

Canon



imageRUNNER
ADVANCE
Essentials



Demonstrating the

Essentials

in a Box

DEMONSTRATION GUIDE

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Essentials

in a Box

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Demonstrating the **Essentials** in a Box

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Important: You will need one of the following NFR LAN's to operate the imageRUNNER Essentials Desktop. Consult the printed version of this guide to see which you should use.

H59Y-RQLD-UH5H-4HES

K24Z-XCTF-F5V3-ZGU8

Audio Files

On the "Demonstrating the Essentials In A Box" CD-ROM, you'll find a PDF version of this guide, and also audio files that will help you learn about the Essentials solution.

These compressed audio files are saved in MP3 format. They can be played using one of many popular computer audio programs and portable music players.

You should find them easy to use in music applications such as iTunes, or similar. You can even add a new "playlist" in such applications, then simply drag and drop these audio files into it, for easy organization.

INTRODUCTION

This Demonstrating the Essentials In A Box package has been developed to help Canon authorized dealers, sales representatives and field representatives present the Essentials solution to prospects and customers.

imageRUNNER ADVANCE Essentials consists of three components: imageRUNNER ADVANCE Desktop, Workflow Composer with MEAP Connectors, and imageRUNNER ADVANCE Tracker. This kit focus on the highlights of these components, along with accompanying imageRUNNER ADVANCE system features.

By demonstrating imageRUNNER ADVANCE features with the Essentials solution, you can help customers see the enhanced functionality and productivity benefits that these solutions can bring to their offices.

This kit provides tools that allow you to demonstrate the advantages of Essentials using a PC laptop with little preparation. In the folder you should find an Essentials brochure, a sample printout of a Demo Scenario and a CD-ROM. The CD-ROM includes:

PowerPoint, "Essentials_Get_More_Done.ppt." This presentation contains an overview, an explanation of the demonstration, an analysis of the potential pain points in the scenarios, and video clips of the demonstration scenarios.

Audio files - These audio files can be played on your computer or portable MP3 player. They include an overview, introductions for each demo, and files that complement the slides in the Essentials In A Box PowerPoint presentation.

"Demonstrating the Essentials In A Box" (This guide.)

imageRUNNER ADVANCE Essentials Desktop application

Application simulators

Sample Demo files

Canon internal staff will also have a DVD-ROM. It includes:

A Microsoft Virtual PC and Virtual PC Image to perform live demonstrations of imageRUNNER ADVANCE Essentials software

ImageRUNNER ADVANCE Essentials

imageRUNNER ADVANCE Essentials is a suite of office productivity software that lets users bring the power of imageRUNNER ADVANCE systems to their desktops.

The Essentials solution consists of three different components: imageRUNNER ADVANCE Desktop, Workflow Composer with MEAP Connectors, and imageRUNNER ADVANCE Tracker. Each of these applications helps businesses deliver higher quality work in less time and empowers knowledge workers to be much more productive.

imageRUNNER ADVANCE Desktop

imageRUNNER ADVANCE Desktop is a visual, user-friendly PC application that helps streamline document-related processes and workflow operations with Canon imageRUNNER and imageRUNNER ADVANCE MFP devices. Desktop helps offices closely integrate hardware and software so that users can more efficiently organize, create, edit, send and reuse document information from their PCs.

Desktop helps in three major areas: document management, device collaboration, and device monitoring. Users can store documents in a library; access files from Advanced Box, an on-device file server; share fax address books with other imageRUNNER ADVANCE Desktop users; and much more.

With imageRUNNER ADVANCE Desktop, users can also leverage imageRUNNER ADVANCE system features to do more in less time. For example, the Document Binder feature gives users the ability to combine documents from multiple file formats, set and preview print settings, make edits with an Object Layout Editor, and more.

Workflow Composer with MEAP Connectors

Workflow Composer with MEAP Connectors increases the efficiency of routine operations at an imageRUNNER or imageRUNNER ADVANCE MFP device. It allows users to combine multistep business processes into one-touch Quick Menu buttons.

When Workflow Composer buttons are combined with standard MEAP Connectors, these processes can be linked to external systems using SMB or FTP. Although it is easy to create one-touch buttons using the imageRUNNER ADVANCE User Interface, users can also build them from a PC using the Workflow Composer Editor.

Workflow Composer and MEAP Connectors are ideal for simplifying repetitive tasks and streamlining complex business processes. By leveraging Canon imageRUNNER ADVANCE systems with one-touch Workflow Composer buttons, users can be more resourceful and productive than ever.

imageRUNNER ADVANCE Tracker

imageRUNNER ADVANCE Tracker helps businesses track all document-related device activity, including copying, printing, scanning, and faxing. It provides users with popup screens on the device user interface that enable them to monitor and adapt their print behaviors as needed. Business decision makers can also use analytics tools to gain insight into usage by user or department.

imageRUNNER ADVANCE Tracker is based on the powerful MEAP platform. This enables administrators to implement the solution directly on imageRUNNER ADVANCE systems without requiring a separate, dedicated server.

Administrators can customize Tracker user interface screens to display reminder messages. That way, an organization can keep users up-to-date on relevant issues as they access imageRUNNER ADVANCE systems.

Users can track their own usage at the imageRUNNER ADVANCE interface; while administrators can access monitoring job logs and reports. Using Tracker, customers can stay better informed of device usage and ensure that proper actions are taken to reduce device operational costs and misuse.

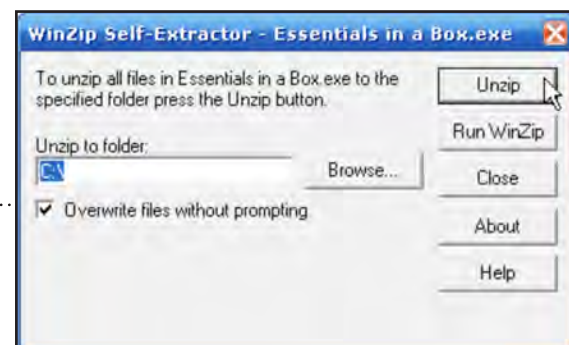
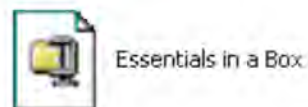
SOFTWARE SET UP

Important: Make sure that you have imageRUNNER ADVANCE Desktop application already installed on your demo laptop. This demo scenario won't work without it. The application can be found on the Demonstrating Essentials In A Box CD-ROM from this kit.

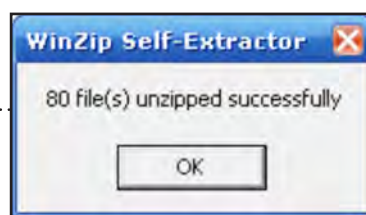
This guide will help you through setting for your Essentials in a box demo scenarios. You will be installing sample files, simulators and go through some of imageRUNNER ADVANCE Desktop setups such as library creation, adding indexes and monitoring folder setup.

Preparation 1: Application installation

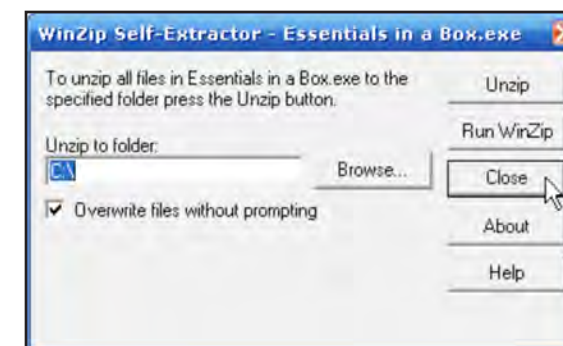
Install demo software by click on "Essentials in a Box.exe" from the Essentials in a box CD



Click on "Unzip" button



Click on "OK" button



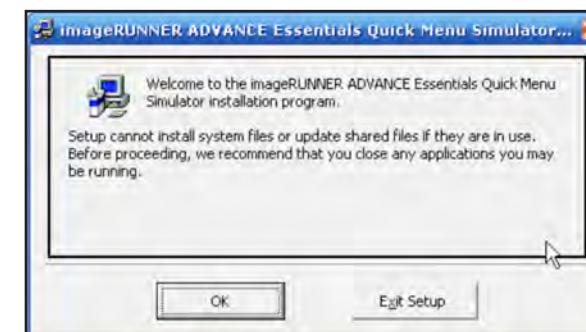
Click "Close" button

Preparation 2: Simulators installation

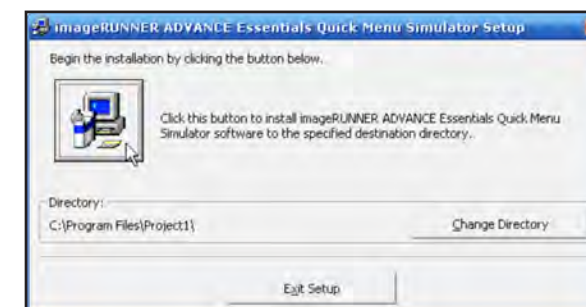
There are three simulators on your "Essentials In A box" CD-ROM. The simulator installation program is in "Simulators" folder in your "Essentials In A Box" CD-ROM. You can install each simulator by going into its respective folders such as Quick Menu, Tracker MEAP and Tracker Admin and following the steps below.



Go to "Simulator/Quick Menu" folder and double click on "setup.exe"

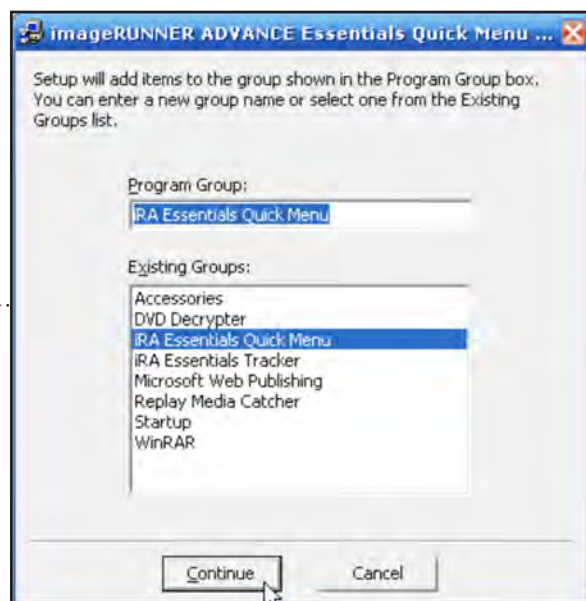


Click on "OK" button

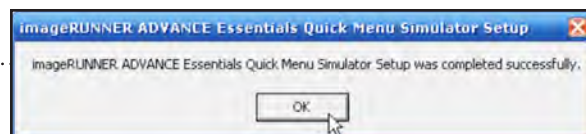


Click on Start icon.

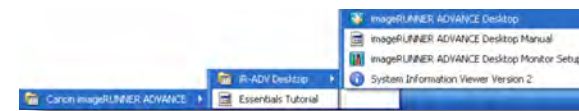
Click on "Continue" button.



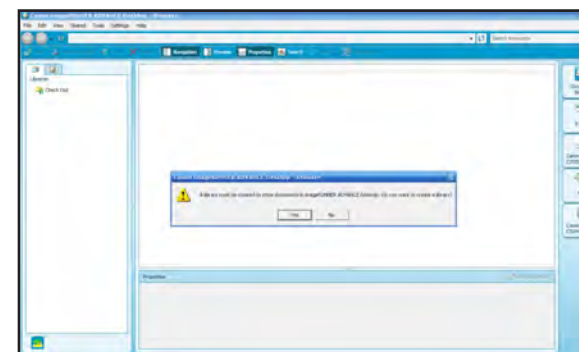
Click on "OK" button



Preparation 3: Creating Libraries

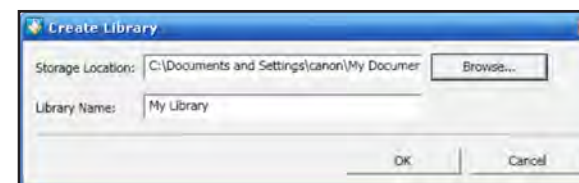


Run imageRUNNER ADVANCE Desktop

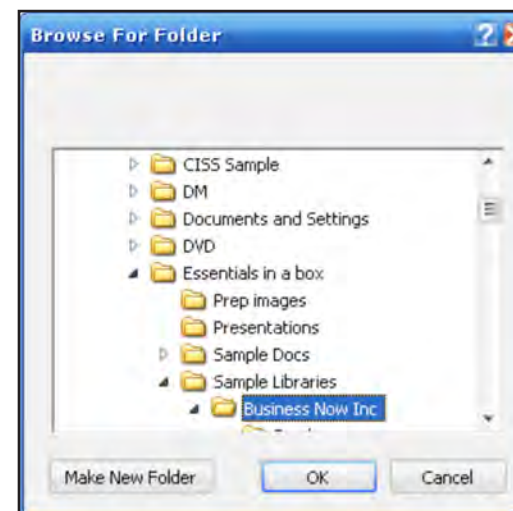


1. If this is the first time you are running this application, you will prompt to this screen.

2. Click on Yes button.



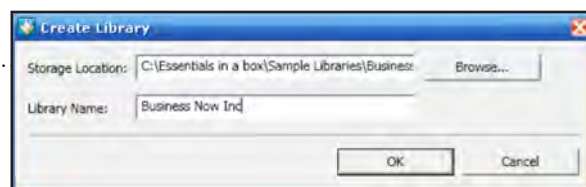
Click on Browse button



1. Choose C:/Essentials in a box/Sample Libraries/Business Now Inc

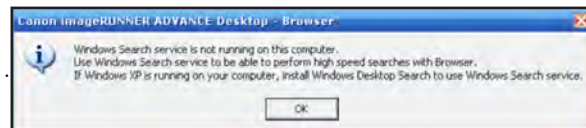
2. Click on OK button.

