

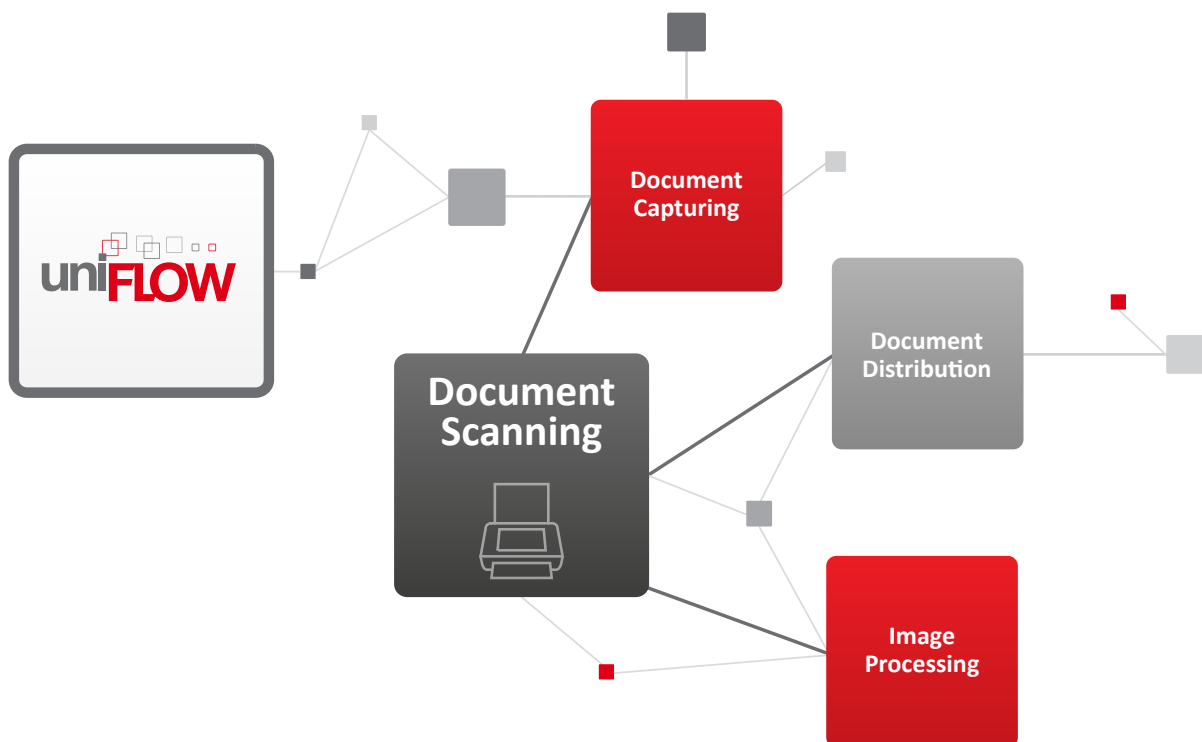
One Platform Solution  
Document Scanning

uni**FLOW**



# Create intelligent Document Processes

uniFLOW is a complete scan management software designed to provide optimum value when digitalizing documents. The software provides better control of documents and increases employee efficiency. The lean intuitive user interface and secure personalized scan workflows that follow users around the organization reap immediate benefits. The combination of uniFLOW scan functionality with secure printing features creates a holistic business solution for document management processes.





# Convenient Scanning from your Canon Devices

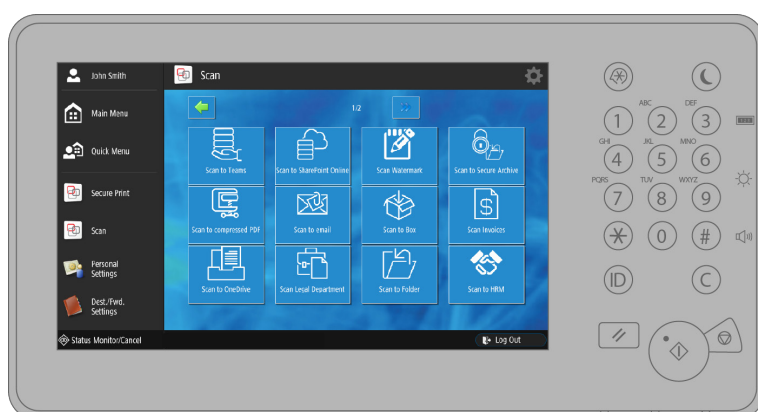
With uniFLOW, documents are scanned directly from Canon imageRUNNER ADVANCE devices and Canon imageFORMULA Scanners into prescribed business processes to meet your specific requirements.

