

## OFFICE PRINTING

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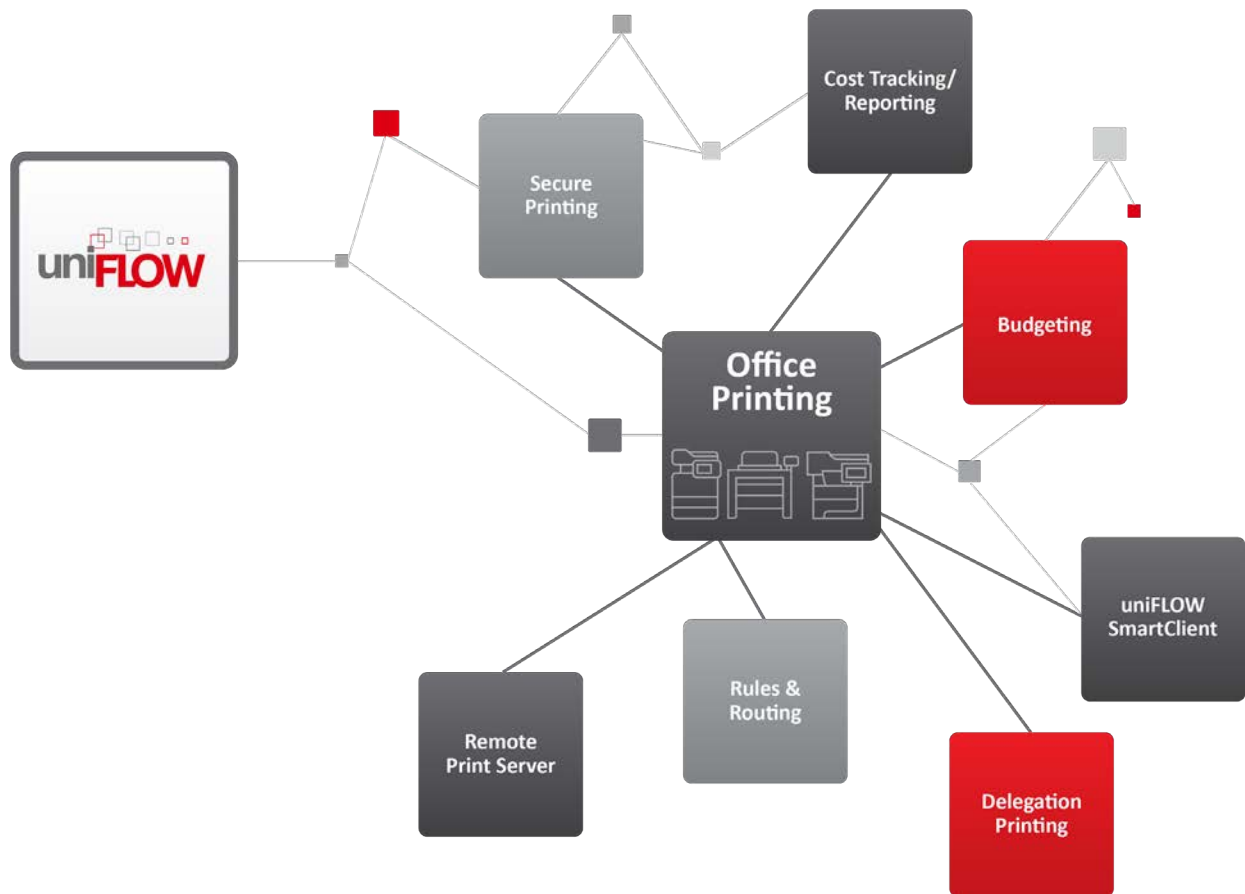
One platform solution

[www.uniflow.global](http://www.uniflow.global)



# uniFLOW meets your office printing challenges and much more

uniFLOW's secure printing functionality allows users to send sensitive documents to network printers from desktop and mobile devices. uniFLOW's unique features and technologies make it a powerful software application which maximizes security while increasing business productivity.





# We understand your challenges

Organizations are looking for ways to eradicate waste by promoting creative policies making their users and departments responsible for their day to day usage of valuable resources. When it comes to print, copy and scanning activities, the ability to track and control this activity is becoming more and more critical to most organizations.

