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MANAGING A STUDENT-FRIENDLY
PRINTING ENVIRONMENT

 uniFLOW

FOR EDUCATION



MANAGING

A STUDENT-FRIENDLY PRINTING ENVIRONMENT



OFFER THE LATEST SECURE PRINTING AND COPYING TECHNOLOGY WHILE TAKING FULL CONTROL OF YOUR PRINT INFRASTRUCTURE.

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



SCHOOLS

Making school students pay for their print jobs is often not possible due to their age. However, uniFLOW allows schools to implement an 'acceptable use' policy that allows each student to print a certain number of pages every day, week, or term. Further controls include ensuring that teachers have to authorize any printing over a certain size or changing color jobs to black and white from certain applications. These and other uniFLOW features allow schools to stop waste before it occurs.



COLLEGES & UNIVERSITIES

Students can be required to pay in advance for their printing and copying to remove the financial burden from the college, while also reducing total printed volume. The students' funds are stored on the central uniFLOW server, allowing them to use a device in any part of the campus without having to worry about separate accounts. Whether they use the photocopier in the library, the printer in the computer room, or the on-campus print shop, the system will allow them to print or copy as many pages as they have paid for.



FUNDS MANAGEMENT

uniFLOW offers students and colleges a variety of different methods to top up funds on their printing accounts. MoneyLoader terminals can be placed in public areas of the college, allowing students to add cash to their account. uniFLOW integrates with popular internet-based credit card payment systems such as PayPal™ and WorldPay™ to provide a 24/7 service. Finally, cashiers can manually add credit to a student's account where a personal cash-based system is required.



CONVENIENT MOBILE PRINTING

Students are often early adopters of technology and smartphones have proven to be no exception. uniFLOW allows students and staff to submit documents to print directly from their mobile devices, as easily as sending an email. uniFLOW handles these mobile printing jobs in exactly the same way as if they were sent from the student's PC or Mac®, ensuring all budgeting is enforced and accounts are charged correctly. All secure jobs, regardless of whether they were sent from a smartphone, tablet, Mac or PC, are all visible in the same print queue, reducing user training requirements.





