uniFLOW

One Platform for all your Print, Scan and Device Management

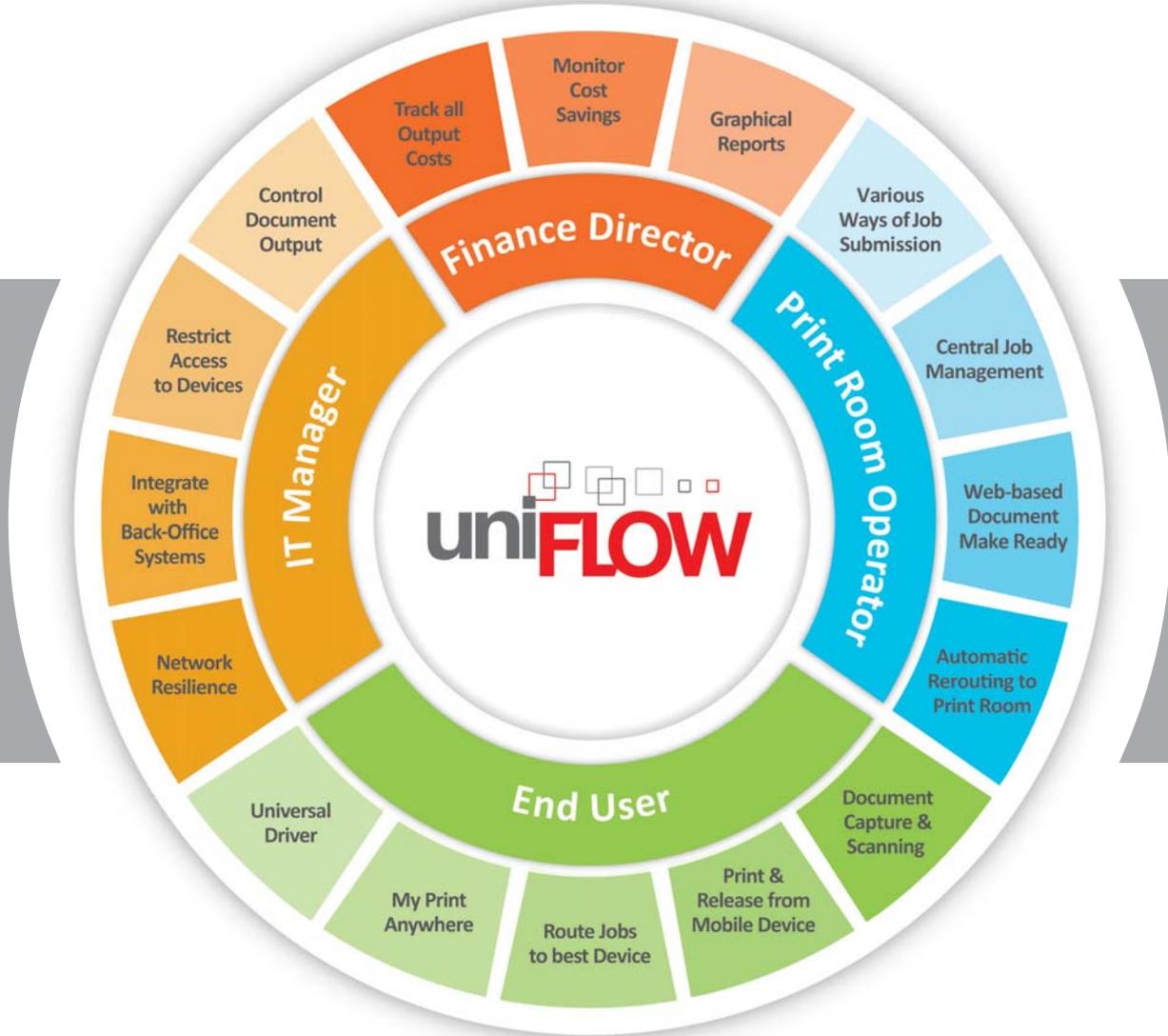# Manage all Printing & Scanning with one single Platform.

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 printers, scan devices and large format printers to your organization.