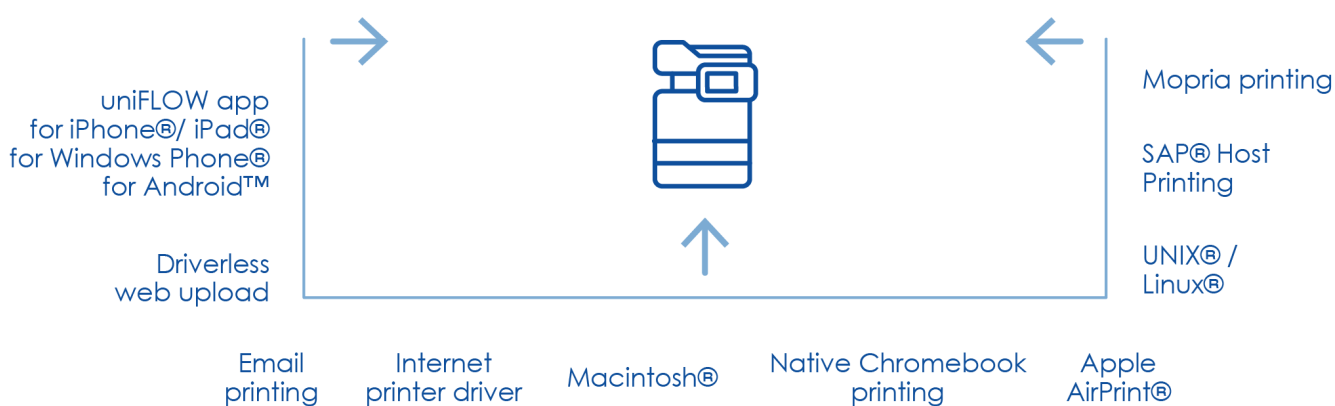
**No visibility or accountability means no control and can pose the following challenges:**

- How to reduce paper usage and waste
- How to make sure that the right device is used for the right job
- How to track and monitor printing and copying activity of everyone on the corporate network
- How to ensure devices, regardless of the vendor, are part of the overall strategy
- How flexible is the technology – On-premises vs cloud or a combination of both



# Secure Printing

Secure printing offers a high degree of flexibility for users who print from their PC or smart device, inside or outside the organization's network. Submitted jobs are held securely on the server, awaiting release at the chosen printer. Therefore, no more documents are left on printers. For auditing purposes, secure and non-secure print jobs can be tracked by user identification and job name.



## One for all, all for one driver

Secure printing virtually eliminates managing hundreds of print queues on print servers and multiple printer drivers on the user's desktop. Instead, there is only one print queue and one driver to manage. Secure printing is further enhanced with the uniFLOW Universal Driver providing even more flexibility for the user and IT administrators. This driver is easy to deploy and ensures the correct output when the user releases the job on any device in the organization.

## Flexible until the end

Secure printing with the uniFLOW Universal Driver ultimately saves costs and supports a greener environment by reducing uncollected documents. Users can change the printer output settings like color to b&w or single-sided to double-sided at the device regardless of the selections made before submitting the job. Unique to the Canon imageRUNNER ADVANCE DX devices, users are informed of any features originally selected within the driver that is not supported by the Canon device, e.g., stapling, so the user can decide to release the job or not.

## Secure document release

Document security is maintained because users have to be physically standing next to the printer before any job is released. To prevent unauthorized use of devices, users are required to identify themselves at the device using a card login, username/password, PIN code, job code, anonymous login or a combination of the options.



# Supporting multiple vendors

A wide variety of Canon devices can be integrated with uniFLOW. To ensure users and businesses benefit from the entire feature set, uniFLOW offers several options so that printers and multifunctional devices from different manufacturers can be easily integrated. uniFLOW supports a growing number of embedded applets running directly on multifunctional devices from various vendors like Konica Minolta, Xerox, Samsung, Sharp, Epson, Lexmark, Brother and OKI. Providing the uniFLOW advantage also in a mixed fleet environment.

