

# SECURE CLOUD PRINTING & SCANNING FOR BUSINESS

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[www.uniflowonline.com](http://www.uniflowonline.com)

# uniFLOW Online

## Simple. Serverless. Secure.

uniFLOW Online is a secure, public cloud print and scan solution for businesses of all sizes. It has been developed from the ground up to enhance cloud technology's benefits and meet the needs of businesses who do not want to invest in, or manage, local servers but still wish to control the printing process and benefit from flexible scan workflows.

uniFLOW Online has been developed on the Microsoft Azure cloud platform which provides superior enterprise platform security, scalability and resilience for businesses.

Security and data protection is the main driver  
for cloud migration.

*Deloitte Insights (2019), Data modernization and the cloud*

73% of organisations expect to transition to  
cloud print management by 2025.

*Quocirca (2020), Print 2025: The journey to digital reinvention*

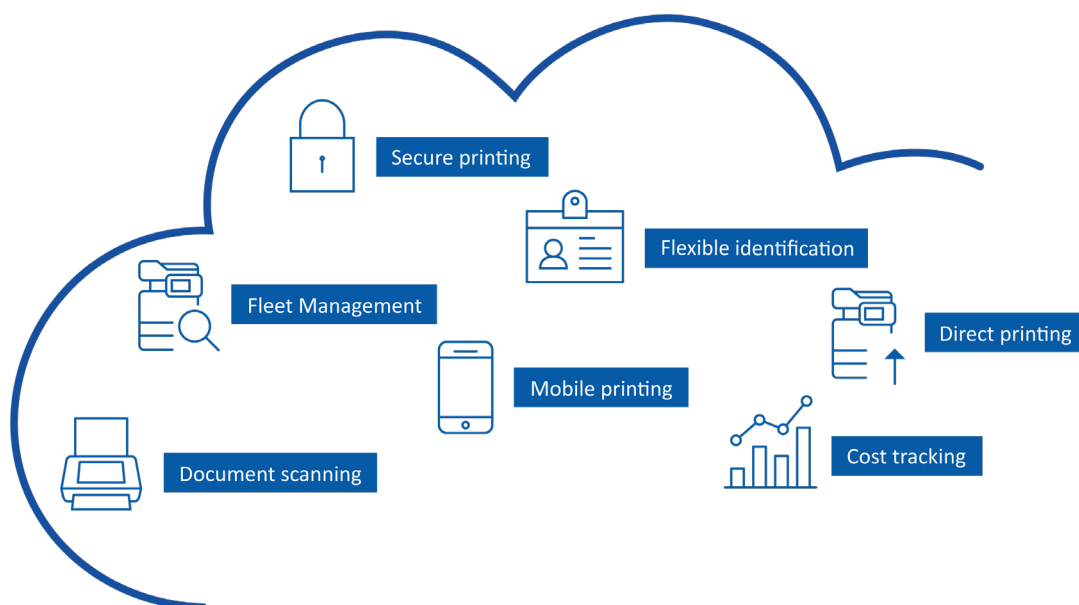
66% of an organisation's workforce is expected  
to be mobile by 2025, up from 49% in 2019.

*Quocirca (2020), Print 2025: The journey to digital reinvention*



# State of the art technology - Experience the difference

uniFLOW Online is built on cutting-edge cloud environment technology; servers can be dispensed with and businesses are ready for the future. It brings enterprise security standards to businesses of every size and provides high scalability in order to react immediately to changing demands.



## One cloud platform for all printing, scanning and device management

uniFLOW Online comprises a wide set of comprehensive features. It oversees a business' entire print and scan environment and provides device management with one solution, from secure printing and mobile printing right through to advanced scanning and automated filing processes. The modular design makes it easy to expand the print and scan environment with additional features, such as cost center or budgeting, while keeping maintenance to a minimum. uniFLOW Online integrates seamlessly into an existing office environment and enhances document and device security.

## Settings, fine-tuned to business units

Multiple configuration possibilities deal with ever changing business demands. A key component is uniFLOW Online's location concept which allows for a different configuration of individual features per location. Locations can vary in print submission pathways, security features or network setup including Zero Trust environments. With central management in the cloud, uniFLOW Online makes it easy to keep track of everything.

