

**FACT SHEET**

# uniFLOW Online

Manage and secure your entire print and scan environment through the cloud with



## Simple. Serverless. Secure.

uniFLOW Online is a secure, public cloud print and scan solution for businesses and educational academies of all sizes, facilitating management of the entire print environment throughout different locations. It has been developed from the ground up to take advantage of cloud technology benefits and meet the needs of businesses who do not want to invest in, or manage, local servers, but still wish to control the printing process and benefit from flexible scan workflows.

Introducing secure printing and scanning in various locations is seamless. Within one tenant, multiple locations can be created with individual configurations. Reporting data is available for the whole tenant, or per location. This is easy to oversee as administrators have a single platform from which they manage users, devices, and all locations.

## Why move print and scan management to the cloud?

The key drivers for moving print and scan management to the cloud can be split into three topics:



### CIT and network security

When it comes to security considerations for operating in the cloud, every area of the IT process, including software and hardware such as laptops, is always up to date. Operating systems run on the latest patches, and anti-virus programs can easily be kept running on the latest versions. Also, uniFLOW Online is patched to the newest version, fulfilling state-of-the-art security requirements.



### Up-to-date feature sets

Operating with a cloud-based print and scan management solution ensures the latest features are automatically available to the end customer. For uniFLOW Online, a new version is released four times a year, providing new features. Features such as budgeting and reporting are all available in the cloud making uniFLOW Online a feature-rich and highly compatible solution.



### Reduced infrastructure costs

When moving from a server-based to a cloud-based solution, the default infrastructure costs are reduced as there is no outlay for on-premises server hardware, operating system licensing, and knowledgeable IT staff. System maintenance costs are reduced as these are taken hosting care of centrally by the hosted cloud delivery. As uniFLOW Online is sold on a device-based subscription, companies can add new devices or sites or campuses on demand, or even work in a hybrid environment.

**When using uniFLOW Online technology, there is no requirement for a local server or edge devices. All communications between the different entities can go directly or via the secure cloud, thus eliminating servers and minimizing IT efforts.**



## Unique technologies that make the difference

uniFLOW Online encompasses the whole print and scan environment and allows adaptable configurations to address the demands of different businesses.



### How do customers benefit?



#### Protect confidential data

Restrict printer access to authorised staff. This prevents data breaches and misuse as the device is locked so that print, copy, scan, and fax functionalities are unavailable to visitors, as well as unauthorised staff. Print jobs containing confidential information cannot be left exposed on the output tray.



#### Control and reduce costs

The volume of printing that occurs can be surprising. One of the best ways to cut unnecessary costs is to remove servers with ongoing maintenance costs, and to ensure departments and staff pay for their prints and copies, removing the financial burden and reducing the total printed volume.



#### Improve productivity

Offering direct printing from connected cloud storage services will enable staff to collaborate efficiently. Documents such as invoices or delivery notes can automatically be scanned with details captured to the destination. In addition, providing mobile printing facilities, even from outside the office, can increase productivity and flexibility.



#### Help save the environment

Optimised printing procedures and reduced print output significantly improves an institution's environmental impact while saving valuable resources. Prevent unnecessary paper waste by encouraging users to only print what they need and reduce power consumption and energy waste by eliminating "Always On" print servers.

## One Cloud Platform

uniFLOW Online comprises a broad set of detailed features. It oversees a business' entire print and scan environment. It provides device management with one solution, from secure and mobile printing to advanced scanning and automated filing processes. The modular design makes it easy to expand the print and scan environment with additional features, such as cost center or budgeting, while keeping maintenance to a minimum. uniFLOW Online integrates seamlessly into an existing environment and enhances document and device security.

Multiple configuration possibilities deal with ever-changing customer demands. uniFLOW Online's location concept allows for a different configuration of individual features per location. Locations can vary in print submission pathways, security features, or network setup, including Zero Trust environments and separate VLAN network segments.



**Multiple sites**

uniFLOW Online facilitates the creation of locations to represent each site independently, while management of all the sites is centralised in a single uniFLOW Online tenant. This significantly reduces IT efforts. The device User Interface, messages and controls, can be defined per location resembling the respective location or campus.



**Agile workforce**

Staff can easily travel between locations and campuses. Print and scan functionalities are seamlessly available to users visiting any location defined in the tenant. As the uniFLOW SmartClient is location-aware, location-specific settings will be applied as users move around with their client PC.



**Budgeting and cost tracking**

Report filters can be used to tailor the contents to specific users, groups, printers, or date ranges, as well as budget limits applied to groups, users or students. Choosing a location through the panel will only show accounting data that has occurred in that location. Administrators can create further tailored reports when integrating with Microsoft Power BI.

