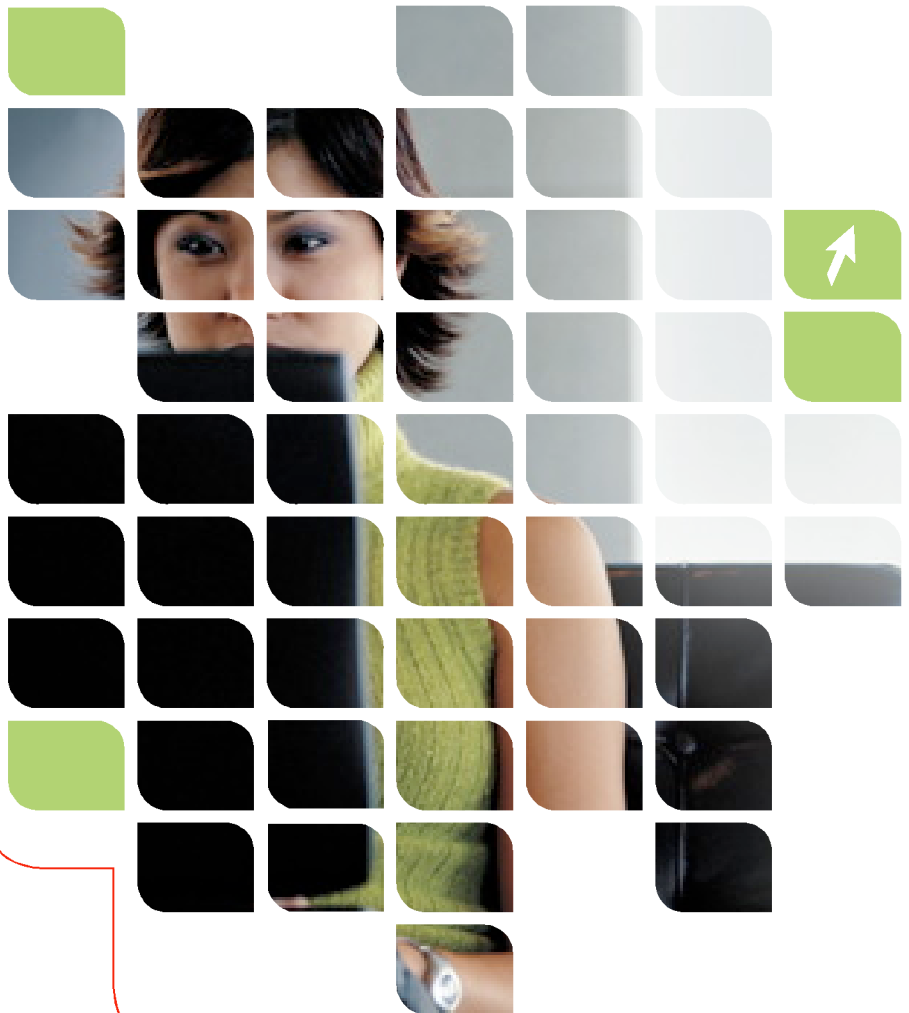


you can
Canon

Personal and Collaborative
Workspace Solution

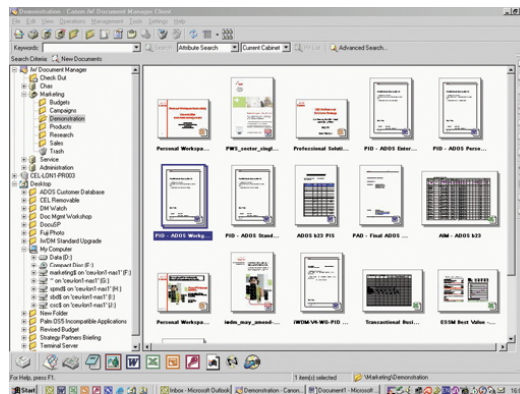
A smart and simple solution to improve personal productivity

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 business 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 and Collaborative Workspace. 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 to do your job better.

Digital information is extremely easy to manipulate and share, so why not apply the digital advantage to all your important documents? If it can be scanned, it can be stored, together 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 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's Personal and Collaborative Workspace Solution lets you apply the digital advantage with maximum efficiency.

