



**PROVIDING SECURE FUNCTIONALITY, SCAN, AND
MOBILE SOLUTIONS IN EDUCATION ENVIRONMENTS**

INCORPORATE UNIFLOW INTO YOUR INFRASTRUCTURE

uniFLOW has been designed to help meet the particular requirements of school, college, and higher education institutions. 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 helping to manage and charge back costs correctly.

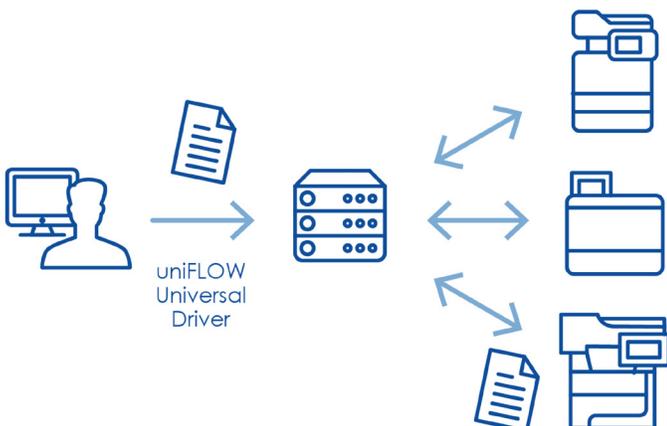
SECURITY FEATURES AND DEVICE-INDEPENDENT MOBILE PRINTING

In education institutions, 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 they will often need to send print jobs to their personal print queues from outside the campus.

Print Your Confidential Documents Securely

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

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



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Manage your printing environment with uniFLOW:

- Security features and device-independent mobile printing
- Intelligent scan workflows
- Secure One Platform solution

Touchless Device Operation

In the current climate, for many education institutions keeping their doors open has become a challenging task. Primary schools and universities need to ensure that day-to-day activities can securely occur by having tools in place that help them keep their students and staff safe.

Easy Submission from Smartphone or Tablet

Independent of location, students can use their smartphones or tablets to submit and help 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 print queue and be accounted for, charged, and managed correctly. uniFLOW helps 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®.

Native Chrome Device Printing Made Easy

uniFLOW helps enable students and staff members to use Chrome OS devices' native printing system without any extensions. The simplicity of Chrome OS and uniFLOW helps to ensure that print jobs are released securely, after authentication, at any connected printer and accounted for correctly. The built-in integration of uniFLOW and Chrome OS helps to minimize the IT effort required to manage the print infrastructure while increasing document security and making printing effortless for users.

Help 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 helps students and staff to:

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

Funds Management

When schools are unable to charge students for their print jobs due to their age, uniFLOW can implement an "acceptable use" policy to permit students to print a certain number of pages every day, week, or term. Students 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 area of the campus without having to worry about separate accounts. uniFLOW helps students and staff to:

- Add cash to their account via MoneyLoader terminals which can be placed in public areas of the college.
- 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 cash-based system is required.

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 document 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 helps students and staff to:

- Scan paper documents into an electronic workflow; index information can be taken automatically from the scanned documents via zone Optical Character Recognition (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 Drive™, or Microsoft OneDrive™/ OneDrive® for Business.
- Scan directly to Microsoft SharePoint®/ SharePoint® Online, Therefore™/ Therefore™ Online, and other DMS/ECM destinations.

SECURE ONE PLATFORM SOLUTION

Managing a modern IT network has evolved into a very complex task. uniFLOW helps to alleviate 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 helping reduce and control 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 helps 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.

IMMEDIATE BENEFITS

Protect Confidential Data

uniFLOW helps to enable 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.

Gain Control over your 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, helping to remove the financial burden and reduce the total printed volume.



Take Control of your Print and Scan Environment

Large education institutions comprise several departments, teaching faculties, plus staff and students. Each requires different workflows and specific functionalities to help ensure efficient and secure print, scan, and copy processes. uniFLOW helps to simplify IT administration and offers excellent security of documents and MFDs. uniFLOW supports the simplification of the printing process for administrators and end users with a:

- 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 that allows IT departments to purchase only essential functionalities.
- Process to ensure students have paid in advance for their print and copy jobs.

Support Enhanced Productivity and Efficiency

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, supporting easy and secure access to data when necessary.

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, education institutions can push toward higher environmental sustainability.

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