uniFLOW
Output Manager

ctl digitalsolutions ltd

Control printing and copying
effectively with uniFLOW
Output Manager

uniFLOW

NTware

Bring more control and added efficiency to your print environment

Incorporating uniFLOW Output Manager into your document production process will lead to real improvements in the control and efficiency of print devices. This powerful software is both modular and configurable, so it can be adapted to fit the specific needs of different businesses: large corporations, small offices, education establishments, local government, copyshops and print rooms.

What is uniFLOW Output Manager?

uniFLOW Output Manager is designed to save you time and money by providing effective controls over your entire print and MFP fleet.

The uniFLOW Output Manager solution can be built from several different components depending on your needs. The server based software and modules provide the functionality while optional hardware provides access control to the devices. uniFLOW Output Manager software can also be integrated directly into the Canon MEAP device to allow interaction with the user.

Scalable to any size

uniFLOW Output Manager fits perfectly with any size organisation. It is available in 10, 50, 100 and unlimited user versions to provide scalability and flexibility regardless of your business type.

Its web-based architecture allows the software to be run on multiple buildings, locations or sites with all the knowledge stored in a central SQL Server database.
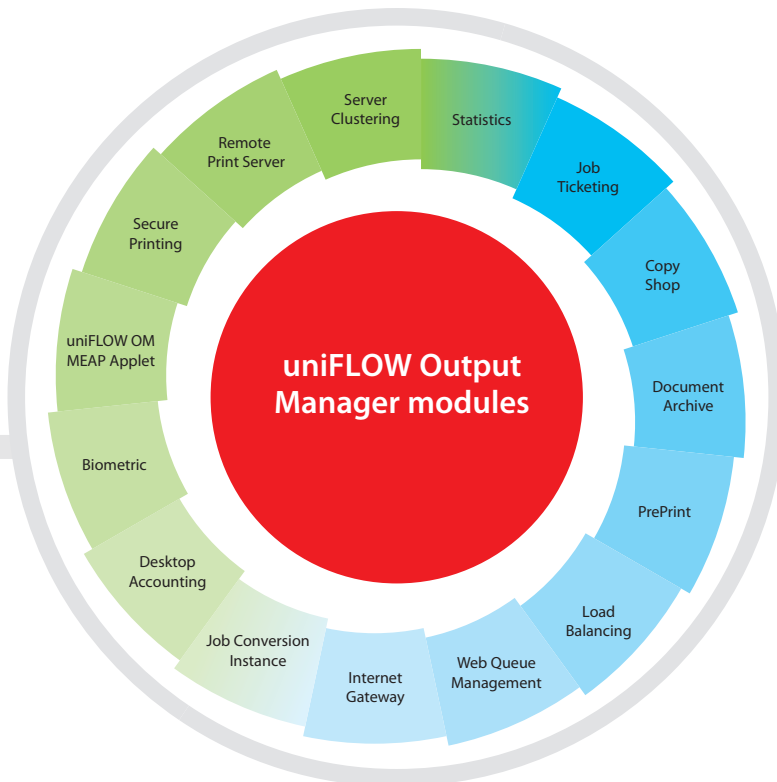
Modular Architecture

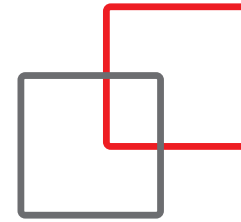Additional uniFLOW Output Manager modules can also be added to provide further functionality.

The core functionality of uniFLOW Output Manager can be extended with various additional modules. Each module provides exciting new features to the system that allow the benefits of uniFLOW Output Manager to extend into other parts of your business.

