

# SHARP

CLOUD PORTAL OFFICE



CREATED IN LONDON.  
APPROVED IN BERLIN.  
LAUNCHED WORLDWIDE.

# Connected Business

Good connections create brilliant teams **/This is Why**  
business is better with Cloud Portal Office.

## Top teamwork delivers superior results /This is Why businesses perform better with Cloud Portal Office.

Every business relies on teamwork. But what if you could supercharge your teams by giving them secure, on-demand access to every piece of information they need, wherever they are?

Imagine being able to create, access, control and share all the documents you need from a smartphone, Multifunctional Printer (MFP), laptop, tablet, PC - or even from an interactive whiteboard in your meeting room.

Now you can. All you need is Sharp Cloud Portal Office.

Cloud Portal Office can scale from an invaluable workgroup tool right the way up to a much larger enterprise-wide system. Start small or think big - it's your choice.

### Global is the new local

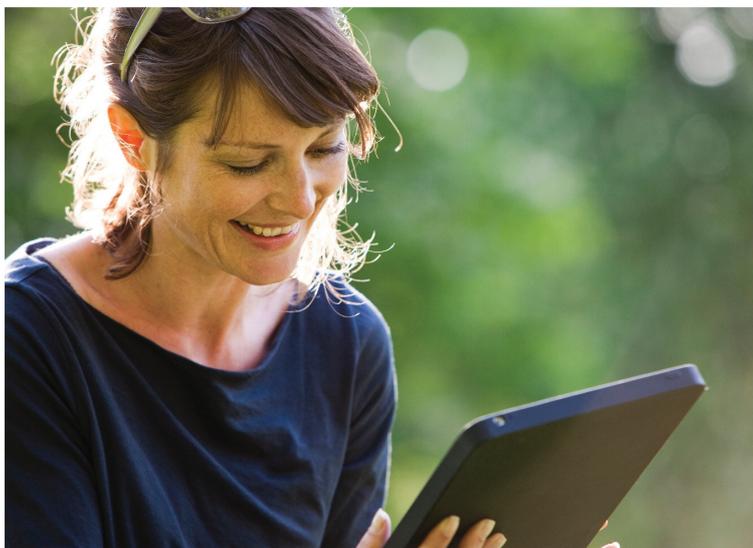
Picture this: you have a pan-European product launch. Budgets have been allocated and briefing documents prepared. The messaging and media plan has been created in London.

Your Berlin office has overall responsibility for the European roll out but the countries are taking care of localisation. The launch is being synchronised with similar events in the USA and Japan. It's complicated, expensive and critically time-sensitive.

No problem.

Cloud Portal Office gives all of your product management people, sales and marketing teams, event organisers, legal experts, budget holders, *everyone*, the ability to access and share the latest version of every document.

There are no doubts, there's no confusion and nothing is mislaid. Just instant, online access to everything, wherever you happen to be.



INSPIRATION IN THE PARK.  
IMPLEMENTATION IN THE OFFICE.

## Information fuels efficiency /This is Why you need Cloud Portal Office at the heart of your office.

Cloud Portal Office lets you access your documents directly from your Sharp MFP\*. If you want the latest version of a file, for example, just walk up, log on, browse and print. It's all there, ready and waiting.

Multiple copies are just as easy. All of the MFP's functions, including double-sided printing and all of the collating, stapling, hole punching and other finishing options, are readily available. The fact that the documents are in the cloud, rather than on a local network server or your laptop, is irrelevant.

Of course, sometimes you'll want to store documents in the cloud, too. Again, simply log on and you can scan your documents directly to the cloud directory of your choice.

With the right MFP\*, the single-step scanning and indexing of large batches of documents is just as easy. Just load them up, press the button, and let the MFP do the rest.



### Cloud Portal Office in action

One of your regional sales managers wins a major contract. He scans it at the MFP and, with the touch of a finger, it's available to your Manufacturing, Legal, Production and Finance Departments.

Everyone who needs it has instant access. They can add their own input and the whole process - from receiving the contract to fulfilling it - becomes faster and more efficient.

\* MFP must be enabled with Sharp OSA 4.0 or above.

## Closer collaboration inspires creative thinking /This is Why the best teams connect with Cloud Portal Office.

Sharp's BIG PAD interactive whiteboard connects to Cloud Portal Office just as effectively as our MFPs. So if you're in a meeting and want to really put the power of teamwork to the test, you can.

With BIG PAD you can display presentations and other documents in a format that's big enough for everyone in the room to see. Simply select your file, drag it to the whiteboard and open it up.

You won't have to fiddle with connectors and cables, and no one needs to bother with laptops or memory sticks. If it's in Cloud Portal Office, it can be in your meeting.

Use the BIG PAD's touchscreen technology to capture everyone's ideas by adding notes and comments in freehand before saving it all in a new document and securely storing it in the cloud.

Meeting notes can be created and shared in an instant - even with colleagues in a different country - and anything that's on-screen can be preserved as a PDF.

