



Control scanning, printing and copying effectively with uniFLOW



# Bring more control and added efficiency to your scanning and print environment

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

## What is uniFLOW?

uniFLOW is a software platform designed to bring the full value of multi-functional devices to the organisation.

The modular structure of uniFLOW and the tight integration with Canon hardware allows the system to be built depending on the organisation's exact requirements.

By controlling both the print and scanning processes of the MFD, uniFLOW allows the IT manager to administer one system with one set of user accounts and one database.

The user has a seamless interaction with the MFD, being able to access all features without learning a new interface or having

to re-authenticate every time they want to use a new function. This makes the system exceptionally user-friendly and increases the organisation's productivity.

## Scalable to any size

uniFLOW fits perfectly with any size organisation. It is available in 10, 50, 150 and unlimited user versions to provide scalability and flexibility regardless of your business type.

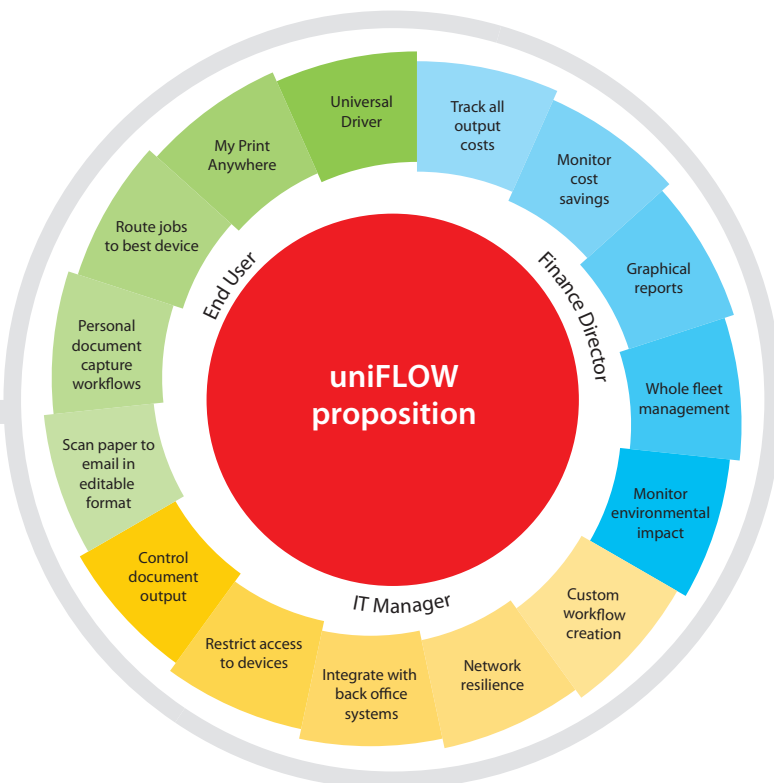
Its web-based architecture allows the software to be run over multiple buildings, locations or sites with all the data stored in a central SQL Server database.

## Modular Architecture

The core functionality of uniFLOW can be extended with various additional modules. Each module provides exciting new features to the system that allow the benefits of uniFLOW to be extended into other parts of your business.

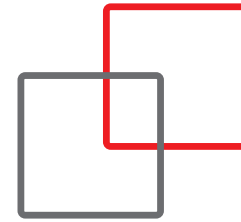
From providing secure printing features to allowing users to capture documents directly to Microsoft SharePoint, uniFLOW really is an end-to-end office management system.

For organisations with a print room or professional printing requirements, uniFLOW integrates with Helix Production Workflow to provide job ticketing, internet job submission, variable data printing and print room management capabilities.



