

uniFLOW Lite

**Canon**

Delighting You Always

  
**sma//STEPS**  
towards a healthier business



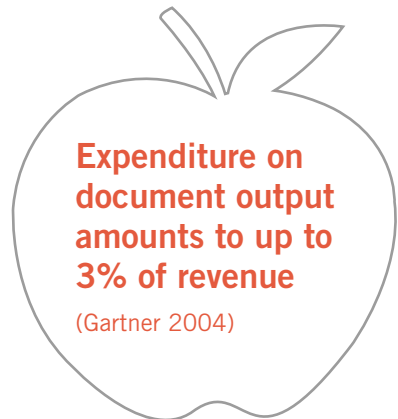
Business **can** be simple



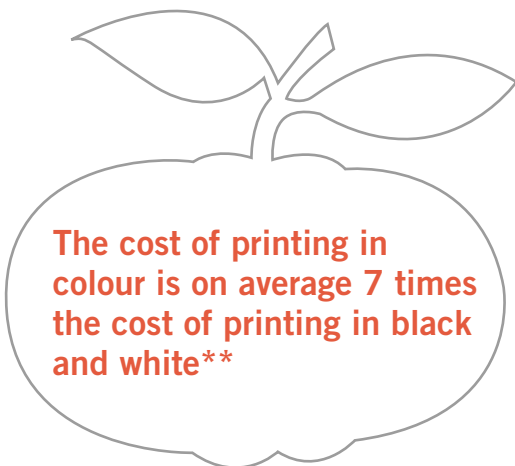
A simple solution to improve  
accountability, cost control  
and productivity

## Take a few minutes to apply these questions to your business:

- 🏃 How many users are printing in black and white and how many in colour?
- 🏃 What proportion of your output is in colour?
- 🏃 How efficiently are your devices being used?
- 🏃 Are printers always available when your staff need them?



**Expenditure on document output amounts to up to 3% of revenue**  
(Gartner 2004)



**The cost of printing in colour is on average 7 times the cost of printing in black and white\*\***

### It's what you can't see that counts

Sometimes, with some vendors, the initial outlay costs for your printers might seem competitive, they're often just the tip of the iceberg. Make the wrong subsequent choices and there's a whole lot more to consider:

- 🏃 Most organisations do not even know how many hardcopy devices are in their enterprises\*
- 🏃 By 2007, over 1.4 trillion pages per annum will be printed in Europe\*

And what about the impact that printer downtime has on the productivity of your staff?

## Explaining the cost of colour - DIET SOLUTION

Watching what you eat is, of course, an essential part of a healthy lifestyle. And while you can still enjoy an occasional treat when you have a balanced diet, it can also be hard to stop at just one. It's the same with printing in colour – the temptation to print everything in colour can be hard to avoid, which means you end up piling on the dollars.

### **Q: 'Why is colour printing so expensive?'**

A: When you print in colour, you build up layers of colours to create other shades. This means that printing in colour uses up a lot more toner than printing in black & white. With a desktop laser printer, it's difficult to keep track of how much colour print-outs will cost you. However, with a multifunctional printer, costs are fixed per page so there's no risk of colour costs spiralling out of control.



Average print coverage:



### **Q: 'Am I paying too much for my printing?'**

A: We can help you calculate the current cost-per-page for your existing printers, including non-Canon brands. Then, we can help you identify whether or not a different device could help you bring this cost down.

### **Q: 'Why does colour printing cost so much less with a multifunctional printer?'**

A: With a cartridge-based printer, colour printing is expensive, because the cartridges also include a disposable drum and other parts, which you have to throw away as soon as the toner runs out. So the more you print in colour, the sooner you need to replace the whole cartridge. However, with a Canon multifunctional printer, you only have to refill the individual toner as and when it is needed, rather than replacing expensive parts that haven't been maximised yet.



**Over 61% of organisations have saved money when deploying colour strategically in their organisations.**

Source: IDC, 2005

**According to a recent IDC survey, over 78% of respondents do not have the tools to limit colour printing.**

Source: IDC, 2006






## Regain your printing health with Canon uniFLOW Lite

There may be a lot of unanswered questions when you consider the true costs of printing in your business. But thanks to Canon's expertise you can answer them all. So, if you need quick results from a simple solution then uniFLOW Lite is the right choice for you.

