

# Overview



**Equitrac Office™ 4      Equitrac Express™ 4**

Instructor Led Training

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Chapter 1-Exercise D

## Equitrac Industry Solutions

<b>Industry Segments</b> →	<b>Office</b> Financial Healthcare Insurance	<b>Education</b> K-12 Higher Education Libraries	<b>Legal</b> and other professional designations
<b>Solutions Functions</b> →	<b>Cost Management</b>	<b>Pay-for-Print Pay-for-Copy</b>	<b>Cost Recovery</b>
	Security, Convenience, IT Simplification		
<b>Solutions Suite</b> →			

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## Equitrac Office 4.0

- Ⓒ Manage, reduce and allocate document output costs
- Ⓒ Discover optimal deployment of devices
- Ⓒ Manage office equipment supplies and consumables
- Ⓒ Increase document security
- Ⓒ End User Convenience
- Ⓒ IT Simplification



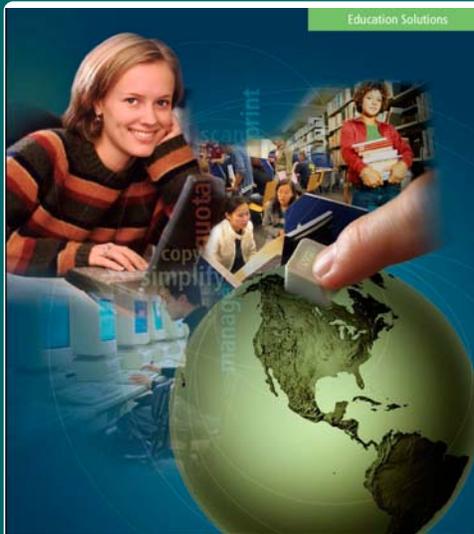
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## Equitrac Express 4.0

- Ⓒ Reduce wasteful output
- Ⓒ Secure devices and their output
- Ⓒ Recover and allocate output costs
- Ⓒ Provide flexible payment methods
- Ⓒ Optimize the use of all devices



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## Cut Costs



“We expect to save over \$240,000 per month by replacing thousands of personal printers with over 500 networked multi-function devices in 29 corporate offices all supported by Equitrac Follow-You Printing software.”

*IT Director, National Telecommunications Provider*

## Gain Control

Equitrac Follow-You™ printing with Secure Document Release increases mobility and productivity by freeing employees to output documents at any networked printer within in the enterprise — across departments, servers, and locations.



## Reduce Waste



“This was first pushed by the environmental concerns. But once you start looking at the cost savings, it wasn’t hard to get the administration to sign on.”

*Director of Business Server,  
Northeastern Liberal Art College*

## Recover Costs



“In the first semester, we reduced output by 41 percent, saved over 2,000 reams of paper and 100 toner cartridges, and recovered \$5,000 in over-quota print charges.”

*Associate Director - Access Technology,  
7,500 Student State College*

## Improve Services

With Equitrac, IT can eliminate the confusion of multiple devices and make printer choices and capabilities easy to identify, access and understand. Support requirements and printing-related help desk calls are drastically reduced.



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## Enforce Limits\*

“If I see a paper left in the tray at the end of the day, at least that’s not one that I paid for.”

*Director of Information and Communications Technology,  
4-campus Secondary School*



**\* Feature only available in Equitrac Express**

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## Expense Management

- ☪ Software-based capture, costing and reporting of printing and copying expenses
- ☪ Device status management and fault tracking
- ☪ Centralized management tools
- ☪ Global support for multi-national deployments



