# SHARP

## Be Original.

# Information Sharing and Collaboration Support for Small Workgroups



**Collect, Store**

**Edit, Modify**

**Organise, View**

**Print, Distribute**

| Sharpdesk | Network Scanner Tool | Sharpdesk Composer |
|---|---|---|

Digitise paper documents and manage them along with other file data

Enjoy intuitive control with simple drag-and-drop operation

Use built-in tools to improve workflow and streamline operations

# Ideal Document Management Software for Offices Aiming to Synergise Their Workflow

Sharpdesk is a comprehensive document management solution that allows you to seamlessly handle computer files as well as scanned documents and images. Using Sharpdesk's intuitive drag-and-drop interface, you can collect, store, organise, view, edit, modify, print, and distribute documents within a single application. It can be smoothly integrated with an MFP, a file server, or both. This allows departments and teams to use it as a simple workflow application that facilitates information sharing and collaboration. Sharpdesk promises to revolutionise your business.
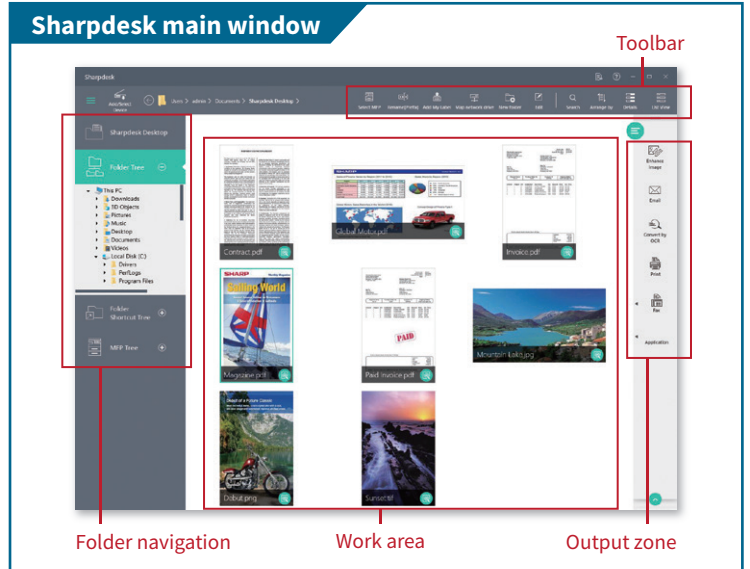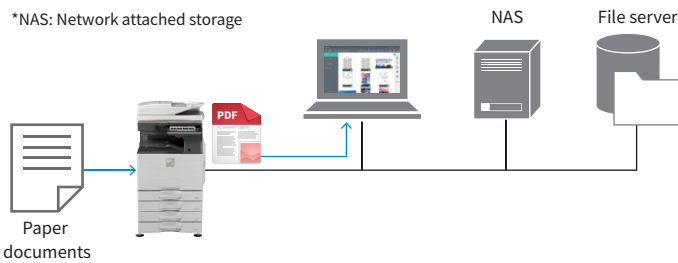
## Collecting and Storing

### Digitise paper documents and manage them along with other file data

Sharpdesk streamlines the scanning and filing of paper documents. Allocating space on a network drive allows you to find, edit, and modify files stored in shared folders—whether they're on a file server, a NAS*, or your own computer.
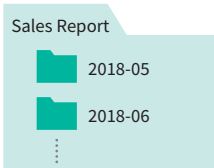
*NAS: Network attached storage

Paper documents → NAS → File server

### Sharpdesk main window

Toolbar

Folder navigation · Work area · Output zone

## Document Organising and Viewing

### Automatic Scheduled Backups

Documents can be automatically sorted into location-specific folders. Within these folders are automatically created subfolders corresponding to the year, month, day, or hour the document was scanned.

Sales Report
- 2018-05
- 2018-06

### Simple File Renaming

With the Rename [Prefix] and [Postfix] functions, a character string can be appended at the beginning or end of a file name. Without opening a file, you can confirm its content or status by looking at its file name.
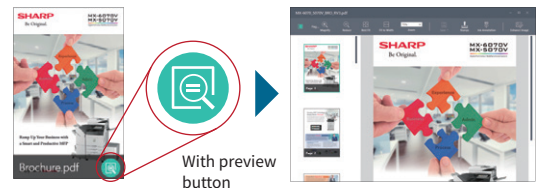
**Example of Rename [Prefix]**

- Original file —— Order_001.pdf
- A: Delivery —— Delivered_Order_001.pdf
- B: Delivery confirmed —— Confirmed_Delivered_Order_001.pdf

