

## ONE PLATFORM

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For all your print, scan and  
device management

[www.uniflow.global](http://www.uniflow.global)

# Manage all printing & scanning with one single platform

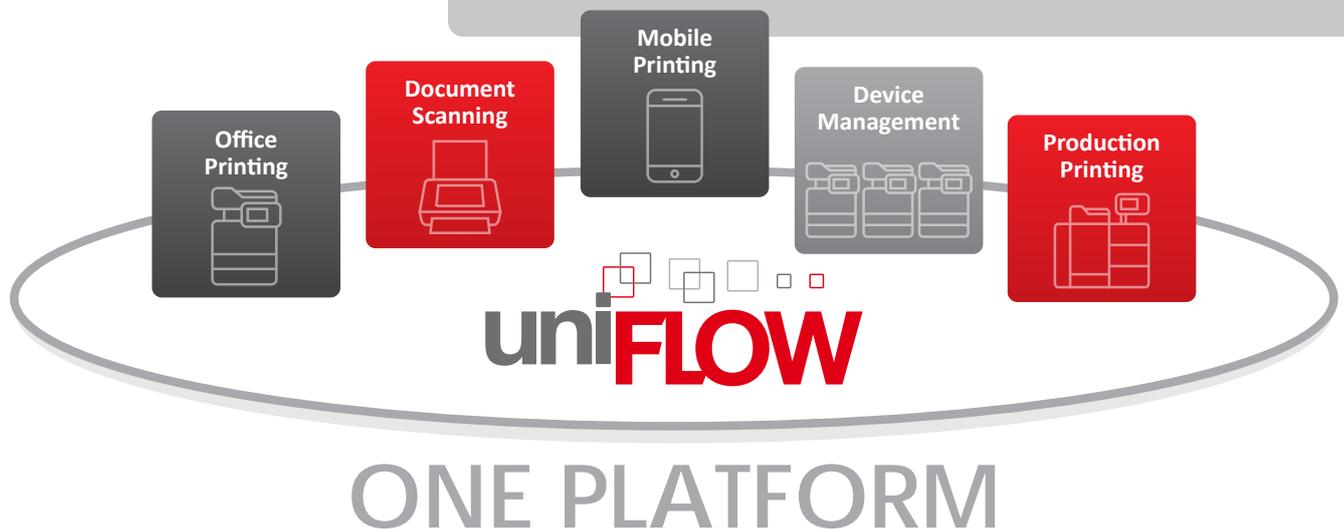
uniFLOW is open, modular and configurable so it can be adapted to meet specific needs of different businesses: large corporations, small offices, educational establishments, local government and on-site print rooms.

## One...

- System for the business to learn
- System to backup
- Set of users, rules and security permissions
- Report for all office and print room printing costs
- Client application for managing office and print room jobs

## ... Platform

- 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
- Device-independent platform allowing you to easily integrate a mixed fleet of devices





# Hybrid - Connect to the cloud

uniFLOW's hybrid technology is bridging the gap to the future by combining cloud and on-premise technology. Organizations that want to move to the cloud can deploy uniFLOW Online in locations which are cloud-ready, but they have the possibility to still deploy on-premise servers in locations where migration to the cloud is not yet possible. By connecting uniFLOW server to uniFLOW Online all locations, cloud and server, are managed centrally in uniFLOW Online and are licensed under one single subscription model.

## Future-oriented IT

With uniFLOW the power of local servers can still be used, while the connection to uniFLOW Online 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 cloud site, providing a secure print and scan environment across all locations.

