

## PDF Encryption/PDF OCR

- Do your documents contain sensitive information that only certain people should see?
- Do you want security features similar to Adobe® Acrobat®, but don't want to buy the software for every desktop?
- Are you worried how scanning may affect your company's compliance with regulations such as Sarbanes-Oxley, HIPAA, and Gramm-Leach-Bliley Acts?
- Do you want to scan paper documents and:
  - Take advantage of the full text search features of imageWARE™?
  - Extract text from the scanned document?
  - Incorporate the scanned documents into an electronic workflow?

### Solution

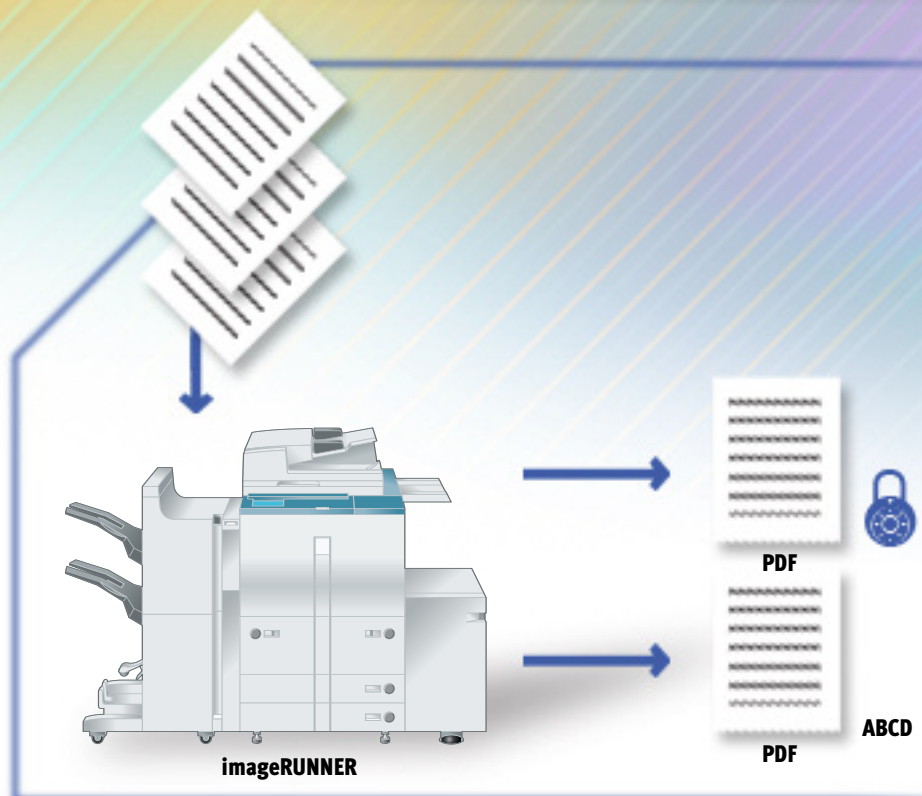
## The Universal Send™ PDF Enhancement Kit

### PDF Encryption

- Provides security features comparable with Adobe Acrobat standards, without additional desktop software
- Encrypt scanned documents from the imageRUNNER device with up to 128-bit encryption
- Requires password to open document
- Restricts printing and text extraction

