# Optimised Printing Software

## PaperCut MF

Access control and output management

**SHARP**

Be Original.

# Print management made simple.

## Technology should make life easier, rather than adding complexity. So we've taken the hard work out of managing your printing.

In small and medium sized businesses (SMBs) and educational establishments, from the smallest schools to the largest multi-campus universities, time and resources are normally limited. So managing the operation of all of your printing and copying devices and controlling their usage can be very complex and time-consuming.

The solution is PaperCut MF – an Output Management software application that's part of Sharp's Optimised Software suite. It's so simple to use that you really need no specialist technical knowledge or experience. "Out of the box" it lets you manage a mixed vendor fleet of multi-function printers (MFPs) and introduce more productive, user-friendly printing, scanning and copying. So you can protect your information, encourage responsible printing, eliminate waste and make users and departments accountable for their usage.

### As simple as IT gets
PaperCut is very easy to deploy and use – so it values your time, as well as your budget, and helps you focus resources on the future needs of your organisation.

You get full visibility of all of your devices and user activity from anywhere using an intuitive and simplified web interface. The administrator dashboard provides real-time status updates, so you can automatically monitor and manage your printing, scanning and copying, and stay in control of your costs. Jobs on the print server can also be analysed, while print policies and rules can be applied to help reduce waste.

By embedding the PaperCut software in your existing devices it enables tracking, control and secure print release directly from the MFP/Printer control panel. Authorised end users also have access to a set of web tools to track their own activity in real-time, query their account balances, and view their transactions – without the need for intervention from administrators.

# Keep your data safer.

## Just because PaperCut is easy to use it doesn't mean that you have to compromise on security.

### Customer-conscious security

The Secure Print Release function lets you print from a particular MFP whenever you are ready, so sensitive documents are only printed when you are there to collect them. And with Find-Me Printing you can print to a global queue and release the job on any nearby device.

They both require user authentication at the point of printing, using a login, PIN code or ID/access card. So they help ensure that confidential business and customer information is not left unattended, and the volume of unclaimed printouts and unapproved usage is also significantly reduced.

In addition, to provide even greater control, PaperCut can be configured to require print approval, so a manager, teacher, faculty leader or administrator has to authorise the printing of any job.

### Protecting each page

Security doesn't stop at the device – it can be on every single page. PaperCut's watermarking option automatically adds a username or other metadata at the bottom of every page, to indicate the document owner. Watermarking can also include a unique digital signature, which allows you to track a document's origin, to provide added security and encourage responsible printing.

### Simply effortless control

Ensuring that only authorised users can use your devices is really simple. PaperCut includes close integration with user directories, such as Active Directory, Open Directory and Novell eDirectory, so you can automatically import user details and create their accounts.

Administrators can also browse and review print activity within their environment using the comprehensive tracking and reporting functionality built into PaperCut, ranging from detailed page logs to summaries by user, department, device or environmental impact. It also helps organisations meet GDPR requirements by ensuring the traceability and accountability of printed documents, while still complying with its "Right to be Forgotten" privacy regulations.

