Feature Sheets

PaperCut™ MF

CLIENT BILLING

Allocating printing expenses has never been easier than it is with PaperCut MF. Professional Client Billing allows simple, intuitive management of clients, matters, projects, and departments, taking just minutes to allocate costs to the right cost center.

OVERVIEW

PaperCut MF Professional licensing includes an Advanced Client for all users, especially useful for organizations that rely heavily on account charging features. In addition to tracking print job details, the advanced client is perfect for charging to shared accounts, associating comments with print jobs, applying different charge rates and more.

A conveniently scalable solution, client billing with account selection makes it easy for users to search for accounts by name or code or save preferred lists of commonly used accounts. Admins can even maintain lists of recently selected accounts, create accounts as needed, import from a directory, or import them from a text file synchronized against a 3rd party application or CRM system. Shared accounts access can be controlled by network group membership or PIN codes.

VERTICAL MARKET

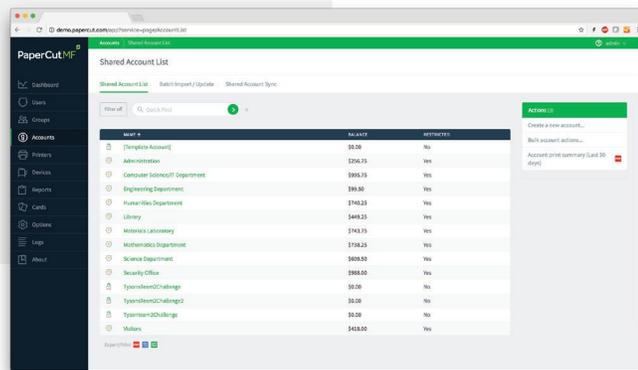EDUCATION

REAL ESTATE

LEGAL

LIBRARIES

TRANSPORTATION

COMMERCIAL

CLIENT BILLING WORKFLOW

1. Administrators manage the list of accounts

2. End-users allocate printing to the accounts

3. Reports are automatically available, allowing costs to be charged back to the client (invoiced)

SOLUTION

• Allocate print jobs to shared/group accounts

• Track printing by project, phase, client/matter, or account

• Control shared account access using domain groups

• Charge different amounts for different paper types or circumstances

• Administer shared accounts from anywhere on the network

• PaperCut MF Professional offers unlimited use of the Advanced Client

Learn more at: acd-inc.com/papercutmf

SHARED ACCOUNTS

Many organizations want to track printing on more than a per-user level. With PaperCut MF shared accounts, users can allocate jobs to selected cost areas such as clients, projects, or departments via a customizable popup window.

OVERVIEW

PaperCut MF has two types of accounts – personal accounts and shared accounts. Shared accounts are perfect for organizations and businesses that want to provide users, or selected users, with the option to allocate printing by cost center, track printing by project, phase, or client/matter, budget staff use via shared faculty or department accounts, and more.

Manually create shared accounts on an as-needed basis or automatically import accounts via an Excel file, from a 3rd party system, or by scanning an existing directory structure. Control access to shared accounts via integrated network group membership or PINs. PaperCut MF supports many configuration options for a customized user experience including bulk shared account operations, Quick Find and Filters, Standard and Advanced account selection popups, and Manager mode.

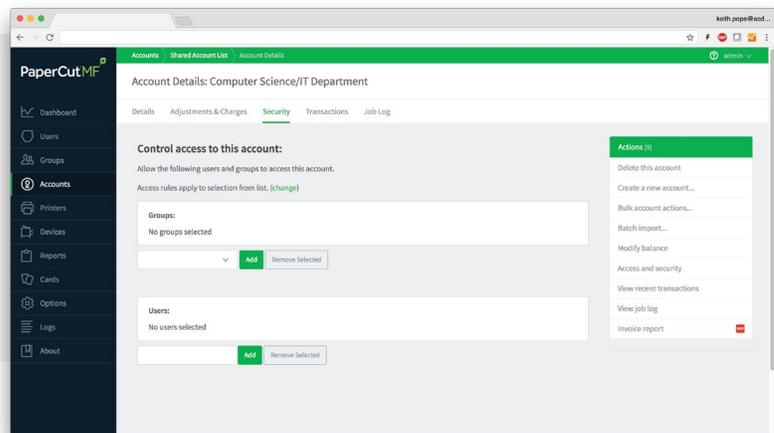## VERTICAL MARKET

EDUCATION

REAL ESTATE

LEGAL

HEALTHCARE

TRANSPORTATION

COMMERCIAL

ALLOCATE PRINT COSTS BY:

