



education

# Toshiba Provides Solutions

## for the Document Management Challenges Facing Education Professionals

Educational institutions such as universities, school systems, and libraries face some unique challenges. Among other priorities, they must cut operating costs, improve their IT efficiency, and explore new revenue sources. Administrators are usually working within tight budgets with little room for discretionary expenses. Managing the costs associated with document production and distribution is a large part of their challenge.

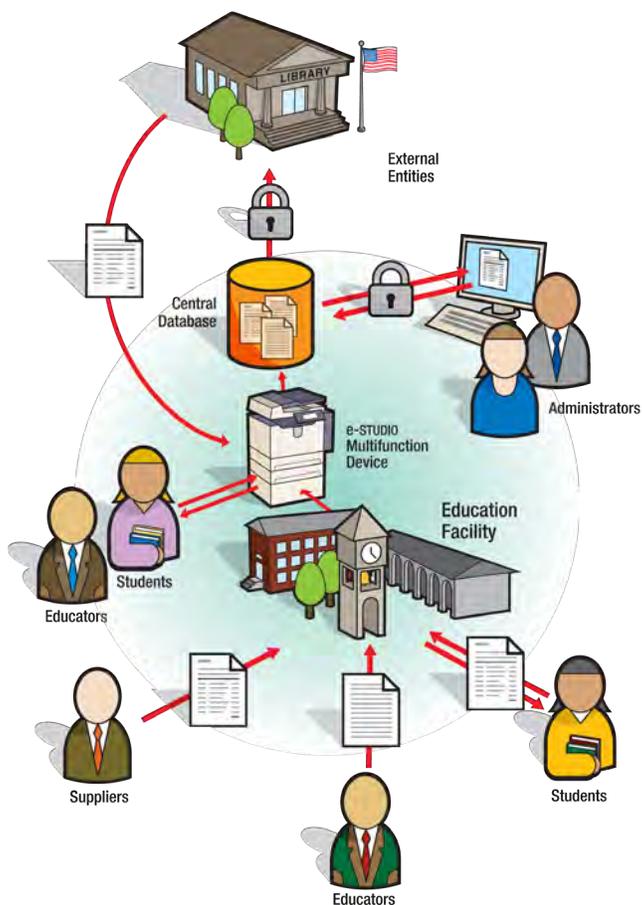
- > **Regulatory Compliance (FERPA, EPA, etc.)**
- > **Safeguarding Privacy**
- > **Managing Massive Amounts of Electronic Documentation**
- > **Quick Search and Access to School Records**
- > **Monitoring School-Related Print Cost to Prevent Abuse of Printing Privileges**
- > **Efficient and Convenient Data Transmission**

Toshiba Document Solutions combine Toshiba e-STUDIO systems with powerful software applications and targeted process improvements that enable educators and administrators to more effectively distribute and organize their documents and manage their devices. Toshiba Document Solutions are a family of systems, software, and services that help decrease document-related expenses and increase productivity within educational organizations—freeing time and resources so that they can focus on the task of educating.

### Efficient document distribution

Printing the enormous volume of reports and forms that are needed each day is a big challenge to administrators in education at all levels. A variety of materials—from report cards to registration packages to budget documents—must be printed and distributed to multiple recipients in a timely manner. Unfortunately, many educational institutions print their documents at a central facility and use expensive labor or couriers to deliver them to the right people (for example, teacher's in-boxes). Toshiba offers solutions that improve an organization's document distribution, making the print cycle easier and ensuring that documents reach the recipients in the most efficient way possible.

Toshiba Document Solutions also address a very common problem faced by educational administrators: managing



Education facilities deal with massive amounts of paper-based documentation which are often shared among a variety of educators and students.

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hundreds of preprinted forms. We can help you eliminate large inventories of preprinted forms by allowing on-demand printing from your host system to our e-STUDIO devices using cut-sheet paper. In addition to saving money, this provides a variety of enhancements to your forms, including the use of color, graphics, and one-to-one messaging, as well as finishing services like stapling and duplexing.

#### **Distributed printing from AS/400s, mainframes, and legacy systems**

Educational institutions provide a wide range of services for students, teachers, and staff. These services include printing, copying (including wide-format color copying), scanning, and faxing. They need a simple way to consolidate and manage these services in the most cost-effective and efficient manner possible, with the ability to accurately monitor usage and charge for output where applicable.

#### **> SOLUTION WORKFLOW**

University and library environments typically consist of a central server on a network that includes workstations, print servers, printers, copiers, and fax machines. All of these devices work together to meet printing and copying requirements. Students, faculty, and staff may want to print out hard copies of their information. They may need to print copies of a report, fax a document to another party, or simply scan their documents into an electronic archive.

#### **> INTEGRATION WITH LEGACY SYSTEMS**

Variable data print jobs such as report cards, transcripts, budgets, and departmental cost center reports can now be processed through enabling software and printed on Toshiba e-STUDIO multifunction devices. This simple solution eliminates expensive reprogramming of mainframe and legacy computer systems



and enables end users to receive finished reports that leverage all the finishing capabilities of Toshiba's e-STUDIO family of products. Institutions no longer need to be tied to the printing devices supplied by their computer hardware vendor, which may be subject to expensive maintenance and lease charges and provide little or no flexibility in output.

#### **Organizing documents in the school system**

The amount of paperwork flowing through a school district can be immense. Student records, personnel records, invoices, and financial statements are just a few of the document types that school districts and other education organizations must keep on file.

The sheer volume of paper documents that must be managed can leave a school system vulnerable to a number of problems, including lost documents, an ever-increasing demand for physical storage space to accommodate hundreds of filing cabinets, and the inability to quickly access specific documents.

#### **Electronic Document Management and Toshiba**

Selected Electronic Document Management (EDM) systems work with Toshiba e-STUDIO systems to accept scanned images of paper documents in the electronic repository. Existing electronic files and e-mails can be imported into this document archive as well. Using these software solutions, all files can be easily annotated, indexed, and stored. Staff and faculty can then quickly search and retrieve files from their desks, from across town at another school, or from anywhere in the world via the Web search facilities.

Our EDM solutions let you index and store documents in the manner best suited to your needs, and document searches can be run by keyword or by browsing. Also, you can set up a requirement for passwords and IDs for certain sensitive documents, like human resources paperwork, to restrict access.

#### **> FIND DOCUMENTS IN SECONDS**

Locating any document is fast and easy. For example, a student's records can be transferred to another district by simply typing in the student's name to instantly retrieve their files, which can then be printed, faxed, or e-mailed directly to the new district. Transcript requests can be retrieved and routed in seconds. You can even search through many years of school board meeting minutes for references to a particular word or phrase, and locate related documents in seconds. Wasted time and frustration are reduced and efficiency increases.

#### **> COMPLIANT WITH SECURITY REGULATIONS**

The security benefits offered by Toshiba Document Solutions meet all privacy protection requirements of the Family Educational Rights and Privacy Act (FERPA) by restricting access to personnel with keycodes, faxing secure documents directly by e-mail to users, and tracking copier usage.