*Track, control and manage your printing directly from your MFPs control panel.*

# Use any device, anywhere.

Nowadays everyone wants to use their own mobile devices, so they can create and share information when and where it's needed.
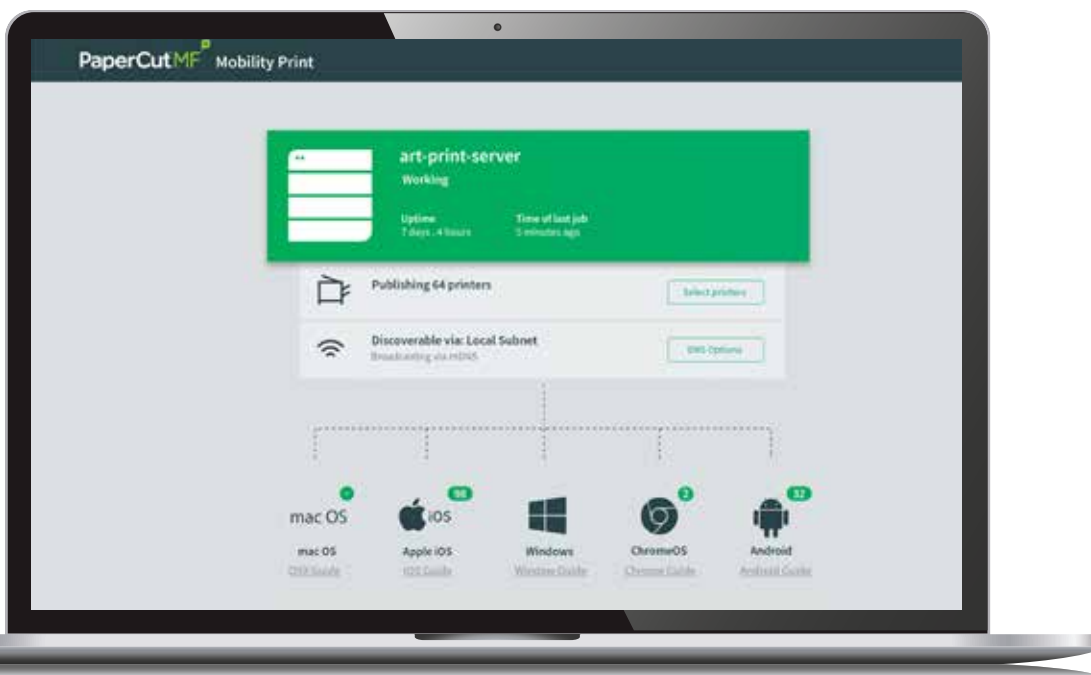
PaperCut MF gives you the freedom and flexibility to print how and where you want. It is compatible with any Bring Your Own Device (BYOD) that students or employees might want to use, including smartphones, tablets, Chromebooks and laptops.

It features a range of tools, including Mobility Print, Web Print, Email to Print, Google Cloud Print and iOS Printing, that allow users to quickly discover and print to any device, without the need for any assistance. So, whatever the device, the user's location, the file format or the type of printer, PaperCut takes away the complexity of mobile printing and provides everyone with a consistent and simple experience.
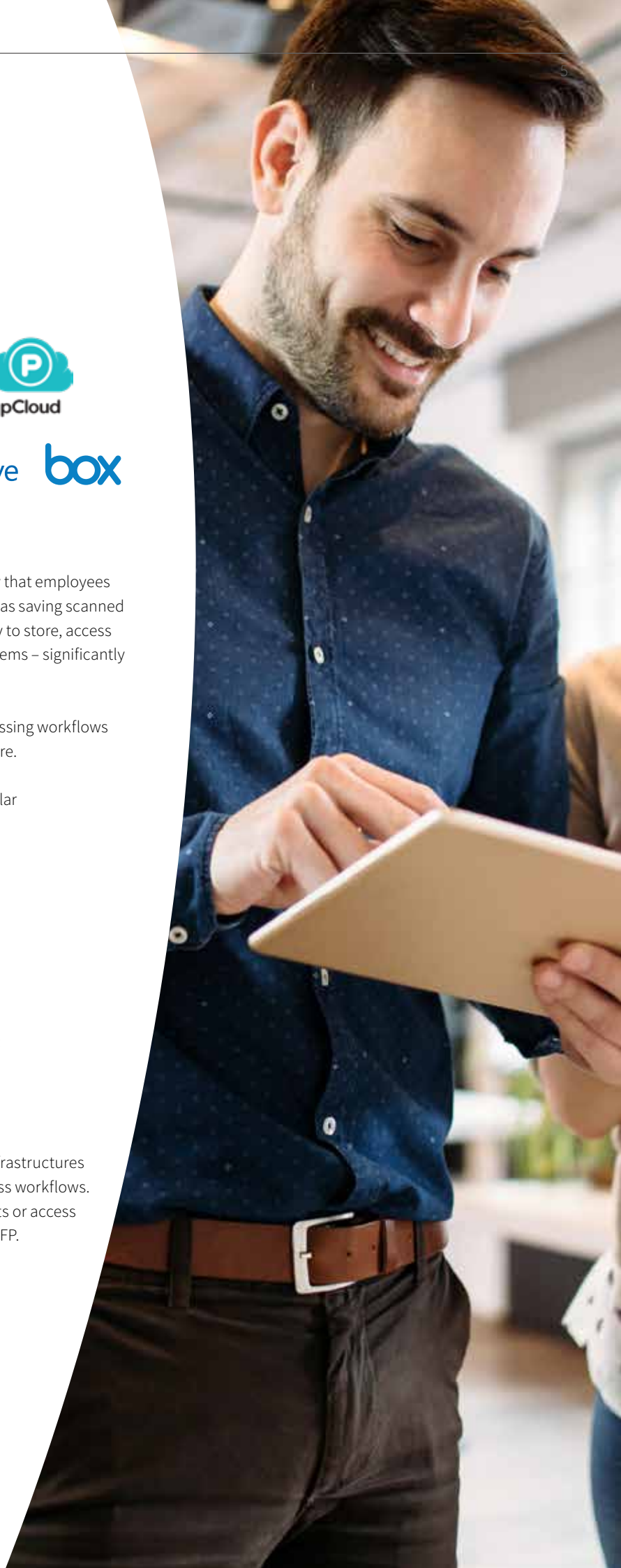
And there's no loss of management control. All printing is fully authenticated, tracked and reported. So you can still maintain the highest levels of security and cost recovery, while also minimising administrative time.



