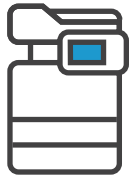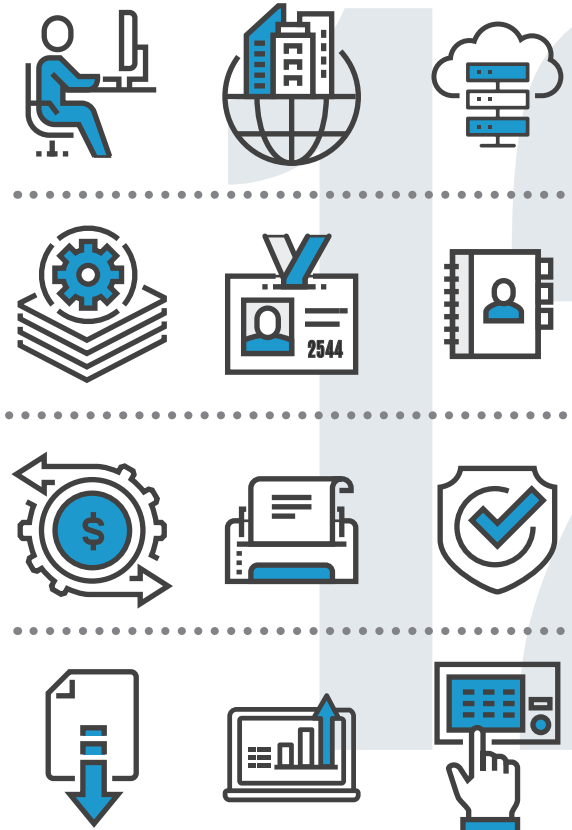# 12 Effective Capabilities and Controls for **Managing Your Enterprise Print Fleet**.

Providing effective controls over document-related tasks, print processes, and management of your print fleet can save your organization lots of time and money. Read our eBook and learn twelve (12) solid ways uniFLOW technology can help yours.

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14%

"International Data Corporation estimates that fourteen percent (14%) is the amount of revenue wasted by most global companies on document-related tasks and sorely inefficient printing practices."

For many organizations, printing continues to be an enormous cost issue that remains entirely untracked and uncontrolled. That's pretty amazing since managing print output and cost has been such a hot topic for so long.

uniFLOW

We believe finding a "solution" that provides practical insight into your print environment is essential. It's ability to offer the tools and control needed to help reduce waste and boost productivity can be the difference in whether your organization finds itself "on cloud nine" or "under a cloud" when it comes to managing print.
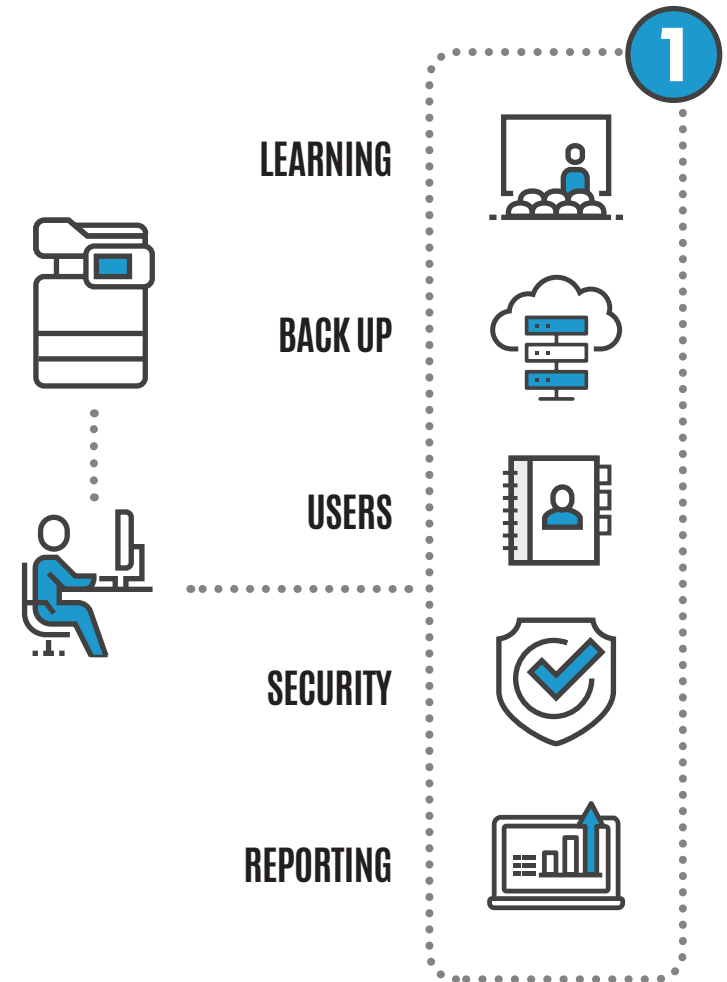
Our job, as your print consultant, is to make sure our heads are never in the clouds when it comes providing the latest ideas and answers for improving print and associated expense management. To that end, we're compelled to make another case for print management by sharing the top twelve (12) capabilities and controls found with uniFLOW technology that can benefit your company.

