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# YSoft SafeQ Suite

## Categories



Output  
Management



User & Cost  
Management



Security

## Modules

- YSoft SafeQ Authentication
- YSoft SafeQ Print Roaming
- YSoft SafeQ Reporting
- YSoft SafeQ Chargeback
- YSoft SafeQ Scan Management
- YSoft SafeQ Rule-based Printing
- YSoft SafeQ Mobile Print





# FOCUS ON PRINT MANAGEMENT AND ACCOUNTING IN ANY BUSINESS ENVIRONMENT

**As an extremely scalable and feature-rich print management solution, YSoft SafeQ leaves little to be desired with regard to efficiency and flexibility in the office. Thanks to its complete modularity, this software suite can be configured precisely to the needs of its users. Even better, the different YSoft SafeQ modules can be purchased and adopted individually or in combination as and when required.**

Today, the major challenge in more or less every business environment is to increase productivity and efficiency while simultaneously reducing costs. Managing your entire print infrastructure, YSoft SafeQ supports you extensively in reaching this goal. Wherever central printer and user management, print job tracking, reporting and varying print rules for different users are among the corporate requirements, YSoft SafeQ is the appropriate solution. No matter whether your office is self-contained and only needs follow-me printing, or whether you require comprehensive print management for an enterprise with multiple locations that submit and release print jobs worldwide – YSoft SafeQ lets you manage and account all print and related activities centrally from a single workstation. Consider the YSoft SafeQ Suite if you have requirements like these:

- You are charged with reducing the cost of printing and related costs throughout your company. Nevertheless, all staff should be able to print and copy at any time, even if a printer goes down.
- You have to report who printed what, when, how much and where, ensuring that only work-related documents are printed and all print costs are allocated to the originators.
- You want to secure the entire print environment, eliminating unauthorised access to confidential documents and critical corporate information.
- You need to connect all company offices and branches, facilitating document release wherever required.

In short, you are expected to manage and protect your company's entire print infrastructure with the utmost efficiency – which is exactly what YSoft SafeQ will do for you!

## YSoft SafeQ Suite

**Its modular structure makes YSoft SafeQ a highly convenient print management solution that offers flexibility and extensive functionality, leaving virtually no user request unfulfilled. Installed on the company server, this solution can track any print job produced in the network. And it is not only multifunctional devices and network printers that can be managed with YSoft SafeQ; its monitoring and accounting capabilities can also include local printers, providing full control and transparency with regard to what is printed when, by whom and on which device.**

The YSoft SafeQ Suite is accessed via a single, web-based administrator interface that is highly intuitive and boasts of a customisable dashboard. This enables the straightforward administration of the corporate print management system without a high learning curve. Users benefit from secure printing because print jobs are no longer lying around unattended in output trays, where they might fall into the wrong hands.

The YSoft SafeQ Suite comprises a total of seven individual modules that together ensure a maximum of flexibility and scalability:

- **YSoft SafeQ Authentication** provides convenient user authentication at the output device via username and password, PIN or ID card, making printing reliably secure.
- **YSoft SafeQ Print Roaming** lets users submit their print jobs to any printer in any location within the network and release the prints wherever they are needed.
- **YSoft SafeQ Reporting** governs the tracking and accounting of all print jobs, offering a viable solution to organisations wanting to keep track of the “who/what/where/when” throughout their printing environment.
- **YSoft SafeQ Chargeback** is an essential module for educational institutions and project-based environments where print, scan and copy costs need to be charged back to their originators.
- **YSoft SafeQ Scan Management** provides extensive scan management functionalities, including Scan-to-Box, Scan-to-Home folder, Scan-to-Email, One-Click-Scan; and in case the standard functions are not sufficient, users can create their own, customised scan scripts.
- **YSoft SafeQ Rule-based Printing (RBP)** enables the administrator to determine individual print conditions for different users, for example limiting access rights for certain users to colour printing or making duplex printing obligatory.
- **YSoft SafeQ Mobile Print** lets users send print jobs from their mobile devices via e-mail or a web-release page, enhancing their mobility and freeing them from being limited to printing from their workplace.



# AUTHENTICATION TO PREVENT UNAUTHORISED PRINTING

One major challenge that all enterprises face sooner or later is to safeguard documents as well as company-internal data and information. Consequently, output devices must be reliably blocked against unauthorised access, requiring users to authenticate at the MFP via PIN, ID card or username and password before they can print, copy or scan their documents.

