

# Recover & Reduce Costs **Minimize** **Waste**

Equitrac Professional® enables professional services firms to track client cost and optimize the use of output devices.

## **Track Client Expenses Automatically**

Equitrac Professional enables smart cost tracking and device management. Professional firms rely on a core set of services—printing, copying, scanning, faxing, phones and the Internet—to handle essential daily client activities. These services also have significant untapped potential for growing revenue, reducing costs and supporting environmental sustainability.

Equitrac Professional helps law offices, ad agencies, architectural firms and engineering firms realize that potential. Designed for automated cost tracking and intelligent device management, this powerful, intuitive solution enables firms like yours to recover service costs without sacrificing productivity, optimize device usage and promote environmental sustainability.

- Integrated. Use a single, easy-to-use platform for tracking document output, telecommunications and all disbursement charges.
- Efficient. Preview, process and route scan jobs in the TouchPoint Console workflow.
- Accurate. Capture the client's name, along with a specific matter or project number, for every service.

- Smart. Generate the information you need to make informed decisions about your output devices.
- Easy. Make it simple for employees to record client names and other details without slowing productivity.
- Green. Discourage waste and abuse, enforce rules for output and reduce total print volume.

## **Recover Service Costs**

Equitrac Professional makes it easy to track services and recover a higher percentage of operating costs. It also helps firms make better decisions about which costs to absorb and which ones to bill.

- Tracks a full range of activities:
  - Printing, copying, scanning and faxing.
  - Land-line, cellular and VoIP calls.
  - Postage, courier and research charges.
- Automates chargeback to a specific client and matter number.
- Converts standard business expenses into new revenue streams.
- Integrates with accounting and billing software to streamline invoicing.
- Works with existing printers, multifunctional products (MFPs), copiers, scanners and fax machines.
- Imports all disbursements with easy exception handling and approval capabilities.

## **Control Document Output and Improve Document Workflows**

Equitrac Professional helps firms establish tighter control over document output and the devices themselves, enabling you to achieve significant savings on a variety of document-related activities. Additionally, Equitrac Professional can be extended to improve document workflows. Equitrac Document Capture, a native solution on the TouchPoint Console, leverages a MFP's existing scan function while providing additional control to administrators to provide pre-configured destinations, output types, and scan aliases.

- Provides convenient and “easy-as-copying” Scan-To-Me® capabilities on every MFP.
- Prevents abuse of high cost-per-page devices by redirecting documents to the most cost-effective output system.
- Encourages users to take advantage of more resource friendly document options with scanning workflows.
- Empowers firms to relocate devices and maximize utilization, generating more output from your current technology investment.
- Enables proactive monitoring and maintenance, which improves uptime and reliability. Improves the usefulness and availability of information stored in your firm's Document Management System with OCR and DMS.
- Converts documents to searchable PDF, Microsoft Word, Excel, and text files.

### Eliminate Wasteful Printing

Equitrac Professional automatically enforces the rules your firm sets up for printing, enabling you to correct poor end-user choices and eliminate unnecessary or wasteful output.

- Prevents printing to low-toner devices that deliver low-quality pages that are discarded or recycled.
- Drives print volume from personal and desktop printers to less expensive centralized MFPs.
- Denies jobs based on the application being used, file size or colour status.
- Allows users to manually delete jobs that were sent in error.
- Cancels jobs left in the print queue after a predetermined time limit. Encourages and enforces rules for duplex printing to reduce paper consumption.
- Minimizes wasted paper and toner to support sustainability.

### Protect Your IT Investment

Equitrac Professional is deployed centrally, so it is very easy to manage.

- Integrates seamlessly in Windows® Active Directory and document management systems.
- Connects with printers, copiers, MFPs and fax machines from all leading manufacturers, so it works with the devices you use today.
- Works with industry-standard billing and accounting software.
- Offers the Equitrac TouchPoint Console with a touch screen and full keyboard.
- Provides extensive control while reducing the burden on your IT department.
- Supports copier- and MFP-embedded platforms, allowing you to make the most of your current capabilities without an external device.

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For immediate help with answers to your questions, phone us on:

United Kingdom & Ireland	+44 845 838 7023	BeNeLux	+49 6441 671 38139
Germany, Austria & Switzerland	+49 6441 671 38446	South Western Europe	+33 17 3001 476
Nordic countries	+44 7825 169 378	East & Central Europe	+44 7825 169 378

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### About Nuance Communications, Inc.

Nuance Communications is reinventing the relationship between people and technology. Through its voice and language offerings, the company is creating a more human conversation with the many systems, devices, electronics, apps and services around us. Every day, millions of people and thousands of businesses experience Nuance through intelligent systems that can listen, understand, learn and adapt to your life and your work. For more information, please visit [nuance.com](http://nuance.com).

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