

## PRODUCTION PRINTING

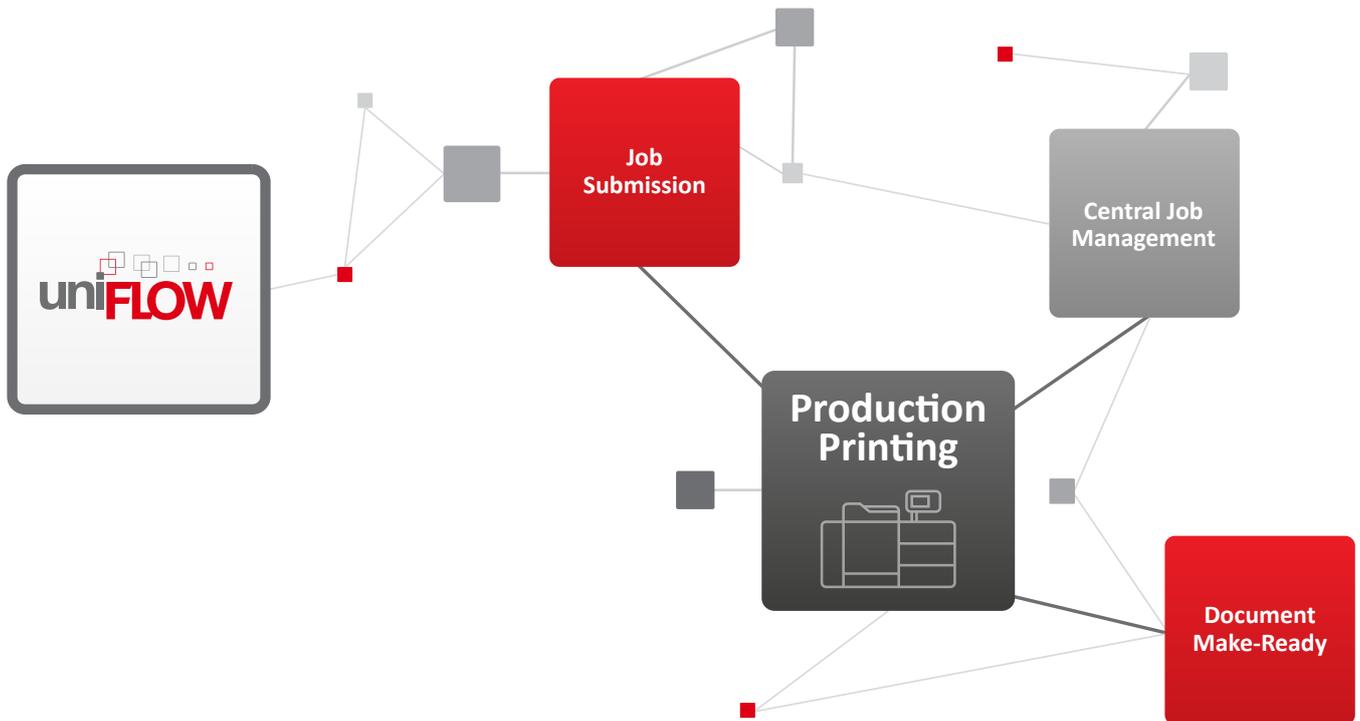
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Maximize the benefits of an in-house print room

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

# Integrated print room management

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 intake, from document make ready to production.





# Easy job submission to the print room

Printing requests are often sent to the print room with ambiguous instructions which causes confusion and leads to wrong printouts. uniFLOW means users can submit their print jobs to the operator using a digital job ticket.

## Easy submission using a digital job ticket

By using a digital job ticket, users send print jobs directly from their PC to the print room in an efficient and standardized manner, reducing errors and costly reprints. Users only have to follow a few simple steps to complete the digital job ticket. Instead of setting the output options in the printer driver, users can select the output options directly in the job ticket.

## Create various job ticket profiles

Depending on printing requirements, administrators can adopt the standard job ticket or create job ticket profiles that are specific to different users, groups or printers, providing greater flexibility with regards to customization options. The additional job ticket profiles can be controlled by means of Access Control Lists ensuring that different users or user groups can be offered different job tickets.

Paper format: A5 Color / B/W: Color Page Count: 24 Price: 288.00 Copy Count: 100

### General Job Settings

Delivery Time: 18 . 03 . 2013 00 : 00

Standard cost center: MKT - Marketing

### Printer Options

Page Ranges	Media Types
[+] 1-24	Normal
	80g
	White

Duplex: Long Edge

Staple: Left Upper

Hole Punch: No Hole Punch

Color Print: Automatically

### View jobs in the uniFLOW Client web interface

The uniFLOW Client Interface allows users to check the status of print jobs that are being held in the Operator Dashboard. Users can either open a pdf preview of their job or the job ticket or even delete print jobs which have already been submitted to the print room.