## Multiple Authentication Options

With uniFLOW, device access can easily be controlled. Employees can choose from multiple authentication options e.g. card login, username/ password, PIN code, job code and anonymous login to identify themselves at the device. Users can be granted different access rights to various functions depending on their job function, department or individual responsibilities.

## Personalized Scan Workflows

Your employees are likely to have different scanning requirements depending on their job role. An administrator can assign different workflows to individuals or groups, which will deploy automatically to all supported devices, presenting the same user interface and experience. It is possible to configure up to 12 different scan workflow buttons on the scan device screen so the correct workflow is available immediately.



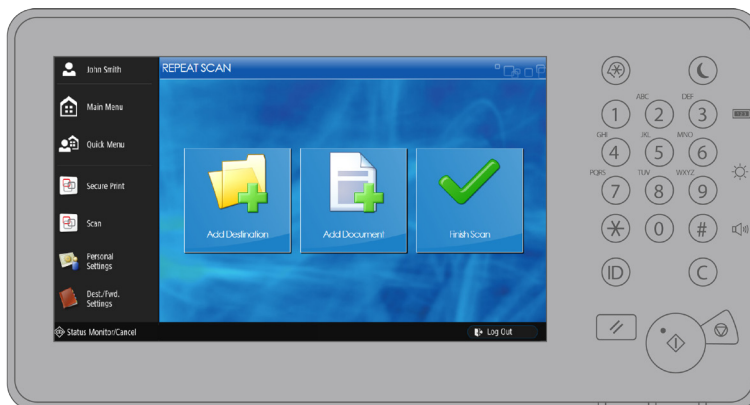
## Convenient Scan Interface

Upon selecting a scan workflow, an intuitive scan interface is displayed to start the scan process. Once scanning is completed, a preview of the document is generated, allowing the user to verify the scan job before sending it to the appropriate document storage



## Subsequent Scan Workflows

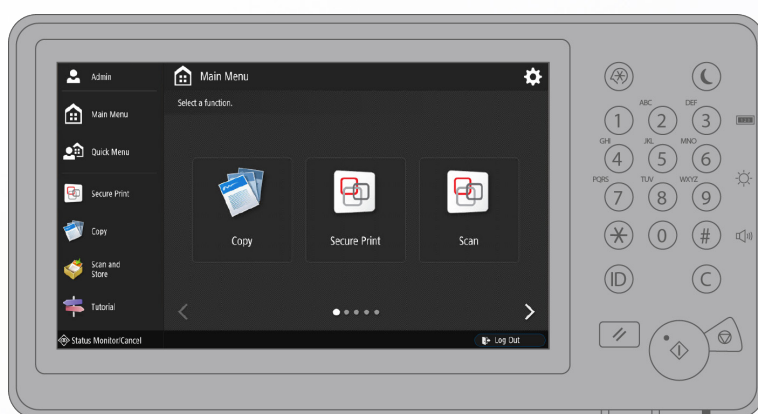
By providing the capability to repeat scan workflows, uniFLOW minimizes the time a user spends at the scan device and increases efficiency of scan processes. Users can simply scan an additional document to the same destination while retaining previously entered meta data. It is also possible for users to send a scanned document, with previously captured meta data, to an additional destination without needing to rescan the original.





## Unified Printing and Scanning

When operating on Canon multifunctional devices, users will have the same user interface for both printing and scanning. Once logged on, users can select their personalized scan workflows or their secure print queue, creating a unified user experience.