1. Type "Business Now Inc" as a library name

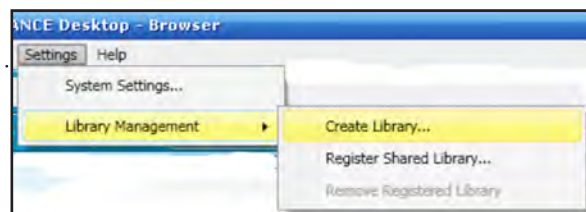


2. Click on OK button

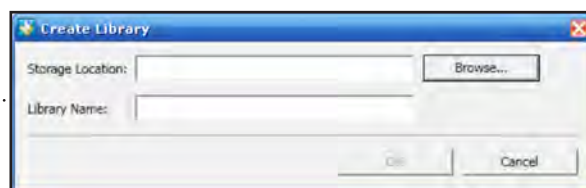
If you see this window, click on OK button.



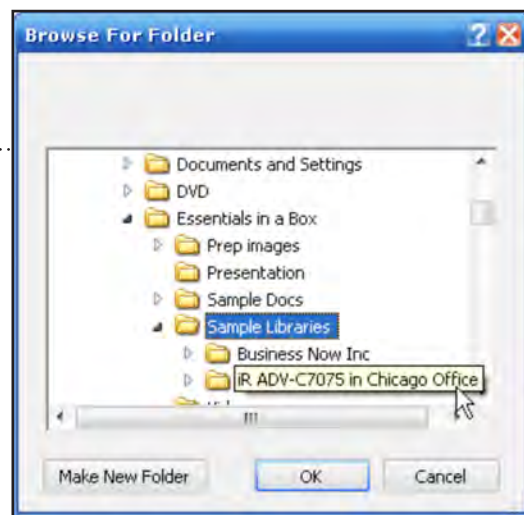
Choose Settings/Library Management/
Create Library



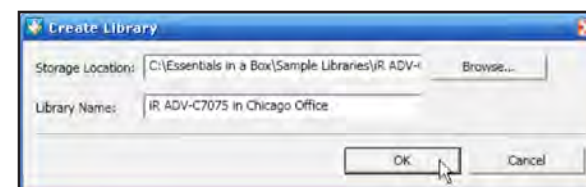
Click on Browse button



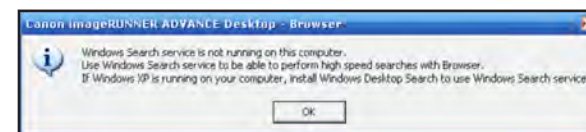
1. Choose C:/Essentials in a box/Sample Libraries/
iR ADV-C7075 in Chicago Office



2. Click on OK button

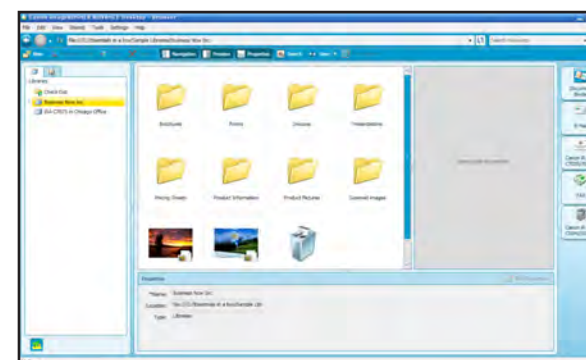


Type "iR ADV-C7075 in Chicago Office" as a
library name and click on OK button

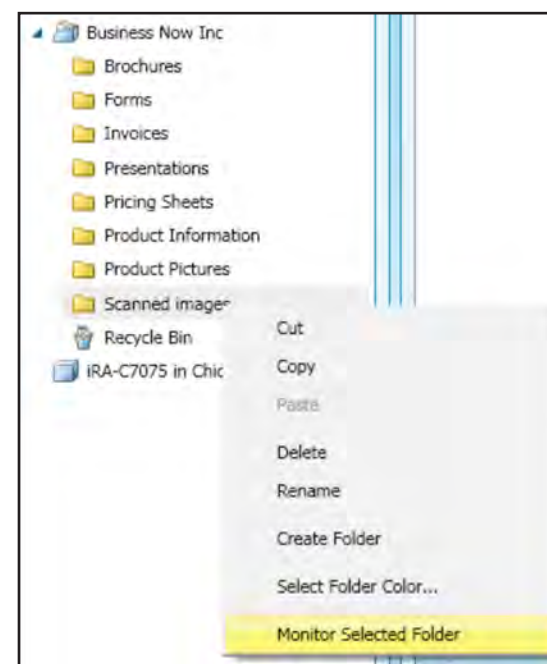


If you see this window, click on OK button.

Preparation 3: Setting up the Monitor folder



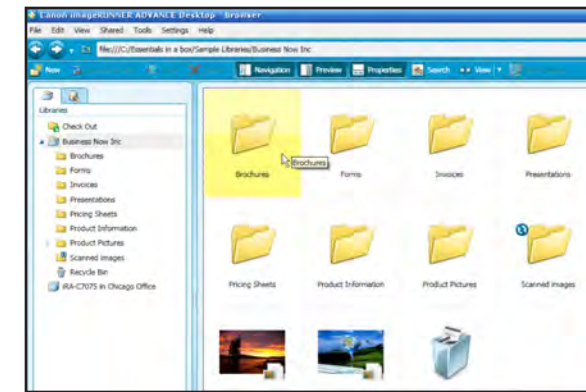
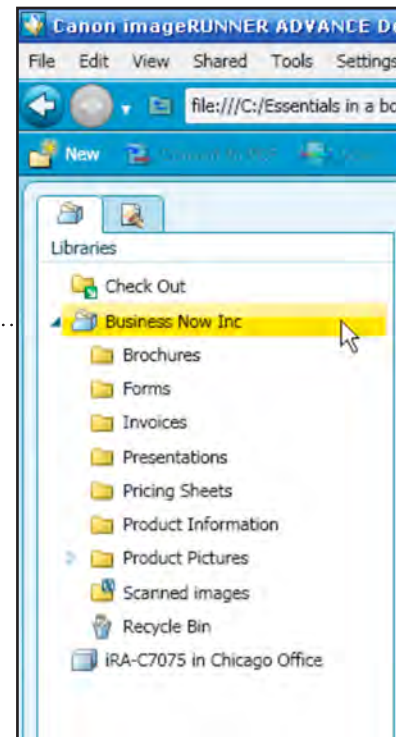
Double Click on "Business Inc Now" library



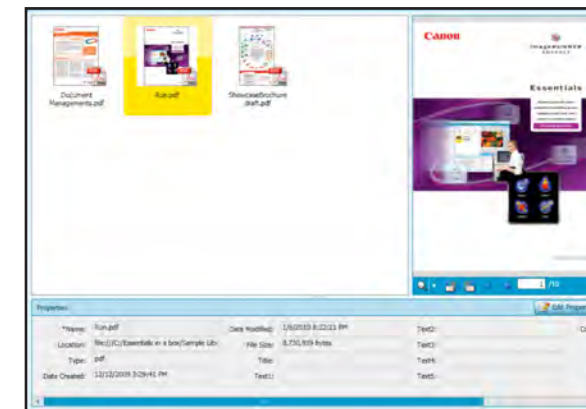
Right-click on "Scanned images" folder and
choose "Monitor Selected Folder" menu

Preparation 3: Indexing files

Click on "Business Now Inc" library



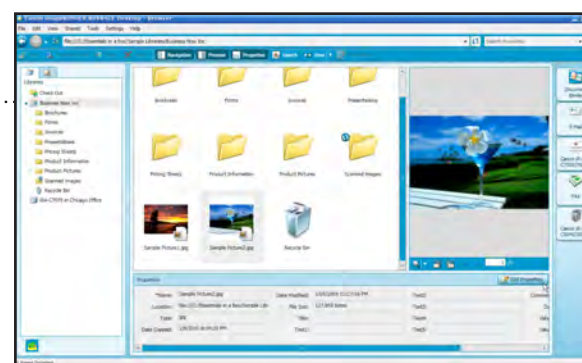
Double click on "Brochure" folder



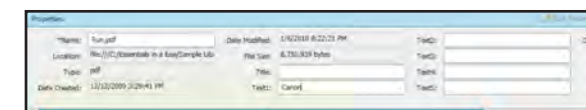
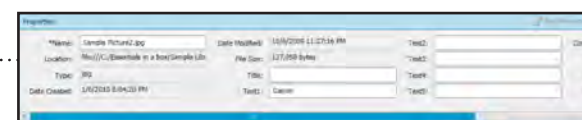
Click on "Run.pdf" and click on "Edit Properties" button

1. Click on "Sample Picture2.jpg"

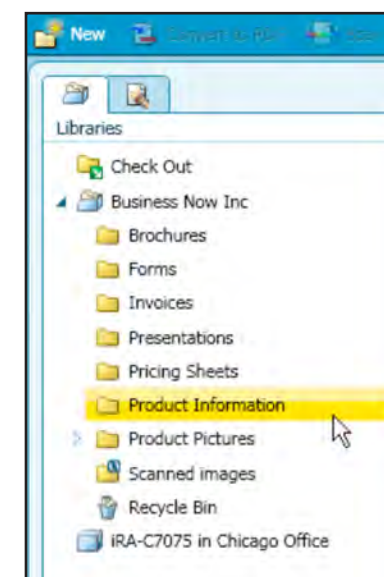
2. Click on "Edit Properties" button



Type "Canon" in Text1 box

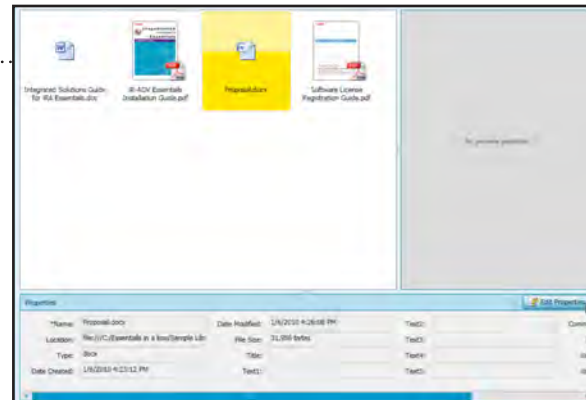


Type "Canon" on Text1 box

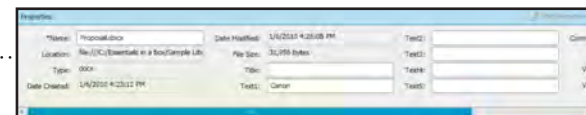


Click on "Product Information" folder

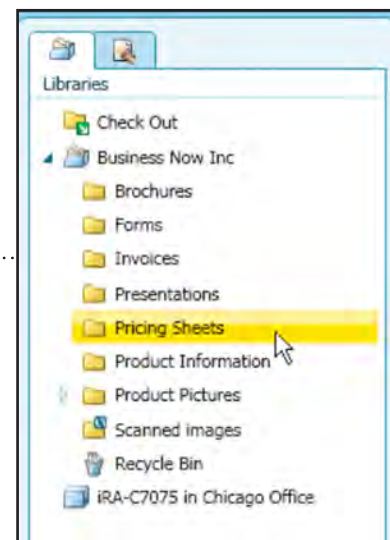
Choose "Proposal.doc" and click on "Edit Properties" button



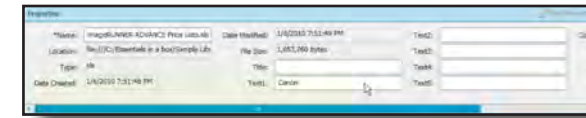
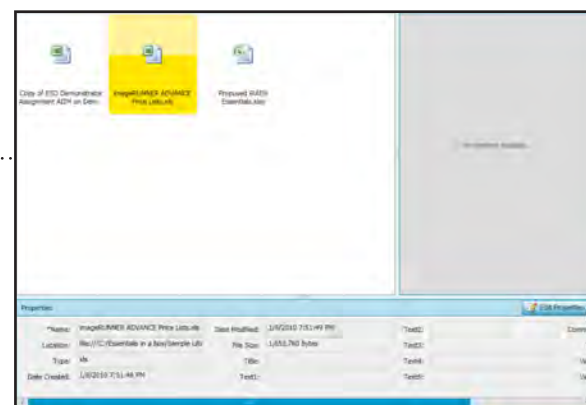
Type "Canon" on Text1 box



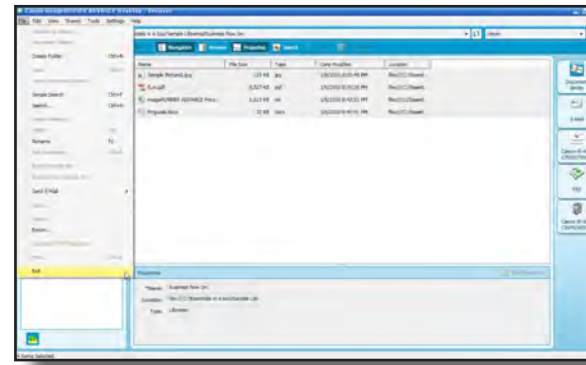
Click on "Pricing Sheets" folder



Choose "imageRUNNER ADVANCE Price Lists.xls" file and click on "Edit Properties" button



Type "Canon" on Text1 box



Exit out of imageRUNNER ADVANCE Desktop

Slide Presentation/Notes

The presentation should be located here:

C:\Essentials In A Box\Presentation\Essentials_Get_More_Done.ppt

Get more work done in less time! Maximizing Office Technology



This presentation, "Get More Done in Less Time! Maximizing Your Office Technology," addresses the people who are likely to benefit from imageRUNNER ADVANCE office technology and the imageRUNNER ADVANCE Essentials solution.