### How does uniFLOW Lite help you?

uniFLOW Lite means exactly that. It provides new levels of intelligence that will help you understand:

-  How much printing is costing you
-  Where these costs are incurred and
-  What drives them "Printing Intelligence Lite"

### uniFLOW Lite – a simple proposition with instant results

We've developed uniFLOW Lite to complement our complete end to end uniFLOW Output Manager solution. It's the intelligent choice for businesses that need quick results from a solution that's ever so simple to implement.

To make it work for your business, our specialist teams work closely with you, using their expertise and specialist software application to deliver a seamless implementation with fast results.

### Measurement, management, results

With uniFLOW Lite you have the power to understand, control, and reduce your costs; increase satisfaction to end users; and enhance productivity. How? Because you inherit new levels of intelligent capability.





## Intelligent capabilities

Our specialists are trained to work with you to help uncover and process the detailed intelligence needed to make a difference, a “scaled down” version of Canon’s exclusive uniFLOW Output Manager is utilised.

This provides you with three core capabilities:

### Accounting

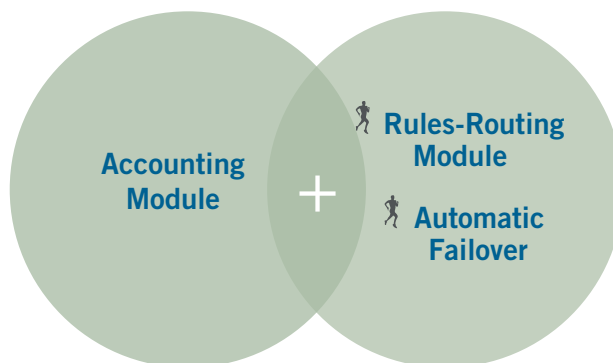
Accounting sits on your server and keeps a detailed track of who is printing what on which device. The intelligence is fundamental to helping you understand and reduce the costs of office output.

### Job re-routing

Job re-routing provides you with the intelligence to automatically route print jobs to the most efficient device available, reducing costs and cutting print queues.

### Failover / Always Available Printing

Failover provides the intelligence to ensure that staff productivity is unaffected - even when a printer goes down on the network. Thanks to Failover your staff can rely on printers that are “always available”.



Accounts can be set up by users, cost centres or departments and budgets allocated to limit expenditure.

Duplex printing can be specified as a default for all output, instantly reducing output and paper costs by up to 50%.

Colour usage can be restricted using quotas.



# An intelligent approach to decision-making

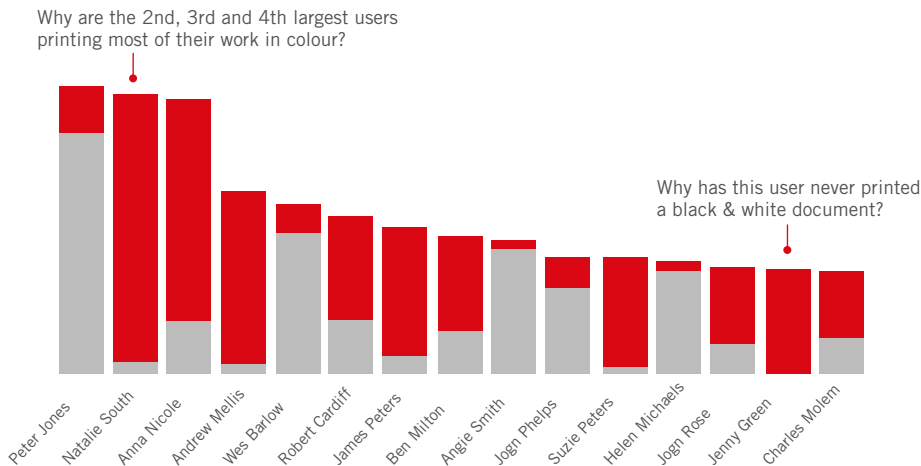
uniFLOW Lite gives you intelligent capabilities you never thought possible. Now you can make strategic infrastructure decisions that enhance communication, improve productivity and reduce costs - safe in the knowledge that Canon keeps you in complete control.

