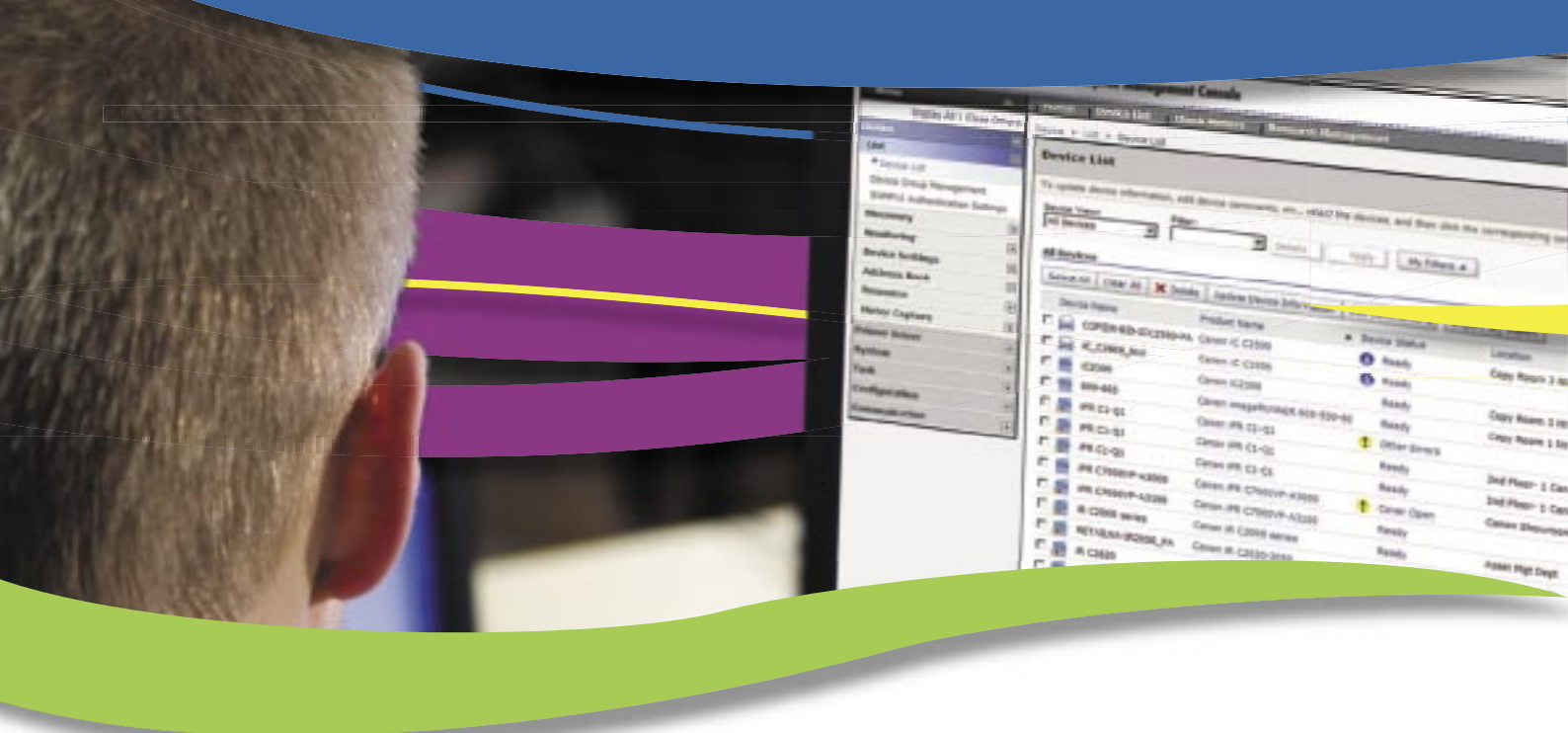




**Canon**  
advanced simplicity®

**Let Your Business Run**



Successful business people are always seeking ways to improve their businesses, through working smarter, not harder. Yet everyday office inefficiencies can hinder productivity, take up valuable resources, and compromise your ability to compete in the local and global market place.

Canon works hard to resolve these workplace inefficiencies with you, so you can concentrate your energies on maximising your business performance.

We'll help you, your staff, and your business get to wherever you want to go.


### Reduce Costs

Business people have more than enough to worry about. We give you practical, powerful tools to help you understand and help reduce costs.

