

Canon

uniFLOW

Software Solutions

control printing and copying

improve user productivity

heighten document security

integrate and optimize your print room





Keep your office and print room running smoothly.



Whatever the size of your organization, you can use uniFLOW to optimize productivity and help reduce costs by gaining effective control and management of your entire printer fleet, including your print room. This comprehensive, one-platform solution is both modular and configurable, so you can customize it to your specific business requirements.



Encourage responsible printing behavior.

Help eliminate inefficiencies caused by over-used or faulty printers.

Securely receive your prints exactly as intended and when you need them.

Easily scan and send your documents to any back-end system throughout your organization using your Canon MFP.

Highly secure printing from anywhere, to any printer, conveniently from your mobile device.

Integrate your print room with your office printing environment for a smarter printing strategy.

Added control and extra efficiency

What is uniFLOW?

uniFLOW, a software solution, is designed to save you time and money by providing effective control over your entire print fleet. You'll be able to identify and manage the cost of printing, copying, scanning, and faxing across your enterprise. With uniFLOW, you can identify users' printing behavior and address their needs to improve the overall efficiency of printing and security.

Reduce costs and improve user productivity

Save money by understanding your printing costs and introducing policies that discourage wasteful printing. Minimize time spent managing and solving IT problems while, at the same time, reducing the frustrations of users who can't print when needed. uniFLOW addresses these issues by highlighting "out of toner" problems and paper jams. Your IT department is kept informed and, if required, pre-defined rules can be set up to redirect jobs to other printers automatically.

Revitalize your print room

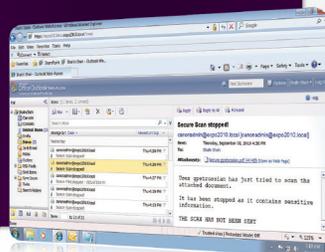
For certain organizations, it just makes sense to incorporate the print room into their overall printing strategies. Extending uniFLOW to your print room enables you to take advantage of all the same benefits that uniFLOW provides to your office printing environment, and much more. Help drive traffic to your print room, provide operators with the necessary tools to efficiently perform their jobs, and give customers a user-friendly experience—all on one integrated platform.

Document security

Secure printing helps prevent 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's been made and process the image data for restricted keywords before storing it in a document management system.

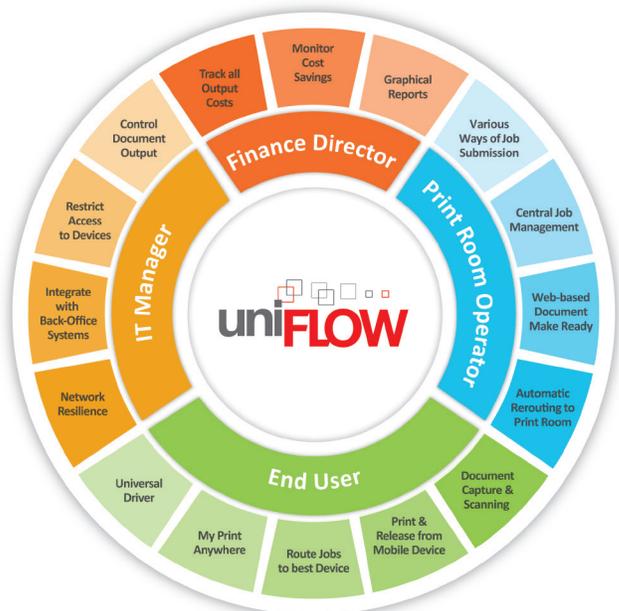
E-mail notification for security breach



Heighten document security

Paper documents handled in the office often contain confidential information. If such information is compromised, either deliberately or accidentally, the consequences can be damaging to business. While information on companies' computer networks is usually well protected, information being scanned and printed on an MFP is usually not.

Now uniFLOW can be used to introduce a highly secure printing environment that demands users to authenticate themselves at the printer before their print jobs are released. This way, confidential documents are not left lying on the printer tray for everyone to see. uniFLOW also tracks all the e-mails made from the MFP, attaching the credentials of the user to the sent e-mails. Just as from the PC, the sending of anonymous e-mails from your office MFP will be prevented.





