

## ADVANCED SOLUTIONS FOR **EDUCATION**

K-12 Schools

Community Colleges

Colleges

Universities



**imageRUNNER**  
ADVANCE

## ADVANCED SOLUTIONS FOR EDUCATION

*Paper documents have always been critical to delivering a positive educational experience. But these days, cost cutting measures and a drive toward more environmentally responsible campuses have changed the way students, teachers, and school administrators view and use hard copies. While no one wants to compromise on the quality of the educational experience, everyone wants to use paper more thoughtfully and economically.*

Canon technology is ready to help. Canon imageRUNNER ADVANCE solutions contain unique features that can help teachers better communicate with students and each other, using both hard-copy and electronic documents.

Educational administrators can leverage these solutions to help their organizations contain costs while conserving paper and resources. They can also provide students with easy access to printing, copying, scanning, and other paper-related tasks.



## Improve Course Development and Management

Teachers spend a good deal of their time outside the classroom preparing materials and working with other teachers and assistants to make their classes as engaging and effective as possible.

Canon imageRUNNER ADVANCE solutions offer new features that can help teachers communicate and collaborate better and prepare effective course materials quickly and easily.

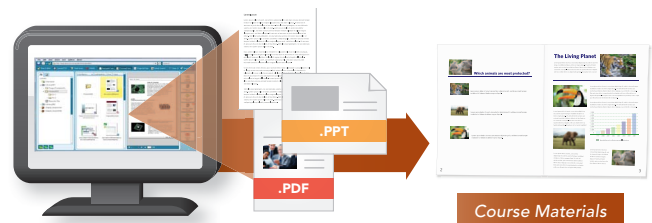
## CREATING COURSE MATERIALS

Our teachers develop course materials from many sources including scanned pages, Web sites, and documents they create in various file formats. Is there any easy way to assemble these materials without having to collate them by hand?

### **Easily Create Custom Educational Materials from Multiple Files and Formats.**

imageRUNNER ADVANCE Desktop offers a new way to put together course materials from multiple files including scanned images, Web pages, PDF files, Microsoft® PowerPoint® presentations, and much more.

You can arrange the files, add page numbers, and then print everything out, even creating handy booklets and stapled documents.



### BEFORE

*If teachers wanted to give students supplemental information that goes beyond the textbook, they had to spend hours scanning, printing, copying, and collating.*

### NOW

*Now teachers bypass manual collation and save time. They simply scan in materials, combine all files using imageRUNNER ADVANCE Desktop, and print out a composite document.*

## ACCESSING SHARED FILES

Teachers often work from multiple locations: home, offices, teachers' lounges, and even local cafés. They need an easy way to transfer documents and assignments to an MFP for printing.

### Store and Access Documents from Your Devices.

Advanced Box allows you to store documents in both print-ready and native file formats on your image RUNNER ADVANCE system. From your PC, you can place them in password-protected Personal and Shared Advanced Box folders. You can retrieve them from your Personal folder, and others can retrieve them from the Shared folder, if they are cleared for access.

You can also access print-ready files directly at the device or from any other networked imageRUNNER ADVANCE system. These capabilities allow you to share documents with colleagues and students, and much more.



### BEFORE

When teachers needed to access a document, they typically had to request it from a colleague or go to an office where documents are centrally stored in hard-copy format. This was inconvenient and often an unnecessary waste of paper.

### NOW

Now school personnel have a much more efficient workflow. A teacher can deposit a print-ready version of the handout into a shared Advanced Box folder. When the teacher and staff come to campus, they can conveniently print out copies at a networked imageRUNNER ADVANCE without touching a PC.

## DOCUMENT DISTRIBUTION



Sometimes our teachers and administrators need to scan course materials from a variety of sources such as pages from printed books or other publications and send the information to a group of faculty members. This can be a time-consuming task to make a document available for everyone.

### Easily Communicate with Colleagues and Staff.

Canon Workflow Composer lets you quickly combine multistep operations into one-touch workflows. With a single button, you can execute many tasks simultaneously, including scanning and assembling multiple documents for distribution, e-mailing, and storing to Advanced Box folders for later use.



### BEFORE

To produce the materials they needed, teachers routinely had to perform multiple inefficient steps. They had to scan hard-copy pages, copy sets for students, send to several teachers, and archive for later use.