## Cost benefits

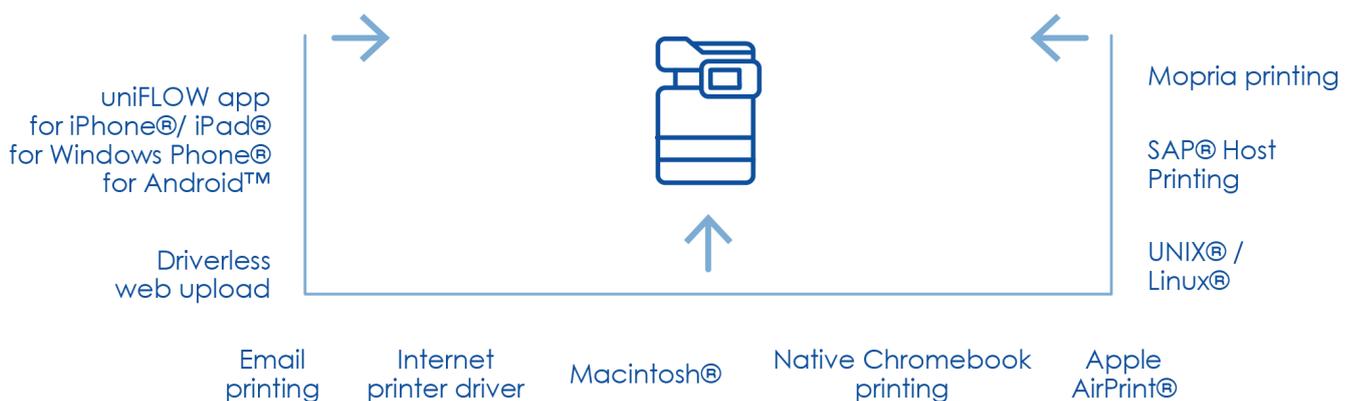
For growing companies, making highly accurate growth projections to scale on-premises infrastructure can be risky and expensive. uniFLOW leverages legacy IT investments and marry them with cloud resources, enabling flexible scalability while saving costs.