## Accounting applications

### Introduce and control colour in your office

Using colour in documents, invoices and reports ensures your communication always looks outstanding. So how can you provide widespread access to colour without your costs spiralling?

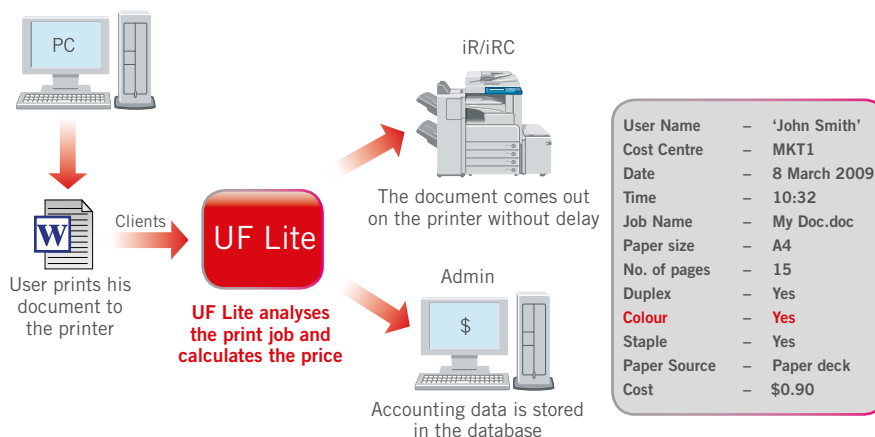
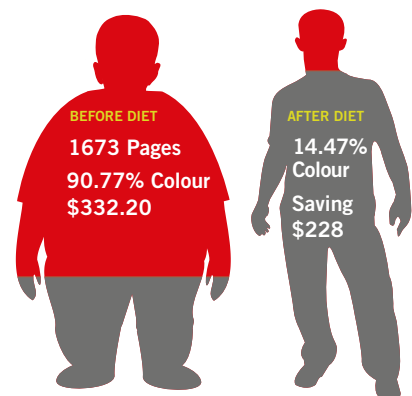
Using uniFLOW Lite we can help you analyse all of the printing throughout the organisation so you know who's printing in colour, what they're printing, how often and how much it's costing you. Certain departments or users may be using colour for the wrong reasons - such as email printing - and quick retraining can help focus usage in areas that add value to your business. Furthermore, uniFLOW Lite even gives you the power to place restrictions on colour, for confident cost control.



### Using restrictions to manage your costs

Despite claims of a paperless office, hard copy output is still common currency. And with organisations spending up to 3% of their annual revenue to produce it, it's more important than ever to take proactive measures to stay in control.

uniFLOW Lite gives you this capability and provides a unique insight into the way print is being used and how much it costs.





## Quickly and accurately allocate your costs

As uniFLOW Lite enables you to appreciate everything that's occurring within your print environment you can use this intelligence to accurately apportion costs to both internal and external customers.

### Accounting applications

#### Accurately allocate your office overheads

When you run a large printer fleet it's a real asset if you can allocate print and copy expenses back to cost centres or departments.

As uniFLOW Lite tracks all of your print jobs, this new capability is simple to incorporate, using detailed reports to support it.

Print Job Name	Printer Name	User	Print Date	Count	Price
Job 1	Printer A	User A	2023-10-26 10:00:00	1	0.01
Job 2	Printer B	User B	2023-10-26 10:05:00	5	0.05
Job 3	Printer C	User C	2023-10-26 10:10:00	10	0.10
Job 4	Printer D	User D	2023-10-26 10:15:00	15	0.15
Job 5	Printer E	User E	2023-10-26 10:20:00	20	0.20
Job 6	Printer F	User F	2023-10-26 10:25:00	25	0.25
Job 7	Printer G	User G	2023-10-26 10:30:00	30	0.30
Job 8	Printer H	User H	2023-10-26 10:35:00	35	0.35
Job 9	Printer I	User I	2023-10-26 10:40:00	40	0.40
Job 10	Printer J	User J	2023-10-26 10:45:00	45	0.45

Job Description      Print Style      Date & Time      Number of Pages



## Accounting applications

### Effective charging and billing

For organisations such as libraries, colleges and hotels providing print and copy services:

If you provide print and copy services to students, visitors or customers, it's difficult to know how to set your pricing structure, if you don't know how much it's costing you in the first place.

uniFLOW Lite allows you to identify system users using accounts and then charge jobs back based on a rate-per-unit of usage.

