

One platform for all your print,  
scan and device management






# Manage all Printing & Scanning with one single Platform.

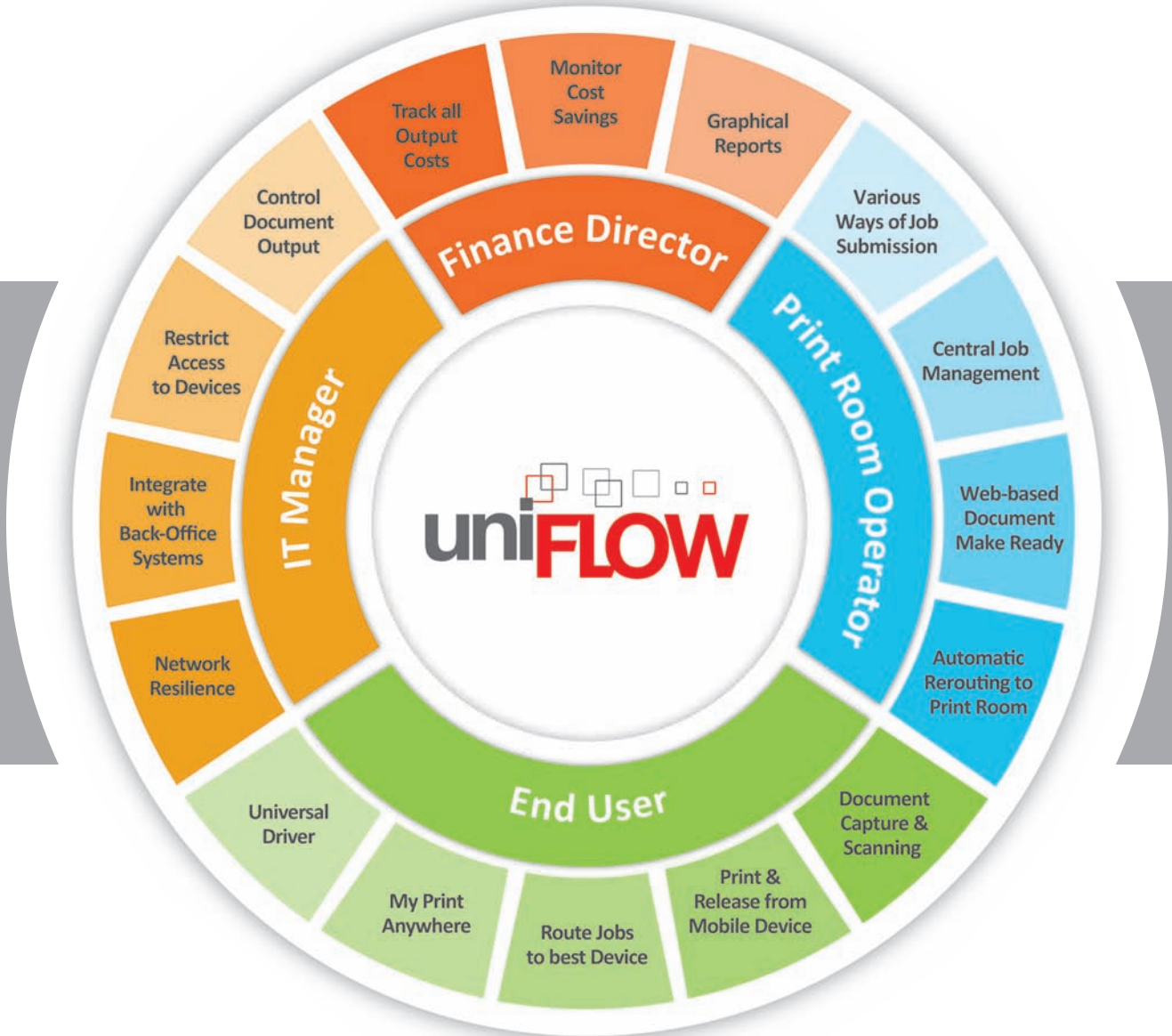
Incorporating uniFLOW into your document processes will lead to real improvements in the control and efficiency of multifunctional devices. This powerful software is open, modular and configurable, so it can be adapted to fit the specific needs of different businesses: large corporations, small offices, education establishments, local government, and print rooms.

- **One integrated platform** for all your print, scan and device management
- **Scalable to any size** to provide **flexibility** regardless of your business type
- **Modular architecture** to allow the benefits of uniFLOW to be **extended** into other parts of your business
- One platform product to manage the office print and scan infrastructure, as well as the **corporate print room**
- **Device independent** platform allowing you to easily integrate a **mixed fleet** of devices

## What is uniFLOW

 uniFLOW is a software platform for all your print, scan, and device management, designed to bring the full value of multi-functional devices to the organization.