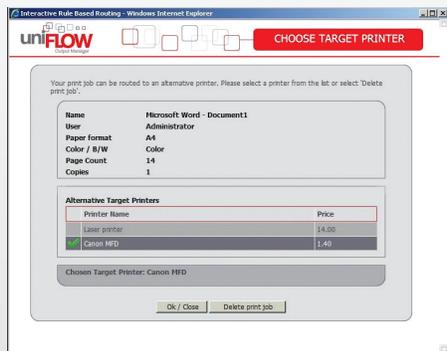
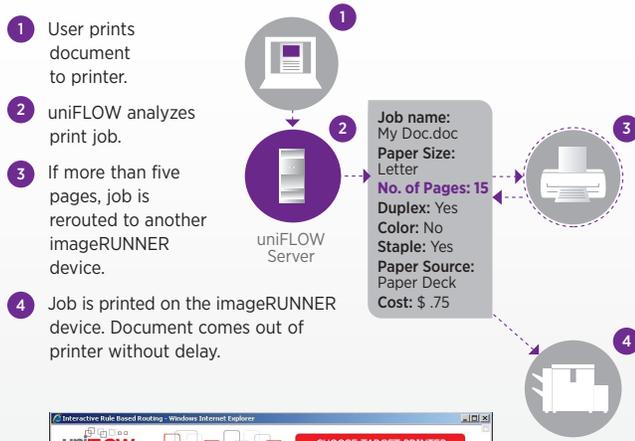
Secure printing, accounting, and job routing—the end-user experience.

Print to the normal printer

Locally attached or small workgroup laser printers are usually located much closer to the user than the multifunctional device, but, unfortunately, they're also more expensive to run. Users generally don't think about which device is most suitable to print their job—they just press the “print” button regardless of whether a more cost-effective 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 the secure print queue or directly to the MFP in order to help reduce printing costs.

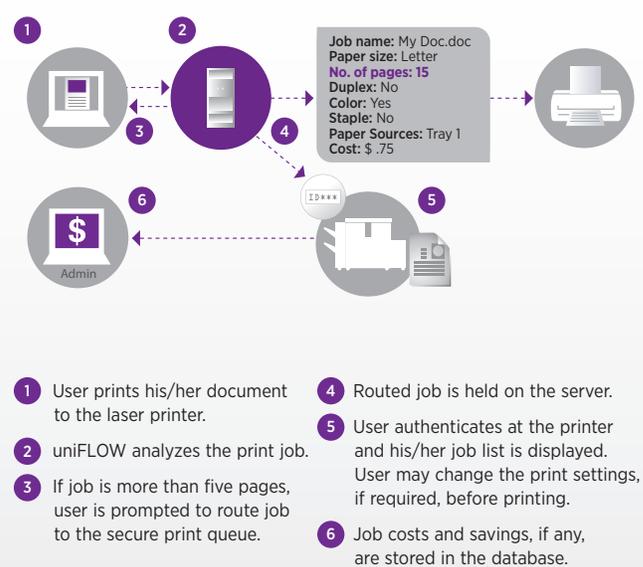
The end-user still just presses the “print” button, but once the job matches certain conditions, they're prompted to route the job to a more cost-effective printer. The conditions used to route the job can be different for each printer and include criteria such as the number of pages, the cost of the job, whether it contains color, or the application used to print the job. The user may choose to override the prompt to route the job to a preferred printer if given permission by the administrator. Print jobs can also be set up for automatic rerouting to the most cost-effective device, thereby denying the user the choice.

Automatic Job Rerouting Based on Rules



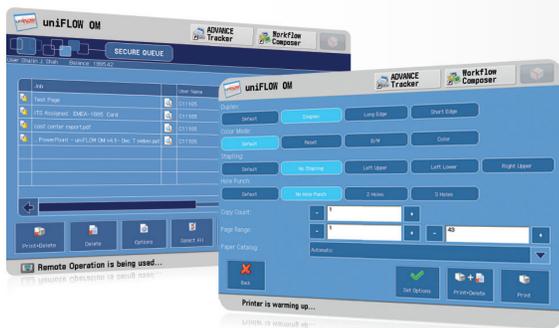
Users can interactively choose the print device.

