

ADVANCED SOLUTIONS FOR **Government**

productivity

authentication

device and document security

cost containment

sustainability and accessibility



Government organizations seek greater productivity and efficiency.

Impacted by political, social, and economic changes, government agencies on all levels—national, state, and local—face real challenges. While reduced budgets are forcing agencies to focus on driving cost efficiencies, securing confidential information as well as compliance with Section 508 of the U.S. Rehabilitation Act still remain critically important.

Government challenges



Productivity

Increasing pressure to meet shortened deadlines, combined with reduced budgets, mean your staff needs to do more with less. Repetitive, manual processes need to be streamlined and automated to help improve efficiency.



Securing devices, documents, and data

Government agencies handle confidential information on a regular basis. Safeguarding that information, whether for regulatory compliance or to avoid information leaks, is critical. With multifunction devices providing easy access to print, copy, and/or send information, IT administrators need to put in place a strategy to secure access to these devices and the output generated.



Cost containment

As budget cuts remain a constant challenge, governmental organizations need to ensure that they keep device-related costs—including paper and toner—to a minimum.



Sustainability

Green initiatives continue to be a focus in both the private and public sectors. Identifying and investing in cost-effective technology that can also help lower an office's carbon footprint and environmental impact is a shared initiative between sustainability officials, IT, and procurement.



Accessibility

Making the workplace accessible to users of all abilities is a key initiative for government offices. With the goal of Section 508 compliance, the question is how can multifunction devices become more accessible for an aging and diversified workforce?

Real solutions from Canon

Canon provides a wide array of hardware and software solutions to assist your government organization in addressing these challenges. Canon devices and software solutions can help your entity increase productivity, streamline workflows, ensure compliance, contain costs, and provide sustainability and accessibility to all citizens.



Work more productively and efficiently

Facing increasing pressure to work more productively, agencies are looking for ways to streamline manual, multistep processes, while ensuring document security. Canon provides a number of solutions to help automate document workflows and enable your staff to get more done with less.



Assemble documents quickly

Government employees must often assemble complex reports that include multiple elements, such as policy revisions, summaries, and images. imageRUNNER ADVANCE Desktop and Quick Printing Tool solutions can quickly combine scanned hard-copy files with other bureau or constituent data into a single, cohesive document.

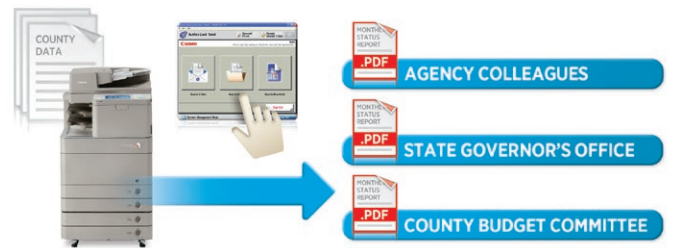
Drag and drop files on your desktop to easily print or fax documents, or even convert them into PDF files.



Consolidate files from multiple sources—including hard copy, Web, and electronic—into one centralized report or document.

Simplify and control document distribution

Having the ability to control document distribution processes adds to government productivity. With Canon Authorized Send or eCopy ShareScan, normal walk-up functions, such as copying, are available without authentication. Meanwhile, authorized users can send scanned documents via e-mail, fax servers, SharePoint servers, and even send them to multiple destinations. This helps provide the optimal mix of security capability, flexibility, and productivity.



With Authorized Send, you can encrypt documents being sent and even add a digital signature.

Archive documents

Government personnel can increase document efficiencies by using “favorite” one-touch buttons based on users’ common requirements. With Canon Authorized Send or Nuance/eCopy Quick Connect, users can easily create new folders to store/archive scanned documents or just send to specific individuals.



Leverage automated workflows to streamline creating PDF and PDF/A documents and connectors for archiving the scanned documents.

Control access to devices across your organization

While agencies invest heavily to protect networks and facilities, they may be leaving hard-copy workflow and networked multi-function printers (MFPs) vulnerable. Canon provides security solutions that help comply with certain regulations, CAC/PIV requirements, and other compliance concerns.



Securing device access to authorized personnel

With Canon solutions, such as Universal Login Manager (ULM) and uniFLOW software, government agencies can control who has MFP access to print, copy, scan, or send documents. You can set authentication and access control options that can be used to accommodate password- and card-based systems, such as Proximity Cards.



Limit device access to authorized personnel.

Restricting access to functions on the MFP

Canon Access Management System (AMS) allows government organizations to configure users' access to device functions based on predetermined rules, including those defined in the Active Directory. A bank manager may have access to all functions, including send and fax, while agency staff may be restricted to copy and print, and contract workers may be blocked from all access.



Device functions can be restricted by users with Access Management System software.