## User experience in a mixed fleet

In a mixed fleet of devices, the uniFLOW Universal Driver allows users to release their print job regardless of the vendor. The user experience of selecting which print jobs to release and changing the finishing options after successfully identifying at the device is similar to the Canon MEAP applet. This reduces the need to train users as the look, feel, and usability is similar across a mixed fleet environment.

## Basic device integration

The uniFLOW microMIND has been designed to add secure printing, device locking and copy control functionality to any printer that can be configured with uniFLOW e.g. a Canon device, a large format printer or a multi-vendor device. The uniFLOW microMIND can transform an ordinary office printer into a cost-effective and secure print solution allowing to connect various card readers.



## Device-independent hardware terminal

With the uniFLOW Release Station any device can be connected to uniFLOW. As a fully integrated solution with a card reader, touch screen and embedded software, the uniFLOW Release Station provides a robust terminal for secure and mobile printing requirements regardless of the type of device being used.

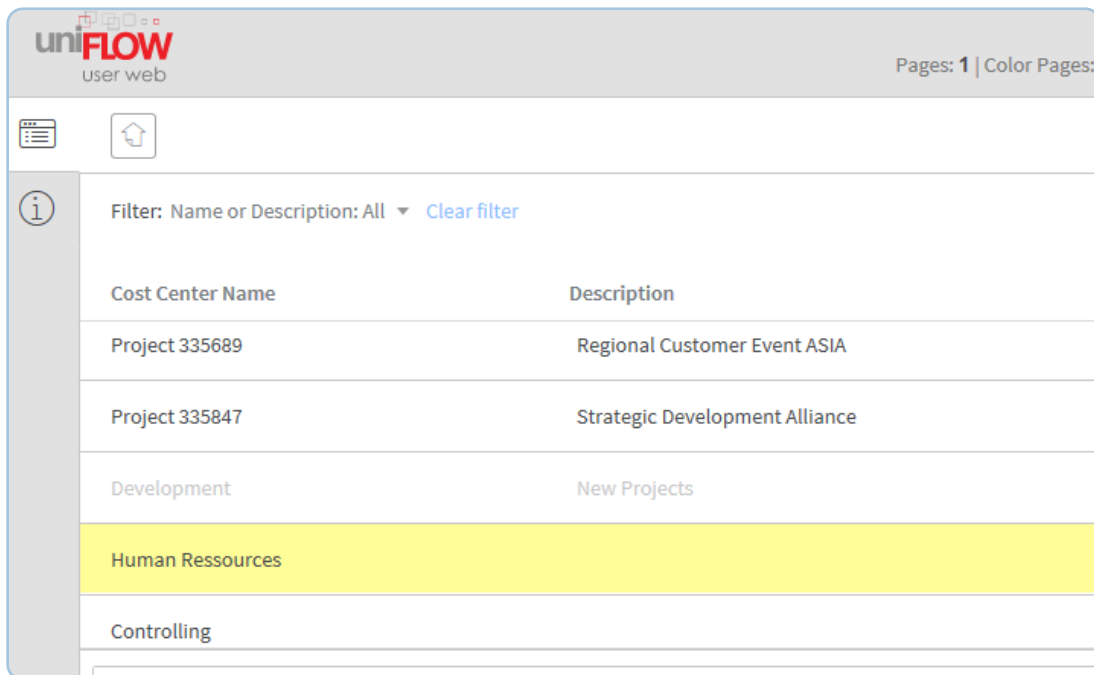


# Integrated cost tracking and accounting

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.

## Multi-level cost centers

uniFLOW allows organizations to assign costs to a multi-level cost center to allow chargeback to the appropriate customer or project code. 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. A similar screen can be displayed on the multifunctional device (MFD) control panel.



Cost Center Name	Description
Project 335689	Regional Customer Event ASIA
Project 335847	Strategic Development Alliance
Development	New Projects
<b>Human Ressources</b>	
Controlling	

## Track cost savings

uniFLOW allows organizations to 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.

## Track the environmental impact

By being able to accurately monitor usage and savings, uniFLOW can illustrate how many trees have been saved or how many grams of CO2 have been saved by not having printed some jobs. These reports can show how an organization has reduced its environmental impact.