- Departments
- Clients
- Client/Matters
- Projects
- Phases
- Subjects

SOLUTION

- Allocate printing by cost center
- Choose which users can charge to shared accounts
- Allow users to confirm print jobs via a popup

- Control access via PINs or network security groups
- Ease of use with quick search, preferred accounts, and recent selections
- Automatically charge to a shared account

VERSIÓN **1.0** FEATURE INTRODUCTION

PaperCut MF — Feature

REPORTING

Whether creating faculty-based reports in education, division-based reports in business, or importing reports into external systems, the options are plentiful. With over 80+ built-in PaperCut MF reports, it's easy to see who, what, when, where, and how printing occurs from anywhere on the network.

OVERVIEW

Are the same users consistently printing large print jobs? What type of jobs are they printing? Which printers are the most popular? Who printed on a Saturday? PaperCut MF is great for finding important data fast. PaperCut MF's PDF, HTML, and Microsoft Excel reports are perfect for making responsible business decisions.

Construct datasets for reports over given date ranges or filters with the PaperCut MF report panel. Reports can be automatically generated and scheduled to arrive direct to your inbox. PaperCut MF's interactive advanced charts complement printable reports, reflecting data in real-time.

VERTICAL MARKET

EDUCATION

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LEGAL

HEALTHCARE

TRANSPORTATION

COMMERCIAL

REPORTS

- Users
- Printers
- Print Logs
- Groups
- Shared Accounts
- Transactions
- Environmental Impact
- Ratios
- Period Comparisons

SOLUTION

- Setup and manage in just a few clicks
- Redistribute printers based on data
- Reduce paper waste and environmental impact
- See a printing summary of the whole organization
- Plan for printer upgrades based on size/number of jobs

VERSIÓN 1.0 — FEATURE INTRODUCTION

PaperCut™ MF Feature

FIND-ME PRINTING

PaperCut solves one of the most troublesome pain points for IT and system administrators managing large fleets, multiple sites, or transient employees —where should users print? With Find Me printing, you don't have to worry about finding the best printer for your document... the print job finds you!

OVERVIEW

A perfect solution for large sites with common printer fleets, Find Me printing is a roaming printer service that allows print jobs to find users based on their physical location. Users simply print to a single global virtual queue, then go to a print release station and release their print job(s). PaperCut automatically knows which printers are nearby and picks the best one without bothering the user with the details.

PaperCut's Find Me printing supports redirection between print queues on different servers. Intelligent load balancing algorithms are used to determine the best printer when multiple MFPs are available based on factors such as printer load and error conditions.

VERTICAL MARKET

EDUCATION

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LIBRARIES

TRANSPORTATION

COMMERCIAL

HEALTHCARE

- Print to a single virtual queue
- Print to multiple virtual queues
- Print to different printer types
- Print across multiple locations
- Automatic load balancing
- Minimize single points of failure

SOLUTION

- Any brand, any platform
- Simple, flexible configuration
- Great for large sites with a common printer fleet

- Reduces paper waste
- Secure printing from anywhere on the network
- Increases fleet uptime and user productivity

Learn more at: acd-inc.com/papercutmf

VERSIÓN **9.0** **FEATURE INTRODUCTION**
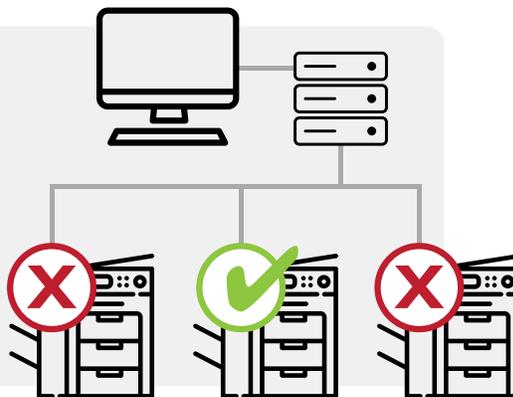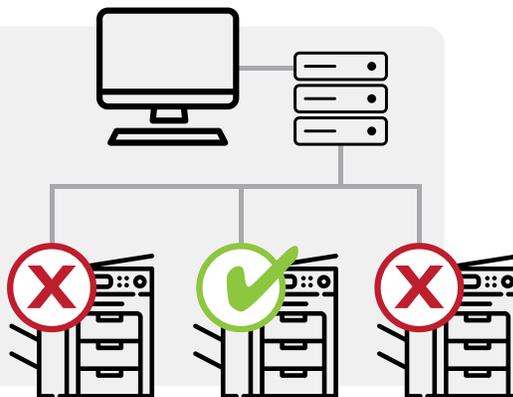
RULES BASED ROUTING

