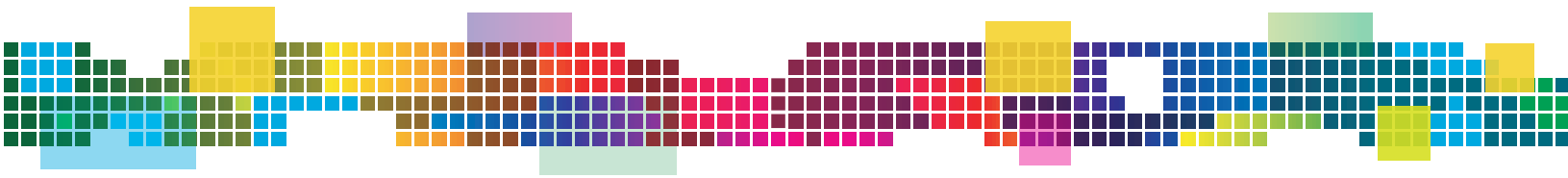
Canon

imageRUNNER ADVANCE

Solutions in a Box

DEMONSTRATION GUIDE



Solutions
in a Box

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Introduction

This Solutions in a Box package has been developed to help Canon Authorized Dealers and field representatives present Canon technology solutions to prospects and customers.

This package contains presentations, videos, and simulators that present key business challenges and showcase ways Canon imageRUNNER ADVANCE technology can solve them.

The kit is designed to be simple and easy to use. Once you load the CD-ROM, you can take advantage of an intuitive interface that will make it easy for you to learn about and present the solutions to prospects and customers. All the materials can also be downloaded to your computer's hard drive. Feel free to share them with other sales reps on your team.

Overview

The Solutions in a Box kit is organized around 12 common workplace challenges. For each challenge, there is a video that dramatizes the problem, a slide presentation that helps explain it further, an interactive simulator, and a one-page summary leaflet that can be used as a leave-behind for customers.

THE INTERFACE > Learning and Presenting Flow from Left to Right

Overview Video

The Solutions in a Box kit contains an overview video that serves as an introduction to common office frustrations and helps kick off the demonstration. Each time you launch the Solutions in a Box interface, the Overview Video is loaded into the large video play window as a default. If you click the **Play** button at the bottom left of the screen, this short Overview Video will play. You can reload the Overview Video into the main window for viewing by selecting it from within the **More Tools** menu.

Navigation

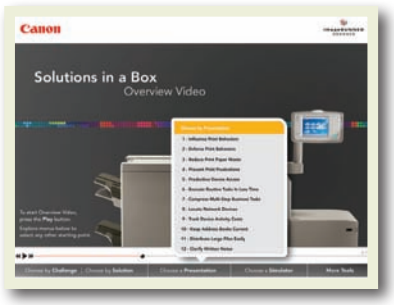
The interface allows you to present the demos in four simple steps: (1) by a video that outlines a problem, (2) presentation slides that explain the challenge, (3) a simulator that allows you to demonstrate the solution, and (4) an information sheet that you can leave with potential clients.

In the interface, you'll see the materials are organized from left to right. This is the direction you'll want to follow when presenting the challenges and solutions. In the bottom menu bar at the left, you'll find two options — **Videos by Challenge** and **Videos by Solution**. If you click one, it will open a pop-up menu with links to a set of videos.

The videos are the same for both options. There are two access menus because your customers are likely to be more familiar with the business challenges they face, while you are probably familiar with the solutions. When practicing your presentation, you can start with solutions; when talking with customers, you can start with the challenges.

Each video features amateur actors dramatizing a common workplace challenge. At the end of the video, you'll see a link that will take you to the presentation slides corresponding to that challenge.

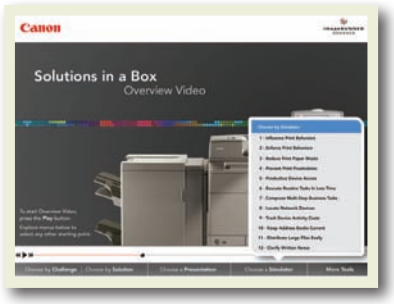
Presentation Slides



Once you show the video, follow the link or navigate to the presentation slides that correspond to the topic of the video.

The slides enable you to review the challenge and begin to present the Canon solution. The content on the slides is easy to follow, but there are also talk track ideas for each challenge available in this Demo Guide that you may find useful. Note: You can also access all the slide presentations in their original PowerPoint format on the CD-ROM. These all contain the talk track ideas in the presenter's notes sections.

Interactive Screen Simulators



At a certain point in every presentation, you will be prompted to open a simulator.

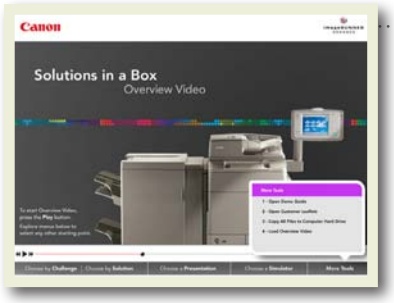
Each simulator offers a preview of how the solution would work on an imageRUNNER ADVANCE device (or for several of the solutions, on a PC interface). These simulators emulate the actions a customer would take to solve a particular business challenge. Instructions are provided in the Simulator Demo Intros section of this Demo Guide. Each simulator will also feature a button called **Conclusion**. These few slides will help you summarize what you have just presented and offer ideas for relevant additional solutions.

You can also directly access any simulator by selecting **Choose a Simulator** in the bottom menu bar of the interface.

Finish or Choose Another Challenge/Solution Track

Once your presentation of the simulator and summary slides is complete, you have finished the solution track. If a customer wants to know more about any particular solution, there should be more information available via your Dealer showroom and the CUSA website.

Since your customer may be interested in more than one of the Challenge/Solution tracks, feel free to select another video and begin again.



More Tools

The interface contains links to other helpful materials:

Demo Guide

A PDF version of this Demo Guide. This contains comprehensive information on using the Solutions in a Box kit.

Product Leaflets

These are PDF brochures for each solution. They can be printed out and left behind with customers after a presentation or sent to them via mail or e-mail.

Copy All Files to Computer Hard Drive

This option enables you to transfer all the Solutions in a Box files, including a working version of the interface, to your computer. We recommend this option because you can more freely distribute the Solutions in a Box tool among your sales staff, and you can access all materials within the file structure as you wish.

Load Overview Video

This option allows you to load the overview video, which introduces common office frustrations and can be used to kick-off a demonstration.

Installation

Thanks to its easy-to-use interface, installation and operation of this demonstration kit should be simple.

There are two requirements prior to installation. Please either install or update your computer to the latest versions of the Adobe Flash Player and the QuickTime Player. You can find them here:

Adobe Flash Player: http://get.adobe.com/flashplayer/
QuickTime Player: http://www.apple.com/quicktime/download/

Influence Print Behaviors

Product Overview

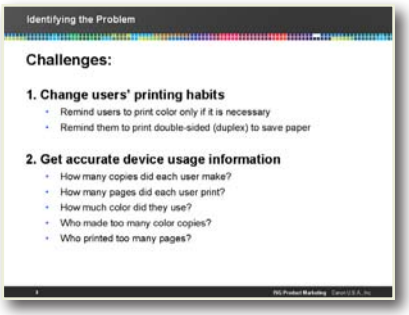
imageRUNNER ADVANCE Tracker

imageRUNNER ADVANCE Tracker is a device-embedded output tracking solution for imageRUNNER ADVANCE systems. The software is designed to help your business comprehensively track document output activity so you can effectively manage output costs, prevent lost revenue, and account for and recover expenses. Because Tracker does not require a dedicated server, it may be ideal for small and medium-sized businesses with limited IT infrastructure and resources.

1

Presentation Slides

In this video, we saw that Marcia wants to keep MFP usage within budget by better controlling color printing and copying.



What challenges are Marcia and Doris facing in this scenario?

They want to reduce paper usage and remind people not to print documents in color if it is not necessary. But they've learned that going from person to person to do this is not efficient or effective.

They need a better way to get accurate device usage information, as well as find a way to remind users to behave responsibly.

Using Canon imageRUNNER ADVANCE Tracker, you can easily inform employees about their usage and influence them to change their behavior. Let's see how.

What did we learn from this demo?

Using Canon technology, we configured imageRUNNER ADVANCE Tracker to display personal usage statistics. Tracker can also generate and provide detailed usage reports on device activities, which can be sent via e-mail or viewed using a Web browser. We also saw how Tracker can be used to display corporate messaging and reminders.

Simulator Demo Notes

1

In this challenge, you'll demonstrate key features of **imageRUNNER ADVANCE Tracker**. For the demo, please use the provided Simulator 01, Influence Print Behaviors.

Current Process

Managers want to remind users to print responsibly using double-sided, black-and-white pages. They also want to get insight into current device usage.

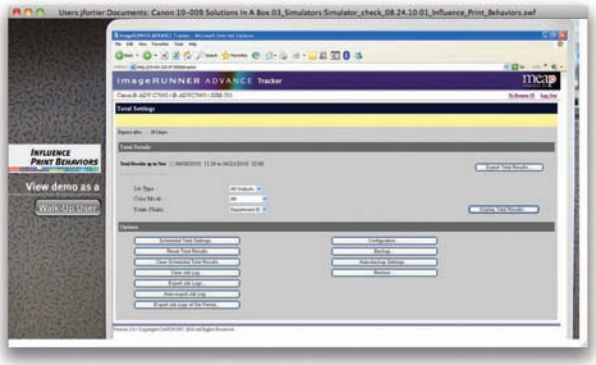
Solution

1. imageRUNNER ADVANCE Tracker can display a simple message to each employee urging them to print more responsibly. The message appears whenever the employee accesses the imageRUNNER ADVANCE system.

2. Managers can also use a Web browser to view and track the current usage of every device where imageRUNNER ADVANCE Tracker is installed.

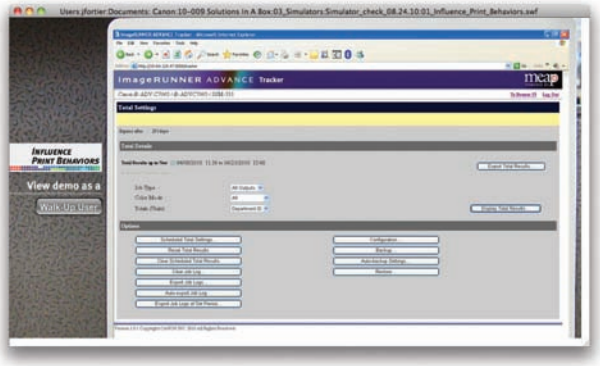
3. Users can also track their own usage. imageRUNNER ADVANCE Tracker can display pop-up reminders that tell them how much they've been printing and what kinds of printouts they've been creating.

In this demo, you will configure imageRUNNER ADVANCE Tracker, show personal usage of imageRUNNER ADVANCE on the device UI, and track the current usage of imageRUNNER ADVANCE devices.

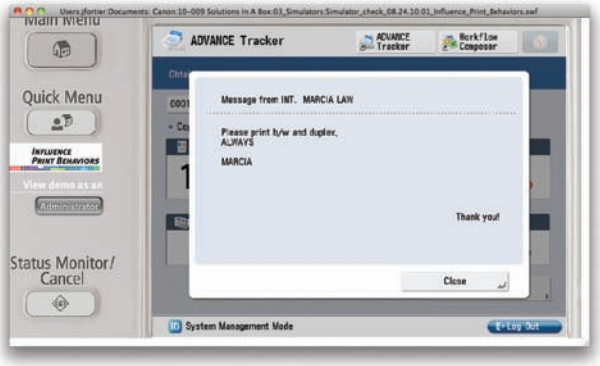


1. Open Simulator 01, **Influence Print Behaviors**. There are two modes to this demo: an Administrator Mode and a Walk-Up User Mode. When the simulator opens, you'll be viewing the demo as an administrator. You'll want to change this setting to start as a user.

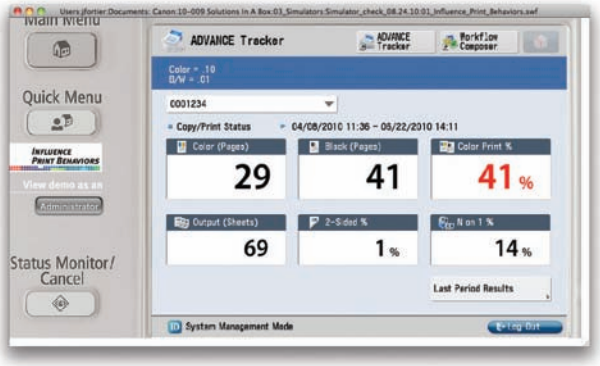
2. To do so, click the **Walk-Up User** button on the left.

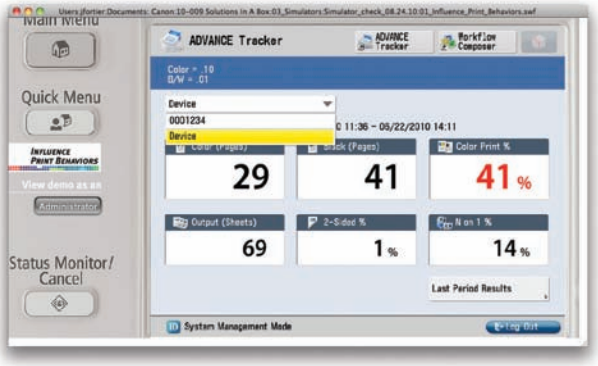


3. A message appears advising the user to print in black and white and duplex. Click **Close**.

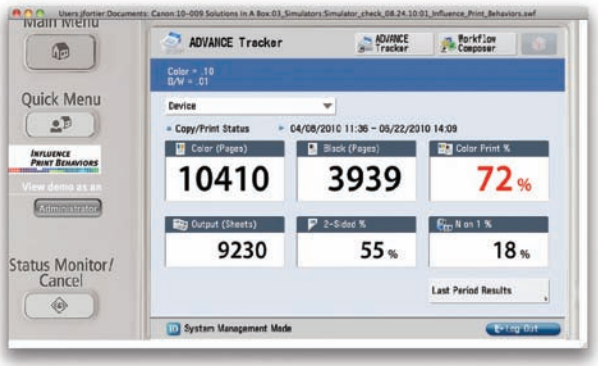


4. A record of personal usage now appears.

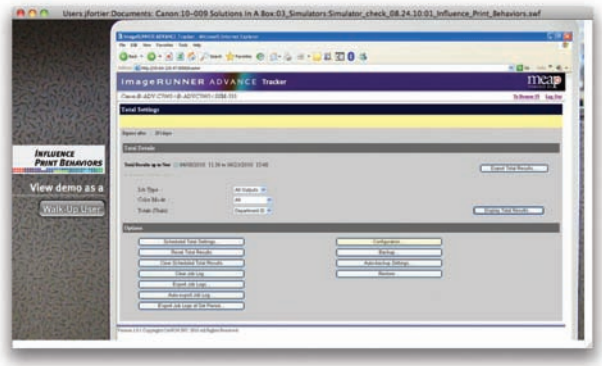




5. Click the drop-down menu that says **001234**. Select **Device**.

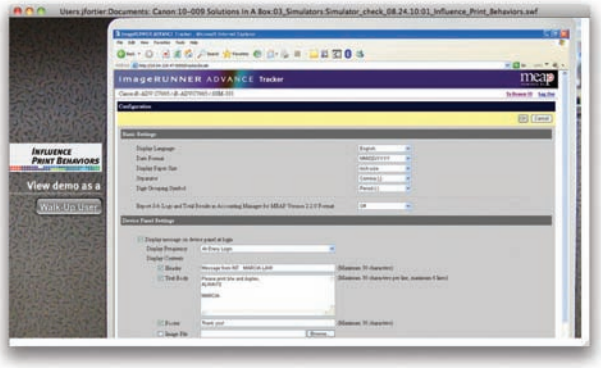


6. You can now see the total device usage statistics. Now let's switch and view the simulator as an administrator. To do so, click the **Administrator** button at left.

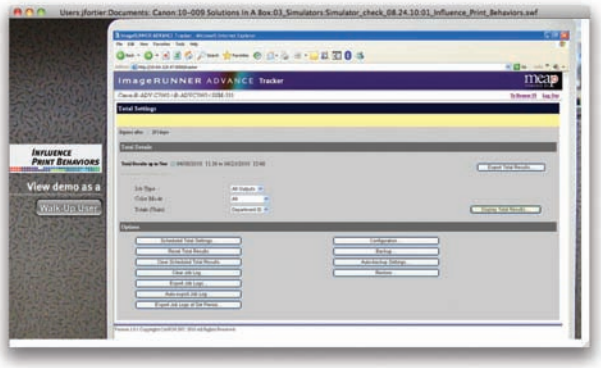


7. You now see the web-based interface of imageRUNNER ADVANCE Tracker. To display a message on the device panel at login, click **Confirmation**, check the "Display message on device panel at login" box and edit the message. The message has already been pre-populated for use in this simulator.

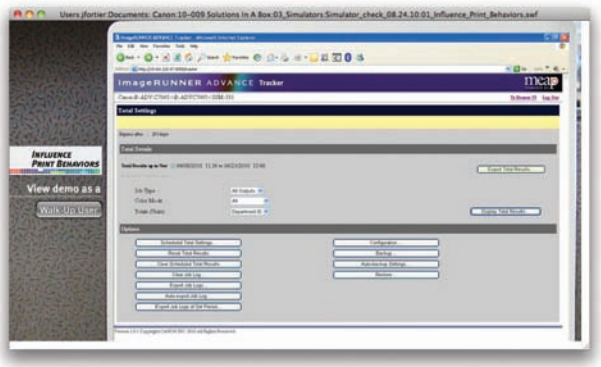
8. Click **OK** to save the changes.

