



imageWARE Document Server v2.0

advanced document sharing
platform

robust document management

user-friendly administration

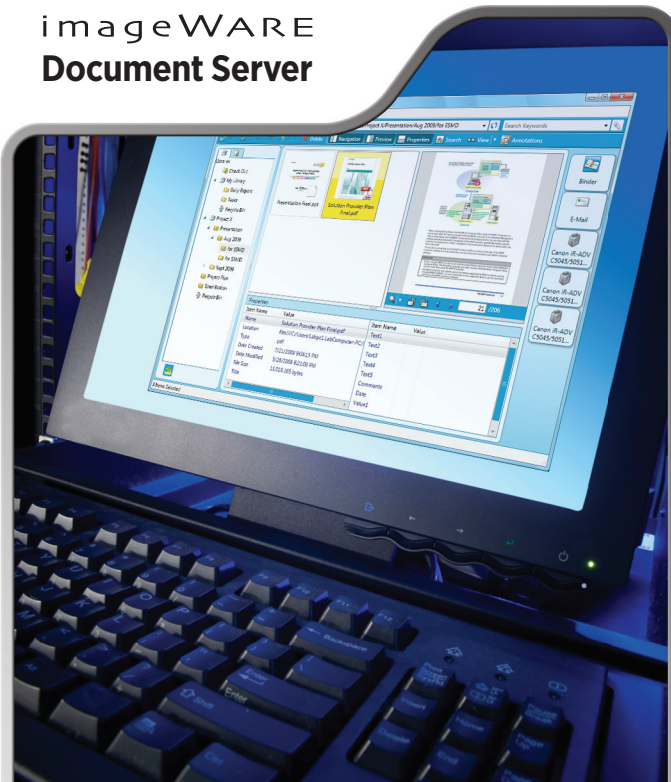
SOFTWARE SOLUTIONS



imageWARE Document Server v2.0

A simple yet powerful advanced document sharing solution.
An essentially better way to work.

imageWARE Document Server



imageWARE Document Server

with imageRUNNER® ADVANCE Essentials Software Solutions

Easy and versatile collaborative platform

- > Microsoft® SharePoint Foundation 2010
- > ADVANCE Desktop application and Web-based clients

Flexible administration structures

- > Up to 50 separate Site Collections
- > Maximum of 5,000 Team Sites
- > Maximum of 500,000 Libraries

Robust document management functions

- > User index
- > Check-in/Check-out
- > Version management
- > Multiple levels of user access control
- > Folder creation
- > Document search by Attribute, User Index, and Full Text
- > Audit log
- > Document capturing
- > Content expiration

A big advantage

Streamline your workflow and advance to greater levels of productivity with imageWARE Document Server. This powerful document sharing platform is designed for users of imageRUNNER ADVANCE Essentials software solutions. Now you can efficiently capture, manage, distribute, and share documents—all in a secure environment.

Faster, safer, easier

imageWARE Document Server uses Canon's robust imageRUNNER ADVANCE Essentials Desktop as its client, or it can use its available Web client for secure access from anywhere in a standard Web browser. Users can easily store documents created with Desktop as well as documents scanned with multifunction digital imageRUNNER Series systems, imageRUNNER ADVANCE Series systems, and imageFORMULA® DR-Series scanners via the network or USB/SCSI interface (TWAIN).

Streamlined collaboration

A Web-based document management server, imageWARE Document Server runs on Microsoft Windows SharePoint Foundation 2010. This server offers highly advanced document management functions by leveraging the concepts of SharePoint document libraries and sites. Project teams can easily find, share, read, and comment on files using imageRUNNER ADVANCE Essentials Desktop. And with multiple hierarchies of sites, it's flexible enough to handle complex organizations and workgroup structures.

A greener way to work

A visionary company, Canon knows that the world and the workplace need a greener workflow. With imageWARE Document Server and imageRUNNER ADVANCE Essentials, your organization can seamlessly share and distribute digital documents, reducing waste and saving paper.

imageWARE Document Server v2.0

Impressive functionality. Simplified access.
Outstanding collaboration.

