

iW Document Manager System Requirements

The following specifications are the minimum requirements needed for iW Document Manager to operate.

Document Manager Client and Administrator

Operating System: Windows 98, Windows Me, Windows NT4 Workstation/Server (SP5 or later), Windows 2000 Professional/Server (SP2 or later)
Windows XP Home Edition/Professional

CPU: Computer with a Pentium equivalent CPU or better

RAM: At least 128MB of Memory (256MB recommended) (Note: Additional RAM may be required if colour scanning is to be performed)

Hard Disk Space: Up to 160MB free hard disk space (depending on applications installed) (Note: Additional hard disk space depending on usage of cabinets and document storage)

Display Monitor:

Resolution: SVGA - 800x600 dots or higher (1024x768 dots recommended) **Colour:** 256 colours or higher (65536 colours recommended).

Notes: The above requirements are for the iW Document Manager software ONLY. You will also need to consider the requirements of the operating system. For the requirements of the operating system please refer to your Microsoft® Windows Manual. Additional requirements for iW Document Manager Enterprise Edition are available on request.

Document Manager Web server & Client (Workgroup and Enterprise Editions Only)

Web Clients

Operating System: Windows 98, Windows Me, Windows NT4 Workstation/Server (SP5 or later), Windows 2000 Professional/Server (SP2 or later),
Windows XP Home Edition/Professional

Supported Web Browsers: Microsoft Internet Explorer 5.01 (Service Pack 2) to 6, Netscape Navigator/Communicator 4.5 to 4.80

Web Document Server:

Operating System: Windows NT4 Server (SP6 or later), Windows 2000 Server (SP2 or later), Windows XP Professional

Note: Web Document Server needs to be installed on the same PC as Document Manager Server

Web Server Environment: Microsoft Internet Information Server (IIS) 4.0 to 5.1

Supported Devices

iW Document Manager uses various devices to import/scan documents into the cabinets. Below is a list of the major supported devices.

Multi-Function Printers:

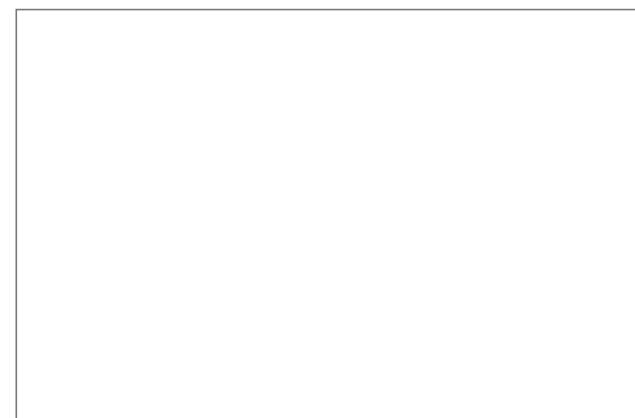
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iR3300i	iR5000i	iR8500
iR2220i	iR5020i	iR105
iR3320i	iR6020i	iR 3100CN
iR2220N	iR5020N	iR 6800CN
iR3320N	iR6020N	iR C3200

you can
Canon

Canon (UK) Ltd
Woodhatch, Reigate
Surrey RH2 8BF
T. 08000 353535
F. 01737 220022
www.canon.co.uk

Europe, Africa and Middle East
Canon Europa N.V.
www.canon-europe.com

Canon Ireland
Arena Road
Sandyford Industrial Estate
Dublin 18
Ireland
T. 01-2052400
F. 01-2958141
www.canon.ie



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English Edition

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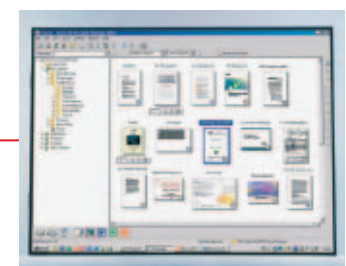
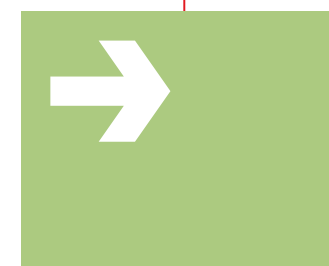
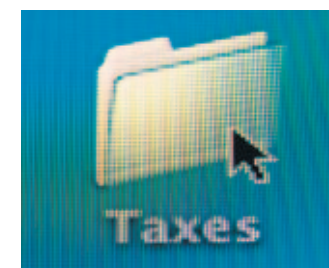
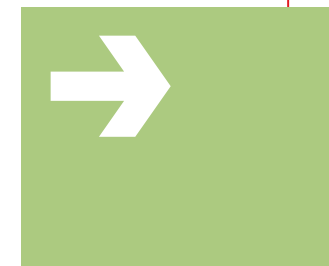
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you can
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*Personal
workspace
solution*

A smart and simple solution to improve personal productivity

The combination of Canon's iW Document Manager software, range of Multi-Function Devices, and some good advice gives you the power to work smarter – by bringing your important documents under control.





In theory the information age is great

In practice, it can feel like an ocean of paper and information which you don't want to throw away, but you can't keep control of. Now picture all those different documents that are important to your work neatly filed, and accessible through a couple of clicks of your mouse.



A digital secretary

If you need information to do your job – then you'll do it better by updating your personal workspace.

