

Document Accounting Solution Suite

Equitrac Office™

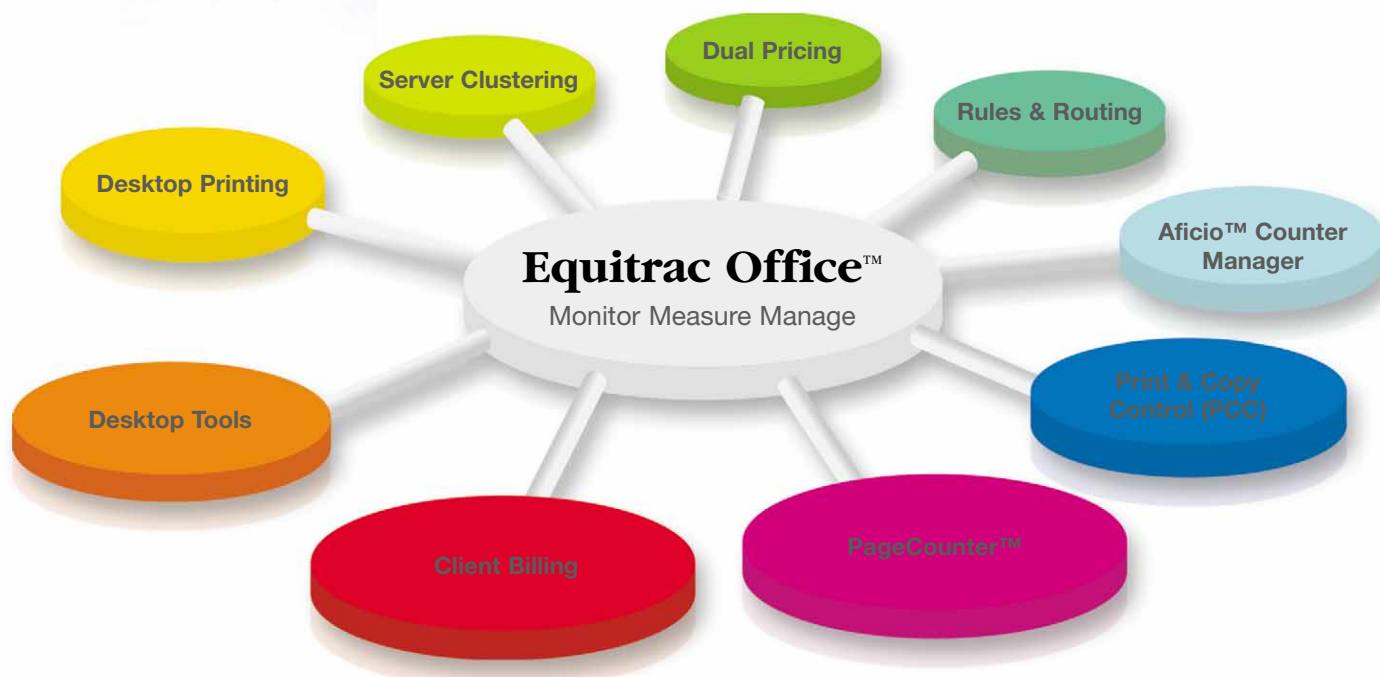


RICOH
Image Communication

The Modular Solution for Document Accounting and Document Output Management



In today's competitive business environment, it is vital for organisations to manage document output on their office equipment devices. The proliferation of networked devices has resulted in spiraling document output costs that, when left unmanaged, significantly increase operational costs. Ricoh anticipated this risk by offering scalable management and accounting solutions in cooperation with leading software providers, such as Equitrac. Equitrac Office™, a third generation document accounting solution, is designed to monitor, measure and manage network wide document output. This easy to use modular solution offers control over multifunctional devices and accurately tracks copy, print and fax activities based on attributes such as document name, printer, port, date & time, paper size, finishing options and choice between black and white or colour. Users can easily allocate costs to specific individuals, departments or groups. Equitrac Office™ Reports Manager enables the generation of customised reports that document usage patterns such as user or department activity or activity load on particular print devices. This way, areas of organisational strength and weakness can be demonstrated. Equitrac Office™: simply the ideal tool to better understand office equipment usage and manage document output costs.