Routing a Job to the Secure Print Queue



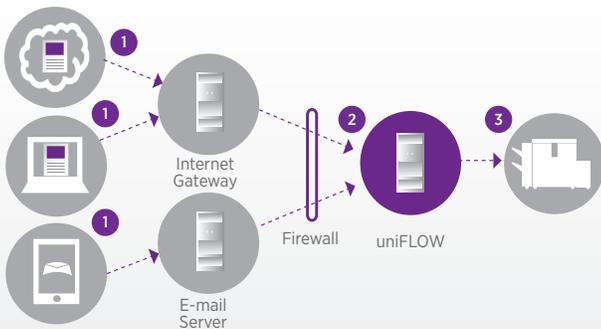
Collect secure jobs from any printer

One disadvantage of using an MFP rather than a local printer is that someone may mistakenly pick up another user's print job. uniFLOW allows documents to be stored on a server and only released when 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 office or company network can send jobs to the secure print queue via e-mail, via an Internet portal, or directly from their mobile device. Users with mobile devices can also view and release their secure print jobs directly from the smartphone applet.



Secure print job selections on device UI

Secure Printing Over the Internet



- 1 User prints his/her job from remote location, sends the job via e-mail, or pulls the document from the Cloud.
- 2 uniFLOW pulls secure print job from the Internet Gateway e-mail server.
- 3 User authenticates at the printer and his/her job list is displayed. User may change the print settings, if required, before printing.

Since the user can choose any printer on the network—regardless of model or manufacturer—to release a job, the uniFLOW Universal Printer Driver ensures that the output is exactly as expected. Once ready to collect the secured print jobs, the user needs to authenticate at the printer using a proximity card, smart card, magnetic swipe card, PIN, fingerprint, or username and password. A list of waiting jobs is displayed on the MFP panel, where the user can then decide to change how each job will be printed before releasing it.

Scan to e-mail in an editable format

Once authenticated at the MFP, the user can also scan paper documents easily to e-mail or the company document management system.

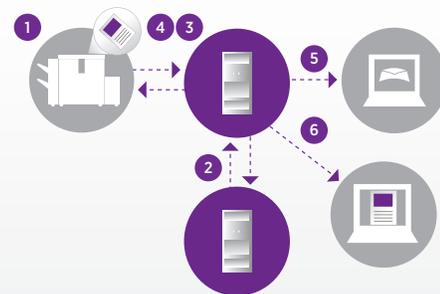
Users who select “scan to e-mail” will have a similar experience as sending an e-mail from their desktop due to native integration with Microsoft® Exchange. Recipients can be selected from the global address lists, and the scanned document will be stored in the user’s “sent items” folder. uniFLOW can perform Optical Character Recognition (OCR) on the document and convert the image to an editable format, such as Microsoft Word, as well as extract text and bar codes 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 personalized for each user. Personal buttons and scan workflows will appear on whichever device the user chooses, providing a consistent experience.



Dynamic scan interface at imageRUNNER device

Scanning to E-mail and a Document Management System



- 1 User identifies at the MFP 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 display panel.
- 5 uniFLOW compresses the document.
- 6 Scanned document is sent to user's e-mail in editable Microsoft® Word format and to DMS as highly compressed PDF.



Mobile and Cloud Printing.

Print jobs securely—without drivers—from any device.

Recent advances in technology mean that users are no longer confined to their desks to do their work—they can work anywhere, at any time. And with this new technology comes new printing requirements.

uniFLOW allows users to print from anywhere, to any device, while still applying the same security and accounting features as when printing with uniFLOW from within the office. Regardless of location, users can submit print jobs via e-mail or Web browser, and even print documents stored in the cloud conveniently from their mobile device. All print jobs are sent either to a secure print queue or directly to a printer, as specified by the user. Once submitted, users have the option to release their job to any type of printer — regardless of make or model—and even make finishing changes before release thanks to uniFLOW's Universal Driver. The user can release the print job either at the device itself or use any mobile device to release the job via any Web browser or mobile app. uniFLOW's mobile app is available for iPhone®, iPad®, and Android™ which can be downloaded on the App Store™ or Google Play™.



- One Platform - uniFLOW is administered through a single management console, reducing configuration efforts and ensuring that the administrator only has to learn one interface.
- Guests and/or Known Users - Administrators can control whether both known users and guests can submit print jobs to their printers.
- Print From Anywhere - Submit print jobs from any smartphone, tablet, or PC via e-mail, Web browser upload, or Internet printer driver.
- Multiple Identities - Users can register multiple e-mail addresses allowing them to submit jobs from their personal as well as work e-mail accounts.
- Full Accounting and Reporting - All print jobs are accounted and charged to the user's account, department, or cost center. Users can be stopped from printing if they have exceeded their budget.
- Single Release Queue - All print jobs, regardless of how they were submitted to uniFLOW, appear in a single, personal secure print queue.
- Universal Driver - The uniFLOW Universal Driver ensures that the users' jobs are printed correctly, regardless of the make or model chosen.
- Smartphone Release - Native apps for iPhone, iPad, and Android allow users to select and release their print jobs directly from their smartphone.

