![equitrac logo]

EQUITRAC OFFICE 5

SECURITY AND
EFFICIENCY AT YOUR
CONVENIENCE

Lower costs, higher security and greater sustainability are absolutely essential goals. Meeting these objectives keeps your organization competitive, relevant and fully energized. With Equitrac Office 5®, 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 creates a unified view of print, copy and scan activity for all the devices on your network — so you can easily identify savings opportunities

BUSINESS CHALLENGES

> **I do not know who is printing what in my business** – Can I track all device and user activity?

> **I need to find ways to recover printing costs** – How can I capture print and copy data and then recharge to the business?

> **Managing devices and print queues is time consuming and lacks the ability to control user output** – How can I improve device and output administration?

> **My employees need access to print in a secure environment** - Can I secure documents and devices?

YOUR ADVANTAGES WITH EQUITRAC OFFICE 5

> **Output Tracking:** Track print, copy and scan activity company-wide for users and departments

> **Cost recovery:** Allocate document costs to a department/office, set and enforce print/copy quotas to prevent output waste. Redirect print jobs to more cost-effective devices and create comprehensive management reports

> **Output management:** Automatically capture all MFP activity and user data gain mobility and convenience of Follow-You Printing® whilst optimising the use of devices with Equitrac's Rules and Routing

> **Document security:** Use the machine's existing front-panel keypad for authorisation and authentication and automatically capture all MFP activity and user data. Control device access with Login via PIN or swipe-card and enhance document security and protect personal information.

MANAGE YOUR FLEET EFFICIENTLY

Equitrac Office 5® print management software helps companies gain control and management of their printing to reduce costs, increase document security and enable sustainability programs.

Equitrac Office 5® delivers these benefits by automatically enforcing printing rules, authenticating users and accurately identifying and allocating document costs.

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FEATURES AND SPECIFICATIONS

Equitrac Office 5®, is a powerful management solution providing a unified view of all document-related activity on your network. Equitrac Office 5® can help organizations discourage waste and work toward achieving the company's sustainability objectives. Equitrac Office 5® 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. Increase user mobility and convenience while strengthening security. With its combination of automatic rules enforcement and Follow-You Printing, Equitrac Office 5® can help organisations reduce wasted paper and toner and support company-wide sustainability efforts.

> **Enforce rules for colour output or duplex printing, consistently and automatically.**
> **Redirect print jobs from desktop printers to multifunctional products (MFPs) with lower cost-per-page.**
> **Recover output costs with accurate cost accounting that allocates individual job costs to specific users, departments, clients or job codes.**
> **Authorise all users and establish permission-based access to systems and features.**
> **Track costs by file size, paper size, media type, colour or duplexing.**
> **Adjust pricing for different groups of users.**
> **Follow-You® Printing holds documents in a secure server until users authenticate — so documents are never left unattended in an output tray.**

SUGGESTED MARKET VERTICALS

> **Finance**
> **Legal**
> **Local Government**
> **Healthcare**

SYSTEM REQUIREMENTS

> **Windows operating system (OS) running on a computer with at least a 2 GHz Processor – Running Windows Server 2003 or higher**
> **Minimum 2 GB of RAM is necessary but 4 GB or greater is recommended**
> **Minimum of 10 GB of hard disk space**

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