



## ONE PLATFORM FOR ALL YOUR PRINT, SCAN, AND DEVICE MANAGEMENT

SMART CHANGE STARTS HERE.

 CANON SEE IMPOSSIBLE

# MANAGE ALL PRINTING AND SCANNING WITH ONE SINGLE PLATFORM

uniFLOW is open, modular, and configurable so it can be adapted to meet specific needs of different businesses: large corporations, small offices, educational establishments, local government, and on-site print rooms.

## The power of ONE

ONE platform for all your print, scan, and device management needs.

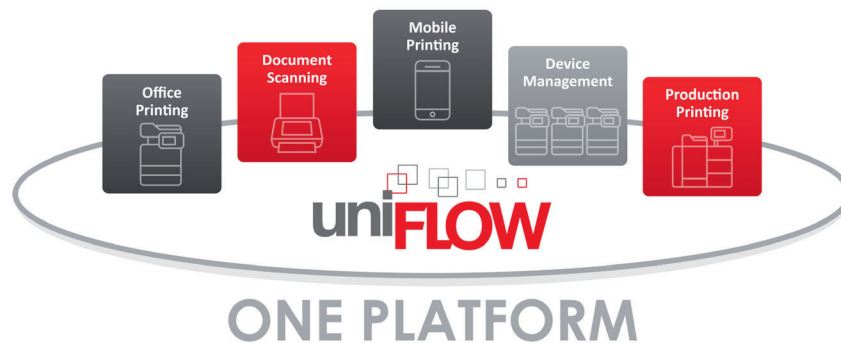
ONE centralized system to eliminate print servers and enable direct IP printing.

ONE solution to administer, backup, and maintain.

ONE set of users, rules, and security permissions.

ONE reporting system for print-related costs.

ONE application for managing home, office, and print rooms across your fleet.



## CONNECT TO THE CLOUD

As businesses shape their cloud strategy, they increasingly seek to mix and match the best available technologies that will give their companies flexibility and cost advantages. uniFLOW enables flexibility to take advantage of on-demand cloud resources while simultaneously satisfying even the most complex security requirements and business process workflows.

### Future-oriented IT

With uniFLOW, the power of local servers can still be used, while the connection to cloud locations offers fast and easy scalability options without the need to add additional servers.

### Tailor-made enhanced security

A uniFLOW server can be placed in high security areas or where documents are scanned to internal DMS systems. In cloud-only locations, Windows print jobs do not leave the company network, thanks to uniFLOW.

### SmartClient

Fit-for-purpose, fit for everyday use, organizations can mix and match server and cloud sites with uniFLOW. Temporary locations can be integrated quickly as a cloud site, providing a secure print and scan environment across all locations.

### Cost benefits

For growing companies, making highly accurate growth projections to scale on-premises infrastructure can be risky and expensive. uniFLOW leverages legacy IT investments and marries them with cloud resources, enabling flexible scalability while saving costs.

# PRINT YOUR CONFIDENTIAL DOCUMENTS SECURELY

uniFLOW's secure printing functionality allows users to send sensitive documents to network printers from desktop and mobile devices. Documents will only be printed when the user is physically standing at the device. This makes uniFLOW a powerful software application which maximizes security while increasing business productivity.

## Print from anywhere

uniFLOW allows users to print securely wherever they are working so they can print from their desktop PC, a host-based system such as SAP®, or their mobile phone. Regardless of how a print job is submitted, all users' jobs will be held securely in their personal print queue.



uniFLOW app  
for iPhone®/ iPad®  
for Windows Phone®  
for Android™

Driverless  
web upload

Email  
printing

Internet  
printer driver

Macintosh®

Google  
Cloud Print™

Apple  
AirPrint®

UNIX® /  
Linux®

SAP® Host  
Printing

## One driver for all – The uniFLOW Universal Driver

As users can choose any network device from which to print their documents, regardless of model or manufacturer, the uniFLOW Universal Driver always ensures correct output as expected. This reduces user dissatisfaction when printing and saves costs by cutting waste. The uniFLOW Universal Driver can reroute print jobs to any available server, should the designated uniFLOW server be offline, guaranteeing continuity. Users can also submit their print jobs from OS X®, without installing a separate driver, using Apple AirPrint® technology.

