



Company

St Anthony’s Catholic School

Sector

Education

Location

Townsville, Australia



St Anthony’s Catholic College - Making their School Business more Efficient and Sustainable

A relative newcomer to Townsville is Catholic co-educational school, St Anthony’s Catholic College, which opened in 1992 with just 91 primary school students. Its secondary school campus, Assisi, opened in 2005 for students in Years 8 to 12. The two campuses now provide an education for in excess of 1200 Prep – Year 12 students from the greater Townsville district, amply demonstrating the College’s popularity among local residents.

This rapid growth in student numbers placed St Anthony’s Catholic College in a curious bind. While the College’s academic success was rewarded with higher enrolments, the burgeoning student numbers put increasing pressure on the College’s operational infrastructure.

The Challenge

The College’s print and copying facilities, which had grown on an ad hoc basis as demand increased, were feeling the strain. It had reached the point where there was little effective oversight of the technology deployed. Poor maintenance led to increased downtime for many of the devices, and the College’s printing costs were ballooning.

Business Manager, Tony Southwell, pointed out that the College’s print situation was hindering its ability to effectively service the community with both administrative and academic documentation, it was also impossible to proactively manage.

“We had 35 stand-alone printers scattered around the two campuses, and for those we needed about 22 different ink cartridges. We were also wasting a lot of paper on poor quality printing and during downtime of devices we’d send print jobs to other devices, which once fixed would cause a lot of unnecessary printing,” said Tony. “The printers often did not work properly; print jobs were queued up and printed several times because people didn’t cancel them when they didn’t print the first time. It was wasteful and unreliable and it was time to review our approach.”

Exacerbating these problems was the administrative nightmare of allocating print budgets, proactively managing the print production fleet and its maintenance, and tracking ongoing consumables use. Tony Southwell estimates that accounts staff spent more than two days a month calculating expenditure on printing, copying and consumables.

There was also an imperative to convert the College’s student and administrative records from paper files to a digital format. Storing paper files was a cumbersome task for staff, was taking up too much space, and meant files were sometimes difficult to retrieve. There was a greater need for a digital solution so that documents could quickly and easily be maintained and updated, with better accessibility yet, at the same time offer high security and no space restrictions as the College expanded.

Challenge

- Rapid growth placing pressure on document storage and print
- Print and copy devices were purchased on an ad hoc basis
- Costs and maintenance were difficult to manage
- Device downtime reduced productivity and increased wasted print
- Current print processes were not in line with the school’s sustainability objectives

Solution

- 5 software enabled multi-function devices with [Ezescan](#) and [Equitrac](#) software
- Phaser 5410 DT high-volume copiers

Benefits

- 35 ad-hoc devices reduced to 11 reliable and energy efficient Fuji Xerox devices
- Almost 100 % device uptime means that staff can be more productive
- Reduced costs of energy consumption and wasted prints
- Document processes and budget tracking is now easily managed and in real time
- Digitisation of documents frees the space taken for paper storage

The Solution

St Anthony's Catholic College contacted Fuji Xerox Business Centre, Townsville, to develop a comprehensive hardware and software solution that could solve their printing and document storage problems, as well as the college's desire to address concerns about its carbon footprint and waste. Fuji Xerox removed 35 old printers, and installed 5 software enabled Fuji Xerox ApeosPort multifunction devices, and 6 Phaser 4510 DT high-volume printers. Fuji Xerox also provided Equitrac and EzeScan software integrated in the ApeosPort devices to improve the college's print and student record management operations.

The Equitrac print recovery and cost management software solution was installed on the Apeos range of devices to analyse print device utilisation so that equipment is used as efficiently as possible reducing unnecessary costs. This also helps to manage costs, which can be allocated to specific departments or even individuals, external clients, particular job types or projects. Equitrac can audit the college's enabled print devices simply and quickly from a central location, a job that used to take accounts staff days to rationalise freeing up their time.

EzeScan, installed on the Apeos range of device integrates with the College's document management processes and automates information capture activities. This means files are stored digitally for ease of retrieval later. It quickly and easily scans and files hardcopy documents electronically by enabling batch/multiple scanning, and automates document naming and indexing.

The Benefits

The College was delighted with the dramatic improvement in its print capabilities. Although there are fewer printers and copiers on site, the College handles its print requirements more efficiently and cost effectively, and tracks all production records in minutes, instead of days.

"We still use a lot of paper but we don't waste it," said Tony. "Because the costs of printing are more transparent we've seen a huge decline in wastage as staff and students are more aware of what they're doing. By reducing wastage and the volume of unnecessary printing we've also reduced our printing costs."

"Equitrac allowed us to get some very definitive costings of our photocopying and printing, and these can be tracked back to specific users. That allows us to see who is using the most resources and then work out if there are ways to reduce them. Equitrac is a really good way to get a trend analysis of our print and photocopying habits."

St Anthony's is now making headway in another major project – digitising its records. This is no simple task. All student records will be scanned and filed digitally, removing the need for paper records – and large banks of filing cabinets. "EzeScan is allowing us to move rapidly to a paperless environment. We have copious numbers of filing cabinets full of student records and files," said Tony. "We are a fairly young school, so before space for file storage and retrieval of files becomes a really huge problem we want to electronically archive all of them, so we don't have to keep paper copies. The EzeScan

scanning process is simple and allows us to batch scan multiple files at one time, we just put a blank page between files, and it will identify the break and then this allows us create another file.

By the end of 2011 we will have all student records in electronic files. EzeScan will also allow us to append a document straight to a file so all records are kept up to date on an ongoing basis." College Principal, Paul Ould, said, "The new processes required that staff adjust their embedded practices and explore more efficient and sustainable ways of carrying out their work and the vast majority quickly identified the advantages of the new system". Fuji Xerox provided training and ongoing support, which was welcomed by the staff." After ten months we have found that this program has been very effective, it has freed up staff time, and money. We have more resources available to put into other educational facilities. That's a big bonus for us."

Sustainability

Central to the entire project was the desire of the College to improve its environmental performance and reduce its carbon footprint. The College recently won a major environmental award in Townsville, and both staff and students have embraced the College's eco initiatives. "We beat nine businesses and two other schools to win the Most Sustainable Business in Townsville for 2010. It was a great achievement, and something we are very proud of," Tony Southwell said.

"We made sure that the printing devices that we selected were environmentally safe and energy efficient and Fuji Xerox has won awards in this area. We've been able to reduce carbon footprint as well as operating costs."

Service

After discussion with a number of potential suppliers, Fuji Xerox Business Centre, Townsville assured the College that the company's strong presence in the region meant Fuji Xerox maintenance and support experts were locals, based in Townsville, and were always on hand to service and update equipment and software.

Brent Millar, Fuji Xerox Business Centre, Townsville's account sales executive for the region, is no stranger to addressing academic print requirements. "I attend to 34 Catholic schools in this region, and we were pleased when St Anthony's came on board," he said. "I asked a lot of questions to find out what they wanted to achieve and their vision for academic and administrative growth. It was encouraging that they also wanted to look at the sustainability aspects of their printing and document management processes.

"St Anthony's was pleased Fuji Xerox could provide a solution that met their needs, which enabled them to plan for the future with confidence. I'm glad we had the opportunity to offer a complete solution that covers their needs now and well into the future, to make their school business more efficient and sustainable."

For more information or detailed product specifications, call us at

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