

BENEFITS OF MIGRATION TO MULTI FUNCTIONAL DEVICES (MFD'S)

If the Council adopts in principle the transition to using Multi-functional devices they would reduce if not eliminate the need to purchase separate machines i.e. printers, fax machines and scanners.

Because Fax machines also need to be connected to telephone lines potentially we could also reduce telephones charges. Faxes can also be sent and received using the MFD's and therefore less paper would be used as the outgoing / incoming faxes can be sent and routed via and to the users PC, they then do not need a hard copy.

Printed output on MFD's are cheaper per copy then output on traditional printers (see statistics below).

Information gathered during this exercise highlighted the fact that within the Council many large "print" Jobs are manually enveloped by staff for outward postage. The question arises that through this new software the ability to manage and control output, would allow the Council to route all such jobs to the "Print" output manager this can ensure that the output is sent to the optimum device.

The larger print jobs that require enveloping could be automated via an envelope-folding machine. We do not presently have such a machine but the business process should be further investigated from the analysis data provided we would be able to explore the cost and benefits to present the way forward. A further benefit to the automated routing and enveloping is that we would obtain additional discounts from the post office on postage costs.

Industry Norm pricing for 500 copies based on 5% coverage (considered low % of most pages)

- a) Printed on an Ink-jet printer = £11.78 = 0.02356 pence per page
- b) Printed on an laser-jet printer = £7.73 = 0.1546 pence per page
- c) Produced on a Copier printer = £3.68 = 0.0736 pence per page

Savings for every 500 copies by using C Versus A = £ 8.10

Savings for every 500 copies by using C Versus b = £ 4.05

At the moment we do not know our usage by machines and volumes however the print audit will provide this information for those machines that are networked and are included in the survey.