Google Cloud Print™

Google Cloud Print is an emerging cloud-based printing technology from Google™, enabling users to print from anywhere, to any printer, by using any Web-enabled device. With Google Cloud Print and uniFLOW working together, users have yet another option for securely submitting print jobs and having them accounted for using uniFLOW.

Note: Google Cloud Print requires an Internet Connection and Google account.



Reduce your costs and heighten security. The finance department experience.

Track all output costs

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

Local printers, network laser printers, large-format printers, and multifunctional devices can all be tracked. For Canon MFPs, copy, fax, and scan usage can also be recorded along with any printing activity. Regardless of the organization's size, uniFLOW can handle it all, from small companies with one device to large global international organizations 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 created to prevent users from printing more than they're entitled to, and a manager's authorization can be required before printing large or expensive jobs. Also, multilevel cost codes can be assigned to print and copy jobs, making sure the correct budget is charged for the work.

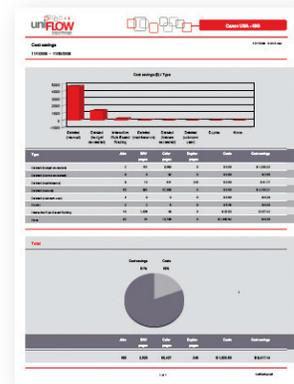


Color Usage Report

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 more cost-effective printer or deleting a secure print job that hasn't 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.



Cost-savings Report

Multitier cost centers

uniFLOW provides an effective cost-recovery solution to any organization (especially legal firms) looking to charge back its clients for document output. Using the uniFLOW client pop-up or MEAP application, an end-user can enter/select cost centers (billing codes) prior to making copies or prints. uniFLOW supports a multitier cost center method that can have both linked and unlinked cost centers.



Cost center selection on an imageRUNNER MFP



Monitor device usage with detailed reports.

Graphical reports

The finance department can view all device usage across the organization and access reports by user, device, and groups, or multilevel cost code.

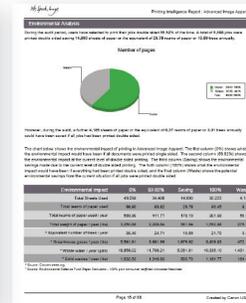
Standard reports include all the information required, such as which device is being most utilized and who's spending the most. Savings reports show all the actual and potential savings that could have been made over the period.

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.

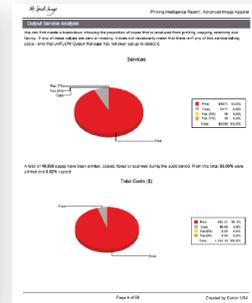
If the finance department needs additional information, customized reports can be easily added.