The modular structure of uniFLOW and the powerful multi-vendor support allows the system to be built depending on your 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.
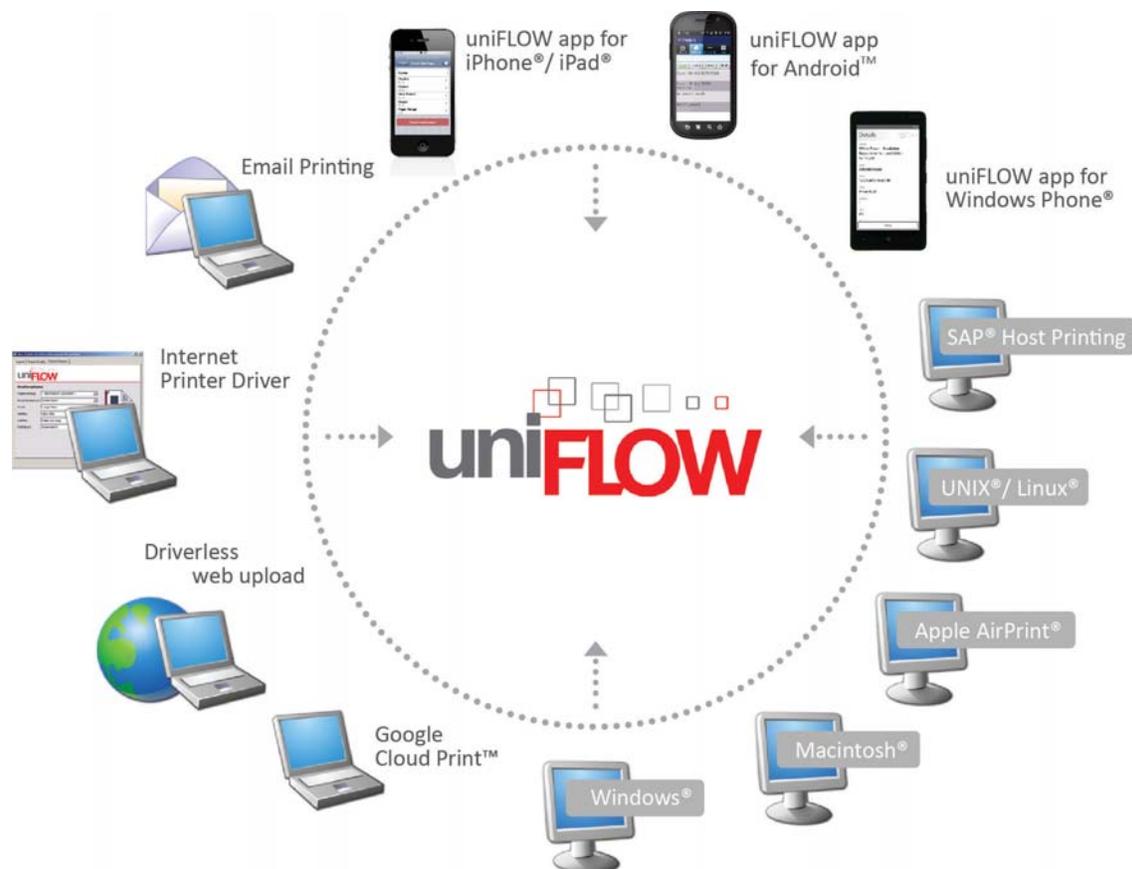
Finance Director
- Track all Output Costs
- Monitor Cost Savings
- Graphical Reports
- Control Document Output

IT Manager
- Restrict Access to Devices
- Integrate with Back-Office Systems
- Network Resilience

Print Room Operator
- Various Ways of Job Submission
- Central Job Management
- Web-based Document Make Ready
- Automatic Rerouting to Print Room

End User
- Universal Driver
- My Print Anywhere
- Route Jobs to best Device
- Print & Release from Mobile Device
- Document Capture & Scanning

uniFLOW

Print confidential Documents securely - the End-User Experience.

At some point, everybody needs to print a confidential document. With uniFLOW, there is no need to purchase local printers, but users can print their sensitive documents to a shared network 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.

Printing with the uniFLOW Universal Driver or Driverless from OS X®

■■ Since users can choose any device on the network to print their documents to, regardless of model or manufacturer, the uniFLOW Universal Driver ensures correct output 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.
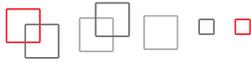

Flexible Authentication at the Device

■■ To prevent unauthorized use of your devices, users can identify themselves at the device with a variety of methods such as card login, username/password, PIN code or job code. They can be granted different access rights to various functions depending on e.g. their job role.