# 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.



## 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.

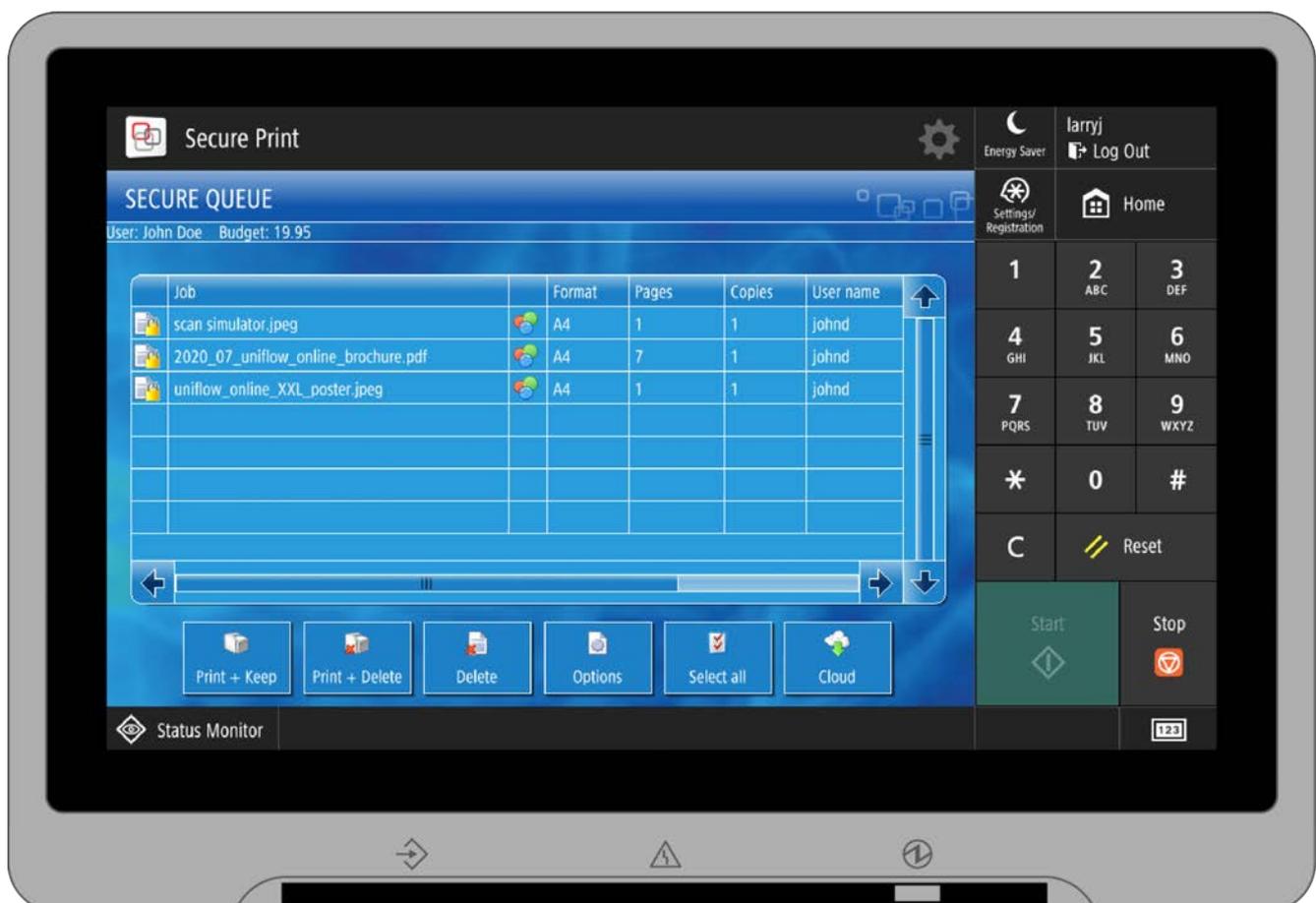


## Flexible identification at the device

Access to devices is easily controlled with uniFLOW. Users can choose from multiple identification 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.