## Flexible authentication at the device

Access to devices is easily controlled with uniFLOW. Users can choose from multiple authentication options, e.g. card login, username/ password, PIN code, job code, and anonymous login, to securely release print jobs from their personal secure print queues. Users can also be granted different access rights to various functions depending on their job role.

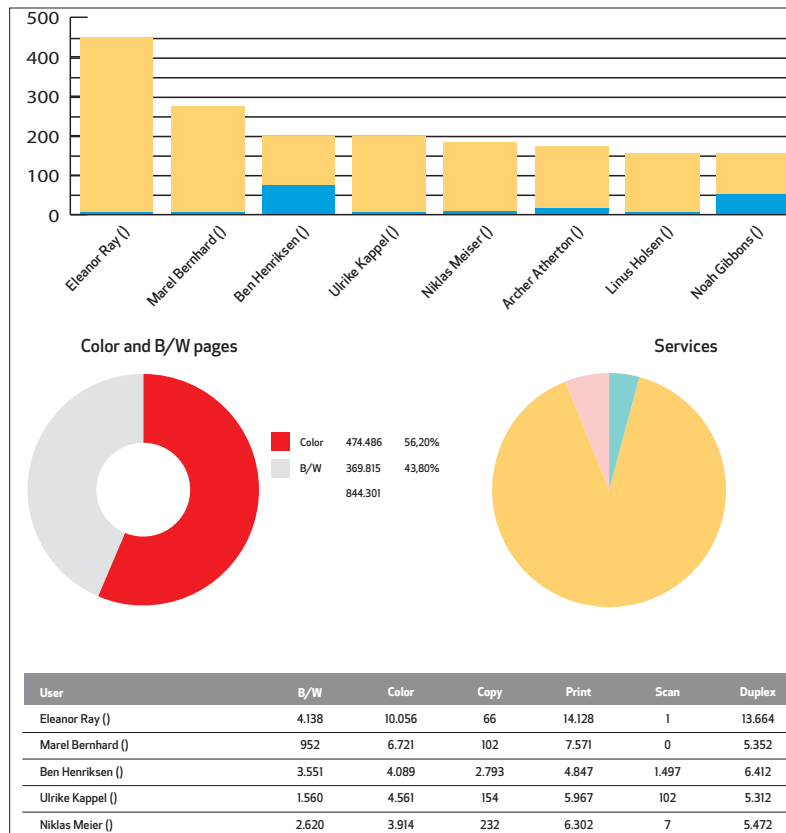
## Release to any device

All print jobs are stored in the user's personal secure queue until they are released at the printer of their choice, which can be any printer within the organization's printer network. Embedded applets are available for various Canon devices, including large format printers, and selected devices from Konica Minolta, Xerox, Samsung, and OKI, amongst others. Users can select which of their print jobs to release from a list displayed directly on the device screen. On Canon imageRUNNER ADVANCE devices, users can also change finishing options directly at the device. In the absence of an embedded platform, users can use devices connected via microMIND or the uniFLOW Release Station, which is a device-independent touchscreen terminal. Users can use their smartphones and tablets to release jobs securely.



## Integrated cost tracking and accounting

All organizations need to understand how their printing budget is being spent in order to control costs and reduce waste. uniFLOW allows organizations to track, assess, and charge back all printing, copying, scanning, and faxing costs on any connected device, so that costs can be allocated to departments or specific projects correctly.



