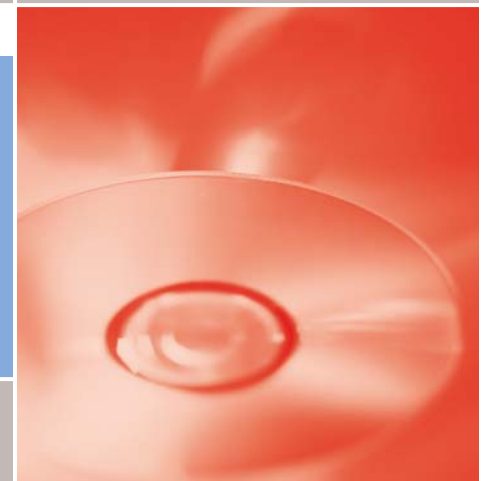


# Canon



imageWARE™  
Document Manager  
Version 4



Capture, Manage, Distribute

# imageWARE™ Document Manager Version 4

Capture, Manage, Distribute

imageWARE Document Manager enables document capture, management, and distribution in any document centric workplace with ease and efficiency. Together with hardware, Canon serves as your single-source provider for effective document management for both hard-copy and electronic documents.

Canon's imageWARE Document Manager is designed to satisfy the document management requirements of any organization. With 80% of today's business information in document form, customers are facing the growing challenge of managing this mission-critical information. As an efficient document management system, imageWARE Document Manager serves as a central repository, allowing easy access, fast retrieval, and the right usage of this business data. It provides a wide range of functions to give users full control of document organization, retrieval, sharing, tracking, and security. It empowers workers to make productive use of information for better decision-making and faster response time. imageWARE Document Manager is a robust, affordable system that's easy to install, use, and administer. With minimal IT overhead, customers will experience a minimal Total Cost of Ownership and fast Return On Investment.

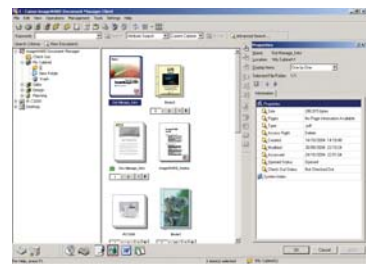
## How It Works

### Capture



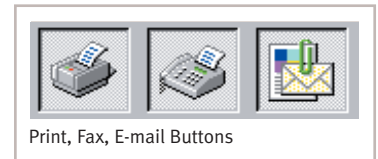
- **Electronic content:** Word, PPT, Excel, image files, PDF, Web pages, etc.
- **Hard-copy content:** Printed documents, faxes, drawings, handwritten documents, etc.
- **Multimedia:** Video and audio clips

### Manage



- Archive
- Index
- Search/retrieve
- View and edit
- Apply annotation
- Secure content
- Back up and restore
- Create binder

### Distribute



- Fax
- E-mail
- Print
- Export to Windows



### imageWARE Document Manager Gateway

As a standard component of imageWARE Document Manager, imageWARE Document Manager Gateway captures, indexes, and routes documents or incoming faxes from networked imageRUNNER® devices into designated imageWARE Document Manager folders. Together, they provide a seamless system for streamlined hard-copy-to-digital workflow.

### imageWARE Web Document Server

imageWARE Web Document Server is an optional component to enable Web access to the imageWARE Document Manager database, allowing remote or traveling users to access digital documents via a standard Web browser. The imageWARE Web Document Server offers search, update, annotation, upload, and download functions through an Internet or extranet connection. It's a virtual workplace with no boundaries.

## Feature Highlights

### Common Features for Workgroup Edition and Enterprise Edition

- Provides robust full text, attribute, index, and annotation search for fast retrieval
- Provides an embedded OCR engine for full text search and automatic indexing
- Provides embedded backup and restore function and scheduled automatic backup for better data protection
- Provides access control to folder level
- Provides Web access with a customizable user interface with user flexibility
- Provides automatic routing service to send scanned documents or incoming faxes to the destination for secured and timely delivery
- Displays over 250 file formats with built-in viewers to help reduce application deployment costs

### Advanced Features for Enterprise Edition

- Provides versioning control, audit reporting, and digital signature to ensure lifecycle document integrity
- Supports workflow through automatic e-mail notification
- Provides access control down to the document level and encryption for security
- Supports Citrix® environment and Windows® Cluster Server
- Provides Software Development Kit (SDK) for custom integration and application development

