

# Authorized Send V6.4



**AUTHORIZED SEND**

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## POWERFUL, INTEGRATED, SERVERLESS DOCUMENT DISTRIBUTION

Thousands of offices, businesses, and government organizations rely on Canon imageRUNNER ADVANCE systems for copying, printing, scanning, and faxing. These powerful machines are renowned for providing outstanding productivity and efficiency in document workflows. Yet, as technology has made sending digital information to email and network locations possible at the press of a button, the security of the documents at every stage of their life cycle has become a critical part of office workflows. Company policies and government regulations increasingly require stringent controls to help protect the privacy of information.

### OVERVIEW

Authorized Send (A-Send) is a MEAP application developed by Canon U.S.A. This serverless application is installed and operated on a Canon MEAP-enabled MFP device, which provides authentication, including:

- Scan to Email
- Scan to Folder
- Scan to Fax
- Scan to I-Fax
- Scan to RightFax\*
- Scan to Fax2Mail\*
- Scan to Box.com\*\*
- Scan to FTP
- Scan to SharePoint 2016 and SharePoint Online
- Scan to Google Drive\*\*
- Scan to Multidestinations
- One-Touch Buttons Functionality



A-Send can help your organization to:

- Maintain productivity by allowing users to perform normal walk-up operations, such as basic copying, without locking down the device
- Reduce administrative burdens for MFP and document management
- Restrict scanning and sending capabilities to authorized users while controlling who can receive transmitted documents

\*Optional feature. \*\*Available on Gen 3 only.

### Authentication Server

- Windows® 2000/2003/2008/2012
- Lotus Domino Version 7
- Novell NetWare 6.5 and eDirectory 8.7

### Ad-Hoc and Predefined File Name Send Documents with Metadata

### Scan and Send

- Scan to SharePoint 2016 and SharePoint Online
- Email
- Fax
- iFax (E-mail gateway of Fax Server)
- SMB Folder
- FTP, S-FTP, and FTP-S
- One-Touch Button
- Multidestination
- Advanced Box
- RightFax\*
- Google
- Box



# SHARE

## SHARE INFORMATION, DOCUMENTS, AND IDEAS EFFICIENTLY

Authorized send enables users to easily scan and index business-critical information to their appropriate locations making saving and sharing information easier than ever.

### THE AUTHENTICATION ADVANTAGE

With Canon Authorized Send installed on your Canon MEAP-enabled imageRUNNER ADVANCE system, authorized users can send scanned documents via email, fax, and fax servers. Scanned documents can also be sent to an FTP server, SMB folder, Advanced Box, SharePoint Servers, and even multiple Google Drive and Box destinations with just a few taps of the touch screen.

Normal walk-up functions, such as copying and Mail Box, are available to any user without authentication. Yet, without impacting everyday access, Authorized Send allows control of document distribution required by many companies and government agencies. It's the mix of security features, flexibility, and productivity.

When the optional Smart Card Service (SCS)\* is installed on an imageRUNNER ADVANCE system, Authorized Send can support Common Access Card (CAC) environments and authenticates against Public Key Infrastructure (PKI) and Personal Identity Verification (PIV) servers, helping to reduce security vulnerabilities.

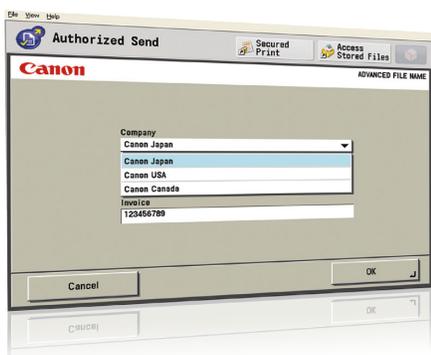
Authorized Send can also support ULM Integration. Users can log in with their MEAP log-in application and link with their Authorized Send users accounts. User credentials can be preserved to scan documents to shared folders or other destinations.

### PREVIEW AND DELETE BLANK PAGES

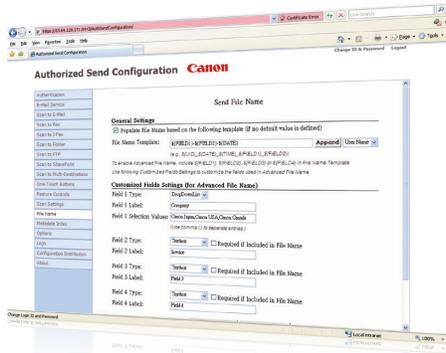
Document preview allows users to preview scans and even choose pages to delete prior to sending. Blank Page removal\*\* automatically identifies blank pages in the scan job, based on total toner coverage on the page. The sensitivity level can be adjusted to optimize page detection accuracy.