### Thumbnails and Previews for Easy File Identification

Thumbnails of scanned images and computer files can be displayed to make it easier to check and organise files. Files can be quickly previewed to verify their content without opening them*.
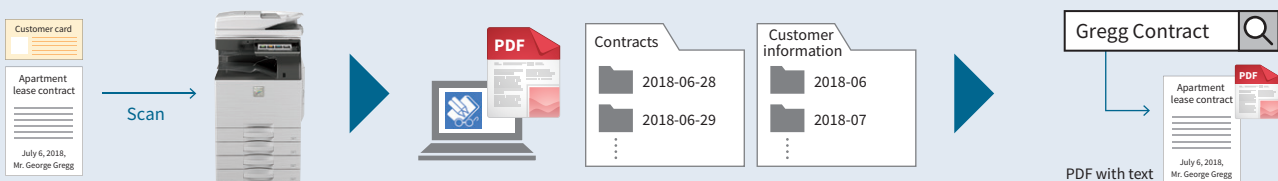
* Software supporting each file type must be installed in order to use this function.

Brochure.pdf

With preview button

## Sharpdesk Case Studies

### Digitally store contracts, customer cards

- Contracts, customer cards, and the like can be scanned, processed via OCR, and stored digitally. Scans of contracts and customer cards are stored in their respective folders inside subfolders created at the time of scanning.
- The content of contracts and the names, addresses, and contact information in customer cards can be used in customer databases. Information necessary for business activities can be found quickly by searching for renewal dates, birthdays, family information, purchase histories, and so on. This can be extremely useful when planning day-to-day operations.

Customer card
Apartment lease contract
July 6, 2018, Mr. George Gregg

Scan

Contracts
- 2018-06-28
- 2018-06-29

Customer information
- 2018-06
- 2018-07

Gregg Contract

Apartment lease contract
July 6, 2018, Mr. George Gregg
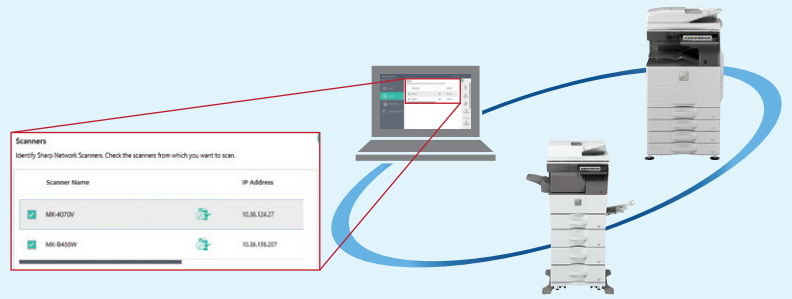
PDF with text

**1** Scan on a Sharp MFP

**2** Scans are converted into PDFs with text and saved into related folders

**3** Text search lets you quickly retrieve what you're looking for*

*Full-text search of a PDF file requires installation of Adobe® PDF iFilter.

## Easy MFP Integration

With Sharpdesk or the Network Scanner Tool, it's easy to find Sharp MFPs connected to the network. You can use checkboxes to select MFPs and a scan destination. You can set scan parameters for all of the MFPs at once. And you can view documents (such as faxes) that are stored on any of the MFPs. Take advantage of the seamless working environment you get through the synergy of Sharp software and MFPs.

**Scanners**
Identify Sharp Network Scanners. Check the scanners from which you want to scan.

| Scanner Name | IP Address |
| --- | --- |
| ☑ MX-4070V | 10.36.124.27 |
| ☑ MX-B455W | 10.36.139.207 |

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## Document Editing and Modifying

Sharpdesk allows you to straighten misaligned PDFs and image files and ensure that all pages are correctly oriented. Files can be stamped with an original image or with common terms such as "Confidential" or "Approved." The annotation function lets you insert text, handwritten comments, and highlighting before you save the file.

**Example of using annotation and a stamp**

SHARP
Be Original.
MX-6070V
MX-5070V

Confirmed

Change color of puzzle piece next print time

**Ink annotation**

Highlighter
More Colors
OK   Cancel

**Examples of stamps**

APPROVED    TOP SECRET
CONFIDENTIAL    PAID
TENTATIVE
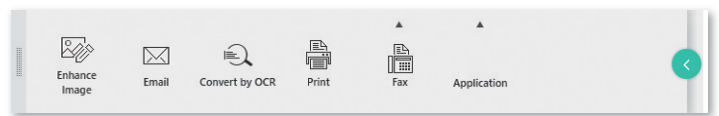
---
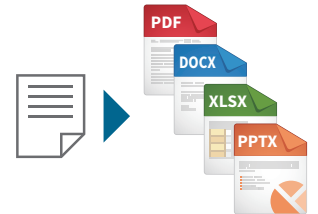
## Document Printing and Distribution

### Documents can easily be faxed or emailed

Selected documents can be faxed by PC-fax, attached to emails, processed via OCR, or printed by simply dragging and dropping them onto the appropriate icon in the output zone. You can also register extra optional applications.