## Scheduled creation of reports

uniFLOW includes over 60 different standard reports that can be generated on demand or at regular intervals. Reports can be emailed automatically to an appropriate person at a scheduled time e.g. monthly. In addition, businesses can also add their own custom reports by using the industry standard Crystal Reports program.

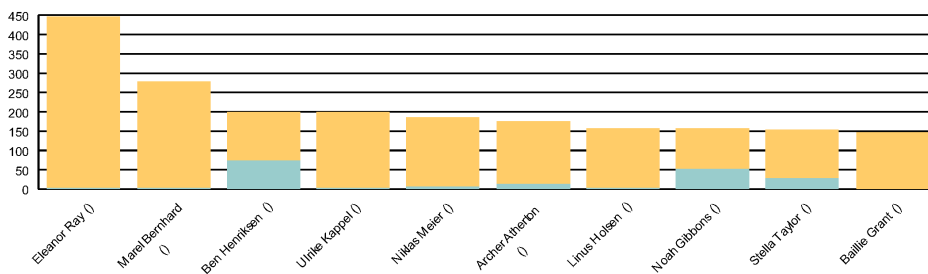
## Export of reporting data

uniFLOW collects an enormous amount of data regarding the printing habits within an organization. While this data can be accessed via the normal reporting engine, users often need to have this data exported into other formats. uniFLOW can export data in a number of different formats, including XML and CSV, for integration with back office accounting systems. To increase the ability to fine tune the report for later usage, users are able to create additional custom columns within the CSV export. These columns contain static text which is defined by the user.

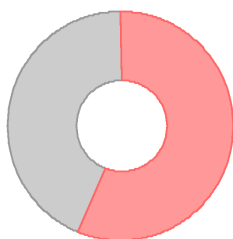
## Easy integration with business intelligence systems

uniFLOW provides the ability to access all data collected via the usual reporting engine including Print Intelligence Report. There is also often the need to be able to access the data directly from the SQL Server®. With uniFLOW, data from the SQL Server can be provided to business intelligence systems via pre-defined and optimized queries providing a live view. Example templates for business intelligence applications like Qlik Sense® and Microsoft Power BI™ are available.

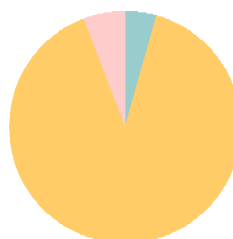
Top 10 copy and printing cost (€)



Color and B/W pages



Services



User	B/W	Color	Copy	Print	Scan	Duplex	Total	Price
Eleanor Ray ()	4,138	10,056	66	14,128	1	13,664	14,195	443,62 €
Marek Bernhard ()	952	6,721	102	7,571	0	5,352	7,673	278,36 €
Ben Henriksen ()	3,551	4,089	2,793	4,847	1,497	6,412	9,137	199,07 €
Ulrike Kappel ()	1,560	4,561	154	5,967	102	5,312	6,223	198,04 €
Niklas Meier ()	2,620	3,914	232	6,302	7	5,472	6,541	182,76 €
Archer Atherton ()	1,436	4,001	525	4,912	13	3,224	5,450	174,48 €
Linus Holsen ()	51	3,911	48	3,914	4	3,430	3,966	156,95 €
Noah Gibbons ()	1,226	3,592	1,300	3,518	0	4,510	4,818	155,94 €
Stella Taylor ()	2,520	3,191	663	5,048	0	4,830	5,711	152,84 €
Baillie Grant ()	122	3,549	0	3,671	3	3,248	3,674	143,18 €
Jennifer Schroder ()	1,513	3,094	827	3,780	2,091	3,672	6,698	138,89 €
Nicole Coleman ()	704	3,198	0	3,902	0	3,342	3,902	134,96 €
Asmaa "van Gorp" ()	12,990	64	59	12,995	2,015	12,016	15,069	132,73 €

# Manage user budgets via uniFLOW

To keep printing and copying costs under control, budgets can be established for individual users, groups or cost centers. If the budget is exceeded, printing/copying can be stopped altogether, limited to black and white only, or users can be notified that their funds have run out.

