Back to school - top tips for document management in education and beyond

Arena has a breadth of experience working with schools, colleges and universities. We are helping to solve a host of challenges currently faced by organisations operating in the education sector. Many of these are transferrable to other businesses and sectors so we've put together our **5 top tips** to help you on your way along the path to better efficiency.

1. Rationalise your print and copy devices

Our print audits often reveal a mixture of types and brands of printers and copiers in the businesses we assist. Inevitably this is accompanied by a varied stock of costly toner cartridges.

- Look at the devices your business uses, where they are stationed and what they are used for. Costs can easily be cut by networking your most efficient devices and removing expensive and unnecessary printers.
- A multi function device can do the task of scanning, faxing, printing and copying to replace several single function machines.

2. Review your consumable stock

Many schools keep a large stock of toner for a variety of devices. Consolidation of your devices simplifies your requirements for consumables such as toner.

3. Control your print and copy

Print and copy can consume as much as 3% of total annual revenue and often businesses lack awareness about how much is spent in this area. Intelligent software is easily installed to enable you to monitor, understand and control your output and costs.

4. Make the most of your storage space

Most new buildings for education are designed with minimal storage space and this is a problem for establishments moving from older facilities with large paper document archives and toner stocks.
Many schools are combating this with our managed print service. This helps to reduce stocks of toner which is automatically delivered when devices run low.

Converting documents to electronic format is also becoming popular as this frees-up storage space. A good document management system such as Arena's own mstore can help and delivers a host of other benefits.

5. Save time on printer maintenance

A review and reduction of your printers and copiers or a managed print service is often appreciated by IT teams who are responsible for managing toner stock and maintenance to keep devices running.