Enhance Image | Email | Convert by OCR | Print | Fax | Application
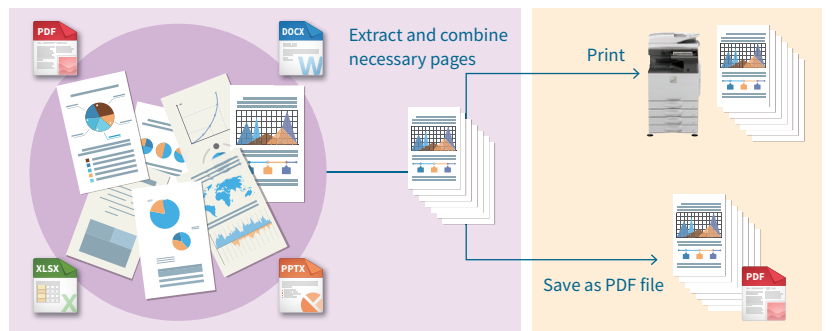
### High-performance OCR

Scanned images and text extracted and converted from existing files can be saved as a PDF or Office Open XML (DOCX, XLSX, PPTX) file. Built-in dictionaries support 193 languages, including English, Spanish, and Malay. These can be supplemented by customised dictionaries containing proper nouns added by users to improve character recognition.

PDF  DOCX  XLSX  PPTX

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## Combining Pages Using Sharpdesk Composer*

Use Sharpdesk Composer to combine documents in different file formats and then edit and output them as a single file. For example, pages can be extracted from Microsoft Word, Excel®, and PowerPoint® documents and then combined, rotated, sorted, printed, and saved as a PDF file. There's no need to launch multiple applications and cut out or copy numerous pages. It's a great way to streamline your workflow.

*Software supporting each file type must be installed in order to use this function.

PDF  DOCX  XLSX  PPTX

Extract and combine necessary pages
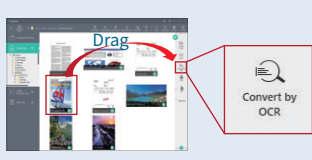
Print

Save as PDF file

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## Convert scanned documents into text files

Seminars, exhibitions, and trade shows typically generate plenty of materials—paper documents, pamphlets, PDFs, and so on. Often you'll want to use some or all of that content in a new document. With Sharpdesk, it's easy to create a digital version of text from a PDF or from printed material using optical character recognition (OCR). This function instantly creates a searchable PDF or editable Office Open XML file.

