



Recover Costs.  
Ensure Security.  
Reduce Waste.

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



**Equitrac Office**, is a powerful management solution providing a unified view of **all document-related activity on your network.**

## Control Your Output Environment

**Equitrac Office delivers critical benefits for large enterprises.**

Lower costs, higher security and stronger sustainability are absolutely essential goals. Meeting these objectives keeps your organisation competitive, relevant and fully energised. 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.

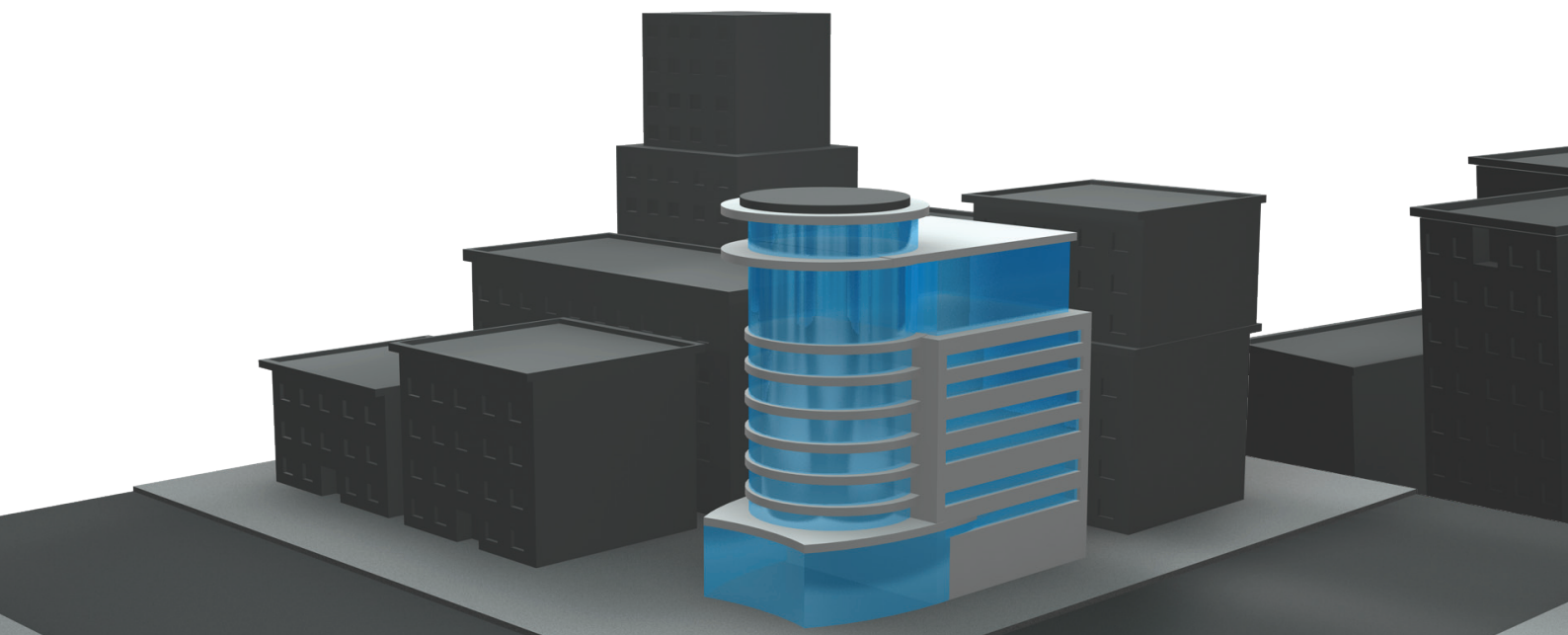


Equitrac Office can be configured to automatically convert full-colour jobs to black-and-white or single-sided jobs to duplex.

## Save and Recover Costs

**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 colour 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.
- 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.



**Equitrac Office** can help organisations discourage waste and work towards achieving the company's **sustainability objectives**.



