

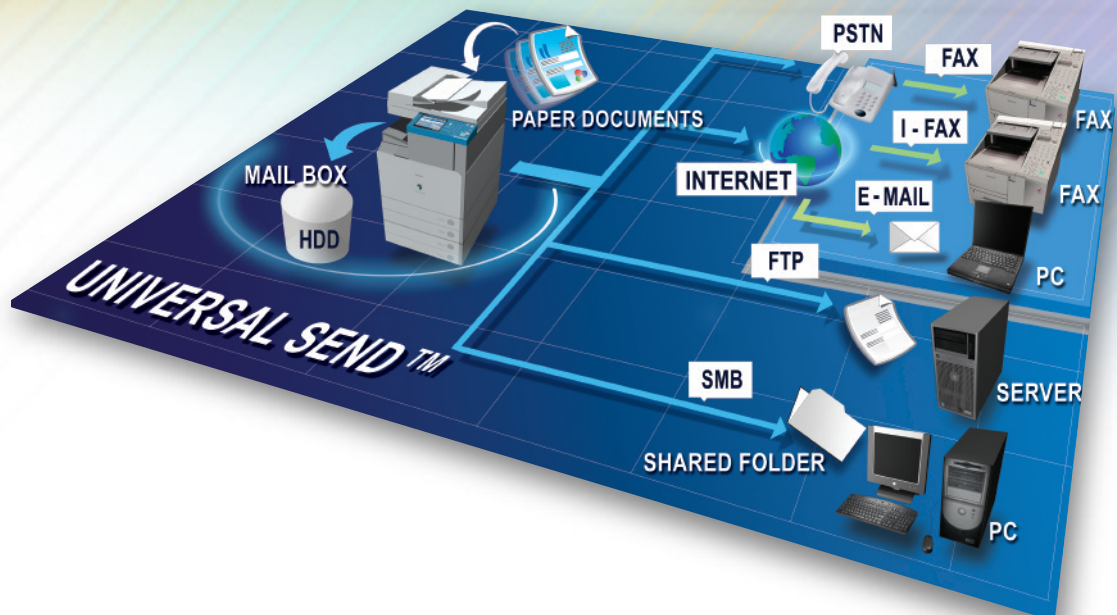
## Universal Send

- Do you frequently need to distribute documents, such as newsletters, to two or more recipients?
- Do you need to convert hard-copy documentation into TIFF, JPEG, or PDF files?
- Are you concerned that someone other than the intended recipient may see confidential information in your faxes?
- Would you prefer for your documentation to be sent faster and less expensively than by traditional mail?

### Solution

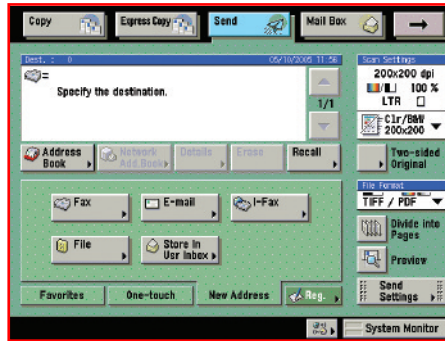
## imageRUNNER® Universal Send™

With the imageRUNNER Universal Send option,\* you can easily scan paper documents and send them to one or multiple destinations via e-mail, Super G3 fax (optional), or I-fax, thus increasing the efficiency of document exchange in your office. Digitizing paper documents and sending them to FTP, SMB, and NetWare® file servers allows for convenient data access and management. You can store up to 1,800 destinations total, including 200 One-Touch buttons and 18 Favorites buttons.\*

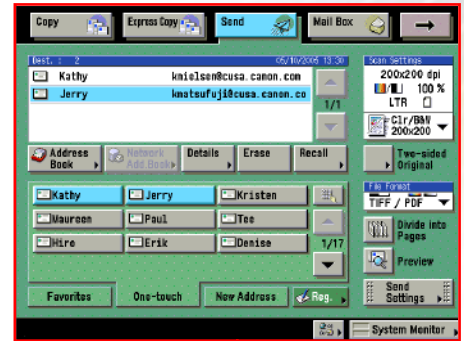


# How Do You Do It?

1. Select the “Send” tab from the touch-panel display.
2. Press [Fax],\*\* [E-mail], [I-Fax], [File], or [Store in Usr Inbox] to manually input the destination. Or select the desired destination from one of the following:
  - Address Book
  - Favorites
  - One-Touch
  - LDAP Server (Network Address Book)
3. Adjust settings as needed:
  - Scan Settings: Press [Option] for the Scan Settings screen. Press [OK] when all Scan Settings have been specified.
    - Color Mode
    - Resolution
    - Copy Ratio
    - Document Size
    - Scanning Mode
    - Copy Exposure
    - Original Type
    - Special Features
  - Two-Sided Original
  - File Format
  - Divide into Pages
  - Send Settings
4. Press [Preview] then [Start] to show the document preview.
5. Press [Start Send] to begin the Send. Or, if [Preview] was not selected, just press [Start] to send your document to the selected destination(s).