Monitor, Measure and Manage Network Wide Document Output

Equitrac Office™ features a flexible architecture to meet the needs of any environment. Two versions are available offering licensable modules: the Equitrac Office™ Suite and the Small Business Edition. General offices, government agencies, educational institutions and other organisations can now be more efficient and productive while containing and even lowering operational costs.



Online authentication & print cost preview



To make sure print jobs are not viewed by unauthorised people, Equitrac Office™ provides heightened document output security.



The Rules & Routing module allows you to delete a print job, hold it or re-route it to a more convenient device.

Print & Copy Control/PageCounter™

Equitrac Office™ makes sure print jobs are not viewed by unauthorised people. The document is held at the print server until the authorised person identifies him/herself. Two modules offer user identification. The Ricoh unique optional Print & Copy Control (PCC) can be embedded in the Aficio™ MFP. Via the device's operation panel, users can enter a PIN number or user ID/password. Alternatively, Equitrac's PageCounter™ provides an external identification terminal, which also offers card swipe functionality.

Client Billing

The Client Billing module facilitates project resource management by assigning a billing code to print/copy transactions (billable or non-billable). The database stores these transactions under the selected billing code to generate reports for external billing or cost centre attribution.

Rules & Routing

With the Rules & Routing module you can a. o. define rules to delete a print job, hold it or re-route it. For example, a 50-page job can be sent to a higher volume printer with a lower per page cost to increase efficiency and lower costs.

Desktop Tools

- Online authentication pop up allows authentication through an external authority such as LDAP or a native OS such as Windows® NT (domain or workgroup).
- Document cost preview to review the cost of a server based print job 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 be released securely at the printer by providing the authentication key.

Desktop Printing

With the Desktop Printing module, all print activities on Windows® based print drivers are recorded. Support for Infra-red, USB, LPTx, Firewire, Bluetooth, direct IP printing and other local connection techniques is included.

Server Clustering

For increased system availability, additional server components can be deployed in Windows® based cluster environments. The Server Clustering module provides system administrators with uninterrupted print tracking and management capabilities and can be configured in active-active or active-passive mode.

Dual Pricing

Different internal costing and external charging schedules can be applied to a print job. The Dual Pricing option is useful for determining simultaneous true printing costs and independent print pricing for departmental or other charge back needs.

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.



Equitrac Office™

Key Features

Document Output Tracking

- Utilisation tracking: devices, users, departments
- Secure Document Release
- Pull Printing Document Release
- Copy tracking with external PageCounter™ terminals or Ricoh unique device embedded Print & Copy Control module (PCC)

Large Enterprise

- Multiple & heterogeneous print server support
- Terminal services compatibility
- Print job rules & routing for compatible devices
- Server uplink for aggregate enterprise reporting
- Windows® 2000 & 2003 server cluster support
- Language support: English, French, German, Italian, Spanish

System, Configuration & Pricing Management

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

Account Management

- Remote accounts management
- User account import from domain
- Automatic account creation
- Native OS & LDAP authentication
- Account synchronisation with active directory
- Cashier application
- Deposit station for value card integration
- Personal account statement
- Release station client application

Reporting

- Summary, detailed & total activity reports by user, department, billing code or device
- Personalised & standard templates for report
- Report export for off line analysis
- Remote report access
- Report event scheduling

Client Tools

- Windows®, Macintosh & Citrix® workstation environments support
- Client billing print pop up for Windows® & Macintosh
- Desktop print tracking for all printer types: Infra-red, USB, LPTx, Firewire, Bluetooth, direct IP printing
- Online authentication (internal, native OS or LDAP)
- Print release key for anonymous users
- Print cost preview

Terminals

- PageCounter™ local cache for off line copy control
- PageCounter™ account declining balance
- Automated PageCounter™ configuration
- Numeric & alpha numeric login & PIN support
- Swipe card support (track 2 magnetic stripe)
- Detailed copy job attribute tracking & charging through Ricoh unique architecture
- User balance preview
- End of session cost summary

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

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Our earth,
Our tomorrow

Ricoh believes in conserving the earth's precious natural resources.

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