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1

"**Incorporating uniFLOW into your document processes will allow you to manage your printing and scanning from a single platform.**"
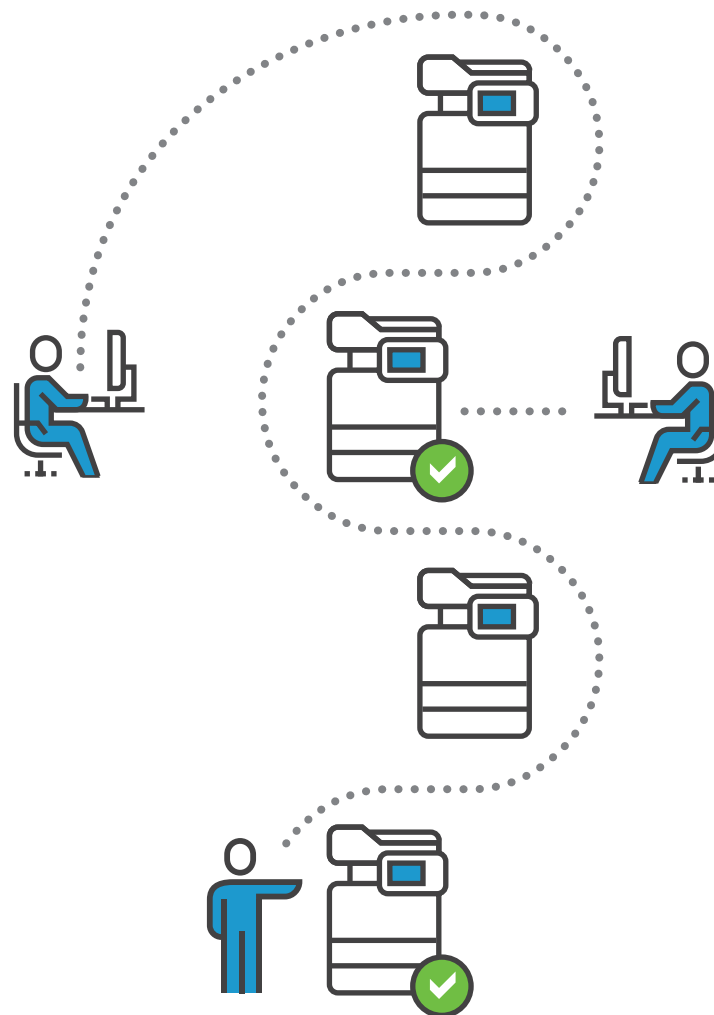
As a result, your company will only have one system and interface to learn, one system to back up, one set of users, rules, and security permissions to set up, and one reporting system all for office and print room printing costs.