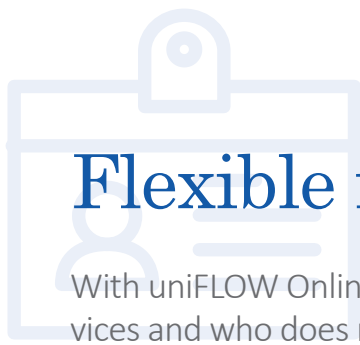
## The revolution in cloud scanning

The cloud provides high-performance capabilities to process documents in a variety of ways. Workflows such as receipt scanning, barcode recognition, document splitting rules and those that combine automatic filing and indexing, will streamline business processes.

## 100% cloud-based infrastructure

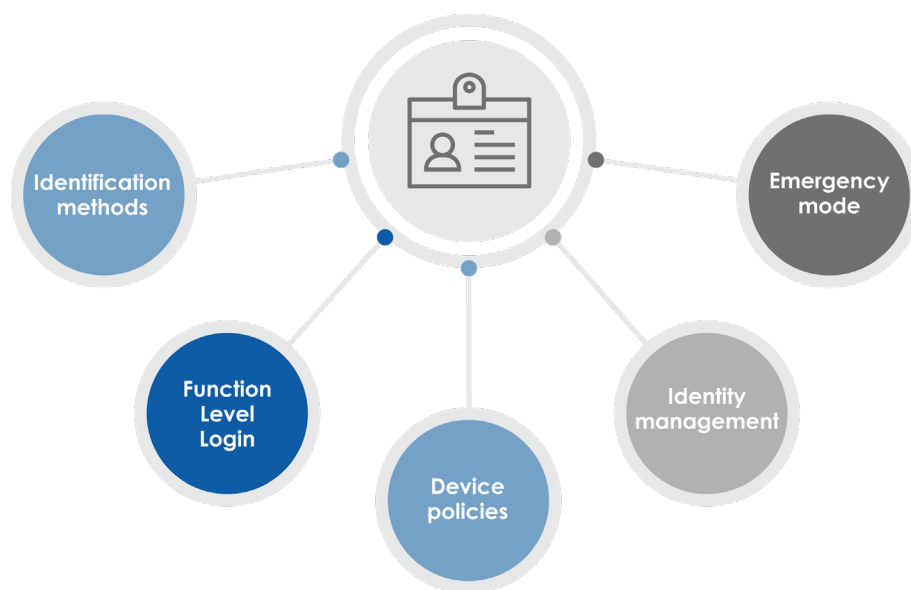
uniFLOW Online has been developed from the ground-up to enhance the benefits of cloud technology. All tenants are logically isolated from each other and the (public) cloud infrastructure ensures the latest version is always available to customers, providing superior enterprise platform security, scalability and resilience.

When using uniFLOW Online's innovative technology there is no requirement for a local server or edge devices. All communications between the different entities can go directly, or via, the secure cloud thus eliminating servers and minimizing IT efforts.



# Flexible identification

With uniFLOW Online, businesses gain control over who has access to multi-functional devices and who does not, which preserves document security. Users have to identify at the device before being able to access any of the device's print or scan features. Different identification methods are simple to use e.g. company proximity card/ mobile phone or PIN code. Registering an ID card/ mobile phone with any user account is straightforward.



