LESS CONTACT, MORE IMPACT: Solutions for safer working.

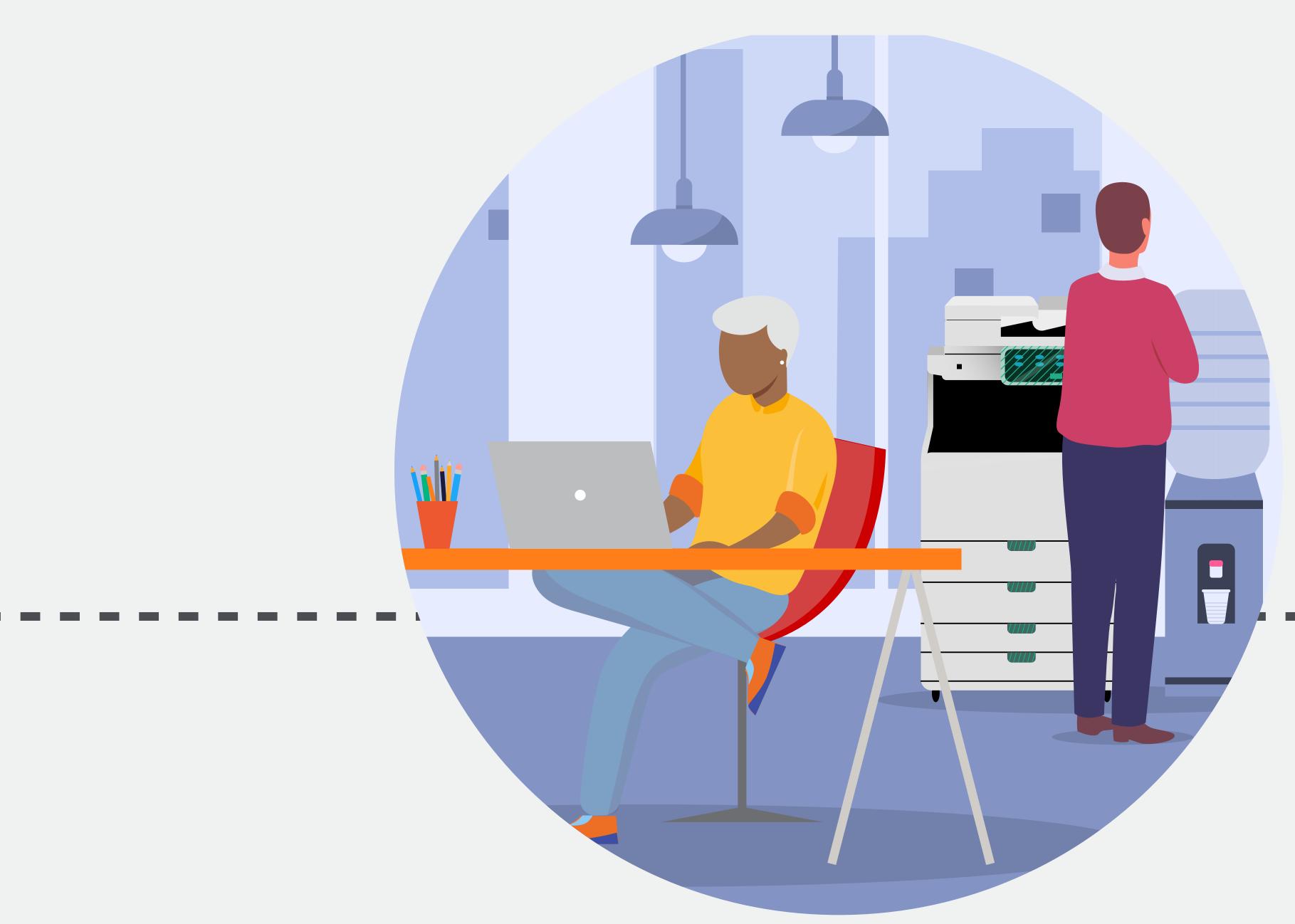
Today Alex is visiting one of her company's offices. Going to the office has changed – some of her colleagues work remotely, others work in co-working spaces most of the time, while some people work full time on-site. Many, like Alex, combine these ways of working.