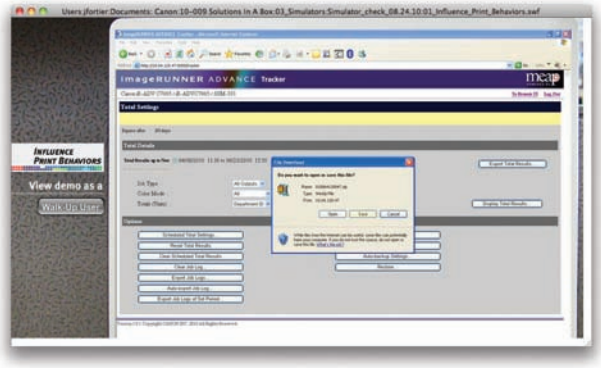


9. To see the total usage of the device, click the **Display Total Results** button at right.

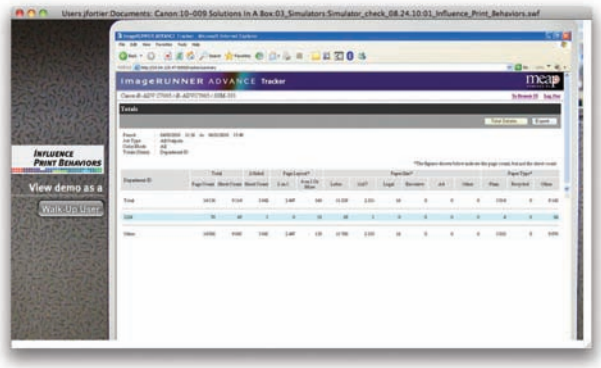


10. To create an Excel report, click the **Export** button at the top right.



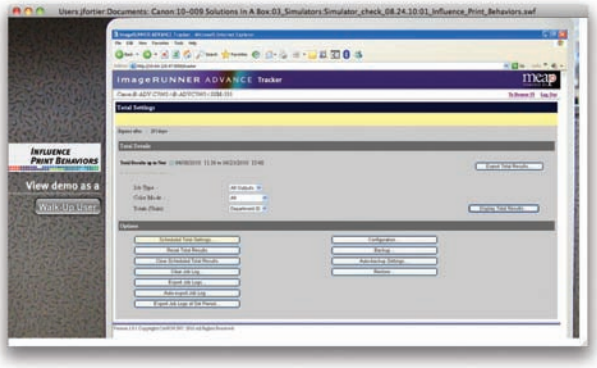


11. Click the **Save** button to save the results.

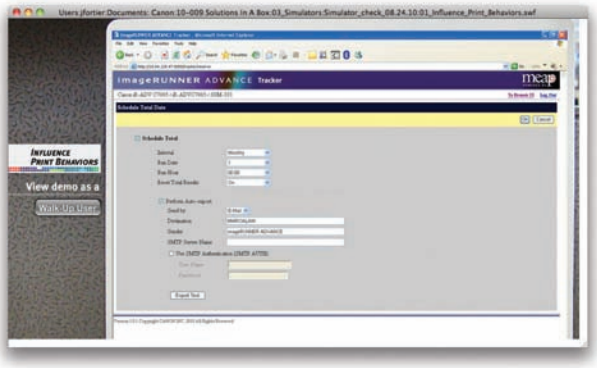


12. Click the **Total Details** button to go back to the main screen.

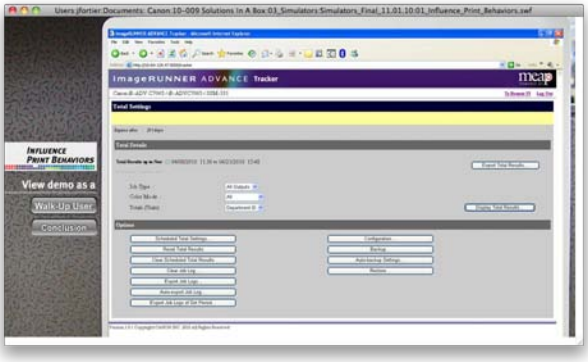
13. Click the **Scheduled Total Settings** button to send a monthly report by e-mail.



14. Click the **OK** button to save the schedule.



15. Click the **Conclusion** button on the left of the screen to view the Summary slide and complete the presentation.



Frequently Asked Questions

1. Do we need a client PC or server to collect data and track the imageRUNNER ADVANCE activity?
No, imageRUNNER ADVANCE Tracker is a serverless application running on imageRUNNER ADVANCE. It can generate reports and e-mails to management or administrators based on schedules.

2. Does Tracker support imageRUNNER?
No, Tracker only supports imageRUNNER ADVANCE. Customers can install and use imageWARE Accounting Manager for MEAP which supports imageRUNNER and provides similar functions.

3. What type of jobs can Tracker monitor on imageRUNNER ADVANCE?
Tracker can monitor Copy, Print, Report, Box, Sent Fax, Receive Fax, and Scan jobs. It can also provide the total number of color or black and white copies.

4. Can Tracker generate reports automatically?
Yes. Users can schedule Tracker to generate reports and have them sent to an SMB folder, FTP folder, or e-mail address.

5. Can Tracker monitor the activity on multiple imageRUNNER ADVANCE devices?
Yes. Customers can install Tracker on all networked imageRUNNER ADVANCE devices and use the Tracker Reporting Tool to compile a summary report based on the collective data.

6. Does Tracker support billing codes?
No, Tracker does not support billing codes. For Billing Codes, please use imageWARE Account Manager Plug-in for EMC.

7. Can Tracker set printing limits and stop printing when users print over limits?
No. Tracker only tracks imageRUNNER ADVANCE system usage. To set printing limits, please use Department ID or uniFLOW Output Manager.

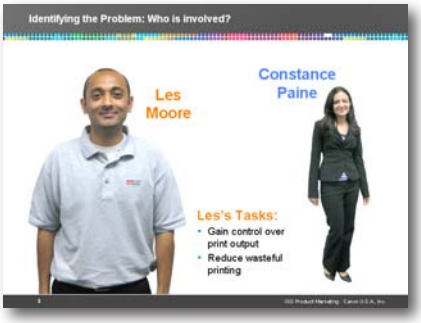
Enforce Print Behaviors

Product Overview

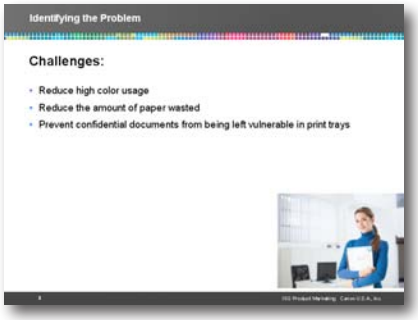
Canon Driver Configuration Tool

The Canon Driver Configuration Tool (CDCT) is a utility for changing the factory default settings on Canon print drivers. You can use it to implement custom drivers that meet the specific needs of your organization. For example, you can change the default print settings or even lock the driver so that it only allows employees to print in secure or cost-effective ways, such as duplex or black and white. The CDCT improves customers' control over their print environments and helps them comply with security, workflow, environmental, and cost-control policies.

Presentation Slides



In the video, we saw that Les needed to gain control over print output and reduce wasteful and expensive printing.



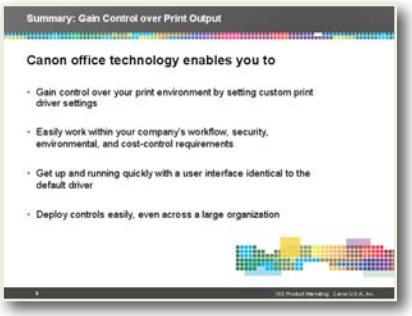
The challenges this office is facing are common. In many companies, more users than ever now have access to high-speed, color devices.

As a result they often print in color when it's not needed and forget to use paper-saving output options.

In addition, documents that contain private information can be printed out and left vulnerable in device print trays.

Using the Canon Driver Configuration Tool, administrators can easily gain control over their print environment.

Let's see how it works.



In this demo, we saw that you can easily create default print settings that conform to your security, workflow, and cost-control requirements.

You can also deploy the driver to users quickly across even large organizations using imageWARE Enterprise Management Console.

(The Canon Driver Configuration Tool is a free application in both 32-bit and 64-bit versions.)

2

Simulator Demo Notes

In this challenge, you will demonstrate a print driver created using the **Canon Driver Configuration Tool**. The driver demonstrated only allows users to print in duplex and black and white.

For the demo, please use Simulator 02, **Enforce Print Behaviors**.

Current Process

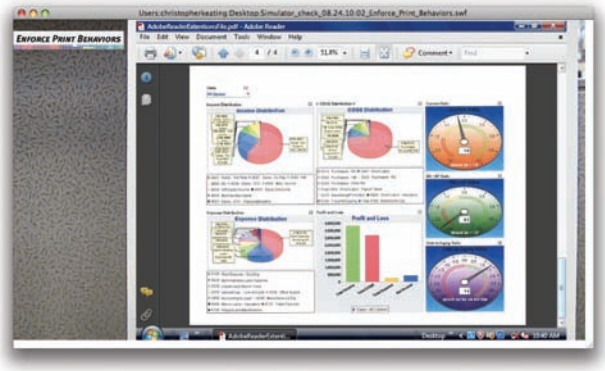
A common challenge companies face today is that IT administrators are unable to restrict unnecessary color printing or require that employees use duplex printing.

Solution

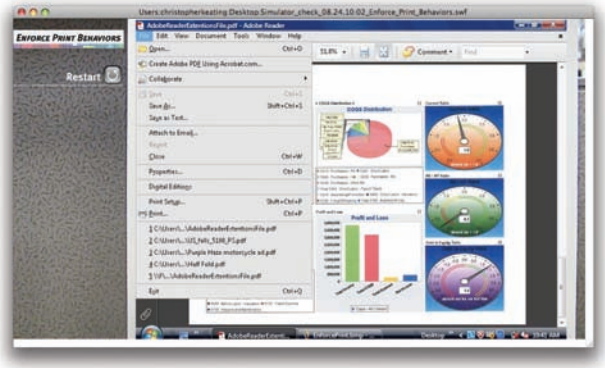
By using the Canon Driver Configuration Tool, administrators can create customized print drivers to meet their print requirements.

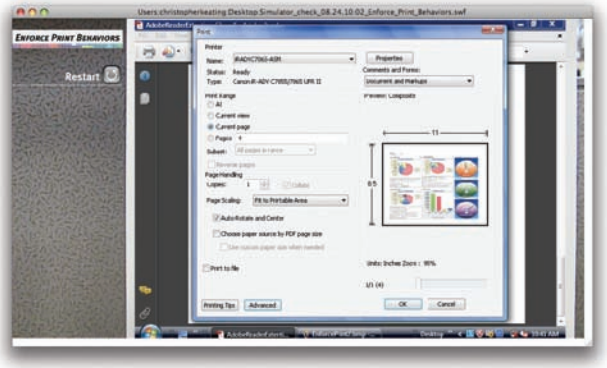
In this demo, you will demonstrate a print driver that allows users to print in duplex and black and white only.

1. Open Simulator 02, **Enforce Print Behaviors**.



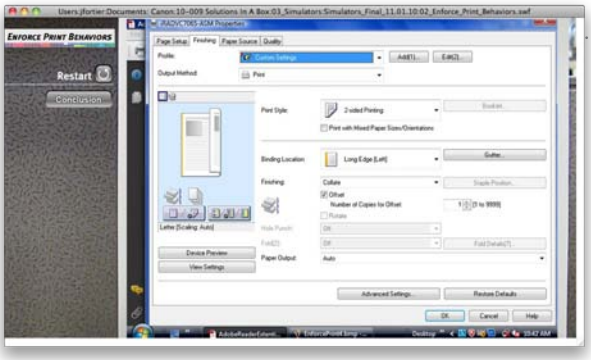
2. You now see a page that you'd like to print. To do so, click on **File**. In the drop-down menu, select **Print**.



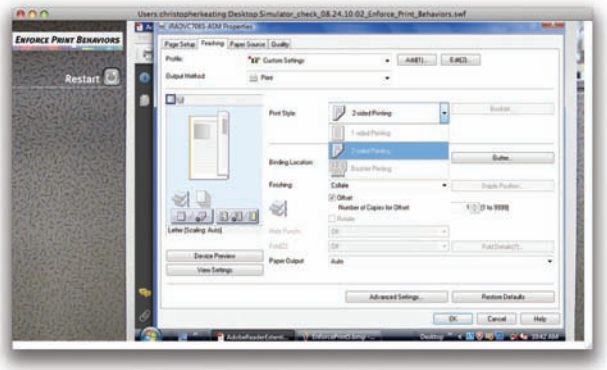


3. You now see the custom print driver dialog. To see how certain print options are limited, click **Properties**.

*Note: A **Restart** button will appear on the left to restart the simulator as necessary.*



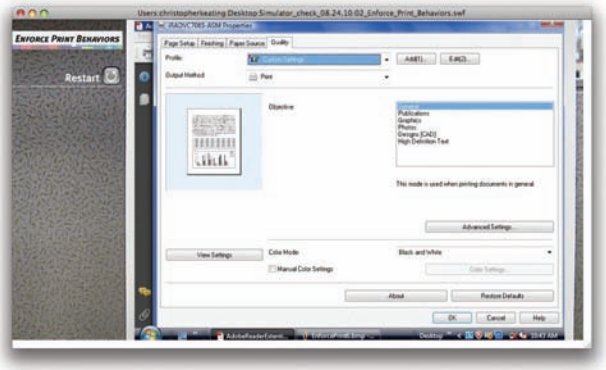
4. Click the **Finishing** tab. In the **Print Style** section of the dialog, select the arrow next to 2-sided Printing.



5. In the drop-down menu, you will see that 1-sided Printing is grayed out. This is because the custom driver only allows users to select 2-sided Printing.

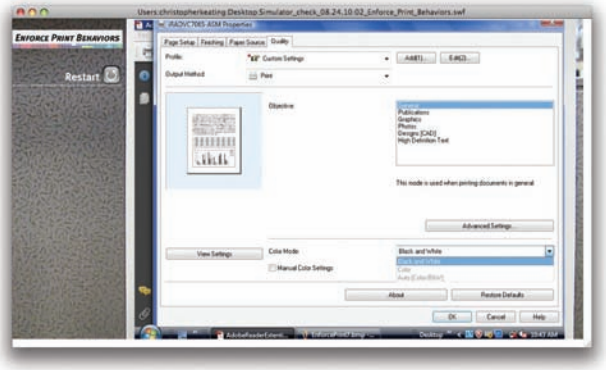
Note: If you enable users to select Booklet Printing, it will also be selectable. Booklet Finisher must be installed.

6. Now click on the **Quality** tab. In the **Color Mode** section of the dialog, select the arrow next to Black and White.

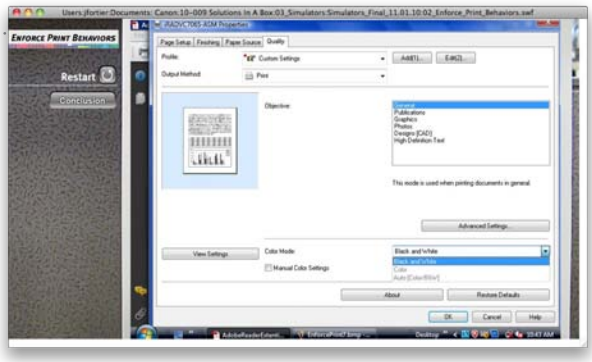


7. In the drop-down menu, you will see that both Color and AutoColor/BW are grayed out. This is because the driver only allows users to select Black and White.

   Note: You may want to explain that you can also require employees to use Secure Print. Secure Print causes the print job to be held at the MFP until the user authenticates, ensuring that confidential documents and information are never left unattended in the print tray.



8. Click the **Conclusion** button on the left of the screen to view the summary slide and complete the presentation.



Frequently Asked Questions

1. Does the Canon Driver Configuration Tool support Mac and EFI print drivers?
No, the Canon Driver Configuration Tool only supports UFRII, UFRII LT, PCL5e/5c, PCL6, PS3 and Generic PCL6 drivers. It does support 32-bit and 64-bit drivers.

2. Can the customized print drivers be pushed out to multiple users?
Yes, by using the imageWARE EMC Printer Driver Management Plug-in, IT administrators can remotely install/uninstall and update print drivers.

Reduce Print Paper Waste

Product Overview

imageRUNNER ADVANCE Desktop Binder Object Layout Editor

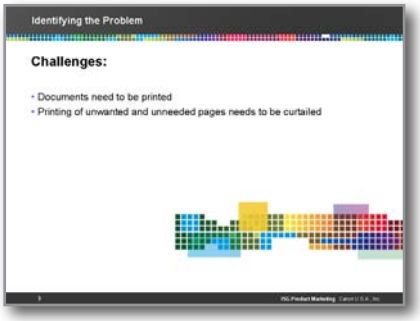
imageRUNNER ADVANCE Desktop Binder Object Layout Editor gives you powerful control over print output. You can easily combine files for printing, reorder pages, set and preview settings, and even remove unnecessary blocks of text or oversized margins. As a result, you can print out only the parts of your documents you need, reducing waste and helping your office comply with environmental policies.

3

Presentation Slides

In the video, we saw Marcia viewing a chart of the total print output of her department. Marcia instructed Doris to find out why the department's carbon footprint is so high.

Doris tried to learn about her coworkers' habits by watching them print and copy. She learned there was a lot of wasteful printing.



Let's look at the key challenges here.

Marcia and Doris know that their office needs to print out documents. But they also need to ensure that users no longer print unwanted or unneeded pages.

Right now Marcia's employees are sending their documents straight to the printer without any regard for exactly what they are printing.

They are often printing out empty Web pages, unnecessary text, and large blocks of white space. They need a way to consolidate their files so they only print what they need.

With the Binder Object Layout Editor in imageWARE ADVANCE Desktop software, you can easily reduce this kind of wasteful printing.

Let's see how the solution works.

What were we able to see from this demo?

Using Canon technology, we were able to easily format a document for more efficient printing.

By removing the unwanted text from the Web page and consolidating some of the information, we reduced the size of the print job by two pages.

Canon offers additional solutions to help improve office workflows.

Do you need to share information with your colleagues?

imageRUNNER ADVANCE devices come equipped with Advanced Box, an onboard storage space. You can save files in personal or shared folders to share them with colleagues.

Do you need a better way to collaborate with a team?

imageWARE Document Server is a document management platform that enables you to store documents with indexing information, making them easy for your colleagues to find.

3

Simulator Demo Notes

In this demo, you will demonstrate the features of **imageRUNNER ADVANCE Desktop - Binder**. For the demo, please use Simulator 03, Reduce Print Paper Waste.

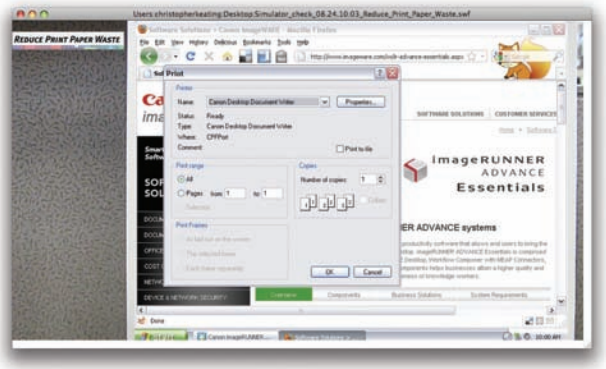
Current Process

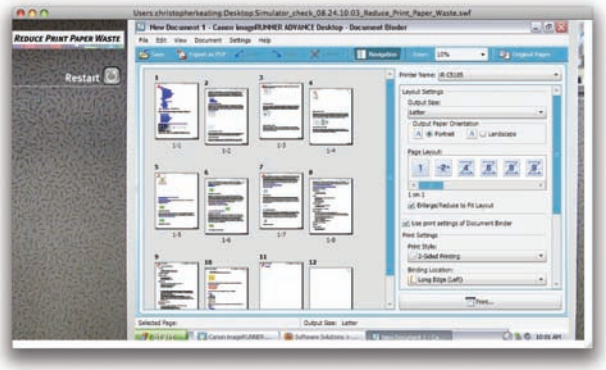
Printing documents is a necessary part of many employees' workday. But it's difficult to ensure that they print only what they want or need. Often, documents like e-mails contain large, unnecessary headers and extra text or white space that wastes paper.

