

URL Send

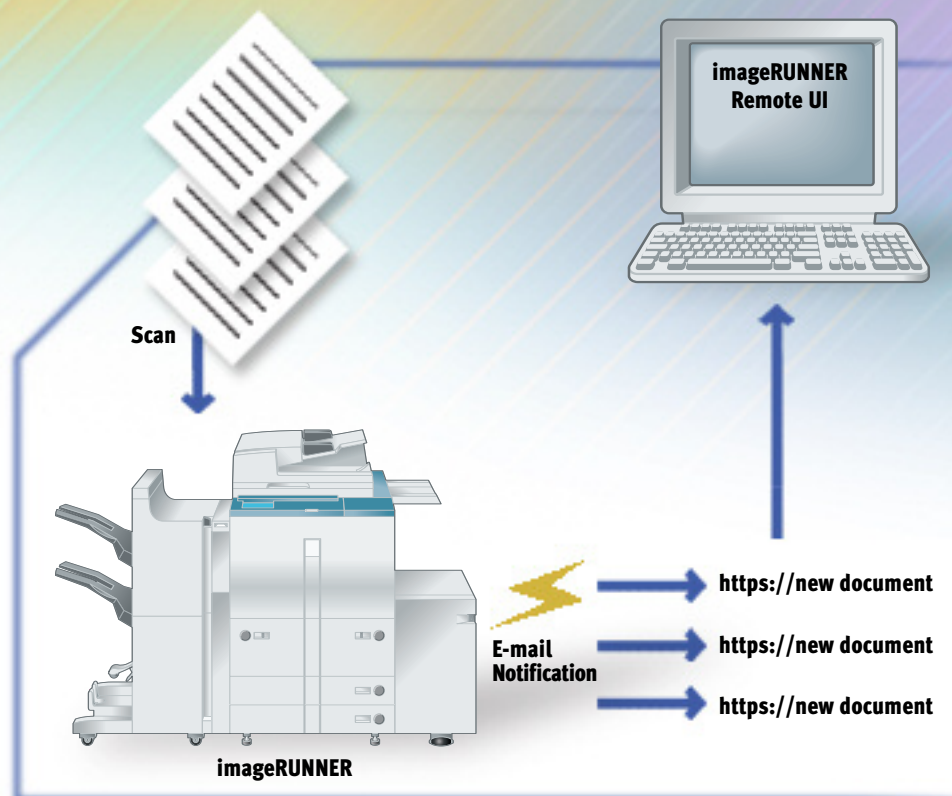
- Do you want a simple and immediate way to distribute scanned documents?
- Do you need to regularly scan and send documents to a distribution list?
- Does your business want to use Canon imageRUNNER® Mail Boxes to share documents more effectively?
- Do you want automatic notification when new documents arrive in the Mail Box of an imageRUNNER device?
- Are you tired of distributing documents via e-mail and then having the large files clog up your inbox and mail server?

Solution

URL Send from imageRUNNER Mailbox

URL Send creates an e-mail notification containing a URL link to a new document that has been scanned to an imageRUNNER Mail Box.

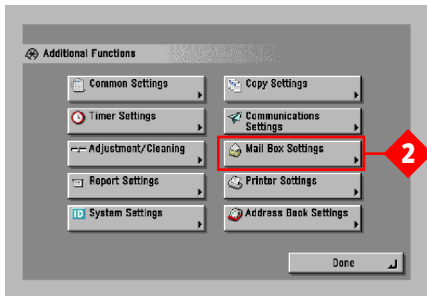
- ❖ The Mail Box is assigned a person or group for notification.
- ❖ When a new document is scanned, an e-mail with a URL link to the document is sent to the recipient list.
- ❖ The recipient can link directly to the document and view via the Web-based Remote UI™ utility. The user can then save the document to his/her hard drive or forward the document link. If the user has access to the Mail Box, other features are available.