## Next level device security

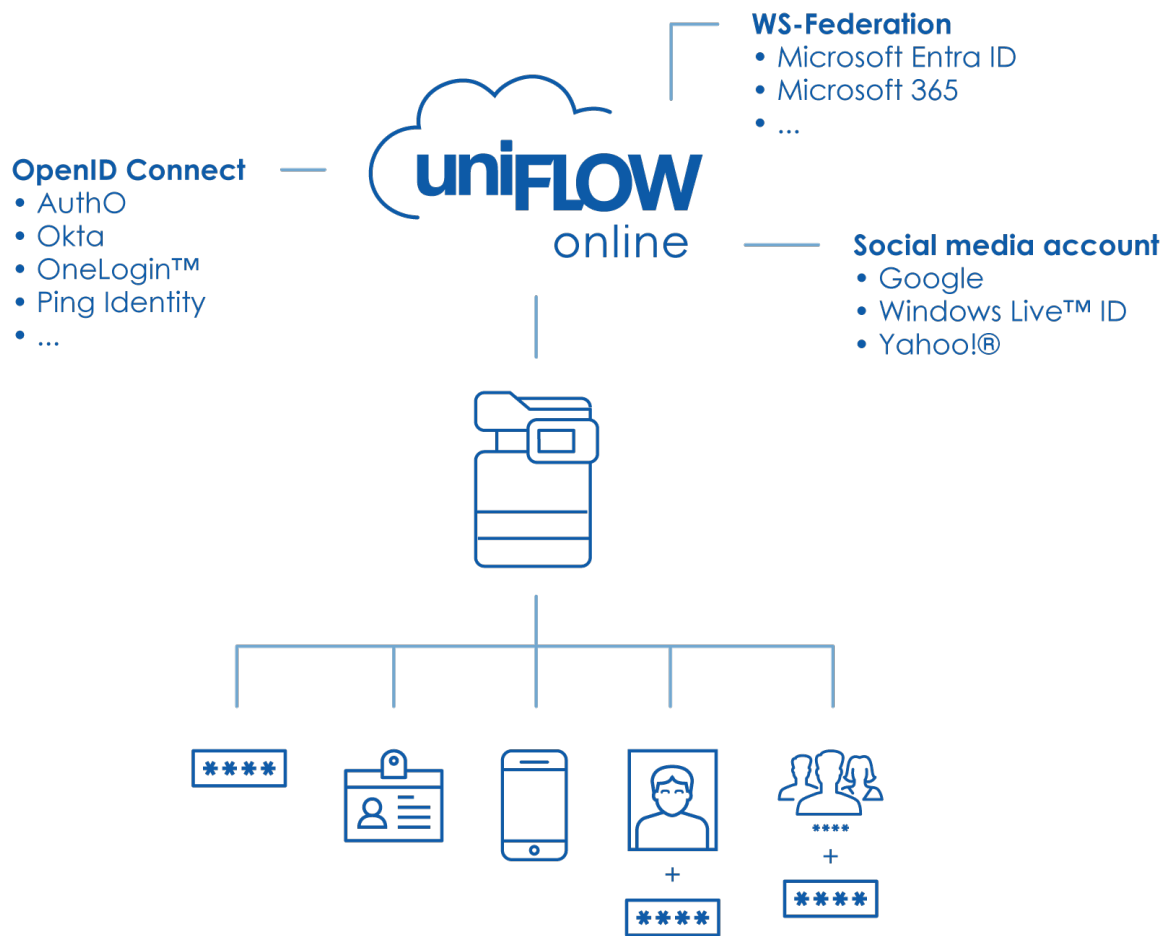
When users login, device policies can be applied so specified functionalities are unavailable for some users, e.g. the ability to scan in color. In addition, device access itself can also be regulated through Function Level Login so users must identify for specific functions e.g. secure printing, while the device stays unlocked for other features so users can continue to copy without needing to identify. In addition, Canon device functionality can be restricted according to business requirements and security needs.

## Versatile identity management

uniFLOW Online does not provide its own identity management but, instead, accepts login credentials from different identity providers. Users can therefore identify against uniFLOW Online by using the trusted identity provider which is also used for other business IT services. Provided the customer's own local Active Directory is connected, any password changes or user additions are automatically updated and recognized in uniFLOW Online.

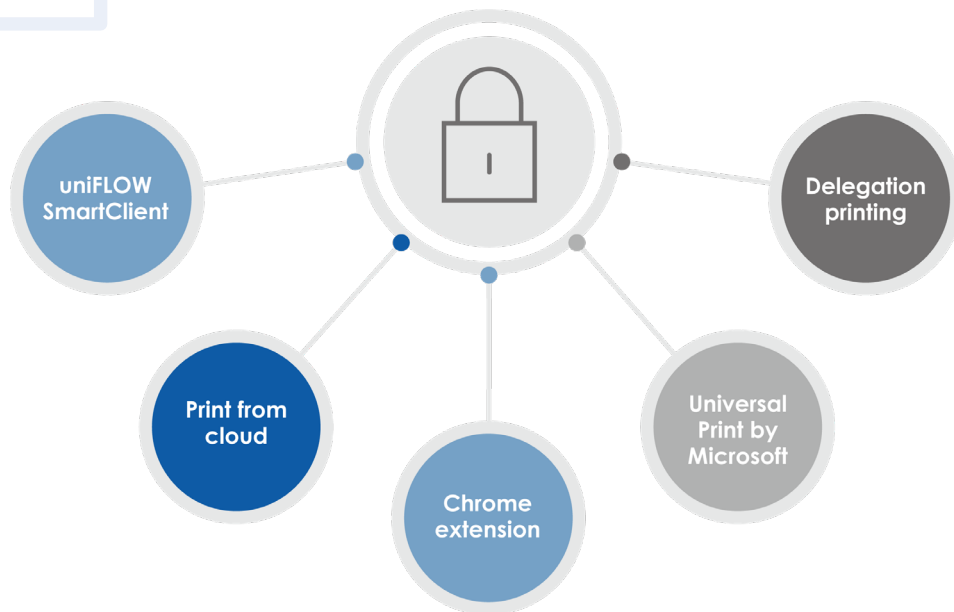
## Resilience in the event of network failure

For most cloud solutions, a stable internet connection is required to avoid system failure. Devices connected to uniFLOW Online can still be accessed should network connection be lost so, when accessing devices in "emergency mode", defined restrictions continue to apply and printing with local spool file/ document storage is still possible.