### NOW

All the steps that need to be executed are now performed in order, with one touch of a button. The Workflow Composer button on our imageRUNNER ADVANCE MFP reduces errors and improves productivity for all.



## Save on Print-Related Costs

It's no secret that schools and educational institutions need to reduce expenses. A combination of factors is causing per-student expenses to rise faster than inflation, while spending cuts make it even more difficult to provide a top-notch learning environment.

Print devices, while necessary in an academic environment, can often have a hidden effect on budgets. Excessive color usage, inefficient printing, and personal copying can silently drain resources. Canon technology helps you reduce wasteful printing and copying, and empowers both students and teachers to make better printing decisions.



## STUDENT PRINTING

*To help our budget, we need an easier way to deduct print and copy costs from student accounts.*

➤ **Bill Students Using Card Solutions Integrated with PayPal.** uniFLOW Output Manager allows students to refill their uniFLOW account balances using their PayPal accounts. Students can authenticate at a device using the same proximity card they use for building access or meal plans. uniFLOW Output Manager deducts the proper amount from their accounts, which students can replenish from anywhere online.

➤ **Integrate with Existing Student Cards.** A growing number of universities use campus cards for students to access computer labs, purchase meals, and borrow books from the library. These same cards can also be used to support their print activities.

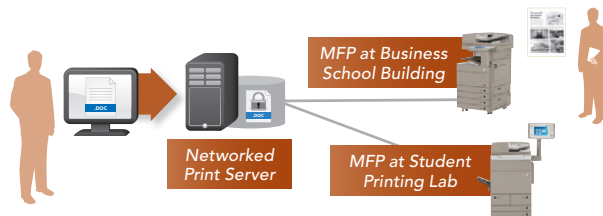
Utilizing the Canon MEAP® platform, Pharos Systems (iMFP for Canon) and Equitrac (Equitrac Embedded™ for Canon MEAP) have developed embedded applications that can utilize campus cards to identify students and securely release their print jobs. These leading cost recovery solutions have developed integrations with popular campus billing systems, such as Blackboard and CBORD, so printing expenses can be deducted from student accounts.



## PRINTING ACROSS CAMPUS

*When a student discovers that the print device they sent a job to is busy, they must go back to their PC and start the process all over. Also, with such a large number of people using printers, the hard-copies that are not retrieved often pile up on printer trays.*

➤ **Boost Convenience and Efficiency.** With uniFLOW Output Manager students and teachers can send documents to the most suitable printer, whether that's across the hall or on the opposite side of campus. In case a user finds that the imageRUNNER ADVANCE device they printed to is busy, they can release the job and retrieve their print from any other networked imageRUNNER ADVANCE system nearby.



➤ **Curb Excessive Printing.** Help eliminate the piles of printed jobs that accumulate on your printers without being retrieved. Require users to be at the device to release print jobs utilizing Secured Print from your imageRUNNER ADVANCE print driver or uniFLOW Output Manager Secure Print.



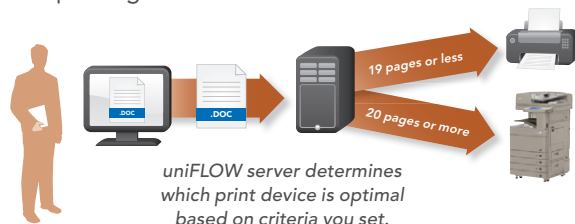
Unlike an MFP that lacks a secure print/retrieval feature, Canon solutions enable your organization to reduce wasteful printing.

## COST CONTAINMENT

Staff members are printing too many pages without a second thought, causing our paper and toner costs to add up. We need to set limits or restrictions and ensure that they're followed.

### Route Jobs to the Most Cost-Effective Device.

uniFLOW Output Manager can help you reduce costs campus-wide. uniFLOW is a highly scalable application that combines device management, security, cost recovery, and cost containment in one powerful solution. It enables you to analyze costs, identify abusive behaviors, right-size your print fleet, and automatically divert large jobs to the most cost-effective device. uniFLOW can empower users to make cost-conscious printing decisions with pop-up messages about lower-cost printing alternatives.



### Leverage Reporting to Reduce Costs.

Analytical reports deliver insight into who's printing and how much. You can use this data to identify abusive behaviors and find ways to cut costs.



