

**PROVIDING SOLUTIONS  
FOR EDUCATIONAL ESTABLISHMENTS**

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# Incorporate uniFLOW into your infrastructure

uniFLOW has been designed to meet the particular requirements of school, college and higher education establishments. Whether you are a small primary school or university with tens of thousands of students, uniFLOW can provide printing, copying and scanning facilities for your students and staff while managing and charging back costs correctly.

Intelligent  
scan workflows

Secure printing & device-independent  
mobile printing

Secure one platform solution





# Intelligent scan workflows

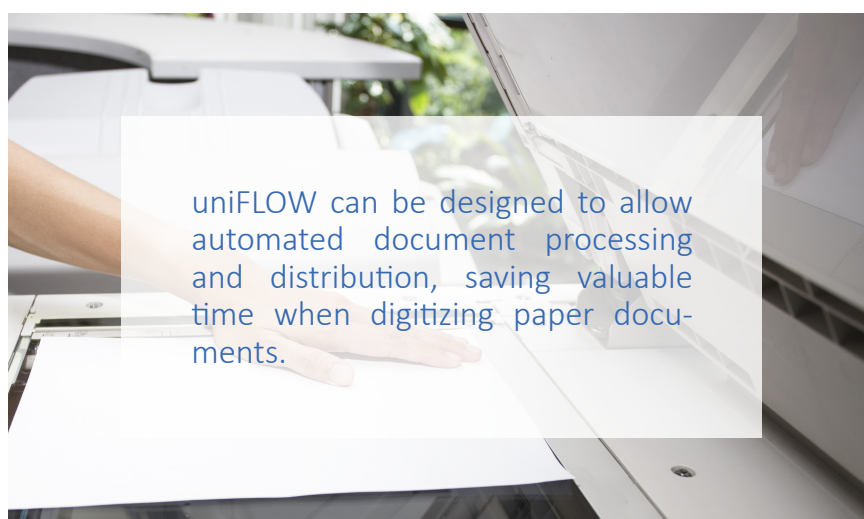
Students want to digitalize their notes and to be charged correctly when using the faculty's print devices. Both students and staff want to retrieve their documents on demand, regardless of their location. Printing, copying and scanning is not only about convenience, it is also about security.

## Convenient document scanning

Despite the expansion of electronic communication, schools and universities still need to manage hard-copy information, which often remains a critical process. Previously capturing information contained within a paper document into an existing electronic workflow has been difficult. With uniFLOW, students and staff can scan and automatically process books or paper documents from any connected Canon imageRUNNER ADVANCE or Canon imageFORMULA network/ desktop scanner.

uniFLOW allows students and staff to:

- Scan paper documents into an electronic workflow; index information can be taken automatically from the scanned documents via zone OCR or barcode recognition e.g. for the accounting department
- Convert scanned files into fully editable Microsoft Word or Excel® files
- Compress a document to reduce file size
- Scan directly into cloud-based systems e.g. Box, Dropbox, Evernote®, Google Classroom™/Google Drive™ or Microsoft OneDrive™/ OneDrive® for Business
- Scan directly to Microsoft SharePoint®/ SharePoint® Online, Therefore™/ Therefore™ Online and other DMS/ECM destinations



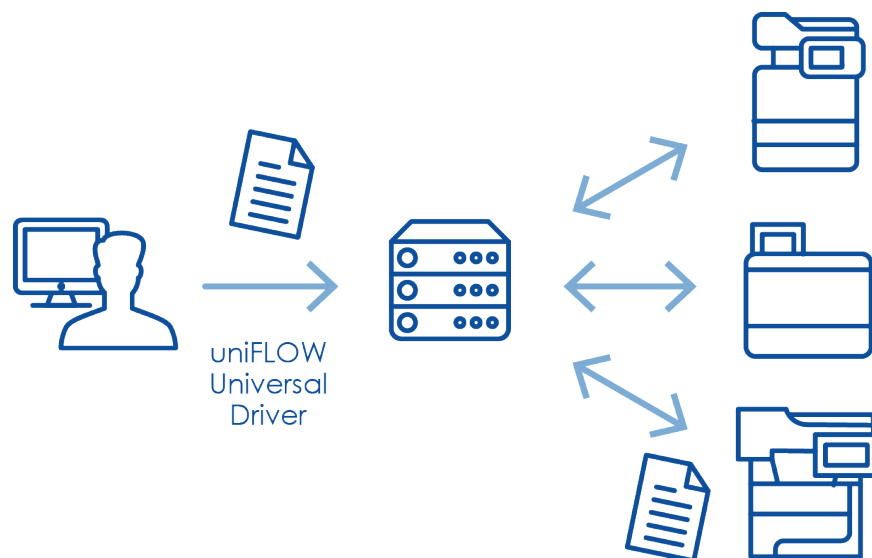
# Secure Printing & device-independent Mobile Printing

