



PaperCut™

PaperCut MF

New feature release:
Scan Archiving

March 2025

 PaperCut™
MF | 24.1



Securely **store, manage, and monitor** your scanned documents and their metadata with **Scan Archiving**

tl;dr Problem > Solution > Benefit



Scan data is typically short-lived, and after a user has finished a scan job, the scan job content is lost



Save and archive scan jobs for a defined period of time, and interactively view what has been scanned



Scan Archiving helps to improve print management by enhancing security, compliance, and oversight of scan data



What's coming?

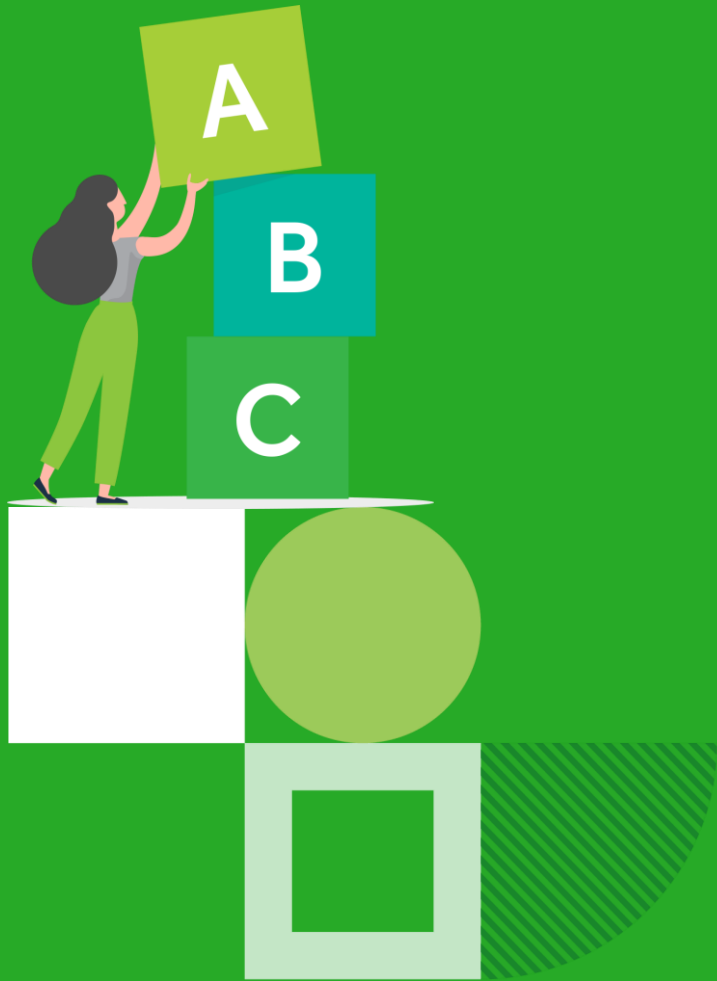


- A new Scan Archiving functionality for PaperCut MF
- This functionality mirrors Papercut MFS existing [Print Archiving](#), and allows for secure storage, management, and monitoring of scanned documents and their metadata



What does this mean?

- Store a historic record of all scanned content, limited only by available storage space
- Download past scan jobs interactively in the browser
- Control which administrators have access to view or remove archived content
- Download the original scan file and metadata files
- Remove archived data from the system and disk
- Move older archives to external storage, such as offline backup or offsite cloud repository, for long-term data retention
- Enable or disable scan archiving on selected printers, devices and users



What Scan Archiving is





Scan Archiving



What it is



Who cares

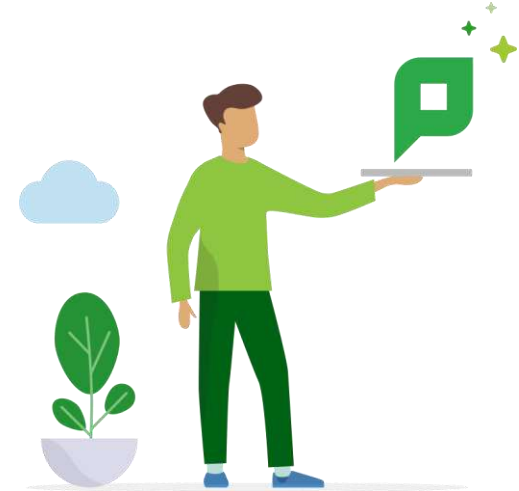


Why is it exciting?



How it works

- Scan Archiving enables the archiving of scan jobs for data loss prevention and provides historical records and reporting
- It allows administrators to maintain a complete record of all scanned documents
- It is a mirror of Papercut MF existing [Print Archiving](#) functionality





Who cares about Scan Archiving?





Scan Archiving



What it is



Who cares

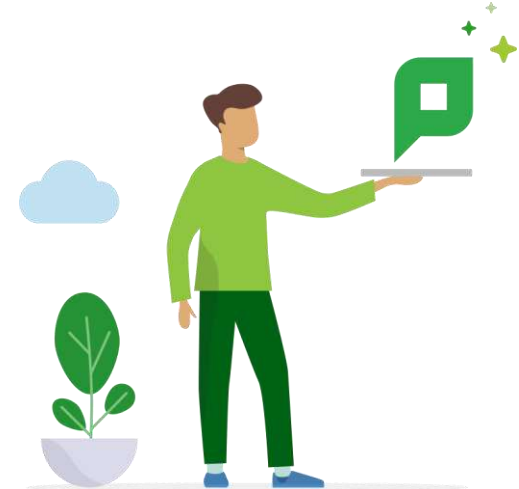


Why is it exciting?



