PaperCut MF

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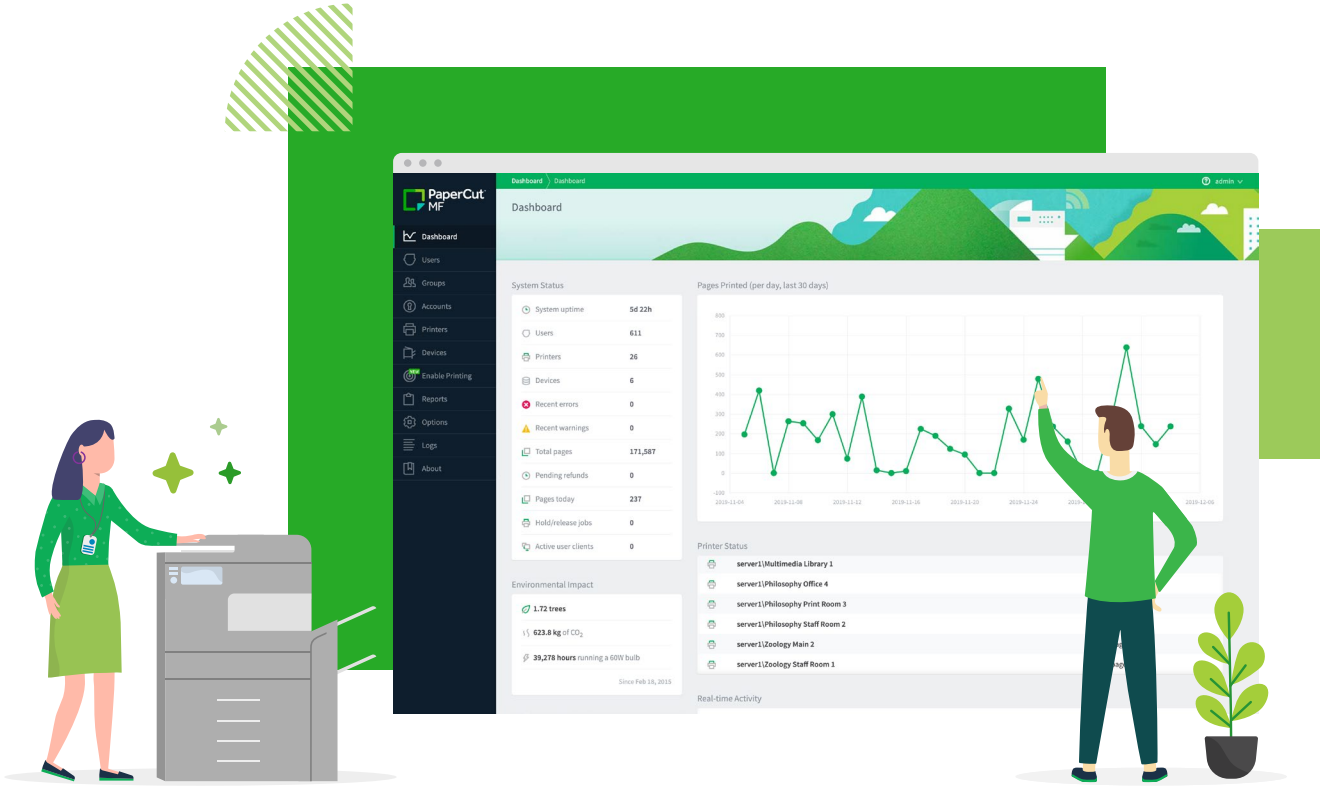


A HIGH-LEVEL FEATURE GUIDE FOR CUSTOMERS

Complete visibility and control of your print environment

A powerful print management solution to enable, track, manage, and secure your printing, copying, and scanning.

It doesn't matter what size you are, what printers you use, or what operating system your users prefer – PaperCut MF is for you.

That's because we take a cross-platform, vendor-neutral approach to technology and device support to deliver a print management solution that just works.

