



Empowering Education Through *Print Management*

***Cost control, security and
workflow best practices
for your hardcopy and
digital documents.***



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"17% of printed pages are never used."

- Office Tech Insider

You can do more with less.

In a world where schools are challenged to achieve more with fewer resources, smart print management isn't just about saving paper, it's about empowering educators. Canon uniFlow stands at the forefront of this transformation, offering a comprehensive print management platform that turns everyday printing challenges into opportunities for efficiency, security, and cost savings.

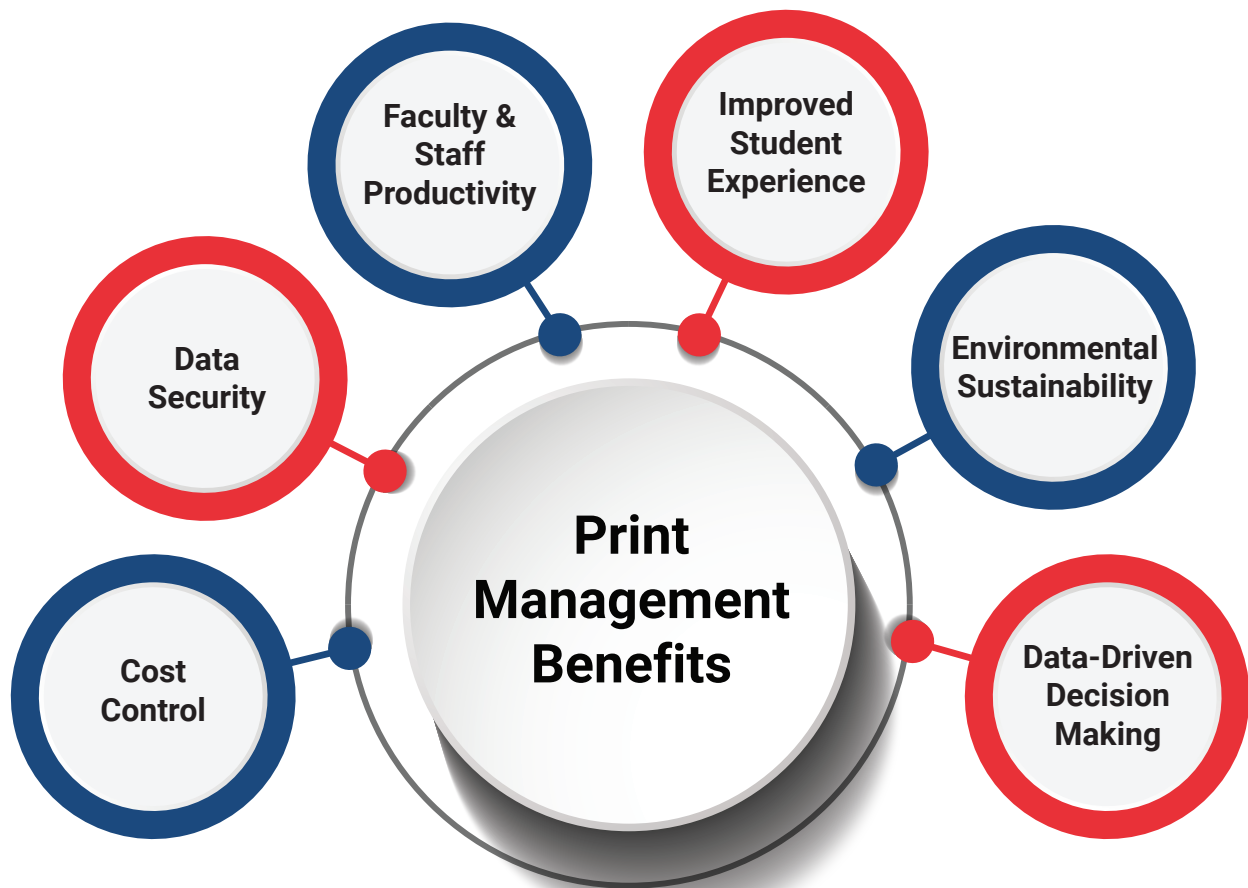
This guide is specifically made for:

- **School Administrators** seeking to optimize resources
- **IT Leaders** managing complex digital infrastructures
- **Educational Decision Makers** balancing innovation with budget constraints

Within these pages, you'll discover:

- Real solutions to pressing challenges facing modern educational institutions
- Expert insights into transforming your print environment
- How partnering with United Business Solutions and implementing Canon uniFlow can revolutionize your approach to print management

Whether you're managing a single school or an entire district, this guide will show you how to turn print management from a necessary expense into a strategic advantage for your institution.



10 Unmanaged Print Challenges Holding Schools Back

Schools, colleges and universities face a unique paradox: despite the push toward digitization, printing continues to be an essential part of day-to-day life. From classroom handouts to administrative documents, the need for better print management has never been more important.

