



Calcot Junior School

**eCopy Scan Station combined with the SIMS management system helps conquer compliance issues and storage constraints**

**Compliance made easy**

A Ricoh multifunctional product with print, copy and scan functionality, equipped with an eCopy ScanStation, has delivered cost savings, efficiency gains and productivity benefits, at Calcot Junior School. The ability to integrate hard copy documents into its SIMS management system using the Ricoh device via the eCopy connector, has vastly improved access to student records and significantly reduced the amount of space required for storing paper-based files.



**Customer profile**

Kim Cowie is School Secretary at Calcot Junior School, a co-educational school in Reading, with 216 pupils on roll and a 36-strong staff.

*“The solution is easy to use and required minimal training. We very quickly adapted to a new way of working and we’ve significantly reduced the amount of paper we generate, which has also lessened our environmental impact.”*

**Project in brief**

The school’s administration team were sharing a

standalone, slow and expensive to run desktop printer which was located in the office. In order to process any larger runs they had to walk to the staffroom to access a copier, which was heavily used by teaching staff - a time consuming and often inconvenient option. Storage space was also an issue. The school was literally bursting at the seams with paperwork. All schools have a legal requirement to keep pupil information for a period of time - in some instances data has to be retained until the child reaches 25 years old, and they had no spare space.

*“Meeting compliance was becoming increasingly difficult, every single piece of*

*information from attendance records, to holiday requests, to communication with parents, had to be copied, filed and stored and we were very quickly running out of room.”*

## **Approach**

Ricoh Core Partner Reflex Digital Solutions recommended that the school invest in a compact but efficient Ricoh multifunctional product which offered copy and scan functionality as well as print. This device, combined with the eCopy ScanStation, would enable staff to scan hard copy documents in for filing or to send them out externally via email, whereas previously they would have been copied, filed and/or posted.

*“The ability to electronically scan, file and retrieve paper-based information and seamlessly integrate it into our electronic information management system in seconds, has transformed the way we work.”*

## **Solution**

Replacing the shared single function desktop printer with a

flexible multifunctional product instantly delivered productivity benefits. The Ricoh solution improved efficiency, not least by removing the requirement to physically walk to a copier located in a different part of the school; and addressed the school’s lack of storage space, by enabling all files and information to be created and retained electronically, thus ensuring compliance.



*“By making use of the scan feature, we have experienced tangible time and cost savings. Over and above resolving the storage space issue, we have also significantly reduced spend on paper, stationery and postage; so much so that we achieved a ROI a short time into the lease.”*

## **Benefits**

Administration has become easier, in particular by making use of the machine’s scan

functionality, staff are able to quickly convert hard copy documents into electronic ones and attach them to individual records in the SIMS database, which helps keep records current.

Making greater use of electronic as opposed to traditional workflows has also helped the school to embrace other complementary technologies such as ParentMail for example, and by using the scan-to functions, to communicate and share information internally and externally.

*“We’ve been able to improve and speed up how we communicate information to parents, by converting word documents into PDF format and sending them out via email. Plus, we’re using the scan-to-email function as opposed to faxing, which has also had unforeseen cost savings across paper and phone bills.”*

With the old paper-based document storage system the school had little if any protection against loss or damage. The new electronic

filing solution affords full disaster recovery and the system is backed-up daily.

“In summary, we have achieved considerable time savings as well as additional cost savings in areas we hadn’t initially considered. We no longer have to keep past pupils’ files, once they leave the school we transfer the hard copy documents to their new school and retain an electronic version for our own records, which has practically eliminated the storage space issue. And most importantly, basic administrative jobs are now so much easier and faster to do, which gives us more flexibility to focus on other tasks and work in a much more productive way.”

meet additional capacity requirements, as and when required.

## **About Reflex Digital Solutions**

Founded in 1989 Reflex has grown to become one of the leading independent office technology and digital print providers in the Thames Valley & Home Counties.

Reflex supplies SMEs and larger corporations and has specialist knowledge in education, the legal and accountancy professions, healthcare and commercial printers.

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