With PaperCut MF you can:

- **Manage your print environment**
- **Save money and the planet**
- **Secure your printing**
- **Integrate with third-party systems**
- **Manage 3D printing and Print Rooms**
- **Give users power**
- **Digitize documents**

Manage your print environment

Web-based admin dashboard

PaperCut MF provides built-in, browser-based administration access from any network location to enable centralized management of every user and printing device.

The dashboard gives an easy-to-read, single-page view of the printing environment in real time, including system activity, printer error notifications, toner levels, trend information and statistics – even environmental impact. You can designate automatic quotas, deploy print queues in bulk, enable language options, and apply many more features in the pages to come.

User sync

PaperCut MF synchronizes user and group information from sources such as Windows Active Directory, Google Cloud Directory, Azure Active Directory and LDAP. This simplifies the administration of the system because you don't need to manage a separate database of users and groups.

If a user is added to the domain or is removed from a group, PaperCut automatically synchronizes this information without any intervention from the administrator. And don't worry: you can mix and match multiple sync sources for ultimate flexibility.

Print Deploy

PaperCut's Print Deploy feature is an innovative print queue deployment tool, allowing you to get the right print driver and right queue to the right person in the right location, automatically.

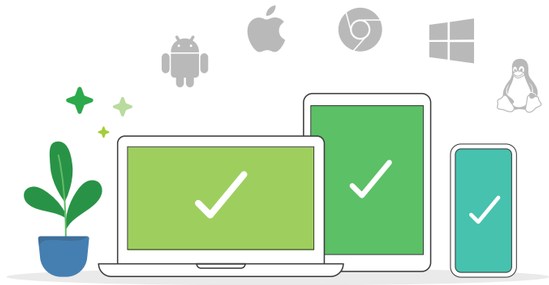
Print Deploy automates the time consuming, frustrating tasks of setting up print queues and deploying print drivers on computers in your network. Once a user leaves a site, it removes the queue and driver automatically, so clean up is a breeze.

With Print Deploy, you'll:

- Save time by deploying print queues and drivers easily at scale
- Maintain flexibility with a tool that supports environments with or without a print server
- Reduce support tickets with an automated printer configuration that's no touch for end users, even as they move between sites
- Save money on maintaining and supporting an on-premise Active Directory just to support printing
- Increase end-user productivity with automated setup and printing that just works
- Remove risk because it's from an organization with 20 years' experience in print management

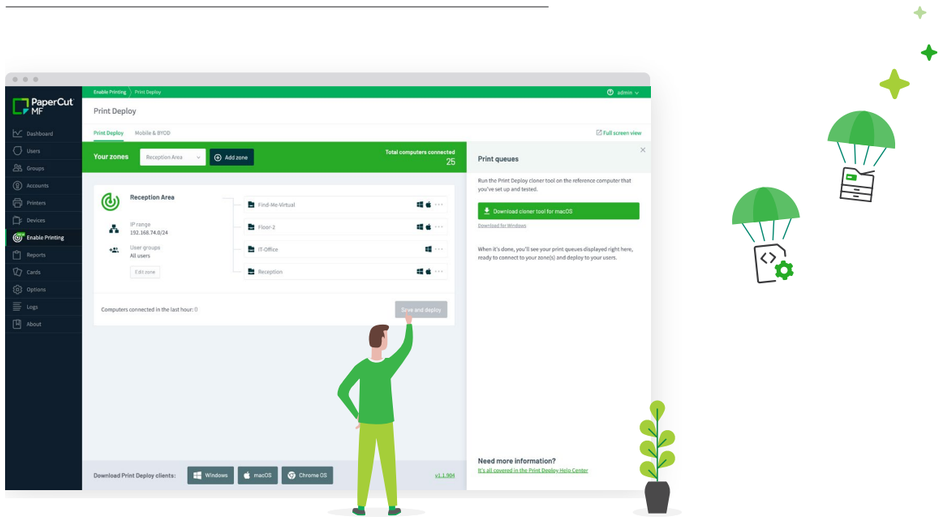
Mobile printing and BYOD

Your team wants to work on the device they're most comfortable with – laptop, tablet, or smartphone; running iOS, Android, Chrome OS, Microsoft Windows or macOS – and PaperCut supports them all with its BYOD (Bring Your Own Device) features.



