

Print buying guide for schools

Printers, Multifunction Devices
and Managed Print Services



Start with teaching and operational needs, not devices

Before comparing print models or service contracts, it helps to define how printing supports teaching, safeguarding and administrative workflows across your setting.

Consider:



Who the devices are for

- Teaching staff
- Administration and finance teams
- Reprographics departments
- Exams officers
- Pupils or student-facing printing environments



Where they'll be used

- Staffrooms or departmental offices
- Central reprographics areas
- Reception or administration hubs
- Multi-site trust environments



What they'll be used for

- Classroom resources and worksheets
- Exam and assessment materials
- Safeguarding and SEND documentation
- Marketing and parent communications
- Internal administration and reporting



What you already have

- Existing print devices and contracts
- Network capacity and infrastructure
- Print management or authentication software
- Device security and safeguarding control

Capturing these requirements early helps justify purchasing decisions to SLT, governors and trust leadership while ensuring devices match real operational needs.

Choosing the Right Print Model

Not every school requires the same level of service. Most education settings fall into one of two categories.

Full Managed Print Service (MPS)

Best suited for:

- Larger primaries and secondaries
- Multi-Academy Trust deployments
- Higher print volumes
- Schools wanting consolidated cost-per-page contracts

This model combines devices, consumables, maintenance and monitoring into one structured agreement, typically spanning 3–5 years, with predictable budgeting and central oversight.

Print Lite – For lower-demand environments

Some schools need something simpler.

Print Lite is designed specifically for Primary and Community schools with lower print demand or limited internal procurement capacity.

It offers:

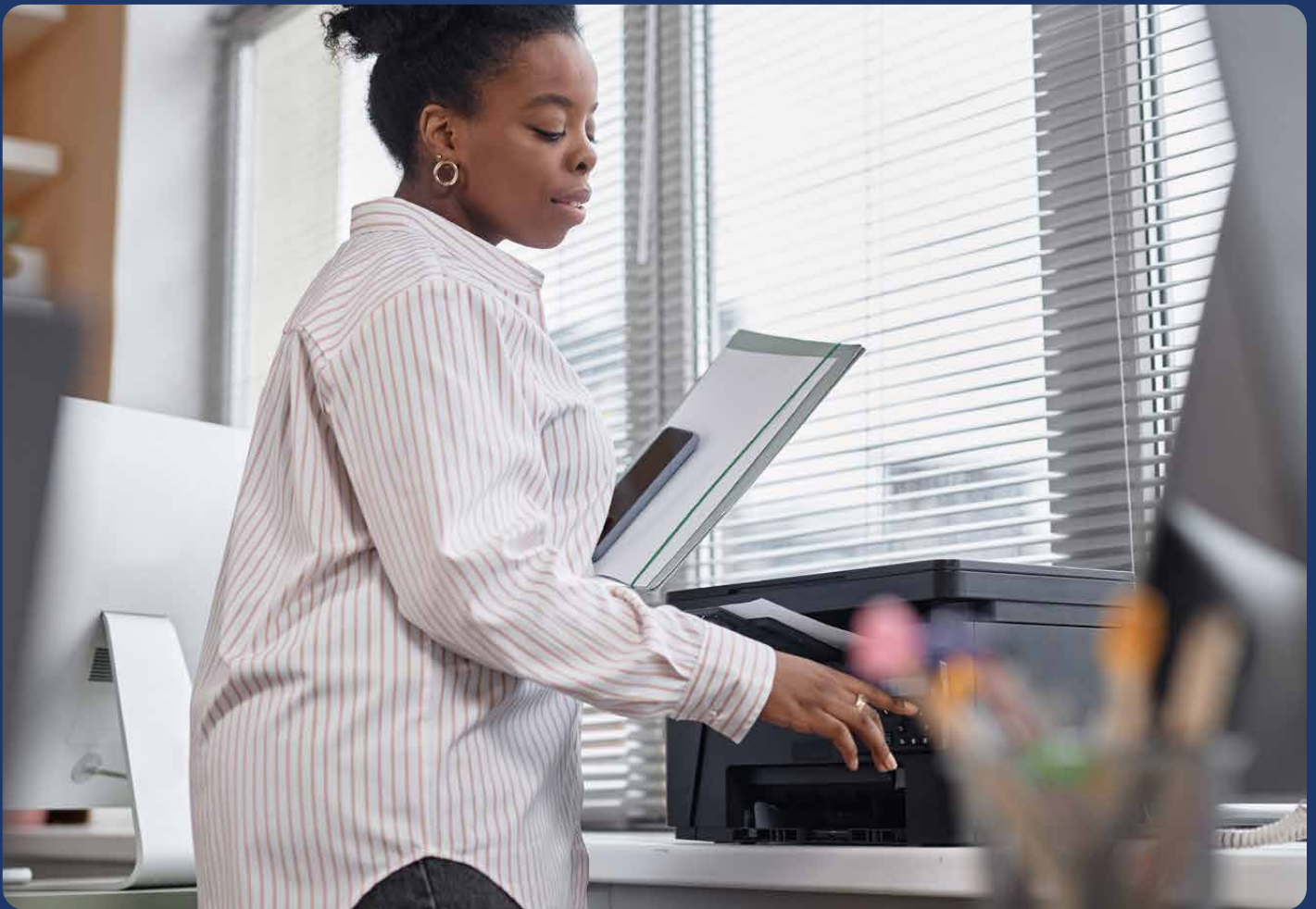
- A simplified, compliant procurement route
- Pre-vetted education suppliers
- Pre-arranged bid pricing
- Straightforward lease or purchase options
- Faster route from quote to installation

