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uniFLOW online



CONTROL ACCESS CONTROL COSTS

Manage Printing and Scanning

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 and compatible imageCLASS models by adding My Print and Scan Anywhere, mobile printing, Print from Cloud, and scanning to many popular cloud destinations. uniFLOW Online has many benefits that support users, whether they're in the office or at home.

- ✓ Flexible Authentication
- ✓ Document Scanning
- ✓ Track Print, Scan, Copy, and Fax Costs
- ✓ Cost Centers and Budgeting
- ✓ Mobile Print & Scan App
- ✓ Print From Cloud
- ✓ Cloud Filing Assist

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CENTRAL CONTROL FOR MANAGING YOUR PRINT AND SCAN ENVIRONMENTS

uniFLOW Online is a cloud-based output and scan management solution, suitable for any size organization. It's designed to help reduce overall printing costs, improve office productivity, and keep printed documents out of the wrong hands. This solution can help allocate costs, limit unauthorized access to printed documents, and enable central control of printing and copying.

uniFLOW ONLINE FEATURES

Flexible Authentication. Users are required to authenticate at their compatible Canon device using a proximity card,* PIN code, image log-in and optional PIN code, or department ID.

Send Print Jobs From Anywhere. 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.

Secure Printing. Users' print jobs can be retrieved at whichever networked imageRUNNER ADVANCE or compatible imageCLASS system they choose, and print jobs are only released after authenticating at the device.

Print From Cloud. Users can print from connected cloud services on supported Canon devices. Such cloud services can include Box, Dropbox, Evernote®, Google Drive™, Microsoft OneDrive®/ OneDrive® for Business and SharePoint® Online.** Folder browsing and finishing options are also supported.

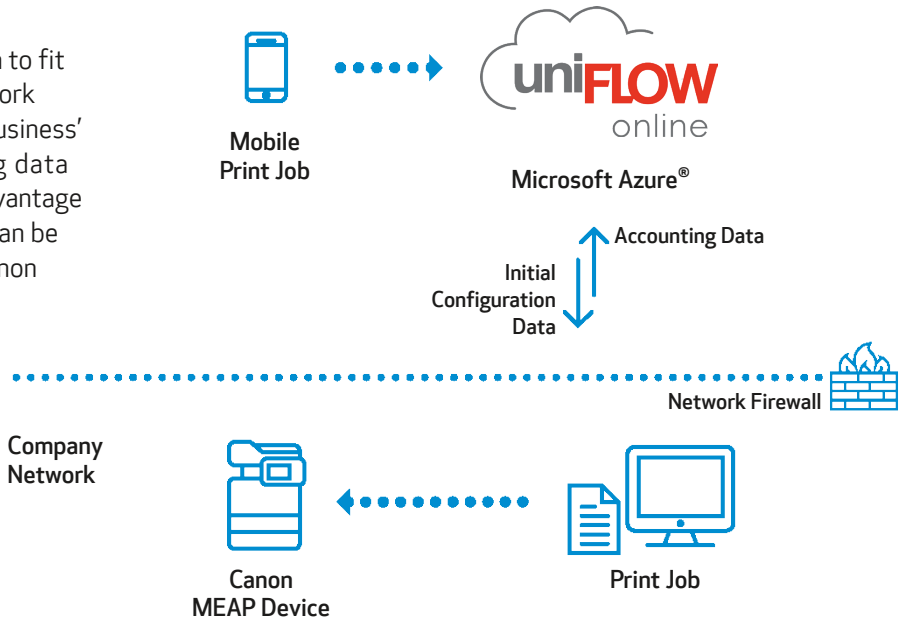
Secure Document Scanning. With uniFLOW Online, users can scan documents directly from any supported Canon device. The lean and intuitive user interface—plus single sign-on to the secure "Scan-to-Myself" and "Scan-to-Cloud" workflows—help to bring about gains in productivity. Users can scan directly to the following cloud-based destinations: Box, Google Drive™, Microsoft OneDrive®, Microsoft OneDrive® for Business, Therefore® Online, Evernote®, Microsoft SharePoint® Online, Dropbox, and Concur®.**

Track Print, Scan, Copy, and Fax Costs. 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.