### Routing of print jobs

When combined with uniFLOW's Rules and Routing feature, large print jobs can automatically be rerouted from office MFDs to the print room so raising print room awareness and capacity.

### Integration with Océ PRISMAdirect

Where uniFLOW is used for office printing and scan management and Océ PRISMAdirect is used for print room management, information can be exchanged between the two systems. This integration means that administration of all users, groups, rules, security permissions, cost centers and budgets is conducted by one system – uniFLOW – providing a single overview of all print room and office print, scan and copy costs.

- Users/ groups of Océ PRISMAdirect can be validated directly against the uniFLOW database
- Queries on budget information and deducting printing costs from appropriate budgets can be raised in uniFLOW
- Océ PRISMAdirect can obtain cost center information from uniFLOW
- uniFLOW can obtain accounting information from Océ PRISMAdirect





# Central management of print room jobs

The Operator Dashboard allows the print room operator to have central control of incoming print jobs and requests in order to manage printing requirements. When print orders are received, operators can check, schedule and prepare them. Each operator can be assigned their own print queues and printers.

## Simple handling of print jobs

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.

## Administration and management of the print room

The Operator Dashboard is administered and used by the print room operator. It can be set up for multiple operators so that individual print queues can be configured for each operator reflecting their role in the workflow process. The print queues can also be individually tailored to fit operator requirements.

## Print job status notifications

Communication with users takes place based on print job status alerts. The operators can set the relevant alerts for the users' jobs. By means of alerts, users can for instance, be informed about problems with their order.

The screenshot displays the Operator Dashboard interface. The main window is titled 'Home [administrator]' and shows a list of print jobs under the 'DefaultInputQueue [7]' tab. The jobs are listed in a table with columns for Job Number, User, Job Name, Price, Pages, Duplex, and Booklet Printing. To the right, there are three printer status panels for 'Printer [3]'. Each panel shows the printer name, status (Ready), and progress (0/100%).

Thumbnail	Info	Print Date	Job Number	User	Price	Pages	Duplex	Booklet Printing
	JT	1/17/2013 12:21:38 PM Delivery Date 1/21/2013	00000110 Status No Processing	Administrator Job Name CANON EUROPE MAIN REPORT 11-12 INTERNET_tcm13-959831.pdf	719.45 Color Print Automatically	12 Copies 100	Long Edge Staple Left Upper	Deactivate Paper Catalog A4 Blue...
	JT	1/17/2013 12:25:01 PM Delivery Date 1/22/2013	00000111 Status No Processing	Administrator Job Name Buzzword_Buster_in_English-v1_0_tcm13-612884.pdf	4884.00 Color Print Automatically	55 Copies 150	Long Edge Staple Left Upper	Deactivate Paper Catalog A4 Normal 80
	JT	1/21/2013 12:47:27 PM Delivery Date 1/23/2013	00000116 Status No Processing	Administrator Job Name Feng_Shu_report-v1_0_tcm13-612885.pdf	10.36 Color Print Automatically	34 Copies 1	Long Edge Staple Double Left	Deactivate Paper Catalog A4 Normal 80
	JT	1/21/2013 2:41:19 PM Delivery Date 1/23/2013	00000114 Status No Processing	Administrator Job Name Microsoft PowerPoint - Training_Ellen_philip	472.50 Color Print Only BW	19 Copies 75	Long Edge Staple Left Upper	Deactivate Paper Catalog A4 Normal 80
	JT	1/21/2013 2:46:19 PM Delivery Date 1/23/2013	00000115 Status No Processing	Administrator Job Name Microsoft Word Viewer - Succeed_with_colour_report-v1_0_tcm13-612896.doc	6498.00 Color Print Only Color	30 Copies 360	Long Edge Staple Double Left	Deactivate Paper Catalog A4 Normal 80
	JT	1/21/2013 2:50:05 PM Delivery Date 1/23/2013	00000117 Status No	Administrator Job Name CEO ISBA_InnovaBrochure_A6.pdf	25.98 Color Print Automatically	44 Copies 1	Long Edge Staple	Deactivate Paper Catalog A4 Normal 80

# Document Make Ready

PrePrint provides a well-structured interface with a thumbnail preview of the entire document, onscreen viewing of final settings and a simple navigation bar. Easy to use page layout and editing tools reduce time spent on job preparation and improve accuracy to provide a good quality end product.

## Web-based Make Ready

Being web-based, PrePrint only requires an ActiveX® control to be installed. With no limit as to the number of operators, it can easily be installed on any Windows® PC, reducing roll-out time.

## Hole punch, stapling, duplex and booklet printing

Finishing options such as hole-punching, stapling or duplex printing can easily be selected from the context menu. Booklet and impositioning jobs can be created separately within PrePrint.