The modular structure of uniFLOW and the powerful multi-vendor support allows the system to be built depending on the organization's exact requirements. Furthermore, the tight integration with Canon hardware, embedded applets for multiple vendors, and the uniFLOW Release Station, provide a print environment, whereby users print using a single driver for the entire fleet and whereby all their print jobs really follow the user from device to device, irrespective of the make and model.



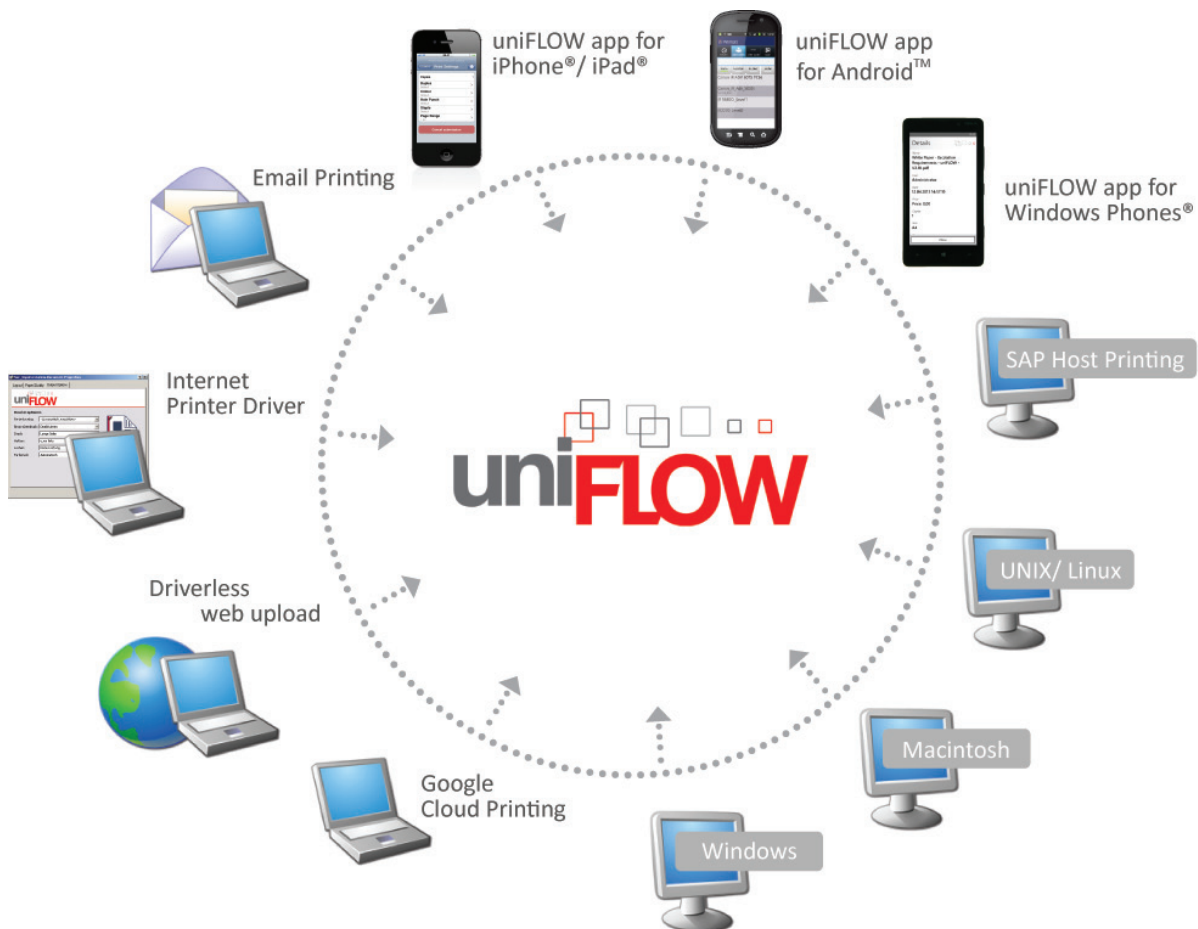


# Print confidential Documents securely - the **End-User Experience**.

At some point, everybody needs to print a confidential document. In the past, this has been an excuse to buy and use a local printer as users are reluctant to print sensitive documents to a shared network device. uniFLOW's secure printing functionality allows all users to send their sensitive documents to network printers from their desktops or mobile devices and to have the job printed only when they are physically standing in front of the device.

## Print from Anywhere

■ Users can submit their print jobs from wherever they are working, either inside or outside the company network, thereby increasing their productivity. Print jobs can be submitted from desktop PCs, laptops, host based servers, mobile phones or tablets, all being held securely in a personal print queue.

