

ADVANCED SOLUTIONS FOR
GOVERNMENT

- Federal Government
- State, County, and Municipal Governments
- Federal and State Agencies
- Special Districts
- Government Contractors



imageRUNNER
ADVANCE

Government organizations strive to deliver necessary services and serve their constituents well, but today they face additional challenges. They must ensure that they safeguard confidential information and data. They must also facilitate compliance with accessibility regulations. And they must address a growing demand for more cost-effective, productive, and efficient government.

Canon offers a wide range of technologies to help with these challenges. imageRUNNER ADVANCE systems can help secure data and information while preventing overuse of costly device functions. They can also help governmental organizations work more efficiently, streamline communication between agency employees, and address environmental and accessibility concerns.



Securing Confidential and Sensitive Information

More than ever, government organizations are required to keep confidential information secure. But while agencies invest heavily to protect networks and facilities, they may be leaving hard-copy workflows and multifunction devices vulnerable.

Canon provides security solutions that prevent unauthorized users from copying, faxing, printing, or scanning and sending confidential documents. They may also block unauthorized access to devices and ensure that data on hard drives remains protected.

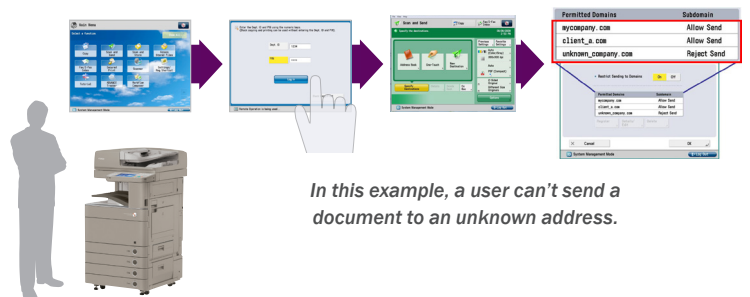
RESTRICTING ACCESS AND SENDING

Our agency widely distributes a large volume of sensitive information. We need to ensure that nongovernmental employees such as contractors and other unauthorized personnel cannot use device functionality that could result in the breach of confidential documents.

Stay Secure and Productive. Through a Web-based interface, IT administrators can configure individual and group device access on a feature-by-feature basis.

Function Level Authentication via the Access Management System, which comes standard with any imageRUNNER ADVANCE device, can be set to require authentication for security-sensitive functions only. For example, you can allow anyone to print or copy, but ask employees to log in for Send-to-E-mail, Send-to-Folder, and Send-to-Fax features. You can also limit document-sending capabilities to approved destinations only.

imageRUNNER ADVANCE systems can be set to allow basic copy/print capability, but require authorized login for sensitive features.



In this example, a user can't send a document to an unknown address.

BEFORE

Our bureau employs many contractors, and we worry that one of them might obtain confidential information and send it off premises using our MFP.

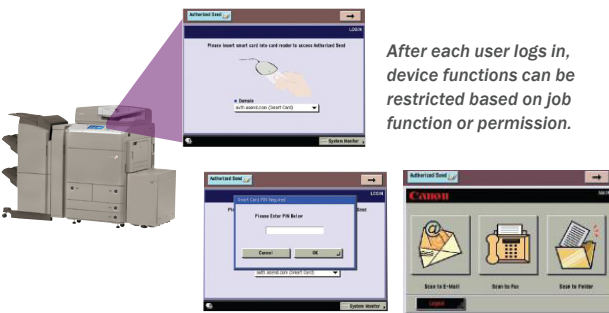
NOW

We have limited this potential vulnerability with an imageRUNNER ADVANCE device. Now a defined group of contractors or employees cannot scan and send documents via e-mail at all, while others have a short list of approved addresses they can use.

LEVERAGING CARD SYSTEMS TO PROTECT INFORMATION

We currently use Common Access Cards (CACs) for building and computer access. We'd like to use these cards to control user access to devices and sensitive functions like Scan-to-E-mail or Scan-to-Fax, but our device setups don't currently comply with CAC-related security requirements.