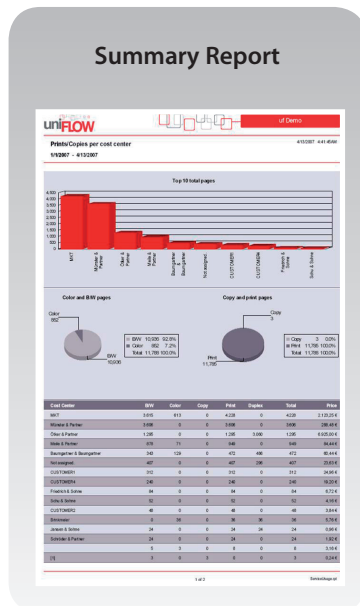
**helix**  
PRODUCTION WORKFLOW

# Complete control of your MFP fleet regardless of your business requirements.



## Printer accounting and auditing

All printing and copying, together with the associated costs can be tracked and stored. The built in reporting system allows the administrator or finance department to see and control how much each printer and user is costing the company.



This information can be used as part of a print audit to help decide future printer purchases or to identify where cost savings can be made.

## Universal Secure Printing

Confidential jobs can be held centrally on a print server and are only released when the user authenticates at the device. The user can go to any device in any location with the knowledge that their job will be printed securely.

Both environmental and financial waste are also eliminated as documents are automatically deleted if they have not been released after a specified time, rather than gathering dust on the printer's output tray.

## Routing jobs to the cheapest device

Laser printers close to the users are convenient but expensive to run. uniFLOW can be configured to allow the user to print small jobs on the laser printer but will ask to move the job to the cheaper Canon MFD (multi-functional device) or secure print queue once it is over a certain size.

Jobs can have their finishing options changed depending on certain rules, for example emails are always printed in black and white while large documents are always double sided, decreasing costs and waste.

## Enhanced device security

By integrating tightly with the Canon MFD hardware, uniFLOW can stop unauthorised 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 colour.

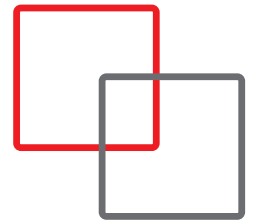
For maximum security, an image record of every copy, print, fax or scan performed on the Canon device can be stored and examined for keywords.

## Managing document capture

Using paper and the information contained on it remains a critical part of every user's daily work. uniFLOW allows users to scan documents directly to their email accounts, network folders or document management systems in the form of highly compressed image files. Scanned documents can be processed to free the information contained, allowing them to automatically pre-fill index information or to be converted to a format, such as Microsoft Word, allowing the user to edit the document when back at their PC.

# Secure Printing, Accounting and Job Routing - The End User Experience

The functions provided by an office management system are only as good as the experience provided to the user.

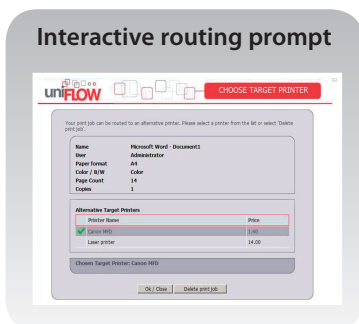


## Print to the normal printer

Locally attached or small workgroup laser printers are normally located much closer to the user than the multi-functional device but, unfortunately, they are also more expensive to run. Users normally do not think about which device is most suitable to print their job - they just press the "print" button regardless of whether a cheaper printer could have been used. While this may be acceptable for small jobs, where the costs are low, larger jobs need more attention.

uniFLOW allows the best of both worlds - local printers can be used for printing small jobs but larger jobs can be routed to a secure print queue or directly to the MFD in order to reduce printing costs.

The end user still just presses the "print" button but once the job matches certain conditions, they are prompted to route the job to a more cost effective printer. The conditions used to route the job can be different for each printer and include criteria such as the number of pages, the cost of the job, whether it contains colour or the application used to print the job.



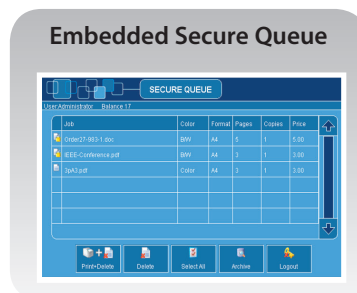
The user may choose to override the prompt to route the job to a more cost effective printer if given permission by the administrator. Print jobs can be automatically routed to the most cost effective device rather than giving the user the choice.