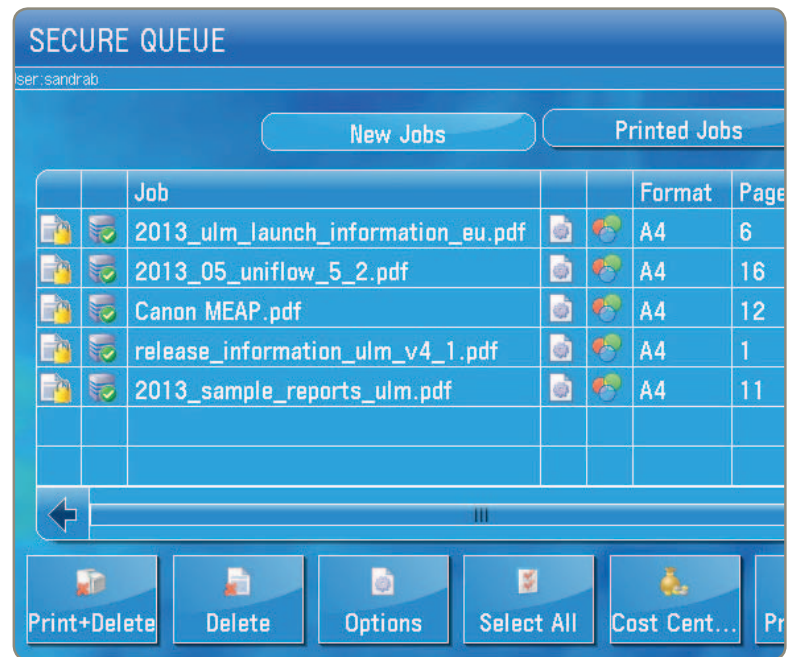






## Personal Secure Print Queue

■ All print jobs are stored in a user's personal secure queue until they are ready to release them on the printer of their choice. This printer may be the one closest to them, on another floor or in a different building. The user can select which of their print jobs to release from a list displayed directly on the MFD screen or from the uniFLOW applet running on their smartphone or tablet. In relation to each document the user can then decide to change how each job will be printed before releasing it.



## One driver for all – uniFLOW Universal Driver

■ Since the user can choose any printer on the network to release a job, regardless of model or manufacturer, the uniFLOW Universal Driver ensures that the output is exactly as expected. Not only does this reduce user frustration with the printing process, but costs are saved through not having to reprint documents multiple times.



## Flexible Authentication at the Device

■ To release a print job, the user can authenticate at their chosen printer by using their normal company ID proximity card or smart card. Guest users can release their jobs by entering a unique code on the MFD screen.

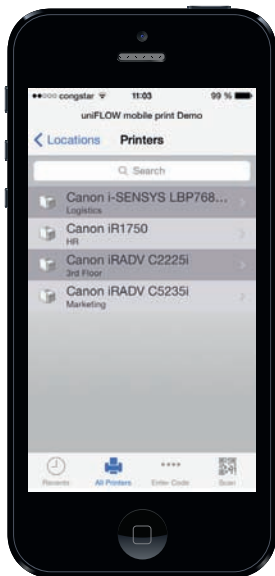


# Convenient Smartphone or Tablet Printing - the **End-User Experience.**

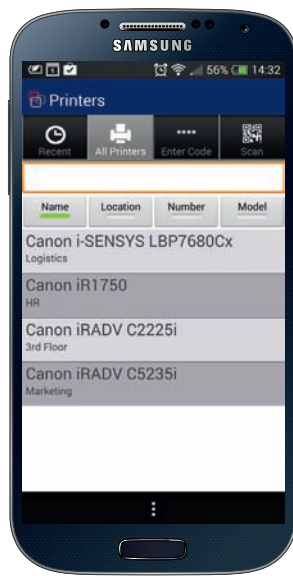
Users' printing requirements go far beyond being able to "file, print" from their desktop PC. Recent advances in technology mean that users are no longer confined to their desks to do their work but can work anywhere at any time. Unfortunately, when it comes to getting documents onto paper, printing technology has not kept developing at the same pace. Now uniFLOW brings printing into the mobile age.

## Easy Submission from Smartphone or Tablet

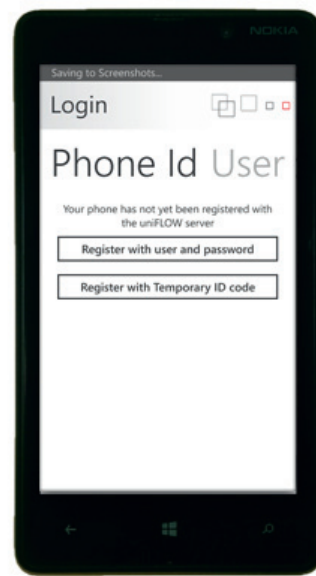
Regardless of their location, users can use their smartphones or tablets to send jobs to print via e-mail, web browser or printer driver. They may be sitting at their desk, in a meeting room or in a coffee shop in the next city and they can still print their documents in a secure and managed way.



uniFLOW app for  
iPad®/iPhone®



uniFLOW app  
for Android™



uniFLOW app for  
Windows Phones®



## Multiple Identities

■ Users can be identified by multiple user names and e-mail addresses from their personal as well as work email accounts. This helps ensure that the correct user and budget are charged for the print job and that each user appears only once in reports, regardless of which method the users choose to submit their job.

