Recover Costs.
Ensure Security.
Reduce Waste.

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Office® 4

Equitrac Office® is a powerful output management solution designed to help businesses of all sizes reduce costs, optimize output devices and support environmental sustainability

Control Your Output Environment

Save and Recover Costs

Equitrac Office delivers critical benefits for large enterprises

Lower costs, higher security and stronger sustainability are absolutely essential goals. Meeting these objectives keeps your organization competitive, relevant and fully energized. With Equitrac Office®, companies in any industry can deploy a single, smart and cost-effective solution that makes an immediate impact in all three areas. This innovative output management solution enables you to keep track of document-related activities on the network, automatically enforce rules, authenticate users, protect sensitive documents and reduce wasted paper and toner.
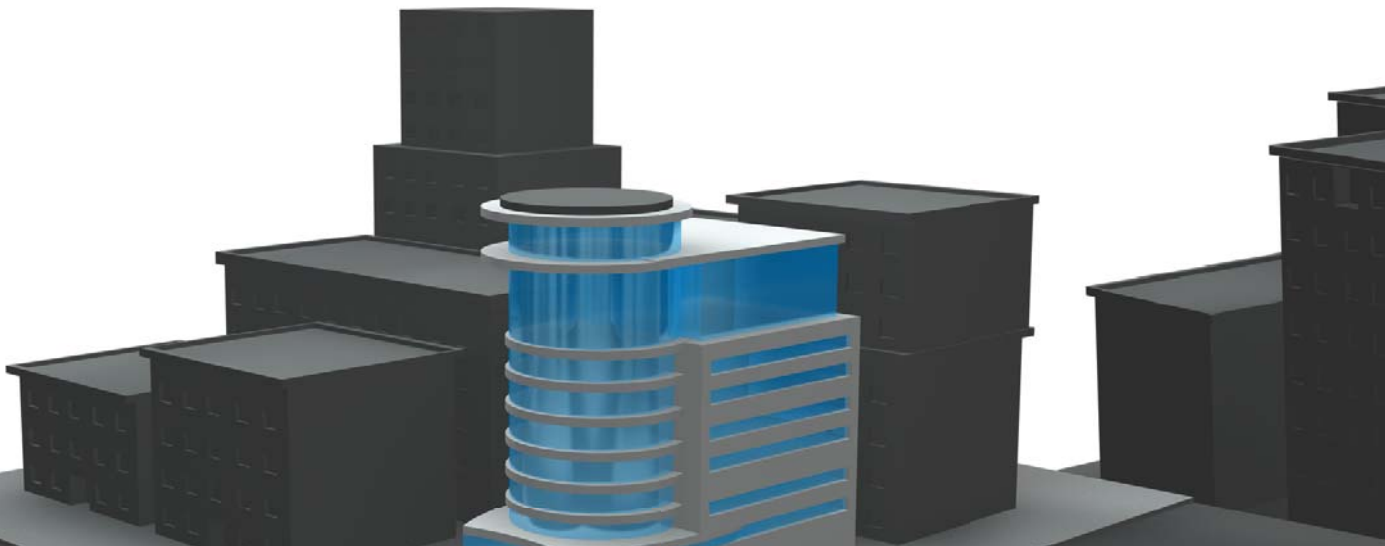

Equitrac Office can be configured to automatically convert full-color jobs to black-and-white or single-sided jobs to duplex.

Equitrac Office creates a unified view of print, copy and scan activity for all the devices on your network — so you can easily identify savings opportunities.

• Enforce rules for color output or duplex printing, consistently and automatically.

• Redirect print jobs from desktop printers to multifunctional products (MFPs) with lower cost-per-page.

• Recover thousands of dollars in output costs with accurate cost accounting that allocates individual job costs to specific users, departments, clients or job codes.

• Authorize all users and establish permission-based access to systems and features.

• Track costs by file size, paper size, media type, color or duplexing.

• Adjust pricing for different groups of users.

Increase Document Security

Equitrac Office employs user authentication and mobile printing to ensure the security of every print, copy and scan job.

- User authentication creates an audit trail, so you can see who printed what document at what time, on which device.

- Follow-You® Printing holds documents in a secure server until users authenticate — so documents are never left unattended in an output tray.

- On embedded platforms, authentication occurs at the device's control panel with no additional hardware to maintain and support.

- Mount the Equitrac PageCounter terminal directly on a device for authentication via magnetic stripe cards and contactless smart cards.