IT Administrators can get reports on device and user print activity.

### Charge Costs Back to Departments.

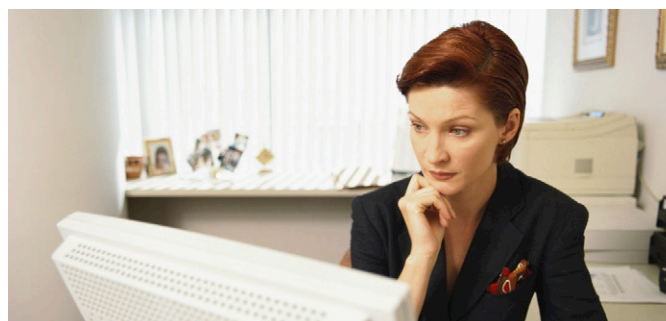
uniFLOW Output Manager enables you to assign all printing, copying, and scanning costs to a specific cost center. Now you can accurately track and allocate the print-related expenditures of various departments, programs, and offices across your institution.

## BEFORE

Our teachers were printing out large jobs on convenient but higher-cost-per-page desktop printers.

## NOW

All jobs over a predetermined size are now automatically routed to the large, more efficient, and lower-cost-per-page imageRUNNER ADVANCE devices.

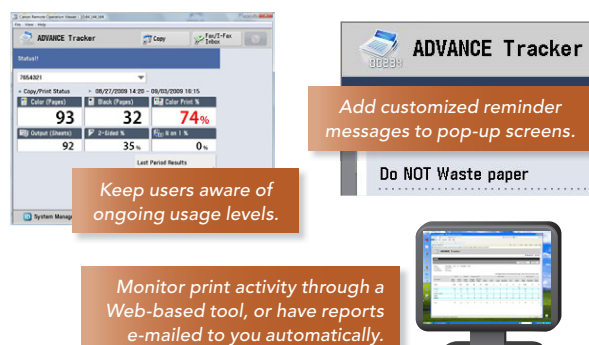


## PRINTING POLICIES

We want our campus to be more environmentally responsible, but both staff and students still print too many needless pages. We need to make them aware of their behavior.

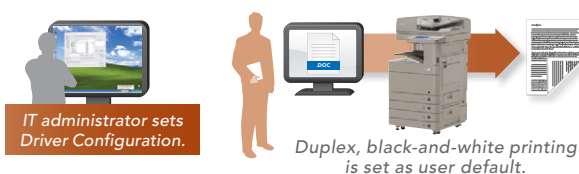
### Influence and Gain Insight into User Behavior.

Canon imageRUNNER ADVANCE Tracker, a server-less application, helps you monitor, influence, and reduce wasteful user print behaviors on an imageRUNNER ADVANCE device. In addition to monitoring and logging device usage, Tracker reinforces awareness of user output with pop-up reminder screens within the device user interface. Also, individual and group output activity can be monitored by an administrator through a Web-based application.



### Ensure That Users Print Efficiently.

The new Driver Configuration tool can help you limit wasteful printing behaviors. With it, you can set defaults so that when users try to print, they can only select from among the more cost-effective options such as duplex or black-and-white printing.





## Promote and Achieve More Environmentally Conscious Behavior

Schools can play a vital role in teaching students to be more environmentally responsible. But to be consistent, they must also support sustainable practices in their own use of materials, energy, and choice of products.

Canon product development is guided by the corporate philosophy of *Kyosei* — living and working together for the common good. This means that the interests of society and the environment are an integral part of Canon business practices. As a result, Canon always strives to meet and exceed environmental regulations.

### CONSERVING ENERGY

**Reduced Warmup Time and Heat Usage.** imageRUNNER ADVANCE features key printing elements that can heat up quickly and print at lower temperatures. Not only does this reduce costs, it also means you wait less time for a device to warm up.

**One-Watt Sleep Mode.** Thanks to a one-watt sleep mode, when your imageRUNNER ADVANCE isn't in use, it's also not burning up your budget.

**Better Scanning with Less Energy.** Scanning is increasingly part of the school environment. The technology in imageRUNNER ADVANCE reduces scanning power consumption by up to 75 percent over other models.