# Print confidential documents securely

With uniFLOW Online users can print confidential documents securely. Print jobs stay in a user's personal secure print queue which follow the user from device to device. The user can release them after identification at a device or delegate the print job to another user.



## Smart print job handling – uniFLOW SmartClient

The uniFLOW SmartClient available for Windows and Mac®, is a small client application installed on a user's local PC which operates the print job management and processing. It takes over tasks such as the storage of the print job information or provision of print job lists. Print jobs can stay local, handled by the uniFLOW SmartClient, or in the cloud to create a Zero Trust environment.

## Delegate print jobs to a colleague

Imagine a home office user has a contract which is needed by another colleague in the office or a manager needs a secretary to take care for some documents. Delegating a print job means that document can be transferred to the secure queue of a selected user from where it can safely be printed out.

## Integrate third party print services

uniFLOW Online adds additional functionality to the print services Universal Print by Microsoft and Chromebook™ printing so businesses profit from improved document security and increased user productivity.

uniFLOW Online integrates natively with Universal Print by Microsoft and offers an extension for Chrome™, too. Independent of the job submission pathway, finishing options for secure print jobs can be altered at the device.

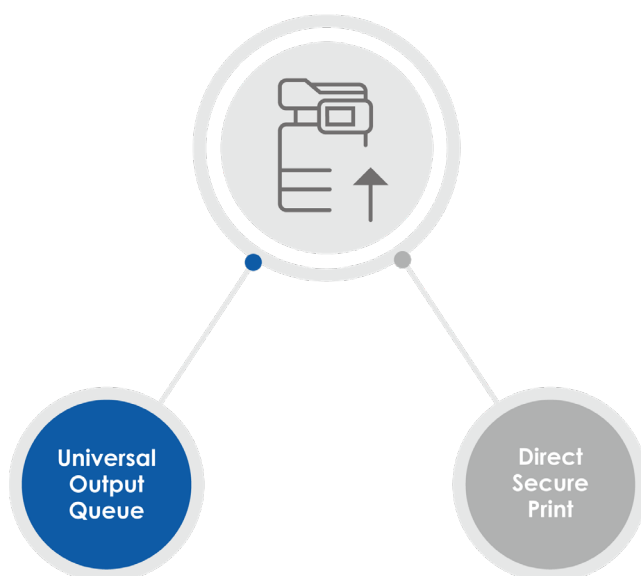
## Seamless integration – print from cloud

uniFLOW Online enables users to print their cloud stored documents directly from connected devices. Folder browsing allows users to find requested documents which can then either be printed directly or saved to the personal print queue for later printing.



# Print directly where needed

Direct Secure Print, combined with Canon imageRUNNER ADVANCE DX devices, provides clientless secure printing for customers who do not want to roll out any client software. Another direct printing option, the Universal Output Queue, provides a single print queue for users to print to any printer within the company network.



## Easy and secure – Direct Secure Print

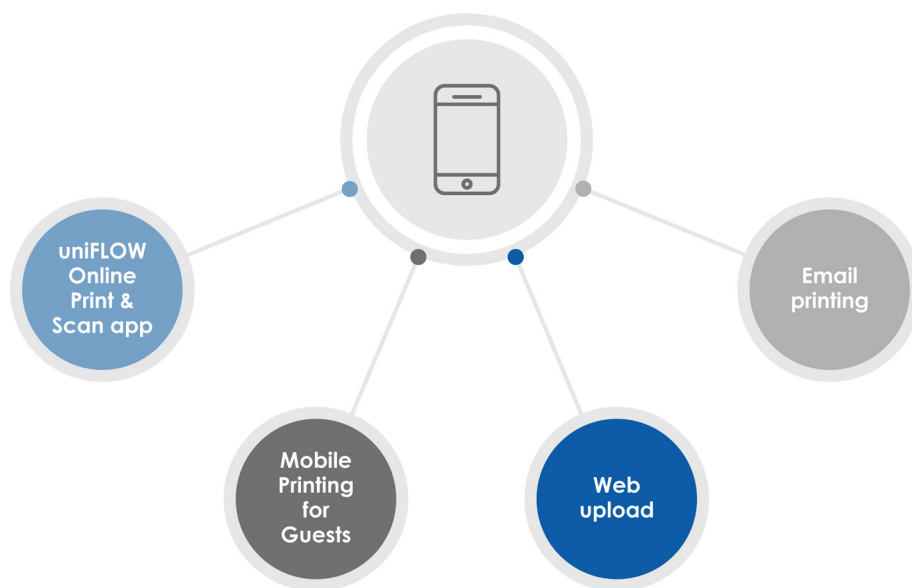
Direct Secure Print provides secure My Print Anywhere functionality without using client software. The print job is sent directly and held at a Canon imageRUNNER ADVANCE/ DX device; it will only be released after identification and print job selection. Nothing other than specified Canon drivers (available for Windows and Mac®) are required to submit and release print jobs securely. Even if there is a network disruption, the job information will stay with the holder device, and users can still print, guaranteeing a stable and easy-to-use print infrastructure.