If you are a marketing professional, imagine all of those brochures, reports, press cuttings, trade journals, surveys that come across your desk. Finding that vital nugget of information a few months later is never easy. You can't predict exactly which document you are going to need later. But, you can be sure that when you want it, you'll want it straight away.

Now imagine if you had the digital equivalent of an old-fashioned secretary. The type that files everything away with the utmost efficiency, and who knows exactly where everything is kept. The type that has a perfect system that enables you, and your colleagues, to do your own jobs better.

Digital information is extremely easy to manipulate, so why not apply the digital advantage to all your important paperwork? If it can be scanned, it can be stored, with existing digital files. If it can be stored, it can be found. Whether you want to keep one article, or an entire magazine, you can – quickly and hassle-free, from the comfort of your desk.

And then when it comes to retrieving the information, you can call up one document, or everything you've got on a particular subject. iW Document Manager will ensure you find it with the minimum of fuss. That leaves you free to get on with more important work.

Canon gives you the best digital equivalent of a secretary.

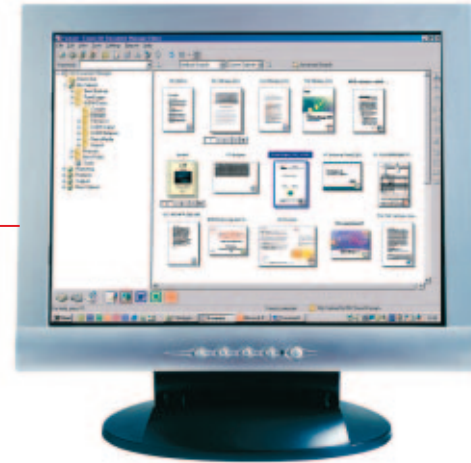
iW Document Manager and Multi-Function Devices can be used by both individuals and workgroups. It is of particular relevance to:

- Admin and support staff
- Sales and marketing professionals
- Research departments
- HR and training
- Finance



All your information in one place

Reap the benefit of having groups of documents – whether they are hard copy or digital originals organised in a simple, logical way, all in one place. First of all, you set up a personalised ‘cabinet and folder’ hierarchy for all your digital files. You can create your own structures, or get a fast-start by selecting from the templates provided. Set up ‘Sales’, for example, with pre-defined folder titles such as Customers, Products, Competitors.



Hard copy or digital – no problem

Using your Canon Multi-Functional Device, paper documents can be saved directly to your personal document management system as easily as copying. With the same ease you can also add all of your relevant digital files, using easy to execute drag & drop, or import. You now have a true personal productivity solution.



So, grab that article about market trends in Europe from the Economist that you know you'll want to refer to at some point. Scan it, and file it. At the same time, log a couple of key-words or attributes from the article, so that Canon's intelligent search tools will bring it up when you decide to pull out everything you have on Italy. Recycle the magazine at the end of the week, confident in the knowledge that you have archived the crucial cuts.

Not just whenever, but wherever

If you want to grant access to colleagues, so that they can download your customer surveys, that's easy to do. If you are travelling, the fact that your assistant may not be in the office to email you a set of slides is not a problem. You are in control of your work, and of course, you are also in control of security.

One of the many benefits of a personal workspace enhanced by iW Document Manager and your workgroup's Canon Multi-Function Device is that files can be accessed, using security features, from anywhere, via the web.

Check this out

When you open a document, the 'checkout' facility secures your file, so that no-one but you can make changes. When you check in the document, you have the option to save as a new version or overwrite the existing one. In this way your changes are controlled and documented for maximum clarity in the updating process, ensuring that the final changes that you make remain final.

One happy gathering

If you are preparing for a meeting with a customer or partners, you can easily create professional looking reports and proposals from multi-format documents. Just as with paper folders on your desk, using the e-binder function enables you to create an electronic binder containing all your important paper documents as well as related digital files. Word, Excel, jpg, tiff, for example can be seamlessly combined into a single 'binder', that is easy to print, fax, or email, as PDF if required – saving time not just for you, but for the recipients as well.



Find the information you need quickly and easily

If you are looking for everything you've got on a particular customer, for example, you can quickly pull the documents together.

iW Document Manager includes powerful text search tools that help you in the quest for greater professionalism and efficiency. And thumbnail icons ensure that documents are easy to recognise and quick to find even if you're only doing a 'manual' search.



Overview of benefits

Canon iW Document Manager and Multi-Functional Devices are designed to work together specifically to save you time and resources. The sheer efficiency of the technology and good advice enables you to scan and save documents directly to your personal document management system on your desktop; the convenience of the electronic cabinet and folder system and the search tools, means that you and your team will spend less time searching for information, and more time exploiting it. It will free up physical space and clutter, whilst ensuring that you keep important information for future reference, greatly improving the efficiency of your personal workspace.

time-saving

– now that your important digital and paper documents are within the iW Document Manager cabinet and folder system, with thumb nail icons, and a fast text search tool, you will quickly and easily retrieve exactly the information you need.

efficient & secure

– you can permit access, locally or remotely via the web, to specified folders so that colleagues can collect product or other information as and when they need it – which saves you the hassle of constantly distributing brochures or price lists, for example.

easy-to-use

– if you know how to word-process, you know enough to enjoy the benefits of iW Document Manager – it is that simple.
– capturing paper documents is as easy as copying. Other functions are no more than drag and drop.

iW Document Manager and Multi-Function Devices – where the digital and paper worlds converge.