We consistently hear from educators, administrators, and IT staff that they are dealing with print-related challenges that drain resources, compromise security, and hinder productivity. These aren't just minor inconveniences, they're significant obstacles.

1. Inefficient Print Workflows

Without centralized control, faculty and staff spend unnecessary time troubleshooting printers and managing documents.

2. Wasteful Printing Habits

Over-printing, duplicate copies, and forgotten documents at printers contribute to significant waste.

3. Lack of Document Security

Sensitive student and faculty data may be exposed without proper print security measures in place.

4. Inefficient Print Workflows

Without centralized control, faculty and staff spend unnecessary time troubleshooting printers and managing documents.

5. Limited Mobile and Remote Printing

As learning environments become more flexible, staff and students struggle to print from mobile devices or remote locations.

6. No Print Accountability

Schools often have no system for tracking who is printing, how much, and what the costs are.

7. Environmental Concerns

Many institutions fail to minimize their environmental footprint due to excessive paper and energy consumption in printing.

8. Manual Billing and Budgeting

Financial tracking related to printing is often manual and inaccurate, leading to budget discrepancies.

9. Outdated Hardware Management

Aging or unconnected printers create bottlenecks and inefficiencies in daily operations.

10. Lack of Centralized Management

Managing print across multiple locations or campuses can be a logistical nightmare without a centralized system.



These challenges may seem daunting, but they're not insurmountable.

Transforming Print Management in Education

The Canon uniFlow Solution

What is Canon uniFlow?

Canon uniFlow is an enterprise-level print and scan management solution that provides educational institutions with complete control over their document output environment. It seamlessly integrates with your existing infrastructure to create a unified, secure, and efficient printing environment across your entire institution – whether you're managing a single building or multiple campuses.

How uniFlow Addresses Key Challenges in Education

1. Print Cost Control and Visibility

Track costs by department, user, or device, allowing you to identify areas of excessive spending and implement targeted cost-control measures. The system's built-in rules engine can automatically enforce cost-saving policies, such as routing large print jobs to more efficient devices or requiring approval for color printing.

"Canon uniFlow has significantly cut our printing costs while giving us complete control over our print environment."

- NYC Superintendent

2. Waste Reduction and Print Efficiency

With uniFlow's secure print release feature, documents only print when users authenticate at the device, eliminating forgotten printouts and reducing waste. The system can also automatically suggest cost-saving alternatives, such as double-sided printing or directing jobs to the most efficient available printer.

3. Better Document Security

Protect sensitive student and faculty information with uniFlow's comprehensive security features. From encrypted document transmission to secure print release and detailed audit trails, uniFlow ensures your confidential documents remain confidential. User authentication options include card readers, PIN codes, or mobile authentication for convenient yet secure access.

"The secure printing feature from uniFlow ensures sensitive student documents are never left unattended, giving us peace of mind."

- NJ Principal

4. Streamlined Workflows

Users can scan, store, and retrieve documents easily, while administrators can manage all devices from a single interface. Preset workflows can automate routine tasks, reducing the time staff spend on document handling.

5. Mobile and Remote Printing

Students and staff can submit print jobs from any device, anywhere, and collect them securely at any printer around the school or on campus. This flexibility supports both in-person and remote learning environments.

6. Comprehensive Tracking and Accountability

Generate detailed reports on usage, costs, and environmental impact. Set departmental budgets, implement user quotas, and automatically allocate costs to specific cost centers or projects.

"Detailed reporting helps us track usage by department, keeping our budgets under control and accountable."

- NJ Superintendent

7. Environmental Sustainability

Canon uniFlow provides environmental impact reports and can automatically enforce eco-friendly printing practices, such as mandatory duplex printing or defaulting to black and white output.

8. Automated Billing and Budgeting

Eliminate manual tracking with uniFlow's automated billing and charge-back capabilities. The system can automatically calculate costs, generate invoices, and integrate with your existing accounting systems, ensuring accurate financial management of print resources.

9. Modern Hardware Integration

Canon uniFlow works with both new and existing printer fleets, providing a bridge between older devices and modern functionality. The system's universal driver architecture simplifies printer deployment and management, reducing IT overhead.

10. Centralized Management

Take control of your entire print environment through a single, intuitive interface. With uniFlow you will receive comprehensive management tools for all aspects of your print infrastructure, from user management to device configuration, regardless of physical location.

By implementing Canon uniFlow, educational institutions gain more than just a print management solution – they acquire a strategic tool that transforms print-related challenges into opportunities for efficiency and cost savings. The system's scalability ensures it can grow with your institution, while its modular design allows you to implement features as needed.



Selecting The Right Print Management Partner Makes All The Difference

Implementing a print management solution requires more than just software and hardware—it demands expertise, experience, and dedicated support. As your print management partner, UBS brings all these elements together to ensure your Canon uniFlow implementation delivers maximum value with minimal disruption.