## Easy driver deployment – Universal Output Queue

The Universal Output Queue enables printing directly to any device without the need to install device specific drivers. This is suitable where secure printing is not required e.g. reception staff printing for customers. Using the uniFLOW SmartClient, it provides a single print queue for end users to print to any printer within the business network. Information about newly added devices will be received by the uniFLOW SmartClient automatically. Neither the administrator nor the end user need to update or maintain printer drivers.

# Send print jobs from anywhere

Users have different means to submit their mobile print jobs e.g. the uniFLOW Online Print & Scan app, web upload or email. Regardless of location, users can use their smartphones or tablets to print documents securely.



## uniFLOW Online Print & Scan app

The uniFLOW Online Print & Scan app is available for Android™ and iOS® users and provides the most convenient way of submitting a mobile print job. As well as file upload, a picture can also be taken. The “correct distortion” function detects the edges of a document, flattening out any trapezoid effect to ensure it is perfectly cropped.

The app also allows secure release of print jobs on devices of any make or model. By simply scanning the QR code on the device’s user interface, specific to the device, a user’s print job is securely released. Finishing options can be set prior to printing. The uniFLOW Online Print & Scan app also gives users access to their personal activity reports.

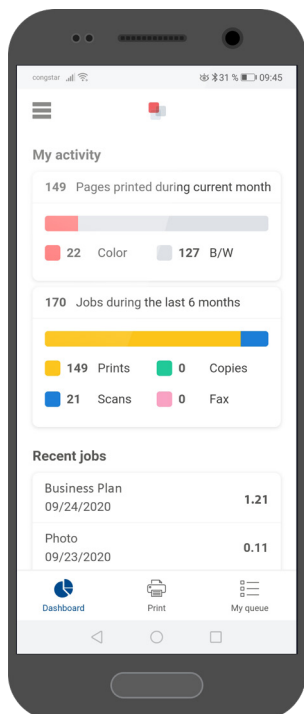
## Convenient Mobile Printing for guests

Guest users can securely submit their print job just by sending it via email. They will then receive a return email with instructions as to how to retrieve their print job together with a unique temporary code to identify at the printer.

## Email printing and web upload

Mobile workers can submit documents by uploading them via a web browser or by sending them via email. For email printing, users are identified by their email address as multiple email addresses can be registered in uniFLOW Online. All submitted jobs appear in a user’s secure print queue as if the print job had been sent from their desktop.