For professional organisations such as engineering firms, architects and consultancies:

When you're producing documents for clients on a project basis it's a huge benefit if you can accurately attribute those costs to their respective projects.

Before jobs are sent to print, uniFLOW Lite gathers the relevant job information and asks the user to assign it to a specific project or customer code. Reports can then be produced for quick, easy and accurate invoicing.

User Name	- 'John Smith'
Cost Centre	- <b>Economics-001</b>
Date	- 6 March 2009
Time	- 10:32
Job Name	- My Doc.doc
Paper size	- A4
No. of pages	- 15
Duplex	- Yes
Colour	- <b>Yes</b>
Staple	- Yes
Paper Source	- Paper deck
Cost	- <b>\$0.40</b>

Identification to access



Declining balance on the account



# Set up a system that makes the right decision for you

Intelligence goes much further than giving you relevant information to improve decision making in your business. uniFLOW Lite make these crucial decisions for you. Decisions that will enhance the productivity of your staff and keep your costs down.

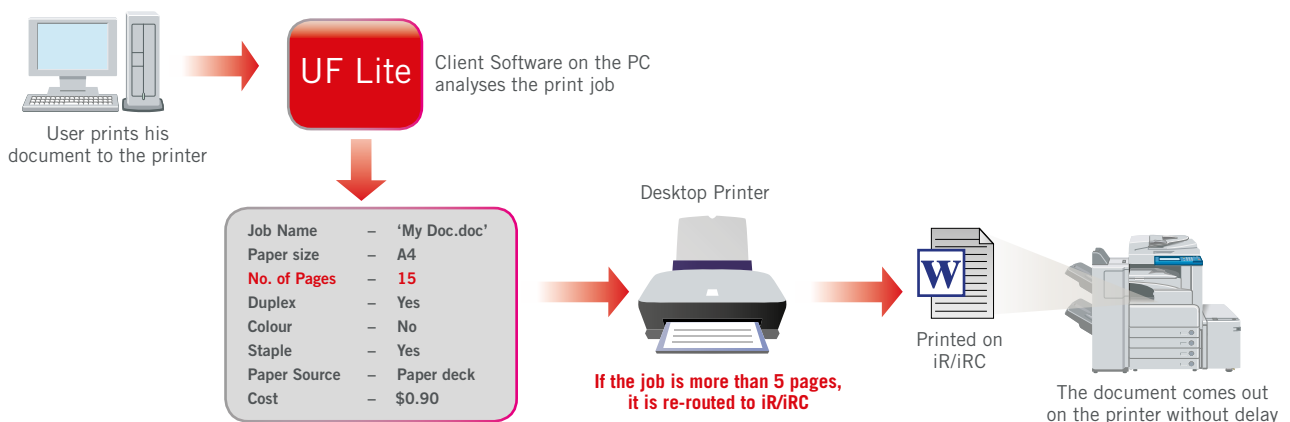
Effectively managing your print environment can make a powerful difference to the productivity of your staff. Employee surveys in companies show how effective “intelligent printing” has been\*.

## Job re-routing applications

### Re-route jobs to more efficient devices to reduce costs

A user sends a large print job to the most convenient printer, usually a slower, low capacity desktop inkjet that's shared by up to 10 people. As the cost per page is significantly higher than with an MFP, it's an expensive and unnecessary cost. Plus all users in the workgroup are delayed as a result.

uniFLOW Lite doesn't just give you the intelligence to appreciate what's occurring on your network, it lets you act too. Your IT department can define specific rules (e.g. based on job size or colour vs black and white) that automatically re-routes print jobs to the most cost-efficient device available, informing the user in the process.