- You want to keep control of who is printing in your company.
- You need to eliminate any chance of prints lying unattended in printer output trays.
- You have to prevent unauthorised users from transmitting scanned documents outside your company.

If you adopt a suitable authentication application, this will benefit your entire enterprise, whether your chosen authentication method is by PIN, ID card, or username and password. Such software helps you ensure that:

- critical information and sensitive corporate data are secured and protected against falling into the wrong hands.
- security breaches are prevented by reliably limiting access only to those authorised.
- you can keep a close check at all times on who is printing to what extent.

## ▀ The solution: The YSoft SafeQ Authentication

With YSoft SafeQ Authentication, print jobs are stored on the YSoft SafeQ Server until the originator walks up to an output device in the company, authenticates at the MFP and releases his or her print job. This way, no printed documents remain unattended in a printer output tray, where they might be picked up by the wrong person. Print jobs can only be released and produced by the job owner directly at the output device. The administrator can also define how long jobs should be stored on the server before they are deleted, even if they haven't been printed at all.

## ▀ Features

- **Secured print environment:** This reliably prevents the unauthorised use of output devices
- **Authentication possibilities:** Choice of convenient options such as ID card, PIN code or username/password
- **Central authentication management:** All authentication settings are conveniently managed via the administrator web interface





# PRINT ANYWHERE ALL OVER THE WORLD

Global enterprises have to ensure flexibility in all their operations. With regard to document production and management, this ideally includes submitting print jobs in one of their branches and eventually processing and releasing the prints in an office elsewhere.

- You don't want your document production to be limited to a single building or location.
- You expect your staff to be able to submit print jobs in one location but release and print the documents elsewhere when needed.
- You need this functionality to increase the efficiency throughout your print network and work independently of geographical distance.

Multi-location printing gives users the freedom of producing the prints when and where they need them. At the same time, the IT administrator can still conveniently monitor and manage the entire print infrastructure from a single administrator dashboard. Satisfying these and related requirements, print roaming increases the flexibility, productivity and efficiency throughout your organisation – the advantages benefit everyone in the company:

- Convenient and time-saving collection of print jobs from your chosen printer regardless of company location.
- Easy and instantaneous reprinting thanks to marking frequently used documents as favourites.
- Improved collaboration from helpful sharing of print queues within a team or department.

## ▀ The solution: YSoft SafeQ Print Roaming\*

With YSoft SafeQ Print Roaming, users can submit print jobs in one location and produce the documents when required, wherever this may be in the entire organisation. Regardless whether this is just another office, another building or even a location on another continent – users can release their jobs anywhere; no geographical restrictions apply. YSoft SafeQ provides this functionality, using unique technology that only requires a very small amount of the network's bandwidth to transfer the data quickly and efficiently.

\* requires YSoft SafeQ Authentication

## ▀ Features

- **Flexible print job release:** Users can produce their print jobs at any printer throughout the entire organisation
- **Shared print queue:** Thanks to this, users will find it easy to work in groups and to print and collect each other's print jobs
- **Reprint of favourite documents:** Users can save often used documents as Favorites to print them directly from the device panel

# PRINT MONITORING TO KEEP COSTS IN CHECK

Monitoring the staff's print behaviour and the overall print performance within an organisation is the basis for long-term cost reductions.

- You need to control the cost of printing so as to remain within allocated company budgets.
- You want to know which departments, services and users are responsible for the print costs.
- You regularly need to generate reports, ideally without manual intervention, that cover all company branches and subsidiaries.
- You need to compile extensive but easy-to-understand reports for senior management.

Prior to analysing the actual print costs, the first step is to gather detailed information on all print activity and to determine where and why print costs occur – by tracking each and every print job. Compiling the information in comprehensive reports that contain all relevant data is beneficial to this end, while automating the reports for regular and frequent updates enhances user convenience and provides utmost transparency. Your benefits include:

- Possibility to optimise your overall printing efficiency on the basis of detailed reports identifying where print costs occur.
- Time savings for the administrator thanks to automated report settings and forwarding of reports by e-mail to designated users.
- Instant generating of comprehensive and tailored management reports for senior executives.
- Easy creation of green reports, for example for CSR and similar documentation, showing the amount of natural resources your company saves by using YSoft SafeQ.