When she first went back to the office after several months of remote working, Alex felt a little uncertain about the safety of her workspace. But, thanks to the introduction of user-friendly technology, it's been easy to manage and maintain social distancing and to minimise contact with shared surfaces.

This really helps Alex and her colleagues – including those off-site – work confidently and productively.

O1. Arriving at the office

Most offices use a touchless but secure form of entry. Alex uses a contactless ID card, connected through uniFLOW Online,¹ that she holds close to a sensor in front of the building to unlock the door. This form of access also allows her entry to her floor.





Hot-desking is common in workspaces with a reduced footprint and where on-site staffing levels have decreased.

Alex has already reserved a desk in advance. As she sits down, she confirms her expected finish time via an app, so it can be cleaned for use by the next person.

Printing

Shared facilities like printers have increasingly contactless functionality through remote access capabilities. As well as helping people in the office minimise contact with the shared device and avoid queuing with colleagues on busy days, this allows staff working from home to access on-site technology, increasing collaboration and productivity.

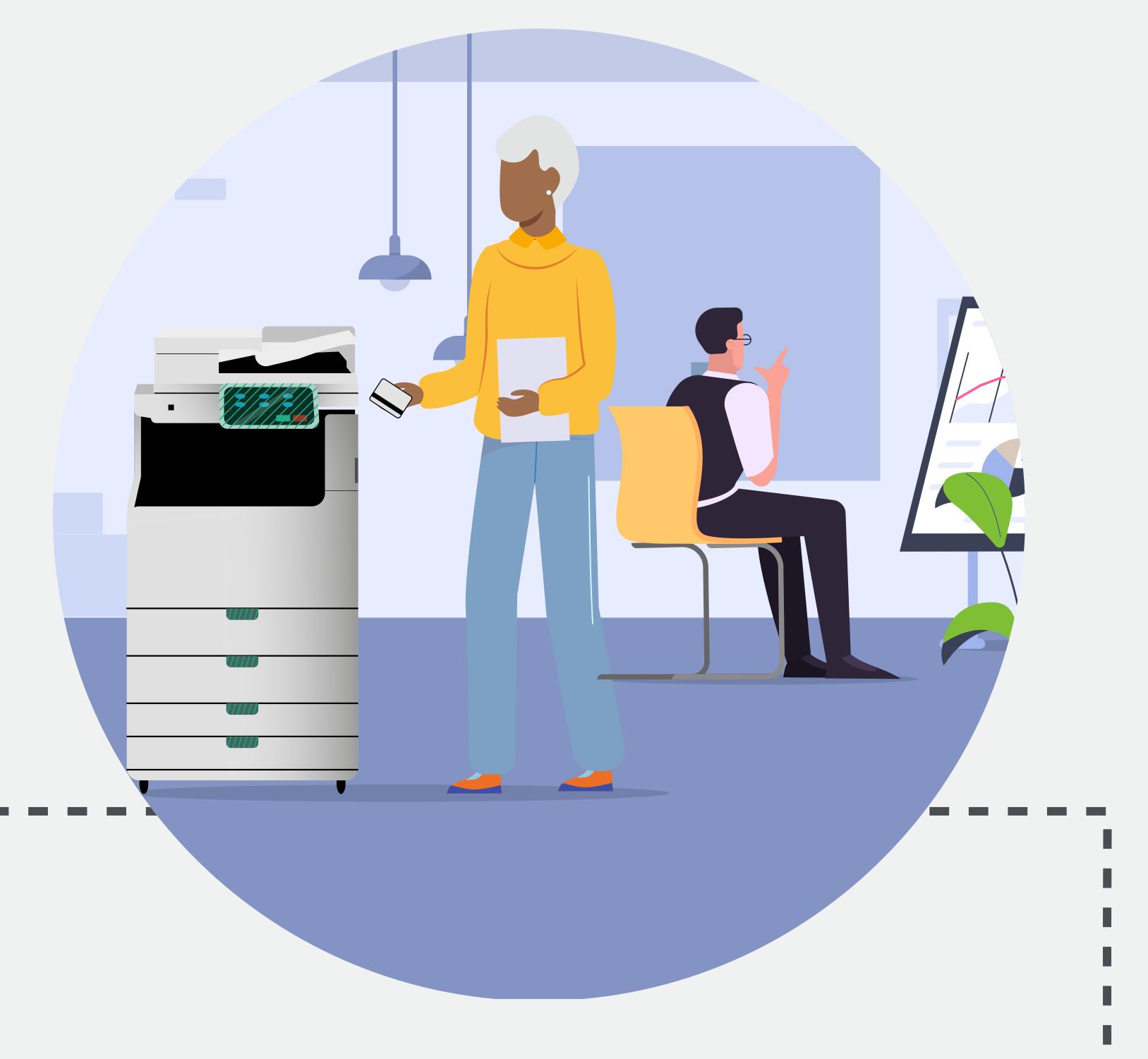
Alex needs to print off some documents for a meeting with her colleague Max, so she launches the Canon PRINT Business app on her phone to operate the printer remotely while sitting at her desk. Through the app, she can easily access her frequently used operations to get the right print setup quickly.