## Collect secure jobs from any printer

One disadvantage of using a MFD rather than a local printer is that someone may mistakenly pick up another user's print job. uniFLOW allows print jobs to be stored on a server and only be released once the user is standing next to the printer.

Users can send jobs directly to the secure print queue or they can be routed from desktop printers. Users working outside the company network can send jobs to the secure print queue via the internet to be collected when convenient.

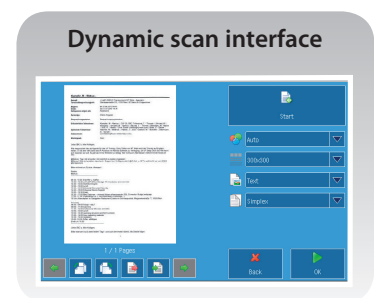
As the user can choose any printer on the network to release their job, regardless of model or manufacturer, the uniFLOW Universal Printer Driver ensures that the output is exactly as the user expects.



Once the user is ready to collect their secure print jobs, they need to authenticate at the printer using a proximity card, smart card, magnetic swipe card, PIN number, fingerprint or username and password. A list of jobs waiting for the user is displayed on the MFD panel where they can decide to change how the job will be printed before releasing it.

## Scan to email in an editable format

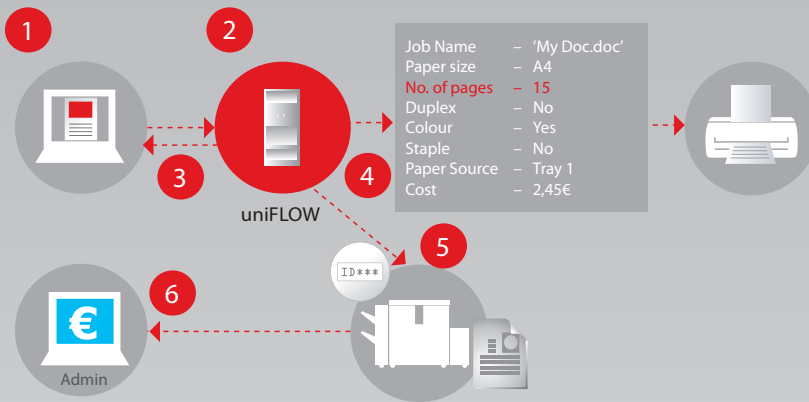
Once the user has authenticated at the MFD, they can also scan paper documents easily to email or the company document management system.



Users who select to scan to email will have a similar experience to sending an email from their desktop (due to native integration with Microsoft Exchange) as they can select recipients from the global address lists and the scanned document will be stored in the users "sent items folder". uniFLOW can perform Optical Character Recognition (OCR) on the document and convert the image to an editable format, such as Microsoft Word, as well as extracting text and barcodes to be used as indexing information. The document can be highly compressed to reduce the file size and storage requirements.

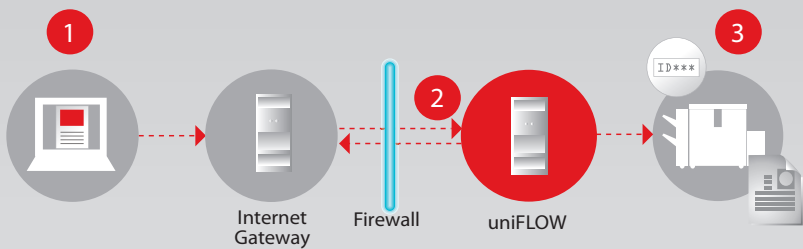
The interaction with the scanning interface is dynamic and personalised for each user. Personal buttons and scan workflows will follow the user providing a consistent experience regardless of which device they use.