From providing secure printing features to helping manage your in-house print room more efficiently, uniFLOW Output Manager really is an end-to-end output management system

Each module is licensed on a "per install" basis meaning that even on very large installs of hundreds of servers or devices, uniFLOW Output Manager provides a clear return on investment
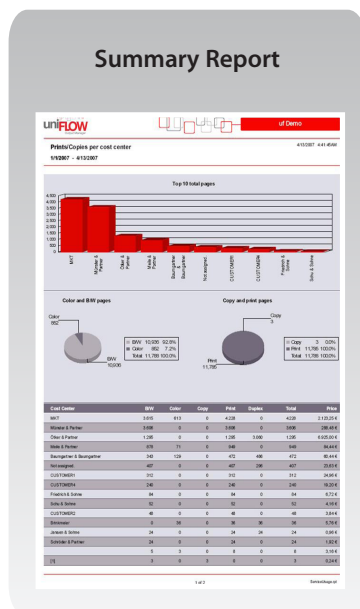
Complete control of your printer fleet regardless of your business needs.

Printer accounting and auditing

All printing and copying, together with the associated costs can be tracked and stored. The built in reporting system allows the administrator or fincance department to see how much each printer and user is costing the company.

Summary Report

This information can be used as part of a print audit to help decide future printer purchases or to identify where cost savings can be made.

Universal Secure Printing

Confidential jobs can be held centrally on a print server and are only released when the user identifies themselves. The user can go to any device in any location with the knowledge that their job will be printed securely.

Waste is also eliminated as documents are automatically deleted if they have not been released rather than gathering dust on the printers output tray.

Routing jobs to the cheapest device

Laser printers close to the users are convenient but expensive to run. uniFLOW Output Manager allows the user to print small jobs on the laser printer but will ask to move the job to the cheaper Canon MFD once it is over a certain size.

Jobs can also be routed automatically without asking to ensure the cheapest device is always selected.

Enhanced device security

By integrating tightly to the Canon MFD hardware, uniFLOW Output Manager can stop unauthorised use of the devices. Where access is granted, all usage of the device is recorded for later reporting.
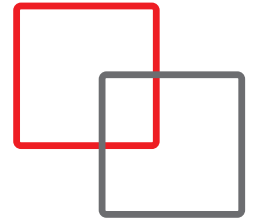
Users can also be granted different access rights to use various functions of the device depending on their job role. For example, certain users may only be allowed to copy in black and white where others can copy in colour.

Managing the print room

In print production environments, the system can be configured to enhance a specific part of your document workflow, or the entire "end-to-end" process, from job submission to document finishing, saving time and money.

Whatever your needs are, the flexibility and modularity of uniFLOW Output Manager ensure that the system can be set-up to meet them, bringing tangible improvements to efficiency, document workflow, cost control and information security.

Complete accountability across the network

Accurately measure usage and cost by user, department or cost code – it's simple with uniFLOW Output Manager. Using the detailed reports available, you can make the most effective use of your resources, by minimising output costs and placing devices in areas where they are most needed.

Print and copy accounting for better cost management

uniFLOW Output Manager helps you track and assess your current printing costs, allowing you to chageback internal costs or audit your current usage.

Local printers, network laser printers, large format printers and multi-functional printers (MFPs) can all be tracked. For Canon MFPs, copy, fax and scan usage can also be recorded along with any printing activity. It does not matter how large or small your organisation is, uniFLOW OM can handle it all, from a small company with one device to large global international organisations with hundreds of different sites and clustered servers.

Each printer can be assigned multiple price structures, allowing you to track what you charge the users for printing as well as what the printing is costing you internally. Budgets can be set stopping users printing more than they are entitled to and a manager's authorisation can also be required before printing large or expensive jobs. Cost codes can be assigned to print and copy jobs making sure the correct budget is charged for the work.

Users can be identified in a number of different ways including their proximity card, fingerprint and username with password. With cards, the problem is always how to match the user to the card? uniFLOW Output Manager fixes this by "self-learning" the card information by prompting the user to enter their username and password or unique PIN code the first time their card is used.

Easy, simple reporting

The administrator can view all device usage across the organisation and access reports by user, device and groups or cost code. Standard reports include all the information you need, such as which device is being most utilised and who is spending the most. Custom reports can also be simply added if other information is required.

A savings report can be generated showing any savings that have been made from having uniFLOW OM installed, for example from routing a job to a cheaper printer or a secure print job that has been deleted rather than printed.

