



MINIMIZING TOUCH POINTS WHEN USING CANON MULTIFUNCTION DEVICES

As businesses and organizations resume operations and adjust to a new normal, Canon Solutions America is here to discuss how your multifunction devices (MFDs) fit best with your preferred way to work when returning to the office. The following tools allow remote operations from supported smartphones, tablets, or workstations and can help minimize touch points when using Canon devices.

REMOTE OPERATION

Secure Printing – Release Print Jobs from your Mobile Device

The **uniFLOW Mobile App** allows you to scan the QR Code on your imageRUNNER ADVANCE, imagePRESS Lite C165, or imageCLASS device for authentication. Once you log in, you can release print jobs and update print settings via your mobile device. The app also lets you:

- Customize your default screen
- Set commonly used printers
- Pre-select finishing options

The uniFLOW Mobile App is available for Canon and non-Canon devices supported by uniFLOW LTS (On-Premise) and uniFLOW ONE (hybrid).

Remote Printing from Mobile Devices – Print, scan, and send

Download and install the **Canon PRINT Business App** for your mobile device from Google Play™ or the App Store®. Use your iOS or Android smartphone or tablet to print, scan, and save data to local imageCLASS, imageRUNNER ADVANCE, and imagePRESS Lite C165 devices. In addition to providing mobile print, the app provides users with a full breadth of finishing features. Capture and save data in multiple formats and upload and download data to and from popular cloud repositories such as Dropbox™ and Google Drive™.

Remote Access – Do everything you would at the MFD from your desk

Use the **Remote Operation Viewer Software** to run the user interface of imageRUNNER ADVANCE and imagePRESS Lite C165 devices on your Windows® PC. When you download the software from the Canon Solutions America website and enter the device's IP Address from a networked PC, you can access the device's user interface to:

- Assign paper type and change paper settings
- Print and copy documents
- Select finishing features
- Fax or scan and send documents
- Check on status of supply levels, error warnings, and meter readings

Mobile Remote Access – Operate your MFD from your mobile device

Through the VNC Viewer - Remote Desktop App—a third-party application available via Google Play™ or the App Store®—you can access your device's touchscreen interface on your tablet or mobile phone. Simply enter the MFD's IP address and the App will replicate your device's interface so that you can use it.*

** The VNC Viewer can access soft-touch functions on imageRUNNER ADVANCE Third Generation devices, DX models, and imagePRESS Lite C165. It cannot replicate hard-key functions generally used on the device: Selecting 'Touch Panel' from the Interaction Options and 'Medium' Picture Quality can result in the best operation from a smart device. VNC Viewer is included for informational purposes only. VNC Viewer is not offered or supported by Canon Solutions America. Canon Solutions America makes no claims as to product performance or safety features. Please contact your IT Admin.*

Visit csa.canon.com/return-to-the-office for more details, documentation, and video material.

We encourage you to work with your Canon Solutions America representative to identify best practices and simplify integration when using these tools. Canon Solutions America is committed to employee safety and information security.



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AUXILIARY TOOLS

Reduce Touch Points with Simple Accessories

Most Canon multifunctional devices and printers feature resistive touchscreens that are responsive to any type of stylus as well as other types of auxiliary tools.

- Equip staff members with a personal stylus to operate touchscreens—passive or capacitive styluses as well as resin-tipped resistive styluses are supported
- For a one-time use alternative, cotton swabs can be used on most Canon touchscreens
- Latex gloves can be worn during operation—for those environments where personal protective equipment is common

DEVICE CLEANING

Best Practices for Maintaining Your Equipment

Regularly clean all areas of your multifunction devices that may be touched by users, including control panels, covers, and jam locations, as well as areas that may be touched when routinely changing out paper and toner supplies. Here are some key tips to guide you:

- Make sure the device is powered down and unplugged before cleaning
- Use a lint-free or microfiber cloth sprayed with a 70%+ solution of isopropyl alcohol
- Use only glass cleaner on the scan glass of the device
- Use disposable gloves when cleaning
- Wash hands regularly and avoid touching your face or mouth after using all office equipment in work environments



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