Manage documents

User Index. Indexes attribute information that can be added to documents as needed. They can also be used as search targets. User indexes can be defined by a single line of text, multiple lines of text, choice, number, date and time, and yes/no.

Check-in/Check-out for document collaboration. The check-in and check-out functions are used when updating documents. When you check out a document, it changes the status of shared registered documents to “locked;” this prohibits other users from updating the documents.

The user who checked out a document can then check it in, which, in turn, updates and publishes the document to its most recent version. The “undo check-out” operation restores the document to the version before check-out.

In addition to the user, document library administrators can also check-in and manage documents that have been checked out.

Version Management. When updating a document, this function allows you to keep older versions for later reference. When a user with the appropriate permission overwrites or updates a document, it's then available as a new version. Version Management lets you manage the history of registered versions.

User Access Control. The User Access Control can be achieved by allowing the user the following four types of permission:

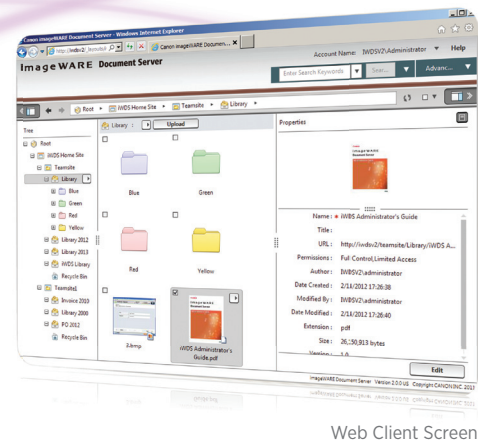
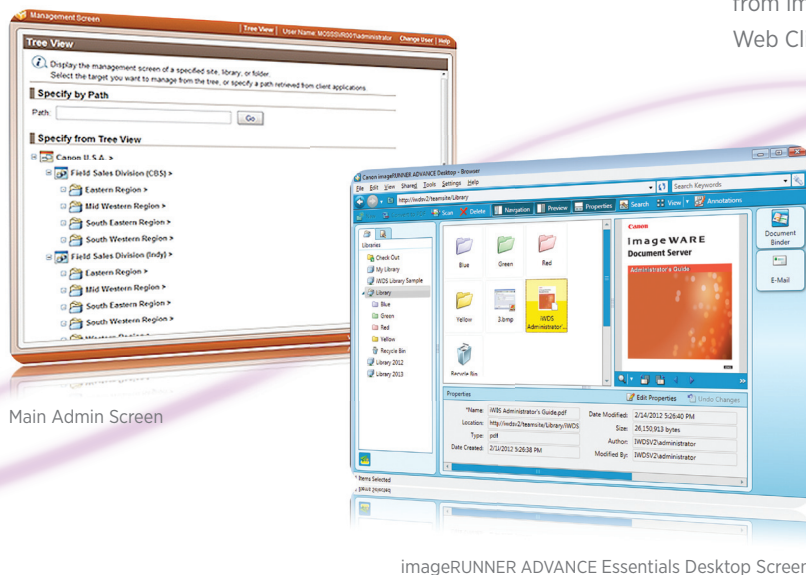
- **Full Control:** Permission required to manage sites and libraries
- **Edit:** Permission for editing (adding, changing, and deleting) documents and folders in addition to viewing them
- **Modify:** Permission for modifying (viewing and changing) documents and folders in addition to viewing them
- **Read:** Permission for viewing documents and folders

The permissions can be configured for each Site Collection as well as individual team sites, libraries, and folders. imageWARE Document Server uses users and groups registered in the domain or server and authenticates them using Windows authentication.

Folder. Administrators and general users with the appropriate permission types can create folders in libraries and manage documents hierarchically. The user can create, delete, copy, and move folders as well as configure attribute values.