## Enforce user budgets

With uniFLOW, administrators can simply monitor and enforce user budgets so that print and copy activity can be blocked when the user, group or cost center has no funds left. uniFLOW budgets can be authorized at different levels. However, if a user has budgeting enabled at user level and at cost center/group level, only one budget will be used; budgets are expended in the following order: cost center, group then user.

## Recharge balances

Balances can be recharged automatically at any time via internet based credit card payment systems such as PayPal™ and WorldPay. Cashiers can also add funds manually to a user's account where a personal cash-based system is required.





# Monthly Budget



● Social media  
● Messenger  
● Other

- Item 1
- Item 2
- Item 3
- Item 4
- Item 5

- Soc
- Group
- Messe
- Web
- SEO
- Printed ma
- Other
- Total

0

MU GT % sqrt →

MC MR M- M+ ÷

+/- 7 8 9 X

AC 4 5 6 -

ON/C-CE 1 2 3 +

0 00 . = +

\$4,500.00

\$3,000.00

\$1,500.00

\$0.00

Social medi

\$0.00

\$0.00

0.00

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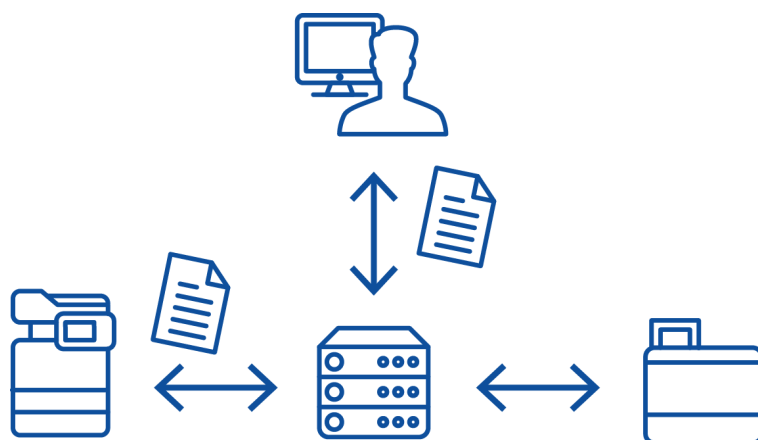
\$19,680.00





# Create intelligent printing rules

By implementing print rules, uniFLOW can redirect jobs appropriately. Only small print jobs are routed to laser printers, whilst larger jobs are rerouted to the cheaper and faster multifunctional devices. Very large print tasks can even be rerouted to the central print room. Also, users can be forced to print only in black and white/ duplex. Double-sided printing and deleting print jobs that have not been released saves paper and money.



## Route print jobs to another device

The nearest printer may not be the most economical or appropriate for the job. uniFLOW can automatically redirect jobs to a different printer regardless of make or model, to a secure printer or- for large jobs- direct to the in-house print room. A record of all cost savings is stored in a database for later reporting.

## Interactive routing of print jobs

uniFLOW can apply rules automatically or prompt users to choose the most appropriate device. Routing prompts can, for example, show the user a list of different printers to route the job to together with the prices charged for each option.

## Predefined job settings

With uniFLOW, administrators can also dictate how certain jobs must be printed e.g. emails always in black and white and large jobs double-sided. These rules can be enforced automatically or prompts displayed to users, together with the associated costs, for them to accept or not.

## Flexible rule options

Administrators have a high degree of flexibility so printing rules can be applied to individual printers and user groups or even specific times of a day/day of the week.

## Create cost awareness

Users are often unaware of actual printing costs. Displaying the associated costs for each print job will increase awareness and influences future print behavior.