## 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.

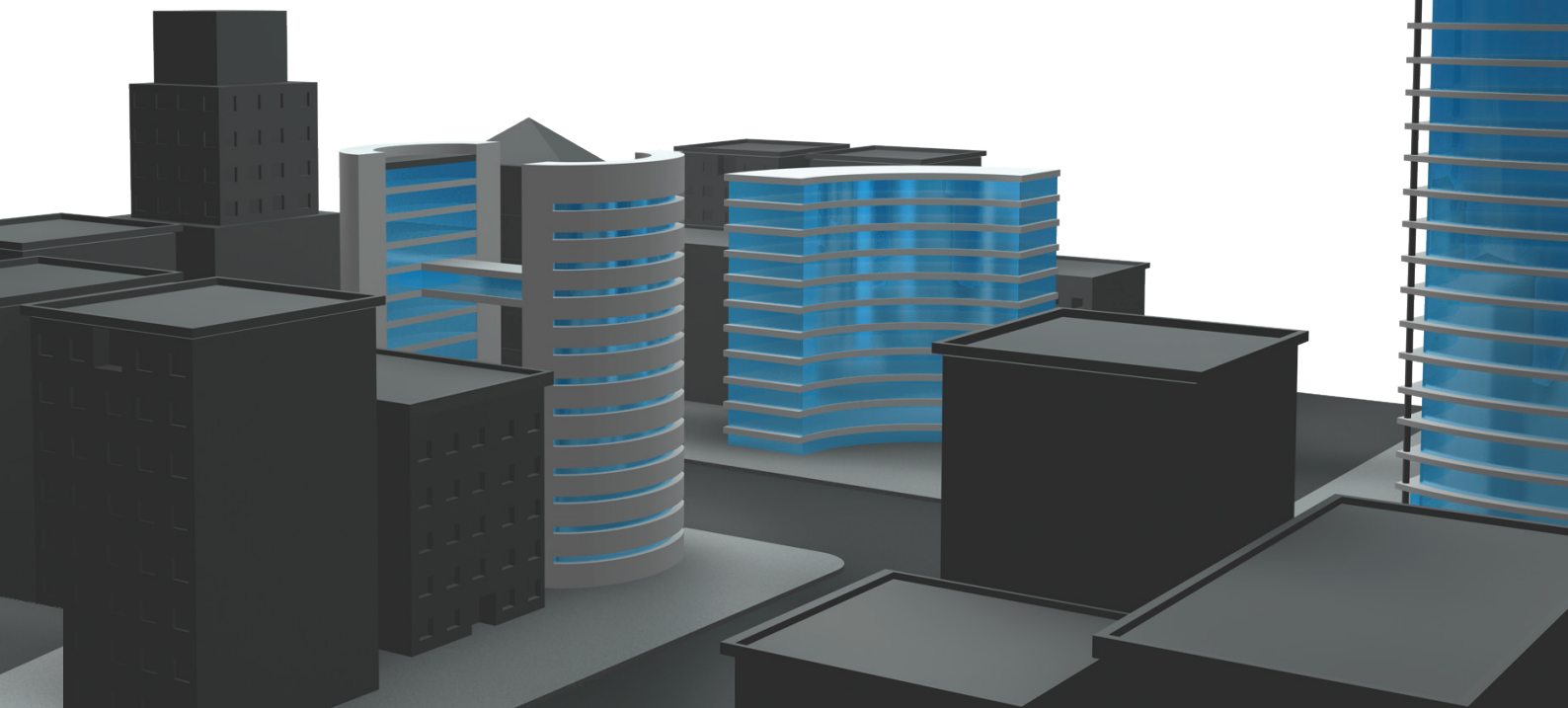
## Prevent Output Waste

With its combination of automatic rules enforcement and Follow-You Printing, Equitrac Office can help organisations 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 colour toner consumption.
- Support company-wide sustainability efforts.



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



## 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 on how Equitrac products can meet your unique needs, please contact us at [info@deu.kyocera.com](mailto:info@deu.kyocera.com) or call +49 (0) 2159 928-500.

For additional product information please visit [www.kyoceradocumentsolutions.eu](http://www.kyoceradocumentsolutions.eu).



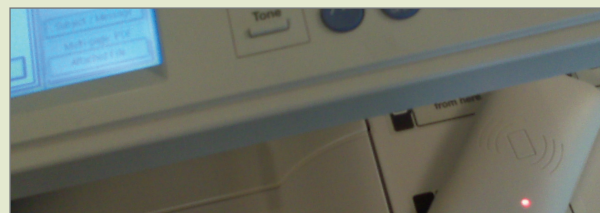
## Create Useful Reports

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.
- Customise reports for different locations or decision-makers.

User ID	User name	Color quota	Color page count	Color pages left
	Jerry Bell	50	9	41
	Robert Andrews	50	0	50
	Robert Gibbs	20	15	5
			4	16
			9	11
			0	5

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.



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