## Customer Benefits

### Gain significant cost-savings associated with:

- hard-copy storage
- fax/shipping distribution
- reprinting of documents
- labor costs for filing, processing, delivering

### Secure and protect critical business information through:

- sending the right people the right information
- document usage monitoring/tracking
- data backup and recovery
- aiding compliance with regulations
- paperless environment for sensitive information

### Increase office efficiency and productivity through:

- fast and easy information retrieval
- central repository for all formats of documents across the organization
- workforce mobility with information access at anytime, from anywhere
- reduction of manual processing
- increased reuse of stored documents
- streamlined document workflows
- simplified business processes

### Obtain total seamless integration solutions from one single vendor with:

- Canon's digital hardware devices
- Canon's imageWARE Software Suite

Let imageWARE Document Manager help reduce your administration costs, assist in areas of compliance, enhance your business processes, and increase the efficiency of document workflow.

Are you spending too much time filing employee expense reports and invoices? Is your department piled up with paper contracts that could easily get lost in the shuffle? Is your customer unhappy because of the delay in searching for his/her loan application? Has your new engineering design been jeopardized by unauthorized access to the file server? Are you frustrated with trying to locate the latest product development documentation? Are you looking for an economic solution for your patients' records to comply with HIPAA regulations?

Knowing the challenges you're facing everyday, imageWARE Document Manager is designed to help manage both hard-copy and digital documents for you with ease, security, and efficiency.

Your business will benefit from a streamlined, flexible, and secure document management process throughout the entire life cycle of documents. This document management system enables you to easily capture both ad hoc paper documents and all formats of digital files for daily knowledge sharing and management throughout your organization.



## Record-Related Inquiry Scenario

### Without imageWARE Document Manager

#### Records Storage



- Paper records are stored in rented office space, basement, garage, etc.

#### Record Retrieval for Inquiries



- Walk to the physical storage
- Search through piles of file boxes
- Locate the document by limited methods: alphabetical, chronological, etc.
- Walk back to the office or desk with the file
- File can't be found due to being misfiled or lost

#### Answer the Inquirer's Questions



- Call back
- Walk to a fax machine to fax
- Send a reply letter through the mail, etc.

### With imageWARE Document Manager

#### Records Storage



- Central electronic archival on a computer
- Records are digitized through DR-Series scanner or imageRUNNER device
- Records are indexed in many ways based on various retrieval criteria

#### Record Retrieval for Inquiries



- Right at the desk
- Just a few clicks of the mouse
- Locate the file instantly by searching the indexing value

#### Answer the Inquirer's Questions



- Provide instant answer over the phone
- Fax or send a copy by dragging the file to the fax/e-mail icons in imageWARE Document Manager
- Make annotations for future record

## Seamless Integration with Canon's Digital Hardware Devices for an Efficient Digital Document Workflow

Are you seeking an integrated solution that will create a hard-copy-to-digital workflow to accommodate an optimal flow of data? Do you need help converting paper-based information to digital for greater business efficiency? imageWARE Document Manager is designed to provide you with a complete, end-to-end document solution with Canon's digital hardware devices. Together with the advanced capability of these system devices, imageWARE Document Manager provides you true business continuity, making information easier to capture, manage, and distribute through a seamless, secure, and efficient process.

