

# Advanced Scanning

Capture information from paper documents

you can

Even with the growth of electronic communication, managing information on paper remains a critical process for every organisation. The problem in the past has always been how to capture the information contained within the paper document into an existing electronic workflow.



Enter index information

Select email addresses

## Advantages of using uniFLOW

- An integrated solution with functions including print/copy accounting, universal secure printing, job routing and advanced scanning
- A modular system allowing it to be configured specifically to address the needs of your organisation

## Advantages of using the Advanced Scanning functions

- Capture the information contained within the scanned document
- OCR documents in 137 languages including Asian and Arabic character sets
- Highly compress scanned documents to allow simple emailing and reduce file storage needs
- Enter email addresses, file locations or index data directly on the MFD panel<sup>1</sup>
- Select different scanning workflows to allow different document processing based on document type<sup>1</sup>

<sup>1</sup> Features require a uniFLOW Scan Device Licence for MEAP

uniFLOW allows the multi-functional device (MFD) to be used as a secure and seamless entry point of paper into a back-end system. Furthermore, uniFLOW allows documents to capture the value of the contained information rather than just allow documents to be sent to an email or folder as an image. For example, uniFLOW contains an OCR engine that can recognise text in 137 languages, allowing documents to be stored in a document management system as a fully searchable file.

Furthermore, uniFLOW can compress the document to a fraction of its original size. This allows them to be shared much more easily via email. This smaller file not only retains the quality of the original but also includes the full text of the document.

The administrator can define precise workflows for each document type, allowing many different processes to take place. These different workflows can either be selected manually by the user<sup>1</sup> or the document type can be automatically detected by uniFLOW and the appropriate workflow applied.

Personal workflows can also follow the user from device to device so no matter where they choose to scan their documents, their experience of the scanning process will be the same<sup>1</sup>.

The user can be prompted to enter any information required by the workflow directly on the Canon Multi-Functional device panel<sup>1</sup>. This could be a folder location, an email address, a document management system or any indexing data required by the workflow. Index information can be taken automatically from the scanned documents via zone OCR or barcode recognition. For example, a customer account number can be automatically recognised when processing an invoice to a document management system.

uniFLOW

Canon

# Advanced Scanning

Capture paper documents into organisation processes



## Required software and modules

- uniFLOW Base License (WE, BE, CE, EE)
- The Advanced Scanning features require a scan processing server license and a scan volume package

## Compatibility

- The uniFLOW Scan Device License for MEAP requires a MEAP enabled Canon iR or imageRUNNER ADVANCE device

## Software Operating System

### uniFLOW server

- Windows 2000/2003/2008
- Internet Information Server 5.0 (2000), 6.0 (2003), 7.0 (2008)
- Internet Explorer 5.5 or higher (Internet Explorer 7 recommended)

## Advanced Scanning

### General Features

- Personal login to scanning features by entering a code, username and password, or by using various smart, proximity or magnetic swipe cards
- Ability to select personal workflows<sup>1</sup>
- Workflow selection through automatic detection of document type
- Administrator defined standard workflows via graphical editor
- Automatic index data entry from zone OCR
- Automatic index data entry from barcode recognition
- Full text OCR of documents
- High compression of documents
- Image cleaning such as deskew and despeckle
- Customisable user data entry screens<sup>1</sup>
- Customisable user data selection screens<sup>1</sup>
- Email address selection from global address lists<sup>1</sup>
- Ability to send documents to email via SMTP or Microsoft Exchange
- Ability to send documents to folder
- Ability to send documents to document management system (Microsoft SharePoint®, Therefore™, any ODBC database)
- Export to external processing server such as IRISDocument Server™, IRIS Powerscan™ or IRISXtract™

### OCR Character sets

- Latin Based (English, French, German, Italian, Spanish, etc), Greek, Cyrillic, Hebrew, Arabic, Farsi, Asian (Chinese, Japanese, Korean)

### Output Data Formats

- PDF (1.4, 1.5, 1.6, 1.7), PDF/A
- TIFF
- RTF
- WordML (for Microsoft Word)
- SpreadsheetML (for Microsoft Excel)
- OpenDocument Text

**uniFLOW**

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