Securing authorized printing to any device

Customer data on applications is highly confidential and exchanged by interdepartmental staff and between agencies each day. Agencies can leverage Advanced Anywhere Print (AA-PRINT) and uniFLOW software to help ensure that only those personnel who authenticate themselves at the device can release and print customer applications and other sensitive documents.



Avoid leaving documents with sensitive financial information on the device trays.

Supporting CAC/PIV initiatives

Many agencies have put measures in place to support Common Access Card (CAC) or Personal Identity Verification (PIV) security requirements. Canon has developed a comprehensive solution portfolio that supports these initiatives. With the serverless, embedded Advanced Authentication (AA) CAC/PIV solution, device access can be validated using CAC or PIV card authentication. This solution can also be integrated with Authorized Send CAC/PIV for secure document distribution that includes encryption and digital signatures. In addition, CAC and PIV cards can also be used in conjunction with uniFLOW and Canon imageFORMULA ScanFront 300e CAC/PIV.



Canon offers multiple solutions that support CAC/PIV cards for securing device access and safeguarding documents.

Safeguard your documents and data

Government agencies create and store a multitude of documents with information that needs to be kept confidential and secure. Too often, documents that are being safeguarded on computers and in transit can be printed and left exposed on the device output tray for anyone to see.



Prevent unauthorized document retrieval

As paper remains quite prevalent in many agencies, the need to safeguard this information remains a key priority. Secure printing solutions, like Canon Secure Print, Encrypted Secure Print, AA-Print, and uniFLOW, help ensure that documents are only printed when the user is standing at the device and can retrieve the output.



Canon offers driver-based, serverless, and server-based solutions for secure printing.

Secure fax forwarding

The Canon imageRUNNER ADVANCE line offers a variety of fax forwarding tools. These enable your staff to increase security by sending faxes automatically to e-mail addresses, desktop locations, and even password-protected Advanced Box folders. Such options help eliminate the risk of leaving important documents exposed on device output trays.



Incoming faxes can be securely routed to a password-protected Advanced Box, network folder, or e-mail.

Safeguarding device data

Nearly every multifunction device at your business features a hard drive that almost certainly contains confidential data. Canon offers several security measures that can help safeguard information on a daily basis or when you retire/remove one of these devices.



The **standard HDD format** feature overwrites all stored data nine times when devices reach end-of-life, helping to ensure that no client data is left on the HDD.



The **HDD Data Erase Kit** helps ensure that sensitive data on applications, such as home address, employment history, and earnings, is deleted on a daily basis and properly erased with a standard 3x format overwrite as part of routine job processing.



The optional **HDD Data Encryption Kit** uses AES 256-bit encryption to help protect all data stored on the internal disk drive.



The **HDD Password Lock** secures the HDD with an automatically generated password (32-byte) to help prevent access to HDD from a PC when it's removed from MFP devices.

Effective cost control

Canon offers solutions that can help boost productivity and give you greater control over printing and copying costs by helping influence employee behavior, prevent wasteful activity, and manage device usage.



Manage printing more efficiently

With budget cuts, many government agencies have had to meet the challenges of understanding printing costs across their entire organization. With Canon uniFLOW software, you can gain control over device usage, regardless of bureau/department size or geographic spread.

Create detailed analytical reports to identify usage and associated costs

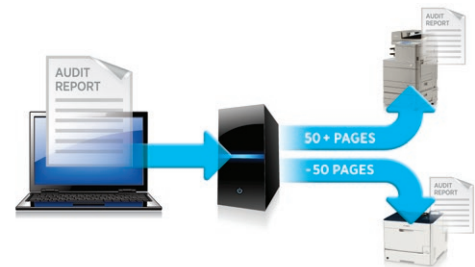
Detailed reports can be sent to agency IT managers and branch chiefs to assess and determine where scan, copy, print, e-mail, and fax activities are occurring. Used to facilitate cost management, these reports can help your staff determine where print costs are heaviest, where they can reduce costs, and which individual departments or commissions should be charged back.



uniFLOW reporting provides visibility into device utilization as well as printing and copying expenses.

Route jobs automatically to less expensive printers

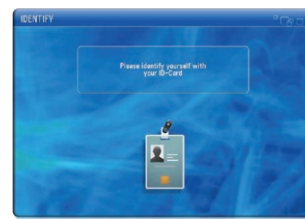
Agencies can set parameters for the number of pages that can be printed out on a desktop printer at the department level versus those that should be sent to a workgroup multifunction device. For instance, all print jobs over 50 pages must be printed on a multifunction device or sent to the central reproduction center at agency headquarters, while jobs under 50 pages could be printed at the department level.



Prompt users or automatically route larger print jobs to a secure print queue for more cost-effective printing.