**User view - simple scan to email at the MFP.**



**Admin view - mobility print configuration dashboard.**

## Scan to any location

The use of cloud-based services is transforming the way that employees and students communicate and collaborate. So, as well as saving scanned images to local folders, PaperCut gives you the flexibility to store, access and share them using your existing cloud and email systems – significantly reducing the time and cost of document processing.

In means you can implement powerful document processing workflows without having to invest in an on-site server infrastructure.

PaperCut includes built-in connectivity with many popular cloud-based services:

- Google Drive™
- OneDrive® (Personal and Business)
- Dropbox (Personal and Business)
- Box™
- Evernote
- pCloud

It also integrates seamlessly with leading email services:

- Exchange (On-premise and Online)
- Gmail™ Webmail Service

So you can combine your existing IT, email and cloud infrastructures to automate and streamline your most important process workflows. Users can simply login and conveniently scan documents or access cloud-stored documents directly from any connected MFP.

# Stay in control.

## The key to efficient print management is minimising unnecessary expenditure and maximising control.

By actively monitoring and managing your printing, scanning and copying PaperCut MF gives you complete control over your usage and expenditure – and can help significantly reduce costs.

### Creating less waste

Using PaperCut you can implement print policies and rules-based printing that help decrease paper and toner waste, minimise power usage and reduce the impact on the environment. For example, you can ensure that large jobs are automatically routed to high volume printers, colour printing can be disabled for selected user groups, or jobs can simply be converted to print in greyscale and duplex. You can even fine-tune the options available to each person based on key criteria such as their job attributes, user group, the period of day, or the type of device.
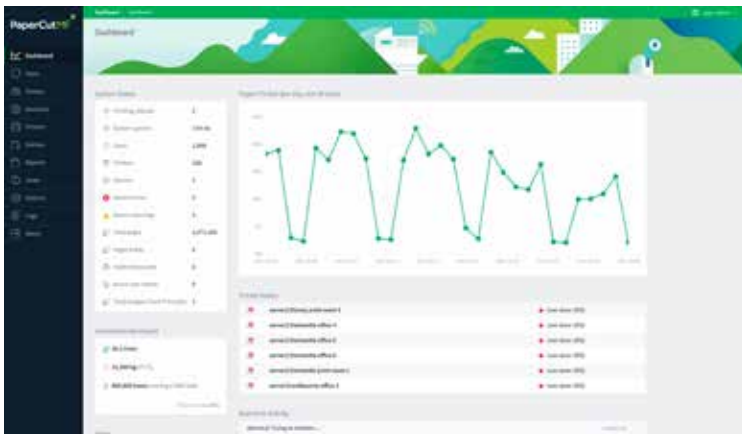
Advanced features like Find-Me Printing have also been shown to reduce printing output by up to 20% in busy office environments. And you can encourage responsible printing with pre-determined quotas for staff, students or whole departments, so that they are more accountable and aware of their print usage.