Personal Secure Print Queue

■■ All print jobs are stored in a user's personal secure print queue until they are released on a printer of their choice. This can be a Canon, Hewlett-Packard, Konica Minolta, Samsung or Xerox device or even an Océ Large Format Printer. Users can select which of their print jobs to release from a list displayed directly on the MFD screen or from the native uniFLOW app running on their smartphone or tablet. On Canon imageRUNNER ADVANCE devices, users even have the possibility to change finishing options directly at the device.
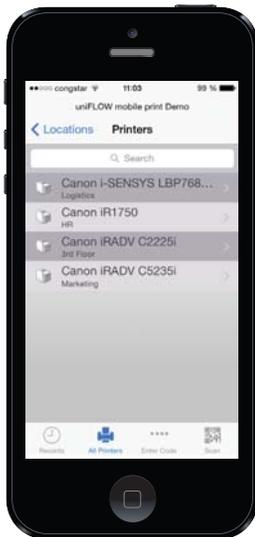
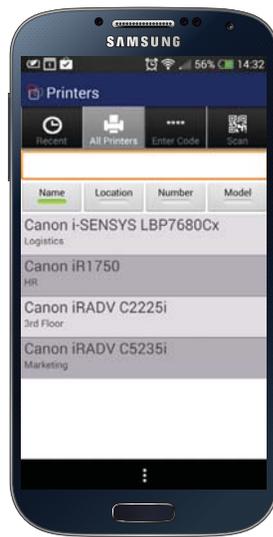# Convenient Smartphone or Tablet Printing - the End-User Experience.

Today, users printing requirements go far beyond the simple "file, print" available on their desktop PC. Recent advances in technology mean that users are no longer confined to their desks. Instead they can work anywhere at any time. Print technology has not developed at the same pace until now as uniFLOW brings printing into the mobile age.

Easy Submission from Smartphone or Tablet

Independent of their location, users can use their smartphones or tablets to submit and release their print jobs in a secure and managed way. Regardless of which method a user chooses to submit a job, it will appear in their personal secure print queue and be accounted for, charged and managed correctly.

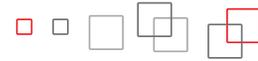**uniFLOW app for iPad®/iPhone®**

uniFLOW app for Android™

uniFLOW app for Windows Phone®

Multiple Identities

Users are able to register multiple email addresses, allowing them to submit jobs from personal as well as work email accounts.

Guest Printing

Unknown users and guests also have the possibility to submit print jobs from their smartphones or tablets. An email containing a job code for authentication at the device will be send back to the user offering guests an easy way to print boarding passes or other documents needed for meetings. The guest queue can also be configured allowing guest users e.g. to change finishing options at the device.

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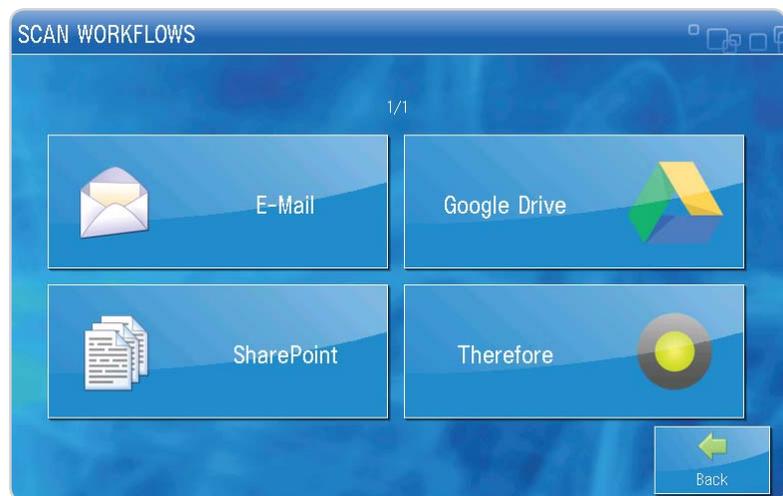
Secure Document Capture & Scanning - the End-User Experience.

With uniFLOW users can scan documents directly from both the Canon imageRUNNER ADVANCE and Canon imageFORMULA ScanFront Network Scanner into the respective business processes defined according to their exact needs. The lean intuitive user interface and secure personalized pull scan workflows help to achieve immediate gains in productivity.

Same User Experience for Printing & Scanning

■■ As with printing, users are required to identify themselves at the Canon device and see only scanning workflows that are relevant to them. These scan workflows will follow the user from device to device.