Solution

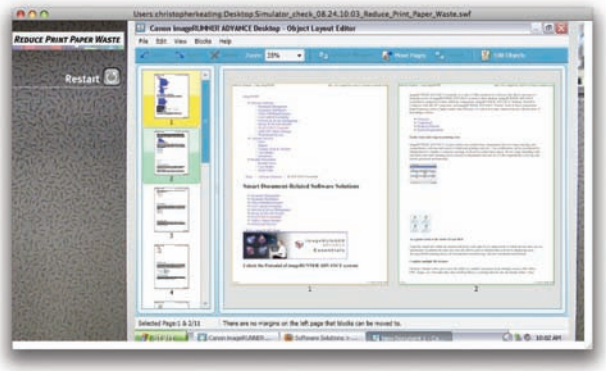
When employees import files directly to the imageRUNNER ADVANCE Desktop-Binder, they can see at a glance how the document will be printed. They can easily remove excess text and headers with the Object Layout Editor, leaving them to print only what they need.

1. Open Simulator 03, **Reduce Print Paper Waste**. It begins with a print dialog which has been opened from a Web page. Click **OK** as though you were intending to print the document.

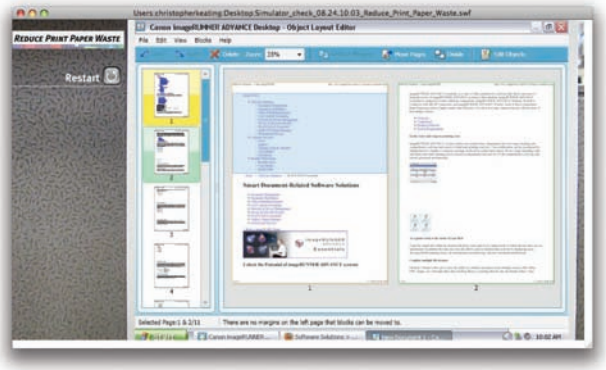




2. Now the Desktop Binder window appears and the document is automatically imported into it. In order to remove unnecessary parts of the file, you will need to open the Object Layout Editor. Select the **Original Pages** button from the top right-hand corner of the toolbar to do so.

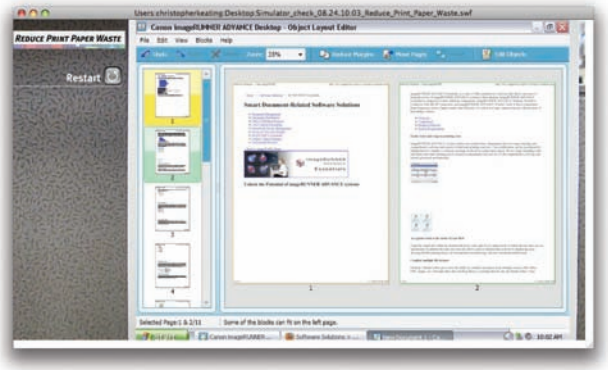


3. The Object Layout Editor opens in Block Mode.

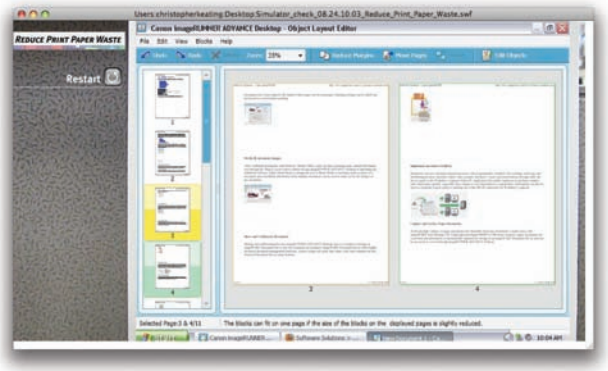


4. The text block at top left contains a series of links that you don't want to print out. Click that block to select that text. To remove it, click the **Delete** button on the toolbar.

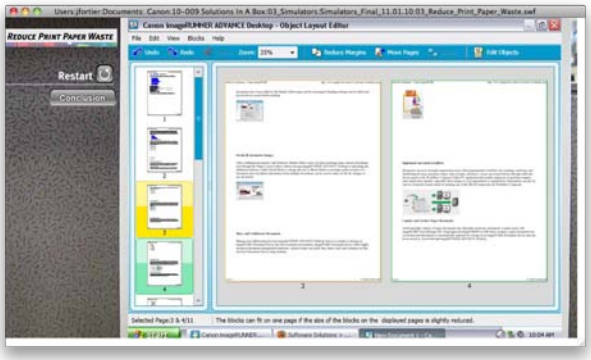
5. All text within the block is removed.



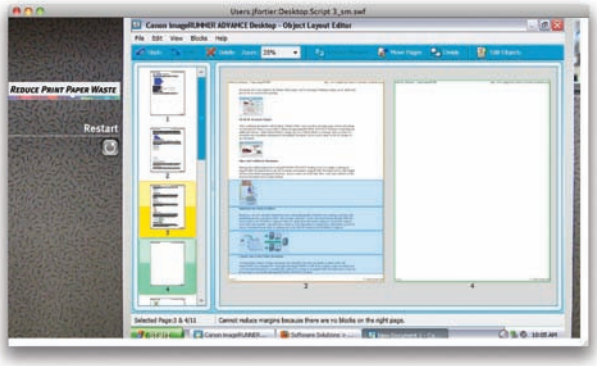
6. When printing Web pages, wide margins often cause largely blank pages to print out. Let's remove them, too. In the page selector at the left-hand side of the interface, select page 3.



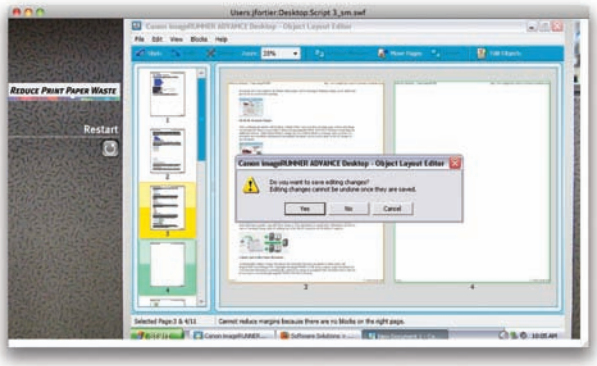
7. In the toolbar, click the **Reduce Margins** button.



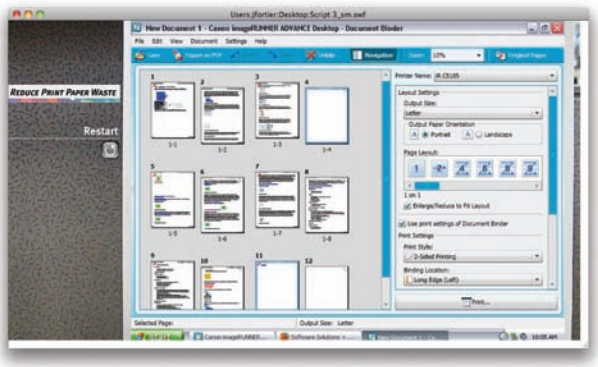
8. In the pop-up dialog, click **Yes**.



9. The information has been consolidated onto a single page. Now you're ready to print. Click the red **X** button in the top right corner of the simulator to exit.

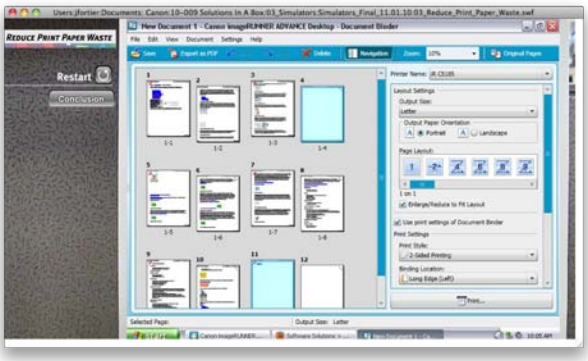


10. In the pop-up dialog, click **Yes** to save changes made to the document.

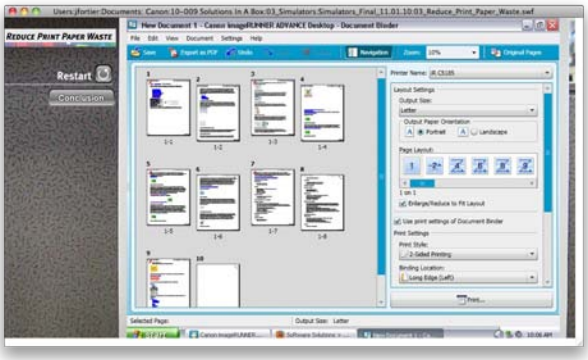


11. You'll now notice that the print preview has been changed to reflect the changes made within the Object Layout Editor.

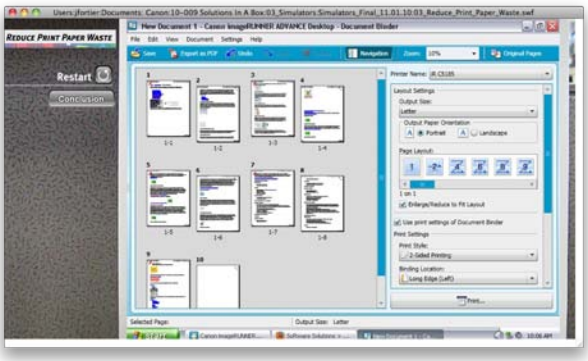
12. Now you can remove the blank pages to shorten the length of the document. Select pages 4 and 11, then press the **Delete** button in the toolbar.



13. You have now reduced your document by two pages, just by removing unnecessary text and white space.



14. Press the **Conclusion** button on the left of the screen to view the Summary and Additional Solutions slides and complete the presentation.



Frequently Asked Questions

1. Does the imageRUNNER ADVANCE Desktop software need to be open in order to use Binder?
No, documents can be imported directly into Binder by choosing the "Canon Desktop Document Writer" print driver.

2. What kinds of documents can be imported into Binder?
Any document can be imported into Binder as long as the software used to create the document is present on the same computer as Binder.

3. How are documents imported into Binder?
Documents can be imported into Binder either through dragging and dropping a document in the Desktop document library to the Binder icon in the output bar or printing files using the "Canon Desktop Document Writer" printer driver.

4. What is the difference between Block Mode and Detail Mode in the Object Layout Editor?
Block Mode, which is used in this scenario, can be used to remove entire blocks of text and consolidate information. Detail Mode can be used to make small, last-minute changes to the text in a document without altering the original.

5. Will the document lose the print settings that have been set after it is printed?
A Binder document can be saved as either a Binder document (iwb) or exported as a PDF. When saved as a Binder document, all of the print settings that were set by the user are saved.

Prevent Print Frustrations

Product Overview

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.

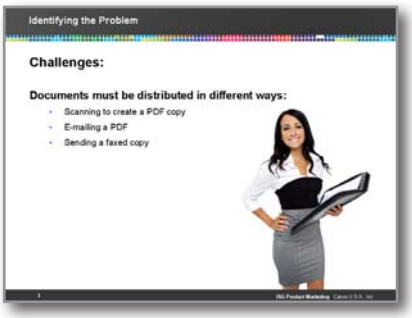
Presentation Slides

In the situation we've just seen, Marcia delegated two tasks that needed be completed before an important meeting that started in 30 minutes. She needed Anna to scan a document, create a PDF, e-mail it to the Production department, and fax a copy to Legal.

April was also given a document. She had to make a copy, e-mail a PDF of it to Accounting, and fax a copy to the Chicago office.

We saw the two women walk away to complete the tasks, but they approached them in very different ways.

Did April complete the task as easily as Anna? No. As we saw, April is often delayed either by coworkers or by uncooperative devices.



So what tasks are involved in this process?

First, the documents need to be scanned to create a PDF copy. Once the copy is made, it then needs to be e-mailed to some destinations and faxed to others.

What are the challenges April is facing in this scenario?

First she tried to print a copy of the original document on a printer that was currently being used by her coworker Doris.

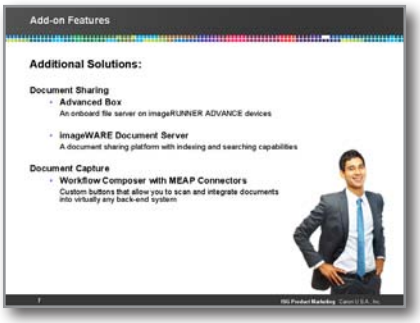
Next we saw that she tried to fax the document on a machine that was not working properly.

Finally, when she wanted to scan the document and make a copy, she was unable to find it.

Using Canon imageWARE ADVANCE DESKTOP software, this series of tasks can quickly be completed. Let's see how.

What were we able to achieve from this demo?

Using Canon technology, you can find out print status of the devices immediately, see which one has errors, and avoid sending a job to a device with low paper or toner.



Canon offers additional solutions to simplify multi-step tasks.

Do you need to share files with others?

imageRUNNER ADVANCE devices come equipped with Advanced Box, on onboard storage space. You can save files in shared folders that your colleagues can access.

Do you need a better way to collaborate with colleagues?

imageWARE Document Server is a document management platform that enables you to store documents with indexing information, making them easy for others to find.

4

Simulator Demo Notes

In this challenge, you will demonstrate a key capability of **imageRUNNER ADVANCE Desktop**. For the demo, please use Simulator 04, Prevent Print Frustrations.

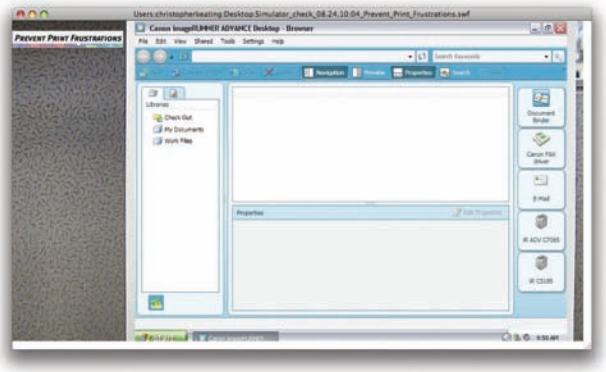
Current Process

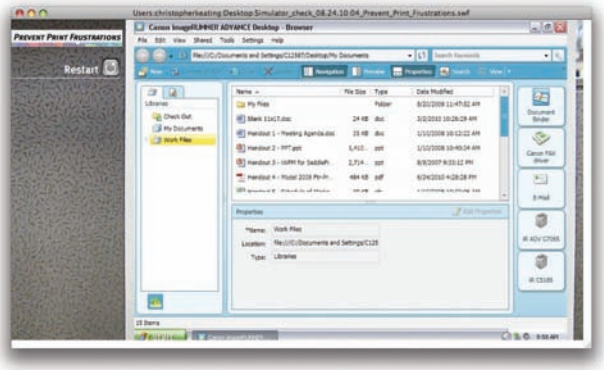
When employees need to print time-sensitive information, they typically send the file to their default printer without checking if it is available and working. Unfortunately, if the printer is already being used for a large job or if toner or paper is missing, the printout might be delayed. This requires the user to waste time sending the job to a different printer.

Solution

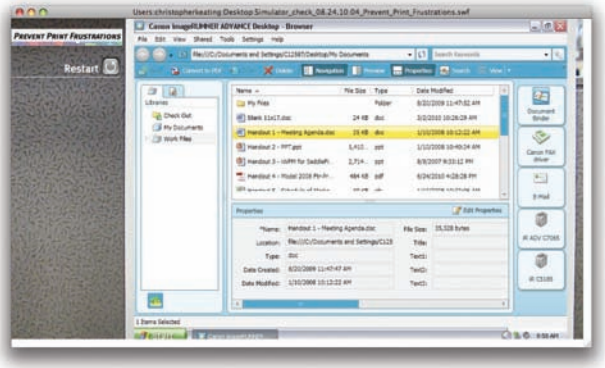
Using imageRUNNER ADVANCE Desktop, employees can quickly check the status of every print device installed on their PCs. To do so, they simply roll over the printer's icon on the output bar of the Desktop interface with their mouse. This prompts the software to retrieve the printer information, telling the user with easy-to-understand icons if the device is ready to print or not.

1. Open Simulator 04, **Prevent Print Frustrations**. It begins with the imageRUNNER ADVANCE Desktop interface.

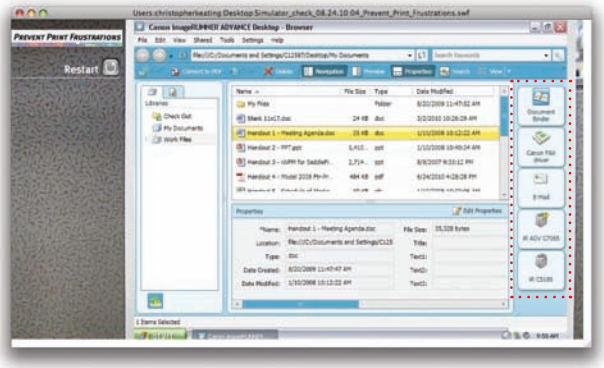




2. In the **Libraries** tab at left, select the **Work Files** folder. This is where the document you'll be printing is stored.

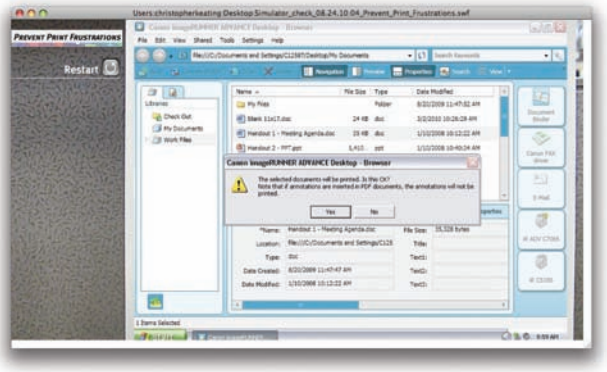


3. The files inside the folder appear in the main window. Click to select the file named **"Handout 1 - Meeting Agenda."** This is the file you'd like to print.

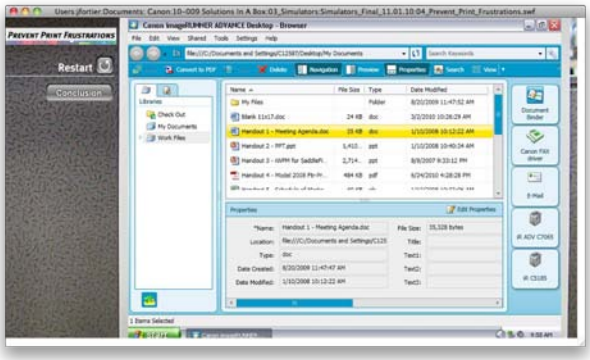


4. The file is now selected. To find a printer, roll over the output bar at the right of the screen with your mouse to retrieve print settings. If a printer has a yellow exclamation point, it is NOT ready for printing.

5. Click on the printer button that doesn't have the yellow exclamation point. In the pop-up dialog, click **Yes** to confirm printing.



6. Press the **Conclusion** button on the left of the screen to view the Summary and Additional Solutions slides and conclude the presentation.



Frequently Asked Questions

1. Is Desktop able to automatically retrieve the printer status for the print drivers on the PC?
No, the device drivers must be converted to OM ports and the "Display device status" option must be selected in the settings of the device icon on the output bar. To convert the device ports to OM ports, the "imageRUNNER ADVANCE Desktop Monitor Tool Setup" program must be run. This program is automatically installed with imageRUNNER ADVANCE Desktop. Changing the ports from IP to OM does not affect the normal printing process or procedure.

