



Powerful Print Management

# PaperCut Feature Overview

Simplifying Printing

## **Mobile and Bring Your Own Device (BYOD) printing**

Managed and BYOD systems are all covered. Print from Chromebooks, Android, macOS, iOS and Windows devices.

## **Automated print queues**

Push the right print queues and printer drivers to on-the-go users no matter where they go, automatically.

## **Convenient print release**

Print to one queue and pick up at any printer with the simple “tap and release” workflow powered by Find-Me printing.

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## Features

### Mobility Print

Mobility Print simplifies the printing process for BYOD and other end-user managed devices, such as smartphones, tablets, laptops or Chromebooks. End users can quickly discover and set up printers on their own, regardless of their operating system or the brand of printer. Mobility Print delivers secure network print services for iOS, Windows, macOS, Android and Chrome devices.

### Print Deploy

With Print Deploy for PaperCut MF and NG, installing print queues and drivers go from time-consuming and tedious to lightning-fast and fully automated. Your users can easily find and choose print queues to install themselves (self-service) while having the flexibility to move around offices and have their printing simply work. That means more time for you to focus on the important stuff.

### Find-Me Print

Users can send their print jobs to a single print queue from their computer or device and release their jobs from whichever printer they're close to, whenever they want. Regardless of how many printers are in the organization, users print to just one print queue via a universal driver or universal print queue. Now the user only has to choose paper size, color and whether to print double-sided.





# Latest Features

## **G Suite and Chromebook**

Empower easy printing from Chromebooks and quick access with “Sign in with Google”. The new integration offers easy user management.

## **Data Visualization**

You can now easily configure PaperCut’s Data Integration platform to export your usage data from PaperCut MF to your third-party Business Intelligence tool of choice.

## **Job Ticketing**

Control and automate every kind of specialty printing – 3D printing, production printing, laser cutting, and anything else in a print room or Fabrication Lab – all in one place.

## **Scan to Fax**

Make fax processes easier with PaperCut’s user-friendly cross-platform Scan to Fax solution. For extra security and peace of mind, use API integrations to receive status updates that communications went to the intended destination.

## **Epic Integration**

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.

## **Integrated Scanning**

Administrators can assign user scan workflows to users and groups. Users get an integrated all-in-one interface along with pre-configured Scan Actions to on-ramp into existing business systems.

## **Scan to Cloud**

Seamlessly scan to a range of cloud storage providers like Google Drive and SharePoint Online, among others.

## **OCR**

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.



## Ways to Introduce Contactless Printing

### Swipe-card Automatic Release

If you're already using card readers to authenticate with PaperCut, you can simply enable a touch-free solution for your Find-Me print users. Enable the "automatically release jobs upon login" option via the Admin web interface of PaperCut MF.

### Release Stations

Similar to the delegated print release feature, you can set up your Release Station so that only Release Managers have access to interact with on hold jobs.

### Delegated Print Release

Delegated print release allows certain users to authorize releasing print jobs on another user's behalf. This option means a selected person can collect print jobs rather than numerous people heading in and out of the shared space.

### Admin Web Interface

You can assign Admin Rights to users, which will give them access to the entire "Printers" section. They then can access the "Jobs Pending Release" page, cancel or print held jobs and select which printer to release to.

### Mobile Print Release

PaperCut's Mobile Print Release feature allows users to authenticate with their mobile devices. This can be optimized with a QR code for the truest touch-free option. This essentially turns your users' mobile devices into Release Stations where you can view all held jobs.

### User Web Interface Print

This is a web page on your network that users can access with their PaperCut account to select the printer to use.





# Print Flexibility for the Hybrid Workspace

## BYOD printing anywhere, anytime

With team members coming to and from the office, they're going to need the flexibility to hit print at home and collect their workplace documents from the workplace. For simple print enablement, Mobility Print and its Cloud Print feature open up BYOD printing for flexibility between your home and office workspaces.

## Setting up and managing print queues remotely

Admins understand the pains of enabling printing for users. In the flexible workplace, you and your users will want to update and push print queues remotely without traveling to the office or your home. Print Deploy automatically gets the right print driver and print queue to the right person and location every single time.

## Offsite print tracking

With all those staff members coming and going between the office and home, and you being one of them, you're going to want to be able to manage and track your printing wherever you are. With PaperCut, the Direct Print Monitor has got you covered. More specifically, there are three ways for you to track printing offsite: printing to a shared printer without a VPN connection, printing to a shared printer via a VPN connection and printing to a home printer.

### PaperCut MF Tips for Remote Printing

- Set up Find-Me printing.
- Increase the default period for how long jobs are held before being deleted. This will allow users to print from home, and arrive several days later to pick up their print jobs.
- Stop print jobs from being released when the printer is in error. This will prompt users to walk to a different printer to release their jobs if the one they are standing at has a fault. This will avoid users having to reprint their documents.

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