



# Optimised Printing Software

## Job Accounting II

Access control and output management

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**SHARP**

Be Original.

# Streamline and manage your printing.

Streamlining the way you manage the multi-function printers (MFPs) and other print devices within your organisation can deliver multiple business benefits.

It means going beyond things like avoiding downtime and being able to reorder consumables. It also means having control of device access and enhanced security levels, while enforcing print rules or restricting usage in no time at all.

Printers and MFPs are some of the hardest working pieces of office equipment in any business and are in use constantly throughout each working day. Their frequent use can put pressure on security, productivity and costs. So, it's vital that you're able to keep track of all the activities that relate to your printers and know where they originate.

That's where Job Accounting II comes in. Part of our Optimised Software Solutions suite, it gives you complete control of your organisation's printer and MFP use – page by page, user by user, job by job. It can control access then tell you who used which device, what they did, when they did it, and for what purpose.

That gives you valuable insight, which means you can put controls in place – such as restricting access to devices and setting limits on how many colour pages can be printed – to reduce operating costs. You can also produce detailed reports for auditing and cost recovery purposes.

You can further enhance your print security by installing the Pull Printing option<sup>\*1</sup>, and improve your cost recovery with the Client Billing option<sup>\*2</sup>.

The benefits are clear. As soon as you install Job Accounting II, you'll have taken the first step to securing your print, copy, scan and fax environment, optimising it for lower running costs and complying with the latest regulations, such as the General Data Protection Regulation (GDPR) of May 2018.

<sup>\*1</sup> Requires optional MX-SW311.

<sup>\*2</sup> Requires optional MX-SW312.



# Security and control.

From adding an extra layer of security to helping ensure regulatory compliance, we'll help you control the way people and information are managed across your network's print devices.

## Outstanding security and compliance

The introduction of increasingly demanding regulations like GDPR means organisations need to be able to prove they have followed data compliance rules. That means being able to produce documentation and detailed audit trails in the event of a data breach to mitigate exposure to fines and sanctions. Job Accounting II includes many of the features needed to abide by compliance laws and produce demonstrable evidence of that compliance.

You can easily redact sensitive user data, which is a vital part of complying with 'right to be forgotten' rules – any personally identifiable information data can be redacted from the event log.

You can also define your own document retention policy and ensure all submitted print jobs are automatically deleted from the server queue if they haven't been released by the user within set period<sup>\*1</sup>.

## Rules-based printing

If you can send jobs to the most cost-effective device, you can reduce costs and keep high-end devices available for jobs that only they can handle.

By applying rules based on specific job attributes you can change print settings or redirect print jobs to a more cost effective MFP anywhere on the network. You're always in control – rules-based printing can mandate duplex output, convert colour jobs to black-and-white, and reroute larger print jobs to a more cost-effective device depending on availability.

This will allow you to get the lowest price-per-page across your networked devices, and reduce the number of print jobs going to costlier desktop printers. Better yet, all of this is managed centrally by the administrator, so there's no additional programming required.

<sup>\*1</sup> Requires optional MX-SW311.



# Convenient & cost-effective.

You should be able to get the information you need, when you need it. But you also want to be sure that it can't be compromised and that costs are fully recovered when possible.

## Pull printing\*<sup>1</sup>

If you're away from your workstation it isn't always practical to send your documents to a printer in another part of the building. Nor is it permissible to print sensitive documents and leave them unattended until you collect them.

But with the Pull Printing option\*<sup>1</sup> installed, you can print your job on any permitted device on the network, using a swipe card or fob, username/password combination or PIN to log in and release your documents. You send your job to the printer as normal, but it waits in a secure queue on the server until you – and only you – are ready.

As well as improved document security and convenience, pull printing will cut down on the number of lost or misplaced documents and the subsequent reprints.

## Flexible finishing\*<sup>1</sup>

It can be a waste of time and money to send a job to the wrong device – one that can't collate and/or staple, perhaps. Even more so if the requirements for a document change at the very last minute. But with Sharp, you can change a document's settings even after sending it to print.

One of the unique features of Job Accounting II is the ability to select your finishing options directly, via the MFP control panel after the job has been sent to print.

Last minute changes can be dealt with by the user when they log-on to the MFP. Users can:

- Collate and staple a document
- Increase or decrease the number of copies
- Change colour to black-and-white
- Switch from single to double-sided

\*<sup>1</sup> Requires optional MX-SW311.

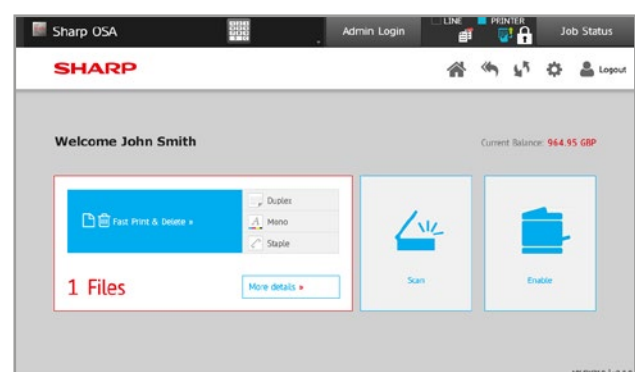
\*<sup>2</sup> Requires optional MX-SW312.

