

Brochure

Enable a smarter learning environment

HP Information Workflow Solutions for Education





Fast access to quality information is efficiency

Today, the pressure on educational institutions to deliver more timely, relevant, and convenient information with fewer resources requires greater efficiency. Students expect a technology environment that allows mobility, flexibility and fast access to curricula and other critical information, while teachers and faculty expect a technology environment that enhances the teaching process and eliminates administrative burdens with easy and fast access and exchange of information to accelerate research and facilitate collaboration.

Whether a major university or a small school district, paper-intensive processes play an important role in daily routines. Admissions, financial aid, human resources, individual education plans (IEP)—virtually any department or educational service deals with volumes of paperwork that are handled manually. Without a good document management solution in place, you feel the pain in wasted time and money, decreased teacher productivity, delayed decision making and increased security risks. Digitizing and streamlining workflows can help to reduce costs, meet compliance requirements and better serve students, faculty and administrative staff.

Follow a leader

Educational institutions around the world rely on HP to help them reduce costs, improve their effectiveness, and gain competitive advantage.

HP provides integrated workflow and communications management solutions that make it easier for educational institutions to accelerate paper intensive processes while reducing costs, delivering flexible, mobile access to quality curricula for educational excellence, and expanding technology tools to enhance research, collaboration and teaching methods.

The HP approach

HP Information Workflow Solutions for Education are a combination of hardware, software, services, and consulting that span the institution from head office to the library, from classroom to the lab. Such solutions can transform schools into dynamic digital campuses that capture the attention and minds of students and faculty alike, spurring them to further institutional success. These tailored, fully integrated solutions can help you:

Transform

- Your paper-based processes to improve decision-making and reduce the cost of processing and managing documents

Innovate

- Your communications, marketing, and production printing to win customers and contain costs

Control

- Your imaging and printing environment—from document and data security, to record-keeping, archiving, and document retrieval—with greater ease and efficiency

Simplify processes to save resources

Intelligent document-management tools can help you accurately maintain student records, admission forms, financial aid information and individual education plans (IEPs) as well as other paper-based administrative processes. The more efficiently you handle these documents, the less time and budget they divert from your core business of providing an exceptional education experience for students, faculty and staff.

As an example, automating the admissions process in a college campus—by digitally capturing the myriad admissions documents via multiple channels such as fax, web applications, email, and more—can demonstrate concrete benefits in time saved to submit, review, and respond to candidates. As a bonus, you can save countless staff hours versus re-collate, classify and file the student documentation as it advances through the process steps. Decision turnaround times can be reduced from weeks to days, which in turn can have a direct impact on the applicant's perception of the school. This not only impacts a school's academic standing and reputation but, over time, can have a material economic impact as well.

HP offers document capture and routing capabilities that enable you to share essential materials faster and more reliably. Our workflow solutions can help you intelligently integrate information, automate paper-intensive processes, and efficiently turn paper files into digital assets. We deliver streamlined information-management capabilities to help promote a smarter educational institution.

HP Capture and Route

HP Capture and Route solution helps convert paper-based information into digital files that are easier to access and share. The simple, one-time, digital capture of a document—such as a student admission form—makes it immediately retrievable, and easy to distribute and track. By streamlining the flow of documents, HP Capture and Route enables employees to do more with information—increasing productivity and collaboration. This helps to accelerate decision-making processes by integrating content into departmental workflows, such as admissions, registration and financial aid. Improve staff productivity and reduce data processing errors by automatically updating captured metadata.

This solution can help you to:

- Reduce printing and shipping costs associated with processing and distributing paper documents
- Support records retention and privacy requirements
- Provide flexible access to documents
- Increase document security
- Encourage paper conservation

Learn more at: hp.com/go/captureandroute



HP solutions for workflow automation

Powered by HP scanners, digital senders and multifunction printers (MFPs), the HP Distributed Workflow Solution for Education automatically captures and categorizes critical documents, making them instantly available for real-time access by multiple users and departments. Seamless integration with back-end business applications makes this a single institution-wide solution that also meets the unique needs of individual departments.