2. Does retrieving print settings cause a lot of traffic on the network?
The retrieve device status function only operates when the user puts their mouse over the device icon in the output bar. The impact on network traffic is extremely low.

3. How can the user find out what is wrong with the device if an error or warning icon appears?
If an error or warning icon appears when the user retrieves the device status, the user can launch the Remote User Interface by right-clicking the device that has the error or warning and choosing "Launch Remote UI" from the menu.

Productive Device Access

Product Overview

Access Management System (AMS)

The Canon Access Management System allows you to control access to an imageRUNNER ADVANCE at both the device and functional level. Device Level Login requires users to authenticate before accessing any functions or features on the device. Function Level Login offers flexible restriction of various functions such as Fax or Scan and Send by settings roles and permissions.

The Access Management System Function Level Login feature brings customization to device security and management for productive user access. User access to a device can be customized to require authentication only for those features that are restricted. For example, commonly used functions such as copying can be open to all users, not requiring login. However, security-sensitive functions such as sending can be restricted to require authentication to help reduce the risk of information leaks. In addition, the Function Level Login feature allows customization of user access to features within a function, offering added security control and the ability to restrict costly output features to reduce expenses.

5

Presentation Slides

In the video we saw, Les, the IT administrator, had to lock down all of the company's devices as a security measure after a temporary worker breached company policy and used one of the devices to send out confidential information.

Now every employee in the company must authenticate before using a device, no matter what function they wish to use—even if it's merely copying a document.

The process of having to login/authenticate—even for the smallest tasks—is frustrating users and hampering productivity for all.

Let's take a closer look at the issue.

Most of us can relate to this video. It's always hard to find a good middle ground between security and productivity.

Users want immediate device access for an efficient and productive use of their MFP in office tasks.

IT administrators need to be able to easily set up and monitor device and user security policies. In addition, they need to ensure that users adhere to these policies. That means users are also responsible for keeping up to date on those policies.

In other words, IT needs to maintain security, yet users want a hassle-free experience.

Using Canon technology, customized user access is possible.

Now users need to login/authenticate only to access restricted features. Plus IT administrators gain tighter control over users' rights and access to features and functions.

The benefits of this solution are clear.

Using Canon technology, productivity and security can work seamlessly together. Instead of forcing a one-size-fits-all type of device security, now you can customize your device security and enhance your productivity. For example, commonly used functions such as copying can remain freely accessible to all users, while security-sensitive functionality like sending can be restricted, requiring authentication.

Function Level Login can also provide a quick return on investment. It comes standard on imageRUNNER ADVANCE devices, so it requires no up-front costs. You can also use it to restrict features within functions to limit users' access to certain features, or restrict access to costly output options like color copying, and run a more efficient office.

Canon also offers additional solutions which can complement the Access Management System.

The imageWARE Enterprise Management Console Access Management Plug-in provides easy and efficient deployment of user access settings to multiple devices.

Note: Requires installation of the Canon Enterprise Management Console.

5

Simulator Demo Notes

In this challenge, you will demonstrate the **Access Management System's (AMS) Function Level Login**, a standard feature on all imageRUNNER ADVANCE systems. For the demo, you will use Simulator 05, Productive Device Access.

Current Process

In many organizations, administrators fully lock down devices as a security measure. In other words, all users would be required to authenticate before accessing the device, even for relatively safe functions such as copying. Such a measure impedes productivity and causes frustration among users.

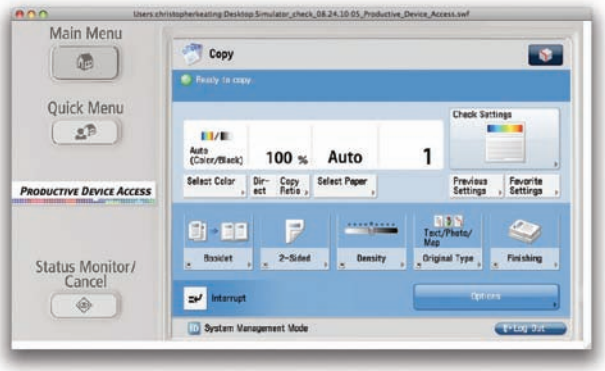
Solution

The AMS Function Level Login feature provides the flexibility for companies to customize device security and management for productive user access, all in accordance with their security policies.

In this challenge, you will demonstrate how Function Level Login works. In this simulation, common, safe features like Copy are unrestricted and accessible for all users. But more security-sensitive features such as Scan and Send are restricted, requiring authentication.

1. Open Simulator 05, **Productive Device Access**.

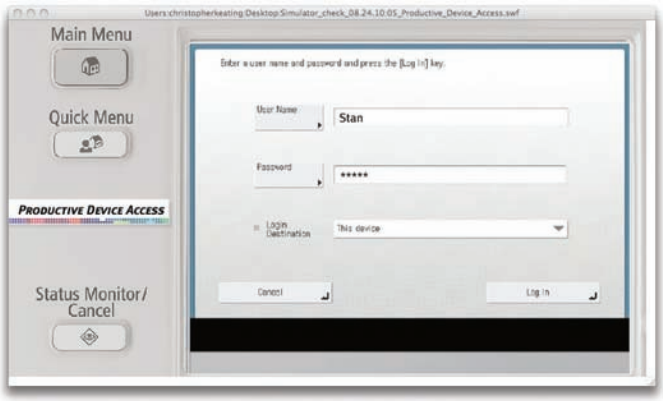
2. It begins with the device interface. Click **Copy**. This takes you right into the Copy function, because it is not restricted and requires no authentication.



3. Click the **Main Menu** button.

4. Now click **Scan and Send**.

5. Because **Scan and Send** is a restricted function, you are now prompted for authentication. The simulator will automatically populate the user credentials. Click **Log In** to complete authentication and access the Scan and Send features.



6. Click the **Conclusion** button on the left of the screen to view the Summary and Additional Solutions slides and conclude the presentation.

Frequently Asked Questions

1. Is Access Management System (AMS) standard on all imageRUNNER ADVANCE models?
Yes, AMS is a standard device authentication system on all imageRUNNER ADVANCE models.

2. Do imageRUNNER ADVANCE models come installed with AMS?
Yes, AMS is installed on the device and comes standard with LMS certification, which simply needs to be activated.

3. Is it possible to use Access Management System (AMS) to restrict access at the device level and function level?
Yes, AMS provides the flexibility to restrict device access at device level and at function level.

4. Please explain Device Level and Function Level Login.
Device Level Login locks down the whole device, requiring the user to authenticate before gaining access to device features. The Function Level Login option combines security and productivity in device access by requiring authentication only for restricted functions. For example, common walk-up functions such as Copy can be unrestricted for open access, while security-sensitive functions such as Send can be restricted to require authentication for access.

5. How do you register users for Access Management System (AMS)?
AMS users can be registered via the Remote UI by activating SSO-H, then assigning user roles and credentials.

6. What is the maximum number of users that can be registered to AMS, per device?
Up to 1,000 users can be registered for each device.

7. Is it possible to deploy AMS user credentials to multiple devices or a fleet of devices?
Yes, this is possible. An optional Access Management Plug-in with the imageWARE Enterprise Management Console (EMC) is available to deploy and centrally assign and manage user roles and credentials.

8. Can Access Management System (AMS) be integrated with Active Directory?
Yes, AMS can be integrated with Active Directory.

9. Can PC printing be controlled with Access Management System (AMS)?
Yes, a free print driver add-in is included in the AMS Kit to control printing from the PC environment.

10. Can Access Management System (AMS) be integrated with card authentication?
Yes, AMS can be integrated with Advanced Authentication-Proximity Card (AA-Prox). Also, for customers who intend to purchase or who already have uniFLOW, AMS can be integrated with uniFLOW for card authentication.

11. What is the difference between Access Management System (AMS) and Authorized Send (ASEND)?
AMS is designed to provide device security and user access control, which also includes cost-control features to control output costs. ASEND is designed to provide a secured digital document distribution or secured Send features. Authorized Send is an adaptable solution that integrates with and can authenticate to a wide variety of common authentication servers such as Active Directory, Novell® eDirectory, and Lotus® Domino using Kerberos (Active Directory), NT LAN Manager (NTLM), and LDAP protocols. This enterprise-level integration also provides send-to-self functionality, Home Directory support,* and authenticity from the sender to recipients since the sender's address is automatically placed in the "From" field of messages.

*Home Directory support is only available with Active Directory authentication servers.

Execute Routine Tasks in Less Time

Product Overview

Quick Menu

The Quick Menu allows you to combine and access commonly performed tasks with a single button. These buttons can be pre-programmed to execute multiple steps at once within a function, including copying and finishing operations. Workflow Composer buttons can also be displayed and accessed on the Quick Menu screen.

Presentation Slides

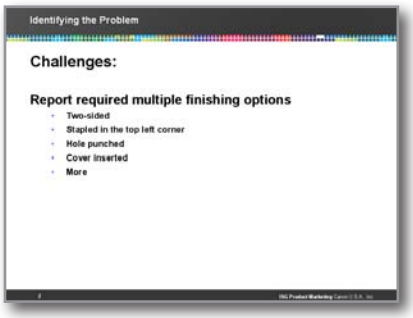
In this video, we saw that when April was out of the office, she wanted Darren to help her create a weekly report.

There were several steps involved to complete them, and only April knew them. What Darren also didn't know was that he would be asked to repeat the same job again at the end of the day.

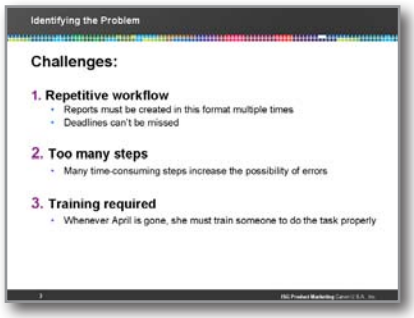
Darren, a seasoned salesman, is trying to teach Jo, an intern, how to do the sales document process. We all can relate to a situation where we had to teach someone how to do daily activities.

Was Darren able to teach Jo what needs to be done? The answer is no.

As with any other business process, it's not that easy for a person to understand a long, multi-step process without practice. Yet Jo was forced to try the task on her own when Stan decided to go to lunch with Darren.



The challenge Darren faced was that there were multiple print options he needed to select to ensure that the report was output correctly. He needed it to print on two sides, be stapled in the top left corner, have a cover, and more.



What are the challenges that April and Darren face in this scenario?

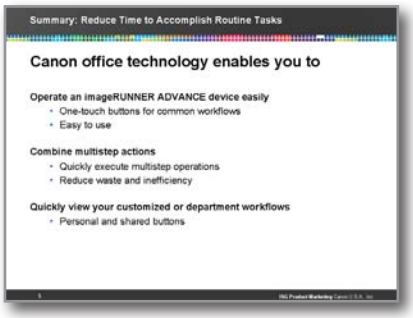
Every week April needs to create a specific report.

But there are many time-consuming steps to ensure that it outputs correctly.

Unfortunately, April is the only one who knows every detail, and she must train someone whenever she is out of the office.

With imageRUNNER ADVANCE Quick Menu, completing a complex, repetitive task can be as simple as pressing a button.

Let's see how it works.



What did we learn from this demo?

Using Canon technology, we saw how easily you can find a personal Quick Menu button so that you could go back to repeat a job at any time. This saves time and increases productivity.

In addition, we also saw that you could place a button in the shared tab so that anyone with access to the device could also use the workflow. This helps to ensure that deadlines are met and that quality is consistent.

Simulator Demo Notes

6

In this challenge, you will demonstrate the imageRUNNER ADVANCE **Quick Menu** feature and **SSO-H Login** Method. For the demo, you will use Simulator 06, Execute Routine Tasks in Less Time.

Current Process

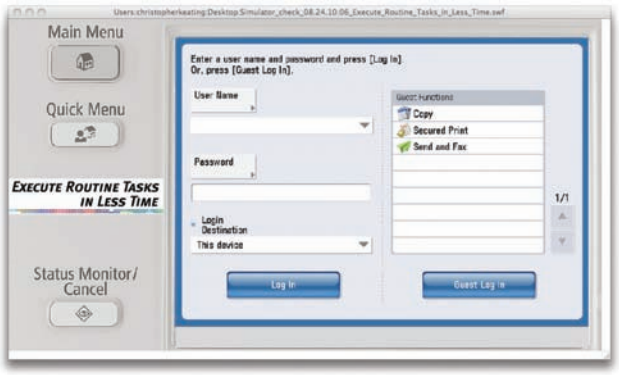
Often companies have complex standards for reports and documents. They may require specific finishing features that only a few employees know. New or unfamiliar employees must learn and remember these complex workflows—or errors can result.

Solution

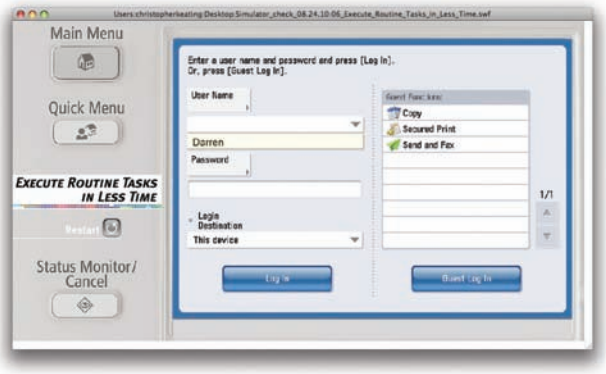
You can easily compress these workflows into single buttons on the imageRUNNER ADVANCE **Quick Menu**. A single button can execute multiple finishing features or functions at once.

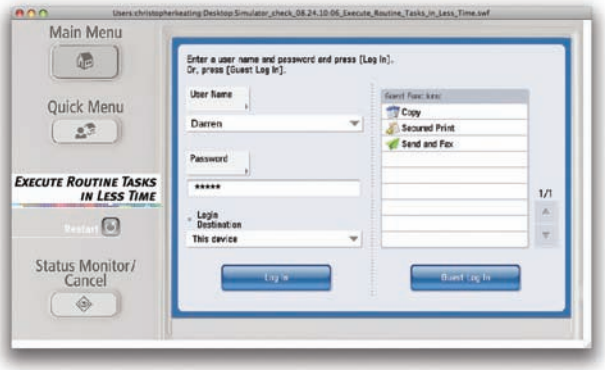
In the simulator, you will demonstrate how to quickly execute these workflows. In the demo (like the video provided for this feature), you'll access the **Quick Menu** for a user named Darren. You'll then find out how to use shared buttons to execute the same workflow.

1. Run Simulator 06, **Execute Routine Tasks in Less Time.**



2. Click the **User Name** drop-down menu and select **Darren** as the user. The simulator will populate the password field.

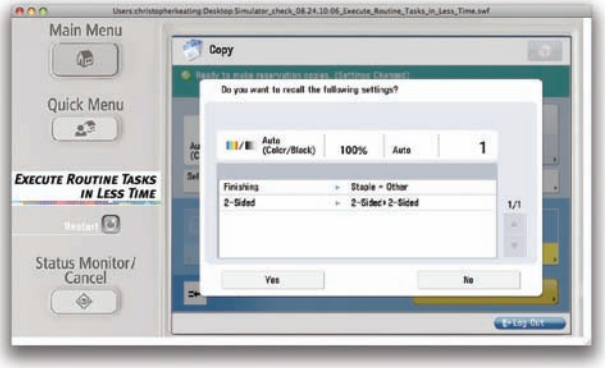




3. Click the **Log In** button.

4. Click on the **Quick Menu** key.

5. Click the **Darren's Report** button.

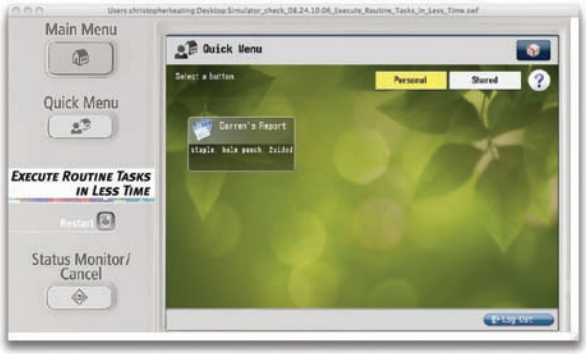


6. Click the **Yes** button to confirm the settings.

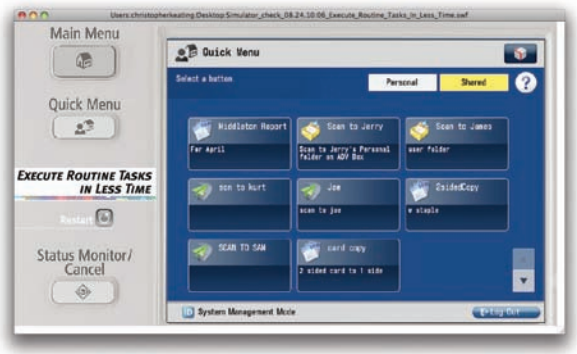
7. Click on **3** to select number of copies.

8. Click the **Start** button.

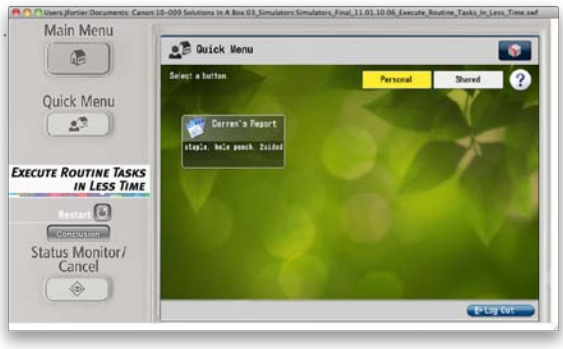
9. The screen will change to show the steps required to complete the operation. Once the operation is complete, the simulator will go back to the default screen.



10. From here you can also demo the same operation by using a shared button. At the top right, click the **Shared** button. Then click the **Middleton Report** button to demonstrate the Shared workflow.



11. Click the **Conclusion** button on the left of the screen to view the Summary and Additional Solutions slides and conclude the presentation.



Frequently Asked Questions

1. How many buttons can be set up on the Quick Menu screen?
imageRUNNER ADVANCE C5000, C7000, C9000 PRO, 6000 and 8000 Series: Up to 15 Personal and 15 Shared buttons can be registered per user on the Quick Menu. A total of 3,000 Quick Menu buttons can be registered per device.

imageRUNNER ADVANCE C2000 Series: Up to eight Personal and eight Shared buttons can be registered per user on the Quick Menu. A total of 1,600 Quick Menu buttons can be registered per device.

2. Can the size, order, and name of the buttons be customized?
Yes.

3. How many wallpaper options are available?
imageRUNNER ADVANCE C5000, C7000, C9000 PRO, 6000 and 8000 Series: Users can choose from any of eight available wallpaper options.

imageRUNNER ADVANCE C2000 Series: Users can choose from any of five available wallpaper options.

4. Which screen can be set as the default screen?
Any of the feature screens from the Main Menu or the Quick Menu can be set as the default screen.

5. Can Quick Menu settings be configured for the entire fleet of imageRUNNER ADVANCE devices globally, using imageWARE Enterprise Management Console (iW EMC), for example?
At this time, settings need to be configured per individual device.

