

# Xerox® Secure Print Manager Suite

XEROX® SECURE PRINT  
MANAGER SUITE

Increasing Security and Reducing Costs

Xerox® Managed Print Services bring significant savings and efficiency to your business. When you add the flexibility and capability of the Xerox® Secure Print Manager Suite, print-based processes become even more cost-efficient, secure and automated.



## TAKE CONTROL OF YOUR PRINT SECURITY.

As the use of professional and personal technology becomes more common, the need to ensure the security of your print environment has never been greater. With the Xerox® Secure Print Manager Suite, you can augment your Managed Print Services (MPS) results with flexible capabilities like secure document release, chargeback and follow-you printing. High-value processes like authentication and job tracking make MPS even more important to your organisation and your internal customers. IT teams gain more insight on usage and the capability to let users print what they need, when and where they need it, without adding costs or complexity to existing print infrastructure.

## PRINT MANAGEMENT LETS YOU:

- Authenticate users for secure printing anywhere without putting information at risk.
- Add more print security and insight without disrupting IT infrastructure.
- Improve compliance with print policies, while adding more security and insight with rules-based functionality.
- Minimise the IT burden by making use of existing technology, alleviating any disruption to day-to-day printing.
- Lay the groundwork for ongoing process improvements with fact-based data.
- Influence changes in user behaviour to use print resources more efficiently.
- Improve control over print use and costs to drive more savings and meet sustainability goals.
- Gain flexibility across your environment with bundled print management options.
- Drive cost savings and productivity with automated workflows.

## KEEP DOCUMENTS SECURE.

The cost of lost confidential data is too high to depend on unsecured printing. Authentication capabilities give you more visibility and control over document security at every device. Users authenticate on the device using a touchscreen or card reader. The documents are held in a queue across multiple printers or multifunction devices (MFDs), and jobs are released only to authorised users at any convenient, available system, even one in another location.

Documents stay protected, since the user must physically be at the device to release and receive the print. The Mobile Printing capability provides secure printing from laptops, tablets and smartphones.

## FACT-BASED DATA

Business visibility and accountability depend on live data. Reporting capabilities give you fact-based insights into your enterprise print environment. This allows you to track jobs and capture printing costs, so you can make even better business decisions.

You get granular data about user behaviour and what is printed, scanned or copied for informed financial governance and as a security audit trail.

## INFLUENCE USERS TO MAKE BETTER PRINTING CHOICES.

Initiatives to reduce costs depend on changing behaviour, and when it comes to daily business printing that can be a challenge. Rules-based workflows help employees adapt to print rules designed to reduce costs and improve security and sustainability. Your Managed Print Services engagement moves beyond a device focus into workflows, and from there it lays a foundation for business process automation. With print rules and routing capabilities, you can encourage better printing behaviour, leading to more responsible printing without getting in the way of work. As users become more aware of cost implications, they make better choices, even to the point of printing less. You can direct output to the most efficient, appropriate resources. Security and cost-saving measures, such as no after-hours printing, no printing of specific documents, simplex to duplex for large documents or colour to black and white for certain users or for certain types of documents, can be easily created.

## ACCURATE ACCOUNTING

Accounting capabilities provide detailed visibility for tracking and chargeback on print costs by user, client code or project name. Departments that are heavy users of print resources can be charged according to their actual use, and clients can be billed based on accurate information on print services related to their projects.

The capability remembers users and codes and automatically assigns costs to appropriate cost centres. A popup or drop-down menu shows each user's assigned codes and only the codes the employee can use when printing, ensuring better accuracy. For pay-to-print operations, the module allows users to allocate specific currency amounts, assign page quotas and enables users to add currency to their accounts.

## IMPROVE SUSTAINABILITY INITIATIVES.

Many print jobs end up abandoned, with the discarded paper destined to go to waste. It's a poor sustainability policy and careless cost management. With the authentication to release a job securely, abandoned print jobs decrease because they never get printed, and unclaimed jobs in the print queue are eliminated.

## DRIVE DIGITAL TRANSFORMATION.

Organisations are struggling to know where to start their digital transformation. Let Xerox help you with your move to digital. The print environment is ripe with opportunities to take manual document processes and transition them to efficient digital business processes. Print management solutions provide your organisation with incredible new ways to process documents, which can be used to help better enhance and streamline structured business processes.

## CHOOSE WHAT YOU NEED.

With the Xerox® Secure Print Manager Suite, you choose the capabilities that best meet your needs. You can choose from several options and design a solution that works best in your environment.

## ADDING BUSINESS VALUE

The Xerox® Secure Print Manager Suite works at an enterprise level, but has the flexibility to configure a set of tools for specific environments.

- Conforms to best practices to integrate with existing IT systems and procedures.
- Deploys in any environment, from single-server, single-site locations to multi-server, cross-geographic infrastructures.
- Maintains end-to-end control over access to enterprise print devices.
- Scales authentication and secure document release for complex environments.

To learn more about the Xerox® Secure Print Manager Suite and all of our Managed Print Services offerings, visit [www.xerox.com](http://www.xerox.com).