There are three potential audiences for this presentation: Walk Up Users, PC Users, and Decision Makers.

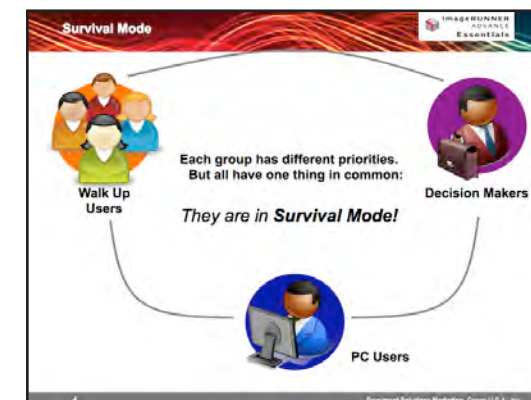
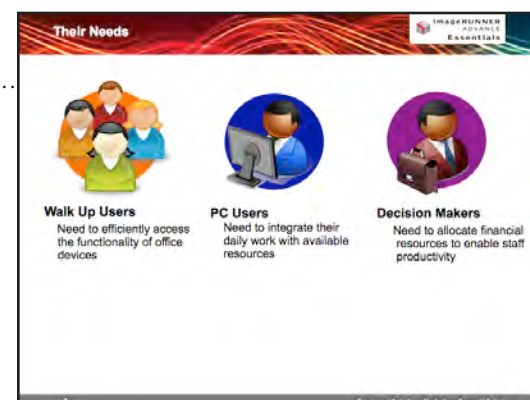
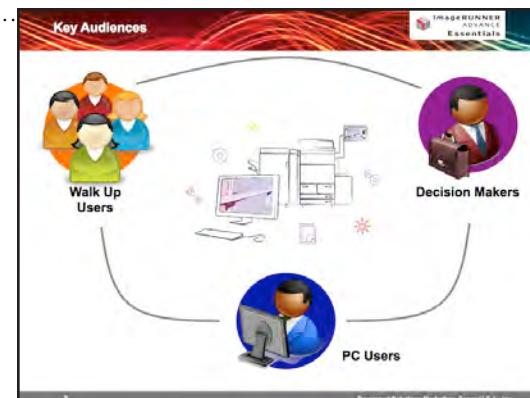
Walk Up Users access and control their office equipment in person. They copy, fax, scan and send, and perform other common operations on documents.

PC Users access office equipment from their PCs for functionality that includes printing, scanning, and faxing.

Decision Makers are those who are authorized to purchase office equipment, invest in office technology to improve efficiency and office productivity to support the business goals.

All members of these groups use office equipment. However, they do have different tasks to perform and different needs and perspectives on the devices.

Nearly everyone is a Walk Up User and a PC User. These two groups are always looking for ways to be more productive and effective. After all, their jobs consist of using their skills and knowledge rather than brawn. For this reason, they are known as "knowledge workers."



-
- What goals do you need to meet so that your business can survive and thrive?
 - What everyday office tasks must you perform that are not directly related to reaching business goals?
 - How much time do these tasks take away from more important work?
 - Are there solutions that can change this?

Knowledge workers shouldn't have to spend too much time on non-essential tasks. Instead they should focus more on core tasks and goals.

Decision Makers have a different set of priorities. They need to ensure that they receive the maximum return on investment for the money they spend on office equipment and related software. This not only includes getting the best value for services, but enabling knowledge workers to be as productive as possible. They also seek to save money on device-related expenses whenever possible.

While all three audiences have their own priorities, they do have one thing in common: In the current economic climate, they're all in survival mode.

To meet this challenge, Canon offers some of the most innovative office technology in the market. It can increase information worker productivity, improve device efficiency, and provide more effective device management.

Each of our audiences experiences these benefits in a different way.

Walk Up Users become more productive by quickly understanding and utilizing new features.

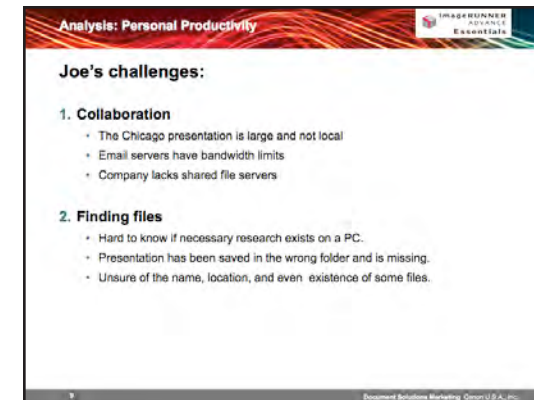
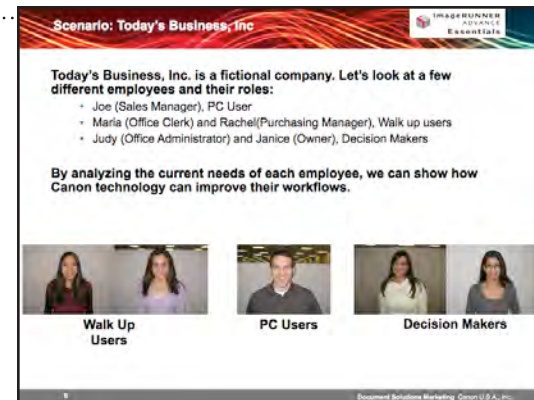
PC Users can fully integrate office equipment into their daily workflows.

Decision Makers can cut expenses while improving their organizations' competitiveness.

Let's look at how a fictional company Today's Business, Inc. can use Canon technology to make it more productive and competitive.

To do so, we'll look at three areas: Personal Productivity, Device Usage, and Device Management. We'll begin our discussion of each with a short video, and then provide analysis and a demonstration.

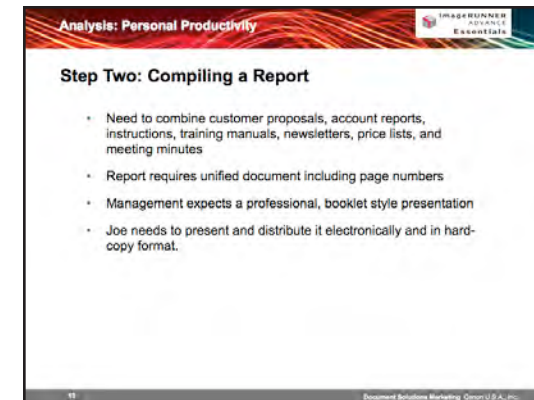
In this company, there are five different employees, Joe, Maria, Rachel, Judy and Janice. Each of them represent different audiences, but all have workflows that can be improved by implementing Canon office technology.



Collaborating on documents is not always easy. Email and file servers are the most common file sharing methods today, but both have limitations. Email servers often restrict the size of files that information workers can send. File servers require IT maintenance to ensure that everyone has access.

More problems occur with a user's own PC. Files can be hard to find, saved in the wrong folder, or perhaps saved with the wrong name. He knows that they are stored somewhere on his hard drive, but isn't sure of the exact place. In fact, he knows that he has many of the documents that Janice has requested. But he can't find them.

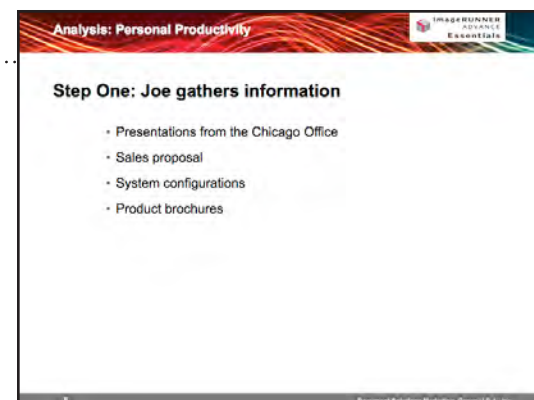
Our first video looks at Joe, an award-winning sales manager at the company.



Even if a knowledge worker has all the files he or she needs, it's still not easy to put them into a compelling report. Sources may consist of multiple files in different formats. There can Word documents, Excel spreadsheets, PDF and XLS documents, and even hard copies. Combining all these files together to create a single, unified document, complete with page numbers is a difficult task. Printing it out in an attractive way – with finishing options like booklet stapling – can be a challenge as well.

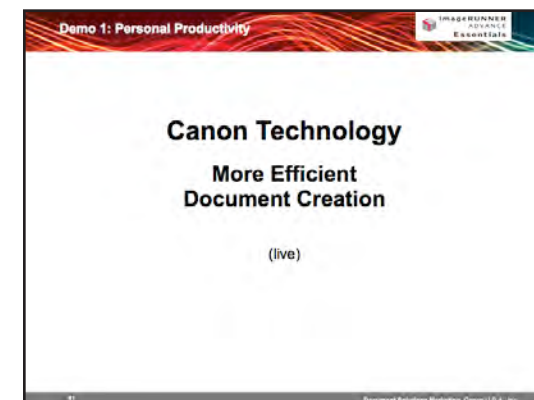
We've seen that for Joe, this was a typical day at the office. He started out relatively relaxed, but his mood change when Janice asks him if he could quickly compile a very important report. It needs to contain a wide variety of materials including:

- Presentations from the Chicago office
- A sales proposal Joe has recently finished
- Proposed system configurations
- And product brochures



Once the report is complete, there are still delivery questions. How can a knowledge worker ensure that everyone who needs the document receives a hard-copy or electronic version?

Joe realizes this will not be easy. First he has to gather the information. Then he must collate it. And finally he must assemble it into a professional-quality report.



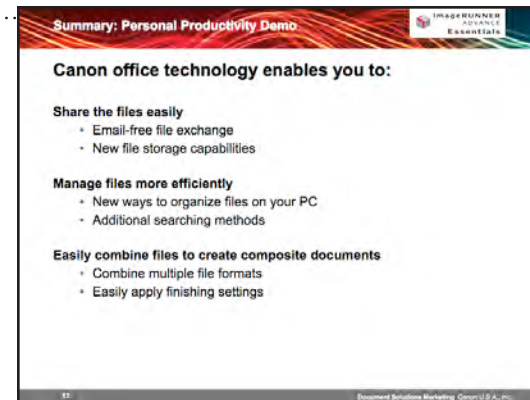
So how can users more quickly and easily generate a report like Joe's?

We can take a look at demo scenario 1: Personal Productivity

Canon technology can help speed document creation and collaboration tasks. Canon offers:

On-device file storage that facilitates collaboration while requiring minimal IT resources

- An easy way to search for files on a PC
- A powerful tool for combining documents together and applying professional finishing option, and
- A drag-and-drop workflow for printing or sending finished documents.

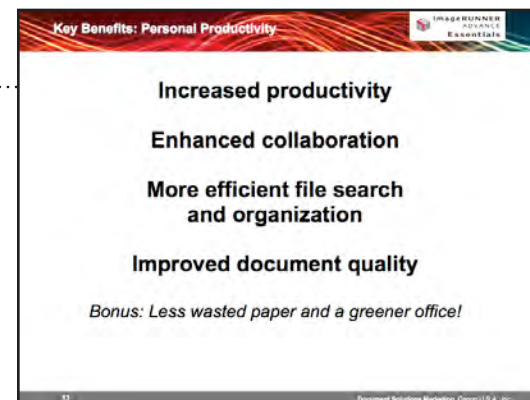


In the video, Maria was having a hard time figuring out the device, a common problem with new office equipment. She wanted to create a stapled duplex copy and perform a simple scan, but she didn't know how and the device didn't help.

As a result, she asked Rachel for assistance, who couldn't explain how to do it either. So now, Maria must either take a training class or refer to a manual. She must spend time learning how to use the device, rather than concentrating on her real work.

For her part, Rachel has made herself an easy target for criticism. She may have authorized the purchase, but she is not an expert in operating the device.

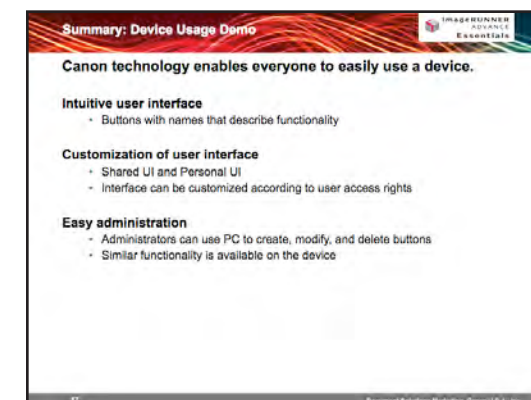
When it comes to personal productivity, Canon office technology allows you to improve collaboration, increase productivity, and more efficiently find and organize files. There's a bonus too. Because you can get an accurate onscreen presentation of your composite document, you can waste less paper printing and proofing your documents. That makes for a more environmentally-conscious office.