Just after she sends the print job, Alex remembers she needs to print a second copy for Max. She launches the app again and changes the number of prints. She then authenticates herself at the printer with her uniFLOW Online-connected ID card to release the job. If she wanted to make the change at the device rather than the app, she would be protected by the antimicrobial film covering the touchscreen.

Security

In this increasingly remote working environment, security is even more important. Documents on the move or in cloud destinations must be encrypted with secure access measures in place. The Canon PRINT Business app and uniFLOW Online app allows easy management of print jobs from a smartphone or tablet, while maintaining information security.

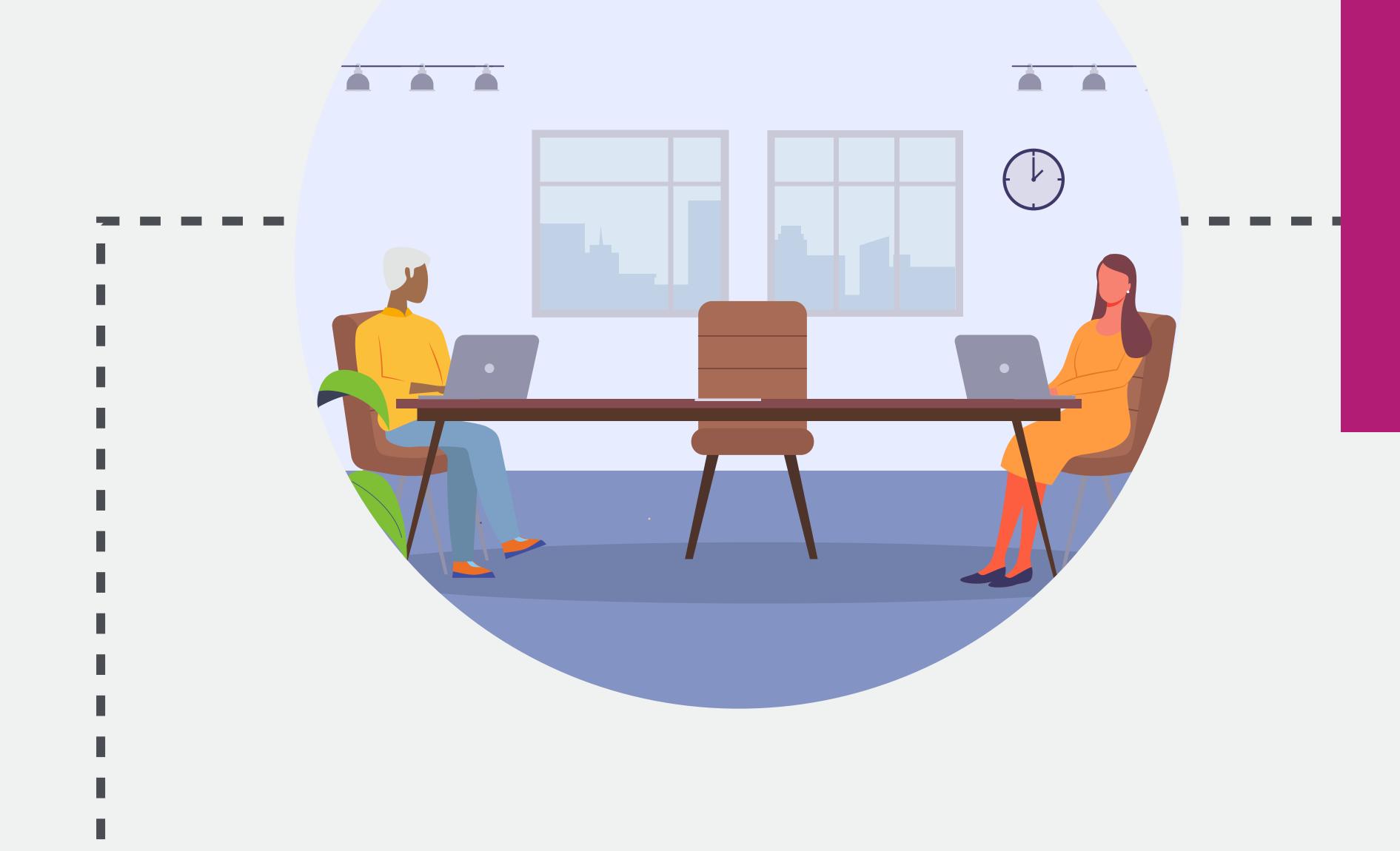
85% of business leaders said they experienced more cyberattacks in the first two months of the pandemic than before it.²