## Multi-level cost centers

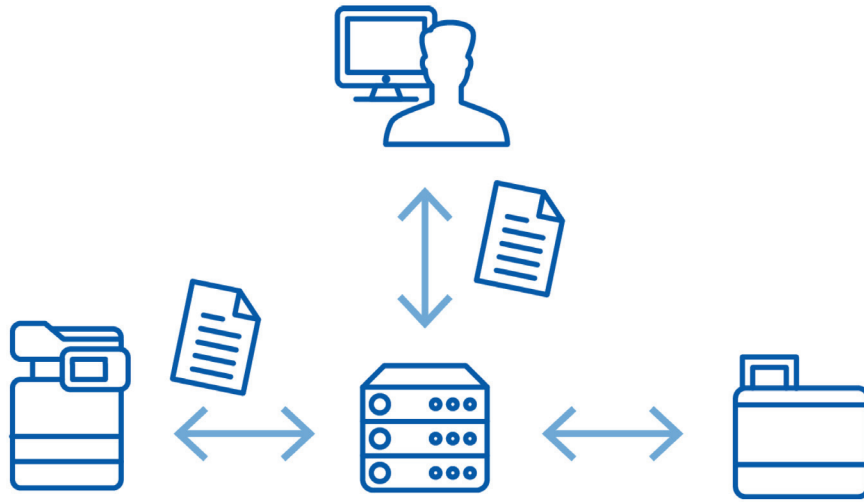
uniFLOW allows organizations to assign costs to multi-level cost centers. When sending a job to print, a pop-up screen can appear on the user's PC allowing them to select which cost center to charge the job to. Cost centers can also be displayed on the screen of the MFD.

## Track cost savings and environmental impact

Organizations can easily monitor savings made through improved printing practices, e.g. deleting secure print jobs that have not been printed. With this information, better printing rules can be established and a return on the original investment, based on using a managed printing system, can be realized. By being able to accurately monitor usage and savings, uniFLOW can also illustrate how many trees or how many grams of CO2 have been saved by not having printed some jobs. These reports can show how an organization has reduced its environmental impact.

### Route jobs to another device

uniFLOW can facilitate improved printing practices by redirecting jobs appropriately so only small print jobs are routed to laser printers while larger jobs are rerouted to more cost-efficient and faster MFDs. Very large print tasks can even be rerouted to the central print room.



### Integrate remote locations

To successfully manage print processes in remote locations it is often the case that only by removing or restricting features can outlying offices be integrated. The uniFLOW Remote Print Server (RPS) allows a large part of the functionality licensed on the main uniFLOW server to be installed on a second server within the organization. Another option is the uniFLOW SmartClient. This client application allows organizations with a multi-site infrastructure to print securely, track costs, and provide print submission failover in case of a server failure, without the need for local print servers in different locations.



# CREATE INTELLIGENT DOCUMENT PROCESSES

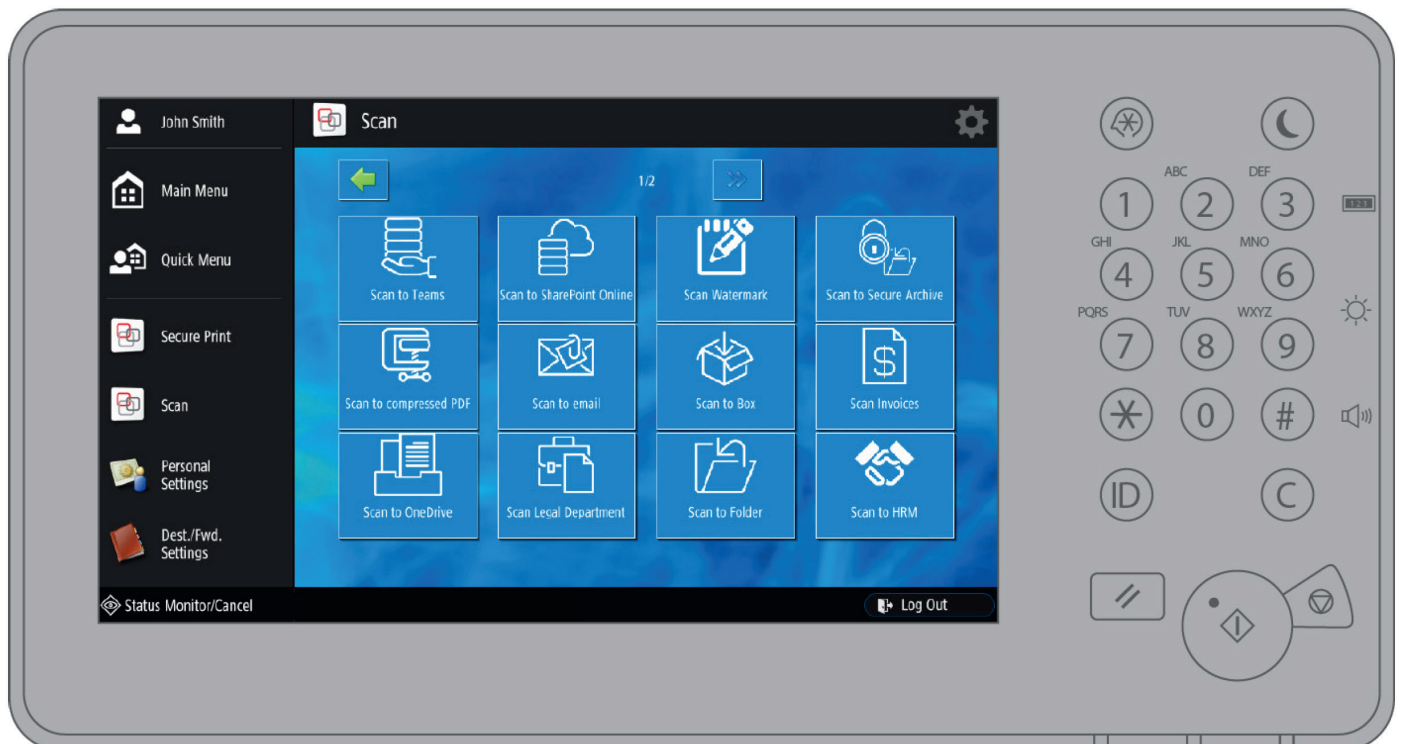
With uniFLOW, users can scan documents directly from both the Canon imageRUNNER ADVANCE and Canon imageFORMULA ScanFront Network/ Document Scanner into appropriate business processes defined according to needs. The lean, intuitive user interface and secure, personalized “follow-me” scan workflows facilitate immediate gains in productivity.