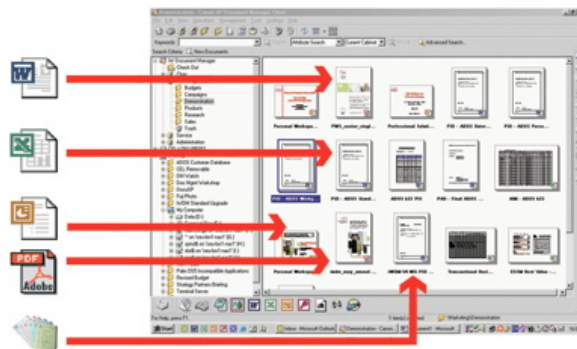


All your information in one place

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. Save your MS Office files in their native format, directly into iW Document Manager. Drag and drop your email attachments into the relevant folder. Store your scanned images in BMP, JPEG, TIFF or PDF format.

You no longer need to duplicate documents on everyone’s desktop, all of which could be slightly different. In addition, you can ensure the safety of your documents through scheduled back-ups. You can also email, fax and print documents directly from iW Document Manager, simply by dragging the document to the appropriate icon.

Set up a ‘cabinet and folder’ hierarchy, of shared and personal cabinets, for all your documents. In this way you have complete control of all your personal documents. And group control of all your shared documents.



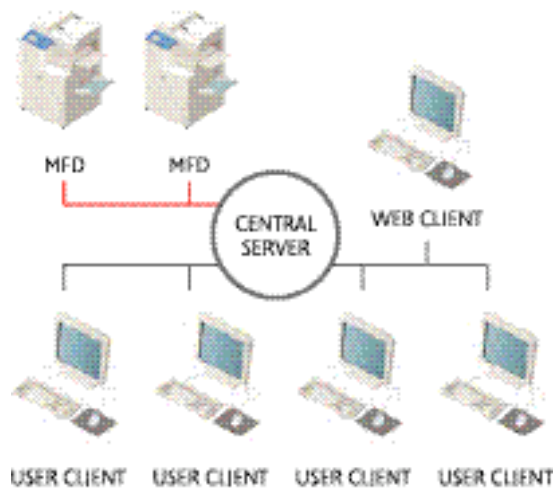
Collaborative workspace

In addition to improving your personal productivity, the Workgroup and Enterprise editions of Canon's Personal and Collaborative Workspace Solution enable workgroups and departments to work together more efficiently and effectively. Documents can be shared through central cabinets enabling people to access and use common information. Even people at remote offices can access information via the Web interface.

Check-out and check-in facilities ensure only one person can make changes at a time. Annotations can be added to scanned images. And version control enables all changes to be tracked. In this way workgroups and departments can collaborate in the creation of reports and proposals.

In addition, with the Enterprise edition, users can receive automatic email notifications when a new document has been registered or an existing document modified.

Canon's Personal and Collaborative Workspace Solution enables workgroups and departments to work together more efficiently and effectively.

