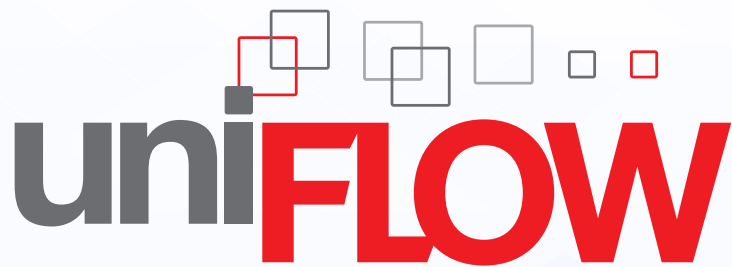# One Platform for all your Print, Scan and Device Management

uniFLOW

RYAN
Business Systems, Inc.

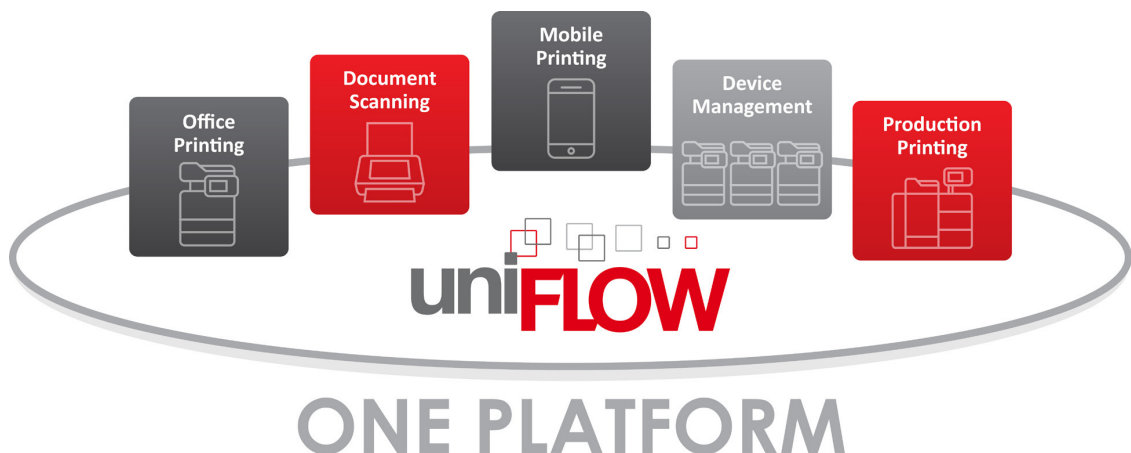# Manage all Printing & Scanning with one single Platform

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.

- **System used in an organization that needs to be learned**
- **System to maintain and backup**
- **Set of users, rules and security permissions**
- **Reporting system for all print-related costs**
- **Client application for managing office and print room jobs**

... Platform

- **For all your print, scan and device management**
- **Scalable to any size for flexibility regardless of your business type**
- **Allowing to easily extend uniFLOW into other parts of your business**
- **Simplifying the integration and management of a mixed fleet of devices**

Office Printing · **Document Scanning** · **Mobile Printing** · **Device Management** · **Production Printing**

uniFLOW

ONE PLATFORM

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 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.

| 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.
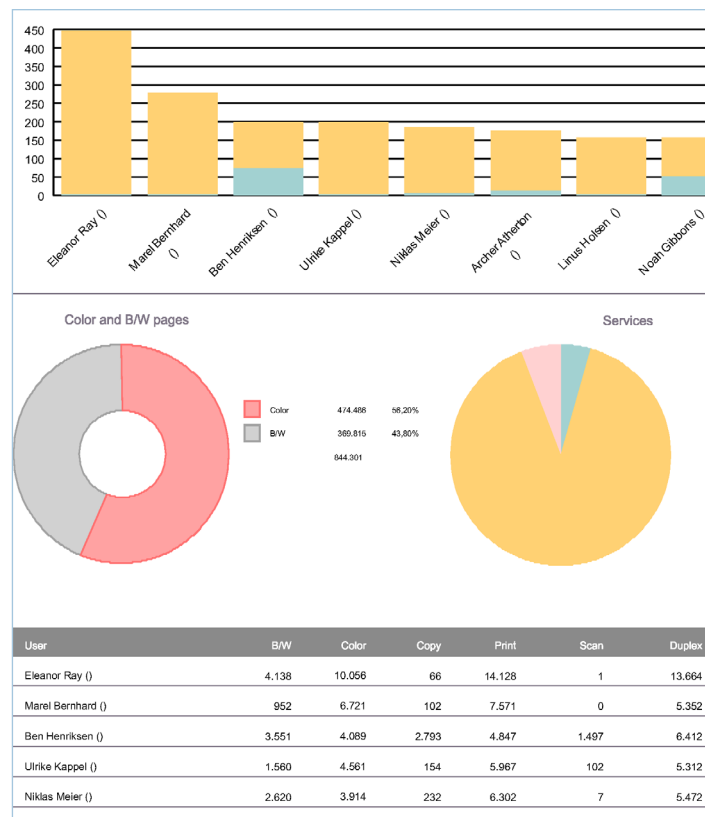
Release to any Device

All print jobs are stored in 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 devices, Océ 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 image-RUNNER ADVANCE devices users can also change finishing options directly at the device. In the absence of an embe ded platform, users can use devices connected via microMIND or the uniFLOW Release Station which is a device-independent touch screen 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.