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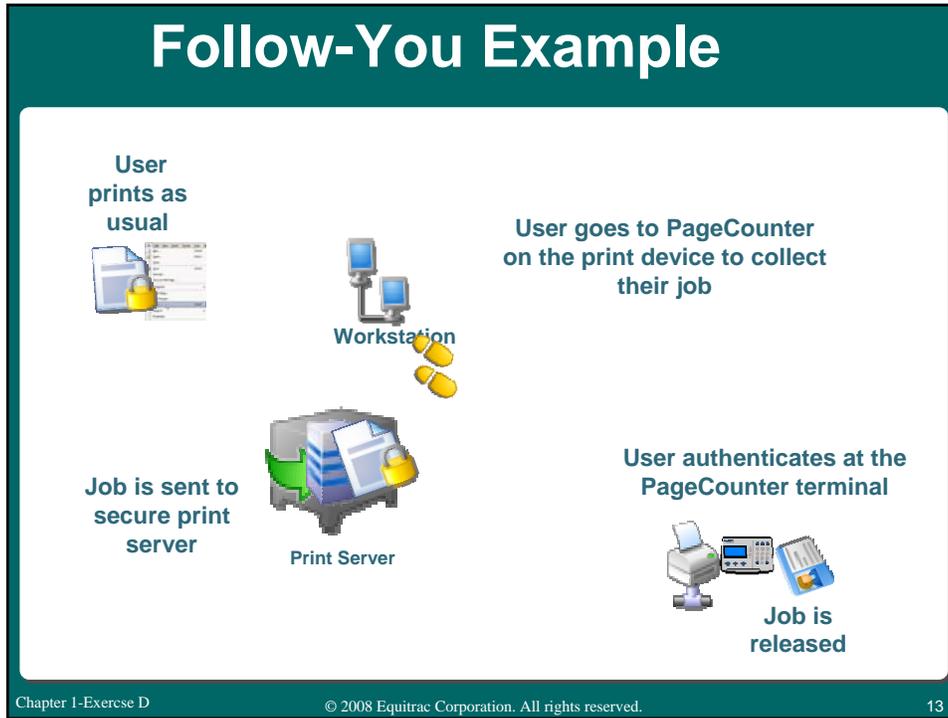
## Improve Productivity

- ☪ Follow-You secure printing technology
- ☪ Rules-based local and network printing and routing
- ☪ Color output quota enforcement
- ☪ Copy and scan control and tracking using embedded and PageCounter terminals
- ☪ Route jobs away from unavailable devices with Device Monitoring Engine

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# Document Accounting

Cost and tracking based on user, Department or Billing Code accounts

**Users**



Domain User ID  
Active Directory User ID  
Novell NDS User ID  
LDAP User ID

**Departments**



Marketing      Sales  
Accounting

**Billing Codes**

Project Number  
Job Code  
Customer ID

001-abc-001	ABC Company, Project 001, Job 001
001-abc-002	ABC Company, Project 001, Job 002
001-abc-003	ABC Company, Project 001, Job 003
001-abc-004	ABC Company, Project 001, Job 004
001-abc-005	ABC Company, Project 001, Job 005
001-abc-006	ABC Company, Project 001, Job 006
001-abc-007	ABC Company, Project 001, Job 007
002-def-001	DEF Company, Project 002, Job 001
002-def-002	DEF Company, Project 002, Job 002
002-def-003	DEF Company, Project 002, Job 003
002-def-004	DEF Company, Project 002, Job 004
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002-def-007	DEF Company, Project 002, Job 007
002-def-008	DEF Company, Project 002, Job 008
002-def-009	DEF Company, Project 002, Job 009
002-def-010	DEF Company, Project 002, Job 010
002-def-011	DEF Company, Project 002, Job 011
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002-def-015	DEF Company, Project 002, Job 015
002-def-016	DEF Company, Project 002, Job 016
002-def-017	DEF Company, Project 002, Job 017
002-def-018	DEF Company, Project 002, Job 018
002-def-019	DEF Company, Project 002, Job 019
002-def-020	DEF Company, Project 002, Job 020

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# Simplified Account Management

Automatic creation and user management of PIN codes

**Email Sent**

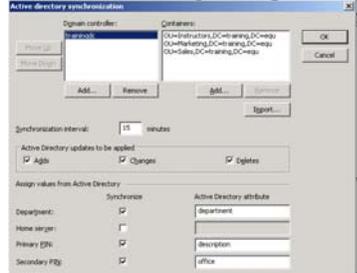


[training@equitrac.com](mailto:training@equitrac.com)

This is your temporary PIN code: (82199659.)