Canon looks at both tangible and intangible costs you may not have considered, like reduced need for service or increased uptime.

Productivity and cost control

 Productivity

 Cost Control

### Integrated Workflows

Who's to say everyone across your organisation can't work in more aligned ways? Canon helps you address the tangible requirements that we need everyday, in order to get things done more quickly, accurately and with a higher degree of quality.

Share store documents and image quality

 Document Efficiency


 Image Quality

### Improved Infrastructure

Most businesses already have different systems that are critical to the success of the organisation in place. Canon works to review your existing print and document infrastructure and integrate solutions to help address immediate needs, while keeping overall infrastructure improvement front of mind.

Security and Device efficiency


 Security

 Device Efficiency

### Holistic Vision

The actions and ideas that work best in a business environment are those that work in perfect harmony. Canon strives to move your business forward whilst never losing sight of the bigger picture.

Usability and environment

 Usability

 Environment



Businesses that optimize their workflows with the integration of electronic document workflows can reduce paper volumes by 50%.  
Gartner

“Using the same software across the print fleet has also helped with template production, which is now much quicker and easier.”  
Trilby Misso Lawyers

## Productivity

Looking for proven efficiencies to help everyone in the business reach goals more quickly and easily?

- Need to get workers back to revenue generating activity?
- Frustrated by slow print speeds or waiting for other jobs to finish before you can get your prints?
- Want the right document to automatically go to the most appropriate printer?
- Looking to easily automate manual tasks?
- Sending volume print out?
- Does converting hard-copy information into searchable data require more time and resources than anticipated?
- Looking for ways to reduce downtime caused by device errors or “out of toner” messages?

Streamline the way your documents are created, produced, and printed

- Drastically reduce printing mistakes and more consistently complete projects on time.
- Combine multiple different source file types into one cohesive document with great speed and incredible ease.
- Enable users to repurpose hard-copy spreadsheets, presentation slides, and text documents with speed and accuracy.
- Eliminate frustrations caused by over-used or faulty print devices.
- Reduce costs by using the most appropriate printer for different documents
- Stop users wasting time managing their own printing and get them back to work
- Bring volume printing in house to manage cost and time and gain more flexibility





“Office workers produce on average 10,000 pages per annum, of which 44% is avoidable and unnecessary printing, the product of user waste and inefficient workflows. Up to 3 % of revenue is spent on printing, proactive mgmt of print costs can save up to 30% of that figure.”

Gartner, 22nd December 2008, M J Hancock

## Cost Control

Know where all your print costs come from? Can you identify which costs are necessary and which are not?

- Need to keep print costs to a minimum?
- Looking for the right tools to keep employees from unnecessary or wasteful printing?
- Need to modify printing habits of your entire organisation?
- Notice unclaimed printouts or recycle bins that overflow?
- Looking for a simple way to assign or bill print costs back to your departments or outside clients?

Canon makes it easy for you to identify, evaluate, and manage print costs.

- Track all output activity and gain control over colour printing costs.
- Train users to adopt more cost-effective print behaviours.
- Attribute client, account, department, and project costs with ease.
- Schedule customised, automated print usage reports to monitor usage and track budgets.

“When we implemented the new system, double-sided printing accounted for 10% of total print jobs. Six months later, it accounts for 51% of all printing.”  
Kawa Farid, Hyundai’s Network Administrator  
“ We estimate that over five years this solution will save us approximately \$5 million.”

Graeme McFadyen, Chief Executive Officer at Trilby Misso Lawyers



“research shows that nearly half of a knowledge workers time is spent with documents. Yet the majority complain that they still can’t find the information within a reasonable time”

Gartner, 19th May 2009, D Dixon

“...the average company’s costs associated with searching for and managing documents are more than 100 hours per year per employee.”

Gartner, 13th Jan 2009 D Dixon & M J Hancock

“We’ve achieved a 35% time reduction to process documents, [and a corresponding] reduction in costs.”