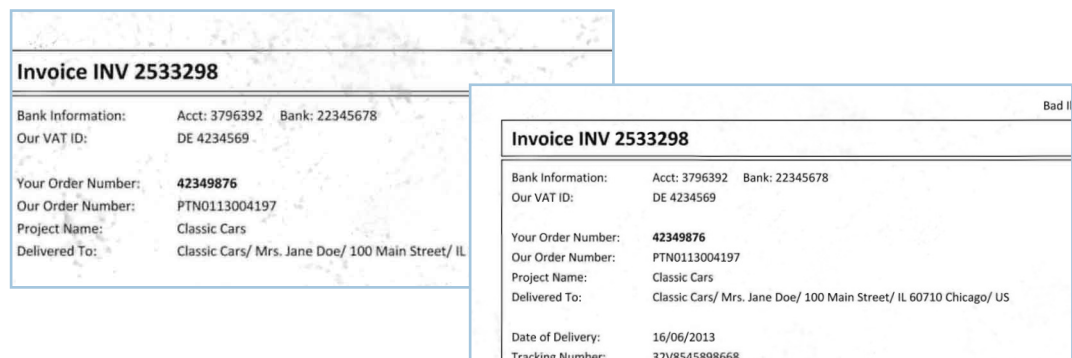


# Fast and flexible Processing of scanned Images

Document capture is more than simply digitizing for document storage. Your documents contain valuable business information so must be easily retrievable and accessible. uniFLOW document processing prepares your documents for back-end processing and long term storage, with various image cleanup and OCR processes, and outputs to a variety of file formats including editable Microsoft Word and Excel®.

## Enhanced Image Quality

Clean images are essential to any document imaging workflow. uniFLOW can automatically enhance the quality of scanned images. Pages can be automatically rotated, despeckle and deskew operations can improve image quality and OCR accuracy and lines or dark borders can be removed without user interaction.



## Automatic Text Recognition

Using the highly accurate, embedded I.R.I.S. Optical Character Recognition (OCR) technology, text within documents can be automatically identified and applied to PDF files as a search layer or editable text within Microsoft Word or Excel® documents.

Included functionality:

- Highly accurate OCR engine: supporting 137 languages including all Latin languages, Greek and Cyrillic
- Multilingual recognition: up to 8 different languages per page
- Page layout analysis: automatic detection of text, graphic, table and barcode zones
- User lexicon support: user lexicons containing specific terms that can be loaded into the engine



## Structure through Barcode/ Blank Page Recognition

To reduce error-prone tasks like naming, splitting, filing or indexing, uniFLOW can recognize blank pages and/or read 1D/2D barcode values from digitized documents, bringing structure and automation to your scanning processes.

Included functionality:

- 1D/2D barcode support: A wide range of barcodes covers the most popular ones such as code 39, EAN or code 128 as well as QR Codes
- Blank page removal: Blank sheets can automatically be removed or inserted to separate batch scan jobs
- Splitting: documents can be automatically split into individual pages or page ranges.

## Fast Encryption and Conversion

Paper documents can be automatically transformed into various electronic formats to suit your needs.

- PDF & PDF/A Support: PDF/A-1b available for long term archiving, certification and/or encryption
- Encrypted PDFs: for a secure transfer of documents within the network, PDFs can be password protected
- Native Microsoft Office Conversion: convert to editable formats such as Microsoft Word or Excel®, maintaining the general document layout
- Simultaneous conversion: scans can be converted multiple times, simultaneously sending different formats to different locations



## Powerful Compression

As cloud storage becomes increasingly popular, network link congestion and storage capacity are increasingly important to IT managers. uniFLOW offers hyper-compressed PDF or XPS formats, which are up to 50 times smaller thanks to the unique I.R.I.S. iHQC™ technology, to reduce the impact on network traffic and storage capacity.

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## Bi-directional Database Validation

Document meta data entered manually on the display of the Canon imageRUNNER ADVANCE, Canon imageFORMULA desktop scanner or captured automatically using OCR can be validated against your company database on the fly and used to automatically populate other index fields, preventing errors and improving productivity.







## Scan Watermarking and Bates Stamping

uniFLOW incorporates scan watermarking (including Bates stamping) for improved business security. Scan watermarks are fixed to a document and cannot be changed by anyone who opens and processes the watermarked document. Watermarks may be used to prove authenticity of a document. Scan watermarks can be fixed text e.g. confidentiality, copyrights, customer name, variable data utilizing the uniFLOW tokens or variable text e.g. user name, time and date, printer management fields, job ID etc. Watermarks can also comprise free text created directly at the scan device or Bates stamping.

Bates stamping - also known as Bates numbering, Bates branding, Bates coding or Bates labeling - is a type of watermark used in legal and medical fields to provide automatic consecutive numbering of scanned images.