SCAN WORKFLOWS

1/1

E-Mail   Google Drive

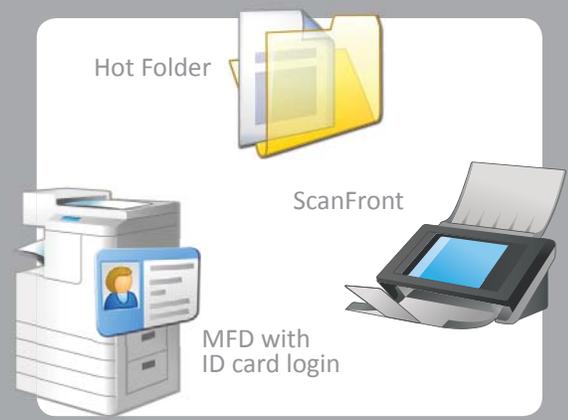SharePoint   Therefore

Back

Process the captured Information

■■ Process your paper documents by a powerful scan engine which utilizes highly accurate OCR to extract all information from a document. Allow your users to automatically prefill index information or to convert documents to formats such as Microsoft Word. In addition, features such as high compression of scanned files and blank page recognition enable new and more efficient workflows to be integrated into daily document processing.

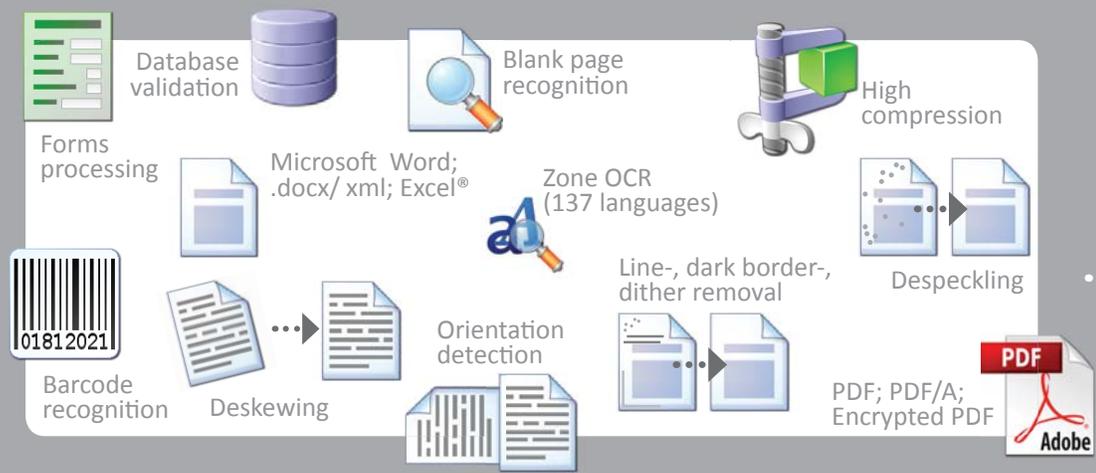## Distribute to where it is needed

■■ Once captured and processed users can easily and automatically export your documents to a selection of destinations. With uniFLOW, users have the ability to scan documents directly to management systems such as Microsoft SharePoint®, Therefore™, OneDrive®, Google Drive™, Evernote®, Dropbox and numerous others, as highly compressed image files.
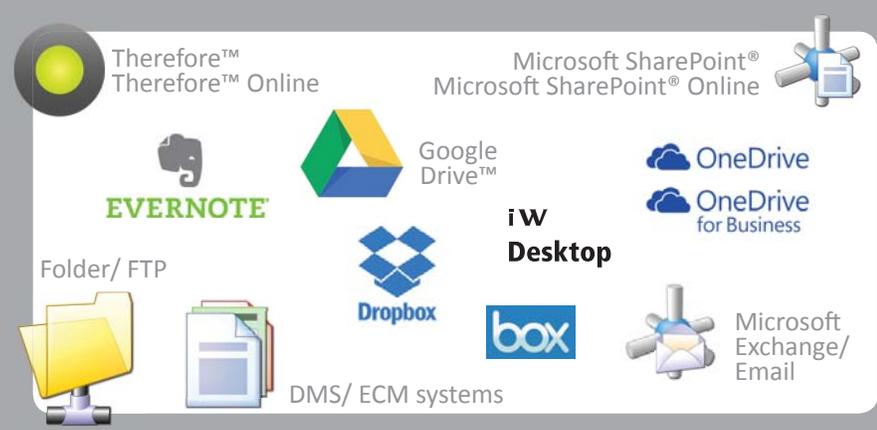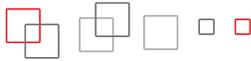
Scan

Hot Folder

ScanFront

MFD with
ID card login

Process

Database validation

Blank page recognition

High compression

Forms processing

Microsoft Word; .docx/ xml; Excel®

Zone OCR (137 languages)