Use laptops, mobiles and tablets to contribute even more information, and you'll quickly come to realise that this is brainstorming at its best.



CONTRACT WINNING IDEA IN BERLIN.  
PRESENTED ON BIG PAD IN MUNICH.



### Cloud Portal Office in action

You're planning a new product launch. Colleagues from Marketing, Sales and Product Management gather in the board room with senior executives from your distributors.

You log into Cloud Portal Office and load the presentation on to the whiteboard. Product Management explains the roll out, Marketing announces a kick-off promotion. Your regional sales managers confer with your distributors and initial stocking levels are negotiated.

Everything's agreed. It's all been recorded but it remains confidential. Everyone's ready for a smooth and successful launch.

Tomorrow, you can share parts of the plan with a wider audience.

## Inspiration can happen anywhere /This is Why Cloud Portal Office supports you everywhere.

We all use smartphones. And tablets are commonplace. But Cloud Portal Office adds a whole new dimension to mobile working.

Anyone who has subscribed can use an Android or Apple iOS device to work on the move. What's more, a uniform design across every mobile platform means that everyone has the same experience regardless of which mobile device they're using.

There's no need to be in the office to keep in touch. And you can contribute your ideas wherever inspiration strikes: at home, on the road, from your hotel - anywhere. All you need is a mobile signal or connection and you can plug straight into the cloud.

Access, upload, download, manage and print files from your phone or tablet; create new folders, collaborate and share. Cloud Portal Office lets you take your team with you wherever you go.

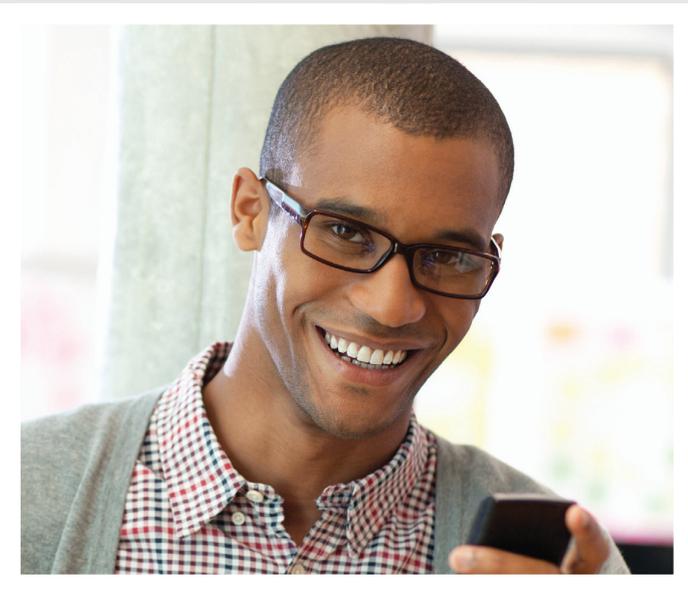
### Cloud Portal Office in action

You have a client meeting at 2.00pm. If everything goes right, you should be able to close the deal. Before you leave you make the final changes to your proposal and save it to the cloud.

En route, a colleague calls. The pricing has changed. You access the proposal from your tablet, update it with the latest information and save it in the cloud.

Browsing around, you notice that Marketing has created some new graphics and there's an updated competitive comparison. You copy everything to a new folder, ready to present to the customer.

A potential disaster has been neatly avoided. All your customer will see is the latest, most compelling information at your disposal.



WORKING ON THE MOVE.  
STAYING IN THE TEAM.

## Versatility drives growth /This is Why everyone should be connected to Cloud Portal Office.

Cloud Portal Office is a virtual information environment that brings everyone in your organisation together. It is the essence of versatility.

Look at it this way: anything you can store on a hard drive can also be stored in the cloud. And once it's in the cloud it's always available through Cloud Portal Office.

Plus, you can securely share your ideas and collaborate with others, safe in the knowledge that every team member has the most up to date versions, wherever they are and however they prefer to work. All they need is a PC or MAC and any standard web browser.

### Multi-platform convenience

Most people use a variety of computing platforms these days. So you'll be pleased to know that Cloud Portal Office lets anyone with a smartphone, tablet, laptop or home PC download, change and upload files to the cloud. All they need is a valid subscription.

What's more, you can set up automatic synchronisation between the cloud and your PC or Mac. So because file changes in one are mirrored by changes in the other, your whole team can work with the latest information regardless of how it's accessed.

SUDDEN INSPIRATION.  
SHARED IN AN INSTANT.



### Cloud Portal Office in action

You've spent the week working on a new project. Because you're using Cloud Portal Office, your timelines, budgets, research material, presentations, risk/benefit analyses and ROI projections are in the cloud.

It's Saturday morning. You suddenly realise that the timeline can't work. Fortunately, you can fix it in the cloud.