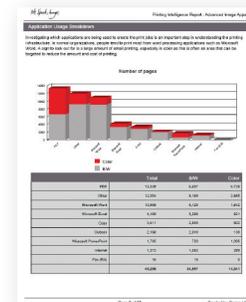
uniFLOW Printing Intelligence Report



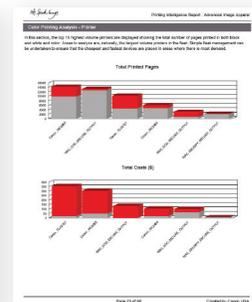
Environmental information



Breakdown of MFP usage



Information on printing by application

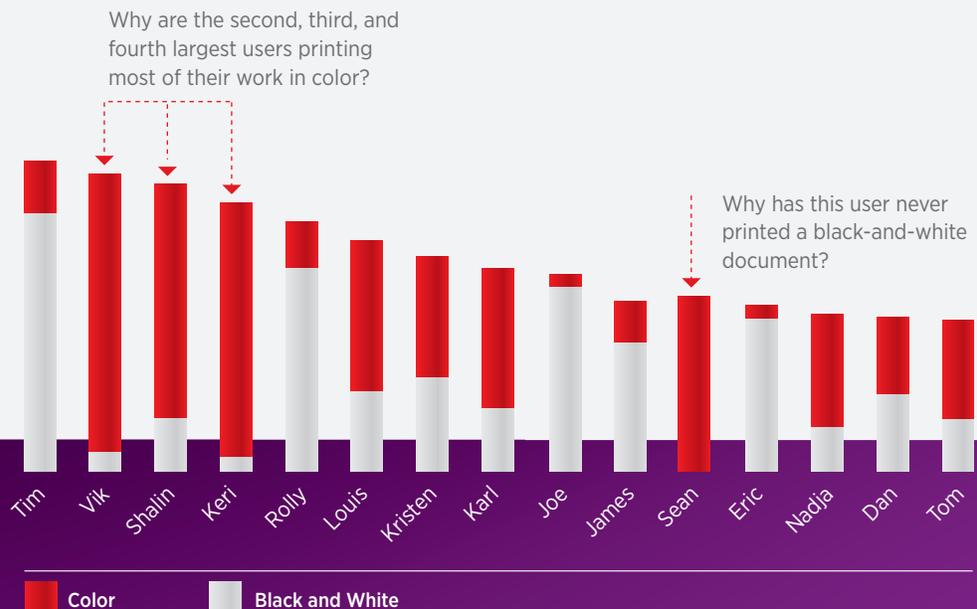


Color printing analysis

Statistics

View device usage across the network.

Access reports by user, device, and groups of users. The Web interface lets you set up all the reports you need, such as which device is being used the most and which user is printing most often.





Integrate your Print Room for a Smarter Printing Strategy.

Your company's print room is a tremendous asset and, when properly managed, it can generate an even greater return on investment.

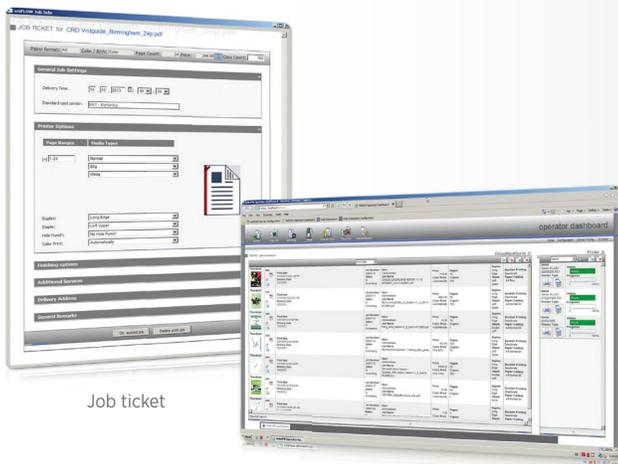
Print rooms can easily become "out of sight, out of mind" in many organizations, consequently leading to the underutilization of its services. With that underutilization comes inefficient print room practices, slower turnaround time, and ultimately lost revenue. With the integration of Production Printing into uniFLOW's "One Platform" solution, your organization can now properly manage and more efficiently utilize the print room, while also driving more traffic to its services.



Empower your print room

The performance of your print room relies not only on the type or amount of devices it houses, but also on how efficiently it's managed. An effective print room management solution facilitates every stage of the print job process, from initial job ticket submission to the printing of the final product.

With its CRD Printing Module, uniFLOW gives your Central Reprographic Department, or print room, the tools necessary to complete the job with accuracy, efficiency, and control. Submitting a job to the print room is easy and precise with integrated job ticketing. Using a standardized digital job ticket, office employees can easily and accurately submit jobs to the print room, while also minimizing miscommunication of the print job specifications.



Job ticket

Operator Dashboard

The Operator Dashboard provides print room operators with a central point of control to effectively prioritize, manage, and prepare all their incoming and existing job orders, resulting in reduced turnaround time and increased efficiency. Print room operators don't even need to manually adjust any printer settings because they're automatically set, as defined in the job ticket. Alternatively, print jobs can find their way to the print room via rules-based routing. If a print job meets or exceeds a specified size, it can automatically be rerouted from an office MFP to the print room for more cost-effective printing.

Once the print job has been submitted and the print room operator has received and scheduled it in the Operator Dashboard, the operator can then prepare the print job with the integrated document make-ready tool. This Web-based preprint tool enables the operator to make basic late-stage edits, before sending to print. Once edits are complete, and the job is ready to print, the operator can even optimize production by utilizing the load balancing and color split features, further maximizing efficiency and cost savings.