Line-, dark border-, dither removal

Despeckling

Barcode recognition

Deskewing

Orientation detection

PDF; PDF/A; Encrypted PDF

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Distribute

Therefore™
Therefore™ Online

Microsoft SharePoint®
Microsoft SharePoint® Online

EVERNOTE®

Google Drive™

OneDrive

iW Desktop

OneDrive for Business

Folder/ FTP

Dropbox

box

Microsoft Exchange/ Email

DMS/ ECM systems

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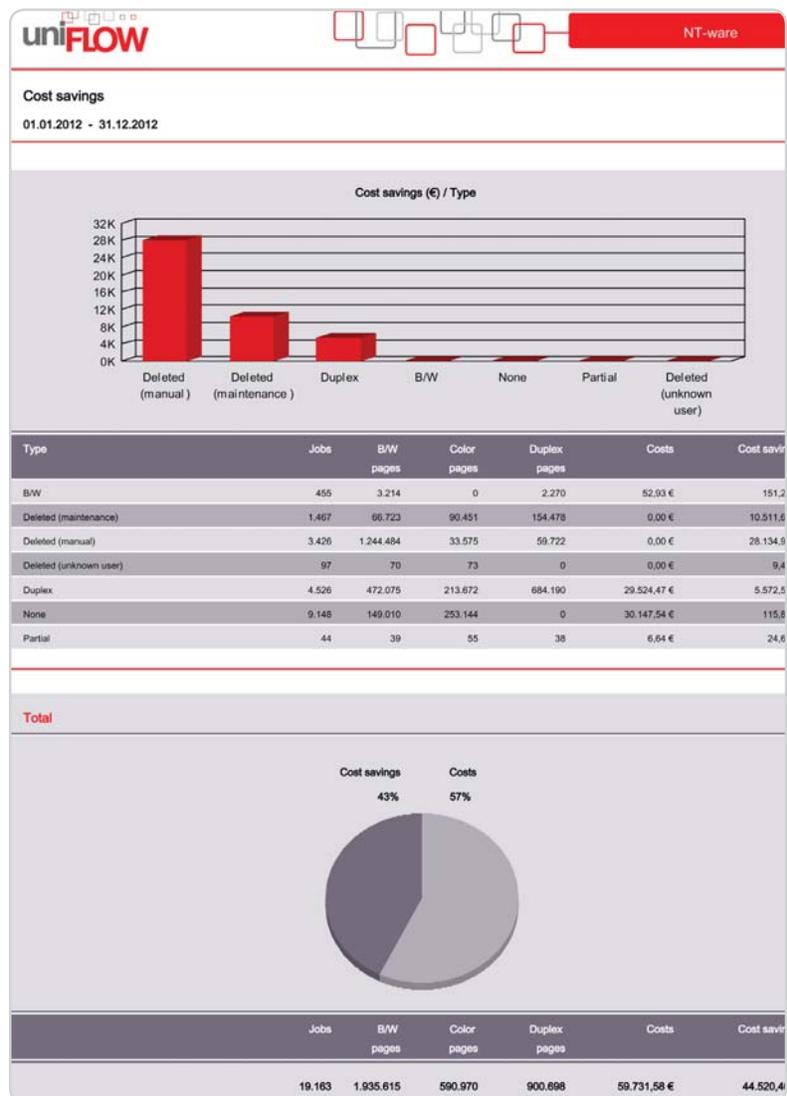# Tracking Costs and Savings - the Financial Director's View.

With uniFLOW, the finance department can track and assess your organization's printing, copying, scanning and faxing costs, allowing internal costs to be charged back to the correct user/ department and usage to be 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 center. Standard reports include all the information required, such as which device is being most utilized and who is spending the most.

Monitor Cost Savings

Track and record all costs, savings and potential savings made to allow your finance department to show your return on investment over a specific period. Savings can be made by routing a job to a cheaper device or deleting a job that has not been released.

uniFLOW — NT-ware

Cost savings
01.01.2012 - 31.12.2012

Cost savings (€) / Type

Type	Jobs	B/W pages	Color pages	Duplex pages	Costs	Cost savir
B/W	455	3.214	0	2.270	52,93 €	151,2
Deleted (maintenance)	1.467	66.723	90.451	154.478	0,00 €	10.511,6
Deleted (manual)	3.426	1.244.484	33.575	59.722	0,00 €	28.134,9
Deleted (unknown user)	97	70	73	0	0,00 €	9,4
Duplex	4.526	472.075	213.672	684.190	29.524,47 €	5.572,5
None	9.148	149.010	253.144	0	30.147,54 €	115,8
Partial	44	39	55	38	6,64 €	24,6

Total

Cost savings 43% Costs 57%

	Jobs	B/W pages	Color pages	Duplex pages	Costs	Cost savir
	19.163	1.935.615	590.970	900.698	59.731,58 €	44.520,4

Routing Jobs to the cheapest Device

uniFLOW can be configured to allow users to print small jobs on laser printers, but have uniFLOW automatically route large jobs to the cheaper and faster MFP. For really large jobs, the job can even be automatically sent to the print room. In addition, users can be forced to print e.g. emails in black and white.