## Automated Forms Processing

**NTware**

Classic Cars  
Mrs. Jane Doe  
100 Main Street  
IL 60710 Chicago  
United States

Bad Iburg, 16/05/2013

**Picking List** PTN2533298

Bank Information: Acct: 3796992 Bank: 22345678  
Our VAT ID: DE-4234569

Your Order Number: **42349876**  
Our Order Number: PTN0113004197  
Project Name: Classic Cars  
Delivered To: Classic Cars/ Mrs. Jane Doe/ 100 Main Street/ IL 60710 Chicago/ US

Date of Delivery: 16/06/2013  
Trackline Number: 32V8545898668

Part No.	Code	Description	Unit	Qty	Check 1	Check 2
UF22RD_E	3546R82US	Software Package	License	1	( )	( )
UF84ZF_3	3574F22PS	Implementation Services	Piece	1	( )	( )
UF98VW_C	5574F8895	Diverse Components	Piece	5	( )	( )
UF42TS_U	25479U278	Dongle	Piece	1	( )	( )

Packed by:  
Check by:

NT-ware GmbH  
Niederschwanstraße 6  
49186 Bad Iburg  
Germany

Tel: +49-5403-7243-0  
Fax: +49-5403-780130  
www.nt-ware.com  
orders@nt-ware.com

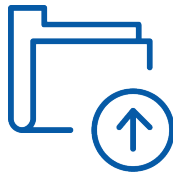
Geschäftsführer: Karsten Huster  
HRB 110944  
AG Osnabrück  
Ust-ID DE 230 932 141

When processing a multitude of different printed forms, manual data entry is time-consuming and prone to human error. With uniFLOW, different layouts can be recognized automatically and data can be captured via zonal OCR or barcodes. At the point of scanning, the user can validate the captured data directly on the display of the Canon imageRUNNER ADVANCE or Canon imageFORMULA desktop scanner.

- Recognize, structure and capture data via zone OCR or barcodes
- The system can be trained to recognize different formats
- Once recognized, documents can be processed according to a specific workflow
- Users can remain in control and override automatic choices if required

# Distributed to where Documents are required

Once captured and processed, uniFLOW can easily distribute documents to a variety of destinations including Microsoft SharePoint®/ SharePoint® Online, Therefore™/ Therefore™ Online, RightFax or Hyland OnBase® as well as to popular cloud-based destinations such as Microsoft OneDrive®/ OneDrive® for Business, Google Drive™ or Dropbox.



## Standard

Email  
Folder  
FTP  
Microsoft Exchange  
Print Room  
WebDAV



## Cloud Destinations

Box  
Dropbox  
Evernote®  
Google Drive™  
LEAP (only Cloud)  
Microsoft OneDrive®  
Microsoft OneDrive® for Business  
Microsoft SharePoint® Online  
NetDocuments  
Therefore™ Online



## DMS/ ECM-Systems

AFAS VIA/SBT  
Biscom Faxcom Anywhere®  
CMIS  
Content Worker  
DMSforLegal  
FileNet®  
Hyland OnBase®  
iManage Work  
Kivi  
Laserfiche  
Lexis Affinity™  
M-Files  
Microsoft SharePoint®  
NEDAP Ons  
Vitec Next  
OpenText Content Server  
OpenText RightFax  
PlanCare  
Square9 GlobalSearch  
Therefore™  
XPLAN  
YouForce



# Immediate Benefits

## Print from Anywhere



Users can submit print jobs from any location via their smartphones, tablets or desktop PCs via email, Apple AirPrint, web browser, internet printer driver, uniFLOW app or Google Cloud Print which brings about increased employee productivity.

## Single Release Queue



All print jobs, regardless of how they are submitted to uniFLOW, appear in the user's personal secure print queue and can be released from any device, regardless of model or manufacturer i.e. users can print securely using any connected device.

## Use multiple Email Addresses

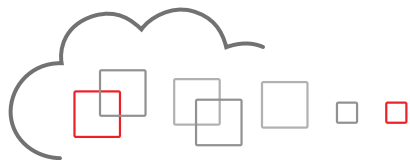


Users are able to register multiple email addresses so they can submit jobs from personal as well as work email accounts providing more user flexibility.

## Full Accounting and Reporting



All print jobs are accounted for and charged to either an account, department or cost center. uniFLOW tracks all user activity for reporting purposes to make sure costs are kept within budget which means that administrators have complete control over printing costs.



[www.uniflow.global](http://www.uniflow.global)  
[www.uniflowonline.com](http://www.uniflowonline.com)