# Delegate print jobs to users and groups

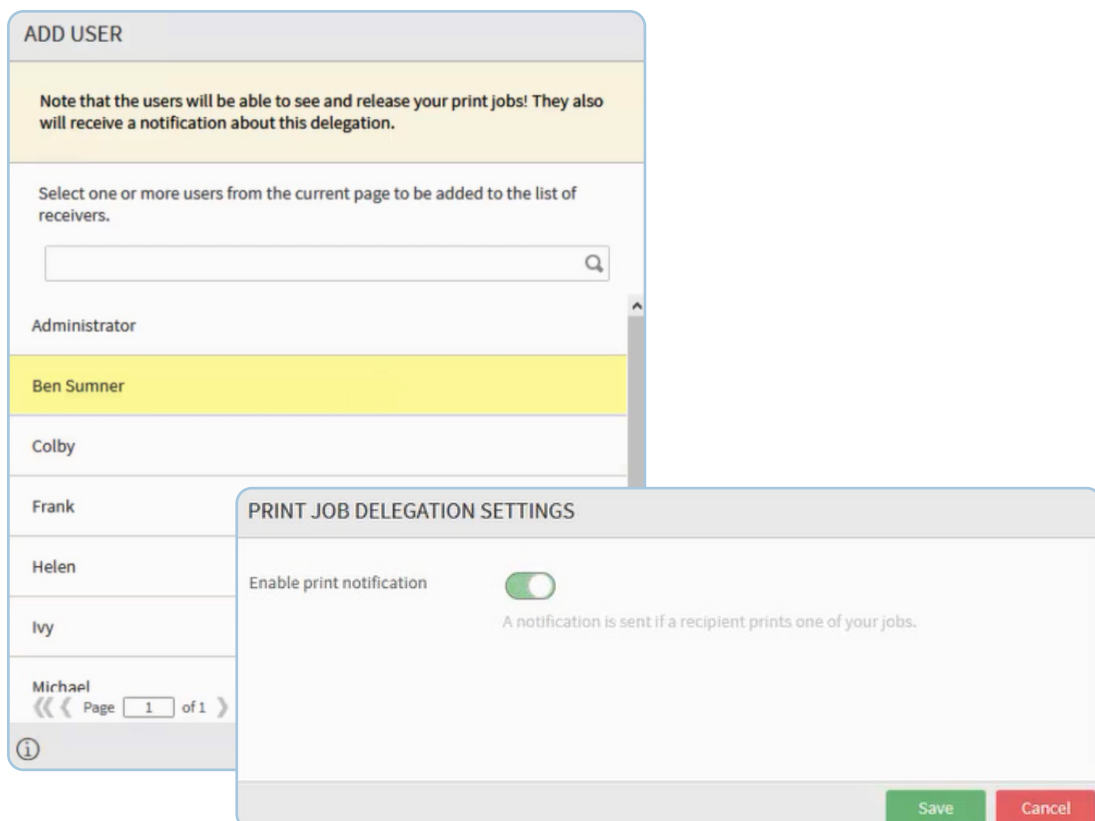
In most instances a print workflow is “single-user” even though many working practices require print jobs to be delegated to other users or groups. This is a key requirement especially in the education sector. uniFLOW’s delegation printing allows a user (the delegator) to share all their print jobs with selected users or groups (delegatee).

## Users stay in control

Delegation printing is configurable on an administrator level and, more importantly, individual users can do this too. Users can configure their personal preferences in the uniFLOW User Web. This feature can be configured for each print queue, allowing users to choose whether a secure print job should be delegated or not.

## Automatic notifications create transparency

Automatic email notifications inform recipients if they have been added or removed as a delegatee creating full transparency. When a print job is released, an automatic email notification can be sent to the delegator.



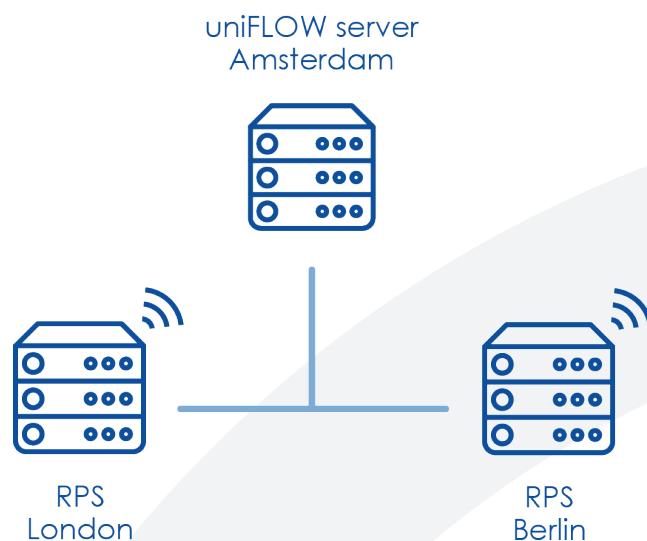


# Integration of print services regardless of locations

Multi-site locations can benefit from the uniFLOW Remote Print Server, which extends the main uniFLOW server. It allows satellite and branch office locations with print servers to conduct secure printing, local accounting, mobile printing, scanning, and budgeting the same way as the head office.