Help save the Environment

Printing double-sided and delete jobs that have not been released saves both paper and money and even helps to save the environment. uniFLOW can help you implement an environmental printing strategy, saving valuable trees and improving environmental performance.

Fleet Management (MPS)

The complete device fleet in an organization, including Océ Large Format Printer, can be monitored by uniFLOW allowing greater reporting possibilities.

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 emails 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

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.
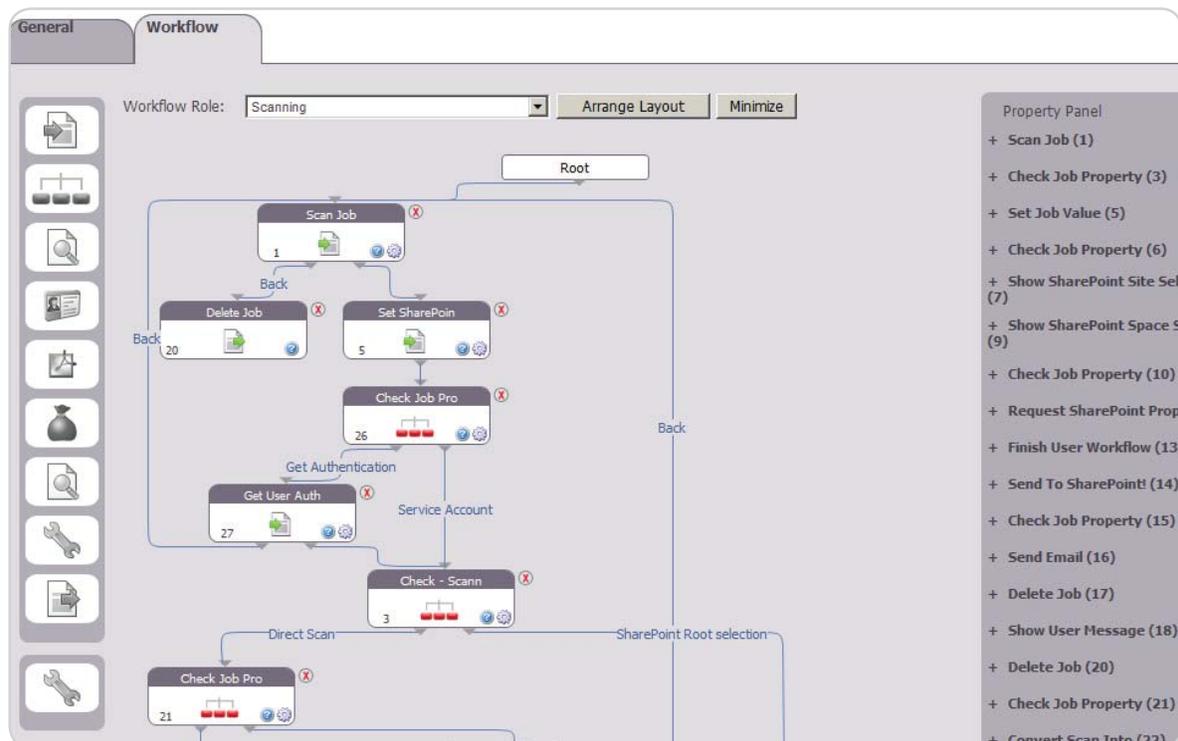
Complete Document Security