## ▀ The solution: YSoft SafeQ Reporting

Get your print costs under control with YSoft SafeQ Reporting: as a centrally installed reporting tool, it can track all print activity throughout your entire organisation and provide you with detailed overviews in tables and graphs. YSoft SafeQ monitors all print, copy and scan\* operations and retains detailed information on each job, including the job name and print date, a first-page preview, the number of pages as well as the toner coverage. Use this information to create comprehensive reports with just a few clicks. For added convenience, even management reports can be generated providing a helpful and comprehensive overview of the whole print environment – whether cost centres, devices or users – to see who is causing which costs. Another helpful feature of YSoft SafeQ are green reports to show the effects that your print savings have in terms of reduced usage of timber, water and lower CO<sub>2</sub> levels. Reports can be on a yearly, quarterly or monthly basis and can include your company logo. They can easily be exported to various file formats for convenient sharing, such as PDF, HTML or DOC.

\* requires YSoft SafeQ Scan Management

## ▀ Features

- **Monitoring and reporting:** Automatic or on-demand reports of all print, copy and scan\* operations in the whole network
- **Green reports:** These track and outline the positive environmental impact of print savings, such as the natural resources saved
- **Management reports:** They provide a compact overview of the print infrastructure
- **Custom reports:** You can choose from a wide variety of parameters to adapt reports to your own needs



# EASY CHARGING WITH PAY-PER-PRINT

Institutions in the educational environment, such as universities, public libraries and similar organisations, have to offer printing, copying and scanning facilities but obviously need to charge users for these services.

- You have to prevent reliably any user from printing, copying or scanning without paying for it.
- You need to allocate individual price tables to different user groups.
- You want users to be able to pay money into their account via online payment (PayPal) as well as via notes and coins.

This means that students, lecturers and other staff as well as general users have to have a personal account enabling them to use the print service and pay for it. It allows different user groups to be charged varying prices for prints, scans and copies, or not to be charged at all. Staff members, for example, would naturally get their user accounts replenished without actually paying for it, while students and outside users would need an easy means of depositing money in their account. For convenience, users would expect to use only one account and a single card for all available services within an organisation, for example a university campus. Typical benefits include:

- Reduced administrative efforts despite increased flexibility: easy allocation of individual price plans to different users, cost centres and/or output devices.
- Time savings and enhanced user convenience with the flexible recharging of accounts, even online at any time from anywhere.



## ▀ The solution: YSoft SafeQ Chargeback

YSoft SafeQ Chargeback allows users conveniently to deposit money into their existing accounts, which they also use to purchase services throughout the entire organisation, for example a meal or a coffee in the university cafeteria. Users benefit from a whole range of managed print services, including a convenient pay-per-print service as well as releasing jobs securely at any printer in the network.

Different top-up options are available with YSoft SafeQ Chargeback:

- **Staff cash desk:** Users walk up to a cash desk and pay money to the operator, who credits the user's account with the amount.
- **Self-service top-up:** This involves a YSoft Payment Machine, which the user has to feed with bills and coins.
- **Online recharge:** Users can reload their account via PayPal.

## ▀ Features

- **Individual charging:** Based on the applicable price plan, users are automatically charged the calculated price for printing, copying, scanning
- **Multiple price lists:** Different price plans can be created and applied to different users, cost centres, devices and/or print jobs
- **Various recharging options:** Convenient recharging alternatives for user accounts, online as well as offline, with cash payments
- **Integral accounting:** Students and other users can use the same credit account for printing and copying that they use for other chargeable university services

# COMPREHENSIVE SCANNING FOR CONVENIENT SHARING & DISTRIBUTION

In addition to printing, accounting and allocating documents, a further important aspect of comprehensive document management is scanning. In most environments, such capabilities are vital these days to increase the efficiency of document workflows.

- You want to track and allocate all scan activities in the same way as for print jobs.
- You want users to be able to scan documents directly to an e-mail or their home folder to facilitate instant distribution.
- You expect an easy means of adding metadata to scan files in order to streamline the further processing of documents and data.

Scan workflows help organisations automate their document processes; in particular, an efficient and comprehensive scanning functionality facilitates the distribution and sharing of documents throughout an entire organisation.

You and your staff benefit from:

- Streamlined everyday office routines with increased efficiency from setting up customised scan workflows.
- Improved convenience and enhanced user experience with easy-to-use, time-saving One-Click-Scan: scan workflows are started with a single click.



## ▀ The solution: YSoft SafeQ Scan Management\*

YSoft SafeQ not only lets you manage and keep track of all printing operations but also extends this functionality to all scanning operations. The YSoft SafeQ Scan Management module provides advanced scanning features, such as One-Click-Scan, Scan-to-Home folder, Scan-to-Email as well as the creation of individual scan workflows based on specific devices, locations, users, roles and departments. And in case this functionality still does not cover your specific requirements, there is also the Scan-to-Script function, with which certain workflows can be automatically performed.