DORM ROOM



COFFEE SHOP



CAMPUS LIBRARY



OFF CAMPUS
STUDENT HOUSE



ADD FUNDS 24/7 VIA
PAYPAL™ OR CREDIT CARD



UNIVERSITY



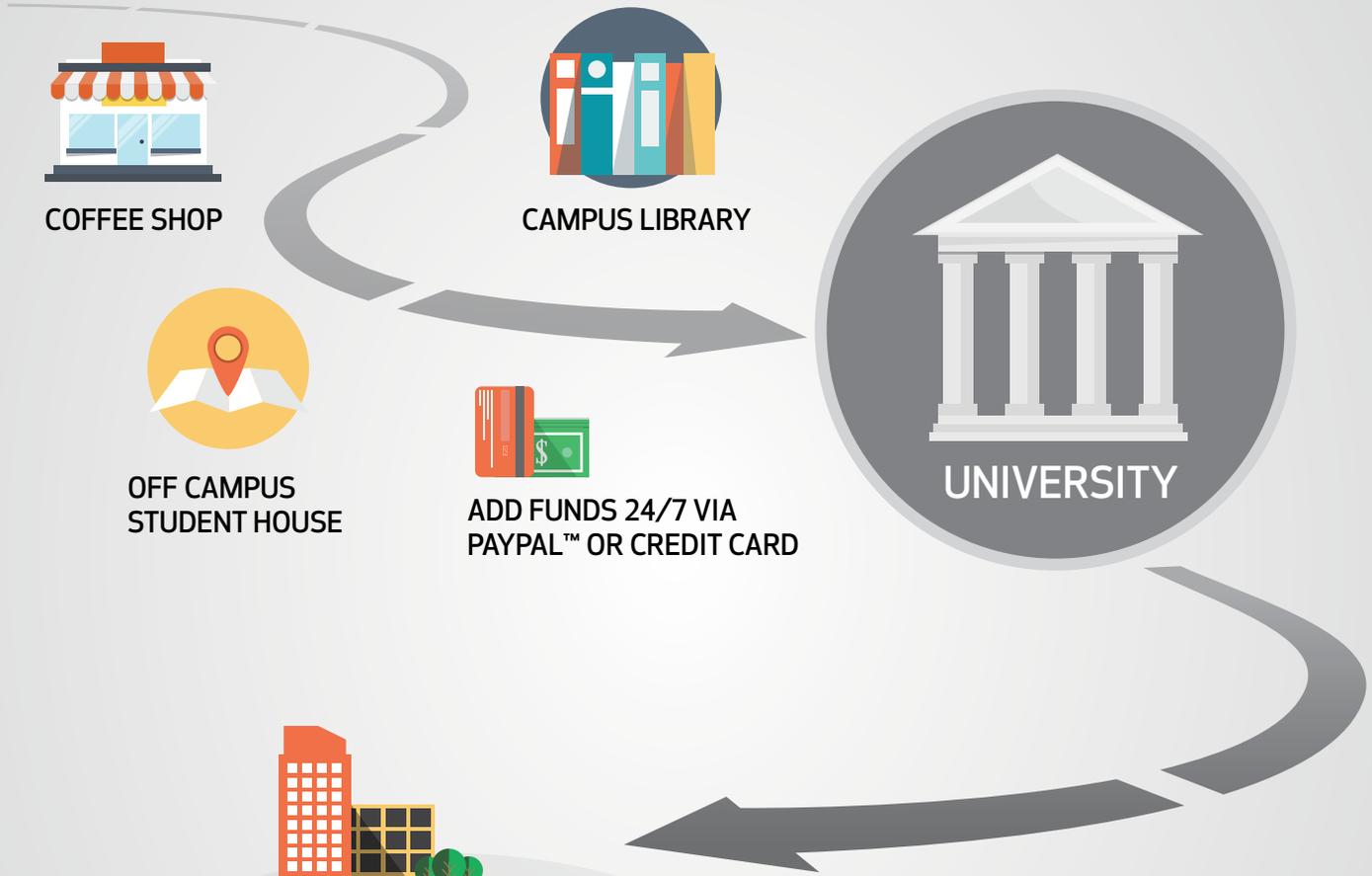
FACULTY MFD



LIBRARY PRINTER



CAMPUS PRINT SHOP





SECURE MOBILE PRINTING AND SCANNING – THE STUDENT EXPERIENCE.

Students carry their personal mobile devices on and off campus and expect just as much mobility from their printing environment.

Name	Location	Number	Model
Canon i-SENSYS LBP7680Cx	Logistics		
Canon iR1750	3rd Floor		
Canon iRADV C2225i	3rd Floor		
Canon iRADV C5235i	Marketing		

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PRINT ANYWHERE FROM ANYWHERE

With the proliferation of smartphones, tablets and laptops in students' everyday life, mobile devices have also become indispensable and powerful study tools. At the same time, students are becoming increasingly mobile in their learning habits and want to send print jobs into their personal secure print queue even when off campus. For a mobile print solution to be successful, it has to offer simplicity, convenience, and security.

CONVENIENTLY SUBMIT SECURE PRINT JOBS

- On campus, in coffee shops outside campus, or anywhere else
- From their own laptop, tablet, smartphone, or using school assets
- Without installing any local printer driver – simply via the Internet
- Via email, internet portal, native uniFLOW app, or directly via Apple AirPrint® into their personal secure print queue

PRINTS CAN BE SECURELY RELEASED

- Directly from the smartphone applet, via Internet browser, or from the MFD panel
- When they authenticate themselves at a device
- After making last changes to the finishing options on their mobile device or MFD panel
- At any uniFLOW connected printer on campus

SCAN TO EMAIL

As an environmentally conscious generation, students often prefer scanning book chapters and other materials, rather than printing or copying them, allowing them to read directly on their tablets. With uniFLOW, students can scan books or paper documents from a connected Canon imageRUNNER ADVANCE in a highly compressed PDF format to their email accounts, network folders, document management systems such as Therefore™/ Therefore™ Online and Microsoft SharePoint®/ SharePoint® Online or cloud-based systems such as Box, Dropbox, Evernote®, Google Drive™ or Microsoft OneDrive®/ OneDrive® for Business. Even scan to DMS/ ECM destinations is possible.