Luckily, Canon technology enables everyone to quickly get up to speed on devices, no matter what their skill set.

Take a look at demo scenario 2: Device Usage

This video presents a conversation between Maria and Rachel. Maria is a Walkup User and Rachel is a purchasing manager who has just bought a new device for the office.



As you can see from the demo, Canon imageRUNNER ADVANCE devices feature a new, easy to understand user interface, with buttons that clearly convey the functions they perform.

The user interface can also be customized according to the needs of individuals, so that whenever a user authenticates at the device, he or she can access both a shared device screen and a personalized one.

Although not part of the demo, it is also very easy to configure the interface using a PC or the device itself.

As a result, users will be able to minimize the time they spend learning how to use office equipment. That helps reduce frustration and increase productivity.

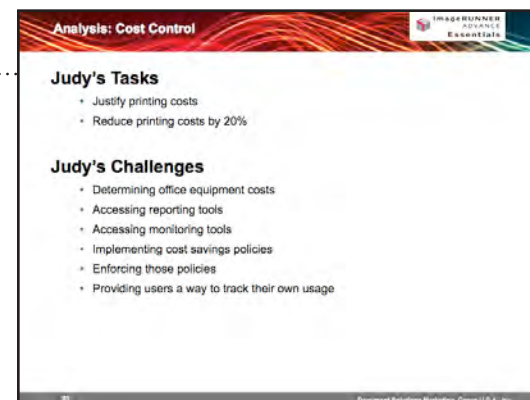


In this video, we will follow a conversation between Judy and Janice. Judy is an office administrator responsible for managing devices.



In the video, Janice, who is the owner of the company, asked Judy, an office manager, how much the company was spending for office equipment. For Judy, this was a difficult question to answer.

Janice also wanted Judy to provide data on monthly costs and find ways to reduce those expenses by 20%.



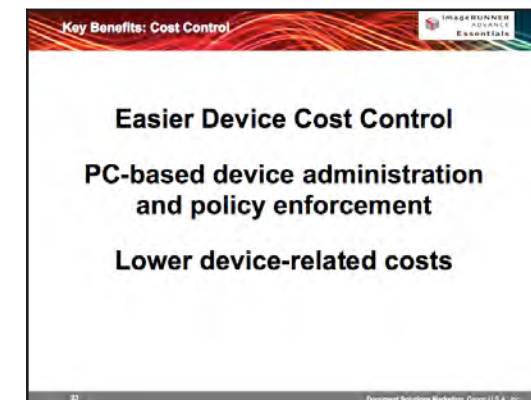
Canon technology can provide simple, effective ways to manage office equipment and enforce company policies.

Take a look at demo scenario 3: Cost Control



We just saw how easy it is to monitor device usage using a web-based browser and enforce company policies for users. Canon technology allows you to:

- Create custom usage reports
- Enforce policies by restricting user access to specific functionalities
- And provide messages about usage to users via the device interface



As a result, Canon technology provides an easy way to control user access to devices and manage device-related expenses.



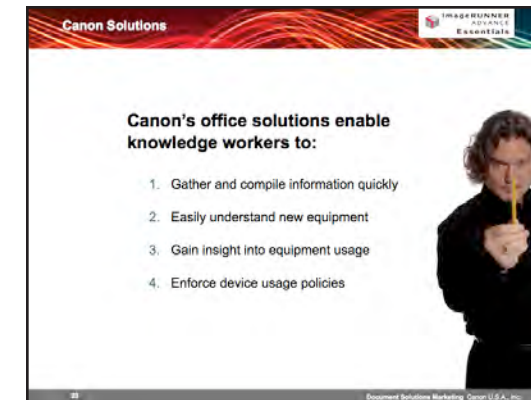
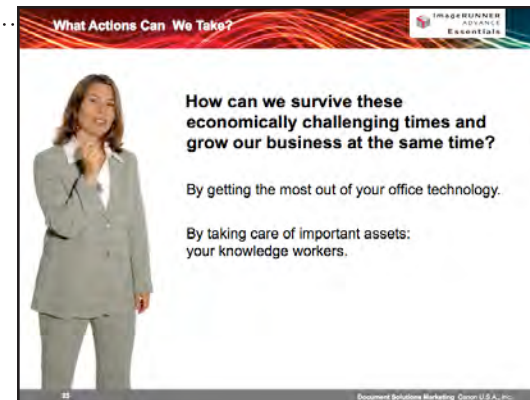
Now you know that choosing the right office technology can increase productivity and control expenses. So what are the next steps?

You have to take action so that you can survive these economically challenging times and grow business at the same time.

How can you do that?

First, by getting the most out of your office technology.

Second, by taking care of one of your most important assets, your information workers.

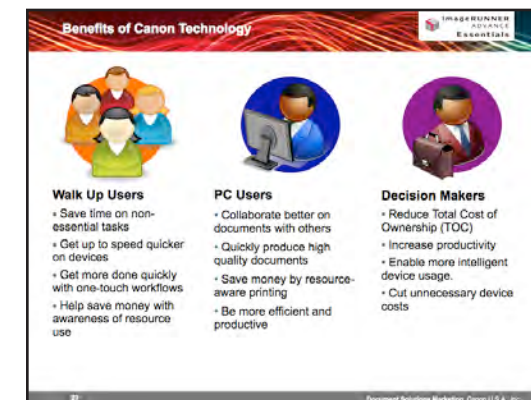


Canon office solutions can enable companies to survive and thrive, by allowing them to:

- Gather and compile information quickly
- Easily understand new equipment
- Gain insight into equipment usage
- And enforce device usage policies

Canon provides tools that enable knowledge workers to get more done, such as:

- Producing complex documents
- Processing invoices or paper-based documents
- Reducing waste and the cost of printing



All of our key audiences benefit from Canon's latest office solutions.

Walk Up Users can spend more time on core tasks – and less on device maintenance and training. PC Users can be more productive with tools that are tightly integrated with devices. And Decision Makers can help cut costs and increase worker productivity across their organizations.

Knowledge workers provide services using their expertise and experience rather than physical skills. They can be one of the most important assets to any organization, and they need full support.



The complete Canon imageRUNNER ADVANCE solution enables your business to optimize device usage so that you and your team can focus on getting quality work done and staying competitive.

Essentials Demo Scenario 1: Personal Productivity

In this scenario, you will mainly use the imageRUNNER ADVANCE Essentials Desktop application.

The first task you will demonstrate is to create a folder called "Canon Project" in the "Business Now, Inc." library. The next step is to demonstrate different ways to search for and collaborate on documents. In the video, Joe needs to gather different documents, including a sales proposal, presentations from a Chicago office, system configurations and product brochures.

The presentation from the Chicago office can be obtained using a new imageRUNNER ADVANCE feature called Advanced Box. Advanced Box is an onboard storage system built into all imageRUNNER ADVANCE systems. Instead of using email or traditional file servers, which require IT assistance, users can leverage Advanced Box for file storage, collaboration and retrieval.

You can register Advanced Box as a Library in imageRUNNER ADVANCE Desktop. In your demo, you will have Advanced Box registered as "imageRUNNER ADVANCE." Within this library, there will be a presentation. Simply drag this file to the "Canon Project" folder.

After moving the presentation into the "Canon Project" folder, you can index this document as "Canon." What is indexing? If you look in the "Essentials in A Box" library, you will see a group of folders and files, just like you find in any standard Windows interface. However, there is a key difference when using the imageRUNNER ADVANCE Essentials Desktop application. You can also add indexing information to documents to enable them to be more easily searched and retrieved. You can tag each file with up to five text-based and two numerical indexes.

Next, you will use this capability to find documents by searching for the term "Canon." The search results will include the sales proposal, system configurations and a product brochure.

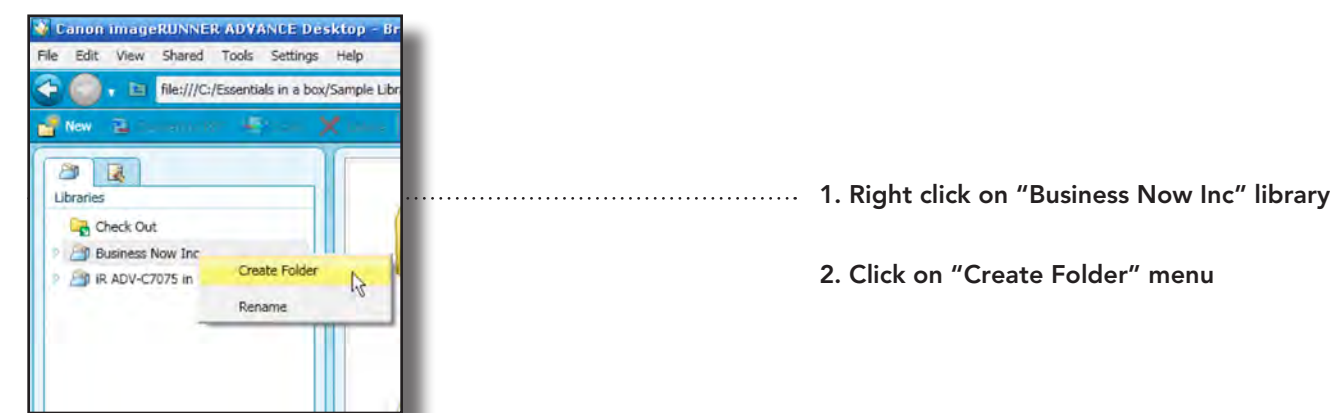
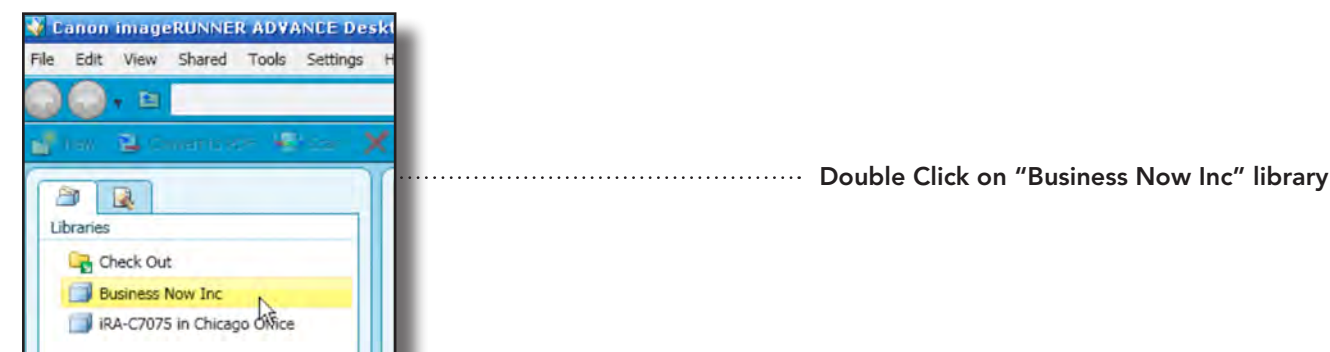
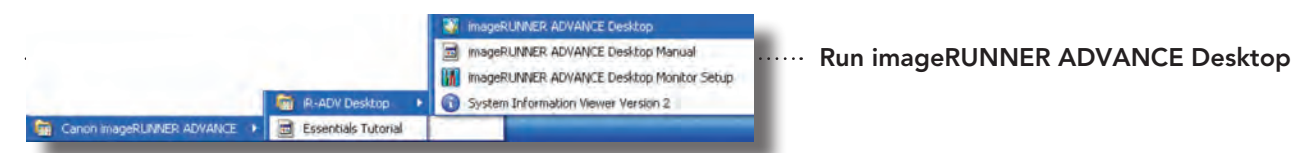
Your next step will be to combine files with different file formats into one new, cohesive file. You can do this by dragging and dropping the files from your search results to the "Binder" icon on the output pane at right. Once the files are combined into a binder, each one will be a separate

chapter. You can specify that certain chapters' pages be printed 2, 4, or more up on a page (this may be useful for PowerPoint and similar files). You can also rearrange chapters and – depending on the optional capabilities of your imageRUNNER ADVANCE system – apply finishing options such as printing mode, stapling, hole punching, folding and more.

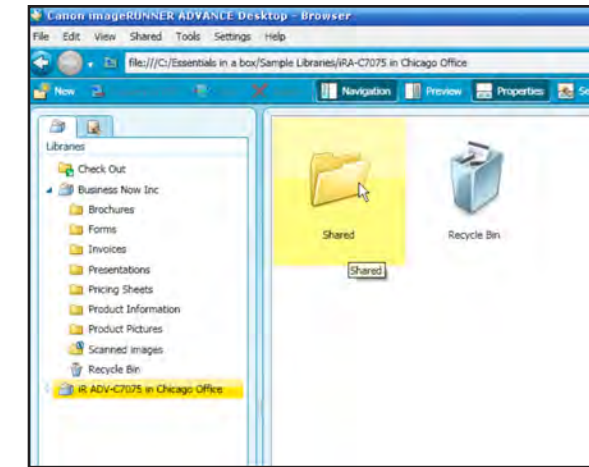
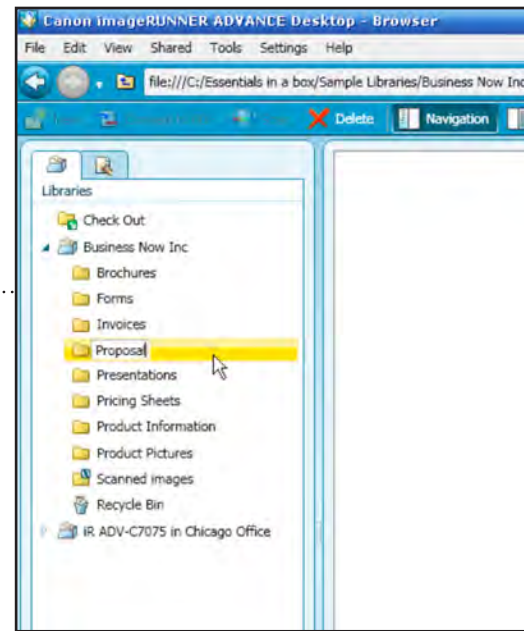
Next you will produce an electronic copy of the document so you can preview it and have it proofread. After you produce it, you can save it back to "Canon Project" folder in the "Business Now, Inc." library.