In addition, PaperCut's real-time monitoring and comprehensive reporting provides valuable insights into usage and costs per page, by user, device and function, so that you can easily identify any excess usage or possible areas of waste.

### Recovering more money

At the simplest level, PaperCut provides all of the information you need to recover costs for every print, scan, copy and fax with a simple account, bill or charge.

However, it also includes a Payment Gateway module that allows users to transfer funds from an external source, including leading online payment providers like PayPal and Authorize.Net or bank accounts, into their personal PaperCut account. It even supports closed or internal payment systems such as a main college funds account. Each user's printing or copying costs can then be automatically recovered from their available funds.
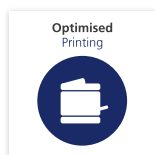


**Admin view - complete control over usage and expenditure.**
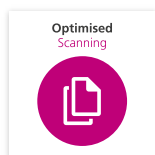
# Strengthen your business.

## Improve security, increase efficiency and reduce your costs with our suite of Optimised Software Solutions.

We've spent years innovating and working to give you the best possible business solutions. From improving productivity and helping collaboration to ensuring connectivity and reducing waste, whatever your challenges are we've got a way to help you.
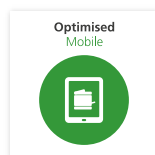
| Optimised Printing | Optimised Scanning | Optimised Mobile | Optimised Workflow | Optimised Managing |
|---|---|---|---|---|

**Optimised Printing Solutions**

Monitor, manage and secure your print, scan and copy usage, ensure only authorised usage, track and recover costs, and reduce waste.
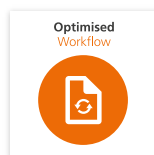
**Optimised Scanning Solutions**

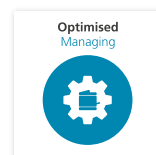Save time and avoid costly errors by simplifying and automating how you capture, share and store documents.

**Optimised Mobile Solutions**

Create a more flexible team by connecting smartphones and tablets simply and securely, so your people are always in touch.

**Optimised Workflow Solutions**

Maintain productivity and profitable growth by streamlining and simplifying repetitive tasks and connecting to line of business applications.

**Optimised Managing Solutions**

Ease the burden of managing your MFP/ Printers and build a consistent Print Security Policy.

# Specifications

## Hardware Requirements

| | |
|---|---|
| **HDD** (GB) (Min.) | 3 |
| **RAM** (GB) (Min.) | 2 (4+ recommended) |

## Supported OS

| |
|---|
| Microsoft Windows (64-bit) |
| Apple OS X 10.11 (El Capitan) or higher |
| Windows Server 2019 / 2016 / 2012 / 2012 R2 / 2008 R2 / Windows 10* / Windows 8* / Windows 7* (Core, Server, Advanced Server, Enterprise Edition, 64-bit Edition, Workstation and Professional versions are all supported) |
| Microsoft Clustering Services supported at all application layers |
| Most modern Linux (64-bit) distributions including Red Hat 6.0+, Novell SUSE 11.0+, Debian 6.0+, and others (requires GNU glibc 2.11 or higher)[†] |

*The "desktop" class systems such as Windows 7, 8 and 10 only allow 10 simultaneous connections. This means that these systems should only be used as a "server" to host print queues on networks with 10 workstations or less.

[†] SELinux should be disabled prior to installing.

For more details on supported devices visit:
https://www.papercut.com/tour/embedded/sharp/

For more details on PaperCut system requirements please visit:
https://www.papercut.com/products/mf/system-requirements/

## Welcome to Sharp

Sharp Information Systems Europe (SISE) is a division of Sharp Electronics Europe, which offers a unique portfolio of award-winning document management and display solutions to help organisations transform the way they engage with information. Sharp's industry-leading MFPs and large production systems sit at the heart of integrated applications for digital transformation, while our display solutions include innovative video walls, digital signage displays and interactive flat panel displays for collaborative presentations. Our mission is to develop new products that support individual expression; creating life enhancing experiences that let you be original.

**www.sharp.co.uk**

SHARP

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