



**Printing and Publications Center**  
53964 Franz Rd.  
Katy, Texas 77449

## **HOURS OF OPERATION**

Monday through Friday—7:00 AM - 3:00 AM  
Weekends—As Required

## **INTRODUCTION**

In November 2004, Katy ISD entered into a contract with IKON to provide copying, printing, finishing, and graphic/design services. IKON is the leading provider of innovative products and services that enable customers to manage document workflow and increase efficiency. Katy ISD users gained the ability to order copies directly from their computer or from any of the 300+ convenience copiers located throughout the District. IKON also has other resources available within their company that can handle varied and unique requirements of an on-demand printing environment such as we have in Katy ISD.

## **PRINT SHOP PERSONNEL**

**Integrated Account Manager:** Steve Phillips

**Site Manager:** Mark Nowlin

Front Office (Order Entry) Personnel:

- Receptionist
- Order Entry and Quality Control
- Production Scheduler

Production Floor Personnel

- Digital Storefront/Quick Print Operators
- Power Press Operators

Color Digital Copy and Graphics Personnel

- Graphic Art and Design
- Consultation and Proofing
- Update Digital On-Line Catalog

Customer Service Representatives (Couriers)

- Pick Up and Delivery of Print Jobs
- Pick Up and Delivery of Inter-office Mail

Finishing Personnel

- Cutting and Padding
- Binding and Folding
- Shrink Wrap and Quality Control

## **PRINTING EQUIPMENT**

The Katy ISD Print Center has high quality/high volume equipment capable of handling the normal printing needs of the District. In addition, Katy ISD can call upon the resources available within IKON for its printing needs, thus providing an even larger capacity when needed.

- Two Offset Presses
- Six High Volume Black/White Digital Copiers
  - Three 110 page per minute (Canon iR110's)
  - Three 105 page per minute (IKON Print Center Pro 1050's)
- One High Volume Color Digital Copier
- Bindery Equipment

## **PRINT SERVICES**

IKON provides a full range of quality print and duplicating services including:

- Black and White Copying / Printing
- Collating / Stapling
- GBC and Sure Bind
- Color Copying / Printing
- Graphic Design

Specialized copying and binding requests such as oversized originals, foam core mounting, etc. are sent to outside vendors.

## **CONVENIENCE COPIERS**

As part of their contract with the District, IKON is responsible for providing, stocking and maintaining the 300+ convenience copiers throughout the District. This includes replenishing toner, paper, and staples.

## **INTER-OFFICE MAIL**

Customer Service Representatives make regularly scheduled runs to each campus and District facility twice a day for pick-up and delivery of Copy/Printing jobs and Inter-office Mail.

They are expected to represent the Print Center with District staff and act as liaisons between the campus and the Print Center.

## **PRINTING VOLUMES**

April 2007 – March 2008:

- Black/White—57,912,456 (Average 3.46 Million impressions per regular month/ Average 4.7 Million impressions per high-volume month)
- Color—1,048,135 (Average 87,345 impressions per month)