Finally, you will demonstrate the many different ways that your new report can be distributed. You can show that it can be printed, faxed, emailed and stored into Advanced Box using easy drag-and-drop functionality.

Demo 1: Creating a Folder



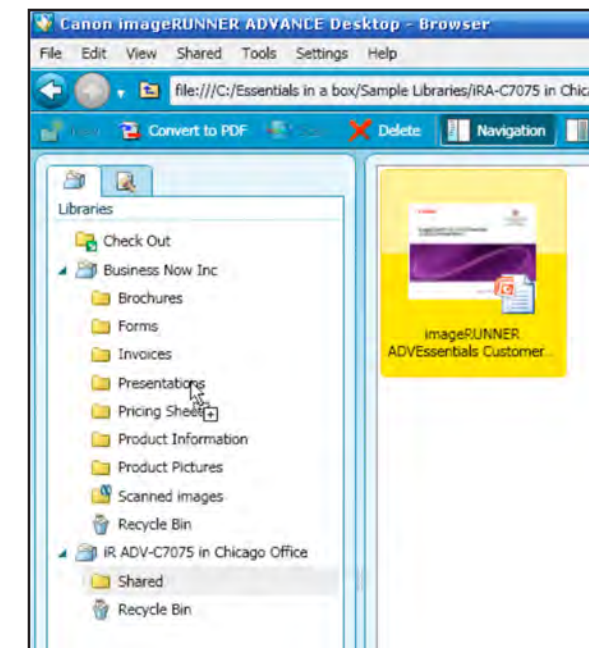
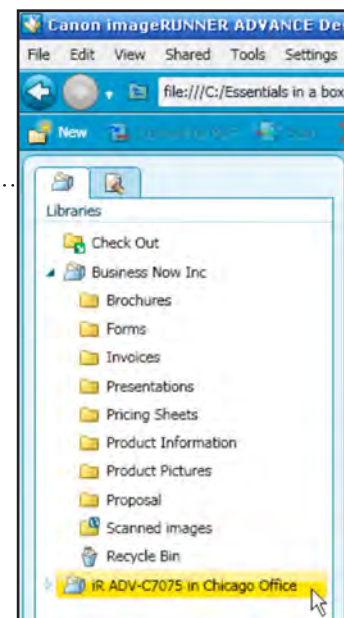
Type "Proposal" as the name of new folder



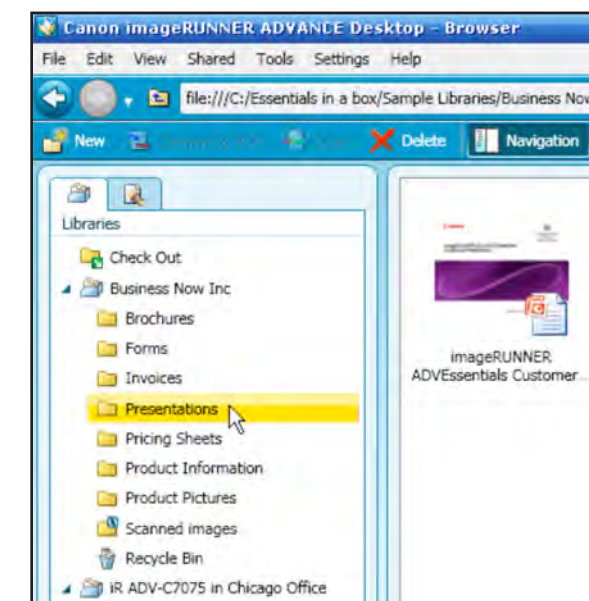
Double click on "Shared" folder

Demo 2: Gathering Documents

Click on "iR ADV-C7057 in Chicago Office" library

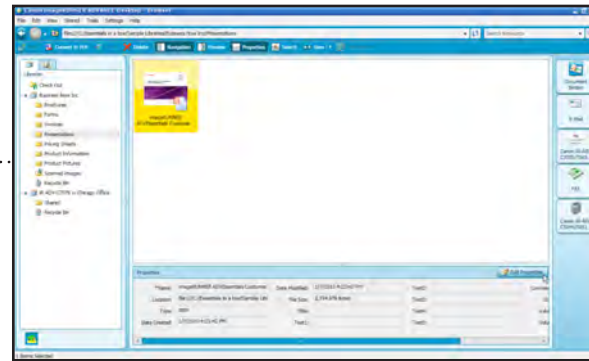


Drag and drop "imageRUNNER ADV Essentials Customer Presentation.ppt" file to "Presentations" folder in "Business Now Inc"

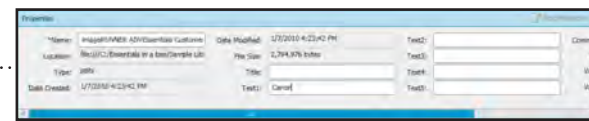


Double click on "Presentations" folder in "Business Now Inc" library

Click on the presentation and click on "Edit Properties" button

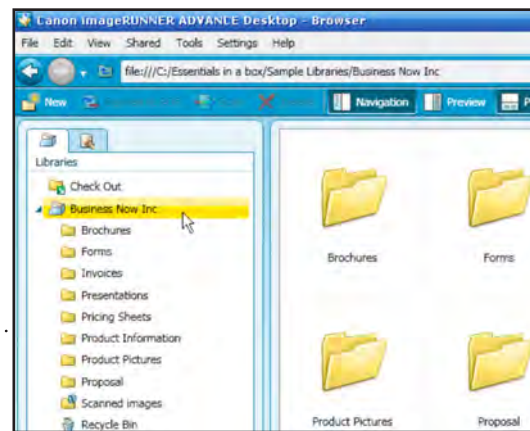


Type "Canon" in Text1 box



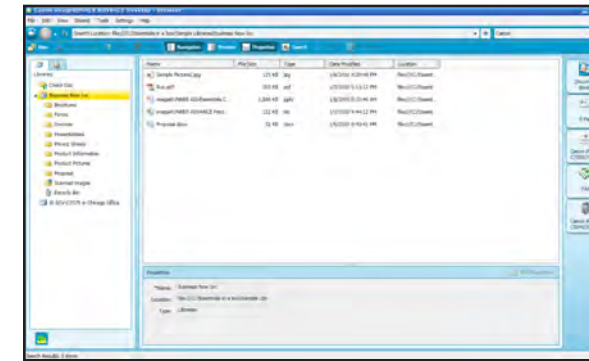
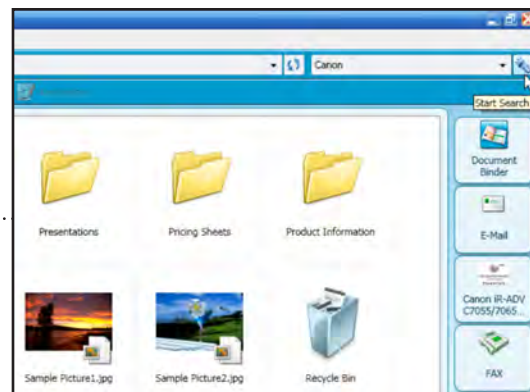
Demo 3: Searching Documents

Click on "Business Now Inc" library



1. Type "Canon" in Simple Search text box

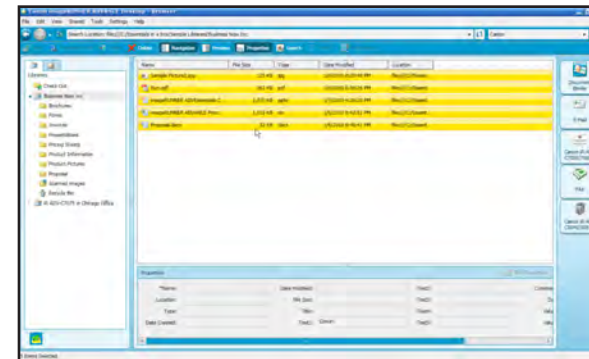
2. Click on Start Search button



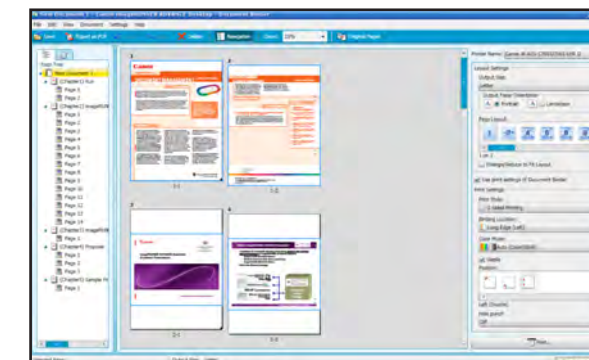
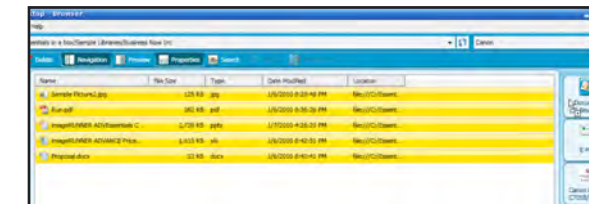
You will have the search result

Demo 4: Report Creation (Combining files)

Shift & Click on all the files that were found in the search



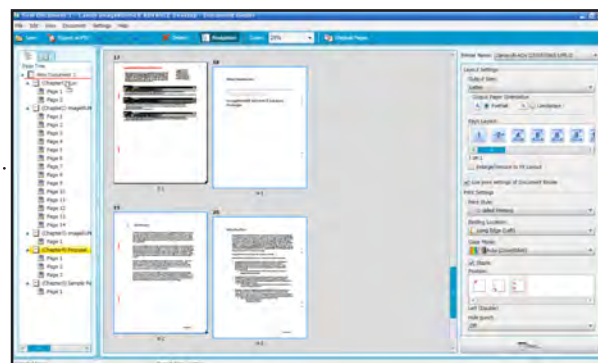
Drag and Drop the resulting files into "Document Binder" icon



Demo 5: Re-Arranging Documents

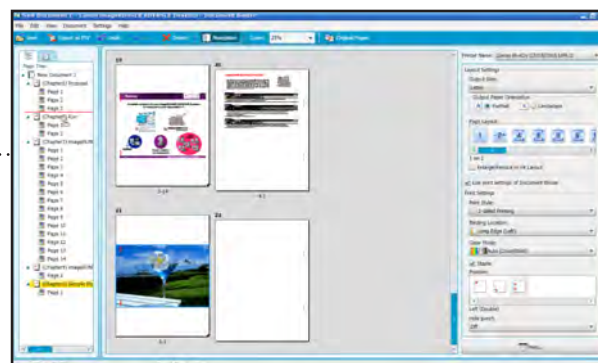
1. Click on "(Chapter 4): Proposal"

2. Drag and Drop in front of the "(Chapter 1): Run"

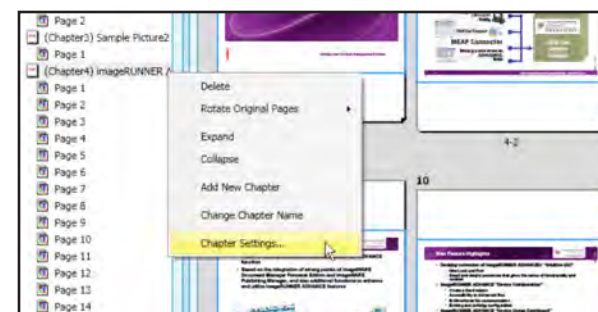
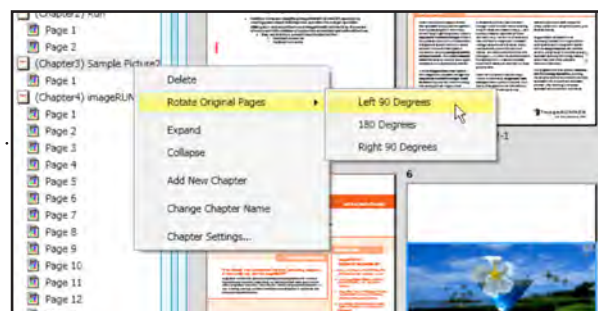


