



# Print Smarter with Equitrac Office



## Business Solutions



# cut costs

## Printing is costing you more than you realize. Here's how to get smart and do something about it.

The paperless office is not going to happen.

Paper remains the preferred way for businesses to convey information. And for workers who don't think your company's networked communal printers provide sufficient privacy and convenience, personal desktop printers remain their preferred way for getting ideas onto paper. It's a preference that wastes money, time and resources every time they hit the print key.

Now you can reduce print waste and costs while at the same time providing all the printing security and convenience employees need — with Equitrac Office®.

### Vendor-neutral print management, cost accountability and security

The result of unprecedented partnerships with equipment manufacturers and application developers working with us in the Equitrac Innovation Center, Equitrac Office provides the flexibility and freedom of the first truly vendor-neutral print management platform.

With Equitrac Office software, you can track, analyze, allocate and, if necessary, recover the costs of every document that any employee sends to any networked printer, copier or multi-function device.



Equitrac's summary, detail and total activity reports help you prove your measurable cost savings and efficiencies. See how much waste you have avoided with Secure Document Release reports on print jobs queued but never output.

Thousands of organizations like yours use Equitrac Office to:

- Reduce the expense of equipment over-buying and under-use
- Direct output to the most efficient device
- Eliminate unauthorized printing and copying
- Enforce quotas on color output
- Allocate output costs to users, departments, projects or clients
- Protect document security and confidentiality
- Learn exactly how printers and copiers are being used
- Reduce IT support requirements



With Equitrac, IT can eliminate the confusion of multiple devices and make printer choices and capabilities easy to see, access and understand. Support requirements and printing-related help desk calls are drastically reduced.

### A solution for today and tomorrow

Available as both device-embedded and terminal-based software, Equitrac's solution seamlessly integrates into your existing IT infrastructure. It works with the printers, copiers and multi-function devices from all leading manufacturers. And it easily scales from small, single-server sites up to multi-location enterprises with thousands of printers and tens of thousands of users.

*"We expect to save over \$240,000 per month by replacing thousands of personal printers with over 500 networked multi-function devices in 29 corporate offices all supported by Equitrac Follow-You Printing software."*

*IT Director, National Telecommunications Provider*



# gain control

## Enjoy rapid returns from best-in-class technology.

### Ease of use

Equitrac Office makes effective user-level print, copy and scan tracking simple, routine and virtually automatic.

### Accurate cost allocation

Workers can accurately charge documents to specific department or cost center codes. You can also track the costs of document attributes such as file or paper size, media type, color, duplexing, stitching and more. Or create different charging schedules for internal and external customers.

### Security and confidentiality

Prevent private or sensitive materials from sitting unattended and unclaimed at remote printers. Equitrac Follow-You™ Printing with Secure Document Release holds documents in a secure server and outputs them only when users authenticate themselves at their printer of choice.

### Improved productivity

Flexibility to release documents at any networked device anywhere in the enterprise lets users print jobs whenever convenient and avoid lines or out-of-service printers. New Send To printing lets users share documents by sending colleagues the ability to print and confirming output.

*Equitrac Follow-You printing with Secure Document Release increases mobility and productivity by freeing employees to output documents at any networked printer anywhere in the enterprise — across departments, servers, and locations.*

### Effortless control

Equitrac Office lets you determine who may print to which devices. Define rules to easily enforce color output quotas or automatically delete, hold or re-route print jobs — and direct output away from desktop printers to more efficient networked multi-function devices. You can also improve efficiency by routing jobs away from unavailable printers.

### Rapid ROI from simplified IT

Equitrac Office centralizes equipment administration and control, to improve service levels and reduce printing-related help desk calls. Pro-active fault detection and timely error notification help technical staff resolve issues before they become problems. And Equitrac's new Device Monitoring Engine provides a single console to track devices' status and history — including current paper and toner levels and recent failures.

### Extensive reporting capabilities

Make more informed decisions on equipment deployment and acquisition with the insight delivered in summary, detailed and total activity reports. See at a glance who produces the most output, which devices are most heavily used or where problems typically occur.

### A better environment

Document production has wide-ranging environmental impact. With Equitrac helping you to manage output, you can reduce consumption of natural resources and the volume of non-recyclable materials that end up in landfills.



*Equitrac software can provide the information you need to take advantage of environmental credits and work toward achieving your organization's sustainability objectives.*





## Equitrac. Making documents count for three decades.

Equitrac is the world leader and most trusted name in intelligent cost recovery and print management solutions. We're home to the industry's best-funded R&D program, preferred partnerships with leading equipment manufacturers and the largest team of cost recovery experts in the world. In the majority of AMLAW 200 firms, at Fortune Global 100 corporations, on the world's leading college campuses, and in government agencies across the globe, you'll find Equitrac solutions at work helping recover costs, reduce waste, increase returns and get maximum efficiency out of every printer, copier and multifunction device.

With worldwide service and support consistent with our position as the dominant provider of cost recovery solutions for the office, Equitrac can help you wherever your company is located now and wherever you plan to expand in the future.

## Discover the Equitrac Advantage

- Three-decade track record of success and stability
- World's most widely used print management and cost recovery solutions
- Engineering, marketing and supporting our own technology
- Industry's largest and best funded research and development program, including Innovation Center where 100 technology professionals are focused on your needs and future
- Largest international network for sales, service and support
- Vendor-neutral technologies that work with every device, analog or digital, from every manufacturer
- Embedded in digital copiers and MFPs for over five years
- Standards-based solutions supporting Microsoft®, Citrix® and Novell® technologies and services
- Extending value and useful life of your existing equipment



## Build a Complete Solution with Equitrac

### Enterprise-wide output tracking and expense management

- Software-based capture, costing and reporting of all printing and copying expenses
- Scalable architecture accommodates future technology and workflow changes
- Centralized management tools
- Device status management and fault tracking
- Global support for multi-national deployments

### New generation of embedded solutions

- Embedded solutions with many equipment manufacturers
- PageCounter terminal option for copy control and secure printing

### Integrated document output tracking

- Rules-based local and network printing and routing
- Color output quota enforcement
- Follow-You™ secure printing technology
- Copy and scan control and tracking with embedded and PageCounter terminals

### Adaptable pricing management

- Easily managed, comprehensive central price lists
- User, department and account-based charging
- Pricing by page and print attribute
- Time- and day-of-week-based discounts/surcharges

### Extensive reporting

- Summary, detailed and total activity reports
- Secure Document Release reports on documents queued but not printed
- Automatic scheduling of report distribution
- Report customization at site and personal levels
- Report export for offline analysis

### Strong technology integration

- Windows Server™ 2003 certified
- Citrix® and Windows® Terminal Services compatible
- Support for Windows®, NetWare™, UNIX® and Linux® print servers
- Support for Macintosh® workstations
- Microsoft® SQL Server and Oracle® database support
- Windows Server™ 2003 and 2000 cluster support

### Simplified Account Management

- Remote configuration and management
- Automatic account creation
- Native OS and LDAP authentication
- Account synchronization with external directories



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