UNIFLOW ALLOWS STUDENTS TO:

- Scan and convert an image via Optical Character Recognition (OCR) into an editable format such as Microsoft Word
- Scan and save documents to email, file servers, Microsoft SharePoint®, or GoogleDocs™
- Highly compress the document and reduce the file size

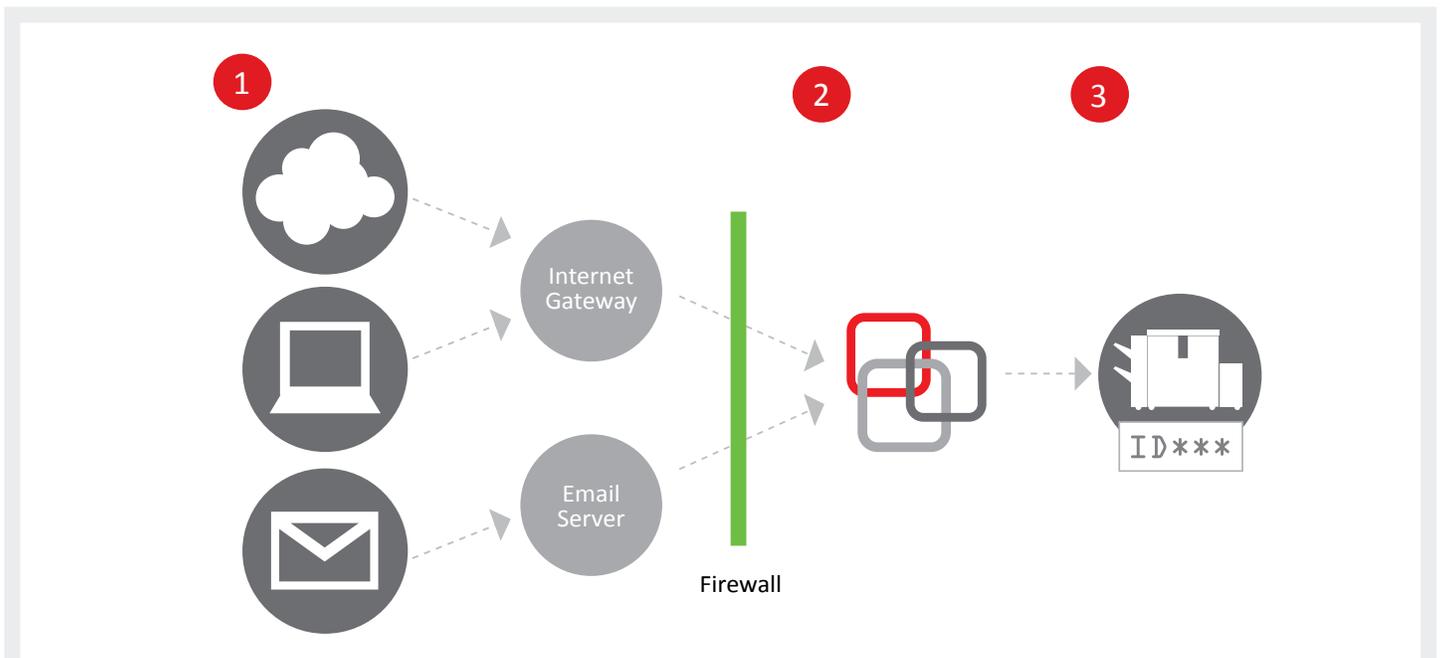
KEY BENEFITS

- Submit print jobs regardless of location - either on or off campus
- Retrieve print jobs via smartphone or tablet on any connected printer without the need to install a printer driver
- Same look and feel on mobile devices and MFDs
- Same print and copy cost is charged for mobile and conventional printing
- Secure printing ensures that no other person can mistakenly pick up other users' jobs
- Paper waste is significantly reduced as forgotten jobs do not sit on the printer output tray



SECURE PRINTING AND SCANNING – THE STAFF EXPERIENCE.

Most importantly, staff need to ensure that their prints are secure and charged back to the appropriate faculty or research project.



- 1** Users submit their job via email or pull the document from the cloud.
- 2** uniFLOW pulls secure print job from the Internet Gateway or email server.
- 3** Users authenticate at the printer and their job list is displayed. Users may change the print settings, if required, before printing.