Peter Lewis, Project Director at SAFcomm

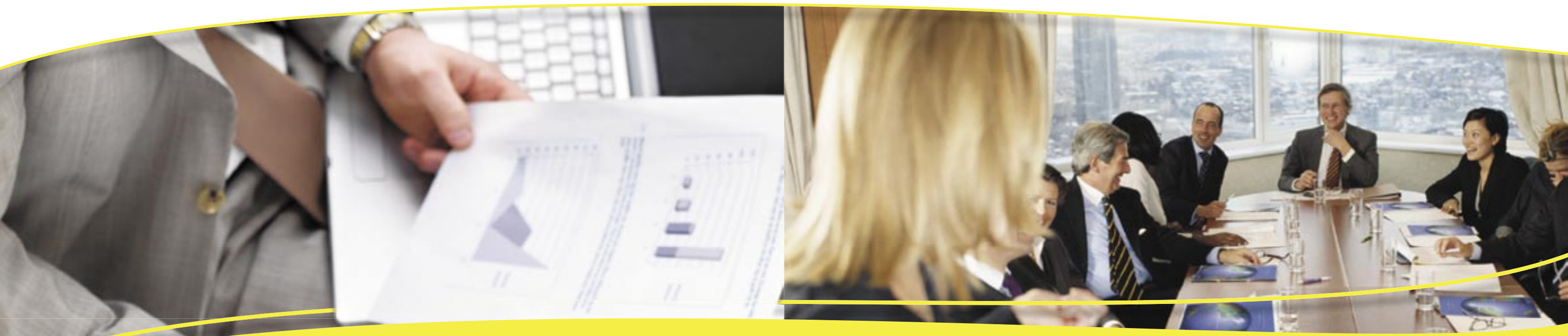
## Document Efficiency

Looking for better ways to capture, store, and archive documents easily? Need to quickly search for, and retrieve business or customer documents?

- Saved an electronic document and can’t find it again?
- Clients call expecting you to locate and reference their information and correspondence instantly?
- Looking for ways to customise, automate, and streamline your document distribution and paper processes, seamlessly linked to your existing document management or cost accounting system?
- Stacks of papers or overstuffed filing cabinets crowding workspaces?
- Physical searches for hard-copy documents wasting time?
- Looking to transform paper files into an efficient, searchable digital archive?
- Network servers overloaded with unnecessary files leading to lengthy document searches?
- Need a reliable disaster recovery plan for your paper archive?

Canon helps you optimise paper-handling tasks. Now it’s much easier to digitize, archive, locate, and take action on every bit of valuable customer and company information.

- Capture, convert, store and distribute — all directly from the device.
- Streamline workflow by giving users direct access to a wide array of document management and accounting systems directly from their MFPs.
- Cultivate a work environment where communication, collaboration, and speed are common practices.
- Simple scanning processes improve access and productivity.
- Streamlined manual, paper-intensive processes like handling faxes, invoices, or standard forms.
- Scalable solutions designed to suit your business from a simple scan access to a more comprehensive digital archive.
- Find customer correspondence quickly, easily and consistently.





According to Lola Phillips of Longina Phillips Designs the colour and print quality is superior to the previous device enabling the business to take on additional work load and now print 40% of their work from the machine.

## Image Quality

Want to see how direct access to quality printing dramatically improves communication results?

- • Need to convey your ideas with more impact, effectiveness, and clarity?
- Creating or printing colour documents difficult or time-consuming?
- Overwhelmed by high volume, quality colour print jobs in a deadline-driven environment?
- Routinely print numerous test prints to get one good one?
- Looking for in-house access to variable data printing, large format, page imposition, and custom finishing?
- Frustrated when the print-queue cannot be managed or re-prioritised?
- Having to outsource quality image jobs and losing flexibility for changing deadlines or small runs?
- Stacks of out-of-date printing sitting in offices?

Research says: Colour helps readers locate information 70% faster. Information in colour is 80% more likely to be retained

Canon image quality solutions deliver speed, reliability, and a full complement of finishing options – for professional results every time.

- • Give your staff the power, convenience, and flexibility to create professionally colour-managed and finished documents in-house.
- Streamline internal publishing processes with professional make-ready capabilities.
- Ensure the print process is managed and that jobs are consistently completed on schedule.
- Deliver flexibility for quality printing in house, and control who has access to these systems.

Image Quality





“Printer and MFP security has become more important over the past few years as more and more regulatory demands are placed on enterprises.” Gartner, 12TH June 2009, D Dixon

Justin Westbrook, MBC’s IT Manager praises the security and simplicity of the system “hurrying to the MFD is no longer necessary because when a job is sent to the printer, it won’t be released until a card is swiped at the device.”

## Security

Surprised to hear that sensitive documents flow through your printers?