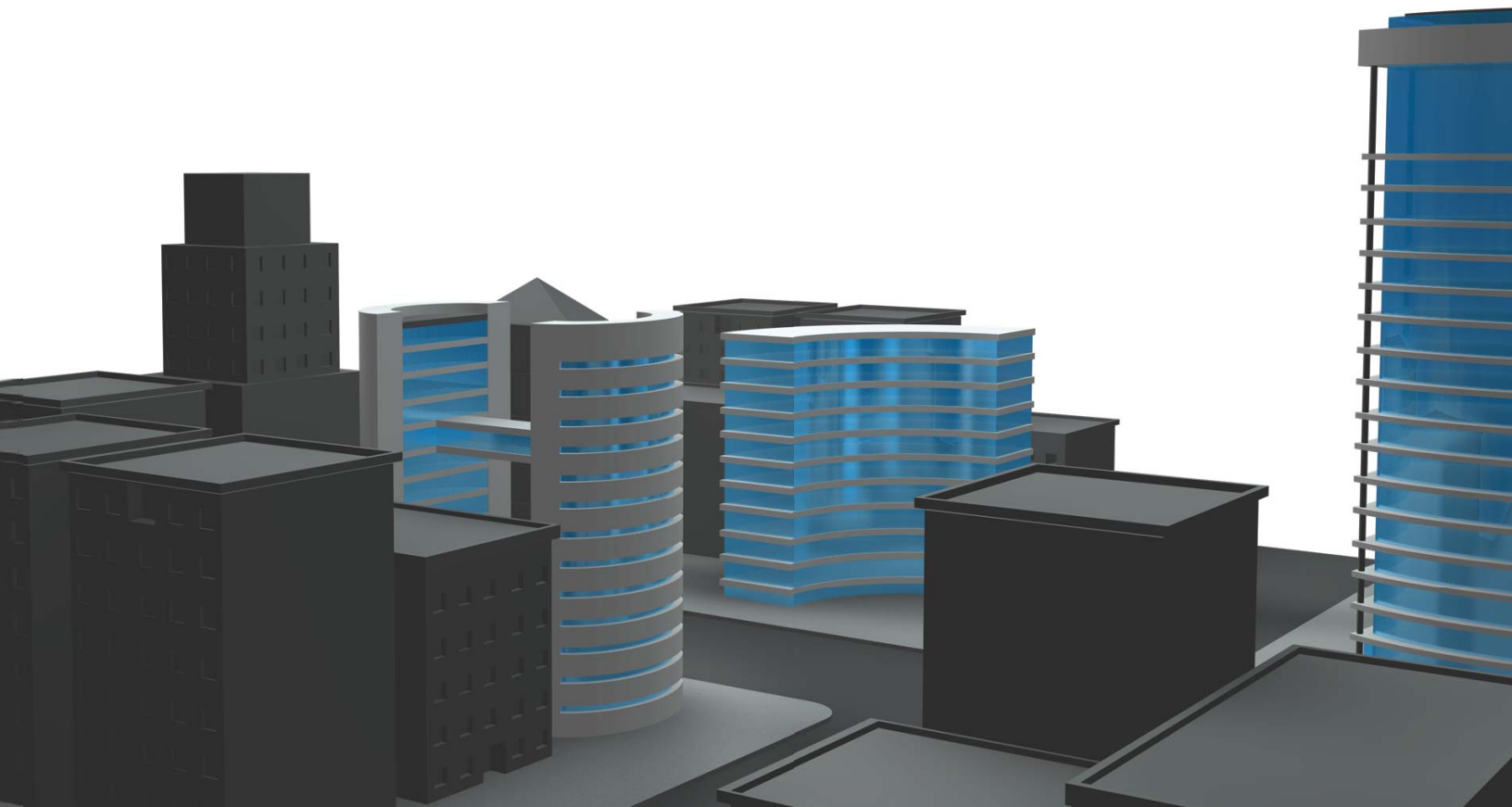- Increase user mobility and convenience while strengthening security.

Prevent Output Waste

With its combination of automatic rules enforcement and Follow-You Printing, Equitrac Office can help organizations reduce wasted paper and toner.

- Let users select print jobs manually from the secure queue, allowing them to delete duplicates and jobs sent by mistake.

- Automatically delete any jobs that are abandoned in the print queue, before they are printed.

- Enforce duplex printing to significantly reduce paper usage, and enforce black-and-white printing to reduce color toner consumption.

- Support company-wide sustainability efforts.

Redirect print jobs from desktop printers to MFPs with a lower cost-per-page.

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Expect Easy Integration

Equitrac Office is deployed centrally. It integrates seamlessly with current IT infrastructure and connects with hardware from virtually all major brands.

- Scales easily in any environment, from small businesses with a single print server to large enterprises with multiple locations and thousands of output devices.

- Supports Windows®, NetWare, UNIX and Linux print servers, as well as Macintosh workstations.

- Available as a cross-platform embedded option for devices from Ricoh, Xerox, Sharp, HP, Canon and many other manufacturers.

- Convenient Follow-You Printing allows users to reroute print jobs if their printer runs out of paper or experiences an error — which reduces calls to the help desk.

Learn More Today

Let us show you exactly how Equitrac Office can help you reduce cost-per-page, keep sensitive documents safe and significantly decrease wasted paper. For more information, please contact your local Equitrac representative.

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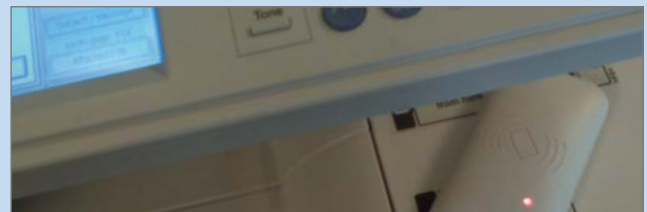## equitrac®

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Create Useful Reports

The reporting features of Equitrac Office deliver the data you need to make smart decisions about your output environment.

- Extensive reporting options include summary, detail and total activity.

- Run reports on documents queued but not printed.

- Schedule distribution of reports automatically.

- Customize reports for different locations or decision-makers.

Create custom reports that provide the information you need to perform accurate cost allocation and accounting.

Authenticating users at the device prior to output improves security and builds a chain of custody for every document.

Minimizing wasted paper with Equitrac Office is an ideal way to support environmental sustainability.