1. Click on "(Chapter 5): Sample Picture2"

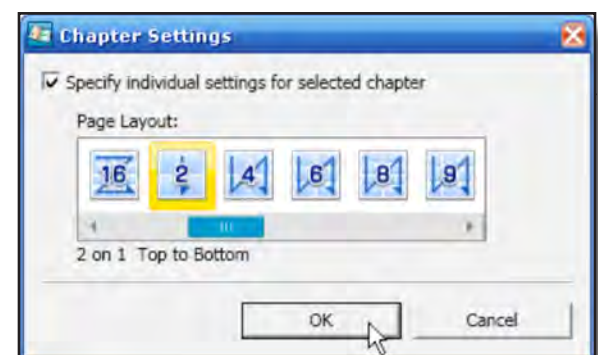
2. Drag and Drop in front of the "(Chapter 2): Run"



Right click on "(Chapter 3) Sample Picture2" and choose "Rotate Original Pages/Left 90 Degrees" menu

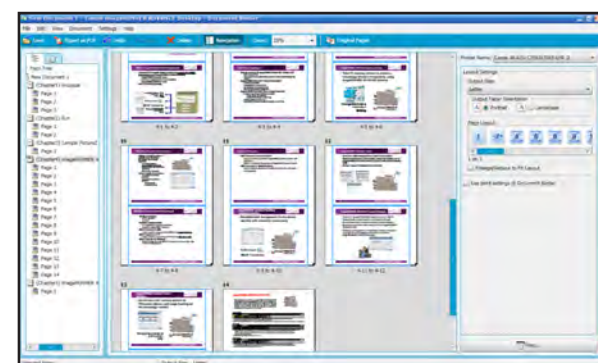


Right click on "(Chapter 4) imageRUNNER ADVANCE Essentials" and choose "Chapter Settings" menu



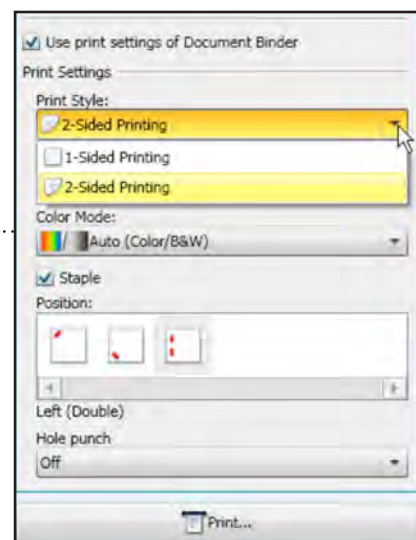
1. Check on "Specify individual settings for selected chapter" check box
2. Choose "2 on 1 Top to Bottom" icon
3. Click on "OK" button

Demo 6: Finishing Options

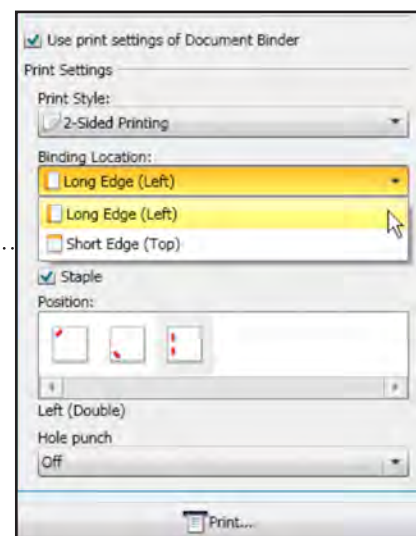


Click on "Use print settings for Document Binder"

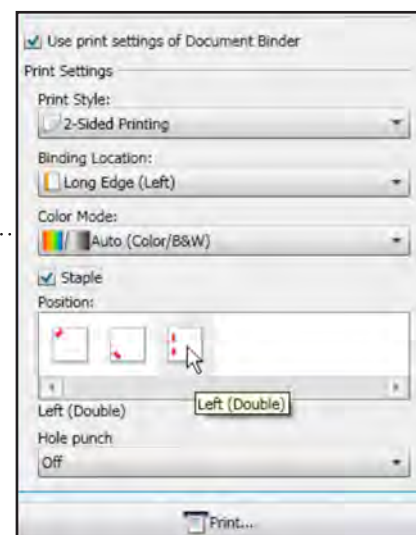
Choose "2-Sided Printing" as Print Style



Choose "Long Edge (Left)" as Binding Location

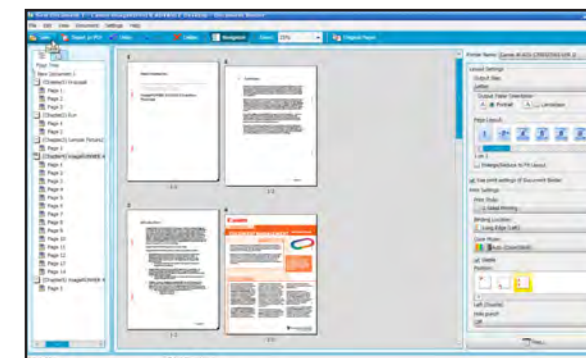


- 1. Check on "Staple" Check box
- 2. Choose "Left (Double)" position

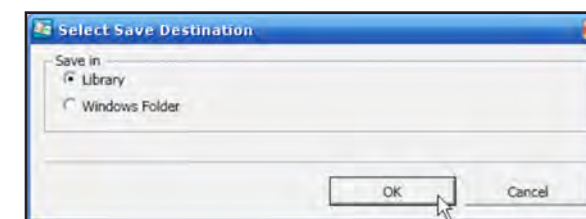


Demo 7: Archiving the report

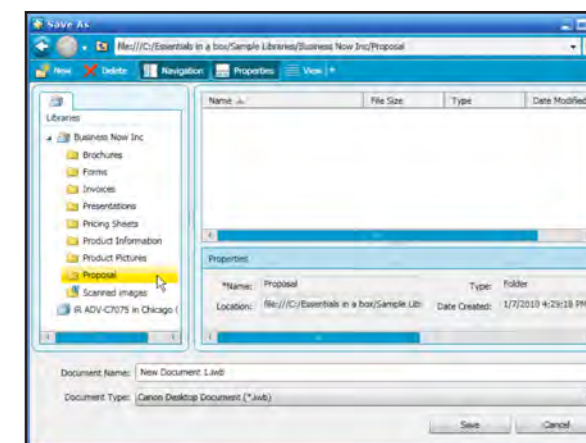
Click on "Save" icon



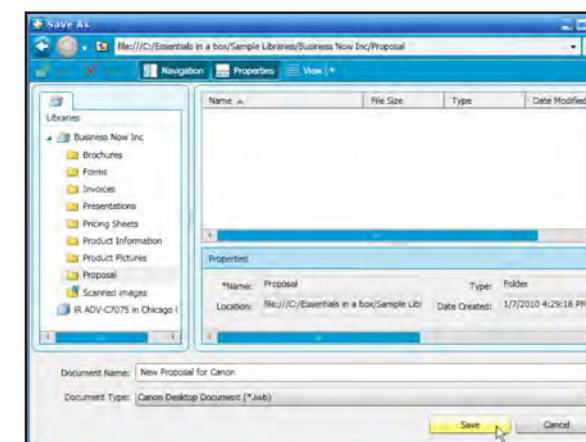
- 1. Check on "Library" check box
- 2. Click on "OK" button



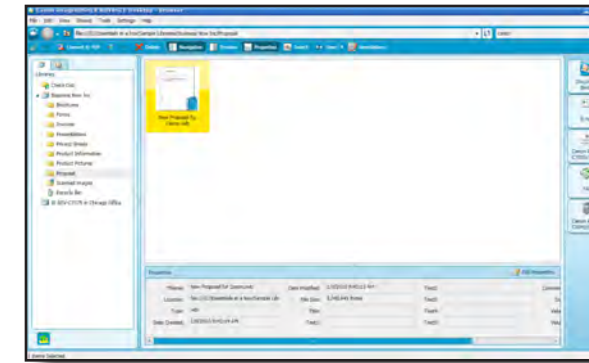
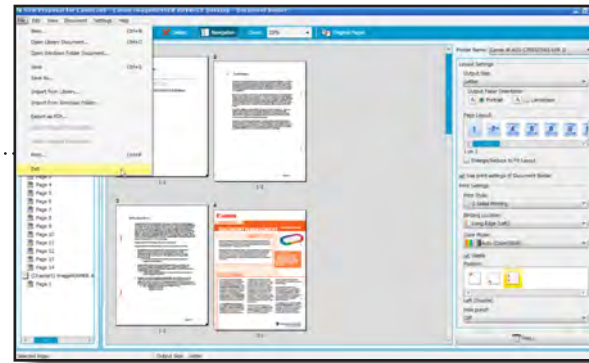
- 1. Choose "Business Now Inc" library
- 2. Choose "Proposal" folder



- 1. Type "New Proposal for Canon" as Document name
- 2. Click on Save



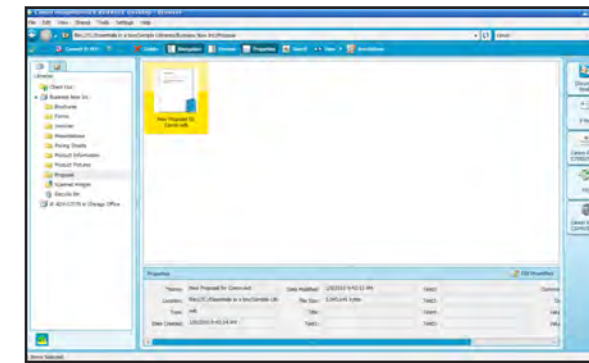
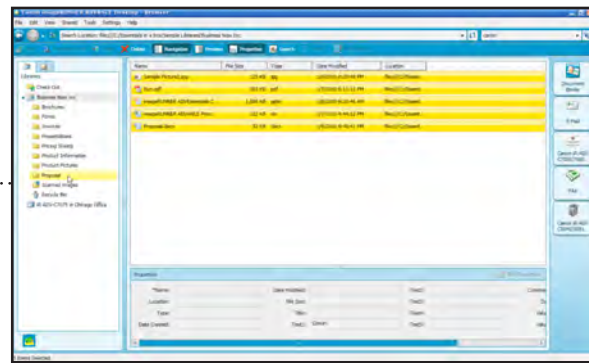
Exit out of Binder



You can drag and drop to Printer for hard copy distribution

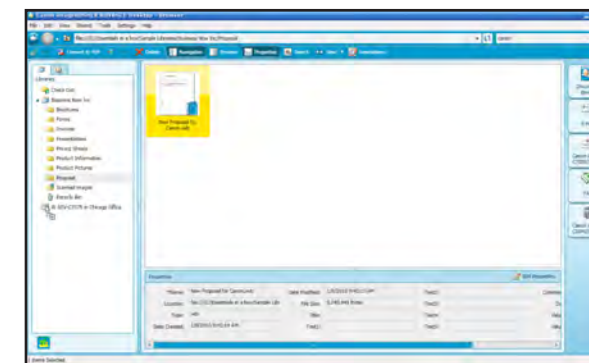
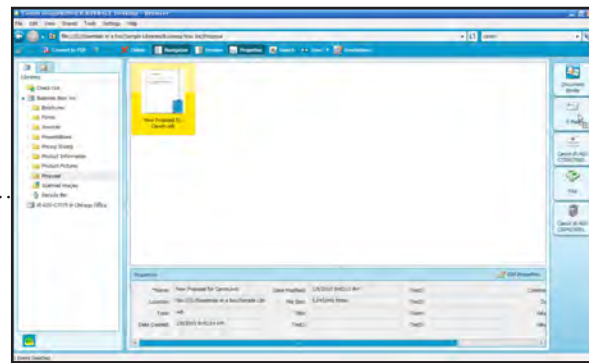
Demo 8: Distribution of a report

Double click on "Proposal" folder



You can drag and drop to Fax for fax distribution

You can drag and drop to Email for email distribution



You can drag and drop to Advanced Box for sharing with others

Essentials Demo Scenario 2: Device Usage (using imageRUNNER ADVANCE Essentials Quick Menu Simulator)

In this scenario, you will use the simulator for the imageRUNNER ADVANCE Quick Menu. This aim of this demonstration is to show that the User Interface, Quick Menu screens, and Workflow Composer buttons are quite easy to use.

When you open the simulator, it will display the personal tab of the Quick Menu. Rather than a complex array of buttons and check boxes, the Quick Menu presents clear, easy to understand buttons with helpful visual icons, and titles that describe the operation they perform.

Please note that the tab design and the number of buttons made available within a Quick Menu can be customized for groups or individual users to help increase productivity.

Next, you will go to the shared tab. In the shared tab you can see the buttons that are available to anyone regardless of their login information. In the video, Maria needed to make a duplex copy and have it stapled. The simulator contains a customized button called Brochure Copy that enables you to complete all those operations with a single touch.

You can click on this button to activate the workflow. While the screen changes to display the copying operation, you can also explain how it only took a single click to complete a process that would otherwise have required multiple manual steps.

Maria also wanted to know how to scan a document. To demonstrate this, you can go into the personal tab and click the "Scan to PC" button. The screen will change to reflect the scanning operation, a task that is as simple with an imageRUNNER ADVANCE device as copying.

When the document is scanned, you will see a "Newly Arrived" notification in the task bar. This is a function of the imageRUNNER ADVANCE Essentials Desktop application. If you click on this notification, you will activate the Desktop application, and it will display the document in a folder.