## Print from anywhere

Users will have the same user interface on Canon devices for both printing and scanning. Once logged on, users can select their personalized secure print queue or scan workflows so they have a unified user experience.

## Personalized “follow-me” scan workflows

Users will usually have different scanning requirements depending on their job role. Using the integrated Advanced Workflow Editor, administrators can decide exactly what should happen when users scan a document. The administrator can also grant different access rights to workflows for single users and groups. These workflows follow users around the organization.



### Process all captured information

uniFLOW's powerful scan engine can process documents using a highly accurate OCR to extract information from the document. Users can automatically pre-fill index information or convert documents to different 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 processes.

### Distribute to where it is needed

Once captured and processed, users can easily distribute documents to a variety of destinations including Microsoft SharePoint®/ SharePoint® Online, Therefore™/ Therefore™ Online, RightFax, iManage Work, or Hyland OnBase®, as well as to popular cloud-based destinations such as Microsoft OneDrive®/ OneDrive® for Business, Google Drive™, or Dropbox.



### Standard

Email  
Folder  
FTP  
Microsoft Exchange  
Print Room  
WebDAV



### Cloud destinations

Box  
Dropbox  
Evernote®  
Google Drive™  
LEAP (only Cloud)  
Microsoft OneDrive®  
Microsoft OneDrive® for Business  
Microsoft SharePoint® Online  
NetDocuments  
Therefore™ Online



### DMS/ ECM-systems

AFAS VIA/SBT  
Biscom Faxcom Anywhere®  
CMIS  
Content Worker  
DMSforLegal  
FileNet®  
Hyland OnBase®  
iManage Work  
Kivi  
Laserfiche  
Lexis Affinity™  
M-Files  
Microsoft SharePoint®  
NEDAP Ons  
Vitec Next  
OpenText Content Server  
OpenText RightFax  
PlanCare  
Square9 GlobalSearch  
Therefore™  
XPLAN  
YouForce

# SEND PRINT JOBS FROM ANY LOCATION

Printing requirements extend far beyond the simple “file, print” via desktop PCs. Today, business processes change rapidly; therefore, flexibility is essential as far as document handling is concerned. Converging consumer and business technology has driven a “bring your own device” revolution, allowing employees to work anywhere, at any time, and on any device.

