

PRESS RELEASE:

Save time on pointless paperwork

Tokoroa High School and uniFLOW

For the 450 pupils and staff at Tokoroa High School scanning and sharing information on-line and keeping a tighter control on printing costs has become a lot easier thanks to its partnership with Canon New Zealand.

During discussions with the school principal Elgin Edwards, Canon became aware that the school was manually recording billings for photocopiers and printers using paper docketts. These were then handed into the administration office where a staff member would have to go through and log the information from the bits of paper against the appropriate cost centre.

of uniFLOW to accurately record usage of the machines by individuals and assign it to the appropriate cost centre," said Edwards.

Each teacher has been issued with a swipe card and before they commence a printing job they charge it to the appropriate cost centre such as department, school year and project, or if it's for private use to their personal cost centre. At

per week of administration time and redirect that towards teaching where it is most needed.

David Balsom, also provided two new multifunction devices - the iRC2880 and iR3320, to compliment the two Canon machines already on site, the iR5065 and iRC3170.

This enabled not only a more effective learning environment through the ability to scan PDF documents in both black and white and colour, directly into the school's intranet from their copier enabling more efficient sharing of information between pupils and between pupils and staff, but Canon were able to save the school approximately \$300 per month through a significant reduction in running costs.

“uniFLOW has enabled us to free up about 5 hours of administration time per week.”

David Balsom, sales supervisor for Canon in the Waikato region recommended the school evaluate the uniFLOW Output Manager from Canon to eliminate this process and increase accuracy of data and costs.

uniFLOW went live in April 2008 and the school is already seeing the advantages.

“I was impressed with the ability of the accounting and statistics module

the end of each month invoices are generated for each cost centre and sent to the school Executive Officer to action.

uniFLOW produces such accurate reports so we now have a better understanding of the true cost of printing at the school and because we are now able to do more on-line we have reduced the amount of paper we use. Perhaps even more importantly it has enabled us to free up about approximately 5 hours

uniFLOW
Output Manager