\* requires YSoft SafeQ Authentication

## ▀ Features

- **Predefined scan destinations:** Scan with one click to the user's home folder or e-mail account
- **Customised scan workflows:** Individual scan operations can be defined and automated
- **Scan monitoring:** Besides print and copy jobs, also scan jobs can be tracked and charged for





# SAVE MONEY WITH INDIVIDUAL PRINT RULES

**Rule-based Printing is essential for enterprises that expect to manage their print infrastructure efficiently, with the aim of significantly reducing the overall costs of printing.**

- You need to reduce the cost of printing by controlling what and how users are printing.
- You want to avoid printing in colour to reduce toner costs.
- You don't want every e-mail to be printed or, if this is unavoidable, you want to restrict printing to black and white.
- You expect your staff always to print duplex and you only want certain users to be able to produce single-sided prints.

Business environments benefit from the option to set up different print rules that enforce efficient and economical printing and apply to individual users, different user groups or entire departments. Such print rules are likely to relate to the user's job role or department, so that the user might be allowed to print in full colour or single-sided, for instance. Specific environments may even need to control paper formats, document types or the maximum number of pages per job. It is of course also possible to specify particular output devices or time periods during which a user would be allowed to print. Resulting benefits include:

- Efficient reduction of overall print costs by applying specific print rules, such as limitation to monochrome printing, etc.
- Use of the entire printer fleet to capacity by strict allocation of print jobs to suitable devices, i.e. large print jobs to high-volume printers.
- Enhanced document confidentiality with automatic watermark imprints in documents with sensitive or critical content.

## ▀ The solution: YSoft SafeQ Rule-based Printing

YSoft SafeQ Rule-based Printing is the right module to reduce print costs quickly, reliably and efficiently. You have got the choice of a broad set of different user roles that can be allocated to individual users or user groups. YSoft SafeQ then applies the corresponding rules to all incoming print jobs from that particular user or user group; jobs will only be printed as long as they meet the rule conditions. Any print job that does not match the defined conditions is rejected, with the user receiving a corresponding message. This functionality makes YSoft SafeQ Rule-based Printing a perfect tool for you to get your print costs under control.

## ▀ Features

- **Predefined print rules:** Individual print rules can be allocated to specific users, roles and departments, with the relevant print rules applying automatically as soon as a user authenticates and starts to print
- **Watermark protection:** Watermark imprints increase the confidentiality of documents with sensitive content
- **Automatic notification:** If a user sends out a print job that does not comply with the adjusted rules, the user will be notified accordingly

# FLEXIBILITY AND EFFICIENCY FOR YOUR MOBILE WORKFORCE

Today's flexible and innovative working environments are no longer limited to the workstations installed in the office. Office workers increasingly use their mobile devices also for their work tasks.

- You want to enhance the printing flexibility of your staff, especially that of sales staff who travel a lot and need to print in any of your company's branches.
- You and your employees have to be able to print in different locations at short notice, for example last-minute documentation for essential meetings.
- Enhanced mobility and flexibility thanks to the independence of the user's workplace increases the overall efficiency and productivity.
- Maximised convenience and ease of use with e-mail submission and web upload of print jobs – time-saving and highly efficient, as no App is required on client devices.

As soon as you let your staff "go mobile", for example by providing them with smartphones or tablet PCs for work use, their requirements include mobile printing. By granting this, you enable your employees to submit print jobs at any time, no matter where they are. When they eventually access the printer, they can process their documents straight away. And if mobile users do not depend on Microsoft Office or LibreOffice, this makes the mobile functionality even more attractive and cost-efficient for you. Typical benefits include:

- With the option to submit print jobs from anywhere at any time, users gain the freedom to work wherever they prefer.