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

uniFLOW ONLINE IS BUSINESS-READY

uniFLOW Online delivers a platform flexible enough to fit many business needs. If print jobs leaving the network firewall are a concern, jobs can remain within the business' firewall, with only configuration and accounting data stored in the cloud. If businesses prefer to take advantage of Print via Cloud with uniFLOW Online, print jobs can be stored in the cloud and released at a connected Canon device after authentication.



* imageRUNNER ADVANCE 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.

EASY SERVERLESS PRINT AND SCAN MANAGEMENT

uniFLOW Online has been developed from the ground up to leverage the benefits of the Microsoft Azure® cloud platform. The results are outstanding enterprise platform scalability and resilience with security features for businesses.

uniFLOW ONLINE BENEFITS

✓ **Helps Limit Unauthorized Usage**: With uniFLOW Online, administrators can restrict printer access to authorized users only. Administrators can now restrict function-level access so log-in is only required for specific functions at the device.

✓ **Secure Printing**: Using a single driver, users can print confidential documents via any connected imageRUNNER ADVANCE and compatible imageCLASS system, where unauthorized access can be limited due to authentication requirements.

✓ **Outstanding Office Productivity**: uniFLOW Online enables employees to print from compatible mobile devices▲ and connected cloud services, and scan directly from any supported Canon imageRUNNER ADVANCE and compatible imageCLASS device for great office workflow flexibility. Secure Print jobs can be modified prior to printing, helping to save valuable time.

✓ **Control Over Costs**: Help reduce print expenditures by having print jobs released only after a user authenticates and releases his or her job when at the device. You can also highlight expenditures by users and departments to help pinpoint areas where costs can be scaled down.

✓ **Helps with GDPR Compliance**: Within uniFLOW Online, a user's personal data can be deleted and accounting data in reports can be made anonymous. A user's data can be collated and shared by the administrator, helping to achieve GDPR processes such as the "Right to be Forgotten" and "Right of Access by a User."

✓ **Designed to Help Reduce Environmental Impact**: Help limit unnecessary paper waste by encouraging users to print only what's needed and allowing finishing options to be changed at a compatible Canon device prior to printing.



Sampling Summary Report

▲ Compatible mobile devices are those that have the capability of sending an email.

ACCELERATING INTELLIGENT DIGITIZATION WITH CLOUD FILING ASSIST

To avoid error-prone manual tasks, inconsistent file names, and time-intensive archiving of documents, Cloud Filing Assist leverages automatic document type recognition after scanning batches of repetitive or *ad hoc* documents. These can then be split, or users can train their own templates by editing and adjusting selectable OCR blocks and save those documents to their final destination. The Canon imageRUNNER ADVANCE DX Series features a quiet Automatic Document Feeder and includes models supporting up to 270 ppm high-speed scanning, allowing users to process batches of documents efficiently. Support for irregular paper sizes and different media types enables users to scan a wide variety of documents.



FILING ASSIST BENEFITS

- ✓ **Automate Processes.** Automatic data population helps replace the need for time-consuming and error-prone manual filing and indexing.
- ✓ **Increase Accuracy**. Intelligent forms recognition helps ensure that documents are identified and prepopulated with the correct file name and metadata.
- ✓ **Boost Efficiency**. Prepopulated file names and metadata make it simple to search and retrieve documents.
- ✓ **Save Time**. Reduce time-consuming daily business processes by utilizing the synergy of Canon multifunction printers and outstanding uniFLOW Online features.

For more information,
call 1.800.815.4000
or visit CSA.CANON.COM/UNIFLOWONLINE

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