

SHARP

Equitrac Office

equitrac
Office®



CONTROL COSTS AND IMPROVE
OFFICE EFFICIENCY



Control starts with insight /This is Why we give
you the facts.

Insight requires detailed information /This is Why we measure everything.

Equitrac Office® lets you understand and reduce the true cost of printing and copying. What's more, it can help you optimise your fleet of MFPs while supporting your environmental objectives.

We start with information. Equitrac Office creates a unified view of print, copy and scan activity - by user and by workgroup - for all the Sharp OSA-enabled MFPs on your network.

You'll be able to see exactly who has been using them (and when), including which functions they used and the type and number of pages they produced. The extensive range of reports, which can be customised for different locations or decision makers, are available in summary and detailed views and can be distributed automatically.

Save money

Once you have the reports, you can start saving money. You can enforce rules that govern the ability to use colour and which set the MFP to print on both sides of the page, for example. Other rules can be set to redirect print jobs to devices that have a lower cost-per-page.

Or you can simply use the information collected by Equitrac Office to redeploy machines, ensuring that they are neither over- or under-used.

Recover costs

You can also set up an accounting system that allows you to recover costs from the appropriate cost centres. In addition, Equitrac Office V5 also interfaces with many popular payment systems including PayPal.

Costs can be tracked by file size, paper size, media type, colour or duplexing and you can adjust the pricing for different groups of users.

15/05/2013

Detailed activity
by device

Reporting period 01/05/2013 to 15/05/2013



Sharp MX 2640 (Aries II - Stockley Park)							
Date	User	Account	Type	Description	Details	Pages	Cost
15/05/2013 12:31	sales	english	billing	Corporate Brochure.pdf	12 x A4/D	12	0.12
15/05/2013 12:31	sales	english	billing	Lake & Neighbours.pdf	1 x A4/D	1	0.01
15/05/2013 12:32	sales	english	billing	Rock Pool.pdf	1 x A4/D	1	0.01
15/05/2013 12:32	sales	english	billing	Scapes Selection.pdf	1 x A4/D	1	0.01
15/05/2013 12:47	stockley	english	billing	Copy	1 x A4	1	0.01
15/05/2013 13:48	stockley	english	billing	Copy	1 x A4/D; 1 x A4/C/D	2	0.06
						18	0.22

DETAILED REPORTING



Information empowers you /This is Why you're in control.

Equitrac Office brings lasting improvements to your entire document ecosystem. As well as giving you the information you need to make money-saving changes, it helps prevent waste while enhancing document security, too.

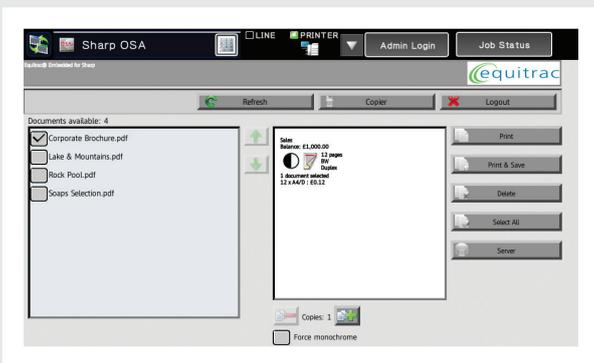
Increase document security

Equitrac Office improves the security of every print, copy and scan job. Using user authentication prevents unauthorised access and audit trails record who printed what, when, and on which device. But that's not all.

Follow-You® Printing protects you from the danger of sensitive documents being left unattended in the output tray. Print jobs are held on a secure server until the user logs on at the MFP's control panel (or by swiping a card at an optional card reader) to start the run.

With Equitrac Office V5, you now have the flexibility to print via print servers or through the innovative I-Queue™ print system.

I-Queue eliminates the need for print servers and provides secure, fully-managed printing from any compatible desktop or laptop PC from anywhere within the office, without having to worry about configuring printer drivers.



FOLLOW YOU®
PRINTING

Greater convenience

No one likes to carry piles of paper around with them. And now, thanks to Equitrac Office's Follow-You® Printing feature, you don't have to.

Simply store potentially useful documents in a secure print queue. If it turns out that you need hard copies - maybe to share during a meeting in another part of the building - you can log in at the nearest MFP and print them on demand.

Unwanted jobs are easy to delete, nothing gets lost and nothing is wasted. With Follow-You® Printing you'll never depend on a single MFP again.

Powered by Sharp OSA

Sharp OSA-enabled MFPs can give you even more than the powerful print, copy, scan, fax and email functions that you've come to expect from Sharp.

Thanks to our technology partners, our latest MFPs can be a gateway to your network, giving you and your team the information that's needed for timely, effective decision making. What's more, they can automate time-consuming manual tasks such as document scanning, indexing and filing.

Welcome to Sharp

Sharp has been manufacturing fast, reliable printers and MFPs - and devising new, more productive ways of managing documents - for decades. Many have won awards from respected independent research establishments. All have delivered class-leading performance, often transforming productivity in the workplace.

Sharp is a truly global company with local representation in all major countries. And our expertise now extends far beyond the realm of office printing. Today we address the needs of the whole enterprise, with innovations in LCDs, laser diodes, flash memory, solar cells, plasmacluster air purifiers, and projectors, to name just a few.

Server Requirements

Intel Pentium III or AMD Athlon processor

1 GB of RAM

8 GB of Hard Disk space

Windows Server 2003 (SP1) and Server 2008, Novell NetWare and various Linux and UNIX server systems; Equitrac recommends a dedicated server (physical or virtual) for Suite and Enterprise Editions, while Small Office Edition can run on Windows XP Professional or a shared server

Workstation Requirements

Intel Pentium or AMD Athlon processor

256 MB of RAM

50 MB of Hard Disk space

Windows 2000, XP and Vista, Mac OS X and several Linux desktop systems

Notes

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