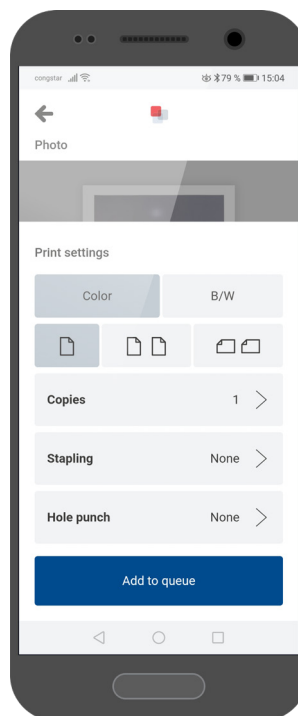
Activity dashboard



Auto distort correction



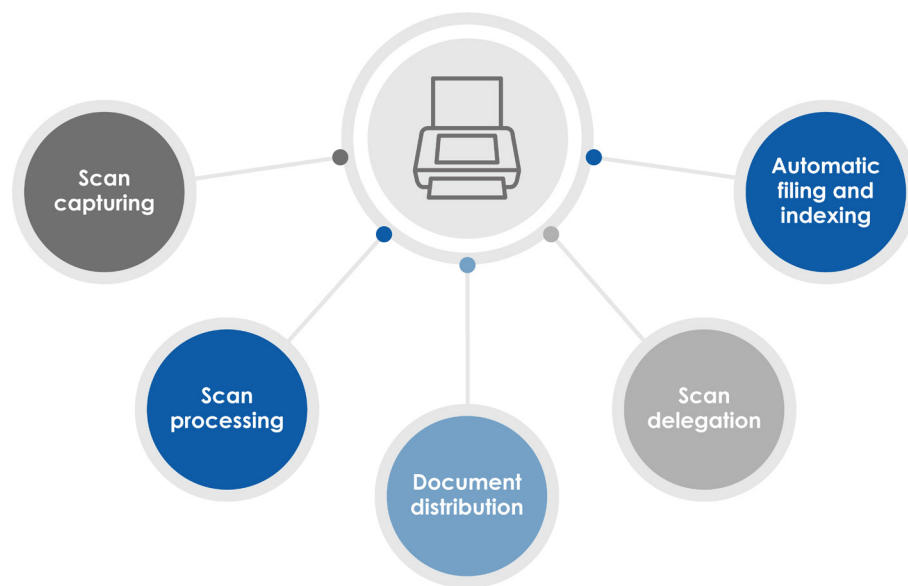
Release print job



Manage print settings

# Secure document scanning

With uniFLOW Online businesses can optimize their processes for scanned documents by directly sending them to a variety of scan destinations. The lean and intuitive user interface workflows bring immediate gains in productivity.



## Capture the document

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.

## Powerful scan processing

Users can benefit from optimized scan processes. After reception of the scan, image quality can be enhanced through despeckle and deskew operations. Receipts and business cards can automatically be extracted and rotated and scanned images can automatically be converted to editable and

searchable documents. Furthermore scanned files can be compressed to a fraction of the actual file size without having a major impact on image quality. To increase document security, scanned documents can also be saved as encrypted PDF files.

## Distribute to various destinations

With uniFLOW Online users can scan documents securely from a connected device to several scan destinations, to a specific target folder or to the previously selected folder of a scan destination all of which make repeated scan processes easier.



## Delegation for further processing

When digitizing documents as part of a larger business process, the user who scans a document does not always need to be the same person who processes it. Users can simply hand over their scan jobs manually or automatically once a specified period has lapsed.

## Automated filing & indexing

Scanning, naming, indexing and distribution of batches of documents is a time-consuming task performed daily. Filing Assist, with automated batch scanning, is perfect for repetitive scan processes of similar document types. Document types are automatically recognized, based on document structure, and file name and metadata are pre-populated. At the desk users simply validate the pre-populated data and, in case of errors, edit the OCR-result or simply select a different OCR block which meets the metadata requirement.

The 'My Filing Assist' workflow is ideal for self-service, ad-hoc scanning of single, one-off documents that need to be stored online and completed with a proper file name.



### Capture

Identification . Workflow selection  
Single page/ batch scanning  
Folder browsing . Free format  
scanning . Receipt scanning



### Process

Automatic filing and indexing  
(Scan Center) . High compression  
Blank page recognition . Au-  
to-crop and splitting of receipts  
Auto-extraction of receipt meta-  
data . Barcode recognition . Orien-  
tation detection . Despeckling  
Document splitting . Dark border  
removal . Conversion to different  
output formats: Microsoft Excel/  
Word/ PPT, PDF (compressed),  
searchable PDF (IRIS OCR)



### Distribute

Myself . Email . Desktop . Local  
network folder . Box . Dropbox  
Evernote® . Google Drive™  
Google Workspace™ . Micro-  
soft Exchange Online . Microsoft  
OneDrive/ OneDrive for Business  
Microsoft SharePoint Online  
Microsoft Teams . SAP® Concur®  
Therefore™ Online



# Track print, scan and copy costs

uniFLOW Online allows administrators to track printing, copying, faxing and scanning costs enabling allocation of costs to individual users, devices and departments.



## Keep the overview

The dashboard clusters all widgets which collect and visualize data from various uniFLOW Online sources. Multiple dashboards can be configured and widgets dragged and dropped as required, enabling administrators to check information such as print volume and compare black/white versus color print volumes quickly.

## Cost allocation using cost centers

Cost centers allow print, scan or copy charges to be allocated to different projects or cases. They can be assigned on a per job selection after device login or by default according to user, device or location.