HP Exstream is an intuitive, end-to-end customer communications solution that provides software and services for creating and managing communications consistently across diverse delivery channels. The solution integrates real-time data and content from enterprise systems to help you create fully customized communications materials, such as personalized student recruitment material.

Discover new ways to manage costs, improve processes, facilitate learning and support mission-critical processes. The HP Campus Advantage suite of solutions helps institutions of higher learning meet the imaging and printing needs of students, faculty and administration alike.

Together, these solutions enable education institutions to:

- Focus more on teaching and learning with a secure, cost-effective imaging and printing infrastructure
- Increase productivity by allowing users to digitally store and easily find and retrieve critical information
- Ensure security of documents and confidentiality of the information they contain
- Deliver engaging targeted communications

Learn more at: hp.com/go/educationworkflow



HP ePrint Total Campus Solution

Today's students want the ability to access and print information whenever, however, and wherever they need to. Using HP ePrint Enterprise¹ and HP ePrint Public Print Locations², your students, faculty and staff can easily send documents and data from a smartphone, tablet, or desktop PC to any HP ePrint-enabled printer.¹

HP ePrint Total Campus Solution provides the ability to print from virtually anywhere, including their homes and classrooms, and then retrieve their prints at a print station on campus by swiping a card or entering a PIN. By integrating with school payment systems and student account systems, the HP ePrint solution helps reduce the university's printing costs, offsetting them directly to users on a per-page fee model. Organizations can even choose to offer printing fees at cost or add additional margins to cover the cost of other IT operating expenses. Since more and more print stations replace existing print equipment, over time not only does this solution alleviate the burden of capital cost incurred by printing equipment, it can help reduce the overhead of procurement and service management.

This tactical move away from capital investments and toward operational expenses as a means of enhancing cash flows is one of the profound shifts occurring in IT organizations today.

Learn more at: hp.com/go/mobileprinting

¹ HP ePrint Enterprise requires Internet- and email-capable BlackBerry® smartphone OS 4.5 or newer, iPhone® 3GS or newer, iPad® and iPod touch® (3rd generation or newer) devices running iOS 5.0 or later, or Android™ devices running version 2.2 or newer, with separately purchased wireless Internet service, HP ePrint Enterprise server software, and HP ePrint Enterprise app. Solution works with PCL5/6, PCL3, and PCL3GUI printers (HP and non-HP).

² Use of HP ePrint at public mobile print locations requires Internet- and email-capable smartphone or tablet with separately purchased wireless Internet service, and the HP ePrint mobile app or HP ePrint software. Availability and cost of printing varies by location. Visit hp.com/go/eprintmobile to view the list of applicable smartphone and tablet operating systems.

HP solutions for marketing and production optimization

HP provides software and professional services to help you improve document production and marketing results. By optimizing back-end document creation and output, our solutions help you create professional-quality materials that make a greater impact. With more efficient processes in place, you can free up resources for mission-critical projects that enhance your brand and extend your reach. We can also help you streamline marketing and communication processes to deliver more relevant, meaningful customer-facing materials and campaigns while helping to reduce and time to market.

These solutions enable you to:

- Manage customer communications from design through multichannel delivery, within a single platform—eliminating redundant systems and speeding time to market
- Incorporate customer insights and tailor materials at the local level to help achieve higher-impact marketing
- Replace costly capital expense outlays with print-on-demand solutions that can use operational funds
- Support on-demand production printing, digital displays, smartphones, tablets, and personalized email communications

Learn more at: hp.com/go/exstream and hp.com/go/productionprint

Simplify document and records management

Operations run best when documents, data, and devices are protected from misuse and overuse. You also need strong safeguards around confidential information—such as student records—and reporting tools to meet compliance requirements.