Universal Secure Printing

Local printers can be replaced with the universal secure printing system allowing users to get high quality, fast output while keeping the document output confidential.

uniFLOW OM stores all secure jobs on the print server waiting for the user to walk up to any device and identify themselves with a proximity card, fingerprint, username and password or magnetic swipe card. At a Canon MFP, the user can view a list of his secure jobs, wherever they where printed. They can even change how the document should be printed (for example, double sided) before releasing the job.

The "universal" nature of the system means that the user can release their secure print jobs to almost any printer on the network, regardless of model, and have the job printed correctly.

Routing Jobs

A small laser printer near the users desk may be convenient but is also expensive to run when compared to a MFP. uniFLOW OM can either prompt the user ("Interactive") or automatically ("Mandatory") route the job to a cheaper device based on certain conditions, such as the number of pages, the cost, whether it contains colour or the application used to print the job. If the user accepts the suggestion, or if it is routed automatically, the job is printed directly on the cheaper device.

The routing of jobs can also be automatic in a "failover" situation when, for example, the device is out of paper or toner. In this case, uniFLOW OM will automatically move the job to the next closest available printer and inform the user where to collect the output.
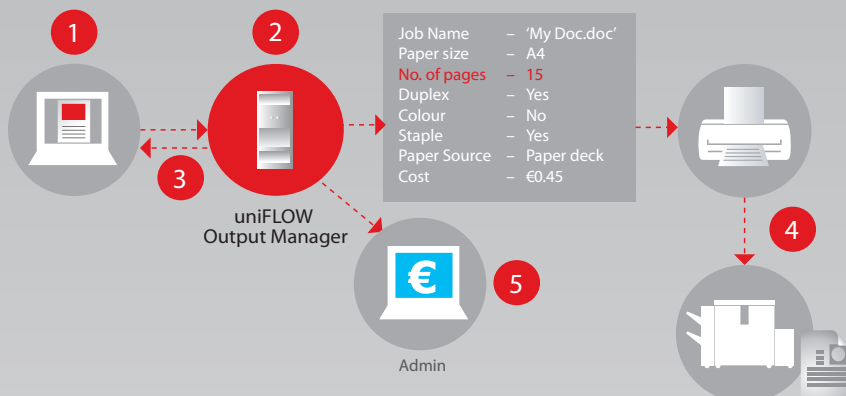
Device Management

The IT department or service provider can be emailed when a problem such as "paper out" occurs and MFP counter readings can be automatically collected removing the need to visit each device individually.

uniFLOW OM can integrate with Canon's Universal Send technology to make scanning to email and fax severs as simple as one button press. Users can authenticate to eCopy™ ShareScan® systems with their proximity cards or fingerprints.

With the Canon Access Management System (AMS), the administrator can control access to MFP functions. For example, some users can only be allowed to copy in black and white except on a device in the marketing department, while managers can copy in colour everywhere.
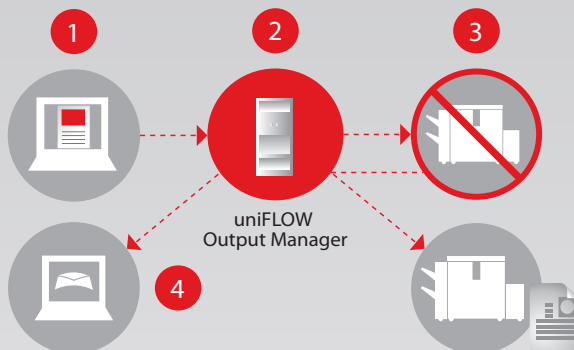
Interactive Rule Based Routing

1. User prints their document to the laser printer

2. uniFLOW Output Manager analyses the print job

3. If the job is more than 5 pages user is prompted to route job

4. Routed job printed on MFP.

5. Savings from routing stored in database.

1 **2**

Job Name	– 'My Doc.doc'
Paper size	– A4
No. of pages	– 15
Duplex	– Yes
Colour	– No
Staple	– Yes
Paper Source	– Paper deck
Cost	– €0.45