### FAST, SIMPLIFIED DISTRIBUTION

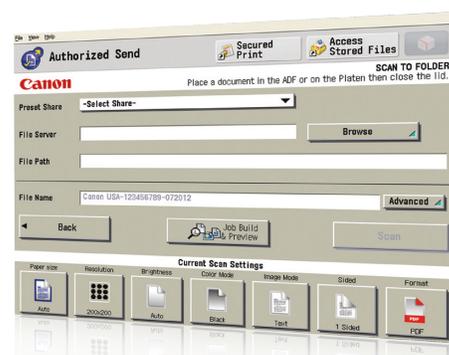
Authenticated users simply log in to Authorized Send with their user name and password or smart cards to access Authorized Send and its functions. Scanned documents can then be distributed quickly to preset groups of approved recipients. Authorized users can also create new folders to store, archive scanned documents, or just send to specific individuals.



Select and Enter File Name



Define File Name Syntax



Results

\* Installation of optional Smart Card Service requires professional services, which are sold separately.

\*\* Not available on imageRUNNER ADVANCE 4000 or imageRUNNER ADVANCE 8200.

# EASY TO USE

## SERVERLESS AND EASY TO USE

Authorized Send is a simple-to-install, serverless, feature-rich application providing users one-touch access to their most frequently used scan workflows with an easy to use interface.

### INTUITIVE OPERATION

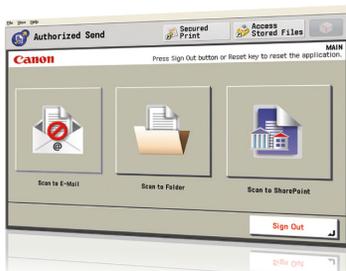
Users entering their name and password have quick access to a simple touch screen interface that puts Authorized Send controls and choices at their fingertips. The Job-Build function lets users scan multiple documents and send them by email or to predetermined folders.

Standardized buttons control scanning and faxing functions that can be quickly adjusted for paper size, image resolution, brightness, colors, image mode, simplex or duplex, and file format. Addresses of recipients can be automatically prepopulated as the destinations and users can search the address book for additional names or add new ones as needed.

Administrators can create “Favorite” One-Touch buttons based on users’ common requirements, thereby providing simplicity, convenience, and helping to reduce user errors. For example, buttons can be set up for frequently used workflows, destinations, and specific distribution lists.



E-mail Access Denied Screens



### CLEAR FILE NAMES

With documents growing in complexity and volume every day, it’s more important than ever that file names be easily understood, especially when multiple documents are combined in a single file. Using a syntax predefined by the administrator (User Name, Date, Time, Device IP, plus up to eight User Input Fields), Authorized Send users can define and create file names that will make sense to all recipients.

The contents of user input fields can be modified and the scanned document’s file name is automatically populated with a user name/time/date stamp to aid tracking.

To further help clarify the information being transmitted, Authorized Send allows the option of adding multiple fields of metadata to documents in XML or Text format, facilitating archiving and ease of use.

### WEB ADMIN USER INTERFACE AND CONFIGURATION DISTRIBUTION

A web-based servlet residing on a Canon imageRUNNER ADVANCE MFP\* lets administrators configure all scanning, faxing, and distribution settings on a single, similar MFP, then distribute that configuration to other machines. Based on organizational requirements, virtually all features and settings can be enabled or disabled, both globally and for individual users, providing flexibility for users and user access rights where it’s desired. Having functions defined by the administrator helps to simplify operation and helps ensure that users follow procedures for increased efficiency, device control, and productivity. In addition, the administrator can control the application’s images and colors to provide brand identity within the application.

\* To assign rights to individual user level, a log-in application (ULM) and Access Management System (AMS) are required; both are sold separately.

# SAFEGUARD

## HELP SAFEGUARD COMMUNICATIONS

Authorized Send can be easily configured. It's designed to tap into your organization's existing workflow while helping users increase efficiency and productivity.

### SERVERLESS

Shifting hosting, processing, storage, and input/output onto a single device eliminates the need to invest in, and support, costly dedicated application servers. Excellent for environments with large storage requirements yet relatively few applications, serverless technology is well-suited for offices where printing, scanning, and faxing are parts of a mission-critical workflow. Authorized Send takes the pressure off users and administrators by letting them focus on their jobs, without worrying about server reliability and performance.