HP solutions simplify document and records-management information tracking. We provide reliable methods for archiving and retrieval that help you keep mandatory records and avoid accumulating outdated or obsolete documents. Our solutions for securing imaging and printing can help you protect hardware and information, and our services for managing print environments help reduce resource waste and associated costs.

HP Records Manager

HP Records Manager software simplifies document and records management across the information systems and data repositories you depend on—with advanced methods for information capture, management, security, and access. It enables to comply with regulations and corporate policies, while also helping to secure information from inappropriate access and misuse. With HP Records Manager software, it's easy to know what information you need to retain and what you need for legal and operational purposes—giving you confidence to reduce clutter by disposing of the rest.

This solution can help you:

- Comply with regulations and be prepared for e-discovery
- Secure your records from inappropriate access and misuse
- Set document retention and disposal policies to reduce storage and operational costs
- Improve productivity by simplifying information discovery and access
- Reduce legal discovery, investigation, and audit cost

Learn more at: hp.com/go/hptrim

HP Security Solutions for imaging and printing

From confidential student information to school operating budgets, your content requires constant protection to support regulatory compliance. Unsecured devices and data can put the entire organization at risk.

HP Security Solutions for imaging and printing help eliminate potential vulnerabilities throughout your organization. The built-in security features of HP devices—along with our security services—can help you develop and deploy an end-to-end imaging and printing security strategy.

We offer tools to assess, manage, and fortify security for imaging and printing fleets, mobile printing, data transmission, and cloud access. For example, HP Access Control, a Jet Advantage security solution, allows you to set governing protocols for all of your devices. Along with specifying which teachers, administrators, or students can use specific printers and scanners, you can also control how the device functions may be used. These solutions help restore control over imaging and printing practices, reinforce security, and reduce costs through user authentication—whether for local, mobile, or remote workers.

HP Security Solutions can help you:

- Protect devices through access control methods, such as personal identification numbers (PINs) and Lightweight Directory Access Protocol (LDAP)
- Protect data by authenticating users, safeguarding cloud content, and encrypting transmissions
- Enable mobile workers to securely print files and stay productive while traveling
- Reduce costs and waste from unclaimed printed pages by requiring users to enter a PIN at the device to release their print jobs
- Strengthen compliance and reduce risk through vigilant monitoring and real-time usage information

Learn more at: hp.com/go/securityprintingsolutions

HP solution for output management

HP solution for output management collects documents from multiple platforms including Windows, UNIX, Linux, Mainframe, and delivers them in a secure manner to multifunction devices, printers, and electronic destinations. Acting as a central point of document control, the software captures documents from any application, converts the data to a printer-ready format, and reliably delivers it to the target device or destination. Administrators can quickly detect and address hardware or network related printing errors from an intuitive web interface. Full-featured print audit and tracking functions are available to aid in compliance and cost reduction efforts.

HP solution for output management can help you reduce the cost and secure the process of delivering critical documents:

- Eliminate reliance on all print servers
- Protect sensitive information via pull printing and document encryption
- Enable document auditing for improved security and compliance
- Support rapid implementation in days or weeks, instead of months
- Assured delivery of business documents

Case study:

“We don’t want teachers becoming technicians; they need to teach in the classroom. HP MPS ensures our print infrastructure runs reliably and cost effectively to support the district’s educational mission.”

—Robert Saffel, Director of Technology Services,
Silver Valley Unified School District

HP Managed Print Services (MPS)

HP MPS provides customized assessment, procurement, implementation, management, and workflow-enhancing services to reduce the demands on your organization’s information technology (IT) staff. Our comprehensive support can help you eliminate the time and financial drains associated with in-house supplies management, IT maintenance, and usage monitoring. HP MPS handles the full imaging and printing life cycle, allowing you to focus your employees and capital investments at the points of greatest impact—whether that’s making your admissions process more efficient or enhancing your individual education plans (IEP) initiatives.

