

TAKE THE **DIGITAL**
TRANSFORMATION JOURNEY
WITH **CANON**

GOODBYE
PAPER



HELLO
DIGITAL

Canon

achieve more.

Your organisation spends too much time creating, retrieving and storing documents.

Do You....

- Produce a high volume of paper documents that must be managed, stored, and eventually destroyed?
- Rely heavily on manual, labour intensive paper-based processes?
- Face challenges meeting compliance and privacy requirements?
- Pay high costs for fax, courier, and mail services?

“ On average, **6%** of annual revenue is spent on tasks associated with processing documents and it can get as high as **15%**. ”

InfoTrends 2014.

The Advantages of Document Distribution Solutions



Capture information

Capture goes beyond Scanning. It converts paper records into editable electronic formats unlocks the true value of information trapped on static scanned documents.



Automate business processes

Scanning workflows for different users or workgroups can be easily configured.



Reduce time/cost spent on document management

Optical Character Recognition (OCR) technology extracts information, indexes documents, and improves access to information.



Integrate to backend systems

The captured information can be sent to numerous destinations such as email, network folder, applications and cloud services to name a few.

Canon's Capture ADVANTAGE helps give you greater control over your documents with audit, search, security, workflow, and routing capabilities. It also tracks and stores data, helping to reduce costs, and help you meet regulatory requirements. Here's a few of the advantages you could realise:



Improved Economics:

Enable efficient processing of documents and save up to 30%.



Easy to find:

Retrieve documents in seconds without leaving your desk.



Efficient Collaboration and Distribution:

Instead of sending paper documents, provide online access to the documents, saving print and distribution costs.



Cut Paper Costs:

Eliminate unnecessary printing and save between **\$0.51** and **\$0.70** per page.



Disaster Recovery:

Store documents in multiple locations, providing disaster recovery in ways not possible in paper-based systems.



Increased Security:

Track and control access to documents at the folder or document level for different groups or users.



Consistent Indexing:

Make your documents easily accessible with standard naming rules in your applications or databases.



Increased Client Satisfaction:

Respond to client issues faster and with more accuracy.

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Capture ADVANTAGE

Capture ADVANTAGE is a scan management application which turns your Canon device from a simple scanner into an enhanced document processing asset, bridging the gap between document capture and data processing tasks. The intuitive user interface and centrally-managed document workflows follow employees automatically to any device and increase efficiency by eliminating manual processing steps.

Workflow-driven Document Capture

A document digitisation strategy offers opportunities to streamline information processing workflows; poorly integrated systems and the separation of scanning activities from data capture tasks can undermine these efforts due to double-handling and loss of context.

Using an MFP or Scanner with Capture ADVANTAGE as the point of capture offers a unique opportunity

to maximise efficiency, as the knowledge worker, physical document and business system all converge. uniFLOW Capture unifies the scanning and data capture steps, allowing the user to interact directly with the business system with the document in-hand which eliminates double-handling and data entry error as there is no confusion as to which document they are processing.

Process all captured Information

Clean images are essential to any document imaging workflow. Capture ADVANTAGE can automatically enhance the quality of scanned images. Pages can be automatically rotated, despeckle and deskew operations can improve image quality and OCR accuracy and lines or dark borders can be removed without user interaction.



High
Compression



Zonal OCR
(137 Lang.)



Blank page
Recognition



Forms
Processing



Barcode
Recognition



Orientation
Detection



Despeckling



Line, Border,
Dither removal



Database
Validation



Microsoft
Excel®



Microsoft
Word®



Meta
Data



PDF/PDFa
Encrypted PDF

Distribute documents where you need them

Once captured and processed, Capture ADVANTAGE can easily distribute documents to a variety of destinations including Microsoft SharePoint®/ SharePoint® Online, Therefore™/ Therefore™ Online, RightFax or Hyland OnBase® as well as to popular cloud-based destinations such as Microsoft OneDrive®/ OneDrive® for Business, Google Drive™ or Dropbox.



Standard

- Email
- Folder
- FTP
- iW desktop
- Microsoft Exchange
- WebDAV



Cloud destinations

- Box
- Dropbox
- Evernote®
- Google Drive™
- Leap Cloud
- Microsoft OneDrive®
- Microsoft SharePoint® for Business
- Microsoft SharePoint® Online
- Therefore™ Online



DMS / ECM-Systems

- AFAS
- Alfresco
- DMS Documentum
- FileNet®
- HP Records Manager
- Hyland OnBase
- iManage Work
- LEAP
- Lexis Affinity™
- Microsoft SharePoint®
- OpenText Content Server
- RightFax
- Therefore™



PACK 1



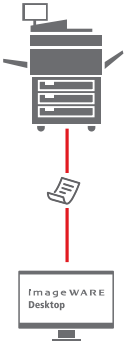
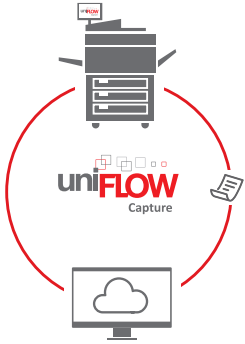
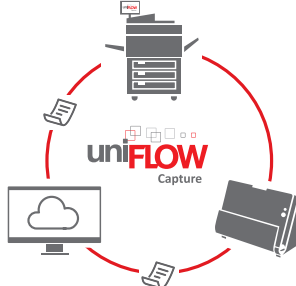
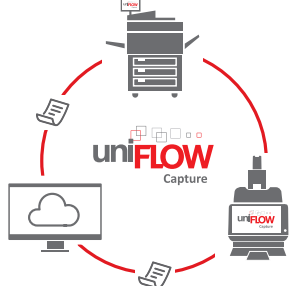
PACK 2



PACK 3



PACK 4

Overview	Scan and share documents digitally. Save the time and hassle of handling paper documents.	Scan, Process and Distribute documents to the cloud, increasing employee efficiency and securing document workflows.	Secure desktop scanning integrated into your office, streamlines approval and payment processes – increasing customer experience.	Secure network scanning integrated into your office, streamlines approval and payment processes – increasing customer experience.
				
Whats' Included	Leverage advanced features of your Canon MFD and powerful document editing functions with your free imageWARE Desktop program.	Personalised "Follow-me" scan workflows directly from your Canon MFD.	Personalised "Follow-me" scan workflows directly from your imageRUNNER ADVANCED MFD and a Canon imageFORMULA Desktop Scanner.	Personalised "Follow-me" scan workflows directly from your imageRUNNER ADVANCE MFD and a Canon ScanFront network scanner.
Features	<p>imageRUNNER ADVANCE multifunctional devices offer powerful scanning capabilities including;</p> <p>Skip blank pages and built-in mis-feed detection & jam recovery.</p> <p>One-touch convenience to compress, scan, and distribute to its destination.</p> <p>Create Searchable PDF (OCR) documents to make searching easier.</p> <p>Convert to Word and PowerPoint to easily edit and re-use content</p> <p>Work with electronic documents on PC just like working with paper documents at a desk.</p> <p>Perform operations such as combining electronic data, adding text, drawing lines, and attaching notepads on your PC.</p>	<p>Powerful image processing to deliver enhanced image quality including;</p> <ul style="list-style-type: none"> • High Compression • Zonal OCR • Blank Page Recognition • Forms Processing • Barcode Recognition • Deskew/despeckle • Orientation Detection • Bi-Directional Database Validation <p>Advanced image encryption and conversion including;</p> <ul style="list-style-type: none"> • PDF and PDF/A for long term archival • Encrypted PDF for document security • Native Microsoft Office Conversion to create editable Word & Excel <p>Unified Printing & Scanning</p>		