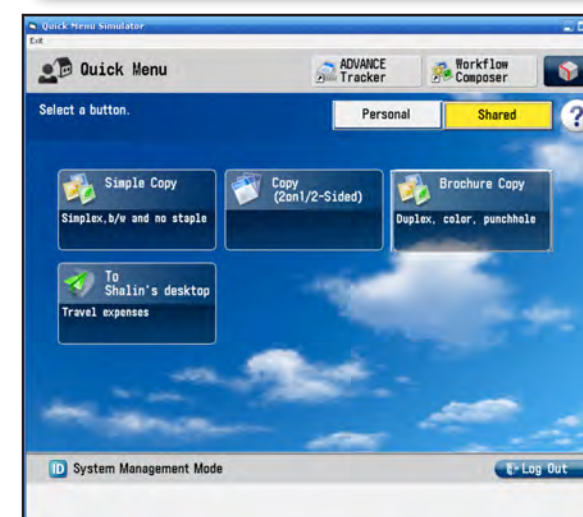
This notification functionality not only helps keep track of new documents as they arrive, but also can alert users about incoming faxes, sent faxes, and completed print jobs. These notifications are one of the main dashboard functions in the imageRUNNER ADVANCE Essentials Desktop application.

Demo 1: Copy

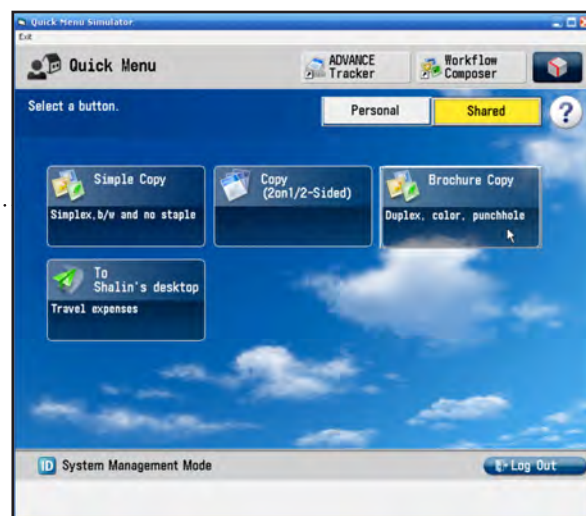
Run iRA Essentials Quick Menu Simulator



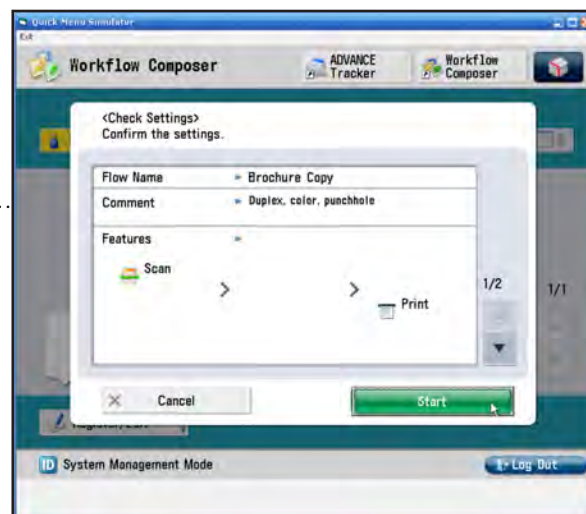
Click on "Shared" Tab



Click on "Brochure Copy" button



Click on "Start" button



Demo 2: Scan

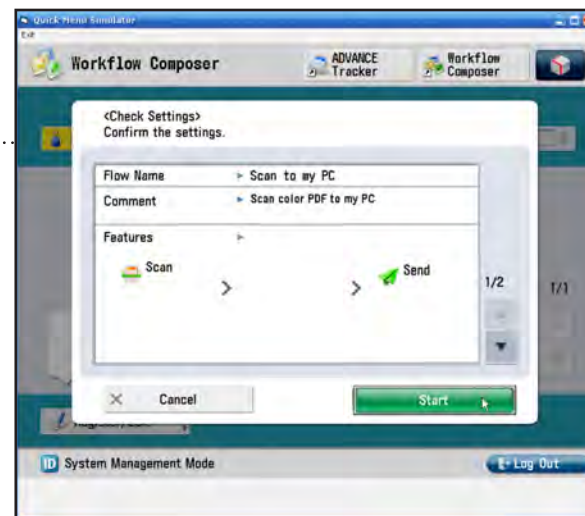
Click on "Personal" Tab



Click on "Scan to my PC" button



Click on "Start" button



Essentials Demo Scenario 3: Cost Control

In this scenario, you will use the imageRUNNER ADVANCE Tracker MEAP and Admin simulator. The main emphasis of this demo is to illustrate how Tracker can help control device-related costs on imageRUNNER ADVANCE devices.

There will be two different tasks to demonstrate — one for an end user, and the other for a business decision maker.

In the video, Janice asked Judy to do two things: provide concrete information on office equipment usage, and offer ideas on how to reduce the office equipment expenses by 20%.

You'll start with the second issue, which relates to the end user. Judy wants to implement a policy that helps reduce print-related costs by 20%. She aims to accomplish this by asking users to sharply limit their color use, and regularly choose more efficient duplex and n-up device functions when making prints or copies.

It's easy to write a policy, but how can you really change users' print behaviors?

The Tracker MEAP simulator shows how you can accomplish this. After a user logs in, the first thing they see is a message from the management explaining the new office policy. Messages like this can be used to remind users of policies like this one.

After the screen, that user's current usage data will appear on the control panel. On the simulator, the user is printing color 95% of the time. This violates office policy. The user can also compare his device usage with that of others by looking at the average device usage statistics.

As a decision maker, Judy can gain access to imageRUNNER ADVANCE system's usage statistics via a web browser. The Tracker Admin Simulator also enables you to demonstrate other Tracker Admin functions.

For example, you can display total usage by users or by departments. With this kind of data, a decision maker can keep track of device usage for both individual users and departments. For example, in our scenario, Judy could use the data to justify an invoice.

If you like, you can also demonstrate the Configuration option, which allows IT administrators and decision makers to customize the policy messages users see after login.

Exit out of the application



Demo 1: Tracker MEAP simulator

Run iRA Essentials Tracker MEAP Simulator



Choose "c11165" from User Name drop down box



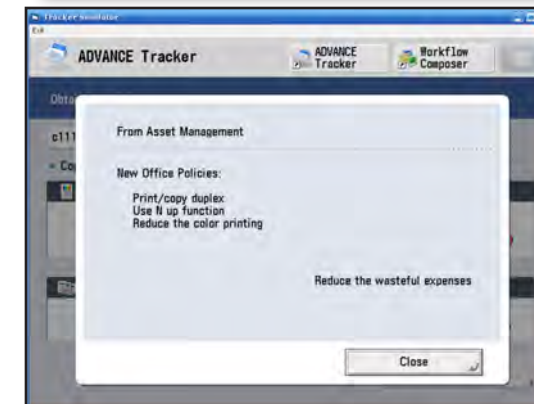
Click on "Password" button



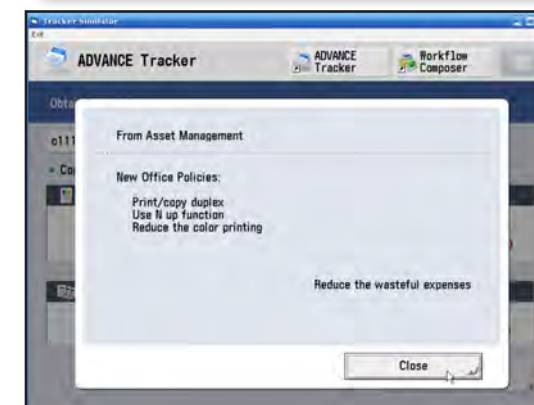
Click on "OK" button



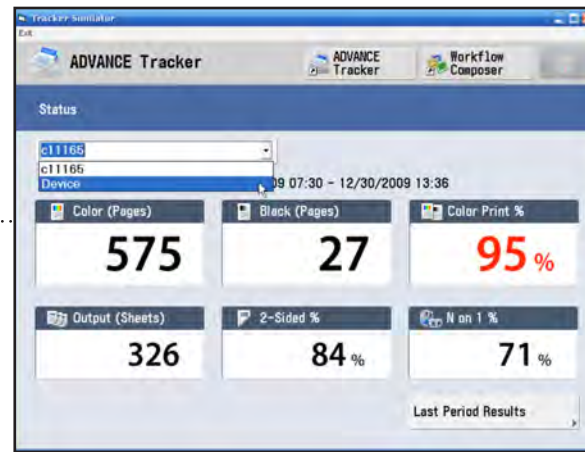
Click on "Log In" button



Click on "Close" button



Choose "Device" from Status drop down box

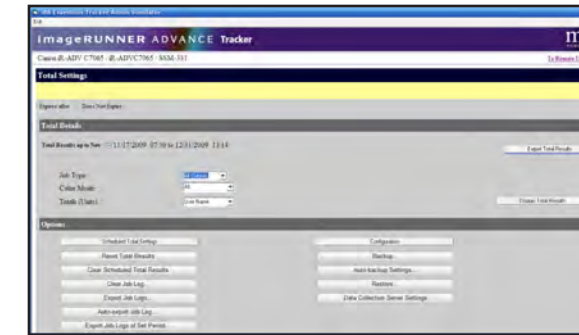


Exit out of the application

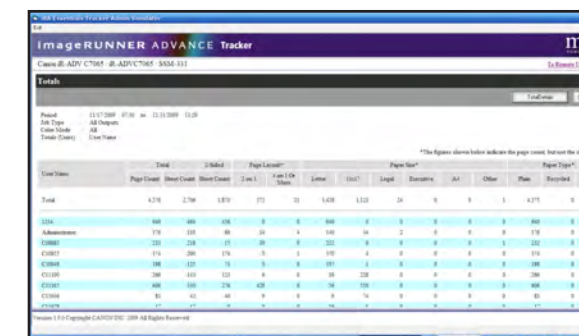
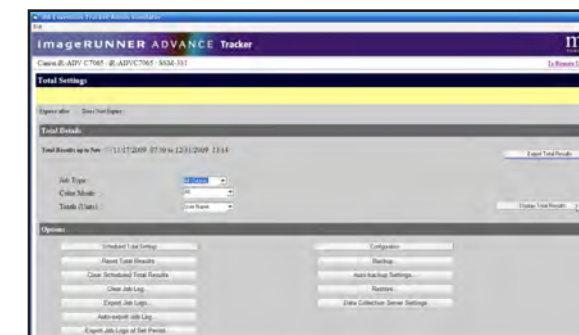


Demo 2: Tracker Admin Simulator

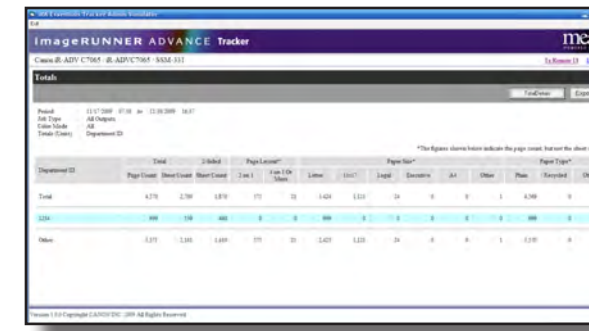
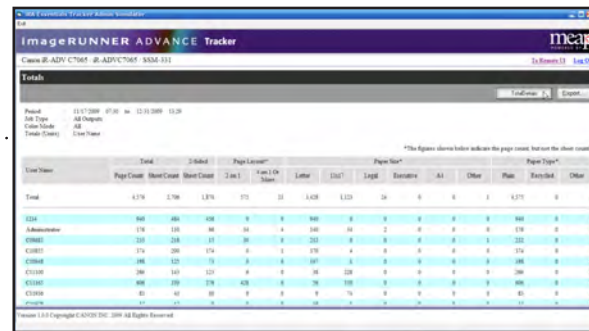
Run iRA Essentials Tracker Admin Simulator



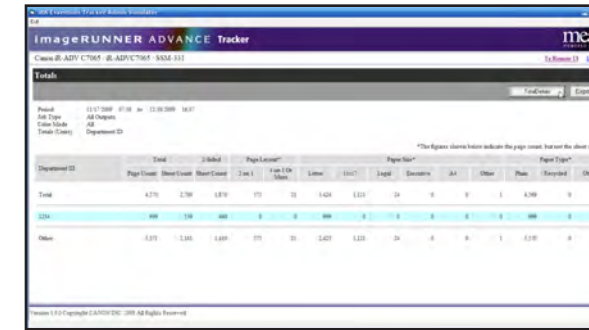
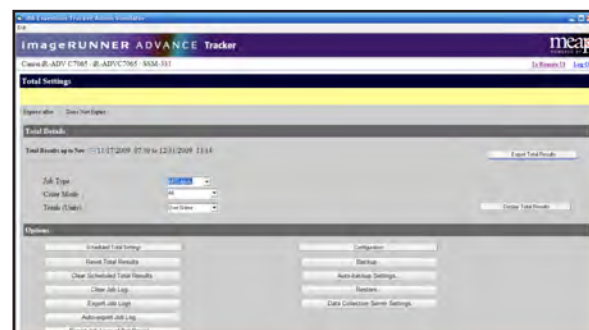
Click on "Display Total Result" button