**Paper Document**

Scan

**Data File**
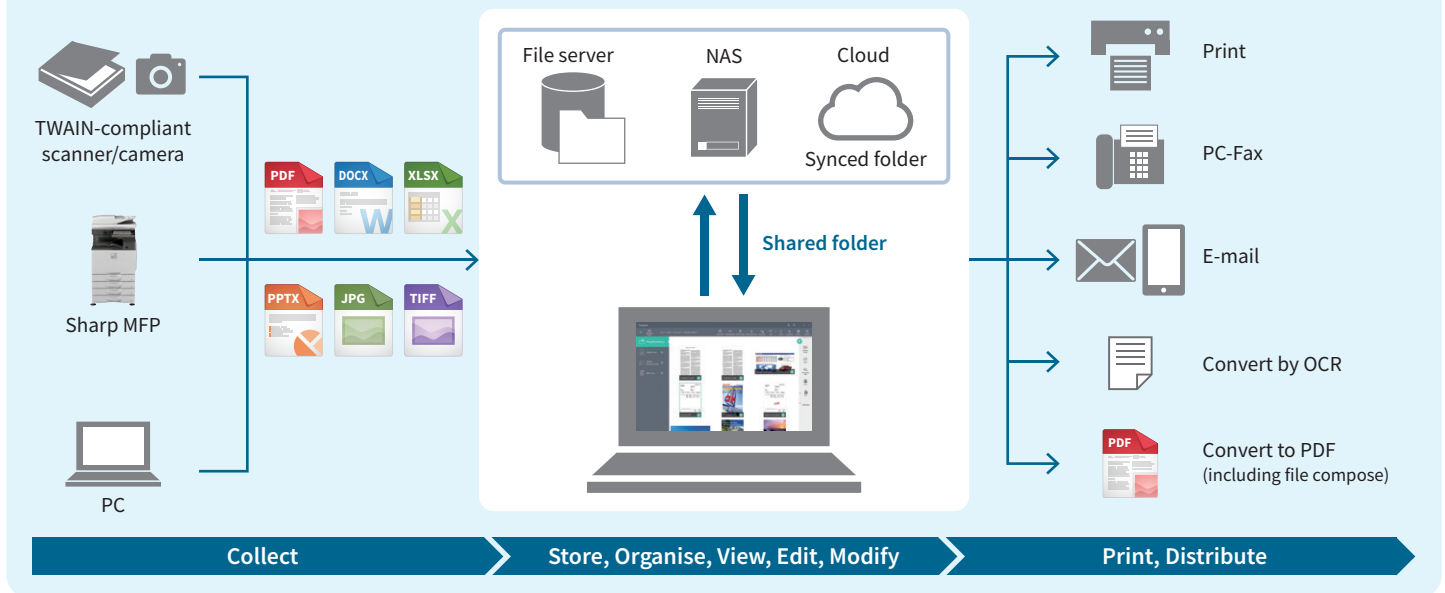
or

Drag

Convert by OCR

1 • Scan the document on a Sharp MFP

• Select the file in Sharpdesk and drag it onto the "Convert by OCR" icon

2 Text is converted by Sharpdesk and saved as a searchable PDF or editable Office Open XML file

3 Edit file or prepare new document by using converted text

## Sharpdesk Document Workflow



| Collect | Store, Organise, View, Edit, Modify | Print, Distribute |

# Sharpdesk 5.1   Operating Environment and Specifications

| Sharpdesk Operating Environment | |
|---|---|
| CPU | 32-bit/64-bit PC equipped with 2 GHz or higher |
| Supported OS | 32-bit/64-bit  Windows® 7, Windows® 8.1, Windows® 10 |
| Memory | 4 GB or more |
| Hard drive | 2 GB or more required |
| Graphic effects | 128 MB or higher of video memory, supports DirectX®11 |
| Others | • 10Base-T/100Base-TX/1000Base-T Ethernet connection is required for network scanner tool<br>• TCP/IP protocol installed<br>• Internet connection is required to activate or deactivate license<br>• .NET Framework 4.6 or later is required to run Windows 7 or Windows 8.1 |

| Specifications | | |
|---|---|---|
| Input methods | | Sharp MFP with Network Scanner System, TWAIN-compliant scanner/camera, files on PC or server (image and document data) |
| Management | | Folder: tree            Document: thumbnail, preview file format icons |
| Viewing | | Thumbnail, preview |
| Thumbnail / preview displayable file | | PDF*, Microsoft Office files (DOCX , XLSX , PPTX, DOC, XLS, PPT)*, XPS, RTF, TXT, BMP, JPEG, PNG, GIF, TIFF, SDF (Composer file format)<br>*Requires installation of relevant application. |
| Document operations | | Open, copy, paste, rearrange, combine, rotate, move, delete, print, email, search (some operations are not supported) |
| Page operations | | Copy, crop, paste, add, move, delete, de-speckle, straighten page |
| Annotations | | Freehand drawing, highlighting, notes, and custom stamps* are added directly onto PDF, BMP, JPEG, PNG, and TIFF files.<br>*The following image files can be added as a custom stamp: BMP, JPEG, PNG, TIFF. |
| Search | | Use Search function applied to OS (Full-text search of a PDF file requires installation of Adobe PDF iFilter.) |
| Supported languages | | Japanese, US English, British English, German, French, Italian, Spanish, Dutch, Swedish, Russian, Simplified Chinese, Traditional Chinese |
| Output methods | | Print, e-mail (Composer files are converted to PDF), fax, OCR |
| OCR | Input formats | TIFF, PCX, DCX, BMP, JPEG, GIF, PNG, Adobe® PDF, JPEG2000, XPS |
| | Output formats | Adobe PDF, PDF/A-1a, PDF/A-1b, PDF/A-2a, PDF/A-3a, OOXML (DOCX, XLSX, PPTX), RTF, text, text with commas |
| | Selectable languages | 193 languages |
| | User dictionary | 40 languages |

| Model Name | |
|---|---|
| MX-USX1 | Sharpdesk 1-License Kit |
| MX-USX5 | Sharpdesk 5-License Kit |
| MX-US10 | Sharpdesk 10-License Kit |
| MX-US50 | Sharpdesk 50-License Kit |
| MX-USA0 | Sharpdesk 100-License Kit |

• Latest OS version with minor updates after release may not be compatible with some versions of Sharpdesk.
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