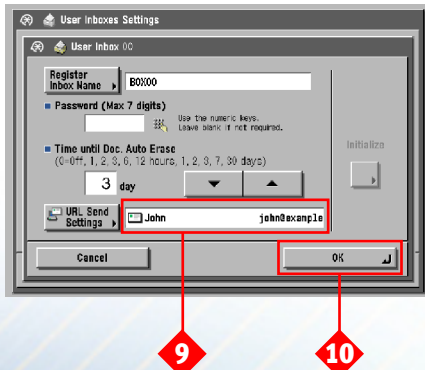
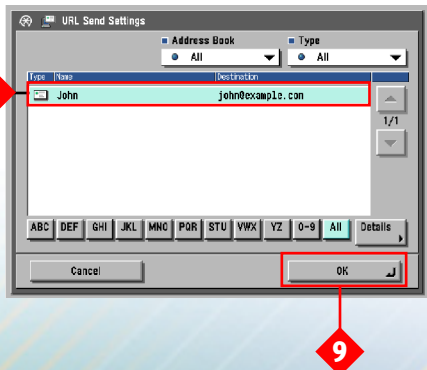
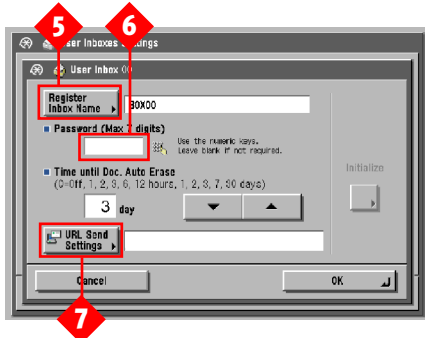
How it Works

Set Up Mail Box with URL Send:

1. Press [Additional Functions] on the control panel.
2. Choose [Mail Box Settings].
3. Choose [User Inbox Settings].
4. Select a [Mail Box].
5. Press [Register Inbox Name] and enter name.

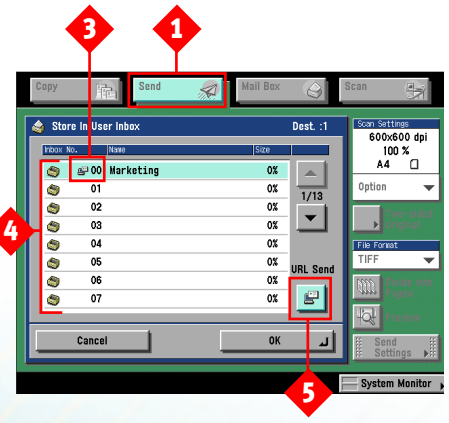


6. Enter [password] for [Mail Box] [12345] (optional).
7. Press [URL Send Settings].
8. Choose an individual or group destination.
9. Press [OK]. Selected address appears in [URL Send Settings].
10. Press [OK].
11. Press [Done] three times.



Using URL Send When Scanning Documents:

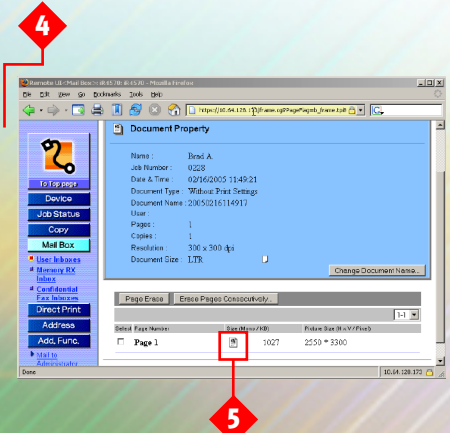
1. Press the [Send] tab from the LCD panel.
2. Choose [Store In User Inbox].
3. The URL icon will appear next to Mail Boxes with URL Send activated.
4. Choose the [Mail Box] for the scan destination.
5. Press the [URL Send] button.
6. Press [OK].
7. Choose [Send Settings] (optional).
8. Add Name and Subject for the e-mail (optional).
9. Press [Done].
10. Place the document on the platen glass or in the ADF.
11. Press the [Start] key.