### USER ACCESS CONTROL

The customizable Authorized Send makes it ideal for many corporate environments and select government agencies or departments. It provides the control and accountability needed for documents, from scanning through distribution.

### STREAMLINED DISTRIBUTION AND DEPLOYMENT

Authorized Send raises the bar on convenience and efficiency. Documents can be seamlessly scanned and distributed to a variety of destinations from a single MFP with just the touch of a few buttons. It's easy to set up in multiple offices to ensure the same features and settings in each location.

With Authorized Send and your Canon imageRUNNER ADVANCE system,\* you get powerful document distribution for your critical business communications.

\* To assign rights to individual user level, a log-in application (ULM) and Access Management System (AMS) are required; both are sold separately.

## OVERVIEW OF AUTHORIZED SEND BAR CODE OCR V1.0 OPTION

Administrators can predefine rules to automatically name the file into network folders through the identification of bar codes, dates, and other metadata. This improves user productivity by automating manual and time-consuming tasks in naming files.

Administrators can preset whether to store metadata (i.e., time, date, bar code values, etc.) in XML or Text file format. This helps reduce data entry errors that could delay critical workflows or worse. It also allows flexibility in working with information management and workflow systems.



# AT A GLANCE

## FEATURES

Robust features provide organizations with virtually endless possibilities for scan destinations and distribution choices.

### AUTHENTICATION

- Provides individualized user authentication to help with flexibility and security with rights assigned to users.
- Supports multiple authentication protocols, including Kerberos, NTLM, Simple Binding, and Anonymous Binding\*
- Enables administrator's authentication, allowing access without end-users having to provide sign-in credentials
- ULM integration

### SCANNING AND DISTRIBUTION CHOICES

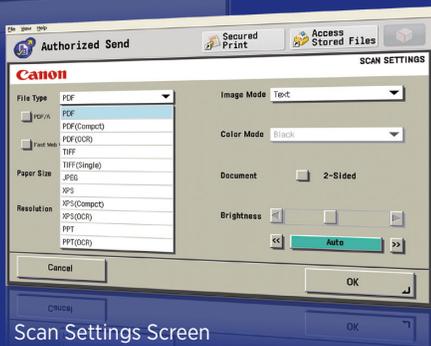
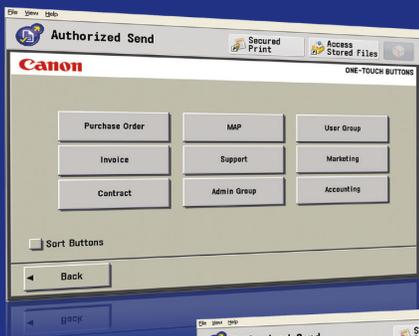
- Scan documents to email, networked folders, FTP/S-FTP/FTP-S servers and Microsoft® SharePoint® servers (2007/2010/2013/2016), analog fax lines, fax servers, Advanced Box, RightFax, Box.com,\*\* Google Drive,\*\* or multiple destinations.
- Scan to SMB folder, including user's Home Folder and Shared Folders.

- Support Distributed File System (DFS) for stand-alone DFS root folders and Share Clustered File Servers.
- Create image or PDF documents.
- Browse sub-folders to store related documents.
- Create up to eight fields of metadata and include with scanned documents for enhanced identification and tracking.
- Easily rescan and send documents to the same destination repeatedly.
- Transmit documents automatically to users' Home Folder.
- Create file names using predefined syntax at Canon MEAP-enabled imageRUNNER ADVANCE MFPs.

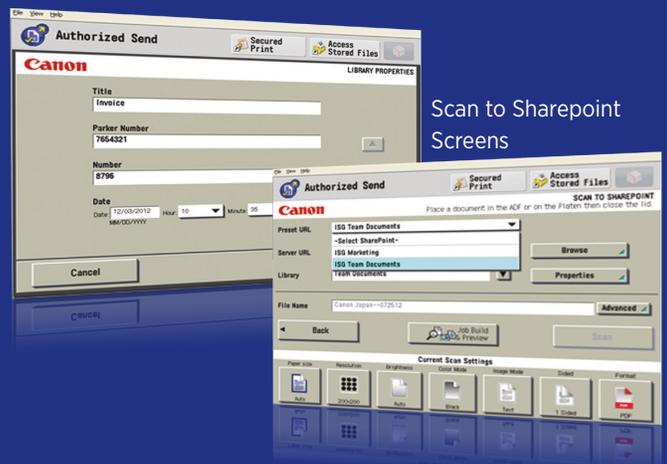
\* Kerberos and NTLM are supported protocols for communicating with a Microsoft® Active Directory Server. Simple Binding is the supported protocol when communicating with Novell eDirectory and Lotus Domino. Anonymous is reserved for communicating with any supported Address Book Servers.

