

Document Accounting Solution Suite



Equitrac Office™

Gain Control over your Document Output and Cut Costs



In today's competitive business environment, it is vital for your organisation to manage document output on your office equipment devices. When left unmanaged, operational costs can significantly increase due to the proliferation of networked devices and spiralling output costs. In cooperation with leading software provider Equitrac, Ricoh offers Equitrac Office™. Designed to monitor, measure and manage network wide document output, this easy to use modular solution tracks copy and print activities in a detailed manner. You can easily and accurately allocate costs to specific individuals, departments or groups. Equitrac Office™: simply the ideal tool to better understand office equipment usage and manage document output costs.

- Direct output to the most efficient device
- Accurately allocate output costs
- Eliminate unauthorised printing and copying
- Protect document confidentiality
- Enforce quotas on colour output
- Obtain insight into usage patterns
- Increase device efficiency for the best return on investment
- Reduce IT support requirements



Accurate Cost Allocation

Using Equitrac Office™ you can accurately allocate document production costs to specific users, departments, or clients. Keeping track of the costs of additional document features such as file or paper size, colour, duplexing and finishing is also possible. You can even implement different pricing policies for internal and external customers, making sure every printed page is appropriately charged.

Security & Confidentiality

Equitrac Office™ makes sure print jobs are not viewed by unauthorised people. Equitrac's Follow-You™ printing with Secure Document Release holds your documents on a secure server.

Your documents will not be released until you identify yourself as an authorised user at your device of choice. Authentication is possible either by entering a PIN code or user ID/password at the device's operation panel, or by swiping your card through or waving it at a card reader module.

You can opt for Ricoh's unique device embedded Print & Copy Control (PCC) module or use PageCounter™, Equitrac's external identification terminal.



Increase Device Efficiency

With Equitrac Office™, you can easily set print and copy rules. To optimise device usage, you can e.g. determine who can print on which devices and who can print in colour. You can automatically delete, hold or re-route print jobs to the most efficient multifunctional device in your network. Your efficiency can also be improved by routing jobs away from unavailable printers.

Extensive Reporting Capabilities

Acquire insight into your printing and copying operations and eliminate inefficient device usage and unnecessary investments. Equitrac Office™ produces summary, detailed and total activity reports on individual users, departments or equipment. By generating a set of reports, you can easily see who produces the most output, which devices are most heavily used or where problems typically occur.