6. What is the difference between a one-touch button and a Workflow Composer button?
A one-touch button combines steps within one function, such as Send, while a Workflow Composer button combines steps from multiple functions such as Copy and Send. Both one-touch buttons and Workflow Composer buttons can be saved to the Quick Menu for easy access.

Compress Multi-Step Business Tasks

Product Overview

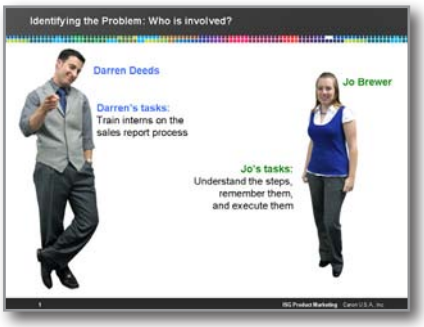
Workflow Composer with MEAP

Canon Workflow Composer enables you to compress multi-step business processes into convenient, one-touch buttons. They can consolidate and streamline manual workflows, such as scanning, printing, faxing, and e-mailing both hard-copy and electronic documents.

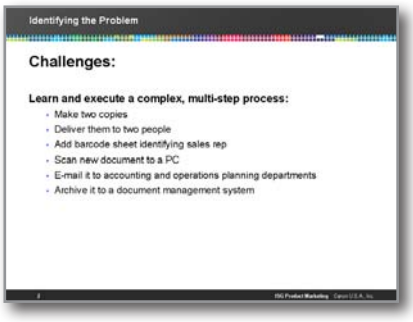
When you combine Workflow Composer with MEAP connectors, you can easily create one-touch buttons that integrate your imageRUNNER ADVANCE device with external or back-end systems. The buttons are easy to create, either from the device interface or a PC using the Workflow Composer Editor.

7

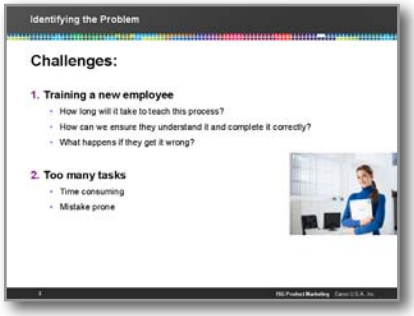
Presentation Slides



In this video we saw that Darren had to train Jo on a multi-step process involving sales reports.



The process involved a large number of time-consuming manual and digital steps. First Jo had to make two copies of the report and deliver them to two people. Then a copy had to be made and combined with a cover sheet that contained a barcode that identified the sales representative on the account. This composite document then had to be scanned again, e-mailed to two departments, and integrated into a file management system.



What are the challenges Darren and Jo are facing?

First Darren needs to teach Jo this complex process. It is difficult for Darren to ensure that Jo understands all of the steps she needs to complete. In our video, if she fails, the company may lose a big deal.

For her part, Jo was thrown into a task for which she wasn't prepared. Simply put, there were too many tasks for her to remember.

Using Canon Workflow Composer, this complex job can be as simple as pressing a button on the imageRUNNER ADVANCE control panel.

Let's see the solution in action.

What did we learn from this demo?

Using Canon technology, we completed a multi-step business process with a single button. It involved copying, merging electronic and hard-copy documents, and sending them to multiple destinations.

We also saw that by using a descriptive name for the button, we could make it easy for anyone to complete the process.

Canon offers additional solutions to simplify office workflows.

Do you capture or process forms or other documents in your workflows?

Canon imageWARE Scan Manager enables you to automatically scan a document, add indexing information, and integrate it with a database or other back-end system.

Do you need to share the information with your colleagues?

imageRUNNER ADVANCE devices come equipped with Advanced Box, a convenient, onboard storage space. You can save files in personal or shared folders for easy collaboration.

Do you need a better way to collaborate with colleagues?

imageWARE Document Server is a document management platform that enables you to store documents with indexing information, making them easy for your colleagues to find.

Do you integrate your documents with document management systems?

With Workflow Composer and MEAP connectors, you can scan and add indexing information to a document using your imageRUNNER ADVANCE device keyboard. If you use Microsoft SharePoint or imageWARE Document Server, you can also browse through your home site, team site, or libraries to store and index files.

7

Simulator Demo Notes

In this challenge, you will demonstrate some features of **Canon Workflow Composer**. For the demo, you will use Simulator 07, Compress Multi-Step Business Tasks.

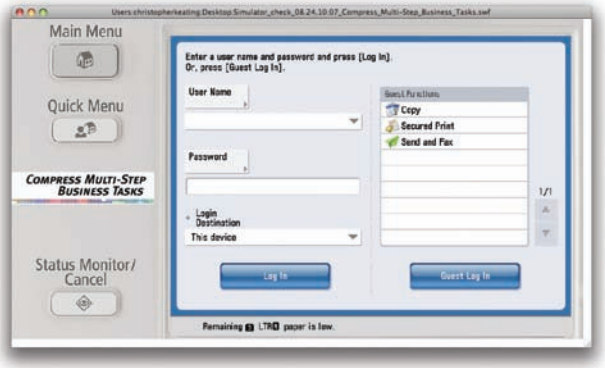
Current Process

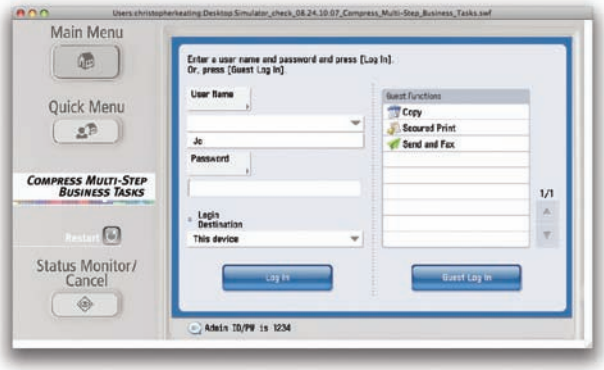
Many offices today have manual document processes that require multiple steps where mistakes can be made. For example, in the video corresponding to this demo, whenever a sales rep completes the sales order form, he has to make a copy and physically deliver it to a sales administrator. Once the sales administrator gets the order, she has to print a barcode sheet. She then puts the barcode sheet on top of the sales order and scans it to her PC. The scanned images then need to be sent to various e-mail destinations and to a network file server. Finally the sales administrator has to store the sales order for her records. It's a long, cumbersome process.

Solution

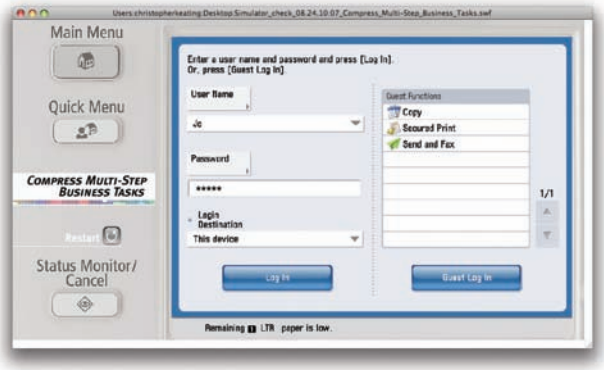
Workflow Composer can compress these multi-step manual processes into a single button. In this demo we'll see how a single button scans an order, merges it with a barcode sheet stored in a Mailbox, e-mails it to the correct addresses, and stores it in a network file server.

1. Open Simulator 07, **Compress Multi-Step Business Tasks**. It begins with a login screen.



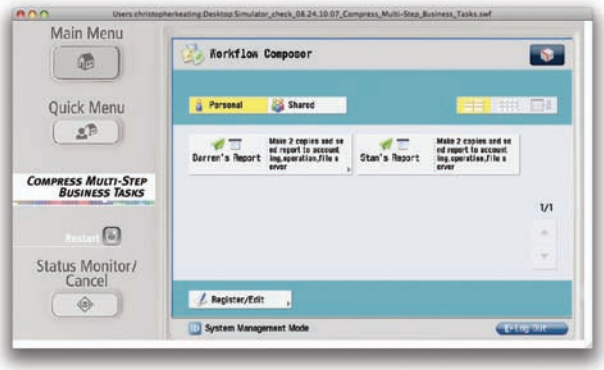


2. Click the **User Name** drop-down menu, and choose **Jo** as a user. The simulator will populate the password field.



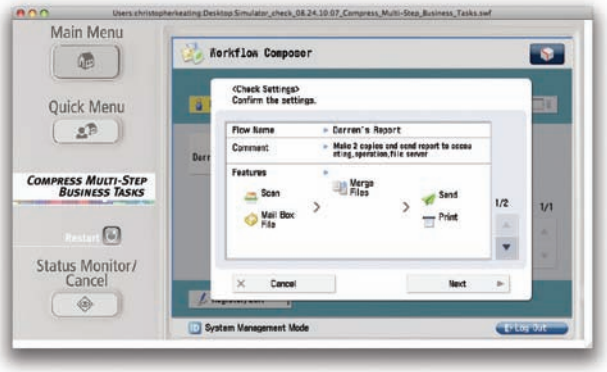
3. Click the **Log In** button.

4. In the Main Menu, click the **Workflow Composer** button.

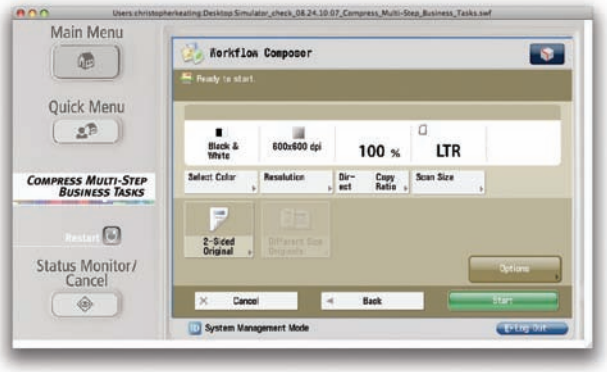


5. You'll now see two buttons: **Stan's Report** and **Darren's Report**. Each one is designed to complete a workflow specific to that salesperson. Click on the **Darren's Report** button.

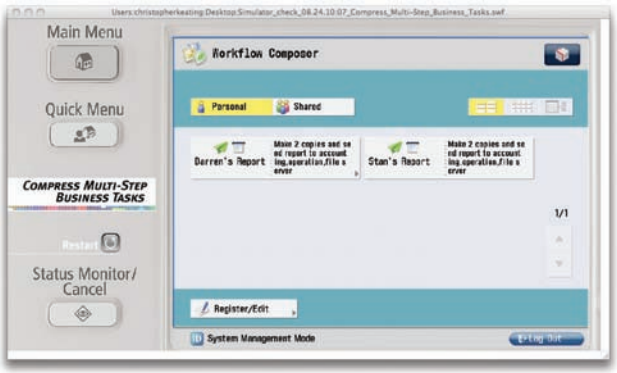
6. Click the **Next** button.



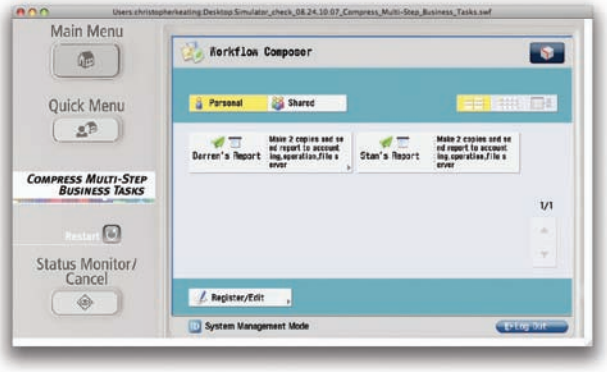
7. Click the **Start** button. You will now see the simulator complete all of the processes.

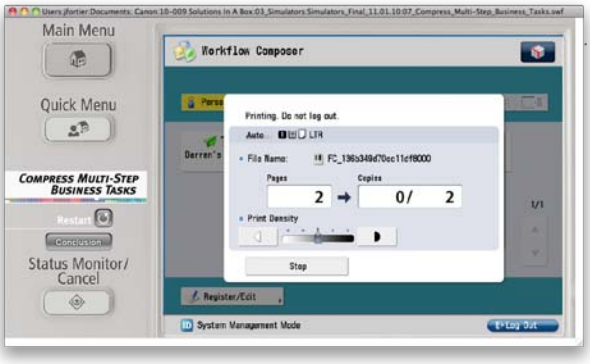


8. You return to the WorkFlow Composer screen

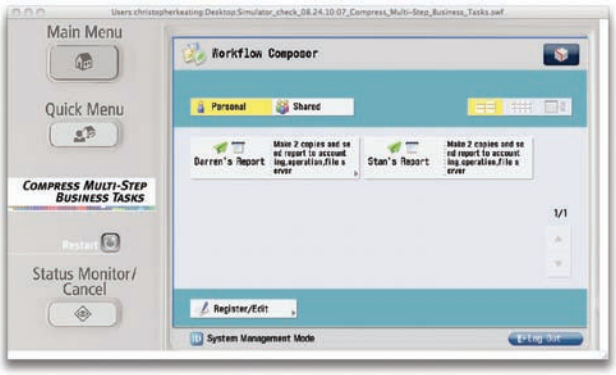


9. Click the **Stan's Report** button.



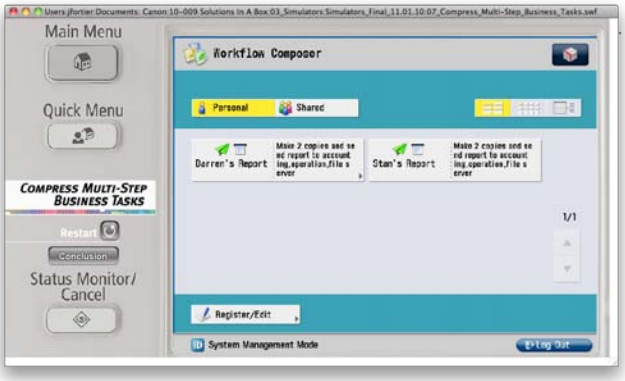


10. You will now see the simulator complete all of the processes.



11. You are returned to the Workflow Composer screen.

*Note: A **Restart** button will appear on the left to restart the simulator as necessary.*



12. Click the **Conclusion** button on the left of the screen to view the Summary and Add-on Features slides and conclude the presentation.

Frequently Asked Questions

1. What is the maintenance and support agreement for Workflow Composer and Tracker? How long does it last?
There are no separate software maintenance policies for these 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. The new version can only be installed on the device being upgraded.

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 Universal Send (U-Send)?
MEAP Connectors support attaching indexing information with scanned data. Universal Send does not.

Locate Network Devices

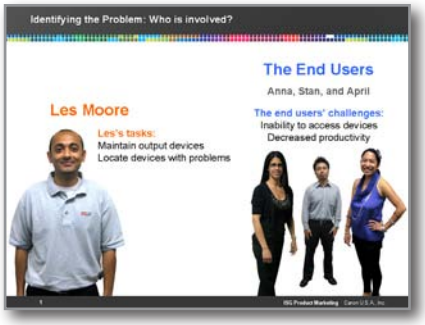
Product Overview

Enterprise Management Console (EMC)

imageWARE Enterprise Management Console is a highly scalable, Web-based utility capable of managing a fleet of both Canon and third-party devices. It delivers a streamlined, centralized point of control for all devices installed across your enterprise. You can use it to schedule and automate tasks, as well as remotely detect low toner, paper jams, and maintenance alerts, and to send e-mail alerts to the designated network administrator.

imageWARE Enterprise Management Console provides core device management tools. A variety of plug-ins can extend its capabilities to areas such as accounting and security.

Presentation Slides

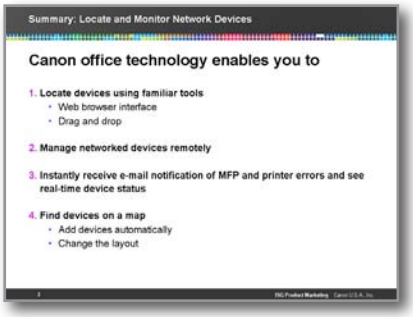


In this video, we saw Les taking calls from the rest of the company. As an IT administrator, he is getting a lot of requests to fix output device problems. The devices are out of toner, they have error messages, and there is even a device doing "that weird thing," whatever it is.

It's his responsibility to fix the problems and ensure that the systems are up and running for everyone. But in some cases, Les doesn't even know which device is having a problem.

His users are frustrated. They don't know why the printer is not fixed on time. They do know that their productivity is impacted, and they are not happy about that.

With imageWARE Enterprise Management Console, these problems are a thing of the past. IT administrators can easily and instantly see the status and location of every device. Let's see how it works.

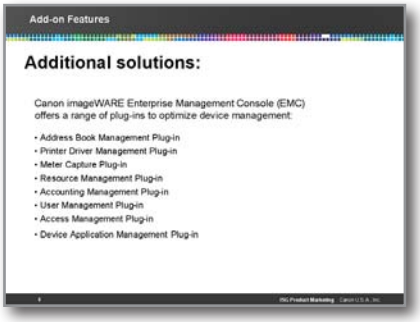


Using imageWARE Enterprise Management Console, we were able to see a map of our device fleet. It's easy to draw these maps and add devices in their location.

You can also monitor the status of the output devices. If one has an error, you'll know exactly what is wrong and where it is located.

This solution is very easy to use. It is accessed with a Web browser, so you can see it from virtually any computer on your network.

What's more, you can create and modify the layout with simple drag-and-drop operations. If you move a device, it's easy to update your map.



imageWARE Enterprise Management Console also enables you to add plug-ins that can help in a variety of additional areas. These include the following:

- Address Book Management
- Printer Driver Management
- Meter Capture
- Resource Management
- Accounting Management
- User Management
- Access Management
- Device Application Management

Simulator Demo Notes

8

In this challenge, you demonstrate some features of the **imageWARE Enterprise Management Console**. For the demo, you will use Simulator 08, Locate Network Devices.

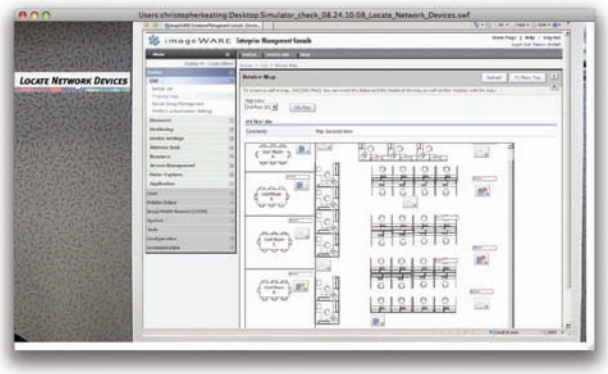
Challenge

Network administrators often are required to periodically visit devices or wait for help desk requests to find out if devices need routine maintenance, such as toner or paper replacement. This consumes IT resources while affecting office productivity.

Solution

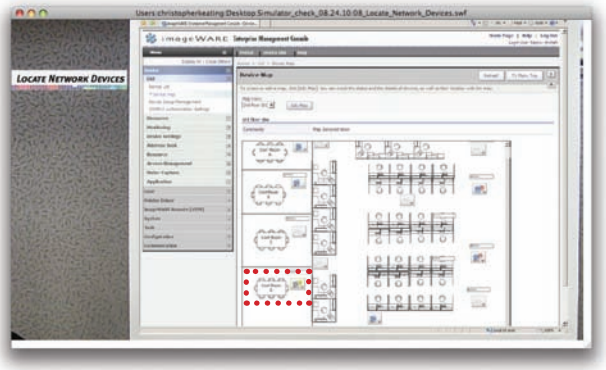
imageWARE Enterprise Management Console provides IT administrators with an at-a-glance overview of all of the devices in their facilities, using an intuitive, map-like interface. They can quickly see which devices require maintenance and where they are, making it easy to keep an office running smoothly.