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Occasionally referred to as "Pull Printing" or "Follow Me" printing, PaperCut's Find Me printing also supports redirection between print queues on different servers. Intelligent load balancing algorithms are used to determine the best printer when multiple MFPs are available based on factors such as printer load and error conditions.

VERTICAL MARKET

EDUCATION

REAL ESTATE

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LIBRARIES

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Learn more at: acd-inc.com/papercutmf

VERSIÓN
9.0
FEATURE
INTRODUCTION

SITE SERVERS

Multi-server environments are common in large organizations and PaperCut MF handles them with ease. The PaperCut Site Server installs in minutes to ensure continuous availability of print services to support key business functions over unreliable network links or during unplanned network disruptions.

OVERVIEW

For customers with distributed deployments across multiple sites, considerations such as redundancy and resilience to network outages are often a high priority. PaperCut Site Servers work in conjunction with Secondary Print Servers as well as embedded MFD solutions to provide an effective failover solution if the Primary Server cannot be contacted.

The Site Server duplicates the key features of a PaperCut primary server to a local site during an outage. MFDs are configured to connect to a Site Server as if it were the primary server to remove reliance on WAN links. This simple but effective design delivers high availability to MFDs and support for Secure Print Release including Find-Me Printing.

VERTICAL MARKET

EDUCATION

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HEALTHCARE

TRANSPORTATION

COMMERCIAL

- Simple user management
- Central administration
- Reduced WAN traffic
- Job roaming across sites

Print Server

App Server

Print Server

MFD

MFD

Site A

Site B
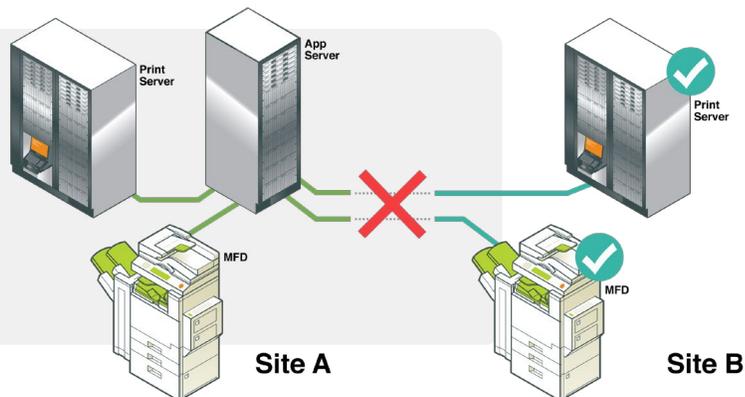
SOLUTION

- High availability of print & copy resources
- Seamless failover during a network outage
- Minimal ongoing maintenance

- Leverage existing infrastructure
- Easy installation into any multi-server environment

VERSIÓN 15.0 FEATURE INTRODUCTION

INTEGRATED SCANNING

Easily control, track, and report on all user scanning with PaperCut MF's Integrated Scanning feature. Pre-configure frequently used Scan Actions to offer a simple, one-touch scanning experience and a consistent interface across your Multifunction Devices.

OVERVIEW

Setup in just minutes with minimal configuration requirements, Integrated Scanning with PaperCut MF allows system admins to easily manage Scan Actions for every user. With a couple of clicks at the device, users can scan documents to predefined folders or email addresses through the integrated all-in-one interface.

This user-friendly configuration provides the most common scan job settings with access controlled at the user or group level. Users simply logon to the device to complete Scan Actions, release all print jobs, access the secure Find-Me print queue, access native device functionality, or assign print, copy, scan and fax costs to the right department or client.