Our Comprehensive Implementation Approach

1. Expert Assessment and Design

From day one, our team works to understand your unique environment, challenges, and goals. We analyze your current print infrastructure, assess usage patterns, and identify opportunities for improvement. This detailed assessment forms the foundation of a customized solution designed specifically for your institution.

2. Technical Implementation and Integration

Our certified technicians handle every aspect of the technical implementation. We manage hardware installation, software configuration, and seamless integration with your existing systems. Our team ensures all security protocols are properly configured, workflows are optimized, and every component works together flawlessly.

3. User Training and Support

We believe that technology is only as effective as the people using it. Our comprehensive training program ensures your staff understands how to leverage Canon uniFlow's features. From basic operations to advanced workflows, we provide the knowledge and support needed for successful adoption.

"The ongoing support and training we've received make uniFlow easy for everyone to use and maintain."

- NYC High School Vice Principal

4. Ongoing Management and Optimization

Our commitment extends well beyond implementation. We continuously monitor system performance, provide regular maintenance, and deliver detailed analytics on usage and savings. Through proactive management and regular optimization, we ensure your print environment operates at peak efficiency.

5. Strategic Partnership

As your print management partner, we serve as an extension of your team. We provide strategic guidance, recommend process improvements, and help you adapt to changing needs. Our goal is to ensure your print management solution continues to deliver value year after year.

With UBS managing your Canon uniFlow solution, you gain more than just technical support—you gain a dedicated partner committed to your institution's success. While we handle the complexities of print management, you can focus on what matters most: delivering quality education.

Timeline for Engagement and Implementation

Every successful transformation begins with a clear roadmap. Here's how we partner with you to revolutionize your print environment with Canon uniFlow:

Week 1-2: Initial Consultation and Needs Assessment

- **Activity:** We begin with an in-depth consultation to understand your institution's current print environment, goals, and challenges. This involves gathering data on print volumes, cost structures, and usage behaviors across departments.
- **Outcome:** A clear picture of your current print situation and how Canon uniFlow can address inefficiencies.

Week 3-4: Tailored Solution Proposal

- **Activity:** Based on the assessment, we provide a customized Canon uniFlow solution proposal, detailing the hardware, software, and workflow enhancements needed for your institution.
- **Outcome:** A detailed roadmap highlighting how the solution will improve cost control, security, and efficiency.

Week 5-6: Proof of Concept (PoC)

- **Activity:** A limited-scale deployment of the Canon uniFlow solution to demonstrate how it integrates with your existing systems and the value it brings to your print environment.
- **Outcome:** Data-driven proof that Canon uniFlow delivers on cost savings, security improvements, and workflow optimization.

Week 7-8: Full Deployment Planning

- **Activity:** Detailed planning for full deployment, including timelines for hardware installation, user training, and workflow integration.
- **Outcome:** A structured plan with minimal disruption to staff and student operations.

Week 9-12: Full Deployment and Integration

- **Activity:** Full implementation of Canon uniFlow across all designated locations, including hardware upgrades, software installation, and training for staff on best practices.
- **Outcome:** A fully operational Canon uniFlow system that provides centralized control, improved security, and efficient print management.

Month 4-6: Ongoing Support and Optimization

- **Activity:** Regular check-ins to ensure the system is operating smoothly, providing support where needed and optimizing settings based on actual usage data.
- **Outcome:** Continuous improvement of the system to meet evolving needs and ensure maximum return on investment.

Transform Your Print Environment with UBS

In education today print management is no longer optional—it's essential for controlling costs, boosting security, and supporting modern learning environments. Through Canon uniFlow, these challenges become opportunities for improvement, efficiency, and innovation.

However, the true value of any solution lies not just in the technology itself, but in how it's implemented, managed, and supported. This is where UBS makes the difference. With over three decades of experience serving educational institutions, UBS brings the expertise, dedication, and personalized approach needed to transform your print environment.

Our commitment goes beyond simply installing software or maintaining hardware. We become your long-term partner in print management excellence, ensuring your institution realizes the full potential of Canon uniFlow. From initial assessment through implementation and ongoing optimization, our team works alongside yours to deliver measurable results:

- Reduced print-related costs
- Enhanced document security
- Improved operational efficiency
- Greater environmental sustainability
- Simplified administration
- Better user experience

Ready to Take Control of Your Print Environment?

The path to better print management starts with a single conversation. Contact UBS today to schedule a consultation and discover how we can help your institution achieve its print management goals. Let us show you why leading educational institutions trust UBS as their print management partner.



About United Business Systems

United Business Systems specializes in simplifying the complexity and management of office technology solutions for over 7,800 organizations nationwide. Services include Managed Print, Document Management and IT Services. Products include MFPs, Copiers, Printers and Wide Format Printers. UBS's headquarters is in Fairfield, NJ with branch offices in Moorestown, NJ, Manasquan, NJ and New York.

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