentally conscious. The District was looking to replace their current staggered leases with a single-lease fleet of upgraded machines, all of which would have printing, copying, faxing and scanning capabilities. They wanted to take advantage of the latest software offerings available for output management, including reporting, statistics, rules-based routing and secure printing. Another requirement was the implementation of a budgeting system and user authorization controls. Additionally, they wanted all of their document management needs served through a single contract, not only for convenience but to realize even greater cost savings.

Nick Stone, Account Executive for Canon Solutions America, initially made contact with FFCSD two years prior to the system upgrade. Mr. Stone advised FFCSD to not sign any new contracts and to let older contracts expire, so that the staggered leases could be brought under one consolidated contract. Mr. Stone then arranged for additional discovery to be performed on-site at the District with Andrew Vern Rosenkrans, Document Management Solutions Analyst at Canon Solutions America. They found that FFCSD would need a document management system as well as an output management system in order to meet their defined goals.

Mr. Rosenkrans said, “After meeting with the District and surveying their current equipment, needs and costs, it was quickly surmised that they were in need of a technology upgrade. Our proposal included recommendations for device security, output management and document management.” Working with Mr. Stone, a plan was developed to meet and exceed all of the requirements of the District.

DEVELOPING THE SOLUTION

The proposed managed document solution included all of the hardware, software and support services the District needed:

- **13 imageRUNNER** multifunction devices were installed, all of which have duplex and full-color scanning capabilities. FFCSD was able to eliminate dozens of outdated, cost-intensive inkjet printers and replace them with fewer, yet more efficient, multifunction devices. All users now have easy access to faxing, printing, copying and scanning through strategically placed machines. One of the devices the District chose also has booklet finishing capabilities, expanding the services available in their copy center.
- **One imageWARE Document Server (IWDS)** was installed, to be used as a repository for all financial and student records for the District’s Business Office and the Pupil Services Department. The Business Office is utilizing a day-forward methodology with IWDS in order to manage financial information as well as Human Resources files. Pupil Services manages all student records and is utilizing IWDS for storage of all student records. Both offices are utilizing an imageRUNNER ADVANCE multifunction device in order to scan documents via FTP to the IWDS Server.





- **uniFLOW**, Canon's print analysis and reporting solution, was implemented so that the District could accurately measure usage and cost by user, workgroup or department. By implementing budget control software, the District is now able to control print resources and assign specific cost allocations, which should result in significant savings. uniFLOW will help manage and control print jobs to maximize productivity and minimize expenditures. It can be used to implement individual or role-based profiles on each device, ensuring appropriate usage as well as reduced overages. For example, students may only be allowed to print in black-and-white and the number of pages they may print is restricted, while teachers and support staff may have access to color and other features.

REALIZING THE BENEFITS

The result is that the District's print environment is now more secure, yet simple to manage. Teachers can send a document to print while in the classroom, and pick it up between classes or later in the day at any conveniently located device. Security is ensured because the job won't actually print until the teacher provides authentication at the machine. This also prevents overuse, as forgotten printouts won't pile up only to be discarded later.

Since the implementation of the new units, there has been a considerable increase in efficiency among teachers and staff. The staff has the ability to use any machine throughout the District with the use of the Secure Print function of uniFLOW. The District has also gained the capability of tracking all copies and prints made throughout the District. This new tracking software will help the District ensure better document management. Through better management of their printing, FFCSD is reducing their impact on the environment by implementing practices that use less paper, less ink and toner, and less energy.

Soon after the installation of the devices and solutions, the new software proved its value. A teacher contacted the business office and stated that he was unable to print, and a pop-up message was telling him that he had \$0.00 left in his budget. After generating a quick report, it was determined that the user had exceeded his monthly budget and was prevented from making any further copies or prints. The teacher was given a small amount of overage until the end of the month, when his budget would be reset automatically along with those of all the other faculty members. Mr. Shultz declared, "The new system works perfectly."

"The biggest challenge that I had predicted was educating the staff properly ahead of time and 'selling' them the changeover," said Mr. Shultz. "To help with this hurdle, I personally met with each building and explained what we were changing to and the capability of the new software and hardware. Working with Canon Business Solutions [Canon Solutions America*], I also created documentation reminding/listing out the benefits of the change and the increased efficiency that could exist. Once the actual implementation took place, I felt that I had briefed the staff sufficiently on what needed to be done and when it was all going to happen.

“Once implementation occurred, we really did not run into many challenges. The issues we did run into were small in nature and were taken care of pretty quickly. There was obviously some pushback from individuals that did not want the change and could not see the benefits of it. Once those people actually used the machines and the software attached, they understood why we had made the change. Whatever challenge or hurdle we did face, was met with dedication, hard work and perseverance by all members of the Canon team.”

As a result of the partnership with Canon Solutions America and the implementation of the new document management system, over the next five years the District expects to realize savings of at least \$256,000 through the new hardware contract alone. “Add in projected savings of \$219,000 through the usage of budgeting and output control software,” said Mr. Stone, “and total savings for this time period could be nearly half a million dollars.”

CONCLUSION

Through working with Canon Solutions America, Fonda-Fultonville Central School District created a new document management strategy that has resulted in increased efficiency and lower costs. This was achieved through a single contract instead of multiple leases with varying expiration dates, resulting in a much simpler process. The District was able to implement programs that are designed to reduce waste and have a positive impact on the environment while also controlling costs more easily. Said Mr. Shultz, “The switch to all Canon products has been one of the best decisions the District has made this year. Nick Stone and Vern Rosenkrans from Canon Business Solutions [Canon Solutions America*] were and continue to be incredibly attentive, professional and instrumental in the continued success of this change over.”

Mr. Schulz summed it up like this: “From the very beginning of the relationship with Canon, I never felt like it was a company muscling their way into the District only to sell me a product. I felt that the company was genuine in wanting to help the School District save money while increasing staff/student efficiency. With the current fiscal problems facing Public School Districts, there are very few organizations out there that have the patience that Canon Business Solutions [Canon Solutions America*] did during the initial meeting and throughout the final day of implementation. I was also impressed by how knowledgeable each individual was and the expertise that they brought to the District.”

** On January 1, 2013, Océ North America, Inc. merged into Canon Business Solutions, Inc. to form one of the largest document and imaging business-to-business sales and service organizations in the world. The merged organization is named Canon Solutions America, Inc.*

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Canon Solutions America
One Canon Park
Melville, NY 11747

1-800.815.4000
csa.canon.com