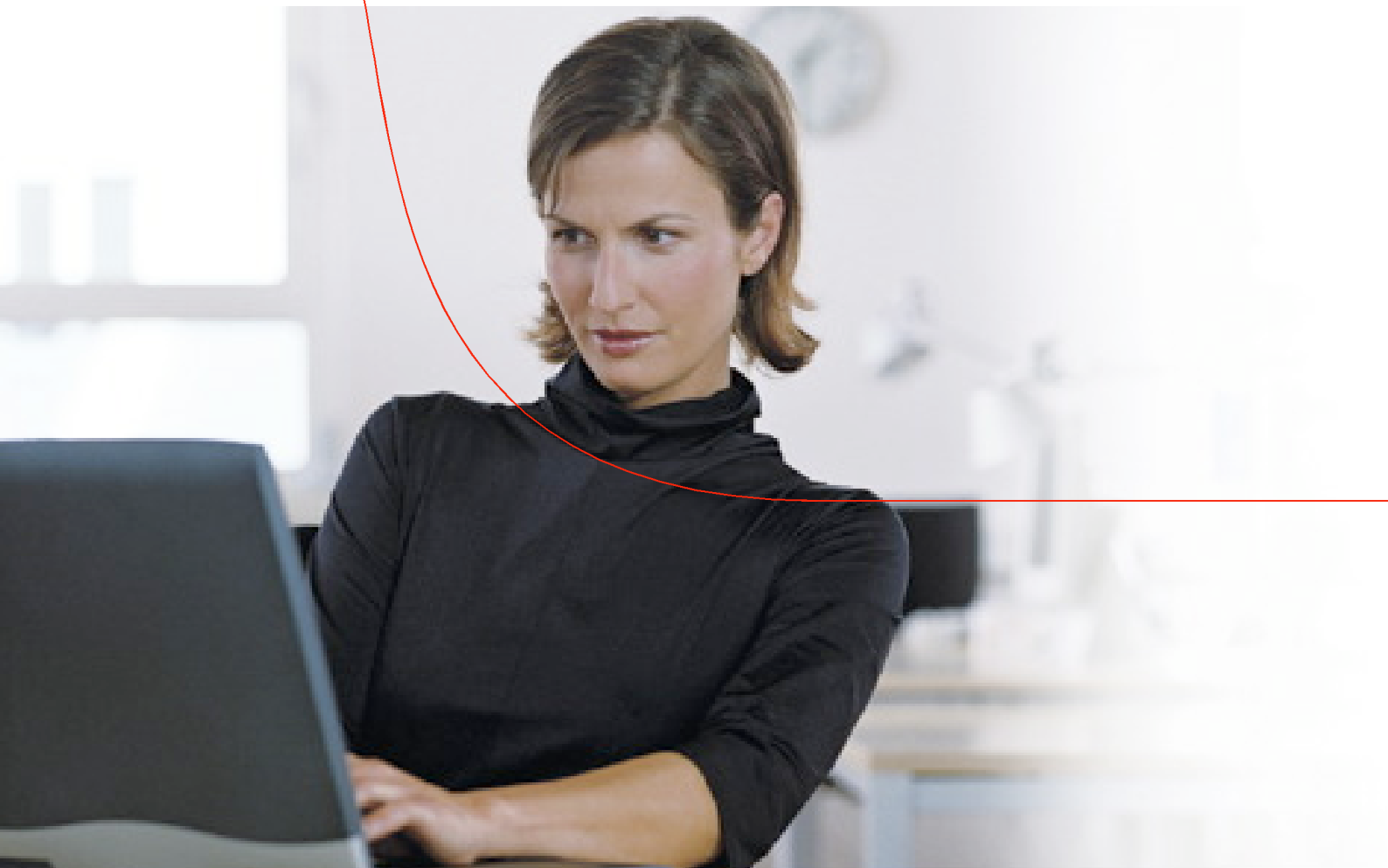


Find the information you need quickly and easily

If you are looking for all the information you have on a particular subject, you can quickly find all the relevant documents.

iW Document Manager includes powerful text search tools that help you in the quest for greater efficiency. You can even save commonly used search criteria.

You can search individual cabinets, or across a number of cabinets. And you can search all documents within the cabinet, including PDF and image files, and even e-binders. Thumbnail icons ensure that documents are easy to recognise and quick to find even if you're only doing a 'manual' search within a folder.




Professional looking reports

You can easily create professional looking reports and proposals from documents with different formats. Using the e-binder function enables you to create an electronic binder containing all the documents for a particular report, whatever their format i.e. Word, Excel, JPG, TIFF, PDF. The individual pages within the e-binder can then be moved and rotated; blank page, numbers and headers can be added, all to create the report you require.

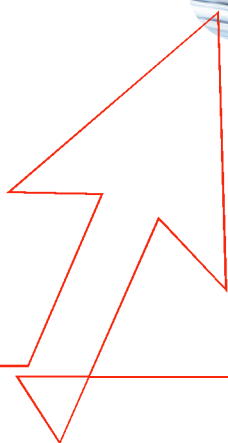
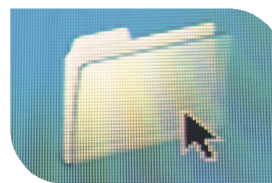
Finally, the e-binder can be shared via a cabinet, email, fax or print, or can be output as a PDF to create a professional looking report quickly and easily. This function alone could save you hours in managing and sharing information.



iW Document Manager includes powerful text search tools that help you in the quest for greater efficiency.



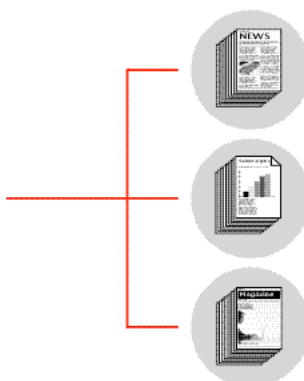
iW Document Manager and
Multi-Function Devices -
where the digital and paper
worlds converge.



Hard copy or digital – no problem

Using your Canon Multi-Functional Device, paper documents can be saved directly to your 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 find it when you need it. Recycle the magazine confident in the knowledge that you have saved the crucial information.






Not just whenever, but wherever

If you are travelling, or work at a remote office, 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 Canon's Personal and Collaborative Workspace Solution is that files can be accessed, using security features, from anywhere, via the web.



Access, files using security features, from anywhere, via the web.

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 save digital and paper documents directly to your document management system; 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 and Collaborative 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.