Restrict Access Using Common Access Cards. When combined with the optional Authorized Send CAC feature, Canon imageRUNNER ADVANCE devices provide a secure, MEAP-based document distribution solution that leverages CAC and complies with stringent security regulations. It can require all users to authenticate using CAC cards before they can access any functionality that allows them to fax or e-mail a document.



After each user logs in, device functions can be restricted based on job function or permission.

As a result, your employees can scan and send documents easily, even using advanced workflow capabilities, without creating security vulnerabilities. At the same time, you can increase worker productivity for less sensitive activities by requiring CAC authentication only for activities that requires it.

For example, any walk-up user could be permitted to print a form, but everyone would need to produce a CAC card to e-mail a file offsite.

BEFORE

Security mandates made it impossible for us to take advantage of advanced device functionality such as one-touch buttons that could scan and send a file to multiple recipients.

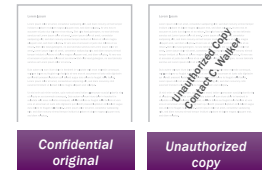
NOW

Anyone who is authorized to scan and send can do so, even using one-touch buttons. If we want to send a file, we authenticate with our CAC cards and then select the appropriate actions.

SECURE WATERMARK

We print out many confidential documents. Someone can easily make an unauthorized copy of them.

Discourage Unauthorized Copying. With Secured Watermarks, you can set your imageRUNNER ADVANCE devices to print your documents with hidden text embedded in the background. If a copy is made, the hidden text appears on the resulting pages, making clear that it is unauthorized.



SECURE PRINT

We often print documents that contain confidential information. How can we be sure that they aren't left vulnerable on the printer tray?



Prevent Unauthorized Retrieval of Confidential Printouts. Canon Secured Print and uniFLOW Secured Print* require a password entry or user authentication at the device before a document is released for print. This helps prevent confidential information from accidentally lying vulnerable in a print tray.



Only authorized users can approve and release their confidential documents for print.

BEFORE

Whenever we sent a print job, we had to be very careful to rush over to retrieve the prints at a device immediately, or we had to print to a device in a secure location. Sometimes documents were accidentally left on the device for anyone to pick up, read, and distribute.

NOW

Now we can send jobs featuring sensitive information to any device without concern. At our convenience, we can walk over and release them for printing. This saves time and increases productivity.

*For more information please contact your Canon Latin America, Inc. sales representative or Canon authorized dealer.

Improve Hard Disk Security

To provide advanced functionality, today's MFPs contain hard drives that can be vulnerable to theft or tampering. imageRUNNER ADVANCE systems include a number of capabilities to help ensure that confidential information remains protected.



➤ Erase Items with Multiple Overwrites.

The HDD Data Erase function overwrites data on the hard drive three times with null or random data.



➤ Encrypt Data to High Standards.

imageRUNNER ADVANCE HDD Data Encryption Kits come equipped with the Canon MFP Security Chip 1.00, which has achieved a Common Criteria Certification of Evaluation Assurance Level 3 (EAL3) for its effectiveness at preventing unauthorized access to data.



➤ Store Encryption Keys Separately from Your Hard Drive.

The imageRUNNER ADVANCE Trusted Platform Module (TPM) allows you to safeguard vulnerable settings such as passwords with a new security chip featuring tamper-resistant hardware. TPM provides the same level of encryption capability as used by the U.S. Army.



➤ Increase Network Security.

Canon imageRUNNER Advance devices also offer an array of capabilities that make it difficult to gain access to a device through a network or USB port. Control access to your device with USB port blocking and IP Address and Media Access Control (MAC) address filtering. You can also use SSL encryption to protect data in transit.



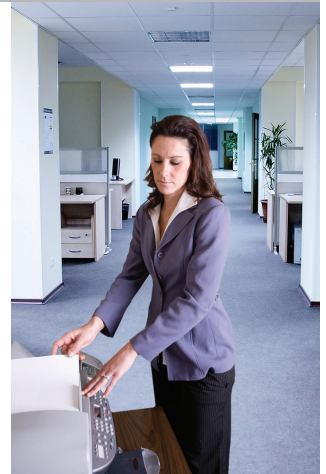
➤ Leverage Standard HDD Format.