If your school typically has:

- A small number of staff-based devices
- No dedicated reprographics function
- Moderate daily print usage
- Limited time for lengthy procurement processes

Print Lite is often the more proportionate solution.





Which model is right for you?

If your school has...

You're likely suited to...

Central reprographics and high print volumes

Full Managed Print

Multiple sites requiring central oversight

Full Managed Print

Need for consolidated cost-per-page billing

Full Managed Print

1-4 core staff devices and lower usage

Print Lite

Limited procurement capacity

Print Lite

Simple device refresh requirement

Print Lite



Baseline features to consider

If you are unsure what to include in your specification, these are helpful starting points.

Classroom and department devices

- Reliable mono and colour printing
- Secure user authentication or PIN release
- Scan-to-email or cloud integration
- Network connectivity and remote monitoring

Central print or reprographics devices

- Higher print speeds
- Larger paper capacity
- A3 capability

- Finishing options (e.g. stapling, booklet making)
- High duty cycle for continuous use

Multi-site or trust deployments

- Centralised print management
- Usage tracking and reporting
- Device standardisation
- Automated consumables supply



Lease or purchase? (including Print Lite)

Schools can choose procurement methods that align with financial planning and long-term strategy.



Outright purchase

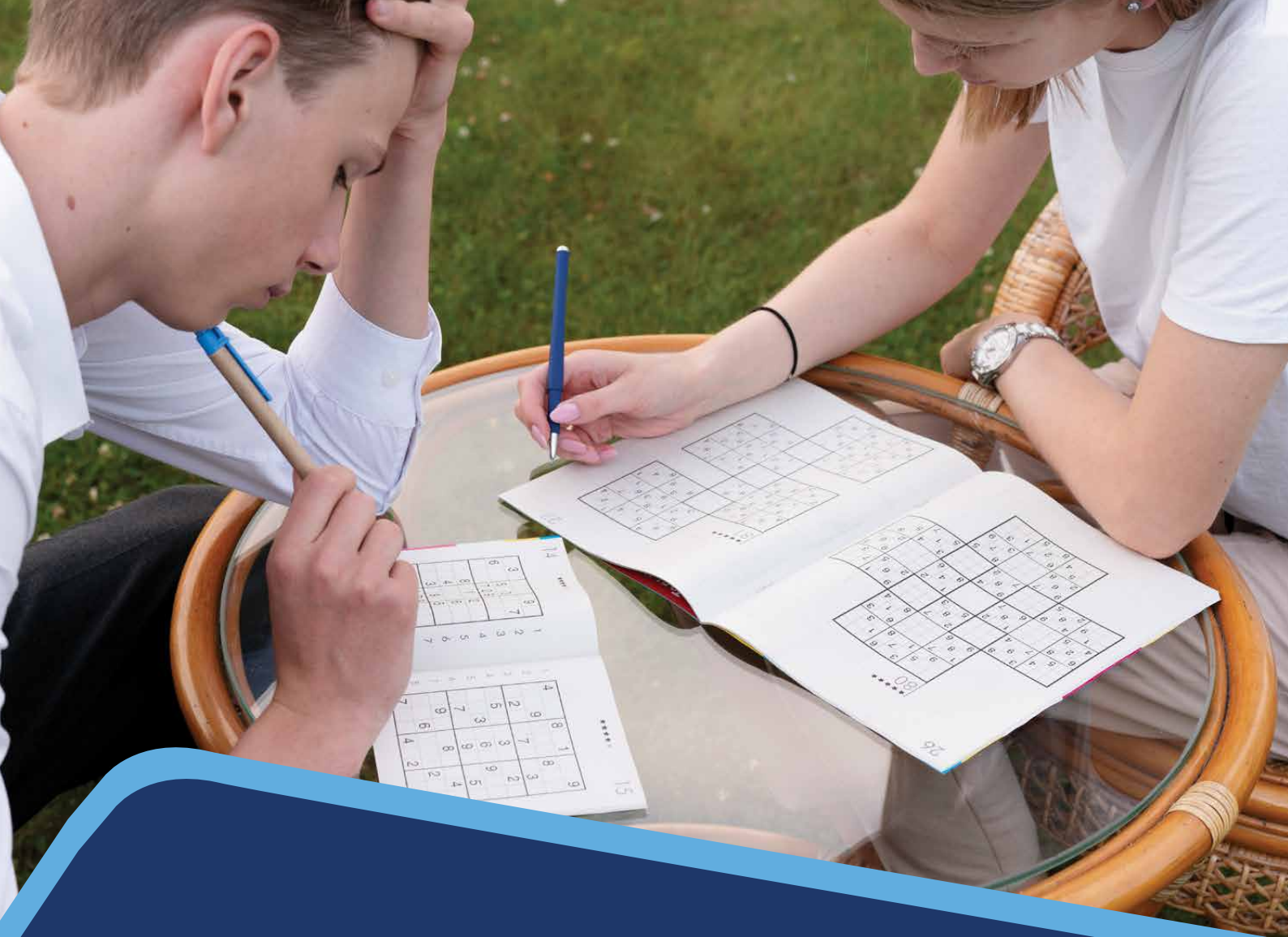
- Full ownership of equipment
- Suitable for capital budget spend
- Allows complete control over lifecycle decisions
- Optional maintenance packages