Batch Splitting, by page count or on blank page.
Blank Page Removal can be used by itself, or in combination with batch splitting.
Image quality enhancements with deskew and despeckle for your whole fleet with one click.

VERTICAL MARKET

- EDUCATION
- REAL ESTATE
- LEGAL
- LIBRARIES
- TRANSPORTATION
- COMMERCIAL
- HEALTHCARE

SUPPORTED DEVICES

- Xerox (EIP 3.0+)
- Sharp (OSA)
- HP (OSA)
- Toshiba eConnect
- Toshiba V3
- Lexmark
- Kyocera
- Konica Minolta
- Sindoh
- Epson
- Ricoh SDK/J

Home	Scan Actions	Log out

Account: Personal Account   Balance: $98.55

- Scan to My Email
- Scan to My Folder
- Scan to Preset Email
- Scan to Preset Folder
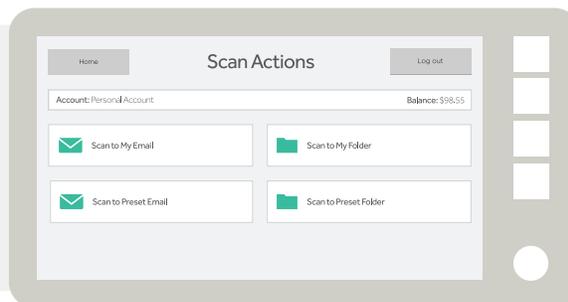
SOLUTION

- Control destinations to ensure document security
- Setup and manage in just a few clicks
- Pre-configure Scan Actions by users or groups
- Actions include Scan to Me, Scan to Folder, or Scan to Home
- Provides an intuitive, consistent user experience at the device
- Generate XML metadata for system integration

Learn more at: acd-inc.com/papercutmf

VERSIÓN
15.3
FEATURE
INTRODUCTION

SYSTEM HEALTH MONITORING

Printing is an essential service in many organizations that's often overlooked until it isn't working. PaperCut MF's System Health interface provides a single overall status measure that can be set up in minutes with existing monitoring tools, regardless of skill level, allowing real-time insight into the entire the print environment.

OVERVIEW

The PaperCut MF System Health interface exposes endpoints that allow monitoring the health of PaperCut MF and its connected infrastructure using monitoring tools such as PRTG, Zabbix, and Nagios. Easier to setup in a multi-device type environment than SNMP, PaperCut MF provides more detailed information beyond whether just a printer or device is offline.

The interface provides detailed information in JSON format for those in need of more advanced monitoring tools and scripts. Trigger alarms for urgent print outages, monitor real-time activity and printer and device inactivity, as well as plan future printing resource requirements with the insight gained from System Health monitoring. This tool allows for quick confirmation that printing is available and anticipation of any events that could impact printing in the future.

VERTICAL MARKET

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REAL-TIME STATUS OF:

- Site Servers
- Print Providers
- Databases
- Devices
- Printers
- Application Servers
- Licenses
- Statistics

SOLUTION

- Setup and manage in just a few clicks
- Use existing monitoring tools to monitor all applications
- Monitor end-to-end health of entire print environment
- Proactively reduce print system downtime
- Identify changes in print behavior in real-time
- Plan and optimize resources such as hard disk space & memory

PaperCut MF Feature

WEB BASED ADMIN

PaperCut MF is perfect for tracking and controlling any size print environment... from anywhere! A secure web-based administrative dashboard makes it easy for SysAdmins to log in at any browser on any platform to manage users and printers, enforce print rules, monitor print activity and so much more.

OVERVIEW

With PaperCut MF, no special admin software is required to perform full system administration from anywhere on the network. Use the newly redesigned standard web browser to securely configure devices, manage users, apply quotas and policies and enforce rules and restrictions. Access the web-based dashboard to generate any one of over 80 customizable reports that show a real-time snapshot of the print environment.

Mobility Print? Find-Me printing? Integrated Scanning? Just logon to the dashboard! Find the latest information about release and development activity at PaperCut or use the convenient Environmental Impact gadget to assess your carbon footprint.