Search documents

In addition to user index search and meta data search (attribute search), imageWARE Document Server provides Simple Searches function. The documents stored in the Canon imageWARE Document Server libraries are crawled for Simple Searches and managed so that their contents can be searched from imageRUNNER ADVANCE Essentials Desktop as well as Web Client.



Web Client Screen

imageRUNNER ADVANCE Essentials Desktop Screen

Securely monitor use. Easily locate files. Really simple administration.

Record user operations

In imageWARE Document Server, user operations can be saved and output as an audit log as necessary. Operations such as document registration, check-out, check-in, deletion, and attribute update can be performed on a document from the management screen in Document Server, Desktop, or an imageRUNNER or imageRUNNER ADVANCE system.

Capture documents

This function receives scanned images sent from imageRUNNER or imageRUNNER ADVANCE systems and then stores them in specified folders in imageWARE Document Server. Such images are automatically sorted and the attached image files are registered. Predefined indexes can be assigned to the images, too. In addition, a notification e-mail message can be sent to registered users when registration succeeds or fails.

Optional Canon Document Solutions Products

imageRUNNER ADVANCE Essentials Desktop

The Desktop V2.0 application runs as a client and registers documents in libraries in imageWARE Document Server. It then edits, searches, and manages documents stored in these libraries.

imageRUNNER ADVANCE Essentials Workflow Composer: MEAP Connector for Document Server

MEAP Connector for imageWARE Document Server is a MEAP application. It stores scanned documents in Document Server libraries directly from imageRUNNER ADVANCE systems. By combining Workflow Composer Version 2.1 and MEAP Connector for imageWARE Document Server Version 1.1, the user can enter an index when scanning a document from the operation panel of the imageRUNNER ADVANCE system and store the document in imageWARE Document Server.

AA-PROX

Scan documents into imageWARE Document Server even more efficiently on imageRUNNER ADVANCE systems with the AA-PROX solution. At the wave of a card, the system will instantly log-in users and provide quick access to store documents in libraries.

imageWARE Scan Manager DS

imageWARE Scan Manager DS Version 1.1 is a software for performing high-speed scanning of paper documents into computers. It efficiently sets the management information (index data) of scanned documents in conjunction with an input device such as a DR-Series document scanner and/or imageRUNNER/imageRUNNER ADVANCE system.

Multiple levels of administration

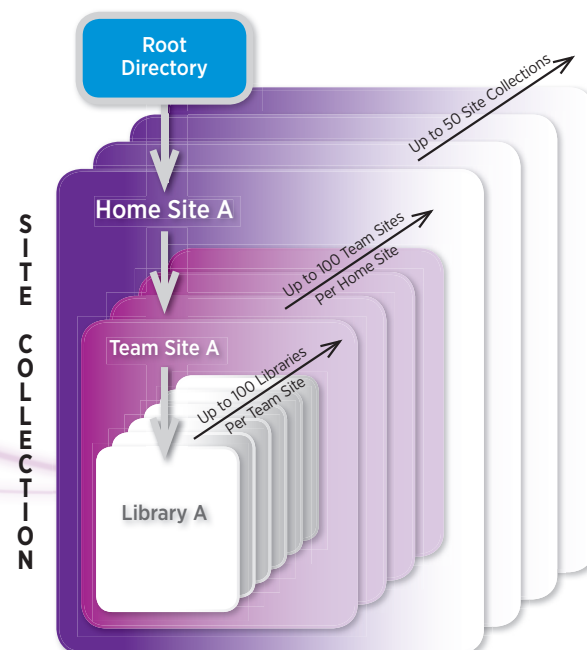
imageWARE Document Server offers different levels of administration structure: Site Collection, Team Site, and Library. Each Team Site and Library can have its own administrators to assign necessary tasks to its group leaders. And all the Site Collection administration can be monitored and controlled by the Site administrator through an easy-to-use simple administration tool on the server that enables control over upload settings, crawl scheduling, and backup/restore operations. Site Collection and Team Site administration is Web-based for distributed control.