## Guest Printing

■ Administrators can allow an unknown user or guest to send jobs to print devices, as new users can be created automatically. Alternatively, an e-mail containing a release code would be sent back to the user for releasing the job.

## Secure (mobile) Print Queue

■ All jobs, whether submitted from a PC on the network or a mobile device from another building, are shown to the users in the same secure print queue. The users can see a thumbnail preview of the job and add any finishing options, such as duplex or stapling, before the job is printed. With their smartphone, users can even release jobs via the phone's Web browser or native app, without needing the embedded MFD software.

## Google Cloud Print™ Support

■ uniFLOW allows users and guests to submit jobs to their printers via Google Cloud Print. It will allow customers who have purchased Google Chromebooks™ to print securely and have their jobs accounted in the same way as other Windows or Mac users. Jobs can also be submitted to Google Cloud Print via a web browser, so PCs, Android devices, Windows Phones and iPhones/iPads can also print using the Google Chrome™ browser.



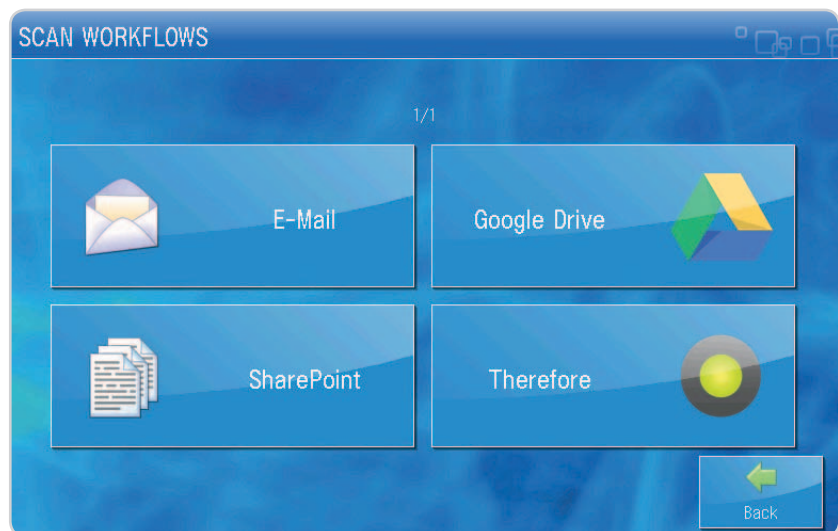


# Secure Document Capture & Scanning - the **End-User Experience**.

uniFLOW allows users to distribute documents around the organization to help improve productivity and ensure compliance. Users can be shown a series of personalized scanning workflows that are relevant to their job role allowing them to scan documents directly into the relevant business process or back-end document management systems.

## Same User Experience for Printing & Scanning

■ ■ As with printing, users are required to identify themselves at the Canon imageRUNNER ADVANCE device with their proximity card, and see only the scanning workflows that are relevant for them. The administrator can decide which workflows should be accessible to each department and which workflows are available for everyone. These scan workflows will “follow” the user from device to device.



## Process the captured Information


■ ■ Using paper and the information contained on it remains a critical part of every user’s daily work. Scanned documents can be processed using zonal OCR or barcode recognition to extract the information contained therein, allowing them to automatically pre-fill index information or to be converted to a format, such as Microsoft Word.


## Output to where it is needed


■ ■ uniFLOW allows users to scan documents directly to their email accounts, network folders or document management systems such as Therefore™, Microsoft SharePoint® or Google Drive™ in the form of highly compressed image files.


On top you can scan to cloud-based destinations such as Box, Dropbox, Evernote® and Microsoft One Drive™ and to document management systems / enterprise management systems (WorkSite, FileNet®, OpenText, Alfresco).