### Searchable PDF (OCR)

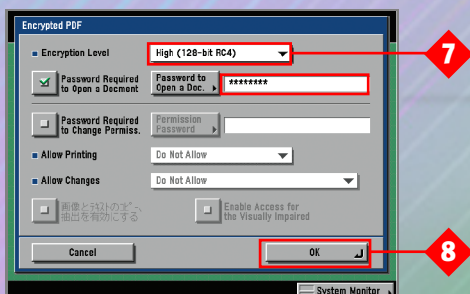
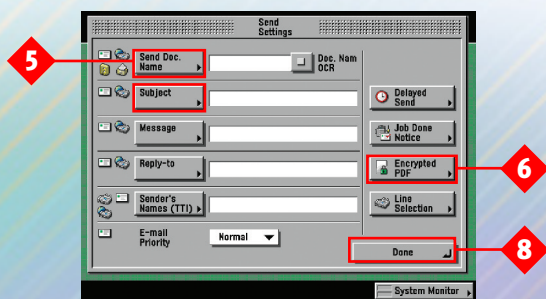
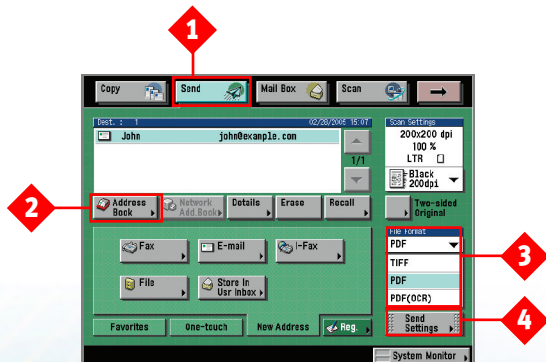
- Create text-searchable PDF files from the imageRUNNER device
- Get paper documents into digital workflow with text search capability



# How Do You Do It?

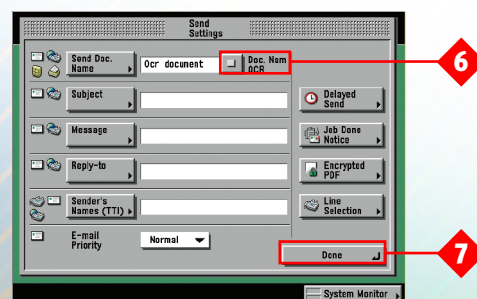
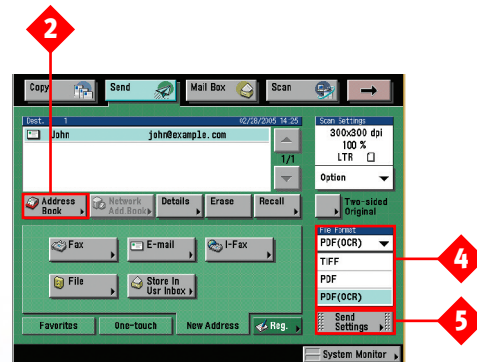
## Sending an Encrypted PDF Document:

1. Press the [Send] tab.
2. Press [Address Book] ([File] or [E-mail] also acceptable). Choose an e-mail address, press [OK].
3. Choose [File Format] dropdown. Set to [PDF].
4. Choose [Send Settings].
5. Add [Name] and [Subject] to the e-mail.
6. Press [Encrypted PDF].
7. Set encryption to High or Low (Default) and add password protection.
8. Press [OK], then [Done].
9. Place the document on the platen glass or in the ADF.
10. Press the [Start] key to send document.
11. Notify recipient of password.



## Sending a Searchable PDF (OCR):

1. Press the [Send] tab.
2. Press [Address Book] ([File] or [E-mail] also acceptable).
3. Choose an e-mail address. Press [OK].
4. Press [File Format]. Set to [PDF OCR]. Scan Settings default to 300 x 300 dpi.
5. Choose [Send Settings]. Add [Name] and [Subject] to the e-mail.
6. Or choose [Doc. Name OCR] to automatically name document using initial characters of document text.
7. Press [Done].
8. Place the document on the platen glass or in the ADF.
9. Press [Start] to send document.



Note: PDF Encryption and Searchable PDF (OCR) can be used at the same time. However, PDF Encryption and Document Name OCR cannot be used together; if this happens, it will create an error message.



# Demo Scenarios



## Legal

Law firms pride themselves on their reputation for keeping clients' affairs private and confidential. Already a strong proponent of the imageRUNNER devices' security features, the firm now can extend the protection to the documents themselves via the PDF Encryption function. By setting 40- or 128 (RC4)-bit encryption to a document when sending it to its proper location, this feature helps the attorney feel assured that its contents are safe from prying eyes. At the same time, the attorney can take advantage of the Searchable PDF (OCR) capability for easy indexing and text searching.