- View a list of all users
- Perform bulk user operations
- View, edit, and create shared accounts
- Define printer filter rules and restrictions
- Run one click and Ad-hoc reports
- Control administrator access and security
- View all recent print jobs
- Access update news
- And MORE!

VERTICAL MARKET

EDUCATION

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LIBRARIES

TRANSPORTATION

COMMERCIAL

HEALTHCARE

SOLUTION

- Any brand, any platform
- Manage what you can measure
- All data in one secure location

- Environmental accountability
- Access the system from anywhere on the network
- View archived documents for decision-making

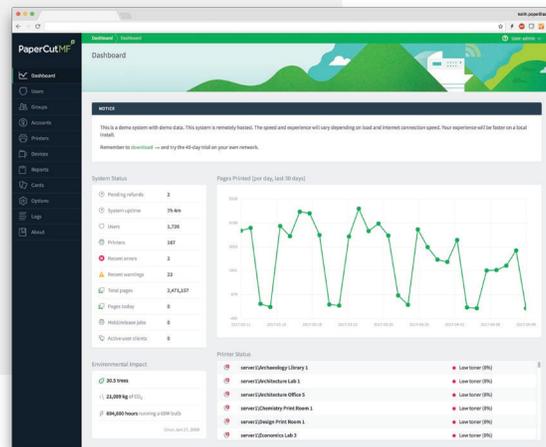Learn more at: acd-inc.com/papercutmf

VERSIÓN 17.0 FEATURE INTRODUCTION

PaperCut MF Feature

JOB TICKETING

With PaperCut 18, any organization with production or 3D printers can instantly track and control printing for the first time ever. The new Job Ticketing feature provides a simple, easy-to-use web tool for users to submit orders online. The order form can be configured based on product types to ensure all required information is collected during the order process. Users can also check the status of their job or send messages to operators at any time.

OVERVIEW

What's a print room?
It can be any room with 1 or more MFDs production printers or both and can be referred to as a central reprographics department (CRD). Jobs are submitted to the room and attended to by someone other than the person who submitted the job.

What's a FabLab?
They can be a room with a few 3D printers, or it may have upward of 20. They can also contain computer numerical control (CNC) and laser cutting machines. These labs offer rapid prototyping fabrication in many education environments.

VERTICAL MARKET

EDUCATION GOVERNMENT

LEGAL HEALTHCARE

JOB TICKETING

- Easily charge jobs to personal or shared accounts
- Customize your workflow and track all jobs in your queue
- Show users the estimated cost of a job before submitting it
- Make items like business cards available without asking the user to upload a file
- Make it easy to order products with a simpler online form
- With all new Print Room, FabLab & Mini Room licenses, you can effectively position Job Ticketing to different customer types better than ever before.

VERSIÓN 18.0 FEATURE INTRODUCTION

PaperCut™ MF Feature

SCAN TO CLOUD

Every day, more and more businesses choose to keep their documents safe and accessible online. With Scan to Cloud Storage, seamlessly scan to a range of cloud storage providers – like Google Drive and Dropbox – using the same intuitive interface as Scan to Email and Folders.

QUICK, EASY & SECURE SCANNING

Take your scans and send them to the cloud storage of your choice, including OneDrive, Box, and Evernote. Scan to Cloud Storage takes minutes to setup in your print environment and gives users a friendly tap-and-scan workflow. All scan jobs and data are encrypted with signed certificates and transmitted over HTTPS following industry security best practices. Standard with PaperCut MF, Scan to Cloud Storage gives you print management and cloud storage scanning in one easy solution.

VERTICAL MARKET

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HEALTHCARE

LIBRARIES

LEGAL

COMMERCIAL

TRANSPORTATION

What you need to get started

- PaperCut MF
- Integrated Scanning enabled MFD
- Version 18.1.4 or greater
- Active M&S support