Hotfolder 


MFD with ID card login 


Smart-phone 


Zone OCR (137 languages) 


Microsoft Word; .docx/ ooxml 

High compression 


Barcode recognition 


Forms processing 


PDF; PDF/A; Encrypted PDF 


EVERNOTE 


Google Drive™ 


Microsoft SharePoint® 


Therefore™ 


Folder/ FTP 


Print Room 


Dropbox 

iW Desktop 

box 

OneDrive 

DMS/ ECM systems 

Microsoft Exchange®/ Email 





# Tracking Costs and Savings - the **Financial Director's View.**

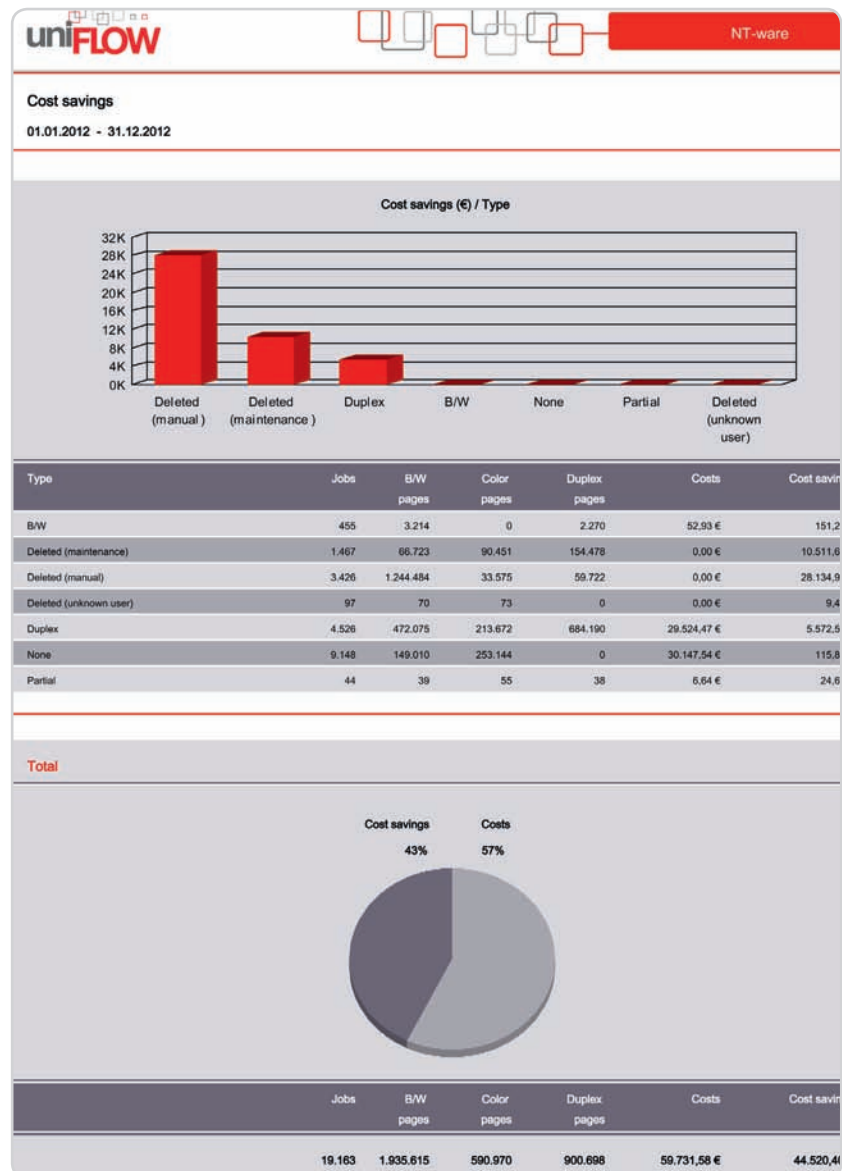
uniFLOW helps the finance department track and assess the organization's current printing, copying, faxing, and scanning costs, allowing internal costs to be charged back and current usage audited.

## Graphical Reports

The finance department can view all device usage across the organization and access reports by user, device and groups or multi-level cost code. Standard reports include all the information required, such as which device is being most utilized and who is spending the most. Savings reports show all the savings and potential savings that have been made over the period.

## Monitor Cost Savings

Tracking costs is only the first step in understanding costs using uniFLOW. Any savings made from having uniFLOW installed are also recorded, allowing the finance department to show the true return on investment achieved. For example, savings can be made by routing a job to a cheaper printer or deleting a secure print job that has not been collected.





## Routing Jobs to the cheapest Device

■ Laser printers close to the users are convenient but expensive to run. uniFLOW can be configured to allow users to print small jobs on the laser printer but will ask to move the job to the cheaper Canon MFD or secure print queue once it is over a certain size. For really large jobs the job can even be automatically sent to the print room.

**uniFLOW** CHOOSE TARGET PRINTER

Your print job can be routed to an alternative printer. Please select a printer from the list or select 'Delete print job'.

<b>Name</b>	<b>Marketing collateral.pdf</b>
<b>User</b>	<b>Administrator</b>
<b>Paper format</b>	<b>A4</b>
<b>Color / B/W</b>	<b>Color</b>
<b>Page Count</b>	<b>23</b>
<b>Copies</b>	<b>1</b>

**Alternative Target Printers**

	Printer Name	Price
✓	Print Room	2.30
	Canon imageRUNNER ADVANCE in Sales	4.60
	HP Laserjet in Marketing	6.90

Chosen Target Printer: Print Room

Ok / Close Delete print job

## Help save the Environment

■ Printing in double sided mode and deleting jobs that have not been picked up not only saves paper (and therefore money) but also helps save the environment. uniFLOW can provide the analysis to help implement an environmental printing strategy, saving valuable trees and improving your environmental performance.