Best practices, and often company policies, usually recommend that systems be completely wiped prior to being redeployed or at the end of their usable lives. The Hard Disk Drive Format feature, which comes standard on every imageRUNNER ADVANCE, completely overwrites all hard disk information with null data. This includes files, job logs, Address Books, and customized user mode settings.



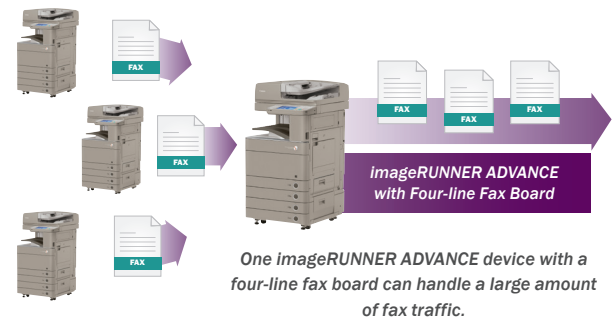
FAX PRODUCTIVITY

Our committee sends hundreds of faxes each day. It's costly for us to manage many dedicated fax machines, and we often have to wait a long time for a fax line to be open.



➤ Cut Costs with Fax Machine Consolidation.

Many imageRUNNER ADVANCE systems have the ability to offer up to four lines for faxing. Once an imageRUNNER ADVANCE device has been equipped with the optional Remote Fax capability and designated as a central fax distribution device, all other imageRUNNER ADVANCE devices on your network can share its four-line fax board. This enables any agency to save the cost of adding additional fax lines while providing instant faxing for everyone who needs it.



BEFORE

It was expensive to maintain underutilized and overburdened fax lines in every regional location and department.

NOW

We now save on all those costs with one central imageRUNNER ADVANCE device that others can share. That allows us to maintain high productivity, while paying for only the fax lines we need.



PRODUCTIVITY



Communicate Better and Work Faster

Governments today face increasing pressure to work more productively and efficiently; however, bottlenecks exist in every agency, bureau, and office. How can you cut down on repetitive and manual tasks? How can you communicate information more quickly? How can your team collaborate better?

imageRUNNER ADVANCE technology provides a number of new ways to help your agency share information, get work done more efficiently, and streamline communication workflows.

AUTOMATING DOCUMENT-RELATED PROCESSES

We often need to scan, fax, and e-mail many of our documents to multiple recipients and save them on our own computers. These manual labor-intensive processes consume both time and resources.

Combine Multistep Processes into a Single Button. Canon Workflow Composer lets you easily convert repetitive, multistep processes into one-touch workflows. With a single button, your employees can execute many tasks simultaneously such as scanning, faxing, e-mailing, archiving documents to a server, or even storing to Advanced Box folders — a new internal file-sharing hard drive on imageRUNNER ADVANCE devices. Workflow Composer buttons are fully customizable, so you can tailor them to your unique needs and processes.



BEFORE

Our agency creates a number of reports that must be scanned, sent to a fax and e-mail distribution list, and archived. This was a very manual labor-intensive process.

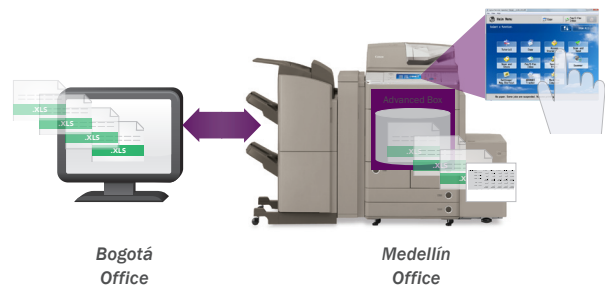
NOW

We save time and eliminate manual errors with one-touch buttons. Now we simply place a report on the device, select the Workflow Composer button for that workflow, and all of the scanning, e-mailing, faxing, and archiving is done automatically.

ACCESSING COMMON DOCUMENTS

We need all of our staff members in our division to have easy access to particular forms and other process documents.