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

## uniFLOW mobile apps

With the uniFLOW app available for iPad®/iPhone®, Android™, and Windows Phone®, users are able to print from any location, both within or outside the company network. The uniFLOW mobile print application brings enterprise level print management functionality to user’s smartphones.



*Android is a trademark of Google Inc.  
iPad® iPhone® are trademarks of Apple Inc.,  
registered in the U.S. and other countries  
Windows Phone is a registered trademark of Microsoft  
Corporation in the United States and other countries.*

## Certified Apple AirPrint® support

The uniFLOW Service for AirPrint provides secure printing from iPad®/ iPhone® and Mac® devices. Businesses can benefit from app-free printing and accounting for all Apple® devices integrated within the company network. Users can easily submit their print jobs to uniFLOW using Apple AirPrint and, if required, even change the finishing options directly on their device before submitting the job.



## Email and guest printing

Many businesses host visitors and/or have temporary staff working on the premises. Temporary users and guests can also submit print jobs from their smartphones or tablets by simply sending the documents they want to print to a specific email address. The guest/temporary user will then receive an email containing a temporary job code for authentication at the device, offering an easy way to print presentations or other documents needed for meetings.



# GAIN FULL SYSTEM CONTROL

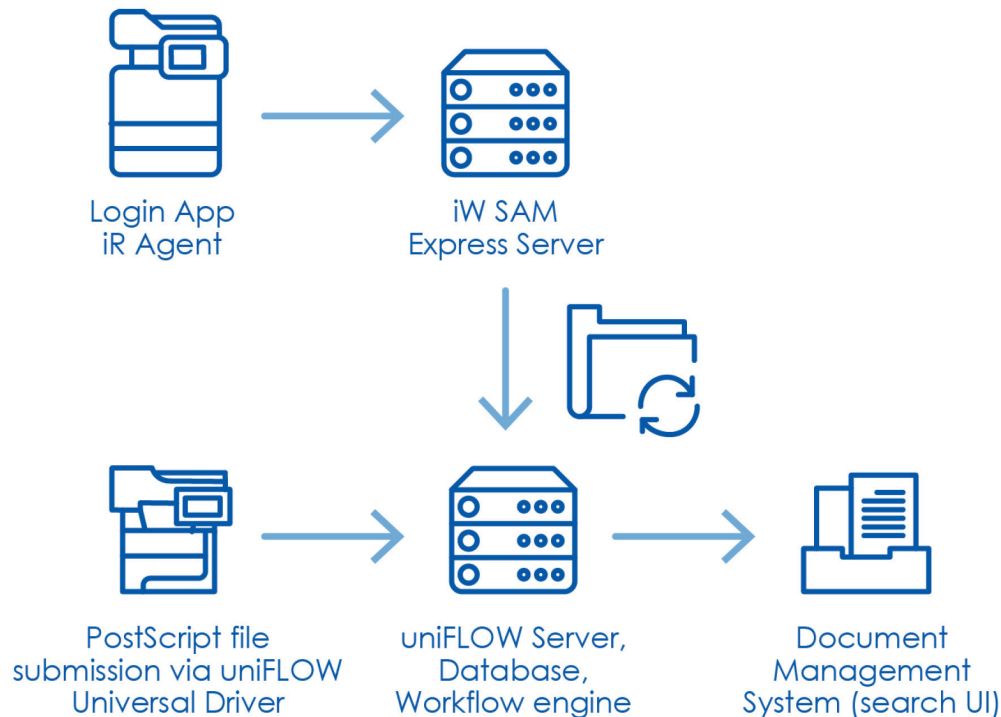
uniFLOW can monitor an entire print fleet so organizations have an overview of every device. Any changes in a device's status, such as errors, will be highlighted automatically and will trigger notifications in workflows. uniFLOW can ensure full control of the printing fleet by preventing unauthorized use of devices. Where access is granted, all usage can be recorded for later reporting and auditing.

## Function control

uniFLOW can prevent unauthorized use of the devices as users can be granted different access rights to use various functions depending on their job role. Where access is granted, all usage of the device is recorded for later reporting.

## Device auditing using Canon's iW SAM Express

With tight integration between uniFLOW and Canon iW SAM Express, organizations can easily record and archive all device activities such as print, scan, fax, copy, and email. Each time an activity is carried out on a multifunction device, the text and image data plus login information can be documented to facilitate a thorough auditing process.



