



ACCUSENDER  
SHAREBASE®

## FAST, SIMPLE CLOUD-BASED DOCUMENT SHARING.

In every organization, collaboration with colleagues, customers, clients and partners requires sharing of documents. Project teams share marketing plans. Sales reps share product brochures. Accountants share tax forms. Whether those files are transmitted internally or externally, having a fast, simple document capture and routing system is critical; responsive employees are the backbone of every successful business.

### Enhanced efficiency & productivity

Kyocera's AccuSender ShareBase is a tool that empowers employees by automating document sharing processes. Designed as a private cloud-based enterprise file synchronization and share (EFSS) solution, AccuSender ShareBase works by enabling you to access your [ShareBase by Hyland](#) account from a Kyocera multifunctional printer (MFP).

This seamless integration with ShareBase enhances organizational efficiency and increases productivity on every level by transforming the MFP into a convenient scan hub. With information instantly accessible, employees and stake-holders make better-informed decisions.

### Intuitive operation

From the MFP color touch screen, authorized users scan hardcopy documents and route them to a designated folder location and email recipient(s). Email addresses are selected from your corporate or MFP address book or entered manually. Email recipients receive a link for secure file download.

### Leveraging the cloud

Your IT department simply selects a secure Hyland data center strategically located around the globe. AccuSender ShareBase routes scanned files to that repository, enabling users to access their ShareBase account, around the clock.

### Process improvement, reduced costs

With exceptional ease of use, robust security and scalable platform, AccuSender ShareBase delivers immediate business process improvement (BPI). Indeed, this innovative solution fully leverages existing technology to bring newfound productivity and information security to the digital workplace. In doing so, AccuSender ShareBase reduces top- and bottom-line costs as you streamline the processes that impact your most valuable asset – information.



#### Highlights:

- Card swipe login for quick access; single sign-on support
- Scan-to and print-from user Document Groups
- Share a link with email recipients
- Search for documents inside Document Groups
- Set PDF password protection and/or expiration date
- Import and export settings to easily configure multiple installations
- Support for LDAP and MFP address book look up

Take control of document-intensive workflows with AccuSender ShareBase, an easily-deployed app that transforms your Kyocera MFP into a powerful file sharing hub.





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## The many benefits of moving to a cloud-based document sharing platform...



### Increase operational efficiency

- Fully leverages your ShareBase software and Kyocera hardware investments.
- Software as a Service (SaaS) platform reduces IT staff burden; no server hardware needed.
- With global support, you chose the region and data center where content resides.
- Requires little to no user training.
- Mobile workers can access ShareBase 24/7.



### Boost office productivity

- Enables better day-to-day management, security and accountability in document sharing processes.
- Facilitates collaboration for faster project completion.
- Workflow automation delivers business process improvement (BPI) by streamlining routine tasks.



### Enhance information security

- You maintain ownership and admin rights to all content.
- Content is protected from unauthorized access by encryption keys unique to your organization.
- Added levels of security can be applied, e.g., password protection and expiration dates.
- Admin has tight control over who can share externally.
- Rights and permissions can be assigned from folder to document level.
- Disaster recovery; all content is backed up in the chosen data center, with no co-mingling of data.
- User authentication, audit trail and file encryption supports regulatory compliance initiatives.

### System Requirements:

- HyPAS-enabled or HyPAS-capable Kyocera MFP
- ShareBase Software User License
- AccuSender ShareBase

**Note:** For additional details, please refer to the KYOCERA AccuSender ShareBase Setup and Operation Guide or contact an authorized dealer.

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