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## **Cutting costs for West Kent College**

With over 14,000 full and part-time students and 700 staff, West Kent College in Tonbridge is currently going through massive structural change.

### **The brief**

As part of an administrative overhaul, the college approached Newman Business Solutions with a brief to help cut print costs and increase efficiencies.

### **What we did**

The Newman team began by conducting a comprehensive assessment of the college's printers and photocopiers; their location, usage and costs. This included how much each cartridge cost together with any additional costs such as maintenance kits and support packs etc. From this, we established how much each printer was costing the college. As part of our assessment, we also interviewed staff and other users to find out what their needs were and how they were using the current equipment.

#### **A focussed strategy delivering higher efficiencies**

Using our findings, we put together a comprehensive strategy that recommended far-reaching changes for the whole college. Central to our recommendations was that high cost printers would be either replaced or moved to areas that had low volume usage.

To ensure the print room became better utilised, we replaced the inefficient machines with new, highly cost-effective equipment that staff could use for a wide range of jobs, particularly large-scale projects.

Furthermore, to help control costs, we installed auditing features to ensure unauthorised users could not print off copy colour documents without authorisation.

### **The results**

Since implementation, the college estimates that it's saved in excess of 30% of document production costs. For example, colour documents can now be produced at a far reduced cost and to a much higher standard than previously. At the same time, staff members now have access to high standard facilities and the optimum piece of equipment for whatever job they're doing.

Equipped with state of the art machines, the print room is able to produce a far wider range of jobs at a greatly reduced cost and, as a consequence, volume has gone up by 30%.

### **Into the future**

Newman is now working closely with the college's IT team to develop a solution that will help to cut scanning costs. By introducing LDAP software into all multi-functional products, we can ensure that all authorised users of the network are able to scan documents directly to their desktops or to network folders.