## Device status monitoring and notifications

uniFLOW allows organizations to monitor the status of the entire print fleet, enabling control to be maintained of all devices. The solution allows the administrator to have an instant overview of every device in every location, including media and toner levels. The system can be configured to send out change of device status notifications. Customized workflows can be created for a range of status changes, e.g. device error, out of paper, or out of toner.

## Device failover

When operating in a CRQM (collective release queue management) environment, Canon MEAP devices automatically re-connect to any available server in the CRQM collective in case of a server failure, guaranteeing continuity of the printing process. The connection to another server occurs automatically as soon as the devices' "main" server is offline. As soon as the devices' "main" server becomes available again, they will resume the initial connection.

# MAXIMIZE THE BENEFITS OF AN IN-HOUSE PRINT ROOM

uniFLOW is capable of managing the office printing requirements across an entire organization and the print room with just a single application. uniFLOW's CRD module can manage the entire range of print room tasks, e.g. from submission to job intake, from document make ready to production.

## Various ways of submission

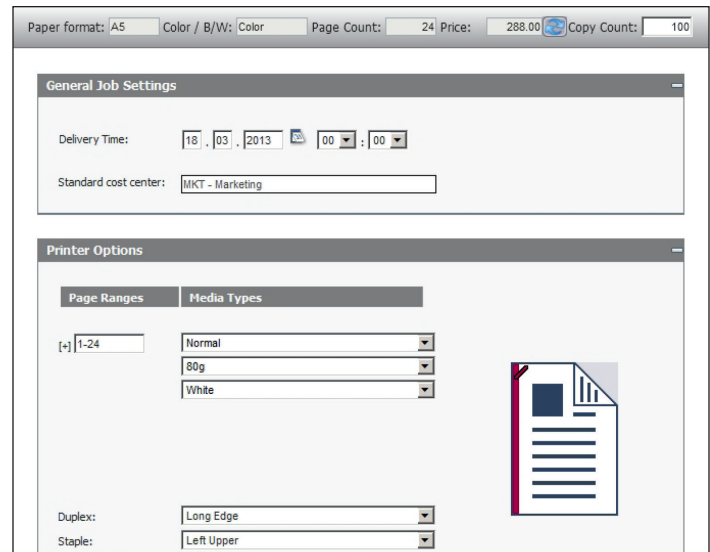
The print room can receive jobs in various ways. Job Ticketing enables users to send print jobs directly from their PC to the central print room in an efficient and standardized manner. Using the web-based shop front users can submit their jobs from anywhere around the globe. Using PRISMAdirect, users can also submit their jobs directly to the print room.

## Central management of print room jobs

When print orders are received, operators can check, schedule, and prepare them. Each operator can be assigned their own print queues and printers. Operators can easily drag-and-drop jobs into print queues or send each one to a device. Settings specified in job tickets are automatically matched with the printer settings, meaning no manual intervention is required to complete orders. All print jobs can be archived in a central library for later retrieval and reprinting.

## Web-based document make ready

The integrated web-based make ready function (PrePrint) provides a full document preview with easy to use page layout and editing tools. This tool reduces time spent on job preparation and improves accuracy to provide a good quality end product.



The screenshot displays the uniFLOW software interface. At the top, a status bar shows: Paper format: A5, Color / B/W: Color, Page Count: 24, Price: 288.00, Copy Count: 100. Below this, the 'General Job Settings' section includes a 'Delivery Time' field set to 18.03.2013 00:00 and a 'Standard cost center' dropdown menu set to 'MKT - Marketing'. The 'Printer Options' section is divided into 'Page Ranges' and 'Media Types'. The 'Page Ranges' dropdown is set to '[+] 1-24'. The 'Media Types' section has three dropdown menus: 'Normal', '80g', and 'White'. Below these, there are 'Duplex' and 'Staple' options, both set to 'Long Edge' and 'Left Upper' respectively. A document icon is visible on the right side of the interface.



# IMMEDIATE BENEFITS

## Control and reduce costs

Using the built-in reporting system, organizations can track and analyze printing, copying, faxing, and scanning usage, allowing internal costs to be charged back correctly and current usage audited. Routing of jobs results in immediate savings and increased efficiency.