3

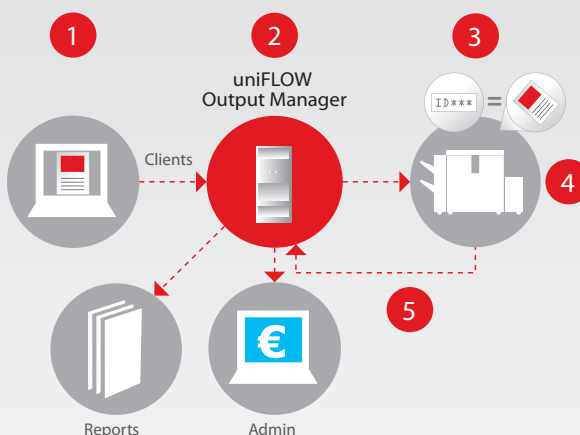uniFLOW
Output Manager

€ **5**

Admin

4

"Failover" Solution

1. User prints their document to the printer

2. uniFLOW OM server checks if the printer is available

3. If device is down, job is re-routed to next device in the group

4. User sent notification pop-up
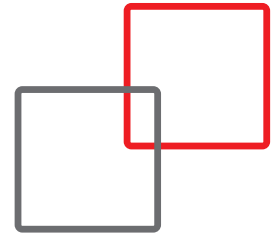
1 **2** **3**

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Universal Secure Printing

1. Job sent to secure print queue using the Universal Driver

2. Job is held at the server

3. User identifies himself at the printer and the job list displayed

4. User selects job and changes print settings, if required

5. Job details stored in uniFLOW Output Manager database and costs recorded

1 uniFLOW
Output Manager **2** **3**

Clients

ID*** =

4

5

Reports Admin €

NTware

Recover your student printing expenses

uniFLOW Output Manager can be easily configured to provide cost control and management for schools and universities as well as public environments such as libraries.

Complete control for educational environments

Whether you are a small primary school or a university with tens of thousands of students, uniFLOW Output Manager can help you manage your printing and copying costs.

With budgets becoming ever smaller, a system that helps control waste and recovers costs is a welcome addition to any environment.

Because every school and university has different requirements, uniFLOW Output Manager has many customisation possibilities that allow it to work in every environment.

uniFLOW Output Manager can enforce account limits for students by only allowing them to print or copy up to a certain limit. When their credit runs out, so also does their ability to print.

Universities

Students can be made to pay in advance for their printing and copying. These funds are stored in a central system 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 or the printer in the computer room, the system will allow them to print or copy as many pages as they have paid for.
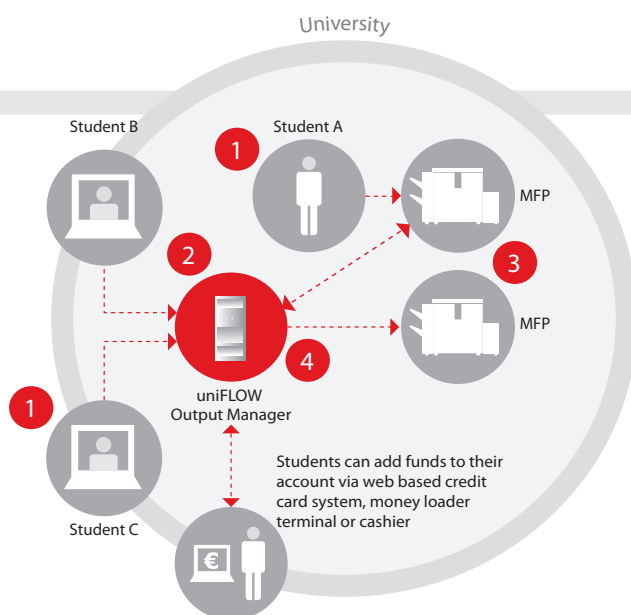
Schools

Often, making school students pay for their print jobs is not possible due to their age. However, uniFLOW Output Manager can be used to implement an "acceptable use" policy that allows each student to print a certain number of pages every day, week or term. Teachers can also be made to "authorise" any printing over a certain size - stopping waste before it occurs.