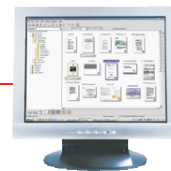
EFFICIENT & SECURE COLLABORATION

You can permit access, locally or remotely via the web, to specified cabinets and folders so that colleagues can access information as and when they need it - which saves you the hassle of constantly distributing reports 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.



iWDM Workgroup System Requirements

The following specifications are the minimum requirements needed for iW DM V4 Workgroup to operate.

Note: The following requirements are for the iW DM Workgroup 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.

DOCUMENT MANAGER CLIENT	
CPU:	Minimum - Pentium II 450MHz or higher Recommended - Pentium 4 2GHz or higher
RAM:	Minimum - 64MB (128 or more for colour documents) Recommended - 128MB or more
Hard Disk Space:	Minimum - For installation - 300MB of free disk space (Note: Additional hard disk space required depending on usage of cabinets and document storage)
Display Monitor:	Minimum - Resolution - 800 x 600: 65,000 colours or more Recommended - Resolution - 1024 x 768: 65,000 colours or more
Operating System:	Microsoft Windows 98, Microsoft Windows Me, Microsoft NT4.0 Workstation SP6a, Microsoft NT4.0 Server Standard Edition SP6a, Microsoft NT4.0 Server Enterprise Edition SP6a, Microsoft Windows 2000 Professional SP3 and above, Microsoft Windows 2000 Server SP3 and above Microsoft Windows 2000 Advanced Server SP3 and above Microsoft Windows XP Home Edition Microsoft Windows XP Professional Microsoft Windows Server 2003 Standard Edition Microsoft Windows Server 2003 Enterprise Edition Microsoft Windows Server 2003 Web Edition *The iW DM Client software will not run on the 64-bit Editions of Windows XP and 2003 Server
DOCUMENT MANAGER ADMINISTRATOR (SERVER)	
CPU:	Minimum - Pentium II 450MHz or higher Recommended - Pentium 4 2GHz or higher
RAM:	Minimum - 64MB (128 or more for colour documents) Recommended - 128MB or more
Hard Disk Space:	Minimum - For installation - 170MB of free disk space (Note: Additional hard disk space required depending on usage of cabinets and document storage)
Display Monitor:	Minimum - Resolution - 800 x 600: 256 colours or more Recommended - Resolution - 1024 x 768: 65,000 colours or more
Operating System:	Microsoft Windows 98, Microsoft Windows Me Microsoft NT4.0 Workstation SP6a, Microsoft NT4.0 Server Standard Edition SP6a Microsoft NT4.0 Server Enterprise Edition SP6a Microsoft Windows 2000 Professional SP3 and above Microsoft Windows 2000 Server SP3 and above Microsoft Windows 2000 Advanced Server SP3 and above Microsoft Windows XP Home Edition Microsoft Windows XP Professional, Microsoft Windows Server 2003 Standard Edition, Microsoft Windows Server 2003 Enterprise Edition Microsoft Windows Server 2003 Web Edition *The iW DM software will not run on the 64-bit Editions of Windows XP and 2003 Server

DOCUMENT MANAGER WEB SERVER	
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 5.5 Service Pack 2 or later Netscape 7.1
Display Resolution:	800 x 600 pixels or higher (1,024 x 768 pixels or higher recommended)
Operating System:	WEB DOCUMENT SERVER: Windows 2000 Server/Advanced Server (SP3 or 4) Windows Server 2003 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 Microsoft Internet Information Services (IIS) 5.0/6.0

iWDM Workgroup System Requirements

Here is a list of the basic specifications information for the iW DM V4 software:

Database:	MSDE (Microsoft Data Engine) 2000 SP3a / 2000A Note: The Server does not run with MSDE 1.0. If the 1.0 engine is installed on the system, the installer will automatically update it to MSDE 2000A. The iW DM Administrator / Server application does not run with Oracle
Cabinet:	Guaranteed: 100 Cabinets Concurrently connected Cabinets: Up to 5 cabinets
Folder:	Guaranteed: Up to 65535 folders per cabinet Folder Levels: Up to 255 levels Sub-folders: Up to 1000 sub-folders per folder
User:	Guaranteed: Up to 3000 users However, MSDE is limited to 5 concurrent users
Group:	Maximum Number of Groups: 1024
Document:	Up to 100,000 documents per cabinet Up to 65,000 per folder, but only 1000 viewable in the 'List with Thumbnail' view Number of pages for image documents: 4096
System Index:	1024
User Index:	1000
User Index Group:	46

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English Edition

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