Canon

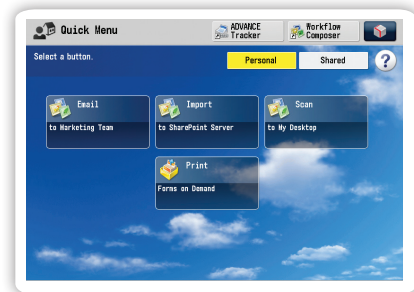## One-Touch Workflows for Office Productivity

PRODUCTIVITY

Need to improve efficiency, work more accurately, and streamline the repetitive manual tasks that drag down office productivity?

Canon solutions can boost office productivity by simplifying the workflows you use every day into one-touch buttons.

These customized buttons enable your staff to execute tasks in an accurate, repeatable, consistent fashion.
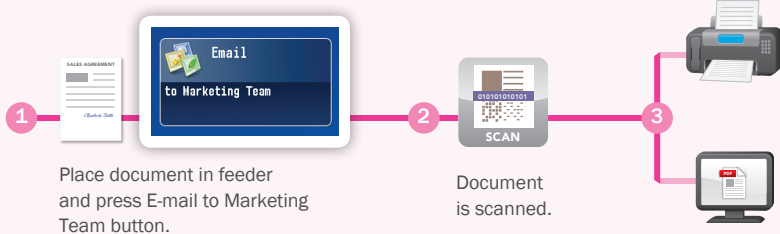
BEFORE: Simple tasks often required several steps through different screens.

NOW: Quick Menu and Workflow Composer buttons simplify common office tasks.

Easily Fax and E-mail to Multiple Recipients

1   Place document in feeder and press E-mail to Marketing Team button.

Email to Marketing Team

2   Document is scanned.

3   Document is faxed, e-mailed – or both – to a distribution list you have already created.

Scan and Send

Whether it's vacation requests, expense reports, or signed contracts, many office professionals scan and send documents to the same destinations every day.
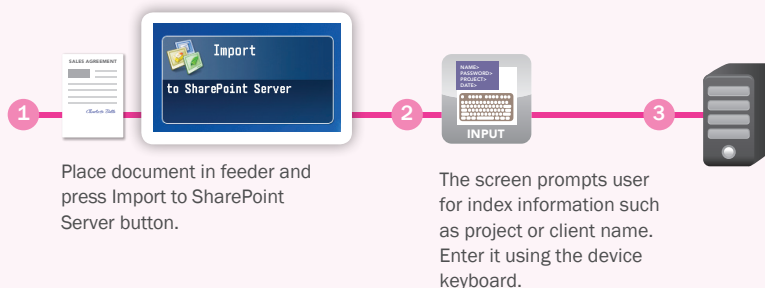
With Workflow Composer, you can save time within these repetitive workflows by setting up custom buttons that digitize a hard-copy document, and then e-mail and fax copies of it to a preset list of recipients.

Scan and Store

You can now scan and store documents, including signed contracts or HR forms, either directly into a document management system or send them to a watched folder.

Enter index information at the device to enable easier search and retrieval later. You can also use existing or custom connectors to integrate your machine with a variety of systems, including Microsoft® Office SharePoint Server (MOSS).

Integrate Files into Document Management or Other Systems

1   Place document in feeder and press Import to SharePoint Server button.

Import to SharePoint Server

2   The screen prompts user for index information such as project or client name. Enter it using the device keyboard.
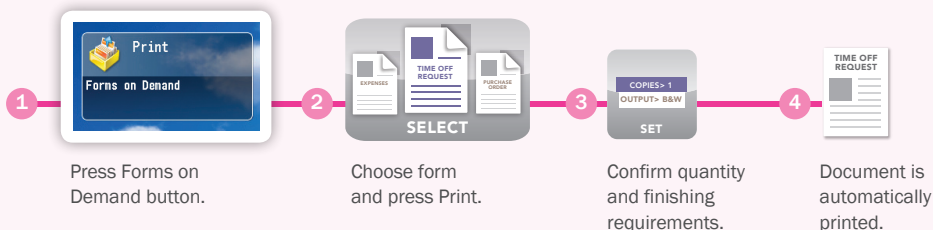
3   The file is integrated into your document management system or sent to a watched folder.

Once entered into your system, it will be simple to search for and retrieve.
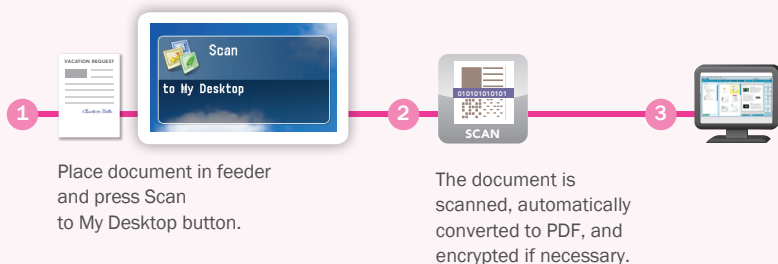
Forms on Demand

You can save office space by creating buttons to print common documents like time-off request forms from the Advanced Box storage space on your device.

1 Print
Forms on Demand

Press Forms on Demand button.

2 EXPENSES | TIME OFF REQUEST | PURCHASE ORDER
SELECT

Choose form and press Print.

3 COPIES> 1
OUTPUT> B&W
SET

Confirm quantity and finishing requirements.

4 TIME OFF REQUEST

Document is automatically printed.

Conveniently Scan and Save Documents to Your PC

1 VACATION REQUEST

Scan
to My Desktop

Place document in feeder and press Scan to My Desktop button.

2 010101010101
SCAN

The document is scanned, automatically converted to PDF, and encrypted if necessary.

3 The document is sent to your PC and is now accessible from the imageRUNNER ADVANCE Desktop interface.
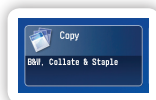
Send to Desktop

Scanning and saving workflows are common in many offices, but often take multiple steps where mistakes can be made. You can now simplify those tasks by creating a one-touch button that will scan a document, convert it to PDF, and send it to your PC.

If the document contains sensitive or confidential information, you have the option to encrypt and password protect the PDF as it's created.

Additional One-Touch Productivity Workflows
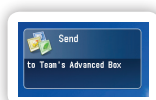
Workflow Composer and Quick Menu buttons enable you to perform common device operations quickly and easily, while helping to reduce errors.

Preset Copy Buttons

Copy
B&W, Collate & Staple

If you want to cut costs, you can easily set up and make available a Quick Menu button that outputs only black-and-white, two-sided copies. You can also create buttons that facilitate advanced finishing settings such as stapling, folding, or booklet creation.

Scan and Store in Advanced Box

Send
to Team's Advanced Box

Need to collaborate on documents with coworkers? Advanced Box is a handy, centralized storage space on your imageRUNNER ADVANCE device that allows you and your coworkers to access shared folders, both from the device and from your PCs. For increased convenience, you can set up Workflow Composer buttons to expedite scanning and storing to those same shared Advanced Box folders.

Take Advantage of Expert Advice

Workflow Composer buttons can be created by you and your staff in-house, but for more complex processes you have the option to call in our experts. Your Canon Authorized Dealer can assist you if you have more unique processes that may require additional customization.

LET YOUR BUSINESS RUN

COLOR | DOCUMENT MANAGEMENT | DOCUMENT DISTRIBUTION | PRODUCTIVITY | SECURITY

COST RECOVERY | DEVICE MANAGEMENT | USABILITY | ACCESSIBILITY | ENVIRONMENT

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