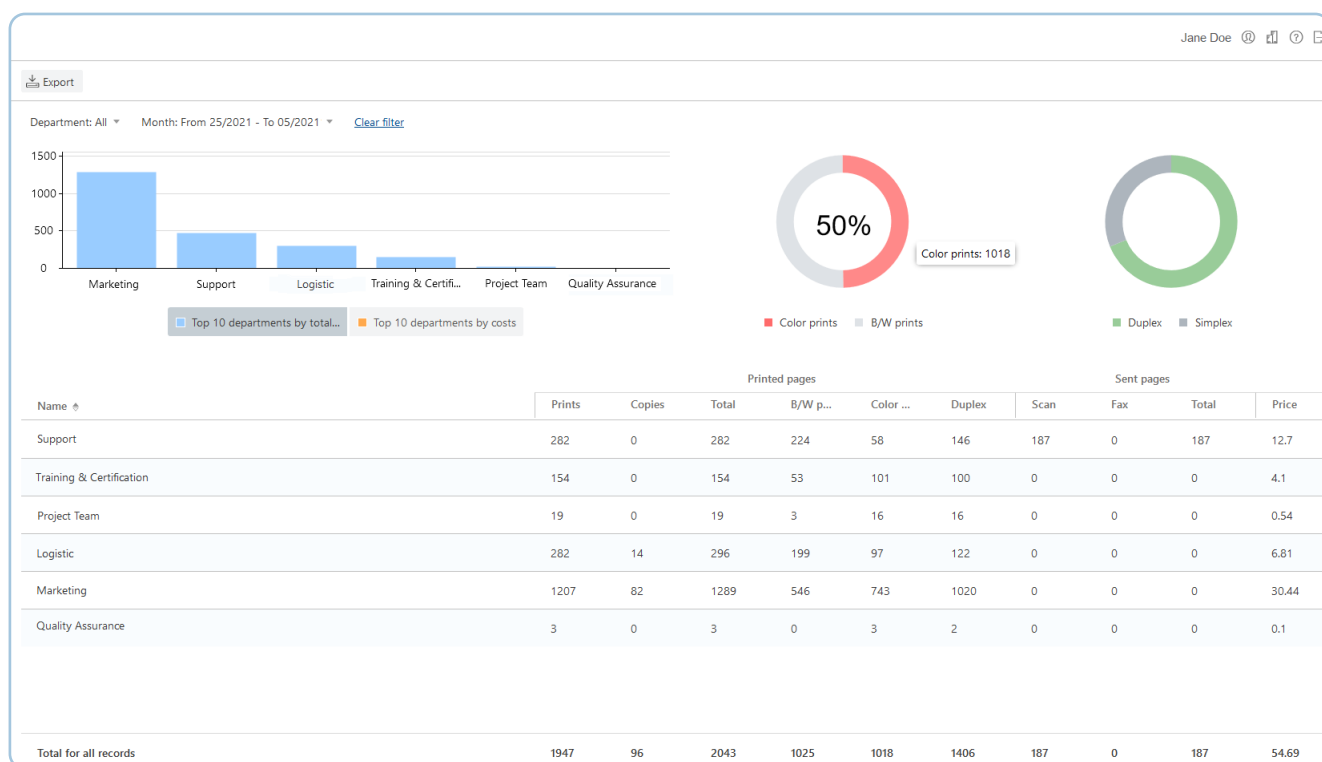
## Charging students for copying and printing

In schools, where students and teachers must pay for their printing and copying, it is important to ensure the correct tracking of transactions and available funds. After login to the device, users see their remaining budget at the top of their print queue. uniFLOW Online calculates which jobs can be printed with the remaining budget and will reject any job(s) which would exceed that budget. All incurred costs will be deducted from a user's budget.

If the students budget has been depleted, PayPal™ or Web-PageMarketing (WPM) can be utilized to top up the students personal wallet.