O4. Working with colleagues

With many people working from home more often, Alex's office is designed to maximise group work and face-to-face collaboration. Today Alex has a workshop with Max and the creative team; those who are physically present in the office meet in one of several group working

spaces, while others who are working remotely join via video call.



Productivity

Technology means people working in the office don't have to spend more time than necessary booking rooms, setting up equipment or configuring devices. Apps such as Canon PRINT Business and uniFLOW Online allow users to manage Canon office devices remotely, so there's no need to interrupt productivity by physically moving to the printer.

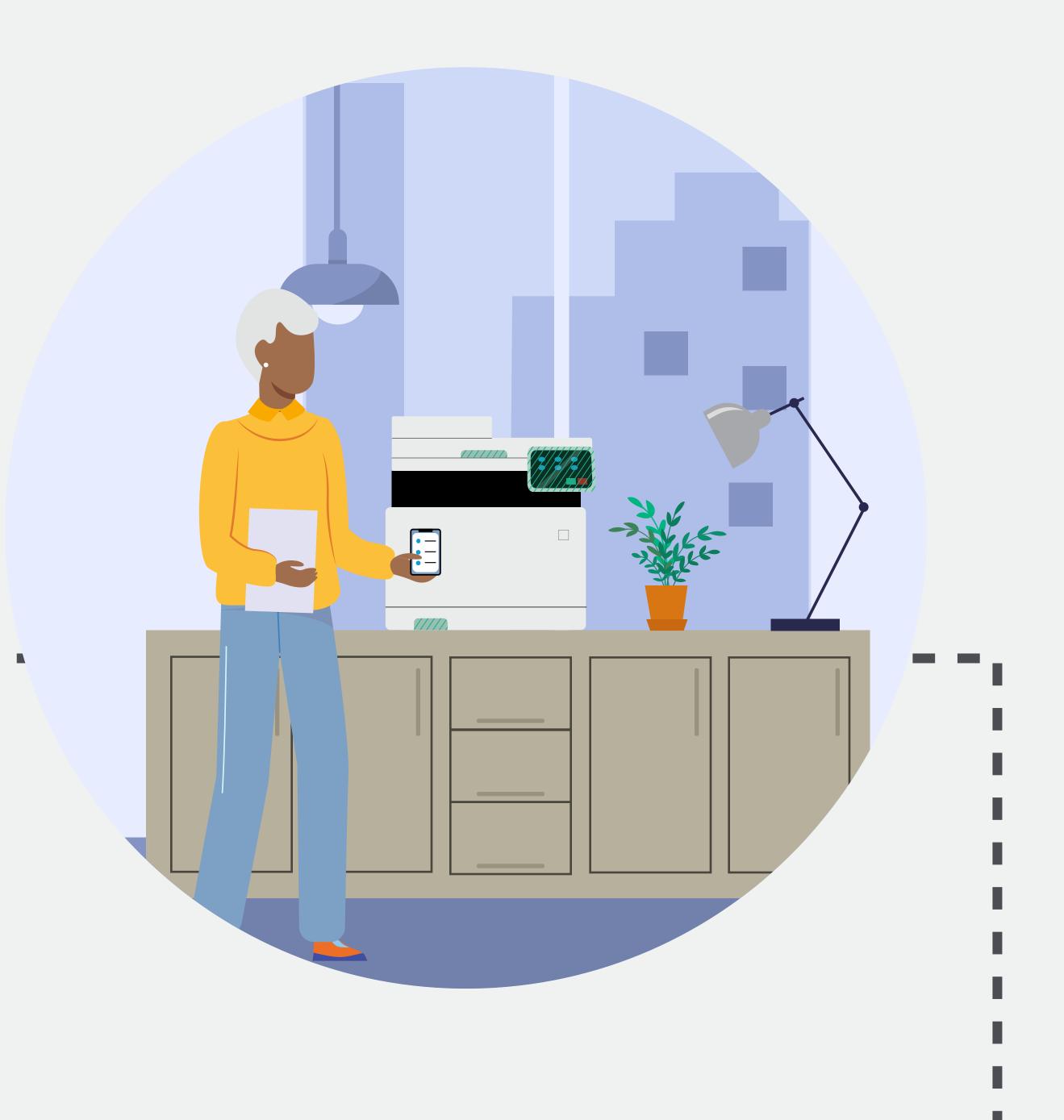
05. Scanning

Getting prepared for a collaborative project the following day, Alex needs to batch-scan multiple documents to a shared folder in the cloud. She could use her personal Canon portable scanner, but this time she chooses the efficiency of the shared office multifunction printer integrated with uniFLOW Online software.³ Common touchpoints, including the touchscreen, are covered with a protective antimicrobial film so she doesn't need to worry about bacterial exchange.⁴

The device also has a standard autofeeding unit, which means Alex only needs to load the documents onto the feeder and use the intuitive home user interface, or an app, to scan and save the documents to the shared folder.

Peace of mind

Many people have worries about returning to shared offices,⁵ including concerns about the potential spread of viruses and bacteria. Antimicrobial film, applied to commonly used surfaces such as the device touchscreen and cassette handles, can prevent microbes from multiplying for up to five years without any additional cleaning. This helps to give users peace of mind.





Alex's last task of the day is to check her digital mailroom. Instead of having post delivered to desks, all incoming post is checked and if appropriate, scanned and distributed to the recipient. **Once finished, Alex** packs up her things and heads home, again using the touchless technology to leave the building.