Expose your print room

Not unlike your business, your print room requires a steady volume of customers to stay productive and profitable. Without the proper exposure and accessibility to customers, even the most sophisticated print rooms remain fruitless.

With uniFLOW's Web Submission Module, you can easily offer a wide variety of products and services via the Web, helping to drive traffic to the print room. By creating a Web shop, end-users have an easy method of browsing through your product catalog and placing an order. For internal orders, costs can be charged to the respective cost centers, with no checkout process required. External customers can simply add products to their shopping cart and check out, making payment via invoice or credit card for a simple and secure transaction.

The Web shop layout and design is fully customizable and offers the creation of an unlimited number of front ends, enabling you to tailor each store to your customer's specific needs, providing an even greater customer experience.



Custom-tailored Web shop front-end

Seamless integration for preprint perfection

If your print room utilizes advanced document make-ready applications such as Océ PRISMAprepare, uniFLOW can integrate those applications within the Operator Dashboard, providing the print room operator with a truly seamless experience. From within the Dashboard the operator can simply "drag-and-drop" a job from the print queue onto a convenient PRISMAprepare button, thereby opening the job into the document make-ready application for advanced editing before production.



Complete device and document security. The IT manager's view.

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 MFP 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.

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's over a certain size.

Predefined Finishing Options Save Time and Money

- 1 User prints documents to the printer.
- 2 uniFLOW analyzes the print job before sending to the printer.
- 3 Finishing options are automatically applied based on pre-determined criteria.



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 MFP, the IT manager can set access policies for each device. For example, guests to the organization can be allowed access to only black-and-white functionality, while staff can use all copying, scanning, and faxing functions. Alternatively, staff can be allowed to only copy in color on the MFPs next to the managing director's office, while managers can copy in color on any device.



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.

Self-card registration at a Canon imageRUNNER device



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 bar codes or zone OCR.



Canon Device Connections



imageRUNNER
CMFP



imageRUNNER
LBP



imageRUNNER
ADVANCE

Device type	imageRUNNER CMFP	imageRUNNER LBP	imageRUNNER ADVANCE
CMFP	✓		
SFP MEAP		✓	
MEAP			✓
Core functionality			
Device locking	✓	n/a	✓
Copy accounting	✓	n/a	✓
Multilevel cost center selection	✓	n/a	✓
Device authentication			
PIN	✓	✓	✓
Username/password	✓		✓
Job code			✓
MiCard V2 proximity card readers (direct connection)	✓	✓	✓
MiCard PLUS (direct connection)		✓	✓
Third-party card readers (direct connection)		✓	✓
Other card readers (microMIND connection)	✓	✓	✓
microMIND connection (and other card readers)			✓
Device function restriction based on user login			✓
Secure print job submission			
Submit via Universal Driver	✓	✓	✓
Submit via e-mail	✓	✓	✓
Submit via smartphone app	✓	✓	✓
Submit via Web browser	✓	✓	✓
Submit via cloud document link	✓	✓	✓
Secure Print release			
Release all secure jobs on login	✓	✓	✓
Individual job selection on device	✓	✓	✓
Individual job selection via smartphone/Web browser	✓*	✓	✓
Individual job deletion	✓*	✓	✓
Thumbnail preview			✓
Change job options before release			✓
Print shared jobs from archive			✓
Scanning via Universal Send			
Scan to me via Universal Send	✓	n/a	✓
Scan to folder via Universal Send	✓	n/a	✓
Advanced scanning			
Scan to e-mail/scan to me			✓
Scan to folder/FTP			✓
Scan to SharePoint®			✓
Scan to Therefore™			✓
Scan to Google Drive™/Google Docs™			✓
Scan to Web-DAV			✓
Scan as highly compressed PDF with 137 language OCR			✓
Scan in editable format (Word, Excel®)			✓
Zone OCR and bar code recognition			✓
Split batch jobs			✓
Validate data with database lookup			✓
Show custom data entry screens to user			✓



MiCard PLUS



microMIND

*Color imageRUNNER C1030 does not support individual job selection on device and individual job deletion.



ONE PLATFORM



Office printing



Office scanning



Device management



Mobile printing



Production printing



uniFLOW was developed by NT-ware, a global leader in Print and Scan Management. It helps organizations reduce costs and enhance document and device security, while increasing productivity by optimizing its printing and scanning processes.

Only uniFLOW offers a true “One Platform” solution, providing organizations the flexibility and scalability to custom design a solution specific to their business needs, today and in the future.



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