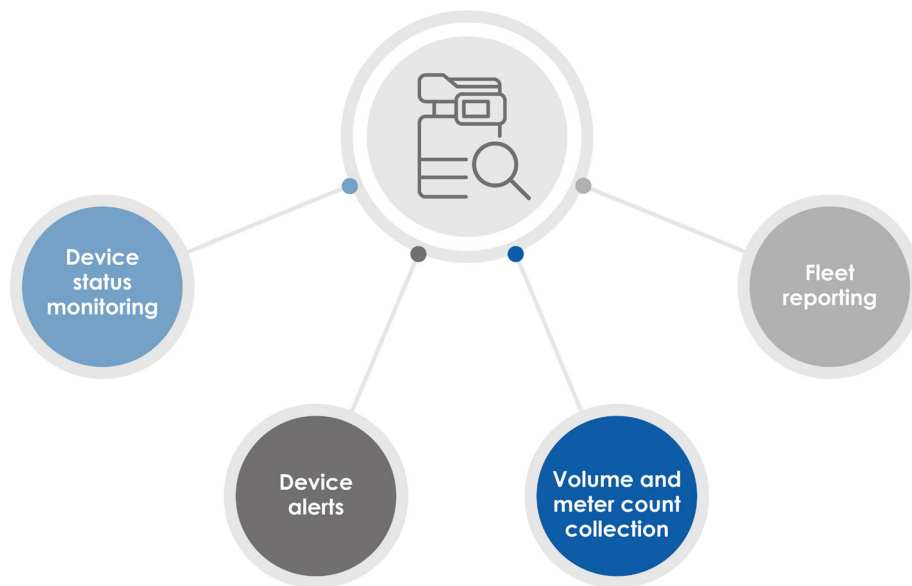
## Report data

Different graphical reports enable businesses to collate print, copy, fax and scan usage information as well as accounting information. Report content can be modified instantly by selecting filters e.g. specific users, groups, printers or date ranges.



# Keep control of your device fleet

The integrated Fleet Management toolset provides an easy way to monitor the entire device fleet whilst managing print and scan services. uniFLOW Online allows central management of all multi-functional devices within a single cloud platform.



## Monitor the device fleet

Widgets can be added to an administrator's dashboard to provide a quick overview of the fleet's health status and the status of individual devices.

## Status email notifications

Status email notifications can be triggered automatically whenever selected device status events occur e.g. device error or paper out. This keeps downtime to a minimum.

## Volume and meter count collection

uniFLOW Online counts device volumes and collects meter reads for all devices, independent of their brand or model. Once processed this information is displayed in widgets and reports.

## Reveal the true running costs

By providing detailed reports, uniFLOW Online reveal actual running costs and identifies inefficient device use. Reports can be exported as CSV files to be used in external business analytics services.

Device list							
MAC address: All ▾	Serial number: All ▾	Manufacturer: All ▾	Model: All ▾	Asset number: All ▾	Date added: All ▾	Location: All ▾	Status: Any ▾ <a href="#">Clear filter</a>
Manufacturer	Model		Asset number		Status		
<a href="#">Canon</a>	<a href="#">Canon</a>		<a href="#">12345673838AGF</a>				
<a href="#">Canon</a>	<a href="#">Canon imageRUNNER ADVANCE DX C5735F</a>		<a href="#">SDK00000</a>				
<a href="#">Canon</a>	<a href="#">Canon MF633C/635C</a>		<a href="#">WTW31734</a>				
<a href="#">HP</a>	<a href="#">HP Color LaserJet CM3530 MFP</a>		<a href="#">CNMNB15862</a>				

## Increase security

uniFLOW Online can prevent unauthorized use of the device by restricting printer access to authorized users only, preventing any breaches of data and misuse of print, scan, copy and fax functionalities. Protecting information is key to any data loss prevention policy. Should sensitive information e.g. contracts or staff payroll lists, find its way outside an organization its reputation and brand image are likely to be damaged and could incur heavy fines. Using a single driver, uniFLOW Online enables users to print confidential documents securely using any connected device.



## Improve office productivity

uniFLOW Online enables employees to print from mobile devices or cloud services and to scan directly to a variety of scan destinations giving greater flexibility in office workflows. Print jobs can also be modified on demand before being released, saving valuable time. As well as facilitating new working processes the print and scan infrastructure provides enhanced support so users can retrieve print and scan results faster and more easily.



## Gain control over costs

The volume of printing that occurs in an office can be surprising. One of the best ways to cut down unnecessary costs is to ensure users print only what they need. uniFLOW Online's serverless print management solution helps administrators gain complete control of printing and copying activities. It can highlight expenditure by users and pinpoint areas where costs can be scaled down. Thanks to its unique technology, immediate financial benefits are realized by the elimination of local print servers which also reduces the burden on IT departments.



## Elevate the uptime

Users have the best experience when printing and scanning processes run smoothly. An efficient device fleet is therefore crucial. Achieve a new uptime record with comprehensive Fleet Management. Administrators receive insights into the fleet's health status and can intervene immediately when a device error occurs. It increases device uptime so users can continue with their work tasks. Fleet Management also highlights inefficient device use so businesses can decide on cost cutting measures.



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