Opening a URL Send Link:

1. Open your e-mail Client.
2. Open the message.
3. Click on the [Link] in the body of the message.
4. The link will open up Remote UI and take you to the document.
5. Click on the document page to view.

```
***** User Inbox Incoming Notice *****
A new document has been stored.
You can browse the document from Remote UI
by clicking following URL.
https://10.64.128.173/frame.cgi?PageFlag=URLDire
ct&BOX_hdl=2147483657&DocID=3221225495&PgStart=
1&PIDS=
```





Marketing Department

A high-tech company markets a full line of software and hardware products that is constantly being revised and improved. The marketing department needs to distribute extremely large files of product specifications to the engineering and product management teams for review and evaluation. They also need to distribute completed brochure and collateral packages to the sales organization. Because they are constantly transmitting massive files via e-mail, they need to be conscious of not tying up the network. With URL Send, the marketing department can simply send the documents into the appropriate Mail Box of the imageRUNNER device while automatically notifying the intended recipients of their availability.



Human Resources

Joan in the HR department regularly distributes large files such as newsletters, phone lists, and updated benefits forms that have a tendency to tie up the network and take up valuable space in the individual user's e-mail inbox. Using URL Send, she can scan those documents to an imageRUNNER Mail Box while automatically notifying everyone on the distribution list that new documents are ready. Not only will they be assured that the Mail Box will have the latest and greatest contents, but the large files will be no longer tie up the network unnecessarily.



Financial: Accounting Department

In order to prepare monthly statements and annual reports, the manager of a large public company's accounting department sends an e-mail attachment containing an outline of the completed report to the entire department. Each person then completes his/her appropriate section. Because the graphic-intensive file size is extremely large and sent to a big distribution list, the network congestion and e-mail server is constrained. With URL Send, the file can be sent to the Mail Box and the automatic notification will alert the recipients of its availability without tying up the network.



Legal

Carla is a paralegal and spends much time distributing boxes of evidence to the many attorneys she supports. By using URL Send, she can scan each document into the attorney's private password-protected Mail Box and notify them as new documents are ready, without having to send them an e-mail. Using the URL link, the attorney can view the documents or log-in to his/her Mail Box on the imageRUNNER device. Only the attorney with appropriate password will be able to access the documents. Plus, they can be viewed remotely!

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

The URL Send Solution

Benefits

- Substantially alleviates unnecessary network traffic and frees up e-mail server space with a more efficient means to distribute and store large files that are distributed to many recipients.
- Automatic notification of an imageRUNNER device's Mail Box contents provides office workers with the assurance that they are utilizing the latest and greatest files.
- Improves the imageRUNNER Mail Box utilization by providing an easy and efficient method to alert users of the Mail Box contents.
- Convenient method of viewing important or large reference documents without having to send an e-mail.
- Further contributes to an already strong imageRUNNER ROI story since URL Send is a standard part of the imageRUNNER Universal Send Kit.

FAQ

Q: How does a person know when a new document is in a Mail Box?

A: When the sender uses URL Send, the imageRUNNER device automatically sends a link to the predefined recipient list. The URL contains a link so the recipient can view the document via the Web.

Q: Can users be notified of documents printed to a Mail Box?

A: No. URL Send works only when scanning paper documents.

Q: Can anyone view a URL Send document?

A: Assuming network security measures are in place, users can access URL Send documents only while on the company's network.

Q: When using the URL, can a user see all the documents stored in the Mail Box?

A: No. The URL links only to the single document specified in the link. However, a user can still navigate to the Mail Box and view documents if the Mail Box does not have a password or if the user knows the password.

Q: How do I get URL Send?

A: URL Send is a standard feature of the Canon Universal Send Kit option. See your Authorized Canon Dealer.

Q: Can I change who receives notification for each new document?

A: Yes, but this requires reconfiguring the send list. URL Send is best for notifying a set individual user or group.

Q: When I get a URL Send notification, can I print or forward the document?

A: Yes. The documents can be saved directly from the link as a TIFF or JBIG file and then printed. You can forward the link to another person, and also print, send, or move documents by accessing them via the Mail Box function.

Q: Is there a limit to how many users can be notified when a new document is ready?

A: Yes. You can select a single Address Book destination for notification, whether it is an individual or a group list. Up to 256 addresses can be in a group.

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