You log in with your laptop and access the file, which has already been synchronised. You correct the timeline, update the budget and ROI projections, tag it and save it.

Tagged files automatically notify people in the team that the content has changed, so you can be sure everyone is always up to date and working on the latest information.



## You can't take chances with security **/This is Why** Cloud Portal Office has industry-leading encryption and access control.

To the users, the cloud is everywhere. But if you care about maintaining security you'll be reassured that the servers we use to store your data are located only in Europe, free from routine governmental access.

All of your data is protected by access controls, powerful firewalls, state-of-the-art encryption technology and redundant fail-over systems. That means your data is always safe, always secure and always available.

As employees leave or take on different roles, you can manage user subscriptions, change access rights and increase the storage space at a moment's notice - all through a secure web page.

### Scale up or down whenever you want

One of the things that sets Sharp apart is that our products are already equipped for use with Cloud Portal Office. Opening the service to new users is simply a matter of granting them monthly subscriptions.

These automatically-renewing personal subscriptions give users instant access to Cloud Portal Office from any of the devices described in this brochure, via a single sign-on. And although you acquire them from Sharp or one of our authorised partners, they're managed solely by your own IT staff, who can monitor all activity through a clear audit trail.

CONNECTED PEOPLE.  
SHARED IDEAS.



# Specifications

## General

**Access options** Web browser (PC/Mac), Mobile Device (iOS/Android), MFP front panel, BIG PAD (with/without PenSoft Software), Desktop Sync Software

**Maximum number of connected devices** No limit for MFPs, BIG PADs, Mobile Devices, PCs (via browser)  
3 Desktop Sync clients per license

**Network speed incl. ADSL/Broadband (Mbps)** 5 (minimum)  
10+ (recommended)

**Upload file size (MB) (Max)**

Browser	300
Mobile app	5
MFP scan/Print app	250
BIG PAD/PenSoft	300
Desktop sync	300

**Download file size (MB) (Max)**

Browser	300
Mobile app	20*
MFP scan/Print app	250
BIG PAD/PenSoft	300
Desktop sync	300

## Supported Operating Systems

**Windows® PC**

Windows XP (32 bit)	Firefox (v14 or later) Chrome (v18 or later)
Windows Vista (32 bit)	Internet Explorer (v9 or later) Firefox (v14 or later)
Windows 7/8 (32 & 64 bit)	Chrome (v18 or later) Internet Explorer (v9 or later) Firefox (v14 or later) Chrome (v18 or later)

**Mac**

OSX (10.6 or later)	Safari (6.0.2 or later) Firefox (v14 or later) Chrome (v18 or later)
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**Mobile device** Apple iOS 5.0, 6.0 (and later)  
Android 2.3, 4.0 (and later) for smartphones and tablets

**Desktop sync** Windows 7/8 (32 bit & 64 bit)  
OS X 10.6 (or later)

## Security

**File encryption** Automatic encryption of all uploaded documents  
256 AES encryption

**Secure document transmission**

MFPs	SSLv3.0 / TLS v1.0 AES256-SHA1
Android apps	SSLv3.0 / TLS v1.2 AES256
Apple apps	SSLv3.0 / TLS v1.2 AES256
BIG PAD connector	SSLv3.0 / TLS v1.2 AES256
PC/Mac	Subject to user PC/Mac browser capabilities

## Supported MFPs

Sharp OSA 4.0 (or later) enabled cloud capable MFP

MX-AMX2

PostScript support (for printing PDFs)

## Print support at the MFP

**File formats** PDF, TIFF, JPEG, XPS

**Colour mode** Auto

**Print copies (Max)** 999

**Paper size** A4, A3, Auto, Legal

**Orientation** Portrait, landscape

**Fit to paper size** On

**Double sided printing** 1-sided, 2-sided (book), 2-sided (tablet)

**Staple** Yes

**Punch** Yes

**Offset** Yes

**Collate** Group, sort

## Scan support at the MFP

**File formats** PDF, TIFF, JPEG, Encrypted PDF, PDF/A, XPS

**Scan preview** Yes (10.1" panels and above)

**Name file option** Yes

**Scan resolution (dpi)** 100, 150, 200, 300, 400, 600

**B/W compression** None, MH, MMR, JPEG colour compression ratio default will be "medium"

**PDF password entry option** Yes (if encrypted PDF file type selected)

**Send size** A4, A3, Auto, Legal

**Double-sided scanning** 1-sided, 2-sided

**Exposure mode** Text-print-photo, print photo, photo, map

**Exposure level** 0 (Auto), 1, 2, 3, 4, 5

**Job build option** Yes

**Blank page skip** Yes

## Supported BIG PADs

BIG PADs launched after March 2013 that support PenSoft Software

Cloud Portal Office BIG PAD connector software is required if PenSoft is not supported

PC with Windows 7 (or later) support

## Notes

\* Larger files may be downloadable depending on the network condition and mobile device capabilities.

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# This is Why

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# SHARP