The simulator allows you to demonstrate the real-time device status report function. To do so, you will find and view three devices on a device map, each with a different status.

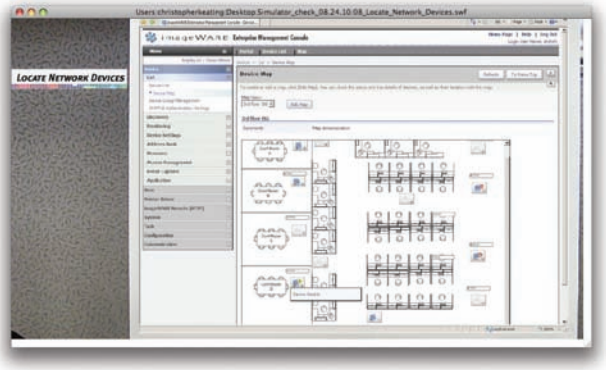


1. Open Simulator 08, **Locate Network Devices**. You will see a device map.

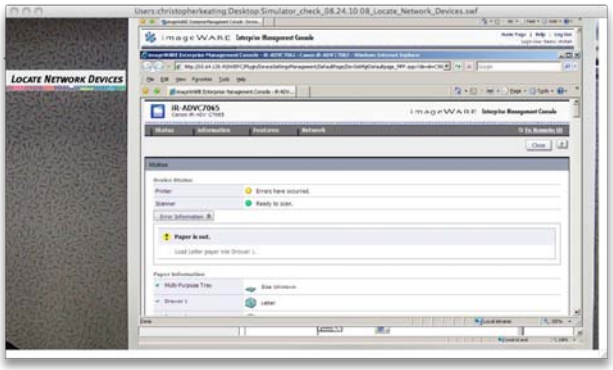
2. Click on the printer icon for **Conference Room D.** It has a yellow flag, indicating a non-critical error.



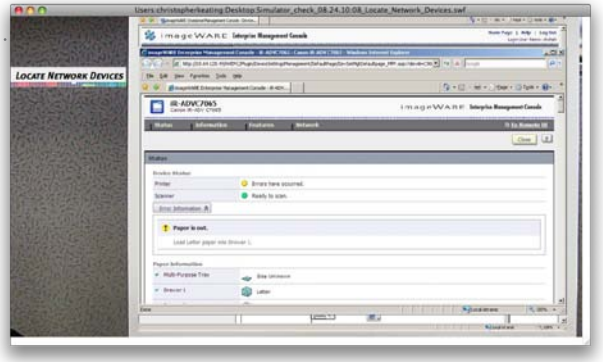
3. In the drop-down menu, select **Device Details**.

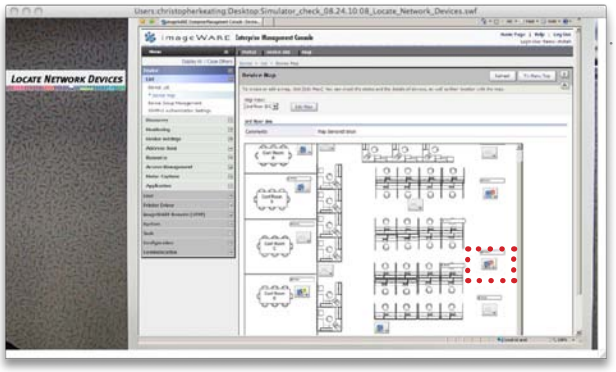


4. The device status now displays and you can easily see that the device is out of paper.

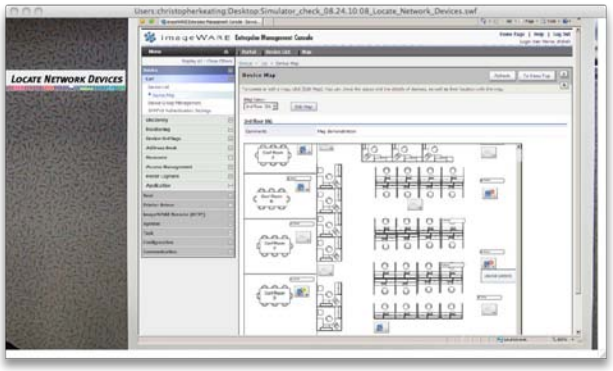


5. In the top right-hand corner, click the **Close** button.

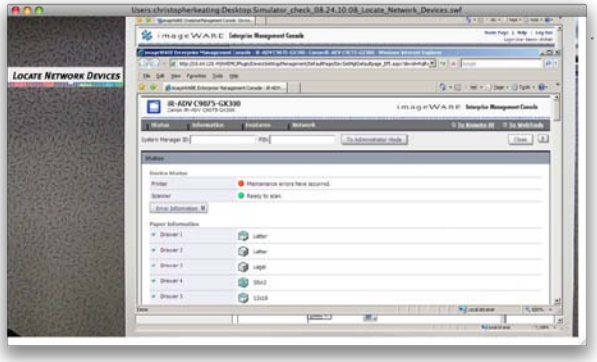




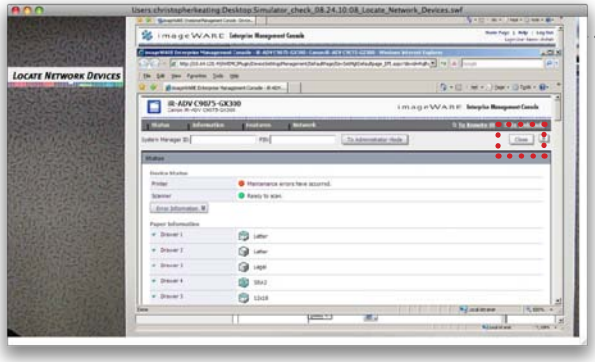
6. At the right of the map, you'll see a device with a red X, indicating a critical error. Click on that printer icon.



7. In the drop-down menu, select **Device Details**.

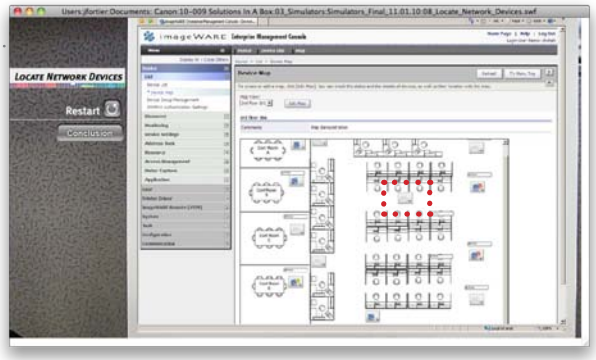


8. The device status now displays, and you can easily see that maintenance errors have occurred.

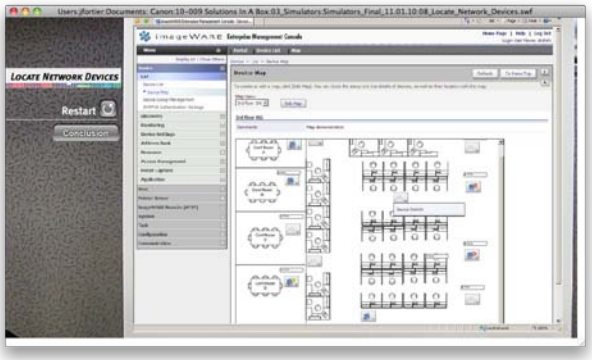


9. In the top right-hand corner, click the **Close** button.

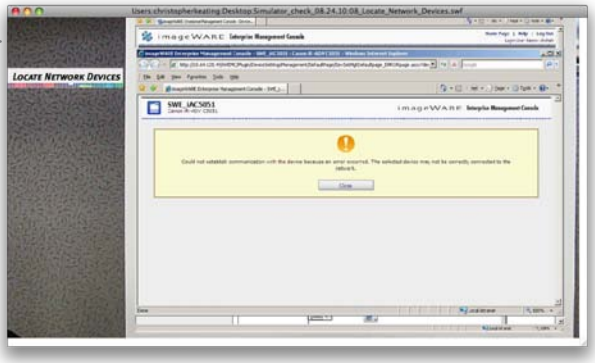
10. In the upper-middle area of the map, you'll see a device that's grayed out, indicating that it is offline. Click it.



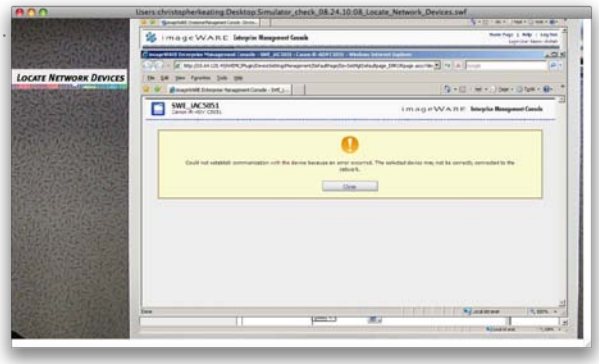
11. In the drop down, select **Device Details**.

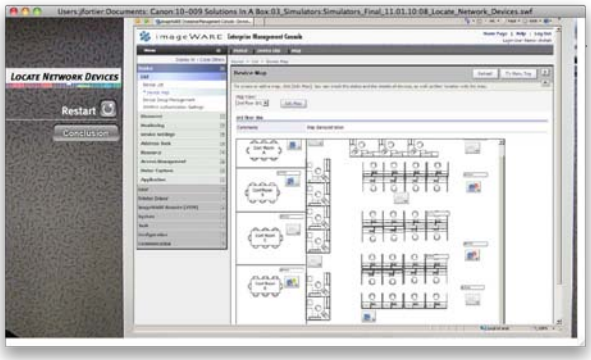


12. The device status now displays, and you can easily see that the device may not be connected to the network.



13. Click the **Close** button in the middle of the screen.





14. Click the **Conclusion** button on the left of the screen to view the Summary and Additional Solutions slides and conclude the presentation.

Frequently Asked Questions

1. What is imageWARE EMC?
imageWARE Enterprise Management Console is a highly scalable, Web-based installation and management utility capable of installing and managing multiple Canon and third-party devices.

2. Can imageWARE EMC support non-Canon devices?
Yes, up to the limit of the Standard MIB.

3. How much does imageWARE EMC cost?
The imageWARE EMC core is available at no additional cost. The additional plug-ins are free with the exception of two specialized plug-ins, Accounting Management Plug-in and Access Management Plug-in.

4. Can imageWARE EMC monitor my devices and send out event notifications?
Yes, imageWARE EMC can be configured to monitor any of the device conditions, and e-mail alerts can be delivered to destinations of your choosing.

5. Does imageWARE EMC support virtual environments?
Starting with version 3.0.1, imageWARE EMC supports the following virtual environments:

- Microsoft Windows Server 2008 Hyper-V
- Microsoft Windows Server 2008 R2 Hyper-V 2.0
- Microsoft Virtual PC 2007 Service Pack 1
- VMware ESXi 3.5

6. For the device map background, what format is accepted?
BMP, JPG, PNG, GIF

7. Can imageWARE EMC assign IP addresses to devices?
Yes, you can specify a range of available IP addresses, and imageWARE EMC will sequentially assign a unique IP to each device.

8. How many devices can imageWARE EMC support?
Given the recommended system requirements, imageWARE EMC was tested and quality assured up to 1,000 devices per server. Your actual device limit depends on the server workload. If necessary, multiple servers may be utilized.

9. How does iWEMC discover devices?
imageWARE EMC has multiple options to choose from to efficiently discover your devices within your network:

- Local Network IP Broadcast
- Specified Network IP Broadcast
- Specified IP Address
- IP Range
- NetBIOS Name
- DNS Name
- SLP Multicast
- WSD Multicast

10. What Canon finisher options can be detected with imageWARE EMC?

- Paper Deck
- 2-Sided Print
- Staple
- Saddle Stitch
- Hole Punch
- Trimmer
- Envelope Print
- Feeder
- Collate
- Z-Fold
- Inserter

Track Device Activity Costs

Product Overview

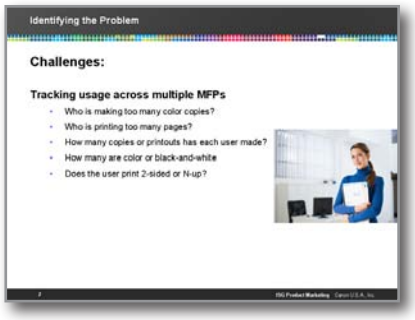
imageRUNNER ADVANCE Tracker Reporting Tool

The imageRUNNER ADVANCE Tracker Reporting Tool creates informative reports from multiple imageRUNNER ADVANCE devices. It first leverages comprehensive device usage statistics collected either by imageWARE ADVANCE Tracker or the imageWARE Accounting Manager plug-in, including color and black-and-white printout totals. It then compiles a Microsoft Excel report that can show the total output by user, device, or department ID. The report can also provide detailed information about all device usage, including copying, printing, scanning, and fax sending and receiving.

Presentation Slides

In this video, we saw Marcia review a device usage report which had the wrong figures. Marcia asks Constance to get a correct usage report.

Constance makes many people collect the usage data on her company's devices. It looked like a lot of work.

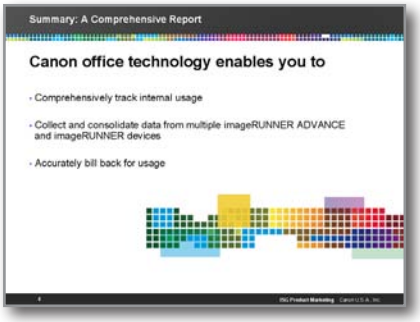


What are the challenges Marcia was facing?

In order to control costs, she needs a comprehensive, detailed report of all device usage in the company. She needs to know who was printing and copying, how much, and if anyone is abusing their privileges.

imageRUNNER ADVANCE Tracker and its Reporting Tool can help you accomplish all of these tasks.

Let's see how it works.



What did we learn from this demo?

Using the Reporting Tool in imageRUNNER ADVANCE Tracker, you can summarize data from multiple imageRUNNER and imageRUNNER ADVANCE devices.

This data is summarized in an easy-to-read report that lets you quickly understand usage by both individuals and departments. As a result, you can find out who is printing irresponsibly or how much you should charge various departments for their output activity.

Simulator Demo Notes

In this challenge, you will demonstrate the features of the **imageRUNNER ADVANCE Tracker Reporting Tool.** For the demo, you will use Simulator 09, Track Device Activity Costs.

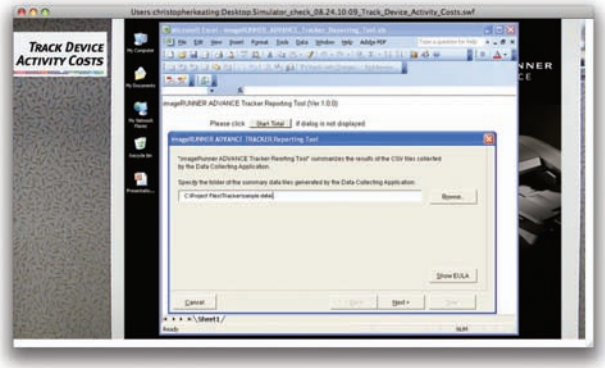
9

Current Process

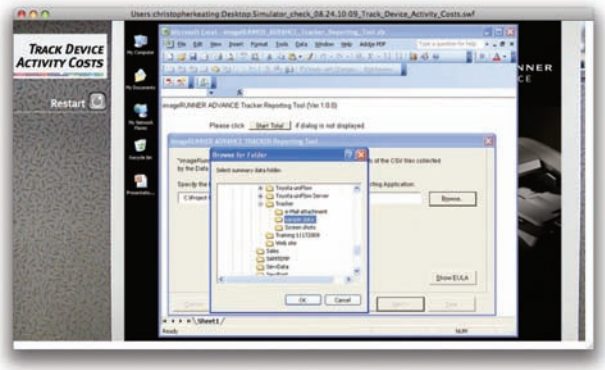
Companies can clearly benefit from having detailed insight into the total monthly usage of devices, including how much paper and color toner is being used.

Solution

The imageRUNNER ADVANCE Tracker Reporting Tool can quickly provide a detailed Excel spreadsheet report that shows device usage details.

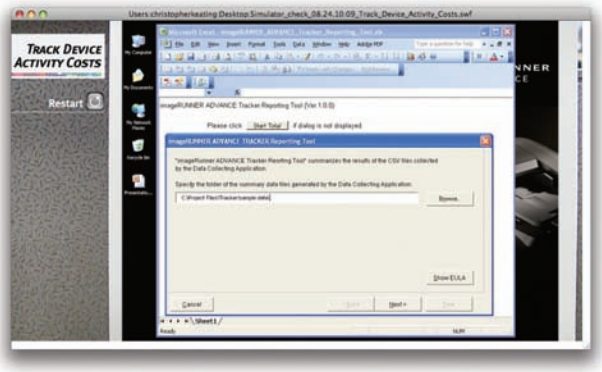


1. Open Simulator 09, **Track Device Activity Costs**. The demo begins with the first screen of the imageRUNNER ADVANCE Tracker Reporting Tool. It requires you to locate the collected data you would like to use. Click **Browse**.

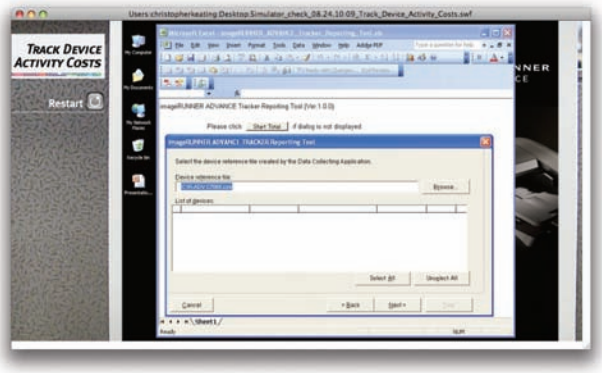


2. You'll see that a folder called Sample Data is highlighted. Click **OK** to select it.

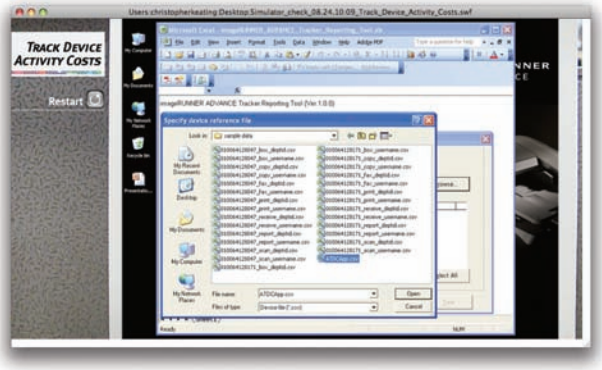
3. Click **Next**.