## Fleet Management (MPS)

■ The complete device fleet in an organization can be monitored by uniFLOW allowing greater reporting possibilities. Meter readings and the historical device status changes for all devices, regardless of manufacturer, can be obtained and reports generated.

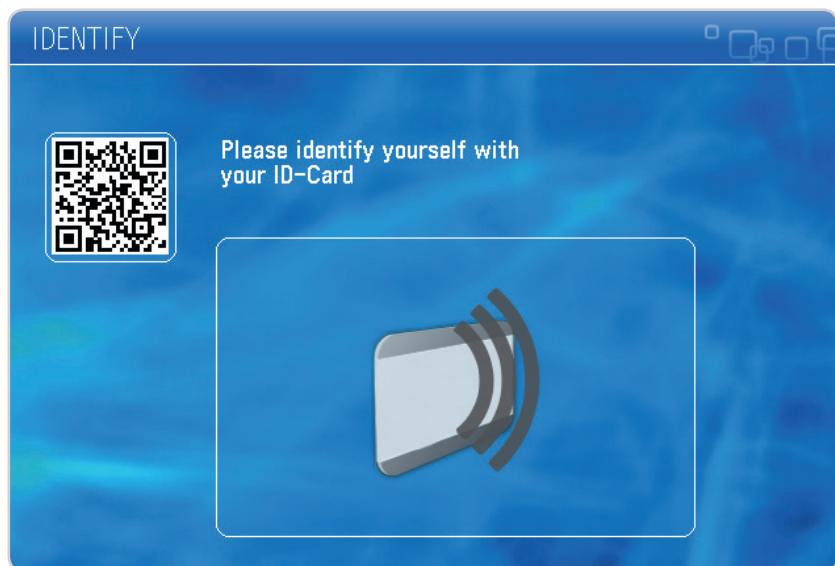


# Complete Device and Document Security - The IT Manager's View.

uniFLOW provides the missing link in device and document security, allowing complete control of the multifunctional device environment.

## Control how Jobs are printed

Information provided by uniFLOW allows the IT manager to define printing policies on the network. For example, the IT manager may decide to force all e-mails to be printed in black and white, restrict larger jobs from being printed on smaller laser printers, or prompt users to send the job double-sided once it is over a certain size.



## Network Resilience

uniFLOW is designed to minimize disruption to your business when there are network problems. Print and scan devices can be configured to work with remote print servers that don't require a link to the main server to function. Servers can also be clustered to provide another layer of resilience. The MFD itself can remember the log-in details of users so they can still access some functions, such as copying, even when the network is down.

## Restrict Access to the MFD

By integrating tightly with the Canon MFD hardware, uniFLOW can stop unauthorized use of the devices. Where access is granted, all usage of the device is recorded for later reporting. Users can also be granted different access rights to use various functions of the device depending on their job role. For example, certain users may only be allowed to copy in black and white where others can copy in color.