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 username and password. uniFLOW can integrate with the company's existing Active Directory® or it can "self-learn" which card belongs to which user, thereby removing the burden from the IT department.
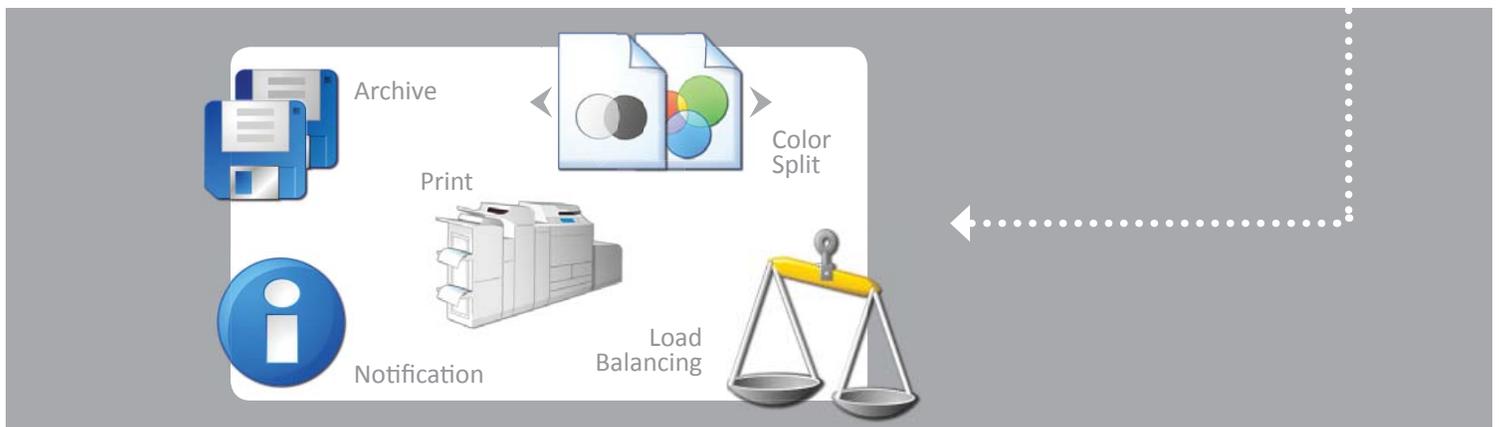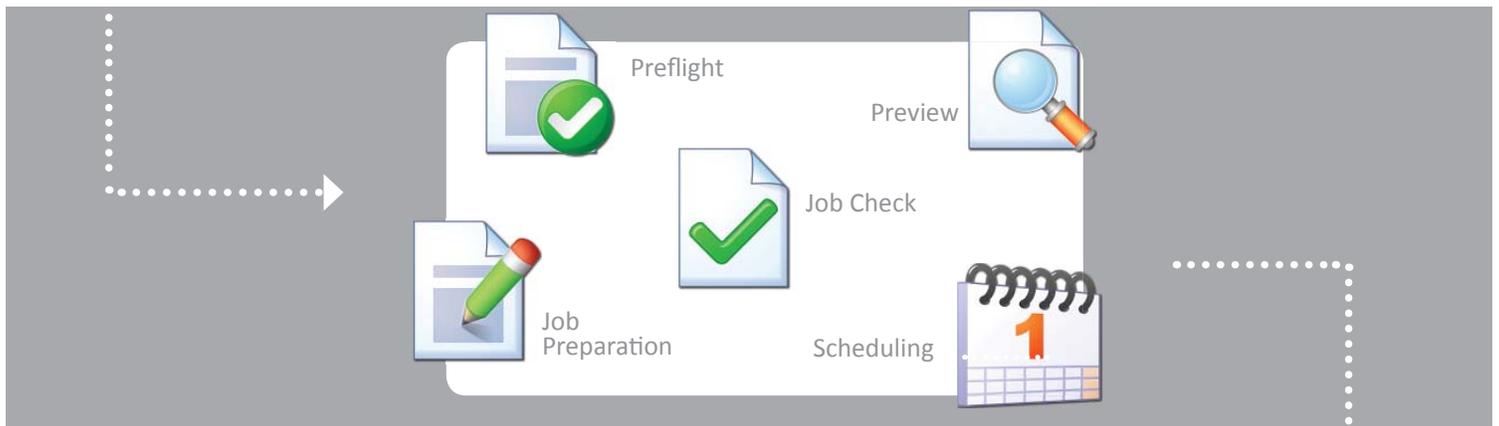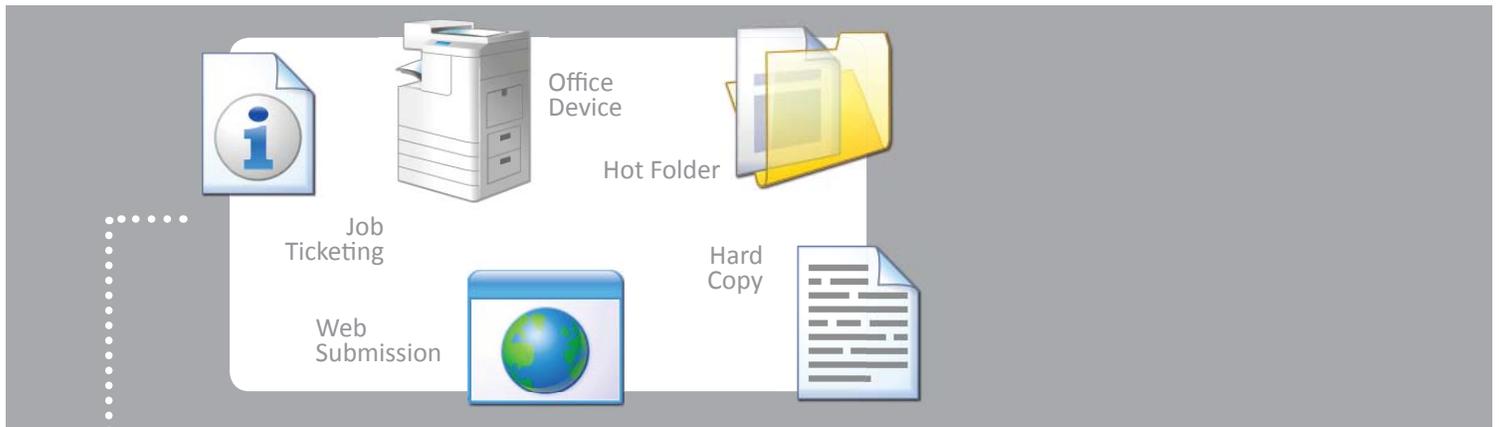
Custom Workflows