Google Drive

OneDrive for Business

OneDrive

Dropbox Business

Dropbox

box

Evernote

pCloud

VERSIÓN 18.1 FEATURE INTRODUCTION
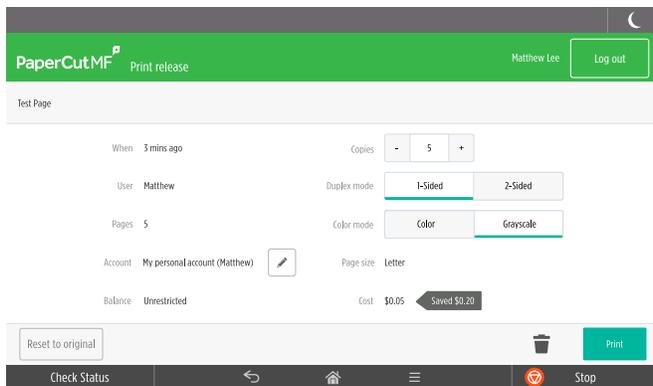
JOB PANEL MODIFICATION

Change the number of copies, switch to grayscale, or even force duplex right at the printer. Increase productivity, add convenience, and reduce wasted paper with the ability to modify settings on the device panel before releasing any print job.

OVERVIEW

For the first time ever, SysAdmins can configure the PaperCut MF Print Release screen to allow users to change print job settings at the device and display the related cost change. Users can see the environmental impact their changes have made to help encourage sensible use and eco-friendly printing. SysAdmins can also configure the Print Release screen to hide or display the user's account, balance, or job cost at the device.

CHANGE IT AT THE PRINTER
- Color to grayscale
- Single-sided to duplex
- Number of copies
- Switch to shared account

VERTICAL MARKET

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LIBRARIES

TRANSPORTATION

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SMB

HEALTHCARE

SUPPORTED DEVICES

- Fuji Xerox ApeosPort V+
- HP (OXP)
- Konica Minolta (OpenAPI)
- Ricoh (SmartSDK)

- Sindoh (OpenAPI)
- Toshiba (e-Bridge Open Platform V3+)
- Xerox (EIP 3.0+)

VERSIÓN
18.2 **FEATURE INTRODUCTION**

OCR (OPTICAL CHARACTER RECOGNITION)

Using OCR, convert paper documents to text searchable and editable digital documents. Find what you need, and make any amendments to scanned information, fast.

No OCR add-ons needed

PaperCut MF's OCR works right out of the box for all kinds of workplaces, rounding out the ultimate trio of scan actions:

1. Choose your scan destination (email, network folder, or cloud storage provider).
2. Set your scan specifications.
3. Text-search your scanned document as a PDF, or edit it as a Word document.

OCR is part of PaperCut MF's Integrated Scanning suite, which works with multiple platforms, brands, and devices.

CLOUD OCR

Cloud OCR provides a quick way to search for content within your documents. Create text searchable PDFs and editable documents when scanning without needing to install a 3rd party scanning app! PaperCut MF delivers and manages quick scan, OCR and delivery functionality in one product.

LOCALLY HOSTED (ON-PREMISE) OCR

Deploy PaperCut MF's OCR solution at your site with a simple installer. When setting up a PaperCut MF site, you can now choose between cloud-based or locally-based optical character recognition (OCR) functionality. The On Premise OCR feature can detect and extract up to 10 simultaneous languages within documents. Optimize for processing performance or improved interpretation accuracy.

Available for all devices that support Integrated Scanning (available for Lexmark and Canon in late 2019; not available for Brother).

VERTICAL MARKET

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NEW! ON-PREM OCR AND DOCUMENT PROCESSING PACK

The On-Prem OCR and Document Processing Pack is a required license that enables locally-hosted OCR in addition to PaperCut Cloud OCR. It can be purchased based on the amount of embedded MFDs or based on the customer's license. A customer must have active Maintenance & Support to place the order and to be eligible for any upgrades to the Pack in the future.

PaperCut MF Feature

PRINT DEPLOY

PaperCut's Print Deploy takes the complexity out of print queue deployment by getting the right driver and right print queue to the right person in the right location, automatically.

What is Print Deploy?

It solves many complex challenges SysAdmins face today. With Print Deploy, print queues are automatically deployed as mobile staff move between branches, stores or campuses. It installs native drivers along with default settings like grayscale or duplex and finishing options like stapling and hole punching. Print Deploy is convenient because it doesn't matter whether users print to a server or directly to a printer in a print-serverless environment. By the time they've opened their document, print queues are already installed making them superefficient with no interruptions.

Print Deploy is available as a part of PaperCut MF and NG. The feature currently supports Mac and Windows computers, and computers that are not joined to a local domain (e.g. G Suite or Microsoft Azure AD).