## Complete Document Security

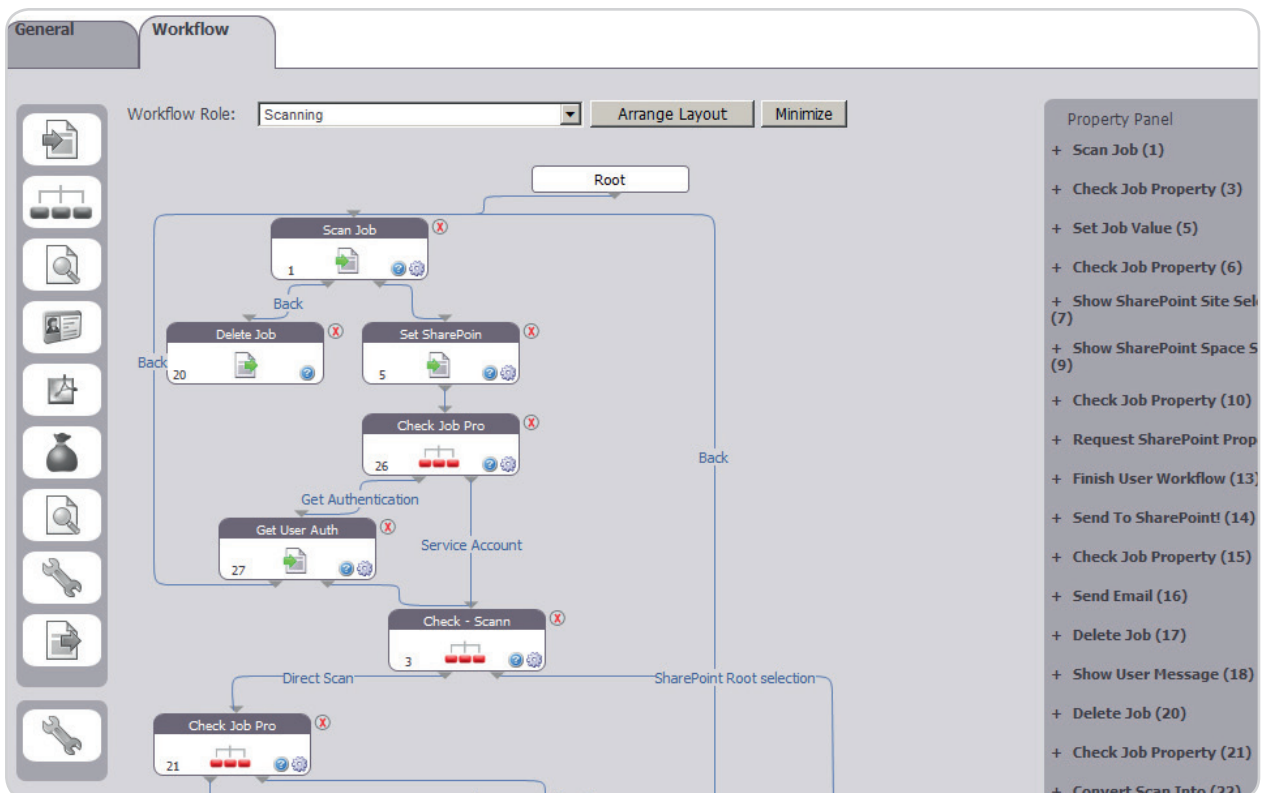
Secure printing stops potentially secure documents from being left on the output tray for anyone to see. But what if that document should not have been printed in the first place? uniFLOW can capture every copy, print, scan and fax that is made and process the image data for key words or document structure before storing it in a document management system.

## Integration with Back-Office Systems

Access to the device is controlled by proximity card, smart card, magnetic swipe card, fingerprint, PIN, or user name and password. uniFLOW can integrate with the company's existing user directory or it can "self-learn" which card belongs to which user, thereby removing the burden from the IT department.

## Custom Workflows

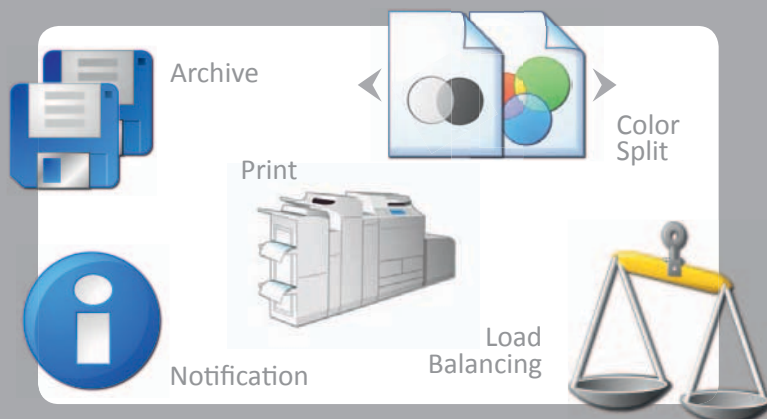
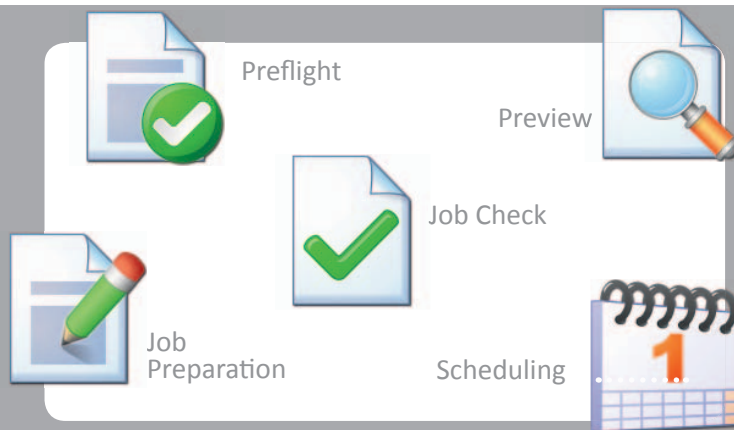
Different departments and users require different functionality when it comes to printing or scanning documents. uniFLOW includes a graphical workflow editor that allows the administrator to decide exactly what should happen when users print or scan a document. These workflows can be different for each printer depending on the needs of the department, and personal workflows can follow users as they move from device to device.