- Concerned about access to sensitive information through network devices?
- Confident that only authorised users have the ability to scan and access company files?
- Worried about unclaimed hard-copy printouts posing privacy or security risks?
- Can you ensure and protect the authenticity of documents?
- Do networked copiers and printers offer the needed security levels for data transmission and storage?
- Need to demonstrate regulatory document compliance?

Canon can protect and track sensitive, confidential, and proprietary information without compromising staff productivity.

- Securely exchange and amend documents and other files freely.
- Help prevent unauthorised access to the document-sharing capabilities of your MFPs.
- Promote a highly secure means of collaboration and productivity.
- Be confident your printing meets the same high security standards as other network devices.
- Let the MFP hold the job until an authorised person releases it at the machine.
- Meet your regulatory document compliance requirements with automated workflows.





“Investments can produce lasting results. An optimized fleet will reduce costs by reversing the problems that drove your printer fleet spending in the first place.”

Gartner, 26th May 2009, K Weilerstein



## Device Efficiency

Looking for simple, convenient ways to administer all print devices on your network?

- Want to understand what your print environment actually looks like?
- Spending too much time manually collecting meter counts from each of your print devices?
- Looking to eliminate time spent reacting to user print problems that take away from more important projects?
- Network devices not properly configured because through lack of time or support?
- Looking to configure and control all network device settings without ever leaving your desk?
- Need to reduce time wasted generating print activity reports?
- Want to reduce the stacks of toner sitting in a cupboard, taking space and wasting money?

Canon streamlines device management tasks for all IT & office administrators.

- Take advantage of a print health check to understand your environment, only change what you need to.
- Get your IT and admin departments back to their core work.
- Manage devices directly or remotely over the network.
- Turn projects, which were once a chore, into automated, scheduled tasks, or a simple remote request.
- Retrieve meter count data from all network devices easily, instantly, and remotely.
- Anticipate or prevent most user issues. React swiftly and comprehensively.
- Automatically order new toner just in time, and automated service call outs.

“Everything is now remotely managed across the three offices following what was a very simple installation of the new software and hardware,”  
Fintan O’Mahony, TressCox





“Rightsizing removes poorly matched, outmoded and redundant equipment and leaves behind an optimum match for your needs”  
Gartner, 26th May 2009, K Weilersteni

“Boral expects this appointment of Canon... to produce higher user satisfaction and reduce total company print costs by 30 percent. Our laser printer running costs were just uncontrollable,”  
Brian Jefferys, IT Procurement Manager at Boral Limited

## Usability

Looking for advanced technology that's easy to use and accessible, from wherever you are?

- Wish your users were more in control of your print devices?
- Want to streamline training needs with simpler, easy-to-use network devices?
- Maintain confidence that office device tasks will always execute as planned?
- Prefer an upgrade to smart screens with easy to follow guides for users?
- Looking to improve company-wide device accessibility remotely over a network?
- Looking for service options tailored and priced to your requirements
- Need to stop paying for services you never use?

Canon invests significant time and effort to user interfaces and service – so you don't have to.

- A refined, consistent printing environment helps boost comprehension, convenience, and speed.
- Device and management features are easy to learn, simple to use.
- Easily navigate device options to execute tasks as planned.
- Consistent printer drivers, remote management, and guides help reduce training demands.
- Service that gives you what you pay for.



Usability



“Digitized workflows enable print technology buyers to reduce paper and consumables consumption while also improving business processes.”

Gartner, 13th Jan 2009, D Dixon & M J Hancock

“People are seeing the benefits of the new print solution and are proud of their own role in reducing their environmental impact.”

Kawa Farid, Hyundai’s Network Administrator

## Environment

What are your organisation’s most pressing concerns related to the environmental impact of technology?

- Your organisation has a mandate to “go green?”
- Need business solutions that contribute toward your company’s environmental progress?
- Looking for solutions to conduct business in environmentally-friendly ways?
- Expect your suppliers, partners, and clients to conduct their business in the same ways?
- Want to improve workflow efficiency, conserve energy, and prevent unnecessary waste whilst reducing costs?

Canon can help your business decrease energy use, cut consumable waste, and reduce your overall environmental footprint.

- Improve workflow efficiency, prevent waste, and conserve energy.
- Employ devices in which harmful materials have been drastically reduced.
- Equip your users with tools designed to help them prevent and reduce unnecessary consumable waste.
- Promote the positive environmental by-product of your improved business efficiencies