Mobility Print is the flagship solution for mobile printing and BYOD, enabling millions of users to easily print from their devices, with a native print experience from any application. It takes away the complexities when working across different operating systems, file formats, and brands.

Additionally, the Web Print option gives users easy access to print Microsoft Office, PDF, and image files directly from the browser, even when they're not on site or connected to the local print network. Combine this with Email to Print, and users have the option to email their jobs to an address you create (e.g. printme@organization.net), and their documents will print at an authorized printer within your environment, making guest printing as easy as PaperCut.



Save money and the planet

Reporting

PaperCut MF includes over 80 one-click reports available for online viewing, export, or print. Reports address all areas, from detailed page logs to summaries by user, department, device, and environmental impact.

Administrators can also build custom reports to make sure they're delivering the most applicable data; and all these reports can be emailed to specific people on a regular schedule, removing any manual efforts.

Print policies

Implementing a print policy isn't just about sending people an email with a list of rules to follow; a great policy is automated through a system. Enter PaperCut MF.

Print policies allow you to track and control printing and copying based on users, department, class, or client. Start out lightly by suggesting environmentally friendly printing options like double-sided or grayscale printing, or add firm rules to restrict behavior and reduce waste.

Advanced scripting

Advanced scripting can be used to define and fine-tune your print and copy policies, and support your organization in eliminating waste and changing user behavior.

With advanced scripting, you can:

- Route complex jobs to more efficient, high volume printers
- Display a pop-up message if a user forgets to select duplex or grayscale
- Restrict users' functionality (e.g. after hours)
- Allow free printing on schedules (e.g. during class or workshop times)
- Give discounts during off-peak times
- And much more…

Cost recovery

Want a bigger impact than just applying policies? Designate different costs for print settings, such as color versus grayscale, single-sided versus duplex, and printer P versus printer C.

User pay-for-print

Set users or groups up with quotas by applying credit to their account. This can be a recurring allocation per semester, quarter, month, or hour – or even implement a "use it or lose it" policy.

Integrate with one of many third-party payment gateways – such as PayPal, Authorize.Net, RBS WorldPay and CyberSource – to enable users to transfer balance directly from their bank to their PaperCut account.

Or give users quick and easy print credit by using prepaid/top-up cards. Create a bulk batch and distribute them to different department heads, or offer them in a vending machine. A user buys a card, enters the unique code into their PaperCut UI, and ta-da: they're ready to print!

Client Billing

Are you printing in a business that would like to bill costs back to a client or project? That's easy with PaperCut MF's Client Billing. Every time a job is initiated, select the appropriate account and the charge will be applied to their balance, making tracking and invoicing simple and precise.

To make things extra easy, PaperCut integrates with a variety of third-party legal and accounting systems so you don't even need to change your existing setup to start feeding data through.

Secure your printing

End-to-end encryption

PaperCut MF supports end-to-end encryption on the network. That means not just security at the printer, but from the user's device to the print server, the print server to the printer, and the printer to the user's hand. They're protected at every stage, from "I want to print this," to "I've printed this, now it's time for coffee."

User authentication

To avoid mix-ups with balance allocations and document handling, PaperCut MF requires users to authenticate at the MFD with a variety of login options. Enter a unique ID, username with a correlated password or pin, scan an ID card or badge, or integrate with biometric hardware for the most secure level of identification.

Card numbers can easily be extracted from your network's user directory or a database (e.g. door access control system), or users can self-associate their card on first use.

Watermarking and digital signatures

Watermarking automatically adds a username, timestamp, digital signature, or other metadata to every printed page. It's a fantastic mechanism to improve behavior in your organization – when users see that printed documents can be traced back to them, it's much less likely they'll let sensitive documents lie around the office.