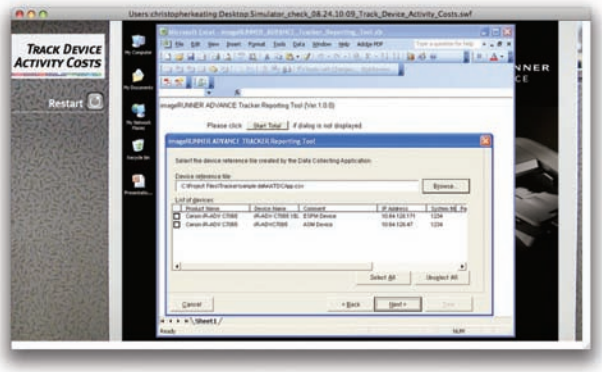
4. Next you'll need to select the device reference file. Click **Browse**.

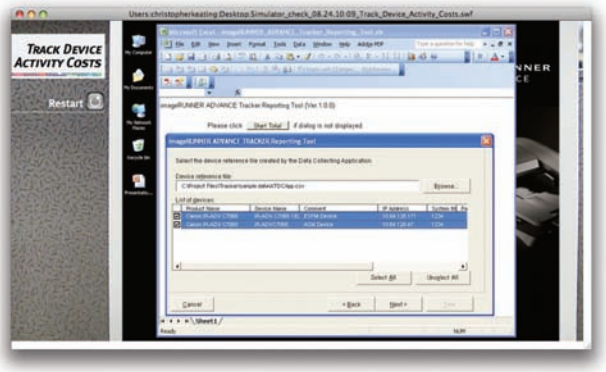


5. The appropriate file is already selected. Click **Open** to continue.

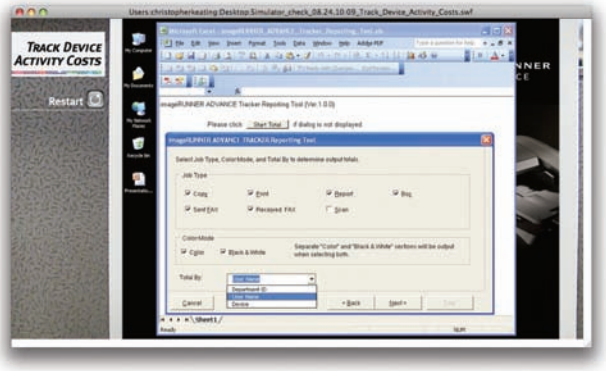


6. To select all your devices, click **Select All**.

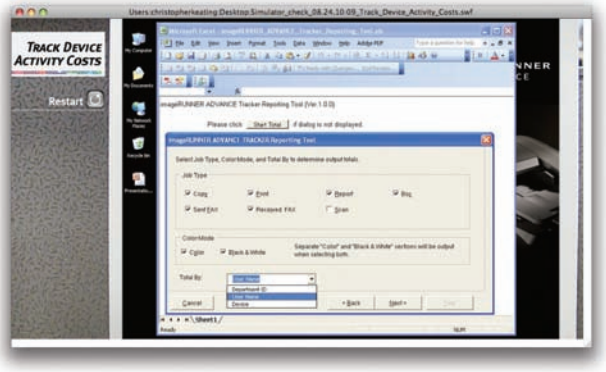




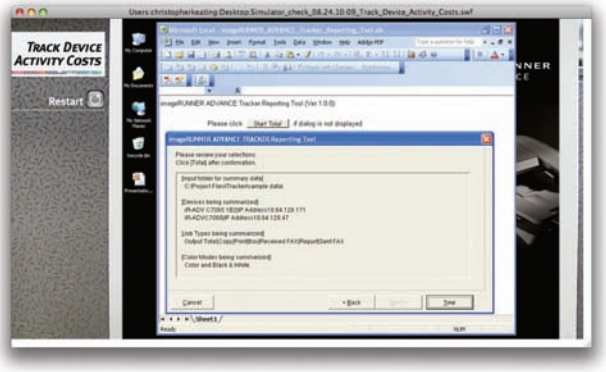
7. Click **Next**.



8. You'll want to change the report to see totals by user name. To do so, click the **Total By** dropdown and select **User Name**.

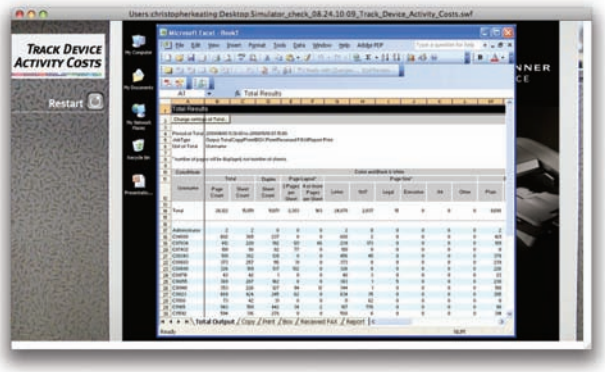


9. Click **Next** to review your selections.

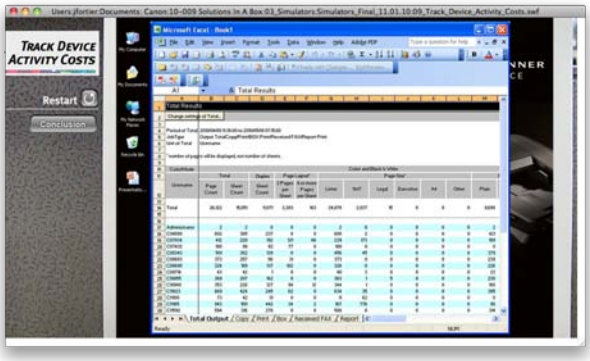


10. To run the report, click the **Total** button.

11. The application now generates an Excel spreadsheet with the data.



12. Click the **Conclusion** button on the left side of the screen to view the Summary slide and conclude the presentation



Frequently Asked Questions

1. Can Tracker track multiple imageRUNNER ADVANCE systems?
Yes. Customers can install Tracker on one imageRUNNER ADVANCE system and collect usage data for all networked imageRUNNER ADVANCE devices. The Tracker Reporting Tool can be used to compile a summary report for all job activity.

2. Can Reporting Tool run a report for both Tracker and imageWARE Accounting Manager for MEAP?
Yes, customers can use Reporting Tool to run a report for data collected by both Tracker and imageWARE Accounting Manager for MEAP. Please make sure to choose the same version of format when you choose Export Job Logs and Total Results in Configuration.

3. Where can a dealer get the Reporting Tool?
Dealers can download the Reporting Tool from the Canon STSD e-Support site.

Keep Address Books Current

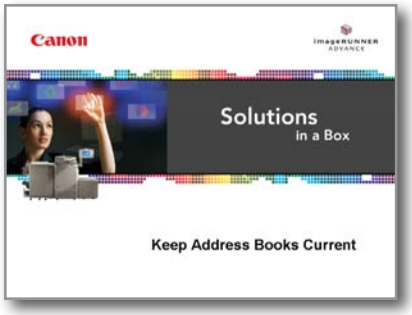
Product Overview

imageRUNNER ADVANCE Remote Address Book

imageRUNNER ADVANCE devices offer the ability to share their Address Books. You can access them from other imageRUNNER ADVANCE devices or via imageRUNNER ADVANCE Desktop. This feature allows you to create a central, office-wide Address Book that can be used by all of your employees. Make a change to it, and everyone is instantly updated.

10

Presentation Slides

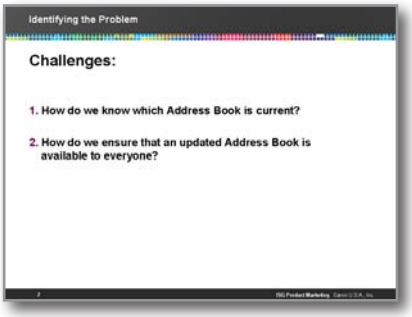


In the video we saw that Marcia needed invitations and training information sent to a particular sales group.

Doris has the right addresses, but she delegates the responsibility to Anna, whose Address Book is out of date.

Then Anna delegates the task to April, whose Address Book is even more out of date.

The wrong people get the invitation, and no one is happy.

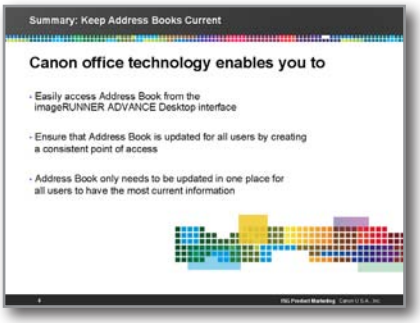


What are the challenges this office is facing?

The group simply doesn't have an easy way to ensure that everyone has an updated version of the Address Book.

imageRUNNER ADVANCE Desktop's Desktop Communicator tool creates a link between the imageRUNNER ADVANCE systems and imageRUNNER ADVANCE Desktop software. This can help you keep everyone's Address Book current.

Let's see how it works.



What did we learn from this demo?

With Canon technology, you can access a single Address Book for the entire office using imageRUNNER ADVANCE Desktop. This ensures that when you fax, you will always have the most updated addresses possible.

Simulator Demo Notes

10

In this challenge, you will demonstrate features of imageRUNNER ADVANCE devices and **imageRUNNER ADVANCE Desktop**. For the demo, you will use Simulator 10, Keep Address Books Current.

Current Process

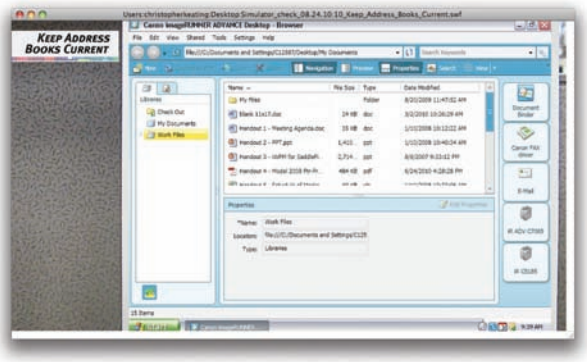
Many offices frequently send e-mails or faxes to the same destinations. They typically maintain lists of numbers that must be continually updated. Unfortunately, the lists get lost or out of sync, which cuts into office productivity and may even result in sending important documents to the wrong address.

Solution

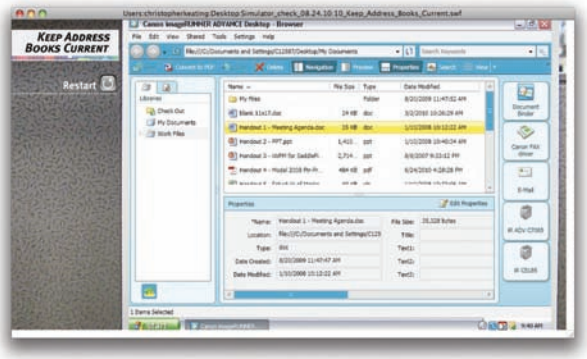
imageRUNNER ADVANCE devices offer the possibility to maintain a single Address Book for the entire office. Employees can access it either from other imageRUNNER ADVANCE devices or from imageRUNNER ADVANCE Desktop. Update it once, and everyone always has the right address.

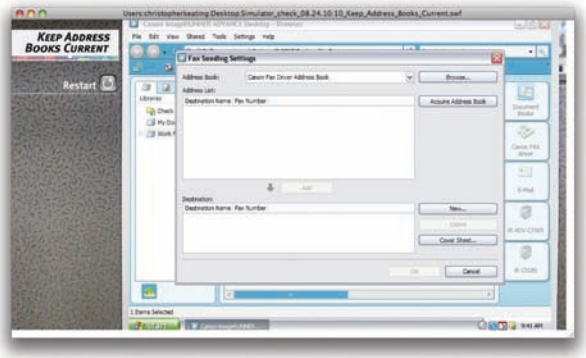
In this demo, you'll show how easy it is to access the shared Address Book.

1. Open Simulator 10, **Keep Address Books Current**. The simulator begins in the Browser window of imageRUNNER ADVANCE Desktop. Select the document **Handout 1 - Meeting Agenda** to fax.

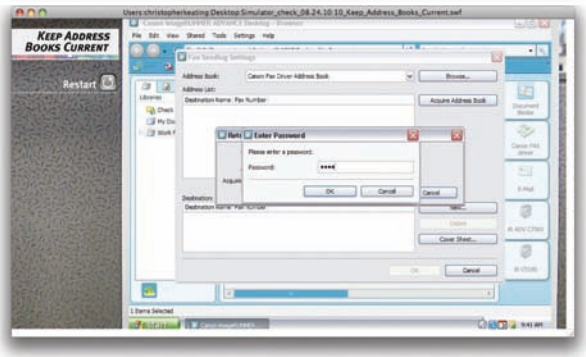


2. Next, click the button marked **Canon Fax Driver** in the device dashboard to the right of the screen.

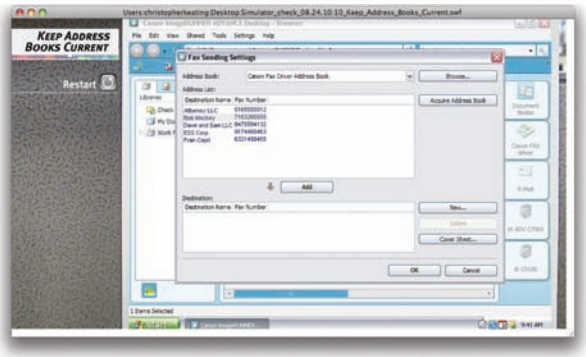




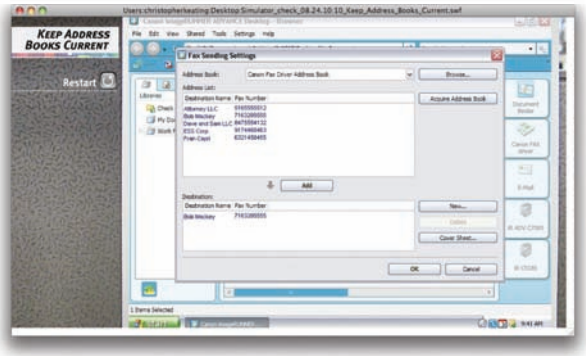
3. Now you'll want to access the shared Address Book for the entire office. To find it, click the **Acquire Address Book** button.



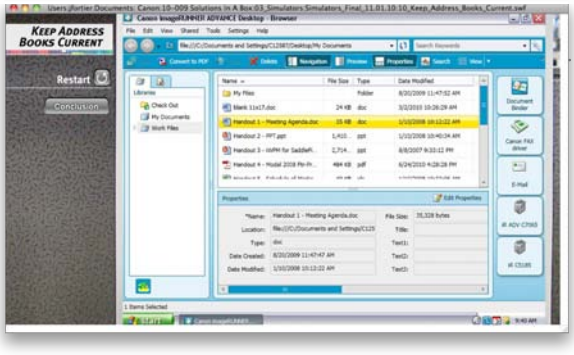
4. To retrieve the Address Book, the application requires a login and password. The simulator automatically populates these fields. Click **OK** in the password dialog to retrieve the information stored on the imageRUNNER ADVANCE device.



5. Select **Bob Mackey** from the Address List.



6. Click **Add** to add Bob as a recipient of the fax, and then click **OK** to fax the document to him.



7. Click the **Conclusion** button on the left of the screen to view the Summary and Add-on Features slide and conclude the presentation.

Frequently Asked Questions

1. How does Desktop communicate with the device to retrieve the fax Address Book information?

A small MEAP Application (Desktop Communicator) that comes with imageRUNNER ADVANCE Essentials must be installed on the device where the fax Address Book is present to allow Desktop to access the information.

2. Can a custom cover sheet be used?

A cover sheet can be attached to faxes in one of two ways; Either a custom fax sheet is created and saved in the document library to be sent with the fax, or the cover sheet can be created within the fax Address Book dialog box. This cover sheet can only contain certain information which is selected by the user and cannot be customized with custom letterheads or logos.

Distribute Large Files Easily

Product Overview

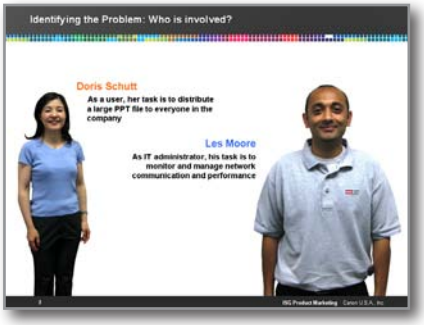
Advanced Box File Collaboration

Advanced Box is a standard on-device storage space designed for document sharing. Available on all imageRUNNER ADVANCE systems, Advanced Box enables users to easily share and conveniently store files of any format up to 2GB from their PCs without impacting the e-mail system.

In addition, users can store and access printable files (JPEG, TIFF, and PDF) from any networked imageRUNNER ADVANCE systems.

11

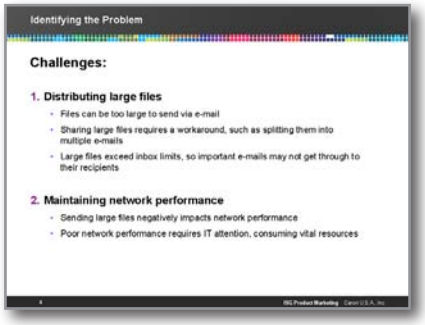
Presentation Slides



In this video, we saw Les, the IT administrator, trying to resolve network bottleneck and bandwidth issues. We learned that the culprit is Doris, who has e-mailed large files to everyone in the company. To make matters worse, the file far exceeded her e-mail size limit, so she divided it into six smaller files, which she sent to everyone in the company.

Most of us can relate to this video. We've had to divide up files and send them in separate e-mails to fit within the size limits of our e-mail systems. But we also know that distributing large files this way can negatively impact network communication and performance.

Let's take a closer look at the issues.



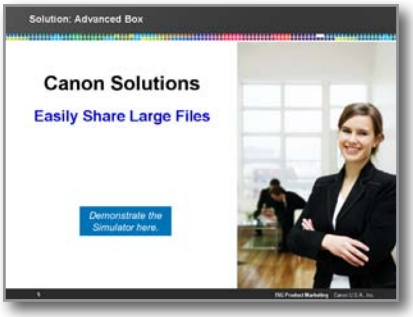
Large files offer a variety of challenges.

For users, sharing large files using e-mail can be frustrating. Often it requires a workaround, such as having to divide up large files and then attach them to separate e-mails.

And large e-mails may exceed the size limits of your e-mail system. As a result, important messages may not get through.

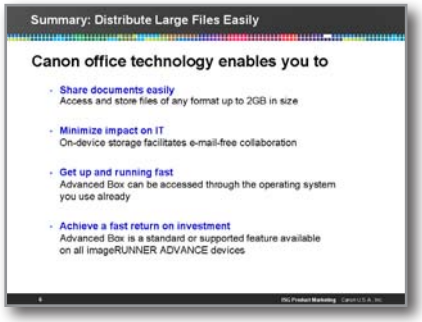
For IT administrators, sending large e-mails to multiple recipients can cause networks and mail servers to bog down.

This means that IT personnel will need to diagnose the problem, which consumes resources that could be better used elsewhere.



Using Canon Technology, you can share large files by simply dragging and dropping them to a shared or personal folder in the Advanced Box storage space of your imageRUNNER ADVANCE system.

Let's see how it works.



The benefits of this solution/feature are clear.