On her way home she orders a takeaway for contactless delivery to her door.



For many of us, the offices we return to could look very different to what we remember. With many businesses operating successfully with fully remote teams, the office needs to serve its own unique role, and company office spaces should be tailored to serve this role effectively.

New, redesigned offices have the opportunity to implement collaboration into their design without compromising staff safety or comfort, preparing for a hybrid future that balances the benefits of shared spaces with remote working.

Whatever role you need your office to play in the future, we can help you get there. We have an extensive range of products, apps and software solutions designed to work with printers and scanners to transform your workspace into a safe, efficient environment that supports and boosts your productivity every day.

Canon

See the bigger picture

¹uniFLOW Online is optional and available as a device-based cloud subscription for document output and capture management. It offers advanced benefits, including: increased security with user authentication methods; personalised workflows to enhance productivity; reduced wastage by releasing jobs at the device; an intuitive cloud dashboard to leverage real-time data; greater control over access; and usage to reduce print costs. For more information please visit https://www.canon-europe.com/business/products/software/uniflow-online/

² https://www.securitymagazine.com/articles/94076-the-top-10-data-breaches-of-2020

³ See note 1

⁴ Canon antimicrobial films contain silver ions encapsulated in a glass matrix and distributed evenly throughout the film, which stop viruses and bacteria multiplying. (Tested under conditions defined by the ISO 21702 [2019] adapted protocol for contact times of 15 and 60 minutes on the human coronavirus HCoV-229E.)

⁵ In a UK poll, UK businesses said the two biggest challenges with people returning to the workplace were implementing health and safety measures (36%) and assuaging anxiety/fear amongst employees (29%). https://workplaceinsight.net/adequate-safety-measures-and-fearful-employees-the-biggest-challenges-facing-return-to-work/