Store and Distribute Documents with Your imageRUNNER ADVANCE MFP. Advanced Box allows you to store documents in their native file formats on your device. You can place them in password-protected Personal and Shared folders and access them from your PC. Printable versions of those files are accessible at the device or from any other networked imageRUNNER ADVANCE device. This allows you to share documents and forms with remote offices, exchange and collaborate with coworkers on files, and much more.



BEFORE

We have a number of forms that we regularly must fill out to ensure compliance with regulations. But the forms are continually modified, and it's a challenge to ensure that everyone has an up-to-date version.

NOW

We now keep all forms in their native file formats in a shared Advanced Box folder. Everyone can access them from any PC. If we need to change these documents, we can quickly do so and ensure that everyone always has access to a current version.



Control Costs Associated with Your MFP

Government IT managers try to ensure that employees are spending the public's money wisely, but excessive use of paper and toner can lead to heavy, hidden costs.

Canon imageRUNNER ADVANCE systems offer a number of built-in and optional cost containment solutions that can help you save paper, energy, toner, and money. You can influence employee behavior or even mandate cost-conscious activity. The end result is a more responsible, cost-effective organization.

PRINTING POLICIES

We'd like our staff to be more conscious of printing behavior so we can better conserve resources.

➤ **Modify and Gain Insight into User Behavior.** Canon imageRUNNER ADVANCE Tracker, a serverless application, helps you monitor, influence, and reduce wasteful user print behaviors on an imageRUNNER ADVANCE device.

Tracker reinforces awareness of user output with pop-up reminder screens on the control panel user interface. It also monitors individual and group output activity through a Web-based application to help government organizations manage costs.

ADVANCE Tracker

Add customized reminder messages to pop-up screens.

Do NOT Waste paper

Keep users aware of ongoing usage levels.

Monitor print activity through a Web-based tool, or have reports e-mailed to you automatically.

➤ **Ensure That Users Print Efficiently.** You can use the new Driver Configuration tool to ensure that everyone prints efficiently. With it, you can set defaults so that when users try to print, they can only select from among the more cost-effective options such as duplex or black-and-white printing.

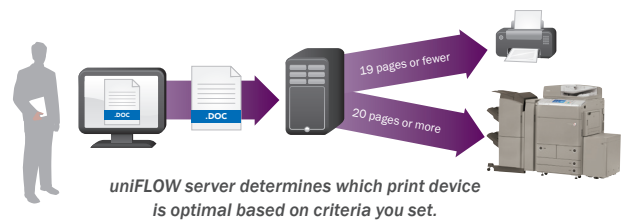
IT Administrator sets Driver Configuration.

Duplex, black-and-white printing is set as user default.

MANAGING AND REDUCING COSTS

Too many employees are needlessly printing pages such as personal correspondence, nonwork-related documents, and every e-mail. Our agency's costs for paper and toner are adding up. We need to set limits and ensure that they are followed.

➤ **Leverage Centralized Print Rules to Reduce Costs.** uniFLOW* enables IT managers to gain control over all device usage, even across a large organization. You can limit user access to more costly functions like color copying, route jobs automatically to less expensive printers, or redirect them to more efficient production devices. Your IT administrator can also create detailed analytical reports by user, department, or project to identify areas where you can reduce costs.



BEFORE

Our IT department had identified a particular office that was using too much paper, but was not sure which personnel were responsible for the abuse.

NOW

Our IT managers can now track and analyze device usage with easy-to-understand reports. We now have the ability to identify departments and individuals that are abusing their printer privileges.

BEFORE

Too many of our employees were still printing out volumes of pages on their desktop printers.

NOW

All jobs over a predetermined page count and finishing settings such as color, single, double sided, or booklet are now automatically routed to more efficient imageRUNNER ADVANCE devices.

*For more information please contact your Canon Latin America, Inc. sales representative or Canon authorized dealer.



Promote and Achieve Environmentally Conscious Behavior

Government organizations can play a leadership role moving everyone toward more environmentally responsible behavior. Government agencies may want to support sustainable practices in their own use of materials, energy, and choice of products.