## Healthcare

Sheila works in Admissions at General Hospital, where she gathers personal, medical, and financial information from patients. She captures their paper documentation via an imageRUNNER device with Universal Send™. Using PDF Encryption, she can send the data to Finance and Medical Records, thus helping to ensure confidentiality, which is a critical element in abiding to the HIPAA\* mandate. Searchable PDF (OCR) also allows Finance and Medical Records to more easily incorporate Sheila's documents into their electronic document management systems. And it can perform full text searches on the documents, too.



## Financial Services

Financial services firms are required by the Gramm-Leach-Bliley Act\* to protect the confidentiality of their clients' personal information. The greatest vulnerability remains within the office, where employees and consultants can access this information without anyone knowing. With PDF Encryption, financial firms effectively can lock account applications and correspondence containing sensitive information and safely transmit them, ensuring that only the appropriate people will have access. In addition, Searchable PDF (OCR) facilitates indexing, which helps all parties incorporate the PDF files into their case tracking systems, thereby speeding closure of deals.



## General Office

Even though they may not be bound by U.S. compliance regulations, many companies demand the utmost in security, including the protection of confidential documents. Whether it's social security numbers, salary information, strategic expansion plans, or tax returns, use of Canon's PDF Encryption function can help give users assurance that they are protected when sending documents with the Universal Send function of the imageRUNNER device.

*NOTE: The scenarios listed above are fictitious and are for illustrative purposes only.*

# The Universal Send PDF Expansion Kit Solution

## Benefits

- Assures that your confidential documents are secure, with up to 128-bit encryption when sending via Universal Send.
- Provides confidence that a document's contents are not altered since users can limit how the files can be used, including restricting printing, modification, digital signatures, and text extraction.
- Improves the ability to index documents and locate them quickly for future use by creating text-searchable PDF files. This further facilitates the integration of paper files into electronic workflows by adding text search and extraction capabilities.
- Increases efficiency by simplifying the job of securing and OCR-ing scanned paper documents. Searchable PDF (OCR) also extends the ROI of document management systems, such as Canon imageWARE Document Manager, by creating fully text-searchable files ready for indexing.
- With Canon's PDF Encryption feature on the imageRUNNER device, a company can enjoy secured PDF files without having to purchase desktop licenses for each of its users.

## FAQ

**Q: Can I use PDF Encryption and Searchable PDF (OCR) at the same time?**

**A:** Yes. However, when using PDF Encryption, it's not possible to use OCR to automatically name the document.

**Q: Can I prevent someone from printing a document I send him/her?**

**A:** Yes. All the security features available with the optional PDF Encryption feature are consistent with the security features of Adobe Acrobat. This includes 128-bit encryption, requiring a password to open a document, and restrictions on printing, modifying, and extracting data from a PDF file.

**Q: Can I use Searchable PDF (OCR) on a document that's sent from the Mail Box?**

**A:** Searchable PDF (OCR) is available when originally scanning and sending a document, not when sending from the Mail Box.

**Q: How does Searchable PDF (OCR) help integrate paper into electronic workflows?**

**A:** By creating a text-searchable PDF file instead of a flat image PDF file, documents

scanned with Searchable PDF (OCR) can be indexed and searched by document management systems. This increases the efficiency and value of office workers and document management systems.

**Q: Where can I send an encrypted PDF file from the imageRUNNER device?**

**A:** To an e-mail address or file server from the device. Encrypted PDF jobs cannot be sent to a fax number, I-fax address, or Inbox in the Mail Box.

**Q: What OCR engine is used and how accurate is it?**

**A:** The Kit uses the same Canon document analysis technology found in our high-end DR-Series Scanners. This technology is highly

efficient at character recognition, as well as scanning and converting lines and images found in documents.

**Q: Are there any restrictions when sending a Searchable PDF (OCR) file?**

**A:** When you send a Searchable PDF (OCR) file, the resolution is automatically changed to 300 x 300 dpi. If you'd like a different resolution, then you'd need to change the file format to anything other than PDF (OCR).

**Q: How does the recipient get the password for a protected document?**

**A:** Just as with Adobe Acrobat, the sender must give the recipient the password via phone, e-mail, or other communication.

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\* Does not constitute legal advice. For complete information on compliance with these statutes, you should consult with your legal counsel.

Note: The features discussed within this document are optional; basic Universal Send capability is required.

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All specifications are subject to change without notice.

