

THE NEW HYBRID WORKFORCE



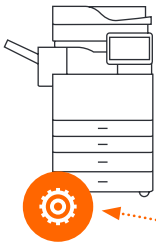
WORKING FROM HOME - SUPPORTING SECURE PRINTING

Responsible businesses now allow many employees to Work from Home (WFH). And, to enable social distancing, workers who must be onsite have assigned work hours to keep them safe.

So how best can you keep your hybrid workforce both safe and productive while keeping important work documents secure?

YSoft SAFEQ can help with features, product extensions and tips that protect and support your workers' safety, document security and accountability wherever they are.

TOOLS, TIPS & TRICKS FOR A HYBRID WORKFORCE



DELEGATED PRINTING: FEATURE WITH OPTIONAL EXTENSION

WFH staff can submit print jobs that are released by in-office staff who need them. An optional extension enables employees to manage these secure, shared queues instead of IT.

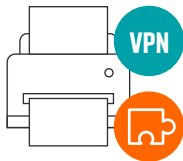


CONVERT PRINT JOBS TO PDF: EXTENSION

For applications that can't save documents as PDFs, this tool automatically converts any print job to a PDF and stores it at a predefined location or emails it to a designated address.

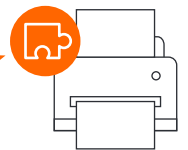
PRINTING ON HOME PRINTERS WITH VPN: EXTENSION

WFH employees with a VPN connection can print securely via SAFEQ from a work laptop to a home printer.



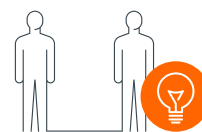
PRINTING ON HOME PRINTERS, WITH NO VPN: EXTENSION

WFH employees without VPN access can upload their documents via email or a webpage so they can be securely printed and accounted for within SAFEQ for reporting and auditing, and if needed, for reimbursement or allocation to projects.



AUTOMATED SCAN WORKFLOWS: FEATURE

SAFEQ's Automated Scan Workflows provide a means for at-home and in-office collaboration. At home workers can retrieve in-office scans that are automatically saved in cloud-based repositories or networked folders.



SOCIAL DISTANCING WHEN PRINTING: TIP

With SAFEQ's Print Roaming feature, all networked printers are accessible to all workers. Place a printer near an office entrance or where 360 degree visibility is possible for safe social distancing.

CONTACTLESS PRINTING: TIP

Many businesses require workers to sanitize the printer interface before and after use. Using the free SAFEQ mobile app (Android and iOS), in-office workers can release their print jobs and apply finishing options without ever touching the printer.