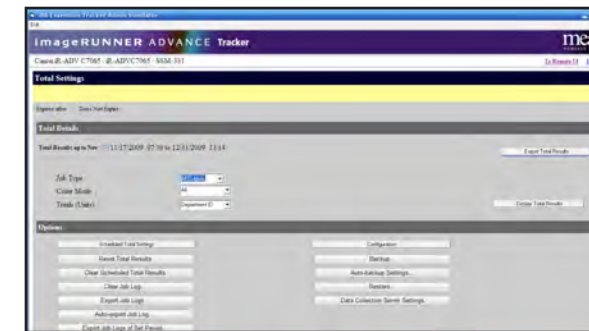
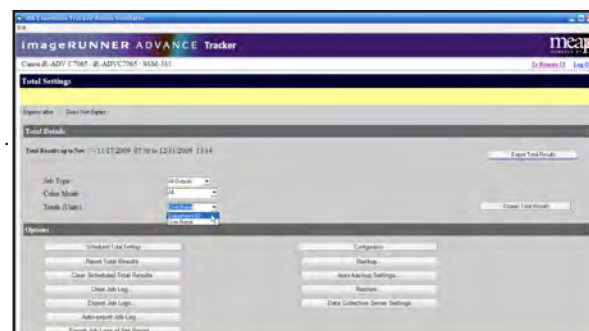
Click on "TotalDetails" button



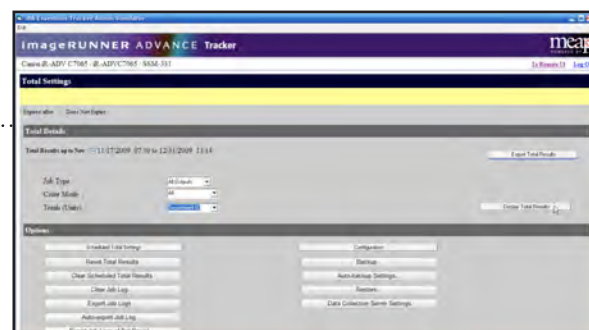
Click on "TotalDetails" button



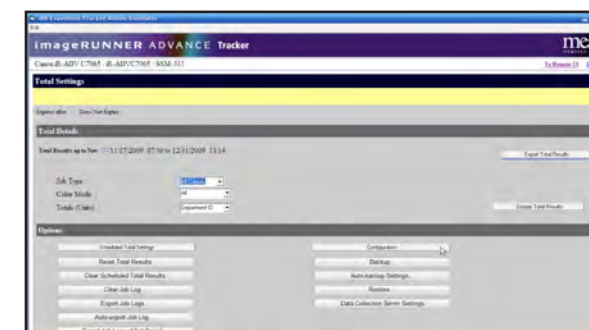
Choose "Department ID" from "Total (Units)" drop down box

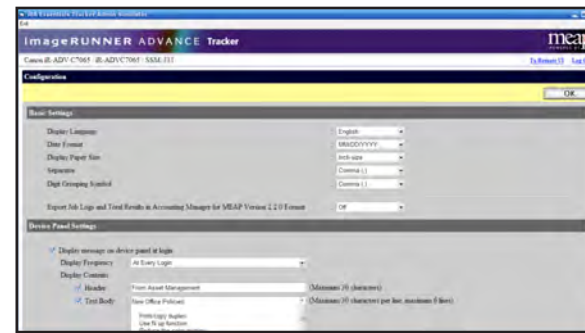


Click on "Display Total Result" button

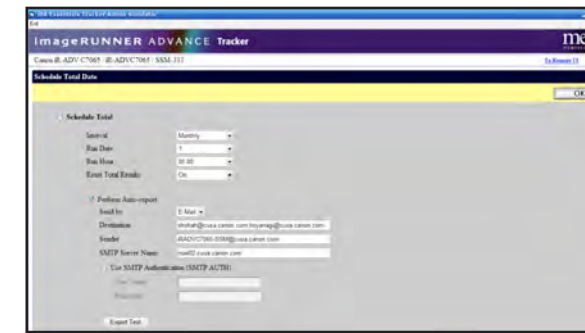


Click on "Configuration" button

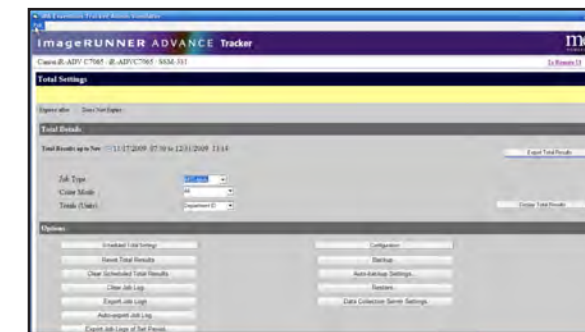
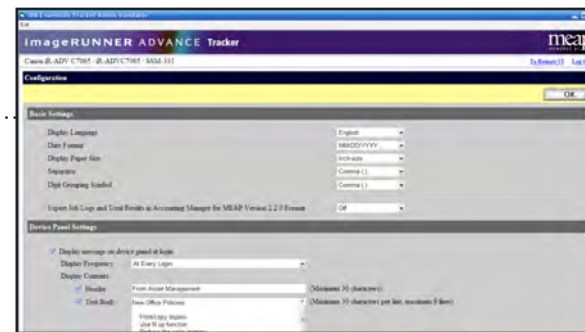




Click on "OK" button

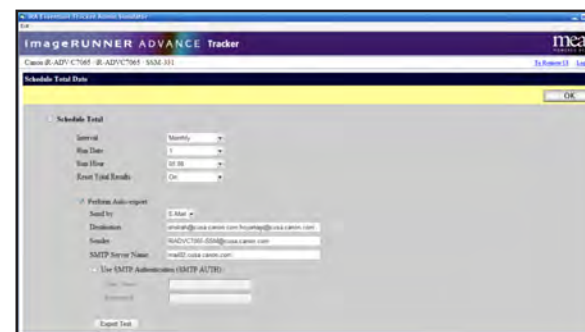
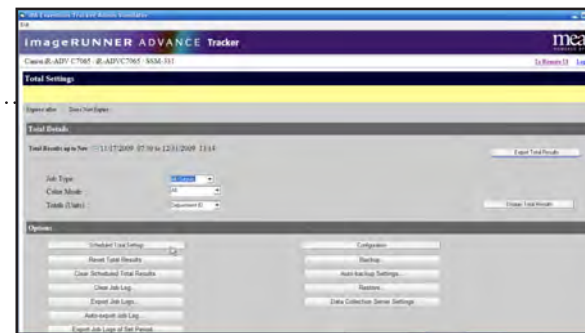


Click on "OK" button



Exit out of the application

Click on "Schedule Total Settings" button



Frequently asked questions for:

imageRUNNER ADVANCE Essentials and imageRUNNER ADVANCE solutions

Product/Packaging

1. **Is Essentials a packaged product?** Yes.
2. **Why are the three products bundled together?**
Essentials is a complete solution for users of imageRUNNER ADVANCE devices. It provides the three products that are most valuable in leveraging the new functionality of the devices.
3. **Is the bundle package pre-registered with the serial number of an imageRUNNER ADVANCE device?** No.
4. **Is it possible to purchase only one component of the bundle?** No.

Licensing

1. **How many seat licenses for imageRUNNER ADVANCE Desktop are included with the purchase of imageRUNNER ADVANCE Essentials?**
imageRUNNER ADVANCE Essentials comes with a five-seat license of Desktop. Additional licenses may be purchased in increments of five.
2. **Will a Not For Resale (NFR) version be available?** Yes. You can purchase an imageRUNNER ADVANCE Essentials NFR license and an imageRUNNER ADVANCE Desktop NFR 10 license package. The imageRUNNER ADVANCE Desktop NFR license expires after one year. After the expiration, an authorized dealer will need to order another NFR package. In addition to the NFR version, customers can also download a free, 60 day trial version from imageware.com.
3. **How much does the NFR version cost?** Please refer to imageRUNNER ADVANCE pricing list.
4. **Can customers install Workflow Composer and Tracker on devices other than the bundled device?** Yes.
5. **Can customers purchase additional licenses of imageRUNNER ADVANCE Desktop?** Yes, they are available in increments of five.
6. **Can an imageRUNNER ADVANCE Desktop license be moved to another PC?** Yes. To do so, you must use the License Information Management Tool.

7. Can a device license move to another device when a lease expires or for another reason? No. The licenses are device-specific.

8. Can imageRUNNER ADVANCE Desktop acquire an address book from an imageRUNNER ADVANCE device that does not have Essentials installed? No, you must purchase imageRUNNER ADVANCE Essentials for the device. This will allow you to install Desktop Communicator and access this functionality.

Operating Systems and System Resources

1. Is imageRUNNER ADVANCE Desktop compatible with Windows 7? Yes, Windows 7 is supported.

2. Does imageRUNNER ADVANCE Desktop support the Windows 64-bit OS? If not, will it support 64-bit in the future? No, imageRUNNER ADVANCE Desktop does not support the Windows 64-bit OS. To date, Canon has made no announcement about 64-bit support.

3. Does imageRUNNER ADVANCE Desktop support the Mac OS? No.

4. How much of a PC's system resources does the Device Monitoring Module in the System Task Tray use? 5-10 MB memory.

5. Will network traffic be affected by device status notifications? No. Device status notifications should not impede network traffic.

imageRUNNER ADVANCE Desktop

1. How many Scan to My PC buttons can be created from one copy of imageRUNNER ADVANCE Desktop? Only one button can be created per imageRUNNER ADVANCE device. The destination can easily be modified in order to store the scanned files in a different folder.

2. Can imageRUNNER ADVANCE Desktop create a Scan to My PC button on an imageRUNNER ADVANCE that does not have Workflow Composer and Tracker installed? Yes. You can use a wizard-like interface to set up a Scan to My PC button on any imageRUNNER ADVANCE device.

3. What kind of login system is necessary to access the Scan to My PC functionality on an imageRUNNER ADVANCE device? The button requires an SSO-H login. This login must be set up on the device prior to using the Scan to My PC button.

4. Does the device dashboard display print queue status? No, the dashboard shows device status only.

5. Does the device dashboard support third party devices? Yes, so long as they support standard MIB.

6. Can imageRUNNER ADVANCE Desktop be used to browse Mail Boxes on any imageRUNNER ADVANCE? No. However, users can easily access the Remote User Interface (RUI) from the device icon in the Output Bar of imageRUNNER ADVANCE Desktop.

7. What happens if users try to print binder documents with Color Finisher settings on black-and-white imageRUNNER devices? Documents can automatically change from color to black-and-white, depending on the settings you choose in the print dialog box.

8. Does the imageRUNNER ADVANCE Desktop Document Binder change the original file whenever a user adds annotation or modifies the Object Layout? No, the original file is preserved in tact in the binder document. Any changes made within the Document Binder and other editors will not affect its integrity.

9. Does the imageRUNNER ADVANCE Desktop Document Binder support saddle stitch stapling? No, this option has to be set using the printer driver.

10. Can users keep their local fax address book in the fax driver? Yes.

11. Can users specify a custom fax cover sheet? At this time, only a default cover sheet can be used. Custom logos or sheets cannot be applied using the fax wizard in imageRUNNER ADVANCE Desktop.

12. Can user receive a fax confirmation sheet on their PC? No.

13. Can user import their address books from Microsoft Outlook? No.

14. Can imageRUNNER ADVANCE Desktop or imageRUNNER ADVANCE devices retrieve an LDAP address book? No.

15. Does print quality degrade when users bind documents, change the Object Layout, or add annotations? No, the document quality is preserved from the original document.

16. Can the Object Layout Editor pick up the original font and size of text in a PDF or binder file and change the font and size while editing? Yes.

17. Can the Object Layout Editor duplicate pages? No.

18. Why do PDF annotations not show up in Adobe Acrobat?

The annotations are stored in an .iwx file associated with the PDF file. Adobe Acrobat cannot read the .iwx file and retrieve this information.

19. Can imageRUNNER ADVANCE Desktop perform background drop outs for PDF annotation, like eCopy Desktop? No.

Workflow Composer, imageRUNNER ADVANCE Tracker, MEAP Connectors

1. What is the maintenance and support agreement for Workflow Composer and Tracker and how long does it last? There is no separate software maintenance policy for those applications. Maintenance and support are provided for them only with imageRUNNER ADVANCE Essentials.

2. Can customers upgrade when new versions of Workflow Composer and Tracker become available? Yes, customers can obtain the new version of Workflow Composer and Tracker from their dealers. It can be installed on the same device only.

3. What is new for Workflow Composer 2.0? Workflow Composer 2.0 supports MEAP Connectors and the Quick Menu on imageRUNNER ADVANCE devices.

4. What is the difference between MEAP Connectors and U-Send? MEAP Connectors support attaching indexing information with scanned data. Universal Send does not.

Comparisons

1. How does imageRUNNER ADVANCE Essentials compare to competitors' products? We will be posting Knock Points slides at the Canon ISG site that show how Essentials compares to our competitors. Please visit the site for detailed information. Canon is currently the only device company that has bundled solutions like imageRUNNER ADVANCE Essentials. Competitors may offer their own solutions as separate products.

2. What is the difference between imageRUNNER ADVANCE Desktop and eCopy PaperWorks? eCopy PaperWorks is a capturing application that supports connectors to third-party document management systems. imageRUNNER ADVANCE Desktop is a desktop application that integrates with imageRUNNER ADVANCE devices and makes their features more accessible to users. It also provides wider functionality, such as Personal Document Management, Device Dashboard, Device Collaboration, and a Document Binder with finishing options. It also is the native client software for imageWARE Document Server.



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