Print

Print Smarter with Equitrac Office

equitrac

Business Solutions

get smart

**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 too many workers, the personal desktop printer remains the preferred way for getting their ideas onto paper. That preference wastes money, time and resources every time they hit the print key.

To finally take control of the escalating cost of producing documents, you don't need to stop people from printing. You just need the insight to be smarter about how you print. You need Equitrac Office.

With Equitrac Office controlling the use of color equipment, you can more easily afford to add the impact of color to your business communications.

Monitor, measure and manage your true output expenses.

Equitrac Office is a software-based print tracking and document accounting solution that lets you reduce print expenses, eliminate wasteful printing, deploy equipment for maximum efficiency and even contribute to a better environment. Like a "phone bill" for documents, Equitrac Office lets you track, analyze and, if necessary, allocate expenses for every document that any employee sends to any networked printer, copier or multi-function device. Thousands of organizations like yours use Equitrac Office to:

- Reduce the expense of equipment over-buying and under-use.
- Optimize value, effectiveness and economy by choosing the best device for each job.
- Eliminate unauthorized printing and copying, while still providing users the convenience to print on demand.
- Make color printing more available, while keeping it affordable.
- Allocate output costs to users, departments, projects or clients.
- Increase document output security.
- Learn exactly how printers and copiers are being used.
- Match device deployment to workflow requirements.
- Reduce IT support requirements.
- Leverage existing multi-vendor equipment to new levels of efficiency.

All in a single solution.

Equitrac Office seamlessly integrates into your existing IT infrastructure. It works with the networkable printers, copiers and multi-function devices from all leading manufacturers. And easily scales from small, single-server sites up to multi-location enterprises with thousands of printers and tens of thousands of users.

"We were wasting $300,000 a year in unclaimed printing alone. With Equitrac Office, we're regaining control."

IT Director, Fortune 100 Pharmaceutical Manufacturer

print smarter

Deliver convenient and secure printing wherever people need it.

Ease of use

With Equitrac Office, you achieve effective user-level print and copy tracking without interrupting the way your business works.

Accurate cost allocation and recovery

Workers can accurately charge documents to specific department or cost center codes. Plus, you can easily account for 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 to simultaneously track true printing costs and cost allocation.

Rules set by you

Use Equitrac Office to control who may print to which devices and how much output they may produce. Easily defined rules can automatically delete, hold or re-route print jobs — limiting the use of desktop printers, optimizing use of black and white printers, extracting maximum value from high-volume machines, and assuring the cost-effectiveness of color systems.

Security and confidentiality

Prevent private or sensitive materials from sitting unattended and unclaimed at remote printers. Equitrac Office increases document security by sending print jobs to a secure server and outputting them only when users authenticate themselves at the printer of their choice.

Printing smarter with Equitrac Office reduces waste and conserves energy, helping you improve the environment while you improve your business.

Choose any printer with "follow me" simplicity

With the flexibility to release queued print jobs at any printer on the Equitrac network, employees save time and get more done. Workers can output documents closer to where they're needed and easily avoid printers that may be out of toner, paper or service.

Extensive reporting capabilities

Summary, detailed and total activity reports — by user, department, allocation code or device — give you new insight into your printing and copying operations. Analyze users' document production activity, determine which machines are over- or under-utilized and recognize peak usage periods. For more informed decisions on equipment deployment and acquisition.

A better environment

Document production is one of the most environmentally intensive activities in the world. By managing output, you can reduce consumption of natural resources and the volume of non-recyclable materials that end up in landfills. Just as important, you can take advantage of environmental credits and work toward achieving your organization's sustainability objectives — measured on the triple bottom line of people, planet and profit.

Rapid ROI from simplified IT

By centralizing equipment administration and control, Equitrac Office reduces IT resource requirements, improves service levels and lessens demand on help desks. Managers can provide simple, common interfaces across multi-vendor devices with simple user authentication and device interaction. Plus the Equitrac Office solution includes design, delivery, installation and support. All of which combines to reduce your total cost of ownership and speed your return on investment.

Equitrac. Making documents count for over 25 years.

Equitrac is the world leader and most trusted name in document accounting and cost recovery solutions. The source of every significant advance and innovation in our industry since our founding in 1977, Equitrac today has one simple goal: to help our customers achieve 100% document cost accountability.

We're uniquely qualified to make that goal a reality. Equitrac was the first company to develop, manufacture, market and distribute its own line of computer hardware and software systems to track, report, allocate and recover the expenses of producing and handling every type of document, whether paper or digital. Together with the industry's leading office equipment manufacturers, we have developed embedded software that brings document cost accountability to the users of networked digital copiers, printers and multifunction devices.

Today, Equitrac delivers the only comprehensive document accounting solution that combines technology advances as soon as they occur with the ongoing consulting services clients need to increase productivity and maximize their returns.

That's why more than 10,000 organizations worldwide count on Equitrac. From the Fortune Global 100 to college campuses, within the AMLAW 200 and in municipalities across the globe, you'll find Equitrac solutions at work helping to eliminate waste, recover costs and optimize asset utilization. Backed by state-of-the-art service and support, and alliances with all major equipment manufacturers, Equitrac's solutions seamlessly integrate into today's digital work environment to offer centrally administered document accounting and management for even the largest multi-location organizations.

"When our CEO wondered how rumor spread of the merger, we were amazed to discover how much is revealed at the printer."

Sr. VP for Facilities Services, Fortune 500
Telecommunications Company

Equitrac Office Features

Document Output Tracking
- Print and copy count tracking
- Per minute and per page fax tracking
- Controller interfaces for leading manufacturers' devices
- Secure document release

Pricing Management
- User, department and client-based charging
- Pricing by page, document attributes, device or time-of-day
- Comprehensive price list configuration
- Account based discounts and surcharges
- Dual pricing

Reporting
- Summary, detailed and total activity reports by user, department, allocation code, network user or device
- Personalized and standard templates
- Report export for offline analysis
- Remote report access
- Report event scheduling

Client Software Tools
- Windows, Macintosh and Citrix workstation support
- Billing code prompt
- Desktop print tracking
- Online authentication

Account Management
- Remote configuration and management
- User account import from domain
- Automatic account creation
- Native OS and LDAP authentication
- Account synchronization with external directories
- Personal account statement
- Release Station client application

Large Enterprise Capabilities
- Multiple and heterogeneous print server support
- Print rules and job routing
- Terminal services compatibility
- Server uplink for aggregate reporting
- Server cluster support

PageCounter Terminal Support
- Local cache for off-line copy control
- Declining balance review
- User balance preview
- Magnetic swipe card support
- PIN log-in support
- Automated configuration

User Interface
- English, French, Italian, German and Spanish language support
- Customizable notification messages

Certified for
Microsoft®
Windows
Server™ **2003**
Standard Edition

1000 South Pine Island Road, Plantation, FL 33324
P + 1.800.327.0183 | F + 1.954.475.7295 | www.equitrac.com

equitrac
make documents count