Funds management

Students can top up printing funds into their accounts in a number of ways. Departments such as a library that already handles cash can be used with the member of staff given permission to add credit to student accounts. Alternatively, students can add money 24/7 to their accounts via a "money loader" terminal or web based credit card payment system.

Staff Printing

Staff can print without any restrictions but the costs can be charged back to their department. If the member of staff teaches in more than one faculty, they can select which department to charge at print time.

University

Student B   Student A

1

MFP

2

3

MFP

4

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1

Student C

Students can add funds to their account via web based credit card system, money loader terminal or cashier

1. Students prints job or makes a copy

2. Students budget is checked to make sure they have enough funds

3. Job is printed or copied

4. Costs are deducted from the students budget

Enhance your production workflow

uniFLOW Output Manager provides you with a complete workflow, perfect for enhancing the management of output in production environments

Streamlined job submission and fast document editing saves time and reduces errors

With uniFLOW Output Manager, the central print room becomes an extension of the end-users' desktop, providing optimal flexibility across the organisation

Large jobs can be sent from a user to the internal printroom just by selecting "file, print" from their application, as if they are sending the job to any normal print device. By completing an on-screen order menu linked to their document, the user is given the ability to communicate clear, precise instructions to operators in the print room or print shop.

Sending jobs to a printroom outside of the organisation can also be made by selecting "file, print", or by uploading the file to a web site thereby eliminating the need to install any software on the client PC.

Central management of the printroom

In the print shop environment, operators can access the central queue for incoming print jobs, and then direct jobs at their discretion to the most appropriate print device. uniFLOW Output Manager will then interpret the print job and adapt it according to the output device specified, saving valuable time for the operator. The relevant print accounting information is then stored in a central database.
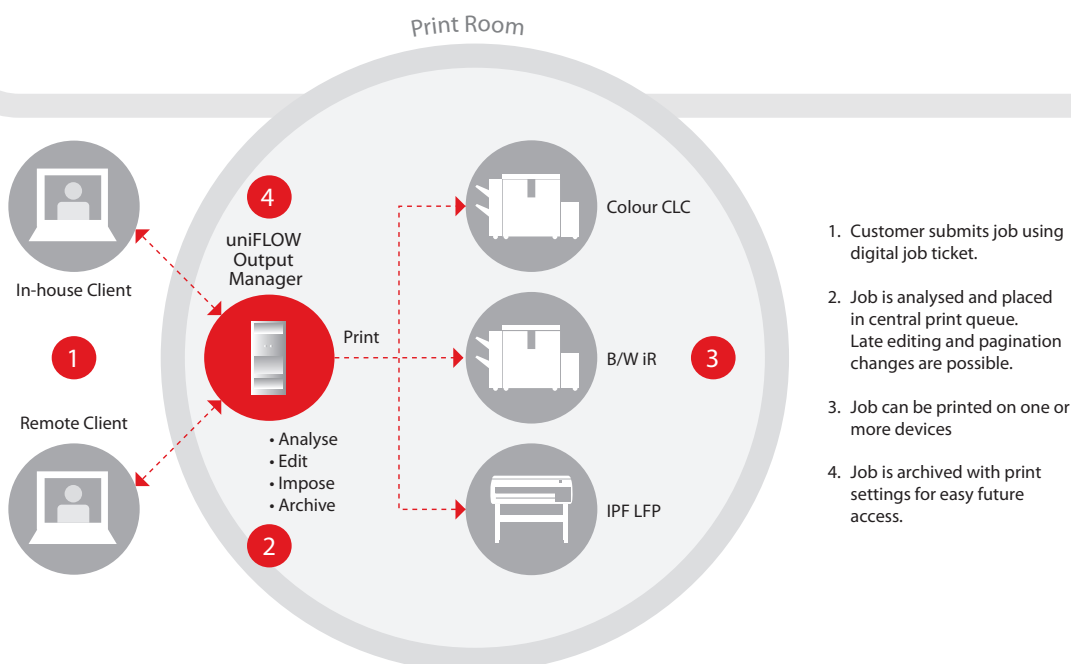
Late stage editing