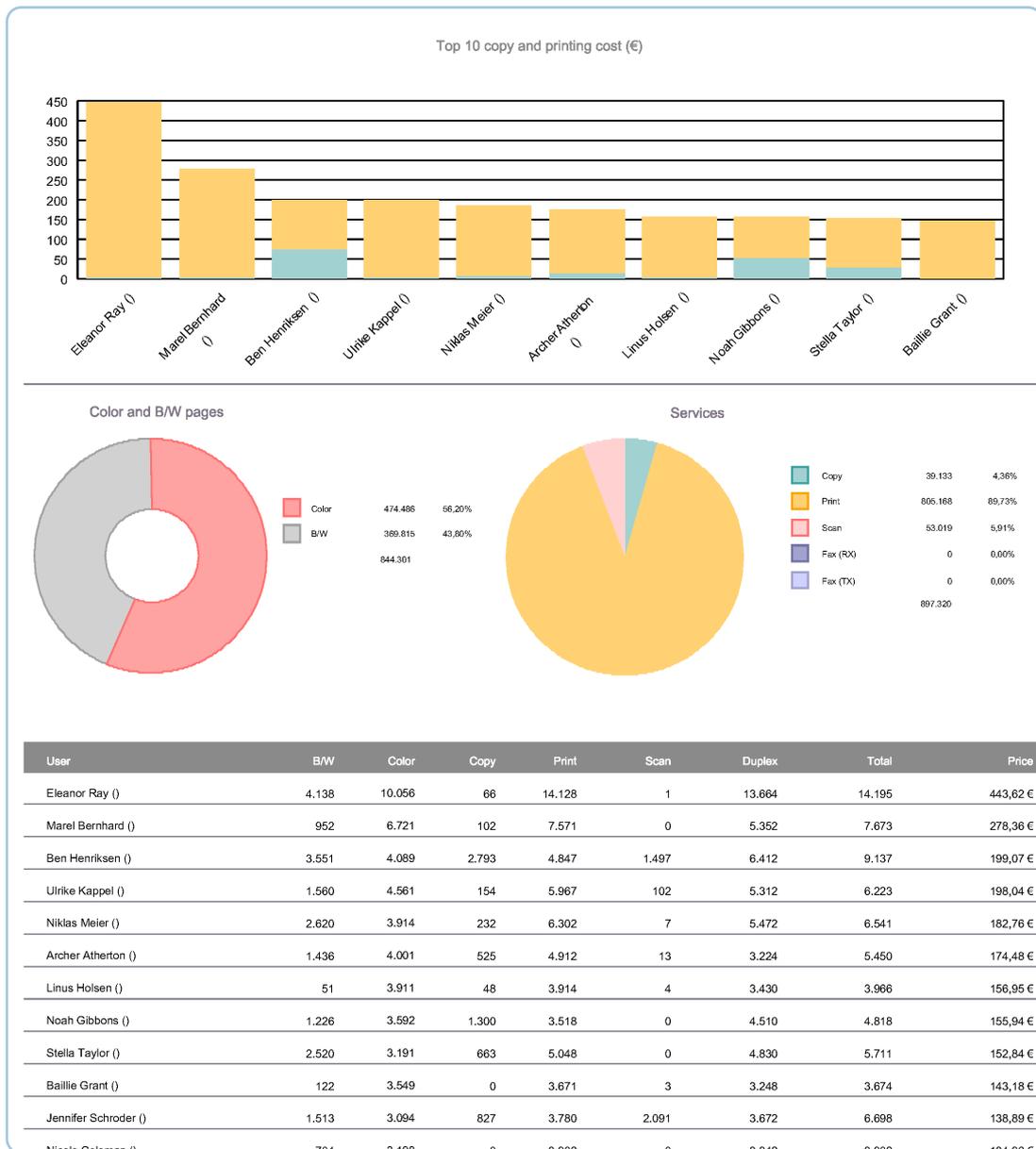
## Release to any device

All print jobs are stored in a 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 small and large format devices and selected devices from Konica Minolta, Xerox, Sharp, Lexmark, Brother, EPSON and OKI amongst others. Users can select which of their print jobs to release from a list displayed directly on the device screen. For last minute changes, 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 touch screen terminal or users can use their smartphones and tablets to release jobs securely.



## Integrated cost tracking and accounting

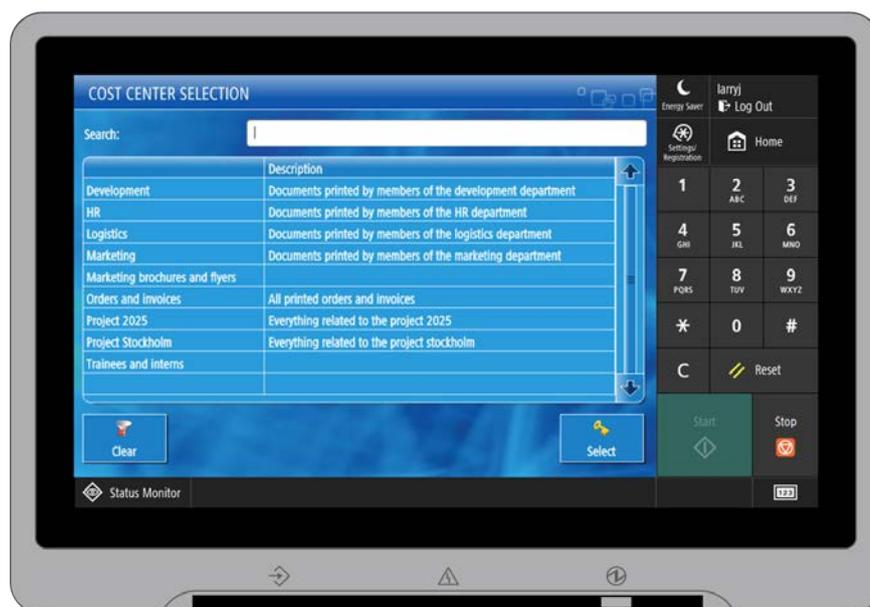
All organizations need to understand how their printing budget is being spent in order to control costs and reduce waste. uniFLOW allows organizations to track, assess and charge back all printing, copying, scanning and faxing costs on any connected device so that costs can be allocated to departments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

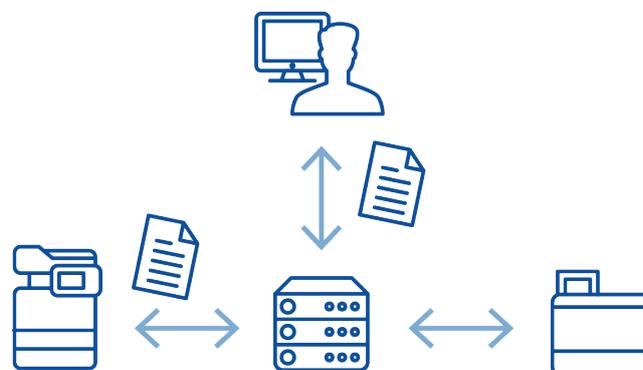


## Track cost savings and environmental impact

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 the most cost-effective device

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



# Create intelligent document processes

With uniFLOW users can scan documents directly from both the Canon imageRUNNER ADVANCE DX devices and Canon imageFORMULA network/ document scanners into appropriate business processes defined according to needs. The lean, intuitive user interface and secure personalized scan workflows facilitate immediate gains in productivity.

## Personalized 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.



### Cloud destinations

Box • Dropbox • Evernote®  
Google Drive™  
Microsoft OneDrive®  
Microsoft OneDrive® for Business  
Microsoft SharePoint® Online  
NetDocuments • Therefore™ Online



### Standard

Email • Folder • FTP  
Microsoft Exchange • WebDAV



### DMS/ ECM-systems

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

# Send print jobs from any location

Printing requirements extend far beyond the simple “file, print” via desktop PCs. Today’s 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.