Leasing or rental agreements

- Predictable monthly payments
- Often includes service and maintenance
- Supports technology refresh planning
- Reduces upfront financial pressure

For smaller schools, leasing via Print Lite can significantly reduce procurement time and governance pressure.



Installation and deployment

Successful print implementation depends on careful planning and configuration.



Site Surveys and Print Audits

- Identify usage patterns
- Optimise device placement
- Assess network readiness



Deployment Considerations

- Network configuration and security setup
- Authentication and safeguarding controls
- Staff onboarding support
- Phased rollout for larger estates

Installation times vary depending on estate size and complexity but are often completed with minimal disruption to teaching.



Security, safeguarding and compliance

Print devices handle sensitive student and staff data and should be treated as secure network endpoints.

Key considerations include:

- ✓ Secure print release and authentication
- ✓ Data encryption and hard drive protection
- ✓ Secure data wiping at end-of-life
- ✓ GDPR-compliant document handling
- ✓ Integration with school filtering and safeguarding policies

Clear exam printing procedures and device lock-down options should also be considered.



Durability, reliability and support

Education print devices operate in high-demand environments, making reliability essential.

When reviewing solutions, consider:



Warranties and maintenance

- Typical warranty coverage ranges from 3 to 5 years
- Preventative maintenance reduces unexpected downtime
- Service level agreements ensure quick repair turnaround



Ongoing support

- Automated toner replenishment
- Remote monitoring for fault prevention
- Access to technical support and account management



Total Cost of Ownership

The sticker price is only one part of the picture.

Consider:

- ✓ Hardware and accessories
- ✓ Consumables and servicing
- ✓ Installation and deployment
- ✓ Management software
- ✓ Energy usage
- ✓ End-of-life recycling

Clear lifecycle planning helps maintain predictable budgets and avoid reactive replacements.

Sustainability considerations

Schools are increasingly reviewing print usage as part of sustainability strategies.

Effective approaches include:

- ✓ Device consolidation to reduce energy usage
- ✓ Default duplex printing to minimise paper waste
- ✓ Energy-efficient device selection
- ✓ Access to refurbished device options
- ✓ Responsible recycling and disposal programmes

How Everything ICT supports schools and trusts

Through the Everything ICT DfE-approved framework, schools can:

- ✓ Turn operational requirements into clear, compliant specifications
- ✓ Access trusted, pre-approved print suppliers
- ✓ Compare Managed Print and Print Lite routes
- ✓ Bundle hardware, servicing and installation into one compliant procurement
- ✓ Use direct award, three-quote exercises or mini-competitions
- ✓ Receive ongoing contract and governance support

You remain in control of your purchasing decisions. The framework keeps the process compliant, efficient and easier to manage.

Next steps

If you are reviewing your print provision, planning a refresh or considering Managed Print or Print Lite, Everything ICT can help you assess your requirements and identify the right route for your school or trust.

➞ [Speak to the team](#)

➞ [How it all works](#)