Site Collection. This is the highest level site of imageWARE Document Server and the central platform from which all others are derived. Up to 50 separate Home Site Collections can be created.

Team Site. Sub-sites placed under the Site Collection are called "Team Sites" and are used to manage libraries. The user can create up to 100 Team Sites per Site Collection for different workgroups within an organization.

Library. This is the unit where the documents are stored. Folders in multiple hierarchies can be created to store documents by categories. The user can create up to 100 libraries per Team Site.

Advanced Administration



Customized document management solutions

Simple device collaborations and productivity enhancements

The imageRUNNER ADVANCE system can be used as a main capturing device, while the imageRUNNER ADVANCE Essentials Desktop further enhances the features of the system by offering the user a full array of productivity tools. These tools include those for personal document management, such as searching and device collaboration (My Scan Button, Bi-directional Fax Communications) as well as Device Dashboard tools (device status, job status, and newly arrived document notification).

Solutions to be used:

- imageRUNNER ADVANCE
- imageRUNNER ADVANCE Essentials



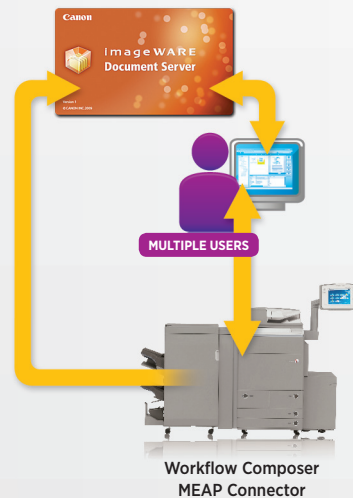
- Captured Images
- Fax Address Book Collaboration
- Device Status
- Personal Document Management
- Print/Fax Job
- Create Scan Button

Document sharing and management

The imageRUNNER ADVANCE system empowered by Workflow Composer with MEAP Connector for Document Server can be a main capturing device. However, depending on the image capturing requirements, a user could have a dedicated low-end input device via USB/SCSI, such as any imageFORMULA DR-Series scanner. The main purpose of this configuration is to secure, archive, and share both soft- and hard-copy documents via a common-access area.

Solutions to be used:

- imageRUNNER ADVANCE
- imageRUNNER ADVANCE Essentials
- imageWARE Document Server



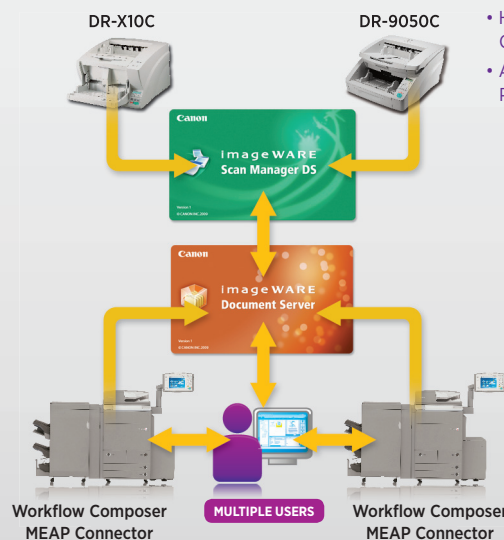
- Document Collaboration
- Security
- Searching
- Version Control
- Audit Trail Reports
- Document Capturing
- Document Expiration

Document archiving and back-filling conversion

The main purpose in this configuration is to archive high volumes of paper documents into electronic documents that can be shared. This process is called "Back-filling Conversion." imageRUNNER ADVANCE systems empowered by Workflow Composer with MEAP Connector for Document Server could be used as an input device. However, due to the volume, both the dedicated scanning station in imageWARE Scan Manager Document Server and a high-end imageFORMULA DR-Series scanner are needed.