HP MPS also enables organizations to reduce their costs and environmental impact by managing printers more efficiently, deploying new devices with environmental factors in mind, and monitoring and controlling device usage. According to Gartner, Inc., active management of office printing is a long term strategy, but it can permanently reduce print spending by 10% to 30%.³

With HP MPS, schools can:

- Simplify document access and printing across the entire institution
- Focus more time and resources on improving the teaching and learning experience
- Develop a customized print strategy to lower overall internal costs and reduce maintenance burdens on employees
- Meet important operational and environmental goals by streamlining processes, saving energy, and reducing paper waste

Learn more at: hp.com/go/mps

³ “Cost-Cutting Initiatives for Office Printing,” Gartner, Inc., July 2013.



Silver Valley Unified School District HP MPS supports focus on quality education

Silver Valley Unified School District (SVUSD) has a Strategic Plan's technology strategy to "implement a reliable, sustainable, technology infrastructure that supports operations, instruction, and meaningful student learning." A few years ago, the district recognized its print infrastructure was falling short of these goals. SVUSD had accumulated a hodgepodge of aging devices from a variety of manufacturers, and was managing them in-house. Purchasing decisions often were based on initial price, without considering lifetime supply costs or the expense of managing disparate devices—each requiring special supplies to stock and skills to maintain.

"We were getting a lot of calls, paper jams, and teachers not able to print when they needed to," recalls Robert Saffel, Director of Technology Services at SVUSD. "And in a district covering as wide a geographic area as ours, it's a waste of time to have a valuable IT technician drive 40 minutes to deal with avoidable problems."

When Saffel came on the scene nearly five years ago, he assessed the situation and made two key decisions. One, he standardized on HP printers, which he calls "the industry workhorse." Two, the district decided to lift the burden of print infrastructure management off its IT staff in favor of a managed print services contract.

Choosing HP was a natural decision; the school district has been extremely satisfied standardizing on HP desktop and notebook PCs, and found HP service and quality equally appealing on the print side. Two HP-certified technicians walked through every classroom and office to evaluate the existing infrastructure, and they used audit software to investigate every device on the network. "We saw the big picture: how many pages we were using per classroom, who was printing more, who was printing less," Saffel says. "HP used that information to present an optimized solution."

Business benefits:

- Help control costs in era of tight budgets
- Leverage technology for Common Core success
- Free IT staff to focus on teacher support instead of printers and copiers
- Lay foundation for future workflow initiatives

Read the full case study [here](#).

Discover deeper value in your resources

Drawing on more than 50 years of experience in the education industry, HP provides comprehensive, end-to-end solutions that can help you create a smarter learning environment. As a global leader in document technology, we deliver tailored solutions that enable you to automate workflows, simplify compliance, and improve data security.

By choosing HP, schools can count on a wide range of training, consulting, and technical support services to maximize your investment.

Why HP?

HP is recognized as the global leader in imaging and printing solutions for large organizations. HP offers technical expertise, and reliable products and solution sets that allow customers to benefit from:

- Consulting services, including procurement, installation, management and support that can be customized to enhance your organization's effectiveness
- Relationships with industry-leading solution providers
- Powerful solutions to optimize your environment, improve the bottom line and help the planet

Get started

Contact your local HP representative to:

- Set up a workshop with HP to assess your specific business needs
- Establish a plan to implement the best solution for today and into the future
- Identify an effective approach that can help your organization meet your business goals

Learn more at: hp.com/go/educationworkflow

HP three-part approach

HP helps you better serve your customers by accelerating business processes, improving the flow and use of information, and reducing costs. Working together, we assess, deploy, and manage your imaging and printing system—tailoring it for where and when business happens.

Optimize infrastructure

Balance your total digital and hard-copy communication costs with your need for convenient user access and productivity.

Manage environment

Maintain end-to-end visibility and control of devices, content and workflows.

Improve workflow

Capture, connect, and communicate information with smart process automation and dynamic content personalization.

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