

**Equitrac Office
Document Accounting Solution Suite**



The Complete Document Accounting and Cost Management Solution

In today's competitive business environment, it's more important than ever for organizations to manage document output on their office equipment devices. The proliferation of networked print and copy devices has resulted in spiraling document output costs that, when left unmanaged, can significantly increase operational costs.

Introducing Equitrac Office, Equitrac's third generation document accounting solution. Equitrac Office is designed to monitor, measure, and manage network-wide document output, enabling customers to be more efficient and productive while containing and even lowering operational costs.

Based on Equitrac's 25 years experience in tracking and controlling office equipment costs, Equitrac Office provides user-level visibility of activity on printers and multifunctional devices - from output volume to individual or department usage - enabling organizations to reduce over-buying of equipment while making the most efficient use of existing device inventory.

Equitrac Office is a comprehensive yet easy to use solution that accurately tracks print and copy activity based on numerous document and print job attributes. Output costs can be allocated to specific individuals, departments or groups.

Document attributes

Track output detail for print jobs based on document name, printer, port, date & time, paper size, finishing options or whether or not it was in b/w or color. Equitrac Office even tracks file size and roll width for wide format printing.

Individuals, Departments or Groups

Track output detail by network user name or PIN code. For charging document costs back to a specific cost center or client code, detail and charges can be assigned by end-users to a specific code and description.

Equitrac Office also provides heightened document output security capabilities. Its secure document release feature holds the document at the print server for the person who initiated the print job to retrieve the document at the device. That way, print jobs are not left sitting on a printer where they can be viewed by unauthorized personnel and unwanted jobs never get printed, reducing wasted document output. Equitrac Office also offers pull printing, where a user can send a job to a print queue and pull it to the device of their choice.

Designed for businesses, government agencies, educational institutions and other organizations, Equitrac Office features a flexible architecture to meet the needs of any size organization - from small businesses to global enterprises. Equitrac is the recognized leader in document accounting and has helped over 10,000 companies worldwide better understand their office equipment usage and manage document output costs.

| Equitrac Office™ | | Device Usage | |
|------------------------|---------------------|------------------------|--------------------------------------|
| 4/8/2004 | | | |
| Device Usage | | | |
| 2nd Printer | | Rated Speed: | 30 Pages per Minute |
| Duty Cycle: | | 30,000 pages per month | |
| Logical Printer/Copier | Description | Type | Jobs Total Pages Cost Minutes % Load |
| 2nd printer | Acct printer 2nd | Physical device | 435 4567 658.70 188 21.90% |
| Sales MFP | | Rated Speed: | 40 Pages per Minute |
| Duty Cycle: | | 30,000 pages per month | |
| Logical Printer/Copier | Description | Type | Jobs Total Pages Cost Minutes % Load |
| Sales MFP | Sales MFP 3rd floor | Physical device | 1256 11789 3947.25 304 52.63% |

Device usage report provides detailed output activities and their print rates, which provide visibility to a specific device's duty cycles.

LICENSABLE OPTIONS

Rules & Routing

Extending the standard secure document release capabilities, this option allows administrators to define a set of rules that will determine whether to delete a print job, hold a print job or re-route the print job to another printer. For example, to increase print job efficiency and lower costs, a job with over 50 pages can be destined to a compatible higher volume printer with a lower per-page cost.

Server Clustering

Deploy additional server components in Windows®-based cluster environments for increased system availability. This feature provides system administrators with uninterrupted print tracking and management capabilities and can be configured in active-active or active-passive mode.

Client Billing

Capture client billing or cost center allocation codes and indicate print jobs as billable or non-billable with this feature. Allocation account activities can be tracked and reported on a per-code basis for external billing or cost center attribution.

Desktop Printing

Desktop Printing supplements our core Print Server tracking capabilities by recording all print activity on Windows®-based print drivers - whether they are locally or network attached printers. Includes support for Infra-red, USB, LPTx, FireWire, Bluetooth or other local connection techniques.

Desktop Tools

The Desktop Tools option offers three end-user features at the desktop:

- Online authentication pop-up allows authentication of user credentials from anonymous workstations through an external authority such as LDAP (Unix, Active Directory or NDS) or a native OS such as Windows NT® (domain or workgroup).
- Document cost preview allows the cost of a print server-based print job to be reviewed at the client workstation prior to printing.
- Print release key pop-up is used by an anonymous user where an authentication key can be assigned by the user at time of print. The job can then be released securely at the printer by providing the authentication key.