\*\* imageRUNNER ADVANCE Gen 3 only.

One-Touch Button Screen



Scan Settings Screen



Scan to Sharepoint Screens

# SPECIFICATIONS

## SYSTEM REQUIREMENTS

### AUTHENTICATION SERVER

- Windows 2000 SP4/2003 SP2/2008 R2/2012/2012 R2 Active Directory/2016
- Lotus Domino Version 7
- Novell NetWare 6.5 and eDirectory 8.7 SP2
- Google
- Exchange Online
- SharePoint Online

### AUTHENTICATION PROTOCOLS

- Kerberos
- NTLM
- SMTP
- Simple Binding
- Anonymous Binding

### ADDRESS BOOK SERVER

- Windows 2000 SP4/2003 SP2/2008 Standard SP2/2008 R2/2012/2012 R2/2016 Active Directory
- Lotus Domino Version 7
- Novell NetWare 6.5/eDirectory 8.7SP2

### NAME SERVER

- Windows 2000 SP4/2003 SP2/2008 Standard SP2/2008 R2/2012/2012 R2/2016 DNS Server

### SCAN TO EMAIL

- Exchange 2000/2003/2007/2010 SP1/2013
- Gmail Web Service
- Exchange Online

### SCAN TO NETWORK SHARE

#### Local Share

- Windows 2000 SP4/2003 SP2/2008 R2/2012/2012 R2/2016

#### Domain Share

- Windows Vista SP1/XP SP2/2000 SP4/2003 SP2/2003 SP2/2008 Standard SP2/2008 R2/2012/2012 R2/2016

### Windows Distributed File System (DFS) Share

- Windows Vista SP1/XP SP2/2000 SP4/2003 SP2/2003 SP2/2008 Standard SP2/2008 R2/2012/2012 R2/2016

### SharePoint Server

- 2007/2010/2013/2016

### SCAN TO FAX SERVER

- Relay Fax 6.7 by ALT-N Technologies
- RightFax Server
- Fax 2 Mail

### WEB SERVERLET BROWSER

- Internet Explorer 8 or later, with JavaScript enabled
- KDC is necessary for Kerberos authentication



# SUPPORTED MODELS



**AUTHORIZED SEND**

## Supported Models

imageRUNNER ADVANCE Gen 3
imageRUNNER ADVANCE C7580/C7570/C7560
imageRUNNER ADVANCE C5560/C5550/C5540/C5535
imageRUNNER ADVANCE 3530/3525
imageRUNNER ADVANCE 8505/8595/8585
imageRUNNER ADVANCE 6575/6565/6555
imageRUNNER ADVANCE 4551/4545/4535/4525
imageRUNNER ADVANCE 715/615/525
imageRUNNER ADVANCE C356iF/C256iF
imageRUNNER ADVANCE C355iF/C255iF

imageRUNNER ADVANCE Gen 2
imageRUNNER ADVANCE C9280 PRO/C9270 PRO
imageRUNNER ADVANCE C7270/C7260
imageRUNNER ADVANCE C5255/C5250/C5240/C5235
imageRUNNER ADVANCE C3330/C3325
imageRUNNER ADVANCE C2230/C2225/C2220
imageRUNNER ADVANCE C350iF/C250iF
imageRUNNER ADVANCE 8205/8295/8285
imageRUNNER ADVANCE 6275/6265/6255
imageRUNNER ADVANCE 4251/4245/4235/4225
imageRUNNER ADVANCE 500iF/400iF

imageRUNNER ADVANCE Gen 1
imageRUNNER ADVANCE C9075 PRO/C9065 PRO
imageRUNNER ADVANCE C7065/7055
imageRUNNER ADVANCE C5051/5045/5035/5030
imageRUNNER ADVANCE C2030/C2020
imageRUNNER ADVANCE 8105/8095/8085
imageRUNNER ADVANCE 6075/6065/6055
imageRUNNER ADVANCE 4051/4045/4035/4025

imagePRESS
imagePRESS C850/C750
imagePRESS C800/C700
imagePRESS C650
imagePRESS C65
imagePRESS C60



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