1

LEARNING

BACK UP

USERS

SECURITY

REPORTING

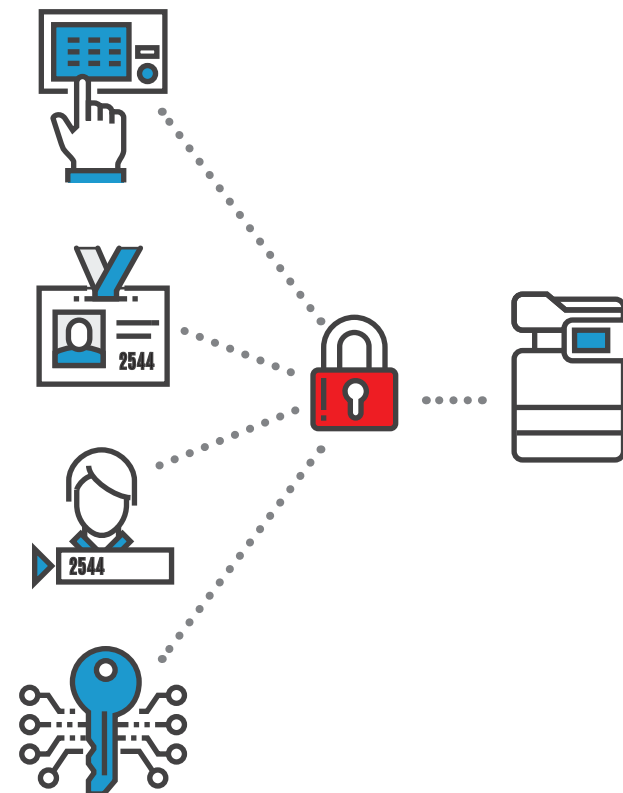**"Your users can have different scanning requirements, depending on their job role in the organization."**

Your administrators can use the integrated advanced workflow editor to decide precisely what should happen when users scan a document. They can also grant different access rights to workflows for single users and groups. These workflows follow users around the organization.

3

"The access of print devices is easily controlled with uniFLOW. You can choose from multiple authentication options, such as card log-in, user name/password, PIN code, job code, and anonymous log-in."

These options allow your users to release print jobs from their personal Secure Print queues safely. Your users can also be granted different access rights to various functions, depending on their job role.
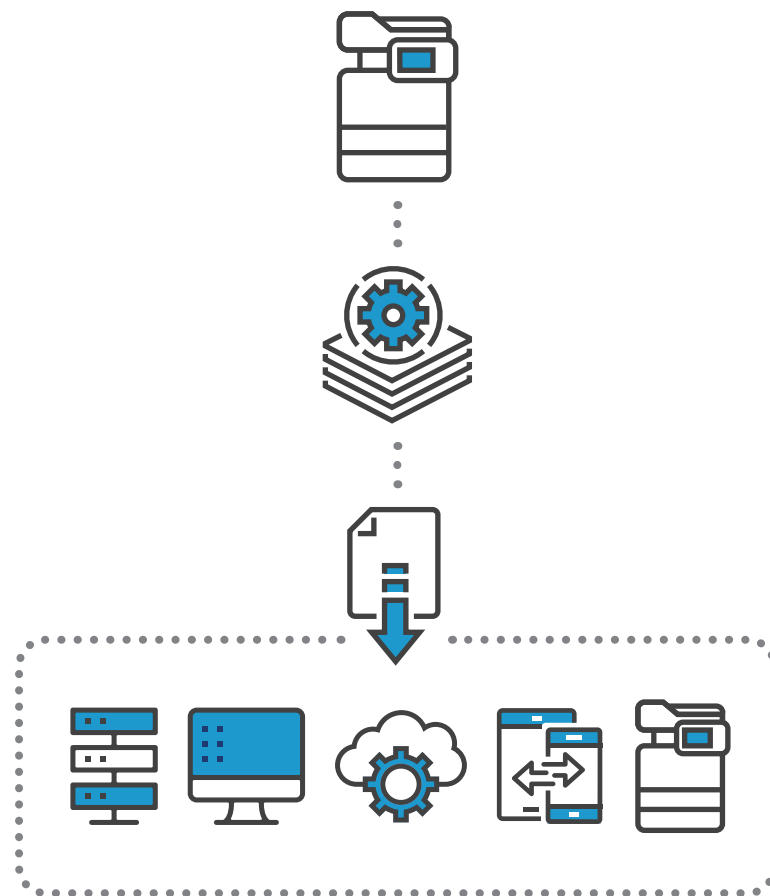
"Your users can scan documents directly from Canon MFP copiers and scanners into relevant workflow processes that can be customized according to your business needs."