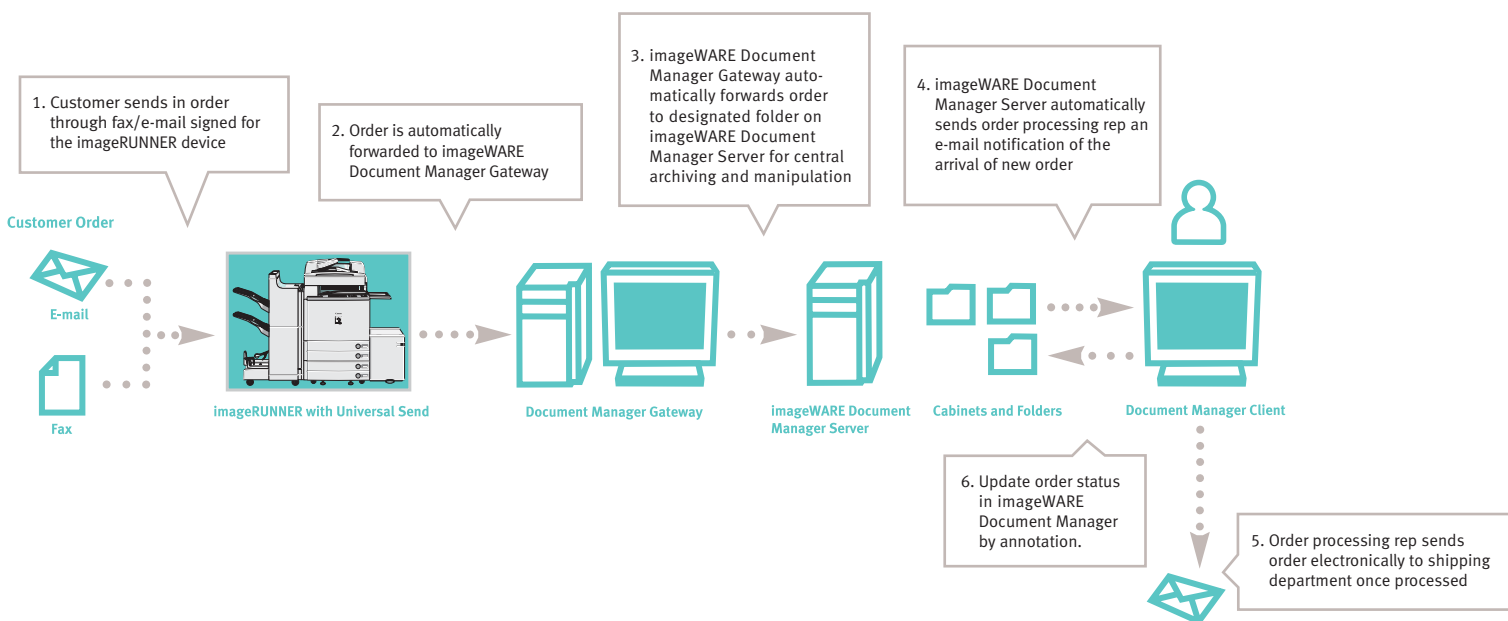
### Automatic Fax Forwarding and Management Scenario

#### Without imageWARE Document Manager

- All manual
- Hard-copy orders are unattended or lost at the fax machine
- No security—orders can be obtained and viewed by everyone at the fax machines
- Inefficient traditional hard-copy storage and retrieval
- Slow, manual process to distribute the hard-copy order to other departments
- Hours or days to process one order

#### With imageWARE Document Manager

- All Automatic
- Paperless order processing environment
- Information security and protection
- Central electronic archiving and retrieval
- Timely and speedy order processing and distribution
- Just a few seconds to process one order





## Specifications

### Minimum Requirements

#### imageWARE Document Manager Enterprise Server Operating System

- Windows NT® 4.0 Server/Server Enterprise Edition (Service Pack 6a)
- Windows® 2000 Professional/Server/Advanced Server (Service Pack 3 or 4)
- Windows XP Home/Professional (Service Pack 1 or 2)
- Windows Server 2003 Standard/Enterprise/Web Edition

#### Hardware

- CPU Pentium® II 450MHz
- Memory 256MB
- 360MB hard disk space required
- Database Engine SQL Server 7.0/Server 2000 (not included)

#### imageWARE Document Manager Workgroup Server Operating System

- Windows 98 Second Edition
- Windows Me
- Windows 2000 Professional/Server/Advanced Server (Service Pack 3 or 4)
- Windows XP Home/Professional (Service Pack 1 or 2)
- Windows Server 2003 Standard/Enterprise/Web Edition

#### Hardware

- CPU Pentium II 450MHz
- Memory 128MB
- 470MB hard disk space required
- Database Engine MSDE 2000 (included)

#### imageWARE Document Client (for Enterprise and Workgroup Edition) Operating System

- Windows 98 Second Edition
- Windows Me
- Windows 2000 Professional/Server/Advanced Server (Service Pack 3 or 4)
- Windows XP Home/Professional (Service Pack 1 or 2)
- Windows Server 2003 Standard/Enterprise/Web Edition

#### Hardware

- CPU Pentium II 450MHz
- Memory 64MB; 128MB when using color images
- 440MB hard disk space required
- Database Engine MSDE 2000 (included)

Visit our Web site at [www.imageWARE.com](http://www.imageWARE.com)

A Smarter Way to Work

**Canon** KNOW HOW®

1-800-OK-CANON  
[www.usa.canon.com](http://www.usa.canon.com)

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