In educational establishments staff often handle personal information and confidential student records. Print jobs must be secure and charged back to the appropriate faculty or research project. In addition, mobile devices have become indispensable and are powerful study tools. Students and staff are becoming increasingly flexible in their learning habits and working processes so will often need to send print jobs to their personal secure print queues from outside the campus.

## Print your confidential documents securely

uniFLOW's secure printing functionality allows staff to send sensitive documents to network printers from which they can only be printed when they are physically standing at the device. uniFLOW allows students and staff to:

- Identify at the device via PIN code, username/ password, card login, job code or anonymous login
- View and select jobs directly on the MFD screen
- View a thumbnail of the first page of the job and change finishing options before printing





### Easy submission from smartphone or tablet

Independent of location, students can use their smartphones or tablets to submit and release their print jobs in a secure and managed way. Regardless of the method used to submit a job, it will appear in the user's personal secure print queue and be accounted for, charged and managed correctly. uniFLOW allows students and staff to:

- Submit jobs directly from their laptop, tablet, smartphone or the organization's hardware
- Submit jobs, without installing any local printer driver, via the internet
- Submit jobs via email, internet portal, native uniFLOW app or directly via Apple AirPrint® or from Mopria supported devices
- Submit jobs from Chromebooks using the native integration

### Securely release to any device

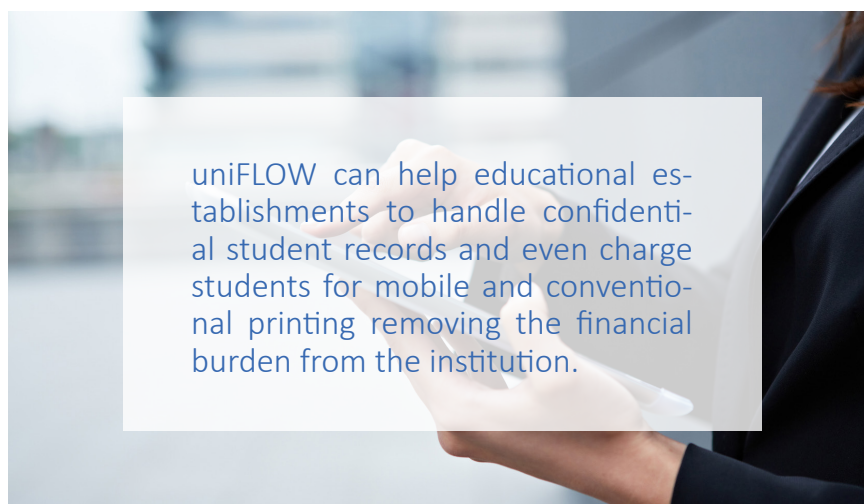
All print jobs are stored in a user's personal secure queue until they are released at the printer of their choice. Users can walk to any device on the network, irrespective of make or model, and select the job to be printed. This could be a device on a different floor, building or campus. uniFLOW allows students and staff to:

- Release jobs directly using the native uniFLOW app, via internet browser or from the device panel
- Release jobs immediately after identification at the device
- Release jobs at any uniFLOW connected printer on campus

### Funds management

Schools are unable to charge pupils for their print jobs due to their age. However, uniFLOW can implement an 'acceptable use' policy to permit pupils to print a certain number of pages every day, week or term. Students however can be made to pay in advance for their printing and copying which removes the financial burden from the institution. Students' funds are stored on the central uniFLOW server so they can use a device in any part of the campus without having to worry about separate accounts. uniFLOW allows students and staff to:

- Pay with popular internet-based credit card payment systems e.g. PayPal and WorldPay
- Add credit manually to a student's account where a personal cashbased system is required



# Secure one platform solution

Managing a modern IT network has evolved into a very complex task. uniFLOW alleviates the burden and offers a centralized IT administration platform.