Clear and intuitive user interface and personalized "follow-me" scan workflows can help users experience measurable gains in productivity and overall business process.
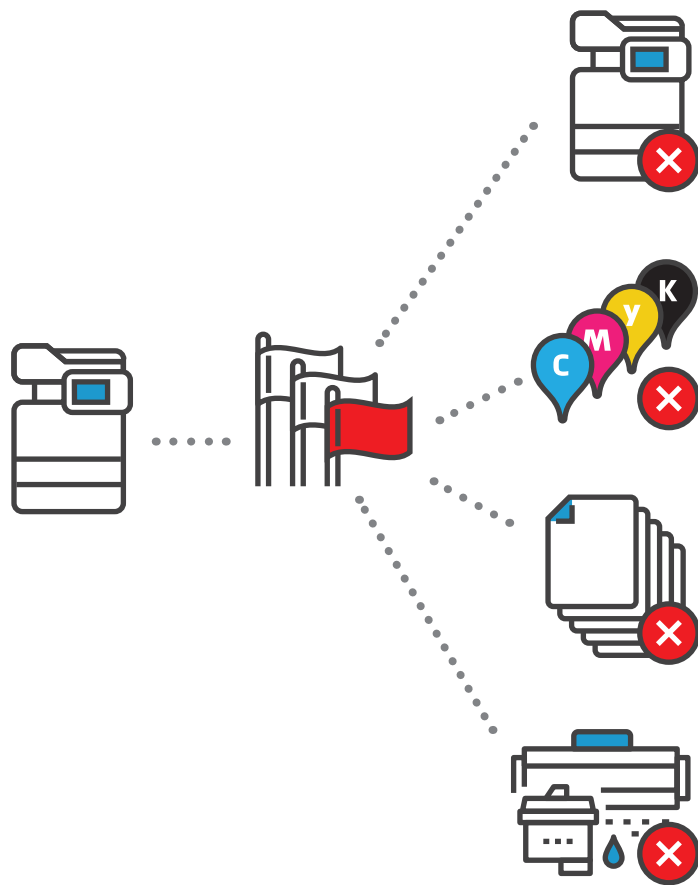
4

5

"Regardless of their physical location, your users can leverage their compatible smartphones or tablets to submit and release their print jobs in a managed way."

Whatever the preferred method your user chooses to submit a job, it will appear in their personal Secure Print queue and be accounted for, charged, and managed correctly. Users are even able to register multiple email addresses, allowing them to submit jobs from personal and work email accounts.

"You can monitor the status of your entire uniFLOW enabled print fleet, facilitating control of all devices."
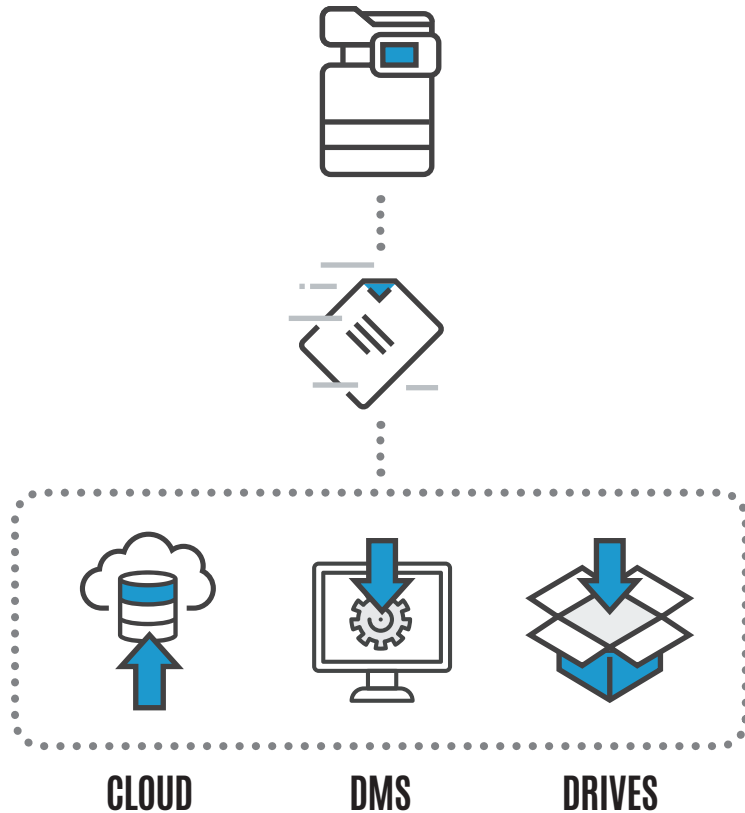
You can enjoy an instant overview of every enabled device in your location, including media and toner levels. The system can be configured to send out change-of-device status notifications. Customized workflows can also be created for a range of status changes including device error, out of paper, or out of toner.