3 Easy Steps

Clone   Configure   Deploy

ADVANCED PRINT ENABLEMENT PACK

PaperCut MF comes standard with Print Deploy for one location (IP address range), the Advanced Print Enablement Pack adds support for multiple locations (multiple zones with IP filtering). It can be purchased with a one-time flat-fee. A customer must have active Maintenance & Support to place the order and to be eligible for any upgrades to the Pack in the future.

NEW! PRINT DEPLOY SELF-SERVICE

IT admins can now choose to deploy printers that will automatically be installed or optionally installed by the user.

- 'Friendly' zone names that help users decide which printers to install based on where they are.
- The new Print Deploy client presents installed print queues and optional print queues and a configurable help menu.

VERTICAL MARKET

EDUCATION   REAL ESTATE

LEGAL   FINANCIAL

TRANSPORTATION   COMMERCIAL

SMB   HEALTHCARE

Learn more at: acd-inc.com/papercutmf

VERSIÓN **19.1**   **FEATURE INTRODUCTION**
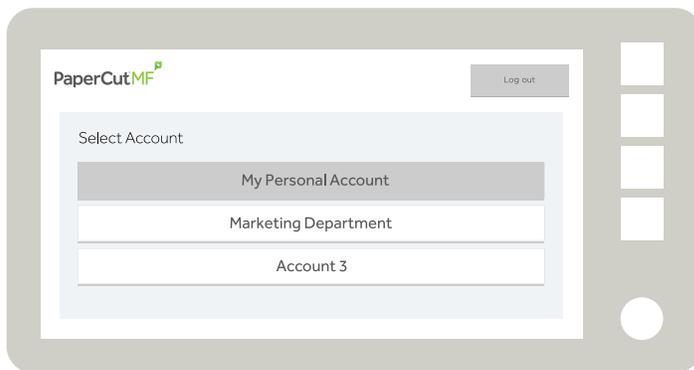
ACCOUNT SELECTION

Charge to an account or client right at the device, even when printing from smartphones and tablets. Selecting accounts at your MFD makes life so much easier for mobile workforces and admins. Offer the flexibility to use any device to get work done.

Customers – SysAdmins, IT Managers, Decision Makers
- Flexibility to use any device to get work done
- Automatically available for users who use Mobility Print

End-Users – Print & Scan Users, Walk-Up Users, Guests
- Can select an account using any device (mobile or tablet)
- Can easily select an account at the device at one go

VERTICAL MARKET

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PaperCut MF

Log out

Select Account

My Personal Account

Marketing Department

Account 3

Supported Devices

- Fuji Xerox ApeosPort VI+
- HP OXP
- Konica Minolta i-Option
- Toshiba MDS

- Xerox Secure Access EIP 1.5+
- Ricoh SmartSDK (2.2.4)
- Sharp OSA (HTML Browser n2.0+)
- Kyocera

PaperCut MF Feature

EPIC/EMR INTEGRATION

It's a special app that's been co-engineered by PaperCut and Epic development. Used with Epic print systems to capture user credentials and provide secure print release and find-me printing as well as all other PaperCut features like Print Deploy and Mobility Print.

What it does?

The app is installed on a Windows print spooler so it can intercept the jobs and identify who they belong to. It is used in conjunction with a print provider from PaperCut on the same print server.

WHAT IT INTEGRATES WITH?

This app integrates with any Epic version 2018 or greater while the version of PaperCut MF must be 17.1 or greater because it utilizes Mobility print in the background.

TARGET AUDIENCE?

Healthcare systems running Epic v2018 or greater will be able to take advantage of the app.

HOW WILL IT BE PRICED?

Pricing is based on a per-server methodology. Any external print server hosted by the same EPS (Epic Print System) will need to have the app installed, priced per app. The app is in the Epic Orchard Gallery however purchased through ACDI.

HOW WILL IT BE SUPPORTED?

ACDI pre-sales Solution Architects are up to speed on the app and can obtain a trial of the app if required. The Epic integration app is not included in a "normal" trial license. Support will be provided by ACDI Professional Services.

VERTICAL MARKET

HEALTHCARE

VERSIÓN
20.0 FEATURE
INTRODUCTION