## Route print jobs to another device

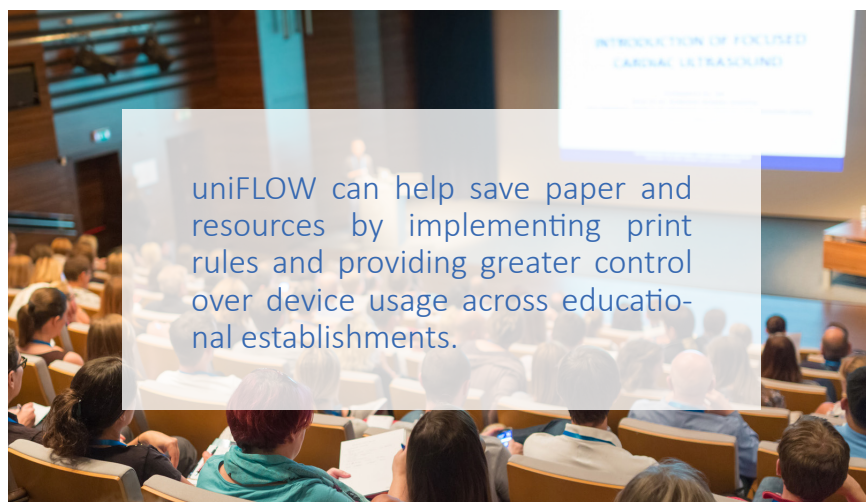
Selecting the correct device for print jobs is key to reducing and controlling costs on any campus. The IT department can set rules so jobs are rerouted from expensive desktop printers to cheaper network MFDs or the campus print room while, at the same time, keeping a single user budget or faculty code. uniFLOW allows IT administrators to:

- Restrict access to MFDs and ensure complete document security
- Control how jobs are printed; based on rules and authorization processes
- Ensure students have paid in advance for their print and copy jobs
- Route large print jobs directly to the print room from network and desktop printers

## Take control of your print and scan environment

Large educational establishments comprise several departments, teaching faculties plus staff and students. Each requires different workflows and specific functionalities to ensure efficient and secure print, scan and copy processes. uniFLOW simplifies IT administration and offers maximum security of documents and MFDs. uniFLOW simplifies the printing process for administrators and end-users:

- Single system to administer
- Single set of login credentials for end-users
- Single point of reporting cost and budget control
- Single solution for campus printing, web-to-print and print production workflow
- Consistent interface for end-users and administrators
- Highly flexible and fully integrated workflow process between the campus and print room
- Modular architecture allows IT departments to purchase only essential functionalities
- Ensure students have paid in advance for their print and copy jobs



## Protect confidential data

uniFLOW enables administrators to restrict printer access to authorized users only. This prevents breaches of confidential data as the device is locked so that print, scan, copy and fax functionalities are only available to authorized students and staff.



## Increase productivity

uniFLOW allows staff members and students to capture documents such as books or study notes then automatically add these to the respective destination. This makes for a more productive workflow allowing easy and secure access to data when necessary.



## Control and reduce costs

The volume of printing that occurs in an educational establishment can be surprising. One of the best ways to cut down unnecessary costs is to ensure students pay for their prints and copies. uniFLOW allows institutions to charge students for their printing and copying removing the financial burden and reducing the total printed volume.



## Help save the environment

uniFLOW can help to reduce environmental impact and support sustainability initiatives by optimizing printing procedures e.g. by routing large print jobs directly to the print room. By implementing smart printing policies, educational establishments can achieve higher environmental sustainability.



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