Solutions to be used:

- imageRUNNER ADVANCE
- imageRUNNER ADVANCE Essentials
- imageWARE Document Server
- imageFORMULA DR-Series Scanner
- imageWARE Scan Manager DS



- High-Volume Document Conversion
- Automatic Capturing Process

Specifications

Hardware Requirements

CPU:	4 Cores (Core i5 750/Core i7 860/Xeon 3320)
Memory:	8GB or more
Hard Disk Space:	2GB of free space in addition to space for saved documents (A minimum of 80GB of free space is required on the system disk.)
Display:	XGA (1,024 × 768) or greater Full color (16,777,216 colors) or greater
Connection Speed:	10 Mbps (one server configuration) 100 Mbps (two server configuration)

System Requirements

Operating Systems:	Windows Server 2008 Standard/Enterprise SP2 (64-bit) Windows Server 2008 R2 Standard/Enterprise SP2 (64-bit)
IIS (Internet Information Services):	7.0
.NET Framework:	3.5 SP1 (included with the Document Server installer)
SharePoint:	SPF [Microsoft SharePoint Foundation 2010 Service Pack 1 (Included with the Document Server installer)] SPS (Microsoft SharePoint Server 2010 Service Pack 1)
SQL Server:	SQL Server 2008 R2 Express (64-bit) (Included with the Document Server installer) SQL Server 2008 R2 Standard/Enterprise (64-bit)

Hyper-V Virtual Environments

Operating Systems:	Windows Server 2008 R2 Standard Service Pack 1 (64-bit) Windows Server 2008 R2 Enterprise Service Pack 1 (64-bit)
Installation Option:	Full installation
Version of Hyper-V:	2.0

Maximums

Content DB Size of a Single-Site Collection:	10,240MB*/204,800MB**
Search DB Size Across the Entire System:†	10,240MB*/204,800MB**
Library Templates in a Site Collection:	100
Libraries in a Team Site:	100
Folders within the Same Hierarchy:	65,000
Hierarchies for Folder Creation:	81
Documents in the System:††	1,000,000*/10,000,000**
Documents in a Site Collection:††	100,000*/1,000,000**
Documents in a Library:††	100,000*/1,000,000**
Documents in a Folder (including the number of Folders at the same hierarchical level):	65,000
Indexes in a Document Library:	100 Numeric Value: Up to 72 Date and Time: Up to 48 Yes/No: Up to 93
Characters in the following URL: http://hostname/:	256

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Searchable File Types in Simple Searches

Extension	Overview
htm, html	Web pages
txt	Text file
asp	Microsoft ASP
xls	Microsoft Excel 2003 or earlier
doc	Microsoft Word 2003 or earlier
ppt	Microsoft PowerPoint 2003 or earlier
docx	Microsoft Word 2007
docm	Microsoft Word 2007 with Macro
pptx	Microsoft PowerPoint 2007
pptm	Microsoft PowerPoint 2007 with Macro
xlsx	Microsoft Excel 2007
xlsm	Microsoft Excel 2007 with Macro
xlsb	Binary file for Microsoft Excel 2007
one	Microsoft Office OneNote
vsd	Binary drawing created with Microsoft Visio
vss	Binary shape collection created with Microsoft Visio
vst	Binary template for Microsoft Visio
vdx	Drawing created with Microsoft Visio
vsx	Shape collection file created with Microsoft Visio
vtx	Template file for Microsoft Visio
odt/ods/odp	Open document
pub	Microsoft Publisher
msg	Microsoft Outlook
xml	Markup Language XML file
eml	E-mail separately stored by Microsoft Outlook
odc	File created upon data connection by Microsoft Office
dot	Word processing template file for Microsoft Word
mht	Images and an HTML file saved in a single file
mhtml	HTML mail
url	Shortcut to a Web page
pdf	PDF
iwb	Desktop binder
zip	Zipped-compressed file

*SQL Server 2008 R2 Express

**SQL Server 2008 R2 Standard/Enterprise

†Once the size of the database file used for searching (WSS_Search_ComputerName.mdf) reaches the upper limit of 10GB, any subsequently added documents are not subject to Simple Search. Documents can be added even once the upper limit of the search DB has been reached.

††There is no error even if the limit values are exceeded.



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