

**Equitrac Office®**

Manage costs. Increase security. Reduce waste



**RICOH**



Lower costs, higher security and long-term sustainability are absolutely essential goals. Equitrac Office delivers a single, smart and cost-effective solution that makes an immediate impact in all three areas. Organisations of all sizes and industries can easily keep track of document-related activities on the network, automatically enforce rules, authenticate users, protect sensitive documents and reduce wasted paper and toner.

# Control your office's printing



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

**Equitrac Office is a powerful output management solution designed to help businesses of all sizes reduce costs, optimise your fleet of printers and multifunctional devices while also supporting environment sustainability.**

## **Save and recover costs with a unified view of print, copy and scan activity for all devices on your network**

- Enforce rules such as responsible colour or duplex printing consistently and automatically.
- Redirect print jobs from desktop printers to multifunctional devices with lower cost-per-page.
- Save thousands of dollars in output costs with accurate charge back of 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.

## **Keep every single document confidential with increased document security**

- Equitrac Office's Follow-You Printing<sup>®</sup> holds documents in a secure server until users authenticate – so documents are never left unattended in an output tray.
- User authentication creates an audit trail so you can see who printed what document at what time, on which device.
- Users can authenticate via release passwords, magnetic strip or proximity card technology.
- Increases user mobility and convenience while strengthening security by holding documents on a secure print server until users authenticate at the networked printer of their choice.

## **Prevent wasted paper and toner with automatic rules enforcement and Follow-You Printing**

- Let users select print jobs manually from the secure queue, allowing them to delete duplicates and jobs sent by mistake.
- Automatically delete jobs that are sent to print but never released from the print queue
- Enforce duplex printing to significantly reduce paper usage and enforce black-and-white printing to reduce colour toner consumption.
- Support company-wide sustainability efforts.



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



Minimising paper waste with Equitrac Office is an ideal way to support environmental sustainability.



## Make smart decisions about your document management environment with Equitrac Office's reporting feature.

- Extensive reporting options include summary, detail and total activity.
- Run reports on documents sent to print but never released from the print queue.
- Schedule distribution of reports automatically.
- Customise reports for different locations or decision-makers.

## Expect easy integration

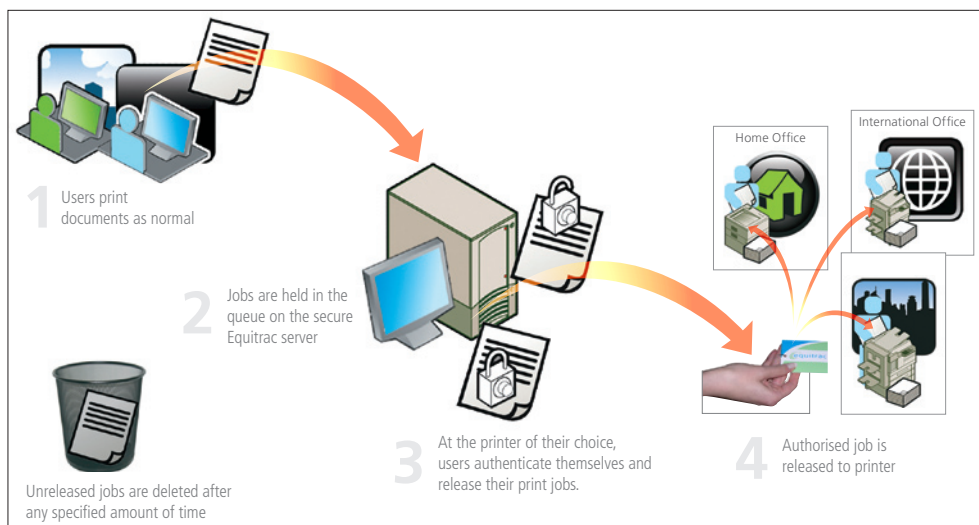
Equitrac Office is deployed centrally. It integrates seamlessly with current IT infrastructure and connects with all your Ricoh hardware.

- Scales easily whether you're a small businesses with a single printer or a large enterprise with multiple locations and thousands of multifunctional devices.
- Supports Windows, NetWare, UNIX and Linux print servers, as well as Macintosh workstations.
- Supports connected devices from other manufacturers.
- Convenient Follow-You Printing allows users to reroute print jobs if their printer runs out of paper or experiences an error – reducing calls to the help desk.

## Solutions to everyday business challenges

We understand the growing pressures of increased security and sustainability, whilst simultaneously reducing costs in a printing environment that's becoming ever more complex with new technologies.

Our solutions team will guide you to the right combination of experienced Ricoh people, processes, tools and the latest products that will help your organisation develop a streamlined, sustainable and cost efficient workflow.



For more information on Equitrac Office contact Ricoh on 1800 646 679 or visit [ricoh.com.au](http://ricoh.com.au)

Documents printed from users' PCs (1) are held in the secure print queue managed by the Equitrac server (2). Follow-You Printing with Secure Document Release allows users to release documents from the queue by authenticating themselves by card swipe or PIN entry on either an Equitrac terminal (3) or directly from the printer's touchscreen (4).

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