Secure Print Release

Secure Print Release increases document security and reduces wasteful, uncollected print jobs. All print jobs sit in a holding state until the user walks up to the multi function device (MFD), logs in, and approves its release. This avoids confidential documents sitting on the paper tray until users can make their way to the MFD, or if a user forgets they pressed "print" at all.

Find-Me Printing

Adding convenience to the already secure mix, Find-Me Printing saves users from needing to choose what printer they'd like their job sent to. They can print to the shared Find-Me queue, then simply walk up to any printer they like, authenticate, and safely release their job under their strict supervision.

With Find-Me Printing, you'll:

- Reduce the need for IT administrators to manage multiple print drivers and queues
- Reduce waste by up to 20% in busy office environments
- Minimize inconvenience when printers are in error by letting users easily select another

Print archiving

Print archiving empowers administrators to browse and review the content of print activity in their environment. Alongside the powerful tracking and reporting functionality built into PaperCut MF, this gives administrators a wide range of auditing functions.

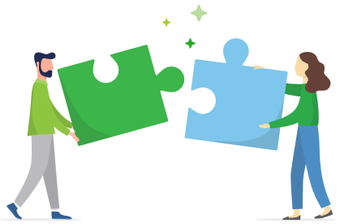
Integrate with third-party systems

System integrations

PaperCut has one of the biggest collections of third-party integrations around, making it as easy as possible to amp up your existing business structure with the added support of PaperCut MF.

You can connect with:

- Payment gateways
- Accounting systems
- Legal practice management software
- Coworking management software
- And many more…



Payment gateways

PaperCut MF plays nicely with leading payment providers – like PayPal, Authorize.Net, RBS WorldPay or CyberSource – to enable real-time, online payments via credit card. It also supports closed or internal payment systems like college fund accounts.

Hardware gateways are available to support a range of cash loaders, self-service kiosks, and bill and coin boxes. For hardware, please reach out to a PaperCut Authorized Solution Center (ASC).

Manage 3D printing and Print Rooms

3D printing

Managing a 3D print environment? PaperCut MF streamlines the process for everyone. For users, it's enabling them to submit complete job requests and track their progress. For operators? It's giving them the tools to stay on top of orders they need to process, and even communicate with users. It also gets more people using all that great equipment you've invested in!

You're covered for more than 3D printing, too. Services on CNC machines, laser cutters, or any other equipment your lab offers can all be set up. And since it's PaperCut, you can also allocate users' costs to their traditional printing quotas, and run consistent reporting.

Print Rooms

By tracking and managing all activity, PaperCut MF does away with pesky Print Room problems. No more easily lost email and paper forms, no more charging and quoting across multiple departments, no more frustration.

From when the user submits a job ticket, to when the print room operator reviews, tracks, and completes the project, PaperCut's end-to-end workflow tool keeps things moving along smoothly and efficiently.

You also get the same consistent reporting and cost-allocation convenience available with PaperCut MF.

Give users power

Control at the MFD

Monitor and control all actions directly on your MFD: print, copy, scan, and fax.

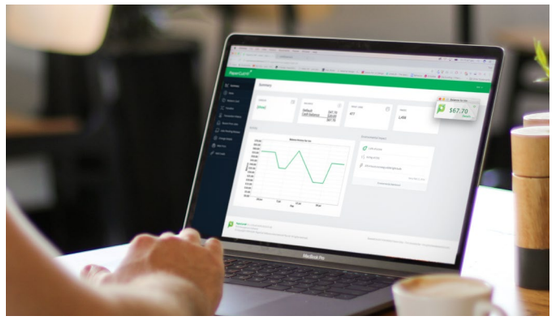
With PaperCut MF, users have power at the device to:

- Authenticate with username and password, pin, or card swipe
- Select specific jobs to release or delete
- Allocate jobs to a personal or shared account
- Change print settings, including color versus black and white, single-sided versus duplex, or quantity of copies
- Select scan destinations like email, folder, Google Drive, SharePoint Online, or many more
- View account balance
- Select what language the device displays in

And because PaperCut's vendor-neutral, users get that familiar experience on the MFD panel – no matter which printer they go for.