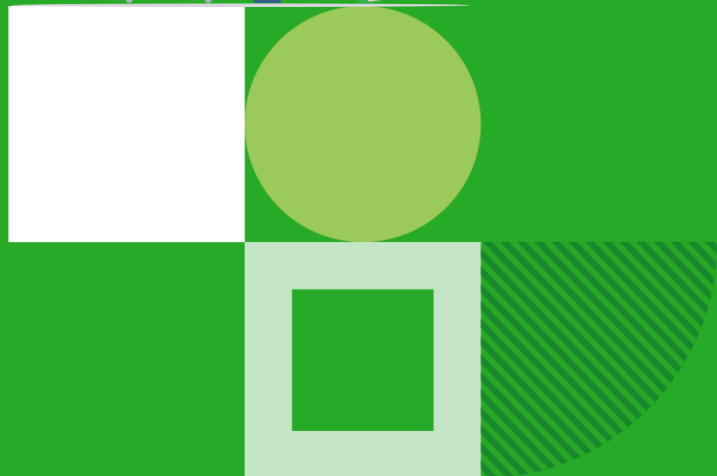
How it works

- PaperCut Admins can have oversight of what might be leaving the business - think secure blueprints, legal documents, customer lists etc
- Our customers and resellers are already familiar with the way our print archiving feature works, so we want to replicate the exact same format but with scan documents and any metadata associated with the scan
- Scan Archiving will enable our partners to address the concerns of security-conscious customers who are focused on data loss prevention, which will bring greater value and satisfaction to existing PaperCut MF customers and prove a compelling selling point to prospective customers





Why is Scan Archiving exciting?





Scan Archiving



What it is



Who cares

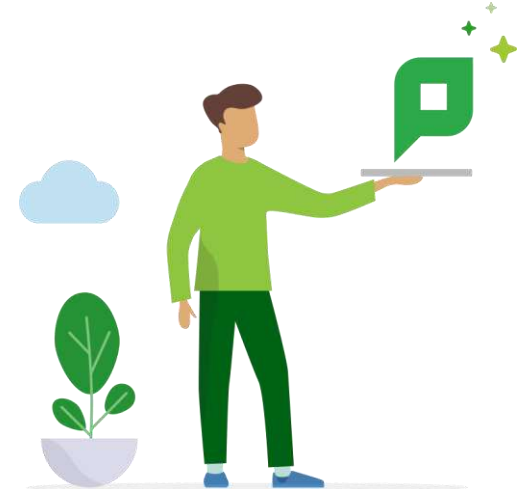


Why is it exciting?



How it works

- Enhanced security and compliance: keep a secure, auditable record of all scanned documents, including sensitive materials, ensuring compliance with organizational policies and regulations.
- Improved oversight: gain visibility over what documents are scanned and where they are sent, providing better control over data management.
- Advanced document processing: Leverage integrations with external tools for added capabilities such as keyword alerts, AI-based categorization, and monitoring of sensitive content, helping organizations protect their data and mitigate risks.





Scan Archiving



What it is



Who cares

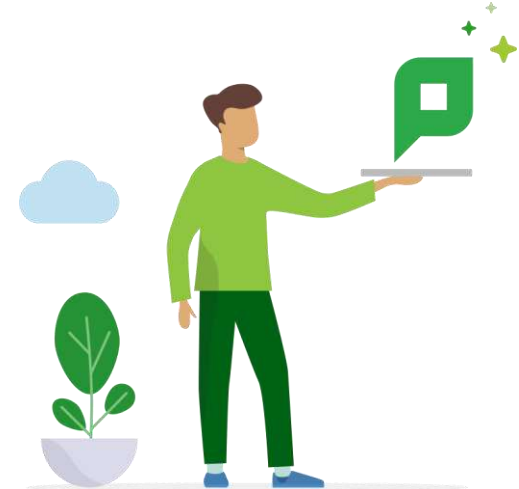


Why is it exciting?



How it works

- Fleet optimization: Inspecting a sample of scan jobs held by Archiving can help inform key resource decision-making. For example, is the inkjet photo printer being used to scan photos? Should it be replaced with a more appropriate device for color text document output, such as a laser printer?
- Identify misuse and abuse of printing policies: Scan Archiving allows a system administrator to remotely monitor not only the volume of scanned pages, but also the content. Isolated and unsupervised printers are no longer open to rampant abuse, as administrators can now review scanned documents on demand





How Scan Archiving works





Scan Archiving



What it is



Who cares?



Why is it exciting?



How it works

Scan Archiving

Scan Archiving allows administrators to preview and retrieve scan job content. Jobs are archived for a period of time. Archiving can be useful for auditing and security.

Note: Once enabled, archiving can be disabled at the device, user or scan action level.

[More Information...](#)



Enable Scan Archiving

Status

Free space: 277.2 GB

Archive path: C:\Program Files\PaperCut MF\server\data\archive-scan

[Refresh](#)

Size management

Keep jobs for up to:

30 days

Stop if free space falls below:

2000 MB

Synchr

Assign

Backup

Config