**ENERGY STAR® Qualified.** The ENERGY STAR Program promotes the development of energy-efficient products. Since it was announced in 1993, more than 150 Canon copiers, printers, and multifunction peripherals have earned the ENERGY STAR rating.



### CONSERVING RESOURCES

**Helping Schools Reduce Waste.** Canon enables you to promote more responsible device usage among students and faculty. You can encourage them to take advantage of double-sided printing and printing two or four pages on a single sheet.

**Designing Smaller, Lighter Products.** Canon strives to make its products the very smallest and lightest available in each category. This reduces the amount of energy needed for transportation from the factory to your school.

**Recycle-Conscious Design.** Canon development teams consider all stages in each product's life cycle, striving to maximize the use of plastics that have been already introduced into the environment wherever possible.

**Conserving Power across the Entire Product Life Cycle.** Canon has a unique product design system called Life Cycle Assessment (LCA). It looks for ways to reduce carbon emissions at every stage of a product's life, from raw materials all the way to disposal.

**Toner Cartridge Recycling.** To support local recycling and energy recovery efforts, a plastic resin code is engraved on each toner cartridge. If Canon plastic toner containers cannot be recycled locally, Canon also offers a collection program.

### POLLUTION CONTROL

**Staying Ahead of Worldwide Goals and Regulation.** The European Union's RoHS directive restricts, prohibits, and/or controls six hazardous chemical substances. Canon goes above and beyond this requirement by restricting these to control a total of 24 hazardous substances.





## Provide Devices That Are Usable and Accessible

Every school needs to make its campus as user friendly as possible. imageRUNNER ADVANCE systems include an intuitive interface and key features that make it easy for your faculty and students to learn both basic and advanced device capabilities. They also provide a range of options that help users who have varying sight, hearing, and mobility capabilities to better access and get the most out of your device.



### USABILITY

**Use One-Touch Buttons for Repetitive Workflows.** With Workflow Composer, you can improve usability by creating one-touch buttons that execute multistep processes. These large, easy-to-use buttons appear in a user's Quick Menu for easy access.

**Make It Easier Than Ever to Access Device Functionality.** The

large, colorful touch-screen user interface in every imageRUNNER ADVANCE device is simple to navigate and can be customized for the needs of any teacher, student, or administrator. Basic functions are easy to find and operate. Advanced tasks are now easy to understand and use.



**Quickly Interface with USB.** Plug in USB memory media to access and print files immediately. Users can also access all device functionality with an optional USB keyboard.



### ACCESSIBILITY

**Maintain Productivity Even Without Direct Access.** With the Remote Operator Software Kit, disabled students and teachers can operate imageRUNNER ADVANCE control panel functions from any networked PC.



*Maintain Productivity from Your PC Desktop*

**Support Varying Visual and Hearing Capabilities.** Canon's Voice Guidance features a software-driven speaker attached to the side of the device, while screen-reading technology (such as JAWS) makes device functionality more accessible.

## Before You Speak with a Canon Representative

Educational institutions can have a wide variety of needs. Grade schools and community colleges may need devices and systems that differ greatly in scale and scope from large universities. Canon offers a robust and wide-ranging set of solutions, both on its own and through integration with third-party software and hardware providers.

As a result, before you call or meet with your Canon representative, it's a good idea to consider a few questions:

- How do teachers in your school prepare and print handouts and other materials for classes?
- If teachers collaborate with one another in your school, what are their needs for sharing and working on documents?
- What is the workflow for teachers that prepare classes at home or in other off-campus locations?
- How is your school controlling the costs associated with printing, copying, and faxing?
- How do you ensure that printouts of grades and assignments don't fall into the wrong hands?
- Does your school staff strive to be environmentally conscious? If so, how are your print devices and other technology supporting that effort?
- Do you have a convenient way to bill students for device usage?
- Are your devices fully accessible for students and faculty with varying abilities in hearing, vision, or mobility?

## Meeting the Unique Output Needs of Your Educational Institution

Educational leaders look for solutions that simplify and improve critical processes within their infrastructure. Canon stands ready to offer in-depth knowledge, practical expertise, and field-tested technology when developing solutions for all your document-related challenges.

Whether you're considering hardware, software, or both, Canon Professional Services can help your team analyze and evaluate your existing processes, then partner with you to carefully implement integrated solutions linked to your organizational goals.



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