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 -
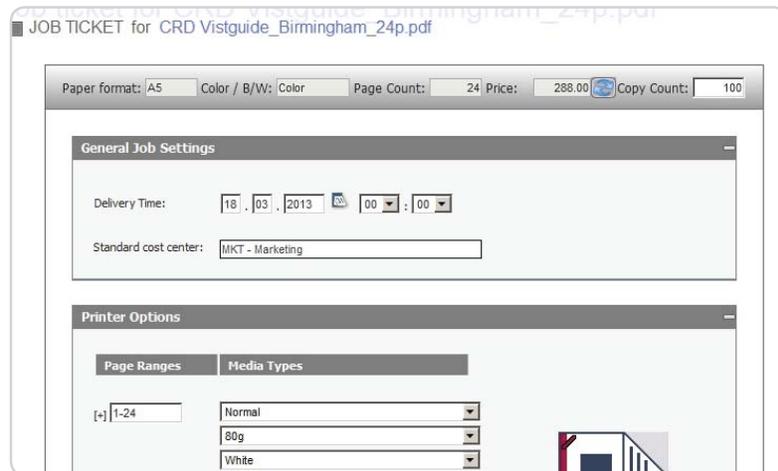## the Print Room Operator's Experience.

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.

Job Ticketing

Office Device

Hot Folder

Hard Copy

Web Submission

Preflight

Preview

Job Check

Job Preparation

Scheduling

Archive

Color Split
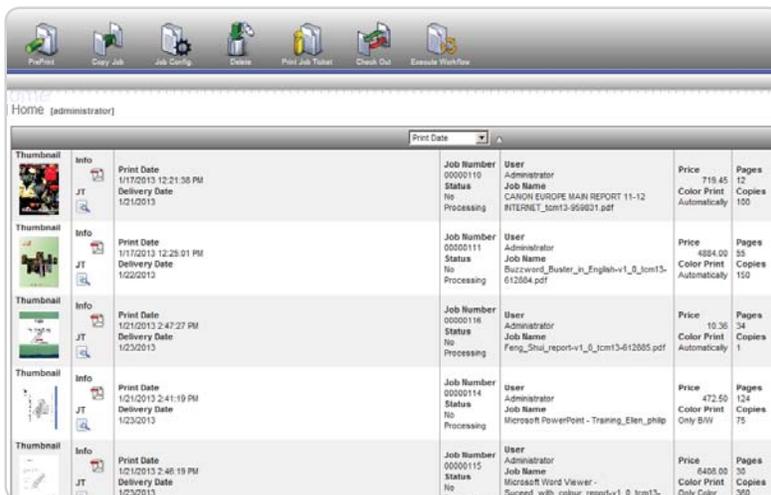
Print

Load Balancing

Notification

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. Using Océ PRISMA®direct, users can also submit their jobs directly to the print room.

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.

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.

uni**FLOW**

Canon