## Help save the environment

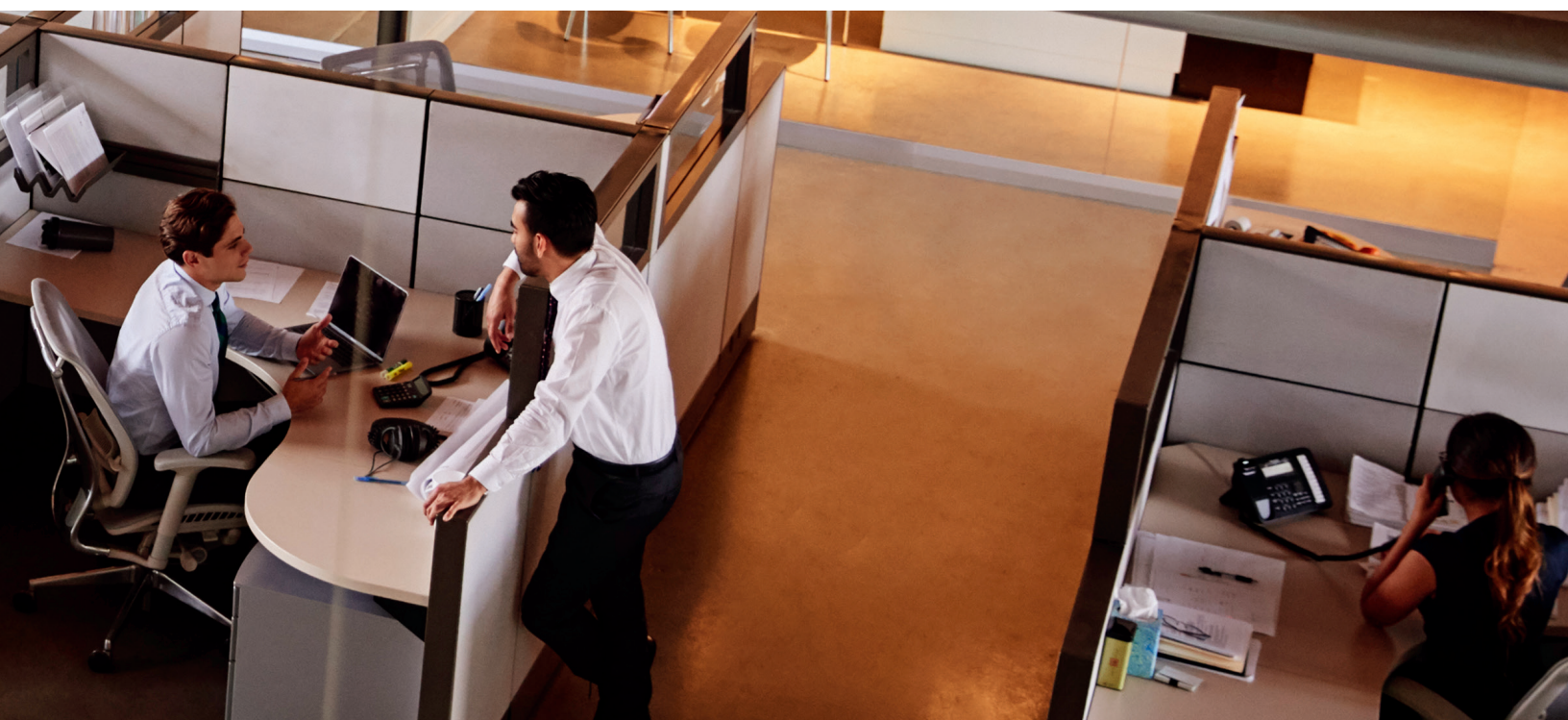
uniFLOW can provide the analysis to help implement an environmental printing strategy, saving valuable resources and improving environmental performance.

## Increase document security

To prevent unauthorized use of devices and keep valuable and confidential information safe, uniFLOW requires users to identify themselves at a device. This keeps confidential documents out of the wrong hands.

## Improve employee productivity

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



**Canon**

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