6

CLOUD   DMS   DRIVES

"Once documents are captured and processed, your users can easily distribute them to a variety of destinations."
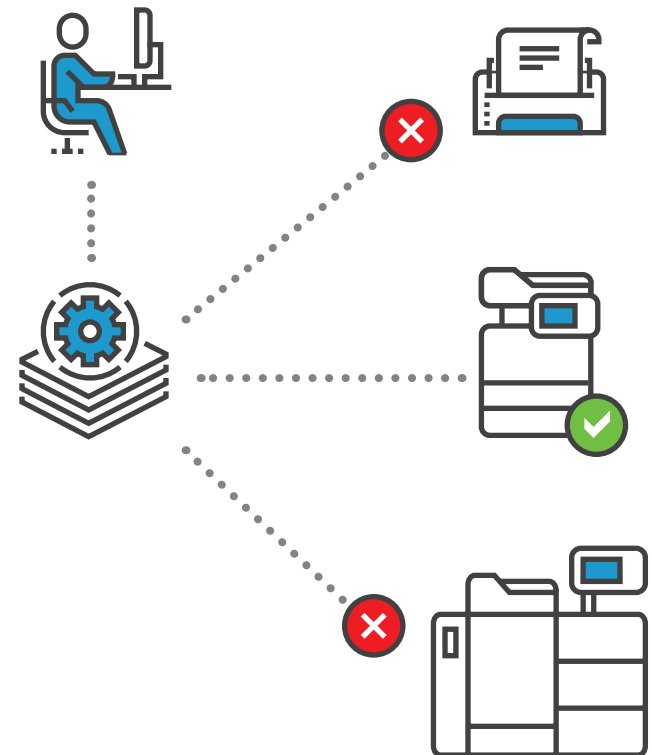
Microsoft SharePoint®/SharePoint® Online, Therefore™/Therefore™ Online, RightFax, iManage Work, or Hyland OnBase® as well as to popular, cloud-based destinations such as Microsoft® OneDrive®/OneDrive for Business, Box, Google Drive™, or Dropbox can all be part of your desired workflow automation.

8

"uniFLOW can help you realize measurable improvements in printing practices and associated costs by redirecting jobs appropriately."

You can restrict small print jobs to be routed to smaller desktop laser printers while directing larger jobs to be rerouted to faster more cost-effective MFPs. Large/complex print requirements can even be rerouted to Production Print Systems located in your central print department.
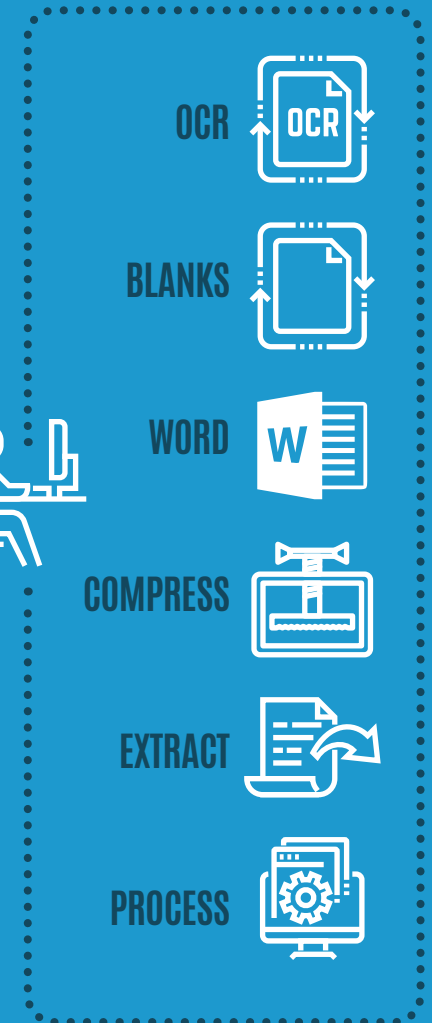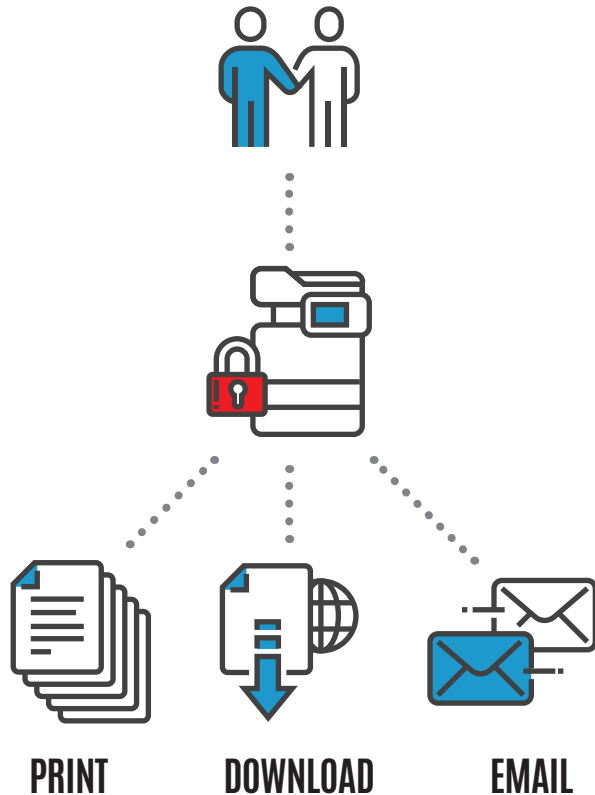
"Leveraging uniFLOW's powerful scan engine technology, you can process documents using extremely accurate OCR functionality to extract information from your document."