## ▀ The solution: YSoft SafeQ Mobile Print

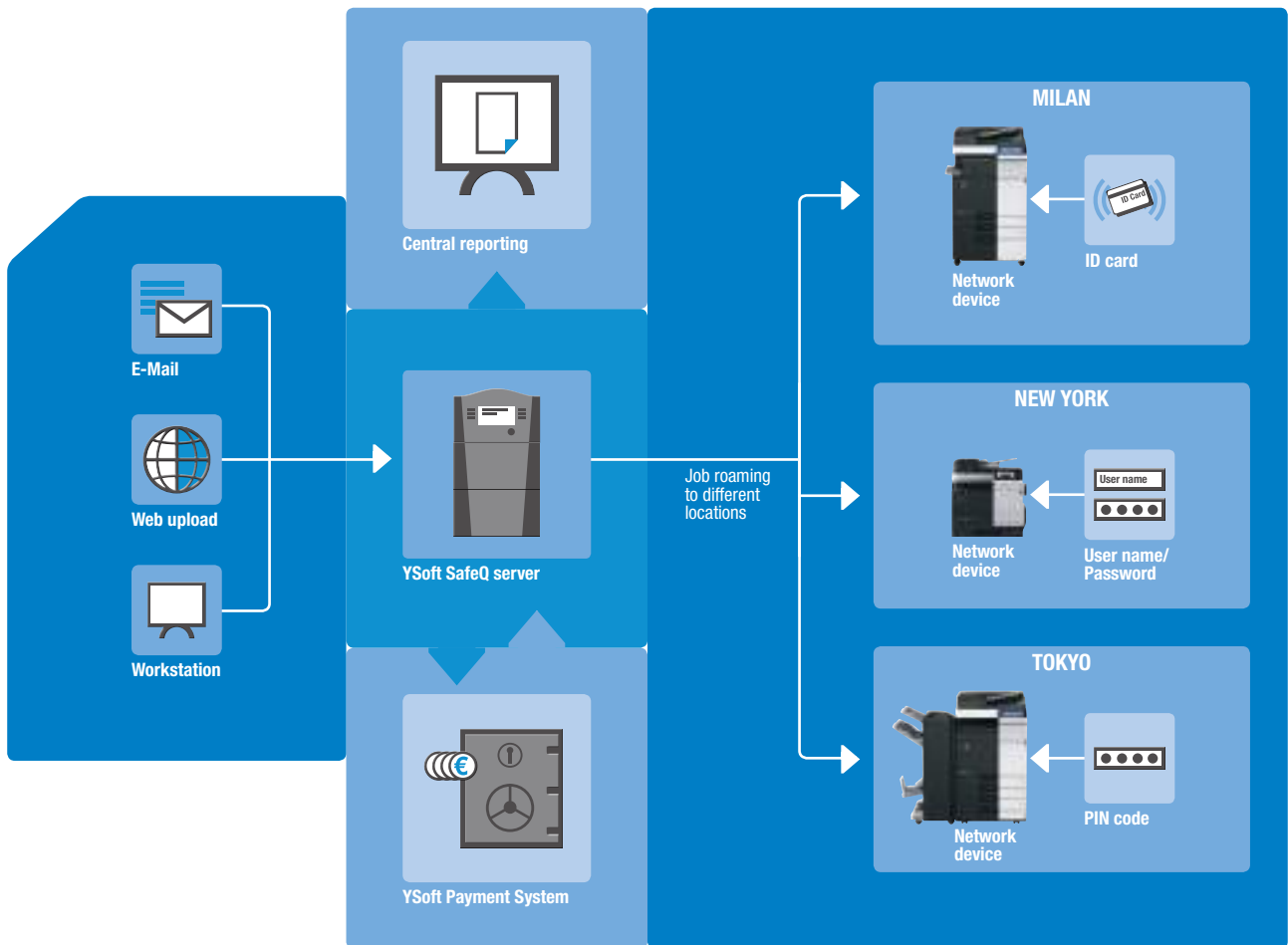
YSoft SafeQ Mobile Print offers you all the benefits of today's modern and mobile work style: Start printing from anywhere at any time and pick up your documents when you need them at the printer of your choice. Thanks to the built-in document converter, MS Office or LibreOffice are no longer required, which means extra cost savings for you. YSoft SafeQ Mobile Print can provide a maximum of flexibility and efficiency and free users from only printing from a workstation.



## ▀ Features

- **Mobile printing:** Increased flexibility and productivity by printing from mobile devices
- **Flexible document submission:** Via e-mail or web upload
- **Document conversion:** The implemented document converter makes Microsoft Office and LibreOffice obsolete

# WORKFLOW



**– Output Management**

Provides central management of print queues and their properties in order to balance print loads and direct output based on corporate print policies.

**– User & Cost Management**

Enhanced print cost transparency is easily achieved with the central management and budget control of workgroups and cost centres.

**– Security**

With the easy definition of clear user access rules and the central tracking of user activities, the risk of uncontrolled access to company equipment and confidential corporate data is minimised.

**Konica Minolta's application portfolio consists of twelve categories. To find out more about the additional categories and the full range of applications, please scan this QR code.**



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