### Routing a job to the secure print queue



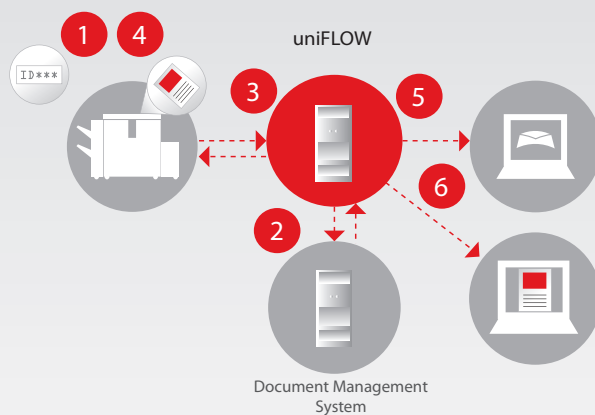
1. User prints their document to the laser printer
2. uniFLOW analyses the print job
3. If the job is more than 5 pages, user is prompted to route job to the secure print queue
4. Routed job is held on the server
5. User authenticates at the printer and their job list is displayed. User may change the print settings, if required, before printing
6. Job costs and any savings stored in the database

### Submitting a print job over the internet



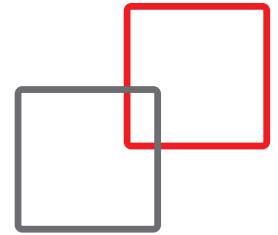
1. User prints their job from their hotel to the uniFLOW Internet Gateway
2. uniFLOW pulls secure print job from the Internet Gateway
3. User authenticates at the printer and their job list is displayed. User may change the print settings, if required, before printing

### Scanning to email and a Document Management System



1. User identifies at the MFD and selects to scan the job
2. uniFLOW retrieves indexing categories from DMS
3. uniFLOW performs OCR on the document to automatically capture index information
4. User confirms index information on the display panel
5. uniFLOW compresses the document
6. Scanned document is sent to user email in editable MS Word format and to DMS as highly compressed PDF

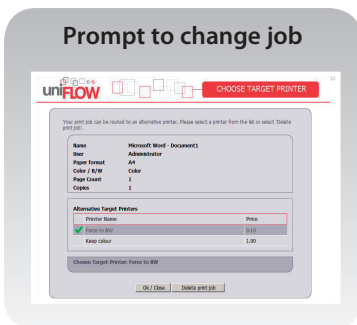
# Complete device and document security - The IT Manager's view



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. As well as being able to restrict larger jobs from being printed on smaller laser printers, the IT manager can force jobs to be printed in a certain manner. For example, the IT manager may decide to force all emails to be printed in black and white or for the user to be prompted to send the job double-sided once it is over a certain size.



## Restrict access to the MFP

There may be reasons why the IT manager requires different users to have access to different functionality on the same device. With the tight integration of uniFLOW and the Canon MFD, the IT manager can set access policies to each device. For example, guests to the organisation can be allowed only to make black and white copies, while normal staff can use all copying, scanning and faxing functions. Alternatively, staff can be allowed only to copy in colour on the MFDs next to the managing director's office, while managers can copy in colour on any device.

## Integration with back-office systems

Access to the device is controlled by proximity card, smart card, magnetic swipe card, fingerprint, PIN number or username 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.

For the scanning environment, uniFLOW includes native integration with Microsoft Exchange, Microsoft SharePoint and Therefore among others. Scanned documents can be highly compressed, reducing hard disk space requirements on the server. Any required indexing information can be captured from the user or directly from the document itself using barcodes or zone OCR.

## 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 before storing it in a document management system.

## Network resilience

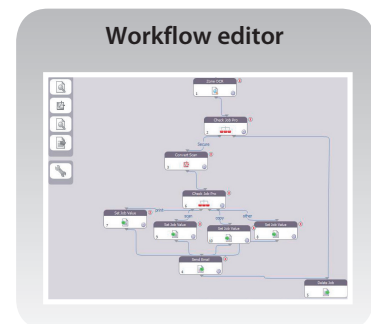
uniFLOW is designed to minimise disruption to the business when there are network problems. Print and scan devices can be configured to work with remote print servers that do not require a link to the main server to function.

Servers can also be clustered to provide another layer of resilience.