Proactively manage your fleet

To help enforce your agency's policy to reduce printing costs, uniFLOW can control access at the MFPs for each user. It can enable fact-driven management of print functions, giving your IT managers the power to limit color printing, force duplex printing, avoid releasing unclaimed print requests, and even require management authorization for jobs of a certain size or type. All print usage activity can be measured and reported back to departments for further review to help improve compliance.



Restrict functions on the MFP.

Improve accessibility and sustainability

Government organizations are under increasing pressure to comply with environmental and accessibility regulations. Canon prioritizes environmental concerns in product development and has an award-winning record for creating accessible devices to help federal agencies with Section 508 compliance.



Work in more environmentally responsible ways

Canon strives to achieve the highest environmental standards and expectations, and it can help you do the same. Canon products have received ENERGY STAR® awards for cost- and energy-saving features that help improve workflow efficiency, conserve energy, and prevent waste. These features include:

- One-watt sleep modes
- Reduced warm-up times and heat usage
- Reduced-energy scanning
- Recycle-conscious designs
- Smaller, lighter product designs



Canon is proud to offer EPEAT® registered products. Using these solutions, government, businesses, and individuals can help reduce their environmental impact.

Enable access for visually impaired users

Supporting the needs of visually impaired users is a priority for government institutions. imageRUNNER ADVANCE devices deliver a variety of solutions that help improve access for visually impaired and aging workers:

- Voice guidance and operation
- Concave keys
- Large, bright control panels
- Reversible displays
- Braille label kits
- Screen reading software



Voice Operation Kit helps to simplify input of commands.



LCD control panels can "reverse" to increase visibility.



Tactile controls increase functionality.

Improve access for users with limited mobility

imageRUNNER ADVANCE devices provide intelligent solutions to enable access for those with limited mobility. The Remote Operator Software Kit makes it easy to activate all functionality from a PC. In addition, the flexible control panel can tilt to be visible from any angle, while an ADF Access Handle makes it easy for wheelchair users to operate the device.



Control panel can flexibly tilt to be visible from any angle.



Remote Operator software enables device control from a networked PC.



ADF Access Handle enables seated users to operate the device.

Advanced solutions for today's government organizations

Government organizations, offices, and departments are continually looking for solutions that simplify and improve critical processes within their infrastructure. Whether you're considering hardware, software, or both, Canon Professional Services can help your team analyze and evaluate existing processes, then work closely with you to carefully implement integrated solutions that are linked to your organization's goals.

Work more productively and efficiently

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| Assemble documents quickly | imageRUNNER ADVANCE Desktop | Easily combine scanned hard copies with digital documents. Add tabs with text and insert slip sheets. Preview document thumbnails prior to printing. |
| | imageRUNNER ADVANCE Quick Printing Tool | Quickly drag-and-drop documents to preview, print, fax, and convert to PDF. |
| Streamline document distribution | Authorized Send | Distribute documents that are encrypted and with a digital signature. |
| | eCopy ShareScan | Create one-touch buttons with preview, redact, and archive. |
| Integrate into back-end systems | eCopy ShareScan Connector | Archive documents to common document solutions. |

Control access to devices across your organization

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| Securing device access to authorized personnel | Universal Login Manager | Users authenticate themselves to unlock the device. |
| | uniFLOW | Authenticate and monitor costs for all user print output. |
| Restricting access to functions on the MFP | Access Management System | Control user access by roles and responsibilities. |
| Securing authorized printing to any device | AA-Print | Authenticate users for all print output. |
| | uniFLOW | Charge back authenticated and released print jobs to departments, bureaus, agencies, and other government institutions. |
| Supporting CAC/PIV initiatives | Advanced Authentication | Authenticate users at device and server to lock and unlock the device. |
| | Authorized Send | Secure and encrypt documents during distribution workflow. |

Safeguard your documents and data

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|---|--------------------|---|
| Prevent unauthorized document retrieval | Canon Secure Print | Driver-based solution that requires users to authenticate themselves prior to releasing documents to print. |
| | AA-Print | Serverless solution that requires users to authenticate themselves prior to releasing documents to print. |
| | uniFLOW | Enterprise Output Management solution that requires users to authenticate themselves prior to releasing documents to print. |
| Securing fax forwarding | Fax Forwarding | Automatically route faxed civilian documents to the password-protected Advanced Box on the device. |

Effective cost control

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| Manage printing more efficiently | uniFLOW | Individual or inter-departmental committees can monitor costs, bill back to projects, and increase print efficiency. |
| | | Monitor costs, bill overhead expenses, and increase print efficiency. |
| | | Monitor and manage all devices. |

Utilize the imageRUNNER ADVANCE to its full potential with professional services from Canon Solutions America

When selecting and implementing new technology, a highly skilled technical team is the difference-maker for a successful deployment. Canon Solutions America has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. Our team of technical professionals draws upon decades of technical expertise and real-world experience to ensure you obtain the maximum benefit from your technology investment.



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