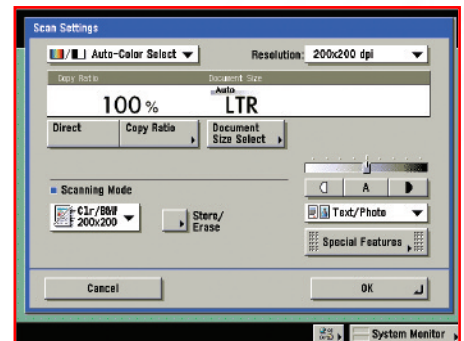
1



2



3



3

\*\*Requires additional equipment.

# Demo Scenarios



## Legal Firms

Legal firms can save carrier (fax/phone) and courier (FedEx®/UPS®) costs by using Universal Send to e-mail discovery documents to opposing counsel, their clients, the courts, or multiple parties, such as attorneys, within the same firm operating from remote offices. All the recipients receive the e-mail simultaneously. For tracking purposes, the sender can choose to receive a confirmation e-mail.



## Hospitals

Hospitals receive a tremendous number of patient records via fax and courier service each day from clinics and doctors' offices. During this workflow process, some patient records are lost, misplaced, or left on the fax tray. Hospitals can utilize the Universal Send function to assist in securing those confidential patient records for review and processing. As documents are received, a nurse can transmit them to a back-end database or a password-protected Mail Box via Universal Send. Or she can have faxes automatically forwarded to her e-mail address or to a Confidential Fax Inbox.



## Investment Company

During the creation of an investment company's annual report, which contains elaborate color charts, color illustrations, and black-and-white and color text, documents are e-mailed from the investment company, the marketing company, and the auditing company. All this e-mail traffic clogs and slows down the network. To save bandwidth and free up the network, the investment company can e-mail those documents using the PDF High Compression file format, available on Color and Color-Enabled imageRUNNER devices.



## Sales Department

A regional sales manager typically has numerous hard-copy reports—sales figures, monthly quota updates, marketing collateral updates, price book changes, etc.—to send out to sales force personnel working from remote offices or their homes. To assist the sales manager in sending out and confirming receipt of those e-mails and to minimize bandwidth, those reports can be sent via Universal Send from the imageRUNNER device. Everyone on the sales team will receive those reports at the same time, the sales manager can have a return receipt of the delivery of those documents, and the company saves on bandwidth because the employees are using the existing network.

# The Universal Send Solution

## Benefits

- Eliminates almost all hassles associated with pull scanning.
- Send to a variety of destinations simultaneously, e.g., fax, e-mail, I-fax, Mail Box, or file server.
- Store up to 1,800 destinations, including 200 One-Touch buttons.
- Uses existing network, which saves bandwidth and costs.

## FAQ

**Q: Is Universal Send a standard feature or do I need to upgrade my device?**

**A:** Universal Send is an optional feature on most imageRUNNER devices. Please check with your local Authorized Canon Dealer for pricing.

**Q: Can I encrypt my Universal Send e-mail messages?**

**A:** Yes, imageRUNNER 70 Series black-and-white devices and color-enabled and Color imageRUNNER devices offer this optional feature.

**Q: Which file formats does Universal Send support?**

**A:** On black-and-white imageRUNNER devices, Universal Send supports TIFF, MTIFF, and PDF. On Color and color-enabled imageRUNNER devices, Color Universal Send supports these file formats, plus JPEG and PDF (Compact). On the new imageRUNNER 70 Series devices (Color and B/W), Universal Send also supports PDF (OCR) (optional).

**Q: Can I send scanned documents to a file server using Universal Send?**

**A:** Yes.

**Q: Can I include a message in my e-mail when using Universal Send?**

**A:** Yes, you can include a message and a subject line in your Universal Send e-mail. In addition, you can specify a document name, the sender's name, and a "reply to" address.

**Q: How can I ensure that none of my scanned pages are omitted?**

**A:** You can have each page of your document stamped as it passes through the document feeder, ensuring that it was scanned.

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Device functions are subject to change without notice.

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