

**Sustainable Technology Output Plan
TLC Update
January/February 2009**



TLC Training – Markvision Professional

AREA	DATE	TIME	LOCATION	COURSE #
South	January 9	9:00 AM – 12:00 PM	SAO, Rms. A & B	39204443
North	January 27	12:30 – 3:30 PM	NAO, Rm. TBA	39204444
North Central	January 29	9:00 AM – 12:00 PM	NCAO, 1 st Floor	39204445
South	February 3	12:30 – 3:30 PM	SAO, Rms. A & B	39204446
South Central	February 13	9:00 AM – 12:00 PM	TSSC, 2 nd Floor	39204391
North Central	February 19	9:00 AM – 12:00 PM	NCAO, 1 st Floor	39204393
North	February 23	9:00 AM – 12:00 PM	NAO, Rm. TBA	39204394
South Central	February 24	9:00 AM – 12:00 PM	SCAO, Rms. A & B	39204395

Registration can be completed through ESS for this course that falls under the Technology Systems and Operations Program. **Participants should bring a laptop with wireless network access to the training along with their site’s TCP/IP range.** See page 2 for the tech specs required for MarkVision. Please connect to the Service Desk server and download the MarkVision application(s) and place it on your desktop; trainer will walk you through the installation. **Mac path:** <\\ servicedesk \os x \Peripherals Software \LexMark Software \MarkVision>

Come learn how to:

- Install the Lexmark MarkVision utility to setup devices, monitor usage and supplies
- Discover devices, both printers and copiers, on a site’s network
- Create folders and filters
- Create custom tables (spreadsheets)
- Create and manage device policies
- Scan to email and setup user ID codes for staff
- Setup MFP fax forwarding to email boxes

Look for a new class soon on Copiers (Cannon & Toshiba)

- *Setting-up Accounts*
- *Mailboxes*
- *Security Codes*
- *Installing Drivers via LanDesk*

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Principal Training – Sustainable Technology Output Plan – February Principals’ Meetings

- Markvision Output Management Tool
- TLC Training
- New Standards
- Multi-Function Device Capabilities

Output Device Standards

- Click on Technology Standards Website to view comparisons of:
 - HP Printers http://www.broward.k12.fl.us/techstandards/docs/StandardItems/SI_Printers_HPStandPrinters10_08.pdf
 - Lexmark Printers http://www.broward.k12.fl.us/techstandards/docs/StandardItems/SI_LexmarkStandards2009.pdf
 - New Product Numbers
 - Duplex drawers for T64X’s models
 - Mailboxes for T64X’s models
 - New Toner, Ink & Supplies for Printers Bid
 - <http://www.broward.k12.fl.us/supply/CONTRACT LIST/29-074V Toner Ink and Consumables for Printers.pdf>
 - Copiers http://www.broward.k12.fl.us/techstandards/docs/StandardItems/SI_CopierStandards1_09.pdf
 - Identifies minimum monthly copies
 - Lists standard and optional features
 - Defines costs per copy standard + optional features

Networking Copiers

- Look for jack in area where copiers are to be networked
 - Telecommunications work order & funding required to add jack
- Look for empty ports in CER
- Order network cards from Toshiba (no cost)
- Install drivers on end user machines
- ETS is working with Toshiba to identify schools where copiers are networked (using LanDesk)
- ETS is working with Toshiba to download drivers to school servers via LanDesk – TLC’s can then use LanDesk to add drivers to user machines

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Converting Copiers to Fax Capable

- Order Fax Card from Toshiba (no cost for card, but additional cost per copy)
- Identify Jack & Port in CER
- Patch analog line from current Fax machine into appropriate Port in CER
- Connect cable from appropriate Jack into copier Fax connector

Fax Forwarding

- Both Toshiba and Lexmark Multi-function devices are capable of fax forwarding incoming faxes to an email account. This set-up will be covered in TLC classes for each device type.
- Establish a CAB account to forward Fax messages into
- Administrator should identify staff to monitor CAB account and forward incoming faxes to appropriate staff email

If you need assistance, contact Toshiba, Lexmark or ETS Technical Dispatch for help.

Sustainable Technology Output Device Website

- Training Information
- Podcasts
- Lexmark Technology Pilot Site Assessments PowerPoints
- Sharing Green Initiatives

<http://web/stop/>