# Manage all central Printing - the **Print Room Operator's Experience.**

Many organizations have the need to manage both the decentral print infrastructure as well as their central print room, whether it is a high school or a large corporate organization. uniFLOW can help you manage the print room, from submission to job intake, from document make ready to production.

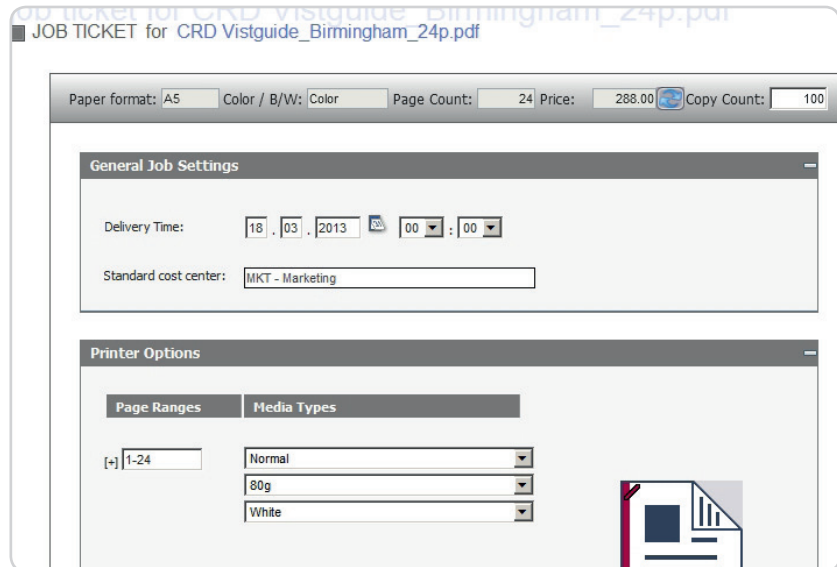






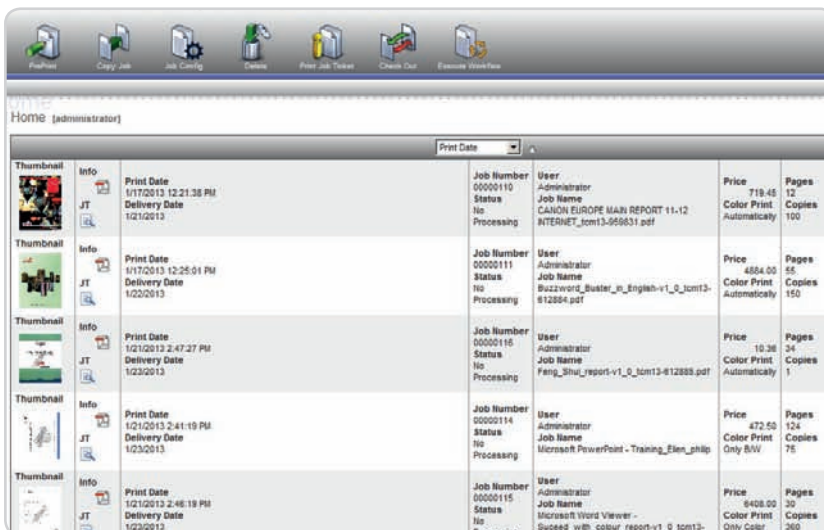
## Various Ways of Submission

As a print room operator jobs can reach you in various ways. Job Ticketing enables office employees to send print jobs directly from their PC to your central print facility in an efficient and standardized manner. Using the web based shop front users can submit their jobs from anywhere around the globe.



## Central Job Management

The Operator Dashboard is the central operator console for managing printing of customer orders. After receiving the orders, it allows jobs to be checked, scheduled, and prepared. It can be set up for multiple operators, each with their own queues and printers.



## Web-based Document Make Ready

Print preparation is easy with the integrated document make ready tool. It provides a complete document preview combined with page composition and basic late-stage editing tools in a clearly laid out manner.

## Bring Volume to the Print Room

By setting up rules large jobs can be automatically rerouted from office MFDs to the print room. After re-routing the Job Ticket opens up and after completing the job ticket the job is sent to the print room.

# uniFLOW - A perfect fit for different needs

## Control and reduce Printing & Copying Costs

■ ■ Using the built in reporting system organizations can track and assess printing, copying, faxing, and scanning usage, allowing internal costs to be charged back and current usage audited.

## Increase Document Security

■ ■ By ensuring secure access to devices, uniFLOW can help you keep confidential documents out of the wrong hands.

## Improve Employee Productivity

■ ■ Employee productivity can be greatly enhanced by providing mobile printing facilities and by allowing users to print where they need it.

## Help save the Environment

■ ■ uniFLOW can provide the analysis to help implement an environmental printing strategy, saving valuable trees and improving your environmental performance.