SECURE PRINTING

Staff often deal with personal information and student records that need to be handled confidentially. For this group of users, printing, copying, and scanning is not only about convenience, it is also about security.

uniFLOW's secure printing functionality allows staff to send their sensitive documents to network printers and to have the job printed only when they are physically standing in front of the device. They can go to any device on the network irrespective of make or model, and select that the job be printed immediately. This could be a device on a different floor, building or campus.

STAFF CAN CONVENIENTLY PRINT IN THE FOLLOWING WAYS:

- Authenticate at the device by one of several authentication methods including, PIN, username and password, magnetic swipe card, smart card, or proximity card
- Submit jobs to the secure print queue from their desktop, by email, via an internet printer driver, using the native uniFLOW app, or directly via Apple AirPrint®
- Pull documents from cloud storage systems such as GoogleDocs™
- View and select jobs directly on the MFD screen
- See a thumbnail of the first page of the job and change the finishing options, such as double-sided, staple and color, before it is printed
- Faculty guests or mobile users can use their smartphone to release jobs either with the built-in web browser or native uniFLOW app

MANAGING BOTH THE PAPER AND DIGITAL WORLD

Despite the expansion of electronic communication, schools and universities still need to manage information on paper, which often remains a critical process. The problem in the past has always been how to capture the information contained within the paper document into an existing electronic workflow.

SCANNING WITH UNIFLOW ALLOWS STAFF TO:

- Scan paper documents into an electronic workflow
- Scan to folder, email, desktop, or any other application
- Scan directly Microsoft SharePoint®/ SharePoint® Online, Therefore™/ Therefore™ Online or any other document management system
- Scan directly into cloud-based systems such as Box, Dropbox, Evernote®, Google Drive™ or Microsoft OneDrive™/ OneDrive® for Business
- Scan to DMS/ECM destinations
- Enter email addresses, file locations or index data directly on the MFD panel
- Convert scanned files into fully editable Microsoft Word or Excel® files
- Highly compressed scanned documents allow simple emailing and reduce file storage needs
- Index information can be taken automatically from the scanned documents via zone OCR or barcode recognition (e.g. for the accounting department)

KEY BENEFITS

- Sensitive documents stay confidential
- Significant print waste reduction and cost savings
- Savings are stored in the database and can then be used to show the return on investment made by uniFLOW
- Costs can be charged back to departments or research projects
- Select different scanning workflows to allow different document processing based on document type



ONE CENTRALIZED PLATFORM, TOTAL SECURITY - THE IT MANAGEMENT EXPERIENCE.

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



CONTROL IT ALL

Large educational institutions comprise several departments, teaching faculties, staff, and numerous students. Each of them require different workflows and specific functionalities to ensure efficient and secure print, scan, and copy processes. uniFLOW simplifies IT administration while offering maximum available security of documents and MFDs.

CONTROL THE PRINT, SCAN AND COPY ENVIRONMENT WITH SETTINGS THAT:

- Control how jobs are printed; based on rules and authorization processes
- Restrict access to MFDs and ensure complete document security
- Integrate with back-office systems
- Enhance network resilience
- Customize workflows
- Inform the appropriate department when an MFD is out of toner or paper
- Route large print jobs directly to the print room from network and desktop printers
- Ensure students have paid in advance for their print and copy jobs

ROUTE LARGE JOBS FROM THE DESKTOP TO THE PRINT ROOM

Selecting the correct device for the print job is a key part of reducing and controlling costs on any campus. The IT department can set rules that will route jobs away from expensive desktop printers to cheaper network MFDs and the campus print room, while keeping a single user budget or faculty code.

SIMPLIFY ADMINISTRATORS' AND END USERS' EXPERIENCE:

- Single system to administer
- Single point of reporting cost and budget control
- Single set of login credentials for end users
- Single solution for campus printing, web-to-print, and print production workflow
- Consistent interface for end users and administrators
- Modular architecture allows IT departments to purchase only the required functionality
- Highly flexible and fully integrated workflow process between the campus and print room

PRISMADIRECT INTEGRATION

The integration of PRISMAdirect for the print centers gives administrators a single accounting database that encompasses usage reporting from the MFP fleet, Large Format and Production Printing in scope.

KEY BENEFITS

- Save paper and resources by setting up print rules
- Comply with high document security standards
- Ensure key staff can access devices even when the network is down
- Simplify workflows for your users
- Deliver evidence reports that your settings have brought ROI
- Allow campus print room to offer various Web2Print services

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For more information, call or visit
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