Dual Pricing

Provides ability to apply different internal costing and external charging schedules to a print job. This option is useful for determining simultaneous true printing costs and independent print pricing for departmental or other charge back needs.

ADVANTAGES

- Easy to install, manage and use
- Comprehensive and flexible report set for device activity and usage analysis
- Enterprise-class system availability and scalability
- Broad printer and MFP device support and OS platform compatibility

| Date | Printer | Account | Type | Description | Sheets | Pages | Cost |
|---------------------|--------------|---------|------|---|--------|-------|------|
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - 2010 Brochure 21.doc | 21 | 21 | 1.00 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Equitrac Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |
| 10/10/2010 10:00:00 | Equitrac MFP | 100 | Job | Microsoft Word - Office Memo-101.doc | 10 | 10 | 0.50 |

Equitrac Office provides detailed activity reports on a per-unit basis. The reports can be configured by the administrator to show the print job attributes. Here, the printer, description of the job, paper size and job cost are shown.

BENEFITS

- Measures and monitors user-level print and copy usage
- Reduces expense of equipment over-buying and under-use
- Increases efficiency of existing equipment while lowering operational costs
- Enhanced document output security through secure document release

Equitrac Office

FEATURES

Document Output Tracking

- System-wide charging models based on users, user groups, projects, customer codes, time of day and device
- Secure Document Release
- Pull Printing Document Release
- Device Manufacturer Controller Interfaces (integration with leading device manufacturers)
- Per minute and per page for fax costing through controller interfaces
- Copy tracking with PageCounter terminals

Client Software Tools

- Windows®, Macintosh® and Citrix® workstation environments support
- Client Billing print popup for Windows® & Macintosh®
- Desktop print tracking for all printer types: LPTx, USB, Direct IP
- Online authentication (internal, native OS or LDAP)
- Print Release Key for anonymous users

Large Enterprise

- Multiple and heterogeneous print server support
- Terminal Services Compatibility
- Print job Rules and Routing for compatible devices
- Server Uplink for aggregate enterprise reporting
- Windows® 2000 & 2003 server cluster support

Account Management

- Remote accounts management
- User account import from domain
- Automatic account creation
- Native OS and LDAP authentication
- Account synchronization with external directories
- Cashier application
- Deposit Station for value card integration
- Personal account statement
- Release Station client application

Reporting

- Summary, detailed and total activity reports by user, department, allocation code, network user or device
- Personalized and standard templates for report
- Report export for offline analysis
- Remote report access
- Report event scheduling

System Configuration and Pricing Management

- User, department or client based charging
- Pricing by page & print attributes
- Comprehensive price list configuration
- Account based discounts / surcharges
- Time- and day-of-week-based discounts / surcharges
- Dual Pricing
- Remote configuration management
- Print Queue Viewer

PageCounter Terminal Support

- PageCounter local cache for off-line Copy Control
- PageCounter account declining balance
- Automated PageCounter configuration
- Numeric and alpha-numeric login and PIN support
- Swipe card support (track 2 magnetic stripe)

User Interface

- EFI/ES language support
- Customizable notification messages
- User balance preview
- Declining balance review through PageCounter



| User ID | User name | Department | Date created | Balance | Limit |
|---------|-----------------|-------------|--------------|---------|-------|
| admin | Jan Taylor | IT | 3/2/2004 | 254.12 | 5.00 |
| Admin | Karen Brown | Marketing | 3/4/2004 | 239.24 | 5.00 |
| Bill | Andy Bell | Accounting | 3/4/2004 | 115.00 | 5.00 |
| Admin | Andy Wells | Marketing | 3/4/2004 | 527.88 | 5.00 |
| Admin | Patricia Chavez | Operations | 3/4/2004 | 295.76 | 5.00 |
| Admin | David Peters | Development | 3/4/2004 | 285.61 | 5.00 |
| Admin | Tom Richards | Accounting | 3/4/2004 | 214.67 | 5.00 |
| Admin | Bob Richards | Operations | 3/4/2004 | 283.61 | 5.00 |

Account listing reports with detailed account balances help administrators control printing and copying costs.