[Reply](#)   [Forward](#)   [Invite training@mather.demon.nl to Gmail](#)

**Active Directory Integration**



**Equitrac Office 4.0 Account Status - Microsoft Internet Explorer**

Address: http://instructor:2941/webtools/65b87a8f/start.html

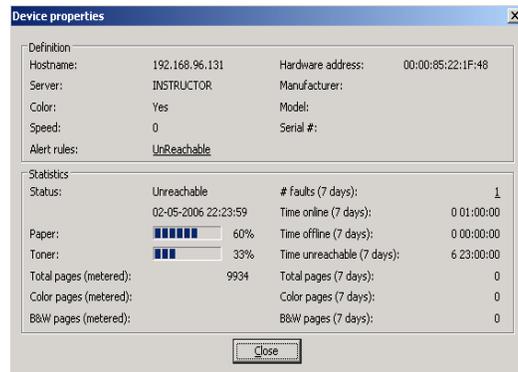
**Equitrac Office 4.0 Account Status**

Item	Value	Action
User ID:	instructor	<a href="#">Statement</a>
User name:		
Current balance:	€0.00	
<a href="#">PIN Management</a>		
<a href="#">Logout</a>		

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## Device Management\*

- ⌚ View History of faults
- ⌚ Current Status of device
- ⌚ Total time online and offline



\* Feature requires SNMP be installed and Enabled on the network

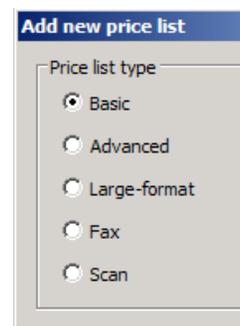
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## Flexible Pricing & Accounting

- ⌚ Price lists can be created for physical devices, individual print queues, or Departments
- ⌚ Can include account based discounts or surcharges
- ⌚ Can include simple or advanced charges based on job attributes
- ⌚ Can be used to price wide format printer and plotter jobs



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# Flexible Pricing & Accounting

- Can include time of day or week based discounts or surcharges
- Dual Pricing allows for reporting of primary and secondary costs
- Accounting precision up to five decimal places\*

**Price list selection**

	Primary	Secondary
Print:	<Default>	<Default>
Copy:	<Default>	<Default>
Fax receive:	<Default>	<Default>
Fax send:	<Default>	<Default>
Network scan:	<Default>	<Default>

**Accounting precision**

Precision: Calculate document cost to:  decimals

Override currency symbol for end user display:

OK Cancel

\*Function requires change to Windows Regional settings

# Extensive Reporting

## Standard Reports



## Scheduled Reports

**Modify 'Daily Reports' task**

Name: Daily Reports

Description: print, copy, fax and scan activity for all users

Suspended: No

What to run: Detailed activity by network user

When to run: Start date: 01-05-04 Start time: 7:15 End date: 30-06-04

Every 1 day(s)

## Web Based User Statement

14-05-04

**User account statement**

equitrac

Reporting period 16-05-04 to 14-06-04

Date	Type	User ID	Description	Pages	Credit	Debit
04-05-04 17:37	print	mickim	Test Page	1	0.00	0.01
				1	0.00	0.01

Opening Balance: €0.00  
Closing Balance: -€0.01

## Enterprise Wide Reporting

Scalable office solution provides an upload of regional office transaction information to a central or headquarters office

Pulls transaction info only

Regional Equitrac Server      Regional Equitrac Server

Database      Database

Workstations      Workstations

Headquarters Equitrac Server

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## Flexible Payment Options

Value Cards

Cash Based Systems

Campus Card Systems

Anonymous Users

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## Technology Integration

### Available Server Operating Systems



### Available Databases



### Available Client Operating Systems



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## Summary of Equitrac Office 4.0

- Provides centralized networked control of the entire fleet of printers and copiers;
- Provides easy application and modification of rules;
- Provides real-time device monitoring; and
- Provided advanced automated reporting for accurate and detailed analysis of device usage, service and deployment needs.

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## Summary of Equitrac Express 4.0

- ✔ Provides educational institutions an easy-to-use, powerful set of tools for centralized management of their entire fleet of output devices;
- ✔ Offers enhanced print and copy quota allocation and payment options for students, faculty, staff as well as campus and library guests;
- ✔ Provides usage management capabilities to help reduce waste and contain printer and copier costs;
- ✔ Minimizes IT resource requirements; and
- ✔ Reduces printing-related help desk calls.

## Questions?