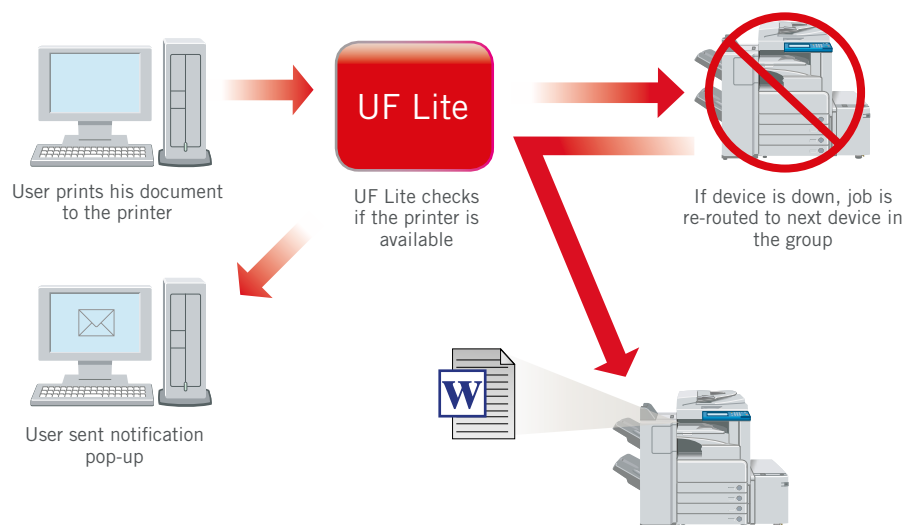


## Automatic Failover applications

### Enhance productivity by ensuring printers are always available

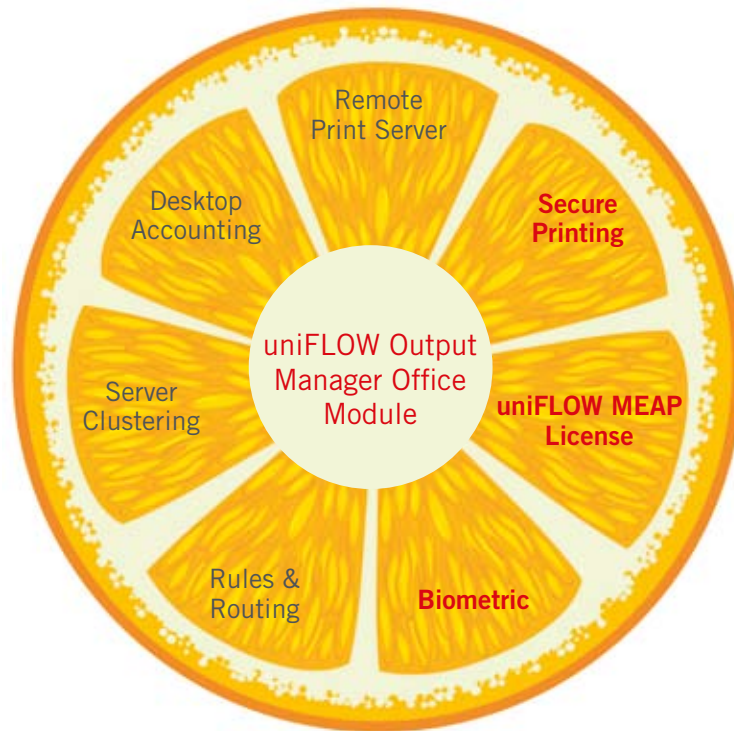
There's nothing more frustrating than going to collect a print job only to find the device is out of toner or under maintenance.

You can instantly put an end to this productivity-sapping scenario. uniFLOW Lite knows the status of all devices on your network. If a device is down, it automatically dispatches your print job to the closest alternative available and notifies you immediately. So when you go to collect your printout, you can be sure there are no unwelcome surprises when you get there.



## Additional Module - Secure Print

uniFLOW Output Manager is “the complete” solution that covers, with integrated modules, all the needs for printing management: costs reduction, print cost allocation, smart use of colour, security, user convenience optimal devices deployment, fleet rightsizing and smart procurement.



### Secure Printing

Keep confidential documents confidential. Print jobs are held on the server and can only be retrieved at the printing device using an appropriate identification method.

### Biometric

Allows the identification of users using the NT-ware fingerprint sensor.

### uniFLOW MEAP License

Combined with Secure Printing: show your personal print jobs on the display of the Canon imageRUNNER.

