



## CLOUD PRINTING AND SCANNING

Control Access  
Control Costs

## uniFLOW Online

uniFLOW Online is a cloud-based printing, scanning, and accounting solution that's easy to configure and secure. The solution extends the standard functionality provided by uniFLOW Online Express for imageRUNNER ADVANCE DX, imagePRESS Lite, and compatible imageCLASS models by adding My Print and Scan Anywhere, mobile printing, and more, to support users whether they're in the office or at home.



Flexible Authentication



Secure Printing



Mobile Printing



Document Scanning



Cost Tracking



Cloud Infrastructure

# uniFLOW Online Cloud Print & Scan

Designed for business environments of any size, uniFLOW Online can help reduce and allocate printing costs, limit unauthorized access to printed documents, improve office productivity, and enable central control of printing, scanning, copying, and faxing.



## Flexible Authentication

Users are required to authenticate to gain access to their compatible Canon device using one of the following:

- Proximity Card\*
- PIN Code
- Image Log-in and Optional PIN Code
- Department ID



## Secure Printing

Users' print jobs can be retrieved at whichever networked and supported Canon models they choose, and print jobs are only released after authenticating at the device unless set up otherwise by an Administrator. Secure Print options include:

- SmartClient
- Universal Output Queue
- Print From Cloud
- Chrome Extension
- Universal Print by Microsoft®
- Direct Secure Print
- Delegation Printing



## Mobile Printing

Users can submit print jobs from their networked, compatible PCs, smartphones, tablets, or the Mobile Print & Scan App, and print job submissions will follow them from one compatible device to another. Features include:

- uniFLOW Online Print & Scan App
- Mobile Printing for Guests
- Email Printing
- Web Upload



## Print From Cloud

Users can print from connected cloud services\*\* using folder browsing and finishing options on supported Canon devices. Cloud services include:

- Dropbox
- Evernote®
- Box
- Google Drive™
- Microsoft SharePoint® Online
- Microsoft Teams
- Microsoft OneDrive®/ Microsoft OneDrive® for Business



## Document Scanning

Users can scan documents directly from any supported Canon model using the lean and intuitive user interface. Single sign-on to any of the following:

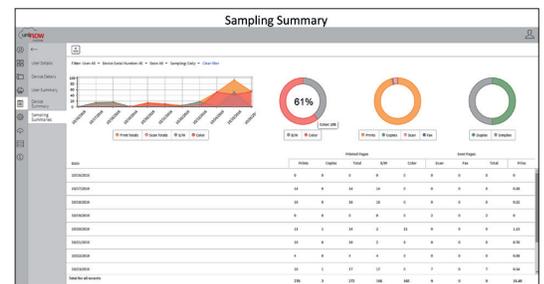
- Secure "Scan-to-Myself"
- Scan to Email with Exchange Online
- Google Drive
- Microsoft OneDrive/ Microsoft OneDrive for Business
- Microsoft Teams
- Therefore™ Online
- Evernote
- Box
- Microsoft SharePoint Online
- Dropbox



## Cost Tracking

Administrators can use the comprehensive uniFLOW Online Dashboard to view valuable analytical information. Device activity costs can be allocated to users or departments. If needed, administrators can even create different projects or cases under the cost center menu so that users can charge their print, scan, or copy charges accordingly. Reporting and tracking options include:

- Accounting
- Cost Centers
- Budgeting
- Reporting



## Cloud Infrastructure

There's no requirement for local uniFLOW servers, and configuration and management of the system take place in the cloud.

\* Canon systems, Universal Login Manager, Proximity Card Readers, and Cards are sold separately.

\*\* Subscription to a third-party cloud service required. Subject to third-party cloud service provider's Terms and Conditions.

# uniFLOW Online Cloud Image Processing

Cloud Image Processing adds robust scanning features designed to optimize your processes for scanned documents by directly sending them to a variety of scan destinations with enhanced image quality, compression, and document security.

## Capture

Digitalizing documents in a structured and secure manner reduces error-prone manual interaction while optimizing processes and security measures. Users can alter scan options at the device and are able to browse through the root of their selected destination to select a folder. Access to scan profiles can be restricted to individual users or groups.



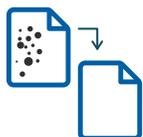
## Distribute

Users can scan documents directly from any supported Canon model using the intuitive user interface and single sign-on to any of the following:

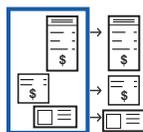
- Secure "Scan-to-Myself"
- Scan to Email with Exchange Online
- Google Drive
- Microsoft OneDrive/Microsoft OneDrive for Business
- Therefore Online
- Microsoft Teams
- Evernote
- Box
- Microsoft SharePoint Online
- Dropbox
- Concur

## Powerful Scan Processing

Users can benefit from optimized scan processes including the following:



**Despeckling.** After receiving the scan, image quality can be enhanced through despeckle and deskew operations.



**Receipt Scanning (multicrop).** Receipts and business cards can automatically be extracted and rotated and scanned images can be converted to editable and searchable documents.



**File Compression.** Scanned files can be compressed to a fraction of the actual file size without having a major impact on image quality.



**Encrypted PDF.** To increase document security, scanned documents can be saved as encrypted PDF files.

## Automated Document Filing

uniFLOW Online's core document processing capabilities are enhanced and expanded in order to automate the process of digitizing documents.

**Filing Assist.** Using preconfigured workflows, users can scan batches of repetitive documents to popular cloud services. The documents are named, converted, and filed according to predefined rules and information within the document.

**My Filing Assist.** Ideal for ad hoc scanning of single, one-off documents for individual users. After scanning the document, the user selects the scan destination, target folder, and file format once back at their desk.

**Validate from Workstation.** Scans are available in the uniFLOW Online Scan Center. Users can check if the prepopulated file name and metadata are correct. Where errors are detected, the preview can be opened to edit the OCR result or select a different OCR block to make corrections. Once confirmed, documents are submitted to their final destination by hitting the "Send" button.

# uniFLOW Online Benefits



## Limit Unauthorized Usage

Administrators can restrict printer access to authorized users. Plus, with function-level access, log-in is only required for specific functions at the device.



## Control Print, Scan, Copy, and Fax Costs

Authenticating and releasing print jobs when only at the device helps reduce print costs. Tracking expenditures by users and departments help pinpoint excessive spending.



## Enable Outstanding Office Productivity

Employees can print from compatible mobile devices<sup>▲</sup> and connected cloud services and scan directly from any supported Canon model for greater office workflow flexibility. Secure Print jobs can be modified prior to printing to help save valuable time.



## Address Regulatory Compliance

To address GDPR compliance, a user's personal data can be deleted and accounting data in reports can be made anonymous. A user's data can be collected and shared or deleted by the administrator upon request, helping to achieve GDPR processes such as the "Right of Access by a User" and the "Right to be Forgotten."



## Help Secure Confidential Documents

Using a single driver, users can print confidential documents via any supported Canon model where unauthorized access can be limited due to authentication requirements.



## Support Environmental Goals

Encouraging users to print only what's needed and allowing finishing options to be changed at a compatible Canon device prior to printing saves paper and energy.

<sup>▲</sup> Compatible mobile devices are those that have the capability of sending an email.

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[UNIFLOWONLINE.COM](https://UNIFLOWONLINE.COM)



**imageRUNNER**  
ADVANCE DX

**imageCLASS X**

**imagePRESS Lite**

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Outstanding Cloud  
Output Management  
Solution



Outstanding Achievement  
for Hybrid Workplace  
Scan Technology