



Secure your documents with Copitrak MyVault

➤ What is Copitrak MyVault

Copitrak **MyVault** (Secure print) is a simple way to securely protect your sensitive print jobs from being exposed to unauthorized eyes, with the added benefit of saving the firm money on paper/toner due to accidental prints and uncollected documents.

With Copitrak **MyVault**, you can have confidence in sending sensitive documents for printing from your PC or mobile device and securely pick it up from any Copitrak MyVault equipped printer on your network. Your document will not be printed until you are ready, and physically at the printer.

➤ Why Copitrak MyVault

Simply put, document security and compliance.

Users are printing highly confidential documents to a variety of MFP devices and end up leaving them to sit on the tray abandoned (open for anyone to see) until they are picked up. Work from home users often print documents to printers in the office, leaving them exposed for other parties to view. In some cases, print jobs are getting mixed in with other confidential documents. This is a **major** compliance risk that can be easily avoided.



MyVault Key Advantages

- Increase security on your sensitive documents to help meet compliance requirements.
- Reduce costs on toner and paper.
- Option to add a password to further protect your most confidential documents.
- Flexibility to release your print jobs anywhere you want when you want.
- Ability to place “Holds” on documents that are commonly printed, so they remain in your personal queue.
- Different rules can be set up for user groups, printers, etc.
- Allow users to print directly to the printer and store their job on the fly.
- Scheduled archive process to remove documents after XX number of days.

➤ Boost Productivity and User Satisfaction

In a traditional network printing set up, you must specify a printer when you send your print job. But suppose you sent a print job to the color printer on the fourth floor, before realizing that you are going to be passing a different printer on the first floor on your way to a meeting. **MyVault** allows you to print the job on whichever network printer is most convenient, even after the job has been sent.



Enter Document Description
Confidential

Enter Document Password

Confirm Document Password

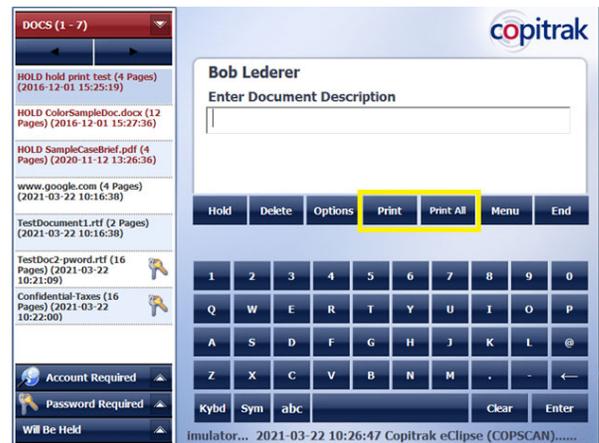
Mark Document Private

Print Store Cancel

Options to directly print the document, securely store, password protect, or add a description to the document.

➤ Enhanced Mobility

Copittrak MyVault technology means that you can output your print jobs anytime, anywhere. Suppose you need a handout for a meeting in another office, but you don't have time to pick it up on your local printer. No problem. With **MyVault**, you can simply use your iPhone, Android or any other mobile device to print the job to the printer outside the conference room. The whole process is as easy as sending an email.



From the Copittrak terminal, you can select which jobs to print (release) or release all your jobs in the queue.

➤ Copittrak MyVault Solution

Let us show you how we can improve the efficiency on all your printing devices to limit the risks of data exposure. Simply adding **MyVault** to your Copittrak terminals or adding Copittrak card readers to your fleet of printers, we can help your firm be more efficient with their documents while meeting industry security compliance.



With Copittrak Card reader, you can swipe your card to release your secure print on any printer.

Contact Us

To learn more about how Copittrak MyVault can help you secure your documents, thereby limiting the risks of data exposure, contact us today by visiting our [website](#) or giving us a call at:

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