Using Canon technology, you can share files easilyby simply dragging and dropping them directly into the Advanced Box storage space.

No more multi-step process of breaking up large files and sending them in separate e-mails.

There are no restrictions on file type, and users can save files up to 2GB in size without impacting their e-mail systems.

Most people find Advanced Box very intuitive and easy to use. You access it just as you would any networked disk drive through your PC's operating system. There is no new application to learn.

Best of all, Advanced Box is a standard feature available on all imageRUNNER ADVANCE systems.

Canon office technology also offers additional solutions that can complement Advanced Box.

imageWARE Document Server is a document management platform for advanced document sharing and storage, with indexing and search capabilities. It enables you to store documents complete with indexing information, making document search a breeze.

Simulator Demo Notes

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In this challenge, you will demonstrate how to collaborate on files using **Advanced Box**, a standard storage feature available on all imageRUNNER ADVANCE systems. For the demo, you will use Simulator 11, Distribute Large Files Easily.

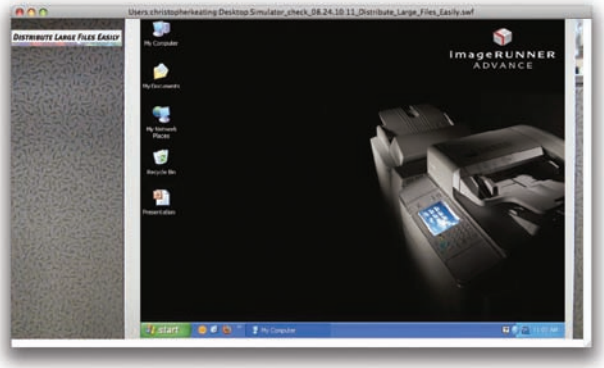
Current Process

Office users typically share files via e-mails. To share large files, users are required to perform workarounds, such as breaking them up into multiple files to fit within e-mail size limits. Sending out multiple large e-mails to multiple recipients can cause or add to network bottlenecks, potentially slowing down connections for everyone and consuming IT resources.

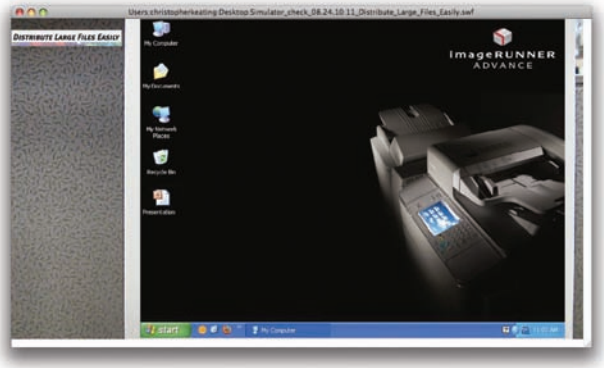
Solution

Using Advanced Box, users are able to easily access and store files of any format, with no restriction from the client PC. Using the familiar Windows interface, users can share files by simply dragging and dropping files up to 2GB in size directly into a designated Shared Folder space, without impacting the network or mail servers.

In this demo, you will demonstrate how easy it is to share files using Advanced Box.



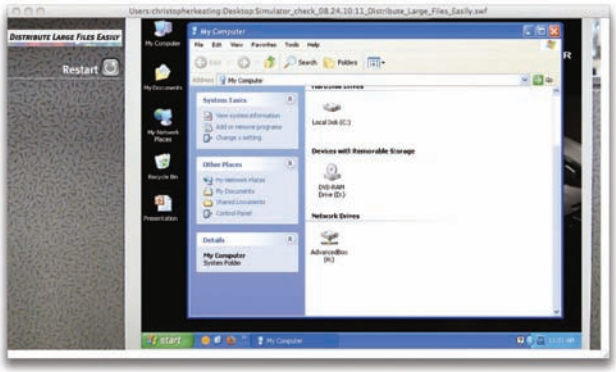
1. Run Simulator 11, **Distribute Large Files Easily**. It begins with a familiar Windows desktop.



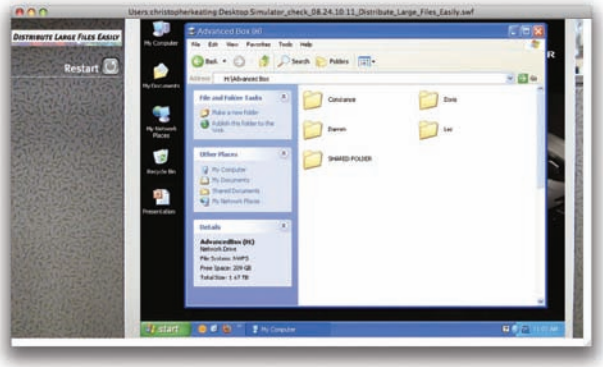
2. Click **My Computer**.

3. From the Network Drive, Click **Advanced Box**.

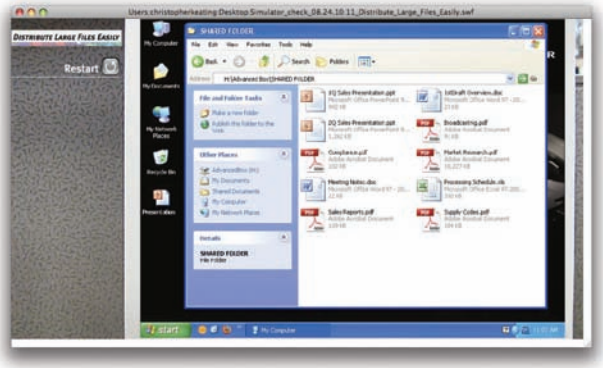
   *Note: A **Restart** button will appear on the left to restart the simulator as necessary.*



4. Click **Shared Folder**.



5. Now, simply drag and drop the PowerPoint presentation from the desktop to the **Shared Folder**.



6. Click the **Conclusion** button on the left of the screen to view the Summary and Add-on Features slide and conclude the presentation.

Frequently Asked Questions

1. Does the Advanced Box replace Mail Box?
No, Advanced Box and Mail Box coexist, and both are standard storage features available on most imageRUNNER ADVANCE systems.

2. What is the key difference between Advanced Box and Mail Box?
Mail Box was designed to provide storage space on the device for users, with the ability to store rastered documents or documents with print settings best suited for quick, on-demand print and reprint purposes. The documents in the Mail Box are stored in a dedicated (Canon proprietary) file format. Advanced Box is an evolution of the Mail Box, developed as a built-in document sharing space. Unlike Mail Box, the Advanced Box storage space was intended for document sharing, where files can be accessed and stored seamlessly from the PC with no file restrictions. Printable files (JPEG, TIFF, and PDF) can be accessed between imageRUNNER ADVANCE systems. The documents in Advanced Box are stored in their native formats to facilitate document collaboration. Advanced Box also offers document management features with Shared and Personal folder space including the capability to create subfolders. There is also a user management module and security/control features.

3. Which file formats can be viewed at the device or on the local user interface (LUI)?
JPEG, TIFF, and PDF file formats can be viewed at the LUI. These three file formats are referred to as the Printable file formats.

4. In addition to the Printable file formats (PDF, JPEG, TIFF), can all file formats be saved into Advanced Box from a PC? If there are any restrictions, what are they?
Yes, all file formats can be stored from a PC with no restrictions, but two things should be noted. The default file format for Advanced Box storage is set to Printable file format only; however, Advanced Box file filtering options provide the flexibility to save files as Printable file format, and only, Printable file format and Office formats (Word, PPT, Excel, Text), or All file formats.

5. Is data storage to a specific device's Advanced Box a one-to-one function only?
Yes, data is stored in a one-to-one basis (cannot be deployed to multiple devices at once) but files can be stored/transferred to another Advanced Box from the user's PC environment.

6. Is there a limit to the number of folders that can be created in the Advanced Box?
Up to 1,000 files or folders can be saved into Personal and Shared folder space.

7. Is there a file size limit?
Yes, the maximum file size is 2GB.

8. How much space on HDD is dedicated for the Advanced Box?
For the standard 80GB HDD, 9.9GB of storage space is allocated for Advanced Box. Advanced Box storage can be increased with optional HDD upgrade.

9. How do you set up users for access to Advanced Box?
Advanced Box has a separate user management module called User Access Control for Advanced Box, which can be accessed via the Remote UI. Users can be registered and assigned as Administrator or End User.

10. Is there a way to set unique user credentials to a group?
Unique login credentials cannot be created for each member of the group for access to a folder. But it is still possible to set a dedicated user as a workgroup/project group and use a shared user login. For example, create a "Marketing Project" user login and share it with the team.

11. What is the maximum number of users that can be registered to an Advanced Box?
Up to 5,000 Advanced Box users can be registered.

12. Is it possible to set common login credentials to all imageRUNNER ADVANCE devices at once, or does it need to be set one by one?
There is a feature available on User Access Control for Advanced Box that allows for export and import of user credentials to and from different devices.

13. Can Advanced Box run corporate anti-virus solutions?
While no files can actually be executed inside Advanced Box, commercially available anti-virus solutions can scan Advanced Box in the same way any other network-attached storage device can be scanned.

Clarify Written Notes

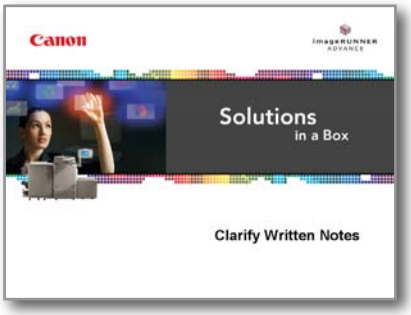
Product Overview

Reader Extensions PDF (Universal Send)

Reader Extensions PDF (Universal Send Advanced Feature Set) provides collaboration and communication tools for PDF documents created on a device. It enables users to create a PDF file that allows others to make annotations, add a digital signature, and save the edited files using the free Adobe® Reader without additional expensive software. Reader Extensions PDF is an ideal option for users looking to transfer their review workflows from hard copy to digital and reduce the chance of miscommunication.

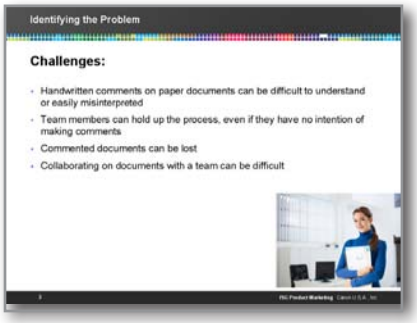
12

Presentation Slides



In this video, we saw that April was frustrated trying to collect and collate often incomprehensible handwritten notes from team members.

After going back and forth between Marcia and the team, she finally gets it done, but then misreads a note and sends the production plan to her company's competitors.



Collecting and communicating feedback on a document offers a number of key challenges.

For users, it can be difficult to understand comments, frustrating to collect them from all team members, and time consuming to clarify them if they are unclear. To make matters worse, as the document passes from hand to hand, one team member may forget to pass it on, or even lose it.

It can also be difficult to collaborate on documents with a team.

Using Canon Technology, you can collaborate and comment on documents quickly and easily—without worrying about miscommunication.

Let me show you how easy it is to add annotations using the latest Canon technology.

What did we learn from this demo?

Using Canon technology, users can quickly digitize hard-copy documents and then add annotations and digital signatures using the Adobe Acrobat Reader toolbar (a function that is typically only available on Adobe Acrobat Pro). This allows them to save time, prevent miscommunication, and easily share files.

By leveraging the Reader Extensions PDF option from Canon, you can then use the free Adobe Acrobat Reader to access these features.

This can be a huge cost savings, especially when you consider that most of your users are already familiar with Acrobat Reader and won't require additional training.

Canon office technology also offers additional PDF/File Formats.

Searchable PDF allows users to create searchable text documents so that they can quickly find information within the document.

Trace & Smooth converts text/line art to vector image data that can be extracted and used by Adobe Illustrator.

imageRUNNER ADVANCE devices can also convert scanned paper documents to Office Open XML, an open XML file format for representing documents, spreadsheets, presentations, and more. It has been the standard file format for Microsoft Office documents since Office 2007.

Simulator Demo Notes

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In this challenge, you will demonstrate **Reader Extensions PDF**, which is one of the features of the Universal Send Advanced Feature Set. For the demo, you will use Simulator 12, Clarify Written Notes.

Current Process

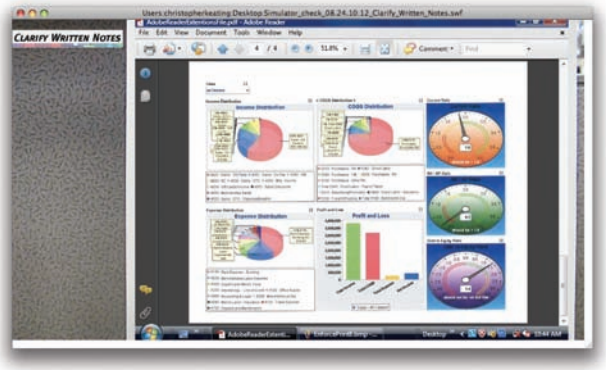
To collect comments on a paper document within a team, users have to physically pass the document around to the members, who in turn have to add written notes. Such a workflow can lead to problems that include illegible writing, delays in collecting comments, and the risk of losing the original document.

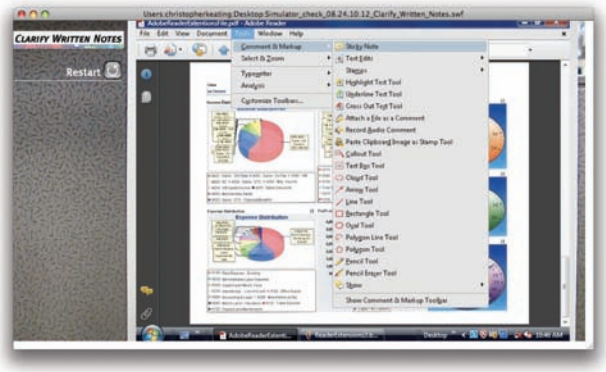
Solution

By using Universal Send Advanced Feature Set **Reader Extensions PDF**, users can convert paper documents to PDF and add comments or stamps using the free Adobe Reader without needing expensive software. This facilitates collaboration and ensures smooth communication during document reviews.

In this challenge, you will be demonstrating how to add comment boxes and stamps using Reader Extensions PDF.

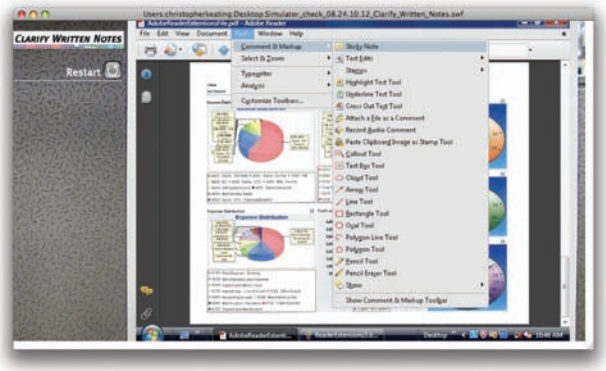
1. Open Simulator 12, **Clarify Written Notes**. The simulator begins with the Adobe Reader interface. Click **Tools** in the top menu bar.





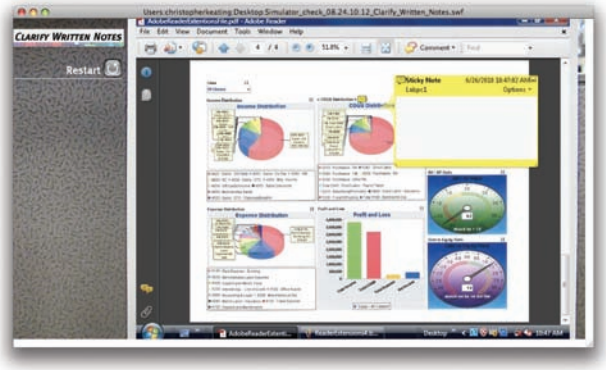
2. In the drop-down menu, select **Comments & Markup.**

*Note: A **Restart** button will appear on the left to restart the simulator as necessary.*

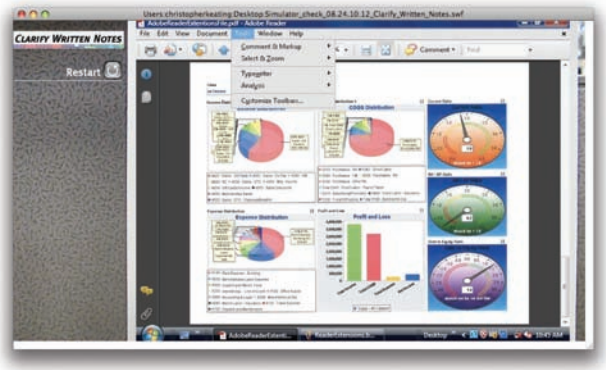


3. Click **Sticky Note**.

Note: You can also show all the additional objects you can add.

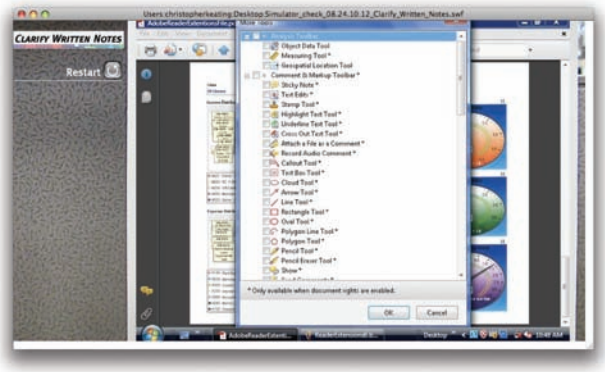


4. You will now see a **Sticky Note** added to the document.

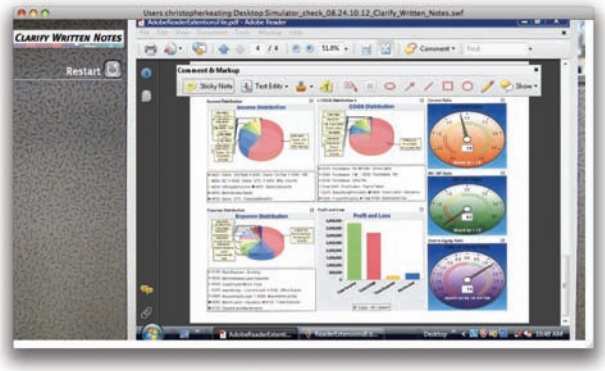


5. Click the **Tools** menu again and select **Customize Toolbars.**

6. Click the **Comment & Markup** Toolbar checkbox. Then click **OK**. This brings up the toolbar.



7. In the **Comment & Markup** Toolbar, click the small black arrow next to the stamp icon. Roll your cursor over **Dynamic, Sign Here, and Standard Business** to show all the stamp options you have.



8. Click the **Conclusion** button on the left of the screen to view the Summary and Add-on Features slides and conclude the presentation.

Frequently Asked Questions

1. Which other PDF file options can Reader Extensions be combined with?

The only PDF file type that can't be combined is the "PDFA-1b" and "Optimized PDF for Web." All other PDF files, including "Compress" and "OCR," can be combined with Reader Extensions.

2. Can I attach audio notes to the PDF file?

Yes, Reader Extensions allows you add audio notes to the file.

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