You can automatically pre-fill index information or convert documents to different formats such as Microsoft® Word. In addition, features such as high compression of scanned files and blank page recognition can enable new and efficient workflows can also be integrated into routine document processes.

9

OCR

BLANKS

WORD

COMPRESS

EXTRACT

PROCESS

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"With uniFLOW, temporary users and guests can submit print jobs from their compatible smartphones or tablets by simply sending the documents they want to print to a specific email address."
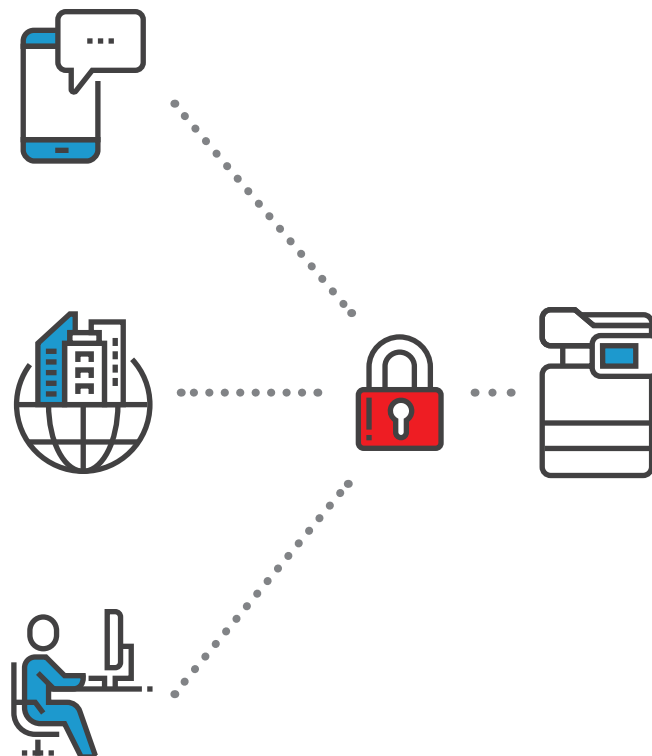
Your guest/temporary user will receive an email containing a temporary job code for authentication at the device, offering an easy way to print presentations or other documents needed for meetings, yet maintain full security.

10

11

"Your users can print with authentication from wherever they're working."

They can print from their desktop personal computer, a host-based system, or their compatible smart phone. No matter how a print job is submitted, it will be held in a personal print queue until released with secure user authentication.

TRACK

ASSESS

ALLOCATE

"To ensure that you control costs and reduce waste, you need to visualize how your printing budget is being spent."

The ability to track, assess, and charge back all printing, copying, scanning, and faxing costs on any uniFLOW enabled device is key. Costs can then be allocated to the appropriate department or specific project.

12

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CAN'T WAIT?

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ABOUT DATAMAX

Datamax provides a powerful portfolio of business technology services and solutions uniquely focused on document management, print management, network management, and office equipment — including multifunction printers, color printers, and production print systems. Our thought process concentrates on identifying corporate objectives, researching relevant technical options, and providing unbiased recommendations that align business goals with technology.

We are a Microsoft Gold Certified Partner, and enjoy collaborative alliances with companies including Canon, Konica Minolta, Lexmark, and Laserfiche. Discover how our sixty-plus years of insightful thought process can empower you with the freedom to focus on what you value the most — your forte — your business. At Datamax, we're all about Creating Raving Fans®!

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