Canon product development is guided by its corporate philosophy of *Kyosei*, which requires living and working together for the common good. *Kyosei* dictates that the interests of society and the environment must be an integral part of any good business practice. As a result, Canon always strives to meet and exceed the most exacting environmental regulations.

CONSERVING RESOURCES

- **Helping Organizations Reduce Waste.** Canon enables you to promote more responsible device usage. You can encourage employees to take advantage of double-sided printing and printing two or four pages on a single sheet.
- **Designing Smaller, Lighter Products.** Canon strives to make its products the very smallest and lightest available in each category. This reduces the amount of energy needed for transportation from the factory to your workplace.
- **Recycle-Conscious Design.** Canon development teams consider all stages in each product's life cycle, striving to maximize the use of plastics that have been already introduced into the environment wherever possible.
- **Conserving Power Across the Entire Product Life Cycle.** Canon has a unique product design system called Life Cycle Assessment (LCA). It looks for ways to reduce carbon emissions at every stage of a product's life, from raw materials all the way to disposal.

CONSERVING ENERGY

- **Reduced Warmup Time and Heat Usage.** imageRUNNER ADVANCE devices feature key printing elements that can heat up instantly and print at lower temperatures. Not only does this reduce costs, it also means you may not have to wait for a device to warm up.
- **One-Watt Sleep Mode.** Thanks to a one-watt sleep mode, when your imageRUNNER ADVANCE isn't in use, it's also not burning up your budget.
- **Better Scanning with Less Energy.** Scanning is increasingly part of organizational work processes. The technology in imageRUNNER ADVANCE reduces scanning power consumption by up to 75 percent over other models.
- **ENERGY STAR® Qualified.** The ENERGY STAR Program promotes the development of energy-efficient products. Since it was announced in 1993, more than 150 Canon copiers, printers, and multifunction peripherals have earned the ENERGY STAR rating.

Provide Devices That Are Usable and Accessible

Government organizations strive to make their offices as user friendly and accessible as possible. imageRUNNER ADVANCE systems include a wide range of standard and optional capabilities to make it easy for everyone to get the most out of their office technology.

USABILITY AND ACCESSIBILITY

- **Support Varied Visual and Hearing Capabilities.** Canon's Voice Guidance Kit features a software-driven speaker attached to the device; while screen reading technology (such as JAWS) makes device functionality more accessible.
- **Quickly Interface with USB.** Plug in USB memory media and immediately access and print files. Users can also access all device functionality with an optional USB keyboard.
- **Maintain Productivity Even Without Direct Access.** With the Remote Operators Software Kit, disabled employees can operate imageRUNNER ADVANCE MFP control panel functions from any networked PC.
- **Make It Easier Than Ever to Access Device Functionality.** The large, colorful, touchscreen user interface in every imageRUNNER ADVANCE device is simple to navigate and can be customized for the needs of any employee. Basic functions are easy to find and operate. Advanced tasks are now easy to understand and use.

Before You Speak with a Canon Representative

Canon offers a robust and wide-ranging set of solutions, both on its own and through integration with third-party software and hardware providers. Before you call or meet with your Canon representative, it's a good idea to consider the following questions:

- What compliancy regulations are required in your organization?
- Do your devices currently meet or exceed these requirements?
- Do you currently use Common Access Cards, and do you use them for device authentication and access to e-mailing functionality?
- What requirements do you face for data on device hard drives?
- Are you taking steps to encrypt printing data in transit?
- Do you face any special environmental requirements?
- Would you like to know more about how imageRUNNER ADVANCE systems address accessibility concerns?

Meeting the Unique Output Needs of Your Firm

Government organizations, offices, and departments are continually looking for solutions that simplify and improve critical processes within their infrastructure. Canon stands ready to offer in-depth knowledge, practical expertise, and field-tested technology when developing solutions for all your document-related challenges.

Whether you're considering hardware, software, or both, Canon Professional Services can help your team analyze and evaluate your existing processes, then partner with you to carefully implement integrated solutions linked to your organization's goals.



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