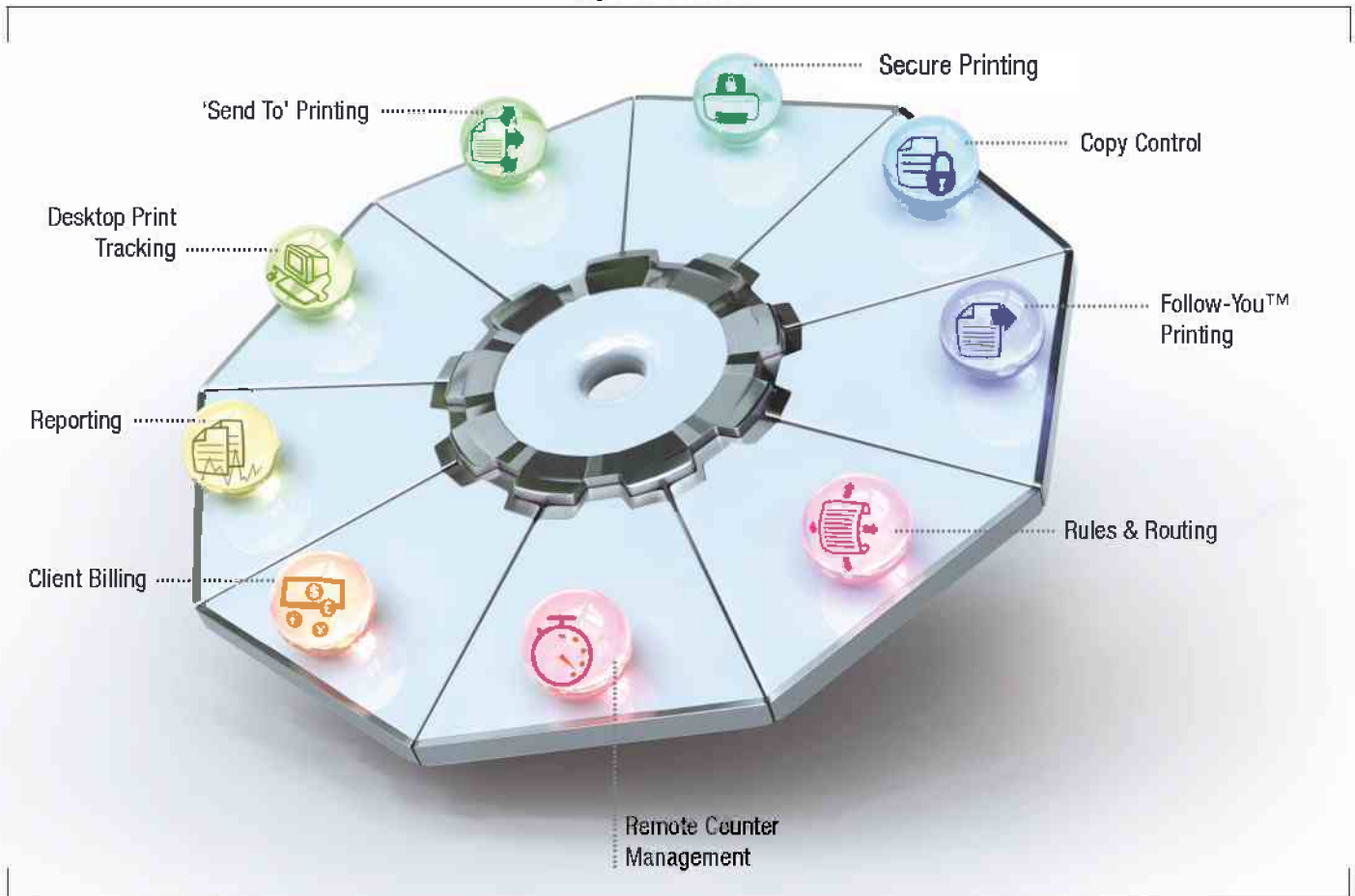
Reduced IT Support

Thanks to pro-active fault detection and timely error notifications, you can solve problems even before they arise. Equitrac Office™ centralises equipment administration and offers a clear overview of your devices' status and history to improve service levels and reduce printing related help desk calls.

For New Levels of Productivity

Equitrac's Follow-You™ printing enables you to securely output jobs on any device, across printer servers and at different locations, anywhere in your enterprise. This way you can print documents at the most convenient time, avoid waiting lines or pull prints around out of service devices. Sharing documents has been made easier as well. The convenient 'Send To' printing functionality allows you to authorise another user or group of users to pick up the prints you send out.

Equitrac Office™



Aficio™ Counter Manager (ACM)

Aficio™ Counter Manager, a Ricoh unique, free of charge option for Equitrac Office™, provides automatic reporting of detailed copier, printer and fax meter readings. This enables effective printer/copier usage as well as customer billing and facilitates future equipment purchase decisions.

With the Environment in Mind

Ricoh firmly believes in conserving the earth's precious natural resources. Equitrac Office™ helps you to better manage your output volume, thus reducing the consumption of natural resources and the volume of non-recyclable materials.



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Key Features

Enterprise-wide Output Tracking and Expense Management

- Software based capture, costing and reporting of all printing and copying expenses
- Scalable architecture accommodates future technology and workflow changes
- Centralised management tools
- Device status management and fault tracking

New Generation of Embedded Solutions

- Ricoh unique embedded Print & Copy Control (PCC)
- PageCounter™ terminal option for copy control and secure printing (various configurations with keyboard and several card reader types are available)

Integrated Document Output Tracking

- Rules based local and network printing and routing
- Colour output quota enforcement
- Follow-You™ secure printing technology
- Copy control and tracking with Ricoh unique embedded PCC and PageCounter™ terminals

Adaptable Pricing Management

- Easily managed, comprehensive central price lists
- User, department and client based charging
- Pricing by page and print attribute
- Time and day of week based discounts/surcharges

Extensive Reporting

- Summary, detailed and total activity reports
- Secure Document Release reports on document queued but not printed
- Automatic scheduling of report distribution
- Report customisation at site and personal levels
- Report export for offline analysis

Strong Technology Integration

- Windows® Server 2003 certified
- Citrix® and Windows Terminal Services compatible
- Support for Windows®, Netware™, UNIX® and Linux® print servers
- Support for Macintosh workstations
- Microsoft SQL Server and Oracle® database support
- Windows® Server 2003 and 2000 cluster support

Support Account Management

- Remote configuration and management
- Automatic account creation
- Native OS and LDAP authentication
- Account synchronisation with external directories

Automatic Meter Readings

- Aficio™ Counter Manager, a Ricoh unique module integrated with Equitrac Office™ to capture a.o. print, copy, fax meter readings per device

For further details, system requirements, and availability of compatible multifunctional products, please consult your local supplier.

equitrac



Our earth,
Our tomorrow



Printed with
Ecofit Ink
with respect for the environment

ISO9001: 2000 certified
ISO14001 certified

Ricoh believes in conserving the earth's precious natural resources. This brochure is printed on environmentally friendly paper: 50% recycled fibres, 50% chlorine free bleached pulp.

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