## All communication is secure

Furthermore, all transmitted data is encrypted and compressed, ensuring information going back across the corporate network/WAN/VPN to the main uniFLOW server is highly secure.



## Failover support

With an uniFLOW Remote Print Server, most uniFLOW functions will be maintained at remote locations even if the connection to the central uniFLOW server fails, guaranteeing the high availability of secure/mobile print and scanning services to the users.

## Print job availability, increasing user productivity

IT can take advantage of the Remote Print Server's capabilities by grouping multiple Remote Print Servers. It ensures that users can collect each print job from any device connected to a print server in that group if a print server fails within the group.

# What is the alternative to costly print servers on smaller sites?

Print management of branch offices or remote locations can be costly to the IT budget. Printing can also consume considerable bandwidth, which may prevent key business applications from running smoothly. An organization with a multi-site infrastructure wanting to reduce or eliminate high IT infrastructure costs concerning print services can easily deploy on every user's desktop PC the uniFLOW SmartClient.

## Reduce print server and network traffic

With the uniFLOW SmartClient, organizations can utilize standard uniFLOW features, such as secure printing and accounting in remote locations, without investing in a costly dedicated print server on-site.

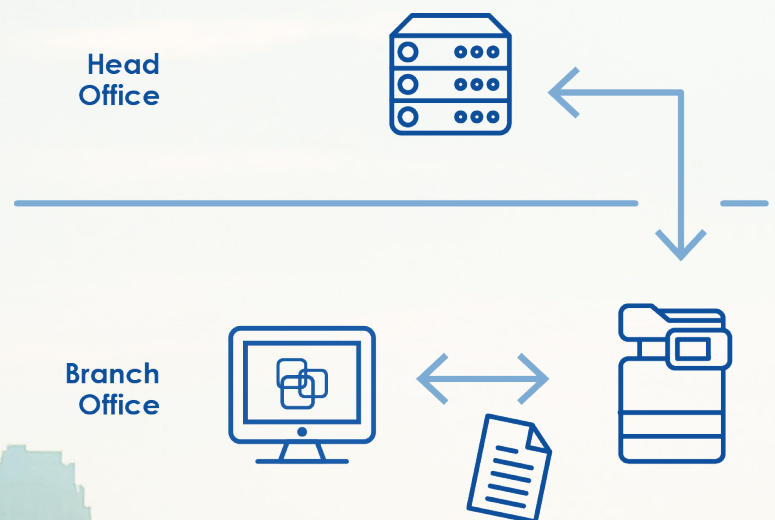
In addition, by integrating the uniFLOW SmartClient, print jobs are sent straight from PC to printer, bypassing a print server which has the significant benefit of reducing network traffic by 50%.

## Location aware

When moving to different locations, the uniFLOW SmartClient will automatically download the printing configuration for the current site. This means users only have to "file, print" to one print queue, regardless of where they are and what network printing resources are available. In addition, users can still print securely, even when the connection to the uniFLOW server is interrupted.

## Mix'n match

As some key uniFLOW features such as mobile printing, scanning and budgeting require a server, uniFLOW allows organizations to mix 'n match, running some locations with print servers and others with uniFLOW SmartClient only, or a combination of both at each site, providing great flexibility.



## Control and reduce costs

Using the built-in reporting system, organizations can track and assess printing, copying, faxing and scanning usage, allowing internal costs to be charged back correctly and current usage audited. Routing of jobs result in immediate cost improvements and increased efficiency of processes.



## Single release queue

All print jobs, regardless of how they are submitted to uniFLOW, appear in the user's personal secure print queue and can be released from any device, regardless of model or manufacturer i.e. users can print securely using any connected device.



## Increase document security

To prevent unauthorized use of the devices and to 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 trees and improving environmental performance.



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