## Client billing\*<sup>2</sup>

If your printers and MFPs are used to produce print, copy, scan and fax jobs for clients and customers, are you recovering the costs involved? Toner, paper, maintenance and more are all costs that you could be charging back to your clients or projects.

With the Client Billing option\*<sup>2</sup> installed, you can re-allocate costs wherever required. It gives you the control you need to ensure:

- Accurate allocation of tasks at the MFP to the right client
- Central administration of client print, copy, scan, and fax costs
- Analysis of spend relating to specific client accounts



Release jobs and select finishing options from the MFP control panel.

# Smarter scanning.

Choosing how you want to scan a document can take up a lot of time. But what could be easier than pressing a button?

Most of the documents that we scan during a day usually have the same settings and are saved to the same destinations. So when a user logs into their account all they need to do is press the scan icon and they will be given a choice of three options: Quick Scan, Secure Scan or Convert to Text.

## Quick scan<sup>\*1</sup>

With the Quick Scan option, user's documents will be securely scanned directly to their email account using the pre-defined scan settings, without having to enter any additional credentials.

## Secure scan<sup>\*1</sup>

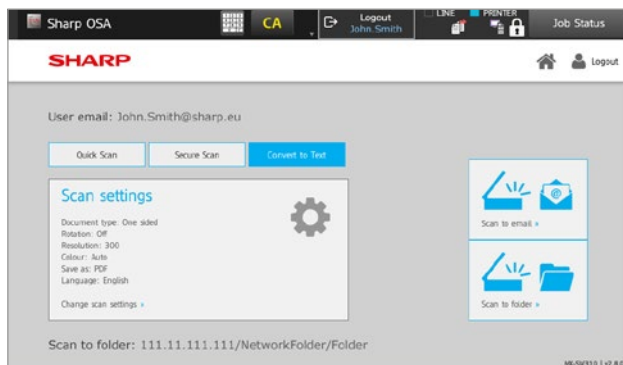
Users can add an extra level of security to their scanned documents by selecting Secure Scan. This feature forces you to enter a password for the scanned document at the MFP control panel, which must then be used to open the file on your laptop/PC or smartphone. The password will also be required if the document is shared with other users, so only those people who have the password can access the file.

## Convert to text<sup>\*1</sup>

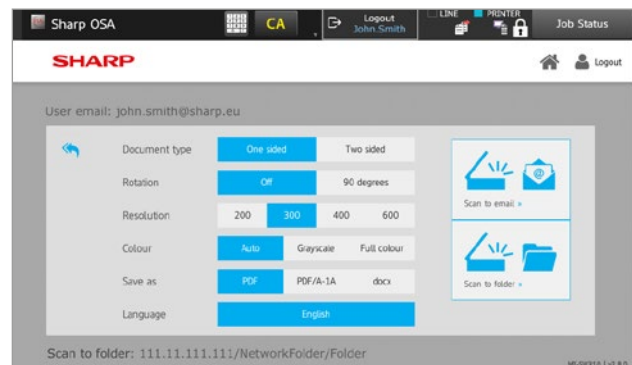
If you only have a hard copy document and need to edit the content you can simply choose the Convert to Text option. The scan will then be saved as an editable PDF or Word document, so you do not have to retype all of the contents.

And for maximum ease of use, Job Accounting II stores your own preferences for each type of scan. It means you don't have to waste time manually entering settings every time, unless you want to change the default configuration – which you can do at any time. Image settings include:

- Document type
- Rotation
- Resolution
- Colour mode
- File format



Choose from three different scanning options.



Scan quickly with predefined settings for each type of scan.

<sup>\*1</sup> Requires optional MX-SW313.

# Easy payment and accurate tracking.

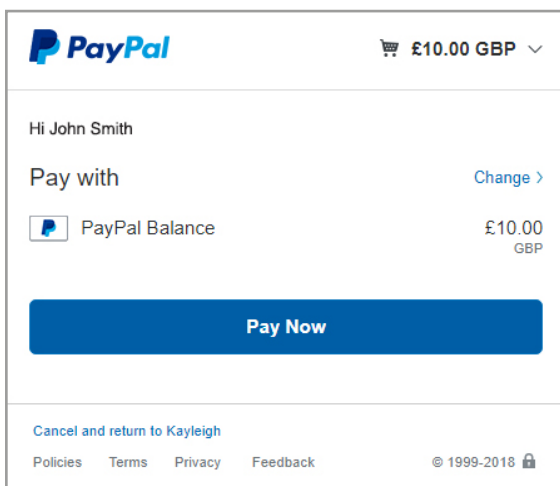
Give authorised users a quick and easy way to pay for their print usage. And get detailed reports that help you audit all activity and make smarter decisions, fast.