Scan the QR code for releasing your prints



View your current queued print jobs



*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*



### 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.

### Native Chromebook™ printing support

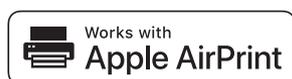
uniFLOW provides native printing for Chrome OS Chromebook users, which allows users to experience secure printing in enterprise and educational environments.

### Certified Mopria support

The Mopria support allows Android users to now enjoy the benefits of uniFLOW secure printing, and release jobs seamlessly to Mopria certified devices. After installing the `Mopria Print Service` app on their Android device, users can simply print, select the required finishing options, and release the job on any connected uniFLOW printer. Of course, all printing is tracked and accounted to the right user.

### 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.



# 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 which 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

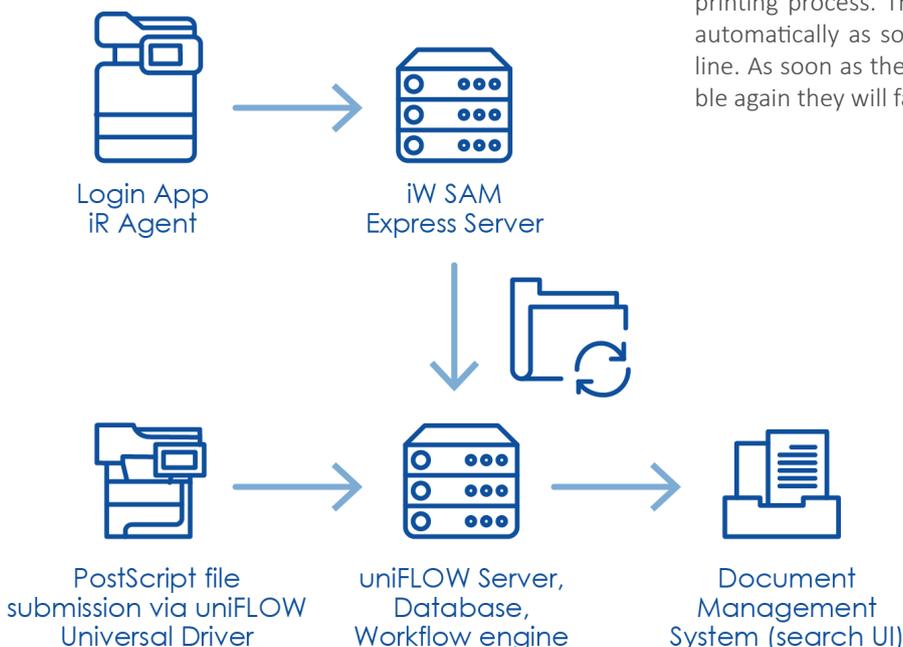
With tight integration between uniFLOW and Canon iW SAM Express, organizations can easily record and archive all device activities such as print, scan, fax, copy and email. Each time an activity is carried out on a MFD, the text and image data plus login information can be documented to facilitate a 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 fall back into 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 in take, from document make ready to production.

## Easy submission of jobs to the print room

Printing requests are often sent to the print room with ambiguous instructions. With uniFLOW Job Ticketing, users send print jobs directly from their PC to the print room in an efficient and standardized manner, having followed a few simple steps to complete a digital job ticket.

## 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 a web-based interface for creating a job ticket. At the top, the title bar reads "JOB TICKET for CRD Vistguide\_Birmingham\_24p.pdf". Below this, a summary bar shows: Paper format: A5, Color / B/W: Color, Page Count: 24, Price: 288.00, and Copy Count: 100. The main content area is divided into two sections: "General Job Settings" and "Printer Options".

**General Job Settings**

- Delivery Time: 18 . 03 . 2013 00 : 00
- Standard cost center: MKT - Marketing

**Printer Options**

Page Ranges	Media Types
[+] 1-24	Normal
	80g
	White

Additional printer options include:

- Duplex: Long Edge
- Staple: Left Upper
- Hole Punch: No Hole Punch
- Color Print: Automatically

A small icon of a document with a red checkmark is visible on the right side of the Printer Options section.

## Increase 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 office productivity

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



## 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.



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