User	B/W	Color	Copy	Print	Scan	Duplex
Eleanor Ray ()	4.138	10.056	66	14.128	1	13.664
Marel Bernhard ()	952	6.721	102	7.571	0	5.352
Ben Henriksen ()	3.551	4.089	2.793	4.847	1.497	6.412
Ulrike Kappel ()	1.560	4.561	154	5.967	102	5.312
Niklas Meier ()	2.620	3.914	232	6.302	7	5.472

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.
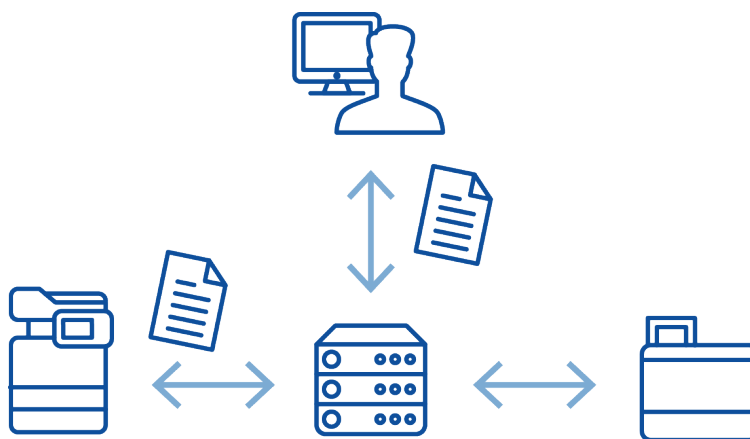
Track Cost Savings and environmental Impact

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 CO_2 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 whilst larger jobs are rerouted to the cheaper 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 can 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.

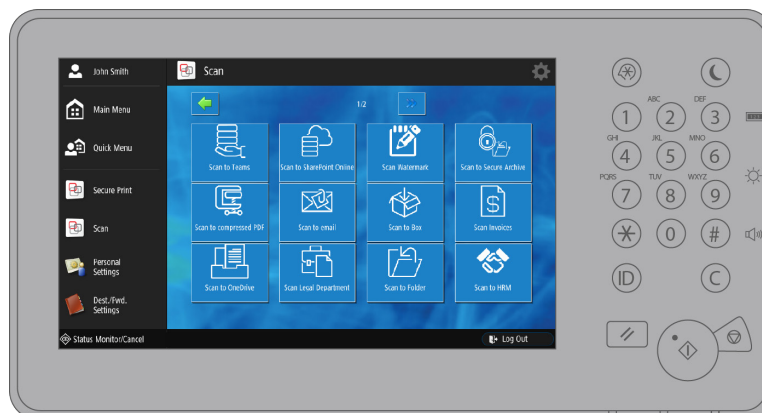# Create intelligent Document Processes

With uniFLOW users can scan documents directly from both the Canon imageRUNNER ADVANCE and Canon imageFOR-MULA ScanFront Network/ Document Scanner into appropriate business processes defined according to needs. The lean, intuitive user interface and secure personalized "followme" 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
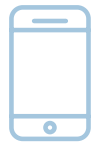Folder
FTP
Microsoft Exchange
Print Room
WebDAV

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'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.

GET IT ON Google play

Available on the App Store

Windows Store

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.

Google Cloud Print™ Support

uniFLOW allows users to submit jobs directly via Google Cloud Print. The uniFLOW Print Service for Google Cloud Print has been developed for users of Google Chromebooks™ so, like Windows® or Mac users, they can print in a secure and managed way. Users can easily submit print jobs to Google Cloud Print via the Google Chrome™ browser allowing submission from desktop PCs, Android devices, Windows Phones, iPads and iPhones.
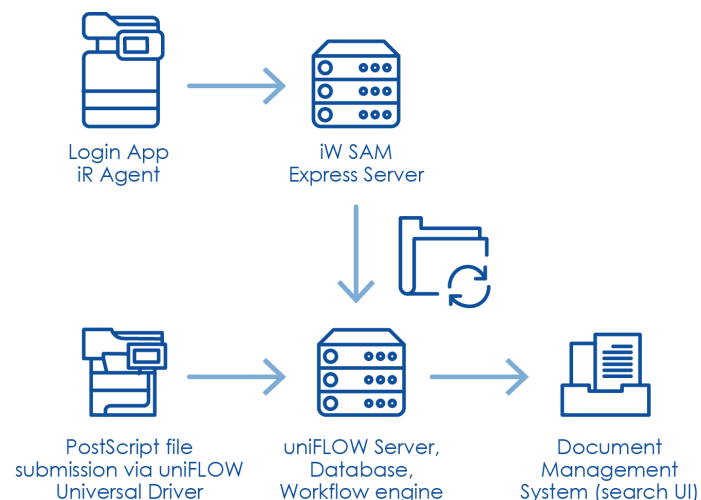
Gain full
System Control

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.

Login App
iR Agent

iW SAM
Express Server

PostScript file
submission via uniFLOW
Universal Driver

uniFLOW Server,
Database,
Workflow engine

Document
Management
System (search UI)

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.

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 Océ PRISMA®direct, 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.

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.

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.
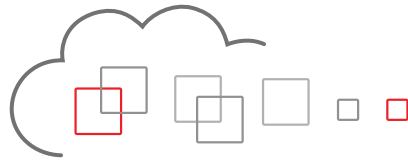
Help save the Environment

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

Improve Employee Productivity

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

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