## Print & Scan from popular cloud storage services

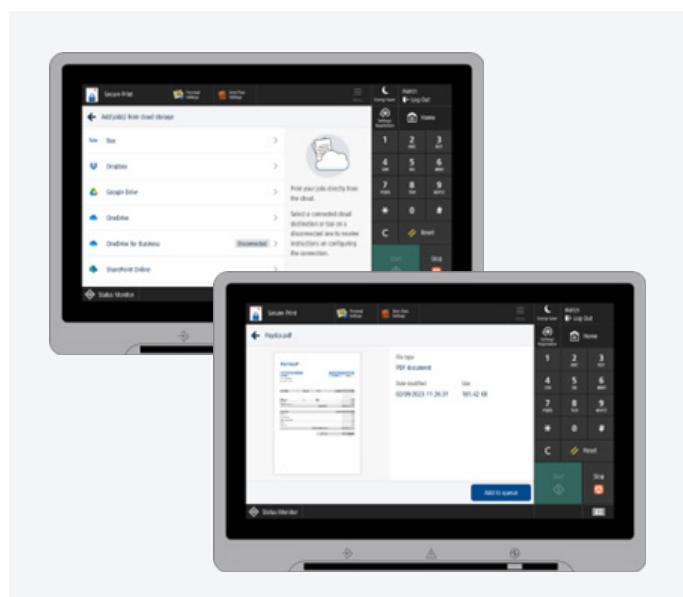
uniFLOW Online gives access to the folder structure and files of third-party cloud services directly from many Canon devices so that shared documents can be accessed and printed instantly.

Staff need to identify themselves at a device to access their secure print queue or cloud storage service to then quickly print or scan documents and items such as invoices or delivery notes. uniFLOW Online will connect the cloud storage service to the user account. uniFLOW Online will take a scan directly to its final destination ensuring that only a single copy of a document/invoice/receipt is being stored, in the right place. With the Image Processing License uniFLOW online can automatically align details in the document, in the file name or meta data, for other applications to utilise.

- Box
- Dropbox
- Evernote®
- Google Drive™ (incl. Google Workspace™/ Google

Classroom)

- Microsoft OneDrive/ OneDrive for Business
- Microsoft SharePoint Online
- Microsoft Teams



#### uniFLOW Online allows staff to:

- Scan paper documents into an electric workflow.
- Browse through the root of their destination to choose their folder.
- Convert scanned files into fully editable Microsoft Word and Excel files.
- Compress a document to reduce the file size.
- Scan directly into the correct folder of the following cloud services: Box, Dropbox, Evernote®, Google Drive™ (incl. Google Workspace™/ Google Classroom), Exchange Online, Microsoft OneDrive/ OneDrive for Business, Microsoft SharePoint Online, Microsoft Teams, SAP® Concur®, or Therefore™ Online.

## System security is critical with any cloud solution.

The following design elements of uniFLOW Online ensure maximum protection.

- **No passwords are stored in uniFLOW Online:** uniFLOW Online does not store user credentials such as passwords. Instead, it uses a claims-based approach to identify users and accepts login credentials from multiple identity providers.
- **Multi-Factor Authentication (MFA):** MFA is implemented for those users with privileged uniFLOW Online accounts to enhance overall system security.
- **Secure Printing, where all print traffic must stay within the company network:** Print jobs can be stored on a user's local PC using the uniFLOW SmartClient.
- **Secure printing in Zero Trust environments with micro-segmentation:** In Zero Trust environments, client PCs are not trusted; thus, print jobs cannot be sent directly to a device. Instead, uniFLOW Online will be the mediator.

After user identification and print job selection, print jobs can be sent directly to the device for secure print release. The print files are deleted automatically from uniFLOW Online once printed or after a preset period.

- **uniFLOW Online only stores minimum data:** Only accounting data and configuration information are sent to the uniFLOW Online tenant outside the company network. By default, print job file names are not uploaded to uniFLOW Online. Other sensitive information, e.g. ID cards or PINs stored in users' accounts, are encrypted via a one-way salted hash to enhance security.
- **Helping to comply with GDPR:** Administrators can easily collect all users' data by downloading a JSON file and handing it over to the user, using their right of access. The delete button erases all user data including active databases, and databases holding deleted versions and object histories.
- **Non-default password support:** New uniFLOW Online tenants are created with a unique password that the administrator needs to change upon the first login. uniFLOW Online also takes over the password management for device applets.
- **No customer tenant data is shared with Canon or Canon partners:** Customer data is stored in uniFLOW Online according to statutory requirements. It is not shared with third parties. Canon and Canon partners can only gain insights into customer names and license expiration dates.
- **uniFLOW Online is hosted in regional Microsoft Azure data centers:** The customer data remains within the local region to respect data sovereignty.

Find out more about uniFLOW Online, speak to one of our sales specialists today.

Let's talk **0344 863 3000**