## Page-Level media selection and composition

With PrePrint, different media types can be chosen for different pages allowing operators to simply select the pages

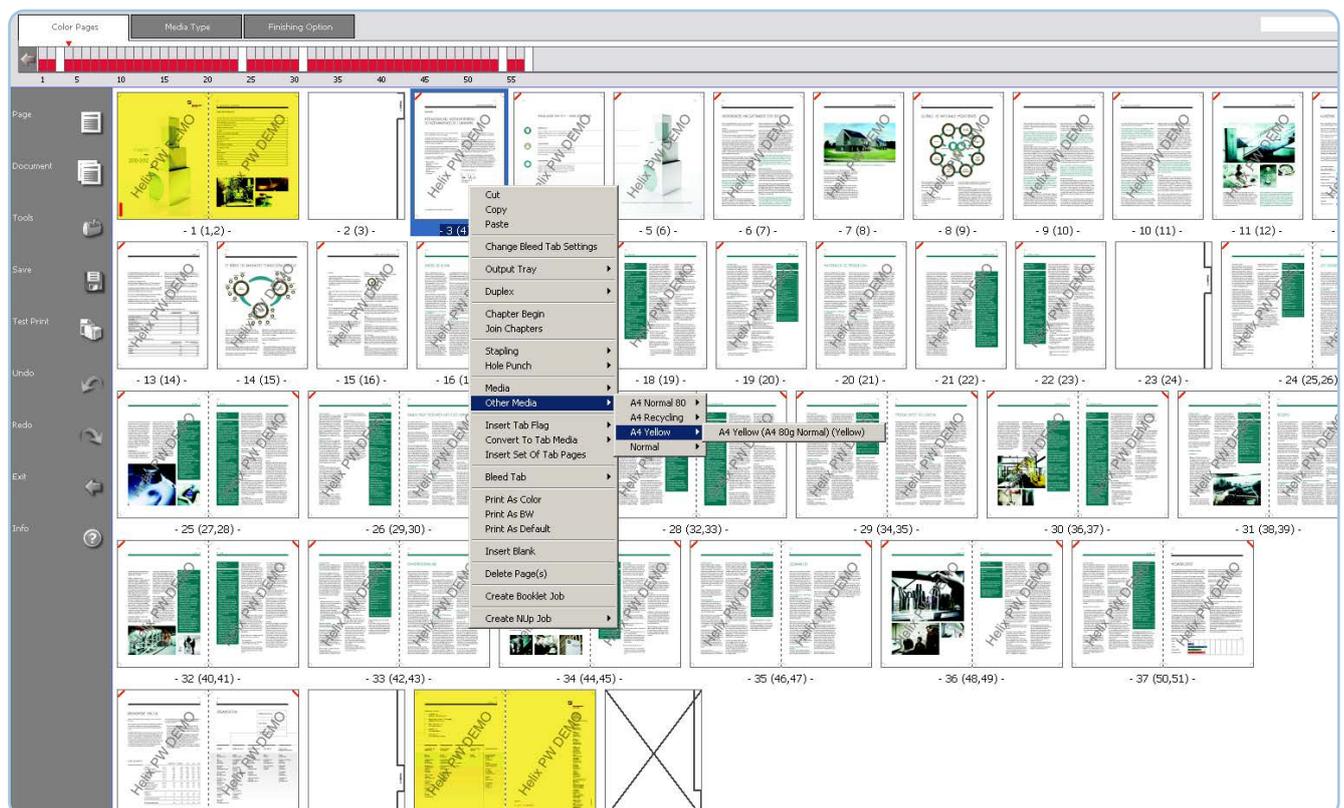
and assign the required media type to them. Operators can easily insert blank pages, highlight the beginning of a chapter or combine chapters. Two or more print jobs can also be combined to be processed as one.

## Subset finishing and tab definition

PrePrint allows operators to define page subsets within a document based on which specific finishing options can be applied. Tab definition options simplify the process for operators.

## Job ticket alignment

Throughout the preparation process the operator has access to the original job ticket in order to check job settings and ensure the document will be printed as requested.



## Integrated job ticketing

Print jobs are sent to the print room in various formats, often with unclear instructions. The digital job ticket standardizes printing requests so the risk of errors is decreased and turn-around time speeded up.



## Central job management

The Operator Dashboard helps the print room operator to effectively prioritize, schedule, print and manage print production, speeding up the delivery to customers and increasing print room efficiency.



## Automatic matching

Settings defined in job tickets are automatically matched with the printer settings so no manual intervention is required to complete orders, operator performance is improved and print productivity increased.



## Web-based Make Ready

The incorporated web-based document make ready tool reduces time on job preparation and increases accuracy, thus raising the customer satisfaction level.



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