The MFD itself can remember the login details of users so they can still access some functions, such as copying, even when the network is down.

## Custom Workflows

Different departments and users require different functionality when it comes to printing or scanning documents. For example, the accounts department may have a special requirement for scanning invoices to a document management system, while the sales department wants to be able to convert paper orders into Microsoft Excel format for processing.



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. A drag and drop interface allows the administrator to simply create the workflows needed for each user and device.



# Tracking costs and savings - the Finance Department view

uniFLOW can track all costs, savings and the environmental impact of printing, copying, faxing and scanning.

## Track all output costs

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

Local printers, network laser printers, large format printers and multi-functional devices can all be tracked. For Canon MFDs, copy, fax and scan usage can also be recorded along with any printing activity. Regardless how large or small the organisation, uniFLOW can handle it all: from small companies with one device to large global international organisations with hundreds of different sites and clustered servers.

Each printer can be assigned multiple price structures, allowing the tracking of charges to the user as well as the internal printing costs. Budgets can be set to stop users printing more than they are entitled to.

Managers' authorisation can be required before printing large or expensive jobs. Multi-level cost codes can be assigned to print and copy jobs, making sure the correct budget is charged for the work.

## Monitor cost savings

Tracking costs is only one part of the financial aspect of 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.

Potential savings can also be calculated, allowing the finance department to see how much money is being wasted by users not taking full advantage of the printing infrastructure.

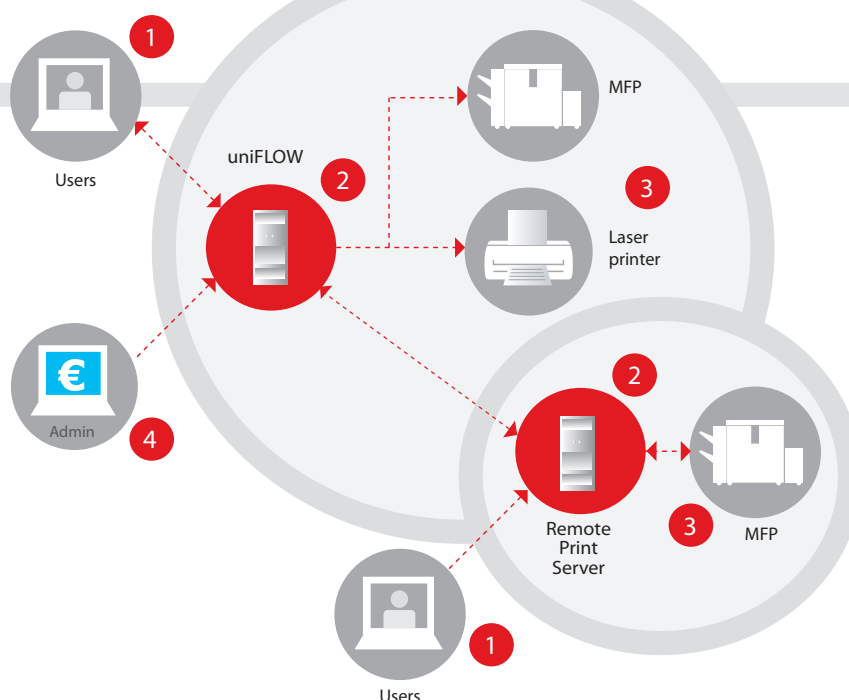
## Graphical reports

The finance department can view all device usage across the organisation 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 utilised and who is spending the most. Savings reports show all the savings and potential savings that have been made over the period.

Printing Intelligence reports can show the current state of the printing environment together with a trend analysis and a detailed breakdown of all usage. Environmental information, such as the amount of trees that have been saved through double sided printing are also shown in the Printing Intelligence reports.

If the finance department needs additional information, customised reports can be simply added.



1. User prints a job to the main print server or a remote site.
2. Job is analysed, costs assigned and savings calculated.
3. Job can be printed on any device.
4. Administrator can view reports and graphs showing costs, cost savings and environmental impact for all jobs regardless of where they were printed.