## Simple payment

Charging for print usage within closed user groups or pay-for-print environments can be a real problem. It needs to be simple, fast and accurate.

That's why Job Accounting II includes PayPal integration. Its easy to use web interface lets users add credit to their account quickly and securely using PayPal or a credit/debit card. They can also track their activity and view transactions within seconds without any help from administrators.

So it's ideal for any location where registered public users can use the print device, especially libraries or schools, colleges and universities.



PayPal integration for quick and easy payments.

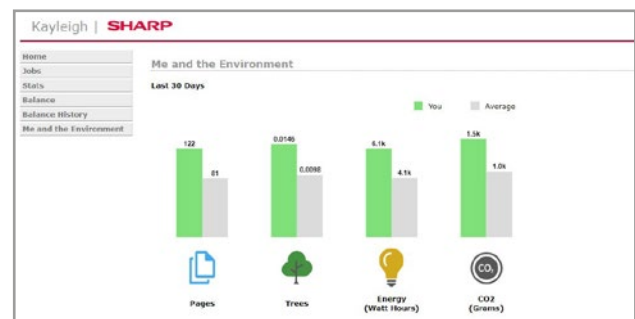
## Effective reporting

There's no shortage of data around MFP or printer usage. What you need are the data filters to compile reports on specific criteria, so you get the information you really need:

- Usage volume by device
- User activity
- Departmental activity
- Allocated pages and Project costs
- Usage of colour, black-and-white, A3 and A4
- Environmental impact by user and by company

What's more, you can get those reports when you need them, whether monthly, quarterly, annually or ad hoc on demand.

With Sharp, you can see all your output activity and form a better understanding of your MFP and print-related activities. That puts you in control, so you can advise management teams accurately for tracking or compliance, adjust usage rules and identify where cost improvements could be made.



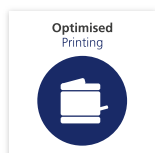
Monitor environmental impact.



# Strengthen your business.

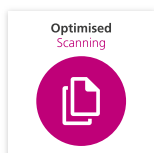
Reduce your costs, increase efficiency and improve security with our suite of Optimised Software Solutions.

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



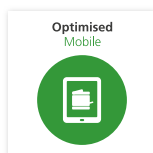
## **Optimised Printing Solutions**

Monitor and manage your print and copy usage, eliminate unauthorised use, track and recover costs, and reduce waste.



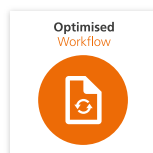
## **Optimised Scanning Solutions**

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



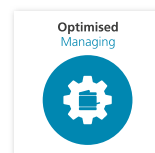
## **Optimised Mobile Solutions**

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



## **Optimised Workflow Solutions**

Maintain productivity and profitable growth by streamlining and simplifying repetitive tasks.



## **Optimised Managing Solutions**

Ease the burden of managing your MFPs and build a consistent Print Security policy.

# Specifications

## Job Accounting II Software and Options

<b>MX-SW310</b>	Job Accounting II
<b>MX-SW311</b>	Pull Printing option
<b>MX-SW312</b>	Client Billing option
<b>MX-SW313</b>	Smart Scanning option

## Hardware Requirements

<b>Processor speed</b> (GHz) (Min)	1.5
<b>HDD</b> (GB) (Min)	25
<b>RAM</b> (GB) (Min)	1

## Browser Requirements

Internet Explorer 7 (or above), Firefox 3 (or above) or Chrome 51 (or above)

## Sharp MFP Requirements

Sharp OSA 3.0 (or above) enabled MFP

MX-AMX3

Number of concurrent MFPs supported is dependent on server hardware - no Sharp software limitation

## Non-Sharp Printer Support

OKI
Brother
HP
Lexmark

## Supported OS

<b>32 or 64 bit</b>	Windows Server® 2012 Windows Server® 2012 R2 Windows Server® 2016 Windows Server® 2019 Windows® 8.1 Windows® 10
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## Welcome to Sharp

Sharp Information Systems Europe (SISE), a division of Sharp Electronics Europe, offers a comprehensive 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 high volume systems sit at the heart of integrated applications for digital transformation.

Sharp's proprietary Open Systems Architecture (OSA) technology transforms MFPs into powerful information portals, seamlessly integrating to the cloud and third-party business applications. Sharp Cloud Portal Office is an award winning document management and collaboration system designed to help small- to medium-sized businesses drive growth, improve efficiency and reduce costs.

By facilitating the transition to new equipment, methods and processes, Sharp Optimised Managed Services help improve how businesses interact with information through enhanced digital workflows and more collaborative working.

Sharp also offer a range of display solutions that include video walls for immersive entertainment, digital signage and innovative interactive touchscreens for engaging presentations.

Our mission is to develop new products that support individual expression; creating life enhancing experiences that let you be original.



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