Control from computer, tablet or smartphone

End users have access to a set of web tools to track their activity, check or add to their account balance, and view prior transactions without administrator assistance. Users can even choose from 30 languages when interacting on the PaperCut web interface. Want to brand the users' interface? No problem! Choose custom colors, logos, and messaging to support your organization's spirit.



The User Client is a pop-up window that allows users to easily view their current account balance, or allocate their print job to a desired personal or shared account. It can also do plenty more to streamline printing and help organizations reduce waste, like:

- Provide a final notification to confirm what's about to be printed
- Display system messages like low credit warnings or print policy reminders
- Show users their impact on the planet - measured in trees, carbon, and energy - with the environmental widget

Digitize documents

Create smart, searchable documents

With Scan Actions applied, users can convert hard documents into digital masterpieces with just a couple clicks. PaperCut's Integrated Scanning empowers you to set up scan workflows by user or group, with their settings and scan destinations following them to any compatible MFD in real time.

With OCR (optical character recognition), you can turn unlimited scans into text-searchable and editable smart documents to retrieve information easier than ever. PaperCut MF's one-click OCR works right out of the box for all kinds of workplaces, and depending on your organization's needs, you can process these intelligent files either in the cloud or locally on site.

Scan to Email and Folders

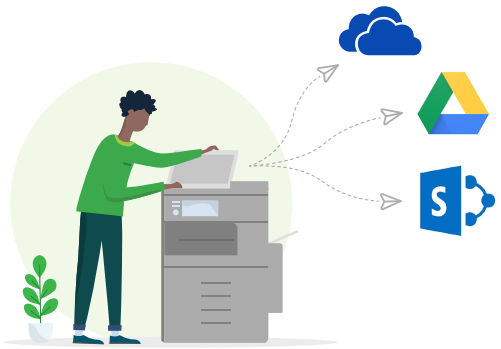
With PaperCut MF, users can quickly scan documents directly to their email account, or to pre-configured personal and network folders with just one click. Files will no longer go to one unorganized "Scanned Documents" folder, causing users to waste time searching for documents.

Scan to Cloud Storage

Scan to Cloud Storage takes your scans and sends them to the cloud storage service of your choice, like Google Drive, OneDrive, SharePoint Online, Dropbox, and many others. Administrators select which destinations users can access and are able to audit all actions.

But is it secure? Of course! All scan jobs and data are encrypted with signed certificates and transmitted over HTTPS, following industry best practices for security.

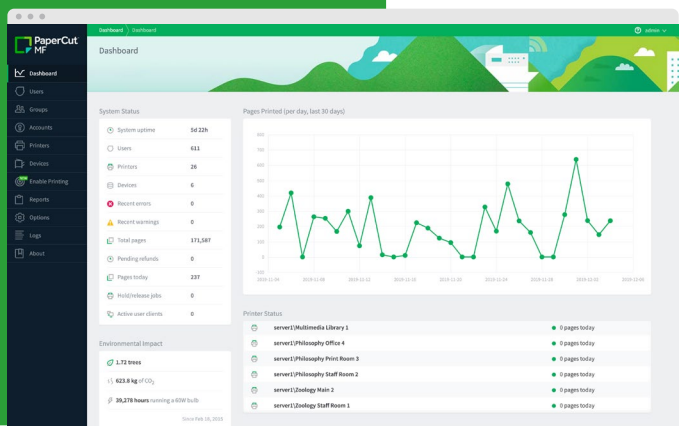
Quick and easy to set up with a one-time authorization, Scan to Cloud Storage requires minimal support and gives users a friendly tap-and-scan workflow. Reducing the extra steps at the MFD means users waste less time.



Get it now

We're all about customers, coding, and coffee. These passions come together to make a product that's powerful yet simple – and we think you'll love it!

Want to try a free 40-day trial, experience a live demo, get a quote, or place an order? Contact a PaperCut Reseller or email **sales@papercut.com** for further assistance.



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