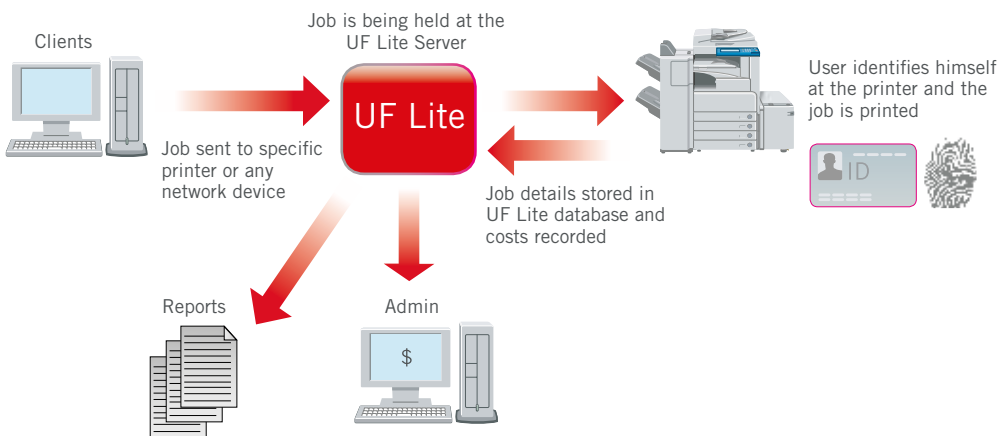
## Secure Print applications

### Ensures document security and maximum flexibility

Most people take document security for granted. This sensitive and confidential information could potentially damage from personnel level up to the corporate level.

uniFLOW Lite provides users with effective security mechanisms to control the output of sensitive documents. Print jobs are held at the server and can only be retrieved at the device using an appropriate identification method - ideal for government bodies dealing in sensitive information.

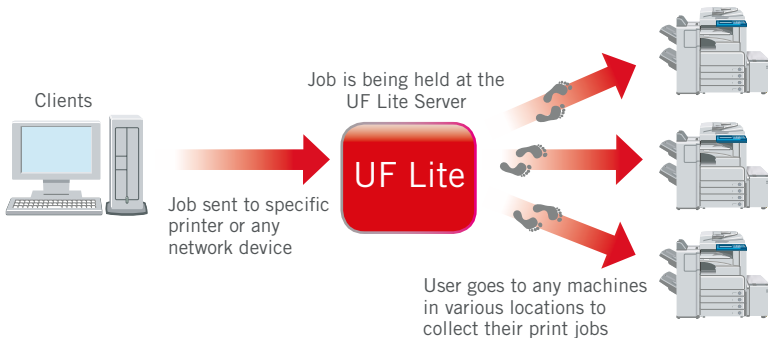
For maximum flexibility, many different identification systems can be integrated with uniFLOW Output Manager, including fingerprint readers, chip card readers, magnetic card readers, contactless card readers and keyboard entry.



## “My Print Anywhere”

### Convenient Printing

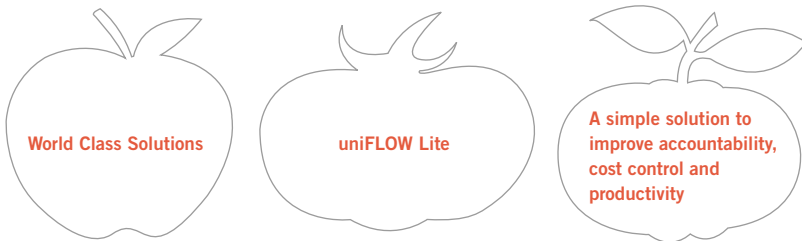
uniFLOW Lite provides users with convenience printing that allows users to collect their print jobs from any locations, any machines.



## Reduces Paper Wastage

It is a very common sight to see stack of papers lying on the feeder, trays, or even on the floor. Most users have tendencies to print, but not to collect their printouts sometimes. At the same time, those printouts could potentially be confidential.

uniFLOW Lite's security mechanism ensures that all print jobs are stored inside the uniFLOW server until the users authenticate themselves before collecting their print jobs. This method will help to cut down a lot of uncollected printouts on the printers / copiers.



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