The operator can view and change the printing characteristics of a job on a page level basis. Individual pages can be set to be printed double sided, in black and white or on a different paper type. The whole job can also be opened in Adobe Actobat for last minute editing.
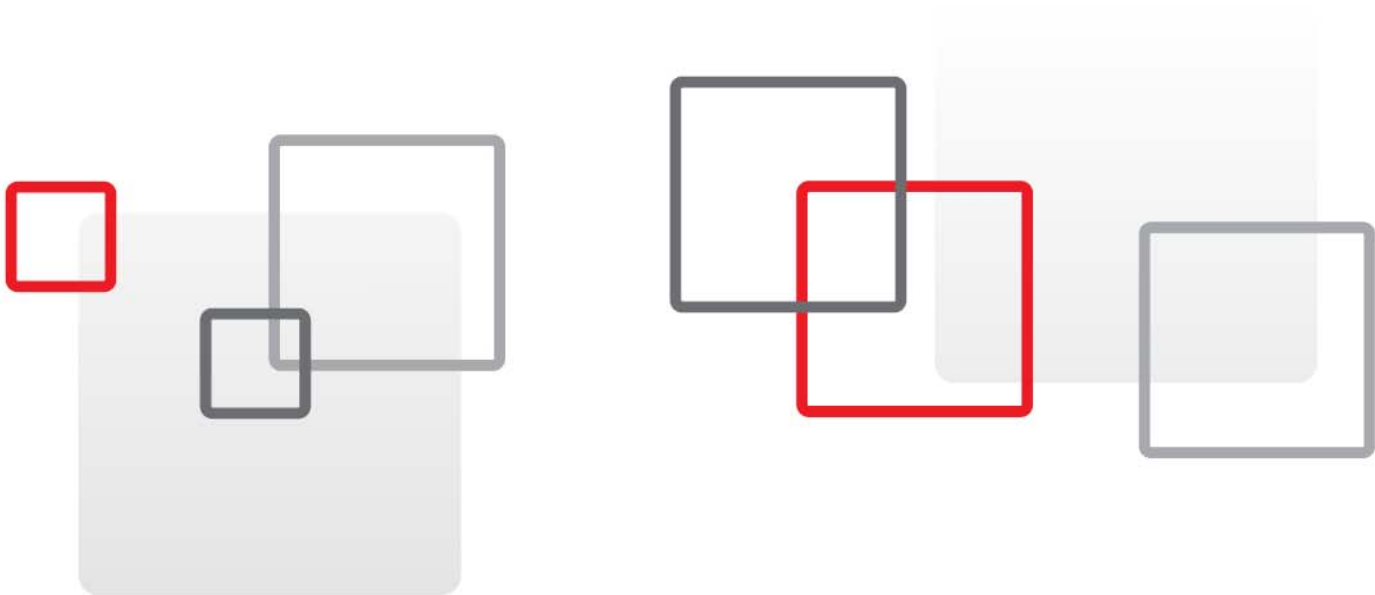
Device Utilisation

In a production environment, minimising output costs to maximise profitability is critical. With uniFLOW Output Manager you have the option to cluster output devices together making a virtual printer and also split jobs to the relevant output device when they contain mixed colour and black and white pages and also automatically re-merge the printed documents thereby increasing performance and reducing costs.

Document Archiving

After printing the job successfully, it can be archived and then simply retrieved at a later date, if required. Since the archive information always incorporates the job ticket, you can check your customer's original specification should any queries arise.

Print Room

In-house Client

Remote Client

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Print

• Analyse
• Edit
• Impose
• Archive

Colour CLC

B/W iR

IPF LFP

1. Customer submits job using digital job ticket.

2. Job is analysed and placed in central print queue. Late editing and pagination changes are possible.

3. Job can be printed on one or more devices

4. Job is archived with print settings for easy future access.

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